



AGENDA

ROSSMOOR COMMUNITY SERVICES DISTRICT

CIP COMMITTEE MEETING

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

**Wednesday, March 12, 2025
6:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 6:00 p.m.
2. ROLL CALL: Directors Searles and Maynard
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. Speakers are limited to three (3) minutes per item with nine (9) minutes cumulative for the entire meeting.

C. REGULAR CALENDAR

1. REVIEW OF FY 2024-2025 COMPLETED CAPITAL PROJECTS
2. DISCUSSION OF FUTURE CAPITAL IMPROVEMENT PROJECTS AND MISCELLANEOUS AMENITIES

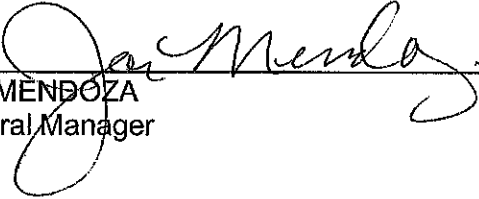
D. ADJOURNMENT



CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the March 12, 2025, 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:

 _____ Date 3/10/2025
JOE MENDOZA
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: March 12, 2025
To: CIP Committee
Nathan Searles, Chair
Michael Maynard
From: General Manager Joe Mendoza
Subject: REVIEW OF FY 2024-2025 COMPLETED CAPITAL PROJECTS

RECOMMENDATION

It is recommended that the CIP Committee review the attached overview of the capital expenditures for FY 2024-2025.

INFORMATION

The total for FY 2024/2025 capital improvement projects is an estimated \$202,680. These projects include the following:

Rossmoor Park

1. Resurfaced basketball, pickleball and tennis courts – \$65,961 (General Fund)
2. A project still in process under the approved grant is the canopy and cement pad at Rossmoor Park. Architectural Drawings and Engineering Documents are completed and have been submitted to the County of Orange for review and approval (see attached). The purchase and manufacturing of materials will begin upon approval of the plans. The request for proposals for installation of the Canopy project will be publicized as soon as the equipment is ordered. Installation is anticipated to be mid-Spring. The Rossmoor Community Services District (RCSD) currently has a grant balance of \$64,623 that is ear-marked for the Rossmoor Park shade canopy. Since the budget for 2024-2025 is \$75,000 for the shade canopy project, reimbursement from the grant would be \$60,000. There will be a surplus of \$4,623 to offset any change orders that may occur. Other amenities will include four park benches, BBQs and two trash cans.

Rush Park

1. Auditorium Flooring – \$61,719 (received Prop 68 Grant reimbursement of \$39,824)

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

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 12, 2025

To: CIP Committee
Nathan Searles, Chair
Michael Maynard

From: General Manager Joe Mendoza

Subject: DISCUSSION OF FUTURE CAPITAL IMPROVEMENT PROJECTS AND
MESCELLANEOUS AMENITIES

RECOMMENDATION

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

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, by District staff and suggested by residents via the Satisfaction Survey:

1. Replace Rossmoor Park Community Center Roof
2. Upgrade of electrical panels at Rush Park
3. Installation of refillable water bottle stations at both Rush and Rossmoor parks
4. Installation of dog walker waste bags at both Rush and Rossmoor parks
5. Replacement of Rossmoor Park playground equipment
6. Pour In Play Re-top at Rush Park
7. Replacement of exercise clusters at Rush Park
8. Purchase of special event generator
9. Exercise Clusters surrounded by Rubberized Track

Please note that the items listed above are dependent on available funding. District staff is looking into the possibility of grant availability.

The final recommendations will be presented to the Budget Committee at their March 19, 2025 meeting for the FY 2025-2026 budget.

