



**AGENDA**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**CIP COMMITTEE MEETING**

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

**Wednesday, January 22, 2025  
1:30 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 1:30 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 REGARDING FY 2025-2026 POSSIBLE CAPITAL PROJECTS FOR CONSIDERATION.

**D. ADJOURNMENT**



**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the January 22, 2025, 1:30 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

A handwritten signature in black ink, appearing to read "Joe Mendoza", written over a horizontal line.

Date \_\_\_\_\_

1/17/2025

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** January 22, 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. Current Grant Status for Rossmoor Park
2. Rossmoor Park Shade Canopy Plans
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

12/31/2024

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). 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.

Email 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. Failure to submit a timely Status Report will halt payment requests until satisfied.

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  
DUE DATE: 1/30/2025

## 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 SHELTER, 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: Click or tap here to enter text.

4. Potential Obstacles Affecting Completion: NONE

5. Estimated Date of Project Completion: 5/1/2025

6. Describe grant-funded work completed since last status report submitted on 6/3/2024:  
ENGINEERING AND ARCHITECTUAL DESIGN COMPLETE

7. When will you submit your next payment request? JUNE 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.

10. Bond Act Sign installed during construction? Yes

See Proposition 68 for sign guidelines.

If not previously submitted, provide photos of mounted Bond Act Sign showing location and language:

**11. Provide progress photos of grant-funded work completed since the last report:**

I represent and warrant that I have full authority to execute this 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.

*Jan W. Jandy* *General Manager* *1/2/25*  
**Authorized Representative\*** **Title** **Date**  
(\*Certification to above information requires a signature by a person authorized in the resolution)





**CBC CHPT 11B 502 SPECIFICATIONS W/ KEYNOTES**

**OCPW** CHAPTER 11B-502 DA POT @ THE COUNTY-OWNED ACCESSIBLE & VAN PARKING SPACES SIDEWALKS, CURB RAMPS, SIGNAGE, STRIPING, et al, WERE UPDATED TO CODE 2022, VIA OCPW'S ADA TRANSITION PLAN.

1. ROSSMOOR CSD'S \$4,000 PAYMENT TO OCPW FOR SLURRY COATING OF THEIR PARKING SPACES 2022. DOCUMENTATION; CONTACT OWNER OR KIMLEY-HORN'S MATT STEWART.
2. (E) D.A. P.O.T. 4' WIDE x 21'-3" LONG SIDEWALK. SLOPE = 1:85'
3. NEW 11b-502-COMPLIANT 36'-3"x26'-3"x4" PATIO SLAB

**CHAPTER 11B 502 CAL-ADA HARDSHIP CALCULATIONS**

Project Basis  
 Shade Canopy, Footings and Installation **\$35,000.00**  
 20% of the Shade Canopy & Installation Costs = **\$7,000.00**

**Cal ADA Improvements:**

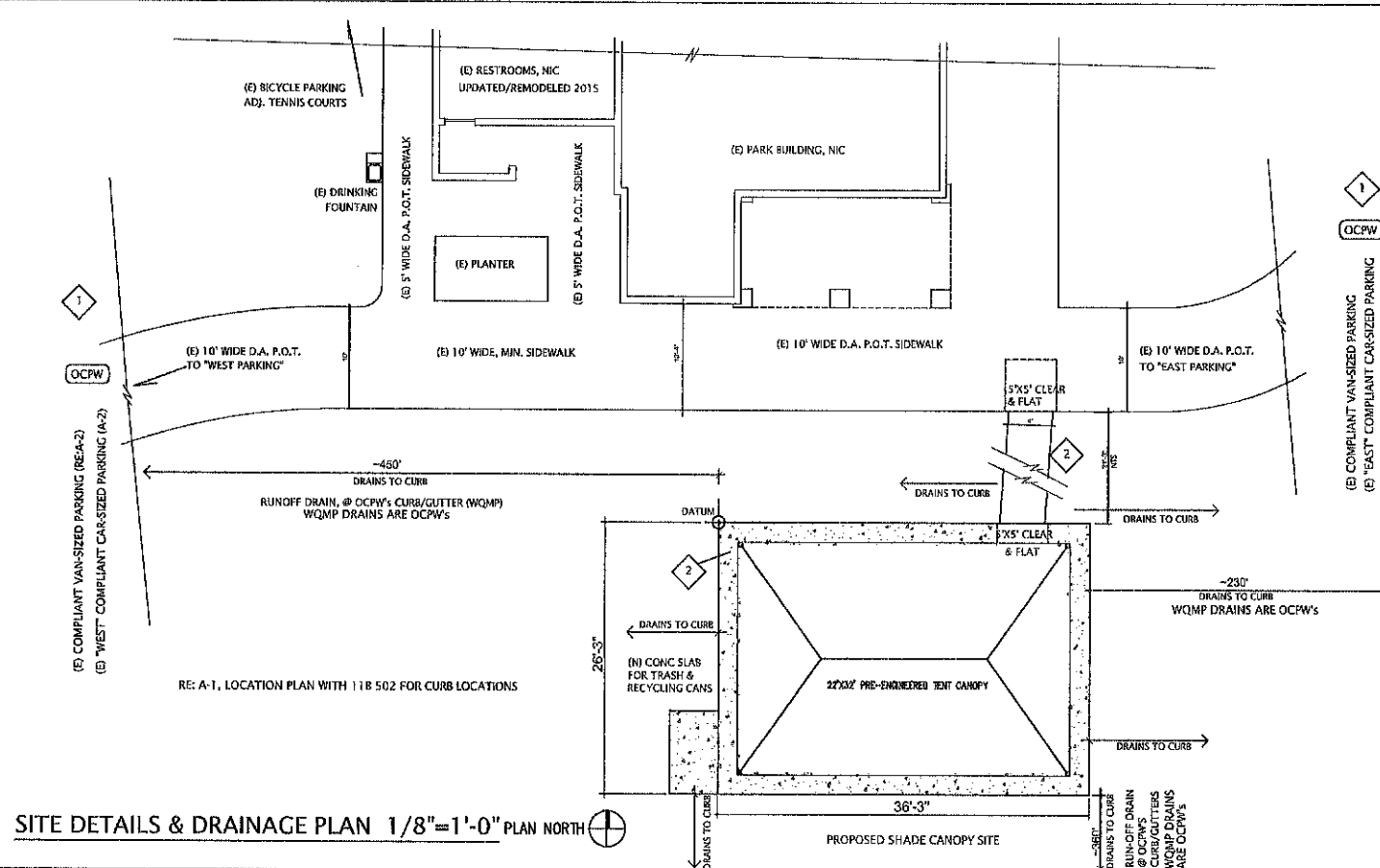
Pay for Slurry Coat of OCPW's Parking Areas, when they did their ADA Transition Plan Improvements to their Parking Spots, In 2022. RE: DA POT Plan A-2. **\$4,000.00**  
 Demo old patio slabs\*, prep site for new footings and new patio slab **\$5,000.00**  
 Install new 24'x24'x4" thick Cal ADA-compliant Patio Slab \* **\$20,000.00**

Total exceeds 20% of Project Costs. Complies. **\$29,000.00**

\* Includes costs for CalGreen CGSB C5.408 Demo Waste Management. RE: A-2

**CONCRETE SLAB SPECIFICATIONS**

1. 6" CONC SLAB ON GRADE w/ WWR, 2800 PSI COMPRESSIVE STRENGTH.
2. OVER 6 MIL POLYETHYLENE VAPOR RETARDER w/ 6" MIN. LAPPED JOINTS.
3. OVER 4" OF 1/2" AGGREGATE BASE.
4. SCREEDED & BRUSHED SURFACE TO HAVE "ROCK SALT FINISH". FINISHED ELEV. NOT TO EXCEED 1/2" ABOVE ADJ. GRADE.
5. SIZE, CONTROL JOINTS & SLOPE PER DRAWINGS
6. SIDEWALK TO TIE INTO ADJACENT SIDEWALK, FLUSH.
7. JOB WILL BE PERMITTED BY OWNER, AS PART OF THE CANOPY PROJECT.
8. NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) & BEST MANAGEMENT PRACTICES (BMPs) WILL APPLY.
9. PREVAILING WAGE WILL APPLY.



