

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

May 10, 2022

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

In-Person

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, May 10, 2022

7:00 p.m.

PUBLIC PARTICIPATION

Please be advised that all persons wishing to attend this meeting may do so in person or via Zoom.

Join Zoom Meeting: <https://zoom.us/j/98120341211?pwd=NGtBQzdkbVpVa0lMd1ZiVEhDRnlRUT09>

Enter Meeting ID: **981 2034 1211** and Passcode: **Rossmoor**

The public can observe the meeting live on YouTube using the following link:

<https://youtu.be/l335owYEgo4> The name is Rossmoor CSD.

This Board meeting will take place in person and virtually via Zoom Webinar pursuant to Assembly Bill 361 and Resolution of the Board of Directors No. 21-10-12-02. To participate in the meeting via Zoom, please follow the following instructions.

1. To Participate via Zoom Webinar:

Please click the link below to join the webinar:

<https://zoom.us/j/98120341211?pwd=NGtBQzdkbVpVa0lMd1ZiVEhDRnlRUT09>

Or sign into Zoom.com and "Join a Meeting"

Enter Meeting ID: **981 2034 1211** and Passcode: **Rossmoor**

- *If Zoom is not already installed on your computer, click "Download & Run Zoom" on the launch page and press "Run" when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.*

- *Select "Join Audio via Computer."*

- *The virtual conference room will open. If you receive a message reading, "Please wait for the host to start this meeting," simply remain in the room until the meeting begins.*

- *During the Public Comment Period, use the "raise hand" feature located in the participants' window and wait for district staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.*

2. To Participate via telephone:

Call: **US: +1 669 900 6833** Webinar ID: **981 2034 1211** Passcode: **72057452**

*During the Public Comment Period, press *9 to add yourself to the queue and wait for District staff to announce your name/phone number and press *6 to unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.*



3. 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 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 in 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, it is requested that you state your name for the record. Address 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 the Vimeo.com or by using the Vimeo icon on the RCSD website at <http://www.rossmoor-csd.org>.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, DeMarco, Nitikman, Searles
President Rips
3. PLEDGE OF ALLEGIANCE: Director Nitikman
4. PRESENTATIONS:
 - a. Orange County Sheriff's Department Captain Gary Knutson presents Quarterly Crime Statistics
 - b. The Youth Center – Maryam Guirao, Director of Development
 - c. Sweeping Corp. of America - David Padilla, General Manager
 - d. Orange County Fire Authority (OCFA) – Elizabeth Denney, Community Relations/Education Specialist

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. QUARTERLY TREE REPORT
2. MONTHLY TRAFFIC SAFETY UPDATE
3. STREET SWEEPING UPDATE

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular Board Meeting of April 12, 2022
2. MARCH 2022 REVENUE AND EXPENDITURE REPORT
3. RESOLUTION NO. 22-05-10-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

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

F. PUBLIC HEARING: None

G. RESOLUTIONS:

1. RESOLUTION NO. 22-05-10-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-2023

ORDINANCES: None

H. REGULAR CALENDAR

1. REPORT OF THE BUDGET COMMITTEE REGARDING FY 2021-2022 ESTIMATE TO CLOSE, FY 2022-2023 PROPOSED BUDGET, AND SET DATE OF PUBLIC HEARING
2. REVIEW AND APPROVAL OF AGREEMENT BETWEEN THE ROSSMOOR COMMUNITY SERVICES DISTRICT AND ENRICHED FARMS & AVANTI HARVEST, INC. TO OPERATE A FARMERS MARKET IN ROSSMOOR

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. 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.

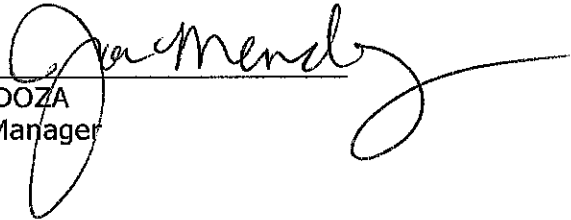
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the 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 May 10, 2022, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JOE MENDOZA
General Manager

Date 5/4/2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: ORANGE COUNTY SHERIFF'S DEPARTMENT CAPTAIN GARY KNUTSON
PRESENTS QUARTERLY CRIME STATISTICS

RECOMMENDATION

Receive and file presentation.

INFORMATION

Orange County Sheriff's Department Captain Gary Knutson will present the Quarterly Crime Statistics.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: THE YOUTH CENTER – MARYAM GUIRAO, DIRECTOR OF DEVELOPMENT

RECOMMENDATION

Receive and file 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 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-4c

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: SWEEPING CORP OF AMERICA - DAVID PADILLA, GENERAL MANAGER

RECOMMENDATION

Receive and file presentation.

INFORMATION

Recently, the Rossmoor Community Services District was informed that Sunset Property Services would no longer be servicing Rossmoor following the sale of their company to Sweeping Corp of America (SCA). Attending the meeting to introduce the community to SCA will be David Padilla, General Manager. Mr. Padilla will provide an overview of SCA and how they will serve the residents of Rossmoor.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4d

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: ORANGE COUNTY FIRE AUTHORITY (OCFA) – ELIZABETH DENNEY,
COMMUNITY RELATIONS/EDUCATION SPECIALIST

RECOMMENDATION

Receive and file presentation.

INFORMATION

Elizabeth Denney, Orange County Fire Authority (OCFA) Community Relations/Education Specialist will provide an overview of the ABC's of water safety, drowning prevention, and efforts of OCFA to educate the community.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Initiated by Mary Kingman, Arborist
Subject: QUARTERLY TREE REPORT

RECOMMENDATION

Receive and file report.

BACKGROUND

The Tree Report is intended to provide the Rossmoor Community Services (RCSD) Board of Directors with the status of the urban forest and the work being performed in the maintenance and preservation of the trees within the parks and parkways in Rossmoor.

ATTACHMENTS

1. Tree Report
2. Tree Report Totals

**RCS D TREE DEPARTMENT
QUARTERLY REPORT ON THE URBAN FOREST
January – April 2022**

During the first quarter of 2022, Orange County Public Works assisted with safety trimming of 9 trees that I identified as posing a safety risk, with dead limbs within their crowns. Tree planting for the fall/winter season was completed in January and March, bringing the total number of trees planted for the 2021-2022 season to 140. Nineteen trees that were either dead or considered high risk were removed from Rossmoor parkways. One hazardous tree was removed from Rossmoor Park. A total of 7 unauthorized trimming or removal citations were issued to property owners.

Rossmoor has been awarded Tree City USA status for the 12th straight year and continues to be one of 3,676 cities and communities across the United States that is committed to maintaining and growing their tree cover. Some of the benefits that trees bring to urban environments include cooler temperatures, cleaner air, higher property values and healthier residents. To celebrate trees, the RCS D hosted an Arbor Day event on April 20 at Rush Park. The event featured a Tree City Proclamation read by RCS D Board 1st Vice President, Mark Nitikman, a tree scavenger hunt for the kids, a craft table hosted by the Youth Center, a plant and tree raffle, a community tree planting with a tree graciously donated by the Rossmoor Woman's Club, and tree dedication to longtime Rossmoor resident Georgelynn Seligman. Georgelynn has always been very active in the community as a longtime member of the RHA and the Rossmoor Woman's Club, along with being a volunteer with the Boy Scouts of America for over 40 years.

RCS D staff will continue to promote, protect, and maintain a healthy urban forest in Rossmoor. The following are some of the practices that are implemented as part of the District's Urban Forestry program:

Planting Trees

- Trees are planted in vacant parkways and park sites.
- An age and species diverse urban forest is promoted.
- Residents are encouraged to take part in the tree selection process.

Caring for Trees

- All trees are trimmed on grid cycle, once every four years.
- Supplemental trims are performed as needed.
- Hazardous tree conditions are promptly responded to.
- Tree stakes, water basins or mulch are installed as needed.
- Newly planted or drought stressed trees are watered as needed.
- Tree health concerns from residents are promptly addressed.

Monitoring Trees

- Trees are regularly assessed and monitored for health, maintenance, and safety.
- Resident service requests for safety concerns, trim/removal/planting requests and general inquiries are responded to in a timely manner.

Protecting Trees

- Parkway tree policy violations for unauthorized trims, removals, and plantings are responded to according to policy.
- Administrative citations and fines for unauthorized trimming or removal are issued according to policy.
- Letters of correction are sent to residents for tree policy violations involving signs, swings or artificial turf.

Educating the Public

- Homeowner welcome packets are distributed to new residents.
- The RCSD website is updated with Tree Department information.
- District tree policy information is published in the RCSD newsletter.
- An annual Arbor Day celebration is hosted by the RCSD.

Urban Forest Report 2022 Totals									
Month	Safety Pruning OCPW	Grid Pruning	Off-Grid Pruning	Tree Planting	Trim/ Removal Citations	Tree Removals - Parkways	Tree Removal Parks	Removal Permit, Driveway Relocate	Resident Service Request
Jan-22				30	4				32
Feb-22	9				3				27
Mar-22			1	18			1		27
Apr-22						19			32
May-22									
Jun-22									
Jul-22									
Aug-22									
Sep-22									
Oct-22									
Nov-22									
Dec-22									
Totals	9	0	1	48	7	19	1	0	118

Vacant Sites	
Plant List - Fall 2022	102
Parks	27
School Parkways	38
Construction Hold	23
Resident Refusals	43
	233

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MONTHLY TRAFFIC SAFETY UPDATE

RECOMMENDATION

Review and discuss information provided.

BACKGROUND

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

INFORMATION

The Community Traffic/Safety Advisory Committee will be meeting in May 2022 to discuss the following:

- Review of possible parking ordinance in Rossmoor: The RCSD Board requested that the Traffic Committee meet and prepare a rough draft parking permit ordinance for review at this May RCSD Board of Directors meeting. However, there are many ordinances to review from surrounding jurisdictions. The General Manager is working with General Counsel to construct a rough draft ordinance for review by the Traffic Committee and ultimately by the RCSD Board. It is anticipated that this item will be on the June 14, 2022 RCSD Board agenda.
- The General Manager is scheduling a meeting with Orange County Sheriff Captain Gary Knutson to determine signage needs for street sweeping parking enforcement, enforcement patrol/deployment, and an enforcement plan.
- In May, the General Manager reported that the permanent radar speed signs on Montecito Road and St. Cloud Drive had been secured by the County and the District was told they would be installed by Orange County Public Works in the near future. To date, OCPW has not communicated any update despite several calls to them to obtain information. The General Manager will continue to work on this.
- On Saturday, May 21, 2022, the RCSD in conjunction with the California Highway Patrol (CHP) will provide a free *Bicycle Safety Event* from 10 a.m. to 1 p.m. at Rush Park. Activities will include bicycle safety tips, a demonstration, and interactive obstacle safety course.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: STREET SWEEPING UPDATE

RECOMMENDATION

Review and discuss the information provided.

BACKGROUND

A new street sweeping schedule was introduced in the Rossmoor Community Services District (RCSD) beginning January 3, 2022. The new schedule was implemented to better serve residents and to alleviate the parking issues associated with the previous street sweeping schedule.

The Rossmoor Community Services District entered into a contractual agreement for street sweeping services with Sunset Property Services. Subsequently, Sunset Property Services was purchased by Sweeping Corp. of America (SCA). The General Manager worked with representatives from Sunset Properties and SCA to ensure a smooth transition.

INFORMATION

We are pleased to have had David Padilla, General Manager of Sweeping Corp. of America, at our meeting to make a presentation about the company and their efforts to serve the residents of Rossmoor.

The new street sweeping schedule has been well-received by residents and the majority of residents are complying with the new parking restrictions. As the new schedule began, ticketing enforcement was suspended to give residents time to adjust to the new schedule. The RCSD, Sheriff's, and County of Orange Traffic Engineering are working together to determine signage needs to support parking enforcement and will be meeting to discuss the installation of necessary signage throughout the community. Although this meeting has been delayed due to the availability of Sheriff personnel, RCSD staff continues to provide education to residents in order to gain compliance.

The General Manager continues to work with First District Supervisor Andrew Do's office in reviewing parking enforcement alternatives.

If residents have concerns about the street sweeping service, they are asked to please call the District office at (562) 430-3707 or Sweeping Corp. of America at (949) 551-5151.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MINUTES – REGULAR RCSD BOARD MEETING OF APRIL 12, 2022

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Minutes of the Regular RCSD Board Meeting of April 12, 2022 as prepared by the Board's Secretary/General Manager.

INFORMATION

The Minutes reflect the actions of the RCSD Board of Directors at their April 12, 2022 meeting.

ATTACHMENTS

1. Minutes – Regular RCSD Board Meeting of April 12, 2022



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, April 12, 2022

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Barke, DeMarco, Nitikman, Searles and President Rips

3. PLEDGE OF ALLEGIANCE : Director DeMarco led the Pledge of Allegiance.

4. PRESENTATIONS:

a. California Highway Patrol Officer Matt Musselmann Re: Quarterly Traffic Report

CHP Officer Matt Musselmann presented details of the Quarterly Traffic Report including the number and type of citations and traffic collisions.

Discussion followed about rules regarding adults and children riding motorized bicycles on sidewalks, speeding vehicles on Montecito, CHP staffing levels, and encouraging residents to report violations.

Captain Denise Soffa introduced herself; commented on her previous experience; spoke about starting a Senior Volunteer program and the advantages of having one, and discussed staffing shortages and the need for help with recruitment. She noted the CHP does not have a reserve program and does not hire laterals.

Discussion followed regarding the number of volunteers needed and available patrol cars.

Officer Mitch Smith, Public Information Officer, Westminster, spoke about serving in the community; discussed the upcoming Bicycle Safety program; expanded on the requirements and duties of volunteers and spoke about traffic safety issues in and around schools.

General Manager Joe Mendoza reported he has offered RCSD facilities and assistance for the proposed Senior Volunteer program.

- b. Los Alamitos High School H2GP Race Team Re: Presentation by LAHS Student Zachary Norris About Team Accomplishments

Alexander Kelly and Zachary Norris commented on their H2GP Race Team and provided a presentation of the team's accomplishments. They thanked RCSD for allowing them to use its facilities.

