

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

June 14, 2022

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

REGULAR MEETING

In-Person

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, June 14, 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=NGtBQzdkbVpVa0lMdlZiVEhDRnlRUT09>

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/gbH2jSEqPR8> 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=NGtBQzdkbVpVa0lMdlZiVEhDRnlRUT09>

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- 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**



Scan QR Code to Join Zoom Meeting:

*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 Searles
4. PRESENTATIONS:
 - a. California Highway Patrol Officer Matt Musselmann Re: Quarterly Traffic Report
 - 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. MONTHLY TRAFFIC SAFETY UPDATE
2. STREET SWEEPING UPDATE

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular Board Meeting of May 10, 2022
2. APRIL 2022 REVENUE AND EXPENDITURE REPORT
3. RESOLUTION NO. 22-06-14-01 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:

1. FISCAL YEAR 2022-2023 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

G. RESOLUTIONS:

1. RESOLUTION NO. 22-06-14-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT
2. RESOLUTION NO. 22-06-14-03 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING JULY AS PARKS AND RECREATION MONTH

ORDINANCES: None

H. REGULAR CALENDAR

1. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH TRIPEPI, SMITH & ASSOCIATES, INC. FOR A/V SUPPORT AND BROADCASTING SERVICES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

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 June 14, 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 6/9/2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: June 14, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: CALIFORNIA HIGHWAY PATROL OFFICER MATT MUSSELMANN RE:
QUARTERLY TRAFFIC REPORT

RECOMMENDATION

Receive and file presentation.

INFORMATION

California Highway Patrol (CHP) Officer Matt Musselmann will present the Quarterly Traffic Report.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: June 14, 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: June 14, 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: June 14, 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: June 14, 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

It has been a challenge to schedule a Community/Safety Advisory Committee meeting due to the availability of the participants at this busy time of year. It is anticipated that the Committee will be meet in June 2022 to discuss the following:

- Review of rough draft parking permit program for review and discussion by the Committee. It is anticipated that a draft ordinance and resolution may be brought to the RCSD Board at the July 12, 2022 Board of Directors meeting. This item has been delayed due to other administrative priorities and programs.
- The General Manager is in ongoing discussion with Orange County Public Works and Orange County Sheriff Captain Gary Knutson to determine phasing in street sweeping parking enforcement signage and an enforcement plan. Discussion continues as this is a complex item with many considerations.
- The permanent Speed Radar Signs have been received by Orange County Traffic Division and are waiting for an installation date. Due to OC Traffic Division staff availability, the installation has been delayed.
- On Saturday, May 21, 2022, a free *Bicycle Safety Event* was hosted by the RCSD in conjunction with the California Highway Patrol (CHP) from 10 a.m. to 1 p.m. at Rush Park. Activities included bicycle safety tips, demonstrations, and an interactive obstacle safety course. Bike maintenance information was also provided. CHP provided youth with safety helmets and other handouts.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM D-2**

Date: June 14, 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 this evening to make a presentation about the company and their efforts to serve the residents of Rossmoor. Since the May Board meeting, Mr. Padilla has reported that Rossmoor will be designated an SCA ombudsman that will be dedicated to our District. The ombudsman will react to patron complaints, communicate with District staff, keep records of service and issues such as tree obstructions, illegally parked cars and trash can obstructions.

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. RCSD staff and directors have met with Sheriff personnel to review options related to signage and enforcement. Ongoing discussion with County of Orange Traffic and Public Works staff will continue in order to determine the least invasive signage and the most effective parking enforcement for our community. RCSD staff continues to provide education to residents in order to gain compliance.

The General Manager also 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: June 14, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MINUTES – REGULAR RCSD BOARD MEETING OF MAY 10, 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 May 10, 2022 as prepared by the Board's Secretary/General Manager.

INFORMATION

The Minutes reflect the actions of the RCSD Board of Directors at their May 10, 2022 meeting.

ATTACHMENTS

1. Minutes – Regular RCSD Board Meeting of May 10, 2022



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, May 10, 2022

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Barke, DeMarco, Nitikman and Searles
Absent: President Rips (Excused)

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

4. PRESENTATIONS:

a. Orange County Sheriff's Department Captain Gary Knutson presents Quarterly Crime Statistics

Orange County Sheriff's Department Captain Gary Knutson presented crime statistics for 2021-year end and the first quarter of 2022.

Discussion followed regarding calls for service, catalytic converter thefts and related protective measures and penalties, and Rossmoor resident expectations relative to when officers are assigned to the Rossmoor area.

b. The Youth Center – Maryam Guirao, Director of Development – Continued to June 2022

c. Sweeping Corp. of America – David Padilla, General Manager – Continued TBD

d. Orange County Fire Authority (OCFA) – Elizabeth Denney, Community Relations/Education Specialist – Continued to June 2022

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

Mia Hartman thanked RCSD for hosting the upcoming Bicycle Safety event and announced there would be a Bike Expo after the Bicycle Safety event at Rush Park.

Maureen Waters spoke about a recent crime incident; reported it was not classified as a home-invasion robbery, and spoke about the need for increased patrol in Rossmoor.

Captain Knutson explained why it was not classified as a home invasion; reported it was classified as a burglary and spoke about the effectiveness of alarm systems.

Beth Covern spoke in support of The Youth Center and expressed concerns about kids riding their bicycles and not following the law.

Director Searles reported that is under the authority of the Highway Patrol.

Dave Vandervoet (via Zoom) asked for an update on the CR&R trash container lid replacements.

General Manager Mendoza provided a brief update; noted that back orders have been received and the containers and lid should be distributed throughout the month.

General Manager Mendoza introduced Ken Vecchiarelli, General Manager, Golden State Water District and deferred to him for a report.

Mr. Vecchiarelli discussed the Ruth Elaine Area Main Replacement project and a fire hydrant replacement project.

Discussion followed regarding project impacts to resident parking, interruption of water service, distribution of construction notices, sources of water used by Golden State Water District and vacant lots.

General Manager Mendoza reported the local water district performed an audit on Rossmoor meters, however, Mr. Vecchiarelli will conduct a deeper evaluation into the water system and developing a plan for irrigation and water conservation for the Disgtrict.

Discussion followed regarding waste and recycled water use.

There were no other public comments.

D. REPORTS TO THE BOARD

1. QUARTERLY TREE REPORT

Mary Kingman, Arborist, presented details of the Quarterly Tree Report for the period of January 2022 to April 2022; discussed tree planting for the fall/winter season; addressed removal of hazardous trees; talked about a tree incident causing vehicle damage; announced

that Rossmoor has been awarded Tree City status; spoke about a recent Arbor Day event and noted a tree was planted in honor of long-time Rossmoor resident Georgelynn Seligman.

Discussion followed regarding the types of Rossmoor service requests, reserving vacant sites for memorial trees and other requests, watering parkway trees and the list of approved trees.

2. MONTHLY TRAFFIC SAFETY UPDATE

General Manager Mendoza presented the Monthly Traffic Safety update including an upcoming meeting of the Traffic Safety Committee and discussed consideration of a draft ordinance.

3. STREET SWEEPING UPDATE

General Manager Mendoza presented an update on street sweeping and spoke about developing a phased approach regarding signage and enforcement.

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

This item was deferred, indefinitely.

Motion by Director Searles, seconded by Director DeMarco, to approve the Consent Calendar, as presented, with the exemption of Item No. 3, which was deferred, indefinitely. Motion passed 4-0 as follows:

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

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

General Manager Mendoza presented the resolution for consideration.

Motion by Director DeMarco, seconded by Director Barke, to waive further reading of and adopt by title only, 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, as presented. Motion passed 4-0 as follows:

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

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

General Manager Mendoza presented the report; spoke about the goal of approving the budget in June; discussed a meeting of the Budget Committee and provided recommendations as listed in the report.

Discussion followed regarding the cost of living adjustment (COLA) of 7% based on the annual CPI for last year, getting enough revenue to sustain the recommended increases, the need to cut expenses and increase revenues, making adjustments on an as-needed basis, the possibility of setting a precedent, property taxes, increased expenses and inflation, the possibility of giving a one-time bonus but lowering the COLA rate, the need to compete for employees, consider increases in user fees, recovering costs and the possibility of continuing this topic while moving forward with the rest of the budget.

General Counsel Preziosi explained the Board's discretion in using CPI is on a year-to-year basis.

Discussion followed regarding cuts made to staff hours due to COVID-19, what an appropriate COLA rate would be, revenue projections, the basis for the budget proposals and making adjustments mid-year.

Director Barke requested best-guess information regarding projected tax revenues and expected hard-cost expenses in order to justify employee salary increases.

Director Nitikman recommended a closer look at the numbers, especially considering increased inflation.

Director DeMarco stated he would be more comfortable with a 4% COLA, rather than 7% and asked for information to justify the latter.

Motion by Director Nitikman, second by Director DeMarco, to direct the General Manager to provide more information on next year's budget projections given inflation expectations, proceed with a 4% COLA increase for employee salaries as a benchmark for discussion, and return to the Board with a public hearing on June 14, 2022. Motion passed 4-0 as follows:

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

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

General Manager Mendoza presented details of the report.

Discussion followed regarding vendors, this being a revenue neutral venture and terms of the contract.

Motion by Director Searles, second by Director DeMarco, to approve the agreement between Rossmoor Community Services District and Enriched Farms & Avanti Harvest, Inc. to operate a Farmers Market in Rossmoor. Motion passed 4-0, with President Rips, absent.

I. GENERAL MANAGER ITEMS

General Manager Mendoza reported Shakespeare by the Sea has expressed interest in returning to Rossmoor at no cost to the District; discussed upcoming pickleball plans; addressed upcoming events and items on the Board's future agendas, and provided an update on the Black Mountain agreement.

General Counsel Preziosi reported the defense indemnity is back in the agreement.

J. BOARD MEMBER ITEMS

Director Searles spoke about asking the General Manager to do survey of attendees at the Farmers Market; expressed concerns regarding the budget, government grants and sponsorship numbers; asked about capital expenditures at Rush Park and looked forward to continued budget discussions. Additionally, he announced an upcoming RHA Blood Drive and the CHP Bicycle Safety event.

In reply to Director DeMarco, General Manager Mendoza presented an update on the Weaver Elementary School solar panels, and provided information on the CR&R three bin trash pick-up service. CR&R has begun distribution of the new lids and bins and will provide a start date for implementation and collection. Additionally, Director DeMarco asked General Manager Mendoza to follow-up on the planned improvements on Ruth Elaine and congratulated his wife on receiving the High School Hero of the Heart Award on her 20 years of service to the Los Alamitos Unified School District.

K. GENERAL COUNSEL ITEMS - None

L. ADJOURNMENT

Motion by Director DeMarco, seconded by Director Searles, to adjourn the regular meeting at 10:14 p.m. Motion passed 4-0, with President Rips, absent.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Mark Nitikman, First Vice President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED: June 14, 2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: June 14, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accounting Consultant Ken Pun
Subject: APRIL 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 April 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 April 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 April 30, 2022

	Original Budget	Amended Budget	Current Month April	Year to Date	Variance	% of Budget
Revenues:						
Property taxes	\$ 1,100,000	\$ 1,100,000	\$ 363,454	\$ 1,094,403	\$ 5,597	99.49%
Street light assessments	372,000	372,000	120,907	375,780	(3,780)	101.02%
Interest on investments	9,600	2,500	856	1,872	628	74.88%
From Other Governmental Agencies	258,000	356,000	-	121,045	234,955	34.00%
Permit and Rental Fees	137,300	179,300	17,523	183,430	(4,130)	102.30%
Miscellaneous	19,000	59,000	803	68,084	(9,084)	115.40%
Total Revenues	1,895,900	2,068,800	503,543	1,844,614	224,186	89.16%
Expenditures:						
Administrative	957,700	1,044,000	70,480	818,534	225,466	78.40%
Recreation	39,500	55,000	350	52,027	2,973	94.59%
Rossmoor Park	263,000	221,500	(10,637)	120,570	100,930	54.43%
Montecito Center	24,400	25,400	434	19,122	6,278	75.28%
Rush Park	145,500	248,500	22,488	169,818	78,682	68.34%
Street Lighting	100,000	100,000	8,896	86,614	13,386	86.61%
Rossmoor Wall	1,000	1,000	-	-	1,000	0.00%
Street Sweeping	65,000	80,000	-	53,906	26,094	67.38%
Parkway Tree	170,000	190,000	71	193,184	(3,184)	101.68%
Mini-Parks and Median	11,800	16,000	620	11,111	4,889	69.44%
Total Expenditures	1,777,900	1,981,400	92,502	1,524,886	456,514	76.96%
Changes in Fund Balance	118,000	87,400	\$ 411,041	319,728	\$ (232,328)	
Fund Balance:						
Beginning of Period	1,283,900	1,283,900		1,283,900		
End of Period	\$ 1,401,900	\$ 1,371,300		\$ 1,603,628		

Adjustments:

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

Rossmoor Community

For the Period: 7/1/2021 to 4/30/2022	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	1,035,200.51	361,495.80	0.00	-15,200.51	101.5
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	8,396.32	250.05	0.00	5,603.68	60.0
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	256.68	122.26	0.00	743.32	25.7
3010 Current supplemental assessmt	18,000.00	18,000.00	14,208.41	1,588.04	0.00	3,791.59	78.9
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	375,779.98	120,907.35	0.00	-3,779.98	101.0
3200 Interest on investments	9,600.00	2,500.00	1,871.54	855.71	0.00	628.46	74.9
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	59,929.67	5,283.76	0.00	15,070.33	79.9
3405 Wall Rental	300.00	300.00	368.72	0.00	0.00	-68.72	129.6
3406 Ball field reservations	12,000.00	12,000.00	21,910.30	286.00	0.00	-9,910.30	182.6
3407 Tree Trim Permits	5,000.00	5,000.00	6,354.00	0.00	0.00	-1,354.00	127.1
3410 Rossmoor building rental	10,000.00	10,000.00	4,845.00	1,407.00	0.00	5,155.00	48.5
3412 Montecito building rental	15,000.00	27,000.00	27,438.68	5,104.00	0.00	-436.68	101.6
3414 Rush Park Building Rental	50,000.00	50,000.00	62,564.45	5,442.00	0.00	-12,564.45	125.1
3500 Other miscellaneous revenue	5,000.00	35,000.00	45,334.11	303.24	0.00	-10,334.11	129.5
3504 Sponsorships	14,000.00	24,000.00	22,750.00	500.00	0.00	1,250.00	94.8
Dept: 00	1,895,900.00	2,068,800.00	1,844,612.89	503,543.31	0.00	224,187.11	89.2
Revenues	1,895,900.00	2,068,800.00	1,844,612.89	503,543.31	0.00	224,187.11	89.2
Expenditures							
Dept: 10 ADMINISTRATION							
4000 Board of Directors Compensatn	9,000.00	16,000.00	12,107.94	950.00	0.00	3,892.06	75.7
4002 Salaries - Part-time	64,272.00	64,272.00	44,011.67	5,208.88	0.00	20,260.33	68.5
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	160,047.31	31,558.82	0.00	45,512.69	77.9
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	99,098.31	11,000.76	0.00	16,986.69	85.4
4009 SALARY - PARK/TREE MAINTENANCE	84,168.00	84,168.00	48,358.73	5,443.62	0.00	35,809.27	57.5
4010 Workers Compensation Insurance	18,500.00	18,500.00	17,198.51	1,714.83	0.00	1,301.49	93.0
4011 Medical Insurance	85,000.00	85,000.00	62,308.80	6,341.88	0.00	22,691.20	73.3
4015 Federal Payroll Tax -FICA	48,415.00	48,415.00	36,793.70	2,555.49	0.00	11,621.30	76.0
5002 Insurance - Liability	35,000.00	35,000.00	8,215.98	0.00	0.00	26,784.02	23.5
5004 Memberships and Dues	7,200.00	9,000.00	9,498.63	0.00	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	8,500.00	8,000.00	8,798.80	0.00	0.00	-798.80	110.0
5012 Printing	3,000.00	4,500.00	3,657.87	0.00	0.00	642.13	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	3,426.54	31.47	0.00	11,573.46	22.8
5020 Telephone	12,000.00	12,000.00	7,366.30	0.00	0.00	4,633.70	61.4
5021 Computer Costs	5,000.00	5,000.00	4,042.68	0.00	0.00	957.32	80.9
5030 Vehicle Maintenance	0.00	0.00	2,371.06	360.52	0.00	-2,371.06	0.0
5045 Miscellaneous Expenditures	10,000.00	90,000.00	95,216.17	20.00	0.00	-5,216.17	106.8
5046 Bank Service Charge	1,000.00	2,500.00	3,388.49	34.87	0.00	-888.49	135.5
5610 Legal Counsel	60,000.00	60,000.00	41,664.75	0.00	0.00	18,335.25	69.4
5615 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	0.00	0.00	20,000.00	66.7
5670 Other Professional Services	35,000.00	35,000.00	54,181.00	5,021.72	0.00	-19,181.00	154.8
6010 Equipment	2,000.00	2,000.00	1,231.85	235.83	0.00	768.15	61.6
6025 Software	15,000.00	15,000.00	7,574.02	0.00	0.00	7,425.98	50.5
ADMINISTRATION	957,700.00	1,044,000.00	818,530.47	70,478.69	0.00	225,469.53	78.4

