

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

September 10, 2024



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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, September 10, 2024

7:00 p.m.

PUBLIC PARTICIPATION

Please be advised that the public can observe the meeting live on YouTube using the following link:

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

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

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

A. ORGANIZATION

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



4. PRESENTATIONS:

- a. LEGISLATIVE UPDATE - CALIFORNIA STATE SENATOR JANET NGUYEN - 36TH DISTRICT
- b. ORANGE COUNTY SHERIFF'S DEPARTMENT - CAPTAIN AJ PATELLA PRESENTS COMMUNITY SAFETY UPDATE

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. PARKS/FACILITIES MAINTENANCE REPORT – PARK SUPERINTENDENT OMERO PEREZ

E. CONSENT CALENDAR

1. MINUTES:

- a. Special RCSD Board Meeting of August 6, 2024
- b. Regular RCSD Board Meeting of August 13, 2024

2. JULY 2024 REVENUE AND EXPENDITURE REPORT AND AUGUST 2024 WARRANTS

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



F. PUBLIC HEARING:

None.

G. REGULAR CALENDAR:

1. SECOND READING FOR PROPOSED POLICY NO. 6017 RE: MEMORIAL BENCH AND TREE DONATIONS
2. RESOLUTION NO. 24-09-10-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A BABY SHOWER EVENT TO BE HELD ON NOVEMBER 23, 2024 FROM 12:00 P.M. TO 4:00 P.M. IN THE RUSH PARK AUDITORIUM

H. 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.

I. 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

J. 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.

K. ADJOURNMENT

It is the intention of the Rossmoor Community Services District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.



Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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

Any such writing will be available for public inspection at the District offices located at 3001 Blume Drive, Rossmoor CA 90720. In addition, any such writing may also be posted on the District's website at www.rossmoor-csd.org.



CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the September 10, 2024, 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:

Carolyn Whang for

September 5, 2024

JOE MENDOZA
General Manager

Date _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: September 10, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: LEGISLATIVE UPDATE - CALIFORNIA STATE SENATOR JANET NGUYEN -
36TH DISTRICT

RECOMMENDATION

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

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: September 10, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: ORANGE COUNTY SHERIFF'S DEPARTMENT CAPTAIN AJ PATELLA
PRESENTS COMMUNITY SAFETY UPDATE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided by Orange County Sheriff Captain AJ Patella.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: September 10, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Initiated by Park Superintendent Omero Perez

Subject: PARKS/FACILITIES MAINTENANCE REPORT – PARK SUPERINTENDENT
OMERO PEREZ

RECOMMENDATION

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

INFORMATION

The Park Maintenance and Facility Report is intended to provide the Rossmoor Community Services District (RCSD) Board of Directors with the status of activities and programs being performed to further the District's Parks and Facilities Maintenance Program.

ATTACHMENTS

1. Parks and Facilities Maintenance Report

**ROSSMOOR COMMUNITY SERVICES DISTRICT
PARK MAINTENANCE AND FACILITIES DEPARTMENT
QUARTERLY REPORT
SEPTEMBER 2024**

SUMMARY

Inspection of District Properties – The facilities at Rossmoor, Rush Park and Montecito Center are fully operational with no significant issues.

Significant Activity This Quarter – The following projects and activities should be noted. These were performed beyond the regularly scheduled parks and facilities maintenance tasks.

- District staff replaced/installed a new ATV Spring Rider at the small playground at Rossmoor Park
- District staff repaired 2 auditorium partitions.
- District staff aerated and re-seeded turf areas at Rush Park and Rossmoor Park and applied 10 yards of topsoil to cover the new grass seed.
- District staff purchased and installed a new refrigerator for the Montecito Center facility.
- District staff installed 4 new benches at the tennis courts and pickleball courts.
- District staff replaced and painted backstop boards at Rush Park.
- District staff replaced all the warning labels and age appropriateness labels on the all of the playground equipment.
- Certified playground installer replaced/installed a climbing pole to the playground at Rossmoor Park.
- Electrician replaced fans in the restrooms inside the community room building at Rossmoor Park.
- Water damage and mold repairs were done in the shop at Rossmoor Park.
- Plumbing company repaired broken water meter line at a residence on Yellowtail.
- Landscaping contractor applied Try-Power Selective Herbicide to the weeds at Rush Park and Montecito Center.
- Landscaping contractor aerated and fertilized Rush Park, Montecito Center, and Rossmoor Park.
- Landscaping contractor replaced irrigation valves and irrigation lids at Rush and Rossmoor Parks.
- Brenna King's social camp for kids replenished Star Jasmine plants in the parkway at Foster Park on 7/24/24 and 7/31/24 in collaboration with RCSD. They also helped pick up papers, washed playground, and leveled the sand at Rush Park.
- Contractor repaired rolling gate at Montecito Center.
- Contractor repaired HVAC unit for the Rush Park kitchen.
- Contractor resurfaced tennis and basketball courts and added 4 pickleball courts at Rossmoor Park 5/28/24-6/8/24
- New tires for the F-150 were purchased and installed.

Regular Maintenance Performed - District staff continues to inspect District properties and is performing maintenance as follows:

DAILY

- Clean restrooms and take out trash -two times morning and afternoon
- Vacuum office carpets, clean restroom and take out trash

- Clean doorknobs around main entrances of buildings
- Check playgrounds visually
- Blow off walkway to Rossmoor Park entrance
- Clean and disinfect the kitchen in both parks
- Check and mop floors at Montecito Center
- Pick up papers around the parks.
- Check emergency defibrillators in all the facilities.

WEEKLY

- Deep clean Rossmoor and Montecito restrooms every other week with versa machine
- Deep clean Rush Park restrooms every other week with versa machine
- Wash, clean and gas up RCSD vehicles once per week
- Wash windows at Rossmoor every other week
- Blow off tennis courts three times per month
- Weed and scarify infields at Rush Park
- Deep clean the refrigerator at all parks
- Disinfect the main office and all the facilities with a fog machine.
- Inspect, service and clean vacuums in all the facilities.
- Set up and take down for the Farmers Market
- Do the high frequency playground inspection list.
- Meet up with irrigation technician during irrigation system inspection.
- Wipe down exercise machines and repair as needed
- Clean and inspect drinking fountains

MONTHLY

- Check building and walkway lights at all the facilities
- Power wash playgrounds once per month
- Spot clean carpets
- Clean all blinds at parks.
- Dust ceilings in all rooms at all parks for cobwebs and dust
- Wipe down all ventilation outlets
- Trim the Rossmoor wall the first week of each month
- Inventory of all supplies by the first week of each month
- Order supplies the second week of each month
- Power wash playgrounds once per month
- Power wash tennis courts once per month to save water
- Power wash canopy shelters
- Check lights at all the facilities and replace as needed
- Set up and take down Board Meeting set up
- Weed and scarify infields at Rush Park once per month
- Check all fire alarms
- Check and inspect fire extinguishers in all the facilities

QUARTERLY

- Service HVAC system
- Service fire alarms
- Service all fire extinguishers
- Service fire suppression system
- Wash canopy roofs at Rossmoor and Rush Park
- Service sewer main lines at all the facilities

- Clean rain gutters at the facilities
- Clean French drains at Rossmoor Park
- Adjust timers for day-light savings.
- Service Ice Machines at Rossmoor and Rush Park
- Open for Blood drive at 7am
- Yearly backflow testing

Respectfully Submitted By:
Omero Perez, Park Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: September 10, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang
Subject: MINUTES SPECIAL RCSD BOARD MEETING OF AUGUST 6, 2024

RECOMMENDATION

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

- a. Special RCSD Board Meeting of August 6, 2024

INFORMATION

The Minutes reflect the actions of the RCSD at their special meeting of August 6, 2024.

ATTACHMENTS

- 1. Minutes – Special RCSD Board Meeting of August 6, 2024



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

SPECIAL MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, August 6, 2024

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Shade, DeMarco and Searles
President Maynard

Absent: Director Barke

3. PLEDGE OF ALLEGIANCE: Director Shade

B. SPECIAL CALENDAR

1. Discussion with representatives from Nationwide Retirement Solutions regarding implementation of the Deferred Compensation Plan

President Maynard reported the purpose of this meeting is for learning and asking questions; stated that the Board will not take any action this evening and announced the matter will be on the Board's regular meeting agenda, for action, at next week's regular meeting.

General Manager Mendoza introduced the item and Nationwide Representative Amber Peters and deferred to her for a report.

Amber Peters, Nationwide Retirement Solutions, via Zoom, discussed the differences between 457(b) and 401(a) Plans and associated vesting, matching contributions, being able to specify contributions and develop a vesting schedule, RCSD's ability to withhold funds if an employee leaves before a set period, transferring from a 401(a) to a 457(b) and administration costs and noted that contributions from the employee and RCSD would come over as one under the 457(b) plan.

Discussion followed regarding best practices and offering immediate vesting as a recruitment and retention tool, assessment of different scenarios, distinctions between the 401(a) and 457(b) plans, age restrictions within 457(b) plans, penalties, force out distributions, employee training, manageability, and administration of the plans.

General Manager Mendoza confirmed that the employee would be under a 457(b) plan and RCSD would be under a 401(a) plan and Ms. Peters noted there is language where it can be set at the discretion of the entity.

Discussion continued regarding setting a one lump contribution once per year, allowing flexibility, working with the various payroll systems, Nationwide administrative fees paid by participants, having both a 457(b) and 401(a) and oversight.