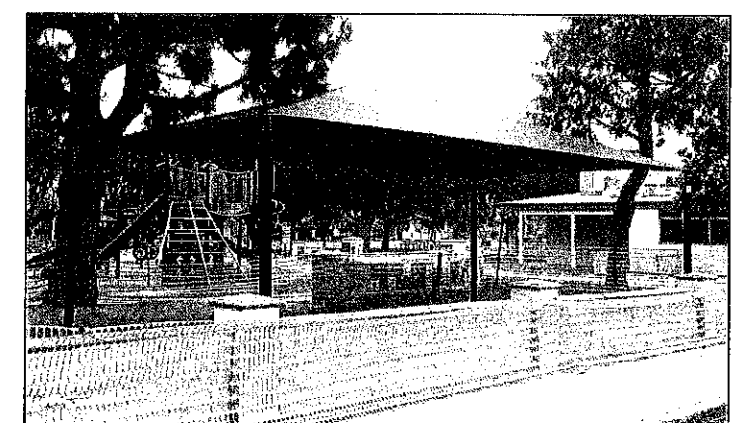
**SITE DETAILS & DRAINAGE PLAN 1/8"=1'-0" PLAN NORTH**

PER 2019 CA GBSC SECTION 5.408.  
**5.408.3 EXCAVATED SOIL AND LAND CLEARING DEBRIS.**  
 RECYCLE OR RE-USE 100% OF THE REMOVED GRASS & EXCAVATED SOIL FOR THE NEW FOOTINGS AND CONCRETE SLAB  
 Note: The Owner has four other parks to re-use the soil and grass, by filling low spots in the landscaping and transplanting the grass in bald spots, as well as stockpiling any extras at their Landscaping Supplies Yard, located at the rear of Foster Park, 12590 Foster Road, in Rossmoor.  
**2019 CA GREEN BUILDING STANDARDS CODE, SS.408.**  
 CONCRETE WASTE - RECYCLE 65% PER  
**5.408.1 CONSTRUCTION WASTE MANAGEMENT**  
 SUB-SECTIONS 5.408.1.1- CONSTRUCTION WASTE MANAGEMENT PLAN  
**5.408.1.4 DOCUMENTATION**  
 Documentation shall be provided to the enforcing agency, demonstrating compliance w/ Sub-sections 1.1-1.3, by the Contractor.  
 Notes: Sample forms can be found at [www.bsc.ca.gov/Home/CALGreen.aspx](http://www.bsc.ca.gov/Home/CALGreen.aspx) "A Guide to the CA Green Building Standards Code (NB)" to assist in documenting compliance w/ the Waste Management Plan.

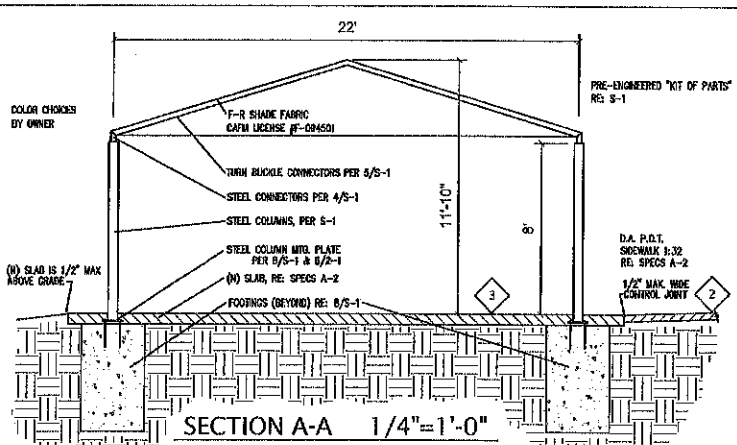
**PARADIGM DESIGN**  
 PO BOX 72 MANHATTAN, KS 66604  
 CWilliamsen@paradigmDsn.com  
 PHONE 714-381-3459

ROSSMOOR PARK  
 SHADE CANOPY  
 3200 HEDWIG RD, ROSSMOOR, CA

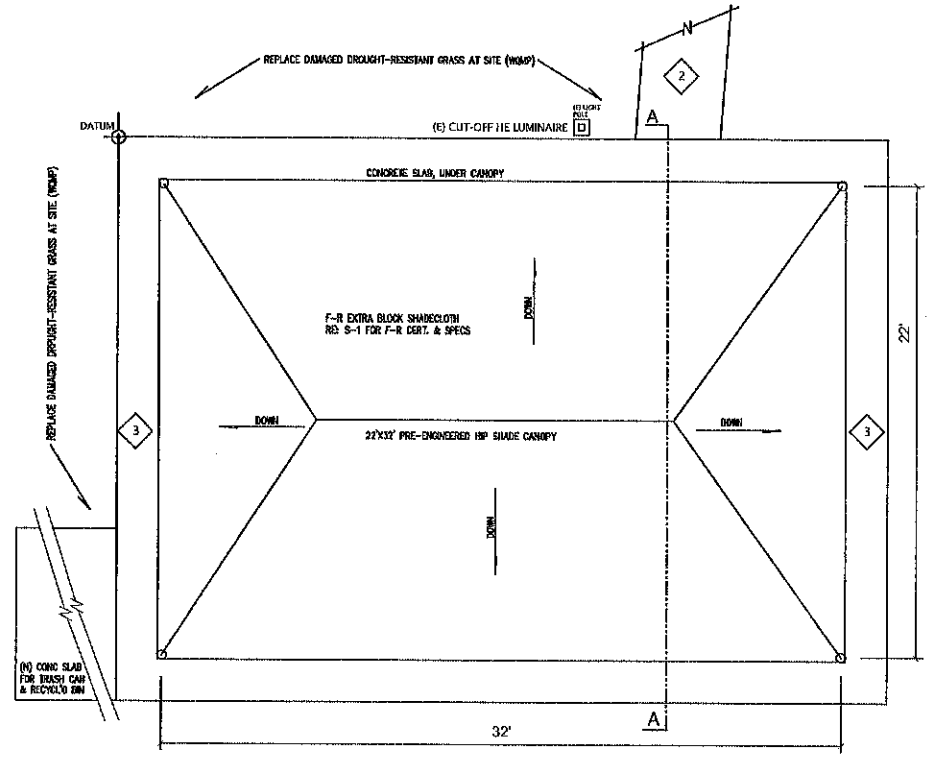
ROSSMOOR COMMUNITY SERVICES DISTRICT  
 3021 PLUME DRIVE, ROSSMOOR, 90720



**SIMILAR CANOPY AT RUSH PARK, ROSSMOOR RCSD**



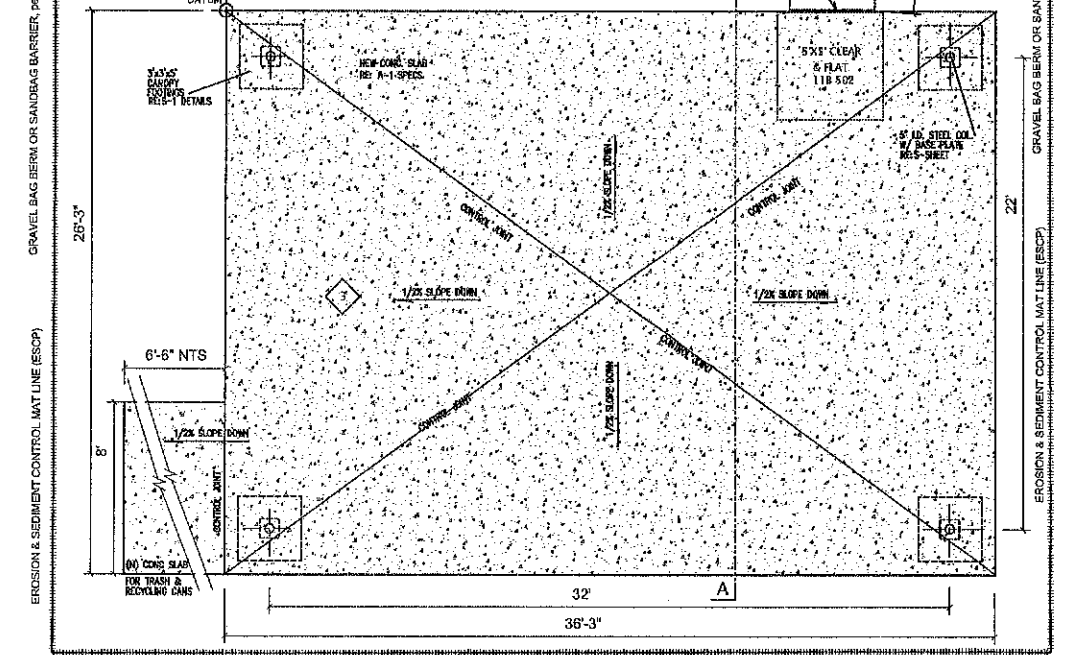
**SECTION A-A 1/4"=1'-0"**



**ROOF & PLAN VIEW 1/4"=1'-0" PLAN NORTH**

PER NPDES, BMP's & DBSC ORDER ACCURATE AMOUNTS OF CONCRETE TO LIMIT WASTE.  
 RE: A-1 FOR "CALGREEN" CA GREEN BUILDING STANDARDS CODE REQUIREMENTS  
 CLEAN OUT EQUIPMENT AT CONC. READY-MIX FACILITY, NOT THE SITE.

**CAL/OSHA**  
 THERE SHALL BE NO TRENCHES OR EXCAVATIONS 5 FEET OR MORE IN DEPTH INTO WHICH A PERSON IS REQUIRED TO DESCEND, OR OBTAIN PERMIT FROM STATE OF CALIFORNIA, DIVISION OF OCCUPATIONAL SAFETY AND HEALTH(Cal/OSHA). THIS PERMIT AND ANY OTHER SAFETY PERMIT SHALL BE OBTAINED PRIOR TO COMMENCEMENT OF ANY WORK.  
 CONTACT Cal/OSHA AT 714-558-4451 FOR ADDITIONAL INFO.



