

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

June 13, 2023

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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, June 13, 2023

7:00 p.m.

PUBLIC PARTICIPATION

Please be advised that the public can observe the meeting live on YouTube using the following link:
<https://youtu.be/xNrQVDEhnm> The name is **Rossmoor CSD**.

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

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

A. ORGANIZATION

- | | |
|-------------------------|---|
| 1. CALL TO ORDER: | 7:00 p.m. |
| 2. ROLL CALL: | Directors Barke, Maynard, Searles, Shade
President DeMarco |
| 3. PLEDGE OF ALLEGIANCE | Youth Center Volunteers |

4. PRESENTATIONS:

- a. The Youth Center – Maryam Guirao, Director of Development
- b. Southern California Bluebird Club - Peggy Blanton, "The Bluebird Lady"

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. TIMELINE FOR NEW WEBSITE
- 2. MONTHLY TRAFFIC SAFETY UPDATE

E. CONSENT CALENDAR

- 1. MINUTES:
 - a. Regular RCSD Board Meeting of May 9, 2023
- 2. APRIL 2023 REVENUE AND EXPENDITURE REPORT

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

F. PUBLIC HEARING:

1. FISCAL YEAR 2023-2024 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

G. RESOLUTIONS: None.

ORDINANCES: None.

H. REGULAR CALENDAR

1. DISCUSSION AND POSSIBLE ACTION RE: CHURCH OF CHRIST EXTENDED HOURS FACILITY REQUEST FOR USE OF RUSH PARK AUDITORIUM AND KITCHEN.

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

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

1. APPOINTMENT, EMPLOYMENT, OR EVALUATION OF PERFORMANCE OF PUBLIC EMPLOYEE PER GOVERNMENT CODE SECTION 54957(b)(1)
TITLE: GENERAL MANAGER

2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Subdivision (a) of Section 54957.6, California Government Code
Agency Designated Representative: Joe Mendoza, General Manager
Name of Employee Organization: All Unrepresented Employees

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.

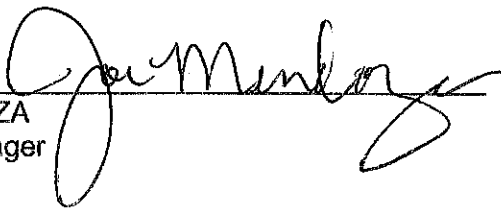
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the June 13, 2023, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JOE MENDOZA
General Manager

Date 6/8/2023

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: June 13, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: THE YOUTH CENTER – MARYAM GUIRAO, DIRECTOR OF DEVELOPMENT

RECOMMENDATION

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

INFORMATION

Director of Development, Maryam Guirao, will provide the Rossmoor Community Services District (RCSD) Board of Directors with an overview of the services The Youth Center provides to the Rossmoor residents, as well as the surrounding communities. Ms. Guirao will highlight collaboration efforts with RCSD and upcoming events.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: June 13, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: SOUTHERN CALIFORNIA BLUEBIRD CLUB – PEGGY BLANTON

RECOMMENDATION

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

INFORMATION

Peggy Blanton, on behalf of the Southern California Bluebird Club, will provide an overview of the Rossmoor bluebird box program and bluebird population to educate the community.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: June 13, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang

Subject: TIMELINE FOR NEW WEBSITE

RECOMMENDATION

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

INFORMATION

This report provides the RCSD Board of Directors with an overview of the current timeline for completion of the updates to the website.

ATTACHMENTS

1. Website Timeline

RCSD Website Timeline

6/1/23- 6/2/23

Create and send in Site wireframe

6/3/23- 6/6/23

Finish Home Page Draft

6/7/23

Source more site images and graphics

6/8/23- 6/13/23

Format menu and branching pages

6/14/23-6/15

Modify home page

6/16/2023

Meet with Brea IT

6/17/2023- 6/18/2023

Apply edits from Brea IT

6/19/2023

Staff to review for critiques

6/20/2023

Update meeting

6/21/2023

Last modifications

6/22/23

Website Finished

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: June 13, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MONTHLY TRAFFIC SAFETY UPDATE

RECOMMENDATION

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

BACKGROUND

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

INFORMATION

A meeting of the Community Traffic/Safety Advisory Ad Hoc Committee is scheduled to be held on July 6, 2023. Wei Zhu, Senior Civil Engineer, Orange County Public Works Traffic Investigations and Studies, and her Traffic Study consultants, will present their findings to-date on the study they're conducting along the Montecito and Bradbury corridors. An official end date of the study and subsequent determinations are not expected until the fall of 2023.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1

Date: June 13, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang

Subject: MINUTES REGULAR RCSD BOARD MEETING OF MAY 9, 2023

RECOMMENDATION

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

- a. Regular RCSD Board Meeting of May 9, 2023

INFORMATION

The Minutes reflect the actions of the RCSD at their meeting of May 9, 2023.

ATTACHMENTS

- 1. Minutes – Regular RCSD Board Meeting of May 9, 2023



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, May 9, 2023

A. ORGANIZATION

1. CALL TO ORDER:

7:00 p.m.

2. ROLL CALL:

Present:

Directors Barke, Maynard, Shade, President DeMarco

Absent:

Director Searles (Excused)

3. PLEDGE OF ALLEGIANCE:

Girl Scout Troop Service Unit #105
Representing Los Alamitos and Rossmoor

4. PRESENTATIONS:

a. Recognition of Sponsors for the 2023 Arbor Day Event

President DeMarco discussed the recent Arbor Day event and recognized sponsors.

b. Orange County Fire Authority (OCFA) – Elizabeth Denney, Community Relations/Education Specialist

Orange County Fire Authority Public Relations Education Specialist narrated PowerPoint presentation regarding water safety; addressed drowning risk factors, drowning statistics, active adult supervision, barriers, and classes; spoke about pool and drain safety; discussed flotation devices, beach safety, rip currents and additional water sources and announced an upcoming water safety event.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

Administrative Assistant Carolyn Whang read written correspondence received by 3:00 p.m., today, including from Maureen Waters.

Lize Keats expressed concerns regarding noise related to pickleball; stated noise-mitigating blankets do not work and hoped the Board will make a decision that will benefit the whole community.

Susan Kaplan discussed pickleball at Rossmoor Park; opined the process has been a sham and that RCSD has been dismissive of residents expressing concerns; stated pickleball should not be placed adjacent to tennis facilities or residences; spoke about lost revenue from the loss of a tennis professional and one tennis court and felt this issue has demoralized and divided the community.

Michele Fieldsen discussed the 90-day pickleball trial; noted there is not as much demand as the Board thought there would be; spoke about limited hours for play; felt the number of reservations should not have been a criteria, but rather the number of hours used and asserted the Board has been dividing and dismissive.

Rob Kaplan believed the Board's actions regarding the issue of pickleball has been stifling; asserted tennis players are no longer playing at Rossmoor; urged the Board to stop the pressure test and listen to residents' concerns.

There being no others wishing to address the Board, President DeMarco closed Public Forum.

D. REPORTS TO THE BOARD

1. REPORT ON THE URBAN FOREST

Arborist Mary Kingman provided details of the Urban Forest and Tree Maintenance Report; discussed Arbor Day events and thanked sponsors, staff, volunteers and suppliers; announced an upcoming free mulch giveaway and addressed plantings of butterfly gardens.

Discussion followed regarding details of the tree failure, the free mulch program and the compost giveaway program.

2. MONTHLY TRAFFIC SAFETY UPDATE

General Manager Mendoza provided the Traffic Safety Update; addressed the recent Traffic Safety Committee meeting and discussed an upcoming Traffic Safety Study.

President DeMarco addressed details of discussions during the meeting; discussed parking mitigation options; spoke about ticket administration and enforcement regarding permit parking and commented on the possibility of contracting out the permit parking function.

Discussion followed regarding parking impacts of condominium associations on Montecito.

General Manager Mendoza commended Supervisor Andrew Do's office for helping RCSD work with Orange County Public Works; reported making contact with the City Manager in Los Alamitos; addressed the street sweeping sign installation and listed meeting attendees.

President DeMarco discussed an idea presented at the meeting regarding the possibility of installing traffic circles at Bostonian and Montecito and Shakespeare and Montecito to help with

traffic during school drop-offs and pickups and reported he spoke with the Sheriff's Captain regarding the Wallingsford exit and imposing a parking restriction from 7:00 a.m. to 9:00 a.m.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular RCSD Board Meeting of April 11, 2023

Motion by Director Maynard, seconded by Director Barke, to approve Item E1 of the Consent Calendar, as presented. Motion passed 4-0, with Director Searles, excused.

Director Maynard pulled Items No. E2 and E3 for separate discussion.

2. MARCH 2023 REVENUE AND EXPENDITURE REPORT

Director Maynard asked about expenses related to elections.

General Manager Mendoza reported the election expenses were County wide and affecting other cities and stated the County was able to subsidize the previous election through grants, but not this one.

Motion by Director Maynard, seconded by Director Barke, to approve Item E2 of the Consent Calendar, as presented. Motion passed 4-0, with Director Searles, excused.

3. DISCUSSION AND ACTION RE: AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT EXTENSION WITH ENRICHED FARMS & AVANTI HARVEST, INC.

Director Maynard asked for additional details regarding the Farmers Market.

