

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board

Agenda Package

November 12, 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, November 12, 2013
7:00 p.m.**

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Coletta, DeMarco, Kahlert,
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS - None

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 of October 8, 2013.
 - b. Special Board Meeting of November 5, 2013.
2. SEPTEMBER REVENUE AND EXPENDITURE REPORT.
3. QUARTERLY STATUS REPORT.

4. QUARTERLY RECREATION REPORT.

5. QUARTERLY TREE REPORT.

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

F. **PUBLIC HEARING**-None

G. **RESOLUTIONS**

1. RESOLUTION 13-11-12-01 REJECTION OF GOVERNMENT CLAIM

H. **REGULAR CALENDAR**

1. SECOND READING OF PROPOSED AMENDMENTS TO POLICY 3080 PARKWAY AND ROSSMOOR MEDIAN TREE MAINTENANCE.

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 Board members to discuss issues that are not on the Agenda, and/or to request that specific items be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.

K. **CLOSED SESSION**-None

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.

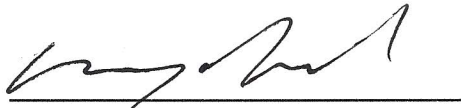
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the 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](http://3001BlumeDrive). In addition, any such writing may also be posted on the District's web site at www.rossmoor-csd.org.

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the November 12, 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:



HENRY TABOADA
Interim General Manager

Date 11-07-13

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: November 12, 2013
To: Honorable Board of Directors
From: Interim General Manager
Subject: MINUTES: REGULAR MEETING OF OCTOBER 8, 2013

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of October 8, 2013 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of October 8, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of October 8, 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, October 8, 2013

A. ORGANIZATION

- 1. CALL TO ORDER: 7:02 P.M.**
- 2. ROLL CALL: Directors Coletta, Casey, Kahlert
President Maynard**
- 3. PLEDGE OF ALLEGIANCE**

PRESIDENT MAYNARD MADE A BRIEF PUBLIC STATEMENT AT THIS TIME

President Maynard had comments relative to the recent changes in District Staffing: Resignation of General Manager Chris Montana; Appointment of Henry Taboada as Interim General Manager, and addressed the cancellation of the September 2013 Board Meeting. He stated that he would keep the community informed regarding the General Manager recruitment process and to that end, announced that he was forming a Personnel Ad Hoc Committee consisting of himself and Director Coletta to review applications, interview potential candidates and make recommendations to the Board for the appointing of a new General Manager for the District.

IT WAS THE CONSENSUS OF THE BOARD AND GENERAL COUNSEL THAT ITEM H-2 BE PULLED FROM THE AGENDA AT THIS TIME

4. PRESENTATIONS-None

B. ADDITIONS TO AGENDA-None

C. PUBLIC FORUM:

Los Alamitos Youth Center Community Relations Director, Lisa Lee relayed various milestones and statistics relative to the Youth Center. She stated that the Youth Center was proud to serve over 3,000 families every day and this year's Summer Day Camp program provided a record number of scholarships (38) to the community. She added that the Youth Center offers the only free after school drop in program in the area and they project at least 300 children will take advantage of the after school program this year. Ms. Lee concluded that the success of the Youth Center was due to the collaborative relationships and partnerships with organizations like the Rossmoor Community

Services District. She thanked the District for its ongoing support of the Youth Center Summer Day Camp Program.

City of Westminster Councilmember and I-405 Freeway Chair for the Corridor Cities, Diana Lee Carey presented updates relative to the I-405 Project Toll Lanes issue. She stated that although there were many other options to consider besides toll lanes, OCTA and CalTrans favored toll lanes. She recited background information regarding the efforts of the City of Westminster thus far, to prevent implementation of toll lanes. She stated that the City of Westminster would be having a Town Hall Meeting in the East/West Room of Westminster City Hall located at 8200 Westminster Blvd. on Tuesday, October 29, 2013 to oppose the I-405 Project Toll Lanes and encouraged everyone to attend, one last time, to make their voices heard and their presence felt. She invited the public to connect with her on her Facebook page.

Dave Burgess had comments relative to his independent historical calculations on the Rush Park Bond and questions relative to bond fund allocations.