Discussion followed regarding the number of schools competing and efficiency versus speed.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM - None

D. REPORTS TO THE BOARD

1. QUARTERLY RECREATION REPORT

Recreation Superintendent Chris Argueta narrated a PowerPoint presentation with an overview of current and ongoing activities, as well as upcoming events. Additionally, he reported recently meeting with The Youth Center to discuss collaborating on upcoming and new events and addressed summer camps. Mr. Argueta mentioned a community survey, a noise study and the possibility of converting existing tennis courts into pickleball courts.

Director DeMarco reported that the District had received several emails regarding pickleball and asked that they be included in the minutes. Emails were received from:

Maureen Wauters: In favor of converting tennis courts into pickleball courts; also voiced her disapproval of the large solar panels being placed by Los Alamitos Unified School District at elementary schools. She feels they are eyesores and should have been placed in parking lots.

Gary Jones: Supports the idea of adding pickleball courts similar to surrounding communities.

Sandra Livingston: Long-time tennis player who also advocates for pickleball and would like to see pickleball available at Rossmoor Park.

Tracy Lazar: Plays pickleball at Seal Beach Tennis Center; as a Rossmoor resident would like pickleball to be an amenity in the community.

President Rips asked about programming for seniors and Recreation Superintendent Argueta reported reaching out to Los Alamitos Medical Center to discuss the possibility of collaborating on programming for seniors. President Rips commented on continuing to develop programs and social opportunities for the senior population.

2. MONTHLY TRAFFIC SAFETY UPDATE

General Manager Mendoza reported he is following up with the local elementary schools to discuss traffic safety around their sites; provided an update on the installation of radar signs on Montecito and St. Cloud; noted he is in conversation with Orange County Sheriff's Office regarding signage for street sweeping; discussed speaking with the new owners of the street sweeping company who advised that the County of Orange is looking at a camera system for street sweeping enforcement and spoke about being careful not to install signs if enforcement will not be consistent.

Discussion followed regarding the need for different signage when there is a photo-enforced system and the current lack of parking enforcement for street sweeping.

Discussion followed regarding prohibiting skateboards in Rush and Rossmoor Parks, the possibility of adding motorized bicycles to the prohibition, and the need to develop options as to what the community wants.

3. STREET SWEEPING UPDATE

General Manager Mendoza reiterated that Sunset Property Services has confirmed they have sold the company; reported meeting with representatives of the new owners, Sweeping Corp of America (SCA), who stated the District's contract will remain the same and stated they will provide a presentation at the next Board meeting.

Discussion followed regarding developing proposals for parking restrictions with the community's input, directing staff to return to the June meeting with some type of structure to move the matter forward, allowing residents to be able to park in front of their homes, considering the unintended consequences of any proposed system, needing to be open to creative ideas, engaging all stakeholders and building support.

E. CONSENT CALENDAR

Director Searles pulled Item No. 1 from the Consent Calendar for separate consideration and Director Barke pulled Item No. 3 from the Consent Calendar for separate consideration.

1. MINUTES:

a. Regular Board Meeting of March 8, 2022

Director Searles stated it should be reflected that the temporary canopy structure idea at Rush Park was in the CIP portion of meeting.

Motion by Director Searles, seconded by Director Nitikman, to approve the Regular Board Meeting Minutes of March 8, 2022, as corrected. Motion passed 5-0 as follows:

AYES: Directors Barke, DeMarco, Nitikman, Searles and President Rips
NOES: None
ABSTAIN: None
ABSENT: None

2. FEBRUARY 2022 REVENUE AND EXPENDITURE REPORT

Motion by Director Nitikman, seconded by Director DeMarco, to approve the February 2022 Revenue and Expenditure report, as presented. Motion passed 5-0 as follows:

AYES: Directors Barke, DeMarco, Nitikman, Searles and President Rips
NOES: None
ABSTAIN: None
ABSENT: None

3. RESOLUTION NO. 22-04-12-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES, REMOTELY, AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

Director Barke stated he does not see a current, active need to continue with the referenced resolution as he does not see health and safety concerns for the public to attend in-person meetings and noted that the public will still be able to participate via Zoom.

Legal Counsel Preziosi explained the resolution waives the provision of the Brown Act that requires anyone attending telephonically or remotely to post the location and invite the public to that location. He added the resolution allows a Member of the Board or the entire Board to participate remotely in meetings during states of emergency and noted there is still a state of emergency in California because of COVID-19.

Director Barke stated there is no current level of COVID-19 that requires a waiver of the Brown Act for Board Members to be able to meet without Brown-Act requirements, remotely. He opined the resolution is no longer necessary and it is not accurate for the Board to approve it.

Director Nitikman felt that approving the resolution does no harm; commented on the possibility of another rise in COVID-19 cases and noted this is based on a legislative bill, not an executive order.

Director Barke believed that because the Governor declared a state of emergency, does not make it so; felt what the Governor is doing is unconstitutional and noted COVID-19 cases and deaths are down.

Director Searles stated he continues to support the resolution.

Discussion followed regarding the steps needed to reinstate the resolution, should the Board deny it now and another state of emergency develops.

Motion by President Rips, seconded by Director Searles, to waive further reading of and adopt by title only, RESOLUTION NO. 22-04-12-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES, REMOTELY, AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC. Motion passed 3-2 as follows:

AYES: Directors Nitikman, Searles and President Rips
NOES: Directors Barke, DeMarco
ABSTAIN: None
ABSENT: None

RECESS/RECONVENE

President Rips called for a recess at 8:46 p.m. The meeting reconvened at 8:50 p.m., with all Board Members, present.

F. PUBLIC HEARING - None

G. RESOLUTIONS

1. RESOLUTION NO. 22-04-12-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

General Manager Mendoza presented details of the staff report.

Motion by Director Nitikman, seconded by Director DeMarco, to waive further reading of and adopt by title only, RESOLUTION NO. 22-04-12-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM, as presented. Motion passed 5-0 as follows:

AYES: Directors Barke, DeMarco, Nitikman, Searles and President Rips
NOES: None
ABSTAIN: None
ABSENT: None

2. RESOLUTION NO. 22-04-12-03: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

Motion by Director DeMarco, seconded by Director Nitikman, to waive further reading of and adopt by title only, RESOLUTION NO. 22-04-12-03: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM, as presented. Motion passed 5-0 as follows:

AYES: Directors Barke, DeMarco, Nitikman, Searles and President Rips
NOES: None
ABSTAIN: None
ABSENT: None

ORDINANCES - None

H. REGULAR CALENDAR

1. PROPOSED CHANGE TO THE DATES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' MAY AND JUNE 2022 MEETINGS

General Manager Mendoza reported President Rips has a conflict with his schedule; stated he has asked for the Board to consider changing the dates of the May and June 2022 Board meetings and noted alternative dates for consideration.

Discussion followed regarding avoiding setting precedence.

The Board took no action on this item.

2. PROPOSED CHANGES TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT STAFF ORGANIZATIONAL CHART AND JOB DESCRIPTIONS AS RECOMMENDED BY THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL COMMITTEE

General Manager Mendoza presented the report; noted the Organizational Committee carefully reviewed the organizational chart and job descriptions and addressed vacant positions.

Discussion followed regarding substantive changes from the previous organizational chart, giving the General Manager flexibility in terms of full- or part-time staffing, ensuring the General Manager has the tools to be successful within the organization and the fiscal impacts of the recommended changes.

Motion by Director Nitikman, seconded by Director Barke, to adopt the proposed changes to the Rossmoor Community Services District staff organizational chart and job descriptions as recommended by the Rossmoor Community Services District Organizational Committee, including fiscal impacts. Motion passed 5-0 as follows:

AYES: Directors Barke, DeMarco, Nitikman, Searles and President Rips
NOES: None
ABSTAIN: None
ABSENT: None

3. PROPOSED CHANGES TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT STANDING, AD HOC, AND ADVISORY COMMITTEES RECOMMENDED BY THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL COMMITTEE

General Manager Mendoza presented the staff report.

Director Nitikman spoke about streamlining committees and processes; suggested renaming the Organizational Committee to the Personnel and Contract Administration Committee; proposed considering changes to the policy in terms of advisory committees versus representatives and felt there should be a provision for appointing an alternate.

Legal Counsel Preziosi explained the Board would be approving this, in concept, subject to the item returning to the Board with the recommended changes, for action.

Motion by Director Barke, seconded by Director Searles, to adopt the proposed changes, in concept, to the Rossmoor Community Services District standing, ad hoc and advisory committees as recommended by the Rossmoor Community Services District Organizational Committee including changing the name of the Organizational Committee to the Personnel and Contract Administration Committee. Motion passed 5-0 as follows:

AYES:	Directors Barke, DeMarco, Nitikman, Searles and President Rips
NOES:	None
ABSTAIN:	None
ABSENT:	None

4. PROPOSED CHANGES TO THE AGREEMENT WITH BLACK MOUNTAIN SOFTWARE FOR CLOUD-BASED FUND ACCOUNTING SOFTWARE

General Manager Mendoza introduced the item and deferred to Legal Counsel for a report.

Legal Counsel Preziosi presented details of the report and explained the issues of concern.

Discussion followed regarding indemnification, the importance of knowing the terms, upfront, other vendors that may accept the level of indemnification sought by the Board, whether the District has cyber insurance, the possibility of increasing the District's insurance coverage, moving forward with the contract, the need to have more information regarding risks versus consequences and potential consequences to the District of approving the changes to the agreement.

Motion by Director DeMarco, seconded by Director Nitikman, to authorize the General Manager and General Counsel to accept changes to the agreement with Black Mountain Software for cloud-based fund accounting software, as presented. Motion passed 5-0 as follows:

AYES:	Directors Barke, DeMarco, Nitikman, Searles and President Rips
NOES:	None
ABSTAIN:	None

ABSENT: None

I. GENERAL MANAGER ITEMS

General Manager Mendoza reported he will look into cyber insurance coverage; spoke about expiration of a long-term contract with Doug Wood Broadcasting Production Services; noted going out to bid and choosing Tripepi Smith, a firm with expertise in marketing, technology and public affairs, and stated the General Counsel will review the contract once it is generated. The agreement will be presented to the Board for consideration at a future meeting. Additionally, he reported that the Kempton Park mulch giveaway has been successful; addressed the local control survey, special events and the opening of a Little Library near the Rush Park playground; announced the National Day of Prayer and the upcoming bulky-item pickup; provided potential meeting dates for the Ad Hoc Survey Committee and requested moving the Budget Committee meeting to April 26, 2022. General Manager Mendoza reported on a request by Assemblywoman Janet Nguyen to submit applications for grants, which he submitted to meet the deadlines. One request was for \$600,000 for a Rossmoor Park all-inclusive playground structure and exercise cluster and another for \$750,000 to upgrade Rush Park facilities and administrative offices.

General Manager Mendoza discussed the Farmers Market; reported visiting several local markets; suggested the parking lot at Rush Park is available on Thursday nights and asked for input from the Board.

Members of the Board commented favorably on the concept; discussed potential parking issues and agreed that Thursday nights would be preferable to Saturdays.

J. BOARD MEMBER ITEMS

At Director Nitikman's request, General Manager Mendoza provided updates issues with the Water District.

Director Searles thanked CHP representatives in attendance; spoke favorably about a Senior Volunteer program; congratulated the Los Alamitos High School H2GP Race Team and reminded the public about the upcoming Red Cross Blood Drive.

Director DeMarco read a statement from Maureen Waters about the solar panels at Hopkinson Elementary School noting they are an eyesore; neighbors were not notified, and neither was the RCSD. He asked that General Manager Mendoza inquire with the school board member representing Rossmoor and the Los Alamitos School District.

President Rips commended General Manager Mendoza and his team for their work.

K. GENERAL COUNSEL ITEMS - None

L. ADJOURNMENT

Motion by Director Nitikman, seconded by Director DeMarco, to adjourn the regular meeting at 10:05 p.m. Motion passed 5-0.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED: May 10, 2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accountant Ken Pun
Subject: MARCH 2022 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 March 2022.

INFORMATION

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

ATTACHMENTS

1. Revenue and Expenditure Report for the month of March 2022
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 March 31, 2022

	Original Budget	Amended Budget	Current Month March	Adjustments	Year to Date	Variance	% of Budget
Revenues:							
Property taxes	\$ 1,100,000	\$ 1,100,000	\$ 78,983	\$ -	\$ 730,949	\$ 369,051	66.45%
Street light assessments	372,000	372,000	27,450	-	254,873	117,127	68.51%
Interest on Investments	9,600	2,500	-	-	1,016	1,484	40.64%
From Other Governmental Agencies	258,000	356,000	-	-	121,045	234,955	34.00%
Permit and Rental Fees	137,300	179,300	24,376	-	165,907	13,393	92.53%
Miscellaneous	19,000	59,000	1,556	-	67,281	(8,281)	114.04%
Total Revenues	1,895,900	2,068,800	132,365	-	1,341,071	727,729	64.82%
Expenditures:							
Administrative	957,700	1,044,000	73,675	109	748,054	295,946	71.65%
Recreation	39,500	55,000	-	-	51,677	3,323	93.96%
Rossmoor Park	263,000	221,500	13,087	-	131,207	90,293	59.24%
Montecito Center	24,400	25,400	801	1,400	18,688	6,712	73.57%
Rush Park	145,500	248,500	8,418	-	147,330	101,170	59.29%
Street Lighting	100,000	100,000	8,731	-	77,918	22,082	77.92%
Rossmoor Wall	1,000	1,000	-	-	-	1,000	0.00%
Street Sweeping	65,000	80,000	6,538	-	53,906	26,094	67.38%
Parkway Tree	170,000	190,000	6,721	-	193,113	(3,113)	101.64%
Mini-Parks and Median	11,800	16,000	952	-	10,491	5,509	65.57%
Total Expenditures	1,777,900	1,981,400	118,923	1,509	1,432,384	549,016	72.29%
Changes in Fund Balance	118,000	87,400	\$ 13,442	\$ (1,509)	(91,313)	\$ 178,713	
Fund Balance:							
Beginning of Period	1,283,900	1,283,900			1,283,900		
End of Period	\$ 1,401,900	\$ 1,371,300			\$ 1,192,587		

Adjustments:

Reclass Senior Gap Meal Program from "Miscellaneous Revenues" to "From Other Government Agencies" per discussion with Budget Committee.

