

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

April 12, 2022

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=NGtBQzdkbVpVa0lMdjZiVEhDRnlRUT09>

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

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, April 12, 2022

7:00 p.m.

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

1. To Participate via Zoom Webinar:

Please click the link below to join the webinar:

<https://zoom.us/j/98120341211?pwd=NGtBQzdkbVpVa0lMdjZiVEhDRnlRUT09>

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

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

- If Zoom is not already installed on your computer, click "Download & Run Zoom" on the launch page and press "Run" when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.

- Select "Join Audio via Computer."

- The virtual conference room will open. If you receive a message reading, "Please wait for the host to start this meeting," simply remain in the room until the meeting begins.

- During the Public Comment Period, use the "raise hand" feature located in the participants' window and wait for district staff to announce your name and unmute your line when it is your turn to speak. Comments are limited to 3 minutes, or as otherwise directed.

2. To Participate via telephone:

Call: **US: +1 669 900 6833** Webinar ID: **981 2034 1211** Passcode: **72057452**

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

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



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

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, DeMarco, Nitikman, Searles
President Rips
3. PLEDGE OF ALLEGIANCE: Director DeMarco
4. PRESENTATIONS:
 - a. California Highway Patrol Officer Matt Musselmann Re: Quarterly Traffic Report
 - b. Los Alamitos High School H2GP Race Team Re: Presentation by LAHS Student Zachary Norris About Team Accomplishments

B. ADDITIONS TO AGENDA – None

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD

1. QUARTERLY RECREATION REPORT
2. MONTHLY TRAFFIC SAFETY UPDATE
3. STREET SWEEPING UPDATE

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular Board Meeting of March 8, 2022
- 2. FEBRUARY 2022 REVENUE AND EXPENDITURE REPORT
- 3. RESOLUTION NO. 22-04-12-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

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. RESOLUTIONS:

- 1. RESOLUTION NO. 22-04-12-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM
- 2. RESOLUTION NO. 22-04-12-03 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

ORDINANCES: None

H. REGULAR CALENDAR

- 1. PROPOSED CHANGE TO THE DATES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' MAY AND JUNE 2022 MEETINGS
- 2. PROPOSED CHANGES TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT STAFF ORGANIZATIONAL CHART AND JOB DESCRIPTIONS AS RECOMMENDED BY THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL COMMITTEE
- 3. PROPOSED CHANGES TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT STANDING, AD HOC, AND ADVISORY COMMITTEES RECOMMENDED BY THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL COMMITTEE

I. GENERAL MANAGER ITEMS

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

J. BOARD MEMBER ITEMS

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

K. GENERAL COUNSEL ITEMS

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

L. ADJOURNMENT

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

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

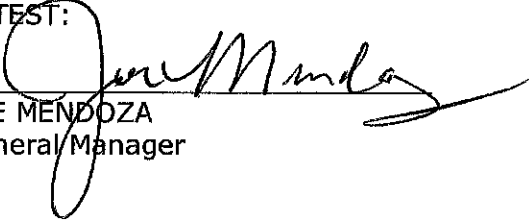
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the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

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

CERTIFICATION OF POSTING

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

ATTEST:



JOE MENDOZA
General Manager

Date 4/6/2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: CALIFORNIA HIGHWAY PATROL OFFICER MATT MUSSELMANN RE:
QUARTERLY TRAFFIC REPORT

RECOMMENDATION

Receive and file presentation.

INFORMATION

California Highway Patrol (CHP) Officer Matt Musselmann will present the quarterly traffic report.

Accompanying Officer Musselmann will be CHP Captain Denise Soffa who will also address the Rossmoor Community Services District (RCSD) Board of Directors.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: LOS ALAMITOS HIGH SCHOOL H2GP RACE TEAM RE: PRESENTATION BY LAHS STUDENT ZACHARY NORRIS ABOUT TEAM ACCOMPLISHMENTS

RECOMMENDATION

Receive and file presentation.

INFORMATION

Los Alamitos High School student Zachary Norris will provide information to the Rossmoor Community Services (RCSD) Board of Directors regarding the H2GP Race Team and their recent accomplishments.

The H2GP Race Team is a student club at Los Alamitos High School that creates and races hydrogen-powered remote-controlled cars. They recently wrapped up a record-breaking season, making it all the way to the national championships. The club is run by LAHS students with an engineering teacher as their advisor. Students design, build and drive the small cars on carpeted tracks in endurance races that can last anywhere from two to six hours long.

The team used the Rush Park Auditorium to practice and prepare for their competitions. The RCSD is proud of their accomplishments and pleased that the District was able to support their endeavors by making the Auditorium available to them.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Initiated by Recreation Superintendent Chris Argueta
Subject: QUARTERLY RECREATION REPORT

RECOMMENDATION

Review and file report.

INFORMATION

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

ATTACHMENTS

1. Quarterly Recreation Report
2. Rossmoor Park Quarterly Activity Chart
3. Rush Park Quarterly Activity Chart

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT

March 2022

SUMMARY

The Rossmoor Community Services District continues to see more and more families coming out to enjoy the beautiful parks in Rossmoor. The District's Recreation Department strives to provide a safe and clean environment for the community. Keep an eye out for upcoming community events and programs this summer.

Current Activities

- Youth Center R.A.S.C.A.L.S. After School Program at Rossmoor Park and Rush Park.
- Happy Hour Boot Camp classes at Rossmoor and Rush Parks.
- Los Alamitos Girls Softball League is currently practicing and playing games at Rossmoor Park.
- Friday Night Lights youth football and cheer are currently practicing at Rush Park.
- Tennis Lessons are provided by the District's contract instructors at the Rossmoor Park tennis courts.
- Dog Training classes at Rush Park with local trainer and AKC judge Vita Allison are offered on Thursday mornings.

Upcoming

- The District's Arbor Day Celebration will be held on April 20, 2022 from 3 p.m. to 5 p.m. at Rush Park with fun activities for the kids, a community tree planting, and giveaways.
- The next Bulky Item Clean Up provided by CR&R and RCSD will take place on May 14, 2022 from 9 a.m. to 12 p.m. at the Rush Park parking lot. Residents may bring acceptable items that cannot be picked up on regular trash days; items should not exceed 8 feet in length.
- The Bicycle Safety event hosted by the California Highway Patrol will be held on May 21, 2022 from 10 a.m. to 1 p.m. at the Rush Park parking lot. The event will include free helmet fittings, safety tips, obstacle safety course, fun kid activities, OC Fire Authority Fire Engine, Skatedogs demo, and food options.
- The Youth Center's CAMP SHARK at Rossmoor Park is back beginning June 14 through August 13, 2022 for ages 5-12 with extended hours Monday - Friday, 7 a.m. - 7 p.m. Camp Shark offers a wide range of activities, arts & crafts, sports, field trips, and more. To find out more visit www.theyouthcenter.org
- Blood Drive Wednesdays at Rush Park: On the third Wednesday of each month, the American Red Cross will be hosting a blood drive. The next Blood Drive is scheduled on April 20, 2022. To schedule a donation, visit www.redcrossblood.org

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT

March 2022

- Rossmoor "Family Fun Festival" events are planned at Rush Park this summer. In collaboration with Elite Special Events, the District will be bringing a day of fun with local entertainment, food trucks, vendors, kids' zone, and games for the kids to enjoy. Come join us for some fun in Rossmoor on Saturdays: June 11, July 9, and August 13 from 2 p.m. – 8 p.m.
- Rossmoor Community Services District is bringing a Health & Wellness Festival to Rush Park on Saturday September 17, 2022 from 12 p.m. – 6 p.m. This event will include free health screenings provided by Orange County Health Department, along with local vendors, fun classes, guest speakers, healthy food options, kids zone, and a live band closing out the event.
- Rossmoor "Movies in the Park" is back again this summer at Rush Park. Bring your chairs or blankets and come join us for a family movie night on Fridays: June 17 and July 15 with the movie starting at dusk.

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 for what is in store for Rossmoor as we continue forming new partnerships and continue building community involvement.

ROSSMOOR PARK QUARTERLY ACTIVITY (JAN-MAR 2022)

| | JAN | FEB | MAR | <u>LOCATION TOTAL:</u> |
|-----------------------|------|------|------|------------------------|
| PLAYGROUND | 1220 | 1401 | 1557 | 4178 |
| WALK/RUN | 716 | 757 | 809 | 2282 |
| TENNIS | 917 | 993 | 1115 | 3025 |
| BASKETBALL | 201 | 226 | 221 | 648 |
| VOLLEYBALL | 36 | 47 | 44 | 127 |
| FIELDS 1,2,3 | 724 | 801 | 878 | 2403 |
| PICNIC SITE A | 114 | 138 | 182 | 434 |
| PICNIC SITE B | 66 | 75 | 88 | 229 |
| PICNIC SITE C | 40 | 48 | 54 | 142 |
| COMMUNITY ROOM | 53 | 55 | 68 | 176 |
| OTHER | 302 | 317 | 356 | 975 |
| <u>MONTHLY TOTAL:</u> | 4389 | 4858 | 5372 | 14619 |
| | | | | <u>QUARTERLY TOTAL</u> |

RUSH PARK QUARTERLY ACTIVITY (JAN-MAR 2022)

| | JAN | FEB | MAR | <u>LOCATION TOTAL:</u> |
|-----------------------|------|------|------|------------------------|
| PLAYGROUND | 967 | 1322 | 1413 | 3702 |
| WALK/RUN | 736 | 867 | 898 | 2501 |
| FIELDS 1,2,3 | 489 | 772 | 996 | 2257 |
| PICNIC SITE A | 222 | 281 | 301 | 804 |
| PICNIC SITE B | 94 | 123 | 184 | 401 |
| AUDITORIUM | 714 | 735 | 722 | 2171 |
| EAST ROOM | 557 | 601 | 612 | 1770 |
| WEST ROOM | 0 | 0 | 0 | 0 |
| MONTECITO | 311 | 307 | 324 | 942 |
| OTHER | 174 | 209 | 289 | 672 |
| <u>MONTHLY TOTAL:</u> | 4264 | 5217 | 5739 | 15220 |
| | | | | <u>QUARTERLY TOTAL</u> |

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

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

RECOMMENDATION

Review and discuss information provided.

BACKGROUND

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

INFORMATION

The Community Traffic/Safety Advisory Committee met on March 17, 2022:

- There was discussion about traffic safety around the elementary schools. The General Manager presented a brief update that was submitted by Dr. Jerry Friedman from the Los Alamitos Unified School District regarding communication with the principals and parents at each school to increase driver awareness when dropping off/picking up students. Also involved in the conversation was CHP Officer Matt Musselmann who patrols the school sites at prime times in order to issue citations and educate drivers.
- The General Manager reported that the permanent radar speed signs on Montecito Road and St. Cloud Drive have been secured by the County and we have been told they will be installed by Orange County Public Works in the near future.
- The General Manager reported to the Committee that he is working with Orange County Sheriff's Captain Gary Knutson and Orange County Public Works Traffic Engineering to determine signage needs for enforcement of the street sweeping parking ordinance. It is anticipated that Captain Knutson will be meeting with the General Manager in April about this.
- There was lengthy discussion regarding the parking issues along the Montecito Corridor. Committee member Kevin Pearce will be drafting a parking permit ordinance and suggested zone maps for consideration.

- During the Committee meeting, discussion surrounded the influx of motorized bicycles throughout the District, and especially the parks. The General Manager relayed to the Committee that staff is monitoring and enforcing the "no motorized vehicles on the park" policy and will continue to make the parks as safe as possible. Residents are encouraged to call the Sheriff's Department for service when they see unsafe situations.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

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

RECOMMENDATION

Review and discuss the information provided.

BACKGROUND

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

The Rossmoor Community Services District entered into a contractual agreement for street sweeping services with Sunset Property Services.

INFORMATION

The RCSD was recently notified that Sunset Property Services was purchased by Sweeping Corp of America (SCA). The General Manager is working with General Counsel Tarquin Preziosi to review the District's contractual agreement. In addition, the General Manager is working with representatives from Sunset Properties and SCA to ensure there is a smooth transition. The new vendor will make a presentation at the May Board of Directors meeting.

Overall, the new street sweeping schedule has been well-received by residents. For the most part, residents are complying with the new parking restrictions. As the new schedule began, ticketing enforcement was suspended January through March to give residents time to adjust to the new schedule. The RCSD, Sheriff's, and County of Orange Traffic Engineering are working together to determine signage needs to support parking enforcement and will be meeting in April to discuss the installation of necessary signage throughout the community. This meeting has been delayed due to the availability of Sheriff personnel, however RCSD staff has taken the opportunity to provide education to residents in order to gain compliance in the future.

The General Manager is working with First District Supervisor Andrew Do's office in reviewing parking enforcement alternatives.

If residents have concerns about the street sweeping service, they are asked to please call the District office at (562) 430-3707 or Sunset at (949) 551-5151 or by email to customerservice@sunsetpropertyservices.com.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MINUTES – REGULAR RCSD BOARD MEETING OF MARCH 8, 2022

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors approve the Minutes of the Regular RCSD Board Meeting of March 8, 2022 as prepared by the Board's Secretary/General Manager.

INFORMATION

The Minutes reflect the actions of the RCSD Board of Directors at their March 8, 2022 meeting.

