

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

August 11, 2020

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT
REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, August 11, 2020

7:00 p.m.

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:
 - a. Lt. Knutson, Orange County Sheriff's Department Re: Quarterly Crime Report

B. ADDITIONS TO AGENDA: None

In accordance with Section 54954 of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if:

A majority of the Board determines by formal vote that an emergency exists per Section 54956.5 (for example, work stoppage or crippling disaster which severely impairs public health and/or safety); or

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

C. PUBLIC FORUM:

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

D. REPORTS TO THE BOARD:

1. ROSSMOOR COMMUNITY SERVICES DISTRICT COVID-19 RESPONSE STATUS REPORT
2. QUARTERLY PARKS AND FACILITIES MAINTENANCE REPORT
3. CONSIDERATION OF A CELEBRATION COMMEMORATING THE EARLY PAYOFF OF THE RUSH PARK BOND
4. SECURED PROPERTY TAX COLLECTION STATUS UPDATE

E. CONSENT CALENDAR:

1. MINUTES:
 - a. Regular Board Meeting of July 14, 2020—Receive and File.
2. JUNE 2020 REVENUE AND EXPENDITURE REPORT—Posponed.

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—None

ORDINANCES—None

H. REGULAR CALENDAR:

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:

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 August 11, 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 August 6, 2020
JOE MENDOZA
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: August 11, 2020
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: LT. KNUTSON, ORANGE COUNTY SHERIFF'S DEPARTMENT
RE: QUARTERLY CRIME REPORT

RECOMMENDATION

Receive and file presentation.

BACKGROUND

The report reflects the order of presentations for your Regular February Meeting of the Board.

- a. Lt. Knutson, Orange County Sheriff's Department Re: Quarterly Crime Report—Receive and File.

ATTACHMENTS

1. OCSD Quarterly Crime Statistics



**ORANGE COUNTY
SHERIFF'S DEPARTMENT**

SHERIFF-CORONER DON BARNES

Attachment 1

**2nd Quarter Rossmoor Calls for Service/Activity
April—May—June 2020**

Rossmoor 2nd Qtr.

2019—2020 Yearly Comparisons

Offense	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	Total
187	0	0	0	0	0	0	0	0	0	0	0	0	0
211	0	0	0	0	0	0	0	0	0	0	0	0	0
245	0	0	0	0	0	0	1	0	0	0	0	0	1
459C	0	1	0	0	0	0	0	0	0	0	0	0	1
459R	0	0	0	0	3	0	0	2	0	0	0	0	5
459V	1	2	1	1	1	0	0	1	0	2	0	0	9
487	0	0	0	2	1	0	0	2	1	3	1	2	12
488	2	3	0	2	1	1	1	1	4	2	0	3	20
10851	0	2	1	0	2	1	0	1	0	0	2	0	9
Total	3	8	2	5	8	2	2	7	5	7	3	5	57

Offense	Jan'20	Feb'20	Mar'20	Apr'20	May'20	Jun'20	Jul'20	Aug'20	Sep'20	Oct'20	Nov'20	Dec'20	Total
187	0	0	0	0	0	0							
211	0	0	0	0	0	0							
245	0	0	0	0	0	0							
459C	0	0	0	0	0	0							
459R	1	0	1	1	0	1							
459V	1	0	2	0	0	2							
487	2	3	2	3	1	0							
488	1	3	1	3	4	6							
10851	0	1	0	1	0	3							
Total	5	7	6	8	5	12							

Penal Code Legend

211 = Robbery	459C = Commercial Burglary	487 = Grand Theft
187 = Murder	459R = Residential Burglary	488 = Petty Theft
245 = Assault w/ deadly weapon	459V = Vehicle Burglary	VC 10851 = Stolen Vehicle

*Includes Attempts



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

2nd Quarter Rossmoor Calls for Service/Activity April—May—June 2020

Rossmoor 2nd Qtr.

April 2020: 163 Calls for Service

Residential Burglary (PC 459R)

1. 4/23/20: 11200 block of Martha Ann Drive, unsecured residence; unknown loss

Grand Theft (PC 487)

1. 4/1/20: 11000 block of Martha Ann Dr., Catalytic Converter removed from vehicle
2. 4/1/20: 11000 block of Wembly Rd, Catalytic Converter removed from vehicle
3. 4/1/20: 11000 block of Wembly Rd, Catalytic Converter removed from vehicle

Petty Theft (PC 488)

1. 4/11/20: 3200 block of Bradbury Rd, loss of wallet and misc. items from vehicle
2. 4/11/20: 11000 block of Wembly Rd, loss of wallet from vehicle
3. 4/25/20: 12000 block of Chianti Dr, theft of package from porch

Stolen Vehicle (VC 10851)

1. 4/21/20: 3000 block of Inverness Dr, Vehicle stolen from driveway

May 2020: 150 Calls for Service

Grand Theft (PC 487) [Includes attempts]

1. 5/01/20: 12000 block of Montecito Rd, attempted theft of Catalytic Converter
2. 5/01/20: 11000 block of Harrisburg Rd, attempted theft of Catalytic Converter
3. 5/22/20: 12700 block of Martha Ann Dr, attempted theft of Catalytic Converter
4. 5/31/20: 12000 block of Martha Ann Dr, theft of Catalytic Converter

Petty Theft (PC 488)

1. 5/17/20: 11000 block of Harrisburg Rd, theft of patio furniture
2. 5/25/20: 11000 block of Harrisburg Rd, theft of patio décor



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

2nd Quarter Rossmoor Calls for Service/Activity April—May—June 2020

Rossmoor 2nd Qtr.

