

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

October 8, 2024



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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, October 8, 2024

7:00 p.m.

PUBLIC PARTICIPATION

Please be advised that the public can observe the meeting live on YouTube using the following link:
<https://youtu.be/xNrQVDEhnm> The name is **Rossmoor CSD**.

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

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

A. ORGANIZATION

- | | |
|-------------------------|--|
| 1. CALL TO ORDER: | 7:00 p.m. |
| 2. ROLL CALL: | Directors Barke, DeMarco, Searles and Shade
President Maynard |
| 3. PLEDGE OF ALLEGIANCE | Girl Scout Troop 9188 |



4. PRESENTATIONS:

- a. STREET SWEEPING CORP OF AMERICA – JOSE BRITO, BRANCH MANAGER
- b. ORANGE COUNTY PUBLIC WORKS – VECTOR CONTROL, MIQUEL JACOBS, DIRECTOR OF COMMUNICATIONS

B. ADDITIONS TO AGENDA – None

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD

- 1. RECREATION REPORT – RECREATION SUPERINTENDENT CHRIS ARGUETA

E. CONSENT CALENDAR

- 1. MINUTES:

- a. Regular RCSD Board Meeting of September 10, 2024

- 2. AUGUST 2024 REVENUE AND EXPENDITURE REPORT AND SEPTEMBER 2024 WARRANTS

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

F. PUBLIC HEARING:

None.



G. REGULAR CALENDAR:

1. REPORT FROM THE PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE REGARDING LAGSL MOU NEGOTIATIONS
2. REVIEW AND APPROVE CONTRACT EXTENSION FOR GOVERNMENT FINANCIAL SERVICES
3. REVIEW AND APPROVE EXTENSION AND RATE INCREASE REQUEST FROM STREET SWEEPING CORP OF AMERICA
4. FIRST READING FOR PROPOSED POLICY NO. 2215 RE: WORKPLACE VIOLENCE PREVENTION PROGRAM
5. RESOLUTION NO. 24-10-08-01 REJECTION OF GOVERNMENT CLAIM

H. GENERAL MANAGER ITEMS

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

I. BOARD MEMBER ITEMS

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

J. GENERAL COUNSEL ITEMS

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

K. ADJOURNMENT

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

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



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

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



CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the October 8, 2024, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

A handwritten signature in cursive script that reads "Joe Mendoza". The signature is written over a horizontal line.

JOE MENDOZA
General Manager

Date 10/3/2024

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: October 8, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: STREET SWEEPING CORP OF AMERICA – JOSE BRITO, BRANCH
MANAGER

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided by Jose Brito from Street Sweeping Corp of America (SCA).

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: October 8, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: ORANGE COUNTY PUBLIC WORKS – VECTOR CONTROL, MIQUEL JACOBS
DIRECTOR OF COMMUNICATIONS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and discuss the information provided by Orange County Public Works – Vector Control.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: October 8, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Recreation Superintendent Chris Argueta
Subject: RECREATION REPORT

RECOMMENDATION

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

INFORMATION

The Recreation Report is intended to provide the Rossmoor Community Services District (RCSD) Board of Directors with the status of activities and programs being performed to further the District's Recreation Programs

ATTACHMENTS

1. Recreation Report
2. Rossmoor Park Activity Report
3. Rush Park and Montecito Activity Reports

RCSD RECREATION DEPARTMENT

RECREATION REPORT

OCTOBER 2024

SUMMARY

The District's Recreation Department continues to provide a safe and clean environment for the community. Keep an eye out for some great upcoming community events and programs.

Past

- **Movies in the Park**, closed with *Kung Fu Panda 4* on August 16th the feature presentation started at dusk. Free arts & crafts and bounce house starting at 6pm along with some light snacks were available for purchase.
- **Shakespeare by the Sea** was back at Rush Park. Patrons brought picnics, blankets, and beach chairs and enjoyed an evening of live entertainment on July 5th with the performance of *Henry IV* and on July 6th for the performance of *Cardenio*, with both performances starting at 7pm.
- **Rossmoor Family Festivals** finished up the summer series on September 14th at Rush Park, with *The Emperors* playing to a packed park of patrons dancing and having a great time. The whole summer series was a great success and one of the most attended we've had to date.
- **Heroes Appreciation Luncheon**, The Los Alamitos Chamber of Commerce and Rossmoor Community Services District co-hosted the luncheon on September 19th in the Rush Park auditorium. Which honored our medical frontline workers and those in uniform for their bravery and courage.

Upcoming

- **Harvest Festival**, On October 31st, will be an afternoon of family fun at Rush Park! In collaboration with the Thursday farmers market at Rush Park we will be hosting the Harvest Festival with many fun activities and contests including pumpkin painting, cooking decorating, crafts, bounce house, trunk or treat area, and costume contests with prizes along with music and photo opportunities.
- **Rossmoor Winter Festival** is back on December 14th from 4pm-9pm with many local school performances, live band, snow zone, kids' zone, vendors, food trucks, pony ride, petting zoo, and of course Santa himself we by to join in on the holiday fun. As always, we are looking for great local sponsors who would like to be part of this great community event.
- **Rossmoor Senior Club** 2nd and 4th Thursday of the month at Rush Park Auditorium at 9:30am. Come join us for some coffee, snacks, games, lectures, and some fun social

RCSD RECREATION DEPARTMENT

RECREATION REPORT

OCTOBER 2024

interaction. In the next couple months, we will have guest speakers from MemorialCare as well as the Orange County Health Care Agency on various topics such as fall prevention, home exercises, medications, and the use of cbd. We also plan on having a Hope Card making session where you can decorate cards and personalize them with positive messages promoting mental health and well-being. These cards are then sent out to the community and people needing emotional support.

- **Family Fun Day** will be a free community event for all on November 10th from 1pm-4pm, at the Tennis & Pickleball courts located at Rossmoor Park. Tennis instructor Beau Berglund and Pickleball instructor Diana Abruscato will be providing free clinics and play for beginners and intermediate players. There will be limited equipment available and healthy snacks for participants. This will be an open event and no rsvp is required. Make sure to invite your friends and family for a fun day at the courts.
- **Tennis & Pickleball Courts** will soon have new signage on the courts and gates with general policies and court rules. Signage is currently in the process of being made and will be put up on the courts shortly.
- **Los Alamitos Girls Softball League**, RCSD is currently in negotiations with the league on a new and updated MOU to replace the current outdated version. We will be meeting soon with the league and continuing the process to solidify the agreement and have it ready for the November board meeting.
- **North Orange Continuing Education (NOCE)** is also now offering classes in Rossmoor at the Rush Park Auditorium for older adults. On Thursdays NOCE offers a Help Yourself to Health class at 1pm and on Fridays they have a Health and Wellness class starting at 10am. Both classes offered will be a combination of physical movement and lecture.

Ongoing

- **Farmers Market** at Rush Park every Thursday beginning at 4pm.
- **American Red Cross** hosts a monthly blood drive the third Wednesday of each month, the next blood drive will be on October 16th. To schedule a donation, visit www.redcrossblood.org
- **Rascals After School Program** at Rossmoor Park in conjunction with Youth Center. The program offers a fun, safe and supervised place for youth to spend their time after school, build friendships, learn new skills and discover their passions. Games, crafts, sports, library, music corner, science and tutoring/homework help are available at the center. For more information, visit TheYouthCenter.org.

RCSD RECREATION DEPARTMENT

RECREATION REPORT

OCTOBER 2024

The Recreation Department continues to look ahead and begin to plan for future programming and community events. We look forward to providing opportunities for the community to get together and enjoy the parks and community of Rossmoor. The Recreation Department is excited about what is in store for Rossmoor as we continue forming new partnerships and continue building community involvement.

**ROSSMOOR PARK
JULY-SEPTEMBER 2024**

ROSSMOOR	JULY	AUG	SEPT	LOCATION TOTAL:
PLAYGROUND	3402	3595	3601	10598
WALK/RUN	1176	1291	1267	3734
TENNIS/PICKLEBALL	1948	1984	1979	5911
BASKETBALL	463	438	444	1345
VOLLEYBALL	98	80	86	264
FIELDS 1,2,3	4254	4108	4022	12384
PICNIC SITE A	611	574	498	1683
PICNIC SITE B	366	345	298	1009
PICNIC SITE C	134	112	128	374
COMMUNITY ROOM	518	542	528	1588
OTHER	321	301	332	954
MONTHLY TOTAL:	13291	13370	13183	39844
				QUARTERLY TOTAL

**RUSH PARK & MONTECITO CENTER
JULY-SEPTEMBER 2024**

RUSH PARK	JULY	AUG	SEPT	LOCATION TOTAL:
PLAYGROUND	3713	3691	3745	11149
WALK/RUN	1391	1388	1358	4137
FIELDS 1,2,3	8471	8418	8501	25390
PICNIC SITE A	1933	1947	1989	5869
PICNIC SITE B	911	920	899	2730
AUDITORIUM	1385	1373	1381	4139
EAST ROOM	492	443	434	1369
WEST ROOM	71	66	73	210
OTHER	424	416	421	1261
MONTHLY TOTAL:	18791	18662	18801	56254
				QUARTERLY TOTAL
MONTECITO	698	689	682	2069
				QUARTERLY TOTAL

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: October 8, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang
Subject: MINUTES REGULAR RCSD BOARD MEETING OF SEPTEMBER 10, 2024

RECOMMENDATION

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

- a. Regular RCSD Board Meeting of September 10, 2024

INFORMATION

The Minutes reflect the actions of the RCSD at their meeting of September 10, 2024.

