

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board Agenda Package

**January 14, 2020**

BOARD OF DIRECTORS

AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 14, 2020**

**7:00 p.m.**

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

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, DeMarco, Maynard, Nitikman  
President Casey
3. PLEDGE OF ALLEGIANCE: AYSO
4. PRESENTATIONS:
  - a. President Casey (2019) State of the District Address
  - b. Recognition of Rossmoor Winter Festival Committee Volunteers
  - c. President Ron Casey Re: Proclamation of Commendation, Orange County Sheriff's Department Lieutenant Pat Rich
  - d. Introduction of CR&R Incorporated Environmental Services Regional Manager Andrew Keratzides Re: Waste and Disposal Services Update
5. ELECTION OF OFFICERS: *Proclamation and Gavel presented to outgoing President by newly elected President*

**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. FIFTH ANNUAL ROSSMOOR WINTER FESTIVAL REVIEW

**E. CONSENT CALENDAR**

1. MINUTES

a. Regular Board Meeting of December 10, 2019.

2. NOVEMBER 2019 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. 20-01-14-01 LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS
2. RESOLUTION NO. 20-01-14-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT FORMALLY REQUESTING FAIR VOTING AND GEOGRAPHIC REPRESENTATION ON THE LOS ALAMITOS SCHOOL DISTRICT BOARD OF EDUCATION AND REPORT ON ROSSMOOR POLL RESULTS

**ORDINANCES**

1. ORDINANCE NO. 2019-01 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 3098, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE

REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICY

2. ORDINANCE NO. 2019-02 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING AND REVISING POLICY NO. 3080, PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE, AS THE RULES AND REGULATIONS THAT GOVERN THE MAINTENANCE OF PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE

**H. REGULAR CALENDAR - None**

**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 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 District General Counsel 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.*

**L. CLOSED SESSION:**

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

**M. ADJOURNMENT**

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

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

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

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

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the January 14, 2020, 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:

*Elizabeth Deering* for \_\_\_\_\_ Date 01/09/20  
JOE MENDOZA  
General Manager

**A4a**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4a**

**Date:** January 14, 2020

**To:** Honorable Board of Directors

**From:** Board President Ron Casey

**Via:** General Manager Joe Mendoza

**SUBJECT:** 2019 STATE OF THE DISTRICT ADDRESS

**RECOMMENDATION:**

Receive presentation.

**BACKGROUND:**

It is customary for the President of the Board to deliver a State of the District Address as the final act prior to election of Board Officers for the coming year.

**ATTACHMENTS:**

1. 2019 State of the District Address





**STATE OF THE DISTRICT  
2019  
PRESENTED BY:  
Ron Casey, Board President  
Rossmoor Community Services District**

At this first meeting of the Rossmoor Community Services District in 2020, it is my pleasure to report on the *State of the District* for 2019.

The District has had another successful year with the addition of new General Manager Joe Mendoza. It has been a priority of the Board to ensure that the District is well managed and that Rossmoor residents continue to enjoy a responsive local government and high quality of life.

Once again, the District has maintained a sound fiscal position. The Approved Budget estimates that we will close out our current FY 2019-2020 budget with approximately \$27,500 of revenue over expenses. The FY 2018/2019 Audited Beginning Fund 10 Balance (reserves) was \$1,003,299. If no large projects are approved by the Board this fiscal year, the District's reserve account would increase to approximately \$1,031,000. In November, the Board of Directors received an unmodified audit report from our auditing firm Rogers, Anderson, Malody & Scott (RAMS), with no management findings. This was the sixth consecutive year we have achieved these outstanding results.

RCSD Staff has also been researching grant opportunities to fund future capital improvement projects such as parking lot resurfacing at Rush Park, audio visual upgrades for the Rush Park Auditorium, irrigation improvements and Rush Park kitchen remodel. In December 2019 the Board approved Resolution No. 19-12-10-01 Approving Application(s) for Per Capita Grant Funds.

The RCSD Board prides itself on being strong advocates for its constituency. Toward that objective the RCSD joined the Los Alamitos Chamber of Commerce this year and has actively enjoyed the camaraderie between the business and local non-profits in supporting each other. Furthermore, the District hosted a Street Sweeping Solutions Stakeholders Workshop on October 3, 2019 in order to listen to the community and secure input and alternative suggestions regarding the scheduling of Street Sweeping. As a result of the community's input and an online survey the results will be discussed with Orange County Supervisor Michelle Steele in order to provide better service to the community. The RCSD also hosted the first Annual Heroes Appreciation Luncheon on September 19, 2019 at the Rush Park Auditorium to honor outstanding local public servants in the military, firefighting and law enforcement professions.

Assemblyman Tyler Diep conducted a “*Community Coffee and Donuts*” open house forum for the Rossmoor Community on October 19, 2019. As a result, Assemblyman Diep’s office has taken a leadership role with Caltrans in conducting a decibel test along the freeway sound wall to investigate the noise level and quality of life impact to those residents along the 405-605 corridor.

Staff has been working with the Emergency Management Coordinator for the Orange County Sheriff’s Department Emergency Management Division as well as Orange County Fire Authority to upgrade Rossmoor Community Services District’s Emergency Management Plan. Efforts will include collaboration with the Los Alamitos Unified School District, City of Los Alamitos, City of Seal Beach and the Joint Forces Training Military Base.

Rossmoor continues to have a low crime rate and offers a very safe environment under the leadership of Orange County Sheriff’s Department Lieutenant Pat Rich, who was recently promoted to the rank of Captain. We greatly appreciate the Orange County Sheriff’s Department for the public safety services it provides to our residents and its partnership with the District. This year we collaborated on two successful community Drug Take Back Days, annual holiday toy/gift drive, public safety campaigns, street sweeping improvement efforts and were provided with enhanced security at the District’s well-attended events.

The District has maintained its excellent working relationship with the Los Alamitos Unified School District and its new Superintendent, Dr. Andrew Pulver. The RCSD has taken an active role in providing input to the Los Alamitos School District in shaping the redistricting and mapping of the Voting Rights Act. The results of our community input and poll will be presented to LAUSD prior to their decision-making process in late January 2020.

Rossmoor’s Summer Event Program, consisting of its innovative two-for-one Concerts/Movies in the Park and Shakespeare in the Park series continued to be popular, attracting approximately 1,500 participants at each event. Several other notable events were added to the District’s offerings this year including: A National Day of Prayer event on May 2, 2019 with the participation of the following local churches: Saint Hedwig Catholic Church, Go Disciple Church (GOND), Calvary Chapel Church, Bethlehem Lutheran Church, Good Shepherd Presbyterian Church, and Cornerstone Church. Over 300 community members enjoyed the evening conducted at Rush Park.

The District expanded its partnership with the Los Alamitos Youth Center to provide a full range of activities for hundreds of youth during the after school and summer programs by adding an after-school program to its Rush Park location as well. The addition of the Rush Park Game Room has been a success. The game room has been heavily utilized by the Youth Center After School program and the public. Youth enjoy the ability to check out games, sports equipment and books while at the park.

The Fifth Annual Rossmoor Winter Festival was held on December 13, 2019 at Rush Park with an estimated 4,000 residents enjoying an evening of outstanding entertainment from local school groups and the community, food trucks, a snow zone, tree lighting, exotic petting zoo, holiday lights trolley ride, arts and crafts and photos with Santa. Each year the event gets bigger and better. We sincerely

thank our generous sponsors, volunteers and staff for helping to make this exceptional holiday event a success. Special thanks to Title Sponsor AYSO Soccer, Rossmoor Homeowners Association for their support and Colin Edwards with Assemblyman Tyler Diep's Office for his attendance.

The District appreciates and depends on volunteers to assist and provide services in order to maintain efficient operations and put on events like the winter festival. We are looking forward to expanding our volunteer program to better serve Rossmoor. The volunteer program will create community, provide more services, instill pride and include a recognition component to honor and acknowledge individuals.

The District continues to invest in the maintenance and upkeep of its parks and facilities. Over the past year a facility and safety audit report was completed to identify possible deficiencies and provide for the highest and best use of Rossmoor's facilities. Daily attendance reports are taken to track facility usage levels and gather data that may indicate any necessary improvements. District tennis and basketball courts have been resurfaced, the tennis court lighting has been upgraded to LED and the flooring was replaced at Montecito Center.

The District worked with Southern California Edison to install 796 new Light Emitting Diodes (LED) lighting fixtures in Rossmoor. It was the consensus of the Board to maintain a uniform 3000K LED color temperature throughout the community and increase the wattage as needed on the main arterial roads and around schools and parks. Approved in June 2018, the installation project was completed in February 2019. The new lights were well received by the community and will help to increase safety, road visibility, and provide a cost savings to the District.

The District coordinated communications with the Orange County Public Works Department to keep residents informed regarding the extensive year-long road work project which involved road re-striping and slurry sealing in Rossmoor. The Public Works Department provided the District with a detailed schedule and map of the project to share with residents on the District website. The roadwork will resume beginning Spring of 2020.

Rossmoor takes great pride in its urban forest, receiving the Tree City USA designation for the ninth consecutive year. RCSD's Arbor Day Celebration took place in March and an even bigger event will be planned for 2020. The District's Urban Forestry Department continues to manage the over 5,000 parkway and park trees that provide environmental, economic, health and social benefits to the community. As a result of a heavy rain season and increased tree growth, a higher than usual amount of off-grid trims was needed during the summer and early fall of 2019.

The District made significant accomplishments in the technology arena this year. All office computers were upgraded to Windows 10 and Wi-Fi connection improvements were made. Use of the District's online reservation system has increased to include more robust reporting and point of sale options. The Rossmoor Winter Festival website was updated to reflect the latest branding and design elements. The District's powerful promotions strategy utilized a variety of multimedia channels to

successfully promote this event resulting to approximately 4,000 people in attendance. Website traffic and event attendance continues to increase with these technological advances. Wristbands were sold this year to offset event costs.

Special Districts make the difference. I would like to thank the RSCD staff for their continued dedication and hard work. Our community is served well by this small team of committed professionals and we appreciate their assistance throughout the year.

It has been my honor and privilege to serve as your Board President in 2019. As we conclude the 2019 calendar year and look forward to Rossmoor's 2020 vision, I would especially like to express my gratitude to the entire Board of Directors for their support and dedication as we work our way through an exciting year for the District. I am confident that we have met our challenges head on as a team and served Rossmoor residents to the best of our ability. Our fiscal position is strong, and our community's low crime rate, friendly neighborhood and relaxed lifestyle continues to make Rossmoor one of the best places to live in Southern California.



**A4b**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4b.**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** RECOGNITION OF ROSSMOOR WINTER FESTIVAL  
COMMITTEE VOLUNTEERS

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

b. Recognition of Rossmoor Winter Festival Committee  
Volunteers

**ATTACHMENTS**—None

**A4c**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4c.**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Via:** Board President Ron Casey  
**Subject:** PRESIDENT RON CASEY RE: PROCLAMATION OF  
COMMENDATION, ORANGE COUNTY SHERIFF'S  
DEPARTMENT LIEUTENANT PAT RICH

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

c. President Ron Casey Re: Proclamation of  
Commendation, Orange County Sheriff's Department  
Lieutenant Pat Rich

**ATTACHMENTS:**

1. Proclamation





## PROCLAMATION of COMMENDATION

ORANGE COUNTY SHERIFF'S DEPARTMENT

**PATRICK RICH**

**WHEREAS**, Lieutenant Patrick (Pat) Rich began his service with the Orange County Sheriff's Department on July 5, 1994. Lieutenant Pat Rich has served as Lieutenant in command of the north Orange County unincorporated community of Rossmoor from March 16, 2018 to January 16, 2020, and

**WHEREAS**, The Orange County Sheriff's Department began in 1889 and is the law enforcement agency serving Orange County, California. It currently serves the unincorporated areas of Orange County and thirteen contract cities in the county: Aliso Viejo, Dana Point, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Mission Viejo, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Stanton, Villa Park, and Yorba Linda, as well as the Orange County Transportation Authority and the John Wayne Airport, and

**WHEREAS**, During his years of public service, Lieutenant Rich devoted many hours to maintaining the safety and security of the Rossmoor community which enjoys one of the lowest crime rates in southern California. Lieutenant Rich partnered with Rossmoor during the community drug take back days, annual toy drive, and public safety announcements, and

**WHEREAS**, Lieutenant Pat Rich participated in the fifth annual Rossmoor Winter Festival, Summer Movies/Concerts in the Park, First Annual Heroes Award Luncheon, as well as a variety of other successful events, enjoyed by thousands of attendees, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Rossmoor Community Services District desires by this Proclamation to congratulate Lieutenant Pat Rich on his promotion to the rank of Captain and acknowledge and commend Lieutenant Pat Rich for demonstrating outstanding leadership and dedicated service to the Rossmoor Community Services District and the community of Rossmoor.

**ADOPTED**, This 14<sup>th</sup> day of January 2020.

**ATTEST:**



\_\_\_\_\_  
President of the Board  
Rossmoor Community Services District

\_\_\_\_\_  
Joe Mendoza, General Manager  
Rossmoor Community Services District

**A4d**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4d.**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** INTRODUCTION OF CR&R INCORPORATED ENVIRONMENTAL SERVICES REGIONAL MANAGER ANDREW KERATZIDES RE: WASTE AND DISPOSAL SERVICES UPDATE

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

- d. Introduction of CR&R Incorporated Environmental Services Regional Manager Andrew Keratzides Re: Waste and Disposal Services Update

**ATTACHMENTS**—None

**A5**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-5**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ELECTION OF OFFICERS: PRESIDENT, FIRST VICE PRESIDENT AND SECOND VICE PRESIDENT.

**RECOMMENDATION:**

That the Board of Directors take the following actions in the order indicated:

1. Election of President – conducted by the General Manager;
2. Election of First Vice President – conducted by the newly elected President; and
3. Election of Second Vice President – conducted by the newly elected President.

**BACKGROUND:**

District Policy No. 4040, Board Officers and Terms of Office, Section 4040.20 provides that the term for Board Officers shall be one year, and that the elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected.

The current officers are as follows:

Ron Casey, President  
Michael Maynard, 1<sup>st</sup> Vice President  
Mark Nitikman, 2<sup>nd</sup> Vice President

**ATTACHMENTS:**

1. Policy No. 4040 Board Officers and Terms of Office.

## Rossmoor Community Services District

Policy

No. 4040

### TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

**4040.10 Board Officers:** The officers of the Board of Directors of the Rossmoor Community Services District shall be the President, First Vice-President and Second Vice-President.

**4040.11 Term of Office:** The term for Board officers shall be one year. Elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected, or they resign, die or illness prevents further service as an officer.

**4040.12 Officer Vacancy:** If a Director elects to resign as an officer, he/she should immediately send a signed letter of resignation as an officer with an effective date to the General Manager or Board President who upon receipt of the letter will immediately notify all other members of the Board. Announcement of the resignation and replacement of the officer shall be done at the next regular meeting of the Board or as soon thereafter as possible.

**4040.20 Board of Directors:** The term of office for individual Directors is four (4) years. Normally, two or three Directors are elected in November of even-numbered years, and each Director takes office on the first Friday of December (Cal. Govt. Code section 61042).

**4040.21 Director Vacancy:** If a Director elects to resign from the Board, he/she should immediately send a signed letter of resignation with an effective date to the President and General Manager who will immediately notify all other members of the Board. At the next meeting any vacancy on the Board created by a resignation, illness or death of a Director will be made public by the General Manager or the President. The Board shall determine if the vacancy is to be filled by a Board appointment or a public election within sixty (60) days of receiving the letter of resignation or the effective date, whichever is later. If a vacancy is to be filled by Board appointment, a Notice of Vacancy is to be posted at least fifteen (15) days before appointment is made at the next Board meeting, and if by election, the General Manager is to notify the Orange County Registrar of Voters within sixty (60) days of the resignation date. If appointment is made, the Registrar of Voters is to be notified within fifteen days (Cal. Govt. Code sections 1780(a) and 61225).

Adopted: December 8, 1993  
 Amended: October 17, 2000  
 Approved Renumbering & Format: October 8, 2002  
 Reaffirmed: March 11, 2003  
 Amended: April 13, 2004  
 Amended: First Reading - May 9, 2006  
 Amended: Second Reading and Approval - August 8, 2006



## PROCLAMATION of COMMENDATION

OUTGOING BOARD PRESIDENT

**RON CASEY**

**WHEREAS**, Ron Casey has served on the Board of Directors of the Rossmoor Community Services District for eleven years beginning December 9, 2008. Ron Casey served as President of the Board for the year 2019, and

**WHEREAS**, During his 2019 presidency, President Casey led the District in freeway project safety and quality of life issues, advocated on behalf of Rossmoor residents regarding many community traffic and County road repair issues, street sweeping issues, and guided the development of collaborative relationships with the Los Alamitos Unified School District, County of Orange, neighboring cities, the California State Assembly, and

**WHEREAS**, President Ron Casey coordinated many improvements in District parks and facilities, promoted and supported modern communication methods and technological advancements for the benefit and convenience of residents, and

**WHEREAS**, President Ron Casey devoted many hours to serving on various District committees including the Audit Committee, CIP Committee, Tree Committee, Organizational Committee, Rossmoor Advisory Committee, Rossmoor Advisory Committee, Community Traffic and Safety Advisory Committee, WCC/OCTA Committee, Mayors Consortium Committee, and

**WHEREAS**, President Ron Casey participated in the fifth annual Rossmoor Winter Festival, Summer Movies/Concerts in the Park, First Annual Heroes Award Luncheon, as well as a variety of other successful events, enjoyed by thousands of attendees, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Rossmoor Community Services District desires by this Proclamation to acknowledge and commend outgoing President Ron Casey for demonstrating outstanding leadership and for his exemplary accomplishments, kind demeanor and dedicated service to the Rossmoor Community Services District and the community of Rossmoor.

**ADOPTED**, This 14<sup>th</sup> day of January 2020.

**ATTEST:**



\_\_\_\_\_  
President of the Board  
Rossmoor Community Services District

\_\_\_\_\_  
Joe Mendoza, General Manager  
Rossmoor Community Services District

**D1**



## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM D-1**

**Date:** January 14, 2020

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza  
Initiated by Chris Argueta

**Subject:** FIFTH ANNUAL ROSSMOOR WINTER FESTIVAL REVIEW

### **RECOMMENDATION**

Receive and file the report.

### **BACKGROUND**

The Rossmoor Community Services District in collaboration with local organizations and sponsors presented the 5th Annual Rossmoor Winter Festival on December 13, 2019. Once again, the Winter Festival provided a fun and exciting event that invited community participation and provided an opportunity for youth and adult attendees to enjoy the evening with family and friends.

This fun-filled event offered a variety of activities including a photo with Santa, great live entertainment presented by dance groups and local school choirs, and the always popular holiday trolley ride. The addition of the five-dollar wristband this year, which allowed Festival patrons to enter the snow zone, petting zoo, pony ride, and bounce house areas, helped recover a portion of the cost of the Festival.

An opening ceremony featured comments by Orange County Sheriff's Department Lt. Pat Rich, a representative from Senator Umberg's office, a representative from Michelle Steele's office, and RHA Ralph Vartabedian.

Board member Michael Maynard presided over the ceremony in the absence of Board President Ron Casey. Following this brief opening, the tree lighting countdown began, and the Rossmoor Christmas tree lighting was met with cheers and applause.

None of this could have been possible without the many individuals and groups involved in helping and volunteering their time to provide this wonderful Rossmoor community event. Each year, event organizers learn from the event and find ways to continue to improve the event as it continues to grow in attendance.

Estimated Attendance: 3,500 – 4,000

- Sponsors: 16
- Entertainment: 8
- Vendor Booths: 30
- Food Trucks: 6
- Volunteers: 83
- Volunteer Hours: 210

Activities & Attractions

- Santa Claus
- Photo Booth
- Bounce Houses
- Petting Zoo
- Arts & Crafts
- Pony Ride
- Snow Zone
- Trolley Ride

Recommendations:

The Winter Festival Committee will be researching various options that could enhance the event and make it even better. For next year’s event, it is suggested that a few more tons of snow be brought in to provide an even better snow zone area. Another suggestion is to consider making the vendor area larger to allow for more local vendors. We will continue to invite Los Alamitos Unified School District choirs, as well as other local talent or performance groups to take part in the event. The Committee will discuss the layout and possible expansion of the Festival, which may include extending onto the fields, and possibility closing a portion of Blume Drive to allow the Festival to expand onto the street.

For the 2020 Winter Festival, an emphasis will be made to reach out to possible sponsors earlier in the year to encourage greater sponsor participation. This year, approximately 48% of the total Festival costs were recovered; this is an increase from last year’s 32% (Attachment 1). Our goal for Rossmoor Winter Festival 2020 is to recover 75% of the total Festival cost. With the continued success and growth of this great community event, we believe that this goal can be achieved.

**ATTACHMENTS:**

1. Festival Sponsor Contributions

# Rossmoor Winter Festival 2019 Sponsors

## **Title Sponsor: \$2,500**

*AYSO 159*

## **Gold Sponsors: \$1,000**

*Rossmoor Homeowners Association*

*Jones & Mayer*

## **Silver Sponsors:\$500**

*Glowaki Chiropractic*

*Memorial Care Miller Children's and Women's Hospital Long Beach*

*Brightview Landscape Services*

## **Community Sponsors:\$250**

*Sir Speedy*

*Braithwaite Chiropractic*

*Ganahl Lumber*

*Betts Realty Group*

*Saint Joseph High School*

*AT&T*

## **In-Kind Sponsors:**

*Orange County Sheriff's Department*

*Orange County Fire Authority*

*The Youth Center*

*CR&R Environmental Services*

*Care Ambulance Service*

*Los Alamitos Unified School District*

*Children's Garden Preschool*

*Lil Cottonwood Preschool*

**E1a**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Liz Deering  
**Subject:** REGULAR BOARD MEETING MINUTES OF DECEMBER 10, 2019

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of December 10, 2019 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of December 10, 2019 as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Regular RCSD Board Meeting Minutes of December 10, 2019



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, December 10, 2019**

**A. ORGANIZATION**

**1. CALL TO ORDER: 7:00 P.M.**

- 2. ROLL CALL:** Directors Barke, DeMarco, Nitikman,  
President Casey  
Director Maynard had an excused absence

**3. PLEDGE OF ALLEGIANCE:** The Youth Center, Lina and Daniel Lumme

**4. PRESENTATIONS:**

**a. ROSSMOOR WINTER FESTIVAL SPONSOR APPRECIATION AWARDS**

President Casey presented awards to the 2019 Rossmoor Winter Festival Sponsors. Recreation Superintendent Chris Argueta gave a brief overview of the upcoming Rossmoor Winter Festival Event on Friday, December 13, 2019 and reminded everyone that \$5 wristband presales were underway for access to the snow zone, petting zoo, pony rides and inflatable attractions. Photos were taken. Applause ensued. The report was received and filed.

**b. MCAULIFFE MIDDLE SCHOOL CHOIR ACAPELLA PERFORMANCE**

McAuliffe Middle School gave an acapella performance of some holiday favorites. Applause ensued. The report was received and filed.

**c. ORANGE COUNTY FIRE AUTHORITY HOLIDAY FIRE SAFETY**

Orange County Fire Authority Community Relations/Education Specialist Brandi Najm gave a timely presentation on holiday fire safety and the three top causes of fires inside the home. She reminded everyone to make sure all rooms in the home were equipped with working smoke alarms, some carbon monoxide detectors and at least two fire extinguishers (between 5 and 7 years old or recently recharged) placed in the kitchen and the garage. The report was received and filed.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM—None**

**D. REPORTS TO THE BOARD:**

**1. REPORT OF THE GENERAL MANAGER REGARDING CITIZEN POLL RESULTS OF ROSSMOOR STREET SWEEPING ALTERNATIVES**

The General Manager reported that the Rossmoor Community Services District held a public stakeholders meeting on Thursday, October 3, 2019 at 7 p.m. in the Rush Park Auditorium to discuss alternative options to the current street sweeping schedule in Rossmoor. There were approximately 125 attendees. During the meeting a paper poll was conducted, and 98 attendees responded. Subsequently, the Board directed staff to obtain as many additional responses as possible with a goal of at least 300 total respondents.

Rossmoor residents who were unable to attend the October 3, 2019 Street Sweeping Solutions Stakeholders meeting, were given another opportunity to take the poll by visiting the Rossmoor Community Services District website and clicking on the Spotlight poll link. Feedback was accepted until 5:00 p.m. Friday, November 29, 2019. An additional 268 responses were collected using this method. The Rossmoor Street Sweeping Poll concluded with a total of 366 respondents. The majority, 64%, chose the proposed alternative schedule: First and third Monday (even addresses); first and third Tuesday (odd addresses), 27% voted to keep the schedule as is; and 9% chose other variations ranging from shorter hours and alternative days. The data will be analyzed by district staff and shared with County Supervisor Michelle Steel's Office in mid-January to discuss scheduling options. Discussion ensued relative to next steps. The report was received and filed.