Ensuing discussion pertained to the maximum match being based on up to 3% of the employee's total compensation, not the employee's contribution, the match being based on gross earnings (base salary), without overtime, investment funds and ensuring employees have a robust list of funds to choose from.

General Counsel Preziosi offered to respond to legal questions from the Board.

President Maynard called for a short recess at 7:54 p.m. and reconvened the meeting at 7:59 p.m. with all Directors, present, except Director Barke.

President Maynard summarized the discussions and asked for input from the Board.

Director Shade felt that offering a 401(a) to RCSD employees is the way to go; liked the idea of immediate vesting and spoke about being comparable with cities to remain competitive and retain employees and talked about remaining flexible.

Director DeMarco opined that RCSD total contributions is not a lot of money (\$10,000 per year) and spoke in support of a 401(a) and of immediate vesting.

President Maynard recalled that the Board agreed that all current employees who have been with RCSD for one year, are immediately vested and Director DeMarco agreed.

Director DeMarco noted the policy would be a new-hire policy.

Director Searles spoke in support of a one-year vesting period for all employees adding that current employees would already be eligible as they have been with RCSD for one year or more; talked about the match taking place, immediately; noted wanting to incentivize people to contribute and agreed with a 457(b) for employees and a 401(a) for RCSD.

General Counsel Preziosi talked about going through a first and second reading.

General Manager Mendoza noted the Board had a first reading, in July, wherein it set a match of 3% and set a matching period of 90 days but stated the Board can amend that to become immediate.

General Counsel Preziosi reported these are at-will employees and therefore, there is no employee agreement; suggested not implementing an agreement as it could change the nature of an at-will employee and stated the Board can change the policy, in this instant, to approve it in one reading.

Director Searles suggested changes regarding adding “immediately vested after twelve consecutive months of full-time employment”.

C. ADJOURNMENT

President Maynard adjourned the meeting at 8:16 p.m.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b

Date: September 10, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang

Subject: MINUTES REGULAR RCSD BOARD MEETING OF AUGUST 13, 2024

RECOMMENDATION

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

- a. Regular RCSD Board Meeting of August 13, 2024

INFORMATION

The Minutes reflect the actions of the RCSD at their meeting of August 13, 2024.

ATTACHMENTS

1. Minutes – Regular RCSD Board Meeting of August 13, 2024



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

REGULAR MEETING

**RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720**

Tuesday, August 13, 2024

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Barke, Shade, DeMarco and Searles
President Maynard

3. PLEDGE OF ALLEGIANCE: Los Alamitos Girls Softball League

4. PRESENTATIONS:

- a. California Joint Power Insurance Authority presents RCSD with the 2024 Risk Management Award – Lucy Brockmeier, Senior Risk Manager

Lucy Brockmeier, California Joint Power Insurance Authority, Senior Risk Manager, via Zoom, presented RCSD with the 2024 Risk Management Award.

President Maynard congratulated General Manager Mendoza and staff for their work, introduced them and acknowledged Jessica Verduzco for her 15 years of service to RCSD.

General Manager Mendoza acknowledged the team effort and thanked staff for their excellent work.

Ms. Brockmeier added that she hopes to be back in October as Mary has been nominated for the Capstone award.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

President Maynard opened this portion of the meeting.

Maureen Wauters thanked the Board for permanently striping for pickleball at Rossmoor Park and for the festivals; spoke favorably about the band and staff's work at the last festival; discussed street sweeping noting they are supposed to begin at 8:30 a.m. but she has observed them starting at 7:30 a.m.; reported the sweepers speed through the neighborhood; stated she has not seen a presence of the Sheriffs in the community during the day; wondered if there is a difference in expectation and stated there is room for improvement.

There were no other public comments.

D. REPORTS TO THE BOARD

1. REPORT ON THE URBAN FOREST – DISTRICT ARBORIST MARY KINGMAN

District Arborist Kingman provided the Tree report for the months of April through July.

Discussion followed regarding illegal tree-trimming citations, changes in the list of recommended trees due to climate change, treating trees for aphids and damage to trees by weed eaters.

E. CONSENT CALENDAR

1. MINUTES

a. Regular RCSD Board Meeting of July 9, 2024

2. This Item was pulled from Consent for separate discussion, by Director Searles.

There were no public comments on the Consent Calendar.

Director Searles pulled Item E.2 from Consent for separate discussion.

Motion by Director DeMarco, seconded by Director Searles, to approve the Consent Calendar, as amended, pulling Item No. E.2 for separate discussion. Motion passed 5-0.

EXCLUDED FROM CONSENT

2. JUNE 2024 REVENUE AND EXPENDITURE REPORT and JULY 2024 WARRANTS

In reply to Director Searles's question regarding Event News Enterprise and asked if there have been discussions with them regarding a distributorship within Rossmoor and ensuring that public notices are getting to residents, General Manager Mendoza reported there have been meetings regarding their distribution; stated they have reduced their distribution to Rossmoor residents as demand is dwindling and they have cut their budget; talked about

letting them know RCSD wants total distribution in Rossmoor (including the Sun and the Enterprise) if RCSD is to continue advertising in the papers.

President Maynard discussed the reduction of newspapers and print media and asked about noticing requirements considering new and emerging technology.

General Counsel Preziosi reported the level of noticing depends on the type of activity; stated legal requirements for noticing public hearings include that it must be published in a newspaper of general circulation and added that there are other means to get the word out.

President Maynard noted there is no one newspaper that distributes to all of Rossmoor.

General Counsel Preziosi offered to look into the subject along with the General Manager.

Director DeMarco talked about the dependability of distribution by newspapers and General Manager Mendoza reported that RCSD is meeting the standard through social media.

Discussion followed regarding the Orange County Register, determining whether RCSD is compliant by its current practices and publishing in a newspaper of general circulation in addition to on the District's website and social media.

Director Searles proposed to direct the General Counsel and General Manager to review other options for complying with legal noticing requirements including acceptable newspapers in which to publish. He added that the News Enterprise qualifies but effectively does not in that it is not distributed to all of Rossmoor.

Director Barke noted this is not an agenda item and redirected discussion to the topic on the agenda.

Motion by Director Barke, seconded by Director Searles, to approve Item E.2, as presented. Motion passed 5-0.

F. PUBLIC HEARING – None

G. REGULAR CALENDAR

1. FIRST READING FOR PROPOSED POLICY NO. 6017 RE: PARK TREE AND MEMORIAL BENCH DONATIONS

General Manager Mendoza and District Arborist Kingman provided a brief history of the Park Tree and Memorial Bench Program; reported staff felt the need to establish a more formal policy; talked about practices in other cities; discussed not placing plaques on trees because of damage to the tree and possible vandalism and noted that benches will be allowed plaques.

General Manager Mendoza discussed associated fees and costs; reported on a recent meeting of the Tree Committee and noted the Committee is in favor of presenting the policy to the Board to formalize it. Additionally, he pointed out existing benches; stated the goal is to fill the grove of trees that lead up to the Rossmoor Park community building, first, and then explore other areas.

Director Barke confirmed that the Committee reviewed and agreed with the policy and talked about needing to individualize it and look at individual situations.

Director Shade agreed.

In response to Director DeMarco's question, District Arborist Kingman reported that plaques will be on the ground and that existing plaques will be grandfathered in.

Director Searles assumed the donations are not tax-deductible and wondered if there are issues with someone giving to a public entity.

Legal Counsel Preziosi reported that RCSD cannot provide tax advice to citizens and reported there are no issues with RCSD accepting a donation since it is a donation in memorial to pay the cost of same and are not donations to individual Board Members.

In reply to Director Searles' question, Director Shade noted that this is not meant to be a revenue generating venture and mentioned it has the possibility to grow.

Discussion followed regarding the costs of trees and having the fees cover costs.

Legal Counsel Preziosi reported this was intended to be cost-neutral; fees cannot exceed the cost incurred by RCSD and stated it is not necessary to memorialize that in the policy.

Director DeMarco felt the Board is overthinking this and talked about staff assisting with the program.

Discussion followed regarding setting criteria and rules and including language regarding the intent for this program to be cost-neutral, required upkeep and maintenance and including a purpose and definition in the policy.

President Maynard asked staff to add a purpose and definition to Policy No. 6017 and return for a second reading to the next RCSD Board Meeting.

2. FIRST AND FINAL READING OF AN AMENDMENT TO POLICY NO. 2160 DEFERRED COMPENSATION

General Manager Mendoza presented a brief background and details of Policy No. 2160 regarding Deferred Compensation.

Motion by Director Searles, seconded by Director Shade, to approve the First and Final reading of an amendment to Policy No. 2160. The motion carried, 5-0, with the following roll call vote:

AYE: Directors Barke, Shade, DeMarco, Searles
President Maynard
NOES: None
ABSTAIN: None
ABSENT: None

3. REVIEW AND DISCUSS RECOMMENDATIONS FROM THE TREE COMMITTEE

General Manager Mendoza presented a report listing recommendations from the recent Tree Committee meeting including requests for tree removals.

Director Shade agreed with the need to remove the tree on Martha Ann as requested by a Rossmoor resident.

Director Barke noted it is more than just the size of the tree as the roots have encroached into the sewer system and the remodeling done by the homeowner has created a liability for the contractor who has to warranty the foundation is worried about the risk as the tree has already shown potential root damage in the new foundation.

President Maynard invited public comments.