ATTACHMENTS

- 1. Minutes – Regular RCSD Board Meeting of September 10, 2024



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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, September 10, 2024

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Shade, DeMarco and Searles
President Maynard

Absent: Director Barke

3. PLEDGE OF ALLEGIANCE: Director Shade

4. PRESENTATIONS:

a. Legislative update – California State Senator Janet Nguyen – 36th District

President Maynard announced that Senator Nguyen was unable to attend this evening and moved to Item 4.b.

b. Orange County Sheriff's Department – Captain AJ Patella presents Community Safety Update

Orange County Sherriff Captain AJ Patella compared Community Safety statistics for the same period this year and last year; discussed increases and decreases in specific incidents; noted increases in the number of calls reporting suspicious activities and decreases in catalytic converter thefts and encouraged residents to be cautious and limit opportunities for crimes.

Director Shade commented favorably regarding the number of suspicious activity calls, noting residents are getting the message and on limiting opportunities for crime.

Captain Patella responded to questions from Director Searles regarding fraud and identity theft and addressed educating people about scams and engaging the community.

Director Searles thanked Captain Patella and the Sheriff's Department for vacation checks during the summer.

Director DeMarco asked about whether permits are needed for soliciting in the neighborhood and Captain Patella reported many people do not apply for permits and alleged many of the suspicious activity calls were probably related.

In response to President Maynard's questions, Captain Patella discussed calls regarding eBikes and the behavior of riders and spoke about educational outreach to schools and the community.

President Maynard reported observing an escalation of daring and brazen behavior by kids on eBikes and worried about the lack of parental supervision.

Captain Patella discussed continuing efforts to educate parents and students and rules for riding at night.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

President Maynard opened this portion of the meeting.

There were no public comments, and President closed this portion of the meeting.

D. REPORTS TO THE BOARD

1. PARKS/FACILITIES MAINTENANCE REPORT – PARK SUPERINTENDENT OMERO PEREZ

Park Superintendent Perez presented details of the Parks/Facilities Maintenance Report.

Discussion followed regarding completion of reseeding, application of herbicides and the condition of each facility.

President Maynard charged him to work with the General Manager to make Rossmoor Parks and Facilities grade A.

E. CONSENT CALENDAR

1. MINUTES

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

b. Regular RCSD Board Meeting of August 13, 2024

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

There were no public comments on the Consent Calendar.

Motion by Director DeMarco, seconded by Director Searles, to approve the Consent Calendar, as presented. Motion passed 4-0. Director Barke was absent.

F. PUBLIC HEARING – None

G. REGULAR CALENDAR

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

General Manager Mendoza presented details of the report and offered to respond to questions from the Board.

Director Searles pointed out a section in the language referencing a “natural deceased person” and asked for clarification.

General Counsel Preziosi explained the intent of the language is a “natural human being” and refers to a natural person, not a corporation or non-human.

Director Searles changing the language to “deceased, natural person”.

Motion by Director Searles, seconded by Director Shade, to approve the SECOND READING FOR PROPOSED POLICY NO. 6017 RE: PARK TREE AND MEMORIAL BENCH DONATIONS, as amended changing language to Section 6017.32 specifically as it relates to “deceased, natural person”.

The motion carried 4-0, with the following roll call vote:

AYES: Directors Shade, DeMarco, Searles and President Maynard
NOES: None
ABSTAIN: None
ABSENT: Director Barke

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

General Manager Mendoza presented details of the report.

Director Searles expressed appreciation that they asked for permission to serve alcohol.

Motion by Director Shade, seconded by Director Searles, to waive full reading and adopt, RESOLUTION NO. 24-09-10-01 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A BABY SHOWER EVENT TO BE HELD ON NOVEMBER 23, 2024 FROM 12:00 P.M. TO 4:00 P.M. IN THE RUSH PARK AUDITORIUM.

The motion carried 4-0, with the following roll call vote:

AYES: Directors Shade, DeMarco, Searles and President Maynard
NOES: None
ABSTAIN: None
ABSENT: Director Barke

H. GENERAL MANAGER ITEMS

General Manager Mendoza announced he and Arborist Kingman will be attending a conference where Arborist Kingman is up for the prestigious Capstone Award for the RCSD tree trimming and maintenance program; spoke about the start of a Senior Club; discussed North Orange County Continuing Education classes and addressed a recent meeting of the Investment Committee.

Director Searles commented on the new program regarding California Cooperative Liquid Assets Investments for consideration and noted the need for more information, as it is a fairly new program.

Director Shade offered to share information regarding the program.

President Maynard suggested placing in a future agenda, a review of RCSD investments, how well they are performing and what direction RCSD should be going. He recommended meeting with the Investment Committee to determine policies and strategies and return to the Board to present a State of the District when it comes to investments.

General Manager Mendoza spoke about the upcoming Family Festival; talked about restrictions for a Chili Cookoff event making it unfeasible and addressed the Halloween Festival, providing trees to plant on parkways, notifying residents living along Seal Beach Boulevard that they are responsible for maintaining the wall along the street, and announced receipt of a State grant for \$39,824 for improvements at Rush Park.

I. BOARD MEMBER ITEMS

In reply to questions from Director Shade, General Manager Mendoza discussed delivery of the compost by West Coast Arborist.

Director Searles asked about the District's ability to publish public notices in the Sun News Enterprise and General Counsel Preziosi reported that in order to provide for official noticing under the Government Code, there is a process by which a newspaper has to be adjudicated as being lawfully able to give public notice. As long as the newspaper is adjudicated, that is conclusive proof that it is legally entitled to give public notice.

Discussion followed regarding adjudication by the Superior Court, asking newspapers to provide the adjudication and availability of a list of adjudicated newspapers.

Director Searles requested the separation of waste and recyclables; asked about a joint meeting with Vector Control and Public Works about the canals and suggested scheduling a discussion about not sponsoring events for anyone who is a candidate in the next 90 days, on RCSD ballots, as it could be construed as an endorsement by RCSD and thanked Nia Hartman for the Bike Valet at the festival and General Manager Mendoza and staff for their work and for implementation of cooling centers.

Director DeMarco suggested inviting a representative from the street sweeping firm to an upcoming meeting to review residents' concerns about the quality of the service and to confirm they have GPS and video capabilities. Additionally, he discussed drivers running stop signs in the area and suggested a pilot program testing different technologies for stop signs and talked about water in the canals and increased incidents of mosquitos and agreed with scheduling a meeting with Vector Control and Public Works. He wished Jodi Roubanis a speedy recovery from a bike accident and spoke about the upcoming Family Festival.

J. GENERAL COUNSEL ITEMS - None

K. ADJOURNMENT

President Maynard adjourned the meeting at 8:03 p.m. in the memory of Director Shade's father, Ernie Gallegos.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:



ROSSMOOR COMMUNITY SERVICES DISTRICT
2023-2024 SUMMARY AND COMPARISON/JUNE - AUGUST

TOTAL CALLS TO DISPATCH

2023 – (402) 2024 – (401)
+1 0%

TOTAL REPORTS

2023 – (61) 2024 – (55)
-6 10%

CRIMES AGAINST PERSONS

2023 – (5) 2024 – (2)
-3 60%

CRIMES AGAINST PROPERTY/SOCIETY

2023 – (33) 2024 – (28)
-5 15%

SUSPICIOUS ACTIVITY CALLS

2023 – (55) 2024 – (75)
+20 36%

CRIMES AGAINST PERSONS SUMMARY

2023

- (2) Assault/Battery
- (3) Criminal Threats/Domestic Violence

2024

- (1) Domestic Violence
- (1) Assault/Battery

CRIMES AGAINST PROPERTY/SOCIETY SUMMARY (BRIEF DESCRIPTION)

2023

- **(15) Grand Theft (13 Catalytic, 2 Various)**
- (7) Fraud/Identity Theft
- (5) Burglary (3 Vehicle, 2 Residential)
- (3) Petty Theft (Unattended Property)
- (1) Stolen Vehicle (Pick-Up Truck)

2024

- (7) Grand Theft (2 Catalytic, 5 Misc. Property)
- (7) Burglary (5 Vehicle, 2 Misc.)
- **(5) Stolen Vehicle (Pick-Up Trucks, Kia)**
- (5) Fraud/Identity Theft
- (2) Petty Theft (Unattended Property)

The above statistics were generated from our internal computer aided dispatch (CAD) system. Data may differ from the Uniformed Crime Reporting (UCR) from Department of Justice (DOJ). This report is intended to provide a statistical overview and general comparison for the district. Additionally, the statistics may not be consistent with the posted blotter data. The blotter displays all calls received through OCSO dispatch and frequently do not generate crime reports.

Subject: FW: Meeting on Monday

PLEASE PUT THE ENTIRETY OF THIS EMAIL THREAD IN THE PUBLIC RECORD

Mr. Mendoza,

The decision to unilaterally excise the input of the ROSSMOOR PARK NEIGHBORS (RPN's) from Los Alamitos Girls Softball League is a new low for Demarco and Maynard, with your facilitation as GM.

The input of the RPN's has been welcomed for the last 13 years by all prior administrations but this one.

As Demarco continues to actively refuse to schedule a meeting which the RPN's can attend, this is further evidence of his disdain for the community he serves. His autocratic power grab will not go unnoticed.

On Sep 22, 2024, at 11:16 AM, Joe Mendoza <joeraymendoza@sbcglobal.net> wrote:

Ralph, Sue and Rob,

I will keep you informed regarding the discussion.

Thanks,

Joe

Sent from my iPhone

On Sep 22, 2024, at 9:00 AM, Michele Fieldson <mfieldson@gmail.com> wrote:

I agree with Ralph re: RPN, and I am also requesting the meeting be rescheduled due to short notice.

