

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

July 12, 2022

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

In-Person

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, July 12, 2022

7:00 p.m.

PUBLIC PARTICIPATION

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/82187424536?pwd=MDJhdlkxV3ZqQ0c2N3huODVrNFAXZz09>

Enter Meeting ID: **821 8742 4536** and Passcode: **Rossmoor**

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

1. To Participate via Zoom Webinar:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82187424536?pwd=MDJhdlkxV3ZqQ0c2N3huODVrNFAXZz09>

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

Enter Meeting ID: **821 8742 4536** and Passcode: **Rossmoor**

- *If Zoom is not already installed on your computer, click "Download & Run Zoom" on the launch page and press "Run" when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.*
- *Select "Join Audio via Computer."*
- *The virtual conference room will open. If you receive a message reading, "Please wait for the host to start this meeting," simply remain in the room until the meeting begins.*
- *During the Public Comment Period, use the "raise hand" feature located in the participants' window and wait for district staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.*

2. Join Zoom via Phone:

Call: **+1 669 444 9171**

Webinar ID: **821 8742 4536**

Passcode: **45294289**

Scan QR Code to Join Zoom Meeting:



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

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

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

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, DeMarco, Nitikman, Searles
President Rips
3. PLEDGE OF ALLEGIANCE: Director Barke
4. PRESENTATIONS:
 - a. Orange County Sheriff's Captain Gary Knutson Presents Quarterly Crime Statistics
 - b. Golden State Water – Ken Vecchiarelli, Orange County District General Manager
 - c. Sweeping Corp. of America – Rick De Anda, Operations Manager and Erik Klimiuk, Site Manager
 - d. CR&R Incorporated – Hashem Shokair, Senior Sustainability Manager

B. ADDITIONS TO AGENDA – None

In accordance with Section 54954 of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if: a majority of the Board determines by formal vote that an emergency exists per Section 54956.5 (for example, work stoppage or crippling disaster which severely impairs public health and/or safety); or

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD

1. QUARTERLY PARKS AND FACILITIES MAINTENANCE REPORT
2. MONTHLY TRAFFIC SAFETY UPDATE
3. STREET SWEEPING UPDATE
4. GENERAL ELECTION CONDENSED CALENDAR FOR NOVEMBER 8, 2022 FOR CANDIDATES FOR ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
5. UPDATE ON PICKLEBALL

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular Board Meeting of June 14, 2022
2. MAY 2022 REVENUE AND EXPENDITURE REPORT

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

F. PUBLIC HEARING:

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

G. RESOLUTIONS:

1. RESOLUTION NO. 22-07-12-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

ORDINANCES: None

H. REGULAR CALENDAR

1. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF AMENDMENT NUMBER ONE TO AGREEMENT FOR LEGAL SERVICES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

I. GENERAL MANAGER ITEMS

This part of the agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that specific items may be placed on a future agenda. No Board action may be taken on these items that are not on the agenda.

J. BOARD MEMBER ITEMS

This part of the agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or her own activities, and requests of staff, including that specific items be placed on a future Agenda. The Board may not discuss or take action on items not on the Agenda.

K. GENERAL COUNSEL ITEMS

This part of the agenda is reserved for General Counsel to make comments, announcements and reports of activities that are legal in nature. The Board may not discuss or take action on items not on the agenda.

L. ADJOURNMENT

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

Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

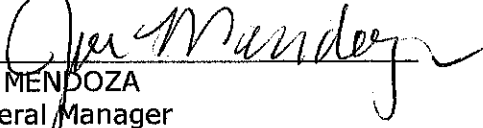
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the July 12, 2022, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JOE MENDOZA
General Manager

Date 7/6/22

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: ORANGE COUNTY SHERIFF'S DEPARTMENT CAPTAIN GARY KNUTSON
PRESENTS QUARTERLY CRIME STATISTICS

RECOMMENDATION

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

INFORMATION

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

ATTACHMENTS

1. Rossmoor Calls for Service/Activity – 2nd Quarter 2022



ORANGE COUNTY
SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

Rossmoor Calls for Service/Activity
2st Quarter 2022

Offense	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '21	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22	Dec '22	Total 2022
187	0	0	0	0	0	0							
211	0	0	0	0	0	0							
245	0	0	1	0	0	0							
459C	0	0	0	0	0	0							
459R	0	3	3	1	2	0							
459V	2	1	3	4	3	5							
487	3	2	1	3	2	2							
488	0	3	2	7	0	5							
10851	2	4	4	0	2	2							
Total	7	13	14	15	9	14							

Offense	Jan '21	Feb '21	Mar '21	Apr '21	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Total 2021
187	0	0	0	0	0	0	0	0	0	0	0	0	0
211	0	0	0	0	0	0	0	0	0	0	0	0	0
245	0	0	0	0	0	0	0	0	0	0	0	1	1
459C	0	0	0	0	0	0	1	0	0	0	0	0	1
459R	0	1	3	1	1	2	3	1	1	0	3	2	18
459V	8	2	1	1	1	2	2	0	2	4	0	2	25
487	4	0	3	9	4	3	2	5	5	5	3	3	46
488	4	3	0	0	4	1	11	1	0	2	0	1	27
10851	0	0	0	0	1	4	1	0	1	3	1	5	16
Total	16	6	7	11	11	12	20	7	9	18	7	14	134

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



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

Rossmoor Calls for Service/Activity 2st Quarter 2022

April 2022: 214 Calls for Service

Grand Theft (PC 487)		
4/2/2022	11000 Block of Wembley Rd.	Catalytic converter stolen from vehicle. Total loss: \$2,100.
4/15/2022	3000 Block of Druid Ln.	Misc. items stolen from bed of truck. Total loss: \$1,400.
4/29/2022	3000 Block of Blume Dr.	Misc. items stolen from unlocked vehicle.

Petty Theft (PC 488)		
4/1/2022	11000 Block of Drysdale Ln.	Misc. items stolen from unlocked vehicle. Total loss: 2,000.
4/5/2022	11000 Block of Wallingsford Rd.	Package stolen from front porch. Total loss: \$115.
4/6/2022	3000 Block of Quail Run Rd.	Bicycle stolen from front yard.
4/7/2022	11000 Block of Wallingsford Rd.	Package stolen from front porch. Total loss: \$100.
4/12/2022	11000 Block of Wallingsford Rd.	Misc. items stolen from carport. Total loss: \$326.
4/18/2022	12000 Block of Montecito Rd.	Package stolen from front porch. Total loss: \$264.
4/27/2022	3000 Block of Yellowtail Dr.	Newspaper stolen from front porch

Burglary (PC 459)		
4/6/2022	3000 Block of Bradbury Rd.	Misc. items stolen from vehicle. Total loss: \$3,400.
4/14/2022	11000 Block of Wallingsford Rd.	Package stolen from front porch. Total loss: \$585.
4/15/2022	3000 Block of Yellowtail Dr.	Misc. Items stolen from locked vehicle. Total loss: \$2,000.
4/25/2022	Kempton Dr. // Montecito Rd.	Misc. items stolen from vehicle.
4/29/2022	3000 Block of Copa D'Oro Dr.	Misc. items stolen from vehicle. Total loss: 3,134.98.

Vandalism (PC 594)		
4/18/2022	12000 Block of Kensington Rd.	Slices of cheese found on vehicle.

Domestic Dispute		
4/2/2022	11000 Block of Kensington Rd.	Verbal dispute between married couple.
4/24/2022	11000 Block of Wallingsford Rd.	Verbal dispute between couple that is dating.

Battery (PC 242)		
4/15/2022	2000 Block of Edgerley Pl.	Victim pushed off bike and punched in face.



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

Rossmoor Calls for Service/Activity 2st Quarter 2022

May 2022: 343 Calls for Service

Grand Theft (PC 487)		
5/18/2022	11000 Block of Donnis Rd.	Catalytic converter stolen from vehicle. Total loss: \$2,000.
5/21/2022	11000 Block of Wallingsford Rd.	Misc. items stolen from residence.

Vandalism (PC 594)		
5/13/2022	12000 Block of Chaucer Rd.	Graffiti found on side wall of residence.
5/18/2022	3000 Block of Hedwig Rd.	Vehicle vandalized. Total loss: \$2,000.
5/25/2022	2000 Block of Silverwood Dr.	Vehicle vandalized. Total loss: \$5,000.
5/30/2022	3000 Block of Ruth Elaine Dr.	Vehicle egged.

Burglary (PC 459)		
5/4/2022	11000 Block of Martha Ann Dr.	Vehicle burglary. Total loss: \$1,340.
5/6/2022	11000 Block of Harrisburg Rd.	Residential burglary. Total loss: \$3,000.
5/8/2022	3000 Block of Brimhall Dr.	Residential burglary. Unknown loss.
5/24/2022	11000 Block of Martha Ann Dr.	Vehicle burglary. Total loss: \$4,100.
5/30/2022	3000 Block of Bostonian Dr.	Vehicle burglary. Unknown loss.

Domestic Dispute		
5/8/2022	3000 Block of Tigertail Dr.	Verbal domestic dispute between dating couple.
5/14/2022	Wallingsford Rd // Quail Run Rd.	Domestic battery between dating couple.
5/27/2022	3000 Block of Wimbleton Dr.	Verbal domestic dispute between married couple.

Narcotics Violation (H&S 11350)		
5/26/2022	Los Alamitos Blvd. // Rossmoor Way	Possession of a controlled substance.



ORANGE COUNTY
SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

Rossmoor Calls for Service/Activity
2st Quarter 2022

Drunk in Public (PC 390)		
5/25/2022	11000 Block of Los Alamitos Blvd.	Tailgating in parking lot.

Stolen Vehicle (VC 10851)		
5/4/2022	11000 Block of Wallingsford Rd.	Vehicle stolen from residence.
5/7/2022	11000 Block of Baskerville Rd.	Vehicle stolen from residence.

June 2022: 287 Calls for Service

Grand Theft (PC 487)		
6/15/2022	2000 Block of St. Albans Dr.	Catalytic converter stolen from vehicle. Total loss: \$2,500.
6/25/2022	11000 Block of Los Alamitos Blvd.	Catalytic converter stolen from vehicle.

Petty Theft (PC 488)		
6/4/2022	3000 Block of Orangewood Ave.	Misc. items stolen from vehicle. Total loss: \$818.
6/6/2022	12000 Block of Foster Rd.	Suspect stole pre-paid gas from gas station pump. Total loss: \$55.68
6/10/2022	11000 Block of Donovan Rd.	Misc. items stolen from unlocked vehicle. Total loss: \$100.
6/17/2022	11000 Block of Weatherby Rd.	Misc. items stolen from vehicle.
6/25/2022	12000 Block of Foster Rd.	Vehicle rummaged through. No loss.

Burglary (PC 459)		
6/15/2022	3000 Block of Brimhall Dr.	Burglary from an unlocked vehicle.
6/21/2022	3000 Block of Ruth Elaine Dr.	Vehicle burglary. Total loss: \$2,100.
6/25/2022	11000 Block of Martha Ann Dr.	Vehicle burglary. Total loss: \$1,500.
6/27/2022	3000 Block of Huntley Dr.	Vehicle burglary.
6/30/2022	3000 Block of Woodstock Rd.	Vehicle burglary.



**ORANGE COUNTY
SHERIFF'S DEPARTMENT**

SHERIFF-CORONER DON BARNES

**Rossmoor Calls for Service/Activity
2st Quarter 2022**



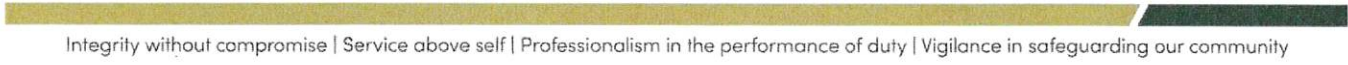
Vandalism (PC 594)		
6/5/2022	3000 Block of Hedwig Rd.	Door to public restroom superglued shut. Total loss: \$1,000.

Stolen Vehicle (VC 10851)		
6/3/2022	2000 Block of Silverwood Dr.	Vehicle stolen from residence.
6/4/2022	11000 Block of Wallingsford Rd.	Vehicle stolen from residence.

Narcotics Violation (H&S 11350)		
6/27/2022	Los Alamitos Blvd. // Farquhar Ave.	Possession of a controlled substance.

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

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



Integrity without compromise | Service above self | Professionalism in the performance of duty | Vigilance in safeguarding our community



Rossmoor Calls for Service/Activity
2st Quarter 2022

Parking Citations

April

Regular Parking Citations:	2
Street Sweeping Citations	0
Total Parking Citations:	2

May

Regular Parking Citations:	14
Street Sweeping Citations	1
Total Parking Citations:	15

June

Regular Parking Citations:	4
Street Sweeping Citations	0
Total Parking Citations:	4



Rossmoor Calls for Service/Activity
2st Quarter 2022

Sheriff's Message Point – Spring 2022

Cyber Crime

- Cyber Crime continues to threaten business and residents across our state. In California in 2021, there were 67,095 reported victims of cybercrime with total losses of \$1.2 billion.
- OCSD's cyber crime unit proactively works to solve these crimes and return funds. Through the Cyber Liaison Officer training, OCSD and OCIAC are helping officers better recognize and respond to cybercrime.
- Citizens also have a role in their cyber safety. Maintain good email safety practices in order to prevent malicious intrusions. Business should utilize two-factor authentication and ensuring necessary patches and software are up to date.



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GOLDEN STATE WATER – KEN VECCHIARELLI, ORANGE COUNTY DISTRICT
GENERAL MANAGER

RECOMMENDATION

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

INFORMATION

Ken Vecchiarelli, Orange County District General Manager for Golden State Water will make a presentation regarding water conservation and provide other updates of interest to RCSD.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4c

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: SWEEPING CORP OF AMERICA – RICK DE ANDA, OPERATIONS MANAGER
AND ERIK KLIMIUK, SITE MANAGER

RECOMMENDATION

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

INFORMATION

Recently, the Rossmoor Community Services District was informed that Sunset Property Services would no longer be servicing Rossmoor following the sale of their company to Sweeping Corp of America (SCA). Attending the meeting to introduce the community to SCA will be Rick De Anda, General Manager and Erik Klimiuk, Site Manager. These representatives from SCA will provide an overview of SCA and how they will serve the residents of Rossmoor.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4d

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: CR&R INCORPORATED – HASHEM SHOKAIR, SENIOR SUSTAINABILITY
MANAGER

RECOMMENDATION

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

INFORMATION

Hashem Shokair, Senior Sustainability Manager for CR&R Incorporated, will make a presentation to the RCSD Board with updates regarding the new three bin trash system to comply with statewide mandates for organic waste collection.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: July 12, 2022

To: Honorable Board of Directors

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

Subject: QUARTERLY PARKS AND FACILITIES MAINTENANCE REPORT

RECOMMENDATION

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

INFORMATION

The Quarterly Parks and Facilities Maintenance 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. Quarterly Parks and Facilities Maintenance Report

**ROSSMOOR COMMUNITY SERVICES DISTRICT
PARKS AND FACILITIES MAINTENANCE DEPARTMENT
QUARTERLY REPORT**

JULY 2022

SUMMARY

Inspection of District Properties – The facilities at Rossmoor Park, 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.

- A new park bench was installed near the playground at Rossmoor Park.
- Four new swings and hardware were installed at the Rush Park playground.
- Purchased three new irrigation controllers that will be installed by the landscape contractor. These controllers will provide the District with the ability to use the irrigation system more efficiently and isolate sections of the park for irrigation purposes.
- The plumbing contractor replaced a damaged drinking fountain at Rush Park.
- Damaged playground equipment at Rossmoor Park was replaced and repaired; and the rubberized surfacing at both Rossmoor and Rush Parks was repaired for safety purposes.
- Staff worked with an electrician to make electrical repairs to the parking lot and walkway lights at Rush Park.
- Staff painted all walkway lights and posts at Rossmoor and Rush Parks.
- Staff replaced burned out lights in the Auditorium at Rush Park.

