

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

April 14, 2020

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT
REGULAR MEETING

Please be advised that California Governor Gavin Newsom has issued Executive Orders N-25-20 & N-25-21 which allows Directors to hold Board meetings telephonically. Please also be advised that all persons wishing to attend this meeting must also do so telephonically. To do so please call (425) 436-6383, Enter Access Code 226260# beginning at 7:00 p.m.

Members of the public wishing to submit written documents or comments may do so by emailing comments or documents to ideering@rossmoor-csd.org.

VIA TELECONFERENCE ONLY
Tuesday, April 14, 2020

7:00 p.m.

There will be no meeting held at 3001 Blume Drive, Rossmoor, CA 90720

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 in the agenda. To speak on an item on the agenda, you will be asked to state your name at the appropriate time when the agenda report is being discussed. 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. When addressing the Board, it is requested but not required that you state your name for the record. Address the Board as a whole, through the President. Speakers are limited to three (3) minutes per item. The Agenda and supporting documentation is available online at: <http://www.rossmoor-csd.org>.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, Casey, DeMarco, Nitikman
President Maynard
3. PLEDGE OF ALLEGIANCE:
4. PRESENTATIONS—None

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. ROSSMOOR COMMUNITY SERVICES DISTRICT COVID-19 RESPONSE STATUS REPORT
2. ROSSMOOR COMMUNITY SERVICES DISTRICT PROFIT/LOSS STATUS RELATIVE TO COVID-19
3. STAFF ROTATION AND PRESENTATIONS TO THE BOARD OF DIRECTORS ON A MONTHLY BASIS

E. CONSENT CALENDAR:

1. MINUTES:

- a. Regular Board Meeting of March 10, 2020—Receive and File.
- b. Emergency Special Board Meeting of March 12, 2020—Receive and File.
- c. Special Board Meeting of March 23, 2020—Receive and File.

2. FEBRUARY 2020 REVENUE AND EXPENDITURE REPORT—Receive and File.

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. RESOLUTIONS:

1. RESOLUTION NO. 20-04-14-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM

ORDINANCES—None

H. REGULAR CALENDAR:

1. SELECTION OF REGULAR VOTING MEMBER AND ALTERNATE VOTING MEMBER TO THE ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (OC LAFCO) AND DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATION PROCESS FOR THE ORANGE COUNTY LAFCO REGULAR SPECIAL DISTRICT MEMBER

2. INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) AD HOC **COMMITTEE'S UPDATED** LAFCO DUES REAPPORTIONMENT FOR SPECIAL DISTRICTS

3. DESIGNATION OF JOE MENDOZA AS THE REPRESENTATIVE OF THE BOARD OF DIRECTORS REGARDING THE SALARIES, SALARY SCHEDULES, AND/OR COMPENSATION PAID IN THE FORM OF FRINGE BENEFITS OF THE DISTRICT'S UNREPRESENTED EMPLOYEES.

I. 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.

J. 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.

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. CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR
Agency designated representatives: Joe Mendoza
Unrepresented employees: General Manager, Accountant/Bookkeeper, Administrative Assistant, Recreation Superintendent, Parks Superintendent, Arborist Consultant/Maintenance, General Clerk, Maintenance Leader and Recreation Leader.
Government Code Section 54957.6(a)
2. THREAT TO PUBLIC RIGHT OF ACCESS TO PUBLIC SERVICES OR PUBLIC FACILITIES
Consultation with General Counsel Tarquin Preziosi and General Manager Joe Mendoza.
Government Code Section 54957(a)
3. CONFERENCE WITH LEGAL COUNSEL
Consideration of discipline or dismissal of a public employee.
Government Code Section 54957(b)(1).

M. 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 web site at www.rossmoor-csd.org.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the April 14, 2020, 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:

Elizabeth Deering for _____ Date April 10, 2020
JOE MENDOZA
General Manager

D1

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: Joe Mendoza, General Manager

SUBJECT: ROSSMOOR COMMUNITY SERVICES DISTRICT COVID-19
RESPONSE STATUS REPORT

RECOMMENDATION:

Recommendation to discuss and provide direction to staff regarding the District's current operational status in response to the impact of the COVID-19 pandemic (Coronavirus).

BACKGROUND:

Rossmoor Community Services District (RCSD) staff has been providing service to the community in order to protect the health and well-being of our residents, essential service providers, as well as our District staff in order to mitigate the spread of COVID-19.

The District is complying with the County of Orange Department of Public Health's orders that follow the State of California Health Order of March 19, 2020 announced by California Governor Gavin Newsom and the State Public Health Officer. On March 30, 2020, Orange County announced that they would continue to follow the State's mandate that the order would not expire on March 31, 2020 but would remain in effect. The order directed all individuals to stay home except for essential services, health care, or to go to an essential job. The order to maintain social distancing practices (staying home, avoiding crowds, and staying at least 6 feet distance from others) also remains in effect. More recent announcements have been made advising the public to use a face covering that covers the nose and mouth, as well as gloves, as added layers of protection. The RCSD will continue to comply with these orders. The District and the County of Orange continue to provide essential services to the Rossmoor community.

The Orange County Sheriff's Department continues to operate 24 hours per day, seven days a week, and Lt. Knutson has reported that parking

enforcement on street sweeping days will be suspended during the COVID-19 public health emergency. Lt. Knutson warns residents about the increasing number of COVID-19 scams. Residents need to be careful and avoid websites, emails, and suspicious links that have been reported to prey on the fear of COVID-19. The following is a list of safety tips:

- Avoid online advertising offers related to COVID-19
- Decline door-to-door solicitations claiming COVID-19 fundraising
- Do not click on emails and attachments that you do not recognize
- Visit trusted websites only for COVID-19 related information
- If you believe you have been scammed, contact your bank immediately and report the information to the Sheriff's Department.

Please report any suspicious links or contact the Sheriff's Department non-emergency number at (714) 288-6742.

In compliance with the Orange County Operational Area Emergency Operations Center (EOC), the District Board of Directors declared a local state of emergency related to COVID-19 on March 23, 2020, and is posting status updates and public messaging to Web EOC, as well as, capturing expenses and lost revenues that have resulted from the COVID-19 public health emergency. Staff is monitoring the resources and funding that may become available to the District through stimulus legislation.

SUMMARY:

To date, outdoor space and restroom facilities at Rush Park and Rossmoor Park are open to the public. The community is encouraged to enjoy the open park space, while practicing social distancing. All District playgrounds, athletic fields, basketball courts, tennis courts, sand volleyball, and fitness equipment are closed.

As a measure of precaution, the District closed the parking lots and restrooms at both Rush Park and Rossmoor Park for the day, on Sunday, April 12, 2020. This was intended to deter congregating that may occur due to the Easter holiday. Staff posted additional signage notifying the public of the holiday closure and encouraging them to practice social distancing on an ongoing basis.

All special events and rentals at District facilities have been canceled through the end of April. Staff is assisting clients by refunding their deposits and rescheduling their events. In addition, large community events, such as the Community Festival, Shakespeare in the Park, and Concerts and Movies in

the Park, have been canceled. Discussion will take place at a later time to reschedule these if possible.

The District Office has been closed to the public since Monday, March 16, 2020; however, staff continues to be available Monday – Friday from 9 a.m. to 5 p.m. to answer calls from the public that are placed to (562) 430-3707.

District staff who are reporting to work sites are practicing social distancing and frequent hand washing as well as wearing gloves and masks. District staff that is not onsite are completing work and training assignments by telecommuting.

District staff members continue to monitor developments related to COVID-19 and participate in briefings provided by the County of Orange Department of Public Health, the State of California, and the federal government, as well as surrounding cities and agencies.

Information about the status of District services and facilities is also posted on the District's website at www.rossmoor-csd.org. Community members are also encouraged to visit the OC Health Care Agency's website at www.ochealthinfo.com or call the OC Health Care Agency's Health Referral Line at (800) 564-8448.

The District's Board and staff are developing plans for the future and look forward to returning all services when public health officials indicate it is safe to do so.

ATTACHMENTS: None

D2

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: April 14, 2020

To: Honorable Board of Directors

From: Joe Mendoza, General Manager
Initiated by Kathy Bell, Accountant/Bookkeeper

SUBJECT: ROSSMOOR COMMUNITY SERVICES DISTRICT PROFIT/LOSS
STATUS RELATIVE TO COVID-19

RECOMMENDATION:

Recommendation to discuss and provide direction to staff regarding the Rossmoor Community Services District's (RCSD) Profit/Loss Status relative to the COVID-19 pandemic (Coronavirus).

BACKGROUND:

Due to the recent COVID-19 pandemic and the effect it has had on the Rossmoor Community Services District (RCSD), President Michael Maynard requested a report to the Board regarding estimated revenue loss.

The District closed facilities (indoor and outdoor) to rentals, classes, long-term rental users, and athletic/sports fields beginning March 16, 2020. Therefore, a partial loss of revenue for the month of March 2020, and ongoing revenue for undetermined amount of time, will result.

Initially, facility closures were anticipated to last through the end of March. Subsequent information and mandates resulted in the District's closures being extended through the month of April. However, this report will outline information through the month of June 2020.

FINDINGS:

The attached summary (Attachment 1) includes the actual loss of revenue for March 2020, and the anticipated loss of revenue for the months of April, May and June, based upon the 2019 actuals for those months. While the District does not receive revenue from sales tax, the District's largest revenue source is derived from property tax. It is anticipated that the

property tax increment the District receives will not be affected by COVID-19 issues. Therefore, the only profit recognized because of COVID-19, may be the cost savings associated with the cancellation of large events (i.e. Community Festival, Concerts and Movies in the Park, Shakespeare Festival, etc.) and the contracts (vendors, bands) and equipment rentals (stage, sound) associated with these events. The District's staffing cost remains the same (approximately \$55,000 per month for payroll and benefit costs) with a few hours being saved in part-time salaries due to the cut back in operations. Other savings that cannot be identified at this time may include utilities that may be reduced because of facility closures.

As the Board is aware, this is a very unique situation and this is new territory for everyone. There is not a handbook or template for how to deal with the challenges agencies are facing. Staff is working diligently to monitor the State, County and neighboring cities to keep abreast of mandates and practices. In researching surrounding agencies, it has been observed that RCSD is in a relatively sound financial position, since most agencies depend on sales tax generated from large malls, auto dealerships, hotels and retail stores.

The financial ramifications of COVID-19 to the region could be devastating. As we move forward, staff will continue to identify ways that RCSD can raise revenue, cut costs, while maintaining our goal of service to the Rossmoor community.

ATTACHMENTS:

1. Profit/Loss Status Related To Covid-19

PROFIT/LOSS STATUS RELATED TO COVID-19

Revenue Loss

Category	March (Partial Month*)	April*	May*	June*
Tennis	238	2,129	1,128	1,785
Wall Sign	0	44	20	60
Ball Fields	658	3,203	1,246	2,369
Rossmoor Park Rent	0	1,918	330	1,783
Montecito Center Rent	0	2,990	0	3,392
Rush Park Rent	3,338	7,669	1,460	9,651
Miscellaneous	271	35	0	0
Total	**\$4,505	\$17,988	\$4,184	\$19,040

*Anticipated loss based on 2019 actuals. Average monthly revenue from rentals last year was \$15,737 per month.

