

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

June 11, 2024

**AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, June 11, 2024

7:00 p.m.

PUBLIC PARTICIPATION

Please be advised that the public can observe the meeting live on YouTube using the following link:

<https://youtu.be/xNrQVDEhnm> The name is **Rossmoor CSD.**

This Board meeting will take place in person. Additionally, members of the public who wish to make a written comment on a specific agenda item, may submit a written comment via email to the District Secretary at RCSD@rossmoor-csd.org. Comments received by 3:00 p.m., on the date of the meeting will be provided to the Board of Directors, made available to the public, and will be a part of the meeting record.

This agenda contains a brief description of each item to be considered. Except as provided by law; no action shall be taken on any item not appearing on the agenda. To speak on an item if physically present at the meeting, complete a Speaker Request Form(s) identifying the item(s) and topic and deposit it in the speaker request box. To speak on a matter not appearing in the agenda, but under the jurisdiction of the Board of Directors, you may do so during Public Comments at the beginning of the meeting. Speaker request forms must be deposited prior to the beginning of Public Comments. When addressing the Board as a whole through the President. Comments to individual Directors or staff are not permitted. Speakers are limited to three (3) minutes per item with nine (9) minutes cumulative for the entire meeting. Supporting documentation is available for review in the Rush Park main office, 3001 Blume Drive, Rossmoor, CA 90720; 9:00 a.m. – 5:00 p.m., Monday-Friday. The Agenda is available online at: <http://www.rossmoor-csd.org>. Meetings may also be viewed on YouTube.com or by using the YouTube icon on the RCSD website and <http://www.rossmoor-csd.org>.

A. ORGANIZATION

- | | |
|-------------------------|--|
| 1. CALL TO ORDER: | 7:00 p.m. |
| 2. ROLL CALL: | Directors Barke, DeMarco, Searles and Shade
President Maynard |
| 3. PLEDGE OF ALLEGIANCE | Girl Scout Troop 9188 |

4. PRESENTATIONS:

- a) ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT – BRIAN BRANNON, PUBLIC INFORMATION OFFICER
- b) REPORT FROM ORANGE COUNTY FIRE AUTHORITY (OCFA) – ELIZABETH DENNEY, COMMUNITY RELATIONS/EDUCATION SPECIALIST AND RECOGNITION OF LINDSEY LUDWIG AND DARREN GROSCH FOR THEIR WATER SAFETY AWARENESS EVENT
- c) CALIFORNIA HIGHWAY PATROL OFFICER, ZEFERINO VALDOVINOS PRESENTATION OF DISTRICT TRAFFIC REPORT

B. ADDITIONS TO AGENDA – None

In accordance with Section 54954 of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if: A majority of the Board determines by formal vote that an emergency exists per Section 54956.5 (for example, work stoppage or crippling disaster which severely impairs public health and/or safety); or

Two-thirds (2/3) of the Board formally votes or, if less than 2/3 of members are present, all of the Board members present vote, that there is a need to take immediate action, which arose after the agenda was posted.

C. PUBLIC FORUM

Any person may address the Board of Directors at this time upon any subject within the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a report and action at a subsequent Board meeting.

D. REPORTS TO THE BOARD

NONE

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular RCSD Board Meeting of May 14, 2024

2. APRIL 2024 REVENUE AND EXPENDITURE REPORTS and MAY 2024 WARRANTS

Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time. If any Board member requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.

F. PUBLIC HEARING:

1. PUBLIC HEARING - FISCAL YEAR 2024-2025 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

G. REGULAR CALENDAR

1. RESOLUTION NO. 24-06-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2024-2025 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.
2. REPORT OF THE PARKS AND FACILITIES COMMITTEE
3. DISCUSSION AND POSSIBLE ACTION RE: MEMORANDUM OF UNDERSTANDING WITH NORTH ORANGE COUNTY CONTINUING EDUCATION (NOCE)
4. DISCUSSION AND POSSIBLE ACTION RE: LETTER REQUESTING THAT ORANGE COUNTY BOARD OF SUPERVISORS REDUCE THE SPEED LIMIT ON ORANGEWOOD AVENUE, MONTECITO ROAD AND ST. CLOUD DRIVE PURSUANT TO AB43.
5. PROCLAMATION DESIGNATING JUNE AS MOSQUITO AWARENESS MONTH
6. PROCLAMATION DESIGNATING JULY AS PARKS AND RECREATION MONTH.
7. RESOLUTION NO. 24-06-11-02 REJECTION OF GOVERNMENT CLAIM.

H. GENERAL MANAGER ITEMS

This part of the agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that specific items may be placed on a future agenda. No Board action may be taken on these items that are not on the agenda.

I. BOARD MEMBER ITEMS

This part of the agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or her own activities, and requests of staff, including that specific items be placed on a future agenda. The Board may not discuss or take action on items not on the agenda.

J. GENERAL COUNSEL ITEMS

This part of the agenda is reserved for General Counsel to make comments, announcements and reports of activities that are legal in nature. The Board may not discuss or take action on items not on the agenda.

K. CLOSED SESSION

Public Comment: Members of the public are welcome to address the Board of Directors, at this time, only on those items on the Closed Session agenda.

1. APPOINTMENT, EMPLOYMENT, OR EVALUATION OF PERFORMANCE OF PUBLIC EMPLOYEE PER GOVERNMENT CODE SECTION 54957(b)(1)
TITLE: GENERAL MANAGER
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Subdivision (a) of Section 54957.6, California Government Code
Agency Designated Representative: Joe Mendoza, General Manager
Name of Employee Organization: All Unrepresented Employees

L. ADJOURNMENT

It is the intention of the Rossmoor Community Services District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

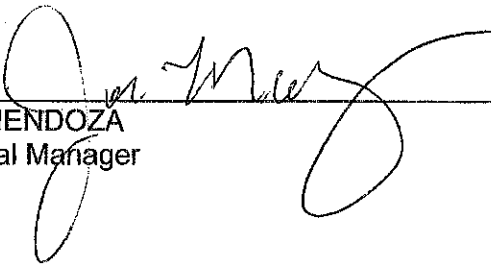
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors.

Any such writing will be available for public inspection at the District offices located at 3001 Blume Drive, Rossmoor CA 90720. In addition, any such writing may also be posted on the District's website at www.rossmoor-csd.org.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the June 11, 2024, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JOE MENDOZA
General Manager

Date 5/06/2024

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT – BRIAN BRANNON, PUBLIC INFORMATION OFFICER

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

INFORMATION

Public Information Officer, Brian Brannon, will provide the Rossmoor Community Services District (RCSD) Board of Directors with an overview of the services Vector Control provides to the Rossmoor residents, as well as the surrounding communities. Mr. Brannon will highlight any collaboration efforts with RCSD and upcoming events.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: June 11, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: REPORT FROM ORANGE COUNTY FIRE AUTHORITY (OCFA) – ELIZABETH DENNEY, COMMUNITY RELATIONS/EDUCATION SPECIALIST AND RECOGNITION OF LINDSEY LUDWIG AND DARREN GROSCH FOR THEIR WATER SAFETY AWARENESS EVENT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file a report from Orange County Fire Authority and recognize Lindsey Ludwig and Darren Grosch for organizing a Water Safety awareness event in cooperation with the Orange County Fire Authority.

INFORMATION

Rossmoor residents Lindsey Ludwig and Darren Grosch organized a community water safety awareness event on May 18, 2024. In cooperation with the Orange County Fire Authority, Lindsey and her team provided an overview of the importance of water safety measures to be mindful of this summer. There were many residents in attendance, adults and children as well as a parking lot full of emergency response vehicles for everyone to check out. The event ended on a bubbly note with some foam blaster fun in the park.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4c

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: CALIFORNIA HIGHWAY PATROL OFFICER, ZEFERINO VALDOVINOS
PRESENTATION OF DISTRICT TRAFFIC REPORT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this presentation.

INFORMATION

California Highway Patrol (CHP) Officer Zeferino Valdovinos will present the District traffic report.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang
Subject: MINUTES REGULAR RCSD BOARD MEETING OF MAY 14, 2024

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Minutes of the following meetings as prepared by the Board's Secretary/General Manager.

- a. Regular RCSD Board Meeting of May 14, 2024

INFORMATION

The Minutes reflect the actions of the RCSD at their meeting of May 14, 2024.

ATTACHMENTS

- 1. Minutes – Regular RCSD Board Meeting of May 14, 2024



MINUTES
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, May 14, 2024

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.

2. ROLL CALL:

Present: Directors Barke, DeMarco, Searles and Shade
President Maynard

3. PLEDGE OF ALLEGIANCE: Daisy Troop #2093

4. PRESENTATIONS:

a. Orange County Public Works Re: Flood Control Channels – Edward Frondoso, Deputy Director, Operations & Maintenance

Edward Frondoso, OC Public Works, Deputy Director, Operations & Maintenance, spoke about services they offer, work performed and routine maintenance; addressed inspections, requesting services and the next round of pavement rehabilitation; shared his contact information and reported that next time there is scheduled work on the channels, they will inform RCSD ahead of time. Additionally, he discussed replacing some of the older chain link fence along the channels at road crossings and encouraged RCSD to reach out to them to determine other options for improvements.

Discussion followed regarding contacting the Department for service requests, addressing existing stagnant water along the channel, requests for removal of concrete along parkways, cleaning up pond scum and partnering with Vector Control.

General Manager Mendoza reported that O.C. Vector Control will present to the Board at its next meeting.

b. California Highway Patrol Officer Zeferino Valdovinos Re: Quarterly Traffic Report

General Manager Mendoza reported that CHP Officer Zeferino has not arrived yet and he will advise the Board when he does.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

1. James Fisler – Orange County LAFCO Special District Representative (Incumbent)

Orange County LAFCO Special District Representative James Fisler spoke about positively influencing decisions that have protected local control; discussed his goals and keeping his promises; addressed increasing outreach to Special Districts; talked about his experience and asked for the Board’s endorsement.

Discussion followed regarding AB 2986, LAFCO’s position on islands of unincorporated areas in terms of local governance for them, ensuring efficient delivery of municipal services, the next scheduled MSR for Rossmoor, areas for which RCSD needs local control, adding value and convenience for residents of Rossmoor, partnering and working together to identify more areas of local control for Rossmoor according to the will of its residents.

David Vandervoet thanked the Board for having meetings on Zoom as he was able to watch from Hawaii, last month; reported the flood control channel under Shakespeare and near Harrisburg and Montecito is constantly backed up; noted there has been an increase in mosquitos and asked the Board to put pressure on the County to clean the channels.

Susan Kaplan asked whether the format for receiving public comments has changed and whether dialogue is now allowed.

President Maynard noted that it is at the Board’s discretion and that specifically, in terms of LAFCO, it was appropriate to include Mr. Fisler’s comments under Public Forum as he attended the meeting as a candidate.

Susan Kaplan provided a brief history of the issue of pickleball at Rossmoor Park; alleged that Director ignored input from fellow Board Members; talked about denying the requested noise mitigation and wasteful, reckless spending; spoke about the upcoming election and urged residents not to reelect Directors Barke and DeMarco.

Jody Roubanis, RHA, reported observing a family of four generations playing pickleball and thought it was lovely; spoke about www.ourrossmoor.com, the “Adopt a Channel” cleanup, their Hugs Program and the Neighborhood Watch program; discussed upcoming elections and a candidate’s forum and hoped RCSD will consider waiving facility fees for the latter.

There were no other public comments.

D. REPORTS TO THE BOARD

1. PARKS/FACILITIES MAINTENANCE REPORT – OMERO PEREZ

Parks and Facilities Supervisor Omero Perez presented details of the quarterly parks/facilities maintenance report.

Discussion followed regarding the new landscaper, plans for continued maintenance during the summer and dealing with weeds in the turf.

On behalf of the Board, President Maynard acknowledged Parks and Facilities Supervisor Perez for his 25 years of service to RCSD.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular RCSD Board Meeting of April 9, 2024

2. MARCH 2024 REVENUE AND EXPENDITURE REPORTS and APRIL 2024 WARRANTS

Motion by Director Barke, seconded by Director DeMarco, to approve the Consent Calendar, as presented. Motion passed 5-0.

F. PUBLIC HEARING

1. PUBLIC HEARING – FISCAL YEAR 2024-2025 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

Administrative Assistant Whang reported receiving an email from Mary Ann Remnet regarding concerns regarding the proposed deferred compensation matching fund within the FY 2024-2025 Fiscal Budget.

General Manager Mendoza presented details of the FY 2024-2025 proposed final budget and highlighted deferred compensation.

General Counsel Preziosi discussed the term, “Deferred compensation” compared to other plans such as 401Ks and pensions.

President Maynard spoke about being specific about the plan.

Director Barke noted it is the public equivalent to a 401K and stated the umbrella term of “Deferred compensation” is correct.

General Counsel Preziosi confirmed it is a 457(b) account.

General Manager Mendoza mentioned Policy 2160; reported adding the policy working with Counsel and noted this would be the first reading.

Director Searles noted the policy does not state specifically, that 3% of an employee's salary could be invested by the employee and RCSD will match that.

Director Barke felt a CPA/Financial Services expert should create the appropriate language.

Director Searles commented against being ambiguous.

Discussion followed regarding administration of the plan by a Financial Services company, Nationwide.

General Counsel Preziosi noted that General Manager Mendoza will bring back the policy for the Board's consideration at the next hearing since it was not specifically noticed, but confirmed this is the first reading of the FY 2025-2025 Budget.

Michael Matsumoto, Accountant, explained specific items in the budget and spoke about 457 plans, IRS rules, ceilings and legal limits.

Director DeMarco agreed with Director Searles regarding the need for specificity in language regarding employee contributions and the RCSD match.

President Maynard agreed with Director Barke regarding having Nationwide provide the proper language for the plan.

Director Searles referenced the full-time salary schedule; mentioned part-time salaries; noted the policy does not state that the General Manager is not an employee and therefore, not eligible for the 3% match; felt it should be included in the policy and pointed out discrepancies in the figures.

General Manager Mendoza reported he will review it and break down the figures for clarity.

Director DeMarco suggested reporting it as an added line item.

Accountant Matsumoto reported he provided a schedule of all full-time employees, their pay and the 3% calculated and noted the General Manager position is at 0% since he does not qualify for the match.

President Maynard invited public comments.

There were no public comments and President Maynard closed the public hearing.

Director Shade agreed with including the changes proposed and discussed to consider at the next RCSD Board meeting.

Director Searles asked about the use of Proposition 68 funding for court resurfacing and General Manager Mendoza reported it was used in 2018 and RCSD does not plan to use it for the future.

Director Searles spoke favorably about supplementing community events; mentioned costs associated with event tickets and stated he would like more money invested in community events and addressed money spent to advertise Proposition 68.

General Manager Mendoza reported that is one of the requirements for Proposition 68 grant funding.

Director Searles mentioned the need to install the required Proposition 68 signs and communicate with the community and increase transparency. He addressed previous budget surpluses, availability to previous grants and delays in completing large projects.

Director DeMarco confirmed staff will return with an improved policy regarding the deferred compensation plan; commented favorably about the budget and mentioned reserves.

President Maynard announced that staff will return with a second reading of the budget and a first reading of the revised policy at the next RCSD Board meeting.

G. REGULAR CALENDAR

1. RESOLUTION NO. 24-05-14-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-2025

General Manager Mendoza presented details of the report.

Motion by Director Barke, seconded by Director DeMarco, to waive further reading and adopt RESOLUTION NO. 24-05-14-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-2025. Motion passed 5-0 with the following roll call vote:

AYES: Directors Barke, DeMarco, Searles, Shade and President Maynard
NOES: None
ABSTAIN: None
ABSENT: None

2. FEE WAIVER REQUEST: MEET YOUR CANDIDATES NIGHT TOWN HALL PRESENTED BY THE ROSSMOOR HOMEOWNERS ASSOCIATION

General Manager Mendoza presented a brief report.

President Maynard invited public comment.

Jody Roubanis, RHA, requested that RCSD consider waiving facility fees for the upcoming RHA Candidates' Forum.

There were no other public comments on this item.

Directors Searles and Barke spoke in support of the waiving the fees.

Director DeMarco referenced a previous event; felt it was biased towards incumbents; mentioned the fee for non-profits is already discounted and believed it would be difficult to not make it biased if RCSD is involved with the process. He added that RHA must have money in its budget to cover the fees.

Director Barke felt Director DeMarco made a good point.

Jody Roubanis, RHA, spoke about being cognizant of the possibility of being biased; felt that incumbents understand the job better and new candidates do not have the history and noted there were very intentional about having political party representation that was in different areas of interest.

Director Shade spoke about part of the group that hosted prior candidate forums, that the questions asked came from residents and that the questions were chosen carefully, not to be biased.

Director Barke reported that he was part of the original candidate forum and there was a question that was purposely not asked to him, that was very biased and derogatory, and someone told him the question was not asked because they felt it was inappropriate.

President Maynard noted it was him; felt that it is impossible not to be biased and to guarantee the lack of appearance of bias; recalled he was part of the committee when RCSD and RHA worked together; commented on showing a bias; talked about needing boundaries and stated he chose not to ask Director Barke the question because he felt it was over the line in terms of discussing candidates' families. Additionally, he spoke in support of having those types of events in Rossmoor but questioned if it should be funded with taxpayer money.

Director Shade asked about similar events held in Rossmoor that had fees waived and General Manager Mendoza spoke about participating in similar events through a joint effort.

Director Shade spoke about RCSD waiving fees for other groups and discussed a specific event that she believed was biased.

President Maynard reiterated that RCSD should not fund events that are political voting biases.

Director Shade voiced support for waiving the fees for RHA noting this is an opportunity for residents to learn about and ask questions of candidates.

Jody Roubanis RHA, reported the RHA has not identified best candidates and their goal is to present all candidates without being biased and reported a committee chose the questions in previous forums.

Discussion followed regarding staff costs of running a candidates' forum, avoiding incumbency bias and charging RHA for staff costs.

Director DeMarco spoke in support of a compromise by charging RHA just for the costs of the candidates' forum.

Motion by Director DeMarco, seconded by Director Barke, to charge RHA, if they so choose to host a candidates' forum at the Rush Park Community Center, total actual costs. Motion carried 5-0.

3. DISCUSSION AND ACTION RE: CONTRACT WITH BREA IT

General Manager Mendoza presented details of the report; noted the contractor asked to modify the terms to one year instead of two to take into consideration unknown future costs and asked for the Board's approval.

Directors DeMarco and Searles spoke favorably about the vendor and in support of the item.

Motion by Director Shade, seconded by Director Barke, to approve the contract with Brea IT as modified to change the term from two years to one. Motion carried 5-0.

4. BALLOT DECLARATION OF QUALIFICATIONS TO VOTE RE: OCLAFCO SPECIAL DISTRICT REPRESENTATIVE

General Manager Mendoza presented a brief report.

Motion by Director Barke, seconded by Director DeMarco, to authorize President Maynard to vote for James Fisler as the OCLAFCO Special District Representative, sign the ballot and direct staff to submit it. Motion carried 5-0.

H. GENERAL MANAGER ITEMS

General Manager Mendoza thanked staff and Jamie Hulk for the recent Health and Wellness Fair; reported Tree USA signs have been posted; addressed the butterfly garden; announced the upcoming Pool Safety and Awareness event hosted in partnership with Darren Grosch and Lindsey Ludwig; provided an update on various maintenance projects and reported the Parks and Facilities Committee will meet on May 29, 2024. Additionally, he addressed the Rossmoor Neighborhood Cleanup, upcoming Family Festival events, classes and programs and free classes geared for seniors, sponsored by NOCE.

Discussion followed regarding a temporary agreement with a vendor to provide pickleball lessons.

I. BOARD MEMBER ITEMS

Board Members thanked those who attended and participated in the meeting.

Director Searles spoke about the upcoming Blood Drive and acknowledged that May 15, 2024 is Peace Officers Memorial Day.

Director DeMarco spoke favorably about the meeting; talked about the need to follow up with Public Works and Vector Control about the channels; thanked Parks and Facilities Supervisor Perez for his service and talked about taking advantage of opportunities to gain more local control.

President Maynard spoke about the MSR process and about the Board having an opportunity to take more power.

J. GENERAL COUNSEL ITEMS - None

K. ADJOURNMENT

President Maynard adjourned the meeting at 9:45 p.m.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:

Rossmoor Community Services District
Board of Directors Meeting Minutes
May 14, 2024

RECEIVED

MAY 14 REC'D

C. Wang

Mary Ann Remnet
3321 Donnie Ann Rd.
Rossmoor, CA 90720

General Manager Joe Mendoza
Tarquin Preziosi, Attorney
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

May 14, 2024

Re: Public Comment re: deferred compensation and FY 2024-2025 budget (Agenda Item F)

Dear Mr. Mendoza and Mr. Preziosi:

I am requesting that any actions by the CSD regarding employee deferred compensation be postponed until the public is given sufficient notice of proposed board actions on this issue and have opportunity to respond. Specifically, I am referencing Agenda Item F-1 that is publicly noticed as

Subject: PUBLIC HEARING - FISCAL YEAR 2024-2025 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

Meeting timelines for posting an agenda are only one aspect of public notice. The subject matter, including action items, must give a clear indication of items under consideration. In this case, the district has insufficiently represented the board's proposed actions, instead merely wrapping the subject into a larger general discussion within the conversation about approving next fiscal year's budget.

Implementing a deferred compensation plan has far-reaching implications for the district's finances, including but not limited to funding future obligations. Public information as to what this program entails, simply has not been presented.

To move forward with 1) creation of the program, 2) approving a general policy change and 3) including funds in the FY 2024-2025 budget, without publicly considering the long-term implications, simply denies our community its civil rights that are embedded within freedom of information act and the public's right to know laws.

The Budget Committee meeting agenda in March referenced the topic as a general discussion item, without any indication of actions being proposed, Further, the staff report considered the discussion

as being between the general manager and the committee members. Again, no proposals were shared, nor specifics of such plan or policy changes were available, regarding deferred benefits.

The April and May Board of Directors Agendas reflected the same pattern: a proposal to address a personnel change to introduce a new benefit plan was never identified as an action item for implementation. Rather, it was noted in the context of a larger conversation - the FY 2024-2025 budget. Similarly, the public has had no opportunity to speak about the issue of a specific employee benefit plan, nor inquire about any financial estimates as to how this plan might project into an uncertain economic future, and implications for an uncertain economic future.

I respectfully request that all actions related to this issue of a deferred employee benefit-matching program be postponed until the public has been given sufficient public notice and opportunities to participate in the formation of a specific plan. This includes formation of a plan, District policy changes regarding such plan, and inclusion of a plan in the FY budget deliberations. These discussions with specifics ordinarily should occur within (at a minimum) the personnel/contracts and budget committees. To date, there has been no discussions reflected in district records regarding any specific research that might have led to tonight's proposal recommendation. A budget discussion is not a proper place to introduce a personnel matter, nor is this item related to the upcoming budget - especially considering such actions involve many larger discussions about the far-reaching implications for our district.

Please remove these items from tonight's board meeting, until such time that proper notice is re-published, and put before the community for input. In making this request, I respectfully ask that you adhere to the district's established policies and procedures in this and all your future public noticing requirements - requirements that are based in laws that protect the public's right to know about the district's business and the use of public funding.

Lastly, I ask that this letter be read into the public record in my absence from the meeting and noted in the district's official minutes. Additionally, I would like my letter to be incorporated into the district's permanent records, in its entirety.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ann Remnet". The signature is written in black ink and is positioned above the printed name.

Mary Ann Remnet

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: June 11, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accountant Michael Matsumoto

Subject: APRIL 2024 REVENUE AND EXPENDITURE REPORTS AND MAY 2024
WARRANTS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Reports for April 2024.

INFORMATION

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenue and expenses. The attached Warrant Register contains checks and electronic funds transfers from May 1, 2024, to May 31, 2024.