General Manager Mendoza explained he wanted to entice the Farmers Market to Rossmoor; noted the Board chose to not ask for a stipend or percentage; reported the vendors have chosen to return this year and that he does not anticipate asking for compensation until they are well established with a good client base.

Motion by Director Maynard, seconded by Director Barke, to approve Item E3 of the Consent Calendar, as presented. Motion passed 4-0, with Director Searles, excused.

F. PUBLIC HEARING - None

G. RESOLUTIONS:

1. RESOLUTION NO. 23-05-09-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-2024

General Manager Mendoza thanked Accountant Michael Matsumoto for the report; noted this is an annual requirement and asked the Board for approval of the resolution.

Motion by Director Maynard, seconded by Director Barke, to waive full reading and adopt by title, Resolution No. 23-05-09-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-2024

The motion carried 4-0, with the following vote:

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

2. RESOLUTION NO. 23-05-09-02 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING POOLING OF SELF-INSURANCE THROUGH THE PRIMARY WORKERS’ COMPENSATION PROGRAM OF CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

General Manager Mendoza presented details of the report; discussed the process and acceptance of RCSD’s application and reported he is expecting to receive a certification which, along with the resolution, will allow RCSD to begin the process of backing out of the State Fund coverage and for State Fund to calculate the penalty. He added that State Fund provided a formula but will not finalize the calculation until the certification and resolution have been submitted.

Motion by Director Maynard, seconded by Director Maynard, to waive full reading and adopt by title, Resolution No. 23-05-09-02 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING POOLING OF SELF-INSURANCE THROUGH THE PRIMARY WORKERS’ COMPENSATION PROGRAM OF CALIFORNIA JOINT POWERS INSURANCE AUTHORITY

The motion carried 4-0, with the following vote:

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

3. RESOLUTION NO. 23-05-09-03 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISPENSING OF ALCOHOL (BEER AND WINE) AT THE 2023 ROSSMOOR SUMMER FESTIVALS

Motion by Director Barke, seconded by Director Maynard, to waive full reading and adopt by title, Resolution No. 23-05-09-03: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE

DISPENSING OF ALCOHOL (BEER AND WINE) AT THE 2023 ROSSMOOR SUMMER FESTIVALS

The motion carried 3-1, with the following vote:

AYES: Directors Barke, Maynard, Shade
NOES: President DeMarco
ABSTAIN: None
ABSENT: Director Searles (Excused)

ORDINANCES – None

H. REGULAR CALENDAR:

1. REPORT OF THE BUDGET COMMITTEE REGARDING FY 2022-2023 ESTIMATE TO CLOSE, FY 2023-2024 PRELIMINARY BUDGET, AND SET DATE OF PUBLIC HEARING

General Manager Mendoza introduced the item and deferred to Accountant Matsumoto for a report.

Accountant Matsumoto presented details of the preliminary budget for Fiscal Year 2023-2024. He discussed late changes made; noted a projected surplus of \$67,000 reported 2023-2024 projected expenses are generally 5% higher than prior year expenses and includes salary increases of 3% and stated higher revenues are anticipated next year.

General Manager Mendoza reported the next budget hearing will be announced in the newspaper.

Discussion followed regarding decreased tax revenues over the years, expected receipt of reimbursement on Grant 60A, potential CIP projects and listing revenues from other government agencies separately.

Motion by Director Maynard, seconded by Director Barke, to adopt the Budget Committee 2022-2023 estimate, to close Fiscal Year 2023-2024 Preliminary Budget and direct the General Manager to set a date for the Public Hearing.

The motion carried 4-0, with the following vote:

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

2. DISCUSSION AND ACTION RE: AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH ELITE SPECIAL EVENTS TO PROVIDE SERVICES AT THE 2023 ROSSMOOR SUMMER FESTIVALS

General Manager Mendoza provides details of the report; stated the contract and agreement have been reviewed by General Counsel Preziosi; noted the addition of a Beer Garden and reported that Elite Special Events will provide insurance, security and fencing for the Beer Garden.

It was noted that RCSD pays no money to Elite and Elite will receive a percentage of the proceeds from the Beer Garden.

Discussion followed regarding keeping people within the area of the Beer Garden, sponsorships, financial arrangements relative to festival proceeds, providing a community service, the level of security provided for the Beer Garden and RCSD's power to renegotiate or revoke the contract.

Motion by Director Maynard, seconded by Director Barke, to authorize the General Manager to enter into a contract with Elite Special Events to provide services at the 2023 Rossmoor Summer Festivals.

At the request of Director Barke, President DeMarco explained why he voted, "No" on the approval of the corresponding resolution noting he did not believe it is needed at Rossmoor family events.

Motion passed 3-1, with Director Searles, excused.

3. DISCUSSION AND ACTION RE: AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT EXTENSION WITH BREA I.T.

General Manager Mendoza provided details of the report; stated General Counsel Preziosi has reviewed the agreement and the Board is being asked to approve the extension for one year, including a 3% increase which is approximately \$1850 per year.

Motion by Director Barke, seconded by Director Shade, to authorize the General Manager to enter into a contract extension with Brea I.T.

Discussion followed regarding lack of a termination clause.

General Counsel Preziosi reported this is the fifth amendment to the contract and that the original contract and a subsequent amendment have a 90-day and a 60-day termination clause, consecutively.

Motion passed 4-0, with Director Searles, excused.

4. DISCUSSION AND ACTION RE: AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH CALIFORNIA CONSULTING FOR GRANT WRITING SERVICES

General Manager Mendoza reported that the CIP Committee met and reviewed and approved this item; pointed out they are reviewing a number of grants that have application deadlines; addressed a breakdown of costs in the proposal and asked for the Board's approval, noting they are going to study the matter to determine what grants for which RCSD will qualify.

Motion by Director Barke, seconded by Director Shade, to authorize the General Manager to enter into a contract with California Consulting for grant writing services.

Discussion followed regarding who identified the potential grants, payment terms, whether there are grant writing contingency companies, the success of the company in securing grants and getting Board approval before writing any grant.

Director Maynard made a friendly amendment to the motion, that the General Manager return to the Board on a project-by-project basis. Directors Barke and Shade accepted the friendly amendment.

Motion by Director Barke, seconded by Director Shade, to authorize the General Manager to enter into a contract with California Consulting for grant writing services and direct the General Manager to return to the Board for consideration, on a project-by-project basis. Motion passed 4-0, with Director Searles, excused.

5. DISCUSSION AND POSSIBLE ACTION RE: PICKLEBALL 45-DAY REVIEW AND RECOMMENDATIONS

General Manager Mendoza asked that the Board consider extending the pickleball test another 45 days as there has been inclement weather throughout the first 45 days, turnout has been low, and the hours have not been amenable to pickleball players. He asked that the Board consider allowing pickleball play for another 45 days with extended hours, from 7:00 a.m. to 9:00 p.m.; shared comments from the Board, staff and residents; addressed ambient noise; offered to visit resident homes to listen to the noise reported from pickleball and referenced sound readings and revenue.

Director Barke noted that tennis is not for generating revenue but rather, tennis professionals generate revenue from the courts.

Director Maynard reported that he and Director Searles agreed with the need for another 45-day extension and extension of the hours; stated Director Searles felt play should stop at 7:00 p.m. but he feels it should stop at 9:00 p.m., the same as tennis; noted that many of his friends did not know pickleball was being offered at Rossmoor Park and suggested installing a banner to let residents know. He stressed that he supports a good pickleball pilot program and pointed out that two families generate most complaints.

Motion by Director Maynard, seconded by Director Barke, to authorize the General Manager to extend the pickleball trial at Rossmoor Park for another 45 days and extend the hours of play from 7:00 a.m. to 9:00 p.m.

Director Barke stated complaints should be taken seriously; rejected the assertion made that those who complain are whiners; noted the number one injury in adults, currently, is from pickleball; commented that the idea that pickleball is preordained is nonsense; spoke about Board Members being elected by the community and not "Greek gods" and stressed that the Board is doing the best it can to represent the interests of the community.

Director Shade questioned the high demand for pickleball; spoke about the money being spent to study the issue; discussed noise after 7:00 p.m. and felt the test should be done but done right.

President DeMarco spoke about the possibility of calling a special Board meeting at the pickleball court to observe play and listen to the sound made.

Director Maynard suggested holding committee meetings at Rossmoor Park during pickleball play.

President DeMarco agreed that the first-time constraints were limited and agreed with extending the days and hours of play.

Motion passed 4-0, with Director Searles, excused.

6. DISCUSSION RE: RESCINDING THE CONTRACT (ACCEPTING THE RESIGNATION) OF TENNIS INSTRUCTOR THOMAS SCHLACK

General Manager Mendoza presented details of the report noting Mr. Schlack would like to step down due to personal issues with family and work.

Motion by Director Maynard, seconded by Director Barke, to allow Mr. Thomas Shlack to terminate the contract with RCSD per contractual terms. Motion passed 4-0, with Director Searles, excused.

I. GENERAL MANAGER ITEMS

General Manager Mendoza reported Shakespeare in the Park will be returning to Rossmoor and asked for a stipend but stated they would perform for free when Mr. Mendoza informed them, they were not included in the budget; discussed Proposition 68 projects; announced the first Family Festival, hosting the LAUSD Graduation Parade and a bulky-item pickup in collaboration with CR&R and addressed the status of the website.

Director Shade discussed the entertainment schedule and elements of the LAUSD Graduation Parade.

