

**AGENDA**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**CIP COMMITTEE MEETING**

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

**Tuesday, July 30, 2024  
7:30 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:30 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**

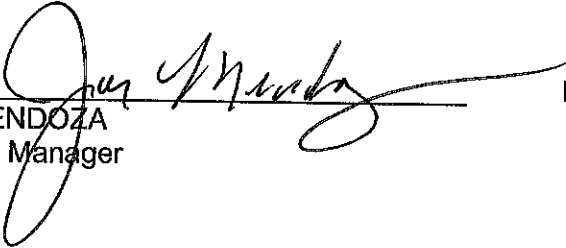
1. DISCUSSION AND UPDATE REGARDING THE ROSSMOOR PARK SHADE CANOPY PROJECT

**D. ADJOURNMENT**

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the July 30, 2024, 7:30 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 7/23/2024

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** July 30, 2024

**To:** CIP Committee  
Jeff Barke, Chair  
Jo Shade

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION AND UPDATE REGARDING THE ROSSMOOR PARK SHADE CANOPY PROJECT

**RECOMMENDATION**

It is recommended that the CIP Committee review the attached overview of the proposed timeline, budget, materials, and site placement and make recommendations the Rossmoor Community Services Board of Directors to approve the proposed Rossmoor Park Shade Canopy Capital Project.

**BACKGROUND**

The Rossmoor Community Services District (RCSD) was awarded a 2018 State of California Park Bond Act Per Capita Prop 68 Grant in the amount of \$ 185,000 for rehabilitation, creation, and improvements to facilities. To date the RCSD has made improvements to facilities such as parking lot resurfacing, athletic court resurfacing, playground improvements, community center flooring and lighting upgrades (attachment 1 January 16, 2024, CIP Committee Report)

**INFORMATION**

To date RCSD has one outstanding project (Rossmoor Park Shade Canopy) budgeted at \$75,000 to fulfill and meet the deadline for completion of April 2028. The remaining grant funding for the Rossmoor Park Shade Canopy is \$64,623. Since the budget for 2024-25 is \$75,000 the reimbursement from the grant would be \$60,000. There will be a surplus of \$4,623 which is ear-marked for any change orders that may occur. Attached are an estimated timeline, budget and site map (see Attachments 2-4). The project will include Architectural Drawings, Engineering Drawings, Freight, Mobilization, Demolition, Concrete and Installation. Other

amenities will include four park benches, two bar b ques and two trash cans. The structure will be 32'x22'x8' (Attachment 2 site plan) which will accommodate anywhere from 25 to 35 guests.

The anticipated project completion is March 15,2025 (Attachment 4 Proposed Timeline), This project was initially targeted to be completed during the Covid Pandemic, however staff reprioritized the grant projects due to staff resources and capacity. During the process the State of California recognized the impact the Covid 19 pandemic had on agencies trying to fulfill the grant deadline and extended the deadline from 2024 to 2028.

The Shade Canopy will be utilized by the Youth Center Summer Camps and After School Program, the Los Alamitos Girls Softball League (shelter will be located adjacent to the snack bar) and available for resident rentals.

The project contract award will be processed through the California Multiple Award Schedule (CMAS) a recognized approved method to secure product and services at prices which have been assessed to be fair, reasonable, and competitive. The CMAS process expedites the project by waiving the bid process thus saving time and money associated with advertising and administering the bid process. CMAS is used by local government agencies and recognized as a California Statewide contract that companies obtain to sell to California state and local government agencies.

## **ATTACHMENTS**

1. January 16, 2024, CIP Committee Report.
2. Site Plan
3. Proposed Budget
4. Proposed Timeline

**AGENDA**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**CIP COMMITTEE MEETING**

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

**Tuesday, January 16, 2024  
7:00 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 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**

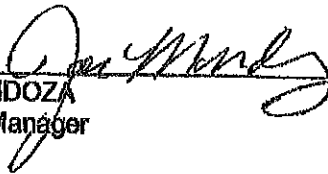
1. REVIEW OF FY 2023-2024 COMPLETED CAPITAL PROJECTS
2. DISCUSSION REGARDING FY 2024-2025 POSSIBLE CAPITAL PROJECTS FOR CONSIDERATION.