**FOUNDATION & CONC. SLAB PLAN 1/4"=1'-0" PLAN NORTH**

SITE DETAIL  
 11P 202 SPECS  
 W/ NOTED  
 11P 202 HEDWIG CALCS  
 SIDEWALK & SLAB SPECS  
 SECTION FOOT PLAN PLAN  
 FOUND: CONC. SLAB PLAN  
 EXAMPLE PHOTO

SCALE: AS NOTED	DATE: 02
DRAWN: J.P.	REVISION: 24/08
CHECKED: J.P.	DATE: 24/08

SHEET #  
**A-2**  
 2 of 3

**CAL FIRE**  
**FLAME RETARDANT**  
**Fabric Registration**  
**LICENSE NUMBER: F-094501**  
**EXTRA BLOCK SHADECLOTH**

Product Marketed by:  
**ALNET PTY (LTD)**  
 MOORSOM AVENUE, EPPING, INDUSTRY II  
 CAPE TOWN, S. AFRICA  
 Issue Date : 03/25/2024  
 Expiration Date : 06/30/2025

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code. The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

Issued By: *Conroy Walker*  
 Fire Engineering License Manager  
 Fire Engineering & Investigations Division  
 Reviewed and Approved By: *Patricia Setzer*  
 Deputy State Fire Marshal III  
 Fire Engineering & Investigations Division

OFFICE OF THE STATE FIRE MARSHAL  
 Please visit [calfire.gov/motus.org](http://calfire.gov/motus.org) for more information on Licensing and Permitting with CAL FIRE

Page 1 of 1

**DESIGN CRITERIA**  
 2022 CALIFORNIA BUILDING CODE  
 DEAD LOAD:  
 FABRIC: 0.10 PSF  
 SNOW LOAD:  
 GROUND SNOW LOAD: 0 PSF  
 ROOF SNOW LOAD: 0 PSF  
 SNOW EXPOSURE FACTOR: 1.0  
 SNOW LOAD IMPORTANCE FACTOR: 1.0  
 THERMAL FACTOR: 1.2  
 LIVE LOAD:  
 ROOF LIVE LOAD: 5 PSF  
 WIND LOAD:  
 FRAME WITH FABRIC: 95 MPH  
 FRAME WITHOUT FABRIC: 95 MPH  
 WIND IMPORTANCE FACTOR: 1.0  
 WIND EXPOSURE CATEGORY: C  
 WIND ENCLOSURE TYPE: OPEN  
 GUST EFFECT FACTOR: 0.87  
 SEISMIC DESIGN:  
 SEISMIC IMPORTANCE FACTOR: 1.0  
 SEISMIC SITE CLASS: D  
 SEISMIC DESIGN CATEGORY: D  
 BASIC SEISMIC FORCE RESISTING SYSTEM: CANTILEVERED COLUMNS DETAILED TO ORDINARY MOMENT FRAMES

**OWNER NOTES**  
 1. MEMBRANE(S) MUST BE REMOVED IF LIVE LOAD/ROOF SNOW LOAD IS EXPECTED TO EXCEED 5 PSF AND/OR THE BASIC WIND SPEED IS EXPECTED TO EXCEED A NOMINAL DESIGN WIND SPEED OF 86 MPH OR 76 MPH SUSTAINED WIND LOAD TO PREVENT DAMAGE.  
 2. THE OWNER ACCEPTS FULL RESPONSIBILITY OF REMOVING THE FABRIC FROM THE STEEL FRAME WHEN ANY OR ALL OF THESE CONDITIONS MAY OCCUR.  
 3. THE STEEL STRUCTURE WITH THE FABRIC REMOVED WAS DESIGNED TO WITHSTAND DEAD LOADS, ROOF LIVE LOADS, SNOW LOADS AND WIND SPEEDS AS SPECIFIED ABOVE PER THE LOCAL CODE REQUIREMENTS. IF THE ABOVE LOADS ARE EXCEEDED OR ADDITIONAL LOADS ARE INDUCED STRUCTURAL FAILURE MAY OCCUR. THE OWNER IS RESPONSIBLE FOR AND ACCEPTS FULL LIABILITY FOR ANY ISSUES CAUSED BY EXCEEDING THE DESIGN CRITERIA LOADS.

**GENERAL NOTES**  
 1. FABRIC MEETS NFPA 701-15.  
 2. ALL EXPOSED STEEL TO BE POWDER COATED.

**FOUNDATION DESIGN**  
 MINIMUM CONCRETE COMPRESSIVE STRENGTH AFTER 28 DAYS: 3,000 PSI (SPECIAL INSPECTION REQUIRED)  
 STEEL REINFORCEMENT: ASTM-A615, GRADE 60  
 ASSUMED VERTICAL FOUNDATION PRESSURE: 1,500 PSF  
 ASSUMED LATERAL BEARING PRESSURE: 100 PSF/FT  
 THE VERTICAL AND LATERAL BEARING PRESSURE VALUES WERE CONSIDERED PER CONDITIONS OF CURRENT BUILDING CODE.

**FOUNDATION NOTES:**  
 1. THE FOUNDATION DESIGN IS BASED ON TABLE 1806.2 OF THE INTERNATIONAL BUILDING CODE, CLASS 5 SOIL MATERIAL. IF DIFFERENT SOIL CONDITIONS ARE ENCOUNTERED, IT IS RECOMMENDED THAT A SITE SPECIFIC GEOTECHNICAL REPORT IS CONDUCTED TO DETERMINE THE LOAD BEARING VALUES OF THE SOIL. OWNER / CONTRACTOR ASSUME FULL LIABILITY IF NO GEOTECHNICAL INVESTIGATIONS ARE CONDUCTED.  
 2. IF THE FOOTING DEPTH DOES NOT MEET LOCAL FROST REQUIREMENTS, FOOTINGS SHALL BE RE-SIGNED UNDER THE DIRECTION OF AN ENGINEER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCAL FROST DEPTH.

**INSPECTION NOTES:**  
 1. IT IS THE CUSTOMER/CONTRACTOR'S RESPONSIBILITY TO VERIFY AND COORDINATE ANY AND ALL INSPECTIONS REQUIRED BY THE LOCAL BUILDING DEPARTMENT.

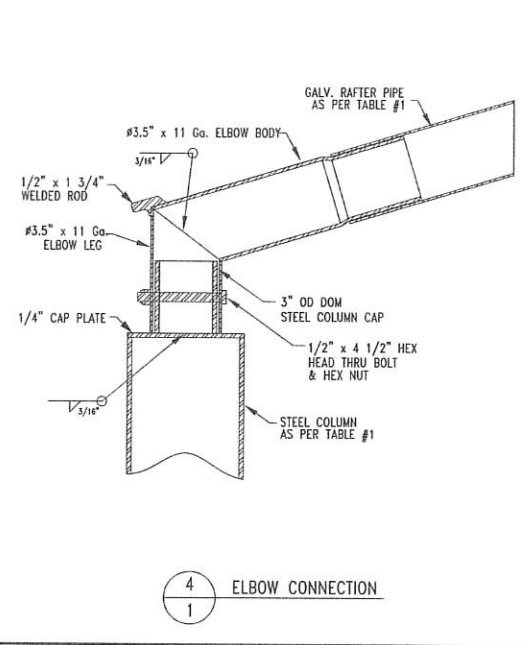
**MATERIALS**  
 1. ALL MATERIALS LISTED BELOW MAY NOT BE SPECIFIC TO THIS PROJECT.

MEMBER TYPE	ASTM	MIN. YIELD STRENGTH
W SHAPES	A992	50 KSI
RECTANGULAR HSS TUBES	A500(GRADE B)	46 KSI
SQUARE HSS TUBES	A500(GRADE B)	46 KSI
ROUND HSS TUBES	A500(GRADE B)	42 KSI
SCHEDULE PIPE	A500(GRADE B&C)	50 KSI
ROUND MECHANICAL TUBING	A519	45 KSI
MISCELLANEOUS PLATES/SHAPES	A36	36 KSI
CONNECTION BOLTS	SAE J429(GRADE 5)	92 KSI
HEADED ANCHOR BOLTS	F1554	36 KSI
HOOKE ANCHOR BOLTS	A307	36 KSI

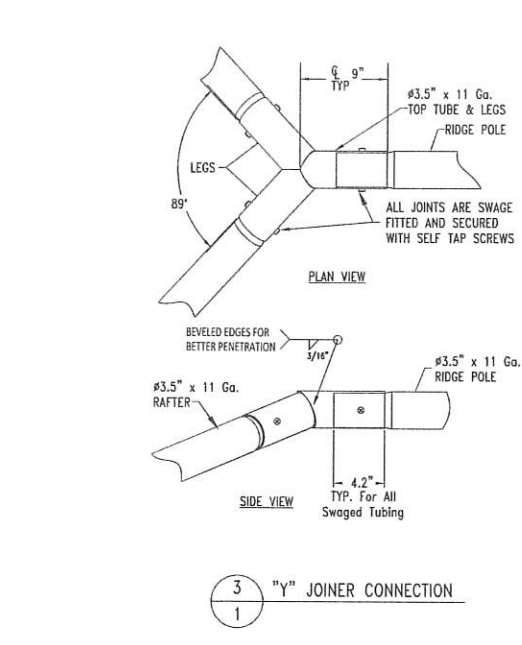
3/16" GALVANIZED AIRCRAFT CABLE SHALL HAVE A NOMINAL STRENGTH OF 4,200 LBS.  
 1/4" GALVANIZED AIRCRAFT CABLE SHALL HAVE A NOMINAL STRENGTH OF 7,000 LBS.  
 5/16" GALVANIZED AIRCRAFT CABLE SHALL HAVE A NOMINAL STRENGTH OF 9,800 LBS.