Rossmoor Community

For the Period: 7/1/2021 to 4/30/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 20 RECREATION							
5017 Community Events	39,500.00	55,000.00	52,026.62	349.60	0.00	2,973.38	94.6
RECREATION	39,500.00	55,000.00	52,026.62	349.60	0.00	2,973.38	94.6
Dept: 30 ROSSMOOR PARK							
5018 Janitorial Supplies	6,000.00	6,000.00	5,738.02	0.00	0.00	261.98	95.6
5022 Utilities	12,500.00	12,500.00	7,827.19	648.65	0.00	4,672.81	62.6
5023 Water	28,000.00	43,000.00	34,736.37	1,834.46	0.00	8,263.63	80.8
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	0.00	0.00	-301.49	120.1
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	21,974.89	0.00	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	26,456.74	2,529.68	0.00	3,543.26	88.2
6005 Buildings and Improvements	155,000.00	95,000.00	19,044.78	-15,650.00	0.00	75,955.22	20.0
ROSSMOOR PARK	263,000.00	221,500.00	120,570.80	-10,637.21	0.00	100,929.20	54.4
Dept: 40 MONTECITO CENTER							
5018 Janitorial Supplies	6,000.00	6,000.00	2,820.08	0.00	0.00	3,179.94	47.0
5022 Utilities	2,000.00	2,000.00	1,186.26	0.00	0.00	813.74	59.3
5023 Water	2,250.00	2,250.00	2,394.21	434.41	0.00	-144.21	106.4
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	0.00	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	0.00	0.00	-243.92	0.0
MONTECITO CENTER	24,400.00	25,400.00	19,124.30	434.41	0.00	6,275.70	75.3
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	19,632.47	1,368.36	0.00	3,367.53	85.4
5023 Water	42,000.00	50,000.00	38,521.70	2,527.46	0.00	11,478.30	77.0
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	17,827.35	298.50	0.00	22,172.65	44.6
5034 Alarm Systems	800.00	800.00	114.00	114.00	0.00	686.00	14.3
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	24,904.52	2,529.69	0.00	5,095.48	83.0
6005 Buildings and Improvements	0.00	41,000.00	43,953.92	15,650.00	0.00	-2,953.92	107.2
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	169,817.53	22,488.01	0.00	78,682.47	68.3
Dept: 60 STREET LIGHTING							
5650 Lighting and Maintenance	100,000.00	100,000.00	86,613.81	8,686.42	0.00	13,386.19	86.6
STREET LIGHTING	100,000.00	100,000.00	86,613.81	8,686.42	0.00	13,386.19	86.6
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							
5642 Street Sweeping	65,000.00	80,000.00	53,906.09	0.00	0.00	26,093.91	67.4
STREET SWEEPING	65,000.00	80,000.00	53,906.09	0.00	0.00	26,093.91	67.4

Rossmoor Community

For the Period: 7/1/2021 to 4/30/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
5017 Community Events	1,500.00	1,500.00	498.81	71.01	0.00	1,001.39	33.2
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	0.00	0.00	1,201.00	60.0
6015 Trees	45,000.00	45,000.00	41,912.00	0.00	0.00	3,088.00	93.1
PARKWAY TREES	170,000.00	190,000.00	193,183.61	71.01	0.00	-3,183.61	101.7
Dept: 90 MINI-PARKS AND MEDIANS							
5022 Utilities	500.00	500.00	770.13	314.08	0.00	-270.13	154.0
5023 Water	6,000.00	10,200.00	7,964.09	306.40	0.00	2,235.91	78.1
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	0.00	0.00	-243.69	0.0
MINI-PARKS AND MEDIANS	11,800.00	16,000.00	11,111.28	620.48	0.00	4,888.72	69.4
Expenditures	1,777,900.00	1,981,400.00	1,524,864.51	92,501.41	0.00	456,515.49	77.0
Net Effect for GENERAL FUND	118,000.00	87,400.00	319,728.38	411,041.90	0.00	-232,328.38	365.8
Change in Fund Balance:			319,728.38				
Grand Total Net Effect:	118,000.00	87,400.00	319,728.38	411,041.90	0.00	-232,328.38	

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS
April 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 production services have also been enhanced and necessary equipment obtained. The budget amount is \$20,000; 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.
10-30-6005	Building and Improvements (Rossmoor Park)	A \$15,650 adjustment was deducted from Rossmoor Park because the air conditioning improvements were made at Rush Park, and inadvertently charged to Rossmoor Park. Therefore, this was a transfer between accounts.
10-50-6005	Building and Improvements (Rush Park)	
10-30-6005	Building and Improvements (Rossmoor Park)	The expenditures at Rossmoor Park are at 20% since capital improvements have not been completed to date. Therefore, expenditures are down.
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: June 14, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
General Counsel Tarquin Preziosi

Subject: RESOLUTION NO. 22-06-14-01 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. 22-06-14-01 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 suspend 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. A resolution was not passed by the Board in May 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. 22-06-14-01

RESOLUTION 22-06-14-01**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 14th day of June 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 F-1

Date: June 14, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Ken Pun

Subject: PUBLIC HEARING – FISCAL YEAR 2022-2023 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

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

1. Open the public hearing for the Fiscal Year 2022-2023 Proposed Final Budget;
2. Receive the FY 2022-2023 Proposed Final Budget presentation from the General Manager and Accounting Consultant;
3. Take public testimony;
4. Close the public hearing;
5. Deliberate; and
6. Approve the Fiscal Year 2022-2023 Proposed Final Budget.

BACKGROUND

On April 26, 2022, the Budget Committee met to review the RCSD FY 2021-2022 Estimate to Close and the FY 2022-2023 Preliminary Budget. The General Manager and Accounting Consultant presented the preliminary budget and answered questions the Committee had about the budget document. Specifically, there was discussion regarding the proposed 4% cost of living adjustment for RCSD staff (excluding the General Manager). The Committee asked that a 7% cost of living adjustment be evaluated and presented to the Board because of the CPI and inflation. It was noted that the Arborist position would not be included in this adjustment because the position was being increased by \$4 per hour; the positions currently being recruited would also be exempt (Administrative Assistant, part-time Account Clerk, and part-time General Clerk). The Budget Committee recommended that the preliminary budget be presented to the RCSD Board at their May 10, 2022 meeting.

The Fiscal Year 2022-2023 Proposed Budget was presented to the RCSD Board of Directors at the May 10, 2022 regular Board meeting. The RCSD Board of Directors reviewed the FY 2021-2022 Estimate to Close and the FY 2022-2023 Proposed Budget (President Jeffrey Rips had an excused absence). The Board discussed the impact that inflation is having on all sectors and recognized that the District will also be affected by inflation in various cost centers (i.e. fuel, janitorial supplies, office supplies, utilities, water, etc.). Therefore, the Board asked that the General Manager and Accounting Consultant go back and adjust the budget to account for inflation and also look at ways to offset a 4% cost of living (COLA) adjustment for staff. It was suggested that it was

Board requested that the General Manager survey other agencies to find out what they may be offering their employees for COLA. The Board asked that a revised preliminary budget be brought back to the Budget Committee prior to the June 14, 2022 RCSD Board of Directors meeting where the budget will be submitted for public hearing.

In addition, the Board directed the General Manager to make adjustments and provide a Proposed Balanced Budget, including adding actual budget comparisons for FY 2019-2020 and FY 2020-2021 to the summary budget, and have another meeting with the Budget Committee.

On June 1, 2022, the Budget Committee met to discuss the FY 2022-2023 Proposed Budget and the direction provided by the Board of Directors at their May 10, 2022 meeting. Although the Budget Committee recommended a 7% COLA for RCSD staff, the Board directed that a 4% COLA be included in the FY 2022-2023 Proposed Final Budget that would be set for public hearing at the June 14, 2022 Board meeting. The Budget Committee again recommended a 7% COLA, therefore the Proposed Final Budget document includes both options for comparison. The Budget Committee also requested an outline of programs/duties of staff from FY 2018-19 compared to current programs/duties that have been added over the last three years. The Committee wanted this increase in programming/duties to be taken into consideration as the Board reviews salary increases. A chart has been prepared that outlines this information.

In addition, a COLA survey of other agencies and districts was requested by the RCSD Board. The results are very diverse. All cities have union-represented employees; therefore, they are following existing Memorandum of Understanding (MOU) agreements that already specified the COLA for FY 2022-2023. Those agencies that include police and/or fire, have safety unions to deal with as well. A different COLA than that designed in an MOU would require that negotiations be re-opened with the union(s), which is a cumbersome process as all points in the MOU then also become open for negotiation (i.e. retirement, life insurance, medical, work hours, uniforms, etc.). The COLA Survey is attached for your information.

INFORMATION

The General Manager and Accounting Consultant have thoroughly reviewed the FY 2021-2022 Estimate to Close and the FY 2022-2023 Preliminary Budget and made a number of changes to revenue and expenditure accounts. These include:

Revenue

- Tennis court reservation revenue was increased \$34,000
- Ballfield revenue was increased \$13,000
- Rush Park building rental revenue was increased \$25,000
- Montecito Center building rental revenue was increased \$10,000
- Property Tax apportionment increased by 5% based on historical increases and discussion with the County of Orange Tax Assessor - \$55,000. A future informational workshop with Yani Painter Property Tax Unit Manager will be scheduled to better understand RCSD's apportionment allocation formula.

*Significant Revenue Increases From Original Approved FY 2021-2022 Budget:
\$137,000*

Expenditures

- Election expense – \$8,000 budgeted
- Increased janitorial supplies, fuel, water, utilities, etc. by approximately 5% to address inflation - \$1,800
- Although rates are increasing, water cost estimates are conservative since the state of California is in a drought and users will be mandated to reduce consumption - Mini-parks increased \$3,000; Rossmoor Park increased \$7,000; Rush Park increased \$8,000
- Landscape maintenance at Rossmoor, Rush, and Montecito increased by \$11,000
- Bank service charges will be passed on to users as a transaction charge when they use a credit card for court, picnic shelters, and building reservations - \$4,000 expense will be offset by revenue generated by user fee

*Significant Expenditure Increases From Original Approved FY 2021-2022 Budget:
\$42,800*

The Budget Committee and the RCSD Board discussed salary increase options:

4% Cost of Living Adjustment

The Employee Salary Plan is provided showing a 4% increase (excluding the General Manager, vacant positions, and the upgraded Arborist position). Please note that the Budget Committee directed that the vacant positions (Administrative Assistant and Account Clerk) be budgeted at the top of the range rather than the lower starting range. The Committee also recommended a salary grade adjustment to the Arborist position of \$4 per hour. The General Manager added the part-time Maintenance/Recreation Assistant position back into the salary plan since a number of special events and programs have been added. This provides additional maintenance coverage and park oversight as needed. The 4% COLA increase, plus the top range adjustment for two vacant positions, and the salary grade increase for the Arborist, and adding the part-time Maintenance/Recreation Assistant position back into the salary plan will result in staffing costs of approximately \$524,910.

7% Cost of Living Adjustment

The Employee Salary Plan is provided showing a 7% increase (excluding the General Manager, vacant positions, and the upgraded Arborist position). Please note that the Budget Committee directed that the vacant positions (Administrative Assistant and Account Clerk) be budgeted at the top of the range rather than the lower starting range. The Committee also recommended a salary grade adjustment to the Arborist position of \$4 per hour. The General Manager added the part-time Maintenance/Recreation Assistant position back into the salary plan since a number of special events and programs have been added. This provides additional maintenance coverage and park oversight as needed. The 7% COLA increase, plus the top range adjustment for two vacant positions, and the salary grade increase for the Arborist, and adding the part-time Maintenance/Recreation Assistant position back into the salary plan will result in staffing costs of approximately \$532,808.

At the May 10, 2022 meeting, the General Manager was directed to publish a Notice of Public Hearing for the June 14, 2022 RCSD Board of Directors meeting. SB 135 requires that the hearing be noticed and a hearing be held prior to adoption of the Final Budget. The Notice was published as required and copy of that Notice of Public Hearing is attached.

The budget document before you was prepared before the final FY 2022-2023 budget numbers have been audited by the District's Auditor. This is due to the timing of the budget calendar required by SB 135, which does not provide sufficient time to complete an audit before the Final Budget must be adopted. The Final Budget will be fully reconciled when the District's Annual Audit is completed, at which time it will be presented to the Audit Committee and the RCSD Board of Directors at a future meeting.

The Estimate to Close Budget, however, is considered sufficiently accurate for adoption of the FY 2022-2023 Final Budget. Upon the RCSD Board's approval of the FY 2022-2023 Proposed Final Budget, the Board will be asked to adopt the Annual Budget Revenues and Expenditures Total Amounts by resolution.

Therefore, the FY 2022-2023 Proposed Final Budget was prepared using this direction and is presented for consideration at the June 14, 2022 Board of Directors meeting.

