

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



**Regular Meeting of the Board**  
Agenda Package

**July 9, 2024**

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

**REGULAR MEETING**

RUSH PARK  
Auditorium  
3021 Blume Drive  
Rossmoor, California 90720

**Tuesday, July 9, 2024**

**7:00 p.m.**

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**PUBLIC PARTICIPATION**

Please be advised that the public can observe the meeting live on YouTube using the following link:  
<https://youtu.be/xNrQVDEhnmZM> 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 [jmendoza@rossmoor-csd.org](mailto:jmendoza@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<br>President Maynard |
| 3. PLEDGE OF ALLEGIANCE | FNL Cheer Squad  |

4. PRESENTATIONS:

- a. Orange County Public Works – Justin Kirk – Housing Element Update
- b. Orange County Public Works – Cindy Salazar – Presents General Plan Update for County of Orange
- c. Orange County Sheriff's Department Captain AJ Patella Presents Community Safety Update

**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**

1. RECREATION REPORT – CHRIS ARGUETA
2. GENERAL ELECTION CONDENSED CALENDAR FOR NOVEMBER 5, 2024 FOR CANDIDATES FOR ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
3. MONTHLY TRAFFIC SAFETY UPDATE

**E. CONSENT CALENDAR**

1. MINUTES:
  - a. Regular RCSD Board Meeting of June 11, 2024
2. MAY 2024 REVENUE AND EXPENDITURE REPORT and JUNE 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:**

None.

**G. REGULAR CALENDAR**

1. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROPOSED PROFESSIONAL SERVICES AGREEMENT FOR PICKLEBALL INSTRUCTION AT ROSSMOOR PARK
2. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROPOSED CHILI COOK-OFF EVENT WITH BEER AND WINE GARDEN and APPROVAL OF RESOLUTION NO. 24-07-09-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE DISPENSING OF ALCOHOL (BEER & WINE) AT A CHILI COOK-OFF EVENT TO BE HELD ON OCTOBER 24, 2024 FROM 5:30 P.M. TO 8:00 P.M. DURING THE ANNUAL HARVEST FESTIVAL AT RUSH PARK.
3. FIRST READING OF AN AMENDMENT TO POLICY NO. 2160 DEFERRED COMPENSATION
4. REVIEW AND DISCUSS RECOMMENDATIONS FROM THE PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE

**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. 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

## **K. 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.*

## **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.*

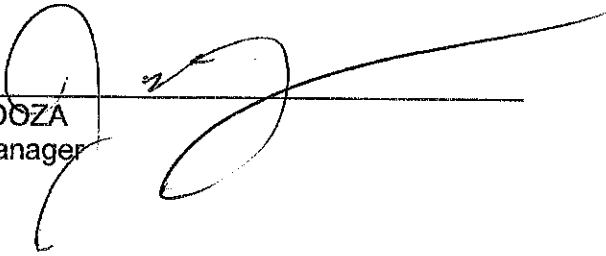
*Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the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

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for July 9, 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 7/5/2024

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4a**

**Date:** July 9, 2024  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ORANGE COUNTY PUBLIC WORKS – JUSTIN KIRK – HOUSING ELEMENT UPDATE

**RECOMMENDATION**

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

**INFORMATION**

Justin Kirk, Manager from the County of Orange Planning Division, will present an overview of the proposed unincorporated housing element and its possible impact on the District of Rossmoor.

**ATTACHMENTS**

None.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4b**

**Date:** July 9, 2024  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ORANGE COUNTY PUBLIC WORKS – CINDY SALAZAR PRESENTS  
GENERAL PLAN UPDATE FOR THE COUNTY OF ORANGE

**RECOMMENDATION**

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

**INFORMATION**

Plan OC – General Plan Update Project Briefing (GPA 24-01): Cindy Salazar, Manager from the County of Orange Planning Division, will present information regarding the Comprehensive General Plan Update to revise all elements of the County General Plan.

**ATTACHMENTS**

None.



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4c**

**Date:** July 9, 2024  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ORANGE COUNTY SHERIFF'S DEPARTMENT CAPTAIN AJ PATELLA  
PRESENTS COMMUNITY SAFETY UPDATE

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided by Orange County Sheriff Captain AJ Patella.

**ATTACHMENTS**

None.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** July 9 2024

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza  
Recreation Superintendent Chris Argueta

**Subject:** RECREATION REPORT

**RECOMMENDATION**

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

**INFORMATION**

The Recreation Report is intended to provide the Rossmoor Community Services District (RCSD) Board of Directors with the status of activities and programs being performed to further the District's Recreation Programs

**ATTACHMENTS**

1. Recreation Report
2. Rossmoor Park Activity Report
3. Rush Park and Montecito Activity Reports

# RCSD RECREATION DEPARTMENT

## RECREATION REPORT

### July 2024

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#### SUMMARY

The District's Recreation Department continues to provide a safe and clean environment for the community. Plans to enhance programming for Seniors and Tiny Tots are being prepared for activities to begin in the Fall.

#### Past

- **Shakespeare by the Sea** will be back at Rush Park. Make sure to bring your picnics, blankets, and beach chairs and enjoy an evening of live entertainment on July 5<sup>th</sup> with the performance of *Henry IV* and on July 6<sup>th</sup> for the performance of *Cardenio*, with both performances starting at 7pm.
- **Bulky Item Clean Up** with CR&R, on June 29th from 9am-12pm at Rush Park Parking Lot. Approximately 400 residents came to the event and were able to bring acceptable items that cannot be picked up on regular days, items that did not exceed 8 feet in length.
- **Compost Giveaway** with CR&R, on June 29th from 9am-12pm at Rush Park Parking Lot. CR&R and RCSD distributed 2 free bags of compost to residents and valued customers.
- **Movies in the Park**, on June 14<sup>th</sup> *Trolls Band Together* was shown, with the feature presentation starting at dusk. Approximately 200 park patrons were in attendance for the movie and were able to enjoy free arts & crafts along with a bounce house for the kids that started at 6pm and some light snacks were available for purchase as well.
- **Rossmoor Family Festivals**, the June 8th event at Rush Park started off Rossmoor Family Festivals with the largest crowd in attendance to date. The event had food trucks, vendors, local entertainment, attractions, with the band Knyght Ryder closing out the evening and making it a great event.
- **Water Safety Awareness** event was held on May 18<sup>th</sup> to raise water safety awareness. Seal Beach Lifeguards provided some safety and awareness tips, OC Fire Authority spoke on general water safety and drowning prevention, Prime CPR Services staff demonstrated and provided tips on basic CPR. Kids were also able to get in and check out the service vehicles on hand, ambulance, fire engine, and lifeguard truck.
- **Health & Wellness Festival** received a great response from the community on May 11<sup>th</sup>. Attendees were once again able to attend classes and workshops offered along with some other fun activities. Many great healthy food options and informative vendors were present to answer questions.

# RCSD RECREATION DEPARTMENT

## RECREATION REPORT

### July 2024

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#### Upcoming

- **Rossmoor Family Festivals** will be coming back to Rush Park on July 13<sup>th</sup> with local vendors, food trucks, kids' zone, live entertainment, with a scheduled performance by *Stone Soul* to close out the event.
- **Movies in the Park**, next movie will be *Elemental* on July 19<sup>th</sup> with the feature presentation starting at dusk. Free arts & crafts and bounce house starting at 6pm along with some light snacks available for purchase.
- **Senior Club** will be back at the Rush Park Auditorium on Thursday July 11<sup>th</sup> & 25<sup>th</sup> at 9:30am. Seniors will be able to enjoy light snacks, games, lectures, and social interaction. We have had MemorialCare and Orange County Fire Authority provide lectures on fall prevention and water safety for seniors and looking forward to providing more opportunities for more lectures to come for the senior community.

#### Ongoing

- **Farmers Market** at Rush Park every Thursday beginning at 4pm
- **American Red Cross** hosts a monthly blood drive the third Wednesday of each month, the next blood drive will be on July 17<sup>th</sup>. To schedule a donation, visit [www.redcrossblood.org](http://www.redcrossblood.org)
- **Youth Summer Camp** at Rossmoor Park in conjunction with Youth Center, RCSD is hosting the annual summer camp from June 10 - August 9. For more information on the camp, visit [TheYouthCenter.org](http://TheYouthCenter.org).

The Recreation Department continues to look ahead and begin to plan for future programming and community events. We look forward to providing opportunities for the community to get together and enjoy the parks and community of Rossmoor. The Recreation Department is excited for what is in store for Rossmoor as we continue forming new partnerships and continue building community involvement.

**ROSSMOOR PARK  
APRIL-JUNE**

<b>ROSSMOOR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>LOCATION TOTAL:</b>
<b>PLAYGROUND</b>	3572	3689	3801	11062
<b>WALK/RUN</b>	1283	1375	1492	4150
<b>COURTS</b>	1491	1552	1618	4661
<b>BASKETBALL</b>	620	783	797	2200
<b>VOLLEYBALL</b>	123	145	170	438
<b>FIELDS 1,2,3</b>	4011	4102	4392	12505
<b>PICNIC SITE A</b>	508	591	662	1761
<b>PICNIC SITE B</b>	313	326	367	1006
<b>PICNIC SITE C</b>	126	159	188	473
<b>COMMUNITY ROOM</b>	422	454	577	1453
<b>OTHER</b>	401	423	544	1368
<b><u>MONTHLY TOTAL:</u></b>	12870	13599	14608	<b>41077</b>
				<b><u>QUARTERLY TOTAL</u></b>

**RUSH PARK & MONTECITO CENTER  
APRIL-JUNE**

<b>RUSH PARK</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>LOCATION TOTAL:</b>
<b>PLAYGROUND</b>	3499	3611	3678	10788
<b>WALK/RUN</b>	1285	1381	1399	4065
<b>FIELDS 1,2,3</b>	3294	3603	3715	10612
<b>PICNIC SITE A</b>	1782	1851	1903	5536
<b>PICNIC SITE B</b>	1475	1566	1629	4670
<b>AUDITORIUM</b>	1421	1479	1525	4425
<b>EAST ROOM</b>	289	302	314	905
<b>WEST ROOM</b>	49	60	55	164
<b>*OTHER</b>	401	475	4996	5872
<b>MONTHLY TOTAL:</b>	13495	14328	19214	<b>47037</b>
<b>*JUNE OTHER: FAMILY FESTIVAL</b>				<b>QUARTERLY TOTAL</b>
<b>MONTECITO</b>	706	728	739	<b>2173</b>
				<b>QUARTERLY TOTAL</b>



## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-2**

**Date:** July 9, 2024

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** GENERAL ELECTION CONDENSED CALENDAR FOR NOVEMBER 5, 2024  
FOR CANDIDATES FOR ROSSMOOR COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided.

