

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board Agenda Package

**August 13, 2013**

PUBLIC COPY

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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, August 13, 2013  
7:00 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Coletta, Kahlert  
President Maynard
3. PLEDGE OF ALLEGIANCE
4. ADMINISTER OATH OF OFFICE TO NEW DIRECTOR
5. PRESENTATIONS
  - a. OC Sheriff Lt. Robert Gunzel re: Quarterly Crime Statistics
  - b. OC Crime Prevention Specialist Anitu Pattanaick re: Crime Prevention and Summer Safety.
  - c. Orange County Register reporter Asher Klein

**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-None.**

**E. CONSENT CALENDAR**

1. MINUTES:

a. Regular Board Meeting - July 10, 2012.

b. Special Meeting of the Board – July 11, 2013

c. Special Meeting of the Board – July 22, 2013

2. REVENUE AND EXPENDITURE REPORT – JUNE, 2013

3. QUARTERLY STATUS REPORT

4. QUARTERLY TREE REPORT

5. ANNUAL RECREATION 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 -None**

**H. REGULAR CALENDAR**

1. CITIZEN REQUEST: APPEAL OF ILLEGAL TREE-REMOVAL FINE

2. SPECIAL EVENT REQUEST FOR USE OF RUSH PARK FOR THE ANNUAL SCHOOL GHOUL 5K RUN WALK/EVENT

**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 Board members to request 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.*

**K. CLOSED SESSION**

**1. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION**

Pursuant to Government Code Section 54956.9(d)(3)

Number of potential cases: 1

Consideration of unauthorized parkway tree removal at 2901 Copa De Oro Drive, Rossmoor, CA 90720

**2. CONFERENCE WITH LABOR NEGOTIATORS**

District Representative: Michael Maynard

Pursuant to Government Code Section 54957.6

Unrepresented Employee: General Manager

**L. ADJOURNMENT**

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

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

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

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

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the August 13<sup>th</sup>, 2013, 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:

Chris Montana  
CHRIS MONTANA  
General Manager

Date 8/6/13

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** ADMINISTER OATH OF OFFICE TO NEW DIRECTOR

**BACKGROUND:**

At the June 11, 2013 Regular Meeting of the Board, Director Jeffrey Rips resigned, with a remaining unexpired term that ends in December 2016. In accordance with Government Code §1780, the remaining board members may fill a vacancy by appointment.

The General Manager was directed to immediately post a Notice of Vacancy, compile letters of interest and resumes, and to set up a Special Meeting to appoint a new director between the dates of July 5, 2013 and July 12, 2013.

During a Special Meeting held on July 11, 2013 (*See Minutes at Agenda Item E-1b*), the Board interviewed candidates. After the conclusion of interviews and a discussion of candidate qualifications, the Board unanimously appointed Mr. Tony DeMarco, effective August 13, 2013, to fill the remaining unexpired term of Director Rips through December 2016.

**RECOMMENDATION:**

Request General Manager to administer the Oath of Office to Mr. Tony DeMarco.

**ATTACHMENTS:**

1. Oath of Office.





**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-5 a.**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** QUARTERLY CRIME STATISTICS

**BACKGROUND:**

Lieutenant Rob Gunzel with the Orange County Sheriffs Department will report on the District's Quarterly Crime Statistics for the 2<sup>nd</sup> Quarter of Calendar Year 2013.

**RECOMMENDATION:**

Receive and file.

**ATTACHMENTS:**

1. Quarterly Crime Statistics.



# Orange County Sheriff's Department

## Rossmoor Quarterly Report 2013—2nd Quarter

### 2012 Crime Data

Offense	Jan'12	Feb'12	Mar'12	Apr'12	May'12	Jun'12	Jul'12	Aug'12	Sep'12	Oct'12	Nov'12	Dec'12	Total 2012
187	0	0	0	0	0	0	0	0	0	1*	0	0	1
211	0	0	0	1	0	0	0	0	0	0	0	0	1
245	0	0	0	0	0	0	0	0	0	1	0	0	1
459C	0	0	2	0	0	0	0	0	0	0	0	0	2
459R	7	4	1	1	5*	3	2	7	4*	8	0	2	44*
459V	3	3	2	0	1	1	1	0	0	3	1*	1	16*
487	0	2	2	4	3	1	5	0	0	4	0	1	22
488	3	4	2	1	4	0	6	3	1	5	2	6	37
594	4	3	4	2	4	4	2	0	1	1	0	0	25
594G	0	0	0	0	0	0	1	0	0	1	1	1	4
10851	0	1	0	0	0	0	1	2	1	0	0	1	6
RecStln	0	1	0	0	0	0	0	1	2	0	0	0	4
<b>Total</b>	<b>17</b>	<b>18</b>	<b>13</b>	<b>9</b>	<b>17</b>	<b>9</b>	<b>18</b>	<b>13</b>	<b>9</b>	<b>24</b>	<b>4</b>	<b>12</b>	<b>163</b>

### 2013 Crime Data

Offense	Jan'13	Feb'13	13-Mar	Apr '13	May'13	Jun'13	Jul'13	Aug'13	Sep'13	Oct'13	Nov'13	Dec'13	Total 2013
187	0	0	0	0	0	0							0
211	0	0	0	0	0	0							0
245	0	0	0	1	0	0							1
459C	1	0	0	0	0	0							1
459R	12	3	7	4	2	0							28
459V	10	4	4	0	0	1							19
487	1	0	1	4	1	0							7
488	3	8	2	3	5	4							25
594	0	1	3	1	1	0							6
594G	0	0	0	0	3	0							3
10851	1	2	1	0	0	0							4
RecStln	1	0	0	1	0	0							2
<b>Total</b>	<b>29</b>	<b>18</b>	<b>18</b>	<b>14</b>	<b>12</b>	<b>5</b>							<b>96</b>

#### Penal Code Legend

211 = Robbery      459 = Burglary      245 = Assault w/ deadly weapon      487 = Grand Theft  
 488 = Petty Theft      594 = Vandalism      VC 10851 = Stolen Vehicle  
 594G = Graffiti      RecStln = Recovered Stolen Vehicle

Note: PC 459 includes burglaries from a residence, vehicles, or commercial buildings.  
PC 594 includes vandalism to property and PC 594G is graffiti-related vandalism.

\*Includes Attempts



# Orange County Sheriff's Department

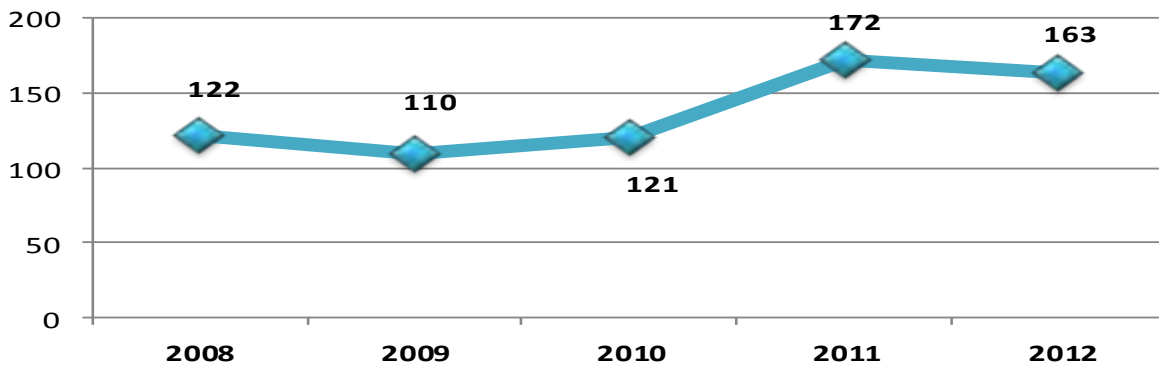
## Rossmoor Quarterly Report 2013—2nd Quarter

Type of Report	2008	2009	2010*	2011	2012
187	0	0	0	0	1*
211	1	1	3	3*	1
245	3	0	0	1	1
459C	5	2	2*	2	2
459R	26	18	30*	33	44*
459V	24	15	22	27	16*
487	21	21	12	22	22
488	20	39	37*	50	37
594	19	9	7	26	25
594G	3	5	5	0	4
10851	0	0	0	6	6
RecStln	0	0	0	2	4
<b>TOTAL</b>	<b>122</b>	<b>110</b>	<b>121*</b>	<b>172*</b>	<b>163*</b>

\* includes attempts

Tracking 10851/RecStln in 2011

**Rossmoor  
Five Year Total Comparisons**



The five-year comparisons are showing that 2011 has surpassed all previous years in total crimes. The highest crimes for the five-year comparisons are petty thefts with residential burglaries coming in with second highest incidents for Rossmoor.

2013 will be added to the graph at the end of the year to show the total crime comparisons for Rossmoor.



# *Orange County Sheriff's Department*

## Rossmoor Quarterly Report 2013—2nd Quarter

### *Monthly Summary of Crimes*

#### **April 2013**

- There was one family disturbance on Martha Ann Drive, which resulted in an assault with a deadly weapon.
- There were four residential burglaries:
  - Copa de Oro Drive, entry was through a back door, alarm sounded, no loss.
  - Oak Knoll Drive, entry was made through rear door, loss of a watch.
  - Weatherby Road, entry was made through unlocked window, loss of cash, purse, sunglasses, ipad, and earrings.
  - Bostonian Drive, entry was made through an unlocked front door, loss of jewelry, currency, passport and other legal papers.
- There were four grand thefts:
  - Montecito Road, entry was made into a vehicle through the door. Victim secured the vehicle, however, no signs of forced entry, loss of clothing, shoes, sunglasses, and cell phone accessories.
  - Wembley Road, a catalytic converter was removed from a vehicle.
  - Los Alamitos Boulevard, numerous items were taken from a vehicle's unlocked trunk. Loss of head phones, keys, gift cards, books, and IRS documents.
  - Donnie Ann Road, a suspect entered into a locked closet, removed cash. Victim believes the suspect is the cleaning person.
- There were three petty thefts:
  - Wallingsford Road, a bike was taken from a parking lot, the lock was cut.
  - Walker Lee Drive, an unsecured backpack was taken from the front porch. Loss of iphone, and e-reader.
  - Mainway Drive, numerous items were removed from an unlocked vehicle. Loss of ipad/charger, school supplies, back pack, and sweatshirt.
- One act of malicious mischief on Wembley Road, a window at the school was broken.
- One stolen vehicle was recovered on Blume and Tucker.

#### **May 2013**

- There were two residential burglaries:
  - Walker Lee Drive, suspect pried open a garage door, loss of numerous guns.
  - Orangewood Avenue, documents and a navigation system taken from an open garage,
- There was one grand theft from an unlocked vehicle, loss of credit cards, cash, iphone, and GPS.
- There were five petty thefts:
  - Wimbelton Drive, items were removed from an unlocked vehicle, loss of debit card and cash.
  - Loch Lomond Road, items were removed from an unlocked vehicle, loss of clothing, vehicle registration.
  - Wallingsford Road, suspect cut the lock and removed a bike from a carport.
  - Montecito Road, an unattended purse was taken from the porch.
  - Martha Ann Drive, a suspect removed a UPS package from a porch.
- There was one act of vandalism on Wendy Way, a vehicle's tires were slashed.
- There were three acts of graffiti vandalism, one on Bostonian Drive, another on Iverness/Silver Fox, and the last on Main Way Drive/Chianti Drive.



## *Orange County Sheriff's Department*

### Rossmoor Quarterly Report 2013—2nd Quarter

#### *Monthly Summary of Crimes*

##### June 2013

- There was one vehicle burglary on Quail Run Road, a suspect removed property from an unlocked vehicle. Loss was wireless headset, cds, and dvds.
- There were four petty thefts:
  - Rowena Drive, a UPS package was removed from a front porch.
  - Silver Fox Road, glasses were removed from an unlocked vehicle.
  - Quail Run Road, numerous items were removed from an unlocked vehicle. Loss of speaker box, gym bag, shoes, clothing, and garage door opener.
  - Loch Lomond Road, cash and purse were removed from an unlocked vehicle.

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM A-5 b.**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** CRIME PREVENTION AND SUMMER SAFETY

#### **BACKGROUND:**

OC Crime Prevention Specialist Anitu Pattanaick will report on crime prevention and summer safety.

#### **RECOMMENDATION:**

Receive and file.

#### **ATTACHMENTS:**

1. PowerPoint presentation.

# Neighborhood Watch



Presents:  
Safety Tips 2013

# Neighborhood Watch

## Safety Tips 2013



### Safety at Home

© Working outdoors, hosting BBQs, relaxing by the pool



Don't forget to be alert and aware of what's going on around you

- Windows Open
- Open Garage Doors
- Shrubbery and Landscaping
- Knock, Knock Burglaries

**Don't create EASY opportunities for Burglars**



# Neighborhood Watch

## Safety Tips 2013



### Senior Safety

© Scams— How you can protect yourself



A Scam looks like the real thing and appears to meet your needs

- Do your research, ask questions, don't rush into anything
- Never give out your personal information
- Just because its on the Internet does not mean it's the TRUTH

**If it looks too good to be true, it probably is**

# Neighborhood Watch

## Safety Tips 2013



### While on Vacation:

◎ Make sure your home is secure while you're away



- Stop your mail/newspaper or have a trusted party pick it up
- Hide all your valuables
- Secure all windows and doors (including animal doors)
- Install motion sensors and timers for lights and radio
- Call Us to do a Vacation Check

# Neighborhood Watch

## Safety Tips 2013



### Traveling Safely

© Summer Time = Vacation Time



Don't forget to be alert and aware of what's going on around you

- Do your research
- Avoid “danger zones” and “tourist traps”
- Have a plan for when you get to your destination

**Don't make yourself an EASY target**

# Neighborhood Watch

## Safety Tips 2013



When to call 911

- **911 –  
Emergency**
  - Life Threatening
  - In-Progress

**714-647-7000**

**Non-emergency Dispatch**

- Cold Reports
- Noise Disturbances
- Parking
- General Information

# Neighborhood Watch

## Safety Tips 2013



When should you call for a Deputy?

© Suspicious or unusual activity, circumstance or people



Examples:

- Someone peering into cars or home windows
- Strangers loitering in the neighborhood – solicitors
- Unknown utility vehicles
- Gun shots, fighting, suspicious behavior

**Don't create EASY opportunities for Burglars**

# Neighborhood Watch

## Safety Tips 2013



### POP QUIZ

© What number should I call?

- Crime in Progress: Burglary/Robbery/Physical Assault
- Life Threatening Emergency: Fire, Person not Breathing, Heart Attack, Seizures, Accidents involving serious injury

**CALL**  
**911**

- Parking Issues
- Noise Disturbances
- General Information
- Vacation Checks
- Suspicious People in the Neighborhood

# Neighborhood Watch

## Safety Tips 2013



### Observation Skills

◎ People – What do they look like? Gender, Race, Age



- ◎ How are they acting?
- ◎ How many are there?
- ◎ Any reoccurring patterns or routines?

**Remember the Details**

# Neighborhood Watch

## Safety Tips 2013



POP QUIZ





# Neighborhood Watch

## Safety Tips 2013



POP QUIZ

# Neighborhood Watch

## Safety Tips 2013



### POP QUIZ

Shirt

Jacket

Pants/Shorts

Shoes



Eye Color

Hair Color

Facial Hair?

Tattoos?

Hat?

Hair Style?

Glasses?

Jewelry?

# Neighborhood Watch

## Safety Tips 2013



# Neighborhood Watch

## Safety Tips 2013



POP QUIZ

# Neighborhood Watch

## Safety Tips 2013



What did you see?

### ◎ Physical Setting

- Where, Time of Day, Day of Week?

### ◎ People

- How Many, Ethnicity, Age, Dress, Behavior
- Specifics
  - What's important

# Neighborhood Watch

## Safety Tips 2013



Have a Safe and Fun Summer!



Anitu Pattanaik

**Crime Prevention Specialist**

[apattanaik@ocsd.org](mailto:apattanaik@ocsd.org)

714-647-6024

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-5 c.**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** OC REGISTER REPORTER ASHER KLEIN

**BACKGROUND:**

Reporter Asher Klein, with the Orange County Register will introduce himself to the board and report on publicity and identity matters regarding Rossmoor.

**RECOMMENDATION:**

Receive and file.

**ATTACHMENTS:** -None.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: REGULAR MEETING OF JULY 9, 2013

**BACKGROUND:**

The report reflects the actions of the Board at their Regular July 9, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of July 9, 2013 as prepared by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Regular Meeting of July 9, 2013 Prepared by the Board's Secretary/General Manager.





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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, July 9, 2013**

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**A. ORGANIZATION**

- 1. CALL TO ORDER: 7:05 P.M.**
- 2. ROLL CALL: Directors Coletta, Casey, Kahlert, Rips,  
President Maynard**
- 3. PLEDGE OF ALLEGIANCE**

**AT THIS TIME PRESIDENT MAYNARD REQUESTED THAT A MOMENT OF SILENCE BE OBSERVED FOR TWO FALLEN LOCAL FIREFIGHTERS: KEVIN WOYJECK FROM SEAL BEACH, CALIFORNIA AND CHRISTOPHER MACKENZIE OF HEMET, CALIFORNIA, WHO RECENTLY LOST THEIR LIVES FIGHTING WILDFIRES IN PRESCOTT, ARIZONA ALONG WITH 17 OTHER FIREFIGHTERS, KNOWN AS THE PRESCOTT 19.**

**4. PRESENTATIONS:**

- a. SOUTHERN CALIFORNIA GAS CO.'S PROJECT OVERVIEW, REGARDING THE PLAN TO INSTALL TWO DATA COLLECTION UNIT POLES AND ADVANCED METERS IN ROSSMOOR, BY PAUL SIMONDS, STAKEHOLDER OUTREACH PROJECT MANAGER.**

Project Manager Paul Simonds gave a comprehensive presentation and overview regarding the proposed installation locations for two So Cal Gas Company concrete advanced meter antenna poles. Lengthy discussion ensued relative to Rossmoor being a primarily residential community and concerns about the adverse affects on homeowner's property values; comparisons to the cities of Long Beach, Seal Beach, Cypress and Los Alamitos regarding the number of antenna poles installed in those communities; the researching of alternative and/or less intrusive options for placement of the antenna poles. Paul Simonds stated that the poles had to be placed in particular relative distances to one another, so as not to create dead signal areas. He added that he was willing to work with the District to explore mutually agreeable options.

President Maynard announced that in response to the feedback he had received from the community and the Board, he was going to appoint a So Cal Gas Company Ad Hoc Committee in order to discuss satisfactory alternative locations. President Maynard appointed Director

Coletta to chair the committee which would also include RCSD Director Casey and Rossmoor Homeowner's Association Representative Mark Nitikman.

**b. "WRITE AWAY ACADEMY" PRESENTATION BY INSTRUCTORS CATHY LARSON AND/OR KASEY SPENCER.**

Write Away Academy Instructors Cathy Larson and Kasey Spencer gave an in-depth presentation to the Board relative to their annual summer writing camp program held at Rush Park. They reported on the history of the program, outreach efforts, goals and aspirations for expansion.

**c. BOARD PRESENTATION OF PROCLAMATION TO OUTGOING DIRECTOR JEFFREY RIPS.**

The Rossmoor Community Services District Board and Staff presented a proclamation and wooden gavel to outgoing Director Jeffrey Rips commemorating his five years of service to the District as President, Vice President, and most recently, his role as Director. Due to his recent promotion to Executive Director of the Alpert Jewish Community Center in Long Beach, and the additional responsibilities that accompanied the position, he was unable to continue in his capacity as an active Board Member. Director Rips thanked the community for the privilege to serve. A standing ovation ensued.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM:**

AYSO Steve Corey and his daughter Alison Corey reported on the latest league accomplishments: The LAGSL 3-U Softball Team had placed third and the 12-U Softball Team won 6 and 0 in the Southern California State Championship. Alison Corey presented both medals to the Board. Applause ensued.

Diana Helm invited the Board and community to the First Annual Southland Federal Credit Union Sugar Beet Festival being held in Los Alamitos on Saturday, July 13, 2013. She stated that the 5K Run would begin promptly at 9:00 a.m. and encouraged everyone to participate.

