

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board
Agenda Package

August 8, 2023

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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, August 8, 2023

7:00 p.m.

PUBLIC PARTICIPATION

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

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

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

A. ORGANIZATION

- | | |
|-------------------------|--|
| 1. CALL TO ORDER: | 7:00 p.m. |
| 2. ROLL CALL: | Directors Barke, Maynard, Searles and Shade
President DeMarco (excused) |
| 3. PLEDGE OF ALLEGIANCE | Director Searles |

4. PRESENTATIONS:

- a. California Special District Administration – Chris Palmer, Senior Public Affair Field Coordinator
- b. California Highway Patrol – Officer Mitch Smith, Traffic Safety Update
- c. Miss Anaheim’s Teen – Kayla Teng, Volunteer Story Time Reader

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. ADMINISTRATIVE ASSISTANT REPORT – CAROLYN WHANG
2. ORANGE COUNTY REGISTER OF VOTERS PRESIDENTIAL PRIMARY ELECTION
3. STREET SWEEPING UPDATE
4. MONTHLY TRAFFIC SAFETY UPDATE

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular RCSD Board Meeting of July 11, 2023
2. JUNE 2023 REVENUE AND EXPENDITURE REPORT

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

F. PUBLIC HEARING: None

G. RESOLUTIONS:

1. RESOLUTION NO. 23-08-08-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ALLOWING ALCOHOL AT A WEDDING EVENT JUNE 15, 2024, IN THE RUSH PARK AUDITORIUM WITH EXTENDED HOURS OF 9:00 A.M. TO 10:00 P.M.

ORDINANCES: None

H. REGULAR CALENDAR

1. APPLICATION FOR DISPENSING AND CONSUMPTION OF ALCOHOL AND EXTENDED EVENT HOURS.
2. DISCUSSION AND POSSIBLE ACTION REGARDING ALTERING THE BOARD MEETING AGENDA POLICY TO INCLUDE RESOLUTIONS WITHIN REGULAR CALENDAR AGENDA ITEMS.

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.

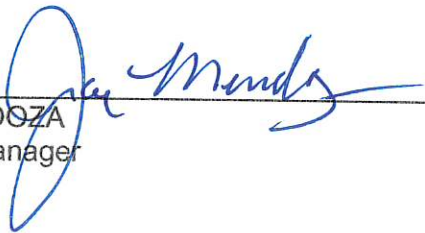
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the August 8, 2023, 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 8/3/2023

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: CALIFORNIA SPECIAL DISTRICT ADMINISTRATION – CHRIS PALMER,
SENIOR PUBLIC AFFAIR FIELD COORDINATOR

RECOMMENDATION

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

INFORMATION

California Special District Administration – Chris Palmer, Senior Public Affair Field Coordinator, will share a presentation on the legislative affairs that affect Rossmoor.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: CALIFORNIA HIGHWAY PATROL – OFFICER MITCH SMITH, TRAFFIC SAFETY UPDATE

RECOMMENDATION

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

INFORMATION

California Highway Patrol (CHP) Officer Mitch Smith will present the District Traffic Safety Report.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4c

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MISS ANAHEIM'S TEEN – KAYLA TENG, VOLUNTEER STORY TIME READER

RECOMMENDATION

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

INFORMATION

Resident Kayla Teng, Miss Anaheim's Teen, is volunteering her services to collect books for K – 3rd grade and conduct a series of story time readings at the Farmers Market, Community Fairs and Lil Cottonwood Preschool.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang
Subject: ADMINISTRATIVE ASSISTANT REPORT – CAROLYN WHANG

RECOMMENDATION

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

INFORMATION

The Administrative Assistant Report is intended to provide the Rossmoor Community Services District (RCSD) Board of Directors with the status of administrative efforts regarding websites, registrations and facility reservations.

ATTACHMENTS

None.

Report to be given verbally.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: ORANGE COUNTY REGISTER OF VOTERS PRESIDENTIAL PRIMARY ELECTION

RECOMMENDATION

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

INFORMATION

Orange County Register of Voters request for a 4-day vote center at the Rossmoor Park Community Room for the 2024 Presidential Primary Election from Saturday, March 2, 2024, to Tuesday, March 5, 2024.

ATTACHMENTS

1. Request for use of facility from Orange County Register of Voters.

Jessica Verduzco

From: Tagaloa, Adele <Adele.Tagaloa@ocvote.gov>
Sent: Wednesday, July 19, 2023 10:51 AM
To: Jessica Verduzco
Cc: Election Services Department (OCROV)
Subject: City of Rossmoor - Vote Center Agreement - Presidential Primary Election 2024
Attachments: Vote Center Agreement - Rossmoor - Rossmoor Park Community Center.docx

Good morning Jessica,

We appreciate your support in partnering with us to host a Vote Center for the 2024 Presidential Primary Election.

Attached is the Vote Center Agreement for signature for the following location:

4 Day Vote Center
Rossmoor Park Community Center

We are requesting the original signed agreement to be received by **August 10, 2023** or sooner. We can also arrange to pick up the original signed agreement from you.

If we can be of any assistance, please do not hesitate to contact us.

All the best,

Adele Tagaloa | Vote Center Operations Lead | Orange County Registrar of Voters
1300 S Grand Ave, Bldg C | Santa Ana, CA 92705 | 714-567-7576
adele.tagaloa@ocvote.gov



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: STREET SWEEPING UPDATE

RECOMMENDATION

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

INFORMATION

The street sweeping parking signage has been installed and completed. The Orange County Sheriffs have begun enforcing parking as of August 1, 2023. Staff continues to respond to calls for service and concerns over placement of signage. Staff will be reviewing and presenting an updated contractual agreement to the Organizational meeting in September for review and submission to the RCSD Board at the October 10, 2023, board meeting.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-4

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: MONTHLY TRAFFIC SAFETY UPDATE

RECOMMENDATION

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

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

At the meeting of the Community Traffic/Safety Advisory Ad Hoc Committee on July 6, 2023, Wei Zhu, Senior Civil Engineer, Orange County Public Works Traffic Investigations and Studies, and her Traffic Study consultants, presented their findings to-date on the study they are conducting along the Montecito and Bradbury corridors.

The Orange County Traffic Engineer and Consultant will be providing a preliminary presentation and options to the RCSD Board and community at the September 12, 2023 board meeting. Staff is marketing and reaching out to the following Homeowners Associations:

- Rossmoor Townhomes in RCSD
- Rossmoor Condominiums in Seal Beach
- Rossmoor Regency in Seal Beach
- Rossmoor Chateau in Seal Beach
- Bridgecreek Villas in Seal Beach

Other marketing efforts are:

- Postcards to all residents in RCSD
- Social media announcements
- Advertisements in local newspapers
- Advertisements in the Los Alamitos and Seal Beach Chamber of Commerce newsletters
- Informing the Seal Beach Administration and Council regarding our intent to restructure parking and traffic flow along Montecito Road

We are excited and thankful for Orange County Public Works for listening to our community and providing a Traffic Safety Study and options to consider.

ATTACHMENTS

None.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Administrative Assistant Carolyn Whang
Subject: MINUTES REGULAR RCSD BOARD MEETING OF JULY 11, 2023

RECOMMENDATION

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

- a. Regular RCSD Board Meeting of July 11, 2023

INFORMATION

The Minutes reflect the actions of the RCSD at their meeting of July 11, 2023.

ATTACHMENTS

1. Minutes – Regular RCSD Board Meeting of July 11, 2023



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

REGULAR MEETING

RUSH PARK
Auditorium
3021 Blume Drive
Rossmoor, California 90720

Tuesday, July 11, 2023

A. ORGANIZATION

1. CALL TO ORDER:

7:00 p.m.

2. ROLL CALL:

Present:

Directors Barke, Maynard, Searles, President DeMarco

Absent:

Director Shade

3. PLEDGE OF ALLEGIANCE:

Boy Scout Troop 642 Color Guard

4. PRESENTATIONS:

a. Southern California Bluebird Club -- Bill Wallace

General Manager Joe Mendoza introduced Bill Wallace and deferred to him for a presentation.

Bill Wallace, President, Southern California Bluebird Club, narrated a PowerPoint presentation with details of the organization and addressed images of various Bluebird species, decreases in the number of Bluebirds, a history of Bluebirds, conservation efforts, Bluebird activity in California, nest box configuration and positioning, nesting, challenges with Easter grass and fishing line, incubation, monitoring nesting boxes and invited the public to attend club meetings.