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
3000 Current Secured Property Taxes	1,020,000.00	1,020,000.00	673,704.61	76,923.12	0.00	346,295.39	66.0
3001 Current unsecured prop tax	34,000.00	34,000.00	28,004.16	0.00	0.00	5,995.84	82.4
3002 Prior secured property taxes	14,000.00	14,000.00	8,146.27	219.51	0.00	5,853.73	58.2
3003 Prior unsecured prop taxes	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
3004 Delinquent property taxes	1,000.00	1,000.00	134.42	134.42	0.00	865.58	13.4
3010 Current supplemental assessmt	18,000.00	18,000.00	12,622.37	1,705.90	0.00	5,377.63	70.1
3020 Public utility tax	10,000.00	10,000.00	8,337.29	0.00	0.00	1,662.71	83.4
3105 Street light assessments	372,000.00	372,000.00	254,872.63	27,450.04	0.00	117,127.37	68.5
3200 Interest on investments	9,600.00	2,500.00	1,015.83	0.00	0.00	1,484.17	40.6
3210 Prop 68 Grant Funding	175,000.00	175,000.00	0.00	0.00	0.00	175,000.00	0.0
3220 Senior Mobility Food Program	0.00	70,000.00	70,000.00	0.00	0.00	0.00	100.0
3250 FEMA Grant-Covid 19	19,000.00	47,000.00	48,578.00	0.00	0.00	-1,578.00	103.4
3301 State homeowner proptax relief	4,000.00	4,000.00	2,467.07	0.00	0.00	1,532.93	61.7
3305 County street sweep reimburse	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
3404 Court reservations	45,000.00	75,000.00	54,645.91	4,710.00	0.00	20,354.09	72.9
3405 Wall Rental	300.00	300.00	388.72	20.00	0.00	-88.72	129.6
3406 Ball field reservations	12,000.00	12,000.00	21,624.30	834.00	0.00	-9,624.30	180.2
3407 Tree Trim Permits	5,000.00	5,000.00	6,354.00	2,398.00	0.00	-1,354.00	127.1
3410 Rossmoor building rental	10,000.00	10,000.00	3,438.00	345.00	0.00	6,562.00	34.4
3412 Montecito building rental	15,000.00	27,000.00	22,332.68	5,242.00	0.00	4,667.32	82.7
3414 Rush Park Building Rental	50,000.00	50,000.00	57,122.45	10,827.00	0.00	-7,122.45	114.2
3500 Other miscellaneous revenue	5,000.00	35,000.00	45,030.87	1,555.65	0.00	-10,030.87	128.7
3504 Sponsorships	14,000.00	24,000.00	22,250.00	0.00	0.00	1,750.00	92.7
Dept: 00	1,895,900.00	2,068,800.00	1,341,069.58	132,364.64	0.00	727,730.42	64.8
Revenues	1,895,900.00	2,068,800.00	1,341,069.58	132,364.64	0.00	727,730.42	64.8
Expenditures							
Dept: 10 ADMINISTRATION							
4000 Board of Directors Compensain	9,000.00	16,000.00	11,157.94	900.00	0.00	4,842.06	69.7
4002 Salaries - Part-time	64,272.00	64,272.00	38,802.79	2,143.60	0.00	25,469.21	60.4
4003 Salaries - Overtime	1,500.00	9,500.00	8,717.83	0.00	0.00	782.17	91.8
4006 SALARY - ADMINISTRATION	220,560.00	205,560.00	128,488.49	13,150.97	0.00	77,071.51	62.5
4007 Vehicle Allowance	1,500.00	1,500.00	1,419.57	0.00	0.00	80.43	94.6
4008 SALARY - RECREATION	116,085.00	116,085.00	88,097.55	12,484.85	0.00	27,987.45	75.9
4009 SALARY - PARK/TREE MAINTENANCE	84,168.00	84,168.00	42,915.11	5,405.70	0.00	41,252.89	51.0
4010 Workers Compensation Insurance	18,500.00	18,500.00	15,483.68	1,714.83	0.00	3,016.32	83.7
4011 Medical Insurance	85,000.00	85,000.00	55,966.92	12,683.76	0.00	29,033.08	65.8
4015 Federal Payroll Tax -FICA	48,415.00	48,415.00	34,238.21	2,679.33	0.00	14,176.79	70.7
5002 Insurance - Liability	35,000.00	35,000.00	8,215.98	5,100.50	0.00	26,784.02	23.5
5004 Memberships and Dues	7,200.00	9,000.00	9,498.63	380.00	0.00	-498.63	105.5
5006 Travel & Meetings	2,500.00	2,500.00	234.25	0.00	0.00	2,265.75	9.4
5007 Televised Meeting Costs	20,000.00	20,000.00	18,779.71	0.00	0.00	1,220.29	93.9
5010 Publications & Legal Notices	6,500.00	8,000.00	8,798.80	718.80	0.00	-798.80	110.0
5012 Printing	3,000.00	4,500.00	3,657.87	290.40	0.00	842.13	81.3
5014 Postage	2,500.00	2,500.00	595.00	0.00	0.00	1,905.00	23.8
5016 Office Supplies	15,000.00	15,000.00	3,395.07	0.00	0.00	11,604.93	22.6
5020 Telephone	12,000.00	12,000.00	7,366.30	693.84	0.00	4,633.70	61.4
5021 Computer Costs	5,000.00	5,000.00	4,042.68	488.16	0.00	957.32	80.9
5030 Vehicle Maintenance	0.00	0.00	2,010.54	0.00	0.00	-2,010.54	0.0
5045 Miscellaneous Expenditures	10,000.00	90,000.00	95,196.17	1,219.03	0.00	-5,196.17	105.8
5046 Bank Service Charge	1,000.00	2,500.00	3,353.62	38.04	0.00	-853.62	134.1
5810 Legal Counsel	60,000.00	60,000.00	41,664.75	3,967.35	0.00	18,335.25	69.4
5815 Financial Audit-Consulting	17,000.00	17,000.00	18,225.00	0.00	0.00	-1,225.00	107.2
5620 Outsource Financial Consultant	60,000.00	60,000.00	40,000.00	5,000.00	0.00	20,000.00	66.7
5670 Other Professional Services	35,000.00	35,000.00	49,159.28	1,404.88	0.00	-14,159.28	140.5
6010 Equipment	2,000.00	2,000.00	996.02	242.12	0.00	1,003.98	49.8
6025 Soft ware	15,000.00	15,000.00	7,574.02	2,968.74	0.00	7,425.98	50.5

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
ADMINISTRATION	957,700.00	1,044,000.00	748,051.78	73,674.90	0.00	295,948.22	71.7
Dept: 20 RECREATION							
5017 Community Events	39,500.00	55,000.00	51,677.02	0.00	0.00	3,322.98	94.0
RECREATION	39,500.00	55,000.00	51,677.02	0.00	0.00	3,322.98	94.0
Dept: 30 ROSSMOOR PARK							
5018 Janitorial Supplies	6,000.00	6,000.00	5,738.02	2,874.90	0.00	261.98	95.6
5022 Utilities	12,500.00	12,500.00	7,178.54	762.91	0.00	5,321.46	57.4
5023 Water	28,000.00	43,000.00	32,901.91	1,968.38	0.00	10,098.09	76.5
5025 SECURED PROP TAX	1,150.00	1,150.00	1,048.06	0.00	0.00	101.94	91.1
5030 Vehicle Maintenance	1,000.00	1,500.00	1,801.49	670.88	0.00	-301.49	120.1
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	21,974.89	4,674.05	0.00	8,025.11	73.2
5034 Alarm Systems	850.00	850.00	852.88	0.00	0.00	-2.88	100.3
5045 Miscellaneous Expenditures	500.00	500.00	56.11	0.00	0.00	443.89	11.2
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	1,034.27	0.00	0.00	-534.27	206.9
5655 Landscape Maintenance	27,000.00	30,000.00	23,927.06	0.00	0.00	6,072.94	79.8
6005 Buildings and Improvements	155,000.00	95,000.00	34,894.78	2,135.42	0.00	60,305.22	36.5
ROSSMOOR PARK	263,000.00	221,500.00	131,208.01	13,086.54	0.00	90,291.99	59.2
Dept: 40 MONTECITO CENTER							
5018 Janitorial Supplies	6,000.00	6,000.00	2,820.06	0.00	0.00	3,179.94	47.0
5022 Utilities	2,000.00	2,000.00	1,186.26	127.15	0.00	813.74	59.3
5023 Water	2,250.00	2,250.00	1,959.80	213.37	0.00	290.20	87.1
5025 SECURED PROP TAX	1,000.00	1,000.00	880.14	0.00	0.00	119.86	88.0
5030 Vehicle Maintenance	500.00	1,500.00	804.72	216.63	0.00	695.28	53.6
5032 Building & Grounds-Maintenance	8,000.00	8,000.00	5,748.10	0.00	0.00	2,251.90	71.9
5034 Alarm Systems	650.00	650.00	120.00	0.00	0.00	530.00	18.5
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5655 Landscape Maintenance	3,000.00	3,000.00	4,926.89	0.00	0.00	-1,926.89	164.2
6005 Buildings and Improvements	0.00	0.00	243.92	243.92	0.00	-243.92	0.0
MONTECITO CENTER	24,400.00	25,400.00	18,689.89	801.07	0.00	6,710.11	73.6
Dept: 50 RUSH PARK							
5018 Janitorial Supplies	6,000.00	6,000.00	2,824.38	0.00	0.00	3,175.62	47.1
5022 Utilities	23,000.00	23,000.00	18,264.11	1,107.38	0.00	4,735.89	79.4
5023 Water	42,000.00	50,000.00	35,994.24	2,530.82	0.00	14,005.76	72.0
5025 SECURED PROP TAX	4,200.00	4,200.00	4,010.96	0.00	0.00	189.04	95.5
5030 Vehicle Maintenance	1,000.00	2,000.00	1,525.87	0.00	0.00	474.13	76.3
5032 Building & Grounds-Maintenance	40,000.00	40,000.00	17,528.85	2,085.02	0.00	22,471.15	43.8
5034 Alarm Systems	800.00	800.00	0.00	0.00	0.00	800.00	0.0
5045 Miscellaneous Expenditures	500.00	500.00	149.83	0.00	0.00	350.17	30.0
5051 Equipment Rental	500.00	1,500.00	1,259.38	0.00	0.00	240.62	84.0
5052 Minor Facility Repairs	500.00	500.00	300.00	0.00	0.00	200.00	60.0
5655 Landscape Maintenance	27,000.00	30,000.00	22,374.83	0.00	0.00	7,625.17	74.6
6005 Buildings and Improvements	0.00	41,000.00	28,303.92	2,695.42	0.00	12,696.08	89.0
6010 Equipment	0.00	49,000.00	14,793.15	0.00	0.00	34,206.85	30.2
RUSH PARK	145,500.00	248,500.00	147,329.52	8,418.64	0.00	101,170.46	59.3
Dept: 60 STREET LIGHTING							
5650 Lighting and Maintenance	100,000.00	100,000.00	77,917.39	8,731.03	0.00	22,082.61	77.9
STREET LIGHTING	100,000.00	100,000.00	77,917.39	8,731.03	0.00	22,082.61	77.9
Dept: 65 ROSSMOOR WALL							
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
ROSSMOOR WALL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 70 STREET SWEEPING							

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 3/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 70 STREET SWEEPING							
5642 Street Sweeping	65,000.00	80,000.00	53,906.09	6,538.14	0.00	26,093.91	67.4
STREET SWEEPING							
	65,000.00	80,000.00	53,906.09	6,538.14	0.00	26,093.91	67.4
Dept: 80 PARKWAY TREES							
5017 Community Events	1,500.00	1,500.00	427.60	349.60	0.00	1,072.40	28.5
5656 Tree Trimming	120,500.00	140,500.00	148,974.00	0.00	0.00	-8,474.00	106.0
5660 TREE REMOVAL	3,000.00	3,000.00	1,799.00	1,799.00	0.00	1,201.00	60.0
6015 Trees	45,000.00	45,000.00	41,912.00	4,572.00	0.00	3,088.00	93.1
PARKWAY TREES							
	170,000.00	190,000.00	193,112.60	6,720.60	0.00	-3,112.60	101.6
Dept: 90 MINI-PARKS AND MEDIANS							
5022 Utilities	500.00	500.00	456.05	56.41	0.00	43.95	91.2
5023 Water	6,000.00	10,200.00	7,657.69	651.98	0.00	2,542.31	75.1
5032 Building & Grounds-Maintenance	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5655 Landscape Maintenance	3,000.00	3,000.00	2,133.37	0.00	0.00	866.63	71.1
6005 Buildings and Improvements	0.00	0.00	243.69	243.69	0.00	-243.69	0.0
MINI-PARKS AND MEDIANS							
	11,800.00	16,000.00	10,490.80	952.08	0.00	5,509.20	65.8
Expenditures	1,777,900.00	1,981,400.00	1,432,383.10	118,923.00	0.00	549,016.90	72.3
Net Effect for GENERAL FUND							
Change in Fund Balance:	118,000.00	87,400.00	-91,313.52	13,441.64	0.00	178,713.52	-104.5
Grand Total Net Effect:							
	118,000.00	87,400.00	-91,313.52	13,441.64	0.00	178,713.52	

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS
March 2022 Revenue and Expenditure Report

Expenditure Accounts

Account	Item	Explanation
10-10-5007	Televised Meeting Costs	Due to COVID-19, the Board meetings and other meetings were televised via Zoom and the use of Zoom has continued. The budget amount is \$20,000 Therefore, we anticipate the account will go over budget. To date, we have spent \$18,779.71.
10-10-5046	Bank Service Charges	No change – still working with RecDesk to find a solution as we are under contract. Staff is also working with Black Mountain on possible solutions. Overage is attributed to the service fee being charged to the District for credit/debit card payments from facility users by LADCO which is the processing platform used by RecDesk. In the effort to reduce cash handling, increased usage of credit/debit cards by patrons has increased substantially. An evaluation of how to reduce the fee through another platform if allowed through RecDesk is being looked into; and whether to incorporate the convenience fee into the usage fee or pass the fee on directly to the patron will be considered when reviewing facility usage fees in the future.
10-80-5656	Tree Trimming	This account is over budget. From now until the end of the fiscal year, there will only be safety trims done in order to prevent hazards.