**TABLE 1**

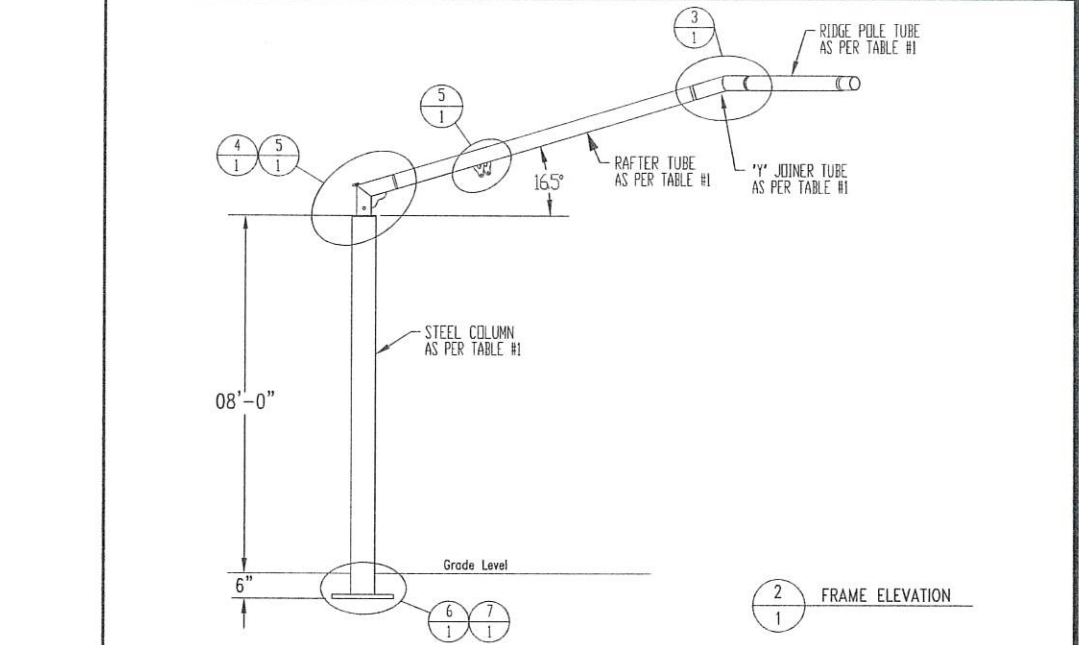
STRUCTURE	EAVE HEIGHT	COLUMN SIZE	FRAME TUBE SIZE	SPREAD FOOTING SIZE	SPREAD FOOTING REIN.	BASEPLATE
32' x 22' Hip Shade	08'-0" Above Grade	5.0" ID Sch-40	3.5" OD 11 Gauge	4.25' x 4.25' 3.0' Deep	(5)#5 EW Top & Bot 3/4" Thk.	11" x 11"



