



AGENDA

ROSSMOOR COMMUNITY SERVICES DISTRICT

CIP COMMITTEE MEETING

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

**Thursday, September 11, 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

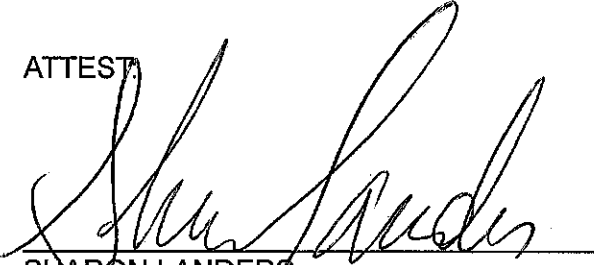
1. REVIEW OF FY 2024-2025 AND FY 2025/2026 CAPITAL PROJECTS AND CONSIDER ADDING A NEW PROJECT TO REPLACE THE RUSH PARK SWING SET IN FY 2025/2026

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the September 11, 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



SHARON LANDERS
Interim General Manager

Date 9/9/25

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: September 11, 2025

To: CIP Committee
Nathan Searles, Chair
Michael Maynard

From: Interim General Manager Sharon Landers

Subject: REVIEW OF FY 2024/2025 AND FY 2025/2026 CAPITAL PROJECTS AND CONSIDER ADDING A NEW PROJECT TO REPLACE THE RUSH PARK SWING SET IN FY 2025/2026

RECOMMENDATION

It is recommended that the CIP Committee review the summary provided below of capital expenditures budgeted for FY 2024/2025 and FY 2025/2026. It is further recommended that the CIP Committee recommend to the Rossmoor Community Services District (RCSD) Board of Directors that it add a new capital project in FY 2025/2026 to replace the Rush Park swing set and defund the Montecito project to paint the exterior and resurface the parking lot. Both projects are estimated at \$15K.

INFORMATION

The Rossmoor Community Services District (RCSD) has been actively working on updating its facilities using general funds and grants. Below is a summary recapping the projects completed in FY 2024/2025 and the projects budgeted in FY2024/2025 or FY 2025/2026 that are currently in the RCSD's work plan.

Capital improvement projects budgeted and completed in FY 2024/2025 include:

Rossmoor Park:

- Community Park Center Roof Reseal – Estimated Cost: \$30K; Actual Cost \$26,275

Capital improvement projects budgeted in FY 2024/25 and NOT completed include:

Rossmoor Park:

- Shade canopy installation, picnic table & benches, garbage cans, BBQ, county permit, consulting costs – available Prop 68 Grant funds for Rossmoor: \$64,623; Estimated Cost: \$55K (80% of which can come out of the Prop 68 Grant)

Rush Park:

- Auditorium Electrical Panels - Estimated Cost \$20K

Capital improvement projects budgeted in FY 2025/26 include:

Rush Park:

- Playground Rubberized Surfacing Replacement - Estimated Cost: \$30,500
- Exterior Electrical Panel - Estimated Cost \$6,750

Montecito:

- Exterior Painting and Parking Lot Resurfacing - Estimated Cost: \$15K

Capital improvement project proposed for FY 2025/2026 but NOT budgeted:

Rush Park:

- Replacement of swing set – Estimated Cost: \$15K

Of five projects funded in FY 2024/2025, three were completed in that fiscal year and two are now part of our project list for FY 2025/26. Of the two that have moved into FY 2025/2026, one is the Shade Canopy Project for which we have begun a formal bidding process. Since we have already purchased the furniture, if we receive acceptable bids, this project is anticipated to be completed by October 2025. The second project that has moved into FY 2025/2026 is the Rush Park Auditorium Electric Panels. We have begun getting informal bids for this work.

The Board's approach to budgeting new capital projects has been to include CIP costs within projected Expenditures so as not to exceed Revenues. This essentially means that if we want to propose a new project, we need to defund a project that has been budgeted to free up funds. We believe the replacement of the swing set at Rush Park is time sensitive since it has far exceeded its useful life and replacing the swing set needs to occur before we replace the rubberized surface around the playground equipment and the swings. We need to move forward on the rubberization project in short order because the rubberized surface is showing signs of wear.