ATTACHMENTS

1. Minutes – Regular RCSD Board Meeting of March 8, 2022



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, March 8, 2022

A. ORGANIZATION

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

2. ROLL CALL:

Present: Directors Barke, DeMarco, Nitikman, Searles and President Rips

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

4. PRESENTATIONS:

1. County of Orange Board of Supervisors – First District Supervisor Andrew Do

County of Orange Board of Supervisors, First District Supervisor Andrew Do introduced himself; shared his and his family's history and background in Orange County; talked about the duties of County Supervisors and the responsibility of government to the people; discussed the importance of being accessible, available and accountable; spoke about addressing homeless encampments and mental health issues; reported learning about some of the issues faced by Rossmoor residents; addressed repair of the sound wall, generating a database of residents and working with the Sheriff's Department regarding parking issues; opined on progressive values and new government buildings and commented on trusting and building a sense of pride in government.

Members of the RCSD Board welcomed Supervisor Do and indicated they looked forward to working with him to resolve challenges faced by Rossmoor residents.

Director Searles acknowledged the County's large budget; described an issue related to concrete-covered parkways that are damaging trees and hoped the County will be a partner in removing the concrete and saving trees. He further mentioned successes with the meal gap program, community festivals, and partnerships working with Supervisor Foley, and hoped Supervisor Do will feel welcome and join by cohosting and participating with community resources. In response to his question regarding Supervisor Do's comments

regarding progressive values, Supervisor Do opined that progressives practice gaslighting during meetings. Director Searles referenced the successful meal gap program; noted Rossmoor has an aging population and felt they may not be counted as people who need assistance, in the County, and hoped Supervisor Do will continue that program.

President Rips stated he looked forward to working with Supervisor Do to improve the quality of life of Rossmoor residents and presented him with a commemorative tile of the District logo.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM

Jody Roubanis, commented favorably on the upcoming bike safety event; announced there will be two Walk/Bike to School events this year; spoke about bike share lanes and prohibiting bicycles where cars are parked, and urged residents to look twice when backing out of their driveways.

Carol Rogers expressed concerns regarding riding bikes and electric bikes on sidewalks in addition to speeding.

Discussion followed regarding increasing bike safety communications within the District.

D. REPORTS TO THE BOARD

1. MONTHLY TRAFFIC SAFETY UPDATE

General Manager Mendoza presented the report; discussed the Traffic Safety Committee and announced their upcoming meeting; and mentioned topics for discussion including traffic on Montecito, developing solutions for parking problems and building collaboration with the Shops at Rossmoor. Additionally, he addressed installation of permanent radar signs, status of the Black Box on loan from Cerritos; announced the Bicycle Safety Event on May 21, 2022, from 10:00 a.m. to 1:00 p.m., in conjunction with CHP.

Director Searles requested adding eBike safety to the Traffic Safety Committee's upcoming agenda.

President Rips mentioned sidewalks are being repaired by Orange County Public Works.

2. STREET SWEEPING UPDATE

General Manager Mendoza presented an update on the new street-sweeping service in the District and discussed ticketing and adding signage that coincides with enforcement.

3. REPORT OF THE CIP AND BUDGET COMMITTEES REGARDING APPROVAL OF FISCAL YEAR 2021-2022 MID-YEAR AMENDED BUDGET

General Manager Mendoza introduced the item; addressed recent CIP and Budget Committee meetings and the Committees' recommendations as well as adjustments.

Accountant Ken Pun, The Pun Group, LLP, reviewed the Fiscal Year 2021-2022 Mid-Year Amended Budget and provided details of proposed adjustments.

General Manager Mendoza addressed increased water expenses partly due to mainline water breaks and noted the costs will be monitored, and increased efforts will be made to keep within budget, going forward.

Mr. Pun continued reporting on the amended budget and discussed the anticipated surplus.

Discussion followed regarding items removed from the CIP, the status of obtaining a portable office unit from the school district, the possibility of developing a parks master plan, installing shades for concerts in the park events on existing posts, and determining the electrical capacity of existing sources for providing electricity during events.

Regarding budget amendments, discussion followed regarding the possibility of purchasing a device that monitors water leakage.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of February 8, 2022

2. JANUARY 2022 REVENUE AND EXPENDITURE REPORT

3. RESOLUTION NO. 22-03-08-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

Motion by Director Barke, seconded by Director Nitikman, to approve the Consent Calendar, as presented. Motion passed 5-0 as follows:

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

F. PUBLIC HEARING - None

G. RESOLUTIONS

1. RESOLUTION NO. 22-03-08-02 A RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE MID-YEAR BUDGET REVENUES AND EXPENDITURES TOTAL AMOUNTS FOR FISCAL YEAR 2021-2022

Motion by Director Searles, seconded by Director Nitikman, to approve RESOLUTION NO. 22-03-08-02 A RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE MID-YEAR BUDGET REVENUES AND EXPENDITURES TOTAL AMOUNTS FOR FISCAL YEAR 2021-2022, as presented. Motion passed 5-0 as follows:

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

ORDINANCES - None

H. REGULAR CALENDAR

1. DISCUSSION REGARDING PURCHASE OF A CLOUD-BASED FUND ACCOUNTING SOFTWARE FROM BLACK MOUNTAIN SOFTWARE

General Manager Mendoza presented details of the report; discussed the RFP and responses and deferred to Accountant Pun for a report.

Accountant Pun presented details of the proposed cloud-based fund accounting software.

Discussion followed regarding the Board's ability to act on this item given the title of the item on the agenda.

Director Barke noted the agenda should reflect whether the Board will be approving the item and noted it only lists a discussion regarding the purchase and not approval.

General Counsel Tarquin Preziosi stated the item provides adequate notice under the Brown Act, but the Board may continue the item to provide clear notice to the public if desired.

President Rips asked that future agendas clearly reflect the action required by the Board.

Discussion followed regarding the timeline for installation of the software, including specific installation and completion dates in the services agreement.

Motion by Director Nitikman, seconded by Director Barke, to approve purchase of a cloud-based fund accounting software from Black Mountain Software and authorize the General Manager and General Counsel to execute and the appropriate documents necessary for the purchase and installation of the accounting software from Black Mountain the amount of \$13,075 which includes the Accounting, Budget Preparation and Cloud Hosting modules, as

amended to include specific installation and completion dates in the services agreement. Motion passed 5-0.

2. DISCUSSION REGARDING RENEWAL OF CONTRACT SERVICE AGREEMENT WITH CITY OF BREA – BreaIT TO MAINTAIN THE DISTRICT'S COMPUTER SYSTEM AND EQUIPMENT AND PROVIDE INFORMATION TECHNOLOGY SUPPORT TO DISTRICT STAFF

General Manager Mendoza presented the report.

Discussion followed regarding hours of IT services provided per month, the importance of consistency in IT support,

Motion by Director DeMarco, seconded by Director Barke to approve the renewal of a contract services agreement with the City of Brea to maintain the District's computer system and equipment and provide information technology support to District staff, with the increased compensation. Motion passed 5-0.

3. DISCUSSION REGARDING RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH RAMS, INC. FOR AUDITOR SERVICES

General Manager Mendoza presented the report.

Motion by Director DeMarco, seconded by Director Nitikman, to approve the renewal of a Letter of Agreement with Rams, Inc. for auditor services. Motion passed 5-0.

I. GENERAL MANAGER ITEMS

General Manager Mendoza discussed a meeting with Supervisor Do; announced an upcoming "Meet and Greet" with Supervisor Do; addressed the Special Events Calendar; spoke about improvements at Kempton Park and the Horseshoe Pit at Rossmoor Park, and provided an update on the Local Control survey.

J. BOARD MEMBER ITEMS

Director Searles thanked Supervisor Do for attending the meeting; commented on the upcoming Bike Safety event and discussed an issue with water pellet guns.

Director DeMarco thanked Supervisor Do for attending the meeting; suggested developing a 65th Anniversary logo in celebration of the District's milestone; commented on street sweeping videos; discussed a book drive, and congratulated seniors at Los Alamitos High School for the upcoming Winter Formal.

Director Nitikman thanked Supervisor Do for attending the meeting.

General Manager Mendoza presented a brief update on the sale of water district owned water wells, giving RCSD the right of first refusal and the status of implementing a Rossmoor Farmers Market.

Director Barke thanked Supervisor Do for attending the meeting, as well as the President of the Orange County Board of Education; suggested inviting the Orange County Sheriff to attend an upcoming meeting and looking into the possibility of installing a canopy for shade at Rush Park that could be used during the summer festivals; commented on speed radar devices and addressed the parking issue along Montecito.

President Rips thanked Supervisor Do for attending the meeting and General Manager Mendoza for his efforts on special events and the work at Kempton Park, and addressed a recent meeting of the Organizational Committee.

K. GENERAL COUNSEL ITEMS - None

L. ADJOURNMENT

Motion by President Rips, seconded by Director DeMarco, to adjourn the regular meeting at 9:00 p.m. Motion passed 5-0.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED: April 9, 2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accountant Ken Pun
Subject: FEBRUARY 2022 REVENUE AND EXPENDITURE REPORT

RECOMMENDATION

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

INFORMATION

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

ATTACHMENTS

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

Rossmoor Community Services District
Schedule of Revenues and Expenditures and Changes in Fund Balance - Budget and Actual
For the month ended February 28, 2022

| | Original Budget | Amended Budget | Current Month February | Adjustments | Year to Date | Variance | % of Budget |
|----------------------------------|--------------------|-------------------|------------------------------|---------------------|------------------|-------------------|---------------|
| Revenues: | | | | | | | |
| Properly taxes | \$ 1,100,000 | \$ 1,100,000 | \$ 1,799 | \$ - | \$ 651,966 | \$ 448,034 | 59.27% |
| Street light assessments | 372,000 | 372,000 | 627 | - | 227,423 | 144,577 | 61.14% |
| Interest on investments | 9,600 | 2,500 | - | - | 1,016 | 1,484 | 40.64% |
| From Other Governmental Agencies | 258,000 | 356,000 | - | - | 121,045 | 234,955 | 34.00% |
| Permit and Rental Fees | 137,300 | 179,300 | 19,556 | (6,166) | 135,365 | 43,935 | 75.50% |
| Miscellaneous | 19,000 | 59,000 | 24,947 | - | 65,725 | (6,725) | 111.40% |
| Total Revenues | 1,895,900 | 2,068,800 | 46,929 | (6,166) | 1,202,540 | 866,260 | 58.13% |
| Expenditures: | | | | | | | |
| Administrative | 957,700 | 1,044,000 | 36,739 | 67,097 | 674,270 | 369,730 | 64.59% |
| Recreation | 39,500 | 55,000 | 1,497 | 1,604 | 51,677 | 3,323 | 93.96% |
| Rossmoor Park | 263,000 | 240,500 | 9,847 | 24,162 | 118,120 | 122,380 | 49.11% |
| Montecito Center | 24,400 | 25,400 | 1,416 | 3,834 | 16,487 | 8,913 | 64.91% |
| Rush Park | 145,500 | 199,500 | 7,523 | 5,641 | 138,912 | 60,588 | 69.63% |
| Street Lighting | 100,000 | 100,000 | 8,731 | - | 69,187 | 30,813 | 69.19% |
| Rossmoor Wall | 1,000 | 1,000 | - | - | - | 1,000 | 0.00% |
| Street Sweeping | 65,000 | 80,000 | 6,538 | 13,341 | 47,368 | 32,632 | 59.21% |
| Parkway Tree | 170,000 | 190,000 | - | 13,800 | 186,392 | 3,608 | 98.10% |
| Mini-Parks and Median | 11,800 | 16,000 | 1,056 | - | 9,539 | 6,461 | 59.62% |
| Total Expenditures | 1,777,900 | 1,951,400 | 73,347 | 129,479 | 1,311,952 | 639,448 | 67.23% |
| Changes in Fund Balance | 118,000 | 117,400 | \$ (26,418) | \$ (135,645) | (109,412) | \$ 226,812 | |
| Fund Balance: | | | | | | | |
| Beginning of Period | 1,283,900 | 1,283,900 | | | 1,283,900 | | |
| End of Period | \$ 1,401,900 | \$ 1,401,300 | | | \$ 1,174,488 | | |

Adjustments:

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

REVENUE/EXPENDITURE REPORT

Rossmoor Community

| For the Period: 7/1/2021 to 2/28/2022 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---------------------------------------|---------------------|---------------------|---------------------|------------------|-------------|-------------------|-------------|
| Fund: 10 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 00 | | | | | | | |
| 3000 Current Secured Property Taxes | 1,020,000.00 | 1,020,000.00 | 596,781.49 | 0.00 | 0.00 | 423,218.51 | 58.5 |
| 3001 Current unsecured prop tax | 34,000.00 | 34,000.00 | 28,004.16 | 0.00 | 0.00 | 5,995.84 | 82.4 |
| 3002 Prior secured property taxes | 14,000.00 | 14,000.00 | 7,926.76 | 377.35 | 0.00 | 6,073.24 | 56.6 |
| 3003 Prior unsecured prop taxes | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.0 |
| 3004 Delinquent property taxes | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| 3010 Current supplemental assessmt | 18,000.00 | 18,000.00 | 10,916.47 | 1,421.68 | 0.00 | 7,083.53 | 60.6 |
| 3020 Public utility tax | 10,000.00 | 10,000.00 | 8,337.29 | 0.00 | 0.00 | 1,662.71 | 83.4 |
| 3105 Street light assessments | 372,000.00 | 372,000.00 | 227,422.59 | 626.75 | 0.00 | 144,577.41 | 61.1 |
| 3200 Interest on investments | 9,600.00 | 9,600.00 | 1,015.83 | 0.00 | 0.00 | 8,584.17 | 10.6 |
| 3210 Prop 68 Grant Funding | 175,000.00 | 175,000.00 | 0.00 | 0.00 | 0.00 | 175,000.00 | 0.0 |
| 3220 Senior Mobility Food Program | 0.00 | 0.00 | 70,000.00 | 0.00 | 0.00 | -70,000.00 | 0.0 |
| 3250 FEMA Grant-Covid 19 | 19,000.00 | 47,000.00 | 48,578.00 | 0.00 | 0.00 | -1,578.00 | 103.4 |
| 3301 State homeowner proptax relief | 4,000.00 | 4,000.00 | 2,467.07 | 0.00 | 0.00 | 1,532.93 | 61.7 |
| 3305 County street sweep reimburse | 60,000.00 | 60,000.00 | 0.00 | 0.00 | 0.00 | 60,000.00 | 0.0 |
| 3404 Court reservations | 45,000.00 | 75,000.00 | 49,935.91 | 4,413.00 | 0.00 | 25,064.09 | 66.6 |
| 3405 Wall Rental | 300.00 | 300.00 | 388.72 | 20.00 | 0.00 | -88.72 | 122.9 |
| 3406 Ball field reservations | 12,000.00 | 12,000.00 | 20,790.30 | 7,377.00 | 0.00 | -8,790.30 | 173.3 |
| 3407 Tree Trim Permits | 5,000.00 | 5,000.00 | 3,956.00 | 254.00 | 0.00 | 1,044.00 | 79.1 |
| 3410 Rossmoor building rental | 10,000.00 | 10,000.00 | 3,093.00 | 708.00 | 0.00 | 6,907.00 | 30.9 |
| 3412 Montecito building rental | 15,000.00 | 27,000.00 | 17,090.68 | 628.50 | 0.00 | 9,909.32 | 63.3 |
| 3414 Rush Park Building Rental | 50,000.00 | 50,000.00 | 46,295.45 | 6,156.00 | 0.00 | 3,704.55 | 92.6 |
| 3500 Other miscellaneous revenue | 5,000.00 | 105,000.00 | 43,475.22 | 22,446.58 | 0.00 | 61,524.78 | 41.4 |
| 3604 Sponsorships | 14,000.00 | 24,000.00 | 22,250.00 | 2,500.00 | 0.00 | 1,750.00 | 92.7 |
| Dept: 00 | 1,895,900.00 | 2,075,900.00 | 1,208,704.94 | 46,928.86 | 0.00 | 867,195.06 | 58.2 |
| Revenues | 1,895,900.00 | 2,075,900.00 | 1,208,704.94 | 46,928.86 | 0.00 | 867,195.06 | 58.2 |
| Expenditures | | | | | | | |
| Dept: 10 ADMINISTRATION | | | | | | | |
| 4000 Board of Directors Compensatn | 9,000.00 | 16,000.00 | 10,257.94 | 1,200.00 | 0.00 | 5,742.06 | 64.1 |
| 4002 Salaries - Part-time | 64,272.00 | 64,272.00 | 36,659.19 | 2,903.57 | 0.00 | 27,612.81 | 57.0 |
| 4003 Salaries - Overtime | 1,500.00 | 9,500.00 | 8,717.83 | 12.36 | 0.00 | 782.17 | 91.8 |
| 4006 SALARY - ADMINISTRATION | 220,560.00 | 205,560.00 | 115,337.52 | 13,741.40 | 0.00 | 90,222.48 | 56.1 |
| 4007 Vehicle Allowance | 1,500.00 | 1,500.00 | 1,419.57 | 142.27 | 0.00 | 80.43 | 94.6 |
| 4008 SALARY - RECREATION | 116,085.00 | 116,085.00 | 75,612.70 | 9,496.06 | 0.00 | 40,472.30 | 65.1 |
| 4009 SALARY - PARK/TREE MAINTENANCE | 84,168.00 | 84,168.00 | 37,509.41 | 5,045.02 | 0.00 | 46,658.59 | 44.6 |
| 4010 Workers Compensation Insurance | 18,500.00 | 18,500.00 | 13,768.85 | 1,714.83 | 0.00 | 4,731.15 | 74.4 |
| 4011 Medical Insurance | 85,000.00 | 85,000.00 | 43,283.16 | 0.00 | 0.00 | 41,716.84 | 50.9 |
| 4015 Federal Payroll Tax -FICA | 48,415.00 | 48,415.00 | 31,558.88 | 2,812.37 | 0.00 | 16,856.12 | 65.2 |
| 5002 Insurance - Liability | 35,000.00 | 35,000.00 | 3,115.48 | 0.00 | 0.00 | 31,884.52 | 8.9 |
| 5004 Memberships and Dues | 7,200.00 | 9,000.00 | 9,118.63 | 250.00 | 0.00 | -118.63 | 101.3 |
| 5006 Travel & Meetings | 2,500.00 | 2,500.00 | 234.25 | 0.00 | 0.00 | 2,265.75 | 9.4 |
| 5007 Televised Meeting Costs | 20,000.00 | 20,000.00 | 18,779.71 | 0.00 | 0.00 | 1,220.29 | 93.9 |
| 5010 Publications & Legal Notices | 6,500.00 | 8,000.00 | 8,080.00 | 112.50 | 0.00 | -80.00 | 101.0 |
| 5012 Printing | 3,000.00 | 4,500.00 | 3,367.47 | 185.51 | 0.00 | 1,132.53 | 74.8 |
| 5014 Postage | 2,500.00 | 2,500.00 | 595.00 | 232.27 | 0.00 | 1,905.00 | 23.8 |
| 5016 Office Supplies | 15,000.00 | 15,000.00 | 3,395.07 | 245.94 | 0.00 | 11,604.93 | 22.6 |
| 5020 Telephone | 12,000.00 | 12,000.00 | 6,672.46 | 1,444.04 | 0.00 | 5,327.54 | 55.6 |
| 5021 Computer Costs | 5,000.00 | 5,000.00 | 3,554.52 | 0.00 | 0.00 | 1,445.48 | 71.1 |
| 5030 Vehicle Maintenance | 0.00 | 0.00 | 2,010.54 | 0.00 | 0.00 | -2,010.54 | 0.0 |
| 5045 Miscellaneous Expenditures | 10,000.00 | 90,000.00 | 93,977.14 | -16,742.53 | 0.00 | -3,977.14 | 104.4 |
| 5046 Bank Service Charge | 1,000.00 | 2,500.00 | 3,315.58 | 570.02 | 0.00 | -815.58 | 132.6 |
| 5610 Legal Counsel | 60,000.00 | 60,000.00 | 37,697.40 | 1,890.34 | 0.00 | 22,302.60 | 62.8 |
| 5615 Financial Audit-Consulting | 17,000.00 | 17,000.00 | 18,225.00 | 0.00 | 0.00 | -1,225.00 | 107.2 |
| 5620 Outsource Financial Consultant | 60,000.00 | 60,000.00 | 35,000.00 | 5,000.00 | 0.00 | 25,000.00 | 58.3 |
| 5670 Other Professional Services | 35,000.00 | 35,000.00 | 47,754.40 | 6,666.95 | 0.00 | -12,754.40 | 136.4 |
| 6010 Equipment | 2,000.00 | 2,000.00 | 753.90 | 125.65 | 0.00 | 1,246.10 | 37.7 |
| 6025 Soft ware | 15,000.00 | 15,000.00 | 4,605.28 | 0.00 | 0.00 | 10,394.72 | 30.7 |
| ADMINISTRATION | 957,700.00 | 1,044,000.00 | 674,376.88 | 36,848.57 | 0.00 | 369,623.12 | 64.6 |

REVENUE/EXPENDITURE REPORT

Rossmoor Community

| For the Period: 7/1/2021 to 2/28/2022 | | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---------------------------------------|--------------------------------|-------------------|-------------------|-------------------|-----------------|-------------|-------------------|-------------|
| Fund: 10 - GENERAL FUND | | | | | | | | |
| Expenditures | | | | | | | | |
| Dept: 20 RECREATION | | | | | | | | |
| 5017 | Community Events | 39,500.00 | 55,000.00 | 51,677.02 | 1,496.80 | 0.00 | 3,322.98 | 94.0 |
| RECREATION | | 39,500.00 | 55,000.00 | 51,677.02 | 1,496.80 | 0.00 | 3,322.98 | 94.0 |
| Dept: 30 ROSSMOOR PARK | | | | | | | | |
| 5018 | Janitorial Supplies | 6,000.00 | 6,000.00 | 2,863.12 | 0.00 | 0.00 | 3,136.88 | 47.7 |
| 5022 | Utilities | 12,500.00 | 12,500.00 | 6,415.83 | 717.13 | 0.00 | 6,084.37 | 51.3 |
| 5023 | Water | 28,000.00 | 43,000.00 | 30,933.53 | 1,296.03 | 0.00 | 12,066.47 | 71.9 |
| 5025 | SECURED PROP TAX | 1,150.00 | 1,150.00 | 1,048.06 | 0.00 | 0.00 | 101.94 | 91.1 |
| 5030 | Vehicle Maintenance | 1,000.00 | 1,500.00 | 1,130.61 | 0.00 | 0.00 | 369.39 | 75.4 |
| 5032 | Building & Grounds-Maintenance | 30,000.00 | 30,000.00 | 17,300.84 | 4,891.47 | 0.00 | 12,899.16 | 57.7 |
| 5034 | Alarm Systems | 850.00 | 850.00 | 852.88 | 225.00 | 0.00 | -2.88 | 100.3 |
| 5045 | Miscellaneous Expenditures | 500.00 | 500.00 | 56.11 | 0.00 | 0.00 | 443.89 | 11.2 |
| 5051 | Equipment Rental | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 5052 | Minor Facility Repairs | 500.00 | 500.00 | 1,034.27 | 0.00 | 0.00 | -534.27 | 206.9 |
| 5655 | Landscape Maintenance | 27,000.00 | 30,000.00 | 23,927.06 | 2,718.28 | 0.00 | 6,072.94 | 79.8 |
| 6005 | Buildings and Improvements | 155,000.00 | 114,000.00 | 32,559.36 | 0.00 | 0.00 | 81,440.64 | 28.6 |
| ROSSMOOR PARK | | 263,000.00 | 240,500.00 | 118,121.47 | 9,847.91 | 0.00 | 122,378.53 | 49.1 |
| Dept: 40 MONTECITO CENTER | | | | | | | | |
| 5018 | Janitorial Supplies | 6,000.00 | 6,000.00 | 2,820.06 | 0.00 | 0.00 | 3,179.94 | 47.0 |
| 5022 | Utilities | 2,000.00 | 2,000.00 | 1,059.11 | 116.69 | 0.00 | 940.89 | 53.0 |
| 5023 | Water | 2,250.00 | 2,250.00 | 1,746.43 | 0.00 | 0.00 | 503.57 | 77.6 |
| 5025 | SECURED PROP TAX | 1,000.00 | 1,000.00 | 880.14 | 0.00 | 0.00 | 119.86 | 88.0 |
| 5030 | Vehicle Maintenance | 500.00 | 1,500.00 | 588.09 | 0.00 | 0.00 | 911.91 | 39.2 |
| 5032 | Building & Grounds-Maintenance | 8,000.00 | 8,000.00 | 4,348.10 | 775.72 | 0.00 | 3,651.90 | 54.4 |
| 5034 | Alarm Systems | 650.00 | 650.00 | 120.00 | 0.00 | 0.00 | 530.00 | 18.5 |
| 5045 | Miscellaneous Expenditures | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 5052 | Minor Facility Repairs | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 5656 | Landscape Maintenance | 3,000.00 | 3,000.00 | 4,926.89 | 522.96 | 0.00 | -1,926.89 | 164.2 |
| MONTECITO CENTER | | 24,400.00 | 25,400.00 | 16,488.82 | 1,415.37 | 0.00 | 8,911.18 | 64.9 |
| Dept: 50 RUSH PARK | | | | | | | | |
| 5018 | Janitorial Supplies | 6,000.00 | 6,000.00 | 2,824.38 | 0.00 | 0.00 | 3,175.62 | 47.1 |
| 5022 | Utilities | 23,000.00 | 23,000.00 | 17,156.73 | 1,807.81 | 0.00 | 5,843.27 | 74.6 |
| 5023 | Water | 42,000.00 | 50,000.00 | 33,463.42 | 1,253.75 | 0.00 | 18,536.58 | 66.9 |
| 5025 | SECURED PROP TAX | 4,200.00 | 4,200.00 | 4,010.96 | 0.00 | 0.00 | 189.04 | 95.5 |
| 5030 | Vehicle Maintenance | 1,000.00 | 2,000.00 | 1,525.87 | 0.00 | 0.00 | 474.13 | 76.3 |
| 5032 | Building & Grounds-Maintenance | 40,000.00 | 40,000.00 | 15,443.83 | 1,506.03 | 0.00 | 24,556.17 | 38.6 |
| 5034 | Alarm Systems | 800.00 | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.0 |
| 5045 | Miscellaneous Expenditures | 500.00 | 500.00 | 149.83 | 0.00 | 0.00 | 350.17 | 30.0 |
| 5051 | Equipment Rental | 500.00 | 1,500.00 | 1,259.36 | 0.00 | 0.00 | 240.62 | 84.0 |
| 5052 | Minor Facility Repairs | 500.00 | 500.00 | 300.00 | 0.00 | 0.00 | 200.00 | 60.0 |
| 5655 | Landscape Maintenance | 2,700.00 | 30,000.00 | 22,374.83 | 2,704.51 | 0.00 | 7,625.17 | 74.6 |
| 6005 | Buildings and Improvements | 0.00 | 41,000.00 | 25,808.50 | 249.50 | 0.00 | 15,391.50 | 62.5 |
| 6010 | Equipment | 0.00 | 49,000.00 | 14,793.15 | 0.00 | 0.00 | 34,206.85 | 30.2 |
| RUSH PARK | | 121,200.00 | 248,500.00 | 138,910.88 | 7,521.80 | 0.00 | 109,589.12 | 55.9 |
| Dept: 60 STREET LIGHTING | | | | | | | | |
| 5650 | Lighting and Maintenance | 100,000.00 | 100,000.00 | 69,186.36 | 8,731.03 | 0.00 | 30,813.64 | 69.2 |
| STREET LIGHTING | | 100,000.00 | 100,000.00 | 69,186.36 | 8,731.03 | 0.00 | 30,813.64 | 69.2 |
| Dept: 65 ROSSMOOR WALL | | | | | | | | |
| 5032 | Building & Grounds-Maintenance | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| ROSSMOOR WALL | | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| Dept: 70 STREET SWEEPING | | | | | | | | |
| 5642 | Street Sweeping | 65,000.00 | 80,000.00 | 47,367.95 | 6,538.14 | 0.00 | 32,632.05 | 59.2 |
| STREET SWEEPING | | 65,000.00 | 80,000.00 | 47,367.95 | 6,538.14 | 0.00 | 32,632.05 | 59.2 |
| Dept: 80 PARKWAY TREES | | | | | | | | |