**E. CONSENT CALENDAR:**

**DIRECTOR DEMARCO REQUESTED THAT ITEM E-1b BE PULLED FROM THE AGENDA TO BE VOTED ON SEPARATELY**

**1a. MINUTES OF THE REGULAR BOARD MEETING—October 8, 2019**

**1b. MINUTES OF THE REGULAR BOARD MEETING—November 12, 2019**

**2. REVENUE AND EXPENDITURE REPORT—October 2019**

Motion by Director Nitikman, seconded by Director Barke to approve Items E-1a Minutes of the October 8, 2019 and E-2 October 2019 Revenue and Expenditure Report as submitted. Motion passed 4-0.

Motion by Director Nitikman, seconded by Director Barke to approve Item E-1b, Minutes of the November 12, 2019 regular board meeting as submitted. Motion passed 3-1. Director DeMarco abstained as he was not present at that meeting.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 19-12-10-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING APPLICATIONS FOR PER CAPITA GRANT FUNDS**

Approve by roll call vote, Resolution No. 19-12-10-01 by reading the title only and waiving further reading as follows:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING APPLICATIONS FOR PER CAPITA GRANT FUNDS**

Discussion ensued relative to application deadlines and approval opportunities. Director Nitikman asked if approval of the resolution committed the District to accepting the grant funds. The General Manager replied that approval of the resolution did not commit the District to anything. He stated that General Counsel would be reviewing the grant application and a special meeting may have to be scheduled in the future to vet the details as they pertain to CIP Projects. Motion by Director Barke, seconded by Director DeMarco, to approve Resolution No. 19-12-10-01 Approving Application(s) for Per Capita Grant Funds. The motion passed by roll call vote 4-0. Director Maynard was absent.

**2. RESOLUTION NO. 19-12-10-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT FORMALLY REQUESTING FAIR VOTING AND GEOGRAPHIC REPRESENTATION ON THE LOS ALAMITOS SCHOOL DISTRICT BOARD OF EDUCATION**

Recommendation to approve Resolution No. 19-12-10-02 formally requesting fair voting and geographic representation on the Los Alamitos School District Board of Education.

The General Manager reported that on Tuesday, August 27, 2019 LAUSD announced in an email that the Board of Education had begun the process of changing the current at-large voting system to a voting system based on five trustee areas. Instead of voting for all five members of the school board at large, a voter will select one trustee to represent their area of the school district. To solicit feedback from the community on these draft maps, the School District held a series of outreach meetings. Discussion ensued relative to maps and boundary lines and which map would ultimately provide Rossmoor with the best voter representation scenario. It was the consensus of the Board that a brief community poll be prepared and sent out in order to obtain input and feedback from Rossmoor residents and encourage them to provide input at the January 14, 2020 regular meeting. This item was tabled until the January 14, 2020 regular board meeting when additional feedback could be obtained.

**ORDINANCES:**

**3. INTRODUCTION OF ORDINANCE NO. 2019-01 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 3098, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICY**

Recommendation to approve by roll call vote, Ordinance No. 2019-01 by reading the title only and waiving further reading as follows:



AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 3098, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICY

Motion by Director Nitikman, seconded by Director DeMarco, to approve first reading of Ordinance No. 2019-01, by reading the title only and waiving further reading, and set the date of the public hearing to January 14, 2020. Motion passed 4-0.

**4. INTRODUCTION OF ORDINANCE NO. 2019-02 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING AND REVISING POLICY NO. 3080, PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE, AS THE RULES AND REGULATIONS THAT GOVERN THE MAINTENANCE OF PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE**

Recommendation to approve by roll call vote, Ordinance No. 2019-02 by reading the title only and waiving further reading as follows:

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING AND REVISING POLICY NO. 3080, PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE, AS THE RULES AND REGULATIONS THAT GOVERN THE MAINTENANCE OF PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE

General Counsel Tarquin Preziosi introduced Ordinance No. 2019-02 for first reading. Discussion ensued relative to the development of an approved tree trimming permit and vendor list. Discussion ensued. Mary Kingman stated that the approved vendor list was a work in progress. Motion by Director DeMarco seconded by Director Nitikman, to give first reading to Ordinance No. 2019-02 by reading the title only and waiving further reading and set the date of the public hearing to January 14, 2020. Motion passed 4-0.

**H. REGULAR CALENDAR:** None

**I. GENERAL COUNSEL ITEMS:** None

**J. GENERAL MANAGER ITEMS:**

General Manager Joe Mendoza thanked Director Barke for his instrumental efforts toward resolving trash pickup service issues with CR&R. The District is no longer receiving complaints and service and consistency have improved. He added that he will be meeting with CR&R management in the next week. The General Manager stated that he would have a schedule regarding Orange County Public Works upcoming spring street repair/slurry sealing schedule at a future meeting and would prepare notifications for the public. The General Manager stated that he had scheduled a meeting with Orange County Supervisor Michelle Steel and District Director Tim

Whitacre, Director DeMarco and Director Barke in mid-January to discuss the District's street sweeping proposed alternative. He updated the Board regarding the progress on various CIP projects and grant funding. The General Manager invited the community to the Rossmoor Winter Festival this Friday, December 13, 2019 and thanked the staff and the many generous sponsors and volunteers for their contributions. Wristbands were being sold this year to recover at least 50% of the event costs; next year's goal was 75% and the year after that, 100% recovery. In conclusion, he wished everyone a Happy Holiday. The report was received and filed.

**K. BOARD MEMBER ITEMS:**

Director Barke wished everyone a Merry Christmas and Happy Hanukah. He referenced the District's past meeting with Assemblyman Tyler Diep's office to address the freeway sound wall issue and as a follow up requested that a meeting be scheduled with Senator Umberg's office to discuss its impact on Hopkinson Elementary school in Rossmoor. He opined that it was important to obtain input to present to our representatives and that he was eager to find a path forward and ultimately forge a closer relationship with our representatives in Sacramento. Director Barke stated that he looked forward to seeing everyone at the Rossmoor Winter Festival.

Director Nitikman stated that he also looked forward to seeing everyone at the Rossmoor Winter Festival and wished everyone Happy Holidays.

Director DeMarco wished everyone Happy Holidays and encouraged everyone to attend the Rossmoor Winter Festival. He thanked Director Nitikman, Mary Kingman and General Counsel Tarquin Preziosi for their work in developing the tree ordinances. He remarked that the ordinances and policies contained big changes that were responsive to residents. Director DeMarco encouraged Rossmoor residents to attend the January 14, 2020 regular board meeting to opine regarding the LAUSD Board of Education maps and street sweeping issues.

President Casey seconded Director Barke's comments related to the meeting with Assemblyman Tyler Diep and recalled plans to meet with Senator Umberg regarding the sound wall issue. General Manager Joe Mendoza replied that a meeting request had been submitted to Senator Umberg's office and he was waiting for a response. President Casey stated that he was encouraged by the Senator's past responsiveness. He thanked the Youth Center for donating the beautiful 13' noble fir tree for the winter festival stage, the tree committee and general manager for developing the tree policies and ordinances, and Directors Barke and DeMarco for their efforts to resolve the community's street sweeping issue. President Casey expressed appreciation for all the fine winter festival sponsors. He wished everyone Merry Christmas and Happy Holidays and stated that he looked forward to seeing everyone at the Rossmoor Winter Festival this Friday.

**L. CLOSED SESSION—None**

**M. ADJOURNMENT:**

Motion by Director DeMarco seconded by Director Nitikman, to adjourn the regular meeting at 9:13 p.m. Motion passed 4-0.

**SUBMITTED BY:**

**Joe Mendoza**  
**General Manager**

**E2**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Kathy Bell  
**Subject:** NOVEMBER 2019 REVENUE & EXPENDITURE REPORT

**RECOMMENDATION:**

Receive and file the Revenue and Expenditure Report for November 2019.

**BACKGROUND:**

The Revenue & Expenditure Report is submitted on a monthly basis as an indication of the District's unaudited year-to-date revenues and expenses. Where appropriate, footnotes provide information which explains current anomalies.

**ATTACHMENTS:**

1. Revenue & Expenditure Report for the month of November 2019.

REVENUE / EXPENDITURE SUMMARY REPORT  
November 2019 @ 41.67%

|                                 | Original Budget     | Amended Budget      | YTD Actual        | Current Month     | Unenc. Balance      | % Budget    |
|---------------------------------|---------------------|---------------------|-------------------|-------------------|---------------------|-------------|
| <b>Revenues</b>                 |                     |                     |                   |                   |                     |             |
| PROPERTY TAXES                  | 1,010,370.00        | 1,010,370.00        | 190,491.67        | 167,816.25        | 819,878.33          | 18.9        |
| STREET LIGHT ASSESSMENTS        | 356,040.00          | 356,040.00          | 66,339.80         | 58,446.68         | 289,700.20          | 18.6        |
| USE OF MONEY AND PROPERTY       | 24,000.00           | 24,000.00           | 4,420.08          | 0.00              | 19,579.92           | 18.4        |
| OTHER GOVERNMENT AGENCIES       | 65,400.00           | 65,400.00           | 0.00              | 0.00              | 65,400.00           | 0.0         |
| FEEES AND SERVICES              | 181,000.00          | 181,000.00          | 80,364.25         | 14,029.75         | 100,635.75          | 44.4        |
| OTHER REVENUE <b>1</b>          | 22,000.00           | 22,000.00           | 2,388.00          | 0.00              | 19,612.00           | 10.9        |
| <b>Total Revenues</b>           | <b>1,658,810.00</b> | <b>1,658,810.00</b> | <b>344,003.80</b> | <b>240,292.68</b> | <b>1,314,806.20</b> | <b>20.7</b> |
| <b>Expenditures</b>             |                     |                     |                   |                   |                     |             |
| TRANSFER OUT - CIP FUND 40      | 150,000.00          | 150,000.00          | 0.00              | 0.00              | 0.00                | 0.0         |
| ADMINISTRATION <b>2, 3 4, 5</b> | 816,940.00          | 816,940.00          | 352,323.08        | 85,262.21         | 464,616.92          | 43.1        |
| RECREATION <b>6</b>             | 45,000.00           | 45,000.00           | 29,874.82         | 18,071.48         | 15,125.18           | 66.4        |
| ROSSMOOR PARK                   | 103,290.00          | 103,290.00          | 51,433.69         | 13,997.41         | 51,856.31           | 49.8        |
| MONTECITO CENTER                | 26,098.00           | 26,098.00           | 5,890.53          | 1,576.66          | 20,207.47           | 22.6        |
| RUSH PARK <b>7</b>              | 140,900.00          | 140,900.00          | 69,384.15         | 13,988.17         | 71,515.85           | 49.2        |
| STREET LIGHTING                 | 103,000.00          | 103,000.00          | 53,352.81         | 7,856.56          | 49,647.19           | 51.8        |
| ROSSMOOR WALL                   | 4,400.00            | 4,400.00            | 2,200.00          | 0.00              | 2,200.00            | 50.0        |
| STREET SWEEPING                 | 60,000.00           | 60,000.00           | 19,525.80         | 4,925.15          | 40,474.20           | 32.5        |
| PARKWAY TREES <b>8</b>          | 166,550.00          | 166,550.00          | 32,328.00         | 23,438.00         | 134,222.00          | 19.4        |
| MINI-PARKS, MEDIANS & TRIANGLE  | 15,150.00           | 15,150.00           | 5,403.57          | 1,163.71          | 9,746.43            | 35.7        |
| <b>Total Expenditures</b>       | <b>1,631,328.00</b> | <b>1,631,328.00</b> | <b>621,716.45</b> | <b>170,279.35</b> | <b>859,611.55</b>   | <b>38.1</b> |

**Audited Fund Balance at June 30, 2019: \$1,003,299**

- |                                     |  |
|-------------------------------------|--|
| 1. Other Revenue/10-00-3500         | Tree Fine deposited in Other Revenue Account/will be adjusted in Amended Budget.     |
| 2. Part-Time/10-10-4002             | Part-Time extended/will be adjusted in Amended Budget.                               |
| 3. Overtime/10-10-4003              | Original budget for OT too low. Will be adjusted in Amended Budget.                  |
| 4. Memberships & Dues/10-10-5004    | Annual memberships have been paid for this FY  |
| 5. Postage/10-10-5014               | Newsletter postage/will be adjusted in Amended Budget.                               |
| 6. Community Events/10-20-5017      | Winterfest costs paid in November. Will not need to be adjusted in Amended Budget.   |
| 7. Rush Park Maintenance/10-50-5032 | Auditorium and office lighting/roof repair, etc. Will be adjusted in Amended Budget. |
| 8. Trees/10-80-6015                 | Residents paid for larger or addition trees. RCSD not yet billed for the trees.      |

REVENUE REPORT  
 NOVEMBER 2019 @ 41.67%

Rossmoor Community

| For the Period: 7/1/2019 to 11/30/2019 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH   | Encumb. YTD | UnencBal     | % Bud |
|--|---------------|--------------|------------|------------|-------------|--------------|-------|
| Fund: 10 - GENERAL FUND                |               |              |            |            |             |              |       |
| Revenues                               |               |              |            |            |             |              |       |
| Dept: 00                               |               |              |            |            |             |              |       |
| PROPERTY TAXES                         | 1,010,370.00  | 1,010,370.00 | 190,491.67 | 167,816.25 | 0.00        | 819,878.33   | 18.9  |
| ASSESSMENTS                            | 356,040.00    | 356,040.00   | 66,339.80  | 58,446.68  | 0.00        | 289,700.20   | 18.6  |
| USE OF MONEY AND PROPERTY              | 24,000.00     | 24,000.00    | 4,420.08   | 0.00       | 0.00        | 19,579.92    | 18.4  |
| OTHER GOVERNMENT AGENCIES              | 65,400.00     | 65,400.00    | 0.00       | 0.00       | 0.00        | 65,400.00    | 0.0   |
| FEES AND SERVICES                      | 181,000.00    | 181,000.00   | 80,364.25  | 14,029.75  | 0.00        | 100,635.75   | 44.4  |
| OTHER REVENUE (1)                      | 22,000.00     | 22,000.00    | 2,388.00   | 0.00       | 0.00        | 19,612.00    | 10.9  |
| Dept: 00                               | 1,658,810.00  | 1,658,810.00 | 344,003.80 | 240,292.68 | 0.00        | 1,314,806.20 | 20.7  |
| Revenues                               | 1,658,810.00  | 1,658,810.00 | 344,003.80 | 240,292.68 | 0.00        | 1,314,806.20 | 20.7  |
| Grand Total Net Effect:                | 1,658,810.00  | 1,658,810.00 | 344,003.80 | 240,292.68 | 0.00        | 1,314,806.20 |       |

EXPENDITURE REPORT  
 NOVEMBER 2019 @ 41.67%

Rossmoor Community

| For the Period: 7/1/2019 to 11/30/2019 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH  | Encumb. YTD | UnencBal   | % Bud |
|--|---------------|--------------|------------|-----------|-------------|------------|-------|
| Fund: 10 - GENERAL FUND                |               |              |            |           |             |            |       |
| Expenditures                           |               |              |            |           |             |            |       |
| Dept: 00                               |               |              |            |           |             |            |       |
| OPERATIONS AND MAINTENANCE             | 150,000.00    | 150,000.00   | 0.00       | 0.00      | 0.00        | 150,000.00 | 0.0   |
| Dept: 00                               | 150,000.00    | 150,000.00   | 0.00       | 0.00      | 0.00        | 150,000.00 | 0.0   |
| Dept: 10 ADMINISTRATION                |               |              |            |           |             |            |       |
| SALARIES AND BENEFITS (2)(3)           | 649,100.00    | 649,100.00   | 269,703.76 | 53,009.38 | 0.00        | 379,396.24 | 41.6  |
| OPERATIONS AND MAINTENANCE (4)(5)      | 103,440.00    | 103,440.00   | 35,891.00  | 12,101.10 | 0.00        | 67,549.00  | 34.7  |
| CONTRACT SERVICES                      | 62,400.00     | 62,400.00    | 46,161.92  | 20,151.73 | 0.00        | 16,238.08  | 74.0  |
| CAPITAL EXPENDITURES                   | 2,000.00      | 2,000.00     | 566.40     | 0.00      | 0.00        | 1,433.60   | 28.3  |
| ADMINISTRATION                         | 816,940.00    | 816,940.00   | 352,323.08 | 85,262.21 | 0.00        | 464,616.92 | 43.1  |
| Dept: 20 RECREATION                    |               |              |            |           |             |            |       |
| OPERATIONS AND MAINTENANCE             | 44,750.00     | 44,750.00    | 29,874.82  | 18,071.48 | 0.00        | 14,875.18  | 66.8  |
| CAPITAL EXPENDITURES                   | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00     | 0.0   |
| RECREATION                             | 45,000.00     | 45,000.00    | 29,874.82  | 18,071.48 | 0.00        | 15,125.18  | 66.4  |
| Dept: 30 ROSSMOOR PARK                 |               |              |            |           |             |            |       |
| OPERATIONS AND MAINTENANCE (6)         | 73,290.00     | 73,290.00    | 38,340.94  | 11,378.86 | 0.00        | 34,949.06  | 52.3  |
| CONTRACT SERVICES                      | 30,000.00     | 30,000.00    | 13,092.75  | 2,618.55  | 0.00        | 16,907.25  | 43.6  |
| ROSSMOOR PARK                          | 103,290.00    | 103,290.00   | 51,433.69  | 13,997.41 | 0.00        | 51,856.31  | 49.8  |
| Dept: 40 MONTECITO CENTER              |               |              |            |           |             |            |       |
| OPERATIONS AND MAINTENANCE             | 22,098.00     | 22,098.00    | 4,435.78   | 1,285.71  | 0.00        | 17,662.22  | 20.1  |
| CONTRACT SERVICES                      | 3,500.00      | 3,500.00     | 1,454.75   | 290.95    | 0.00        | 2,045.25   | 41.6  |
| CAPITAL EXPENDITURES                   | 500.00        | 500.00       | 0.00       | 0.00      | 0.00        | 500.00     | 0.0   |
| MONTECITO CENTER                       | 26,098.00     | 26,098.00    | 5,890.53   | 1,576.66  | 0.00        | 20,207.47  | 22.6  |
| Dept: 50 RUSH PARK                     |               |              |            |           |             |            |       |
| OPERATIONS AND MAINTENANCE (7)         | 110,900.00    | 110,900.00   | 55,746.18  | 11,369.62 | 0.00        | 55,153.82  | 50.3  |
| CONTRACT SERVICES                      | 30,000.00     | 30,000.00    | 13,637.97  | 2,618.55  | 0.00        | 16,362.03  | 45.5  |
| RUSH PARK                              | 140,900.00    | 140,900.00   | 69,384.15  | 13,988.17 | 0.00        | 71,515.85  | 49.2  |
| Dept: 60 STREET LIGHTING               |               |              |            |           |             |            |       |
| CONTRACT SERVICES                      | 103,000.00    | 103,000.00   | 53,352.81  | 7,856.56  | 0.00        | 49,647.19  | 51.8  |
| STREET LIGHTING                        | 103,000.00    | 103,000.00   | 53,352.81  | 7,856.56  | 0.00        | 49,647.19  | 51.8  |
| Dept: 65 ROSSMOOR WALL                 |               |              |            |           |             |            |       |
| OPERATIONS AND MAINTENANCE             | 4,400.00      | 4,400.00     | 2,200.00   | 0.00      | 0.00        | 2,200.00   | 50.0  |
| ROSSMOOR WALL                          | 4,400.00      | 4,400.00     | 2,200.00   | 0.00      | 0.00        | 2,200.00   | 50.0  |

EXPENDITURE REPORT  
NOVEMBER 2019 @ 41.67%

Rossmoor Community

| For the Period: 7/1/2019 to 11/30/2019 | Original Bud. | Amended Bud.  | YTD Actual  | CURR MTH    | Encumb. YTD | UnencBal      | % Bud |
|--|---------------|---------------|-------------|-------------|-------------|---------------|-------|
| Fund: 10 - GENERAL FUND                |               |               |             |             |             |               |       |
| Expenditures                           |               |               |             |             |             |               |       |
| Dept: 70 STREET SWEEPING               |               |               |             |             |             |               |       |
| CONTRACT SERVICES                      | 60,000.00     | 60,000.00     | 19,525.80   | 4,925.15    | 0.00        | 40,474.20     | 32.5  |
| STREET SWEEPING                        | 60,000.00     | 60,000.00     | 19,525.80   | 4,925.15    | 0.00        | 40,474.20     | 32.5  |
| Dept: 80 PARKWAY TREES                 |               |               |             |             |             |               |       |
| OPERATIONS AND MAINTENANCE             | 1,550.00      | 1,550.00      | 0.00        | 0.00        | 0.00        | 1,550.00      | 0.0   |
| CONTRACT SERVICES (8)                  | 120,000.00    | 120,000.00    | 35,818.00   | 23,988.00   | 0.00        | 84,182.00     | 29.8  |
| CAPITAL EXPENDITURES                   | 45,000.00     | 45,000.00     | -3,490.00   | -550.00     | 0.00        | 48,490.00     | -7.8  |
| PARKWAY TREES                          | 166,550.00    | 166,550.00    | 32,328.00   | 23,438.00   | 0.00        | 134,222.00    | 19.4  |
| Dept: 90 MINI-PARKS AND MEDIANS        |               |               |             |             |             |               |       |
| OPERATIONS AND MAINTENANCE             | 11,550.00     | 11,550.00     | 3,948.82    | 872.76      | 0.00        | 7,601.18      | 34.2  |
| CONTRACT SERVICES                      | 3,500.00      | 3,500.00      | 1,454.75    | 290.95      | 0.00        | 2,045.25      | 41.6  |
| CAPITAL EXPENDITURES                   | 100.00        | 100.00        | 0.00        | 0.00        | 0.00        | 100.00        | 0.0   |
| MINI-PARKS AND MEDIANS                 | 15,150.00     | 15,150.00     | 5,403.57    | 1,163.71    | 0.00        | 9,746.43      | 35.7  |
| Expenditures                           | 1,631,328.00  | 1,631,328.00  | 621,716.45  | 170,279.35  | 0.00        | 1,009,611.55  | 38.1  |
| Grand Total Net Effect:                | -1,631,328.00 | -1,631,328.00 | -621,716.45 | -170,279.35 | 0.00        | -1,009,611.55 |       |