Michele Fieldson

From: Ralph Vartabedian <ralph.vartabedian@gmail.com>

Sent: Saturday, September 21, 2024 4:45 PM

To: Joe Mendoza <joeraymendoza@sbcglobal.net>; Michele Fieldson <mfieldson@gmail.com>; Sue & Rob Kaplan <robsue.kaplan@gmail.com>

Subject: Re: Meeting on Monday

I oppose removing RPN from the MOU. The homeowners around the park are valid stakeholders in operation of the park and have been for two decades. We do not need to be a "nonprofit" to be directly involved.

On Sat, Sep 21, 2024 at 2:16 PM Joe Mendoza <joeraymendoza@sbcglobal.net> wrote:

Ralph,

See the LAGSL MOU recommendations for the upcoming review by the Contracts Committee. Meeting is Monday at 7 pm.

Thanks,
Joe

Sent from my iPhone

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: October 8, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza
Accountant Michael Matsumoto

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

RECOMMENDATION

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

INFORMATION

The Revenue and Expenditure Report is submitted on a monthly basis, as an indication of the District's unaudited year-to-date revenue and expenses. The attached Warrant Register contains checks and electronic funds transfers from September 1, 2024, to September 30, 2024.

ATTACHMENTS

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

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

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
Revenues:						
Property taxes	\$ 1,339,800	\$ 1,339,800	\$ 1,661	\$ 1,661	\$ (1,338,139)	0.12%
Street light assessments	468,300	468,300	578	578	(467,722)	0.12%
Interest on investments	30,000	30,000	-	-	(30,000)	0.00%
From other governmental agencies	140,000	140,000	(39,824)	(39,824)	(179,824)	-28.45%
Permit and rental fees	187,300	187,300	24,389	42,411	(144,889)	22.64%
Misc./Sponsorships	35,000	35,000	-	10,210	(24,790)	29.17%
Total Revenues	2,200,400	2,200,400	(13,196)	15,036	(2,185,364)	0.68%
Expenditures:						
Administration	1,286,730	1,286,730	79,165	224,962	1,061,768	17.48%
Recreation	68,650	68,650	7,254	26,421	42,229	38.49%
Rossmoor park	198,290	198,290	13,877	22,864	175,426	11.53%
Montecito center	13,910	13,910	1,518	2,577	11,333	18.53%
Rush park	132,400	132,400	11,413	20,886	111,514	15.77%
Street lighting	120,800	120,800	10,087	20,175	100,625	16.70%
Street sweeping	81,360	81,360	6,538	13,076	68,284	16.07%
Parkway trees	194,650	194,650	798	798	193,852	0.41%
Mini-parks and medians	15,700	15,700	1,599	3,071	12,629	19.56%
Total Expenditures	2,112,490	2,112,490	132,249	334,830	1,777,660	15.85%
Changes in fund balance	87,910	87,910	\$ (145,445)	(319,794)	\$ (407,704)	
Fund balance:						
Beginning of year	<u>1,935,281</u>	<u>1,935,281</u>		<u>1,935,281</u>		
End of period	<u>2,023,191</u>	<u>2,023,191</u>		<u>1,615,487</u>		
Cash Balances at 8/31/24:						
Checking				133,613		
LAIF				<u>1,493,285</u>		
Total				<u><u>1,626,898</u></u>		

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 24

Fund	Account	Received		Estimated Revenue	Revenue %	
		Current Month	Received YTD		To Be Received	Received
10 General Fund						
3000 Property Tax						
	3001 Current Secure Property Tax	0.00	0.00	1,217,200.00	1,217,200.00	0 %
	3002 Current Unsecured Prop Tax	0.00	0.00	36,000.00	36,000.00	0 %
	3003 Prior Secured property Tax	876.47	876.47	7,600.00	6,723.53	12 %
	3004 Prior Unsecured Property Tax	0.00	0.00	700.00	700.00	0 %
	3005 Delinquent Property Taxes	126.83	126.83	2,500.00	2,373.17	5 %
	3006 Current Supplemental Assessment	658.27	658.27	41,100.00	40,441.73	2 %
	3007 Prior supplemental assessment	0.00	0.00	8,800.00	8,800.00	0 %
	3008 Public Utility Tax	0.00	0.00	20,400.00	20,400.00	0 %
	3009 State Homeowners prop. Tax Relief	0.00	0.00	5,500.00	5,500.00	0 %
	Account Group Total:	1,661.57	1,661.57	1,339,800.00	1,338,138.43	0 %
3100						
	3101 Street light assessments	577.59	577.59	468,300.00	467,722.41	0 %
	Account Group Total:	577.59	577.59	468,300.00	467,722.41	0 %
3200						
	3201 Interest on Investments	0.00	0.00	30,000.00	30,000.00	0 %
	Account Group Total:	0.00	0.00	30,000.00	30,000.00	0 %
3300 INTERGOVERNMENTAL REVENUE						
	3301 Prop 68 Grant Funding	-39,824.00	-39,824.00	60,000.00	99,824.00	-66 %
	3304 County street sweep reimbursement	0.00	0.00	80,000.00	80,000.00	0 %
	Account Group Total:	-39,824.00	-39,824.00	140,000.00	179,824.00	-28 %
3400 RENTAL & PERMITS						
	3401 Tennis Courts Reservations	2,114.00	4,404.00	21,000.00	16,596.00	21 %
	3402 Tennis Instructor Private Lessons	1,823.25	2,813.25	16,000.00	13,186.75	18 %
	3403 Basketball Court Reservations	50.00	50.00	0.00	-50.00	%
	3404 Sand Volleyball Court Reservations	50.00	50.00	0.00	-50.00	%
	3405 Rossmoor Park Ball Field Reservations	2,460.75	2,594.25	12,500.00	9,905.75	21 %
	3406 Rush Park Ball field reservations	474.00	3,522.00	12,500.00	8,978.00	28 %
	3407 Pickleball Reservation	4,866.00	9,021.00	12,000.00	2,979.00	75 %
	3408 Pickleball Instructor Private Lessons	49.50	49.50	3,000.00	2,950.50	2 %
	3411 Signature Wall Banner Rental	41.00	83.00	300.00	217.00	28 %
	3421 Tree Revenue	950.00	950.00	5,000.00	4,050.00	19 %
	3422 Tree Violation Fines	300.00	600.00	0.00	-600.00	%
	3431 Rossmoor Building Rental	535.50	535.50	2,500.00	1,964.50	21 %
	3432 Rossmoor Park Picnic Site	367.50	992.50	2,500.00	1,507.50	40 %
	3441 Montecito Building Rental	2,314.50	4,164.50	25,000.00	20,835.50	17 %
	3451 Rush Building Rental	6,539.34	10,767.01	67,000.00	56,232.99	16 %
	3452 Rush Park Picnic Site	864.00	1,225.00	7,000.00	5,775.00	18 %
	3453 Rush Park Kitchen	589.39	589.39	1,000.00	410.61	59 %
	Account Group Total:	24,388.73	42,410.90	187,300.00	144,889.10	23 %
3500						
	3501 MISC REVENUE	0.00	209.93	10,000.00	9,790.07	2 %
	3502 Sponsorships	0.00	10,000.00	25,000.00	15,000.00	40 %
	Account Group Total:	0.00	10,209.93	35,000.00	24,790.07	29 %