Discussion followed regarding the number of boxes installed in Rossmoor and differences between Bluebirds and Blue Jays.

b. Recognition of Lindsey Ludwig for organizing a water safety awareness event for the community

President DeMarco called Lindsey Ludwig to the podium and presented her with a Certificate of Recognition for organizing a water safety awareness event for the Rossmoor community.

Ms. Ludwig shared a story about her young daughter falling into a pool and being revived; spoke about the importance of water safety and indicated she would like to continue the program in Rossmoor.

c. Orange County Sheriff's Department Captain AJ Patella presents Quarterly Crime Statistics

Orange County Sheriff's Department Captain AJ Patella spoke about the importance of having a "water watcher" at all times when people are in pools and presented a summary of crime statistics over the first six months of the year including calls for service, 911 calls, total crime reports, crimes against persons, property crimes, steps to take to avoid catalytic converter and other property thefts and citations.

B. ADDITIONS TO AGENDA

President DeMarco requested moving Item No. H.2. to immediately after Item No. D.1.

Motion by Director Barke, seconded by Director Searles, to consider Item No. H.2. immediately after Item No. D.1. Motion passed 4-0, with Director Shade, absent.

C. PUBLIC FORUM

President DeMarco opened the Public Forum portion of the meeting.

Sue Clark expressed concerns with park maintenance at Rossmoor Park; spoke about the fields being dry and brown; stated she would like more effort given to maintaining the fields, green and encouraged focusing on maintaining existing features at Rossmoor Park.

Jody Roubanis noted there are no designated bicycle lanes on Montecito; hoped that RCSD's plan is to consider active transportation including bike safety and mentioned there has been an uptick in the number of children walking and bicycling to school, since COVID and spoke about the RHA Liaison, who is on the Traffic Committee, noting that what the person presents to the Traffic Committee has not been approved by the RHA.

Michelle Fieldson read an email she sent previously to RCSD; spoke about the need for a long-range plan for parks; presented suggestions for consideration including movie nights at both Rossmoor and Rush Parks, Family Festivals and a Farmers Market at Rossmoor Park; called for an equitable distribution of activities; discussed the need for increased maintenance; addressed the need for a Capital Improvement Projects plan, depletion of Capital Improvement Reserves and oversight of Proposition 68.

There being no others wishing to address the Board, President DeMarco closed Public Forum.

D. REPORTS TO THE BOARD

1. RECREATION REPORT

Recreation Superintendent Chris Argueta presented details of the Recreation Report and highlighted recent and upcoming events and activities.

The Board considered Item No. H.2. at this juncture.

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular RCSD Board Meeting of June 13, 2023

2. MAY 2023 REVENUE AND EXPENDITURE REPORT

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

E. PUBLIC HEARING

1. FISCAL YEAR 2023-2024 PROPOSED FINAL BUDGET FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

President DeMarco opened the public hearing.

General Manager Mendoza presented details of the Fiscal Year 2023-2024 proposed final budget for the Rossmoor Community Services District.

Discussion followed regarding whether any organization has requested clarification on the budget and comments made by RHA regarding it.

President DeMarco noted that General Manager Mendoza will provide clarity to any resident requesting information on the budget and reported nothing has been requested to date.

Director Maynard spoke about this being a net positive budget and needing clear-cut commentary from the General Manager regarding the major differences between last fiscal year and this fiscal year and spoke about centralized administrative costs and issues with cashflow.

Discussion followed regarding considering costs for a canopy at Rossmoor Park and Proposition 68.

President DeMarco invited public comments. There was no response and President closed the public hearing.

Motion by Director Barke, seconded by Director Searles, to approve the Fiscal Year 2023-2024 Proposed Final Budget for RCSD. The motion carried 4-0, with the following vote:

AYES:	Directors Barke, Maynard, Searles, President DeMarco
NOES:	None
ABSTAIN:	None

ABSENT: Director Shade

G. RESOLUTIONS:

1. RESOLUTION NO. 23-07-11-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2023-2024 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

Motion by Director Maynard, seconded by Director Searles, to approve waive full reading and adopt by title, Resolution No. 23-07-11-01, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2023-2024 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT. The motion carried 4-0, with the following vote:

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

ORDINANCES – None

H. REGULAR CALENDAR:

1. ORANGE COUNTY PUBLIC WORKS TRAFFIC STUDY PRESENTATION

General Manager Mendoza presented details of the report and noted the need for input from LAUSD and addressed next steps.

President DeMarco commented favorably on the report; spoke about the need for robust input and buy-in from the community and LAUSD.

Director Maynard spoke about the need to address traffic, parking and safety in Rossmoor and stressed the need for the City of Seal Beach to be stakeholders of this issue.

Discussion followed regarding sending out “teasers” in August for the September Board meeting for the St. Cloud/Montecito Corridor Improvement Project.

2. DISCUSSION AND POSSIBLE ACTION RE: PICKLEBALL REVIEW AND RECOMMENDATIONS, INCLUDING A FINDING OF EXEMPTION FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQUA GUIDELINES SECTIONS 15061(b)(3) (IT CAN BE WITH CERTAINTY THAT THE ACTION WILL NOT HAVE A SIGNIFICANT EFFECT ON THE ENVIRONMENT), 15301 (MINOR ALTERATIONS TO EXISTING FACILITIES) AND 15378 (NOT A PROJECT UNDER CEQA) IF PICKLEBALL IS APPROVED.

President DeMarco opened public comments on this item.

Susan Kaplan asked the Board to consider postponing any decision on pickleball as Director Shade is not in attendance; urged the Board to vote, "No"; listed reasons pickleball should not be allowed at Rossmoor Park; discussed the recent trials; noted that there is evidence that RCSD cannot enforce the hours and conduct of pickleball play and players and asked the Board to represent all Rossmoor residents, fairly and in an unbiased manner.

Julie Miller spoke about one of the Board Members voting for pickleball when his wife is an ardent and active pickleball player and opined he should have recused himself from voting on the matter.

President DeMarco noted that his wife's activities have no bearing on his activities as a Board Member.

General Counsel Preziosi indicated he is not aware of any violation to the Political Reform Act or Fair Political Practices Commission regulations requiring his recusal as there is an absence of financial interest.

Ralph Vartabedian referenced a letter dated July 9, 2023, he remitted to the Board; reviewed key points in the letter; asked that the Board not make a decision on pickleball tonight, as Director Shade is absent and many constituents are on vacation; noted the pickleball trial revealed there was non-compliance with the rules that were established; spoke about the lack of staff to monitor/enforce play; suggested consulting with the District Attorney of Orange County; believed RCSD should have a formal plan for pickleball before moving forward with the project and should install cameras for increased security and discussed the shade structure at Rossmoor Park.

Michelle Fieldson mentioned the pickleball trial; felt that it would have been a perfect opportunity to gain objective data; spoke about the number of pickleball courts in Seal Beach; discussed the need for a balance between recreation and quiet green space and asked that a vote on this item be postponed until Director Shade can attend the meeting and to vote, "No" when the issue is decided.

Jody Roubanis spoke about RCSD's consideration of bike lanes; questioned how a small number of residents can be so loud and present skewed research who live around Rossmoor Park; urged the Board to vote tonight and to vote, "Yes" on implementing pickleball at Rossmoor Park.

Rona Goldberg spoke in support of pickleball at Rossmoor Park; hoped that the Board can reach a compromise; noted statistics can be found to support either position; reported it is not just those who play pickleball that break the rules and urged the Board to approve implementing pickleball at Rossmoor Park.

Rob Keats noted that he and his wife are not against pickleball and love to play; asked that the Board consider building a proper facility with proper mitigation; spoke about finding a compromise and the possibility of private fundraising to build a good pickleball facility; stated this issue has stressed his wife who is not on medication; discussed impacts on property values and urged the Board to vote, "No" and delay the vote until Director Shade can attend.

Victor Predosa spoke about physical injuries and the impact of increased, persistent noise levels from pickleball play; wondered if research has been conducted about the matter; believed tennis and pickleball should be separated and urged the Board to consider impacts of noise.

Art Howe spoke about the pickleball trial bringing the community together and urged the Board to vote, "Yes" to implement pickleball at Rossmoor Park.