General Manager Mendoza reported receiving ten iPads from the Office of Aging through Supervisor Do which are earmarked for Seniors, 60 and over; spoke about working with the City of Los Alamitos regarding a joint resolution on parking; noted that Director Searles requested the Board issue a letter of support to Supervisor Do, the Assembly and Senate, asking for funding and grants to help with some of the RCSD programs and facilities and discussed a meeting with Los Alamitos, Seal Beach and OCTA regarding allocation of an increment from OCTA for senior mobility.

J. BOARD MEMBER ITEMS

Director Maynard mentioned the need for sound attenuation in the meeting room and the possibility of purchasing a portable dance floor.

Director Shade reported a group of at-risk students from Sunburst School will be attending the parade and commented favorably on the participation of the Girl Scouts in tonight's meeting, Elizabeth Denney from the Fire Authority and RCSD staff.

President DeMarco spoke about attending a We Care Foundation event; expressed condolences to former Director Mark Nitikman on the recent passing of his wife and urged residents to be safe and drive the speed limit.

K. GENERAL COUNSEL ITEMS – None

L. CLOSED SESSION – 10:35 P.M.

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

TITLE: GENERAL MANAGER

2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Subdivision (a) of Section 54957.6, California Government Code
Agency Designated Representative: Joe Mendoza, General Manager
Name of Employee Organization: All Unrepresented Employees

Reconvene to Open Session: 11:07 p.m.

Report from Closed Session:

General Counsel Preziosi reported that for Closed Session Item No. 1, there was no reportable action and that for Item No. 2, the Board authorized a 3% increase in salary to the entire unrepresented group.

M. ADJOURNMENT

The meeting was adjourned at 11:08 p.m. without opposition.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Tony DeMarco, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: June 13, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accountant Michael Matsumoto
Subject: APRIL 2023 REVENUE AND EXPENDITURE REPORT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for April 2023.

INFORMATION

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenue and expenses.

ATTACHMENTS

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

Rossmoor Community Services District
 Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
 For the month ended April 30, 2023

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
Revenues:						
Property taxes	\$ 1,159,000	\$ 1,288,000	\$ 363,362	\$ 1,160,418	\$ (127,582)	90.09%
Street light assessments	390,600	390,600	128,399	405,745	15,145	103.88%
Interest on investments	3,000	3,000	9,314	18,174	15,174	605.80%
From other governmental agencies	150,000	150,000	-	-	(150,000)	0.00%
Permit and rental fees	214,300	214,300	9,422	163,397	(50,903)	76.25%
Miscellaneous	35,000	35,000	3,110	37,084	2,084	105.95%
Total Revenues	<u>1,951,900</u>	<u>2,080,900</u>	<u>513,607</u>	<u>1,784,818</u>	<u>(296,082)</u>	<u>85.77%</u>
Expenditures:						
Administration	1,057,406	1,057,406	59,286	767,404	290,002	72.57%
Recreation	60,000	60,000	2,273	64,327	(4,327)	107.21%
Rossmoor park	195,800	220,800	16,874	141,384	79,416	64.03%
Montecito center	28,000	30,250	2,596	20,182	10,068	66.72%
Rush park	214,400	220,700	9,768	126,200	94,500	57.18%
Street lighting	100,000	100,000	9,708	91,093	8,907	91.09%
Rossmoor wall	1,000	1,000	-	132	868	13.20%
Street sweeping	80,000	80,000	6,538	62,193	17,807	77.74%
Parkway trees	180,000	180,000	2,097	158,063	21,937	87.81%
Mini-parks and medians	14,800	15,800	1,212	10,731	5,069	67.92%
Total Expenditures	<u>1,931,406</u>	<u>1,965,956</u>	<u>110,352</u>	<u>1,441,709</u>	<u>524,247</u>	<u>73.33%</u>
Changes in fund balance	20,494	114,944	<u>\$ 403,255</u>	343,109	<u>\$ 228,165</u>	
Fund balance:						
Beginning of year	<u>1,417,511</u>	<u>1,417,511</u>		<u>1,417,511</u>		
End of period	<u>1,438,005</u>	<u>1,532,455</u>		<u>1,760,620</u>		
Cash Balances at 4/30/23:						
Checking				543,261		
LAIF				<u>1,222,004</u>		
Total				<u>1,765,265</u>		

Note: The budgeted projected fund balance at 6/30/23 is \$1,532,000 which represents approximately 78% of annual expenditures.