ATTACHMENTS

1. Revenue and Expenditure Report for the month of April 2023
2. Explanation of Significant Variances from budgeted amounts
3. Warrants for May 2024

05/29/24
10:41:31ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 24Page: 1 of 2
Report ID: B110C

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
10 General Fund						
3000 Property Tax						
	3001 Current Secure Property Tax	393,897.36	1,152,864.83	1,242,000.00	89,135.17	93 %
	3002 Current Unsecured Prop Tax	0.00	32,166.03	36,900.00	4,733.97	87 %
	3003 Prior Secured property Tax	451.33	7,325.89	15,200.00	7,874.11	48 %
	3004 Prior Unsecured Property Tax	0.00	0.00	3,300.00	3,300.00	0 %
	3005 Delinquent Propert Taxes	198.23	1,902.06	1,100.00	-802.06	173 %
	3006 Current Supplemental Assessment	2,556.49	21,458.12	19,600.00	-1,858.12	109 %
	3008 Public Utility Tax	0.00	9,568.40	10,900.00	1,331.60	88 %
	3009 State Homeowners prop. Tax Relief	0.00	2,474.16	4,100.00	1,625.84	60 %
	Account Group Total:	397,103.41	1,227,759.49	1,333,100.00	105,340.51	92 %
3100						
	3101 Street light assessments	139,975.16	428,642.46	404,300.00	-24,342.46	106 %
	Account Group Total:	139,975.16	428,642.46	404,300.00	-24,342.46	106 %
3200						
	3201 Interest on Investments	16,744.70	41,867.19	30,000.00	-11,867.19	140 %
	Account Group Total:	16,744.70	41,867.19	30,000.00	-11,867.19	140 %
3300 INTERGOVERNMENTAL REVENUE						
	3301 Prop 68 Grant Funding	0.00	0.00	56,000.00	56,000.00	0 %
	3304 County street sweep reimbursement	0.00	0.00	80,000.00	80,000.00	0 %
	Account Group Total:	0.00	0.00	136,000.00	136,000.00	0 %
3400 RENTAL & PERMITS						
	3401 Tennis Courts Reservations	1,586.00	14,811.00	21,000.00	6,189.00	71 %
	3402 Tennis Instructor Private Lessons	1,982.00	15,971.00	16,000.00	29.00	100 %
	3403 Basketball Court Reservations	32.00	1,525.00	0.00	-1,525.00	%
	3404 Sand Volleyball Court Reservations	0.00	36.00	0.00	-36.00	%
	3405 Rossmoor Park Ball Field Reservations	12.00	7,524.00	12,500.00	4,976.00	60 %
	3406 Rush Park Ball field reservations	2,664.00	13,960.55	12,500.00	-1,460.55	112 %
	3407 Pickleball Reservation	1,634.00	11,652.00	12,000.00	348.00	97 %
	3408 Pickleball Instructor Private Lessons	0.00	0.00	3,000.00	3,000.00	0 %
	3411 Signature Wall Banner Rental	40.00	360.00	300.00	-60.00	120 %
	3421 Tree Revenue	0.00	3,032.60	5,000.00	1,967.40	61 %
	3422 Tree Violation Fines	0.00	1,170.00	0.00	-1,170.00	%
	3431 Rossmoor Building Rental	567.50	4,372.50	2,500.00	-1,872.50	175 %
	3432 Rossmoor Park Picnic Site	227.50	2,513.50	2,500.00	-13.50	101 %
	3441 Montecito Building Rental	1,494.00	21,358.02	25,000.00	3,641.98	85 %
	3451 Rush Building Rental	5,949.21	64,078.52	67,000.00	2,921.48	96 %
	3452 Rush Park Picnic Site	455.00	6,820.20	7,000.00	179.80	97 %
	3453 Rush Park Kitchen	0.00	1,322.00	1,000.00	-322.00	132 %
	Account Group Total:	16,643.21	170,506.89	187,300.00	16,793.11	91 %
3500						
	3501 MISC REVENUE	28.98	15,662.37	10,000.00	-5,662.37	157 %
	3502 Sponsorships	4,150.00	23,500.00	25,000.00	1,500.00	94 %
	Account Group Total:	4,178.98	39,162.37	35,000.00	-4,162.37	112 %

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 24

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Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
	Fund Total:	574,645.46	1,907,938.40	2,125,700.00	217,761.60	90 %
	Grand Total:	574,645.46	1,907,938.40	2,125,700.00	217,761.60	90 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5000							
5010 Administration							
4000	Board of Directors Compensatn	300.00	5,600.00	11,000.00	11,000.00	5,400.00	51%
4002	Salaries - Part-time	7,074.80	37,323.83	82,100.00	82,100.00	44,776.17	45%
4003	Overtime	209.90	10,876.81	10,500.00	12,000.00	1,123.19	91%
4006	SALARIES - ADMINISTRATION	18,305.82	204,089.73	255,800.00	257,500.00	53,410.27	79%
4007	VEHICLE ALLOWANCE (MILEAGE)	145.44	1,381.41	2,100.00	2,100.00	718.59	66%
4008	SALARIES - PARK AND RECREATION	14,003.04	155,972.79	166,100.00	167,500.00	11,527.21	93%
4009	SALARIES - Park /TREE MAINTENANCE	4,990.32	50,879.71	59,700.00	59,700.00	8,820.29	85%
4010	Workers Compensation Insurance	0.00	11,975.16	15,000.00	15,000.00	3,024.84	80%
4011	Medical Insurance	16,223.92	78,924.86	84,000.00	84,000.00	5,075.14	94%
4015	Federal Payroll Tax -FICA	5,176.26	39,854.88	56,390.00	56,390.00	16,535.12	71%
5002	Insurance - Liability	0.00	38,722.00	41,000.00	41,000.00	2,278.00	94%
5004	Memberships and Dues	0.00	10,349.59	9,980.00	10,500.00	150.41	99%
5006	Travel & Meetings	0.00	859.29	2,630.00	2,630.00	1,770.71	33%
5007	Televised Meeting Costs	897.76	13,806.69	23,100.00	23,100.00	9,293.31	60%
5008	Gasoline	270.92	2,550.92	5,250.00	5,250.00	2,699.08	49%
5010	Publications & Legal Notices	0.00	9,445.53	7,880.00	7,880.00	-1,565.53	120%
5012	Printing	335.87	3,397.73	4,200.00	4,200.00	802.27	81%
5014	Postage	67.40	1,028.91	2,100.00	2,100.00	1,071.09	49%
5016	Office & Meeting Supplies	1,214.97	6,595.80	15,750.00	15,750.00	9,154.20	42%
5018	Janitorial Supplies	4,936.26	14,294.98	20,790.00	20,790.00	6,495.02	69%
5020	Telephone	889.90	8,952.98	10,500.00	10,500.00	1,547.02	85%
5021	Computer/Email/Server Costs	710.63	8,623.49	5,250.00	9,000.00	376.51	96%
5030	Vehicle Maintenance	158.36	897.73	10,500.00	10,500.00	9,602.27	9%
5032	Building & Grounds-Maintenance	7,441.36	67,145.68	85,050.00	85,050.00	17,904.32	79%
5045	Miscellaneous Expenditures	1,797.69	19,046.59	21,000.00	21,000.00	1,953.41	91%
5046	Bank Service Charge	193.27	2,519.37	4,200.00	4,200.00	1,680.63	60%
5610	Legal Services	3,575.50	23,773.00	65,520.00	65,520.00	41,747.00	36%
5615	Financial Audit-Consulting	0.00	19,000.00	19,950.00	19,950.00	950.00	95%
5620	Outsource Financial Consultant	6,000.00	54,000.00	72,450.00	72,450.00	18,450.00	75%
5670	Other Professional Services	597.49	28,221.52	42,000.00	42,000.00	13,778.48	67%
6010	Equipment	125.65	2,110.75	2,100.00	2,100.00	-10.75	101%
6025	Software	0.00	1,940.78	10,500.00	10,500.00	8,559.22	18%
	Account Total:	95,642.53	934,162.51	1,224,390.00	1,233,260.00	299,097.49	76%
5020 Recreation							
5017	Community Events	180.04	60,424.06	63,000.00	63,000.00	2,575.94	96%
	Account Total:	180.04	60,424.06	63,000.00	63,000.00	2,575.94	96%
5030 Rossmoor Park							
5022	Utilities	814.90	11,629.44	13,130.00	13,130.00	1,500.56	89%
5023	Water	809.69	38,889.91	63,000.00	63,000.00	24,110.09	62%
5025	SECURED PROP TAX	0.00	1,089.58	1,260.00	1,260.00	170.42	86%
5034	Alarm Systems/Security	0.00	246.00	1,050.00	1,050.00	804.00	23%
5045	Miscellaneous Expenditures	0.00	565.18	4,730.00	4,730.00	4,164.82	12%
5051	Equipment Rental	0.00	0.00	530.00	530.00	530.00	0%
5052	Minor Facility Repairs /Tools	0.00	0.00	1,050.00	1,050.00	1,050.00	0%
5655	Landscape Maintenance / Janitorial	0.00	29,125.34	34,500.00	34,500.00	5,374.66	84%
6005	Buildings and Improvements	399.65	8,606.57	90,000.00	101,395.00	92,788.43	8%

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
	Account Total:	2,024.24	90,152.02	209,250.00	220,645.00	130,492.98	41%
5040 Montecito Center							
	5022 Utilities	75.96	1,636.24	2,100.00	2,100.00	463.76	78%
	5023 Water	216.48	2,944.62	4,730.00	4,730.00	1,785.38	62%
	5025 SECURED PROP TAX	0.00	915.04	1,050.00	1,050.00	134.96	87%
	5034 Alarm Systems/Security	0.00	378.00	680.00	680.00	302.00	56%
	5045 Miscellaneous Expenditures	362.06	393.29	530.00	530.00	136.71	74%
	5052 Minor Facility Repairs /Tools	1,760.75	1,760.75	530.00	530.00	-1,230.75	332%
	5655 Landscape Maintenance / Janitorial	0.00	2,723.96	3,830.00	3,830.00	1,106.04	71%
	Account Total:	2,415.25	10,751.90	13,450.00	13,450.00	2,698.10	80%
5050 Rush Park							
	5022 Utilities	2,293.18	25,585.26	33,180.00	33,180.00	7,594.74	77%
	5023 Water	0.00	26,532.05	52,500.00	52,500.00	25,967.95	51%
	5025 SECURED PROP TAX	0.00	4,169.92	4,410.00	4,410.00	240.08	95%
	5034 Alarm Systems/Security	126.00	504.00	840.00	840.00	336.00	60%
	5045 Miscellaneous Expenditures	0.00	174.35	530.00	530.00	355.65	33%
	5051 Equipment Rental	0.00	0.00	1,580.00	1,580.00	1,580.00	0%
	5052 Minor Facility Repairs /Tools	0.00	0.00	530.00	530.00	530.00	0%
	5655 Landscape Maintenance / Janitorial	0.00	24,810.87	34,500.00	34,500.00	9,689.13	72%
	6005 Buildings and Improvements	399.66	5,135.17	65,000.00	65,000.00	59,864.83	8%
	Account Total:	2,818.84	86,911.62	193,070.00	193,070.00	106,158.38	45%
5060 Street Lighting							
	5650 Street Lighting and Maintenance	10,100.97	98,491.60	113,100.00	113,100.00	14,608.40	87%
	Account Total:	10,100.97	98,491.60	113,100.00	113,100.00	14,608.40	87%
5070 Street Sweeping							
	5642 Street Sweeping	6,538.14	65,381.40	83,100.00	83,100.00	17,718.60	79%
	Account Total:	6,538.14	65,381.40	83,100.00	83,100.00	17,718.60	79%
5080 Parkway Trees							
	5017 Community Events	0.00	0.00	1,580.00	1,580.00	1,580.00	0%
	5656 Tree Trimming	2,032.80	131,415.15	137,030.00	137,030.00	5,614.85	96%
	5660 TREE REMOVAL	0.00	10,490.80	3,150.00	3,150.00	-7,340.80	333%
	6015 Trees	2,371.60	34,573.30	47,250.00	47,250.00	12,676.70	73%
	Account Total:	4,404.40	176,479.25	189,010.00	189,010.00	12,530.75	93%
5090 Mini-Parks and Medians							
	5022 Utilities	29.35	182.14	530.00	530.00	347.86	34%
	5023 Water	677.37	8,820.84	10,500.00	10,500.00	1,679.16	84%
	5045 Miscellaneous Expenditures	0.00	0.00	110.00	110.00	110.00	0%
	5051 Equipment Rental	0.00	0.00	110.00	110.00	110.00	0%
	5052 Minor Facility Repairs /Tools	0.00	0.00	110.00	110.00	110.00	0%
	5655 Landscape Maintenance / Janitorial	0.00	2,723.97	3,830.00	3,830.00	1,106.03	71%
	Account Total:	706.72	11,726.95	15,190.00	15,190.00	3,463.05	77%
	Account Group Total:	124,831.13	1,534,481.31	2,103,560.00	2,123,825.00	589,343.69	72%

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 24

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Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
	Fund Total:	124,831.13	1,534,481.31	2,103,560.00	2,123,825.00	589,343.69	72%
	Grand Total:	124,831.13	1,534,481.31	2,103,560.00	2,123,825.00	589,343.69	72%

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS

APRIL 2024

Revenue Accounts (Accounts more than 95% and less than 55%)

Account Code	%	Item	Explanation
3402	100	Tennis Instructor Private Lessons	Higher volume of instruction than anticipated.
3406	112	Rush Park Ball Field Reservations	Higher demand for facility than anticipated.
3407	97	Pickleball Reservation	Higher volume of reservation than anticipated.
3408	0	Pickleball Instructor Private Lessons	Program just began and will start evaluation in July.
3411	120	Signature Wall Banner Rental	Unexpected amount of rentals throughout the year.
3431	175	Rossmoor Building Rental	Higher amount of rental due to election activity and enhanced marketing.
3432	101	Rossmoor Park Picnic Site	Higher amount of rental than anticipated.
3451	96	Rush Building Rental	Higher amount of rental than anticipated.
3452	97	Rush Park Picnic Site	Higher amount of rental than anticipated.
3453	132	Rush Park Kitchen	Higher amount of rentals for wall space.
3501	157	MISC Revenue	Higher than anticipated due to increase in Winter Festival ticket sales.

Expenditure Accounts (Accounts more than 95% and less than 55%)

Account Code	%	Item	Explanation
5010-4000	51	Board of Directors Compensation	Under due to minimum number of meetings. Do not anticipate going over budget.
5010-4002	45	Salaries - Part-time	Low due to unanticipated vacancies.
5010-5004	99	Memberships and Dues	On target at 99%. All dues are paid for FY.
5010-5006	33	Travel & Meeting Costs	Do not anticipate going over budget. A few more expenses pending.
5010-5008	49	Gasoline	As needed expenditure. Do not anticipate going over budget.
5010-5010	120	Publications & Legal Notices	Extra expenditures due to traffic meeting notices.
5010-5014	49	Postage	As needed expenditure. Do not anticipate going over budget.
5010-5016	42	Office & Meeting Supplies	Will be ordering additional supplies throughout the year. Do not anticipate going over budget.

5010-5021	96	Computer/Email/Server Costs	On target for year. May go over budget slightly.
5010-5030	9	Vehicle Maintenance	As needed expenditure. Some expenses are pending payment.
5010-5610	36	Legal Services	Anticipate staying within budget. To date, no unanticipated activity has occurred.
5010-5615	95	Financial Audit-Consulting	On target for year. May go over budget slightly.
5010-6010	101	Equipment	On target for year. May go over budget slightly.
5010-6025	18	Software	Some expenses pending. Do not foresee going over budget.
5020-5017	96	Community Events	Anticipate going over budget due to added Wellness Festival. Anticipate going over by approx. \$5000 which will be offset by sponsorship.
5030-5034	23	Rossmoor Park - Alarm Systems/Security	Some expenses pending. Do not foresee going over budget.
5030-5045	12	Rossmoor Park - Misc Expenditures	Some expenses pending. Do not foresee going over budget.
5030-6005	8	Rossmoor Park - Building and Improvements	Tennis court resurfacing payment pending. Picnic Canopy renovations moved to FY 24-25.
5040-5052	332	Rossmoor Park - Minor Facility Repairs/Tools	Unanticipated expenses occurred. Do not foresee anymore spending.
5050-5023	51	Water - Rush Park	Low due to unexpected amount of rainfall caused less water utility usage.
5050-5045	33	Rush Park - Misc Expenditures	Pending payments in progress.
5030-5051 5050-5051 5090-5051	0	Equipment Rental - Rossmoor Park, Rush Park, Mini Parks	Pending payments in progress.
5030-5052 5050-5052 5090-5052	0	Minor Facility Repairs/Tools - Rossmoor Park, Rush Park, Mini Parks	Repairs in progress.
5050-6005	8	Rush Park - Building & Improvements	Carpet replacement recently completed. Payment is still pending.
5080-5017	0	Tree Community Events	Season ending and payments are pending. Will stay in budget.
5080-5656	96	Tree Trimming	Seasonal project. Do not foresee going over budget.
5080-5660	333	Tree Removal	Seasonal Project. Over budget due to safety removals.
5090-5022	34	Mini Parks - Utilities	Do not anticipate going over budget
5090-5045	0	Mini Parks - Misc Expenditures	Pending payments in progress.

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14:39:38

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 5/24

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
764		923 U.S BANK CAL-CARD	16,048.81					
	CalCard 4-25-24							
		04/25/24 CalCard	16,048.81*			10 5010	5045	1010
765		999999 SKILLS IRL C/O MICHELLE LAWS	200.00					
	Refund Deposit							
		04/30/24 Refund Deposit - Skills IRL/La	200.00			10 2220		1010
766		999999 TRACIE LIVELO	200.00					
	Deposit Refund							
		04/26/24 Deposit Refund Liveloo	200.00			10 2220		1010
767		999999 BRIDGETTE NOON	350.00					
	Deposit refund							
		04/22/24 Deposit refund - Noon	350.00			10 2220		1010
768		999999 LORETTA VILLAREAL	250.00					
	Refund deposit							
		04/29/24 refund deposit - Villareal	250.00			10 2220		1010
769		49 CITY OF BREA	2,308.20					
	Brea IT 3/24							
		ASIT001389 04/19/24 IT Mar 24	2,308.20			10 5010	5670	1010
770		304 CBE SOLUTIONS	185.44					
	Copier Usage							
		IN2725649 04/20/24 Copier Usage	185.44			10 5010	5012	1010
771		623 CELL BUSINESS EQUIPMENT	125.65					
	Copier Lease							
		5029439922 04/12/24 Copier Lease	125.65			10 5010	5016	1010
772		1070 David Bang Associates	3,714.25					
	Two Picnic Tables - Rush Park							
		CA55191 01/11/24 Rush Park Picnic Tables (2)	3,714.25			10 5010	5032	1010
773		575 ELITE SPECIAL EVENTS, INC.	3,500.00					
	Health & Wellness 5/11							
		1124 04/30/24 Health & Wellness 5/11	1,400.00			10 5050	5051	1010
		1124 04/30/24 Health & Wellness 5/11	500.00			10 5010	5012	1010
		1124 04/30/24 Health & Wellness 5/11	1,600.00			10 5020	5017	1010

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 5/24

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
774		102 EVENT NEWS-ENTERPRISE	135.00					
Budget Notice	00141404	04/17/24 Budget notice	135.00*			10 5010	5010	1010
775		1011 Governmental Financial Services	6,000.00					
April	05/01/24	April Svcs	6,000.00			10 5010	5620	1010
776		1071 M.T. Asphalt	4,900.00					
Patch and Slurry Rush Parking Lot	04/29/24	Patch and slurry Rush Parking	4,900.00			10 5010	5032	1010
777		1033 Precision Concrete Cutting	3,391.79					
Sidewalk repair	201094	04/25/24 Sidewalk repair	3,391.79			10 5010	5032	1010
778		737 ROGERS, ANDERSON, MALODY & SCOT	1,200.00					
SCR 22/23	74744	04/15/24 SCR 22/23	1,200.00*			10 5010	5615	1010
779		386 MARIA SHAFER	150.00					
Minutes 4/9	RCSD-042	04/25/24 Minutes 4/9	150.00*			10 5010	5010	1010
780		994 VALLEY ALARM	123.00					
Rossmoor Park 3/1 to 5/31	1157516	02/02/24 Rossmoor Park 3/1-5/31/24	123.00			10 5030	5034	1010
781		1029 Carolyn Whang	230.96					
CJPIA Travel	05/01/24	CJPIA Meals	105.00			10 5010	5006	1010
	05/01/24	CJPIA Mileage	125.96			10 5010	4007	1010
782		22 WEST COAST ARBORISTS, INC.	261.60					
Planting	213315	04/15/24 Planting	261.60			10 5080	6015	1010
783		1008 West Coast Electric	6,212.70					
	5243	01/17/24 Rush Electrical Panel	847.83			10 5010	5032	1010
	5244	01/17/24 Christmas Lights	1,257.40			10 5010	5032	1010
	5245	01/17/24 Rossmoor Park walkway lights	220.77			10 5010	5032	1010
	5246	04/17/24 Rush outlet replacement	538.24			10 5010	5032	1010
	5247	04/17/24 Rossmoor Tennis lights	3,348.46			10 5010	5032	1010
		# of Claims	20	Total:				49,487.40

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ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 5/24

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
784		999999 MRS. A'S ARTS & CRAFTS	373.71					
	Butterfly Sign							
		05/01/24 Butterfly Sign	373.71*			10 5050	5045	1010
		# of Claims 1	Total: 373.71					

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15:53:47

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 5/24

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* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
784	999999	DEBBI ANDREWS	373.71					
		Butterfly Sign						
	05/01/24	Butterfly Sign	373.71*			10 5050	5045	1010
785	8	JESSICA VERDUZCO	78.00					
		Mileage 2/24-5/10/24						
	05/13/24	Mileage 2/24 to 5/10/24	78.00			10 5010	4007	1010
786	999999	ERIKA ALVAREZ	200.00					
		Deposit refund Alvarez						
	05/13/24	Deposit Alvarez	200.00			10 2220		1010
787	999999	LAGSL C/O DANIELLE SKAGGS	260.00					
		deposit refund						
	05/07/24	Refund LAGSL Danielle Skaggs	260.00			10 2220		1010
788	999999	SANDRA FUTAMI	250.00					
		Futami event cancellation						
	05/02/24	Futami Event cancellation	250.00			10 2220		1010
789	636	THE BEE MAN	265.00					
		Swarm removal						
	128750	05/09/24 Swarm removal	265.00			10 5030	5045	1010
790	1069	LandCare Holdings, Inc.	8,825.00					
		May and Water Repair						
	737246	05/01/24 May Lanscaping	1,333.00			10 5030	5655	1010
	737246	05/01/24 May Lanscaping	4,332.25			10 5050	5655	1010
	737246	05/01/24 May Lanscaping	499.88			10 5040	5655	1010
	737246	05/01/24 May Lanscaping	499.87			10 5090	5655	1010
	744208	05/10/24 Water Line Rossmoor Park	2,160.00			10 5030	5655	1010
791	1072	Pacific Sound Control	3,420.00					
		Rush Park Event						
	05/03/24	Rush Park Event Quote	3,420.00*			10 5010	5032	1010
792	970	RIVERA PAINTING PLUS	800.00					
		Painting Playground Equip 4/15/24						
	978	05/02/24 Painting Playground Equip Ross	800.00*			10 5010	5032	1010

05/15/24
15:53:47

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 5/24

Page: 2 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
793		899 SCA OF CA, LLC	6,538.14					
		May Street Sweeping						
	135247SP	05/01/24 May Streetsweeping	6,538.14			10 5070	5642	1010
794		994 VALLEY ALARM	1,099.00					
	1171688	04/23/24 Rush Keypad, batteries, & doc	850.00*			10 5050	5034	1010
	1170671	05/02/24 Hedwig/Rossmoor Monitor	123.00			10 5030	5034	1010
	1170672	05/02/24 Montecito monitor	126.00			10 5040	5034	1010
795		309 TRIPEPI SMITH	1,047.38					
		April Meeting						
	12269	04/30/24 April Meeting	1,047.38			10 5010	5007	1010
796		1048 Vital Records Control	161.29					
		Record Storage						
	4231875LAX	04/30/24 Record Storage	161.29			10 5010	5045	1010
797		22 WEST COAST ARBORISTS, INC.	700.30					
		Trim Trees						
	213862	04/30/24 Trim Trees	700.30			10 5080	5656	1010
		# of Claims 14	Total: 24,017.82					

05/29/24
16:20:36

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 5/24

Page: 1 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
799	999999	TRACY CHAVEZ	200.00					
		Deposit Refund						
		05/21/24 Chavez Deposit	200.00			10 2220		1010
800	999999	FRIENDS OF CDC C/O GISSELLA	250.00					
		Deposit refund						
		05/20/24 Deposit CDC - Gissela Shimonis	250.00			10 2220		1010
801	999999	BRIAN YOSHIOKA	200.00					
		Deposit refund						
		05/21/24 Deposit Yoshioka	200.00			10 2220		1010
802	614	GDC COMMUNICATIONS & SOUND	400.00					
		Generatory and lights						
		2024014 05/21/24 Generator and lights 6/8	400.00*			10 5020	5017	1010
803	1066	Philip Reyes	900.00					
		Sound 6/8						
		Sound 6/8	900.00*			10 5020	5017	1010
804	49	CITY OF BREA	1,905.00					
		April IT						
		ASIT001399 05/21/24 April IT	1,905.00			10 5010	5670	1010
805	304	CBE SOLUTIONS	192.09					
		Copier usage						
		IN2735466 05/20/24 Copier usage	192.09*			10 5010	5012	1010
806	623	CELL BUSINESS EQUIPMENT	125.65					
		Copier Lease						
		5029824249 05/14/24 Copier Lease	125.65*			10 5010	6010	1010
807	202	CALIF PARK & RECREATION SOCIET	150.00					
		Membership						
		04/15/24 Membership	150.00			10 5010	5004	1010
808	226	HILL'S BROTHERS LOCK & SAFE	231.75					
		Lock and Key						
		85896 01/11/24 Keys	107.75*			10 5010	5032	1010
		87410 05/21/24 Lock	124.00*			10 5010	5032	1010

05/29/24
16:20:36

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 5/24

Page: 2 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
809		1069 LandCare Holdings, Inc.	4,998.75					
April								
	744510	05/01/24 April landscaping	2,249.44*			10 5030	5655	1010
	744510	05/01/24 April landscaping	2,249.43			10 5050	5655	1010
	744510	05/01/24 April landscaping	249.94			10 5040	5655	1010
	744510	05/01/24 April landscaping	249.94			10 5090	5655	1010
810		1073 Pacific Landmark Electric Inc.	237.83					
3way switch - Auditorium								
	240512	05/06/24 3 way switch - auditorium	237.83			10 5010	5045	1010
811		594 PRINT MASTERS	54.63					
Pickleball classes banner								
	70414	05/22/24 Pickleball classes banner	54.63*			10 5010	5012	1010
812		22 WEST COAST ARBORISTS, INC.	605.50					
Tree Trim								
	214535	05/15/24 Tree Trim	605.50			10 5080	5656	1010
813		1074 Travis W. Goertz	3,000.00					
Knyght Ryder 6/8/24								
	03/08/24	Knyght Ryder 6/8/24	3,000.00*			10 5020	5017	1010
		# of Claims 15	Total: 13,451.20					

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: June 11, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Mike Matsumoto

Subject: PUBLIC HEARING - FISCAL YEAR 2024-2025 PROPOSED FINAL BUDGET
FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors:

1. Open the public hearing for the Fiscal Year 2024-2025 Proposed Final Budget;
2. Receive the FY 2024-2025 Proposed Final Budget presentation from the General Manager and Accounting Consultant;
3. Take public testimony;
4. Close the public hearing
5. Deliberate; and
6. Approve the Fiscal Year 2024-2025 Proposed Final Budget.
7. Discuss amending the Deferred Compensation Policy No. 2160 to address the parameters of a 3% employer match on gross earnings (overtime not included) for full-time employees.