REVENUE/EXPENDITURE REPORT

Rossmoor Community

| For the Period: 7/1/2021 to 2/28/2022 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------|-------------|-------------------|---------------|
| Fund: 10 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 80 PARKWAY TREES | | | | | | | |
| 5017 Community Events | 1,500.00 | 1,500.00 | 78.00 | 0.00 | 0.00 | 1,422.00 | 5.2 |
| 5856 Tree Trimming | 120,500.00 | 140,500.00 | 148,974.00 | 0.00 | 0.00 | -8,474.00 | 106.0 |
| 5660 TREE REMOVAL | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.0 |
| 6015 Trees | 45,000.00 | 45,000.00 | 37,340.00 | 0.00 | 0.00 | 7,660.00 | 83.0 |
| PARKWAY TREES | 170,000.00 | 190,000.00 | 186,392.00 | 0.00 | 0.00 | 3,608.00 | 99.1 |
| Dept: 90 MINI-PARKS AND MEDIANS | | | | | | | |
| 5022 Utilities | 500.00 | 500.00 | 399.84 | 57.66 | 0.00 | 100.36 | 79.9 |
| 5023 Water | 6,000.00 | 10,200.00 | 7,005.71 | 748.09 | 0.00 | 3,194.29 | 66.7 |
| 5032 Building & Grounds-Maintenance | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.0 |
| 5045 Miscellaneous Expenditures | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 5051 Equipment Rental | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 5052 Minor Facility Repairs | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 5855 Landscape Maintenance | 3,000.00 | 3,000.00 | 2,133.37 | 250.00 | 0.00 | 866.63 | 71.1 |
| MINI-PARKS AND MEDIANS | 11,800.00 | 16,000.00 | 9,538.72 | 1,055.75 | 0.00 | 6,461.28 | 59.6 |
| Expenditures | 1,753,600.00 | 2,000,400.00 | 1,312,060.10 | 73,455.17 | 0.00 | 688,339.90 | 65.6 |
| Net Effect for GENERAL FUND | 142,300.00 | 75,500.00 | -103,355.16 | -26,526.31 | 0.00 | 178,855.16 | -136.9 |
| Change in Fund Balance: | | | -103,355.16 | | | | |
| Grand Total Net Effect: | 142,300.00 | 75,500.00 | -103,355.16 | -26,526.31 | 0.00 | 178,855.16 | |

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

Expenditure Accounts

| Account | Item | Explanation |
|--|---------------------------------|--|
| 10-10-4000 | Board of Directors Compensation | A mid-year adjustment was made. As reported last month, this overage is due to the numerous town hall meetings, public forum, and special meetings held during the first six months of the year. These were attributed to the street sweeping schedule change, local control forums, and ethnic studies forums, etc. |
| 10-10-4003 | Overtime | A mid-year budget was made and totally offset by the sponsorships and donations received (10-00-3504) for these events. During the COVID period, overtime was reduced to \$1500. However, due to the large number of special events this summer, the General Manager approved staff overtime for those events. In addition, staffing has been a challenge due to COVID with some staff off ill, and the difficulty in covering the day to day operations and assignments that needed to be completed, therefore overtime was warranted. To date, we have spent \$8,717.83. |
| 10-10-5004 | Membership & Dues | A mid-year adjustment was made. The membership dues includes LAFCO, CSDA, and Costco membership. To date, we have spent \$9118.63. |
| 10-10-5007 | Televised Meeting Costs | Due to COVID-19, the Board meetings and other meetings were televised via Zoom and the use of Zoom has continued. The budget amount is \$20,000 Therefore, we anticipate the account will go over budget. To date, we have spent \$18,779.71. |
| 10-20-5017 | Community Events | The budgeted amount is \$39,500; \$48,576 has been spent; therefore, there is an overage of \$9,076. These expenditures were designated for the Family Foodie Festivals and the Winter Festival. The overage will offset by sponsorship revenue. A detailed report was provided at mid-year budget review. |
| 10-30-5023 | Rossmoor Park – Water | Water at Rossmoor Park is well over budget. An audit has been conducted by our water supplier and there are no leakage concerns. However, due to the COVID pandemic, staff had been washing playgrounds, courts, etc. more often. We also determined that we were over-watering during the summer months and will make adjustments to curtail the use of water in the upcoming year. Additionally, there were a few main line breaks that resulted in a significant loss of water. These were repaired. Water rates have also increased. A mid-year budget adjustment was made. |
| 10-10-5030 10-30-5030 10-40-5030 10-50-5030 | Vehicle Maintenance | The overage for December is due to body work that was done on the District trucks. The body shop was paid in full by the District and CJPIA will reimburse the District, less the deductible. |
| 10-10-5045 | Miscellaneous Expenditures | The \$70,000 Senior Meal Gap Program gift cards appear in this account. This is offset by the \$70,000 in revenue received by the County for the Senior Meal Gap Program grant that appears in 10-00-5300. |

| Account | Item | Explanation |
|--|--|--|
| 10-10-5046 | Bank Service Charges | No change – still working with RecDesk to find a solution. Overage is attributed to the service fee being charged to the District for credit/debit card payments from facility users by LADCO which is the processing platform used by RecDesk. In the effort to reduce cash handling, increased usage of credit/debit cards by patrons has increased substantially. An evaluation of how to reduce the fee through another platform if allowed through RecDesk is being looked into; and whether to incorporate the convenience fee into the usage fee or pass the fee on directly to the patron will be considered when reviewing facility usage fees in the future. |
| 10-80-5656 10-80-5660 10-80-5615 | Tree Trimming Tree Removal Tree Planting | A mid-year adjustment was made. To date, the overall tree budget is within our budgeted amount. Tree trimming and planting season is completed however, a small variance may occur depending on emergency tree issues the next few months. We are taking a proactive aggressive approach to minimize potential liability. Rossmoor has an aging urban forest in many areas and we are addressing these areas. Staff is concentrating on park trees due to the large number of visitors at our parks. |

Revenue Accounts

| Account | Item | Explanation |
|----------------|---------------------------|--|
| 10-00-3404 | Court Reservations | Mid-year budget adjustment was made. For the month of February, a correction of the amount was made to the Tennis Court Reservations and reclassified \$3,940 to Ball Field Reservations, \$3,438 to Tree Trim Revenue, and \$2,231 to Rush Park Building Rental. |
| 10-00-3412 | Montecito Building Rental | Mid-year budget adjustment was made. The Montecito Center building rental has increased to 97.9% of the original budget and we anticipate this increasing due to an ongoing church rental. |
| 10-00-3500 | Miscellaneous Revenue | These revenue accounts are well over the budgeted amounts due to the \$70,000 Senior Meal Gap Program grant that was received from the County of Orange. |

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: April 12, 2022

To: Honorable Board of Directors

From: General Manager Joe Mendoza
General Counsel Tarquin Preziosi

Subject: RESOLUTION NO. 22-04-12-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

RECOMMENDATION

Approve by roll call vote, Resolution No. 22-04-12-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency. That declaration is still in effect. Since March 12, 2020, Executive Orders from the Governor have relaxed various Brown Act meeting requirements to allow remote meetings and to temporarily suspended the Brown Act provisions requiring the physical presence of members at the public meetings. The most recent extension of that authorization expired September 30, 2021. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, the State implemented a shelter-in-place order, requiring all non-essential personnel to work from home. The RCDSD initially implemented teleconference meetings until in-person meetings with limited capacity were reintroduced. In addition, a hybrid option was available for those who preferred to participate remotely in meeting by using Zoom technology for Board and Committee meetings. The usage of Zoom for hybrid public meetings has allowed the District to ensure the public's continued access to meetings while also ensuring the public's, members, and employees' safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which among other things, rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for agencies to transition back to public meetings pursuant to the Brown Act.

On September 17, 2021 the Governor signed into law AB 361 which allows local legislative bodies to continue to meet remotely after the October 1, 2021 deadline. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency;
- State or local health officials have imposed or recommended measures to promote social distancing; and
- Legislative bodies declare the need to meet remotely due to present risks to the health or safety of attendees.

Given the ongoing nature of the pandemic we need to remain flexible if conditions worsen, especially with the upcoming holiday season and the onset of the delta variant. The RCSD meets the requirements of AB 361 to continue holding meetings remotely in order to ensure the health and safety of the public and its employees:

- The state of emergency continues to directly impact the ability of the members of the RCSD's legislative bodies to meet safely in person; and
- Federal, State or local officials continue to impose or recommend measures to promote social distancing to mitigate the spread of Covid-19.

Both the California Department of Public Health and the Orange County Health Officer have issued recommendations that members of vulnerable populations (such as older adults and those persons with an elevated risk due to certain medical conditions) continue to practice social distancing. The RCSD cannot ensure social distancing requirements are always met inside the Rush Park Auditorium and/or Conference Rooms where the RCSD Board of Directors and Committees may meet, making it difficult for members of these bodies, RCSD staff, and members of the public to consistently socially distance from each other and take other required precautions.

Pursuant to AB 361, the RCSD Board of Directors needs to declare every 30 days that the RCSD's legislative bodies must continue to meet remotely in order to ensure the health and safety of the public. Staff recommends that the RCSD Board of Directors adopt the proposed resolution making the required findings that the RCSD Board of Directors and Committee meetings can meet remotely pursuant to the requirements of AB 361.

INFORMATION

At the October 12, 2021 RCSD Board of Directors meeting, Resolution No. 21-10-12-02 was passed unanimously. Subsequently, the RCSD Board has passed updated resolutions in November and December 2021, and January, February and March 2022.

As required by AB 361, an updated resolution is being presented to the Board this evening so that the RCSD may continue to have the ability to meet remotely if necessary.

ATTACHMENTS

1. Resolution No. 22-04-12-01

RESOLUTION 22-04-12-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT TO CONTINUE CONDUCTING MEETINGS OF THE DISTRICT BOARD AND COMMITTEES REMOTELY AS NEEDED DUE TO HEALTH AND SAFETY CONCERNS FOR THE PUBLIC

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency as a result of the COVID-19 pandemic (the "Emergency");

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which bill went into immediate effect as urgency legislation;

WHEREAS, AB 361 added subsection (e) to Section 54953 of the California Gov. Code to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings;

WHEREAS, state or local officials continue to impose or recommend measures to promote social distancing;

WHEREAS, according to stand and local officials social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, it is appropriate for the Rossmoor Community Services District to make the findings specified in subsection (e)(1) of section 54953, to thereby authorize the Board of Directors and committees and/or other legislative body of the Rossmoor Community Services District to meet remotely if necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby finds that as a result of the Emergency, if meeting in person would present imminent risks to the health or safety of attendees, meetings would be held remotely.

PASSED AND ADOPTED this 12th day of April 2022.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
SUBJECT: RESOLUTION NO. 22-04-12-02 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. 22-04-12-02, 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 \$5,313.15 has been filed by State Farm Mutual Automotive Ins a/s/o Khanh Bucci, alleging damages as a result of damage done to vehicle caused by RCSD staff. 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. 22-04-12-02 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. 22-04-12-02 Rejection of Government Claim
2. Claim Form submitted by State Farm Mutual Automobile Ins
3. Notice of Claim Rejection (Carl Warren & Company for CJPIA)

RESOLUTION 22-04-12-02

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 State Farm Mutual Automobile Ins a/s/o Khanh Bucci dated March 16, 2022 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 State Farm Mutual Automobile Ins a/s/o Khanh Bucci.

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 State Farm Mutual Automobile Ins a/s/o Khanh Bucci 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 State Farm Mutual Automobile Ins a/s/o Khanh Bucci on or before April 22, 2021.

