



## AGENDA

Wednesday December 5, 2012

5:30 P.M., Board Chambers, County Administration Center,  
700 H Street, Sacramento, California 95814

### COMMISSIONERS:

Chair: Gay Jones  
Vice-Chair: Robert Jankovitz  
Ron Greenwood  
Susan Peters  
Jay Schenirer  
Christopher Tooker  
Jimmie Yee

### ALTERNATE COMMISSIONERS:

Jerry Fox  
Mike Singleton  
Jerry Fox  
Phil Serna  
Robert King Fong  
John Messner  
Phil Serna

---

### PUBLIC COMMENT FROM THE FLOOR

The public is encouraged to address the Commission concerning any matter not on the Agenda. Public comments are limited to three minutes. The Commission is prohibited from discussing or taking any action on any item not appearing on the posted Agenda

### CONSENT CALENDAR

1. Approve the Meeting Minutes of November 7, 2012
2. Claims dated thru November 29, 2012
3. Monthly Budget Report
4. Legislation Status Report
5. Final Southgate Recreation and Park District Municipal Service Review & Sphere of Influence Update (LAFC 04-12)

### BUSINESS ITEMS

6. Chair and Vice-Chair Appointments for Calendar Year 2013
7. Update Rio Linda/Elverta Community Water District MSR (LAFC 07-10) [CEQA Exempt]

### PUBLIC HEARINGS

8. Draft Cordova Recreation and Park District Municipal Service Review & Sphere of Influence Update (LAFC 03-12)

### PRESENTATIONS

9. South County Agricultural Resources - Setting & Overview  
(County Agriculture Commissioner/County Farm Bureau)

### QUESTIONS/ANNOUNCEMENTS

10. Executive Officer/Staff/Commission Counsel
11. Commission Chair/Commissioners



#### MEETING SCHEDULE

5:30 P.M., Board Chambers  
700 H Street, Sacramento CA

#### Dates

January Recess  
February 6  
March 6

## SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

---

### SUMMARY OF RULES AND PROCEDURES

**AGENDA ITEMS:** The Commission may reschedule items on the agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order. Anyone who wishes to address the Commission should obtain a form from either the Commission Clerk or from the table located near the entrance of the hearing chamber.

**CONDUCT OF HEARINGS:** A contested matter is usually heard as follows: (1) discussion of the staff report and the environmental document; (2) testimony of proponent; (3) testimony of opponent; (4) Public Testimony (5) rebuttal by proponent; (6) provision of additional clarification by staff as required; (7) close of the public hearing; (8) Commission discussion and Commission vote.

**ADDRESSING THE COMMISSION:** Any person who wishes to address the Commission should submit a speaker's request form at the beginning of the meeting; move to the front of the chambers when an item is called; and, when recognized by the chair, state their name, address and affiliation. Please attempt to make your statements concise and to the point. It is most helpful if you can cite facts to support your contentions. Groups of people with similar viewpoints should appoint a spokesperson to represent their views to the Commission. The Commission appreciates your cooperation in this matter.

**PUBLIC COMMENT TIME LIMITS:** The Sacramento Local Agency Formation Commission welcomes and encourages participation in its meetings. Rules of the Commission provide for the following limitations of discussion: The Commission will hear public comment prior to the consideration of any item. (1) a principal proponent will be allowed a 5-minute statement; (2) other proponents will be allowed a 3-minute statement; (3) opponents are allowed 3-minute statements with the exception of spokespersons for any group who shall be permitted 5-minutes; (4) the principal proponent shall have a 3-minute rebuttal; (5) staff will provide clarification, as required.

**VOTING:** A quorum consists of four members of the Commission, including any alternate. No action or recommendation of the Commission is valid unless a majority (4 votes) of the entire membership of the Commission concurs therein.

**OFF AGENDA ITEMS:** Matters under the jurisdiction of the Commission, and not on the posted agenda, may be addressed by the general public under "Public Comment From the Floor" on the Agenda. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. The Commission cannot take action on any unscheduled items.

**SPECIAL NEEDS:** Meeting facilities are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 48 hours in advance through the Commission Clerk at (916)874-6458.

**AB 745 DISCLOSURES:** The Political Reform Act requires all interested parties to disclose contributions and expenditures for "political purposes" related to proposals for changes of organization or reorganization (annexations, incorporations, etc.) as well as contributions and expenditures in connection with Conducting Authority protest proceedings. Such contributions and expenditures must be reported to LAFCo's Executive Officer to the same extent, and subject to the same requirements, as local initiative measures under the Political Reform Act. Additional information regarding these requirements can be found on LAFCo's website at: <http://www.saclafco.org/Forms/index.htm>.

**STAFF REPORTS:** Staff Reports are available on line at [www.SacLAFCo.org](http://www.SacLAFCo.org) or upon request to Diane Thorpe, Commission Clerk at (916)874-6458.

**VIDEO BROADCASTS:** The meeting is video taped in its entirety and will be cablecast live on Metro Cable channel 14, the government affairs channel on the Comcast, and SureWest Cable Systems and is closed captioned for our hearing impaired viewers. The meeting is webcast live at <http://www.saccounty.net> . The current meeting is broadcast live and will be rebroadcast; check the Metro Cable schedule for dates and times. A VHS video copy will be available for checkout through the County Library System seven to ten days following the meeting.



***MINUTES FOR THE MEETING OF  
Wednesday November 7, 2012***

The Sacramento Local Agency Formation Commission met the seventh day of November 2012, at 5:30 P.M. in the Board Chambers of the Sacramento County Administration Center, 700 H Street, Sacramento, California 95814.

**PRESENT:**

**Commissioners:**

Robert Jankovitz, Vice Chair  
Jerry Fox  
Ron Greenwood (arrived 5:47)  
Susan Peters  
Christopher Tooker  
Jimmie Yee

**Absent:**

Gay Jones, Chair  
Jay Schenirer

**Staff:**

Peter Brundage, Executive Officer  
Donald Lockhart, Assistant Executive Officer  
Diane Thorpe, Commission Clerk  
Matt McOmber, Commission Counsel

**Alternates:**

Mike Singleton

---

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None

**CONSENT CALENDAR**

1. Approve the Meeting Minutes of September 5, 2012
2. Claims dated thru November 1, 2012
3. Monthly Budget Report
4. Legislation Status Report  
Motion: To approve the Consent Calendar  
Moved: Commissioner Tooker  
Second: Commissioner Yee  
Absent: Greenwood  
Passed: Unanimous

**BUSINESS ITEMS**

5. Update Rio Linda/Elverta Community Water District MSR (LAFC 07-10) [CEQA Exempt]  
Receive and File Report - No Action
6. Fiscal Year 2011-2012 Financial Audit  
Receive and File Report - No Action

**PUBLIC HEARINGS**

7. Draft Southgate Recreation and Park District Municipal Service Review & Sphere of Influence Update (LAFC 04-12)

Motion: To direct Staff to circulate DRAFT MSR for 30 day public review period

Moved: Commissioner Tooker

Second: Commissioner Yee

Absent: Greenwood

Passed: Unanimous

The meeting adjourned at 5: 49 P.M.

Respectfully submitted,

***SACRAMENTO LOCAL AGENCY FORMATION COMMISSION***

Diane Thorpe  
Commission Clerk

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
CLAIMS\***

| <u>Date Submitted to Auditor</u> | <u>Vendor</u>                              | <u>Amount</u> |
|----------------------------------|--|---------------|
| 11/26/2012                       | Alhambra Sierra Springs (Water Supplies)   | \$ 31.36      |
| 11/26/2012                       | Bussiness Journal                          | \$ 169.00     |
| 11/26/2012                       | Colliers (November Office Lease)           | \$ 3,928.51   |
| 11/26/2012                       | Comcast Cable                              | \$ 82.09      |
| 11/26/2012                       | Daily Journal Corp. (Legal Advertising)    | \$ 47.25      |
| 11/26/2012                       | Environmental Planning Partners (November) | \$ 131.25     |
| 11/26/2012                       | First Choice Services                      | \$ 146.65     |
| 11/26/2012                       | Fresh & Quick Catering                     | \$ 216.06     |
| 11/26/2012                       | Millern & Owen                             | \$ 5,291.49   |
| 11/26/2012                       | Toshiba Business Solutions (Copier Lease)  | \$ 627.21     |

|              |                     |
|--------------|---------------------|
| <b>TOTAL</b> | <b>\$ 10,670.87</b> |
|--------------|---------------------|

**APPROVED:** 12/5/2012

---

*Gay Jones, Chair*  
SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

\*Not including Journal Voucher and Personnel items.

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

*1112 I Street, Suite #100  
Sacramento, California 95814  
(916) 874-6458*

**December 5, 2012**

TO: Sacramento Local Agency Formation Commission  
FROM: Peter Brundage, Executive Officer *PB*  
RE: Monthly Budget and Accounting Report

**RECOMMENDATION:**

Receive and File Accounting Period Report 4 for FY 2012-13

**DISCUSSION:**

The attached budget and accounting reports are for Accounting Period 4 for FY 2012-13. These reports summarize monthly expenditures and revenues as well as the Trial Balance for this reporting period.

There are no significant variances to report at this time.

Library : ZSP County of Sacramento Reports  
Report group: ZSC8 Balance sheet detail  
Report name : ZFP4816E Trial Balance by Business Area

Data selected by: 1009726  
Data selected on: 11/05/2012 14:40:55

Fiscal year : 2013  
Period : 4 October  
Business Area: 067A LOCAL AGENCY FORMATI

| Balance Sheet Item                           | Beginning Balance | Period Debits | Period Credits | Ending Balance |
|--|-------------------|---------------|----------------|----------------|
| * Cash in Treasury                           | 961,480.85        | 2,681.00      | 32,675.36-     | 931,486.49     |
| * Imprest Cash                               | 40.00             |               | 40.00-         |                |
| * Inventory                                  |                   |               |                |                |
| * Due from Other Funds Year End              |                   |               |                |                |
| * Accounts Receivable Year End               |                   |               |                |                |
| ** Total Assets                              | 961,520.85        | 2,681.00      | 32,715.36-     | 931,486.49     |
| * Sales Tax Due                              |                   |               |                |                |
| * Warrants Payable                           | 3,959.46-         | 30,386.61     | 45,093.94-     | 18,666.79-     |
| * Deposit Stale Warrants                     | 643.48-           |               |                | 643.48-        |
| * Claims Payable                             |                   | 45,230.44     | 45,230.44-     |                |
| * Due to Others                              |                   |               |                |                |
| * Suspense Clearing                          |                   |               |                |                |
| * Payroll Clearing                           | 136.50-           | 674.75        | 538.25-        |                |
| ** Total Liabilities                         | 4,739.44-         | 76,291.80     | 90,862.63-     | 19,310.27-     |
| * Reserve Fund Balance                       | 220,933.00-       |               |                | 220,933.00-    |
| * Fund Balance                               | 54,914.92-        | 182,115.00    | 127,200.00-    | 0.08           |
| * Revenues and Other Financing Sources       | 675,326.72-       |               | 2,681.00-      | 678,007.72-    |
| * Expenditures/Expenses                      | 121,593.23        | 47,286.19     |                | 168,879.42     |
| * Estimated Revenue                          | 954,000.00        | 877,805.00    | 954,000.00-    | 877,805.00     |
| * Appropriations                             | 1,081,200.00-     | 1,081,200.00  | 1,059,920.00-  | 1,059,920.00-  |
| * Start of System Clearing                   |                   |               |                |                |
| ** Total Equity & Other Accounts             | 956,781.41-       | 2,188,406.19  | 2,143,801.00-  | 912,176.22-    |
| *** Total Liabilities & Equity + Other Accts | 961,520.85-       | 2,264,697.99  | 2,234,663.63-  | 931,486.49-    |



Date: 11/05/2012  
 Time: 10:08:25  
 Period: 004  
 Year: 2013

| Vendor<br>One Time Vendor | Vendor Name                          | EA   | Per | Doc.no.    | Pstg date  | Reference        | Check      | Fund Center | Trans. currency | Status |
|---------------------------|--------------------------------------|------|-----|------------|------------|------------------|------------|-------------|-----------------|--------|
| 1630                      | DAILY JOURNAL CORP                   | 067A | 004 | 1904552446 | 10/03/2012 | A2362709         |            | 4544540     | 37.40- USD      | closed |
| 1630                      | DAILY JOURNAL CORP                   | 067A | 004 | 2021286627 | 10/04/2012 |                  | 1101518694 |             | 37.40 USD       | closed |
| 2295                      | MILLER & OWEN                        | 067A | 004 | 2021314026 | 10/15/2012 |                  | 1101524358 |             | 17,881.50 USD   | closed |
| 2295                      | MILLER & OWEN                        | 067A | 004 | 2021360079 | 10/31/2012 |                  | 1101533419 |             | 8,784.90 USD    | closed |
| 2295                      | MILLER & OWEN                        | 067A | 004 | 1904571548 | 10/30/2012 | 29504            |            | 4544540     | 8,784.90- USD   | closed |
| 2295                      | MILLER & OWEN                        | 067A | 004 | 1904560797 | 10/12/2012 | 29471            |            | 4544540     | 17,881.50- USD  | closed |
| 12036                     | WELLS FARGO BANK                     | 067A | 004 | 1500044707 | 10/01/2012 |                  |            |             | 136.50 USD      | closed |
| 12036                     | WELLS FARGO BANK                     | 067A | 004 | 1904545655 | 10/01/2012 | MLED-TAX 9/28/12 |            | 4544540     | 136.50- USD     | closed |
| 12322                     | COMCAST                              | 067A | 004 | 1904567377 | 10/24/2012 | 8155600380732795 |            | 4544540     | 82.08- USD      | closed |
| 12322                     | COMCAST                              | 067A | 004 | 2021346819 | 10/25/2012 |                  | 1101530115 |             | 82.08 USD       | closed |
| 19687                     | SPECIAL DISTRICT RISK MGMT AUTHORITY | 067A | 004 | 1904552415 | 10/03/2012 | SEPILEASE        |            | 4544540     | 3,859.78- USD   | closed |
| 19687                     | SPECIAL DISTRICT RISK MGMT AUTHORITY | 067A | 004 | 2021286711 | 10/04/2012 |                  | 1101518273 |             | 3,859.78 USD    | closed |
| 19687                     | SPECIAL DISTRICT RISK MGMT AUTHORITY | 067A | 004 | 2021360155 | 10/31/2012 |                  | 1101533352 |             | 3,928.51 USD    | closed |
| 19687                     | SPECIAL DISTRICT RISK MGMT AUTHORITY | 067A | 004 | 1904571554 | 10/30/2012 | OCTOBER2012      |            | 4544540     | 3,928.51- USD   | closed |
| 21046                     | SOLIMAR RESEARCH GROUP               | 067A | 004 | 2021314093 | 10/15/2012 |                  | 1101524415 |             | 238.00 USD      | closed |
| 21046                     | SOLIMAR RESEARCH GROUP               | 067A | 004 | 1904560794 | 10/12/2012 | 2531             |            | 4544540     | 238.00- USD     | closed |
| 24241                     | PITNEY BOWES                         | 067A | 004 | 1904571533 | 10/30/2012 | 30142630T12      |            | 4544540     | 274.47- USD     | closed |
| 24241                     | PITNEY BOWES                         | 067A | 004 | 2021360166 | 10/31/2012 |                  | 1101533472 |             | 274.47 USD      | closed |
| 28211                     | MEA OF CALIFORNIA INC                | 067A | 004 | 1904560799 | 10/12/2012 | 9422826          |            | 4544540     | 634.40- USD     | closed |
| 28211                     | MEA OF CALIFORNIA INC                | 067A | 004 | 2021314104 | 10/15/2012 |                  | 1101524424 |             | 634.40 USD      | closed |
| 28211                     | MEA OF CALIFORNIA INC                | 067A | 004 | 2021360189 | 10/31/2012 |                  | 1101533490 |             | 689.35 USD      | closed |
| 28211                     | MEA OF CALIFORNIA INC                | 067A | 004 | 1904571549 | 10/30/2012 | 9495125          |            | 4544540     | 689.35- USD     | closed |
| 28302                     | AMERICAN PLANNING ASSOCIATION        | 067A | 004 | 2021317799 | 10/16/2012 |                  | 1101525057 |             | 648.00 USD      | closed |
| 28302                     | AMERICAN PLANNING ASSOCIATION        | 067A | 004 | 1904561145 | 10/15/2012 | 1070121256       |            | 4544540     | 648.00- USD     | closed |
| 37434                     | JAMES P MARIA                        | 067A | 004 | 1904560790 | 10/12/2012 | 6070             |            | 4544540     | 5,000.00- USD   | closed |
| 37434                     | JAMES P MARIA                        | 067A | 004 | 2021314123 | 10/15/2012 |                  | 1101524441 |             | 5,000.00 USD    | closed |
| 37434                     | JAMES P MARIA                        | 067A | 004 | 2021360217 | 10/31/2012 |                  | 1101533498 |             | 3,000.00 USD    | closed |

Date: 11/05/2012  
 Time: 10:08:25  
 Period: 004  
 Year: 2013

| Vendor                    | Vendor Name              | EA   | Per | Doc.no.    | Postg date | Reference     | Check      | Fund Center | Trans. currency | Status |
|---------------------------|--------------------------|------|-----|------------|------------|---------------|------------|-------------|-----------------|--------|
| 37434                     | JAMES P MARIA            | 067A | 004 | 1904571660 | 10/30/2012 | 6141          |            | 4544540     | 3,000.00- USD   | closed |
| 37780                     | DS WATERS OF AMERICA INC | 067A | 004 | 1904560798 | 10/12/2012 | 4831121080112 |            | 4544540     | 10.17- USD      | closed |
| 37780                     | DS WATERS OF AMERICA INC | 067A | 004 | 2021314125 | 10/15/2012 |               | 1101524443 |             | 10.17 USD       | closed |
| 37780                     | DS WATERS OF AMERICA INC | 067A | 004 | 1904571556 | 10/30/2012 | 4831121100112 |            | 4544540     | 25.38- USD      | closed |
| 37780                     | DS WATERS OF AMERICA INC | 067A | 004 | 2021360220 | 10/31/2012 |               | 1101533501 |             | 25.38 USD       | closed |
| Sum of Business Area 067A |                          |      |     |            |            |               |            |             | 0.00 USD        | *      |

Fiscal Year      2013  
 From period      1  
 To period      4

Fund/Group      057A      LOCAL AGENCY FORMATION COMMISSION  
 Funds Center/Group      4544540      LAFCO DISTRICT  
 Budget Version      0

| Commitment Item               | Budget       | Actual-GL  | Actual-CO | Actual Total | Encumbrance | Pending | Available  | %Consumed |
|-------------------------------|--------------|------------|-----------|--------------|-------------|---------|------------|-----------|
| 10111000 REGULAR EMPLOYEE     |              |            |           | 1,600.00     |             |         | 7,400.00   | 17.78     |
| 10112400 COMMITTEE MEMBER     | 9,000.00     | 1,600.00   |           | 1,600.00     |             |         | 7,400.00   | 17.78     |
| 10122000 QASCHI               | 500.00       | 122.40     |           | 122.40       |             |         | 377.60     | 24.48     |
| * 10 - SALARIES AND EMPLOYEE  | 9,500.00     | 1,722.40   |           | 1,722.40     |             |         | 7,777.60   | 18.13     |
| 20200500 ADVERTISING          | 7,500.00     | 79.90      |           | 79.90        |             |         | 7,420.10   | 1.07      |
| 20202200 BOOKS/PER SUP        | 2,000.00     | 375.19     |           | 375.19       |             |         | 1,624.81   | 18.76     |
| 20202900 BUS/CONFERENCE E     | 12,000.00    | 2,855.91   |           | 2,855.91     |             |         | 9,144.09   | 23.80     |
| 20203500 ED/TRAINING SVC      | 2,200.00     |            |           |              |             |         | 2,200.00   |           |
| 20205200 INS PREMIUM          | 7,200.00     | 4,895.56   |           | 4,895.56     |             |         | 2,304.44   | 67.99     |
| 20206100 MEMBERSHIP DUES      | 7,250.00     | 8,450.00   |           | 8,450.00     |             |         | 1,200.00   | 116.55    |
| 20207600 OFFICE SUPPLIES      | 8,000.00     | 865.86     |           | 865.86       |             |         | 7,134.14   | 10.82     |
| 20208100 POSTAL SVC           | 5,000.00     |            |           |              |             |         | 5,000.00   |           |
| 20227500 RENT/LEASE EQ        | 18,000.00    | 2,934.04   |           | 2,934.04     |             |         | 15,065.96  | 16.30     |
| 20227504 MISCELLANEOUS        |              | 40.00      |           | 40.00        |             |         | 40.00      |           |
| 20250500 ACCOUNTING SVC       | 8,000.00     |            |           |              |             |         | 8,000.00   |           |
| 20253100 LEGAL SVC            | 60,000.00    | 28,385.81  |           | 28,385.81    |             |         | 31,614.19  | 47.31     |
| 20259100 OTHER PROF SVC       | 809,500.00   | 89,937.44  |           | 89,937.44    |             |         | 719,562.56 | 11.11     |
| 20291000 COUNTYWIDE IT SV     | 1,900.00     | 598.00     |           | 598.00       |             |         | 1,302.00   | 31.47     |
| 20291100 SYSTEM DEV SVC       | 17,000.00    | 8,238.08   |           | 8,238.08     | 6,138.00    |         | 2,623.92   | 84.57     |
| 20291200 SYSTEM DEV SUP       | 1,900.00     | 875.10     |           | 875.10       | 35.40       |         | 989.50     | 47.92     |
| 20291600 WAN ALLOCATION       | 4,600.00     | 1,536.00   |           | 1,536.00     |             |         | 3,064.00   | 33.39     |
| 20292100 GS ERINING SVC       | 2,250.00     |            |           |              |             |         | 2,250.00   |           |
| 20292300 GS MESSENGER SVC     |              | 1,024.17   |           | 1,024.17     |             |         | 1,024.17   |           |
| 20292600 GS STORE CHARGES     | 1,000.00     |            |           |              |             |         | 1,000.00   |           |
| 20293400 PUBLIC WORKS SVS     | 7,400.00     |            |           |              |             |         | 7,400.00   |           |
| 20294300 LEASED EROP USE      | 48,500.00    | 15,507.85  |           | 15,507.85    |             |         | 32,992.15  | 31.97     |
| 20296200 GS PARKING CHES      |              |            |           |              |             |         |            |           |
| 20298700 TELEPHONE SVC        | 4,000.00     | 558.11     |           | 558.11       |             |         | 3,441.89   | 13.95     |
| * 20 - SERVICES AND SUPPLIES  | 1,035,200.00 | 167,157.02 |           | 167,157.02   | 6,173.40    |         | 861,869.58 | 16.74     |
| 79790100 CONTINGENCY APPR     | 15,220.00    |            |           |              |             |         | 15,220.00  |           |
| ** 79 - Appropriation for Con | 15,220.00    |            |           |              |             |         | 15,220.00  |           |
| ** Expenditure accounts       | 1,059,920.00 | 168,879.42 |           | 168,879.42   | 6,173.40    |         | 884,867.18 | 16.52     |
| 94941000 INTEREST INCOME      | 2,500.00     | 285.00     |           | 285.00       |             |         | 2,215.00   | 11.40     |
| * 94 - REVENUE FROM USE OF M  | 2,500.00     | 285.00     |           | 285.00       |             |         | 2,215.00   | 11.40     |
| 96969900 SVC FEES OTHER       | 188,805.00   | 87,763.78  |           | 87,763.78    |             |         | 276,568.78 | 46.48     |
| * 96 - CHARGES FOR SERVICES   | 188,805.00   | 87,763.78  |           | 87,763.78    |             |         | 276,568.78 | 46.48     |
| 97979000 MISC OTHER           | 686,500.00   | 765,486.50 |           | 765,486.50   |             |         | 78,986.50  | 111.51    |
| * 97 - MISCELLANEOUS REVENUE  | 686,500.00   | 765,486.50 |           | 765,486.50   |             |         | 78,986.50  | 111.51    |
| ** REVENUE ACCOUNTS           | 877,805.00   | 678,007.72 |           | 678,007.72   |             |         | 199,797.28 | 77.24     |
| *** Total                     | 182,115.00   | 509,128.30 |           | 509,128.30   | 6,173.40    |         | 685,069.90 | 276.17    |

Report: ZF\_SL\_SPEC\_DIST  
 UserID: 1009726  
 System: PRD/020

Split Ledger Line Item Report  
 067A LOCAL AGENCY FORMATI  
 Period: 004 Fiscal Year: 2013

Date: 11/05/2012  
 Time: 10:07:36  
 Page: 1

| Date                               | Year | Per | Document # | G/L Acct | BA   | Cost Ctr | Amount                                  | Text                    |
|------------------------------------|------|-----|------------|----------|------|----------|---|-------------------------|
| 10/15/2012                         | 2013 | 004 | 1300474839 | 101000   | 067A |          | 2,396.00                                |                         |
| <b>Total Account Number 101000</b> |      |     |            |          |      |          | <b>CASH IN TREASURY-DP</b>              | <b>2,396.00</b>         |
| 10/01/2012                         | 2013 | 004 | 1500044707 | 101200   | 067A |          | 136.50-                                 |                         |
| <b>Total Account Number 101200</b> |      |     |            |          |      |          | <b>CASH IN TREASURY-WIRE TRANSFERS</b>  | <b>136.50-</b>          |
| 10/05/2012                         | 2013 | 004 | 2021297584 | 101500   | 067A |          | 82.09-                                  |                         |
| 10/10/2012                         | 2013 | 004 | 2021306059 | 101500   | 067A |          | 37.40-                                  |                         |
| 10/11/2012                         | 2013 | 004 | 2021310919 | 101500   | 067A |          | 3,859.78-                               |                         |
| 10/12/2012                         | 2013 | 004 | 2021314901 | 101500   | 067A |          | 37.27-                                  |                         |
| 10/19/2012                         | 2013 | 004 | 2021336856 | 101500   | 067A |          | 634.40-                                 |                         |
| 10/19/2012                         | 2013 | 004 | 2021336944 | 101500   | 067A |          | 17,881.50-                              |                         |
| 10/19/2012                         | 2013 | 004 | 2021336944 | 101500   | 067A |          | 2,606.00-                               |                         |
| 10/19/2012                         | 2013 | 004 | 2021337196 | 101500   | 067A |          | 5,000.00-                               |                         |
| 10/22/2012                         | 2013 | 004 | 2021340161 | 101500   | 067A |          | 10.17-                                  |                         |
| 10/22/2012                         | 2013 | 004 | 2021340162 | 101500   | 067A |          | 238.00-                                 |                         |
| 10/30/2012                         | 2013 | 004 | 2021361362 | 101500   | 067A |          |   |                         |
| <b>Total Account Number 101500</b> |      |     |            |          |      |          | <b>PAID WARRANTS RECONCILIATION (IN</b> | <b>30,386.61-</b>       |
| 10/01/2012                         | 2013 | 004 | 107909491  | 102000   | 067A |          | 285.00                                  | FY 2012/13 -1ST QTR INT |
| <b>Total Account Number 102000</b> |      |     |            |          |      |          | <b>CASH IN TREAS-JOURNAL VOUCHERS</b>   | <b>285.00</b>           |
| 10/10/2012                         | 2013 | 004 | 107902319  | 109000   | 067A |          | 773.50-                                 |                         |
| 10/10/2012                         | 2013 | 004 | 107902325  | 109000   | 067A |          | 428.75-                                 |                         |
| 10/10/2012                         | 2013 | 004 | 107902329  | 109000   | 067A |          | 151.00-                                 |                         |
| 10/10/2012                         | 2013 | 004 | 107902335  | 109000   | 067A |          | 383.00-                                 |                         |
| 10/26/2012                         | 2013 | 004 | 107915114  | 109000   | 067A |          | 249.80-                                 |                         |
| 10/31/2012                         | 2013 | 004 | 107918388  | 109000   | 067A |          | 58.80-                                  |                         |
| 10/31/2012                         | 2013 | 004 | 107918405  | 109000   | 067A |          | 4.40-                                   |                         |
| 10/31/2012                         | 2013 | 004 | 107918422  | 109000   | 067A |          | 103.00-                                 |                         |
| <b>Total Account Number 109000</b> |      |     |            |          |      |          | <b>CASH IN TREAS-SPL</b>                | <b>2,152.25-</b>        |
| 10/17/2012                         | 2013 | 004 | 107906470  | 300000   | 067A |          | 40.00-                                  | Write off imprest cash  |
| <b>Total Account Number 300000</b> |      |     |            |          |      |          | <b>IMPREST CASH</b>                     | <b>40.00-</b>           |
| 10/04/2012                         | 2013 | 004 | 2021286627 | 5100000  | 067A |          | 37.40-                                  |                         |
| 10/04/2012                         | 2013 | 004 | 2021286711 | 5100000  | 067A |          | 3,859.78-                               |                         |
| 10/05/2012                         | 2013 | 004 | 2021297584 | 5100000  | 067A |          | 82.09                                   |                         |
| 10/10/2012                         | 2013 | 004 | 2021306059 | 5100000  | 067A |          | 37.40                                   |                         |
| 10/11/2012                         | 2013 | 004 | 2021310919 | 5100000  | 067A |          | 3,859.78                                |                         |
| 10/15/2012                         | 2013 | 004 | 2021314026 | 5100000  | 067A |          | 17,881.50-                              |                         |
| 10/15/2012                         | 2013 | 004 | 2021314093 | 5100000  | 067A |          | 238.00-                                 |                         |
| 10/15/2012                         | 2013 | 004 | 2021314104 | 5100000  | 067A |          | 634.40-                                 |                         |
| 10/15/2012                         | 2013 | 004 | 2021314123 | 5100000  | 067A |          | 5,000.00-                               |                         |
| 10/15/2012                         | 2013 | 004 | 2021314125 | 5100000  | 067A |          | 10.17-                                  |                         |
| 10/15/2012                         | 2013 | 004 | 2021314125 | 5100000  | 067A |          | 37.27                                   |                         |
| 10/12/2012                         | 2013 | 004 | 2021314901 | 5100000  | 067A |          | 648.00-                                 |                         |
| 10/16/2012                         | 2013 | 004 | 2021317799 | 5100000  | 067A |          | 634.40                                  |                         |
| 10/19/2012                         | 2013 | 004 | 2021336856 | 5100000  | 067A |          | 17,881.50                               |                         |
| 10/19/2012                         | 2013 | 004 | 2021336944 | 5100000  | 067A |          | 2,606.00                                |                         |
| 10/19/2012                         | 2013 | 004 | 2021337196 | 5100000  | 067A |          | 5,000.00                                |                         |
| 10/22/2012                         | 2013 | 004 | 2021340161 | 5100000  | 067A |          | 10.17                                   |                         |
| 10/22/2012                         | 2013 | 004 | 2021340162 | 5100000  | 067A |          | 82.08-                                  |                         |
| 10/25/2012                         | 2013 | 004 | 2021346819 | 5100000  | 067A |          | 8,784.90-                               |                         |
| 10/31/2012                         | 2013 | 004 | 2021360079 | 5100000  | 067A |          |   |                         |