### **BACKGROUND**

The next General Election is scheduled for November 5, 2024. Various elected offices will be included in this election, including the Rossmoor Community Services District Board of Directors. This election is operated by the Orange County Registrar of Voters.

### **INFORMATION**

The RCSD Board of Directors has five seats. Three of those seats will be open for election on November 5, 2024, those of Directors Barke, DeMarco and Searles. To run for one of the open seats (four-year term), an individual will participate in the process outlined by the County of Orange.

- The *Nomination Papers/Declaration of Candidacy* commences on July 15, 2024; and
- The *Last Day to File Nomination Papers/Declaration of Candidacy* is August 9, 2024.
- Information for candidates is available at [ocvote.gov/candidates](http://ocvote.gov/candidates) or by calling the Registrar's Office at (714) 567-7600.

### **ATTACHMENTS**

1. General Election Condensed Calendar – November 5, 2024

**PRESIDENTIAL GENERAL ELECTION  
CONDENSED CALENDAR  
November 5, 2024**

**ATTACHMENT 1**

Nomination Papers/Declaration of Candidacy Commences	July 15, 2024 (E-113)
Last Day to File Nomination Papers/Declaration of Candidacy	August 9, 2024 (E-88)
Approximately on this date, Mailing of County Voter Information Guides commences	September 26, 2024 (E-40)
First Day Vote-by-Mail Ballots are Available	October 7, 2024 (E-29)
Voters Registered by this Date Will Be Mailed a County Voter Information Guide	October 7, 2024 (E-29)
Final Close of Registration	October 21, 2024 (E-15)
Conditional Voter Registration	October 22, 2024 through November 5, 2024 (E-14-0)
Vote Centers Open	October 26, 2024 (E-10)
Last Day to Request a Replacement Vote-by-Mail ballot to be Mailed	October 29, 2024 (E-7)
Additional Vote Centers Open	November 2, 2024 (E-3)
Date of Election	November 5, 2024 (E-0)
Registrar of Voters will certify on or before this date	December 3, 2024 (E+28)

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-3**

**Date:** July 9, 2024  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** MONTHLY TRAFFIC SAFETY UPDATE

#### **RECOMMENDATION**

Review and discuss information provided.

#### **BACKGROUND**

The General Manager provides a monthly update to the Rossmoor Community Services District (RCSD) Board of Directors to keep the Board and community informed of measures being taken to address traffic safety within Rossmoor.

#### **INFORMATION**

Listed below is an update regarding traffic issues and communication between Orange County Traffic Engineers, Rossmoor residents and Orange County Supervisor Andrew Do's office.

- On Thursday June 27, 2024 the RCSD General Manager and staff member Chris Argueta met Orange County Traffic Engineer Wei Zhu and Anthony Vu and resident Ralph Vartabedian to discuss a request to red curb the Hedwig Road from Wallingsford Rd. to Donnis Rd. The issue was brought forth to OC Traffic citing park usage that has created excessive parking along the north side of Hedwig Rd. in front of residents' homes. The claim is residents have difficulty backing out of driveways and the line of site makes it a safety issue. Discussion included comments from 2 residents that thought the addition of Pickleball has created parking problems and comments from 3 residents that considered Pickleball a non-issue regarding parking, since many players either walk, ride bikes or carpool to the park. The result was Traffic Engineering thought that red curbing would create more parking issues for homeowners and requested that Mr. Vartabedian take a survey of the residents to determine if 100% of the homeowners were in favor of red curbing Hedwig Rd. Traffic Engineer Wei Zhu stated to Mr. Vartabedian that upon submittal of the survey the item would be considered. The

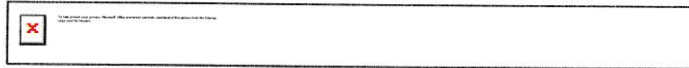
Rossmoor Community Services District General Manager pointed out that the process to request Orange County Traffic Engineers to adjust or make changes regarding speed limits, parking, red curbing, signage, and crosswalks is sporadic and inconsistent. OC Traffic was encouraged to work through the Rossmoor Community Services Traffic Committee and Board of Directors since they are the elected governing body and have the interest of the entire Community.

- Attached is a request to red curb the “NO PARKING ANYTIME” curb along Rossmoor Park from the Donnis Rd. going east to the crosswalk that was submitted by resident Mr. Karlton Okamoto and submitted to OC Traffic by General Manager Mendoza. Mr. Okamoto cites that cars ignore the signage and red curbs and suggests that enforcement be considered. A positive reply was received from Orange County Traffic.
- Attached is a letter from Rossmoor Community Services District General Counsel Tarquin Preziosi to First District Supervisor Andrew Do requesting that recently adopted AB43 be considered to lower speed limits from 35 mph to 25 mph throughout the Rossmoor Community specifically along Orangewood Ave-Montecito Road-St. Cloud Drive. A letter from Supervisor Do’s office was received on July 3, 2024 communicating that the request from RCSD is in alignment with their ongoing efforts to enhance public safety and improve the quality of life for Orange County residents.
- At the June 11, 2024, Board of Directors meeting resident Kevin Boylan addressed the Board and requested that he receive support for slowing down the traffic along Montecito and Orangewood as well as reducing the lanes from 4 lanes down to 2 lanes. Mr. Boylan expressed concern about the safety of kids and parents exiting cars and crossing the street to the school. General Manager Mendoza met with Mr. Boylan and discussed working with the LAUSD and setting up a meeting with Dr. Friedman. General Manager Mendoza will bring back updates to the board for further discussion.

## **ATTACHMENTS**

1. Website submission from Karlton Okamoto dated June 26, 2024
2. Jones-Mayer Letter to Andrew Do dated June 13, 2024
3. Anthony Vu email in response to resident parking concern dated July 2, 2024

**From:** Streamline <noreply@specialdistrict.org>  
**Sent:** Wednesday, June 26, 2024 10:55 AM  
**To:** Carolyn Whang  
**Subject:** New form submission assigned to you: Contact Us



## Contact Us

<b>YOUR CONTACT INFORMATION:</b>	
<b>Email:</b>	Krtokamo@aol.com
<b>Name:</b>	Karlton Okamoto
<b>Telephone:</b>	5623933207
<b>YOUR FEEDBACK:</b>	
<b>Category:</b>	Board Meeting
<b>Subject:</b>	Request
<b>Message Body::</b>	<p>Recently curbs around Rossmoor Park were painted red to indicate no parking zones, however, the most important curb was missed from being painted red due to the constant number of drivers not seeing the signs posted to not park between the no parking signs located to protect the pedestrian walk at Hedwig and Donnis. In fact, nearly every day and especially on weekends, illegally parked cars block visibility of people who want to cross the road and also the narrower bike lane pushed drivers to cross into the double yellow "island" just to clear the illegally parked cars. Could you please paint this curb red so people recognize the location as not a safe area to park?</p>

[Reply / Manage](#)

Powered by [Streamline](#).



June 13, 2024

VIA U.S. MAIL & EMAIL

Andrew Do  
Orange County Supervisor, First District  
400 W. Civic Center Drive  
Santa Ana, CA 92701  
Email: Andrew.Do@ocgov.com

Re: Lowering Speed Limits Within Rossmoor Pursuant to AB 43

Dear Mr. Do:

This office serves as General Counsel to the Rossmoor Community Services District (“RCSD”). The RCSD Board of Directors has directed my office to request that the County of Orange lower the speed limit on the Orangewood Ave-Montecito Road-St. Cloud Drive corridor from 35 mph to 25 mph. With the exception of the majority of this corridor, the residential streets within Rossmoor have a 25 mph speed limit.

As you may be aware, recently adopted Assembly Bill 43, “Traffic Safety”, has revised the California Vehicle Code to provide cities and counties a simple and straightforward method to lower speed limits on local roadways based on specified safety concerns. Prior to the adoption of AB 43, the method to determine a posted speed limit was to utilize the “85th percentile speed”, which is the speed at or below in which 85 percent of the traffic is travelling. The procedure includes identifying the 85th percentile speed of traffic and rounding up or down to the nearest 5 mph increments. This automobile based standard effectively makes reducing speed limits in residential areas both difficult and costly. However, AB 43 has modified this standard to allow local jurisdictions greater flexibility when setting speed limits on residential and other roadways based on safety criteria for the benefit of pedestrians, bicyclists and the mobility impaired. This includes roadways adjacent to areas that generate high concentrations of bicycles and pedestrians, roadways designated by the local jurisdictions as safety corridors and those that are contiguous to a business activity district, and others. See, e.g., Vehicle Code §§ 22358.7 & 22358.9. For Rossmoor, this would include those portions of Orangewood Ave-Montecito Road approaching Rossmoor Elementary School and Montecito Road-St. Cloud Drive adjacent to the Shops at Rossmoor.

The Orangewood Drive-Montecito Road-St. Cloud Drive corridor is best characterized as a 4-lane, 35 mph highway in the heart of a 25 mph residential district. A highway over which children must cross on their way to and from school, residents to the Shops at Rossmoor and which lacks an adequate number of crosswalks. In fact, some residents fronting the corridor have even





taken it upon themselves to post signs on their properties urging motorists to “slow down”. Now, with the adoption of AB 43, lowering the speed limit to 25 mph is an easily achievable goal that will benefit the health, safety and welfare of the Rossmoor community as a whole.

Sincerely,

Tarquin Preziosi  
General Counsel to  
Rossmoor Community Services District

CC: Donald P. Wagner, Chairman, Third District (*Email Only: Donald.Wagner@ocgov.com*)  
Doug Chaffee, Vice Chairman, Fourth District (*Email Only: Fourth.District@ocgov.com*)  
Vicente Sarmiento, Supervisor, Second District (*Email Only: Vicente.Sarmiento@ocgov.com*)  
Katrina Foley, Supervisor, Fifth District (*Email Only: Katrina.Foley@ocgov.com*)  
James Treadaway, OC Public Works, Director (*Email Only: james.treadaway@ocpw.ocgov.com*)  
The Rossmoor Community Services District Board of Directors (*Via Email Only*)

**Carolyn Whang**

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**From:** Joe Mendoza  
**Sent:** Wednesday, July 3, 2024 4:56 PM  
**To:** Carolyn Whang  
**Subject:** FW: OC24-046938 – Hedwig Road and Donnis Road Red Curb

Traffic Report

**Joe Mendoza**

General Manager  
Rossmoor Community Services District



3001 Blume Drive  
Rossmoor, CA 90720  
Ph: 562-430-3707 x103  
Email: [jmendoza@rossmoor-csd.org](mailto:jmendoza@rossmoor-csd.org)  
Website: <http://www.rossmoor-csd.org>

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**From:** Joe Mendoza <JMendoza@rossmoor-csd.org>  
**Sent:** Tuesday, July 02, 2024 9:53 PM  
**To:** Vu, Anthony <Anthony.Vu@ocpw.ocgov.com>  
**Cc:** Krltokamo@aol.com; Denis Bilodeau <denis.bilodeau@ocpw.ocgov.com>  
**Subject:** Re: OC24-046938 – Hedwig Road and Donnis Road Red Curb

Anthony and Karlton,

Thanks you both recognizing and finding a common sense solution to a Saftey issue on Hedwig Road.