There were no other members of the public wishing to address the Board on this matter and President DeMarco closed public comments.

General Manager Mendoza provided a summary and an update of the Board's review of the issue of implementing pickleball at Rossmoor Park; noted no issues were found in terms of parking; discussed restrooms; spoke about the possibility of closing courts by 5:00 p.m. on weekends and addressed options for the Board's consideration.

President DeMarco deferred to Parks Committee Chair Director Maynard, and he deferred to other Board Members.

Director Searles suggested deferring consideration of the matter until Director Shade and the entire Board can be in attendance; discussed emails received including one from 35 households in opposition to pickleball; felt the measurables were not achieved and spoke about challenges with enforcement of non-compliance.

Director Maynard read his statement into the record; noted this has been a thoughtful, open and transparent process; discussed the process and the pilot programs; shared his experience observing pickleball play; observed that pickleball is needed and viable in Rossmoor and felt that respect and kindness go a long way.

General Counsel Preziosi reported that the County noise ordinance exempts public parks on public agency property from the provisions and decibel levels of the noise ordinance.

General Manager Mendoza addressed one call for service from a resident who felt threatened by confronting pickleball players; responded to various questions from Director Maynard and confirmed that allowing for pickleball play is feasible and will be good for the community.

General Counsel Preziosi commented on CEQA and CEQA categorical exemptions.

Director Barke noted there have been threats of lawsuits against RCSD if the Board approves pickleball at Rossmoor Park.

General Counsel Preziosi stated he is not aware of legal challenges that have been filed in Superior Court, over pickleball.

President DeMarco felt he does not need to recuse himself from this item; spoke about comments received by residents; discussed his participation in pickleball and observing play; talked about visiting the Keats to observe noises from the park; addressed other park sounds and availability of parking; noted issues will exist whether pickleball is approved or not; commented on setting fee

structures for the various park activities and stated the Board should make a decision, one way or another.

Motion by Director Maynard, seconded by Director Barke, that pickleball is a suitable recreational activity for Rossmoor, that lighted courts in Rossmoor Park is the most practical and feasible site for permanent play and that the hours of operation, fees and any and all codes of conduct be consistent with tennis.

Discussion followed regarding enforcement, costs related to implementing reservations only, clean ups and close ups, subsequent steps to implement the program after approval, budget adjustments,

The motion carried 3-1, with the following vote:

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

Motion by Director Maynard, seconded by Director Barke, to convert Court 1 to four pickleball courts.

Director Searles asked to amend the motion to install a higher partition between Courts 1 and 2.

Director Maynard agreed and felt that it could be decided later, if needed.

The motion carried 3-1, with the following vote:

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

Motion by Director Maynard, seconded by Director Barke, for hours for all racket sports to have a summer and winter schedule with summer hours being Monday-Sunday, 7:00 a.m. to 9:00 p.m.

Director Searles indicated the proposed hours are against what the consultant advised.

Director Maynard noted those are the recommendations for summer hours and a winter schedule can be developed later.

Director Barke stated adjustments can be made along the way.

Motion passed 3-1, with Director Searles opposed and Director Shade absent.

Motion by Director Maynard, seconded by Director Searles, that reservation fees for all racket sports be set consistently until the Parks and Facilities Committee returns to the Board in the fall for a full

fee structure recommendation encompassing courts, buildings and all rentals along with a winter schedule. Motion passed 4-0, with Director Shade absent.

Director Maynard commented on next steps; spoke about making adjustments if needed and discussed the need to make adjustments to RCSD's policies.

Motion by Director Barke, seconded by Director Maynard, to declare a FINDING OF EXEMPTION FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTIONS 15061(b)(3) (IT CAN BE WITH CERTAINTY THAT THE ACTION WILL NOT HAVE A SIGNIFICANT EFFECT ON THE ENVIRONMENT), 15301 (MINOR ALTERATIONS TO EXISTING FACILITIES) AND 15378 (NOT A PROJECT UNDER CEQA) IF PICKLEBALL IS APPROVED. Motion passed 3-1, with Director Searles abstaining and Director Shade absent.

RECESS/RECONVENE

President DeMarco called for a brief recess at 10:01 p.m.

The meeting was reconvened at 10:15 p.m. with all Board Members, present except for Director Shade.

The Board returned to consider Item No. E. at this juncture in the agenda.

I. GENERAL MANAGER ITEMS

General Manager Mendoza presented an update on the final phase of the installation of street sweeping signs; addressed enforcement; reported Ken Marcarelli will give a presentation on water at the August Board meeting and discussed maintenance of Rossmoor and Rush Parks fields.

J. BOARD MEMBER ITEMS

Director Maynard spoke about the sales tax issue and requested the General Manager coin a letter from President DeMarco to various businesses in Rossmoor, letting them know they are in the unincorporated Orange County (7.75%) and should not be collecting sales tax for Los Alamitos (9.2%) and noted current estimate is that Rossmoor residents are paying over \$500,000 more in sales taxes than they should.

K. GENERAL COUNSEL ITEMS - None

L. ADJOURNMENT

The meeting was adjourned at 11:04 p.m. without opposition.

ATTEST:

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Tony DeMarco, President

Joe Mendoza, Secretary
Rossmoor Community Services District

APPROVED:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Accountant Michael Matsumoto
Subject: JUNE 2023 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 June 2023.

INFORMATION

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

ATTACHMENTS

1. Revenue and Expenditure Report for the month of June 2023
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 June 30, 2023

ATTACHMENT 1

	Original Budget	Amended Budget	Current Month	YTD	YTD Var	YTD % Bud
Revenues:						
Property taxes	\$ 1,159,000	\$ 1,288,000	\$ 29,301	\$ 1,244,715	\$ (43,285)	96.64%
Street light assessments	390,600	390,600	10,195	435,119	44,519	111.40%
Interest on investments	3,000	3,000	13,190	31,364	28,364	1045.47%
From other governmental agencies	150,000	150,000	79,766	79,766	(70,234)	53.18%
Permit and rental fees	214,300	214,300	16,955	194,239	(20,061)	90.64%
Misc./Sponsorships	35,000	35,000	11,500	49,495	14,495	141.41%
Total Revenues	<u>1,951,900</u>	<u>2,080,900</u>	<u>160,907</u>	<u>2,034,698</u>	<u>(46,202)</u>	<u>97.78%</u>
Expenditures:						
Administration	1,057,406	1,057,406	109,579	966,104	91,302	91.37%
Recreation	60,000	60,000	11,038	79,584	(19,584)	132.64%
Rossmoor park	195,800	220,800	12,008	166,836	53,964	75.56%
Montecito center	28,000	30,250	8,851	31,909	(1,659)	105.48%
Rush park	214,400	220,700	17,382	154,079	66,621	69.81%
Street lighting	100,000	100,000	9,708	110,509	(10,509)	110.51%
Rossmoor wall	1,000	1,000	-	132	868	13.20%
Street sweeping	80,000	80,000	13,076	75,269	4,731	94.09%
Parkway trees	180,000	180,000	4,321	171,028	8,972	95.02%
Mini-parks and medians	14,800	15,800	1,351	13,098	2,702	82.90%
Total Expenditures	<u>1,931,406</u>	<u>1,965,956</u>	<u>187,314</u>	<u>1,768,548</u>	<u>197,408</u>	<u>89.96%</u>
Changes in fund balance	20,494	114,944	\$ (26,407)	266,150	\$ 151,206	
Fund balance:						
Beginning of year	<u>1,417,511</u>	<u>1,417,511</u>		<u>1,417,511</u>		
End of period	<u>1,438,005</u>	<u>1,532,455</u>		<u>1,683,661</u>		
Cash Balances at 6/30/23:						
Checking				132,545		
LAIF				1,572,004		
Total				<u>1,704,549</u>		

Note: The June 2023 report is preliminary. The year-end closing is still underway, and some accounting entries will be needed.

Note: The Cash balance is different from the fund balance at June 30, 2023 mainly due to a) accounts payable of \$59,000 and b) accounts receivable of \$38,000.

