

**AGENDA**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**PUBLIC WORKS/CIP COMMITTEE MEETING**

RUSH PARK  
Administration Building  
3001 Blume Drive  
Rossmoor, California

**Wednesday, February 26 2020  
6:00 P.M.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 6:00 P.M.
2. ROLL CALL: Directors Casey, Nitikman
3. PLEDGE OF ALLEGIANCE

**B. PUBLIC FORUM**

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

**C. REGULAR CALENDAR**

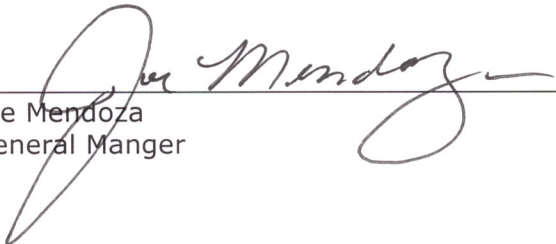
1. DISCUSSION REGARDING FISCAL YEAR 2019-2020 MID-YEAR ADJUSTMENTS TO FUND 40 CIP BUDGET AND PROJECT LIST.

**D. ADJOURNMENT**

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the February 26, 2020 Public Works/CIP Committee Meeting of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:

  
\_\_\_\_\_  
Joe Mendoza  
General Manger

Date 2/24/2020

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** February 26, 2020  
**To:** CIP/Public Works Committee  
**From:** Joe Mendoza, General Manager  
**Subject:** DISCUSSION REGARDING FISCAL YEAR 2019-2020 MID-YEAR  
ADJUSTMENTS TO FUND 40 CIP BUDGET AND PROJECT LIST

**RECOMMENDATION:**

Review the proposed mid-year adjustments to the approved FY 2019-2020 Fund 40 Capital Improvement Program (CIP) Budget and make recommendations to the Budget Committee and the Rossmoor Community Services (RCSD) Board of Directors.

**BACKGROUND:**

The Board approves mid-year budget adjustments to account for fluctuations in expenses and revenues, and also for any changes in the CIP and project list.

The Board approved the FY 2019-20 Budget in July 2019. In the CIP budget, the items approved were:

1. Rossmoor Park
  - a. Site B Picnic Canopy = \$48,100
2. Rush Park
  - a. Repave, slurry and stripe parking lot = \$35,200
  - b. Auditorium audio/visual upgrade = \$33,420
  - c. Auditorium lighting upgrade for Board meetings = \$17,800
3. General
  - a. Ongoing truck payments = \$6,500
  - b. Server and computer upgrades = \$5,000

**INFORMATION:**

The total for the FY 2019-2020 Capital Improvement Projects in the approved final budget was \$146,020, with a transfer of \$150,000 from Fund 10 to the CIP Fund 40. Staff has amended the CIP list to include the status of the approved projects, recommendations for projects that can be completed this fiscal year or deferred, and the potential savings realized by prioritizing the projects (Attachment 1).

At mid-year, overall expenditures are higher than anticipated in areas such as attorney fees, overtime, and the Budget Committee will be discussing these items. However, due to this factor, the CIP projects for FY 2019-2020 have been amended. The recommendation

is to save approximately \$70,507 by deferring some of the projects to a later date and continue attempts to secure funding through grants and donations.

To be fiscally responsible, we are providing you with as much information as possible. For your review, Attachment 2 is the FY 2019-2020 Preliminary Amended Budget for Fund 40. As a benchmark, staff has prepared a Capital Projects chart (Attachment 6) that includes the park site, year the project was completed, cost, life expectancy and future anticipated costs. This document will be updated on an annual basis so that future budgets may more accurately plan for future expenditures.

**ATTACHMENTS:**

1. FY 2019-2020 CIP Proposed Project Table
2. Amended FY 2019-2020 Budget for Fund 40 Capital Improvement Projects
3. Rossmoor Park Site B Picnic Canopy Bid
4. Rush Park parking lot bid to repave, slurry and stripe
5. Rush Auditorium audio, visual, and lighting quote from Oberon Productions Inc.
6. Completed Capital Projects as of May 24, 2019
7. Policy No. 3020 Budget Preparation, Revision and Adoption
8. Policy No. 3201 Budgetary Control