Regular Maintenance Performed - The following items are performed on a regular basis as noted:

Daily

- Facility safety check and recording
- Restrooms and trash – three times per day
- Wipe down rails and swings of playgrounds and perform safety inspections
- Wipe down and clean picnic tables in shelters and around the parks
- Wipe down exercise machines
- Clean doorknobs around main entrances of buildings
- Vacuum offices
- Blow off walkway to Rossmoor Park entrance
- Clean and disinfect the kitchens at all parks
- Monitor landscape contractor
- Clean and inspect drinking fountains
- Check and mop floors at Montecito Center
- Monitor contracts and contractors

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 Park every other week
- Blow off courts three times per month
- Weed and scarify infield at Rush Park
- Deep clean the refrigerators at all parks
- Wash and refill all the fluids for RCSD trucks
- Set up and take down equipment for Farmers Market
- Perform irrigation inspection with contracted technician at all parks

Monthly

- Spot clean carpets
- Clean all blinds at parks
- Dust ceilings in all rooms at all parks for cobwebs and dust
- Wipe down all ventilation outlets
- Trim the Rossmoor wall the first week of each month
- Inventory all supplies by the first week of each month
- Post and take down street sweeping banners twice per month
- Post and take down Board Meeting banners
- Power wash courts once per month to save water
- Check lights at all facilities and replace as needed

Quarterly

- Service HVAC system
- Service fire alarms
- Service all fire extinguishers
- Service fire suppression system
- Wash canopy roofs at Rossmoor and Rush Parks
- Service sewer main lines at all the facilities
- Rototill playground sand pits at Rush and Rossmoor Parks
- Check emergency defibrillators in all the facilities

Respectfully Submitted By:

Omero Perez, Park Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MONTHLY TRAFFIC SAFETY UPDATE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided.

BACKGROUND

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

INFORMATION

The Community/Safety Advisory Committee met on June 27, 2022. Attending the meeting were Committee members: RCSD Directors DeMarco and Searles, members-at-large Knapp and Pearce, RHA representatives Vartabedian and Knell.

The General Manager provided an overview to the Committee on traffic safety in the Rossmoor Community Services District that included:

1. Traffic safety has been a priority within RCSD and the implementation of a safety campaign has included collaboration efforts with the Los Alamitos Unified School District (LAUSD), California Highway Patrol (CHP), Orange County Sheriff's Department (OCSD), County of Orange Public Works/Traffic Division, City of Los Alamitos, and the City of Seal Beach.
2. RCSD staff has been working with LAUSD on educating parents on the importance of driver safety when transporting students to/from the four elementary schools in Rossmoor. In addition, school administrators have been informed of the new parking ordinance to accommodate the odd/even address street sweeping parking restrictions.
3. Staff has been distributing "Slow Down" signs in order to increase speed limit awareness. RCSD staff has also been researching technology (i.e. permanent radar speed signs, license plate camera readers, and portable radar speed recording devices).
4. As a result of the District's traffic safety campaign, permanent radar speed signs on Montecito Road and St. Cloud Drive have been installed. These two electronic signs provide a reminder to drivers to slow down. The signs have been strategically

placed prior to the curve on Montecito Road (southbound) and St. Cloud Drive (westbound). Special thanks to Orange County Public Works for purchasing and installing the devices. This took a significant amount of time given the impact COVID-19 has had on supply, inventory, and staffing for installation, etc.

5. The importance of bicycle safety within the District has also been a concern. The CHP put on an outstanding bicycle safety event on May 21, 2022 at Rush Park. The program included bicycle safety tips, information on the importance of bicycle maintenance, and free helmets were given to all participants.

RCSD staff has been in communication with CHP in order to enhance enforcement of the restriction of motorized bicycles on RCSD parks, as well as the enforcement of vehicle safety rules on public roads. Officer Musselman is reviewing the District's ordinance regarding motorized vehicles on the parks to determine if a CHP citation can be issued and recognized in court based on the current ordinance. He is also working with Orange County Sheriff's to collaborate on this matter and possibly utilize their citations books. Officer Musselman also stated that Rossmoor is the only unincorporated area where this is an E-bike issue. He is not receiving any calls in other unincorporated areas (i.e. Anaheim, Midway City, etc.). He also indicated he has not received any complaints directly from Rossmoor residents. His only calls have been from crossing guards and the General Manager. He emphasized that CHP cannot go on word of mouth – to be effective, they need specific complaints to log and document.

6. Recent collaboration with the City of Los Alamitos in accessing recordings from their newly installed license plate reader cameras was beneficial in identifying robbery suspects that burglarized homes in Rossmoor. Staff and Sheriff Captain Knutson are researching the cost and implementation of license plate reader cameras at strategic points within Rossmoor that will complement the City of Los Alamitos sites. A meeting with the Los Alamitos Police representatives, OC Sheriff's and staff is in the process of being scheduled.

The next item on the Committee's agenda was the Montecito Corridor parking issue. The General Manager introduced this item and indicated that parking issues along the Montecito Corridor continue to be a priority to the RCSD Board of Directors and to the residents living adjacent to the City of Seal Beach townhomes and condominiums. Rossmoor residents along this corridor continue to be impacted because of the density and lack of parking opportunities for residents in the townhomes and condominiums, thus encroaching on Rossmoor residents as their streets are used for parking. The same issue also exists along Wallingsford Road and Hedwig Road due to the apartment complex causing overflow parking onto residential streets.

The General Manager reminded that Committee that he had contacted the City of Seal Beach about scheduling a meeting with the owners at The Shops at Rossmoor in order to engage in a discussion regarding the utilization of the parking lot behind the Rossmoor and Seal Beach condominiums and townhomes. He was informed by Vestar, owner of the property, that the company is not interested in meeting with RCSD representatives to discuss use of their parking areas. To date, this scenario has not changed and we have been unable to engage Vestar or representatives of The Shops at Rossmoor in further discussion about parking availability.

After considerable discussion at their March meeting, the Traffic Committee decided to research parking ordinances of other agencies (unincorporated districts, cities, etc.) relative to overnight parking restrictions. Traffic Committee member Kevin Pearce

volunteered to secure sample resolutions, ordinances, and restricted parking information from other agencies. Mr. Pearce gathered the following information that was submitted to the Committee for review:

- City of Cerritos Overnight Parking Policies and Procedures
- Los Angeles County Cities Parking Survey prepared by City of Cerritos (July 2015)
- Sunset Beach Specific Plan – Parking Requirements
- Sunset Beach Parking Permits Regulations
- Resolutions of the Board of Supervisors of Orange County re: restricted parking, Sunset Beach
- City of Los Alamitos Resolutions (multiple) establishing on-street resident permit parking at designated streets in identified areas

The information gathered by Mr. Pearce was to assist the Committee in determining options that could alleviate the parking issues in Rossmoor. Possible solutions that have been suggested include overnight parking restrictions and/or permit parking. The Committee's goal is to examine the possibility of restricted parking zones, create a permit process, enforcement capabilities, and identify necessary signage for restricted parking.

The Committee decided to develop a presentation that will provide visuals of cars that are encroaching on driveway aprons (thus creating safety concerns due to visibility when backing out of driveways), trash being left in yards and on the street, cars that are blocking trash and street sweeping vendors ability to do their job, etc. In addition, interviews will be videotaped from residents that are being impacted. This information will eventually be formatted into a PowerPoint presentation that will be presented to the County of Orange traffic engineer and Supervisor Do's office to provide an overview as to the scope of the problem. The Committee also discussed developing a strategic plan that may include resident stakeholder meetings, surveys, and consensus building to determine a timeline that will be part of a recommendation to the RCSD Board of Directors.

This concept is a huge undertaking that may take numerous meetings and breakout sessions. The sensitivity of this subject will necessitate public input from the residents within the apartments, condominiums and townhomes (Rossmoor and Seal Beach residents), as well as the Rossmoor residents in the single-family homes on the adjacent streets. The primary issue remains that there does not appear to be enough parking available to the residents of the apartments, condominiums, and townhomes within their respective developments. Restricting their parking on segments of Rossmoor streets will result in the need for parking in other locations.

Mr. Pearce submitted a working draft to the Committee of a proposed "*Parking Restriction – Rossmoor*". Both options he presented were based on overnight parking restrictions from 2 a.m. to 5 a.m. – 7 days a week. In his document, he identified various components of each of the two options for the Committee to review. The Committee will continue to review this document at future meetings.

The Committee is aware that because this new program would target two isolated areas in Rossmoor, securing community-wide consensus may be a challenge. In addition, the impact to the residents that will be restricted from parking on the adjacent streets may become political with various jurisdictions involved, including the County of Orange and First District Supervisor Andrew Do, because lacks jurisdiction over parking on County streets. Any adjustments that may include restricted parking, parking permits, etc., would be subject to concurrence and approval by the RCSD Board of Directors, Orange County Board of Supervisors, Orange County Sheriff's, as well as a majority of Rossmoor residents.

The next meeting of the Community Traffic/Safety Advisory Ad Hoc Committee is Thursday, July 28, 2022 at 7 p.m. at Rush Park Auditorium.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: STREET SWEEPING UPDATE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided.

BACKGROUND

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

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

INFORMATION

SCA has indicated they are committed to serving the residents of Rossmoor. At this evening's meeting, representatives of Sweeping Corp. of America, Rick De Anda, Operations Manager and Erik Klimiuk, Site Manager are scheduled to attend and speak about SCA and introduce themselves to the community.

As the new sweeping schedule began, ticketing enforcement was suspended to give residents time to adjust to the new schedule. As a result, residents have generally complied. The Sheriff's have indicated that they are issuing an average of 150 warning citations on any street sweeping day. Staff and SCA surveyed the District on Tuesday, June 19 and counted approximately 450 vehicles in violation of the ordinance by obstructing the street sweeper. While this number may seem large, it is actually a small percentage of cars within Rossmoor.

Installation of signage is necessary for the Sheriff's to implement parking enforcement and issue parking citations. The RCSD, Sheriff's, and County of Orange Traffic Engineering worked together to determine signage needs to support parking enforcement. Over the past few months an enforcement plan has been developed. The District was notified at the end of June that OC Traffic is working on a plan for placing the posts and signage. They are estimating that it will take approximately two months for the signs to be fabricated, received, and scheduled for installation – possibly the end of August or early September.

Captain Knutson provided the following information about the California Vehicle Code section governing parking for street sweeping:

CHAPTER 9. Stopping, Standing, and Parking [22500 - 22526]
(Chapter 9 enacted by Stats. 1959, Ch. 3.)

22507.6.

Local authorities may, by ordinance or resolution, prohibit or restrict the parking or standing of vehicles on designated streets or highways, or portions thereof, for the purpose of street sweeping. No ordinance or resolution relating to the parking or standing of commercial vehicles in a residential district shall be effective with respect to any commercial vehicle making pickups or deliveries of goods, wares, or merchandise from or to any building or structure located on the restricted street or highway, or for the purpose of delivering materials to be used in the repair, alteration, remodeling, or reconstruction of any building or structure for which a building permit has previously been obtained. No such ordinance or resolution shall be effective until the street or highway, or portion thereof, has been sign-posted in accordance with the uniform standards and specifications of the Department of Transportation, or local authorities have caused to be posted in a conspicuous place at each entrance to the street a notice not less than 17 inches by 22 inches in size, with lettering not less than one inch in height, setting forth the day or days and hours parking is prohibited. As used in this section, "entrance" means the intersection of any street or streets comprising an area of restricted parking for street-sweeping purposes on the same day or days and hours with another street or highway not subject to such a parking restriction, or subject to parking restrictions on different days and hours.

(Amended by Stats. 1982, Ch. 466, Sec. 115.)

As far as the sign installation, Captain Knutson provided the following information:

- Phase 1: Replacement of 22 existing signs (completed) – included on Phase 2 map
- Phase 2: Installation of 111 new signs throughout Rossmoor (pending)
- Phase 3: Installation will include remaining 89 locations (pending)
- Phase 4: Installation of remaining areas of Rossmoor - approximately 200 signs (pending) – map has not been provided

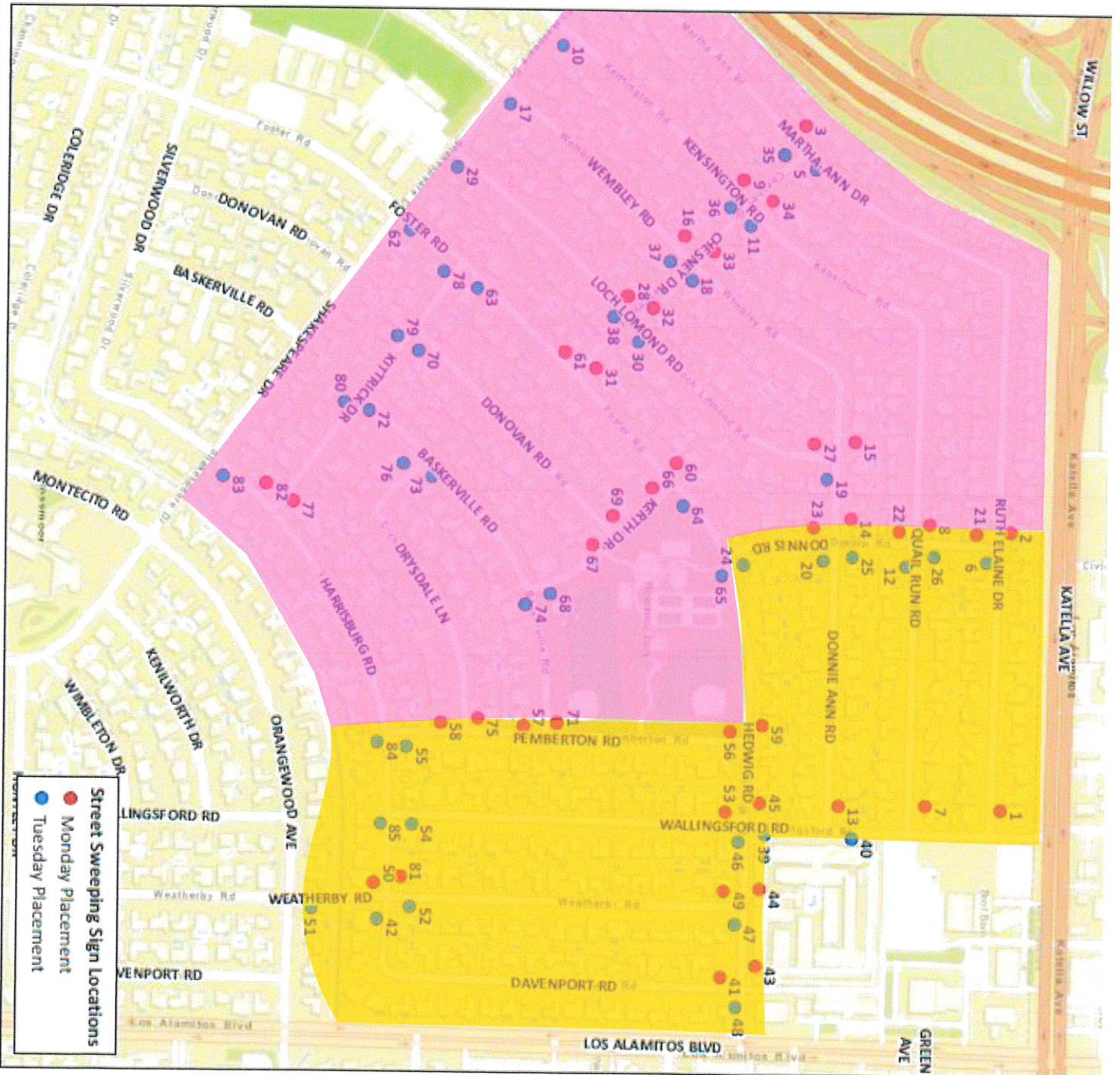
Installation of the new signs at the locations identified by CSO Ortiz and OCPW will allow for OCSD to legally enforce the parking restrictions during street sweeping.

As the signs are installed and the parking enforcement implementation date gets closer, the District's website, newsletter, local newspaper, and a social media campaign will be used to notify residents.

