



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
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TCSD BOARD OF DIRECTORS WORK SESSION AGENDA WEDNESDAY, JUNE 22, 2022 AT 8:30AM

1. CALL TO ORDER

2. ROLL CALL President Steffen Bartschat

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

3. APPROVE AGENDA

4. PUBLIC EXPRESSION

Members of the public are invited to address the Board concerning topics, which are not listed on the Agenda (If an item is agendaized, interested persons may address the Board during the Board's consideration of that item). Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. Consequently, if further consideration is required, the Board may refer the matter to its staff or direct that the subject be added to an agenda for a future meeting. The Board reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations.

5. REGULAR BUSINESS: Board Actions

- A. Conduct study session on parks & recreation events, programs, classes, policies, parks and facilities; organizational structure; schedule and topics for future board work sessions

6. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single action of the Board. There will be no separate discussion unless specific items are removed from the Consent Calendar during adoption of the Agenda for separate discussion and action.

- A. Approve Resolution 2022-11 requesting consolidation and election services for two TCSD director's positions in November 2022

7. ADJOURNMENT

NEXT TCSD BOARD MEETING

JULY 13, 2022 – 7:00 PM

TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

June 22, 2022

ITEM 5A

CONDUCT STUDY SESSION ON PARKS & RECREATION EVENTS, PROGRAMS, CLASSES, POLICIES, PARKS, AND FACILITIES; ORGANIZATIONAL STRUCTURE; SCHEDULE, AND TOPICS FOR FUTURE BOARD WORK SESSIONS

SUBJECT: CONDUCT STUDY SESSION ON PARKS & RECREATION EVENTS, PROGRAMS, CLASSES, POLICIES, PARKS, AND FACILITIES; ORGANIZATIONAL STRUCTURE; SCHEDULE, AND TOPICS FOR FUTURE BOARD WORK SESSIONS.

Recommendation

Conduct work session and provide comments to staff as appropriate.

Policy Issues

Initial discussion of short and long-term goals and priorities for TCSD.

Discussion

Conduct study session to discuss, but not limited to, the following (not in order of priority):

- Short and long-term priorities regarding community events, recreation programming, parks, and/or facilities
 - Desired mix and types of events, classes, and programs
 - Can annual (“core”) events be structured differently to reduce staff time to plan, coordinate, and manage/support the events (e.g., food trucks)
 - Possible current and future staffing structures to implement the priorities
 - Overall communications strategy including process for community input on priorities
 - General use/facility policies regarding such issues as parks, dogs, classes/instructors, and facilities
 - Options for facility/park improvements
 - Cost recovery policies
- Organizational structure with a focus on the roles of the Assistant General Manager and General Manager
- Schedule/timing for future policy discussions and follow-up to this work session. Possible topics include, but are not limited to, the following:
 - Agenda format for regular meetings and work sessions
 - Park/facility masterplan/policies
 - General administrative/operational policies
 - Management Partners Study on Parks and Recreation Operations and Facilities
 - R3 Solid Waste Draft Financial Plan and Rate Study
- Canceling Board work session(s) for summer recess

Staff will facilitate the discussions on the above matters and may have additional handouts at the meeting. To keep the work session to no longer than 2 hours, the primary focus of the study session is to discuss the short and long-term priorities regarding community events and recreation programming. After this discussion, the Board can begin the initial conversations regarding parks and facilities as well as the other priorities and policy issues. At the conclusion of the study session, we would like to have a schedule of topics to be discussed at future work sessions as well as potential list of topics for the Board's annual retreat.

As background for the discussion, attached are lists of past and current events; past and current classes; table of historical costs for classes, programs, and events; and organizational responsibilities split between the Assistant General Manager (AGM) and General Manager (GM).

The "List of Events" was prepared by previous staff and estimates the amount of TCSD staff time needed to put on a specific event. The list shows that a total of over 1,200 hours of TCSD staff time is required for the listed events, not including the hours for part-time staff.

The "List of Classes" are those classes or programs sponsored by TCSD (registration via TCSD) and/or marketed in the TCSD newsletters/guides (registration via instructor/other organizations) since 2011.

"Table A- Historical Costs for Classes, Programs, & Events" shows the actuals costs for classes, programs, and events from FY18/19 to FY20/21 and year end projections for FY21/22. Under "Event Expenses," the "temp help" line item reflects the costs of part-time help hired for events. While the part-time help costs for previous years are not tracked by event, we do plan to implement a process this year to better track part-time costs for events.

