



**MEMORANDUM**  
**PLACER VINEYARDS PARK AND RECREATION**  
**DISTRICT**  
County of Placer

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

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**ACTION REQUESTED**

Conduct a public hearing and adopt a resolution adopting the Final Budget for FY2022-23 for the Placer Vineyards Park and Recreation District.

**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)

On June 28, 2022, your Board adopted a resolution adopting a preliminary budget for FY2022-23 and affirming an appropriations limit of \$0.00. On June 28, your Board also adopted the Placer County Purchasing Manual as the purchasing policy for the District.

**Final 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 Final 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 in 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.

### **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 Final Budget for Fiscal Year 2022-23.

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 August 23, 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, a Resolution adopting the FY2022-23 preliminary Budget and setting the appropriations limit at \$0.00 was adopted on June 28, 2022

## Attachment A

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;

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

1. The FY2022-23 Final Budget for the Placer Vineyards Park and Recreation District, attached as Exhibit 1, is hereby adopted.

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

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

**PLACER VINEYARDS PARK AND RECREATION DISTRICT  
EXHIBIT 1 - FINAL 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 iRevenue hExpense	Credits hRevenue iExpense	New Budget	Impact on Fund Balance	Description
14750	CC26001	Placer Vineyards Open Space Maintenance CFD	PG260101	RC2351			46030			\$0					Direct Charge revenue - Placer Vineyards CFD-2018-3 Open Space - under US Corps of Engineers approved Open Space Management Plan
14750	CC26001	Placer Vineyards Parks, Trails, & Landscape Maintenance CFD	PG260102	RC2353			46030			\$0		\$267,984	\$267,984	\$267,984	Direct Charge revenue - Placer Vineyards CFD-2018-3 Parks, Trails, & Landscaping
14750	CC26001	Riolo Vineyards CFD Contribution to Regional Recreation	PG260102	RC2352			46030								Direct Charge revenue - Riolo Vineyards CFD - Contribution to Regional Recreation for PVPRD Parks, Trails, & Landscape Maintenance
14750	CC26001	Placer Vineyards PRD	PG260102	RC2360			46290			\$0			\$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
<b>Employee Compensation</b>															
14750	CC26001	Placer Vineyards PRD	PG260102				51010			\$0	\$70,000		\$70,000	-\$70,000	Salaries & Benefits (Emp Comp)
<b>Total Employee Compensation</b>											<b>\$70,000</b>		<b>\$70,000</b>	<b>-\$70,000</b>	
<b>Maintenance &amp; Operation</b>															
14750	CC26001	Placer Vineyards PRD	PG260102				52040			\$0	\$4,500		\$4,500	-\$4,500	Communications (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52080			\$0	\$20,302		\$20,302	-\$20,302	Insurance - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52180			\$0	\$4,500		\$4,500	-\$4,500	Unforeseen Maintenance & Irrigation & Repair Materials - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52240			\$0	\$500		\$500	-\$500	Prof & Memb Dues - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52320			\$0	\$650		\$650	-\$650	Printing - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52330			\$0	\$1,500		\$1,500	-\$1,500	Other Supplies - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52340			\$0	\$250		\$250	-\$250	Postage - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52360			\$0	\$3,000		\$3,000	-\$3,000	County Admin - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52370			\$0	\$9,000		\$9,000	-\$9,000	County Counsel & HR charges - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52380			\$0	\$43,000		\$43,000	-\$43,000	Maintenance Services - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52390			\$0	\$65,000		\$65,000	-\$65,000	Consultant & Other Prof Svcs - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52400			\$0	\$1,000		\$1,000	-\$1,000	Information Technology
14750	CC26001	Placer Vineyards PRD	PG260102				52450			\$0	\$5,500		\$5,500	-\$5,500	Building Rental Expense - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52580			\$0	\$1,200		\$1,200	-\$1,200	Spec Dept Exp - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52785			\$0	\$1,200		\$1,200	-\$1,200	Spec Dept Exp - (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52790			\$0	\$4,250		\$4,250	-\$4,250	Trans & Travel (Maint & Ops)
14750	CC26001	Placer Vineyards PRD	PG260102				52800			\$0	\$4,250		\$4,250	-\$4,250	Utilities (Maint & Ops)
<b>Total Maintenance &amp; Operation</b>											<b>\$169,602</b>	<b>\$0</b>	<b>\$169,602</b>	<b>-\$169,602</b>	
<b>Unallocated General Reserve</b>															
14750	CC26001	Placer Vineyards PRD	PG260102							\$0	\$28,382		\$0	-\$28,382	Contingencies Reserve
<b>Total Unallocated General Reserve</b>											<b>\$28,382</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$28,382</b>	
<b>Restricted Reserve for Capital Outlay</b>															
14750	CC26001	Placer Vineyards PRD	PG260102							\$0	\$0	\$0	\$0	\$0	Neighborhood Park Fee Program
										\$0	\$0	\$0	\$0	\$0	Community Park Fee Program
<b>Total Restricted Reserve for Capital Outlay</b>											<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Restricted Reserve for Contingencies</b>															
										\$0	\$0	\$0	\$0	\$0	
<b>Total Restricted Reserve for Contingencies</b>											<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Interest</b>															
<b>TOTALS:</b>											<b>\$267,984</b>	<b>\$267,984</b>	<b>\$507,586</b>	<b>\$0</b>	<i>Note: Round amounts to nearest dollar</i>

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

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\_\_\_\_\_

\_\_\_\_\_

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

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

- 1 Enter the relevant information regarding the amounts, Fund, Cost Center, Account Ledger and Program/Project/Grant if applicable
- 2 Enter a description and reason for the amendment
- 3 Budget Amendments must balance to -0-
- 4 Obtain Department Head signature
- 5 Scan a signed .pdf version and email to your CEO Analyst
- 6 Send the electronic version of the Excel file to your CEO Analyst