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

ATTACHMENTS

1. Street Sweeping Sign Location – Phases 2 and 3
2. Rossmoor Street Sweeping Signs

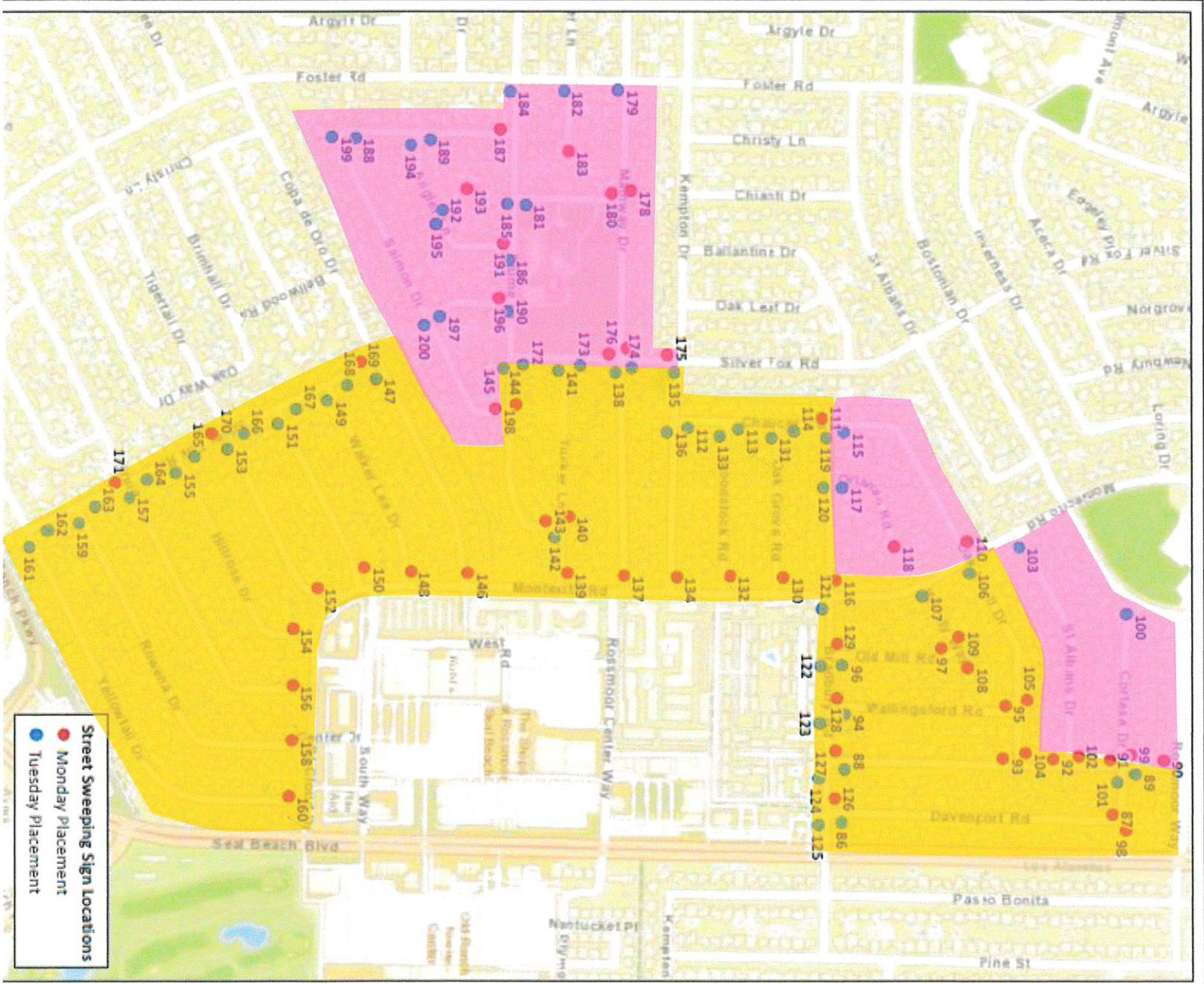


Rossmoor Street Sweeping Sign Locations

Figure 1: Page 1 of 2

2/25/2022

Orange = Phase 2
 Pink = Phase 3
 27



Bold Location = Phase 2,
Non Bold location = Phase 3

#	sign	streetname	ref2	xstreet	thomas guide
1	Monday	RUTH ELAINE DR	WO	WALLINGSFORD RD	
2	Monday	RUTH ELAINE DR	WO	DONNIS RD	
3	Monday	MARTHA ANN DR	SO	CHESNEY DR	
4	Tuesday	MARTHA ANN DR	NO	SHAKESPEARE DR	
5	Tuesday	MARTHA ANN DR	NO	CHESNEY DR	
6	Tuesday	RUTH ELAINE DR	EO	DONNIS RD	
7	Monday	QUAIL RUN RD	WO	WALLINGSFORD RD	
8	Monday	QUAIL RUN RD	WO	DONNIS RD	
9	Monday	KENSINGTON RD	SO	CHESNEY DR	
10	Tuesday	KENSINGTON RD	NO	SHAKESPEARE DR	
11	Tuesday	KENSINGTON RD	NO	CHESNEY DR	
12	Tuesday	QUAIL RUN RD	EO	DONNIS RD	
13	Monday	DONNIE ANN RD	WO	WALLINGSFORD RD	
14	Monday	DONNIE ANN RD	WO	DONNIS RD	
15	Monday	DONNIE ANN RD	WO	LOCH LOMOND RD	
16	Monday	WEMBLEY RD	SO	CHESNEY DR	
17	Tuesday	WEMBLEY RD	NO	SHAKESPEARE DR	
18	Tuesday	WEMBLEY RD	NO	CHESNEY DR	
19	Tuesday	DONNIE ANN RD	EO	LOCH LOMOND RD	
20	Tuesday	DONNIE ANN RD	EO	DONNIS RD	
21	Monday	DONNIS RD	SO	RUTH ELAINE DR	
22	Monday	DONNIS RD	SO	QUAIL RUN RD	
23	Monday	DONNIS RD	SO	DONNIE ANN RD	
24	Tuesday	DONNIS RD	NO	HEDWIG RD	
25	Tuesday	DONNIS RD	NO	DONNIE ANN RD	
26	Tuesday	DONNIS RD	NO	QUAIL RUN RD	
27	Monday	LOCH LOMOND	SO	DONNIE ANN RD	
28	Monday	LOCH LOMOND	SO	CHESNEY DR	
29	Tuesday	LOCH LOMOND	NO	SHAKESPEARE DR	
30	Tuesday	LOCH LOMOND	NO	CHESNEY DR	
31	Monday	CHESNEY DR	WO	FOSTER RD	
32	Monday	CHESNEY DR	WO	LOCH LOMOND RD	
33	Monday	CHESNEY DR	WO	WEMBLEY RD	
34	Monday	CHESNEY DR	WO	KENSINGTON RD	
35	Tuesday	CHESNEY DR	EO	MARTHA ANN DR	
36	Tuesday	CHESNEY DR	EO	KENSINGTON RD	
37	Tuesday	CHESNEY DR	EO	WEMBLEY RD	
38	Tuesday	CHESNEY DR	EO	LOCH LOMOND RD	
39	Tuesday	WALLINGSFORD RD	NO	HEDWIG RD	
40	Tuesday	WALLINGSFORD RD	NO	DONNIE ANN RD	
41	Monday	DAVENPORT RD	SO	HEDWIG RD	
42	Tuesday	HARRISBURG RD	EO	WEATHERBY RD	
43	Monday	HEDWIG RD	WO	DAVENPORT RD	
44	Monday	HEDWIG RD	WO	WEATHERBY RD	
45	Monday	HEDWIG RD	WO	WALLINGSFORD RD	
46	Tuesday	HEDWIG RD	EO	WALLINGSFORD RD	

47	Tuesday	HEDWIG RD	EO	WEATHERBY RD
48	Tuesday	HEDWIG RD	EO	DAVENPORT RD
49	Monday	WEATHERBY RD	SO	HEDWIG RD
50	Monday	WEATHERBY RD	SO	HARRISBURG RD
51	Tuesday	WEATHERBY RD	NO	ORANGEWOOD AVE
52	Tuesday	WEATHERBY RD	NO	HARRISBURG RD
53	Monday	WALLINGSFORD RD	SO	HEDWIG RD
54	Tuesday	WALLINGSFORD RD	NO	HARRISBURG RD
55	Tuesday	PEMBERTON RD	NO	HARRISBURG RD
56	Monday	PEMBERTON RD	SO	HEDWIG RD
57	Monday	PEMBERTON RD	SO	BASKERVILLE RD
58	Monday	PEMBERTON RD	SO	DRYSDALE LN
59	Monday	HEDWIG RD	WO	PEMBERTON RD
60	Monday	FOSTER RD	SO	KERTH DR
61	Monday	FOSTER RD	SO	CHESNEY DR
62	Tuesday	FOSTER RD	NO	SHAKESPEARE DR
63	Tuesday	FOSTER RD	NO	KITTRICK DR
64	Tuesday	FOSTER RD	NO	KERTH DR
65	Tuesday	HEDWIG RD	EO	DONNIS RD
66	Monday	KERTH DR	EO	FOSTER RD
67	Monday	KERTH DR	EO	DONOVAN RD
68	Tuesday	KERTH DR	WO	BASKERVILLE RD
69	Monday	DONOVAN RD	SO	KERTH DR
70	Tuesday	DONOVAN RD	NO	KITTRICK DR
71	Monday	BASKERVILLE RD	WO	PEMBERTON RD
72	Tuesday	BASKERVILLE RD	NO	KITTRICK DR
73	Tuesday	BASKERVILLE RD	NO	DRYSDALE LN
74	Tuesday	BASKERVILLE RD	NO	KERTH DR
75	Monday	DRYSDALE LN	WO	PEMBERTON RD
76	Tuesday	DRYSDALE LN	EO	BASKERVILLE RD
77	Monday	KITTRICK DR	WO	HARRISBURG RD
78	Tuesday	KITTRICK DR	EO	FOSTER RD
79	Tuesday	KITTRICK DR	EO	DONOVAN RD
80	Tuesday	KITTRICK DR	EO	BASKERVILLE RD
81	Monday	HARRISBURG RD	WO	WEMBLEY RD
82	Monday	HARRISBURG RD	SO	KITTRICK DR
83	Tuesday	HARRISBURG RD	NO	SHAKESPEARE DR
84	Tuesday	HARRISBURG RD	EO	PEMBERTON RD
85	Tuesday	HARRISBURG RD	EO	WALLINGSFORD RD
86	Tuesday	DAVENPORT RD	NO	BRADBURY RD
87	Monday	DAVENPORT RD	SO	CORTESE DR
88	Tuesday	WEATHERBY RD	NO	BRADBURY RD
89	Tuesday	WEATHERBY RD	NO	CORTESE DR
90	Monday	WEATHERBY RD	SO	ROSSMOOR WY
91	Monday	WEATHERBY RD	SO	CORTESE DR
92	Monday	WEATHERBY RD	SO	ST ALBANS DR
93	Monday	WEATHERBY RD	SO	OAK KNOLL DR

94	Tuesday	WALLINGSFORD RD	NO	BRADBURY RD
95	Monday	WALLINGSFORD RD	SO	OAK KNOLL DR
96	Tuesday	OLD MILL RD	NO	BRADBURY RD
97	Monday	OLD MILL RD	SO	WENDY WY
98	Monday	3445 CORTESE DR		
99	Monday	CORTESE DR	WO	WEATHERBY RD
100	Tuesday	CORTESE DR	EO	BOSTONIAN DR
101	Tuesday	CORTESE DR	EO	WEATHERBY RD
102	Monday	ST ALBANS DR	WO	WEATHERBY RD
103	Tuesday	ST ALBANS DR	EO	MONTECITO RD
104	Monday	OAK KNOLL DR	WO	WEATHERBY RD
105	Monday	OAK KNOLL DR	WO	WALLINGSFORD RD
106	Tuesday	OAK KNOLL DR	EO	MONTECITO RD
107	Tuesday	WENDY WY	EO	MONTECITO RD
108	Monday	3217 WENDY WY		
109	Monday	WENDY WY	WO	OLD MILL RD
110	Monday	OAK KNOLL DR	WO	MONTECITO RD
111	Monday	CHAUCER RD	SO	BRADBURY RD
112	Tuesday	CHAUCER RD	NO	KEMPTON DR
113	Tuesday	CHAUCER RD	NO	WOODSTOCK RD
114	Tuesday	CHAUCER RD	NO	OAK GROVE RD
115	Tuesday	CHAUCER RD	NO	BRADBURY RD
116	Monday	BRADBURY RD	WO	MONTECITO RD
117	Tuesday	ORLANDO RD	NO	BRADBURY RD
118	Monday	3225 ORLANDO RD		
119	Tuesday	BRADBURY RD	EO	CHAUCER RD
120	Tuesday	BRADBURY RD	EO	ORLANDO RD
121	Tuesday	BRADBURY RD	EO	MONTECITO RD
122	Tuesday	BRADBURY RD	EO	OLD MILL RD
123	Tuesday	BRADBURY RD	EO	WALLINGSFORD RD
124	Tuesday	BRADBURY RD	EO	WEATHERBY RD
125	Tuesday	BRADBURY RD	EO	DAVENPORT RD
126	Monday	BRADBURY RD	WO	DAVENPORT RD
127	Monday	BRADBURY RD	WO	WEATHERBY RD
128	Monday	BRADBURY RD	WO	WALLINGSFORD RD
129	Monday	BRADBURY RD	WO	OLD MILL RD
130	Monday	OAK KNOLL DR	WO	MONTECITO RD
131	Tuesday	OAK KNOLL DR	EO	CHAUCER RD
132	Monday	WOODSTOCK RD	WO	MONTECITO RD
133	Tuesday	WOODSTOCK RD	EO	CHAUCER RD
134	Monday	KEMPTON DR	WO	MONTECITO RD
135	Tuesday	KEMPTON DR	EO	SILVER FOX RD
136	Tuesday	KEMPTON DR	EO	CHAUCER RD
137	Monday	MAINWAY DR	WO	MONTECITO RD
138	Tuesday	MAINWAY DR	EO	SILVER FOX RD
139	Monday	TUCKER LN	WO	MONTECITO RD
140	Monday	TUCKER LN	WO	BLUME DR

141	Tuesday	TUCKER LN	EO	SILVER FOX RD
142	Tuesday	TUCKER LN	EO	BLUME DR
143	Monday	BLUME DR	SO	TUCKER LN
144	Monday	BLUME DR	WO	SALMON DR
145	Tuesday	BLUME DR	EO	SILVER FOX RD
146	Monday	COPA DE ORO DR	WO	MONTECITO RD
147	Tuesday	COPA DE ORO DR	EO	SILVER FOX RD
148	Monday	WALKER LEE DR	WO	MONTECITO RD
149	Tuesday	WALKER LEE DR	EO	SILVER FOX RD
150	Monday	BRIMHALL DR	WO	MONTECITO RD
151	Tuesday	BRIMHALL DR	EO	SILVER FOX RD
152	Monday	TIGERTAIL DR	WO	MONTECITO RD
153	Tuesday	TIGERTAIL DR	EO	SILVER FOX RD
154	Monday	HILLROSE DR	SO	ST CLOUD DR
155	Tuesday	HILLROSE DR	EO	SILVER FOX RD
156	Monday	DRUID LN	SO	ST CLOUD DR
157	Tuesday	DRUID LN	EO	SILVER FOX RD
158	Monday	ROWENA DR	SO	ST CLOUD DR
159	Tuesday	ROWENA DR	EO	SILVER FOX RD
160	Monday	YELLOWTAIL DR	SO	ST CLOUD DR
161	Tuesday	YELLOWTAIL DR	EO	SILVER FOX RD
162	Tuesday	SILVER FOX RD	NO	YELLOWTAIL RD
163	Tuesday	SILVER FOX RD	NO	ROWENA DR
164	Tuesday	SILVER FOX RD	NO	DRUID LN
165	Tuesday	SILVER FOX RD	NO	HILLROSE DR
166	Tuesday	SILVER FOX RD	NO	TIGERTAIL DR
167	Tuesday	SILVER FOX RD	NO	BRIMHALL DR
168	Tuesday	SILVER FOX RD	NO	WALKER LEE DR
169	Monday	SILVER FOX RD	SO	COPA DE ORO DR
170	Monday	SILVER FOX RD	SO	TIGERTAIL DR
171	Monday	SILVER FOX RD	SO	DRUID LN
172	Tuesday	SILVER FOX RD	NO	BLUME DR
173	Tuesday	SILVER FOX RD	NO	TUCKER LN
174	Tuesday	SILVER FOX RD	NO	MAINWAY DR
175	Monday	SILVER FOX RD	SO	KEMPTON DR
176	Monday	SILVER FOX RD	SO	MAINWAY DR
177	Monday	MAINWAY DR	WO	SILVER FOX RD
178	Monday	MAINWAY DR	WO	CHIANTI DR
179	Tuesday	MAINWAY DR	EO	FOSTER RD
180	Monday	CHIANTI DR	SO	MAINWAY DR
181	Tuesday	CHIANTI DR	NO	BLUME DR
182	Tuesday	TUCKER LN	EO	FOSTER RD
183	Monday	2891 TUCKER LN		
184	Tuesday	BLUME DR	EO	FOSTER RD
185	Tuesday	BLUME DR	EO	CHIANTI DR
186	Tuesday	BLUME DR	EO	BALLENTINE DR
187	Monday	CHRISTY LN	SO	BLUME DR

188	Tuesday	CHRISTY LN	NO	SALMON DR
189	Tuesday	CHRISTY LN	NO	ANGLER LN
190	Tuesday	BLUME DR	EO	OAK WAY
191	Monday	BALLENTINE DR	SO	BLUME DR
192	Tuesday	BELLWOOD RD	NO	ANGLER LN
193	Monday	12401 BELLWOOD RD		
194	Tuesday	ANGLER LN	EO	CHRISTY LN
195	Tuesday	ANGLER LN	EO	BELLWOOD RD
196	Monday	OAK WAY	SO	BLUME DR
197	Tuesday	OAK WAY	NO	SALMON DR
198	Monday	SALMON DR	SO	BLUME DR
199	Tuesday	SALMON DR	EO	CHRISTY LN
200	Tuesday	SALMON DR	EO	OAK WAY

Rossmoor Street Sweeping signs
Phase 2, 3, and 4



Source: OCPW

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-4

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL ELECTION CONDENSED CALENDAR FOR NOVEMBER 8, 2022 FOR CANDIDATES FOR ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided.