BACKGROUND

On March 21, 2024, the Budget Committee met to review the RCSD FY 2023-2024 Estimate to Close and the FY 2024-2025 Preliminary Budget. The General Manager and Accounting Consultant presented the preliminary budget and answered questions the Committee had about the budget document. After discussion, the Budget Committee recommended that the preliminary budget be presented to the RCSD Board with a 3% cost of living adjustment at the April 9, 2024 Board of Directors meeting.

The Fiscal Year 2024-2025 Preliminary Budget was presented to the RCSD Board of Directors at the April 9, 2024 regular Board meeting. The RCSD Board of Directors reviewed the FY 2023-2024 Estimate to Close and the FY 2024-2025 Preliminary Budget. The Board of Directors of Rossmoor Community Services District passed Resolution No. 24-05-14-01: A Resolution approving and adopting the annual appropriations limit for fiscal year 2024-2025.

The Board approved a 3% cost of living adjustment. The Board also approved an amendment to the existing 457(b) Deferred Compensation Plan which would offer full-time employees up to a 3% employer match on gross pay (overtime not included). As part of the budget planning process, the Board will conduct an annual audit of the plan and would have the ability to suspend the matching portion of the plan at their discretion. Suspending the match would not interrupt employee participation in the plan. Newly hired full-time employees will be eligible for plan enrollment immediately. Employer matching would begin following a successful 90-day probation period. At the May 14, 2024 Board of Directors meeting, the Board requested that staff revise the 2120 policy language to incorporate a cost per position breakdown and better define the 3% employer match.

INFORMATION

The General Manager and Accounting Consultant have thoroughly reviewed the FY 2023-2024 Estimate to Close and the FY 2024-2025 Preliminary Budget. There have been no changes subsequent to the review of the Budget Committee on March 21, 2024.

The Final 2023-2024 amounts will be known when the District's Annual Audit is completed, at which time it will be presented to the Audit Committee and the RCSD Board of Directors at a future meeting.

The Estimate to Close Budget is considered sufficiently accurate for adoption of the FY 2024-2025 Final Budget. Upon the RCSD Board's approval of the FY 2024- 2025 Proposed Final Budget, the Board will be asked to adopt the Annual Budget Revenues and Expenditures Total Amounts by resolution.

Therefore, the FY 2024-2025 Proposed Final Budget was prepared using this direction and is presented for consideration at the June 11, 2024 Board of Directors meeting.

ATTACHMENTS

1. FY 2024-2025 Proposed Final Budget
2. Notice of Public Hearing
3. Policy No. 3020 Budget Preparation
4. Second Reading of Amendment to Policy No. 2160 Deferred Compensation

**Rossmoor Community Services District
Employee Salary Plan - 3% increase
For the Fiscal Year 2024-2025**

SALARY PLAN FY 2024-2025							
Position	2023-2024 Current Salary		Revised Salaries		2024-2025 Recommended Salary		
	Annually	Hourly	Midpoint	Hourly Increase	Annually	Hourly Increase	Hourly
General Manager	\$ 92,500.00	n/a	\$ 92,500.00	n/a	\$ 92,500.00	n/a	n/a
Administrative Assistant	\$ 69,272.00	\$ 33.30	\$ 71,350.16	\$ 1.00	\$ 71,350.16	\$ 1.00	\$ 34.30
General Clerk	\$ 53,084.28	\$ 25.52	\$ 54,676.81	\$ 0.77	\$ 54,676.81	\$ 0.77	\$ 26.29
*Office Assistant	\$ 20,352.80	\$ 20.60	\$ 20,963.38	\$ 0.62	\$ 20,963.38	\$ 0.62	\$ 21.22
*Account Clerk	\$ 22,388.08	\$ 22.66	\$ 23,059.72	\$ 0.68	\$ 23,059.72	\$ 0.68	\$ 23.34
Park Superintendent	\$ 66,902.19	\$ 32.16	\$ 68,909.26	\$ 0.96	\$ 68,909.26	\$ 0.96	\$ 33.13
Recreation Superintendent	\$ 61,035.44	\$ 29.34	\$ 62,866.50	\$ 0.88	\$ 62,866.50	\$ 0.88	\$ 30.22
District Arborist	\$ 59,644.42	\$ 28.68	\$ 61,433.75	\$ 0.86	\$ 61,433.75	\$ 0.86	\$ 29.54
Maintenance/Rec Assistant	\$ 42,265.60	\$ 20.32	\$ 43,533.57	\$ 0.61	\$ 43,533.57	\$ 0.61	\$ 20.93
**Maintenance/Rec Assistant	\$ 27,632.14	\$ 18.32	\$ 28,461.10	\$ 0.55	\$ 28,461.10	\$ 0.55	\$ 18.87
*Maintenance/Rec Assistant	\$ 18,107.99	\$ 18.33	\$ 18,651.23	\$ 0.55	\$ 18,651.23	\$ 0.55	\$ 18.88
*Maintenance/Rec Assistant	\$ 17,422.00	\$ 17.63	\$ 17,944.66	\$ 0.53	\$ 17,944.66	\$ 0.53	\$ 18.16
*Maintenance/Rec Assistant	\$ 17,299.88	\$ 17.51	\$ 17,818.88	\$ 0.53	\$ 17,818.88	\$ 0.53	\$ 18.04
Event/Facility Attendant	n/a	\$ 16.50		\$ -			\$ 16.50

* 1/2 Time 19 hrs. per week/988 hrs. per year

** Part-Time 29 hrs. per week/1.508 hrs. per year

Totals	\$ 567,906.82				\$ 582,169.02	Difference	\$ 14,262.20
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**Rossmoor Community Services District
 Potential cost - 3% Deferred Comp Match
 For the Fiscal Year 2024-2025**

SALARY PLAN FY 2024-2025								
Position	2024-2025 Recommended Salary							
	Annually	Hourly	Admin - FT 4006	GM & PT 4006	P&R 4008	Tree 4009		
General Manager	\$ 92,500.00	n/a			0			
Administrative Assistant	\$ 71,350.16	\$ 34.30	2,141					
General Clerk	\$ 54,676.81	\$ 26.29	1,640					
*Office Assistant	\$ 20,963.38	\$ 21.22			0			
*Account Clerk	\$ 23,059.72	\$ 23.34			0			
Park Superintendent	\$ 68,909.26	\$ 33.13				2,067		
Recreation Superintendent	\$ 62,866.50	\$ 30.22				1,886		
District Arborist	\$ 61,433.75	\$ 29.54					1,843	
Maintenance/Rec Assistant	\$ 43,533.57	\$ 20.93				1,306		
**Maintenance/Rec Assistant	\$ 28,461.10	\$ 18.87						
*Maintenance/Rec Assistant	\$ 18,651.23	\$ 18.88						
*Maintenance/Rec Assistant	\$ 17,944.66	\$ 18.16						
*Maintenance/Rec Assistant	\$ 17,818.88	\$ 18.04						
Event/Facility Attendant		\$ 16.50						
Totals	\$ 582,169.02		\$ 3,781.00	\$ -	\$ 5,259.00	\$ 1,843.00		
			Total Full-Time - no GM				<u>10,883</u>	

* 1/2 Time 19 hrs. per week/988 hrs. per year

** Part-Time 29 hrs. per week/1,508 hrs. per year

Rossmoor Community Services District
Proposed Budget
Summary
For the Fiscal Year 2024-2025

	2023-2024			2024-2025	
	FY 22-23 Actual	Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget
Revenues:					
Property taxes	\$ 1,244,715	\$ 1,333,100	\$ 1,333,100	\$ 1,294,400	\$ 1,339,800
Street light assessments	435,119	404,300	404,300	452,500	468,300
Interest on investments	7,514	30,000	30,000	30,000	30,000
From Other Governmental Agencies (*)	158,222	136,000	136,000	123,900	140,000
Permit and Rental Fees	193,870	214,300	187,300	187,300	187,300
Miscellaneous	49,494	35,000	35,000	35,000	35,000
Total Revenues	2,088,934	2,152,700	2,125,700	2,123,100	2,200,400
Expenditures:					
Administrative	992,215	1,224,390	1,233,260	1,233,210	1,309,220
Recreation	79,584	63,000	63,000	63,000	68,650
Rossmoor Park	169,181	209,250	220,645	180,650	198,290
Montecito Center	31,909	13,450	13,450	13,450	13,910
Rush Park	154,078	193,070	193,070	203,070	132,400
Street Lighting	110,641	113,100	113,100	115,000	120,800
Street Sweeping	75,269	83,100	83,100	86,000	81,360
Parkway Tree	171,028	189,010	189,010	189,010	194,650
Mini-Parks and Median	13,098	15,190	15,190	15,190	15,700
Total Expenditures	1,797,003	2,103,560	2,123,825	2,098,580	2,134,980
Changes in Fund Balance	291,931	49,140	1,875	24,520	\$ 65,420
Fund Balance:					
Beginning of Period	1,417,511	1,709,442	1,709,442	1,709,442	
End of Period	\$ 1,709,442	\$ 1,758,582	\$ 1,711,317	\$ 1,733,962	
(*) From Other Governmental Agencies					
Prop 68 Grant	79,766	56,000	56,000	44,000	60,000
County Street Sweeping	78,456	80,000	80,000	79,900	80,000
Total From Other Governmental Agencies	158,222	136,000	136,000	123,900	140,000

Total revenue budgeted includes a 3.5% increase in property tax and street light assessments.

Expenditures for Prop 68 are coded in 10-5030-6005 and 10-5050-6005, and is budgeted \$60,000 for FY2024-2025.

**Rossmoor Community Services District
Proposed Budget
Revenues
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Property Taxes						
10-3001	Current secured property tax	\$ 1,130,774	\$ 1,242,000	\$ 1,242,000	\$ 1,176,000	\$ 1,217,200
10-3002	Current unsecured property tax	33,487	36,900	36,900	34,800	36,000
10-3003	Prior secured property tax	6,992	15,200	15,200	7,300	7,600
10-3004	Prior unsecured property tax	692	3,300	3,300	700	700
10-3005	Delinquent property taxes	2,343	1,100	1,100	2,400	2,500
10-3006	Current supplemental assessment	38,164	19,600	19,600	39,700	41,100
10-3007	Prior supplemental assessment	8,215	-	-	8,500	8,800
10-3008	Public utility	18,978	10,900	10,900	19,700	20,400
10-3009	State-Homeowners Prop. Tax Relief	5,070	4,100	4,100	5,300	5,500
Total property taxes		1,244,715	1,333,100	1,333,100	1,294,400	1,339,800
Street Light Assessment						
10-3101	Street Light assessment	435,119	404,300	404,300	452,500	468,300
Interest on investments						
10-3201	Interest	7,514	30,000	30,000	30,000	30,000
From Other Governmental Agencies						
10-3301	Prop 68 Grant Funding*	79,766	56,000	56,000	44,000	60,000
10-3302	Senior Meal Gap Program	-	-	-	-	-
10-3303	FEMA Grant - COVID 19	-	-	-	-	-
10-3304	County-Street Sweep Reimbursement *	78,456	80,000	80,000	79,900	80,000
Total other governmental agencies		158,222	136,000	136,000	123,900	140,000
Permit and Rental Fees						
10-3401	Tennis Court Reservations	18,025	41,000	21,000	21,000	21,000
10-3402	Tennis Instructor Private Lessons	25,053	38,000	16,000	16,000	16,000
10-3403	Basketball Court Reservations	632	-	-	-	-
10-3404	Sand Volleyball Court Reservations	-	-	-	-	-
10-3405	Rossmoor Park Ball Field Reservations	15,439	12,500	12,500	12,500	12,500
10-3406	Rush Park Ball Field Reservations	7,024	12,500	12,500	12,500	12,500
10-3407	Pickleball Court Reservations	-	-	12,000	12,000	12,000
10-3408	Pickleball Instructor Private Lessons	-	-	3,000	3,000	3,000
10-3411	Signature Wall Banner Rental	380	300	300	300	300
10-3421	Tree Trim Permit	2,516	5,000	5,000	5,000	5,000
10-3422	Tree Violation Fines	600	-	-	-	-
10-3431	Rossmoor Building Rental	5,410	2,500	2,500	2,500	2,500
10-3432	Rossmoor Park Picnic Site	3,061	2,500	2,500	2,500	2,500
10-3433	Rossmoor Park Horseshoe Rentals	-	-	-	-	-
10-3441	Montecito Building Rental	30,447	25,000	25,000	25,000	25,000
10-3451	Rush Building Rental	75,705	67,000	67,000	67,000	67,000
10-3452	Rush Park Picnic Site	8,959	7,000	7,000	7,000	7,000
10-3453	Rush Park Kitchen	619	1,000	1,000	1,000	1,000
Total permit and rental fees		193,870	214,300	187,300	187,300	187,300
Miscellaneous Revenues						
10-3501	Miscellaneous	15,716	10,000	10,000	10,000	10,000
10-3502	Sponsorship	33,778	25,000	25,000	25,000	25,000
Total miscellaneous revenues		49,494	35,000	35,000	35,000	35,000
Total revenues		\$ 2,088,934	\$ 2,152,700	\$ 2,125,700	\$ 2,123,100	\$ 2,200,400

Prop 68 grant of \$104,000 is for CIP -- 1) Rush Park Aud Carpet (in #5050) in 23/24 and 2) Rossmoor Park Picnic Shelters (in #5030) in 24/25 (unsure if the Picnic Shelters can be completed during 23-24).

* This budget includes Street Sweeping costs in excess of the County Reimbursement.

**Rossmoor Community Services District
Proposed Budget
Department 10 - Administrative Services
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Salaries and Benefits						
10-5010-4000	Board of Directors' Compensation	\$ 8,450	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
10-5010-4002	Part-time	53,556	82,100	82,100	82,100	82,900
10-5010-4003	Overtime	10,654	10,500	12,000	12,000	12,360
10-5010-4005	Event Attendant	-	-	-	-	-
10-5010-4006	Salaries - Administrative	214,231	255,800	257,500	257,500	262,600
10-5010-4008	Salaries - Parks and Recreation	161,571	166,100	167,500	167,500	175,300
10-5010-4009	Salaries - Tree	55,332	59,700	59,700	59,700	61,400
10-5010-4007	Mileage Reimbursement	1,952	2,100	2,100	2,100	2,160
10-5010-4010	Workers' Compensation Insurance	68,755	15,000	15,000	12,000	11,500
10-5010-4011	Medical Insurance	75,705	84,000	84,000	87,400	99,780
10-5010-4015	Payroll Taxes	43,543	56,390	56,390	56,390	58,080
10-5010-40XX	Deferred Compensation Match - NEW	-	-	-	-	10,900
Total salaries and benefits		693,749	742,690	747,290	747,690	787,980
Operations and Maintenances						
10-5010-5002	Insurance - Liability	2,174	41,000	41,000	41,000	48,700
10-5010-5004	Membership & Dues	8,928	9,980	10,500	10,500	10,820
10-5010-5006	Travel & Meetings	2,078	2,630	2,630	2,630	2,710
10-5010-5007	Televised Meeting Costs	15,905	23,100	23,100	23,100	23,790
10-5010-5008	Gasoline	3,283	5,250	5,250	5,250	5,410
10-5010-5010	Publications & Legal Notice	8,227	7,880	7,880	7,880	8,120
10-5010-5012	Printing	4,373	4,200	4,200	4,200	4,330
10-5010-5014	Postage	530	2,100	2,100	2,100	2,160
10-5010-5016	Office & Meeting Supplies	15,579	15,750	15,750	15,750	16,220
10-5010-5018	Janitorial Supplies	-	20,790	20,790	20,790	21,410
10-5010-5020	Telephone	12,197	10,500	10,500	10,500	10,820
10-5010-5021	Computer/Email/Server Costs	6,529	5,250	9,000	9,000	9,270
10-5010-5030	Vehicle Maintenance	4,739	10,500	10,500	10,500	10,820
10-5010-5032	Buildings & Grounds-Maintenance	-	85,050	85,050	85,050	87,600
10-5010-5045	Miscellaneous Expenditures	21,915	21,000	21,000	21,000	21,630
10-5010-5046	Bank Service Charges	2,953	4,200	4,200	4,200	4,330
10-5010-5050	Elections	12,802	-	-	-	13,820
Total operations and maintenance		122,212	269,180	273,450	273,450	301,960
Contract Services						
10-5010-5610	Legal Services	32,493	65,520	65,520	65,520	67,490
10-5010-5615	Financial Audit - Consulting	18,750	19,950	19,950	19,950	20,550
10-5010-5620	Outsourced Financial Consultant	68,969	72,450	72,450	72,000	74,160
10-5010-5670	Other Professional Services	46,518	42,000	42,000	42,000	44,100
Total Contract Services		166,730	199,920	199,920	199,470	206,300
Capital Expenditures						
10-5010-6010	Equipment	1,821	2,100	2,100	2,100	2,160
10-5010-6025	Software	7,703	10,500	10,500	10,500	10,820
Total Capital Expenditures		9,524	12,600	12,600	12,600	12,980
Total Expenditures		\$ 992,215	\$ 1,224,390	\$ 1,233,260	\$ 1,233,210	\$ 1,309,220

* assuming 3% increase on Salaries

**Rossmoor Community Services District
Proposed Budget
Department 20 - Recreation
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Operations and Maintenances						
10-5020-5017	Community Events	\$ 79,584	\$ 63,000	\$ 63,000	\$ 63,000	\$ 68,650
Total operations and maintenance		<u>79,584</u>	<u>63,000</u>	<u>63,000</u>	<u>63,000</u>	<u>68,650</u>
Total Expenditures		<u>\$ 79,584</u>	<u>\$ 63,000</u>	<u>\$ 63,000</u>	<u>\$ 63,000</u>	<u>\$ 68,650</u>

**Rossmoor Community Services District
Proposed Budget
Department 30 - Rossmoor Park
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Operations and Maintenances						
10-5030-5018	Janitorial Supplies	\$ 5,164	\$ -	\$ -	\$ -	\$ -
10-5030-5022	Utilities	12,418	13,130	13,130	13,130	13,520
10-5030-5023	Water	38,973	63,000	63,000	63,000	64,890
10-5030-5025	Secured Property Tax	1,059	1,260	1,260	1,260	1,300
10-5030-5030	Vehicle Maintenance	855	-	-	-	-
10-5030-5032	Buildings & Grounds-Maintenance	30,843	-	-	-	-
10-5030-5034	Alarm Systems/Security	492	1,050	1,050	1,050	1,080
10-5030-5045	Miscellaneous Expenditures	5,110	4,730	4,730	4,730	4,870
10-5030-5051	Equipment Rental	4,853	530	530	530	550
10-5030-5032	Minor Facility Repairs/Tools	935	1,050	1,050	1,050	1,080
Total operations and maintenance		100,702	84,750	84,750	84,750	87,290
Contract Services						
10-5030-5655	Landscape Maintenance/Janitorial Services	32,038	34,500	34,500	34,500	36,000
Total Contract Services		32,038	34,500	34,500	34,500	36,000
Capital Expenditures						
10-5030-6005	Buildings and Improvements	36,441	90,000	101,395	61,400	75,000
Total Capital Expenditures		36,441	90,000	101,395	61,400	75,000
Total Expenditures		\$ 169,181	\$ 209,250	\$ 220,645	\$ 180,650	\$ 198,290
Capital expenditures breakdown:						
	Picnic Shelter - Rossmoor Park (Grant) (1)		40,000	40,000	-	75,000
	Resurface basketball and tennis courts		50,000	61,395	61,400	-
			90,000	101,395	61,400	75,000

(1) For the Rossmoor Picnic Shelters, the project is rebudgeted in 24/25 for the full remaining Prop 68 Grant. If the project is done in 23/24, the budget in 24/25 will be reduced or eliminated for 23/24 expenditures.

* Brightview Landscape Services / Landcare
April 1, 2023 - March 31, 2024: \$ 5,312.33 /month
April 1, 2024 - March 31, 2025: \$ 6,665 /month

Allocation:
45.0% Rossmoor Park
45.0% Rush Park
5.0% Montecito Center
5.0% Mini-Parks

**Rossmoor Community Services District
Proposed Budget
Department 40 - Montecito Center
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Operations and Maintenances						
10-5040-5018	Janitorial Supplies	\$ 6,596	\$ -	\$ -	\$ -	\$ -
10-5040-5022	Utilities	2,232	2,100	2,100	2,100	2,160
10-5040-5023	Water	3,262	4,730	4,730	4,730	4,870
10-5040-5025	Secured Property Tax	889	1,050	1,050	1,050	1,080
10-5040-5030	Vehicle Maintenance	749	-	-	-	-
10-5040-5032	Buildings & Grounds-Maintenance	10,614	-	-	-	-
10-5040-5034	Alarm Systems/Security	645	680	680	680	700
10-5040-5045	Miscellaneous Expenditures	496	530	530	530	550
10-5040-5052	Minor Facility Repairs/Tools	-	530	530	530	550
Total operations and maintenance		25,483	9,620	9,620	9,620	9,910
Contract Services						
10-5040-5655	Landscape Maintenance/Janitorial Services	6,426	3,830	3,830	3,830	4,000
Total Contract Services		6,426	3,830	3,830	3,830	4,000
Total Expenditures		\$ 31,909	\$ 13,450	\$ 13,450	\$ 13,450	\$ 13,910

* Brightview Landscape Services / Landcare
 April 1, 2023 - March 31, 2024: \$ 5,312.33 /month
 April 1, 2024 - March 31, 2025: \$ 6,665 /month

Allocation:
 45.0% Rossmoor Park
 45.0% Rush Park
 5.0% Montecito Center
 5.0% Mini-Parks

**Rossmoor Community Services District
Proposed Budget
Department 50 - Rush Park
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Operations and Maintenance						
10-5050-5018	Janitorial Supplies	\$ 6,396	\$ -	\$ -	\$ -	\$ -
10-5050-5022	Utilities	30,305	33,180	33,180	33,180	34,180
10-5050-5023	Water	28,990	52,500	52,500	52,500	54,080
10-5050-5025	Secured Property Tax	4,053	4,410	4,410	4,410	4,540
10-5050-5030	Vehicle Maintenance	1,601	-	-	-	-
10-5050-5032	Buildings & Grounds-Maintenance	39,317	-	-	-	-
10-5050-5034	Alarm Systems/Security	492	840	840	840	870
10-5050-5045	Miscellaneous Expenditures	994	530	530	530	550
10-5050-5051	Equipment Rental	-	1,580	1,580	1,580	1,630
10-5050-5052	Minor Facility Repairs/Tools	-	530	530	530	550
Total operations and maintenance		112,148	93,570	93,570	93,570	96,400
Contract Services						
10-50-5655	Landscape Maintenance/Janitorial Services	29,563	34,500	34,500	34,500	36,000
Total Contract Services		29,563	34,500	34,500	34,500	36,000
Capital Expenditures						
10-50-6005	Building and Improvements	5,127	65,000	65,000	75,000	-
10-50-6010	Equipment	7,240	-	-	-	-
Total Capital Expenditures		12,367	65,000	65,000	75,000	-
Total Expenditures		\$ 154,078	\$ 193,070	\$ 193,070	\$ 203,070	\$ 132,400

Capital expenditures breakdown:

Flooring for the Auditorium (Grant)	30,000	30,000	55,000	-
Rush Park Auditorium roof repair	35,000	35,000	20,000	-
	65,000	65,000	75,000	-

* Brightview Landscape Services / Landcare
April 1, 2023 - March 31, 2024: \$ 6,312.33 /month
April 1, 2024 - March 31, 2025: \$ 8,665 /month

Allocation:

45.0%	Rossmoor Park
45.0%	Rush Park
5.0%	Montecito Center
5.0%	Mini-Parks

**Rossmoor Community Services District
Proposed Budget
Department 60 -Street Lighting
For the Fiscal Year 2024-2025**

	Black Mountain	Description	2023-2024			2024-2025 Proposed Budget	
			FY 22-23 Actual	Original Budget	Amended Budget		12-Month Projected Estimates to Close
Contract Services							
	10-5060-5650	Street Lighting and Maintenance	\$ 110,641	\$ 113,100	\$ 113,100	\$ 115,000	\$ 120,800
Total Contract Services			110,641	113,100	113,100	115,000	120,800
Total Expenditures			\$ 110,641	\$ 113,100	\$ 113,100	\$ 115,000	\$ 120,800

**Rossmoor Community Services District
Proposed Budget
Department 70 - Street Sweeping
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Contract Services						
10-5070-5642	Street Sweeping	\$ 75,269	\$ 83,100	\$ 83,100	\$ 86,000	\$ 81,360
Total Contract Services		<u>75,269</u>	<u>83,100</u>	<u>83,100</u>	<u>86,000</u>	<u>81,360</u>
Total expenditures		<u>\$ 75,269</u>	<u>\$ 83,100</u>	<u>\$ 83,100</u>	<u>\$ 86,000</u>	<u>\$ 81,360</u>

**Rossmoor Community Services District
Proposed Budget
Department 80 - Parkway Tree
For the Fiscal Year 2024-2025**

Black Mountain Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
		Original Budget	Amended Budget		
Operations and Maintenances					
10-5080-5017 Community Events	\$ 1,300	\$ 1,580	\$ 1,580	\$ 1,580	\$ 1,630
Total operations and maintenance	1,300	1,580	1,580	1,580	1,630
Contract Services					
10-5080-5656 Tree Trimming	125,989	137,030	137,030	137,030	141,110
10-5080-5660 Tree Removal	4,414	3,150	3,150	3,150	3,240
Total Contract Services	130,403	140,180	140,180	140,180	144,350
Capital Expenditures					
10-5080-6015 Trees	39,325	47,250	47,250	47,250	48,670
Total capital expenditures	39,325	47,250	47,250	47,250	48,670
Total expenditures	\$ 171,028	\$ 189,010	\$ 189,010	\$ 189,010	\$ 194,650

**Rossmoor Community Services District
Proposed Budget
Department 90 - Mini-Parks and Medians
For the Fiscal Year 2024-2025**

Black Mountain	Description	FY 22-23 Actual	2023-2024		12-Month Projected Estimates to Close	2024-2025 Proposed Budget
			Original Budget	Amended Budget		
Operations and Maintenances						
10-5090-5022	Utilities	\$ 249	\$ 530	\$ 530	\$ 530	\$ 550
10-5090-5023	Water	8,885	10,500	10,500	10,500	10,820
10-5090-5032	Buildings & Grounds-Maintenance	1,147	-	-	-	-
10-5090-5045	Miscellaneous Expenditures	-	110	110	110	110
10-5090-5051	Equipment Rental	-	110	110	110	110
10-5090-5052	Minor Facility Repairs/Tools	-	110	110	110	110
Total operations and maintenance		10,281	11,360	11,360	11,360	11,700
Contract Services						
10-5090-5855	Landscape Maintenance/Janitorial Services	2,762	3,830	3,830	3,830	4,000
Total Contract Services		2,762	3,830	3,830	3,830	4,000
Capital Expenditures						
10-5090-6005	Building and Improvements	55	-	-	-	-
Total capital expenditures		55	-	-	-	-
Total expenditures		\$ 13,098	\$ 15,190	\$ 15,190	\$ 15,190	\$ 15,700

* Brightview Landscape Services / Landcare
 April 1, 2023 - March 31, 2024: \$ 5,312.33 /month
 April 1, 2024 - March 31, 2025: \$ 6,665 /month

Allocation:
 45.0% Rossmoor Park
 45.0% Rush Park
 5.0% Montecito Center
 5.0% Mini-Parks

**NOTICE OF PREPARATION OF FINAL BUDGET OF
THE ROSSMOOR COMMUNITY SERVICES
DISTRICT FOR FISCAL YEAR 2024-2025
AND PUBLIC HEARING THEREON**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of May 14, 2024, for fiscal year 2024-2025, and the General Manager of the District has prepared a proposed Final Budget for fiscal year 2024-2025. The proposed Final Budget is available for inspection at the District office between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday and will also be available on the District's website at <https://www.rossmoor-csd.org> starting on May 15, 2024. The District office is located at 3001 Blume Drive, Rossmoor CA 90720.

NOTICE IS ALSO GIVEN that the Board of Directors of the District will conduct a public hearing on the proposed Final Budget on June 11, 2024, commencing at 7:00 P.M., at the District Auditorium, 3021 Blume Drive, Rossmoor CA 90720. Any person may appear at the time of the hearing and be heard regarding the proposed Final Budget. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for the fiscal year 2024-2025.

Joe Mendoza

May 15, 2024

Board Secretary

Date

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. 2160

DEFERRED COMPENSATION

- 2160.10** Federal Legislated Plan: The District has determined that a Deferred Compensation Plan should be made available to all eligible District employees, elected officials, and independent contractors pursuant to Federal legislation permitting such Plans.
- 2160.20** Potential Benefits: Tax benefits may accrue to deferred compensation plan participants. It is the intent of this policy that such benefits will act as incentives to District employees to voluntarily set aside and invest portions of their current income to meet their future financial requirements and supplement their Social Security at no cost to the District.
- 2160.30** U.S. Conference of Mayors: The Conference of Mayors has established a master prototype deferred compensation program for political subdivisions. The U.S. Conference of Mayors, as Plan Administrator, has agreed to hold harmless and indemnify the District, its appointed and elected officers and participating employees from any loss resulting from the U.S. Conference of Mayors or its Agent's failure to perform its duties and services pursuant to the US. Conference of Mayors Program.
- 2160.40** Adoption of Deferred Compensation Plan: The Rossmoor Community Services District Board of Directors hereby adopts the U.S. Conference of Mayors Deferred Compensation Program and its attendant investment options and establishes the Rossmoor Community Services District Deferred Compensation Plan for the voluntary participation of all eligible District employees, elected officials and independent contractors. The Board of Directors may determine, in its discretion and pursuant to applicable legal requirements, to revise, alter, or change the Deferred Compensation Plan which will be made available to eligible individuals and said determination may result in changing from the U.S. Conference of Mayors Deferred Compensation Program to a different program or plan.
- 2160.41** Deferred Matching Program: *The employer matching program offers full time employees up to a 3% deferred employer match on gross salary (overtime not included). Newly hired full-time employees are eligible for plan enrollment immediately and are subject to maximum annual contribution limits as defined annually by the Internal Revenue Service (IRS) - \$23,000 in 2024. Following a successful 90-day probationary period, eligible employees enrolled in the deferred compensation plan will begin receiving up to a 3% deferred employer match on gross salary (overtime not included). Employees will be immediately vested in the employer match. As part of the budget planning process, the Board will conduct an annual audit of the plan and maintain the ability to suspend the matching portion of the plan at their discretion. Suspending the match would not interrupt employee participation in the plan.*

2160.50 District Administrator: The General Manager is authorized to execute for the District individual participation agreements with each employee, elected official and independent contractor requesting participation. The General Manager is designated "Administrator" of the applicable Plan representing the District and authorized to execute such agreements and contracts as are necessary to implement the Program.

2160.60 District Cost: It is implicitly understood that other than incidental expenses of collecting and disbursing the employee's deferrals and other minor administrative matters, there is to be no cost to the District for the Program.

Source: RCSD Resolution 94-3

Proposed Amendment 1st reading: November 9, 2004

Proposed Amendment 2nd reading and final adoption: January 11, 2005

Proposed Amendment 1st reading: May 14, 2024

DRAFT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: June 11, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Michael Matsumoto

Subject: RESOLUTION NO. 24-06-11-01 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2024-2025 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

Approve Resolution No. 24-06-11-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2024-2025 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

INFORMATION

At the May 14, 2024 regular meeting of the Rossmoor Community Services District (RCSD) Board of Directors, the Board discussed the Fiscal Year 2024-2025 Proposed Budget and authorized the General Manager to submit a Proposed Final Budget for FY 2024-2025. Approval of this resolution is in compliance with SB 135 which requires approval of the final budget by a resolution of the Board of Directors. This action also establishes budgetary control by the Board at the fund level. At the May 14, 2024 meeting, the RCSD Board adopted a resolution establishing the FY 2024-2025 appropriations limits. The proposed expenditure totals of the RCSD FY 2024-2025 Final Budget are within those limits.

ATTACHMENTS

1. Resolution No. 24-06-11-01 (with Attachment A)

RESOLUTION 24-06-11-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2024-2025 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

WHEREAS, the Rossmoor Community Services District did discuss and approve at a public hearing, the District's Fiscal Year 2024-2025 Final Budget at its Regular Meeting on June 11, 2024.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Annual Budget Revenue and Expenditure totals by Fund In the amounts specified in Attachment A for the Fiscal Year 2024- 2025.

PASSED AND ADOPTED this 11th day of June 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

RESOLUTION 24-06-11-01: ATTACHMENT A

ANNUAL FISCAL YEAR 2024-2025

BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY

TOTAL FUND REVENUES

FUND 10 \$2,200,400

TOTAL ALL FUNDS \$2,200,400

TOTAL FUND EXPENDITURES

FUND 10 \$2,134,980

TOTAL ALL FUNDS \$2,134,980

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: REPORT OF THE PARKS AND FACILITIES COMMITTEE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and file this report.

ATTACHMENTS

1. May 29, 2024 Parks and Facilities Committee Agenda packet

AGENDA

**ROSSMOOR COMMUNITY SERVICES DISTRICT
PARKS AND FACILITIES COMMITTEE MEETING**

IN-PERSON

RUSH PARK
West Room
3021 Blume Drive
Rossmoor, CA 90720

**May 29, 2024
7:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Maynard, Searles
3. PLEDGE OF ALLEGIANCE: Director Searles
4. PRESENTATIONS: None

B. PUBLIC FORUM

Any person may address the members of the Parks and Facilities Committee at this time on any subject within the jurisdiction of the Parks and Facilities Committee of the Rossmoor Community Services District.

C. REGULAR CALENDAR

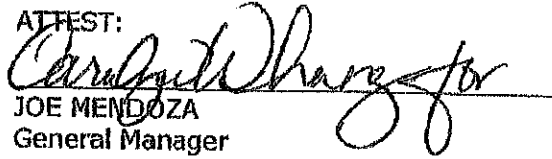
1. DISCUSSION REGARDING SENIOR PROGRAMMING IN PARTNERSHIP WITH NORTH ORANGE COUNTY CONTINUING EDUCATION (NOCE)
2. DISCUSSION REGARDING THE USE OF CHEMICALS FOR WEED CONTROL.
3. DISCUSSION REGARDING STRUCTURE OF TENNIS/PICKLEBALL INSTRUCTOR CONTRACTS
4. DISCUSSION REGARDING LOS ALAMITOS GIRLS SOFTBALL LEAGUE MEMORANDUM OF UNDERSTANDING (MOU)
5. CONSIDERATION OF RENTAL FEE INCREASES FOR TENNIS COURTS, PICKLEBALL COURTS, ATHLETIC FIELDS, AND INDOOR FACILITIES.

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the May 29, 2024, 7:00 p.m., Parks and Facilities Committ~~ee~~ Meeting 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: 5/24/24

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: May 29, 2024
To: Parks/Facilities Committee
From: General Manager Joe Mendoza
Subject: DISCUSSION REGARDING SENIOR PROGRAMMING IN PARTNERSHIP WITH NORTH ORANGE COUNTY CONTINUING EDUCATION (NOCE)

RECOMMENDATION

It is recommended that the Parks and Facilities Committee receive and file this report from the Rossmoor Community Services District (RSCD) General Manager in preparation for review by the RCSD Board of Directors at their June 11, 2024 RCSD Board of Directors meeting.

BACKGROUND

The North Orange County Continuing Education (NOCE) is a program that is offered free to Orange County communities. To date, an agreement is being formulated and reviewed by the RCSD attorney in preparation for the June RCSD Board meeting for review and approval. NOCE representatives will be available to provide a presentation and answer any questions. The program would provide health and wellness classes, recreational classes and social activities for Rossmoor senior residents and be open to surrounding communities. The NOCE will be responsible for overseeing registration, recruiting and scheduling instructors, as well as conducting instructor background checks and monitoring classes. The NOCE has a minimum requirement of 25 participants per class.

The RCSD will provide indoor and outdoor space as agreed upon and assist in set up and breakdown of classes. The mission of NOCE is to serve diverse communities by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

This partnership will provide our residents over the age of 50 with opportunities at little or no cost (there may be a supply cost for some classes). RCSD staff is excited to collaborate with NOCE to extend programs to our senior community.

FINDINGS

NOCE has conducted a survey within the Rossmoor community to identify subject matter that area residents would find engaging and be likely to register for. Areas of interest include: Health and Wellness; Staying Mentally Sharp and Food Preparation. If approved, the Fall sessions are scheduled to begin August 12, 2024 and run through December 20, 2024.

ATTACHMENTS

1. NOCE Active Older Adults Programming – Summer 2024

NOCE

NORTH ORANGE

CONTINUING EDUCATION

FREE TRAINING!

Personal Care
Aide for English
Language Learners

PAGE 50

NEW!

Extended 9-Week
Summer Session

[See course description for details](#)

FREE CLASSES * FREE PARKING * FREE FOOD
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Registration Starts

April 30, 2024

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Whether you want to complete your high school diploma, move up in your career, or learn new job skills, there's a **FREE** course waiting for you at NOCE!

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Mission

NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

Vision

NOCE commits to enriching lives through education to meet the evolving needs of the community.

Values

- **Accountability** – We strive to utilize data-informed decision-making processes.
- **Diversity** – We celebrate our diverse community by committing ourselves to an inclusive institutional culture.
- **Equity** – We actively address achievement gaps and systemic racism to ensure equal opportunity and access for all.
- **Excellence** – We strive for excellence by providing evolving, dynamic, high-quality instruction.
- **Innovation** – We challenge the status quo by finding creative solutions.
- **Integrity** – We cultivate a collaborative equity-minded culture of mutual respect, honesty, and responsibility.
- **Learning** – We commit to offering holistic programs that promote personal and professional growth.



ACTIVE OLDER ADULTS/EMERITUS

Designed for adults age 50 and older, but open to anyone 18+.

Empower independence, advocacy, physical and cognitive health, economic self-sufficiency, and community engagement.

Explore noce.edu/emmeritus or call [\(714\) 808-4909](tel:7148084909).



Need Translated Instructions?

¿Necesita instrucciones traducidas?

Haga clic en "Traducir" en la esquina superior derecha de la página. Seleccione su idioma para traducir el sitio. O llame al (714) 808-4679 para obtener más ayuda.

Program Overview

Stay Vibrant with Emeritus Classes

Emeritus Program Classes

Registration is required before attending class.

- **Advisory:** Some classes fill up quickly, prior to the first day of class.
- For courses not at full capacity by the start date, on-going registration is available throughout the semester, i.e., students can register for an Emeritus course anytime during the semester, space permitting.

Ready to Get Started?

Once you've applied for free admission to NOCE and have your student ID Number...

1. Register for class(es) as soon as possible. Options include:
 - Online via myGateway at noce.edu/mygateway.
View noce.edu/registration-info for details.
 - In-person at an NOCE Center.
 - Returning students only: may register by calling NOCE StarHelp at [\(714\) 808-4679](tel:7148084679).
 - In class, if space permits.

Note: Classes that don't have sufficient number of students enrolled may be cancelled.

2. For more information about classes at community partner sites:
 - Please see pages 8-9 for site addresses and phone numbers.
 - Review note on page 9 about possible closures at some private/residential community sites.
3. Attend class on the date, time, and at the location listed in the class schedule.
 - Attending class is important. Let your instructor know in advance if you may be absent. Students who don't attend frequently may be dropped from the class.
 - For more information on attendance, drops, and waitlist policy, please visit noce.edu/academic-policies.
4. Students who are on a waitlist:
 - Ensure NOCE has your current email on file in order to contact you.
 - If a space in the class opens up, an email will notify you.
You must respond within 24 hours to register for the class.

Have Questions about Classes?

Contact the Emeritus Program

(714) 808-4909 or emeritus@noce.edu.

Need Registration Help?

Contact StarHelp

(714) 808-4679 or starhelp@noce.edu.

Mature Driver

Did you know? Mature drivers age 55 or older, who successfully complete an approved mature driver improvement course, may qualify for reduced motor vehicle insurance premiums.



Mature Driver Improvement

SAFE 205

The Mature Driver Improvement course provides instruction, specifically tailored to older drivers, regarding defensive driving and California motor vehicle laws. During this course, information is provided on the effects that medication, fatigue, alcohol, and visual or auditory limitations have on a person's safe driving ability. Present the DMV certificate to your insurer as proof that you have completed the course. Mature drivers age 55 or older, who successfully complete an approved Mature Driver Improvement Course, may qualify for reduced motor vehicle insurance premiums.

Please visit noce.edu/interest-driver to be added to our interest list and you will be contacted once days and times are available.

Communication

Books Come Alive for Older Adults

ENCO 180

"Books Come Alive" is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction/non-fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth.

CRN	Dates	Days	Time	Location	Instructor
41793	6/3 - 7/29	M	12:00pm-01:50pm	Fullerton Community Center	Gomes, Mary

Creative Writing for Seniors

ABE 240

This course for older adults teaches both beginning and experienced writers how to create shape autobiographies, fiction and non-fiction writing, and poetry into readable and publishable forms.

CRN	Dates	Days	Time	Location	Instructor
41206	6/3 - 8/3	T	01:00pm-02:50pm	Cypress Senior Citizen Center	Edwards, June
40336	6/3 - 7/29	M	01:00pm-02:50pm	Morningside of Fullerton	Edwards, June

Journey Back Into Time for Older Adults

ENCO 501

This class offers older adults students the opportunity to explore and share their personal histories, cultures, and values among older adult students through group discussion. Shared experiences, memories and linking the past with the present, encourage self-awareness, positive self-esteem, mental stimulation, and enjoyment.

CRN	Dates	Days	Time	Location	Instructor
40494	6/3 - 7/29	M	02:00pm-03:50pm	Beach Creek Post Acute	Miller, Joy

Senior Topics For Older Adults

EDEN 100

This course presents older adults with various topics for discussion and class activities based on the students' individual interest, backgrounds, physical and mental abilities. Older adults are encouraged to share and compare life experiences, and learn about international, national and local events and issues from a current and historical viewpoint.

CRN	Dates	Days	Time	Location	Instructor
40406	6/5 - 7/31	W	10:00am-11:50am	Bonita Hills Post Acute	Johnson, Lisa
40378	6/7 - 8/2	F	02:30pm-04:20pm	Brookdale Anaheim	Gomes, Mary
40991	6/3 - 7/29	M	01:30pm-03:20pm	Buena Park Nursing Center	Harris, Amy
41929	6/7-8/02	F	10:30am-12:20pm	Buena Park Senior Center	Johnson, Lisa
41897	6/4 - 7/30	T	01:30am-3:20am	Buena Vista Care Center	Miller, Joy
40382	6/7 - 8/2	F	09:30am-11:20am	Buena Vista Care Center	Gomes, Mary
40990	6/4 - 7/30	T	01:00pm-02:50pm	Cambridge Court	Harris, Amy
40989	6/7 - 8/2	F	09:30am-11:20am	Chapman Care Center	Harris, Amy
40338	6/3 - 8/3	T	12:30pm-02:20pm	Cottage of Artesia Gardens	Fischer, Hildy
40404	6/4 - 7/30	T	10:00am-11:50am	Crescent Landing Garden Grove	Johnson, Lisa
41778	6/6 - 8/1	Th	02:45pm-04:35pm	Crescent Landing Garden Grove	Fischer, Hildy
41098	6/4 - 7/30	T	09:30am-11:20am	Emerald Court	Gable, Mary
40341	6/5 - 7/31	W	02:45pm-04:35pm	Emerald Court	Fischer, Hildy
41792	6/5 - 7/31	W	10:00am-11:50am	Fullerton Community Center	Gable, Mary
40359	6/7 - 8/2	F	03:15pm-05:05pm	Gordon Lane Care Center	Gable, Mary
40993	6/5 - 7/31	W	09:30am-11:20am	La Palma Nursing Center	Harris, Amy
40490	6/5-7/31		2:30pm-4:20pm	Leisure Court	Miller, Joy
41576	6/7 - 8/2	F	02:00pm-03:50pm	Leisure World Seal Beach	Bloom, Danielle
<i>Class will be held at Clubhouse # 3 (Learning Center)</i>					
40377	6/5 - 7/31	W	01:30pm-03:20pm	Palm Retirement Center	Gomes, Mary
40383	6/5 - 7/31	W	10:00am-11:50am	Park Anaheim Healthcare Center	Gomes, Mary
40354	6/3 - 7/29	M	01:00pm-02:50pm	Park Regency Ret Res	Gable, Mary
40407	6/6 - 8/1	Th	09:30am-11:20am	Park Vista Assisted Living	Johnson, Lisa
40376	6/6 - 8/1	Th	01:30pm-03:20pm	Park Vista Assisted Living	Gomes, Mary
40409	6/3 - 7/29	M	10:00am-11:50am	Park Vista at Morningside	Johnson, Lisa
40360	6/5 - 7/31	W	01:30pm-03:20pm	Park Vista at Morningside	Gable, Mary
40362	6/7 - 8/2	F	09:45am-11:35am	Serento Rosa Senior Living	Gable, Mary
40408	6/3 - 7/29	M	02:00pm-03:50pm	St. Catherine	Johnson, Lisa
40167	6/6 - 8/1	Th	09:45am-11:35am	St. Elizabeth Healthcare	Gable, Mary
40994	6/7 - 8/2	F	01:30pm-03:20pm	St. Elizabeth Healthcare	Harris, Amy
40379	6/4 - 7/30	T	09:30am-11:20am	Sunrise Asst Living Fullerton	Gomes, Mary
40430	6/7 - 8/2	F	02:30pm-04:20pm	The Grove Post Acute	Kim, Hannah
40361	6/3 - 7/29	M	03:15pm-05:05pm	The Pavilion at Sunny Hills	Gable, Mary
40402	6/5 - 7/31	W	01:00pm-02:50pm	The Pavilion at Sunny Hills	Johnson, Lisa
41473	6/6 - 8/1	Th	12:30pm-02:20pm	Westmont Cypress Compass Rose	Fischer, Hildy
40380	6/3 - 7/29	M	09:30am-11:20am	Windsor Gardens of Anaheim	Gomes, Mary
40992	6/5 - 7/31	W	01:00pm-02:50pm	Walnut Village Retirement Center	Harris, Amy

Creative Arts

Creative arts students provide their own artistic supplies. At first class meeting, the instructor will provide guidance on the items needed for class

Quilting for Older Adults

CRAE 106

This course offers the essentials of quilting, for older adults students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, applique, hand and machine methods, and finishing techniques.

CRN	Dates	Days	Time	Location	Instructor
40392	6/4 - 7/30	T	12:30pm-04:20pm	Buena Park Senior Center	Smith, Larene
40540	6/3 - 7/29	M	08:30am-12:20pm	Cypress Senior Citizen Center	Smith, Larene
41490	6/3 - 7/29	M	01:00pm-04:50pm	Leisure World Seal Beach	Smith, Larene
<i>Class will be held at Clubhouse # 3 (Needle Arts Studio)</i>					
40541	6/7 - 8/2	F	08:30am-12:20pm	Yorba Linda Senior Center	Smith, Larene

Creative Arts for Older Adults**CRAE 100**

This class for older adults encourages art appreciation, self-expression, and creativity through a variety of art media. Projects are designed to expose older adult students to artistic design, and to give experience with different artistic methods, techniques, tools, and materials.

