

North Highlands
Recreation and Park District

FINAL
FY 2023-2024
General Fund and Elverta Park Community Facilities District Budget Narrative

Members of the Board of Directors,

Attached you will find the proposed FY 2023-2024 Final General Fund and CFD Budgets. Each budget includes a brief overview of expenditures and revenues for Administration, Recreation and Maintenance. Included is the Fees and Charges Schedule previously provided to the BOD as part of the Preliminary Budget.

GENERAL FUND BUDGET

Preliminary-Final Budget Adjustments (GF)

Since the FY 2023-2024 Preliminary Budget was approved by the BOD June 2023, a total of \$203,437 (Carry-Over) has been added to the Final Budget. As a reminder, Carry-Over funds reflect a combination of new revenues (revenues above budget) and unspent funds (expenditures). A major contributor to the Carry-Over fund was \$43,000 in interest income received by the District.

Significant Changes from the Preliminary to the Final Budget

<u>Description</u>	<u>Preliminary</u>	<u>Final</u>	<u>Change</u>
Carry-Over Funds <i>Combination of increase in revenues and reduction in expenditures</i>	369,422	572,859	+203,437
Salaries/Benefits <i>Adjustments to salaries and Workers Comp Adjustments</i>	1,714,290	1,707,774	+ 6,516
Contingency Fund <i>The Contingency Fund has been increased from \$100K to \$150K.</i>	100,000	150,000	+50,000
Reserve Fund <i>The Reserve Fund has been increased from \$12,629 to \$88,744.</i>	12,629	88,744	+ 76,115
Services/Supplies <i>Combination of an increase to the master plan and a reduction of district insurances</i>	778,363	781,323	<2,963>
Fixed Assets <i>Late billing received by the district from O'Dell that was charged to FY 2022/2023</i>	415,746	496,624	<80,878>

The Lakes at Antelope Residential Development Project – Park Dedication Account 088L

The Lakes at Antelope project is now under construction. As of this date, the district has received \$804,514 in developer impact fees from permits pulled by the developer from Sacramento County. It is anticipated that additional permits will be pulled throughout FY 2023-2024. The county is using the Park Dedication Account 088L to deposit funds from this project; however, all of these funds are part of the District’s Developer Impact Fee (Park Fees) 346I account. The two impact fee accounts have been separated for tracking purposes. These funds are restricted. They cannot be used for salaries or GF operating costs.

Current Fund Balance: \$804,514

Developer Impact Fees (Park Fees) 346I

Excluding the impact fees from the Lakes at Antelope Project, the District has a current balance of \$1,302,845 available to use for park and facility related projects. These funds are restricted. They cannot be used for salaries or GF operating costs.

Current Fund Balance: \$1,302,845

District Reserve Account

The GF reserve, or fund balance of the general fund, is a measure of the financial resources available to the district. It is similar to a savings account for the GF. These funds are non-restricted. The District can use these funds for any purpose determined by the BOD. The current balance is \$1,519,672. However, to get a current accurate number for the GF reserve, you must include contingency funds (\$150,000). The adjusted reserve account include Contingency Funds is **\$1,669,672**.

Note: The District fronted a total of \$705,000 from the GF Reserves in FY 2022-2023 to pay for the design of Sierra Creek Park (\$500K) and Capehart Gym improvements (\$205,000). Proposition 68 State Park Grant and Proposition 68 Per Capita Grant is reimbursing the District for the park design and gym improvements. Some reimbursements were received towards the end of FY 2022-2023 with the balance due currently reimbursed as expenses occur. The District anticipates receiving all Prop 68 project reimbursements by January 1, 2024.

Current District Reserve Account:	1,519,672 (current balance)
Contingency Fund:	<u>150,000 (current balance)</u>
TOTAL	\$1,669,672

*District expects to receive approximately \$400,000 in additional Prop 68 reimbursements from California State Parks by January 1, 2024.

SUMMARY

For FY 2023-2024 the District’s financial condition is excellent. The current GF Reserve Account (cash on hand) is \$1,669,672. These are non-restricted funds which the District can use for any purpose determined by the Board of Directors. After receiving the remaining Prop 68 reimbursements, the fund balance will be in excess of \$2,000,000. The Park Dedication Fund (Park Dedication and Park Fees) has a current balance of \$2,107,359. As permits for the Lakes at Antelope are pulled by the developer, this fund will increase by approximately \$10,400 for each remaining single family permit. There are in excess of 200 permits remaining for build out.