PASSED AND ADOPTED this 12th day of April 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, 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: State Farm Mutual Automobile Ins a/s/o Khanh Bucci DOB: n/a

Claimant's address: PO Box 106172, Atlanta, GA 30348

Address where notices about claim are to be sent, if different from above: State Farm Mutual Automobile Ins PO Box 106172, Atlanta, GA 30348

Date of incident/accident: 10/06/2021

Date injuries, damages, or losses were discovered: 10/06/2021

Location of incident/accident: Rush Park parking lot

What did entity or employee do to cause this loss, damage, or injury? Our vehicle was backing into a parking space. Your vehicle was driving directly thorough the parking spaces and hit our 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)? Omero Zendejas

What specific injuries, damages, or losses did claimant receive? damage to Deck Lid/Trunk,Quarter Panel PS,Rear Bumper

(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)]

\$5,313.15

How was this amount calculated (please itemize)? see documents previously sent

(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 X No

Date Signed: 03/16/2022 Signature: Ginger Ruehlen State Farm Mutual Automobile a/s/o Khanh V Bucci

If signed by representative:

Representative's Name Address Ginger Ruehlen

Telephone #

Relationship to Claimant

Digitally signed by Ginger Ruehlen Date: 2022.03.16 10:30:56 -05'00'



CARL WARREN & COMPANY
Claims Management and Solutions

A  **VENBROOK** Company

3/16/2022

TO: Rossmoor CSD

ATTENTION: Jessica Verduzco

RE: Claim : StateFarm/ Bucci V. Rossmoor CSD
 Claimant : StateFarm/ Bucci
 StateFarm File : 75-25Q9-17L
 Member : Rossmoor CSD
 Date Rec'd by Mbr : 03-09-2022
 Date of Event : 10-06-2021
 CW File Number : 3030961 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,

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 G-2

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
SUBJECT: RESOLUTION NO. 22-04-12-03 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. 22-04-12-03, 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 \$680.82 has been filed by California Automobile Insurance Co. as subrogee of Eric Greene, alleging damages as a result of damage done to vehicle caused by tree 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. 22-04-12-03 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. 22-04-12-03 Rejection of Government Claim
2. Claim Form submitted by California Automobile Ins. Co. as subrogee of Eric Greene
3. Notice of Claim Rejection (Carl Warren & Company for CJPIA)

RESOLUTION 22-04-12-03

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 California Automobile Ins. Co. as subrogee of Eric Green dated March 29, 2022 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 California Automobile Ins. Co. as subrogee of Eric Green.

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 California Automobile Ins. Co. as subrogee of Eric Green 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 State Farm Mutual Automobile Ins a/s/o Khanh Bucci on or before April 22, 2021.

PASSED AND ADOPTED this 12th day of April 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Jeffrey Rips, 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: California Automobile Ins. Co. as subrogee of Eric Greengard DOB: 9/14/1972

Claimant's address: 3031 Shakespeare, Los Alamitos, CA 90720

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

California Automobile Ins. Co., c/o Claim # CAPA-01773224, PO Box 10730, Santa Ana, CA 92711-0730

Date of incident/accident: 12/14/2021 at 12:01 a.m.

Date injuries, damages, or losses were discovered: 12/14/2021

Location of incident/accident: 3031 Shakespeare, Los Alamitos, CA

What did entity or employee do to cause this loss, damage, or injury?

Tree loss due to lack of tree maintenance/trimming

(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)?

N/A, tree loss

What specific injuries, damages, or losses did claimant receive?

Damage to hood of 2021 Volvo XC90

(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)]

\$680.82

How was this amount calculated (please itemize)?

Vehicle repairs

(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: X No:

Date Signed: 3/29/2022 Signature: Kelly Wood on behalf of California Automobile Ins. Co.

If signed by representative:

Representative's Name Kelly Wood-California Automobile Ins. Co. PO Box 10730, Santa Ana, CA 92711-0730

Telephone # 714-255-5001

Relationship to Claimant Insurer



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CARL WARREN & COMPANY

Claims Management and Solutions

A **VENBROOK** Company

ATTACHMENT 3

4/5/2022

TO: City of Rossmoor CSD

ATTENTION: Jessica Verduzco

RE: Claim : Cal. Auto. Ins. /Greene V. Rossmoor CSD
Mercury File : CAPA-01773224
Claimant : Cal. Auto. Ins. /Greene
Member : Rossmoor CSD
Date Rec'd by Mbr : 04-01-2022
Date of Event : 12-14-2021
CW File Number : 3031593 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,

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-1

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PROPOSED CHANGE TO THE DATES FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' MAY AND JUNE 2022 MEETINGS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve revised dates for the regularly scheduled May 2022 and June 2022 Board of Directors meetings.

BACKGROUND

The RCSD Board of Directors meetings are generally held on the second Tuesday of each month at 7 p.m. in the Rush Park Auditorium. President Jeffrey Rips has conflicts on May 10, 2022 and June 14, 2022. For reference, the FY 2022-2023 Preliminary Budget is scheduled for review at the May 2022 meeting; Adoption of the Final FY 2022-2023 Budget will be at the June 2022 Board of Directors meeting. Therefore, President Rips has requested that alternative dates be considered for the May and June meetings to allow for participation of the full Board of Directors.

INFORMATION

The following dates are offered for consideration:

| May | June |
|------------------|--|
| Tuesday, May 17 | Tuesday, June 7 |
| Thursday, May 19 | Thursday, June 9 |
| | Tuesday, June 14 (<i>President Rips would be available by Zoom only</i>) |

It is the General Manager's suggestion that the May meeting be changed to Tuesday, May 17, 2022; and that the June meeting be changed to Thursday, June 9, 2022.

If new dates are selected for the May 2022 and/or June 2022 meetings, announcements will be made on the District's website, social media platforms, and District posting sites.

ATTACHMENTS

None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PROPOSED CHANGES TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT STAFF ORGANIZATIONAL CHART AND JOB DESCRIPTIONS AS RECOMMENDED BY THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL COMMITTEE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and adopt the revised staff organizational chart and job descriptions as recommended by the RCSD Organizational Committee.

BACKGROUND

Due to a number of changes within the RCSD organization as a result of staffing changes, attrition, and utilizing contract services for some tasks, it became apparent that there was a need to assess the staffing for the District. This provided an opportunity to evaluate and identify individual job duties for each position, and to restructure the organization.

The Organizational Ad Hoc Committee (Directors Mark Nitikman and Jeffrey Rips) met with the General Manager during this process. As a result of their discussion, the Organizational Ad Hoc Committee requested adjustments/updates to the RCSD Organizational Chart and staff job descriptions that more accurately reflect current job assignments and duties; and/or for more effective use of personnel.

As a reference, RCSD *Policy No. 2000 General Manager Authority and Responsibilities*, outlines the duties of the General Manager. *Section 2000.70 Staff* stipulates that the General Manager is responsible for developing and completing job descriptions, training and hiring staff.

INFORMATION

On March 31, 2022, the Organizational Ad Hoc Committee met and discussed the attached proposed Organizational Chart. The General Manager presented the draft Organizational Chart as a way to provide the District additional office coverage and administrative support, as well as general maintenance, tree and recreation staff support. This Organizational Chart is a hybrid of full and part-time positions and provides the District with added flexibility in meeting the needs of the community.

The Organizational Ad Hoc Committee ultimately approved the Organizational Chart and job descriptions for submission to the RCSD Board of Directors. In addition, the Committee recommended that the part-time Account Clerk be reclassified to a full-time position, or at the General Manager's discretion the part-time Account Clerk could be filled, and a part-

time General Clerk could be hired, depending on the needs of the District. Therefore, this item has been placed on the agenda for Board approval.

FISCAL IMPACT

The fiscal impact to the District would be an additional \$23,566.40 (plus benefits) in salary by reclassifying the Account Clerk to full-time; or with the addition of a part-time General Clerk (while keeping the part-time Account Clerk).

ATTACHMENTS

1. RCSD *Policy No. 2000 General Manager Authority and Responsibilities*
2. RCSD Proposed Organizational Chart (draft)
3. RCSD Proposed Job Descriptions (draft)

Rossmoor Community Services District

Policy

No. 2000

GENERAL MANAGER AUTHORITY AND RESPONSIBILITIES

2000.10 Appointment: The General Manager shall be appointed by the Board of Directors solely on the basis of executive and administrative ability and qualifications and shall hold office until the General Manager's resignation or termination by the Board. No person holding or who has held membership on the Board shall be eligible for appointment as General Manager until one (1) year has elapsed following the termination of membership on the Board for which the individual was last elected or appointed.

2000.20 Authority: The General Manager shall be the chief administrative officer of the Rossmoor Community Services District under an employment agreement with the District. The General Manager shall carry out the directions of the Board. The General Manager is responsible for the efficient administration and management of all District employees, activities and properties.

2000.30 Secretary: The General Manager is the Secretary to the Board. Duties include preparing the agenda, and attachments, in consultation with the President, for each Board meeting, taking minutes at each board meeting, preparing them for distribution to all Board members promptly after each meeting, and for performing other duties as directed by the Board or required by law. The General Manager shall also serve as Secretary and Chief Financial Officer to the Public Improvement Finance Corporation.

2000.40 Meetings: The General Manager shall attend all meetings of the Board and Committees of the Board and participate in all matters before the Board, but without a vote.

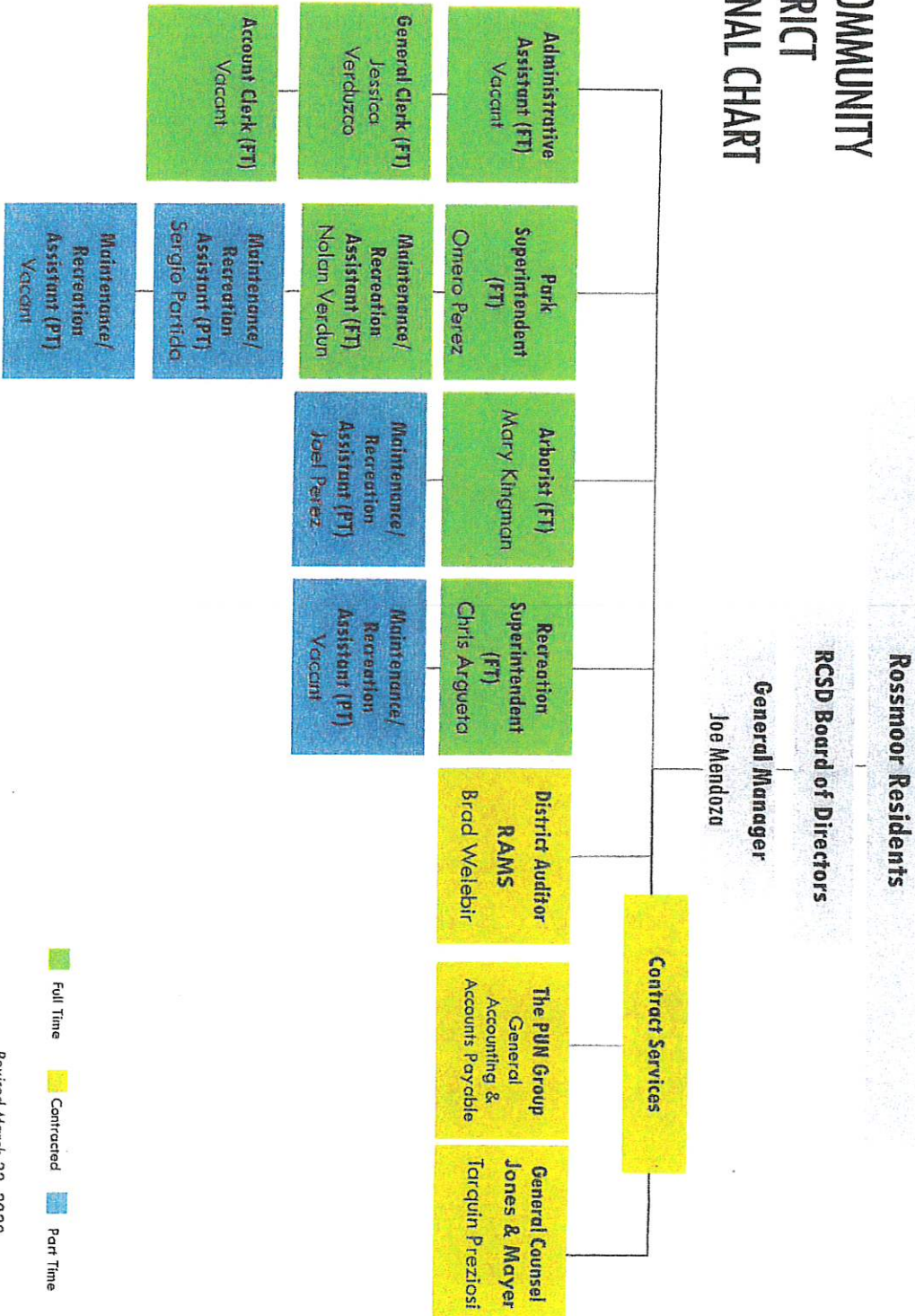
2000.50 Policies: The General Manager is responsible for the administration of all policies approved by the Board and for assuring that District employees adhere to all applicable policies. The General Manager may also recommend new policies or revisions to policies for consideration by the Board.

2000.60 Procedures: The General Manager is responsible for developing and completing written procedures for use by staff in the performance of their duties in the most cost effective and efficient manner. These procedures shall be available to all District employees.

2000.70 Staff: The General Manager shall hire, train, conduct employee performance evaluations, discipline and, when necessary, terminate employees of the District. The General Manager shall create positions of employment, organize the staff, and direct resources to accomplish the functions of the District. The General Manager is also responsible for developing and completing a Job Description which will cover the minimum qualifications (education, experience, skills, etc.) needed and the duties to be performed for each job that exists within the District. All Job Descriptions shall be contained in a Personnel Manual and posted in the District's computer system available to all employees. The General Manager is also responsible for preparing a Salary Plan for each classification and submitting the Plan to the Board annually, as a part of the Preliminary Budget.