Charles and Nancy Pham spoke about the damage caused by the tree in the past including having to redo the main sewage line because the roots encroached upon it; addressed installation of a new foundation and still being in the remodel process and urged the Board to approve his request for removal of the tree.

Director DeMarco spoke about protecting trees and expressed concerns that if the Board does not do its due diligence, everyone will request a tree removal.

Discussion followed regarding prior removal of roots, whether the tree is still viable, removal of sidewalks and previous requests to remove the tree.

General Manager Mendoza reported the Tree Committee discussed this item, thoroughly and talked about the homeowner spending money to remodel their home and repair damage caused by the tree.

Director Barke noted it is not District Arborist Kingman's job to look through the lens of what is good for homeowners, but rather what is best for the trees.

Eddie Kesky, Contractor, stated this is a situation that puts the foundation at risk; talked about new grading requirements and over excavation and distributed photos of the site.

Discussion followed regarding who will remove the tree, the cost involved in removing the tree, tree removal permits issued for driveway relocations, addressing issues on a case-by-case basis and the need for RCSD to defend its decision.

President Maynard agreed this is a hard vote; acknowledged many old trees have taken away walking access on the parkways but felt that is not a reason to remove a mature tree and noted the specific tree is a marquee tree in Rossmoor.

Motion by Director Barke, seconded Director Shade to approve the recommendations of the Tree Committee to allow the homeowners to remove the tree, at their cost, unless the County covers the cost of removal.

In response to President Maynard's question regarding the type of tree to plant as a replacement, District Arborist Kingman reported that California Sycamores are no longer planted on parkways and that instead, staff plants the Colombia London Plane or one from a list of trees that the residents could choose from and stated that a 36" Box tree would be an appropriate replacement and RCSD contractors would plant it.

Mr. Pham added that they spoke with surrounding neighbors and that they are in support of removing and replacing the tree and stated he would like to be part of the process in selecting the right tree for the neighborhood.

The motion carried, 5-0.

President Maynard addressed another citizen's request to remove a tree from the parkway at 3141 Donnie Ann Drive and called for a report.

General Manager Mendoza presented details of the request; addressed review by the Tree Committee and reported that staff sent the resident a letter letting him know that the Committee recommended that the Board deny the request to remove the tree as the complaints were mostly related to nuisances such as debris.

Motion by Director Barke, seconded Director Shade to deny the request for a parkway tree removal at 3141 Donnie Ann Drive. The motion carried, 5-0.

General Manager Mendoza discussed delinquent tree fines; reported there are four that have not responded to notices and stated they will be sent to collections. He added that one resident has responded but has not paid and is among the four that are being sent to collections.

General Manager Mendoza and District Arborist Kingman reviewed the Tree Planting Policy and discussed attempts at getting trees planted on vacant sites.

Discussion followed regarding sites that are not suitable for planting and are covered, sending letters to residents each planting season to advise them of upcoming plantings, the percentage of tree failures, sabotaged trees, whether it is the County's or the District's

jurisdiction to plant trees and RCSD's ability to file a cause of action against residents for the recovery of the cost of a tree that has been illegally removed.

Discussion continued regarding the possibility of reviewing whether a tree existed on a parkway, providing the Tree Committee with a report on the sites that have no trees and have not had trees for several years and where trees could be planted, as soon as possible.

Director Searles stated this has come up for discussion, often and indicated that it is also a budget issue.

District Arborist Kingman reported the loss of many trees all at once due to the long drought and RCSD was behind on planting for a few years; noted that staff has caught up and that she was under budget this year with planting so RCSD could have planted more trees.

Discussion followed regarding challenges in proving sabotage, enforcing the administrative citation policy and the need for RCSD to follow its policy.

President Maynard instructed District Arborist Kingman to go out and plant trees.

Discussion followed regarding parkway areas that are covered with cement or other materials, challenges in terms of involving Code Enforcement, having the General Manager and Legal Counsel contact the County for enforcement of County codes regarding parkways, the need to obtain permits for any work done on parkways and the next planting season.

President Maynard suggested that District Arborist Kingman return to the Board meeting in September with a reforestation plan.

General Manager Mendoza reviewed the District Tree Policy plant material encroachments on the Rossmoor wall along Seal Beach/Los Alamitos Boulevard and reported letters will be sent to impacted residents advising them of the need for them to maintain the wall.

General Manager Mendoza reported the Board has reviewed the policy regarding tree removal requests and confirmed requests for tree removals will be addressed on a case-by-case basis.

4. REVIEW AND DISCUSS RECOMMENDATIONS FROM THE CIP COMMITTEE

General Manager Mendoza discussed the shade structure at Rossmoor Park as the last CIP project under Proposition 68; addressed the calendar and budget; presented a map showing the location; pointed out the costs and reimbursement of a portion by the State and talked about the timeline.

In reply to President Maynard's question, General Manager Mendoza reported this is completely custom; noted it is a pre-approved bid process and the prices are set and talked about the need for engineering and architectural drawings.

President Maynard requested that during the month of September, the CIP Committee review drawings and bring them along with their recommendations to the October Board meeting for approval.

Responding to Director DeMarco's question, General Manager Mendoza reported RCSD will be reimbursed when the project is completed and addressed next steps.

5. RENEWAL OF ROSSMOOR COMMUNITY SERVICES DISTRICT FACILITY USE AGREEMENT WITH HAPPY HOUR FIT CLUB

General Manager Mendoza presented details of the report.

President Maynard reported he and Director DeMarco on this committee and talked about the increases in costs and prices.

Motion by Director DeMarco, seconded Director Shade to renew the Happy Hour Fit Club Facility Use Agreement, as presented. The motion carried, 5-0.

6. RENEWAL OF PROFESSIONAL SERVICES AGREEMENT BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT AND GOVERNMENT FINANCIAL SERVICES FOR CONSULTING SERVICES RELATED TO THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT'S FINANCIAL ACTIVITIES

General Manager Mendoza presented details of the report.

Discussion followed regarding the starting date of the current contract and the scope of services, distinguishing between data entry and accounting, whether RCSD is receiving a good value, upcoming changes, determining with RCSD needs a CPA or a Bookkeeper, the number of transaction and getting proposals from Bookkeepers.

General Manager Mendoza offered to reach out to CFC and review similar districts to determine the market rate for bookkeeping services.

President Maynard suggested continuing the item and urged General Manager Mendoza to make this a priority.

Director Shade noted that input on this matter was not given by individual Directors.

7. RENEWAL OF ROSSMOOR COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT FOR HEARING OFFICER SERVICES WITH MICHAEL EUGENE RANESES

General Manager Mendoza presented details of the report.

Motion by Director Barke, seconded Director Shade to renew the RCSD Professional Services Agreement for Hearing Officer Services with Michael Eugene Raneses, as presented. The motion carried, 5-0.

H. GENERAL MANAGER ITEMS

General Manager Mendoza presented an overview of the report; addressed Proposition 68, 2024 Risk Management Award and the probability of District Arborist Kingman of winning the Capstone Award; reported staff is aerating the fields; discussed the annual audit, adaptive programs offered at Foster Park and an upcoming meeting of the Investment Committee. Additionally, he spoke about developing a community satisfaction survey.

In reply to Director Searles's question, General Manager Mendoza addressed security at Rossmoor Park protecting the courts during painting.

I. BOARD MEMBER ITEMS

Director Searles disclosed he is an attorney, although he does not legally represent RCSD in that capacity; talked about his involvement in a Development Processing Review Committee for the County of Orange, dealing with housing and permitting and announced the County has published plans for ADUs which will speed up the ADU application process for residents and thanked staff for their work.

Brief discussion followed regarding Committee representatives and appointments by the Board of Supervisors.

Director DeMarco commended staff for developing Senior programs; read a thank you letter from Vicky Vu regarding the CarFit event; spoke about the beginning of the school year and urged everyone to be safe and asked General Manager Mendoza to contact the street sweeping vendor regarding speeding vehicles.

Director Shade thanked the Los Alamitos Girls Softball League for participating in the meeting; discussed the recent Family Festival; talked about speeding street sweeping vehicles and commended District Arborist Kingman for her work and efforts and mentioned trees on Martha Ann that need to be assessed and the structure at Rossmoor.

Director Barke reported he is a licensed physician but is not the District's physician.

President Maynard thanked everyone for attending and congratulated staff for the awards received.

J. GENERAL COUNSEL ITEMS - None

K. ADJOURNMENT

President Maynard adjourned the meeting at 9:55 p.m.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: September 10, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accountant Michael Matsumoto

Subject: JULY 2024 REVENUE AND EXPENDITURE REPORT AND AUGUST 2024
WARRANTS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for July 2024.

INFORMATION

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenue and expenses. The attached Warrant Register contains checks and electronic funds transfers from August 1, 2024, to August 31, 2024.