June 2020: 207 Calls for Service

Residential Burglary (PC 459R)

1. 06/22/20: 11000 block of Donovan Rd, two bikes stolen from open garage

Vehicle Burglary (PC 459V)

1. 06/09/20: 2000 block of Weatherby Rd, identification/ misc. items stolen
2. 06/13/20: 3000 block of Bradbury, forced entry in to truck bed, \$800.00 loss

Petty Theft (PC 488)

1. 06/20/20: 11000 block of Wembley Rd, theft of license plate from vehicle
2. 06/20/20: 11000 block of Wembley Rd, theft of license plate from vehicle
3. 06/20/20: 11000 block of Davenport Rd, theft of license plate from vehicle
4. 06/24/20: 3100 block of Walker Lee Dr, misc. items from vehicle
5. 06/27/20: 11000 block of Martha Ann Dr., tools from truck on street
6. 06/30/20: 3200 block of Yellowtail., tools from truck on street

Stolen Vehicle (VC 10851)

1. 06/04/20: 11000 block of Norgrove Ln, stolen vehicle
2. 06/09/20: 3100 block of Copa de Oro Dr. two stolen vehicles

Driving Under the Influence (VC 23152)

1. 06/27/20: Martha Ann Dr & Piedmont Ave.

Domestic Violence (PC 273.5)

1. 06/17/20: 3000 block of Rowena Dr.

**The above crimes are not released from our Crime Analysis and Statistics Units. Nor are these the statistics which will reflect on the UCR (Uniformed Crime Reporting) from DOJ (Department of Justice). These reports were taken from our internal computer aided dispatch which is updated as calls come in. All reports have not been turned in, thus some crimes may be changed to reflect the actual crime at a later time.

***These statistics are not consistent with the blotter. The blotter are all the calls we receive through dispatch. Sometimes those calls do not result in a part 1 crime. For example, on the blotter you may have read: "home burglary alarm, audible." this can mean that it was a false alarm and no burglary occurred.



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

2nd Quarter Rossmoor Calls for Service/Activity April—May—June 2020

Rossmoor 2nd Qtr.

COVID-19 UPDATE:

Please continue to do your part to reduce the spread of COVID-19 by wearing face coverings, practicing social distancing, only going out for essential services and washing your hands frequently. Avoid attending or hosting at large at home gatherings or events.

We have seen an increase in scams related to the COVID-19 pandemic. Avoid becoming a victim by not releasing personal information to unknown persons or organizations. If your unsure about a contact related to gathering your information contact law enforcement or visit the websites below.

Call the Orange County COVID-19 Hotline: 1-833-426-6411 if you have any questions.

CONTACT TRACING SCAMS

PUBLIC HEALTH OFFICIALS WILL NEVER ASK FOR YOUR:

- SOCIAL SECURITY NUMBER
- IMMIGRATION STATUS
- FINANCIAL INFORMATION

For more information visit californiaconnected.ca.gov



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

2nd Quarter Rossmoor Calls for Service/Activity April—May—June 2020

Rossmoor 2nd Qtr.

**STAY
CYBER-SAFE
DURING
COVID-19**

AVOID:

- Emails that appear to be from a known source, but the body contains a link and a short message with a tone of urgency
- Emails with subjects requiring "immediate action"
- Third-party apps or websites that advertise they have the latest COVID-19 information
- Text messages containing only a link



**USE ONLY
TRUSTED
SOURCES**


**FOR LOCAL
UPDATES ON
COVID-19 VISIT:**

ochealthinfo.com/novelcoronavirus

OPEN 9 AM - 6 PM

OC Public Information Hotline
714-628-7085

OC Health Care Agency Health Referral Line
800-564-8448




ORANGE COUNTY DISTRICT ATTORNEY

**CORONAVIRUS SCAM
HOTLINE**

1 (714) 834 - 3482

ORANGE COUNTY, CALIFORNIA

**TEXT
"OCCOVID19"
TO 888777**

You'll receive text messages from the Orange County Emergency Operations Center with updates and resources related to COVID-19 (Coronavirus) in Orange County, California.






ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

DATE: July 14, 2020

TO: Honorable Board of Directors

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

SUBJECT: MINUTES: REGULAR BOARD MEETING OF JULY 14, 2020

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of July 14, 2020 prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of July 14, 2020.

ATTACHMENTS:

1. Minutes-Regular Meeting of July 14, 2020.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, July 14, 2020

A. ORGANIZATION:

1. CALL TO ORDER: 7:03 P.M.

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

3. PLEDGE OF ALLEGIANCE: President Maynard led the Pledge of Allegiance

4. PRESENTATIONS:

a. PRESENTATION OF PROCLAMATIONS OF APPRECIATION TO LAUSD CLASS OF 2020 GRADUATION CAR PARADE COORDINATORS

President Maynard presented proclamations of appreciation to Los Alamitos High School Principal Chris Vlastic who accepted on behalf of the Los Alamitos Unified School District. The presentation was received and filed.

b. PRESENTATION OF PROCLAMATIONS OF APPRECIATION TO MIKE RYAN

BreaIT Solutions Account Manager Mike Ryan was not able to attend. The presentation was received and filed.

B. ADDITIONS TO AGENDA: None

C. PUBLIC FORUM: None

D. REPORTS TO THE BOARD:

1. ROSSMOOR COMMUNITY SERVICES DISTRICT COVID-19 RESPONSE STATUS REPORT

The General Manager reported that since March 2020 the Rossmoor Community Services District has been complying with the County of Orange Department of Public Health and State of California Health Orders. The District Office opened to the public on Tuesday, July 7, 2020.

Discussion ensued relative to definition of essential workers, basketball courts, organized sports, outdoor activities, reservations, church services, social distancing protocols and

enforcement. The General Manager stated that the basketball courts had been opened but due to high usage and congregating spectators, they have now been reduced to half court status. He stated that some of the long-term renters had agreed to hold their church services outdoors. The report was received and filed.

E. CONSENT CALENDAR:

1a. MINUTES OF THE REGULAR BOARD MEETING—June 9, 2020

2. REVENUE AND EXPENDITURE REPORT—May 2020

Motion by Director Casey, seconded by Director DeMarco to approve the items on the Consent Calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING:

1. PUBLIC HEARING: FISCAL YEAR 2020-2021 PROPOSED FINAL BUDGET

The General Manager reported that the Fiscal Year 2020-2021 Preliminary Budget was presented to the Board at the June 9, 2020 regular board meeting. Recommendation to open hearing, receive presentation from the General Manager, take public testimony, close hearing, deliberate and approve Fiscal Year 2020-2021 Proposed Final Budget. Upon the Board's approval of the Proposed Final Budget, it will be asked to adopt the Annual Budget Revenues and Expenditures Total Amounts by resolution.

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING FOR PUBLIC COMMENT. SEEING NONE, PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING.

Discussion ensued relative to receipt of the Per Capita Grant funds in the amount of \$183,000, and Rush Park Bond early pay off and celebration. The report was received and filed.

G. RESOLUTIONS:

1. RESOLUTION NO. 20-07-14-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2020-2021 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

Recommendation to approve by roll call vote, Resolution No. 20-07-14-01 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 20-07-14-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2020-2021 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

Motion by Director Nitikman, seconded by Director DeMarco to approve by roll call vote, Resolution No. 20-07-14-01 by reading the title only and waiving further reading. Motion passed unanimously 5-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. ISSUE PROCLAMATION NO. 2020-02 A PROCLAMATION BY THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AFFIRMING AND EXTENDING THE PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY

Recommendation to Approve Proclamation No. 2020-02 by reading the title only and waiving further reading and take all further actions otherwise necessary to secure state and/or federal emergency funding for RCSD.

Proclamation No. 2020-02 A Proclamation by the Board of Directors of the Rossmoor Community Services District Affirming and Extending the Proclamation of the Existence of a Local Emergency passed unanimously by roll call vote, 5-0.

2. REVIEW AND CONSIDERATION OF AWARD OF A CONTRACT FOR THE PAVEMENT REFURBISHING OF THE RUSH PARK PARKING LOT PROJECT

The General Manager recommends that the Rossmoor Community Services District Board of Directors: (a) reject the bid by the apparent low bidder, Regan Paving, as non-responsive (b) award the contract to the second lowest bidder, ONYX Paving Company, Inc., for the Pavement Refurbishing of the Rush Park Parking Lot.

Discussion ensued relative to the Per Capita Grant Funds. Motion by Director Nitikman, seconded by Director Casey to (a) reject the bid by the apparent low bidder, Regan Paving, as non-responsive (b) award the contract to the second lowest bidder, ONYX Paving Company, Inc., for the Pavement Refurbishing of the Rush Park Parking Lot Project and (c) use funds from the Per Capita State Park Project Grant. Motion passed 5-0.