Cheryl Williamsen announced the Emergency Preparedness Town Hall Meeting on Thursday, October 10, 2013 in the Rush Park Auditorium. She highlighted the fact that the event was customized to the local community of Rossmoor and provided an overview of the program schedule, keynote speakers and demonstrations. Attendees would be shown how to make a simple emergency preparedness kit. She welcomed all residents and non residents to attend.

D. REPORTS TO THE BOARD

1. GENERAL MANAGER REPORT ON GOVERNANCE

Recommendation to receive the Harvey Rose Company Analysis (an update to the District's December 11, 2012 report) related to governance, review the presentation from the Harvey Rose Company, and provide direction to the General Manager on future governance initiatives.

Mr. Fred Brousseau, Principal with the Harvey Rose Company gave a PowerPoint presentation relative to the analysis and conclusions contained in his report. The analysis dispelled the myth that Rossmoor is a fiscal drain on the County and serves as a platform for making a case with the County Board of Supervisors that Rossmoor's objective of attaining additional latent powers was based on sound fiscal criteria; critical for obtaining the transfer of funds from the County to contract back for direct services to Rossmoor.

At this time President Maynard opened up the floor for public comment.

Mark Nitikman had questions as to the methodology, and inquired as to whether the County's numbers had been reviewed for reasonableness. Jim Alexander contrasted Rossmoor's current relationship with the County Board of Supervisors to the more cooperative relationship that existed in the past. Erwin Anisman opined relative to the discrepancies in the LAFCO Comprehensive Fiscal Analysis report and the contradictions contained within the current Harvey Rose Co. report, which may have influenced the outcome of Rossmoor's incorporation efforts as it would have negated the need for a Utility Users Tax (UUT) requirement.

Fred Brousseau answered that the County numbers had indeed been reviewed for reasonableness. He commented that the County did not provide a model, but only provided basic records whereas the Sheriff's Department data was much more comprehensive. He stated that more detail was contained in the written report.

Director DeMarco inquired as to the location of the Harvey Rose Report on the District website. The Administrative Assistant stated that the report was currently contained within the agenda packet, however, she would extract the document as a separate file on the website to make it even easier for the public to access.

Director DeMarco requested the General Manager briefly restate the fact that the District is not attempting to go after cityhood again, but is instead using the Harvey Rose report as a tool to convince the County Board of Supervisors to grant Rossmoor Latent Powers. The General Manager provided background and clarification relative to the reasons for the District's pursuit of Latent Powers and outlined the benefits of dedicated services for the community.

Director Coletta requested clarification as to the timeline and the outcome of communications between Fred Brousseau and various County Officials. Fred Brousseau and Henry Taboada responded. President Maynard asked the General Manager if the Harvey Rose Co. report could be considered a validated study. The General Manager stated that it could definitely be considered a validated study.

Motion by Director Coletta, seconded by Director Kahlert to receive the report, review the presentation from Harvey Rose and authorize the General Manager to proceed with the next phase: Meet with County Supervisors to inform them about the fiscal stability of the District; demonstrate Rossmoor's position that the transfer of funds (County General Fund—RCSD—County departments) is a zero sum scenario with no revenue loss to the County, and request that County Supervisors agendize approval of an MOU with the District for the transfer of funds. Once said funds are obtained, the District will submit an application to LAFCO for Latent Powers. Motion passed 5-0.

2. AUDIT COMMITTEE REPORT ON FY 2012-2013 AUDIT

Recommendation to receive the report of the Audit Committee, approve the FY 2012-2013 Annual Audit Report and approve the recommendations contained in the Management Letter.

Terry Shea with District Auditor Rogers, Anderson, Malody and Scott (RAMS) reported on the Audit Management letter and RAMS Auditor Brad Welebir reported on the financials. Both gentlemen stated that the District had received an unmodified audit—the highest rating available.