| Date   | Year | Per | Document # | G/L Acct | BA   | Cost Ctr   | Amount            | Text                                       |
|--|------|-----|------------|----------|------|------------|-------------------|--|
| 10/31/2012   | 2013 | 004 | 2021360155 | 5100000  | 067A |            | 3,928.51-         |  |
| 10/31/2012   | 2013 | 004 | 2021360166 | 5100000  | 067A |            | 274.47-           |  |
| 10/31/2012   | 2013 | 004 | 2021360189 | 5100000  | 067A |            | 689.35-           |  |
| 10/31/2012   | 2013 | 004 | 2021360217 | 5100000  | 067A |            | 3,000.00-         |  |
| 10/31/2012   | 2013 | 004 | 2021360220 | 5100000  | 067A |            | 25.38-            |  |
| 10/30/2012   | 2013 | 004 | 2021361362 | 5100000  | 067A |            | 238.00            |  |
| <b>Total Account Number 5100000 WARRANTS PAYABLE</b>                 |      |     |            |          |      |            | <b>14,707.33-</b> |  |
| 10/01/2012   | 2013 | 004 | 1500044707 | 5150000  | 067A |            | 136.50            |  |
| 10/01/2012   | 2013 | 004 | 1904545655 | 5150000  | 067A |            | 136.50-           | MLBD - TAX 09/28/2012                      |
| 10/03/2012   | 2013 | 004 | 1904552415 | 5150000  | 067A |            | 3,859.78-         | *SAC LAFCO ?'S 916 874-6458                |
| 10/03/2012   | 2013 | 004 | 1904552446 | 5150000  | 067A |            | 37.40-            | *SAC LAFCO ?'S 916 874-6458                |
| 10/12/2012   | 2013 | 004 | 1904560790 | 5150000  | 067A |            | 5,000.00-         | *SACLAFCO 916-874-6458                     |
| 10/12/2012   | 2013 | 004 | 1904560794 | 5150000  | 067A |            | 238.00-           | *SACLAFCO 916-874-6458                     |
| 10/12/2012   | 2013 | 004 | 1904560797 | 5150000  | 067A |            | 17,881.50-        | *SACLAFCO SA111                            |
| 10/12/2012   | 2013 | 004 | 1904560798 | 5150000  | 067A |            | 10.17-            | *SACLAFCO 27296554831121                   |
| 10/12/2012   | 2013 | 004 | 1904560799 | 5150000  | 067A |            | 634.40-           | *SACLAFCO 360243                           |
| 10/15/2012   | 2013 | 004 | 1904561145 | 5150000  | 067A |            | 648.00-           | *SACLAFCO 107012                           |
| 10/24/2012   | 2013 | 004 | 1904567377 | 5150000  | 067A |            | 82.08-            | *SAC LAFCO; 8155600380732795               |
| 10/30/2012   | 2013 | 004 | 1904571533 | 5150000  | 067A |            | 274.47-           | *SAC LAFCO ACCT 3014263 ?'S 916 874-6458   |
| 10/30/2012   | 2013 | 004 | 1904571548 | 5150000  | 067A |            | 8,784.90-         | *SAC LAFCO ?'S 916 874-6458                |
| 10/30/2012   | 2013 | 004 | 1904571549 | 5150000  | 067A |            | 689.35-           | *SAC LAFCO CUST 360243 ?'S 916 874-6458    |
| 10/30/2012   | 2013 | 004 | 1904571554 | 5150000  | 067A |            | 3,928.51-         | *SAC LAFCO 1112 I STREET ?'S 916 874-6458  |
| 10/30/2012   | 2013 | 004 | 1904571556 | 5150000  | 067A |            | 25.38-            | *SAC LAFCO 27296554831121 ?'S 916 874-6458 |
| 10/30/2012   | 2013 | 004 | 1904571660 | 5150000  | 067A |            | 3,000.00-         | *SAC LAFCO ?'S 916 874-6458                |
| 10/04/2012   | 2013 | 004 | 2021286627 | 5150000  | 067A |            | 37.40             |  |
| 10/04/2012   | 2013 | 004 | 2021286711 | 5150000  | 067A |            | 3,859.78          |  |
| 10/15/2012   | 2013 | 004 | 2021314026 | 5150000  | 067A |            | 17,881.50         |  |
| 10/15/2012   | 2013 | 004 | 2021314093 | 5150000  | 067A |            | 238.00            |  |
| 10/15/2012   | 2013 | 004 | 2021314104 | 5150000  | 067A |            | 634.40            |  |
| 10/15/2012   | 2013 | 004 | 2021314123 | 5150000  | 067A |            | 5,000.00          |  |
| 10/15/2012   | 2013 | 004 | 2021314125 | 5150000  | 067A |            | 10.17             |  |
| 10/16/2012   | 2013 | 004 | 2021317799 | 5150000  | 067A |            | 648.00            |  |
| 10/25/2012   | 2013 | 004 | 2021346819 | 5150000  | 067A |            | 82.08             |  |
| 10/31/2012   | 2013 | 004 | 2021360079 | 5150000  | 067A |            | 8,784.90          |  |
| 10/31/2012   | 2013 | 004 | 2021360155 | 5150000  | 067A |            | 3,928.51          |  |
| 10/31/2012   | 2013 | 004 | 2021360166 | 5150000  | 067A |            | 274.47            |  |
| 10/31/2012   | 2013 | 004 | 2021360189 | 5150000  | 067A |            | 689.35            |  |
| 10/31/2012   | 2013 | 004 | 2021360217 | 5150000  | 067A |            | 3,000.00          |  |
| 10/31/2012   | 2013 | 004 | 2021360220 | 5150000  | 067A |            | 25.38             |  |
| <b>Total Account Number 5150000 CLAIMS PAYABLE</b>                   |      |     |            |          |      |            | <b>0.00</b>       |  |
| 10/01/2012   | 2013 | 004 | 107907299  | 7400000  | 067A |            | 127,200.00-       | FY 2012/13 PRE BUDGET                      |
| 10/01/2012   | 2013 | 004 | 107907300  | 7400000  | 067A |            | 182,115.00        | FY 2012/13 FNL BUDGET                      |
| <b>Total Account Number 7400000 FUND BALANCE UNRESERVED/UNDESIGN</b> |      |     |            |          |      |            | <b>54,915.00</b>  |  |
| 10/01/2012   | 2013 | 004 | 107898683  | 8025400  | 067A |            | 538.25-           |  |
| 10/01/2012   | 2013 | 004 | 107898683  | 8025400  | 067A |            | 538.25            |  |
| 10/01/2012   | 2013 | 004 | 1904545655 | 8025400  | 067A | 4544540000 | 136.50            | 95 TAX                                     |
| <b>Total Account Number 8025400 SD (HUMANIC) PAYROLL CLEARING</b>    |      |     |            |          |      |            | <b>136.50</b>     |  |
| 10/01/2012   | 2013 | 004 | 107907299  | 8030000  | 067A |            | 954,000.00-       | FY 2012/13 PRE BUDGET                      |
| 10/01/2012   | 2013 | 004 | 107907300  | 8030000  | 067A |            | 877,805.00        | FY 2012/13 FNL BUDGET                      |
| <b>Total Account Number 8030000 ESTIMATED REVENUES AND OTHER FIN</b> |      |     |            |          |      |            | <b>76,195.00-</b> |  |

| Date                                 | Year | Per Document # | G/L Acct | BA   | Cost Ctr   | Amount        | Text  |
|--------------------------------------|------|----------------|----------|------|------------|---------------|---|
| 10/01/2012                           | 2013 | 004 107907299  | 8036000  | 067A |            | 1,081,200.00  | FY 2012/13 PRE BUDGET                             |
| 10/01/2012                           | 2013 | 004 107907300  | 8036000  | 067A |            | 1,059,920.00- | FY 2012/13 FNL BUDGET                             |
| <b>Total Account Number 8036000</b>  |      |                |          |      |            |               | <b>APPROPRIATIONS AND ESTIMATES OTH 21,280.00</b> |
| 10/03/2012                           | 2013 | 004 1904552446 | 20200500 | 067A | 4544540000 | 37.40         |   |
| <b>Total Account Number 20200500</b> |      |                |          |      |            |               | <b>ADVERTISING/LEGAL NOTICES 37.40</b>            |
| 10/12/2012                           | 2013 | 004 1904560794 | 20202200 | 067A | 4544540000 | 238.00        | BOOKS PER SUP                                     |
| <b>Total Account Number 20202200</b> |      |                |          |      |            |               | <b>BOOKS/PERIODICAL SUPPLY 238.00</b>             |
| 10/15/2012                           | 2013 | 004 1904561145 | 20206100 | 067A | 4544540000 | 648.00        | MEMBERSHIP DUES                                   |
| <b>Total Account Number 20206100</b> |      |                |          |      |            |               | <b>MEMBERSHIP DUES 648.00</b>                     |
| 10/12/2012                           | 2013 | 004 1904560798 | 20207600 | 067A | 4544540000 | 10.17         | OFFICE SUPPLIES                                   |
| 10/30/2012                           | 2013 | 004 1904571533 | 20207600 | 067A | 4544540000 | 274.47        |   |
| 10/30/2012                           | 2013 | 004 1904571556 | 20207600 | 067A | 4544540000 | 25.38         |   |
| <b>Total Account Number 20207600</b> |      |                |          |      |            |               | <b>OFFICE SUPPLIES 310.02</b>                     |
| 10/12/2012                           | 2013 | 004 1904560799 | 20227500 | 067A | 4544540000 | 634.40        | RENT LEASE EQUIPMENT                              |
| 10/24/2012                           | 2013 | 004 1904567377 | 20227500 | 067A | 4544540000 | 82.08         |   |
| 10/30/2012                           | 2013 | 004 1904571549 | 20227500 | 067A | 4544540000 | 689.35        |   |
| <b>Total Account Number 20227500</b> |      |                |          |      |            |               | <b>RENT/LEASES EQUIPMENT 1,405.83</b>             |
| 10/17/2012                           | 2013 | 004 107906470  | 20227504 | 067A | 4544540000 | 40.00         | Write off imprest cash                            |
| <b>Total Account Number 20227504</b> |      |                |          |      |            |               | <b>MISCELLANEOUS 40.00</b>                        |
| 10/12/2012                           | 2013 | 004 1904560797 | 20253100 | 067A | 4544540000 | 17,881.50     | LEGAL SERVICES                                    |
| 10/30/2012                           | 2013 | 004 1904571548 | 20253100 | 067A | 4544540000 | 8,784.90      |   |
| <b>Total Account Number 20253100</b> |      |                |          |      |            |               | <b>LEGAL SERVICES 26,666.40</b>                   |
| 10/12/2012                           | 2013 | 004 1904560790 | 20259100 | 067A | 4544540000 | 5,000.00      | OTHER PROF SERVICES                               |
| 10/30/2012                           | 2013 | 004 1904571660 | 20259100 | 067A | 4544540000 | 3,000.00      |   |
| <b>Total Account Number 20259100</b> |      |                |          |      |            |               | <b>OTHER PROFESSIONAL SERVICES 8,000.00</b>       |
| 10/10/2012                           | 2013 | 004 107902329  | 20291000 | 067A | 4544540000 | 151.00        | October 2012 Countywide IT Allocation             |
| <b>Total Account Number 20291000</b> |      |                |          |      |            |               | <b>COUNTYWIDE IT SERVICES 151.00</b>              |
| 10/10/2012                           | 2013 | 004 107902319  | 20291100 | 067A | 4544540000 | 773.50        | 76548 FY 2012-13 2nd Qtr APPMAINT Allocation      |
| 10/31/2012                           | 2013 | 004 107918388  | 20291100 | 067A | 4544540000 | 58.80         |   |
| 10/31/2012                           | 2013 | 004 107918422  | 20291100 | 067A | 4544540000 | 103.00        |   |
| <b>Total Account Number 20291100</b> |      |                |          |      |            |               | <b>SYSTEMS DEVELOPMENT SERVICES 935.30</b>        |
| 10/10/2012                           | 2013 | 004 107902325  | 20291200 | 067A | 4544540000 | 428.75        | FY2012-13 2nd Qtr SVC DESK Allocation             |
| 10/31/2012                           | 2013 | 004 107918405  | 20291200 | 067A | 4544540000 | 4.40          |   |
| <b>Total Account Number 20291200</b> |      |                |          |      |            |               | <b>SYSTEMS DEVELOPMENT SUPPLIES 433.15</b>        |
| 10/10/2012                           | 2013 | 004 107902335  | 20291600 | 067A | 4544540000 | 383.00        | October 2012 WAN Allocation                       |

Report: ZF SL SPEC\_DIST  
UserID: 1009726  
System: PRD/020

Split Ledger Line Item Report  
067A LOCAL AGENCY FORMATI  
Period: 004 Fiscal Year: 2013

Date: 11/05/2012  
Time: 10:07:36  
Page: 4

| Date                          | Year | Per | Document # | G/L      | Acct | BA         | Cost      | Ctr        | Amount                        | Text      |  |
|-------------------------------|------|-----|------------|----------|------|------------|-----------|------------|-------------------------------|-----------|--|
| Total Account Number 20291600 |      |     |            |          |      |            |           |            | WAN Costs                     | 383.00    |  |
| 10/26/2012                    | 2013 | 004 | 107915114  | 20292300 | 067A | 4544540000 | 249.80    | Per. 4     | - Messenger Services          |           |  |
| Total Account Number 20292300 |      |     |            |          |      |            |           |            | GS MESSENGER SERVICES         | 249.80    |  |
| 10/03/2012                    | 2013 | 004 | 1904552415 | 20294300 | 067A | 4544540000 | 3,859.78  |            |                               |           |  |
| 10/30/2012                    | 2013 | 004 | 1904571554 | 20294300 | 067A | 4544540000 | 3,928.51  |            |                               |           |  |
| Total Account Number 20294300 |      |     |            |          |      |            |           |            | LEASED PROPERTY USE CHARGESGS | 7,788.29  |  |
| 10/01/2012                    | 2013 | 004 | 107909491  | 94941000 | 067A | 4544540000 | 285.00-   | FY 2012/13 | -1ST QTR INT                  |           |  |
| Total Account Number 94941000 |      |     |            |          |      |            |           |            | INTEREST INCOME               | 285.00-   |  |
| 10/15/2012                    | 2013 | 004 | 1300474839 | 96969900 | 067A | 4544540000 | 2,396.00- |            |                               |           |  |
| Total Account Number 96969900 |      |     |            |          |      |            |           |            | SVC FEES OTHER                | 2,396.00- |  |

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**  
**1112 I Street #100**  
**Sacramento, California 95814**  
**(916) 874-7458**

December 5, 2012

TO: Sacramento Local Agency Formation Commission  
FROM: Peter Brundage, Executive Officer **PB**  
RE: Legislative Update  
CONTACT: **Don Lockhart, AICP, Assistant Executive Officer (916) 874-2937**  
**[Don.Lockhart@SacLAFCo.org]**

**RECOMMENDATION**

No action is recommended.

**BACKGROUND**

This memo is part of the ongoing effort to keep your Commission informed regarding various legislative matters.

There is no pending legislation. An ad-hoc legislative committee appointed by the CALAFCO Board of Directors will consider and adopt positions on various LAFCo related bills. Staff will report back on pertinent legislative efforts as they are introduced.

**PENDING LEGISLATION**

None. The legislature will convene December 3, 2012. Attached for your information is the upcoming Joint Session calendar.



## Joint Session Schedule

- 11/30/2012 2011-12 session adjournment sine die at midnight (Art. IV, Sec. 3(a)).
- 12/03/2012 2013-14 Regular Session convenes for Organizational Session at 12 noon (Art. IV, Sec. 3(a)).
- 01/01/2013 Statutes take effect (Art. IV, Sec. 8(c)).
- 01/07/2013 Legislature reconvenes (J.R. 51(a)(1)).
- 01/10/2013 Budget Bill must be submitted by Governor (Art. IV, Sec. 12(a)).
- 01/21/2013 Martin Luther King, Jr. Day observed.
- 01/25/2013 Last day to submit bill requests to the Office of Legislative Counsel.
- 02/18/2013 Presidents' Day observed.
- 02/22/2013 Last day for bills to be introduced (J.R. 61(a)(1), J.R. 54(a)).
- 03/21/2013 Spring Recess begins upon adjournment (J.R. 51(a)(2)).
- 03/29/2013 Cesar Chavez Day observed.
- 04/01/2013 Legislature reconvenes from Spring Recess (J.R. 51(a)(2)).
- 04/26/2013 Last day for policy committees to meet and report to fiscal committees fiscal bills introduced in their house (J.R. 61(a)(2)).
- 05/10/2013 Last day for policy committees to meet and report to the floor non-fiscal bills introduced in their house (J.R. 61(a)(3)).
- 05/17/2013 Last day for policy committees to meet prior to June 3 (J.R. 61(a)(4)).
- 05/24/2013 Last day for fiscal committees to meet and report to the floor bills introduced in their house (J.R. 61(a)(5)). Last day for fiscal committees to meet prior to June 3 (J.R. 61(a)(6)).
- 05/27/2013 Memorial Day observed.
- 05/28/2013 thru 5/31/13. Floor session only. No committee may meet for any purpose (J.R. 61(a)(7)).
- 05/31/2013 Last day for each house to pass bills introduced in that house (J.R. 61(a)(8)).
- 06/03/2013 Committee meetings may resume (J.R. 61(a)(9)).
- 06/15/2013 Budget Bill must be passed by midnight (Art. IV, Sec. 12(c)(3)).
- 07/03/2013 Summer Recess begins upon adjournment, provided Budget Bill has been passed (J.R. 51(a)(3)).
- 07/04/2013 Independence Day observed.
- 08/05/2013 Legislature reconvenes from Summer Recess (J.R. 51(a)(3)).
- 08/09/2013 Last day for policy committees to meet and report to fiscal committees fiscal bills.
- 08/16/2013 Last day for policy committees to meet and report to the floor non-fiscal bills.
- 08/30/2013 Last day for fiscal committees to meet and report bills (J.R. 61(a)(11)).
- 09/02/2013 Labor Day observed.
- 09/03/2013 thru 9/13/13. Floor session only. No committees, other than conference committees and Rules Committee, may meet for any purpose (J.R. 61(a)(12)).
- 09/06/2013 Last day to amend bills on the floor (J.R. 61(a)(13)).
- 09/13/2013 Last day for any bill to be passed (J.R. 61(a)(14)). Interim Recess begins upon adjournment (J.R. 51(a)(4)).
- 10/13/2013 Last day for Governor to sign or veto bills passed by the Legislature on or before Sept. 13 and in the Governor's possession after Sept. 13 (Art. IV, Sec. 10(b)(1)).

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

1112 I Street #100  
**Sacramento, California 94814**  
**(916) 874-6458**

February 2, 2011

**TO:** Sacramento Local Agency Formation Commission

**FROM:** Peter Brundage, Executive Officer  
Sacramento Local Agency Formation Commission

**Contact:** Don Lockhart, Assistant Executive Officer (916) 874-2937

**RE:** **FINAL SOUTHGATE RECREATION & PARK DISTRICT**  
**MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE**  
**UPDATE (LAFC #04-12)**

**RECOMMENDATION**

The Final Municipal Service Review (MSR,) is the result of collaboration with Southgate Recreation and Park District Board, management and staff. Your staff would like to recognize the Southgate Recreation and Park District for their ongoing assistance, and timely responsiveness.

1. Staff recommends that your Commission determines that Southgate Recreation and Park District provides efficient and adequate services to its customers within its service territory. The Sphere of Influence remain coterminous with District boundaries.
2. Municipal Service Review Determinations:
  - a. **Regarding growth in population expected for the District area:**

The Commission determines that the District is capable of continuing to provide recreational service in the future. Southgate Recreation and Park District effectively meets demand in its service area, but not on its revenues alone. It does so by collaborating with many public agencies, private entities and non-profit organizations throughout the community. These partnerships provide valuable resources and funds for events and programs that operate on a limited budget. They also increase access for Southgate's programs and services. Through these partnerships the District has combined common interests and developed capital projects and programs, which help to enhance the sense of community for neighborhoods in the District.

**b. Regarding present and planned capacity of public facilities, and adequacy of public services, including infrastructure needs or deficiencies:**

The Commission determines that the District currently provides adequate services and facilities in the District's service area. The growth and population projections show that the District must continue infrastructure development to meet growth in demand. The District recognizes this imperative and has taken steps to remain abreast of growth, particularly by collaborative planning with the County of Sacramento. New and upgraded infrastructure will be financed using a variety of sources including Development Impact Fees, Quimby Act In-Lieu Fees, State, Federal and other grant funds, Property Tax Revenue, Landscaping & Lighting Assessment District funds, Mello-Roos Community Facilities District funds, debt issuance proceeds, partnerships with Southarea Recreation, Inc. and other agencies, donations, sponsorships and funds reserved for future capital projects.

**c. Regarding financial ability of the District to provide services:**

The Commission determines that the District faces significant constraints for current and future service levels, especially from Educational Revenue Augmentation Fund property tax shifts. The District faces financial constraints from state implemented property tax shifts, but has adapted by streamlining expenses. The District coordinates with the County of Sacramento to participate in several Public Facilities Financing Plan (PFFP) programs in which developers pay fees to mitigate the impact of development. (See map: Sacramento County Planning Areas – Attachment A.3.) The District's portion of the Development Impact Fee is used to fund park and landscape improvements in new developments. Some financing plans include open space acquisition. The County of Sacramento makes periodic updates to the fee schedules based on the construction costs at the time.

**d. Regarding status of and opportunities for, shared facilities:**

The Commission determines that the District uses its best efforts to share resources among other agencies, and to streamline in-house costs; and that the District can continue to partner with local agencies to share the cost of new facilities, and ensure the preservation of viable park spaces.

**e. Regarding accountability for community service needs, including governmental structure and operational efficiencies:**

The Commission determines that the District is managed transparently and efficiently; and has shown a dedication to communicating with local residents. It conducts regular user surveys and frequently holds well-publicized public meetings to ensure that service offerings reflect local demand. Finally, seats on the Board of Directors are evenly distributed to represent each District community.

f. **Regarding other information as requested by the Commission:**

The Commission determines that the District is operated efficiently and offers salaries comparable with similar sized agencies.

**BACKGROUND**

The Draft Southgate Recreation and Park District Municipal Service Review was presented in a Public Hearing, for the consideration of your Commission on November 7, 2012. Since that time it has been circulated for public review and comments, as well posted on the Commission website @ [http://www.saclafco.org/Meetings/Agenda/SAC\\_LAFCO\\_DF\\_11072012](http://www.saclafco.org/Meetings/Agenda/SAC_LAFCO_DF_11072012). No agency or public comments have been received to date.

**Introduction**

The Cortese-Knox-Hertzberg Local Government Reorganization (CKH) Act of 2000 requires that each Local Agency Formation Commission (LAFCo) prepare Municipal Service Reviews and update Spheres of Influence for all cities and special districts within its jurisdiction, as necessary.

A Sphere of Influence is defined by Government Code 56425 as:

A plan for the probable physical boundary and service area of a local agency or municipality.

A Municipal Service Review is defined by Government Code Section 56430 as:

A means of identifying and evaluating public services.

A Municipal Service Review may be conducted prior to, or in conjunction with, the update of a Sphere of Influence.

**MUNICIPAL SERVICE REVIEW**

**Requirements**

The Commission shall include a written statement of its determinations with respect to each of the following:

- (1) Growth and population projections for the affected area.
- (2) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies.
- (3) Financial ability of agencies to provide services.
- (4) Status of, and opportunities for, shared facilities.
- (5) Accountability for community service needs, including governmental structure and operational efficiencies.

(6) Any other matter related to effective or efficient service delivery, as required by commission policy.

## **DISCUSSION**

In an effort to respond to changing recreational demands, the District continuously reviews and assesses its parks and recreation facilities, This process includes solicitation of ideas and input of residents through workshops and community surveys, combined with best practices of comparable local park agencies and the National Recreation & Park Association standards. Southgate Recreation and Park District maintains an understanding of the community demands and is dedicated to aligning its recreation and parks system and services with customer demand.

The District also has adapted to changing financial conditions. Most of all, the District identifies shifts in property tax allocation as a major financial constraint. Since 1992, the District has had a portion of their property taxes shifted to the Educational Revenue Augmentation Fund (ERAF). With the current economic climate, the District has also noted decreases in assessed property values, infill development, and property transfers/sales. The District has been able to offset costs and identify alternative revenue sources through facility rentals, user fees, and collaborative efforts with other organizations, including public, private, and non-profit. Cost avoidance practices have resulted in substantial savings to taxpayers, including evaluation and implementation of streamlined operational systems and performance of some capital improvement projects on a forced account basis.

## **EXECUTIVE OFFICER COMMENTS**

*Southgate Recreation & Park District* effectively meets constituent demand in its 52 square mile service area. The District delivers consistent service to the unincorporated largely urbanized areas of the southeast county. Southgate Recreation and Park District provides efficient and adequate services to its customers within its service territory. The Sphere of Influence shall be coterminous with District boundaries.

### **Recommendation:**

I recommend that your commission accept the attached Municipal Service Review, with the following determinations:

#### **1. Regarding growth in population expected for the District area:**

The Commission determines that the District is capable of continuing to provide recreational service in the future. Southgate Recreation and Park District effectively meets demand in its service area, but not on its revenues alone. It does so by collaborating with many public agencies, private entities and non-profit organizations throughout the community. These partnerships provide valuable resources and funds for events and programs that operate on a limited budget. They also increase access for Southgate's programs and services. Through these partnerships the District has combined common interests and developed capital projects and programs, which help

to enhance the sense of community for neighborhoods in the District.

**2. Regarding present and planned capacity of public facilities, and adequacy of public services, including infrastructure needs or deficiencies:**

The Commission determines that the District currently provides adequate services and facilities in the District's service area. The growth and population projections show that the District must continue infrastructure development to meet growth in demand. The District recognizes this imperative and has taken steps to remain abreast of growth, particularly by collaborative planning with the County of Sacramento. New and upgraded infrastructure will be financed using a variety of sources including Development Impact Fees, Quimby Act In-Lieu Fees, State, Federal and other grant funds, Property Tax Revenue, Landscaping & Lighting Assessment District funds, Mello-Roos Community Facilities District funds, debt issuance proceeds, partnerships with Southarea Recreation, Inc. and other agencies, donations, sponsorships and funds reserved for future capital projects.

**3. Regarding financial ability of the District to provide services:**

The Commission determines that the District faces significant constraints for current and future service levels, especially from Educational Revenue Augmentation Fund property tax shifts. The District faces financial constraints from state implemented property tax shifts, but has adapted by streamlining expenses. The District coordinates with the County of Sacramento to participate in several Public Facilities Financing Plan (PFFP) programs in which developers pay fees to mitigate the impact of development. (See map: Sacramento County Planning Areas – Attachment A.3.) The District's portion of the Development Impact Fee is used to fund park and landscape improvements in new developments. Some financing plans include open space acquisition. The County of Sacramento makes periodic updates to the fee schedules based on the construction costs at the time.