ATTACHMENTS

1. Revenue and Expenditure Report for the month of July 2024
2. Explanation of Significant Variances from budgeted amounts
3. August 2024 Warrants

**Rossmoor Community Services District
 Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
 For the month ended July 31, 2024**

| | Original Budget | Amended Budget | Current Month | YTD | YTD Var | YTD % Bud |
|----------------------------------|--------------------|-------------------|---------------------|------------------|---------------------|--------------|
| Revenues: | | | | | | |
| Property taxes | \$ 1,339,800 | \$ 1,339,800 | \$ - | \$ - | \$ (1,339,800) | 0.00% |
| Street light assessments | 468,300 | 468,300 | - | - | (468,300) | 0.00% |
| Interest on investments | 30,000 | 30,000 | - | - | (30,000) | 0.00% |
| From other governmental agencies | 140,000 | 140,000 | - | - | (140,000) | 0.00% |
| Permit and rental fees | 187,300 | 187,300 | 18,022 | 18,022 | (169,278) | 9.62% |
| Misc./Sponsorships | 35,000 | 35,000 | 10,210 | 10,210 | (24,790) | 29.17% |
| Total Revenues | 2,200,400 | 2,200,400 | 28,232 | 28,232 | (2,172,168) | 1.28% |
| Expenditures: | | | | | | |
| Administration | 1,286,730 | 1,286,730 | 145,797 | 145,797 | 1,140,933 | 11.33% |
| Recreation | 68,650 | 68,650 | 19,167 | 19,167 | 49,483 | 27.92% |
| Rossmoor park | 198,290 | 198,290 | 8,987 | 8,987 | 189,303 | 4.53% |
| Montecito center | 13,910 | 13,910 | 1,058 | 1,058 | 12,852 | 7.61% |
| Rush park | 132,400 | 132,400 | 9,473 | 9,473 | 122,927 | 7.15% |
| Street lighting | 120,800 | 120,800 | 10,087 | 10,087 | 110,713 | 8.35% |
| Street sweeping | 81,360 | 81,360 | 6,538 | 6,538 | 74,822 | 8.04% |
| Parkway trees | 194,650 | 194,650 | - | - | 194,650 | 0.00% |
| Mini-parks and medians | 15,700 | 15,700 | 1,473 | 1,473 | 14,227 | 9.38% |
| Total Expenditures | 2,112,490 | 2,112,490 | 202,580 | 202,580 | 1,909,910 | 9.59% |
| Changes in fund balance | 87,910 | 87,910 | \$ (174,348) | (174,348) | \$ (262,258) | |
| Fund balance: | | | | | | |
| Beginning of year | 1,935,281 | 1,935,281 | | 1,935,281 | | |
| End of period | 2,023,191 | 2,023,191 | | 1,760,933 | | |
| Cash Balances at 7/31/24: | | | | | | |
| Checking | | | | 159,831 | | |
| LAIF | | | | 1,493,285 | | |
| Total | | | | 1,653,116 | | |

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 24

| Fund | Account | Received | | Estimated Revenue | Revenue | |
|--------------------------------|---------------------------------------|---------------|--------------|-------------------|----------------|------------|
| | | Current Month | Received YTD | | To Be Received | % Received |
| 10 General Fund | | | | | | |
| 3000 Property Tax | | | | | | |
| 3001 | Current Secure Property Tax | 0.00 | 0.00 | 1,217,200.00 | 1,217,200.00 | 0 % |
| 3002 | Current Unsecured Prop Tax | 0.00 | 0.00 | 36,000.00 | 36,000.00 | 0 % |
| 3003 | Prior Secured property Tax | 0.00 | 0.00 | 7,600.00 | 7,600.00 | 0 % |
| 3004 | Prior Unsecured Property Tax | 0.00 | 0.00 | 700.00 | 700.00 | 0 % |
| 3005 | Delinquent Propert Taxes | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0 % |
| 3006 | Current Supplemental Assessment | 0.00 | 0.00 | 41,100.00 | 41,100.00 | 0 % |
| 3007 | Prior supplemental assessment | 0.00 | 0.00 | 8,800.00 | 8,800.00 | 0 % |
| 3008 | Public Utility Tax | 0.00 | 0.00 | 20,400.00 | 20,400.00 | 0 % |
| 3009 | State Homeowners prop. Tax Relief | 0.00 | 0.00 | 5,500.00 | 5,500.00 | 0 % |
| | Account Group Total: | 0.00 | 0.00 | 1,339,800.00 | 1,339,800.00 | 0 % |
| 3100 | | | | | | |
| 3101 | Street light assessments | 0.00 | 0.00 | 468,300.00 | 468,300.00 | 0 % |
| | Account Group Total: | 0.00 | 0.00 | 468,300.00 | 468,300.00 | 0 % |
| 3200 | | | | | | |
| 3201 | Interest on Investments | 0.00 | 0.00 | 30,000.00 | 30,000.00 | 0 % |
| | Account Group Total: | 0.00 | 0.00 | 30,000.00 | 30,000.00 | 0 % |
| 3300 INTERGOVERNMENTAL REVENUE | | | | | | |
| 3301 | Prop 68 Grant Funding | 0.00 | 0.00 | 60,000.00 | 60,000.00 | 0 % |
| 3304 | County street sweep reimbursement | 0.00 | 0.00 | 80,000.00 | 80,000.00 | 0 % |
| | Account Group Total: | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0 % |
| 3400 RENTAL & PERMITS | | | | | | |
| 3401 | Tennis Courts Reservations | 2,290.00 | 2,290.00 | 21,000.00 | 18,710.00 | 11 % |
| 3402 | Tennis Instructor Private Lessons | 990.00 | 990.00 | 16,000.00 | 15,010.00 | 6 % |
| 3405 | Rossmoor Park Ball Field Reservations | 133.50 | 133.50 | 12,500.00 | 12,366.50 | 1 % |
| 3406 | Rush Park Ball field reservations | 3,048.00 | 3,048.00 | 12,500.00 | 9,452.00 | 24 % |
| 3407 | Pickleball Reservation | 4,155.00 | 4,155.00 | 12,000.00 | 7,845.00 | 35 % |
| 3408 | Pickleball Instructor Private Lessons | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0 % |
| 3411 | Signature Wall Banner Rental | 42.00 | 42.00 | 300.00 | 258.00 | 14 % |
| 3421 | Tree Revenue | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0 % |
| 3422 | Tree Violation Fines | 300.00 | 300.00 | 0.00 | -300.00 | % |
| 3431 | Rossmoor Building Rental | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0 % |
| 3432 | Rossmoor Park Picinic Site | 625.00 | 625.00 | 2,500.00 | 1,875.00 | 25 % |
| 3441 | Montecito Building Rental | 1,850.00 | 1,850.00 | 25,000.00 | 23,150.00 | 7 % |
| 3451 | Rush Building Rental | 4,227.67 | 4,227.67 | 67,000.00 | 62,772.33 | 6 % |
| 3452 | Rush Park Picnic Site | 361.00 | 361.00 | 7,000.00 | 6,639.00 | 5 % |
| 3453 | Rush Park Kitchen | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0 % |
| | Account Group Total: | 18,022.17 | 18,022.17 | 187,300.00 | 169,277.83 | 10 % |
| 3500 | | | | | | |
| 3501 | MISC REVENUE | 209.93 | 209.93 | 10,000.00 | 9,790.07 | 2 % |
| 3502 | Sponsorships | 10,000.00 | 10,000.00 | 25,000.00 | 15,000.00 | 40 % |
| | Account Group Total: | 10,209.93 | 10,209.93 | 35,000.00 | 24,790.07 | 29 % |
| | Fund Total: | 28,232.10 | 28,232.10 | 2,200,400.00 | 2,172,167.90 | 1 % |

| | | | | | |
|--------------|-----------|-----------|--------------|--------------|-----|
| Grand Total: | 28,232.10 | 28,232.10 | 2,200,400.00 | 2,172,167.90 | 1 % |
|--------------|-----------|-----------|--------------|--------------|-----|