I. GENERAL COUNSEL ITEMS: None

J. GENERAL MANAGER ITEMS:

General Manager Joe Mendoza reported that he had invited representatives from the City of Seal Beach to speak at the August Board Meeting regarding the removal of the center right hand turn lane on Saint Cloud. The General Manager stated that the Rossmoor Way entry had received new lights with the help of District staff, and resident Kevin Pearce. Mr. Mendoza reported that due to COVID-19, the County Public Works Department had postponed the Rossmoor street repaving project until 2021. They have provided a detailed report that the District will publish at a future date. In conclusion, a manhole replacement project would soon commence on Seal Beach Boulevard/Los Alamitos Boulevard and he would have an update for the Board at its August 11, 2020 Board Meeting. The report was received and filed.

K. BOARD MEMBER ITEMS:

President Maynard stated that the Rossmoor Community Services District had four seats open for reelection in November 2020. In the interest of transparency, he asked that each RCSD Director state whether or not they intended to run for reelection this November 2020.

Director Barke stated that he enjoyed serving the community and would be running for reelection this November 2020.

Director Nitikman stated that he was not up for reelection this term.

Director Casey stated that it had been an extreme pleasure to serve the District over the last 12 years, however, he would not be seeking reelection in November 2020.

Director DeMarco thanked Los Alamitos Unified School District Principal Chris Vlastic for being present to receive his proclamation award for the 2020 Graduation Car Parade. He stated that he enjoyed his job as Director and would also be running for reelection this November.

President Maynard stated that he would also be running for reelection this November. He thanked Chris Vlastic for making the 2020 Graduation Car Parade a success. He requested that the General Manager schedule a Community Traffic Safety Advisory Committee to discuss the Seal Beach Boulevard/St. Cloud right hand turn lane removal and its impact on Rossmoor, formulate a plan and report back to the Board with a presentation at its August 11, 2020 regular board meeting.

L. CLOSED SESSION: None

M. ADJOURNMENT:

Motion by Director Casey seconded by Director DeMarco, to adjourn the regular meeting at 8:17 p.m.
Motion passed 5-0.

SUBMITTED BY:

Joe Mendoza
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date August 11, 2020
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Initiated by: Accountant/Bookkeeper Kathy Bell
Subject: JUNE 2020 REVENUE & EXPENDITURE REPORT

RECOMMENDATION:

None.

BACKGROUND:

Upon reviewing the June 2020 Revenue and Expenditure Report, the General Manager observed that the actuals provided in the report did not calculate in relation to the May 2020 Revenue and Expenditure Report. Therefore, the District's Fund Balance (accounting software) program administrators were called and staff is waiting for clarification, as well as time to then review and verify the numbers.

This should be cleared up in the near future. The Board will have the option of calling a special meeting to review the May 2020 and June 2020 Revenue and Expenditure Reports, or may continue this item until the September 8, 2020 regular Board meeting at which time the May, June and July Revenue and Expenditure Reports will be provided.

ATTACHMENTS: None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

DATE: August 11, 2020

TO: Honorable Board of Directors

FROM: General Manager Joe Mendoza

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

RECOMMENDATION:

Discuss and provide direction to staff regarding the District's current operational status in response to the COVID-19 pandemic's impact on daily operations and closures.

INFORMATION:

Since March 2020, the Rossmoor Community Services District (RCSD) has been complying with the County of Orange Department of Public Health and State of California Health Orders. RCSD staff has been providing service to the community to protect the health and well-being of our residents to mitigate the spread of COVID-19.

After the report at the July 14, 2020 RCSD Board meeting, a number of changes have occurred in response to new guidelines issued by the County of Orange Public Health, State of California, and the Center for Disease Control (CDC). Reflected in the table below, changes to RCSD's operations since the last Board meeting have been identified in red.

Flexible Timeline for RCSD Facilities and Programs

Phases	Date(s)	RCSD Application
Phase 1	March – May 31	Facilities shut down Reservations canceled Picnic shelters and playgrounds closed Tennis, basketball, and volleyball courts closed All athletic fields closed Passive recreation and park areas remained open to the public with social distancing for walking, jogging, dog walking, etc. District office closed to the public; administrative staff

Phases	Date(s)	RCS D Application
		working remotely, parks and maintenance staff working onsite to provide essential services. Employees required to wear face coverings when in contact with the public and other employees. *Tennis courts reopened – May 26
Phase 2	June 1 – July 5	Facilities prepared for phase 3 with signage, protocols, increased sanitation supplies purchased and inventoried, social media and press communication regarding guidelines and community updates. Markings prepared at facilities for social distancing. Park benches and tables (not in a picnic structure) open. Administrative staff returns on a modified schedule to clean office areas and prepare for reopening. *Churches allowed to reopen – May 31 July 14 new guidelines released: worship services allowed outdoors only with distancing requirements and face coverings recommended.
Phase 3	July 6 – August 9	Opening of District office to public, and opening of the following: community centers, basketball courts, playgrounds and picnic structures. Rental permits issued for outdoor exercise groups, long-term youth sports (practices only), and modified day camps. *July 8 – closure of basketball court at Rossmoor Park due to heavy usage and congestion. *July 14 new guidelines released: youth sports practices or any competition over 10 players not allowed.
Phase 4	Tentative - August 10 to be determined	Rental permits for athletic fields and public meetings
Phase 5	To Be Determined	All restrictions lifted

As noted above, on July 8, because of heavy usage and congestion around Rossmoor Park, as well as disruption to the surrounding neighborhood, the General Manager made a decision to close the basketball court. Subsequently, the decision was made to remove one basket from the basketball court to control attendance. One basket was left to serve the community by making one half-court available.

