



**MEMORANDUM**  
**Placer Vineyards Park and Recreation District**  
**County of Placer**

**TO:** Placer Vineyards Park and Recreation District Board of Directors  
**FROM:** Steve Gayfield, Director of Parks and Open Space  
**BY:** Andy Fisher, Parks Administrator  
**DATE:** June 28, 2022  
**SUBJECT:** Placer Vineyards Park and Recreation District | FY 2022-23 Preliminary Budget

---

**ACTION REQUESTED**

1. Adopt a Resolution adopting the following:
  - a. Preliminary Budget for FY2022-23;
  - b. An appropriations limit of zero dollars (\$0.00); and
  - c. The Placer County Procurement Policy and Procedures for purposes of bidding and purchasing supplies and equipment.
2. Direct staff to publish a public notice pursuant to Public Resources Code Section 5788.1, stating the time, date, and place of the hearing for adoption of the final budget.

**BACKGROUND**

The Placer Vineyards Park and Recreation District (District) was established on July 1, 2021. The District includes parcels within the Placer Vineyards Specific Plan (PVSP) and is expected to serve approximately 32,814 residents. The District will oversee and maintain 161 acres of active parkland, 35.1 miles of Class 1 Bike Paths, 800 acres of open space, 110 acres of publicly maintained landscaped corridors, and will provide organized recreational programs, a multi-purpose community center, a pool, and a gymnasium.

On August 10, 2021, pursuant to Public Resources Code (PRC) sections 5782.1(a)(3) and 5783.1, the Board of Supervisors appointed itself as the initial Board of Directors of the District and is required to:

- On or before July 1 of each year, adopt a preliminary budget and establish an appropriations limit (PRC §§ 5788, 5788.11)
- On or before August 30 of each year, hold a public hearing to approve a final budget (PRC § 5788.5)
- Adopt procurement policies and procedures (PRC § 5786.15)

**Preliminary Budget**

In Fiscal Year 2022-23, staff estimates total expenditures of \$267,984 which include maintenance costs for the district, staff administration charges and funding the contingency reserve. At final build-out, the PVSP Finance Plan estimates total capital costs of \$81.5 million, with annual maintenance and operations costs of \$6.74 million. In FY 2022-23, the District is anticipated to accept approximately 9.4 acres of roadside landscaped corridor, 42.6 acres of open space corridor, 160,975 square feet of Class 1 trail and 40,794 square feet of masonry wall into its inventory. The associated cost of maintenance and administration of inventory anticipated to be under District responsibility in FY 2022-23 is estimated to be \$267,984.

The FY 2022-23 District Preliminary Budget anticipates \$267,984 in revenue from Placer County Community Facilities District (CFD) 2018-3. CFD 2018-3 revenue is anticipated to be received by

the District in two installments corresponding to the annual cycle of property tax receipts, with the first installment anticipated around January 2023.

There are three distinct revenue sources for the development, maintenance, operations, and programming of the District. First, existing components of the PVSP Fee program, which include the Community Park Fee and Neighborhood Park Fee, and a portion of the Riolo Vineyards Specific Plan Fee will be charged at the time of building permit issuance and will fund capital projects, which will be constructed when sufficient funding has been collected. Second, special taxes from CFD 2018-3 will fund ongoing operation and maintenance of park facilities within the PVSP. Third, user fees will fund future recreation programming, such as classes or equipment rentals.

The County is currently collecting Community Park Fees and Neighborhood Park Fees. It is not anticipated that the Fees will be needed by the District in FY 2022-23 for development of parks. Therefore, the Fees will remain with the County until such time as they are needed and staff returns to your Board with a fee transfer agreement between the District and County.

#### **Appropriations Limit**

Because the anticipated revenue for the District consists of County fee programs and CFD special taxes, and the District does not anticipate the receipt of any portion of ad valorem property taxes, the appropriation limit for the District is \$0.00.

#### **Policies and Procedures**

The District is required to adopt policies and procedures related to purchasing (PRC § 5786.15), meetings (PRC § 5784.13(e)). This action includes a recommendation to adopt the Placer County Purchasing Policy for the District. This will provide staff with direction for expenditures during the next fiscal year and beyond. In addition, policies related to human resources, safety, injury and illness prevention, rental of facilities, and others will need to be adopted as the District grows. Staff recommends the District adopt County policies to the extent of their applicability and will return to your Board with specific policy recommendations for adoption.