**4. Regarding status of and opportunities for, shared facilities:**

The Commission determines that the District uses its best efforts to share resources among other agencies, and to streamline in-house costs; and that the District can continue to partner with local agencies to share the cost of new facilities, and ensure the preservation of viable park spaces.

**5. Regarding accountability for community service needs, including governmental structure and operational efficiencies:**

The Commission determines that the District is managed transparently and efficiently; and has shown a dedication to communicating with local residents. It conducts regular user surveys and frequently holds well-publicized public meetings to ensure that service offerings reflect local demand. Finally, seats on the Board of Directors are evenly distributed to represent each District community.

**6. Regarding other information as requested by the Commission:**

The Commission determines that the District is operated efficiently and offers salaries comparable with similar sized agencies.

Respectfully submitted,

*SACRAMENTO LOCAL AGENCY FORMATION COMMISSION*

Peter Brundage  
Executive Officer

Attachment: Final Southgate R&P MSR

**FINAL**

**SOUTHGATE RECREATION AND PARK DISTRICT**

**MUNICIPAL SERVICE REVIEW  
AND  
SPHERE OF INFLUENCE UPDATE**

**DECEMBER 5, 2012**

Sacramento Local Agency Formation Commission  
1112 I Street, Suite #100  
Sacramento, California 95814  
(916) 874-6458  
FAX (916) 874-2939



## **SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

### **COMMISSIONERS**

Gay Jones, Special District Member, Chair  
Robert Jankovitz, City Member, Vice Chair  
Jay Schenirer, City of Sacramento Member  
Jimmie Yee, County of Sacramento Member  
Susan Peters, County of Sacramento Member  
Ron Greenwood, Special District Member  
Christopher Tooker, Public Member,

### **ALTERNATE COMMISSIONERS**

Phil Serna, Alternate County of Sacramento  
Mike Singleton, Alternate City Member  
Robert King Fong, Alternate City of Sacramento Member  
John Messner, Alternate Public Member  
Jerry Fox, Alternate Special District Member

### **STAFF**

Peter Brundage, Executive Officer  
Donald J. Lockhart, AICP Assistant Executive Officer  
Diane Thorpe, Commission Clerk  
Nancy Miller, Commission Counsel

## EXECUTIVE SUMMARY

### RECOMMENDATION

Staff recommends that the Sacramento Local Agency Formation Commission accept the Final Municipal Service Review for the Southgate Recreation and Park District and make the following determinations:

1. Southgate Recreation and Park District provides efficient and adequate services to its customers within its service territory. The Sphere of Influence shall be coterminous with District boundaries.
2. Municipal Service Review Determinations:

- a. **Regarding growth in population expected for the District area:**

The Commission determines that the District is capable of continuing to provide recreational service in the future. Southgate Recreation and Park District effectively meets demand in its service area, but not on its revenues alone. It does so by collaborating with many public agencies, private entities and non-profit organizations throughout the community. These partnerships provide valuable resources and funds for events and programs that operate on a limited budget. They also increase access for Southgate's programs and services. Through these partnerships the District has combined common interests and developed capital projects and programs, which help to enhance the sense of community for neighborhoods in the District.

- b. **Regarding present and planned capacity of public facilities, and adequacy of public services, including infrastructure needs or deficiencies:**

The Commission determines that the District currently provides adequate services and facilities in the District's service area. The growth and population projections show that the District must continue infrastructure development to meet growth in demand. The District recognizes this imperative and has taken steps to remain abreast of growth, particularly by collaborative planning with the County of Sacramento. New and upgraded infrastructure will be financed using a variety of sources including Development Impact Fees, Quimby Act In-Lieu Fees, State, Federal and other grant funds, Property Tax Revenue, Landscaping & Lighting Assessment District funds, Mello-Roos Community Facilities District funds, debt issuance proceeds, partnerships with Southarea Recreation, Inc. and other agencies, donations, sponsorships and funds reserved for future capital projects.

c. **Regarding financial ability of the District to provide services:**

The Commission determines that the District faces significant constraints for current and future service levels, especially from Educational Revenue Augmentation Fund property tax shifts. The District faces financial constraints from state implemented property tax shifts, but has adapted by streamlining expenses. The District coordinates with the County of Sacramento to participate in several Public Facilities Financing Plan (PFFP) programs in which developers pay fees to mitigate the impact of development. (See map: Sacramento County Planning Areas – Attachment A.3.) The District’s portion of the Development Impact Fee is used to fund park and landscape improvements in new developments. Some financing plans include open space acquisition. The County of Sacramento makes periodic updates to the fee schedules based on the construction costs at the time.

d. **Regarding status of and opportunities for, shared facilities:**

The Commission determines that the District uses its best efforts to share resources among other agencies, and to streamline in-house costs; and that the District can continue to partner with local agencies to share the cost of new facilities, and ensure the preservation of viable park spaces.

e. **Regarding accountability for community service needs, including governmental structure and operational efficiencies:**

The Commission determines that the District is managed transparently and efficiently; and has shown a dedication to communicating with local residents. It conducts regular user surveys and frequently holds well-publicized public meetings to ensure that service offerings reflect local demand. Finally, seats on the Board of Directors are evenly distributed to represent each District community.

f. **Regarding other information as requested by the Commission:**

The Commission determines that the District is operated efficiently and offers salaries comparable with similar sized agencies.

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**  
**1112 I Street, Suite #100, Sacramento, California 95814**  
**(916) 874-6458**

**MUNICIPAL SERVICE REVIEW WORKSHEET**  
**AND QUESTIONNAIRE**  
**DISTRICT PROFILE**

Date: October 10, 2012

**Agency Name:** Southgate Recreation & Park District

**Address:** 6000 Orange Avenue, Sacramento, CA 95823

**Website:** www.southgaterecandpark.net

**Telephone:** (916) 428-1171 (FAX) (916) 428-7334

**Administrator Name:** Ward Winchell

**Title:** General Manager

**Name of Contact:** Paula Hansen, Administration Manager

**Contact's E-mail Address:** phansen@southgaterecandpark.net

**Agency's Principle Act:** Public Resources Code Section 5780

**Services Provided:** Park and Recreation Services

**Latent Powers:** None activated.

**Governing Body:** Elected Board of Directors

**Total Number of Employees:** 139

**# Represented** 0 **# Unrepresented** 139

**Acreage/ sq. Miles within Agency:** 52 square miles

**Total Population within Agency:** Approx. 119,000, based on 2010 Census Data and State of California population change estimates.

**Total Registered Voters within Agency:** 44,557, based on 2012 Voter Registration information.

## INTRODUCTION

### Background Information

The Southgate Recreation & Park District is an Independent Special District.

- **Mission:** A commitment to provide positive recreational opportunities, safe and attractive parks and open spaces, resulting in a healthier community.
- **Setting:** Southgate Recreation & Park District serves over 119,000 residents in the southeast area of Sacramento County. The District generally borders the City of Sacramento to the north and the west and the City of Elk Grove to the south. The eastern border follows Grant Line Road from Calvine Road to Jackson Highway. The border then follows Jackson Highway west to the City of Sacramento.

Please attached map of the district boundary. (Attachments A.1.and A.2.)

### History

Southgate Recreation & Park District was formed by the Sacramento County Board of Supervisors on August 27, 1956 under the name Southgate Park, Recreation and Parkway District. The District served two square miles in the south area of Sacramento County. In 1959, the name was changed to Southgate Recreation & Park District. Over the years, there have been various annexations increasing the area served to 52 square miles in south Sacramento.

Based on records from the Secretary of State, the District has experienced the following reorganizations:

- Reorganization and name change on May 4, 1959.
- Detachment from Southgate Park District (24-66) on December 14, 1966.
- Detachment from North Florin-Franklin uninhabited area on December 14, 1966.
- Annexation 16-67 on July 20, 1967.
- Annexation of Orange Avenue on August 1, 1968.
- Annexation of Lindale on October 25, 1968.
- Detachment from West Power Inn Road on May 21, 1970.
- Reorganization South Franklin Blvd. and Florin on December 10, 1970.
- Reorganization –detachment of territory on August 20, 1975.
- Reorganization –detachment to City of Sacramento on December 23, 1975.
- Reorganization –detachment of Massie Court on December 6, 1978.
- Reorganization –detachment of Sunzeri on April 13, 1979.
- Reorganization –North Bruceville Road on December 4, 1979.
- Annexation of the Vineyard area on February 25, 1983.
- Reorganization –Industrial Sites Ltd. on January 17, 1985.
- Reorganization –Methodist Hospital on September 17, 1985.

Reorganization –East Lawn Mortuary on September 17, 1985.  
Reorganization –Morrison Creek on March 24, 1986.  
Reorganization –Danekas on July 10, 1987.  
Reorganization –Valley J.A.G. Inc (AKT Development). on March 11, 1987.  
Reorganization –Sturgeon on April 22, 1990.  
Reorganization –Scurfield on January 8, 1991.  
Reorganization –Morrison Creek Business Park on August 27, 1991.

There have been three major attempts to annex the Fruitridge Pocket Area to the City of Sacramento since the 1965. These attempts were: 1965 the Bowling Green Annexation, 1968 and 1970 the Fruitridge area. These annexations were approved by the Local Agency Formation Commission, but were rejected by the area’s registered voters.

There have been small annexations within the District boundaries. Most of these annexations were initiated by landowners in an attempt to secure water from the City of Sacramento. The City of Sacramento requested that interested property owners located outside of their City boundaries annex to the City before providing City water services, pursuant to the City Charter.

In 1982 at the request from residents and the County of Sacramento, Southgate Recreation & Park District annexed the Fruitridge Service Area and County Service Area 4A. In 1983 the Vineyard Community Planning Advisory Council and other residents within the Vineyard area requested that the District annex a portion of County Service Area 4B.

In 1992, Southgate considered the annexation of other county services areas including County Service Areas 4B, 4C and 4D. After meetings with those communities it was determined that these residents were not interested in the provision of park and recreation services at that time.

### **Services Provided**

Recreation & Park

### **Management and Staffing Structure**

#### **Management Structure**

Southgate Recreation & Park District is an independent special district governed by a five-member elected Board of Directors. The Board assigns District administrative responsibilities to a General Manager. The General Manager is responsible for implementing the policies of the District.

## **Employment Structure**

The District employs 56 full-time and between 46 and 112 (79 average) part time and seasonal employees, all of whom are unrepresented. The Board of Directors has adopted a Personnel Policies Manual, which is updated on a periodic basis.

**The District employs:** 56 full time positions.

**In addition, the District employs on average** 79 part-time/seasonal positions.

Please see attached organization chart. (Attachment B)

- **The type and purpose of contracts and consultants.**

The District contracts with consultants and other service providers for specialized services including construction, architectural services, engineering, landscape maintenance, pool maintenance, HVAC maintenance, specialized computer services, graphic arts, web site design and leisure enrichment instructors.

- **Please feel free to mention any awards or recognition the agency has received.**

Since 2007, the District has received the following awards or recognition:

Government Finance Officers Association – Distinguished Budget Presentation Award, 2008/2009, 2009/2010, 2010/2011 and 2011/2012 Final Budgets

Government Finance Officers Association – Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the Fiscal Years Ended June 30, 2011, 2010, 2009, 2008 and 2007

2012 California Association of Public Information Officials Excellence in Communications Award of Excellence

2012 California Parks and Recreation Society Champion of the Community Award for Director Edd Smith

2012 California Parks and Recreation Society District 2 Champion of the Community Award for Director Edd Smith

2012 California Parks and Recreation Society District 2 Agency Showcase Marketing Award for the District's Website

2011 “Best of Elk Grove” – WildHawk Golf Club

2009 Showcase Marketing Award for the District's *Southgator*

2011 California Association for Park & Recreation Indemnity Commitment to Safety and Loss Control

- **Describe ongoing training and personnel policies.**

The District maintains a comprehensive Personnel Policies Manual, which is reviewed and updated on a periodic basis.

The District provides proper training for staff using a variety of methods including training by supervisors and managers, conferences, seminars, and web-based training.

- **Are salaries and pay scales comparable/competitive with regional and industry standards?**

Yes. The District reviews salary and benefits surveys prepared by outside agencies and conducts its own salary and benefits surveys to ensure that salaries and pay scales are comparable/competitive with regional and industry standards.

- **Is organization structure similar with like service providers?**

Yes. The District is organized similar to other recreation and park service providers.

**Municipal Service Review Information and Determinations**

1. **Growth and Population Projections (This provides the public with a “snapshot” of your community.)**

**Type of Information to be provided:**

- **What is the current level of demand for services?**

Southgate Recreation & Park District serves over 119,000 residents. The District owns and maintains over 700 acres of parks and open space, four community centers, two swimming pools and an 18-hole championship golf course.

- **What is the projected demand for services?**

There are four Sacramento County planning areas entirely located within the District’s boundaries including; the Vineyard Springs Comprehensive Plan Area, North Vineyard Station Specific Plan Area, Florin-Vineyard GAP Community Plan Area, and the Old Florin Town Special Planning Area. These areas are projected to include over 20,000 new dwelling units, over 300 acres of new parkland and 500 acres of open space. (See map: Southgate Planning Areas, Attachment A.3.) There are additional Sacramento County planning areas that are



partially located in District boundaries including the South Sacramento Community Plan Area, Florin Road Corridor Plan, Vineyard Community Plan Area and the Jackson Highway Visioning Area.

- **Please provide growth rate and population projections.**

Sacramento County’s population is expected to grow by approximately 10% over the next 8 years. The District is expected to receive a proportionate share of this growth and is poised to accept a significant amount of new subdivision development over the next 10 to 20 years.

- **Please provide any other information relevant to planning for future growth or changing demographics.**

The 2010 Census estimated that Sacramento County’s population at 1,418,788, representing a 16-percent increase from 2000 (California Department of Finance 2011). Unincorporated areas of Sacramento County are estimated to contain a population of 554,554 (California Department of Finance). As indicated in the table below, future growth within Sacramento County is expected to result in a population of approximately 2.1 million in 2050.

|  | <b>2015</b> | <b>2020</b> | <b>2030</b> | <b>2040</b> | <b>2050</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| Sacramento County                        | 1,484,030   | 1,557,547   | 1,731,061   | 1,908,527   | 2,091,542   |
| Source: California Department of Finance |             |             |             |             |             |

**LAFCo MSR Determination**

Regarding growth in population expected for the District area; the Commission determines that the District is capable of continuing to provide recreational service in the future. Southgate Recreation and Park District effectively meets demand in its service area, but not on its revenues alone. It does so by collaborating with many public agencies, private entities and non-profit organizations throughout the community. These partnerships provide valuable resources and funds for events and programs that operate on a limited budget. They also increase access for Southgate’s programs and services. Through these partnerships the District has combined common interests and developed capital projects and programs, which help to enhance the sense of community for neighborhoods in the District.

## 2. Facilities and Programs

### A. Facilities

#### **Summary of Facilities (Parks, Physical Plant)**

See Park and Facility Guide (Attachment C)

**Please attach Facilities Map.** (Attachment A.2.)

#### **Present and Planned Capacity of Public Facilities**

- **What is the current and projected service capacity?**

The District currently owns and maintains over 700 acres (over 650 acres are developed and 50 acres are undeveloped) which includes parks, parkways, landscape corridors, open space, and an 18-hole championship golf course; 4 community centers; 3 aquatic facilities; 10 miles of trails; 1 corporation yard, and an administration office.

Approximately 300 acres of new parkland to be dedicated by future developers is planned for the District over the next 10-20 years including 3 new community centers. In addition, the District will accept approximately 500 acres of open space and 13 miles of new pedestrian and bicycle trails.

The District's Recreation Department currently offers recreation and educational activities for residents of all ages including aquatics programs, youth and adult sports, special interest classes and special events.

- **What is the level of adequacy of services and facilities to serve current and future population?**

The District adequately serves its current population with its current facilities and actively plans for the services and facilities for future populations.

- **What Performance Measures are used by the District to determine service adequacy?**

The District uses various performance measures to determine service adequacy including number of park acres per 1,000 residents and proximity of facilities to residents.

The following chart summarizes the standards for parks:

| Park Type         | Typical Size (Acres) | Range of Service Area Population | Range of Service Area Radius | Acres per 1,000 Population |
|-------------------|----------------------|----------------------------------|------------------------------|----------------------------|
| Mini Park         | 2 - 5 acres          | 1,000 - 2,000                    | 1/3 mile                     | 0 to 2.5 acres             |
| Neighborhood Park | 5 - 10 acres         | 2,000 - 5,000                    | 2/3 - 1 mile                 | 0 to 2.5 acres             |
| Community Park    | 10 + acres           | 10,000 - 25,000                  | 1 - 3 miles                  | 2.5 acres                  |

### **Infrastructure Needs or Deficiencies/Capital Improvement Program**

- **Describe the District’s Capital Improvement Program, as applicable.**

The District’s annual budget includes construction and capital improvement projects expected to be completed over the next 3 years. (See Final Budget Fiscal Year 2012-2013: Capital Projects Fund section – Attachment G) These improvement projects include: District-wide renovation projects, expansion projects and construction of new park and recreation facilities. The need for new facilities is based on a service level requirement of 5 acres per 1,000 residents based on the Quimby Act’s land dedication requirements. The District works collaboratively with Developers and the County Planning Department to locate park sites.

The District has developed a long-term Capital Projects budget for 3-20 years, which was last approved in June 2011. The District is currently reviewing and updating its Master Plan, which will be developed over the next year.

As part of the District’s needs assessment it outreaches to the community through surveys, questionnaires and workshops to help staff plan, design and prioritize projects. In 2005 and 2010, the District completed resident surveys to determine resident’s level of usage and satisfaction of park, recreation facilities, and programs offered by the District. These were used for policy planning purposes and to identify spending priorities for future enhancements to the recreation services and programs presently provided by the District.

- **Describe deferred maintenance strategy.**

The District strives to avoid a deferred maintenance strategy. The District’s annual budget includes the maintenance, replacement and upgrade of various facilities. The District maintains a list of maintenance projects to be completed. Projects are prioritized based on the condition of the facility and safety standards. This list is continually updated as projects are identified and completed.

- **Describe policies and practices for depreciation and replacement of infrastructure.**

Capital assets purchased or acquired, with an original cost of \$5,000 or more, are recorded at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlay that significantly extend the useful life of an asset are capitalized. Costs incurred for repairs and maintenance are expensed as incurred. Capital assets are depreciated using the straight-line method over 5 – 40 years depending on asset types.

The Board of Directors authorizes capital improvement projects priority lists and budgets as part of the annual public hearing and budget adoption process.

- **How will new or upgraded infrastructure and deferred maintenance be financed?**

New and upgraded infrastructure will be financed using a variety of sources including Development Impact Fees, Quimby Act In-Lieu Fees, State, Federal and other grant funds, Property Tax Revenue, Landscaping & Lighting Assessment District funds, Mello-Roos Community Facilities District funds, debt issuance proceeds, partnerships with Southarea Recreation, Inc. and other agencies, donations, sponsorships and funds reserved for future capital projects.

- **List infrastructure deficiencies, if any; indicate if deficiencies have resulted in permit or other regulatory violations; if necessary, explain how deficiencies will be addressed.**

There are no known infrastructure deficiencies. The District has not received any permit or other regulatory violations as a result of infrastructure deficiencies.

- **Provide evidence of compliance with applicable regulatory standards (for example, CA R-39-97 (Certified Playground Safety Standards) for Recreation and Parks Districts.**

The District owns and maintains playgrounds in 37 parks. All District-owned playgrounds have been inspected as required by CA R-39-97. Documentation of compliance is available for review at the District Office.

## **B. Programs**

### **Summary of Programs (Recreation, Education, Conservation, etc.)**

Southgate's diverse community encompasses an ever-changing demographic and population base. The District aims to enrich and engage the lives of the residents by providing a variety of programs for all ages. The District offers a variety of classes and activities including special events, adult and youth sports, dance, exercise, music, art, swim lessons, safety, after-school programs, day camps and the award-winning R.E.C. (Recreation Engaging Children) Van program. In response to interest in the community, the District is in the process of installing a Petanque Court, which is a sport similar to Bocce Ball.

WildHawk Golf Club offers a variety of programs. WildHawk is an affiliate of the First Tee program providing instruction to youth. WildHawk also partners with the Northern California Golf Association Foundation and La Familia to provide golf instruction to underprivileged kids. For adults, WildHawk offers a range of services including lessons, annual passes, range programs, club fitting services, and free golf for veterans on Veterans Day.

See Summary of Programs. (Attachment D)

### **LAFCo Determination**

Regarding the present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies; the Commission determines that the District currently provides adequate services and facilities in the District's service area. The growth and population projections show that the District must continue infrastructure development to meet growth in demand. The District recognizes this imperative and has taken steps to remain abreast of growth, particularly by collaborative planning with the County of Sacramento. New and upgraded infrastructure will be financed using a variety of sources including Development Impact Fees, Quimby Act In-Lieu Fees, State, Federal and other grant funds, Property Tax Revenue, Landscaping & Lighting Assessment District funds, Mello-Roos Community Facilities District funds, debt issuance proceeds, partnerships with Southarea Recreation, Inc. and other agencies, donations, sponsorships and funds reserved for future capital projects.

## **3. Financial Information**

**Budget (Please attach current budget.)** (Attachment G)

### **Revenue**

- **Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, rentals, assessments, grants, etc.).**

Revenue sources include property taxes, Landscaping & Lighting (L & L) Assessment Districts, Mello-Roos Community Facilities Districts, charges for services (recreation fees), golf course revenues, facility rentals, building maintenance fees, park rentals, park maintenance services, Development Impact Fees, Quimby Act in-lieu Fees, redevelopment tax increment pass-through, land leases, concessions, grants, and donations. Descriptions of various revenue sources are provided in the glossary of the Final Budget Fiscal Year 2012-2013 starting on page H-23 (Attachment G).

### **Rates, Fees, Charges, and Assessments**

- **Describe rate setting methodology.**

The District considers the market rates, District goals and constituent needs when setting rates. The District Board of Directors reviews the rates on a periodic basis during a public meeting.

- **Explain constraints associated with agency's ability to generate revenue. What options are available – special assessments/ special taxes/ increases in sales tax/impact fees/grants, etc.?**

The District does not have the ability to increase property tax rates. The District charges for services such as recreation classes, golf and the rental of facilities including parks and community centers. The District's ability to increase these fees is influenced by participants' willingness and ability to pay.

The District uses financing districts established by the District's Board of Directors such as Landscaping & Lighting Assessment Districts and Mello-Roos Community Facilities Districts (CFD) to fund the construction, maintenance and operation of facilities. (See map: Southgate Financing Districts – Attachment A.4.) The Landscaping & Lighting Assessment Districts provide for a fixed annual assessment. The Mello-Roos CFDs have an inflation factor. Both require a majority vote of property owners to change the level of services or assessment. Generally, there is an anti-tax climate among property owners making increases difficult.

The District coordinates with the County of Sacramento to participate in several Public Facilities Financing Plan (PFFP) programs in which developers pay fees to mitigate the impact of development. (See map: Sacramento County Planning Areas – Attachment A.3.) The District's portion of the Development Impact Fee is used to fund park and landscape improvements in new developments. Some financing plans include open space acquisition. The County of Sacramento makes periodic updates to

the fee schedules based on the construction costs at the time.

- **Please provide a comparison of rates and charges with similar service providers (favorable or less so).**

Comparisons are difficult to summarize because of differences in length, quality and frequency of programs. The District considers the local population and the actual costs of the program when establishing charges for programs. Charges are frequently lower than those charged by neighboring agencies. Please refer to other agencies' web sites and/or activity guides.

- **Describe revenue constraints.**

Property taxes account for 80% of operating revenues in the General Fund. Charges for services, investment income, operational grants, and other income make up the balance of operating revenues in the General Fund. Operating revenue in the General Fund has decreased 21% over the past five years because of economic conditions.

### **Expenditures**

- **Describe the agency's Service Levels compared to industry standards and measurements.**

The District is not aware of standards that can be applied for this analysis. The District evaluates service levels based on the needs of the community.

- **Describe the Cost of Service compared to industry standards and measurements.**

The District is not aware of standards that can be applied for this analysis.

### **Assets, Liabilities, Debt, Equity, and Reserves**

- **Provide the Book Value of Assets.**

\$58,580,674

- **Provide a list of equipment, land, and other fixed assets.**

See Equipment List (Attachment E.1), Land Values (Attachment E.2.) and Structures and Improvements List (Attachment E.3.)

- **Provide a summary of long term debt and liabilities.**

See Schedule of Long-term Liabilities (Attachment F)

- **Explain the agency's bond rating; discuss reason for rating. Discuss amount and use of existing debt. Describe proposed financing and debt requirements.**

In March 2011, Standard & Poor's upgraded the District's rating to 'AA-' from 'A-' and affirmed a stable outlook.

The District currently has the following outstanding debt:

2005 Refunding Bonds were issued on July 5, 2005 in the amount of \$8,350,000 to refinance 1998 Certificates of Participation and a portion of 1996 Series B Certificates of Participation. The 1998 COP issue and previous related issuances funded the construction of WildHawk Golf Club. The 1996 Series B COP issue funded various park improvement projects. The bonds are initially secured by WildHawk Golf Club revenue then by certain assessment revenues. The bonds have interest rates ranging from 3.25% to 4.40% and mature on October 1, 2030. The current outstanding balance on October 1, 2012 is \$6,730,000.

On September 1, 2005, the District entered into the 2005 Refunding Lease. The lease is an installment sale agreement with the Southgate Improvement Finance Corporation in the amount of \$490,330 to refinance the remaining portion of the 1996 Series B Certificates of Participation. The initial certificates were issued to fund park improvement projects. The lease is secured by certain assessment revenues and are payable solely from these assessments. The interest rate is 4.35% and the lease matures on October 1, 2020. The current outstanding balance on October 1, 2012 is \$300,230.

In December, 2010, the Southgate Improvement Finance Corporation issued Certificates of Participation in the amount of \$5,210,000. These certificates were issued to fund improvement projects including a community center, aquatic center and park improvements. The certificates have interest rates ranging from 3.00% to 5.875% and mature on October 1, 2031. The current outstanding balance on October 1, 2012 is \$4,910,000.

- **Describe policies and procedures for investment practices.**

The District has adopted a formal investment policy. The investment policy provides for prudence, objectivity, delegation of authority, ethics, conflicts of interest, permitted investments, maximum maturity, reporting



requirements, safekeeping and custody. The District also adopted the Sacramento County's investment policy for the funds that are held in the Sacramento County Treasury.

- **Describe policies and procedures for establishing and maintaining reserves/retained earnings.**

The District's Fund Balance Policy is as follows:

**Nonspendable and restricted fund balances** are defined by GASB Statement No. 54 and are not affected by District policy.

**Committed fund balance**  
Contingency for Operations

The District shall commit 10% of the approved operations budget in the general fund and each special revenue fund as an operational contingency, if funds are available.

The circumstances in which the operational contingency may be spent include an unanticipated budgetary shortfall in excess of 10%, or an unforeseen emergency not immediately covered by liability, property or other insurance. The operational contingency should be used to cover one-time expenditures or incidents, not to meet ongoing operational expenditures. Use of the operational contingency shall be approved by the Board of Directors. The Board of Directors will adopt a timeline containing a plan to replenish the operational contingency.

Future Capital Projects

At year end, the fund balance in excess of *nonspendable, restricted, committed, and assigned* fund balances shall be committed to future capital projects. Amounts committed to future capital projects may be uncommitted and/or redirected by Board action.

**Assigned fund balance.**

The assigned fund balance is based on intended use and can be made by the Board by formal resolution or as part of the annual budget, which is adopted by formal resolution. Examples of uses that may be assigned fund balance include but are not limited to the purchase of furniture, fixtures, equipment, contracts, deferred maintenance and refurbishments.

- **What is the dollar limit of reserves/retained earnings?**

There is not a specified dollar limit of reserves/retained earnings.

- **What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue?**

The following chart summarizes the Fund Balance categories and amounts on June 30, 2011.