CRN	Dates	Days	Time	Location	Instructor
40689	6/4 - 7/30	T	02:00pm-03:50pm	Alamitos West Health Care Center	Tuttle-Harry, Honour
41453	6/3 - 7/29	M	11:30am-01:20pm	Anaheim Crown Plaza	Thakkar, Nirali
41679	6/5 - 7/31	W	09:00am-10:50am	Beach Creek Post Acute	Hyatt Solomina, Yelena
40645	6/4 - 7/30	T	02:00pm-03:50pm	Bonita Hills Post Acute	Yoo, Joy
41923	6/6 - 8/1	Th	09:00am-10:50am	Brea Senior Center	Hedayat, Negin
40420	6/6 - 8/1	Th	09:30am-11:20am	Brookdale Anaheim	Hyatt Solomina, Yelena
40644	6/6 - 8/1	Th	02:00pm-03:50pm	Buena Park Nursing Center	Yoo, Joy
40039	6/3 - 7/29	M	10:30am-12:20pm	Chapman Care Center	Tuttle-Harry, Honour
41685	6/6 - 8/1	Th	09:30am-11:20am	Crescent Landing Garden Grove	Lopez, Israel
40643	6/7 - 8/2	F	09:45am-11:35am	Crescent Landing Garden Grove	Yoo, Joy
40578	6/5 - 7/31	W	02:00pm-03:50pm	Gordon Lane Care Center	Thakkar, Nirali
41617	6/4 - 7/30	T	10:30am-12:20pm	La Palma Community Center	Tuttle-Harry, Honour
40586	6/3 - 7/29	M	09:00am-10:50am	Leisure Court	Thakkar, Nirali
41678	6/4 - 7/30	T	09:30am-11:20am	Leisure World Seal Beach	Gier, Bryce
<i>Class will be held at Clubhouse # 3 (Room # 3)</i>					
40581	6/7 - 8/2	F	09:00am-10:50am	Park Anaheim Healthcare Center	Thakkar, Nirali
41495	6/6 - 8/1	Th	09:30am-11:20am	Park Vista at Morningside	Yoo, Joy
41654	6/7 - 8/2	F	10:00am-11:50am	Reimagine Network	Gier, Bryce
41656	6/6 - 8/1	Th	10:00am-11:50am	Summer House at Walnut Village	Gier, Bryce
41655	6/6 - 8/2	F	02:30pm-04:20pm	Sun Mar Nursing Center	Gier, Bryce
41476	6/3 - 7/29	M	02:00pm-03:50pm	Windsor Gardens of Anaheim	Tuttle-Harry, Honour

Ceramics for Older Adults**CRAE 101**

This course in basic ceramics for older adults includes lecture, demonstration and application of ceramic artwork. Student will learn mold selection, glazing, decorating techniques, and proper firing procedures. Will learn mold selection, glazing, decorating techniques, and proper firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult student are often displayed publicly.

CRN	Dates	Days	Time	Location	Instructor
41683	6/6 - 8/1	Th	09:00am-12:50pm	Buena Park Senior Center	Butler, Stephanie
41226	6/4 - 7/30	T	08:30am-12:20pm	Leisure World Seal Beach	Baba, Ramayana
<i>Class will be held at Clubhouse # 4 (Ceramics Studio)</i>					
41227	6/6 - 8/1	Th	12:45pm-04:35pm	Leisure World Seal Beach	Baba, Ramayana
<i>Class will be held at Clubhouse # 4 (Ceramic Studio)</i>					

Painting for Older Adults**CRAE 105**

This class offers older adults an individualized approach to learning painting and artistic expression at their own pace and within their interest and style. Older adult will learn techniques in drawing, brush strokes, and color mixing and application.

CRN	Dates	Days	Time	Location	Instructor
41922	6/3-7/29	M	09:30am-11:20am	NOCE Cypress -210	Hedayat, Negin
41771	6/4 - 7/30	T	01:00pm-02:50pm	Brea Senior Center	Bowman, Ashley
41924	6/6-8/1	Th	1:15pm-5:05pm	Buena Park Senior Center	Hedayat, Negin
40424	6/5 - 7/31	W	01:00pm-04:50pm	Buena Park Senior Center	Hyatt Solomina, Yelena
41872	6/5 - 7/31	W	01:00pm-04:50pm	Cypress Senior Citizen Center	Gier, Bryce
40423	6/6 - 8/1	Th	12:00pm-03:50pm	Downtown Anaheim Community Center	Hyatt Solomina, Yelena
40331	6/4 - 7/30	T	09:00am-10:50am	Emerald Isle Senior Apartments	Clary, Ling Ling
41870	6/4 - 7/30	T	01:00pm-04:50pm	Leisure World Seal Beach	Gier, Bryce
41833	6/7 - 8/2	F	12:30pm-02:20pm	La Habra Community Serv-Sr Center	Lopez, Israel
41774	6/3 - 7/29	M	09:00am-10:50am	Stanton Civic Center	Bowman, Ashley
40319	6/3 - 7/29	M	08:00am-11:50am	Yorba Linda Senior Center	Clary, Ling Ling
41474	6/5 - 7/31	W	08:30am-12:20pm	Yorba Linda Senior Center	Clary, Ling Ling

Active Older Adults/Emeritus

Needlecrafts, Knitting, Crochet for Older Adults

CRAE 104

Older adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepoint, and cross-stitched hand-made items. A wide variety of items are created, by older adult students, including decorations for the home and clothing for babies, children and adults.

CRN	Dates	Days	Time	Location	Instructor
41931	6/3-7/31	M	1:00 pm – 2:50pm	NOCE Cypress -Rm 210	Bowman, Ashley
41773	6/7 - 8/2	F	09:30am-11:20am	Downtown Anaheim Community Center	Bowman, Ashley
40214	6/6 - 8/1	Th	09:00am-10:50am	Fullerton Community Center	Bowman, Ashley
41138	6/12 - 7/31	W	02:00pm-03:50pm	Leisure World Seal Beach	Bowman, Ashley
<i>Class will be held at Clubhouse # 3 (Needle Arts Studio)</i>					
40212	6/6 - 8/1	Th	01:00pm-04:50pm	Yorba Linda Senior Center	Bowman, Ashley

Music Arts

Music Arts for Older Adults

MUSC 200

This course provides stimulating interaction for older adults through musical reminiscence, discussions, and listening to music from different time periods and genres. Older Adult students will participate in sing-alongs and rhythmic activities. Older adult students will learn to appreciate and understand different varieties of music.

CRN	Dates	Days	Time	Location	Instructor
41102	6/5 - 7/31	W	09:30am-11:20am	Alamitos West Health Care Center	Baker, Nathalie
40568	6/5 - 7/31	T	09:00am-10:50am	Bonita Hills Post Acute	Ozment, Gregory
40550	6/7 - 8/2	F	01:30pm-03:20pm	Buena Vista Care Center	Martin, Karen
40137	6/5 - 7/31	W	09:00am-10:50am	Cambridge Court	Behrbaum, Patricia
41477	6/6 - 8/1	Th	02:00pm-03:50pm	Collage of Artesia Gardens	Martin, Karen
41863	6/6 - 8/1	Th	01:00pm-02:50pm	Cypress Sr Citizen Center	Orozco, Stefan
41768	6/3 - 7/29	M	01:00pm-02:50pm	Emerald Court	Behrbaum, Patricia
40124	6/6 - 8/1	Th	01:00pm-02:50pm	Emerald Court	Behrbaum, Patricia
40148	6/3 - 7/29	M	08:30am-10:20am	Ivy Park at Bradford	Behrbaum, Patricia
41478	6/6 - 8/1	Th	03:00pm-04:50pm	Ivy Park at Bradford	Park, Moses
40555	6/7 - 8/2	F	09:30am-11:20am	La Palma Nursing Center	Martin, Karen
40369	6/5 - 7/31	W	12:00pm-01:50pm	Park Anaheim Healthcare Center	Behrbaum, Patricia
41482	6/6 - 8/1	Th	02:00pm-03:50pm	Park Regency Ret Res	Ozment, Gregory
40704	6/7 - 8/2	F	03:30pm-04:50pm	Park Regency Ret Res	Baker, Nathalie
41624	6/6 - 8/1	Th	03:30pm-05:20pm	Park Vista Assisted Living	Baker, Nathalie
40096	6/5 - 7/31	W	03:30pm-05:20pm	Park Vista at Morningside	Baker, Nathalie
40335	6/7 - 8/2	F	09:30am-11:20am	Park Vista at Morningside	Ediger, Jeremy
41835	6/4 - 7/30	T	10:00am-11:50am	Reimagine Network	Orozco, Stefan
40141	6/4 - 7/30	T	09:00am-10:50am	Rowntree Gardens	Behrbaum, Patricia
40551	6/5 - 7/31	W	01:30pm-03:20pm	Serento Rosa Senior Living	Martin, Karen
40120	6/4 - 7/30	T	01:00pm-02:50pm	Summer House at Walnut Village	Behrbaum, Patricia
41839	6/4 - 7/30	Th	01:00pm-02:50pm	Sun Mar Nursing Center	Orozco, Stefan
40444	6/3 - 7/29	M	01:30pm-03:20pm	Sunrise of Seal Beach	Lassetter, Elizabeth
41480	6/3 - 7/29	M	01:30pm-03:20pm	The Grove Post Acute	Ozment, Gregory
41479	6/3 - 8/3	F	03:00pm-04:50pm	The Pavilion at Sunny Hills	Park, Moses
40504	6/5 - 7/31	W	01:00pm-02:50pm	The Pavilion at Sunny Hills	Park, Moses
40131	6/6 - 8/1	Th	09:30am-11:20am	The Pavilion at Sunny Hills	Behrbaum, Patricia
41481	6/5 - 7/31	W	03:15pm-05:05pm	Westmont Cypress	Ozment, Gregory
41626	6/5 - 7/31	W	01:00pm-02:50pm	Westmont Cypress Compass Rose	Baker, Nathalie
40099	6/6 - 8/1	Th	09:30am-11:20am	Whittier Heights	Baker, Nathalie
40091	6/6 - 8/1	Th	01:00pm-02:50pm	Whittier Glen	Baker, Nathalie

Senior Chorus**MUSC 303**

This course introduces older adult students to a broad spectrum of choral music including its cultural and historical aspects. Older adult students will gain knowledge of correct posture, breath control, enunciation, harmony, rhythm and basic music concepts appropriate for the older adult.

CRN	Dates	Days	Time	Location	Instructor
40448	6/7 - 8/2	F	09:30am-11:20am	Cypress Senior Citizen Center	Lassetter, Elizabeth
41211	6/3 - 7/29	M	10:00am-11:50am	Leisure World Seal Beach	Lassetter, Elizabeth

Class will be held at Leisure World Amphitheater

Tone Chime Choir for Older Adults**MUSC 304**

This course provides instruction to older adults on handbell performance skills using chime instruments made by Suzuki. The music will be beginning level handbell music, level 1 and 2, as defined by the American Guild of English Hand Bell Ringers. The class will share their music by performing to the community in different public venues.

CRN	Dates	Days	Time	Location	Instructor
40449	6/5 - 7/31	W	12:00pm-01:50pm	Downtown Anaheim Community Center	Lassetter, Elizabeth
41212	6/6 - 8/1	Th	10:00am-11:50am	Leisure World Seal Beach	Lassetter, Elizabeth

Class will be held at Clubhouse # 3 (Room 9)

Body & Mind**Help Yourself to Health for Older Adults****HLTH 163**

Various health related topics of interest to older adults will be discussed and safe, beneficial, exercises intended to promote general health and fitness for older adults will be introduced. Each class will incorporate information, discussion, and exercises.

CRN	Dates	Days	Time	Location	Instructor
41231	6/7 - 8/2	F	03:00pm-04:50pm	Cypress Senior Citizen Center	Yu, Kenneth
40468	6/6 - 8/1	Th	12:30pm-02:20pm	Downtown Anaheim Community Center	Mastin, Kathleen
40648	6/5 - 7/31	W	12:30pm-02:20pm	Fullerton Community Center	Yu, Kenneth
41230	6/7 - 8/2	F	12:30pm-02:20pm	Fullerton Community Center	Yu, Kenneth
40480	6/5 - 7/31	W	09:00am-10:50am	Stanton Civic Center	Matikinyidze, Rufaro

Staying Mentally Sharp for Older Adults**HLTH 167**

This course provides older adults with the tools to reach their optimum levels of brainpower through skill-building with memory techniques. Also covered are decision-making, problem-solving, planning, and determining opportunities for cognitive growth.

CRN	Dates	Days	Time	Location	Instructor
41769	6/4 - 7/30	T	12:30pm-02:20pm	Anaheim Campus - 403	Belknap, Jeannie
41487	6/6 - 8/1	Th	09:00am-10:50am	Fullerton Community Center	Belknap, Jeannie
41770	6/5 - 7/31	W	12:30pm-02:20pm	Brea Senior Center	Belknap, Jeannie
40683	6/3 - 7/29	M	03:30pm-05:20pm	Buena Park Senior Center	Belknap, Jeannie
41237	6/5 - 7/31	W	03:30pm-05:20pm	Buena Park Senior Center	Belknap, Jeannie
41239	6/4 - 7/30	T	09:00am-10:50am	Fullerton Community Center	Belknap, Jeannie
41615	6/3 - 7/29	M	01:00pm-02:50pm	La Palma Community Center	Belknap, Jeannie
41577	6/7 - 8/2	F	12:00am-01:50pm	Leisure World Seal Beach	Bloom, Danielle
41832	6/3 - 7/29	M	09:00am-10:50am	Yorba Linda Senior Center	Belknap, Jeannie

Class will be held at Clubhouse # 3 (Learning Center)

Active Older Adults/Emeritus



Food Preparation and Good Nutrition for Older Adults

HLTH 109

This course offers a wide range of food preparation topics as they relate to the health and well-being of older adults. The course explores topics of interest for older adults in the areas of nutrition, consumerism, cultural traditions, entertaining, health, and safety. Various foods will be prepared, tasted, and discussed.

CRN	Dates	Days	Time	Location	Instructor
40677	6/6 - 8/1	Th	02:00pm-03:50pm	Alamitos West Health Care Center	Villarreal, Maria
41222	6/4 - 7/30	T	02:00pm-03:50pm	Anaheim Terrace Care Center	Villarreal, Maria
41794	6/7 - 8/2	F	01:00pm-02:50pm	Fullerton Community Center	Villarreal, Maria
40606	6/6 - 8/1	Th	09:30am-11:20am	Gordon Lane Care Center	Villarreal, Maria
40678	6/3 - 7/29	M	09:30am-11:20am	La Palma Nursing Center	Villarreal, Maria
41891	6/7 - 8/2	F	09:15am-11:05am	La Habra Community Service Center	Villarreal, Maria
41228	6/3 - 7/29	M	01:30pm-03:20pm	Park Vista Assisted Living	Villarreal, Maria
41449	6/4 - 7/30	T	01:00pm-02:50pm	Serento Rosa Senior Living	Rose, Rachel
41448	6/4 - 7/30	T	09:00am-10:50am	Serento Rosa Senior Living	Rose, Rachel
41841	6/5 - 7/31	W	02:00pm-03:50pm	Sun Mar Nursing Center	Kim, Hannah
40607	6/4 - 7/30	T	09:30am-11:20am	The Pavilion at Sunny Hills	Villarreal, Maria

History of Comedy and Humor for Older Adults

HLTH 161

This class offers to older adults an informative look at past and present forms of comedy and humor, as it relates to their life experiences and what make them laugh. Older adult students become aware of the influences, various mediums, elements and forms of comedy and humor that has influenced people throughout history.

CRN	Dates	Days	Time	Location	Instructor
40347	6/4 - 7/30	T	09:30am-11:20am	Alamitos West Health Care Center	Fischer, Hildy
40346	6/3 - 8/3	W	12:30pm-02:20pm	Cottage of Artesia Gardens	Fischer, Hildy
41475	6/5 - 7/31	W	09:30am-11:20am	Crescent Landing Garden Grove	Fischer, Hildy
41677	6/6 - 8/1	Th	10:00am-11:50am	Reimagine Network	Fischer, Hildy

Health and Wellness for Older Adults: Adapted Mobility

HLTH 205

This course provides older adults with techniques and strategies for healthy aging when restricted by physical impairments or limited mobility. Emphasis is on the benefits of managing age-related complications or medical conditions, routine and adaptive physical activity and a healthy diet.

CRN	Dates	Days	Time	Location	Instructor
40511	6/6 - 8/1	Th	09:30am-11:20am	Alamitos West Health Care Center	Penn, Elline
41471	6/3 - 8/3	T	09:30am-11:20am	Bonita Hills Post Acute	STAFF
40688	6/3 - 7/29	M	02:00pm-03:50pm	Brookdale Anaheim	Matikinyidze, Rufaro
40486	6/4 - 7/30	T	01:00pm-02:50pm	Brookdale Anaheim	Matikinyidze, Rufaro
41232	6/6 - 8/1	Th	03:00pm-04:50pm	Gordon Lane Care Center	Yu, Kenneth
41790	6/6 - 8/1	Th	08:30am-10:20am	La Habra Community Serv-Sr Center	Gonzalez, Jessica
40510	6/6 - 8/1	Th	03:00pm-04:50pm	Park Anaheim Healthcare Center	Penn, Elline
40514	6/7 - 8/2	F	10:50am-12:50pm	Park Anaheim Healthcare Center	Penn, Elline
41233	6/6 - 8/1	Th	09:30am-11:20am	Park Regency Ret Res	Yu, Kenneth
41788	6/3 - 7/29	M	10:00am-11:50am	Park Vista Assisted Living	Gonzalez, Jessica
40513	6/5 - 7/31	W	01:30pm-03:20pm	Rowntree Gardens	Penn, Elline
40512	6/7 - 8/2	F	08:30am-10:20am	Rowntree Gardens	Penn, Elline
41618	6/3 - 7/29	M	01:00pm-02:50pm	Serento Rosa Senior Living	Alcala, Lilia
40509	6/5 - 7/31	W	10:00am-11:50am	St. Elizabeth Healthcare	Penn, Elline
40011	6/3 - 8/3	M	09:30am-11:20am	The Pavilion at Sunny Hills	STAFF
40014	6/3 - 8/3	F	01:00pm-02:50pm	The Pavilion at Sunny Hills	STAFF
40508	6/6 - 8/2	F	01:30pm-03:20pm	Whitten Heights	Penn, Elline

Health and Wellness for Older Adults**HLTH 200**

Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.

CRN	Dates	Days	Time	Location	Instructor
41820	6/4 - 8/1	TTh	08:00am-08:50am	NOCE - Cypress - 118	Vizcarra, Vince
40452	6/3 - 7/29	M	10:00am-11:50am	Brea Senior Center	Layne, Jonathan
40483	6/4 - 7/30	T	10:00am-11:50am	Brea Senior Center	Matikinyidze, Rufaro
40482	6/6 - 8/1	Th	09:30am-11:20am	Brea Senior Center	Matikinyidze, Rufaro
40253	6/3 - 8/3	T	12:30pm-02:20pm	Buena Park Senior Center	STAFF
40235	6/3 - 8/3	Th	10:00am-11:50am	Buena Park Senior Center	STAFF
40651	6/3 - 7/29	M	01:00pm-02:50pm	Buena Park Senior Center	Yu, Kenneth
40481	6/3 - 7/29	M	09:30am-11:20am	Buena Park Senior Center	Matikinyidze, Rufaro
40473	6/4 - 7/30	T	09:30am-11:20am	Buena Park Senior Center	Mastin, Kathleen
40471	6/7 - 8/2	F	09:30am-11:20am	Buena Park Senior Center	Mastin, Kathleen
40472	6/3 - 7/29	M	01:00pm-02:50pm	Cypress Senior Citizen Center	Mastin, Kathleen
40650	6/3 - 7/29	M	10:20am-12:10pm	Cypress Senior Citizen Center	Yu, Kenneth
40469	6/6 - 8/1	Th	09:45am-11:35am	Cypress Senior Citizen Center	Mastin, Kathleen
40344	6/6 - 8/1	Th	01:00pm-02:50pm	Cypress Senior Citizen Center	Layne, Jonathan
40639	6/3 - 8/3	T	10:00am-11:50am	Downtown Anaheim Community Center	Gonzalez, Jessica
41657	6/4 - 7/30	T	01:00pm-02:50pm	Emerald Court	Wayne, Devon
41789	6/5 - 7/31	W	09:00am-10:50am	Emerald Court	Gonzalez, Jessica
40652	6/6 - 8/1	Th	12:30pm-02:20pm	Emerald Isle Senior Apartments	Yu, Kenneth
40649	6/4 - 7/30	T	12:30pm-02:20pm	Emerald Isle Senior Apartments	Yu, Kenneth
40265	6/3 - 8/3	T	10:00am-11:50am	Fullerton Community Center	STAFF
40641	6/3 - 8/3	M	09:00am-10:50am	Fullerton Community Center	STAFF
41457	6/7 - 8/2	F	09:00am-10:50am	Fullerton Community Center	Matikinyidze, Rufaro
41845	6/4 - 7/30	T	12:00pm-01:50pm	Hunt Branch Library	Gonzalez, Jessica
40470	6/3 - 7/29	M	10:00am-11:50am	La Habra Community Serv-Sr Center	Mastin, Kathleen
41834	6/4 - 7/30	T	08:30am-10:20am	La Habra Community Serv-Sr Center	STAFF
41674	6/6 - 8/1	Th	11:30am-01:20pm	Leisure World Seal Beach	Wayne, Devon
	<i>Class will be held at Clubhouse # 4 (Section C)</i>				
41661	6/6 - 8/1	Th	09:30am-11:20am	Leisure World Seal Beach	Wayne, Devon
	<i>Class will be held at Clubhouse # 4 (Section C)</i>				
41470	6/7 - 8/2	F	11:00am-12:50pm	Park Vista Assisted Living	Matikinyidze, Rufaro
41658	6/4 - 7/30	T	09:30am-11:20am	Serento Rosa Senior Living	Wayne, Devon
40431	6/3 - 7/29	M	03:15pm-05:05pm	Sun Mar Nursing Center	Kim, Hannah
40432	6/4 - 7/30	T	01:30pm-03:20pm	The Grove Post Acute	Kim, Hannah
40453	6/5 - 7/31	W	10:00am-11:50am	West Anaheim Youth Center	Layne, Jonathan
41493	6/3 - 8/3	M	12:00pm-01:50pm	Yorba Linda Senior Center	STAFF
40637	6/3 - 8/3	F	09:30am-11:20am	Yorba Linda Senior Center	Wayne, Devon
40450	6/4 - 7/30	T	10:30am-12:20pm	Yorba Linda Senior Center	Layne, Jonathan
41234	6/5 - 7/31	W	10:00am-11:50am	Yorba Linda Senior Center	Yu, Kenneth
40343	6/5 - 7/31	W	02:00pm-03:50pm	Yorba Linda Senior Center	Layne, Jonathan
40451	6/6 - 8/1	Th	10:30am-12:20pm	Yorba Linda Senior Center	Layne, Jonathan



Students 60+ can build independence in learning the public bus system (OCTA).

1:1 and small group route planning and travel training available through the NOCE Mobility Training Program.

For more information contact Marta Gamez at (714) 808-4576, by email: mobility@noce.edu, or visit: noce.edu/mobility.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: May 29, 2024
To: Parks/Facilities Committee
From: General Manager Joe Mendoza
Subject: DISCUSSION REGARDING THE USE OF CHEMICALS FOR WEED CONTROL

RECOMMENDATION

The General Manager will provide a verbal report regarding plans to treat and abate weeds in the Rossmoor Community Services District (RCSD) gardens and turf areas. It is recommended that the Parks and Facilities Committee receive and file the report.

BACKGROUND

At the May 11, 2024 Rossmoor Community Services District Board meeting, President Michael Maynard voiced concern regarding weeds in the turf areas at the District's parks. Due to the recent heavy rains and the fact that the turf has not been treated for a few months, staff is in consultation with the District's new landscape vendor, LandCare Inc., to provide an application schedule that will include the type of chemical, frequencies, and cost.

The health of the turf is a priority, however safety overrides the use of certain chemicals that are more effective in killing the root of the weed, but deemed hazardous to patrons and animals.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-3

Date: May 29, 2024
To: Parks/Facilities Committee
From: General Manager Joe Mendoza
Subject: DISCUSSION REGARDING STRUCTURE OF TENNIS/PICKLEBALL INSTRUCTOR CONTRACTS

RECOMMENDATION

It is recommended that the Parks and Facilities Committee receive and file this report and provide staff with any recommendations regarding future contracts related to tennis/pickleball compensation.

BACKGROUND

In past practices dating back to 2001, tennis instructors have been assessed a payment for lessons on a percentage basis. In 2001, the tennis instructor contracts called for the Rossmoor Community Services District (RCSD) to retain 15% and the instructor to retain 85% of registration. The percentage changed over the years and, as recently as 2016, the percentage was 75% for the instructor and 25% for RCSD. This type of compensation schedule was difficult to manage since RCSD collected the registration and reconciled the payment and lessons with the instructor. This necessitated additional administrative time, accounting and generation of a check for the instructor.

In 2017 an additional tennis instructor was contracted, therefore administration of the program and collection and distribution of payments to the instructors would have been increased. Therefore, in 2017 the District modified the compensation formula, and the instructors began collecting the registration fees and providing the District compensation by renting court time for lessons on an hourly basis.

The hourly rates for instructors to rent a court in 2017 for instructors was \$12.50/hour. Currently the tennis instructor rate is set an hourly rental rate of \$16.50. This rental fee amount computes to 23.5% of the current \$70.00 tennis lesson fee that the tennis instructor collects. The trial pickleball lessons are currently \$75.00 per hour and the instructor rents court time at \$16.50 per hour, which equates to 22%.

The goal is to reach and maintain a 75/25 percentage split within the next year and maintain that formula by incrementally increasing hourly court instructor rental fees at 5% each year.

Staff believes this type of compensation model is advantageous to RCSD since the renting of facilities simplifies and diminishes staff time by eliminating accounting, financial record keeping and generating checks. Both of these methods of compensation are used in other agencies depending on the size of the recreation department.