2000.80 Budget and Finances: The General Manager is responsible for preparing and submitting an annual Preliminary, Final and Mid-year Budget to the Board. Such budgets shall include a multi-year Capital Improvement Program (CIP). The General Manager shall also be responsible for expending funds in conformity with the approved Budget and preparing and submitting a Revenue and Expenditures report to the Board each month which shows actual revenue received and expenditures made that month. The report shall be in the same format as the approved Budget.

ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART



■ Full Time
 ■ Contracted
 ■ Part Time

Revised March 22, 2022

ROSSMOOR COMMUNITY SERVICES DISTRICT

PROPOSED JOB DESCRIPTIONS

Full-Time Positions

Account Clerk

Administrative Assistant

Arborist

General Clerk

Maintenance/Recreation Assistant

Park Superintendent

Recreation Superintendent

Part-Time Positions

Account Clerk

General Clerk

Maintenance/Recreation Assistant

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

ACCOUNT CLERK (Full-Time)

THE POSITION

The Account Clerk (full-time) reports to the General Manager and/or Administrative Assistant and works in conjunction with the contract accounting firm; performs a variety of clerical, recordkeeping, and customer service tasks to assist with the smooth operation of the District.

Full-time, 40-hour work week with benefits. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Performs filing tasks for accounts payable, purchase orders, and departmental files; assists in obtaining approval on vendor invoices; processes Accounts Receivable accounts for Rentals and Tennis Court bookings; inputs charges to RecDesk, collect payments from customers and reconciles daily cash receipts to RecDesk. May make bank deposits. Greets and directs constituents and visitors; answers phone calls and emails. Receives, records, and distributes packages and mail. Compiles and maintains financial records as requested. Copies, collates, and prepares agenda packets. Serves as back up to the General Clerk and performs other related administrative support duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to organize and prioritize work; greet visitors, constituents, and colleagues in a friendly and courteous manner; ability to proofread. Proficient in Microsoft Office Suite or similar software; understanding of office equipment. Understanding of general accounting and clerical procedures, and systems such as recordkeeping and filing. Ability to work independently to identify and solve problems.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from high school, plus one year general office or accounting experience, or any combination of training and experience which may provide the required knowledge, ability, and skill. Two years of college coursework preferred.

JOB RELATED REQUIREMENTS

TYPING CERTIFICATE REQUIRED WITH EMPLOYMENT APPLICATION:

Minimum Net 50 words per minute.

Must provide results from a 5-minute typing certification test from a valid testing agency, no more than 12 months old (internet and/or online tests are NOT accepted). Recommended testing agency: ABC Adult School, 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960. Testing is done by appointment only.

<https://www.abcadulthoodschool.edu/assessment-center/>

Valid California Driver's license, with evidence of liability insurance.

Department of Justice background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 03/25/2022)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

ADMINISTRATIVE ASSISTANT (Full-Time)

THE POSITION

The Administrative Assistant (full-time) reports to the General Manager, serves as Administrative Assistant and performs varied and complex administrative support functions, assisting in the operation of the District office. The candidate will be a hard-working professional, able to undertake a variety of office support tasks and work diligently under pressure. The Administrative Assistant will be comfortable working with elected officials, constituents, and provide a high degree of attention to detail and discretion.

Full-time, 40-hour work week with benefits. May work a varied schedule to provide coverage at meetings and/or special events. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720.

ESSENTIAL JOB FUNCTIONS

Knowledge and ability to perform a wide variety of highly complex administrative support functions; ability to work independently with minimal direction and has excellent time management and organizational skills. Under the direction of the General Manager, the Administrative Assistant may compose correspondence and reports for the General Manager and Board; serve as a liaison between the General Manager and other District units; arrange meetings and events; prepare monthly Board and/or Committee agendas, agenda packets and attend meetings of the Board of Directors; provide oral reports to the Board as needed; transcribe and prepare action minutes; and maintain files on official actions of the Board and General Manager. Other duties may include organizing information for the District's website, social media, and quarterly newsletter, including establishing deadlines, securing input from other sources, and writing articles and press releases; edit and proofread all District reports, correspondence and documents for accuracy and content. Oversees and trains staff in the use of the online registration program and process, and serves as liaison between the District and the program provider. Serves as liaison between the District and the information technology contractor; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of governmental functions and organizational structures; ability to work effectively with the public, staff and elected officials; ability to function as an office manager and oversee the work of the District office staff. The Administrative Assistant is aware of the importance of confidentiality and handles sensitive matters with discretion.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to completion of high school (Associate Degree is preferred) plus three years of general office experience, one year of which is as an assistant to an executive, preferably in the public sector; or any combination of training and experience which may provide the required knowledge, ability and skill.

Knowledge of office practices, procedures and equipment, business English and grammar; business letter writing; personal computer operation; proficiency in MS Office Suite (Word, Excel, PowerPoint, Access, and Outlook), Adobe Acrobat PDF software, Zoom, and cloud-based data storage applications.

JOB RELATED REQUIREMENTS

TYPING CERTIFICATE REQUIRED WITH EMPLOYMENT APPLICATION:

Minimum Net 60 words per minute.

Must provide results from a 5-minute typing certification test from a valid testing agency, no more than 12 months old (internet and/or online tests are NOT accepted). Recommended testing agency: ABC Adult School, 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960. Testing is done by appointment only. <https://www.abcadulthoodschool.edu/assessment-center/>

Valid California Driver's license, with evidence of liability insurance.

Department of Justice background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

ARBORIST (Full-Time)

THE POSITION

The Arborist (full-time) reports to the General Manager and plans and monitors all work activities performed by District maintenance staff and contract service vendors in the maintenance of the District's Tree Program.

Full-time, 40-hour work week with benefits. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Under the direction of the General Manager, plans, schedules, and oversees the District's park and parkway tree program; provides input for the formulation of the tree budget and monitors monthly expenditures; assists in the monitoring of contract service crews; responds to constituent complaints or requests for service, and follows up on work orders to resolve problems. This position coordinates work assignments with District staff and County personnel and contractors; provides exceptional public relations in the performance of the District's Tree Program; receives, reviews and approves off-grid tree trimming requests from residents, and also administers the Citation Program for parkway tree trimming violations. The Arborist may draft correspondence for the General Manager's signature to residents regarding tree issues; assists the General Manager with the ongoing review of the District tree policies; provides oral reports to the Board as needed; and performs other duties as assigned by the General Manager. Maintains an inventory of park and parkway trees throughout the District, including records of trimming and the maintenance history of each tree. The Arborist collaborates with District staff to plan, promote, and conduct educational programs and special events for the community; administers the Memorial Tree Program and works with residents in the purchase and planting of trees in memory of their loved one.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of arboriculture theories and practices; ability to maintain accurate records; knowledge of growth characteristics of a variety of trees including their identification and status; knowledge of equipment used in tree programs; knowledge of various trees, their care, planting, removal and trimming procedures; knowledge of safe working procedures; ability to communicate clearly, both orally and in writing.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from a community college with a Certificate in Arboriculture, plus two years of work experience in landscape and/or tree maintenance.

SPECIAL JOB RELATED REQUIREMENTS

Valid California driver's license, with evidence of liability insurance.

Background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 03/23/22)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

GENERAL CLERK (Full-Time)

THE POSITION

The General Clerk (full-time) reports to the General Manager and/or Administrative Assistant and performs a wide variety of administrative support tasks, including but not limited to: customer service, reservations, typing, filing, and telephone and in-person reception.

Full-time, 40-hour work week with benefits. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Provides clerical support to the District; greets the public in a reception capacity and answers inquiries from the public; processes reservations for the use of District facilities and ensures the user is informed of District policies and procedures, and secures fees and deposits. Administers the use of the online registration program (RecDesk), and secures and processes reservations and program fees. Works with the California Joint Powers Insurance Authority to submit and process liability insurance claims. Performs a wide variety of other clerical functions, including: typing correspondence; sorting and filing documents; maintaining District files; operating an assortment of general office equipment; assists the Account Clerk in various light accounting functions (i.e. accounts receivable and accounts payable); makes bank deposits; and inventories and orders office supplies. Assists in the preparation of agenda packets and posting. Assists in keeping the District website up-to-date with announcements, posting of Board agendas, minutes, and other documents. Performs District errands as necessary; and performs other related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Proficient operation of a personal computer, fax machine, copier, and phone system. Types correspondence accurately and efficiently using correct spelling, grammar and punctuation. Performs basic mathematical calculations accurately. Ability to organize and prioritize work; and greet visitors, constituents, and colleagues in a friendly and courteous manner. Proficient in Microsoft Office Suite or similar software; understanding of office equipment. Ability to work independently to identify and solve problems.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from high school. One year of experience performing standard clerical duties in a multi-tasking environment. Two years of college coursework preferred.

JOB RELATED REQUIREMENTS

TYPING CERTIFICATE REQUIRED WITH EMPLOYMENT APPLICATION:

Minimum Net 50 words per minute.

Must provide results from a 5-minute typing certification test from a valid testing agency, no more than 12 months old (internet and/or online tests are NOT accepted). Recommended testing agency: ABC Adult School, 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960. Testing is done by appointment only.

<https://www.abcadultschool.edu/assessment-center/>

Valid California Driver's license, with evidence of liability insurance.

Department of Justice background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 03/25/2022)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

MAINTENANCE/RECREATION ASSISTANT (Full-Time)

THE POSITION

The Maintenance/Recreation Assistant (full-time) reports to the Park Superintendent and Recreation Superintendent; assists in planning, scheduling and performing maintenance activities related to the upkeep of District buildings, facilities, parks and parkways; and assists with set up/take down and implementation of recreation activities and programs.

Full-time, 40-hour work week with benefits. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Under the general direction of the Park Superintendent and Recreation Superintendent, performs maintenance activities in support of District work projects; provides input for the formulation of the budget; assists in monitoring and inspecting the work of contract crews; recommends the ordering of equipment, materials and supplies; performs daily inspections of facilities and submits work orders as needed; assists in the planning and implementation of recreation programs; assists with community center set up and take down; communicates effectively with the public and assists with office duties as needed; follows safe work practices; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic building, facility and park maintenance practices; knowledge of tools, equipment, and materials used in the maintenance of public property; ability to assist in coordinating special events and recreation programs; ability to work effectively with the public while promoting the organizational values of the District; knowledge of first aid, health, and safe working practices; ability to recognize and respond to public safety issues by following established procedures; and ability to follow direction.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed outdoors, on-site in a variety of settings within the RCSD, such as a park, community center, facility, and/or playground environment. Some work may be performed in an office environment. Office work requires sitting for periods of time and the use of a computer keyboard and screen. An incumbent drives a vehicle on District business, will be exposed to the elements and sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing up to 50 pounds and lift equipment and supplies weighing up to 30 pounds from waist to overhead. An incumbent may perform emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and odors. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to two years of college coursework plus one year of experience in building and/or landscape maintenance, or recreation experience; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities needed for the position.

SPECIAL JOB RELATED REQUIREMENTS

Valid California driver's license, with evidence of liability insurance.

Background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 03/03/2022)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

PARK SUPERINTENDENT (Full-Time)

THE POSITION

The Park Superintendent (full-time) reports to the General Manager and plans and schedules all work activities performed by the District maintenance staff and contract service vendors.

Full-time, 40-hour work week with benefits. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Under the direction of the General Manager, plans and schedules District work projects; provides input for the formulation of the budget, and assists in the monitoring of expenditures and staff hours, equipment and materials. Formulates a daily schedule for maintenance personnel; supervises and inspects work of staff and contract vendors; follows up on work assignments to resolve problems and assures timely completion of assignments. Trains employees in skills and safe work practices; coordinates work assignments with contract vendors; provides exceptional public relations with constituents and vendors; investigates constituent complaints or requests for service; and prepares, secures and analyzes bids for equipment and contract services. Organizes the set up and tear down of equipment for facility use and large special events; oversees the daily safety inspections of facilities and maintains accurate records associated with inspections, and schedules repairs in a timely manner. The Park Superintendent oversees the maintenance of mechanical, audio visual, landscape equipment, and District vehicles, including maintaining accurate records relative to maintenance, service, and warranties. May provide oral reports to the Board as needed; and performs other duties as assigned by the General Manager.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic supervisory practices; ability to maintain accurate records; knowledge of irrigation systems and growth characteristics of a variety of grasses, shrubs, plants and trees including their identification; knowledge of the use and need for pesticides and fertilizers; knowledge of safe working procedures; ability to communicate clearly with vendors, constituents and employees.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from high school (a minimum of two years college coursework preferred) plus four years experience in landscape and facility maintenance, including two years experience in a supervisory capacity.

SPECIAL JOB RELATED REQUIREMENTS

Valid California driver's license, with evidence of liability insurance.

Background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

Certifications for use of heavy equipment/machinery (i.e. forklift, manlift, scissorlift, chainsaw, etc.) through the California Joint Powers Insurance Authority will be required.

(Revised: 03/23/22)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

RECREATION SUPERINTENDENT (Full-Time)

THE POSITION

The Recreation Superintendent (full-time) reports to the General Manager and oversees recreational facilities, user groups, and special events; and provides a safe and community-friendly recreation environment.