Fund Balances on June 30, 2011

|                     |                  |              |
|---------------------|------------------|--------------|
| Nonspendable        | \$23,804         | 0.1%         |
| Restricted          | 18,737,933       | 80.8%        |
| Committed           | <u>4,429,343</u> | <u>19.1%</u> |
| Total Fund Balances | \$23,191,080     | 100.0%       |

**Summary of Revenue Sources**

| <b>Fiscal Year</b>       | <b>2008/09</b>     | <b>2009/10</b>     | <b>2010/11</b>     | <b>2011/12</b>     | <b>2012/13<br/>Projected</b> |
|--------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|
| Property Taxes           | \$4,828,597        | \$4,141,375        | \$3,854,203        | \$3,861,945        | \$3,752,117                  |
| Interest                 | 326,585            | 83,137             | 55,718             | 39,564             | 221,575                      |
| Rental Income            | 171,833            | 173,399            | 141,347            | 190,337            | 182,280                      |
| HPTR                     | 60,661             | 55,442             | 54,634             | 55,231             | 54,500                       |
| In-Lieu Fees             | 44,712             | 10                 | 362,153            | 1,404              | 0                            |
| State & Federal Grants   | 396,048            | 299,698            | 166,731            | 32,641             | 186,000                      |
| Recreation Fees & Grants | 411,435            | 378,387            | 413,881            | 285,751            | 315,293                      |
| Miscellaneous            | 2,651,382          | 2,810,146          | 2,988,436          | 2,629,748          | 2,619,967                    |
| <b>Total</b>             | <b>\$8,891,253</b> | <b>\$7,941,594</b> | <b>\$8,037,103</b> | <b>\$7,096,621</b> | <b>\$7,331,732</b>           |

**Summary of Expenditures**

| <b>Fiscal Year</b>   | <b>2008/09</b>     | <b>2009/10</b>     | <b>2010/11</b>     | <b>2011/12</b>     | <b>2012/13<br/>Projected</b> |
|----------------------|--------------------|--------------------|--------------------|--------------------|------------------------------|
| Salaries & Wages     | \$3,595,208        | \$3,614,758        | \$3,768,184        | \$3,588,243        | \$3,398,374                  |
| Services & Supplies  | 2,676,097          | 2,429,926          | 2,819,257          | 2,722,035          | 2,715,854                    |
| Long-Term Debt       | 713,419            | 710,252            | 779,392            | 1,156,427          | 823,750                      |
| Capital Improvements | 1,771,839          | 1,547,400          | 1,701,776          | 457,094            | 7,000,000                    |
| Equipment            | 62,713             | 39,318             | 25,013             | 0                  | 0                            |
| <b>Total</b>         | <b>\$8,819,276</b> | <b>\$8,341,654</b> | <b>\$9,093,622</b> | <b>\$7,923,799</b> | <b>\$13,937,978</b>          |

1. Identify Sources of Funding: Development Impact Fees, In Lieu Fees, Grants, Fund Balances Reserved for Capital Projects.
2. Fixed or Variable? n/a

**Summary of Financial and Operational Information**

|  | <b>2011/12</b>                          |
|--|---|
| Population                             | 119,133                                 |
| Area Served                            | 52 sq. mi.                              |
| Developed Real Estate                  | 540 acres                               |
| Undeveloped Real Estate                | 195 acres                               |
| Service Standard Ratios <sup>1</sup>   | 5 acres per<br>1,000 residents          |
| Full Time Employees                    | 56                                      |
| Average Part-Time Employees            | 79                                      |
| Total Annual Budget                    | \$36,324,335                            |
| Per Capita Spending                    | \$101.61                                |
| Total Annual Administrative Costs      | \$1,848,254                             |
| % Annual Administrative Costs to Total | 5%                                      |
| Estimated Deferred Maintenance         | \$350,000                               |
| Average Capital Improvements (5 Years) | \$1,478,689                             |
| Reserve Amount                         | 23,191,080                              |
| Operational Cost per Employee          | \$46,743                                |
| Average Property Tax Rate              | Approx. 6% of<br>property taxes<br>(1%) |
|  |   |

1. For example, Park acres per 1000 residents

**LAFCo Determination**

Regarding financial ability of agencies to provide services; the Commission determines that the District faces significant constraints for current and future service levels, especially from Educational Revenue Augmentation Fund property tax shifts. The District faces financial constraints from state implemented property tax shifts, but has adapted by streamlining expenses. The District coordinates with the County of Sacramento to participate in several Public Facilities Financing Plan (PFFP) programs in which developers pay fees to mitigate the impact of development. (See map: Sacramento County Planning Areas – Attachment A.3.) The District’s portion of the Development Impact Fee is used to fund park and landscape improvements in new developments. Some financing plans include open space acquisition. The County of Sacramento makes periodic updates to the fee schedules based on the construction costs at the time.

#### **4. Status of and Opportunities for Innovation and Shared Facilities**

- a) Describe existing and/or potential shared facilities, infrastructure, and staff. Describe any joint power agreements or other agreements for sharing resources with other agencies.**

The District collaborates with many public agencies, private entities and non-profit organizations throughout the community. These partnerships provide valuable resources and funds for events and programs that operate on a limited budget. They also increase access for Southgate's programs and services, while expanding the reach of our community partners. Through these partnerships the District has combined common interests and developed capital projects and programs, which help to create community in our neighborhoods.

Businesses - The District partners with many private businesses like Cerezo's Martial Arts, the International Karate Federation, Sacramento Coca-Cola, Pepsi, Centerplate, National Football League (NFL), US Kids Golf and Wal Mart, which regularly donate funds and/or resources to our programs which benefit area residents.

California Association for Park and Recreation Indemnity (CAPRI) – The District is a member of CAPRI for workers compensation liability insurance purposes. CAPRI is organized under a joint powers agreement pursuant to the California Government Code. The purpose of CAPRI is to arrange and administer a program of property liability and workers compensation risk pooling.

California Conservation Corps (CCC) - The District has worked with the CCC on several park improvement projects. The CCC provides training in job skills and environmental education to young men and women of California. The District provides public service projects for this program.

Community Organizations, Churches and Non-profits – The District partners with various community organizations, churches and non-profit organizations such as Building Healthy Communities, Boy Scouts, Girl Scouts, The Boys and Girls Club and Southarea Recreation, Inc. member organizations to provide programs and special events to the community.

County of Sacramento – The District has a long-term lease with the County for the use of a portion of their land for Olde Florintown Park. The District also has several agreements with the County Department of Water Resources and the Sacramento Regional County Sanitation District (SRCSD) to provide various easements for joint-use of facilities including detention basins, drainage corridors, parkways and maintenance roads/trails. Two examples of this would be the Tillotson Parkway and the Laguna Creek Parkway. Tillotson Parkway is a four mile long landscaped parkway with an off-road pedestrian/bicycle trail, which was constructed on Sanitation District easements. The Laguna Creek Parkway is a section of the creek corridor owned by Southgate, which provides a generous open space corridor with a

joint maintenance road/trail. This trail provides a beautiful open space in the community as well as a natural drainage corridor, which is maintained by Sacramento County Department of Water Resources.

The District also works closely with Sacramento County's Department of Neighborhood Services and the SouthCAST Vision Group to enhance community development activities in the Southgate area.

The District works with the Southgate Library to provide special events and programs, such as Neighborhood Night Out and Movie Nights.

Elk Grove Unified School District – A Joint Use Agreement with the Elk Grove Unified School District provides use of the Rutter Swim Center to Florin and Sheldon High School's aquatic programs and Southgate's summer aquatic program. Additionally, Southgate's after-school programs operate from elementary school campuses. The District also uses land for the District Corporation Yard and several school fields for SRI (Southarea Recreation Inc.) member organizations.

First Tee of Greater Sacramento – The WildHawk Golf Club is the second largest affiliate of the First Tee program in the Sacramento region. The program teaches youth important and valuable life skills: courtesy, integrity, and responsibility through the game of golf. This partnership is developing young golfers and encourages family participation.

Meals on Wheels by Asian Community Center (ACC) - The District provides the Fruitridge Community Center for the Senior Nutrition Services program available through the Meals on Wheels by ACC by providing one of our community centers and staff to accept delivery and serve the meals.

Laguna Creek Watershed Council - District staff is working collaboratively with this diverse group of local government agencies, community group leaders and watershed residents to protect the health of Laguna Creek and its tributary streams. Laguna Creek is one of the main creek corridors that run through the District. Joint projects include educating residents, promoting active community participation and fostering partnerships and projects that benefit the watershed and the stakeholders.

Neighborhood Associations and Business Groups –The District participates in community development organizations and associations. Many of these organizations partner with the District on events and activities and use our facilities for their meetings and events. The District has an agreement for use of the Jose Rizal Community Center with the Filipino Community of Sacramento and Vicinity, Inc., a non-profit community organization, which uses the center for its regular meetings. We are actively involved with: the Florin Historical Society, the Stockton Boulevard Partnership, the Florin Road Partnership, the Vintage-Churchill Neighborhood Association, the Parkway Estates Neighborhood Association, the Parkway Estates North Neighborhood Association, Silver Springs Neighborhood Association and the

Fletcher Farm Neighborhood Watch Association.

Northern California Golf Association (NCGA) Foundation & La Familia – The District has partnered with the NCGA and La Familia to provide golf instruction to underprivileged kids. WildHawk Golf Club provides weekly golf instruction to 25 kids from the La Familia Program for a twenty week session each year.

Rails to Trails - The District is working collaboratively with non-profit organizations and other public agencies, including adjoining communities and park districts, to explore any rails-to-trails opportunities in the Central California Traction Railroad corridor.

Sacramento Area Creeks Council – District staff works collaboratively with the Sacramento Area Creeks Council and regularly hosts its Creek Week clean-up event at our creeks. This program provides a unique opportunity for District residents to learn more about the benefits of local creeks and related habitat. Staff and residents participate in a volunteer effort to improve and enhance our urban waterways by collecting and removing trash, debris and invasive plants from area creeks.

Sacramento City Unified School District - A Joint Use Agreement with the Sacramento City Unified School District allows Southgate's programs to operate from the Bowling Green Elementary School and at the Fern Bacon Middle School Gymnasium.

Sacramento Employment & Training Agency (SETA) - The District built and designed a Head Start facility at Fruitridge Park dedicated to providing a pre-school program to low-income families in the Fruitridge area with help from the Sacramento Housing and Redevelopment Agency.

Sacramento First 5 Commission – The District received grant funding from Sacramento's First 5 Commission for the construction and operation of a water spray park at Fountain Plaza Park which serves children ages 0-5 years and the construction of playground equipment and butterfly gardens at Florin Creek Park, Norman Waters Park and Calvine Crossing Park.

Sacramento County Sheriff's Department - The County's Sheriff's Department also aids the District with graffiti abatement and their off-duty Sheriff's patrol, and has successfully provided assistance with nuisances such as illegal dumping, vandalism and loitering in our neighborhood parks. The Parks Department partners with the Sacramento County Sheriff's Department for use of alternative community service bus crews for trash pick-up and weed abatement at District parks and open space.

Sacramento County as the Successor Agency for Sacramento Housing and Redevelopment Agency (SHRA) – The District has received grant funds through SHRA for many park improvement projects including playground equipment replacement and sports court resurfacing projects. The District also received funds

from SHRA for community services in low-income areas including the after-school program at Bowling Green Elementary School, crime prevention and senior programs. The District continues to work with Sacramento County to provide improvements to Rainbow Park and Olde Florintown Park.

Sacramento Tree Foundation – The District has received over a thousand shade trees at no cost to the District from the Sacramento Tree Foundation. This past year over 250 trees were planted throughout the District’s parks, parkways and open space to add to the Sacramento region’s tree canopy. The District was awarded the Austin B. Carroll Award in 2007 for its communication and education activities to the community.

Special Districts Risk Management Association (SDRMA) – The District is a member of the SDRMA for liability insurance purposes. SDRMA is organized under a joint powers agreement pursuant to the California Government Code. The purpose of SDRMA is to arrange and administer a program of insurance risk pooling for general insurance coverage.

State of California - The District has received grant funds through the State Department of Parks and Recreation and CalTrans for many park improvement projects over the years including playground equipment replacement and sports court resurfacing projects. The California Highway Patrol Department also aids the District with traffic control issues at District special events, and has successfully provided assistance with nuisances. The District has received funds from the State Department of Housing and Community Development through the Work Force Housing Grant program to improve facilities in areas with a large number of affordable housing units.

State Department of Forestry and Fire Protection (CalFire) - The District in conjunction with the Fulton-El Camino Recreation and Park District, the Arcade Creek Recreation and Park District and the Arden Manor Recreation and Park District has entered into an agreement with the State of California to carry out an urban forestry grant project. At the end of this project, the District will have its own current and complete tree inventory.

Telecommunication Providers – Southgate has several lease agreements with telecommunication providers for the construction of cell tower facilities on District property. These facilities improve wireless communications in the area, and generate additional revenue for the District. The District maintains strict control over the siting, design and screening of the facility so that it is acceptable to the community.

Upper Laguna Creek Collaborative (ULCC) – The District is working collaboratively with several public agencies, non-profit organizations and private property owners to create a multi-functional corridor along the Upper Laguna Creek. This open space corridor is being planned to include recreation trails, wildlife habitat, an underground sewer transmission pipeline and ecologically sound urban run-off treatment methods



and watershed management practices.

Volunteer Center of Sacramento – The Parks Department uses volunteers from the Volunteer Center of Sacramento, which allows individuals to do community service work hours in-lieu of incarceration time.

Water Agencies – The District has an agreement with Sacramento County Water Agency to operate and maintain a low-water use demonstration garden on land owned by the Water Agency.

Water Forum - The District is working collaboratively with several public agencies, business and agricultural leaders, water managers, environmentalists and citizen groups in the Sacramento Region to provide a reliable and safe water supply for the region's economic health and planned development. Their goal is to also preserve the fishery, wildlife, recreational and aesthetic values of the lower American River. Director Edwin Smith has been appointed as a Board Member and the General Manager has been appointed as an Alternate Member of the Board to the Sacramento Central Groundwater Authority.

**b) Describe existing and/or potential joint use planning.**

The District works with the County of Sacramento, the Elk Grove Unified School District and other public agencies and organizations, and the other groups mentioned above to identify opportunities for shared or joint-use facility planning and service offerings. Several examples of these planning efforts are listed below:

- **Parkways** – the District is working with Sacramento County Departments of Planning and Transportation to identify roadways or other corridors for possible landscape, pedestrian and bicycle enhancements to provide both a recreation feature and an enhanced alternative transportation corridor.
- **Trails** – the District is working with Sacramento County departments of Planning, and Water Resources, and SRCSD to identify corridors where maintenance roads for drainage and/or sanitation facilities can be used jointly for a pedestrian/bicycle trail. Trails may be through open space corridors, natural creek corridors and around detention basins. The District is also working collaboratively with adjoining communities and park districts to plan for comprehensive and efficient trail connections.
- **Joint-Use Basins** – the District is working with Sacramento County Departments of Planning, and Water Resources to identify and design basins to serve both stormwater filtration/detention functions and recreation purposes. Some basins will be designed to provide active recreation, like sports fields, while others will provide passive amenities such as trails with enhanced landscaping.

- **Open Space** – The District is working to protect the valuable open space resources in our area including creek corridors, vernal pools and wetlands, as well as utility easement reservations. District Staff, together with other public agencies like the County Department of Water Resources, is jointly planning the use and preservation of these valuable resources.
- **Special Planning Projects** – the District is working with the County of Sacramento on special planning projects such as the Old Florin Town Special Planning Area, the South of Florin Area (SOFA), the Florin Road Redevelopment Plan and the Florin Road Corridor Plan.
- **Parks and School Facilities** - District staff jointly plans the siting of new park and recreation facilities with the Elk Grove Unified School District so that parks are located adjacent to new school sites to promote opportunities for shared community use of facilities such as sports fields and parking lots. The District continues to work with the Sacramento City Unified School District to provide programs and facilities to residents.

c) **Describe existing and/or potential duplication with existing or planned facilities or services with other agencies.**

The District is not aware of any duplication with existing or planned park and recreation facilities or services.

d) **Describe availability of any excess capacity to serve customers or other agencies.**

The District is always interested in working with other agencies. There are facilities where schedules could be adjusted to meet the changing needs of the community. For example, the Fruitridge Community Center serves seniors in the morning and afternoon. The schedule is occasionally adjusted to accommodate other community needs or programs such as flu clinics or job training programs.

The District works with the County of Sacramento Department of Water Resources on the development of trails along creeks. Instead of having a separate road for maintenance, a bike and pedestrian trail is combined with the road. This saves significant costs in construction and long term maintenance, and has less impact to the environment. The District also works with the County of Sacramento Department of Transportation on planning landscape corridors, bike paths and parkways.

The District has established joint use agreements with school districts to share sports fields, parking lots, play equipment, gymnasiums, swimming pools, after school programs, the District's golf course, irrigation systems and maintenance.

Recently, the District has experienced increased use of its programs and facilities since the City of Sacramento has reduced its programs and closed facilities.

- e) **Describe any economies of scale in shared purchasing power, and any other cost-sharing opportunities that can be implemented by joint use or sharing resources.**

Generally, the District is of sufficient size that it does not need to work with other agencies to gain economies of scale in purchasing.

- f) **Describe any duplication (overlap), or gaps in services or boundaries.**

The District is not aware of any duplication in services or boundaries.

- g) **Describe ongoing cost avoidance practices. (For example, if you hire contract vs. in-house employees, is the bidding process cost effective and efficient)?**

The District regularly explores opportunities to create cost efficiencies. The District uses a combination of contracted and in-house maintenance of facilities based on the cost effectiveness, efficiency and quality of the service.

The District has clear policies and procedures for bidding. Formal and informal bidding processes are used depending on the cost of the item or project.

- h) **Describe any opportunities to reduce overhead and operational costs.**

The District continually seeks opportunities to reduce overhead and operational costs. The District's financial policies provide direction in the form of budgeting, procurement, and bidding policies. The following are examples of opportunities that the District has used.

The District has adopted the Uniform Construction Cost Accounting Procedures which establishes limits for bids. Projects up to \$45,000 may be performed by force account, negotiated contract or purchase order. Projects up to \$175,000 may be let to contract by informal bid procedures. Projects over \$175,000 may be allowed to contract by formal bidding procedures. As a matter of practice, the District obtains bids for large purchases and services under the limits of the Uniform Construction Cost Accounting Procedures. For example: architectural services, construction contracts, equipment purchases, vending machine concessions, legal services, environmental services, food and beverage operations at the WildHawk Golf Club, landscape corridors maintenance, instructors, and, the operations of the WildHawk Golf Club. Contracts are re-bid periodically to maintain price competitiveness.

The District evaluates various operations to determine whether the most cost effective methods are to contract out services or to perform services in-house. Services contracted out include the landscape corridor maintenance in some areas, aquatic facility maintenance, custodial service for the Administration Office, architectural services, legal services, consultant services and most construction projects. Services performed in-house include park and facility maintenance, soccer field renovation,

herbicide spraying, tree planting and some small construction projects.

In the Parks Department, the District recycles wood from pruning projects and uses the mulch in tree wells and shrub beds. It also uses computerized irrigation system for most parks to maximize efficiency and minimize water costs.

The District has partnered with local community groups such as Boy Scouts, high schools and neighborhood organizations for community service projects. Projects include tree planting, creek clean-up, painting, small construction projects and recreational special events.

In 2005, the District implemented a computerized on-line tee time reservation system at WildHawk Golf Club. In 2006, the District implemented computerized registration for recreation programs and scheduling of facilities. Both programs reduced the amount of staff time required to process registration, improved customer service and automated the cash receipts process.

The District works with SMUD to find ways to reduce energy costs. SMUD has performed energy audits of District facilities and made recommendations for reducing energy costs.

Sacramento Tree Foundation provides trees to the District at little or no cost.

In 2004, the District consolidated senior programs from two locations to one primary location to reduce overhead costs, while continuing to offer services to the community.

In 2002, the District became fiscally independent from the County of Sacramento to provide more efficient financial reporting and prompt payments to vendors and employees' to reduce duplication of recording transactions. The District is able to provide monthly financial reports in a timely manner. The District can take advantage of vendor discounts for prompt payments.

**i) Describe any opportunities to reduce duplication of infrastructure.**

There is no known duplication of infrastructure.

**j) Identify any areas outside agency boundary which could be efficiently served by existing or proposed agency facilities.**

Residents of the communities surrounding the District benefit from the District's programs and facilities. They are often not aware that they reside outside of the District boundaries.

Recently, the District has experienced increased use of its programs and facilities since the City of Sacramento has reduced its programs and closed facilities.

**k) Identify any areas within agency boundary which could be more efficiently served by another agency.**

The District is not aware of any areas within the District, which could be more efficiently served by another agency. The District is more efficient than most agencies in the provision of parks and recreation services. There are no facilities bordering the District that could more efficiently serve District residents.

**l) Are your service plans compatible with those of other local agencies?**

The District collaborates with many public agencies, private entities and non-profit organizations throughout the community. These partnerships provide valuable resources and funds to events and programs that operate on a limited budget. They also increase visibility for Southgate's programs and services, while expanding the reach of our community partners. Through these partnerships the District has combined common interests and developed capital projects and programs.

**LAFCo Determination**

The Commission determines that the District uses its best efforts to share resources among other agencies, and to streamline in-house costs; and that the District can continue to partner with local agencies to share the cost of new facilities, and ensure the preservation of viable park spaces.

**5. Accountability for Community Service Needs, including Governmental Structure and Operational Efficiencies**

**a) Explain the composition of the agency's governing board.**

- Number of Directors: 5
- Nature/ Length of Terms: 4 years
- Is governing body landowner or population based? Population
- Are Directors elected or appointed? Elected
- Elections are by district.

**b) Explain compensation and benefits provided to the governing board, including any benefits that continue after term of service.**

The Board of Directors receives \$100 compensation per meeting of the Board or designated meeting. There is a \$500 monthly maximum. Payroll is on a bi-weekly schedule. For the Fiscal Year 2012/2013, the Board of Directors approved a 5% reduction in their compensation to help balance the budget.

Board Members participate in the 457 Deferred Compensation Plan in lieu of Social Security. The District contributes 7.5% of the Board Members stipends to the 457

Plan. They are also eligible for District sponsored medical and dental insurance plans. Directors who were first elected to office on or before January 1, 1995 who have completed twenty years of service with the District and have attained the age of 65 years shall be entitled to receive as an additional benefit group medical insurance and hospitalization benefits for the life of such Director, including after service in office.

**c) Where and how frequently does the governing board meet?**

Board meetings are held twice monthly at the Fletcher Farm Community Center at 7:00 pm on the first and third Tuesdays of each month. There are no scheduled recesses.

**d) Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc.**

- **How is public participation encouraged?**
- **Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.?**

The District adheres to The Ralph M. Brown Act. The District's Policy Manual outlines public notice procedures for public meetings. Public notices of Board or committees of the Board meetings are available 72 hours prior to the meeting. Notification is provided to the media of general circulation, county elected representatives and other parties that have asked to be placed on the mailing list. Agendas are also posted on the District's website.

Meetings are held in the evening so they are accessible to the public. Community groups are often invited to provide presentations to the Board for informational purposes and citizens speak under the Open Forum guidelines.

**e) Describe public education/outreach efforts, (i.e., newsletters, bill inserts, website, etc.)**

The District produces a biannual newsletter, The Southgator. It is delivered to over 65,000 mailboxes in the District and in surrounding areas based on postal carrier routes. The newsletter shares District news and programs. Residents state that this newsletter is their preferred source of District news. The District also maintains a website and distributes flyers for programs, special events and community meetings to local schools and/or directly to local residents. The District recently updated its website, implemented the use of social media including Facebook and Twitter, and launched a monthly e-newsletter.

The District makes it a practice to conduct outreach to the community through surveys, questionnaires and workshops to help staff plan, design and prioritize park and recreation offerings.

**f) Describe level of public participation, and ways that staff and Directors are accessible to the public.**

District information is published in the Southgator, the monthly e-newsletter, social media and on the website. Public participation at District Board Meetings is welcome. Residents' participation is usually geared to their personal items of interest. The Board Members are accessible during public meetings, or via the main office by phone, mail or email. Board Members are prompt when responding to constituent inquiries.

**g) Describe ability of public to access information and agency reports.**

The public can access reports via a written request or more formally through a Public Records Request. District information is available for viewing as required through the Public Records Act. The District's website has information readily available to the public. Board agendas and minutes, budget, financial reports, community news, activities, job announcements are included on the website. The website features Google translator, which translates text into any of 65 languages.

**h) Describe any opportunities to eliminate service islands, peninsulas and other illogical service areas.**

There are currently no service islands in the Southgate Recreation & Park District.

**LAFCo Determination**

The Commission determines that the District is managed transparently and efficiently; and has shown a dedication to communicating with local residents. It conducts regular user surveys and frequently holds well-publicized public meetings to ensure that service offerings reflect local demand. Finally, seats on the Board of Directors are evenly distributed to represent each District community.

## 6. Issues, Concerns and Opportunities

Please provide information regarding any issues or concerns related to operations (financial, managerial, legal, organizational, etc.)

- **Compliance with Environmental Justice requirements.**<sup>1</sup>

There are no issues or concerns regarding compliance with Environmental Justice requirements.

- **Compliance with regulatory reporting requirements.**

There are no issues or concerns regarding compliance with regulatory reporting requirements.

- **Compliance with regulatory agencies and public health and safety issues.**

There are no issues or concerns regarding compliance with regulatory agencies and public health and safety issues.

1. LAFCo definition of "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.

### LAFCo Determination

The Commission determines that the District is operated efficiently and offers salaries comparable with similar sized agencies.

#### Attachments:

Please see November 7, 2012 DRAFT MSR  
(@ [http://www.saclafco.org/Meetings/Agenda/SAC\\_LAFCO\\_DF\\_11072012](http://www.saclafco.org/Meetings/Agenda/SAC_LAFCO_DF_11072012))



**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**  
**1112 I Street #100**  
**Sacramento, California 95814**  
**(916) 874-6458**

December 5, 2012

TO: Sacramento Local Agency Formation Commission  
FROM: Peter Brundage, Executive Officer  
RE: **CHAIR AND VICE-CHAIR APPOINTMENTS FOR CALENDAR YEAR 2013**  
CONTACT: Don Lockhart AICP, Assistant Executive Officer  
(916) 874-2937 ([Don.Lockhart@SacLAFCo.org](mailto:Don.Lockhart@SacLAFCo.org))

**RECOMMENDATION**

It is recommended that the your Commission approve the Vice-Chair and Chair for Calendar Year 2013 as follows:

|             |                        |               |
|-------------|------------------------|---------------|
| Chair:      | Mike Singleton         | City Member   |
| Vice-Chair: | Either Office #1 or #2 | County Member |

**DISCUSSION**

The attached table outlines the rotation schedule established by your Commission on March 7, 2007 for selecting the Commission Chair and Vice-Chair. The recommendations reflect the previously approved rotation.

At the discretion of your Commission, the Vice-Chair may be either of the two County Offices - #1 or #2. Please note that Commissioner Yee most recently fulfilled the County role in the rotation in the years 2008 and 2009.

Respectfully,

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

  
Peter Brundage  
Executive Officer

DL/dl

(Comm\_Chair\_Rotation\_Report\_12-5-12)

# SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

## Commission Vice-Chair and Chair Rotation

| Year | VICE CHAIR        |                    |                           | CHAIR             |                    |                           |
|------|-------------------|--------------------|---------------------------|-------------------|--------------------|---------------------------|
|      | Office No.        | Agency             | Filled by<br>Commissioner | Office No.        | Agency             | Filled by<br>Commissioner |
| 1998 | Office No. 6 or 7 | Special District   | Porter                    | Office No. 3      | Other Cities       | De la Cruz                |
| 1999 | Office No. 1 or 2 | County             | Muriel Johnson            | Office No. 4      | City of Sacramento | Hammond                   |
| 2000 | Office No. 5      | Public             | Tooker                    | Office No. 1 or 2 | County             | Muriel Johnson            |
| 2001 | Office No. 6 or 7 | Special District   | Porter                    | Office No. 5      | Public             | Tooker                    |
| 2002 | Office No. 6 or 7 | Special District   | Mulberg                   | Office No. 3      | Other Cities       | MacGlashan                |
| 2003 | Office No. 1 or 2 | County             | Collin                    | Office No. 6 or 7 | Special District   | Mulberg                   |
| 2004 | Office No. 4      | City of Sacramento | Hammond                   | Office No. 1 or 2 | County             | Collin                    |
| 2005 | Office No. 5      | Public             | Tooker                    | Office No. 4      | City of Sacramento | Fong                      |
| 2006 | Office No. 6 or 7 | Special District   | Rose                      | Office No. 5      | Public             | Tooker                    |
| 2007 | Office No. 3      | Other Cities       | Miklos                    | Office No. 6 or 7 | Special District   | Rose                      |
| 2008 | Office No. 1 or 2 | County             | Yee                       | Office No. 3      | Other Cities       | Miklos                    |
| 2009 | Office No. 4      | City of Sacramento | Fong                      | Office No. 1 or 2 | County             | Yee                       |
| 2010 | Office No. 5      | Public             | Tooker                    | Office No. 4      | City of Sacramento | Cohn                      |
| 2011 | Office No. 6 or 7 | Special District   | Jones                     | Office No. 5      | Public             | Tooker                    |
| 2012 | Office No. 3      | Other Cities       | Jankovitz                 | Office No. 6 or 7 | Special District   | Jones                     |
| 2013 | Office No. 1 or 2 | County             | <b>TBD</b>                | Office No. 3      | Other Cities       | <b>Singleton</b>          |
| 2014 | Office No. 4      | City of Sacramento |                           | Office No. 1 or 2 | County             |                           |
| 2015 | Office No. 5      | Public             |                           | Office No. 4      | City of Sacramento |                           |
| 2016 | Office No. 6 or 7 | Special District   |                           | Office No. 5      | Public             |                           |
| 2017 | Office No. 3      | Other Cities       |                           | Office No. 6 or 7 | Special District   |                           |

Other Cities are: Folsom, Isleton, Galt, Citrus Heights, Elk Grove, and Rancho Cordova

*Agenda Item No. 7*

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

*1112 I Street, Suite #100  
Sacramento, California 95814  
(916) 874-6458*

**December 5, 2012**

**TO:** Sacramento Local Agency Formation Commission  
**FROM:** Peter Brundage, Executive Officer  
**RE:** **Rio Linda/Elverta Community Water District – Draft  
Municipal Service Review – Report Back (L AFC 07-10)**

**RECOMMENDATION**

Receive and file status report.