To date a contract is in place for the tennis instructor (Beau Berglund) which expires on March 23, 2025. The new pickleball instructor contract will be brought to the Board for review in July of 2024.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-4

Date: May 29, 2024
To: Parks/Facilities Committee
From: General Manager Joe Mendoza
Subject: DISCUSSION REGARDING LOS ALAMITOS GIRLS SOFTBALL LEAGUE
MEMORANDUM OF UNDERSTANDING (MOU)

RECOMMENDATION

It is recommended that the Parks and Facilities Committee review the 2011 Memorandum of Understanding (MOU) between the Rossmoor Community Services District (RCSD) and the Los Alamitos Girls Softball League (LAGSL) and provide staff with direction on updating the MOU.

BACKGROUND

Over the years, the MOU (Attachment 1) between the RCSD and LAGSL has been effective in servicing the LAGSL program within Rossmoor and surrounding communities. In recent conversations with LAGSL on the topic of fees, number of games played and fields used, impact to the surrounding community, use of the snack bar, staff fee recovery and the use of Rush Park softball field, the LAGSL representative has been hesitant to meet and showed no interest in discussing alternatives or changes to the MOU.

Over the past 5 years LAGSL has abided by the MOU and kept the agreement intact except for scheduling Sunday games due to rainout without prior approval from RCSD. In reviewing the 2011 MOU it has become clear that the MOU is outdated and needs to be renegotiated. The RCSD administration has identified the following items to be reviewed and addressed:

Spring Season Beginning July 1, 2025

It is recommended that field usage and games played be adjusted down by 30 to 50 percent. The recommendation is for the LAGSL to seek fields in the City of Los Alamitos or surrounding communities for a portion of games on Saturdays and practices during the week. The justification is that a large percentage of participants reside in the City of Los Alamitos and surrounding communities. Moving games and practices to other communities would reduce parking issues and traffic providing relief for those residents surrounding Rossmoor Park. This change would also increase picnic and special event space availability. While the RSCD recognizes the positive impact the LAGSL program has on participants and families, it is also

clear that sharing the hosting responsibility with other agencies (the league is called the Los Alamitos Girls Softball League) is fair and appropriate. Other considerations include:

- Charging attendant fees on game days (3 hours at \$20.00 per hour) to recover staff costs for supervision, emptying trash cans, cleaning restrooms, and monitor the snack bar. The LAGSL program has an impact on staff duties that include monitoring rentals, supervising other facilities and the custodial care of other parks. The hours and staff time that it takes to service LAGSL are beyond the normal operation.
- Adjusting the fee rate for field rentals from \$6.00/hour to \$6.60/hour to supplement the rising cost of utilities, contracted landscape maintenance, as well as ongoing infrastructure costs.
- Adding a rental cost for use of the snack bar. Currently LAGSL utilizes the snack bar at no cost. The ongoing upkeep of the snack bar (utilities, equipment maintenance and trash) is a cost that should be partially offset by the revenue that the snack bar is recognizing. The recommended fee is \$14.30/hour (current advertised rate of \$13.00/hour plus the proposed 10% increase in facility fees).

The goal is not to diminish the efforts or importance of LAGSL within the community. The discussion is about easing the financial burden, protecting the infrastructure and softening the impact the program has on the surrounding park neighbors and RCSD staff.

In preparation for any change to the MOU, it is recommended that the Parks and Facilities Committee direct staff to reach out to the LAGSL representative to negotiate for the 2025 Spring Season. With that direction, a meeting will be scheduled for the Parks and Facilities Committee to meet with LAGSL no later than July 20, 2024.

It is also recommended that a meeting be set in August 2024 for the RCSD staff, LAGSL and Rossmoor Park Neighbors (RPN) to hold their semi-annual review of scheduling for the upcoming season and review the MOU. The outcome and recommendation presented to the Board at the September 10, 2024 meeting.

ATTACHMENTS

1. Memorandum of Understanding between RCSD and LAGSL.

MEMORANDUM OF UNDERSTANDING
2011

PREAMBLE

There has been ongoing history and relationship between the Los Alamitos Girls Softball League (LAGSL), the Rossmoor Park Neighbors (RPN) and the Rossmoor Community Services District (RCSD) regarding impacts to the surrounding Rossmoor Park neighborhood during the LAGSL seasons. A Mitigation Agreement was entered into in 2002 among the parties and approved by the RCSD Board. The Agreement was promulgated in an attempt to reduce LAGSL's field use as a means of reducing noise, traffic congestion and litter and was agreed to by all parties. It was approved by the RCSD Board on June 11, 2002. In March of 2005, a request was submitted by the LAGSL to modify the provisions of the 2002 Agreement. The modified Agreement was approved by the RCSD Board on March 8, 2005.

As the RCSD Board and staff have turned over and LAGSL has appointed new leaders and positions, these mitigation agreements became lost in the transition. Communication between exiting and entering parties was minimal which caused a lack of insight regarding the previous agreements. In 2007 a three-year Memorandum of Understanding (MOU) was entered into by the three parties and approved by the RCSD Board on December 11, 2007. Input was solicited from the RPN, the LAGSL and District staff in the development of the MOU which was intended to provide guidance to last through the 2010 Spring Season.

With the third year of the MOU now complete and with a need for better dialogue between the RPN, the LAGSL and the RCSD, now is the time to combine all previous agreements, revisions and omissions into one comprehensive document for all parties to adopt and adhere to. This should improve the understanding of what are and are not acceptable activities throughout the LAGSL seasons. This should also minimize what the RPN calls a 'creep' in scheduling games and practices and a 'creep' in the length of a season. This document will set forth clear and identifiable parameters that can easily be interpreted by not only the LAGSL Board, but by coaches as well. The agreement should also serve as a means of documentation which can easily be accessed by incoming League leadership and staff turnover within the District. The following agreement will rescind all previous agreements and can only be superseded by District policies.

MEMORANDUM OF UNDERSTANDING
2011

The parties to this Memorandum of Understanding: The Rossmoor Community Services District, the Los Alamitos Girls Softball League and the Rossmoor Park Neighborhood agree to the following:

User Permit Procedures

1. Prior to District approval for any LAGSL User Permits, a complete schedule of all practices and games will be submitted to the District as an attachment to the User Permit prior to final approval. A copy of that schedule will be posted in the Rossmoor Park Snack Shack window and made available at the request of any member of the public from the District's office.

Sunday Use

1. No permits will be issued for either games or practices on Sundays (with the exception of the Annual All-Star Tournament). LAGSL will encourage members of their league to support no play on the fields on Sundays.

Fall Ball

1. Practices will be limited to Tuesday through Thursday beginning no earlier than the Tuesday after the 3rd Saturday in August. There will be no Saturday practices held at Rossmoor Park. Practice times shall be 4:00pm to 7:00pm and 3:30pm-5:30pm during Daylight Savings.
2. A maximum of (7) Saturdays will be authorized for games over the course of the Fall Ball Season. Games shall begin no earlier than the 3rd Saturday in September and must conclude no later than the Saturday prior to the Thanksgiving Holiday.
3. Games will be played on (some, not every) Saturdays 8:00am-4:00pm, with no weekday games. One Saturday in October must remain dark.
4. All umpires will be made aware of the strict 4:00pm cut-off time on Saturdays.
5. Fall Ball games may be played in a double-header format.

Spring Season

1. Try-outs shall be no earlier than the 2nd Saturday of January (subject to weather).
2. Practices shall begin no earlier than the last Saturday in January.
3. The LAGSL Carnival must be included as part of the nine-week regular season Saturday game schedule, if held at Rossmoor Park..
4. The LAGSL agrees to play no more than three games per Saturday on fields 1, 2, &3 during its nine-week Spring Season. Saturday games will be spaced out 45 minutes apart. There is to be no warming up prior to 8:00am and all games must conclude by 4:00pm (even if a game is tied or not in final inning). It is the responsibility of the LAGSL's leadership to inform coaches of the strict cut-off times. LAGSL will ask coaches and players to limit the pre-game warm-up to no more than 45 minutes.

5. As a means of controlling creep, the LAGSL agrees to adhere to no more than 81 regular season games allowed at Rossmoor Park on Saturdays.
6. The LAGSL will utilize Rush Park Field No. 1 for 6U & 8U games on Saturdays from 8:00am to 4:00pm and for weekday practices from 4:00pm to 7:00pm
7. All umpires will be made aware of the strict 4:00pm cut-off time on Saturdays.
8. RCSD agrees to include improvements for Field 1 at Rush Park as part of the District's Capital Improvement Project (CIP) Committee agenda for FY 2012-2013.
9. LAGSL agrees that if the above improvements occur, LAGSL intends to transfer the maximum feasible amount of games from Rossmoor Park to Rush Park on Saturdays.

10. Rain Make Ups

- a. In the event that rain causes a cancellation of games during the Spring Season, the league will schedule 2 games on a weekday (Monday through Thursday only). First game will start at 3:45pm. There will be no Sunday rain make-ups. The District will require prior authorization for rain make-ups. The District agrees to inform the RPN of these dates.

11. Playoffs

- a. The LAGSL will be allowed to use fields 1,2 and 3 for two weeks in May from Monday through Saturday for its playoffs. During the second week of playoffs, the LAGSL may only schedule two games per fields 1, 2 and 3 Monday thru Thursday. This totals an eleven-week Spring Season. The LAGSL agrees not to extend the season into additional weeks. Playoffs shall end by the second Saturday in May.
- b. Hours of use are to be the same as the regular Spring Ball season; 8:00am to 4:00pm with no warming up prior to 8:00am. Games will continue to be spaced 45 minutes apart. The League will make a concerted effort for a 4:00pm cut-off time; however, in the instance of a tie, games will be played until a winner is announced (only on the last Saturday of the Spring Ball season). Playoff games in which no winner has been determined by 4:00pm on the first Saturday of playoffs may be finished during the 2nd week of playoffs on a weekday.

Opening Day

1. The Opening Day Parade/Carnival will require a separate User Permit and shall be included as part of the nine-week Spring Ball season. LAGSL must provide written documentation defining the scope of the event and meet with District staff prior to approval of the User Permit. Set-up of the Carnival may not take place prior to

8:00am and must conclude by 4:00pm. LAGSL will hold 2 games on fields 1 and 2 in connection with the carnival.

- a. LAGSL agrees to limit the hours of the Carnival from 10am-3pm.
- b. LAGSL agrees to hold team pictures at a location other than Rossmoor Park.
- c. DJ music be limited to 10:00am to 1:00pm and remain at a reasonable sound level. Speakers must face inwards towards the interior of the park and away from houses.
- d. Trackless train, if used must reduce noise from music and horn and adhere to a fixed route.
- e. The LAGSL agrees to distribute notices to the RPN informing them of their event.

Scrimmages

1. All scrimmages are to be considered games. A scrimmage is when two teams are sharing the field, regardless of uniforms or umpires. Scrimmages may not take place at Rossmoor Park during any season of play.

All-Star Season

1. A User Permit will be required for All Star Practices beginning the Monday following the conclusion of Playoffs. The permit will stipulate that practices will be from 4:00pm-7:00pm Monday thru Thursday only, with no Fridays or weekend usage. Practices will end once teams have completed their play.
2. LAGSL agrees that there will be no scrimmages, "friendlies" or games during the All-Star season with the exception of the Annual All-Star Tournament.
3. Annual All Star Tournament
 - a. A User Permit will be required for the LAGSL Annual All-Star Tournament, to take place on the weekend prior to Father's Day. Games will conclude on Friday by 7:00pm, Saturday by 5:30pm and Sunday by 5:00pm. There are to be no teams warming up prior to 7:00am with preparation time no earlier than 7:00am. This must be a separate User Permit and a meeting must take place between Recreation Staff and the LAGSL Tournament Director and President to ensure time requirements are adhered to. The District will provide staff coverage for the duration of the tournament.
 - b. LAGSL agrees to inform coaches of the strict 7:00am start time and provide Board member coverage at Rossmoor Park each morning to enforce this provision.

c. LAGSL agrees to monitor trash, restrooms and parking as well as water the fields prior to dragging and in between each game.

d. LAGSL agrees to the following game scheduling format:

- Friday:

- 1 game on RP3 1 game on RP2 No games RP1

- Saturday:

- 4 games on RP3 4 games on RP2 5 games on RP1

- First game scheduled no earlier than 8:00am

- Last game scheduled for 3:30pm

- Sunday:

- 4 games on RP3 4 games on RP2 1 game on RP1

- First game scheduled no earlier than 8:00am

- Last game scheduled for 2:30pm

e. The League will make a concerted effort to have games conclude by time outlined in permit. However, in the instance of a tie at the conclusion of the championship game(s), game(s) will be played until a winner is announced.

Snack Shack

1. The RCSD agrees to continue its co-sponsorship Agreement with the LAGSL and also agrees to waive fees for the use of the Snack Shack.
2. The LAGSL will have use of the Snack Shack on weekdays from 4:00pm to 7:00pm and Saturdays from 8:00am to 5:00pm from the first week of February thru the second Saturday of Playoffs. All items belonging to the LAGSL must be removed by 5:00pm the Monday following playoffs.
3. The LAGSL agrees to pay for the cost of the syrup and Co2 for the soda machine. The League will also follow all District guidelines for maintaining a clean, operable kitchen. Cleaning guidelines are posted in the Snack Shack and are to be adhered to daily.
4. The LAGSL will have access to the Snack Shack for the weekend of the All-Star Tournament. Items belonging to the LAGSL must be removed by 5:00pm of the Monday following the Tournament.

Field Maintenance

1. The District will continue their field maintenance agreement with the league to maintain the fields to their parent organization and to the District's requirements (including infield dirt, cleaning of the dugouts, dugout coverings, bat and helmet racks and screens). The District will maintain backstops and benches. The District

has no intention of allowing the league to add lights, bleachers, electronic signs, etc.

- a. Sprinklers: The District will maintain the timed sprinkler around the pitching mound that is scheduled to water the fields at least two times per day. LAGSL will be charged for the replacement of any broken sprinkler heads or valves damaged during field maintenance or dragging of the fields.
- b. Dragging Fields: prior to the dragging of any field, sprinklers must be turned on for at least 10 minutes to minimize dust.
- c. Backstop Maintenance: The District will maintain the backstops and associated dugouts and other appurtenances attached to the backstops.
- d. Signage: The District agrees to research alternate locations and options for displaying National Championship signage. RCSD policy signage shall continue to be displayed, as necessary.

Los Alamitos Girls Softball League

1. LAGSL agrees to reasonably limit any changes it seeks in the future.

Rossmoor Park Neighbors (RPN)

1. The RPN recognize the unique and important contribution that LAGSL provides to our community, giving girls and young women a healthy recreation activity and social organization.
2. The RPN agrees to help support the league by providing a welcome atmosphere and a pleasant setting for the players and their families and it recognizes the voluntary nature of the league's maintenance activities, as well.
3. The RPN agrees to reasonable limit any new issues it raises under the MOU.

Parks Partnership

1. The LAGSL agrees to coordinate with the District in establishing an agreement regarding the maintenance of Field 1 at Rush Park.
2. The LAGSL agrees to continue to pay fees established in the District's fee schedule for use of fields and facilities for LAGSL practices, games, meetings and events.
3. The LAGSL and the District will continue to communicate their ideas for solutions minimizing the dust on Fields 1 and 2 at Rossmoor Park.

4. The District agrees to conduct semi-annual meetings (in December and August) with representatives from all parties to discuss upcoming season scheduling.


This MOU is entered into by the parties as an expression of agreement reached and by the action of the Rossmoor Board of Directors (Board) at their meeting of November 15, 2011. The term of this agreement is only subject to termination or modification by a formal action of the RCSD Board of Directors. Each party may request modification by requesting the Board to reopen negotiations stating reasons which are deemed irresolvable by other means. The Board shall act on such requests solely upon their discretion. In all cases, Board policy shall govern the operation of the RCSD's facilities.

LAGS 

Date 11/8/2012

RPN 

Date 1/4/12

RCSD 

Date 1/9/12

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-5

Date: May 29, 2024
To: Parks/Facilities Committee
From: General Manager Joe Mendoza
Subject: CONSIDERATION OF RENTAL FEE INCREASES FOR TENNIS COURTS, PICKLEBALL COURTS, ATHLETIC FIELDS AND INDOOR FACILITIES

RECOMMENDATION

It is recommended that the Parks and Facilities Committee review and discuss the Rossmoor Community Services District (RCSD) fees for facilities, courts and fields with a target date of completion to coincide with the RCSD Board of Director's consideration of the FY 2025-2026 Budget.

If approved for consideration, this proposed fee increase agenda item will be brought to the RCSD Board for first reading at its December 10, 2024 regular meeting, in the form of Policy No. 6015 Establishment of Fees and Charges for Use of District Property. *California Government Code Section 66018 requires notice to be published in accordance with California Government Code Section 6062a with respect to the adoption of increases in rates, fees and charges, or the adoption of new rates, fees, and charges. Government Code also requires the District to conduct and conclude a duly noticed public hearing with respect to the rates, fees and charges prior to the adoption of the proposed Policy No. 6015, proposed RCSD Fee Schedule and resolution setting the rates fees and charges for the use of District facilities and adopting the proposed fee schedule.*

BACKGROUND

In reviewing the history of increasing fees, the practice has been inconsistent due to staff turnover, COVID and limited staff time. The methodology used by staff to conduct an internal review of fees and charges was adopted by the RCSD Board in 2011 (Attachment 1 - Policy No. 6015). The most recent fee increases for indoor facilities was completed in 2017 (pre-COVID) and 2021 for outdoor facilities that include picnic shelters, ballfields, and courts. The Fees and Charges Policy (No. 6015.10) states that the Board shall review the schedule of facility fees and charges annually, prior to the adoption of the District's Final Budget, and make changes when appropriate to reflect the District's actual direct and indirect costs.

In the past, consultants were contracted to perform fee studies for the District. The cost ranged from \$7,000 to \$10,000. These fee studies included surveying surrounding agencies and establishing a recovery rate proposed rental rates for adoption by the RCSD Board.

A fees and charges survey was performed by RCSD staff in 2021 for outdoor facilities and new fees were adopted.

INFORMATION

The Rush Park and Rossmoor Park picnic sites and canopy area provide a great space for residents to enjoy. The Districts facilities and park areas are popular with residents who spend time with their families and friends at these sites. It is the goal of the RCSD to maintain the parks so that residents are provided with high quality recreational opportunities.

With the challenges of COVID and some staff turnover, it has been difficult to dedicate the time needed to perform annual fee studies that include polling neighboring agencies to obtain information on their fee structures, etc. These agencies have also been impacted by the difficulty in staffing shortages and are not always able to provide the information needed because of their own challenges.

In an effort to streamline the process and create a mechanism to adjust fees annually in a more efficient manner, staff is proposing that the Parks and Facilities Committed consider a new model for adjusting fees. This would begin with a fees adjustment of 10 percent in July of 2025 and a formula for a minimum 5 percent adjustment on a fiscal year basis (or higher based on the CPI) thereafter. Thereafter, every five years a more in-depth study would be performed to ensure the District does not fall behind in their fees. This structure would eliminate the need for an annual study and would increase fees and charges incrementally to coincide with cost-of-living expenses. The goal is to be consistent with fee increases and provide the community with the highest level of service while recovering sufficient revenue to maintain service levels.

As noted above, to help keep these areas clean and maintained, staff suggests a 10 percent increase in the rates for all areas: an increase from \$25 to \$27.50 for small picnic sites and an increase from \$50 per hour to \$55 per hour the large canopy area at Rush Park. Rates are still below the average for the surrounding communities and these areas can only be reserved by Rossmoor residents.

The indoor facilities at Rush Park, Rossmoor Park and the Montecito Center provide the community with flexible event space at reasonable rates. To keep up with the rising costs of utilities, maintenance and staff salaries, staff is suggesting an increase of 10% over current rates for FY 2024-2025.

The following table reflects proposed fee changes for the fields, pickleball and tennis courts:

	Pickleball		Tennis		Fields	
	Current	Proposed	Current	Proposed	Current	Proposed
Resident - off peak	\$6.00	\$6.60	\$6.00	\$6.60	\$12.00	\$13.20
Resident – peak*	\$10.00	\$11.00	\$10.00	\$11.00		
Non-resident - off peak	\$8.00	\$8.80	\$8.00	\$8.80	\$22.00	\$24.20
Non-resident – peak*	\$12.00	\$13.20	\$12.00	\$13.20		
Non-profit					\$6.00	\$6.60

* Peak hours are considered after 5pm and weekends

There have been a few requests for renting parking lot space in recent months that were approved at no cost because the District does not currently have a fee structure for this type of rental. Using the fee schedule provided by Los Alamitos Unified School District as a guide (Attachment 3), RCSD staff is recommending that a fee of \$13.50 per hour be added to the fee schedule for the rental of the Rush Park and Montecito Center parking lots.

FINDINGS

In recent months the RCSD has seen a trend in escalating costs associated with contract services, i.e., landscaping, street sweeping, tech support and insurance. Since the District does not receive property tax or sales tax revenue, facility fees and charges are one of the few discretionary revenue sources available to offset expenses. The goal of servicing our community at an affordable rate, while recovering costs is delicate and important to maintaining our infrastructure and long-term financial health. Establishing a consistent formula that incrementally raises rates provides the District with consistent revenue to supplement the rising cost of administrative, programming and maintenance costs.

Attachment 2 outlines the District's current fees, a survey of surrounding agencies and their fees, and the Proposed Y 2025-2026 Fee Schedule.

ATTACHMENTS

1. Policy No. 6015 Establishment of Fees and Charges for Use of District Property
2. Current District Fees/Survey of Surrounding Communities/Proposed FY 2025-2026 Fee Schedule
3. LAUSD Fee Schedule (Parking Lot)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6015

ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT PROPERTY

6015.00 Facility Use: A primary purpose of the District is to operate buildings and recreational facilities for the benefit of residents.

6015.10 Facility Fees And Charges: The Board shall review the schedule of facility fees and charges annually, prior to adoption of the District's Final Budget, and make changes when appropriate in order to reflect the District's actual direct and indirect costs. Fees and Charges include, but are not limited to user fees, security deposits, event attendant fees, key and alarm deposits and cleaning deposits. The General Manager shall maintain a current schedule of fees and charges and make copies available upon request. Fees and charges which are adjusted by the Board during the period of use shall be charged or refunded to the applicant on a prorated basis.

6015.11 Deposits Required: All deposits required in the Schedule of Fees and Charges shall apply to short-term users, as well as long-term and dedicated users, i.e. key deposits, cleaning deposits, etc unless exempted within the Schedule of Fees and Charges. All deposits shall be kept current during the period of use; i.e., cleaning deposits used by the District for remedial action shall be resubmitted by the renter to constitute a current full deposit.

6015.12 Clean-up Following Use: Clean up of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used, wipe counters and equipment, clean up any spillage, bag all trash and remove all supplies not provided by the District. Users shall report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount shall be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs.

6015.13 Event Attendant Fees: The District may determine, in its sole discretion, to require that an Event Attendant be assigned to oversee the event or other use of District property. Said event Attendant shall be an employee or other agent of the District and shall oversee and otherwise monitor the activities and use of the applicable facility to determine whether the user is properly using the facility. For example, and not by way of limitation, the Event Attendant shall monitor: (a) activities, use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. In the event the District requires an event Attendant, the applicable Event Attendant Fee shall be imposed pursuant to the applicable District policy. Cancellation of event less than five (5) business days prior to the event shall result in loss of Event Attendant Fees from deposit.

6015.14 Event Deposit: The District may determine, in its sole discretion, to require the payment of an Event Deposit in the amount set forth in the applicable District policy. The Event Deposit

shall be applied toward any costs and expenses incurred by the District in responding to issue/questions which arise from the activity or event and/or otherwise taking action to bring the event, use or activity into compliance with the applicable District policy. For example, and not by way of limitation, the District may incur expenses in connection with assisting, and/or performing, activities related to (a) use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. If Event Attendant is not required, events with more than 100 attendees shall be required to pay the event deposit.

6015.15 Option of Event Attendant Or Event Deposit: The District may determine, in its sole discretion, to permit the user to elect to pay Event Attendant Fees for an Event Attendant or to pay the Event Deposit. The District retains the authority to determine, in its sole discretion, to require the user to pay the Event Attendant Fees or the Event Deposit. A user will not be charged both Event Attendant Fees and an Event Deposit for the same event/use.

6015.16 Return of Deposits: At the termination of the User Permit period, all applicable deposits shall be returned to the renters within a reasonable time period for processing payment and to determine if all deposit conditions have been met. The General Manager shall have the discretion to determine if all or only part of a deposit shall be returned based on his/her assessment of the condition of the building or facility at the end of the fixed period of time. See Policy No. 6010 Requests for Use of District Property, for other conditions.

6015.17 Hourly Rates: Hourly rates posted in the Schedule of Fees and Charges are for full hour usage. Any usage for less than an hour, or any usage that exceeds an hour, shall be rounded up to, and charged for, the full hour. Hourly fees apply to each hour of usage including set up and tear down time. Fees for tennis court reservations which are designated as one and one half hours are per reservation and cannot be rolled up.

6015.18 Per Diem Rates: Per diem rates are posted in the Schedule of Fees and Charges and are for full day usage such as reserving of a picnic area for the day.

6015.19 Appeal to the Board: A user who disputes the decision of the General Manager regarding the refund of deposits or calculation of fees may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting.