**March Revenue for rentals was \$4,505. However, \$2,933 in refunds as issued. This brings the actual amount of revenue for March to \$1,572.

Potential Cost Savings –*Based Budgeted Allocations For Canceled Events*

Event	Cost Savings
Community Festival	2,000
Concerts and Movies in the Park	14,683
Shakespeare in the Park and video	5,000
Total	\$21,683

Other Incidental Costs –

Additional sanitizing supplies, facial masks for staff, protective gloves for staff, etc.

Approximately - \$1,500 to date

Currently RCSD is has a balance of \$718,380 in LAIF and approximately \$150,000 in U.S. Bank. In April, RCSD receives large tax payment of \$550,000, which will be deposited by the County next week. With additional tax apportionments to be received and all expenses paid, the estimated cash balance at the end of this FY will be approximately, \$1,200,000.

D3

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: April 14, 2020

To: Honorable Board of Directors

From: Joe Mendoza, General Manager

SUBJECT: STAFF ROTATION FOR PRESENTATIONS TO THE BOARD OF DIRECTORS ON A MONTHLY BASIS

RECOMMENDATION:

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

1. Review and discuss the information provided; and
2. Receive and file.

BACKGROUND:

At the February 11, 2020 RCSD Board of Directors meeting, President Michael Maynard requested that the General Manager review the practice of scheduling staff to report to the Board about their respective areas on a quarterly basis. In the past, these presentations were scheduled together at a Board meeting, resulting in several reports on the same date each quarter. This practice extended the length of the meetings. Therefore, it was suggested that the various presentations be scheduled throughout the year, with only one report per Board meeting.

FINDINGS:

In an effort to keep the Board informed regarding trees, recreation, general maintenance, and budget/accounting, general overview reports will be scheduled each month for the next year as follows:

Month	Area	Presenter
May	Recreation	Chris Argueta
June	Trees	Mary Kingman

July	Budget/Accounting	Kathy Bell
August	General Maintenance	Omero Perez
September	Recreation	Chris Argueta
October	Trees	Mary Kingman
November	Budget/Accounting	Kathy Bell
December	General Maintenance	Omero Perez
January	Recreation	Chris Argueta
February	Trees	Mary Kingman
March	Budget/Accounting	Kathy Bell
April	General Maintenance	Omero Perez

Requested Action

Receive and file.

ATTACHMENTS: None

E1a

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: Joe Mendoza, General Manager
Initiated by Liz Deering, Administrative Assistant

SUBJECT: MINUTES: REGULAR MEETING OF MARCH 10, 2020

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of March 10, 2020 prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of March 10, 2020.

ATTACHMENTS:

1. Minutes-Regular Meeting of March 10, 2020.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, March 10, 2020

A. ORGANIZATION

1. CALL TO ORDER: 7:00 P.M.

2. ROLL CALL: Directors Barke, Casey, DeMarco, Nitikman
President Maynard

3. PLEDGE OF ALLEGIANCE: The Youth Center

4. PRESENTATIONS:

**a. ORANGE COUNTY ANIMAL CARE SERVICES OFFICER CRAIG
PRESENTATION RE: ORANGE COUNTY ANIMAL CARE SERVICES**

Orange County Animal Care Services Officer Craig reported on the County leash law in public parks, the dangers of letting dogs roam off leash and citations that can be issued for any violations witnessed by County Animal Care Officer. The report was received and filed.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

James Fisler from Mesa Water District addressed the Board regarding OC LAFCO and the upcoming Orange County LAFCO election. He gave an overview of his experience including that he had served as immediate past president of Independent Special Districts of Orange County. In last year’s spring and summer elections he ran for the voting seats on OC LAFCO Commission. He had been an alternate for over 8 years and is now running for the open voting seat made available by Charlie Wilson’s resignation. On March 23rd OC LAFCO will send out nomination forms to all the Special Districts which will need to be submitted by April 24th to be on the May 4th ballot, due on June 8th. All RCSD Board Members were welcome to apply. Mr. Fisler advised that if unopposed, he will automatically win the OC LAFCO seat. He opined that he and LAFCO Commissioner Vice-Chair Doug Davert had kept their promises to make changes to OC LAFCO to increase communications and reform its staff-driven, consolidation focused philosophy. Towards that end, the commission has hired a communications consultant to enhance communication and the OC LAFCO strategic plan has changed to one of facilitator. He further advised that the Municipal Service Review for Rossmoor was scheduled for 2021-2022, with no issues identified at this point. He

encouraged the District to contact him with any questions and asked for their consideration in the upcoming election.

D. REPORTS TO THE BOARD:

1. REPORT OF THE CIP COMMITTEE RE: FY 2019-2020 CAPITAL IMPROVEMENT FUND 40 AMENDED BUDGET AND PROJECT LIST

Discussion and possible action on the report of the Capital Improvement Project (CIP) Committee recommending revised project lists and proposed Mid-Year Budget Amendments.

The General Manager reported The CIP Committee met on February 26, 2020 to review the Rossmoor Community Service District's FY 2019-2020 project list and Fund 40 Amended Budget. Due to the payoff of the Rush Bond a year early and the District's cash flow, the Committee discussed reducing the budgeted transfer from Fund 10 to Fund 40 from \$150,000 to \$75,000. The reduced transfer would require two of the projects to be postponed to FY 2020-2021.

Discussion ensued. Motion by Director Nitikman, seconded by Director Casey to approve the CIP Improvement Fund 40 Amended Budget and Project List. Motion passed 5-0.

2. REPORT OF THE BUDGET COMMITTEE RE: APPROVAL OF FY 2019-2020 AMENDED BUDGET, FY 2020-2021 BUDGET CALENDAR AND ADOPTION OF RESOLUTION NO. 20-03-10-01

Recommendation to Adopt recommended Mid-Year Budget Adjustments for FY 2019-2020; Approve FY 2020-2021 Budget Calendar; Adopt Resolution No. 20-03-10-01 Establishing the Mid-Year Amended Budget Revenue and Expenditures Total Amounts for the Fiscal Year 2019-2020.

The General Manager reported that the Budget Committee met on February 27, 2020 to discuss and make recommendations on the District's Mid-Year Amended Budget in accordance with Policy No. 3020. The Amended Budget incorporates the Budget Committee's recommendations, which also consider the recommendations of the Public Works/CIP Committee.

Discussion ensued relative to reserve funds and Rush Park Bond payoff amount and property tax revenue adjustments. Motion by Director DeMarco, seconded by Director Barke to Adopt recommended Mid-Year Budget Adjustments for FY 2019-2020 and Adopt Resolution No. 20-03-10-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES ESTABLISHING THE MID-YEAR AMENDED BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNTS FOR THE FISCAL YEAR 2019-2020.

Motion passed unanimously by roll call vote, 5-0.

Motion by Director DeMarco, seconded by Director Barke to approve the FY 2020-2021 Budget Calendar. Motion passed unanimously by roll call vote, 5-0.

3. STREET SWEEPING UPDATE AND DISCUSSION RE: PROPOSED SCHEDULE

Recommendation to discuss the proposed alternative street sweeping schedules and direct staff accordingly. It is requested that the RCSD Board determine the desired street sweeping schedule, authorize staff to submit the proposed parking enforcement resolution to Orange County Supervisor Michelle Steel and contact Supervisor Steel's office regarding obtaining additional funding from the County for the new street sweeping schedule.

The General Manager reported On January 13, 2020, Rossmoor Community Services District (RCSD) representatives (Director Jeff Barke, Director Tony DeMarco and General Manager Joe Mendoza) met with Orange County Supervisor Michelle Steel and her staff regarding the negative impact the current street sweeping schedule has had on Rossmoor. In the meeting, changing the street sweeping schedule to odd/even sides of the street on alternating days was discussed in order to provide residents with more parking alternatives to prevent them from being ticketed.

The General Manager stated that the District already had two bids, one from R.F. Dickson and one from the City of Long Beach. The General Manager stated that one potential vendor desired to sweep on Mondays only, regardless of holidays and would receive overtime pay for any holidays occurring within the year and bidding requirements. Discussion ensued relative to Monday holiday street sweeping make-up days, signage language requirements, enforcement and bidding requirements. General Counsel stated that the street sweeping contract was exempt from public bidding under the public contracts code as it was not a public work with an immediate need and no specific provisions within District policies that addressed public bidding. Therefore the District was not required to go out to bid unless the Board of Directors so desired.

Motion by Director Nitikman, seconded by Director Nitikman to approve in concept, and submit proposed revisions to the Orange County Board of Supervisors parking enforcement resolution, to every other Monday: 1st and 3rd Monday odd side of the street, 2nd and 4th Monday even side of the street (48 weeks), 8:30 a.m. to 1:30 p.m., to Orange County Supervisor Michelle Steel and contact Orange County Supervisor Steel's office regarding obtaining additional funding from the County for the new street sweeping schedule. Motion passed 5-0.

Director Barke asked for a timeline regarding schedule implementation. The General Manager stated the General Counsel would draft a revised resolution to submit to the County Board of Supervisors for their consideration. The revised resolution and contract would need to be submitted simultaneously. General Counsel would also need to draft a new agreement which would take at least a couple of months. If the District chose to go out to bid, the process would be longer. General Counsel further opined that if the District elects to go out to bid it would wait to submit the resolution to the County until a contractor was chosen as not every contractor will agree to the proposed Monday schedule.

E. CONSENT CALENDAR:

DIRECTOR NITIKMAN REQUESTED THAT ITEM E-1a. MINUTES BE PULLED FROM THE CONSENT CALENDAR AT THIS TIME

1a. MINUTES OF THE REGULAR BOARD MEETING—February 11, 2020

Motion by Director DeMarco, seconded by Director Casey to approve Item E-1a. Minutes of the Regular Board Meeting of February 11, 2020 on the Consent Calendar as submitted. Motion passed 4-1. Director Nitikman abstained as he was not present at the February 11, 2020 Board Meeting.

2. REVENUE AND EXPENDITURE REPORT—January 2020

Motion by Director DeMarco, seconded by Director Casey to approve Item E-2 January 2020 Revenue and Expenditure Report on the Consent Calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 20-03-10-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE FEE FOR ISSUANCE OF A TREE TRIMMING PERMIT PURSUANT TO POLICY NO. 3080.

Recommendation to hold a public hearing and adopt by roll call vote, Resolution No. 20-03-10-01 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 20-03-10-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE FEE FOR ISSUANCE OF A TREE TRIMMING PERMIT PURSUANT TO POLICY NO. 3080.

Ordinance 2019-02 which revises and re-adopts Policy No. 3080 (Tree Policy) was adopted at the regular meeting of the Board of Directors on January 14, 2020. This action sets forth by resolution the amount of the fee for the issuance of a Tree Trimming Permit pursuant the Tree Policy. District Staff recommends that the fee for issuance of a Tree Trimming Permit be \$40.00. This amount is based on the cost to the District that is anticipated to be incurred in connection with administering the Tree Trimming Permits. Staff was directed by the Board to develop a vendor qualification checklist, Standard Operating Principles (SOP) and procedures and bring back to the board at its March 10, 2020 regular board meeting.

