

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

July 13, 2021

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

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

Join Zoom Meeting: <https://zoom.us/j/98120341211?pwd=NGtBQzdkbVpVa0lMdlZiVEhDRnlRUT09>

Enter Meeting ID: **981 2034 1211** and Passcode: **Rossmoor**

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, July 13, 2021

7:00 p.m.

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, 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 are broadcast live on LATV-3 and may also be viewed on Vimeo.com or on the RCSD website at <http://www.rossmoor-csd.org>.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors DeMarco, Nitikman, Rips, Searles
President Barke
3. PLEDGE OF ALLEGIANCE: Director DeMarco
4. PRESENTATIONS:
 - a. Orange County Sheriff's Department Captain Gary Knutson Re: OCSD Quarterly Crime Statistics

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



Scan QR Code to Join Zoom Meeting:

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. DISCUSSION WITH GENERAL MANAGER REGARDING COORDINATION OF SCHEDULE FOR ROSSMOOR COMMUNITY SERVICES DISTRICT CONTRACT RENEWALS
2. MONTHLY TRAFFIC SAFETY UPDATE
3. UPDATE ON SECURITY MEASURES FOR ORANGE COUNTY BOARD OF EDUCATION ETHNIC STUDIES FORUM ON JULY 27, 2021

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular Board Meeting of June 8, 2021 – Receive and File
 - b. Special Board Meeting of June 22, 2021 – Receive and File
2. MAY 2021 REVENUE AND EXPENDITURE REPORT – Receive and File

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. PUBLIC HEARING: FISCAL YEAR 2021-2022 PROPOSED FINAL BUDGET
2. PUBLIC HEARING: APPEAL OF GENERAL MANAGER'S ISSUANCE OF USER PERMITS TO ORANGE COUNTY BOARD OF EDUCATION TO UTILIZE RUSH PARK AUDITORIUM TO HOLD ETHNIC STUDIES FORUMS ON JULY 27, 2021 AND AUGUST 24, 2021

G. RESOLUTIONS

1. RESOLUTION NO. 21-07-13-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2021-2022 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT
2. RESOLUTION NO. 21-07-13-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

ORDINANCES—None

H. REGULAR CALENDAR

1. CONSIDERATION OF CONDUCTING AN EDUCATIONAL WORKSHOP REGARDING LOCAL CONTROL

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. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL
Consideration of discipline or dismissal of a public employee.
Government Code Section 54957(b)(1).

M. 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](http://3001BlumeDrive.com). 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 13, 2021, 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 7/6/2021

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: OCSD QUARTERLY CRIME STATISTICS

RECOMMENDATION

Receive and file presentation.

BACKGROUND

The report reflects the order of presentations for your Regular February Meeting of the Board.

- a. Orange County Sheriff's Department Captain Gary Knutson Presentation Re: Quarterly Crime Statistics—
Receive and File

ATTACHMENTS

1. OCSD Quarterly Crime Statistics

Rossmoor Homeowners Association

Neighborhood Watch Committee

Rossmoor Crime Report

Sunday, June 27 - Saturday, July 3, 2021

Day	Date	Call Received	Call Dispatched	Incident	Location
Sunday	27-Jun	1:46 AM	1:47 AM	Disturbance-Music Or Party	11700 Blk Martha Ann Dr
		10:17 AM	10:17 AM	Patrol Check	Martha Ann Dr // Mainway Dr
		11:01 AM	11:03 AM	Stolen Vehicle	3000 Blk Druid Ln
		4:09 PM	4:12 PM	Welfare Check	3200 Blk Brimhall Dr
Monday	28-Jun	8:51 AM	8:51 AM	Patrol Check	Foster Rd // Kempton Dr
		3:13 PM	3:44 PM	Abandoned Vehicle	3300 Blk Donnie Ann Rd
Tuesday	29-Jun	8:29 AM	8:29 AM	Patrol Check	Montecito Rd // Copa D Oro Dr
		9:26 AM	9:30 AM	Burglary Report	11300 Blk Donovan Rd
		4:25 PM	4:31 PM	Disturbance	11400 Blk Foster Rd
Wednesday	30-Jun	7:22 AM	7:22 AM	Patrol Check	3000 Blk Blume Dr
		7:45 AM	7:45 AM	Patrol Check	3200 Blk Hedwig Rd
		7:56 PM	7:58 PM	Disturbance	Yellowtail Dr // St Cloud Dr
Thursday	1-Jul	7:37 PM	7:38 PM	9-1-1 Hangup	11400 Blk Donovan Rd
Friday	2-Jul	11:10 AM	11:10 AM	Patrol Check	3000 Blk Blume Dr
		12:23 PM	12:35 PM	Illegal Parked Vehicle	11200 Blk Davenport Rd
		12:32 PM	12:34 PM	Welfare Check	Los Alamitos Blvd // Farquhar Av
		1:08 PM	1:08 PM	Patrol Check	3200 Blk Hedwig Rd
		2:08 PM	2:20 PM	Abandoned Vehicle	3200 Blk St Albans Dr
		7:08 PM	7:39 PM	Fraud Report	3000 Blk Blume Dr
Saturday	3-Jul	10:39 PM	10:42 PM	Disturbance	3100 Blk Quail Run Rd
		12:28 AM	1:38 AM	Disturbance-Music Or Party	Donnie Ann Rd // Donnis Rd
		9:49 AM	9:49 AM	Patrol Check	3200 Blk Hedwig Rd
		9:57 AM	9:57 AM	Patrol Check	3000 Blk Blume Dr

		10:09 AM	10:31 AM	Abandoned Vehicle	3200 Blk Kempton Dr
		1:03 PM	1:09 PM	Stolen Vehicle	2700 Blk Oak Knoll Dr
		9:01 PM	9:04 PM	Petty Theft	11200 Blk Weatherby Rd
		10:01 PM	10:03 PM	Firework Violation	Salmon Dr // Blume Dr

**Rossmoor Homeowners Association
Neighborhood Watch Committee
Rossmoor Crime Report
Sunday, June 27 - Saturday, July 3, 2021**

Incidents Excluded from the Table:

Burglary or Robbery Alarm	3
Suspicious Person/Vehicle/Circumstance	3
Follow Up Report	1
Traffic Stop	1
Sub-Total	8
Incidents Included in the Table	27
Total # of Incidents	35

Please note: The Sheriff's Blotter data is taken from the official calls for service records kept by the Orange County Sheriff's Department. It excludes those calls where the release of the information could cause harm to an individual or where the release of the information would jeopardize the investigation of a criminal case.

Incident	Total
Patrol Check	8
Abandoned Vehicle	2
Disturbance	2
Disturbance-Music Or Party	2
Illegal Parked Vehicle	2
Keep The Peace	2
Drunk In Public	1
Firework Violation	1
Found Property	1
Missing Child	1
Special Event	1
Stolen Vehicle	■
Unknown Trouble	■
Vandalism Report	1
Welfare Check	1
Sub-Total	27
Suspicious Person/Vehicle/Circumstance	6
Burglary or Robbery Alarm	3
Traffic Stop	3
Follow Up Report	1
Sub-Total	13
Total	40

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: July 13, 2021

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: DISCUSSION WITH GENERAL MANAGER REGARDING COORDINATION OF SCHEDULE FOR ROSSMOOR COMMUNITY SERVICES DISTRICT CONTRACT RENEWALS

RECOMMENDATION

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

BACKGROUND

At the May 11, 2021 Rossmoor Community Services District (RCSD) Board of Directors meeting, it was requested that contracts for services requiring Board approval be scheduled so that the Board of Directors would have sufficient time to review the information prior to the expiration of the contracts and make an appropriate decision regarding said contracts. Therefore, this item was brought before the Organizational Committee (Directors Tony DeMarco and Jeffrey Rips) for discussion at their June 2, 2021 meeting. At that time, the General Manager presented information about the District's policy relative to contract maintenance. Attachment 1 is Policy No. 3091 - Contract Maintenance. The General Manager outlined a plan to schedule contract review and approval to allow sufficient time for thorough evaluation before final approval is required.

INFORMATION

In an effort to provide the RCSD Board of Directors with timely information relative to the District's contracts for services, a list of services that are currently contracted by the District has been prepared (Attachment 2). This list includes the vendors, contract expiration dates, and identifies the Organizational Committee meetings and Board meetings when the various contracts will be on the agenda for consideration and approval.

In addition, as part of the staff reports associated with future contract renewal requests, for comparison purposes information will be provided to include the term of the contract, the current contract amount, the amount actually spent during the contract term, and the new renewal rate.

At their June 2, 2021 meeting, the Organizational Committee recommended that this item be presented to the RCSD Board of Directors in the future. This is an informational item. District staff will implement this process to place future contract renewals before the

Organizational Committee and then on RCSD Board to allow sufficient time for review, follow up work should the Board desire additional information, and subsequent approvals.

ATTACHMENT

1. RCSD Policy No. 3091 Contract Maintenance
2. RCSD Schedule of Contracts and Approvals

Rossmoor Community Services District

Policy

No. 3091

CONTRACT MAINTENANCE

3091.10 Purpose of Policy: The purpose of this Policy is the establishment of guidelines for the efficient and proactive maintenance, revision and retention of the numerous and diverse contract documents managed by the Rossmoor Community Services District.

3091.20 Storage of Active Contract Binders: Each contract ("Professional Services Agreement") between RCSD and the vendor/service provider will be kept in a colored binder, titled with the vendor/service provider's name, and stored in the filing cabinet located in the main lobby of the RCSD office. Administrative staff will be responsible for updating and organizing the contract binders with hard copy originals and related documentation.

3091.30 Security of Contract Binders: Contract binders can be checked out for interoffice use, but as District property, may not be removed from the District office. To check out a binder, the requesting party must complete the "OUT" portion of the file log card, designating the file name and name of the person(s) the designated binder is checked out to, as well as the check out date. This file log card is to be used as a place marker for the absent Contract Binder. Upon return of the binder, the card is to be returned to the front of the contract drawer for future use and marked "returned" in the designated area on the card.

3091.40 Cloud Based File Sharing: The District will also maintain an electronic copy of the original contract in a cloud based file sharing environment (known as Microsoft Office 365 SharePoint) in order to collaboratively manage and update District contracts, Bid Packages, Notifications, Quotes, insurance and other related contract documentation. A cloud-based calendar system, managed by RCSD staff, will utilize artificial intelligence to proactively remind those involved with the contract, of important deadlines and will assist in related agenda planning and scheduling.

3091.41 Communications: Communications regarding Contracts will be through Microsoft Office 365 SharePoint. The use of SharePoint will allow for all staff members involved with the contracts to have a central location to send emails to team members, share correspondence to/from vendors, store and access documentation pertaining to contracts, as well as access to the contracts themselves. A site titled *RCSD Contracts* has been set up for this purpose. RCSDContracts@rossmoor-csd.org email has been set up for the communications between members of the group.

3091.42 Tracking of Contracts: Contract and amendment renewal dates, as well as insurance renewal dates, will be tracked in the online contract management system (Microsoft *SharePoint*) under the *Contract Management* section, and in the Microsoft Excel Spreadsheet file labeled *Active Contracts & LT Permits spread sheet.xlsx*. This file will be maintained and updated by administrative personnel.

3091.50 Committee Meetings: Four to six months prior to the deadline for a contract renewal or extension, an Organizational Committee meeting will be held regarding contracts due for renewal and/or updates. The committee meetings will serve to efficiently communicate, schedule, and prepare for any necessary negotiations, modifications and agenda staff report preparation to be submitted for final approval by the General Manager and/or RCSD Board of Directors. The committee dialogue will help to ensure that all contract obligations and deadlines are being met and service levels continue to meet the needs of the District.

Adopted: October 9, 2018

**ROSSMOOR COMMUNITY SERVICES DISTRICT
SCHEDULE OF CONTRACTS AND APPROVALS**

Vendor	Contract Expiration Date	Organizational Committee Meeting Review	RCSD Board Meeting Review
Brightview Landscape Services	March 31, 2024	September 2023	October 2023
City of Brea – BreaIT	May 10, 2022	November 2021	December 2021
CR&R Waste Disposal <i>County Contract – 16 year contract awarded by County of Orange beginning July 1, 2021</i>	June 30, 2036	December 2035 (discussion)	January 2036 (discussion)
Happy Hour Fit Club	September 6, 2022	March 2022	April 2022
Joe Mendoza Employment Agreement – District General Manager (<i>Effective October 10, 2018</i>)	Until Terminated		
Jones & Mayer Tarquin Preziosi, General Counsel (<i>Effective September 8, 2015</i>)	Until Terminated		
RAMS Auditors	June 30, 2022	December 2021	January 2022
Michael Raneses (Tree Fines Hearing Officer)	November 10, 2021	July 2021*	August 2021*
RF Dickson Street Sweeping	May 7, 2024	November 2023	December 2023
Southern California Edison (Energy Efficient Lighting – LED)	June 10, 2038	December 2037	January 2038
Tennis Pro – Beau Berglund	March 9, 2023	September 2022	October 2022
Tennis Pro – Fernando Molina	March 9, 2023	September 2022	October 2022
The Pun Group, LLP Kenneth Pun, CPA – Managing Partner	October 8, 2021	July 2021*	August 2021*
The Youth Center	March 8, 2024	September 2023	October 2023
West Coast Arborists	June 30, 2023	November 2022	December 2022
Douglas Wood (Audio Visual Services for Board Meetings)	April 9, 2022	October 2021	November 2021

*Accelerated schedule; future renewals will be scheduled for Organizational Committee review six months ahead of the expiration date and for Board review five months ahead.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MONTHLY TRAFFIC SAFETY UPDATE

RECOMMENDATION

Review and discuss information provided.

BACKGROUND

President Barke has requested the Rossmoor Community Services District (RCSD) staff provide a monthly update to the RCSD Board of Directors to keep the Board and community informed of measures being taken to address traffic safety within the Rossmoor community.

INFORMATION

The next Community Traffic/Safety Advisory Committee (Traffic Safety Committee) meeting is scheduled for Thursday, August 5, 2021 at 7 p.m. at the Rush Park Auditorium (in-person and via Zoom). The agenda will consist of discussing Montecito Road Corridor parking issues and possible solutions, review of portable Radar Speed Feedback Signs (RSFS) and measurement boxes, and the status of consistent speed limit signs, road markings and bike lanes throughout the Rossmoor community.

The Board authorized the General Manager to purchase two portable RSFS's for the District at a cost not to exceed \$10,000 and secure possible funding partnerships. Staff is researching products, identifying vendors, and securing bids. During this process, it has been determined that there is a wide variety of products and cost depending on the features desired. Therefore, the presentation at the Traffic Safety Committee meeting will provide information about the use of various models by surrounding agencies and discuss their experience with the features available.

Staff has confirmed that Orange County Public Works (OCPW) will provide the placement and installation of two permanent Radar Speed Feedback Signs (RSFS) along the St. Cloud Drive, Montecito Road and Orangewood Avenue corridor. OCPW is working on the installation process and will inform us when this will be done.