09/25/24
15:34:49

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 24

Page: 2 of 2
Report ID: B110C

Fund	Account	Received		Estimated Revenue	Revenue	
		Current Month	Received YTD		To Be Received	% Received
	Fund Total:	-13,196.11	15,035.99	2,200,400.00	2,185,364.01	1 %
	Grand Total:	-13,196.11	15,035.99	2,200,400.00	2,185,364.01	1 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5000							
5010 Administration							
4000	Board of Directors Compensatn	1,100.00	2,000.00	11,000.00	11,000.00	9,000.00	18%
4002	Salaries - Part-time	5,822.66	12,510.20	82,900.00	82,900.00	70,389.80	15%
4003	Overtime	1,977.95	3,097.41	12,360.00	12,360.00	9,262.59	25%
4006	SALARIES - ADMINISTRATION	20,967.76	40,592.45	262,600.00	262,600.00	222,007.55	15%
4007	VEHICLE ALLOWANCE (MILEAGE)	132.66	132.66	2,160.00	2,160.00	2,027.34	6%
4008	SALARIES - PARK AND RECREATION	15,373.24	30,469.72	175,300.00	175,300.00	144,830.28	17%
4009	SALARIES - Park /TREE MAINTENANCE	5,199.04	10,634.41	61,400.00	61,400.00	50,765.59	17%
4010	Workers Compensation Insurance	0.00	10,500.00	11,500.00	11,500.00	1,000.00	91%
4011	Medical Insurance	8,111.96	24,335.88	99,780.00	99,780.00	75,444.12	24%
4015	Federal Payroll Tax -FICA	3,905.92	7,728.69	58,080.00	58,080.00	50,351.31	13%
4019	Deferred Comp - ER Match	0.00	0.00	10,900.00	10,900.00	10,900.00	0%
5002	Insurance - Liability	1,000.00	49,059.00	48,700.00	48,700.00	-359.00	101%
5004	Memberships and Dues	130.00	3,187.22	10,820.00	10,820.00	7,632.78	29%
5006	Travel & Meetings	390.21	1,195.65	2,710.00	2,710.00	1,514.35	44%
5007	Televised Meeting Costs	1,309.26	1,309.26	23,790.00	23,790.00	22,480.74	6%
5008	Gasoline	0.00	715.25	5,410.00	5,410.00	4,694.75	13%
5010	Publications & Legal Notices	262.50	262.50	8,120.00	8,120.00	7,857.50	3%
5012	Printing	87.40	265.69	4,330.00	4,330.00	4,064.31	6%
5014	Postage	0.00	204.40	2,160.00	2,160.00	1,955.60	9%
5016	Office & Meeting Supplies	512.12	1,790.60	16,220.00	16,220.00	14,429.40	11%
5018	Janitorial Supplies	0.00	19.85	21,410.00	21,410.00	21,390.15	0%
5020	Telephone	0.00	890.03	10,820.00	10,820.00	9,929.97	8%
5021	Computer/Email/Server Costs	0.00	767.76	9,270.00	9,270.00	8,502.24	8%
5030	Vehicle Maintenance	1,851.62	4,246.99	10,820.00	10,820.00	6,573.01	39%
5032	Building & Grounds-Maintenance	1,079.91	3,067.36	87,600.00	87,600.00	84,532.64	4%
5045	Miscellaneous Expenditures	452.08	2,412.79	21,630.00	21,630.00	19,217.21	11%
5046	Bank Service Charge	189.88	533.26	4,330.00	4,330.00	3,796.74	12%
5050	Elections	0.00	0.00	13,820.00	13,820.00	13,820.00	0%
5610	Legal Services	2,590.00	2,590.00	45,000.00	45,000.00	42,410.00	6%
5615	Financial Audit-Consulting	0.00	0.00	20,550.00	20,550.00	20,550.00	0%
5620	Outsource Financial Consultant	6,000.00	6,000.00	74,160.00	74,160.00	68,160.00	8%
5670	Other Professional Services	718.49	2,985.28	44,100.00	44,100.00	41,114.72	7%
6010	Equipment	0.00	371.76	2,160.00	2,160.00	1,788.24	17%
6025	Software	0.00	1,085.64	10,820.00	10,820.00	9,734.36	10%
	Account Total:	79,164.66	224,961.71	1,286,730.00	1,286,730.00	1,061,768.29	17%
5020 Recreation							
5017	Community Events	7,254.20	26,420.71	68,650.00	68,650.00	42,229.29	38%
	Account Total:	7,254.20	26,420.71	68,650.00	68,650.00	42,229.29	38%
5030 Rossmoor Park							
5022	Utilities	1,274.65	2,630.60	13,520.00	13,520.00	10,889.40	19%
5023	Water	8,279.67	12,910.69	64,890.00	64,890.00	51,979.31	20%
5025	SECURED PROP TAX	0.00	0.00	1,300.00	1,300.00	1,300.00	0%
5034	Alarm Systems/Security	123.00	123.00	1,080.00	1,080.00	957.00	11%
5045	Miscellaneous Expenditures	1,200.00	1,200.00	4,870.00	4,870.00	3,670.00	25%
5051	Equipment Rental	0.00	0.00	550.00	550.00	550.00	0%
5052	Minor Facility Repairs /Tools	0.00	0.00	1,080.00	1,080.00	1,080.00	0%

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 24

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5655	Landscape Maintenance / Janitorial	3,000.00	6,000.00	36,000.00	36,000.00	30,000.00	17%
6005	Buildings and Improvements	0.00	0.00	75,000.00	75,000.00	75,000.00	0%
	Account Total:	13,877.32	22,864.29	198,290.00	198,290.00	175,425.71	12%
5040 Montecito Center							
5022	Utilities	277.72	488.63	2,160.00	2,160.00	1,671.37	23%
5023	Water	465.36	980.47	4,870.00	4,870.00	3,889.53	20%
5025	SECURED PROP TAX	0.00	0.00	1,080.00	1,080.00	1,080.00	0%
5034	Alarm Systems/Security	126.00	126.00	700.00	700.00	574.00	18%
5045	Miscellaneous Expenditures	0.00	0.00	550.00	550.00	550.00	0%
5052	Minor Facility Repairs /Tools	316.67	316.67	550.00	550.00	233.33	58%
5655	Landscape Maintenance / Janitorial	332.50	665.00	4,000.00	4,000.00	3,335.00	17%
	Account Total:	1,518.25	2,576.77	13,910.00	13,910.00	11,333.23	19%
5050 Rush Park							
5022	Utilities	3,835.14	6,276.88	34,180.00	34,180.00	27,903.12	18%
5023	Water	4,410.87	7,946.11	54,080.00	54,080.00	46,133.89	15%
5025	SECURED PROP TAX	0.00	0.00	4,540.00	4,540.00	4,540.00	0%
5034	Alarm Systems/Security	0.00	126.00	870.00	870.00	744.00	14%
5045	Miscellaneous Expenditures	167.13	205.66	550.00	550.00	344.34	37%
5051	Equipment Rental	0.00	0.00	1,630.00	1,630.00	1,630.00	0%
5052	Minor Facility Repairs /Tools	0.00	331.46	550.00	550.00	218.54	60%
5655	Landscape Maintenance / Janitorial	3,000.00	6,000.00	36,000.00	36,000.00	30,000.00	17%
	Account Total:	11,413.14	20,886.11	132,400.00	132,400.00	111,513.89	16%
5060 Street Lighting							
5650	Street Lighting and Maintenance	10,087.32	20,174.64	120,800.00	120,800.00	100,625.36	17%
	Account Total:	10,087.32	20,174.64	120,800.00	120,800.00	100,625.36	17%
5070 Street Sweeping							
5642	Street Sweeping	6,538.14	13,076.28	81,360.00	81,360.00	68,283.72	16%
	Account Total:	6,538.14	13,076.28	81,360.00	81,360.00	68,283.72	16%
5080 Parkway Trees							
5017	Community Events	0.00	0.00	1,630.00	1,630.00	1,630.00	0%
5656	Tree Trimming	797.60	797.60	141,110.00	141,110.00	140,312.40	1%
5660	TREE REMOVAL	0.00	0.00	3,240.00	3,240.00	3,240.00	0%
6015	Trees	0.00	0.00	48,670.00	48,670.00	48,670.00	0%
	Account Total:	797.60	797.60	194,650.00	194,650.00	193,852.40	0%
5090 Mini-Parks and Medians							
5022	Utilities	1.53	1.53	550.00	550.00	548.47	0%
5023	Water	1,264.60	2,404.80	10,820.00	10,820.00	8,415.20	22%
5045	Miscellaneous Expenditures	0.00	0.00	110.00	110.00	110.00	0%
5051	Equipment Rental	0.00	0.00	110.00	110.00	110.00	0%
5052	Minor Facility Repairs /Tools	0.00	0.00	110.00	110.00	110.00	0%
5655	Landscape Maintenance / Janitorial	332.50	665.00	4,000.00	4,000.00	3,335.00	17%
	Account Total:	1,598.63	3,071.33	15,700.00	15,700.00	12,628.67	20%
	Account Group Total:	132,249.26	334,829.44	2,112,490.00	2,112,490.00	1,777,660.56	16%

09/25/24
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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 24

Page: 3 of 3
Report ID: B100C

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
	Fund Total:	132,249.26	334,829.44	2,112,490.00	2,112,490.00	1,777,660.56	16%
	Grand Total:	132,249.26	334,829.44	2,112,490.00	2,112,490.00	1,777,660.56	16%

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS

AUGUST 2024

Revenue Accounts

Account Code	%	Item	Explanation
3301	-66	Prop 68 Grant Funding	FY 24-25 only has the reversal for accrual. Will balance back to 0 once money comes in from State.
3407	75	Pickleball Reservation	High usage of courts due to Summer time.
3408	2	Pickleball Instructor Private Lessons	Staff working on enhancing marketing and appeal.
3432	40	Rossmoor Park Picnic Site	High usage of area due to Summer time.
3453	59	Rush Park Kitchen	Provided more amenities and made it more appealing to rent out.
3502	40	Sponsorship	Sponsorships received for Family Festival

Expenditure Accounts

Account Code	%	Item	Explanation
5010-4010	91	Workers Compensation Insurance	All dues paid for FY. Do not anticipate going over budget.
5010-5002	101	Insurance-Liability	All dues paid for FY. Do not anticipate any more expenses for FY.
5010-5006	44	Travel & Meetings	Trainings and meetings for staff. On track with budget for FY.
5010-5030	39	Vehicle Maintenance	Tires needed to be replaced on trucks as well as alignment for tires.
5020-5017	38	Community Events	Higher due to Movie in the Park and Family Festival.
5040-5052	58	Montecito Center Minor Fac. Repairs	Service call to fix and perform maintenance on gate.
5050-5045	37	Rush Park Misc Expenditures	Supplies purchased for park sandpit/playground
5050-5052	60	Rush Park Minor Facility Repairs/Tools	Unanticipated emergency AC unit repair.