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 7 / 24

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------|-----------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 10 General Fund | | | | | | | |
| 5000 | | | | | | | |
| 5010 Administration | | | | | | | |
| 4000 | Board of Directors Compensatn | 900.00 | 900.00 | 11,000.00 | 11,000.00 | 10,100.00 | 8% |
| 4002 | Salaries - Part-time | 6,687.54 | 6,687.54 | 82,900.00 | 82,900.00 | 76,212.46 | 8% |
| 4003 | Overtime | 1,119.46 | 1,119.46 | 12,360.00 | 12,360.00 | 11,240.54 | 9% |
| 4006 | SALARIES - ADMINISTRATION | 19,624.69 | 19,624.69 | 262,600.00 | 262,600.00 | 242,975.31 | 7% |
| 4007 | VEHICLE ALLOWANCE (MILEAGE | 0.00 | 0.00 | 2,160.00 | 2,160.00 | 2,160.00 | 0% |
| 4008 | SALARIES - PARK AND RECREATION | 15,096.48 | 15,096.48 | 175,300.00 | 175,300.00 | 160,203.52 | 9% |
| 4009 | SALARIES - Park /TREE MAINTENANCE | 5,435.37 | 5,435.37 | 61,400.00 | 61,400.00 | 55,964.63 | 9% |
| 4010 | Workers Compensation Insurance | 10,500.00 | 10,500.00 | 11,500.00 | 11,500.00 | 1,000.00 | 91% |
| 4011 | Medical Insurance | 16,223.92 | 16,223.92 | 99,780.00 | 99,780.00 | 83,556.08 | 16% |
| 4015 | Federal Payroll Tax -FICA | 3,822.77 | 3,822.77 | 58,080.00 | 58,080.00 | 54,257.23 | 7% |
| 4019 | Deferred Comp - ER Match | 0.00 | 0.00 | 10,900.00 | 10,900.00 | 10,900.00 | 0% |
| 5002 | Insurance - Liability | 48,059.00 | 48,059.00 | 48,700.00 | 48,700.00 | 641.00 | 99% |
| 5004 | Memberships and Dues | 3,057.22 | 3,057.22 | 10,820.00 | 10,820.00 | 7,762.78 | 28% |
| 5006 | Travel & Meetings | 805.44 | 805.44 | 2,710.00 | 2,710.00 | 1,904.56 | 30% |
| 5007 | Televised Meeting Costs | 0.00 | 0.00 | 23,790.00 | 23,790.00 | 23,790.00 | 0% |
| 5008 | Gasoline | 715.25 | 715.25 | 5,410.00 | 5,410.00 | 4,694.75 | 13% |
| 5010 | Publications & Legal Notices | 0.00 | 0.00 | 8,120.00 | 8,120.00 | 8,120.00 | 0% |
| 5012 | Printing | 178.29 | 178.29 | 4,330.00 | 4,330.00 | 4,151.71 | 4% |
| 5014 | Postage | 204.40 | 204.40 | 2,160.00 | 2,160.00 | 1,955.60 | 9% |
| 5016 | Office & Meeting Supplies | 1,278.48 | 1,278.48 | 16,220.00 | 16,220.00 | 14,941.52 | 8% |
| 5018 | Janitorial Supplies | 19.85 | 19.85 | 21,410.00 | 21,410.00 | 21,390.15 | 0% |
| 5020 | Telephone | 890.03 | 890.03 | 10,820.00 | 10,820.00 | 9,929.97 | 8% |
| 5021 | Computer/Email/Server Costs | 767.76 | 767.76 | 9,270.00 | 9,270.00 | 8,502.24 | 8% |
| 5030 | Vehicle Maintenance | 2,395.37 | 2,395.37 | 10,820.00 | 10,820.00 | 8,424.63 | 22% |
| 5032 | Building & Grounds-Maintenance | 1,987.45 | 1,987.45 | 87,600.00 | 87,600.00 | 85,612.55 | 2% |
| 5045 | Miscellaneous Expenditures | 1,960.71 | 1,960.71 | 21,630.00 | 21,630.00 | 19,669.29 | 9% |
| 5046 | Bank Service Charge | 343.38 | 343.38 | 4,330.00 | 4,330.00 | 3,986.62 | 8% |
| 5050 | Elections | 0.00 | 0.00 | 13,820.00 | 13,820.00 | 13,820.00 | 0% |
| 5610 | Legal Services | 0.00 | 0.00 | 45,000.00 | 45,000.00 | 45,000.00 | 0% |
| 5615 | Financial Audit-Consulting | 0.00 | 0.00 | 20,550.00 | 20,550.00 | 20,550.00 | 0% |
| 5620 | Outsource Financial Consultant | 0.00 | 0.00 | 74,160.00 | 74,160.00 | 74,160.00 | 0% |
| 5670 | Other Professional Services | 2,266.79 | 2,266.79 | 44,100.00 | 44,100.00 | 41,833.21 | 5% |
| 6010 | Equipment | 371.76 | 371.76 | 2,160.00 | 2,160.00 | 1,788.24 | 17% |
| 6025 | Software | 1,085.64 | 1,085.64 | 10,820.00 | 10,820.00 | 9,734.36 | 10% |
| | Account Total: | 145,797.05 | 145,797.05 | 1,286,730.00 | 1,286,730.00 | 1,140,932.95 | 11% |
| 5020 Recreation | | | | | | | |
| 5017 | Community Events | 19,166.51 | 19,166.51 | 68,650.00 | 68,650.00 | 49,483.49 | 28% |
| | Account Total: | 19,166.51 | 19,166.51 | 68,650.00 | 68,650.00 | 49,483.49 | 28% |
| 5030 Rossmoor Park | | | | | | | |
| 5022 | Utilities | 1,355.95 | 1,355.95 | 13,520.00 | 13,520.00 | 12,164.05 | 10% |
| 5023 | Water | 4,631.02 | 4,631.02 | 64,890.00 | 64,890.00 | 60,258.98 | 7% |
| 5025 | SECURED PROP TAX | 0.00 | 0.00 | 1,300.00 | 1,300.00 | 1,300.00 | 0% |
| 5034 | Alarm Systems/Security | 0.00 | 0.00 | 1,080.00 | 1,080.00 | 1,080.00 | 0% |
| 5045 | Miscellaneous Expenditures | 0.00 | 0.00 | 4,870.00 | 4,870.00 | 4,870.00 | 0% |
| 5051 | Equipment Rental | 0.00 | 0.00 | 550.00 | 550.00 | 550.00 | 0% |
| 5052 | Minor Facility Repairs /Tools | 0.00 | 0.00 | 1,080.00 | 1,080.00 | 1,080.00 | 0% |

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 7 / 24

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-----------------------------|------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 10 General Fund | | | | | | | |
| 5655 | Landscape Maintenance / Janitorial | 3,000.00 | 3,000.00 | 36,000.00 | 36,000.00 | 33,000.00 | 8% |
| 6005 | Buildings and Improvements | 0.00 | 0.00 | 75,000.00 | 75,000.00 | 75,000.00 | 0% |
| | Account Total: | 8,986.97 | 8,986.97 | 198,290.00 | 198,290.00 | 189,303.03 | 5% |
| 5040 Montecito Center | | | | | | | |
| 5022 | Utilities | 210.91 | 210.91 | 2,160.00 | 2,160.00 | 1,949.09 | 10% |
| 5023 | Water | 515.11 | 515.11 | 4,870.00 | 4,870.00 | 4,354.89 | 11% |
| 5025 | SECURED PROP TAX | 0.00 | 0.00 | 1,080.00 | 1,080.00 | 1,080.00 | 0% |
| 5034 | Alarm Systems/Security | 0.00 | 0.00 | 700.00 | 700.00 | 700.00 | 0% |
| 5045 | Miscellaneous Expenditures | 0.00 | 0.00 | 550.00 | 550.00 | 550.00 | 0% |
| 5052 | Minor Facility Repairs /Tools | 0.00 | 0.00 | 550.00 | 550.00 | 550.00 | 0% |
| 5655 | Landscape Maintenance / Janitorial | 332.50 | 332.50 | 4,000.00 | 4,000.00 | 3,667.50 | 8% |
| | Account Total: | 1,058.52 | 1,058.52 | 13,910.00 | 13,910.00 | 12,851.48 | 8% |
| 5050 Rush Park | | | | | | | |
| 5022 | Utilities | 2,441.74 | 2,441.74 | 34,180.00 | 34,180.00 | 31,738.26 | 7% |
| 5023 | Water | 3,535.24 | 3,535.24 | 54,080.00 | 54,080.00 | 50,544.76 | 7% |
| 5025 | SECURED PROP TAX | 0.00 | 0.00 | 4,540.00 | 4,540.00 | 4,540.00 | 0% |
| 5034 | Alarm Systems/Security | 126.00 | 126.00 | 870.00 | 870.00 | 744.00 | 14% |
| 5045 | Miscellaneous Expenditures | 38.53 | 38.53 | 550.00 | 550.00 | 511.47 | 7% |
| 5051 | Equipment Rental | 0.00 | 0.00 | 1,630.00 | 1,630.00 | 1,630.00 | 0% |
| 5052 | Minor Facility Repairs /Tools | 331.46 | 331.46 | 550.00 | 550.00 | 218.54 | 60% |
| 5655 | Landscape Maintenance / Janitorial | 3,000.00 | 3,000.00 | 36,000.00 | 36,000.00 | 33,000.00 | 8% |
| | Account Total: | 9,472.97 | 9,472.97 | 132,400.00 | 132,400.00 | 122,927.03 | 7% |
| 5060 Street Lighting | | | | | | | |
| 5650 | Street Lighting and Maintenance | 10,087.32 | 10,087.32 | 120,800.00 | 120,800.00 | 110,712.68 | 8% |
| | Account Total: | 10,087.32 | 10,087.32 | 120,800.00 | 120,800.00 | 110,712.68 | 8% |
| 5070 Street Sweeping | | | | | | | |
| 5642 | Street Sweeping | 6,538.14 | 6,538.14 | 81,360.00 | 81,360.00 | 74,821.86 | 8% |
| | Account Total: | 6,538.14 | 6,538.14 | 81,360.00 | 81,360.00 | 74,821.86 | 8% |
| 5080 Parkway Trees | | | | | | | |
| 5017 | Community Events | 0.00 | 0.00 | 1,630.00 | 1,630.00 | 1,630.00 | 0% |
| 5656 | Tree Trimming | 0.00 | 0.00 | 141,110.00 | 141,110.00 | 141,110.00 | 0% |
| 5660 | TREE REMOVAL | 0.00 | 0.00 | 3,240.00 | 3,240.00 | 3,240.00 | 0% |
| 6015 | Trees | 0.00 | 0.00 | 48,670.00 | 48,670.00 | 48,670.00 | 0% |
| | Account Total: | 0.00 | 0.00 | 194,650.00 | 194,650.00 | 194,650.00 | 0% |
| 5090 Mini-Parks and Medians | | | | | | | |
| 5022 | Utilities | 0.00 | 0.00 | 550.00 | 550.00 | 550.00 | 0% |
| 5023 | Water | 1,140.20 | 1,140.20 | 10,820.00 | 10,820.00 | 9,679.80 | 11% |
| 5045 | Miscellaneous Expenditures | 0.00 | 0.00 | 110.00 | 110.00 | 110.00 | 0% |
| 5051 | Equipment Rental | 0.00 | 0.00 | 110.00 | 110.00 | 110.00 | 0% |
| 5052 | Minor Facility Repairs /Tools | 0.00 | 0.00 | 110.00 | 110.00 | 110.00 | 0% |
| 5655 | Landscape Maintenance / Janitorial | 332.50 | 332.50 | 4,000.00 | 4,000.00 | 3,667.50 | 8% |
| | Account Total: | 1,472.70 | 1,472.70 | 15,700.00 | 15,700.00 | 14,227.30 | 9% |
| | Account Group Total: | 202,580.18 | 202,580.18 | 2,112,490.00 | 2,112,490.00 | 1,909,909.82 | 10% |

