

TWAIN HARTE COMMUNITY SERVICES DISTRICT Park and Recreation/Citizens' Committee Meeting

Chair: *Charlotte Bohlman*

Co-Chair: *Eileen Mannix*

Citizen Members: *Julie Cowell & John Kinsfather*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
June 7, 2023 12:30 p.m.**

NOTICE: Public May Attend this Meeting In-Person.

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/82489379307>
- Meeting ID: 824 8937 9307
- Telephone: (669) 900-6833

AGENDA

- 1. Review/discuss final draft of Fiscal Year 2023-24 Park Fund Budget, Capital Outlay Plan and projected capital reserve levels.**
- 2. Update on Twain Harte Meadows Park and Twain Harte Community Center Projects.**
- 3. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.

- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

* NOTE: your personal video will be disabled and your microphone will be automatically muted.

SUBMITTING PUBLIC COMMENT

The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
 - Email comments to ksilva@twainhartecsd.com, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
 - Computer/Tablet/Smartphone: Click the "Raise Hand" icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the "Q&A" icon and type your comment. You may need to tap your screen or click on "View Participants" to make icons visible.



Raise Hand Icon:



Q&A Icon:

- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

MEETING ETIQUETTE

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

ACCESSIBILITY

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District's website:

www.twainhartecsd.com

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Fees					
Facility/Ground Usage Fees	7,100	7,100	-	0%	
TOTAL FEES	\$ 7,100	\$ 7,100	\$ -	0%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 31,535	\$ 32,166	\$ 631	2%	
Property Assessments	115,164	119,199	4,036	4%	
TOTAL TAXES & ASSESSMENTS	\$ 146,699	\$ 151,365	\$ 4,666	3%	
Grants & Donations					
Grant Revenue	2,727,565	2,397,565	\$ (330,000)	-12%	
Donation Revenue	18,500	18,500	-	0%	
TOTAL GRANTS & DONATIONS	\$ 2,746,065	\$ 2,416,065	\$ (330,000)	-12%	
Other Revenue					
Sale of Assets	110,292	-	\$ (110,292)	-100%	
Interest Revenue	1,000	3,500	2,500	250%	Assumes 1.75% LAIF Interest Rate + Money Market Interest
TOTAL OTHER REVENUE	\$ 111,292	\$ 3,500	\$ (107,792)	-97%	
GRAND TOTAL REVENUE	\$ 3,011,156	\$ 2,578,030	\$ (433,126)	-14%	
Admin Transfer Out	\$ 220	\$ 100	\$ (120)		
GRAND TOTAL WITH ADMIN	\$ 3,011,376	\$ 2,578,130	\$ (433,246)		

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 4,390	\$ 24,801	\$ 20,411	465%	New maintenance employee
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	500	250	(250)	-50%	
Uniform Allowance	54	684	630	1167%	New maintenance employee
Cell Phone Stipend	19	355	336	1750%	New maintenance employee
TOTAL SALARIES	\$ 5,214	\$ 26,340	\$ 21,127	405%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 1,146	\$ 1,227	\$ 80	7%	Anticipated rate increase
HRA Reimbursement	405	405	0	0%	
CALPERS Retirement	652	2,259	1,607	246%	New maintenance employee
FICA	323	1,633	1,310	405%	New maintenance employee
Medicare	76	382	306	405%	New maintenance employee
Workers Comp	410	469	59	14%	
Unemployment Ins/ETT	10	133	123	1219%	New maintenance employee
TOTAL BENEFITS	\$ 3,022	\$ 6,508	\$ 3,485	115%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	3,500	3,500	-	0%	
Tennis Courts	2,000	2,000	-	0%	
Park	6,700	6,700	-	0%	
Community Center	2,300	1,150	(1,150)	-50%	Fire will now contribute 50% of the costs
Landscaping Services	10,280	-	(10,280)	-100%	Work will be completed by new maint employee
Janitorial/Cleaning Services	15,650	-	(15,650)	-100%	Work will be completed by new maint employee
Equipment Under \$5,000	1,000	1,000	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 41,930	\$ 14,850	\$ (27,080)	-65%	