Dave Burgess had positive comments relative to the success of the District's Summer Events Program.

**D. REPORTS TO THE BOARD—None**

**E. CONSENT CALENDAR**

**1a. MINUTES-REGULAR BOARD MEETING OF JUNE 11, 2013**

**2. MAY 2013 REVENUE AND EXPENDITURE REPORT**

The Consent Calendar was unanimously approved as submitted, 5-0.

**F. PUBLIC HEARING:**

**1. ADOPTION OF FY 2013-2014 FINAL BUDGET**

Recommendation to open hearing, receive presentation from General Manager, take public testimony, close hearing, deliberate and approve Fiscal Year 2013-2014 Proposed Final Budget. General Manager Montana reported on the background of the budget document and outlined her budget memorandum. She added that the District takes the budget process very seriously and makes it a practice not to overstate revenues. She concluded by stating that has been her policy to under promise rather than to under perform.

**PRESIDENT MAYNARD OPENED THE PUBLIC HEARING AT 8:00 P.M.**

Residents Erwin Anisman had questions and requested clarification relative to bond principle payments, Fund 20 and uncollected administrative fees. External Affairs Consultant Henry Taboada and Chris Montana provided clarification.

Dave Burgess opined relative to the Tot Lot Redesign Project costs and alleged a lack of transparency in the process. President Maynard replied that the District had been exceptionally transparent with regard to the Tot Lot Redesign Project, with multiple open, public and posted Board and CIP Committee meetings in addition to community outreach efforts.

The General Manager reiterated the fact that approval of the budget only approves the earmark of funds.

**PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING AT 8:10 P.M.**

Motion by Director Rips, seconded by Director Kahlert to approve the Fiscal Year 2013-2014 Proposed Final Budget. Motion passed 5-0.

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 13-07-09-01 ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNTS FOR FISCAL YEAR 2013-2014 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.**

Approve Resolution No. 13-07-09-01 by reading the title only and waiving further reading as follows:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNTS FOR FISCAL YEAR 2013-2014 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.**

Resolution No. 13-07-09-01 Resolution of the Board of Directors of the Rossmoor Community Services District Establishing the Annual Budget Revenue And Expenditures Total Amount For Fiscal Year 2013-2014 was unanimously approved by roll call vote 5-0.

## **H. REGULAR CALENDAR**

### **1. CSDA 2013 BOARD ELECTIONS.**

Recommendation to discuss the proposed slate of candidates and give direction to General Manager to submit the vote of the Board to the California Special District Association (CSDA). Discussion ensued relative to candidate qualifications. President Maynard stated that he appreciated the fact that candidate Bill Nelson had taken the time to show up in person at the last regular board meeting and introduce himself to the RCSD Board. The Board concurred.

Motion by Director Rips, seconded by Director Casey to submit the vote of the Board for candidate Bill Nelson to the CSDA. Motion passed 5-0.

### **2. EXTENDED TERM AGREEMENT TO PROVIDE TENNIS INSTRUCTION-ROSSMOOR PARK-FERNANDO MOLINA.**

Recommendation to approve an extended term agreement with Mr. Fernando Molina to provide tennis instructions. Fernando Molina briefly addressed the Board. Discussion ensued relative to everyone's appreciation of Mr. Molina's 29 years of service to the community as a tennis instructor and that Rossmoor Park was a safe and local place to play tennis.

Motion by Director Rips, seconded by Director Casey to Approve an Extended Term Agreement with Mr. Fernando Molina to provide tennis instructions. Motion passed 5-0.

### **3. REQUEST FOR DONATION TO FRIENDS OF THE LOS ALAMITOS/ROSSMOOR LIBRARY'S COMMUNITY FRONT PORCH PROJECT**

Recommendation to Provide General Manager with direction on how to proceed. The General Manager stated that General Counsel had opined that it would be inappropriate for the District to donate funds to the Friends of the Los Alamitos/Rossmoor Library's Community Front Porch Project as per latent powers restrictions. She further stated that the project would likely increase the library's useable space by approximately 300% and that it was permissible for individual Board members and staff to offer individual, private donations in support of the project.

Fundraising Coordinator Sandy Lamoureux reported on the Community Front Porch Project vision, fundraising goals and donation procedures.

Discussion ensued. The RCSD Board and General Manager agreed to make individual, private donations to the Friends of the Library Community Front Porch Project towards the purchase of a paver.

## **I. GENERAL MANAGER ITEMS**

Chris Montana reported that the District had received the Prop 1A repayment proceeds of \$70,800 plus interest for a total of \$75,507. She provided status on the Rossmoor Monument Signage Project installation. She presented slides with photos of the newly completed Rossmoor Community Monument Signage located on the corner of the Rossmoor Arco Station on Los Alamitos Boulevard. She stated that the monuments were attractive, tasteful community assets which added cohesiveness and uniformity to Rossmoor.

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

Director Casey reported on the OCTA Policy Working Group Meeting he recently attended. He stated that although all communities were overwhelmingly in favor of I-405 Project Alternative 1, which did not include toll lanes, slight variations of Alternatives 2 and 3 (*renamed as Concepts A and B*) were still being considered by OCTA and CalTrans. Director Casey stated that it was imperative that the public educate themselves regarding the nuances of the various proposals still being considered and that all citizens participate in the upcoming public hearings on the I-405 Improvement Project. Discussion ensued relative to the descriptions of, and differences between, the various Alternatives, the impact on Rossmoor traffic, present and future quality of life, and financial impacts. Director Casey concluded by announcing several important dates for public input on the project: In addition to the July 24, 2013 Public Hearing on the Supplemental Draft Environmental Impact Report/Environmental Impact Statement (SDEIR/EIS) being held in Long Beach, CA, August 12, 2013 was the deadline to submit comments on the SDEIR/EIS, September 4, 2013 was the deadline for receiving findings and October 22, 2013 was the final date for the Project Development Team (PDT), (*made up of a combination of OCTA and CalTrans representatives*) to select either Alternative 1, or Concept A or B as the preferred Alternative. Once a decision had been made, construction would begin in two years.

Director Coletta stated that he had concerns relative to the I-405 Project public comment period deadlines and felt the District should reach out to the community in order to increase awareness and gather their input on these recent developments. He also stated that he was pleased with the look of the Rossmoor Monument Sign at the Arco Station corner and looked forward to the completion of the entire Monument Signage Project.

The General Manager stated that the District had already posted and sent out an e-blast to the community regarding the I-405 Supplemental Draft EIR/EIS Public Hearing to be held on Wednesday, July 24, 2013 from 6:00 p.m. to 8:00 p.m. at Hill Classical Middle School, 1100 Iroquois Avenue in Long Beach. She added that the OCTA was also performing community outreach. She asked for the Board's direction on how to proceed. Discussion ensued relative to the project. President Maynard remarked that the District should rally support from the surrounding Orange County communities and school district and make their voices heard.

Director Coletta requested that OCTA I-405 Project Coordinator Christina Byrne be invited to give a report and presentation at the August 13, 2013 Board Meeting and/or a public workshop be scheduled at 6:00 p.m., just prior to the regular Board meeting which began at 7:00 p.m. Further he requested that the General Manager contact the Rossmoor Homeowners Association, the Mayors

of Los Alamitos and Seal Beach and invite them to participate in the workshop. Finally, he requested that the District attend the July 24, 2013 I-405 Public Hearing. The Board concurred.

Director Rips thanked everyone for their kind words. He stated that had been an honor and privilege to serve the community. He went on to say that although leaving Rossmoor was not part of his plan, being promoted to Executive Director of the Alpert Jewish Community Center in Long Beach was a twenty-year-old dream come true. Director Rips added that while he was excited about this new chapter in his life, he felt sad to be leaving the Rossmoor Community Services District. He thanked his fellow Board Members for always working with him towards the betterment of the community and the general manager and staff for their excellent work and dedication. Finally he thanked everyone in the community for being with him on his journey as a Board member.

Director Kahlert praised LAGSL for winning the California State Championship. Director Kahlert also commented that not only was Director Rips a great personal friend, but he had been a fantastic Director, a dedicated community servant and would be greatly missed.

President Maynard added his closing words of praise for Director Jeffrey Rips. He asked if Director Rips would do the honor of using his gavel to adjourn the meeting.

**K. CLOSED SESSION—None**

**L. ADJOURNMENT**

Motion by Director Rips, seconded by Director Casey to adjourn the regular meeting at 9:10 p.m.  
Motion passed 5-0.

**SUBMITTED BY:**

**Chris Montana  
General Manager**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1 b.**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: SPECIAL MEETING OF JULY 11, 2013

**BACKGROUND:**

The report reflects the actions of the Board at their Special Meeting, held on July 11, 2013, as recorded by the Board's Secretary/General Manager.

**RECOMMENDATION:**

Approve the Minutes of the Special Meeting of July 11, 2013 as prepared by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Special Meeting of July 11, 2013, prepared by the Board's Secretary/General Manager.



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

**SPECIAL MEETING**

RUSH PARK  
**Kitchen**  
3001 Blume Drive  
Rossmoor, California

**Tuesday, July 11, 2013**

---

**A. ORGANIZATION**

- 1. CALL TO ORDER: 4:00 P.M.**
- 2. ROLL CALL: Directors Coletta, Casey, Kahlert  
President Maynard**
- 3. PLEDGE OF ALLEGIANCE**

**B. PUBLIC FORUM:-None.**

**C. REGULAR AGENDA:**

**1. BOARD VACANCY INTERVIEW OF APPLICANTS FOR VACANT BOARD SEAT**

After a review of candidates' letters of interest, resumes, and related correspondence, Director Casey moved to separately interview candidates in the order which letters of interest were received. Motion was approved, 4-0.

The Board proceeded to separately interview Mr. Tony DeMarco and Mr. David Burgess (the candidates). Opening statements were made by the candidates followed by interviews and questions from the Board.

**2. BOARD VACANCY: DISCUSSION AND POSSIBLE ACTION RE: APPOINTMENT TO FILL BOARD VACANCY**

The Board opened nominations for Board Member appointment: Motion by Director Coletta to nominate Mr. Tony DeMarco to fill the vacant Board seat of the Rossmoor Community Services District. Motion passed, 4-0.

A Vote was then conducted by the Board on the nomination and appointment of Mr. Tony DeMarco to the Rossmoor Community Services District Board of Directors. Ayes: 4, Noes: 0.

Both candidates were invited into the room and Mr. Tony DeMarco was congratulated on his appointment.



**D. ADJOURNMENT**

Motion by Director Coletta, seconded by Director Casey to adjourn the regular meeting at 5:20 p.m. Motion passed 4-0.

**SUBMITTED BY:**

**Chris Montana  
General Manager**

**DRAFT**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1 c.**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: SPECIAL MEETING OF JULY 22, 2013

**BACKGROUND:**

The report reflects the actions of the Board at their Special Meeting, held on July 22, 2013, as recorded by the Board's Secretary/General Manager.

**RECOMMENDATION:**

Approve the Minutes of the Special Meeting of July 22, 2013 as prepared by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Special Meeting of July 22, 2013, prepared by the Board's Secretary/General Manager.



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

**SPECIAL MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, July 22, 2013**

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**A. ORGANIZATION**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. ROLL CALL: Directors Coletta, Casey,  
President Maynard  
Director Kahlert had an excused absence**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS—None**

**B. PUBLIC FORUM:**

**PRESIDENT MAYNARD STATED THAT THE HISTORY OF TOLL ROADS WAS POOR AND THAT THE TOLL ROADS WERE NOT WIDELY ACCEPTED BY THE PUBLIC. HE THEN INVITED THE PUBLIC TO SHARE THEIR COMMENTS FOR THE RECORD**

Mitchell Cohen stated that the toll roads were a poor enterprise that would only result in an increase in traffic.

Los Alamitos Mayor Warren Kusumoto stated that the City of Los Alamitos had recently passed a resolution opposing the I-405 Project.

Mark Denny stated that he had a background in construction and since the I-405 project began, the freeway noise had increased exponentially. He further commented that there was no wall to block the HOV lane resulting in noise, dust and light pollution which impacted his children's air quality. He stated that he had written letters to the project manager requesting that some sort of barrier be installed to protect his family and other residents; he was told that the sound wall would not be built due to a shortage of funding.

Scott Rivers stated he was opposed to the HOV lanes; every day traffic gets worse in the area; he commutes to Los Angeles and is considering buying more life insurance due to the danger of the ongoing heavy traffic and construction. He had made efforts in the past to communicate with

CalTrans regarding his concerns but the agency was unresponsive. He opined relative to what he considered to be the agency's unreliability and untrustworthiness.

Richard Butterfield inquired as to who was actually in favor of the project. President Maynard replied that the OCTA had recently sworn in ten new Board Members who voted in favor of the I-405 Project HOT lanes. He opined that the bottleneck traffic that would result from their decision was an example of very poor logic. Director Casey agreed and stated that OCTA predicts that by the year 2040, traffic will have doubled in the area.

Beverly Houghton stated that the Rossmoor Homeowners Association opposed the I-405 Project and was in support of Alternative 1.

Nia Hartman stated that she had lived in both Chicago and Miami—both cities implemented toll roads that were supposed to be temporary. She was opposed to toll roads because, not only was it a poor enterprise, but once implemented, it never goes away. She offered to start a Change.org petition opposing the toll lanes and collect signatures through email and social media.

District staff agreed that the petition was a great idea and offered to coordinate efforts with Ms. Hartman.

David Lara stated that he also was opposed to toll roads. He suggested that the Board not wait until August 12, 2013 deadline. He encouraged all residents to send their opposition to CalTrans right away at the address provided on the public hearing notice. He added that the Rossmoor Predator Management Team would include the issue in their RPMT newsletter.

General Manager Montana agreed stating that the RCSD, RHA and RPMT send out e-blasts the following day to include links to the Change.org petition, links to the public hearing notice and CalTrans/OCTA contact information.

## **C. REGULAR CALENDAR:**

### **1. RESOLUTION 13-07-22-01 OPPOSING THE SCREENING OF CONCEPT A AND B AS OPTIONS TO THE PREVIOUSLY SELECTED PREFERRED ALTERNATIVE 1 TO THE I-405 IMPROVEMENT PROJECT**

Approve Resolution No. 13-07-22-01 by reading the title only and waiving further reading as follows:

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OPPOSING THE SCREENING OF CONCEPT A AND B AS OPTIONS TO THE PREVIOUSLY SELECTED PREFERRED ALTERNATIVE 1 TO THE I-405 IMPROVEMENT PROJECT**

Discussion ensued. President Maynard requested that all residents in attendance state their name for the record and sign their name on the sign-in sheet supporting RCSD Resolution No. 13-07-22-01.

Additional attendees in support of RCSD Resolution No. 13-07-22-01 included: Scott Rivers, Nora Rivers, Mark Denny, Mitchell Cohen, Jim Wagoner, Janet Wagoner, David Spyes, John Boland, Neal Woolston, Janice Kietler, Carole McCormac, Rosalyn Beskind, Beverly Houghton, Mr. and Mrs. Neal Woolston.

Motion by Director Coletta, seconded by Director Casey to approve Resolution No. 13-07-22-01 Resolution of the Board of Directors Opposing the screening of Concept A and B as Options to the Previously Selected Preferred Alternative 1 to the I-405 Improvement Project. Motion was approved, 3-0.

**D. ADJOURNMENT**

Motion by Director Coletta, seconded by Director Casey to adjourn the regular meeting at 8:20 p.m. Motion passed 3-0.

**SUBMITTED BY:**

**Chris Montana  
General Manager**

DRAFT

REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 June 2013 @ 100%%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	699,400.00	695,140.00	695,258.82	6,225.70	-118.82	100.0
STREET LIGHT ASSESSMENTS	250,000.00	244,500.00	244,704.37	2,464.29	-204.37	100.1
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	6,793.19	4,909.94	3,206.81	67.9
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	5,560.03	834.01	52,139.97	9.6
FEES AND SERVICES	133,000.00	127,000.00	131,180.30	14,318.00	-4,180.30	103.3
OTHER REVENUE	73,800.00	98,800.00	114,289.61	70,800.00	-15,489.61	115.7
OTHER REVENUE SOURCES (Transfer In)	20,000.00	140,000.00	140,000.00	0.00	0.00	100.0
<b>Total Revenues</b>	<b>1,243,400.00</b>	<b>1,373,140.00</b>	<b>1,337,786.32</b>	<b>99,551.94</b>	<b>35,353.68</b>	<b>97.4</b>
<b>Expenditures</b>						
ADMINISTRATION <b>1, 2</b>	367,792.00	367,760.00	327,316.89	19,021.51	40,443.11	89.0
RECREATION	107,600.00	120,000.00	109,109.70	9,792.57	10,890.30	90.9
ROSSMOOR PARK <b>3, 4, 5</b>	169,020.00	179,135.00	165,671.31	14,814.49	13,463.69	92.5
MONTECITO CENTER <b>5</b>	69,310.00	72,675.00	68,620.83	5,147.92	4,054.17	94.4
RUSH PARK <b>5, 6</b>	196,425.00	204,541.00	183,294.63	13,180.61	21,246.37	89.6
STREET LIGHTING	102,480.00	107,480.00	97,830.75	8,696.92	9,649.25	91.0
ROSSMOOR WALL	2,300.00	4,000.00	2,509.00	0.00	1,491.00	62.7
STREET SWEEPING	51,600.00	52,600.00	49,790.79	4,418.80	2,809.21	94.7
PARKWAY TREES <b>7, 8</b>	131,000.00	120,025.00	108,111.25	6,265.99	11,913.75	90.1
MINI-PARKS, MEDIANS & TRIANGLE <b>5</b>	16,035.00	15,980.00	14,996.62	1,200.71	983.38	93.8
<b>Expenditures</b>	<b>1,213,562.00</b>	<b>1,244,196.00</b>	<b>1,127,251.77</b>	<b>82,539.52</b>	<b>116,944.23</b>	<b>90.6</b>

Audited Fund Balance  
 at June 30, 2012

691,498.00

REVENUE REPORT  
June 2013 @ 100%

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Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013

Fund: 10 - GENERAL FUND

Revenues

Dept: 00

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
PROPERTY TAXES	699,400.00	695,140.00	695,258.82	6,225.70	0.00	-118.82	100.0
ASSESSMENTS	250,000.00	244,500.00	244,704.37	2,464.29	0.00	-204.37	100.1
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	6,793.19	4,909.94	0.00	3,206.81	67.9
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	5,560.03	834.01	0.00	52,139.97	9.6
FEES AND SERVICES	133,000.00	127,000.00	131,180.30	14,318.00	0.00	-4,180.30	103.3
OTHER REVENUE	73,800.00	98,800.00	114,289.61	70,800.00	0.00	-15,489.61	115.7
OTHER FINANCING SOURCES	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
Dept: 00	1,243,400.00	1,373,140.00	1,337,786.32	99,551.94	0.00	35,353.68	97.4
Revenues	1,243,400.00	1,373,140.00	1,337,786.32	99,551.94	0.00	35,353.68	97.4
Grand Total Net Effect:	1,243,400.00	1,373,140.00	1,337,786.32	99,551.94	0.00	35,353.68	