Karlton you recognized the problem and Anthony solved it!!!

Appreciate you both,  
Joe Mendoza

Sent from my iPhone

On Jul 2, 2024, at 10:32 AM, Vu, Anthony <[Anthony.Vu@ocpw.ocgov.com](mailto:Anthony.Vu@ocpw.ocgov.com)> wrote:

Hi Karlton,

Joe Mendoza has reached out and informed us of your concerns with parking violations at Hedwig Road and Donnis Road. Field observations have reflected your concerns and we plan to install red curb between existing parking restriction signs to better inform drivers that they cannot park in that area. Please allow up to 6-8 weeks for Orange County O&M to complete this work.

Feel free to reach out with any questions or concerns.

Thank you,

**Anthony Vu**

Civil Engineer Associate

OC Public Works | Traffic & Development Support | Traffic Investigation

Office Phone: 714-667-1652

601 N. Ross St., Santa Ana 92701

[Anthony.Vu@ocpw.ocgov.com](mailto:Anthony.Vu@ocpw.ocgov.com)



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1**

**Date:** July 9, 2024  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Administrative Assistant Carolyn Whang  
**Subject:** MINUTES REGULAR RCSD BOARD MEETING OF JUNE 11, 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 June 11, 2024

**INFORMATION**

The Minutes reflect the actions of the RCSD at their meeting of June 11, 2024.

**ATTACHMENTS**

- 1. Minutes – Regular RCSD Board Meeting of June 11, 2024



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

**REGULAR MEETING**

RUSH PARK  
Auditorium  
3021 Blume Drive  
Rossmoor, California 90720

**Tuesday, June 11, 2024**

**A. ORGANIZATION**

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

2. ROLL CALL:

Present: Directors DeMarco, Searles and Shade  
President Maynard

Absent: Directors Barke

3. PLEDGE OF ALLEGIANCE: Girl Scout Troop #9188

4. PRESENTATIONS:

a. Orange County Mosquito and Vector Control District, Brian Brannon, Public Information Officer

Orange County Mosquito and Vector Control District Public Information Officer Brian Brannon reported the agency is a government entity offering free services; spoke about prevention and treatment from vector; addressed the agency's mission; mentioned their drone program, which is used to improve irrigation, enhance mosquito larva detection and allow for more precise treatment; discussed Integrated Vector Management and stated that residents with concerns are encouraged to contact Vector Control.

Discussion followed regarding the high water level in the channel off Shakespeare, the last time Vector Control sprayed the area, concerns regarding standing water, working in coordination with Flood Control, response times and services which are provided on a first come, first served basis.

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

OCFA Community Relations/Education Specialist Elizabeth Denney spoke about the importance of water safety and narrated a PowerPoint presentation addressing drownings, the importance of adult supervision, safety barriers and discussed the A, B, Cs of water safety.

On behalf of the RCSD Board of Directors, President Maynard recognized Lindsey Ludwig and Darren Grosch for their Water Safety Awareness event.

Darren Grosch spoke briefly about his daughter's drowning incident and his wife performing CPR while the ambulance was enroute, thereby, saving her life; addressed other events including a sidewalk CPR clinic and thanked RCSD for the opportunity to work with the community and the recognition.

President Maynard announced he was a Life Guard and Water Safety Instructor and thanked Darren Grosch and Lindsey Ludwig for their efforts.

**b. California Highway Patrol Officer Zeferino Valdovinos  
Presentation of District Traffic Report**

CHP Officer Valdovinos presented details of the RCSD Traffic report; addressed recent incidents; announced two upcoming DUI checkpoints in Rossmoor; spoke about eBike education, training and enforcement and talked about providing escorts for the parade.

Discussion followed regarding enforcing the County eBike ordinance in RCSD, the difference between eBikes and eMotorcycles, CHP student eBike education efforts, digitizing educational materials so the RCSD can include it on its website, the speed limit on Montecito, the need for people to slow down, additional Officers and senior volunteers.

**B. ADDITIONS TO AGENDA - None**

**C. PUBLIC FORUM**

Kevin Boylan spoke about traffic management; expressed concerns with the safety of children living adjacent to Rossmoor Elementary School as young people enter and exit vehicles while there is high speed traffic around them and talked about restriping the section on the west side of Rossmoor Elementary School.

Director DeMarco talked about Rossmoor not liking change; referenced studies by the County and thought there needs to be continued dialogue into making Montecito safer.

Mr. Boylan felt that if there is no change, something bad is going to happen and everyone will be responsible.



President Maynard commented that Rossmoor School needs its own solution, especially around Montecito.

Director DeMarco suggested that Mr. Boylan survey his neighbors, forming a group and advocate for a remedy; agreed the area is a different “package” of traffic than the rest of Montecito and needs a unique solution. He suggested that he speak with General Manager Mendoza to talk about the process and how to bring others in to be part of the solution.

In response to Mr. Boylan’s question regarding RCSD’s support, President Maynard noted that RCSD supports community involvement and reported that Mr. Boylan can bring the proposal to the Traffic Committee which will make its recommendations to the full Board to consider.

There were no other public comments.

**D. REPORTS TO THE BOARD - NONE**

**E. CONSENT CALENDAR**

1. MINUTES:

a. Regular RCSD Board Meeting of May 14, 2024

2. This Item was pulled from the Consent Calendar by Director Searles

Director Searles pulled Item No. E.2 from the Consent Calendar for separate consideration.

Motion by Director Searles, seconded by Director DeMarco, to approve Item No. E.1, as presented. Motion passed 4-0. Director Barke was absent.

**ITEMS EXCLUDED FROM THE CONSENT CALENDAR**

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

Director Searles thanked staff for including the correspondence from residents in the package and asked whether RCSD will no longer be allocating expenditures per park.

Michael Matsumoto, Accountant, explained that some expenses, such as janitorial supplies and buildings and grounds maintenance, will now be under Administration.

Director Searles stated his opposition for allocating these expenses to Administration and talked about wanting to know how much is spent at each park for the appropriate allocation of resources.

General Manager Mendoza offered to provide a breakout of expenses at each park; spoke about addressing park issues on an as-needed basis and mentioned that no one is showing favoritism between parks.

Director Searles claimed that the current allocations for April are wrong because the budget calls out allocations, park by park and they are currently going to general administrative expenses.

Discussion followed regarding the two picnic tables for Rush Park, capital accounts, expenses that are not specifically identified towards parks, expenditures for the butterfly signs and different allocations under Health and Wellness.

Director Searles opposed moving funds around; stated he wants to know how RCSD spent money in an area and whether it is taking money from other areas in order to budget for the following year. He reiterated that he opposes taking money from other areas when it explicitly belongs in community events.

General Manager Mendoza stressed that it was his decision.

President Maynard noted that RCSD does not have cost accounting; felt that much of the discussion involves minutia; talked about RCSD being a small agency; asserted the General Manager has the discretion to make \$5,000 decisions and pointed out that RCSD has professionals taking care of its accounting functions and will rely on their expertise. Additionally, he felt some of the questions feel accusatory and do not build anything and asked for a motion approving the item.

Director Searles mentioned an expenditure for Pacific Sound Control at Rush Park and asked General Manager Mendoza to elaborate after review.

Motion by Director Searles, seconded by Director DeMarco, to approve the APRIL 2024 REVENUE AND EXPENDITURE REPORTS and MAY 2024 WARRANTS, as presented and direct staff to return with an explanation of the expenditure for Pacific Sound Control at Rush Park. Motion passed 4-0. Director Barke was absent.

## **RECESS/RECONVENE**

President Maynard called for a recess at 8:57 p.m.

President Maynard reconvened the meeting at 9:06 p.m. with all Directors, present, except Director Barke.

## **F. PUBLIC HEARING**

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

President Maynard introduced the item; addressed prior considerations; opened the public hearing and called for a report from staff.

General Manager Mendoza presented highlights of the Fiscal Year 2024-2025 proposed, final budget for the Rossmoor Community Services District including a salary increases of 3% COL, a maximum 3% deferred compensation employee matching program, increases in medical insurance, capital improvements and miscellaneous. Additionally, he addressed election year fees imposed by the County and increases in community events.

President Maynard suggested changing “budget highlights” to “monetary highlights”.

General Manager Mendoza noted he and Accountant Matsumoto offered to respond to questions from the Board.

Director Shade spoke about the notification process; reported newspapers are having distribution problems and residents are not getting notices of RCSD public meetings.

Legal Counsel Preziosi confirmed he was informed that all public notices for this matter were appropriately distributed.

President Maynard reported he signed a check to pay for the ad.

Legal Counsel Preziosi added the legal requirements is that notice be published in a newspaper of general circulation and there is no requirement that every address receive it.

Discussion followed regarding Shakespeare in the Park and in kind help provided by RCSD.

Director Searles referenced Item 10-5010-5007; noted amounts spent in previous years; reported the contract for this year is \$18,406 and wondered why there is a budget amount of \$23,790.

General Manager Mendoza reported the rationale is that what is ahead is unknown and stated there could be additional public meetings and costs and if there is sufficient money in the budget, staff could pay those expenses without returning to the Board for a budget adjustment.

Director Searles spoke in favor of adjusting the budget amount down for opportunities to fund other things; spoke about being currently underbudget and felt the same concept applies to the budget for legal services.

President Maynard spoke in support of having a buffer in the budget and questioned the accuracy of the 12 month estimates to close.

Accountant Matsumoto reported the estimate to close is generally the amended budget; spoke about multiple reviews of the budget by committees and the Board; noted they had only six months of actuals when it was first prepared; mentioned what was presented are the same

estimates provided in prior reviews and have not been updated and stated he expects the legal expenses will be below budget this year.