Based on updated guidelines restricting youth sports practices or any competition over 10 players, RCS D was subject to a number of teams from outside the community who walked on and played competitive games. In addition, teams used the park to conduct large practices. As a result the General Manager contacted the County Sheriff’s for enforcement assistance of our RCS D athletic field user permit policy which states:

For other than casual use of field by less than 10 persons, a user permit is required for use of District facilities. The policy shall be enforcement by the General Manager and such of his/her agents as he/she may designate to

perform said duty, and or shall be enforced by any peace officer, who as authority within the District pursuant to Penal Code Section 830.01.

Staff also contacted the users directly requesting compliance, and requested assistance from the local Los Alamitos Girls Softball League in applying peer pressure to outside sports groups that they are familiar with that were using our facilities. The large groups coming in had a huge impact on the surrounding neighborhood. Staff has monitored the situation and posted signs, prepared notices to educate users of the District's policy (Attachment 1). To date, this approach has been effective, however, if these efforts do not achieve compliance, staff is prepared to close the fields by using barricades.

Throughout RCSD facilities and parks, the order to maintain social distancing practices (6 feet distance from others) also remains in effect and facial coverings are also recommended. The District and the County continue to provide essential services to the community. Each permit group is required to provide a detailed COVID-19 protocol plan outlining social distancing measures, sanitization practices, use of facial coverings and gloves, signage, staff training, and general risk management.

Staff recently submitted the CalEOS and FEMA documentation requesting reimbursement for expenses and lost revenues that have resulted from the COVID-19 public health emergency. Staff continues to monitor resources and funding that may become available to the District through stimulus legislation.

We await information from the State and County regarding the phasing of Stage 4 and 5 re-openings. In the meantime, the General Manager will monitor surrounding agencies including the cities of Cypress, Los Alamitos, and Seal Beach, and the Los Alamitos School District with regard to their protocols and strategies for reopening.

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.

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.

Attachment 1: "Rossmoor Park Fields – Currently Closed For Any Organized Play or Practice" Notice

Rossmoor Park Fields

Currently Closed For Any Organized Play Or Practice

- Rossmoor Park fields are currently closed for any organized play or practice.
- Due to the Covid-19 guidelines provided by the County of Orange as well as the California Department of Public Health.
- All Athletic Field User Permits have been cancelled until further notice.
- We are currently not taking any applications for User Permits at this time.

FOR OTHER THAN CASUAL USE OF A FIELD BY LESS THAN 10 PERSONS, A USER PERMIT IS REQUIRED FOR USE OF DISTRICT FACILITIES. THIS POLICY SHALL BE ENFORCED BY THE GENERAL MANAGER AND SUCH OF HIS/HER AGENTS AS HE/SHE MAY DESIGNATE TO PERFORM SAID DUTY, AND OR SHALL BE ENFORCED BY ANY PEACE OFFICER, WHO HAS AUTHORITY WITHIN THE DISTRICT PURSUANT TO PENAL CODE SECTION 830.1



Visitors must use face coverings when not participating in active recreation



Groups are limited to members of the same household



Competitions and group events prohibited



Do not share equipment with people outside of your household

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: August 11, 2020
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Initiated by: Park Superintendent Omero Perez
Subject: QUARTERLY PARKS AND FACILITIES MAINTENANCE
REPORT

RECOMMENDATION

Receive and file report.

BACKGROUND

The Quarterly Parks and Facilities Maintenance Report is intended to provide the Board with the status of the activities and programs being performed in the furtherance of the District's Parks and Facilities Maintenance Program.

ATTACHMENTS

1. Quarterly Parks and Facilities Maintenance Report



RCSD PARKS AND FACILITIES MAINTENANCE DEPARTMENT

QUARTERLY REPORT TO THE BOARD
AUGUST 2020

SUMMARY

Inspection of District Properties – The facilities at Rossmoor, Rush Park and Montecito Center are inspected daily and inspection reports are reviewed so that action can be taken if there are issues to address. Currently, the facilities are fully operational with no significant issues.