08/21/24
14:58:43

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 7 / 24

Page: 3 of 3
Report ID: B100C

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|--------------|--------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| | Fund Total: | 202,580.18 | 202,580.18 | 2,112,490.00 | 2,112,490.00 | 1,909,909.82 | 10% |
| | Grand Total: | 202,580.18 | 202,580.18 | 2,112,490.00 | 2,112,490.00 | 1,909,909.82 | 10% |

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS

JULY 2024

Revenue Accounts

| Account Code | % | Item | Explanation |
|---------------------|----------|---------------------------|---|
| 3407 | 35 | Pickleball Reservation | High usage of courts due to Summer time. |
| 3432 | 25 | Rossmoor Park Picnic Site | High usage of area due to Summer time. |
| 3502 | 40 | Sponsorships | Sponsorships received for Family Festival |

Expenditure Accounts

| Account Code | % | Item | Explanation |
|---------------------|----------|------------------------------------|---|
| 5010-4010 | 91 | Workers Compensation Insurance | All dues paid for FY. Do not anticipate going over budget. |
| 5010-5002 | 99 | Insurance-Liability | All dues paid for FY. Do not anticipate going over budget. |
| 5010-5004 | 28 | Memberships and Dues | Annual renewal of memberships came in. On track with budget for FY. |
| 5010-5006 | 30 | Travel & Meetings | Trainings and meetings for staff. On track with budget for FY. |
| 5010-5030 | 22 | Vehicle Maintenance | Tires needed to be replaced on trucks. |
| 5020-5017 | 28 | Community Events | Higher due to Movie in the Park and Family Festival. |
| 5050-5052 | 60 | Rush Park Minor Fac. Repairs/Tools | Unanticipated emergency AC unit repair. |

08/14/24
16:28:20

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 8/24

Page: 1 of 1
Report ID: AP100

* ... Over spent expenditure

| Claim | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | FO # | Fund Org Acct | Object Proj | Cash Account |
|-------|--|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 926 | | 999999 BERTHA DE LA CRUZ | 200.00 | | | | | |
| | Deposit Refund | | | | | | | |
| | | 08/13/24 Deposit Cruz | 200.00 | | | 10 2220 | | 1010 |
| 927 | | 150 JOE MENDOZA | 390.21 | | | | | |
| | Exp CJPIA meeting & Staff appreciation | | | | | | | |
| | | 08/14/24 Mendoza Exp | 390.21 | | | 10 5010 | 5006 | 1010 |
| 928 | | 614 GDC COMMUNICATIONS & SOUND | 400.00 | | | | | |
| | Equip - Movie in park 8/16 | | | | | | | |
| | | 2024011 08/11/24 Movie in Pk 8/16 | 400.00 | | | 10 5020 | 5017 | 1010 |
| 929 | | 754 MAX STEAM INC | 350.00 | | | | | |
| | Cleaning 8/12/24 | | | | | | | |
| | | 10657 08/12/24 Cleaning 8/12/24 | 350.00 | | | 10 5010 | 5032 | 1010 |
| 930 | | 1073 Pacific Landmark Electric Inc. | 1,200.00 | | | | | |
| | Bathroom Fans - Rossmoor | | | | | | | |
| | | 240826 08/09/24 Rossmoor Pk bathroom fans | 1,200.00 | | | 10 5030 | 5045 | 1010 |
| 931 | | 899 SCA OF CA, LLC | 6,538.14 | | | | | |
| | Aug 24 | | | | | | | |
| | | 135797SP 08/01/24 Aug Street Sweeping | 6,538.14 | | | 10 5070 | 5642 | 1010 |
| 932 | | 96 SITE ONE LANDSCAPE SUPPLY LLC | 294.21 | | | | | |
| | Compost 8/14 | | | | | | | |
| | | 144980050- 08/14/24 Compost 8/14 | 294.21 | | | 10 5010 | 5032 | 1010 |
| 933 | | 309 TRIPEPI SMITH | 1,309.26 | | | | | |
| | July Meeting | | | | | | | |
| | | 12861 07/31/24 July Meeting | 1,309.26 | | | 10 5010 | 5007 | 1010 |
| 934 | | 994 VALLEY ALARM | 249.00 | | | | | |
| | Alarm | | | | | | | |
| | | 1183897 08/06/24 Rossmoor Pk | 123.00 | | | 10 5030 | 5034 | 1010 |
| | | 1183898 08/06/24 Montecito | 126.00 | | | 10 5040 | 5034 | 1010 |
| | | # of Claims | 9 | Total: | | | | 10,930.82 |

08/21/24
14:39:02

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 8/24

Page: 1 of 1
Report ID: AP100

* ... Over spent expenditure

| Claim | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|---------------------------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 935 | | 999999 JAYAPRAKASH NALLAMUTHU | 150.00 | | | | | |
| | Deposit Refund | | | | | | | |
| | 08/20/24 | Deposit refund | 250.00 | | | 10 2220 | | 1010 |
| | 08/20/24 | Extra Hour rental | -100.00 | | | 10 3451 | | 1010 |
| 936 | | 324 CALIFORNIA JPIA | 500.00 | | | | | |
| | Pollution Liab 24-25 | | | | | | | |
| | ENVIR01355 | 08/14/24 Pollution 24/25 | 500.00* | | | 10 5010 | 5002 | 1010 |
| 937 | | 898 COSTCO MEMBERSHIP | 130.00 | | | | | |
| | Member 000111850417425 | | | | | | | |
| | 08/15/24 | Member 000111850417425 | 130.00 | | | 10 5010 | 5004 | 1010 |
| 938 | | 212 JONES & MAYER | 2,590.00 | | | | | |
| | July | | | | | | | |
| | 124211 | 07/31/24 July Legal | 2,590.00 | | | 10 5010 | 5610 | 1010 |
| 939 | | 1069 LandCare Holdings, Inc. | 6,665.00 | | | | | |
| | August | | | | | | | |
| | 767528 | 08/01/24 August Landscaping | 3,000.00 | | | 10 5030 | 5655 | 1010 |
| | 767528 | 08/01/24 August Landscaping | 332.50 | | | 10 5030 | 5655 | 1010 |
| | 767528 | 08/01/24 August Landscaping | 3,000.00 | | | 10 5050 | 5655 | 1010 |
| | 767528 | 08/01/24 August Landscaping | 332.50 | | | 10 5090 | 5655 | 1010 |
| 940 | | 250 MARINA SECURITY GATE | 316.67 | | | | | |
| | Montecito Gate | | | | | | | |
| | 8381 | 08/20/24 Montecito Gate | 316.67 | | | 10 5040 | 5052 | 1010 |
| 941 | | 732 SDRMA | 500.00 | | | | | |
| | Grimaldi Claim - 6/27/18 - Deductible | | | | | | | |
| | 6897 | 08/14/24 Grimaldi Claim Deductible - 06 | 500.00* | | | 10 5010 | 5002 | 1010 |
| 942 | | 629 UNITED RENTALS INC | 758.03 | | | | | |
| | Light Tower 8/10/24 | | | | | | | |
| | 237343661- | 08/13/24 Light Tower 8/10/24 | 758.03 | | | 10 5020 | 5017 | 1010 |
| | | # of Claims | 8 | Total: | | | | 11,609.70 |

08/07/24
13:57:02

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 8/24

Page: 2 of 2
Report ID: AP100

* ... Over spent expenditure

| Claim | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|-------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 915 | | 156 LAKEWOOD NURSERY | 277.74 | | | | | |
| | | Foster Park | | | | | | |
| | 12628 | 07/22/24 Plants | 123.44 | | | 10 5010 5045 | | 1010 |
| | 12622 | 07/29/24 Plants | 154.30 | | | 10 5010 5045 | | 1010 |
| 916 | | 150 JOE MENDOZA | 132.66 | | | | | |
| | | Mileage July | | | | | | |
| | | 08/05/24 Mileage July Joe | 132.66 | | | 10 5010 4007 | | 1010 |
| 917 | | 999999 AYSO #159 | 200.00 | | | | | |
| | | Deposit Refund | | | | | | |
| | | 07/29/24 Deposit refund AYSO 159 | 200.00 | | | 10 2220 | | 1010 |
| 918 | | 386 MARIA SHAFER | 262.50 | | | | | |
| | | Minutes 7/9 | | | | | | |
| | | RCSD-045 08/01/24 Minutes 7/9 | 262.50 | | | 10 5010 5010 | | 1010 |
| 919 | | 1079 Norm Reeves Ford Superstore | 1,851.62 | | | | | |
| | | Tires, and alignment 2016 F150 | | | | | | |
| | | 124526 08/05/24 Tires and Alignment 2016 F150 | 1,851.62 | | | 10 5010 5030 | | 1010 |
| 920 | | 594 PRINT MASTERS | 87.40 | | | | | |
| | | Business Cards | | | | | | |
| | | 70634 08/01/24 Business cards Joe & Jessica | 87.40 | | | 10 5010 5012 | | 1010 |
| 921 | | 98 SWANK MOTION PICTURES, INC. | 446.17 | | | | | |
| | | Kung Fu Panda | | | | | | |
| | | RG3694511 07/31/24 Kung Fu Panda | 446.17 | | | 10 5020 5017 | | 1010 |
| 922 | | 1048 Vital Records Control | 174.34 | | | | | |
| | | August | | | | | | |
| | | 4388556 07/31/24 Aug Storage | 174.34 | | | 10 5010 5045 | | 1010 |
| 923 | | 22 WEST COAST ARBORISTS, INC. | 797.60 | | | | | |
| | | Tree Maint | | | | | | |
| | | 216980 07/15/24 Tree Maint | 797.60 | | | 10 5080 5656 | | 1010 |
| | | # of Claims 19 | Total: 17,594.98 | | | | | |