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 4 / 23

Fund	Account	Received			Revenue	
		Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
10 General Fund						
3000 Property Tax						
	3001 Current Secure Property Tax	358,960.58	1,081,445.65	1,200,000.00	118,554.35	90 %
	3002 Current Unsecured Prop Tax	0.00	28,496.87	35,700.00	7,203.13	80 %
	3003 Prior Secured property Tax	259.07	6,192.23	14,700.00	8,507.77	42 %
	3004 Prior Unsecured Property Tax	0.00	0.00	3,150.00	3,150.00	0 %
	3005 Delinquent Property Taxes	102.68	1,185.77	1,050.00	-135.77	113 %
	3006 Current Supplemental Assessment	4,039.80	31,048.75	18,900.00	-12,148.75	164 %
	3008 Public Utility Tax	0.00	9,513.21	10,500.00	986.79	91 %
	3009 State Homeowners prop. Tax Relief	0.00	2,535.15	4,000.00	1,464.85	63 %
	Account Group Total:	363,362.13	1,160,417.63	1,288,000.00	127,582.37	90 %
3100						
	3101 Street light assessments	128,398.54	405,745.13	390,600.00	-15,145.13	104 %
	Account Group Total:	128,398.54	405,745.13	390,600.00	-15,145.13	104 %
3200						
	3201 Interest on Investments	9,313.71	18,173.59	3,000.00	-15,173.59	606 %
	Account Group Total:	9,313.71	18,173.59	3,000.00	-15,173.59	606 %
3300 INTERGOVERNMENTAL REVENUE						
	3301 Prop 68 Grant Funding	0.00	0.00	70,000.00	70,000.00	0 %
	3304 County street sweep reimbursement	0.00	0.00	80,000.00	80,000.00	0 %
	Account Group Total:	0.00	0.00	150,000.00	150,000.00	0 %
3400 RENTAL & PERMITS						
	3401 Tennis Courts Reservations	1,394.00	14,568.91	41,000.00	26,431.09	36 %
	3402 Tennis Instructor Private Lessons	1,387.25	21,505.25	38,000.00	16,494.75	57 %
	3403 Basketball Court Reservations	0.00	632.00	0.00	-632.00	** %
	3405 Rossmoor Park Ball Field Reservations	0.00	13,668.11	12,500.00	-1,168.11	109 %
	3406 Rush Park Ball field reservations	547.23	4,997.15	12,500.00	7,502.85	40 %
	3411 Signature Wall Banner Rental	60.00	380.00	300.00	-80.00	127 %
	3421 Tree Revenue	0.00	2,706.00	5,000.00	2,294.00	54 %
	3422 Tree Voilation Fines	0.00	300.00	0.00	-300.00	** %
	3431 Rossmoor Building Rental	0.00	5,000.00	2,500.00	-2,500.00	200 %
	3432 Rossmoor Park Picinic Site	600.00	2,342.00	2,500.00	158.00	94 %
	3441 Montecito Building Rental	617.78	26,310.36	25,000.00	-1,310.36	105 %
	3451 Rush Building Rental	3,694.82	63,681.93	67,000.00	3,318.07	95 %
	3452 Rush Park Picnic Site	1,121.22	6,686.14	7,000.00	313.86	96 %
	3453 Rush Park Kitchen	0.00	619.00	1,000.00	381.00	62 %
	Account Group Total:	9,422.30	163,396.85	214,300.00	50,903.15	76 %
3500						
	3501 MISC REVENUE	110.00	15,056.32	10,000.00	-5,056.32	151 %
	3502 Sponsorships	3,000.00	22,028.00	25,000.00	2,972.00	88 %
	Account Group Total:	3,110.00	37,084.32	35,000.00	-2,084.32	106 %
	Fund Total:	513,606.68	1,784,817.52	2,080,900.00	296,082.48	86 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5000							
5010 Administration							
4000	Board of Directors Compensatn	1,000.00	7,250.00	11,000.00	11,000.00	3,750.00	66 %
4002	Salaries - Part-time	4,631.44	45,037.96	68,990.00	68,990.00	23,952.04	65 %
4003	Overtime	665.74	9,475.24	10,000.00	10,000.00	524.76	95 %
4006	SALARIES - ADMINISTRATION	19,263.67	172,889.13	244,698.00	244,698.00	71,808.87	71 %
4007	VEHICLE ALLOWANCE (MILEAGE)	0.00	1,165.47	2,000.00	2,000.00	834.53	58 %
4008	SALARIES - PARK AND RECREATION	12,762.95	133,815.86	161,213.00	161,213.00	27,397.14	83 %
4009	SALARIES - Park /TREE MAINTENANCE	4,412.64	45,546.24	57,907.00	57,907.00	12,360.76	79 %
4010	Workers Compensation Insurance	0.00	34,407.53	20,000.00	20,000.00	-14,407.53	172 %
4011	Medical Insurance	0.00	54,928.88	80,000.00	80,000.00	25,071.12	69 %
4015	Federal Payroll Tax -FICA	3,434.66	36,553.82	53,698.00	53,698.00	17,144.18	68 %
5002	Insurance - Liability	0.00	374.00	35,000.00	35,000.00	34,626.00	1 %
5004	Memberships and Dues	1,350.00	8,743.03	9,500.00	9,500.00	756.97	92 %
5006	Travel & Meetings	0.00	432.03	2,500.00	2,500.00	2,067.97	17 %
5007	Televised Meeting Costs	1,068.75	13,885.95	22,000.00	22,000.00	8,114.05	63 %
5008	Gasoline	0.00	2,656.27	5,000.00	5,000.00	2,343.73	53 %
5010	Publications & Legal Notices	0.00	3,120.51	7,500.00	7,500.00	4,379.49	42 %
5012	Printing	60.09	2,983.83	4,000.00	4,000.00	1,016.17	75 %
5014	Postage	16.26	309.31	2,000.00	2,000.00	1,690.69	15 %
5016	Office & Meeting Supplies	1,165.70	9,073.67	15,000.00	15,000.00	5,926.33	60 %
5020	Telephone	1,038.02	9,597.44	10,000.00	10,000.00	402.56	96 %
5021	Computer/Email/Server Costs	495.46	4,497.66	5,000.00	5,000.00	502.34	90 %
5030	Vehicle Maintenance	0.00	1,311.17	5,000.00	5,000.00	3,688.83	26 %
5045	Miscellaneous Expenditures	1,111.48	17,067.78	20,000.00	20,000.00	2,932.22	85 %
5046	Bank Service Charge	220.82	2,281.99	4,000.00	4,000.00	1,718.01	57 %
5050	Elections	0.00	12,802.18	8,000.00	8,000.00	-4,802.18	160 %
5610	Legal Services	0.00	23,205.48	62,400.00	62,400.00	39,194.52	37 %
5615	Financial Audit-Consulting	0.00	18,750.00	19,000.00	19,000.00	250.00	99 %
5620	Outsource Financial Consultant	6,000.00	50,969.26	60,000.00	60,000.00	9,030.74	85 %
5670	Other Professional Services	587.95	35,693.24	40,000.00	40,000.00	4,306.76	89 %
6010	Equipment	0.00	1,317.98	2,000.00	2,000.00	682.02	66 %
6025	Software	0.00	7,261.25	10,000.00	10,000.00	2,738.75	73 %
	Account Total:	59,285.63	767,404.16	1,057,406.00	1,057,406.00	290,001.84	73 %
5020 Recreation							
5017	Community Events	2,273.43	64,326.72	60,000.00	60,000.00	-4,326.72	107 %
	Account Total:	2,273.43	64,326.72	60,000.00	60,000.00	-4,326.72	107 %
5030 Rossmoor Park							
5018	Janitorial Supplies	0.00	2,442.22	6,600.00	6,600.00	4,157.78	37 %
5022	Utilities	935.71	10,641.59	12,500.00	12,500.00	1,858.41	85 %
5023	Water	0.00	34,700.67	35,000.00	60,000.00	25,299.33	58 %
5025	SECURED PROP TAX	0.00	1,059.12	1,200.00	1,200.00	140.88	88 %
5030	Vehicle Maintenance	854.56	854.56	1,500.00	1,500.00	645.44	57 %
5032	Building & Grounds-Maintenance	843.47	26,918.65	30,000.00	30,000.00	3,081.35	90 %
5034	Alarm Systems/Security	0.00	369.00	1,000.00	1,000.00	631.00	37 %
5045	Miscellaneous Expenditures	711.03	4,223.75	4,500.00	4,500.00	276.25	94 %
5051	Equipment Rental	605.12	2,060.24	500.00	500.00	-1,560.24	412 %
5052	Minor Facility Repairs /Tools	0.00	795.87	1,000.00	1,000.00	204.13	80 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5655	Landscape Maintenance / Janitorial	2,291.15	28,409.12	32,000.00	32,000.00	3,590.88	89 %
6005	Buildings and Improvements	10,632.52	28,909.27	70,000.00	70,000.00	41,090.73	41 %
	Account Total:	16,873.56	141,384.06	195,800.00	220,800.00	79,415.94	64 %
5040 Montecito Center							
5018	Janitorial Supplies	0.00	749.46	6,600.00	6,600.00	5,850.54	11 %
5022	Utilities	156.45	1,935.57	2,000.00	2,000.00	64.43	97 %
5023	Water	74.08	2,833.85	2,250.00	4,500.00	1,666.15	63 %
5025	SECURED PROP TAX	0.00	889.46	1,000.00	1,000.00	110.54	89 %
5030	Vehicle Maintenance	748.78	748.78	1,500.00	1,500.00	751.22	50 %
5032	Building & Grounds-Maintenance	475.46	9,114.46	8,000.00	8,000.00	-1,114.46	114 %
5034	Alarm Systems/Security	141.00	519.00	650.00	650.00	131.00	80 %
5045	Miscellaneous Expenditures	0.00	391.62	500.00	500.00	108.38	78 %
5052	Minor Facility Repairs /Tools	0.00	0.00	500.00	500.00	500.00	0 %
5655	Landscape Maintenance / Janitorial	1,000.00	3,000.00	5,000.00	5,000.00	2,000.00	60 %
	Account Total:	2,595.77	20,182.20	28,000.00	30,250.00	10,067.80	67 %
5050 Rush Park							
5018	Janitorial Supplies	0.00	3,339.25	6,600.00	6,600.00	3,260.75	51 %
5022	Utilities	1,876.45	26,910.11	25,300.00	31,600.00	4,689.89	85 %
5023	Water	0.00	26,683.68	50,000.00	50,000.00	23,316.32	53 %
5025	SECURED PROP TAX	0.00	4,053.34	4,200.00	4,200.00	146.66	97 %
5030	Vehicle Maintenance	748.78	1,108.14	2,000.00	2,000.00	891.86	55 %
5032	Building & Grounds-Maintenance	5,110.46	37,524.38	40,000.00	40,000.00	2,475.62	94 %
5034	Alarm Systems/Security	126.00	492.00	800.00	800.00	308.00	62 %
5045	Miscellaneous Expenditures	0.00	993.99	500.00	500.00	-493.99	199 %
5051	Equipment Rental	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
5052	Minor Facility Repairs /Tools	0.00	0.00	500.00	500.00	500.00	0 %
5655	Landscape Maintenance / Janitorial	1,906.16	18,444.42	33,000.00	33,000.00	14,555.58	56 %
6005	Buildings and Improvements	0.00	1,820.26	40,000.00	40,000.00	38,179.74	5 %
6010	Equipment	0.00	4,830.18	10,000.00	10,000.00	5,169.82	48 %
	Account Total:	9,767.85	126,199.75	214,400.00	220,700.00	94,500.25	57 %
5060 Street Lighting							
5650	Street Lighting and Maintenance	9,707.89	91,092.92	100,000.00	100,000.00	8,907.08	91 %
	Account Total:	9,707.89	91,092.92	100,000.00	100,000.00	8,907.08	91 %
5065 Rossmoor Wall							
5032	Building & Grounds-Maintenance	0.00	132.18	1,000.00	1,000.00	867.82	13 %
	Account Total:	0.00	132.18	1,000.00	1,000.00	867.82	13 %
5070 Street Sweeping							
5642	Street Sweeping	6,538.14	62,192.52	80,000.00	80,000.00	17,807.48	78 %
	Account Total:	6,538.14	62,192.52	80,000.00	80,000.00	17,807.48	78 %

05/24/23
16:07:59

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 4 / 23

Page: 3 of 3
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5080 Parkway Trees							
	5017 Community Events	489.15	707.65	1,500.00	1,500.00	792.35	47 %
	5656 Tree Trimming	0.00	116,649.00	130,500.00	130,500.00	13,851.00	89 %
	5660 TREE REMOVAL	0.00	1,800.00	3,000.00	3,000.00	1,200.00	60 %
	6015 Trees	1,608.00	38,906.00	45,000.00	45,000.00	6,094.00	86 %
	Account Total:	2,097.15	158,062.65	180,000.00	180,000.00	21,937.35	88 %
5090 Mini-Parks and Medians							
	5022 Utilities	0.00	248.89	500.00	500.00	251.11	50 %
	5023 Water	712.37	7,367.26	9,000.00	10,000.00	2,632.74	74 %
	5032 Building & Grounds-Maintenance	0.00	1,110.89	2,000.00	2,000.00	889.11	56 %
	5045 Miscellaneous Expenditures	0.00	0.00	100.00	100.00	100.00	0 %
	5051 Equipment Rental	0.00	0.00	100.00	100.00	100.00	0 %
	5052 Minor Facility Repairs /Tools	0.00	0.00	100.00	100.00	100.00	0 %
	5655 Landscape Maintenance / Janitorial	500.00	1,949.48	3,000.00	3,000.00	1,050.52	65 %
	6015 Trees	0.00	54.75	0.00	0.00	-54.75	*** %
	Account Total:	1,212.37	10,731.27	14,800.00	15,800.00	5,068.73	68 %
	Account Group Total:	110,351.79	1,441,708.43	1,931,406.00	1,965,956.00	524,247.57	73 %
	Fund Total:	110,351.79	1,441,708.43	1,931,406.00	1,965,956.00	524,247.57	73 %
	Grand Total:	110,351.79	1,441,708.43	1,931,406.00	1,965,956.00	524,247.57	73 %