ATTACHMENTS

1. FY 2022-2023 Proposed Final Budget
2. COLA Survey
3. RCSD Comparison of Programs and Duties Since FY 2018-2019
4. Notice of Public Hearing
5. Policy No. 3020 Budget Preparation, Adoption and Revision

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

	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023				
	Actual	Budget	Actual	Budget	Actual	(Unfavorable)	Original Budget	Adjustments	Amended Budget	Year-to-Date April 2022	12-Month Projected Estimates to Close	2022-2023 Proposed Budget	2022-2023 Proposed Budget
Revenues:													
Property taxes	\$ 988,835	\$ 1,037,533	\$ 1,037,533	\$ 1,036,195	\$ 1,083,802	\$ 57,607	\$ 1,100,000	\$ -	\$ 1,100,000	\$ 1,084,403	\$ 1,100,752	\$ 1,155,000	\$ 1,155,000
Street light assessments	346,319	368,893	368,893	360,000	387,240	27,240	372,000	-	372,000	375,780	375,085	390,800	390,800
Interest on Investments	21,397	17,897	17,897	16,000	4,982	(11,018)	9,600	(7,100)	2,500	1,872	2,530	3,000	3,000
From Other Governmental Agencies	60,097	66,040	66,040	65,400	64,985	(495)	258,000	98,000	356,000	121,045	281,240	154,000	154,000
Permit and Rental Fees	188,985	131,763	131,763	164,900	123,336	(41,564)	137,300	42,000	179,300	183,430	180,941	214,300	214,300
Miscellaneous	21,098	42,449	42,449	37,000	34,257	(2,743)	19,000	40,000	59,000	68,084	70,000	35,000	35,000
Total Revenues	1,606,711	1,653,575	1,653,575	1,679,485	1,702,582	23,087	1,885,900	172,900	2,068,800	1,844,614	2,020,548	1,951,900	1,951,900
Expenditures:													
Administrative	890,082	831,158	831,158	781,025	904,774	(123,749)	957,700	86,300	1,044,000	818,634	941,121	1,057,406	1,048,800
Recreation	58,894	38,776	38,776	39,750	16,580	23,170	39,500	15,500	55,000	52,027	54,576	60,000	60,000
Rossmoor Park	148,717	107,365	107,365	101,910	129,469	(27,549)	283,000	(41,500)	221,500	120,670	181,985	195,800	195,800
Montecito Center	44,168	23,489	23,489	31,650	20,680	10,980	24,400	1,000	29,400	19,122	24,289	28,000	28,000
Rush Park	158,891	154,844	154,844	186,240	165,993	20,247	145,500	103,000	248,500	169,818	189,635	214,400	214,400
Street Lighting	72,124	117,200	117,200	108,000	62,327	45,673	100,000	-	100,000	86,614	101,798	100,000	100,000
Rossmoor Wall	4,282	2,200	2,200	3,700	-	3,700	1,000	-	1,000	-	-	1,000	1,000
Street Sweeping	61,341	59,599	59,599	60,000	62,267	(2,267)	65,000	15,000	80,000	53,606	77,132	80,000	80,000
Parkway Tree	161,247	175,788	175,788	189,550	175,253	(8,703)	170,000	20,000	190,000	183,184	193,274	180,000	180,000
Muni-Parks and Median	31,201	25,156	25,156	14,500	8,304	5,196	11,800	4,200	16,000	11,111	13,534	14,800	14,800
Total Expenditures	1,626,918	1,538,345	1,538,345	1,493,385	1,545,637	(92,302)	1,777,900	203,500	1,981,400	1,524,886	1,777,232	1,931,406	1,922,800
Changes in Fund Balance	\$ (20,207)	\$ 118,230	\$ 118,230	\$ 186,160	\$ 156,945	\$ (29,215)	\$ 118,001	\$ (30,600)	\$ 87,401	\$ 319,728	\$ 243,316	\$ 20,494	\$ 29,100
Fund Balance:													
Beginning of Period				1,126,955	1,126,955		1,283,900		1,283,900		1,283,900		1,283,900
End of Period				\$ 1,313,115	\$ 1,283,900		\$ 1,401,901		\$ 1,371,301		\$ 1,527,216		\$ 1,527,216

Total revenue budgeted was decreased from FY2021-2022 Amended Budget because there are no one-time revenues for FEMA and Other. However, we are budgeted a 5% increase in property tax and street light assessments.
Expenditures for Prop 68 are coded in 10-30-6005, and is budgeted \$70,000 for FY2022-2023.

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Property Taxes						
10-00-3000 Current secured	\$ 1,020,000	\$ 1,020,000	1,021,866	\$ 1,071,000	\$ 912,096	\$ 961,305
10-00-3001 Current unsecured	34,000	34,000	35,638	35,700	28,204	24,809
10-00-3002 Prior secured	14,000	14,000	11,676	14,700	6,143	7,105
10-00-3003 Prior unsecured	3,000	3,000	3,000	3,150	304	5,241
10-00-3004 Delinquent property taxes	1,000	1,000	1,000	1,050	769	867
10-00-3010 Current supplemental assessment	18,000	18,000	11,772	18,900	25,780	20,094
10-00-3020 Public utility	10,000	10,000	16,000	10,500	15,539	18,112
Total property taxes	1,100,000	1,100,000	1,100,752	1,155,000	988,835	1,037,533
Street Light Assessment						
10-00-3105 Assessment	372,000	372,000	375,085	390,600	346,319	358,893
Interest on Investments						
10-00-3200 Interest	9,800	2,500	2,530	3,000	21,397	17,897
From Other Governmental Agencies						
10-00-3001 State-Homeowners Prop. Tax Relief	4,000	4,000	4,240	4,000	5,097	5,040
10-00-3200 Prop 68 Grant Funding*	175,000	175,000	100,000	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	55,000	60,000
Total other governmental agencies	258,000	356,000	281,240	154,000	60,097	65,040
Permit and Rental Fees						
* 10-00-3404 Tennis Reservations	45,000	75,000	76,202	79,000	20,736	26,065
10-00-3405 Wall Rental	300	300	309	300	464	320
10-00-3406 Ball Field Reservation	12,000	12,000	24,000	25,000	25,137	15,366
10-00-3407 Tree Trim	5,000	5,000	6,500	5,000	-	-
10-00-3410 Rossmoor Building Rental	10,000	10,000	2,250	5,000	18,002	12,380
10-00-3412 Montecito Building Rental	15,000	27,000	26,680	25,000	27,001	17,913
10-00-3414 Rush Building Rental	50,000	50,000	55,000	75,000	77,625	59,719
Total permit and rental fees	137,300	179,300	190,941	214,300	168,965	131,763
Miscellaneous Revenues						
10-00-3500 Miscellaneous	5,000	35,000	45,000	10,000	1,098	8,554
10-00-3502 Admin Fees	-	-	-	-	20,000	20,000
10-00-3504 Sponsorship	14,000	24,000	25,000	25,000	-	13,895
Total miscellaneous revenues	19,000	59,000	70,000	35,000	21,098	42,449
Total revenues	\$ 1,895,900	\$ 2,068,800	\$ 2,020,548	\$ 1,951,900	\$ 1,606,711	\$ 1,653,575

* \$70,000 carryover for Prop 68 is for CIP – Rossmoor Park Picnic Shelter, Flooring at Rush Park Auditorium, and possible Pickleball Court at Rossmoor Park.

* Charging convenient fees for credit cards and estimated \$4,000 will be recovered.

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

2018-2019	Property Tax Apportionments	<u>\$ 1,722,203</u>
Reconciliation		
	Current secured	\$ 912,096
	Current unsecured	28,204
	Prior secured	6,143
	Prior unsecured	304
	Delinquent property taxes	769
	Current supplemental assessment	25,780
	Public utility	15,539
	Assessment	346,319
	State-Homeowners Prop. Tax Relief	5,097
	Total Fund 10 Revenue	<u>1,340,251</u>
	Bond Fund Revenues	
	Property assessment	379,327
	Property assessment - prior year	606
	Total Bond Fund Revenues	<u>379,933</u>
	Total property tax	<u>\$ 1,720,184</u>
	Difference	<u>\$ 2,019</u>
	Bond payments	
	Admin fee	\$ 20,000
	Bond Trustee	3,324
	Principal	295,000
	Interest	54,035
	Total debt service	<u>\$ 372,359</u>

**Rossmoor Community Services District
Employee Salary Plan - 4% increase
For the Fiscal Year 2022-2023**

SALARY PLAN FY 2022-2023							
Position	2021-2022 Current Salary		2022-2023 Midpoint Includes 4% adjustment 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	\$ 62,400.00	\$ 4.00	\$ 62,400.00	\$ 4.00	\$ 30.00
General Clerk	\$ 48,166.48	\$ 23.16	\$ 50,093.14	\$ 0.93	\$ 50,093.14	\$ 0.93	\$ 24.08
Account Clerk #	\$ 37,440.00	\$ 18.00	\$ 45,760.00	\$ 4.00	\$ 45,760.00	\$ 4.00	\$ 22.00
Park Superintendent	\$ 60,704.29	\$ 29.18	\$ 63,132.46	\$ 1.17	\$ 63,132.46	\$ 1.17	\$ 30.35
Recreation Superintendent	\$ 55,381.04	\$ 26.63	\$ 57,596.28	\$ 1.07	\$ 57,596.28	\$ 1.07	\$ 27.69
District Arborist #	\$ 49,587.29	\$ 23.84	\$ 57,907.20	\$ 4.00	\$ 57,907.20	\$ 4.00	\$ 27.84
Maintenance/Rec Assistant	\$ 34,580.81	\$ 16.63	\$ 35,964.04	\$ 0.67	\$ 35,964.04	\$ 0.67	\$ 17.29
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,087.66	\$ 0.67	\$ 17,087.66	\$ 0.67	\$ 17.30
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,087.66	\$ 0.67	\$ 17,087.66	\$ 0.67	\$ 17.30
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,440.32	\$ 0.64	\$ 16,440.32	\$ 0.64	\$ 16.64
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,440.32	\$ 0.64	\$ 16,440.32	\$ 0.64	\$ 16.64
Event/Facility Attendant	n/a	\$ 15.00		\$ -			\$ 15.00

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

**Totals	\$ 489,416.78	\$ 524,909.07	Difference \$ 35,492.29
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District Arborist warranted an increase of \$4 per hour and is excluded from the 4% increase; vacant positions also exempt from 4% increase
No elimination of a part-time Maintenance/Recreation Assistant position. Therefore, the differences between FY2021/2022 and FY2022/2023 is \$35,492.29

**Rossmoor Community Services District
Employee Salary Plan - 7% increase
For the Fiscal Year 2022-2023**

SALARY PLAN FY 2022-2023							
Position	2021-2022 Current Salary		2022-2023 Midpoint Includes 7% adjustment 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	\$ 62,400.00	\$ 4.00	\$ 62,400.00	\$ 4.00	\$ 30.00
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	\$ 45,760.00	\$ 4.00	\$ 45,760.00	\$ 4.00	\$ 22.00
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
District Arborist #	\$ 49,587.29	\$ 23.84	\$ 57,907.20	\$ 4.00	\$ 57,907.20	\$ 4.00	\$ 27.84
Maintenance/Rec Assistant	\$ 34,580.81	\$ 16.63	\$ 37,001.46	\$ 1.16	\$ 37,001.46	\$ 1.16	\$ 17.79
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,580.57	\$ 1.16	\$ 17,580.57	\$ 1.16	\$ 17.79
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,580.57	\$ 1.16	\$ 17,580.57	\$ 1.16	\$ 17.79
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,914.56	\$ 1.12	\$ 16,914.56	\$ 1.12	\$ 17.12
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,914.56	\$ 1.12	\$ 16,914.56	\$ 0.64	\$ 17.12
Event/Facility Attendant	n/a	\$ 15.00		\$ -			\$ 15.00

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

**Totals	\$ 489,416.78	\$ 532,808.36	Difference \$ 43,391.57
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District Arborist warranted an increase of \$4 per hour and excluded from the 7% increase; vacant positions also exempt from 7% increase

No elimination of a part-time Maintenance/Recreation Assistant position. Therefore, the differences between FY2021/2022 and FY2022/2023 is \$43,391.57

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

		2021-2022			2022-2023	2018-2019	2019-2020
		Original	Amended	12-Month Projected	Proposed	Actual	Actual
		Budget	Budget	Estimates to Close	Budget		
Salaries and Benefits							
10-10-4000	Board of Directors' Compensation	\$ 9,000	\$ 16,000	\$ 14,558	\$ 11,000	\$ 7,167	\$ 8,300
10-10-4001	Part-time	64,272	64,272	59,738	67,056	-	19,358
10-10-4003	Overtime	1,500	9,500	9,546	10,000	-	11,694
10-10-4006	Salaries - Administrative	220,560	205,560	175,797	243,253	228,845	203,318
10-10-4008	Salaries - Parks and Recreation	116,085	116,085	111,752	156,693	141,978	113,251
10-10-4009	Salaries - Tree	84,168	84,168	53,438	57,907	137,819	128,537
10-10-4007	Mileage Reimbursement	1,500	1,500	1,509	2,000	1,125	1,083
10-10-4010	Workers' Compensation Insurance	18,500	18,500	18,840	20,000	21,829	13,255
10-10-4011	Medical Insurance	85,000	85,000	73,942	80,000	94,591	74,378
10-10-4015	Federal Payroll Taxes	48,415	48,415	51,448	52,991	40,924	39,064
Total salaries and benefits		649,000	649,000	570,568	700,900	674,278	612,238
Operations and Maintenances							
10-10-5002	Insurance - Liability	35,000	35,000	34,615	35,000	19,774	24,609
10-10-5004	Membership & Dues	7,200	9,000	8,869	9,500	6,733	7,692
10-10-5006	Travel & Meetings	2,500	2,500	644	2,500	2,202	3,966
10-10-5007	Board Meeting Televised	20,000	20,000	20,331	22,000	19,529	14,867
10-10-5008	Gasoline	-	-	-	5,000	-	-
10-10-5010	Publications & Legal Notice	6,500	8,000	7,393	7,500	7,232	6,872
10-10-5012	Printing	3,000	4,500	4,358	4,000	2,387	3,051
10-10-5014	Postage	2,500	2,500	855	2,000	4,286	4,469
10-10-5016	Office & Meeting Supplies	15,000	15,000	5,914	15,000	10,427	7,714
10-10-5020	Telephone	12,000	12,000	7,824	10,000	12,741	10,722
10-10-5021	Computer/Email/Server Costs	5,000	5,000	4,598	5,000	5,393	4,341
10-10-5030	Vehicle Maintenance	-	-	2,011	5,000	-	-
10-10-5045	Miscellaneous Expenditures	10,000	90,000	89,330	20,000	24,190	14,541
10-10-5046	Bank Service Charges	1,000	2,500	2,457	4,000	3,258	2,984
10-10-5050	Elections	-	-	-	8,000	-	-
Total operations and maintenance		119,700	206,000	189,199	154,500	118,152	105,828
Contract Services							
10-10-5610	Legal Services	60,000	60,000	54,194	62,400	49,075	57,022
10-10-5615	Financial Audit - Consulting	17,000	17,000	17,225	19,000	12,940	12,500
10-10-5620	Outsourced Financial Consultant	60,000	60,000	60,000	60,000	-	15,000
10-10-5670	Other Professional Services	35,000	35,000	31,317	40,000	34,025	28,004
Total Contract Services		172,000	172,000	162,736	181,400	96,040	112,526
Capital Expenditures							
10-10-6010	Equipment	2,000	2,000	1,403	2,000	1,612	566
10-10-6015	Software	15,000	15,000	17,215	10,000	-	-
Total Capital Expenditures		17,000	17,000	18,618	12,000	1,612	566
Total Expenditures		\$ 957,700	\$ 1,044,000	\$ 941,121	\$ 1,048,800	\$ 890,082	\$ 831,158

* assuming 4% increase on Salaries

* Insurance - Liability was paid in June 2021 and will be adjusted during year-end.