09/04/24
15:07:53

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 9/24

Page: 1 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
943		923 U.S BANK CAL-CARD	16,576.93					
	Stmt 8-26-24							
	08/26/24	Total bill	16,576.93			10 5010	5045	1010
944		999999 MELISSA BURNS	47.25					
	Refund							
	08/26/24	Refund Burns	47.25			10	3452	1010
945		294 RAJ VARATHARAJ	250.00					
	Deposit refund							
	08/26/24	Deposit Refund Varatharaj	250.00			10	2220	1010
946		304 CBE SOLUTIONS	258.10					
	Copier usage							
	IN2763415	08/20/24 Copier Usage	258.10			10	5010 5012	1010
947		623 CELL BUSINESS EQUIPMENT	123.92					
	Copier Lease							
	5030973503	08/14/24 Copier Lease 8/14/24	123.92			10	5010 6010	1010
948		490 CHAPMAN COOPER & ASSOCIATES	1,800.00					
	Sound Sys 9/14/24							
	07/23/24	Sound Sys 9/14	1,800.00			10	5020 5017	1010
949		49 CITY OF BREA	2,158.13					
	IT July							
	ASIT001433	08/19/24 IT July	2,158.13			10	5010 5670	1010
950		358 EXECUTIVE FIRE PROTECTION, INC	172.02					
	Inspections							
	50609	08/19/24 Inspections	172.02			10	5010 5032	1010
951		614 GDC COMMUNICATIONS & SOUND	400.00					
	Generator 9/14/24							
	2024017	08/23/24 Generator 9/14/24	400.00			10	5020 5017	1010
952		1011 Governmental Financial Services	6,000.00					
	August							
	09/02/24	August	6,000.00			10	5010 5620	1010

09/04/24
15:07:53

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 9/24

Page: 2 of 2
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
953		1026 Intelli-Tech	1,718.92					
		Computer & two monitors						
		15412 06/21/24 Computer & two monitors	1,718.92			10 5010	5016	1010
954		150 JOE MENDOZA	393.29					
		Mileage Aug						
		08/31/24 Mileage Aug	393.29			10 5010	4007	1010
955		182 MIRACLE RECREATION EQUIPMENT	2,261.85					
		ATV with C Spring						
		879013 08/12/24 ATV with C Spring	2,261.85			10 5010	5032	1010
956		386 MARIA SHAFER	225.00					
		Minutes 8/13						
		RCSD-046 09/01/24 Minutes 8/13	225.00			10 5010	5010	1010
957		738 STEVE WATTS	2,000.00					
		Emperors perform 9/14/24						
		Emperors 9/14/24	2,000.00			10 5020	5017	1010
958		309 TRIPEPI SMITH	1,728.23					
		August Meeting						
		12973 09/02/24 August Meeting	1,728.23			10 5010	5007	1010
959		8 JESSICA VERDUZCO	137.71					
		Mileage and Training meal						
		08/26/24 Mileage 7-8/24	76.70			10 5010	4007	1010
		08/23/24 Meal - Training 8/23/24	61.01			10 5010	5016	1010
		# of Claims	17	Total:				36,251.35

09/18/24
14:47:27

ROSSMOOR COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 9/24

Page: 1 of 1
Report ID: AF100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
960	999999	OLIVIA IRIARTE	200.00					
		Deposit Refund						
	09/10/24	Deposit Refund Iriarte	200.00			10 2220		1010
961	999999	DANIEL TOURN	210.00					
		Refund deposit						
	09/04/24	Refund Deposit Tourn	210.00			10 2220		1010
962	49	CITY OF BREA	2,000.00					
		IT Aug 24						
	ASIT001442	09/16/24 IT Aug 24	2,000.00			10 5010	5670	1010
963	1069	LandCare Holdings, Inc.	6,665.00					
		Landscape 9/24						
	778036	09/01/24 Landscape 9/24	3,000.00			10 5030	5655	1010
	778036	09/01/24 Landscape 9/24	332.50			10 5040	5655	1010
	778036	09/01/24 Landscape 9/24	3,000.00			10 5050	5655	1010
	778036	09/01/24 Landscape 9/24	332.50			10 5090	5655	1010
964	899	SCA OF CA, LLC	6,538.14					
		Sweeping 9/24						
	135979SP	09/05/24 St. Sweep 9/24	6,538.14			10 5070	5642	1010
965	386	MARIA SHAFER	93.75					
		Minutes 8/6						
	RCSD-047	09/03/24 Minutes 8/6	93.75			10 5010	5010	1010
966	1048	Vital Records Control	168.34					
		Record Storage						
	4430827	08/31/24 Record Storage	168.34			10 5010	5045	1010
967	22	WEST COAST ARBORISTS, INC.	1,012.30					
		Prune 8/1-8/15						
	218237	08/15/24 Prune 8/1-8/15	1,012.30			10 5080	5656	1010
		# of Claims	8	Total:				16,887.53

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: October 8, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: REPORT FROM THE PERSONNEL AND CONTRACT ADMINISTRATION COMMITTEE REGARDING LAGSL MOU NEGOTIATIONS

RECOMMENDATION

The Rossmoor Community Services District Personnel and Contract Administration Committee (Directors Mayard and DeMarco) met on September 23, 2024 to continue discussions regarding the Los Alamitos Girls Softball League (LAGSL) Memorandum of Understanding (MOU).

INFORMATION

The executive board of the LAGSL Board of Directors was on hand to further negotiate changes to the current Memorandum of Understanding (MOU). The MOU has been reopened and the General Manager is working with General Counsel and LAGSL representatives to draft an updated MOU. The goal is to have a final draft MOU document to present to the RCSD Board of Directors at the December 10, 2024 meeting so that the final document is in place for the 2025 Spring season. (See Attachment 1 for MOU Discussion Points.)

ATTACHMENTS

1. LAGSL MOU Discussion Points

LAGSL MOU Discussion Points:

1. The appointment of a Rossmoor Resident as liaison to the RCSD staff as point of contact. Discussion regarding failure to fulfill onsite supervision may include loss of future field time.
2. The permit application and process will include insurance and indemnification, game, practice, supervision schedules that include contact information for site supervisor for games and practices.
3. LAGSL assistance with trash, restrooms, and parking as well as watering the fields. Discussion will include deposit fees.
4. Number of regular season games and practices to be discussed and possibly reduced. Options include 2 games per 3 fields. LAGSL to provide proposed schedules to reflect proposed adjustments.
5. LAGSL agrees to pay established reservation non-profit fees for the snack bar and fields. Currently the snack bar fee is \$13.50 per hour and \$6.25 per hour per field.
6. Branding of the League to give RCSD recognition for hosting the league by patches or changing the name to reflect the District.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: October 8, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: REVIEW AND APPROVE CONTRACT EXTENSION FOR GOVERNMENT FINANCIAL SERVICES

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve a contract extension with Governmental Financial Services, for approximately four and a half (4 ½) months from October 11, 2024 to February 28, 2025. The compensation recommendation is \$6,000 per month/\$72,000 annually (unchanged).

BACKGROUND

In October 2020, the RCSD Board of Directors authorized the reorganization of the Accounting Division. At that time, direction was given to the General Manager to retain the service of a financial consultant on an interim basis to begin looking at the restructuring of the accounting and financial functions of the District. As a result, it was determined that it would be most cost effective for the District for the general financial and accounting functions to be provided by a consultant through a Professional Services Agreement, rather than a full-time District employee. This would allow for licensed professional level accounting service and greater transparency and oversight. Therefore, the RCSD entered into a Professional Services Agreement for general financial and accounting advisory services with The Pun Group LLP on December 3, 2020, at a rate of \$5,000 per month/\$60,000 annually.

When The Pun Group LLP contract expired, the Board approved entering into a Professional Services Agreement (PSA) with Government Financial Services (GFS) for general financial and accounting advisory services for the RCSD for two years (through October 11, 2022 through October 10, 2024) at a rate of \$6,000 per month/\$72,000 annually.

FISCAL IMPACT

The FY 2024-2025 budget has \$6,180 per month/\$74,160 annually allocated for Outsource Financial Consultant Services. This includes a cost-of-living increase of 3% over the last

contract amount of \$6,000 per month/ \$72,000 annually. However, GFS has agreed to a contract extension at the rate of \$6,000 per month until February 28, 2025. This time frame will provide the District with the ability to recruit alternative accounting services as well as allowing time for cross-training.

ATTACHMENTS

1. Draft Extension to Professional Consulting Services Agreement between Rossmore Community Services District and Government Financial Services for Consulting Services related to the effectiveness and efficiency of the District's financial activities.

**FIRST AMENDMENT TO PROFESSIONAL CONSULTING SERVICES
AGREEMENT BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT AND
GOVERNMENTAL FINANCIAL SERVICES FOR CONSULTING SERVICES
RELATED TO THE EFFECTIVENESS AND EFFICIENCY OF THE DISTRICT'S
FINANCIAL ACTIVITIES**

2024-2025

This FIRST AMENDMENT to Professional Consulting Services Agreement ("First Amendment") is made and entered into this 8th day of October 2024, by and between Rossmoor Community Services District ("DISTRICT") and Governmental Financial Services ("CONTRACTOR"). Hereinafter the DISTRICT and CONTRACTOR may be referred to as "PARTY" or collectively as "PARTIES."

RECITALS

WHEREAS, on or about September 13, 2022, the DISTRICT and the CONTRACTOR entered into that certain Contract Services Agreement for Consulting Services Related to the Effectiveness and Efficiency of the District's Financial Activities ("Agreement");

WHEREAS, the terms of the Agreement provided that the Agreement was to become effective on October 11, 2022, and would remain in effect until October 10, 2024; and

WHEREAS, the DISTRICT and the CONTRACTOR are desirous of extending the term of the Agreement for approximately four and a half (4 1/2) months under the same terms as those set forth under the Agreement and as modified herein.

NOW, THEREFORE, the Parties hereto agree as follows:

1. Article 1 of the Agreement entitled "Term and Effective Date of Agreement" shall be amended in its entirety to read as follows:

ARTICLE 1

TERM AND EFFECTIVE DATE OF AGREEMENT

1.0 This Agreement became effective on October 11, 2002, and shall remain in effect until February 28, 2025, unless extended or earlier terminated, as provided herein.

1.1 All parties agree the DISTRICT is under no obligation to use the services of the CONTRACTOR during the term of this Agreement.

Except as otherwise provided above, all of the provisions of the Agreement between DISTRICT and CONTRACTOR effective October 11, 2022, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to be executed as of the day and year first set forth above.

GOVERNMENTAL FINANCIAL SERVICES

Michael Matsumoto
DBA Governmental Financial Services

Date: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

Joe Mendoza
General Manager

Date: _____

APPROVED AS TO FORM

Tarquin Preziosi
General Counsel
Rossmoor Community Services District

Date: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-3

Date: October 8, 2024

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: REVIEW AND APPROVE EXTENSION AND RATE INCREASE REQUEST FROM STREET SWEEPING CORP OF AMERICA

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve a one-year contract renewal with Street Sweeping Corp of America, effective January 1, 2025 – December 31, 2025 with a 3.5% CPI/renewal increase.

