



**BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT**

**SPECIAL MEETING AGENDA**

RUSH PARK AUDITORIUM  
3021 Blume Drive  
Rossmoor, California 90720

**Tuesday, April 28, 2026**

**7:00 p.m.**

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

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

**A. ORGANIZATION**

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

**B. PUBLIC COMMENT ON CLOSED SESSION ITEM**

**C. CLOSED SESSION**

**D. OPEN SESSION**

1. DISCUSSION AND POSSIBLE ACTION RE: THE APPROVAL OF PURCHASING AN ELECTRIC GOLF CART USING THE \$25,000 CONTRIBUTION FROM RHA.
2. DISCUSSION AND POSSIBLE ACTION RE: APPROVING THE FIRST READING OF REVISIONS TO POLICY NO. 2155 FOR ANNUAL SETTING OF SALARY AND COMPENSATION.
3. DISCUSSION AND POSSIBLE ACTION RE: THE ADDITION OF COSTS TO THE FY 2026-2027 BUDGET AS THEY PERTAIN TO SALARY ADJUSTMENTS AND THE CONVERSION OF ONE PART-TIME 29-HOUR STAFF POSITION TO FULL TIME.
4. DISCUSSION AND POSSIBLE ACTION RE: DATE OF AND DONATION TO SHAKESPEARE BY THE SEA FOR ONE PERFORMANCE IN RUSH PARK.

**E. ADJOURNMENT**

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

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


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

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

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the April 28, 2026, 7:00 p.m. Special Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:

  
\_\_\_\_\_  
SHARON LANDERS  
General Manager

Date 4/27/26

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** April 28, 2026

**To:** Honorable Board of Directors

**From:** General Manager Sharon Landers

**Subject:** DISCUSSION AND POSSIBLE ACTION RE: THE APPROVAL OF PURCHASING AN ELECTRIC GOLF CART USING THE \$25,000 CONTRIBUTION FROM RHA.

**RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the purchase of an electric golf cart using the \$25,000 RHA contribution for a vehicle that the Board accepted at its meeting on April 14, 2026.

**BACKGROUND**

The FY 2025-2026 budget included the purchase of an electric golf cart to be added to the District's fleet of three vehicles: a Ford 150, a Ford Ranger and an Evolution Golf Cart. Our current fleet all have flatbeds suitable for carrying materials and supplies needed to maintain the District parks. Staff have experienced difficulties in getting parts from abroad for the Evolution and have determined that it would be best to buy a Made-In-America electric golf cart. The price proposal for a Cushman Hauler XL LSV that meets our specifications is approximately \$19,000 plus tax and freight charges bringing the total cost to approximately \$22,000.

The mid-year 2025-2026 budget adjustments approved at the Board's February 10, 2026, meeting included adding an additional \$12,000 to the budget bringing the total budgeted amount to \$22,000 to cover the purchase of the Cushman golf cart contingent upon the General Manager returning to the Board for approval before the purchase is made. The inclusion of the additional funds in the mid-year budget was intended to facilitate purchasing the golf cart this fiscal year in response to the concern raised that if any one of our three vehicles goes out of commission, staff's ability to maintain the parks becomes strained. Indeed, our Ford 150 was not available due to a broken sensor when we had a severe rainstorm, resulting in our being short of vehicles to remove fallen branches throughout the Rossmoor community while continuing to carry out our normal park operations. More recently, our electric golf cart was out of commission for several days, leaving us with just the two Ford vehicles, which are too heavy to be driven on the grass at the parks without damaging the turf and the irrigation sprinklers.

In the meantime, the Rossmoor Homeowners Association most generously offered a contribution to the RCSD in the amount of \$25,000 for the purchase of a vehicle, which the RCSD Board accepted at its Board meeting of April 14, 2026

**DISCUSSION**

Staff recommend that the funds contributed by the RHA be used for the purchase of an electric utility vehicle to alleviate the strain on our current 3 vehicle fleet, to provide a safer, more ergonomic tool for our diverse staff, and to enable us to redirect the use of the Ford utility vehicles to tasks for which only they are better suited, such as hauling and carrying the vat for watering trees. Transitioning park maintenance operations from full-sized vehicles to a specialized electric utility vehicle (EUV) is expected to significantly reduce annual fuel and maintenance expenses. Based on internal usage data, the current fleet is being over-utilized for tasks that a nimble, electric alternative can perform more cost-effectively and safely. The two Ford trucks continue to be needed for tasks for which they are better suited.

Estimates comparing the 10-year costs for the Cushman Hauler XL LSV with a lightweight utility vehicle show the following:

	<u>Electric (lithium battery) LSV</u>	<u>Gas Pickup</u>
Fuel/Energy Costs	\$2,250	\$35,000
Maintenance & Repairs	\$9,000 (with battery replacement)	\$15,000
Tires & Misc.	\$4,000	\$ 8,000
Insurance	<u>\$3,000</u>	<u>\$ 8,000</u>
Total 10-Yr Cost	\$37,000	\$85,000

**FISCAL IMPACT**

Acceptance of the RHA contribution for the purchase of a vehicle will enable the District to purchase the electric golf cart and allow the funds that the Board budgeted for that purchase to be reallocated for other priority purposes.

**ATTACHMENTS:**

1. Vehicle Specifications for a Cushman Hauler XL LSV
2. Report for Electric Utility Vehicle Procurement: Efficiency & Safety Enhancements
3. Letter from the Rossmoor Homeowners Association advising of their Board's unanimous vote to contribute \$25,000 to the RCSD for the purchase of a vehicle.

# CART MART

GOLF CARTS, PARTS & SERVICE SINCE 1959


[Thank you](#) for the opportunity to earn your business!

In business since 1959, Cart Mart is an award winning and leading distributor of gas and electric powered Low Speed Vehicles (golf cars, transportation vehicles, utility vehicles and LSV's). We are the local leader for the Sales, Service, Replacement Parts and Special Event Rentals to B2B, B2C & B2G customers with nine company owned and managed locations throughout California, North Carolina, South Carolina, Tennessee, and Los Cabos, Mexico.

We proudly and exclusively represent in the markets we serve, the industry's top brands, including:



## Instructions for accepting this proposal:

1. Please, review the details of this quotation for accuracy as this proposal was personally created to your specific requirements, based on discussions between you and your sales advisor.
2. Review our [Terms & Conditions](#). You will be asked to approve the acceptance of these terms at the bottom of this proposal. A copy of these terms can also be found on our website [here](#).
3. **When you are ready to approve, simply click on** 
4. Sign your name (electronically) and input your contact information.
5. **DOWN PAYMENT:** You will be asked to input your Credit Card information for the down payment. Please note the 3% fee for all credit card charges. We also accept checks or wire transfers for. Full and Final payments are due at signing or prior to delivery.

**Please note:** We use a technology called "Pay by Text" and soon after accepting this quote, you will receive a text to the cell phone number in your customer profile. All payments are highly secure and encrypted through this pay by text process.

6. Finally, there are several attachments linked to this quote that you will find helpful in making your decision. Please take a moment to review those as you see applicable.



- New Cushman Hauler XL LSV (street-legal)
- DOT Canopy, Windshield, Lighting and Seat Belts
- Fixed Bed w/ Drop Down Bed Rails
- Lead Time 90 Days +
- PO or Prepayment needed to Process
- Includes DMV Processing and Registration

Cart Mart Inc.  
237 South Bent Avenue  
San Marcos, CA 92078  
United States

Quote # 22940 v4  
Date 04-20-2026  
Expires 04-30-2026  
Contact Andy Moore

Prepared for Rossmoor Community Services District  
Omero Perez  
3001 Blume Dr  
Rossmoor, CA 90720  
United States