Overall the District continues to provide adequate water service to the community and progress is being made to address the water supply and water quality issues. However, the overall financial condition is weak and the District continues to operate in the red. In addition, the District is not able to obtain liability coverage for employment practices.

**DISCUSSION**

This report summarizes the actions, developments, and events related to the Rio Linda Elverta Community Water District that have occurred since November 7, 2012.

**I. Board of Directors**

Four new Board members will take office on December 7, 2012. The first Board meeting will be on December 17, 2012.

**II. Progress of Well and Pipeline Construction**

**Well No. 15**

Well No. 15 is operational and can produce approximately 2,800 gpm.

### **Well No. 14**

The District has completed drilling the test well. The California Department of Water Resources has taken water samples to determine the water quality. This well contains arsenic and cannot be used without treatment.

CDPH has indicated that a reservoir tank may be the more appropriate option in-lieu of drilling another well. The District and CDPH are updating a water demand study to determine the water supply deficit. A number of factors may have changed from the previous analysis such as the current number of vacancies and the change in the estimated growth rate of the community.

### **Well No. 3 Reactivation Project**

CDPH approved the Water Supply Amendment Request for Well No. 3. The Well has been changed from inactive to active. A new variable speed chemical feed pump needs to be installed. The pump has been ordered and delivery is expected in early December. The well should be operational after the new pump is installed and tested. This Well is expected to produce 600 gpm.

### **Elverta Booster Station Pipeline Replacement Project**

Funding for the pipeline has been added to the State Revolving Loan and Capital Improvement Program. This pipeline and booster station is needed to address low water pressure issues for a remote portion of the District service area.

### **Hydro-pneumatic Tank Evaluation**

Recently, the District was notified that it is required to test and evaluate tanks for safety purposes. The District is developing a cost estimate for this test program. This project was not included in the current year budget.

### **Overall Operations**

The District is improving its ability to remotely monitor wells using telemetry equipment.

### **Status of CDPH Compliance Orders**

The water quality and quantity continue to be satisfactory. Water pressure is subject to variation because of leaks and equipment failures. However, generally, water pressures remain adequate and comply with CDPH standards. A summary of the water pressure readings for October 2012 is attached to this report.

The District has satisfied one of the Compliance Orders issued by the CDPH related to reporting requirements and staffing plans. The first Compliance Order related to water supply and capacity has not been satisfied because well construction is not complete.

The District has met with CDPH to discuss water supply issues and Well No. 14. CDPH has completed their initial review of the updated engineering report. They have requested that the District account for inactive connections and a 4 percent increase in the demand for future growth. This will require an increase in the capacity of the proposed tank and pump station. The District's Engineer is preparing an amendment to the Engineering report to account for the requested changes.

Progress is being made to address the District's water supply issues; however, it appears that the financial and litigation concerns currently are the more significant issues.

### **III. Sacramento Suburban Water District Interconnection**

No changes in the operation or status of the intertie with Sacramento Suburban Water District. RLECWD and Sacramento Suburban Water District renewed this Agreement during March, 2012. This intertie operates only if water pressure drops below 30 psi.

### **IV. Status of District Operations**

#### **District Financial Condition**

No significant changes in the overall financial situation of the District. Cash Flow remains tight. Accounts Payables **are not** current and the District is operating at a loss or in the "red" for last several months. The financial condition of the District is not improving and is actually beginning to erode at an increasing rate. The General Manager has estimated that the operating fund balance is currently \$192,000 in the red.

The District has been able to pay creditors and vendors because it is basically using money that should be deposited into capital and debt service accounts. In addition, over the last several years, the District did not deposit capital construction and debt service funds into the appropriate accounts. Currently, the District needs to put in approximately \$150,000. The District is proposing to repay these funds over a five-year period with annual payments of approximately \$30,000.

Legal costs are exceeding the annual budget amount and may increase as pending litigation goes to trial if settlements cannot be reached. The District acknowledges that it cannot control its legal expenses. *Also, the District is not able to terminate the contract without significant costs based on the severance clause. The contract cannot be terminated until June 30, 2014. Also, the contract provides that it will automatically renew under the same terms and conditions unless terminated with a minimum 60 days written notice.*

The District Attorney's Office has returned financial records from previous years. Also, the District is making progress to address this year's and previous year's audit findings. A summary is attached to this report. The financial records from the District Attorney's Office will be useful in addressing some of the Auditor Findings.

Operating expenditures except for legal expenses are under budget for the current fiscal year.

Note: The District has the ability to raise rates by Resolution based on a previous Prop 218 approved rate increase. Also, the District had received an offer to sell its cell tower leases. The Board has taken no action on either of these recommendations by the General Manager.

### **Staffing and Employee Relations**

No significant issues to report.

### **Urban Water Management Plan**

The UWMP is in progress and should be complete in about one month. The Board needs to schedule a public hearing for this matter.

### **Liability Insurance**

The Association of California Water Agencies (ACWA) has extended the District's liability coverage for a 6 month period; however, this amended policy does not cover "employment practices". The District has not been able to get coverage for this exclusion. The General Manager has contacted ten (10) carriers. This continues to be a significant issue.

ACWA will be reviewing the coverage it is currently providing at its next Board meeting in December 2012.

### **District Operations**

The General Manager's report for October 8, 2012 to November 11, 2012 is attached highlighting the status of various district operations.

### **Pending Litigation as of November 19, 2012**

Currently, the pending litigation is set forth as follows:

- 1.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2011-00103481.
- 2.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1135.

3.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1095.

4.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation - Joseph Sherrill. Sac. Superior Court Case # 34-2012-8000-1108.

5.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a) Superior Case # 05CS01365 – Michael Phelan.

6.) CONFERENCE WITH GENERAL COUNSEL - The Board of Directors will meet in closed session pursuant to Government Code § 54956.9(a). Pending Litigation. Cal OSHA v. RLECWD - Docket #R2D1-2288 to 2290).

**V. Summary of Issues**

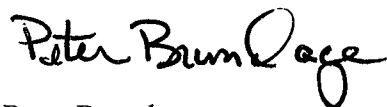
Overall the District is providing adequate water service to the community and progress is being made to address the water supply capacity issue. However, there are two significant issues: the inability of the District to obtain liability coverage for employment practices and the overall financial condition of the District.

**VI. Next Steps**

LAFCo staff will continue to work with CDPH and the District to monitor the situation. We will keep the Commission informed.

Respectfully Submitted;

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**



Peter Brundage,  
Executive Officer

Attachments

## Weekly Managers Report

October 8, 2012 to November 11, 2012

On October 9 and 10, 2012 Mr. Goyet and I attended Disaster Management Training for Water agencies provided by the Department of Homeland Security.

On October 11, 2012 I went to SGA. They discussed changing the conflict of interest code and parts of their Policy Manual. Director Johnson will be giving a report on that at our next regular meeting.

On October 12, 2012 I met with Joe Domenichelli, Pat Regan, Eric Koch, a representative from Frisch and Co. , and Jim Carson and discussed the scheduling for the startup of well 15 next week. I will be out at the site for much of the week.

On October 15, Startup of the well #15 pump station commenced. It was determined that the mechanical seal had to be removed and the shaft plate remachined before the pump could be started. The pump installer said they would return Tuesday with the parts. It was also determined that the wrong size spring had been put into the PGE gas regulator so the generator could not be started until that was replaced. PGE estimated 4 weeks to replace the spring.

On October 16, 2012 the contractor had obtained another regulator for the gas line and installed it the generator testing commenced and continued until 6 p.m. The generator uses 4,100 cu ft. of gas per hour. The pump was tested and it was determined that it works. The well was then chlorinated and left to sit overnight. Pat and I were also trained on the chlorinators.

On October 17, 2012 Pat and I went to a free Reasonable Suspicion training in Roseville. This training is necessary in order to determine if there is an employee under the influence of alcohol or drugs. If it is determined that there is reasonable suspicion then the employee is drug tested. After the training we went back to the well site and dechlorinated the well, sampled the well head and pipeline for bacteria and the discharge point downstream for Dissolved oxygen, temperature, ph and specific conductance per our discharge permit requirements. We also had staff and equipment at Mr. Blackshire's property in case we flooded his property with the water being discharged from the well.

On October 18, 2012 I went back out to Mr. Blackshire's property to see what had happened with the water discharged overnight. It was determined that we would need to be some additional trenching and berming on the channel we created to contain the flow. Later I attended SAWWA and learned about a new system where water modeling is used to determine critical valves and back-trace a contamination event. It was interesting but I do not think it would be used by our agency.

On October 19, 2012 the field staff went to well #15 and had a brief overview of the electrical equipment at the facility.



October 22, 2012 Start up issues and reviewed personnel policy.

October 23, 2012 planned ribbon cutting, reviewed personnel policy.

October 24, 2012 attended Board responsibilities and liabilities webinar.

October 25, 2012 Set up and attended ribbon cutting.

October 29, 2012 I received documents finally settling our OSHA matter of 12/21/09.

October 30, 2012 I went on a bus tour of park landscape and maintenance design. I learned about different water efficient irrigation systems, appropriate drought tolerant plant use, storm water capture and reuse, and native species diversity. All of this can be applied to the Urban Water Management Plan requirements for water audits and loss control.

October 31, 2012 I retrieved our records and computers from the District Attorney's office. They are now stored at our facilities hopefully I will be able to find additional information for our auditor's bank audit. There are still several pages of items that the Auditor needs in order to complete her audit of the bank accounts.

November 2, 2012 I attended the American River Basin Integrated Water Management Plan workshop. This workshop was the first step in determining priorities for funding of projects in the Sacramento area by RWA/SGA. They are reworking their website to better prioritize projects that are presented. The group had many comments on the current status of the prioritization process and what could be improved. There are going to be several committees and workshops in the near future to further this process. I also learned how to put proposed projects on the website and the information that is needed in order to get a project prioritized.

November 6, 2012 The asphalt replacement contract bids were opened. The apparent low bidder is AI's Grading and Paving at \$22,249.50.

November 7, 2012 I attended the Lafco meeting. Mr. Brundage presented an update of the District's current status. He asked a few questions regarding the new well. Later that evening I went to the last Green Gardener class and learned about lawn fertilization.

November 8, 2012 I went to RWA a Delta update was provided by RWA legal counsel. There was an update on the water efficiency program. The Board passed a Resolution to seek funding for planning from the California Water Foundation. Amy Talbot was introduced to the Board as the new Water Efficiency Program coordinator. Later that day I had a telephone conference call with Joe Domenichelli and Brian Walters of Domenichelli & Assoc., Mr. Carson of Affinity Engineering, Pat Goyet, Richard Hinrichs CDPH Regional Engineer, Pete Stamos CDPH Funding, and Salvador Turrbiartes CDPH Inspector. We discussed additional information that is needed by CDPH in order to determine the sizing of a tank. We also went over the punch list items that the Contractor still needs to complete before the contract is signed off.

November 9, 2012 I met with incoming Board member Dills and provided him with information about the District and the laws that govern the District. On another note I plan on going on vacation November 26 through 30, 2012. Pat Goyet will be in charge of operations I will also be available by email.

# Rio Linda/Elverta Community Water District

## Monthly District Pressure Readings - Compliance Order October 2012

|                         | Ascot/2nd St.-southwest | 26th St.-Southeast | 30th St.-Northeast |
|-------------------------|-------------------------|--------------------|--------------------|
| 10/1/2012               | 57.2                    | 43.1               | 35.5               |
| 10/2/2012               | 58.1                    | 41.9               | 35.3               |
| 10/3/2012               | 58.6                    | 42.0               | 35.6               |
| 10/4/2012               | 55.4                    | 41.9               | 35.5               |
| 10/5/2012               | 55.5                    | 41.7               | 34.8               |
| 10/6/2012               | 55.4                    | 42.2               | 35.7               |
| 10/7/2012               | 54.8                    | 43.9               | 38.8               |
| 10/8/2012               | 59.3                    | 44.6               | 37.8               |
| 10/9/2012               | 60.2                    | 45.4               | 37.3               |
| 10/10/2012              | 55.3                    | 43.9               | 37.7               |
| 10/11/2012              | 60.2                    | 44.8               | 38.7               |
| 10/12/2012              | 60.5                    | 44.7               | 32.8               |
| 10/13/2012              | 60.7                    | 48.1               | 38.6               |
| 10/14/2012              | 60.2                    | 47.2               | 38.2               |
| 10/15/2012              | 57.9                    | 46.9               | 38.0               |
| 10/16/2012              | 58.6                    | 47.8               | 38.3               |
| 10/17/2012              | 60.2                    | 47.4               | 34.5               |
| 10/18/2012              | 59.5                    | 45.4               | 34.9               |
| 10/19/2012              | 56.3                    | 47.2               | 37.7               |
| 10/20/2012              | 57.8                    | 47.3               | 38.8               |
| 10/21/2012              | 58.0                    | 47.3               | 38.6               |
| 10/22/2012              | 57.7                    | 45.8               | 38.4               |
| 10/23/2012              | 55.9                    | 48.2               | 40.1               |
| 10/24/2012              | 55.9                    | 48.2               | 40.3               |
| 10/25/2012              | 55.9                    | 49.2               | 39.3               |
| 10/26/2012              | 56.2                    | 49.8               | 40.3               |
| 10/27/2012              | 56.4                    | 49.2               | 39.8               |
| 10/28/2012              | 55.8                    | 48.9               | 39.1               |
| 10/29/2012              | 56.3                    | 44.7               | 40.2               |
| 10/30/2012              | 56.3                    | 50.1               | 40.0               |
| 10/31/2012              | 56.5                    | 50.7               | 40.9               |
|                         | 60.7                    | 50.7               | 40.9               |
|                         | 54.8                    | 41.7               | 32.8               |
| <b>Pressure Avg PSI</b> | <b>57.5</b>             | <b>46.1</b>        | <b>37.8</b>        |

## 2009-10/10-11 Audit Response Update 10-29-12

| Item   | Recommendation or Comment   | Response   |
|--|---|--|
| Auditors Report                              | Has not adopted Post employment benefits GASB 45                      | The District needs to have GASB 45 actuarial done. Waiting for funds.  |
|  | Did not perform physical inventory at June 30, 2010                   | The District has performed a physical inventory as of 6/30/12.   |
|  | Outcome of allegations of fraud is unknown.                           | Still unknown  |
|  | Sufficient recurring losses as to question going concern              | A rate increase was implemented on 5/10 to increase operational income with a 3% increase annually to keep up with inflation. Another problem is we budget on a cash basis however when Auditor's book \$350,000 in depreciation and amortization it throws us into a loss each year. We do not fund amortization or depreciation. |
| Foot Notes                                   |   |  |
| Note A                                       | No approved investment policy   | Approved 8-13-12   |
|  | Do not provide for an allowance for uncollectible accounts            | All losses are minimal because of liens however there are numerous old hanging balances (\$10-\$20) that will be corrected.  |
| Note D                                       | Pledged Revenue- Where did amounts come from/?                        | Completed  |
| Note G                                       | District contribution to PERS where did amounts come from             | The District gives the amounts to PERS   |
| Internal Control Letter schedule of findings |   |  |
| 2011-01                                      | Payroll Accounting Entries were being recorded net of withholdings    | This was corrected when payroll was taken back in-house  |
| 2011-02                                      | Year-end payroll accrual. 5 days of year end payroll were not accrued | The District corrected this finding  |
| 2011-03                                      | Internal Control and Management review                                | Finding was corrected  |
| 2011-04                                      | Account reconciliations   | Finding was corrected  |
| 2010-1                                       | Need actuarial valuation performed for GASBS 45                       | Actuarial still needs to be done. Waiting for funding.   |
| 2010-2                                       | Need checklist for year closing                                       | Completed  |

## 2009-10/10-11 Audit Response Update 10-29-12

|         |   |  |
|---------|---|--|
|         | procedures  |  |
|         | All balance sheet accounts need to be reconciled and account balances analyzed  | Completed                                  |
| 2010-2a | There are unreconciled differences in AR \$5984; AP \$3417 and surcharge account (\$5444).                                    | Amounts have been written off.             |
|         | Need to reconcile billing system to the GL throughout the year  | This is our current practice               |
|         | Evaluate the allowance for uncollectable accounts throughout the year   | See above                                  |
| 2010-2b | Enter all AP invoices when received   | This is our current practice               |
| 2010-2c | Calculate interest payable monthly  | Completed                                  |
|         | Maintain supporting documents for deferred amount on Long Term Debt   | Completed                                  |
| 2010-2d | Adjust net assets to agree with restricted cash   | Completed                                  |
| 2010-2e | Well 14 land not valued and recorded Procedures need to be developed for donated assets                                       | Was recorded in audit will develop process |
|         | Need procedure for donated assets   | Procedure implemented                      |
| 2010-2f | Need proper procedure to track cell tower leases to insure revenue is collected   | Completed                                  |
| 2010-2g | Prepaid expenses not amortized-need to amortize over estimated period they are used   | Being done                                 |
| 2010-2h | Perform a physical inventory at least once a year   | This is being done annually                |
| 2010-2i | Accruals not being performed prior to audit such as accrued water billings, liability for comp time and PERS retirement owed. | Completed                                  |
| General | Develop an accounting manual  | This is being developed                    |
|         |   |  |
| 2010-3a | GM should receive bank statements and review before giving to bookkeeper  | This is current practice                   |
|         | GM should review bank reconciliations when they are   | This is current practice                   |

## 2009-10/10-11 Audit Response Update 10-29-12

|         |   |   |
|---------|---|---|
|         | complete and sig off  |   |
|         | Board should review lists of all checks written   | This is current practice  |
| 2010-3b | Signed checks should not be returned to bookkeeper  | Limited staffing has been an issue with this segregation of duties.               |
| 2010-3c | GM should review and review list of all billing adjustments and document the sign off of the review               | This is current practice  |
| 2010-3d | Bookkeeper should reconcile all bank deposits to the billing register   | This is current practice  |
| 2010-3e | All maintenance entries such as rate changes should be reviewed and approved by the GM                            | This is current practice  |
|         | GM should review the payroll registers and document the sign off  | This is current practice  |
| 2010-3f | Conduct regular staff meetings to identify and resolve issues   | This is current practice  |
|         |   |   |
| 2010-4  | Establish a financial reporting system  | This has been established   |
|         | Prepare investment reports to comply with the Government Code   | Please provide code section so we can implement.                                  |
| 2010-5  | Develop accounting procedures for proper filing and storing of accounting documents                               | The District's record retention policy addresses storage and retention of records |
| 2010-6  | Maintain a capital asset listing including depreciation   | The capital asset list is maintained and depreciation is noted                    |
|         | Record capital asset additions and retirements and depreciation to the asset accounts, not the operating accounts | This is being done as additions and deletions occur                               |
|         | Sold and retired assets should be removed from the list   | These are removed from the list   |
|         | Reconcile the capital asset accounts to the General Ledger  | Completed   |
|         | Capital asset listing should include land, donated assets and intangibles   | Completed   |
| 2010-7  | Board of Directors should   | It is not planned to need to  |

## 2009-10/10-11 Audit Response Update 10-29-12

|                                      |   |   |
|--------------------------------------|---|---|
|                                      | approve all loans or transfers from the Surcharge account   | borrow from the Surcharge fund. But if needed it would be Board approved.   |
|                                      | Deposit surcharge collected directly to the surcharge bank account or at least quarterly reconcile the amounts deposited to the Surcharge account | The surcharge funds are collected daily and put into the Operating account. Monthly they are transferred to the Surcharge fund. It is not practice to deposit daily as surcharge and operating funds are on the same check from customer. |
| 2009-1                               | Rebalance workloads and address item 2010-3   | Working on this right now. Limited staffing is an issue.  |
| 2009-2                               | Prepare an organization chart   | This is done  |
| 2008-2                               | Back up all computer data   | Backed up nightly to server   |
| 2008-3                               | Prepare an adequate reporting system – see 2010-4   | This has been established   |
| 2007-2                               | Prepare a formal accounting and procedural manual   | Working on this it is an ongoing process  |
| December 14,2011 letter to the Board |   |   |
|                                      | Implement GASB 45   | Actuarial needs to be done. Need funds to complete  |
|                                      | Take periodic but at least annual physical inventories  | This is current practice  |
|                                      | Investigate allegations of fraud  | This is being done by DA, FBI & Auditor   |
|                                      | Record transactions in the proper period  | This is current practice  |
|                                      | Audit required 28 adjusting entries to correct balances   | This should not be a problem in the future  |
| Letter to the Board and Management   |   |   |
|                                      | Develop a fraud prevention/whistle blower policy  | Approved 8-13-2012  |
|                                      | Develop a risk assessment plan and develop internal controls to mitigate  | Approved 8-13-2012  |
|                                      | Develop an approved investment policy as required by the Government Code  | Approved 8-13-2012  |
|                                      | Evaluate whether 2 and sometimes 3 employees need to  | Only 1 employee is on call on any day now.  |

**2009-10/10-11 Audit Response Update 10-29-12**

---

|  |                                |  |
|--|--------------------------------|--|
|  | be on standby on the same day. |  |
|--|--------------------------------|--|



**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**  
1112 I Street #100  
**Sacramento, California 94814**  
**(916) 874-6458**

December 5, 2012

**TO:** Sacramento Local Agency Formation Commission

**FROM:** Peter Brundage, Executive Officer  
Sacramento Local Agency Formation Commission

**Contact:** Don Lockhart, AICP Assistant Executive Officer (916) 874-2937  
[Don.Lockhart@SacLAFCo.org]

**RE: CORDOVA RECREATION & PARK DISTRICT MUNICIPAL  
SERVICE REVIEW DRAFT AND SPHERE OF INFLUENCE  
UPDATE (L AFC #03-12)**

Attached is the Draft Municipal Service Review (MSR) for the Cordova Recreation and Park District. It is being circulated for public review and comment for 30 days. The final Municipal Service Review will be brought before your Commission for consideration after this period. No change to the coterminous Sphere of Influence is proposed.

The Draft is the result of collaboration with Cordova Recreation and Park District management and staff. Your staff would like to recognize the District for their ongoing assistance, and timely responsiveness.

The Draft makes the following preliminary determinations:

- a. Regarding growth in population expected for the District area; the Commission determines that the District is capable of continuing to provide recreational service in the future. The District's inter-agency relationships suggest that, despite its financial constraints, it will be able to adapt to growth by continuing to coordinate joint-use facilities and planning.
- b. Regarding the present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies; the Commission determines that the District currently provides adequate services and facilities. However, the District recognizes that continued development is necessary to meet future demands, as well as to improve service coverage in

the more mature areas of the district, where higher residential densities have impacted the ratio of acres of park-land to District residents. No existing District infrastructure is either redundant or underutilized.

- c. Regarding financial ability of agencies to provide services; the Commission determines that the District faces significant constraints for current and future service levels, especially from Educational Revenue Augmentation Fund property tax shifts. However, the District's economies of scale and proven ability to work with a variety of other agencies ensure that it will be able to continue servicing local demand.
- d. Regarding status of, and opportunities for, shared facilities, and cost avoidance opportunities; the Commission determines that the District uses its best efforts to share resources among other agencies, and to streamline in-house costs; and that the District can continue to partner with local agencies to share the cost of new facilities, and ensure the preservation of viable park spaces.
- e. Regarding accountability for community service needs, including governmental structure and operational efficiencies with local accountability and governance; the Commission determines that the District is managed transparently and efficiently; and has shown a dedication to communicating with local residents. It conducts regular user surveys and frequently holds well-publicized public meetings to ensure that service offerings reflect local demand. Finally, seats on the Board of Directors are evenly distributed to represent each District community.
- f. Regarding government structure, the District is operated efficiently and offers salaries comparable with similar sized agencies.

Exhibit 1:      Cordova Recreation and Park District Draft MSR  
                         District Map  
                         Facilities Map  
                         Organization Chart  
                         Budget

Cordova\_MSR\_Comm\_Transmittal

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite #100, Sacramento, California 95814  
(916) 874-6458**

**MUNICIPAL SERVICE REVIEW WORKSHEET  
AND QUESTIONNAIRE  
DISTRICT PROFILE**

Date:

Agency Name: Cordova Recreation and Park District

Address: 2197 Chase Drive, Rancho Cordova CA, 95670

Website: www.crpdc.com

Telephone: 916-362-1841

(FAX) (916) 362-9602

Administrator Name: James M. Rodems

Title: District Administrator

Name of Contact: James M. Rodems

Contact's E-mail Address: jrodems@crpd.com

Agency's Principle Act: Established as a Special District to provide services to the community within the defined services area.

Services Provided: Leisure facilities and recreation programs

Latent Powers: Garbage Collection (Waste Management)

Governing Body: Five (5) Member Board of Directors

Total Number of Employees: 125

# Represented 0

All # Unrepresented

Acreage/ sq. Miles within Agency: 65.5 square miles

Total Population within Agency: 110,000

Total Registered Voters within Agency: 55,187

## **INTRODUCTION**

### **Background Information**

The Cordova Recreation and Park District is an Independent Special District.

- **Mission:**  
Create and maintain excellent leisure facilities and recreation programs that inspire and illuminate the human spirit.
  
- **Setting:**  
CRPD is located in the East Central portion of Sacramento County south of the American River and bisected by Highway 50.  
NORTHERN BOUNDRY: A port of Highway 50 from Prairie City Road to Nimbus Dam; then following the American River to the Watt Avenue Bridge.  
WESTERN BOUNDRY: Sacramento City Limits to Fruitridge Road.  
SOUTHERN BOUNDRY: Fruitridge Road and its extension to Bradshaw Road; then south to Morrison Creek to the southerly boundary of the Rancho Arroyo Sports Center; then north to Jackson Highway east to Grant Line road.  
EASTERN BOUNDARY: Grant Line Road and Prairie City Road on the east to Highway 50.  
**(See Attached Map)**

### **History**

The Cordova Recreation and Park District was established in 1958 with the aim of serving the parks, recreation and open space needs of the region encompassed by the Sacramento County unincorporated areas (at the time) of Rancho Cordova, Gold River, Larchmont, Mather and Rosemont.

### **Services Provided**

### **Management and Staffing Structure**

#### **Management Structure**

- **The District is a Divisional Structure with 1 District Administrator and 5 department heads managing the following areas: Finance, Maintenance, Human Resources, Recreation, and Planning.**

#### **Employment Structure**

- **As the District is a service provider positions are classified as Tertiary Sector jobs.**

The District employs: 36 full time positions.

In addition, the District employs on average 65 part-time, 24 seasonal positions.

Please attach organization chart.

- The type and purpose of contracts and consultants.
  - Architecture – Planning
  - Construction Management - Planning
  - Landscape Maintenance
  - Audits
  - Master Plan Development
  - Website Development
  - Information Technology Support
  - Legal Services
  - Insurance Brokerage
  
- Please feel free to mention any awards or recognition the agency has received.
  - Playful Cities - 2012
  
- Describe ongoing training and personnel policies.
  - Weekly Management Team Meetings
  - Monthly All Staff Meetings
  - Bi-Monthly Department Meetings
  - Standard Municipal Personnel Policies
  - California Parks and Recreation Society – Meetings and Trainings
  - California Special District Association – Meetings and Trainings
  - California Recreation and Park Districts - Meetings
  
- Are salaries and pay scales comparable/ competitive with regional and industry standards?
  - The District is currently undergoing a parody analysis of regional districts to adjust salaries and pay scales. This should be accomplished over the next 12-18 months.
  
- Is organization structure similar with like service providers?
  - Yes

**Municipal Service Review Information and Determinations**

**1. Growth and Population Projections (This provides the public with a “snapshot” of your community.)**

Type of Information to be provided:

- What is the current level of demand for services?

- Five acres per 1000 population
- What is the projected demand for services?
  - Varies by generation
- Please provide growth rate and population projections.
  - Future projections indicate that the growth rate is expected to increase at a decreasing rate. The projected population growth is 5.6% from 2009-2014, 5.6% from 2014-2019 and 5.5% 2019-2024 respectively. This would result in approximately 132,048 total residents in the service area by 2024. The number of households would also increase from 42,413 currently to 51,311 by 2024.
- Please provide any other information relevant to planning for future growth or changing demographics.
  - See attached “Facility/Amenity Standards, Levels of Service and Service Area Analysis”.