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 23

Fund	Account	Received			Revenue	
		Current Month	Received YTD	Estimated Revenue	To Be Received	% Received
10 General Fund						
3000 Property Tax						
3001	Current Secure Property Tax	11,797.17	1,130,774.01	1,200,000.00	69,225.99	94 %
3002	Current Unsecured Prop Tax	4,989.68	33,486.55	35,700.00	2,213.45	94 %
3003	Prior Secured property Tax	595.17	6,992.23	14,700.00	7,707.77	48 %
3004	Prior Unsecured Property Tax	691.54	691.54	3,150.00	2,458.46	22 %
3005	Delinquent Property Taxes	1,026.01	2,343.20	1,050.00	-1,293.20	223 %
3006	Current Supplemental Assessment	7,115.07	38,163.82	18,900.00	-19,263.82	202 %
3007	Prior supplemental assessment	2,325.93	8,215.28	0.00	-8,215.28	** %
3008	Public Utility Tax	0.01	18,977.90	10,500.00	-8,477.90	181 %
3009	State Homeowners prop. Tax Relief	760.55	5,070.30	4,000.00	-1,070.30	127 %
	Account Group Total:	29,301.13	1,244,714.83	1,288,000.00	43,285.17	97 %
3100						
3101	Street light assessments	10,194.69	435,118.72	390,600.00	-44,518.72	111 %
	Account Group Total:	10,194.69	435,118.72	390,600.00	-44,518.72	111 %
3200						
3201	Interest on Investments	13,190.12	31,363.71	3,000.00	-28,363.71	*** %
	Account Group Total:	13,190.12	31,363.71	3,000.00	-28,363.71	*** %
3300 INTERGOVERNMENTAL REVENUE						
3301	Prop 68 Grant Funding	79,766.00	79,766.00	70,000.00	-9,766.00	114 %
3304	County street sweep reimbursement	0.00	0.00	80,000.00	80,000.00	0 %
	Account Group Total:	79,766.00	79,766.00	150,000.00	70,234.00	53 %
3400 RENTAL & PERMITS						
3401	Tennis Courts Reservations	1,938.00	18,024.91	41,000.00	22,975.09	44 %
3402	Tennis Instructor Private Lessons	1,981.75	25,052.50	38,000.00	12,947.50	66 %
3403	Basketball Court Reservations	0.00	632.00	0.00	-632.00	** %
3405	Rossmoor Park Ball Field Reservations	180.00	15,438.64	12,500.00	-2,938.64	124 %
3406	Rush Park Ball field reservations	676.67	7,024.24	12,500.00	5,475.76	56 %
3411	Signature Wall Banner Rental	0.00	380.00	300.00	-80.00	127 %
3421	Tree Revenue	0.00	2,516.00	5,000.00	2,484.00	50 %
3422	Tree Voilation Fines	300.00	600.00	0.00	-600.00	** %
3431	Rossmoor Building Rental	-460.00	5,210.00	2,500.00	-2,710.00	208 %
3432	Rossmoor Park Picinic Site	265.00	3,061.47	2,500.00	-561.47	122 %
3441	Montecito Building Rental	2,641.50	30,336.60	25,000.00	-5,336.60	121 %
3451	Rush Building Rental	7,849.00	76,385.61	67,000.00	-9,385.61	114 %
3452	Rush Park Picnic Site	1,583.33	8,958.73	7,000.00	-1,958.73	128 %
3453	Rush Park Kitchen	0.00	619.00	1,000.00	381.00	62 %
	Account Group Total:	16,955.25	194,239.70	214,300.00	20,060.30	91 %
3500						
3501	MISC REVENUE	0.00	15,716.85	10,000.00	-5,716.85	157 %
3502	Sponsorships	11,500.00	33,778.00	25,000.00	-8,778.00	135 %
	Account Group Total:	11,500.00	49,494.85	35,000.00	-14,494.85	141 %
	Fund Total:	160,907.19	2,034,697.81	2,080,900.00	46,202.19	98 %

Grand Total:	160,907.19	2,034,697.81	2,080,900.00	46,202.19	98 %
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ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5000							
5010 Administration							
4000	Board of Directors Compensatn	600.00	8,450.00	11,000.00	11,000.00	2,550.00	77 %
4002	Salaries - Part-time	4,266.83	53,555.84	68,990.00	68,990.00	15,434.16	78 %
4003	Overtime	993.42	10,654.35	10,000.00	10,000.00	-654.35	107 %
4006	SALARIES - ADMINISTRATION	20,600.49	214,230.77	244,698.00	244,698.00	30,467.23	88 %
4007	VEHICLE ALLOWANCE (MILEAGE)	725.70	1,951.62	2,000.00	2,000.00	48.38	98 %
4008	SALARIES - PARK AND RECREATION	14,137.71	161,570.84	161,213.00	161,213.00	-357.84	100 %
4009	SALARIES - Park /TREE MAINTENANCE	4,885.92	55,332.00	57,907.00	57,907.00	2,575.00	96 %
4010	Workers Compensation Insurance	4,386.23	43,179.99	20,000.00	20,000.00	-23,179.99	216 %
4011	Medical Insurance	6,925.42	75,705.14	80,000.00	80,000.00	4,294.86	95 %
4015	Federal Payroll Tax -FICA	3,524.88	43,542.50	53,698.00	53,698.00	10,155.50	81 %
5002	Insurance - Liability	1,800.00	2,174.00	35,000.00	35,000.00	32,826.00	6 %
5004	Memberships and Dues	144.99	8,928.00	9,500.00	9,500.00	572.00	94 %
5006	Travel & Meetings	1,595.68	2,077.71	2,500.00	2,500.00	422.29	83 %
5007	Televised Meeting Costs	1,045.00	15,904.70	22,000.00	22,000.00	6,095.30	72 %
5008	Gasoline	0.00	3,283.02	5,000.00	5,000.00	1,716.98	66 %
5010	Publications & Legal Notices	3,471.91	7,833.67	7,500.00	7,500.00	-333.67	104 %
5012	Printing	953.96	4,184.31	4,000.00	4,000.00	-184.31	105 %
5014	Postage	211.32	530.35	2,000.00	2,000.00	1,469.65	27 %
5016	Office & Meeting Supplies	3,540.23	15,578.73	15,000.00	15,000.00	-578.73	104 %
5020	Telephone	1,554.99	12,196.99	10,000.00	10,000.00	-2,196.99	122 %
5021	Computer/Email/Server Costs	1,336.68	6,528.80	5,000.00	5,000.00	-1,528.80	131 %
5030	Vehicle Maintenance	3,428.31	4,739.48	5,000.00	5,000.00	260.52	95 %
5045	Miscellaneous Expenditures	3,080.42	21,915.03	20,000.00	20,000.00	-1,915.03	110 %
5046	Bank Service Charge	449.32	2,952.76	4,000.00	4,000.00	1,047.24	74 %
5050	Elections	0.00	12,802.18	8,000.00	8,000.00	-4,802.18	160 %
5610	Legal Services	6,428.50	32,493.48	62,400.00	62,400.00	29,906.52	52 %
5615	Financial Audit-Consulting	0.00	18,750.00	19,000.00	19,000.00	250.00	99 %
5620	Outsource Financial Consultant	12,000.00	68,969.26	60,000.00	60,000.00	-8,969.26	115 %
5670	Other Professional Services	6,672.46	46,565.62	40,000.00	40,000.00	-6,565.62	116 %
6010	Equipment	376.95	1,820.58	2,000.00	2,000.00	179.42	91 %
6025	Software	441.51	7,702.76	10,000.00	10,000.00	2,297.24	77 %
	Account Total:	109,578.83	966,104.48	1,057,406.00	1,057,406.00	91,301.52	91 %
5020 Recreation							
5017	Community Events	11,038.74	79,583.50	60,000.00	60,000.00	-19,583.50	133 %
	Account Total:	11,038.74	79,583.50	60,000.00	60,000.00	-19,583.50	133 %
5030 Rossmoor Park							
5018	Janitorial Supplies	2,721.35	5,163.57	6,600.00	6,600.00	1,436.43	78 %
5022	Utilities	890.47	12,418.25	12,500.00	12,500.00	81.75	99 %
5023	Water	3,579.52	38,973.19	35,000.00	60,000.00	21,026.81	65 %
5025	SECURED PROP TAX	0.00	1,059.12	1,200.00	1,200.00	140.88	88 %
5030	Vehicle Maintenance	0.00	854.56	1,500.00	1,500.00	645.44	57 %
5032	Building & Grounds-Maintenance	628.82	30,842.71	30,000.00	30,000.00	-842.71	103 %
5034	Alarm Systems/Security	0.00	492.00	1,000.00	1,000.00	508.00	49 %
5045	Miscellaneous Expenditures	588.28	5,110.23	4,500.00	4,500.00	-610.23	114 %
5051	Equipment Rental	1,143.01	3,808.37	500.00	500.00	-3,308.37	762 %
5052	Minor Facility Repairs /Tools	139.00	934.87	1,000.00	1,000.00	65.13	93 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5655	Landscape Maintenance / Janitorial	1,567.59	32,037.71	32,000.00	32,000.00	-37.71	100 %
6005	Buildings and Improvements	750.00	35,141.27	70,000.00	70,000.00	34,858.73	50 %
	Account Total:	12,008.04	166,835.85	195,800.00	220,800.00	53,964.15	76 %
5040 Montecito Center							
5018	Janitorial Supplies	5,846.90	6,596.36	6,600.00	6,600.00	3.64	100 %
5022	Utilities	132.01	2,232.23	2,000.00	2,000.00	-232.23	112 %
5023	Water	345.09	3,261.51	2,250.00	4,500.00	1,238.49	72 %
5025	SECURED PROP TAX	0.00	889.46	1,000.00	1,000.00	110.54	89 %
5030	Vehicle Maintenance	0.00	748.78	1,500.00	1,500.00	751.22	50 %
5032	Building & Grounds-Maintenance	101.00	10,613.46	8,000.00	8,000.00	-2,613.46	133 %
5034	Alarm Systems/Security	0.00	645.00	650.00	650.00	5.00	99 %
5045	Miscellaneous Expenditures	0.00	495.80	500.00	500.00	4.20	99 %
5052	Minor Facility Repairs /Tools	0.00	0.00	500.00	500.00	500.00	0 %
5655	Landscape Maintenance / Janitorial	2,426.38	6,426.38	5,000.00	5,000.00	-1,426.38	129 %
	Account Total:	8,851.38	31,908.98	28,000.00	30,250.00	-1,658.98	105 %
5050 Rush Park							
5018	Janitorial Supplies	3,057.09	6,396.34	6,600.00	6,600.00	203.66	97 %
5022	Utilities	1,698.10	30,305.10	25,300.00	31,600.00	1,294.90	96 %
5023	Water	421.73	28,989.47	50,000.00	50,000.00	21,010.53	58 %
5025	SECURED PROP TAX	0.00	4,053.34	4,200.00	4,200.00	146.66	97 %
5030	Vehicle Maintenance	0.00	1,600.78	2,000.00	2,000.00	399.22	80 %
5032	Building & Grounds-Maintenance	1,397.60	39,317.46	40,000.00	40,000.00	682.54	98 %
5034	Alarm Systems/Security	0.00	492.00	800.00	800.00	308.00	62 %
5045	Miscellaneous Expenditures	0.00	993.99	500.00	500.00	-493.99	199 %
5051	Equipment Rental	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
5052	Minor Facility Repairs /Tools	0.00	0.00	500.00	500.00	500.00	0 %
5655	Landscape Maintenance / Janitorial	8,397.23	29,562.65	33,000.00	33,000.00	3,437.35	90 %
6005	Buildings and Improvements	0.00	5,127.26	40,000.00	40,000.00	34,872.74	13 %
6010	Equipment	2,409.96	7,240.14	10,000.00	10,000.00	2,759.86	72 %
	Account Total:	17,381.71	154,078.53	214,400.00	220,700.00	66,621.47	70 %
5060 Street Lighting							
5650	Street Lighting and Maintenance	9,707.89	110,508.70	100,000.00	100,000.00	-10,508.70	111 %
	Account Total:	9,707.89	110,508.70	100,000.00	100,000.00	-10,508.70	111 %
5065 Rossmoor Wall							
5032	Building & Grounds-Maintenance	0.00	132.18	1,000.00	1,000.00	867.82	13 %
	Account Total:	0.00	132.18	1,000.00	1,000.00	867.82	13 %
5070 Street Sweeping							
5642	Street Sweeping	13,076.28	75,268.80	80,000.00	80,000.00	4,731.20	94 %
	Account Total:	13,076.28	75,268.80	80,000.00	80,000.00	4,731.20	94 %