6015.20 Fee Schedule: The current fee schedule is attached to and made a part of this policy.

Adopted: Resolution 99-12-8-1, December 8, 1999
Adopted: Resolution 00-12-14-01, December 14, 2000
Adopted: Policy 6015, June 10, 2003
Amended: November 8, 2006
Amended: August 12, 2008
Amended: July 10, 2012

RCS D FEE SCHEDULE

INTERESTED IN HOSTING AN EVENT?

CHECK OUT OUR
EVENT FACILITIES:

- Picnic areas
- Sport courts
- Kitchens
- Auditorium
- And more!



*Applications can be found on our
website www.rossmoor-csd.org*



Rush Park

3001 Blume Dr, Rossmoor, CA 90720

Facilities

Residents	
Auditorium.....	\$60 hr <small>*299 Cap</small>
300+ Guests.....	\$77 hr <small>*300-600 Cap</small>
East Room.....	\$18 hr <small>*30 Cap</small>
Kitchen.....	\$43 hr
Picnic Canopy A.....	\$50+
Picnic Site B.....	\$25+
Kempton Rd Park.....	\$25+
Sports Fields.....	\$12 hr
Insurance Fee.....	\$15
Wall Banner Permit.....	\$20
Event Attendant.....	\$20 hr

Non-Residents	
Auditorium.....	\$80 hr <small>*100-300 Cap</small>
300+ Guests.....	\$98 hr <small>*300-600 Cap</small>
East Room.....	\$23 hr <small>*30 Cap</small>
Kitchen.....	\$60 hr
Sports Fields.....	\$22 hr
Insurance Fee.....	\$15
Wall Banner Permit.....	\$20
Event Attendant.....	\$20 hr

Rentals	
Podium.....	\$50
Portable Screen.....	\$15
Risers.....	\$30



Rush Park Continued

3001 Blume Dr, Rossmoor, CA 90720

*Dedicated Spaces
Non-Profit Rates*

Aud. Storage 1.....	\$1500	Aud.
Storage 2.....	\$1500	
East Room Storage.....	\$650	
Old Sheriff's.....	RM \$1500	
Auditorium.....	\$45 hr	
<small>*299 Cap</small>		
300+ Guests.....	\$65 hr	
<small>*300+ Cap</small>		
East Room.....	\$11 hr	
West Room.....	\$9 hr	
<small>*15 Cap</small>		
<small>*Calvary & N/P Only</small>		

*Fields and
Contract Classes*

Fields/Contract Classes...	\$10 hr
<small>*1-Year Minimum</small>	
Short-Term Contract..	\$20hr
<small>*1-Year Minimum</small>	



Rossmoor Park

3232 Hedwig Rd, Rossmoor, CA 90720

Facilities

Residents

Community Room..... \$35 hr

*40-50 Cap

Kitchen..... \$17 hr

Picnic Areas..... \$25+

Mini-Parks..... \$25+

Fields

- Ball Fields.....\$12 hr
- Basketball Cts.....\$12 hr
- Volleyball Cts.....\$12 hr
- Tennis Courts
 - 9am-5pm.....\$6 hr
 - 5pm-9pm.....\$8 hr

Non-Residents

Community Room..... \$45 hr

*40-50 Cap

Kitchen..... \$25 hr

Fields

- Ball Fields.....\$22 hr
- Basketball Cts...\$18.5 hr
- Volleyball Cts...\$18.5 hr
- Tennis Courts
 - 9am-5pm.....\$10 hr
 - 5pm-9pm.....\$12 hr



Montecito Center

12341 Montecito Rd, Rossmoor, CA 90720

Facilities

Community Room

*75 Cap

- Resident.....\$30 hr
- Non-resident \$40 hr



Additional

Fees

User Permit Fee.....	\$20
UP Change Fee (2nd).....	\$20
Special Event.....	\$50
Alcohol Filing.....	\$50
*As per Policy 6012.73	
Appeal Fee.....	\$22
*As per Policy 6015.15	
Alcohol Event Fee.....	\$150
*Contingent Upon ABC Approval	
False Alarm Fee.....	\$74
Check NSF.....	\$25

Refundable Deposits

Event Deposit.....	\$60
*100+ People	
Picnic Deposit.....	\$60
Cleaning Deposit.....	\$175
• Auditorium.....	\$250
Key/Gate Deposit.....	\$25
300+ Guest Deposit....	\$350
Damage Deposit.....	\$350

Applications can be found on our website www.rossmoor-csd.org



Market Comparison Study 2024

	Rate	LOS ALAMITOS	SEAL BEACH	CYPRESS	LONG BEACH	LA PALMA	RCSD CURRENT	RCSD PROPOSED
Courts/Fields								
Tennis	Resident Non-Resident Non-Profit	\$8/hr for lights \$8/hr for lights \$9/hr	12pm-5pm \$12/hr After 5:00 \$15/hr	FREE	non prime time \$9/hr prime time \$14/hr	\$15/hr \$15/hr	\$6 or \$8/hr \$10 or \$12/hr	\$6.60 or \$8.80/hr \$11 or \$13.20/hr
Softball	Resident Non-Resident Non-Profit	\$9/hr \$9/hr \$12/hr	\$16/hr \$36/hr \$46/hr	n/a \$26/hr \$31/hr	\$25/hr \$33/hr \$48/hr	n/a \$20/hr \$20/hr	\$6/hr \$12/hr \$22/hr	\$6.60/hr \$13.20/hr \$24.20/hr
Soccer	Resident Non-Resident	\$9/hr \$12/hr	\$16/hr \$36/hr \$46/hr	n/a \$26/hr \$31/hr	\$25/hr \$33/hr \$64/hr	n/a \$20/hr \$20/hr	\$6/hr \$12/hr \$22/hr	\$6.60/hr \$13.20/hr \$24.20/hr
Basketball	Non-Profit Resident Non-Resident	\$6/hr \$10/hr \$10/hr	\$13/hr non-res \$17/hr	first come, first serve first come, first serve	first come, first serve first come, first serve	first come, first serve first come, first serve	\$8/hr \$12/hr	\$8.80/hr \$13.20/hr
Volleyball	Non-Profit Resident Non-Resident	\$6/hr \$10/hr \$10/hr	\$13/hr non-res \$17/hr	first come, first serve first come, first serve	first come, first serve first come, first serve	first come, first serve first come, first serve	\$6/hr \$12/hr \$18.50/hr	\$6.60/hr \$13.20/hr \$20.35/hr
Picnics *(denotes shelter)								
Small (25-50)	Resident Non-Resident	\$25/4 hours* \$40/4 hours*	\$26* \$41*	\$23* n/a	\$40-Green space \$40-Green space	\$20/hr*	\$25 n/a	\$27.50 n/a
Large (50+)	Resident Non-Resident	\$35/4 hours* \$50/4 hours*	\$104 \$208	\$39* \$250*	\$150* \$250*	\$30/hr*	\$50* n/a	\$60.50* n/a
Bounce House		\$25	n/a	\$23	\$35	n/a	\$15	\$16.50
Facilities								
Small Facility	Non-Profit Resident	n/a \$50/hr	n/a \$27/hr	n/a \$64/hr	n/a \$60/hr	n/a \$70/hr	East Room \$11/hr Rossmoor Park \$25/hr Montecito \$21.50/hr	East Room \$12.10/hr Rossmoor Park \$27.50/hr Montecito \$23.65/hr
Large Facility	Non-Resident Non-Profit Resident Non-Resident	\$65/hr n/a \$90/hr \$105/hr	\$43/hr n/a \$37/hr \$59/hr	\$76/hr n/a \$164/hr \$199/hr	\$80/hr n/a \$85/hr \$100/hr	\$90/hr n/a \$115/hr \$160/hr	East Room \$18/hr Rossmoor Park \$35/hr Montecito \$30/hr	East Room \$19.80/hr Rossmoor Park \$38.50/hr Montecito \$33/hr
Application/Permit Fee		\$40	n/a	Included in rental fee	\$40	\$11	East Room \$23/hr Rossmoor Park \$45/hr Montecito \$40/hr	East Room \$25.30/hr Rossmoor Park \$55/hr Montecito \$48.40/hr
Staff		n/a	under 75 ppl \$30/hr over 75 \$60/hr	Included in rental fee	\$30/hr	\$20/hr	Auditorium \$45 - \$65/hr Auditorium \$60 - \$77/hr Auditorium \$80 - \$98/hr	Auditorium \$49.50 - \$71.50/hr Auditorium \$66 - \$84.70/hr Auditorium \$88 - \$107.80/hr
Deposit		\$150	under 75-\$250 over 75-\$500	\$300	\$375	resident \$200 non-res \$400	Auditorium only \$20/hr	Auditorium only \$22/hr
Cleaning Fee		n/a	\$200	n/a	\$110	\$67/hr if OT only	\$20	\$22
								\$220 - \$385
								n/a

FORWARD FOCUSED
Los Alamitos Unified School District

Facility Rates	Direct Cost	District and City Partners		Community-Based, Non-Profit, Volunteer		Community-Based, Non-Profit, Paid		All Other Non-Profits	For-Profits			
Football Stadium	\$	222.29	\$	111.15	\$	133.38	\$	155.01	\$	222.29	\$	444.59
HS Gym	\$	112.58	\$	56.29	\$	67.55	\$	78.81	\$	112.58	\$	225.17
McAuliffe Small Gym	\$	34.04	\$	17.02	\$	20.42	\$	23.83	\$	34.04	\$	68.08
Oak MS Gym	\$	65.82	\$	32.91	\$	39.49	\$	46.07	\$	65.82	\$	131.63
Performing Arts Center	\$	94.13	\$	47.07	\$	56.48	\$	65.89	\$	94.13	\$	188.27
Auditorium (McGaugh)	\$	49.33	\$	24.67	\$	29.60	\$	34.53	\$	49.33	\$	98.66
MS MPR	\$	71.82	\$	35.91	\$	43.09	\$	50.28	\$	71.82	\$	143.65
ES MPR	\$	43.19	\$	21.60	\$	25.91	\$	30.23	\$	43.19	\$	86.38
Library	\$	35.07	\$	17.53	\$	21.04	\$	24.55	\$	35.07	\$	70.13
Standard Classroom	\$	16.12	\$	8.06	\$	9.67	\$	11.29	\$	16.12	\$	32.25
HS Room 500	\$	31.00	\$	15.50	\$	18.60	\$	21.70	\$	31.00	\$	61.99
HS Lecture Hall (Rooms 153/154)	\$	45.05	\$	22.82	\$	27.39	\$	31.95	\$	45.05	\$	91.29
Conference Room	\$	24.47	\$	12.24	\$	14.68	\$	17.13	\$	24.47	\$	48.95
Locker Room	\$	49.99	\$	24.99	\$	29.99	\$	34.99	\$	49.99	\$	99.98
Standard Kitchen	\$	13.73	\$	6.86	\$	8.24	\$	9.61	\$	13.73	\$	27.45
Production Kitchen	\$	36.27	\$	18.14	\$	21.76	\$	25.39	\$	36.27	\$	72.54
Drama Room (513)	\$	16.52	\$	8.26	\$	9.91	\$	11.56	\$	16.52	\$	33.04
Chorus Room (518)	\$	19.40	\$	9.70	\$	11.84	\$	13.58	\$	19.40	\$	38.80
Band Room (519)	\$	22.30	\$	11.15	\$	13.38	\$	15.61	\$	22.30	\$	44.60
Wrestling Room	\$	47.08	\$	23.54	\$	28.25	\$	32.95	\$	47.08	\$	94.15
Restrooms	\$	8.57	\$	4.28	\$	5.14	\$	6.00	\$	8.57	\$	17.14
HS Practice Field	\$	58.79	\$	29.40	\$	35.27	\$	41.15	\$	58.79	\$	117.58
MS Practice Field	\$	67.06	\$	33.53	\$	40.24	\$	46.94	\$	67.06	\$	134.13
ES Practice Field	\$	25.91	\$	12.96	\$	15.55	\$	18.14	\$	25.91	\$	51.83
HS Baseball Field	\$	115.07	\$	57.54	\$	69.04	\$	80.55	\$	115.07	\$	230.14
HS Softball Field	\$	34.23	\$	17.12	\$	20.54	\$	23.96	\$	34.23	\$	68.46
Medium Field (Baseball/Softball)	\$	26.85	\$	13.43	\$	16.11	\$	18.90	\$	26.85	\$	53.70
Blacktop / Basketball Courts	\$	10.15	\$	5.07	\$	6.09	\$	7.10	\$	10.15	\$	20.29
Amphitheater	\$	6.87	\$	3.44	\$	4.12	\$	4.81	\$	6.87	\$	13.75
Lunch Area	\$	2.48	\$	1.24	\$	1.49	\$	1.74	\$	2.48	\$	4.97
Parking Lot	\$	27.16	\$	13.58	\$	16.30	\$	19.01	\$	27.16	\$	54.32
HS Tennis Courts	\$	38.55	\$	19.27	\$	23.13	\$	26.98	\$	38.55	\$	77.10
MS Tennis Courts	\$	23.61	\$	11.80	\$	14.16	\$	16.52	\$	23.61	\$	47.21
Pool	\$	154.42	\$	77.21	\$	92.05	\$	108.09	\$	154.42	\$	308.84
Weight Room	\$	47.08	\$	23.54	\$	28.25	\$	32.95	\$	47.08	\$	94.15
Dance Studio	\$	47.08	\$	23.54	\$	28.25	\$	32.95	\$	47.08	\$	94.15

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-3

Date: June 11, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: DISCUSSION AND POSSIBLE ACTION RE: MEMORANDUM OF UNDERSTANDING WITH NORTH ORANGE COUNTY CONTINUING EDUCATION (NOCE)

RECOMMENDATION

The Parks and Facilities Committee (Mayard, Searles) met May 29th and is recommending that the Rossmoor Community Services District (RCSD) Board of Directors direct staff to enter in a Memorandum of Understanding with North Orange County Continuing Education (NOCE) which would allow the District to be able to offer senior programming (50+) to Rossmoor and surrounding communities at little or no cost.

BACKGROUND

The North Orange County Continuing Education (NOCE) is a program that is offered free to Orange County communities. A draft Memorandum of Understanding has been formulated and reviewed by the RCSD attorney and is being presented to the RCSD Board for review and approval. NOCE representatives will be available to provide a presentation and answer any questions. The program would provide health and wellness classes, recreational classes and social activities for Rossmoor senior residents and be open to surrounding communities. The NOCE will be responsible for overseeing registration, recruiting and scheduling instructors, as well as conducting instructor background checks and monitoring classes. The NOCE has a minimum requirement of 25 participants per class.

The RCSD will provide indoor and outdoor space as agreed upon and assist in set up and breakdown of classes. The mission of NOCE is to serve diverse communities by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

This partnership will provide our residents over the age of 50 with opportunities at little or no cost (there may be a supply cost for some classes). RCSD staff is excited to collaborate with NOCE to extend programs to our senior community.

FINDINGS

NOCE conducted a survey within the Rossmoor community to identify subject matter that area residents would find engaging and be likely to register for. Areas of interest included: Health and Wellness; Staying Mentally Sharp and Food Preparation. If approved, the Fall sessions are scheduled to begin August 12, 2024 and run through December 20, 2024.

ATTACHMENTS

1. DRAFT Memorandum of Understanding between RCSD and NOCCCD

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is Executed as of _____, 2024 ("Effective Date"), by and between the Rossmoor Community Services District ("RCSD") and North Orange County Community College District ("NOCCCD") for the use of RCSD Facilities by NOCCCD to Provide NOCE Classes to members of the public. RCSD and NOCCCD are each a "Party", and collectively, the "Parties", to this MOU.

RECITALS

- A. The purpose of this MOU is to memorialize the Parties' desire for NOCCCD's North Orange Continuing Education ("NOCE") campus to provide classes at RCSD facilities.
- B. NOCE is a non-credit institution or campus of NOCCCD.
- C. NOCCCD desires to provide certain NOCE classes at RCSD facilities, which classes may be part of the Lifeskills Education Advancement Program (LEAP).
- D. RCSD desires to allow the use of its facilities for the purpose of NOCCCD providing classes to members of the Rossmoor community.
- E. The Parties desire to clarify the relationship between RCSD and NOCCCD regarding the use of RCSD facilities by NOCCCD.
- F. The Parties desire to establish procedures for the responsibilities of each Party during the term of this MOU.

Now, therefore, for and in consideration of the mutual covenants and conditions contained herein, RCSD and NOCCCD agree as follows:

1. **Incorporation of Recitals.** The Recitals set forth above are incorporated into and are made part of this MOU.
2. **Term.** The term of this MOU shall commence on the Effective Date as defined above and shall continue thereafter until terminated pursuant to Section 23 below.
3. **Access to Classes.** The classes to be provided at RCSD facilities will be open to enrollment and participation by any eligible member of the public.
4. **Registration Periods.** The NOCCCD classes offered on RCSD facilities will be open for registration in alignment with NOCE instructional calendars and/or registration periods.
5. **Registration Data.** Community member data that is provided to or collected through the enrollment and registration process for the NOCE classes become part of the NOCE student's records, which are kept confidentially by NOCE according to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA).
6. **Student Status.** Community members who are enrolled in NOCE courses become NOCE students. NOCE students will be required to behave in accordance with NOCE's student conduct policies. Inability or unwillingness to do so may result in the termination by NOCCCD/NOCE of the community member's participation in the

NOCE program. (Note: NOCE's standards of student conduct and disciplinary action for violation of NOCE's Board Policy 5500 are based on State Education Code and available for review on NOCE's website.). The RCSD shall not be responsible for, and will not enforce, NOCCCD/NOCE's conduct policies.

7. **Attendance.** Attendance records of NOCE classes maintained NOCE if will follow NOCE student and faculty enrollment and attendance reporting procedures.
8. **Non-Agency.** NOCCCD/NOCE employees who provide instruction at RCSD locations are assigned their work and given work direction solely by NOCCCD/NOCE. Concerns or incidents regarding NOCE employees shall be brought to the attention of NOCE as soon as practicable. Remuneration shall not be provided by RCSD to a NOCE employee performing duties or services under this MOU. The NOCCCD/NOCE employees shall not be considered employees of RCSD in any way.
9. **Location of classes.** RCSD shall coordinate with NOCE's designated point of contact regarding requested and *de facto* location and facility changes, closures, incident reports relating to or affecting the provision of NOCE classes, and other relevant matters on a timely basis with advance notice when possible.
10. **Mandatory Reporters.** All NOCE staff and employees are mandated reporters and are required to act freely and independently in full accordance with the law regarding mandated reporting.
11. **Notices.** Any notices required to be given hereunder shall be in writing and shall be personally served or given by mail. Any notice by mail shall be deemed given when deposited in the United States Postal Service mail, certified and postage prepaid, addressed to the Party to be served at the addresses below:
 - a. To RCSD: [NAME, ADDRESS OF CONTACT]
 - b. To NOCCCD: [NAME, ADDRESS OF CONTACT]
12. **Insurance.** Both Parties agree that each shall insure its activities and obligations in connection with this MOU and obtain and maintain its own and separate policies, or be lawfully self-insured, as to:
 - a. Commercial General Liability. The Commercial General Liability policy shall cover liability, including but not limited to that arising from premises operations, independent contractors, personal injury, and liability assumed under a contract with the following minimum limits: One Million Dollars (\$1,000,000) per occurrence; Two Million Dollars (\$2,000,000) aggregate.
 - b. Workers' Compensation. Each Party shall comply with all applicable sections of the Labor Code concerning workers' compensation as to its own employees.

- c. **Automobile Liability.** Business automobile liability for Party owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage.
- d. **Errors and Omissions/Professional Liability.** To the extent that professional services are rendered under this MOU, each party shall obtain and maintain during the term of this MOU errors and omissions professional liability insurance in the minimum amount of One Million Dollars (\$1,000,000) to protect the other Party from claims resulting from any professional services provided and activities conducted under this MOU.
- e. **Subcontractor's Insurance.** NOCCCD shall require of all of its subcontractors to carry insurance in an amount sufficient to cover the risk of injury, damage, or loss that may be caused by that subcontractor's scope of work and activities provided in furtherance of this MOU including, but not limited to, the following coverages: Commercial General Liability, Worker's Compensation, Automobile Liability, and Errors and Omissions/Professional Liability.

13. Indemnity and Duty to Defend. NOCCCD hereby agrees to hold harmless, indemnify and defend RCSD, its officers, agents and employees from liability and claims of liability for bodily injury, personal injury, sickness, disease or death of any person or persons, or damage to property, real, personal, tangible or intangible, expenses (including reasonable attorney fees and defense costs), arising out of the negligent acts or omissions of employees, agents or officers of NOCCCD during the period of this MOU and shall pay for and satisfy any judgment that may be rendered against them in any action, suit, or other proceeding as a result thereof.

RCSD hereby agrees to hold harmless, indemnify and defend NOCCCD and its officers, agents and employees from liability and claims of liability for bodily Injury, sickness, disease or death of any person or persons, or damage to property, real, personal, tangible or intangible, expenses (including reasonable attorney fees and defense costs), arising out of the negligent acts or omissions of employees, agents or officers of RCSD during the term of this MOU and shall pay for and satisfy any judgment that may be rendered against them in any action, suit, or other proceeding as a result thereof.

- 14. Standard of Performance.** While performing the Services, NOCCCD and its employees and agents shall exercise the reasonable professional care and skill customarily exercised by reputable members of the teaching profession in the Metropolitan Southern California Area and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.
- 15. Personnel.** Each Party shall furnish all personnel necessary to perform its own duties specified herein and shall be responsible for their performance and compensation.
- 16. Nondiscrimination.** Non-Discrimination. In performing this MOU, the Parties shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or

veteran status, except as permitted pursuant to section 12940 of the Government Code.

17. **Delegation and Assignment.** This MOU is specifically entered into by the Parties, and the rights and duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of both Parties.
18. **Non-Agency of Parties to Each Other.** In the performance of this MOU, each Party agrees that its employees and agents shall act independently of the other Party's employees and agents. One Party's employee or agent shall not be deemed an employee or agent of the other Party. Each Party acknowledges and agrees that the other Party has no obligation to pay or withhold state or federal income taxes or provide worker's compensation or unemployment insurance to the other Party's employees or agents. Each Party, independent of the other, shall be responsible for its own employees' and agents' compensation and any taxes that apply as an employer.
19. **Conflict of Interest.** Each Party represents and warrants by the execution of this MOU that they have no interest, present or contemplated, in this MOU or the use of RCSD facilities by NOCCCD to provide NOCE classes to residents within RCSD.
20. **General Compliance With Laws.** Parties shall keep fully informed of the local, state, and federal laws and regulations which affect those employed by each Party or which affect the performance of any duties pursuant to this MOU.
21. **Waiver.** No action or failure to act by the RCSD or by NOCCCD shall constitute a waiver of any right or duty afforded to it under this MOU, nor shall any such action or failure to act constitute an approval or acquiescence in any breach thereunder, except as specifically provided in this MOU or as may be otherwise agreed upon in writing. None of the provisions of this MOU shall be considered waived by either party, unless such waiver is specifically specified in writing.
22. **Amendment.** This MOU may be modified or amended only by a written amendment executed by both Parties.
23. **Termination.** Either Party hereto may terminate this MOU at any time with or without cause upon thirty (30) days' written notice to the other Party of such termination as specified in Section 3 ("Notices"). At the end of said thirty (30)-day notice period, this MOU shall be terminated for all purposes.
24. **Venue and Choice of Law.** Venue for any action at law or in equity brought by either Party hereto for the purpose of enforcing a right or rights provided for by this MOU shall be in the State of California, County of Orange.
25. **Attorneys' Fees and Costs.** In the event either Party hereto shall bring suit to enforce any term of this MOU or to recover any damages for and on account of the breach of any term or condition of this MOU, the Parties agree that each Party shall bear its own attorneys' fees and costs.
26. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, of this MOU shall be considered severable. In the event any provision, term, condition, covenant and/or restriction, in whole and/or in part, of this MOU is

declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this MOU and shall not affect any other provision, term, condition, covenant and/or restriction of this MOU, and the remainder of the MOU shall continue in full force and effect.

27. **Authority.** The individuals executing this MOU, and the instruments referenced herein on behalf of each Party, represent and warrant that they have the legal power, right and actual authority to bind the Party to the terms and conditions hereof and thereof.

28. **Entire Agreement of Parties.** This MOU constitutes the final, complete, and exclusive statement of the terms of agreement between the Parties pertaining to the subject matter of this MOU and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this MOU by, and neither party is relying on, any representation or warranty outside those expressly set forth in this MOU.

In witness whereof, the Parties above have caused this Memorandum of Understanding to be fully executed the date and year first above written.

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
(NOCCCD)

ROSSMOOR COMMUNITY SERVICES
DISTRICT
(RCSD)

By: _____

By: _____

[Printed Name]

[Printed Name]

[Title]

[Title]

Approved as to Form: _____

Approved as to Form: _____

By: _____
General Counsel

By: _____
General Counsel

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-4

Date: June 11, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
General Counsel Tarquin Preziosi

Subject: DISCUSSION AND POSSIBLE ACTION RE: LETTER REQUESTING THAT ORANGE COUNTY BOARD OF SUPERVISORS REDUCE THE SPEED LIMIT ON ORANGEWOOD AVENUE, MONTECITO ROAD AND ST. CLOUD DRIVE PURSUANT TO AB-43.

