



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSO PARKS AND RECREATION COMMISSION (PARC) MEETING AGENDA

FRIDAY, DECEMBER 8, 2023

SPECIAL MEETING AT 3:00PM -4:30pm (time approximate)

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

1. CALL TO ORDER

2. ROLL CALL

Commissioners: Chair Erin Rosenblatt, Vice-Chair Pam Keon, Michael Bogart, Valerie Jordan, Michael Wisner

3. APPROVE AGENDA

4. 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.

5. REGULAR BUSINESS

- A. Discuss/consider PARC short and long terms goals and priorities (20 min.)
- B. Receive and discuss TCSO park/facility usage data (20 min)
- C. Receive Subcommittee Reports (20 min.)
- D. Discuss possible events/activities/projects to include in the community survey (20 min.)
- E. GM report (5 min)

6. CONSENT CALENDAR

- A. Approve November 17, 2023, meeting minutes

7. FUTURE PARC AGENDA ITEMS

Community survey content- 1/12/24

8. ADJOURNMENT

NEXT PARC REGULAR MEETING

January 12, 2024 at 3:00pm in the Tam Community Center, 203 Marin Ave, Mill Valley



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report

Parks and Recreation Commission Special Meeting December 8, 2023

TO: PARKS AND RECREATION COMMISSION (PARC)

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: STAFF REPORT FOR ITEMS 5A, 5B, 5C, 5D, 5E, 6A

This is the staff report for Agenda Items 5A, 5B, 5C, 5D, 5E and Consent 6A.

REGULAR BUSINESS

5A. Discuss/consider PARC short and long terms goals and priorities.

At the last PARC meeting, PARC discussed the goals and priorities prepared by Vice-Chair Keon as well as comments from Commissioner Wisner. As a follow-up to the discussion, Vice-Chair Keon and Commissioner Wisner agreed to work together to revise the goals and priorities, and to bring the list of goals and priorities to PARC for review and consideration. The revised list of goals and priorities will be available at the meeting.

ACTION: Motion to approve FY23-24 goals and priorities for the TCSD Board's review and/or provide direction to staff.

5B. Receive and discuss TCSD parks and facilities usage data.

At its last meeting, PARC requested data on the usage of TCSD parks and facilities usage. Staff has compiled data (see attached) for 2023 based on reservations made and TCSD events held at Kay and Eastwood Parks, the Cabin, and Community Center. The data is non-exclusive meaning some meetings/events occur on the same day. As a result, it is very difficult to calculate usage rates, especially since we have not defined what usage means.

For example, the Cabin is used quite extensively by AA related groups every morning Monday-Saturday Monday and some weekday evenings. AA related groups hold approximately 468 meetings a year in the Cabin. it uses the facility 312 days per year. All other usage combined is an additional 36 meetings/events per year, but a majority of the meetings are held on the same days as AA groups.

The Community Center usage includes private events, Board/PARC meetings, weekly classes, TCSD community events, and programs/activities. You'll note that the rehearsal hours for shows such as Murder Mystery is reflected in the Community Center usage data.

Parks data is based on private reservations which are primarily for birthday parties.

Staff will “walk” PARC through the data at the meeting.

ACTION: Receive and discuss data.

5C. Receive subcommittee reports

At its last meeting, PARC formed the following Ad-Hoc subcommittees:

Kott Park (Pine Hill/Tennessee Ave)/Hawk Hill (Stanford Ave)

Commissioners Wisner and Bogart

Eastwood Park

Commissioners Wisner and Jordan

Kay Park

Vice-Chair Keon and Commissioner Jordan

Flamingo (Rock) Park/Cabin/Community Center

Chair Rosenblatt and Vice-Chair Keon

ACTION: Receive oral reports.

5D. Discuss possible events/activities/projects to include in the community survey

On October 25th, the TCSD Board discussed the possible content for the community survey. The Board did indicate it would like to survey the community regarding new and/or previously offered TCSD events/activities. The Board requested the consultant and staff to work with PARC to develop a list of new and/or previously offered events, activities, programs, and/or classes that PARC believes would be useful to receive community feedback.

For background, below is a list of recreation events/activities (not including classes) that were offered by TCSD prior to COVID-19. Some are still offered, others have restarted in a slightly different format, some are being considered to restart, and/or some are no longer offered due to a variety of reasons.