One takeaway from the analysis is that revenues from events appear to cover the out-of-pocket costs for food, supplies, materials, and outside vendors. However, revenues only offset a portion of the costs for part-time staff hired for events and do not cover any of the costs of TCSD full-time staff. The Board may want to discuss its cost recovery policies within this context. For example, in FY18/19, TCSD event revenues covered approximately 80% of its expenses, not including full-time staff costs.

While TCSD does not need to establish cost recovery policies, it is beneficial for the Board to understand the "true" cost for delivering events. Table A also illustrates the impacts of COVID-19. Specifically, in FY20/21, TCSD held no events and in FY21/22, TCSD began holding selected events again. Also, the revenues for Tia's Afterschool Program in FY20/21 and FY21/22 were affected by COVID-19.

The "Organizational Responsibilities" list delineates the primary responsibilities for a division or specific assignments between the Assistant General Manager (AGM) and General Manager (GM). It should be noted that the GM and the AGM will work collaboratively on issues and, as a result, there will be crossover in responsibilities.

In addition to discussing topics for future work sessions or on a regular Board agenda, we anticipate that the Board will need to consider other policies beyond those listed above such as:

- Emergency Operation Plan
- SB 1383 ordinance and policies
- Park/facility use policies
- Vehicle replacement policies
- Purchasing policy (e.g., check signing)
- Instructor revenue sharing policy
- Job descriptions/classifications/compensation plan
- Personnel/Administrative policies (update/clean-up)
- Retention Schedule

Impact on TCSD Resources

N/A

Attachments

- A. List of events
- B. List of classes
- C. Table of Event and Class Costs
- D. Organizational responsibilities

RECREATION DIVISION

Events/ Programs	Staff	Misc
Crab Feed	<ul style="list-style-type: none"> • Carol 45 hrs, • Casey 15 hrs, • Cyndie 10 hrs - advertising - information • Part time 25hrs <ul style="list-style-type: none"> ○ 2 kitchen 8hrs ea. (Gretchen and Colleen) ○ 1 bar 7hrs 	110 tickets sold
Spaghetti Bingo (4 per year)	<ul style="list-style-type: none"> • Carol 20hrs per event • Casey 8hrs • Part time 12hrs <ul style="list-style-type: none"> ○ 2 kitchen 4hr ea ○ 1 bar 4hrs • Cyndie 2hrs- advertising - information 	120 tickets sold per night
Murder Mystery (4 nights)	<ul style="list-style-type: none"> • Carol 150 hrs • Casey 40hrs • Part time 100hrs <ul style="list-style-type: none"> ○ 2 kitchen x 4 nights x 10hrs ○ 1 bar x 4 nights x 6hrs • Cyndie 10 hrs- advertising - information 	Appx 80 tickets sold per night
Trivia Night (2 per year)	<ul style="list-style-type: none"> • Carol 10 hrs • Casey 3 hrs • Part time 15hrs • Cyndie 2 hrs - advertising - information 	Up to 80 tickets could be sold
Paint Night (2 per year)	<ul style="list-style-type: none"> • Carol 10 hrs • Casey 3 hrs • Part time 6hrs (2 people at 3 hrs) • Cyndie 2 hrs- advertising - information 	Appx 30 people, yielding \$450 to TCSD (TCSD \$10 of \$45 ticket)
Earth Day	<ul style="list-style-type: none"> • Carol 30 hr • Casey 15 • Josh 15 • Part time 8 • Cyndie 2 hrs- advertising - information 	
Garage Sale debris day (2day event)	<ul style="list-style-type: none"> • Carol 40 hr • Casey 15, • Part time 40 • Cyndie 6hrs - advertising – information-registration 	