ROSSMOOR COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 23

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 General Fund							
5080 Parkway Trees							
	5017 Community Events	127.42	1,299.78	1,500.00	1,500.00	200.22	87 %
	5656 Tree Trimming	1,160.00	125,989.00	130,500.00	130,500.00	4,511.00	97 %
	5660 TREE REMOVAL	2,614.00	4,414.00	3,000.00	3,000.00	-1,414.00	147 %
	6015 Trees	419.35	39,325.35	45,000.00	45,000.00	5,674.65	87 %
	Account Total:	4,320.77	171,028.13	180,000.00	180,000.00	8,971.87	95 %
5090 Mini-Parks and Medians							
	5022 Utilities	0.00	248.89	500.00	500.00	251.11	50 %
	5023 Water	814.38	8,885.19	9,000.00	10,000.00	1,114.81	89 %
	5032 Building & Grounds-Maintenance	36.60	1,147.49	2,000.00	2,000.00	852.51	57 %
	5045 Miscellaneous Expenditures	0.00	0.00	100.00	100.00	100.00	0 %
	5051 Equipment Rental	0.00	0.00	100.00	100.00	100.00	0 %
	5052 Minor Facility Repairs /Tools	0.00	0.00	100.00	100.00	100.00	0 %
	5655 Landscape Maintenance / Janitorial	500.00	2,761.81	3,000.00	3,000.00	238.19	92 %
	6015 Trees	0.00	54.75	0.00	0.00	-54.75	*** %
	Account Total:	1,350.98	13,098.13	14,800.00	15,800.00	2,701.87	83 %
	Account Group Total:	187,314.62	1,768,547.28	1,931,406.00	1,965,956.00	197,408.72	90 %
	Fund Total:	187,314.62	1,768,547.28	1,931,406.00	1,965,956.00	197,408.72	90 %
	Grand Total:	187,314.62	1,768,547.28	1,931,406.00	1,965,956.00	197,408.72	90 %

EXPLANATION OF SIGNIFICANT VARIANCES FROM BUDGETED AMOUNTS

Revenue Accounts

Account Code	Item	Explanation
3000-3006	Current Supplemental Assessment	Increase in real estate sales
3200-3201	Interest on Investment	Increase due to higher interest on investment
3300-3301	Prop 68 Grant Funding	Will receive payment by the end of FY
3300-3304	County Street Sweeping Reimbursement	In process of obtaining reimbursement
3400-3401	Tennis Court Reservations	Revenue lower than anticipated due to drop in rentals caused by rainy weather and loss of private instructor
3400-3402	Tennis Instructor Private Lessons	Drop in revenue is due to one of the tennis instructor retiring. New instructor has recently been hired
3400-3406	Rush Park Ball Field Reservation	Current percentage as of May is 51%. Anticipate increase in rental of ball fields in June
3400-3431	Rossmoor Building Rental	Enhanced marketing has increased revenue
3400-3441	Montecito Center	Enhanced marketing has increased revenue as well as Gather Church using on a regular basis
3500-3501	Misc. Revenue	Account has exceeded revenue projection due to Winter Festival wristband sales
3500-3502	Sponsorships	Have successfully obtained sponsorships to help offset expenditures for account 5020-5017

Expenditure Accounts

Account Code	Item	Explanation
5010-4010	Administration - Worker's Compensation Insurance	Disputing premium cost increase with State Fund. They are currently auditing our account. Have successfully transitioned from State Fund to CIPIA
5010-5002	Administration - Liability	Billed in August. Will have a surplus this FY
5010-5050	Administration - Elections	Unexpected increase from County for election oversight and administration
5010-5615	Administration - Financial Audit-Consulting	Audit has been completed

5020-5017	Recreation - Community Events	Account has exceeded projected budget due to Farmer's Market entertainment and promotions. This is being offset by Sponsorships
5030-5025 5040-5025 5050-5025	Secured Property Taxes	Property Taxes have been paid for 1st and 2nd Installments
5030-5032	Rossmoor Park - Building and Grounds Maintenance	Playground repairs, security lighting, sand volleyball and sprinkler upgrades were unanticipated expenses
5030-5051	Rossmoor Park - Equipment Rental	Pickleball sound barrier blanket
5030-6005	Rossmoor Park - Building and Improvements	Prop 68 Funding. Anticipate spending \$40,000 for picnic canopy. Will be completed in 23-24. Will carry over to 23-24 fiscal year
5050-6005	Rush Park - Building and Improvements	Prop 68 Funding. Anticipate spending \$30,000 for carpet and flooring during 23-24 fiscal year
5050-5045	Rush Park - Miscellaneous Expenditures	Expenditures miscoded to 5045 should be 5032

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: August 8, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: RESOLUTION NO. 23-08-08-01 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ALLOWING ALCOHOL AT A WEDDING EVENT JUNE 15, 2024, IN THE RUSH PARK AUDITORIUM WITH EXTENDED HOURS OF 9:00 A.M. TO 10:00 P.M.