**LAFCo MSR Determination**

**LAFCo to Complete**

**2. Facilities and Programs**

**A. Facilities**

**Summary of Facilities (Parks, Physical Plant)**

| <b>NAME</b>        | <b>LOCATION</b>                                | <b>SIZE<br/>(Acres)</b> | <b>AMENITIES/SPECIAL FEATURES</b>  | <b>DESCRIPTION</b>  |
|--------------------|--|-------------------------|--|---|
| Alhstrom Park      | 2425 Zinfandel Drive, Rancho Cordova CA 95670  | 7                       | Picnic tables, barbeques, playground with play structure, little league field.                     | Adjacent to Cordova Lane Elementary School to its north.  |
| Argonaut Park      | 11825 Herodian Drive, Rancho Cordova CA95742   | 5.9                     | Picnic area, ½ basketball court, softball field, playground with play structure, and soccer field. |   |
| Countryside Park   | 3240 Glenmoor Drive, Rancho Cordova CA 95827   | 5                       | Picnic tables, barbeques, playground with play structure,  |   |
| Dave Robert's Park | 10805 Mapola Way, Rancho Cordova CA 95670      | 13                      | Playground with play structure, softball field, soccer fields, four tennis courts.                 | Between Williamson Elementary and Mitchell Middle School. |
| Eagle's Nest Park  | 11810 Chrysanthy Blvd, Rancho Cordova CA 95742 | 3.7                     | Picnic tables, barbeques, playground with play structures, basketball court, tennis courts.        |   |

| <b>NAME</b>       | <b>LOCATION</b>                                   | <b>SIZE<br/>(Acres)</b> | <b>AMENITIES/SPECIAL FEATURES</b>   | <b>DESCRIPTION</b> |
|-------------------|---|-------------------------|---|--------------------|
| Federspiel Park   | 2549 Chassella Way, Rancho Cordova, CA 95742      | 5                       | Bantam soccer field, picnic tables, and play ground with play structure.  |                    |
| Gold River Park   | 11513 Gold Country Blvd, Rancho Cordova, CA 95670 | 4                       | Horseshoe pits, soccer field, picnic tables, barbeques, playground with play structure and swings, and walking paths.                   |                    |
| Gold Station Park | 2360 New Eureka Way, Rancho Cordova, CA 95670     | 3                       | Picnic tables, barbeques, playground with play structure, bantam soccer field, drinking fountain, doggy pot, walkways, open play field. |                    |

**DRAFT**

|                            |   |     |   |   |
|----------------------------|---|-----|---|---|
| Hagan Park                 | 2197 Chase Drive, Rancho Cordova, CA 95670          | 80  | Three community center buildings, a corporation yard, two baseball fields, one softball field, four soccer fields, tennis courts, a swimming pool, petting zoo, live steam scale train yard, two play structures, dog park, two restrooms, barbeques, and picnic areas. |   |
| Henley Park                | 9343 Henley Way, Sacramento, CA 95670               | .5  | Picnic tables, barbeques, and tot lot with swings.  | Miniature park in Rosemont.                   |
| Independence Park          | 10949 Britton Way, Mather, CA 95655                 | 12  | Picnic tables, barbeques, restrooms, and a playground with play structure.  |   |
| Larchmont Park             | 2449 Stansberry Way, Sacramento, CA 95826           | 14  | 2 tennis courts, 1 bantam soccer field, 1 regulation soccer field, group picnic area, barbeques and playground with play structure.   |   |
| Larchmont/Rossmoor Park    | 10708 Ambassador Drive, Rancho Cordova, CA 95670    | 3   | Picnic tables, barbeque, and playground with swings.  |   |
| Lincoln Village Park       | 3480 Routier Road, Sacramento, CA 95827             | 17  | Softball field, 4 tennis courts, swimming pool, basketball court, playground with swings, group picnic area, horseshoe pits, and the Cordova Senior Center.   | Tennis courts and softball field are lighted. |
| Manlove Park               | 9150 Caldera Way, Sacramento, CA 95826              | 3   | Picnic tables and tot lot.  |   |
| Primrose Park              | 9122 Rose Parade Way, Sacramento, CA 95826          | 2.5 | Picnic tables, walkways, soccer field and tot lot with play structure.  |   |
| Rossmoor Park              | 31260 Prospect Hill Drive, Rancho Cordova, CA 95670 | 1.7 | Group picnic area, barbeque and basketball court, bantam soccer field, and playground with play structure.  |   |
| Riviera East Rosemont Park | 9580 Mira Del Rio Drive, Rancho Cordova, CA 95826   | 9.7 | 4 tennis courts, bantam soccer field, basketball court, group picnic area, playgrounds with play structure, tot lot, and group picnic areas.  | This park hosts Rosemont Little League.       |



**DRAFT**

|                     |   |     |  |   |
|---------------------|---|-----|--|---|
| Rosemont north Park | 3224 Huntsman Drive, Sacramento, CA 95826         | 3   | Picnic tables, barbeques, and playground with play structure.  |   |
| Rosswood Park       | 9456 Achates Circle, Sacramento, CA 95826         | 1   | Benches and playground with play structure and swing set.  | Miniature park  |
| Salmon Falls Park   | 8964 Salmon Falls Drive, Sacramento, CA 95826     | .5  | Walkway and doggy pot station.   | Serves as access to the north/south pedestrian bridge crossing Highway 50 |
| Sandpiper Park      | 11860 Appolon Drive, Rancho Cordova, CA 95742     | 5   | Picnic area, barbeques, playground with play structures, and soccer field.   |   |
| Sonoma Park         | 10750 Agria Court, Rancho Cordova ,CA 95670       | 4.3 | Concrete walkways, tot lot, playground and play structure with swing set, covered group picnic area and soccer field.  |   |
| Stone Creek Park    | 3625 Spoto Drive, Rancho Cordova ,CA 95670        | 21  | Large and small picnic areas, restrooms, concrete walkways, playground with play structure, water feature, basketball court, soccer fields, softball/youth baseball field, parking lot amphitheater and modular skateboard features. |   |
| Sunriver Park       | 11120 Moose River Court, Rancho Cordova, CA 95670 | 5   | Picnic tables, barbeques, ball field, basketball court, play structure with swing set and sand pit with water fountain.  | This park offers American River Parkway access.                           |

|              |   |     |   |  |
|--------------|---|-----|---|--|
| Taylor Park  | 2238 West La Loma Drive, Rancho Cordova, CA 95670 | 3   | Play structure, picnic tables, and barbeques.   |  |
| Tuscany Park | 3460 Corvina Drive, Rancho Cordova, CA 95670      | 4.7 | Covered group picnic area, play ground with rocking toys and play structure, soccer field, half basketball court, horseshoe pit, softball/youth baseball field and concrete walkways. |  |

|                        |   |                  |   |  |
|------------------------|---|------------------|---|--|
| Veterans Park          | 4530 Excelsior Road, Mather, CA 95655           | 6                | Play structure, tennis courts, basketball court, group picnic area, and barbeques.  |  |
| The Village Green Park | 3141 Bridgeway Drive, Rancho Cordova, CA 95670  | 3.6              | Shade structure, picnic area, splash park, restrooms, amphitheatre, sitting areas.  |  |
| White Rock Park        | 10490 White Rock Road, Rancho Cordova, CA 95670 | 13               | Two tennis courts, a swimming pool, a basketball court, play structure, a stage, horseshoe pits, restrooms, a community building, picnic areas, and a splash park play structure.   |  |
| Water Brook Park       | Water Brook Drive, Rancho Cordova, CA 95670     | 89 FT X 97 FT    | Benches, play ground with play structure.   |  |
| Cordova Golf Course    | 9425 Jackson Road, Rancho Cordova, CA 95826     | 80               | 18-hole public golf course consists of lighted driving range, pro shop, restaurant, and practice green.   |  |
| Mather Sports Center   | 3755 Schriever Avenue, Mather, CA 95655         | 30               | 8,000 sq. ft. gymnasium and additional rooms for dance, weights, and cardio exercises, three racquetball courts, locker rooms, and an office. Also on site is a baseball field, two soccer fields, three lit softball fields, four petanque courts, three lit and four unlit tennis courts, two horseshoe pits, a skate park, a popular walking/jogging track, playground and parking lots. | Located in the former Mather Air Force Base.   |
| Shooting Center        | 11551 Douglas Road, Sacramento CA               | 75               | Pistol, large bore rifle, skeet, trap and clay range.   |  |
| Senior Center          | 3480 Routier Road, Sacramento CA                | 8,500 sq. ft.    | Offers programs for seniors and the general community in arts and crafts, Senior Elderly Nutritional Program, bingo, fitness, health checks. Legal services, martial arts, trips, and special events.   |  |
| Streetscape – 1A       | Streetscapes for Village of Zinfandel           | See attached map | Side walk   | Side walk, sound wall, planter with misc plants, turf, irrigation, and entry wall all maintained by Cordova Recreation and Park District |

**DRAFT**

|                  |                                       |                  |                      |  |
|------------------|---------------------------------------|------------------|----------------------|--|
| Streetscape – 2A | Streetscapes for Village of Zinfandel | See attached map | Side walk            | Side walk, sound wall, mowing curb, planter with misc plants, entry wall, bike pathway, entry monument, turf, irrigation and fence, all maintained by Cordova Recreation and Park District   |
| Streetscape – 4B | Streetscapes for Village of Zinfandel | See attached map | Side walk            | Side walk, sound wall, mowing curb, planter with misc plants, planter with misc trees/shrubs w/mulch, turf, entry monument, irrigation and entry wall, all maintained by Cordova Recreation and Park District  |
| Open Space – 4B  | Streetscapes for Village of Zinfandel | See attached map | Open Space           | Fence, mowing curb, planter with misc trees/shrubs w/mulch, turf and irrigation, all maintained by Cordova Recreation and Park District  |
| Streetscape – 4C | Streetscapes for Village of Zinfandel | See attached map | Side walk            | Sound wall, side walk, planter with misc trees/shrubs w/mulch, turf, entry wall and irrigation, all maintained by Cordova Recreation and Park District   |
| Streetscape – 5  | Streetscapes for Village of Zinfandel | See attached map | Walkway and sidewalk | Sound wall, walkway, side walk, planter with misc trees/shrubs w/mulch including bikeway planters, turf, mowing curb, fence, bike pathway, entry monument, entry way and irrigation all maintained by Cordova Recreation and Park District                               |
| Streetscape – 6A | Streetscapes for Village of Zinfandel | See attached map | Side walk            | Sound wall, side walk, planter with misc trees/shrubs w/mulch, turf, entry way and irrigation all maintained by Cordova Recreation and Park District   |
| Streetscape- 6C  | Streetscapes for Village of Zinfandel | See attached map | Side walk            | Sound wall, side walk, planter with misc trees/shrubs w/mulch, turf, and irrigation all maintained by Cordova Recreation and Park District   |
| Streetscape – 8  | Streetscapes for Village of Zinfandel | See attached map | Side walk/Rest area  | Bollards, drinking fountains, lights, benches, sound wall, walk way, side walk, planter with misc trees/shrubs w/mulch, planter along pathway both sides misc trees/shrubs w/mulch, entry monument and irrigation all maintained by Cordova Recreation and Park District |

|                       |                                       |                  |                   |  |
|-----------------------|---------------------------------------|------------------|-------------------|--|
| Streetscape – Bikeway | Streetscapes for Village of Zinfandel | See attached map | Side walk         | Side walk, sound wall, planter with misc trees/shrubs w/mulch, turf, entry wall, fences, barrier, and irrigation all maintained by Cordova Recreation and Park District  |
| Open Space – Corridor | Streetscapes for Village of Zinfandel | See attached map | Walkway/Landscape | Turf, planting areas includes riparian areas and flood plains, trees, shrubs, walkways, fences, sound wall, mow curb, concrete pad, tables, bollards and irrigation all maintained by Cordova Recreation and Park District |

Please attach Facilities Map.

**Present and Planned Capacity of Public Facilities**

- What is the current and projected service capacity?
  - The current service capacity is 5 acres per 1000 population. Projected service capacity continues to be 5 acres per 1000 population
- What is the level of adequacy of services and facilities to serve current and future population?
  - District levels are currently adequate.
- What Performance Measures are used by the District to determine service adequacy?
  - The District uses a comparative analysis focusing both on districts in the area and national standards and a “needs” based survey conducted between 2005 and 2010.

**Infrastructure Needs or Deficiencies/Capital Improvement Program**

- Describe the District’s Capital Improvement Program, as applicable.
  - A legitimate capital improvement program currently does not exist
- Describe deferred maintenance strategy.
  - The District intends to contract for a reserve survey which will be the basis for establishing an appropriate reserve policy.
  - Once policy is established the District will develop a deferred maintenance strategy.
- Describe policies and practices for depreciation and replacement of infrastructure.
- How will new or upgraded infrastructure and deferred maintenance be financed?

- List infrastructure deficiencies, if any; indicate if deficiencies have resulted in permit or other regulatory violations; if necessary, explain how deficiencies will be addressed.
- Provide evidence of compliance with applicable regulatory standards (for example, CA R-39-97 (Certified Playground Safety Standards) for Recreation and Parks Districts)

**B. Programs**

**Summary of Programs (Recreation, Education, Conservation, etc.)**

| NAME                      | LOCATION(S)  | SIZE<br>(# Participants)                  | DESCRIPTION  |
|---------------------------|--|---|--|
| Adults 50+ Programming    | Senior Activities Center,<br>3480 Routier Rd.<br>Sacramento, CA 95827                      | Average 10-20 per class,<br>but does vary | Fitness, Computers, Art,<br>Dance and self help<br>classes plus daily meals<br>and special events each<br>month.                                       |
| Sports for youth & adults | Mather Sports Center<br>3755 Schriever Ave<br>Mather, CA 95655 and<br>other various fields | Varies by activity.                       | Leagues, rentals, clinics<br>and camps.<br>Daily use of gym,<br>racquetball courts,<br>weight room and cardio<br>room.                                 |
| Youth programming         | Riverview Community<br>Center, Cordova<br>Community Center and<br>some school facilities.  | Varies by<br>activity/program             | Preschool program,<br>cooking, music, art,<br>theater, dance, science<br>and Tiny tot programs<br>Day Camps during<br>school breaks.                   |
| Adult Leisure Programming | Riverview Community<br>Center, Senior Activities<br>Center, Schools & Parks                | Varies by activity/class                  | Computer, Dance,<br>Fitness, Music, Self-<br>help, Martial Arts and<br>Dog obedience classes   |
| Aquatics                  | Cordova Community,<br>Lincoln Village and<br>Rosemont High School<br>pools                 | Varies                                    | Recreational swim team,<br>synchronized swimming<br>team, swim lessons,<br>public swim, fitness<br>classes and water<br>safety/lifeguarding<br>classes |

**LAFCo Determination**

LAFCo to Complete

**3. Financial Information**

**Budget (Please attach current budget.)**

**Revenue**

- Describe all revenue sources (i.e., property taxes, special taxes, service charges, fees, rentals, assessments, grants, etc.).

|  |                          |
|--|--------------------------|
| <b><i>Describe all revenue sources</i></b> | <b><u>11,827,890</u></b> |
| Current Secured Taxes                      | 2,716,654                |
| Mello Roos Fees                            | 2,287,170                |
| City Park Renovation/Off Site Fees         | 1,573,486                |
| Recreation Programs                        | 1,278,525                |
| Golf Course Operations                     | 1,133,000                |
| Tax Assessments                            | 1,044,892                |
| In Lieu Fees                               | 438,964                  |
| Prop 12/40 Per Capita Bond Act             | 403,706                  |
| Donations and Development Recoup           | 165,000                  |
| State Competitive Grants                   | 150,882                  |
| Resale Revenue                             | 130,000                  |
| Current Unsecured Taxes                    | 125,611                  |
| CDBG and HUD appropriations                | 75,000                   |
| Delinquent (Teeter)                        | 65,000                   |
| Unitary Taxes                              | 65,000                   |
| Lease Property, (2) Cell Towers            | 53,000                   |
| Homeowners Tax Sub (Hopters)               | 25,000                   |
| Insurance Reimbursement                    | 23,000                   |
| Miscellaneous Donations/Grants             | 21,000                   |
| Concessions                                | 20,000                   |
| Interest Income                            | 10,500                   |
| Miscellaneous Revenue                      | 10,000                   |
| Current Supplemental Taxes                 | 5,000                    |
| Prior Unsecured                            | 4,000                    |
| Concessions, Vending                       | 1,500                    |
| Prior Delinquent (Teeter)                  | 1,000                    |
| Penalties Income                           | 1,000                    |

**Rates, Fees, Charges, and Assessments**

- Describe rate setting methodology.
  - Rates are established by comparative analysis and the determination of type of program or service requirement as follows:
    - Full Cost Plus Target Income Increment
    - Full Cost
    - Subsidized

These targets are defined in program and service by the following three determiners:

- Equity – those who benefit from the service should pay for the service 100%.
  - Public – Normally would have no user fee and is subsidized with tax revenue.
  - Merit – has a combined level of Equity and Public benefit and can be priced on a variable rate for partial or full recovery.
- Explain constraints associated with agency’s ability to generate revenue. What options are available – special assessments/ special taxes/ increases in sales tax/impact fees/grants, etc.?

The largest percentage amount of funds the District receives is Property Tax revenue, allocated by the County of Sacramento on a bi-annual basis. Economic volatility can affect the District ability to project this funding into future fiscal periods, and even when predicted the receipt of funds is seven months into the fiscal year creating a restraint. Operational revenues such as Recreation Classes, Building Rentals and Special Events are also impacted by the economy.

- Please provide a comparison of rates and charges with similar service providers (favorable or less so).

Our golf operations and fees charged to the public are the lowest rates in the region (favorable). Rental rates for facilities and recreational program services are comparable to other nearby Recreation & Park Districts offering similar services (status quo).

- Describe revenue constraints.
  - As noted above the District is reliant on our users to have discretionary income to access our programs and facilities.

Current economic conditions have yielded a decrease in program revenue.

- A decrease in home values has decreased tax revenue to the District.

### **Expenditures**

- Describe the agency's Service Levels compared to industry standards and measurements.
  - The District is currently revising standards and is not in a position to adequately assess.
- Describe the Cost of Service compared to industry standards and measurements.
  - Currently the District looks to be competitive with other districts within the region as well as other adjacent municipalities.

### **Assets, Liabilities, Debt, Equity, and Reserves**

- Provide the Book Value of Assets.
  - After accumulated depreciation, the value of assets is estimated at \$55,555,484
- Provide a list of equipment, land, and other fixed assets.
  - See Attached Document
- Provide a summary of long term debt and liabilities.

Currently the District owes \$3.4 million in capitalized lease obligations (excluding interest). Bi-annual payments are made in March and September in the amount of \$154,568. Total obligation ends September 2027.

- Explain the agency's bond rating; discuss reason for rating. Discuss amount and use of existing debt. Describe proposed financing and debt requirements.

The bond rating for the District is estimated to be (A-), according to Standards and Poor's rating system calculation. We have used debt to finance projects that are not grant funded and are facilities/structures that will be used by the public in future years (deferred).



- Describe policies and procedures for investment practices

The District utilizes the County of Sacramento and the City of Rancho Cordova for holding treasury and other liquid funds. Please review the investment policy of the pooled Investment Fund (attached) and Investments in LAIF/CAMP (attached).

- Describe policies and procedures for establishing and maintaining reserves/retained earnings.
  - What is the dollar limit of reserves/retained earnings?
  - What is the ratio of undesignated, contingency, and emergency reserves to annual gross revenue?

The maximum amount of reserves the District is allowed to carry per our financial policy is \$1,774,183 (or 15% of the total budget).

**Summary of Revenue Sources**

**See Attached**

| <b>Fiscal Year</b>       | <b>2006/07</b> | <b>2007/08</b> | <b>2008/09</b> | <b>2009/10</b> | <b>Projected</b> |
|--------------------------|----------------|----------------|----------------|----------------|------------------|
| Property Taxes           |                |                |                |                |                  |
| Interest                 |                |                |                |                |                  |
| Rental Income            |                |                |                |                |                  |
| HPTR                     |                |                |                |                |                  |
| In-Lieu Fees             |                |                |                |                |                  |
| State & Federal Grants   |                |                |                |                |                  |
| Recreation Fees & Grants |                |                |                |                |                  |
| Miscellaneous            |                |                |                |                |                  |
| Fund Balance Avail.      |                |                |                |                |                  |
| <b>Total</b>             |                |                |                |                |                  |

**Summary of Expenditures**

| <b>Fiscal Year</b>  | <b>2006/07</b> | <b>2007/08</b> | <b>2008/09</b> | <b>2009/10</b> | <b>Projected</b> |
|---------------------|----------------|----------------|----------------|----------------|------------------|
| Salaries & Wages    |                |                |                |                |                  |
| Services & Supplies |                |                |                |                |                  |

|                                   |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|
| Long-Term Debt                    |  |  |  |  |  |
| Capital Improvements <sup>1</sup> |  |  |  |  |  |
| Equipment                         |  |  |  |  |  |
| Contingency <sup>2</sup>          |  |  |  |  |  |
| <b>Total</b>                      |  |  |  |  |  |

- 1. Identify Sources of Funding:
- 2. Fixed or Variable?

**Summary of Financial and Operational Information 2011-12**

|  |   |   |
|--|---|---|
| Population                             | 110,621<br>(2010)                               |   |
| Area Served                            | City of Rancho Cordova; Unincorporated<br>Areas |   |
| Developed Real Estate                  |   |   |
| Undeveloped Real Estate                |   |   |
| Service Standard Ratios                | 5 per 1,000                                     |   |
| Full Time Employees                    | 36  |   |
| Average Part-Time Employees            | 65/24 ; Part-<br>Time/Seasonal                  |   |
| Total Annual Budget                    | \$12,744,874                                    |   |
| Per Capita Spending                    | \$115.21  |   |
| Total Annual Administrative Costs      | \$1,866,822                                     |   |
| % Annual Administrative Costs to Total | 15%   |   |
| Estimated Deferred Maintenance         |   |   |
| Average Capital Improvements (5 years) | \$5,754,475                                     |   |
| Reserve Amount                         | \$713,424                                       |   |
| Operational Cost per Employee          | \$135,007                                       | (total expenditures divided by FTE)     |
| Average Property Tax Rate              | \$61.06   | (total taxes WE receive divided by pop) |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. For example, Park acres per 1000 residents

**LAFCo Determination**

**LAFCo to Complete**

**4. Status of and Opportunities for Innovation and Shared Facilities**

- Describe existing and/or potential shared facilities, infrastructure, and staff. Describe any joint power agreements or other agreements for sharing resources with other agencies.
  - Because of its size, the District has four school districts (Folsom – Cordova, Sacramento city, San Juan, and Elk Grove), portions of unincorporated Sacramento County, and the entire City of Rancho Cordova within its boundaries.
  - School Districts: Currently the District has in place Joint Use Agreements with Folsom-Cordova, San Juan, and Sacramento City School Districts. The District is currently in negotiations with the Elk Grove School District to develop a Joint Use Agreement.
  
- Describe existing and/or potential joint use planning.
  - As stated above the District has agreements for use of facilities with the school districts within its boundaries.
  - The District continuously explores potential joint development projects with new development.

- Describe existing and/or potential duplication with existing or planned facilities or services with other agencies.
  - The District had the potential to duplicate facilities in future developments.
  - Through the Strategic Master Plan process the District identified a number of facilities that could be duplicated and removed them from the projected 30 year development plan.
  
- Describe availability of any excess capacity to serve customers or other agencies.
  - The District has the ability to act as a scheduler for all recreational properties within its boundaries.
  - The District is working within the framework of its Joint Use Agreements to establish this procedure.
  - The District is working with youth athletic associations to better manage and schedule facilities.
  - The District has the ability to greater utilize facilities and expand programming throughout the service area.
  
- Describe any economies of scale in shared purchasing power, and any other cost-sharing opportunities that can be implemented by joint use or sharing resources.
  - There is potential to bulk purchase grounds maintenance materials with our school districts.
  
- Describe any duplication (overlap), or gaps in services or boundaries.
  - None
  
- Describe ongoing cost avoidance practices. (For example, if you hire contract vs. in-house employees, is the bidding process cost effective and efficient)?
  - None
  
- Describe any opportunities to reduce overhead and operational costs.
  - The District underwent extensive layoffs and operational reductions in January of 2012
  
- Describe any opportunities to reduce duplication of infrastructure.
  - As an outcome of reorganization some positions have been collapsed and duties have been streamlined within departments.
  
- Identify any areas outside agency boundary which could be efficiently served by existing or proposed agency facilities.
  - The Cordova Hills development, which is adjacent to the east boundary of the district, has the potential of being annexed and incorporated within the service area.
  
- Identify any areas within agency boundary which could be more efficiently served by another agency.

- None
- Are your service plans compatible with those of other local agencies?
  - Yes

**LAFCo Determination**

LAFCo to Complete

**5. Accountability for Community Service Needs, including Governmental Structure and Operational Efficiencies**

- Explain the composition of the agency's governing board.
  - Number of Directors: Five (5) Elected Board Members
  - Nature/ Length of Terms: Elected/Four (4) Year Terms
  - Is governing body landowner or population based? No
  - Are Directors elected or appointed? Elected
  - Are elections or appointments at large or by district? At Large
- Explain compensation and benefits provided to the governing board, including any benefits that continue after term of service.
  - Compensated \$100 per meeting. No continuous benefit after service.
- Where and how frequently does the governing board meet?
  - Once per month and special meetings as required.
- Describe rules, procedures, and programs for public notification of agency operations, meetings, programs, etc.
  - The District follows all procedures as prescribe by the Brown Act

- How is public participation encouraged?
  - Post all agendas and notification in local publications as to time and date of meeting.
- Are meetings accessible to the public, i.e., evening meetings, adequate meeting space, etc.?
  - Yes
- Describe public education/outreach efforts, (i.e., newsletters, bill inserts, website, etc.) The District utilizes the following:
  - Web Page
  - Program Activity Guide
  - Email Notifications
  - Mail Notifications
  - Social Media
- Describe level of public participation, and ways that staff and Directors are accessible to the public.
  - Public participates via email, phone, staff and Directors attendance at community meetings, and District public meetings.
- Describe ability of public to access information and agency reports.
  - Access to documents and information can be in person at the District office or via the District webpage.
- Describe any opportunities to eliminate service islands, peninsulas and other illogical service areas.
  - The District is contiguous with no islands or extensions outside of the boundaries of the service area.

**LAFCo Determination**

LAFCo to Complete

**6. Issues, Concerns and Opportunities**

Please provide information regarding any issues or concerns related to operations (financial, managerial, legal, organizational, etc.)

- Compliance with Environmental Justice requirements.<sup>1</sup>  
The District complies with all regulations as prescribe by the County of Sacramento, State of California, and Federal Government.
- Compliance with regulatory reporting requirements.  
The District is current in compliance and reporting to all the appropriate County, State, and Federal agencies.
- Compliance with regulatory agencies and public health and safety issues.  
The District is proactive in partnership with the insurance organization representing the District (CAPRI) in maintaining compliance with all public health and safety requirements and issues.