Revenue Accounts

Account	Item	Explanation
10-00-3500	Miscellaneous Revenue	These miscellaneous revenue accounts are over the budgeted amount due to the donations from Calvary and GOND Churches donations to our audio-visual system.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: May 10, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
General Counsel Tarquin Preziosi

Subject: RESOLUTION NO. 22-05-10-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

RECOMMENDATION

Approve by roll call vote, Resolution No. 22-05-10-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency. That declaration is still in effect. Since March 12, 2020, Executive Orders from the Governor have relaxed various Brown Act meeting requirements to allow remote meetings and to temporarily suspended the Brown Act provisions requiring the physical presence of members at the public meetings. The most recent extension of that authorization expired September 30, 2021. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, the State implemented a shelter-in-place order, requiring all non-essential personnel to work from home. The RCSD initially implemented teleconference meetings until in-person meetings with limited capacity were reintroduced. In addition, a hybrid option was available for those who preferred to participate remotely in meeting by using Zoom technology for Board and Committee meetings. The usage of Zoom for hybrid public meetings has allowed the District to ensure the public's continued access to meetings while also ensuring the public's, members, and employees' safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which among other things, rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for agencies to transition back to public meetings pursuant to the Brown Act.

On September 17, 2021 the Governor signed into law AB 361 which allows local legislative bodies to continue to meet remotely after the October 1, 2021 deadline. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency;
- State or local health officials have imposed or recommended measures to promote social distancing; and
- Legislative bodies declare the need to meet remotely due to present risks to the health or safety of attendees.

Given the ongoing nature of the pandemic we need to remain flexible if conditions worsen, especially with the upcoming holiday season and the onset of the delta variant. The RCSD meets the requirements of AB 361 to continue holding meetings remotely in order to ensure the health and safety of the public and its employees:

- The state of emergency continues to directly impact the ability of the members of the RCSD's legislative bodies to meet safely in person; and
- Federal, State or local officials continue to impose or recommend measures to promote social distancing to mitigate the spread of Covid-19.

Both the California Department of Public Health and the Orange County Health Officer have issued recommendations that members of vulnerable populations (such as older adults and those persons with an elevated risk due to certain medical conditions) continue to practice social distancing. The RCSD cannot ensure social distancing requirements are always met inside the Rush Park Auditorium and/or Conference Rooms where the RCSD Board of Directors and Committees may meet, making it difficult for members of these bodies, RCSD staff, and members of the public to consistently socially distance from each other and take other required precautions.

Pursuant to AB 361, the RCSD Board of Directors needs to declare every 30 days that the RCSD's legislative bodies must continue to meet remotely in order to ensure the health and safety of the public. Staff recommends that the RCSD Board of Directors adopt the proposed resolution making the required findings that the RCSD Board of Directors and Committee meetings can meet remotely pursuant to the requirements of AB 361.

INFORMATION

At the October 12, 2021 RCSD Board of Directors meeting, Resolution No. 21-10-12-02 was passed unanimously. Subsequently, the RCSD Board has passed updated resolutions in November and December 2021, and January, February, March and April 2022.

As required by AB 361, an updated resolution is being presented to the Board this evening so that the RCSD may continue to have the ability to meet remotely if necessary.

ATTACHMENTS

1. Resolution No. 22-05-10-01

RESOLUTION 22-05-10-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency as a result of the COVID-19 pandemic (the "Emergency");

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which bill went into immediate effect as urgency legislation;

WHEREAS, AB 361 added subsection (e) to Section 54953 of the California Gov. Code to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings;

WHEREAS, state or local officials continue to impose or recommend measures to promote social distancing;

WHEREAS, according to stand and local officials social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, it is appropriate for the Rossmoor Community Services District to make the findings specified in subsection (e)(1) of section 54953, to thereby authorize the Board of Directors and committees and/or other legislative body of the Rossmoor Community Services District to meet remotely if necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby finds that as a result of the Emergency, if meeting in person would present imminent risks to the health or safety of attendees, meetings would be held remotely.

PASSED AND ADOPTED this 10th day of May 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: RESOLUTION No. 21-05-10-02 APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FY 2022-2023

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve by roll call vote, Resolution No. 22-05-10-02, by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-2023

BACKGROUND

Article XIII B of the State Constitution requires that the RCSD Board of Directors establish the Fiscal Year appropriations limit by calculating population and inflation factors. The 2022-2023 Fiscal Year appropriations limitation shall be \$2,614,383.

ATTACHMENTS

1. Resolution No. 22-05-10-02 and Exhibit A
2. May 2022 Letter from Director of the California Department of Finance and Attachments A, B & C

RESOLUTION 22-05-10-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-2023

WHEREAS, on November 6, 1979, the voters of California added Article XIII B to the State Constitution placing limitations on the appropriations of State and local government; and

WHEREAS, Article XIII B was amended by voters in November 1990 through the passage of Proposition 111; and

WHEREAS, Article XIII B now requires the Rossmoor Community Services District Board of Directors to select population and inflation factors for the year's appropriations limit calculation.

NOW, THEREFORE, the Board of Directors of the Rossmoor Community Services District does hereby resolve as follows:

SECTION 1. That the Fiscal Year 2022-2023 appropriations limitation shall be \$2,614,383 as documented in Exhibit A.

SECTION 2. That the inflation factor being utilized to determine the Fiscal Year 2022-2023 appropriations limit is the percentage change in California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2021-2022 appropriations limit is the County population growth.

PASSED AND ADOPTED this 10th day of May 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

**Rossmoor Community Services District
 Appropriation Limitation for FY2022-2023
 Exhibit A**

Appropriation Limit adopted for FY 2021-2022		\$ 2,436,457
Calculation Factors:	<u>% Change</u>	<u>Ratio</u>
Change in Population with County of Orange	-0.23%	(-0.23+100)/100
Changes in California Per Capital Personal Income	7.55%	(7.55+100)/100
		<u>1.0755</u>
Total adjustment %		1.0730
Annual Adjustment Increase		<u>177,926</u>
Appropriations Limit for FY 2022-2023		<u><u>\$ 2,614,383</u></u>



Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ www.dof.ca.gov

May 2022

Dear Fiscal Officer:

Subject: Price Factor and Population Information**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER

Director

By:

ERIKA LI

Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

2022-23:

Per Capita Cost of Living Change = 7.55 percent
 Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio: $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23: $1.0755 \times 0.997 = 1.0723$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022

County City	Percent Change 2021-2022	--- Population Minus Exclusions ---		Total Population
		1-1-21	1-1-22	1-1-2022
Orange				
Aliso Viejo	-0.88	51,233	50,782	50,782
Anaheim	-0.97	344,587	341,228	341,245
Brea	-0.48	47,097	46,872	46,872
Buena Park	-0.64	83,968	83,430	83,430
Costa Mesa	-0.70	112,183	111,394	111,394
Cypress	-0.44	50,029	49,810	49,810
Dana Point	-0.33	33,053	32,943	32,943
Fountain Valley	-0.88	57,068	56,564	56,564
Fullerton	0.53	141,974	142,732	142,732
Garden Grove	-0.44	171,284	170,526	170,526
Huntington Beach	-0.77	197,616	196,100	196,100
Irvine	2.99	301,254	310,250	310,250
Laguna Beach	-0.68	22,862	22,706	22,706
Laguna Hills	-0.86	31,017	30,750	30,750
Laguna Niguel	-0.88	64,885	64,316	64,316
Laguna Woods	-0.88	17,670	17,514	17,514
La Habra	-0.84	62,317	61,792	61,792
Lake Forest	0.43	86,406	86,775	86,775
La Palma	-0.85	15,463	15,332	15,332
Los Alamitos	-0.18	11,895	11,873	11,873
Mission Viejo	-0.70	93,171	92,515	92,515
Newport Beach	-0.87	84,459	83,727	83,727
Orange	0.10	137,534	137,676	137,676
Placentia	-0.62	51,522	51,204	51,204
Rancho Santa Margarita	-0.89	47,703	47,279	47,279
San Clemente	-0.78	63,877	63,380	63,380
San Juan Capistrano	-0.31	34,907	34,798	34,798
Santa Ana	-0.93	311,340	308,459	308,459
Seal Beach	-0.80	24,418	24,222	24,846
Stanton	2.59	38,284	39,275	39,275
Tustin	-0.78	80,157	79,535	79,535
Villa Park	-0.89	5,834	5,782	5,782
Westminster	-0.46	90,812	90,393	90,393
Yorba Linda	-0.78	67,760	67,233	67,233
Unincorporated	-0.65	133,302	132,437	132,437
County Total	-0.23	3,168,941	3,161,604	3,162,245

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022

County	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>	
	2021-22	1-1-21	1-1-22
Napa			
Incorporated	-0.78	112,875	111,995
County Total	-0.92	135,759	134,512
Nevada			
Incorporated	-0.12	34,091	34,051
County Total	-0.67	101,875	101,195
Orange			
Incorporated	-0.21	3,035,639	3,029,167
County Total	-0.23	3,168,941	3,161,604
Placer			
Incorporated	0.97	293,504	296,338
County Total	0.37	407,517	409,025
Plumas			
Incorporated	0.74	2,027	2,042
County Total	-3.23	19,574	18,942
Riverside			
Incorporated	0.33	2,024,440	2,031,128
County Total	0.42	2,417,461	2,427,569
Sacramento			
Incorporated	0.08	966,759	967,512
County Total	-0.28	1,576,263	1,571,784
San Benito			
Incorporated	1.38	44,039	44,647
County Total	1.10	64,769	65,479
San Bernardino			
Incorporated	0.23	1,862,086	1,866,337
County Total	0.14	2,154,958	2,157,869

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: May 10, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Ken Pun

Subject: REPORT OF THE BUDGET COMMITTEE REGARDING FY 2021-2022
ESTIMATE TO CLOSE, FY 2022-2023 PROPOSED BUDGET, AND SET DATE
OF PUBLIC HEARING

RECOMMENDATION

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

- 1) Receive the report of the RCSD Budget Committee (Directors Nitikman and Rips); and
- 2) Review FY 2021-2022 Estimate to Close; and
- 3) Provide direction regarding the formulation of the FY 2022-2023 proposed budget; and
- 4) Set the date of the public hearing for June 14, 2022 (RCSD Board of Directors meeting).

BACKGROUND

As required by RCSD Board Policy No. 3020, the General Manager formulated the FY 2022-2023 Preliminary Budget, including the FY 2021-2021 Estimate to Close (ETC), for review by the Budget Committee (Directors Nitikman and Rips) at their meeting of April 26, 2022. Their recommendations have been incorporated into the FY 2022-2023 proposed budget document that is being presented this evening. The Budget Committee also determined that a 7% Cost of Living increase for RCSD staff would be recommended for Board approval.

INFORMATION

This year, the District's Estimate to Close for Fund 10 is projected at \$2,012,926 in revenue over \$1,746,808 in expenses with a remaining \$266,188 to be added to reserves. This will increase the District's Beginning Fund Balance for FY 2022-2023 to \$1,550,018.

Property tax apportionment is a substantial portion of the District's budget. It appears that the District's property tax revenue will increase from FY 2021-2022, as shown in the Apportionment Comparison (Attachment 1). The Apportionment Comparison for FY 2021-2022 is not complete: May and June payments have not been received, but will be added to the total when received. Therefore, we anticipate that for FY 2021-2022

the District will realize an increase in property tax revenue over FY 2020-2021. Therefore, the anticipated growth in property tax revenue for FY 2022-2023 has been budgeted at a 5% increase.

In summary, the District has maintained a healthy fiscal position. It is recommended that a 7% cost-of-living increase be awarded to staff (excluding the General Manager). The General Manager's salary increase is determined by the RCSD Board of Directors. The Budget Committee also reviewed the staff salary plan and determined that the Arborist position warranted an increase of \$4 per hour. Therefore, the Arborist position is excluded from the 7% cost-of-living increase. The proposed salary increases would cost the District \$13,498 (see Attachment 2). To minimize the impact of these adjustments, one part-time budgeted Maintenance/Recreation Assistant position was eliminated.

The FY 2022-2023 Proposed Budget is presented as a conservative, balanced budget. We have prepared the FY 2022-2023 Proposed Budget to the best of our ability based on the information we have to date. If adjustments are needed as we progress, we will be prepared to address those challenges.

The Budget Committee recommended that the FY 2021-2022 Estimate to Close and FY 2022-2023 Proposed Budget be forwarded to the RCSD Board of Directors; and recommended that the public hearing date be set for June 14, 2022 (RCSD Board of Directors meeting).

ATTACHMENTS

1. FY 2020-2021/FY 2021-2022 Apportionments Comparison
2. FY 2022-2023 Proposed Salary Plan
3. FY 2022-2023 Proposed Budget
4. Policy No. 3020 Budget Preparation, Adoption and Revision

APPORTIONMENTS COMPARISON

Please Note: The first month of the Fiscal Year is July. Taxes collected in a month are paid to us the following month. The first month of the Fiscal Year in this report is being shown as August, with the ending month being shown as July.