The "Slow Down" banners and signs that RCSD have provided to the community have been very effective. Residents continue to request signs and also compliment the District for providing the signs for the community, and for being interested in traffic safety within Rossmoor. Slow Down signs are still available at the District Office.

The California Highway Patrol (CHP) has indicated that residents should call (714) 892-4426 to log complaints regarding speeding, traffic control, and parking issues throughout the District. More calls to CHP will provide them with the information needed to target enforcement.

Staff continues to work with Dr. Jerry Friedman, the Director of Safety and Student Services for Los Alamitos Unified School District (LAUSD), in providing outreach to the four elementary schools to encourage drivers to be safe and conscientious when transporting students. Dr. Friedman has been diligent in working with the four elementary school principals, educating drivers via marquee signs, flyers, and including traffic safety reminders in the school newsletters.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: UPDATE ON SECURITY MEASURES FOR ORANGE COUNTY BOARD OF EDUCATION ETHNIC STUDIES FORUM ON JULY 27, 2021

RECOMMENDATION

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

BACKGROUND

At the June 8, 2021 Rossmoor Community Services District (RCSD) Board of Directors Meeting, there were a number of speakers during the Public Forum portion of the meeting regarding the Orange County Board of Education's (OCBE) *Application for Facility Use Permit* to conduct informational ethnic studies forums on July 27, 2021 and August 24, 2021 utilizing the Rush Park Auditorium. Speakers expressed opinions in favor and in opposition to the forums being held in Rossmoor at a RCSD facility.

At the conclusion of the meeting during the Board Member Items portion of the agenda, Board members discussed this subject at length and the General Manager acknowledge that the OCBE had submitted a completed permit that was approved by the General Manager. He also stated that staff was working with the OCBE to work out the details of the facility reservation (i.e. facility needs, Sheriff's deployment plan, parking, insurance, indemnification, etc.). The General Manager's decision was based on facility reservation policy, rather than the subject matter of the proposed forums.

Following the Board's discussion, a motion was made by Director Rips, seconded by Director Searles, to place consideration of the permit to allow the OCBE to hold educational forums at the Rush Park Auditorium on the July Board agenda. The motion failed 2-3 (Directors Nitikman and DeMarco, and President Barke opposed).

INFORMATION

After considering the concerns raised by the public and the RCSD Board at the June 8, 2021 Regular Board of Directors meeting, President Barke scheduled a Special Board of Directors meeting for June 22, 2021 to consider an item - *Review and Possible Action Regarding Upholding, Modifying, Cancelling and/or Rescinding the Approval of a Facility User Permit for the Orange County Board of Education for Use of the Rush Park Auditorium for Ethnic Studies Forums on July 27, 2021 and August, 24, 2021.*

During the Public Comment portion of the Special Board meeting, a number of individuals spoke in favor and in opposition of the issuance of the permit facilitating the use of the Rush Park Auditorium for OCBE informational forums in July and August.

Subsequently, President Barke moved to the agenda item and invited Dr. Ken Williams, OCBE President, to address the RCSD Board. Dr. Williams spoke about the planned educational community forums, outlined the format for the forums, and expressed the desire of the OCBE to conduct the forums at the Rush Park Auditorium. He indicated willingness to work with RCSD and the Orange County Sheriff's Department to ensure that the forums are educational, with safety and security a priority.

President Barke then introduced Sheriff's Captain Gary Knutson to address the Board regarding safety and security. Captain Knutson outlined the Sheriff's effort to date which included monitoring social media for threat assessment (i.e. potential agitators or negative posts). He noted that at that time they had not seen anything about the forums and they would continue to monitor social media through their intelligence center. He acknowledged that resident's concerns would be considered and he would continue to work with the General Manager as the Sheriff's prepare to prepare a safety plan for the event.

At the Special Board meeting, the RCSD Board approved the July 27, 2021 forum in Rossmoor and directed the General Manager to work with Sheriff's Department Captain Knutson on security measures to ensure public safety and report back on these items at the July 13, 2021 Board meeting when they would consider approval of the second forum proposed for August 24, 2021.

The Board also asked whether a Closed Session could be held at the July 13, 2021 Board meeting so that the Sheriff Captain could outline the safety plan for the educational forums. Legal Counsel Preziosi advised the Board that Closed Sessions have certain parameters required that that he would discuss this with the General Manager.

INFORMATION

In reviewing the Board's request for consideration of a Closed Session, it was determined by Legal Counsel that this would not meet the legal requirements because it is not a personnel issue or an item regarding litigation. Additionally, Sheriff Captain Knutson expressed his concern about sharing details that could possibly compromise security measures and that the deployment plan will be confidential. Captain Knutson is working with OCBE to secure information regarding forum speakers in order to measure whether a particular speaker(s) would increase attendance and/or attract agitators.

To date, OCBE President Ken Williams notified the General Manager that the August 24, 2021 forum has been scheduled at an alternate site, therefore, the Rush Park Auditorium would not be needed on that date.

Sheriff Captain Knutson will be available at the meeting to provide an update and address any concerns.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MINUTES – REGULAR BOARD MEETING OF JUNE 8, 2021

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the minutes of the Regular Meeting of June 8, 2021 prepared by the Board's Secretary/General Manager.

BACKGROUND

The Minutes reflect the actions of the RCSD Board of Directors at their meeting of June 8, 2021.

ATTACHMENTS

1. Minutes – Regular Meeting of June 8, 2021

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, June 8, 2021

A. ORGANIZATION

1. **CALL TO ORDER:** 7:04 p.m.
2. **ROLL CALL:** Directors DeMarco, Nitikman, Rips, Searles
President Barke
3. **PLEDGE OF ALLEGIANCE:** Director Searles led the Pledge of Allegiance.

4. PRESENTATIONS

- a. **CR&R Environmental Services and Orange County Waste and Recycling Presentation regarding services provided and the implementation of a new three-bin recycling program in Rossmoor**

Steve Halligan, Orange County Waste and Recycling (OCWR), introduced colleague Joanne Taylor and Crystal Denning, CR&R; discussed OCWR services and operations; addressed selection of CR&R as the contracted provider for Rossmoor and contract terms and spoke about concerns regarding CR&R.

Joanne Taylor, OCWR, spoke about ensuring CR&R provides quality service and urged residents to contact CR&R, first, with concerns.

Crystal Denning, Vice President, CR&R, discussed changes in legislation and highlighted new services and events resulting from the new franchise agreement.

Discussion followed regarding scheduling community forums to inform residents of the new services and programs, terms of the new agreement, eligibility qualifications for the senior program, availability of different sized containers, the new organics program, additional costs, educating the public and gardeners, enforcement of State mandates, the need to amend County ordinances to include enforcement, changes in route schedules and timing, increased wear and tear of District streets, minimizing use of plastic bags and the possibility of providing compost bins to residents.

B. ADDITIONS TO AGENDA: None

C. PUBLIC FORUM

President Barke invited comments from the public.

Dr. Ken Williams, Orange County Board of Education, discussed an upcoming educational forum for the community to discuss ethnic studies.

Kevin Pearce discussed a recent Traffic Safety meeting about parking issues on Bradbury and Montecito and requested adding the topic to an upcoming Board agenda for consideration.

Bob Knapp discussed the need to address parking issues and urged the Board to schedule the matter for consideration.

Debbie Huffacre expressed concerns about ongoing parking issues and potential decreases in property values and urged the Board to address the problem.

Ralph Vartabedian, RHA President, spoke about the Board's consideration of uniform fees for all non-profits; voiced opposition to raising fees and noted their efforts and the Board's efforts for the benefit of Rossmoor.

Peter Palonis spoke about the propagation of ethnic studies by the Los Alamitos Board of Education and in opposition to the introduction of critical race theory.

Bob Bond expressed excitement for the course; presented flyers with misinformation regarding the topic; stated he is frustrated the matter has turned into a political issue when it is really about making the community, better.

Susan Singer expressed support for the proposed curriculum and spoke against having the meetings in the community as she feels unsafe.

Ruth Golden opposed holding the educational forum at the Rush Park Auditorium; expressed concerns for the safety of children and neighborhood residents and lack of parking and urged the Board to change the meeting venue.

Amy Lansbury spoke about ethnic studies and the upcoming educational forum and urged the Board to change the meeting venue to ensure public safety.

Robin Itzler spoke in support of having the upcoming education forum at the Rush Park Auditorium.

Del Clarke urged the Board to change the venue of the upcoming educational forum for public safety reasons.

Scott Miller urged the Board to deny the request from the Orange County Board of Education to hold its educational forum in Rossmoor and to change the meeting venue because of public safety reasons.

Geri Mejia spoke about the need for additional information and urged the Board to reach out to the Orange County Board of Education to allow time for residents to become informed about the issue.

Wendy Gross spoke about critical race theory; stated it has no framework or curriculum and urged the Board to request information regarding the curriculum and training required for teachers.

Donna McGuire spoke in support of having the upcoming education forum at the Rush Park Auditorium.

Stacy Muller spoke in support of having the upcoming education forum at the Rush Park Auditorium; noted the need to talk about the issue and get clarity in terms of the curriculum.

Matthew Simmons spoke in support of having the upcoming education forum at the Rush Park Auditorium; noted there has been a lot of misinformation and stated the school needs to focus on academics.

Joel Block spoke about the County facing a crisis initiated by the Board of Education; opposed holding the educational forum at the Rush Park Community Center; urged the Board to change the meeting venue.

Brenda via Zoom, noted this is not about a school curriculum but about the inappropriate use of a neighborhood park; expressed concerns about public safety and urged the Board to change the meeting venue.

Laura Tanner spoke in support of having the upcoming education forum at the Rush Park Auditorium.

Harriet Reed spoke in support of having the upcoming education forum at the Rush Park Auditorium; spoke about the Los Alamitos School District being determined to implement critical race theory without informing the community about what it is and discussed the ability of adults to discuss controversial issues without violence.

Rick Walser noted the need for people to understand what is being implemented in schools and spoke in support of having the upcoming education forum at the Rush Park Auditorium.

There were no other public comments.

D. REPORTS TO THE BOARD

1. QUARTERLY TREE REPORT

General Manager Joe Mendoza presented details of the Quarterly Tree report for January through April 2021 including statistics of tree removals, trees trimmed, and trees planted.

Mo Wauters reported some trees have signs attached to them and urged the Board to address the matter as it is not good for trees.

President Barke suggested educating the public through social media.

2. CONTRACT RENEWAL TO PROVIDE AUDITING SERVICES WITH ROGERS, ANDERSON, MALODY AND SCOTT, LLP

General Manager Joe Mendoza presented details of the report with recommendations from the RCSD Audit Committee to renew the contract with Rogers, Anderson, Malody and Scott, LLP, to provide auditing services for one year beginning July 1, 2021 through June 30, 2022, at the rate of \$16,900 to perform the FY 2020-2021 audit. RCSD would distribute an RFP in January 2022 to obtain competitive pricing and services.

Discussion followed regarding the firm's knowledge of the community, the need for due diligence and reduced rates for the contract extension.

Motion by Director Rips, seconded by Director Searles, to renew the contract with Rogers, Anderson, Malody and Scott, LLP, to provide auditing services for one year beginning July 1, 2021 through June 30, 2022, at the rate of \$16,900 to perform the FY 2020-2021 audit and direct staff to issue an RFP for the services in January 2022. Motion passed 5-0.

3. RENEWAL OF PROFESSIONAL SERVICES CONTRACT WITH WEST COAST ARBORISTS, INC. FOR TREE SERVICES IN ROSSMOOR

General Manager Joe Mendoza presented details of the report with recommendations for the Board to renew a three-year contract with West Coast Arborists, Inc. for tree services in Rossmoor.

Discussion followed regarding "piggy-backing" on the City of Los Alamitos contract at the same as rates negotiated by Los Alamitos.

RCSD Attorney Preziosi pointed out a copy of the new contract was not included in the agenda packet.

Director Searles suggested having a first reading of contracts with approvals at subsequent meetings, going forward.

Director Nitikman noted this is an ongoing contract and suggested possible options for action at this time.

General Manager Mendoza noted a letter in the agenda packet from West Coast Arborists listing the terms.

Motion by Director Nitikman, seconded by President Barke, to authorize the General Manager to enter into a contract with West Coast Arborists with the same terms and conditions set forth in the previous contract and on Page 34 of the agenda packet, subject to the review of Legal Counsel. Motion passed 5-0, by roll call vote.

General Manager Mendoza reported a contracts reference book would be prepared for the Board in the future.

4. CONSIDERATION OF RENTAL FEE INCREASES FOR TENNIS COURTS, ATHLETIC FIELDS, AND PICNIC SHELTERS

General Manager Mendoza presented details of the report; addressed a recent fee study; discussed review by the Budget Committee; commented on the fiscal impact and on the possibility of reviewing fees every other year rather than every year.

Discussion followed regarding the small increase in fees, keeping fees competitive with other facilities, impacts to uses, the need to provide information to the public regarding the percentage of costs being recovered by the fees, consideration of fees for non-profits, MOUs versus annual contracts versus hourly uses, providing examples of non-profits using fields and deciding on non-profit fees in the future.

General Manager Mendoza reported the item will be presented to the Board for first reading during consideration of the annual budget.

E. CONSENT CALENDAR:

1. MINUTES

- a. Regular Board Meeting of May 11, 2021

2. REVENUE AND EXPENDITURE REPORT – APRIL 2021

Motion by President Barke, seconded by Director Rips to approve Consent Calendar, as presented. Motion passed 5-0.

F. PUBLIC HEARING: None

G. RESOLUTIONS

1. RESOLUTION NO. 21-06-08-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022

General Manager Mendoza requested postponing this item until after the budget report.

President Barke read the Resolution.

Director Searles requested clarification of Exhibit A in the report and Accountant Ken Pun corrected the increase factor in the document.

Motion by President Barke, seconded by Director DeMarco to adopt Resolution No. 21.06-08-01, as presented. Motion passed 5-0, by roll call vote.

2. RESOLUTION NO. 21-06-08-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING JULY AS PARKS AND RECREATION MONTH

General Manager Mendoza presented details of the report.

President Barke read the Resolution.

Motion by Director Nitikman, seconded by President Barke to adopt Resolution No. 21.06-08-02, as presented. Motion passed 5-0, by roll call vote.

ORDINANCES: None

H. REGULAR CALENDAR

1. CONSIDERATION OF UNIFORM APPLICATION OF ROSSMOOR COMMUNITY SERVICES DISTRICT FEE SCHEDULE RELATED TO FACILITY USE BY NON-PROFIT GROUPS AND ORGANIZATIONS

General Manager Mendoza presented details of the report and noted the need to be consistent, across the board, with fees.