President Maynard stated he prefers being under budget than running out of money by mid-year.

Director Searles proposed adjusting the budget for legal expenses to \$45,000 and felt RCSD does not need to set the budget at twice the actuals. He explained that at the next meeting he does not intend to make additional changes to the budget.

Director DeMarco spoke in support of keeping the Item 10-5010-5007 budget as is; noted adjustments can be made during the mid-year budget process; asked about reducing the budget for legal services and voiced support for reducing legal expenses to \$45,000.

Motion by Director Searles, seconded by Director Shade, to change the budget amount for Item 10-5010-5007 to \$21,790.

Director Searles withdrew his motion.

President Maynard invited public comments.

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

Motion by Director Searles, seconded by Director DeMarco, to approve the Fiscal Year 2024-2025 final budget, as amended, to change the legal services budget item to \$45,000. Motion passed 4-0. Director Barke was absent.

## **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

Motion by Director Searles, seconded by Director DeMarco, to waive further reading and adopt 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. Motion passed 4-0 with the following roll call vote:

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

## 2. REPORT OF THE PARKS AND FACILITIES COMMITTEE

General Manager Mendoza introduced the item.

President Maynard noted the attendance of a representative from North Orange County Continuing Education (NOCE) and invited her to the podium for a presentation.

The Board considered additional items under the Parks and Facilities Committee Report.

General Manager Mendoza addressed the use of chemicals and weed control, the structure regarding the use of tennis and pickleball instructors and setting rental court rates for instruction higher than for individual use; discussed the MOU with the Los Alamitos Girls Softball League and the need to revisit those types of agreements.

President Maynard agreed with the need to revisit the MOU and stressed the need for the Los Alamitos Girls Softball League to be better tenants.

General Manager Mendoza discussed a request by a resident who wants RCSD to paint a red curb on Hedwig near his house and spoke about challenges related to the request.

Director DeMarco felt the resident is circumventing RCSD by sneaking this matter through instead of providing transparency and asserted that one or five residents should not be able to do anything because if that were the case, the impacted residents living on Montecito should be able to dictate policy along that street. Additionally, he opined that the community should have a say and that RCSD should be involved.

General Manager Mendoza reported he is drafting a white paper on the issue and will share it with the Board for input prior to distribution.

Director Searles commented on the need for further discussions to ensure both sides understand the expectations.

President Maynard spoke about the importance of leadership.

General Manager Mendoza reported the committee agreed to a 5% increase in fees across the board, this year and noted the goal is to implement a 5% increase in fees every year.

Discussion followed regarding these involving usage fees, rental fees and cost recovery.

Director Searles noted the pickleball fees will not increase as they were set at market prices just this year.

General Manager Mendoza reported that committee moved to recommend a 5% increase, across the board, including Pickleball, at this time.

Legal Counsel Preziosi recommended that the Board evaluate the fees every year rather than automatically increasing rates 5% every year.

Discussion followed regarding exclusion of pickleball and tennis fees.

Motion by Director DeMarco, seconded by Director Searles to approve the increase of fees at 5% across the board, with the exclusion of racket sports. Motion passed 4-0. Member Barke was absent.

Motion by President Maynard, seconded by Director Shade, to postpone Item No. K to the July 2024 RCSD Board meeting. Motion passed 4-0. Director Barke was absent.

President Maynard skipped to Item No. G.4.

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

General Manager Mendoza presented a brief report.

Linda Langgle, NOCE, presented details of the program; noted classes are for personal enrichment and edification; reported the curriculum is designed for adults over 50; addressed priority registration to Rossmoor residents; spoke about a survey of residents and interest in physical movement and self-care classes, brain health, food preparation and nutrition and discussed faculty requirements and vetting.

Discussion followed regarding food demonstrations or hands-on activities involved in cooking classes.

Members of the Board commented favorably on the agreement.

Motion by Director DeMarco, seconded by Director Shade, to approve the MEMORANDUM OF UNDERSTANDING WITH NORTH ORANGE COUNTY CONTINUING EDUCATION (NOCE). Motion passed 4-0. Director Barke was absent.

President Maynard returned to Item No. G.2.

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 AB 43

President Maynard provided a brief background of the item; reported he asked staff to draft a letter and presented it to the Board for consideration.



Legal Counsel Preziosi read the 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 into the record.

Discussion followed regarding how the item will be presented to the Board of Supervisors.

Legal Counsel Preziosi reported staff will return with a resolution regarding the matter, to the Board.

Motion by Director Searles, seconded by Director DeMarco, to direct Legal Counsel to review, modify and submit the letter to the Orange County Board of Supervisors and direct staff to place a resolution for the Board's approval on the matter on the next agenda. Motion passed 4-0. Director Barke was absent.

Director DeMarco suggested issuing a petition in the future.

President Maynard announced the following items will be heard concurrently.

- 5. PROCLAMATION DESIGNATING JUNE AS MOSQUITO AWARENESS MONTH
- 6. PROCLAMATION DESIGNATING JULY AS PARKS AND RECREATION MONTH

On behalf of the Board, President Maynard addressed proclamations designating June as Mosquito Awareness Month and July as Parks and Recreation Month.

- 7. RESOLUTION NO. 24-06-11-02 REJECTION OF GOVERNMENT CLAIM

General Manager Mendoza presented details of the report and noted the resident's tree damaged the pipes causing a flood.

Motion by Director DeMarco, seconded by Director Shade, to deny the claim, waive full reading of, and adopt Resolution No. 24-06-11-02. Motion passed 4-0 with the following roll call vote:

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

#### **H. GENERAL MANAGER ITEMS**

General Manager Mendoza provided updates on the replacement of carpet and flooring in the Rush Park Auditorium; discussed reimbursement by Prop 68; addressed training through CJPIA; reported the Tree Committee is scheduled to meet in July and discussed completion of court resurfacing, aerating the turf and the canopy project.

**I. BOARD MEMBER ITEMS**

Director Searles spoke about having the County Supervisor push forward the issue of a zip code for Rossmoor; talked about there not being passing lanes adjacent to parks and schools; reminded residents that the Sheriff’s Department conducts vacation checks; asked for the addition of a QR code to posted agendas and commented on the recent Graduates Parade. He addressed the start of an Orange County General Plan discussion; talked about a push for transportation items and felt that RCSD should be aware of the plan.

Director DeMarco requested monthly updates from Vector Control and Flood Control on the Board’s agendas; talked about having the various eBike related codes and resources on the RCSD website and commented on pickleball paddle cubbies.

Director Shade thanked Girl Scouts for participating in the meeting; talked about the importance of water safety and spoke about the possibility of reviewing noticing publication requirements as newspapers are having problems with distribution and commented on the Graduates Parade.

President Maynard commented on the festival; encouraged the public to drive safely and commented favorably regarding senior programming.

**J. GENERAL COUNSEL ITEMS – None**

**K. CLOSED SESSION**

This Item was postponed to the July 2024 RCSD Board Meeting by the Board’s prior action.

1. APPOINTMENT, EMPLOYMENT, OR EVALUATION OF PERFORMANCE OF PUBLIC EMPLOYEE PER GOVERNMENT CODE SECTION 54957(b)(1)
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**

President Maynard adjourned the meeting at 11:25 p.m.

ATTEST:

BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

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Michael Maynard, President

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Joe Mendoza, Secretary  
Rossmoor Community Services District

**APPROVED:**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date:** July 9, 2024  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Accountant Michael Matsumoto  
**Subject:** MAY 2024 REVENUE AND EXPENDITURE REPORT

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for May 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 June 1, 2024, to June 30, 2024.

**ATTACHMENTS**

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

**Rossmoor Community Services District  
 Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual  
 For the month ended May 31, 2024**

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
<b>Revenues:</b>						
Property taxes	\$ 1,333,100	\$ 1,333,100	\$ 50,339	\$ 1,278,099	\$ (55,001)	95.87%
Street light assessments	404,300	404,300	17,561	446,203	41,903	110.36%
Interest on investments	30,000	30,000	-	41,867	11,867	139.56%
From other governmental agencies	136,000	136,000	-	-	(136,000)	0.00%
Permit and rental fees	214,300	187,300	26,872	197,379	10,079	105.38%
Misc./Sponsorships	35,000	35,000	3,725	42,887	7,887	122.53%
<b>Total Revenues</b>	<u>2,152,700</u>	<u>2,125,700</u>	<u>98,497</u>	<u>2,006,435</u>	<u>(119,265)</u>	<u>94.39%</u>
<b>Expenditures:</b>						
Administration	1,224,390	1,233,260	114,191	1,048,354	184,906	85.01%
Recreation	63,000	63,000	6,850	67,274	(4,274)	106.78%
Rossmoor park	209,250	220,645	10,675	100,827	119,818	45.70%
Montecito center	13,450	13,450	1,123	11,875	1,575	88.29%
Rush park	193,070	193,070	13,901	100,813	92,257	52.22%
Street lighting	113,100	113,100	10,101	108,593	4,507	96.02%
Street sweeping	83,100	83,100	6,538	71,919	11,181	86.55%
Parkway trees	189,010	189,010	2,179	178,658	10,352	94.52%
Mini-parks and medians	15,190	15,190	1,336	13,063	2,127	86.00%
<b>Total Expenditures</b>	<u>2,103,560</u>	<u>2,123,825</u>	<u>166,894</u>	<u>1,701,376</u>	<u>422,449</u>	<u>80.11%</u>
<b>Changes in fund balance</b>	49,140	1,875	<u>\$ (68,397)</u>	305,059	<u>\$ 303,184</u>	
<b>Fund balance:</b>						
Beginning of year	<u>1,709,443</u>	<u>1,709,443</u>		<u>1,709,443</u>		
End of period	<u>1,758,583</u>	<u>1,711,318</u>		<u>2,014,502</u>		
<b>Cash Balances at 5/31/24:</b>						
Checking				122,035		
LAIF				<u>1,923,476</u>		
<b>Total</b>				<u>2,045,511</u>		

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ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 24