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS

Revenue Accounts

Account Code	Item	Explanation
3000-3006	Current Supplemental Assessment	Increase in real estate sales
3200-3201	Interest on Investment	Increase due to higher interest on investment
3300-3301	Prop 68 Grant Funding	Request approved still waiting on payment. Will likely be received next FY 23-24
3300-3304	County Street Sweeping Reimbursement	Payment received the end of FY
3400-3401	Tennis Court Reservations	Revenue lower than anticipated due to drop in rentals caused by rainy weather and loss of private instructor
3400-3402	Tennis Instructor Private Lessons	Drop in revenue is due to one of the tennis instructor retiring. New instructor has recently been hired
3400-3406	Rush Park Ball Field Reservation	Current percentage as of March is 34%. Anticipate increase in rental of ball fields
3400-3431	Rossmoor Building Rental	Enhanced marketing has increased revenue
3400-3433	Rossmoor Park Horseshoe Rental	Open to the public. Removing from budget
3400-3441	Montecito Center	Enhanced marketing has increased revenue as well as Gather Church using on a regular basis
3500-3501	Misc. Revenue	Account has exceeded revenue projection due to Winter Festival wristband sales

Expenditure Accounts

Account Code	Item	Explanation
5010-4010	Administration - Worker's Compensation Insurance	Disputing premium cost increase with State Fund. They are currently auditing our account. Look to have a resolution in the near future
5010-5002	Administration - Liability	Billed in August. Will have a surplus this FY
5010-5050	Administration - Elections	Unexpected increase from County for election oversight and administration
5010-5615	Administration - Financial Audit-Consulting	Audit has been completed
5020-5017	Recreation - Community Events	Account has exceeded projected budget due to Farmer's Market entertainment and promotions. This will be offset by Sponsorships. Will make mid-year budget adjustment
5030-5025 5040-5025 5050-5025	Secured Property Taxes	Property Taxes have been paid for 1st and 2nd installments
5030-5032	Rossmoor Park - Building and Grounds Maintenance	Playground repairs, security lighting, sand volleyball and sprinkler upgrades were unanticipated expenses
5030-5051	Rossmoor Park - Equipment Rental	Pickleball sound barrier blanket

5030-6005	Rossmoor Park - Building and Improvements	Prop 68 Funding. Anticipate spending \$40,000 for picnic canopy. Will be completed in 23-24. Will carry over to 23-24 fiscal year
5050-6005	Rush Park - Building and Improvements	Prop 68 Funding. Anticipate spending \$30,000 for carpet and flooring during 23-24 fiscal year
5050-5045	Rush Park - Miscellaneous Expenditures	Miscoded to 5045. Will move to 5032

*

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: June 13, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Mike Matsumoto

Subject: PUBLIC HEARING - FISCAL YEAR 2023-2024 PROPOSED FINAL BUDGET
FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

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

1. Open the public hearing for the Fiscal Year 2023-2024 Proposed Final Budget;
2. Receive the FY 2023-2024 Proposed Final Budget presentation from the General Manager and Accounting Consultant;
3. Take public testimony;
4. Close the public hearing
5. Deliberate; and
6. Approve the Fiscal Year 2023-2024 Proposed Final Budget for final review at the next public hearing July 11, 2023.

BACKGROUND

On April 19, 2023, the Budget Committee met to review the RCSD FY 2022-2023 Estimate to Close and the FY 2023-2024 Preliminary Budget. The General Manager and Accounting Consultant presented the preliminary budget and answered questions the Committee had about the budget document. After discussion, the Budget Committee recommended that the preliminary budget be presented to the RCSD Board with a 3% cost of living adjustment at the May 9, 2023 Board of Directors meeting.

The Fiscal Year 2023-2024 Preliminary Budget was presented to the RCSD Board of Directors at the May 9, 2023 regular Board meeting. The RCSD Board of Directors reviewed the FY 2022-2023 Estimate to Close and the FY 2023-2024 Preliminary Budget and passed Resolution No. 23-05-09-01: A Resolution of the Board of Directors of Rossmoor Community Services District approving and adopting the annual appropriations limit for fiscal year 2023-2024. The Board approved the 3% cost of living adjustment and requested that a footnote be added to the budget summary to provide the detailed breakdown of revenues from other governmental agencies.

INFORMATION

The General Manager and Accounting Consultant have thoroughly reviewed the FY 2022-2023 Estimate to Close and the FY 2023-2024 Preliminary Budget and made the following changes to revenue and expenditure accounts. These include:

Revenue

- Updated the Proposition 68 grant revenues to be \$72,000 in 2022-2023 and \$56,000 in 2023-2024.

Expenditures

- Election expense - Increased the 2022-2023 estimate to \$12,333.
- Updated the Workers Compensation estimate for 2022-23. There is likely to be an early termination penalty imposed by the State.

The Final 2022-2023 amounts will be known when the District's Annual Audit is completed, at which time it will be presented to the Audit Committee and the RCSD Board of Directors at a future meeting.

The Estimate to Close Budget is considered sufficiently accurate for adoption of the FY 2023-2024 Final Budget. Upon the RCSD Board's approval of the FY 2023- 2024 Proposed Final Budget, the Board will be asked to adopt the Annual Budget Revenues and Expenditures Total Amounts by resolution.

Therefore, the FY 2023-2024 Proposed Final Budget was prepared using this direction and is presented for consideration at the June 13, 2023 Board of Directors meeting.

ATTACHMENTS

1. FY 2023-2024 Proposed Final Budget
2. Notice of Public Hearing
3. Policy No. 3020

Rossmoor Community Services District
Proposed Budget
For the Fiscal Year 2023-2024

	2022-2023		2023-2024	
	Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget
Revenues:				
Property taxes	\$ 1,159,000	\$ 1,288,000	\$ 1,278,600	\$ 1,333,100
Street light assessments	390,600	390,600	400,000	404,300
Interest on investments	3,000	3,000	20,860	30,000
From Other Governmental Agencies (*)	150,000	150,000	147,274	136,000
Permit and Rental Fees	214,300	214,300	214,300	214,300
Miscellaneous	35,000	35,000	37,000	35,000
Total Revenues	1,951,900	2,080,900	2,098,034	2,152,700
Expenditures:				
Administrative	1,057,406	1,057,406	1,077,465	1,212,090
Recreation	60,000	60,000	60,000	63,000
Rossmoor Park	195,800	220,800	150,800	209,250
Montecito Center	28,000	30,250	30,250	13,450
Rush Park	214,400	220,700	200,700	193,070
Street Lighting	100,000	100,000	107,670	113,100
Rossmoor Wall	1,000	1,000	1,000	-
Street Sweeping	80,000	80,000	75,274	83,100
Parkway Tree	180,000	180,000	180,000	189,010
Mini-Parks and Median	14,800	15,800	15,800	15,190
Total Expenditures	1,931,406	1,965,956	1,898,959	2,091,260
Changes in Fund Balance	20,494	114,944	199,075	\$ 61,440
Fund Balance:				
Beginning of Period	1,417,511	1,417,511		
End of Period	\$ 1,438,005	\$ 1,532,455		

(*) From Other Governmental Agencies

Prop 68 Grant	72,000	56,000
County Street Sweeping	75,274	80,000
Total From Other Governmental Agencies	147,274	136,000

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

Expenditures for Prop 68 are coded in 10-30-6005, and is budgeted \$70,000 for FY2022-2023.

**Rossmoor Community Services District
Employee Salary Plan - 3% increase
For the Fiscal Year 2023-2024**

SALARY PLAN FY 2023-2024							
Position	2022-2023 Current Salary		2023-2024 Midpoint Includes 3% adjustment for 2023-2024		2023-2024 Recommended Salary		
	Annually	Hourly	Midpoint	Hourly Increase	Annually	Hourly Increase	Hourly
General Manager	\$ 85,000.00	n/a	\$ 85,000.00	n/a	\$ 85,000.00	n/a	n/a
Administrative Assistant	\$ 62,400.00	\$ 30.00	\$ 64,272.00	\$ 0.90	\$ 64,272.00	\$ 0.90	\$ 30.90
General Clerk	\$ 51,538.13	\$ 24.78	\$ 53,084.28	\$ 0.74	\$ 53,084.28	\$ 0.74	\$ 25.52
*Office Assistant	\$ 19,760.00	\$ 20.00	\$ 20,352.80	\$ 0.60	\$ 20,352.80	\$ 0.60	\$ 20.60
*Account Clerk	\$ 21,736.00	\$ 22.00	\$ 22,388.08	\$ 0.66	\$ 22,388.08	\$ 0.66	\$ 22.66
Park Superintendent	\$ 64,953.59	\$ 31.23	\$ 66,902.19	\$ 0.94	\$ 66,902.19	\$ 0.94	\$ 32.16
Recreation Superintendent	\$ 59,257.71	\$ 28.49	\$ 61,035.44	\$ 0.85	\$ 61,035.44	\$ 0.85	\$ 29.34
District Arborist	\$ 57,907.20	\$ 27.84	\$ 59,644.42	\$ 0.84	\$ 59,644.42	\$ 0.84	\$ 28.68
Maintenance/Rec Assistant	\$ 37,001.46	\$ 17.79	\$ 38,111.51	\$ 0.53	\$ 38,111.51	\$ 0.53	\$ 18.32
**Maintenance/Rec Assistant	\$ 26,827.32	\$ 17.79	\$ 27,632.14	\$ 0.53	\$ 27,632.14	\$ 0.53	\$ 18.32
*Maintenance/Rec Assistant	\$ 17,580.57	\$ 17.79	\$ 18,107.99	\$ 0.53	\$ 18,107.99	\$ 0.53	\$ 18.33
*Maintenance/Rec Assistant	\$ 16,914.56	\$ 17.12	\$ 17,422.00	\$ 0.51	\$ 17,422.00	\$ 0.51	\$ 17.63
*Social Media Intern	\$ 16,796.00	\$ 17.00	\$ 17,299.88	\$ 0.51	\$ 17,299.88	\$ 0.51	\$ 17.51
Event/Facility Attendant	n/a	\$ 16.00		\$ 0.50			\$ 16.50