FY 2019-2020 CIP PROPOSED PROJECT TABLE

ATTACHMENT 1

Approved Projects	Estimated Cost	Status	Recommendation	Potential Savings/Expenditure For FY 2019-2020
Rossmoor Park Site B Picnic Canopy	\$48,100	A landscape architect and an engineer have been retained to draw up plans and documents for approval by OC Public Works. \$8,000 will be spent. Once approved by OC Public Work, the project will be ready to go out to bid.	Defer project for six months and consider funding the balance of approximately \$42,850 in the FY 2020-2021 budget, with possible use of the Per Capita Grant to offset District expenditure.	<\$40,000.00>
Rush Park – Parking Lot Repave, slurry and stripe	\$35,200	A quote has been secured; project is waiting to go to bid.	Project is in progress; in anticipation of the Per Capita Grant that may offset a portion of the cost. An internal deadline has been set for April 1 to go to bid to get the project done prior to summer.	\$35,200.00 (possible funds may be received from Per Capita Grant – amount unknown)
Rush Park - Auditorium audio/visual upgrade  Rush Park – Auditorium Lighting upgrade for Board meetings	\$33,420  <u>\$17,800</u> <u>\$51,220</u>	Staff met with Oberon Productions Inc. that specializes in churches and auditoriums such as Rush Park, along with Calvary Chapel and Gond Church representatives to determine specific needs. A project summery and quote have been received.  Calvary and Gond Churches have committed to assist with funding in the amount of \$10,000 to be used for audio, visual, and lighting upgrades to be determined.	Based on the bid amount, it is recommended that the Auditorium projects be combined and prioritized for Phase I and Phase II at a later time.  Phase I would complete the following items:  1) Lighting (\$12,826.51) 2) Audio upgrade (\$4,986.75) 3) Consultation fees (\$5,000)  The total for these three items would be \$22,813.26.	\$22,813.26 -\$5,000.00 (church contribution) <u>\$17,813.26</u>  Deferring the remaining balance of \$33,406.74, plus the remaining contribution of \$5,000 from the churches = \$38,406.74 to be discussed for Phase II in a budget discussions for FY 2020-2021.  FY2019-2020 <\$33,406.74>
General Ongoing truck payments	\$6,500	Ongoing payment @ \$538.25 per month; payoff date: August 2021	N/A	\$6,500.00
General Server and computer upgrades	\$5,000	Server has been purchased; installation is being scheduled.  Total amount: \$8,000.00		\$8,000

**ATTACHMENT 2**

**FY 2019-2020 AMENDED BUDGET  
(Department Accounts Combined)  
CAPITAL IMPROVEMENT PROGRAM - FUND 40**

ACCOUNT NO.	2017 2018 ACTUAL	2019-2020		2019-2020 AMENDED BUDGET	VARIANCE	FOOTNOTE
		2018-2019 ACTUAL	2019-2020 APPROVED BUDGET			
<b>Assigned Fund Balance, Beginning</b>	32,696	26,196	9,250	9,250	0	FY 18/19 Actual adjusted in Audit
<b>Revenues</b>						
40-00-3600 Transfer In Fund 10	0	60,000	150,000	75,000	(75,000)	0
<b>Total Capital Improvement Program Revenues</b>	<b>32,696</b>	<b>86,196</b>	<b>159,250</b>	<b>84,250</b>	<b>(75,000)</b>	
<b>Expenditures</b>						
Departments						
Rossmoor Park	0	37,825	48,100	8,000	(40,100)	19/20 plans and eng. Fees- 20/21 material purchase.
Montecito Center	0	14,557	0	0	0	
Rush Park	0	8,149	86,420	53,013	(33,407)	
General	6,500	16,415	11,500	14,500	3,000	Actual Server cost \$7,973 + Brea IT estimate \$3,653 = \$7,973/Approved Budget \$5,000
<b>Total Expenditures</b>	<b>6,500</b>	<b>76,946</b>	<b>146,020</b>	<b>75,513</b>	<b>(70,507)</b>	
<b>Revenues Less Expenditures</b>	<b>26,196</b>	<b>9,250</b>	<b>13,230</b>	<b>8,737</b>	<b>(4,493)</b>	
<b>Fund Balance, End of Year</b>	<b>26,196</b>	<b>9,250</b>	<b>13,230</b>	<b>8,737</b>	<b>(4,493)</b>	