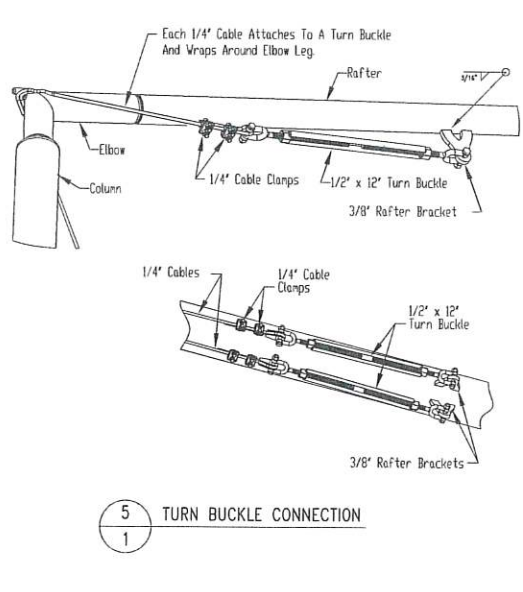
4 ELBOW CONNECTION



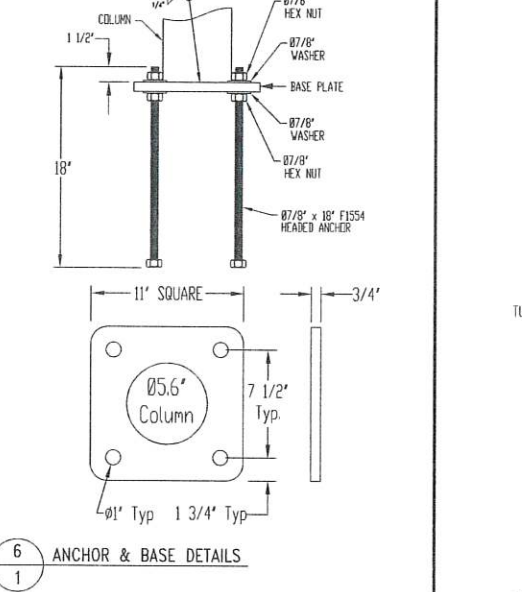
3 "Y" JOINER CONNECTION



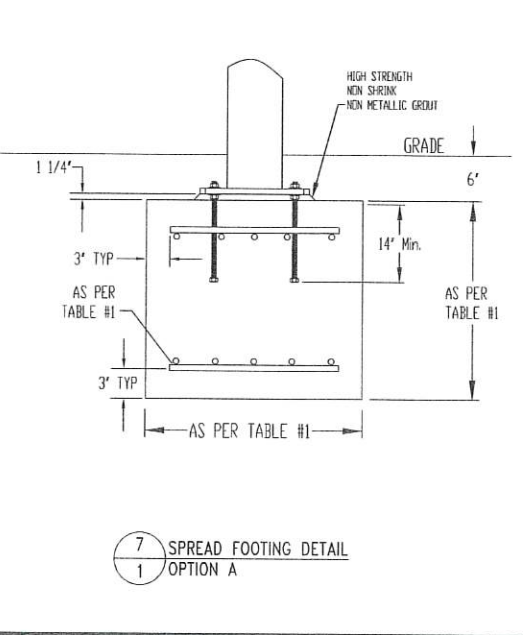
2 FRAME ELEVATION



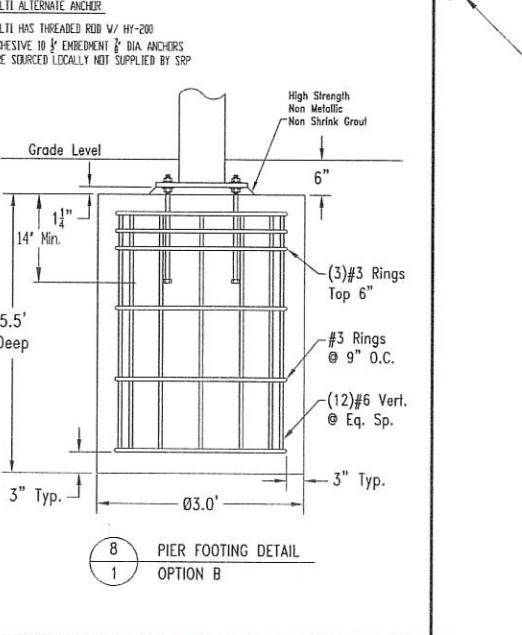
5 TURN BUCKLE CONNECTION



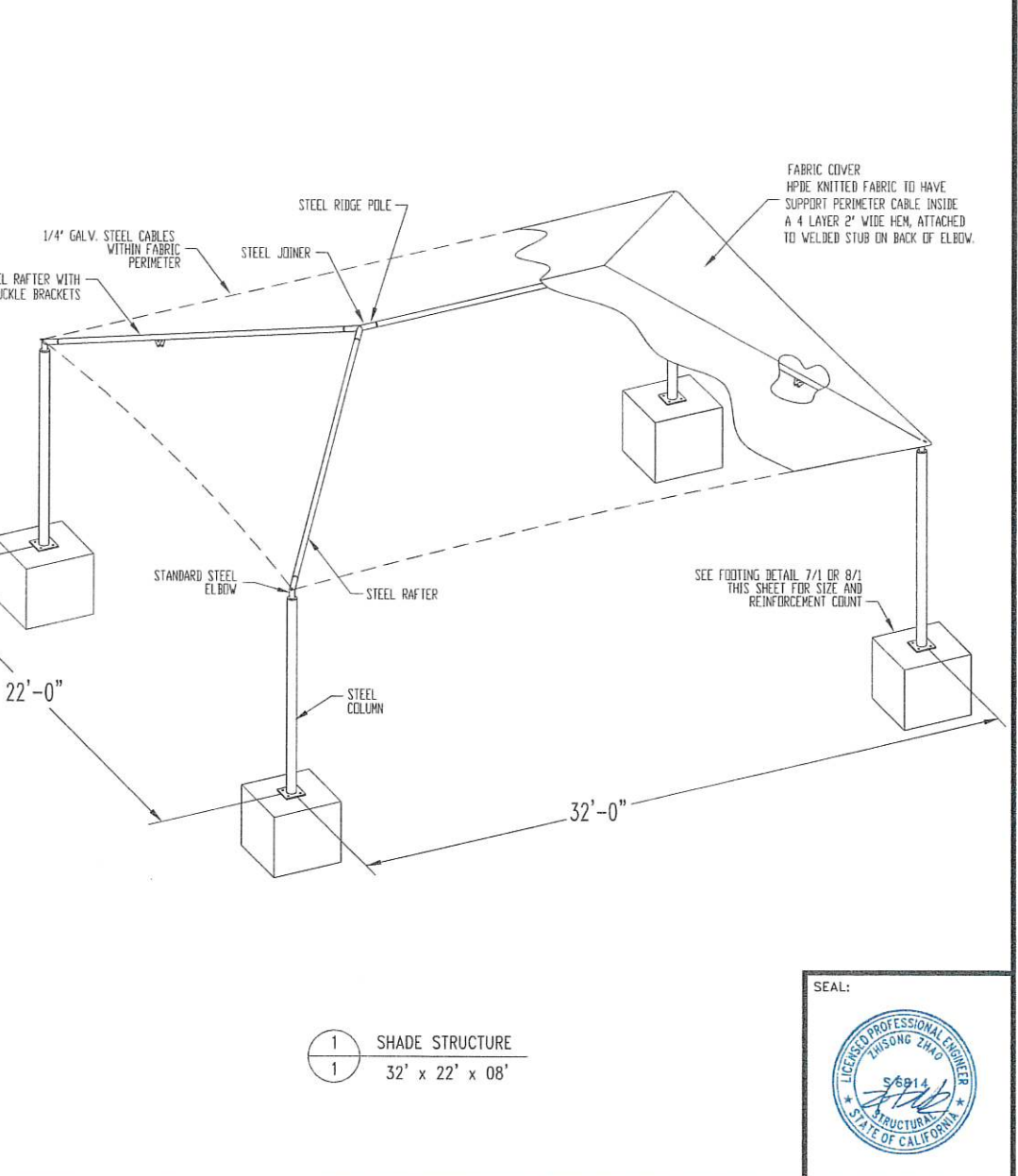
6 ANCHOR & BASE DETAILS



7 SPREAD FOOTING DETAIL OPTION A



8 PIER FOOTING DETAIL OPTION B



1 SHADE STRUCTURE  
 1 32' x 22' x 08'



**poligon**  
 FABRIC

POLIGON SHADE  
 4240 136th Avenue  
 Holland, MI, 49424

STATE OF CALIFORNIA  
 ROSSMOOR PARK  
 3001 Blume Dr.  
 Rossmoor, CA 90720

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Revisions:

Date	By

Drawn: TAB  
 Date: 9/27/2024  
 Chkd:  
 Date:

S00269531  
 1  
 Sheet No.

## 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:** January 22, 2025

**To:** CIP Committee  
Nathan Searles, Chair  
Michael Maynard

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION REGARDING FY 2025-2026 POSSIBLE CAPITAL PROJECTS FOR CONSIDERATION

#### **RECOMMENDATION**

1. Review possible capital improvement projects (CIP) for FY 2025-2026; and
2. Direct staff to research and prepare detailed capital improvement project information for FY 2025-2026, to be considered at the March 12, 2025 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, by District staff and suggested by residents via the Satisfaction Survey:

1. Replacement of exercise clusters at Rush Park
2. Upgrade of electrical panel at Rush Park
3. Purchase of special event generator
4. Replacement of Rossmoor Park playground equipment
5. Installation of dog walker waste bags at both Rush and Rossmoor parks
6. Refurbishment of kitchen and bathrooms at both Rush and Rossmoor parks
7. Installation of refillable water bottle stations at both Rush and Rossmoor parks

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

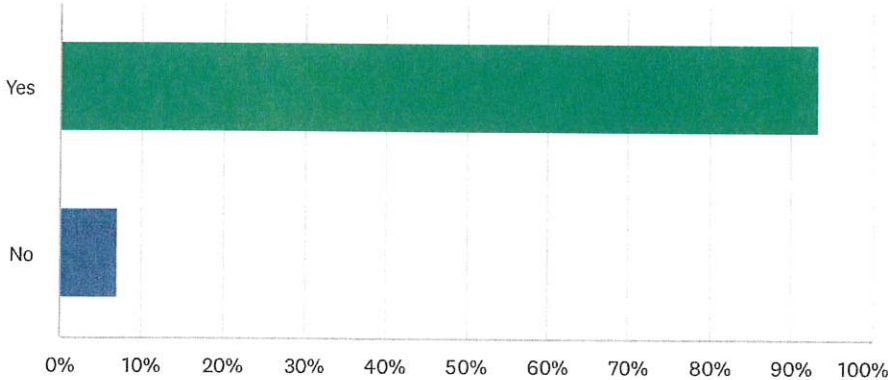
The CIP Committee will meet again on March 12, 2025 to determine final recommendations for possible FY 2025-2026 capital improvement projects. The final recommendations will be presented to the Budget Committee at their March 19, 2025 meeting for the FY 2025-2026 budget.