T: 562-381-3137  
E: operez@rossmoor-csd.org

**ACCEPT QUOTE**

## CUSHMAN Hauler XL LSV

Category	Item	Qty	Price	Total
CUSHMAN, Parts and Accessories	<b>Cushman Hauler XL LSV</b>	1	\$17,799.00	<del>\$17,799.00</del>
	Standard Equipment: <ul style="list-style-type: none"> <li>• ELiTE 4.2 Twin Pack Battery, 30-40 mile range</li> <li>• ELiTE Shelf Charger</li> <li>• DC/DC Converter</li> <li>• Four Wheel Hydraulic Brakes</li> <li>• Automatic Park Brake</li> <li>• K399, 205/65-10, 6 Ply Tires on Black Wheels</li> <li>• Limited Slip Differential</li> <li>• LED Headlights, Taillights, Brake Lights, Turn Signals, and Horn</li> <li>• Comfort Grip Steering Wheel with Note Holder</li> <li>• Fixed Flat Bed without Bed sides Standard</li> <li>• Gauges: Speed, SOC, Hour Meter</li> </ul> LSV Specific Standard Features: <ul style="list-style-type: none"> <li>• Street Legal Low Speed Vehicle, 25 mph speed setting</li> <li>• Black Canopy with Occupant Protection Structure</li> <li>• Seat Belts</li> <li>• DOT Approved Aero Windshield with Dual Adjustable Vents</li> <li>• Rear View Mirror with Integrated Camera Display</li> <li>• Side View Mirrors</li> <li>• Center High Mount Stop Light with Backup Camera</li> <li>• Pedestrian Warning System</li> </ul> Warranty: See attached Document  10% Item Discount (\$1,779.90)			\$16,019.10
CUSHMAN, Parts and Accessories	<b>Cushman Hauler XL LSV Body Options</b>	1	\$0.00	\$0.00

Category	Item	Qty	Price	Total
	Body Color: Bright White			
	Side Decals: Matte Black			
	Seat Color: Grey			
	Canopy Kit: Black Modular Canopy			
CUSHMAN, Parts and Accessories	<b>Cushman Hauler XL LSV Vehicle Enhancements</b>	1	\$125.00	\$125.00
	10% Item Discount (\$12.50)			\$112.50
	Other: Brush Guard			
CUSHMAN, Parts and Accessories	<b>Cushman Hauler XL LSV Electrical</b>	1	\$462.00	\$462.00
	Intelligauge Video <a href="#">HERE</a>			\$415.80
	10% Item Discount (\$46.20)			
	Chargers: ELITE On-Board Rapid Charger			
	Dash Plate: Gauge: Intelligauge			
CUSHMAN, Parts and Accessories	<b>Cushman Hauler XL Storage, Hauling and Towing</b>	1	\$98.00	\$98.00
	Towing Accessories: Ball Hitch 1 7/8 in (48 mm)			
CUSHMAN, Parts and Accessories	<b>Cushman Hauler XL LSV Accessories</b>	1	\$631.00	\$631.00
	10% Item Discount (\$63.10)			\$567.90
	Accessories: Lighted License Plate Kit			
	Aluminum Bed Accessories: Aluminum Flat Bed - Drop Side Rail Kit			
Fees	<b>DMV/Finance/Doc Fees</b>	1	\$120.00	\$120.00 <sup>†</sup>
	DMV/Finance/Doc Fees:			
	DMV Paperwork (Title Paperwork)		\$85.00	\$85.00
	Online Processing Fee		\$35.00	\$35.00
	Registration Fees: EXEMPT			
PREP FEES	<b>Dealer Prep &amp; Inspection (PDI)</b>	1	\$749.00	\$749.00
	PDI Service: Standard Commercial Cars and LSV'S		\$749.00	\$749.00
Delivery	<b>Outbound Freight/ Delivery</b>	1	\$200.00	\$200.00
	Outbound: 1-100 Miles		\$200.00	\$200.00
Inbound Freight	<b>Inbound Freight California</b>	1	\$955.00	\$955.00 <sup>†</sup>
	INBOUND: Inbound Freight Cushman Hauler, Liberty, Express, Shuttle 2-6		\$955.00	\$955.00

<sup>†</sup> Non-taxable item

Please contact us if you have any questions.

Subtotal	\$21,139.00
Discount	(\$1,901.70)
Sales Tax (7.75%)	\$1,407.58
<b>Total Due</b>	<b>\$20,644.88 USD</b>

**ACCEPT QUOTE**

**Cost Breakdown**

Category	One-Time Fees
CUSHMAN, Parts and Accessories	\$19,115.00
Fees	\$120.00
PREP FEES	\$749.00
Delivery	\$200.00
Inbound Freight	\$955.00
Discount	(\$1,901.70)
Sales Tax	\$1,407.58
<b>Total Balance Due</b>	<b>\$20,644.88 USD</b>

**Quote Attachments**

- [2025\\_Commercial-Turf\\_Warranty\\_Statement\\_6.11.25.pdf \(319 KB\)](#)
- [Hauler\\_XL\\_Sell\\_Sheet.pdf \(666 KB\)](#)
- [Wiring\\_Instructions.pdf \(172 KB\)](#)

**Comments**

\*Sourcewell co-op Contract # 091024-JCS  
\*Lead Times are Estimates, Subject to Change

**Andy Moore**  
Commercial Sales  
760-891-9013  
andy.moore@cartmart.com

Payment Terms: NET 30 (COMMERCIAL ONLY)



Quote

Payment Method: Check

Estimated Delivery: 90 Days ARO

To: Andy Moore <[andy.moore@cartmart.com](mailto:andy.moore@cartmart.com)>  
Subject: RE: Cart Quote and Lease

Yhea!!

From: Andy Moore <[andy.moore@cartmart.com](mailto:andy.moore@cartmart.com)>  
Sent: Thursday, April 2, 2026 11:23 AM  
To: Omero Perez <[OPerez@rossmoor-csd.org](mailto:OPerez@rossmoor-csd.org)>  
Subject: Re: Cart Quote and Lease

like this?



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From: Omero Perez <[OPerez@rossmoor-csd.org](mailto:OPerez@rossmoor-csd.org)>  
Sent: Thursday, April 2, 2026 11:19 AM  
To: Andy Moore <[andy.moore@cartmart.com](mailto:andy.moore@cartmart.com)>  
Subject: RE: Cart Quote and Lease

Let's do white please!

From: Andy Moore <[andy.moore@cartmart.com](mailto:andy.moore@cartmart.com)>  
Sent: Thursday, April 2, 2026 11:18 AM

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**From:** Omero Perez <[OPerez@rossmoor-csd.org](mailto:OPerez@rossmoor-csd.org)>  
**Sent:** Friday, April 3, 2026 9:27 AM  
**To:** Andy Moore <[andy.moore@cartmart.com](mailto:andy.moore@cartmart.com)>  
**Subject:** RE: Cart Quote and Lease

Hi Andy, per our conversation can you please send the lithium battery warranty information.  
Thanks,  
Omero perez

**From:** Andy Moore <[andy.moore@cartmart.com](mailto:andy.moore@cartmart.com)>  
**Sent:** Thursday, April 2, 2026 12:12 PM  
**To:** Omero Perez <[OPerez@rossmoor-csd.org](mailto:OPerez@rossmoor-csd.org)>  
**Subject:** Re: Cart Quote and Lease

Omero, see attached and below. I've also just acquired this short bed option that can save you a bunch in case it helps:

Cushman Hauler XL LSV (order) [View Quote](#)  
Cushman Hauler Pro LSV (in stock) [View Quote](#)

Whichever you choose, please note that a Purchase Order or Prepayment is required to initiate order. To generate an invoice to present to your purchasing dept, please click either quote's "ACCEPT QUOTE" link.

Best,



**Andy Moore**



Commercial Accounts Manager

**Cell :** 760-891-9013

**Office:** 818-200-0223

[andy.moore@cartmart.com](mailto:andy.moore@cartmart.com)  
**email :**

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**From:** Omero Perez <[OPerez@rossmoor-csd.org](mailto:OPerez@rossmoor-csd.org)>  
**Sent:** Thursday, April 02, 2026 11:26 AM



ALL-NEW

# HAULER<sup>®</sup> XL

## EXCEL AT ANY JOB.

The Hauler XL gives operators the ability to carry more in a nearly 6-ft long bed while keeping the rugged durability that Hauler utility vehicles are known for. With the efficient ELITE<sup>®</sup> lithium drivetrain powered by Samsung SDI technology, dependable 13.5 hp EFI gas engine, and street-legal vehicle options, the Hauler XL is sure to improve your workday. Customize your vehicle with an aluminum cargo bed or steel drop side rails to make the most out of the 1200 lb bed load capacity.