**CAPITAL IMPROVEMENT PROGRAM - FUND 40 PROJECT LIST**  
**2019-2020 APPROVED BUDGET**

PROJECT TITLE	2017-2018 ACTUAL	2018-2019 APPROVED FINAL BUDGET	2018-2019 ACTUAL BUDGET	2019-2020 APPROVED BUDGET	2019-2020 AMENDED BUDGET	2020-2021 INFORMATION ONLY	2021-2022 INFORMATION ONLY
<b>REVENUES</b>							
Beginning Fund Balance	\$32,696	\$26,196	\$26,196	\$9,250	\$9,250	\$13,230	(\$102,870)
Transfer from Fund 10			\$60,000	\$150,000	\$75,000		
<b>TOTAL REVENUES</b>	\$32,696	\$26,196	\$86,196	\$159,250	\$84,250	\$13,230	(\$102,870)
<b>EXPENSES</b>							
<b>ROSSMOOR PARK</b>							
Retrofit Tennis Lights to LED and Monument Sign			\$14,125				
Basketball and Tennis Courts Resurfacing			\$23,700				
Repave, Slurry and Stripe Parking Spaces				\$48,100	\$8,000	\$16,000	
Picnic Canopy Site B (MOVE TO FY 2020-2021)						\$40,100	
Rossmoor Park Playground		\$0	\$37,825	\$48,100	\$8,000	\$56,100	\$100,000
<b>ROSSMOOR PARK SUBTOTAL</b>	\$0	\$0	\$37,825	\$48,100	\$8,000	\$56,100	\$100,000
<b>MONTECITO</b>							
Upgrade Lighting to LED			\$5,357				
Carpeting and Flooring			\$9,200				
<b>MONTECITO SUBTOTAL</b>	\$0	\$0	\$14,557	\$0	\$0	\$0	\$0
<b>RUSH PARK</b>							
Upgrade Lighting in Auditorium and Office (\$9,797 - 1,649 rebate = \$8,148)			\$8,149				
Repave, Slurry and Stripe Parking Lot				\$35,200	\$35,200		
Audio Upgrade				\$33,420	\$4,987		
Lighting Upgrade for Board Meetings				\$17,800	\$12,826		
Auditorium Carpeting						\$40,000	
Handball and Pickle Court						\$20,000	
Outdoor Exercise Machines							\$52,000
Modular Building (additional office space) TBD							
<b>RUSH PARK SUBTOTAL</b>	\$0	\$0	\$8,149	\$86,420	\$53,013	\$60,000	\$52,000
<b>ROSSMOOR WALL</b>							
<b>ROSSMOOR WALL SUBTOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GENERAL</b>							
Work Truck (Finance for 4 years)	\$6,500	\$6,500	\$6,567	\$6,500	\$6,500		
Electric Cart for Parks			\$9,848				
Computers and Software Upgrade				\$5,000	\$8,000		
<b>GENERAL SUBTOTAL</b>	\$6,500	\$6,500	\$16,415	\$11,500	\$14,500	\$0	\$0
<b>TOTAL EXPENSES</b>	\$6,500	\$6,500	\$76,946	\$146,020	\$75,513	\$116,100	\$152,000
<b>ENDING FUND BALANCE</b>	\$26,196	\$19,696	\$9,250	\$13,230	\$8,737	(\$102,870)	(\$254,870)

# CICERO ENGINEERING INC.

ATTACHMENT 3

P.O Box 9926 \* Brea, CA. 92822  
(909) 594-9944 \* Fax (909) 594-9946  
License # 812439

February 19, 2019

Icon  
Attn: Chad Barry

Re: Rossmoor Park Budget Quote

Dear Chad,

Cicero Engineering is pleased to offer this budget to perform the work for the above referenced project. Should Cicero Engineering be considered on this project, it shall be based on **the lump sum amount of \$48,100.00.**

Price Includes:

- |  |             |
|--|-------------|
| • Mobilization:  | \$7,500.00  |
| ○ Temporary fencing.   |             |
| ○ Equipment moves.   |             |
| ○ Lay out.   |             |
| ○ Crew in/out.   |             |
| ○ Off loading structure.   |             |
| ○ Permit procurement.  |             |
| • Provide (4) 3' dia. x 6' D reinforced footings.  | \$8,450.00  |
| • Installation of frame and multi-rib roof.  | \$17,500.00 |
| • Dry packing under base plates.   | \$1,000.00  |
| • Slab excavation and sub-grade prep for up to 400 S.F.  | \$3,950.00  |
| • Provide and install up to 400 S.F of slab to match existing.                                       | \$6,500.00  |
| • Provide and install up to 20 L.F of a 4' wide pathway from existing walk. Includes sub-grade prep. | \$3,200.00  |

Note:

- DIR # 1000011722
- Cicero Engineering Inc. is a non-union company.
- *Should engineering require the footings to be larger than what is stated in this proposal, additional charges will be applied.*
- Installation to be performed per the Manufacturers recommendations.