**D. ADJOURNMENT**

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the January 16, 2024, 7:00 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 1/16/2024

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** January 16, 2024  
**To:** CIP Committee  
Jeff Barke, Chair  
Jo Shade  
**From:** General Manager Joe Mendoza  
**Subject:** REVIEW OF FY 2023-2024 COMPLETED CAPITAL PROJECTS

**RECOMMENDATION**

It is recommended that the CIP Committee review the attached overview of the expenditures associated with the 2018 Parks Bond Act Per Capita projects at Rossmoor and Rush Parks.

**INFORMATION**

The total for FY 2018/2019-2023/2024 capital improvement projects is an estimated \$104,000. These projects include the following:

Rossmoor Park (Attachment 1 - \$64,623)

1. Resurfaced parking lot
2. Resurfaced basketball and tennis courts
3. Replaced play equipment, surfacing and flooring
4. Replaced ballfield dugouts and backstops

Rush Park – (Attachment 2 - \$39,824)

1. Resurfaced parking lot
2. Replaced play surfacing
3. Added Audio Visual equipment in the auditorium
4. Replaced Air Conditioning in the administrative building

These expenditures (\$110,000) are in the process of being submitted for reimbursement through the State of California Parks Prop 68 Per Capita Grant. The Rossmoor Community

Services District (RCSD) has been allocated \$185,000 for rehabilitation, creation, and improvements to our facilities.

**ATTACHMENTS**

1. Grant Status Report issued by the State of California – Rossmoor Park Improvements
2. Grant Status Report issued by the State of California – Rush Park Improvements
3. Policy No. 3020 Budget Preparation, Adoption and Revision
4. Policy No. 3021 Budgetary Control





DEPARTMENT OF PARKS AND RECREATION  
P.O. Box 942896 • Sacramento, CA 94296-0001  
(916) 653-7423

Armando Quintero, Director

10/27/2023

**Attachment 1**

Joe Mendoza  
General Manager  
Rossmoor CSD  
3001 Blume Drive  
Rossmoor, CA 90720

Re: 2018 Parks Bond Act Per Capita - 18-30-051 Rossmoor Park Improvements

Dear Joe Mendoza:

Enclosed is a **Status Report** for the above referenced project administered by the Office of Grants and Local Services (OGALS). These Status Reports are sent every six months, and if they are not returned within thirty days, no payments can be processed for this project.

Take a moment to review the scope as described in the attached report and provide detailed, accurate, and up-to-date responses to the information requested. The information you provide allows OGALS to assist your agency in completing the project on time, on budget, and according to scope.

Return the completed Status Report within thirty days to your Project Officer Melinda Steinert at [Melinda.Steinert@parks.ca.gov](mailto:Melinda.Steinert@parks.ca.gov). You may also contact Melinda Steinert by phone at (916) 204-9223 if you have any questions.

OGALS appreciates your attention to this matter and looks forward to our continued partnership to improve the quality of life for communities throughout California.

Enclosure



ATTENTION: Melinda Steinert

### Status Report

Grantee: Rossmoor CSD

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 SHELTER, CANOPY, AND CONCRETE PAD AT ROSSMOOR PARK AND ANTICIPATE THE PROJECT WILL BE COMPLETED BY MAY/JUNE 2024**

Project Phase:  Pre-Construction/Pre-Acquisition  Acquisition and/or Construction

When will you submit your next payment request? **7-1-24** For how much? **\$64,623**

Estimated date of project completion: **06-15-24**

Potential obstacles affecting completion: **None**

Is the project: On Time? **YES**/no Within Budget? **YES**/no Within Scope? **YES**/no If no, explain:

Describe grant-funded work completed since last status report submitted on 12/27/2022 : **N/A**

Provide photos showing work completed since 12/27/2022

Describe grant-funded work expected to be completed by 4/24/2024 **None**

If there have been any changes to the proposed funding for this project, attach a revised Funding Sources Form.