BACKGROUND

Currently in effect is a contract between Rossmoor Community Services District (RCSD) and Sunset Property Services, dated December 14, 2021, with a term of three (3) years with three (3) 1-year extensions. In February 2022, Sunset Property Services merged with Sweeping Corporation of America (SCA). The first 1-year extension was granted for calendar year 2024. SCA has requested the second 1-year extension for calendar year 2025 with a CPI/Renewal increase of 3.5%. The contract currently expires January 1, 2025.

FISCAL IMPACT

See the attached letter from SCA dated September 16, 2024, outlining the 3.5% COLA increase that SCA has requested beginning January 2025. The current contract is for \$6,538.14 monthly and \$78,457.68 annually. The approved street sweeping budget for FY 24-25 is \$81,360. With the increase the amounts would be:

- A 3.5% increase, the new contract will be \$81,203.70 annually.
- The monthly 2025 bill will be \$6,766.97.

Both the current and proposed fee includes the alternating sweeping schedule of four (4) times per month (twice for the even addresses side of the streets and twice for the odd addresses side of the streets).

Currently the county reimburses the District up to \$82,000 annually, as well as cost of living increases through 2099.

ATTACHMENTS

1. September 16, 2024, Letter from SCA requesting a 3.5% Renewal/CPI increase for FY 2025.



September 16, 2024

Mr. Joe Mendoza
General Manager
City of Rossmoor
3001 Blume Drive
Rossmoor, C.A. 90720

Re: Extension and CPI adjustment.

Dear Joe,

We are respectfully requesting our renewal and CPI increase for FY 2025. With the continued increases on additional costs of labor, healthcare and other operative costs we are asking for a 3.5% CPI adjustment to our contract.

Joe, we would appreciate yours, and the City Council's support in granting our request. Should you have any questions, or if we can help in any way, please do not hesitate to contact us.

Sincerely,

Jose Brito

Jose Brito
Branch Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-4

Date: October 8, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: FIRST READING FOR PROPOSED POLICY NO. 2215 RE: WORKPLACE VIOLENCE PREVENTION PROGRAM

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board Of Directors give the first reading of proposed Policy No. 2215.

INFORMATION

California Senate Bill 553 (SB 553) was signed into law on September 30, 2023. SB 553 amended Labor Code section 6401.7 to require employers to develop and implement a workplace violence prevention plan in accordance with newly codified Labor Code section 6401.9, which sets out the requirements for the plan. Starting July 1, 2024, the majority of employers in California are required to establish, implement, and maintain a Workplace Violence Prevention Plan that includes:

- Prohibiting employee retaliation.
- Accepting and responding to reports of workplace violence.
- Employee workplace violence training and communication.
- Emergency response.
- Workplace violence hazard assessments.
- Other requirements, such as maintaining a Violent Incident Log.

ATTACHMENTS

1. Proposed Policy No. 2215 Workplace Violence Prevention
2. Proposed Workplace Violence Prevention Plan

Rossmoor Community Services District

Policy

No. 2215

WORKPLACE VIOLENCE PREVENTION PROGRAM

- 2215.00 Policy: It shall be the policy of the Rossmoor Community Services District to: provide all employees and members of the public with a safe and healthful work environment; to take appropriate actions to protect, as fully as possible, District employees and members of the public from acts of violence, threats, intimidation and harassment which may occur at District workplaces, and during the performance of District duties; and the District shall also take action, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.
- 2215.10 Purpose: The purpose of the Workplace Violence Prevention Program is to ensure that the District provides employees and members of the public with a place to conduct the business of the District free of threats, intimidation, harassment, and acts of violence.
- 2215.20 Legal Authority
- 2215.21 California Labor Code Section 6400: Requires every employer as defined to furnish a safe and healthful place of employment.
- 2215.22 California Labor Code Section 6401.7: Requires every employer to establish, implement, and maintain an effective injury prevention program.
- 2215.23 California Labor Code Section 6401.9: Requires every employer to implement and maintain an effective workplace violence prevention plan.
- 2215.24 California Government Code Section 19572: Prohibits workplace violence, discourteous treatment, negligence and/or recklessness, and constitutes cause for discipline.
- 2215.25 California Penal Code section 171(b): Prohibits any person from bringing or possessing within any state or local public building firearms and other weapons as described in this section. Any person who brings or possesses any of these items is guilty of a public offense punishable by imprisonment in a county jail for not more than one year, or in the state prison.
- 2215.26 California Penal Code Section 71: Prohibits any person from threatening or inflicting unlawful injury upon any public officer or employee, which would cause the public officer, or employee to refrain from doing any act in the performance of his/her duties.
- 2215.30 Program: The Workplace Violence Prevention Program, attached hereto, is hereby adopted by the District pursuant to the requirements of Senate Bill 553.

Proposed 1st reading: October xx 2024

WORKPLACE

VIOLENCE

PREVENTION

PROGRAM



Rossmoor Community Services District

Workplace Violence Prevention Program

I. POLICY

It shall be the policy of the Rossmoor Community Services District (“the District”) to provide all employees and members of the public with a safe and healthful work environment.

It shall be the policy of the District to take appropriate actions to protect, as fully as possible, District employees and members of the public from acts of violence, threats, intimidation and harassment which may occur at District workplaces, and during the performance of District duties.

The District shall also take action, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

II. PURPOSE

The purpose of the Workplace Violence Prevention Program is to ensure that the District provides employees and members of the public with a place to conduct the business of the District free of threats, intimidation, harassment, and acts of violence.

III. LEGAL AUTHORITY

1. California Labor Code section 6400: Requires every employer to furnish a safe and healthful place of employment.
2. California Labor Code section 6401.7: Requires every employer to establish, implement, and maintain an effective injury prevention program.
3. California Labor Code section 6401.9: Requires every employer to implement and maintain an effective workplace violence prevention plan.
4. California Government Code section 19572: Prohibits workplace violence, discourteous treatment, negligence and/or recklessness, and constitutes cause for discipline.
5. California Penal Code section 171(b): Prohibits any person from bringing or possessing within any state or local public building firearms and other weapons as

described in this section. Any person who brings or possesses any of these items is guilty of a public offense punishable by imprisonment in a county jail for not more than one year, or in the state prison.

6. California Penal Code section 71: Prohibits any person from threatening or inflicting unlawful injury upon any public officer or employee, which would cause the public officer, or employee to refrain from doing any act in the performance of his/her duties.

IV. DEFINITIONS

Act of Violence - An act of violence is the attempt (coupled with the ability), or actual use of force of violence with the intent to threaten, harass, intimidate, commit a violent injury, or damage/destroy property.

Threat - A threat is a statement (verbal, written or physical) which is intended to intimidate by expressing the intent to either harass, hurt, take the life of another person, or damage/destroy property. This includes threats made in jest but which others could perceive as serious.

Harassment - The creation of a hostile work environment through unwelcome words, actions, or physical contact not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism, overly personal comments, or name calling.

Intimidate - To make afraid, to frighten, alarm, annoy, or scare. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.

Stalking - Stalking occurs when any person willfully engages in a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear, follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family.

District Workplace - A District workplace shall be any District facility or job site where a District employee is conducting authorized District business or is enroute to and from (excluding normal commute) a location where District business is, will be, or has been, conducted. A District Workplace does not include any telecommuting District employees.

Workplace Violence - The three major types of workplace violence are:

Type I - The aggressor has no legitimate business relationship to the workplace and usually enters the affected workplace to commit a robbery or other criminal act such as robbery.

Type II - The aggressor is either the recipient or the object of a service provided by the affected workplace or the victim, such as a current or former client, patient, customer, passenger, criminal suspect, inmate or prisoner.

Type III - The aggressor has some employment-related involvement with the affected workplace such as a current or former employee, supervisor, manager; a current/former spouse or significant other, a relative, friend; or some other person who has a dispute with an employee of the affected workplace.

V. RESPONSIBILITY

All District work sites are required to maintain a Workplace Violence Prevention Program, which may in some cases be included as part of an Injury and Illness Prevention Plan (IIPP), as required by Cal/OSHA Title 8.

Crime/Workplace Violence Prevention Coordinators – The General Manager is responsible for the administration of each facility’s Workplace Violence Prevention Program and/or IIPP.

Manager/Supervisor - Managers and supervisors are responsible for ensuring compliance with the provisions of the Workplace Violence Prevention Program.

Employee - District employees are expected to act professionally, courteously, and responsibly at all times, which ensures compliance with the District’s personnel rules and state and federal law. It is the responsibility of each and every employee to immediately report any and all acts of workplace violence to their supervisor or manager without fear of reprisal. All reports must be taken seriously. The initial verbal report must be followed up with written documentation which should include the following critical information:

- *Names of the involved parties* (i.e. perpetrator, victim and witnesses)
- Exactly what occurred
- When the incident occurred
- Where the event took place
- If known, why it happened

VI. COMPLIANCE

The District is committed to ensuring that all safety and health policies and procedures involving workplace violence prevention are clearly communicated and understood by all

employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe, healthy and secure work environment. Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include:

1. Training employees, supervisors, and managers of the provisions of the District's Workplace Violence Prevention Program (WVPP) when they are hired and periodically through memos, electronic mail, staff meetings, and training.)
2. Evaluating employees to ensure compliance with the District's WVPP.
3. Recognizing employees who demonstrate work practices that promote the WVPP in the workplace.
4. Providing training and/or Employee Assistance Program services to employees whose compliance is deficient with the WVPP.
5. Disciplining employees for failure to comply with WVPP.
6. Ensuring proper public notice of WVPP.