REVENUE/EXPENDITURE REPORT  
NOVEMBER 2019 @ 41.67%

Rossmoor Community

| For the Period: 7/1/2019 to 11/30/2019    |                                 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH   | Encumb. YTD | UnencBal     | % Bud |
|---|---------------------------------|---------------|--------------|------------|------------|-------------|--------------|-------|
| Fund: 10 - GENERAL FUND                   |                                 |               |              |            |            |             |              |       |
| Revenues                                  |                                 |               |              |            |            |             |              |       |
| Dept: 00                                  |                                 |               |              |            |            |             |              |       |
| Acct Class: 30 PROPERTY TAXES             |                                 |               |              |            |            |             |              |       |
| 3000                                      | Current Secured Property Taxes  | 936,675.00    | 936,675.00   | 166,018.47 | 166,018.47 | 0.00        | 770,656.53   | 17.7  |
| 3001                                      | Current unsecured prop tax      | 28,000.00     | 28,000.00    | 16,338.95  | 0.00       | 0.00        | 11,661.05    | 58.4  |
| 3002                                      | Prior secured property taxes    | 6,500.00      | 6,500.00     | 4,237.87   | 679.04     | 0.00        | 2,262.13     | 65.2  |
| 3003                                      | Prior unsecured prop taxes      | 395.00        | 395.00       | 0.00       | 0.00       | 0.00        | 395.00       | 0.0   |
| 3004                                      | Delinquent property taxes       | 800.00        | 800.00       | 0.00       | 0.00       | 0.00        | 800.00       | 0.0   |
| 3010                                      | Current supplemental assessmnt  | 24,000.00     | 24,000.00    | 3,896.38   | 1,118.74   | 0.00        | 20,103.62    | 16.2  |
| 3020                                      | Public utility tax              | 14,000.00     | 14,000.00    | 0.00       | 0.00       | 0.00        | 14,000.00    | 0.0   |
| PROPERTY TAXES                            |                                 | 1,010,370.00  | 1,010,370.00 | 190,491.67 | 167,816.25 | 0.00        | 819,878.33   | 18.9  |
| Acct Class: 31 ASSESSMENTS                |                                 |               |              |            |            |             |              |       |
| 3105                                      | Street light assessments        | 356,040.00    | 356,040.00   | 66,339.80  | 58,446.68  | 0.00        | 289,700.20   | 18.6  |
| ASSESSMENTS                               |                                 | 356,040.00    | 356,040.00   | 66,339.80  | 58,446.68  | 0.00        | 289,700.20   | 18.6  |
| Acct Class: 32 USE OF MONEY AND PROPERTY  |                                 |               |              |            |            |             |              |       |
| 3200                                      | Interest on investments         | 24,000.00     | 24,000.00    | 4,420.08   | 0.00       | 0.00        | 19,579.92    | 18.4  |
| USE OF MONEY AND PROPERTY                 |                                 | 24,000.00     | 24,000.00    | 4,420.08   | 0.00       | 0.00        | 19,579.92    | 18.4  |
| Acct Class: 33 OTHER GOVERNMENT AGENCIES  |                                 |               |              |            |            |             |              |       |
| 3301                                      | State homeowner proptax relief  | 5,400.00      | 5,400.00     | 0.00       | 0.00       | 0.00        | 5,400.00     | 0.0   |
| 3305                                      | County street sweep reimburse   | 60,000.00     | 60,000.00    | 0.00       | 0.00       | 0.00        | 60,000.00    | 0.0   |
| OTHER GOVERNMENT AGENCIES                 |                                 | 65,400.00     | 65,400.00    | 0.00       | 0.00       | 0.00        | 65,400.00    | 0.0   |
| Acct Class: 34 FEES AND SERVICES          |                                 |               |              |            |            |             |              |       |
| 3404                                      | Court reservations              | 25,000.00     | 25,000.00    | 14,336.00  | 2,545.50   | 0.00        | 10,664.00    | 57.3  |
| 3405                                      | Wall Rental                     | 500.00        | 500.00       | 160.00     | 40.00      | 0.00        | 340.00       | 32.0  |
| 3406                                      | Ball field reservations         | 25,000.00     | 25,000.00    | 8,907.00   | 68.00      | 0.00        | 16,093.00    | 35.6  |
| 3410                                      | Rossmoor building rental        | 18,500.00     | 18,500.00    | 7,408.25   | 1,391.25   | 0.00        | 11,091.75    | 40.0  |
| 3412                                      | Montecito building rental       | 27,000.00     | 27,000.00    | 10,385.00  | 2,692.00   | 0.00        | 16,615.00    | 38.5  |
| 3414                                      | Rush Park Building Rental       | 85,000.00     | 85,000.00    | 39,168.00  | 7,293.00   | 0.00        | 45,832.00    | 46.1  |
| FEES AND SERVICES                         |                                 | 181,000.00    | 181,000.00   | 80,364.25  | 14,029.75  | 0.00        | 100,635.75   | 44.4  |
| Acct Class: 35 OTHER REVENUE              |                                 |               |              |            |            |             |              |       |
| 3500                                      | Other miscellaneous revenue (1) | 2,000.00      | 2,000.00     | 2,388.00   | 0.00       | 0.00        | -388.00      | 119.4 |
| 3600                                      | TRANSFER IN/OUT OTHER FUNDS     | 20,000.00     | 20,000.00    | 0.00       | 0.00       | 0.00        | 20,000.00    | 0.0   |
| OTHER REVENUE                             |                                 | 22,000.00     | 22,000.00    | 2,388.00   | 0.00       | 0.00        | 19,612.00    | 10.9  |
| Dept: 00                                  |                                 | 1,658,810.00  | 1,658,810.00 | 344,003.80 | 240,292.68 | 0.00        | 1,314,806.20 | 20.7  |
| Revenues                                  |                                 | 1,658,810.00  | 1,658,810.00 | 344,003.80 | 240,292.68 | 0.00        | 1,314,806.20 | 20.7  |
| Expenditures                              |                                 |               |              |            |            |             |              |       |
| Dept: 00                                  |                                 |               |              |            |            |             |              |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |                                 |               |              |            |            |             |              |       |
| 9997                                      | Transfer Out                    | 150,000.00    | 150,000.00   | 0.00       | 0.00       | 0.00        | 150,000.00   | 0.0   |
| OPERATIONS AND MAINTENANCE                |                                 | 150,000.00    | 150,000.00   | 0.00       | 0.00       | 0.00        | 150,000.00   | 0.0   |
| Dept: 00                                  |                                 | 150,000.00    | 150,000.00   | 0.00       | 0.00       | 0.00        | 150,000.00   | 0.0   |
| Dept: 10 ADMINISTRATION                   |                                 |               |              |            |            |             |              |       |
| Acct Class: 40 SALARIES AND BENEFITS      |                                 |               |              |            |            |             |              |       |
| 4000                                      | Board of Directors Compensatn   | 8,000.00      | 8,000.00     | 3,200.00   | 400.00     | 0.00        | 4,800.00     | 40.0  |
| 4002                                      | Salaries - Part-time (2)        | 10,000.00     | 10,000.00    | 6,852.50   | 1,860.00   | 0.00        | 3,147.50     | 68.5  |
| 4003                                      | Salaries - Overtime (3)         | 6,000.00      | 6,000.00     | 7,260.93   | 1,737.22   | 0.00        | -1,260.93    | 121.0 |
| 4006                                      | SALARY - ADMINISTRATION         | 217,400.00    | 217,400.00   | 84,113.06  | 15,903.79  | 0.00        | 133,286.94   | 38.7  |
| 4007                                      | Vehicle Allowance               | 1,500.00      | 1,500.00     | 303.18     | 0.00       | 0.00        | 1,196.82     | 20.2  |
| 4008                                      | SALARY - RECREATION             | 129,600.00    | 129,600.00   | 58,488.99  | 10,544.60  | 0.00        | 71,111.01    | 45.1  |
| 4009                                      | SALARY - PARK/TREE MAINTENANCE  | 132,000.00    | 132,000.00   | 54,367.46  | 10,124.15  | 0.00        | 77,632.54    | 41.2  |
| 4010                                      | Workers Compensation Insurance  | 28,000.00     | 28,000.00    | 7,342.90   | 1,468.58   | 0.00        | 20,657.10    | 26.2  |

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|---|---------------|--------------|------------|-----------|-------------|------------|-------|
| Fund: 10 - GENERAL FUND                   |               |              |            |           |             |            |       |
| Expenditures                              |               |              |            |           |             |            |       |
| Dept: 10 ADMINISTRATION                   |               |              |            |           |             |            |       |
| Acct Class: 40 SALARIES AND BENEFITS      |               |              |            |           |             |            |       |
| 4011 Medical Insurance                    | 79,000.00     | 79,000.00    | 31,153.36  | 7,788.34  | 0.00        | 47,846.64  | 39.4  |
| 4015 Federal Payroll Tax -FICA            | 37,600.00     | 37,600.00    | -16,621.38 | 3,182.70  | 0.00        | 20,978.62  | 44.2  |
| <b>SALARIES AND BENEFITS</b>              |               |              |            |           |             |            |       |
|   | 649,100.00    | 649,100.00   | 269,703.76 | 53,009.38 | 0.00        | 379,396.24 | 41.6  |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |               |              |            |           |             |            |       |
| 5002 Insurance - Liability                | 24,165.00     | 24,165.00    | 0.00       | 0.00      | 0.00        | 24,165.00  | 0.0   |
| 5004 Memberships and Dues (4)             | 7,200.00      | 7,200.00     | 6,593.63   | 3,840.50  | 0.00        | 606.37     | 91.6  |
| 5006 Travel & Meetings                    | 1,550.00      | 1,550.00     | 588.71     | 387.80    | 0.00        | 961.29     | 38.0  |
| 5007 Televised Meeting Costs              | 17,860.00     | 17,860.00    | 7,438.00   | 1,487.60  | 0.00        | 10,422.00  | 41.6  |
| 5010 Publications & Legal Notices         | 6,500.00      | 6,500.00     | 3,599.45   | 1,474.03  | 0.00        | 2,900.55   | 55.4  |
| 5012 Printing                             | 2,000.00      | 2,000.00     | 226.16     | 151.16    | 0.00        | 1,773.84   | 11.3  |
| 5014 Postage (5)                          | 3,000.00      | 3,000.00     | 3,088.18   | 1,084.00  | 0.00        | -88.18     | 102.9 |
| 5016 Office Supplies                      | 9,000.00      | 9,000.00     | 3,366.70   | 611.31    | 0.00        | 5,633.30   | 37.4  |
| 5020 Telephone                            | 14,365.00     | 14,365.00    | 4,882.93   | 1,541.94  | 0.00        | 9,482.07   | 34.0  |
| 5021 Computer Costs                       | 5,000.00      | 5,000.00     | 1,200.86   | 258.80    | 0.00        | 3,799.14   | 24.0  |
| 5045 Miscellaneous Expenditures           | 10,000.00     | 10,000.00    | 3,570.31   | 893.33    | 0.00        | 6,429.69   | 35.7  |
| 5046 Bank Service Charge                  | 2,800.00      | 2,800.00     | 1,336.07   | 370.63    | 0.00        | 1,463.93   | 47.7  |
| <b>OPERATIONS AND MAINTENANCE</b>         |               |              |            |           |             |            |       |
|   | 103,440.00    | 103,440.00   | 35,891.00  | 12,101.10 | 0.00        | 67,549.00  | 34.7  |
| Acct Class: 56 CONTRACT SERVICES          |               |              |            |           |             |            |       |
| 5610 Legal Counsel                        | 34,000.00     | 34,000.00    | 17,680.00  | 2,160.00  | 0.00        | 16,320.00  | 52.0  |
| 5615 Financial Audit-Consulting           | 12,500.00     | 12,500.00    | 12,500.00  | 12,500.00 | 0.00        | 0.00       | 100.0 |
| 5670 Other Professional Services          | 15,900.00     | 15,900.00    | 15,981.92  | 5,491.73  | 0.00        | -81.92     | 100.5 |
| <b>CONTRACT SERVICES</b>                  |               |              |            |           |             |            |       |
|   | 62,400.00     | 62,400.00    | 46,161.92  | 20,151.73 | 0.00        | 16,238.08  | 74.0  |
| Acct Class: 60 CAPITAL EXPENDITURES       |               |              |            |           |             |            |       |
| 6010 Equipment                            | 2,000.00      | 2,000.00     | 566.40     | 0.00      | 0.00        | 1,433.60   | 28.3  |
| <b>CAPITAL EXPENDITURES</b>               |               |              |            |           |             |            |       |
|   | 2,000.00      | 2,000.00     | 566.40     | 0.00      | 0.00        | 1,433.60   | 28.3  |
| <b>ADMINISTRATION</b>                     |               |              |            |           |             |            |       |
|   | 816,940.00    | 816,940.00   | 352,323.08 | 85,262.21 | 0.00        | 464,616.92 | 43.1  |
| Dept: 20 RECREATION                       |               |              |            |           |             |            |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |               |              |            |           |             |            |       |
| 5017 Community Events (6)                 | 44,000.00     | 44,000.00    | 29,874.82  | 18,071.48 | 0.00        | 14,125.18  | 67.9  |
| 5045 Miscellaneous Expenditures           | 500.00        | 500.00       | 0.00       | 0.00      | 0.00        | 500.00     | 0.0   |
| 5051 Equipment Rental                     | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00     | 0.0   |
| <b>OPERATIONS AND MAINTENANCE</b>         |               |              |            |           |             |            |       |
|   | 44,750.00     | 44,750.00    | 29,874.82  | 18,071.48 | 0.00        | 14,875.18  | 66.8  |
| Acct Class: 60 CAPITAL EXPENDITURES       |               |              |            |           |             |            |       |
| 6010 Equipment                            | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00     | 0.0   |
| <b>CAPITAL EXPENDITURES</b>               |               |              |            |           |             |            |       |
|   | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00     | 0.0   |
| <b>RECREATION</b>                         |               |              |            |           |             |            |       |
|   | 45,000.00     | 45,000.00    | 29,874.82  | 18,071.48 | 0.00        | 15,125.18  | 66.4  |
| Dept: 30 ROSSMOOR PARK                    |               |              |            |           |             |            |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |               |              |            |           |             |            |       |
| 5018 Janitorial Supplies                  | 4,500.00      | 4,500.00     | 714.22     | 0.00      | 0.00        | 3,785.78   | 15.9  |
| 5022 Utilities                            | 13,000.00     | 13,000.00    | 6,552.72   | 1,608.80  | 0.00        | 6,447.28   | 50.4  |
| 5023 Water                                | 22,000.00     | 22,000.00    | 14,369.90  | 2,724.43  | 0.00        | 7,630.10   | 65.3  |
| 5025 SECURED PROP TAX                     | 940.00        | 940.00       | 518.49     | 518.49    | 0.00        | 421.51     | 55.2  |
| 5030 Vehicle Maintenance                  | 1,050.00      | 1,050.00     | 413.08     | 88.17     | 0.00        | 636.92     | 39.3  |
| 5032 Building & Grounds-Maintenance       | 30,000.00     | 30,000.00    | 15,338.04  | 6,301.06  | 0.00        | 14,661.96  | 51.1  |
| 5034 Alarm Systems                        | 850.00        | 850.00       | 434.49     | 137.91    | 0.00        | 415.51     | 51.1  |
| 5045 Miscellaneous Expenditures           | 450.00        | 450.00       | 0.00       | 0.00      | 0.00        | 450.00     | 0.0   |
| 5051 Equipment Rental                     | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00     | 0.0   |
| 5052 Minor Facility Repairs               | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00     | 0.0   |
| <b>OPERATIONS AND MAINTENANCE</b>         |               |              |            |           |             |            |       |
|   | 73,290.00     | 73,290.00    | 38,340.94  | 11,378.86 | 0.00        | 34,949.06  | 52.3  |
| Acct Class: 56 CONTRACT SERVICES          |               |              |            |           |             |            |       |


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|---|---------------|--------------|------------|-----------|-------------|-----------|-------|
| Fund: 10 - GENERAL FUND                   |               |              |            |           |             |           |       |
| Expenditures                              |               |              |            |           |             |           |       |
| Dept: 30 ROSSMOOR PARK                    |               |              |            |           |             |           |       |
| Acct Class: 56 CONTRACT SERVICES          |               |              |            |           |             |           |       |
| 5655 Landscape Maintenance                | 30,000.00     | 30,000.00    | 13,092.75  | 2,618.55  | 0.00        | 16,907.25 | 43.6  |
| CONTRACT SERVICES                         | 30,000.00     | 30,000.00    | 13,092.75  | 2,618.55  | 0.00        | 16,907.25 | 43.6  |
| ROSSMOOR PARK                             | 103,290.00    | 103,290.00   | 51,433.69  | 13,997.41 | 0.00        | 51,856.31 | 49.8  |
| Dept: 40 MONTECITO CENTER                 |               |              |            |           |             |           |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |               |              |            |           |             |           |       |
| 5018 Janitorial Supplies                  | 4,500.00      | 4,500.00     | 714.22     | 0.00      | 0.00        | 3,785.78  | 15.9  |
| 5022 Utilities                            | 2,000.00      | 2,000.00     | 624.33     | 96.41     | 0.00        | 1,375.67  | 31.2  |
| 5023 Water                                | 2,250.00      | 2,250.00     | 699.07     | 0.00      | 0.00        | 1,550.93  | 31.1  |
| 5025 SECURED PROP TAX                     | 798.00        | 798.00       | 435.42     | 435.42    | 0.00        | 362.58    | 54.6  |
| 5030 Vehicle Maintenance                  | 1,050.00      | 1,050.00     | 413.08     | 88.17     | 0.00        | 636.92    | 39.3  |
| 5032 Building & Grounds-Maintenance       | 10,000.00     | 10,000.00    | 1,369.77   | 525.21    | 0.00        | 8,630.23  | 13.7  |
| 5034 Alarm Systems                        | 500.00        | 500.00       | 179.89     | 140.50    | 0.00        | 320.11    | 36.0  |
| 5045 Miscellaneous Expenditures           | 500.00        | 500.00       | 0.00       | 0.00      | 0.00        | 500.00    | 0.0   |
| 5051 Equipment Rental                     | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00    | 0.0   |
| 5052 Minor Facility Repairs               | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00    | 0.0   |
| OPERATIONS AND MAINTENANCE                | 22,098.00     | 22,098.00    | 4,435.78   | 1,285.71  | 0.00        | 17,662.22 | 20.1  |
| Acct Class: 56 CONTRACT SERVICES          |               |              |            |           |             |           |       |
| 5655 Landscape Maintenance                | 3,500.00      | 3,500.00     | 1,454.75   | 290.95    | 0.00        | 2,045.25  | 41.6  |
| CONTRACT SERVICES                         | 3,500.00      | 3,500.00     | 1,454.75   | 290.95    | 0.00        | 2,045.25  | 41.6  |
| Acct Class: 60 CAPITAL EXPENDITURES       |               |              |            |           |             |           |       |
| 6010 Equipment                            | 500.00        | 500.00       | 0.00       | 0.00      | 0.00        | 500.00    | 0.0   |
| CAPITAL EXPENDITURES                      | 500.00        | 500.00       | 0.00       | 0.00      | 0.00        | 500.00    | 0.0   |
| MONTECITO CENTER                          | 26,098.00     | 26,098.00    | 5,890.53   | 1,576.66  | 0.00        | 20,207.47 | 22.6  |
| Dept: 50 RUSH PARK                        |               |              |            |           |             |           |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |               |              |            |           |             |           |       |
| 5018 Janitorial Supplies                  | 4,500.00      | 4,500.00     | 714.00     | 0.00      | 0.00        | 3,786.00  | 15.9  |
| 5022 Utilities                            | 23,000.00     | 23,000.00    | 9,279.07   | 1,564.54  | 0.00        | 13,720.93 | 40.3  |
| 5023 Water                                | 39,000.00     | 39,000.00    | 18,370.09  | 3,389.68  | 0.00        | 20,629.91 | 47.1  |
| 5025 SECURED PROP TAX                     | 4,050.00      | 4,050.00     | 1,984.28   | 1,984.28  | 0.00        | 2,065.72  | 49.0  |
| 5030 Vehicle Maintenance                  | 1,050.00      | 1,050.00     | 413.08     | 88.17     | 0.00        | 636.92    | 39.3  |
| 5032 Building & Grounds-Maintenance       | 38,000.00     | 38,000.00    | 24,805.76  | 4,616.45  | 0.00        | 13,194.24 | 65.3  |
| 5034 Alarm Systems                        | 550.00        | 550.00       | 179.90     | 26.50     | 0.00        | 370.10    | 32.7  |
| 5045 Miscellaneous Expenditures           | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00    | 0.0   |
| 5051 Equipment Rental                     | 250.00        | 250.00       | 0.00       | -300.00   | 0.00        | 250.00    | 0.0   |
| 5052 Minor Facility Repairs               | 250.00        | 250.00       | 0.00       | 0.00      | 0.00        | 250.00    | 0.0   |
| OPERATIONS AND MAINTENANCE                | 110,900.00    | 110,900.00   | 55,746.18  | 11,369.62 | 0.00        | 55,153.82 | 50.3  |
| Acct Class: 56 CONTRACT SERVICES          |               |              |            |           |             |           |       |
| 5655 Landscape Maintenance                | 30,000.00     | 30,000.00    | 13,637.97  | 2,618.55  | 0.00        | 16,362.03 | 45.5  |
| CONTRACT SERVICES                         | 30,000.00     | 30,000.00    | 13,637.97  | 2,618.55  | 0.00        | 16,362.03 | 45.5  |
| RUSH PARK                                 | 140,900.00    | 140,900.00   | 69,384.15  | 13,988.17 | 0.00        | 71,515.85 | 49.2  |
| Dept: 60 STREET LIGHTING                  |               |              |            |           |             |           |       |
| Acct Class: 56 CONTRACT SERVICES          |               |              |            |           |             |           |       |
| 5650 Lighting and Maintenance             | 103,000.00    | 103,000.00   | 53,352.81  | 7,856.56  | 0.00        | 49,647.19 | 51.8  |
| CONTRACT SERVICES                         | 103,000.00    | 103,000.00   | 53,352.81  | 7,856.56  | 0.00        | 49,647.19 | 51.8  |
| STREET LIGHTING                           | 103,000.00    | 103,000.00   | 53,352.81  | 7,856.56  | 0.00        | 49,647.19 | 51.8  |
| Dept: 65 ROSSMOOR WALL                    |               |              |            |           |             |           |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |               |              |            |           |             |           |       |

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|---|---|---------------|--------------|-------------|------------|-------------|--------------------|-------|
| Fund: 10 - GENERAL FUND                   |   |               |              |             |            |             |                    |       |
| Expenditures                              |   |               |              |             |            |             |                    |       |
| Dept: 65 ROSSMOOR WALL                    |   |               |              |             |            |             |                    |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |   |               |              |             |            |             |                    |       |
| 5002                                      | Insurance - Liability   | 2,400.00      | 2,400.00     | 2,200.00    | 0.00       | 0.00        | 200.00             | 91.7  |
| 5032                                      | Building & Grounds-Maintenance  | 2,000.00      | 2,000.00     | 0.00        | 0.00       | 0.00        | 2,000.00           | 0.0   |
| OPERATIONS AND MAINTENANCE                |   | 4,400.00      | 4,400.00     | 2,200.00    | 0.00       | 0.00        | 2,200.00           | 50.0  |
| ROSSMOOR WALL                             |   | 4,400.00      | 4,400.00     | 2,200.00    | 0.00       | 0.00        | 2,200.00           | 50.0  |
| Dept: 70 STREET SWEEPING                  |   |               |              |             |            |             |                    |       |
| Acct Class: 56 CONTRACT SERVICES          |   |               |              |             |            |             |                    |       |
| 5642                                      | Street Sweeping   | 60,000.00     | 60,000.00    | 19,525.80   | 4,925.15   | 0.00        | 40,474.20          | 32.5  |
| CONTRACT SERVICES                         |   | 60,000.00     | 60,000.00    | 19,525.80   | 4,925.15   | 0.00        | 40,474.20          | 32.5  |
| STREET SWEEPING                           |   | 60,000.00     | 60,000.00    | 19,525.80   | 4,925.15   | 0.00        | 40,474.20          | 32.5  |
| Dept: 80 PARKWAY TREES                    |   |               |              |             |            |             |                    |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |   |               |              |             |            |             |                    |       |
| 5017                                      | Community Events  | 1,500.00      | 1,500.00     | 0.00        | 0.00       | 0.00        | 1,500.00           | 0.0   |
| 5051                                      | Equipment Rental  | 50.00         | 50.00        | 0.00        | 0.00       | 0.00        | 50.00              | 0.0   |
| OPERATIONS AND MAINTENANCE                |   | 1,550.00      | 1,550.00     | 0.00        | 0.00       | 0.00        | 1,550.00           | 0.0   |
| Acct Class: 56 CONTRACT SERVICES          |   |               |              |             |            |             |                    |       |
| 5656                                      | Tree Trimming   | 111,000.00    | 111,000.00   | 32,378.00   | 21,518.00  | 0.00        | 78,622.00          | 29.2  |
| 5660                                      | TREE REMOVAL  | 9,000.00      | 9,000.00     | 3,440.00    | 2,470.00   | 0.00        | 5,560.00           | 38.2  |
| CONTRACT SERVICES                         |   | 120,000.00    | 120,000.00   | 35,818.00   | 23,988.00  | 0.00        | 84,182.00          | 29.8  |
| Acct Class: 60 CAPITAL EXPENDITURES       |   |               |              |             |            |             |                    |       |
| 6015                                      | Trees  | 45,000.00     | 45,000.00    | -3,490.00   | -550.00    | 0.00        | 48,490.00          | -7.8  |
| CAPITAL EXPENDITURES                      |   | 45,000.00     | 45,000.00    | -3,490.00   | -550.00    | 0.00        | 48,490.00          | -7.8  |
| PARKWAY TREES                             |   | 166,550.00    | 166,550.00   | 32,328.00   | 23,438.00  | 0.00        | 134,222.00         | 19.4  |
| Dept: 90 MINI-PARKS AND MEDIANS           |   |               |              |             |            |             |                    |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE |   |               |              |             |            |             |                    |       |
| 5022                                      | Utilities   | 1,150.00      | 1,150.00     | 212.16      | 22.54      | 0.00        | 937.84             | 18.4  |
| 5023                                      | Water   | 7,600.00      | 7,600.00     | 3,038.42    | 850.22     | 0.00        | 4,561.58           | 40.0  |
| 5032                                      | Building & Grounds-Maintenance  | 2,500.00      | 2,500.00     | 698.24      | 0.00       | 0.00        | 1,801.76           | 27.9  |
| 5045                                      | Miscellaneous Expenditures  | 100.00        | 100.00       | 0.00        | 0.00       | 0.00        | 100.00             | 0.0   |
| 5051                                      | Equipment Rental  | 100.00        | 100.00       | 0.00        | 0.00       | 0.00        | 100.00             | 0.0   |
| 5052                                      | Minor Facility Repairs  | 100.00        | 100.00       | 0.00        | 0.00       | 0.00        | 100.00             | 0.0   |
| OPERATIONS AND MAINTENANCE                |   | 11,550.00     | 11,550.00    | 3,948.82    | 872.76     | 0.00        | 7,601.18           | 34.2  |
| Acct Class: 56 CONTRACT SERVICES          |   |               |              |             |            |             |                    |       |
| 5655                                      | Landscape Maintenance   | 3,500.00      | 3,500.00     | 1,454.75    | 290.95     | 0.00        | 2,045.25           | 41.6  |
| CONTRACT SERVICES                         |   | 3,500.00      | 3,500.00     | 1,454.75    | 290.95     | 0.00        | 2,045.25           | 41.6  |
| Acct Class: 60 CAPITAL EXPENDITURES       |   |               |              |             |            |             |                    |       |
| 6010                                      | Equipment   | 100.00        | 100.00       | 0.00        | 0.00       | 0.00        | 100.00             | 0.0   |
| CAPITAL EXPENDITURES                      |   | 100.00        | 100.00       | 0.00        | 0.00       | 0.00        | 100.00             | 0.0   |
| MINI-PARKS AND MEDIANS                    |   | 15,150.00     | 15,150.00    | 5,403.57    | 1,163.71   | 0.00        | 9,746.43           | 35.7  |
| Expenditures                              |   | 1,631,328.00  | 1,631,328.00 | 621,716.45  | 170,279.35 | 0.00        | 1,009,611.55       | 38.1  |
| Net Effect for GENERAL FUND               |   | 27,482.00     | 27,482.00    | -277,712.65 | 70,013.33  | 0.00        | 305,194.65-1,010.5 |       |
| Change in Fund Balance:                   |   |               |              | -302,200.04 |            |             |                    |       |

