

AGENDA

ROSSMOOR COMMUNITY SERVICES DISTRICT

CIP COMMITTEE MEETING

**RUSH PARK
West Room
3001 Blume Drive
Rossmoor, California 90720**

**Thursday, March 21, 2024
6:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 6:00 p.m.
2. ROLL CALL: Directors Barke, Shade
3. PLEDGE OF ALLEGIANCE

B. PUBLIC FORUM

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

C. REGULAR CALENDAR


1. REVIEW OF FY 2023-2024 CAPITAL PROJECTS
2. OVERVIEW OF FY 2024-2025 POSSIBLE CAPITAL PROJECTS FOR CONSIDERATION
3. DISCUSSION OF FUTURE CAPITAL IMPROVEMENT PROJECTS AND MISCELLANEOUS AMENITIES, EQUIPMENT AND REPAIRS

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the March 21, 2024, 6:00 p.m. CIP Committee of the Board of Directors of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:



JOE MENDOZA
General Manager

Date 3/21/2024

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: March 21, 2024

To: CIP Committee
Jeff Barke, Chair
Jo Shade

From: General Manager Joe Mendoza

Subject: REVIEW OF FY 2023-2024 CAPITAL PROJECTS

RECOMMENDATION

It is recommended that the CIP Committee review the FY 2023-2024 completed and in-progress capital improvement projects.

INFORMATION

The Rossmoor Community Services District had the following Capital Projects budgeted for FY 2023-2024:

- Rossmoor Park Court Surfacing and Conversion Project – The contract to resurface three (3) tennis courts, one (1) basketball court and convert one (1) tennis court into four (4) Pickleball courts was awarded to Taylor Tennis in the amount of \$61,400. The project is underway and will be completed within this fiscal year.
- Rush Park roof replacement or repairs was budgeted at \$35,000. Some emergency repairs/replacements have been completed and staff is working on securing quotes for future replacement or repairs. The project will be completed this fiscal year and the budget estimate to close is \$20,000.
- Rush Park Auditorium flooring bids were received on March 8, 2024, Bids will be reviewed by the Budget Committee on March 21, 2024, and a contract award recommendation will be made to the Board of Directors at the meeting on April 9, 2024. The amount currently budgeted for this project is \$30,000 which will be offset by Prop 68 Grant funding. This project is scheduled to be completed within this fiscal year.

- The Rossmoor Park picnic shelter canopy is budgeted in the amount of \$40,000. Staff is working on securing permits from Orange County Building and Safety and will attempt to complete the project within this fiscal year. However, the preliminary budget for 2024-2025 will reflect the outcome of permits and timing. The Prop 68 Grant expiration date has been extended to 2028, therefore RCSD is not in jeopardy of losing the grant funding.

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 Capital 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

BUDGETARY CONTROL

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: March 21, 2024

To: CIP Committee
Jeff Barke, Chair
Jo Shade

From: General Manager Joe Mendoza

Subject: OVERVIEW OF FY 2024-2025 CAPITAL PROJECTS FOR CONSIDERATION

RECOMMENDATION

Review possible capital improvement projects (CIP) for FY 2024-2025; and provide staff input to prepare detailed capital improvement project information for FY 2024-2025 preliminary budget meeting.

INFORMATION

The list of possible Large Capital Improvement Projects are all contingent on securing grant funding or donations:

- Rossmoor Park playground replacement and surfacing: \$300,000 estimated cost
- Rush Park exercise cluster replacement: \$150,000 estimated cost

As a reference when targeting CIP's please see the Completed Capital Project list as of December 2023. Staff refers to this list and uses it as a reference to review projects on an annual basis.

ATTACHMENTS

1. Completed Capital Projects as of December 1, 2023

Completed Capital Projects (As of December 1, 2023)