ATTACHMENTS

1. FY 2024/2025 In Progress and FY 2025/2026 CIP Proposed Project

FY 2024/2025 IN PROGRESS AND 2025-2026 CIP PROPOSED PROJECT TABLE

Projects	Estimated Cost	Status	Recommendation	Potential Savings/Expenditure for FY 2025-2026
Rossmoor Park Site B Picnic Canopy	\$75,000 Budgeted	<p>APPROVED</p> <p>Construction Documents were submitted to the County's OC Public Works department and have gone through their Plans Check and have been returned for the normal Plans Check corrections. Three parts of the submitted Construction Documents have been approved: Planning Department, Structural Engineering and OC Fire Authority. Since the Structural Engineering is approved, we have ordered the canopy's equipment and supplies. We have been working with OCPW on some of the details they are requesting in the Building and Safety Dept's Plans Check Corrections. While we are working on those, we are developing bid packages on the existing concrete pad's demolition and CA-mandated recycling of the demo'd concrete, the new large concrete footings and the new large concrete patio slab. Staff will be publicly advertising these Scopes of Work when the Building and Safety Department approves the Plans Check Corrections and issues the Building Permit. The Project Completion is estimated to be May 2025.</p>	N/A	Up to \$60,000 in costs will be offset by Prop 68 Per Capita Grant. The remainder will come from the General Fund.
Rossmoor Park Community Center Roof	\$30,000	<p>PROPOSED</p> <p>Rossmoor Park Community Center roof was replaced in 2010. There are not currently any leaks, but the age of the roof is a concern since it is a flat roof.</p>	Roof has had minor leaks. Replacement recommended.	Grant and/or General Fund
Electrical - Auditorium Panels	\$20,000	<p>PROPOSED</p> <p>Replace old existing Zinnsco brand Electrical Panels in the Auditorium. Price includes demo and replacement of the existing panels with a modern design. Reconnect existing 400 amp power feeder. Replace the old 255 amp branch feeder. Reconnect existing circuits to new panels. Label new panels. Supply & install a new lighting control system-time clock with 3-pole relay.</p>	Recommend replacement due to age.	General Fund Fiscal Year 2025/2026

FY 2024/2025 IN PROGRESS AND 2025-2026 CIP PROPOSED PROJECT TABLE

Projects	Estimated Cost	Status	Recommendation	Potential Savings/Expenditure for FY 2025-2026
Electrical - Exterior Cabinet Panel	\$6,750	<p align="center">PROPOSED</p> <p>Small panel in the exterior cabinet is not up to code and in need of replacement. Replace the old existing electrical lighting panel in the exterior stand up cabinet with new 150 amp 18/36 circuit unit. Supply new wire feeder with ground connection. Supply and install a 3-pole, 150 amp circuit breaker, including mounting hardware. Reconnect and label.</p>	Consider approving 2025/2026 Budget	General Fund Fiscal Year 2025/2026
Electrical - Exterior Conduit to Field for Park Events	\$27,150	<p align="center">PROPOSED</p> <p>Install a 30amp, 220 volt power pedestal adjacent to the park bench at the north end of the park, adjacent to Mainway Drive. Circuit will be fed from exterior main power cabinet. Current annual cost to fund generator use is \$1,000. 5yrs for project to pay for itself.</p>	Recommend adding to 2025/2026 Budget	General Fund
Water Stations	\$21,000 4 Stations	<p align="center">PROPOSED</p> <p>Replace existing water drinking fountains at Rossmoor Park. Replace drinking fountain at Rush Park.</p>	Purchase now for Rush Park behind auditorium. Purchase 2 units for Rossmoor, 2 units for Rush, 1 for Kempton and 1 for Foster	Grant and/or General Fund
Pet Waste Stations	\$300 each \$1800 for 6 units	<p align="center">PROPOSED</p> <p>2 Stations at Rossmoor Park; 2 Stations at Rush Park; 1 Station at Kempton; 1 Station at Foster</p>	Consider purchasing during FY 2024/2025	General Fund
Complete replacement of Rossmoor Park Playground equipment and complete redo of Pour N Play surfacing.	\$600,000	<p align="center">PROPOSED</p> <p>Complete replacement of Rossmoor Park Playground and complete replacement of PIP surface material at Rossmoor Park which includes demo (2475 sf), sand excavation (5840 sf), new sub base (8315 sf) and rubber (8315 sf)</p>	Consider placing in FY 2025/2026 budget	Grant and/or General Fund
Pour N Play Re-Top at Rush Park	\$30,450	<p align="center">PROPOSED</p> <p>Prep and re-top approximately 2,172 sf with 1/2" of pour in place surfacing</p>	Move forward with adding to FY 2025/2026 CIP budget.	Grant and/or General Fund

FY 2024/2025 IN PROGRESS AND 2025-2026 CIP PROPOSED PROJECT TABLE

Projects	Estimated Cost	Status	Recommendation	Potential Savings/Expenditure for FY 2025-2026
Replace Exercise Clusters as Rush Park	\$30,000	<p align="center">PROPOSED</p> <p>Purchase 9 new stations to replace the existing and outdate exercise clusters at Rush Park</p>	<p>Recommend adding to future CIP budget for FY 2025/2026 or FY 2026/2027</p>	<p>Grant and/or General Fund</p>
Purchase of Special Event Generator	Seeking Cost Estimates	<p align="center">PROPOSED</p> <p>Purchase a special events generator to avoid having to rent a generator each event. Also, to have in case of an emergency situation.</p>	<p>Purchase during FY 2025/2026 or add to the list of Capital Expenditures for FY 2026/2027</p>	<p>Grant and/or General Fund</p>
Exercise Clusters surrounded by rubberized track		<p align="center">PROPOSED</p>	<p>Future product discussion. Consideration would entail creating a master plan for each park.</p>	<p>Future Grant</p>