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

		2021-2022			2022-2023	2018-2019	2019-2020
		Original	Amended	12-Month Projected Estimates to Close	Proposed	Actual	Actual
		Budget	Budget		Budget		
Salaries and Benefits							
10-10-4000	Board of Directors' Compensation	\$ 9,000	\$ 16,000	\$ 14,558	\$ 11,000	\$ 7,167	\$ 8,300
10-10-4001	Part-time	64,272	64,272	59,738	68,990	-	19,358
10-10-4003	Overtime	1,500	9,500	9,546	10,000	-	11,694
10-10-4006	Salaries - Administrative	220,560	205,560	175,797	244,698	228,845	203,318
10-10-4008	Salaries - Parks and Recreation	116,085	116,085	111,752	161,213	141,978	113,251
10-10-4009	Salaries - Tree	84,168	84,168	53,438	57,907	137,819	128,537
10-10-4007	Mileage Reimbursement	1,500	1,500	1,509	2,000	1,125	1,083
10-10-4010	Workers' Compensation Insurance	18,500	18,500	18,840	20,000	21,829	13,255
10-10-4011	Medical Insurance	85,000	85,000	73,942	80,000	94,591	74,378
10-10-4015	Federal Payroll Taxes	48,415	48,415	51,448	53,698	40,924	39,064
Total salaries and benefits		649,000	649,000	570,568	709,506	674,278	612,238
Operations and Maintenances							
10-10-5002	Insurance - Liability	35,000	35,000	34,615	35,000	19,774	24,609
10-10-5004	Membership & Dues	7,200	9,000	8,869	9,500	6,733	7,692
10-10-5006	Travel & Meetings	2,500	2,500	644	2,500	2,202	3,966
10-10-5007	Board Meeting Televised	20,000	20,000	20,331	22,000	19,529	14,867
10-10-5008	Gasoline	-	-	-	5,000	-	-
10-10-5010	Publications & Legal Notice	6,500	8,000	7,393	7,500	7,232	6,872
10-10-5012	Printing	3,000	4,500	4,358	4,000	2,387	3,051
10-10-5014	Postage	2,500	2,500	855	2,000	4,286	4,469
10-10-5016	Office & Meeting Supplies	15,000	15,000	5,914	15,000	10,427	7,714
10-10-5020	Telephone	12,000	12,000	7,824	10,000	12,741	10,722
10-10-5021	Computer/Email/Server Costs	5,000	5,000	4,598	5,000	5,393	4,341
10-10-5030	Vehicle Maintenance	-	-	2,011	5,000	-	-
10-10-5045	Miscellaneous Expenditures	10,000	90,000	89,330	20,000	24,190	14,541
10-10-5046	Bank Service Charges	1,000	2,500	2,457	4,000	3,258	2,984
10-10-5050	Elections	-	-	-	8,000	-	-
Total operations and maintenance		119,700	206,000	189,199	154,500	118,152	105,828
Contract Services							
10-10-5610	Legal Services	60,000	60,000	54,194	62,400	49,075	57,022
10-10-5615	Financial Audit - Consulting	17,000	17,000	17,225	19,000	12,940	12,500
10-10-5620	Outsourced Financial Consultant	60,000	60,000	60,000	60,000	-	15,000
10-10-5670	Other Professional Services	35,000	35,000	31,317	40,000	34,025	28,004
Total Contract Services		172,000	172,000	162,736	181,400	96,040	112,526
Capital Expenditures							
10-10-6010	Equipment	2,000	2,000	1,403	2,000	1,612	566
10-10-6015	Software	15,000	15,000	17,215	10,000	-	-
Total Capital Expenditures		17,000	17,000	18,618	12,000	1,612	566
Total Expenditures		\$ 957,700	\$ 1,044,000	\$ 941,121	\$ 1,057,406	\$ 890,082	\$ 831,158

* assuming 7% increase on Salaries

* Insurance - Liability was paid in June 2021 and will be adjusted during year-end.

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	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	\$ 43,154	\$ 38,776
10-20-5019 Fireworks	-	-	-	-	8,000	-
10-20-5045 Miscellaneous Expenditures	-	-	-	-	5,224	-
10-20-5670 Other Professional Services	-	-	-	-	516	-
Total operations and maintenance	39,500	55,000	54,576	60,000	56,894	38,776
Total Expenditures	\$ 39,500	\$ 55,000	\$ 54,576	\$ 60,000	\$ 56,894	\$ 38,776

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenances						
10-30-5018 Janitorial Supplies	\$ 6,000	\$ 6,000	5,363	\$ 6,600	\$ 3,448	\$ 3,037
10-30-5022 Utilities	12,500	12,500	9,952	12,500	11,842	11,279
10-30-5023 Water	28,000	43,000	42,149	35,000	18,006	24,392
10-30-5025 Secured Property Tax	1,150	1,150	1,048	1,200	928	1,037
10-30-5030 Vehicle Maintenance	1,000	1,500	1,480	1,500	1,070	1,208
10-30-5032 Buildings & Grounds-Maintenance	30,000	30,000	30,000	30,000	31,942	25,526
10-30-5034 Alarm Systems/Security	850	850	1,014	1,000	904	635
10-30-5045 Miscellaneous Expenditures	500	500	-	4,500	4,484	-
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	92,040	93,800	72,624	67,114
Contract Services						
10-30-5655 Landscape Maintenance/Janitorial Services	27,000	30,000	31,825	32,000	31,962	31,072
10-30-5670 Other Professional Services	-	-	-	-	480	-
Total Contract Services	27,000	30,000	31,825	32,000	32,442	31,072
Capital Expenditures						
10-30-8005 Buildings and improvements	155,000	95,000	58,000	70,000	41,651	9,169
Total Capital Expenditures	155,000	95,000	58,000	70,000	41,651	9,169
Total Expenditures	\$ 263,000	\$ 221,500	\$ 181,866	\$ 195,800	\$ 146,717	\$ 107,355

Capital expenditures breakdown:

\$50,000 for Picnic Shelter

\$20,000 for Pickleball Court

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	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget				
Operations and Maintenances						
10-40-5018 Janitorial Supplies	\$ 6,000	\$ 6,000	\$ 5,320	\$ 6,600	\$ 3,448	\$ 3,036
10-40-5020 Telephone	-	-	-	-	-	124
10-40-5022 Utilities	2,000	2,000	1,588	2,000	1,530	1,075
10-40-5023 Water	2,250	2,250	2,181	2,250	1,996	1,556
10-40-5025 Secured Property Tax	1,000	1,000	880	1,000	779	871
10-40-5030 Vehicle Maintenance	500	1,500	1,450	1,500	987	1,084
10-40-5032 Buildings & Grounds-Maintenance	8,000	8,000	7,000	8,000	12,831	6,246
10-40-5034 Alarm Systems/Security	650	650	500	650	514	495
10-40-5045 Miscellaneous Expenditures	500	500	-	500	3,546	-
10-40-5052 Minor Facility Repairs/Tools	500	500	-	500	-	-
Total operations and maintenance	21,400	22,400	18,919	23,000	25,631	14,487
Contract Services						
10-40-5655 Landscape Maintenance/Janitorial Services	3,000	3,000	5,380	5,000	3,491	3,452
10-40-5670 Other Professional Services	-	-	-	-	480	-
Total Contract Services	3,000	3,000	5,380	5,000	3,971	3,452
Capital Expenditures						
10-40-6005 Buildings and improvements	-	-	-	-	14,557	5,550
Total Capital Expenditures	-	-	-	-	14,557	5,550
Total Expenditures	\$ 24,400	\$ 25,400	\$ 24,299	\$ 28,000	\$ 44,159	\$ 23,489

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenances						
10-50-5018 Janitorial Supplies	\$ 6,000	\$ 6,000	5,324	\$ 6,600	\$ 3,458	\$ 3,042
10-50-5022 Utilities	23,000	23,000	22,136	25,300	23,229	20,144
10-50-5023 Water	42,000	50,000	49,688	50,000	38,693	30,656
10-50-5025 Secured Property Tax	4,200	4,200	4,010	4,200	3,550	3,969
10-50-5030 Vehicle Maintenance	1,000	2,000	1,324	2,000	988	1,208
10-50-5032 Buildings & Grounds-Maintenance	40,000	40,000	30,000	40,000	43,229	37,317
10-50-5034 Alarm Systems/Security	800	800	500	800	854	495
10-50-5045 Miscellaneous Expenditures	500	500	-	500	4,569	-
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	114,541	131,400	118,570	96,831
Contract Services						
10-50-5655 Landscape Maintenance/Janitorial Services	27,000	30,000	30,300	33,000	31,692	31,617
10-50-5670 Other Professional Services	-	-	-	-	480	-
Total Contract Services	27,000	30,000	30,300	33,000	32,172	31,617
Capital Expenditures						
10-50-6005 Building and Improvements	-	41,000	30,000	40,000	8,149	26,196
10-50-6010 Equipment	-	49,000	14,794	10,000	-	-
Total Capital Expenditures	-	90,000	44,794	50,000	8,149	26,196
Total Expenditures	\$ 145,500	\$ 248,500	\$ 189,635	\$ 214,400	\$ 158,891	\$ 154,644

Capital expenditures breakdown:

\$30,000 for new flooring for the Auditorium

\$20,000 for electrical upgrade

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	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	\$ 72,124	\$ 117,200
Total Contract Services	100,000	100,000	101,796	100,000	72,124	117,200
Total Expenditures	\$ 100,000	\$ 100,000	\$ 101,796	\$ 100,000	\$ 72,124	\$ 117,200

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenances						
10-65-5002 Insurance - Liability	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ 2,200
10-65-5032 Buildings & Grounds-Maintenance	1,000	1,000	-	1,000	2,062	-
Total operations and maintenance	<u>1,000</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>	<u>4,262</u>	<u>2,200</u>
Total expenditures	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 4,262</u>	<u>\$ 2,200</u>

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	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	\$ 61,341	\$ 59,599
Total Contract Services	<u>65,000</u>	<u>80,000</u>	<u>77,132</u>	<u>80,000</u>	<u>61,341</u>	<u>59,599</u>
Total expenditures	<u>\$ 65,000</u>	<u>\$ 80,000</u>	<u>\$ 77,132</u>	<u>\$ 80,000</u>	<u>\$ 61,341</u>	<u>\$ 59,599</u>

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

		2021-2022		12-Month Projected Estimates to Close	2022-2023 Proposed Budget	2018-2019 Actual	2018-2019 Actual
		Original Budget	Amended Budget				
Operations and Maintenances							
10-80-5017	Community Events	\$ 1,500	\$ 1,500	\$ 500	\$ 1,500	\$ 1,246	\$ 598
10-80-4007	Vehicle Allowance	-	-	-	-	373	-
Total operations and maintenance		1,500	1,500	500	1,500	1,619	598
Contract Services							
10-80-5656	Tree Trimming	120,500	140,500	148,974	130,500	105,045	117,310
10-80-5657	Tree Healthcare	-	-	-	-	5,280	-
10-80-5660	Tree Removal	3,000	3,000	1,800	3,000	3,544	3,440
10-80-5670	Other Professional Services	-	-	-	-	2,758	-
Total Contract Services		123,500	143,500	150,774	133,500	116,627	120,750
Capital Expenditures							
10-80-6015	Trees	45,000	45,000	42,000	45,000	43,001	54,420
Total capital expenditures		45,000	45,000	42,000	45,000	43,001	54,420
Total expenditures		\$ 170,000	\$ 190,000	\$ 193,274	\$ 180,000	\$ 161,247	\$ 175,768

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

	2021-2022		12-Month Projected Estimates to Close	2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget				
Salaries and Benefits						
Operations and Maintenances						
10-90-5022 Utilities	\$ 500	\$ 500	537	\$ 500	\$ 753	\$ 610
10-90-5023 Water	6,000	10,200	9,881	9,000	8,117	8,560
10-90-5032 Buildings & Grounds-Maintenance	2,000	2,000	-	2,000	8,763	590
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	11,800	17,633	9,760
Contract Services						
10-90-5655 Landscape Maintenance/Janitorial Services	3,000	3,000	3,116	3,000	3,491	3,452
10-90-5656 Tree Trimming	-	-	-	-	208	-
10-90-5670 Other Professional Services	-	-	-	-	21	-
Total Contract Services	3,000	3,000	3,116	3,000	3,720	3,452
Capital Expenditures						
10-90-8005 Building and Improvements	-	-	-	-	9,848	11,944
Total capital expenditures	-	-	-	-	9,848	11,944
Total expenditures	\$ 11,800	\$ 16,000	\$ 13,534	\$ 14,800	\$ 31,201	\$ 25,156

**COST OF LIVING (COLA) SURVEY
For FY 2022-2023 Budgets**

Prepared: June 2022

Agency	Cost of Living Adjustment (COLA)
Capistrano Bay Community Services District	One employee - \$1/year raise General Manager - determined by Board Most services contracted
City of Cerritos	3-year MOU; 2-3%
City of Cypress	In negotiations
City of Hercules	3% plus one-time bonus to be determined
City of Lakewood	In negotiations (3-4% anticipated)
City of La Palma	In negotiations
City of Los Alamitos	Several bargaining units at 2% Teamsters have a 3-year agreement Executive staff (unrepresented) raises to be determined
City of Rancho Santa Margarita	Up to 5% based on performance
City of Villa Park	4%
Emerald Bay Community Services District	General Manager - annual increase determined by Board
Surfside Colony Community Services District	Board decides annual increase based on performance and workload

**ROSSMOOR COMMUNITY SERVICES DISTRICT
COMPARISON OF PROGRAMS AND DUTIES SINCE FY 2018-19**

FY 2018-19	CURRENT	EXPLANATION
Combination Concert/Movie Nights (summer) - 3	Family Festivals and Concerts (in conjunction with Elite Special Events) - 3	Events expanded to 2 p.m. to 8 p.m. celebration with food trucks, kids area, over 40 vendor booths
	Movie Nights - 2	Not held same night as concerts; separate events
Spring Community Festival (in collaboration with RHA) - 1		RHA decided to forgo a Spring Festival since the Family Festivals were very successful. They host a booth at the Family Festivals.
Shakespeare in the Park (contracted - fee paid by RCSD) - 2	Shakespeare in the Park - 2	2021 provided by Inner City Shakespeare Co. at no charge; 2022 will be provided by Shakespeare by the Sea at no charge to RCSD
Arbor Day	Arbor Day (enhanced)	Beginning in 2020, collaborated with LAUSD and most recently The Youth Center for greater participation and educational outreach
Facility and Sports Reservations (churches, AYSO, FNL, LAGSL)	Facility and Sports Reservations (churches, AYSO, FNL, LAGSL)	RCSD continues to provide services to the community through these organizations
Winter Festival - 1	Winter Festival - 1 (expanded)	The hours of the event have been expanded, as well as the amenities and services associated with this event.
General Maintenance for trash and restrooms (contracted)	In-house general maintenance provided by staff	For enhanced service - daily, including nights/weekends.
	Weekend and early evening coverage by RCSD staff for general supervision/monitoring of parks/facilities (previously no night/weekend coverage)	This provides for greater service to RCSD residents and safeguards the District's parks and facilities.
	Bicycle Safety Event -- hosted by RCSD and CHP	This was a successful event; looking forward to hosting this annually.
	Bulky Item Pick Up Days - 2 (hosted by RCSD and CR&R)	These have been an outstanding service to our residents and well received. Over 250 cars were counted at each event.
	Farmers Market - weekly	New - well received weekly program beginning May 2022; encourages community engagement.