Discussion ensued relative to marketing postcard, standard operating procedures, tree trimming vendor qualifications and the addition of tree trimmer vendor list disclaimer language. Motion by Director Nitikman, seconded by Director DeMarco to approve Resolution No. 20-03-10-02 Setting Forth the Fee for Issuance of a Tree Trimming Permit Pursuant to Policy No. 3080, and have General Counsel draft disclaimer language to add to the Tree Trimming Vendor List. Motion passed by roll call vote 5-0.

2. RESOLUTION NO. 20-03-10-03 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM

The General Manager reported that a claim in the amount of \$1,000.00 has been filed by Rossmoor resident Sarah Duggleby, residing on Woodstock Road, alleging damage to her property caused by a parkway tree. This claim was forwarded to the Special District Risk Management Authority (SDRMA) who provides insurance for the District. They are advising

the District to reject this claim. Recommendation to approve by roll call vote, Resolution No. 20-03-10-03 as follows by reading the title only and waiving further reading as follows:

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

By rejection of this claim, the matter will be turned back over to SDRMA for their decision on whether to pay the claim. Motion by Director DeMarco, seconded by Director Casey to approve Resolution No. 20-03-10-03 Rejection of Government Claim by reading the title only and waiving further reading. Motion passed by roll call vote 5-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. RESOLUTION NO. 20-03-10-04 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT COUNTY OF ORANGE CALIFORNIA, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

RESOLUTION NO. 20-03-10-05 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT CALIFORNIA, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Recommendation to facilitate the Rossmoor Community Services District (RCSD) becoming a member of the California Joint Powers Insurance Authority (CJPIA), hold a public hearing and adopt:

RESOLUTION NO. 20-03-10-04 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT COUNTY OF ORANGE CALIFORNIA, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

RESOLUTION NO. 20-03-10-05 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT CALIFORNIA, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Further, the RCSD Board of Directors will need to select a delegate and at least one alternate (more may be designated if desired) to the CJPIA. Due to SDRMA membership withdrawal deadlines, it is imperative that the Board of Directors decide this evening. The underwriting committee met last night and approved the District's membership.

Recommendation to approve by roll call vote, Resolution No. 20-03-10-04 as follows by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT COUNTY OF ORANGE CALIFORNIA, APPROVING EXECUTION OF THE JOINT POWERS AGREEMENT CREATING THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Brief discussion ensued. Motion by Director Barke, seconded by Director Casey to approve Resolution No. 20-03-10-04 Approving Execution of the Joint Powers Agreement Creating the California Joint Powers Insurance Authority by reading the title only. Motion passed by roll call vote 5-0.

Recommendation to approve by roll call vote, Resolution No. 20-03-10-05 as follows by reading the title only and waiving further reading as follows:

RESOLUTION NO. 20-03-10-05 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT CALIFORNIA, TO AUTHORIZE AND APPROVE POOLING OF SELF-INSURANCE THROUGH THE LIABILITY PROTECTION PROGRAM OF THE CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

Brief discussion ensued regarding crime insurance and cost savings. The General Manager stated that CJPIA offered superior local service for similar cost. and that workers compensation would continue to be provided through State Fund. Motion by Director DeMarco, seconded by Director Casey to approve Resolution No. 20-03-10-05 To Authorize and Approve Pooling of Self-Insurance Through the Liability Protection Program of the California Joint Powers Insurance Authority by reading the title only and waiving further reading. Motion passed by roll call vote 5-0. The General Manager was further directed to file notification of intent to withdraw from SDRMA by April 1, 2020 and submit the delegate form to CJPIA.

I. GENERAL COUNSEL ITEMS: None

J. GENERAL MANAGER ITEMS:

General Manager Joe Mendoza reported that he had been in touch with the California Highway Patrol and was awaiting an update regarding their recommendation pertaining to installation of additional stop signs on Montecito Road. He provided an update on the County street improvements schedule and had been advised that Bostonian and Orangewood improvements should begin in April and July improvements will likely be delayed due to budget constraints. He announced the Arbor Day Celebration would take place this Saturday, provided an overview of attractions and encouraged everyone to attend. The General Manager concluded with an update on the COVID-19 coronavirus, stating that in response to the pandemic the District has met with and educated staff, purchased gloves and safety equipment, increased restroom and facility cleaning and sanitation frequency and intensity, and employees and Youth Center children have been directed to increase self-care and stay home when sick. The report was received and filed.

K. BOARD MEMBER ITEMS:

Director Barke had nothing to report.

Director Nitikman was pleased to see that Kempton and Foster Park weeds had been cleaned up and thanked District staff for following up. He added that he looked forward to seeing everyone at the Arbor Day Celebration.

Director Casey stated that he appreciated Orange County Animal Control Officer Craig's presentation on the County leash law for dogs and encouraged people who observe violations to report them. He was pleased that the Board had finally found a workable resolution for street sweeping in Rossmoor. He opined that an every-Monday solution will be easier on everyone and the community will be much happier with the results.

Director DeMarco thanked Joe Mendoza for the update on stop signs on Montecito Road. Commends the Board on the street sweeping schedule and the Director DeMarco thanked Liz Deering for fulfilling his request for digital event calendars. He also remarked that his wife had seen a post on Nextdoor that a Rossmoor resident named Wayne was turning 90 years old on March 21st, and wished him a Happy Birthday.

President Maynard had nothing to report

THE BOARD ADJOURNED INTO CLOSED SESSION AT APPROXIMATELY 8:35 P.M.

L. CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL

Consideration of discipline or dismissal of a public employee.
Pursuant to Government Code section 54957(b)(1).

THE BOARD RECONVENED INTO OPEN SESSION AT APPROXIMATELY 8:53 P.M.

General Counsel Tarquin Preziosi reported that at approximately 8:35 P.M. the Board adjourned in to closed session to discuss one item. The Board reconvened into open session at approximately 8:53 p.m. There was no reportable action.

M. ADJOURNMENT:

Motion by Director Nitikman, seconded by Director Casey, to adjourn the regular meeting at 8:54 p.m. Motion passed 5-0.

SUBMITTED BY:

Joe Mendoza
General Manager

E1b

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: General Manager Joe Mendoza
Initiated by Liz Deering, Administrative Assistant

SUBJECT: MINUTES: EMERGENCY SPECIAL MEETING OF MARCH 12, 2020

RECOMMENDATION:

Approve the Minutes of the Emergency Special Meeting of March 12, 2020 prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their teleconference meeting of March 12, 2020.

ATTACHMENTS:

1. Minutes- Emergency Special Meeting of March 12, 2020.



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

EMERGENCY SPECIAL MEETING

Please be advised that California Governor Gavin Newsom issued Executive Orders N-25-20 & N-25-21, which allows Directors to hold Board meetings telephonically. Please, also be advised that all persons wishing to attend this meeting were invited to do so telephonically.

VIA TELECONFERENCE ONLY

Thursday, March 12, 2020

No meeting was held at
Rush Park, 3001 Blume Drive, Rossmoor, CA 90720

A. ORGANIZATION

1. CALL TO ORDER: 7:00 P.M.

2. ROLL CALL: Directors Barke, Casey, DeMarco, Nitikman
President Maynard
General Manager Joe Mendoza
General Counsel Tarquin Preziosi

3. PLEDGE OF ALLEGIANCE:

4. PRESENTATIONS: —None

B. ADDITIONS TO AGENDA—None

C. REGULAR AGENDA:

1. DISCUSSION REGARDING THE COVID-19 CORONAVIRUS OUTBREAK, ITS IMMEDIATE AND POTENTIAL IMPACT ON DISTRICT OPERATIONS AND COMPLIANCE WITH STATE AND COUNTY AUTHORITIES

The Board discussed the COVID-19 (coronavirus) and the ramifications this pandemic was having on the nation, as well as local governmental agencies as they work to serve their residents and keep them safe. The Board discussed the Governor’s declaration of a state of emergency, as well as Orange County’s recommendations and it was determined that the RCSD would continue to closely monitor federal, state, and county mandates and recommendations and implement those that are applicable to the District.

The General Manager outlined what other agencies are doing, the impact of shutting down District facilities to its users and long-term renters, as well as staffing issues and the monitoring and cleaning of facilities. As a result, the Board authorized the General Manager to designate administrative staff to work from home (telecommute) and to schedule a skeleton crew to clean

and monitor facilities, with the mandate to work as isolated as possible and keep a safe distance from one another. Special consideration was directed for those deemed high risk. Offices and community centers were directed to be closed with appropriate signage posted. Users/long and short-term renters, as well as, contract classes were cancelled. Direction was given to address the public using the RCSD website and to notify the RHA, as well as the media. Discussion involved the use of leave time for employees during this time. District Counsel opined that while the Board and/or General Manager does not have the authority to grant additional sick leave or vacation time (gift of public funds), the employee does have the ability to use sick, vacation, or comp time as they wish to apply to coronavirus-related time off.

D. ADJOURNMENT:

Motion by Director Casey, seconded by Director DeMarco, to adjourn the Emergency Special Meeting at 8:05 p.m. Motion passed 5-0.

SUBMITTED BY:

Joe Mendoza
General Manager

E1c

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1c.

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: Joe Mendoza, General Manager
Initiated by Liz Deering, Administrative Assistant

SUBJECT: MINUTES: SPECIAL MEETING OF MARCH 23, 2020

RECOMMENDATION:

Approve the Minutes of the Special Meeting of March 23, 2020 prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their teleconference meeting of March 23, 2020.

ATTACHMENTS:

1. Minutes-Special Meeting of March 23, 2020.



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

SPECIAL MEETING

Please be advised that California Governor Gavin Newsom issued Executive Orders N-25-20 & N-25-21, which allows Directors to hold Board meetings telephonically. Please, also be advised that all persons wishing to attend this meeting were invited to do so telephonically.

VIA TELECONFERENCE ONLY

Monday, March 23, 2020

3:00 p.m.

No meeting was held at
Rush Park, 3001 Blume Drive, Rossmoor, CA 90720

A. ORGANIZATION

1. CALL TO ORDER: 3:00 P.M.

- 2. ROLL CALL:** Directors Casey, Nitikman
President Maynard
Directors Barke and DeMarco had excused absences
General Manager Joe Mendoza
General Counsel Tarquin Preziosi

3. PLEDGE OF ALLEGIANCE:

4. PRESENTATIONS—None

B. REGULAR CALENDAR:

- 1. A) ISSUE PROCLAMATTON NO. 2020-01 A PROCLAMATTON BY THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY; AND B) APPROVE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES FORM 130, DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION HAZARD MITIGATION GRANT PROGRAM AND PRE-DISASTER MITIGATION PROGRAM.**

General Manager recommendation that the RCSD Board of Directors issue an emergency proclamation proclaiming the existence of a local emergency, approve California Governor's Office of Emergency Services (OES) Form 130 and submit the emergency proclamation and Form 130 to Cal EOM, the organization which oversees the disaster program, in order to secure any future emergency funding that may become available for COVID-19 related revenue losses. The General Manager further reported that District staff has been monitoring their activities as they relate to the COVID-19 response effort and are recording work duties in a daily log and spreadsheet.