RECOMMENDATION

Approve Resolution No. 23-08-08-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ALLOWING ALCOHOL AT A WEDDING EVENT JUNE 15, 2024, IN THE RUSH PARK AUDITORIUM WITH EXTENDED HOURS OF 9:00 A.M. TO 10:00 P.M.

INFORMATION

Rossmoor resident, Natanya Sutherland, has submitted a request to hold a wedding and serve alcohol during the reception on June 15, 2024. Beer and wine will be served to their guests. No alcohol will be sold. The application request has been received at least 90 days prior to the event as per District procedures.

ATTACHMENTS

1. Resolution No. 23-08-08-01

RESOLUTION 23-08-08-01

RESOLUTION NO. 23-08-08-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING THE CONSUMPTION OF ALCOHOL AT A WEDDING RECEPTION EVENT TO BE HELD ON JUNE 15, 2024, FROM 4:00 P.M TO 8:00 P.M. AT THE RUSH PARK AUDITORIUM

WHEREAS, the Rossmoor Community Services District at their meeting on February 10, 2015 approve Ordinance No. 2015-01 codifying Policy No. 6011 which permits the possession and consumption of alcohol (beer and wine) at community events with approval of the Board by resolution.

WHEREAS, the possession and consumption of alcohol at a community event requires approval by the Board of Directors by resolution for each community event.

WHEREAS, in accordance with Policy No. 6011, Natanya Sutherland has requested approval for the possession and consumption of beer and wine at her daughter's wedding party on June 15, 2024 in the Rush Park Auditorium.

WHEREAS, the Board of Directors desires to approve this request subject the applicable provisions of Policy No. 6011 and to the conditions state herein.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District, that the possession, consumption and dispensing of beer and wine at a wedding reception on June 15, 2024 at Rush Park Auditorium is hereby authorized, provided, however, that Natanya Sutherland first obtain any all required licenses from the Alcohol Beverage Control Board and present the same to the General manager at least 30 days prior to June 15, 2024, and thereafter comply with all applicable laws, rules, regulations, policies and ordinances regarding alcoholic beverages and the use of District Property, and maintain in full force and effect general liability insurance naming the District as additional insured in an amount of not less than \$1,000,000.00

PASSED AND ADOPTED this 8th day of August 2023.

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

Tony DeMarco, President

ATTEST:

Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: APPLICATION FOR DISPENSING AND CONSUMPTION OF ALCOHOL AND EXTENDED EVENT HOURS

RECOMMENDATION

It is recommended that the Rossmoor Community Services District (RCSD) Board of Directors review and approve this application for dispensing and consumption of alcohol and extended event hours for a wedding event being held June 15, 2024, in the Rush Park Auditorium.

BACKGROUND

A Rossmoor resident has reserved the Rush Park Auditorium for a wedding event to be held June 15, 2024. The applicant is requesting Board approval to dispense alcohol at the event and to extend the venue use time to 13 hours (9:00 a.m.-10:00 p.m.). The group size is estimated to be approximately 250 people. No alcohol will be sold. The application has been received at least 90 days prior to the event. A detailed outline of the event requirements has been received. A \$50.00 non-refundable alcohol filing fee has been received.

ATTACHMENTS

1. Request from Rossmoor resident Natanya Sutherland
2. Policy No. 6010 Requests for Use of District Parks and Facilities
3. Policy No. 6011 Rules and Regulations for Use of District Property
4. District procedures for events requesting the dispensing or consumption of alcohol (beer and wine only)

Jessica Verduzco

To: Jessica Verduzco
Subject: RE: Rush Park CanopyA

From:
Sent: Thursday, July 20, 2023 9:42 AM
To: Jessica Verduzco <JVerduzco@rossmoor-csd.org>
Subject: Re: Rush Park CanopyA

Good Morning Jessica-

Spoke to Kaytlin this morning, and we need to change the timeframe from what I provided earlier this week. We would know like the timeframe to reflect the following:

Set-up time: 9AM to 11AM

Ceremony: 2PM to 3PM

Reception: 4PM to 8PM

Tear down: 8PM to 10PM

Alcohol to be served: 4PM to 7PM

We were also wondering if we could rent that canopy space for the wedding? If so, can the tables be moved, and the chairs from the auditorium placed out there for the wedding, then after the wedding, bring the chairs in for the reception. If approval is granted for us to use the Canopy A, for the ceremony, we would also like the following things to be approved as well. Use of a microphone for the ceremony. Use of amplified music, for Kaytlin to walk down the aisle to.

Craig and/or Natanya Sutherland

Hope this information is helpful.

If you need anything else, please let me know.

Thank you-

Natanya

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

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

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

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

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

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

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

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

determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.90.

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

6010.30 Sunday Organized Use: User Permits for Sunday organized use of playing fields will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

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

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

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

applicant's request will be honored. In all cases, fees and deposits paid within ten (10) calendar days of the scheduled event must be in cash.

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

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

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

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

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

- a. The applicant made a reasonably good faith effort to promptly notify the District and the facility was subsequently rented for same date and time, or

b. Extenuating circumstances beyond the applicant's control justify the refund.

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

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

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

Adopted: October 8, 2002

Amended: August 10, 2004

Amended: March 8, 2005

Amended: August 12, 2008

Amended: July 14, 2009

Amended: July 10, 2012

Readopted by Ordinance 2014-01: January 14, 2014

Amended: November 11, 2014

Readopted by Ordinance 2014-03: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT
Policy **No. 6011**

RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

6011.00 Purpose: The purpose of this policy is to provide for the orderly administration and control of District property within the District and establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

6011.10 Definitions: For the purpose of this policy the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates to the contrary:

6011.11 Alcoholic Beverage: Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

6011.12 Board: The Board of Directors of the Rossmoor Community Services District.

6011.13 District: The Rossmoor Community Services District

6011.14 District Property: Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.

6011.15 Facility: May include any or all of the following: Rush Park Auditorium, East Room, West Room, Administration Building, kitchens, Rossmoor Park Community Center, Montecito Center, picnic site, court or field.

6011.16 General Manager: The General Manager of the District.

6011.17 Group "Group" means all Persons subject to the same permit.

6011.18 Person: Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

6011.19 User Permit: District approved written permission for event, activity or function to take place on District property issued by the General Manager of the District pursuant to Policy No. 6010.

6011.20 Mobile Food Vending Cart: A mobile motorized or non-motorized cart, hand truck, stand or similar device that is used for preparation, vending and/or dispensing of food and/or beverages, other than a motor vehicle as defined in Vehicle Code § 415.

6011.20 Management of District Property: The General Manager shall administer this policy or other related policies in such a manner as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, and/or shall be enforced by any peace officer, who has authority within the District pursuant to Penal Code section 830.1. For other than casual use of a court or field by less than 10 persons, a User Permit is required for the use of District facilities. Casual use shall be limited to a non-recurring, non-commercial or unscheduled activity.

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.

6011.76 Golfing: No Person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

6011.77 Unsafe Activity: No Person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

6011.78 Disorderly Conduct and Noise: No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property.

6011.79 Electrical Outlets: No person shall use any outdoor electrical outlets in District parks. This prohibition shall not apply to District employees or contractors acting within the scope of employment, or persons authorized to do so under a User Permit.

6011.80 Violation of laws, rules, or ordinance: No person shall use any District park in violation of any District policy, rule, regulation, or ordinance; nor shall any person use any District park in violation of any state or federal law.