Maintenance of District Properties – District staff continues to perform maintenance on District properties. Maintenance protocols and checklists are used (and kept on file) when completing core duties:

DAILY

- Facility safety check and recording
- Restrooms and trash – three times (morning, noon, afternoon) and initial posted checklist
- Wipe down rails and swings of playgrounds – morning and afternoon
- Wipe down and clean picnic tables in shelters and around the park
- Wipe down exercise machines
- Clean doorknobs around main entrances of buildings
- Vacuum offices
- Blow off walkway to Rossmoor Park entrance
- Clean and disinfect the kitchen at all parks
- Monitor landscape contractor
- Clean and inspect drinking fountains
- Check and adjust light timers at all the facilities and walkways
- Sweep and mop svt floors at Montecito Center
- Check emergency defibrillators in all the facilities

WEEKLY

- Deep clean Rossmoor and Montecito restrooms every other week with Versa machine
- Deep clean Rush restrooms every other week with Versa machine
- Wash windows at Rush every other week
- Water District parkway trees
- Wash windows at Rossmoor Park and Montecito Center every other week
- Power wash courts every other week
- Blow off courts every other week

- Power wash playgrounds every week by contractor and every other week by staff
- Weed and scarify infields at Rush Park
- Deep clean the refrigerator at all parks
- District vehicle cleaning and refueling
- Landscape maintenance at Kempton Park

MONTHLY

- Spot clean carpets
- Clean all blinds at parks
- Dust ceilings in all rooms at all parks for cobwebs and dust
- Wipe down all ventilation outlets
- Trim the Rossmoor wall the first week of each month
- Inventory of all supplies by the first week of each month
- Order needed supplies the second week of each month
- Setup and take down Board Meeting set up
- Check exit signs at all the facilities

QUARTERLY

- Service auditorium panels
- Service HVAC system
- Service fire alarms
- Service fire extinguishers if needed
- Meet with landscape contractor
- Service Kitchen Fire suppression system
- Wash roofs at Rossmoor Park and Rush Park canopy
- Service sewer main lines at all the facilities
- Clean carpets at Rossmoor and Rush Park
- Service ice machines

Respectfully Submitted By:
Omero Perez, Park Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: August 11, 2020

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Initiated by: Recreation Superintendent Chris Argueta

Subject: CONSIDERATION OF A CELEBRATION COMMEMORATING
THE EARLY PAYOFF OF THE RUSH PARK BOND

RECOMMENDATION:

Review and discuss proposed ideas for a celebration to commemorate the early payoff of the Rush Park bond and direct staff accordingly.

BACKGROUND:

In 1990, a 30-year bond in the amount of \$5 million was approved to purchase the Benjamin Rush Elementary School property from the Los Alamitos Unified School District (LAUSD). Approximately \$109 would be added annually to the property tax bill for all Rossmoor residences. The following year in 1991, the Rossmoor Community Services District (RCSD) purchased the 8.5-acre Rush school site. Subsequently the property was modified and converted into what is now known as Rush Park and includes the RCSD District Office, park and amenities, and an auditorium for community use.

It has been a priority of the RCSD Board of Directors to accelerate payments so that the bond could be paid off early. Therefore, the RCSD Board of Directors is proud to announce that the Rush Park bond will be paid off in September 2020, 12 months early. This will save the residents of Rossmoor their final annual payment amount of \$108.60. This will also result in a savings to the District of approximately \$7,000 in interest.

Since the Covid-19 pandemic has interrupted numerous community events, a Rush Park Bond Payoff Celebration would be an opportunity to rally residents to recognize this momentous occasion.

INFORMATION:

RCSD staff has brainstormed and prepared possible ideas for late September or early October that would highlight this milestone. With the continued presence of COVID-19, it is unknown what stage the County of Orange will be in for fall activities. Therefore, staff is being cautious by presenting possible programs that would fall within the social distancing and gathering guidelines recommended for public agencies.

The following are some event options for the RCSD Board to consider:

September Board Meeting Celebration

As part of the September 8, 2020 RCSD Board meeting, a PowerPoint presentation will be presented in acknowledgement of the Rush Park Bond early payoff and highlighting the history of the Rush Park site.

Drive-in Movie at Rush Park

Staff has been in discussion with vendors that set up a *Drive-in Movie* event. This type of event could be held at Rush Park and provide residents with an opportunity for responsible social distancing and a night outside of the house. Attendees would be able to pull their car up on the grass, park, and watch a family movie while enjoying the nostalgia of a drive-in movie experience with an updated feel. Movie-goers are allowed to bring their own food and drinks. The Rush Park location would be able to accommodate an estimated 200 vehicles. The vendor would market, promote, and handle advance ticket sales. RCSD residents would receive priority registration.

The approximate cost to present a Drive-in Movie would be:

Vendor (screen set up, marketing, ticketing, promotion)	\$6,000
Movie license fee	\$ 400
Staffing and portable restrooms	\$1,000
<i>Approximate Total Cost</i>	<i>\$7,400</i>

To offset the vendor cost, the vendor recommends charging a fee of \$30 per car. The RCSD would receive 10% revenue from the vendor fee (i.e. \$600 if 200 car tickets are sold). Therefore, RCSD's capital outlay would entail the movie license fee, staffing and portable restrooms (approximately \$800).