Discussion ensued relative to authorization to declare a state of emergency. General Counsel stated that the main purpose of the emergency declaration was to receive funding and the Cal OES form includes special districts as authorized to receive funds upon declaration of a local emergency. Motion by Director Casey, seconded by Director Nitikman to issue Proclamation No. 2020-01 a Proclamation by the Board of Directors of the Rossmoor Community Services District Proclaiming the Existence of a Local Emergency. Motion passed unanimously by roll call vote, 3-0.

Motion by Director Casey, seconded by Director Nitikman to Approve California Governor's Office of Emergency Services Form 130, Designation of Subrecipient's Agent Resolution Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program. Motion passed unanimously by roll call vote, 3-0.

2. DISCUSSION WITH THE GENERAL MANAGER REGARDING OPERATION AND MAINTENANCE RELATED ITEMS FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT AS A RESULT OF COVID-19

The General Manager reported that as a result of COVID-19 many businesses in the private and public sectors are now closed to the public and he was closely monitoring Cal EOM, and any further direction from federal, state and county authorities. He provided an overview of the District's current level of operation and COVID-19 mitigation measures, reporting that all administrative staff were telecommuting, and maintenance staff had dramatically increased sanitation efforts, athletic fields, tennis, basketball and volleyball courts were now closed and restrooms remained open on a limited basis. Discussion ensued relative to the closures and the rationale of allowing restrooms to remain open. The General Manager stated that they were open to serve postal workers and other essential workers but could close at any time. President Maynard stated that he would like a similar status report on all meeting agendas to track District response to the pandemic and make any needed adjustments. The report was received and filed.

C. ADJOURNMENT:

Motion by Director Casey, seconded by Director Nitikman, to adjourn the regular meeting at 4:02 p.m. Motion passed 3-0.

SUBMITTED BY:

Joe Mendoza
General Manager

E2

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: Joe Mendoza, General Manager
Initiated by Kathy Bell, Accountant/Bookkeeper

SUBJECT: REVENUE & EXPENDITURE REPORT – FEBRUARY 2020

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for February 2020.

BACKGROUND:

The Revenue & Expenditure Report is submitted on a monthly basis as an indication of the District's unaudited year-to-date revenues and expenses. Where appropriate, footnotes provide information which explains current anomalies.

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of February 2020.

REVENUE / EXPENDITURE SUMMARY REPORT
February 2020 @ 66.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	1,010,370.00	1,014,695.00	591,254.52	1,885.68	423,440.48	58.3
STREET LIGHT ASSESSMENTS	356,040.00	356,040.00	202,557.52	128.87	153,482.48	56.9
USE OF MONEY AND PROPERTY	24,000.00	24,000.00	8,271.00	0.00	15,729.00	34.5
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	2,520.22	0.00	62,879.78	3.9
FEES AND SERVICES	181,000.00	181,000.00	129,405.47	14,975.10	51,594.53	71.5
OTHER REVENUE	22,000.00	36,870.00	36,614.56	0.00	255.44	99.3
Total Revenues	1,658,810.00	1,678,005.00	970,623.29	16,989.65	707,381.71	57.8
Expenditures						
TRANSFER OUT - CIP FUND 40	150,000.00	75,000.00	0.00	0.00	0.00	0.0
ADMINISTRATION	816,940.00	872,625.00	531,670.23	55,899.56	340,954.77	60.9
RECREATION	45,000.00	57,600.00	42,240.63	3,582.60	15,359.37	73.3
ROSSMOOR PARK	103,290.00	108,388.00	72,332.91	7,302.84	36,055.09	66.7
MONTECITO CENTER	26,098.00	26,170.00	10,788.73	604.38	15,381.27	41.2
RUSH PARK	140,900.00	148,968.00	94,256.01	5,110.40	54,711.99	63.3
STREET LIGHTING	103,000.00	108,000.00	77,452.83	7,922.24	30,547.17	71.7
ROSSMOOR WALL	4,400.00	3,700.00	2,200.00	0.00	1,500.00	59.5
STREET SWEEPING	60,000.00	60,000.00	34,827.02	5,195.25	25,172.98	58.0
PARKWAY TREES	166,550.00	176,150.00	157,080.00	-350.00	19,070.00	89.2
MINI-PARKS, MEDIANS & TRIANGLE	15,150.00	15,150.00	8,440.19	841.61	6,709.81	55.7
Total Expenditures	1,631,328.00	1,651,751.00	1,031,288.55	86,108.88	545,462.45	62.4

Audited Fund Balance at June 30, 2019: \$1,003,299

Please Note: Approved Amended Budget has been added to February's Report

REVENUE REPORT
 FEBRUARY 2020 @ 66.67%

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Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020
 Fund: 10 - GENERAL FUND

Revenues

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 00							
PROPERTY TAXES	1,010,370.00	1,014,695.00	591,254.52	1,885.68	0.00	423,440.48	58.3
ASSESSMENTS	356,040.00	356,040.00	202,557.52	128.87	0.00	153,482.48	56.9
USE OF MONEY AND PROPERTY	24,000.00	24,000.00	8,271.00	0.00	0.00	15,729.00	34.5
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	2,520.22	0.00	0.00	62,879.78	3.9
FEES AND SERVICES	181,000.00	181,000.00	129,405.47	14,975.10	0.00	51,594.53	71.5
OTHER REVENUE	42,000.00	56,870.00	36,614.56	0.00	0.00	20,255.44	64.4
Dept: 00	1,678,810.00	1,698,005.00	970,623.29	16,989.65	0.00	727,381.71	57.2
Revenues	1,678,810.00	1,698,005.00	970,623.29	16,989.65	0.00	727,381.71	57.2
Grand Total Net Effect:	1,678,810.00	1,698,005.00	970,623.29	16,989.65	0.00	727,381.71	

EXPENDITURE REPORT
 FEBRUARY 2020 @ 66.67%

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Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 00							
OPERATIONS AND MAINTENANCE	150,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
Dept: 00	150,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	649,100.00	661,000.00	417,154.06	43,338.04	0.00	243,845.94	63.1
OPERATIONS AND MAINTENANCE	103,440.00	107,125.00	53,420.05	7,761.52	0.00	53,704.95	49.9
CONTRACT SERVICES	62,400.00	102,500.00	60,529.72	4,800.00	0.00	41,970.28	59.1
CAPITAL EXPENDITURES	2,000.00	2,000.00	566.40	0.00	0.00	1,433.60	28.3
ADMINISTRATION	816,940.00	872,625.00	531,670.23	55,899.56	0.00	340,954.77	60.9
Dept: 20 RECREATION							
OPERATIONS AND MAINTENANCE	44,750.00	57,350.00	42,240.63	3,582.60	0.00	15,109.37	73.7
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RECREATION	45,000.00	57,600.00	42,240.63	3,582.60	0.00	15,359.37	73.3
Dept: 30 ROSSMOOR PARK							
OPERATIONS AND MAINTENANCE	73,290.00	78,388.00	51,384.51	4,684.29	0.00	27,003.49	65.6
CONTRACT SERVICES	30,000.00	30,000.00	20,948.40	2,618.55	0.00	9,051.60	69.8
ROSSMOOR PARK	103,290.00	108,388.00	72,332.91	7,302.84	0.00	36,055.09	66.7
Dept: 40 MONTECITO CENTER							
OPERATIONS AND MAINTENANCE	22,098.00	22,170.00	8,461.13	313.43	0.00	13,708.87	38.2
CONTRACT SERVICES	3,500.00	3,500.00	2,327.60	290.95	0.00	1,172.40	66.5
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	26,098.00	26,170.00	10,788.73	604.38	0.00	15,381.27	41.2
Dept: 50 RUSH PARK							
OPERATIONS AND MAINTENANCE	110,900.00	118,968.00	72,762.39	2,491.85	0.00	46,205.61	61.2
CONTRACT SERVICES	30,000.00	30,000.00	21,493.62	2,618.55	0.00	8,506.38	71.6
RUSH PARK	140,900.00	148,968.00	94,256.01	5,110.40	0.00	54,711.99	63.3
Dept: 60 STREET LIGHTING							
CONTRACT SERVICES	103,000.00	108,000.00	77,452.83	7,922.24	0.00	30,547.17	71.7
STREET LIGHTING	103,000.00	108,000.00	77,452.83	7,922.24	0.00	30,547.17	71.7
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	4,400.00	3,700.00	2,200.00	0.00	0.00	1,500.00	59.5
ROSSMOOR WALL	4,400.00	3,700.00	2,200.00	0.00	0.00	1,500.00	59.5

EXPENDITURE REPORT
 FEBRUARY 2020 @ 66.67%

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Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 70 STREET SWEEPING							
CONTRACT SERVICES	60,000.00	60,000.00	34,827.02	5,195.25	0.00	25,172.98	58.0
STREET SWEEPING	60,000.00	60,000.00	34,827.02	5,195.25	0.00	25,172.98	58.0
Dept: 80 PARKWAY TREES							
OPERATIONS AND MAINTENANCE	1,550.00	1,550.00	350.00	350.00	0.00	1,200.00	22.6
CONTRACT SERVICES	120,000.00	120,000.00	118,630.00	0.00	0.00	1,370.00	98.9
CAPITAL EXPENDITURES	45,000.00	54,600.00	38,100.00	-700.00	0.00	16,500.00	69.8
PARKWAY TREES	166,550.00	176,150.00	157,080.00	-350.00	0.00	19,070.00	89.2
Dept: 90 MINI-PARKS AND MEDIANS							
OPERATIONS AND MAINTENANCE	11,550.00	11,550.00	6,112.49	550.66	0.00	5,437.51	52.9
CONTRACT SERVICES	3,500.00	3,500.00	2,327.60	290.95	0.00	1,172.40	66.5
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,150.00	15,150.00	8,440.09	841.61	0.00	6,709.91	55.7
Expenditures	1,631,328.00	1,651,751.00	1,031,288.45	86,108.88	0.00	620,462.55	62.4
Grand Total Net Effect:	-1,631,328.00	-1,651,751.00	-1,031,288.45	-86,108.88	0.00	-620,462.55	