1. LAFCo definition of "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.

**LAFCo Determination**

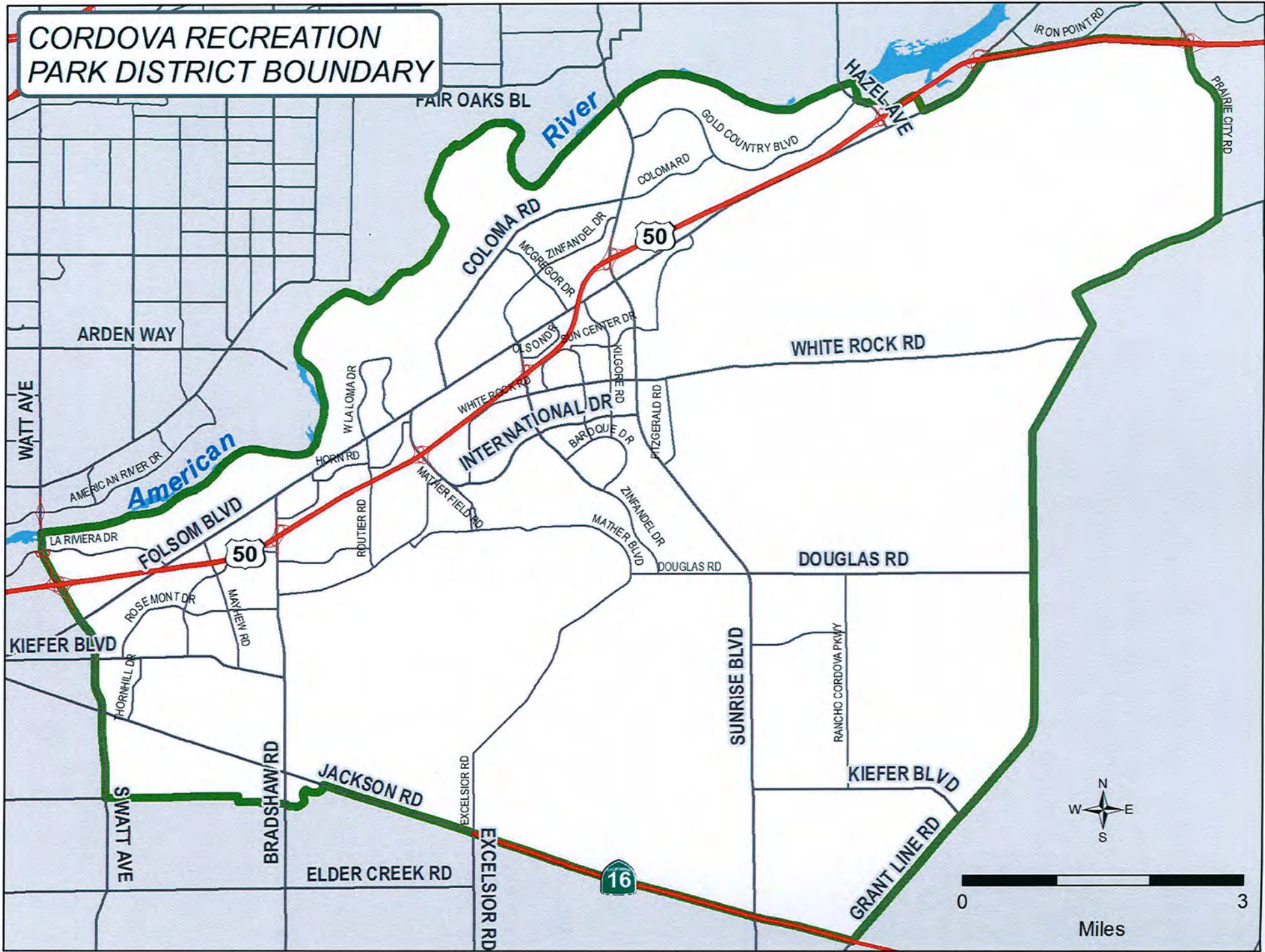
To be completed by LAFCo

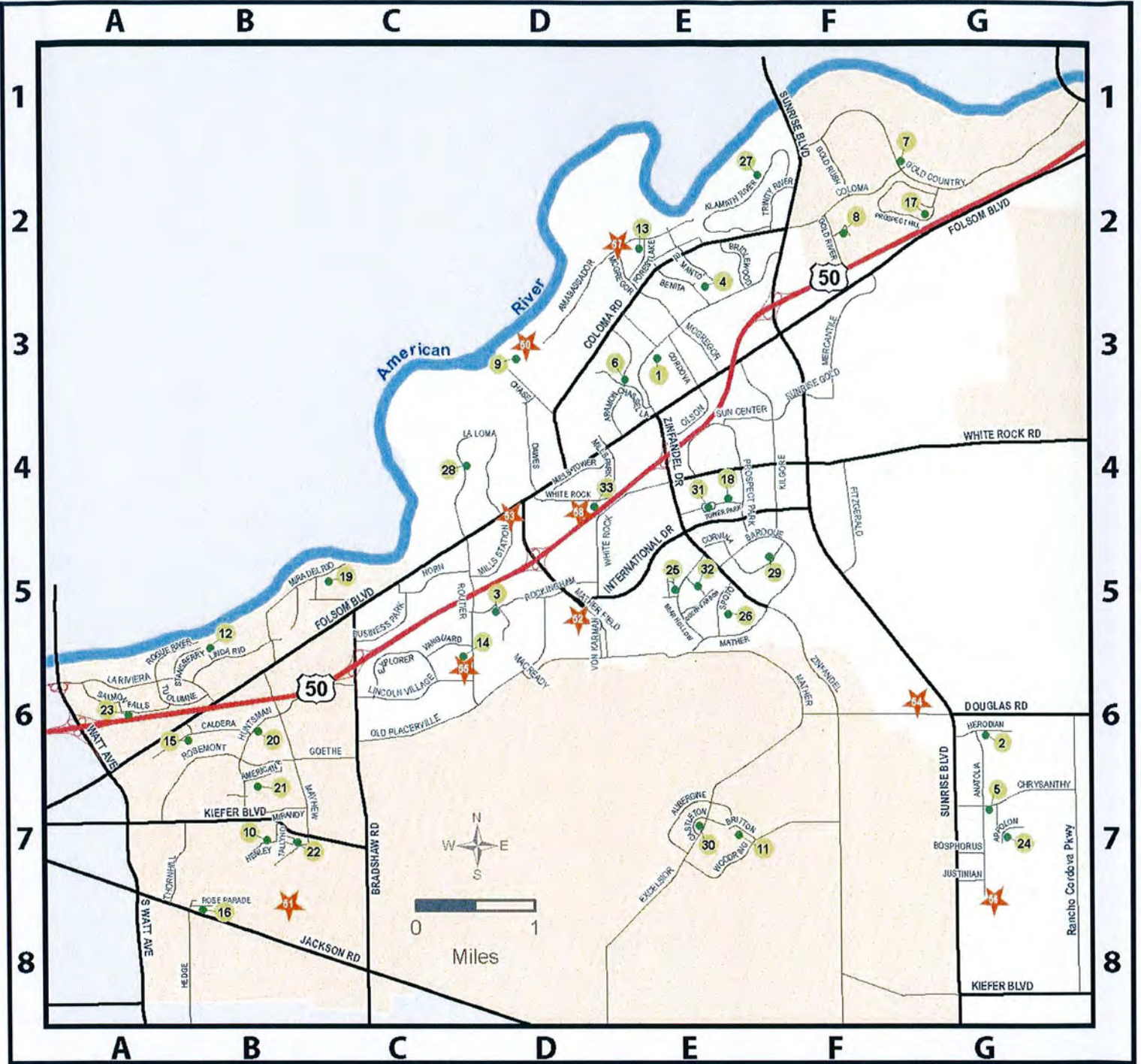
Attachments:



District Map  
Facilities Map  
Organization Chart  
Budget

# CORDOVA RECREATION PARK DISTRICT BOUNDARY



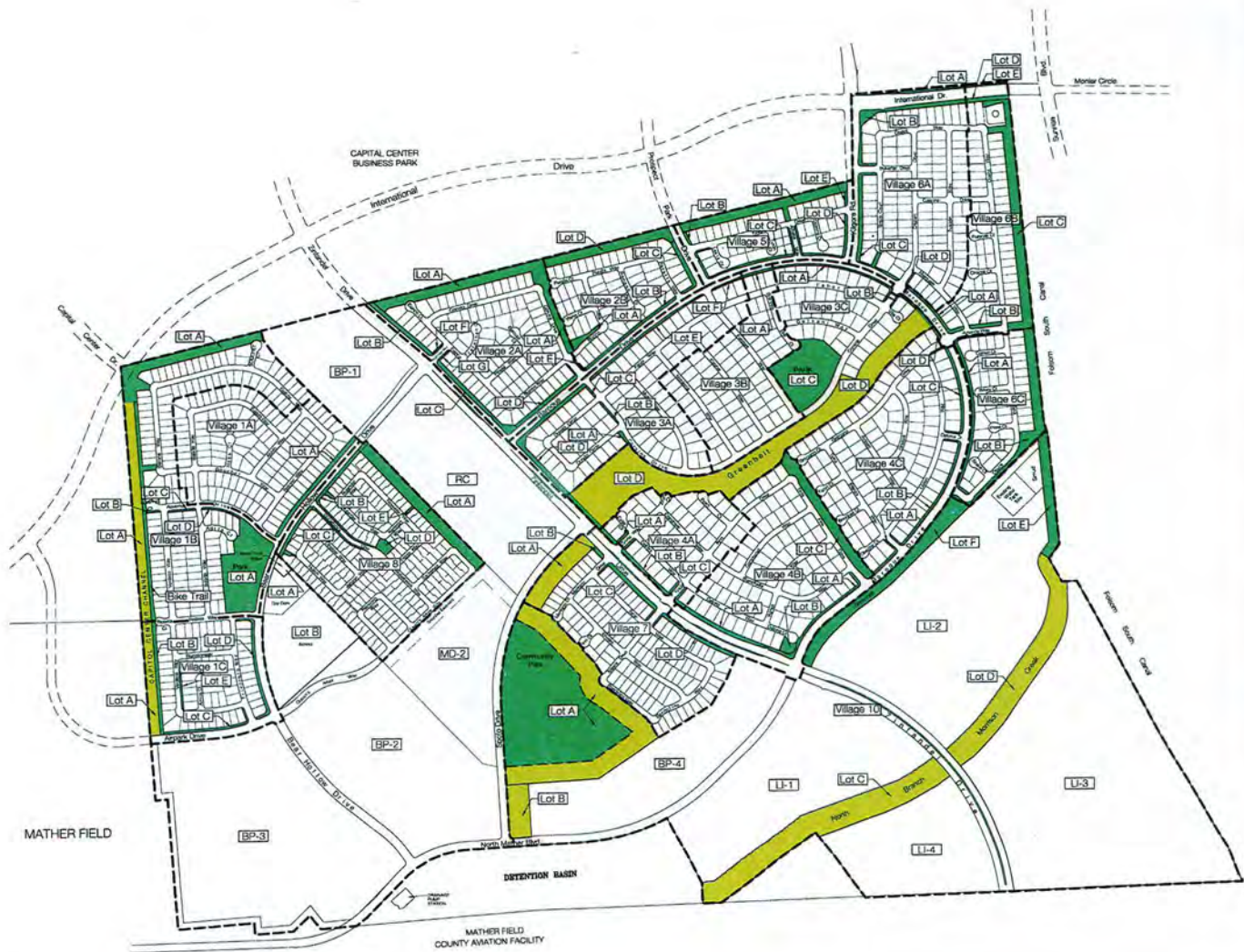


## Facilities

|    | PARK NAME AND ADDRESS                                  | AREA                | MAP LOCATION |
|----|--|---------------------|--------------|
| 50 | Cordova Community Center   2197 Chase Drive            | Rancho Cordova Area | D3           |
| 51 | Cordova Golf Course   9425 Jackson Road                | Rosemont Area       | B7/B8        |
| 52 | Mather Sports Center   3755 Schriever Avenue           | Mather Area         | D5           |
| 53 | Mills Station Pavilion   2900 Mather Field Road        | Rancho Cordova Area | D4           |
| 54 | Cordova Shooting Center   11551 Douglas Road           | Anatolia Area       | F6           |
| 55 | Cordova Senior Activities Center   3480 Routier Road   | Rancho Cordova Area | C6           |
| 57 | Riverview Community Center   10700 Ambassador Drive    | Rancho Cordova Area | D2/E2        |
| 58 | White Rock Community Clubhouse   10488 White Rock Road | Rancho Cordova Area | D4           |

# Parks

|    | <b>PARK NAME AND ADDRESS</b>                            | <b>AREA</b>         | <b>MAP LOCATION</b> |
|----|---|---------------------|---------------------|
| 1  | Ahlstrom Park   2425 Zinfandel Drive                    | Rancho Cordova Area | E3                  |
| 2  | Argonaut Park   11825 Herodian Drive                    | Anatolia Area       | G6                  |
| 3  | Countryside Park   3240 Glenmoor Drive, Sac             | Rancho Cordova Area | D5                  |
| 4  | Dave Roberts Park   10805 Mapola Way                    | Rancho Cordova Area | E2/E3               |
| 5  | Eagle's Nest Park   11810 Chrysanthy Blvd.              | Anatolia Area       | G7                  |
| 6  | Federspiel Park   2549 Chassella Way                    | Rancho Cordova Area | E3                  |
| 7  | Gold River Park   11513 Gold Country Blvd., Gold River  | Gold River Area     | F2                  |
| 8  | Gold Station Park   2360 New Eureka Way, Gold River     | Gold River Area     | F2                  |
| 9  | Hagan Community Park   2197 Chase Drive                 | Rancho Cordova Area | D3                  |
| 10 | Henley Park   9343 Henley Way, Sac                      | Rosemont Area       | B7                  |
| 11 | Independence Park   10949 Britton Way, Mather           | Mather Area         | E7                  |
| 12 | Larchmont Community Park   2449 Stansberry Way, Sac     | Larchmont Area      | B5                  |
| 13 | Larchmont / Rossmoor Park   10708 Ambassador Drive      | Larchmont Area      | D2                  |
| 14 | Lincoln Village Community Park   3480 Routier Road, Sac | Rancho Cordova Area | C6                  |
| 15 | Manlove Park   9150 Caldera Way, Sac                    | Rosemont Area       | A6/B6               |
| 16 | Primrose Park   9122 Rose Parade Way, Sac               | Rosemont Area       | B8                  |
| 17 | Prospect Hill Park   11840 Prospect Hill Drive          | Gold River Area     | F2                  |
| 18 | Renaissance   3125 Mowbray Way                          | Rancho Cordova Area | E4                  |
| 19 | Riviera East Park   9580 Mira Del Rio Drive             | Larchmont Area      | B5                  |
| 20 | Rosemont North Park   3224 Huntsman Drive, Sac          | Rosemont Area       | B6                  |
| 21 | Rosemont Park   9326 Americana Drive, Sac               | Rosemont Area       | B7                  |
| 22 | Rosswood Park   9460 Achates Circle, Sac                | Rosemont Area       | B7                  |
| 23 | Salmon Falls Park   8964 Salmon Falls Drive, Sac        | Larchmont Area      | A6/B6               |
| 24 | Sandpiper Park   11830 Applolon Drive                   | Anatolia Area       | G7                  |
| 25 | Sonoma Park   10750 Agria Court                         | Rancho Cordova Area | E5                  |
| 26 | Stone Creek Park   3625 Spoto Drive                     | Rancho Cordova Area | E5                  |
| 27 | Sunriver Park   11120 Moose River Court                 | Rancho Cordova Area | E2/E3               |
| 28 | Taylor Park   2238 West La Loma Drive                   | Rancho Cordova Area | C4/D4               |
| 29 | Tuscany Park   3460 Corvina Drive                       | Rancho Cordova Area | E5                  |
| 30 | Veteran's Park   4530 Excelsior Road, Mather            | Mather Area         | E7                  |
| 31 | Village Green   3141 Bridgeway Drive                    | Rancho Cordova Area | E4                  |
| 32 | Waterbrook Park   Water Brook Drive                     | Rancho Cordova Area | E5                  |
| 33 | White Rock Community Park   10488 White Rock Road       | Rancho Cordova Area | D4                  |



| Landscape Area |            | Landscape Area          |              |              |            |
|----------------|------------|-------------------------|--------------|--------------|------------|
| Village 1A     | Lot A      | 28,388 SF               | Village 4C   | Lot A        | 9,425 SF   |
| Village 1B     | Lot A      | 231,224 SF              | Lot B        | 20,700 SF    |            |
| Lot B          | 1,798 SF   | Lot C                   | 16,719 SF    |              |            |
| Lot C          | 3,006 SF   | Lot D                   | 2,215 SF     |              |            |
| Lot D          | 4,599 SF   | Lot E                   | 46,149 SF    |              |            |
| Blk Total      | 47,331 SF  | Village 5               | Lot A        | 97,887 SF    |            |
| Night, Peak    | 176,815 SF | Lot B                   | 7,067 SF     |              |            |
| Total          | 287,847 SF | Lot C                   | 18,819 SF    |              |            |
| Village 1C     | Lot A      | 93,803 SF               | Lot D        | 13,773 SF    |            |
| Lot B          | 22,109 SF  | Lot E                   | 2,171 SF     |              |            |
| Lot C          | 13,966 SF  | Total                   | 134,017 SF   |              |            |
| Total          | 873,624 SF | Village 6A              | Lot A        | 9,224 SF     |            |
| Village 2A     | Lot A      | 136,526 SF              | Lot B        | 35,643 SF    |            |
| Lot B          | 18,263 SF  | Lot C                   | 30,376 SF    |              |            |
| Lot C          | 25,780 SF  | Lot D                   | 1,780 SF     |              |            |
| Lot D          | 18,000 SF  | Lot E                   | 77,012 SF    |              |            |
| Lot E          | 1,395 SF   | Village 6B              | Lot A        | 12,704 SF    |            |
| Lot F          | 1,451 SF   | Lot B                   | 7,100 SF     |              |            |
| Lot G          | 1451 SF    | Lot C                   | 141,234 SF   |              |            |
| Total          | 202,891 SF | Lot D                   | 9,584 SF     |              |            |
| Village 2B     | Lot A      | 3,131 SF                | Lot E        | 3,131 SF     |            |
| Lot B          | 10,845 SF  | Total                   | 172,750 SF   |              |            |
| Lot C          | 17,260 SF  | Village 7C              | Lot A        | 30,114 SF    |            |
| Lot D          | 13,300 SF  | Lot B                   | 97,263 SF    |              |            |
| Lot E          | 70,720 SF  | Lot C                   | 127,377 SF   |              |            |
| Total          | 111,855 SF | Village 7               | Lot A        | 84,736 SF    |            |
| Village 3A     | Lot A      | 2,651 SF                | Village 8    | Lot A        | 106,412 SF |
| Lot B          | 3,040 SF   | Lot B                   | 21,820 SF    |              |            |
| Lot C          | 1,818 SF   | Lot C                   | 20,830 SF    |              |            |
| Lot D          | 26,815 SF  | Lot D                   | 9,730 SF     |              |            |
| Lot E          | 19,619 SF  | Lot E                   | 1,750 SF     |              |            |
| Lot F          | 3,324 SF   | Lot F                   | 1,750 SF     |              |            |
| Total          | 67,007 SF  | Total                   | 160,547 SF   |              |            |
| Village 3B     | Lot A      | 4,708 SF                | Village 9    | Lot A        | 10,719 SF  |
| Lot B          | 17,260 SF  | Lot B                   | 434,676 SF   |              |            |
| Lot C          | 13,300 SF  | Lot C                   | 445,650 SF   |              |            |
| Lot D          | 70,720 SF  | Village 10              | Common, Peak | 1,000,001 SF |            |
| Total          | 115,855 SF | Lot B                   | 84,590 SF    |              |            |
| Lot D          | 806,796 SF | Lot C                   | 281,487 SF   |              |            |
| Total          | 802,290 SF | Lot D                   | 280,610 SF   |              |            |
| Village 4A     | Lot A      | 7,127 SF                | Lot E        | 70,718 SF    |            |
| Lot B          | 16,629 SF  | Lot F                   | 156,401 SF   |              |            |
| Lot C          | 5,074 SF   | Total                   | 1,941,395 SF |              |            |
| Total          | 28,830 SF  | Zinfandel Drive Medians |              |              |            |
| Village 4B     | Lot A      | 42,469 SF               |              |              |            |
| Lot B          | 9,500 SF   |                         |              |              |            |
| Lot C          | 80,050 SF  |                         |              |              |            |
| Total          | 132,019 SF |                         |              |              |            |



Note:  
Drainage channel corridors are indicated with lighter green color for reference.

## Zinfandel Village at Stone Creek

### Landscape Composite Map

Elliott Homes, Inc.  
Rancho Cordova, California

 The HLA Group Landscape Architects & Planners, Inc.  
1050 Tenth Street, Suite 200 / Sacramento, California 95814  
916.447.7400 / 916.447.8270 fax / www.hlagroup.com

January 2, 2007  
  
  
 Scale 1"=200' 0"



**FINAL BUDGET  
FISCAL YEAR 2012-2013**

**SECTION: I  
BUDGET SUMMARY - DISTRICT WIDE**

**Statement of Income, Expenditures and Fund Balance**

|                     |                          | Budget            | 2011/2012           |                   |
|---------------------|--------------------------|-------------------|---------------------|-------------------|
|                     |                          | 2012/2013         | Actual <sup>1</sup> | Budget            |
| <b>REVENUE</b>      | <b>REVENUE</b>           |                   |                     |                   |
| \$11,827,890        | Taxation                 | 6,279,677         | 6,230,362           | 6,304,867         |
|                     | Interest and Subventions | 475,114           | 64,336              | 542,820           |
|                     | Grants                   | 2,224,074         | 1,908,886           | 3,849,254         |
|                     | Operations and Other     | 2,849,025         | 2,635,502           | 3,533,637         |
|                     |                          | <u>11,827,890</u> | <u>10,839,086</u>   | <u>14,230,578</u> |
| <br>                |                          |                   |                     |                   |
| <b>EXPENDITURES</b> | <b>EXPENDITURES</b>      |                   |                     |                   |
| \$12,744,874        | Salaries and Wages       | 3,363,889         | 3,268,484           | 3,881,919         |
|                     | Employee Benefits        | 1,517,296         | 1,497,256           | 1,713,518         |
|                     | Services and Supplies    | 3,894,149         | 3,055,725           | 3,886,655         |
|                     | Structures and Buildings | 3,059,590         | 2,254,923           | 4,993,151         |
|                     | Equipment                | 101,500           | 2,532               | 101,500           |
|                     | Resale Purchases         | 130,775           | 101,933             | 93,840            |
|                     | Indirect Costs           | 677,675           | 435,024             | 635,150           |
|                     |                          | <u>12,744,874</u> | <u>10,615,877</u>   | <u>15,305,733</u> |
| <br>                |                          |                   |                     |                   |
| <b>CONTINGENCY</b>  | Contingency Fund         | 468,752           | 112,390             | 357,326           |
| \$468,752           | Reserve Fund             | 713,424           | 492,462             | 492,462           |
|                     | Transfers In (Out)       | 35,000            | 594,139             | 364,236           |
|                     | Loan Debt Service        | 329,238           | 309,138             | 309,138           |
|                     | Beginning Fund Balance   | 2,543,398         | 2,269,179           | 2,269,179         |
| <br>                |                          |                   |                     |                   |
| <b>FUND BALANCE</b> | <b>FUND BALANCE</b>      |                   |                     |                   |
| \$0                 |                          | <u>0</u>          | <u>2,543,398</u>    | <u>0</u>          |

<sup>1</sup> All actual expenditures to construct this budget are May 1, 2011 through April 30, 2012

**CITY OF RANCHO CORDOVA**  
**Notes to Basic Financial Statements**  
**For the Year Ended June 30, 2010**

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

**H. *Investments in LAIF***

The City is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The City reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance is available for withdrawal on demand, and is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2010 these investments matured in an average of 203 days.

**I. *Investments in CAMP***

The City is a participant in the California Asset Management Program (CAMP). Oversight of CAMP is provided by a Board of Trustees, which consists of seven trustees. The trustees are appointed to the Board of Trustees from members of the governing body, officers, or full-time employees of a public agency that is a participant in the trust and approved annually by the participants. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by CAMP for the entire CAMP portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by CAMP, which are recorded on an amortized cost basis. There are no CAMP funds invested in derivatives as of June 30, 2010.



**SACRAMENTO COUNTY**

**Annual Investment Policy  
of the Pooled Investment Fund**

**CALENDAR YEAR 2012**

*Approved by the  
Sacramento County Board of Supervisors*

December 13, 2011  
Resolution No. 2011-0918



# Table of Contents

|       |  |    |
|-------|--|----|
| I.    | Authority .....  | 1  |
| II.   | Policy Statement.....  | 1  |
| III.  | Standard of Care.....  | 1  |
| IV.   | Investment Objectives .....  | 1  |
|       | A. Safety of Principal .....   | 1  |
|       | B. Liquidity .....   | 2  |
|       | C. Public Trust .....  | 2  |
|       | D. Maximum Rate of Return .....  | 2  |
| V.    | Pooled Investment Fund Investors .....                                     | 2  |
| VI.   | Implementation .....   | 2  |
| VII.  | Internal Controls.....   | 3  |
| VIII. | Sacramento County Treasury Oversight Committee.....                        | 4  |
| IX.   | Investment Parameters .....  | 4  |
|       | A. Investable Funds.....   | 4  |
|       | B. Authorized Investments .....  | 5  |
|       | C. Prohibited Investments.....   | 5  |
|       | D. Credit Requirements.....  | 5  |
|       | E. Maximum Maturities.....   | 6  |
|       | F. Maximum Concentrations.....   | 7  |
|       | G. Repurchase Agreements .....   | 8  |
|       | H. Community Reinvestment Act Program .....                                | 8  |
|       | I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers ..... | 8  |
|       | J. Investment Guidelines, Management Style and Strategy .....              | 9  |
|       | K. Approved Lists .....  | 9  |
|       | L. Calculation of Yield and Costs.....                                     | 9  |
| X.    | Reviewing, Monitoring and Reporting of the Portfolio .....                 | 10 |
| XI.   | Withdrawal Requests for Pooled Fund Investors .....                        | 10 |
| XII.  | Limits on Honoraria, Gifts and Gratuities.....                             | 10 |
| XIII. | Terms and Conditions for Outside Investors.....                            | 11 |
|       | Appendix A – Comparison and Interpretation of Credit Ratings .....         | 12 |

# Annual Investment Policy of the Pooled Investment Fund

CALENDAR YEAR 2012

## **I. Authority**

Under the Sacramento County Charter, the Board of Supervisors established the position of Director of Finance and by ordinance will annually review and renew the Director of Finance's authority to invest and reinvest all the funds in the County Treasury.

## **II. Policy Statement**

This Investment Policy (Policy) establishes cash management and investment guidelines for the Director of Finance, who is responsible for the stewardship of the Sacramento County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be judged by the standards of the Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to the Policy.

## **III. Standard of Care**

The Director of Finance is the Trustee of the Pooled Investment Fund and therefore, a fiduciary subject to the prudent investor standard. The Director of Finance, employees involved in the investment process, and members of the Sacramento County Treasury Oversight Committee (Oversight Committee) shall refrain from all personal business activities that could conflict with the management of the investment program. All individuals involved will be required to report all gifts and income in accordance with California state law. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Director of Finance shall act with care, skill, prudence, and diligence to meet the aims of the investment objectives listed in Section IV, Investment Objectives.

## **IV. Investment Objectives**

The Pooled Investment Fund shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for the Pooled Investment Fund are ranked in order of importance.

### **A. Safety of Principal**

The preservation of principal is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether they be from securities default or erosion of market value.

**B. Liquidity**

As a second objective, the Pooled Investment Fund should remain sufficiently flexible to enable the Director of Finance to meet all operating requirements that may be reasonably anticipated in any depositor's fund.

**C. Public Trust**

In managing the Pooled Investment Fund, the Director of Finance and the authorized investment traders should avoid any transactions that might impair public confidence in Sacramento County and the participating local agencies. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

**D. Maximum Rate of Return**

As the fourth objective, the Pooled Investment Fund should be designed to attain a market average rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein. For comparative purposes, the State of California Local Agency Investment Fund (LAIF) will be used as a performance benchmark. The Pooled Investment Fund quarterly performance benchmark target has been set at or above LAIF's yield. This benchmark was chosen because LAIF's portfolio structure is similar to the Pooled Investment Fund.

**V. Pooled Investment Fund Investors**

The Pooled Investment Fund investors are comprised of Sacramento County, school and community college districts, districts directed by the Board of Supervisors, and independent special districts whose treasurer is the Director of Finance. Any local agencies not included in this category are subject to California Government Code section 53684 and are referred to as outside investors.

**VI. Implementation**

In order to provide direction to those responsible for management of the Pooled Investment Fund, the Director of Finance has established this Policy and will provide it to the Oversight Committee and render it to legislative bodies of local agencies that participate in the Pooled Investment Fund. In accordance with California Government Code section 53646, et seq., the Board of Supervisors shall review and approve this Policy annually.

This Policy provides a detailed description of investment parameters used to implement the investment process and includes the following: investable funds; authorized instruments; prohibited investments; credit requirements; maximum maturities and concentrations; repurchase agreements; Community Reinvestment Act Program; criteria and qualifications of broker/dealers and direct issuers; investment guidelines, management style and strategy; Approved Lists; and calculation of yield and costs.

## **VII. Internal Controls**

The Director of Finance shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. To assist in implementation and internal controls, the Director of Finance has established an Investment Group and a Review Group.

The Investment Group, which is comprised of the Director of Finance and his/her designees, is responsible for maintenance of the investment guidelines and Approved Lists. These guidelines and lists can be altered daily, if needed, to adjust to the ever-changing financial markets. The guidelines can be more conservative or match the policy language. In no case can the guidelines override the Policy.

The Review Group, which is comprised of the Director of Finance and his/her designees, is responsible for the monthly review and appraisal of all the investments purchased by the Director of Finance and staff. This review includes bond proceeds, which are invested separately from the Pooled Investment Fund and are not governed by this Policy.

The Director of Finance shall establish a process for daily, monthly, quarterly, and annual review and monitoring of the Pooled Investment Fund activity. The following articles, in order of supremacy, govern the Pooled Investment Fund:

1. California Government Code
2. Annual Investment Policy
3. Current Investment Guidelines
4. Approved Lists (see page 9, Section IX.K)

The Director of Finance shall review the daily investment activity and corresponding bank balances.

Monthly, the Review Group shall review all investment activity and its compliance to the corresponding governing articles and investment objectives.

Quarterly, the Director of Finance will provide the Oversight Committee with a copy of the Pooled Investment Fund activity and its compliance to the annual Policy and California Government Code.

Annually, the Oversight Committee shall cause an annual audit of the activities within the Pooled Investment Fund to be conducted to determine compliance to the Policy and California Government Code. This audit will include issues relating to the structure of the investment portfolio and risk.

All securities purchased, with the exception of time deposits, money market mutual funds, LAIF and Wells Fargo's overnight investment fund, shall be delivered to the independent third-party custodian selected by the Director of Finance. This includes all collateral for repurchase agreements. All trades, where applicable, will be executed by delivery versus payment by the designated third-party custodian.