Twain Harte Community Services District

2023-2024 ANNUAL BUDGET

PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	22/23 Approved	23/24 Requested	\$	%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,500	\$ 1,500	\$ -	0%	
TOTAL MATERIALS & SUPPLIES	\$ 1,500	\$ 1,500	\$ -	0%	
Outside Services - 55XXX					
Engineering Services	\$ 4,500	\$ 4,500	\$ -	0%	
TOTAL OUTSIDE SERVICES	\$ 4,500	\$ 4,500	\$ -	0%	
Other - 56XXX					
Utilities					
Baseball Field	9,000	9,300	300	3%	
Park	8,200	8,500	300	4%	
Community Center	3,700	2,000	(1,700)	-46%	Fire will now contribute 50% of the costs
Phone/Communications		500	500	500%	Internet at the Community Center
Computer Licenses & Maintenance Agreements			-	0%	
Property/Liability Insurance	29,200	5,000	(24,200)	-83%	Paid a large deductible in 22.23
Advertising & Public Education	3,000	3,200	200	7%	
TOTAL OTHER	\$ 53,100	\$ 28,500	\$ (24,600)	-46%	
GRAND TOTAL EXPENSES	\$ 109,266	\$ 82,198	\$ (27,068)	-25%	
Admin Transfer Out	\$ 76,933	\$ 80,716	\$ 3,783		
GRAND TOTAL WITH ADMIN	\$ 186,199	\$ 162,914	\$ (23,285)	-13%	
Capital Outlay - 57XXX					
TH Meadows Park	\$ 2,434,800	\$ 2,156,000	\$ (278,800)	-11%	
BallField LED Lights & Upgrades	\$ 25,000	\$ -	\$ (25,000)		
Tennis/Pickleball Court Expansion	\$ 295,000	\$ 295,000	\$ -	0%	
Community Center Improvements	\$ 40,000	\$ 15,000	\$ (25,000)	-63%	
TOTAL CAPITAL OUTLAY	\$ 2,794,800	\$ 2,466,000	\$ (328,800)	-12%	
GRAND TOTAL WITH CAPITAL	\$ 2,980,999	\$ 2,628,914	\$ (352,085)	-12%	

Twain Harte Community Services District
2023/2024 ANNUAL BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	FY 22-23	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,470,863	\$ 1,476,315	0%	\$ 1,137,942	\$ 1,137,942	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,614,257
Fees	18,180	17,980	-1%	14,820	13,580	-8%	-	-	0%	7,100	7,100	0%	-	-	0%	38,660
Taxes & Assessments	39,292	40,078	2%	-	-	0%	1,278,501	1,311,127	3%	146,699	151,365	3%	-	-	0%	1,502,569
Grants & Donations	1,555,650	1,345,000	-14%	-	490,000	490000%	286,726	299,275	4%	2,746,065	2,416,065	-12%	1,200	-	-100%	4,550,340
Other Revenue	47,800	48,000	0%	7,100	20,000	182%	168,898	35,340	-79%	111,292	3,500	-97%	1,000	1,000	0%	107,840
Total Program Revenue	\$ 3,131,785	\$ 2,927,372	-7%	\$ 1,159,862	\$ 1,661,522	43%	\$ 1,734,125	\$ 1,645,742	-5%	\$ 3,011,156	\$ 2,578,030	-14%	\$ 2,200	\$ 1,000	-55%	\$ 8,813,666
Admin Revenue Allocation	1,034	470	-55%	550	250	-55%	396	180	-55%	220	100	-55%	(2,200)	(1,000)	-55%	-
GRAND TOTAL REVENUE	\$ 3,132,819	\$ 2,927,842	-7%	\$ 1,160,412	\$ 1,661,772	43%	\$ 1,734,521	\$ 1,645,922	-5%	\$ 3,011,376	\$ 2,578,130	-14%	\$ -	\$ -	0%	\$ 8,813,666
Operating Expenses																
Salaries	\$ 331,618	\$ 340,049	3%	\$ 183,109	\$ 190,272	4%	\$ 624,733	\$ 608,766	-3%	\$ 5,214	\$ 26,340	405%	\$ 429,933	\$ 450,405	5%	\$ 1,615,832
Benefits	179,157	190,812	7%	98,967	105,828	7%	288,214	309,836	8%	3,022	6,508	115%	218,196	232,701	7%	845,684
Equip, Auto, Maint, & Repairs	183,470	152,300	-17%	79,900	66,500	-17%	102,900	125,000	21%	41,930	14,850	-65%	16,800	13,000	-23%	371,650
Materials & Supplies	43,300	49,400	14%	5,900	6,000	2%	10,000	10,300	3%	1,500	1,500	0%	3,950	3,950	0%	71,150
Outside Services	305,550	168,050	-45%	30,550	30,350	-1%	27,950	23,500	-16%	4,500	4,500	0%	27,550	29,450	7%	255,850
Other (Utilities, Prop/Liab Ins, TUD)	229,615	247,100	8%	537,885	611,758	14%	108,500	106,300	-2%	53,100	28,500	-46%	72,900	77,650	7%	1,071,308
Debt Service	188,614	110,684	-41%	16,976	16,958	0%	-	-	0%	-	-	0%	-	-	0%	127,641
Total Program Expenses	\$ 1,461,323	\$ 1,258,394	-14%	\$ 953,287	\$ 1,027,665	8%	\$ 1,162,297	\$ 1,183,702	2%	\$ 109,266	\$ 82,198	-25%	\$ 769,329	\$ 807,156	5%	\$ 4,359,115
Administrative Cost Allocation	361,585	379,363	5%	192,332	201,789	5%	138,479	145,288	5%	76,933	80,716	5%	(769,329)	(807,156)	5%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,822,908	\$ 1,637,757	-10%	\$ 1,145,619	\$ 1,229,454	7%	\$ 1,300,776	\$ 1,328,990	2%	\$ 186,199	\$ 162,914	-13%	\$ -	\$ -	0%	\$ 4,359,115
TOTAL OPERATING BALANCE	\$ 1,309,911	\$ 1,290,085		\$ 14,793	\$ 432,318		\$ 433,744	\$ 316,932		\$ 2,825,177	\$ 2,415,216		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,855,400	1,913,500	3%	224,300	777,500	247%	731,682	380,000	-48%	2,794,800	2,466,000	-12%	-	-	0%	5,537,000
Total Capital Expenses	\$ 1,855,400	\$ 1,913,500	3%	\$ 224,300	\$ 777,500	247%	\$ 731,682	\$ 380,000	-48%	\$ 2,794,800	\$ 2,466,000	-12%	\$ -	\$ -		\$ 5,537,000
GRAND TOTAL EXPENSES	\$ 3,678,308	\$ 3,551,257	-3%	\$ 1,369,919	\$ 2,006,954	47%	\$ 2,032,458	\$ 1,708,990	-16%	\$ 2,980,999	\$ 2,628,914	-12%	\$ -	\$ -	0%	\$ 9,896,115
Transfer To/(From) Reserve	\$ (545,489)	\$ (623,415)		\$ (209,507)	\$ (345,182)		\$ (297,938)	\$ (63,068)		\$ 30,377	\$ (50,784)		\$ -	\$ -		\$ (1,082,449)