	FY 20-21 vs FY 21-22					DIFFERENCE	%
	FY 17/18	FY 18/19	FY 19-20	FY 20-21	FY 21-22		
TOTALS	\$1,659,881.73	\$1,722,203.17	\$1,636,199.21	\$1,480,588.14	\$1,471,735.95	-\$8,852.19	-0.54%
SUPP TAX 1985 #1	\$916.56	\$472.74	\$613.65	\$484.93	\$649.75	\$164.82	33.99%
SECURED PY TAX #1	\$1,081.18	\$1,178.98	\$1,101.98	\$1,872.54	\$1,561.83	-\$310.71	-16.59%
SECURED PY PENALTIES #1	\$158.83	\$182.82	\$159.91	\$246.92	\$282.83	\$35.91	14.54%
MONTH OF AUGUST	\$2,156.57	\$1,834.54	\$1,875.54	\$2,604.39	\$2,494.41	-\$109.98	-4.22%
SUPP TAX 1985 #2	\$912.45	\$635.52	\$796.16	\$363.97	\$198.44	-\$165.53	-45.48%
SECURED PY TAX #2	\$1,823.18	\$2,438.45	\$2,335.96	\$2,136.34	\$2,320.28	\$183.94	8.61%
SECURED PY PENALTIES #2	\$305.16	\$429.67	\$413.62	\$343.91	\$685.91	\$342.00	99.44%
UNSECURED COLLECT #1	\$26,984.09	\$23,071.97	\$22,030.17	\$19,572.24	\$23,780.09	\$4,207.85	21.50%
MONTH OF SEPTEMBER	\$30,024.88	\$26,575.61	\$25,575.91	\$22,416.46	\$26,984.72	\$4,568.26	20.38%
SUPP TAX 1985 #3	\$4,460.10	\$3,467.86	\$2,335.21	\$1,641.55	\$2,331.11	\$689.56	42.01%
SECURED PY TAX #3	\$1,366.74	\$742.18	\$1,579.08	\$1,962.31	\$1,475.05	-\$487.26	-24.83%
SECURED PY PENALTIES #3	\$235.58	\$140.64	\$335.93	\$343.91	\$302.18	-\$41.73	-12.13%
MONTH OF OCTOBER	\$6,062.42	\$4,350.68	\$4,250.22	\$3,947.77	\$4,108.34	\$160.57	4.07%
SUPP TAX 1985 #4	\$2,905.10	\$2,856.62	\$1,508.37	\$2,165.43	\$2,248.12	\$82.69	3.82%
SECURED PY TAX #4	\$514.17	\$622.09	\$1,074.02	\$1,254.90	\$1,151.39	-\$151.51	-12.07%
SECURED PY PENALTIES #4	\$120.32	\$160.65	\$224.00	\$263.82	\$270.49	\$6.67	2.53%
SECURED COLL PAID #1	\$181,046.29	\$179,663.96	\$116,476.62	\$82,881.72	\$95,441.03	\$12,559.31	15.15%
SECURED COLL TAX #2	\$130,885.24	\$134,452.20	\$160,322.51	\$165,964.81	\$157,366.80	-\$8,598.01	-5.18%
MONTH OF NOVEMBER	\$315,471.12	\$317,755.52	\$279,605.52	\$252,530.68	\$256,429.83	\$3,899.15	1.54%
STATE HOX SUBVENT #1	\$1,043.89	\$1,030.85	\$1,019.37	\$1,004.15	\$997.99	-\$6.16	-0.61%
SECURED PY PENALTIES #5	\$136.63	\$137.21	\$342.94	\$167.01	\$162.43	-\$4.58	-2.74%
SECURED PY TAX PAID #5	\$461.95	\$461.09	\$1,203.14	\$869.68	\$609.55	-\$260.13	-29.91%
SECURED COLL TAX #3	\$547,613.59	\$559,316.03	\$550,840.16	\$488,719.20	\$501,861.50	\$13,142.30	2.69%
SUPPL TAX PAID 1985 #5	\$3,903.91	\$3,772.54	\$2,349.03	\$2,297.23	\$1,928.13	-\$369.10	-16.07%
MONTH OF DECEMBER	\$553,159.97	\$564,717.72	\$555,754.64	\$493,057.27	\$504,561.61	\$11,504.34	2.33%
STATE HOX SUBVENT #2	\$2,435.76	\$2,405.30	\$2,378.59	\$2,343.07	\$2,328.69	-\$14.38	-0.61%
REG RAILROAD PAID #1	\$81.54	\$97.99	\$96.47	\$97.04	\$111.09	\$14.05	14.48%
PUBLIC UTILITY PAID #1	\$10,030.68	\$10,811.23	\$10,649.40	\$11,485.63	\$11,185.56	-\$300.07	-2.61%
INTEREST ON UNAPPORT TAX	\$237.73	\$372.69	\$875.80	\$527.09	\$83.52	-\$443.57	-84.15%
SEC PY PENALTY #6	\$246.13	\$161.14	\$107.96	\$286.66	\$258.60	-\$28.06	-9.79%
SUPPL TAX PAID 1985 # 6	\$7,254.90	\$6,509.79	\$5,267.94	\$5,293.88	\$5,019.91	-\$273.97	-5.18%
SECURED PY TAX PAID #6	\$881.07	\$644.66	\$392.85	\$1,112.26	\$919.02	-\$193.24	-17.37%
SECURED COLLECT PAID #4	\$100,370.65	\$40,157.58	\$34,168.33	\$31,026.23	\$50,047.69	\$19,021.46	61.31%
UNSECURED TAX COLLECT PAID #2	\$4,180.78	\$8,740.18	\$11,419.54	\$14,960.55	\$13,982.59	-\$977.96	-6.54%
MONTH OF JANUARY	\$125,719.24	\$69,900.56	\$65,356.88	\$67,132.41	\$83,936.67	\$16,804.26	25.03%
SECURED PY PENALTY PAID #7	\$157.49	\$92.49	\$138.58	\$111.73	\$118.45	\$6.72	6.01%
SECURED PY TAX PAID #7	\$456.39	\$302.42	\$429.69	\$440.87	\$390.30	-\$50.57	-11.47%
SUPPL TAX PAID 1985 #7	\$1,983.46	\$1,323.73	\$1,515.68	\$1,102.79	\$1,917.03	\$814.24	73.83%
MONTH OF FEBRUARY	\$2,597.34	\$1,718.64	\$2,083.95	\$1,655.39	\$2,425.78	\$770.39	46.54%
SECURED PY PENALTY PAID #8	\$239.65	\$128.83	\$126.81	\$153.61	\$134.42	-\$19.19	-12.49%
SECURED COLLECT PAID #5	\$117,248.35	\$114,350.20	\$115,389.60	\$104,480.43	\$103,725.32	-\$755.11	-0.72%
SECURED PY TAX PAID #8	\$584.07	\$307.63	\$414.99	\$533.63	\$362.00	-\$171.63	-32.16%
SUPPL TAX PAID 1985 #8	\$1,806.93	\$1,947.28	\$1,951.19	\$1,912.81	\$2,211.25	\$298.44	15.60%
MONTH OF MARCH	\$119,879.00	\$116,733.94	\$117,882.59	\$107,080.48	\$106,432.99	-\$647.49	-0.60%
SECURED PY PAID #9	\$844.81	\$373.59	\$129.08	\$771.39	\$337.12	-\$434.27	-56.30%
SUPPL TAX PAID 1985 #9	\$2,929.70	\$3,839.01	\$1,805.67	\$2,309.85	\$2,138.67	-\$171.18	-7.41%
SECURED PY PENALTIES #9	\$418.16	\$159.50	\$83.12	\$1,184.70	\$122.26	-\$1,062.44	-89.68%
SECURED COLLECT PAID #6	\$440,776.19	\$549,104.28	\$516,742.37	\$442,512.29	\$481,763.55	\$39,251.26	8.87%
MONTH OF APRIL	\$444,968.86	\$553,476.38	\$518,850.24	\$446,778.23	\$484,361.60	\$37,583.37	8.41%
SUPP TAX PAID 1985 #10	\$3,761.57	\$4,657.52	\$4,079.44	\$4,232.96	\$4,232.96	-\$4,232.96	-100.00%
STATE HOX SUBVENTION PAID #3	\$2,435.74	\$2,405.31	\$2,378.58	\$2,343.06	\$2,343.06	-\$2,343.06	-100.00%
SECURED PY TAX PAID #10	\$372.10	\$349.05	\$256.99	\$707.60	\$707.60	-\$707.60	-100.00%
SEC PY PENALTIES #10	\$223.33	\$162.26	\$115.88	\$264.77	\$264.77	-\$264.77	-100.00%
PUBLIC UTILITY PAID #2	\$9,062.07	\$10,054.27	\$10,098.98	\$10,993.04	\$10,993.04	-\$10,993.04	-100.00%
REG RAILROAD PAID #2	\$81.55	\$98.24	\$16.53	\$73.86	\$73.86	-\$73.86	-100.00%
SECURED COLLECT PAID #7	\$17,298.91	\$21,129.33	\$16,831.40	\$35,418.26	\$35,418.26	-\$35,418.26	-100.00%
MONTH OF MAY	\$33,235.27	\$38,855.98	\$33,777.80	\$54,033.55	\$0.00	-\$54,033.55	-100.00%
SUPPL TAX PAID 1985 #11	\$1,905.30	\$1,775.56	\$649.66	\$1,413.61	\$1,413.61	-\$1,413.61	-100.00%
STATE HOX SUBVENT PAID #4	\$1,043.91	\$1,030.86	\$1,019.39	\$1,004.17	\$1,004.17	-\$1,004.17	-100.00%
SECURED PY TAX PAID #11	\$287.01	\$309.35	\$540.70	\$402.16	\$402.16	-\$402.16	-100.00%
SEC PY PENALTY PAID #11	\$124.98	\$111.54	\$105.20	\$173.39	\$173.39	-\$173.39	-100.00%
Timber Yield Tax State	\$0.16	\$0.00	\$0.01	\$0.01	\$0.01	-\$0.01	-100.00%
UNSEC PY TAX COLLECT PAID	\$532.17	\$410.06	\$316.97	\$539.00	\$539.00	-\$539.00	-100.00%
UNSECURED 3RD COLL PAID	\$6,944.73	\$6,216.92	\$6,749.23	\$6,390.13	\$6,390.13	-\$6,390.13	-100.00%
INTEREST ON UNAPPORT TAXES	\$1,027.16	\$0.00	\$1,179.72	\$553.47	\$553.47	-\$553.47	-100.00%
MONTH OF JUNE	\$11,865.42	\$9,854.29	\$10,560.88	\$10,475.94	\$0.00	-\$10,475.94	-100.00%
SUPP TAX 1985 #12	\$4,640.44	\$3,501.63	\$3,691.46	\$3,470.68	\$3,470.68	-\$3,470.68	-100.00%
INTEREST ON UNAPPORT TAXES	\$0.00	\$1,237.11	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
SUPP TAX 1984	\$0.12	\$0.10	\$0.31	\$0.60	\$0.60	-\$0.60	-100.00%
DELQ TAX SALE TEETER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
DELQ SUPP PENALTIES	\$184.22	\$212.31	\$240.09	\$344.56	\$344.56	-\$344.56	-100.00%
SECURED COLL PAID #8	\$8,575.88	\$10,244.80	\$15,419.22	\$13,252.72	\$13,252.72	-\$13,252.72	-100.00%
SEC PY PENALTY PAID #12	\$183.67	\$276.67	\$331.90	\$171.09	\$171.09	-\$171.09	-100.00%
SECURED PY TAX PAID #12	\$364.07	\$132.31	\$942.06	\$408.26	\$408.26	-\$408.26	-100.00%
DELQ SUPPL COLL PAID	\$793.24	\$824.38	\$0.00	\$1,227.66	\$1,227.66	-\$1,227.66	-100.00%
MONTH OF JULY	\$14,741.64	\$16,429.31	\$20,625.04	\$18,875.57	\$0.00	-\$18,875.57	-100.00%

**Rossmoor Community Services District
Employee Salary Plan
For the Fiscal Year 2022-2023**

SALARY PLAN FY 2022-2023							
Position	2021-2022 Current Salary		2022-2023 Midpoint Includes 4% COLA for 2022-2023		2022-2023 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	\$ 54,080.00	\$ 26.00	\$ 56,243.20	\$ 1.04	\$ 56,243.20	\$ 1.04	\$ 27.04
General Clerk	\$ 48,166.48	\$ 23.16	\$ 51,538.13	\$ 1.62	\$ 51,538.13	\$ 1.62	\$ 24.78
Account Clerk	\$ 37,440.00	\$ 18.00	\$ 38,937.60	\$ 0.72	\$ 38,937.60	\$ 0.72	\$ 18.72
Park Superintendent	\$ 60,704.29	\$ 29.18	\$ 64,953.59	\$ 2.04	\$ 64,953.59	\$ 2.04	\$ 31.23
Recreation Superintendent	\$ 55,381.04	\$ 26.63	\$ 59,257.71	\$ 1.86	\$ 59,257.71	\$ 1.86	\$ 28.49
Arborist	\$ 49,587.29	\$ 23.84	\$ 57,907.20	\$ 4.00	\$ 57,907.20	\$ 4.00	\$ 27.84
Maintenance/Recreation Assistant	\$ 34,580.81	\$ 16.63	\$ 37,001.46	\$ 1.16	\$ 37,001.46	\$ 1.16	\$ 17.79
*Maintenance/Recreation Assistant	\$ 16,430.44	\$ 16.63	\$ 17,580.57	\$ 1.16	\$ 17,580.57	\$ 1.16	\$ 17.79
*Maintenance/Recreation Assistant	\$ 16,430.44	\$ 16.63	\$ 17,580.57	\$ 1.16	\$ 17,580.57	\$ 1.16	\$ 17.79
*Maintenance/Recreation Assistant	\$ 15,808.00	\$ 16.00	\$ 16,914.56	\$ 1.12	\$ 16,914.56	\$ 1.12	\$ 17.12
Event/Facility Attendant	n/a	\$ 15.00		\$ -			\$ 15.00

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

*Maintenance/Recreation Assistant	\$ 15,808.00	\$ 16.00	\$ 16,440.32	\$ 0.64	\$ 16,440.32	\$ 0.64	\$ 16.64
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**Totals \$ 489,416.78 \$ 502,914.60

