

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: March 9, 2021

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accountant: Pun Group, LLP

SUBJECT: REPORT OF THE BUDGET COMMITTEE RE: APPROVAL OF FY 2020-2021 MID-YEAR BUDGET AND ADOPTION OF RESOLUTION NO. 21-03-09-01

RECOMMENDATION:

Adopt recommended Mid-Year Budget for FY 2020-2021; Adopt Resolution No. 21-03-09-01.

BACKGROUND:

In accordance with Policy No. 3020, the Budget Committee shall review the Mid-Year budget prepared by the General Manager prior to the March Board meeting, however, due to COVID-19 and the turnover of the Finance Team, staff is presenting the information to the Board in March. It is also the practice of the Public Works/CIP Committee to review the Capital Improvement Program project list and determine any reordering of project priorities. The District Board suspended the year 2021 CIP due to COVID-19 and the uncertainty of the economy. The CIP Committee (Directors Barke and Nitikman) will be meeting in May to discuss CIP budget recommendations. The only CIP approved was the Rush Park Parking Lot Asphalt Project, which was completed in the amount of \$34,562 and was within the \$35,000 budgeted allocation.

The Budget Committee (Directors DeMarco and Rips) met on February 25, 2021 to discuss the District's Mid-Year Budget. The Budget Committee's recommendations were to extend the scope of the report through February 28, 2021 and to continue suspension of the District's Capital Improvement Projects until 2021-2022.

There are sufficient budgeted funds to close the fiscal year in balance.

ATTACHMENTS:

1. Rossmoor Mid-Year Budget Review
2. Budget Committee Agenda Item C-2 Discussion Regarding FY 2020-2021 Mid-Year Budget
3. Policy No. 3020 Budget Preparation, Adoption and Revision

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: February 27, 2020
To: Budget Committee
From: Joe Mendoza, General Manager
Initiated by: Kathy Bell, Accountant
Subject: DISCUSSION REGARDING FY 2020-2021 MID-YEAR BUDGET
ADJUSTMENTS

RECOMMENDATION:

Review and make recommendations to the Rossmoor Community Services (RCSD) Board of Directors regarding FY 2020-2021 mid-year budget adjustments.

BACKGROUND:

Board Policy No. 3020 Budget Preparation, Adoption and Revision requires that the annual budget be reviewed by the Budget Committee prior to requesting the Rossmoor Community Services (RCSD) Board of Directors approve FY 2020-2021 Amended Budget at the March 10, 2020 meeting of the Board.

INFORMATION:

In analyzing the FY 2020-2021 budget at mid-year, the following areas that are over budget are suggested for review and discussion:

- 10-10-5610 - Contract Services: legal services fees and the use of ADP as payroll and human resources information access
- 10-10-4003 - Staff overtime and scheduling
- 10-10-4002 – Part-time hours
- 10-10-4011 - Medical Insurance premium increase
- 10-80-6015 – Trees

DISCUSSION:

The District is scheduled to pay off the Rush Park Bond a year early in September 2020. The District will need to use the cash in Fund 50 in the amount of approximately \$323,000. Notice to U.S. Bank will be sent in April 2020, to advise the bank of this early

payoff. By paying off the bond a year early we will save close to \$6,500 in interest payments.

The District's medical insurance, Kaiser Permanente, has significantly raised its rates. An employee has offered to go on Medicare insurance if the District will cover the cost of it, which will be no more than \$600 a month. This will save the district approximately \$24,000 a year.

ATTACHMENTS:

1. Listing of Recommended Budget Adjustments
2. December 2019 Revenue and Expenditure Report