Our quote is predicted on all work being performed, concurrently, with one separate move-in and tail gate access to each location. Additional charges will be applied if access is limited. Quote is valid for 60 days. This proposal and the attached exclusion sheet are to be incorporated into any binding agreement or contract.

Please find the attached exclusion sheet.

Sincerely,

Frank Cicero

# Regan Paving



ASPHALT • SEALCOATING • STRIPING

"Paving So. Cal. Since 1968"

ATTACHMENT 4

216 N. Smith Avenue  
 Corona, Ca 92880  
 951-735-8100 Phone ~ 951-735-8008 Fax

ROSSMOOR COMMUNITY SERVICES  
 DIST.  
 3001 BLUME DR.  
 ROOSMOOR, CA 90720

## Proposal/Contract

DATE	Proposal #
1/17/2019	27398

### PROJECT

RUSH PARK 3021 Blume Dr. Rossmoor

DESCRIPTION	TOTAL
REVISED PROPOSAL	30,000.00
**ASPHALT REMOVAL & REPLACEMENT MAIN DRIVE AREAS. 4" INCHES IN THICKNESS 1. REMOVE EXISTING 4" ASPHALT AND HAUL TO DUMP APPROX. 6,000 SF. 2. REMOVE RAISED TREE ROOTS FROM SOUTH SIDE OF PARKING LOT IN FRONT OF LINE OF TREES. 3. FINE GRADE, ROLL AND COMPACT AREA APPROX. 6,000 SF. 4. PAVE PARKING AREA APPROX. 6,000 SF. WITH 4" INCHES OF NEW PAVING, ROLL AND COMPACT	
**SEALCOAT. 5. CLEAN LOT OF LOOSE DEBRIS AND DIRT IN PREPARATION FOR 1 COAT OF SEALCOAT. 6. APPLY ONE COAT OF SEALCOAT TO APPROX. 28,000 SF.	3,700.00
**STRIPING 7. RESTRIPE PARKING STALLS APPROX. 58 EA. PARKING STALLS, 3 EA. HANDICAP STALLS WITH CROSS HATCH, 4 ARROWS, 100' LF. OF RED CURB, 7 EA. PARALLEL T-STALLS.	1,500.00
PERMITS, TESTING, INSPECTIONS BY OTHERS. BASED ON 1 MOVE IN.	
<b>TOTAL</b>	<b>\$35,200.00</b>

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above, at completion of project. It is also agreed to pay to Regan Paving any and all attorney fees and court costs if suit is instituted to enforce any of the terms of this agreement. This proposal is subject to the Terms and Conditions as outlined on the back page of this document. This proposal expires in 30 days of the date above.

Signature: \_\_\_\_\_  
 Customer

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Project Manager-Regan Paving License #538134 DIR #1000002950

Date: \_\_\_\_\_

## PROJECT SUMMARY

### Color Wall Wash

This adds the ability to wash the side walls in user-defined colors. This will be controllable from the wireless DMX controller and is fully adjustable.

### Audio Upgrade

This will add the capability to do high-powered audio (bands, worship, movie nights) with speakers being within the air wall enclosure, but capable of filling the full space if needed. This will be a separate system from the existing system, allowing full customization of sound system dependent on user needs. This system will be controlled from the tech booth sound system.

### Main Video Projection

This system will bring professional level video projection to the facility. The system can be accessed from either the stage area or the tech booth with the ability to switch between sources (stage computer, booth computer, DVD player).

### Side Projection

This system will allow any input to be fed to the existing side screen.

### Stage/House LED Lighting

This is a full conversion of the lighting system to LEDs, reducing power consumption, heat output, and reduced maintenance costs.

### Live Stream Camera System

This will incorporate a remote controllable camera system that can provide live streaming and/or event recording. This system will also integrate with the video projection system to add the ability to do live projection during events. A separate live streaming service would be required.