- Crab Feed
- Spaghetti Bingo (4 per year)
- Murder Mystery (4 nights)
- Rhubarb Revue (4 nights- TVIC event)
- Trivia Night (2 per year)
- Paint Night (2 per year)
- Earth Day
- Garage Sale debris day (2-day event)
- Garage Sale
- Creekside (9 events)

- Oktoberfest
- Halloween Haunted House (3 nights)
- Crafts Fair (2 Nights)
- Jolly Jingles
- Breakfast with Santa

ACTION: Begin discussions

5E. GM report on park facilities

Oral report on general improvements, maintenance, and/or repair projects in Park facilities.

ACTION: Receive report.

CONSENT CALENDAR

6A. Approval of minutes for 10/20/23 PARC meetings

ATTACHMENTS

- A. Community Center table
- B. Cabin table
- C. Eastwood Park table
- D. Kay Park table
- E. Minutes

COMMUNITY CENTER RESERVATIONS/CLASSES/EVENTS/PROGRAMS 2023	
Date	Event Type
1/28/2023	Memorial
2/2/2023	Celebration of life
2/18/2023	Memorial
4/29/2023	Speaker & Booksigning
4/27/2023	Emergency Prep Presentation - Southern Marin Fire Dept.
5/21/2023	Team Appreciation Event
5/22/2023	Memorial
6/8/2023	Third Grade Movie Day -Tam Valley School
6/9/2023	Tam Valley Elementary 5th grade graduation
6/10/2023	Memorial
7/22/2023	Quinceanera party
8/19/2023	50th Birthday party
8/27/2023	Mill Valley Soccer Club
8/31/2023	Underground Construction Safety Training - USA North 811
9/2/2023	Birthday party
9/9/2023	Memorial
11/4/2023	Anniversary party
12/5/2023	Free Range Games meeting
12/12/2023	80th Birthday party
Total	19 events/meetings
Weekly Classes	
Tuesdays	Tai Chi from 10:30 am - 11:30 am (52 days total)
Wednesdays	Senior Bingo from 11 am - 1 pm (52 days total)
Total	104 classes
Improv	
1/18/2023	Improv class
1/25/2023	Improv class
2/1/2023	Improv class
2/15/2023	Improv class
2/12/2023	Improv show
8/26/2023	Improv show
10/21/2023	Improv show
Total	7 shows/classes
TCSD Community Events/Meetings	
Murder Mystery Rehearsals start 1/2-3/16 Mondays and Thursdays 7pm-10pm (29 days total)	
3/10/2023	Murder Mystery Show
3/11/2023	Murder Mystery Show
3/17/2023	Murder Mystery Show
3/18/2023	Murder Mystery Show
Murder Mystery Rehearsals start again 10/16-12/28 Mon. and Thur. 7pm-10pm (21 days total)	
1/20/2023	Blocked for Crab Feed set up
1/21/2023	Crab Feed
1/22/2023	Blocked for Crab Feed clean up
Rhubarb Revue Rehearsals start 3/20-5/18 Mondays and Thursdays 7pm-10pm (21 days total)	
Rhubarb Revue shows are held on 5/12, 5/13, 5/19, 5/20	
Creekside is held on 6/16, 6/30, 7/14, 7/28, 8/11	
8/22/2023	Octoberfest set up
8/23/2023	Octoberfest set up
8/24/2023	Octoberfest clean up
10/20/2023	Spaghetti Bingo
Jolly Jingle Rehearsals the week of 11/27-12/1 7pm-10pm (5 days)	
12/2/2023	Jolly Jingles
12/8/2023	Breakfast with Santa set up
12/9/2023	Breakfast with Santa
5/6/2023	Debris Day
10/7/2023	Debris Day
Total	96 events/rehearsals
TCSD Board Meetings held twice a month (20 days total)	
PARC Meetings once a month (8 days total)	
Total	28 meetings
GRAND TOTAL	approx. 254 meetings/events/classes/programs