BACKGROUND

The next General Election is scheduled for November 8, 2022. Various elected offices will be included in this election, including the Rossmoor Community Services District Board of Directors. This election is operated by the Orange County Registrar of Voters.

INFORMATION

The RCSD Board of Directors has five seats. Two of those seats will be open for election on November 8, 2022, those of President Jeffrey Rips and First Vice President Mark Nitikman. To run for one of the open seats (four-year term), an individual will participate in the process outlined by the County of Orange.

- The *Nomination Papers/Declaration of Candidacy* commences on July 18, 2022; and
- The *Last Day to File Nomination Papers/Declaration of Candidacy* is August 12, 2022.
- Information for candidates is available at ocvote.gov/candidates or by calling the Registrar's Office at (714) 567-7600.

The General Manager was told that the Candidate's Handbook for the November election would be available in July.

ATTACHMENTS

1. General Election Condensed Calendar – November 8, 2022

GENERAL ELECTION CONDENSED CALENDAR

November 8, 2022

Nomination Papers/Declaration of Candidacy Commences	July 18, 2022 (E-113)
Last Day to File Nomination Papers/Declaration of Candidacy	August 12, 2022 (E-88)
Approximately on this date, Mailing of Voter Information Guides Commences	September 29, 2022 (E-40)
First Day Vote-by-Mail Ballots are Available	October 10, 2022 (E-29)
29-Day Close of Registration	October 10, 2022 (E-29)
Final Close of Registration	October 24, 2022 (E-15)
Conditional Voter Registration	October 25, 2022 through November 8, 2022 (E-14 -0)
Vote Centers Open	October 29, 2022 (E-10)
Last Day to Apply for a Replacement Vote-by-Mail Ballot	November 1, 2022 (E-7)
Additional Vote Centers Open	November 5, 2022 (E-3)
Date of Election	November 8, 2022 (E-0)

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-5

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: UPDATE ON PICKLEBALL

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided; and approve the trial pickleball program.

BACKGROUND

For the past several months there has been interest expressed by some residents for the RCSD to add pickleball courts to the amenities available within the District. Pickleball has become an extremely popular sport throughout Southern California and the nation. It is one of the fastest growing sports in America. It combines parts of badminton, tennis, and table tennis. It is played on a badminton-sized court with a slightly modified tennis net, using paddles made of wood or composite materials, a durable molded plastic ball with evenly spaced holes (similar to a wiffle ball), and can be played by singles or doubles.

Due to a number of residents requesting the ability to play pickleball in Rossmoor, the RCSD Board of Directors recognized that there is demand and directed staff to develop a plan to provide temporary pickleball courts at Rossmoor Park on a trial basis. Therefore, staff has been working to determine how to implement the trial pickleball courts to the public with the goal of making pickleball available temporarily to the community during the summer.

Subsequently, at the June 14, 2022 RCSD Board meeting, a number of residents attended the meeting to speak during public comments about pickleball. The majority of the speakers spoke in opposition of having pickleball courts at Rossmoor Park, citing the noise that could be created, parking issues, and the proximity to the homes surrounding the park. Other residents spoke in favor of pickleball and said they would welcome this addition to the community so they would be able to play pickleball in Rossmoor, without having to travel to a neighboring city.

Following the discussion, the General Manager was directed to bring this item back to the Board at the July 12, 2022 meeting.

INFORMATION

As mentioned previously, the popularity of pickleball has exploded in the past several years. To meet the demand of their residents, the cities of Cerritos, Cypress, Garden Grove, Los Alamitos, and Seal Beach have either added pickleball courts, or altered existing tennis courts to turn them into pickleball courts. The closest pickleball courts can be found at the Seal Beach Tennis Center that permanently converted four tennis courts into 16 pickleball courts and is open for reservations to the public.

The RCSD Board of Directors has given direction to research pickleball by creating four pickleball courts on one tennis court at Rossmoor Park for a four-day trial period. There are four tennis courts at Rossmoor Park. One tennis court can be turned into a maximum of four pickleball courts. For a trial period, it is recommended that Court 1 initially be turned into four temporary pickleball courts. If noise levels become too high, Court 1 could be reduced to two pickleball courts to determine if this reduces the noise to an acceptable level.

Temporary Pickleball Courts at Rossmoor Park

RCSD staff has set aside Court 1 at Rossmoor Park from Monday, July 25 through Thursday, July 28, 2022 for the temporary pickleball courts to be available – time to be determined. The following guidelines will apply:

- Maximum of 4 players per court for doubles
- Maximum of 16 players on the 4 courts
- RCSD will provide nets, paddles, and balls
- Neighboring households adjacent to Rossmoor Park will be notified of the temporary pickleball courts and given a survey to complete about their experience during the trial period and provided with the RCSD Office number for input during the process
- If approved by the Board, marketing will begin on July 13
- Pre-registration will be made available beginning July 18 by calling RCSD at (562) 430-3707
- There will be no charge for pickleball during this trial period
- Player participants will be asked to complete a survey that will help staff determine the demographics of the user

This experiment with pickleball, will determine noise levels, impact on parking, and compatibility with the adjacent tennis courts. When the hard pickleball paddle strikes the hard plastic ball, a sharp popping sound can be produced. The constant sound during play has generated conflict between pickleball court owners and other nearby property owners. An intense backlash in many communities has coincided with the rapid rise in popularity of pickleball. Being proactive and doing their due diligence, the RCSD Board understands this is a sensitive subject. Therefore, prior to making any decision with regard to constructing a pickleball court or altering an existing tennis court to make it into four pickleball courts, the Board determined a trial program would best evaluate the compatibility of pickleball at Rossmoor Park with the surrounding neighborhood.

Budgetary Considerations

The approximate cost of converting one tennis court into four pickleball courts is \$12,000. The advantage of converting an existing Rossmoor tennis court is that the facility has lights.

It would cost approximately \$25,000 to add four new pickleball courts to either Rossmoor Park or Rush Park and that cost would not include lighting.

At the conclusion of the temporary pickleball program, RCSD staff will evaluate the input received from the public and prepare a report to the Board on the next steps for the Board to consider.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MINUTES – REGULAR RCSD BOARD MEETING OF JUNE 14, 2022

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Minutes of the Regular RCSD Board Meeting of June 14, 2022 as prepared by the Board's Secretary/General Manager.

INFORMATION

The Minutes reflect the actions of the RCSD Board of Directors at their June 14, 2022 meeting.

ATTACHMENTS

1. Minutes – Regular RCSD Board Meeting of June 14, 2022



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, June 14, 2022

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Barke, DeMarco, Nitikman and Searles

Absent: President Rips

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

4. PRESENTATIONS:

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

CHP Officer Matt Musselmann presented details of the Quarterly Traffic Report including the number and type of citations and traffic collisions; discussed assignment of Senior Volunteers to patrol in Rossmoor; announced receipt of a State grant, the Radar Trailer Deployment Enforcement Grant and reported continuing staffing challenges.

Discussion followed regarding the Senior Volunteer Program, a related social media presence, electronic bikes and enhancing the CHP Officer's ability to make citations referencing the County ordinance.

General Manager Mendoza thanked Officers Musselmann and Smith for the success of the recent bicycle safety rodeo.

b. The Youth Center – Maryam Guirao, Director of Development

Maryann Guirao, Director of Development and Shelly Clark, Director of Youth Programs, The Youth Center, provided an update on The Youth Center events and community activities; thanked RCSD for its partnership; discussed enrollment information and demographics; addressed monthly collaborations; spoke about the Little Libraries Project;

commented on the recent Arbor Day event at Rush Park; talked about the recent Bike Safety event and reported on a recent Spring Cleaning event at Rossmoor and Rush Parks.

- c. Sweeping Corp. of America – David Padilla, General Manager - Continued
- d. Orange County Fire Authority (OCFA) – Elizabeth Denney, Community Relations/Education Specialist

Elizabeth Denney, Community Relations/Education Specialist, Orange County Fire Authority, narrated a PowerPoint presentation with water safety information; discussed Orange County drowning statistics and factors; addressed the importance of timing and the ABCs of water safety; commented on the importance of adult supervision; talked about pool barriers and new technology; noted the importance of education and swimming classes; recommended use of life vests for anyone who cannot swim and spoke about beach safety, rip currents and recognizing signs of distress.

General Manager Mendoza thanked the Orange County Fire Authority for their participation in Rossmoor family events.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

Dr. Michael Chan, Rossmoor, referenced RCSD's consideration of converting some tennis courts into pickleball courts; noted there is a vibrant tennis community in Rossmoor; reported challenges in getting tennis courts during peak hours; expressed concerns regarding noise pollution related to pickleball and parking, and mentioned other pickleball courts in the region.

Derrick Chan, Rossmoor, expressed concerns regarding impacts to residents from pickleball play, including noise.

Ralph Vartabedian, Rossmoor, spoke about Rossmoor Park being a residential park; opined that pickleball will disrupt the peaceful use of the park; suggested not converting existing tennis courts into pickleball courts; suggested other investments in the park such as a Tot Lot improvement, sun shelters and security cameras; discussed impacts in terms of noise and parking and recommended building a dedicated pickleball court with noise attenuation at either Rossmoor or Rush Parks.

Robert Kaplan, Rossmoor, agreed with prior speakers and spoke about access to pickleball courts being readily available in Seal Beach and other neighboring communities.

Susan Kaplan, Rossmoor, agreed with prior speakers; reported speaking with residents who live along the perimeter of Rossmoor Park; noted that 87% of the residents she spoke with expressed concerns and opposed converting tennis courts to pickleball courts at Rossmoor Park without a proper EIR.

Mark Mijako, Rossmoor, noted that in order for pickleball to be successful, three things are needed: a sound buffer, sufficient parking and adequate restrooms.

Robert Hill, Rossmoor, opposed converting a tennis court into pickleball courts at Rossmoor Park; spoke about premium hours for play; discussed demand for tennis courts and noted availability of pickleball courts at Seal Beach Tennis Center.

John Rafuse, Rossmoor, spoke about professional tennis trainers and hoped there is a way to accommodate both tennis and pickleball.

Robert Negrete, Los Alamitos, agreed with previous speakers and distinguished between tennis and pickleball.

Maureen Wauters, Rossmoor, reported street sweepers are running stop signs and speeding through the neighborhood; spoke about eBikes and the riders' lack of respect for property and residents; commented affirmatively about the Farmers Market and expressed support of converting a tennis court into pickleball courts at Rossmoor Park or at another location in Rossmoor.

Jimmy Ton, Rossmoor, expressed concerns regarding noise related to pickleball play as well as impacts to parking.

There were no other public comments.

Director Nitikman asked to place the subject on the Board's agenda next month.

D. REPORTS TO THE BOARD

1. MONTHLY TRAFFIC SAFETY UPDATE

General Manager Mendoza presented details of the monthly Traffic Safety update.

Discussion followed regarding installation of plate reader cameras.

2. STREET SWEEPING UPDATE

General Manager Mendoza reported that Sweeping Corp. of America purchased several street-sweeping companies; noted they are aware of some of the resident issues of concern; noted they will assign an ombudsman specifically for Rossmoor and spoke about discussions with the Sheriff's Department regarding signage and enforcement.

Discussion followed regarding access to street sweeper videos and the possibility of assigning a volunteer to monitor the video.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of May 10, 2022

2. APRIL 2022 REVENUE AND EXPENDITURE REPORT

3. RESOLUTION NO. 22-06-14-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES, REMOTELY, AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

This item was deferred, indefinitely.

Director Nitikman spoke about a provision that would allow the Board to meet remotely in order to discuss whether to hold meetings remotely, in the future. He saw no reason to continue the emergency resolution on the agenda, every month.

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

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

F. PUBLIC HEARING

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

Director Nitikman reported that due to a clerical error, the agenda was not posted properly, and President Rips was unable to attend the meeting, remotely. Because he is one of the Members of the Budget Committee, Director Nitikman suggested continuing the matter until next month, when President Rips is present.

Director DeMarco suggested receiving information from Ken Pun, Accounting Consultant, since he is in attendance.

Ken Pun, Accounting Consultant, noted increases in CPI; discussed different scenarios relative to revenues; spoke about cost projections based on the cost structure for the last couple of months; addressed the Senior Meal Gap revenues and Proposition 68 grants as well as FEMA programs; projected strong revenues for FY 2022-2023 and commented on administrative salaries.

Discussion followed regarding reviewing the pros and cons of a 7% salary increase versus a one-time bonus.

Director Nitikman opened the public hearing.

Dave Vanderbilt (via Zoom), suggested giving out a one-time bonus payment.

Discussion followed regarding Proposition 68 and FEMA grants to supplement CIP expenditures, utilities for Rush Park, considering options for solar power, the possibility of obtaining grants for installation of solar, saving money on street lighting, Golden State Water directives and the need to conserve water.

Motion by Director Nitikman, seconded by Director Barke, to continue this item to the next regular meeting of the Rossmoor Community Services District Board. Motion passed 4-0 as follows:

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

G. RESOLUTIONS

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

Motion by Director Nitikman, seconded by Director Barke, to continue this item to the next regular meeting of the Rossmoor Community Services District Board. Motion passed 4-0 as follows:

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

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

General Manager Mendoza presented a brief report.

3. Motion by Director DeMarco, seconded by Director Barke, to waive further reading and adopt by title only, RESOLUTION NO. 22-06-14-03: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING JULY AS PARKS AND RECREATION MONTH. Motion passed 4-0 as follows:

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

ORDINANCES - None

H. REGULAR CALENDAR

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

General Manager Mendoza presented details of the staff report.

Motion by Director DeMarco, seconded by Director Barke, to approve a professional services agreement with Tripepi, Smith and Associates, Inc. for A/V support and broadcasting services for the Rossmoor Community Services District. Motion passed 4-0 as follows:

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

I. GENERAL MANAGER ITEMS

General Manager Mendoza presented updates on the status of implementation of the Black Mountain Software, streamlining banking operations, the local control survey, Senior Health and Wellness lectures, the Rossmoor Farmers Market, Rossmoor Park playground improvements, pickleball, park turf and staff recruitment.

Discussion followed regarding communications with Supervisor Do and pursuing County grants.

J. BOARD MEMBER ITEMS

Director DeMarco reported he still does not have trash container lids; suggested setting up a temporary pickleball court and getting feedback from the community; recommended monitoring tennis court activity; commented on the possibility of amending RCSD's park ordinance to address e-bikes; reiterated his suggestion to monitor the street sweeping video and congratulated his son and all of the 2022 seniors who graduated.

Director Searles commented favorably on the recent Foodie Festival; spoke about Shakespeare in the Park programs; addressed pickleball; announced an upcoming blood donation drive and wished a Happy Pride month to members of the community.

Director Barke recommended the peaches and cherries at the Rossmoor Farmers Market; suggested getting a meat and farm fresh egg vendor; spoke about the increase in pickleball play and talked about the possibility of installing sound barriers and commented on the possibility of establishing a pilot pickleball program. Additionally, he commented favorably on the budget and the idea of issuing a bonus rather than a salary increase.

Director Nitikman spoke favorably about the Farmers Market; discussed the possibility of increasing the number of vendors, and announced he will not be running for reelection.

K. GENERAL COUNSEL ITEMS - None

L. ADJOURNMENT

Motion by Director Barke, seconded by Director DeMarco, to adjourn the regular meeting at 9:15 p.m. Motion passed 4-0, with President Rips, absent.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED: July 12, 2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accounting Consultant Ken Pun
Subject: MAY 2022 REVENUE AND EXPENDITURE REPORT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Revenue and Expenditure Report for May 2022.