FY 2018-19	CURRENT	EXPLANATION
	Chamber of Commerce Heroes Luncheon (Rush Park venue provided by RCSD) - 1	
	Red Cross Blood Drive – monthly at Rush Park	
	Mobile libraries in collaboration with OC Library	OC Library comes out throughout the year to provide service to the community with RCSD involvement and support.
	National Day of Prayer Night (hosted by area clergy at Rush Park)	
	National Night Out (hosted by RCSD, Sheriff's, CHP)	This was planned for 2020 and 2021, however due to COVID was not held. Plans are underway for 2022.
	Drive-In Movie Night - 1	This event was planned in response to COVID; well received; will be continued indoors or outdoors.
	Family Night Out - 1	New addition; being planned in conjunction with The Youth Center.
	New Homeowners Welcome Packet Distribution	RCSD staff distributes Welcome Packets to new residents; this provides an opportunity for staff to engage with residents.
	Mulch Distribution Program – two times a month	58
	Youth Center After School Program at Rush Park – Monday through Friday/school year; Summer Day Camp at Rossmoor Park – Monday through Friday	The after school program at Rush is a new addition and provides youth in the community to be safely supervised after school.
	Parent Date Night - 1	New addition; childcare provided in conjunction with The Youth Center.
	Teen Leadership Academy	New addition; in conjunction with The Youth Center – summer/week long.
	Health and Wellness Fair	New program, similar to a festival that will promote health and wellness. Presented by RCSD, OC Supervisorial District 1 and OC Public Health.
	Senior Health Lectures – 6	In collaboration with Los Alamitos Medical Center; six free lecture events at Rush Park

**NOTICE OF PREPARATION OF FINAL BUDGET OF
THE ROSSMOOR COMMUNITY SERVICES
DISTRICT FOR FISCAL YEAR 2022-2023 AND
PUBLIC HEARING THEREON**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Service District has reviewed a preliminary budget as of May 10, 2022, for fiscal year 2022- 2023, and the General Manager of the District has prepared a proposed Final Budget for fiscal year 2022-2023. The proposed final budget is available for inspection at the district office between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday and will also be available on the district's website at <https://www.rossmoor-csd.org> starting on June 9, 2022. The District office is located at 3001 Blume Drive, Rossmoor CA 90720.

NOTICE IS ALSO GIVEN that the Board of Directors of the district will conduct a public hearing on the proposed Final Budget on June 14, 2022, commencing at 7:00 p.m., at the District Auditorium, 3021 Blume Drive, Rossmoor CA 90720. Any person may appear at the time of the hearing and be heard regarding the proposed Final Budget. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for the fiscal year 2022-2023.

Joe Mendoza
Board Secretary

June 1, 2022
Date

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 G-1**

Date: June 14, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Ken Pun

Subject: RESOLUTION NO. 22-06-14-02 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

Approve Resolution No. 22-06-14-02 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

INFORMATION

At the May 10, 2022 regular meeting of the Rossmoor Community Services District (RCSD) Board of Directors, the Board discussed the Fiscal Year 2022-2023 Proposed Budget and authorized the General Manager to submit a Proposed Final Budget for FY 2022-2023. Approval of this resolution is in compliance with SB 135 which requires approval of the final budget by a resolution of the Board of Directors. This action also establishes budgetary control by the Board at the fund level. At the May 10, 2022 meeting, the RCSD Board also adopted a resolution establishing the FY 2022-2023 expenditure limits. The proposed expenditure totals of the RCSD FY 2022-2023 Final Budget are within those limits.

ATTACHMENTS

1. Resolution No. 22-06-14-02 (with Attachment A)

RESOLUTION 22-06-14-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

WHEREAS, the Rossmoor Community Services District did discuss and approve at a public hearing, the District's Fiscal Year 2022-2023 Final Budget at its Regular Meeting on July 13, 2021.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Annual Budget Revenue and Expenditure totals by Fund in the amounts specified in Attachment A for the Fiscal Year 2022-2023.

PASSED AND ADOPTED this 14th day of June 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

RESOLUTION 22-06-14-02: ATTACHMENT A**ANNUAL FISCAL YEAR 2022-2023
BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY**

TOTAL FUND REVENUES	7%	4%
FUND 10	\$1,951,900	\$1,951,900
TOTAL ALL FUNDS	<u>\$1,951,900</u>	<u>\$1,951,900</u>
TOTAL FUND EXPENDITURES		
FUND 10	\$1,931,406	\$1,922,800
TOTAL ALL FUNDS	<u>\$1,931,406</u>	<u>\$1,922,800</u>

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: June 14, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: RESOLUTION NO. 22-06-14-03 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING JULY AS PARKS AND RECREATION MONTH

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve by roll call vote, Resolution No. 22-06-14-03 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING JULY AS PARKS AND RECREATION MONTH

INFORMATION

In an effort to recognize the importance of parks and recreation to the Rossmoor community, a resolution is presented designating July as *Parks and Recreation Month*.

The Rossmoor Community Services District (RCSD) has beautiful parks for the community to enjoy. In addition, there is a variety of recreational opportunities provided for Rossmoor through passive recreation areas, youth sports opportunities, recreation classes, and special events. Parks are at the center of many experiences and memories. Local parks are often one's first experience in nature, an introduction to a hobby or physical activities, and parks are places to gather with friends and family to create special memories.

With the COVID-19 pandemic isolating people in part of 2020 and 2021, the pleasure of being outdoors and enjoying parks and recreational opportunities became especially important. The RCSD is committed to promoting physical, emotional and mental health and wellness through our parks and recreation programs. To help celebrate July as *Parks and Recreation Month*, the District will kick off the summer season with a Rossmoor Family Festival at Rush Park on Saturday, June 11, 2022 from 2 p.m. to 8 p.m., featuring food trucks, kid's carnival area, craft vendors and a concert. Additional Rossmoor Family Festivals are planned through the summer on Saturdays, July 19, and August 13. Movie nights are scheduled for Fridays, June 17 and July 15.

We hope to engage the Rossmoor community as we celebrate July as *Parks and Recreation Month*.

ATTACHMENTS

1. Resolution No. 22-06-14-03

RESOLUTION 22-06-14-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING JULY AS PARKS AND RECREATION MONTH

WHEREAS, parks and recreation are an integral part of communities throughout this country, including Rossmoor, California; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS, parks and recreation encourages physical activities by providing space for popular sports, hiking, and other activities designated to promote active lifestyles; and

WHEREAS, parks and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the United States House of Representatives has designated July and Parks and Recreation Month; and

WHEREAS, the Rossmoor Community Services District recognizes the benefits derived from parks and recreation resources;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that July is recognized as Parks and Recreation Month in the Rossmoor Community Services District.

PASSED AND ADOPTED this 14th day of June 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 H-1

Date: June 14, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH TRIPEPI, SMITH & ASSOCIATES, INC. FOR A/V SUPPORT AND BROADCASTING SERVICES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District approve the *Rossmoor Community Services District Professional Services Agreement for A/V Support and Broadcasting Services with Tripepi, Smith & Associates, Inc. 2022-2025.*

BACKGROUND

At the March 3, 2022 Organizational Ad Hoc Committee meeting, the Committee and the General Manager reviewed the Professional Services Agreement (PSA) that was in effect with Mr. Doug Wood for A/V and Broadcasting Services for the RCSD. The Committee discussed Mr. Wood's performance and PSA. Mr. Wood's PSA was effective from 2018 to 2021. In April 2021, the RCSD Board of Directors approved the 1st Amendment to Mr. Wood's agreement to extend the term by one year (through April 9, 2022).

With Mr. Wood's agreement expiring, the General Manager advised the Committee that he would be obtaining proposals from other vendors, including Mr. Wood, for A/V and broadcasting services. Because of the new audio visual components and system in the Rush Auditorium, and the use of Zoom technology, the District's A/V and broadcasting services are especially important. The addition of remote participation in meetings increased the technical expertise needed to perform the necessary tasks. Retaining a company that could provide the desired technical support and service was a priority, as well as retaining a company that could offer quality production services.

INFORMATION

The District received three proposals for A/V and Broadcasting Services. Following a thorough review and interviews, Tripepi, Smith & Associates, Inc. (Tripepi Smith) was determined to be the best candidate to provide services to the RCSD. Tripepi Smith has over 10 years of experience working with public agencies. They provide broadcasting services to surrounding cities in the Los Angeles/Orange County areas. They are a proven and respected company.

Beginning in April 2022, Tripepi Smith was retained on a month-to-month basis to perform the A/V and Broadcasting Services for the RCSD Board meetings. This

temporary arrangement allowed the District and the company to determine if they were a good fit. It also allowed Tripepi Smith to evaluate the needs of the District, including any equipment that could be obtained to improve the quality of the District's production. They made recommendations that included upgrades and additions to equipment, as well as a consultation fee for this service. They also suggested adding a livestream component using the YouTube platform for individuals to view the meeting in real time if desired. Tripepi Smith did an outstanding job in April and May. Therefore, a Professional Services Agreement (PSA) was prepared between the District and Tripepi Smith (Contractor), effective July 1, 2022 through June 30, 2025, with extensions for up to two additional subsequent years. The PSA has been reviewed by General Counsel and approved in form. All provisions and insurance are in order.

The termination of the agreement by the District may be made any time and without cause by giving written notice to the Contractor at least seven days before the effective date of termination. The Contractor may terminate the Agreement solely for cause by providing written notice to District at least 30 days before the effective date of termination.

Fiscal Impact:

The fee commencing July 1, 2022 is not to exceed \$15,780 annually (for time and material) for the monthly Board meetings. Additional charges would be incurred for added production services (i.e. stakeholder meetings, public hearings, public forums, etc.). Therefore \$22,000 is proposed for the FY 2022-2023 budget. In FY 2021-2022, \$20,000 was budgeted and it appears that we will exceed that amount by approximately \$3,000, primarily because of extra public meetings that were held, technical support and some added equipment to enhance the District's audio visual capabilities, resulting in a better production for viewers.

It is recommended that the RCSD Board of Directors approve the PSA for A/V Support and Broadcasting Services with Tripepi, Smith & Associates, Inc. 2022-2025.

ATTACHMENTS

1. Rossmoor Community Services District Professional Services Agreement for A/V Support and Broadcasting Services with Tripepi, Smith & Associates, Inc. 2022-2025

**ROSSMOOR COMMUNITY SERVICES DISTRICT
PROFESSIONAL SERVICES AGREEMENT
FOR A/V SUPPORT AND BROADCASTING SERVICES
WITH TRIPEPI, SMITH & ASSOCIATES, INC.
2022-2025**

This Professional Services Agreement (“Agreement”) is made and entered into this 14th day of June, 2022, by and between the Rossmoor Community Services District, a public agency (“District”), and Tripepi, Smith & Associates, Inc., a California corporation (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.”

1. RECITALS.

1.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain services required by the District on the terms and conditions set forth in this Agreement. Contractor represents and warrants that it is experienced in providing such services, is licensed in the State of California, and is familiar with the operation of District.

1.2 Project.

District desires to engage Contractor to render audio-visual (A/V) support and broadcasting services to the District (“Project”) as set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the Parties agree as follows:

2. SCOPE OF SERVICES AND TERM.

2.1 General Scope of Services. Contractor promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A,” attached hereto and incorporated herein. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein, and all applicable local, state and federal laws, rules and regulations. In the event of a conflict or ambiguity between the provisions of this Agreement and any of the attached exhibits, the provisions of this Agreement shall be controlling.

2.2 Term. The term of this Agreement shall be for a period not exceeding three (3) years from July 1, 2022 (the “Effective Date”), unless earlier terminated as provided herein. The term may be extended by two (2) additional one (1) year periods upon mutual written agreement

of the Parties. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

3. RESPONSIBILITIES OF CONTRACTOR.

3.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee. Contractor shall have no power to incur any debt, obligation, or liability on behalf of District or otherwise act on behalf of District as an agent. Neither District nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of District. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement and in accordance with the schedule of services as incorporated into Exhibit "A". Contractor represents and warrants that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the schedule, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor shall provide a more detailed schedule of anticipated performance to meet the schedule of services.

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

3.4 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all

necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

3.5 Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the District's Representative, regarding any services rendered under this Agreement at no additional cost to District. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to District, provide all necessary design drawings, estimates and other professional services necessary to rectify and correct the matter to the sole satisfaction of District and to participate in any meeting required with regard to the correction.

3.6 Records and Audits. Records of Contractor's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to District or its Representative for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.7 Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Contractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of District. Contractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of District. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of District and without liability or legal exposure to Contractor. District shall indemnify and hold harmless Contractor from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from District's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Contractor. Contractor shall deliver to District any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by District or its authorized representative, at no additional cost to the District.

3.8 Documents. In the event of termination of this Agreement, all documents prepared by Contractor in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the District within ten (10) days of delivery of termination notice to Contractor, at no cost to District. Any use of uncompleted documents without specific written authorization from Contractor shall be at District's sole risk and without liability or legal expense to Contractor.

3.9 Insurance.

3.9.1 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 the 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), or if Contractor has no owned autos, Code 8 (hired) and Code 9 (non-owned).

(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) a combined single limit of \$2,000,000.00 or (ii) 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 non-owned, leased and hired vehicles.

3.9.2 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. The 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. FEES AND PAYMENTS.

4.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A".

4.1.1 Fiscal Year 22-23. For the period commencing July 1, 2022 and ending June 30, 2023, Contractor's total compensation shall not exceed Fifteen Thousand Seven Hundred Eighty Dollars (\$15,780.00) without written approval of District.

4.1.2 Fiscal Year 23-24. For the period commencing July 1, 2023 and ending June 30, 2024, Contractor's total compensation shall not exceed Seventeen Thousand Forty-Two Dollars (\$17,042.00) without written approval of District.

4.1.3 Fiscal Year 24-25. For the period commencing July 1, 2024 and ending June 30, 2025, Contractor's total compensation shall not exceed Eighteen Thousand Four Hundred Six Dollars (\$18,406.00) without written approval of District.

Extra Work may be authorized, as described below; and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Agreement.

4.2 Payment of Compensation. Contractor shall submit to District in the form approved by District, a monthly statement for Services rendered prior to the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

4.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

4.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative. Contractor shall be compensated for approved Extra Work in accordance with Contractor's hourly rate schedule set forth in Exhibit "A".