Discussion followed regarding Rossmoor Homeowners Association rates, use of the Rossmoor Park Community Room and corresponding fees, fees for internal rooms, the need for consistency in applying fees, avoiding a gift of public funds, the need to develop policies governing waivers, doing what is right for the community and creating a committee to discuss this matter and return to the Board with recommendations.

President Barke reported he will work with the General Manager to create a process for this item moving forward.

No action was taken by the Board regarding this item.

2. REPORT OF THE BUDGET COMMITTEE REGARDING ESTIMATE TO CLOSE, CAPITAL IMPROVEMENT PROGRAM, FY 2021-2022 PRELIMINARY BUDGET, AND SET DATE OF PUBLIC HEARING

General Manager Mendoza presented details of the report; discussed revenue losses due to the COVID-19 pandemic; addressed furloughs; noted the District was able to keep up with infrastructure improvements and commented on the upcoming lifting of restrictions.

Ken Pun, Accountant, reviewed specific sections of the preliminary budget based on discussions at a recent Budget Committee meeting. He addressed reserves, revenue projections and expenditures.

Discussion followed regarding 2019 actuals.

Motion by President Barke, seconded by Director Rips, to approve the Preliminary Budget for FY 2021-2022 and set the date for the Public Hearing on July 13, 2021. Motion passed 5-0.

The Board returned to consider Item No. G-1.

3. RECAP OF CAPITAL IMPROVEMENT PROJECTS FOR FY 2020-2021 AND CONSIDERATION OF CAPITAL IMPROVEMENT PROJECTS FOR FY 2021-2022

General Manager Mendoza presented details of the report; addressed completed projects; noted availability of a grant and asked the Board to consider upgrading the Rush Park Auditorium Audio/Visual System and to consider replacing the carpet at Rossmoor Community Center with laminate flooring.

Discussion followed regarding the timing of the projects, contributions by the church for the costs of replacing the Rush Park Auditorium Audio/Visual System, replacing the playground at Rossmoor Park in FY 2021-2022, continuing to look for grant opportunities and the duration of the per capita grant.

Motion by Director Rips, seconded by President Barke to approve the upgrade of the Rush Park Auditorium audio-visual system at \$25,000 and replace the carpet in the Rossmoor Community Center with laminate flooring at \$9,200 in FY 2020-2021. Motion passed 5-0.

4. CONSIDERATION OF FUNDING REQUEST FROM THE CITY OF LOS ALAMITOS FOR FOURTH OF JULY EVENT ON THE JOINT FORCES TRAINING BASE

General Manager Mendoza presented details of the report.

Discussion followed regarding benefits to the City for the \$8,000 investment, having Rossmoor be a partner in the event instead of only contributing financially, and the possibility of helping this year with \$1,000 instead of the requested amount.

Motion by President Barke, seconded by Director Rips, to support the City of Los Alamitos by being a Rising Star partner (\$1,000 contribution) for the Fourth of July event on the Joint Forces Training Base and a request to allow Rossmoor to partner with them in hosting the event and working cooperatively early on, next year, if so desired. Motion passed 5-0.

I. GENERAL MANAGER ITEMS

General Manager Mendoza discussed the upcoming reopening of the State on June 15, 2021; provided an update on the Caltrans sound wall; discussed topics addressed at a recent Traffic Safety Committee meeting; reported he is working with the County to expand red curbs and addressed traffic-calming efforts on Montecito, stop signs and bicycle lanes. Additionally, he discussed the possibility of a Local Control District and reported on the recruitment of a Legislative Advocate.

Discussion followed regarding the need to address the parking issue on Montecito, anticipated changes with the reopening of the State on June 15, 2021, and changes in staffing.

President Barke requested adding consideration of Montecito traffic concerns to the Traffic Committee.

J. BOARD MEMBER ITEMS

Director Nitikman confirmed General Manager Mendoza will be working on the permit for the upcoming educational forums by the Orange County Board of Education and on making sure there is adequate security.

Director Rips questioned why the Orange County Board of Education would want to hold their forums in Rossmoor and asked whether the Board or the RCSD has the ability to deny such requests. General Manager Mendoza confirmed he has the ability to deny the requests depending on individual situations. He added the proposed are being held for information purposes only with no Board of Education action being taken. Therefore, these forums should not be as contentious as the Los Alamitos Unified School District Board meetings had been.

Discussion followed regarding appeals on the issuance of permit and the possibility of placing the matter on the next meeting agenda for consideration.

Motion by Director Rips, seconded by Director Searles to place consideration of the permit to allow the Orange County Board of Education to hold educational forums at the Rush Park Auditorium on the July Board agenda with additional information. Motion failed 2-3, with Directors Nitikman and DeMarco, and President Barke opposed.

President Barke confirmed General Manager Mendoza will report back to the Board at its next meeting with any concerns.

Director Rips requested a meeting with President Barke, the General Manager and Legal Counsel.

Director DeMarco requested a detailed schedule of the new CR&R routes and services; commented positively on the work of the Traffic Committee and encouraged residents to report speeding to the Orange County Sheriff's Department.

Director Searles commented on the upcoming educational forums and meetings of the Los Alamitos School District and noted the Board's focus is on Rossmoor and its residents; expressed concerns about increased expenses in the budget; congratulated the Los Alamitos High School 2021 graduates and discussed Pride Month and events.

K. GENERAL COUNSEL ITEMS: None

L. CLOSED SESSION

At approximately 9:41 p.m. the Board adjourned to Closed Session.

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1), Carol Churchill et al. vs. Orange County Sheriff Department, Data Ticket, Inc., dba The Citation Processing Center, Rossmoor Community Services District, et al., OSC Case No. 30-2020-01175364-CU-CR-CJC.

At approximately 10:12 p.m. the Board reconvened into Open Session. There were no reportable actions.

M. ADJOURNMENT

Motion by President Barke seconded by Director DeMarco to adjourn the regular meeting at 10:13 p.m. Motion passed 5-0.

SUBMITTED BY:

**Joe Mendoza
General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MINUTES – SPECIAL BOARD MEETING OF JUNE 22, 2021

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the minutes of the Regular Meeting of June 22, 2021 prepared by the Board's Secretary/General Manager.

BACKGROUND

The Minutes reflect the actions of the RCSD Board of Directors at their Special meeting of June 22, 2021.

ATTACHMENTS

1. Minutes – Special Meeting of June 22, 2021

SPECIAL MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, June 22, 2021

A. ORGANIZATION

- 1. CALL TO ORDER:** 7:00 p.m.
- 2. ROLL CALL:** Directors DeMarco, Nitikman, Rips, Searles (Via Zoom)
President Barke
- 3. PLEDGE OF ALLEGIANCE:** Director Nitikman led the Pledge of Allegiance.
- 4. PUBLIC COMMENT**

Rossmoor Community Services District (RCSD) President Barke explained the reason for calling the Special Meeting; discussed the purpose of the meeting and invited comments from the public.

Tara Farajian, Rossmoor, spoke about increases in anxiety, depression, and angst in the community; expressed concerns regarding holding a meeting in the neighborhood on a topic that is so controversial and noted she does not feel safe in her own backyard and opposed having the proposed meetings in Rush Park Auditorium.

Lori Hernandez, Rossmoor, spoke in support of holding the meetings in Rush Park Auditorium; reported she wants to learn about Critical Race Theory (CRT), and this will provide the opportunity to do so, locally.

Beth Culver reported attending many Board meetings and never experiencing incidents of bullying and spoke in support of holding the meetings in Rush Park Auditorium.

Nancy Hathcock, Westminster, felt the forums will provide a good opportunity for residents to learn about CRT.

Joel Block spoke about the possibility of there being a conflict of interest related to RCSD President Barke representing the District, and his wife being a member of the Orange County Board of Education (OCBE).

President Barke confirmed his wife is a Trustee on the Board of the Orange County Board of Education and stated he checked with Legal Counsel regarding this issue.

RCSD Legal Counsel Preziosi confirmed there is no conflict of interest in this case and therefore, no need for President Barke's recusal.

Jeff Hathcock opined students these days do not know much about anything and do not care; felt it is not the school's business to turn politics into education, and believed students should be taught the basics only.

Mariesa Hayes, Seal Beach, opposed holding the proposed meetings in Rush Park Auditorium; spoke about the importance of teaching ethnic studies and expressed concerns about public safety.

Amy Lonusbury, Rossmoor, spoke about the importance of the RCSD Board being transparent in terms of expectations at the proposed forums; talked about people practicing their First Amendment Rights and opposed holding the proposed meetings in Rush Park Auditorium.

Drew Cells stated the issue relative to the Los Alamitos Unified School District (LAUSD) has already been decided; addressed the importance of public safety; referenced a meeting of the Los Alamitos School Board where agitators bullied students and touched them inappropriately; and opposed holding the proposed meetings in Rush Park Auditorium.

Arlene Roepke, Los Alamitos, spoke in support of holding the proposed meetings in Rush Park Auditorium as an opportunity for educating the community.

Lynda Fine, Rossmoor, spoke about teachers in the LAUSD having excellent standards; noted Culturally Responsible Pedagogy has already been debated and voted on by the School Board, and felt those who want to learn about the issue should do so somewhere else.

Del Clark, Rossmoor, opposed holding the proposed meetings in Rush Park Auditorium; expressed concerns about public safety; opined President Barke and his wife are bringing the event to protest the actions of the LAUSD Board; and believed this matter is not under the jurisdiction of the RCSD.

Marita Swanson, Rossmoor, spoke about the importance of keeping the community, safe and opposed holding the proposed meetings in Rush Park Auditorium.

Rick Walser, Long Beach, spoke in support of holding the forums in Rossmoor and noted the need for increased education on the subject.

Staci Muller, Rossmoor, spoke in support of holding the forums in Rossmoor and noted the need for increased education about CRT.

Harriette Reid felt it is important to hold the educational forums in Rossmoor because the LAUSD Board has failed to inform the community about CRT.

Jane Boylan, Rossmoor, opposed holding the proposed meetings in Rush Park Auditorium but hoped both sides of the issue will be presented if the RCSD Board approves the OCBE's permits.

Barbara Farrell, Los Alamitos, opposed holding the proposed meetings in Rush Park Auditorium with concerns about public safety.

Mark Boryta, Rossmoor, opined the meetings are not necessary as the issue has already been decided by the LAUSD; opposed holding the proposed meetings in Rush Park Auditorium with concerns about public safety, and suggested the OCBE hold the meetings online.

Nina Batante, Rossmoor, spoke in opposition of holding the proposed meetings in Rossmoor; stated CRT is not a part of the LAUSD curriculum, but rather is a graduate course of study and believed the meetings are politically motivated and that OCBE cannot be trusted to have a diverse, expert panel.

David Sacks, Rossmoor, noted that the LAUSD has already acted on the subject and that the proposed forums are unnecessary; discussed ethnic studies versus CRT and opposed holding the meetings in Rossmoor.

Harumi, Cypress, spoke in support of holding the forums in Rossmoor; felt citizens need to learn about CRT and opined it is a tool used by Marxist movements to turn the youth into Marxist warriors.

Bob Bond, Rossmoor, opposed holding the meetings in Rossmoor; referenced a meeting of the LAUSD Board where agitators bullied students and touched them inappropriately; noted ethnic studies is not CRT and urged the Board to deny the permits.

James George, Long Beach, spoke in favor of holding the meetings in Rossmoor and discussed the need for transparency.

Scott Miller, Rossmoor, believed the meetings will attract passionate people from both sides of the aisle; spoke about community safety being of paramount importance and opposed holding the meetings in Rossmoor with concerns about public safety.

Maria Palmer spoke in support of holding the forums in Rossmoor and felt parents need to learn about and understand CRT.

Maggie Marchese, Los Alamitos, noted the LAUSD Board has passed the social justice standards and ethnic studies curriculum; reported most parents do not understand CRT and how

it will be incorporated through social justice standards; spoke about the importance of the community understanding the subject and voiced support for holding the meetings in Rossmoor.

Laura Tanner spoke in support of having the upcoming education forum at the Rush Park Auditorium; felt it will be an amazing opportunity for the community to learn about CRT and urged everyone to listen to each other.

Josh Spiller, Rossmoor, spoke about the purpose of the RCSD being for the benefit of Rossmoor and its residents; alleged RCSD has no control over OCBE and no jurisdiction in the matter; questioned the benefits to Rossmoor of holding the forums in the Rush Park Auditorium and expressed concerns over public safety.

Helen Kinsley opposed holding the meetings in Rossmoor with concerns about public safety.

Robin Itzler, Cypress, spoke in support of having the upcoming education forums at Rush Park Auditorium.

Marc Ang (via Zoom) spoke in support of having the upcoming education forums at Rush Park Auditorium; noted the importance of learning about and discussing CRT; believed it will enrich the community and stated it is a good opportunity for west Orange County to have a voice.

Brenda Gorman (via Zoom), Rossmoor, opposed holding the meetings in Rossmoor with concerns about public safety; noted the original intention was for the park to be used by Rossmoor residents; urged RCSD to deny the permit.

There were no other public comments.

B. REGULAR AGENDA

1. REVIEW AND POSSIBLE ACTION REGARDING UPHOLDING, MODIFYING, CANCELLING AND/OR RESCINDING THE APPROVAL OF A FACILITY USER PERMIT FOR THE ORANGE COUNTY BOARD OF EDUCATION FOR USE OF THE RUSH PARK AUDITORIUM FOR ETHNIC STUDIES FORUMS ON JULY 27, 2021 AND AUGUST 24, 2021

President Barke invited Dr. Ken Williams, President, Orange County Board of Education, to address the RCSD Board.

Dr. Ken Williams explained limitations in terms of adequate facilities available to the OCBE; addressed Brown Act requirements; reported the Rush Park Auditorium is equipped to facilitate the proposed meetings and noted the nominal costs; spoke about the planned educational community forums and the panel of professional experts; talked about the meeting format and reported the forum is to inform parents of Orange County students and the community about the complex issue, implementation of a mandated curriculum and their rights.

Sheriff Captain Knutson reported working with the RCSD Board, General Manager Mendoza and the Orange County Department of Education (OCDOE); addressed the role of the Sheriff's Department to ensure safety and security while allowing for the First Amendment right of Free Speech; noted that, at this point, the Department does not know of any agitators or negative social media reporting on the issue; acknowledged resident concerns and stated the Sheriff's Department will take them into consideration through the planning process.

General Manager Mendoza confirmed working with Dr. Williams and Captain Knutson to ensure the public's safety; discussed additional parking on the lawn to alleviate street parking; thanked the community for their comments; stressed that policies are being followed and reported all costs will be borne by the OCBE.

Director Nitikman noted a copy of the application was not attached to the agenda and in response to his question, General Manager Mendoza reported an application has been completed and the OCBE has complied with all of the applicable requirements and stated indemnification has been received, as well as a certificate of insurance. Director Nitikman opined the event qualifies as a special event.

In reply to questions from Director Nitikman, Dr. Williams confirmed OCBE has been investigating the possibility of holding the second forum in a different venue and stated he understands that if there are any incidents in the first forum, the RCSD may cancel the second forum.