#### **ENVIRONMENTAL IMPACT**

The Placer County Board of Supervisors certified the Placer Vineyards Specific Plan Final Environmental Impact Report (FEIR) on July 16, 2007, certified an addendum to the FEIR on February 13, 2012, and certified a second addendum to the FEIR on January 6, 2015. The activities of the District including development and operation of park, trail, open space, and recreation facilities within the District boundary, along with associated administration, are consistent with the FEIR. In addition, the requested administrative actions related to District operation are not a project pursuant to CEQA Guidelines sections 15378(a), (b)(4), and (b)(5).

#### **FISCAL IMPACT**

The FY 2022-23 District Budget anticipates the receipt of \$267,984 from CFD 2018-3 that will support balanced expenditures of \$267,984 for administration, maintenance, operation, and contribution to capital reserves. In addition, staff time involved in the land use process, including plan check and construction oversight, will be paid by the property owners pursuant to Section 2.5 of the development agreements.

#### **ATTACHMENTS**

Attachment A: Resolution

# Before the Board of Directors Placer Vineyards Park and Recreation District

**In the matter of:**

A Resolution adopting the Preliminary Budget for Fiscal Year 2022-23, setting the appropriations limit, and adopting the Placer County Procurement Policy and Procedures for purposes of bidding and purchasing of supplies and equipment

Resolution No.: \_\_\_\_\_

The following Resolution was duly passed by the Board of Directors of the Placer Vineyards Park and Recreation District at a regular meeting held on June 28, 2022, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Directors

Attest:

\_\_\_\_\_  
Clerk of said Board

WHEREAS, the Placer Vineyards Park and Recreation District was established on July 1, 2021;

WHEREAS, on August 10, 2021, pursuant to Public Resources Code sections 5782.1, subdivision (a)(3), the Placer County Board of Supervisors appointed itself as the initial Board of Directors of the District and remains the acting Board of Directors;

WHEREAS, pursuant to Public Resources Code sections 5788 and 5788.11, the Board of Directors is required to adopt a preliminary budget and establish an appropriations limit before July 1 of each year;

WHEREAS, pursuant to Public Resources Code section 5788.5, the Board of Directors is required to adopt a final budget before August 30 of each year;

WHEREAS, pursuant to Public Resources Code section 5786.15, the Board of Directors is required to adopt policies and procedures, including bidding regulations, governing the purchases of supplies and equipment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Placer Vineyards Park and Recreation District that:

1. The FY2022-23 preliminary budget for the Placer Vineyards Park and Open Space District, attached as Exhibit 1, is hereby adopted.
2. The appropriation limit for Fiscal Year 2022-23 for the Placer Vineyards Park and Recreation District is established at Zero and 00/100 Dollars (\$0.00).
3. The District adopts the County of Placer's Procurement Policy and Procedures, as it may be amended or updated, for purposes of bidding and purchasing of supplies and equipment.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

Exhibit 1: Placer Vineyards Park and Recreation District Proposed Fiscal Year 2022-23 Budget