4.5 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Sections 1720, *et seq.*, and 1770, *et seq.*, as well as California Code of Regulations, Title 8, Section 16000, *et seq.*, ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or

“maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000.00 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. District shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor’s principal place of business and at the project site. Contractor shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

5. GENERAL PROVISIONS.

5.1 Termination of Agreement. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Contractor may terminate this Agreement solely for cause and shall do so by providing written notice to District of such termination, and specifying the date thereof, at least thirty (30) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation.

5.2 Representatives. District’s General Manager or his or her designee shall be the representative of District for purposes of this Agreement and may issue all consents, approvals, directives, or agreements on behalf of District called for by this Agreement. Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor called for by this Agreement.

5.3 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective parties may provide in writing for this purpose:

Contractor: Tripepi, Smith & Associates, Inc.
1520 Voyager Drive
Tustin, CA 92782
Attn: Ryder Todd Smith

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

Such notices shall be deemed made when personally delivered or, when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the

Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

5.4 Public Records Act Disclosure. Contractor has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its subcontractors, pursuant to this Agreement and provided to District may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Contractor informs District of such trade secret. District will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The District shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the court.

5.5 Conflict of Interest. Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this Agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Contractor and its officers, employees, associates and subcontractors shall not, without the prior written approval of the District's Representative, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

5.6 Attorneys' Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in connection with such action.

5.7 Indemnification. 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 the performance of Contractor, its employees, and/or authorized subcontractors, of the work undertaken pursuant to 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, 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.

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

5.9 Waiver. The delay or failure of either Party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

5.10 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

5.11 Prior Approval Required to Subcontract. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Contractor shall require each of its subcontractors to agree in writing to be bound by the provisions of this Agreement.

5.12 Non-Exclusive Agreement. Contractor acknowledges that District may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

5.13 Assignment. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor's interest in this Agreement without District's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of District's consent, no subletting or assignment shall release Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

5.15 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining

provisions shall continue to be in full force and effect.

5.16 No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of District and Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

5.17 Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

5.18 Construction. The Parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the Parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

5.19 The Individuals Signing this Agreement. The individuals signing this Agreement represent and warrant that they have the right, power, and authorization to bind their respective entities to the terms of the Agreement.

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

5.21 Entire Agreement. This Agreement constitutes the entire agreement of the Parties with respect to any matter referenced herein and supersedes any and all other prior negotiations. As of the Effective Date of this Agreement, this Agreement shall supersede, and otherwise be controlling, over any and all provisions of any previous agreements, which shall be of no further force or effect.

[SIGNATURE PAGE FOLLOWS.]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____ Date: _____
Joe Mendoza
General Manager

TRIEPEI, SMITH & ASSOCIATES, INC.

By: _____ Date: _____
Ryder Todd Smith
President

APPROVED AS TO FORM FOR DISTRICT

By: _____ Date: _____
Tarquin Preziosi
General Counsel

EXHIBIT "A"



ROSSMOOR COMMUNITY SERVICES DISTRICT

A/V Support Services



April 2022

By: President Ryder Todd Smith
Senior Business Analyst Melanie James

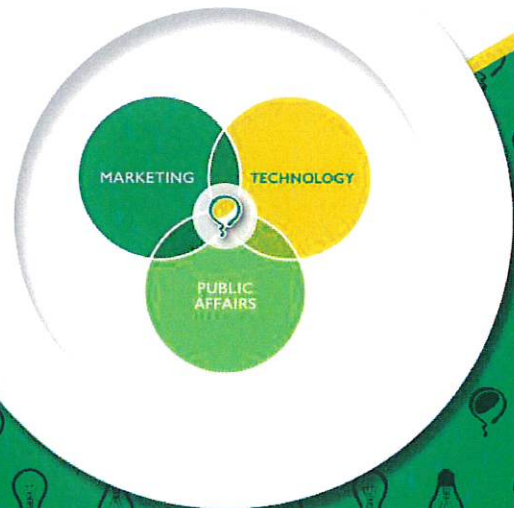
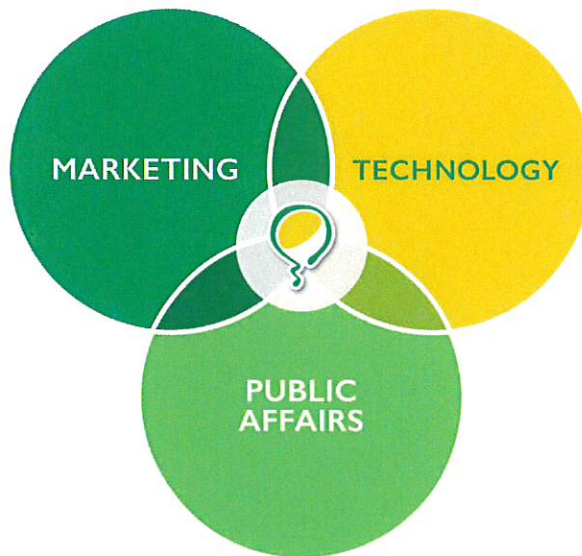




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EXECUTIVE SUMMARY

Thank you for the opportunity to present Triepi Smith’s services to provide A/V support and broadcasting services for the Rossmoor Community Services District. This proposal will introduce you to Triepi Smith, the technical professionals that can execute on Rossmoor’s media broadcasting needs, and our cost estimate for the scope of work.

Triepi Smith has over 10 years’ experience working with public agencies throughout California to better engage and connect with residents. This work includes cablecasting, A/V expertise, directing and production, full-scale video production (including drone services), and full-scale event video production for numerous clients. We also provide communication platform evaluations, develop strategic messaging and public relations strategy, graphic design, website design, and work alongside agency staff to ensure community messaging is reaching and engaging residents to promote their involvement.

Triepi Smith currently provides broadcasting services to the City of Bellflower, City of Fullerton, City of Villa Park, City of Huntington Beach, City of Menifee, City of Paramount and City of La Canada Flintridge. We have also done other council/board chamber consulting work in other cities.

We look forward to our partnership with the Rossmoor Community Services District to provide A/V support and broadcasting services.

Regards,

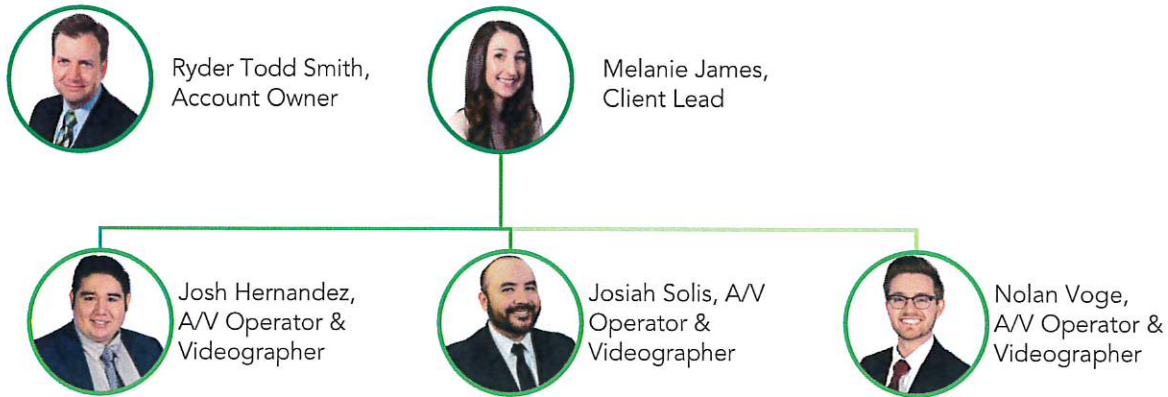
Ryder Todd Smith
Co-Founder & President

Triepi Smith • www.triepismith.com • Founded: 2000 / California S Corporation: 2002
ryder@triepismith.com • (626) 536-2173 • Fax: (949) 679-8371
1520 Voyager Drive, Tustin, CA 92782



PROJECT TEAM AND MANAGEMENT

Organization and Key Staff



It is anticipated that Tripepi Smith Senior Business Analyst **Melanie James** will be the client lead. Melanie will handle crew scheduling, event logistics and project management. A/V Operator **Josh Hernandez, Josiah Solis, and/or Nolan Voge** will be the onsite staff persons for board meetings to record and provide any meeting technical support as needed. Tripepi Smith President **Ryder Todd Smith** will oversee the overall engagement and be available for any necessary presentations to the Board of Directors.

All staff noted are available throughout the duration of this project. Tripepi Smith is a collaborative firm, with many available skillsets, with each available as needed.

The proposed team is comprised of senior level members, each with overall engagement leadership experience. All roles at Tripepi Smith are well-defined and the firm hires to maintain the balance of these roles. This assures the quality of the staff over the term of the agreement. With prior notification, additional staff may be assigned to cover the District of Rossmoor’s engagement.

Tripepi Smith’s team has experience with the many broadcasting platforms and is familiar with additional platforms to facilitate council meeting streaming for those not accessing the meetings on a cable channel. In addition, the team are expert videographers and able to produce, capture, and deliver successful programming and event coverage.



Key Team Details

Team Member	Role Description
<p>Ryder Todd Smith Tripepi Smith President Role: Account Owner</p>	<p>Ryder has a mixed background in the worlds of government relations, technology and marketing. He served as the SVP of Operations and Chief Information Officer for a software-as-a-service startup in the financial services sector. Prior to that, he was the technology manager for a regional staffing firm. Ryder leads Tripepi Smith and is the ultimate project owner on all work handled by the firm. He is the creator of the City Internet Strategies Study, publisher of the Civic Business Journal and PublicCEO.com, and a frequent speaker on the local government circuit. His insights have been published in Western City and PM magazines. He volunteers his time as vice chair of the Rose Institute of State and Local Government Board of Governors, serves on a League of California Cities policy committee and previously served as a Planning Commissioner for the City of Tustin.</p>
<p>Melanie James Tripepi Smith Senior Business Analyst Role: Client Lead</p>	<p>Melanie has worked for Tripepi Smith for over five years handling an array of projects for local government clients. She has the knowledge and experience managing cablecasting engagement with cities. She currently manages and facilitates cablecasting and video production needs for the City of Bellflower, City of Huntington Beach, City of Fullerton and City of Villa Park. In the City of Bellflower, she facilitates staffing for events from city council meetings to annual city-wide events, oversaw the transition to new cablecasting software and is the direct contact for the City. In the City of Huntington Beach, she oversaw the transition of cablecasting services from a previous vendor, staffs every city council and planning commission meetings, provides graphic design support, and is the direct contact for City cablecasting requests. In the City of Fullerton, she assisted the transition of cablecasting services from a previous contract, facilitates staffing for events from city council meetings to community events, provides graphic design support, and is the direct contact for City cablecasting and video production requests.</p>
<p>Josh Hernandez A/V Operator and Videographer</p>	<p>Josh is a driven creative professional with over 7 years of experience in the audio/visual and TV production industry. Josh attended Saddleback College where he participated in the Cinema/Television/Radio Department to strengthen his skills in TV production, directing, storytelling and video editing. He started his career in local government as a graphic designer for the City of Aliso Viejo and then furthered his experience in council meeting broadcasts with the City of Santa Ana and the City of Huntington Beach. He has also practiced his skills for companies, like Microsoft, Paul Mitchell, School First and the Boys and Girls Clubs.</p> <p>Josh is a certified Hootsuite Social Marketing professional. His clients include the City of Huntington Beach, City of Bellflower, City of Fullerton and City of Santa Ana.</p>



Josiah Solis
A/V Operator and Videographer

Josiah is a graduate of Biola University where he earned a Bachelor of Arts in Cinema and Media Arts. During his time at Biola, Josiah learned valuable skills in directing, writing and video editing. Josiah is passionate about communicating the stories of clients in the most visually compelling way. Josiah has visited five different countries to provide videography services on behalf of humanitarian efforts. Josiah also has experience as a digital imaging technician and editor for an independent motion picture in Gonaives, Haiti, where he learned cross-cultural skills while working with American and Haitian industry professionals.

Josiah is a certified Hootsuite Social Marketing Professional. His clients include the City of Fullerton, City of La Cañada Flintridge, City of Paramount, and City of San Clemente.

Nolan Voge
A/V Operator and Videographer

Nolan Voge offers creative insight and technical solutions to the Tripepi Smith team with extensive knowledge in video systems, creative media projects and venue production. As a recent graduate of San Diego State University (SDSU), he received a Bachelor of Science degree in Television, Film and New Media with an emphasis in Production and a minor in Theatre Arts. He displayed his strong work ethic outside of the classroom by participating in nearly sixty projects relating to production. He further enhanced his experience as a content creator for the College of Education at SDSU, followed by employment in the government space. He previously practiced event videography, project management and his knowledge of video systems, computer systems and software with with Empire Media Productions.

Nolan is Hootsuite Social Marketing certified and holds a certification in Dante for audio solutions in production work. His client work includes: City of Bellflower, City of Fullerton, City of Huntington Beach, City of Lancaster, City of Manteca, City of Villa Park, and California Joint Powers Authority.

(See Appendix B for full resumes.)



PRIOR EXPERIENCE & WORK SAMPLES

The Triepi Smith team brings many years of practical expertise in meeting video production, as well as non-meeting event and educational format video production. Other styles of public agency video production Triepi Smith has completed includes (but is not limited to): community event recordings, State of the City video production, interview format, community PSAs, hosted community forums on Zoom, informative animation creation, graphic design for branded on-screen visuals and technical advice on hardware solutions and streaming platforms.

Triepi Smith has in-house videographers that provide top-notch video production, cablecasting and animation services. We can deliver high-level A/V technical expertise, long-form video production, full-scale multi-camera event productions with live streaming, and cablecasting services including mixing, operating, and scheduling recordings. Our team combined has over twelve-years of meeting and cablecasting experience.

Below you will find a breadth of work samples of council meeting recording services and our video production work.

The District can view all work samples listed online at:

www.triepismith.com/councilmeeting

Here is a list of our most recent engagements:

1. CITY OF FULLERTON

Scope: Cablecasting and A/V Services; Video and Event Production

Reference: Anissa Livas, *Administrative Analyst II* • (714) 736-6317

Triepi Smith contracted with the City of Fullerton in 2020 to: record and produce City Council and Planning Commission meetings for FTV3; provide A/V technical support including equipment upgrades; design new opening/closing and 'lower thirds' graphics for meetings; design and layout of Cablecast/Tightrope FTV3 Live Feed; technical setup and logistics for remote Zoom meetings due to COVID-19 restrictions; schedule content on Cablecast/Tightrope carousel; implement and setup of Roku and Apple TV apps; produce multiple videos which include capturing interviews, broll and drone footage.