COMMUNITY FACILITIES DISTRICT (CFD)
NO. 2016-01 ELVERTA PARK/CHERRY BLOSSOM PARK

Preliminary –Final Budget Adjustments (CFD)

Since the FY 2023-2024 Preliminary Budget was approved by the BOD June 2023, there was very little change in the budget.

Significant Changes from the Preliminary to the Final Budget

<u>Description</u>	<u>Preliminary</u>	<u>Final</u>	<u>Change</u>
Carry-Over Funds <i>Combination of increase in revenues and reduction in expenditures</i>	34,787	52,644	+17,857
Salaries/Benefits <i>Full time salary is based upon the assigned FT staff. Workers Compensation experienced a slight increase.</i>	68,468	71,720	<3,252>
Contingency Fund <i>Due to a larger reserve fund, \$10K was transferred to the Contingency Fund.</i>	10,000	20,000	+10,000
Reserve Fund <i>Due to the larger carry-over fund, the additional funds were split Between the Contingency Fund and Reserve Fund.</i>	26,052	30,656	+4,604
Services/Supplies	53,652	53,652	No change
Fixed Assets	0	0	0

SUMMARY

The District has a healthy Contingency and Reserve Fund \$50,656 (combined fund). This amount has been achieved over the first 5-years the park has been opened to the public. Over the next 8-10 years, the District's goal should be to generate \$100,000 between these two funds. The goal is to reach a total of \$100,000 as these funds will be the primary funding source for the replacement of future park playground equipment and other future park amenities.

DISTRICT GOALS FY 2023-2024

Sierra Creek Park: Complete the park design, bid the project and complete construction in late 2024 or early 2025. Funding Sources: Prop 68 Park Grant. GF and Developer Impact Fees (TBD).

Park Master Plan: The 90% draft will be reviewed in late summer 2023. Board of Directors adopt the final PMP in October 2023. Funding Source: GF.

Capehart Gymnasium Renovation: To be completed with grant closeout in fall 2023. Funding Source: Prop 68 Per Capita Grant.

Capehart Gymnasium HVAC Replacement Project: Replace failing HVAC units. Funding Source: Prop 68 Per Capita Grant.

Develop a 5-Year and 10-Year Capital Improvement Plan (CIP): Staff recommendation is to use the new Park Master Plan as a guide to developing the CIP. This will likely be a combination of in-house staff and outside contracting. Funding Source: GF (this project has not been funded).

DISTRICT GOALS COMPLETED FY 2022-2023

1. Park Pathway Replacement (ADA) Improvements. Funding Source: GF
2. Ridgepoint Park Children's Playground Equipment Replacement. Funding Source: GF
3. Chardonay Park Children's Playground Equipment Replacement. Funding Sources: GF & Developer Impact Fee Fund
4. Ridgepoint Park Playground Fencing Project: GF
5. Freedom Park Security Camera Project: GF
6. Community Center Table and Chair Purchase: GF
7. Community Center HVAC Replacement Project. GF

2023-2024 FISCAL YEAR FINAL
NORTH HIGHLANDS RECREATION AND PARK DISTRICT COMMUNITY FACILITY DISTRICT NO. 2016-01 ELVERTA PARK

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>ACTUAL</u> <u>2018/2019</u>	<u>ACTUAL</u> <u>2019/2020</u>	<u>ACTUAL</u> <u>2020/2021</u>	<u>ACTUAL</u> <u>2021/2022</u>	<u>ACTUAL</u> <u>2022/2023</u>	<u>PRELIMINARY</u> <u>2023/2024</u>	<u>FINAL</u> <u>2023/2024</u>
<u>94941000</u>		<u>313.00</u>	<u>467.00</u>	<u>330.00</u>	<u>322.00</u>	<u>2,272.00</u>	<u>300.00</u>	<u>300.00</u>
	TOTAL	313.00	467.00	330.00	322.00	2,272.00	300.00	300.00
96960300	Special Assessment	62,573.00	188,493.35	118,579.00	121,271.94	127,907.35	132,085	132,085.00
	TOTAL	62,573.00	188,493.35	118,579.00	121,271.94	127,907.35	132,085.00	132,085.00
97979000	Misc Other	<u>0.00</u>	<u>96,945.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>
	TOTAL	0	96,945	0	0	0	0	0
	GRAND TOTAL	62,886.00	92,015.35	118,909.00	121,593.94	130,179.35	132,385.00	132,385.00
7400000	CARRY OVER*							
	Unreserved Fund Balance	<u>0.00</u>	<u>40,194.85</u>	<u>40,194.85</u>	<u>59,642.00</u>	<u>52,643.99</u>	<u>34,787</u>	<u>52,643</u>
	GRAND TOTAL	62,886.00	132,210.20	159,103.85	181,235.94	182,823.34	167,172.00	185,028
	CFD - Elverta Park Reserve							\$ 88,979.00