EXPENDITURE REPORT

June 2013 @ 100%

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Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	202,078.00	169,350.00	159,500.93	12,726.16	0.00	9,849.07	94.2
OPERATIONS AND MAINTENANCE 1,2	53,504.00	61,200.00	58,723.10	2,410.48	0.00	2,476.90	96.0
CONTRACT SERVICES	106,210.00	131,210.00	103,493.47	3,884.87	0.00	27,716.53	78.9
CAPITAL EXPENDITURES	6,000.00	6,000.00	5,599.39	0.00	0.00	400.61	93.3
ADMINISTRATION	367,792.00	367,760.00	327,316.89	19,021.51	0.00	40,443.11	89.0
Dept: 20 RECREATION							
SALARIES AND BENEFITS	86,300.00	86,000.00	81,728.91	7,812.87	0.00	4,271.09	95.0
OPERATIONS AND MAINTENANCE	13,800.00	26,000.00	21,256.72	1,782.37	0.00	4,743.28	81.8
CONTRACT SERVICES	5,500.00	4,500.00	3,706.04	197.33	0.00	793.96	82.4
CAPITAL EXPENDITURES	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
RECREATION	107,600.00	120,000.00	109,109.70	9,792.57	0.00	10,890.30	90.9
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	52,020.00	61,870.00	60,057.86	4,434.49	0.00	1,812.14	97.1
OPERATIONS AND MAINTENANCE 3	74,100.00	74,265.00	69,329.98	7,539.09	0.00	4,935.02	93.4
CONTRACT SERVICES 4	41,900.00	42,000.00	36,117.14	2,840.91	0.00	5,882.86	86.0
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK	169,020.00	179,135.00	165,671.31	14,814.49	0.00	13,463.69	92.5
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS 5	42,210.00	46,040.00	45,102.94	4,013.56	0.00	937.06	98.0
OPERATIONS AND MAINTENANCE 3	16,300.00	17,235.00	15,453.04	653.45	0.00	1,781.96	89.7
CONTRACT SERVICES	10,200.00	8,800.00	8,064.85	480.91	0.00	735.15	91.6
CAPITAL EXPENDITURES	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER	69,310.00	72,675.00	68,620.83	5,147.92	0.00	4,054.17	94.4
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 5,6	54,875.00	61,075.00	60,951.40	4,680.48	0.00	123.60	99.8
OPERATIONS AND MAINTENANCE 3	98,650.00	100,466.00	85,143.48	5,659.22	0.00	15,322.52	84.7
CONTRACT SERVICES	41,900.00	42,000.00	37,033.41	2,840.91	0.00	4,966.59	88.2
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK	196,425.00	204,541.00	183,294.63	13,180.61	0.00	21,246.37	89.6



EXPENDITURE REPORT  
June 2013 @ 100%

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10:44 am

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	515.83	16.88	0.00	-35.83	107.5
CONTRACT SERVICES	102,000.00	107,000.00	97,314.92	8,680.04	0.00	9,685.08	90.9
STREET LIGHTING	102,480.00	107,480.00	97,830.75	8,696.92	0.00	9,649.25	91.0
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
ROSSMOOR WALL	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	515.83	16.88	0.00	84.17	86.0
CONTRACT SERVICES	51,000.00	52,000.00	49,244.96	4,401.92	0.00	2,755.04	94.7
STREET SWEEPING	51,600.00	52,600.00	49,760.79	4,418.80	0.00	2,839.21	94.6
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	0.00	13,725.00	14,920.53	1,484.25	0.00	-1,195.53	108.7
OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	1,605.51	144.47	0.00	694.49	69.8
CONTRACT SERVICES	113,700.00	86,000.00	74,498.21	1,584.07	0.00	11,501.79	86.6
CAPITAL EXPENDITURES	15,000.00	18,000.00	17,087.00	3,053.20	0.00	913.00	94.9
PARKWAY TREES	131,000.00	120,025.00	108,111.25	6,265.99	0.00	11,913.75	90.1
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	1,385.00	1,480.00	1,270.37	71.05	0.00	209.63	85.8
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	9,811.58	830.11	0.00	-211.58	102.2
CONTRACT SERVICES	4,800.00	4,650.00	3,914.67	299.55	0.00	735.33	84.2
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	15,980.00	14,996.62	1,200.71	0.00	983.38	93.8
Expenditures	1,213,562.00	1,244,196.00	1,127,221.77	82,539.52	0.00	116,974.23	90.6
Grand Total Net Effect:	-1,213,562.00	-1,244,196.00	-1,127,221.77	-82,539.52	0.00	-116,974.23	

**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>								
<b>Revenues</b>								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	635,000.00	637,500.00	639,105.91	0.00	0.00	-1,605.91	100.3
3001	Current unsecured prop tax	26,000.00	26,800.00	24,305.52	3,668.62	0.00	2,494.48	90.7
3002	Prior secured property taxes	18,800.00	13,000.00	11,736.78	548.94	0.00	1,263.22	90.3
3003	Prior unsecured prop taxes	1,000.00	425.00	343.87	343.87	0.00	81.13	80.9
3004	Delinquent property taxes	1,200.00	915.00	417.18	0.00	0.00	497.82	45.6
3010	Current supplemental assessmt	6,000.00	5,100.00	8,244.64	1,664.27	0.00	-3,144.64	161.7
3020	Public utility tax	11,400.00	11,400.00	11,104.92	0.00	0.00	295.08	97.4
<b>PROPERTY TAXES</b>		<b>699,400.00</b>	<b>695,140.00</b>	<b>695,258.82</b>	<b>6,225.70</b>	<b>0.00</b>	<b>-118.82</b>	<b>100.0</b>
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	250,000.00	244,500.00	244,704.37	2,464.29	0.00	-204.37	100.1
<b>ASSESSMENTS</b>		<b>250,000.00</b>	<b>244,500.00</b>	<b>244,704.37</b>	<b>2,464.29</b>	<b>0.00</b>	<b>-204.37</b>	<b>100.1</b>
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	10,000.00	10,000.00	6,793.19	4,909.94	0.00	3,206.81	67.9
<b>USE OF MONEY AND PROPERTY</b>		<b>10,000.00</b>	<b>10,000.00</b>	<b>6,793.19</b>	<b>4,909.94</b>	<b>0.00</b>	<b>3,206.81</b>	<b>67.9</b>
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	4,800.00	5,700.00	5,560.03	834.01	0.00	139.97	97.5
3302	State Mandated Cost Reimb	500.00	0.00	0.00	0.00	0.00	0.00	0.0
3305	County street sweep reimburse	51,900.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
<b>OTHER GOVERNMENT AGENCIES</b>		<b>57,200.00</b>	<b>57,700.00</b>	<b>5,560.03</b>	<b>834.01</b>	<b>0.00</b>	<b>52,139.97</b>	<b>9.6</b>
Acct Class: 34 FEES AND SERVICES								
3402	Park way tree permits	1,500.00	3,500.00	4,000.80	572.00	0.00	-500.80	114.3
3404	Court reservations	11,500.00	12,500.00	12,026.00	1,252.00	0.00	474.00	96.2
3405	Wall Rental	0.00	500.00	500.00	40.00	0.00	0.00	100.0
3406	Ball field reservations	22,000.00	22,000.00	22,821.00	187.50	0.00	-821.00	103.7
3410	Rossmoor building rental	10,000.00	6,000.00	3,751.50	256.50	0.00	2,248.50	62.5
3412	Montecito building rental	23,000.00	22,500.00	23,364.00	3,673.50	0.00	-864.00	103.8
3414	Rush Park Building Rental	65,000.00	60,000.00	64,717.00	8,336.50	0.00	-4,717.00	107.9
<b>FEES AND SERVICES</b>		<b>133,000.00</b>	<b>127,000.00</b>	<b>131,180.30</b>	<b>14,318.00</b>	<b>0.00</b>	<b>-4,180.30</b>	<b>103.3</b>
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	3,000.00	3,000.00	2,480.21	0.00	0.00	519.79	82.7
3501	Funding/Misc. Studies	0.00	25,000.00	41,009.40	0.00	0.00	-16,009.40	164.0
3611	PROP 1A STATE REPAY	70,800.00	70,800.00	70,800.00	70,800.00	0.00	0.00	100.0
<b>OTHER REVENUE</b>		<b>73,800.00</b>	<b>98,800.00</b>	<b>114,289.61</b>	<b>70,800.00</b>	<b>0.00</b>	<b>-15,489.61</b>	<b>115.7</b>
Acct Class: 36 OTHER FINANCING SOURCES								
3600	TRANSFER IN/OUT OTHER FUNDS	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
<b>OTHER FINANCING SOURCES</b>		<b>20,000.00</b>	<b>140,000.00</b>	<b>140,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
<b>Dept: 00</b>		<b>1,243,400.00</b>	<b>1,373,140.00</b>	<b>1,337,786.32</b>	<b>99,551.94</b>	<b>0.00</b>	<b>35,353.68</b>	<b>97.4</b>
<b>Revenues</b>		<b>1,243,400.00</b>	<b>1,373,140.00</b>	<b>1,337,786.32</b>	<b>99,551.94</b>	<b>0.00</b>	<b>35,353.68</b>	<b>97.4</b>
<b>Expenditures</b>								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	10,000.00	10,000.00	7,419.80	-500.00	0.00	2,580.20	74.2
4001	Salaries - Full-time	139,253.00	112,500.00	109,057.24	9,665.94	0.00	3,442.76	96.9
4003	Salaries - Overtime	1,600.00	1,600.00	1,560.70	424.66	0.00	39.30	97.5
4007	Vehicle Allowance	750.00	750.00	487.77	26.55	0.00	262.23	65.0
4010	Workers Compensation Insurance	3,500.00	5,500.00	4,244.18	0.00	0.00	1,255.82	77.2
4011	Medical Insurance	35,175.00	30,000.00	27,615.80	2,344.64	0.00	2,384.20	92.1
4015	Federal Payroll Tax -FICA	10,200.00	8,000.00	8,286.10	764.37	0.00	-286.10	103.6
4018	State Payroll Taxes	1,600.00	1,000.00	829.34	0.00	0.00	170.66	82.9

**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013  
Fund: 10 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Expenditures</b>							
Dept: 10 ADMINISTRATION							
<b>SALARIES AND BENEFITS</b>							
	202,078.00	169,350.00	159,500.93	12,726.16	0.00	9,849.07	94.2
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	9,704.00	14,000.00	13,509.10	0.00	0.00	490.90	96.5
5004 Memberships and Dues (1)	6,000.00	6,300.00	6,617.92	0.00	0.00	-317.92	105.0
5006 Travel & Meetings	3,000.00	2,000.00	1,673.22	136.64	0.00	326.78	83.7
5010 Publications & Legal Notices (2)	4,500.00	18,000.00	18,167.08	0.00	0.00	-167.08	100.9
5012 Printing	500.00	1,200.00	681.28	56.70	0.00	518.72	56.8
5014 Postage	4,000.00	4,000.00	3,776.30	0.00	0.00	223.70	94.4
5016 Office Supplies	8,300.00	7,200.00	5,800.75	1,257.05	0.00	1,399.25	80.6
5020 Telephone	1,500.00	1,500.00	1,547.39	50.62	0.00	-47.39	103.2
5045 Miscellaneous Expenditures	5,500.00	5,500.00	5,900.05	859.54	0.00	-400.05	107.3
5046 Bank Service Charge	1,000.00	1,000.00	1,050.01	49.93	0.00	-50.01	105.0
5050 Elections	9,000.00	0.00	0.00	0.00	0.00	0.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>							
	53,504.00	61,200.00	58,723.10	2,410.48	0.00	2,476.90	96.0
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	40,000.00	40,000.00	21,145.74	990.00	0.00	18,854.26	52.9
5615 Financial Audit-Consulting	8,460.00	8,460.00	8,300.00	0.00	0.00	160.00	98.1
5617 Administrative Fees	0.00	25,000.00	20,632.57	0.00	0.00	4,367.43	82.5
5670 Other Professional Services	57,750.00	57,750.00	53,415.16	2,894.87	0.00	4,334.84	92.5
<b>CONTRACT SERVICES</b>							
	106,210.00	131,210.00	103,493.47	3,884.87	0.00	27,716.53	78.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	6,000.00	6,000.00	5,599.39	0.00	0.00	400.61	93.3
<b>CAPITAL EXPENDITURES</b>							
	6,000.00	6,000.00	5,599.39	0.00	0.00	400.61	93.3
<b>ADMINISTRATION</b>							
	367,792.00	367,760.00	327,316.89	19,021.51	0.00	40,443.11	89.0
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	40,000.00	43,500.00	44,512.94	4,007.70	0.00	-1,012.94	102.3
4002 Salaries - Part-time	25,500.00	23,500.00	20,214.40	2,302.96	0.00	3,285.60	86.0
4003 Salaries - Overtime	1,950.00	1,950.00	1,634.34	324.91	0.00	315.66	83.8
4005 Salaries - Event Attendant	300.00	300.00	170.44	23.25	0.00	129.56	56.8
4007 Vehicle Allowance	750.00	750.00	554.03	0.00	0.00	195.97	73.9
4010 Workers Compensation Insurance	1,350.00	2,000.00	1,715.73	0.00	0.00	284.27	85.8
4011 Medical Insurance	10,500.00	8,000.00	7,021.97	596.18	0.00	978.03	87.8
4015 Federal Payroll Tax -FICA	4,500.00	5,000.00	5,101.83	509.22	0.00	-101.83	102.0
4018 State Payroll Taxes	1,450.00	1,000.00	803.23	48.65	0.00	196.77	80.3
<b>SALARIES AND BENEFITS</b>							
	86,300.00	86,000.00	81,728.91	7,812.87	0.00	4,271.09	95.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	800.00	800.00	255.00	0.00	0.00	545.00	31.9
5010 Publications & Legal Notices	150.00	150.00	85.32	0.00	0.00	64.68	56.9
5012 Printing	500.00	500.00	453.46	181.16	0.00	46.54	90.7
5014 Postage	300.00	300.00	279.12	0.00	0.00	20.88	93.0
5016 Office Supplies	1,250.00	1,250.00	893.26	81.14	0.00	356.74	71.5
5017 Community Events	8,000.00	14,000.00	11,138.02	1,469.45	0.00	2,861.98	79.6
5019 Fireworks	0.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	1,547.39	50.62	0.00	252.61	86.0
5045 Miscellaneous Expenditures	500.00	500.00	405.15	0.00	0.00	94.85	81.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>							
	13,800.00	26,000.00	21,256.72	1,782.37	0.00	4,743.28	81.8
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	5,500.00	4,500.00	3,706.04	197.33	0.00	793.96	82.4
<b>CONTRACT SERVICES</b>							
	5,500.00	4,500.00	3,706.04	197.33	0.00	793.96	82.4

**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 20 RECREATION							
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
<b>CAPITAL EXPENDITURES</b>							
	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
<b>RECREATION</b>							
	107,600.00	120,000.00	109,109.70	9,792.57	0.00	10,890.30	90.9
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	29,200.00	32,500.00	31,828.07	2,583.12	0.00	671.93	97.9
4002 Salaries - Part-time	7,400.00	10,000.00	9,961.44	630.40	0.00	38.56	99.6
4003 Salaries - Overtime	1,150.00	1,400.00	1,207.42	168.79	0.00	192.58	86.2
4005 Salaries - Event Attendant	500.00	500.00	374.96	51.15	0.00	125.04	75.0
4010 Workers Compensation Insurance	2,700.00	5,000.00	4,244.18	0.00	0.00	755.82	84.9
4011 Medical Insurance	7,800.00	8,700.00	8,674.21	736.46	0.00	25.79	99.7
4015 Federal Payroll Tax -FICA	2,700.00	3,200.00	3,323.93	262.22	0.00	-123.93	103.9
4018 State Payroll Taxes	570.00	570.00	443.65	2.35	0.00	126.35	77.8
<b>SALARIES AND BENEFITS</b>							
	52,020.00	61,870.00	60,057.86	4,434.49	0.00	1,812.14	97.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	256.55	0.00	0.00	43.45	85.5
5012 Printing	300.00	300.00	73.65	4.86	0.00	226.35	24.6
5014 Postage	100.00	100.00	94.25	0.00	0.00	5.75	94.3
5016 Office Supplies	700.00	700.00	558.83	109.57	0.00	141.17	79.8
5018 Janitorial Supplies	2,500.00	3,000.00	3,214.14	0.00	0.00	-214.14	107.1
5020 Telephone	1,600.00	1,600.00	1,547.39	50.62	0.00	52.61	96.7
5022 Utilities	39,000.00	43,000.00	46,853.97	6,377.54	0.00	-3,853.97	109.0
5025 Sewer Tax	750.00	815.00	814.12	0.00	0.00	0.88	99.9
5030 Vehicle Maintenance	1,500.00	2,000.00	1,390.97	58.69	0.00	609.03	69.5
5032 Building & Grounds-Maintenance	25,000.00	20,000.00	13,963.70	924.06	0.00	6,036.30	69.8
5034 Alarm Systems	650.00	750.00	562.41	13.75	0.00	187.59	75.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	700.00	700.00	0.00	0.00	0.00	700.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>							
	74,100.00	74,265.00	69,329.98	7,539.09	0.00	4,935.02	93.4
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	38,000.00	31,860.00	2,655.00	0.00	6,140.00	83.8
5656 Tree Trimming	1,000.00	1,000.00	932.65	0.00	0.00	67.35	93.3
5670 Other Professional Services	5,400.00	3,000.00	3,324.49	185.91	0.00	-324.49	110.8
<b>CONTRACT SERVICES</b>							
	41,900.00	42,000.00	36,117.14	2,840.91	0.00	5,882.86	86.0
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
<b>CAPITAL EXPENDITURES</b>							
	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
<b>ROSSMOOR PARK</b>							
	169,020.00	179,135.00	165,671.31	14,814.49	0.00	13,463.69	92.5
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	23,900.00	27,000.00	26,823.15	2,214.72	0.00	176.85	99.3
4002 Salaries - Part-time	3,370.00	2,000.00	2,915.76	622.52	0.00	-915.76	145.8
4003 Salaries - Overtime	770.00	770.00	828.92	134.04	0.00	-58.92	107.7
4005 Salaries - Event Attendant	2,500.00	2,000.00	1,431.68	195.30	0.00	568.32	71.6
4010 Workers Compensation Insurance	1,950.00	4,000.00	3,413.43	0.00	0.00	586.57	85.3
4011 Medical Insurance	6,950.00	7,500.00	7,021.97	596.18	0.00	478.03	93.6
4015 Federal Payroll Tax -FICA	2,250.00	2,250.00	2,397.87	241.81	0.00	-147.87	106.6
4018 State Payroll Taxes	520.00	520.00	270.16	8.99	0.00	249.84	52.0
<b>SALARIES AND BENEFITS</b>							
	42,210.00	46,040.00	45,102.94	4,013.56	0.00	937.06	98.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							