**ELITE**  
LITHIUM

CUSHMAN.COM

**NEARLY 6 FT LONG**  
CARGO BED

**1200 LB**  
CARGO BED CAPACITY

**1600 LB**  
VEHICLE LOAD CAPACITY

**STREET-LEGAL**  
CONFIGURATION

**ZERO**  
**MAINTENANCE**  
ELITE LITHIUM BATTERY

 **CUSHMAN**

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# HAULER XL ALL-NEW

## ELITE LITHIUM POWERTRAIN

- Zero Maintenance Battery
- 5-Year Battery Warranty
- Lightweight Footprint
- Increased Efficiency
- Upgrade to 6.2 Triple Pack for Extended Range
- Multifunction SOC/Speedometer Gauge
- Automatic Park Brake
- Limited Slip Differential

## OPTIONS & ACCESSORIES

- Street-Legal Configuration
- IntelliGauge™ (ELITE Only)
- 4-Wheel Mechanical Brakes
- Locking Glove Box
- Bed Dividers
- Floor Mount Attachment
- Windshield
- Canopy
- Aluminum Cargo Bed
- Steel Drop Side Rails
- Long-Handled Tool Holders
- Radio Holder
- LED Headlights
- LED Taillights/Brake Lights
- Rearview Mirror
- USB Port
- Unique Key Switch
- Side Body Color
- Weather Enclosure
- ROPS-Certified Cab
- Hubcaps
- Hour Meter
- Limited Slip Differential
- Rapid On-Board Charger
- Fuel/Oil Gauge
- Custom Solutions Customization

**CUSHMAN.COM**

	STREET-LEGAL HAULER XL	HAULER XL ELITE	HAULER XL GAS
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## BODY & CHASSIS

FRAME	Welded Steel with E-Coat & DuraShield™ Powder Coat		
BODY & FINISH	Injection Molded TPO		
VEHICLE COLORS	Forest Green, Patriot Blue, Bright White, Flame Red, Black		

## DIMENSIONS

OVERALL LENGTH	138.88 in (352.7 cm)		
OVERALL WIDTH	47.25 in (120 cm)		
OVERALL HEIGHT	72.25 in (183.5 cm) (w/ Canopy)	48.13 in (122.2 cm) (No Canopy) 70.25 in (178.4 cm) (w/ Canopy)	48.13 in (122.2 cm) (No Canopy) 70.25 in (178.4 cm) (w/ Canopy)
WHEEL BASE	93.25 in (236.9 cm)	93 in (236.2 cm)	93 in (236.2 cm)
WHEEL TRACK	37 in (94 cm) Front / 38.25 in (97.2 cm) Rear	34.13 in (86.7 cm) Front / 37.94 in (96.36 cm) Rear	34.13 in (86.7 cm) Front / 37.94 in (96.36 cm) Rear
GROUND CLEARANCE	6.25 in (15.9 cm)	5 in (12.7)	5 in (12.7)
CARGO FLAT BED DIMENSIONS	68.5 in (L) x 47.2 in (W) (174 cm x 120 cm)		
CARGO FLAT BED MATERIAL	Aluminum		

## POWER

POWER TRAIN	56.7V Li-Ion Battery	56.7V Li-Ion Battery	4-Cycle, 24.5 cu in (401cc)
HORSEPOWER (KW)	14.9 hp (11.1 kW) Peak	14.9 hp (11.1 kW) Peak	13.5 hp (10.1 kW)
ELECTRICAL SYSTEM	48V Primary, 12V Auxiliary	48V Primary, 12V Auxiliary	Starter/Generator, Solid State Reg.
BATTERY (QTY/TYPER)	4.2 Elite - Twin Pack	4.2 Elite - Twin Pack	One, 12V Maintenance Free
KEY OR PEDAL START	Pedal		
AIR CLEANER	N/A	N/A	Replaceable Industrial Rated Dry Cartridge
FUEL CAPACITY	N/A	N/A	6.65 Gallon (25 L) Tank
DRIVE TRAIN	Motor Shaft Direct Drive	Motor Shaft Direct Drive	Continuously Variable Transmission
TRANSAXLE	Differential w/ Helical Gears		
GEAR SELECTION	Dash Mount Forward-Neutral- Reverse / Key Switch	Dash Mount Forward-Neutral- Reverse / Key Switch	Forward - Reverse
REAR AXLE RATIO	16.99:1	16.99:1	11.47: 1 (Forward) 14.35:1 (Reverse)

## PERFORMANCE

SEATING CAPACITY	2-Person (Bench)		
WEIGHT W/O BATTERIES	941 lb (427 kg)	863 lb (391 kg)	960 lb (435 kg)
CURB WEIGHT	1019 lb (462 kg)	940 lb (426 kg)	1000 lb (454 kg)
VEHICLE LOAD CAPACITY	1600 lb (726 kg)		
BED LOAD CAPACITY	1200 lb (544 kg)		
TOWING CAPACITY	1250 lb (567 kg)		
OUTSIDE CLEARANCE CIRCLE	26.81 ft (8.17 m)	18.9 ft (5.8 m)	18.9 ft (5.8 m)
SPEED	25 mph ± 0.5 mph (40.2 kph ± 0.8 kph)	16.5 mph ± 0.5 mph (26.5 kph ± 0.8 kph)	16.5 mph ± 0.5 mph (26.5 kph ± 0.8 kph)

## STEERING & SUSPENSION

STEERING	Self-Compensating Rack and Pinion		
SUSPENSION	Leaf Springs w/ Hydraulic Shock Absorbers		
SERVICE BRAKE	Four-Wheel Hydraulic, Front Disk; Rear Self-Adjusting Drum	Dual Rear Wheel Mechanical Self-Adjusting Drum	Dual Rear Wheel Mechanical Self-Adjusting Drum
PARKING BRAKE	Automatic Electro-Magnetic	Automatic Electro-Magnetic	Self-Compensating, Single-Point Engagement
TIRES (FRONT & REAR)	Load Star K399, 205/65-10 (6 Ply Tires)	Load Star K399, 215/60-8 (8 Ply Tires)	Load Star K399, 215/60-8 (8 Ply Tires)

Features and specifications of the vehicles are subject to change without notice. Vehicle as photographed may include options not included on base model. California state law prohibits the sale of Model Year 2025 and later gas-powered golf carts. ©2024 Textron Specialized Vehicles Inc. 82821-G2 (Rev. 09/2024)



## Limited Warranty Terms and Conditions – TSV Commercial / Turf Vehicles

The Textron Specialized Vehicles Inc. ("Company") provides that any new Model Year 2025 Cushman Commercial / Turf vehicle (the "Vehicle") and/or battery charger purchased from Company, a Company affiliate, or an authorized Company dealer or distributor, or leased from a leasing company approved by Company, shall be free from defects in material or workmanship under normal use and service (the "Limited Warranty"). This Limited Warranty with respect only to parts and labor is extended to the Original Retail Purchaser or the Original Retail Lessee ("Purchaser") for defects reported to the Company no later than the following warranty periods for the Vehicle parts and components set forth below (the "Warranty Period"):

Vehicle	Warranty Period
Cushman Commercial/Turf Vehicles (Refresher, Shuttle, Hauler):	
<ul style="list-style-type: none"> <li>• Frame – workmanship</li> <li>• Gas Engine</li> <li>• All other parts and components unless otherwise noted</li> </ul>	Lifetime 3 years 2 years
<ul style="list-style-type: none"> <li>• INITIAL ADJUSTMENTS – initial alignment, adjustments, fastener retightening</li> </ul>	90 days
Lead Acid Deep Cycle Batteries	Earlier of 2 years or 23,000 amp hours*
ALL PACE SCREENS supplied by Company at time of purchase	5 Years
ALL OTHER PACE COMPONENTS supplied by Company at time of purchase	9 Years
<p><i>* Added electrical components not part of original Vehicle drive system equipment that consume equal to or more than .4 amps shall reduce the amp hour battery warranty by fifteen percent (15%). Added electrical components not part of original Vehicle drive system equipment that consume less than .4 amps shall reduce the amp hour battery warranty by ten percent (10%). See reverse for other battery warranty limitations, conditions and exceptions.</i></p>	

The Warranty Period for all parts and components of the Vehicle other than Lead Acid Deep Cycle Batteries shall commence on the date of delivery to the Purchaser's location or the date on which the Vehicle is placed in Purchaser-requested storage.

The Warranty Period for Lead Acid Deep Cycle Batteries shall commence on the earliest of the date:

- of Vehicle delivery to the Purchaser's location,
- on which the Vehicle is placed in Purchaser-requested storage or
- that is one (1) year from the date of sale or lease of the Vehicle by the Company to an authorized company dealer or distributor.

Parts repaired or replaced under this Limited Warranty are warranted for the remainder of the length of the Warranty Period. This Limited Warranty applies only to the Purchaser and not to any subsequent purchaser or lessee without the prior written approval of the Customer Care / Warranty Department.