INFORMATION

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

ATTACHMENTS

1. Revenue and Expenditure Report for the month of May 2022
2. Explanation of Significant Variances from Budgeted Amounts

Rossmoor Community Services District
Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
For the month ended May 31, 2022

	Original Budget	Amended Budget	Current Month May	Year to Date	Variance	% of Budget
Revenues:						
Property taxes	\$ 1,100,000	\$ 1,100,000	\$ 24,048	\$ 1,118,451	\$ (18,451)	101.68%
Street light assessments	372,000	372,000	8,949	384,729	(12,729)	103.42%
Interest on investments	9,600	2,500	-	1,872	628	74.88%
From Other Governmental Agencies	258,000	356,000	1,727	122,772	233,228	34.49%
Permit and Rental Fees	137,300	179,300	15,579	199,009	(19,709)	110.99%
Miscellaneous	19,000	59,000	6,506	74,590	(15,590)	126.42%
Total Revenues	1,895,900	2,068,800	56,809	1,901,423	167,377	91.91%
Expenditures:						
Administrative	957,700	1,044,000	61,299	879,833	164,167	84.28%
Recreation	39,500	55,000	868	52,895	2,105	96.17%
Rossmoor Park	263,000	221,500	10,027	130,597	90,903	58.96%
Montecito Center	24,400	25,400	693	19,815	5,585	78.01%
Rush Park	145,500	248,500	11,840	181,658	66,842	73.10%
Street Lighting	100,000	100,000	8,696	95,310	4,690	95.31%
Rossmoor Wall	1,000	1,000	-	-	1,000	0.00%
Street Sweeping	65,000	80,000	6,538	60,444	19,556	75.56%
Parkway Tree	170,000	190,000	-	193,184	(3,184)	101.68%
Mini-Parks and Median	11,800	16,000	689	11,800	4,200	73.75%
Total Expenditures	1,777,900	1,981,400	100,650	1,625,536	355,864	82.04%
Changes in Fund Balance	118,000	87,400	\$ (43,841)	275,887	\$ (188,487)	
Fund Balance:						
Beginning of Period	1,283,900	1,283,900		1,283,900		
End of Period	\$ 1,401,900	\$ 1,371,300		\$ 1,559,787		

Adjustments:

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

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 5/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
3000 Current Secured Property Taxes	1,020,000.00	1,020,000.00	1,046,789.78	11,589.27	0.00	-26,789.78	102.6
3001 Current unsecured prop tax	34,000.00	34,000.00	28,004.16	0.00	0.00	5,995.84	82.4
3002 Prior secured property taxes	14,000.00	14,000.00	8,899.70	503.38	0.00	5,100.30	63.6
3003 Prior unsecured prop taxes	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
3004 Delinquent property taxes	1,000.00	1,000.00	501.24	244.56	0.00	498.76	50.1
3010 Current supplemental assessmt	18,000.00	18,000.00	17,655.20	3,446.79	0.00	344.80	98.1
3020 Public utility tax	10,000.00	10,000.00	16,601.65	8,264.36	0.00	-6,601.65	166.0
3105 Street light assessments	372,000.00	372,000.00	384,729.10	8,949.12	0.00	-12,729.10	103.4
3200 Interest on investments	9,800.00	2,500.00	1,871.54	0.00	0.00	628.46	74.9
3210 Prop 68 Grant Funding	175,000.00	175,000.00	0.00	0.00	0.00	175,000.00	0.0
3220 Senior Mobility Food Program	0.00	70,000.00	70,000.00	0.00	0.00	0.00	100.0
3250 FEMA Grant-Covid 19	19,000.00	47,000.00	48,578.00	0.00	0.00	-1,578.00	103.4
3301 State homeowner proptax relief	4,000.00	4,000.00	4,194.03	1,726.66	0.00	-194.03	104.9
3305 County street sweep reimburse	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
3404 Court reservations	45,000.00	75,000.00	63,912.67	3,983.00	0.00	11,067.33	85.2
3405 Wall Rental	300.00	300.00	428.72	40.00	0.00	-128.72	142.9
3406 Ball field reservations	12,000.00	12,000.00	23,550.30	1,640.00	0.00	-11,550.30	196.3
3407 Tree Trlm Permits	5,000.00	5,000.00	6,354.00	0.00	0.00	-1,354.00	127.1
3410 Rossmoor building rental	10,000.00	10,000.00	5,325.00	480.00	0.00	4,675.00	53.3
3412 Montecito building rental	15,000.00	27,000.00	30,388.68	2,932.00	0.00	-3,368.68	112.5
3414 Rush Park Building Rental	50,000.00	50,000.00	69,068.45	6,504.00	0.00	-19,068.45	138.1
3500 Other miscellaneous revenue	5,000.00	35,000.00	46,840.21	1,506.10	0.00	-11,840.21	133.8
3504 Sponsorships	14,000.00	24,000.00	27,750.00	5,000.00	0.00	-3,750.00	115.6
Dept: 00	1,895,900.00	2,068,800.00	1,901,422.43	56,809.54	0.00	167,377.57	91.9
Revenues							
	1,895,900.00	2,068,800.00	1,901,422.43	56,809.54	0.00	167,377.57	91.9
Expenditures							
Dept: 10 ADMINISTRATION							
4000 Board of Directors Compensatin	9,000.00	16,000.00	12,807.94	700.00	0.00	3,192.06	80.0
4002 Salaries - Part-time	64,272.00	64,272.00	48,640.34	4,628.67	0.00	15,631.66	75.7
4003 Salaries - Overtime	1,500.00	9,500.00	8,717.83	0.00	0.00	782.17	91.8
4006 SALARY - ADMINISTRATION	220,560.00	205,560.00	171,865.27	11,817.96	0.00	33,694.73	83.6
4007 Vehicle Allowance	1,500.00	1,500.00	1,492.69	73.12	0.00	7.31	99.5
4008 SALARY - RECREATION	116,085.00	116,085.00	110,775.43	11,677.12	0.00	5,309.57	95.4
4009 SALARY - PARK/TREE MAINTENANCE	84,168.00	84,168.00	53,646.20	5,287.47	0.00	30,521.80	63.7
4010 Workers Compensation Insurance	18,500.00	18,500.00	17,198.51	0.00	0.00	1,301.49	93.0
4011 Medical Insurance	85,000.00	85,000.00	68,650.68	6,341.88	0.00	16,349.32	80.8
4015 Federal Payroll Tax -FICA	48,415.00	48,415.00	39,531.43	2,737.73	0.00	8,883.57	81.7
5002 Insurance - Liability	35,000.00	35,000.00	8,215.98	0.00	0.00	26,784.02	23.5
5004 Memberships and Dues	7,200.00	9,000.00	9,748.63	250.00	0.00	-748.63	108.3
5006 Travel & Meetings	2,500.00	2,500.00	234.25	0.00	0.00	2,265.75	9.4
5007 Televised Meeting Costs	20,000.00	20,000.00	20,354.71	1,576.00	0.00	-354.71	101.8
5010 Publications & Legal Notices	6,500.00	8,000.00	9,267.55	468.75	0.00	-1,267.55	115.8
5012 Printing	3,000.00	4,500.00	5,285.82	1,627.95	0.00	-785.82	117.5
5014 Postage	2,500.00	2,500.00	595.00	0.00	0.00	1,905.00	23.8
5016 Office Supplies	15,000.00	15,000.00	3,926.77	500.23	0.00	11,073.23	26.2
5020 Telephone	12,000.00	12,000.00	8,053.93	687.63	0.00	3,946.07	67.1
5021 Computer Costs	5,000.00	5,000.00	4,535.21	492.53	0.00	464.79	90.7
5030 Vehicle Maintenance	0.00	0.00	2,371.06	0.00	0.00	-2,371.06	0.0
5045 Miscellaneous Expenditures	10,000.00	90,000.00	95,796.35	580.18	0.00	-5,796.35	106.4
5046 Bank Service Charge	1,000.00	2,500.00	3,413.28	24.79	0.00	-913.28	136.5
5610 Legal Counsel	60,000.00	60,000.00	44,654.75	2,990.00	0.00	15,345.25	74.4
5615 Financial Audit-Consulting	17,000.00	17,000.00	18,225.00	0.00	0.00	-1,225.00	107.2
5620 Outsource Financial Consultant	60,000.00	60,000.00	45,000.00	5,000.00	0.00	15,000.00	75.0
5670 Other Professional Services	35,000.00	35,000.00	56,968.91	2,787.91	0.00	-21,968.91	162.8
6010 Equipment	2,000.00	2,000.00	1,499.13	267.28	0.00	500.87	75.0
6025 Soft ware	15,000.00	15,000.00	8,355.98	781.96	0.00	6,644.02	55.7
ADMINISTRATION	957,700.00	1,044,000.00	879,828.63	61,298.16	0.00	164,171.37	84.3

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 5/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 20 RECREATION							
5017 Community Events	39,500.00	55,000.00	52,894.37	867.75	0.00	2,105.63	96.2
RECREATION	39,500.00	55,000.00	52,894.37	867.75	0.00	2,105.63	96.2
Dept: 30 ROSSMOOR PARK							
5018 Janitorial Supplies	6,000.00	6,000.00	5,738.02	0.00	0.00	261.98	95.6
5022 Utilities	12,500.00	12,500.00	8,879.89	1,052.50	0.00	3,620.31	71.0
5023 Water	28,000.00	43,000.00	37,360.03	2,623.86	0.00	5,639.97	86.9
5025 SECURED PROP TAX	1,150.00	1,150.00	1,048.06	0.00	0.00	101.94	91.1
5030 Vehicle Maintenance	1,000.00	1,500.00	1,801.49	0.00	0.00	-301.49	120.1
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	24,221.00	2,246.11	0.00	5,779.00	80.7
5034 Alarm Systems	850.00	850.00	852.88	0.00	0.00	-2.88	100.3
5045 Miscellaneous Expenditures	500.00	500.00	56.11	0.00	0.00	443.89	11.2
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	1,034.27	0.00	0.00	-534.27	206.9
5655 Landscape Maintenance	27,000.00	30,000.00	28,966.42	2,529.68	0.00	1,013.58	96.6
6005 Buildings and Improvements	155,000.00	95,000.00	20,819.78	1,575.00	0.00	74,380.22	21.7
ROSSMOOR PARK	263,000.00	221,500.00	130,597.75	10,028.95	0.00	90,902.25	59.0
Dept: 40 MONTECITO CENTER							
5018 Janitorial Supplies	6,000.00	6,000.00	2,820.06	0.00	0.00	3,179.94	47.0
5022 Utilities	2,000.00	2,000.00	1,390.93	204.67	0.00	609.07	69.5
5023 Water	2,250.00	2,250.00	2,394.21	0.00	0.00	-144.21	106.4
5025 SECURED PROP TAX	1,000.00	1,000.00	880.14	0.00	0.00	119.86	88.0
5030 Vehicle Maintenance	500.00	1,500.00	804.72	0.00	0.00	695.28	53.6
5032 Building & Grounds-Maintenance	8,000.00	8,000.00	6,236.43	488.33	0.00	1,763.57	78.0
5034 Alarm Systems	650.00	650.00	120.00	0.00	0.00	530.00	18.5
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5655 Landscape Maintenance	3,000.00	3,000.00	4,926.89	0.00	0.00	-1,926.89	164.2
6005 Buildings and Improvements	0.00	0.00	243.92	0.00	0.00	-243.92	0.0
MONTECITO CENTER	24,400.00	25,400.00	19,817.30	693.00	0.00	5,582.70	78.0
Dept: 50 RUSH PARK							
5018 Janitorial Supplies	6,000.00	6,000.00	2,824.38	0.00	0.00	3,175.62	47.1
5022 Utilities	23,000.00	23,000.00	20,214.85	582.18	0.00	2,785.35	87.9
5023 Water	42,000.00	50,000.00	40,631.78	2,110.08	0.00	9,368.22	81.3
5025 SECURED PROP TAX	4,200.00	4,200.00	4,010.96	0.00	0.00	189.04	95.5
5030 Vehicle Maintenance	1,000.00	2,000.00	1,525.87	0.00	0.00	474.13	76.3
5032 Building & Grounds-Maintenance	40,000.00	40,000.00	24,334.73	6,507.38	0.00	15,665.27	60.8
5034 Alarm Systems	800.00	800.00	225.00	111.00	0.00	575.00	28.1
5045 Miscellaneous Expenditures	500.00	500.00	149.83	0.00	0.00	350.17	30.0
5051 Equipment Rental	500.00	1,500.00	1,259.38	0.00	0.00	240.62	84.0
5052 Minor Facility Repairs	500.00	500.00	300.00	0.00	0.00	200.00	60.0
5655 Landscape Maintenance	27,000.00	30,000.00	27,434.21	2,529.69	0.00	2,565.79	91.4
6005 Buildings and Improvements	0.00	41,000.00	43,953.92	0.00	0.00	-2,953.92	107.2
6010 Equipment	0.00	49,000.00	14,793.15	0.00	0.00	34,206.85	30.2
RUSH PARK	145,500.00	248,500.00	181,657.86	11,840.33	0.00	66,842.14	73.1
Dept: 60 STREET LIGHTING							
5650 Lighting and Maintenance	100,000.00	100,000.00	95,311.54	8,697.73	0.00	4,688.46	95.3
STREET LIGHTING	100,000.00	100,000.00	95,311.54	8,697.73	0.00	4,688.46	95.3
Dept: 65 ROSSMOOR WALL							
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
ROSSMOOR WALL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 70 STREET SWEEPING							
5642 Street Sweeping	65,000.00	80,000.00	60,444.23	6,538.14	0.00	19,555.77	75.6
STREET SWEEPING	65,000.00	80,000.00	60,444.23	6,538.14	0.00	19,555.77	75.6

REVENUE/EXPENDITURE REPORT

Rossmoor Community

For the Period: 7/1/2021 to 5/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
5017 Community Events	1,500.00	1,500.00	498.61	0.00	0.00	1,001.39	33.2
5656 Tree Trimming	120,500.00	140,500.00	148,974.00	0.00	0.00	-8,474.00	106.0
5660 TREE REMOVAL	3,000.00	3,000.00	1,799.00	0.00	0.00	1,201.00	60.0
6015 Trees	45,000.00	45,000.00	41,912.00	0.00	0.00	3,088.00	93.1
PARKWAY TREES	170,000.00	190,000.00	193,183.61	0.00	0.00	-3,183.61	101.7
Dept: 90 MINI-PARKS AND MEDIANS							
5022 Utilities	500.00	500.00	770.13	0.00	0.00	-270.13	154.0
5023 Water	6,000.00	10,200.00	8,653.06	688.97	0.00	1,546.94	84.8
5032 Building & Grounds-Maintenance	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5655 Landscape Maintenance	3,000.00	3,000.00	2,133.37	0.00	0.00	866.63	71.1
6005 Buildings and Improvements	0.00	0.00	243.69	0.00	0.00	-243.69	0.0
MINI-PARKS AND MEDIANS	11,800.00	16,000.00	11,800.25	688.97	0.00	4,199.75	73.8
Expenditures	1,777,900.00	1,981,400.00	1,625,535.54	100,651.03	0.00	355,864.46	82.0
Net Effect for GENERAL FUND	118,000.00	87,400.00	275,886.89	-43,841.49	0.00	-188,486.89	315.7
Change in Fund Balance:			275,886.89				
Grand Total Net Effect:	118,000.00	87,400.00	275,886.89	-43,841.49	0.00	-188,486.89	

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

Expenditure Accounts

Account	Item	Explanation
10-10-5007	Televised Meeting Costs	Due to COVID-19, the Board meetings and other meetings were televised via Zoom and the use of Zoom has continued. The production services have also been enhanced and necessary equipment obtained. The budget amount is \$20,000. To date, we have spent \$20,354, so we will be over budget at year-end. Some of this can be attributed to new equipment needed as we closed out the old vendor and retained a new vendor for enhanced production.
10-10-5046	Bank Service Charges	No change – still working with RecDesk to find a solution as we are under contract. Staff is also working with Black Mountain on possible solutions. Overage is attributed to the service fee being charged to the District for credit/debit card payments from facility users by LADCO which is the processing platform used by RecDesk. In the effort to reduce cash handling, increased usage of credit/debit cards by patrons has increased substantially. An evaluation of how to reduce the fee through another platform if allowed through RecDesk is being looked into; and whether to incorporate the convenience fee into the usage fee or pass the fee on directly to the patron will be considered when reviewing facility usage fees in the future.
10-30-6005	Building and Improvements (Rossmoor Park)	The expenditures at Rossmoor Park are at 20% since capital improvements have not been completed to date. Therefore, expenditures are down.
10-80-5656	Tree Trimming	This account is over budget. From now until the end of the fiscal year, there will only be safety trims done in order to prevent hazards.