Director Nitikman asked for assurance that the Sheriff's Department has the situation well in hand and Captain Knutson presented background regarding the number of yearly events monitored by the Sheriff's Department, a special unit with expertise in related incidents, and activation of resources and stated he is confident the Department will be able to handle any incidents related to the upcoming forums.

In reply to Director Searles' questions, Captain Knutson reported the Department is aware of prior incidents at LAUSD Board meetings; reported the Department is working with General Manager Mendoza and OCBE to determine how many officers will be needed for the events and noted the location presents significant challenges but so do other locations and it is nothing the Department cannot handle.

In response to Director Searles' inquiries, Dr. Williams explained that holding the event only on Zoom hurts the community; stated it would be difficult absorb all of the information; noted in-person meetings are far more effective than a Zoom meeting and reported there will be 30 minutes allowed for public comments at the beginning and at the end of the forums, according to their protocols.

Director Rips noted the attendance of the Sheriff's Department at this Special Board meeting, and the previous RCSD Board meeting; Captain Knutson noted he felt the Department should be represented because of the topic being discussed.

Dr. Williams responded to questions from Director DeMarco and discussed the requirements for the meetings and the rationale for holding them in Rush Park Auditorium.

Captain Knutson addressed other Special Events in which the Sheriff Department has participated; spoke about flexibility depending on circumstances; discussed the Los Alamitos Police Department versus the Sheriff's Department and talked about the importance of planning ahead.

In reply to President Barke's question, Dr. Williams confirmed the decision by the LAUSD Board had nothing to do with OCBE bringing forward the special forums or using the Rush Park Auditorium; listed past forums held by OCBE, and reported there has been no physical violence or altercations.

Motion by President Barke, seconded by Director DeMarco, to allow the first forum in Rossmore and consider approval of the second forum at the next regular Board meeting.

Director Rips thanked the public for providing their input; noted the item under consideration at this time; stated many people have expressed their concerns and that it is irresponsible for the RCD Board not to respond; stressed what is important for the community is providing a safe and secure environment; spoke about media promoting increased attendance and participation; confirmed there is no legal conflict of interest by President Barke, but addressed the importance of perception; opined President Barke chose to use his position to promote something that is political and felt none of the events should be held in Rossmore.

Director Searles thanked everyone who attended and participated; acknowledged concerns about public safety, but also about allowing free speech and spoke in opposition to OCBE having the event in Rossmore.

Director DeMarco expressed his appreciation to those participating; acknowledged the importance of public safety; stated he sees no credible threat at this time to not allow a public board to hold a seminar for residents of Rossmore and Orange County; believed that if there is a credible threat, the meetings would be cancelled and spoke in support of approving the OCBE permit application.

Director Nitikman thanked everyone who attended and participated; stated the topic to be discussed at the forums is irrelevant; noted the item under consideration at this time; addressed the role of the RCD Board and stated that public safety is a legitimate concern.

President Barke stated that for him, this issue has nothing to do with politics; discussed the "pro-life" church that uses the auditorium weekly; expressed concerns that the loudest group will have the most influence; noted this has nothing to do with CRT or ethnic studies, but rather about allowing the use of a public auditorium, that anyone can rent; stressed these will be educational forums and felt they will provide great opportunities for residents to learn about the topic.

Director Rips believed the issue comes down to the safety of the community and residents; spoke about there not being a credible threat, yet, and stressed the RCSD Board's responsibility is to protect residents and the community.

Director DeMarco reiterated that if there is a credible threat, General Manager Mendoza and Captain Knutson will do their due diligence in protecting the community.

Director Rips believed a situation is being created that is not safe for residents and stressed it does not have to come into Rossmoor.

Director Nitikman amended the motion requiring that General Manager Mendoza provide a thorough report on what security and other measures have been taken to ensure public safety as well as an update by the Sheriff's Department at the next regular RCSD Board meeting.

President Barke noted General Manager Mendoza has offered to alert the Board of any credible threats and cancel the events, accordingly.

Director Nitikman preferred to direct General Manager Mendoza to provide a detailed report with an update at the next regular RCSD Board meeting.

General Manager Mendoza noted receipt of an appeal of the RCSD Board's decision, should the Board approve the permits.

Discussion followed regarding the possibility of receiving a detailed report of security measures, in Closed Session.

Amended Motion by President Barke, seconded by Director DeMarco, to allow the first forum in Rossmoor, direct the General Manager to provide a thorough report under Reports to the Board, on what security and other measures have been taken to ensure public safety, in consultation with the Sheriff's Department, at the next regular RCSD Board meeting and consider approval of the second forum at the next regular Board meeting and direct Legal Counsel to research the opportunity to discuss security measures in Closed Session. Motion carried, 3-2, with Directors Searles and Rips opposed.

C. CLOSED SESSION

The RCSD Board recessed into Closed Session at 9:50 p.m.

1. CONFERENCE WITH LEGAL COUNSEL

Consideration of discipline or dismissal of a public employee.
Government Code Section 54957(b)(1)

The RCSD Board returned to Open Session at 10:20 p.m.

D. ADJOURNMENT

Motion by President Barke seconded by Director DeMarco to adjourn the special meeting at 10:20 p.m. Motion passed 5-0.

SUBMITTED BY:

**Joe Mendoza
General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accountant Ken Pun
Subject: MAY 2021 REVENUE and EXPENDITURE REPORT

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive and file the Revenue and Expenditure Report for May 2021.

BACKGROUND

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 2021.

Rossmoor Community Services District
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Eleven (11) months ended May 31, 2021

	YTD			Current Month		Variance	% of Budget
	Original Budget	11 Month Actual	Late Invoice Processed in May ²	May 2021 Actual			
Revenues:							
Property taxes	\$ 1,036,195	\$ 1,071,399	\$ -	\$ 38,370	\$ (35,204)	103.40%	
Assessments	360,000	375,591	-	13,926	(15,591)	104.33%	
Use of money and property	16,000	7,614	-	1,738	8,386	47.59%	
Intergovernmental	65,400	2,483	-	-	62,917	3.80%	
Fees and services	164,900	106,455	-	14,938	58,445	64.56%	
Other revenues	37,000 ³	11,681	-	300	25,319	31.57%	
Total revenues	<u>1,679,495</u>	<u>1,575,223</u>	<u>-</u>	<u>69,272</u>	<u>104,272</u>	<u>93.79%</u>	
Expenditures:							
Administration	781,025	806,194	16,831	85,296	(25,169)	103.22%	
Recreation	39,750	13,920	-	-	25,830	35.02%	
Rossmoor Park	101,910	116,047	295	6,299	(14,137)	113.87%	
Montecito Center	31,660	18,995	-	293	12,665	60.00%	
Rush Park	186,240	141,928	-	9,065	44,312	76.21%	
Street Lighting	108,000	50,943	-	(5,664) ¹	57,057	47.17%	
Rossmoor Wall	3,700	-	-	-	3,700	0.00%	
Street Sweeping	60,000	57,172	5,107	5,020	2,828	95.29%	
Parkway Trees	166,500	172,417	-	1,130	(5,917)	103.55%	
Mini-Parks and Medians	14,500	7,311	-	148	7,189	50.42%	
Total expenditures	<u>1,493,285</u>	<u>1,384,927</u>	<u>22,233</u>	<u>101,587</u>	<u>108,358</u>	<u>92.74%</u>	
Changes in Fund Balance	<u>\$ 186,210</u>	<u>190,296</u>	<u>\$ (22,233)</u>	<u>\$ (32,315)</u>	<u>\$ (4,086)</u>		
Fund Balance:							
Beginning of Period		<u>1,126,955</u>					
End of Period		<u>\$ 1,317,251</u>					

1. Reclassifying Southern California Edison Expenditures to the correct cost center.

2. These are the payments made in May 2021 but the expenditures belongs to April 2021.

Jones and Mayer Legal Services	4,937
State Fund - Workers Compensation	1,394
The Pun Group - March & April	10,000
Tyler Fund Balance Server Migration	500
GM Plumbing	295
R.F. Dickson Street Sweeping	5,107
	<u>22,233</u>

3. Eliminated \$40,000 Transfer In from Fund 40 to reflect the true budget for Fund 10. Therefore, it does not agree to the Fund Balance Report.

For the Period: 7/1/2020 to 5/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	957,500.00	957,500.00	1,000,481.97	26,269.78	0.00	-42,981.97	104.5
3001 Current unsecured prop tax	29,000.00	29,000.00	25,613.02	0.00	0.00	3,386.98	88.3
3002 Prior secured property taxes	7,500.00	7,500.00	12,541.79	847.61	0.00	-5,041.79	167.2
3003 Prior unsecured prop taxes	395.00	395.00	0.00	0.00	0.00	395.00	0.0
3004 Delinquent property taxes	800.00	800.00	0.00	0.00	0.00	800.00	0.0
3010 Current supplemental assessmt	24,000.00	24,000.00	16,173.10	3,139.59	0.00	7,826.90	67.4
3020 Public utility tax	17,000.00	17,000.00	16,589.23	8,112.85	0.00	410.77	97.6
PROPERTY TAXES	1,036,195.00	1,036,195.00	1,071,399.11	38,369.83	0.00	-35,204.11	103.4
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	360,000.00	360,000.00	375,591.27	13,925.86	0.00	-15,591.27	104.3
ASSESSMENTS	360,000.00	360,000.00	375,591.27	13,925.86	0.00	-15,591.27	104.3
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	16,000.00	16,000.00	5,875.87	0.00	0.00	10,124.13	36.7
USE OF MONEY AND PROPERTY	16,000.00	16,000.00	5,875.87	0.00	0.00	10,124.13	36.7
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner prop tax relief	5,400.00	5,400.00	4,220.50	1,737.86	0.00	1,179.50	78.2
3305 County street sweep reimburse	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	4,220.50	1,737.86	0.00	61,179.50	6.5
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	25,000.00	25,000.00	55,272.46	10,955.00	0.00	-30,272.46	221.1
3405 Wall Rental	400.00	400.00	40.00	0.00	0.00	360.00	10.0
3406 Ball field reservations	23,000.00	23,000.00	11,227.50	94.00	0.00	11,772.50	48.8
3407 Tree Trim Permits	0.00	0.00	380.00	0.00	0.00	-380.00	0.0
3410 Rossmoor building rental	16,500.00	16,500.00	3,349.00	0.00	0.00	13,151.00	20.3
3412 Montecito building rental	25,000.00	25,000.00	9,614.00	1,849.00	0.00	15,386.00	38.5
3414 Rush Park Building Rental	75,000.00	75,000.00	26,572.50	2,040.00	0.00	48,427.50	35.4
FEES AND SERVICES	164,900.00	164,900.00	106,455.46	14,938.00	0.00	58,444.54	64.6
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	3,000.00	3,000.00	11,681.14	300.00	0.00	-8,681.14	389.4
3502 Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
3504 Winterfest Sponsorships	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
3600 TRANSFER IN/OUT OTHER FUNDS	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
OTHER REVENUE	77,000.00	77,000.00	11,681.14	300.00	0.00	65,318.86	15.2
Dept: 00	1,719,495.00	1,719,495.00	1,575,223.35	69,271.55	0.00	144,271.65	91.6
Revenues	1,719,495.00	1,719,495.00	1,575,223.35	69,271.55	0.00	144,271.65	91.6
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	9,000.00	9,000.00	1,900.00	0.00	0.00	7,100.00	21.1
4001 Salaries - Full-time	0.00	0.00	217,818.74	29,785.65	0.00	-217,818.74	0.0
4002 Salaries - Part-time	20,000.00	20,000.00	12,097.75	0.00	0.00	7,902.25	60.5
4003 Salaries - Overtime	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
4006 SALARY - ADMINISTRATION	168,000.00	168,000.00	107,404.10	0.00	0.00	60,595.90	63.9
4007 Vehicle Allowance	1,500.00	1,500.00	811.16	78.01	0.00	688.84	54.1
4008 SALARY - RECREATION	108,800.00	108,800.00	20,405.99	0.00	0.00	88,394.01	18.8
4009 SALARY - PARK/TREE MAINTENANCE	109,600.00	109,600.00	23,687.22	0.00	0.00	85,912.78	21.6
4010 Workers Compensation Insurance	15,000.00	15,000.00	17,118.81	1,394.33	0.00	-2,118.81	114.1
4011 Medical Insurance	75,000.00	75,000.00	49,082.73	13,626.76	0.00	25,917.27	65.4
4015 Federal Payroll Tax -FICA	36,000.00	36,000.00	31,030.11	14,893.74	0.00	4,969.89	86.2
4018 State Payroll Taxes	0.00	0.00	3,651.48	0.00	0.00	-3,651.48	0.0

For the Period: 7/1/2020 to 5/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	544,400.00	544,400.00	485,008.09	59,778.49	0.00	59,391.91	89.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	24,165.00	24,165.00	35,771.00	0.00	0.00	-11,606.00	148.0
5004 Memberships and Dues	7,200.00	7,200.00	6,367.76	0.00	0.00	832.24	88.4
5006 Travel & Meetings	2,500.00	2,500.00	2,725.39	0.00	0.00	-225.39	109.0
5007 Televised Meeting Costs	17,860.00	17,860.00	17,752.10	2,017.10	0.00	107.90	99.4
5010 Publications & Legal Notices	6,500.00	6,500.00	1,528.13	0.00	0.00	4,971.87	23.5
5012 Printing	3,000.00	3,000.00	2,575.77	524.91	0.00	424.23	85.9
5014 Postage	5,000.00	5,000.00	134.10	0.00	0.00	4,865.90	2.7
5015 Covid Expense	0.00	0.00	18,396.14	0.00	0.00	-18,396.14	0.0
5016 Office Supplies	10,000.00	10,000.00	21,817.03	0.00	0.00	-11,817.03	218.2
5020 Telephone	12,500.00	12,500.00	7,031.64	549.87	0.00	5,468.36	56.3
5021 Computer Costs	5,000.00	5,000.00	2,183.40	0.00	0.00	2,816.60	43.7
5045 Miscellaneous Expenditures	10,000.00	10,000.00	68,403.20	15,210.22	0.00	-58,403.20	684.0
5046 Bank Service Charge	3,400.00	3,400.00	1,025.69	514.27	0.00	2,374.31	30.2
5050 Elections	8,000.00	8,000.00	8,528.20	0.00	0.00	-528.20	106.6
5052 Minor Facility Repairs	0.00	0.00	125.00	0.00	0.00	-125.00	0.0
OPERATIONS AND MAINTENANCE	115,125.00	115,125.00	194,364.55	18,816.37	0.00	-79,239.55	168.8
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	50,000.00	50,000.00	44,098.19	0.00	0.00	5,901.81	88.2
5615 Financial Audit-Consulting	13,000.00	13,000.00	13,000.00	0.00	0.00	0.00	100.0
5617 Administrative Fees	0.00	0.00	877.37	520.72	0.00	-877.37	0.0
5619 Bond Trustee	0.00	0.00	3,323.50	0.00	0.00	-3,323.50	0.0
5670 Other Professional Services	50,000.00	50,000.00	63,315.51	6,180.00	0.00	-13,315.51	126.6
CONTRACT SERVICES	113,000.00	113,000.00	124,614.57	6,700.72	0.00	-11,614.57	110.3
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	6,500.00	6,500.00	2,206.82	0.00	0.00	4,293.18	34.0
6010 Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
CAPITAL EXPENDITURES	8,500.00	8,500.00	2,206.82	0.00	0.00	6,293.18	26.0
ADMINISTRATION	781,025.00	781,025.00	806,194.03	85,295.58	0.00	-25,169.03	103.2
Dept: 20 RECREATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5016 Office Supplies	0.00	0.00	150.00	0.00	0.00	-150.00	0.0
5017 Community Events	39,500.00	39,500.00	13,770.00	0.00	0.00	25,730.00	34.9
OPERATIONS AND MAINTENANCE	39,500.00	39,500.00	13,920.00	0.00	0.00	25,580.00	35.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RECREATION	39,750.00	39,750.00	13,920.00	0.00	0.00	25,830.00	35.0
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	6,000.00	6,000.00	3,882.67	147.09	0.00	2,117.33	64.7
5022 Utilities	12,500.00	12,500.00	44,340.38	-882.90	0.00	-31,840.38	354.7
5023 Water	27,000.00	27,000.00	35,103.91	4,663.99	0.00	-8,103.91	130.0
5025 SECURED PROP TAX	1,060.00	1,060.00	518.49	0.00	0.00	541.51	48.9
5030 Vehicle Maintenance	1,050.00	1,050.00	165.42	0.00	0.00	884.58	15.8
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	8,224.78	0.00	0.00	21,775.22	27.4
5034 Alarm Systems	850.00	850.00	618.58	0.00	0.00	231.42	72.8
5045 Miscellaneous Expenditures	450.00	450.00	0.00	0.00	0.00	450.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0