2023-2024 FISCAL YEAR FINAL
NORTH HIGHLANDS RECREATION AND PARK DISTRICT COMMUNITY FACILITY DISTRICT NO. 2016-01 ELVERTA PARK

<u>CODE CLASSIFICATION</u>	<u>ACTUAL 2019/2020</u>	<u>ACTUAL 2020/2021</u>	<u>ACTUAL 2021/2022</u>	<u>ACTUAL 2022/2023</u>	<u>PRELIM 2023/2024</u>	<u>FINAL 2023/2024</u>	<u>ADMIN</u>	<u>REC</u>	<u>MTNC</u>
Salaries and Employee Benefits									
1110 Sal & Wages, FT	17,268	26,582	32,016	33,885	37,568	37,568	0	0	37,568
1122 Sal & Wages, PT	5,214	10,976	11,018	11,934	12,000	12,000	0	0	12,000
1210 Retirement	1,381	1,553	2,561	2,766	3,005	3,005	0	0	3,005
1220 OASDI	1,677	2,658	3,399	3,543	3,792	3,792	0	0	3,792
1230 Insurance	5,702	7,213	5,776	6,223	6,859	9,623	0	0	9,623
1240 Worker's Comp.	2,310	3,743	2,139	1,900	4,754	5,242	0	0	5,242
1250 Unemployment	<u>78</u>	<u>163</u>	<u>208</u>	<u>174</u>	<u>490</u>	<u>490</u>	<u>0</u>	<u>0</u>	<u>490</u>
1000 TOTAL	33,631	52,888	57,117	60,426	68,468	71,720	0	0	71,720
Services & Supplies									
2005 Adv/Legal Notice	0	155	155	155	200	200	200	0	0
2104 Agri/Hort Sups	777	0	0	717	2,000	2,000	0	0	2,000
2111 Bldg. Mtnc. Svcs	0	0	0	0	200	200	0	0	200
2122 Chemical Supplies	0	0	0	0	150	150	0	0	150
2142 Land Imp Supplies	1,903	1,331	1,400	0	1,600	1,600	0	0	1,600
2191 Electricity	295	737	635	788	900	900	0	0	900
2193 Refuse	402	0	0	900	1,200	1,200	0	0	1,200
2198 Water	32,192	29,714	30,380	23,616	30,000	30,000	0	0	30,000
2205 Auto Mtnc Svc	1,060	0	600	0	750	750	0	0	750
2211 Constr Equip Serv.	710	0	0	0	150	150	0	0	150
2226 Expend Tools	232	0	0	300	300	300	0	0	300
2236 Fuels & Lubes	2,000	2,000	2,000	822	2,000	2,000	0	0	2,000
2275 Rents & Leases	0	0	0	0	1,000	1,000	0	0	1,000
2281 Shop Equip Serv.	111	0	0	0	100	100	0	0	100
2292 Other Equip Servs	3,562	0	205	0	300	300	0	0	300
2314 Clothing	0	0	200	0	300	300	0	0	300
2444 Medical Sups	0	0	0	0	100	100	0	0	100
2505 Accounting	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0	0
2591 Other Prof Svc	<u>13,016</u>	<u>8,869</u>	<u>9,284</u>	<u>10,014</u>	<u>10,902</u>	<u>10,902</u>	<u>9,902</u>	<u>0</u>	<u>1,000</u>
2000 TOTAL	57,760	44,306	46,359	38,813	53,652	53,652	11,602	0	42,050

<u>CODE CLASSIFICATION</u>	<u>ACTUAL 2019/2020</u>	<u>ACTUAL 2020/2021</u>	<u>ACTUAL 2020/2021</u>	<u>ACTUAL 2020/2021</u>	<u>ACTUAL 2022/2023</u>	<u>PRELIM 2023/2024</u>	<u>FINAL 2023/2024</u>	<u>ADMIN</u>	<u>REC</u>
FIXED ASSETS									
4201 Building Imp.	0	0	0	0	0	0	0	0	0
4202 Struct & Imp	0	0	0	0	0	9,000	9,000	0	0
4200 TOTAL	0	0	0	0	0	9,000	9,000	0	0
4303 Equip	0	0	0	0	0	0	0	0	0
4300 TOTAL	0	0	0	0	0	0	0	0	0
4000 TOTAL	0	0	0	0	0	9,000	9,000	0	0
TOTAL	91,391	97,194	103,476	99,239	131,120	134,372	122,770	11,602	0
CONTINGENCY	0	0	0	0	10,000	\$20,000			
RESERVE	0	0	0	0	26,052	\$30,656			
	91,391	97,194	103,476	99,239	167,172	185,028			