### Electrical System Upgrade

This is necessary to fully incorporate all the above segments, as LED and video projection do not run off dimmer power control. A scaled back LED/projection system could delay the need for this, but it is highly recommended for future upgrades.

**OBERON PRODUCTIONS, INC.**

315 N ASSOCIATED RD #2008  
 BRELA, CA 92821  
 (714) 315-1545

**Rush Park Community Center**

QUOTE  
 RPCC002

20 November 2019

Sound and Lighting Technical Upgrade

Color Wall Wash			
Description	Quantity	Unit Price	Total
LED Color-changing baton	4	\$ 200.00	\$ 800.00
DMX Control Cable (5')	2	\$ 10.00	\$ 20.00
DMX Control Cable (10')	1	\$ 20.00	\$ 20.00
DMX Control Cable (100')	1	\$ 50.00	\$ 50.00
TAX	7.25		\$ 64.53
Installation	3	\$ 75.00	\$ 225.00
	Total		\$ 1,179.53

Audio Upgrade			
Description	Quantity	Unit Price	Total
Meyer Sound Labs Speaker	2	\$ 2,000.00	\$ 4,000.00
Installation Bracket	2	\$ 100.00	\$ 200.00
Audio Cable (100')	2	\$ 50.00	\$ 100.00
TAX	7.25		\$ 311.75
Installation	5	\$ 75.00	\$ 375.00
	Total		\$ 4,986.75

Main Video Projection System			
Description	Quantity	Unit Price	Total
Video Projector	1	\$ 4,700.00	\$ 4,700.00
Mounting Bracket	1	\$ 125.00	\$ 125.00
Lens	1	\$ 2,000.00	\$ 2,000.00
Projection Screen	1	\$ 2,000.00	\$ 2,000.00
HDMI Extender boxes (In/Out)	4	\$ 50.00	\$ 200.00
HDMI Cable (6')	4	\$ 5.00	\$ 20.00
HDMI Cable (30')	1	\$ 25.00	\$ 25.00
HDMI Switcher (4x1)	1	\$ 150.00	\$ 150.00
Cat6e Cable (100')	2	\$ 20.00	\$ 40.00
TAX	7.25		\$ 671.35
Installation	8	\$ 75.00	\$ 600.00
	Total		\$10,531.35

Side Video Projection System			
Description	Quantity	Unit Price	Total
Video Projector	1	\$ 4,700.00	\$ 4,700.00
Mounting Bracket	1	\$ 125.00	\$ 125.00
Lens	1	\$ 2,000.00	\$ 2,000.00
HDMI Splitter	1	\$ 35.00	\$ 35.00
HDMI Cable (6')	2	\$ 5.00	\$ 10.00
HDMI Extender boxes (In/Out)	2	\$ 50.00	\$ 100.00
HDMI Switcher (4x1)	1	\$ 150.00	\$ 150.00
TAX	7.25		\$ 516.20
Installation	4	\$ 75.00	\$ 300.00
	Total		\$ 7,936.20

Stage/House LED Lighting			
Description	Quantity	Unit Price	Total
LED Fixture (S4 body +26° lens)	8	\$ 1,050.00	\$ 8,400.00
LED Fixture (S4 PAR)	4	\$ 380.00	\$ 1,520.00
Wireless DMX Transmitter	1	\$ 200.00	\$ 200.00
Wireless DMX Receiver	1	\$ 200.00	\$ 200.00
DMX Lighting Board	1	\$ 190.00	\$ 190.00
TAX	7.25		\$ 761.98
Installation	5	\$ 75.00	\$ 375.00
	Total		\$11,646.98

Live Stream Camera System			
Description	Quantity	Unit Price	Total
PTZ Remote Camera	1	\$ 1,800.00	\$ 1,800.00
PTZ Camera Controller	1	\$ 650.00	\$ 650.00
HDMI Cable (50')	1	\$ 65.00	\$ 65.00
Camera Installation Bracket	1	\$ 90.00	\$ 90.00
Preview Monitor	1	\$ 190.00	\$ 190.00
Live Stream Box	1	\$ 1,000.00	\$ 1,000.00
HDMI Cable (6')	1	\$ 5.00	\$ 5.00
TAX	7.25		\$ 275.50
Installation	5	\$ 75.00	\$ 375.00
	Total		\$ 4,450.50