6011.90 Rental Fees and Charges: See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

6011.100 Amplified Sound System, Music and Live Music-Permit Required: No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

6011.110 Fire Regulation:

6011.111 Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes, vaping, electronic cigarettes as defined in Health & Safety Code § 11405, or other similar electronic smoking devices, is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

6011.112 Barbecues. Use of barbecues at parks and mini parks is permitted in designated cemented areas clear of trees and buildings with prior General Manager authorization. Smokers are prohibited. Hot coals may not be disposed of in any parks.

6011.113 Building Capacity: The occupancy of any District building shall not exceed the posted capacity of persons as determined by the Orange County Fire Marshall.

6011.120 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" "jumpers" or "laser tag", are not permitted on District property unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

6011.130 Mobile Food Vending Carts: Mobile Food Vending Carts that serve, dispense or contain heated foods are not permitted on District property in connection with a Group and/or a User Permit unless the

Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured.

Adopted: Resolution 94-4, April 13, 1994

Approved renumbering & format: October 8, 2002

Reaffirmed: June 10, 2003

Amended: August 12, 2008

Amended: September 8, 2009

Amended: October 13, 2009

Amended: July 10, 2012

Readopted by Ordinance 2014-01: January 14, 2014

Amended: February 10, 2015

Readopted by Ordinance: February 10, 2015

DISTRICT PROCEDURES FOR EVENTS REQUESTING THE DISPENSING OR CONSUMPTION OF ALCOHOL (BEER AND WINE ONLY)

Description: Any request to serve alcohol (**beer and wine only**) within District Property including outdoor 'events' and/or facility reservations shall be governed by Policy No. 6011 Rules and Regulations For Use of 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 unlawful.

Examples: Celebrations, Weddings, Rossmoor Community Festival, Fundraisers or any other type of event for which the dispensing or consumption of alcohol is being requested.

Application Process: Please read carefully prior to any Alcohol Beverage Control (ABC) license request. **The requesting group is solely responsible for receiving approval from the ABC and Orange County Health Care Agency (OCHCA) located in Santa Ana. The District is not responsible for assisting applicant with forms:**

Step 1: Applicant must fill out the appropriate facility or park use Application and Special Event Application provided by District **at least 90 days prior** of the event date. In addition, detailed information should be submitted in writing based on the Special Event requirements indicated below. Requests which do not include a scope of the event will not be accepted. A \$50 special event/alcohol filing fee must be accompanied with the application and is non-refundable. An additional non-refundable \$150 fee will be applied to your permit if your request is approved by the ABC. A refundable Alcohol Cleaning/Damage Deposit in the amount of \$350.00 is also required for all events at which beer and/or wine will be consumed.

- Name of organizer and contact information

- Detailed description of the scope of the event
- Diagram of venue area and/or floor plan
- Hours of the event
- Layout of the event
- Anticipated number of workers, volunteers, attendees
- Security measures

Step 2: Meet with District staff to discuss the scope of the event if there are any questions pertaining to said event.

Step 3: If the request is approved by the District's General Manager, the request must be to be approved by a Resolution of the District's Board of Directors. The Board of Directors meets regularly on the 2nd Tuesday of the month. Alcohol requests submitted less than 15 business days prior to the next Board meeting will have to be placed on the following month's Agenda.

If the Board approves the Resolution, please continue with the following steps:

Step 5: **APPROVAL FROM ABC**

A. If Requesting Group is a Non-Profit (all others please refer to section to B or C below):

1. **See attached ABC Non-Profit Guidelines Information.**
2. Fill out and submit ABC Form 221 and District approval letter (can be obtained from the District's General Clerk) to the Santa Ana District office and pay established permit fees. This is attached and can also be found at <http://www.abc.ca.gov/forms/PDFSp.html>.

ABC Santa Ana District Office

605 W Santa Ana Blvd, Bldg 28, Suite 369
 Santa Ana, CA 92701
 (714) 558-4101
 (714) 953-4486 FAX
STA.Direct@abc.ca.gov

3. Fill out and submit appropriate OCHCA beverage dispensing requirements. District staff can give you the application and contact information for the OCHCA.

B. Requests for events at which Alcohol will be SERVED AT NO COST (no selling of alcohol permitted) for a private event such as a wedding or celebration ONLY:

1. ABC does not require approval for private events in which alcohol will be served under certain circumstances. Coordination with District staff is required for all event requests.

C. Requests at which Alcohol will be sold to guests for a wedding or celebration, political event, a commercial event or other type of non-private event, will be evaluated on a case by case basis by the District. The Requesting Group will be required to contact ABC and obtain the correct type of approval.

Step 6: SECURITY & INSURANCE

A. Any events at which alcohol will be provided at no cost shall require hiring of licensed private security guards. The number of security guards will be determined by the District and/or ABC depending the scope of the event, number of attendees, etc. A security firm may be chosen from the list provided by the District. Security fees must be payable directly to the Security firm.

B. Liability insurance must also be obtained naming the District as an additional insured and can be selected from a list provided by the District's General Clerk. Fees must be payable directly to the insurance firm.

Step 8: OBTAIN PERMIT FROM THE DISTRICT AND PAY REQUIRED FEES:

- A. If your request is approved by the OCHCA (where applicable) and ABC, the District may grant your request and issue the applicant a permit if all the special requirements and fees are paid at least 10 days prior to scheduled event.

Availability: Any requests conflicting with scheduled youth sports activities, religious services held at Rush Park, the Paper Drive or other requests conflicting with another scheduled special event or District special events will not be granted.

Park Hours: 7:00 a.m. to 10:00 p.m.*

*District Policy No. 6010.10 Limitations, states:

Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless approved by the Board, no outdoor events including preparation time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m or conclude after dusk on non-lighted parks or 10:00 p.m. on lighted parks and facilities.

FEES: The applicant will be required to pay any fees for use of District property in accordance with the District's Fee Schedule.

Additional Fees: The OCHCA and/or ABC may require additional fees/security payable directly to their organizations.

Additional Requirements: Additional Orange County Fire Authority or County of Orange Special Event permitting requirements may be required based on the scope of your event. The District is not responsible for assisting with this application process. Additional fees may be required by those agencies.

If you have any questions regarding procedure or process for approval, please contact the Rush Park office Monday thru Friday 9:00am to 5:00pm at 562-430-3707.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: August 8, 2023

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: DISCUSSION AND POSSIBLE ACTION REGARDING ALTERING THE BOARD MEETING AGENDA POLICY TO INCLUDE RESOLUTIONS WITHIN REGULAR CALENDAR AGENDA ITEMS

RECOMMENDATION

It is recommended that the Rossmoor Community Services Board of Directors approve amendments to Policy 5020 that include absorbing resolutions within the Regular Calendar section of the Board Meeting Agenda.

INFORMATION

The current Board Policy 5020.30 G. Resolutions and Ordinances (redline version attachment 1) calls for a separate approval by the Rossmoor Community Services Board of Directors prior to the review of the corresponding board agenda item H.

To expedite and make the process clearer and to be consistent with other public agencies, staff is recommending including resolutions (that do not require a public hearing) with the corresponding Regular Calendar item, therefore approving the agenda item and resolution with one motion (see attachment 2). Again, the action will remove Resolutions from item G and combine Resolutions with the Regular Calendar reports and adjust other items accordingly.

In addition, revisions are proposed to section 5020.20, Public Requests, in order to clarify the procedures applicable to requests to place items on an agenda.

ATTACHMENTS

1. 5020 Board Meeting Agenda Draft Redline
2. 5020 Board Meeting Agenda Clean

Rossmoor Community Services District

Policy

No. 5020

BOARD MEETING AGENDA

5020.10 Development Procedure: The General Manager, in cooperation with the Board President shall prepare an Agenda for each Regular and Special Meeting of the Board. Any Director may contact the Board President to ask that an item be placed on Agenda (no later than two weeks prior to the meeting). The Board President shall determine either to direct the General Manager to place the item on the Agenda or to ask the Director to request that it be considered at the next Regular Meeting for placement at the subsequent meeting of the Board.

5020.20 Public Requests: Any member of the public may request that a matter directly related to District business be placed on the Agenda of a regularly scheduled meeting of the Board, subject to the following conditions:

5020.21 Request in Writing: The request must be in writing and be submitted to the General Manager together with supporting documents and information no later than two weeks prior to the meeting.