Rossmoor Community Services District
 Proposed Budget
 For the Fiscal Year 2022-2023

	2020-2021			2021-2022			12-Month Projected Estimates to Close	2022-2023 Proposed Budget
	Final Budget	Actual	Favorable (Unfavorable)	Original Budget	Adjustments	Amended Budget		
Revenues:								
Property taxes	\$ 1,036,196	\$ 1,093,802	\$ 57,607	\$ 1,100,000	\$ -	\$ 1,100,000	\$ 1,100,752	\$ 1,155,000
Street light assessments	360,000	381,240	21,240	372,000	-	372,000	375,085	386,880
Interest on investments	16,000	4,982	(11,018)	9,600	(7,100)	2,500	2,530	3,000
From Other Governmental Agencies	65,400	64,965	(435)	258,000	98,000	356,000	337,740	154,000
Permit and Rental Fees	164,900	123,336	(41,564)	137,300	42,000	179,300	161,852	170,000
Miscellaneous	37,000	34,257	(2,743)	19,000	40,000	59,000	34,967	35,000
Total Revenues	1,679,495	1,702,582	23,087	1,895,900	172,900	2,068,800	2,012,926	1,903,880
Expenditures:								
Administrative	781,025	904,774	(123,749)	957,700	86,300	1,044,000	941,121	1,018,165
Recreation	39,750	16,580	23,170	39,500	15,500	55,000	54,576	60,000
Rossmoor Park	101,910	129,459	(27,549)	263,000	(41,500)	221,500	190,310	191,050
Montecito Center	31,860	20,680	10,980	24,400	1,000	25,400	17,149	27,400
Rush Park	186,240	165,993	20,247	145,500	103,000	248,500	163,598	208,500
Street Lighting	108,000	62,327	45,673	100,000	-	100,000	101,796	100,000
Rossmoor Wall	3,700	-	3,700	1,000	-	1,000	-	1,000
Street Sweeping	60,000	62,267	(2,267)	65,000	15,000	80,000	77,132	80,000
Parkway Tree	166,550	175,253	(8,703)	170,000	20,000	190,000	187,592	180,000
Mini-Parks and Median	14,500	8,304	6,196	11,800	4,200	16,000	13,534	14,000
Total Expenditures	1,493,335	1,545,637	(52,302)	1,777,900	203,500	1,981,400	1,746,808	1,880,115
Changes in Fund Balance	186,160	156,945	\$ (29,215)	118,001	\$ (30,600)	87,401	266,118	\$ 23,765
Fund Balance:								
Beginning of Period	1,126,955	1,126,955		1,283,900		1,283,900	1,283,900	
End of Period	\$ 1,313,115	\$ 1,283,900		\$ 1,401,901		\$ 1,371,301	\$ 1,550,018	

Rossmoor Community Services District
Proposed Budget
Revenues
For the Fiscal Year 2022-2023

	2021-2022		12-Month Projected Estimates to Close	2022-2023 Proposed Budget
	Original Budget	Amended Budget		
Property Taxes				
10-00-3000 Current secured	\$ 1,020,000	\$ 1,020,000	1,021,666	\$ 1,071,000
10-00-3001 Current unsecured	34,000	34,000	35,638	35,700
10-00-3002 Prior secured	14,000	14,000	11,676	14,700
10-00-3003 Prior unsecured	3,000	3,000	3,000	3,150
10-00-3004 Delinquent property taxes	1,000	1,000	1,000	1,050
10-00-3010 Current supplemental assessment	18,000	18,000	11,772	18,900
10-00-3020 Public utility	10,000	10,000	16,000	10,500
Total property taxes	1,100,000	1,100,000	1,100,752	1,155,000
Street Light Assessment				
10-00-3105 Assessment	372,000	372,000	375,085	386,880
Interest on investments				
10-00-3200 Interest	9,600	2,500	2,530	3,000
From Other Governmental Agencies				
10-00-3001 State-Homeowners Prop. Tax Relief	4,000	4,000	4,240	4,000
10-00-3200 Prop 68 Grant Funding*	175,000	175,000	156,500	70,000
10-00-3220 Senior Meal Gap Program	-	70,000	70,000	-
10-00-3250 FEMA Grant - COVID 19	19,000	47,000	47,000	-
10-00-3305 County-Street Sweep Reimbursement	60,000	60,000	60,000	80,000
Total other governmental agencies	258,000	356,000	337,740	154,000
Permit and Rental Fees				
10-00-3404 Tennis Reservations	45,000	75,000	76,202	69,700
10-00-3405 Wall Rental	300	300	309	300
10-00-3406 Ball Field Reservation	12,000	12,000	11,001	20,000
10-00-3407 Tree Trim	5,000	5,000	264	5,000
10-00-3410 Rossmoor Building Rental	10,000	10,000	2,250	5,000
10-00-3412 Montecito Building Rental	15,000	27,000	26,680	20,000
10-00-3414 Rush Building Rental	50,000	50,000	45,146	50,000
Total permit and rental fees	137,300	179,300	161,852	170,000
Miscellaneous Revenues				
10-00-3500 Miscellaneous	5,000	35,000	18,717	10,000
10-00-3504 Sponsorship	14,000	24,000	16,250	25,000
Total miscellaneous revenues	19,000	59,000	34,967	35,000
Total revenues	\$ 1,895,900	\$ 2,068,800	\$ 2,012,926	\$ 1,903,880

\$70,000 carryover for Prop 68 is for CIP -- Rossmoor Park Shelter, Flooring at Rush Park Auditorium, Pickle Ball court at Rossmoor Park.

**Rossmoor Community Services District
Proposed Budget
Department 10 - Administrative Services
For the Fiscal Year 2022-2023**

		2021-2022			2022-2023
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget
Salaries and Benefits					
10-10-4000	Board of Directors' Compensation	\$ 9,000	\$ 16,000	14,558	\$ 11,000
10-10-4001	Part-time	64,272	64,272	59,738	52,076
10-10-4003	Overtime	1,500	9,500	9,546	10,000
10-10-4006	Salaries - Administrative	220,560	205,560	175,797	231,719
10-10-4008	Salaries - Parks and Recreation	116,085	116,085	111,752	161,213
10-10-4009	Salaries - Tree	84,168	84,168	53,438	57,907
10-10-4007	Mileage Reimbursement	1,500	1,500	1,509	2,000
10-10-4010	Workers' Compensation Insurance	18,500	18,500	18,840	20,000
10-10-4011	Medical Insurance	85,000	85,000	73,942	80,000
10-10-4015	Federal Payroll Taxes	48,415	48,415	51,448	51,450
Total salaries and benefits		649,000	649,000	570,568	677,365
Operations and Maintenances					
10-10-5002	Insurance - Liability	35,000	35,000	34,615	35,000
10-10-5004	Membership & Dues	7,200	9,000	8,869	9,500
10-10-5006	Travel & Meetings	2,500	2,500	644	2,500
10-10-5007	Board Meeting Televised	20,000	20,000	20,331	22,000
10-10-5008	Gaoline	-	-	-	1,800
10-10-5010	Publications & Legal Notice	6,500	8,000	7,393	7,500
10-10-5012	Printing	3,000	4,500	4,358	4,000
10-10-5014	Postage	2,500	2,500	855	2,000
10-10-5016	Office & Meeting Supplies	15,000	15,000	5,914	15,000
10-10-5020	Telephone	12,000	12,000	7,824	10,000
10-10-5021	Computer/Email/Server Costs	5,000	5,000	4,598	5,000
10-10-5030	Vehicle Maintenance	-	-	2,011	5,000
10-10-5045	Miscellaneous Expenditures	10,000	90,000	89,330	15,000
10-10-5046	Bank Service Charges	1,000	2,500	2,457	4,000
10-10-5050	Elections	-	-	-	8,000
Total operations and maintenance		119,700	206,000	189,199	146,300
Contract Services					
10-10-5610	Legal Services	60,000	60,000	54,194	65,000
10-10-5615	Financial Audit - Consulting	17,000	17,000	17,225	17,500
10-10-5620	Outsourced Financial Consultant	60,000	60,000	60,000	60,000
10-10-5670	Other Professional Services	35,000	35,000	31,317	40,000
Total Contract Services		172,000	172,000	162,736	182,500
Capital Expenditures					
10-10-6010	Equipment	2,000	2,000	1,403	2,000
10-10-6015	Software	15,000	15,000	17,215	10,000
Total Capital Expenditures		17,000	17,000	18,618	12,000
Total Expenditures		\$ 957,700	\$ 1,044,000	\$ 941,121	\$ 1,018,165

**Rossmoor Community Services District
Proposed Budget
Department 20 - Recreation
For the Fiscal Year 2022-2023**

	2021-2022			2022-2023 Proposed Budget
	Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Operations and Maintenances				
10-20-5017 Community Events	\$ 39,500	\$ 55,000	\$ 54,576	\$ 60,000
Total operations and maintenance	<u>39,500</u>	<u>55,000</u>	<u>54,576</u>	<u>60,000</u>
Total Expenditures	<u>\$ 39,500</u>	<u>\$ 55,000</u>	<u>\$ 54,576</u>	<u>\$ 60,000</u>

**Rossmoor Community Services District
Proposed Budget
Department 30 - Rossmoor Park
For the Fiscal Year 2022-2023**

		2021-2022		12-Month Projected Estimates to Close	2022-2023 Proposed Budget
		Original Budget	Amended Budget		
Operations and Maintenances					
10-30-5018	Janitorial Supplies	\$ 6,000	\$ 6,000	5,363	\$ 6,000
10-30-5022	Utilities	12,500	12,500	9,952	12,500
10-30-5023	Water	28,000	43,000	42,149	35,000
10-30-5025	Secured Property Tax	1,150	1,150	1,048	1,200
10-30-5030	Vehicle Maintenance	1,000	1,500	1,480	1,500
10-30-5032	Buildings & Grounds-Maintenance	30,000	30,000	9,536	30,000
10-30-5034	Alarm Systems/Security	850	850	1,014	850
10-30-5045	Miscellaneous Expenditures	500	500	-	500
10-30-5051	Equipment Rental	500	500	-	500
10-30-5052	Minor Facility Repairs/Tools	500	500	1,034	1,000
Total operations and maintenance		81,000	96,500	71,576	89,050
Contract Services					
10-30-5655	Landscape Maintenance/Janitorial Services	27,000	30,000	31,825	32,000
Total Contract Services		27,000	30,000	31,825	32,000
Capital Expenditures					
10-30-6005	Buildings and improvements	155,000	95,000	86,909	70,000
Total Capital Expenditures		155,000	95,000	86,909	70,000
Total Expenditures		\$ 263,000	\$ 221,500	\$ 190,310	\$ 191,050

**Rossmoor Community Services District
Proposed Budget
Department 40 - Montecito Center
For the Fiscal Year 2022-2023**

		2021-2022		12-Month Projected Estimates to Close	2022-2023 Proposed Budget
		Original Budget	Amended Budget		
Operations and Maintenances					
10-40-5018	Janitorial Supplies	\$ 6,000	\$ 6,000	\$ 5,320	\$ 6,000
10-40-5022	Utilities	2,000	2,000	1,588	2,000
10-40-5023	Water	2,250	2,250	2,181	2,250
10-40-5025	Secured Property Tax	1,000	1,000	880	1,000
10-40-5030	Vehicle Maintenance	500	1,500	1,450	1,500
10-40-5032	Buildings & Grounds-Maintenance	8,000	8,000	350	8,000
10-40-5034	Alarm Systems/Security	650	650	-	650
10-40-5045	Miscellaneous Expenditures	500	500	-	500
10-40-5052	Minor Facility Repairs/Tools	500	500	-	500
Total operations and maintenance		21,400	22,400	11,769	22,400
Contract Services					
	Landscape Maintenance/Janitorial				
10-40-5655	Services	3,000	3,000	5,380	5,000
Total Contract Services		3,000	3,000	5,380	5,000
Total Expenditures		\$ 24,400	\$ 25,400	\$ 17,149	\$ 27,400

**Rossmoor Community Services District
Proposed Budget
Department 50 - Rush Park
For the Fiscal Year 2022-2023**

		2021-2022			2022-2023
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget
Operations and Maintenances					
10-50-5018	Janitorial Supplies	\$ 6,000	\$ 6,000	5,324	\$ 6,000
10-50-5022	Utilities	23,000	23,000	22,136	23,000
10-50-5023	Water	42,000	50,000	49,688	50,000
10-50-5025	Secured Property Tax	4,200	4,200	4,010	4,200
10-50-5030	Vehicle Maintenance	1,000	2,000	1,324	2,000
10-50-5032	Buildings & Grounds-Maintenance	40,000	40,000	9,104	40,000
10-50-5034	Alarm Systems/Security	800	800	-	800
10-50-5045	Miscellaneous Expenditures	500	500	-	500
10-50-5051	Equipment Rental	500	1,500	1,259	1,500
10-50-5052	Minor Facility Repairs/Tools	500	500	300	500
Total operations and maintenance		118,500	128,500	93,145	128,500
Contract Services					
	Landscape				
10-50-5655	Maintenance/Janitorial Services	27,000	30,000	30,300	30,000
Total Contract Services		27,000	30,000	30,300	30,000
Capital Expenditures					
10-50-6005	Building and Improvements	-	41,000	25,359	40,000
10-50-6010	Equipment	-	49,000	14,794	10,000
Total Capital Expenditures		-	90,000	40,153	50,000
Total Expenditures		\$ 145,500	\$ 248,500	\$ 163,598	\$ 208,500

**Rossmoor Community Services District
Proposed Budget
Department 60 -Street Lighting
For the Fiscal Year 2022-2023**

	2021-2022			2022-2023 Proposed Budget
	Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Contract Services				
10-60-5650 Street Lights	\$ 100,000	\$ 100,000	\$ 101,796	\$ 100,000
Total Contract Services	<u>100,000</u>	<u>100,000</u>	<u>101,796</u>	<u>100,000</u>
Total Expenditures	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 101,796</u>	<u>\$ 100,000</u>