VII. COMMUNICATION

The District recognizes that to maintain a safe, healthy and secure workplace we must communicate to all employees, including managers and supervisors, all workplace safety, health and security issues. We have a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. We will communicate the WVPP policies and procedures through:

1. New employee orientation or onboarding.
2. Periodic (designate weekly, monthly, quarterly, yearly based on the frequency and severity of workplace violence incidents) review of our WVPP with all employees.
3. Training programs designed to address specific aspects of workplace violence prevention and security unique to our location. You can call your Crime/Workplace Violence Prevention Coordinator for more information.
4. Posting and distributing workplace violence prevention information.

5. Reporting workplace violence/security hazards or threats of violence, to your supervisors, Crime/Workplace Violence Prevention Coordinator or the Human Resources Division.
6. Protecting employees who report incidents of workplace violence from retaliation by the person making the threats. Employees who report incidents of workplace violence will be protected from the person making the threats by the Department immediately taking the appropriate actions such as removing the person making the threats from the work area until the situation is resolved. For serious threats or acts of violence, the local law enforcement agency will be called.
7. Addressing security issues at our workplace violence prevention/safety team meetings. Security issues will be discussed at safety/workplace violence/joint Labor Management safety committee meetings. The committee will recommend solutions to management. The Crime/Workplace Violence Prevention Coordinator will implement approved solutions.
8. Ensuring proper public notice of WVPP.

VIII. Incident Reporting Procedures

1. Call 911 if there is a conflict or emergency situation or if someone has been seriously injured.
2. Report all threats or acts of workplace violence to your supervisor or manager. If that's not possible, report incidents to the General Manager.
3. The supervisor or manager should complete an Incident Report Form and give it to General Manager.

IX. HAZARD ASSESSMENT

The District will perform workplace hazard assessment for workplace violence prevention/security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace violence/security hazards and threats of workplace violence are performed by: (area/location specific person's name). Periodic inspections are performed according to the following schedule:

1. No less than once a quarter.
2. When the Workplace Violence Prevention Program is implemented.

3. When new, previously unidentified workplace violence/security hazards are recognized.
4. When occupational injuries or threats of injury occur.
5. Whenever workplace conditions warrant an inspection.
6. Within 30 days of the reported incident a follow-up inspection is warranted.

Periodic inspections for violence prevention/security hazards involve identifying and evaluating workplace hazards and changes in business practices and may require a further assessment for more than one type of workplace violence. The District performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace hazards.

Inspections for *Type I* workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbery or other criminal acts.
2. The need for security surveillance measures, such as mirrors or cameras.
3. Procedures for employee response during a robbery or other criminal act.
4. Procedures for reporting suspicious persons or activities.
5. Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
6. Building alarm systems and Crime Prevention through Environmental Design.
7. Other: Including landscaping, lighting, etc.

Inspections for *Type II* workplace security hazards include assessing:

1. Access to and freedom of movement within the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our facilities.
4. Employees' skill in safely handling threatening or hostile service recipients.

5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy" systems for specified emergency events.
7. The availability of employee's posted escape routes.

Inspections for *Type III* workplace security hazards include assessing:

1. How well the District's workplace violence prevention policy has been communicated to employees, supervisors, or managers.
2. How well the District's management and employees communicate with each other.
3. Our employees', supervisors' and managers' knowledge of the warning signs of potential workplace violence.
4. Access to and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute.
5. Frequency and severity of worker reports of incidents of physical or verbal abuse by managers, supervisors or other employees.
6. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
7. District progressive disciplinary procedures.

X. INCIDENT INVESTIGATIONS

We have established the following policy for investigating incidents of workplace violence. Our procedures for investigating incidents of workplace violence, which includes threats and acts of violence, include:

1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing involved employees and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.

6. Taking corrective action to prevent similar incidents from occurring.
7. Recording the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.

XI. HAZARD CORRECTION

Hazards, which threaten the security of employees, shall be corrected based on severity when they are first observed or discovered. Corrective measures for *Type I* workplace security hazards can include:

1. Making the workplace unattractive to robbers and other criminal acts.
2. Utilizing security guards and surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Reporting procedures for notifying designated employees of suspicious persons or activities.
4. Posting emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
5. Training on emergency action procedures for employees, supervisors and managers.
6. Using alarm systems and access control systems.
7. Applying Crime Prevention through Environmental Design practices.

Corrective measures for *Type II* workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring adequate workplace security/access control systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of the District.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.

5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate emergency escape routes.

Corrective measures for *Type III* workplace security hazards include:

1. Communicating effectively our District's Workplace Violence Prevention Program to all employees, supervisors, and managers.
2. Improving how well management and employees communicate with each other.
3. Increasing employees, supervisors', and managers' awareness of the warning signs of potential workplace violence.
4. Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
5. Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of coworkers.
6. Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the aggressor.
7. Ensuring worker disciplinary and discharge procedures address the potential for workplace violence.
8. Applying crime prevention measures through environmental design and administrative measures that may include but not limited to:
 - A. Well-lit areas.
 - B. Security/controlled access to work area.
 - C. Employees must visibly display employee ID badge at all times while in a District facility, if such badge has been issued.
 - D. Code word recognized by coworkers to indicate you need help.
 - E. Visitor sign-in.
 - F. Visitor badges.

- G. Well-lit parking lots and area surrounding the building.
- H. Buddy system for walking to car or locations away from the building.
- I. Security cameras.
- J. Mounted area mirrors.
- K. Onsite security guards/police officers.
- L. Identify and evaluate hiding places in areas surrounding the building (e.g. overgrown shrubs, dark areas).
- M. Panic buttons.
- N. Locks on restroom doors.
- O. Remove sharp objects from view that could be used as a weapon in offices open to the public.
- P. Caller ID on phones.
- Q. Field staff check in (cell phones).
- R. Cash locked in vault.

XII. TRAINING AND INSTRUCTION

We have established the following policy with respect to training all employees on workplace security. All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program (WVPP) is first established and periodically thereafter. Training shall also be provided to all new employees, to other employees for whom training has not previously been provided and to all employees, supervisors, and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Specific WVPP and crime prevention training for the Department Crime/Workplace Violence Prevention Coordinator to develop and maintain the workplace violence/crime prevention program.
2. Explanation of the WVPP including measures for reporting any violent acts or threats of violence.
3. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
4. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
5. Ways to defuse hostile or threatening situations.
6. Measures to summon others for assistance.
7. Routes of escape.
8. Notification of law enforcement authorities when a criminal act may have occurred.
9. Emergency medical care to be provided to a victim of any violent act.
10. Post-event trauma counseling for those employees desiring such assistance.
11. California Victim Compensation and Government Claims Board.
12. Personnel Rules.

XIII. EMPLOYEE QUESTIONS:

Employees shall refer any questions regarding their rights and obligations under this policy to the General Manager.

Workplace Violence Prevention Program

Acknowledgement

By signing below, it is understood that I have received, read and understand the District's WVPP.

Employee Name

Employee Signature

Date

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

_____]

_____]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

_____]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries

_____]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[_____

_____]

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-5

Date: October 8, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: RESOLUTION NO. 24-10-08-01 REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve by roll call vote, Resolution No. 24-10-08-01, 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 has been filed by Sergio Lopez, alleging property damages resulting from a broken tree limb. 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. 24-10-08-01 formally rejects the claim. Further action on this matter 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. 24-10-08-01
2. Claim Form submitted by Sergio Lopez
3. Notice of Claim Rejection (Carl Warren & Company for CJPIA)

RESOLUTION 24-10-08-01

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

WHEREAS, a claim for monetary damages (Claim) was presented by Sergio Lopez dated September 24, 2024 against the Rossmoor Community Services District for property damages; and

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

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

BE IT FURTHER RESOLVED that the District's General Manager is authorized to give notice to Sergio Lopez 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 of the Claim. Such notice together with a copy of this Resolution, shall be served upon Sergio Lopez on or before October 18, 2024.

PASSED AND ADOPTED this 8th day of October 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Michael Maynard, 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: SERGIO LOPEZ DOB: 10-13-1975

Claimant's address: 308 HARVARD LN, SEAL BEACH CA 90740

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

Date of incident/accident: 9-23-2024, BETWEEN 2:00 - 2:30 PM.

Date injuries, damages, or losses were discovered: 9-23-2024, 2:30 PM.

Location of incident/accident: 2631 SALMON DR, LOS ALAMITOS CA 90720

What did entity or employee do to cause this loss, damage, or injury? A TREE BRANCH FROM A TREE WHICH IS ON ROSSMOOR CITY PROPERTY (SIDEWALK), FELL ON MY VEHICLE.
(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)? UNINCOOPERATED AREA OF ORANGE COUNTY, ROSSMOOR.

What specific injuries, damages, or losses did claimant receive? 2019 TOYOTA HUNNER PASSENGER SIDE, ROOF BENT, MIRROR + HOUSING BROKEN, FRONT WINDSHIELD CRACKED, MISC SCRATCHES.
(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 §10(f)]

How was this amount calculated (please itemize)?