**REVENUE/EXPENDITURE REPORT**  
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Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	150.00	150.00	85.32	0.00	0.00	64.68	56.9
5012 Printing	150.00	150.00	73.65	4.86	0.00	76.35	49.1
5014 Postage	200.00	200.00	94.25	0.00	0.00	105.75	47.1
5016 Office Supplies	900.00	900.00	658.83	109.57	0.00	241.17	73.2
5018 Janitorial Supplies (3)	2,500.00	2,900.00	3,214.14	0.00	0.00	-314.14	110.8
5020 Telephone	1,650.00	1,650.00	1,547.39	50.62	0.00	102.61	93.8
5022 Utilities	3,500.00	3,500.00	3,488.06	164.66	0.00	11.94	99.7
5025 Sewer Tax	650.00	685.00	683.70	0.00	0.00	1.30	99.8
5030 Vehicle Maintenance	1,000.00	1,500.00	1,042.81	58.69	0.00	457.19	69.5
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	4,086.08	251.70	0.00	-86.08	102.2
5034 Alarm Systems	500.00	500.00	478.81	13.35	0.00	21.19	95.8
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>16,300.00</b>	<b>17,235.00</b>	<b>15,453.04</b>	<b>653.45</b>	<b>0.00</b>	<b>1,781.96</b>	<b>89.7</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,800.00	3,800.00	3,540.00	295.00	0.00	260.00	93.2
5656 Tree Trimming	1,000.00	1,000.00	957.71	0.00	0.00	42.29	95.8
5670 Other Professional Services	5,400.00	4,000.00	3,567.14	185.91	0.00	432.86	89.2
<b>CONTRACT SERVICES</b>	<b>10,200.00</b>	<b>8,800.00</b>	<b>8,064.85</b>	<b>480.91</b>	<b>0.00</b>	<b>735.15</b>	<b>91.6</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	600.00	600.00	0.00	0.00	0.00	600.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.0</b>
<b>MONTECITO CENTER</b>							
	<b>69,310.00</b>	<b>72,675.00</b>	<b>68,620.83</b>	<b>5,147.92</b>	<b>0.00</b>	<b>4,054.17</b>	<b>94.4</b>
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time (5)	29,200.00	32,500.00	31,828.08	2,583.12	0.00	671.92	97.9
4002 Salaries - Part-time	8,050.00	8,050.00	8,939.80	630.40	0.00	-889.80	111.1
4003 Salaries - Overtime	1,150.00	1,150.00	1,210.69	168.79	0.00	-60.69	105.3
4005 Salaries - Event Attendant (6)	2,500.00	2,500.00	2,091.68	270.30	0.00	408.32	83.7
4010 Workers Compensation Insurance	2,700.00	4,000.00	4,244.18	0.00	0.00	-244.18	106.1
4011 Medical Insurance	7,800.00	8,700.00	8,674.14	736.46	0.00	25.86	99.7
4015 Federal Payroll Tax -FICA	2,700.00	3,400.00	3,453.79	278.97	0.00	-53.79	101.6
4018 State Payroll Taxes	775.00	775.00	509.04	12.44	0.00	265.96	65.7
<b>SALARIES AND BENEFITS</b>	<b>54,875.00</b>	<b>61,075.00</b>	<b>60,951.40</b>	<b>4,680.48</b>	<b>0.00</b>	<b>123.60</b>	<b>99.8</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	342.04	0.00	0.00	157.96	68.4
5012 Printing	500.00	500.00	173.63	4.86	0.00	326.37	34.7
5014 Postage	100.00	100.00	94.25	0.00	0.00	5.75	94.3
5016 Office Supplies	900.00	900.00	689.40	109.57	0.00	210.60	76.6
5018 Janitorial Supplies (3)	2,500.00	3,600.00	3,223.79	0.00	0.00	376.21	89.5
5020 Telephone	1,800.00	1,800.00	1,503.55	50.62	0.00	296.45	83.5
5022 Utilities	50,000.00	53,000.00	50,504.23	3,213.71	0.00	2,495.77	95.3
5025 Sewer Tax	2,900.00	3,116.00	3,115.54	0.00	0.00	0.46	100.0
5030 Vehicle Maintenance	1,500.00	2,000.00	1,434.73	58.69	0.00	565.27	71.7
5032 Building & Grounds-Maintenance	30,000.00	27,000.00	23,435.11	2,069.03	0.00	3,564.89	86.8
5034 Alarm Systems	750.00	750.00	487.82	13.35	0.00	262.18	65.0
5045 Miscellaneous Expenditures	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
5051 Equipment Rental	1,500.00	1,500.00	139.39	139.39	0.00	1,360.61	9.3
5052 Minor Facility Repairs	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>98,650.00</b>	<b>100,466.00</b>	<b>85,143.48</b>	<b>5,659.22</b>	<b>0.00</b>	<b>15,322.52</b>	<b>84.7</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	38,000.00	32,776.27	2,655.00	0.00	5,223.73	86.3

**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	1,000.00	1,000.00	932.65	0.00	0.00	67.35	93.3
5670 Other Professional Services	5,400.00	3,000.00	3,324.49	185.91	0.00	-324.49	110.8
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CONTRACT SERVICES	41,900.00	42,000.00	37,033.41	2,840.91	0.00	4,966.59	88.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
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CAPITAL EXPENDITURES	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
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RUSH PARK	196,425.00	204,541.00	183,294.63	13,180.61	0.00	21,246.37	89.6
Dept: 60 STREET LIGHTING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	480.00	480.00	515.83	16.88	0.00	-35.83	107.5
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OPERATIONS AND MAINTENANCE	480.00	480.00	515.83	16.88	0.00	-35.83	107.5
Acct Class: 56 CONTRACT SERVICES							
5650 Lighting and Maintenance	102,000.00	107,000.00	97,314.92	8,680.04	0.00	9,685.08	90.9
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CONTRACT SERVICES	102,000.00	107,000.00	97,314.92	8,680.04	0.00	9,685.08	90.9
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STREET LIGHTING	102,480.00	107,480.00	97,830.75	8,696.92	0.00	9,649.25	91.0
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,200.00	2,500.00	2,500.00	0.00	0.00	0.00	100.0
5032 Building & Grounds-Maintenance	100.00	1,500.00	9.00	0.00	0.00	1,491.00	0.6
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OPERATIONS AND MAINTENANCE	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
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ROSSMOOR WALL	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
Dept: 70 STREET SWEEPING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	515.83	16.88	0.00	-15.83	103.2
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
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OPERATIONS AND MAINTENANCE	600.00	600.00	515.83	16.88	0.00	84.17	86.0
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	51,000.00	52,000.00	49,244.96	4,401.92	0.00	2,755.04	94.7
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CONTRACT SERVICES	51,000.00	52,000.00	49,244.96	4,401.92	0.00	2,755.04	94.7
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STREET SWEEPING	51,600.00	52,600.00	49,760.79	4,418.80	0.00	2,839.21	94.6
Dept: 80 PARKWAY TREES							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	0.00	0.00	1,008.15	183.30	0.00	-1,008.15	0.0
4002 Salaries - Part-time (7)	0.00	12,000.00	12,506.51	1,160.00	0.00	-506.51	104.2
4007 Vehicle Allowance	0.00	500.00	81.93	0.00	0.00	418.07	16.4
4010 Workers Compensation Insurance	0.00	250.00	0.00	0.00	0.00	250.00	0.0
4015 Federal Payroll Tax -FICA	0.00	900.00	1,040.86	102.76	0.00	-140.86	115.7
4018 State Payroll Taxes (8)	0.00	75.00	283.08	38.19	0.00	-208.08	377.4
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SALARIES AND BENEFITS	0.00	13,725.00	14,920.53	1,484.25	0.00	-1,195.53	108.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	50.00	50.00	5.87	0.00	0.00	44.13	11.7
5014 Postage	600.00	600.00	214.50	0.00	0.00	385.50	35.8
5016 Office Supplies	200.00	200.00	154.96	44.39	0.00	45.04	77.5
5020 Telephone	900.00	900.00	1,031.57	33.74	0.00	-131.57	114.6
5030 Vehicle Maintenance	300.00	300.00	198.61	66.34	0.00	101.39	66.2
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0

**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013

Fund: 10 - GENERAL FUND

Expenditures

Dept: 80 PARKWAY TREES

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	1,605.51	144.47	0.00	694.49	69.8
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	71,000.00	71,000.00	62,194.98	1,154.80	0.00	8,805.02	87.6
5660 TREE REMOVAL	3,700.00	3,700.00	3,326.52	0.00	0.00	373.48	89.9
5664 Tree Watering Program	1,000.00	1,300.00	1,270.86	0.00	0.00	29.14	97.8
5670 Other Professional Services	38,000.00	10,000.00	7,705.85	429.27	0.00	2,294.15	77.1
CONTRACT SERVICES	113,700.00	86,000.00	74,498.21	1,584.07	0.00	11,501.79	86.6
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	15,000.00	18,000.00	17,087.00	3,053.20	0.00	913.00	94.9
CAPITAL EXPENDITURES	15,000.00	18,000.00	17,087.00	3,053.20	0.00	913.00	94.9
PARKWAY TREES	131,000.00	120,025.00	108,111.25	6,265.99	0.00	11,913.75	90.1
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	775.00	775.00	711.48	61.65	0.00	63.52	91.8
4002 Salaries - Part-time	365.00	365.00	265.00	0.00	0.00	100.00	72.6
4003 Salaries - Overtime	25.00	25.00	32.35	4.34	0.00	-7.35	129.4
4010 Workers Compensation Insurance	135.00	230.00	198.61	0.00	0.00	31.39	86.4
4015 Federal Payroll Tax -FICA	70.00	70.00	57.55	5.06	0.00	12.45	82.2
4018 State Payroll Taxes	15.00	15.00	5.38	0.00	0.00	9.62	35.9
SALARIES AND BENEFITS	1,385.00	1,480.00	1,270.37	71.05	0.00	209.63	85.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	515.56	16.87	0.00	-15.56	103.1
5022 Utilities	7,500.00	7,500.00	8,473.53	796.48	0.00	-973.53	113.0
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	822.49	16.76	0.00	177.51	82.2
5045 Miscellaneous Expenditures	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	9,811.58	830.11	0.00	-211.58	102.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	4,000.00	4,000.00	3,540.00	295.00	0.00	460.00	88.5
5656 Tree Trimming	500.00	500.00	319.19	0.00	0.00	180.81	63.8
5670 Other Professional Services	300.00	150.00	55.48	4.55	0.00	94.52	37.0
CONTRACT SERVICES	4,800.00	4,650.00	3,914.67	299.55	0.00	735.33	84.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	15,980.00	14,996.62	1,200.71	0.00	983.38	93.8
Expenditures	1,213,562.00	1,244,196.00	1,127,221.77	82,539.52	0.00	116,974.23	90.6
Net Effect for GENERAL FUND	29,838.00	128,944.00	210,564.55	17,012.42	0.00	-81,620.55	163.3
Change in Fund Balance:			210,564.55				

**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH</b>								
<b>Revenues</b>								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	382,500.00	377,000.00	378,616.71	0.00	0.00	-1,616.71	100.4
3101	Property assessments-prior yr	7,500.00	5,000.00	4,285.12	589.62	0.00	714.88	85.7
<b>ASSESSMENTS</b>		<b>390,000.00</b>	<b>382,000.00</b>	<b>382,901.83</b>	<b>589.62</b>	<b>0.00</b>	<b>-901.83</b>	<b>100.2</b>
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	5,000.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>USE OF MONEY AND PROPERTY</b>		<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	13,800.00	8,800.00	0.00	0.00	0.00	8,800.00	0.0
<b>OTHER REVENUE</b>		<b>13,800.00</b>	<b>8,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,800.00</b>	<b>0.0</b>
Acct Class: 36 OTHER FINANCING SOURCES								
3600	TRANSFER IN/OUT OTHER FUNDS	20,000.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>OTHER FINANCING SOURCES</b>		<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>
<b>Dept: 00</b>		<b>428,800.00</b>	<b>390,800.00</b>	<b>382,901.83</b>	<b>589.62</b>	<b>0.00</b>	<b>7,898.17</b>	<b>98.0</b>
<b>Revenues</b>		<b>428,800.00</b>	<b>390,800.00</b>	<b>382,901.83</b>	<b>589.62</b>	<b>0.00</b>	<b>7,898.17</b>	<b>98.0</b>
<b>Expenditures</b>								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
<b>CONTRACT SERVICES</b>		<b>2,875.00</b>	<b>2,875.00</b>	<b>2,875.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
Acct Class: 58 DEBT SERVICE								
5801	Interest	141,980.00	141,980.00	141,980.00	0.00	0.00	0.00	100.0
<b>DEBT SERVICE</b>		<b>141,980.00</b>	<b>141,980.00</b>	<b>141,980.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
Acct Class: 66 OTHER FINANCING USES								
6600	Transfer out to other funds	120,000.00	240,000.00	240,000.00	0.00	0.00	0.00	100.0
<b>OTHER FINANCING USES</b>		<b>120,000.00</b>	<b>240,000.00</b>	<b>240,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
<b>RUSH PARK</b>		<b>264,855.00</b>	<b>384,855.00</b>	<b>384,855.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
<b>Expenditures</b>		<b>264,855.00</b>	<b>384,855.00</b>	<b>384,855.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
<b>Net Effect for ASSESSMENT DISTRICT FUND-RUSH</b>		<b>163,945.00</b>	<b>5,945.00</b>	<b>-1,953.17</b>	<b>589.62</b>	<b>0.00</b>	<b>7,898.17</b>	<b>-32.9</b>
<b>Change in Fund Balance:</b>				<b>-1,953.17</b>				



**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

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Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	85,700.00	85,700.00	85,082.82	0.00	0.00	617.18	99.3
3101	Property assessments-prior yr	2,300.00	2,300.00	977.42	130.31	0.00	1,322.58	42.5
ASSESSMENTS		88,000.00	88,000.00	86,060.24	130.31	0.00	1,939.76	97.8
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
USE OF MONEY AND PROPERTY		1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 00		89,000.00	89,000.00	86,060.24	130.31	0.00	2,939.76	96.7
Revenues		89,000.00	89,000.00	86,060.24	130.31	0.00	2,939.76	96.7
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	60,000.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
5801	Interest	25,665.00	22,330.00	22,330.00	0.00	0.00	0.00	100.0
DEBT SERVICE		85,665.00	82,330.00	82,330.00	0.00	0.00	0.00	100.0
ROSSMOOR WALL		88,195.00	84,860.00	84,860.00	0.00	0.00	0.00	100.0
Expenditures		88,195.00	84,860.00	84,860.00	0.00	0.00	0.00	100.0
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		805.00	4,140.00	1,200.24	130.31	0.00	2,939.76	29.0
Change in Fund Balance:				1,200.24				

**REVENUE/EXPENDITURE REPORT**  
June 2013 @ 100%

Rossmoor Community

For the Period: 7/1/2012 to 6/30/2013

Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	189,788.00	189,788.00	189,788.00	0.00	0.00	0.00	100.0
PROPERTY TAXES	189,788.00	189,788.00	189,788.00	0.00	0.00	0.00	100.0
Acct Class: 36 OTHER FINANCING SOURCES							
3600 TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	100.0
OTHER FINANCING SOURCES	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	100.0
Dept: 00	289,788.00	289,788.00	289,788.00	0.00	0.00	0.00	100.0
<b>Revenues</b>	289,788.00	289,788.00	289,788.00	0.00	0.00	0.00	100.0
<b>Expenditures</b>							
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
CAPITAL EXPENDITURES	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
ROSSMOOR PARK	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
Dept: 40 MONTECITO CENTER							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	20,000.00	20,000.00	3,000.00	0.00	0.00	17,000.00	15.0
CAPITAL EXPENDITURES	20,000.00	20,000.00	3,000.00	0.00	0.00	17,000.00	15.0
MONTECITO CENTER	20,000.00	20,000.00	3,000.00	0.00	0.00	17,000.00	15.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	140,470.00	140,470.00	30,144.75	500.00	0.00	110,325.25	21.5
CAPITAL EXPENDITURES	140,470.00	140,470.00	30,144.75	500.00	0.00	110,325.25	21.5
RUSH PARK	140,470.00	140,470.00	30,144.75	500.00	0.00	110,325.25	21.5
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	34,691.00	39,970.00	15,293.59	9,076.47	0.00	24,676.41	38.3
OPERATIONS AND MAINTENANCE	34,691.00	39,970.00	15,293.59	9,076.47	0.00	24,676.41	38.3
CAPITAL PROJECTS	34,691.00	39,970.00	15,293.59	9,076.47	0.00	24,676.41	38.3
<b>Expenditures</b>	195,161.00	208,940.00	48,438.34	9,576.47	0.00	160,501.66	23.2
<b>Net Effect for CAPITAL PROJECTS CONTRIBUTIONS</b>	94,627.00	80,848.00	241,349.66	-9,576.47	0.00	-160,501.66	298.5
Change in Fund Balance:			51,561.66				
<b>Grand Total Net Effect:</b>	289,215.00	219,877.00	451,161.28	8,155.88	0.00	-231,284.28	

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOOTNOTES - FINANCIAL REPORT  
JUNE 2013  
EXPENDITURES**

* <b>#1 Memberships and Dues</b> 10-10-5004	ETC amount was increased for this account.
* <b>#2 Publications and Legal Notices</b> 10-10-5010	ETC amount was increased for this account.
* <b>#3 Janitorial Supplies</b> 10-30-5018, 10-40-5018, 10-50-5018	ETC amount was increased for this account. Use of parks increased due additional events, etc. Also new soap dispensers were purchased this year to decrease cost of soap refills. ETC amount was increased.
* <b>#4 Other Professional Services</b> 10-30-5670, 10-50-5670	ETC amount was increased for this account.
* <b>#5 Salaries - Part Time</b> 10-40-4002, 10-50-4002, 10-90-4002	Slight increase in hours needed in maintenance.
* <b>#6 Workers Comp Insurance</b> 10-50-4010	Deposits higher than expected. ETC amount increased for this account.
* <b>#7 Salaries - Part Time</b> 10-80-4018	Change from contract labor to employee. ETC amount increased for this account.
* <b>#8 State Payroll Taxes</b> 10-80-4018	Change from contract labor to employee. ETC amount increased for this account.

\* *Noted in previous month(s). However, explanation is still warranted and valid.*

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-3**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** QUARTERLY STATUS REPORT

**BACKGROUND:**

Section 2000.120 of Policy No. 2000 requires that the General Manager provide a Quarterly Status Report to the Board. Accordingly, the Fourth Quarter Status Report is attached. The Report summarizes the current status of property and services within the District's jurisdiction, as outlined in Policy No. 1015, Mission and Jurisdiction. The Report is prepared in order to assist the Board in its decision making process and to better direct staff and resources.

**RECOMMENDATION:**

Receive and file.

**ATTACHMENTS:**

1. Fourth Quarter FY 2012-13 Status Report.
2. Policy No. 2000.
2. Policy No. 1015.

## FOURTH QUARTER FY 2012-2013 STATUS REPORT

### 1. RECREATIONAL FACILITIES REPORT

a. Rush Park: Rush Park is fully operational and highly utilized. During the Spring season, Rush Park fields were permitted by: LAGSL on Mondays through Saturdays; OC Buddhist Church every Saturday from April through July; LAYB Mondays through Saturdays from February through June; Belmont Shore Rugby every Tuesday and Thursday in April and May; Laguna Hills Soccer Club on Mondays and Wednesdays from March through August. Permits have also been issued to AYSO on Mondays through Saturdays from August through October.

The Rossmoor Community Festival held at Rush Park was a success in that attendance was high and no incidents were reported. The RHA and RCSD staff put a lot of time and effort into the event. However, the permit process was time-consuming and archaic with County permit fees originally quoted at \$5,000-\$6,000. I contacted the County Planning Manager and was able to reduce to \$1,000. Work needs to be done in the form of research and negotiations in order to secure permit fees for 2014.

The Summer Movies/Concerts in the Park have had record attendance. Again, the County permit process was time-consuming and non-sensical. I contacted County Permit manager resulting in the reduction of projected fees of \$6,000 to \$500. Again, research and negotiations need to be conducted to secure 2014 fees to ensure that unrealistic fees do not threaten the viability of future events.

Also, in recent months, there has been an increase in unpermitted park activity such as exercise classes (boot camps), clinics and other organized activities. In many cases, it appears that these are commercial activities. As Board has directed, I have researched the District's options in controlling these activities. The County requires specific signage in order to enforce. In order to proceed, a thorough review of current District permit policies by the Parks and Facilities Usage Committee needs to be conducted, as well as a review by legal counsel, before further action is taken.

Tot Lot proposals will be presented to the CIP Committee in the near future in order to get this project underway and bring equipment up to current standards.

b. Rush Park Auditorium: The auditorium and adjacent rooms are currently being highly utilized. Recent permitted groups include the Calvary Chapel, the Tea Party of Orange County, Write Away Academy, Al-Anon, Math Camp, International Education for Japanese Students, and GO&D church. The HVAC project approved by the Board this quarter was successfully completed. The lighting system upgrade approved in the 2013-2014 budget will be presented to the CIP Committee after staff has completed research.

c. Rossmoor Park: The new remote lighting system was successfully installed and is operating well. There have been recent complaints from residents regarding the maintenance of park grounds. I have met with Valley Crest's management and RCSD staff to address issues. If not resolved, the Board may consider taking contract out to bid, as it expires in December 2013. LAGSL is currently Rossmoor Park's only current major permitted group. The Spring Ball season and All Star Tournament were completed without any significant issues. The LAGSL MOU committee has been rolled into the new Parks and

Facilities Usage Committee. At the Committee's first meeting in June, it was determined that the LAGSL was in compliance with the MOU. However, representatives of the RPN (Rossmoor Park Neighbors) group continue to press for less games at Rossmoor Park via the transfer of games to Rush Park. Currently, funding is not available for the Rush Park Field 1 upgrade. The RPN has been directed by the Committee to continue to work with LAGSL and bring any proposed changes (that both RPN and LAGSL can agree to) to a future Park and Facilities Usage Committee meeting.

We have received a permit application from Friday Night Lights to use Rossmoor Park. However, since the fields are currently reserved by the LAGSL MOU during the requested dates, a permit was not issued.

There are no major issues to report in regards to the tennis courts and tennis pro.