**EXCLUSIONS:** Specifically EXCLUDED from this Limited Warranty are:

- routine maintenance items, normal wear and tear, cosmetic deterioration or electrical components damaged as a result of fluctuations in electric current;
- damage to or deterioration of a Vehicle, part or battery charger resulting from inadequate maintenance, neglect, abuse, accident or collision;
- damage resulting from installation or use of parts or accessories not approved by Company, including but not limited to subsequent failures of the Vehicle, other parts or the battery charger due to the installation and/or use of parts and accessories not approved by Company;
- warranty repairs made by other than a Company branch or an authorized and qualified Dealer designee. Warranty repairs by other than a Company branch or an authorized and qualified Dealer or designee shall void the Limited Warranty;
- damage or loss resulting from acts of nature, vandalism, theft, war or other events over which Company has no control;
- any and all expenses incurred in transporting the Vehicle to and from the Company or an authorized and qualified Dealer, distributor or designee for warranty service or in performing field warranty service; and
- any and all expenses, fees or duties incurred relative to inbound freight, importation, or customs.

**THIS LIMITED WARRANTY MAY BE VOIDED OR LIMITED AT THE SOLE DISCRETION OF COMPANY IF THE VEHICLE AND/OR BATTERY CHARGER:**

- shows indications that routine maintenance was not performed per the Owner's Manual, including but not limited to proper tire inflation, lack of charging, inadequate Lead Acid battery watering, use of contaminated water, loose battery hold downs, corroded battery cables and loose battery terminals;
- lacks an adequate number of operating battery chargers, uses unapproved battery chargers for the vehicle or uses extension cords with battery chargers;
- gasoline powered Vehicles fueled with unleaded gasoline containing more than 10% ethanol, E85 ethanol fuel or other non-recommended fuels, contaminated gasoline or other non-recommended lubricants;
- shows indications that the speed governor was adjusted or modified to permit the Vehicle to operate beyond Company specifications;
- shows indications it has been altered or modified in any way from Company specifications, including but not limited to alterations to the speed braking system, electrical system, passenger capacity or seating;
- has non-Company approved electrical accessories or electrical energy consuming devices installed on a gasoline Vehicle without installation of a heavy duty 12V battery;
- has non-Company approved electrical accessories or electrical energy consuming devices installed on an electric powered Vehicle without installation of an adequately sized DC to DC converter to draw energy from the entire battery pack;
- adjustments are made to the injection pump fuel delivery system or CVT system; or
- is equipped with non-standard tires not approved by the Company.

FOR FURTHER INFORMATION, CALL 1-800-774-3946, GO TO [TXYSV.COM](http://TXYSV.COM), OR WRITE TO TEXTRON SPECIALIZED VEHICLES INC., ATTENTION: TSV CUSTOMER CARE / WARRANTY DEPARTMENT, 1451 MARVIN GRIFFIN ROAD, AUGUSTA, GEORGIA 30906 USA.

**USE OF NON-APPROVED COMPANY PARTS AND ACCESSORIES:** THIS LIMITED WARRANTY IS VOID WITH RESPECT TO ANY PROPERTY DAMAGE OR ADDITIONAL ENERGY CONSUMPTION ARISING FROM OR RELATED TO PARTS OR ACCESSORIES NOT MANUFACTURED OR AUTHORIZED BY COMPANY, OR WHICH WERE NOT INSTALLED BY COMPANY, ITS DEALERS OR DISTRIBUTORS, INCLUDING BUT NOT LIMITED TO GPS SYSTEMS, COOLING AND HEATING SYSTEMS, COMMUNICATION SYSTEMS, INFORMATION SYSTEMS, OR OTHER FORMS OF ENERGY CONSUMING DEVICES WIRED DIRECTLY OR INDIRECTLY TO THE VEHICLE BATTERIES.

**REMEDY:** Purchaser's sole and exclusive remedy under this Limited Warranty in the event of a defect in material or workmanship in the Vehicle, any part or component, or battery charger during the applicable Warranty Period is that Company will, at its sole option, repair or replace any defective parts. If Company elects to repair or replace a defective part, Company may at its discretion provide a factory reconditioned part or new component from an alternate supplier. All replaced parts become the sole property of Company. This exclusive remedy will not be deemed to have failed of its essential purpose so long as Company has made reasonable efforts to repair or replace the defective parts.

**DISCLAIMER:** THIS LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY PROVIDED FOR THE VEHICLES AND BATTERY CHARGER AND IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL SUCH OTHER WARRANTIES BEING EXPLICITLY DISCLAIMED.

**LIABILITY LIMITATIONS:** IN NO CASE SHALL COMPANY BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DEATH, PERSONAL INJURY OR PROPERTY DAMAGE, ARISING FROM OR RELATED TO ANY ALLEGED FAILURE IN A VEHICLE OR BATTERY CHARGER, OR ANY DAMAGE OR LOSS TO THE PURCHASER OR ANY THIRD PARTY FOR LOST TIME, INCONVENIENCE OR ANY ECONOMIC LOSS, WHETHER OR NOT COMPANY WAS APPRISED OF THE FORSEEABILITY OF SUCH DAMAGES OR LOSSES. THE RIGHT OF PURCHASER TO RECOVER DAMAGES WITHIN THE LIMITATIONS SET FORTH IN THIS SECTION IS PURCHASER'S EXCLUSIVE ALTERNATIVE REMEDY IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT OF THE VEHICLE FAILS OF ITS ESSENTIAL PURPOSE. THE PARTIES AGREE THAT THIS ALTERNATIVE REMEDY WILL BE ENFORCEABLE EVEN IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT FAILS OF ITS ESSENTIAL PURPOSE. ANY LEGAL CLAIM OR ACTION ARISING THAT ALLEGES BREACH OF WARRANTY MUST BE BROUGHT WITHIN THREE (3) MONTHS FROM THE DATE THE WARRANTY CLAIM ARISES. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. SOME STATES DO NOT ALLOW THE EXCLUSION OF INCIDENTAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE EXCLUSIONS AND LIMITATIONS MAY NOT APPLY TO YOU

**WARNING:** ANY MODIFICATION OR CHANGE TO THE VEHICLE OR BATTERY CHARGER WHICH ALTERS THE WEIGHT DISTRIBUTION OR STABILITY OF THE VEHICLE, INCREASES THE VEHICLE'S SPEED, OR ALTERS THE OUTPUT OF THE BATTERY CHARGER BEYOND FACTORY SPECIFICATIONS, CAN RESULT IN PROPERTY DAMAGE, PERSONAL INJURY OR DEATH. **DO NOT MAKE ANY SUCH MODIFICATIONS OR CHANGES.** SUCH MODIFICATIONS OR CHANGES WILL VOID THE LIMITED WARRANTY. COMPANY DISCLAIMS RESPONSIBILITY FOR ANY SUCH MODIFICATIONS, CHANGES OR ALTERATIONS WHICH WOULD ADVERSELY IMPACT THE SAFE OPERATION OF THE VEHICLE OR BATTERY CHARGER.

**LEAD ACID DEEP CYCLE BATTERY WARRANTY LIMITATIONS, CONDITIONS AND EXCEPTIONS:**

- Claims for battery warranty replacement require specific testing, as specified by the Customer Care / Warranty Department, Company, or an authorized Company dealer or distributor, should be contacted to obtain a copy of the required tests, which must be performed and corrected for temperature, based upon BCI (Battery Council International) recommendations.
- **NON-FACTORY INSTALLED PARTS OR ACCESSORIES INSTALLED DIRECTLY TO LESS THAN THE COMPLETE VEHICLE BATTERY PACK WILL VOID THE WARRANTY FOR THE ENTIRE BATTERY PACK.**
- **ALL NON-FACTORY INSTALLED ACCESSORIES REQUIRE THE INSTALLATION AND USE OF A COMPANY APPROVED DC TO DC CONVERTER THAT USES ENERGY FROM ALL BATTERIES.**
- Electric Vehicle storage facilities must provide the following:
  - ample electrical power to charge all Vehicles and allow the charger to shut off automatically;
  - battery chargers must each have an independent dedicated 25 amp circuit;
  - each battery charger must be connected to its circuit with at minimum a NEMA 15-5R three-pin receptacle;
  - five (5) air exchanges per hour in the charging facility; and
  - one (1) functional charger for each Vehicle in the fleet with a proper electrical supply as specified above.

**OTHER COMPANY RIGHTS:**

- Company may improve, modify or change the design of any TSV vehicle, part or battery charger without being responsible to modify previously manufactured vehicles, parts or battery chargers.
- Company may audit and inspect the Purchaser's facility, maintenance records and its Vehicles by Company representatives prior to approving a warranty claim and may contract with a third party to evaluate the Purchaser's storage facilities, fuel storage tanks and/or batteries.

**AUTHORITY:** No Company employee, dealer, distributor or representative, or any other person, has any authority to bind Company beyond the terms of this Limited Warranty without the express written approval of the Customer Care / Warranty Department.