If the Board chooses to absorb the cost for resident participants for the celebration movie event, the District is budgeted for concerts and movies and could use that money towards this program.

The vendor has indicated that if the event proves to be popular with the community, it may be possible to host additional movies on future weekends.

Traditional Concert and Movie in the Park

The District could also consider inviting the community to Rush Park for a brief ceremony to commemorate the payoff of the bond and provide a concert/movie in the park with social distancing. This program is budgeted for in the FY 2020-2021 approved budget. Staff has been preparing a handout that will include the history of Rush Park as commemorative keepsake. As part of the celebration, redeemable tickets for ice cream would be distributed to children 12 years of age and under. An ice cream truck(s) would be stationed on the park for distribution. Again, this event is budgeted and the approximate cost would be \$5,000 to \$6,000. This option could be problematic with regard to social distancing protocols. Consideration to restrict the event to residents only and pre-registration may be an option.

These are ideas that District staff has come up with for the Rush Park Bond Celebration. Staff is seeking ideas and direction from the RCSD Board of Directors.

ATTACHMENTS: None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-4

Date: August 11, 2020
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: SECURED PROPERTY TAX COLLECTION STATUS UPDATE

RECOMMENDATION

Receive and file report.

BACKGROUND

The Rossmoor Community Services District (RCSD) relies primarily on Rossmoor's share of property tax which is derived from a County formula for distribution to tax sharing agencies. Property taxes account for approximately 60% of the District's revenue.

Property tax in Rossmoor has been a stable source of income given the rising property values and reassessments being made on properties with major home improvements and new construction. With the COVID-19 pandemic affecting many individuals, some concern has been expressed about the possibility of homeowners not being able to pay their property tax installments. Although income tax filing deadlines were extended, property tax payment deadlines remained in place.

The Orange County Treasurer-Tax Collector's announced a COVID-19 Penalty Cancellations program whereby certain property owners directly affected by COVID-19 may submit a Penalty Cancellation Request Form (along with payment) if they were unable to pay property taxes by the April 10 payment deadline. Documentation is required. It is stated that request forms will not be reviewed if payment has not been submitted.

INFORMATION:

On July 24, 2020, communication was received from County of Orange Treasurer-Tax Collector Shari L. Freidenrich to update the District on the overall secured property tax collections as of June 30, 2020. Attachment 1 is a copy of the email received which gives a comparison of taxes collected County-wide this year versus last year. It indicates that while the County is .14% behind in tax collections this year, the total amount billed is higher this year (\$7.2 billion) than last year (\$6.8 billion). Therefore, the County has received \$367 million more in property tax dollars this year than the same time last year.

In the email from Ms. Freidenrich, she indicates that the County is receiving COVID-19 penalty cancellation requests. Over 3,000 requests have been processed and all penalties have been approved for cancellation. It should be noted that one of the requirements of filing a cancellation request was that the property tax payment must be received before the cancellation request could be filed.

As the RCSD Board is concerned with potential financial hardships of residents due to the economic impacts of COVID-19, I have provided a five-year property tax chart for 2015 – 2020 (Attachment 2), specifically for the Rossmoor community. This information reflects the continued growth in property tax revenue that the District has experienced in the past five years. While it is impossible to forecast what may transpire in the next year, all indications are that Rossmoor is in a good position to weather the storm. It is evident when touring the District that economic growth is strong in Rossmoor as there is a large amount of activity on new construction and remodeling projects.

This information item is provided for the Board to review.

ATTACHMENTS

1. July 24, 2020 email from County of Orange Treasurer-Tax Collector Shari L. Freidenrich re: Secured Property Tax Collection Final for FY 19-20 as of June 30, 2020
2. 2015-2020 RCSD Property Tax Chart

On Jul 24, 2020, at 6:24 PM, Freidenrich, Shari <Shari.Freidenrich@ttc.ocgov.com> wrote:

Dear Interested Party:

As of June 30, 2020, secured property tax collections ended up slightly behind last year, but only by .14%, with 99.16% of all secured taxes collected this year versus 99.30% last year.

For the second installment, we have 98.68% of the property tax bill amounts collected versus 98.82% at the same time last year, up from 97.5% on our last report of 5-31-2020. Consistent with the slightly lower collection rate this year, there is \$61 million outstanding in total secured taxes for this year compared to \$48 million outstanding in total secured taxes last year versus our last report from 5-31-2020 of \$122 million outstanding. However, as the total amount billed is higher this year (\$7.2 billion) than last year (\$6.8 billion), we still have received \$367 million more in property tax dollars this year than at the same time last year.