RECREATION DIVISION

Attachment A

Garage Sale	<ul style="list-style-type: none"> • Carol 15 hr • Casey 8 • Part time 16 	
Creekside (9 events)	<ul style="list-style-type: none"> • pre-event set up - 250 hrs • Lara execute 9 events x 24hrs ea week 216 • Casey 9 events plus prep and clean up 24 hrs ea week 216 • Josh 9 weeks x 4 hrs 36 • Part time 12 staff x 9 weeks x 8 hrs 864 	
Oktoberfest	<ul style="list-style-type: none"> • pre-event set-up 50 hours • Carol 50 hrs • Casey 30hrs • Josh 15hrs • Lara 20hrs • 8 part time 8hrs each 	
Halloween (3 nights)	??? lots of staff and volunteer hrs	
Crafts Fair (2 Nights)	<ul style="list-style-type: none"> • Carol 20hrs • Casey 2 hrs • Part time 16hrs 	
Jolly Jingles	<ul style="list-style-type: none"> • Carol 10 hrs • Casey 2 hrs • part time 10 hrs • Cyndie 2 hrs - advertising - information 	
Breakfast with Santa	<ul style="list-style-type: none"> • pre-event set-up 15hours • Carol 20 hrs • Casey 20hrs • Lara 20hrs • 3 part time 8hrs each 	

<u>TCSD Staff</u>	<u>Approx. Total Hours</u>
Recreation (Carol/Lara):	736 hrs (approx. 18.5 weeks)
Facility (Casey):	377 hrs (approx. 9.5 weeks)
Other TCSD staff (Cyndie/Josh):	102 hrs (approx. 2.5 weeks)
Grand Total:	1,215 hours (approx. 30.5 weeks)

LIST OF CLASSES OFFERED (2011-present)

Dog Training

Meditation

Pickleball

Yoga

Watercolor Painting

Guitar lessons

Photography

Sunday Hikes

Hula Hoop Fun & Fitness

Qigong

Origami

Master Gardening (free)

Tennis

Dance (Swing, Exercise)

Summer Camps (Italian, Guitar, Tennis)

Bike Repair

One day classes (sewing, patent law)

COMMUNITY SERVICE/PROGRAM

Senior Bingo (Senior Club)

Tai Chi

Tia's After School Program

Art Gallery Exhibits



**Table A- Historical Costs for Classes,
Programs, & Events**

	Fiscal Year			
	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Year End Projection
CLASSES Income				
4330 · Class Fees				
4331 · Yoga Class Fees	9,506.00	6,569.00	0.00	0.00
4332 · Painting Class Fees	6,605.00	4,735.00	15.00	0.00
4333 · Tai Chi	1,545.00	1,330.00	1,460.00	1,635.00
4334 · Pickle Ball	0.00	389.00	4,725.00	14,345.00
Other Class Fees	605.00	0.00	0.00	0.00
Total 4330 · Class Fees	18,261.00	13,023.00	6,200.00	15,980.00
Total Income	18,261.00	13,023.00	6,200.00	15,980.00
CLASSES Expense				
5340 · Instructor Fees	11,598.85	7,994.70	3,145.00	9,324.25
Total Expense	11,598.85	7,994.70	3,145.00	9,324.25
NET CLASSES	6,662.15	5,028.30	3,055.00	6,655.75
PROGRAMS Income				
4303 · Tia's After School Program Rev	40,992.50	35,382.00	28,446.00	3,477.00
Total Income	40,992.50	35,382.00	28,446.00	3,477.00
PROGRAMS Expense				
5014 · Temporary Help	6,340.60	5,052.40	6,683.60	6,683.60
5341 · Tia's Afterschool Program Exp	33,159.78	30,108.70	38,083.00	14,530.65
Total Expense	39,500.38	35,161.10	44,766.60	21,214.25
NET PROGRAMS	1,492.12	220.90	-16,320.60	-17,737.25
EVENTS Income				
4350 · TCSD Event Revenue				
4352 · Spaghetti Bingo	1,635.00	2,480.00	0.00	0.00
4354 · Oktoberfest Revenue	26,338.53	25,317.79	0.00	21,112.45
4355 · Halloween Event Revenue	15,493.00	9,559.05	0.00	35.00
4356 · December Holiday Events Revenue	240.00	178.70	0.00	1,309.00
4357 · Crab Feed Revenue	6,272.00	5,983.00	0.00	0.00
4358 · Murder Mystery Dinner	11,989.61	9,902.99	0.00	10,195.10
4359 · Arts & Crafts Event Revenue	1,419.25	1,153.00	0.00	0.00
4360 · Garage Sales Revenue	983.00	1,040.00	0.00	0.00
Creekside/Block Party Revenue	30,006.29	14,037.35	0.00	11,085.55
Breakfast Events Revenue	3,150.00	4,073.02	0.00	0.00
Other TCSD Event Revenues	4,738.00	454.00	0.00	0.00
Total 4350 · TCSD Event Revenue	102,264.68	74,178.90	0.00	43,737.10
4410 · Donations/Fundraising/Grants				
4414 · Donations/Tips	0.00	0.00	507.92	1,127.53
4411 · Fundraising/ Event Sponsorship	13,491.00	6,429.16	0.00	16,100.00
Total 4410 · Donations/Fundraising/Grants	13,491.00	6,429.16	507.92	17,227.53
Total Income	115,755.68	80,608.06	507.92	60,964.63
EVENTS Expense				
5014 · Temporary Help	30,218.55	39,998.37		3,638.75
5300 · Events Expense				
5301 · Sales Taxes Paid	3,657.82	5,433.17	0.00	722.56
5303 · Spaghetti Bingo Expenses	1,071.98	1,097.53	0.00	0.00
5305 · Oktoberfest Expenses	26,049.71	23,226.78	0.00	24,723.71
5306 · Halloween Event Expenses	7,418.95	5,969.59	7.00	122.20
5307 · December Holiday Event Expenses	580.08	1,372.50	0.00	1,523.30
5308 · Crab Feed Expense	4,272.21	4,096.38	0.00	0.00
5309 · Mystery Murder Dinner Expenses	7,260.50	6,408.21	0.00	8,925.24
5310 · Arts & Craft Event Expenses	458.90	493.21	0.00	393.14
5302 · Garage Sales Expenses	330.68	279.43	0.00	0.00
5314 · Earth Day Expenses	1,632.38	0.00	0.00	1,304.83
Creekside/Block Party Expense	26,841.59	11,694.18	0.00	14,203.80
Breakfast Events Expense	1,995.56	1,213.19	0.00	0.00
Other TCSD Event Revenues	7,714.43	6,297.05	0.00	887.80
Total 5300 · Events Expense	119,503.34	107,579.59	7.00	56,445.33
5431 · Public Communications	6,627.77	7,513.00	647.00	4,700.69
Total Expense	126,131.11	115,092.59	654.00	61,146.02
NET EVENTS	-10,375.43	-34,484.53	-146.08	-181.39