## **VIII. Sacramento County Treasury Oversight Committee**

In accordance with California Government Code section 27130 et seq., the Board of Supervisors, in consultation with the Director of Finance, has created the Sacramento County Treasury Oversight Committee (Oversight Committee). Annually, the Director of Finance shall prepare an Investment Policy that will be forwarded to and monitored by the Oversight Committee and rendered to Boards of all local agency participants. The Board of Supervisors shall review and approve the Policy during public session. Quarterly, the Director of Finance shall provide the Oversight Committee a report of all investment activities of the Pooled Investment Fund to ensure compliance to the Policy. Annually, the Oversight Committee shall cause an audit to be conducted on the Pooled Investment Fund. The meetings of the Oversight Committee shall be open to the public and subject to the Ralph M. Brown Act.

A member of the Oversight Committee may not be employed by an entity that has contributed to the campaign of a candidate for the office of local treasurer, or contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Oversight Committee. A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the Sacramento County Board of Supervisors or governing board of any local agency that has deposited funds in the county treasury while a member of the Oversight Committee. Finally, a member may not secure employment with, or be employed by bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the Oversight Committee or for one year after leaving the committee.

The Oversight Committee is not allowed to direct individual investment decisions, select individual investment advisors, brokers or dealers, or impinge on the day-to-day operations of the Department of Finance treasury and investment operations.

## **IX. Investment Parameters**

### **A. Investable Funds**

Total Investable Funds (TIF) for purposes of this Policy are all Pooled Investment Fund moneys that are available for investment at any one time, including the estimated bank account float. Included in TIF are funds of outside investors, if applicable, for which the Director of Finance provides investment services. Excluded from TIF are all bond proceeds.

The Cash Flow Horizon is the period in which the Pooled Investment Fund cash flow can be reasonably forecasted. This Policy establishes the Cash Flow Horizon to be one (1) year.

Once the Director of Finance has deemed that the cash flow forecast can be met, the Director of Finance may invest funds with maturities beyond one year. These securities will be referred to as the Core Portfolio.

### **B. Authorized Investments**

Authorized investments shall match the general categories established by the California Government Code sections 53601 et seq. and 53635 et seq. Authorized investments shall

include, in accordance with California Government Code section 16429.1, investments into LAIF. Authorization for specific instruments within these general categories, as well as narrower portfolio concentration and maturity limits, will be established and maintained by the Investment Group as part of the Investment Guidelines. As the California Government Code is amended, this Policy shall likewise become amended.

### **C. Prohibited Investments**

No investments shall be authorized that have the possibility of returning a zero or negative yield if held to maturity. These shall include inverse floaters, range notes, and interest only strips derived from a pool of mortgages.

All legal investments issued by a tobacco-related company are prohibited. A tobacco-related company is defined as an entity that makes smoking products from tobacco used in cigarettes, cigars, or snuff or for smoking in pipes. The tobacco-related issuers restricted from any investment are Alliance One, Altria Group, Inc., Auri Inc., British American Tobacco PLC, Imperial Tobacco Group PLC, Kirin International Holding Inc., Lorillard, Philip Morris International, Reynolds American, Inc., Schweitzer-Mauduit International Inc., Smokefree Innotec Inc., Star Scientific Inc., Universal Corp., and Vector Group, Ltd. Annually the Director of Finance and/or his designee will update the list of tobacco-related companies.

### **D. Credit Requirements**

Except for municipal obligations and Community Reinvestment Act (CRA) bank deposits and certificates of deposit, the issuer's short-term credit ratings shall be at or above A-1 by Standard & Poor's, P-1 by Moody's, and, if available, F1 by Fitch, and the issuer's long-term credit ratings shall be at or above A by Standard & Poor's, A2 by Moody's, and, if available, A by Fitch. There are no credit requirements for Registered State Warrants. All other municipal obligations shall be at or above a short-term rating of SP-1 by Standard & Poor's, MIG1 by Moody's, and, if available, F1 by Fitch. In addition, domestic banks are limited to those with a Fitch Individual bank rating of B or better. The Investment Group is granted the authority to specify approved California banks with Fitch Individual bank ratings of B/C or C but they must have a Support rating of 1 where appropriate. Foreign banks with domestic licensed offices must have a Fitch Sovereign rating of AAA and a Fitch Individual bank rating of B or better; however, a foreign bank may have a rating of B/C or C but they must have a Support rating of 1. Domestic savings banks must be rated B or better or may have a rating of B/C or C but they must have a Support rating of 1.

**Community Reinvestment Act Program Credit Requirements**

| Maximum Amount   | Minimum Requirements   |
|--|--|
| Up to the FDIC- or NCUSIF-insured limit for the term of the deposit                  | <b>Banks</b> — FDIC Insurance Coverage   |
|  | <b>Credit Unions</b> — NCUSIF Insurance Coverage<br><i>Credit unions are limited to a maximum deposit of the NCUSIF-insured limit since they are not rated by nationally recognized rating agencies and are not required to provide collateral on public deposits.</i> |
| Over the FDIC- or NCUSIF-insured limit to \$10 million<br><br>Collateral is required | (Any 2 of 3 ratings)<br>S&P: A-2<br>Moody's: P-2<br>Fitch: F-2   |

Eligible banks must have Community Reinvestment Act performance ratings of “satisfactory” or “outstanding” from each financial institution’s regulatory authority. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must place securities worth between 110% and 150% of the value of the deposit with the Federal Reserve Bank of San Francisco, the Home Loan Bank of San Francisco, or a trust bank.

Since credit unions do not have Community Reinvestment Act performance ratings, they must demonstrate their commitment to meeting the community reinvestment lending and charitable activities, which are also required of banks.

All commercial paper and medium-term note issues must be issued by corporations operating within the United States and having total assets in excess of one billion dollars (\$1,000,000,000).

The Investment Group may raise these credit standards as part of the Investment Guidelines and Approved Lists. Appendix A provides a Comparison and Interpretation of Credit Ratings by Standard & Poor’s, Moody’s, and Fitch.

**E. Maximum Maturities**

Due to the nature of the invested funds, no investment with limited market liquidity should be used. Appropriate amounts of highly-liquid investments, such as Treasury and Agency securities, should be maintained to accommodate unforeseen withdrawals.

The maximum maturity, determined as the term from the date of ownership to the date of maturity, for each investment shall be established as follows:

|   |                                    |
|---|------------------------------------|
| U.S. Treasury Notes and Agency Obligations .....    | 5 years                            |
| Bonds issued by local agencies .....                | 5 years                            |
| Registered State Warrants and Municipal Notes ..... | 5 years                            |
| Bankers Acceptances .....                           | 180 days                           |
| Commercial Paper .....                              | 270 days                           |
| Negotiable Certificates of Deposit.....             | 180 days                           |
| CRA Bank Deposit/Certificates of Deposit .....      | 1 year                             |
| Repurchase Agreements .....                         | 1 year                             |
| Reverse Repurchase Agreements .....                 | 92 days                            |
| Medium Term Corporate Notes.....                    | 180 days                           |
| Shares of a Money Market Mutual Fund .....          | (per SEC regulations) <sup>1</sup> |
| Collateralized Mortgage Obligations .....           | 180 days                           |

The Investment Group may reduce these maturity limits to a shorter term as part of the Investment Guidelines and the Approved Lists.

The ultimate maximum maturity of any investment shall be five (5) years. The dollar-weighted average maturity of all securities shall be equal to or less than three (3) years.

#### **F. Maximum Concentrations**

No more than 80% of the portfolio may be invested in issues other than United States Treasuries and Government Agencies. The maximum allowable percentage for each type of security is set forth as follows:

|   |                                |
|---|--------------------------------|
| U.S. Treasury and Agency Securities.....                    | 100%                           |
| Bonds issued by local agencies .....                        | 80%                            |
| Registered State Warrants and Municipal Notes .....         | 80%                            |
| Bankers Acceptances .....                                   | 40%                            |
| Commercial Paper .....                                      | 40%                            |
| Negotiable or CRA Bank Deposit/Certificates of Deposit..... | 30%                            |
| Repurchase Agreements .....                                 | 30%                            |
| Reverse Repurchase Agreements .....                         | 20%                            |
| Medium Term Corporate Notes.....                            | 30%                            |
| Shares of a diversified Money Market Mutual Fund.....       | 20%                            |
| Collateralized Mortgage Obligations .....                   | 20%                            |
| Local Agency Investment Fund (LAIF).....                    | (per State limit) <sup>2</sup> |

The Investment Group may reduce these concentrations as part of the Investment Guidelines and the Approved Lists.

<sup>1</sup> Money Market mutual funds are regulated by the Securities and Exchange Commission under §270.2a-7 and are required to maintain a dollar-weighted average portfolio maturity of 60 days or less.

<sup>2</sup> LAIF current maximum allowed is \$50 million.



No more than 10% of the portfolio, except Treasuries and Agencies, may be invested in securities of a single issuer including its related entities.

Where a percentage limitation is established above, for the purpose of determining investment compliance, that maximum percentage will be applied on the date of purchase.

### **G. Repurchase Agreements**

Under California Government Code section 53601, paragraph (j) and section 53635, the Director of Finance may enter into Repurchase Agreements and Reverse Repurchase Agreements. The maximum maturity of a Repurchase Agreement shall be one year. The maximum maturity of a reverse repurchase agreement shall be 92 days, and the proceeds of a reverse repurchase agreement may not be invested beyond the expiration of the agreement. The reverse repurchase agreement must be "matched to maturity" and meet all other requirements in the code.

All repurchase agreements must have an executed Sacramento County Master Repurchase Agreement on file with both the Director of Finance and the Broker/Dealer. Repurchase Agreements executed with approved broker-dealers must be collateralized with either: (1) U.S. Treasuries or Agencies with a market value of 102% for collateral marked to market daily; or (2) money market instruments which are on the Approved Lists of the County and which meet the qualifications of the Policy, with a market value of 102%. Since the market value of the underlying securities is subject to daily market fluctuations, investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. Use of mortgage-backed securities for collateral is not permitted. Strictly for purposes of investing the daily excess bank balance, the collateral provided by the Sacramento County's depository bank can be Treasuries or Agencies valued at 110%, or mortgage-backed securities valued at 150%.

### **H. Community Reinvestment Act Program**

The Director of Finance has allocated within the Pooled Investment Fund, a maximum of \$90 million for the Community Reinvestment Act Program to encourage community investment by financial institutions, which includes community banks and credit unions, and to acknowledge and reward local financial institutions which support the community's financial needs. The Director of Finance may increase this amount, as appropriate, while staying within the investment policy objectives and maximum maturity and concentration limits. The eligible banks and savings banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. The minimum credit requirements are located on page 5 of Section IX.D.

### **I. Criteria and Qualifications of Brokers/Dealers and Direct Issuers**

All transactions initiated on behalf of the Pooled Investment Fund and Sacramento County shall be executed through either government security dealers reporting as primary dealers to the Market Reports Division of the Federal Reserve Bank of New York or direct issuers that directly issue their own securities which have been placed on the Approved List of

brokers/dealers and direct issuers. Further, these firms must have an investment grade rating from at least two national rating services, if available.

Brokers/Dealers and direct issuers which have exceeded the political contribution limits, as contained in Rule G-37 of the Municipal Securities Rulemaking Board, within the preceding four year period to the Director of Finance or any member of the governing board of a local agency or any candidate for those offices, are prohibited from the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer will be sent a copy of this Policy and a list of those persons authorized to execute investment transactions. Each firm must acknowledge receipt of such materials to qualify for the Approved List of brokers/dealers and direct issuers.

Each broker/dealer and direct issuer authorized to do business with Sacramento County shall, at least annually, supply the Director of Finance with audited financial statements.

#### **J. Investment Guidelines, Management Style and Strategy**

The Investment Group, named by the Director of Finance, shall issue and maintain Investment Guidelines specifying authorized investments, credit requirements, permitted transactions, and issue maturity and concentration limits which are consistent with this Policy.

The Investment Group shall also issue a statement describing the investment management style and current strategy for the entire investment program. The management style and strategy can be changed to accommodate shifts in the financial markets, but at all times they must be consistent with this Policy and its objectives.

#### **K. Approved Lists**

The Investment Group, named by the Director of Finance, shall issue and maintain various Approved Lists. These lists are:

1. Approved Domestic Banks for all legal investments.
2. Approved Foreign Banks for all legal investments.
3. Approved Commercial Paper and Medium Term Note Issuers.
4. Approved Money Market Mutual Funds.
5. Approved Firms for Purchase or Sale of Securities (Brokers/Dealers and Direct Issuers).
6. Approved Banks / Credit Unions for the Community Reinvestment Act Program.

#### **L. Calculation of Yield and Costs**

The costs of managing the investment portfolio, including but not limited to: investment management; accounting for the investment activity; custody of the assets; managing and accounting for the banking; receiving and remitting deposits; oversight controls; and indirect and overhead expenses are charged to the investment earnings based upon actual labor hours worked in respective areas. Costs of these respective areas are accumulated by specific cost

accounting projects and charged to the Pooled Investment Fund on a quarterly basis throughout the fiscal year.

The Department of Finance will allocate the net interest earnings of the Pooled Investment Fund quarterly. The net interest earnings are allocated based upon the average daily cash balance of each Pooled Investment Fund participant.

#### **X. Reviewing, Monitoring and Reporting of the Portfolio**

The Review Group will prepare and present to the Director of Finance at least monthly a comprehensive review and evaluation of the transactions, positions, performance of the Pooled Investment Fund and compliance to the California Government Code, Policy, and Investment Guidelines.

Quarterly, the Director of Finance will provide to the Oversight Committee and to any local agency participant that requests a copy, a detailed report on the Pooled Investment Fund. Pursuant to California Government Code section 53646, the report will list the type of investments, name of issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value, and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investment Fund's ability to meet the expected expenditure requirements for the next six months.

Each quarter, the Director of Finance shall provide to the Board of Supervisors and interested parties a comprehensive report on the Pooled Investment Fund.

Annually, the Director of Finance shall provide to the Oversight Committee the Investment Policy. Additionally, the Director of Finance will render a copy of the Investment Policy to the legislative body of the local agencies that participate in the Pooled Investment Fund.

#### **XI. Withdrawal Requests for Pooled Fund Investors**

The Director of Finance will honor all requests to withdraw funds for normal cash flow purposes that are approved by the Director of Finance at a one dollar net asset value. Any requests to withdraw funds for purposes other than immediate cash flow needs, such as for external investing, are subject to the consent of the Director of Finance. In accordance with California Government Code Sections 27133(h) and 27136, such requests for withdrawals must first be made in writing to the Director of Finance. When evaluating a request to withdraw funds, the Director of Finance will take into account the effect of a withdrawal on the stability and predictability of the Pooled Investment Fund and the interests of other depositors. Any withdrawal for such purposes will be at the market value of the Pooled Investment Fund on the date of the withdrawal.

#### **XII. Limits on Honoraria, Gifts, and Gratuities**

In accordance with California Government Code Section 27133(d), this Policy establishes limits for the Director of Finance; individuals responsible for management of the portfolios; and members of the Investment Group and Review Group who direct individual investment decisions, select individual investment advisors and broker/dealers, and conduct day-to-day investment

trading activity. The limits also apply to members of the Oversight Committee. Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual may receive aggregate gifts, honoraria, and gratuities in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. This limitation is \$420 for the period January 1, 2011, to December 31, 2012. Any violation must be reported to the State Fair Political Practices Commission.

### **XIII. Terms and Conditions for Outside Investors**

Outside investors may invest in the Pooled Investment Fund through California Government Code Section 53684. Their deposits are subject to the consent of the Director of Finance. The legislative body of the local agency must approve the Sacramento County Pooled Investment Fund as an authorized investment and execute a Memorandum of Understanding. Any withdrawal of these deposits must be made in writing 30 days in advance and will be paid based upon the market value of the Pooled Investment Fund. If the Director of Finance considers it appropriate, the deposits may be returned at any time to the local agency.

# Appendix A

## Comparison and Interpretation of Credit Ratings

| <b>Long Term Debt &amp; Individual Bank Ratings</b> |                |                |              |                                     |
|---|----------------|----------------|--------------|-------------------------------------|
| <b>Rating Interpretation</b>                        | <b>Moody's</b> | <b>S&amp;P</b> | <b>Fitch</b> | <b>Fitch Individual Bank Rating</b> |
| <i>Best-quality grade</i>                           | Aaa            | AAA            | AAA          | A                                   |
| <i>High-quality grade</i>                           | Aa1            | AA+            | AA+          | A                                   |
|   | Aa2            | AA             | AA           | A/B                                 |
|   | Aa3            | AA-            | AA-          | B                                   |
| <i>Upper Medium Grade</i>                           | A1             | A+             | A+           | B                                   |
|   | A2             | A              | A            | B/C                                 |
|   | A3             | A-             | A-           | B/C                                 |
| <i>Medium Grade</i>                                 | Baa1           | BBB+           | BBB+         | C                                   |
|   | Baa2           | BBB            | BBB          | C/D                                 |
|   | Baa3           | BBB-           | BBB-         | C/D                                 |
| <i>Speculative Grade</i>                            | Ba1            | BB+            | BB+          | D                                   |
|   | Ba2            | BB             | BB           | D                                   |
|   | Ba3            | BB-            | BB-          | D                                   |
| <i>Low Grade</i>                                    | B1             | B+             | B+           | D/E                                 |
|   | B2             | B              | B            | D/E                                 |
|   | B3             | B-             | B-           | D/E                                 |
| <i>Poor Grade to Default</i>                        | Caa            | CCC+           | CCC          | D/E                                 |
| <i>In Poor Standing</i>                             | -              | CCC            | -            | D/E                                 |
|   | -              | CCC-           | -            | D/E                                 |
| <i>Highly Speculative Default</i>                   | Ca             | CC             | CC           | D/E                                 |
|   | C              | -              | -            | E                                   |
| <i>Default</i>                                      | -              | -              | DDD          | E                                   |
|   | -              | -              | DD           | E                                   |
|   | -              | D              | D            | E                                   |

| <b>Short Term / Municipal Note Investment Grade Ratings</b> |                |                |              |
|---|----------------|----------------|--------------|
| <b>Rating Interpretation</b>                                | <b>Moody's</b> | <b>S&amp;P</b> | <b>Fitch</b> |
| <i>Superior Capacity</i>                                    | MIG-1          | SP-1+/SP-1     | F1+/F1       |
| <i>Strong Capacity</i>                                      | MIG-2          | SP-2           | F2           |
| <i>Acceptable Capacity</i>                                  | MIG-3          | SP-3           | F3           |

# Appendix A

## Short Term / Commercial Paper Investment Grade Ratings

| Rating Interpretation      | Moody's | S&P      | Fitch  |
|----------------------------|---------|----------|--------|
| <i>Superior Capacity</i>   | P-1     | A-1+/A-1 | F1+/F1 |
| <i>Strong Capacity</i>     | P-2     | A-2      | F2     |
| <i>Acceptable Capacity</i> | P-3     | A-3      | F3     |

## Fitch Support Ratings (related to Fitch Individual Bank Ratings)

| Rating | Interpretation  |
|--------|---|
| 1      | A bank for which there is an extremely high probability of external support. The potential provider of support is very highly rated in its own right and has a very high propensity to support the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'A-'.      |
| 2      | A bank for which there is a high probability of external support. The potential provider of support is highly rated in its own right and has a high propensity to provide support to the bank in question. This probability of support indicates a minimum Long-Term Rating floor of 'BBB-'.              |
| 3      | A bank for which there is a moderate probability of support because of uncertainties about the ability or propensity of the potential provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'BB-'.  |
| 4      | A bank for which there is a limited probability of support because of significant uncertainties about the ability or propensity of any possible provider of support to do so. This probability of support indicates a minimum Long-Term Rating floor of 'B'.  |
| 5      | A bank for which external support, although possible, cannot be relied upon. This may be due to a lack of propensity to provide support or to very weak financial ability to do so. This probability of support indicates a Long-Term Rating floor no higher than 'B-' and in many cases no floor at all. |

# Appendix A

## Fitch Sovereign Risk Ratings

| <i>Rating</i> | <i>Interpretation</i>   |
|---------------|---|
| AAA           | <b>Highest credit quality.</b> 'AAA' ratings denote the lowest expectation of default risk. They are assigned only in cases of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.   |
| AA            | <b>Very high credit quality.</b> 'AA' ratings denote expectations of very low default risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.   |
| A             | <b>High credit quality.</b> 'A' ratings denote expectations of low default risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.  |
| BBB           | <b>Good credit quality.</b> 'BBB' ratings indicate that expectations of default risk are currently low. The capacity for timely payment of financial commitments is considered adequate but adverse business or economic conditions are more likely to impair this capacity.  |
| BB            | <b>Speculative.</b> 'BB' ratings indicate an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time.   |
| B             | <b>Highly speculative.</b> 'B' ratings indicate that material default risk is present, but a limited margin of safety remains. Financial commitments are currently being met; however, capacity for continued payment is vulnerable to deterioration in the business and economic environment.  |
| CCC           | <b>High default risk.</b> Default is a real possibility.  |
| CC            | <b>Very high levels of credit risk.</b> Default of some kind appears probable.  |
| C             | <b>Exceptionally high levels of credit risk.</b> Default appears imminent or inevitable.  |
| D             | <p><b>Default.</b> Indicates a default. Default generally is defined as one of the following:</p> <ul style="list-style-type: none"> <li>• Failure to make payment of principal and/or interest under the contractual terms of the rated obligation;</li> <li>• The bankruptcy filings, administration, receivership, liquidation or other winding-up or cessation of the business of an issuer/obligor; or</li> <li>• The coercive exchange of an obligation, where creditors were offered securities with diminished structural or economic terms compared with the existing obligation.</li> </ul> |

**Summary of Revenue Sources and Expenditures for MSR**

**Compiled from Prior Budgets' Actual Figures**

**bim 92112**

| <b>Revenues</b>              | <b>2006/07 Fund Totals</b> | <b>2007/08 Fund Totals</b> | <b>2008/09 Fund Totals</b> | <b>2009/10 Fund Totals</b> | <b>Projected</b>  |
|------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| Property Taxes / Assessments | 5,972,083                  | 6,408,533                  | 6,590,685                  | 6,402,435                  | 6,477,316         |
| Interest                     | 126,146                    | 270,863                    | 74,253                     | 45,062                     | 46,500            |
| Rental Income                | 445,713                    | 424,433                    | 413,897                    | 405,199                    | 443,000           |
| HPTR                         | 48,375                     | 46,732                     | 45,728                     | 47,145                     | 42,500            |
| In Lieu Fees                 | 581,819                    | 5,752,304                  | 2,075,839                  | 462,042                    | 1,686,117         |
| State & Fed Grants           | 225,437                    | 216,471                    | 5,146,939                  | 1,023,429                  | 7,915,959         |
| Rec Fees & Grants            | 1,552,771                  | 1,647,803                  | 1,805,985                  | 1,101,278                  | 3,503,971         |
| Miscellaneous                | 500,836                    | 4,191,083                  | 281,775                    | 131,236                    | 421,000           |
| Fund Balance Available       | 2,233,126                  | 2,421,183                  | 3,692,065                  | 3,247,075                  | 3,160,820         |
| <b>Total</b>                 | <b>11,686,306</b>          | <b>21,379,406</b>          | <b>20,127,167</b>          | <b>12,494,268</b>          | <b>23,697,183</b> |
| <b>Expenditures</b>          |                            |                            |                            |                            |                   |
| Salaries & Wages             | 3,878,530                  | 3,289,959                  | 3,217,514                  | 4,318,787                  | 6,163,631         |
| Services and Supplies        | 2,912,492                  | 3,280,632                  | 3,484,347                  | 2,745,567                  | 4,803,691         |
| Long Term Debt               | 0                          | 492,930                    | 647,500                    | 647,500                    | 666,871           |
| Capital Improvements (a)     | 1,662,240                  | 8,867,244                  | 6,727,806                  | 1,360,647                  | 10,010,319        |
| Equipment                    | 225,825                    | 275,602                    | 233,219                    | 105,172                    | 183,872           |
| Contingency (Variable)       | 81,305                     | 0                          | 0                          | 0                          | 471,287           |
| <b>Total</b>                 | <b>8,760,391</b>           | <b>16,206,366</b>          | <b>14,310,387</b>          | <b>9,177,673</b>           | <b>22,299,671</b> |



The background image shows a rural landscape. On the left, a dirt road curves through a line of large, leafy trees. In the middle ground, there is a field of green crops, possibly corn, with a wooden fence in the foreground. The sky is overcast with grey clouds. The overall scene is peaceful and agricultural.

# The State of Agriculture in Sacramento County

Based on the 2011 Annual Crop &  
Livestock Report

# #1 - Wine Grapes

- § Grown primarily in the southern part of the county and the Delta
- § \$92,926,000 in 2011
- § This is a very slight increase over 2010



## #2 - Milk

- § Our dairies are located primarily in the Elk Grove, Galt, and Herald areas
- § Milk this year accounted for \$63,425,000
- § That is a \$14.7 million increase over 2010 and is a 2% increase in its contribution to our gross agricultural value

# #3 - Pears

- § Pear production is in the Delta
- § In 2011 pears accounted for 8% of our gross agricultural production value or \$32,776,000
- § This is down from 11% of our gross agricultural production value in 2010
- § Sacramento remains the top pear producer in California



## #4 - Poultry

- § **As with the majority of our agriculture, poultry production is in the southern part of the county and has remained a constant 7% of our gross value of ag since 2010**
- § **\$29,840,000 in 2011**
- § **Sacramento County produces 2 million pounds of turkey meat annually**

# #5 – Field Corn

- § This is corn used as a grain – as opposed to sweet corn or silage corn
- § 2011 value is up by \$9.3 million to \$28,646,000
- § This increase is due to both an increase in acreage harvested and price per ton

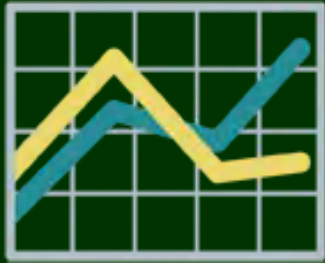
# Top Ten Farm Commodities

| 2011<br>Now     | 2001<br>Ten Years Ago | 1991<br>Twenty Years Ago |
|-----------------|-----------------------|--------------------------|
| Wine Grapes     | Wine Grapes           | Milk                     |
| Milk            | Milk                  | Cattle & Calves          |
| Pears           | Nursery Stock         | Pears                    |
| Poultry         | Pears                 | Nursery Stock            |
| Field Corn      | Poultry               | Wine Grapes              |
| Nursery Stock   | Field Corn            | Processed Tomatoes       |
| Hay (Alfalfa)   | Cattle & Calves       | Turkeys                  |
| Cattle & Calves | Silage Corn           | Field Corn               |
| Aquaculture     | Rice                  | Rice                     |
| Silage corn     | Processed Tomatoes    | Sudan grass              |

# Gross Value of Agricultural Production in Sacramento County

- § Twenty years ago **1991**                      **\$225,827,000**
- § Ten years ago                      **2001**                      **\$298,719,000**
  - § An increase of 32% over 1991
- § Present                                      **2011**                      **\$405,211,000**
  - § Highest ever recorded for Sacramento County
  - § An increase of 36% in the last 10 years
  - § And an increase of 79% in the last 20 years





# Trends

- § Wine grapes first appeared in the top ten in 1978 with 3,300 acres – we now harvest over 27,000 acres
- § In 1968 we harvested over 12,000 acres of rice but this year it dropped off of the top ten commodities with only about 3,500 acres harvested

# Invasive Pest Issues



- § After trapping a **Peach Fruit Fly** in South Sacramento in 2010, further high density trapping has failed to trap any more of the pest, therefore no further action is warranted at this time
- § **Japanese Beetle** – 2<sup>nd</sup> year of eradication program in Fair Oaks, high density trapping will continue
- § **Light Brown Apple Moth** – Several quarantine areas established in the county that affect our growers requiring extra inspections by the Agricultural Commissioners Office before those agricultural commodities can leave the county



- § In 2011, we replaced one of our weapons in the battle against invasive pests with a newer model
- § “Dozer” is our new, young male detection dog working in our parcel inspection program to keep invasive pests out of California

# On The Horizon

- § Huanglongbing (HLB) also known as Citrus Greening Disease has been detected for the first time in California in Hacienda Heights in Los Angeles County
- § HLB is a bacterial disease that is vectored by the insect, Asian Citrus Psyllid – we are currently performing detection trapping for this insect vector

# Other Issues Coming Up For Agriculture

- § Water issues both surface and ground water continue to result in new regulatory challenges for our growers
- § Continued conversion on ag land to non-ag uses including urban development and renewable energy sources
- § A regulatory environment that is placing an ever-increasing burden on growers, increasing the cost of doing business and complexity of the regulations with which they must comply
- § As always, the weather

**Agricultural land serves as our open space, our green belts and habitat for many of our wildlife species.**



**Thank you for your time.  
Are there any questions?**