**Rossmoor Community Services District
Proposed Budget
Department 65 - Rossmoor Wall
For the Fiscal Year 2022-2023**

		2021-2022			2022-2023
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget
Operations and Maintenances					
10-65-5032	Buildings & Grounds-Maintenance	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Total operations and maintenance		<u>1,000</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Total expenditures		<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ 1,000</u>

**Rossmoor Community Services District
Proposed Budget
Department 70 - Street Sweeping
For the Fiscal Year 2022-2023**

	2021-2022			2022-2023 Proposed Budget
	Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Contract Services				
10-70-5642 Street Sweeping	\$ 65,000	\$ 80,000	\$ 77,132	\$ 80,000
Total Contract Services	<u>65,000</u>	<u>80,000</u>	<u>77,132</u>	<u>80,000</u>
Total expenditures	<u>\$ 65,000</u>	<u>\$ 80,000</u>	<u>\$ 77,132</u>	<u>\$ 80,000</u>

**Rossmoor Community Services District
Proposed Budget
Department 80 - Parkway Tree
For the Fiscal Year 2021-2022**

	2021-2022			2022-2023 Proposed Budget
	Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Operations and Maintenances				
10-80-5017 Community Events	\$ 1,500	\$ 1,500	\$ 78	\$ 1,500
Total operations and maintenance	1,500	1,500	78	1,500
Contract Services				
10-80-5656 Tree Trimming	120,500	140,500	148,974	130,500
10-80-5660 Tree Removal	3,000	3,000	-	3,000
Total Contract Services	123,500	143,500	148,974	133,500
Capital Expenditures				
10-80-6015 Trees	45,000	45,000	38,540	45,000
Total capital expenditures	45,000	45,000	38,540	45,000
Total expenditures	\$ 170,000	\$ 190,000	\$ 187,592	\$ 180,000

**Rossmoor Community Services District
Proposed Budget
Department 90 - Mini-Parks and Medians
For the Fiscal Year 2021-2022**

	2021-2022			2022-2023 Proposed Budget
	Original Budget	Amended Budget	12-Month Projected Estimates to Close	
Salaries and Benefits				
Operations and Maintenances				
10-90-5022 Utilities	\$ 500	\$ 500	537	\$ 500
10-90-5023 Water	6,000	10,200	9,881	8,200
10-90-5032 Buildings & Grounds-Maintenance	2,000	2,000	-	2,000
10-90-5045 Miscellaneous Expenditures	100	100	-	100
10-90-5051 Equipment Rental	100	100	-	100
10-90-5052 Minor Facility Repairs/Tools	100	100	-	100
Total operations and maintenance	8,800	13,000	10,418	11,000
Contract Services				
Landscape				
10-90-5655 Maintenance/Janitorial Services	3,000	3,000	3,116	3,000
Total Contract Services	3,000	3,000	3,116	3,000
Total expenditures	\$ 11,800	\$ 16,000	\$ 13,534	\$ 14,000

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-2

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: REVIEW AND APPROVAL OF AN AGREEMENT BETWEEN THE ROSSMOOR COMMUNITY SERVICES DISTRICT AND ENRICHED FARMS & AVANTI HARVEST INC. TO OPERATE A FARMERS MARKET IN ROSSMOOR

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve the Agreement to Operate Farmers Market by and between Rossmoor Community Services District and Enriched Farms & Avanti Harvest Inc., a California nonprofit corporation, to conduct a Farmers Market on Thursdays, from 4 p.m. to 7 p.m., at Rush Park parking lot starting May 12, 2022. Said agreement is for the period of May 10, 2022 through May 9, 2023.

BACKGROUND

The RCSD Board of Directors requested that the General Manager research the possibility of providing a Farmers Market to the Rossmoor community that would be placed at a RCSD facility. As a result, the General Manager toured a number of Farmers Markets in the area to observe their layouts, vendor placement and the variety of products offered. In addition, he interviewed the contractors that operate the various Farmers Markets in an attempt to identify one that would be compatible to Rossmoor.

INFORMATION

After discussion with several vendors, it was determined that Enriched Farms & Avanti Harvest Inc. was well-suited to provide a Farmers Market in Rossmoor. Enriched Farms is well-known in the area. They have a number of Farmers Markets in the Southern California area including Costa Mesa, Irvine, Los Alamitos, Moorpark, and Santa Paula. They are proposing a *Rossmoor Certified Farmers Market* on Thursdays from 4 p.m. to 7 p.m. beginning May 12, 2022. The Market would be held in the Rush Park parking lot.

The *Rossmoor Certified Farmers Market* will have a number of vendors that may offer farm-raised products including fruits, nuts, vegetables, honey, eggs, or other agricultural products, non-alcoholic beverages, prepared food (including baked goods, dried meats, etc.), fresh-cut flowers and live plants, homemade crafts, paintings, sculpture, and other items sold directly by the artist.

The agreement has been reviewed and approved by RCSD General Counsel. All necessary indemnifications and permits will be submitted prior to the opening of the *Rossmoor Certified Farmers Market* on May 12, 2022.

Once it is approved, RCSD staff is prepared to market the *Rossmoor Certified Farmers Market* and looks forward to offering this new addition for the Rossmoor community.

ATTACHMENTS

1. Agreement to Operate Farmers Market
2. *Rossmoor Certified Farmers Market* Site Plan

AGREEMENT TO OPERATE FARMERS MARKET

THIS AGREEMENT TO OPERATE FARMERS MARKET ("Agreement") is made as of May 10, 2022, by and between Rossmoor Community Services District (**DISTRICT**) and Enriched Farms & Avanti Harvest Inc., a California nonprofit corporation with an address of 4273 Crabapple Court, Moorpark, CA 93021 (**CONTRACTOR**) with reference to the following facts:

RECITALS

A. **CONTRACTOR** is highly experienced in operating farmers markets and special events held in conjunction with and adjacent to farmers' markets, working with experienced organizations that book vendors, provide marketing and other services related to the operation of farmers' markets.

B. **DISTRICT** and **CONTRACTOR** enter this Agreement in order to set forth terms and conditions under which **CONTRACTOR** shall operate a farmers market taking place at Rush Park, located at 3001 Blume Dr., Rossmoor, California 90720 as is more particularly described in Exhibit "A" attached hereto and incorporated by reference herein (the "Event Area").

NOW, THEREFORE, in consideration of the foregoing recitals and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **DISTRICT** and **CONTRACTOR** hereby agree as follows:

1. Agreement.

1.1 License. **DISTRICT** hereby grants to **CONTRACTOR** a limited, revocable license to access and use the Event Area subject to the provisions of this Agreement, for the sole purpose of providing and operating a turnkey, farmers' market, as that term is defined in the California Health and Safety Code Section 113742 and as certified and regulated by the State of California (the "Market"). **CONTRACTOR** shall operate the Market in compliance with this Agreement and all applicable state and local laws including, but not limited, Chapter 10.5 (commencing with Section 47000) of Division 17 of the California Food and Agricultural Code and the regulations adopted pursuant to that chapter. Provided **CONTRACTOR** is not in breach of this Agreement, the **DISTRICT** warrants that **CONTRACTOR** shall have the exclusive right to operate the Market on behalf of the **DISTRICT** in the Event Area, in accordance with the terms herein.

1.2 Hours and Days of Operation. The Market shall only operate and be open to the public between the hours of 4:00 p.m. to 7:00 p.m. (Market Hours) **Thursdays** (Market Day), starting **May 12, 2022**.

CONTRACTOR shall have access to the Event Area for loading and setup, and clear away and cleaning from 2:00 p.m. to 4:00 p.m. and 7:00 p.m. to 9:30 p.m., respectively, on each Market Day during the Term (as set forth in Section 2, below). Upon written

agreement of the CONTRACTOR and the General Manager of DISTRICT, due to special events or other reasons, the hours and days of operation may be modified.

1.3 Location of Market. The Market shall operate only within the Event Area. Notwithstanding the foregoing, DISTRICT and CONTRACTOR acknowledge that the exact location of the Event Area shall be subject to the approval of the Orange County Agricultural Commissioner in connection with its granting of an operating permit. In addition, subject to any required approval of Orange County Agricultural Commissioner, DISTRICT shall have the right to reasonably reconfigure the Event Area in order to accommodate and/or address any required changes. DISTRICT represents that to the best of its knowledge that CONTRACTOR's operation of the Market in conformity with the provisions of this Agreement, and its vendors' sales of products permitted under this Agreement, will not conflict with or breach the terms of any agreement or commitment between the DISTRICT and any third party within the market area of the Market. Upon written agreement of the CONTRACTOR and the General Manager of DISTRICT, due to special events or other reasons, the location may be modified.

(a) DISTRICT shall provide access to the following equipment for use by Market vendors at each Market Day as specified in Section 1.2.

- (i) Two (2) Restrooms (Two Men's & Women's)
- (ii) Garbage cans for customer use only

1.4 Scope of CONTRACTOR's Services. CONTRACTOR agrees as follows:

(a) CONTRACTOR shall operate and maintain a turnkey farmers' market during the times set forth in Section 1.2 at its sole cost and expense, in a first-class manner, and in compliance with this Agreement and with all applicable ordinances, resolutions, rules and local, State, and federal statutes, laws and regulations, as well as standard industry practices including, without limitation, on-site management, market rules and periodic (non-notified) inspections.

(b) CONTRACTOR, at its sole cost and expense, shall work with approved organization(s) to book vendors for the Market who produce and sell artisan prepared foods, fresh California produce, including fruits, nuts, vegetables, cut flowers, artisan breads, gifts, "green" crafts and other non-agricultural products sold at comparable farmers markets operated by the CONTRACTOR provided, however, all such vendors booked for the Market shall have appropriate licenses and be subject to the restrictions set forth in this Agreement.

(c) CONTRACTOR, at its sole cost and expense, shall provide and implement and/or cause to be provided and implemented, all safety measures necessary to reasonably protect the patrons and all other occupants of the Market during the Market's operating hours.

(d) CONTRACTOR, at its sole cost and expense shall obtain and maintain all necessary permits, certificates, and licenses required to legally operate the Market and shall ensure that all participating farmers, producers, and vendors obtain and maintain all necessary permits, certificates, and licenses required pursuant to the farmers market regulations, as set forth in the California Code of Regulations (Title 3, Division 3, Chapter 1, Sub-chapter 4, Article 6.5, commencing with Section 1392) pertaining to direct marketing producers, and all other applicable local, State and Federal laws and regulations including, but not limited to, Chapter 10.5 (commencing with Section 47000) of Division 17 of the California Food and Agricultural Code (collectively, "Applicable Laws").

(e) CONTRACTOR, at its sole cost and expense, shall surrender the Event Area in substantially the same condition, with all refuse, rubbish, trash barrels and personal property removed, as when received by CONTRACTOR, each week prior to that week's Market, excepting normal wear or tear.

(f) CONTRACTOR shall not remove, damage or alter in any way the existing improvements or personal property of the DISTRICT located within the Event Area.

(g) CONTRACTOR shall repair, at its sole cost and expense, any damage or alteration to the Event Area occurring while occupied by CONTRACTOR, to substantially the same condition that existed before the damage or alteration, as determined by the DISTRICT.

(h) CONTRACTOR at its discretion, and sole cost and expense, shall offer a product mix of artisan prepared foods, fruits, vegetables, and non-agricultural products in the Market that will ensure maximum selection and minimize over-duplication, in compliance with Applicable Laws.

(i) During operation of the Market, DISTRICT may direct CONTRACTOR to require any particular vendor cease operation, or the sale of any particular good or service, if it is deemed by the DISTRICT to be inconsistent with its goals to provide an event that is appropriate for families, including persons less than 18 years of age.

(j) No secondhand or used merchandise is allowed to be sold, given away or offered for sale at the Market. Only the following new goods or services may be sold, given away, or offered for sale at the Market:

1. Agricultural or farm-raised products, including fruits, nuts, vegetables, honey, eggs, or other agricultural products, sold directly by the grower, except that marijuana or tobacco, or any product using marijuana or tobacco derivatives are not permitted.

2. Non-alcoholic beverages sold directly by the maker.

3. Prepared food, including baked goods, dried meats, and/or any other food item, sold directly by the maker, except no product using marijuana or marijuana

derivatives, tobacco, or alcohol is permitted.

4. Fresh-cut flowers and/or live plants, not including marijuana or tobacco.

5. Visual arts and homemade crafts, including paintings, sculptures, pottery, glasswork, quilts, jewelry, garden decorations, steel or iron home décor, furniture, woodworking items or other similar goods sold directly by the artist, but excluding any kind of smoking paraphernalia.

6. Any good or service not specifically listed above shall be submitted to the DISTRICT for approval a minimum of fourteen (14) calendar days prior to the date of operation of the Market.

(k) Any adult resident of the DISTRICT of Rossmoor may request to become a vendor at the Market, provided that the resident complies with all requirements for vendors, provides insurance, if required by the DISTRICT, and complies with all Market regulations and the restrictions herein. CONTRACTOR may approve or deny requests, based upon availability of space, appropriateness of content, or other criteria applied to all.

2. Term.

2.1 Term. The term of this Agreement commence on May 10, 2022 and expire at 11:59 p.m. on May 9, 2023, unless sooner terminated or extended in accordance with the terms herein.

2.2 Extension. The parties may extend this agreement for an additional period, as agreed upon in writing.

3. Termination.

3.1 DISTRICT's Right to Terminate for Convenience. DISTRICT may at any time terminate this Agreement for any reason or no reason by providing CONTRACTOR at least thirty (30) days advance written notice.

3.2 For Breach. CONTRACTOR may terminate this Agreement if the DISTRICT (a) materially breaches any of its covenants, representations or warranties set forth in this Agreement, and (b) fails to cure such breach within thirty (30) days following service of written notice stating the nature of the breach, the intent to terminate, and demanding cure of the default.

4. Insurance and Indemnity.

4.1 Insurance.

4.1.1 Minimum Requirements. CONTRACTOR shall, at its expense,

procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by CONTRACTOR, its agents, representatives, employees or subcontractors. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Workers' Compensation*; and (3) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto).