We estimate that the cost to replace the Rush Park swing set is \$15K. So that it can be done in conjunction with the FY 2025/2026 budgeted project at Rush Park to replace the playground rubberized surfacing, we recommend holding up the Montecito project to paint the exterior and parking lot resurfacing, estimated at \$15K, to free up those funds. We can reconsider the timing of the Montecito project during consideration of the mid-year budget.

ATTACHMENTS

1. Capital Improvement Projects
2. Status Report on Prop 68 funds for Rossmoor Park
3. Policy No. 3021 Budgetary Control

Capital Improvement Projects

2024-25 Budgeted

- Rossmoor Community Park Center Roof Reseal; Estimated Cost \$30K – COMPLETED: Actual Cost: \$26,275
- Rush Park Auditorium Electrical Panels; Estimated Cost \$20
- Picnic Shelter Rossmoor Park – Remaining funds in Prop 68 Grant for Rossmoor: \$64,623

2025-26 Budgeted

- Rush Park: Playground Rubberized Surfacing Replacement; Estimated Cost: \$30,500
- Rush Park: Exterior Electrical Panel; Estimated Cost \$6,750
- Montecito Center: Exterior Painting and Parking Lot Resurfacing; Estimated Cost: \$15K

NOT budgeted BUT needed in conjunction with Rush Park Playground Rubberized Surfacing Replacement

- Replacement of Swings in Rush Park; Estimated Cost \$15K

Not budgeted

Higher Priority

- Replacement of Rossmoor Park playground equipment; Estimated Cost: \$600K; Applied for LWCF grant
- Rush Park Exterior Conduit to Field; Estimated Cost \$27,150.
- Purchase of special event generator; Estimated Cost \$78K
- Replace Rush Auditorium Roof; Estimated Cost \$39K

Lower Priority

- Refillable Water Bottle Stations at Rush and Rossmoor Parks (4 total): Estimated Cost \$24K (higher if we also include Montecito, Kempton, Foster)
- Installation of dog walker waste bags at Rush, Rossmoor and Foster parks (6 units); Estimated Cost: \$1,800
- Replacement of exercise clusters at Rush Park; Estimated Cost: \$60K

ATTENTION: Melinda Steinert
DUE DATE: 8/23/2025

STATUS REPORT

Grantee: Rossmoor CSD

Grant Liquidation Date: 6/30/2028

Project Number: 18-30-051 2018 Parks Bond Act, 2018 Parks Bond Act Per Capita

Project Name: Rossmoor Park Improvements

Project Scope: NEED TO INSTALL NEW SHADE STRUCTURE, CONCRETE PAD AND PICNIC SITE AMMENITIES AT ROSSMOOR PARK

1. **Project Phase:** Pre-Construction Pre-Acquisition Acquisition Construction
2. **Percentage of Project Complete:** 25%
3. **Is the project: On Time? No Within Budget? Yes Within Scope? Yes**
 If no, please explain: Please see obstacles below
4. **Potential Obstacles Affecting Completion:** Canopy structure was delivered damaged and needed to be returned for repair. The replacement canopy was delivered this week damaged and again needs to be returned for repair. We hope to resume work on the site by the end of the summer.
5. **Estimated Date of Project Completion:** 9/30/2025
6. **Describe grant-funded work completed since last status report submitted on 12/31/2024:**
 Permits were filed with the county and an extension was also filed until January 6, 2026. The shade structure was delivered, but was returned due to damage. Tables and trash cans were purchased for picnic site.
7. **When will you submit your next payment request? October 2025 For how much? \$64,623**
8. **Provide information on payments to be submitted over the next three years:**

Between 7/1/24 and 12/31/24	Between 1/1/25 and 6/30/25	Between 7/1/25 and 12/31/25	Between 1/1/26 and 6/30/26	Between 7/1/26 and 12/31/26	Between 1/1/27 and 6/30/27	After 7/1/27
\$	\$	\$64,623	\$	\$	\$	\$

The purpose of this data is to help the State estimate borrowing needs; you will not be held to these estimates.

9. **Uncleared advances received to date. Attach a Grant Expenditure Form to clear the advance, if applicable:**
 N/A

If advanced funds have not been spent within six months of receiving, the balance must be spent on eligible costs or returned to OGALS within 30 days from receipt of this form.

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