Revenue Accounts

Account	Item	Explanation
10-00-3406	Ballfield Reservations	This account has doubled in revenue as a result of the influx of play post-COVID by LAGSL and FNL at both Rush and Rossmoor Parks.
10-00-3412	Montecito Center Building Rental	This account has exceeded the revenue projection due to a high volume of facility rentals.
10-00-3414	Rush Park Building Rental	This account has exceeded the revenue projection due to a high volume of facility rentals.
10-00-3500	Miscellaneous Revenue	These miscellaneous revenue accounts brought in more revenue than budgeted due to the donations from Calvary and GOND Churches to our audio-visual system.
10-00-3500 10-00-3504	Miscellaneous Revenue Sponsorships	These accounts brought in more revenue than budgeted due to additional sponsorships received for the Family Festivals.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: July 12, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Ken Pun

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

RECOMMENDATION

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

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

BACKGROUND

This item was originally scheduled for the June 14, 2022 RCSD Board of Directors meeting. President Rips was unable to attend the meeting in-person and advised staff he would be available to participate remotely. Because of an oversight, staff did not appropriately post the meeting to allow for his participation via Zoom. Therefore, he was not able to preside over the meeting remotely.

By a vote of 4-0, the RCSD Board voted to continue this item to the July 12, 2022 Board meeting to allow for full Board participation on this important item. Therefore, this agenda item is being re-presented as prepared for the June 14, 2022 meeting. Attached is Agenda Item F-1, dated June 14, 2022, which was continued to tonight's meeting.

SB 135 requires that the hearing be noticed and a hearing held prior to adoption of the Final Budget. The June 14, 2022 public hearing was appropriately advertised and then re-advertised for July 12, 2022. The Notice was published as required and copy of that Notice of Public Hearing is attached.

ATTACHMENTS

1. Notice of Public Hearing (for July 12, 2022)
2. June 14, 2022 Agenda Item F-1 with all attachments

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

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Service District will review a preliminary budget as of July 12, 2022, for fiscal year 2022-2023, and the General Manager of the District has prepared a proposed Final Budget for fiscal year 2022-2023. The proposed final budget is available for inspection at the district office between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday and will also be available on the district's website at <https://www.rossmoor-csd.org> starting on July 7, 2022. The District office is located at 3001 Blume Drive, Rossmoor CA 90720.

NOTICE IS ALSO GIVEN that the Board of Directors of the district will conduct a public hearing on the proposed Final Budget on July 12, 2022, commencing at 7:00 p.m., at the District Auditorium, 3021 Blume Drive, Rossmoor CA 90720. Any person may appear at the time of the hearing and be heard regarding the proposed Final Budget. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for the fiscal year 2022-2023.

Joe Mendoza

Board Secretary

News Enterprise 6/29,7/6/2022-119964

June 20, 2022

Date

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: June 14, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Ken Pun

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

RECOMMENDATION

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

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

BACKGROUND

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

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

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

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

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

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

INFORMATION

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

Revenue

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

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

Expenditures

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

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

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

4% Cost of Living Adjustment

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

7% Cost of Living Adjustment

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

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

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

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

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

ATTACHMENTS

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

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

	2019-2020		2020-2021		Forecastable (Unrecoverable)	Original Budget	Adjustments	Amended Budget	Year-to-Date April 2022	12-Month Projected Estimates to Close	2022-2023	
	Actual	Budget	Actual	Budget							7% Proposed Budget	4% Proposed Budget
Revenues:												
Property taxes	\$ 989,835	\$ 1,037,833	\$ 1,038,196	\$ 1,099,802	\$ 67,907	\$ 1,100,000	\$ -	\$ 1,100,000	\$ 1,094,408	\$ 1,100,752	\$ 1,155,000	\$ 1,156,000
Street light assessments	345,319	358,883	350,000	360,240	27,240	372,000	-	372,000	375,780	375,086	390,800	380,600
Interest on investments	21,397	17,897	18,000	4,982	(11,018)	9,800	(7,100)	2,500	1,872	2,500	3,000	2,000
From Other Governmental Agencies	80,007	85,040	85,400	84,985	(655)	288,000	\$6,000	\$95,000	121,046	281,240	154,000	154,000
Permit and Rental Fees	186,985	181,783	184,900	123,356	(41,544)	187,300	40,000	179,800	183,430	180,941	214,300	214,300
Miscellaneous	21,098	42,449	57,000	34,257	(2,745)	19,000	40,000	59,000	69,084	70,000	35,000	35,000
Total Revenues	1,805,711	1,953,876	1,879,485	1,702,882	23,987	1,956,900	172,900	2,086,890	1,844,814	2,020,588	1,991,900	1,991,900
Expenditures:												
Administrative	890,082	831,158	781,025	904,774	(123,749)	957,700	86,300	1,044,093	818,834	947,121	1,037,406	1,038,800
Recreation	58,994	38,776	39,750	16,880	23,179	39,800	15,500	55,000	62,027	64,576	60,000	60,000
Rossmore Park	146,717	107,385	101,970	129,489	(27,519)	289,000	(41,500)	227,500	120,570	181,865	195,800	195,800
Marinebo Center	44,168	23,489	31,680	20,680	10,980	24,400	1,000	25,400	19,122	24,289	28,000	28,000
Rush Park	153,887	153,844	156,240	165,993	20,247	146,500	103,000	246,500	189,816	198,655	214,400	214,400
Street Lighting	72,124	117,200	108,000	62,327	45,673	100,000	-	100,000	88,874	101,798	100,000	100,000
Rossmore Wall	4,282	2,200	3,700	-	3,700	1,000	-	1,000	-	-	1,000	1,000
Street Sweeping	67,341	59,599	60,000	62,267	(2,267)	66,000	16,000	80,000	63,908	77,182	80,000	80,000
Parkway Tree	167,247	175,788	185,880	173,253	(8,703)	170,000	20,000	190,000	183,184	183,274	180,000	180,000
Libr-Parks and Media	31,207	23,155	14,300	8,804	5,196	11,800	4,200	16,000	11,311	13,534	14,800	14,800
Total Expenditures	1,826,918	1,535,345	1,453,385	1,545,637	(82,302)	1,777,900	203,900	1,997,700	1,824,888	1,777,292	1,991,406	1,972,800
Changes in Fund Balance	(\$2,207)	\$ 118,230	186,100	(\$5,945)	(\$9,215)	118,001	(\$0,600)	\$ 77,401	\$ 318,728	243,316	\$ 20,494	\$ 28,100
Fund Balance:												
Beginning of Period			1,126,955	1,123,955		1,283,900		1,283,900		1,283,900		
End of Period			\$ 1,313,115	\$ 1,285,900		\$ 1,401,901		\$ 1,371,301		\$ 1,527,216		

Total revenues budgeted was decreased from FY2021-2022 Amended Budget because there are no one-time revenues for FEMA and Omer. However, we are budgeted a 5% increase in property tax and street light assessments.
Expenditures for Prop 68 are coded in 10-30-6003, and is budgeted \$70,000 for FY2022-2023.

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Property Taxes						
10-00-3000 Current secured	\$ 1,020,000	\$ 1,020,000	1,021,886	\$ 1,071,000	\$ 912,096	\$ 961,305
10-00-3001 Current unsecured	34,000	34,000	35,838	35,700	28,204	24,809
10-00-3002 Prior secured	14,000	14,000	11,876	14,700	6,143	7,106
10-00-3003 Prior unsecured	3,000	3,000	3,000	3,150	304	5,241
10-00-3004 Delinquent property taxes	1,000	1,000	1,000	1,050	769	867
10-00-3010 Current supplemental assessment	18,000	18,000	11,772	18,900	25,780	20,994
10-00-3020 Public utility	10,000	10,000	10,000	10,500	15,539	18,112
Total property taxes	1,100,000	1,100,000	1,100,752	1,155,000	988,835	1,037,633
Street Light Assessment						
10-00-3105 Assessment	372,000	372,000	375,085	390,800	346,319	358,893
Interest on Investments						
10-00-3200 Interest	9,600	2,600	2,530	3,000	21,397	17,897
From Other Governmental Agencies						
10-00-3001 State-Homeowners Prop. Tax Relief	4,000	4,000	4,240	4,000	5,097	5,040
10-00-3200 Prop 68 Grant Funding*	175,000	175,000	100,000	70,000	-	-
10-00-3220 Senior Meal Gap Program	-	70,000	70,000	-	-	-
10-00-3250 FEMA Grant - COVID 19	19,000	47,000	47,000	-	-	-
10-00-3305 County-Street Sweep Reimbursement	60,000	60,000	60,000	60,000	65,000	60,000
Total other governmental agencies	258,000	356,000	281,240	154,000	60,097	65,040
Permit and Rental Fees						
* 10-00-3404 Tennis Reservations	45,000	75,000	76,202	79,000	20,736	26,065
10-00-3405 Wall Rental	300	300	309	300	464	320
10-00-3408 Ball Field Reservation	12,000	12,000	24,000	25,000	28,137	15,366
10-00-3407 Tree Trim	5,000	5,000	6,500	5,000	-	-
10-00-3410 Rossmoor Building Rental	10,000	10,000	2,250	5,000	18,002	12,380
10-00-3412 Montecito Building Rental	15,000	27,000	26,680	25,000	27,001	17,913
10-00-3414 Rush Building Rental	50,000	50,000	55,000	75,000	77,625	59,719
Total permit and rental fees	137,300	179,300	190,941	214,300	168,965	131,763
Miscellaneous Revenues						
10-00-3500 Miscellaneous	5,000	35,000	45,000	10,000	1,098	8,554
10-00-3502 Admin Fees	-	-	-	-	20,000	20,000
10-00-3504 Sponsorship	14,000	24,000	25,000	25,000	-	13,895
Total miscellaneous revenues	19,000	59,000	70,000	35,000	21,098	42,449
Total revenues	\$ 1,895,900	\$ 2,068,800	\$ 2,020,548	\$ 1,951,900	\$ 1,608,711	\$ 1,663,675

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

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

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

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

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

SALARY PLAN FY 2022-2023							
Position	2021-2022 Current Salary		2022-2023 Midpoint Includes 4% adjustment for 2022-2023		2022-2023 Recommended Salary		
	Annually	Hourly	Midpoint	Hourly Increase	Annually	Hourly Increase	Hourly
General Manager	\$ 85,000.00	n/a	\$ 85,000.00	n/a	\$ 85,000.00	n/a	n/a
Administrative Assistant #	\$ 54,080.00	\$ 26.00	\$ 62,400.00	\$ 4.00	\$ 62,400.00	\$ 4.00	\$ 30.00
General Clerk	\$ 48,166.48	\$ 23.16	\$ 50,093.14	\$ 0.93	\$ 50,093.14	\$ 0.93	\$ 24.08
Account Clerk #	\$ 37,440.00	\$ 18.00	\$ 45,760.00	\$ 4.00	\$ 45,760.00	\$ 4.00	\$ 22.00
Park Superintendent	\$ 60,704.29	\$ 29.18	\$ 63,132.46	\$ 1.17	\$ 63,132.46	\$ 1.17	\$ 30.35
Recreation Superintendent	\$ 55,381.04	\$ 26.63	\$ 57,596.28	\$ 1.07	\$ 57,596.28	\$ 1.07	\$ 27.69
District Arborist #	\$ 49,587.29	\$ 23.84	\$ 57,907.20	\$ 4.00	\$ 57,907.20	\$ 4.00	\$ 27.84
Maintenance/Rec Assistant	\$ 34,580.81	\$ 16.63	\$ 35,964.04	\$ 0.67	\$ 35,964.04	\$ 0.67	\$ 17.29
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,087.66	\$ 0.67	\$ 17,087.66	\$ 0.67	\$ 17.30
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,087.66	\$ 0.67	\$ 17,087.66	\$ 0.67	\$ 17.30
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,440.32	\$ 0.64	\$ 16,440.32	\$ 0.64	\$ 16.64
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,440.32	\$ 0.64	\$ 16,440.32	\$ 0.64	\$ 16.64
Event/Facility Attendant	n/a	\$ 15.00		\$ -			\$ 15.00

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

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

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

SALARY PLAN FY 2022-2023							
Position	2021-2022 Current Salary		2022-2023 Midpoint Includes 7% adjustment for 2022-2023		2022-2023 Recommended Salary		
	Annually	Hourly	Midpoint	Hourly Increase	Annually	Hourly Increase	Hourly
General Manager	\$ 85,000.00	n/a	\$ 85,000.00	n/a	\$ 85,000.00	n/a	n/a
Administrative Assistant #	\$ 54,080.00	\$ 26.00	\$ 62,400.00	\$ 4.00	\$ 62,400.00	\$ 4.00	\$ 30.00
General Clerk	\$ 48,166.48	\$ 23.16	\$ 51,538.13	\$ 1.62	\$ 51,538.13	\$ 1.62	\$ 24.78
Account Clerk #	\$ 37,440.00	\$ 18.00	\$ 45,760.00	\$ 4.00	\$ 45,760.00	\$ 4.00	\$ 22.00
Park Superintendent	\$ 60,704.29	\$ 29.18	\$ 64,953.59	\$ 2.04	\$ 64,953.59	\$ 2.04	\$ 31.23
Recreation Superintendent	\$ 55,381.04	\$ 26.63	\$ 59,257.71	\$ 1.86	\$ 59,257.71	\$ 1.86	\$ 28.49
District Arborist #	\$ 49,587.29	\$ 23.84	\$ 57,907.20	\$ 4.00	\$ 57,907.20	\$ 4.00	\$ 27.84
Maintenance/Rec Assistant	\$ 34,580.81	\$ 16.63	\$ 37,001.46	\$ 1.16	\$ 37,001.46	\$ 1.16	\$ 17.79
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,580.57	\$ 1.16	\$ 17,580.57	\$ 1.16	\$ 17.79
*Maintenance/Rec Assistant	\$ 16,430.44	\$ 16.63	\$ 17,580.57	\$ 1.16	\$ 17,580.57	\$ 1.16	\$ 17.79
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,914.56	\$ 1.12	\$ 16,914.56	\$ 1.12	\$ 17.12
*Maintenance/Rec Assistant	\$ 15,808.00	\$ 16.00	\$ 16,914.56	\$ 1.12	\$ 16,914.56	\$ 0.64	\$ 17.12
Event/Facility Attendant	n/a	\$ 15.00		\$ -			\$ 15.00

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

			Difference
**Totals	\$ 489,416.78	\$ 532,808.36	\$ 43,391.57

District Arborist warranted an increase of \$4 per hour and excluded from the 7% increase; vacant positions also exempt from 7% increase