5052 Minor Facility Repairs

250.00

250.00

0.00

0.00

0.00

250.00

0.0

For the Period: 7/1/2020 to 5/31/2021

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 10 - GENERAL FUND

Expenditures

Dept: 30 ROSSMOOR PARK

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
OPERATIONS AND MAINTENANCE	79,410.00	79,410.00	92,854.23	3,928.18	0.00	-13,444.23	116.9
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	22,000.00	22,000.00	23,192.75	2,370.80	0.00	-1,192.75	105.4
CONTRACT SERVICES	22,000.00	22,000.00	23,192.75	2,370.80	0.00	-1,192.75	105.4
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
ROSSMOOR PARK	101,910.00	101,910.00	116,046.98	6,298.98	0.00	-14,136.98	113.9
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4011 Medical Insurance	0.00	0.00	6,119.88	0.00	0.00	-6,119.88	0.0
SALARIES AND BENEFITS	0.00	0.00	6,119.88	0.00	0.00	-6,119.88	0.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	6,000.00	6,000.00	3,882.67	147.09	0.00	2,117.33	64.7
5022 Utilities	2,000.00	2,000.00	579.61	-117.84	0.00	1,420.39	29.0
5023 Water	2,250.00	2,250.00	1,104.29	0.00	0.00	1,145.71	49.1
5025 SECURED PROP TAX	910.00	910.00	435.42	0.00	0.00	474.58	47.8
5030 Vehicle Maintenance	1,050.00	1,050.00	165.52	0.00	0.00	884.48	15.8
5032 Building & Grounds-Maintenance	10,000.00	10,000.00	2,796.13	0.00	0.00	7,203.87	28.0
5034 Alarm Systems	500.00	500.00	597.55	0.00	0.00	-97.55	119.5
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	23,710.00	23,710.00	9,561.19	29.25	0.00	14,148.81	40.3
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	2,450.00	2,450.00	2,513.76	263.43	0.00	-63.76	102.6
CONTRACT SERVICES	2,450.00	2,450.00	2,513.76	263.43	0.00	-63.76	102.6
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	5,000.00	5,000.00	800.00	0.00	0.00	4,200.00	16.0
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	5,500.00	5,500.00	800.00	0.00	0.00	4,700.00	14.5
MONTECITO CENTER	31,660.00	31,660.00	18,994.83	292.68	0.00	12,665.17	60.0
Dept: 50 RUSH PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5016 Office Supplies	0.00	0.00	956.65	0.00	0.00	-956.65	0.0
5018 Janitorial Supplies	6,000.00	6,000.00	3,888.80	147.53	0.00	2,111.20	64.8
5022 Utilities	23,000.00	23,000.00	10,754.59	-1,914.33	0.00	12,245.41	46.8
5023 Water	42,000.00	42,000.00	28,910.69	0.00	0.00	13,089.31	68.8
5025 SECURED PROP TAX	4,040.00	4,040.00	5,285.27	3,300.99	0.00	-1,245.27	130.8
5030 Vehicle Maintenance	1,200.00	1,200.00	165.42	0.00	0.00	1,034.58	13.8
5032 Building & Grounds-Maintenance	43,000.00	43,000.00	31,461.50	5,159.97	0.00	11,538.50	73.2
5034 Alarm Systems	550.00	550.00	751.56	0.00	0.00	-201.56	136.6
5045 Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0

OPERATIONS AND MAINTENANCE	120,540.00	120,540.00	82,174.48	6,694.16	0.00	38,365.52	68.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	22,000.00	22,000.00	22,623.74	2,370.80	0.00	-623.74	102.8

For the Period: 7/1/2020 to 5/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 50 RUSH PARK							
CONTRACT SERVICES	22,000.00	22,000.00	22,623.74	2,370.80	0.00	-623.74	102.8
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	43,700.00	43,700.00	37,129.50	0.00	0.00	6,570.50	85.0
CAPITAL EXPENDITURES	43,700.00	43,700.00	37,129.50	0.00	0.00	6,570.50	85.0
RUSH PARK	186,240.00	186,240.00	141,927.72	9,064.96	0.00	44,312.28	76.2
Dept: 60 STREET LIGHTING							
Acct Class: 56 CONTRACT SERVICES							
5650 Lighting and Maintenance	108,000.00	108,000.00	50,943.07	-5,663.88	0.00	57,056.93	47.2
CONTRACT SERVICES	108,000.00	108,000.00	50,943.07	-5,663.88	0.00	57,056.93	47.2
STREET LIGHTING	108,000.00	108,000.00	50,943.07	-5,663.88	0.00	57,056.93	47.2
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
5032 Building & Grounds-Maintenance	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
OPERATIONS AND MAINTENANCE	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
ROSSMOOR WALL	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
Dept: 70 STREET SWEEPING							
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	60,000.00	60,000.00	57,172.05	5,019.57	0.00	2,827.95	95.3
CONTRACT SERVICES	60,000.00	60,000.00	57,172.05	5,019.57	0.00	2,827.95	95.3
STREET SWEEPING	60,000.00	60,000.00	57,172.05	5,019.57	0.00	2,827.95	95.3
Dept: 80 PARKWAY TREES							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5017 Community Events	1,500.00	1,500.00	72.20	0.00	0.00	1,427.80	4.8
OPERATIONS AND MAINTENANCE	1,500.00	1,500.00	72.20	0.00	0.00	1,427.80	4.8
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	117,000.00	117,000.00	154,865.00	890.00	0.00	-37,865.00	132.4
5660 TREE REMOVAL	3,000.00	3,000.00	970.00	0.00	0.00	2,030.00	32.3
CONTRACT SERVICES	120,000.00	120,000.00	155,835.00	890.00	0.00	-35,835.00	129.9
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	45,000.00	45,000.00	16,510.00	240.00	0.00	28,490.00	36.7
CAPITAL EXPENDITURES	45,000.00	45,000.00	16,510.00	240.00	0.00	28,490.00	36.7
PARKWAY TREES	166,500.00	166,500.00	172,417.20	1,130.00	0.00	-5,917.20	103.6
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5022 Utilities	950.00	950.00	64.65	-115.84	0.00	885.35	6.8
5023 Water	8,200.00	8,200.00	4,732.61	0.00	0.00	3,467.39	57.7

5032 Building & Grounds-Maintenance	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	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
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OPERATIONS AND MAINTENANCE	11,950.00	11,950.00	4,797.26	-115.84	0.00	7,152.74	40.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	2,450.00	2,450.00	2,513.75	263.42	0.00	-63.75	102.6

For the Period: 7/1/2020 to 5/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 90 MINI-PARKS AND MEDIANS							
CONTRACT SERVICES	2,450.00	2,450.00	2,513.75	263.42	0.00	-63.75	102.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	14,500.00	14,500.00	7,311.01	147.58	0.00	7,188.99	50.4
Expenditures	1,493,285.00	1,493,285.00	1,384,926.89	101,585.47	0.00	108,358.11	92.7
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH							
Revenues							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	0.00	0.00	2,574.90	0.00	0.00	-2,574.90	0.0
3101 Property assessments-prior yr	0.00	0.00	704.35	0.00	0.00	-704.35	0.0
ASSESSMENTS	0.00	0.00	3,279.25	0.00	0.00	-3,279.25	0.0
Acct Class: 35 OTHER REVENUE							
3600 TRANSFER IN/OUT OTHER FUNDS	433,324.00	433,324.00	0.00	0.00	0.00	433,324.00	0.0
OTHER REVENUE	433,324.00	433,324.00	0.00	0.00	0.00	433,324.00	0.0
Dept: 00	433,324.00	433,324.00	3,279.25	0.00	0.00	430,044.75	0.8
Revenues	433,324.00	433,324.00	3,279.25	0.00	0.00	430,044.75	0.8
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619 Bond Trustee	3,324.00	3,324.00	0.00	0.00	0.00	3,324.00	0.0
5625 Assessment Engineer	0.00	0.00	89,790.96	0.00	0.00	-89,790.96	0.0
CONTRACT SERVICES	23,324.00	23,324.00	89,790.96	0.00	0.00	-66,466.96	385.0
Acct Class: 58 DEBT SERVICE							
5800 Principal	410,000.00	410,000.00	0.00	0.00	0.00	410,000.00	0.0
DEBT SERVICE	410,000.00	410,000.00	0.00	0.00	0.00	410,000.00	0.0
RUSH PARK	433,324.00	433,324.00	89,790.96	0.00	0.00	343,533.04	20.7
Expenditures	433,324.00	433,324.00	89,790.96	0.00	0.00	343,533.04	20.7
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	45,566.00	45,566.00	0.00	0.00	0.00	45,566.00	0.0
PROPERTY TAXES	45,566.00	45,566.00	0.00	0.00	0.00	45,566.00	0.0
Dept: 00	45,566.00	45,566.00	0.00	0.00	0.00	45,566.00	0.0

Revenues	45,566.00	45,566.00	0.00	0.00	0.00	45,566.00	0.0
Expenditures							
Dept: 00							
Acct Class: 50 OPERATIONS AND MAINTENANCE							

For the Period: 7/1/2020 to 5/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Expenditures							
Dept: 00							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
9997 Transfer Out	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
<hr/>							
Dept: 00	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
<hr/>							
Expenditures	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.0
<hr/>							
Grand Total Net Effect:	231,776.00	231,776.00	103,784.75	-32,313.92	0.00	127,991.25	

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: July 13, 2021

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accountant Ken Pun

Subject: PUBLIC HEARING – FISCAL YEAR 2021-2022 PROPOSED FINAL BUDGET

RECOMMENDATION

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

1. Open the public hearing for the Fiscal Year 2021-2022 Proposed Final Budget;
2. Receive the FY 2021-2022 Proposed Final Budget presentation from the General Manager and Accountant;
3. Take public testimony;
4. Close the public hearing;
5. Deliberate; and
6. Approve the Fiscal Year 2021-2022 Proposed Final Budget.

BACKGROUND

The Fiscal Year 2021-2022 Proposed Final Budget was presented to the RCSD Board of Directors at the June 8, 2021 regular Board meeting. After deliberation of the Proposed Final Budget, the General Manager was directed to publish a Notice of Public Hearing for the July 13, 2021 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.

INFORMATION

The budget document before you was prepared before the final FY 2021-2022 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 2021-2022 Final Budget. Upon the RCSD Board's approval of the FY 2021-2022 Proposed Final Budget, the Board will be asked to adopt the Annual Budget Revenues and Expenditures Total Amounts by resolution.

ATTACHMENTS

1. FY 2021-2022 Proposed Final Budget
2. Notice of Public Hearing
3. Policy No. 3020 Budget Preparation, Adoption and Revision

Rossmoor Community Services District
Proposed Final Budget
For the Fiscal Year 2021-2022

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget
Revenues:				
Property taxes	\$ 1,037,534	\$ 1,036,195	\$ 1,065,054	\$ 1,100,000
Street light assessments	358,893	360,000	361,665	372,000
Interest on investments	17,897	16,000	7,055	9,600
From Other Governmental Agencies	65,040	65,400	63,503	258,000
Permit and Rental Fees	131,763	164,900	106,869	137,300
Miscellaneous	42,449	37,000	23,681	19,000
Total Revenues	1,653,576	1,679,495	1,627,827	1,895,900
Expenditures:				
Administrative	831,168	781,025	840,000	987,700
Recreation	38,776	39,750	20,000	39,500
Rossmoor Park	107,354	101,910	105,200	263,000
Montecito Center	23,489	31,660	20,000	24,400
Rush Park	154,644	186,240	202,000	145,500
Street Lighting	117,200	108,000	80,000	100,000
Rossmoor Wall	2,200	3,700	-	1,000
Street Sweeping	59,599	60,000	60,000	65,000
Parkway Tree	175,768	166,550	155,017	170,000
Mini-Parks and Median	13,212	14,500	9,000	11,800
Capital projects - Miscellaneous	5,485	-	-	-
Debt services - Principals	5,838	-	-	-
Debt services - Interest	621	-	-	-
Total Expenditures	1,535,354	1,493,335	1,491,217	1,807,900
Changes in Fund Balance	118,222	186,160	136,610	88,000
Fund Balance:				
Beginning of Year	1,008,739	1,126,961	1,126,961	1,263,571
End of Year	\$ 1,126,961	\$ 1,313,121	\$ 1,263,571	\$ 1,351,570