There have been some recent noise complaints (whistle blowing) regarding usage of the basketball courts as well accessibility resulting from permitting of facility to NJB (National Junior Basketball). These issues will be discussed during a future Parks and Facilities Usage Committee.

d. Rossmoor Community Center: The Center has been recently utilized Mondays through Fridays, by the Youth Center of Los Alamitos, for their day-camp program, as per the District's co-sponsorship agreement.

e. Reserved Picnic Sites: Highly utilized. Reservations for Spring and Summer were maxed out even without rentals to non-residents.

f. Montecito Center: This facility is fully operational with no significant issues. Li'l Cottonwood Pre-School continues to be its major user. The front gate has been successfully installed and tested by Fire Department. No other upgrades are currently scheduled.

g. Rossmoor Wall and Signage: Rossmoor wall is in need of brick repairs. Need to further research options. Arco signature wall complete. Permits pending for other locations.

**2. TREE PROGRAM:** Many letters have been sent out to residents regarding the planting of a new trees, illegal pruning cease and desist orders, and fines levied for illegal removal. Community outreach via the Quarterly and e-mail blasts is being planned. The quarterly tree and covered parkways updates are included in this month's Agenda.

**3. STREET SWEEPING:** No reportable issues.

**4. STREET LIGHTING:** No reportable issues.

## **6. DISTRICT'S FINANCIAL RESOURCES**

a. Investments and Fiscal Status: District's investments continue to draw a low rate of return compared to previous years. The District closed the year with a balance of over one million dollars in cash and investments. Cash flow is still being closely monitored to ensure sound fiscal administration. An Investment Committee meeting should be scheduled in near future to discuss investment options.

- b. Revenue and Expenditure Report: Item is covered in your Agenda.
- c. Grant Funds: Grant for the purchase of recreation equipment was awarded to the District and the Youth Center.
- d. FY 2013-2014 Final Budget: Approved by the Board in July.
- e. Annual Audit: District's annual audit is underway. Reserved Fund Balances need to be addressed at future Audit and Budget Committee meetings.

**7. DISTRICT STAFF:** District staff is working to full capacity.

## **8. COUNTY/CITIZEN MEETING OR REQUEST**

- a. Meetings with So Cal Gas: Committee Meeting held in July to discuss So Cal Gas's plans to install two concrete Data Collection Unit poles in the residential area of Rossmoor.
- b. Meetings re: Cal Trans/OCTA: Community meetings/rally in opposition to toll lanes conducted.
- c. Parking Issues: Last quarter, a Shops at Rossmoor meeting was held to address parking issues stemming from condominium residents in Seal Beach parking in front of Rossmoor residents' homes. At that meeting, the County planning department offered to implement restricted parking, but was unable to offer permit parking. The Committee decided to reach out to the owner of the Shops of Rossmoor to allow permit parking on their private parking before proceeding with a restricted parking plan. I contacted the Rossmoor Park condominiums property manager and HOA, resulting in an official request to the Shops for temporary permit parking. Unfortunately, as it stands, the City of Seal Beach would require a Conditional Use Permit, with term not favorable to property owner. I have reached out to the Seal Beach City Manager and City Planning, to no avail. As directed, I will contact Seal Beach City Council members. It should be noted that I continue to receive many complaints from Rossmoor residents. Some have commented that they would embrace restricted parking. I recommend that we survey affected residents regarding this option and conduct another Committee meeting to address residents' concerns.

## **9. COMMUNICATION WITH THE PUBLIC**

- a. Quarterly Newsletter: Quarterly Newsletter was distributed in July. Need to ensure that letter is received by Rossmoor Village businesses.
- b. Web Site: The web site is updated on a regular basis. Efforts have been made to increase email blasts to disperse information to public.
- c. Community Email Data Base: Efforts were made at the Community Festival to increase email recipients via an ipad and raffle. Permit applicants are requested to sign up as well.
- d. E-Mails from Public/Public Record Requests: I continue to receive a high volume of emails as well as public record requests from residents.

Rossmoor Community Services District

Policy

No. 2000

**GENERAL MANAGER AUTHORITY AND RESPONSIBILITIES**

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

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

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

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

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

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

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

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



The General Manager has the authority to expend funds for budgeted and non-budgeted items within the financial limits imposed by the Board. He/she shall also maintain or cause to be maintained all necessary and required financial records for the proper conduct of the District's annual audit.

**2000.90 District Facilities:** The General Manager has the responsibility for managing and maintaining all District buildings and parks, including the use of such facilities in accordance with applicable District Policies and the approved Fee Schedule. The General Manager is responsible for regularly inspecting all District facilities to evaluate the effectiveness of maintenance and to monitor the performance of District staff and contractors assigned responsibility for the upkeep and maintenance of District facilities through the use of staff personal and/or contractors within the General Manager's spending limits.

**2000.100 CIP Project Contractors:** The General Manager has the responsibility for soliciting and evaluating bidders for the District's CIP project work. Contract development shall be accomplished in consultation, with District Counsel. The General Manager shall be responsible for developing specifications for projects in consultation with any professional consultant approved by the Board; obtaining bids from contractors for CIP projects; and presenting bids to the Board for approval of the successful bidder. With Board approval, the General Manager is authorized to sign an agreement with such bidder, as the District's representative. The General Manager also has the responsibility for monitoring the performance of contractors for any CIP project approved by the Board.

**2000.110 Long Term Contractors:** The General Manager has the same responsibilities for long term contractors as with project contractors. Long term contractors are those whose scope of work is ongoing and for a term of at least a year and usually longer. The General Manager represents the District in negotiations and disputes with contractors and together with any project consultant approved by the Board. The General Manager makes decisions on whether the contractor has performed in compliance with the applicable contract, and whether reductions in payment are to be made or whether termination is warranted. Such actions must be taken in consultation with General Counsel.

**2000.120 Reports to the Board:** The General Manager shall provide a Quarterly Status Report to the Board on the major service categories contained in the District's Goals and Objectives. Such categories include but are not limited to recreational programs, facility maintenance, status of the urban forest, street lighting, street sweeping, County services, fiscal status and community outreach. The General Manager may develop and present special reports, as deemed necessary or as directed by the Board.

**2000.130 Recreation Programs:** The General Manager is responsible for managing the activities of staff responsible for planning, researching, and recommending new or modified recreation programs and equipment utilizing the parks and buildings in the District for the benefit of the Rossmoor community.

**2000.140 Tree Program:** The General Manager is responsible for the management of the District's urban forest. The General Manager shall monitor and coordinate any tree related activity such as plantings, removals, and trimmings with the County, the District's contract arborist, and District staff/consultants for all parkway and median trees in the community.

**2000.150 Public Relations:** The General Manager has the authority and responsibility to represent the District in any dialogue with all local, county, state and federal agencies, news media and local organizations. The General Manager has the responsibility for answering inquiries from the public and news media, producing and distributing the District's Quarterly Newsletter to all Rossmoor homeowners/residents and businesses, and issuing press releases and media alerts to inform local and regional newspapers of events and programs to be conducted on District properties or being supported by the District. The General Manager shall also maintain and keep current the District web site and develop an email data base of homeowners/residents and businesses for timely dissemination of information on current events or emergency alerts.

**2000.160** Emergencies: The General Manager has the responsibility and authority to expend District funds when an emergency occurs which adversely affects, directly or potentially, the ability of the District to perform its services which puts District property or personnel in jeopardy, or which may jeopardize the health and safety of the community and its residents. The General Manager shall determine that an emergency exists and shall take whatever steps and expenditures deemed necessary to meet the emergency.

At the earliest opportunity, the General Manager shall inform the Board President, or in the President's absence, the First Vice President or Second Vice President, of the emergency and the steps taken and expenditures incurred or may be incurred to meet the emergency. Such actions shall be reported to the Board at their next regularly scheduled meeting.

Adopted: July 14, 1993  
Amended: February 9, 2000  
Reformatted: October 8, 2002  
Amended: December 10, 2002  
Amended: January 11, 2005  
Amended: September 12, 2006  
Amended: October 13, 2009

Rossmoor Community Services District

Policy

No. 1015

**MISSION AND JURISDICTION**

**1015.00 Government Structure:** The Rossmoor Community Services District (District) is a limited government authorized by Sections 61000-61140 of the Government Code governing the creation and operation of community services districts. The District is governed by an elected Board of Directors selected by the voters of the unincorporated community of Rossmoor. The Board consists of five members of the Rossmoor community who set policy and oversee the functions of the District. The powers and responsibilities of Community Services Districts are enumerated in Division 3, Community Services Districts, Part 1. General Provisions, Chapters 1-5 of the Government Code, as amended by Senate Bill SB 135.

**1015.10 Mission:** The current mission of the District is to provide parks and recreation services, manage the parkway tree program and oversee median landscaping, provide for street lighting and street sweeping, manage District assets, act as an intermediary for certain County functions and perform other services consistent with its role as a limited government for residents of Rossmoor and to do so in the most responsive and cost-effective manner.

**1015.20 History:** The District was formed in November 1986 as a result of a general election of Rossmoor voters to replace the Rossmoor County Service Area No. 21 (CSA 21). At that election, a majority of Rossmoor voters approved an order adopted on June 25, 1986 by the Board of Supervisors of Orange County to form the District and concurrently dissolve the Rossmoor CSA 21, to establish that the boundaries of District would be the entire territory of the unincorporated Rossmoor Community CSA 21 and take over the assets and assume all liabilities and obligations of the Rossmoor CSA 21, and to elect a five member Board of Directors for the District.

**1015.21 Powers Granted in 1986:** The powers granted to the District as a result of the 1986 election were: public recreation facilities and services, street lighting, road rights-of-way services, sewer services and, subject to the consent of the County of Orange, the collection and disposal of garbage or refuse matter. They included the specific services previously provided by Rossmoor CSA 21 which were: local park development and maintenance, road related landscape maintenance, street sweeping and community center/recreation programs. At that time, this included Rossmoor Park, the mini-parks and Montecito Center.

**1015.22 Powers Granted in 1988:** The Rossmoor voters approved an ordinance which provided for the maintenance of parkway trees including, but not limited to, aesthetic trimming, treatment for diseases and/or insects, and the removal, replacement, or planting of parkway trees or the approval of trimming, treatment, removal, replacement, or planting of parkway trees by any person.

**1015.23 Rush Park and Building:** In November 1990, the Rossmoor voters approved a ballot measure to acquire Rush School and surrounding grounds and to tax themselves to pay for one or more bonds to acquire the property.

**1015.24 Rossmoor Signature Wall:** In November of 1996, the Rossmoor voters approved a ballot measure to tear down the Rossmoor Signature Wall on the east border of Rossmoor which was partially collapsed by an earthquake and to rebuild it higher and stronger to withstand future

earthquakes, and to tax themselves to pay for one or more bonds for the destruction and construction work.

**1015.30** Current Jurisdiction: The District currently has jurisdiction over the following properties and services within the territorial boundaries of the Rossmoor Community:

- a. Parkway trees – trimming, planting and removal.
- b. Rossmoor Way median trees and plants, and the triangle garden adjacent to Seal Beach Blvd., Rossmoor Wall and the drainage channel at Lampson.
- c. Foster and Kempton Mini-parks.
- d. Rush Park buildings, fields, grounds and parking lot.
- e. Rossmoor Park Community Center, courts, fields and grounds
- f. Montecito Center and parking lot.
- g. Rossmoor Signature Wall.
- h. Street sweeping.
- i. Street lighting.

Adopted: March 14, 2006  
Amended: June 12, 2007  
Amended: November 9, 2010

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-4**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** QUARTERLY TREE REPORT

**BACKGROUND:**

Attached is the Quarterly Tree Report for the 4th Quarter of the 2012-2013 fiscal year. Also attached is the Status of Rossmoor Covered Parkways. These reports are intended to provide the Board with the status of the work being performed in the maintenance and preservation of the community's urban forest. These reports were prepared by the District's Tree Program Assistant, Mary Kingman.

**RECOMMENDATION:**

Receive reports.

**ATTACHMENTS:**

1. Quarterly Tree Report.
2. Status of Rossmoor Covered Parkways.
3. Covered Parkways Worksheet.

### 2011/ 2012 Tree Trimming, Planting and Removals

Month	Safety Trim	Small Trim	Medium Trim	Large Trim	Small Tree Removal	24" Box Plant	Sp 24" Box Plant	Tree & Stump Removal	In House S/Request
July-11	42	2	8	4	0	5	0	0	24
August-11	30	113	216	151	0	0	0	34	7
September-11	38	288	294	171	0	4	0	22	11
<b>1st Quarter Totals</b>	<b>110</b>	<b>403</b>	<b>518</b>	<b>326</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>56</b>	<b>42</b>
October-11	37	0	0	0	0	40	7	0	1
November-11	25	0	0	0	0	0	0	0	1
December-11	0	1	0	0	0	1	0		0
<b>2nd Quarter Totals</b>	<b>62</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>7</b>	<b>0</b>	<b>2</b>
January-12	0	3	0	0	0	2	0	0	28
February-12	18	0	0	0	0	0	0	0	0
March-12	27	0	0	0	0	0	0	37	0
<b>3rd Quarter Totals</b>	<b>45</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>37</b>	<b>28</b>
April-12	0	0	0	0	1	59	0	32	0
May-12	0	0	0	0	0	0	0	0	0
June-12	0	0	0	0	0	0	0	0	0
<b>4th Quarter Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>
<b>FY 2011/2012 Totals</b>	<b>217</b>	<b>407</b>	<b>518</b>	<b>326</b>	<b>1</b>	<b>114</b>	<b>7</b>	<b>125</b>	<b>72</b>

### 2012/ 2013 Tree Trimming, Planting and Removals

Month	Safety Trim	Small Trim	Medium Trim	Large Trim	Small Tree Removal	24" Box Plant	Sp 24" or 36" Box Plant	Tree & Stump Removal	In House S/Request
July-12	20				1	7		5	25
August-12	12	87	131	94	1			18	33
September-12	21	84	103	93	3			1	19
<b>1st Quarter Totals</b>	<b>53</b>	<b>171</b>	<b>234</b>	<b>187</b>	<b>5</b>	<b>7</b>		<b>24</b>	<b>77</b>
October-12	6	131	195	99	1				20
Large Hedge Trimming Encroaching Wall 10/4/12									
November-12	19			16	2				18
December-12				21		21	1		8
<b>2nd Quarter Totals</b>	<b>25</b>	<b>131</b>	<b>195</b>	<b>136</b>	<b>3</b>	<b>21</b>	<b>1</b>		<b>46</b>
January-13	22	1	1	20		21			19
February-13		4	12	8				1	19
March-13			23	8				1	13
<b>3rd Quarter Totals</b>	<b>22</b>	<b>5</b>	<b>36</b>	<b>36</b>		<b>21</b>		<b>2</b>	<b>51</b>
April-13				24					24
May-13		11	9	7		17			23
June-13			16	34					24
<b>4th Quarter Totals</b>		<b>11</b>	<b>25</b>	<b>65</b>		<b>17</b>			<b>71</b>
<b>FY 2012/2013 Totals</b>	<b>100</b>	<b>318</b>	<b>490</b>	<b>424</b>	<b>8</b>	<b>66</b>	<b>1</b>	<b>26</b>	<b>245</b>

### CURRENT ACTIVITIES

Key: C=Complete I/P=In Progress On/G=Ongoing P=Pending

STATUS

#### WCA

Rossmoor Park Tree Trimming 6/27/13	Complete
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#### OCPW

July Removals	In Progress
April, May, June Safety Trims	In Progress

#### RCSD

Vacant Site Planting	On/G
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**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

**Status of Rossmoor Covered Parkways as of July 30, 2013**

Regarding the current list of parkways in Rossmoor that were either covered in hardscape or shrubbery, without a suitable location for a tree to be planted: There were 21 sites on the original list that that was submitted to the Board. Two sites needed both a front and side parkway tree area made available, so these should have been listed separately, which would have made 23 sites in total.

Three of these sites have been removed from the original list; two because they are sites where it is impractical to plant a tree and another, 3316 Druid Lane, because the site already had an area for a tree to be planted so should not have been on 'Covered Parkway' list.

Upon my initial investigation in October of 2012, I found four of the sites already had suitable tree planting locations and that trees were planted at these sites in late July, 2012.

In November of 2012, in coordination with Richard Sanchez at Orange County Public Works, ten of the sites had tree planting areas cut out of the existing hardscape or shrubbery. Nine of these sites have since been planted with trees. One site, 11152 Wembley Road, needed a second parkway tree area cut out (front parkway) before planting of both front and side parkway could take place. This work was completed in February 2013 and the two trees were planted on May 3, 2013.

There are four sites on the list that have not have had any tree areas cut out of the existing hardscape. The homeowners at the addresses of these parkways had previously appealed to the Board, requesting that there be no tree planted at these sites. These appeals were denied by the RCSD Board at the February 14, 2012 board meeting. Richard Sanchez and A.J. Jaime of Orange County Public Works have maintained the County's position on these four parkways, which is that they are not going to remove any encroachments or force the residents in Rossmoor to accept these new tree planting locations and that the issue will need to be addressed by Rossmoor Community Service District (RCSD).

**A recent development at 11351 Wallingsford has now allowed for the County to clear this parkway and make available for tree planting. On July 23, 2013 I received confirmation from Orange County Public works that a work order for this site will be issued.**

Mary Kingman  
Tree Program Assistant  
Rossmoor Community Services District

Status of Rossmoor Covered Parkways				
SITE	ADDRESS	PARKWAY COVERAGE	RESIDENT STATUS	COUNTY STATUS
1	2932 YELLOWTAIL	TREE PLANTED DEC. 2012		
	2932 YELLOWTAIL	TREE PLANTED DEC. 2012		
4	DRUID	TREE PLANTED MAY 2013		
5	2822 BRIMHALL	TREE PLANTED JULY 2012		
6	<b>2702 COPA DE ORO</b>	<b>Parkway covered in pavers</b>	<b>Appeal denied - see below*</b>	<b>Approval needed</b>
7	2642 COPA DE ORO	TREE PLANTED JULY 2012		
8	2691 TUCKER	TREE PLANTED JULY 2012		
9	11962 MARTHA ANN	TREE PLANTED DEC. 2012		
10	3271 QUAIL RUN	TREE PLANTED DEC. 2012	Agreed	
11	3102 RUTH ELAINE	TREE PLANTED DEC. 2012	Agreed	
12	<b>11351 WALLINGSFORD</b>	<b>Junipers and Concrete covering parkway</b>	<b>Resident no longer at address</b>	<b>Work order being issued</b>
13	<b>11621 MONTECITO</b>	<b>Brick and concrete covering parkway</b>	<b>Appeal denied - see below***</b>	<b>Approval needed</b>
14	11631 MONTECITO	TREE PLANTED JULY 2012		
15	11661 MONTECITO	TREE PLANTED DEC. 2012		
16	<b>2932 INVERNESS</b>	<b>Concrete and three 5' Privet shrubs</b>	<b>Appeal denied - see below****</b>	<b>Approval needed</b>
18	11451 MARTHA ANN	TREE PLANTED DEC. 2012		
19	11152 WEMBLEY	TREE PLANTED MAY 2013		
	11152 WEMBLEY	TREE PLANTED MAY 2013		
20	11401 WEATHERBY	TREE PLANTED DEC. 2012		
21	11971 WEATHERBY	TREE PLANTED DEC. 2012		

<p><b>*2702 Copa De Oro</b>  Resident failed to appear at board meeting, Feb 14, 2012. Appeal regarding her request not to plant tree was denied by board. Motion passed 5-0</p>
<p><b>**11351 Wallingsford</b>  At board meeting, Feb. 14, 2012 the district agreed to care for resident Rosalile Simpson's parkway tree, the selection to be approved by her.</p>
<p><b>***11621 Montecito</b>  Resident failed to appear at board meeting, Feb 14, 2012. Appeal regarding her request not to plant tree was denied by board. Motion passed 5-0</p>
<p><b>****2932 Inverness</b>  Appeal regarding her request not to plant tree was denied by board, Feb. 14, 2012. Motion passed 5-0</p>



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-5**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**SUBJECT:** QUARTERLY RECREATION REPORT

**BACKGROUND:**

Attached is the Quarterly Recreation Report for the 4th quarter of the 2012-2013 Fiscal Year. The report prepared by Recreation Superintendent Emily Gingras describes the District's Recreation programs, goals and activities.