REVENUE/EXPENDITURE REPORT  
NOVEMBER 2019 @ 41.67%

Rossmoor Community

| For the Period: 7/1/2019 to 11/30/2019       | Original Bud. | Amended Bud. | YTD Actual  | CURR MTH  | Encumb. YTD | UnencBal   | % Bud   |
|--|---------------|--------------|-------------|-----------|-------------|------------|---------|
| Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH     |               |              |             |           |             |            |         |
| Revenues                                     |               |              |             |           |             |            |         |
| Dept: 00                                     |               |              |             |           |             |            |         |
| Acct Class: 31 ASSESSMENTS                   |               |              |             |           |             |            |         |
| 3100 Property assessments                    | 380,000.00    | 380,000.00   | 55,892.01   | 52,959.96 | 0.00        | 324,107.99 | 14.7    |
| 3101 Property assessments-prior yr           | 1,000.00      | 1,000.00     | 1,516.16    | 383.03    | 0.00        | -516.16    | 151.6   |
| ASSESSMENTS                                  | 381,000.00    | 381,000.00   | 57,408.17   | 53,342.99 | 0.00        | 323,591.83 | 15.1    |
| Acct Class: 32 USE OF MONEY AND PROPERTY     |               |              |             |           |             |            |         |
| 3200 Interest on investments                 | 2,500.00      | 2,500.00     | 3,308.20    | 0.00      | 0.00        | -808.20    | 132.3   |
| USE OF MONEY AND PROPERTY                    | 2,500.00      | 2,500.00     | 3,308.20    | 0.00      | 0.00        | -808.20    | 132.3   |
| Dept: 00                                     | 383,500.00    | 383,500.00   | 60,716.37   | 53,342.99 | 0.00        | 322,783.63 | 15.8    |
| Revenues                                     | 383,500.00    | 383,500.00   | 60,716.37   | 53,342.99 | 0.00        | 322,783.63 | 15.8    |
| Expenditures                                 |               |              |             |           |             |            |         |
| Dept: 50 RUSH PARK                           |               |              |             |           |             |            |         |
| Acct Class: 56 CONTRACT SERVICES             |               |              |             |           |             |            |         |
| 5617 Administrative Fees                     | 20,000.00     | 20,000.00    | 0.00        | 0.00      | 0.00        | 20,000.00  | 0.0     |
| 5619 Bond Trustee                            | 3,324.00      | 3,324.00     | 3,323.50    | 0.00      | 0.00        | 0.50       | 100.0   |
| CONTRACT SERVICES                            | 23,324.00     | 23,324.00    | 3,323.50    | 0.00      | 0.00        | 20,000.50  | 14.2    |
| Acct Class: 58 DEBT SERVICE                  |               |              |             |           |             |            |         |
| 5800 Principal                               | 315,000.00    | 315,000.00   | 315,000.00  | 0.00      | 0.00        | 0.00       | 100.0   |
| 5801 Interest                                | 37,355.00     | 37,355.00    | 23,560.00   | 0.00      | 0.00        | 13,795.00  | 63.1    |
| DEBT SERVICE                                 | 352,355.00    | 352,355.00   | 338,560.00  | 0.00      | 0.00        | 13,795.00  | 96.1    |
| RUSH PARK                                    | 375,679.00    | 375,679.00   | 341,883.50  | 0.00      | 0.00        | 33,795.50  | 91.0    |
| Expenditures                                 | 375,679.00    | 375,679.00   | 341,883.50  | 0.00      | 0.00        | 33,795.50  | 91.0    |
| Net Effect for ASSESSMENT DISTRICT FUND-RUSH | 7,821.00      | 7,821.00     | -281,167.13 | 53,342.99 | 0.00        | 288,988.13 | 3,595.0 |
| Change in Fund Balance:                      |               |              | -281,167.13 |           |             |            |         |

REVENUE/EXPENDITURE REPORT  
NOVEMBER 2019 @ 41.67%

Rossmoor Community

| For the Period: 7/1/2019 to 11/30/2019        |                             | Original Bud. | Amended Bud. | YTD Actual  | CURR MTH   | Encumb. YTD | UnencBal   | % Bud |
|---|-----------------------------|---------------|--------------|-------------|------------|-------------|------------|-------|
| Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS     |                             |               |              |             |            |             |            |       |
| Revenues                                      |                             |               |              |             |            |             |            |       |
| Dept: 00                                      |                             |               |              |             |            |             |            |       |
| Acct Class: 30 PROPERTY TAXES                 |                             |               |              |             |            |             |            |       |
| 2999  | FY Begin Fund Balance       | 8,758.00      | 8,758.00     | 0.00        | 0.00       | 0.00        | 8,758.00   | 0.0   |
| PROPERTY TAXES                                |                             | 8,758.00      | 8,758.00     | 0.00        | 0.00       | 0.00        | 8,758.00   | 0.0   |
| Acct Class: 35 OTHER REVENUE                  |                             |               |              |             |            |             |            |       |
| 3600  | TRANSFER IN/OUT OTHER FUNDS | 150,000.00    | 150,000.00   | 0.00        | 0.00       | 0.00        | 150,000.00 | 0.0   |
| OTHER REVENUE                                 |                             | 150,000.00    | 150,000.00   | 0.00        | 0.00       | 0.00        | 150,000.00 | 0.0   |
| Dept: 00                                      |                             | 158,758.00    | 158,758.00   | 0.00        | 0.00       | 0.00        | 158,758.00 | 0.0   |
| Revenues                                      |                             | 158,758.00    | 158,758.00   | 0.00        | 0.00       | 0.00        | 158,758.00 | 0.0   |
| Expenditures                                  |                             |               |              |             |            |             |            |       |
| Dept: 30 ROSSMOOR PARK                        |                             |               |              |             |            |             |            |       |
| Acct Class: 60 CAPITAL EXPENDITURES           |                             |               |              |             |            |             |            |       |
| 6005  | Buildings and Improvements  | 48,100.00     | 48,100.00    | 1,000.00    | 0.00       | 0.00        | 47,100.00  | 2.1   |
| CAPITAL EXPENDITURES                          |                             | 48,100.00     | 48,100.00    | 1,000.00    | 0.00       | 0.00        | 47,100.00  | 2.1   |
| ROSSMOOR PARK                                 |                             | 48,100.00     | 48,100.00    | 1,000.00    | 0.00       | 0.00        | 47,100.00  | 2.1   |
| Dept: 50 RUSH PARK                            |                             |               |              |             |            |             |            |       |
| Acct Class: 60 CAPITAL EXPENDITURES           |                             |               |              |             |            |             |            |       |
| 6005  | Buildings and Improvements  | 86,420.00     | 86,420.00    | 0.00        | 0.00       | 0.00        | 86,420.00  | 0.0   |
| CAPITAL EXPENDITURES                          |                             | 86,420.00     | 86,420.00    | 0.00        | 0.00       | 0.00        | 86,420.00  | 0.0   |
| RUSH PARK                                     |                             | 86,420.00     | 86,420.00    | 0.00        | 0.00       | 0.00        | 86,420.00  | 0.0   |
| Dept: 75 CAPITAL PROJECTS                     |                             |               |              |             |            |             |            |       |
| Acct Class: 50 OPERATIONS AND MAINTENANCE     |                             |               |              |             |            |             |            |       |
| 5045  | Miscellaneous Expenditures  | 11,500.00     | 11,500.00    | 2,797.55    | 538.25     | 0.00        | 8,702.45   | 24.3  |
| OPERATIONS AND MAINTENANCE                    |                             | 11,500.00     | 11,500.00    | 2,797.55    | 538.25     | 0.00        | 8,702.45   | 24.3  |
| CAPITAL PROJECTS                              |                             | 11,500.00     | 11,500.00    | 2,797.55    | 538.25     | 0.00        | 8,702.45   | 24.3  |
| Expenditures                                  |                             | 146,020.00    | 146,020.00   | 3,797.55    | 538.25     | 0.00        | 142,222.45 | 2.6   |
| Net Effect for CAPITAL PROJECTS CONTRIBUTIONS |                             | 12,738.00     | 12,738.00    | -3,797.55   | -538.25    | 0.00        | 16,535.55  | -29.8 |
| Change in Fund Balance:                       |                             |               |              | -3,797.55   |            |             |            |       |
| Grand Total Net Effect:                       |                             | 48,041.00     | 48,041.00    | -562,677.33 | 122,818.07 | 0.00        | 610,718.33 |       |

**G1**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**SUBJECT:** RESOLUTION NO. 20-01-14-01-LIST OF OFFICIALS  
AUTHORIZED TO TRANSACT BUSINESS WITH THE  
DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

**RECOMMENDATION:**

Approve by roll call vote, Resolution No. 20-01-14-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

**BACKGROUND:**

The District elects new Board officers in the month of January. This necessitates updating the District's banking signature forms authorizing new officials to transact business with its financial institutions which house the District's investments, savings and other financial accounts. Attached is a list of proposed officials for such authorization.

**ATTACHMENTS:**

1. Resolution No. 20-01-14-01
2. List of Officials Authorized to Transact Business with the District's Banks and other Financial Institutions.
3. Policy No. 4055 District Bank and Investment Accounts.



**RESOLUTION NO. 20-01-14-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS**

**WHEREAS**, the Rossmoor Community Services District did hold elections for new Board officers at its Regular Meeting on January 14, 2020.

**WHEREAS**, those Board officers assumed their elective duties at its Regular Meeting on January 14, 2020.

**WHEREAS**, District Policy No. 4055 Authorized Signatures for Bank Accounts designates the Board President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and General Manager as authorized to sign checks.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates those persons identified on the attached Exhibit "A" to transact business with financial institutions which house the District's funds.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates the District's Accountant/Bookkeeper as authorized to have access to transfer funds to and from the District's financial accounts.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 14th day of January 2020.

By: \_\_\_\_\_  
President  
Rossmoor Community Services District

ATTEST:

\_\_\_\_\_  
Joe Mendoza, Secretary  
Rossmoor Community Services District

# **EXHIBIT A**

## **LIST OF DISTRICT OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS**

- PRESIDENT
- 1<sup>ST</sup> VICE PRESIDENT
- 2<sup>ND</sup> VICE PRESIDENT
- GENERAL MANAGER JOE MENDOZA
- ACCOUNTANT/BOOKKEEPER KATHLEEN BELL (Access only)

## Rossmoor Community Services District

**Policy**

**No. 4055**

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### **DISTRICT BANK AND INVESTMENT ACCOUNTS**

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**4055.10 Authorized Signatures For Bank and Investment Accounts:** Each District bank account opened or closed shall require two signatures from official signatories. Each investment account opened or closed shall require two signatures from official signatories unless it is a maturing (closed) time certain investment e.g. CD.

**4055.11 Investment Account Approvals:** Any transaction involving a District investment account other than LAIF, shall have been reviewed by the Investment Committee and approved by the Board.

**4055.12 Payment Signing Approvals:** Two signatures from official signatories shall be required on all payments issued by the District, either on actual checks or other documentation supporting the amount paid out.

**4055.20 Official Signatories:** The following named officials of the District are authorized signatories: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and General Manager.

**4065.30 Proceeds from Closed Accounts:** Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

**4055.40 Reinvestment of Funds from a Closed Account:** As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987  
 Approved renumbering & format: October 8, 2002  
 Reaffirmed: June 10, 2003  
 Amended: July 12, 2005  
 Amended: July 13, 2010  
 Amended: July 13, 2010  
 Amended: November 11, 2014

**G2**

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM G-2**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** RESOLUTION NO. 20-01-14-02 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT FORMALLY REQUESTING FAIR VOTING AND GEOGRAPHIC REPRESENTATION ON THE LOS ALAMITOS SCHOOL DISTRICT BOARD OF EDUCATION

#### **RECOMMENDATION**

Discussion and possible approval of Resolution No. 20-01-14-02 formally requesting fair voting and geographic representation on the Los Alamitos School District Board of Education (Attachment 4).

#### **BACKGROUND:**

Rossmoor Community Services District (RCSD) Board and staff has monitored and/or attended the ongoing workshops that the LAUSD has held to solicit input from the public regarding a series of draft trustee area maps. The workshops have also provided information about the process that the District has used to gain feedback and suggestions that have then been utilized to eliminate some of the initial draft trustee map options and to refine others based on community input.

During its January 7, 2020, Board of Education meeting, the Board voted to narrow the selection down to just two remaining maps. Included is recent correspondence from LAUSD Superintendent Dr. Andrew Pulver (Attachment 1).

At the November 12, 2019 RCSD Board meeting, a proposed Resolution was considered by the Board that could have been sent to LAUSD requesting that Rossmoor be guaranteed a minimum of one seat on the LAUSD Board of Education (Attachment 4). The Board decided not to act on the Resolution at that time.

The purpose of this item for the January 14, 2020 meeting is to provide an opportunity for the RCSD Board to review and discuss the latest Draft Trustee Area Maps and determine if further action by the RCSD Board is desired.

#### **ATTACHMENTS:**

1. E-mail from Superintendent Andrew Pulver
2. LAUSD *Newly Updated Draft Trustee Area Maps* (January 2020), Demographics and Precinct Counts
3. Rossmoor Community Services District Poll Results
4. Resolution No. 20-01-14-02 for consideration and approval

## Liz Deering

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**From:** Dr. Andrew Pulver <apulver@losal.org>  
**Sent:** Thursday, January 9, 2020 8:20 AM  
**To:** RCSD  
**Subject:** Trustee Area Maps Narrowed - Two Options Remain

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Members of the Los Alamitos Unified School District Community,

After an outreach effort that began in August and has included over 30 scheduled community meetings and public hearings, the Los Alamitos Unified School District Board of Education has agreed to decide between two draft maps showing how the District would be divided into trustee voting areas. The Board is moving to a trustee-area voting system because the California Voting Rights Act strongly discourages the current at-large system. Dividing the school district into trustee areas helps ensure that minority group voting rights in the community are protected and not abridged or diluted.

The Board will choose between the two final options at its regular meeting on January 21. The draft maps —**Yellow 3** and **Green 4** — and the demographic data supporting them can be viewed on the District web site (<http://bit.ly/losalmaps>.) The site also includes a link (<http://bit.ly/losalmapview>) to an interactive viewer that allows the two maps to be easily compared. The interactive viewer allows individuals to zoom in and out to the street level and enter specific addresses to determine in which trustee area they would be located in each draft map.

The Board has considered 11 draft maps during the voting system transition process. Before taking a final vote, the Board will hold a public hearing on the two remaining draft maps Tuesday, January 21, during its regular meeting which begins at 6:30 PM in the District Office Board Room in Los Alamitos. Printed booklets containing the maps and demographic data will be available for all those attending the meeting, along with large-format maps on display.

Anyone unable to attend the January 21 hearing can submit comments before then via email at [apulver@losal.org](mailto:apulver@losal.org) or [trusteeareaelection@losal.org](mailto:trusteeareaelection@losal.org). Complete information on the adoption of the new voting system, including frequently asked questions and timelines, can be found on the District website (<http://www.losal.org/Voting>).

We thank you for supporting all we do for students, and we encourage you to stay informed about this important process for determining District governance.

Kind regards,

ANDREW PULVER, Ed.D  
 SUPERINTENDENT



10293 BLOOMFIELD STREET  
 LOS ALAMITOS, CA 90720  
 (562) 799-4700 EXT. 80401

*PEOPLE ARE THE HALLMARK OF LOS ALAMITOS UNIFIED SCHOOL DISTRICT*

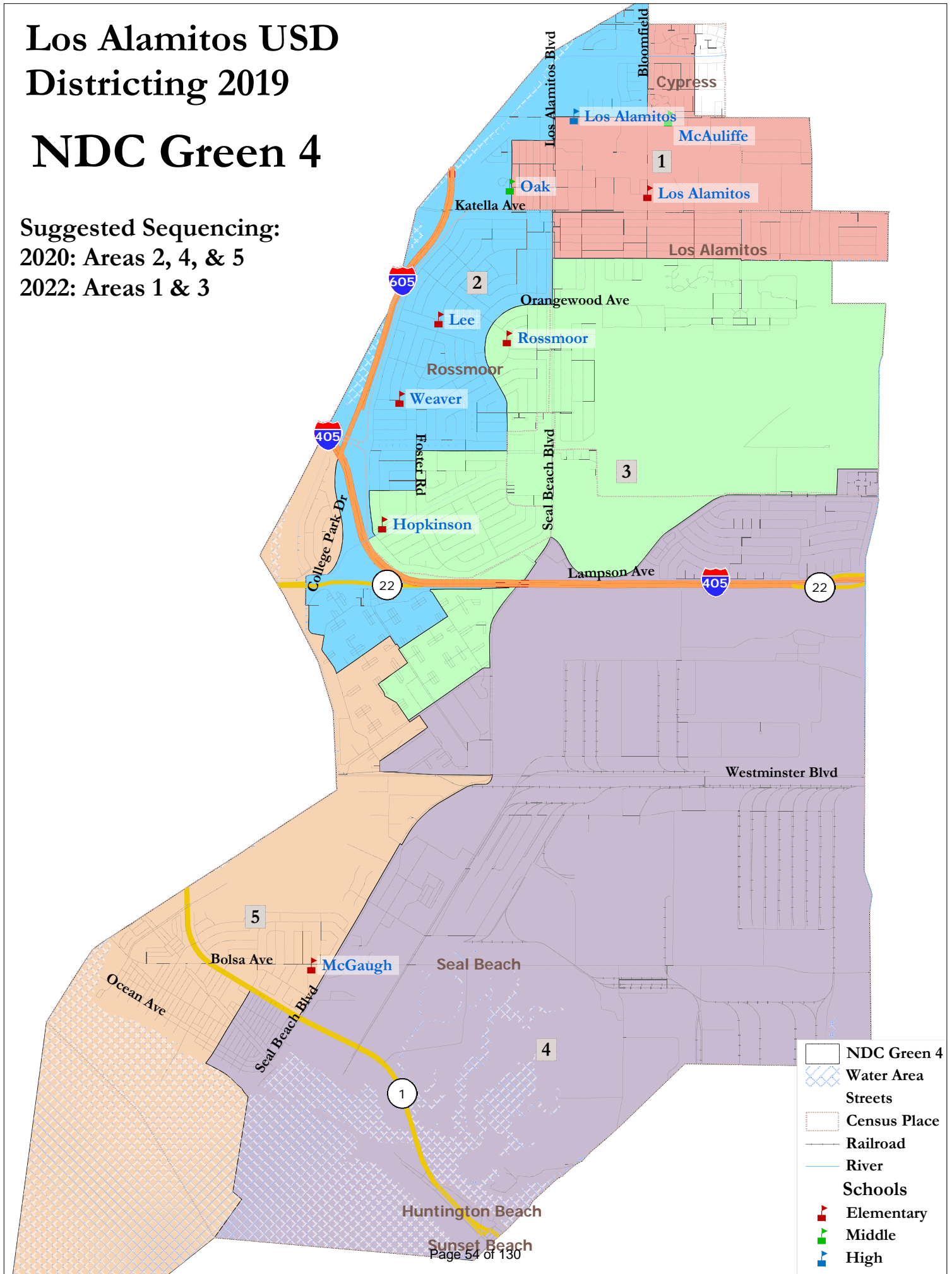
# Los Alamitos USD Districting 2019

## NDC Green 4

Suggested Sequencing:

2020: Areas 2, 4, & 5

2022: Areas 1 & 3



| Los Alamitos Unified - NDC Green 4   |                                   |       |        |        |       |        |        |
|--|-----------------------------------|-------|--------|--------|-------|--------|--------|
| District   |                                   | 1     | 2      | 3      | 4     | 5      | Total  |
| <u>Ideal</u>   | Total Pop                         | 9,645 | 9,255  | 9,485  | 9,904 | 9,658  | 47,947 |
| 9,589  | Deviation from ideal              | 56    | -334   | -104   | 315   | 69     | 649    |
|  | % Deviation                       | 0.58% | -3.48% | -1.08% | 3.29% | 0.72%  | 6.77%  |
| Total Pop  | % Hisp                            | 24%   | 11%    | 11%    | 11%   | 9%     | 13%    |
|  | % NH White                        | 52%   | 76%    | 76%    | 74%   | 80%    | 71%    |
|  | % NH Black                        | 4%    | 1%     | 1%     | 2%    | 1%     | 2%     |
|  | % Asian-American                  | 17%   | 11%    | 11%    | 12%   | 8%     | 12%    |
| Citizen Voting Age Pop   | Total                             | 6,789 | 8,053  | 7,376  | 8,212 | 8,341  | 38,771 |
|  | % Hisp                            | 30%   | 10%    | 8%     | 12%   | 11%    | 14%    |
|  | % NH White                        | 46%   | 75%    | 77%    | 76%   | 80%    | 71%    |
|  | % NH Black                        | 8%    | 1%     | 2%     | 1%    | 1%     | 3%     |
|  | % Asian/Pac.Isl.                  | 13%   | 13%    | 12%    | 10%   | 7%     | 11%    |
| Voter Registration (Nov 2016)  | Total                             | 4,680 | 6,511  | 6,744  | 6,587 | 7,340  | 31,862 |
|  | % Latino est.                     | 18%   | 11%    | 9%     | 8%    | 8%     | 11%    |
|  | % Spanish-Surnamed                | 16%   | 10%    | 8%     | 8%    | 7%     | 9%     |
|  | % Asian-Surnamed                  | 8%    | 7%     | 8%     | 8%    | 6%     | 7%     |
|  | % Filipino-Surnamed               | 2%    | 1%     | 1%     | 1%    | 1%     | 1%     |
|  | % NH White est.                   | 63%   | 79%    | 75%    | 80%   | 81%    | 76%    |
| Voter Turnout (Nov 2016)   | Total                             | 3,234 | 5,135  | 5,380  | 5,360 | 5,857  | 24,965 |
|  | % Latino est.                     | 17%   | 10%    | 9%     | 8%    | 8%     | 10%    |
|  | % Spanish-Surnamed                | 15%   | 9%     | 8%     | 7%    | 7%     | 9%     |
|  | % Asian-Surnamed                  | 7%    | 7%     | 7%     | 8%    | 5%     | 7%     |
|  | % Filipino-Surnamed               | 2%    | 1%     | 1%     | 1%    | 1%     | 1%     |
|  | % NH White est.                   | 65%   | 80%    | 76%    | 80%   | 82%    | 78%    |
|  | % NH Black                        | 10%   | 1%     | 2%     | 1%    | 1%     | 2%     |
| Voter Turnout (Nov 2014)   | Total                             | 3,783 | 5,722  | 5,867  | 6,033 | 6,417  | 27,822 |
|  | % Latino est.                     | 19%   | 10%    | 9%     | 9%    | 7%     | 10%    |
|  | % Spanish-Surnamed                | 17%   | 9%     | 8%     | 8%    | 7%     | 9%     |
|  | % Asian-Surnamed                  | 6%    | 7%     | 6%     | 7%    | 5%     | 6%     |
|  | % Filipino-Surnamed               | 2%    | 1%     | 1%     | 1%    | 1%     | 1%     |
|  | % NH White est.                   | 64%   | 79%    | 76%    | 80%   | 81%    | 77%    |
| ACS Pop. Est.  | Total                             | 9,986 | 9,757  | 9,509  | 9,957 | 10,135 | 49,342 |
|  | Age                               |       |        |        |       |        |        |
| Age  | age0-19                           | 27%   | 19%    | 20%    | 17%   | 13%    | 19%    |
|  | age20-60                          | 53%   | 42%    | 40%    | 45%   | 46%    | 45%    |
|  | age60plus                         | 20%   | 39%    | 40%    | 38%   | 40%    | 35%    |
| Immigration  | immigrants                        | 19%   | 15%    | 15%    | 14%   | 11%    | 15%    |
|  | naturalized                       | 57%   | 73%    | 78%    | 80%   | 68%    | 70%    |
| Language spoken at home  | english                           | 75%   | 82%    | 85%    | 84%   | 87%    | 82%    |
|  | spanish                           | 12%   | 5%     | 4%     | 5%    | 4%     | 6%     |
|  | asian-lang                        | 10%   | 9%     | 7%     | 7%    | 4%     | 7%     |
|  | other lang                        | 3%    | 4%     | 4%     | 5%    | 5%     | 4%     |
| Language Fluency   | Speaks Eng. "Less than Very Well" | 9%    | 7%     | 6%     | 6%    | 5%     | 7%     |
| Education (among those age 25+)  | hs-grad                           | 49%   | 45%    | 43%    | 45%   | 45%    | 45%    |
|  | bachelor                          | 27%   | 30%    | 30%    | 32%   | 31%    | 30%    |
|  | graduatedegree                    | 14%   | 20%    | 22%    | 19%   | 19%    | 19%    |
| Child in Household   | child-under18                     | 35%   | 21%    | 20%    | 19%   | 12%    | 21%    |
| Pct of Pop. Age 16+  | employed                          | 63%   | 48%    | 48%    | 52%   | 53%    | 53%    |
| Household Income   | income 0-25k                      | 13%   | 15%    | 16%    | 15%   | 17%    | 16%    |
|  | income 25-50k                     | 16%   | 19%    | 19%    | 18%   | 16%    | 18%    |
|  | income 50-75k                     | 20%   | 15%    | 13%    | 14%   | 14%    | 15%    |
|  | income 75-200k                    | 44%   | 35%    | 37%    | 40%   | 38%    | 39%    |
|  | income 200k-plus                  | 6%    | 16%    | 14%    | 13%   | 14%    | 13%    |
| Housing Stats  | single family                     | 54%   | 73%    | 67%    | 63%   | 56%    | 63%    |
|  | multi-family                      | 46%   | 27%    | 33%    | 37%   | 44%    | 37%    |
|  | rented                            | 61%   | 14%    | 12%    | 29%   | 32%    | 29%    |
|  | owned                             | 39%   | 86%    | 88%    | 71%   | 68%    | 71%    |
| Total population data from the 2010 Decennial Census.  |                                   |       |        |        |       |        |        |
| Surname-based Voter Registration and Turnout data from the California Statewide Database.  |                                   |       |        |        |       |        |        |
| Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2012-2016 American Community Survey and Special Tabulation 5-year data. |                                   |       |        |        |       |        |        |