City Council and Planning Commission Meetings Videos:

www.cityoffullerton.com/agendas

FTV3 Live Feed: www.cityoffullerton.com/ftv3



Sample of Video Production Projects:

- COVID-19 Business Reopening Guidelines: <https://youtu.be/DFyAvUtmsSI>
- Measure S Public Education Video: https://youtu.be/goYo64_dWPA
- League of Woman Voters – Fullerton Candidates Forum:
<https://youtu.be/nGjBW1JiuQM>
- Pearl Park Ribbon Cutting Ceremony: https://youtu.be/Xgk_7cAi_AE
- Join a Meeting with Zoom and Submit a Public Comment:
<https://youtu.be/LuZZ2OQEiBM>

2. CITY OF HUNTINGTON BEACH

Scope: Cablecasting and A/V Services

Reference: Catherine Jun, *Assistant to the City Manager* • (714) 536-5579

The City of Huntington Beach contracted with Tripepi Smith in 2019 to record City Council and Planning Commission meetings for HBTv3. These services include: full-scale cablecasting and A/V technical services for Cablecast/Tightrope software and equipment; collaboration with Senior A/V Technical Engineer for equipment upgrades and technical solutions; technical setup and logistics for remote Zoom meetings due to COVID-19 restrictions; design new opening/closing and lower thirds graphics for meetings; and assist staff with Roku and Apple TV app setup. Tripepi Smith also provides limited on-call video production services to the City and created the opening video that plays prior to council meetings:

<https://vimeo.com/404837166>

City Council and Planning Commission Meetings Videos:

<https://huntingtonbeach.legistar.com/Calendar.aspx>

HBTv3 Live Feed:

http://huntingtonbeach.granicus.com/mediaplayer.php?camera_id=5&publish_id=34

3. CITY OF BELLFLOWER

Scope: Cablecasting and A/V Services; Video and Event Production

Reference: Kristen Smith, *Parks & Recreation Manager* • (562) 804-1424 ext. 2267

The City of Bellflower contracted with Tripepi Smith in 2015 to provide full-scale video production and cablecasting services. These services include: recording and producing City Council Meetings for the City's Channel 26 on Cablecast/Tightrope systems; scheduling content on Cablecast/Tightrope carousel; providing A/V technical support including equipment upgrades; and producing multiple videos which include capturing interviews, broll and drone footage for multiple City events,



including State of the City and Outgoing Mayor events throughout the year. Triepi Smith captures video and photos for all community events in the City of Bellflower and footage is used to create recap videos or used in promotion videos later in the year. Additionally, Triepi Smith directs and the City of Bellflower's Annual Bravo Awards. This is a large-scale event which features a five-camera setup and multiple photographers the day of the event. Also, many interviews and videos are produced prior to the event which are shown during the event.

City Council Meetings Videos:

<https://www.youtube.com/user/CityOfBellflower/videos>

Sample of Video Production Projects:

- We Are Bellflower: <https://youtu.be/C4FiHzhoDNc>
- 26th Annual Bravo Awards: <https://youtu.be/tCh7ZzpmlPs>
- 2020 Bellflower Virtual State of the City: <https://youtu.be/vdaeSztYCGg>
- 2021 Outgoing Mayor Ceremony: https://youtu.be/iBOaQ-DQ_6o

Triepi Smith has only listed our most recent engagements, but we provide video production services to many more clients and we are happy to provide that list, if requested.



SCOPE OF WORK

Rossmoor has identified the need for assistance for A/V support and broadcasting services for to produce and direct live board meetings. This comprehensive approach will include: staff to be onsite prior to every meeting to setup and test all equipment and run each meeting; create all applicable graphics for meeting per agenda; prepare any digital media requested to be shown during a Board Meeting; encode meetings live onto the server for playback; schedule server playbacks on cable channel; ensure live feed of cable channel is running on TV platforms and/or any streaming platforms at all times; and troubleshoot any issues that arises.

The Tripepi Smith team brings expertise in council meeting video production and non-meeting event and educational format video production, as well as the A/V technical expertise and experience to analyze, troubleshoot and solve technical issues. Examples of work include city council meeting recordings, community event recordings, State of the City videos, interview formats and community PSAs. Tripepi Smith also has experience implementing streaming apps such as Facebook Live and YouTube Live Streaming.

Methodology

Tripepi Smith begins every engagement with a kickoff meeting with key stakeholders. The meeting will focus on defining success and planning the steps toward that success over the course of the engagement. This meeting enables us to map out the entirety of our partnership and roles of everyone assisting in helping the Rossmoor fulfill its board meeting video production goals.

Our general approach to meeting broadcast production is to arrive 1-2 hours prior to the start of the meeting, review and prepare all equipment, and perform a sound check. Then, our team member reviews the agenda for any notable activities such as presentations or recognition of audience members, so we are ready to appropriately capture those unique production aspects, in addition to the graphics needed for the meeting. If any technical issues arise during equipment testing or a meeting, Tripepi Smith staff will assess the situation and resolve the issue as quickly as possible. Finally, at the conclusion of the meeting, we have experience with generating the appropriate output files for server rebroadcast, scheduling meetings for rebroadcast and finalizing master DVD copies.

Tripepi Smith will provide contact information to a project manager to be a direct liaison between the Rossmoor Community Services District and Tripepi Smith staff. This contact person will ensure staff is onsite and assist with any project or issues that may arise. The District will also be provided direct contact information including cell numbers for any onsite staff and A/V technical staff.



Project Schedule and Approach

Kickoff Meeting

This meeting will outline the success of the engagement, designate key contact personnel at the District and Triepi Smith, note onsite staff for meetings, and allow Triepi Smith key staff to do walkthrough of video/playback room, Board chambers and all A/V equipment. This meeting will be approximately 1 hour and will happen in the beginning of the engagement.

Project Management

Upon kickoff, Triepi Smith will designate a project manager to facilitate all communication between Triepi Smith and the District, ensure every meeting is staffed accordingly and to manage any issues or other events as needed. Triepi Smith will also designate an A/V technician who will be reachable, on-call and able to provide technical support when needed.

Board Meeting Recordings

TS staff will arrive 1-2 hours prior to Board meetings in order to setup and test all equipment, perform a sound check, and prepare all systems (including Zoom, if needed) for the upcoming meeting. This will include creating all applicable graphics and reviewing agendas for any digital media or notable activities to be displayed during meeting. Staff will troubleshoot any issues that arise during pre-meeting preparation and during the meeting. Staff will remain onsite for the entirety of every meeting to manage the live streaming/recording. Once the meeting has finished, staff will prepare meeting recording for rebroadcasting on cablecast system and District designated streaming platform(s), and prepare master DVDs as needed.

Triepi Smith will provide one TS A/V Operator to be onsite for every Board meeting for the duration of the contract. In the beginning, we will provide two TS A/V Operators to cross-train all TS staff to provide full support to the District as equipment and processes are streamlined. As our team becomes more efficient and knowledgeable of the system, Triepi Smith may reduce the number of staff onsite or pre-meeting arrival hours. The District may want to strategize with Triepi Smith on the timing of the overlap of our engagement to transition off the incumbent provider successfully.

- Board Meeting Staff onsite time:
 - Staff will be onsite 2nd Tuesday per month 1-2 hours prior to 7:00pm start time, remain onsite for an average of 2-3 hours for duration of meeting and stay 30 minutes after for post-meeting tasks. If we are on contract using a time and materials approach, there is a minimum of 2 hours onsite time for each staffer assigned to this engagement.

Sometimes, things go wrong with video production. Hardware can fail. Software can glitch. People can make mistakes. When this happens, the project manager will perform a root cause analysis to understand the issue, clarify the point of failure, and identify a method or approach that could systemically prevent future issues (including equipment upgrades, as needed). Learning



and growing from any mistakes are a fundamental element of improvement and is an attitude embedded in the Tripepi Smith culture.

A/V Support

The District has also requested TS to provide A/V support to review the existing equipment and processes and provide recommendations for upgrades/changes to improve the efficiency of their broadcasting services. TS will provide a list of equipment for the District to purchase to successfully broadcast Board Meetings each month and will perform the implementation and installation of any purchased equipment. The District will be responsible for the purchasing of any equipment. TS will also troubleshoot any current technical issues and will develop a meeting process checklist that outlines all steps for broadcasting a meeting and any post-processes.

Tripepi Smith can also provide access to a Senior A/V System Engineer to provide additional A/V equipment mapping, development and support. This support would be provided at an ad hoc basis, if needed.

Equipment and Software List

Tripepi Smith is well-versed in many types of equipment for both cablecasting and video production services. Tripepi Smith has experience working with the following equipment, including, but not limited to:

- Leightonix Nexus and Cablecast/Tightrope Systems
- Blackmagic ATEM Switcher
- Broadcast Pix Switchers
- TriCaster Switchers
- Granicus Encoder and Streaming Platforms
- Spectrum Encoder
- Chyron Lyric graphics system
- OBS broadcasting software
- QLab Video playback
- Dante Audio Networking
- Yamaha Digital Audio consoles
- Alan & Heath Digital Audio consoles
- Yamaha, Behringer, and Mackie analog audio consoles
- Q-SYS DSPs
- Panasonic Broadcast Cameras
- Sony and Panasonic PTZ Cameras
- Sony Film Cameras
- Panasonic Vericam
- Canon and Sony DSLRs
- Cartoni and Manfrotto Equipment
- DJI Mavic Pro Drone
- Teredek Wireless camera units
- Steadicam Rig
- Teleprompters
- Sound Devices Products
- Zoom Audio Products
- Lavalier Mic. Kits
- ARRI/Mole Richardson
- Light Kits; LED Light Kits
- Final Cut Pro 6, 7, X
- Adobe Suite
- Da Vinci Resolve
- Go Pro Cameras
- Digital to Analogue Converters
- Mevo Livestreaming Camera



District Provided Support

The following items are areas where Tripepi Smith is assuming the District will fulfill its role as a partner to us in executing on the overall goals of this engagement.

- The District will open Board chambers two hours prior to a recorded meeting or provide access keys to ensure staff can test and prepare for the meeting.
- The District will provide a dedicated liaison who is available to review upcoming meetings and identify any unique A/V needs or other special programming that our team should prepare for.
- The District will repair equipment in the Board Chambers in a timely fashion to support the video production activity, if needed. Tripepi Smith is not responsible for failed or broken equipment that prevents our ability to deliver the scope of this engagement.
- The District will maintain a service contract with the various vendors for the A/V equipment used to produce the Board chamber meetings or TS can provide access to a qualified technical resource for specific equipment to ensure support on some hardware that may be beyond the skills of Tripepi Smith.
- A dedicated District staff member will be available for the first few Board meetings to ensure a smooth transition to Tripepi Smith staff. The District will also designate a staff member to be the point of contact for all communications with Tripepi Smith.
- Any existing/previous design files for applicable graphics, such as title slides, lower thirds, Closed Session screen, etc., will be provided or available to Tripepi Smith to ensure branding is consistent with existing meeting recordings.
- Tripepi Smith may request remote access to the A/V infrastructure, if possible, for scheduling and playback of programming in the event any changes or edits need to be made quickly and staff are not onsite. This may also include streaming platforms, such as YouTube, to assist staff with upload after the meetings ends.
- The District will provide Tripepi Smith access to any work product from the prior video production provider, including any of their prior raw video.
- Sufficient local disk storage will be provided by the District for Tripepi Smith to provide a proper archive of all recorded meetings to the District.



FEE PROPOSAL

Tripepi Smith proposes to execute this agreement on a time and materials (T&M) engagement for a period of three (3) years with the District able to extend the engagement for up to two (2) additional subsequent years. Tripepi Smith will work with the District to establish a term for this agreement.

We estimate a first-year contract of \$15,780.00 T&M to perform the scope outlined by the Rossmoor Community Services District. This estimate is based on our hourly rates, which are outlined below. The amount includes two A/V Operator onsite for each board meeting, project management, and A/V technical support should issues arise. Staffing adjustments have been further outlined in the scope of work and can be changed upon mutual agreement with the District.

Our estimated costs we have assumed Board meetings last 3 hours with 1 per month, on average. A detailed model of this pricing can be seen in Appendix A.

	2022-23	2023-24	2024-25	
Board Meeting Recording <i>(includes monthly tech support and project management)</i>	\$15,780	\$17,042	\$18,406	
TOTAL	\$15,780	\$17,042	\$18,406	\$51,228

This estimate includes an eight percent (8%) annual hourly rate increase noted in Annual Increases below.

Equipment Assessment & Estimate

Tripepi Smith will perform an onsite walkthrough and a dry-run test of the existing equipment. After our walkthrough, TS will provide an equipment list of upgrades or improvements to get the Board Meeting room set up to broadcast meetings each month. The goal of these equipment recommendations is to improve and streamline the existing equipment and ensure meetings run smoothly. Tripepi Smith estimates the cost of this equipment will be \$3,500 to \$5,500. The cost of equipment is **not** included in the cost estimate above and the District is responsible for the purchasing of any equipment or software for the Board Meeting improvements.

Tripepi Smith will assist with the implementation of this equipment on an ad hoc basis. The above 2022-23 pricing does not include equipment implementation.



Ad Hoc Hourly Rates 2022-23

Tripepi Smith has presented the full availability of its resources on the team for that work. If Tripepi Smith is called upon to execute something more complex than normal (ex: a five-camera live event production), we may need to use more senior resources. As such, we will come to the District to authorize use of those resources and authorize additional costs as needed.

Tripepi Smith will use the existing standard hourly rates to perform any work not included in the scope of this agreement, per our existing agreement with the District.

RESOURCE	Hourly - Ad Hoc
Principal	\$330
Director / Art Director	\$220
Senior Business Analyst	\$175
Business Analyst	\$120
Junior Business Analyst	\$95
Photographer/Videographer	\$120
Senior Graphic Designer	\$160
Graphic Designer	\$120
Web Developer	\$175
Drone Operator	\$175
Senior A/V Operator	\$145
A/V Operator	\$95
Senior A/V System Engineer	\$300

Payment Terms & Annual Increases

Tripepi Smith will invoice for time at the end of each month. Terms are net 30 days. Time at Tripepi Smith is billed in 15-minute increments – i.e. we invoice our time in the following examples: 1.25, .75, 4 or 6.5 hours.

Annual Increases

Tripepi Smith will increase the hourly rate for all resources by five percent (5%) or the regional CPI index – whichever is higher - each year on the anniversary of the contract. A 8% increase is shown in the three-year pricing model section above to reflect current regional CPI index rates. The annual increase will follow the schedule outlined in the existing agreement with the District.



Additional Fees

Travel Time

No travel time will be billed for work that is in scope, such as board meeting recording services. Travel time is billed at half rates if prior approval is received from client. No travel time will be billed for a resource onsite for over four (4) hours in a single day.

Equipment Fees

Tripepi Smith offers some services that require equipment, such as drone operations and video production. These fees do not apply to the board recording and broadcasting scope. All such expenses will be authorized by the client prior to fee being assessed. In those cases, the following rates apply:

- **Five-hundred-fifty dollars (\$550) for a full day of video equipment use** (includes full set of video equipment). "Full day" is defined as a shoot lasting more than four (4) hours.
- **Three-hundred-fifty dollars (\$350) for a half day of video equipment use.** "Half day" is defined as anything up to four (4) hours of video production.
- **Three-hundred dollars (\$350) for full video equipment related to Facebook Live stream support** (MEVO camera, microphones and iPad/iPhone)
- **Five-hundred dollars (\$500) for drone equipment** in addition to the Drone Operator \$160/hour rate
- **One-hundred-fifty dollars (\$150.00) rental fee per Event Broadcast Camera** needed for events (ex: \$450 for three-camera event).
- **One-hundred-twenty-five dollars (\$125.00) rental fee for use of TS laptop** needed for broadcasting or other events.