## **ATTACHMENTS**

1. Satisfaction Survey
2. Rossmoor demographics and possible grant funding opportunities

### Q1 Are you a Rossmoor resident?

Answered: 244 Skipped: 3

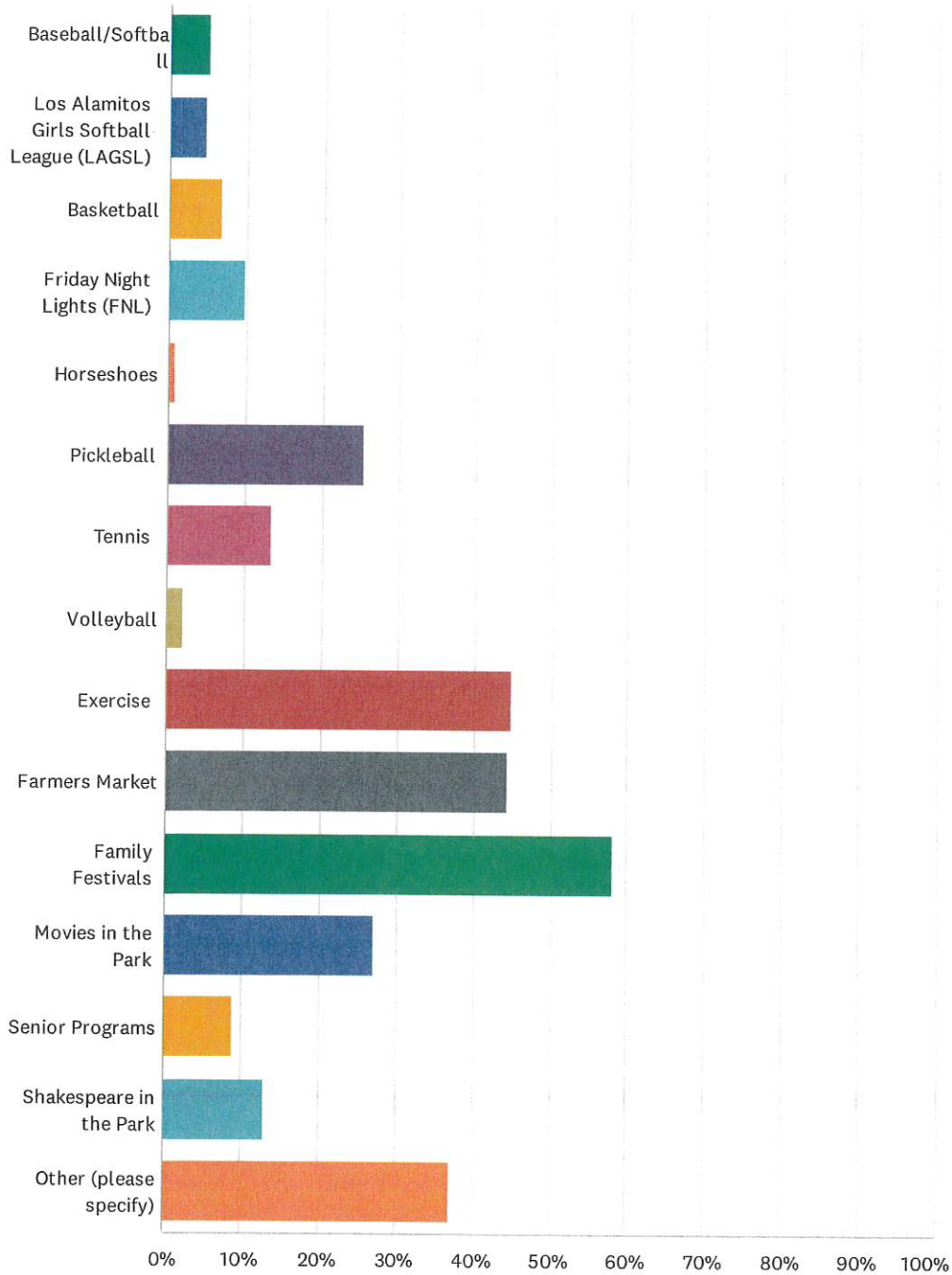


ANSWER CHOICES	RESPONSES	
Yes	93.44%	228
No	6.97%	17
Total Respondents: 244		



## Q2 What brings you to the Rossmoor parks or facilities? (check all that apply)

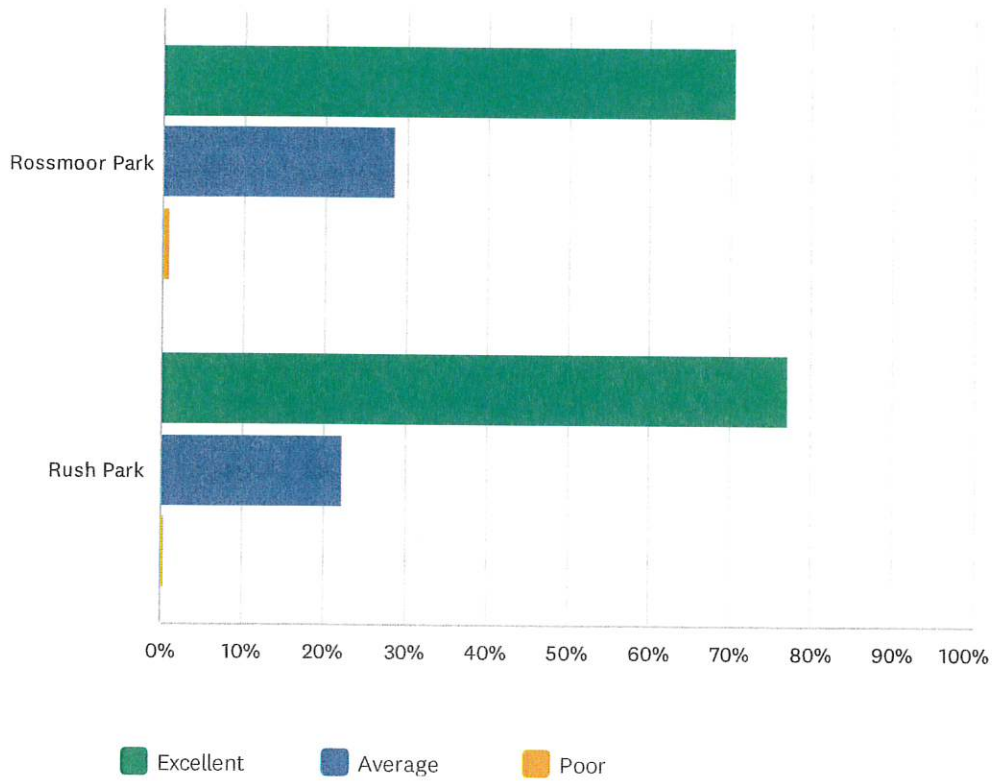
Answered: 237 Skipped: 10



ANSWER CHOICES	RESPONSES	
Baseball/Softball	5.06%	12
Los Alamitos Girls Softball League (LAGSL)	4.64%	11
Basketball	6.75%	16
Friday Night Lights (FNL)	9.70%	23
Horseshoes	0.84%	2
Pickleball	25.32%	60
Tennis	13.50%	32
Volleyball	2.11%	5
Exercise	44.73%	106
Farmers Market	44.30%	105
Family Festivals	58.23%	138
Movies in the Park	27.00%	64
Senior Programs	8.86%	21
Shakespeare in the Park	13.08%	31
Other (please specify)	37.13%	88
Total Respondents: 237		

### Q3 How would you rate the quality and maintenance of our parks?

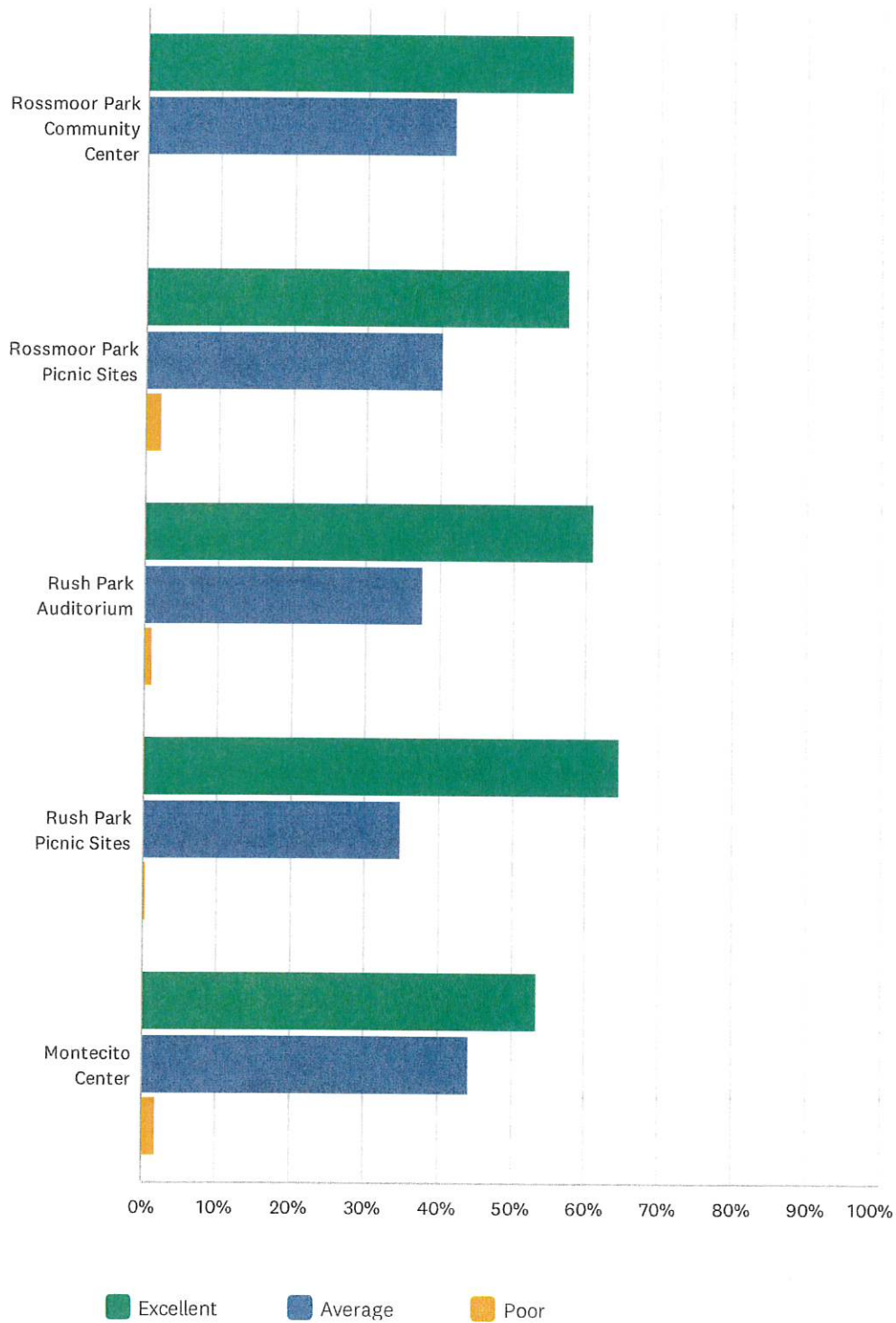
Answered: 238 Skipped: 9



	EXCELLENT	AVERAGE	POOR	TOTAL
Rossmoor Park	70.54% 158	28.57% 64	0.89% 2	224
Rush Park	77.19% 176	22.37% 51	0.44% 1	228

