

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

Chair: *Charlotte Bohlman*

Co-Chair: *Gary Sipperley*

Citizen Members: *Julie Cowell & John Kinsfather*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
January 2, 2025 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/89877878276>
- Meeting ID: 898 7787 8276
- Telephone: (669) 900-6833

AGENDA

- 1. Review draft Fiscal Year 2024-25 Park Fund mid-year budget adjustment.**
- 2. Discussion regarding installation of a public communications board.**
- 3. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

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

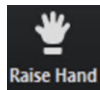
- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter "anonymous" for your name.
- **Smart Phone/Tablet:** Join the videoconference 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.

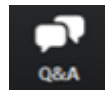
SUBMITTING PUBLIC COMMENT

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 THCS 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
2024-2025 Mid-Year Budget Adjustment

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,632,581	\$ 1,634,400	0%	\$ 1,358,123	\$ 1,353,900	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,988,300
Fees	18,800	20,100	7%	13,800	15,600	13%	-	-	0%	10,000	12,000	20%	-	-	0%	47,700
Taxes & Assessments	42,623	43,400	2%	-	-	0%	1,373,715	1,387,200	1%	157,091	157,700	0%	-	-	0%	1,588,300
Grants & Donations	-	16,800	16800%	-	4,500	4500%	222,270	292,100	31%	461,452	571,700	24%	-	-	0%	885,100
Other Revenue	46,000	63,300	38%	20,000	32,000	60%	48,000	491,200	923%	3,500	-	-100%	1,000	1,000	0%	587,500
Total Program Revenue	\$ 1,740,004	\$ 1,778,000	2%	\$ 1,391,923	\$ 1,406,000	1%	\$ 1,643,985	\$ 2,170,500	32%	\$ 632,043	\$ 741,400	17%	\$ 1,000	\$ 1,000	0%	\$ 6,096,900
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,740,474	\$ 1,778,470	2%	\$ 1,392,173	\$ 1,406,250	1%	\$ 1,644,165	\$ 2,170,680	32%	\$ 632,143	\$ 741,500	17%	\$ -	\$ -	0%	\$ 6,096,900
Operating Expenses																
Salaries	\$ 352,518	\$ 360,178	2%	\$ 189,603	\$ 191,191	1%	\$ 619,077	\$ 869,431	40%	\$ 19,942	\$ 20,091	1%	\$ 407,529	\$ 397,887	-2%	\$ 1,838,778
Benefits	211,484	212,191	0%	114,632	113,158	-1%	379,285	402,229	6%	11,374	11,393	0%	233,850	235,118	1%	974,089
Equip, Auto, Maint, & Repairs	200,700	200,600	0%	69,700	68,600	-2%	127,790	216,000	69%	31,050	31,050	0%	12,000	12,800	7%	529,050
Materials & Supplies	51,200	51,200	0%	6,100	6,200	2%	10,800	9,900	-8%	1,900	1,900	0%	4,300	4,200	-2%	73,400
Outside Services	43,200	43,200	0%	28,000	28,000	0%	26,200	29,700	13%	4,500	4,500	0%	99,300	105,200	6%	210,600
Other (Utilities, Prop/Liab Ins, TUD)	255,200	265,600	4%	700,300	699,500	0%	120,600	122,900	2%	34,700	32,500	-6%	85,900	86,300	0%	1,206,800
Debt Service	110,539	110,539	0%	16,939	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,224,841	\$ 1,243,508	2%	\$ 1,125,274	\$ 1,123,588	0%	\$ 1,283,753	\$ 1,650,160	29%	\$ 103,466	\$ 101,434	-2%	\$ 842,879	\$ 841,505	0%	\$ 4,960,195
Administrative Cost Allocation	396,153	395,507	0%	210,720	210,376	0%	151,718	151,471	0%	84,288	84,150	0%	(842,879)	(841,505)	0%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,620,994	\$ 1,639,015	1%	\$ 1,335,994	\$ 1,333,964	0%	\$ 1,435,471	\$ 1,801,631	26%	\$ 187,754	\$ 185,584	-1%	\$ -	\$ -	0%	\$ 4,960,194
TOTAL OPERATING BALANCE	\$ 119,480	\$ 139,455		\$ 56,179	\$ 72,286		\$ 208,694	\$ 369,049		\$ 444,389	\$ 555,916		\$ -	\$ -		
Capital Expenses																
Capital Outlay	798,000	865,000	8%	393,000	392,000	0%	335,000	476,600	42%	552,000	654,700	19%	-	-	0%	2,388,300
Total Capital Expenses	\$ 798,000	\$ 865,000	8%	\$ 393,000	\$ 392,000	0%	\$ 335,000	\$ 476,600	42%	\$ 552,000	\$ 654,700	19%	\$ -	\$ -		\$ 2,388,300
GRAND TOTAL EXPENSES	\$ 2,418,994	\$ 2,504,015	4%	\$ 1,728,994	\$ 1,725,964	0%	\$ 1,770,471	\$ 2,278,231	29%	\$ 739,754	\$ 840,284	14%	\$ -	\$ -	0%	\$ 7,348,494
Transfer To/(From) Reserve	\$ (678,520)	\$ (725,545)		\$ (336,821)	\$ (319,714)		\$ (126,306)	\$ (107,551)		\$ (107,611)	\$ (98,784)		\$ -	\$ -		\$ (1,251,594)