REVENUE/EXPENDITURE REPORT
FEBRUARY 2020 @ 66.67%

Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	936,675.00	940,000.00	539,184.76	0.00	0.00	400,815.24	57.4
3001	Current unsecured prop tax	28,000.00	28,000.00	24,809.37	0.00	0.00	3,190.63	88.6
3002	Prior secured property taxes	6,500.00	6,500.00	5,549.52	370.00	0.00	950.48	85.4
3003	Prior unsecured prop taxes	395.00	395.00	0.00	0.00	0.00	395.00	0.0
3004	Delinquent property taxes	800.00	800.00	0.00	0.00	0.00	800.00	0.0
3010	Current supplemental assessmnt	24,000.00	24,000.00	11,061.47	1,515.68	0.00	12,938.53	46.1
3020	Public utility tax	14,000.00	15,000.00	10,649.40	0.00	0.00	4,350.60	71.0
PROPERTY TAXES		1,010,370.00	1,014,695.00	591,254.52	1,885.68	0.00	423,440.48	58.3
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	356,040.00	356,040.00	202,557.52	128.87	0.00	153,482.48	56.9
ASSESSMENTS		356,040.00	356,040.00	202,557.52	128.87	0.00	153,482.48	56.9
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	24,000.00	24,000.00	8,271.00	0.00	0.00	15,729.00	34.5
USE OF MONEY AND PROPERTY		24,000.00	24,000.00	8,271.00	0.00	0.00	15,729.00	34.5
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,400.00	5,400.00	2,520.22	0.00	0.00	2,879.78	46.7
3305	County street sweep reimburse	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
OTHER GOVERNMENT AGENCIES		65,400.00	65,400.00	2,520.22	0.00	0.00	62,879.78	3.9
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	25,000.00	25,000.00	21,413.25	2,548.00	0.00	3,586.75	85.7
3405	Wall Rental	500.00	500.00	300.00	80.00	0.00	200.00	60.0
3406	Ball field reservations	25,000.00	25,000.00	20,354.00	3,662.00	0.00	4,646.00	81.4
3410	Rossmoor building rental	18,500.00	18,500.00	11,415.50	1,361.00	0.00	7,084.50	61.7
3412	Montecito building rental	27,000.00	27,000.00	16,339.62	1,725.00	0.00	10,660.38	60.5
3414	Rush Park Building Rental	85,000.00	85,000.00	59,583.10	5,599.10	0.00	25,416.90	70.1
FEES AND SERVICES		181,000.00	181,000.00	129,405.47	14,975.10	0.00	51,594.53	71.5
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	2,000.00	3,000.00	2,719.56	0.00	0.00	280.44	90.7
3502	Administrative Fee	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
3504	Winterfest Sponsorships	0.00	13,870.00	13,895.00	0.00	0.00	-25.00	100.2
3600	TRANSFER IN/OUT OTHER FUNDS	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE		42,000.00	56,870.00	36,614.56	0.00	0.00	20,255.44	64.4
Dept: 00		1,678,810.00	1,698,005.00	970,623.29	16,989.65	0.00	727,381.71	57.2
Revenues		1,678,810.00	1,698,005.00	970,623.29	16,989.65	0.00	727,381.71	57.2
Expenditures								
Dept: 00								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
9997	Transfer Out	150,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
OPERATIONS AND MAINTENANCE		150,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
Dept: 00		150,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	8,000.00	9,000.00	5,300.00	800.00	0.00	3,700.00	58.9
4002	Salaries - Part-time	10,000.00	15,000.00	11,120.00	1,500.00	0.00	3,880.00	74.1
4003	Salaries - Overtime	6,000.00	12,000.00	11,414.70	1,416.86	0.00	585.30	95.1
4006	SALARY - ADMINISTRATION	217,400.00	210,000.00	132,327.56	15,826.95	0.00	77,672.44	63.0
4007	Vehicle Allowance	1,500.00	1,500.00	579.44	0.00	0.00	920.56	38.6
4008	SALARY - RECREATION	129,600.00	136,000.00	92,295.72	9,949.00	0.00	43,704.28	67.9

REVENUE/EXPENDITURE REPORT
FEBRUARY 2020 @ 66.67%

Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4009 SALARY - PARK/TREE MAINTENANCE	132,000.00	137,000.00	86,914.48	10,047.46	0.00	50,085.52	63.4
4010 Workers Compensation Insurance	28,000.00	15,000.00	9,843.70	322.00	0.00	5,156.30	65.6
4011 Medical Insurance	79,000.00	86,000.00	39,798.22	0.00	0.00	46,201.78	46.3
4015 Federal Payroll Tax -FICA	37,600.00	39,500.00	27,560.24	3,475.77	0.00	11,939.76	69.8
SALARIES AND BENEFITS	649,100.00	661,000.00	417,154.06	43,338.04	0.00	243,845.94	63.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	24,165.00	24,165.00	0.00	0.00	0.00	24,165.00	0.0
5004 Memberships and Dues	7,200.00	7,200.00	7,691.66	413.03	0.00	-491.66	106.8
5006 Travel & Meetings	1,550.00	2,500.00	1,150.13	0.00	0.00	1,349.87	46.0
5007 Televised Meeting Costs	17,860.00	17,860.00	11,900.80	1,487.60	0.00	5,959.20	66.6
5010 Publications & Legal Notices	6,500.00	6,500.00	5,809.55	2,030.10	0.00	690.45	89.4
5012 Printing	2,000.00	3,000.00	829.56	0.00	0.00	2,170.44	27.7
5014 Postage	3,000.00	5,000.00	3,096.18	8.00	0.00	1,903.82	61.9
5016 Office Supplies	9,000.00	10,000.00	5,000.43	546.45	0.00	4,999.57	50.0
5020 Telephone	14,365.00	12,500.00	7,622.47	593.34	0.00	4,877.53	61.0
5021 Computer Costs	5,000.00	5,000.00	3,049.75	1,237.89	0.00	1,950.25	61.0
5045 Miscellaneous Expenditures	10,000.00	10,000.00	4,913.34	1,031.17	0.00	5,086.66	49.1
5046 Bank Service Charge	2,800.00	3,400.00	2,356.18	413.94	0.00	1,043.82	69.3
OPERATIONS AND MAINTENANCE	103,440.00	107,125.00	53,420.05	7,761.52	0.00	53,704.95	49.9
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	34,000.00	50,000.00	26,780.00	4,800.00	0.00	23,220.00	53.6
5615 Financial Audit-Consulting	12,500.00	12,500.00	12,500.00	0.00	0.00	0.00	100.0
5620 Misc Studies	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
5670 Other Professional Services	15,900.00	30,000.00	21,249.72	0.00	0.00	8,750.28	70.8
CONTRACT SERVICES	62,400.00	102,500.00	60,529.72	4,800.00	0.00	41,970.28	59.1
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	566.40	0.00	0.00	1,433.60	28.3
CAPITAL EXPENDITURES	2,000.00	2,000.00	566.40	0.00	0.00	1,433.60	28.3
ADMINISTRATION	816,940.00	872,625.00	531,670.23	55,899.56	0.00	340,954.77	60.9
Dept: 20 RECREATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5017 Community Events	44,000.00	56,600.00	42,240.63	3,582.60	0.00	14,359.37	74.6
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	44,750.00	57,350.00	42,240.63	3,582.60	0.00	15,109.37	73.7
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RECREATION	45,000.00	57,600.00	42,240.63	3,582.60	0.00	15,359.37	73.3
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	1,488.66	0.00	0.00	3,011.34	33.1
5022 Utilities	13,000.00	13,000.00	8,406.16	591.76	0.00	4,593.84	64.7
5023 Water	22,000.00	27,000.00	18,999.52	1,842.49	0.00	8,000.48	70.4
5025 SECURED PROP TAX	940.00	1,038.00	1,036.98	0.00	0.00	1.02	99.9
5030 Vehicle Maintenance	1,050.00	1,050.00	987.91	38.21	0.00	62.09	94.1
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	19,992.39	2,211.83	0.00	10,007.61	66.6
5034 Alarm Systems	850.00	850.00	472.89	0.00	0.00	377.11	55.6
5045 Miscellaneous Expenditures	450.00	450.00	0.00	0.00	0.00	450.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0

REVENUE/EXPENDITURE REPORT
FEBRUARY 2020 @ 66.67%

Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 30 ROSSMOOR PARK								
OPERATIONS AND MAINTENANCE		73,290.00	78,388.00	51,384.51	4,684.29	0.00	27,003.49	65.6
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	30,000.00	30,000.00	20,948.40	2,618.55	0.00	9,051.60	69.8
CONTRACT SERVICES		30,000.00	30,000.00	20,948.40	2,618.55	0.00	9,051.60	69.8
ROSSMOOR PARK		103,290.00	108,388.00	72,332.91	7,302.84	0.00	36,055.09	66.7
Dept: 40 MONTECITO CENTER								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5018	Janitorial Supplies	4,500.00	4,500.00	1,488.66	0.00	0.00	3,011.34	33.1
5022	Utilities	2,000.00	2,000.00	821.56	0.00	0.00	1,178.44	41.1
5023	Water	2,250.00	2,250.00	877.04	0.00	0.00	1,372.96	39.0
5025	SECURED PROP TAX	798.00	870.00	870.84	0.00	0.00	-0.84	100.1
5030	Vehicle Maintenance	1,050.00	1,050.00	987.91	38.21	0.00	62.09	94.1
5032	Building & Grounds-Maintenance	10,000.00	10,000.00	3,197.96	275.22	0.00	6,802.04	32.0
5034	Alarm Systems	500.00	500.00	217.16	0.00	0.00	282.84	43.4
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		22,098.00	22,170.00	8,461.13	313.43	0.00	13,708.87	38.2
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	3,500.00	3,500.00	2,327.60	290.95	0.00	1,172.40	66.5
CONTRACT SERVICES		3,500.00	3,500.00	2,327.60	290.95	0.00	1,172.40	66.5
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES		500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER		26,098.00	26,170.00	10,788.73	604.38	0.00	15,381.27	41.2
Dept: 50 RUSH PARK								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5018	Janitorial Supplies	4,500.00	4,500.00	1,490.77	0.00	0.00	3,009.23	33.1
5022	Utilities	23,000.00	23,000.00	12,997.79	0.00	0.00	10,002.21	56.5
5023	Water	39,000.00	42,000.00	21,731.15	1,117.68	0.00	20,268.85	51.7
5025	SECURED PROP TAX	4,050.00	3,968.00	3,968.56	0.00	0.00	-0.56	100.0
5030	Vehicle Maintenance	1,050.00	1,200.00	987.91	38.21	0.00	212.09	82.3
5032	Building & Grounds-Maintenance	38,000.00	43,000.00	31,255.05	1,335.96	0.00	11,744.95	72.7
5034	Alarm Systems	550.00	550.00	331.16	0.00	0.00	218.84	60.2
5045	Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		110,900.00	118,968.00	72,762.39	2,491.85	0.00	46,205.61	61.2
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	30,000.00	30,000.00	21,493.62	2,618.55	0.00	8,506.38	71.6
CONTRACT SERVICES		30,000.00	30,000.00	21,493.62	2,618.55	0.00	8,506.38	71.6
RUSH PARK		140,900.00	148,968.00	94,256.01	5,110.40	0.00	54,711.99	63.3
Dept: 60 STREET LIGHTING								
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	103,000.00	108,000.00	77,452.83	7,922.24	0.00	30,547.17	71.7
CONTRACT SERVICES		103,000.00	108,000.00	77,452.83	7,922.24	0.00	30,547.17	71.7
STREET LIGHTING		103,000.00	108,000.00	77,452.83	7,922.24	0.00	30,547.17	71.7