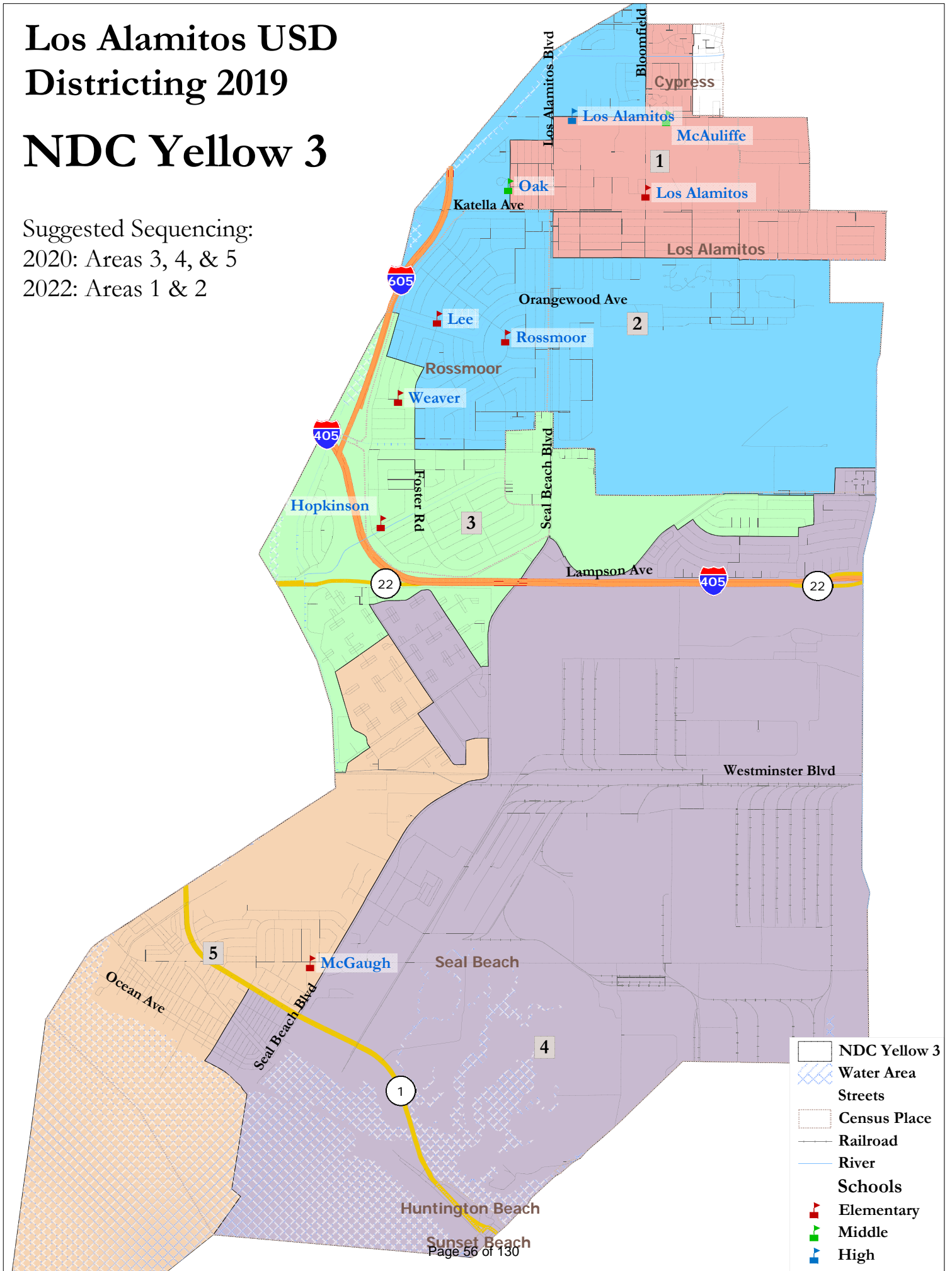
# Los Alamitos USD Districting 2019

## NDC Yellow 3

Suggested Sequencing:

2020: Areas 3, 4, & 5

2022: Areas 1 & 2



|  |              |
|--|--------------|
|  | NDC Yellow 3 |
|  | Water Area   |
|  | Streets      |
|  | Census Place |
|  | Railroad     |
|  | River        |
|  | Schools      |
|  | Elementary   |
|  | Middle       |
|  | High         |

| Los Alamitos Unified - NDC Yellow 3  |                                   |       |        |        |        |        |        |
|--|-----------------------------------|-------|--------|--------|--------|--------|--------|
| District   |                                   | 1     | 2      | 3      | 4      | 5      | Total  |
| Ideal  | Total Pop                         | 9,645 | 9,543  | 9,785  | 9,509  | 9,465  | 47,947 |
|  | Deviation from ideal              | 56    | -46    | 196    | -80    | -124   | 320    |
|  | % Deviation                       | 0.58% | -0.48% | 2.04%  | -0.83% | -1.29% | 3.34%  |
| Total Pop  | % Hisp                            | 24%   | 12%    | 10%    | 11%    | 9%     | 13%    |
|  | % NH White                        | 52%   | 74%    | 77%    | 75%    | 80%    | 71%    |
|  | % NH Black                        | 4%    | 1%     | 1%     | 2%     | 1%     | 2%     |
|  | % Asian-American                  | 17%   | 11%    | 11%    | 12%    | 9%     | 12%    |
| Citizen Voting Age Pop   | Total                             | 6,789 | 7,541  | 7,896  | 8,123  | 8,421  | 38,771 |
|  | % Hisp                            | 30%   | 11%    | 7%     | 11%    | 11%    | 14%    |
|  | % NH White                        | 46%   | 72%    | 79%    | 76%    | 79%    | 71%    |
|  | % NH Black                        | 8%    | 2%     | 2%     | 1%     | 1%     | 3%     |
|  | % Asian/Pac.Isl.                  | 13%   | 14%    | 10%    | 10%    | 8%     | 11%    |
| Voter Registration (Nov 2016)  | Total                             | 4,680 | 6,638  | 7,154  | 6,231  | 7,159  | 31,862 |
|  | % Latino est.                     | 18%   | 12%    | 9%     | 8%     | 8%     | 11%    |
|  | % Spanish-Surnamed                | 16%   | 11%    | 8%     | 7%     | 7%     | 9%     |
|  | % Asian-Surnamed                  | 8%    | 6%     | 8%     | 8%     | 7%     | 7%     |
|  | % Filipino-Surnamed               | 2%    | 1%     | 1%     | 1%     | 1%     | 1%     |
|  | % NH White est.                   | 63%   | 80%    | 78%    | 80%    | 78%    | 76%    |
| Voter Turnout (Nov 2016)   | Total                             | 3,234 | 5,147  | 5,801  | 5,077  | 5,707  | 24,965 |
|  | % Latino est.                     | 17%   | 11%    | 8%     | 8%     | 7%     | 10%    |
|  | % Spanish-Surnamed                | 15%   | 10%    | 8%     | 7%     | 7%     | 9%     |
|  | % Asian-Surnamed                  | 7%    | 6%     | 7%     | 8%     | 6%     | 7%     |
|  | % Filipino-Surnamed               | 2%    | 1%     | 1%     | 1%     | 1%     | 1%     |
|  | % NH White est.                   | 65%   | 81%    | 78%    | 81%    | 79%    | 78%    |
| Voter Turnout (Nov 2014)   | Total                             | 3,783 | 5,774  | 6,249  | 5,808  | 6,207  | 27,822 |
|  | % Latino est.                     | 19%   | 11%    | 8%     | 8%     | 7%     | 10%    |
|  | % Spanish-Surnamed                | 17%   | 10%    | 7%     | 7%     | 7%     | 9%     |
|  | % Asian-Surnamed                  | 6%    | 6%     | 6%     | 7%     | 6%     | 6%     |
|  | % Filipino-Surnamed               | 2%    | 1%     | 1%     | 1%     | 1%     | 1%     |
|  | % NH White est.                   | 64%   | 80%    | 79%    | 78%    | 78%    | 77%    |
| ACS Pop. Est.  | Total                             | 9,986 | 9,903  | 10,051 | 9,401  | 10,002 | 49,342 |
|  | Age                               |       |        |        |        |        |        |
| Age  | age0-19                           | 27%   | 24%    | 19%    | 15%    | 11%    | 19%    |
|  | age20-60                          | 53%   | 49%    | 39%    | 42%    | 44%    | 45%    |
|  | age60plus                         | 20%   | 28%    | 42%    | 43%    | 45%    | 35%    |
| Immigration  | immigrants                        | 19%   | 12%    | 15%    | 16%    | 12%    | 15%    |
|  | naturalized                       | 57%   | 72%    | 78%    | 80%    | 69%    | 70%    |
| Language spoken at home  | english                           | 75%   | 84%    | 84%    | 82%    | 86%    | 82%    |
|  | spanish                           | 12%   | 5%     | 4%     | 5%     | 4%     | 6%     |
|  | asian-lang                        | 10%   | 7%     | 7%     | 8%     | 5%     | 7%     |
|  | other lang                        | 3%    | 4%     | 5%     | 4%     | 5%     | 4%     |
| Language Fluency   | Speaks Eng. "Less than Very Well" | 9%    | 4%     | 6%     | 7%     | 6%     | 7%     |
| Education (among those age 25+)  | hs-grad                           | 49%   | 40%    | 44%    | 47%    | 47%    | 45%    |
|  | bachelor                          | 27%   | 33%    | 31%    | 30%    | 30%    | 30%    |
|  | graduatedegree                    | 14%   | 23%    | 21%    | 19%    | 18%    | 19%    |
| Child in Household   | child-under18                     | 35%   | 30%    | 20%    | 16%    | 10%    | 21%    |
| Pct of Pop. Age 16+  | employed                          | 63%   | 56%    | 47%    | 48%    | 50%    | 53%    |
| Household Income   | income 0-25k                      | 13%   | 6%     | 17%    | 19%    | 19%    | 16%    |
|  | income 25-50k                     | 16%   | 13%    | 19%    | 20%    | 18%    | 18%    |
|  | income 50-75k                     | 20%   | 14%    | 13%    | 15%    | 14%    | 15%    |
|  | income 75-200k                    | 44%   | 45%    | 36%    | 35%    | 36%    | 39%    |
|  | income 200k-plus                  | 6%    | 22%    | 15%    | 11%    | 13%    | 13%    |
| Housing Stats  | single family                     | 54%   | 93%    | 67%    | 56%    | 52%    | 63%    |
|  | multi-family                      | 46%   | 7%     | 33%    | 44%    | 48%    | 37%    |
|  | rented                            | 61%   | 18%    | 11%    | 27%    | 31%    | 29%    |
|  | owned                             | 39%   | 82%    | 89%    | 73%    | 69%    | 71%    |
| Total population data from the 2010 Decennial Census.  |                                   |       |        |        |        |        |        |
| Surname-based Voter Registration and Turnout data from the California Statewide Database.  |                                   |       |        |        |        |        |        |
| Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2012-2016 American Community Survey and Special Tabulation 5-year data. |                                   |       |        |        |        |        |        |

# PRECINCT COUNT

| Orange 2    | Green 2     |             |              |
|-------------|-------------|-------------|--------------|
| Rossmoor    | Rossmoor    | Seal Beach  | Los Alamitos |
| 212         | 212         | 29          | 41           |
| 71          | 71          | 247         |              |
| 70          | 70          | 307         | <b>41</b>    |
| 61          | 61          | 434         |              |
| 88          | 88          | 594         |              |
| 60          | 60          | 42          |              |
| 80          | 80          |             |              |
| 82          | 82          | <b>1653</b> |              |
| 32          | 32          |             |              |
| 59          | 59          |             |              |
| 66          | 66          |             |              |
| 57          | 57          |             |              |
| 55          | 55          |             |              |
| 44          | 44          |             |              |
| 97          | 97          |             |              |
| 93          | 93          |             |              |
| 51          | 256         |             |              |
| 256         | 69          |             |              |
| 69          | 222         |             |              |
| 222         | 51          |             |              |
| 64          |             |             |              |
| 82          | <b>1825</b> |             |              |
| 66          |             |             |              |
| 94          |             |             |              |
| 47          |             |             |              |
| 85          |             |             |              |
| 88          |             |             |              |
| 50          |             |             |              |
| 94          |             |             |              |
| 76          |             |             |              |
| 246         |             |             |              |
| <b>2817</b> |             |             |              |

# ROSSMOOR VOTER SCHOOL DISTRICT REPRESENTATION POLL

Friday, January 03, 2020

# 93

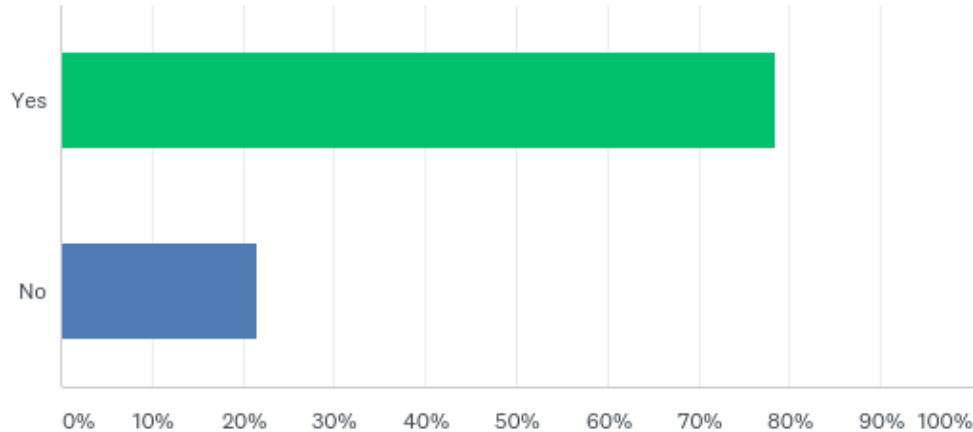
**Total Responses**

Date Created: Monday, December 16, 2019

Complete Responses: 93

# Q1: Should the residences within the Rossmoor Community Services District Community be placed wholly in one trustee area, thus becoming the majority of that area? (This option would guarantee Rossmoor a LAUSD Board seat.)

Answered: 93 Skipped: 0



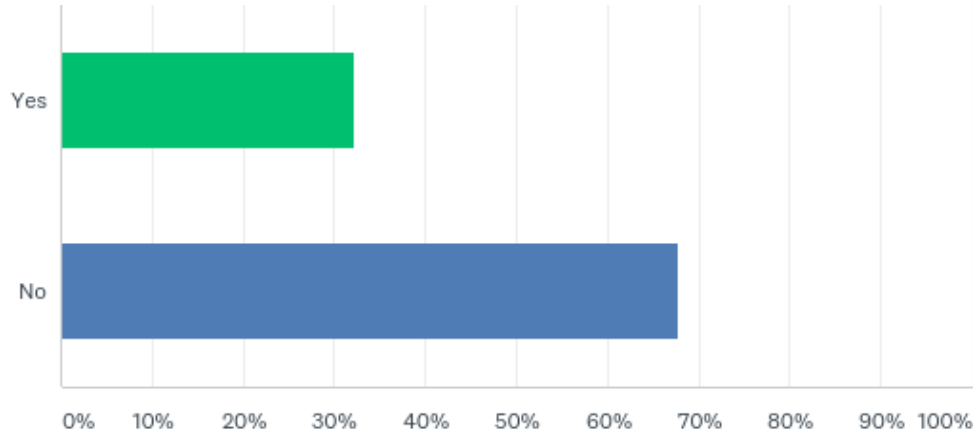
# Q1: Should the residences within the Rossmoor Community Services District Community be placed wholly in one trustee area, thus becoming the majority of that area? (This option would guarantee Rossmoor a LAUSD Board seat.)

Answered: 93 Skipped: 0

| ANSWER CHOICES        | RESPONSES |    |
|-----------------------|-----------|----|
| Yes                   | 78.49%    | 73 |
| No                    | 21.51%    | 20 |
| Total Respondents: 93 |           |    |

**Q2: Should the residences within the Rossmoor Community Services District be divided into two trustee areas? (This option would create an opportunity for Rossmoor to have two Board seats, or possibly no seats if individuals living in the trustee areas outside of Rossmoor were elected.)**

Answered: 93 Skipped: 0





**Q2: Should the residences within the Rossmoor Community Services District be divided into two trustee areas? (This option would create an opportunity for Rossmoor to have two Board seats, or possibly no seats if individuals living in the trustee areas outside of Rossmoor were elected.)**

Answered: 93 Skipped: 0

| ANSWER CHOICES        | RESPONSES |    |
|-----------------------|-----------|----|
| Yes                   | 32.26%    | 30 |
| No                    | 67.74%    | 63 |
| Total Respondents: 93 |           |    |

**RESOLUTION NO. 20-01-14-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT FORMALLY REQUESTING FAIR VOTING AND GEOGRAPHIC REPRESENTATION ON THE LOS ALAMITOS SCHOOL DISTRICT BOARD OF EDUCATION**

WHEREAS, Rossmoor Community Services District is a special district located in Orange County, California governed by an elected five-member board of directors. As a local form of government and an independent public agency, Rossmoor has defined boundaries and provides services and facilities to its residents, and;

WHEREAS, the Los Alamitos Unified School District (LAUSD) is a school district in Los Alamitos, California. The school district area includes Los Alamitos, Rossmoor, Seal Beach, and Surfside. It also includes portions of Cypress. The unincorporated community of Rossmoor has within its boundaries four elementary schools of the Los Alamitos Unified School District which comprise nearly half of the nine regular schools in the District. The population of Rossmoor represents 21% of the combined populations of Rossmoor, Seal Beach and Los Alamitos, and;

WHEREAS, On Tuesday, August 27, 2019 LAUSD announced that the Board of Education had begun the process of changing the current at-large voting system to a voting system based on five trustee areas, The Los Alamitos Board of Education further announced that it will hold public hearings to solicit input on how the District should be divided into trustee areas. As the local government agency, Rossmoor Community Services District has a critical interest in the governance of the school system and expects the school board to fairly represent its constituents, and;

WHEREAS, Rossmoor parents have provided volunteer support for the Los Alamitos Unified School District for more than half a century. Each school day, Rossmoor experiences heavy school traffic and overflow parking on its residential streets, and;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rossmoor Community Services District of Orange County, California, at its regular meeting of January 14, 2020 that the Los Alamitos Unified School District be called upon to insure that any plan to assign board seats according to geographic region should provide Rossmoor with a minimum of one district fully within its boundaries.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 14th day of January 2020.

By: \_\_\_\_\_  
President  
Rossmoor Community Services District

ATTEST:

\_\_\_\_\_  
Joe Mendoza, Secretary  
Rossmoor Community Services District

**G3**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-3**

Date: January 14, 2020

To: Honorable Board of Directors

From: General Manager Joe Mendoza  
General Counsel Tarquin Preziosi

Subject: **ORDINANCE 2019-01: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 3098, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICY**

**RECOMMENDATION:**

Hold a public hearing, give second reading to and adopt Ordinance No. 2019-01, to be read by title only and further reading waived, adopting Policy No. 3098, as follows:

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 3098, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICY

**BACKGROUND:**

Ordinance 2019-01 was given first reading and was introduced at the regular meeting of the Board of Directors on December 10, 2019.

***Authority for an Administrative Citation Policy***

Government Code section 53069.4 permits local agencies - including special districts - to, by ordinance, make any violation of any ordinance subject to an administrative fine or penalty. It requires that the local agency "set forth by ordinance the administrative procedures that shall govern the imposition,

enforcement, collection, and administrative review by the local agency of those administrative fines or penalties.” As explained by the Attorney General:

The Legislature's purpose in enacting Government Code section 53069.4 was to provide a faster and more cost-effective enforcement mechanism than a criminal prosecution for the violation of a local ordinance. The section was expressly modeled on state legislation that removed the enforcement of most parking violations from the criminal justice system and mandated enforcement of parking violations through civil administrative procedures and civil penalties. See 94 Ops. Cal. Atty. Gen. 39.

In order to address violations of those District policies that have been adopted by ordinance, staff is proposing the attached Policy No. 3098, Administrative Citations. Other than possible criminal citation for violation of District policy by the Sherriff's Department and prosecution by the District Attorney, there exists no procedure that can be utilized by District staff to impose penalties for Policy violations. While Policy No. 3080 (the Tree Policy) allows for cost recovery of expenses and damages from persons who remove and/or damage median trees bases in part on the authority of Streets & Highways Code section 1460, it does not provide for the imposition of fines in the same manner as section 53069.4.

As proposed, the issuance of administrative citations would not be limited to violations of the Tree Policy and could be used for other policy violations such as the Park Rules and Regulations. It is anticipated that administrative citations would also be an additional tool that could be used in addition to the existing cost recovery procedures of the Tree Policy. Accordingly, the Policy has been first considered by the Tree Committee at the June 25<sup>th</sup>, August 22<sup>nd</sup> and subsequent meetings. The Tree Committee recommends adoption of Policy No. 3098 in its current form.

The proposed Administrative Citation policy is similar to those of the County of Orange and various cities within the County, such as Costa Mesa, Irvine, Newport Beach and others. Should the District adopt Policy No. 3098, it must do so by ordinance. It is recommended that the specific fine amounts be adopted by resolution. Fine amounts could be fixed for all violations, increased based on past violations, or differ in amount depending on which policy section is violated. The majority of administrative citation ordinances cap fines at \$1,000 per violation, which is the typical maximum fine amount for misdemeanors, as well as the default amount for violation of a municipal ordinance under state law. See Government Code § 36900 et seq. (city ordinances); 94 Ops. Cal. Atty. Gen. 39 (discussing administrative citations); Government Code § 61064 (Community Services District law); Penal Code § 19.

The Tree Committee is recommending a fine schedule for violations of the Tree Policy as follows:

1. Complete Tree Removal - \$1000.00
2. Pruning of more than 50% of live crown - \$800.00
3. Pruning of less than 50% of live crown – 1<sup>st</sup> offense \$300.00 within 1 year
4. Pruning of less than 50% of live crown – 2<sup>nd</sup> offense \$600.00 within 1 year
5. Pruning of less than 50% of live crown – 3<sup>rd</sup> offense \$900.00 within 1 year

Presented concurrently herewith is Resolution No. 20-01-14-03 that sets forth these recommended fine amounts.