ROSSMOOR PARK	YEAR COMPLETED	COST	LIFE EXPECTANCY	ANTICIPATED REPLACEMENT COST
COMMUNITY ROOM CARPET	2018	\$4,000	2028	None
COMMUNITY ROOM LVT FLOOR	2021	\$8,630	2028	\$10,000
DISCOVERY MOSCO REMOTE LIGHTING	2013	\$9,276	2028	\$5,000
DRINKING FOUNTAINS	2016	\$8,076	2037	\$10,000
PARKING LOT	2022	\$4,000	2025	\$5,000
PLAYGROUND	2009	\$27,245 (est)	2029	\$300,000
PLAYGROUND REPAIRS	2021/2022	\$7,500	2032	\$10,000
RECREATIONAL CONTAINER	2010	\$10,000	2035	\$15,000
REMODEL COMMUNITY ROOM	2008/2009	\$38,250	2027	\$20,000
RETROFIT TENNIS LIGHTS TO LED	2019	\$16,940	2029	\$16,000
ROOF REPAIRS	2018/2022	\$6,000	2026	\$5,000
ROSSMOOR & RUSH SMART METER WATER	2015	\$9,000	2025	\$8,000
TENNIS & BASKETBALL RESURFACING	2019	\$23,710	2025	\$60,000
TENNIS CONTAINER	2019	\$2,500	2029	\$3,000
VOLLEYBALL/BASKETBALL LIGHTS	2017	\$8,076	2037	\$10,000
RUSH PARK	YEAR COMPLETED	COST	LIFE EXPECTANCY	ANTICIPATED COST
AUD-CARPET	2010	?	2022	\$25,000
UPGRADE AUD LAMP & EMERGENCY EXIT LIGHTS	2014	\$17,300	2024	\$3,000
AUD-INSIDE PAINTING	2015	\$10,000	2025	\$10,000
REFURBISHED OUTSIDE BATHROOMS	2019	\$10,000	2025	\$15,000
AUD-PARTITIONS	1983	UNKNOWN	2026	\$10,000
PARKING LOT	2004 2020	? \$33,050	2027	\$20,000
AUDITORIUM HVAC UNITS	2013	\$24,400	2027	\$25,000
AUD-OUTSIDE PAINTING	2020	\$10,000	2028	\$10,000
PLAYGROUND	2013	\$113,185	2029	\$200,000
UPGRADE LIGHTING AUD & OFFICE	2019	\$4,185	2029	\$200,000
AUD-AUDIO VISUAL	2022	\$50,000	2032	\$25,000
AUD- STAGE LIGHTS LED	2020	\$14,263	2035	\$20,000
AUD-ROOF	2010	\$22,400	2035	\$30,000
SITE A CANOPY	2015	\$47,330	2035	\$50,000
PLAYGROUND SHADE CANOPY	2015	\$45,146	2035	\$50,000
ADMIN OFFICE HVAC	2022	\$16,000	2040	N/A
STUCCO STORAGE UNIT	2010	\$39,740	N/A	N/A
SOFTBALL FIELD BACKSTOPS	2009	\$39,000	2029	UNKNOWN
MONTECITO CENTER	YEAR COMPLETED	COST	LIFE EXPECTANCY	ANTICIPATED COST
SLURRY PLAY AREA	2020	\$2,500.00	2025	\$2,500.00
PARKING LOT	2019	\$5,000.00	2025	\$6,000.00
FLOORING	2019	\$9,200.00	2029	\$10,000.00
HVAC UNIT	2007	\$6,000.00	2027	\$10,000.00
LED LIGHTS	2018	\$5,357.11	2028	\$6,000.00

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-3

Date: March 21, 2024

To: CIP Committee
Jeff Barke, Chair
Jo Shade

From: General Manager Joe Mendoza

Subject: DISCUSSION OF FUTURE CAPITAL IMPROVEMENT PROJECTS AND MISCELLANEOUS AMENITIES, EQUIPMENT AND REPAIRS

RECOMMENDATION

It is recommended that the CIP Committee receive and file this report and provide staff with any recommended improvements.

INFORMATION

In addition to any recommended CIP's that the CIP Committee recommends staff will be adding the following miscellaneous amenities, equipment and repairs to the 2024-2025 preliminary budget for approval. The list below is a compilation of deferred maintenance projects and possible enhancements to the Rossmoor Community Services District (RCSD) that have been identified by District staff:

1. Versa deep cleaning machine – estimated at \$5,000
2. Storage shed for Montecito Center – estimated at \$5,000
3. Replacement of worn or damaged picnic tables and benches at all facilities - estimated at \$10,000
4. Painting of the building and walkway structure facia and doors at Rush and Rossmoor Park Exterior: estimated at \$15,000
5. Repairs to the sewer drain at Rush Park – amount to be determined. This will be a mid-year adjustment, if needed. Keeping the committee informed in the event of a possible issue.

Funding will be budgeted in FY 2024-2025. However, if grant funds are available staff will submit applications to offset expenditures.

ATTACHMENTS

None.