(B) Minimum Limits of Insurance. CONTRACTOR shall maintain limits no less than: (1) *General Liability*: A policy of comprehensive general liability insurance written on a per occurrence basis in an amount not less than either (i) a combined single limit of \$2,000,000.00 or (ii) bodily injury limits of \$1,000,000.00 per person, \$2,000,000.00 per occurrence and \$2,000,000.00 products and completed operations and property damage limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate; (2) *Workers' Compensation Insurance*: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for the CONTRACTOR and the DISTRICT against any loss, claim, or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the CONTRACTOR in the course of carrying out the work or service contemplated in this Agreement; and (3) *Automobile Liability*: a policy of comprehensive vehicle liability insurance written on a per occurrence basis in an amount not less than either (i) bodily injury liability limits of \$1,000,000.00 per person and \$2,000,000.00 per occurrence and property damage liability limits of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate to cover the operation of all automobiles, trucks, street sweeping vehicles or other motorized vehicles utilized by CONTRACTOR. Said policy shall include coverage for owned, non-owned, leased and hired vehicles.

4.1.2 Insurance Provisions. All of the above policies of insurance shall be primary insurance and shall name the DISTRICT, its officers, employees, volunteers and agents as additional insureds. The insurer shall waive all rights of subrogation and contribution it may have against the DISTRICT, its officers, employees, volunteers and agents and their respective insurers. All of said policies of insurance shall provide that said insurance may not be amended or canceled without providing thirty (30) days prior written notice by registered mail to the DISTRICT. In the event any said policies or insurance are canceled, the CONTRACTOR shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section to the General Manager. No work or services under this Agreement shall commence until the CONTRACTOR has provided the DISTRICT with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the DISTRICT. CONTRACTOR agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which the CONTRACTOR may be held responsible for the payment of damages to any persons

or property resulting from the CONTRACTOR's activities or the activities of any person or persons for which the CONTRACTOR is otherwise responsible. The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the DISTRICT due to unique circumstances.

4.2 Indemnification. To the maximum extent permitted by law, CONTRACTOR agrees to defend, with counsel acceptable to DISTRICT, indemnify, and hold free and harmless DISTRICT, its elected officials, officers, agents and employees, at CONTRACTOR's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against DISTRICT, its elected officials, officers, agents and employees arising out of (i) the performance of CONTRACTOR, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement; (ii) the use, occupancy, management or control of the Event Area by CONTRACTOR or CONTRACTOR's employees, agents, subcontractors or vendors; (iii) the operation of the Market; and/or (iv) CONTRACTOR's breach of this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by CONTRACTOR, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of CONTRACTOR, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against DISTRICT, its elected officials, officers, agents and employees based upon the work performed by CONTRACTOR, its employees, and/or authorized subcontractors under this Agreement, the use, occupancy, management or control of the Event Area by CONTRACTOR or its employees, agents, subcontractors or vendors, the operation of the Market, and/or CONTRACTOR's breach of this Agreement, whether or not CONTRACTOR, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, CONTRACTOR shall not be liable for the defense or indemnification of DISTRICT for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of DISTRICT. This provision shall supersede and replace all other indemnity provisions contained either in the DISTRICT's specifications or CONTRACTOR's proposal, which shall be of no force and effect.

5. Waiver of Claims. CONTRACTOR expressly waives all rights, if any, to assert any claims against the DISTRICT and/or its officers, elected officials, agents, volunteers and employees for any property damage or loss to CONTRACTOR and/or its agents, representatives or employees, by any reason of fire, theft, robbery or burglary, bodily injury, personal injury, death or any other cause whatsoever, unless and to the extent resulting from the gross negligence or willful misconduct of, or breach of this Agreement by, DISTRICT. DISTRICT shall have no responsibility to provide security, supervision or protection against any loss or harm that may be sustained by CONTRACTOR (or its employees, agents, representatives and guests) at the Market. CONTRACTOR accepts all responsibility for any injury or public liability incurred as a

result of its use of the Event Area unless and to the extent that any such claim is the due to the gross negligence or willful misconduct of, or breach of this Agreement by, the DISTRICT or its agents. CONTRACTOR has inspected or been provided the opportunity to inspect the Event Area before each authorized use/event and CONTRACTOR accepts the Event Area "as is" and without any representation or warranty, express or implied, of merchantability or fitness for a particular purpose.

6. **Interest Granted.** CONTRACTOR understands and agrees that this Agreement shall not be construed to convey any interest whatsoever in or to real property including, but not limited to, the Event Area, except a limited license as specifically described herein. CONTRACTOR shall have no right to sublicense any interest herein (other than to allow Market vendors to participate in the Market activities).

7. **Assignment and Subcontracting.** CONTRACTOR shall not assign any interest or subcontract any obligation herein, without DISTRICT's prior, written consent.

8. **Independent Contractor.** The relationship of the CONTRACTOR to the DISTRICT created by this Agreement is that of an independent contractor and neither CONTRACTOR nor its employees shall be considered to be employees or agents of DISTRICT nor shall anything contained herein be deemed in any way to constitute a partnership, joint venture or joint enterprise between DISTRICT and CONTRACTOR. Subject to the provisions of this Agreement and Applicable Law, CONTRACTOR shall have sole control, supervision, direction and responsibility over the vendors at the Market, its employees and the manner and means of operating the Market.

9. **Miscellaneous.**

9.1 **Notices.** All notices, demands, statements or communications given or required to be given by either party to the other under this Agreement shall be in writing, shall be sent by United States certified or registered mail, postage prepaid, return receipt requested, by Federal Express or other established overnight courier, or delivered personally, to the address set forth herein or to such other place as either party may from time to time designate in a notice to the other party. When addressed in accordance with this Section, and deposited in the United States mail, certified or registered mail, postage prepaid, notices shall be deemed given on the third day following such deposit in the United States mail. In all other instances, notices shall be deemed given at the time of actual delivery. Any notice sent to CONTRACTOR or DISTRICT shall be sent to the following addresses:

TO DISTRICT: Rossmoor Community Services District
 3001 Blume Drive
 Rossmoor, CA 90720
 Attn: Joe Mendoza

TO CONTRACTOR: Enriched Farms / Avanti Harvest
4273 Crabapple Court
Moorpark, CA 93021
Attn: Jason Davis

Either party may, by giving written notice in accordance with this Section, change the names or addresses of the persons or department designated to receive the future notices.

9.2 Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto, subject to the limitations on assignment set forth in Section 7, above.

9.3 Applicable Law. This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of California without regard to choice of law principles. Any litigation concerning this Agreement shall take place in Orange County, California.

9.4 Entire Agreement. This Agreement and the exhibits hereto constitute the full understanding between DISTRICT and CONTRACTOR. It is understood and acknowledged that there are no oral agreements between the parties affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, brochures, agreements and understandings, if any, whether written or oral, between the parties.

9.5 Invalidity; Severability. If any term, covenant or condition contained herein is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant or condition shall not affect any other term, covenant or condition herein contained. Any amendments or modifications of this Agreement must be in writing and signed by both parties hereto.

9.6 Waiver. No provision of this Agreement shall be deemed waived by either party hereto unless expressly waived in a writing signed thereby. The waiver by either party of any breach of any provision herein contained shall not be deemed to be a waiver of a subsequent breach of such provision or any other term, covenant or condition herein contained.

9.7 Attorneys' Fees. If at any time after the date that this Agreement has been executed by DISTRICT and CONTRACTOR, either party institutes any action or proceeding against the other party relating to the provisions of this Agreement or any default hereunder, the non-prevailing party shall reimburse the prevailing party for reasonable attorney's fees, costs or disbursements actually incurred by the prevailing party in connection with such action or proceeding (including, without limitation, the reasonable expenses for attorney's fees and all costs and disbursements and any fees, costs or disbursements incurred on appeal from such action or proceeding).

9.8 Power and Authority. Each of the persons executing this Agreement on behalf of CONTRACTOR and DISTRICT respectively warrants and represents to the other that they have full power and authority to execute this Agreement and bind their respective parties hereto.

9.9 No Third Party Beneficiaries Intended. Unless otherwise expressly provided for herein, this Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

9.10 Counterparts. This Agreement may be executed in counterparts, including by PDF format exchanged by email, with the same effect as if all parties hereto had executed the same document. All counterparts shall be construed together and shall constitute a single agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first set forth above.

ROSSMOOR COMMUNITY SERVICES DISTRICT

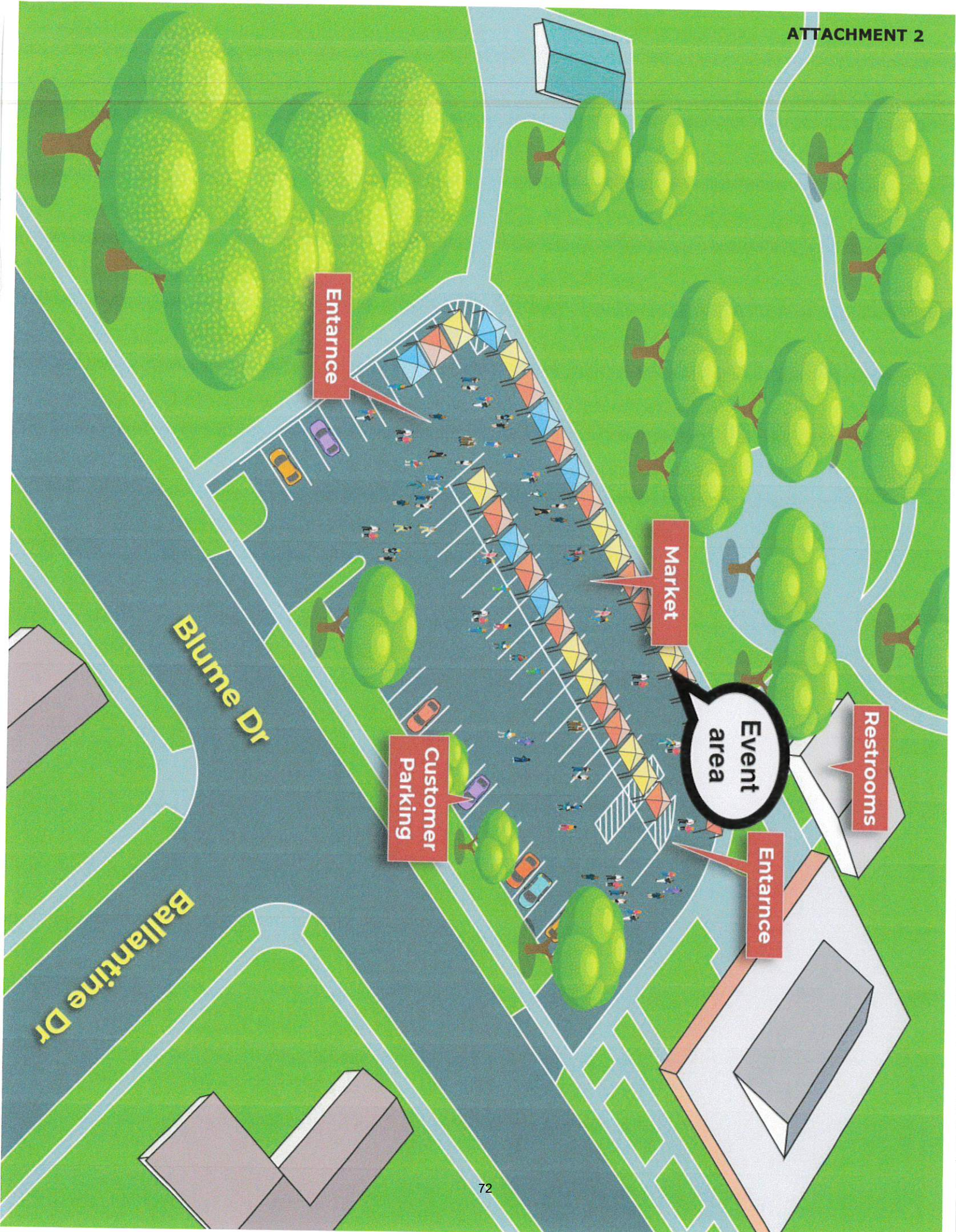
By: _____ Date: _____
Joe Mendoza
General Manager

ENRICHED FARMS & AVANTI HARVEST INC.

By: _____ Date: _____
Jason Davis
President

APPROVED AS TO FORM FOR DISTRICT

By: _____ Date: _____
Tarquin Preziosi
General Counsel



1

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: May 10, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

Receive and file.

INFORMATION

In addition to the day-to-day operations of the Rossmoor Community Services District (RCSD) General Manager has been working on the following projects:

1. Black Mountain Software: The Black Mountain Software agreement was approved by the RCSD Board of Directors and is now being reviewed by Black Mountain attorneys and RCSD General Counsel Preziosi. A signed document and installation plan is forthcoming.
2. Professional Services Agreement (PSA) with Tripepi Smith for Audio-Visual Support Services: The Agreement is being prepared and reviewed by General Counsel. The Agreement will be presented at the June RCSD Board meeting.
3. Local Control/Survey: A draft resident satisfaction survey has been completed and will be reviewed by the Local Control Ad Hoc Committee (Directors Rips and Nitikman, RHA representatives Marian Last and Gary Stewart, and the General Manager). The Committee has not been able to find an available date to meet. We are hopeful that they will be able to meet in the near future. Until then, this is on hold.
4. Upcoming Events: There is bulky item pick up day scheduled for Saturday, May 14 from 9 a.m. to 1 p.m. at Rush Park. This event is being hosted by the RCSD and CR&R Incorporated. Also, in conjunction with the California Highway Patrol and the RCSD, a Bicycle Safety Event is scheduled for Saturday, May 21 from 10 a.m. to 1 p.m. at the Rush Park parking lot.
5. Pickleball: Plans are being made to conduct a trial pickleball court at Rossmoor Park to determine if the noise level would be acceptable to the surrounding community. The trial will last three days and dates will be provided once all of the equipment is secured and the courts temporarily taped for pickleball usage.

ATTACHMENTS

None