5020.22 District Jurisdiction: The General Manager shall be the sole judge of whether the requested public-matter is a proper subject for consideration by the Board ~~in closed session will be accepted under this policy.~~

5020.23 Appeal of Rejection: ~~All decision~~ decision ~~as-~~ of the General Manager not to include an item on the Agenda may be appealed by the requestor to the Board by delivering a written request for an appeal within 10 calendar days of the denial of the request to the General Manager. A timely filed appeal may be considered by the Board at ~~at~~ a subsequent Regular or Special Meeting of the Board of the Board.

5020.24 Time Limitations: The Board Chair may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 Agenda Format: The Board shall use a standardized and consistent Agenda format for all Regular Meetings. The Regular Meeting Agenda shall contain the following items and order of business:

- A. ORGANIZATION
 1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Presentations
 5. Board Elections (As required pursuant to Policy 5010.80.)
- B. ADDITIONS TO AGENDA
- C. PUBLIC COMMENT [three (3) minute limit per individual unless time is extended by the Board Chair and no time may be ceded from one speaker to the other unless approved by the Board Chair]
- D. REPORTS TO THE BOARD (Board Committees, Board Appointed Citizen Committees and General Manager Information Items) (Items which require a specific action will only be noted as

deferred to Resolutions/OrdinancesPublic Hearings under FG or Regular Calendar under G as appropriateH)

E. CONSENT CALENDAR (All items approved in a single motion unless otherwise requested for discussion by a Director or a member of the public.)

1. Minutes

2. Routine Matters (Project Schedule, Revenue & Expense Report, Quarterly Status Report, etc)

F. PUBLIC HEARINGS

1. Budget Adoption, Ordinances and Other Public Hearing Matters.

GG. RESOLUTIONS/ORDINANCES

H. REGULAR CALENDAR

HI. GENERAL MANAGER ITEMS

IJ. BOARD MEMBER ITEMS

JK. GENERAL COUNSEL ITEMS

KL. CLOSED SESSION

LM. ADJOURNMENT

5020.35 Revising the Order of Items: the Board retains the authority to hear items out of order or to revise the order of items appearing on the agenda for any particular meeting.

5020.40 Staff Reports: All Items placed on the Agenda by the General Manager will be accompanied by a staff report. The staff report is intended to identify and summarize the issue. The staff report will offer recommendations for Board action, as appropriate.

5020.50 Special Meetings: The Special Meeting Agenda shall contain the specific subject matter as necessary for calling the Special Meeting.

5020.60 Posting of Agenda: In addition to the posting of the Agenda at the District Office, it shall be posted at Rossmoor Park and Montecito Center. Regular meeting agendas are to be posted at least seventy-two (72) hours prior to the scheduled meeting. The Agenda will also be noticed on the District's website as soon as practicable after the Agenda is delivered to the Board. The agenda for a Special Meeting or Committee meetings shall be posted at these locations at least twenty- four (24) hours prior to the meeting.

5020.70 Agenda Mailing: The Agenda is to be sent to all newspapers requesting it. In addition, it is to be sent to all individuals who so request and provide a stamped, self-addressed envelope and as otherwise required by the Brown Act.

5020.80 Executing Documents: The Board President (or Vice President, in the absence of the President) shall sign ordinances, resolutions, and contracts approved by the Board. The Secretary shall attest to the signature of the President or Vice President. When authorized by the Board, the General Manager may execute Agreements for services.

Approved renumbering & format: October 8, 2002
Reaffirmed: March 11, 2003
Amended: April 13, 2004
Amended: March 13, 2007
Amended: March 8, 2011
Amended: April 14, 2015
Amended: February 12, 2019
Amended: [insert date of second reading]

Rossmoor Community Services District

Policy

No. 5020

BOARD MEETING AGENDA

5020.10 Development Procedure: The General Manager, in cooperation with the Board President shall prepare an Agenda for each Regular and Special Meeting of the Board. Any Director may contact the Board President to ask that an item be placed on Agenda (no later than two weeks prior to the meeting). The Board President shall determine either to direct the General Manager to place the item on the Agenda or to ask the Director to request that it be considered at the next Regular Meeting for placement at the subsequent meeting of the Board.

5020.20 Public Requests: Any member of the public may request that a matter directly related to District business be placed on the Agenda of a regularly scheduled meeting of the Board, subject to the following conditions:

5020.21 Request in Writing: The request must be in writing and be submitted to the General Manager together with supporting documents and information no later than two weeks prior to the meeting.

5020.22 District Jurisdiction: The General Manager shall be the sole judge of whether the requested matter is a proper subject for consideration by the Board.

5020.23 Appeal of Rejection: A decision of the General Manager not to include an item on the Agenda may be appealed by the requestor to the Board by delivering a written request for an appeal within 10 calendar days of the denial of the request to the General Manager. A timely filed appeal may be considered by the Board at a subsequent Regular or Special Meeting of the Board.

5020.24 Time Limitations: The Board Chair may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 Agenda Format: The Board shall use a standardized and consistent Agenda format for all Regular Meetings. The Regular Meeting Agenda shall contain the following items and order of business:

A. ORGANIZATION

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Presentations
5. Board Elections (As required pursuant to Policy 5010.80.)

B. ADDITIONS TO AGENDA

C. PUBLIC COMMENT [three (3) minute limit per individual unless time is extended by the Board Chair and no time may be ceded from one speaker to the other unless approved by the Board Chair]

D. REPORTS TO THE BOARD (Board Committees, Board Appointed Citizen Committees and General Manager Information Items) (Items which require a specific action will only be noted as deferred to Public Hearings under F or Regular Calendar under G as appropriate)

E. CONSENT CALENDAR (All items approved in a single motion unless otherwise requested for discussion by a Director or a member of the public.)

1. Minutes
 2. Routine Matters (Project Schedule, Revenue & Expense Report, Quarterly Status Report, etc)
- F. PUBLIC HEARINGS
1. Budget Adoption, Ordinances and Other Public Hearing Matters.
- G. REGULAR CALENDAR
- H. GENERAL MANAGER ITEMS
- I. BOARD MEMBER ITEMS
- J. GENERAL COUNSEL ITEMS
- k. CLOSED SESSION
- L. ADJOURNMENT

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Adopted: December 8, 1993, February 14, 1996
 Amended: February 9, 2000, June 8, 2000
 Approved renumbering & format: October 8, 2002
 Reaffirmed: March 11, 2003
 Amended: April 13, 2004
 Amended: March 13, 2007
 Amended: March 8, 2011
 Amended: April 14, 2015

Amended: February 12, 2019
Amended: [insert date of second reading]

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM I

Date: August 8, 2023
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: GENERAL MANAGER ITEMS

RECOMMENDATION

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

INFORMATION

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

1. The next Family Festival is August 12, 2023, from 2:00 P.M. to 8:30 P.M. The event will culminate with a performance by the Emperors Band starting at 6:00 P.M. to 8:30 P.M. at Rush Park.
2. Bid packages have been publicized for the Rossmoor Park Basketball/Pickleball Conversion and Tennis Courts resurfacing. The bids are due by August 23, 2023, at the Rush Park office by 11:30 a.m. The bid will be awarded and approved at the September 12, 2023, RCSD Board meeting.
3. The Carpet/Flooring at Rush Park is being prepared for bid. Staff is reaching acoustical mitigation and will present to the Parks and Facilities Committee prior to requesting bids.
4. The Canopy at Rossmoor Park specification and plans will be submitted to the Parks and Facilities Committee for approval and then to OC Public Works.
5. Staff is working with the Personnel and Contract Administration Committee to meet and discuss potential policy and procedural changes. A date and time will be posted on social media and designated bulletin boards.

6. Staff will be presenting proposed contractual renewals to the Personnel and Contract Administration Committee for Brightview Landscaping and Street Sweeping Corporation of America. The meeting date and time will be posted on social media and designated bulletin boards.
7. The final Family Festival will be held on September 9th from 2:00 P.M. to 8:30 P.M. at Rush Park.
8. The Health and Wellness Festival will be held on November 4th from 12:00 P.M. to 6:00 P.M. at Rush Park.
9. The Los Alamitos Chamber of Commerce in conjunction with the Rossmoor Community Services District will be hosting the annual Heroes Luncheon at Rush Park on September 21, 2023, beginning at 9:00 A.M. to 1:00 P.M. RCSD Board members are encouraged to attend and can RSVP with Carolyn Whang.

ATTACHMENTS

None.