



# Conejo Recreation & Park District

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Jim Friedl

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**DATE:** October 17, 2024

**TO:** Board of Directors

**FROM:** Jim Friedl, General Manager

**GENERAL MANAGER EMERITUS**

Tex Ward

**SUBJECT:** Conejo Recreation and Park District 30-Year Capital Asset Maintenance Plan

**RECOMMENDATION**

Receive and file.

**DISCUSSION*****Objective***

In October 2012, the District utilized in-house staff responsible for building and facility maintenance and capital projects to originally develop the subject plan. The plan identifies, values, and forecasts the eventual repair/replacement of fixed assets and is utilized as a tool to develop the District's budget.

Due to its large size, a hard copy of the recently updated plan is not included with this report; however, the plan can be found online at:

***[www.crpdp.org/30CAMP](http://www.crpdp.org/30CAMP)***

***Assumptions and Plan Considerations***

Although there are some longstanding facilities that pre-date the District's 1963 formation (i.e., the Crowley House was constructed in 1910), Districtwide, the current facilities have been very well-maintained over the years. This is due in large part to the Board's approval of financial resources for maintenance projects, and District staff developing and implementing the projects and continuously providing necessary daily care to the facilities.

This plan does not consider new projects (like the construction of a new park or building) or the wholesale capital replacement of an entire park or building; rather, the plan assumes the facilities will continue to be well-maintained and forecasts capital maintenance items of the facility (i.e., the roof at Borchard Community Center needs to be replaced in 2033 at a cost of \$125,000 [in 2024 dollars]).

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New capital projects are identified as part of the District's 10-Year Capital Improvement Plan and funded via the two-year budget. Typically, total capital replacement of a park or building would be included in the 10-Year Capital Improvement Plan. To forecast capital spending, the two plans (this 30-Year Capital Asset Maintenance Plan and the 10-Year Capital Improvement Plan) should be read together. The current 10-Year Capital Improvement Plan (Board approved in July 2023) can be found online at:

***[www.crpdpd.org/10YearCIP](http://www.crpdpd.org/10YearCIP)***

It is currently being updated and will be brought to the Board in Spring 2025 as part of the two-year budget process.

This 30-Year Capital Asset Maintenance Plan analyzes and includes capital items in parks or associated with buildings that are not included with regular ongoing maintenance.

For parks, eight items are considered:

- Lighting
- Fencing
- Playground Equipment
- Parking Lots
- Restrooms
- Signage
- Picnic Shelters
- Shade Structures

For buildings, sixteen items are considered:

- Roofing
- Windows
- Exterior Siding and Trim
- Exhaust Fans
- Condensers
- Fan Coils
- Air Handlers
- Kitchen Fire Suppression
- Gas-Fired Heaters
- Wood Flooring
- Vinyl Flooring
- Carpet Flooring
- Water Heaters
- Roll-Up Doors
- Exterior Paint
- Exterior Lighting

Data for 67 facilities, including 53 parks and 14 buildings, is included. Data consists of the original install year, original install cost, quantity, unit, and estimated useful life. From the data input, staff utilizes a factor of 1.25 to forecast an estimated repair/replacement for the asset in the appropriate estimated year.

## **CONCLUSION**

Staff has comprehensively reviewed the District's capital assets and forecasts an approximate estimate of \$37,975,953 (in 2024 dollars) over 30 years for their maintenance. The plan is a valuable additional tool in developing budgets. Staff will update the plan every two years in conjunction with the two-year budget cycle.

To date, the District has been able to maintain its capital assets from existing funding sources. If future revenues and maintenance expenses increase at historical averages, staff believes current

revenue sources should meet the funding requirements of the 30-Year Capital Asset Maintenance Plan. Of course, many events and circumstances can affect the District's ability to meet future needs, but the myriad of such potential factors is beyond the scope of this report.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2024 Strategic Plan Goal: 3.1 Create a financial plan to forecast and optimize financial resources of the District to ensure financial stability.

Respectfully submitted by,



Andrew J. Mooney, Director  
Parks and Planning