### Q4 How would you rate the quality and maintenance of our rental facilities?

Answered: 210 Skipped: 37



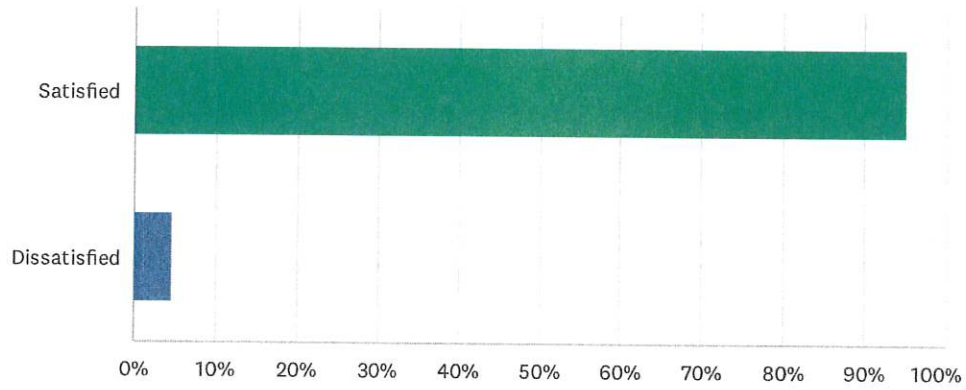
Rossmoor Community Services District 2024 Satisfaction Survey

SurveyMonkey

	<b>EXCELLENT</b>	<b>AVERAGE</b>	<b>POOR</b>	<b>TOTAL</b>
Rossmoor Park Community Center	58.01% 105	41.99% 76	0.00% 0	181
Rossmoor Park Picnic Sites	57.53% 107	40.32% 75	2.15% 4	186
Rush Park Auditorium	61.08% 113	37.84% 70	1.08% 2	185
Rush Park Picnic Sites	64.62% 126	34.87% 68	0.51% 1	195
Montecito Center	53.59% 82	44.44% 68	1.96% 3	153

### Q5 How satisfied or are you with community events and programming?

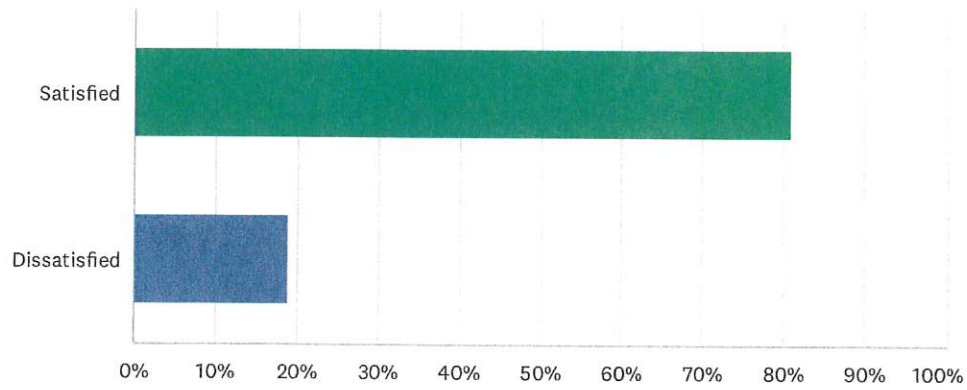
Answered: 230 Skipped: 17



ANSWER CHOICES	RESPONSES	
Satisfied	95.22%	219
Dissatisfied	4.78%	11
<b>TOTAL</b>		<b>230</b>

### Q6 How satisfied are you with the street sweeping service ?

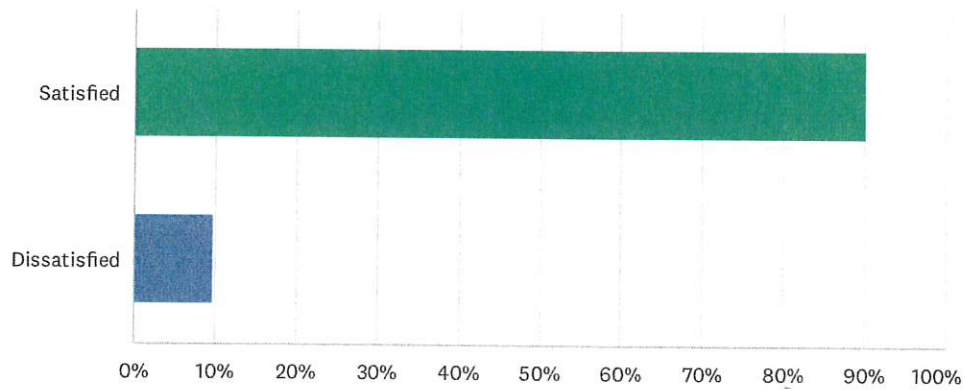
Answered: 233 Skipped: 14



ANSWER CHOICES	RESPONSES	
Satisfied	81.12%	189
Dissatisfied	18.88%	44
<b>TOTAL</b>		<b>233</b>

### Q7 How satisfied are you with the trash pick up service ?

Answered: 235 Skipped: 12

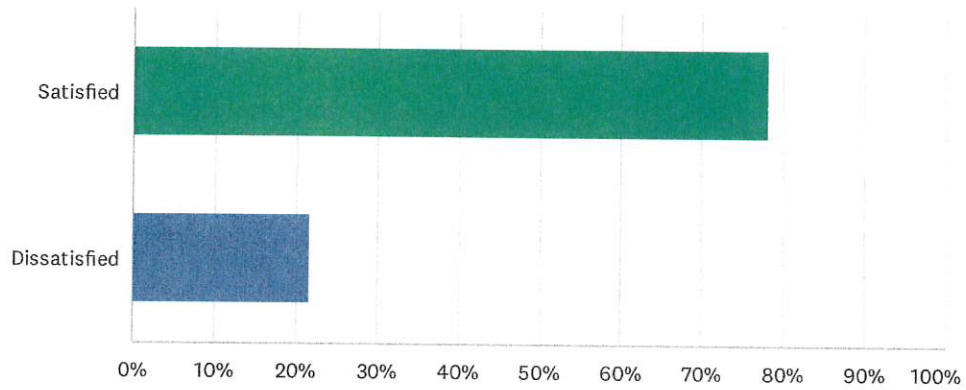


ANSWER CHOICES	RESPONSES	
Satisfied	90.21%	212
Dissatisfied	9.79%	23
TOTAL		235



### Q8 How satisfied are you with community safety?

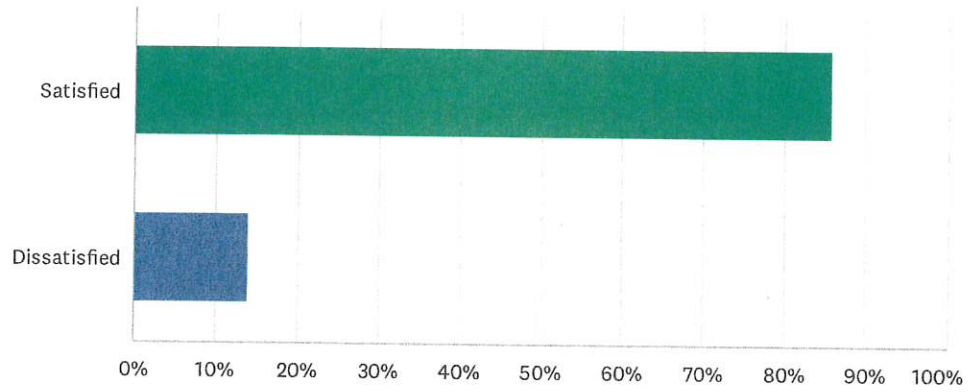
Answered: 230 Skipped: 17



ANSWER CHOICES	RESPONSES	
Satisfied	78.26%	180
Dissatisfied	21.74%	50
<b>TOTAL</b>		<b>230</b>

### Q9 How satisfied are you with parkway tree maintenance and trimming?

Answered: 240 Skipped: 7



ANSWER CHOICES	RESPONSES	
Satisfied	85.83%	206
Dissatisfied	14.17%	34
TOTAL		240

### Q10 Please enter your email to join our mailing list

Answered: 91 Skipped: 156

**Rossmoor CSD:**

Located in Rossmoor, an unincorporated census tract in Orange County, California

Rossmoor CSD is named in the County's Local Hazard Mitigation Plan (LHMP).

No Disadvantaged Census Tracts, no pollution burden according to CEJST and CalEnviroScreen4.0.

**Demographic data of Rossmoor CSD:**

These statistics provide a comprehensive overview of Rossmoor's demographic and economic landscape, highlighting its relatively affluent and predominantly White population with a significant proportion of families and a median age indicative of a mature community.