08/07/24
16:08:01

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 8/24

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Report ID: AP100

* ... Over spent expenditure

| Claim | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|-------|-----------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 925 | | 1080 The Trip | 2,800.00 | | | | | |
| | 8/10/24 Concert | | | | | | | |
| | 08/07/24 | 8/10/24 Concert | 2,800.00 | | | 10 5020 | 5017 | 1010 |
| | | # of Claims | 1 | Total: | | | | 2,800.00 |

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: September 10, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: SECOND READING PROPOSED POLICY NO. 6017 RE: MEMORIAL BENCH AND TREE DONATIONS

RECOMMENDATION

The Tree Committee (Directors Barke and Shade) of the Rossmoor Community Services District (RCSD) recommends that the RCSD Board of Directors give second reading of Proposed Policy No. 6017 Re: Park Tree and Memorial Bench Donations.

BACKGROUND

Rossmoor Community Services District (RCSD) is in need of a policy to set a standard for those who wish to remember their loved ones with the planting of a tree or a park bench in either Rossmoor or Rush Park. Though this informal program has been in effect for several years, a formal policy has not yet been established. The Tree Committee reviewed and approved the draft of this policy at their meeting on July 30, 2024.

ATTACHMENTS

1. Proposed Policy No. 6017 Memorial Bench and Tree Donations
2. Memorial Bench and Tree Application - Draft

Rossmoor Community Services District

Policy

No. 6017

MEMORIAL BENCH AND TREE DONATIONS

6017.10 Principle. Memorial benches and trees are important community-owned assets of Rossmoor that enhance the value of the Rossmoor community. As such, every effort shall be made to preserve and protect memorial benches and trees in order to retain the unique character of Rossmoor and maintain these important community assets.

6017.20 Purpose. This Policy establishes clear, readily understandable rules and regulations for residents and the RCSD to properly maintain and preserve Memorial Benches and Trees and the value they provide to the community. This policy seeks to establish an option for Rossmoor residents to be remembered by family and friends while adding to the beauty of both Rossmoor and Rush Parks.

6017.30 Policy. The following regulations and standards shall be adhered to by all residents and homeowners of Rossmoor to preserve and protect Memorial Benches and Trees.

6017.31 Memorial Benches and Trees. Rossmoor residents may donate a memorial bench or tree for placement in Rossmoor Park or Rush Park, based on this policy.

6017.32 Donation Requests: Donation requests must be submitted to the RCSD office on the "Memorial Tree and Bench Donation" application form. Only applications for natural deceased persons who were formerly Rossmoor residents will be considered for a memorial park bench or tree. All approved donations will become the property of the Rossmoor Community Services District.

6017.33 Application Processing: The Park superintendent or District Arborist will review all applications for donating memorial benches and trees and approve applications based on location availability and residential status in Rossmoor. Fees may be reviewed annually each year and may be reviewed, evaluated, changed and/or modified separately without affecting this policy. Current fees are listed on the Memorial and Tree Bench Application. Full payment is expected at that time of application submission in the form of a check or credit/debit card (Master Card or Visa). Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered.

6017.34 Bench and/or Tree Selection and Installation: Tree species must be approved by the District Arborist. Bench type and model will be at the discretion of the General Manager. Coordinated tree or bench installations for memorial ceremonies cannot be accommodated. Trees are planted October-March by District contractors. Benches will be installed by RCSD staff within 60 days of shipment of bench being received. Preferred locations in park areas will be accommodated if space is available.

6017.35 Memorial Plaques: Memorial plaques will only be allowed on benches. All plaques will be uniform in size and material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of

(Name)”; “In Honor and Memory of (Name)”; “In Tribute to (Name)”; “In Appreciation of (Name)”; or “In Grateful Appreciation to/of (Name)”. In addition, the following 2 options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.

Plaques are not available for trees. Instead, a keepsake certificate will be provided that includes the name of the person being commemorated, the planting date, tree species, and park location. All tree plaques purchased before this policy was enacted will be allowed to remain on memorial trees for the life of the plaques. A keepsake certificate will also be issued to residents who donated trees before this policy was enacted.

6017.36 Bench and Tree Maintenance: All rules of Tree Protection Policy 3080 apply to park trees. Only District staff are allowed to prune trees, fertilize trees, or install stakes and other supports and maintain benches. Trees that die from natural causes, or are severely damaged by severe weather, pests, disease, or vandalism within 10 years of planting will be replaced at no charge. Damaged benches will be repaired as needed or replaced, if necessary, as determined by the Park Superintendent. Flowers, signs, plants, charms, or other attachments are not to be attached to the tree, tree supports, benches, or left at the base of a tree or bench.

6017.37 Bench and/or Tree Relocation: The RCSD reserves the right to relocate a tree or bench if the location conflicts with future park developments. The RCSD will make every effort to notify the tree donor if this occurs. The District will make every effort to contact the original donor or their family members to coordinate the relocation of the tree or bench to a suitable location.

First Reading of Proposed Policy 6017: August 13, 2024
Second Reading of Proposed Policy 6017: September 10, 2024

ROSSMOOR COMMUNITY SERVICE DISTRICT

3001 Blume Dr. Rossmoor, CA 90720

Phone: (562) 430-3707

Residents of Rossmoor can honor a loved one by donating a tree or bench to be planted or installed in Rossmoor parks. Benches will feature a plaque of recognition at the base. Since plaques are not available for trees, a certificate of planting will be provided. All donations are tax-deductible and will cover materials and installation costs.

MEMORIAL TREE AND BENCH APPLICATION

Name: _____

Rossmoor Address: _____

Daytime Phone: (____) _____ - _____

Park (Rossmoor or Rush only):

Preferred Park Location:

Preferred Tree Species: _____

Memorial Bench Plaque Inscription (up to 4 lines):

Current Fees:

- **Memorial Trees** \$300.00 - 24-inch box standard nursery stock (specialty stock trees may be available at a higher cost)
- **Memorial Bench** Cost range between \$1500.00 - \$1800.00

Signature of Applicant

Date

For office use only

Application received date: _____

Approved by: _____

Payment amount received: _____

Payment type or check #: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: September 10, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: RESOLUTION NO. 24-09-10-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A BABY SHOWER EVENT TO BE HELD ON NOVEMBER 23, 2024 FROM 12:00 P.M. TO 4:00 P.M. IN THE RUSH PARK AUDITORIUM

RECOMMENDATION

Approve by roll call vote, Resolution No. 24-09-10-01 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 24-09-10-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A BABY SHOWER EVENT TO BE HELD ON NOVEMBER 23, 2024 FROM 12:00 P.M. TO 4:00 P.M. IN THE RUSH PARK AUDITORIUM

INFORMATION

A Rossmoor resident has reserved the Rush Park Auditorium for a baby shower event to be held November 23, 2024. The applicant is requesting Board approval to dispense alcohol (beer and wine) at the event from 12:30pm-4:00pm. The group size is estimated to be approximately 130 people. No alcohol will be sold. The application has been received at least 90 days prior to the event. A detailed outline of the event requirements has been received. A \$50.00 non-refundable alcohol filing fee has been received.

ATTACHMENTS

1. Resident request
2. Draft Resolution 24-09-10-01
3. Policy No. 6011

← Members of Rossmoor Co...

Members of Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720
(562) 430-3707 ext.100

Dear Jessica Verduzzco,

We respectfully request the approval for the use of alcohol at our event on Saturday, November 23, 2024 at the Rush Park Auditorium. Here is the information pertaining to this event:

- ❖ This event is a baby shower
- ❖ Guests will be invited to attend from 1:00 PM - 3:30 PM, with rental from 11:30 AM to 4:30 PM to account for set up and tear down
- ❖ We would like to have beer and wine available for guests from 12:30 PM - 4:00 PM
- ❖ We are inviting 130 guests, approximately 20 are children
- ❖ We are very responsible community members that will be sure to adhere to all rules

Please let us know if we can answer any additional questions. Thank you for your consideration.

Sincerely,

Randi Gibo-Au
Barry Au
12100 Montecito Road Unit 99
Los Alamitos, CA 90720
(714) 309-5284

RESOLUTION 24-09-10-01

RESOLUTION NO. 24-09-10-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A BABY SHOWER EVENT TO BE HELD ON NOVEMBER 23, 2024 FROM 12:00 P.M.T O 4:00 P.M. IN THE RUSH PARK AUDITORIUM.

WHEREAS, the Rossmoor Community Services District did at their meeting on February 10, 2015 approve Ordinance No. 2015-01 codifying Policy No. 6011 which permits the possession and consumption of alcohol (beer and wine) at community events with approval of the Board by resolution.

