

**AGENDA**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**CIP COMMITTEE MEETING**

RUSH PARK  
West Room  
3001 Blume Drive  
Rossmoor, CA 90720

**Tuesday, February 22, 2022**  
**7 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7 p.m.
2. ROLL CALL: Directors Barke, DeMarco
3. PLEDGE OF ALLEGIANCE

**B. PUBLIC FORUM**

*Any person may address the members of the CIP Committee at this time on any subject within the jurisdiction of the CIP Committee of the Rossmoor Community Services District.*

**C. REGULAR CALENDAR**

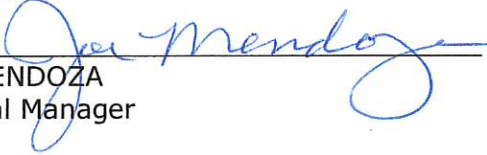
1. REVIEW OF FY 2021-2022 COMPLETED CAPITAL PROJECTS
2. DISCUSSION REGARDING FY 2022-2023 POSSIBLE CAPITAL PROJECTS FOR CONSIDERATION

**D. ADJOURNMENT**

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the February 22, 2022, 7:00 p.m. CIP Committee Meeting of the Rossmoor Community Services District was posted at least 48 hours prior to the time of the meeting.

ATTEST:

  
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JOE MENDOZA  
General Manager

Date: February 17, 2022

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** February 22, 2022  
**To:** CIP Committee  
Jeffrey Barke, Chair  
Tony DeMarco  
**From:** General Manager Joe Mendoza  
**Subject:** REVIEW OF FY 2021-2022 COMPLETED CAPITAL PROJECTS

**RECOMMENDATION**

It is recommended that the CIP Committee review the FY 2021-2022 completed capital improvement projects (CIP) and their associated costs.

**INFORMATION**

The total for FY 2021-2022 capital improvement projects is an estimated \$86,500. These projects include the following:

Rossmoor Park

1. Carpet replaced with luxury vinyl tile (LVT) flooring in the community room: \$9,000
2. Patching, resurfacing, and painting of the asphalt parking areas surrounding the park: \$4,000

Rush Park

1. Addition of audio visual equipment and lighting upgrades in the Auditorium: \$51,000
2. Patching and repairing of the rubberized playground surface: \$7,500
3. Replacement of two HVAC units at the Administration Office: \$15,000

These costs (\$86,500) are being submitted for reimbursement through the State of California Parks Prop 68 Per Capita Grant. The Rossmoor Community Services District (RCSD) has been allocated \$185,000 for rehabilitation, creation, and improvements to our facilities. For FY 2019-2020, the Rush Park parking lot was resurfaced, slurried and striped (\$35,000) and will be submitted for reimbursement. The grant process was announced to run from July 1, 2018 to June 30, 2022. However, because of COVID, the process end date is being extended to March 31, 2024. Therefore, other capital projects for FY 2022-2023 could be considered for the balance of the grant, approximately \$63,500.

**ATTACHMENTS**

1. Policy No. 3020 Budget Preparation, Adoption and Revision
2. Policy No. 3021 Budgetary Control

Rossmoor Community Services District**Policy****No. 3020****BUDGET PREPARATION, ADOPTION AND REVISION**

**3020.10 Budget Calendar:** This policy shall serve as the budget calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

**3020.20 Preliminary Budget:** A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by April 30. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

**3020.21 RCSD Five-Year Fiscal Plan:** Concurrently with the preparation of the Preliminary Budget, the General Manager shall update the Plan for review by the Budget Committee.

**3020.25 Public Works/CIP Committee:** The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

**3025.26 Capitol Project Budget:** Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

**3020.30 Budget Committee:** The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

**3020.31 Presentation of Preliminary Budget:** The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at its meeting in May.

**3020.40 Preliminary Budget:** The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and approved by the Board at its May meeting.

**3020.50 Appropriations Limit:** On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

**3020.60 Public Hearing Notice:** On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

**3020.61 Availability for Inspection:** The proposed Final Budget shall be available for inspection at a specified time in the District office.

**3020.62 Public Hearing:** The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

**3020.70 Second Public Notice:** The public notice must be published a second time at least two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

**3020.80 Final Budget Adoption:** The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board shall adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

**3020.90 County Auditor:** After Final Budget adoption and completion of the District's Financial Audit, the General Manager shall forward a copy of both documents to the County Auditor.

**3020.100 Budget Adjustment:** The Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. The General Manager shall present budget adjustment recommendations at the February meeting of the Board. The Board shall review current revenue and expenditure projections and make necessary adjustments to the current Budget, which are reflective of the District's current financial condition. The Board shall adjust the budget, if necessary, by adoption of a resolution amending the budget.