CABIN RESERVATIONS/MEETINGS FOR 2023	
Date	Event Type
1/24/2023	NOAA - Agency partner meeting with county - no charge
3/3/2023	Birthday party
3/4/2023	Birthday party
4//2/23	Girl Scout Easter Egg Hunt
4/15/2023	Film making - SF State Univ.
4/16/2023	Film making - SF State Univ.
4/23/2023	Girls Scout - Outdoor Skills Day
4/29/2023	Birthday party
5/6/2023	Birthday party
5/20/2023	Fundraiser
6/3/2023	Baby Shower
6/4/2023	Retirement Party
6/17/2023	Birthday party
7/15/2023	Family Reunion
8/18/2023	Memorial
8/19/2023	Birthday party
8/26/2023	Birthday party
10/15/2023	Birthday party
12/3/2023	Birthday party
12/30/2023	Birthday party
Total	20 private events
AA Groups	
	AA Morning group meets Monday through Saturday 6:30am-8:30am (312 days total)
	AA Tuesday evening group 6:30pm-8:30 pm (52 total days)
	AA Wednesday evening group 6pm-9pm (52 total days)
	AA Friday afternoon group 11:30am-1:30pm (52 total days)
Total	468 AA meetings
	Girl Scout meetings 1/6, 2/10, 3/3, 4/21, 5/19,6/2, 9/22, 10/20, 11/17, 12/15 (10 days total)
	Boy Scout meetings 1/10, 3/7, 4/11, 5/9 (4 days total)
Total	14 scout meetings
TCSD Use	
	Creekside Unplugged (2)
	Volunteer Recognition Event
Total	3 events
GRAND TOTAL	505 events/meetings

Eastwood Park Reservations 2023	
Date	Event type
1/29/2023	Birthday party
2/12/2023	Birthday party
3/19/2023	Birthday party
4/22/2023	Earth Day TCSD table
4/23/2023	Birthday party
4/29/2023	Family Picnic 9:30am-12:30pm
4/29/2023	Birthday party 2pm-5pm
5/21/2023	Birthday party
5/27/2023	Birthday party
5/28/2023	Birthday party
6/3/2023	Birthday party
6/10/2023	Birthday party
6/11/2023	Birthday party
6/24/2023	Birthday party
6/24/2023	Birthday party
6/25/2023	Birthday party
7/15/2023	Birthday party
7/30/2023	Birthday party
8/5/2023	Birthday party
8/9/2023	Birthday party
8/13/2023	Birthday party
8/26/2023	Birthday party
9/10/2023	Birthday party
9/23/2023	Birthday party
10/1/2023	Birthday party
10/28/2023	Birthday party
11/11/2023	Birthday party
Total	27 events

Kay Park Reservations 2023

Date	Event type
6/11/2023	Birthday party
6/23/2023	Birthday party
7/8/2023	Birthday party
7/8/2023	Birthday party
8/26/2023	Mt Tam School party
8/27/2023	Birthday party
9/23/2023	Birthday party
Total	7 events

The Commission requested data on the usage of TCSD parks and facilities. Staff will provide the data at the December PARC meeting.

B. Discuss/consider PARC short- and long-term goals and priorities.

The Commission discussed the Commission goals and priorities prepared by Vice-Chair Keon as well as comments from Commissioner Wisner on those goals and priorities. Both agreed to work together to revise the goals and priorities and incorporate each other's comments. They will bring back the revised goals and priorities at a subsequent Commission meeting.

In addition, the Commission discussed projects they can work on while waiting for the results of the community survey. Subsequently, various ad-hoc subcommittees were formed to tour specific TCSD open space and park facilities and report back to the full Commission. The following is a list of those subcommittees and the assigned facility:

1. Kay Park – Commissioner Jordan and Vice-Chair Keon
2. Kott Park and Hawk Hill – Commissioners Bogart and Wisner
3. Flamingo (Rock Garden) Park, The Cabin and the Community Center – Chair Rosenblatt and Vice-Chair Keon
4. Eastwood Park – Commissioners Jordan and Wisner

Commissioners will attempt to conduct more than one visit per site, potentially during the week and weekend. In addition, there will be a standing item on subsequent PARC agendas for subcommittee reports.

Chair Rosenblatt invited public expression. There was none.

C. Discuss/consider options for the TCSD memorial bench/furnishing policy.

GM Toy reviewed the draft policy and changes made from the previous discussion at the August PARC meeting. Specifically, TCSD will provide basic maintenance on the benches for five years after installation.

Commissioners asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

D. Review TCSD Ordinance No. 94 governing parks rules and regulations

GM Toy gave a brief overview of Ordinance No. 94, which governs all parks rules and regulations. Several proposed edits were discussed regarding the status of the Community Center as an historic building, prohibiting drones and e-bikes in the parks, and adding pickleball as an activity on the tennis courts. The discussion was the first of many discussions the Commission will have to review the ordinance.

Commissioners asked questions of staff.

Chair Rosenblatt invited public expression. There was none.