Electrical System Conversion (Dimmer to Constant Power)			
Description	Quantity	Unit Price	Total
Installation	1	\$ 3,000.00	\$ 3,000.00
	Total		\$ 3,000.00

Project Totals			
Description	Quantity	Unit Price	Total
Color Wall Wash	1	\$ 1,179.53	\$ 1,179.53
Audio Upgrade	1	\$ 4,986.75	\$ 4,986.75
Main Video System	1	\$10,531.35	\$10,531.35
Side Video System	1	\$ 7,936.20	\$ 7,936.20
Stage/House LED Lighting	1	\$11,646.98	\$11,646.98
Live Stream Camera System	1	\$ 4,450.50	\$ 4,450.50
Electrical Upgrade	1	\$ 3,000.00	\$ 3,000.00
Consultation Fee	1	\$ 5,000.00	\$ 5,000.00
	Total		\$48,731.30

**Completed Capital Projects (As of May 24, 2019) ATTACHMENT 6**

<b>ROSSMOOR PARK</b>	<b>YEAR COMPLETED</b>	<b>COST</b>	<b>LIFE EXPECTANCY</b>	<b>ANTICIPATED COST</b>
Parking Lot	?	?	2021	\$16,500.00
ROOF REPAIRS-2YR WARRANTY	2018	\$6,000.00	2021	\$5,000.00
REMODEL COMMUNITY ROOM	2008-2009	\$38,250.00	2022	\$20,000.00
PLAYGROUND	2009	\$27,244.50	2022	\$100,000.00
ROSSMOOR & RUSH SMART METER WATER	2015	\$6,840.00	2025	\$8,000.00
TENNIS & BASKETBALL RESURFACING	2019	\$23,710.00	2025	\$20,000.00
VOLLEYBALL/BASKETBALL LIGHTS	2017	\$16,337.68	2027	\$5,000.00
DISCOVERY MOSCO REMOTE LIGHTING	2013	\$9,276.00	2028	\$5,000.00
COMMUNITY ROOM CARPETING	2018	\$3,406.00	2028	\$8,000.00
RETROFIT TENNIS LIGHTS TO LED	2019	\$16,940.00	2029	\$16,000.00
DRINKING FOUNTAINS	8/25/2016	\$8,076.00	2037	\$10,000.00
<b>RUSH PARK</b>	<b>YEAR COMPLETED</b>	<b>COST</b>	<b>LIFE EXPECTANCY</b>	<b>ANTICIPATED COST</b>
AUD-INSIDE PAINTING	2015	\$10,000.00	2020	\$10,000.00
AUD-OUTSIDE PAINTING	2016	\$10,000.00	2020	\$10,000.00
PARKING LOT	2004		2020	\$40,000.00
AUD-CARPET	2010		2021	\$25,000.00
AUD-PARTITIONS	1983	\$2,652.00 (2019 Tune up)	2024	\$10,000.00
UPGRADE AUD LAMP & EMERGENCY EXIT LIGHTS	2014	\$17,300.00	2024	\$20,000.00
HVAC UNITS	2013	\$24,400.00	2027	\$25,000.00
RUSH AND ROSS PARK UPGRADE WALKWAY LIGHTS	2017		2027	\$6,000.00
ELECTRIC CART	2019	\$8,795.00	2029	\$12,000.00
PLAYGROUND	2013	\$113,185.00	2029	\$120,000.00
UPGRADE LIGHTING AUD & OFFICE	2019	\$4,185.25	2029	\$20,000.00
REFURBISHED OUTSIDE BATHROOMS	2019	\$10,000.00	2029	\$15,000.00
FORD RANGER	2010	\$20,571.14	2030	\$25,000.00
AUD-ROOF	2010	\$22,400.00	2035	\$30,000.00
SITE A CANOPY	2015	\$47,330.00	2035	\$50,000.00
PLAYGROUND SHADE CANOPY	2015	\$45,146.29	2035	\$50,000.00
TRUCK F150	2016	\$41,095.00	2036	\$45,000.00
STORAGE SHED	2010	\$39,740.00	N/A	N/A
SOFTBALL FIELDS	2009	\$39,000.00	N/A	N/A

Rossmoor Community Services District

**Policy**

**No. 3020**

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**BUDGET PREPARATION, ADOPTION AND REVISION**

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**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