Provide information on payments to be submitted over the next three years:

Between 1/1/23 and 6/30/23	Between 7/1/23 and 12/31/23	Between 1/1/24 and 6/30/24	Between 7/1/24 and 12/31/24	Between 1/1/25 and 6/30/25	Between 7/1/25 and 12/31/25	After 1/1/26
\$	\$	<b>\$64,623</b>	\$	\$	\$	\$

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

As a reminder, OGALS considers advance payments a privilege, not a right. For approved advance payments, a Grant Expenditure Form documenting use of the funds must be received within six months from receipt of the advance. For more information about advance payments, refer to the Grant Payment Section in the Per Capita Grant Administration Guide.

Advances to date without documentation (attach a Grant Expenditure Form documenting expenditure of the balance, if applicable):

N/A

If a portion of the advanced funds have not been spent, and more than six months have passed since the grantee received the advanced funds, the balance must be spent on eligible costs or returned to OGALS within 60 days from receipt of this form.

I represent and warrant that I have full authority to execute this Grant Progress Status Report on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.

  
Authorized Representative

  
Title

  
Date

(\*Certification to above information requires a signature by a person authorized in the resolution)



DEPARTMENT OF PARKS AND RECREATION  
P.O. Box 942896 • Sacramento, CA 94296-0001  
(916) 653-7423

Armando Quintero, Director

10/27/2023

**Attachment 2**

Joe Mendoza  
General Manager  
Rossmoor CSD  
3001 Blume Drive  
Rossmoor, CA 90720

Re: 2018 Parks Bond Act Per Capita - 18-30-050 Rush Park Improvements

Dear Joe Mendoza:

Enclosed is a Status Report for the above referenced project administered by the Office of Grants and Local Services (OGALS). These Status Reports are sent every six months, and if they are not returned within thirty days, no payments can be processed for this project.

Take a moment to review the scope as described in the attached report and provide detailed, accurate, and up-to-date responses to the information requested. The information you provide allows OGALS to assist your agency in completing the project on time, on budget, and according to scope.

Return the completed Status Report within thirty days to your Project Officer Melinda Steinert at Melinda.Steinert@parks.ca.gov. You may also contact Melinda Steinert by phone at (916) 204-9223 if you have any questions.

OGALS appreciates your attention to this matter and looks forward to our continued partnership to improve the quality of life for communities throughout California.

Enclosure



ATTENTION: Melinda Steinert

### Status Report

Grantee: Rossmoor CSD

Project Number: 18-30-050 2018 Parks Bond Act, 2018 Parks Bond Act Per Capita

Project Name: Rush Park Improvements

Project Scope: **NEED TO REPLACE FLOORING IN THE AUDITORIUM AT RUSH PARK AND ANTICIPATE THE PROJECT WILL BE COMPLETED BY MAY/JUNE 2024**

Project Phase:  Pre-Construction/Pre-Acquisition  Acquisition and/or Construction

When will you submit your next payment request? **7-1-24** For how much? **\$39,824**

Estimated date of project completion: **6-15-24**

Potential obstacles affecting completion: **None**

Is the project: On Time? **YES**/no Within Budget? **YES**/no Within Scope? **YES**/no If no, explain:

Describe grant-funded work completed since last status report submitted on **12/27/2022** : **N/A**

Provide photos showing work completed since **12/27/2022**

Describe grant-funded work expected to be completed by **4/24/2024** **None** **The project will be completed by May/June 2024**

If there have been any changes to the proposed funding for this project, attach a revised Funding Sources Form.