**Rossmoor Community Services District
Proposed Final Budget
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Property Taxes						
10-00-3000 Current secured	\$ 961,305	\$ 957,500	\$ 989,631	\$ 1,020,000	6.53%	3.07%
10-00-3001 Current unsecured	24,809	29,000	32,362	34,000	17.24%	5.06%
10-00-3002 Prior secured	7,105	7,500	13,613	14,000	86.67%	2.84%
10-00-3003 Prior unsecured	5,241	395	2,892	3,000	659.49%	3.73%
10-00-3004 Delinquent property taxes	868	800	704	1,000	25.00%	42.05%
10-00-3010 Current supplemental assessment	20,094	24,000	17,376	18,000	-25.00%	3.59%
10-00-3020 Public utility	18,112	17,000	8,476	10,000	-41.18%	17.98%
Total property taxes	1,037,534	1,036,195	1,065,054	1,100,000	6.16%	3.28%
Street Light Assessment						
10-00-3105 Assessment	358,893	360,000	361,665	372,000	3.33%	2.86%
Interest on investments						
10-00-3200 Interest	17,897	16,000	7,055	9,600	-40.00%	36.07%
From Other Governmental Agencies						
10-00-3001 State-Homeowners Prop. Tax Relief	5,040	5,400	3,503	4,000	-25.93%	14.19%
10-00-3200 Prop 68 Grant Funding*	- *	-	-	175,000	0.00%	0.00%
10-00-3250 FEMA Grant - COVID 19	-	-	-	19,000	0.00%	0.00%
10-00-3305 County-Street Sweep Reimbursement	60,000	60,000	60,000	60,000	0.00%	0.00%
Total other governmental agencies	65,040	65,400	63,503	258,000	294.50%	306.28%
Permit and Rental Fees**						
10-00-3404 Tennis Reservations	26,065	25,000	49,341	45,000	80.00%	-8.80%
10-00-3405 Wall Rental	320	400	40	300	-25.00%	650.00%
10-00-3406 Ball Field Reservation	15,366	23,000	11,228	12,000	-47.83%	6.88%
10-00-3407 Tree Trim	-	-	380	5,000	0.00%	1215.79%
10-00-3410 Rossmoor Building Rental	12,380	16,500	3,349	10,000	-39.39%	198.60%
10-00-3412 Montecito Building Rental	17,913	25,000	10,259	15,000	-40.00%	46.21%
10-00-3414 Rush Building Rental	59,719	75,000	32,272	50,000	-33.33%	54.93%
Total permit and rental fees	131,763	164,900	106,869	137,300	-16.74%	28.48%
Miscellaneous Revenues***						
10-00-3500 Miscellaneous	8,554	3,000	23,681	5,000	66.67%	-78.89%
10-00-3502 Admin Fees	20,000	20,000	-	-	-100.00%	0.00%
10-00-3504 Sponsorship	13,895	14,000	-	14,000	0.00%	0.00%
Total miscellaneous revenues	42,449	37,000	23,681	19,000	-48.65%	-19.77%
Total revenues	\$1,653,576	\$ 1,679,495	\$ 1,627,827	\$ 1,895,900	12.89%	16.47%

* Available Prop 68 Grant Funding for CIP Projects:
Proposing for the following:
1. New Playground structure at Rossmoor Park \$150,000

** Permit and Rental Fees
For Tennis Reservation, increased \$1 for miscellaneous reservation and \$1.5 for Tennis Pros lesson
For Volleyball and Ball Field Reservation, propose to increase \$1 to \$1.5

*** Including the upgrade of Rush Park Auditorium Audio-Visual System - Contribution from Calvary Chapel Church in the amount of \$12,000

**Rossmoor Community Services District
Employee Salary Plan
For the Fiscal Year 2021-2022**

SALARY PLAN F/Y 2021-2022							
Position	2020-2021 Current Salary		2020-2021 Midpoint Includes 2.26% CPI rounded out to 3% for 2021-2022		2021-2022 Recommended Salary		
	Annually	Hourly	Midpoint	Increase	Annually	Increase	Hourly
General Manager	\$ 75,000.00	n/a	n/a	n/a	\$ 85,000.00	n/a	n/a
Pun Group Contractor	\$ 60,000.00	n/a	\$ 60,000.00	n/a	\$ 60,000.00	n/a	n/a
Administrative Assistant	\$ 61,967.61	\$ 29.79	\$ 63,826.64	\$ 0.89	\$ 63,826.64	\$ 0.89	\$ 30.69
General Clerk	\$ 46,763.57	\$ 22.48	\$ 48,515.28	\$ 0.67	\$ 48,515.28	\$ 0.67	\$ 23.15
*Administrative Clerk	\$ 22,880.00	\$ 22.00	\$ 23,566.40	\$ 0.66	\$ 23,566.40	\$ 0.66	\$ 22.66
Park Superintendent	\$ 58,936.20	\$ 28.33	\$ 60,704.29	\$ 0.85	\$ 60,704.29	\$ 0.85	\$ 29.18
Recreation Superintendent	\$ 53,768.00	\$ 25.85	\$ 55,381.04	\$ 0.78	\$ 55,381.04	\$ 0.78	\$ 26.63
District Arborist	\$ 48,143.00	\$ 23.15	\$ 49,587.29	\$ 0.69	\$ 49,587.29	\$ 0.69	\$ 23.84
Arborist & Maintenance Assistant	\$ 33,573.60	\$ 16.14	\$ 34,580.48	\$ 0.48	\$ 34,580.81	\$ 0.48	\$ 16.63
*Maintenance/Rec Assistant	\$ 15,600.00	\$ 15.00	\$ 16,068.00	\$ 0.45	\$ 16,068.00	\$ 0.45	\$ 15.45
*Maintenance/Rec Assistant	\$ 15,600.00	\$ 15.00	\$ 16,068.00	\$ 0.45	\$ 16,068.00	\$ 0.45	\$ 15.45
*Maintenance/Rec Assistant	\$ 15,600.00	\$ 15.00	\$ 16,068.00	\$ 0.45	\$ 16,068.00	\$ 0.45	\$ 15.45
*Maintenance/Rec Assistant	\$ 15,600.00	\$ 15.00	\$ 16,068.00	\$ 0.45	\$ 16,068.00	\$ 0.45	\$ 15.45
Event/Facility Attendant	n/a	\$ 15.00		\$ -			\$ 15.00

* 1/2 Time 20 hrs. per week/1040 hrs. per year

**Totals

\$388,432

\$400,084.94

**Totals do not include General Manager or Pun Group since they will not receive a 3% pay increase.

**Rossmoor Community Services District
Proposed Final Budget
Department 10 - Administrative Services
For the Fiscal Year 2021-2022**

		2019-2020	2020-2021	2020-2021	2021-2022	%	%
		Actual	Approved Budget	Estimate to Close	Proposed Final Budget	changed from 2020-2021 Approved Budget	changed from 2020-2021 Projected Actual
Salaries and Benefits							
10-10-4000	Board of Directors' Compensation	\$ 8,300	\$ 9,000	\$ 8,200	\$ 9,000	0.00%	9.76%
10-10-4001	Part-time	19,358	20,000	19,098	64,272	221.36%	236.54%
10-10-4003	Overtime	11,694	1,500	-	1,500	0.00%	0.00%
10-10-4006	Salaries - Administrative *	203,318	168,000	137,405	220,560	31.29%	60.52%
10-10-4008	Salaries - Parks and Recreation *	113,251	108,800	107,406	116,085	6.70%	8.08%
10-10-4009	Salaries - Tree *	128,537	109,600	108,711	84,168	-23.20%	-22.58%
10-10-4007	Vehicle Allowance	1,083	1,500	733	1,500	0.00%	104.64%
10-10-4010	Workers' Compensation Insurance	13,255	15,000	14,330	18,500	23.33%	29.10%
10-10-4012	Employee Retirement Match		-	-	-	0.00%	0.00%
10-10-4011	Medical Insurance	74,378	75,000	60,175	85,000	13.33%	41.25%
10-10-4015	Federal Payroll Taxes	39,064	36,000	36,942	48,415	34.49%	31.06%
Total salaries and benefits		612,238	544,400	493,000	649,000	19.21%	31.64%
Operations and Maintenances							
10-10-5002	Insurance - Liability	24,610	24,165	35,771	35,000	44.84%	-2.16%
10-10-5004	Membership & Dues	7,692	7,200	6,368	7,200	0.00%	13.07%
10-10-5006	Travel & Meetings	3,966	2,500	2,725	2,500	0.00%	-8.26%
10-10-5007	Board Meeting Televised	14,876	17,860	18,735	20,000	11.98%	6.75%
10-10-5010	Publications & Legal Notice	6,872	6,500	1,528	6,500	0.00%	325.39%
10-10-5012	Printing	3,051	3,000	2,051	3,000	0.00%	46.27%
10-10-5014	Postage	4,469	5,000	134	2,500	-50.00%	1765.67%
10-10-5015	COVID-19 Exp		-	18,396	-	0.00%	-100.00%
10-10-5016	Office & Meeting Supplies	7,714	10,000	21,845	15,000	50.00%	-31.33%
10-10-5020	Telephone	10,722	12,500	6,482	12,000	-4.00%	85.13%
10-10-5021	Computer/Email/Server Costs	4,341	5,000	2,183	5,000	0.00%	129.04%
10-10-5045	Miscellaneous Expenditures	14,541	10,000	111,758	10,000	0.00%	-91.05%
10-10-5046	Bank Service Charges	2,984	3,400	511	1,000	-70.59%	95.69%
10-10-5050	Elections	-	8,000	8,528	-	-100.00%	-100.00%
Total operations and maintenance		105,838	115,125	237,015	119,700	3.97%	-49.50%
Contract Services							
10-10-5610	Legal Services	57,022	50,000	39,161	75,000	50.00%	91.52%
10-10-5619	Bond Trustee Fee	-	-	3,324	-	n/a	-100.00%
10-10-5615	Financial Audit - Consulting	12,500	13,000	13,000	17,000	30.77%	30.77%
10-10-5620	Outsourced Financial Consultant	-	-	35,000	60,000	n/a	71.43%
10-10-5670	Other Professional Services	43,004	50,000	15,000	50,000	0.00%	233.33%
Total Contract Services		112,526	113,000	105,485	202,000	78.76%	91.50%
Capital Expenditures							
10-10-6005	Building and improvements	-	6,500	4,500	-	-100.00%	-100.00%
10-10-6010	Equipment **	566	2,000	-	2,000	0.00%	n/a
10-10-6015	Software ***	-	-	-	15,000	n/a	n/a
Total Capital Expenditures		566	8,500	4,500	17,000	100.00%	277.78%
Total Expenditures		\$ 831,168	\$ 781,025	\$ 840,000	\$ 987,700	26.46%	17.58%

* Reflecting 3% COLA Increase, no Furlough, and moving \$60K accountant position to Outsourced Financial Consultant under Contract Services.

** Leasing a new Multifunction Copier for the District office.

*** Replacing Accounting Software.

**Rossmoor Community Services District
Proposed Final Budget
Department 20 - Recreation
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
10-20-5017 Community Events	\$ 38,776	\$ 39,500	\$ 20,000	\$ 39,500	0.00%	97.50%
Total operations and maintenance	<u>38,776</u>	<u>39,500</u>	<u>20,000</u>	<u>39,500</u>	<u>0.00%</u>	<u>97.50%</u>
Contract Services						
Capital Expenditures						
10-20-6010 Equipment	-	250	-	-	-100.00%	#DIV/0!
Total Capital Expenditures	<u>-</u>	<u>250</u>	<u>-</u>	<u>-</u>	<u>-100.00%</u>	<u>#DIV/0!</u>
Total Expenditures	<u>\$ 38,776</u>	<u>\$ 39,750</u>	<u>\$ 20,000</u>	<u>\$ 39,500</u>	<u>-0.63%</u>	<u>97.50%</u>

**Rossmoor Community Services District
Proposed Final Budget
Department 30 - Rossmoor Park
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
10-30-5018 Janitorial Supplies	\$ 3,037	\$ 6,000	\$ 5,836	\$ 6,000	0.00%	2.81%
10-30-5022 Utilities	11,279	12,500	12,500	12,500	0.00%	0.00%
10-30-5023 Water	24,392	27,000	27,380	28,000	3.70%	2.26%
10-30-5025 Secured Property Tax	1,036	1,060	1,060	1,150	8.49%	8.49%
10-30-5030 Vehicle Maintenance	1,208	1,050	665	1,000	-4.76%	50.38%
10-30-5032 Buildings & Grounds-Maintenance	25,526	30,000	27,687	30,000	0.00%	8.35%
10-30-5034 Alarm Systems/Security	635	850	619	850	0.00%	37.32%
10-30-5045 Miscellaneous Expenditures	-	450	-	500	11.11%	#DIV/0!
10-30-5051 Equipment Rental	-	250	-	500	100.00%	#DIV/0!
10-30-5052 Minor Facility Repairs/Tools	-	250	-	500	100.00%	#DIV/0!
Total operations and maintenance	67,113	79,410	75,747	81,000	2.00%	6.93%
Contract Services						
10-30-5655 Landscape Maintenance/Janitorial Services *	31,072	22,000	20,253	27,000	22.73%	33.31%
Total Contract Services	31,072	22,000	20,253	27,000	22.73%	33.31%
Capital Expenditures						
10-30-6005 Buildings and improvements **	9,169	-	9,200	155,000	0.00%	0.00%
10-30-6010 Equipment	-	500	-	-	-100.00%	0.00%
Total Capital Expenditures	9,169	500	9,200	155,000	30900.00%	1584.78%
Total Expenditures	\$ 107,354	\$ 101,910	\$ 105,200	\$ 263,000	158.07%	150.00%

* Brightview Landscape Services
 April 1, 2021 - March 31, 2022: \$4,818.45/month
 April 1, 2022 - March 31, 2023: \$5,059.37/month
 Total

Allocation:
 45.0% Rossmoor Park 26,345
 45.0% Rusk Park 26,345
 5.0% Montecito Center 2,927
 5.0% Mini-Parks 2,927
 \$ 58,544

** New Playground Structure for \$150,000 and Resurfacing Parking Lot for \$5,000
 FY20-21, Replace the carpet in Rossmoor Community Center with Laminate Flooring - \$9,200

**Rossmoor Community Services District
Proposed Final Budget
Department 40 - Montecito Center
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
10-40-5018 Janitorial Supplies	\$ 3,037	\$ 6,000	\$ 5,736	\$ 6,000	0.00%	4.60%
10-40-5022 Utilities	1,198	2,000	1,697	2,000	0.00%	17.86%
10-40-5023 Water	1,556	2,250	2,104	2,250	0.00%	6.94%
10-40-5025 Secured Property Tax	871	910	910	1,000	9.89%	9.89%
10-40-5030 Vehicle Maintenance	1,084	1,050	165	500	-52.38%	203.03%
10-40-5032 Buildings & Grounds-Maintenance	6,246	10,000	5,740	8,000	-20.00%	39.37%
10-40-5034 Alarm Systems/Security	495	500	598	650	30.00%	8.70%
10-40-5045 Miscellaneous Expenditures	-	500	-	500	0.00%	n/a
10-40-5051 Equipment Rental	-	250	-	-	-100.00%	n/a
10-40-5052 Minor Facility Repairs/Tools	-	250	-	500	100.00%	n/a
Total operations and maintenance	14,487	23,710	16,950	21,400	-9.74%	26.25%
Contract Services						
10-40-5655 Landscape Maintenance/Janitorial Services *	3,452	2,450	2,250	3,000	22.45%	33.33%
Total Contract Services	3,452	2,450	2,250	3,000	22.45%	33.33%
Capital Expenditures						
10-40-6005 Buildings and improvements	5,550	5,000	800	-	-100.00%	-100.00%
10-40-6010 Equipment	-	500	-	-	-100.00%	n/a
Total Capital Expenditures	5,550	5,500	800	-	-100.00%	-100.00%
Total Expenditures	\$ 23,489	\$ 31,660	\$ 20,000	\$ 24,400	-22.93%	22.00%