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

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

Totals	\$ 537,672.55		\$ 551,252.72		Difference	\$ 13,580.18
--------	---------------	--	---------------	--	------------	--------------

**Rossmoor Community Services District
Proposed Budget
Revenues
For the Fiscal Year 2023-2024**

Black Mountain	Description	2022-2023		12-Month Projected Estimates to Close	2023-2024 Proposed Budget
		Original Budget	Amended Budget		
Property Taxes					
10-3001	Current secured property tax	\$ 1,071,000	\$ 1,200,000	\$ 1,187,500	\$ 1,242,000
10-3002	Current unsecured property tax	35,700	35,700	35,700	36,900
10-3003	Prior secured property tax	14,700	14,700	8,700	15,200
10-3004	Prior unsecured property tax	3,150	3,150	3,150	3,300
10-3005	Delinquent property taxes	1,050	1,050	1,050	1,100
10-3006	Current supplemental assessment	18,900	18,900	28,000	19,600
10-3008	Public utility	10,500	10,500	10,500	10,900
10-3009	State-Homeowners Prop. Tax Relief	4,000	4,000	4,000	4,100
Total property taxes		1,159,000	1,288,000	1,278,600	1,333,100
Street Light Assessment					
10-3101	Street light assessment	390,600	390,600	400,000	404,300
Interest on investments					
10-3201	Interest	3,000	3,000	20,860	30,000
From Other Governmental Agencies					
10-3301	Prop 68 Grant Funding*	70,000	70,000	72,000	56,000
10-3302	Senior Meal Gap Program	-	-	-	-
10-3303	FEMA Grant - COVID 19	-	-	-	-
10-3304	County-Street Sweep Reimbursement *	80,000	80,000	75,274	80,000
Total other governmental agencies		150,000	150,000	147,274	136,000
Permit and Rental Fees					
* 10-3401	Tennis Court Reservations	41,000	41,000	41,000	41,000
10-3402	Tennis Instructor Private Lessons	38,000	38,000	38,000	38,000
10-3403	Basketball Court Reservations	-	-	-	-
10-3404	Sand Volleyball Court Reservations	-	-	-	-
10-3405	Rossmoor Park Ball Field Reservations	12,500	12,500	12,500	12,500
10-3406	Rush Park Ball Field Reservations	12,500	12,500	12,500	12,500
10-3411	Signature Wall Banner Rental	300	300	300	300
10-3421	Tree Trim Permit	5,000	5,000	5,000	5,000
10-3422	Tree Violation Fines	-	-	-	-
10-3431	Rossmoor Building Rental	2,500	2,500	2,500	2,500
10-3432	Rossmoor Park Picnic Site	2,500	2,500	2,500	2,500
10-3433	Rossmoor Park Horseshoe Rentals	-	-	-	-
10-3441	Montecito Building Rental	25,000	25,000	25,000	25,000
10-3451	Rush Building Rental	67,000	67,000	67,000	67,000
10-3452	Rush Park Picnic Site	7,000	7,000	7,000	7,000
10-3454	Rush Park Kitchen	1,000	1,000	1,000	1,000
Total permit and rental fees		214,300	214,300	214,300	214,300
Miscellaneous Revenues					
10-3501	Miscellaneous	10,000	10,000	12,000	10,000
N/A	Admin Fees	-	-	-	-
10-3502	Sponsorship	25,000	25,000	25,000	25,000
Total miscellaneous revenues		35,000	35,000	37,000	35,000
Total revenues		\$ 1,951,900	\$ 2,080,900	\$ 2,098,034	\$ 2,152,700

* Prop 68 grant of \$70,000 is for CIP – Rossmoor Park Picnic Shelters (in #5030) & Rush Park Aud Carpet (in #5050).

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

**Rossmoor Community Services District
Proposed Budget
Department 10 - Administrative Services
For the Fiscal Year 2023-2024**

Black Mountain	Description	2022-2023			2023-2024 Proposed Budget
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Salaries and Benefits					
10-5010-4000	Board of Directors' Compensation	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
10-5010-4002	Part-time	68,990	68,990	68,990	80,500
10-5010-4003	Overtime	10,000	10,000	10,000	10,500
10-5010-4005	Event Attendant	-	-	-	-
10-5010-4006	Salaries - Administrative	244,698	244,698	244,698	245,100
10-5010-4008	Salaries - Parks and Recreation	161,213	161,213	161,213	166,100
10-5010-4009	Salaries - Tree	57,907	57,907	57,907	59,700
10-5010-4007	Mileage Reimbursement	2,000	2,000	2,000	2,100
10-5010-4010	Workers' Compensation Insurance	20,000	20,000	60,790	15,000
10-5010-4011	Medical Insurance	80,000	80,000	80,000	84,000
10-5010-4015	Payroll Taxes	53,698	53,698	53,698	56,390
Total salaries and benefits		709,506	709,506	750,296	730,390
Operations and Maintenances					
10-5010-5002	Insurance - Liability	35,000	35,000	500	41,000
10-5010-5004	Membership & Dues	9,500	9,500	9,500	9,980
10-5010-5006	Travel & Meetings	2,500	2,500	2,500	2,630
10-5010-5007	Televised Meeting Costs	22,000	22,000	22,000	23,100
10-5010-5008	Gasoline	5,000	5,000	5,000	5,250
10-5010-5010	Publications & Legal Notice	7,500	7,500	7,500	7,880
10-5010-5012	Printing	4,000	4,000	4,000	4,200
10-5010-5014	Postage	2,000	2,000	2,000	2,100
10-5010-5016	Office & Meeting Supplies	15,000	15,000	15,000	15,750
10-5010-5018	Janitorial Supplies	-	-	-	20,790
10-5010-5020	Telephone	10,000	10,000	10,000	10,500
10-5010-5021	Computer/Email/Server Costs	5,000	5,000	5,000	5,250
10-5010-5030	Vehicle Maintenance	5,000	5,000	5,000	10,500
10-5010-5032	Buildings & Grounds-Maintenance	-	-	-	85,050
10-5010-5045	Miscellaneous Expenditures	20,000	20,000	20,000	21,000
10-5010-5046	Bank Service Charges	4,000	4,000	4,000	4,200
10-5010-5050	Elections	8,000	8,000	12,800	-
Total operations and maintenance		154,500	154,500	124,800	269,180
Contract Services					
10-5010-5610	Legal Services	62,400	62,400	62,400	65,520
10-5010-5615	Financial Audit - Consulting	19,000	19,000	19,000	19,950
10-5010-5620	Outsourced Financial Consultant	60,000	60,000	68,969	72,450
10-5010-5670	Other Professional Services	40,000	40,000	40,000	42,000
Total Contract Services		181,400	181,400	190,369	199,920
Capital Expenditures					
10-5010-6010	Equipment	2,000	2,000	2,000	2,100
10-5010-6025	Software	10,000	10,000	10,000	10,500
Total Capital Expenditures		12,000	12,000	12,000	12,600
Total Expenditures		\$ 1,057,406	\$ 1,057,406	\$ 1,077,465	\$ 1,212,090

* assuming 5% increase on Salaries

**Rossmoor Community Services District
Proposed Budget
Department 20 - Recreation
For the Fiscal Year 2023-2024**

Black Mountain	Description	2022-2023			2023-2024 Proposed Budget
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Operations and Maintenances					
10-5020-5017	Community Events	\$ 60,000	\$ 60,000	\$ 60,000	\$ 63,000
Total operations and maintenance		<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>63,000</u>
Total Expenditures		<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 63,000</u>

**Rossmoor Community Services District
Proposed Budget
Department 30 - Rossmoor Park
For the Fiscal Year 2023-2024**

Black Mountain	Description	2022-2023			2023-2024 Proposed Budget
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Operations and Maintenances					
10-5030-5018	Janitorial Supplies	\$ 6,600	\$ 6,600	\$ 6,600	\$ -
10-5030-5022	Utilities	12,500	12,500	12,500	13,130
10-5030-5023	Water	35,000	60,000	60,000	63,000
10-5030-5025	Secured Property Tax	1,200	1,200	1,200	1,260
10-5030-5030	Vehicle Maintenance	1,500	1,500	1,500	-
10-5030-5032	Buildings & Grounds-Maintenance	30,000	30,000	30,000	-
10-5030-5034	Alarm Systems/Security	1,000	1,000	1,000	1,050
10-5030-5045	Miscellaneous Expenditures	4,500	4,500	4,500	4,730
10-5030-5051	Equipment Rental	500	500	500	530
10-5030-5032	Minor Facility Repairs/Tools	1,000	1,000	1,000	1,050
Total operations and maintenance		93,800	118,800	118,800	84,750
Contract Services					
10-5030-5655	Landscape Maintenance/Janitorial Services	32,000	32,000	32,000	34,500
Total Contract Services		32,000	32,000	32,000	34,500
Capital Expenditures					
10-5030-6005	Buildings and improvements	70,000	70,000	-	90,000
Total Capital Expenditures		70,000	70,000	-	90,000
Total Expenditures		\$ 195,800	\$ 220,800	\$ 150,800	\$ 209,250
Capital expenditures breakdown:					
Picnic Shelter - Rossmoor Park (Grant)				-	40,000
Resurface basketball and tennis courts				-	50,000
				-	90,000