Report ID: B110C

Fund	Account	Received			Revenue	
		Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
10 General Fund						
3000 Property Tax						
	3001 Current Secure Property Tax	34,778.50	1,187,643.33	1,242,000.00	54,356.67	96 %
	3002 Current Unsecured Prop Tax	0.00	32,166.03	36,900.00	4,733.97	87 %
	3003 Prior Secured property Tax	293.44	7,619.33	15,200.00	7,580.67	50 %
	3004 Prior Unsecured Property Tax	0.00	0.00	3,300.00	3,300.00	0 %
	3005 Delinquent Property Taxes	131.83	2,033.89	1,100.00	-933.89	185 %
	3006 Current Supplemental Assessment	4,103.82	25,561.94	19,600.00	-5,961.94	130 %
	3008 Public Utility Tax	9,299.46	18,867.86	10,900.00	-7,967.86	173 %
	3009 State Homeowners prop. Tax Relief	1,731.91	4,206.07	4,100.00	-106.07	103 %
	Account Group Total:	50,338.96	1,278,098.45	1,333,100.00	55,001.55	96 %
3100						
	3101 Street light assessments	17,560.52	446,202.98	404,300.00	-41,902.98	110 %
	Account Group Total:	17,560.52	446,202.98	404,300.00	-41,902.98	110 %
3200						
	3201 Interest on Investments	0.00	41,867.19	30,000.00	-11,867.19	140 %
	Account Group Total:	0.00	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	1,816.00	16,627.00	21,000.00	4,373.00	79 %
	3402 Tennis Instructor Private Lessons	1,287.00	17,258.00	16,000.00	-1,258.00	108 %
	3403 Basketball Court Reservations	0.00	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	3,176.00	10,700.00	12,500.00	1,800.00	86 %
	3406 Rush Park Ball field reservations	1,151.70	15,112.25	12,500.00	-2,612.25	121 %
	3407 Pickleball Reservation	2,044.00	13,696.00	12,000.00	-1,696.00	114 %
	3408 Pickleball Instructor Private Lessons	0.00	0.00	3,000.00	3,000.00	0 %
	3411 Signature Wall Banner Rental	0.00	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	637.50	5,010.00	2,500.00	-2,510.00	200 %
	3432 Rossmoor Park Picnic Site	382.50	2,896.00	2,500.00	-396.00	116 %
	3441 Montecito Building Rental	5,350.00	26,708.02	25,000.00	-1,708.02	107 %
	3451 Rush Building Rental	9,769.00	73,847.52	67,000.00	-6,847.52	110 %
	3452 Rush Park Picnic Site	1,198.59	8,018.79	7,000.00	-1,018.79	115 %
	3453 Rush Park Kitchen	59.48	1,381.48	1,000.00	-381.48	138 %
	Account Group Total:	26,871.77	197,378.66	187,300.00	-10,078.66	105 %
3500						
	3501 MISC REVENUE	225.00	15,887.37	10,000.00	-5,887.37	159 %
	3502 Sponsorships	3,500.00	27,000.00	25,000.00	-2,000.00	108 %
	Account Group Total:	3,725.00	42,887.37	35,000.00	-7,887.37	123 %

07/03/24  
13:50:18

ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 5 / 24

Report ID: B110C

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
	Fund Total:	98,496.25	2,006,434.65	2,125,700.00	119,265.35	94 %
	Grand Total:	98,496.25	2,006,434.65	2,125,700.00	119,265.35	94 %

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13:49:04

ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 24

Report ID: B100C

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	700.00	6,300.00	11,000.00	11,000.00	4,700.00	57%
4002	Salaries - Part-time	7,688.58	45,012.41	82,100.00	82,100.00	37,087.59	55%
4003	Overtime	1,435.15	12,311.96	10,500.00	12,000.00	-311.96	103%
4006	SALARIES - ADMINISTRATION	18,611.38	222,701.11	255,800.00	257,500.00	34,798.89	86%
4007	VEHICLE ALLOWANCE (MILEAGE)	203.96	1,585.37	2,100.00	2,100.00	514.63	75%
4008	SALARIES - PARK AND RECREATION	15,183.52	171,156.31	166,100.00	167,500.00	-3,656.31	102%
4009	SALARIES - Park /TREE MAINTENANCE	5,391.84	56,271.55	59,700.00	59,700.00	3,428.45	94%
4010	Workers Compensation Insurance	0.00	11,975.16	15,000.00	15,000.00	3,024.84	80%
4011	Medical Insurance	8,111.96	87,036.82	84,000.00	84,000.00	-3,036.82	104%
4015	Federal Payroll Tax -FICA	3,900.42	43,755.30	56,390.00	56,390.00	12,634.70	78%
5002	Insurance - Liability	0.00	38,722.00	41,000.00	41,000.00	2,278.00	94%
5004	Memberships and Dues	150.00	10,499.59	9,980.00	10,500.00	0.41	100%
5006	Travel & Meetings	105.00	964.29	2,630.00	2,630.00	1,665.71	37%
5007	Televised Meeting Costs	1,047.38	14,854.07	23,100.00	23,100.00	8,245.93	64%
5008	Gasoline	399.53	2,950.45	5,250.00	5,250.00	2,299.55	56%
5010	Publications & Legal Notices	285.00	9,730.53	7,880.00	7,880.00	-1,850.53	123%
5012	Printing	932.16	4,329.89	4,200.00	4,200.00	-129.89	103%
5014	Postage	9.80	1,038.71	2,100.00	2,100.00	1,061.29	49%
5016	Office & Meeting Supplies	569.59	7,165.39	15,750.00	15,750.00	8,584.61	45%
5018	Janitorial Supplies	4,842.93	19,137.91	20,790.00	20,790.00	1,652.09	92%
5020	Telephone	1,430.92	10,383.90	10,500.00	10,500.00	116.10	99%
5021	Computer/Email/Server Costs	722.63	9,346.12	5,250.00	9,000.00	-346.12	104%
5030	Vehicle Maintenance	0.00	897.73	10,500.00	10,500.00	9,602.27	9%
5032	Building & Grounds-Maintenance	28,451.29	95,596.97	85,050.00	85,050.00	-10,546.97	112%
5045	Miscellaneous Expenditures	1,196.03	20,242.62	21,000.00	21,000.00	757.38	96%
5046	Bank Service Charge	593.53	3,112.90	4,200.00	4,200.00	1,087.10	74%
5610	Legal Services	0.00	23,773.00	65,520.00	65,520.00	41,747.00	36%
5615	Financial Audit-Consulting	1,200.00	20,200.00	19,950.00	19,950.00	-250.00	101%
5620	Outsource Financial Consultant	6,000.00	60,000.00	72,450.00	72,450.00	12,450.00	83%
5670	Other Professional Services	4,824.16	33,045.68	42,000.00	42,000.00	8,954.32	79%
6010	Equipment	125.65	2,236.40	2,100.00	2,100.00	-136.40	106%
6025	Software	78.98	2,019.76	10,500.00	10,500.00	8,480.24	19%
	Account Total:	114,191.39	1,048,353.90	1,224,390.00	1,233,260.00	184,906.10	85%
5020 Recreation							
5017	Community Events	6,849.55	67,273.61	63,000.00	63,000.00	-4,273.61	107%
	Account Total:	6,849.55	67,273.61	63,000.00	63,000.00	-4,273.61	107%
5030 Rossmoor Park							
5022	Utilities	817.00	12,446.44	13,130.00	13,130.00	683.56	95%
5023	Water	3,477.33	42,367.24	63,000.00	63,000.00	20,632.76	67%
5025	SECURED PROP TAX	0.00	1,089.58	1,260.00	1,260.00	170.42	86%
5034	Alarm Systems/Security	246.00	492.00	1,050.00	1,050.00	558.00	47%
5045	Miscellaneous Expenditures	392.24	957.42	4,730.00	4,730.00	3,772.58	20%
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	5,742.44	34,867.78	34,500.00	34,500.00	-367.78	101%
6005	Buildings and Improvements	0.00	8,606.57	90,000.00	101,395.00	92,788.43	8%



07/03/24  
13:49:04

ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 24

Report ID: B100C

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund						
Account Total:	10,675.01	100,827.03	209,250.00	220,645.00	119,817.97	46%
5040 Montecito Center						
5022 Utilities	151.93	1,788.17	2,100.00	2,100.00	311.83	85%
5023 Water	95.24	3,039.86	4,730.00	4,730.00	1,690.14	64%
5025 SECURED PROP TAX	0.00	915.04	1,050.00	1,050.00	134.96	87%
5034 Alarm Systems/Security	126.00	504.00	680.00	680.00	176.00	74%
5045 Miscellaneous Expenditures	0.00	393.29	530.00	530.00	136.71	74%
5052 Minor Facility Repairs /Tools	0.00	1,760.75	530.00	530.00	-1,230.75	332%
5655 Landscape Maintenance / Janitorial	749.82	3,473.78	3,830.00	3,830.00	356.22	91%
Account Total:	1,122.99	11,874.89	13,450.00	13,450.00	1,575.11	88%
5050 Rush Park						
5022 Utilities	1,664.94	27,250.20	33,180.00	33,180.00	5,929.80	82%
5023 Water	2,777.43	29,309.48	52,500.00	52,500.00	23,190.52	56%
5025 SECURED PROP TAX	0.00	4,169.92	4,410.00	4,410.00	240.08	95%
5034 Alarm Systems/Security	850.00	1,354.00	840.00	840.00	-514.00	161%
5045 Miscellaneous Expenditures	373.71	548.06	530.00	530.00	-18.06	103%
5051 Equipment Rental	1,653.25	1,653.25	1,580.00	1,580.00	-73.25	105%
5052 Minor Facility Repairs /Tools	0.00	0.00	530.00	530.00	530.00	0%
5655 Landscape Maintenance / Janitorial	6,581.68	31,392.55	34,500.00	34,500.00	3,107.45	91%
6005 Buildings and Improvements	0.00	5,135.17	65,000.00	65,000.00	59,864.83	8%
Account Total:	13,901.01	100,812.63	193,070.00	193,070.00	92,257.37	52%
5060 Street Lighting						
5650 Street Lighting and Maintenance	10,100.97	108,592.57	113,100.00	113,100.00	4,507.43	96%
Account Total:	10,100.97	108,592.57	113,100.00	113,100.00	4,507.43	96%
5070 Street Sweeping						
5642 Street Sweeping	6,538.14	71,919.54	83,100.00	83,100.00	11,180.46	87%
Account Total:	6,538.14	71,919.54	83,100.00	83,100.00	11,180.46	87%
5080 Parkway Trees						
5017 Community Events	611.86	611.86	1,580.00	1,580.00	968.14	39%
5656 Tree Trimming	1,305.80	132,720.95	137,030.00	137,030.00	4,309.05	97%
5660 TREE REMOVAL	0.00	10,490.80	3,150.00	3,150.00	-7,340.80	333%
6015 Trees	261.60	34,834.90	47,250.00	47,250.00	12,415.10	74%
Account Total:	2,179.26	178,658.51	189,010.00	189,010.00	10,351.49	95%
5090 Mini-Parks and Medians						
5022 Utilities	0.00	182.14	530.00	530.00	347.86	34%
5023 Water	586.08	9,406.92	10,500.00	10,500.00	1,093.08	90%
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	749.81	3,473.78	3,830.00	3,830.00	356.22	91%
Account Total:	1,335.89	13,062.84	15,190.00	15,190.00	2,127.16	86%
Account Group Total:	166,894.21	1,701,375.52	2,103,560.00	2,123,825.00	422,449.48	80%