***Scope of Citation Policy***

As drafted the Citation Policy would apply (in theory) to any violation of District Policy that has been adopted by ordinance. Staff seeks direction from the Committee on whether to expressly limit the Citation Policy to violations of the Tree Policy only. From a legal standpoint, there is no real advantage to the District in expressly doing so. The Tree Policy has the separate and distinct legal remedy of cost recovery; these amounts can greatly exceed the maximum \$1,000 fine. The Citation Policy is an additional tool that can be used to penalize violations, but it is not a cost recovery mechanism. In addition, the District may be seeking additional “latent” or express powers which could ultimately require an enforcement mechanism. As drafted, the Citation Policy gives the District the flexibility to penalize other violations, but there would be no requirement to actually do so.

***Hearing Officer/Administrative Review of Citation***

As drafted, the Citation Policy allows the Board to designate a third-party hearing officer, or other person or body (including itself) to hear requests for Administrative Reviews. Under state law, once the citee has exhausted his or her internal review process, the matter may then be appealed either to criminal court, or the citee can challenge the decision via a writ of mandate in civil court.

**ATTACHMENTS:**

1. Ordinance No. 2019-01
2. Policy No. 3098 Administrative Citations
3. Resolution No. 20-01-14-03

**ORDINANCE NO. 2019-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 3098, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICY**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, the District is empowered by California Government Code Section 53069.4 make any violation of any ordinance subject to an administrative fine or penalty and to set forth by ordinance the administrative procedures that shall govern the imposition, enforcement, collection, and administrative review of those administrative fines or penalties;

**WHEREAS**, the District desires to adopt Policy 3098, to set forth the procedures for the issuance of administrative citations for violations of District Policy.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 3098, Administrative Citations.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 3098 Administrative Citations, as the administrative procedures that govern the imposition, enforcement, collection, and administrative review of those administrative fines or penalties for violations of District Policies.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence,

clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the Board finds that this Ordinance is categorically exempt from the provisions of CEQA under Section 15301(c) and (f) of the Guidelines.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 14 day of January 2020.

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President Ron Casey  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on January 14, 2020 and signed by Board Secretary, \_\_\_\_\_, on January 14, 2020.

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Rossmoor Community Services District

Policy No.

3098

ADMINISTRATIVE CITATIONS

**3098.10** Applicability.

- (a) A violation of the provisions of any policy that is subject to enforcement as a misdemeanor and/or an infraction is subject to an administrative citation and fine.
- (b) This policy establishes the administrative procedures for the imposition, enforcement, collection, and administrative review of administrative citations pursuant to Government Code section 53069.4.
- (c) The issuance of an administrative citation under this policy is solely at the District's discretion and shall not limit the District from using any one or more other administrative, criminal and/or civil remedies, in any combination, to address a violation of District Policy.

**3098.20** Definitions. The following definitions apply to the use of these terms for the purposes of this policy:

- (a) *Board* means the Board of Directors of the Rossmoor Community Services District.
- (b) *Citation* means an administrative citation issued pursuant to this policy stating there has been a violation of a particular District Policy.
- (c) *Citee* means person given an administrative citation charging him or her as a responsible person for a policy violation.
- (d) *Days* means calendar days.
- (e) *District* means the Rossmoor Community Services District.
- (f) *General Manager* means the appointed District General Manager or his or her designee.

- (g) *Hearing officer* means the person or body designated by the Board, including but not limited to the Board itself, to serve as the hearing officer for an administrative hearing
- (h) *Issue* means giving a citation to the citee, and *issuance* occurs on the date when a citation is personally served on the citee, the date it is posted on real property where a property related violation exists, or the date it is deposited in the US mail, postage paid and addressed to the citee, whichever occurs first.
- (i) *Notice of decision* means a form prepared by the General Manger used to inform a citee of the decision made regarding various provisions of this policy.
- (j) *Policy* means an approved policy of the District; *policies* means the several approved policies of the District.
- (k) *Property related violation* means a policy violation that relates to the care, maintenance and/or operation of the real property in question and improvements or attachments thereto, including but not limited to trees located thereon, whether through active or passive negligence or intentional conduct of the owner, property occupants, and/or their respective agents.
- (l) *Responsible person* means any of the following:
  - (1) A person who causes a policy violation to occur.
  - (2) A person who maintains or allows a policy violation to continue, by his or her action or failure to act.
  - (3) A person whose agent, employee, or independent contractor causes a policy violation by his or her action or failure to act.
  - (4) A person who is either the owner or the occupant of the real property where a property-related policy violation occurs.
- (m) For purposes of this policy, “person” includes both a natural person and a legal entity, and includes the owners of the entity, the directors and officers of a corporation, the managers of a limited liability company, the trustees of a trust, and the general partners of a partnership. There shall be a legal rebuttable presumption that the record owner of a parcel according to the County of Orange’s latest equalized property tax assessment rolls and the occupants of that parcel have notice of any property-related policy violation existing with respect to that parcel. For the purposes of this policy, there may be more than one responsible person with respect to a violation, and a minor at least fourteen (14) years of age may be a responsible person subject to the provisions of this policy for a violation personally committed by the minor.

**3098.30 Administrative citation—General.**

- (a) Any employee(s) of the District so designated by the General Manager may issue a citation to any responsible person or persons. A responsible person to whom a citation is issued shall be liable for and shall pay to the District the fine or fines described in the citation when due pursuant to the provisions of this policy.
- (b) For continuing violations, each day a violation of a policy exists shall be a separate violation and be subject to a separate fine. A citation may charge a violation for one (1) or more days on which a violation exists, and for violation of one (1) or more policy sections.
- (c) The District may take into consideration the fact that a person has been issued citations when the District is determining whether to grant, modify, suspend, revoke, or deny any permit, license, agreement or any type of discretionary use approval for that person, and such citations are evidence that the person has committed actions that are not compatible with the health, safety and general welfare of other persons and businesses in the vicinity.

**3098.40 Citation contents.**

- (a) Each citation shall contain the following information:
  - (1) Name of the responsible person for the violation of the policy or policies.
  - (2) Date or dates on which the violation occurred, and the date the citation is issued, if different.
  - (3) The policy section(s) violated.
  - (4) Address where the policy violation occurred.
  - (5) Description of the policy violation.
  - (6) Amount of the fine for the violation and procedure to pay the fine and avoid a late payment penalty.
  - (7) Brief description of the procedures for requesting an administrative review to contest a citation and a hardship waiver of the advance fine deposit.
  - (9) Signature of the person issuing the citation.
- (b) In addition, the citation may include such other information that the General Manager deems appropriate for enforcement or collection purposes, including, but not limited to:

- (1) A self-addressed envelope in which the citee can send to the District the fine, a request for an administrative review and/or a hardship waiver of the fine deposit;
- (2) A designation of prior policy violations, if known; and/or
- (3) A statement regarding any additional liability that may result from the policy violation, if applicable.

**3098.50** Service of administrative citations. An administrative citation may be served as follows:

- (a) A designated employee may personally serve the citation on the citee. The citee may sign a copy of the citation showing his or her receipt of the citation.
- (b) A designated employee may mail the citation by first class mail, return receipt requested, if the citee is not present for personal service when the employee determines there has been a violation. The citation shall be mailed to the citee's address shown on the county's last equalized property tax assessment rolls for a property related violation, or to any address known for the citee for all other violations.
- (c) A designated employee may post a copy of the citation on the property in a conspicuous place for a property related violation when the citee does not reside at the property and the citee's address is not actually known to the designated employee, in which case the designated employee shall also mail a copy of the citation to the citee at the property address by first class mail, return receipt requested.

**3098.60** Amount of administrative fines.

- (a) The amount of the fines for violating specific policies shall be set in a schedule of fines adopted by resolution or policy of the District from time to time. The schedule may include escalating fine amounts for repeat policy violations occurring within specified periods of time.
- (b) The schedule of fines may also specify the amount of interest and late payment penalty owed for any fine not paid when due. A late payment penalty and interest may be imposed for fines not paid within thirty (30) days of their due date.
- (c) Fines are due on the day the citation is issued, except that when a hardship waiver has been granted, the fine amount shall be due when the decision on

the administrative review is given or mailed to the citee pursuant to section 3098.100.

**3098.70 Payment of administrative fines.**

- (a) An administrative fine shall be paid to the District within thirty (30) days of its issuance date except as provided in section 3098.85.
- (b) The issuance of a citation and/or payment of a fine does not bar the District from taking any other enforcement actions, including issuing additional administrative citations, bringing a civil action and/or filing a criminal complaint.

**3098.80 Request for administrative review of citation; requirement for advance deposit of fine amount.**

- (a) Any person receiving an administrative citation may contest it by filing a request for an administrative review. To obtain an administrative review, the citee shall file a signed written request form contained on the reverse side of the citation and indicate the grounds for contesting the citation and fine. A citee may contest the citation by denying that a violation occurred or by denying that the citee is a responsible person for the violation.
- (b) To be effective and complete, the request must be received by the District within thirty (30) days after the date the citation was issued, and be accompanied by a deposit of the full amount of the fine. The request will not be accepted for filing if not accompanied by the fine deposit, unless a hardship waiver has been requested pursuant to section 3098.85(e), below. All requests shall be date stamped upon receipt by the District.
- (c) Upon timely receipt of a complete request for an administrative review, the District shall notify the citee, in a manner set forth in section 3098.50 for service of citations, of the date, time and place of the administrative review, pursuant to section 3098.90.
- (d) The person requesting the administrative review shall appear at the hearing on the date, time and place specified by the District pursuant to section (c), above. Failure to personally attend the hearing will be considered a nonappearance. Non-appearance by the citee shall constitute an abandonment of the request unless the hearing was continued pursuant to section 3098.90(f).

**3098.85 Request for hardship waiver of advance deposit of fine amount; separate hearing prior to administrative review of citation.**

- (a) A person filing a request for an administrative review may also request at the same time a hardship waiver of the fine deposit. The request for hardship waiver must be made concurrently with the request for administrative review.

- (1) To seek a hardship waiver and obtain a separate hearing limited to the hardship request, the citee shall check the box indicating this request and file with the District a sworn declaration or affidavit, together with any supporting documentation or other evidence demonstrating the citee's actual financial inability to deposit the full amount of the citation in advance of the hearing. The procedure governing the filing of such requests shall be the same as provided in section 3098.80(b), above.
- (b) The person requesting the hardship waiver bears the burden of establishing by substantial evidence that he or she does not have the financial ability to make the deposit of the fine. The person shall personally appear at the hearing on the hardship waiver request and non-appearance shall constitute an abandonment of the hardship waiver request unless excused pursuant to section 3080.90(h).

Where the hardship waiver request has been abandoned because of non-appearance at the hearing on the request, the full amount of the advance fine deposit shall be submitted to the District within three (3) business days following the date set for the hearing on the hardship waiver request. Failure to make the full amount of the advance fine deposit by the time required in this sub-section (1) shall be deemed an abandonment of the contest of the citation and shall forfeit the citee's right to an administrative review of the citation.

- (c) The request for a hardship waiver of the fine deposit will be heard by the hearing officer at the date, time and place specified by the District on the notice of hardship waiver hearing. At the conclusion of the hearing on the waiver request, or within five (5) business days after the waiver request hearing, at the hearing officer's discretion, the hearing officer shall issue a decision that the fine deposit is or is not waived. The hearing officer shall then insert on the notice of decision form relating to the waiver request the new date set for the administrative review hearing, which shall be within forty-five (45) days of the date on the notice of decision of the hardship waiver request. A copy of the notice of decision shall be delivered to the citee at the end of the hearing on the waiver request, or shall be sent by U.S. Mail within five (5) business days following the conclusion of the hearing on the waiver request.
- (d) If the hardship waiver is denied, the hearing officer shall provide the citee a self-addressed envelope to use in making the fine deposit. The citee shall mail the deposit in the envelope provided so that it is postmarked at least three (3) business days before the date designated on the notice of decision for the administrative review. Failure to make the deposit by the time required shall be deemed an abandonment of the contest of the citation and shall forfeit the citee's right to an administrative review of the citation.

- (e) The filing of a request for hardship waiver of the fine deposit does not extend the time within which to request an administrative review or any other time set forth in this policy, except as provided in subsection (d), above. A hearing officer decision on the hardship waiver is final and not subject to judicial review pursuant to section 3098.110.

**3098.90 Hearing procedures for requests for both administrative review and hardship waiver of advance deposit of fine amount.**

- (a) Hearings shall be conducted by a hearing officer at a date, time and place designated by the General Manager that is at least ten (10) but not more than thirty (30) days after the citee requests a hearing pursuant to section 3098.80 or 3098.85. At least ten (10) days written notice of the hearing shall be given to the citee, either personally or by mail.
- (b) The General Manager shall ensure that the pertinent citation records are delivered to the hearing officer for a citation set for hearing. The General Manager shall also make available to the citee at District offices at least three (3) business days before the hearing a copy of any additional reports concerning the citation that are provided to the hearing officer.
- (c) The citee shall be given the opportunity to testify and to present evidence relevant to financial hardship, the policy violation specified in the citation, or the fact that all fines have been paid, as applicable. A parent or legal guardian of a citee who is a juvenile shall accompany the citee at the hearing, or any request or contest shall be deemed abandoned.
- (d) The citation, and any other reports prepared by the District concerning the policy violation shall be accepted by the hearing officer as prima facie evidence of the policy violation and the facts stated in such documents.
- (e) Neither the issuing person nor any other representative of the District shall be required to attend the hearing, nor shall the hearing officer require that there be submitted any evidence, other than the citation, that may exist among the public records of the District on the violation. However, any such appearance and/or submission may be made at the discretion of the District.
- (f) The hearing officer, General Manager, or District General Counsel may continue a hearing if a request is made by the citee, or the citee's representative, or a representative of the District, upon a showing of good cause. All continuance requests shall either (i) be made in person at the hearing by the citee or a representative if the citee is physically unable to attend, or (ii) be made by a written request received by the District at least twenty-four (24) hours before the hearing date. If the continuance is granted, a new hearing date shall be set within forty-five (45) days and noted on the notice of decision. If the continuance is denied, the hearing shall proceed as scheduled, and if the

citee is not present the request shall be deemed abandoned in accordance with subdivision (h) below. The decision on the continuance request is final and the notice shall either be delivered personally to the citee or the representative if present or be mailed by the District. If the request for continuance is not made in person, the citee is responsible for determining whether the request is denied and the hearing is to proceed as scheduled.

- (g) The hearing shall be conducted informally and the legal rules of evidence need not be followed. The hearing officer does not have the authority to issue a subpoena and there shall be no right to cross-examine witnesses.
- (h) The failure of the citee to appear at the hearing, unless the hearing was continued per subdivision (f) above, shall constitute an abandonment of the request for waiver of the fine deposit and/or administrative review, and a failure to exhaust administrative remedies concerning the violation as set forth in the citation. The fine deposit shall be credited by the District upon the fine due for the violation. The citee's failure to appear shall be noted on the notice of decision by the hearing officer and it shall be mailed to the citee.

**3098.100 Administrative review decision.**

- (a) After considering all the evidence and testimony submitted at the administrative review, the hearing officer shall issue a written decision to uphold the citation or cancel it based upon a conclusion of whether or not a violation occurred for which the citee was a responsible person. The decision will be made on a notice of decision form and designate the reasons and evidence considered for the decision. The decision of the hearing officer shall be made at the conclusion of the administrative review, or soon thereafter, and shall be final. The notice of decision shall be personally delivered to the citee at the conclusion of the administrative review, or it shall be mailed to the citee within thirty (30) days following the conclusion of the administrative review.
- (b) If the decision is to uphold the citation, the District shall keep the fine deposited. If the decision is to cancel the citation, the District shall refund the fine deposit to the citee within thirty (30) days of the filing of the decision. If the citation is upheld and the fine deposit had been waived, the fine shall be due on the date the decision is given to the citee at the end of the hearing by the hearing officer, or the date the notice of decision is mailed to the citee. The hearing officer may collect any fine due from the citee at the end of the hearing.
- (c) The hearing officer's continued employment, performance evaluation, compensation, and benefits, if any, shall not directly or indirectly be linked to the number of citations upheld or canceled by the hearing officer.

**3098.110 Right to judicial review.**



- (a) The citee may seek judicial review of the administrative review decision by filing an appeal with the superior court within twenty (20) calendar days after the citee receives a copy of the notice of decision at the conclusion of the hearing in accordance with the provisions of Government Code section 53069.4. The appeal filed with the court shall also contain a proof of service showing a copy of the appeal was served upon the "Rossmoor Community Services District (Attention: General Counsel)." The citee must pay to the superior court the statutory filing fee when the appeal is filed.
- (b) No appeal is permitted from a decision regarding:
  - (1) A request for a hardship waiver of the fine deposit, or
  - (2) A decision that the citee is deemed to have abandoned the contest of the citation or fine due to her or his failure to appear at the hearing or failure to deposit the fine.
- (c) The District General Counsel shall forward to the superior court within fifteen (15) days of its request, the pertinent citation documents for any case appealed to that court. If the superior court cancels any citation, the District will refund any fine deposit made and the appeal filing fee.

**3098.120 Collection of unpaid fines.**

- (a) The amount of any fine, penalty, cost or fee imposed pursuant to this policy shall be deemed a debt and a charge owed to the District.
- (b) The failure of any person to pay an assessed fine, penalty, cost, charge or fee by the deadline specified shall result in the assessment of additional late penalties and interest in the amounts established by the District.
- (c) The District in its discretion may pursue any and all legal and equitable remedies to collect unpaid fines, penalties, costs, charges, interest or fees imposed pursuant to this policy, including, where applicable, those set forth in Government Code section 61115. These remedies include, but are not limited to, each of the following:
  - (1) Referring the delinquent account to collection;
  - (2) For a property related violation, including, but not limited to, a violation arising from Policy No. 3080:
    - i. authorizing a lien to be recorded thereon for any unpaid charges and/or penalties imposed; and/or

- ii. providing that any charge or penalty be collected on the tax role in the same manner as property taxes.
- (3) Filing a civil action in a court of competent jurisdiction.
- (d) Any person who fails to pay any debt hereunder shall be liable in any proceeding brought by the District for the costs incurred in securing payment of the unpaid amount, including attorneys' fees. Such costs shall be in addition to any penalties, interest, and/or late fees imposed upon the unpaid fine, penalty, cost, charge or fee. Fees and costs for collection of a debt shall be in addition to any penalties, interest, and late charges imposed on the delinquent civil debt and may be imposed directly by a collection agency under contract with the District for collection services.
- (e) The District may refuse to issue, extend, or renew any District permit, license, agreement or other District approval to any person, who has unpaid delinquent fines, interest, penalties, liens or assessments due under this policy, related to the permit, license, agreement or approval.
- (f) The District may suspend any permit, license, agreement or discretionary approval issued to or with a person who has unpaid fines related to the permit, license, or approval totaling five hundred dollars (\$500.00) or more that have been delinquent for over thirty (30) days. The suspension shall become effective twenty (20) days after the day notice of the suspension is placed by the director in the U.S. mail, postage prepaid, addressed to the person and shall continue until the delinquency is paid in full. The person may request an administrative hearing pursuant to the procedures in section 3098.80 on the issue of fine delinquency only, if the request is filed with the District before the twenty (20) day period ends. Continuing to operate under a suspended permit, license or approval shall be grounds for revocation of the permit, license or approval. Revocation may be made by the District at a public hearing for which the same notice shall be given as required for issuance of the permit, license, or approval involved, but in no event shall there be less than ten (10) days written notice.
- (g) It is unlawful for a citee to fail to pay any administrative fine, interest, or penalty imposed pursuant to this policy. The District General Counsel, at his or her discretion, may initiate a criminal citation or complaint for an infraction to any citee who fails to make such a payment. The criminal fine for this violation shall be a mandatory minimum of one hundred dollars (\$100.00).
- (h) The parent or legal guardian of a citee who is a minor shall be liable for any fines imposed upon the minor pursuant to the provisions of this policy. Any such fines may be collected from the minor, parent or guardian.

Adopted: January 14, 2020 by Ordinance 19-01

**RESOLUTION NO. 20-01-14-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE ADMINISTRATIVE FINE AMOUNTS IMPOSED PURSUANT TO POLICY NO. 3098 FOR VIOLATIONS OF POLICY NO. 3080**

WHEREAS, Rossmoor Community Services District, pursuant to Ordinance No. 19-01 has Adopted Policy No. 3098, Administrative Citations, which governs the Imposition, Enforcement, Collection, and Administrative Review of Administrative Fines or Penalties for Violations of District Policy.

WHEREAS, The Tree Committee of the Rossmoor Community Services District has recommended that the Board of Directors to adopt the administrative fine amounts applicable to violations of Policy No. 3080 as set forth in Exhibit A.

WHEREAS, The Board of Directors of the Rossmoor Community Services District hereby now desires to adopt the administrative fine amounts applicable to violations of Policy No. 3080 as set forth in Exhibit A attached hereto and incorporated herein by this reference.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Rossmoor Community Services District of Orange County, California, at its regular meeting of January 14, 2020, that the fine amounts set forth in Exhibit A shall be the administrative fine amounts to be imposed for violations of Policy No. 3080.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 14th day of January 2020.

By: \_\_\_\_\_  
President  
Rossmoor Community Services District

ATTEST:

\_\_\_\_\_  
Joe Mendoza, Secretary  
Rossmoor Community Services District

**EXHIBIT A**

**Policy No. 3080 Administrative Fine Schedule**

Type of Violation and Fine Amount Assessed per each separate Violation:

1. Complete Tree Removal - \$1000.00
2. Pruning of more than 50% of live crown - \$800.00
3. Pruning of less than 50% of live crown – 1<sup>st</sup> offense \$300.00  
within 1 year
4. Pruning of less than 50% of live crown – 2<sup>nd</sup> offense \$600.00  
within 1 year
5. Pruning of less than 50% of live crown – 3<sup>rd</sup> offense \$900.00  
within 1 year

**G4**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-4**

**Date:** January 14, 2020

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza  
Initiated by Mary Kingman

**Subject:** ORDINANCE 2019-02: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING AND REVISING POLICY NO. 3080, PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE, AS THE RULES AND REGULATIONS THAT GOVERN THE MAINTENANCE OF PARKWAY AND ROSSMOOR WAY MEDIAN TREES

**RECOMMENDATION:**

Hold a public hearing, give second reading to and adopt Ordinance No. 2019-02, to be read by title only and further reading waived, adopting and revising Policy No. 3080, as follows:

ORDINANCE 2019-02: AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING AND REVISING POLICY NO. 3080, PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE, AS THE RULES AND REGULATIONS THAT GOVERN THE MAINTENANCE OF PARKWAY AND ROSSMOOR WAY MEDIAN TREES

**BACKGROUND:**

Ordinance 2019-02 was given first reading and was introduced at the regular meeting of the Board of Directors on December 10, 2019.

Currently, residents and property owners have the option to pay for aesthetic tree trims through District to be carried out by the District's contract arborist, West Coast Arborist, Inc. District staff was asked to explore the possibility of issuing tree permits for residents and property owners who wish to have the District owned parkway trees trimmed by their own arborists. At the Tree Committee Meeting on October 15, 2019 the Committee directed staff to revise/amend Policy

No. 3080 to provide for the issuance of such resident tree trimming permits. The Committee also directed staff to revise the Tree Policy regarding the provisions for enforcement and cost recovery.

**ANALYSIS:**

The amendments add a Resident Tree Trimming Permit program to Policy No. 3080, revise the provisions for cost recovery and enforcement of the Policy and make various conforming and non-substantive revisions. These revisions are depicted in Attachment No. 1. Among other changes, these revisions would vest the General Manager with authority to issue, revoke and/or deny Tree Trimming Permits, subject to appeal to the Board of Directors. If adopted by the Board, staff will return with a proposed resolution to set forth the fees to cover the cost to the District for issuance of Resident Tree Trimming Permits and related matters. In addition, staff will draft the required rules and forms necessary to administer the Tree Trimming Permit program.

**ATTACHMENTS:**

1. Redline Policy No. 3080
2. Proposed Revised Policy No. 3080
3. Ordinance 2019-02



Rossmoor Community Services District

**Policy**

**No. 3080**

**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

**3080.00** Parkway and Median: A parkway, as described in this Policy, is the County of Orange (County) owned area between the sidewalk and curb. The median is the County owned area dividing Rossmoor Way.

**3080.10** Public Property: Parkway and median trees are public, not private property. Every reasonable effort will be made to preserve this natural resource in order to retain and improve this local scenic and environmental asset.

**3080.11** Homeowners, residents or their agents shall not plant, trim or remove parkway and median trees, except as expressly provided for in this Policy. The Rossmoor Community Services District (District) has the authority and responsibility to plant and trim trees either directly or through the County or other third parties. The District recommends removals to the County and the County has the authority to remove trees.