**Rossmoor Community Services District
Proposed Budget
Department 40 - Montecito Center
For the Fiscal Year 2023-2024**

Black Mountain	Description	2022-2023			2023-2024 Proposed Budget
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Operations and Maintenances					
10-5040-5018	Janitorial Supplies	\$ 6,600	\$ 6,600	\$ 6,600	\$ -
10-5040-5022	Utilities	2,000	2,000	2,000	2,100
10-5040-5023	Water	2,250	4,500	4,500	4,730
10-5040-5025	Secured Property Tax	1,000	1,000	1,000	1,050
10-5040-5030	Vehicle Maintenance	1,500	1,500	1,500	-
10-5040-5032	Buildings & Grounds-Maintenance	8,000	8,000	8,000	-
10-5040-5034	Alarm Systems/Security	650	650	650	680
10-5040-5045	Miscellaneous Expenditures	500	500	500	530
10-5040-5052	Minor Facility Repairs/Tools	500	500	500	530
Total operations and maintenance		<u>23,000</u>	<u>25,250</u>	<u>25,250</u>	<u>9,620</u>
Contract Services					
10-5040-5655	Landscape Maintenance/Janitorial Services	5,000	5,000	5,000	3,830
Total Contract Services		<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>3,830</u>
Total Expenditures		<u>\$ 28,000</u>	<u>\$ 30,250</u>	<u>\$ 30,250</u>	<u>\$ 13,450</u>

**Rossmoor Community Services District
Proposed Budget
Department 50 - Rush Park
For the Fiscal Year 2023-2024**

Black Mountain	Description	2022-2023		12-Month Projected Estimates to Close	2023-2024 Proposed Budget
		Original Budget	Amended Budget		
Operations and Maintenances					
10-5050-5018	Janitorial Supplies	\$ 6,600	\$ 6,600	\$ 6,600	\$ -
10-5050-5022	Utilities	25,300	31,600	31,600	33,180
10-5050-5023	Water	50,000	50,000	50,000	52,500
10-5050-5025	Secured Property Tax	4,200	4,200	4,200	4,410
10-5050-5030	Vehicle Maintenance	2,000	2,000	2,000	-
10-5050-5032	Buildings & Grounds-Maintenance	40,000	40,000	40,000	-
10-5050-5034	Alarm Systems/Security	800	800	800	840
10-5050-5045	Miscellaneous Expenditures	500	500	500	530
10-5050-5051	Equipment Rental	1,500	1,500	1,500	1,580
10-5050-5052	Minor Facility Repairs/Tools	500	500	500	530
Total operations and maintenance		131,400	137,700	137,700	93,570
Contract Services					
10-50-5655	Landscape Maintenance/Janitorial Services	33,000	33,000	33,000	34,500
Total Contract Services		33,000	33,000	33,000	34,500
Capital Expenditures					
10-50-6005	Building and Improvements	40,000	40,000	20,000	65,000
10-50-6010	Equipment	10,000	10,000	10,000	-
Total Capital Expenditures		50,000	50,000	30,000	65,000
Total Expenditures		\$ 214,400	\$ 220,700	\$ 200,700	\$ 193,070
Capital expenditures breakdown:					
	Flooring for the Auditorium (Grant)				30,000
	Electrical Upgrade			20,000	-
	Rush Park Auditorium roof repair			-	35,000
				20,000	65,000

* Brightview Landscape Services
April 1, 2022 - March 31, 2023: \$5,059.37/month
April 1, 2023 - March 31, 2024: \$ 5,312.33 /month

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

**Rossmoor Community Services District
Proposed Budget
Department 60 -Street Lighting
For the Fiscal Year 2023-2024**

			2022-2023		12-Month Projected Estimates to Close	2023-2024 Proposed Budget
Black Mountain	Description	Original Budget	Amended Budget			
Contract Services						
10-5060-5650	Street Lighting and Maintenance	\$ 100,000	\$ 100,000	\$ 107,670	\$ 113,100	
Total Contract Services		100,000	100,000	107,670	113,100	
Total Expenditures		<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 107,670</u>	<u>\$ 113,100</u>	

**Rossmoor Community Services District
Proposed Budget
Department 65 - Rossmoor Wall
For the Fiscal Year 2023-2024**

		2022-2023			2023-2024
Black Mountain	Description	Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget
Operations and Maintenances					
10-5065-5032	Buildings & Grounds-Maintenance	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Total operations and maintenance		<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Total expenditures		<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>

**Rossmoor Community Services District
Proposed Budget
Department 70 - Street Sweeping
For the Fiscal Year 2023-2024**

	Black Mountain	Description	2022-2023		12-Month Projected Estimates to Close	2023-2024 Proposed Budget
			Original Budget	Amended Budget		
Contract Services						
	10-5070-5642	Street Sweeping	\$ 80,000	\$ 80,000	\$ 75,274	\$ 83,100
Total Contract Services			80,000	80,000	75,274	83,100
Total expenditures			\$ 80,000	\$ 80,000	\$ 75,274	\$ 83,100

**Rossmoor Community Services District
Proposed Budget
Department 80 - Parkway Tree
For the Fiscal Year 2023-2024**

		2022-2023			2023-2024
Black Mountain	Description	Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget
Operations and Maintenances					
10-5080-5017	Community Events	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,580
Total operations and maintenance		1,500	1,500	1,500	1,580
Contract Services					
10-5080-5656	Tree Trimming	130,500	130,500	130,500	137,030
10-5080-5660	Tree Removal	3,000	3,000	3,000	3,150
Total Contract Services		133,500	133,500	133,500	140,180
Capital Expenditures					
10-5080-6015	Trees	45,000	45,000	45,000	47,250
Total capital expenditures		45,000	45,000	45,000	47,250
Total expenditures		\$ 180,000	\$ 180,000	\$ 180,000	\$ 189,010

**Lossmoor Community Services District
Proposed Budget
Department 90 - Mini-Parks and Medians
for the Fiscal Year 2023-2024**

Black Mountain	Description	2022-2023		12-Month Projected Estimates to Close	2023-2024 Proposed Budget
		Original Budget	Amended Budget		
Operations and Maintenances					
10-5090-5022	Utilities	\$ 500	\$ 500	\$ 500	\$ 530
10-5090-5023	Water	9,000	10,000	10,000	10,500
10-5090-5032	Buildings & Grounds-Maintenance	2,000	2,000	2,000	-
10-5090-5045	Miscellaneous Expenditures	100	100	100	110
10-5090-5051	Equipment Rental	100	100	100	110
10-5090-5052	Minor Facility Repairs/Tools	100	100	100	110
Total operations and maintenance		11,800	12,800	12,800	11,360
Contract Services					
10-5090-5655	Landscape Maintenance/Janitorial Services	3,000	3,000	3,000	3,830
Total Contract Services		3,000	3,000	3,000	3,830
Capital Expenditures					
10-5090-6005	Building and Improvements	-	-	-	-
Total capital expenditures		-	-	-	-
Total expenditures		\$ 14,800	\$ 15,800	\$ 15,800	\$ 15,190

**NOTICE OF PREPARATION OF FINAL BUDGET OF
THE ROSSMOOR COMMUNITY SERVICES
DISTRICT FOR FISCAL YEAR 2023-2024
AND PUBLIC HEARING THEREON**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of May 9, 2023, for fiscal year 2023-2024, and the General Manager of the District has prepared a proposed Final Budget for fiscal year 2023-2024. The proposed Final Budget is available for inspection at the District office between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday and will also be available on the District's website at <https://www.rossmoor-csd.org> starting on June 8, 2023. The District office is located at 3001 Blume Drive, Rossmoor CA 90720.

NOTICE IS ALSO GIVEN that the Board of Directors of the District will conduct a public hearing on the proposed Final Budget on June 13, 2023, commencing at 7:00 P.M., at the District Auditorium, 3021 Blume Drive, Rossmoor CA 90720. Any person may appear at the time of the hearing and be heard regarding the proposed Final Budget. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for the fiscal year 2023-2024.

Joe Mendoza
Board Secretary

May 24, 2023
Date

News Enterprise 5/24/2023-130979

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

3020.10 Budget Calendar: This policy shall serve as the budget calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

3020.20 Preliminary Budget: A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by April 30. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

3020.21 RCSD Five-Year Fiscal Plan: Concurrently with the preparation of the Preliminary Budget, the General Manager shall update the Plan for review by the Budget Committee.

3020.25 Public Works/CIP Committee: The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

3025.26 Capitol Project Budget: Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

3020.30 Budget Committee: The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at its meeting in May.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and approved by the Board at its May meeting.

3020.50 Appropriations Limit: On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

3020.60 Public Hearing Notice: On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

3020.61 Availability for Inspection: The proposed Final Budget shall be available for inspection at a specified time in the District office.