REVENUE/EXPENDITURE REPORT
 FEBRUARY 2020 @ 66.67%

Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,400.00	2,200.00	2,200.00	0.00	0.00	0.00	100.0
5032 Building & Grounds-Maintenance	2,000.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
OPERATIONS AND MAINTENANCE	4,400.00	3,700.00	2,200.00	0.00	0.00	1,500.00	59.5
ROSSMOOR WALL	4,400.00	3,700.00	2,200.00	0.00	0.00	1,500.00	59.5
Dept: 70 STREET SWEEPING							
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	60,000.00	60,000.00	34,827.02	5,195.25	0.00	25,172.98	58.0
CONTRACT SERVICES	60,000.00	60,000.00	34,827.02	5,195.25	0.00	25,172.98	58.0
STREET SWEEPING	60,000.00	60,000.00	34,827.02	5,195.25	0.00	25,172.98	58.0
Dept: 80 PARKWAY TREES							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5017 Community Events	1,500.00	1,500.00	350.00	350.00	0.00	1,150.00	23.3
5051 Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE	1,550.00	1,550.00	350.00	350.00	0.00	1,200.00	22.6
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	111,000.00	116,500.00	115,190.00	0.00	0.00	1,310.00	98.9
5660 TREE REMOVAL	9,000.00	3,500.00	3,440.00	0.00	0.00	60.00	98.3
CONTRACT SERVICES	120,000.00	120,000.00	118,630.00	0.00	0.00	1,370.00	98.9
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	45,000.00	54,600.00	38,100.00	-700.00	0.00	16,500.00	69.8
CAPITAL EXPENDITURES	45,000.00	54,600.00	38,100.00	-700.00	0.00	16,500.00	69.8
PARKWAY TREES	166,550.00	176,150.00	157,080.00	-350.00	0.00	19,070.00	89.2
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5022 Utilities	1,150.00	1,150.00	301.60	23.30	0.00	848.40	26.2
5023 Water	7,600.00	7,600.00	5,220.77	523.60	0.00	2,379.23	68.7
5032 Building & Grounds-Maintenance	2,500.00	2,500.00	590.12	3.76	0.00	1,909.88	23.6
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	11,550.00	11,550.00	6,112.49	550.66	0.00	5,437.51	52.9
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,500.00	3,500.00	2,327.60	290.95	0.00	1,172.40	66.5
CONTRACT SERVICES	3,500.00	3,500.00	2,327.60	290.95	0.00	1,172.40	66.5
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,150.00	15,150.00	8,440.09	841.61	0.00	6,709.91	55.7
Expenditures	1,631,328.00	1,651,751.00	1,031,288.45	86,108.88	0.00	620,462.55	62.4
Net Effect for GENERAL FUND	47,482.00	46,254.00	-60,665.16	-69,119.23	0.00	106,919.16	-131.2
Change in Fund Balance:			-85,152.55				

REVENUE/EXPENDITURE REPORT
 FEBRUARY 2020 @ 66.67%

Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	380,000.00	233,680.00	137,768.01	0.00	0.00	95,911.99	59.0
3101	Property assessments-prior yr	1,000.00	2,350.00	2,362.57	69.40	0.00	-12.57	100.5
ASSESSMENTS		381,000.00	236,030.00	140,130.58	69.40	0.00	95,899.42	59.4
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	2,500.00	4,000.00	3,308.20	0.00	0.00	691.80	82.7
USE OF MONEY AND PROPERTY		2,500.00	4,000.00	3,308.20	0.00	0.00	691.80	82.7
Dept: 00		383,500.00	240,030.00	143,438.78	69.40	0.00	96,591.22	59.8
Revenues		383,500.00	240,030.00	143,438.78	69.40	0.00	96,591.22	59.8
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5617	Administrative Fees	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
5619	Bond Trustee	3,324.00	3,324.00	3,323.50	0.00	0.00	0.50	100.0
CONTRACT SERVICES		23,324.00	23,324.00	23,323.50	0.00	0.00	0.50	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	315,000.00	315,000.00	315,000.00	0.00	0.00	0.00	100.0
5801	Interest	37,355.00	37,355.00	37,355.00	0.00	0.00	0.00	100.0
DEBT SERVICE		352,355.00	352,355.00	352,355.00	0.00	0.00	0.00	100.0
RUSH PARK		375,679.00	375,679.00	375,678.50	0.00	0.00	0.50	100.0
Expenditures		375,679.00	375,679.00	375,678.50	0.00	0.00	0.50	100.0
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		7,821.00	-135,649.00	-232,239.72	69.40	0.00	96,590.72	171.2
Change in Fund Balance:				-232,239.72				

REVENUE/EXPENDITURE REPORT
 FEBRUARY 2020 @ 66.67%

Rossmoor Community

For the Period: 7/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	8,758.00	8,758.00	0.00	0.00	0.00	8,758.00	0.0
PROPERTY TAXES	8,758.00	8,758.00	0.00	0.00	0.00	8,758.00	0.0
Acct Class: 35 OTHER REVENUE							
3600 TRANSFER IN/OUT OTHER FUNDS	150,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
OTHER REVENUE	150,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
Dept: 00	158,758.00	83,758.00	0.00	0.00	0.00	83,758.00	0.0
Revenues	158,758.00	83,758.00	0.00	0.00	0.00	83,758.00	0.0
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	48,100.00	8,000.00	1,000.00	0.00	0.00	7,000.00	12.5
CAPITAL EXPENDITURES	48,100.00	8,000.00	1,000.00	0.00	0.00	7,000.00	12.5
ROSSMOOR PARK	48,100.00	8,000.00	1,000.00	0.00	0.00	7,000.00	12.5
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	86,420.00	53,013.00	0.00	0.00	0.00	53,013.00	0.0
CAPITAL EXPENDITURES	86,420.00	53,013.00	0.00	0.00	0.00	53,013.00	0.0
RUSH PARK	86,420.00	53,013.00	0.00	0.00	0.00	53,013.00	0.0
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	11,500.00	14,500.00	9,764.18	5,891.47	0.00	4,735.82	67.3
OPERATIONS AND MAINTENANCE	11,500.00	14,500.00	9,764.18	5,891.47	0.00	4,735.82	67.3
CAPITAL PROJECTS	11,500.00	14,500.00	9,764.18	5,891.47	0.00	4,735.82	67.3
Expenditures	146,020.00	75,513.00	10,764.18	5,891.47	0.00	64,748.82	14.3
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	12,738.00	8,245.00	-10,764.18	-5,891.47	0.00	19,009.18	-130.6
Change in Fund Balance:			-10,764.18				
Grand Total Net Effect:	68,041.00	-81,150.00	-303,669.06	-74,941.30	0.00	222,519.06	

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: Joe Mendoza, General Manager

SUBJECT: RESOLUTION NO. 20-04-14-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION:

Approve by roll call vote, Resolution No. 20-04-14-01 by reading the title only and waiving reading as follows:

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

BACKGROUND:

A claim in the amount of \$225 has been filed by Rossmoor resident Kris Chu; residing on Oak Grove Road in Rossmoor, CA 90720 alleging damage to property caused by a parkway tree. This claim was forwarded to the Special District Risk Management Association (SDRMA) who provides insurance for the District. They are advising the District to reject this claim.

The attached Resolution formally rejects the tort claim. Further action on this matter will be conducted in accordance with established liability claim procedures recommended by SDRMA. By rejection of this claim, the matter will be turned back over to SDRMA for their decision on whether to pay the claim.

ATTACHMENTS:

1. Claim Form dated March 30, 2020
2. Photos of vehicle damage to claimant's vehicle
3. Estimate for vehicle damage repair
4. Resolution No. 20-04-14-01

CLAIM FORM

(Please Type or Print)

CLAIM AGAINST ROSSMOOR COMMUNITY SERVICES DISTRICT

Claimant's name: Kris Chu DOB:

Claimant's address: 3221 Oak Grove Road, Los Alamitos, Ca 90720

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

Date of incident/accident: 3/25/2020

Date injuries, damages, or losses were discovered: Large branch fell on Car windshield and broke

Location of incident/accident: 3221 Oak Grove Road, Los Alamitos, Ca 90720

What did entity or employee do to cause this loss, damage, or injury?

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

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

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

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

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

Seeking \$225 for the windshield replacement on car repair

How was this amount calculated (please itemize)? See attached paid invoice

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

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

Date Signed: 3/30/2020 Signature: Kris Chu

If signed by representative:

Representative's Name Address

Telephone #

Relationship to Claimant





INTERNATIONAL

Auto Glass & Window Tint
Auto, Commercial & Residential Tint

1190 E. Anaheim St.
Long Beach, CA 90813
(562) 218-9295

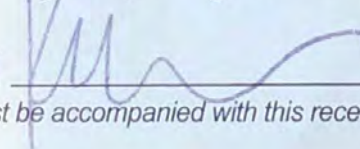
35060
WORK ORDER
INVOICE

9:45

NAME: <i>Kris CHU</i>		DATE OF ORDER: <i>3-26-20</i>	
ADDRESS: <i>3221 Osa Grove RD</i>		RES. PHONE: <i>562 508-7606</i>	
INSURANCE CO./AGENT: <i>Los Alamitos 90720</i>		BUS. PHONE:	
INSURANCE CO./AGENT:		POLICY NO.:	
INSURANCE PROCESSING INFO:		YEAR, MAKE, MODEL	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS		<i>2015 Toyota Camry</i>	
SOLD BY	CASH	CHECK	C.O.D. CHARGE ON ACCT.

QTY.	PART#	PARTS DESCRIPTION	INSURANCE TERMS	AMOUNT
<i>1</i>		<i>New windshield</i>		<i>225</i>

<p>STATEMENT OF AUTHORIZATION AND SATISFACTION</p> <p>Hereby authorize Intl. Auto Glass to perform the work on the vehicle named and I understand that Intl. Auto Glass cannot and will not be responsible for any loss or damage to the vehicle resulting from accident or any cause. ANY ISSUES with the work provided must be reported within 14 DAYS upon the completion date of the work done.</p> <p>AFTER 14 DAYS WE ARE NOT RESPONSIBLE</p> <p><i>Thank You for Your Business</i></p>	MATERIAL	
	LABOR	
	TAX	
	SUB TOTAL	
	DEDUCTIBLE	<i>0</i>
	TOTAL	<i>225</i>

CUSTOMER'S SIGNATURE  DATE: _____

All claims must be accompanied with this receipt. White (File) Yellow (Customer)

ROSSMOOR COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 20-04-14-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT’S REJECTION OF
CLAIM**

WHEREAS, a claim for monetary damages (Claim) was presented by Kris Chu, dated March 30, 2020 against the Rossmoor Community Services District for property damages; and

WHEREAS, that the Board of Directors the Rossmoor Community Services District has timely considered the Claim filed by Kris Chu.

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

BE IT FURTHER RESOLVED that the District’s General Manager is authorized to give notice to Kris Chu of this Board’s decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action on the Claim. Such notice, together with a copy of this Resolution, shall be served upon Kris Chu on or before April 24, 2020.

PASSED AND ADOPTED this 14th day of April 2020.

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Maynard, President
Rossmoor Community Services District

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

H1

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: Joe Mendoza, General Manager

SUBJECT: SELECTION OF REGULAR VOTING MEMBER AND ALTERNATE VOTING MEMBER TO THE ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (OC LAFCO) AND DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATION PROCESS FOR THE ORANGE COUNTY LAFCO REGULAR SPECIAL DISTRICT MEMBER SEAT

RECOMMENDATION:

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

1. Select a regular voting member and alternate voting member to the Orange County Local Agency Formation Commission (OC LAFCO) so that the "Declaration of Qualification to Vote" can be completed and submitted;
2. Discuss and take possible action the "2020 Nomination Form" for submitting a candidate's name for the Regular Special District seat; and
3. Authorize the General Manager to submit these items to LAFCO no later than 3:00 p.m. on Friday, May 8, 2020.