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors discuss a letter to the Orange County Board of Supervisors requesting a reduction of speed along the Orangewood-Montecito-St. Cloud corridor from 35mph to 25mph pursuant to AB-43.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-5

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PROCLAMATION DESIGNATING JUNE AS MOSQUITO AWARENESS MONTH

RECOMMENDATION

Approve by roll call vote, a proclamation designating June as Mosquito Awareness Month in Rossmoor and waiving further reading as follows:

INFORMATION

In an effort to recognize the importance of mosquito awareness in the Rossmoor community, a proclamation is being presented designating June as *Mosquito Awareness Month*.

The RCSD works diligently with the Orange County Mosquito and Vector Control District (OCMVCD) who is committed to increasing awareness of mosquitoes and the diseases they are capable of transmitting and to educate the public about the simple measures they can take to safeguard themselves and their families from mosquito bites.

We hope to engage the community as we designate June as Parks and Recreation Month.

ATTACHMENTS

1. Proclamation Designating July 2024 as Parks and Recreation Month in Rossmoor



Special District of
Rossmoor California

**MOSQUITO AWARENESS MONTH PROCLAMATION
 2024**

WHEREAS, mosquito-transmitted diseases affect people across the United States and are considered significant health threats; and

WHEREAS, based on public health surveillance conducted by the OC Department of Health and Human Services, Division of Public Health, almost 800 cases of mosquito borne diseases were reported among people in California last year; and

WHEREAS, the mosquito-borne diseases, West Nile encephalitis and western equine encephalitis have all been reported in California and or preventable diseases; and

WHEREAS, California is monitoring for cases of other mosquito-borne infections associated with travel, such as Zika, chikungunya, malaria and dengue; and

WHEREAS, effective prevention against mosquito-borne illness is achievable through scientifically informed and integrated pest management strategies as well as personal protective measures during seasons of high mosquito activity that include wearing long-sleeved shirts and pants, particularly in the early morning and early evening hours to protect against mosquitoes, and use of repellent to prevent mosquito bites, and showering soon after being outdoors; and

WHEREAS, this proclamation creates the opportunity for Rossmoor residents and health care providers to learn more about the threat, medical implications and prevention of these diseases;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District does hereby designate June 2024, as Mosquito Awareness Month in Rossmoor.

PRESENTED, this 11th day of June 2024.

Michael Maynard
 President of the Board of Directors

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-6

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PROCLAMATION DESIGNATING JULY AS PARKS AND RECREATION MONTH

RECOMMENDATION

Approve by roll call vote, a proclamation designating July as Park and Recreation Month in Rossmoor and waiving further reading as follows:

INFORMATION

In an effort to recognize the importance of parks and recreation to the Rossmoor community, a proclamation is being presented designating July as *Parks and Recreation Month*.

The RCSD has beautiful parks for the community to enjoy, In addition, there are a variety of recreational opportunities provided for Rossmoor through passive recreation areas, youth sports opportunities, recreation classes, and special events. Parks are at the center of many experiences and memories. Local parks are often one's first experience of nature, an introduction to a hobby or physical activities, and parks are places to gather with friends and family to create special memories.

The RCSD is committed to promoting physical, emotional and mental health and wellness through our parks and recreation. To help celebrate July as Parks and Recreation Month, the District will kick off the summer season with a Rossmoor Family Festival at Rush Park on Saturday, June 8, 2024 from 3 p.m. to 8 p.m., featuring food trucks, kids carnival area, craft vendors and live bands.

We hope to engage the community as we celebrate July as Parks and Recreation Month.

ATTACHMENTS

1. Proclamation Designating July 2024 as Parks and Recreation Month in Rossmoor



Special District of
Rossmoor California

**PARKS & RECREATION MONTH PROCLAMATION
2024**

WHEREAS parks and recreation is an integral part of communities throughout this country, including Rossmoor; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS Rossmoor recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY Rossmoor Community Services District that July is recognized as Park and Recreation Month in the community of Rossmoor.

PRESENTED, this 11th day of June 2024.

Michael Maynard
President of the Board of Directors

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-7

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: RESOLUTION NO. 24-06-11-02 REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve by roll call vote, Resolution No. 24-06-11-02, by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

BACKGROUND

A claim exceeding the amount of \$25,000 (civil unlimited) has been filed by Crystal Tan and Howard Zee, alleging property damages resulting from a broken irrigation line. This claim was forwarded to California Joint Powers Insurance Authority (CJPIA) who provides insurance for the District. Through CJPIA's claims administration, the District was advised to reject this claim.

The attached Resolution No. 24-06-11-02 formally rejects the tort claim. Further action on this matter be conducted in accordance with established liability claim procedures as recommended by CJPIA. By rejection of this claim, the matter will be turned back over to CJPIA for their decision on whether or not to pay the claim.

ATTACHMENTS

1. Resolution No. 24-06-11-02
2. Claim Form submitted by Crystal Tan
3. Notice of Claim Rejection (Carl Warren & Company for CJPIA)

RESOLUTION 24-06-11-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM

WHEREAS, a claim for monetary damages (Claim) was presented by Crystal Tan and Howard Zee dated May 7, 2024 against the Rossmoor Community Services District for property damages; and

WHEREAS, that the Board of Directors of the Rossmoor Community Services District has timely considered the Claim filed by Crystal Tan and Howard Zee.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District has concluded the Claim be rejected in its entirety.

BE IT FURTHER RESOLVED that the District's General Manager is authorized to give notice to Crystal Tan and Howard Zee of this Board's decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action of the Claim. Such notice together with a copy of this Resolution, shall be served upon Crystal Tan and Howard Zee on or before June 21, 2024.

PASSED AND ADOPTED this 11th day of June 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

CLAIM FORM

(Please Type or Print)

CLAIM AGAINST ROSSMOOR COMMUNITY SERVICES DISTRICT

Claimant's name: Crystal Tan & Howard Zee DOB: 1/19/1985, 9/25/1985

Claimant's address: 3402 Yellowtail Drive, Rossmoor, CA 90720

Address where notices about claim are to be sent, if different from above: N/A

Date of incident/accident: May 1, 2024

Date injuries, damages, or losses were discovered: May 1, 2024 - ongoing

Location of incident/accident: Backyard, swimming pool, side yard, and garage of 3402 Yellowtail property

What did entity or employee do to cause this loss, damage, or injury? Burst community irrigation line under back wall

Water intrusion and flood on property. (Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? N/A

What specific injuries, damages, or losses did claimant receive? TBD

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)] TBD

How was this amount calculated (please itemize)? TBD

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Have you filed a claim with you insurance carrier? Yes No x

Date Signed: 5/7/2024 Signature: [Signature]

If signed by representative:

Representative's Name Address

Telephone #

Relationship to Claimant

RECEIVED

MAY 07 REC'D

FORM B





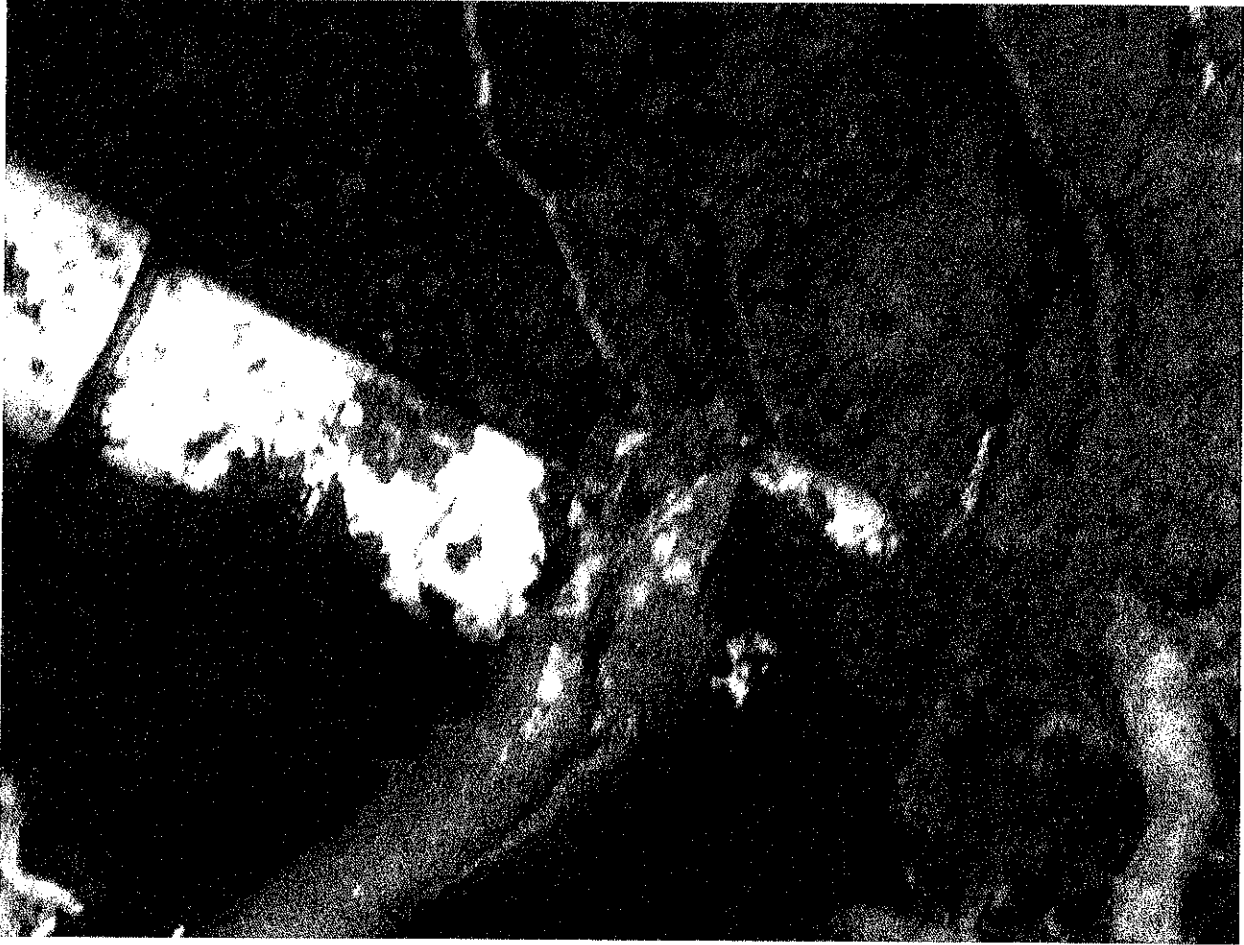


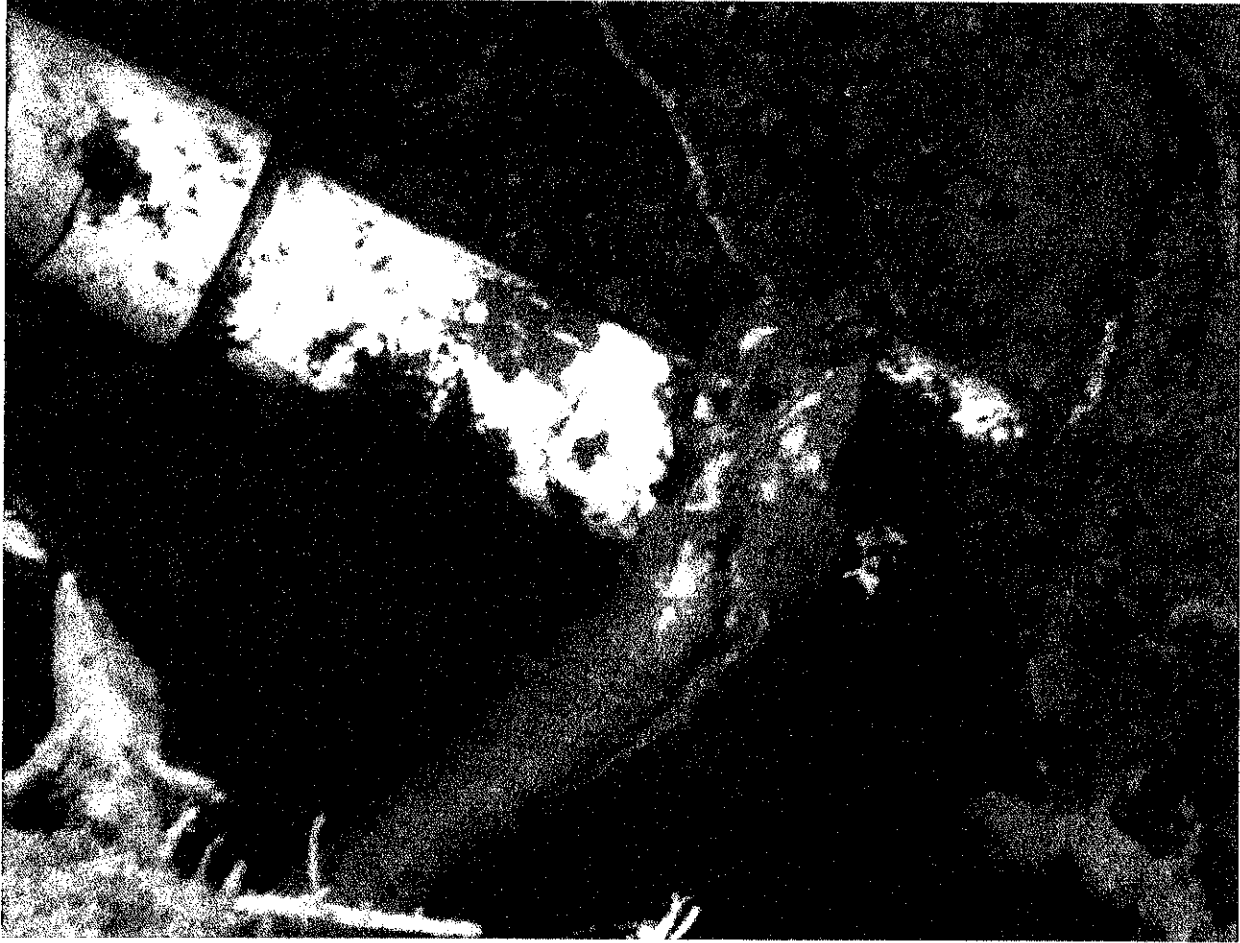




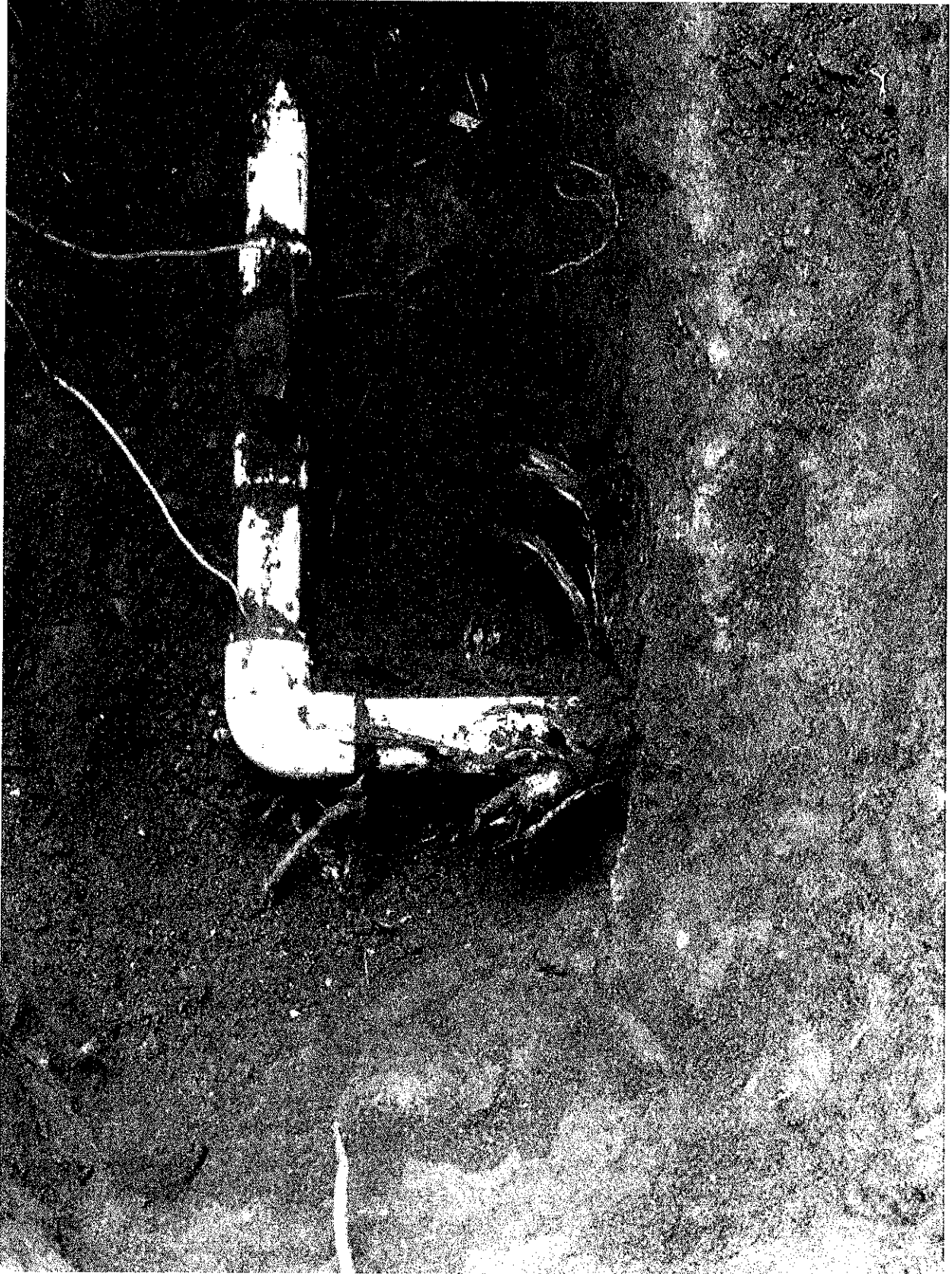
















Jessica Verduzco

From: Claudia Bray <cbray@carlwarren.com>
Sent: Thursday, May 30, 2024 11:17 AM
To: Jessica Verduzco
Subject: RE: Crystal Tan Claim

Thank you, Jessica, for the photos, these are very helpful and will support a rejection of the claim. It is clearly visible that the claimant's tree roots caused the District's pipe to burst therefore there is no liability against the District and this claim should be rejected.

Can you also please confirm if the water is potable water or recycled water that ran through the pipes?

Claudia Bray
Sr Claims Examiner
cbray@carlwarren.com
Tel: (657) 622-4216 | Fax: (866) 254-4423



CARL WARREN & COMPANY

A VENBROOK COMPANY

Carl Warren & Company, LLC
CA Entity License No: 2607296
www.carlwarren.com
PO Box 2411, Tustin, CA, 92781

Because Quality and Integrity Matter... please [EMAIL](#) my Supervisor about the service you received.

Important Notice: This email (including any attachments) is intended solely for the use of the individual or entity to which it is addressed, and may contain information that is confidential, proprietary, non-public and/or privileged. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this email in error, please delete it from your system and advise the sender immediately. Please be advised that we are unable to bind, endorse or amend coverage via voicemail, email, or facsimile until confirmed in writing by an authorized representative of this office. We accept no liability for any damage caused by any virus transmitted by this email. It is your responsibility to check this email (including any attachments) for viruses.

From: Jessica Verduzco <JVerduzco@rossmoor-csd.org>
Sent: Friday, May 24, 2024 11:49 AM
To: Claudia Bray <cbray@carlwarren.com>
Subject: Crystal Tan Claim

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H

Date: June 11, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file this report.

INFORMATION

In addition to the day-to-day operations of the Rossmoor Community Services District (RCSD), the General Manager would like to highlight the following:

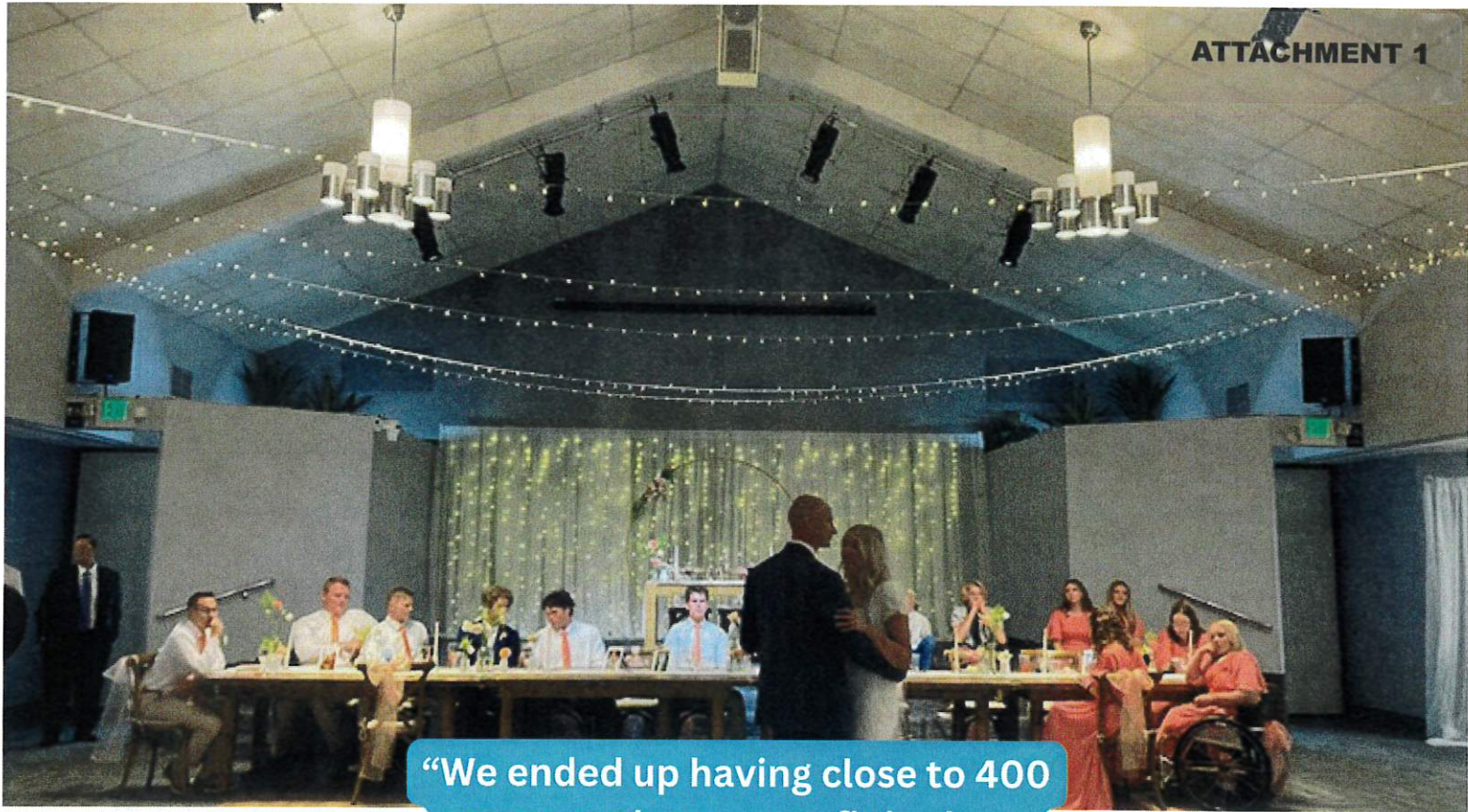
- Carpeting and Flooring was completed in the Rush Park Auditorium on May 31, 2024.
- All RCSD staff have been trained and certified in CPR/FIRST AID/AED.
- Arborist Mary Kingman has been invited to the annual Risk Management Education Forum at the Hyatt Regency Indian Wells on October 10, 2024. Mary is a finalist for the CJPIA Captone Award that recognizes Agencies for efficiencies and safety measures that minimize liability exposures to the District.
- The Tree Committee is scheduled to meet in July and review a patron request to remove a tree on Martha Ann. Agenda items will also include marketing, review of fines and vacant parkway trees.
- Court resurfacing for Tennis/Pickleball/Basketball courts is complete Tennis and Pickleball courts will be open to the public beginning Saturday June 8th. The Basketball courts will be available after Noon on Monday, June 10th.
- The turf at all sites has been aerated. The contractor is fertilizing and spraying for weed abatement in the month of June.
- The canopy project at Rossmoor Park is being prepared for submittal to the County of Orange Planning and Development for review and approval. The tentative schedule for

the completion of the project is December 2024. A meeting with the CIP Committee will be held to review the plan in June.

- The Memo of Understanding with the LAGSL will be reviewed by the Personnel and Contracts Committed on Thursday June 20, 2024.
- Training was provided to all part-time staff on the topics of customer service, harassment and retaliation (overview), responding to emergencies, reporting procedures and reporting child abuse (overview).

ATTACHMENTS

1. June 1, 2024 – Auditorium Event Photos



“We ended up having close to 400 guests and everyone fit in there perfectly! Thanks for all your help!”