**RECOMMENDATION:**

Receive report.

**ATTACHMENTS:**

1. Quarterly Recreation Report.

# **RCSD RECREATION DEPARTMENT**

## **ANNUAL REPORT TO THE BOARD**

**August 2013**

**Emily Gingras**

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### **SUMMARY**

With each Fiscal Year, the Recreation Department's offerings and responsibilities continue to grow. Parks across California have seen an increase in attendance levels as more families are taking advantage of free and low cost offerings within their communities. Evidence relating video games and hours in front of the television to obesity has prompted parents to spend more time outdoors with their children. Increased attendance levels have caused California Recreation Departments to revisit outdated policies and implement new park restrictions on user groups, for-profit users, sports groups and picnic patrons. Based on increased park use, the District's Recreation Department will review park and facility usage policies within this Fiscal Year and continue to communicate with the cities of Los Alamitos, Seal Beach and Cypress for collaboration regarding any changes to parks policies that may help one another.

Some of the major projects and accomplishments completed by the Recreation Department within the past year include:

- Implementing a Holiday Toy Drive in collaboration with the RHA
- Securing dates and entertainment for the District's summer event series
- Securing a co-sponsorship request from Shakespeare by the Sea
- Offering drop-in activities in the Rossmoor Park Community Center

More recent accomplishments include:

- Planning and implementation of the annual Rossmoor Community Festival including offering arts and crafts activities for youth
- Collaborating with the County permitting department for newly implemented special event fees and requirements
- Renewal of the Recreation Superintendent's playground safety certification
- Monitoring the recent conclusion of LAGSL's spring season and Annual All-Star Tournament
- Coordinating the newly appointed Parks and Facilities Usage Ad Hoc Committee's first meeting
- Providing instruction and training at the Youth Center's Annual Summer Day Camp Staff Training
- Research and installation of the newly installed Rossmoor Park Remote Lighting System
- Receiving a \$1,000 grant awarded to the Rossmoor Community Services District's Recreation Department and the Youth Center's Rossmoor Park Summer Day Camp for recreation supplies and equipment
- Hosting a successful June Movie in the Park event boasting the highest turnout ever

The 2013 Community Festival marked the first year the County required a special event permit and the District to pay fees associated with permit costs. Because the Rossmoor Community Services District is the owner, District staff was required to complete and submit the necessary permit requirements and

coordinate the approval process with the County's permitting department. The process was lengthy and required several hours of District staff time in coordinating with the County. Approval was received two days prior to the scheduled event. The RHA paid over \$1,000 in permitting fees to the County and OCFA for required festival permits. Unfortunately, there is no way to calculate fees for the 2014 as the County determines fees based on scope of event. Recreation staff will once again be responsible for submitting appropriate applications and coordinating the permit process with the County for the 2014 festival.

As a result of fees incurred for the Community Festival, District staff closely monitored the approval process for the District's summer special event offerings. Applications initially submitted in early March resulted in a variance of estimated fees ranging from \$6,000 to \$12,000. County staff was unable to submit a fee schedule for said events and again based fees on the scope of each event. Estimated permit costs included after-hours on-site inspections at an overtime rate with a four hour minimum for each event, separate building and electrical permits and associated special event permit fees. With the District's first movie less than ten days away and no decision yet from the County, the District was concerned permit costs may exceed the allotted budget. Less than one week prior to event, the District received an invoice totaling \$498 for all eight summer events and waived all on-site inspection fees as a result of several non-profit agencies complaining about outrageous permit fees. Unfortunately, County staff was unable to guarantee whether these costs would be similar in 2014. Coordinating with the County for the Rossmoor Community Festival and the summer special event permits became nearly a full-time job. Recreation staff is hoping for a smoother process in 2014 and has urged the County to implement a fee schedule for clarity.

Recently, the District's Recreation Superintendent attended a playground safety certification course to renew her expiring certification. The four-day course included complex playground material including a comprehensive exam on the final course day. Certification guidelines require a passing grade on the exam. The Recreation Superintendent is excited to announce a passing test score which is active for three years. The course included details relating to adopting maintenance standards and policies to ensure the District's playgrounds are being maintained and inspected regularly. It would be best to adopt a new policy meeting the guidelines once the ADA requirements are met on the Rush Park Playground. Recreation staff will research and present a proposed policy that reflects the District's needs for maintenance.

Since the adoption of the 2011 Memorandum of Understanding between the District, LAGSL and Rossmoor Park Neighbors (RPN), Recreation staff has remained in close contact with LAGSL representatives and is happy to report all aspects of the MOU have been complied with. In fact, the LAGSL has gone a step further and reduced its season further than required by the MOU. However, the final Saturday of playoff games and the June All-Star Tournament still continue to cause heavy traffic and congestion and severe park impact compared to regular season game days. Additionally, the RPN recently asked the RCSD Board to revise policies limiting LAGSL games to two per field on fields 1 and 2 at Rossmoor Park. As a result, the Board appointed a District Parks and Facilities Usage Ad Hoc Committee in which the MOU Committee would be folded into discussions in this new forum. The committee recently met and agreed the RCSD and LAGSL were complying with the MOU and decided against the RPN's request to limit games on Saturdays at Rossmoor Park. More meetings will be held to address the rising issue of unpermitted use in Rossmoor's Parks including boot camps and for-profit private sports instruction classes.

Musco Lighting recently installed the new Rossmoor Park Remote Lighting System giving staff access to the Rossmoor Park lighting system 24/7. The new Control-Link system is user-friendly and allows remote access and immediately notification to staff of any lighting system failures. Appropriate staff training has been conducted for use and staff is extremely pleased with ease of the new system.

For the third straight year, the District's Recreation Superintendent attended the Youth Center's Rossmoor Park Summer Day Camp Training. Recreation staff offered motivational insight for working with youth and planned, implemented and organized icebreakers and large group activities for staff to implement within the summer day camp. Nearly 65 staff and teen volunteers attended the five-hour training which takes place the Saturday prior to the commencement of camp.

In late June, the District's Recreation Department was awarded a \$1,000 grant in collaboration with the Youth Center's Rossmoor Park Summer Day Camp. In 2012, the District and Youth Center jointly applied for a grant offered by the Run Seal Beach Grant Committee in which grants would be awarded for programs promoting outdoor recreational activities benefiting the Rossmoor, Los Alamitos and Seal Beach Communities. \$1,500 was jointly awarded in 2012 in which the District and Youth Center purchased equipment including a ping pong table and other recreation supplies including playground balls and sports equipment. As part of the grant requirement, equipment had to be utilized year-round. As a result, following the conclusion of the Rossmoor Park Summer Day Camp, the District's Recreation Staff opened Community Center doors afterschool for drop-in ping pong play and equipment rental. The response was overwhelmingly positive. On average, the District received up to 10 school-age participants' daily utilizing available equipment. This year, the District and Youth Center jointly purchased a foosball table, and sports equipment. The foosball table and equipment will be available for use in the Community Room throughout the school year.

The June showing of Madagascar 3 boasted the District's highest movie turnout to date by triple the previous attendance levels. Nearly 1,000 guests attended the event. Children participated in free pre-movie activities including a bounce house, water balloon toss and potato sack races. Due to the unexpected number of attendees, District staff was spread thin. Fortunately, volunteers were available to provide last minute relief and aide in the snack shack. Snack shack proceeds were able to cover the cost of the bounce house. Should attendance levels continue to rise, District staff will require additional help for the remainder of summer events and in future years'. Increased media attention for Rossmoor's events and the printing of press releases in local papers has helped spread the word about Rossmoor's summer event offerings.

Recreation staff is currently working on the following projects:

- Attending 4<sup>th</sup> of July Fireworks Spectacular meetings and coordinating setup of RCSD booth at event
- Coordinating the remaining Shakespeare, Concerts and Movies in the Park events and increased media collaboration
- Conducting community outreach and gathering input regarding the potential Rush Park Tot Lot upgrade
- Collaborating with Rossmoor resident, Lee Lindquist in the RCSD's "Tiles for Tot Lot" project

- Continued collaboration with the District's Playground Consultant for the potential Rush Park Playground upgrade
- Coordinating the 2<sup>nd</sup> Annual Holiday Toy Drive in collaboration with the RHA and OCSD
- Monitoring of the Youth Center's Rossmoor Park Summer Day Camp
- Continued collaboration with the City of Los Alamitos to implement a senior transportation program at no cost to either agency

The 2013 4<sup>th</sup> of July Fireworks Spectacular held at the JFTB in Los Alamitos is expected to be bigger and better than ever. The event location has been relocated to the tarmac as requested by the City of Los Alamitos. The tarmac provides one centralized location for all aspects of the event including food vendors, rides and games and the main stage area. The location also allows for proximity to parking. Due to available space on the tarmac, the District's Recreation staff will setup an RCSD booth to promote summer events.

Recreation staff has a busy summer ahead as several special events remain including Shakespeare, Concerts and Movies in the Park. Staff will be present at all remaining events coordinating pre-movie activities and coordinating setup and County inspections at all events. Remaining movies include *Wreck It Ralph* and *The Lorax*. Concerts include **Elm Street Band**, **Robby Armstrong Band** and **Retro Station**. Shakespeare performances include *King John* and *All's Well that Ends Well*.

In order to receive community input and gather information regarding the potential Rush Park Playground upgrade, Recreation staff has been surveying Movies in the Park families. So far, the response has been positive and residents are happy with the proposed rendering presented at Movies in the Park events. Recreation staff will continue to provide outreach at the final two Movies in the Park events. Conducting the outreach at this event allows the District to gather information from several Rossmoor residents and children that frequently utilize District facilities. Families were offered a free popcorn voucher in exchange for providing feedback on the upgrade.

As an attempt to add to the existing Rush Park Playground tile wall, Rossmoor resident, Lee Lindquist volunteered his services as project coordinator. His plan allows families, businesses and organizations to paint a 12 x 12 tile in which proceeds would benefit new playground equipment. Previously, Mr. Lindquist coordinated registration and payment with the RHA. As of August 1, District staff will now be coordinating fall 2013 tile painting dates with Mr. Lindquist. The "Tiles for Tot Lot" fundraiser will be promoted at the remaining Movies in the Park events. To date, Mr. Lindquist has raised \$3,700 for the upgrade. Future tile painting dates will take place in November, 2013.

The District's Recreation Superintendent has continued to work closely with J.C. Boushh in revising quotes and providing additional information for the potential Rush Park Playground upgrade. It is the goal of the Recreation Department to see the project complete by January 1, 2014. Recreation staff will plan a grand re-opening to celebrate the ADA compliant playground once complete (pending Board approval). The re-opening will also highlight the newly added tiles adorning the perimeter playground wall.

Due to generous contributions from residents for the First Annual Holiday Toy Drive, the Recreation Department will once again be partnering with the RHA and OCSD in the *Operation Santa Claus* event. Some thought has been given on promoting the acceptance of gifts at the RHA's annual Christmas Light Post workshop and/or during the potential grand re-opening of the Rush Park Playground. Recreation staff will continue to coordinate with Dorothy Fitzgerald and Chris Marshall on the best ideas for collecting gifts at special events.

Recreation staff continues to monitor the Youth Center's use of the Rossmoor Park facility and their compliance with mitigating trash and cleanliness of the facility. The Board approved three-hour extension has benefited campers, parents, staff and volunteers. The day camp averages 125 daily participants. Remaining field trips and special events include; Angel's game, a puppy party, a reptile party and magic show.

For nearly five years, the District's Recreation Superintendent has collaborated with the City of Los Alamitos and the OCTA's Senior Mobility Program in hopes of utilizing the District's annual \$12,000 allocation for implementation of a senior transportation program. The best use of funds would be to partner with Los Alamitos who receives a similar allocation. Unfortunately program costs exceed the allocation amount. Both parties continue to work closely with OCTA and research potential grant opportunities that would allow the program to come to fruition.

The District's Recreation Department has received high praise from the community at recent special events including affordability of events, movie and concert choices, event location and family socialization with friends and neighbors. Rush Park is the place to be on Friday evenings. Unfortunately, unpredictable County special event permit fees limited the amount of pre-movie and concert offerings Recreation staff was hoping to provide such as a magic show or animal party. Fortunately, Recreation staff's background in physical education and recreation has provided children and families with several pre-movie entertaining outdoor activities at no cost. Ultimately, the District's Recreation Department would like to offer families a winter special event in late 2013/early 2014 and add to summer pre-event activities in the future. Overall, the Recreation Department has come a long way and continues to expand its offerings to the community.

Respectfully Submitted By

Emily Gingras  
RCSD Recreation Superintendent



# **ROSSMOOR COMMUNITY SERVICES DISTRICT**

## **AGENDA ITEM H-1**

**Date:** August 13, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** CITIZEN REQUEST: APPEAL OF PENALTY FOR ILLEGAL TREE REMOVAL

### **BACKGROUND:**

#### Applicable Law

Parkway and median trees within the District are governed by Policy No. 3080. Pursuant to Policy No. 3080, homeowners, residents and their agents are prohibited from planting, trimming, or removing parkway or median trees. (3080.11.) Removal of trees is only authorized under limited circumstances set forth in section 3080.14 of the Policy. Unauthorized removal of a parkway tree is punishable as a misdemeanor. (Policy 3080.60; Gov't Code § 61064(a), Penal Code § 19.) In addition, the homeowner is required to pay the District the International Society of Arboriculture (ISA) value of the removed tree and the cost of a replacement tree in a 24-inch box. (3080.60.) If the resident fails or refuses to correct the violation and/or to pay the amount owed, the District may initiate litigation. (3080.84(2).) Through litigation, the District may seek injunctive relief to restrain certain activities or to compel actions necessary to achieve compliance. The District may also seek a money judgment against the resident in the amount of the expenses and damages.

#### Summary of the Facts

On April 26, 2013 Rossmoor Resident Steve Wickser of 2901 Copa De Oro Drive contacted the District to inquire about a parkway tree that he wished to remove as part of a landscaping project on his property. He spoke with Mary Kingman, the RCSD Tree Program Assistant, and Ms. Kingman subsequently inspected the tree. The tree was found to be healthy and structurally sound. Ms. Kingman concluded that the tree was not eligible for removal pursuant to Policy 3080.41 and Mr. Wickser was informed of that determination. Ms. Kingman explained to Mr. Wickser that unauthorized removal of the tree would be illegal, but that he may appeal the determination regarding eligibility for removal to the Board. Ms. Kingman photographed the tree soon thereafter (Attachment 1). No appeal of the determination was ever filed.

On May 15, 2013, Mary Kingman drove by 2901 Copa De Oro Dr. and noticed the tree had been removed. A Rossmoor resident emailed the District to report the removal as well. The removal of the tree was in violation of Policy 3080.

On May 23, consistent with Policy 3080.84(1), the RCSD sent Steve Wickser a demand letter notifying him of the violation of illegal tree removal which included penalty charges for value of tree and cost for planting a new tree, for a total of \$6,259.80 due by June 25<sup>th</sup>, 2013 (Attachment 2). The value of the tree was determined by WCA Inc. utilizing the International Society of Arboriculture guidelines. It should be noted that the value of a healthy mature tree greatly exceeds the value of a newly-planted, 24-inch box tree. The District received no response as of the due date.

District staff has since made contact with the Wickers and offered them the opportunity to appeal the civil penalty assessment to the Board. The Wickers have chosen to exercise that option and have been provided with written confirmation that the Board would hear the matter at its August 19 regular meeting.

RCSD Tree Program Assistant Mary Kingman has recently reported that two replacement trees have been planted by the resident and are up to District standards.

The matter has also been referred to the Orange County District Attorney for criminal prosecution. The District Attorney is currently investigating. The sheriff has prepared a report (Attachment 4). The report has been provided to the District Attorney. Criminal prosecution is handled exclusively by the Orange County District Attorney at its discretion and the RCSD Board's discretion is limited only to the civil remedies provided by the District's Policy.

**RECOMMENDATION:**

Listen to residents' appeal and provide direction to General Manager and Legal Counsel regarding penalties to resident for illegal removal of an established parkway tree.

**ATTACHMENTS:**

1. Photo of tree taken April 26, 2013.
2. Illegal tree removal letter.
3. Rossmoor Community Services District Policy No. 3080, Parkway and Rossmoor Way Median Tree Maintenance.
4. Sheriff Deputy's incident report.







**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

May 23, 2013

Steve Wickser  
2901 Copa De Oro Dr.  
Rossmoor, CA 90720

Re: Tree Illegally Removed

Dear Mr. Wickser,

During a recent tree inspection, it was noted that the parkway tree in front of your home at 2901 Copa De Oro Dr. was found to have been removed without authorization from either the RCSD or the County of Orange and in violation of RCSD Policy 3080. It has come to my attention that you spoke with our District Tree Consultant, Mary Kingman on April 26 and requested that the tree be removed to accommodate the re-landscaping of your property. After Ms. Kingman inspected the tree and found that the tree was not dead, diseased or structurally unsound, your request was denied. Consequently, removal of the tree constituted a violation of RCSD Policy No. 3080. A copy of the policy is attached.

In the Community of Rossmoor, the Parkway, Park and Median trees are the property of the County of Orange and managed by the RCSD. The community of Rossmoor takes great pride in its urban forest and the benefits that our trees provide. The RCSD and the Board of Directors work together with the Rossmoor Homeowners Association and The County of Orange to preserve and protect the trees and to enforce the District polices that have been enacted.

Pursuant to RCSD Policy 3080, the unauthorized removal of a parkway tree is a misdemeanor and will subject the homeowner to the appropriate legal remedies including the filing of a report with law enforcement and liability for all expenses and damaged resulting from the tree removal.

Our records indicate that the removed tree was a Liquidambar styraciflua, also known as an American Sweetgum. It was approximately 30' tall, with a value of \$6, 080. The tree is shown in attached photo, taken on April 26. The cost of planting a replacement tree of the District's choice is \$179.80. Therefore, you are required to submit payment to the RCSD in the amount of \$6,259.80 by June 25, 2013. You may remit your payment to:

Rossmoor Community Services District  
3001 Blume Dr.  
Rossmoor, CA 90720

Pursuant to RCSD Policy 3080, if the payment is not made by the deadline, the RCSD has the authority to pursue litigation to seek collection of the expenses and damages resulting from the unauthorized tree removal.

If you have any questions, please call me at the RCSD office at (562) 430-3707. Thank you for your assistance in the above matter.

Sincerely,

Chris Montana  
General Manager

Rossmoor Community Services District

**Policy**

**No. 3080**

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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**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. 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.

**3080.20** 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 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 can request such at the District office for a fee, which reflects the cost to the 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 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.

**3080.40** 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 removal or homeowner/resident caused damage of a parkway tree is a misdemeanor subject to penalties. In addition, the homeowner will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree and the cost of a replacement tree in a 24-inch box.

**3080.61** Parkway may not be cemented, bricked or covered with vegetation which prevents the planting of a parkway tree. Any 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** Parkway 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. [Any work on the parkway that could involve the pruning of tree roots 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 District and could be found criminally liable for a misdemeanor.

**3080.83** The District shall notify the homeowner/resident of any violation of this policy. If the homeowner/resident refuses to correct the violation, 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. The District staff shall establish internal procedures, with the assistance of General Counsel, for performing such reporting and enforcement functions.

**3080.84** The internal procedures which may be established by District staff may be deemed to include, and/or be supplemented by, the following District Enforcement Procedures:

(1) Send the Resident a Notice/Demand Letter Along with the option of prosecuting residents for misdemeanors, the District may notify residents that their actions are in violation of the District's regulations and provide them 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 could 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.

(2) Civil Litigation If the resident fails or refuses to correct the violation and/or to pay the amount owed, then the District may pursue litigation. Such litigation may seek injunctive relief whereby the District requests that the court order the resident to refrain from certain activities or require the resident to take certain actions in order to be in compliance with the District's policy/regulations. In the event the District has taken the necessary action, such as replacing the parkway tree, the District may pursue litigation to get a judgment against the resident in

the amount of the expenses and damages that the District incurred in correcting the violation.