BACKGROUND:

The Rossmoor Community Services District (RCSD) was notified by LAFCO that the nomination period for the Orange County Local Agency Formation Commission (OC LAFCO) Regular Special District Member seat is now open. The OC LAFCO Executive Officer will accept nominations for the regular special district seat from March 24 through May 8, 2020. The current term for the seat expires June 30, 2020.

The appointment process for the OC LAFCO special district seat is governed by Government Code Section 56332 and the Independent Special District Selection Committee Bylaws. In accordance with the statute and the Committee's Bylaws, the appointment process is conducted by mailed ballot and attached to this notification are the following:

A. The "Declaration of Qualification to Vote" for designating the authorized regular voting member and the alternate voting member of the District, for this appointment process. This form must be returned to OC LAFCO no later than 3:00 p.m. on Friday, May 8, 2020. Please note that if OC LAFCO does not receive the form by that date, the District will be ineligible to vote.

For the past few years Director Ron Casey has been designated as the voting member for the RCSD and Representative to the Independent Special Districts of Orange County (ISDOC).

B. The "2020 Nomination Form" for submitting a candidate's name for the Regular Special District seat. If the District is nominating a candidate for the OC LAFCO Regular Special District Member seat, the form must be filled out completely and returned to OC LAFCO no later than 3:00 p.m. on Friday, May 8, 2020. Candidate resumes or other supplemental information may be attached to the nomination form and these materials will be distributed with the ballots.

Once the OC LAFCO ballots and candidate statements are distributed, they will be brought to the RCSD Board for its consideration.

ATTACHMENTS:

1. Letter dated March 24, 2020 from LAFCO Executive Officer Carolyn Emery to Independent Special District Presiding Officer re: Appointment Process and Nomination Period for the Orange County LAFCO Regular Special District Member Seat.

2. Declaration of Qualification to Vote

3. OC LAFCO 2020 Nomination Form



March 24, 2020

REGULAR MEMBERS

CHAIR
CHERYL BROTHERS
CITY MEMBER

VICE CHAIR
DOUGLASS DAVERT
SPECIAL DISTRICT MEMBER

IMMEDIATE PAST CHAIR
DEREK J. MCGREGOR
PUBLIC MEMBER

LISA BARTLETT
COUNTY MEMBER

DR. ALLAN BERNSTEIN
CITY MEMBER

JAMES FISLER
SPECIAL DISTRICT MEMBER

DONALD P. WAGNER
COUNTY MEMBER

ALTERNATES

WENDY BUCKNUM
CITY MEMBER

KATHRYN FRESHLEY
SPECIAL DISTRICT MEMBER

LOU PENROSE
PUBLIC MEMBER

MICHELLE STEEL
COUNTY MEMBER

STAFF

CAROLYN EMERY
EXECUTIVE OFFICER

TO: Independent Special District Presiding Officer
c/o Clerk of the District

FROM: Carolyn Emery, Executive Officer

SUBJECT: **Appointment Process and Nomination Period for the
Orange County LAFCO Regular Special District
Member Seat**

The nomination period for the Orange County LAFCO (OC LAFCO) Regular Special District Member seat is now open. The OC LAFCO Executive Officer will accept nominations for the regular special district seat from **March 24 through May 8, 2020**. The current term for the seat expires June 30, 2020.

The appointment process for the OC LAFCO special district seat is governed by Government Code Section 56332 and the Independent Special District Selection Committee Bylaws. In accordance with the statute and the Committee's Bylaws, the appointment process is conducted by mailed ballot and attached to this notification are the following:

- A. **The "Declaration of Qualification to Vote"** for designating the **authorized regular voting member and the alternate voting member of your district, for this appointment process**. This form must be returned to OC LAFCO no later than **3:00 PM on Friday, May 8, 2020**. Please note that if OC LAFCO does not receive the form by that date, your district will be ineligible to vote.
- B. **The "2020 Nomination Form"** for submitting a candidate's name for the **Regular Special District seat**. If your district is nominating a candidate for the OC LAFCO Regular Special District Member seat, the form must be filled out completely and returned to OC LAFCO no later than **3:00 PM on Friday, May 8, 2020**. Candidate resumes or other supplemental information may be attached to the nomination form and these materials will be distributed with the ballots.

The Declaration and nomination form may be returned to OC LAFCO at any of the following:

Email: ccarter-benjamin@oclafco.org

Mail: Orange County LAFCO
2677 North Main Street,
Suite 1050
Santa Ana, CA 92705
Attn: Cheryl Carter-Benjamin, Commission Clerk

FAX: (714) 640-5139
Attn: Cheryl Carter-Benjamin, Commission Clerk

For your reference, a timeline of key dates for the appointment process is shown below:

<i>Appointment Process Schedule for OC LAFCO Regular Special District Seat Expiring June 30, 2020</i>	
DATE	EVENT
March 24, 2020	OC LAFCO Executive Officer emails nomination form and Declaration of Qualification to Vote to each independent special district presiding officer (c/o the clerk of the district) and general manager.
May 8, 2020 (by 3:00 PM)	Submission of a nomination (if applicable) and Declaration of Qualification to Vote are due to OC LAFCO by 3:00 p.m.*
May 18, 2020	Ballot is emailed to each special district presiding officer or designee (c/o the clerk of the district).
June 22, 2020 (by 3:00 PM)	Ballots are due to OC LAFCO by 3:00 p.m.
June 29, 2020	OC LAFCO staff (or designee) tabulates ballots and announces results.
July 8, 2020	Oath of office administered at the Commission Regular Meeting.
<i>* Pursuant to Government Code Section 56332(f)(2), at the end of the nominating period, if only one candidate is nominated for the vacant seat, that candidate shall be deemed appointed.</i>	

Please note, that Orange County LAFCO extends our wishes of good health and safety to your agency and ask that if the extraordinary circumstances of Coronavirus (COVID-19) may impact your agency's ability to respond or participate in this process in accordance with the prescribed timeline above, please contact me directly at (714) 640-5100 or by email at cemery@oclafco.org.

March 24, 2020

Page 3 of 3

Other questions may be directed to our Commission Clerk Cheryl Carter-Benjamin at (714) 640-5100 or by email at ccarter-benjamin@oclafo.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carolyn Emery', is written over the typed name and title.

Carolyn Emery
Executive Officer

Attachments:

- A. Declaration of Qualification to Vote
- B. 2020 Nomination Form – Regular Special District Member

cc: Special District General Managers

DECLARATION OF QUALIFICATION TO VOTE

To the Presiding Officer Michael Maynard
c/o Clerk of the District
Elizabeth Deering (Ideering@rossmoor-csd.org)
Rossmoor Community Services District
3021 Blume Drive
Rossmoor, CA 90720-4638

I, _____, * hereby attest that
_____ ** has been authorized by the Board of
_____ to vote in the Orange County Special
District Selection Committee election as the regular voting member.

The Board also designated _____ ** as the alternate
voting member.

Name and Title*: _____

Signature*: _____

Date: _____

**Declaration MUST be signed by either Board President or Board Secretary*

*** Must be a member of the Board*

Completed forms must be received by OC LAFCO by 3 PM, Friday, May 8, 2020.
Forms must be delivered to OC LAFCO by:

- (1) Email at: ccarter-benjamin@oclafco.org, or
- (2) Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Cheryl Carter-Benjamin, or
- (3) FAX at: (714) 640-5139, Attn: Cheryl Carter-Benjamin

2020 NOMINATION FORM

Candidates for the Orange County Local Agency Formation Commission (OC LAFCO)

CANDIDATE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

Check box if resume or statement of qualifications is attached.

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION
(Must be the presiding officer or a designated alternate board member.)

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

A resume or other supplemental information about the candidate may be included and will be distributed with the ballots. Completed nomination form and supplemental information may be returned to OC LAFCO by:

1. Email at: ccarter-benjamin@oclafco.org, or
2. Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Cheryl Carter-Benjamin, or
3. Fax at: (714) 640-5139, Attn: Cheryl Carter-Benjamin

All forms and supplemental information must be received by OC LAFCO by 3:00 p.m. on Friday, May 8, 2020. Nomination forms or candidate information received after that deadline will not be considered.

H2

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: General Manager Joe Mendoza

SUBJECT: INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) AD HOC COMMITTEE'S UPDATED LAFCO DUES REAPPORTIONMENT FOR SPECIAL DISTRICTS

RECOMMENDATION:

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

1. Review the February 24, 2020 ISDOC letter, vote to support or deny ISDOC's updated LAFCO dues structure and five-year review for Special Districts; and
2. Authorize the General Manager to submit the LAFCO Dues Reapportionment for Special Districts Ballot to ISDOC no later than 5 p.m. on April 24, 2020.

BACKGROUND:

In an ISDOC Executive Committee Member letter dated February 24, 2020, the Rossmoor Community Services District (RCSD) was notified that the ISDOC Executive Committee voted unanimously to approve the Ad Hoc Committee recommendation for a new LAFCO dues structure to pay for its Special District portion of the LAFCO budget.

As indicated in the letter, the ISDOC dues formula has not been updated since 2001. As such, several inequities in the dues apportionment were brought to the attention of the ISDOC Executive Committee by Director Nederhood of the Yorba Linda Water District.

The Ad Hoc Committee was formed to review a new dues structure. After numerous meetings and dues structure iterations, the Ad Hoc Committee

selected a Revenues-Based Factoring formula that will adjust as Special District revenues increase.

The recommended dues calculation builds upon the methodology that was originally adopted and implemented in 2001. The ISDOC Ad Hoc Committee has recommended that this dues structure be reviewed every five years. Attached for your review are the dues methodology spreadsheets and the LAFCO Dues Reapportionment for Special Districts Ballot.

The Ad Hoc Committee asks for Rossmoor Community Services District's support of the new dues formula and five-year review. If approved by a majority of the membership, this formula would take effect in FY 2021-22. If a majority of the membership votes "No", the current formula will remain in place.

ATTACHMENTS:

1. ISDOC Ad Hoc Committee's LAFCO Dues Methodology Spreadsheets
2. LAFCO Dues Reapportionment for Special Districts Ballot



February 24, 2020

Dear Members,

The ISDOC Executive Committee voted unanimously to approve the Ad Hoc committee recommendation for a new LAFCO dues structure to pay for our Special District portion of the LAFCO budget.

As a brief background, the ISDOC dues formula has not been updated since 2001. As such, several inequities in the dues apportionment were brought to the attention of the ISDOC Executive Committee by Director Nederhood with Yorba Linda Water District.

The Ad Hoc committee was formed to review a new dues structure. After numerous meetings and dues structure iterations, the Ad Hoc committee selected a Revenues-Based Factoring formula that will adjust as Special District revenues increase.

The recommended dues calculation builds upon the methodology that was originally adopted and implemented in 2001. In developing the proposed approach, the Ad Hoc committee wished to achieve the following objectives:

- Balance an agency's ability to pay with its share of service received from LAFCO;
- Limit significant cost shifts between agencies; and
- Create a methodology that was dynamic and easy to administer by LAFCO staff.

The committee recognized that non-enterprise agencies, which are primarily supported by property taxes, have less ability to increase revenues to account for higher dues. The committee also acknowledged that larger, enterprise agencies might not receive a greater share of services from LAFCO merely due the fact that they have greater annual revenues. These two factors, along with the requirement to proportionally allocate costs under Proposition 26, guided the committee's approach and its recommended methodology. The full methodology and spreadsheet are attached to this letter.