**3020.110 Budgetary Control:** Control of movement of funds is governed by Policy No. 3021 Budgetary Control.

Amended: November 9, 2004  
Amended: January 11, 2005  
Amended: April 10, 2007  
Amended: October 9, 2007  
Amended: January 13, 2009  
Amended: January 10, 2012  
Amended: February 14, 2017

Rossmoor Community Services District**Policy****No. 3021**

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**BUDGETARY CONTROL**

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**3021.10 Budgetary Control:** This policy shall serve as the budget control document for the District and shall govern the movement of funds within the budget.

**3021.20 Budget Elements:** The District's expense budget is structured upon Funds, Departments and Departmental account classes which currently include Salaries and Benefits, Operations and Maintenance, Contract Services and Capital Expenditures. Each of these elements contains enumerated line items of expense.

**3021.30 Budget Control Points:** Movement or transfer of funds is controlled as follows:

**3021.31 Movement or Transfer of Budgeted Amounts Between Funds or Between Departments:** Board approval by Resolution is required for this transaction.

**3021.32 Transfer of Budgeted Amounts Between and Among Line Items Within a Department:** The General Manager has the authority, in accordance with Policy No. 2000.80, to expend funds in accordance with the latest approved Budget. Line Item Transfers within a Department budget shall not exceed \$5,000 without Board approval.

**3021.40 Budget Preparation, Adoption and Revision:** Budget preparation, adoption, and revision are governed by Policy No. 3020 Budget Preparation, Adoption and Revision.

**3021.50 Expenditure/Purchasing Limits:** Expenditure/purchasing limits (\$5,000) and control are governed by Policy No. 3050 District Expenditure, Purchasing, Bidding and Contracting Limits.

Adopted: October 9, 2007  
Amended: February 14, 2017

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM C-2**

**Date:** February 22, 2022

**To:** CIP Committee  
Jeffrey Barke, Chair  
Tony DeMarco

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION REGARDING FY 2022-2023 POSSIBLE CAPITAL PROJECTS FOR CONSIDERATION

### **RECOMMENDATION**

It is recommended that the CIP Committee:

1. Review possible capital improvement projects (CIP) for FY 2022-2023 and their associated costs; and
2. Direct staff to research and prepare detailed capital improvement project information for FY 2022-2023, to be considered at the April 7, 2022 CIP Committee meeting.

### **INFORMATION**

The list below is a compilation of deferred maintenance projects and possible enhancements to the Rossmoor Community Services District (RCSD) that have been discussed at Board meetings and by District staff:

1. Rush Park Site B Canopy: This project has been architecturally designed and is ready for submittal to the County of Orange Public Works for approval. The cost for the picnic area and canopy would be approximately \$50,000. This project qualifies for the Prop 68 Per Capita Grant reimbursement.
2. Pickleball Court(s): To convert one tennis court at Rossmoor Park into four pickleball courts, would cost \$15,000. To build one brand new pickleball court would cost approximately \$35,000-\$45,000. That advantage of using an existing tennis court is that the court would already have the cement pad, lighting, and ADA accessibility. This project qualifies for the Prop 68 Per Capita Grant reimbursement.
3. Rush Park Auditorium Carpet Replacement: Replacing the carpet in the Auditorium with a combination of LVT and carpet would cost approximately \$50,000. This project qualifies for the Prop 68 Per Capita Grant reimbursement.
4. Handball Courts: The addition of cement slabs at Rossmoor and Rush Parks to facilitate a handball court wall would be approximately \$25,000. These additions would be heavily utilized by the youth who frequent the parks, as well as by the afterschool and day camp programs. This project qualifies for the Prop 68 Per Capita Grant reimbursement.



Consideration may also be given to researching the addition of a community garden in Rossmoor for a future budget cycle.

The Rossmoor Community Services District has been allocated \$185,000 for rehabilitation, creation, and improvements to our facilities through the State of California Parks Prop 68 Per Capita Grant. Please note the following:

1. FY 2019-2020 project to be submitted for reimbursement: Rush Park parking lot (\$35,000)
2. FY 2021-2022 projects identified in the previous report (C-1) will be submitted for reimbursement (\$86,500)
3. FY 2022-2023 projects being considered could also qualify for reimbursement up to the remaining balance still available of approximately \$63,500.

The CIP Committee will meet again on April 7, 2022 to determine final recommendations for possible FY 2022-2023 capital improvement projects. The final recommendations will be presented to the Budget Committee at their April 19, 2022 meeting for the FY 2022-2023 budget.

**ATTACHMENTS**

None