**EMISSIONS CONTROL WARRANTY:** The Vehicle may also be subject to an emissions control warranty, as required by the U.S. Environmental Protection Agency and California Air Resources Board, which is provided with the Vehicle.

FOR FURTHER INFORMATION, CALL 1-800-774-3946, GO TO [TXTSV.COM](http://TXTSV.COM), OR WRITE TO TEXTRON SPECIALIZED VEHICLES INC., ATTENTION: TSV CUSTOMER CARE / WARRANTY DEPARTMENT, 1451 MARVIN GRIFFIN ROAD, AUGUSTA, GEORGIA 30906 USA.

TSV P/N 646529G25

## Report for Electric Utility Vehicle Procurement: Efficiency & Safety Enhancements

### 1. Operational Data & Fleet Usage Analysis

A review of daily logs confirms that 6 employees operate district vehicles between 7:00 AM and 9:00 PM daily. The primary high-frequency tasks identified include:

- **Waste Management:** Daily trash and debris pickup throughout the park system.
- **Landscaping Support:** Routine transport of tree limbs and brush.
- **Infrastructure Oversight:** Daily vehicle and facility inspections.
- **Logistics:** Continuous transportation of personnel and tools between various park locations.

### 2. Justification for Electric Utility Vehicle (EUV)

An electric utility vehicle—modeled on a high-capacity electric golf cart—is uniquely suited for these park-specific tasks:

- **Payload & Utility:** The Cushman model being considered offers up to 1,600 lbs of load capacity and hydraulic dumping beds. This is ideal for hauling debris and trash without the excessive wear and tear currently damaging our street-legal vehicles.
- **Multi-User Ergonomics:**
  - The cabin design has a 70" height which will accommodate a wide range of heights.
  - Shorter individuals benefit from floor-mounted pedals, while taller staff (up to 6'6") maintain ample headroom.
- **Extended Shift Capability:** Lithium-ion models provide a range of 40–70 miles per charge. With a standard 4–6 hour recharge time, the vehicle can easily sustain the required 14-hour daily operational window.

### 3. Financial Impact & Sustainability

- **Operating Savings:** Electric carts are approximately 85% cheaper to operate per mile than gas-powered vehicles.
- **Maintenance Reduction:** By eliminating oil changes, spark plugs, and complex engine repairs, maintenance costs are reduced by up to 60%.
- **Environmental Impact:** Electric operation ensures zero tailpipe emissions and near-silent travel, preserving the "peaceful environment" of our parks for visitors and wildlife.



March 18, 2026

General Manager Sharon Landers  
Rossmoor Community Services District  
3001 Blume Drive  
Rossmoor, CA 90720

Dear Sharon,

Last night, the Rossmoor Homeowners Association Board of Directors took a vote that felt less like a decision—and more like a natural next step.

We unanimously approved a **\$25,000 contribution** to support the District's purchase of a new vehicle.

Not because it was requested.  
But because it matters.

This vehicle isn't just a line item—it's part of what keeps Rossmoor running the way residents expect it to. It supports the day-to-day work most people never see... the setup before events, the maintenance that keeps our parks inviting, the responsiveness that turns a good community into a great one.

And in a place like Rossmoor, that standard is high—for good reason.

Our parks are used every single day. Families gather, kids play, neighbors connect, and events bring the entire community together. Behind all of that is a team that needs the right tools to do the job well. This contribution is simply our way of backing that up.

*It also reflects something bigger.*

The relationship between the RHA and RCSD continues to be one of the quiet strengths of this community. When we work together—whether it's a canopy that brings shade to Rossmoor Park, community events that fill our calendar, or investments like this create something that feels intentional, not accidental.

That doesn't happen everywhere.

We're proud to play a small part in supporting the District's work and helping maintain the level of care that residents count on.

Rossmoor Homeowners Association · Post Office Box 5058 · Rossmoor CA 90721 · 562-799-1401  
[OurRossmoor.com](http://OurRossmoor.com)



Please extend our appreciation to your team for everything they do behind the scenes. This contribution is made with respect for that work—and confidence in what's ahead.

With appreciation,

A handwritten signature in black ink that reads 'Art Remnet'. The signature is written in a cursive style with a large, looping initial 'A'.

Art Remnet, President

Rossmoor Homeowners Association

On behalf of the RHA Board of Directors

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-2**

**Date:** April 28, 2026  
**To:** Honorable Board of Directors  
**From:** General Manager Sharon Landers  
**Subject:** DISCUSSION AND POSSIBLE ACTION RE: APPROVING THE FIRST READING OF REVISIONS TO POLICY NO. 2155 FOR ANNUAL SETTING OF SALARY AND COMPENSATION.

### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the first reading of revised policy 2155 regarding the Annual Setting of Salary and Compensation Ranges.

### **BACKGROUND**

The District contracted with Stafford HR Consulting (SHRC) to conduct a classification and compensation analysis of its positions, make recommendations to its classification system and recommend a pay scale that complies with California wage laws. SHRC completed its analysis and recommends simplifying and modernizing certain titles, adjustments for salaries below market, the conversion of one part-time 29-hour staff position to full time, the purchase of a group term life insurance policy for full time staff, and the adoption of a compensation philosophy and a pay range and step increase policy.

### **DISCUSSION**

The recommendations detailed in revisions to Policy 2155 provide guidelines for setting of salary and compensation ranges and were reviewed most recently by the Personnel and Contracts Committee on Thursday, March 26, 2026. The Committee also met on February 10, 2026, to discuss SHRC's initial recommendations. The Committee is supportive of modernizing titles, the specified salary adjustments, the conversion of one part-time 29-hour staff position to full-time, and group term life insurance recommendations. They also were supportive of the revisions proposed to Policy 2155 and the proposed Compensation and Step Placement Policy.

The Board discussed proposed changes to Policy No. 2155 at its meeting on April 14, 2026, and approved the first reading. However, the General Manager is now proposing additional revisions

be made to address suggestions subsequently made by Board members. The further revised Policy No. 2155 is attached for a first reading Those changes did not, however, result in a change in the recommendations.

## **ATTACHMENTS**

1. Rossmoor Community Services District Policy No. 2155 – Redline dated April 14, 2026
2. Rossmoor Community Services District Policy No. 2155 – Redline dated April 27, 2026
3. Rossmoor Community Services District Policy No. 2155 – Clean April 27, 2026
4. Proposed Classification and Compensation Schedule

Rossmoor Community Services District

Policy

No. 2155

**ANNUAL SETTING OF SALARY AND COMPENSATION RANGES**

~~2155.10—~~ Salary: Salary shall be reviewed annually as a part of preparation and adoption of the Final Budget by the Board.

~~2155.11-~~ Salary Ranges: Ranges of compensation shall be established for all regular employee classifications. Salary ranges shall be reviewed annually based upon a salary comparison of similar classifications for special districts or other comparable source of salary data as determined by the General Manager.

~~2155.12~~ Salary Mid-point: Salary ranges are established ~~@ 80~~at 85% and ~~120~~105% of the ~~mid-point~~median or average of the ranges as determined from the salary comparison study, in keeping with budget limitations.

~~2155.13-~~ Salary Setting: Actual salary for an employee shall be based upon qualifications, previous salary history and be within the approved salary range. ~~Beginning salary for a new employee will be below mid-point of the salary range except in extraordinary situations, as determined by the General Manager to be in the best interest of the District.~~

~~2155.20~~ District Employee Salary Plan: The Preliminary Salary Plan is intended to provide guidelines to employees and Final Budget shall contain a salary plan which calls out the Position, Current Salary, Survey Average potential employees on step placement and Salary Range for each regular employee step increases and ensure a uniform interpretation and application of the District's compensation and classification. Temporary or on-call classifications shall only require an hourly rate. The system. Salary Plan may contain recommended adjustments as deemed appropriate by the General Manager based on a salary survey or other market conditions.

~~2155.30~~ Compensation Philosophy: The District maintains a compensation philosophy that provides similar compensation within the District for employees with similar roles, skills, experience and responsibilities, takes into account labor market considerations, and meets 95% of the median salary of eight (8) benchmark agencies, in keeping with budget limitations.

A goal of the District is to set compensation that:

- Attracts, motivates, and retains high quality employees.
- Encourages high levels of performance
- Supports the District's commitment to equitable pay and benefits for employees.
- Promotes organizational effectiveness.
- Maintains the public's trust.