2023-2024 FISCAL YEAR FINAL

NORTH HIGHLANDS RECREATION AND PARK DISTRICT COMMUNITY FACILITY DISTRICT

NO. 2016-01 ELVERTA PARK

MAINTENANCE DIVISION

FULL TIME SALARIES

	<u>MAINTENANCE PERSON - STEP 5</u>					
{4243}	\$1,958.31	x	19	PAY PERIODS =	\$37,207.89	\$37,568
	\$ 40.00	STIPEND PER MONTH (PHONE)	X 9 MONTHS =		<u>\$360.00</u>	
	<u>PART TIME SEASONAL MAINTENANCE WORKER</u>				\$12,000.00	
						<u>\$12,000</u>
	TOTAL FULL-TIME & PART-TIME SALARIES:					\$49,568

MAINTENANCE BENEFITS

<u>EMPLOYEE</u>	<u>RETIREMENT</u>					
1	\$37,568	x	8.000%	=	\$3,005.43	\$3,005
	<u>OASDI</u>					
	\$49,568	x	7.65%	=	\$3,791.94	\$3,792
	<u>INSURANCE</u>					\$9,623
	<u>Medical</u>					
1	\$933.13	x	1x	5 MOS =	\$4,665.65	
1	\$1,026.44	x	1x	4 MOS =	<u>\$4,105.76</u>	
					\$8,771.41	
	<u>Dental</u>					
1	\$ 88.00	x	1x	4 MOS =	\$352.00	
1	\$ 100.00	x	1x	5 MOS =	<u>\$500.00</u>	
					\$852.00	
	<u>WORKER'S COMP</u>					
	\$49,568	x	11.13%	=	\$5,516.91	
(VOL.)	\$0	x	11.13%	=	<u>\$0.00</u>	
					\$5,516.91	
	Experience Modification			x	<u>1.27</u>	
					\$6,006.47	\$5,242
	<u>UNEMPLOYMENT</u>					
	\$14,000.00	x	3.50%	=	\$490.00	\$490
	Total Maintenance Benefits					<u>\$22,153</u>
TOTAL CHERRY BLOSSOM SALARIES AND BENEFITS						\$71,720

ADMINISTRATION SERVICES FY 2023/2024 FINAL BUDGET
NORTH HIGHLANDS RECREATION AND PARK DISTRICT COMMUNITY FACILITY DISTRICT
NO. 2016-01 ELVERTA PARK

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>DESCRIPTION</u>
2005	Adv/Legal Notice	200	Legal Notice
2505	Accounting	1,500	Cherry Blossom Audit
2591	Other Prof Svcs	9,902	SCI fees(9520); Levies(109)
2000	TOTAL	11,602	
<u>FIXED ASSETS</u>			
4303	Equipment	0	
4000	TOTAL FIXED ASSETS	0	

MAINTENANCE SERVICES FY 2023/2024 FINAL BUDGET
NORTH HIGHLANDS RECREATION AND PARK DISTRICT COMMUNITY FACILITY DISTRICT
NO. 2016-01 ELVERTA PARK

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>BUDGET</u>	<u>DESCRIPTION</u>
2104	Agri/Hort	2,000	Landscape material
2111	Bldg Mtns Svcs	200	
2122	Chemical Supplies	150	
2142	Land Imp Sup	1,600	
2191	Electricity	900	Electricity (parks,lights,bldgs)
2193	Refuse	1,200	Trash removal;dump station
2198	Water	30,000	Water parks & facilities
2205	Auto Mtns Svc	750	Maintenance Vehicles/Mowers
2211	Constr Equip Serv.	150	
2226	Expend Tools	300	
2236	Fuels & Lubes	2,000	Vehicles/Mowers
2275	Rents & Leases	1,000	
2281	Shop Equip Serv	100	
2292	Other Equip Sups	300	
2314	Clothing	300	
2444	Medical	100	
2591	Other Prof Svcs	1,000	
2000	TOTAL	42,050	
<u>FIXED ASSETS</u>			
4201	Building Improvement	0	
4202	Structure Improvement	9,000	Kiosk
4303	Equipment	0	
4000	TOTAL FIXED ASSETS	9,000	
GRAND TOTAL:		51,050	