Twain Harte Community Services District
2024-2025 Mid-Year Budget Adjustment

PARK - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	
Fees					
Facility/Ground Usage Fees					
Community Center	2,000	4,000	2,000	100%	Trending Higher
Baseball	2,200	2,300	100	5%	
Park	5,500	5,500	-	0%	
Tennis/Pickleball	300	200	(100)	-33%	
TOTAL FEES	\$ 10,000	\$ 12,000	\$ 2,000	20%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 34,365	\$ 35,000	\$ 635	2%	
Property Assessments	122,727	122,700	(27)	0%	
TOTAL TAXES & ASSESSMENTS	\$ 157,091	\$ 157,700	\$ 609	0%	
Grants & Donations					
Grant Revenue	442,952	553,200	\$ 110,248	25%	Actuals - less grant spent last FY than estimated
Donation Revenue	18,500	18,500	-	0%	
TOTAL GRANTS & DONATIONS	\$ 461,452	\$ 571,700	\$ 110,248	24%	
Other Revenue					
Sale of Assets	-	-	\$ -	0%	
Interest Revenue	3,500	-	(3,500)	-100%	Lower due to borrowed funds for grant cash flow
TOTAL OTHER REVENUE	\$ 3,500	\$ -	\$ (3,500)	-100%	
GRAND TOTAL REVENUE	\$ 632,043	\$ 741,400	\$ 109,357	17%	
Admin Transfer Out	\$ 100	\$ 100	\$ -		
GRAND TOTAL WITH ADMIN	\$ 632,143	\$ 741,500	\$ 109,357		

Twain Harte Community Services District
 2024-2025 Mid-Year Budget Adjustment
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	

Salaries - 51XXX					
Regular Time	\$ 19,108	\$ 19,257	\$ 149	1%	
Overtime	250	250	-	0%	
Sick Leave/Vacation Pay	250	250	-	0%	
Uniform Allowance	334	334	-	0%	
Cell Phone Stipend	-	-	-	0%	
TOTAL SALARIES	\$ 19,942	\$ 20,091	\$ 149	1%	

Benefits - 52XXX					
Health & Vision Insurance	\$ 5,718	\$ 5,718	\$ -	0%	
HRA Reimbursement	1,968	1,968	\$ -	0%	
CALPERS Retirement	1,779	1,787	\$ 8	0%	
FICA	1,236	1,246	\$ 9	1%	
Medicare	289	291	\$ 2	1%	
Workers Comp	318	318	\$ (0)	0%	
Unemployment Ins/ETT	65	65	\$ -	0%	
TOTAL BENEFITS	\$ 11,374	\$ 11,393	\$ 19	0%	

Twain Harte Community Services District
 2024-2025 Mid-Year Budget Adjustment
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ 500	-	0%	
Facilities Maintenance & Repair			-	0%	
Community Center	1,150	1,150	-	0%	
Baseball Field	3,200	3,200	-	0%	
Park	20,200	20,200	-	0%	
Tennis Courts	2,000	2,000	-	0%	
Landscaping Services	-	-	-	0%	
Janitorial/Cleaning Services	-	-	-	0%	
Equipment Under \$5,000	4,000	-	(4,000)	-100%	Split into categories for clarity
Community Center		500	500	500%	
Baseball Field	-	-	-	0%	
Park		1,000	1,000	1000%	Split into categories for clarity
Tennis Courts		2,500	2,500	2500%	Split into categories for clarity
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 31,050	\$ 31,050	\$ -	0%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,900	\$ 1,900	\$ -	0%	
TOTAL MATERIALS & SUPPLIES	\$ 1,900	\$ 1,900	\$ -	0%	
Outside Services - 55XXX					
Engineering Services	\$ 4,500	\$ 4,500	\$ -	0%	
TOTAL OUTSIDE SERVICES	\$ 4,500	\$ 4,500	\$ -	0%	

Twain Harte Community Services District
2024-2025 Mid-Year Budget Adjustment
PARK - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	
Other - 56XXX					
Utilities					
Community Center	2,600	2,600	-	0%	
Baseball Field	7,800	8,100	300	4%	
Park	10,300	10,100	(200)	-2%	
Phone/Communications	600	600	-	0%	
Computer Licenses & Maintenance	-	-	-	0%	
Property/Liability Insurance	8,100	5,800	(2,300)	-28%	Actuals less than expected
Advertising & Public Education	5,300	5,300	-	0%	
TOTAL OTHER	\$ 34,700	\$ 32,500	\$ (2,200)	-6%	
GRAND TOTAL EXPENSES	\$ 103,466	\$ 101,434	\$ (2,032)	-2%	
Admin Transfer Out	\$ 84,288	\$ 84,150	\$ (138)		
GRAND TOTAL WITH ADMIN	\$ 187,754	\$ 185,584	\$ (2,170)	-1%	
Capital Outlay - 57XXX					
Community Center Improvements	\$ 12,000	\$ 12,000	\$ -	0%	
TH Meadows Park	\$ 300,000	\$ 402,700	\$ 102,700	34%	Rollover actual remaining from last FY
Tennis/Pickleball Court Expansion	\$ 225,000	\$ 225,000	\$ -	0%	
Skate Park Improvements	\$ 15,000	\$ 15,000	\$ -		
TOTAL CAPITAL OUTLAY	\$ 552,000	\$ 654,700	\$ 102,700	19%	
GRAND TOTAL WITH CAPITAL	\$ 739,754	\$ 840,284	\$ 100,530	14%	