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

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

		2021-2022			2022-2023		2018-2019	2019-2020
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget	Actual	Actual	
Salaries and Benefits								
10-10-4000	Board of Directors' Compensation	\$ 9,000	\$ 16,000	\$ 14,558	\$ 11,000	\$ 7,167	\$ 8,300	
10-10-4001	Part-time	64,272	64,272	59,738	67,056	-	19,358	
10-10-4003	Overtime	1,500	9,500	9,546	10,000	-	11,894	
10-10-4006	Salaries - Administrative	220,560	205,560	175,797	243,253	226,845	203,318	
10-10-4008	Salaries - Parks and Recreation	116,085	116,085	111,752	156,693	141,078	113,251	
10-10-4009	Salaries - Tree	84,168	84,168	53,438	57,907	137,819	128,537	
10-10-4007	Mileage Reimbursement	1,500	1,500	1,500	2,000	1,125	1,063	
10-10-4010	Workers' Compensation Insurance	18,500	18,500	18,640	20,000	21,829	13,265	
10-10-4011	Medical Insurance	85,000	85,000	73,942	80,000	94,591	74,378	
10-10-4015	Federal Payroll Taxes	48,415	48,415	51,448	52,891	40,924	39,064	
Total salaries and benefits		649,000	649,000	570,568	700,900	674,278	612,238	
Operations and Maintenances								
10-10-5002	Insurance - Liability	35,000	35,000	34,815	35,000	19,774	24,609	
10-10-5004	Membership & Dues	7,200	9,000	8,869	9,500	6,733	7,692	
10-10-5006	Travel & Meetings	2,500	2,500	644	2,500	2,202	3,968	
10-10-5007	Board Meeting Televised	20,000	20,000	20,331	22,000	19,529	14,867	
10-10-5008	Gasoline	-	-	-	5,000	-	-	
10-10-5010	Publications & Legal Notice	6,500	8,000	7,393	7,500	7,232	6,872	
10-10-5012	Printing	3,000	4,500	4,358	4,000	2,387	3,051	
10-10-5014	Postage	2,500	2,500	855	2,000	4,286	4,469	
10-10-5016	Office & Meeting Supplies	15,000	15,000	5,914	15,000	10,427	7,714	
10-10-5020	Telephone	12,000	12,000	7,824	10,000	12,741	10,722	
10-10-5021	Computer/Email/Server Costs	5,000	5,000	4,598	5,000	5,393	4,341	
10-10-5030	Vehicle Maintenance	-	-	2,011	5,000	-	-	
10-10-5045	Miscellaneous Expenditures	10,000	90,000	89,330	20,000	24,100	14,541	
10-10-5046	Bank Service Charges	1,000	2,500	2,457	4,000	3,258	2,984	
10-10-5050	Elections	-	-	-	8,000	-	-	
Total operations and maintenance		119,700	206,000	189,189	154,500	118,152	106,828	
Contract Services								
10-10-5610	Legal Services	60,000	60,000	54,194	82,400	49,075	57,022	
10-10-5615	Financial Audit - Consulting	17,000	17,000	17,225	19,000	12,940	12,500	
10-10-5620	Outsourced Financial Consultant	80,000	80,000	60,000	60,000	-	15,000	
10-10-5670	Other Professional Services	35,000	35,000	31,317	40,000	34,025	28,004	
Total Contract Services		172,000	172,000	162,736	181,400	96,040	112,526	
Capital Expenditures								
10-10-6010	Equipment	2,000	2,000	1,403	2,000	1,612	568	
10-10-6015	Software	15,000	15,000	17,215	10,000	-	-	
Total Capital Expenditures		17,000	17,000	18,618	12,000	1,612	568	
Total Expenditures		\$ 957,700	\$ 1,044,000	\$ 941,121	\$ 1,048,800	\$ 890,082	\$ 831,158	

* assuming 4% increase on Salaries

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

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

		2021-2022			2022-2023		2018-2019	2019-2020
		Original Budget	Amended Budget	12-Month Projected Estimates to Close	Proposed Budget	Actual	Actual	
Salaries and Benefits								
10-10-4000	Board of Directors' Compensation	\$ 9,000	\$ 16,000	\$ 14,558	\$ 11,000	\$ 7,167	\$ 8,300	
10-10-4001	Part-time	64,272	64,272	59,738	68,990	-	19,358	
10-10-4003	Overtime	1,500	9,500	9,546	10,000	-	11,684	
10-10-4006	Salaries - Administrative	220,560	205,560	175,797	244,698	228,845	203,318	
10-10-4008	Salaries - Parks and Recreation	116,085	116,085	111,752	161,213	141,978	113,251	
10-10-4009	Salaries - Tree	84,168	84,168	53,436	57,907	137,819	128,537	
10-10-4007	Mileage Reimbursement	1,500	1,500	1,509	2,000	1,125	1,083	
10-10-4010	Workers' Compensation Insurance	18,500	18,500	18,840	20,000	21,829	13,255	
10-10-4011	Medical Insurance	85,000	85,000	73,842	80,000	94,591	74,378	
10-10-4015	Federal Payroll Taxes	48,415	48,415	51,448	53,688	40,924	39,064	
Total salaries and benefits		649,000	649,000	570,568	709,506	674,278	612,238	
Operations and Maintenance								
10-10-5002	Insurance - Liability	35,000	35,000	34,815	35,000	19,774	24,609	
10-10-5004	Membership & Dues	7,200	9,000	8,869	9,500	6,733	7,692	
10-10-5006	Travel & Meetings	2,500	2,500	644	2,500	2,202	3,986	
10-10-5007	Board Meeting Televised	20,000	20,000	20,331	22,000	19,529	14,867	
10-10-5008	Gasoline	-	-	-	5,000	-	-	
10-10-5010	Publications & Legal Notice	6,500	8,000	7,393	7,500	7,232	6,872	
10-10-5012	Printing	3,000	4,500	4,358	4,000	2,387	3,051	
10-10-5014	Postage	2,500	2,500	855	2,000	4,286	4,489	
10-10-5016	Office & Meeting Supplies	15,000	15,000	5,914	15,000	10,427	7,714	
10-10-5020	Telephone	12,000	12,000	7,824	10,000	12,741	10,722	
10-10-5021	Computer/Email/Server Costs	5,000	5,000	4,598	5,000	5,393	4,341	
10-10-5030	Vehicle Maintenance	-	-	2,011	5,000	-	-	
10-10-5045	Miscellaneous Expenditures	10,000	90,000	89,330	20,000	24,180	14,541	
10-10-5046	Bank Service Charges	1,000	2,500	2,457	4,000	3,258	2,984	
10-10-5050	Elections	-	-	-	8,000	-	-	
Total operations and maintenance		119,700	206,000	189,199	154,500	118,152	105,828	
Contract Services								
10-10-5810	Legal Services	60,000	60,000	54,184	62,400	49,075	57,022	
10-10-5815	Financial Audit - Consulting	17,000	17,000	17,225	19,000	12,940	12,500	
10-10-5820	Outsourced Financial Consultant	60,000	60,000	60,000	60,000	-	15,000	
10-10-5870	Other Professional Services	35,000	35,000	31,317	40,000	34,025	28,004	
Total Contract Services		172,000	172,000	162,736	181,400	96,040	112,526	
Capital Expenditures								
10-10-6010	Equipment	2,000	2,000	1,403	2,000	1,612	568	
10-10-6015	Software	15,000	15,000	17,215	10,000	-	-	
Total Capital Expenditures		17,000	17,000	18,618	12,000	1,612	568	
Total Expenditures		\$ 967,700	\$ 1,044,000	\$ 941,121	\$ 1,057,406	\$ 890,882	\$ 831,168	

* assuming 7% increase on Salaries

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

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenances						
10-20-5017 Community Events	\$ 39,500	\$ 55,000	\$ 54,576	\$ 60,000	\$ 43,154	\$ 38,776
10-20-5019 Fireworks	-	-	-	-	8,000	-
10-20-5045 Miscellaneous Expenditures	-	-	-	-	5,224	-
10-20-5670 Other Professional Services	-	-	-	-	616	-
Total operations and maintenance	39,500	55,000	54,576	60,000	56,894	38,776
Total Expenditures	\$ 39,500	\$ 55,000	\$ 54,576	\$ 60,000	\$ 56,894	\$ 38,776

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenance						
10-30-5018 Janitorial Supplies	\$ 6,000	\$ 6,000	5,363	\$ 6,800	\$ 3,448	\$ 3,037
10-30-5022 Utilities	12,500	12,500	9,952	12,500	11,842	11,279
10-30-5023 Water	28,000	43,000	42,149	35,000	18,008	24,382
10-30-5026 Secured Property Tax	1,150	1,150	1,048	1,200	928	1,037
10-30-5030 Vehicle Maintenance	1,000	1,500	1,480	1,500	1,070	1,208
10-30-5032 Buildings & Grounds-Maintenance	30,000	30,000	30,008	30,000	31,842	25,828
10-30-5034 Alarm Systems/Security	850	850	1,014	1,000	904	835
10-30-5045 Miscellaneous Expenditures	500	500	-	4,500	4,484	-
10-30-5051 Equipment Rental	500	500	-	500	-	-
10-30-5062 Minor Facility Repairs/Tools	500	500	1,034	1,000	-	-
Total operations and maintenance	81,000	98,500	92,040	93,800	72,624	87,114
Contract Services						
10-30-5655 Landscape Maintenance/Janitorial Services	27,000	30,000	31,825	32,000	31,962	31,072
10-30-5670 Other Professional Services	-	-	-	-	480	-
Total Contract Services	27,000	30,000	31,825	32,000	32,442	31,072
Capital Expenditures						
10-30-6005 Buildings and Improvements	155,000	95,000	50,000	70,000	41,861	9,169
Total Capital Expenditures	155,000	95,000	50,000	70,000	41,861	9,169
Total Expenditures	\$ 283,000	\$ 221,500	\$ 191,865	\$ 195,800	\$ 146,717	\$ 107,355

Capital expenditures breakdown:

\$50,000 for Picnic Shelter

\$20,000 for Pickleball Court

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

	2021-2022		12-Month Projected Estimates to Close	2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget				
Operations and Maintenances						
10-40-6018 Janitorial Supplies	\$ 6,000	\$ 6,000	\$ 5,320	\$ 6,600	\$ 3,448	\$ 3,036
10-40-6020 Telephone	-	-	-	-	-	124
10-40-6022 Utilities	2,000	2,000	1,588	2,000	1,530	1,076
10-40-6023 Water	2,250	2,250	2,181	2,250	1,986	1,556
10-40-6025 Secured Property Tax	1,000	1,000	880	1,000	779	871
10-40-6030 Vehicle Maintenance	500	1,500	1,450	1,500	987	1,084
10-40-6032 Buildings & Grounds-Maintenance	8,000	8,000	7,000	8,000	12,831	6,246
10-40-6034 Alarm Systems/Security	650	650	500	650	514	495
10-40-6046 Miscellaneous Expenditures	500	500	-	500	3,546	-
10-40-6052 Minor Facility Repairs/Tools	600	600	-	500	-	-
Total operations and maintenance	21,400	22,400	18,919	23,000	25,631	14,487
Contract Services						
10-40-5855 Landscape Maintenance/Janitorial Services	3,000	3,000	5,380	5,000	3,491	3,452
10-40-5870 Other Professional Services	-	-	-	-	480	-
Total Contract Services	3,000	3,000	5,380	5,000	3,971	3,452
Capital Expenditures						
10-40-6005 Buildings and Improvements	-	-	-	-	14,557	5,550
Total Capital Expenditures	-	-	-	-	14,557	5,550
Total Expenditures	\$ 24,400	\$ 25,400	\$ 24,299	\$ 28,000	\$ 44,169	\$ 23,489

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenances						
10-50-5018 Janitorial Supplies	\$ 6,000	\$ 6,000	5,324	\$ 6,800	\$ 3,458	\$ 3,042
10-50-5022 Utilities	23,000	23,000	22,136	25,300	23,229	20,144
10-50-5023 Water	42,000	50,000	49,688	60,000	38,693	30,656
10-50-5025 Secured Property Tax	4,200	4,200	4,010	4,200	3,550	3,969
10-50-5030 Vehicle Maintenance	1,000	2,000	1,324	2,000	988	1,208
10-50-5032 Buildings & Grounds-Maintenance	40,000	40,000	30,000	40,000	43,229	37,317
10-50-5034 Alarm Systems/Security	800	800	600	800	854	496
10-50-5045 Miscellaneous Expenditures	500	600	-	500	4,569	-
10-50-5051 Equipment Rental	500	1,500	1,259	1,500	-	-
10-50-5052 Minor Facility Repairs/Tools	500	500	300	500	-	-
Total operations and maintenance	118,500	128,500	114,541	131,400	118,570	96,831
Contract Services						
10-50-5655 Landscaping Maintenance/Janitorial Services	27,000	30,000	30,300	33,000	31,692	31,617
10-50-5670 Other Professional Services	-	-	-	-	480	-
Total Contract Services	27,000	30,000	30,300	33,000	32,172	31,617
Capital Expenditures						
10-50-6005 Building and Improvements	-	41,000	30,000	40,000	8,149	26,198
10-50-6010 Equipment	-	49,000	14,794	10,000	-	-
Total Capital Expenditures	-	90,000	44,794	50,000	8,149	26,198
Total Expenditures	\$ 145,500	\$ 248,500	\$ 189,635	\$ 214,400	\$ 158,891	\$ 154,644

Capital expenditures breakdown:

\$30,000 for new flooring for the Auditorium

\$20,000 for electrical upgrade

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Contract Services						
10-60-5660 Street Lights	\$ 100,000	\$ 100,000	\$ 101,796	\$ 100,000	\$ 72,124	\$ 117,200
Total Contract Services	<u>100,000</u>	<u>100,000</u>	<u>101,796</u>	<u>100,000</u>	<u>72,124</u>	<u>117,200</u>
Total Expenditures	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 101,796</u>	<u>\$ 100,000</u>	<u>\$ 72,124</u>	<u>\$ 117,200</u>

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenances						
10-65-6002 Insurance - Liability	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ 2,200
10-65-5032 Buildings & Grounds-Maintenance	1,000	1,000	-	1,000	2,062	-
Total operations and maintenance	1,000	1,000	-	1,000	4,262	2,200
Total expenditures	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 4,262	\$ 2,200

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Contract Services						
10-70-5642 Street Sweeping	\$ 65,000	\$ 80,000	\$ 77,132	\$ 80,000	\$ 61,341	\$ 59,599
Total Contract Services	<u>65,000</u>	<u>80,000</u>	<u>77,132</u>	<u>80,000</u>	<u>61,341</u>	<u>59,599</u>
Total expenditures	<u>\$ 65,000</u>	<u>\$ 80,000</u>	<u>\$ 77,132</u>	<u>\$ 80,000</u>	<u>\$ 61,341</u>	<u>\$ 59,599</u>

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2018-2019 Actual
	Original Budget	Amended Budget	12-Month Projected Estimates to Close			
Operations and Maintenances						
10-80-6017 Community Events	\$ 1,500	\$ 1,500	\$ 500	\$ 1,500	\$ 1,246	\$ 598
10-80-4007 Vehicle Allowance	-	-	-	-	373	-
Total operations and maintenance	1,500	1,500	500	1,500	1,619	598
Contract Services						
10-80-6656 Tree Trimming	120,500	140,600	148,974	130,500	106,046	117,310
10-80-6667 Tree Healthcare	-	-	-	-	5,280	-
10-80-6660 Tree Removal	3,000	3,000	1,800	3,000	3,644	3,440
10-80-6670 Other Professional Services	-	-	-	-	2,768	-
Total Contract Services	123,500	143,500	150,774	133,500	116,627	120,750
Capital Expenditures						
10-80-6015 Trees	45,000	45,000	42,000	45,000	43,001	54,420
Total capital expenditures	45,000	45,000	42,000	45,000	43,001	54,420
Total expenditures	\$ 170,000	\$ 190,000	\$ 193,274	\$ 180,000	\$ 181,247	\$ 175,768

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

	2021-2022			2022-2023 Proposed Budget	2018-2019 Actual	2019-2020 Actual	
	Original Budget	Amended Budget	12-Month Projected Estimates to Close				
Salaries and Benefits							
Operations and Maintenance							
10-90-5022	Utilities	\$ 500	\$ 500	537	\$ 500	\$ 763	\$ 810
10-90-5023	Water	6,000	10,200	9,881	9,000	8,117	8,560
10-90-5032	Buildings & Grounds-Maintenance	2,000	2,000	-	2,000	8,763	590
10-90-5045	Miscellaneous Expenditures	100	100	-	100	-	-
10-90-5051	Equipment Rental	100	100	-	100	-	-
10-90-5052	Minor Facility Repairs/Tools	100	100	-	100	-	-
Total operations and maintenance		8,800	13,000	10,418	11,800	17,633	9,760
Contract Services							
10-90-5656	Landscape Maintenance/Janitorial Services	3,000	3,000	3,116	3,000	3,491	3,452
10-90-5656	Tree Trimming	-	-	-	-	206	-
10-90-5670	Other Professional Services	-	-	-	-	21	-
Total Contract Services		3,000	3,000	3,116	3,000	3,720	3,452
Capital Expenditures							
10-90-6005	Building and Improvements	-	-	-	-	9,848	11,944
Total capital expenditures		-	-	-	-	9,848	11,944
Total expenditures		\$ 11,800	\$ 16,000	\$ 13,534	\$ 14,800	\$ 31,201	\$ 25,166

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

Prepared: June 2022

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

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

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

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

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

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

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

Joe Mendoza
Board Secretary

June 1, 2022
Date

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

3020.10 Budget Calendar: This policy shall serve as the budget calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

3020.20 Preliminary Budget: A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by April 30. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

3020.21 RCSD Five-Year Fiscal Plan: Concurrently with the preparation of the Preliminary Budget, the General Manager shall update the Plan for review by the Budget Committee.

3020.25 Public Works/CIP Committee: The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

3025.26 Capitol Project Budget: Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

3020.30 Budget Committee: The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at its meeting in May.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and approved by the Board at its May meeting.

3020.50 Appropriations Limit: On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

3020.60 Public Hearing Notice: On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

3020.61 Availability for Inspection: The proposed Final Budget shall be available for inspection at a specified time in the District office.