Full-time, 40-hour work week with benefits. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Under the direction of the General Manager, the Recreation Superintendent is required to perform the following essential job functions: develop, plan, organize, implement, and evaluate a variety of community services and recreation programs, including special events and contract services; establish and coordinate schedules and methods of providing recreation services, identify resource needs, and allocate resources accordingly; participate in the development and implementation of goals and objectives, as well as policies and procedures. Inspects facilities and equipment for safety, cleanliness, and proper operation, and submits appropriate documentation for repair of equipment. Coordinates the preparation and dissemination of community event and recreation publicity with the Administrative Assistant; prepares periodic reports, and maintains files and records. Seeks sources of funding for special events, such as donations, sponsorships, or partnerships from businesses, corporations, or private groups. Presents periodic written and oral reports to the District Board of Directors and community groups. Approves reservation requests for the District's parks and facilities, and coordinates facility usage with District staff. Recruits and trains volunteers and records hours served in order to recognize individuals that serve the District throughout the year. Serves as staff liaison on District recreation or community related committees and subcommittees as assigned by the General Manager; prepares purchase requisitions; and orders supplies and materials. Participates in the selection of part-time maintenance/recreation staff and provides and/or coordinates staff training. Participates in the preparation and administration of the recreation program budget; and performs other duties as assigned by the General Manager.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to schedule league and tournament schedules; ability to organize and coordinate special events; knowledge of park, playground, sports fields and court activities; ability to coordinate the operation of District facilities; ability to work effectively with the public while promoting the organizational values of the District. Knowledge of municipal recreation programs and supervision of same. Knowledge of various sports, group games, crafts and other recreational activities. Knowledge of first aid, health, and safety practices. Ability to recognize and respond to public safety issues by following established procedures. Ability to follow written and oral directions. Ability to work independently to identify and solve problems. Ability to establish and maintain positive relationships with the community and the users of the District's recreational facilities.

DESIRABLE EXPERIENCE AND TRAINING

Equivalent to graduation from college with major course work in recreation, physical education, or a closely related field with at least two years of progressively responsible municipal recreation experience; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities needed for the position.

SPECIAL JOB RELATED REQUIREMENTS

Valid California driver's license, with evidence of liability insurance.

Background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

ACCOUNT CLERK (Part-Time)

THE POSITION

The Account Clerk (part-time) reports to the General Manager and/or Administrative Assistant and works in conjunction with the contract accounting firm; performs a variety of clerical, recordkeeping, and customer service tasks to assist with the smooth operation of the District.

Part-time, maximum of 19 hours per week. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Performs filing tasks for accounts payable, purchase orders, and departmental files; assists in obtaining approval on vendor invoices; processes Accounts Receivable accounts for Rentals and Tennis Court bookings; inputs charges to RecDesk, collect payments from customers and reconciles daily cash receipts to RecDesk. May make bank deposits. Greets and directs constituents and visitors; answers phone calls and emails. Receives, records, and distributes packages and mail. Compiles and maintains financial records as requested. Copies, collates, and prepares agenda packets. Serves as back up to the General Clerk and performs other related administrative support duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to organize and prioritize work; greet visitors, constituents, and colleagues in a friendly and courteous manner; ability to proofread. Proficient in Microsoft Office Suite or similar software; understanding of office equipment. Understanding of general accounting and clerical procedures, and systems such as recordkeeping and filing. Ability to work independently to identify and solve problems.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from high school, plus one year general office or accounting experience, or any combination of training and experience which may provide the required knowledge, ability, and skill. Two years of college coursework preferred.

JOB RELATED REQUIREMENTS

TYPING CERTIFICATE REQUIRED WITH EMPLOYMENT APPLICATION:

Minimum Net 50 words per minute.

Must provide results from a 5-minute typing certification test from a valid testing agency, no more than 12 months old (internet and/or online tests are NOT accepted). Recommended testing agency: ABC Adult School, 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960. Testing is done by appointment only.

<https://www.abcadultschool.edu/assessment-center/>

Valid California Driver's license, with evidence of liability insurance.

Department of Justice background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 03/25/2022)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

GENERAL CLERK (Part-Time)

THE POSITION

The General Clerk (part-time) reports to the General Manager and/or Administrative Assistant and works in conjunction with the full-time General Clerk. The General Clerk (part-time) performs a wide variety of administrative support tasks, including but not limited to: customer service, reservations, typing, filing, and telephone and in-person reception.

Part-time, maximum of 19 hours per work week. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

Provides clerical support to the District; greets the public in a reception capacity and answers inquiries from the public; processes reservations for the use of District facilities and ensures the user is informed of District policies and procedures, and secures fees and deposits. Administers the use of the online registration program (RecDesk), and secures and processes reservations and program fees. Works with the California Joint Powers Insurance Authority to submit and process liability insurance claims. Performs a wide variety of other clerical functions, including: typing correspondence; sorting and filing documents; maintaining District files; operating an assortment of general office equipment; assists the Account Clerk in various light accounting functions (i.e. accounts receivable and accounts payable); makes bank deposits; and inventories and orders office supplies. Assists in the preparation of agenda packets and posting. Assists in keeping the District website up-to-date with announcements, posting of Board agendas, minutes, and other documents. Performs District errands as necessary; and performs other related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Proficient operation of a personal computer, fax machine, copier, and phone system. Types correspondence accurately and efficiently using correct spelling, grammar and punctuation. Performs basic mathematical calculations accurately. Ability to organize and prioritize work; and greet visitors, constituents, and colleagues in a friendly and courteous manner. Proficient in Microsoft Office Suite or similar software; understanding of office equipment. Ability to work independently to identify and solve problems.

DESIRABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from high school. One year of experience performing standard clerical duties in a multi-tasking environment. Two years of college coursework preferred.

JOB RELATED REQUIREMENTS

TYPING CERTIFICATE REQUIRED WITH EMPLOYMENT APPLICATION:
Minimum Net 50 words per minute.

Must provide results from a 5-minute typing certification test from a valid testing agency, no more than 12 months old (internet and/or online tests are NOT accepted). Recommended testing agency: ABC Adult School, 12254 Cuesta Drive, Cerritos, CA 90703; (562) 229-7960. Testing is done by appointment only.

<https://www.abcadultschool.edu/assessment-center/>

Valid California Driver's license, with evidence of liability insurance.

Department of Justice background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 04/05/2022)

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

MAINTENANCE/RECREATION ASSISTANT (Part-Time)

THE POSITION

This Maintenance/Recreation Assistant (part-time) reports to the Arborist, Park Superintendent, and/or Recreation Superintendent. The primary duty of this position is to patrol and maintain property owned by the Rossmoor Community Services District (RCSD) and ensure that facilities are operated in accordance with established policies and procedures.

Part-time, maximum of 19 hours per week. May work a varied schedule of hours which may include nights, early mornings, weekends and holidays. The position is based at the Rossmoor Community Services District Administration Office, 3001 Blume Drive, Rossmoor, CA 90720; (562) 430-3707.

ESSENTIAL JOB FUNCTIONS

The part-time Maintenance/Recreation Assistant ensures that the RCSD property, facilities, parks, and trees are maintained at a high level. This includes restroom maintenance, trash pickup and general maintenance. Other duties include inspection of facilities, and interpretation of rules and regulations for the safety and welfare of all park users. Assists with community center and special event set up and take down; communicates effectively with the public and assists with office duties as needed; follows safe work practices; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic building, facility and park maintenance practices; knowledge of tools, equipment, and materials used in the maintenance of public property; ability to assist with special events and recreation programs; ability to work effectively with the public while promoting the organizational values of the District; knowledge of first aid, health, and safe working practices; ability to recognize and respond to public safety issues by following established procedures; and ability to follow direction and work as a team.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed outdoors, on-site in a variety of settings within the RCSD, such as a park, community center, facility, and/or playground environment. Some work may be performed in an office environment. Office work requires sitting for periods of time and the use of a computer keyboard and screen. An incumbent drives a vehicle on District business, will be exposed to the elements and sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing up to 50 pounds and lift equipment and supplies weighing up to 30 pounds from waist to overhead. An incumbent may perform emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and odors. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

DESIRABLE EXPERIENCE AND TRAINING

One year of experience in building and/or landscape maintenance, or recreation experience; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities needed for the position.

SPECIAL JOB RELATED REQUIREMENTS

Valid California driver's license, with evidence of liability insurance.

Background check and fingerprinting will be required.

Successful completion of First Aid and CPR certifications will be required within the first three months of employment.

(Revised: 03/23/2022)

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: April 12, 2022
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: PROPOSED CHANGES TO THE ROSSMOOR COMMUNITY SERVICES DISTRICT STANDING, AD HOC, AND ADVISORY COMMITTEES RECOMMENDED BY THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORGANIZATIONAL COMMITTEE

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and adopt the revised Committee Assignments 2022 list as recommended by the RCSD Organizational Committee.

BACKGROUND

In January 2022, the RCSD Board of Directors reorganized and Director Jeffrey Rips became President. RCSD Policy No. 5030 *Committees of the Board of Directors* stipulates in 5030.00 Appointment of Standing Committees and 5030.10 Appointment of Temporary Ad Hoc Committees that the President makes assignments to the various Standing and Ad Hoc Committees of the District. Therefore, President Rips made Committee assignments and these were presented to the RCSD Board at their February 2022 meeting. At that time, President Rips indicated that he would like for the Organizational Ad Hoc Committee to review the various categories of the Standing and Ad Hoc Committees and look at options to combine, add, delete or move the current Standing and Ad Hoc Committees to provide greater efficiency and use of time for meetings.

INFORMATION

In summary, according to Policy No. 5030 (Attachment 1) there are three types of committees:

- Standing Committees (5030.21) have specific and ongoing duties and responsibilities.
- Temporary Ad Hoc Committees (5030.22) are created for a specific study or task. These are temporary and disband at the conclusion of the task or final report to the Board.
- Advisory Committees (5030.23) members are any Board members and individuals from the community appointed by the President. They may also serve as representatives to other public agencies or organizations.

Attachment 2 is the current list of Committee Assignments for 2022. In addition, Attachment 3 includes excerpts from the RCSD policies that outline the District's Standing Committees for review and discussion.

On March 31, 2022, the Organizational Ad Hoc Committee met and reviewed the 2022 Committee Assignments list. The Committee noted that several of the agencies listed on the Ad Hoc Committee Assignments list, were outside agencies that RCSD may assign a liaison or delegate to – i.e. ISDOC, WCC/OCTA, and Los Alamitos Unified School District. Therefore, the Committee recommends “Advisory” be added as a third category.

The Committee also recommends that the District’s Policy Manual be revised to incorporate the names of the Standing, Ad Hoc, and Advisory Committee that would include a definition of the Committee’s function and associated policy number referenced. Should the Board approve the proposed Committee structure and names, the General Manager and General Counsel will work on the appropriate policy updates.

Following the Committee’s review and discussion, a number of changes were proposed. These include:

- Organizational Ad Hoc Committee: move to a Standing Committee (Organizational Committee) and that “contracts, personnel, administration, and the organizational chart structure” be defined in the responsibility of the Committee
- Community Traffic/Safety Advisory Committee: becomes Community Traffic/Safety Ad Hoc Committee
- Delete Mayor’s Consortium Representative from Ad Hoc Committee
- New category of Advisory will be created. Advisory Committees in this section will include: Committee Relations Advisory Committee (consisting of liaisons to RHA, RAC – Rossmoor Advisory Committee, Los Alamitos Unified School District) and Government Relations Advisory Committee (consisting of Legislative Affairs, ISDOC, WCC/OCTA)

ATTACHMENTS

1. Policy No. 5030 *Committees of the Board of Directors*
2. RCSD Committee Assignments 2022
3. Excerpts from Policy Nos. 3025.10 (Audit Committee); 3020.30 (Budget Committee); 3035.40 (Investment Committee); 3020.25 (Public Works/CIP Committee); 6011.60 (Parks and Facilities Committee); 3080.90 (Tree/Parkway Committee)
4. Proposed RCSD Committee Assignments 2022 - revised

Rossmoor Community Services District

Policy

No. 5030

COMMITTEES OF THE BOARD OF DIRECTORS

5030.00 Appointment of Standing Committees: The Board President shall appoint such standing committees as called out in Board policies. The duties of the standing committees shall be outlined in specific Board policies relating to the function of said committees.

5030.10 Appointment of Temporary Ad Hoc Committees: The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

5030.20 Committee Categories: The categories of committees are as follows:

5030.21 Standing Committees: Standing committees are those bodies which are called out in other Board policies as having specific and ongoing duties and responsibilities.

5030.22 Temporary Ad Hoc Committees: Temporary Ad Hoc committees are those bodies which are appointed by the Board President for a specific study or task, which is temporary in nature, and which is disbanded at the conclusion of the stated study or task and a final report has been submitted to the Board.

5030.23 Advisory Committees: The Board President may appoint any of its members to serve on Board advisory committees or as representatives to other public agencies or organizations. Individuals from the community may be appointed to advisory committees.

5030.30 Committee Meetings: No more than two Board members may serve on any one committee. All committees of the Board are subject to the Brown Act, thus such committee meeting agendas must be posted in a manner similar to Board Agendas. Committee meetings are subject to the open meeting requirements of the Brown Act.

5030.40 Report to the Board: Under Board Member items on the Agenda, each Board member shall provide a brief synopsis of any meetings and/or events attended as an elected official including temporary ad hoc or advisory committees.

5030.50 Committee Code of Conduct and Rules of Order: To the extent practicable, Committee meetings should conform to Board Policy No. 5110 and No. 5120.

5030.60 Scheduling of Committee Meetings: In those instances when a Committee meeting cannot be scheduled to meet the Board Agenda deadline due to the unavailability of a Committee member, the General Manager and/or the President may elect to bring a matter requiring Board action directly to the Board at their next Regular or Special meeting.