3020.62 Public Hearing: The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

3020.70 Second Public Notice: The public notice must be published a second time at least two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

3020.80 Final Budget Adoption: The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board shall adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

3020.90 County Auditor: After Final Budget adoption and completion of the District's Financial Audit, the General Manager shall forward a copy of both documents to the County Auditor.

3020.100 Budget Adjustment: The Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. The General Manager shall present budget adjustment recommendations at the February meeting of the Board. The Board shall review current revenue and expenditure projections and make necessary adjustments to the current Budget, which are reflective of the District's current financial condition. The Board shall adjust the budget, if necessary, by adoption of a resolution amending the budget.

3020.110 Budgetary Control: Control of movement of funds is governed by Policy No. 3021 Budgetary Control.

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

Amended: February 14, 2017

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: June 13, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: DISCUSSION AND POSSIBLE ACTION RE: CHURCH OF CHRIST EXTENDED HOURS FACILITY REQUEST FOR USE OF RUSH PARK AUDITORIUM AND KITCHEN.

RECOMMENDATION

Staff is recommending that the RCSD Board approve the extended hours facility request by the Church of Christ for use of the Rush Park Auditorium and Kitchen on Thursday, November 23, 2023 (Thanksgiving) and Friday, November 24, 2023. The Church of Christ has held this same event in the past without any issues associated with their event.

BACKGROUND

The Church of Christ has submitted an application for use of the Rush Park Auditorium and Rush Park Kitchen for a church meeting on Thanksgiving Day, Thursday, November 23, 2023 from 8 a.m. to 10 p.m. and Friday, November 24, 2023 from 9 a.m. to 6 p.m. There will be approximately 300 people in attendance. A staff attendant will be present to oversee the event on both dates.

ATTACHMENTS

1. Policy No. 6010.10

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

6010.00 Public Parks and Facilities: Rossmoor Community Services District (District/RCSD) parks and facilities include the Montecito Center, Rossmoor Park, Rush Park, Foster and Kempton Mini-Parks Parks and buildings designated for rent within those parks. These parks and facilities are managed by the District in response to the needs of the residents of Rossmoor and are made available for the use of community-based organizations, non-profit organizations, private individuals and commercial groups. The aim of the District is to provide parks and facilities that are a benefit and source of pride to the entire community.

6010.01 General/Short-Term Use: District parks and facilities may be used by groups, individuals or organizations. Uses include, but are not limited to: classes, events and cultural, educational, health, self-improvement and sports programs.

6010.02 Dedicated Use: Specific space or rooms within the District may be authorized for dedicated use (one to two years) when specifically approved by the Board pursuant to Policy No. 6030 Facilities—Dedicated Use of Specific District Facilities.

6010.03 Long-term Use: A recurring monthly or weekly use of District parks or facilities shall be governed by Policy No. 6020 District Parks and Facilities—Long-Term Use.

6010.04 Non-Profit Use: Use of District parks and facilities by non-profit use shall be governed by Policy No. 6021 Non-Profit Use of District Parks and Facilities.

6010.05 For Profit Use: Commercial persons or groups requesting use of District facilities for the purpose of making a profit shall be governed by Policy No. 6022 Commercial Use of District Property

6010.10 General Manager Authority: The General Manager shall have the authority to limit the hours of use for all events based on the type of activity planned, proximity to homes, the noise level anticipated from the attendees and the availability of parking needed to accommodate the event. Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10:00 p.m. on lighted parks and facilities. Preparation time includes, but is not limited to, any organized activity such as exercising, warming up, practicing, preparation of a field for play, preparation of a facility for the event, or any other activity if it generates excessive noise. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.90.

6010.20 Priority of Use: The use of District parks and facilities shall be awarded in the following order of priority: District sponsored activities; Rossmoor community organizations; Rossmoor residents; other organizations or individuals. Also, organizations currently using District facilities will be given the right of first refusal or to renew their current usage in accordance with the latest fee schedule. The General Manager may require documentation to authenticate the addresses and identities of the requester and his/her organization.

6010.30 Sunday Organized Use: User Permits for Sunday organized use of playing fields will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled

or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

6010.40 User Permit Required: The use of any buildings or meeting rooms as set forth in Policy No. 6011.20 shall require the person or group to obtain a User Permit from the District. Use of any green space, court or field for organized activity by a group of ten persons or more shall require a person or group to obtain a User Permit. User Permits for any outdoor picnic, meeting, or public gathering of seventy five (75) or more shall be governed by Policy No. 6012 Group Picnics, Public Gatherings and Special Events.

6010.41 User Permit Procedures: An applicant for a User Permit must be 18 years of age (See Policy 6060.30) in order to apply for the use of a park or facility. The permittee shall make an application on forms provided by the District, accompanied by a processing fee. See Policy No. 6015 Establishment of Fees And Charges For Use Of District Parks, Buildings and Facilities. It is the responsibility of the person in charge of the event, as identified on the User Permit, to enforce the rules of this policy. Failure to enforce the rules of the District's policies is immediate grounds for revocation of a User Permit.

6010.42 Permit Requests and Deposits: A request for a User Permit should be received by the District a minimum of ten (10) calendar days prior to the requested date and may be submitted six (6) months prior to the requested date. A "reservation" fee will be required to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy 6015, must be paid at least ten (10) calendar days prior to the scheduled event or the request is invalid. If another applicant requests the same facility or field on the same date and time, the original applicant will be notified and requested to pay any unpaid fees and if that person does not do so within two (2) business days, the later applicant's request will be honored. In all cases, fees and deposits paid within ten (10) calendar days of the scheduled event must be in cash.

6010.43 Response to Applicants: Unless otherwise specified, the District will make reasonable efforts to respond to applicants within five (5) working days of receipt of application unless the request requires Board approval or if the General Manager is required to research a particular aspect of a request which is not specifically covered by Board policy. In the latter case, every attempt will be made to approve or disapprove a User Permit Request in a timely manner.

6010.44 Revocation of User Permit: A User Permit may be revoked by the General Manager upon a finding that any policy of the District has been violated by the holder of the permit or a person using District property under the authority of said User Permit. A person desiring to contest the revocation must do so as set forth in section 6010.90.

6010.50 Agreement Required: The rental of any park or facility for a commercial use shall require an Agreement between the user and the District for a sharing of revenue on terms negotiated by the parties.

6010.60 District Indemnification: Application for a User Permit for groups of more than 50 individuals wishing to use a field or facility must sign the District's Hold Harmless Agreement. Applications for groups of 150 or more individuals must include a Certificate of Insurance naming the Rossmoor Community Services District as additional insured and sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence / Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

6010.70 Cancellation of Request By Applicant: In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled use. The refund will be denied, however, if another applicant has requested the same reservation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days in advance of the scheduled event, may receive a partial refund of fees and deposits only if the General Manager finds:

- a. The applicant made a reasonably good faith effort to promptly notify the District and the facility was subsequently rented for same date and time, or
- b. Extenuating circumstances beyond the applicant's control justify the refund.

In all cases, the processing and cancellation fees will be retained by the District.

6010.80 Cancellation by General Manager: Any reservation may be canceled by the General Manager if in his/her judgment the event violates any District policy. In the event of such a cancellation, notice shall be given to the applicant as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

6010.90 Appeal to the Board: An applicant for or holder of a User Permit or any other interested person who disputes the decision of the General Manager regarding an application, denial or revocation or other matter regarding a User Permit may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the Board Agenda for the next scheduled Regular Board meeting and payment of the appeal fee as set forth in the Fee Schedule. The matter may be placed on a subsequent Board Agenda if there is insufficient time to place the matter on the agenda for the next regularly scheduled meeting of the Board. Any such appeal must be in writing and must be delivered to the General Manager within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The decision of the Board shall be final.

Adopted: October 8, 2002
Amended: August 10, 2004
Amended: March 8, 2005
Amended: August 12, 2008
Amended: July 14, 2009
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended: November 11, 2014
Readopted by Ordinance 2014-03: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: June 13, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

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

INFORMATION

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

1. Upcoming movies in the park start at dusk – Free to the public:
 - Friday June 16 – Puss N Boots – Last Wish
 - Friday July 14 – Lightyear
2. Upcoming Shakespeare in the Park – Free to the public:
 - Saturday July 15 – Hamlet
 - Sunday July 16 – Twelfth Night
3. Prop 68 Capital Projects Update
 - RCSD's reimbursement request has been approved and payment is being processed.
4. RCSD and CR&R collaborated to provide a Bulky Item Pick Up and Compost event on Saturday, May 20, 2023 at Rush Park between 9 a.m. and Noon. There was a huge turn-out with a line around the block until the event closed at Noon.

5. Family Festivals Update

- The first Family Festival was held Saturday, June 3, 2023, in conjunction with the LAUSD/RHA Graduation Parade. The Festival began at noon at Rush Park and appeared to be a great success.
- Gearing up for the next Family Festival scheduled for July 8, 2023.

6. Securing Quotes for Flooring in the Auditorium

- Bid packages for carpeting and flooring replacement will be available for publication and pick up beginning July 14, 2023 at the Rush Park office.

7. 90-Day Pickleball Trial update

- The 90-day Pickleball trial will conclude on June 23, 2023. A meeting with the Parks and Facilities Committee has been scheduled for June 27, 2023. Recommendations made by the Parks and Facilities Committee will be presented to the RCSD Board of Directors at the July 11, 2023 Board Meeting.