

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

Chair: *Eileen Mannix*

Co-Chair: *Charlotte Bohlman*

Citizen Members: *Julie Cowell & John Kinsfather*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
January 4, 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/83901807666>
- Meeting ID: 839 0180 7666
- Telephone: (669) 900-6833

AGENDA

- 1. Update on Park capital projects.**
- 2. Review draft Fiscal Year 2023-24 Park Fund mid-year budget adjustment.**
- 3. Discussion regarding potential skate park improvements through a Summerville High School senior project.**
- 4. 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.

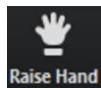
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

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

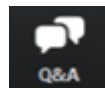
SUBMITTING PUBLIC COMMENT

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 Mid-Year Budget Revision																
	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,476,315	\$ 1,506,217	2%	\$ 1,137,942	\$ 1,189,867	5%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,696,085
Fees	17,980	18,800	5%	13,580	13,800	2%	-	-	0%	7,100	7,100	0%	-	-	0%	39,700
Taxes & Assessments	40,078	41,382	3%	-	-	0%	1,311,127	1,329,463	1%	151,365	152,245	1%	-	-	0%	1,523,089
Grants & Donations	1,623,098	1,506,007	-7%	490,000	25,000	-95%	299,275	301,251	1%	2,416,065	2,869,979	19%	-	-	0%	4,702,237
Other Revenue	48,000	53,850	12%	20,000	23,150	16%	35,340	268,106	659%	3,500	3,500	0%	1,000	1,000	0%	349,606
Total Program Revenue	\$ 3,205,470	\$ 3,126,256	-2%	\$ 1,661,522	\$ 1,251,817	-25%	\$ 1,645,742	\$ 1,898,820	15%	\$ 2,578,030	\$ 3,032,824	18%	\$ 1,000	\$ 1,000	0%	\$ 9,310,717
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 3,205,940	\$ 3,126,726	-2%	\$ 1,661,772	\$ 1,252,067	-25%	\$ 1,645,922	\$ 1,899,000	15%	\$ 2,578,130	\$ 3,032,924	18%	\$ -	\$ -	0%	\$ 9,310,717
Operating Expenses																
Salaries	\$ 344,769	\$ 335,849	-3%	\$ 186,563	\$ 179,875	-4%	\$ 608,761	\$ 699,386	15%	\$ 20,645	\$ 20,299	-2%	\$ 450,240	\$ 450,327	0%	\$ 1,685,737
Benefits	196,995	200,538	2%	107,844	109,650	2%	310,131	346,968	12%	13,591	18,072	33%	233,562	237,552	2%	912,779
Equip, Auto, Maint, & Repairs	152,300	155,000	2%	66,500	80,100	20%	174,450	165,550	-5%	21,800	24,370	12%	13,000	15,500	19%	440,520
Materials & Supplies	49,400	49,400	0%	6,000	6,000	0%	10,300	10,300	0%	1,500	1,500	0%	3,950	3,900	-1%	71,100
Outside Services	446,148	460,650	3%	30,350	27,850	-8%	23,500	25,700	9%	4,500	4,500	0%	29,450	29,900	2%	548,600
Other (Utilities, Prop/Liab Ins, TUD)	247,100	255,600	3%	611,758	611,400	0%	106,300	104,700	-2%	28,500	29,300	3%	77,650	77,350	0%	1,078,350
Debt Service	110,684	110,684	0%	16,958	16,958	0%	-	-	0%	-	-	0%	-	-	0%	127,641
Total Program Expenses	\$ 1,547,395	\$ 1,567,720	1%	\$ 1,025,972	\$ 1,031,833	1%	\$ 1,233,442	\$ 1,352,604	10%	\$ 90,536	\$ 98,041	8%	\$ 807,852	\$ 814,530	1%	\$ 4,864,727
Administrative Cost Allocation	379,690	382,829	1%	201,963	203,632	1%	145,413	146,615	1%	80,785	81,453	1%	(807,852)	(814,530)	1%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,927,085	\$ 1,950,549	1%	\$ 1,227,935	\$ 1,235,465	1%	\$ 1,378,855	\$ 1,499,219	9%	\$ 171,321	\$ 179,494	5%	\$ -	\$ -	0%	\$ 4,864,727
TOTAL OPERATING BALANCE	\$ 1,278,856	\$ 1,176,177		\$ 433,837	\$ 16,602		\$ 267,067	\$ 399,781		\$ 2,406,808	\$ 2,853,430		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,913,500	1,771,850	-7%	777,500	316,800	-59%	406,550	450,900	11%	2,492,550	2,940,427	18%	-	0%		5,479,977
Total Capital Expenses	\$ 1,913,500	\$ 1,771,850	-7%	\$ 777,500	\$ 316,800	-59%	\$ 406,550	\$ 450,900	11%	\$ 2,492,550	\$ 2,940,427	18%	\$ -	\$ -		\$ 5,479,977
GRAND TOTAL EXPENSES	\$ 3,840,585	\$ 3,722,399	-3%	\$ 2,005,435	\$ 1,552,265	-23%	\$ 1,785,405	\$ 1,950,119	9%	\$ 2,663,871	\$ 3,119,921	17%	\$ -	\$ -	0%	\$ 10,344,704
Transfer To/(From) Reserve	\$ (634,644)	\$ (595,673)		\$ (343,663)	\$ (300,198)		\$ (139,483)	\$ (51,119)		\$ (85,742)	\$ (86,997)		\$ -	\$ -		\$ (1,033,987)