Agency Fees

Tripepi Smith is happy to purchase equipment or other reasonable cablecasting requests on behalf of the District. Tripepi Smith typically has the vendor or company bill the District directly for this type of expense. Tripepi Smith makes no money on the hardware purchases and has no economic interest in the vendor used. If Tripepi Smith is asked to pay the bill for the client to then be reimbursed, we will apply a ten percent (10%) Agency Fee to the reimbursement expense to cover our administrative costs.

Tripepi Smith Partnership Discounts

Tripepi Smith has financial interest in certain related entities. These partnerships allow Tripepi Smith to offer clients extra media reach or additional services at partner pricing. Partnerships include:

- **PublicCEO- www.publicceo.com:** Digital news about public affairs, reaching over 10,000 California government executives
- **Civic Business Journal - www.civicbusinessjournal.com:** Digital interest stories about the people in local government
- **FlashVote - www.flashvote.com:** planning, implementing, measuring civic surveys
- **TS Talent Solutions - tstalentsolutions.com:** talent search services for local government and related agencies



APPENDIX A: DETAILED COST ESTIMATE

Board Meeting	Rate	Avg Meeting Time	Prep per meeting	Post Meeting	Total	Meetings / Month	Total Hours / Month	Rates	Monthly Subtotal
Onsite Staff									
AV Operator	\$95.00	3	2	0.5	5.5	1	5.5	\$95.00	\$522.50
AV Operator	\$95.00	3	2	0.5	5.5	1	5.5	\$95.00	\$522.50
Critical Tech Support	RATE	Hours per month	Monthly Subtotal						
AV Operator	\$95.00	1	\$95.00						
Project Management	RATE	Hours per month	Monthly Subtotal						
SBA	\$175.00	1	\$175.00						
Annual Pricing									
	Subtotal Per Month	Unit Count	FY 1	FY 2	FY 3	3 Year Total			
Monthly Services - 2 Operators	\$1,315.00	12	\$15,780	\$17,042	\$18,406	\$51,228			
			\$15,780	\$17,042	\$18,406	\$51,228			



APPENDIX B: RESUMES

RYDER TODD SMITH

TRIEPEI SMITH – PRESIDENT **11/00 - PRESENT**

- Provide communications advice, strategy and execution services to a range of small to mid-sized public and private sector clients spanning local government, real estate, finance, technology and healthcare verticals

MAVENT INC - SENIOR VICE PRESIDENT, OPERATIONS **5/05 – 11/09**

- Responsible for quality assurance, technology operations and internal infrastructure organizations
- Built team of technology professionals to manage multi-site production environment at co-location facilities.
- Managed vendor relationships and reviewed all invoices
- Brought focus to key areas, including: system documentation, knowledge sharing with other employees, schedule management for finite resources and enhanced security
- Developed and managed the departmental budgets for three groups

MAVENT INC - VICE PRESIDENT, MARKETING **08/04 – 05/05**

- Managed the Company’s outside PR firm relationship, creative firm relationship, corporate website, ad campaigns, conference schedule, conference logistics and internal employee communications
- Developed and managed the marketing budget

MAVENT INC - VICE PRESIDENT, GOVERNMENT RELATIONS **02/03 – 08/04**

- Monitored nationwide political activities that were pertinent to Mavent’s interests
- Developed relationships with third-party interest groups that impacted the Company’s product
- Participated in industry conferences and represented the Company at industry events

OLYMPIC STAFFING SERVICES – INFORMATION TECHNOLOGY MANAGER **01/98 – 11/00**

- Managed and controlled all aspects of the technology environment at this five-location, 35-employee company

NORTHROP GRUMMAN CORPORATION - GOV’T REPRESENTATIVE **07/97 - 12/97**

- Worked directly with the Director of State and Local Government Relations to research issues of concern to Northrop Grumman
- Developed agendas to target upcoming legislative issues
- Assisted in lobbying work and development of testimony

EDUCATION

CLAREMONT MCKENNA COLLEGE - CLAREMONT, CA

Bachelor of Arts in Politics – Philosophy – Economics with Dual in Economics
 Cum Laude Honors



MELANIE JAMES

TRIEPEI SMITH – SENIOR BUSINESS ANALYST/GRAPHIC ARTIST

07/16 – PRESENT

- Graphic artist on layout and concept design of brand consistent print and web graphics
- Provide project management and account support for numerous clients
- Setup, assistance and publication of e-newsletter campaigns and additional email marketing
- Website design, modification, and maintenance

SVA ARCHITECTS – EXECUTIVE ASSISTANT

06/14 – 07/16

- Scheduled and managed meeting calendar for executive management team
- Assisted the marketing department with occasional graphic design projects, email blasts and copy writing
- Provided office management support including HR and payroll support

THE DESIGN OFFICE – GRAPHIC DESIGN INTERN

01/16 – 05/16

- Created infographics, business cards, postcards, book covers, photobooks, magazines and logos
- Assisted in printing processes from concept to completion
- Coached in areas of business development, marketing strategies, campaign development and execution

EDUCATION

- Associate of Arts in Digital Arts – Golden West College – Huntington Beach, CA
- Bachelor of Arts in Anthropology – California State University, Long Beach – Long Beach, CA
 - Dean’s List Recipient

PROFESSIONAL DEVELOPMENT

- UCI Extension Public Policy Making Academy II 03/18
- USC Executive Education Forum for Policy and Administration 03/17

CERTIFICATIONS

- Constant Contact Certified Solutions Provider 10/19
- Hootsuite Social Marketing 12/16

SOFTWARE

- | | | |
|---------------------|----------------|--------------------|
| • Adobe Illustrator | • WordPress | • Constant Contact |
| • Adobe InDesign | • HTML and CSS | • Canva |
| • Adobe Photoshop | • Hootsuite | • Microsoft Office |



JOSH HERNANDEZ

TRIEPEI SMITH – JUNIOR BUSINESS ANALYST

1/22 – PRESENT

- Produce and direct city council broadcasts and live events
- Manage social media platforms and respond to public questions
- Create original video content for clients

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT – LEAD AUDITORIUM TECHNICIAN

09/15 – PRESENT

- Set up, adjust and operate audiovisual equipment, such as Tri-caster, projectors, Yamaha CL5 and ETC
- Execute technical needs for various events, including dance shows, theater plays and choir and band concerts
- Work with lighting, including maintenance of an ETC lighting board (Ion)
- Direct live theater production shows

PSAV – AUDIO VISUAL TECHNICIAN

12/17 – 01/22

- Set up 10-20 rooms daily with audio visual equipment for events
- Assisted as camera operator and video lead for broadcasts and live events
- Managed inventory for various locations
- Operated audiovisual equipment, such as cameras, projectors, audio monitors and mixers and recording equipment

V-CUBE – VIDEOGRAPHER TECHNICIAN

09/16 – 01/22

- Livestreamed and filmed corporate events
- Facilitated client discussions to coordinate event logistics and timelines
- Determined inventory needs for clients events

EDUCATION

- Concentration in TV Production – Saddleback College – Mission Viejo, CA

CERTIFICATIONS

- Hootsuite Social Marketing 01/22

SOFTWARE

- | | | |
|----------------------|--------------------|--|
| • Adobe Premiere Pro | • Microsoft Office | • Cablecast/Tightrope Systems |
| • Adobe Photoshop | • Google Suite | • Leightronix Systems |
| • Adobe Lightroom | • Blackmagic | • ATEM Broadcast Switcher and Software |
| | • Broadcast Pix | |



JOSIAH SOLIS

TRIEPEI SMITH – JUNIOR BUSINESS ANALYST **11/21 – PRESENT**

- Conduct market research to provide client insights
- Manage social media platforms and respond to public questions
- Provide video production services and facilitate live video broadcasts utilizing switchboard media

ENVISION CENTER – LIVE PRODUCTION SPECIALIST **09/21 – PRESENT**

- Run cameras and media for religious services and other events
- Operate video switchboard and streaming services live to Zoom, Facebook, YouTube and OBS broadcasting software
- Ensure all audio and visual equipment is functioning at operational standards

BIOLA UNIVERSITY OFFICE OF INNOVATION – FREELANCE VIDEO DIRECTOR, EDITOR AND PRODUCER **07/21 – 08/21**

- Organized crew members, including crew day-rates on behalf of departments
- Directed talent(s), crew members and oversaw principal photography with timely wrap of production
- Edited video promotional content and delivered product to client(s) ahead of schedule

LEXHAM PRESS/FAITHLIFE CORP. – FREELANCE VIDEO DIRECTOR, EDITOR AND PRODUCER **03/21 – 07/21**

- Drafted script, formulated production budget and organized crew members

ROGUE MARBLE INC. – DIGITAL IMAGING TECHNICIAN (DIT)/VIDEO EDITOR **03/21 – 06/21**

- Organized social media calendars and campaign concepts
- Authored news articles, press releases and media alerts on behalf of the Orange County Chapter
- Provided social and print media support for all annual events

EDUCATION

- Bachelor of Arts in Cinema and Media Arts, Minor in Biblical Studies – Biola University – La Mirada, CA
 - Dean’s List Recipient
 - First-Gen Scholarship Recipient

CERTIFICATIONS

- Hootsuite Social Marketing 12/21

SOFTWARE

- | | | |
|------------------------|---------------------------|---------------------------|
| • Adobe Premiere Pro | • Microsoft Office | • Movie Magic |
| • Final Cut Pro X | • Google Suite | • ATEM Broadcast Switcher |
| • Final Draft Software | • ATEM Broadcast Software | • Canon and Sony Cameras |



NOLAN VOGEL

TRIEPEI SMITH – JUNIOR BUSINESS ANALYST

1/22 – PRESENT

- Conduct photography and videography work
- Manage video systems for broadcast television and various venues
- Collaborate on content creation for numerous platforms

EMPIRE MEDIA PRODUCTIONS – PROJECT MANAGER, VIDEOGRAPHER, PHOTOGRAPHER

6/20 – 12/21

- Obtained a diverse understanding of video systems in varied environments
- Trained and assisted employees throughout scenarios prominent in video production
- Directed employees to jobsites and events for best outcome of media
- Participated in the production process, including setup and breakdown of equipment

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT – COMPUTER INSTRUCTIONAL SPECIALIST

09/20 – 06/21

- Taught primary-level students on the importance of proper computer use
- Assisted faculty and staff with their technology services and internal systems on campus
- Maintained computer labs and server rooms and kept track of routine software and hardware updates
- Supervised students in assorted environments, including computer labs

COLLEGE OF EDUCATION, SDSU – VIDEOGRAPHER, PHOTOGRAPHER, SOCIAL MEDIA TECHNICIAN

08/17 – 08/20

- Created promotional pieces, interactive virtual reality video and commercial content for the program
- Photographed staff, faculty, alumni and students of high achievement, as well as campus events and seminars
- Interviewed associates of the program through written journalism and a video spotlight for each

PLACENTIA YORBA LINDA UNIFIED SCHOOL DISTRICT – DISTRICT VIDEOGRAPHER

06/18 – 08/18

- Directed content, advertisements and interviews of staff and faculty of the district
- Represented the school district at media events to encourage attendance of the schools alongside students of other programs

EDUCATION

- Bachelor of Science in Television, Film and New Media (Production), Minor in Theatre Arts – San Diego State University – San Diego, CA

CERTIFICATIONS

- Hootsuite Social Marketing 01/22
- Dante Certification Program – Levels 1 and 2 10/20

SOFTWARE

- | | | |
|-------------------------------------|-----------------------|-------------------------|
| • Adobe Premiere Pro | • Adobe Illustrator | • ATEM Software Control |
| • Adobe Photoshop | • Adobe InDesign | • ATEM Media Express |
| • Adobe Lightroom | • Adobe After Effects | • Cablecast Systems |
| • Microsoft Office and Google Suite | • Final Cut Pro X | • Leightonix Systems |
| | | • Davinci Resolve |

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM I**

Date: June 14, 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), the 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 a signed document and installation plan has been set. Staff and the District's contracted accountant, the PUN Group Inc., will be trained the month of June and the software will begin to be implemented in the month of July.
2. 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.
3. Senior Health and Wellness Lecture: The first Senior Health and Wellness Lecture took place on Thursday, May 26 at Rush Park. The program was a success with approximately 25 in attendance. The lecture outlined stroke prevention and awareness. The Los Alamitos Medical Center provided a free lunch, and the Rossmoor Community Services District hosted the event. We are looking forward to a series of these free lectures being offered to the community.
4. Rossmoor Farmers Market: The Farmers Market Grand Opening was held on Thursday, May 19 at Rush Park. The Market has been well received by the community and included a live band (local musicians), crafts for tots and a bike valet. The Market will be offered every Thursday from 4 p.m. to 7 p.m. throughout the year. On the first night, a paper survey was offered to attendees and collected (Attachment 1). The surveys submitted indicated that the market was well-liked and enjoyed by the public. An ongoing satisfaction survey was developed and will be available via a QR Code on the District's website, social media, and posted at the Farmers Market.

A couple of calls were received from local residents adjacent to the park complaining of traffic and parking issues, and too many large events being held at Rush Park in general. However, overall, feedback has been positive about the addition of a Farmer's Market in Rossmoor.

5. Rossmoor Park Playground Upgrades: Upgrades to the Rossmoor Park Playground has been completed. The upgrades include the repair/replacement of worn rubberized surfaces and replacement of worn platforms and stairs.
6. 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.
7. Rossmoor and Rush Parks Turf: The turf areas at Rush and Rossmoor Parks were recently aerated and fertilized. Both parks have also been soils tested to determine what added nutrients may assist in providing healthy turf. The water district has also provided a consultant to audit and review our sprinkler system and evaluate our use of water.
8. Staff Recruitment: The General Manager continues to advertise and recruit for District staff positions that are vacant. As with other agencies and businesses, obtaining new staff is a challenge, however, we are doing our best to get the word out that the District has jobs available. Part-time Maintenance/Recreation Assistant and part-time General Clerk positions have been hired. Recruitment continues for a part-time Account Clerk and a full-time Administrative Assistant.

ATTACHMENTS

1. Rossmoor Farmers Market Opening Night Survey

ROSSMOOR FARMERS MARKET

Thank you for joining us for the opening night of the Rossmoor Farmers Market. We appreciate your attendance and wonder if you would please provide your thoughts about the Market. We value your input as we strive to provide a Farmers Market for the community to enjoy.

How did you hear about the Farmers Market? _____

How would you rate the selection of vendors being offered?

____5 Great ____4 Above Average ____3 Average ____2 Fair ____1 Inferior

Reason(s) for your rating: _____

What did you like best? _____ Least? _____

What would you like to see added? _____

Will you attend on a regular basis? _____ Why or why not? _____

Other Comments or Suggestions:

Thank you for your valuable input!

ROSSMOOR FARMERS MARKET

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Reason(s) for your rating: _____

What did you like best? _____ Least? _____

What would you like to see added? _____

Will you attend on a regular basis? _____ Why or why not? _____

Other Comments or Suggestions:

Thank you for your valuable input!