5-YEAR CAPITAL OUTLAY PLAN

Park Fund - FY 23/24

	Previously Expended	Projected FY 22-23	Requested FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Out Years 6 to 10	Total
BallField LED Lights & Upgrades ³		\$ 25,000							\$ 25,000
Community Center Improvements ⁴		\$ 25,000	\$ 15,000						\$ 40,000
T.H. Meadows Park ^{4,5}	\$ 193,738	\$ 300,000	\$ 2,156,000						\$ 2,649,738
Tennis/Pickleball Court Expansion ^{4,6}		\$ -	\$ 295,000						\$ 295,000
Skate Park Improvements				\$ 15,000					
Reseal Park Parking Lot					\$ 12,000			\$ 15,000	\$ 27,000
Bleacher Replacement						\$ 25,000			\$ 25,000
TOTAL CAPITAL OUTLAY	\$ 193,738	\$ 350,000	\$ 2,466,000	\$ 15,000	\$ 12,000	\$ 25,000	\$ -	\$ 15,000	\$ 3,061,738

NOTES:

- 1 Vehicle/Equipment replacement items match the THCSO Vehicle/Equipment Replacement Plan.
- 2 An inflation factor of 3% per year has been applied to future capital costs.
- 3 Project completed or anticipated to be completed in previous fiscal year.
- 4 A portion of the project was budgeted in previous fiscal year. New budget requests represent anticipated unspent funds and will be adjusted to reflect actuals at mid-year.
- 5 Grant funded project - Stormwater Grant & Rural Recreation/Tourism Grant: \$2,618,351 Grant / \$31,387 Monetary Match + \$429,026 in-kind match (not shown in CIP budget)

PROPOSED RESERVE SUMMARY

As of June 30, 2023

	Water	Sewer	Fire	Parks	Total
Committed					
Capital Improvement/Asset Replacement Reserve	\$ 1,514,004	\$ 841,149	\$ 514,101	\$ 309,384	\$ 3,178,638
Rate/Revenue Stabilization Reserve	\$ 154,240	\$ 115,332	\$ 66,651	\$ 12,235	\$ 348,458
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,788,327	\$ 956,481	\$ 580,752	\$ 321,619	\$ 3,647,179
Assigned					
Operating Reserve	\$ 363,929	\$ 255,829	\$ 617,158	\$ 80,037	\$ 1,316,953
Pension Liability	\$ (116,067)	\$ (62,500)	\$ (140,435)	\$ -	\$ (319,002)
Total Assigned	\$ 247,862	\$ 193,329	\$ 476,723	\$ 80,037	\$ 997,951
ESTIMATED ENDING BALANCE - FY 22/23	\$ 4,025,934	\$ 2,075,202	\$ 2,538,539	\$ 1,814,312	\$ 10,453,987

23/24 Projected Transfer To/(From) Reserve					
Rate Stabilization Reserve		\$ (57,682)			
Capital Improvement/Asset Replacement Reserve	\$ (623,415)	\$ (287,500)	\$ (63,068)	\$ (50,784)	\$ (1,024,767)
TOTAL TRANSFERS TO/(FROM) RESERVE	\$ (623,415)	\$ (345,182)	\$ (63,068)	\$ (50,784)	\$ (1,024,767)

Projected Capital Reserve as of 6/30/24	\$	890,589	\$	553,649	\$	451,033	\$	258,600	\$	2,153,871
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