~~2155.40~~ Definitions:

Anniversary Date: An employee's initial anniversary date will be one year following the employee's initial hiring, minus any unpaid absences. Changes to an employee's classification resulting from a promotion and/or a reclassification, or leave of absence without pay, will result in a new anniversary date.

Merit Step Increase: An employee is eligible to be considered for a merit-based step increase following a satisfactory performance evaluation on their anniversary date, no less than one (1) year following a prior step increase. Step increases are merit based, not automatic and not guaranteed.

Promotion: The movement of an employee from one classification to another classification which is allocated to a higher maximum rate of pay through a process or a reclassification. When promoted, the employee receives a new anniversary date.

Salary Ranges: Each job classification is assigned to a pay range with a minimum and maximum salary range and identifies steps in between the minimum and maximum rate.

2155.50 Salary Schedule: The Salary Schedule is composed of five (5) steps, A-E.

2155.51 Salary Range: Is established based on the following factors:

1. Compensation (Benchmarking) Survey
2. Internal Fairness
3. Recruitment and Retention issues
4. Subordinate Salary Compression
5. Existing Salary Ranges

2155.52 Full-Time New Hire/Employee: A newly hired employee shall be placed on Step A of the salary range established for the position unless the applicant's experience and background warrant a higher step.

2155.53 Part-Time, Seasonal Employee: A newly hired Part-time, seasonal employee shall be hire at Step A of the applicable salary range. A part-time employee is eligible for the next step increase after working 1040 hours.

2155.54 Effect of Unpaid Leave on Anniversary Date: When an employee is absent from work without pay due to an authorized leave, extended leave of absence or suspension, the anniversary, longevity and/or seniority date will be adjusted for each full workday of unpaid leave of absence.

Adopted: May 12, 2009  
Adopted: XXXX

Rossmoor Community Services District

Policy

No. 2155

**ANNUAL SETTING OF SALARY AND COMPENSATION RANGES**

**2155.10 Salary:** Salary shall be reviewed annually as a part of preparation and adoption of the Final Budget by the Board.

**2155.11 Salary Ranges:** Ranges of compensation shall be established for all regular employee classifications. Salary ranges shall be reviewed annually based upon salary comparison of similar classifications for special districts or other comparable source of salary data as determined by the General Manager.

**2155.12 Salary Mid-point:** Salary ranges are established @ ~~80% and 120%~~ 85% and 105% ~~80% and 120%~~ of the mid-point or average of the ranges as determined from the salary comparison study, in keeping with budget limitations.

**2155.13 Salary Setting:** Actual salary for an employee shall be based upon ~~qualifications, previous~~ qualifications, previous salary history and be within the approved salary range. Beginning salary for a  
~~\_\_\_\_\_ new employee will be below mid-point of the salary range except in~~  
\_\_\_\_\_ extraordinary  
~~\_\_\_\_\_ situations, as determined by the General Manager to be in the best~~  
\_\_\_\_\_ interest of the  
~~\_\_\_\_\_ District.~~

**2155.20 District Employee Salary Plan:** ~~The Preliminary and Final Budget shall contain a salary plan~~  
~~\_\_\_\_\_ which calls out the Position, Current Salary, Survey Average and Salary Range for each regular~~  
~~\_\_\_\_\_ employee classification. Temporary or on-call classifications shall only require an hourly rate. The~~  
~~\_\_\_\_\_ Salary Plan may contain recommended adjustments as deemed appropriate by the General~~  
~~\_\_\_\_\_ Manager based on a salary survey or other market conditions. The Salary Plan is intended to provide guidelines to employees and potential employees on step placement and step increases and ensure a uniform interpretation and application of the District's compensation and classification system.~~

**2155.21 COMPENSATION PHILOSOPHY**

The Rossmoor Community Services District maintains a compensation philosophy that provides similar compensation within the organization for employees with similar roles, skills, experience and responsibilities; takes into account labor market

considerations; and meets 95% of the median salary of the eight (8) benchmark agencies, in keeping with budget limitations.

It is the goal of the District to set compensation that:

- Attracts, motivates, and retains high quality employees.
- Encourages high levels of performance
- Supports the District's commitment to diversity with equitable pay and benefits for employees.
- Promotes organizational effectiveness.
- Maintains the public's trust.

## **2155.21 DEFINITIONS**

### A. Anniversary Date:

An employee's initial anniversary date will be one year following the employee's initial hiring, minus any unpaid absences. Changes to an employee's classification resulting from a promotion and/or a reclassification will result in a new anniversary date.

### B. Merit Step Increase:

An employee is eligible for a merit-based step increase following a satisfactory performance evaluation and on their anniversary date, no less than one (1) year following a prior step increase. Step increases are merit based and not guaranteed.

### C. Promotion:

The movement of an employee from one classification to another classification which is allocated to a higher maximum rate of pay through a process or a reclassification. When promoted, the employee receives a new anniversary date.

### D. Salary Ranges

Each job classification is assigned to a pay range with a minimum and maximum salary range and identifies steps in between the minimum and maximum rate.

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The Salary Schedule is composed of five (5) steps, **A-E 1-5**. The salary steps were approved by the Board of Directors after receiving recommendations from the General Manager.

A salary range is established based on the following factors:

1. Compensation (Benchmarking) Survey
2. Internal Fairness
3. Recruitment and Retention issues
4. Subordinate Salary Compression

## 5. Existing Salary Ranges

### E. Unpaid Leave

Occasionally an employee will be absent from work without pay due to an authorized leave, temporary disability, extended leave of absence or suspension. In these instances, the anniversary, longevity and or seniority date will be adjusted for each full workday of unpaid leave of absence.

#### **2155.22 FULL-TIME NEW HIRE/EMPLOYEE**

A newly hired employee shall be placed on Step A1 of the salary range established for the position unless the applicant's experience and background warrant a higher step.

In accordance with Section 2155.21.B. an increase within any salary range established in the salary schedule shall be based on satisfactory job performance. Salary increases are not automatic.

#### **2155.23 PART-TIME, SEASONAL EMPLOYEE**

A newly hired Part-time, seasonal employee shall be hire at Step A1 of the applicable salary range. A part-time employee is eligible for the next step increase after working 1040 hours.

In accordance with Section 2155.21~~II~~.B. an increase within any salary range established in the salary schedule shall be based on satisfactory job performance. Salary increases are not automatic.

Adopted: May 12, 2009  
[Adopted: XXXX](#)

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Rossmoor Community Services District

Policy

No. 2155

**ANNUAL SETTING OF SALARY AND COMPENSATION RANGES**

**2155.10 Salary:** Salary shall be reviewed annually as a part of preparation and adoption of the Final Budget by the Board.

**2155.11 Salary Ranges:** Ranges of compensation shall be established for all regular employee classifications. Salary ranges shall be reviewed annually based upon salary comparison of similar classifications for special districts or other comparable source of salary data as determined by the General Manager.

**2155.12 Salary Mid-point:** Salary ranges are established @ 80% and 120% of the mid-point or average of the ranges as determined from the salary comparison study, in keeping with budget limitations.

**2155.13 Salary Setting:** Actual salary for an employee shall be based upon qualifications, previous salary history and be within the approved salary range.

**2155.20 District Employee Salary Plan:** The Salary Plan is intended to provide guidelines to employees and potential employees on step placement and step increases and ensure a uniform interpretation and application of the District's compensation and classification system.

**2155.21 Compensation Philosophy:** The Rossmoor Community Services District maintains a compensation philosophy that provides similar compensation within the organization for employees with similar roles, skills, experience and responsibilities; takes into account labor market considerations in keeping with budget limitations.

It is the goal of the District to set compensation that:

- Attracts, motivates, and retains high quality employees.
- Encourages high levels of performance
- Supports the District's commitment to diversity with equitable pay and benefits for employees.
- Promotes organizational effectiveness.
- Maintains the public's trust.

**DEFINITIONS**

Anniversary Date:

An employee's initial anniversary date will be one year following the employee's initial hiring, minus any unpaid absences. Changes to an employee's classification resulting from a promotion and/or a reclassification will result in a new anniversary date.

Merit Step Increase:

An employee is eligible for a merit-based step increase following a satisfactory performance evaluation and on their anniversary date, no less than one (1) year following a prior step increase. Step increases are merit based and not guaranteed.

Promotion:

The movement of an employee from one classification to another classification which is allocated to a higher maximum rate of pay through a process or a reclassification. When promoted, the employee receives a new anniversary date.

Salary Ranges

Each job classification is assigned to a pay range with a minimum and maximum salary range and identifies steps in between the minimum and maximum rate.

The Salary Schedule is composed of five (5) steps, 1-5. The salary steps were approved by the Board of Directors after receiving recommendations from the General Manager.