07/03/24  
13:49:04

ROSSMOOR COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 24

Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
	Fund Total:	166,894.21	1,701,375.52	2,103,560.00	2,123,825.00	422,449.48	80%
	Grand Total:	166,894.21	1,701,375.52	2,103,560.00	2,123,825.00	422,449.48	80%

**EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS**

**May 2024**

***Revenue Accounts (Accounts more than 110% and less than 70%)***

<b>Account Code</b>	<b>%</b>	<b>Item</b>	<b>Explanation</b>
3406	121	Rush Park Ball Field Reservations	Higher demand for facility than anticipated.
3407	114	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.
3421	61	Tree Revenue	Less of a demand for tree purchases and permits.
3431	200	Rossmoor Building Rental	Higher amount of rental due to election activity and enhanced marketing.
3432	116	Rossmoor Park Picnic Site	Higher amount of rental than anticipated.
3451	110	Rush Building Rental	Higher amount of rental than anticipated.
3452	115	Rush Park Picnic Site	Higher amount of rental than anticipated.
3453	138	Rush Park Kitchen	Higher amount of rentals for wall space.
3501	159	Misc Revenue	Higher than anticipated due to increase in Winter Festival ticket sales and sale of memorial benches.

***Expenditure Accounts (Accounts more than 110% and less than 70%)***

<b>Account Code</b>	<b>%</b>	<b>Item</b>	<b>Explanation</b>
5010-4000	57	Board of Directors Compensation	Under due to minimum number of meetings. Do not anticipate going over budget.
5010-4002	55	Salaries - Part-time	Low due to unanticipated vacancies.
5010-5006	37	Travel & Meetings	Do not anticipate going over budget. A few more expenses pending.
5010-5007	64	Televised Meeting Costs	Do not anticipate going over budget. A few more expenses pending.
5010-5008	56	Gasoline	As needed expenditure. Do not anticipate going over budget.
5010-5010	123	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	45	Office & Meeting Supplies	Will be ordering additional supplies throughout the year. Do not anticipate going over budget.
5010-5030	9	Vehicle Maintenance	As needed expenditure. Some expenses are pending payment.
5010-5032	112	Building & Grounds Maintenance	Unanticipated amount of expenditures.
5010-5610	36	Legal Services	Anticipate staying within budget. To date, no unanticipated activity has occurred.
5010-6025	19	Software	Some expenses pending. Do not foresee going over budget.
5030-5023	67	Rossmoor Park - Water	Low due to unexpected amount of rainfall caused less water utility usage.
5030-5034	47	Rossmoor Park - Alarm Systems/Sec.	Do not foresee going over budget.
5030-5045	20	Rossmoor Park - Miscellaneous Exp.	Expenses pending for pickleball and tennis courts.
5030-5051	0	Rossmoor Park - Equipment Rental	As needed expenditure. Do not anticipate going over budget.
5030-5052	0	Rossmoor Park - Minor Facility Repair	As needed expenditure. Do not anticipate going over budget.
5030-6005	8	Rossmoor Park - Buildings & Improve.	Payment pending for court resurfacing. Canopy project moved to FY 24-25
5040-5023	64	Montecito Center - Water	Low due to unexpected amount of rainfall caused less water utility usage.
5040-5052	332	Montecito Center - Minor Facility Repairs	Unanticipated expenses occurred. Do not foresee anymore spending.
5050-5023	56	Rush Park - Water	Low due to unexpected amount of rainfall caused less water utility usage.
5050-5034	161	Rush Park - Alarm Systems/Securities	Unanticipated emergency service call made.
5050-5052	0	Rush Park - Minor Facility Repairs	As needed expenditure. Do not anticipate going over budget.
5050-6005	8	Rush Park - Building & Improvements	Payments pending for roof and flooring.
5080-5017	39	Parkway Trees - Community Events	Do not anticipate going over budget.
5080-5660	333	Parkway Trees - 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 - Miscellaneous Exp	As needed expenditure. Do not anticipate going over budget.
5090-5051	0	Mini Parks -Equipment Rental	As needed expenditure. Do not anticipate going over budget.
5090-5052	0	Mini Parks - Minor Facility Repairs	As needed expenditure. Do not anticipate going over budget.

05/01/24  
14:39:38

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

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
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 LiveLo	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

05/01/24  
14:39:38

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

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
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

05/08/24  
16:28:14

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

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
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

05/15/24  
15:53:47

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

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
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

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

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

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 G-1**

**Date:** July 9, 2024

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROPOSED PROFESSIONAL SERVICES AGREEMENT FOR PICKLEBALL INSTRUCTION AT ROSSMOOR PARK

#### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve a two-year Professional Services Agreement (PSA) with Performance Pickleball, LLC (Contractor) effective July 11, 2024 as prepared by the District's General Counsel..

#### **BACKGROUND**

Rossmoor Community Services District (RCSD) entered into a trial two-month contract with Performance Pickleball LLC effective May 1, 2024, through June 30, 2024. During this period Performance Pickleball LLC was able to market its program and establish a client base in Rossmoor. At this time the RCSD is submitting for approval a Professional Services Agreement (PSA) with Performance Pickleball LLC for a two-year term with an effective date of July 11, 2024 through June 30, 2026. For individual lessons, Contractor shall remit payment to the District in readily available funds, sixteen dollars and fifty cents (\$16.50) per hour from the Effective Date through June 30, 2026. For group lessons, with times as approved by the District, Contractor shall remit payment to the District a rate of twenty dollars (\$20.00) per hour from the Effective Date though June 30, 2026.

#### **ATTACHMENTS**

1. Draft Professional Services Agreement with Performance Pickleball LLC.

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
PROFESSIONAL SERVICES AGREEMENT  
PERFORMANCE PICKLEBALL  
2024-2026**

This Agreement is made and entered into this 11<sup>th</sup> day of July, 2024 (“Effective Date”) by and between the Rossmoor Community Services District, a public agency (“District”) and Performance Pickleball LLC, a California limited liability company (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.”

**RECITALS**

A. District is a public agency authorized to own, operate, maintain and repair facilities for public recreation including, without limitation, providing tennis courts for use by individuals who reside within the jurisdiction of the District. District has the authority to establish rates or other charges for services and facilities provided by District. District is authorized to receive revenue and in order to cover the costs of said services and facilities including, for example, charging a pickleball professional such as Contractor for the right to use District tennis courts for providing pickleball lessons. District desires to enter into this Agreement in order for Contractor to be available to provide pickleball lessons (“Services”) to individuals who desire such Services at District’s tennis courts.

B. Contractor desires to perform and assume responsibility for the provision of the Services on the terms and conditions set forth in this Agreement. Contractor represents that he is experienced in providing such Services.

NOW, THEREFORE, the Parties hereby agree as follows:

1. General Scope of Services Contractor agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the Services. All Services shall be subject to, and performed in accordance with, this Agreement. Contractor shall be responsible for offering, scheduling, and conducting all pickleball lessons pursuant to the provisions of this Agreement including, without limitation, the requirements for the location and Schedule of Services as set forth herein. Contractor will also make a good faith effort to provide Services on a priority basis to residents of Rossmoor in connection with the offering and scheduling pickleball lessons.

2. Term.

(a) The term of this Agreement shall be for two (2) years from the Effective Date of this Agreement, unless earlier terminated or extended as provided herein.

(b) The two-month term of the May 1, 2024 Professional Services Agreement shall be extended to the Effective Date of this Agreement, and it is the intent of the Parties that this extension shall have retroactive effect to June 30, 2024.

3. Prohibition Against Subcontracting/Employees; Independent Contractor. The Services shall be performed personally by Contractor and shall not be performed by any subcontractors, employees, volunteers or agents. Contractor will determine the means, methods

and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement.

4. Location and Schedule of Services. Contractor shall perform the Services expeditiously, in accordance with the terms of this Agreement, and in accordance with the following Schedule of Services:

(a) Contractor will reserve an available court on a regular weekly basis as agreed upon by both Parties and Contractor will be available during those hours and days of week to perform Services.

(b) Changes to schedule may only be requested by Contractor under extraordinary circumstances by giving District 24-hour notice. Requested changes are subject to approval by the District in its reasonable discretion. Disapproved requests will result in payment by Contractor, in accordance with this Agreement, as if he had utilized the court for the subject period of time.

(c) Contractor will be responsible for payment to the District for any hours reserved, regardless of whether or not lessons were actually performed. Should Contractor be observed providing instruction other than at a reserved time and/or court without notifying District, Contractor shall be charged, and shall pay to the District, a double fee for the time used but not reserved.

(d) The Services shall be performed at the courts at Rossmoor Park. District shall reserve a court as agreed to by both Parties for the performance of Services by Contractor for the times set forth in the Schedule of Services, as requested by Contractor. District's only obligation in connection with the provision of Services by Contractor shall be to reserve a court at Rossmoor Park in accordance with the Schedule of Services.

(e) Contractor shall notify participants to be considerate of neighboring residences by parking in designated spaces in the park and/or on the park side of the streets that surround the park. Parking on the non-park side of the street in front of the homes surrounding the park should be considered as a last resort if none of the above referenced spaces are available.

5. Conformance to Applicable Requirements and Coordination of Services. All Services provided by Contractor shall be subject to the approval of District. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff at all reasonable times.

6. Standard of Care. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor shall keep himself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Services. Contractor shall be liable for all violations of such laws and regulations in connection with Services. Contractor shall execute and maintain his work so as to avoid injury or damage to any person or property. In carrying out the Services, Contractor shall exercise all necessary precautions for the safety of individuals appropriate to the nature of the work and the conditions under which the work is to

be performed.

7. Insurance.

7.1 Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by District:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, One Million Dollars (\$1,000,000.00) general aggregate.
- (b) Business automobile liability for 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.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the District, its officers, agents, employees, and volunteers arising from work performed by Consultant for the District and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

7.2 Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The Rossmoor Community Services District and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the District; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to District."
- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the Rossmoor Community Services District, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the Rossmoor Community Services District shall be excess and not contributing with the insurance provided by this policy."

- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the Rossmoor Community Services District, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

7.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by District. No policy of insurance issued as to which the District is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

7.4. Certificates of Insurance. Consultant shall provide to District certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by District, prior to performing any services under this Agreement.

7.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

8. Compensation. Contractor shall receive compensation for Services rendered under this Agreement as follows:

(a) Contractor shall provide the Services at rates as stated on a rate schedule provided by the Contractor which shall be charged to each individual who receives a pickleball lesson, regardless of whether said lesson is provided to one or more individuals at the same time. The minimum amount of time for which Contractor shall charge for Services shall be in one hour intervals. Contractor shall be solely responsible for imposing and collecting all fees charged for the Services in accordance with this Agreement. The fees received shall be Contractor's sole compensation pursuant to this Agreement. Contractor will receive no compensation from the District.

(b) The District will record and reconcile each court reservation within the RecDesk reservation system and impose and collect fees for each lesson monthly. Payment is due no later than the 10th of the next month.

(c) At the time of submission of each written statement as required herein, Contractor shall remit payment to the District in readily available funds, sixteen dollars and fifty cents (\$16.50) per hour from the Effective Date through June 30, 2026 for each individual who receives a pickleball lesson and/or each court hour. For group lessons, with times as approved by the District, Contractor shall remit payment to the District a rate of twenty dollars (\$20.00) per hour from the Effective Date through June 30, 2026.

(d) The fees imposed, collected and remitted, as set forth herein, shall be the gross fees and there shall be no deduction or other reduction from the amounts which are subject to the calculations and payments set forth herein.



(e) At all times during the term of this Agreement, and for a period of two (2) years following the expiration or termination of this Agreement, Contractor shall maintain the statements described herein and any other documentation developed and retained in connection with Contractor's responsibilities under this Agreement. Said statements and documents shall be subject to audit and review by District at all times during the term of this Agreement and for two (2) years following expiration or termination of this Agreement.

(f) Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

(g) At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work requested by District which is not provided for under this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from the duly authorized representative of the District.

(h) [intentionally omitted]

9. General Provisions.

(a) Termination of Agreement. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Contractor may not terminate this Agreement except for cause.

(b) DOJ Background Check. Because Contractor will or may provide services to persons under 18 years of age, Contractor must participate in a Department of Justice ("DOJ") Background Check via Live Scan. In compliance with California law, until District receives clearance from the DOJ, Contractor will not be allowed to perform any such services under this Agreement. Contractor is required to contact District to make arrangements with the Orange County Sheriff's Department or such other agency as authorized by District for fingerprinting. Contractor shall be solely responsible for any and all costs associated with these requirements.

(c) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose. The individuals specified herein shall be deemed the duly authorized representative of the applicable Party:

**Contractor:** Performance Pickleball LLC  
16458 Bolsa Chica Street, No. 136  
Huntington Beach, CA 92649  
Attn: Diana Abruscato

**District:** Rossmoor Community Services District  
3001 Blume Dr.  
Rossmoor, CA 90720  
Attn: General Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

(d) Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

(e) Indemnification. Contractor shall defend, with counsel of District's choosing, indemnify, and hold District, including its' officers, officials, employees and volunteers, free and harmless from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's, including any employee, sub-contractor, agent and/or volunteer, performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of District's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the District. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, subcontractors, agents and/or volunteers, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, subcontractors, agents and/or volunteers, whenever any claim, action, complaint or suit asserts liability against the District, its elected officials, officers, agents and employees based upon negligence, recklessness, or willful misconduct in the work performed by the Consultant, its employees, subcontractors and/or volunteers under this Agreement, whether or not the Consultant, its employees, subcontractors, agents and/or volunteers are specifically named or otherwise asserted to be liable. Should District in its sole discretion find Contractor's legal counsel unacceptable, then Contractor shall reimburse the District its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the District (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

(f) Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

(g) Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

(h) Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

SIGNATURE PAGE FOLLOWS

DRAFT

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**PERFORMANCE PICKLEBALL LLC**

By: \_\_\_\_\_  
Joe Mendoza  
General Manager

By: \_\_\_\_\_  
Diana Abruscato, Owner

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**APPROVED AS TO FORM FOR DISTRICT**

By: \_\_\_\_\_  
Tarquin Preziosi  
General Counsel

Date: \_\_\_\_\_

**DRAFT**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-2**

**Date:** July 9, 2024

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROPOSED CHILI COOK-OFF EVENT WITH BEER AND WINE GARDEN and APPROVAL OF RESOLUTION NO. 24-07-09-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE DISPENSING OF ALCOHOL (BEER & WINE) AT A CHILI COOK-OFF EVENT TO BE HELD ON OCTOBER 24, 2024 FROM 5:30 P.M. TO 8:00 P.M. DURING THE ANNUAL HARVEST FESTIVAL AT RUSH PARK.

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve the concept of a chili cook-off with a beer and wine garden as part of the October Harvest Festival. This event will be a collaborative fundraiser with the Youth Center. If the concept is approved it is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve by roll call vote, Resolution No. 24-07-09-01, by reading the title only and waiving further reading as follows:

RESOLUTION NO. 24-07-09-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISPENSING OF ALCOHOL (BEER & WINE) AT THE 2024 ROSSMOOR HARVEST FESTIVAL

**INFORMATION**

The Harvest Festival Chili Cook-Off will be a collaborative fundraising event to support scholarships for youth in our community and offset annual costs to the Rossmoor Community Services District. The chili entrance fee will be \$25 and chili tastings will be \$5. The competition will begin at 5:30 P.M. and winners will be announced at 7:00 P.M. \$1,000 worth of donated prizes will be awarded to the winners in each of the two categories: Youth and Adult.

Approval of Resolution No. 24-07-09-01 will allow RCSD staff to move forward with the addition of a Beer Garden to the Harvest Festival Event. Alcohol (beer & wine) will be contracted directly through the Youth Center who will ensure that all licensing and insurance requirements per Rossmoor Community Services District Procedures and Policy No. 6011 are satisfied.

**ATTACHMENTS**

1. Draft Resolution No. 24-07-09-01
2. Policy No. 6011

**RESOLUTION 24-07-09-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE DISPENSING OF ALCOHOL (BEER & WINE) AT A CHILI COOK-OFF EVENT TO BE HELD ON OCTOBER 24, 2024 FROM 5:30 P.M. TO 8:00 P.M. DURING THE ANNUAL HARVEST FESTIVAL AT RUSH PARK**

**WHEREAS**, the Rossmoor Community Services District did at their meeting on February 10, 2015 approve Ordinance No. 2015-01 codifying Policy No. 6011 which permits the possession and consumption of alcohol (beer and wine) at community events with approval of the Board by resolution.

**WHEREAS**, the possession and consumption of alcohol in a community facility requires approval by the Board of Directors by resolution for each community event.

**WHEREAS**, in accordance with Policy No. 6011, the Youth Center has requested approval for the possession and consumption of beer and wine during a chili cook-off event to be held during the 2024 Harvest Festival at Rush Park.

**WHEREAS**, the Board of Directors desires to approve this request subject the applicable provisions of Policy No. 6011 and to the conditions stated herein.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Rossmoor Community Services District, that the possession, consumption and dispensing of beer and wine during a chili cook-off event at the 2024 Harvest Festival held in the Rush Park Auditorium is hereby authorized, provided, however, that the Youth Center first obtain any all required licenses from the Alcohol Beverage Control Board and present the same to the General manager at least 30 days prior to October 24, 2024, and thereafter comply with all applicable laws, rules, regulations, policies and ordinances regarding alcoholic beverages and the use of District Property, and maintain in full force and effect general liability insurance naming the District as additional insured in an amount of not less than \$1,000,000.00

**PASSED AND ADOPTED** this 9<sup>th</sup> day of July 2024.

BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Michael Maynard, President

ATTEST:

\_\_\_\_\_  
Joe Mendoza, Secretary  
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

**RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY**

**6011.00 Purpose:** The purpose of this policy is to provide for the orderly administration and control of District property within the District and establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

**6011.10 Definitions:** For the purpose of this policy the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates to the contrary:

**6011.11 Alcoholic Beverage:** Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

**6011.12 Board:** The Board of Directors of the Rossmoor Community Services District.

**6011.13 District:** The Rossmoor Community Services District

**6011.14 District Property:** Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.

**6011.15 Facility:** May include any or all of the following: Rush Park Auditorium, East Room, West Room, Administration Building, kitchens, Rossmoor Park Community Center, Montecito Center, picnic site, court or field.

**6011.16 General Manager:** The General Manager of the District.

**6011.17 Group** "Group" means all Persons subject to the same permit.

**6011.18 Person:** Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

**6011.19 User Permit:** District approved written permission for event, activity or function to take place on District property issued by the General Manager of the District pursuant to Policy No. 6010.

**6011.20 Mobile Food Vending Cart:** A mobile motorized or non-motorized cart, hand truck, stand or similar device that is used for preparation, vending and/or dispensing of food and/or beverages, other than a motor vehicle as defined in Vehicle Code § 415.

**6011.20 Management of District Property:** The General Manager shall administer this policy or other related policies in such a manner as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, and/or shall be enforced by any peace officer, who has authority within the District pursuant to Penal Code section 830.1. For other than casual use of a court or field by less than 10 persons, a User Permit is required for the use of District facilities. Casual use shall be limited to a non-recurring, non-commercial or unscheduled activity.



**6011.30 Compliance:** The privilege of any Person to use District property is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use

**6011.40 Hours of Operation:** All parks shall be open to the public during the hours of 7:00 a.m. to 10:00 p.m. No person or group shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its employees and contractors, or law enforcement officers or for District sponsored events except as otherwise limited by Policy No. 6010—General Manager Authority and Ordinance No. 2014-03. District buildings shall be open to the public with a proper permit during the same hours of operation.

**6011.50 Commercial/Non-Profit Use of District Property; User Permit Required:** A User Permit is required for the commercial or non-profit use of District property. Commercial use is governed by Policy No. 6022 Commercial Use of District Property and non-profit use is governed by Policy No. 6021 Non-Profit Use of District Property. These classifications differentiate routine uses by residents and non-residents.

**6011.60 Parks & Facilities Committee:** The Parks & Facilities Committee is comprised of two Board members and the General Manager. The President appoints the members of the Committee.