**3080.12** The County of Orange is responsible for the preventative or remedial tree root pruning to aid in the control of sidewalk, curb and gutter damage. The District will coordinate with the County to perform this work and any other alternatives to tree removal.

**3080.13** Request for inspections, planting, trimming or removal shall be made with the District office. A Customer Service Request (CSR) shall be initiated describing the request and action taken or not taken.

**3080.14** No person shall remove, prune, trim, cut or otherwise damage a tree that is located in the parkway or median, or cause, permit, direct, or knowingly allow the removal, pruning, trimming, cutting, or damaging of a parkway or median tree, unless authorized to do so pursuant to this Policy.

**3080.20** Tree Planting and Nurturing: All parkways at private residences shall have at least one tree, where feasible, and those currently without a tree(s) will have a tree(s) planted by the District as funds become available. Appropriately spaced tree plantings are required along the parkways of public properties, where feasible (e.g. parks, schools, flood control channels, etc.).

**3080.21** Tree planting locations shall be determined by the District's Tree Consultant and/or Arborist and be based on recognized standards for the planting of trees.

**3080.22** The District shall maintain a tree-planting program consistent with budgeted funds.

**3080.23** The District shall maintain an inventory of all parkway and Rossmoor Way median trees. The District shall also maintain a current list of all potential sites for planting a tree within all public right of ways.

**3080.24** Site selections for new tree plantings shall be based on a computerized inventory of Rossmoor parkway trees and vacant sites maintained by the District.

**3080.25** New tree plantings shall be accomplished in accordance with the Rossmore Parkway Tree Planting Specifications (Arborist Scope of Services) maintained by the General Manager.

**3080.26** Trees planted by the District will minimally be in 24" box containers. Should budget constraints arise or a 24" box tree of a specific species not be available, a 15-gallon container tree may be substituted.

**3080.27** A list of tree varieties approved by the Board for new or replacement trees shall be maintained by the District. The Tree Consultant shall recommend and the District shall select tree species based on the specified predominant tree species of the block if the tree is still on the approved species list and other factors such as availability or an alternate tree from the approved list of trees with similar characteristics.

**3080.28** The General Manager shall maintain a Notification of Tree Planting document that specifies the required care of parkway trees. This includes instructions for newly planted parkway trees. The document shall be provided to each homeowner/resident of a newly planted parkway tree.

**3080.29** The homeowner/resident has the responsibility for watering and caring for the parkway trees adjacent to their property in accordance with District instructions. A tree that must be replaced due to lack of care on the part of a homeowner/resident will require the homeowner/resident to pay the District for a replacement tree of the same or like species and size.

**3080.30** Tree Trimming and Protection: Trees shall be trimmed by the District, or as otherwise authorized herein, to maintain safety and clearance standards established by the County.

**3080.31** Specifications delineating aesthetic tree trimming shall be in accordance with the requirements of the American National Standards Institute (ANSI A 300) maintained by the General Manager and shall become a part of any tree trimming contracts awarded by the District.

**3080.32** The District shall maintain a tree trimming schedule for all parkway and median trees. Each tree shall be trimmed at least once every four years or as necessary according to species. Homeowners/residents desiring more frequent trimming or pruning by the District can request such at the District office for a fee, which fee reflects the cost to the District, or may request a Resident Tree Trimming Permit. District tree trimming shall only be performed by the District's contract arborist.

**3080.33** Notification by mail or by posting at the residence of scheduled tree ~~trimming,~~ planting, ~~root-pruning~~ or removal ~~shall~~ may be sent by the District to the homeowner/resident at least two (2) weeks prior to the planned work except for emergency safety removals by the County.

**3080.34** Resident Tree Trimming Permits. As an alternative or in addition to the tree trimming procedures set forth in section 3080.32, the General Manager may issue a permit to the owner and/or resident of real property to trim and/or prune any parkway tree on or adjacent to that real property. The General Manager shall promulgate rules and forms as necessary to administer the Tree Trimming Permit program. The decision of the General Manager to deny, revoke or rescind a permit may be appealed to the Board of Directors pursuant to the procedures set forth in section 3080.84(2). The following minimum requirements shall apply to the permit:

(1) The trimming shall only be conducted by a licensed landscape contractor that has been pre-approved by the District;

(2) The owner/resident shall pay all required permit fees; and

(3) The owner/resident shall comply with all terms of the permit.;

**3080.40** Tree Removal: Only trees that are dead, structurally unsound or are creating problems that cannot be corrected without causing the tree to die or become unstable will be removed.

**3080.41** Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- A diseased or insect infested tree that is a serious threat to nearby trees if removal is the best pest or disease control option.
- An unauthorized tree of the wrong species for its location
- Hardscape (sidewalks, curbs, driveways etc.) damage that requires repairs and if such repairs cannot be made without causing severe root damage that renders the tree structurally unsound.
- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

**3080.42** Non-valid reasons for removing trees:

- Nuisances, such as dropping leaves, root ridges in lawn, messy fruit, berries or flowers, etc.
- Roots getting into sewer lines. It is the responsibility of the homeowner/resident to maintain their sewer line so that leakage from a line is repaired promptly. This will avoid tree roots from seeking the seeping nutrients and moisture from the line.
- Invasion of roots into water meter box that can be remedied with root pruning. The General Manager will determine who is financially responsible for any necessary root pruning.
- Hardscape damage where repair coupled with root pruning can save the tree.

**3080.50** Requests for Tree Inspections, Trimming or Removal and Disposition:

**3080.51** A request for parkway tree inspection, trimming or, removal may be made in person, by telephone or in writing to the District office. A CSR will be generated, an inspection will be performed and a disposition will be made by the District.

**3080.52** The action taken or not taken on a request will be reported back to the homeowner or his/her agent by the District. A requester has the right of appeal the final disposition of the request by the General Manager to the Board on any actions taken/not taken.

**3080.60** ~~Tree Protection: Unauthorized and/or unpermitted removal, ~~of or damage, and/or pruning to or of any portion of a~~ parkway tree is a misdemeanor punishable by 6 months in jail and/or a \$1,000 fine. In addition to the penalties set forth in the District's Administrative Citation seek restitution for damages to District property as set forth herein as an alternative to criminal removal, or unauthorized tree pruning or root removal resulting in a tree being damaged beyond recovery or such that it poses an unacceptable safety risk and has to be removed, the responsible person shall be liable to the District for: (a) the appraised value of the removed tree based on the International Society of Arboriculture (ISA) trunk formula method; and (b) the cost of a 24-inch box replacement tree. If unauthorized tree pruning results in a loss of 40% or more of the live crown the responsible person will be required to pay to the District the difference between the appraised tree value of the tree before and the appraised tree value after the damage occurred. The responsible person shall also be liable for any and all costs and expenses to the District caused by a violation of this policy, including but not limited to, any appraisal costs as set forth herein.~~  
~~In addition, the responsible person will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree based on the ISA trunk formula method and the cost of a replacement tree in a 24-inch box.~~

**3080.61** Parkways may not be cemented, bricked or covered with vegetation- which prevents the planting of a parkway tree. ~~Any-In addition,~~ such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable permitting or other approval requirements of the County of Orange. For example, and not by way of limitation, any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable urban storm water runoff permit regulations as set forth in the applicable National Pollution Discharge Elimination System (NPDES) permit program as established and administered by the County of Orange or other applicable state or regulatory body.

**3080.62** Parkways may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the tree. Artificial turf shall not be installed closer than three (3) feet from the base of the tree. Any work on the parkway that could involve the pruning of tree roots larger than two (2) inches in diameter must first be approved by the District.

**3080.63** No swings or attachments of any type may be placed on parkway or median trees.

**3080.70** Retention of Arborist: The District will retain an ISA certified arborist to assist the General Manager in the performance of specifications called out in the Scope of Services as detailed in the Agreement with the contract arborist.

**3080.80** Enforcement of Policy:

**3080.81** Pursuant to Government Code Section 61600(j) and (k), the District has the authority to perform work and improvements on or about any street in Rossmoor, subject to the consent of the County.

**3080.82** Pursuant to Government Code Section 61621.5(c), Resolution 99-1-13-1 provides that the County has granted the District the power of a county road commissioner to regulate certain activities. In its role as a County Road Commissioner, the District may regulate and perform certain activities in connection with the planting, removing, cutting, injuring or destroying any tree, shrub, plant or flower growing on any parkway or median.

Pursuant to Government Code Section 61621.5(c) and Streets and Highways Code Section 1460, anyone who violates this policy will be subject to the appropriate legal remedy including liability for all expenses and damages caused thereby to the County and/or the District and could be found criminally liable for a misdemeanor.

**3080.83** The District may notify the responsible person of any violation of this policy. If the responsible person refuses to correct the violation after such notification, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the ~~alleged~~ violation of this policy. Nothing in this policy shall require the District to notify the responsible person prior to initiating a criminal action and/or issuing an administrative citation.

**3080.84** The District may enforce this Policy by criminal, ~~and/or~~ civil, and/or administrative action and/or citation. ~~Where the~~ In order for the District ~~elects~~ to proceed by other than ~~criminal/civil~~ action to enforce or otherwise seek restitution for a violation of this Policy, ~~the~~ following ~~enforcement~~ procedures shall apply:

(1) Send the Person a Notice/Demand Letter. The General Manager or his or her designee shall notify any person that his or her actions are in violation of this policy and may provide that person with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment shall be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur. The General Manager shall send a letter via first class mail to the address at which the violation occurred and/or to the last known address of the person causing the violation.

~~(2)~~ Appeal to the Board. Any person who disputes the decision of the General Manager sent pursuant to subsection (1), above, may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the Board Agenda for the next scheduled Regular Board meeting and payment of the appeal fee as set forth in the Fee Schedule. Any such appeal must be in writing and must be delivered to the General Manager along with the applicable fee within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The matter shall be placed on a subsequent Board Agenda if there is insufficient time to place the matter on the agenda for the next regularly scheduled meeting of the Board. The Board shall hold a hearing, admit evidence, and shall render a decision on the matter. The decision of the Board shall be final.

~~the amount owed, then~~ the District may pursue civil litigation, including, but not limited to an action for, ~~Such litigation may seek~~ injunctive, declaratory and/or violation, prevent future violations and/or relief whereby the District requests expenses and damages ~~that the District incurred in correcting the~~

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

(1) In addition to any other penalties authorized by law, any condition caused or permitted to exist in violation of this Policy shall be deemed a public nuisance and may be abated as such. Each and every day such condition continues shall be regarded as a new and separate offense.

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

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

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

**3080.110 Terms:** Following are terms as used in this policy:

- **Manicure Trimming—**Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- **Aesthetic Trimming (pruning)—**Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- **Grid Trimming—**Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- **Safety Trimming—**Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.
- **Root pruning—**The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.
- **Responsible person –** means any person who violates, or who causes, permits, directs, or knowingly allows another person to violate, any of the provisions of this policy.

- Appraised value – shall be based on the International Society of Arboriculture (ISA) trunk formula method which uses a formula to establish the monetary value of a tree based on its size, condition, species, and location.
- Responsible person – shall have the same meaning as in Policy No. 3098.

**3080.120 Challenging The Administrative and Quasi-Judicial Actions Of The District - Time In Which Actions Must Be Brought.**

Any action challenging a final administrative order or decision by the District made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and discretion regarding a final and non-appealable determination of facts is vested in the District, or in any of its boards, commissions, officers or employees, must be filed within the time limits set forth in California Code of Civil Procedure Section 1094.6.

Adopted: September 10, 2002  
 Approved renumbering & format: October 10, 2002  
 Reaffirmed: December 10, 2002  
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 Amended: April 13, 2004  
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 Amended and Readopted by Ordinance 2015-02: April 14, 2015  
Amended and Readopted by Ordinance 2019-02:

## Rossmoor Community Services District

**Policy**

**No. 3080**

### **PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE**

**3080.00** Parkway and Median: A parkway, as described in this Policy, is the County of Orange (County) owned area between the sidewalk and curb. The median is the County owned area dividing Rossmoor Way.

**3080.10** Public Property: Parkway and median trees are public, not private property. Every reasonable effort will be made to preserve this natural resource in order to retain and improve this local scenic and environmental asset.

**3080.11** Homeowners, residents or their agents shall not plant, trim or remove parkway and median trees, except as expressly provided for in this Policy. The Rossmoor Community Services District (District) has the authority and responsibility to plant and trim trees either directly or through the County or other third parties. The District recommends removals to the County and the County has the authority to remove trees.

**3080.12** The County of Orange is responsible for the preventative or remedial tree root pruning to aid in the control of sidewalk, curb and gutter damage. The District will coordinate with the County to perform this work and any other alternatives to tree removal.

**3080.13** Request for inspections, planting, trimming or removal shall be made with the District office. A Customer Service Request (CSR) shall be initiated describing the request and action taken or not taken.

**3080.14** No person shall remove, prune, trim, cut or otherwise damage a tree that is located in the parkway or median, or cause, permit, direct, or knowingly allow the removal, pruning, trimming, cutting, or damaging of a parkway or median tree, unless authorized to do so pursuant to this Policy.

**3080.20** Tree Planting and Nurturing: All parkways at private residences shall have at least one tree, where feasible, and those currently without a tree(s) will have a tree(s) planted by the District as funds become available. Appropriately spaced tree plantings are required along the parkways of public properties, where feasible (e.g. parks, schools, flood control channels, etc.).

**3080.21** Tree planting locations shall be determined by the District's Tree Consultant and/or Arborist and be based on recognized standards for the planting of trees.

**3080.22** The District shall maintain a tree-planting program consistent with budgeted funds.

**3080.23** The District shall maintain an inventory of all parkway and Rossmoor Way median trees. The District shall also maintain a current list of all potential sites for planting a tree within all public right of ways.

**3080.24** Site selections for new tree plantings shall be based on a computerized inventory of Rossmoor parkway trees and vacant sites maintained by the District.



**3080.25** New tree plantings shall be accomplished in accordance with the Rossmoor Parkway Tree Planting Specifications (Arborist Scope of Services) maintained by the General Manager.

**3080.26** Trees planted by the District will minimally be in 24" box containers. Should budget constraints arise or a 24" box tree of a specific species not be available, a 15-gallon container tree may be substituted.

**3080.27** A list of tree varieties approved by the Board for new or replacement trees shall be maintained by the District. The Tree Consultant shall recommend and the District shall select tree species based on the specified predominant tree species of the block if the tree is still on the approved species list and other factors such as availability or an alternate tree from the approved list of trees with similar characteristics.

**3080.28** The General Manager shall maintain a Notification of Tree Planting document that specifies the required care of parkway trees. This includes instructions for newly planted parkway trees. The document shall be provided to each homeowner/resident of a newly planted parkway tree.

**3080.29** The homeowner/resident has the responsibility for watering and caring for the parkway trees adjacent to their property in accordance with District instructions. A tree that must be replaced due to lack of care on the part of a homeowner/resident will require the homeowner/resident to pay the District for a replacement tree of the same or like species and size.

**3080.30** Tree Trimming and Protection: Trees shall be trimmed by the District, or as otherwise authorized herein, to maintain safety and clearance standards established by the County.

**3080.31** Specifications delineating aesthetic tree trimming shall be in accordance with the requirements of the American National Standards Institute (ANSI A 300) maintained by the General Manager and shall become a part of any tree trimming contracts awarded by the District.

**3080.32** The District shall maintain a tree trimming schedule for all parkway and median trees. Each tree shall be trimmed at least once every four years or as necessary according to species. Homeowners/residents desiring more frequent trimming or pruning by the District can request such at the District office for a fee, which fee reflects the cost to the District, or may request a Resident Tree Trimming Permit. District tree trimming shall only be performed by the District's contract arborist.

**3080.33** Notification by mail or by posting at the residence of scheduled tree planting or removal may be sent by the District to the homeowner/resident at least two (2) weeks prior to the planned work except for emergency safety removals by the County.

**3080.34** Resident Tree Trimming Permits. As an alternative or in addition to the tree trimming procedures set forth in section 3080.32, the General Manager may issue a permit to the owner and/or resident of real property to trim and/or prune any parkway tree on or adjacent to that real property. The General Manager shall promulgate rules and forms as necessary to administer the Tree Trimming Permit program. The decision of the General Manager to deny, revoke or rescind a permit may be appealed to the Board of Directors pursuant to the procedures set forth in section 3080.84(2). The following minimum requirements shall apply to the permit:

- (1) The trimming shall only be conducted by a licensed landscape contractor that has been pre-approved by the District;

- (2) The owner/resident shall pay all required permit fees; and
- (3) The owner/resident shall comply with all terms of the permit.

**3080.40** Tree Removal: Only trees that are dead, structurally unsound or are creating problems that cannot be corrected without causing the tree to die or become unstable will be removed.

**3080.41** Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- A diseased or insect infested tree that is a serious threat to nearby trees if removal is the best pest or disease control option.
- An unauthorized tree of the wrong species for its location
- Hardscape (sidewalks, curbs, driveways etc.) damage that requires repairs and if such repairs cannot be made without causing severe root damage that renders the tree structurally unsound.
- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

**3080.42** Non-valid reasons for removing trees:

- Nuisances, such as dropping leaves, root ridges in lawn, messy fruit, berries or flowers, etc.
- Roots getting into sewer lines. It is the responsibility of the homeowner/resident to maintain their sewer line so that leakage from a line is repaired promptly. This will avoid tree roots from seeking the seeping nutrients and moisture from the line.
- Invasion of roots into water meter box that can be remedied with root pruning. The General Manager will determine who is financially responsible for any necessary root pruning.
- Hardscape damage where repair coupled with root pruning can save the tree.

**3080.50** Requests for Tree Inspections, Trimming or Removal and Disposition:

**3080.51** A request for parkway tree inspection, trimming or, removal may be made in person, by telephone or in writing to the District office. A CSR will be generated, an inspection will be performed and a disposition will be made by the District.

**3080.52** The action taken or not taken on a request will be reported back to the homeowner or his/her agent by the District. A requester has the right of appeal the final

disposition of the request by the General Manager to the Board on any actions taken/not taken.

**3080.60** Tree Protection: Unauthorized and/or unpermitted removal, damage, and/or pruning to or of any portion of a parkway tree is a misdemeanor punishable by 6 months in jail and/or a \$1,000 fine. In addition to the penalties set forth in Policy No. 3098, the District may also seek restitution for damages to District property as set forth herein. In the case of complete tree removal, or unauthorized tree pruning or root removal resulting in a tree being damaged beyond recovery or such that it poses an unacceptable safety risk and has to be removed, the responsible person shall be liable to the District for: (a) the appraised value of the removed tree based on the International Society of Arboriculture (ISA) trunk formula method; and (b) the cost of a 24-inch box replacement tree. If unauthorized tree pruning results in a loss of 40% or more of the live crown the responsible person will be required to pay to the District the difference between the appraised tree value of the tree before and the appraised tree value after the damage occurred. The responsible person shall also be liable for any and all costs and expenses to the District caused by a violation of this policy, including but not limited to, any appraisal costs as set forth herein.

**3080.61** Parkway may not be cemented, bricked or covered with vegetation which prevents the planting of a parkway tree. In addition, such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable permitting or other approval requirements of the County of Orange. For example, and not by way of limitation, any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable urban storm water runoff permit regulations as set forth in the applicable National Pollution Discharge Elimination System (NPDES) permit program as established and administered by the County of Orange or other applicable state or regulatory body.

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**3080.63** No swings or attachments of any type may be placed on parkway or median trees.

**3080.70** Retention of Arborist: The District will retain an ISA certified arborist to assist the General Manager in the performance of specifications called out in the Scope of Services as detailed in the Agreement with the contract arborist.

**3080.80** Enforcement of Policy:

**3080.81** Pursuant to Government Code Section 61600(j) and (k), the District has the authority to perform work and improvements on or about any street in Rossmoor, subject to the consent of the County.

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**3080.83** The District may notify the responsible person of any violation of this policy. If the responsible person refuses to correct the violation after such notification, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the violation of this policy. Nothing in this policy shall require the District to notify the responsible person prior to initiating a criminal action and/or issuing an administrative citation.

**3080.84** The District may enforce this Policy by criminal, civil, and/or administrative action and/or citation. In order for the District to proceed by civil action to enforce or otherwise seek restitution for a violation of this Policy the following procedures shall apply:

- (1) Send the Person a Notice/Demand Letter. The General Manager or his or her designee shall notify any person that his or her actions are in violation of this policy and may provide that person with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment shall be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur. The General Manager shall send a letter via first class mail to the address at which the violation occurred and/or to the last known address of the person causing the violation.
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- (3) Civil Litigation. If any person fails or refuses to correct the violation and/or pay the amount owed, the District may pursue civil litigation, including, but not limited to an action for injunctive, declaratory and/or other relief to remedy the violation, prevent future violations and/or obtain a judgment to recover the expenses and damages caused by the violation.

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

- (1) In addition to any other penalties authorized by law, any condition caused or permitted to exist in violation of this Policy shall be deemed a public nuisance and may be abated as such. Each and every day such condition continues shall be regarded as a new and separate offense.
- (2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.

- (3) In any action, administrative proceeding or special proceeding commenced by the District to abate a public nuisance, to enjoin a violation of any provision of this Policy, to enforce the provisions of this Policy, or to collect a civil debt owing to the District pursuant to this Policy, the prevailing party shall be entitled to recover its reasonable attorney's fees. The recovery of attorney's fees by the prevailing party is limited to those individual actions or proceeding in the District elects, at the initiation of that individual action or proceeding, to seek recovery of its own attorney's fees. Failure to make such an election precludes any entitlement to, or award of, attorney's fees in favor of any person or the District. In no action, administrative proceeding, or special proceeding shall an award of attorney's fees to a prevailing party exceed the amount of reasonable attorney's fees incurred by the District in the action or proceeding.

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**3080.120 Challenging The Administrative and Quasi-Judicial Actions Of The District - Time In Which Actions Must Be Brought.**

Any action challenging a final administrative order or decision by the District made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and discretion regarding a final and non-appealable determination of facts is vested in the District, or in any or its boards, commissions, officers or employees, must be filed within the time limits set forth in California Code of Civil Procedure Section 1094.6.

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Amended and Readopted by Ordinance 2019-02: January 14, 2020

**ORDINANCE NO. 2019-02**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING AND REVISING POLICY NO. 3080, PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE, AS THE RULES AND REGULATIONS THAT GOVERN THE MAINTENANCE OF PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks;

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19; and

**WHEREAS**, the District desires to re-adopt and amend Policy 3080, to regulate the maintenance of parkway and median trees.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 3080, Parkway and Rossmoor Way Median Tree Maintenance.

The Board of Directors hereby adopts, and incorporates by reference, the attached revised policy, Policy No. 3080 Parkway and Rossmoor Way Median Tree Maintenance, as the rules and regulations that govern the maintenance of parkway and Rossmoor Way median trees.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or

effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective. This revised Policy No. 3080 attached hereto hereby replaces and supersedes any and all prior versions of Policy No. 3080.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the Board finds that this Ordinance is categorically exempt from the provisions of CEQA under Section 15301(c) and (f) of the Guidelines.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 14 day of January 2020.

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President Ron Casey  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on January 14, 2020 and signed by Board Secretary, \_\_\_\_\_, on January 14, 2020.



**CLOSED  
SESSION**

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## PIFC Meeting of the Board

Agenda Package

**January 14, 2020**

BOARD OF DIRECTORS

**AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT  
PUBLIC IMPROVEMENTS FINANCING CORPORATION  
REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 14, 2020  
7:00 p.m. (see Call to Order)**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m. (immediately following adjournment of the Regular Meeting of the Board of Directors of the Rossmoor Community Services District)
2. ROLL CALL: Board Members Barke, DeMarco, Maynard, Nitikman  
President Casey
3. PLEDGE OF ALLEGIANCE
4. MINUTES:
  - a. Regular Meeting of January 8, 2019. (*Information only*)
5. PRESENTATIONS: None.
6. ELECTION OF OFFICERS:
  - a. President.
  - b. Vice President.

**B. ADDITIONS TO AGENDA**

*In accordance with Section 54954.2(b)(2) 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 5494.5 (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 need 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 – None.**

**E. CONSENT CALENDAR – None.**

*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. 20-01-14-1. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

**H. BIDS, CONTRACTS AND AGREEMENTS - None.**

**I. ADMINISTRATIVE ITEMS – None.**

**J. INFORMATIONAL ITEMS – None.**

*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.*

**K. BOARD MEMBER ITEMS**

*This part of the Agenda is reserved for individual Board members briefly to make general comments, announcements, reports on 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 that are not on the Agenda.*

**L. CLOSED SESSION – None.**

*The Board may, from time to time, adjourn to a Closed Session to consider the following items, which deal with litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege, pursuant to applicable sections of the Government Code.*

**K. GENERAL COUNSEL ITEMS - None**

**L. CLOSED SESSION-None**

**M. ADJOURNMENT**

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

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

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the January 14, 2020, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services Public Improvements Financing Corporation was posted at least 72 hours prior to the time of the meeting.