A salary range is established based on the following factors:

- Compensation (Benchmarking) Survey
- Internal Fairness
- Recruitment and Retention issues
- Subordinate Salary Compression
- Existing Salary Ranges

Unpaid Leave

Occasionally an employee will be absent from work without pay due to an authorized leave, temporary disability, extended leave of absence or suspension. In these instances, the anniversary, longevity and or seniority date will be adjusted for each full workday of unpaid leave of absence.

Full-Time New Hire/Employee

A newly hired employee shall be placed on Step 1 of the salary range established for the position unless the applicant's experience and background warrant a higher step.

In accordance with Section 2155.21.B. an increase within any salary range established in the salary schedule shall be based on satisfactory job performance. Salary increases are not automatic.

Part-Time, Seasonal Employee

A newly hired Part-time, seasonal employee shall be hired at Step 1 of the applicable salary range. A part-time employee is eligible for the next step increase after working 1040 hours.

In accordance with Section 2155.21.B, an increase within any salary range established in the salary schedule shall be based on satisfactory job performance. Salary increases are not automatic.

Adopted: May 12, 2009  
Adopted: XXXX

**Rossmoor Community Services District  
Classification and Compensation Schedule Adopted:**

**FULL TIME EMPLOYEES**

<b>General Manager</b>	Hourly	\$78.94				
	Biweekly	\$6,315.38				
<b>Maintenance Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$20.76	\$21.85	\$23.00	\$24.15	\$25.36
	Biweekly	\$1,660.60	\$1,748.00	\$1,840.00	\$1,932.00	\$2,028.60

<b>Executive Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$34.71	\$36.54	\$38.46	\$40.38	\$42.40
	Biweekly	\$2,776.81	\$2,922.96	\$3,076.80	\$3,230.64	\$3,392.17

<b>Lead Maintenance Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$23.86	\$25.12	\$26.44	\$27.76	\$29.15
	Biweekly	\$1,908.97	\$2,009.44	\$2,115.20	\$2,220.96	\$2,332.01

<b>Urban Forester</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$27.45	\$28.90	\$30.42	\$31.94	\$33.54
	Biweekly	\$2,196.32	\$2,311.92	\$2,433.60	\$2,555.28	\$2,683.04

<b>Administrative Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$24.44	\$25.73	\$27.08	\$28.43	\$29.86
	Biweekly	\$1,955.18	\$2,058.08	\$2,166.40	\$2,274.72	\$2,388.46

<b>Park Maintenance Superintendent</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$30.79	\$32.41	\$34.12	\$35.83	\$37.62
	Biweekly	\$2,463.46	\$2,593.12	\$2,729.60	\$2,866.08	\$3,009.38

<b>Recreation Superintendent</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$28.09	\$29.57	\$31.13	\$32.69	\$34.32
	Biweekly	\$2,247.59	\$2,365.88	\$2,490.40	\$2,614.92	\$2,745.67

**HOURLY EMPLOYEES**

<b>Event Attendant PT</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$16.81	\$17.70	\$18.63	\$19.56	\$20.54

<b>Maintenance Assistant PT</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$18.05	\$19.00	\$20.00	\$21.00	\$22.05

<b>Account Clerk PT</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$23.51	\$24.75	\$26.05	\$27.35	\$28.72

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-3**

**Date:** April 28, 2026

**To:** Honorable Board of Directors

**From:** General Manager Sharon Landers

**Subject:** DISCUSSION AND POSSIBLE ACTION RE: THE ADDITION OF COSTS TO THE FY 2026-2027 BUDGET AS THEY PERTAIN TO SALARY ADJUSTMENTS, THE CONVERSION OF ONE PART-TIME 29-HOUR STAFF POSITION TO FULL-TIME

### **RECOMMENDATION**

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

- 1) Approve the addition of costs to the FY 2026-2027 budget for adjustments to salaries that are below market; and
- 2) Approve the conversion of one-part time 29-hour staff position to full-time.

### **BACKGROUND**

The District contracted with Stafford HR Consulting (SHRC) to conduct a classification and compensation analysis of its positions, make recommendations to its classification system and recommend a pay scale that complies with California wage laws. SHRC completed its analysis and recommends simplifying and modernizing certain titles, adjustments for salaries below market, the conversion of one part-time 29-hour staff position to full time, the purchase of a group term life insurance policy for full time staff, and the adoption of a compensation philosophy and a pay range and step increase policy.

The recommendations detailed in the attached Presentation and the revisions to Policy 2155 to provide guidelines for setting of salary and compensation ranges were reviewed most recently by the Personnel and Contracts Committee on Thursday, March 26, 2026. The Committee also met on February 10, 2026, to discuss SHRC's initial recommendations. The Committee is supportive of modernizing titles, the specified salary adjustments, the conversion of one part-time 29-hour staff position to full-time, and group term life insurance recommendations. They also were supportive of the revisions proposed to Policy 2155 and the proposed Compensation and Step Placement Policy.

The Board discussed the classification and compensation analysis at its meeting on March 10, 2026, and requested revisions to the benchmark agencies that were used to determine salary adjustments. Consistent with this request, SHRC revised its list of benchmark cities.

At its Board meeting on April 14, 2026, the board approved the purchase of a group term life insurance policy at one time annual salary for full time staff effective July 1, 2026, and the first reading of the compensation policy and pay range and step increase policy. At this meeting, the Board also discussed revisions proposed to Policy 2155 and approved the first reading with the revisions recommended. The General Manager is recommending further changes to the proposed policy as is discussed in Agenda Item D-2. Neither the changes to the benchmark cities nor the policy changes result in a change in the recommendations.

## **DISCUSSION**

### Salary adjustments for below market salaries

While the views of the Board have varied, some members have been wrestling with the concept that it might be acceptable to pay low wages and have high turnover. Paying low wages might look like a cost-saving move on paper, but for roles that require self-direction and minimal supervision, like many park operations jobs, it tends to backfire in a few predictable ways.

First, low wages narrow our hiring pool. People who can work independently, solving problems on the fly, and maintaining public-facing spaces without constant oversight usually have options. If a nearby fast-food job pays more with clearer structure and less responsibility, the more capable candidates will simply go there. What's left is a smaller pool, often with less experience or less incentive to perform at a high level.

Second, turnover becomes a constant drain. When workers feel underpaid, they're far more likely to leave quickly for even slightly better opportunities. Every departure means recruiting, onboarding, and retraining costs—not just in money, but in time and lost productivity. In roles that rely on initiative, new hires take longer to get up to speed, so service quality dips repeatedly.

Third, low pay undermines ownership and initiative. Jobs that require people to notice problems (trash, safety issues, guest needs) and act without being told depend heavily on intrinsic motivation. When compensation signals “this role isn't valued,” workers are less likely to go beyond the bare minimum. You end up needing more supervision, the exact opposite of what the role design intended.

Fourth, service consistency suffers. Parks rely on clean, safe, welcoming environments. **High turnover means fewer experienced workers who understand the nuances of the space. That leads to missed maintenance issues, slower response times, and a generally lower visitor experience.**

Finally, the “low-cost labor” approach often creates hidden costs. We may save a few dollars per hour, but lose more through inefficiency: more complaints, more accidents or maintenance backlogs, and potentially reputational damage that reduces attendance or community support.

In short, if the job requires initiative and low oversight, we're essentially paying for judgment and reliability—not just time. Undervaluing that leads directly to the outcomes we are worried about - higher turnover and declining service

### Conversion of one part-time 29-hour staff position to full-time

Converting our 29-hour part-time role into a full-time position can solve several issues in our current organizational structure, especially given that our parks operate 7 days a week with long daily hours.

The biggest benefit is continuity and accountability. Right now, our Park Superintendent is likely stretched thin trying to oversee both parks and coordinate three part-time staff who may not overlap consistently. Two full-time maintenance assistants create a reliable “anchor” on the team—staff who are consistently present, understand the standards, and can reinforce them day-to-day. That consistency is hard to achieve with mostly part-time coverage.

It also directly strengthens weekend operations. Weekends are typically our highest-traffic periods, but they're often covered by part-time staff who may work limited or irregular shifts. Having another full-time employee available for weekends means more often there's someone experienced on-site to guide decisions, prioritize tasks, and step in when issues arise. That reduces the need for the supervisor to be constantly on-call or physically present.

Another key advantage is improved team supervision without formally adding another supervisor role. This full-time worker can help train part-timers, ensuring tasks are completed on time and maintaining service standards. That distributes leadership in a practical way without the cost or hierarchy of another management position.