**6011.70 Prohibited Activities:** Following are activities specifically prohibited on District property.

**6011.71 Unauthorized Motor Vehicles:** No Person shall operate an unauthorized motor vehicle, four-wheel drive vehicle, motorcycle, motorbike, motor dirt bike, all-terrain vehicle, off highway vehicle or any other motorized vehicle within District property except as authorized by the General Manager.

**6011.72 Skateboards:** No Person shall ride a skateboard propelled by human power to roll or coast within District property.

**6011.73 Alcoholic Beverages:** No Person shall, within the limits of District property, possess or consume any alcoholic beverage. This prohibition shall not apply to beer and or wine during specific times and locations in connection with a District approved or sponsored event where consumption and or possession of beer and or wine is specifically approved in advance by resolution of the Board and where such consumption and or possession is otherwise lawful.

**6011.74 Firearms, Weapons, Fireworks, Replica Firearms:** No Person shall have any fireworks, firearms, replica firearms, air gun, paint ball gun, BB gun, slingshot or bow or hunting arrow or any weapon in his/her possession on District property, nor shall any person discharge any firearm, fireworks or weapon or display any replica firearm on District property.

**6011.75 Controlling Domestic Animals:**

*Leash Required.* No Person shall allow a dog or other domestic animal in any park unless the animal is restrained at all times by a substantial leash not to exceed six (6) feet in length and in the control of a person competent to restrain the animal, or unless the animal is restrained and enclosed in a cage, crate or similar enclosure.

*Animal Wastes.* All Persons shall remove and properly dispose of animal excreta from any park.

*Dog Shows.* Nothing in this section shall prevent the District from holding supervised public events on District property in which domestic animals participate, nor shall it prohibit the General Manager from issuing permits for group activities wherein dogs will be under the responsible care of a person while not restrained by a leash or enclosed in a cage or similar enclosure while participating in a permitted canine event.

Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.

**6011.76 Golfing:** No Person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

**6011.77 Unsafe Activity:** No Person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

**6011.78 Disorderly Conduct and Noise:** No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property.

**6011.79 Electrical Outlets:** No person shall use any outdoor electrical outlets in District parks. This prohibition shall not apply to District employees or contractors acting within the scope of employment, or persons authorized to do so under a User Permit.

**6011.80 Violation of laws, rules, or ordinance:** No person shall use any District park in violation of any District policy, rule, regulation, or ordinance; nor shall any person use any District park in violation of any state or federal law.

**6011.90 Rental Fees and Charges:** See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

**6011.100 Amplified Sound System, Music and Live Music-Permit Required:** No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

**6011.110 Fire Regulation:**

**6011.111 Smoking:** Smoking of any substance by any means, including cigarettes, cigars, pipes, vaping, electronic cigarettes as defined in Health & Safety Code § 11405, or other similar electronic smoking devices, is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

**6011.112 Barbecues:** Use of barbecues at parks and mini parks is permitted in designated cemented areas clear of trees and buildings with prior General Manager authorization. Smokers are prohibited. Hot coals may not be disposed of in any parks.

**6011.113 Building Capacity:** The occupancy of any District building shall not exceed the posted capacity of persons as determined by the Orange County Fire Marshall.

**6011.120 Inflatable Devices:** Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" "jumpers" or "laser tag", are not permitted on District property unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

**6011.130 Mobile Food Vending Carts:** Mobile Food Vending Carts that serve, dispense or contain heated foods are not permitted on District property in connection with a Group and/or a User Permit unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured.

Adopted: Resolution 94-4, April 13, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: June 10, 2003  
Amended: August 12, 2008  
Amended: September 8, 2009  
Amended: October 13, 2009  
Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended: February 10, 2015  
Readopted by Ordinance: February 10, 2015



# CHILI COOK OFF

October 24



**\$25 to Enter**  
**\$5 to Taste**



  
**\$1,000 in Prizes!**

**Rush Park Farmer's Market**  
**3021 Blume Drive, Rossmoor**

**Competition Begins at 5:30pm**  
**Winners Announced at 7:00pm**  
All proceeds benefit The Youth Center

QR CODE TO REGISTER

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM G-3**

**Date:** July 9, 2024

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** FIRST AND FINAL READING OF AN AMENDMENT TO POLICY NO. 2160  
DEFERRED COMPENSATION

#### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board Of Directors review the draft amended Policy No. 2160 and take action as appropriate for the policy to cover a 3% employer matching program.

#### **INFORMATION**

The Budget Committee of the Rossmoor Community Services District (Directors Maynard and DeMarco) have recommended to the Board of Directors the addition of a 3% employer match on gross salary to the existing Deferred Compensation plan. As part of the FY 2024-2025 budget planning process, the Board approved offering the 3% employer matching plan to full-time employees. The matching portion of the deferred compensation program would consist of up to a 3% employer match on gross salary, currently a maximum of \$10,300 annually if each eligible employee were to participate. The program is in lieu of providing a traditional retirement plan and would assist full-time employees in preparing for retirement. To safeguard the District, the proposed policy change includes a clause that would suspend the program at the District's discretion subsequent to annual review. Suspending the match would not interrupt employee participation in the plan. The General Manager, part-time employees, elected officials and independent contractors are not eligible for the 3% deferred matching program.

#### **ATTACHMENTS**

1. Policy No. 2160 marked to show proposed changes.



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-3**

**Date:** July 9, 2024  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** FIRST READING OF AN AMENDMENT TO POLICY NO. 2160 DEFERRED COMPENSATION

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board Of Directors review the draft amended Policy No. 2160 and take action as appropriate for the policy to cover a 3% employer matching program.

**INFORMATION**

The Budget Committee of the Rossmoor Community Services District (Directors Maynard and DeMarco) have recommended to the Board of Directors the addition of a 3% employer match on gross salary to the existing Deferred Compensation plan. As part of the FY 2024-2025 budget planning process, the Board approved offering the 3% employer matching plan to full-time employees. The matching portion of the deferred compensation program would consist of up to a 3% employer match on gross salary, currently a maximum of \$10,300 annually if each eligible employee were to participate. The program is in lieu of providing a traditional retirement plan and would assist full-time employees in preparing for retirement. To safeguard the District, the proposed policy change includes a clause that would suspend the program at the District's discretion subsequent to annual review. Suspending the match would not interrupt employee participation in the plan. The General Manager, part-time employees, elected officials and independent contractors are not eligible for the 3% deferred matching program.

**ATTACHMENTS**

1. Policy No. 2160 marked to show proposed changes.

Rossmoor Community Services District

Policy

No. 2160

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**DEFERRED COMPENSATION**

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- 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 U.S. 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 deferred 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 following successful completion of the 90-day probationary period. All enrolled employees are subject to maximum annual contribution limits as defined annually by the Internal Revenue Service (IRS). 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 may conduct an annual audit of the plan and maintains the authority to suspend the matching portion of the plan at their discretion. If the matching portion of the plan is suspended, employees may continue to contribute to the plan. The General Manager, part-time employees, elected officials and independent contractors are not eligible for the Deferred Matching Program.*

**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 **the employer match**, 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 1<sup>st</sup> reading: November 9, 2004

Proposed Amendment 2<sup>nd</sup> reading and final adoption: January 11, 2005

Proposed Amendment 1<sup>st</sup> reading: July 9, 2024

DRAFT



## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM G-4**

**Date:** July 9, 2024

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** REVIEW AND DISCUSS RECOMMENDATIONS FROM THE PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE

#### **RECOMMENDATION**

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

#### **INFORMATION**

The Personnel and Contract Administration Committee of the Rossmoor Community Services District (Directors Maynard and DeMarco) met on June 20, 2024 (see Attachment 1 – meeting agenda). The executive board of the LAGSL Board of Directors was on hand for the discussion. Summarily it was determined that the MOU would be reopened and that the General Manager would work with General Counsel and begin drafting a new MOU to have in place for the 2025 Spring season. Highlights of the new MOU would include the following:

A Personnel and Contract Administration Committee meeting will be scheduled in September to review the first draft with the LAGSL executive board. The goal is to have a final document to present to the RCSD Board of Directors at the December 10, 2024 meeting.

Also discussed at the June 20, 2024 Personnel and Contract Administration Committee meeting were the upcoming renewal of contracts for Happy Hour Fit Club, Government Financial Services and Michael Eugene Raneses all of which are being recommended for renewal and are scheduled to be presented to the RCSD Board of Directors in August 2024.

#### **ATTACHMENTS**

1. June 20, 2024 Personnel and Contract Administration Committee Agenda



Scan for Full Agenda

**AGENDA**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE MEETING**

**RUSH PARK  
AUDITORIUM  
3021 Blume Drive  
Rossmoor, California 90720**

**Thursday, June 20, 2024  
7:00 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors DeMarco, Maynard
3. PLEDGE OF ALLEGIANCE

**B. PUBLIC FORUM**

*Any person may address the members of the Personnel and Contract Administration Committee at this time upon any subject within the jurisdiction of the Personnel and Contract Administration Committee of the Rossmoor Community Services District.*

**C. REGULAR CALENDAR**

1. DISCUSSION REGARDING MEMORANDUM OF UNDERSTANDING (MOU) WITH LOS ALAMITOS GIRLS SOFTBALL LEAGUE
2. DISCUSSION REGARDING CONTRACT RENEWAL FOR HAPPY HOUR FIT CLUB
3. DISCUSSION REGARDING PROFESSIONAL CONSULTING SERVICES AGREEMENT BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT AND GOVERNMENT FINANCIAL SERVICES FOR CONSULTING SERVICES RELATED TO THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT'S FINANCIAL ACTIVITIES
4. DISCUSSION REGARDING CONTRACT RENEWAL FOR MICHAEL EUGENE RANESES - TREE FINES HEARING OFFICER

**D. ADJOURNMENT**

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM H**

**Date:** July 9, 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:

- Rush Park West Room has been designated as the cooling station for the Rossmoor Community. The room will be equipped with water, games, and books for community members to cool off between 10 a.m. and 5 p.m. The room will be available when temperatures are estimated to be above 85 degrees.
- The CIP Committee will be meeting on July 30, 2024 to review the canopy project at Rossmoor Park
- The Tree Committee will also be meeting on July 30, 2024 to review policies and resident requests related to the removal of trees.
- Brea IT has upgraded our battery back-up system and installed a new workstation for our field operations as well as upgraded memory in all computers to make them more efficient.
- Staff is researching the purchase of a storage unit to be placed at the Montecito Center.
- Staff is researching the purchase and installation of sound material to be installed in the Rush Park East Room as the Luxury Vinyl Surface has created an echo.
- General Manager will give a brief summary of comments recently received from Pickleball patrons.

#### **ATTACHMENTS**

None.