3020.62 Public Hearing: The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

3020.70 Second Public Notice: The public notice must be published a second time at least two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

3020.80 Final Budget Adoption: The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board shall adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

3020.90 County Auditor: After Final Budget adoption and completion of the District's Financial Audit, the General Manager shall forward a copy of both documents to the County Auditor.

3020.100 Budget Adjustment: The Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. The General Manager shall present budget adjustment recommendations at the February meeting of the Board. The Board shall review current revenue and expenditure projections and make necessary adjustments to the current Budget, which are reflective of the District's current financial condition. The Board shall adjust the budget, if necessary, by adoption of a resolution amending the budget.

3020.110 Budgetary Control: Control of movement of funds is governed by Policy No. 3021 Budgetary Control.

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

Amended: February 14, 2017

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: July 12, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accounting Consultant Ken Pun

Subject: RESOLUTION NO. 22-07-12-01 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2022-2023 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

Approve Resolution No. 22-07-12-01 by reading the title only and waiving further reading as follows:

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

BACKGROUND

Because of an oversight, the June 14, 2022 RCSDS Board of Directors meeting was not properly posted to allow for the Zoom participation by President Rips who was not available for the in-person meeting. Therefore, the Board unanimously voted to continue Item G-1: *Resolution No. 22-06-14-02 - A Resolution Of The Board Of Directors Of The Rossmoor Community Services District Establishing The Annual Revenue And Expenditure Total Amounts For Fiscal Year 2022-2023 For The Rossmoor Community Services District.*

INFORMATION

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

This item is being presented to the Board to review and adopt Resolution 22-07-12-01.

ATTACHMENTS

1. Resolution No. 22-07-12-01 (with Attachment A)

RESOLUTION 22-07-12-01

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

WHEREAS, the Rossmoor Community Services District did discuss and approve at a public hearing, the District's Fiscal Year 2022-2023 Final Budget at its Regular Meeting on July 12, 2022.

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

PASSED AND ADOPTED this 12th day of July 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

**ANNUAL FISCAL YEAR 2022-2023
BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY**

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: July 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF AMENDMENT NUMBER ONE TO AGREEMENT FOR LEGAL SERVICES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve *Amendment Number One To Agreement For Legal Services For The Rossmoor Community Services District*, effective July 12, 2022.

Please note that General Counsel Tarquin Preziosi will recuse himself at this point in the meeting and will not be present for the Board's review, discussion, and/or action regarding this item.

BACKGROUND

On September 8, 2015, the public sector law firm of Jones & Mayer entered into a Legal Services Agreement to provide general legal services to the District. Jones & Mayer is a respected law firm that represents many public entities throughout California. The attorney assigned to the District is Tarquin Preziosi who has served at RCSD General Counsel since 2014, first with another law firm and then with Jones & Mayer in 2015.

INFORMATION

Jones & Mayer has submitted an amendment to the Legal Services Agreement that would amend Section 1 of the Agreement – Scope of Services: Compensation. The compensation for the various types of services are outlined within *Amendment Number One To Agreement For Legal Services For The Rossmoor Community Services District*. It should be noted that Jones & Mayer have been operating and billing under the terms of the September 8, 2015 agreement and have not raised their rates in that time. Under the terms of the Amendment, the new compensation rates would take become effective July 12, 2022.

Mr. Preziosi has provided the District with excellent legal counsel and service during his tenure. A summary of his professional qualifications and skills is attached for review. He is knowledgeable about the matters concerning the District and accessible to the General Manager for questions and direction to ensure the RCSD is operating within the legal parameters of matters concerning the District. During the past couple of years, Mr. Preziosi has been especially responsive as the District has dealt with a number of situations that were unprecedented including the COVID-19 pandemic guidelines that were constantly changing and difficult to apply, staff reorganization matters that included separations, furlough, pandemic leave, local control, public forums, and other items that were new to the

District. In addition, Jones & Mayer, as a large public sector law firm is able to provide the support necessary for representation to the RCSD.

FISCAL IMPACT

It is anticipated the District's legal services needs will level off in FY 2022-2023 as the District returns to more normal operations coming out of the pandemic and getting staff positions filled. An overview is provided for review:

FY 2021-2022: \$47,404 (July 2021 – May 2022; June not included); budgeted \$60,000

Proposed FY 2022-2023: \$62,400

It is anticipated the District will be able to stay within budget with the new rates and the amount budgeted for legal services.

ATTACHMENTS

1. Amendment Number One To Agreement For Legal Services For The Rossmoor Community Services District – effective July 12, 2022
2. Agreement For Legal Services For The Rossmoor Community Services District – effective September 8, 2015
3. Tarquin Preziosi – summary of professional qualifications and skills

**AMENDMENT NUMBER ONE
TO AGREEMENT FOR LEGAL SERVICES
FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT**

THIS AMENDMENT NUMBER ONE (“Amendment”) is made and entered into this 12th day of July 2022 (“Effective Date”), by and between the ROSSMOOR COMMUNITY SERVICES DISTRICT (“District”) and RICHARD D. JONES, a professional law corporation DBA JONES MAYER (the “Firm”).

WHEREAS, on September 8, 2015, the District and the Firm entered into a Legal Services Agreement for Firm to provide general legal services to the District (the “Agreement”); and

WHEREAS, District and Firm desire to amend Section 1 of the Agreement as set forth herein.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Section 1 of the Agreement shall be amended to read as follows:

1. Scope of Services; Compensation.

1.1 Scope of Services. The Firm shall serve as general counsel and shall provide legal services to the District. The Firm shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide litigation services as directed by the District.

1.2 Compensation. The District shall compensate the Firm under the terms of this Agreement as follows:

A. Transactional Services. For the period commencing on the Effective Date and ending December 31, 2023, the District shall pay the Firm two hundred fifteen dollars (\$215.00) per hour for transactional services. For the period commencing January 1, 2024 and ending December 31, 2024, the District shall pay the Firm two hundred twenty-five dollars (\$225.00) per hour for transactional services. For the period commencing January 1, 2025 and ending December 31, 2025, the District shall pay the Firm two hundred thirty-five dollars (\$235.00) per hour for transactional services.

B. Litigation Services. For the period commencing on the Effective Date and ending December 31, 2023, the District shall pay the Firm two hundred fifty dollars (\$250.00) per hour for litigation services. For the period commencing January 1, 2024 and ending December 31, 2025, the District shall pay the Firm two hundred sixty-five dollars (\$265.00) per hour for litigation services.

C. Paralegal Services. The District shall pay the Firm one hundred twenty-five dollars (\$125.00) per hour for paralegal services.

D. Rate Increases. Commencing January 1, 2026 and annually thereafter, the Firm may increase its hourly rates for transactional, litigation and paralegal services by an amount equal to the increase in the Consumer Price Index, as defined below. The annual adjustment will be calculated based on the percentage increase in the Consumer Price Index for the prior 12-month period, using the November to November index. As used herein “Consumer Price Index”

means the United States Department of Labor's Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers for the Los Angeles Area, or another mutually agreed upon index based on comparable data.

2. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
3. All other terms, conditions, and provisions of the Agreement shall remain in full force and effect.
4. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____ Date: _____
Jeffrey Rips
Board President

RICHARD D. JONES DBA JONES MAYER

By: _____ Date: _____
Richard D. Jones
Owner

**AGREEMENT FOR LEGAL SERVICES
FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT**

This Agreement for Legal Services ("Agreement") is made and entered into by and between the law firm of Jones & Mayer (hereinafter "the Firm") and the Rossmoor Community Services District (hereinafter "the District") as of September 8, 2015.

RECITALS:

- A. The District desires to retain the Firm to provide general legal services to the District.
- B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to provide the services contemplated by this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

1. Scope of Services.

The Firm shall serve as general counsel and shall provide general legal services to the District. The Firm shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide litigation services as specifically directed by the District. The Firm's transactional services will be billed at \$200/hr and litigation services at the rates of \$185 - \$250/hr depending on the experience of the attorney. Paralegal services will be billed at \$100/hr.

2. Billing Procedures and Monthly Statements.

2.1 Payment for all services shall be made on or before the last day of each month for services rendered during the preceding month. The Firm shall submit to the District, within 15 days after the end of each calendar month, an itemized statement of professional services provided.

2.2 The Firm will not bill the District for routine copying, telephone, mileage, facsimile or word processing or electronic research within the Firm's current Lexis Plan, which shall include California statutes and case and Ninth Circuit cases. The Firm will bill the District, without any mark-up, actual expenses for out-of-contract electronic legal research, parking, filing fees, transcripts, delivery charges, extraordinary copying and similar out-of-pocket expenses. These items will be separately designated on the Firm's monthly statements as "costs" and will be billed in addition to the fees for professional services.

3. Term of the Agreement.

This Agreement shall commence as of September 8, 2015 and shall be and remain in full force and effect until terminated in accordance with the provisions of Section 5 hereof.

4. Resolution of Fee Disputes.

The District is entitled to require that any fee dispute be resolved by binding arbitration in Los Angeles pursuant to the arbitration rules of the Los Angeles County Bar Association for legal fee disputes. In the event that District chooses not to utilize the Los Angeles County Bar Association's arbitration procedures, District agrees that all disputes regarding the professional services rendered or fees charged by the Firm shall be submitted to binding arbitration in Los Angeles to be conducted by the American Arbitration Association in accordance with its commercial arbitration rules.

5. Termination of the Agreement.

The District may terminate this Agreement, with or without cause, upon written notice to the Firm. The Firm may terminate, with or without cause, on ninety (90) days written notice to the District. In either event, the District agrees to secure new counsel as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record. The Firm agrees to cooperate fully in any such transition, including the transfer of files. Notwithstanding the termination of the Firm's services, District will remain obligated to pay to the Firm all fees and costs incurred prior to termination.

6. Conflict of Interest.

The Firm represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any legal representation which is in conflict with the legal services to be provided the District under this Agreement.

The Firm represents that no District employee or official other than the members of the Firm has a material financial interest in the Firm. During the term of this Agreement and/or as a result of being awarded this contract, the Firm shall not offer, encourage or accept any financial interest in the Firm's business from any District employee or official.

7. Files.

All legal files of the Firm pertaining to the District shall be and remain the property of District. The Firm shall control the physical location of such legal files in a secure and accessible location during the term of this Agreement and be entitled to retain copies of such files, at the Firm's expense, upon termination of this Agreement.

8. Modifications to the Agreement.

Unless otherwise provided for in this Agreement, modifications relating to the nature, extent or duration of the Firm's professional services to be rendered hereunder shall require the written approval of the parties. Any such written approval shall be deemed to be a supplement to this Agreement and shall specify any changes in the Scope of Services and the agreed-upon billing rate to be charged by the Firm and paid by the District.

9. Nondiscrimination.

In the performance of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation or medical condition. The Firm shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, national origin, sexual orientation or medical condition. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training.

10. Assignment and Delegation.

This Agreement contemplates the personal professional services of the Firm and it shall not be assigned or delegated without the prior written consent of the District. The Firm shall supervise delegated work, except where precluded from doing so by virtue of a conflict of interest and where otherwise agreed to by the parties hereto.

11. Insurance.

11.1 The Firm shall obtain and maintain in full force and effect a professional liability insurance policy which provides coverage in an amount not less than \$2,000,000 per occurrence and \$3,000,000 aggregate. Said insurance policy shall provide coverage to the District for any damages or losses suffered by the District as a result of any error or omission or neglect by the Firm which arises out of the professional services required by this Agreement. Such insurance may be subject to a self-insured retention or deductible to be borne entirely by the Firm.

11.2 The Firm shall, if and as prescribed by law, obtain and maintain Workers' Compensation insurance in accordance with Section 3700 of the California Labor Code.

11.3 The Firm agrees to notify District in the event the limits of its insurance should fall below the coverage stated in this paragraph or if the insurance policies noted here are allowed to lapse and substitute insurance is not obtained.

12. Indemnification.

12.1 The Firm agrees to indemnify, hold harmless and defend District and District Board, its officers, employees, agents and volunteers, from any and all liability or financial loss including legal expenses and costs of expert witnesses and consultants resulting from any suits, claims, losses or actions brought by any person or persons, by reasons of injury and arising directly or indirectly from the negligent or wrongful activities and operations of the Firm, including its officers, agents, employees, or subcontractors in the performance of this Agreement.

12.2 Notwithstanding the provisions of paragraph 12.1, District acknowledges its statutory obligation under California Government Code section 825 *et seq.* to defend and indemnify the Firm's attorneys from and against all and any claims, actions and liabilities arising from work performed within the scope of their duties under this Agreement.

12.3 The provisions of this Paragraph 12 shall survive the termination of this Agreement.

13. Legal construction.

13.1 This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California.

13.2 This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

13.3 The article and section, captions and headings herein have been inserted for convenience only, and shall not be considered or referred to in resolving questions of interpretation or construction.

13.4 Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

14. Notices.

Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO DISTRICT:

James D. Ruth, General Manager
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

TO FIRM:

Richard D. Jones
Jones Mayer
3777 N. Harbor Blvd.
Fullerton, CA 92835

15. Warranty of Authorized Signatures.

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign.

16. Entire Agreement.

This Agreement, together with any written modification pursuant to Paragraph 8 above, shall constitute the full and complete agreement and understanding of the parties and shall be deemed to supersede all other written or oral statements of either party relating to the subject matter hereof.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of the dates indicated below.

ROSSMOOR COMMUNITY SERVICES
DISTRICT

Dated: 9-8-15

By: Bill Kahlert
PRESIDENT, BILL KAHLERT

ATTEST:

James D. Ruth
BOARD SECRETARY

JONES & MAYER

Dated: 9-8-15

By: [Signature]
RICHARD D. JONES, OWNER

Our Team



Tarquin Preziosi

Partner

✉ tp@jones-mayer.com (mailto:tp@jones-mayer.com)

Mr. Preziosi serves as City Attorney for the City of Encinitas, General Counsel to the Rossmoor Community Services District, Assistant City Attorney for the City of Costa Mesa and deputy city attorney for a number of other cities represented by the firm. His practice is exclusively devoted to the representation of cities, other public entities and the firm's law enforcement clients. He is knowledgeable in most areas of municipal law, and regularly advises city councils, boards, commissions and department heads on a variety of matters. His particular areas of emphasis include land use, CEQA, the Coastal Act, federal fair housing laws, cannabis regulation, the Public Records Act, the Political Reform Act, elections, personnel matters and laws pertaining to special districts. As a litigator he defends public entities in CEQA, Public Records Act, land use, fair housing and other cases at the trial and appellate level, and represents the firm's clients in HUD and DOJ discrimination complaints. Mr. Preziosi is the firm's subject matter expert on the state and federal laws relating to group and sober living homes.

Mr. Preziosi currently serves on the Cannabis Regulation Committee of the California League of Cities. His prior service to the League includes the Municipal Law Institute (2014-2015), Chapter Chair of the Municipal Law Handbook (2010 and 2014 eds.) and as an appointee to the Public Safety Policy Committee (2009-2011). Mr. Preziosi also served as Chair of the Legal Advisors Section (southern division) of the California Peace Officers Association (2014 to 2018). In addition, Mr. Preziosi served as a planning commissioner for the City of Dana Point (2011 to 2013).

Mr. Preziosi graduated from the University of California, Hastings College of the Law in 1998 where he was Senior Articles Editor of the Hastings Law Journal. He graduated from the University of California, Los Angeles in 1993 with a Bachelor of Arts in Anthropology with Departmental Honors.

Education

- University of California, Hastings, J.D.
- University of California, Los Angeles, B.A.

Admissions

- California Supreme Court
- US Supreme Court
- United States District Court for the Central, Eastern, Northern and Southern Districts of California Ninth Circuit Courts of Appeals

Practice Areas

- Municipal Law
- Land Use and Zoning
- Fair Housing Laws
- Writs and Appeals

Professional Affiliations

- California League of Cities

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: July 12, 2022
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 the following updates are provided on two key areas:

1. Black Mountain Software: The Black Mountain Software is in the process of being installed. RCSD staff is working with BreaIT personnel, the PUN Group Inc., RecDesk, and Black Mountain representatives to converge the programs and simplify the reporting data. The system should be up and running by the end of July.
2. Staff Recruitment: Recruitment continues for a part-time Account Clerk and a full-time Administrative Assistant. As with other agencies and businesses, obtaining new staff is a challenge, however, we are doing our best to get the word out that the District has jobs available. Most recently, ZipRecruiter has been used to reach more candidates.

ATTACHMENTS

None