From an efficiency standpoint, this will reduce the “reset effect” that comes with part-time staffing. With three part-timers, there's often repeated instruction, uneven performance, and gaps in communication. A full-time employee helps bridge those gaps—keeping workflows consistent across shifts and making sure nothing falls through the cracks between days.

There's also a retention and cost angle. While a full-time role has higher upfront cost, it typically brings lower turnover than part-time roles. That means fewer cycles of hiring and training, and a more experienced team overall. **Over time, that stability translates into better-maintained parks and fewer operational disruptions.**

Finally, it aligns staffing with the reality of our schedule. Two parks open 7am–10pm, seven days a week, is essentially a full-time operational demand. Relying heavily on part-time labor for that kind of coverage creates fragility. Adding another full-time position makes the staffing model more proportional to the workload.

In short, we would not just be adding hours—we are adding stability, leadership coverage, and operational consistency, all of which are critical for maintaining service levels in a system that depends on initiative and minimal supervision.

## **FISCAL IMPACT**

The fiscal impacts will vary depending upon what recommendations are adopted by the Board but with the elimination of one part time office position, the highest impact would be approximately \$13,479.96 in FY 2026- 2027.

## **ATTACHMENTS**

1. Budget Impact Analysis – Proposed Salary Increases and Conversion of 29-Hour Part-Time Position to Full-Time
2. Proposed Organization Chart for Maintenance Operations
3. Proposed Classification and Compensation Schedule (Salary Ranges)

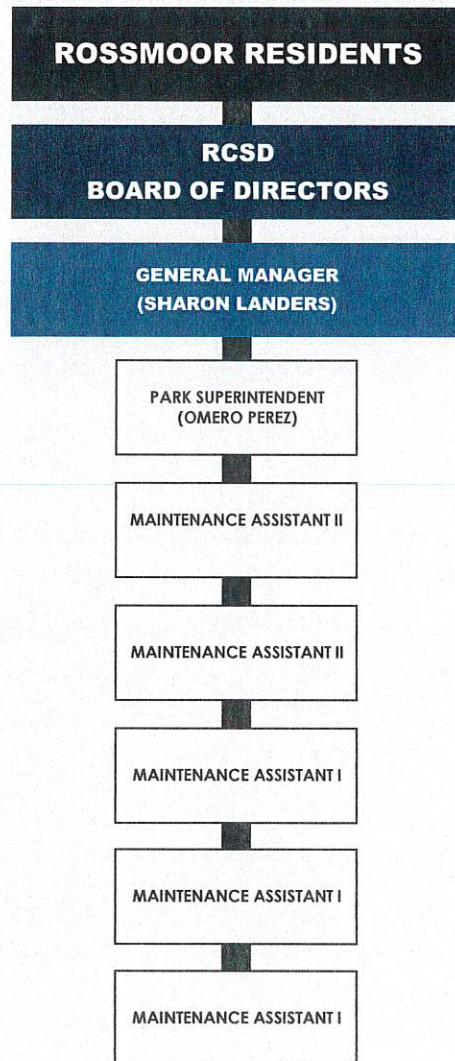
**BUDGET IMPACT ANALYSIS – PROPOSED SALARY INCREASES AND  
CONVERSION OF 29-HOUR PART TIME POSITION TO FULL TIME**

TITLE	Current Hourly Rate	Proposed Hourly Rate	Number of Annual Hours	Increase	3% Retirement Match	Total w/ Match
Maintenance Assistant PT	\$18.58	\$20.00	988	\$1,402.96	\$0.00	\$1,402.96
Maintenance Assistant PT	\$18.58	\$20.00	988	\$1,402.96	\$0.00	\$1,402.96
Maintenance Assistant PT	\$19.14	\$20.00	988	\$849.68	\$0.00	\$849.00
Maintenance Assistant PT to FT	\$19.44	\$23.00	2080	\$18,524.48	\$555.73	\$19,080.21
Maintenance Assistant FT	\$21.58	\$23.00	2080	\$2,953.60	\$88.61	\$3,042.21
Account Clerk	\$24.05	\$26.05	988	\$1,976.00	\$0.00	\$1,976.00
Executive Assistant	\$35.33	\$38.46	2080	\$6,510.40	\$181.58	\$6,691.98
<b>TOTAL</b>						<b>\$34,445.32</b>

\*The cost to convert a PT (29 hour per week) team member to full time, would increase his annual hours by 572, from 1508 to 2080. Alternatively, if this position is not converted from PT to FT, the proposed salary would be \$20.00 per hour, the cost increase would be \$889.72 annually and there is no 3% match.

\*\* The cost can be offset by \$20,965.36 by eliminating the vacant Office Assistant position. Net increase would be **\$13,479.96**.

ROSSMOOR COMMUNITY SERVICES DISTRICT  
MAINTENANCE OPERATIONS  
PROPOSED ORGANIZATIONAL CHART



**Rossmoor Community Services District  
Classification and Compensation Schedule Adopted:**

**FULL TIME EMPLOYEES**

<b>General Manager</b>	Hourly	\$78.94				
	Biweekly	\$6,315.38				
<b>Maintenance Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$20.76	\$21.85	\$23.00	\$24.15	\$25.36
	Biweekly	\$1,660.60	\$1,748.00	\$1,840.00	\$1,932.00	\$2,028.60

<b>Executive Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$34.71	\$36.54	\$38.46	\$40.38	\$42.40
	Biweekly	\$2,776.81	\$2,922.96	\$3,076.80	\$3,230.64	\$3,392.17

<b>Lead Maintenance Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$23.86	\$25.12	\$26.44	\$27.76	\$29.15
	Biweekly	\$1,908.97	\$2,009.44	\$2,115.20	\$2,220.96	\$2,332.01

<b>Urban Forester</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$27.45	\$28.90	\$30.42	\$31.94	\$33.54
	Biweekly	\$2,196.32	\$2,311.92	\$2,433.60	\$2,555.28	\$2,683.04

<b>Administrative Assistant</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$24.44	\$25.73	\$27.08	\$28.43	\$29.86
	Biweekly	\$1,955.18	\$2,058.08	\$2,166.40	\$2,274.72	\$2,388.46

<b>Park Maintenance Superintendent</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$30.79	\$32.41	\$34.12	\$35.83	\$37.62
	Biweekly	\$2,463.46	\$2,593.12	\$2,729.60	\$2,866.08	\$3,009.38

<b>Recreation Superintendent</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$28.09	\$29.57	\$31.13	\$32.69	\$34.32
	Biweekly	\$2,247.59	\$2,365.88	\$2,490.40	\$2,614.92	\$2,745.67

**HOURLY EMPLOYEES**

<b>Event Attendant PT</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$16.81	\$17.70	\$18.63	\$19.56	\$20.54

<b>Maintenance Assistant PT</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$18.05	\$19.00	\$20.00	\$21.00	\$22.05

<b>Account Clerk PT</b>	Step	Step 1	Step 2	Step 3	Step 4	Step 5
	Hourly	\$23.51	\$24.75	\$26.05	\$27.35	\$28.72

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-4**

**Date:** April 28, 2026

**To:** Honorable Board of Directors

**From:** General Manager Sharon Landers

**Subject:** DISCUSSION AND POSSIBLE ACTION RE: DATE OF AND DONATION TO SHAKESPEARE BY THE SEA FOR ONE PERFORMANCE IN RUSH PARK.

### **RECOMMENDATION**

It is recommended that the Rossmoor Community Services District Board of Directors review and approve a \$2,000 donation to Shakespeare by the Sea (SBTS) for a single performance at Rush Park on Thursday, July 2, 2026.

### **INFORMATION**

Shakespeare by the Sea (SBTS) is a cherished Rossmoor tradition. Historically, this event was funded by a private benefactor. However, with those funds now depleted and SBTS facing rising costs—including labor law changes and reduced sponsorships—the organization now relies on community support to continue.

For the 2026 season, SBTS has had to reduce their number of performances and offerings. This year they are only able to offer one play - Macbeth. The District is currently considering a \$2,000 donation for a single performance. The available performance date being suggested is Thursday, July 2<sup>nd</sup>.

At the direction of the Board of Directors, the budget currently includes a \$5,000 placeholder for sponsoring Shakespeare by the Sea (SBTS) in Rush Park for FY 25-26. SBTS has expressed its willingness to perform one night for a donation amount of \$2,000.

### **FISCAL IMPACT**

The FY 25-26 budget includes a \$5,000 placeholder for this event. Approving the \$2,000 sponsorship will result in a \$3,000 budget savings for the District.

### **ATTACHMENTS**

None.