**3080.90** Quarterly Report: The General Manager shall 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.

Adopted: September 10, 2002  
Approved renumbering & format: October 10, 2002  
Reaffirmed: December 10, 2002  
Amended: December 9, 2003  
Amended: April 13, 2004  
Amended: October 12, 2004  
Amended: July 12, 2005  
Amended: December 13, 2005  
Amended: April 13, 2010  
Amended: June 14, 2011



1. Copies To: Unincorporated North Patrol/RO

LA 6-27-13 P.1

ORIGINAL SHERIFF'S DEPARTMENT ORANGE COUNTY SANTA ANA, CALIFORNIA

2. Case No. 13-120481 2a. Citation No.

Priority:  Yes  No

SANDRA HUTCHENS, SHERIFF-CORONER

INITIAL CRIME REPORT

3. OFFENSE Government Code 61064(a) 4. DATE-TIME COMMITTED Between 04-26-13 and 05-14-13 at unknown time 5. WHERE COMMITTED 2901 Copa De Oro Dr., Rossmoor, CA 90720 6. GRID 796H6/3A16 7. DATE-TIME REPORTED 8. INFORMANT Montana, Chris (nmn) 9. ADDRESS-PHONE 3001 Blume Dr., Rossmoor, 90720- (562)430-3707 10. VICTIM DOB 11. ADDRESS-PHONE 12. BUSINESS ADDRESS-PHONE 13. CONTACT TIME-ADDRESS 14. FIRM NAME OF VICTIM Rossmoor Community Services District 15. BUSINESS ADDRESS-PHONE 3001 Blume Dr., Rossmoor, 90720- (562)430-3707 16. VICTIM'S OCCUPATION RACE SEX AGE 17. TYPE OF PREMISES OR LOCATION WHERE OFFENSE WAS COMMITTED County parkway in front of a private residence

COMPLETE ON ALL APPLICABLE FELONIES, MISD., SEX AND THEFTS

18. POINT OF ENTRY Does not apply 19. INSTRUMENT OR MEANS USED Unknown method to remove tree 20. METHOD USED Removed tree 21. WHERE WERE OCCUPANTS AT TIME OF OFFENSE? Does not apply 22. WEAPON OR MEANS USED 23. VICTIM'S ACTIVITY AT TIME OF OFFENSE 24. EXACT WORDS USED BY SUSPECT 25. FORCE OR METHOD USED 26. APPARENT MOTIVE - TYPE PROPERTY TAKEN Preference for a different tree - tree 27. TOTAL VALUE STOLEN \$6,259.80 28. UNIQUE OR UNUSUAL ACTIONS BY SUSPECT(S) None noted 29. VEHICLE USED BY SUSPECT(S) YEAR, MAKE, BODY TYPE, COLOR, LIC. NO., AND ANY OTHER IDENTIFYING MARKS Unknown

30. WITNESSES R/B RESIDENCE/BUSINESS ADDRESS-PHONE (1) Unknown (2) (3)

31. SUSPECT(S) (IF ARRESTED, NAME, ADDRESS, AND BOOKING NUMBER) (1) Wickser, Steven, Rossmoor, CA 90720 (2) (3)

32. DETAILS OF OFFENSE: EVIDENCE COLLECTED, DESCRIPTION AND VALUE OF PROPERTY TAKEN, LIST ADDITIONAL WITNESSES AND SUSPECTS

Loss:

One Liquidambar styraciflua 'American Sweetgum' tree, approximately 30' tall (\$6080.00) Cost of planting replacement tree (\$179.80)

33. INVESTIGATING OFFICERS REPORT BY Deputy L. Mitchell 34. DATE OF REPORT 6/24/13 35. APPROVED

SHERIFF'S DEPARTMENT  
ORANGE COUNTY  
SANTA ANA, CALIFORNIA

SANDRA HUTCHENS, SHERIFF-CORONER

REPORT CONTINUATION

Narrative:

On Monday 06-24-13, at about 1645 hours I spoke to the Rossmoor Community Services District general manager (Informant) Chris Montana, reference the unlawful removal of a parkway tree. Montana told me the following:

On Friday 04-26-13, (Suspect) Steven [REDACTED] Wickser [REDACTED] made a formal request to The Rossmoor Community Services District (R.C.S.D.) to remove a Liquidambar styraciflua 'American Sweetgum' tree from the parkway in front of his residence at [REDACTED] Rossmoor. The parkway is owned by the County of Orange, but managed by The R.C.S.D. (Policy No. 3080). The request was denied by Rossmoor's tree consultant Mary Kingman. She explained to Wickser it would be illegal for him to remove the tree, but told him he could appeal to the board and request an exemption at a future date. Montana told me Wickser's demeanor was unpleasant when she spoke to Kingman and he was clearly unhappy about his request being denied.

On Tuesday 05-14-13, a Rossmoor neighbor reported to the R.C.S.D. the tree had been removed from the parkway in front of Wickser's residence and replaced with two non-authorized trees. Kingman confirmed the tree had been removed on 05-15-13. The R.C.S.D. attempted to contact Wickser about the tree's removal via certified mail. The letter explained the unauthorized removal of a tree from the parkway was a misdemeanor, and stated Wickser would be liable for all of the expenses and damages resulting from the tree removal. Wickser was given a deadline of 06-15-13 to submit a payment of \$6259.80. This cost consisted of \$6080.00 for a replacement tree, and \$179.80 for planting the tree.

Montana told me Wickser had not submitted any form of payment for the tree's removal, and had not attempted to contact the R.C.S.D. to discuss a resolution for the situation.

On Sunday 06-23-13 at approximately 1630 hours, I attempted to contact Wickser by phone in an attempt to resolve this matter. My intention was to notify Wickser he was a suspect reference the unlawful removal of the tree, and to allow him the opportunity to contact the R.C.S.D. regarding the damages. I was unable to

33. INVESTIGATING OFFICERS	REPORT BY Deputy L. Mitchell 5431	DATE OF REPORT 6/24/13	APPROVED <i>[Signature]</i>
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1 COPIES TO:  
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SHERIFF'S DEPARTMENT  
ORANGE COUNTY  
SANTA ANA, CALIFORNIA

2 CASE NO. 13-120481

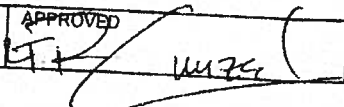
**SANDRA HUTCHENS, SHERIFF-CORONER**

REPORT CONTINUATION

reach Wickser, but left a voice message identifying myself, explaining the nature of my call and asking him to contact me. Wickser never returned my call.

I again spoke to Chris Motnana and asked if Wickser had made any attempts to resolve this problem. After Montana told me she had not been contacted by Wickser, I submitted an initial crime report for the violation of Government Code 61064(a) Violation of Ordinance adopted by The Board of Directors.

Lieutenant R. Gunzel was notified of the incident.

33. INVESTIGATING OFFICERS	REPORT BY Deputy L. Mitchell 5431	DATE OF REPORT 6/24/13	APPROVED 
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# **ROSSMOOR COMMUNITY SERVICES DISTRICT**

## **AGENDA ITEM H-2**

**DATE:** August 13, 2013

**TO:** Honorable Board of Directors

**FROM:** General Manager

**SUBJECT:** SPECIAL EVENT REQUEST FOR USE OF RUSH PARK FOR THE ANNUAL SCHOOL GHOUL 5K RUN WALK/EVENT

### **BACKGROUND:**

In October, 2012, the first School Ghoul 5k Run/Walk event was held at Rush Park and through the streets of Rossmoor. A request was made by event coordinators, Gus Quinonez and Laurie Beverage in late August of 2012 to the Rossmoor Community Services District to hold the event. The scope of the event included a starting line at Rush Park, a walk/run through Rossmoor along Foster/Hedwig to Rossmoor Park and back to Rush Park where participants would cross the finish line, enjoy snacks, a vendor fair and costume contest. Event proceeds would benefit all LAUSD schools.

Just prior to the request, District staff had recently been made aware of new County permitting requirements for special events conducted within Rossmoor's Parks. The District took this opportunity to work with the County and the School Ghoul coordinators in order to gain knowledge of the County's permitting requirement process and to better gauge the cost for future District special events.

Due to the County's jurisdiction of public right-of-ways (Rossmoor's streets), the School Ghoul event was required to pull a Road Encroachment permit with required signed approval from one hundred residents residing along the race path. This caused hesitation from some residents due to the fact the race was taking place on a major access street to and from Rossmoor. The issue also arose regarding whether elderly residents would be able to get to Church that morning since those planning to leave their homes prior to 10:00am on Sunday would need to park their cars on a nearby street. CHP also required approval of the street closure along with OCFA. Additionally, the County permitting department also required on-site building and planning inspections for the use of the generator and stage in the park. The permitting process was very lengthy and costly, however, the County was able to issue the permittee a refund for most of the fees paid to their building and planning department.

Additionally, the RCSD required a permit for the use of the park and for additional staff to monitor the event. The District was unable to issue a fee waiver due to the fact the event was not a public service.

District staff recently received the request for the 2<sup>nd</sup> Annual School Ghoul 5k Run/Walk to be held on Sunday, October 20, 2013. Due to the request exceeding event limitations prior to 8:00am, the General Manager is requiring their request to be approved by the Board. Policy 6010.10 Limitations states that Board approval is required for any event that generates excessive noise prior to 8:00am. The request is for 7:00am use of the park. This year's event will include 400 participants, several volunteers, carnival games, a pancake breakfast and a vendor fair. The race route will be the same as in 2012.

If approved, this event would also be taking place at the same time Calvary Church has use of the Rush Park Auditorium. Due to this conflict, District staff is requiring the permittee to inform participants overflow parking is available at the Shops at Rossmoor pending approval from the Shops.

There is an urgency to their event request to utilize Rush Park as the start and finish line as the County is requiring District acknowledgement of the event prior to issuing required County permits to the permittee. The request is only for the use of Rush Park since the District has no jurisdiction over the public right-of-way.

**RECOMMENDATION:**

Direct the General Manager on how to proceed with event request for use of Rush Park prior to 8:00am for the Annual School Ghoul 5k Run/Walk event scheduled for Sunday, October 20, 2013.

**ATTACHMENTS:**

1. Policy 6010—REQUESTS FOR USE OF DISTRICT'S PARKS AND FACILITIES
2. Special Event application and scope of event
3. 2012 School Ghoul After Action Report

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**Policy**

**No. 6010**

**REQUESTS FOR USE OF DISTRICT PROPERTY**

**6010.00 District Parks and Facilities:** Rossmoor Community Services District (District) parks and facilities are managed by the District in response to the needs of the residents of Rossmoor and are made available for the use of community-based organizations, non-profit organizations, private individuals and commercial groups. The aim of the District is to provide parks and facilities that are a benefit and source of pride to the entire community.

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

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

**6010.03 Long-term Use:** Long-term use shall be limited to six and twelve calendar months. User Requests which do not exceed four days in each month and four hours in each day may be authorized by the General Manager. The use of fields shall not exceed 6 consecutive calendar months pursuant to Policy No. 6020—Long-Term Use.

**6010.10 Limitations:** The General Manager shall have the authority to limit the hours and/or use for all events based on the type of activity planned based in accordance with Policy No. 6012—Group Picnics, Public Gatherings and Special Events. Use of District Property by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. There will be no lighted reservations for courts past 9:00 p.m.. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.80.

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

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

**6010.40 User Permit Procedures:** An applicant for a User Permit must be 18 years of age (See Policy No. 6060.30) in order to apply for the use of a park or facility. The permittee shall make the request on forms provided by the District, accompanied by a User Permit fee. See Policy No. 6015 Establishment of Fees And Charges For Use Of District Property. It is the responsibility of the person in charge of the event, as identified on the User Permit, to enforce the rules of this policy. Failure to enforce the rules of the District's policies is immediate grounds for revocation of a User Permit.

**6010.41 Permit Requests and Deposits:** A request for a User Permit should be received by the District a minimum of ten (10) calendar days prior to the requested date and may be submitted six (6) months prior to the requested date. A "reservation" fee will be required to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy No. 6015, must be paid at least ten (10) calendar days prior to the scheduled event or the request is invalid.

**6010.42 Response to Applicants:** Unless otherwise specified, the District will make reasonable efforts to respond to applicants within five (5) working days of receipt of application unless the request requires Board approval or if the General Manager is required to research a particular aspect of a request which is not specifically covered by Board policy. In the latter case, every attempt will be made to approve or disapprove a User Permit Request in a timely manner.

**6010.50 District Indemnification-:** Application for a User Permit for groups of more than 75 individuals wishing to use District property shall sign the District's Hold Harmless Agreement. A user permit issued by the District is required for outdoor gatherings in which more than 75 individuals will be present. Applications for outdoor gatherings of 150 or more individuals must include a Certificate of Insurance naming the Rossmoor Community Services District as additional insured and also sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence. Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

Groups requesting multiple dates of use must then provide a Certificate of Insurance naming the District as additional insured regardless of the size of the group.

District sponsored events are exempt from the permitting requirements outlined in Policy No. 6010.50—District Indemnification.

**6010.60 Cancellation of Request By Applicant:** In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or refundable deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled event, less the 'reservation fee'. A cancellation made less than 10 days prior to the scheduled event will result in forfeiture of hourly rate fees in addition to the reservation fee (security deposit will be refunded). If an extenuating circumstance occurs, renter may fill out a refund application and submit it to the General Manager within 30 days of scheduled event date. General Manager may require additional documents to be submitted.

**6010.70 Cancellation by General Manager:** Any reservation may be canceled by the General Manager if in his/her judgment the event parameters change in a manner that results in a violation of District policies. In the event of such a cancellation, notice shall be given to the applicant as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made less the "reservation fee."

**6010.80 Appeal to the Board:** An applicant for a User Permit or any other interested person who

disputes the decision of the General Manager regarding an application or other matter regarding a User Permit may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting and payment of the appeal fee as set forth in the fee schedule.

**6010.90 General Conditions for User Permits:** Following are general conditions pertaining to the use of District property. These conditions are not all inclusive and the General Manager may use his or her professional and reasonable discretion, within his/her authority, concerning the safe and proper utilization of such buildings and facilities. Special conditions imposed by the General Manager are binding and shall be noted on the User Permit,

**6010.91 Minors:** All individuals under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned with a ratio of one adult for every ten minors.

**6010.92 Temporary Modification to a Park or Facility:** Routine upkeep and maintenance of fields and facilities shall be provided by the District. The General Manager, at his/her discretion, may authorize a user to perform specialized temporary treatment of District property with the user responsible for all costs associated with the specialized treatment. The user shall provide written information to the General Manager describing the desired temporary treatment, the reason for the treatment and the expected outcome from the treatment. Upon expiration of the authorized date of use, the General Manager may require the user to reimburse the District for the cost of restoring the District's property to its original state or require the user to conduct such restoration. If District property is allowed to be modified for any reason, the user and all contractors retained by the user for such modifications shall provide a Certificate of Insurance naming the District as additional insured for any and all additions, changes, and shall indemnify the District should any harm or suits be filed naming the District, the District's staff or Directors. If District property is damaged beyond normal wear and tear, the user shall be billed for the additional cost required to make repairs or replacement.

**6010.93 Donations:** Any donation and/or installation of a building, structure, equipment or other item shall require approval by the Board and upon approval shall become property of the District. The District is responsible for the maintenance and upkeep of such item following acceptance.

**6010.94 Gambling:** No gambling activity is permitted within District property. This includes any activity whether organized or not which is defined by the State of California as gambling.

Adopted: October 8, 2002  
Amended: August 10, 2004  
Amended: March 8, 2005  
Amended: August 12, 2008  
Amended: July 14, 2009  
Amended: July 10, 2012





ROSSMOOR COMMUNITY SERVICES DISTRICT
3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710
website: www.rossmoor-csd.org email: rcsd@rossmoor-csd.org



APPLICATION FOR PICNIC AREA/ATHLETIC FIELD PERMIT

This application does not guarantee a reservation until approved by the General Manager or his/her designee and if applicable, the Board of Directors of the Rossmoor Community Services District or his/her designee. Please check the appropriate box(es) and indicate the facility requested.

ROSSMOOR RESIDENT: YES [X] NO [ ] \* Facility and Field Brochures and User Procedures can be viewed on our website

[X] RUSH PARK (Picnic Areas Reservations by Residents Only) [ ] Picnic Area A [ ] Picnic Area B [ ] Athletic Field: 1 2 3

[ ] ROSSMOOR PARK (Picnic Areas Reservations by Residents Only) [ ] Picnic Area A [ ] Picnic Area B [ ] Picnic Area C

[ ] Athletic Field: 1 2 3 [ ] Basketball Court [ ] Volleyball Court

[X] Special Use [X] Other (Please Specify) 5k event Fundraiser (Some picnics may require an attendant)

Are you requesting an INFLATABLE BOUNCER at this event? (Only on designated areas/Requires \$1 million insurance policy) YES [ ] NO [X]

\*Standard-Sized Bouncers Only. Name of authorized bouncer/moonbounce company (Refer to attached listing): No electricity available. MUST HAVE GENERATOR!

All approved applicants are required to sign this application (which includes our District Indemnification form and Park User Procedures Agreement), and the User Permit, in person. Permittees will be required to provide a valid CA Drivers License/ID and proof of residency.

Name (Individual /Organization): School Ghoul Los Alamitos Email: info@schoolghoullosalamitos.com

If Organization: 501 (C) (3) 46-100-7719 Private for Profit Responsible Person/Representative: Gus Ramirez Email: Would you like to subscribe to our email list? [ ]

Address: City: Los Alamitos Zip: 90720

Telephone: Home: Cell: 714-469-6061 Work: Laurie 949-294-4238 Fax:

Date(s) of Event: Day(s): Time of Actual Event (Guest Arrival) 10/20/13 Sunday 7:00 am

Start Time: 8:00 am End Time: 11:30 am Total Hours Requested: 3 1/2

(Applicant must include set-up/decorating time and clean-up time.) Name of Event: School Ghoul Los Alamitos Type of Event: 10k, 5k Run

For birthday/graduation party, indicate age of celebrant: (Attendants are assigned as required at the discretion of the District)

Number of attendees: 200 Adults 200+ Minors (17 and under) 400 = Total

Please answer all questions correctly. Unanswered questions may delay your request.

- 1. Is the event open or advertised to the public? Yes [X] No [ ]
2. Is this a fundraising/revenue producing event? Yes [X] No [ ]
3. Will there be soliciting or selling of any kind? Yes [ ] No [X]
4. Is this an organized group, such as a club, school or business? Yes [X] No [ ]
5. Will this event be having some type of music? NO AMPLIFIED SOUND ALLOWED IN ANY OF OUR PARKS Yes [X] No [ ]
6. Will the event be advertised prior to the event date? How? Media, Banners Yes [X] No [ ]
7. Please check: Flyer [X] Newspaper [ ] Radio [ ] Social Networking [X] Yes [X] No [ ]
8. Will there be any type of display or advertising at the event? Yes [ ] No [X]
9. Will you be displaying or judging any motor vehicles? Yes [X] No [ ]
10. Will there be any promotionals or give aways/samples? Yes [ ] No [X]
11. Will there be animals during the event? Yes [ ] No [X]

Animal shows will require a permit from Animal Control and prior approval from the General Manager

If YES on items 1, 2, 3, or please also complete items 17-30 on pages 3 & 4 (Special Use Information)

Form with fields for (Office Use Only) UP#, Date Received, and Comments.