ATTEST:

*Elizabeth Deering* for  
Joe Mendoza  
General Manager

Date 01/09/20

**A4**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**AGENDA ITEM A-4**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** MINUTES: REGULAR MEETING OF JANUARY 8, 2019.

**RECOMMENDATION:**

Review the Minutes of the Regular Meeting of January 8, 2019.

**BACKGROUND:**

The report reflects the actions of the Board at their Regular Meeting of January 8, 2019, previously approved.

**ATTACHMENTS:**

1. Minutes - Regular Meeting of January 8, 2019 (information only).





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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 8, 2019**

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**A. ORGANIZATION**

**1. CALL TO ORDER: 7:01 P.M.**

**2. ROLL CALL:** Directors Casey, Kahlert, Nitikman, Maynard  
President DeMarco

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

**a. 2018 State of the District Address: Michael Maynard**

President DeMarco presented the 2018 State of the District Address. Applause ensued. The presentation was received and filed.

**b. Director Amy Lakin Re: Casa Youth Shelter**

Director Amy Lakin provided a PowerPoint presentation which provided an overview of the Casa Youth Shelter, its mission, history, services, donors, and volunteer opportunities. The presentation was received and filed.

**5. ELECTION OF OFFICERS**

Recommendation that the Board of Directors take the following actions in the order indicated:

1. Election of President – conducted by President DeMarco; President DeMarco called for nominations for the office of President. Director DeMarco nominated Director Casey for the position of President, the nomination was seconded by Director Maynard. The General Manager asked if there were any other nominations. Seeing none, the General Manager closed the nominations. Director Casey was elected as President of the Board of Directors, 5-0.

At this time a Proclamation and gavel were presented by incoming President Casey to outgoing President Tony DeMarco.

2. Election of First Vice President – conducted by the newly elected President; President Casey called for nominations for the office of First Vice President.

President Casey nominated Director Maynard for the position of First Vice President. The nomination was seconded by Director DeMarco. The President asked if there were any further nominations. Seeing none, President Casey closed the nominations. Director Maynard was unanimously elected as First Vice President of the Board of Directors, 5-0.

3. Election of Second Vice President – conducted by the newly elected President.

Director Kahlert nominated Director Nitikman for the position of Second Vice President. The nomination was seconded by Director Maynard. The President asked if there were any further nominations. Seeing none, President Casey closed the nominations. A roll call vote was taken. Director Nitikman was unanimously elected as Second Vice President of the Board of Directors, 5-0.

## **NEWLY ELECTED PRESIDENT CASEY THEN PRESIDED OVER THE REMAINDER OF THE MEETING**

### **B. ADDITIONS TO AGENDA—None**

### **C. PUBLIC FORUM:**

Kevin Pearce opined relative to community street sweeping and overflow parking from the Seal Beach townhomes. He further opined that the parking overflow problem was getting worse and was adversely affecting Rossmoor residents. He requested that a committee be formed to address these issues.

Cindy Centano opined relative to the alleged inadequacy of the I-405 freeway sound wall. She announced that she had collected signatures from residents affected by the noise and hoped to elicit mitigation efforts from CalTrans. The Board advised Ms. Centano that the Rossmoor Community Services District did not have jurisdiction over the matter, however they had advocated for residents regarding the noise issue in the past. The Board was prohibited from taking legal action as the expenditure would be seen as a gift of public funds.

### **D. REPORTS TO THE BOARD:**

#### **1. FACILITY RENTAL USAGE REPORT**

The General Manager stated that this was an introductory facility usage report to provide the Board of Directors with an annual overview of how the facilities were currently being used and to aid in future Capital Improvement Project and Program planning decisions. Discussion ensued

relative to expanding the data to provide more detail. The General Manager stated that staff would be conducting facility tours and audits. The report was received and filed.

**E. CONSENT CALENDAR:**

**1a. MINUTES REGULAR BOARD MEETING—December 11, 2018**

**2. REVENUE AND EXPENDITURE REPORT—NOVEMBER 2018**

**ITEM E-1a. MINUTES WAS PULLED FROM THE CONSENT CALENDAR**

Motion by Director Nitikman seconded by Director DeMarco to approve Item E-2 Revenue and Expenditure Report on the Consent Calendar as submitted. Motion passed 4-1, with Directors Casey, DeMarco, Maynard and Nitikman in favor and Director Kahlert abstaining as he was absent from the November 2018 Board Meeting.

Motion by Director Nitikman seconded by Director DeMarco to approve Item E-1a. Minutes Regular Board Meeting of December 11, 2018 on the Consent Calendar as submitted. Motion passed 3-2, with Directors Casey, DeMarco and Nitikman voting in favor and Directors Kahlert, and Maynard abstaining as they were both absent from the December 2018 Board Meeting.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 19-01-08-01 LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS**

Approve by roll call vote, Resolution No. 19-01-08-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

Motion by Director Maynard, seconded by Director Kahlert to approve Resolution No. 19-01-08-01. The resolution was unanimously approved by roll call vote, 5-0.

**2. RESOLUTION NO. 19-01-08-02 LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS**

Approve by roll call vote, Resolution No. 19-01-08-02 by reading the title only and waiving further reading as follows:

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

Motion by Director Nitikman, seconded by Director DeMarco to approve Resolution No. 19-01-08-02. The resolution was unanimously approved by roll call vote, 5-0.

**ORDINANCES—None**

**H. REGULAR CALENDAR:**

**1. DISCUSSION AND POSSIBLE ACTION RE: TWO REPLACEMENT TREES FOR RUSH PARK PARKING LOT PLANTER**

The General Manager stated that staff was requesting Board direction regarding the planting of two replacement trees for the Rush Park parking lot planter. Discussion ensued relative to whether to plant the trees or research the construction of a turn-a-bout. Director Kahlert asked what problem would be solved by waiting to plant the trees. Director Maynard stated that the Orange County School of the Arts used the area to drop off students and it would provide a safer area for the bus to pull over and unload students. Director DeMarco stated that modifying the sidewalk would also serve as an off-street food truck parking area for events such as the Rossmoor Winter Festival. It was the consensus of the Board to at least research the feasibility of the project.

Motion by Director Nitikman, seconded by Director DeMarco to do a preliminary investigation into the cost of designing a turn out and parking lot replacement; with a follow up conversation in 90 days.

**I. GENERAL MANAGER ITEMS:**

The General Manager provided the Board with an update on concrete and asphalt improvements. The initial completion date was estimated to be in December 2018. However, due to rain delays and holidays, the Orange County Public Works Department is now targeting the end of January 2019 for the concrete work. Roadway repairs will begin the middle of February with the filling of cracks throughout the streets and slurry seal will be done in the Spring. When completed, it is estimated that these improvements will cost approximately \$2.4 million, which is being funded by Orange County.

Due to a two-car vehicle accident on the corner of Seal Beach Boulevard and Hedwig Road there was significant damage to the Rossmoor Wall. Another accident occurred at this same location approximately three-four months ago. The District has requested a traffic study since there have been additional accidents at that same location. The wall repair would begin shortly. At the corner of Seal Beach Boulevard and St. Cloud, the letter “R” was stolen from the Rossmoor Wall. Staff has ordered a replacement letter to be installed the missing letter as soon as it arrives.

Recently, there have been reports and video of an individual who is stealing the books out of the remote Little Free libraries installed throughout Rossmoor by residents and at Kempton Park by the District. It has been reported to the Orange County Sheriff’s Department who now has a description of the individual and their vehicle obtained through a resident’s camera and placed on the Nextdoor social media channel. Residents are encouraged to report any incidents immediately to the Sheriff’s Department.

On December 18, 2018, at the Orange County Board of Supervisor's meeting, the Board of Supervisors took action to install shared bike lanes along Foster Road, and remove the parking restrictions. A letter and a resolution detailing the District's position to keep the existing bike lanes and parking restrictions was sent on behalf of RCSD to restate the District's position prior to the Board of Supervisor's vote. However, due to recent traffic studies and other considerations, the item was passed.

RCSD staff will be providing a survey to the community, requesting information as to what additional recreation activities and amenities may be desired in the future and will utilize this information to make recommendations to the Board.

The General Manager reported that the District street lighting installation was on target for early February. As soon as the District receives a confirmed start date, we will publicize the information to the community.

The General Manager reported that he had represented the RCSD at the Orange County Board of Supervisors Holiday Open House on December 20, 2018. He had a meet and greet with Supervisor Michelle Steele and her deputy Tim Whitacre and discussed ongoing street sweeping and parking concerns with them. Mr. Whitacre agreed to schedule a time to meet with the street sweeping vendor and the Sheriff's Department to try to find a solution.

#### **J. BOARD MEMBER ITEMS:**

Director Nitikman congratulated President Casey on being elected as the new RCSD President and thanked outgoing President DeMarco for his work over the past year. He remarked that he had noticed telephone poles being replaced throughout the community and wondered if anyone had been notified or had any information as to why they were being replaced. Director Maynard replied that he had inquired directly with the workers and was told that Southern California Edison was replacing/repairing old telephone poles as part of a scheduled maintenance program. General Manager Joe Mendoza stated that the District had not been notified of this activity.

Director DeMarco reviewed several traffic related items discussed at a recent meeting with the Orange County Traffic Engineer Deepthi Arabolu. He added that Deepthi had agreed that the reflector road striping along Montecito Road was inadequate and needed to be improved. Director DeMarco also stated that because there wasn't enough traffic, Rossmoor did not qualify for the LED flashing lights to be installed at the crosswalks on Montecito Road but RCSD could purchase its own speed signs. He thanked Casa Youth Shelter Director Amy Lakin for her enlightening and informative presentation about the shelter and its many valuable services and thanked the General Manager for bringing that information to the community. He concluded by saying that it had been a pleasure serving as the District's President over the past year. He thanked everyone for their support and wished incoming President Ron Casey the very best and everyone a Happy New Year.

Director Kahlert congratulated Director Ron Casey on being elected RCSD's President of the Board and stated that he had every confidence that he would do a fantastic job. He thanked outgoing President Tony DeMarco for his excellent job as President over the past year; the District was in great shape and he looked forward to the New Year.

Director Maynard opined relative to Kevin Pearce's earlier comments stating the County's position that permit parking could not be done. He disagreed with the conclusion and remarked that he sympathized with affected Rossmoor residents.

President Casey thanked his colleagues for the kind words, stating that he was going to do the best job with the resources he had at hand and that he had excellent resources in his fellow board members and staff. He thanked Amy Lakin with the Casa Youth Shelter for her presentation and remarked that it was very illuminating. The organization seemed to operate with a low profile and he hoped the presentation helped to highlight the wonderful services Casa Youth Shelter has to offer. President Casey also stated he was very pleased with the 2018 Rossmoor Winter Festival's huge success and looked forward to the event's continued growth. He announced that he was pleased with the Orange County Public Works road and sidewalk repairs, and eagerly anticipated the LED street lighting upgrade which would be a significant benefit to the community. He concluded that he had a great Board of Directors to work with and looked forward to a great year ahead.

**K. CLOSED SESSION—None**

**L. ADJOURNMENT:**

Motion by Director Nitikman, seconded by Director Kahlert to adjourn the regular meeting at 9:01 p.m. Motion passed 5-0.

**SUBMITTED BY:**

**Joe Mendoza**  
**General Manager**

**A6**

**ELECTION OF OFFICERS  
(PIFC)  
PUBLIC IMPROVEMENTS  
FINANCING CORPORATION  
President  
Vice President  
General Counsel  
Secretary/CFO**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**AGENDA ITEM A-6 a, b**

**Date:** January 14, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ELECTION OF OFFICERS: PRESIDENT AND VICE PRESIDENT  
AND MAKING APPOINTMENTS

**RECOMMENDATION:**

That the Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation ("Corporation") have certain Officers of the Rossmoor Community Services District (RCSD) Board for the year 2020 serve in the same capacity on the Board of the Rossmoor Community Services District Public Improvements Financing Corporation and that the Corporation elect officers and make appointments to the Corporation.

It is also recommended that General Manager Joe Mendoza be appointed as Secretary and Chief Financial Officer and that the law firm of Jones & Mayer be appointed as General Counsel of the Corporation.

**BACKGROUND:**

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 provide for the number and qualifications of officers, as well as election and term of office.

The current Corporation officers are as follows:

Ron Casey, President

Michael Maynard, Vice President



The Corporation bylaws Section 5.07 and Section 5.08 also call for the appointment of a Secretary and Chief Financial Officer of the Corporation.

The current Corporation appointees are as follows:

Secretary and Chief Financial Officer, Joe Mendoza

Counsel, Jones & Mayer

**ATTACHMENTS:**

1. Bylaws of Rossmoor Community Services District Public Improvements Financing Corporation.

BYLAWS

OF

ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS  
FINANCING CORPORATION

(A Nonprofit Public Benefit Corporation)

ARTICLE I

NAME, ORGANIZATION AND PURPOSE,  
PRINCIPAL OFFICE, SEAL

SECTION 1.01. Name. The name of this Corporation is Rossmoor Community Services District Public Improvements Financing Corporation (hereinafter called the "Corporation").

SECTION 1.02. Organization, Purpose and Use of Funds. The Corporation is a nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law of the State of California (Title 1, Division 2, Part 2 of the California Corporations Code) for public purposes.

The specific and primary purpose for which the Corporation is formed is to render financial assistance to the Rossmoor Community Services District (the "District") (a special district of the State of California) by financing, refinancing, acquiring, constructing, improving, leasing, selling, or otherwise conveying property of any kind to the District. The activities of the Corporation shall be limited to the activities permitted by its Articles of Incorporation. No gains, profits or dividends shall be distributed to any of the directors or officers of the Corporation, and no part of the net earnings, funds or assets of the Corporation shall inure to the benefit of any director, officer or individual, or any person, firm or corporation, excepting only the District.

SECTION 1.03 Principal Office. The principal office of the Corporation shall be located at the principal executive offices of the District, wherever located from time to time.

ARTICLE II

MEMBERSHIP

SECTION 2.01. The Corporation shall have no members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the directors and all rights which would otherwise vest in the members shall vest in the directors.

## ARTICLE III

### DIRECTORS

SECTION 3.01. Number of Directors, Term of Office. The Board of Directors of the Corporation shall consist of five (5) persons. The members of such Board of Directors shall be the persons serving from time to time as the members of the Board of Directors of the District.

SECTION 3.02. Organization Meeting. The first Board of Directors may at any time hold an organizational meeting at which the directors shall organize by electing from their number a President, a Vice President and a Secretary. In addition, the Board of Directors shall elect a Chief Financial Officer and may elect such subordinate officers as they may determine, none of whom need to be a director of the Corporation.

SECTION 3.03. Place of Directors' Meetings. Meetings of the directors shall be held at such place in the County of Orange, or elsewhere, as may be designated in the notice of meeting or by resolution of the Board of Directors.

SECTION 3.04. Regular Meetings. The Board of Directors shall hold a regular meeting not less than once each calendar year. The Board of Directors shall by resolution fix the date, time and place of holding such meetings.

SECTION 3.05. Special Meetings. Except as otherwise provided by law, special meetings of the Board of Directors may be called from time to time by the President or by a written call signed by a majority of the Directors and filed with the Secretary. Each special meeting of the Board of Directors shall be held at such place, either within or outside the County of Orange, as shall be designated in the notice of such meeting, insofar as not inconsistent with law.

SECTION 3.06. Notice of Meetings. All meetings of the Board of Directors shall be noticed, conducted and held in accordance with the provisions of the laws of the State of California governing the noticing, conducting and holding of meetings of legislative bodies of local agencies.

SECTION 3.07. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if a quorum is present, and either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting

without protesting before or at its commencement about the lack of adequate notice.

SECTION 3.08. Quorum. Except as provided in Section 3.08 of this Article III, a majority of the Board of Directors shall constitute a quorum for the transaction of business. In determining the presence of a quorum, all directors present, in person or by telephone, shall be counted. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, subject to the provisions of the California Nonprofit Corporation Law, including, without limitation, those provisions relating to (i) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting.

SECTION 3.09. Adjournments and Adjourned Meetings. The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified by the Board of Directors in accordance with law. If less than a majority is present at a meeting, a majority of those Directors present may adjourn the meeting from time to time.

SECTION 3.10. Conduct of Meetings. The President or, in his or her absence, the Vice President shall preside at all meetings of the Board of Directors.

SECTION 3.11. Resignations and Vacancies. Any director of the Corporation may resign at any time by giving written notice to the President or to the Board of Directors, and, where such resignation would leave the Corporation without a duly elected director or directors in charge of its affairs, to the Attorney General of the State of California. Such resignation shall take effect at the time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in the event of the death, resignation or removal of any member of the Board of Directors of the District. If, for any reason, there shall not be five (5) members of the Board of Directors of the District for any period of time, then the resulting vacancy in the Board of Directors shall be filled by a majority of the remaining directors, whether or not less than a quorum, subject to the approval of the Board of Directors of the District.

SECTION 3.12. Compensation of Directors. No director shall be entitled to receive any compensation for serving as a

director or an officer of the Corporation; provided, however, that directors shall be entitled to receive such per diem compensation and reimbursement of expenses in the same manner as directors receive compensation and reimbursement for services rendered as directors of the District Board of Directors.

SECTION 3.13. Removal of Directors. Any director may be removed by the vote of a majority of all directors or by the Board of Directors of the District for cause.

SECTION 3.14. Notice to and Attendance by the Board of Directors of the District. Notice of all meetings of the Board of Directors of the Corporation shall be given by the Secretary of the Corporation to the President of the Board of Directors, and to the Secretary of the Board of Directors, of the District.

SECTION 3.15. Use of Conference Telephones. Any director may attend any meeting of the Board of Directors, whether regular or special, by conference telephone or similar communication equipment, so long as all of the directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.

SECTION 3.16. Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board, individually, or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as an unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors.

#### ARTICLE IV

##### POWERS OF BOARD OF DIRECTORS

SECTION 4.01. General Powers of Board of Directors. All corporate powers shall be exercised by or under the authority of, and the business, property and affairs of the Corporation shall be controlled by, the Board of Directors.

SECTION 4.02 Indemnification. To the full extent permitted by law, the Board of Directors hereby authorizes indemnification by the Corporation of any person who is or was a director, officer, employee or other agent of the Corporation, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding (including attorneys' fees), if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause

to believe the conduct of such person was unlawful and, in the case of an action by or in the right of the Corporation, acted with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

## ARTICLE V

### OFFICERS

SECTION 5.01. Number and Qualifications. The officers of the Corporation shall be a President, a Vice President, a Secretary, a Chief Financial Officer and such subordinate officers, including one or more assistant secretaries and assistant financial officers, as the Board of Directors may elect from time to time. Only directors shall be qualified to hold the office of President or Vice President, but the Board of Directors may elect any person, whether or not a director of the Corporation, to hold the office of Secretary or Chief Financial Officer or any subordinate office.

SECTION 5.02. Election, Term of Office. Each officer shall be elected by the Board of Directors and shall hold office until his or her successor shall have been elected and qualified, or until the death, resignation or removal of such officer.

SECTION 5.03. Resignations. Any officer may resign at any time by giving written notice to the President or to the Board of Directors of the Corporation. Any such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5.04. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election to such office.

SECTION 5.05. President. The President shall be the chief executive officer of the Corporation and shall have general supervision over the business of the Corporation, subject, however, to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the Corporation, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.

SECTION 5.06. Vice President. At the request of the President or in case of his or her absence or disability, the Vice President shall perform all duties of the President and, when so acting, shall have all the powers of, and be subject to all restrictions upon, the President. In addition, the Vice President

shall perform such other duties as may from time to time be assigned to that office by the Board of Directors or the President.

SECTION 5.07. Secretary. The Secretary shall:

(a) Certify and keep at the office of the Corporation, or at such other place as the Board of Directors may order, the original or a copy of these Bylaws, as amended or otherwise altered;

(b) Keep at the office of the Corporation, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the directors, recording therein the time and place of holding, whether regular or special, and, if special, how authorized, the notice thereof given, and the proceedings thereat;

(c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;

(d) Be custodian of the records and seal of the Corporation;

(e) Exhibit at all reasonable times to any director, upon application, these Bylaws and minutes of the meetings and proceedings of the directors of the Corporation; and

(f) In general, perform all duties of the office of Secretary and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.08. Chief Financial Officer. The Chief Financial Officer shall receive and have charge of all funds of the Corporation and shall disburse such funds only as directed by the Board of Directors. The Chief Financial Officer shall, in general, perform all duties incident to the office of Chief Financial Officer and such other duties as may from time to time be assigned to such office by the Board of Directors or the President.

SECTION 5.09. Subordinate Officers. Subordinate officers shall perform such duties as shall be prescribed from time to time by the Board of Directors or the President.

ARTICLE VI

DISSOLUTION

SECTION 6.01. The Corporation shall not be voluntarily dissolved except by approval of the Board of Directors of the District. In the event of dissolution of the Corporation in any

manner and for any cause, after the payment or adequate provision for the payment of all of its debts and liabilities, all of the remaining funds, assets and properties of the Corporation shall be paid or distributed to the District.

## ARTICLE VII

### GENERAL

SECTION 7.01. Fiscal Year. The fiscal year of the Corporation shall be the twelve-month period beginning on each January 1 and ending on the last day of the next succeeding December, except the first fiscal year which shall run from the date of incorporation of the Corporation to December 31, 1998.

SECTION 7.02. Execution of Documents. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or other person shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

SECTION 7.03. Inspection of Bylaws. The Corporation shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection at all reasonable times during office hours.

SECTION 7.04. Annual Report. The annual report referred to in Section 6321 of the Nonprofit Public Benefit Corporation Law of the State of California is expressly dispensed with.

SECTION 7.05. Ralph M. Brown Act. To the extent required by law, the Corporation shall comply with the provisions of the Ralph M. Brown Act, Chapter 9 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 54950 (the "Brown Act"). In the event such provisions of the Brown Act conflict with any section of these Bylaws, the Brown Act shall be controlling.

## ARTICLE VIII

### AMENDMENT OF BYLAWS

SECTION 8.01. With the prior written consent of the Board of Directors of the Rossmoor Community Services District, any of those Bylaws may be amended or repealed, and new Bylaws may be adopted, by vote or written consent of the Board of Directors.



SECRETARY'S CERTIFICATE

The undersigned hereby certifies that the undersigned is the Secretary of the Rossmoor Community Services District Public Improvements Financing Corporation, a California nonprofit public benefit corporation; that the foregoing is a full, true and correct copy of the Eylaws of said Corporation; and that said Bylaws are in full force and effect as of the date hereof.

DATED: April 29, 1998

  
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JAMES S. MOCALIS, SECRETARY

{SEAL}

**G1**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**PUBLIC IMPROVEMENTS FINANCING CORPORATION**

**AGENDA ITEM G-1**

**Date:** January 14, 2020

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** RESOLUTION NO. 20-01-14-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

**RECOMMENDATION:**

Approve by roll call vote, Resolution No. 20-01-14-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

**BACKGROUND:**

The Bylaws of the Rossmoor Community Services District Public Improvements Financing Corporation, Section 5.01 and Section 5.02 describe the number and qualifications of officers, as well as the election and term of office. Section 3.04 describes regular meetings of the Board of Directors.

**ATTACHMENTS:**

1. Resolution No. 20-01-14-1.

**RESOLUTION NO. 20-01-14-1**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE ROSSMOOR COMMUNITY SERVICES DISTRICT  
PUBLIC IMPROVEMENTS FINANCING CORPORATION  
ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF  
FINANCIAL OFFICER TO THE CORPORATION AND  
DESIGNATING THE TIME AND PLACE FOR THE HOLDING  
OF REGULAR MEETINGS OF THE BOARD.**

The Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation (the "Corporation") DOES HEREBY RESOLVE as follows:

**Section 1.** That pursuant to the Bylaws of the Corporation, Section 5.01 and Section 5.02, the following officers are elected by the Board of Directors to hold the offices set forth opposite their respective names:

| <u>Name</u> | <u>Office</u>                         |
|-------------|---------------------------------------|
|             | President                             |
|             | Vice President                        |
| Joe Mendoza | Secretary and Chief Financial Officer |

**Section 2.** That Jones & Mayer, LLP is hereby appointed as counsel to the Corporation.

**Section 3.** That the regular meeting of the Board of Directors of this Corporation be held on the second Tuesday of January in each year at the conclusion of the RCSD Board of Directors' meeting at the District Chambers of the Rossmoor Community Services District, 3021 Blume Drive, Rossmoor, California 90720.

**Section 4.** This Resolution shall take effect from and after its date of adoption.

ADOPTED, SIGNED AND APPROVED THIS 14th day of January 2020.

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President  
Rossmoor Community Services District  
Public Improvements Financing Corporation

**ATTEST:**

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Joe Mendoza, Secretary  
Rossmoor Community Services District  
Public Improvements Financing Corporation