Provide information on payments to be submitted over the next three years:

Between 1/1/23 and 6/30/23	Between 7/1/23 and 12/31/23	Between 1/1/24 and 6/30/24	Between 7/1/24 and 12/31/24	Between 1/1/25 and 6/30/25	Between 7/1/25 and 12/31/25	After 1/1/26
\$	\$	\$ <b>39,824</b>	\$	\$	\$	\$

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

As a reminder, OGALS considers advance payments a privilege, not a right. For approved advance payments, a Grant Expenditure Form documenting use of the funds must be received within six months from receipt of the advance. For more information about advance payments, refer to the Grant Payment Section in the Per Capita Grant Administration Guide.

Advances to date without documentation (attach a Grant Expenditure Form documenting expenditure of the balance, if applicable):

N/A

*If a portion of the advanced funds have not been spent, and more than six months have passed since the grantee received the advanced funds, the balance must be spent on eligible costs or returned to OGALS within 60 days from receipt of this form.*

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I represent and warrant that I have full authority to execute this Grant Progress Status Report on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.

  
Authorized Representative

  
Title

  
Date

(\*Certification to above information requires a signature by a person authorized in the resolution)

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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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-2**

**Date:** January 16, 2024

**To:** CIP Committee  
Jeff Barke, Chair  
Jo Shade

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION REGARDING FY 2024-2025 POSSIBLE CAPITAL PROJECTS FOR CONSIDERATION

**RECOMMENDATION**

1. Review possible capital improvement projects (CIP) for FY 2024-2025; and
2. Direct staff to research and prepare detailed capital improvement project information for FY 2024-2025, to be considered at the March 13, 2024 CIP Committee meeting.

**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 and by District staff:

1. Replacement of exercise clusters at Rush Park
2. Replacement of Rossmoor Park playground equipment

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

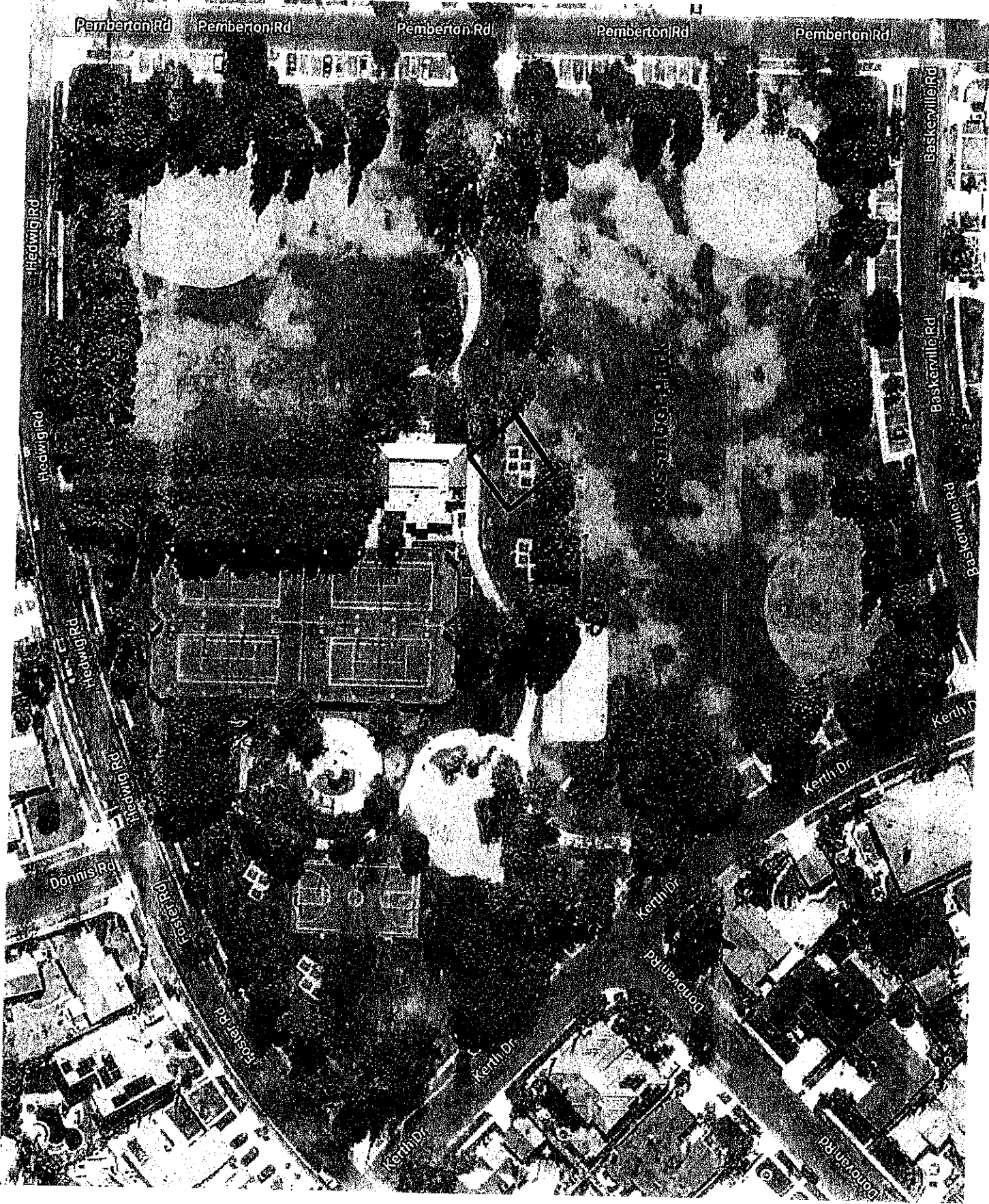
The Rossmoor Community Services District has been allocated \$185,000 for rehabilitation, creation, and improvements to our facilities through the State of California Parks Prop 68 Per Capita Grant. Please note the following:

1. FY 2019-2020 project received reimbursement: Rush Park parking lot (\$35,000)
2. FY 2021-2022 projects identified in the previous (C-1) have been received (\$79,766)
3. FY 2023-2024 projects still in process under the approved grant include the canopy and cement pad at Rossmoor Park and the carpet/flooring replacement in the Auditorium at Rush Park.

The CIP Committee will meet again on March 13, 2024 to determine final recommendations for possible FY 2024-2025 capital improvement projects. The final recommendations will be presented to the Budget Committee at their March 20, 2024 meeting for the FY 2024-2025 budget.

#### **ATTACHMENTS**

None



**PROP 68 ROSSMOOR PARK SHADE CANOPY 2024 – 2025 BUDGET**

<b>Prop 68 – Budgeted Amount</b>	<b>\$75,000.00</b>
<b>ESTIMATED EXPENDITURES</b>	
<b>Architectural Drawings</b>	<b>\$3,000.00</b>
<b>Shade Structure and Engineering Drawings</b>	<b>\$9,980.16</b>
<b>Freight, Mobilization, Demolition, Concrete, Installation</b>	<b>\$46,242.00</b>
<b>OTHER HARD COSTS (Estimated)</b>	
<b>Benches and BBQ's</b>	<b>\$15,000.00</b>
<b>Total</b>	<b>\$74,222.16</b>

**PROP 68 ROSSMOOR PARK SHADE CANOPY PROJECT SCHEDULE**

<b>Engineering Documents</b>	<b>September 1,2024 – October 1, 2024</b>
<b>Engineering Documents</b>	<b>October 1,2024 – November 1,2024</b>
<b>Orange County Plan Check</b>	<b>November 1,2024 – December 1,2024</b>
<b>Purchase and Manufacturing</b>	<b>December 1,2024 - February 1,2025</b>
<b>Installation</b>	<b>February 1,2024 to March 15,2025</b>