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Have you filed a claim with your insurance carrier? Yes No

Date Signed: 9-24-2024 Signature: Sergio Lopez

If signed by representative:

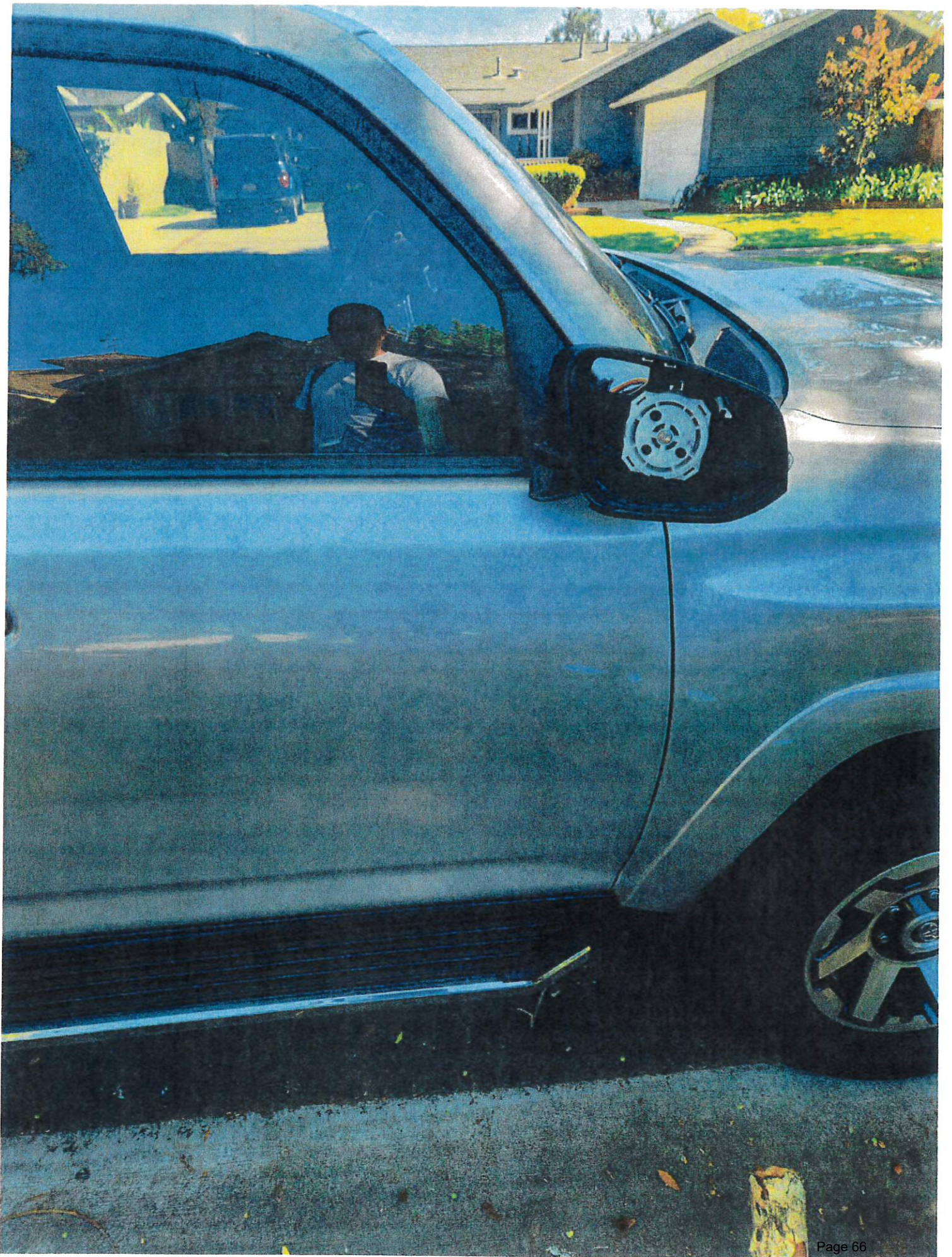
Representative's Name _____ Address _____

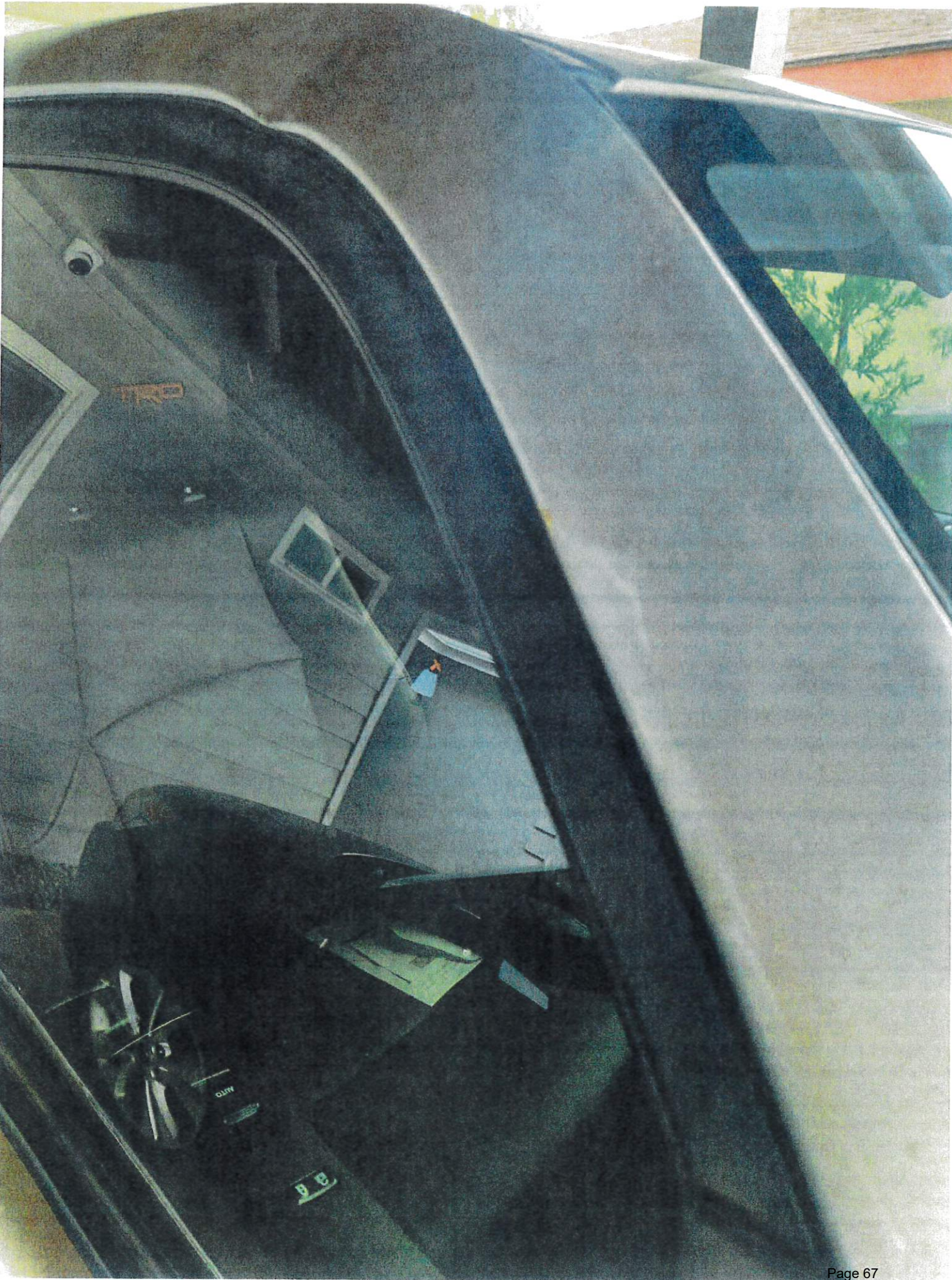
Telephone # _____

Relationship to Claimant _____

FORM B











SEPT 23 2024
MONDAY
1400 hrs - 1430 hrs
631 SALMON OR



CARL WARREN & COMPANY
Claims Management and Solutions

A  **VENBROOK** Company

9/30/2024

TO: Rossmoor Community Services District

ATTENTION: Mary Kingman, Jessica Verduzco

RECOMMENDATION TO REJECT

RE: Claimant: Sergio Lopez
 Our Client: Rossmoor Community Services District
 Date of Loss: 09-23-2024
 Our File Number: CJP-3052481

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

Very Truly Yours,

Janice Baluyut

Janice Baluyut
Claims Examiner

Carl Warren & Company, LLC | A Venbrook Company

Direct: 657.622.4326

Email: JBaluyut@CarlWarren.com

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H

Date: October 8, 2024
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

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

INFORMATION

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

- Arborist Mary Kingman will be attending the California Joint Powers Insurance Authority Summit beginning October 10, 2024 in Indian Wells as a Capstone Award finalist. The award submittal is in recognition of the Arbor Safety program that Mary oversees.
- The Audit Committee will be meeting to review the preliminary audit on Wednesday October 16, 2024. The final audit will be submitted to the Rossmoor Community Services Board at the November 12, 2024 meeting.
- The Traffic Committee will be meeting to discuss signage, Montecito Rd configuration and speed limits.
- The Rossmoor Park Canopy project is in the Engineering stage. The process is scheduled as follows;

Architectural Drawings	September 1, 2024 – October 1, 2024
Engineering Documents	October 1, 2024 – November 1, 2024
Orange County Plan Check	November 1, 2024 – December 1, 2024
Purchase and Manufacturing	December 1, 2024 – February 1, 2025
Installation	February 1, 2025 – March 15, 2025

- Repairs to the Rush Park playground rubber surface has been completed by RCSD staff. The repairs will provide a safe level surface to ensure safety.
- Sand at both Rossmoor and Rush Parks has been rototilled to provide a soft fall zone as well as cleaning debris that may be hazardous to users.
- In recent weeks, staff training has included Playground Safety, How to Deal with Difficult People, Preventing Substance Abuse and Workplace Violence. Ergonomics is next on the calendar and will be held on Friday November 1st followed by Fire Extinguisher Training on November 15th.

ATTACHMENTS

None.