Category	Data
<b>Population and Density</b>	
Total Population	10,625 (2020 Census)
Area	1.54 square miles
Population Density	Approximately 6,900 people per square mile
<b>Age Distribution</b>	
Median Age	45.5 years
Under 18 Years	24.9%
65 Years and Over	17.3%
<b>Gender Distribution</b>	
Female	50.12%
Male	49.88%
<b>Racial and Ethnic Composition</b>	
White	84.8%
Asian	8.2%
Black or African American	0.8%
Native American	0.4%
Pacific Islander	0.3%

Other Races	1.6%
Two or More Races	3.9%
Hispanic or Latino (of any race)	11.5%
<b>Economic Indicators</b>	
Median Household Income	\$208,807
Per Capita Income	Not explicitly provided, estimated above \$80,000 based on affluence.
Poverty Rate	3.3%
<b>Educational Attainment</b>	
High School Graduate or Higher	97.4%
Bachelor's Degree or Higher	60.9%
<b>Housing and Households</b>	
Total Households	3,631
Average Household Size	2.83 persons
Owner-Occupied Housing Units	87.6%
Renter-Occupied Housing Units	12.4%

**Looking for matching or funded grants for:**

- Playgrounds
- Rubberized Surfacing
- Facility Rehabilitation
- Irrigation
- Plumbing
- Roofing

**Assessment:** Given that RCSD is in a highly affluent, primarily white area, funding opportunities are highly limited. If Rossmoor is willing to offer programs and services to low-income residents, BIPOC community members, veterans, individuals with disabilities, etc. (marginalized populations) that would put them in a better position to receive funding whether that be from private foundations or government grants. Right now, Rossmoor would have to partner with the county on projects to be competitive for

grants. Low cost loans are another option for funding for RCSD, such as ISRF for facilities rehab or SRF for plumbing.

### **California Department of Parks and Recreation: Land and Water Conservation Fund (LWCF)**

**Deadline:** June 2025

**Amount:** Up to \$6 million

**Match:** Yes - 50%

**Eligibility:** Cities, counties, tribal governments, JPAs, park districts, and special districts with authority to acquire, operate and maintain public park and recreation areas

**URL:** [https://www.parks.ca.gov/?page\\_id=21360](https://www.parks.ca.gov/?page_id=21360)

Project must be acquisition or development, combination projects are not eligible. Development of recreation features must be for outdoor recreation, not indoor recreation. See the list of recreation features in the application guide.

- Although this can fund a playground, this is not recommended for Rossmoor CSD to apply alone. If RCSD does apply it should be to increase park space and access, in collaboration with the County of Orange.

### **CalRecycle: Rubberized Pavement Grant Program**

**Deadline:** September 2025

**Amount:** The maximum grant award is \$250,000 for individual applications, \$350,000 for joint applications, and \$500,000 for Qualifying Tribal Entities

**Match:** No, funds based on amount of rubberized pavement needed (weight)

**Eligibility:** Local governments (cities, counties, or cities and counties) as defined in PRC section 48617. Other local governmental agencies (including regional park districts, special districts, and Joint Powers Authorities (JPA) [where all participating entities are otherwise eligible]). Qualifying Tribal Entities (see Proposed Changes). State Agencies (only for Class 1 bikeways, greenways, and disability access projects at parks).

**Link:** <https://calrecycle.ca.gov/tires/grants/pavement/fy202324/>

<https://www.grants.ca.gov/grants/rubberized-pavement-grant-program-4/>

**Purpose:** The Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities to divert waste tires from landfill disposal, prevent illegal tire dumping, and promote markets for recycled-content tire products. The Rubberized Pavement Grant Program is designed to promote markets for recycled-content surfacing products derived from only California-generated waste tires. It is aimed at encouraging first-time or limited users of rubberized pavement in two project types – Rubberized Asphalt Concrete Hot-Mix (Hot-Mix) and Rubberized Chip Seal (Chip Seal).

- A parking lot will not be as competitive as a road connected to a parking lot. This grant is focused on paving roads and streets primarily. However this could be applied to for paving a parking lot.

### **Infrastructure State Revolving Fund (ISRF) Program**

**Administered by:** California Infrastructure and Economic Development Bank (IBank)

**Funding Details:** Loans range from \$1 million to \$65 million with terms up to 30 years.

**Eligibility:** Cities, counties, special districts, and nonprofit organizations sponsored by public agencies.

**Application Process:** Applications are accepted continuously on a first-come, first-served basis.

**More Information:** [Grants California](#)

**Purpose:** Provides low-cost, direct loans to local governments and nonprofits for a wide variety of public infrastructure projects, including parking and community facilities.

- Can help fund Facility Rehabilitation

### **Cal OES: Hazard Mitigation Grant Program (HMGP)**

**Deadline:** Rolling deadline for NOI



**Amount:** Project max is unspecified. \$150,000 for single jurisdiction plan, \$250,000 for multi-jurisdiction plan.

**Match:** Generally, HMA funds may be used to pay up to 75% of the eligible activity costs. The remaining 25% of eligible activity costs are derived from non-Federal sources

**Eligibility:** States, local communities and tribal governments

<https://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program>

Funding Priorities:

- Local Hazard Mitigation Plans (LHMP) updates that will expire within 24 months.
- All other LHMP updates.
- Shovel ready projects with a high level of design that can begin construction within 90 days of FEMA approval, in declared counties.
- Shovel ready projects with a high level of design that can begin constructions within 90 days of FEMA approval, in all other counties.
- Whole community risk reduction/large critical infrastructure wildfire projects.
- Whole community risk reduction/large critical infrastructure projects for other hazard types.
- Wildfire projects in any county.
- All hazard type projects in any county.
- Planning related activities.
- Five percent (5%) Initiative projects.

- Although named in the County's LHMP, California Consulting only recommends Rossmoor CSD apply if there is a significant hazard effecting the lives of the individuals in the community

- For Roofing and Facility Rehabilitation

### **FEMA: Building Resilient Infrastructure and Communities (BRIC)**

**Deadline:** **October 2025**

**Amount:** TBD

**Match:** 25%

**Eligibility:** Local governments, including cities, townships, counties, special district governments, state agencies and federally recognized tribal governments (who choose to apply as sub applicants) are considered sub applicants. They must submit sub applications to their state, territory, or tribal applicant agency.

- Sub applicants must have a FEMA-approved local or tribal Hazard Mitigation Plan in accordance with Title 44 Code of Federal Regulations Part 201 by the application deadline. They must also have one at the time of obligation of grant funds for hazard mitigation projects and capability- and capacity-building activities. Hazard mitigation planning and planning-related activities, partnerships and building codes are exempt from the plan requirement. Federally recognized tribal governments, submitting as sub applicants to a state or territory, are included in this exemption.

**Link:** [s://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities/before-applyhttp](https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities/before-applyhttp)

**Purpose:** The Building Resilient Infrastructure and Communities program aims to categorically shift the federal focus away from reactive disaster spending and toward research-supported, proactive investment in community resilience. Examples of BRIC projects are ones that demonstrate innovative approaches to partnerships, such as shared funding mechanisms, and/or project design.

For example, an innovative project may bring multiple funding sources or in-kind resources from a range of private and public sector partners. Or an innovative project may offer multiple benefits to a community in addition to the benefit of risk reduction.

Through BRIC, FEMA continues to invest in a variety of mitigation activities with an added focus on infrastructure projects benefiting disadvantaged communities, nature-based solutions, climate resilience and adaptation, and adopting hazard resistant building codes.

- Although named in the County's LHMP, California Consulting only recommends Rossmoor CSD apply if there is a significant hazard effecting the lives of the individuals in the community
- For Roofing and Facility Rehabilitation

### **SRF Programs**

**Deadline:** Ongoing

**Amount:** Varies Depending on Project

**Match:** Low Cost Loan with PF option

**Link:** [https://www.waterboards.ca.gov/water\\_issues/programs/](https://www.waterboards.ca.gov/water_issues/programs/)

**Purpose:** Funding for Drinkingwater, Wastewater, and Stormwater projects.

- For plumbing needs

### **KaBOOM!: Build it with KaBOOM!**

**Deadline:** Continuous

**Amount:** \$15,000 - Grantees are awarded a \$15,000 grant to be used toward the purchase of playground equipment. To supplement the \$15,000 KaBOOM! grant, grantees are required to raise a minimum of \$9,000 (for a total project value of \$24,000) up to a maximum of \$35,000 (for a total project value of \$50,000) towards the cost of the playground project. This amount does not include the cost for safety surfacing, freight, site preparation, installation supervision and any other non-playground equipment items.

**Match:** \$9,000

**Eligibility:** Must be located in San Jose, Los Angeles County, San Francisco, Brisbane, San Bernardino, Anaheim, Oakland or Santa Ana (See other qualified Community Partner requirements)

[https://kaboom.org/grants/build\\_it\\_with\\_kaboom#eligibility](https://kaboom.org/grants/build_it_with_kaboom#eligibility)

A Build it with KaBOOM! grant provides the facilitation and support of an experienced Project Manager as community members embark on a 5–12 week planning process. After selection, all partners will join together for a community Design Day, inviting play experts (the kids, of course) to design their dream playspace.

- Orange County is an eligible partner community, but funding is currently not open for the Orange County location. Check back for future funding in Orange County
- This would also have to cater towards kids with disabilities or marginalized communities, providing a play space for those who need it the most.