Note: does not include full-time TCSD staff costs; "temp help" reflects part-time help hired for events.

GENERAL ORGANIZATIONAL RESPONSIBILITIES

As of June 22, 2022

ADMIN (GM*)

Board

- Relations
- Meeting agenda/packets
- Goal setting/priorities
- Workplan
- Communications
- Committees/subcommittees

Human Resources

- Job Descriptions,
- Recruitments,
- Workers Compensation,
- Personnel Policies
- Compensation Plan
- Training

Records Management – retention schedule

Prop 218

Risk Management

General Admin/Operational Policies

Communications

- E-Newsletters
- Nextdoor/Facebook/Others
- E-questionnaires
- Signage
- Printed media

Master Fee Schedule

General elections

Relationships with other local agencies

FINANCE (AGM*)

General Accounting (e.g., payables, receivables)

Financial Reports

Forms/Processes/Procedures

Budget

- Mid-Year Report
- Five-Year Forecast
- Five-Year CIP (GM)

Audit

Payroll

Benefits

- Health
- Deferred Comp
- Retiree Health

COPS

Investments

Measure A

PARKS & RECREATION (GM)

Classes, Programs, & Events

- Events
 - Creekside (AGM)
 - Oktoberfest
 - Others
- Volunteers
- Senior & Youth Programs
- Instructor Policies
- After School Program
- New Classes/Programs

Facilities

- Use Policies
- Rental rates
- Maintenance (AGM)
- Operations
- Improvements
 - Community Center ADA/Kitchen (AGM)
 - Cabin
 - TCSD offices

Parks

- Maintenance (AGM)
- Use Policies
- Vegetation Management
- Landscape Contractors
- Tree Maintenance
- Improvements
- Trails
- Masterplan

SOLID WASTE (AGM)

Operations (GM)

SB1383 Compliance

R3 Rate Review and Financial Plan

Lid Flip audit

Annual rate increases

Zero Waste JPA (GM)

WASTEWATER (GM)