## RULES/REGULATIONS/INDEMNIFICATION

**1. Please READ CAREFULLY and initial on the following important policies, rules and regulations:**

- a. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. **You will not be given access prior to the time scheduled on your User Permit.** Non compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- b. If group is an organization, issue refundable deposit check to: Shera | Queen Los Alamitos **Allow at least 14 working days**
- c. **Consumption of alcohol or substance abuse is not allowed on any District properties.** Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.
- d. Parking will only be allowed in designated areas. No parking on grass or walkways.
- e. Gambling is not allowed on Rossmoor Community Services District properties.
- f. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation.)
- g. **Law Enforcement Intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.**
- h. Applications must be received at least **15 working days prior to the date of the event.** To avail of the Rossmoor residence fee, please attach a copy of your driver's license and a most recent utility bill. **Requests made 15 working days or less prior to the event must be made in person and all fees paid for in full and in cash.** All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.
- i. **Submission of the completed form does not guarantee you the site/date.** You will be notified if the site is not available.
- j. Reservations can only be made 6 months in advance. Submit the completed application form along with a \$20 reservation fee if booking a reserveable picnic site/open space and/or ball field. If facility or any other alternative is not available your deposit/reservation fee will be refunded to you within 7-14 business days.
- k. Permittee must sign the user permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made or sooner). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled and you will be refunded the deposit less the applicable service fee.
- l. For teen parties (under 18 years of age), reservations must be made at least **15 working days prior to the event. One adult shall be present for every 10 minors.** No event will be permitted to start without the attendant.
- m. **Cancellation Policy:** Applicable processing and cancellation fees will be withheld by the District as per Policy 6010.60.
- n. Any request, to extend the time of the original reservation must be made for a **minimum of one hour** and must be made **at least 15 working days** prior to the event, subject to availability of facility and staff. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit change fee of **\$20.00** after the second occurrence. UP (initial)
- o. **District Event Attendants and employees must be obeyed at all times.** Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- p. Payments may be in the form of **exact cash or check** only. All deposits and fees for reservations made within **10 working days** or less must be paid in full, and must be made in cash. **All balances must be paid in full no less than two weeks prior to being issued a valid User Permit.**

\*If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the District Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional District charges. I understand Policy 6010 is available at the District Office, during office hours, for my complete review.

I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. UP (initial)

**ROSSMOOR COMMUNITY SERVICES DISTRICT INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY**

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Rossmoor Community Service District's ("District") application for a User Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the District as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the District and all other directives of the District.
2. That I and my organization will indemnify and hold harmless the District, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the District except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the District.
3. That neither myself nor any one of my organization shall make any claim against the District, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the District.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the District facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate District representatives. **My signature below signifies my agreement to the rules, regulations, policies and District Indemnification.**

Signature of Applicant: <u>[Signature]</u>	Date: <u>7/24/13</u>
Signature of District Official: _____	Date: _____
General Manager Approval (if required): _____	Date: _____



# ROSSMOOR COMMUNITY SERVICES DISTRICT

3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710  
WEBSITE: WWW.ROSSMOOR-CSD.ORG / E-MAIL: RCSD@ROSSMOOR-CSD.ORG

## SPECIAL USE INFORMATION (Subject to approval from the District General Manager)

Please answer all the questions and provide additional sheets if necessary.

17. Event Date(s): 10/20/13 Time: 8:00  
 — Time: —  
 — Time: —
18. Set up Date(s)/Time: 7:00 am
19. Break Down Date(s)/Time: 11:30 am
20. Estimated No. of Attendance: Participants 300 Spectators 100 Staff 50  
 Participants      Spectators      Staff

21. How will the event be advertised? (Flyers, newspapers, radio, television, etc.) Please describe.

22. Will monies or donations be collected at the event? Yes  No

If yes, please explain types of fees or charges and amounts. registration fees

23. How will the funds generated by the event be used? all net proceeds go to LAUSD PTA's & LAEF

24. Will food or merchandise be sold or displayed at the event? Yes  No

If yes, anticipated number of food vendors:      Anticipated number of merchandise vendors:     

25. Will food or merchandise be given away for free? Yes  No

Please explain.

Pancake breakfast - all net proceeds go to LAUSD PTA's & LAEF

26. Will you require electricity for any portion of your event? Yes  No

If yes, please explain in detail what the electricity will be used for and how it will be provided. (Electricity is only available in certain areas)

griddles

27. Will any temporary structures or equipment be brought to the site for the event? (Stages, fencing, generators, lighting, sound system, seating, bleachers, tents, booths, portable toilets, etc.) Yes  No

If yes, please describe in detail and attach site plan. Tent/Canopies larger than 10 x 10 need special permits and approval.

small stage, scaffolding for race

28. Will the event include music or amplified sound? (P.A. system, live music, recorded music, DJ, etc.) Yes  No

29. If yes, describe in detail. (If live performance, please include names of performers.) DJ

30. Please provide any additional information concerning the scope of your event not addressed above. (i.e. carnivals, game booths, animal rides, moonbounces, etc.) pumpkin patch, non-profits will have a carnival game - i.e. face painting, bean bag toss - no electricity required

31. If you answered "Yes" to questions 1 through 3, the following are additional permits or approvals required from other County/District Departments depending on the type of activity:

- a. O.C. Fire Authority -For tent/canopy, open flame or site plans
- b. Health Department -Food Permit from Environmental Health Division
- c. Sheriff's Department -Special Event Coordinator for Security
- d. Public Service -Barricades/cones and "no parking" signs

The proposed event may require additional review, approval, permits, licenses and/or inspections from other City departments. I understand that if I have provided false or inaccurate information on this application, the event may be canceled prior to or during the event at the discretion of the General Manager or his/her designee, and will result in forfeiture of fees paid, deposits and/or denial of current and future applications for use of District facilities and may incur additional District charges.

I am authorized to sign on behalf of the applicant/organization. I hereby certify that to the best of my knowledge and belief the above statements are true. I agree to reimburse the District for any loss or damage caused by this usage and to hold the District safe from any liability arising out of the use of the premises or equipment. I will be present throughout the activity and will be responsible for the adherence to regulations governing use of the facilities.

Name (Please Print)  
Laurie Beverage

Organization: School Ground Los Alamitos

Signature *[Signature]*

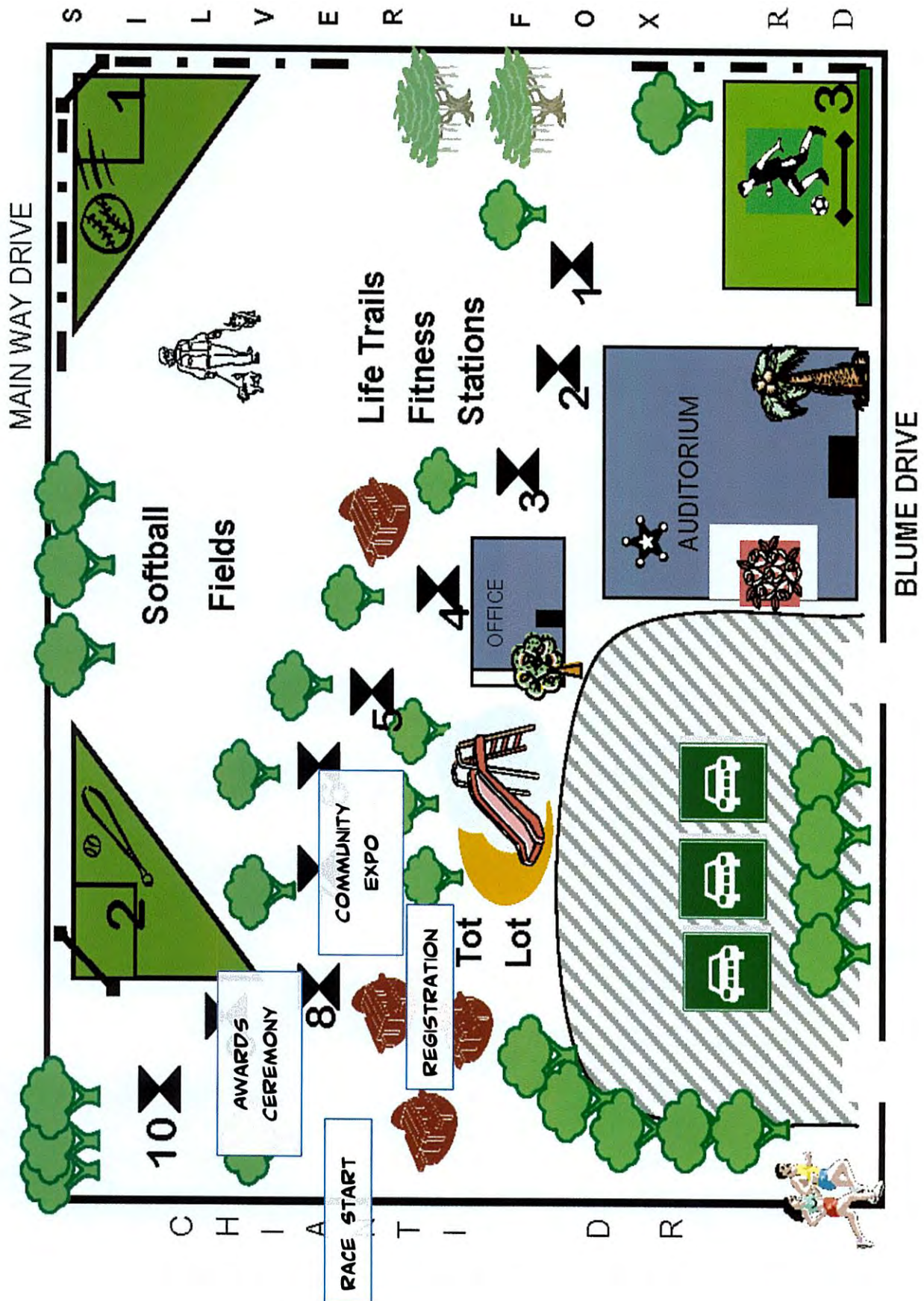
Title Director Date 7/24/13

FOR DEPARTMENT USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_





### **Help Raise Funds For The Los Alamitos School District!**

School Ghoul is a district-wide event that raises awareness of the importance physical fitness and helps to raise funds for local schools. All runners/walkers can register to be on the school team of their choice. Any pledges and registration fees collected by individual runners/walkers may be designated to benefit the school of their choice. All undesignated registration fees and pledge sponsorships will go to benefit the Los Alamitos Unified School District. School Ghoul is an opportunity for all members of the community to work together to support education of mind, heart, and spirit in the many schools in our area.

#### ***Event Details:***

1. 10k, 5k Run – chip timed, organized by Raceplace – Course description and map attached
2. 1k Fun Walk and Costume Contest - Course description and map attached
3. Exhibitor booths for local businesses
4. Music – DJ or live music starting at 9:30 during and after 1k event.
5. Warm up exercises provided by a local dance studio
6. Awards to be presented after all events are finished

#### **Completed and signed application letter including:**

- **Date and time of event (from set-up to tear down):** 10/20/13 6:00-12:00

##### ***Timeline:***

**6:00 am** Set out barricades and cones, set up registration, vendor's booth set up, place banners, balloons, stage set up, portable toilets, food & drinks (granola bars/ fruit/yogurt and coffee/juice/water), medical tent set up

**7:00 am** Registration opens

**7:45 am** Course Marshalls, water stations, starting/finish line staff in place

**8:00 am** 10k & 5k race starts

**9:30 am** 1k walk around the park starts

**10:00 am** Barricades are removed and streets are opened. Before barricades are removed the clean up crew will be sure all trash is removed.

**10:30 am** Race and costume contest prizes awarded

**11:00 am** Event ends, tear down time one hour.

- **Decibel levels:** Not to exceed 55 Leq dBA
- **Detailed description of event type and activities:**

Participants arrive at the registration area to sign in and confirm that all required forms are completed. Run starting at Rush Park, through the streets of Rossmoor, turning around and running through Rossmoor Park returning to Rush Park. (10k loops same course again) A 1k Fun Walk and costume contest will follow that will not be in the streets – it will be confined to walking around and through the park. There will be an award ceremony for the run and the costume contest. There will be snacks and coffee & juice for the runners and walkers. A DJ will be directing the flow of the event and will play music. Local vendors will have booths promoting their business and may provide give-aways and Los Alamitos schools may have booths to sell items where the proceeds from the sale will go directly to their schools. A clean up crew will break down the event and dispose of all trash generated by the event. We will be giving away pumpkins and have some carnival-type games, i.e. bean bag toss, ring toss.
- **Media coverage:** Place ad in local newspapers and with schools, businesses, etc. Sun, News Enterprise, Los Alamitos Patch, Daily Breeze, school newsletters through out the Los Alamitos School District. Possible coverage of event by The News Enterprise and Los Alamitos Patch
- **Medical assistance:** Volunteer nurses with first aid supplies
- **Participants/spectators:** Appx 400 - 450 participants and appx. 30 volunteers
- **Onsite contact (names and phone numbers):** Gus Quinonez (Chairperson) 714-469-6061, Laurie Beverage 949-294-4238, Jody Roubanis 562-673-6401
- **Trash removal:** 20-30 volunteers
- **Site Plans/Route Map with layout of event:** Please see attached a detailed route clearly showing the exact route and where streets will be closed. This plan shows:
  1. Ingress/egress plans
  2. Traffic control plans
  3. Emergency access plan (continuous passage at least 14' wide)
  4. Detour routes
  5. Placement of barricades and cones
- **Race Route/Road Closure:**

1. Race start: Closed road, Chianti between Mainway and Blume running north toward Mainway
  2. Proceeding on Chianti land turning left on Mainway . Mainway closed between Chianti and Foster.
  3. Right on Foster, participants run on the west side of Foster only. Road closed on Foster between Mainway and Kempton . Access for vehicles on the northbound side of Foster starting at Kempton.
  4. Runners proceed on the northwest side of Foster
  5. Road closures for the east entrance/exit of all roads on the northwest side of Foster from Mainway to Pemberton. Road closed at Hedwig and Pemberton.
  6. Race continues through park and exits at Kerth and Donovan. Road closed on north side of Kerth from Baskerville to Foster.
- **Ingress/Egress:**
    1. Home on the northwest side of Foster – Martha Ann Dr to Ruth Elaine to Wallingsford
    2. Homes on the southeast side of Foster – Martha Ann Dr to Copa de Oro
    3. Vehicles traveling on Foster may travel northbound only from Kempton to Kerth
  - **Parking Plan:** on street, in parking lot, at shopping center
  - **Building Permits for Electrical and Structures (if applicable)**
  - **Formal agreement to special provisions**
  - **Letter of Authorization from residents:** A flyer will be handed out to each home a.s.a.p. and then we will follow up with signatures.

***Registration Logistics :***

1. Registration is done online at Active.com
2. Packet pickup location(s): Rush Park 10/19 & 10/20
3. Registration fees:
  - 10k \$35
  - 5k \$30/ 5k (12 and under) \$20
  - 1k \$20/ 1k (12 and under) \$15
4. Signed Liability Waiver Approval completed upon registering

**Applications, Notifications and Permits:**



Rush Park: Application

Rossmoor HOA

OCPW: County Property Permit Application, Road Insurance Requirement, Credit Card Authorization

CHP

City of Seal Beach (banner)

Rossmoor (banner)

OC Health Dept. for food donations

Notification to OCFA

Notification to OCTA

Notification to residents

**During the event:**

\*Every effort will be made as to allow fire trucks and other emergency vehicles to have unimpeded access to all portions of the road

\* School Ghoul will instruct all participants that the course is an "OPEN ROAD" with everyday vehicle traffic to be aware of around them; and that participants will comply with all the "RULES OF THE ROAD" and regulations as defined in the California Vehicle Code (this includes all athletes, support personnel, volunteers and all vehicles which they use). All vehicles must park out of any traffic lane or paved area of the roadway; must remain clear of the roadway so as not to impede regular traffic. Event course monitors shall also remind and notify participants that the course is an open road and to be cautious of vehicle traffic.

\* **School Ghoul will instruct all participants that at all times they must stay in the clearly marked lanes in the roadway, not impede regular traffic and be courteous to drivers in the area.**

\* School Ghoul will mark the course with a sufficient number of signs (such as an 18"x18" yard sign on a stick) to notify traffic in the area of the event and will use directional arrow signs designating the event route for participants to follow. These signs shall also direct participants to be courteous to drivers. All signs will be left up as long as there are participants on the course and removed immediately following the conclusion of the event. The type size on the signs shall be sufficient in size so that a participant can read them.

\* The event organizer will instruct all participants to follow the attached "**School Ghoul**

**EVENT RULES AND STIPULATIONS**", require each participant to comply with all rules and to sign the "Athlete's Waiver" form; a participant's bib shall not be distributed to a participant until the applicant has been provided a completed, initialed and signed Athlete's Release Form from the participant. Applicant will deliver the completed waiver forms to the County.

\* Applicant will submit an Emergency Medical Services (EMS) plan and maintain personnel and equipment at the event to implement the EMS plan.

## **Race Day Operations**

### ***Set-up***

1. Registration
  - a. Hand out numbers & timing sensors & goodie bags
  - b. Volunteers in place to sign people in
2. Signage
3. Balloons at starting and finish lines
4. Watering Stations
  - a. Water must be pre-purchased
  - b. Volunteers in place along course
5. A/V, Award Ceremony
  - a. Electricity must be available, figure how much you need.
6. Medical tent
  - a. Find volunteer medical staff
  - b. Gather ice & supplies

### ***5k Run and Fun Walk/Costume contest***

1. Run will take appx. 45-50 minutes for the last runner to return to the finish
2. The walk is the parade/contest - appx 45 minutes
3. Costume contest winner is determined by local dignitary and announced after Walk

### ***Post results for serious runners and award metals***

#### ***Tear down/clean up after the event***

1. Trash disposal
2. Return A/V, tables, awnings
3. Retrace course to ensure that there no debris left from the event

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**After Action Report**

**DATE:** October 29, 2012

**SUBJECT:** After Action Report - School Ghoul 5k Run/Walk

**FROM:** Emily Gingras, Recreation Superintendent

**TO:** Henry Taboada, General Manager

**PURPOSE:**

To report to the General Manager on the outcome of the School Ghoul event.

**BACKGROUND:**

In late August of 2012, the District received a request for the use of Rush Park which would act as the start and finish line for a 5k race taking place in Rossmoor on Sunday, October 28 from 7:00AM to 10:00AM. The race coordinator, Gus Quinonez is a Rossmoor resident who wanted to give back to the community and school district that has helped his family cope with his son's rare illness. One hundred percent of the proceeds would benefit the LAUSD. In addition, participants could donate five dollars of the registration fee towards the school of their choice.

The original request included a carnival-type event following the race complete with a costume contest, vendors, food, an art walk, music and more. District staff referred their request to the County due to recent special event requirements placed on unincorporated areas. Also, the request included road closures for Foster/Hedwig and streets around the perimeter of Rush and Rossmoor Parks which would include County and CHP approval.

**SUMMARY:**

The County requested a letter from both the RHA and RCSD stating their acknowledgment of the event prior to approval. The County also required 100 signatures from homeowners residing along the race route. Both of the above items raised concerns from members of the RHA and the traffic committee. Several requests were made by members asking that the race route be altered or moved to a Saturday to allow for residents to travel to church services.

Ultimately, the County moved forward with approving the permit and did not require any park on-site special event inspections including electrical, building or fire. The CHP also approved their request and scheduled CHP officers along the street closure. The race coordinator informed District staff that the County road closure inspector never returned their calls and was not sure if the inspector was present to conduct the inspection the morning of the event.

The race committee was responsible for purchasing and displaying *No Parking* signage along the race route and renting cones and barricades to place along the closed streets as well.

District staff held several on-site meetings with the race committee to discuss park use requirements which were complied with the day of the event. Several volunteers were present to help with the set up and clean up. To offload parking and traffic congestion, the race committee urged participants to park in the Shops at Rossmoor parking lots and walk to Rush Park. Most participants opted to park around the park. The Rush Park parking lot was reserved for the Calvary church-goers.

RCSD Director Michael Maynard announced the race and costume winners in 18 categories. District staff estimates there were 250 to 300 participants. Gus Quinonez hopes this event can take place annually mirroring other races in southern California that raise nearly a hundred thousand for their communities and/or school districts.

**RECOMMENDATIONS:**

1. Consider holding event on a Saturday to minimize impact to Calvary and allow for more adequate parking by use of the parking lot

**ADDITIONAL INFORMATION:**

Gus Quinonez originally paid over \$6,000 in fees to the County, CHP and District for permits. In the end, the County issued a reimbursement for some fees due to the nature of their event.

Respectively Submitted by,

Emily Gingras

Recreation Superintendent