We have \$43 million still unpaid on the second installment, higher than at the same time last year, which was \$32 million, but significantly down from the 5-31-2020 amount of \$90 million. Our first installment collection rate is 99.5%, the same as last year at this time. For the COVID-19 penalty cancellation requests that we have reviewed on a case-by-case basis, all penalties have been approved for cancellation. We have processed over 3000 COVID-19 requests already and continued to receive them postmarked by June 30, 2020.

In terms of property tax bills, we have about 11,500 taxpayers that have not yet paid their second installment compared to 10,200 taxpayers that had

not paid their second installment bill at the same time last year and down from 25,000 delinquent taxpayers as of 5-31-2020.

Let me know if you have any questions.

Shari

Shari L. Freidenrich, CPA, CCMT, CPFA, CPFIM, ACPFIM

Treasurer-Tax Collector

Office of the Treasurer-Tax Collector

Shari.Freidenrich@ttc.ocgov.com

[<Picture \(Device Independent Bitmap\) 2.jpg>](#)



[<Picture \(Device Independent Bitmap\) 3.jpg>](#)

County of Orange

Attn: Treasurer-Tax Collector

P.O. Box 4515

601 N. Ross Street, Second Floor

Santa Ana, CA 92702-4515

Phone: (714) 834-7625

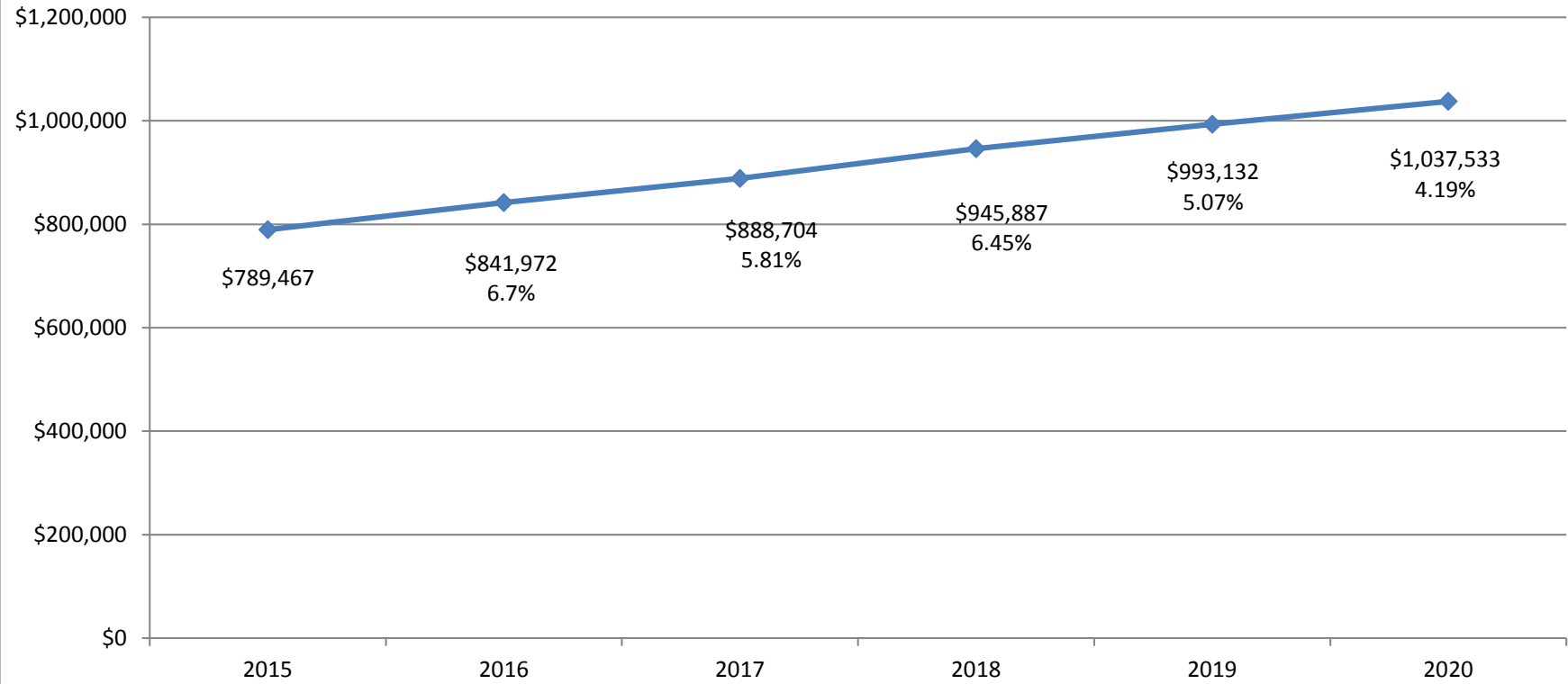
Fax: (714) 834-2912

ocgov.com/octaxbill



[<Picture \(Device Independent Bitmap\) 1.jpg>](#)

Table B 2015-2020 Property Taxes



Total Increase \$331,413 +31.12%
Average Annual Increase \$66,283 +5.57%