Twain Harte Community Services District

2023-2024 Mid-Year Budget Revision

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Fees					
Facility/Ground Usage Fees	7,100	7,100	-	0%	
TOTAL FEES	\$ 7,100	\$ 7,100	\$ -	0%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 32,166	\$ 33,046	\$ 880	3%	
Property Assessments	119,199	119,199	-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 151,365	\$ 152,245	\$ 880	1%	
Grants & Donations					
Grant Revenue	2,397,565	2,851,479	\$ 453,914	19%	Additional Park Grant & Pickleball Grant
Donation Revenue	18,500	18,500	-	0%	
TOTAL GRANTS & DONATIONS	\$ 2,416,065	\$ 2,869,979	\$ 453,914	19%	
Other Revenue					
Sale of Assets	-	-	\$ -	0%	
Interest Revenue	3,500	3,500	-	0%	
TOTAL OTHER REVENUE	\$ 3,500	\$ 3,500	\$ -	0%	
GRAND TOTAL REVENUE	\$ 2,578,030	\$ 3,032,824	\$ 454,794	18%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 2,578,130	\$ 3,032,924	\$ 454,794		

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	Requested	\$	%	
Salaries - 51XXX					
Regular Time	\$ 19,584	\$ 18,820	\$ (764)	-4%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	250	500	250	100%	
Uniform Allowance	369	729	360	98%	
Cell Phone Stipend	192	-	(192)	-100%	
TOTAL SALARIES	\$ 20,645	\$ 20,299	\$ (346)	-2%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 7,222	\$ 8,782	\$ 1,560	22%	Personnel change and increases
HRA Reimbursement	2,573	5,473	2,900	113%	Personnel change
CALPERS Retirement	1,676	1,678	2	0%	
FICA	1,280	1,259	(21)	-2%	
Medicare	299	294	(5)	-2%	
Workers Comp	469	444	(25)	-5%	
Unemployment Ins/ETT	72	142	70	98%	
TOTAL BENEFITS	\$ 13,591	\$ 18,072	\$ 4,481	33%	
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	1,150	1,150	-	0%	
Landscaping Services	-	1,140	1,140	1140%	Services before maintenance worker started
Janitorial/Cleaning Services	-	1,430	1,430	1430%	Services before maintenance worker started
Equipment Under \$5,000	7,950	7,950	-	0%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 21,800	\$ 24,370	\$ 2,570	12%	

Twain Harte Community Services District
2023-2024 Mid-Year Budget Revision
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	Approved	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	9,300	8,600	(700)	-8%	
Park	8,500	8,500	-	0%	
Community Center	2,000	2,400	400	20%	
Phone/Communications	500	600	100	20%	
Computer Licenses & Maintenance Agreements			-	0%	
Property/Liability Insurance	5,000	5,000	-	0%	
Advertising & Public Education	3,200	4,200	1,000	31%	TH Meadows Groundbreaking and outreach
TOTAL OTHER	\$ 28,500	\$ 29,300	\$ 800	3%	
GRAND TOTAL EXPENSES	\$ 90,536	\$ 98,041	\$ 7,504	8%	
Admin Transfer Out	\$ 80,785	\$ 81,453	\$ 668		
GRAND TOTAL WITH ADMIN	\$ 171,321	\$ 179,494	\$ 8,172	5%	
Capital Outlay - 57XXX					
TH Meadows Park	\$ 2,156,000	\$ 2,563,527	\$ 407,527	19%	Adjusted for actuals and extra grant
Tennis/Pickleball Court Expansion	\$ 295,000	\$ 310,000	\$ 15,000	5%	Extra Pickleball Grant
Community Center Improvements	\$ 41,550	\$ 66,900	\$ 25,350	61%	FY 22-23 rollover & ADA entry
TOTAL CAPITAL OUTLAY	\$ 2,492,550	\$ 2,940,427	\$ 447,877	18%	
GRAND TOTAL WITH CAPITAL	\$ 2,663,871	\$ 3,119,921	\$ 456,049	17%	