WHEREAS, the possession and consumption of alcohol in a community facility requires approval by the Board of Directors by resolution for each community event.

WHEREAS, in accordance with Policy No. 6011, Rossmoor resident Randi Gibo-Au has requested approval for the possession and consumption of beer and wine at a baby shower event to be held November 23, 2024 in the Rush Park Auditorium.

WHEREAS, the Board of Directors desires to approve this request subject the applicable provisions of Policy No. 6011 and to the conditions stated herein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District, that the possession, consumption and dispensing of beer and wine at a baby shower event to be held November 23, 2024 in the Rush Park Auditorium is hereby authorized, provided, however, that the resident first obtain any all required licenses from the Alcohol Beverage Control Board and present the same to the General manager at least 30 days prior to November 23, 2024, and thereafter comply with all applicable laws, rules, regulations, policies and ordinances regarding alcoholic beverages and the use of District Property, and maintain in full force and effect general liability insurance naming the District as additional insured in an amount of not less than \$1,000,000.00

PASSED AND ADOPTED this 10th day of September 2024.

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

6011.00 Purpose: The purpose of this policy is to provide for the orderly administration and control of District property within the District and establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

6011.10 Definitions: For the purpose of this policy the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates to the contrary:

6011.11 Alcoholic Beverage: Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

6011.12 Board: The Board of Directors of the Rossmoor Community Services District.

6011.13 District: The Rossmoor Community Services District

6011.14 District Property: Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.

6011.15 Facility: May include any or all of the following: Rush Park Auditorium, East Room, West Room, Administration Building, kitchens, Rossmoor Park Community Center, Montecito Center, picnic site, court or field.

6011.16 General Manager: The General Manager of the District.

6011.17 Group "Group" means all Persons subject to the same permit.

6011.18 Person: Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

6011.19 User Permit: District approved written permission for event, activity or function to take place on District property issued by the General Manager of the District pursuant to Policy No. 6010.

6011.20 Mobile Food Vending Cart: A mobile motorized or non-motorized cart, hand truck, stand or similar device that is used for preparation, vending and/or dispensing of food and/or beverages, other than a motor vehicle as defined in Vehicle Code § 415.

6011.20 Management of District Property: The General Manager shall administer this policy or other related policies in such a manner as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, and/or shall be enforced by any peace officer, who has authority within the District pursuant to Penal Code section 830.1. For other than casual use of a court or field by less than 10 persons, a User Permit is required for the use of District facilities. Casual use shall be limited to a non-recurring, non-commercial or unscheduled activity.

6011.30 Compliance: The privilege of any Person to use District property is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use

6011.40 Hours of Operation: All parks shall be open to the public during the hours of 7:00 a.m. to 10:00 p.m. No person or group shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its employees and contractors, or law enforcement officers or for District sponsored events except as otherwise limited by Policy No. 6010—General Manager Authority and Ordinance No. 2014-03. District buildings shall be open to the public with a proper permit during the same hours of operation.

6011.50 Commercial/Non-Profit Use of District Property; User Permit Required: A User Permit is required for the commercial or non-profit use of District property. Commercial use is governed by Policy No. 6022 Commercial Use of District Property and non-profit use is governed by Policy No. 6021 Non-Profit Use of District Property. These classifications differentiate routine uses by residents and non-residents.

6011.60 Parks & Facilities Committee: The Parks & Facilities Committee is comprised of two Board members and the General Manager. The President appoints the members of the Committee.

6011.70 Prohibited Activities: Following are activities specifically prohibited on District property.

6011.71 Unauthorized Motor Vehicles: No Person shall operate an unauthorized motor vehicle, four-wheel drive vehicle, motorcycle, motorbike, motor dirt bike, all-terrain vehicle, off highway vehicle or any other motorized vehicle within District property except as authorized by the General Manager.

6011.72 Skateboards: No Person shall ride a skateboard propelled by human power to roll or coast within District property.

6011.73 Alcoholic Beverages: No Person shall, within the limits of District property, possess or consume any alcoholic beverage. This prohibition shall not apply to beer and or wine during specific times and locations in connection with a District approved or sponsored event where consumption and or possession of beer and or wine is specifically approved in advance by resolution of the Board and where such consumption and or possession is otherwise lawful.

6011.74 Firearms, Weapons, Fireworks, Replica Firearms: No Person shall have any fireworks, firearms, replica firearms, air gun, paint ball gun, BB gun, slingshot or bow or hunting arrow or any weapon in his/her possession on District property, nor shall any person discharge any firearm, fireworks or weapon or display any replica firearm on District property.

6011.75 Controlling Domestic Animals:

Leash Required. No Person shall allow a dog or other domestic animal in any park unless the animal is restrained at all times by a substantial leash not to exceed six (6) feet in length and in the control of a person competent to restrain the animal, or unless the animal is restrained and enclosed in a cage, crate or similar enclosure.

Animal Wastes. All Persons shall remove and properly dispose of animal excreta from any park.

Dog Shows. Nothing in this section shall prevent the District from holding supervised public events on District property in which domestic animals participate, nor shall it prohibit the General Manager from issuing permits for group activities wherein dogs will be under the responsible care of a person while not restrained by a leash or enclosed in a cage or similar enclosure while participating in a permitted canine event.

Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.

6011.76 Golfing: No Person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

6011.77 Unsafe Activity: No Person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

6011.78 Disorderly Conduct and Noise: No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property.

6011.79 Electrical Outlets: No person shall use any outdoor electrical outlets in District parks. This prohibition shall not apply to District employees or contractors acting within the scope of employment, or persons authorized to do so under a User Permit.

6011.80 Violation of laws, rules, or ordinance: No person shall use any District park in violation of any District policy, rule, regulation, or ordinance; nor shall any person use any District park in violation of any state or federal law.

6011.90 Rental Fees and Charges: See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

6011.100 Amplified Sound System, Music and Live Music-Permit Required: No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

6011.110 Fire Regulation:

6011.111 Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes, vaping, electronic cigarettes as defined in Health & Safety Code § 11405, or other similar electronic smoking devices, is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

6011.112 Barbecues: Use of barbecues at parks and mini parks is permitted in designated cemented areas clear of trees and buildings with prior General Manager authorization. Smokers are prohibited. Hot coals may not be disposed of in any parks.

6011.113 Building Capacity: The occupancy of any District building shall not exceed the posted capacity of persons as determined by the Orange County Fire Marshall.

6011.120 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" "jumpers" or "laser tag", are not permitted on District property unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

6011.130 Mobile Food Vending Carts: Mobile Food Vending Carts that serve, dispense or contain heated foods are not permitted on District property in connection with a Group and/or a User Permit unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured.

Adopted: Resolution 94-4, April 13, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: June 10, 2003
Amended: August 12, 2008
Amended: September 8, 2009
Amended: October 13, 2009
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended: February 10, 2015
Readopted by Ordinance: February 10, 2015

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H

Date: September 10, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

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

INFORMATION

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

- Arborist Mary Kingman has been invited to the annual Risk Management Education Summit at the Hyatt Regency in Indian Wells on October 10, 2024. Mary is a finalist for the CJPIA Capstone Award that recognizes agencies for efficiencies and safety measures that minimize liability claims and exposure to the district. The District's urban forest proactive tree trimming, and maintenance program is very effective.
- Rossmoor Senior Club meets the 2nd and 4th Thursday of the month at Rush Park Auditorium from 9:30 a.m. to 11:00 a.m. Come join us for some coffee, snacks, games, lectures, and some fun social interaction.

On September 12th, Elizabeth Denney with the Orange County Fire Authority will be joining us and providing some valuable information about disaster preparedness and how to be ready in case of an emergency.

- North Orange Continuing Education is also offering classes in Rossmoor at the Rush Park Auditorium. On Thursdays they are offering a "Help Yourself to Health" class at 1pm and Friday they will be having a Health and Wellness class starting at 10am. Both classes offered are a combination of physical movement and lecture.

| | | | |
|-------|--------------------------------|-------------------|--------|
| 52580 | Health and Wellness for OA | 10:00 am-11:50 am | Fri. |
| 52582 | Help Yourself to Health for OA | 01:00 pm-02:50 pm | Thurs. |

Community members need the course registration number shown above to register by phone or online. For community members who are interested in enrolling, they can visit this website to learn how to register online or by phone:

<https://www.noce.edu/admission-records/starting/new-students>

- ❖ Phone: [\(714\) 808-4679](tel:(714)808-4679)
- ❖ E-mail: starhelp@noce.edu
- ❖ Hours: Monday – Thursday from 7:30 a.m. – 7 p.m.
- ❖ Fridays from 7:30 a.m. – 4 p.m.
- The Investment Committee met on August 27, 2024, and was provided with a presentation from California Cooperative Liquid Assets Investment Fund (CLASS) representative Cystal Lynn regarding a short-term investment option for the RCSD to consider. Investment Committee representatives Nathan Searles and Jo Shade received the information and decided to table the option for review later.
- The next Family Festival is scheduled for Saturday September 14, 2024 from 3-8pm
- The Harvest Festival will be held on October 24 in conjunction with the Youth Center and the Farmers Market vendors.
- At the direction of President Maynard at the August 13, 2024 Board meeting, District Arborist Mary Kingman will be reaching out to those residents without parkway trees to notify them that a tree will be selected and planted between the months of October 2024 and February 2025. The District Arborist will supply a list of trees for residents to choose from or a selection will be made on their behalf.

ATTACHMENTS

None.