Amended: October 17, 2002

Approved renumbering & format: October 8, 2002

Reaffirmed: March 11, 2003

Amended: January 13, 2009

Amended: December 14, 2010

Amended: September 8, 2015



ROSSMOOR COMMUNITY SERVICES DISTRICT

COMMITTEE ASSIGNMENTS 2022

President Jeffrey Rips

| STANDING | |
|-----------------------------------|--------------------------------------|
| Audit Committee | <i>*Jeff Barke, Nathan Searles</i> |
| Budget Committee | <i>*Mark Nitikman, Jeffrey Rips</i> |
| Investment Committee | <i>*Tony DeMarco, Jeff Barke</i> |
| CIP Committee | <i>*Jeff Barke, Tony DeMarco</i> |
| Parks/Facilities Committee | <i>*Nathan Searles, Jeffrey Rips</i> |
| Tree Committee | <i>*Nathan Searles, Tony DeMarco</i> |

| AD HOC | |
|---|---|
| Rossmoor Advisory Committee (RAC) | <i>*Jeffrey Rips, Mark Nitikman</i> |
| RCSD/RHA Liaison | <i>*Jeffrey Rips, Mark Nitikman</i> |
| Mayor's Consortium Representative | <i>*Jeffrey Rips, Jeff Barke</i> |
| ISDOC Representative | <i>*Nathan Searles</i> |
| WCC/OCTA Representative | <i>*Nathan Searles</i> |
| Los Alamitos Unified School District (LAUSD) | <i>*Jeffrey Rips, Tony DeMarco</i> |
| Community Traffic/Safety Advisory Committee | <i>*Tony DeMarco, Nathan Searles +(2) RHA, (2) LAUSD, (2) Residents</i> |
| Legislative Affairs Committee | <i>*Mark Nitikman, Jeff Barke</i> |
| Organizational Committee | <i>*Mark Nitikman, Jeffrey Rips</i> |

* Chair

Rossmoor Community Services District

Policy

No. 3025

ANNUAL FINANCIAL AUDIT

3025.00 Policy: The integrity of the financial records of the Rossmoor Community Services District constitutes a non-delegable duty of its elected Board of Directors. To assure accuracy of these records and to insure the independence of the firm selected to perform District audit services, the Board will consider, in its discretion, soliciting proposals for a new audit service contract in accordance with the provisions of California Government Code Section 12410.6(b).

3025.01 Audit Services Limitations: The District shall not employ a public accounting firm to provide audit services if the lead audit partner or coordinating partner having responsibilities for the audit, or audit partner responsible for reviewing the audit, has performed audit services for the District for six consecutive fiscal years. The six-year consecutive limitation shall commence with the 2013-2014 fiscal year.

3025.02 Best Practices: In addition to the requirements of Section 3025.01, any California-licensed public accounting firm engaged by the District to perform an audit shall comply with the peer review requirements set forth in California Business & Professions Code Section 5076, and shall provide the District with a copy of its latest peer review report annually. Any firm engaged by the District shall comply with California Government Code Section 12410.6(b) regarding changing the lead audit partner or coordinating audit partner having primary responsibility for the audit, and/or the audit partner responsible for reviewing the audit.

3025.03 Auditing Bidding Process: The District may, in its discretion, reengage the public accounting firm that provides audit services after six consecutive fiscal years if the firm has complied with the provisions of Section 3025.02 or if the Office of the Controller has made a finding that another eligible accounting firm is not available to perform the audit.

3025.10 Audit Committee: The Audit Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3025.20 Audit Term: An independent financial audit shall be performed annually as soon as practicable after the end of the fiscal year.

3025.30 Audit Approval: Audit findings will first be reviewed by the General Manager who shall then request a meeting of the Audit Committee. The Committee will review the Draft Audit Report with the Auditor and make recommendations, if needed. The findings of the Audit Committee regarding the Draft Audit will be reported to the Board for its review and approval. The Board will also consider findings, if any, which may be contained in a Management Letter and direct the General Manager to take appropriate action. Relevant financial information contained in the Final Audit, showing Fund Balances and tying them to the budget, will be integrated into the Final Budget document for publication and distribution as the District's operating budget.

Converted from Resolutions 93-2 & 95-1

Amended: February 11, 2003

Amended: September 14, 2004

Amended: October 9, 2007

Amended: January 13, 2009

Amended: February 13, 2018

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.

3035.33 The District shall not invest more than fifty percent (50%) of its investment portfolio in securities that have a maturity of more than one year. No more than twenty-five percent (25%) of its portfolio shall be invested in securities that have a maturity of more than two years. No securities can be purchased with a maturity greater than five years, unless matched to a specific asset acquisition or approved by the Board.

3035.34 The District's investment strategy is to purchase securities with the intent of holding them until maturity. However, the District may sell a security prior to its maturity in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District needs.

3035.35 The transferring of investment funds will be carried out exclusively by use of telephonic or electronic wire transfers. Each entity with which the District does business shall receive, in writing, a listing which limits transfers of funds to preauthorized bank accounts only.

3035.36 The District shall maintain all funds needed for its operations within one month, together with all funds not then invested in accordance with Section 3035.32 in one or more checking accounts or savings accounts that are fully insured by FDIC in state or national banks, state or federal savings associations, or state or federal credit unions in California. Such funds may be in active deposits, inactive deposits, and/or interest bearing active deposits. The deposits cannot exceed the amount of the bank's, savings and loans', or credit union's paid up capital surplus. The funds may be in an account over \$100,000 if the FDIC limit is raised or if the bank, savings and loan or savings institution has collateralized the account by at least 110% in another bank or financial institution.

3035.37 The District may invest some or all its investment portfolio in the LAIF upon a recommendation of the Investment Committee and approval of the Board. The District shall invest no more than twenty-five percent (25%) of its investment portfolio in any one of the other types of investment as set forth in Section 3035.32 and shall not invest more than the FDIC limit (within the maturity date of the deposit/investment) in any one financial institution (bank, savings and loan, credit union), or U.S. corporation.

3035.38 All security transactions entered into by the District shall be conducted on delivery-versus payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

3035.39 The purchase of any investment shall be made either directly from the issuer or from an institution licensed by the state as a broker-dealer (as defined in Corporations Code Section 25004) or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined in Financial Code Section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.

3035.40 Investment Committee: The Investment Committee is comprised of two Board members and the General Manager. Members are appointed by the President of the Board and shall meet quarterly (unless there are no new funds to invest or investments maturing during the quarter) to review current data concerning all deposit accounts and investments, to analyze the total balance, yield percentage, interest earned, maturity dates and other relevant information for each account and investment. The Investment Committee shall make recommendations specifying the investments to be made and amounts to be transferred to the appropriate accounts. The Investment Committee may consult with the District's auditor and/or other financial advisors as reasonably necessary to implement the District's investment objectives. Following a review by the Investment Committee, the General Manager shall provide a report to the Board of Directors at its next regular meeting, or at a special meeting, as appropriate, setting forth the

components and performance of the District's current investment portfolio, together with any recommendations made by the Investment Committee.

3035.50 Investment Portfolio: The District's investment portfolio is defined as all monies invested and any reserve funds, designated or undesignated, which are available for long or short term investment, and any operating capital in excess of three months of the District's operational needs.

3035.60 Board of Directors: Upon review of the Investment Committee's report and recommendations, the Board shall make a determination regarding such recommendations. Upon such determination, the officials authorized by Policy No. 4055, shall execute the appropriate documents to transfer funds as necessary and/or to authorize the financial institution to initiate the investment, except for electronic transfers made in accordance with Resolution No.10-06-08-01.

3035.70 Policy Review: This policy shall be reviewed by the Board annually, to determine if any changes are needed and to acknowledge that it has been reviewed.

Approved: Renumbering & Format - October 8, 2002

Adopted: August 12, 2003

Amended: July 11, 2006

Amended: May 8, 2007

Amended: November 11, 2008

Amended: January 13, 2009

Amended: April 14, 2009

Amended: August 10, 2010

Rossmoor Community Services District

Policy

No. 3020

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

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

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

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

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

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

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

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

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

6011.75 Controlling Domestic Animals:

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

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

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

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

- (2) Appeal to the Board. Any person who disputes the decision of the General Manager sent pursuant to subsection (1), above, 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. Any such appeal must be in writing and must be delivered to the General Manager along with the applicable fee within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The matter shall 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. The Board shall hold a hearing, admit evidence, and shall render a decision on the matter. The decision of the Board shall be final.
- (3) Civil Litigation. If any person fails or refuses to correct the violation and/or to pay the amount owed, then the District may pursue civil litigation. Such litigation may seek injunctive relief whereby the District requests that the court order the person to refrain from certain activities and/or require the person to take certain actions in order to be in compliance with the District's policy/regulations. In the event the District has taken the necessary action, such as replacing the parkway tree, the District may pursue litigation to obtain a judgment against the person in the amount of the expenses and damages that the District incurred in correcting the violation.

3080.85 Nuisance Enforcement by Civil Action & Attorney's Fees.

- (1) In addition to any other penalties authorized by law, any condition caused or permitted to exist in violation of this Policy shall be deemed a public nuisance and may be abated as such. Each and every day such condition continues shall be regarded as a new and separate offense.
- (2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.
- (3) In any action, administrative proceeding or special proceeding commenced by the District to abate a public nuisance, to enjoin a violation of any provision of this Policy, to enforce the provisions of this Policy, or to collect a civil debt owing to the District pursuant to this Policy, the prevailing party shall be entitled to recover its reasonable attorney's fees. The recovery of attorney's fees by the prevailing party is limited to those individual actions or proceeding in the District elect, at the initiation of that individual action or proceeding, to seek recovery of its own attorney's fees. Failure to make such an election precludes any entitlement to, or award of, attorney's fees in favor of any person or the District. In no action, administrative proceeding, or special proceeding shall an award of attorney's fees to a prevailing party exceed the amount of reasonable attorney's fees incurred by the District in the action or proceeding.

3080.90 Tree/Parkway Committee: The Tree/Parkway Committee is comprised of two Board Members and the General Manager. The President of the Board appoints the members to the Committee. The General Manager shall also provide a quarterly report to the Board giving a summary of all parkway and median tree plantings, trimmings, inspections and removals.

3080.100 Damage Claims: Claims for damages allegedly caused by parkway or median trees should be filed with the District. Such claims will be processed in accordance with District Procedures.



ROSSMOOR COMMUNITY SERVICES DISTRICT

COMMITTEE ASSIGNMENTS 2022

President Jeffrey Rips

PROPOSED

| STANDING | |
|---|---|
| Audit Committee | <i>*Jeff Barke, Nathan Searles</i> |
| Budget Committee | <i>*Mark Nitikman, Jeffrey Rips</i> |
| Investment Committee | <i>*Tony DeMarco, Jeff Barke</i> |
| Organizational Committee | <i>*Mark Nitikman, Jeffrey Rips</i> |
| Parks and Facilities Committee | <i>*Nathan Searles, Jeffrey Rips</i> |
| Public Works/CIP Committee | <i>*Jeff Barke, Tony DeMarco</i> |
| Tree/Parkway Committee | <i>*Nathan Searles, Tony DeMarco</i> |
| AD HOC | |
| Community Traffic/Safety Committee | <i>*Tony DeMarco, Nathan Searles +(2) RHA, (2) LAUSD, (2) Residents</i> |
| ADVISORY | |
| Community Relations Advisory Committee <i>(LAUSD, RAC, RHA)</i> | <i>TBD</i> |
| Government Relations Advisory Committee <i>(ISDOC, Legislative Affairs, WCC/OCTA)</i> | <i>TBD</i> |

** Chair*

(04/12/2022)

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: April 12, 2022
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) General Manager has been working on the following projects:

1. Black Mountain Software: The Black Mountain Software agreement was approved by the RCSD Board of Directors and is now being reviewed by Black Mountain attorneys and RCSD General Counsel Preziosi. An installation plan will be presented to the Board at the May meeting.
2. Professional Services Agreement (PSA) with Doug Wood for broadcasting and production services: The PSA with Mr. Wood expired on April 9, 2022. The District is reviewing a proposal from Tripepi Smith, a firm with expertise in marketing, technology, and public affairs for governmental agencies. Tripepi Smith serves a number of other agencies for their audio visual needs, including the cities of Bellflower, Fullerton, and Huntington Beach. They are with us this evening on a trial basis. General Counsel Preziosi is reviewing their agreement and should we decide to move forward in retaining this firm for broadcasting and production services, the agreement will be reviewed by the Organizational Committee and brought to the Board for approval.
3. Kempton Park Mulch Giveaway: The bi-weekly mulch giveaway at Kempton Park has become a popular event. On March 26, over 30 residents were served who appreciated the free mulch the District provided.
4. Local Control/Survey: A draft resident satisfaction survey has been completed and will be reviewed by the Local Control Ad Hoc Committee (Directors Rips and Nitikman, RHA representatives Marian Last and Gary Stewart, and the General Manager). It is anticipated this will be presented to the Board at the May meeting.
5. Request from Assemblywoman Janet Nguyen: The General Manager responded to Assemblywoman Janet Nguyen's request for grant proposals for projects in Rossmoor that could be considered for State funding. The General Manager proposed the rehabilitation of the Rush Park Auditorium, Administration Building, and restrooms, as well as a new all-inclusive playground and outdoor fitness project at Rossmoor Park.

6. Farmer's Market: Research is being conducted regarding the possibility of providing a Farmer's Market in Rossmoor. The General Manager is meeting with market organizers regarding their interest in providing a Thursday evening Farmer's Market. To date, the best site appears to be the Rush Park parking lot. Updates will be provided as discussion progress.

ATTACHMENTS

None