Operations

CIP projects

Compliance

Inspections

Annual rate increases

SASM

SMCSD

*Note: GM- General Manager

AGM- Assistant General Manager

**JUNE 22, 2022
ITEM 6A**

**RESOLUTION 2022-11 REQUESTING CONSOLIDATION AND ELECTION SERVICES
FOR TWO TCSD DIRECTORS POSITIONS IN NOVEMBER 2022**

TO: BOARD OF DIRECTORS

FROM: CYNDIE MARTEL, DISTRICT CLERK

**SUBJECT: RESOLUTION 2022-11 REQUESTING CONSOLIDATION AND ELECTION SERVICES FOR TWO TCSD
DIRECTORS POSITIONS IN NOVEMBER 2022**

Recommendation

Approve Resolution 2022-11 requesting the Marin County Elections office provide consolidation and election services for the District for the November 8, 2022 election.

Background

In 2017 the District received communication from the County of Marin to comply with new California law, SB 415, which required special districts with low voter turn-out to align their elections with the state election cycle on even numbered years. In order to comply with SB 415, on March 8, 2017 the Board approved Resolution 2017-1 to extend the term to 2018 for two Directors who would have been up for re-election in 2017, and to extend the term to 2020 for three Directors who would have been up for re-election in 2019.

Analysis

Two current Board member terms expire this year and TCSD will need to participate in the November 8, 2022 election to fill those spots. The District is required by Elections Code 10509 to confirm the two Board positions will be filled in the upcoming election, and to confirm the District jurisdictional boundaries have not changed since the last districtwide election or the last printing of the boundary map by the County of Marin GIS department.

The resolution requests the County of Marin to: 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418 and 2) Authorize and direct the Marin County Elections Department at District expense, to provide all necessary election services and to canvass the results of said election. The resolution is due to the County by July 1st. Otherwise, the District would need to conduct the election itself.

Impact on TCSD Resources

No additional resources are requested at this time.

Attachments

- A. Resolution 2022-11
- B. Elected Officials and Terms of Office
- C. Marin County Elections Department District Boundary Confirmation Request



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2022-11

RESOLUTION OF THE GOVERNING BODY OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 8th day of November, 2022, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) 2

Number of Short-Term Positions (2-year) 0

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Marin County Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED this _____ day of _____, _____ by the following vote, to wit:

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

SECRETARY

Elected Officials and Terms of OfficePlease refer to the accompanying instructions for important information and instructions, **before** completion.District Info: **Tamalpais Community Services District****April 19, 2022**305 Bell Lane
Mill Valley CA 94941

As required by Elections Code 10509 please confirm the information listed below regarding your jurisdiction's elective offices to be filled at your next general candidate election. Sign and return this form if the information is correct. Contact the Elections office immediately if changes are needed.

PAYMENT FOR THE PUBLICATION OF THE STATEMENT OF QUALIFICATIONS IS THE RESPONSIBILITY OF THE

candidate _____ (candidate or district)

Ballot Heading(s):	Elected/ Appointed	Term of Office
District Tamalpais Community Services District		
Director James Alan Jacobs 707 View Point Rd Mill Valley, CA 94941	Elected	12/7/2018 to 12/2/2022
Director Jeffrey Arthur Brown 340 Jean St Mill Valley, CA 94941	Elected	12/7/2018 to 12/2/2022
Director Steffen John Bartschat 301 Enterprise Concourse Mill Valley, CA 94941	Elected	12/4/2020 to 12/6/2024
Director Steven Marc Levine 635 Glenwood Ave Mill Valley, CA 94941	Elected	12/4/2020 to 12/6/2024
Director Matthew George McMahon 925 Ventura Way Mill Valley, CA 94941	Elected	12/4/2020 to 12/6/2024

I have reviewed all information contained on this form
and have indicated any changes necessary.

**Please
Stamp
District Seal Here**

Signature

MARIN COUNTY ELECTIONS DEPARTMENT
DISTRICT BOUNDARY CONFIRMATION REQUEST
For the November 8, 2022 Statewide General Election

This is to confirm that the jurisdictional boundaries have not changed since the last district-wide election or the last printing of the boundary map.

Please complete and email this form to danmiller@marincounty.org.

Name of Jurisdiction: Tamalpais Community Services District
Please Print

As the representative of the above-named jurisdiction I confirm there have been no boundary changes to this jurisdiction since the last election or boundary revision:

Signed _____ Date _____

Name of Representative: Steffen Bartschat
Please Print

Title of Representative: Board President
Please Print