* Brightview Landscape Services
 April 1, 2021 - March 31, 2022: \$4,818.45/month
 April 1, 2022 - March 31, 2023: \$5,059.37/month
 Total

Allocation:

45.0%	Rossmoor Park	\$ 26,345
45.0%	Rusk Park	26,345
5.0%	Montecito Center	2,927
5.0%	Mini-Parks	2,927
		<u>\$ 58,544</u>

**Rossmoor Community Services District
Proposed Final Budget
Department 50 - Rush Park
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
10-50-5018 Janitorial Supplies	\$ 3,042	\$ 6,000	\$ 5,236	\$ 6,000	0.00%	14.59%
10-50-5022 Utilities	20,144	23,000	22,669	23,000	0.00%	1.46%
10-50-5023 Water	30,656	42,000	38,911	42,000	0.00%	7.94%
10-50-5025 Secured Property Tax	3,969	4,040	4,040	4,200	3.96%	3.96%
10-50-5030 Vehicle Maintenance	1,208	1,200	665	1,000	-16.67%	50.38%
10-50-5032 Buildings & Grounds-Maintenance	37,317	43,000	35,345	40,000	-6.98%	13.17%
10-50-5034 Alarm Systems/Security	495	550	751	800	45.45%	6.52%
10-50-5045 Miscellaneous Expenditures	-	250	-	500	100.00%	n/a
10-50-5051 Equipment Rental	-	250	-	500	100.00%	n/a
10-50-5052 Minor Facility Repairs/Tools	-	250	-	500	100.00%	n/a
Total operations and maintenance	96,831	120,540	107,617	118,500	-1.69%	10.11%
Contract Services						
10-50-5655 Maintenance/Janitorial Services *	31,617	22,000	20,253	27,000	22.73%	33.31%
Total Contract Services	31,617	22,000	20,253	27,000	22.73%	33.31%
Capital Expenditures						
10-50-6005 Building and Improvements	26,196	43,700	37,130	-	-100.00%	-100.00%
10-50-6010 Equipment **	-	-	37,000	-	n/a	-100.00%
Total Capital Expenditures	26,196	43,700	74,130	-	-100.00%	-100.00%
Total Expenditures	\$ 154,644	\$ 186,240	\$ 202,000	\$ 145,500	-21.88%	-27.97%

* Brightview Landscape Services

April 1, 2021 - March 31, 2022: \$4,818.45/month	\$ 43,366
April 1, 2022 - March 31, 2023: \$5,059.37/month	15,178
Total	\$ 58,544

Allocation:

45.0% Rossmoor Park	\$ 26,345
45.0% Rusk Park	26,345
5.0% Montecito Center	2,927
5.0% Mini-Parks	2,927
	\$ 58,544

** Upgrade of Rush Park Auditorium Audit-Visual System - \$37,000. Contribution from Calvary Chapel Church in the amount of \$12,000 is reported in miscellaneous revenues.

**Rossmoor Community Services District
Proposed Final Budget
Department 60 -Street Lighting
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
Contract Services						
10-60-5650 Street Lights	\$ 117,200	\$ 108,000	\$ 80,000	\$ 100,000	-7.41%	25.00%
Total Contract Services	117,200	108,000	80,000	100,000	-7.41%	25.00%
Total Expenditures	\$ 117,200	\$ 108,000	\$ 80,000	\$ 100,000	-7.41%	25.00%

**Rossmoor Community Services District
Proposed Final Budget
Department 65 - Rossmoor Wall
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
10-65-5002 Insurance - Liability	\$ 2,200	\$ 2,200	\$ -	\$ -	-100.00%	n/a
10-65-5032 Buildings & Grounds-Maintenance	-	1,500	-	1,000	-33.33%	n/a
Total operations and maintenance	2,200	3,700	-	1,000	-72.97%	0.00%
Contract Services						
Total expenditures	\$ 2,200	\$ 3,700	\$ -	\$ 1,000	-72.97%	0.00%

**Rossmoor Community Services District
Proposed Final Budget
Department 70 - Street Sweeping
For the Fiscal Year 2021-2022**

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
Contract Services						
10-70-5642 Street Sweeping	\$ 59,599	\$ 60,000	\$ 60,000	\$ 65,000	8.33%	8.33%
Total Contract Services	<u>59,599</u>	<u>60,000</u>	<u>60,000</u>	<u>65,000</u>	<u>8.33%</u>	<u>8.33%</u>
Total expenditures	<u>\$ 59,599</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 65,000</u>	<u>8.33%</u>	<u>8.33%</u>

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

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
10-80-5017 Community Events	\$ 598	\$ 1,500	\$ 72	\$ 1,500	0.00%	1983.33%
10-80-5051 Equipment Rental	-	50	-	-	n/a	0.00%
Total operations and maintenance	<u>598</u>	<u>1,550</u>	<u>72</u>	<u>1,500</u>	<u>-3.23%</u>	<u>1983.33%</u>
Contract Services						
10-80-5656 Tree Trimming	117,310	117,000	108,975	120,500	2.99%	10.58%
10-80-5660 Tree Removal	3,440	3,000	970	3,000	0.00%	209.28%
Total Contract Services	<u>120,750</u>	<u>120,000</u>	<u>109,945</u>	<u>123,500</u>	<u>2.92%</u>	<u>12.33%</u>
Capital Expenditures						
10-90-6015 Trees	54,420	45,000	45,000	45,000	0.00%	0.00%
Total capital expenditures	<u>54,420</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0.00%</u>	<u>0.00%</u>
Total expenditures	<u><u>\$ 175,768</u></u>	<u><u>\$ 166,550</u></u>	<u><u>\$ 155,017</u></u>	<u><u>\$ 170,000</u></u>	<u><u>2.07%</u></u>	<u><u>9.67%</u></u>

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

	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Estimate to Close	2021-2022 Proposed Final Budget	% changed from 2020-2021 Approved Budget	% changed from 2020-2021 Projected Actual
Salaries and Benefits						
Operations and Maintenances						
10-90-5022 Utilities	\$ 610	\$ 950	\$ 180	\$ 500	-47.37%	177.78%
10-90-5023 Water	8,560	8,200	5,570	6,000	-26.83%	7.72%
10-90-5032 Buildings & Grounds-Maintenance	590	2,500	1,000	2,000	-20.00%	100.00%
10-90-5045 Miscellaneous Expenditures	-	100	-	100	0.00%	0.00%
10-90-5051 Equipment Rental	-	100	-	100	0.00%	0.00%
10-90-5052 Minor Facility Repairs/Tools	-	100	-	100	0.00%	0.00%
Total operations and maintenance	9,760	11,950	6,750	8,800	-26.36%	30.37%
Contract Services						
Landscape						
10-90-5655 Maintenance/Janitorial Services *	3,452	2,450	2,250	3,000	22.45%	33.33%
Total Contract Services	3,452	2,450	2,250	3,000	22.45%	33.33%
Capital Expenditures						
10-90-6010 Equipment	-	100	-	-	-100.00%	0.00%
Total capital expenditures	-	100	-	-	-100.00%	
Total expenditures	\$ 13,212	\$ 14,500	\$ 9,000	\$ 11,800	-18.62%	31.11%

* Brightview Landscape Services

April 1, 2021 - March 31, 2022: \$4,818.45/month

April 1, 2022 - March 31, 2023: \$5,059.37/month

Total

\$ 43,366
15,178
<u>\$ 58,544</u>

Allocation:

45.0%	Rossmoor Park	\$ 26,345
45.0%	Rusk Park	26,345
5.0%	Montecito Center	2,927
5.0%	Mini-Parks	2,927
		<u>\$ 58,544</u>

**NOTICE OF
PREPARATION OF FINAL BUDGET
HEARING ON PROPOSED FINAL BUDGET
OF ROSSMOOR COMMUNITY SERVICES DISTRICT
FOR FISCAL YEAR 2021-2022**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of June 8, 2021 for Fiscal Year 2021-2022, and the General Manager of the District has prepared a Final Budget for the District for Fiscal Year 2021-2022. The proposed Final Budget is available for inspection at the District office between the hours of 9 a.m. and 5 p.m., Monday through Friday. Persons wishing to inspect the proposed final budget should ask for Joe Mendoza, the District's General Manager, and state that they wish to review the proposed Final Budget for Fiscal Year 2021-2022. 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 hearing on the proposed Final Budget on July 13, 2021, commencing at 7:00 p.m., at the Rush Park Auditorium, 3021 Blume Drive, Rossmoor, CA 90720. Any person may appear at the time of the hearing and be heard regarding any item in the proposed Final Budget, or regarding the addition of other items. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for Fiscal Year 2021-2022.

Joe Mendoza
Board Secretary

June 24, 2021

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

EXHIBIT A

2021– 2022 APPROPRIATIONS LIMITATION

Appropriation Limited FY2020 – 2021	\$2,323,232
County Population Increase/(Decrease)	(0.84)%
Change in California per capita income	5.73%
Per Capita Cost of Living (converted to ratio)	$\frac{5.73 + 100}{100} = 1.0573$
Population (converted to a ratio)	$\frac{-0.84 + 100}{100} = 0.9919$
Increase Factor = 1.0573 x 0.9919	1.0487
2021 – 2022 Limitation = \$2,323,232 x 1.0487 =	\$2,436,457

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-2

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PUBLIC HEARING – APPEAL OF GENERAL MANAGER’S ISSUANCE OF USER PERMITS TO ORANGE COUNTY BOARD OF EDUCATION TO UTILIZE RUSH PARK AUDITORIUM TO HOLD ETHNIC STUDIES FORUMS ON JULY 27, 2021 AND AUGUST 24, 2021

RECOMMENDATION

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

1. Open the public hearing for the Appeal of the General Manager’s Issuance of User Permits to Orange County Board of Education (OCBE) to Utilize Rush Park Auditorium to Hold Ethnic Studies Forums on July 27, 2021 and August 24, 2021;
2. Receive the report on this item from the General Manager;
3. Open public comments;
4. Close the public hearing;
5. Deliberate; and
6. Take action regarding this appeal.

BACKGROUND

The Orange County Board of Education (OCBE) submitted an Application for Facility Use Permit to hold informational Ethnic Studies Forums on July 27, 2021 and August 24, 2021 (note – the OCBE removed the August 24 date from their request).

Subsequently, the Board discussed this item at their June 8, 2021 Regular Board Meeting following public comments made at the meeting regarding the forums being held in Rossmoor; and again at a Special Board Meeting on June 22, 2021. More detailed information was presented in Agenda Item D-3 this evening.

RCSD District Policy 6010 regarding *Requests for Use of District Parks and Facilities* is included as Attachment 1. Included within the policy is subsection 6010.90 – Appeal to the Board which outlines the process whereby an individual may dispute the decision of the General Manager regarding an application’s approval or denial.

INFORMATION

On June 21, 2021, the RCSD has received a written appeal from Marita Swanson (dated June 18, 2021) regarding the permit issued to the OCBE for educational forums

(Attachment 2). Ms. Swanson's letter is requesting appeal to the issuance of the permit to the OCBE and she outlines her primary objections to the use of the Rush Park Auditorium due to safety concerns, risk to the community, and lack of benefit to the community at large.

Ms. Swanson's appeal meets all of the criteria outlined in the District's policy and she submitted the required \$50 appeal fee. Following receipt of an appeal, the policy requires that the General Manager place the item on a Board Agenda for the next Regular Board meeting. Therefore, this appeal was scheduled for the July 13, 2021 Board of Directors meeting.

Pursuant to District policy, the Board of Directors will take action to either uphold the issuance of the permit, or revoke the permit that was issued to the OCBE for the educational forums.

ATTACHMENTS

1. RCSD Policy No. 6010 - Requests for Use of District Parks and Facilities
2. Appeal letter dated June 18, 2021

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

6010.00 Public Parks and Facilities: Rossmoor Community Services District (District/RCSD) parks and facilities include the Montecito Center, Rossmoor Park, Rush Park, Foster and Kempton Mini-Parks Parks and buildings designated for rent within those parks. These parks and facilities are managed by the District in response to the needs of the residents of Rossmoor and are made available for the use of community-based organizations, non-profit organizations, private individuals and commercial groups. The aim of the District is to provide parks and facilities that are a benefit and source of pride to the entire community.

6010.01 General/Short- Term Use: District parks and facilities may be used by groups, individuals or organizations. Uses include, but are not limited to: classes, events and cultural, educational, health, self-improvement and sports programs.

6010.02 Dedicated Use: Specific space or rooms within the District may be authorized for dedicated use (one to two years) when specifically approved by the Board pursuant to Policy No. 6030 Facilities—Dedicated Use of Specific District Facilities.

6010.03 Long-term Use: A recurring monthly or weekly use of District parks or facilities shall be governed by Policy No. 6020 District Parks and Facilities—Long-Term Use.

6010.04 Non-Profit Use: Use of District parks and facilities by non-profit use shall be governed by Policy No. 6021 Non-Profit Use of District Parks and Facilities.

6010.05 For Profit Use: Commercial persons or groups requesting use of District facilities for the purpose of making a profit shall be governed by Policy No. 6022 Commercial Use of District Property

6010.10 General Manager Authority: The General Manager shall have the authority to limit the hours of use for all events based on the type of activity planned, proximity to homes, the noise level anticipated from the attendees and the availability of parking needed to accommodate the event. Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. Preparation time includes, but is not limited to, any organized activity such as exercising, warming up, practicing, preparation of a field for play, preparation of a facility for the event, or any other activity if it generates excessive noise. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.90.

6010.20 Priority of Use: The use of District parks and facilities shall be awarded in the following order of priority: District sponsored activities; Rossmoor community organizations; Rossmoor residents; other organizations or individuals. Also, organizations currently using District facilities will be given the right of first refusal or to renew their current usage in accordance with the latest fee schedule. The General Manager may require documentation to authenticate the addresses and identities of the requester and his/her organization.

6010.30 Sunday Organized Use: User Permits for Sunday organized use of playing fields will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled

or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

6010.40 User Permit Required: The use of any buildings or meeting rooms as set forth in Policy No. 6011.20 shall require the person or group to obtain a User Permit from the District. Use of any green space, court or field for organized activity by a group of ten persons or more shall require a person or group to obtain a User Permit. User Permits for any outdoor picnic, meeting, or public gathering of seventy five (75) or more shall be governed by Policy No. 6012 Group Picnics, Public Gatherings and Special Events.