**PLACER VINEYARDS PARK AND RECREATION DISTRICT  
EXHIBIT 1 - PROPOSED FISCAL YEAR 2022-23 BUDGET**

Fund	Cost Center	Budget Name	Program	Revenue Code	Grant	Project	Ledger Account	Activity Code	OT Worktag	Prior Year Budget	Debits ↓Revenue ↑Expense	Credits ↑Revenue ↓Expense	New Budget	Impact on Fund Balance	Description	
14750	CC26001	Placer Vineyards CFD Revenue - Open Space Maintenance	PG260101	RC2351			46030								Direct Charge revenue - Placer Vineyards CFD - for Open Space overseen by Corps of Engineers	
14750	CC26001	Riolo Vineyards CFD Contribution to Regional Recreation	PG260102	RC2352			4630								Direct Charge revenue - Riolo Vineyards CFD - Contribution to Regional Recreation for PVPRD Parks, Trails, & Landscape Maintenance	
14750	CC26001	Placer Vineyards CFD Revenue	PG260102	RC2353			46030			\$0	\$267,984	\$267,984	\$267,984	Direct Charge revenue - Placer Vineyards CFD-2018-3 Parks, Trails, & Landscaping		
tbd	tbd	Placer Vineyards PRD	tbd							\$0			\$0	User Fees		
14750	CC26002	Riolo Vineyards Park Fees - Contribution to Regional Recreation	PG260201	RC2354			46290								Community Park Development (Riolo Vineyards) Capital Improvements	
14750	CC26002	Placer Vineyards Development Fee Revenue	PG260201	RC2355			46290								Placer Vineyards Community Park Development Capital Improvements	
14750	CC26002	Placer Vineyards Neighborhood Park Development	PG260202	RC2356			46290								Placer Vineyards PRD Neighborhood Park Development	
												\$267,984	\$267,984	\$267,984		
<b>Employee Compensation</b>																
tbd	tbd	Placer Vineyards PRD	tbd				51010			\$0	\$70,000		\$70,000	-\$70,000	Salaries & Benefits (Emp Comp)	
<b>Total Employee Compensation</b>												\$70,000	\$0	\$70,000	-\$70,000	
<b>Maintenance &amp; Operation</b>																
tbd	tbd	Placer Vineyards PRD	tbd				52040			\$0	\$4,500		\$4,500	-\$4,500	Communications (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52080			\$0	\$20,302		\$20,302	-\$20,302	Insurance - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52180			\$0	\$4,500		\$4,500	-\$4,500	Unforeseen Maintenance & Irrigation & Repair Materials - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52240			\$0	\$500		\$500	-\$500	Prof & Memb Dues - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52320			\$0	\$650		\$650	-\$650	Printing - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52330			\$0	\$1,500		\$1,500	-\$1,500	Other Supplies - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52340			\$0	\$250		\$250	-\$250	Postage - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52360			\$0	\$3,000		\$3,000	-\$3,000	County Admin - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52370			\$0	\$9,000		\$9,000	-\$9,000	County Counsel & HR charges - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52380			\$0	\$43,000		\$43,000	-\$43,000	Maintenance Services - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52390			\$0	\$65,000		\$65,000	-\$65,000	Consultant & Other Prof Svcs - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52400			\$0	\$1,000		\$1,000	-\$1,000	Information Technology	
tbd	tbd	Placer Vineyards PRD	tbd				52450			\$0	\$5,500		\$5,500	-\$5,500	Building Rental Expense - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52580			\$0	\$1,200		\$1,200	-\$1,200	Spec Dept Exp - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52785			\$0	\$1,200		\$1,200	-\$1,200	Spec Dept Exp - (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52790			\$0	\$4,250		\$4,250	-\$4,250	Trans & Travel (Maint & Ops)	
tbd	tbd	Placer Vineyards PRD	tbd				52800			\$0	\$4,250		\$4,250	-\$4,250	Utilities (Maint & Ops)	
<b>Total Maintenance &amp; Operation</b>												\$169,602	\$0	\$169,602	-\$169,602	
<b>Unallocated General Reserve</b>																
tbd	tbd	Placer Vineyards PRD	tbd							\$0	\$28,382		\$0	-\$28,382	Contingencies Reserve	
<b>Total Unallocated General Reserve</b>												\$28,382	\$0	\$0	-\$28,382	
<b>Restricted Reserve for Capital Outlay</b>																
tbd	tbd	Placer Vineyards PRD	tbd							\$0	\$0		\$0	\$0	Neighborhood Park Fee Program	
										\$0	\$0		\$0	\$0	Community Park Fee Program	
<b>Total Restricted Reserve for Capital Outlay</b>												\$0	\$0	\$0	\$0	
<b>Restricted Reserve for Contingencies</b>																
										\$0	\$0		\$0	\$0		
<b>Total Restricted Reserve for Contingencies</b>												\$0	\$0	\$0	\$0	
<b>Interest</b>																
<b>TOTALS:</b>												\$267,984	\$267,984	\$507,586	\$0	<i>Note: Round amounts to nearest dollar</i>

**Description of Need for Budget changes: (Attach other pages as needed)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach documentation of need for change including any applicable salary calculations*

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