Lastly, the Ad Hoc committee recommended that this dues structure be reviewed every 5 years.

Today we ask for your support of this new dues formula and 5-year review. If approved by a majority of the membership, this formula would take effect in FY 2021-22. If a majority of the membership vote No, the current formula remains in place.

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 fax

www.mwdoc.com/isdoc

Executive Committee

President
Hon. Sandra Jacobs
Santa Margarita Water District

1st Vice President
Hon. Mark Monin
El Toro Water District

2nd Vice President
Hon. Arlene Schafer
Costa Mesa Sanitary District

3rd Vice President
Hon. Mary Aileen Matheis
Irvine Ranch Water District

Secretary
Hon. William "Bill" Green
South Coast Water District

Treasurer
Hon. Joan C. Finnegan
Municipal Water District of Orange County

Immediate Past President
Hon. James Fisler
Mesa Water District

Staff Administration

Heather Baez
Municipal Water District of Orange County

Christina Hernandez
Municipal Water District of Orange County

I would like to personally thank the Ad Hoc committee members for all their hard work, time and diligence to this matter: First and foremost Director Al Nederhood with Yorba Linda Water District who tirelessly pursued this change for nearly 2 years; General Manager Mike Dunbar with Emerald Bay CSD who was at the table in 2001 and brought with him historic knowledge and current know-how to move us forward; Director Bill Nelson Orange County Cemetery District & Orange County Vector Control represented non-enterprise districts, and staff from Santa Margarita Water District CFO Robb Grantham and Mesa Water District CFO Marwan Khalifa both of whom were our financial heavy-hitters and made sure our formulas made sense.

Your vote to support this new dues structure will be greatly appreciated.

Thank you.

Saundra F. Jacobs

Saundra F. Jacobs, President ISDOC, Ad Hoc Committee Chair, and Director, Santa Margarita Water District

METHODOLOGY

Consistent with the 2001 dues, the proposed methodology groups agencies into non-enterprise and enterprise categories. These general groups were further subdivided based on total annual revenues. For non-enterprise agencies, the Ad Hoc committee recommended four groups based on annual revenues. For enterprise agencies, the committee recommended ten revenue groups. Based on the assigned agency type and revenue, each group was assigned a revenue factor, which is used to apportion annual dues. The following tables illustrate the revenue groupings and assigned factors.

Non-Enterprise Agencies		
Group Min	Group Max	Factor
\$ -	\$ 999,999	0.1
\$ 1,000,000	\$ 4,999,999	0.5
\$ 5,000,000	\$ 9,999,999	0.75
\$ 10,000,000		1

Enterprise Agencies		
Group Min	Group Max	Factor
\$ -	\$ 999,999	0.1
\$ 1,000,000	\$ 1,999,999	1
\$ 2,000,000	\$ 4,999,999	2
\$ 5,000,000	\$ 9,999,999	3
\$ 10,000,000	\$ 19,999,999	4
\$ 20,000,000	\$ 39,999,999	5
\$ 40,000,000	\$ 79,999,999	6
\$ 80,000,000	\$ 159,999,999	7
\$ 160,000,000	\$ 239,999,999	8
\$ 240,000,000		9

The committee wishes to implement a methodology that is easy to administer and update annually. Using revenue factors helps to achieve this objective. The assigned factor is based on annual revenues. As an agency's revenue grows, the agency is then moved into the next revenue group, that agency will then be assigned a higher revenue factor.

Each year, the allocation of the LAFCO Special District dues will be allocated based on each agency's percentage share of the revenue factors as shown in the following formula.

$$\text{LAFCO Dues} \div \text{Sum of Total Revenue Factors} \times \text{Agency Revenue Factor}$$

For Fiscal Year 2021, the total dues to be collected from the Special Districts is estimated to be \$367,504. Based on the Revenue Groupings, the total Revenue Factors is 81.15. For each Revenue Factor of 1.0, an agency would have annual dues of \$4,529, or \$367,504 ÷ 81.15.

The following table shows the recommended revenue factors, the current LAFCO dues for 2020, and the estimated dues for FY 2021. To note, as of the writing of this memorandum, the latest revenues available from the State Controller's website are for 2017. Additionally, for the purpose of illustration, the FY 2021 dues are assumed to be 3% higher than the FY 2020 total dues.

A larger spreadsheet is also attached to this letter.

LAFCO Dues by Agency				Annual Dues ⁽¹⁾ : \$ 367,504			
#	District	Revenue 2017	Recommended Revenue Based Factors	Percentage Share of Annual Dues	FY 2020 Dues	Estimated 2021 LAFCO Dues	Change from Previous Year
1	Silverado-Modjeska Rec & Park	\$312,556	0.1	0.12%	500	453	(47)
2	Surfside Colony Stormwater	\$312,929	0.1	0.12%	500	453	(47)
3	Rossmoor-Los Alamitos Sewer District	\$479,985	0.1	0.12%	500	453	(47)
4	Surfside Colony CSD	\$797,129	0.1	0.12%	500	453	(47)
5	Capistrano Bay CSD	\$1,151,362	0.5	0.62%	2,000	2,264	264
6	Rossmoor CSD	\$1,377,917	0.5	0.62%	2,000	2,264	264
7	Three Arch Bay CSD	\$1,859,915	0.5	0.62%	2,000	2,264	264
8	Emerald Bay CSD	\$2,188,987	0.5	0.62%	9,775	2,264	(7,511)
9	Buena Park Library	\$2,362,865	0.5	0.62%	2,000	2,264	264
10	Placentia Library	\$2,675,129	0.5	0.62%	2,000	2,264	264
11	Orange County Cemetery	\$5,988,529	0.75	0.92%	2,000	3,397	1,397
12	Orange County Vector Control	\$13,682,024	1	1.23%	2,000	4,529	2,529
13	Sunset Beach Sanitary District	\$1,083,390	1	1.23%	9,775	4,529	(5,246)
14	Serrano Irrigation District	\$6,045,914	3	3.70%	14,794	13,586	(1,208)
15	East Orange County Water	\$6,286,331	3	3.70%	14,794	13,586	(1,208)
16	Midway City Sanitary	\$9,685,641	3	3.70%	20,078	13,586	(6,492)
17	Trabuco Canyon Water District	\$11,320,583	4	4.93%	20,078	18,115	(1,963)
18	Costa Mesa Sanitary District	\$12,041,937	4	4.93%	20,078	18,115	(1,963)
19	El Toro Water District	\$27,600,993	5	6.16%	20,078	22,643	2,565
20	Mesa Water	\$31,150,322	5	6.16%	26,419	22,643	(3,775)
21	Yorba Linda Water	\$35,160,485	5	6.16%	26,419	22,643	(3,775)
22	South Coast Water District	\$36,197,754	5	6.16%	26,419	22,643	(3,775)
23	Moulton Niguel Water District	\$87,485,580	7	8.63%	26,419	31,701	5,282
24	Santa Margarita Water District	\$104,567,483	7	8.63%	26,419	31,701	5,282
25	MWDOC	\$163,412,555	8	9.86%	26,419	36,230	9,811
26	OCWD	\$165,150,987	8	9.86%	26,419	36,230	9,811
27	Irvine Ranch Water District	\$215,481,000	8	9.86%	26,419	36,230	9,811
			81.15	100.00%	356,800	367,504	
(1) Revenue requirement based on FY 2020 dues plus 3 percent							

LAFCO Dues by Agency

Annual Dues ⁽¹⁾: **\$ 367,504**

#	District	Revenue 2017	Recommended Revenue Based Factors	Percentage Share of Annual Dues	FY 2020 Dues	Estimated 2021 LAFCO Dues	Change from Previous Year
1	Silverado-Modjeska Rec & Park	\$312,556	0.1	0.12%	500	453	(47)
2	Surfside Colony Stormwater	\$312,929	0.1	0.12%	500	453	(47)
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13	Sunset Beach Sanitary District	\$1,083,390	1	1.23%	9,775	4,529	(5,246)
14	Serrano Irrigation District	\$6,045,914	3	3.70%	14,794	13,586	(1,208)
15	East Orange County Water	\$6,286,331	3	3.70%	14,794	13,586	(1,208)
16	Midway City Sanitary	\$9,685,641	3	3.70%	20,078	13,586	(6,492)
17	Trabuco Canyon Water District	\$11,320,583	4	4.93%	20,078	18,115	(1,963)
18	Costa Mesa Sanitary District	\$12,041,937	4	4.93%	20,078	18,115	(1,963)
19	El Toro Water District	\$27,600,993	5	6.16%	20,078	22,643	2,565
20	Mesa Water	\$31,150,322	5	6.16%	26,419	22,643	(3,775)
21	Yorba Linda Water	\$35,160,485	5	6.16%	26,419	22,643	(3,775)
22	South Coast Water District	\$36,197,754	5	6.16%	26,419	22,643	(3,775)
23	Moulton Niguel Water District	\$87,485,580	7	8.63%	26,419	31,701	5,282
24	Santa Margarita Water District	\$104,567,483	7	8.63%	26,419	31,701	5,282
25	MWDOC	\$163,412,555	8	9.86%	26,419	36,230	9,811
26	OCWD	\$165,150,987	8	9.86%	26,419	36,230	9,811
27	Irvine Ranch Water District	\$215,481,000	8	9.86%	26,419	36,230	9,811
			81.15	100.00%	356,800	367,504	

(1) Revenue requirement based on FY 2020 dues plus 3 percent

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC)

LAFCO DUES REAPPORTIONMENT FOR SPECIAL DISTRICTS

The Question:

"Does your special district approve the updated LAFCO dues structure for Special Districts?"

How to Vote:

Please cast your vote by using an "X" on the line next to "Yes" or "No" below.

_____ YES

_____ NO

DISTRICT NAME

SIGNATURE OF VOTING REPRESENTATIVE

Ballots must be received no later than 5 p.m. April 24, 2020.

You may return your ballot by mail or email to:

Heather Baez
P.O. Box 20895
Fountain Valley, CA 92728
Attention: ISDOC
OR Email: hbaez@mwdoc.com

H3

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

DATE: April 14, 2020

TO: Honorable Board of Directors

FROM: Joe Mendoza, General Manager

SUBJECT: DESIGNATION OF JOE MENDOZA AS THE REPRESENTATIVE OF THE BOARD OF DIRECTORS REGARDING THE SALARIES, SALARY SCHEDULES, AND/OR COMPENSATION PAID IN THE FORM OF FRINGE BENEFITS OF THE DISTRICT'S UNREPRESENTED EMPLOYEES

RECOMMENDATION:

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors designate General Manager Joe Mendoza as the representative of the Board of Directors regarding salaries, salary schedules, and/or compensation paid in the form of fringe benefits of the District's unrepresented employees.

BACKGROUND:

Under the Brown Act, in order to hold a closed session with the District's representative regarding the salaries, salary schedules, or compensation of its unrepresented employees, the Board of Directors must first identify its designated representative(s) in an open session. See Government Code § 54957.6. Accordingly, the General Manager is requesting that the Board of Directors designate Joe Mendoza as the District's representative for this purpose.

ATTACHMENTS: None

**CLOSED
SESSION**