6010.41 User Permit Procedures: An applicant for a User Permit must be 18 years of age (See Policy 6060.30) in order to apply for the use of a park or facility. The permittee shall make an application on forms provided by the District, accompanied by a processing fee. See Policy No. 6015 Establishment of Fees And Charges For Use Of District Parks, Buildings and Facilities. It is the responsibility of the person in charge of the event, as identified on the User Permit, to enforce the rules of this policy. Failure to enforce the rules of the District's policies is immediate grounds for revocation of a User Permit.

6010.42 Permit Requests and Deposits: A request for a User Permit should be received by the District a minimum of ten (10) calendar days prior to the requested date and may be submitted six (6) months prior to the requested date. A "reservation" fee will be required to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy 6015, must be paid at least ten (10) calendar days prior to the scheduled event or the request is invalid. If another applicant requests the same facility or field on the same date and time, the original applicant will be notified and requested to pay any unpaid fees and if that person does not do so within two (2) business days, the later applicant's request will be honored. In all cases, fees and deposits paid within ten (10) calendar days of the scheduled event must be in cash.

6010.43 Response to Applicants: Unless otherwise specified, the District will make reasonable efforts to respond to applicants within five (5) working days of receipt of application unless the request requires Board approval or if the General Manager is required to research a particular aspect of a request which is not specifically covered by Board policy. In the latter case, every attempt will be made to approve or disapprove a User Permit Request in a timely manner.

6010.44 Revocation of User Permit: A User Permit may be revoked by the General Manager upon a finding that any policy of the District has been violated by the holder of the permit or a person using District property under the authority of said User Permit. A person desiring to contest the revocation must do so as set forth in section 6010.90.

6010.50 Agreement Required: The rental of any park or facility for a commercial use shall require an Agreement between the user and the District for a sharing of revenue on terms negotiated by the parties.

6010.60 District Indemnification: Application for a User Permit for groups of more than 50 individuals wishing to use a field or facility must sign the District's Hold Harmless Agreement. Applications for groups of 150 or more individuals must include a Certificate of Insurance naming the Rossmore Community Services District as additional insured and sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence / Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

6010.70 Cancellation of Request By Applicant: In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled use. The refund will be denied, however, if another applicant has requested the same reservation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days in advance of the scheduled event, may receive a partial refund of fees and deposits only if the General Manager finds:

- a. The applicant made a reasonably good faith effort to promptly notify the District and the facility was subsequently rented for same date and time, or
- b. Extenuating circumstances beyond the applicant's control justify the refund.

In all cases, the processing and cancellation fees will be retained by the District.

6010.80 Cancellation by General Manager: Any reservation may be canceled by the General Manager if in his/her judgment the event violates any District policy. In the event of such a cancellation, notice shall be given to the applicant as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

6010.90 Appeal to the Board: An applicant for or holder of a User Permit or any other interested person who disputes the decision of the General Manager regarding an application, denial or revocation or other matter regarding a User Permit may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the Board Agenda for the next scheduled Regular Board meeting and payment of the appeal fee as set forth in the Fee Schedule. The matter may be placed on a subsequent Board Agenda if there is insufficient time to place the matter on the agenda for the next regularly scheduled meeting of the Board. Any such appeal must be in writing and must be delivered to the General Manager within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The decision of the Board shall be final.

Adopted: October 8, 2002
Amended: August 10, 2004
Amended: March 8, 2005
Amended: August 12, 2008
Amended: July 14, 2009
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended: November 11, 2014
Readopted by Ordinance 2014-03: November 11, 2014

June 18, 2021

Mr. Joseph Mendoza
General Manager
Rossmoor Community Services District
3021 Blume Drive
Rossmoor, California 90720
RE: Appeal of Issuance of Permits for July 27, 2021 and August 24, 2021

Dear Mr. Mendoza:

As a resident of Rossmoor, I exercise my right to appeal the issuance of the permits to Orange County Board of Education (OCBE) for meetings to be held on July 27 and August 24, 2021. This is permitted under RCSD policy number 6010.90. I object to the issuance of these permits because the meetings present a safety risk to Rossmoor residents and their property. The OCBE's stated purpose for the meetings is a debate/discussion on "Critical Race Theory". "Critical Race Theory" is currently a highly charged topic that is likely to attract extremist individuals/groups. As we have seen in our country recently, there are many violent individuals who will use physical force to make their opinions and beliefs heard. Why would we want to bring this controversial debate, and potentially these types of individuals, to our peaceful community?

Furthermore, the vast majority of Rossmoor residents will derive zero benefit from this meeting. Our local Los Alamitos School District Board has already settled this matter for the public school students in our community and in the surrounding cities. The OCBE has no power to override what our local school board has decided. Members of extremist groups were attracted to the Los Alamitos School District meetings when the topic of an ethnic studies elective course was discussed. The local police department even requested that the school district's meetings regarding this matter be held only online due to safety concerns for the members and community. Why do we not think the same could happen in our community? It seems highly irresponsible for RCSD Board members to invite safety risks into our community without a direct benefit to the majority of residents. In this situation, no benefit to our community at large exists.

The sole reason these meetings seem to be held in Rossmoor is due to OCBE Member Ms. Barke using her spouse's position as RCSD Board President to obtain the permits. Rush Park is not centrally located in the county, nor is it accessible by public transportation. There is nothing that makes Rush Park an ideal location for the only two OCBE meetings on this topic in the county.

The job of the RCSD Board members is to consider what is best for our community as a whole, rather than what is desired by the Board President and his spouse. If these permits are allowed to proceed, and any harm to our community results, the Board members who allowed the permit to proceed should resign immediately.

RJLCEIV.L...-LJ

JUN 21 2021



Marita Swanson

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: July 13, 2021

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accountant Ken Pun

Subject: RESOLUTION NO. 21-07-13-01 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2021-2022 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION

Approve Resolution No. 21-07-13-01 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 2021-2022 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

INFORMATION

At the June 8, 2021 Regular meeting of the Rossmoor Community Services District (RCSD) Board of Directors, the Board discussed the Fiscal Year 2021-2022 Preliminary Budget and authorized the General Manager to submit a Proposed Final Budget for FY 2021-2022. Approval of this resolution is in compliance with SB 135 which requires approval of the final budget by a resolution of the Board of Directors. This action also establishes budgetary control by the Board at the fund level. At the June 8, 2021 meeting, the RCSD Board also adopted a resolution establishing the FY 2021-2022 expenditure limits. The proposed expenditure totals of the RCSD FY 2021-2022 Final Budget are within those limits.

ATTACHMENTS

1. Resolution No. 21-07-13-01 (with Attachment A)

RESOLUTION 21-07-13-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2021-2022 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 2021-2022 Final Budget at its Regular Meeting on July 13, 2021.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Annual Budget Revenue and Expenditure totals by Fund in the amounts specified in Attachment A for the Fiscal Year 2021-2022.

PASSED AND ADOPTED this 13th day of July 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Barke, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ATTACHMENT A

Attachment 2

ANNUAL FISCAL YEAR 2021-2022 ANNUAL BUDGET REVENUE
AND EXPENDIURE TOTALS AMOUNT SUMMARY

TOTAL FUND REVENUES		
FUND 10	\$	1,895,900
TOTAL ALL FUNDS	\$	<u>1,895,900</u>
TOTAL FUND EXPENDITURES		
FUND 10	\$	1,807,900
TOTAL ALL FUNDS	\$	<u>1,807,900</u>

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
SUBJECT: RESOLUTION NO. 21-07-13-02 REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION

Approve by roll call vote, Resolution No. 21-07-13-02 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S
REJECTION OF GOVERNMENT CLAIM

BACKGROUND

A claim in the amount of \$1,700.00 has been filed by City of Seal Beach resident Reuben Obeto, alleging damage to his property (automobile) caused by a Rossmoor Community Services District (RCSD) parkway tree – fallen branch. This claim was forwarded to California Joint Powers Insurance Authority (CJPIA) who provides insurance for the District. Through CJPIA's claims administration, the District was advised to reject this claim.

The attached Resolution No. 21-07-13-02 formally rejects the tort claim. Further action on this matter will be conducted in accordance with established liability claim procedures as recommended by CJPIA. By rejection of this claim, the matter will be turned back over to CJPIA for their decision on whether or not to pay the claim.

ATTACHMENTS

1. Resolution No. 21-07-13-02 Rejection of Government Claim
2. Claim: dated May 27, 2021
3. Notice of Claim Rejection dated June 4, 2021 (Carl Warren & Company for CJPIA)

RESOLUTION 21-07-13-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

WHEREAS, a claim for monetary damages (Claim) was presented by Reuben Obeto dated May 27, 2021 against the Rossmoor Community Services for property damages; and

WHEREAS, that the Board of Directors of the Rossmoor Community Services District has timely considered by Claim filed by Rueben Obeto.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rossmoor Community Services District has concluded that the Claim be rejected in its entirety.

BE IT FURTHER RESOLVED that the District's General Manager is authorized to give notice to Rueben Obeto of this Board's decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action on the Claim. Such notice, together with a copy of this Resolution, shall be served upon Reuben Obeto on or before July 23, 2021.

PASSED AND ADOPTED this 13th day of July 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Barke, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

CLAIM FORM

(Please Type or Print)

CLAIM AGAINST ROSSMOOR COMMUNITY SERVICES DISTRICT

Claimant's name: Reuben Obeto DOB: 12-03-1998

Claimant's address: _____

Address where notices about claim are to be sent, if different from above: Same as above

Date of incident/accident: 5-24-2021

Date injuries, damages, or losses were discovered: 5-24-2021

Location of incident/accident: 3222 Kempton Dr. Los Alamitos, CA 90720

What did entity or employee do to cause this loss, damage, or injury? A large tree branch fell on to my car parked in the Rossmoor community.
(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? _____

What specific injuries, damages, or losses did claimant receive? Multiple dents and scratches to my vehicle. Photos will be attached to email.
(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)] \$1,700.00

How was this amount calculated (please itemize)? I received a quote from an auto body/repair shop (will be attached to email).
(Use back of this form or separate sheet if necessary to answer this question in detail.)

Have you filed a claim with you insurance carrier? Yes _____ No X

Date Signed: 5-27-2021 Signature: Reuben Obeto

If signed by representative:

Representative's Name _____ Address _____

Telephone # _____

Relationship to Claimant _____



CARL WARREN & COMPANY
Claims Management and Solutions

June 4, 2021

TO: City of Rossmoor

ATTENTION: Jessica Verduzco

RE: Claim : Reuben Obeto V. Rossmoor
Claimant : Reuben Obeto
Member : City of Rossmoor
Date Rec'd by Mbr : 06/01/2021
Date of Event : 05/24/2021
CW File Number : 3013105 JBM

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION:** *Send a standard rejection letter to the claimant*

Please include a proof of mailing with your rejection notice to the claimant. Please provide us with a copy of the Notice of Rejection and copy of Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the undersigned claims specialist.

Very Truly Yours,

CARL WARREN & COMPANY
Janice Baluyut
Janice Baluyut
Claims Examiner

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
SUBJECT: CONSIDERATION OF CONDUCTING AN EDUCATIONAL WORKSHOP REGARDING LOCAL CONTROL

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors receive the information provided and direct the General Manager to:

1. Organize a workshop(s) to educate the community regarding local control and the process to pass legislation; and
2. Report back to the Board in August regarding speakers for the workshop and an agenda.

INFORMATION

As a result of a Legislative Affairs Committee (President Barke and Director Rips) meeting held on June 29, 2021, the Committee requested that this item be placed on the July RCSD Board agenda to secure the concurrence of the Board of Directors to conduct a community educational workshop regarding local control. Aspects of the workshop would include the process in which to secure legislation, as well as, community support. More than one workshop could be offered if warranted.

In preparation of the workshop(s), date(s) need to be established and speakers confirmed. Possible speakers include:

- A representative of Joe A. Gonsalves & Son – this firm has 50 years of experience in legislative advocacy, representing their clients before the California State Legislature and State Departments.
- California Special Districts Association Legislative Representative Anthony Tannehill – will provide the history of Community Services District law, California Local Agency Formation Commission (CALAFCO), and an overview of California Special Districts.
- Orange County LAFCO Executive Officer Carolyn Emery or a representative to speak on the process within LAFCO
- Local legislative representatives may be invited from the offices of County of Orange Supervisor Katrina Foley, Assemblywoman Janet Nguyen and Senator Tom Umberg

Recently the RCSD General Manager was notified by County of Orange Director of Legislative Affairs Peter DeMarco that the Assembly Bill initiated by Assemblywoman Janet Nguyen for the RCSD was amended to a two-year bill and the final wording of the bill would need to be submitted by the end of January 2022 for consideration. The General Manager will work with Assemblywoman Nguyen’s Office and Peter DeMarco in establishing a timeline. The priority is in securing community input and support.

The subject of local control has been a discussion for many years. There have been numerous attempts to move forward to secure additional local control in order to better serve the Rossmoor residents and community. To facilitate the Board's desire to move forward with an Assembly Bill and to better understand the legislative process, this workshop will be beneficial. Strong consideration should be given to retaining a legislative advocate that has the expertise in working with all levels of government (local, county, state, federal) and with the experience in navigating the political climate associated with legislation. The utilization of a legislative advocate would be a new approach, however, with the limited staff and resources of the RCSD, the Board may wish to explore this avenue.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: July 13, 2021
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

Receive and file.

INFORMATION

In addition to the day-to-day operations of the Rossmoor Community Services District (RCSD) the General Manager has been working on the following projects:

1. COVID-19: On June 15, 2021, the majority of the COVID-19 guidelines were lifted throughout the State of California and County of Orange to allow for businesses and operations to return with limited restrictions. The District has established updated mask protocols for employees and will continue to monitor County and State mandates.

As of this report, Special Districts have not received access to COVID-19 funding programs. Staff continues to work with our California Special Districts Association in advocating for funding consideration similar to other government entities (i.e., State, schools, cities and counties).

2. Caltrans Sound Wall: This continues to be a priority. Supervisor Foley's office has advised the District that their efforts in securing mitigation assistance from Caltrans have not been successful and that Caltrans has reviewed requests for mitigation measures and is of the opinion that they have met all standards related to noise pollution.
3. On Saturday, June 19, 2021, the first Rossmoor Family Foodie Festival was held at Rush Park. The event was a huge success, with over 3,000 in attendance throughout the day. We are looking forward to our next festival on July 24, 2021.
4. Due to the recent sales tax increase by the City of Los Alamitos, Rossmoor residents continue to be charged at a higher rate when purchasing automobiles or online purchases. Staff will be pursuing assistance from Congressman Alan Lowenthal's office (47th District) in securing a zip code for Rossmoor to establish our own identify. This is another example of the need for legislative advocate who could lead us through this process.
5. Athletic fields at Rush Park are being renovated and windows of opportunity at Rossmoor Park will be identified in order to reestablish turf at that location.