Director Casey had questions relative to the Rossmoor Signature Wall repair. The General Manager reported that the committee also reviewed the Management Letter. Management concurred with the Auditor's recommendation that the District could use excess reserve funds in Fund 30 to pay down a portion of the outstanding debt, but as only one option. Staff recommended that the excess funds instead be used for repair of the Rossmoor Wall which has a substantial

number of bricks which are weathered and are deteriorating and/or crumbling. Cost estimates are being sought for those repairs and when received, staff will recommend to the CIP that a project be established in Fund 40 for those repairs. The Committee and the Auditor agreed with Management's recommendation on the use of the reserve funds for maintenance of the wall. The report was received and filed.

3. PARKS & FACILITIES COMMITTEE REPORT

General Manager recommendation to receive the report.

The General Manager reported that the Parks and Facilities Ad Hoc committee had informally met with staff and General Counsel on September 24, 2013 in an informal workshop to discuss several issues related to use of District property and enforcement of District rules. The objectives of the workshop included: 1) Review of current policies. 2) Discussion of operational issues regarding park usage. 3) Discussion of possible policy amendments to be formally taken up by the Parks & Facilities Committee. Based on discussions at the workshop, this matter will be agendaized for a future Committee Parks & Facilities meeting to consider formal recommendations to the Board. The report was received and filed.

4. TREE/PARKWAY COMMITTEE REPORT

Receive the report of the Committee and request that the Board give first reading to proposed amendments to Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance at Agenda Item H-1 further in the agenda.

The General Manager reported that the Tree/Parkway Committee met on September 25, 2013 and discussed several tree issues relative to the status of tree planting in covered parkways and resident refusal for the planting of a tree in plantable sites. The Committee also discussed the Districts procedures for the maintenance of the community's urban forest. Staff presented procedures from other communities which were reviewed by the Committee with no immediate action taken. Lastly, the Committee reviewed and recommended Board approval for first reading of the proposed amendments to Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance. The Committee also reviewed President Maynard's proposal to designate the Tree/Parkway Committee a standing committee of the Board. Discussion ensued. The report was received and filed.

5. PUBLIC WORKS/CIP COMMITTEE REPORT

Approve the recommendation of the Public Works/CIP Committee to commence the Rush Park Playground CIP project as follows: Authorize the General Manager to: 1) Enter into an agreement to purchase playground equipment from Game Time utilizing the U.S. Communities Joint Purchasing program in the amount of \$54,291 based on the renderings attached. 2) Go out to public bid for demolition, site work, prep work and installation of playground equipment. 3) Enter into an agreement with Tot Turf for either 50/50% rubber surface/sand at a cost of \$29,392 or 100% rubber surface at a cost of \$53,587 for ADA compliance utilizing the CMAS Joint Purchasing Authority. Discussion ensued relative to playground surfacing options pros and cons, resident survey results, permit forecasting and project cost differentials.

Motion by Director Kahlert, seconded by Director DeMarco to enter into an agreement to purchase playground equipment from Game Time utilizing the U.S. Communities Joint Purchasing program in the amount of \$54,291 based on the renderings attached. Motion passed 5-0.

Motion by Director Casey, seconded by Director DeMarco to go out to public bid for demolition, site work, prep work and installation of playground equipment. Motion passed 5-0.

Motion by Director Casey, seconded by Director Kahlert to enter into an agreement with Tot Turf for a 50/50% rubber surface/sand at a cost of \$29,392 for ADA compliance utilizing the CMAS Joint Purchasing Authority. Motion passed 3-2, with President Maynard and Director DeMarco voting No.

E. CONSENT CALENDAR

Recommendation to approve the items on the Consent Calendar as submitted.

1a. MINUTES SPECIAL BOARD MEETING—August 12, 2013

1b. MINUTES REGULAR BOARD MEETING—August 13, 2013

1c. MINUTES SPECIAL BOARD MEETING—August 20, 2013

1d. MINUTES REGULAR BOARD MEETING—September 10, 2013—Meeting Cancelled

2. REVENUE AND EXPENDITURE REPORT—July 2013

3. REVENUE AND EXPENDITURE REPORT—August 2013

Motion by Director Casey, seconded by Director Coletta to approve the items on the Consent Calendar as submitted. The Consent Calendar was unanimously approved as submitted, 5-0.

F. PUBLIC HEARING-None

G. RESOLUTIONS:

1. RESOLUTION NO 13-10-08-01

Recommendation to approve Resolution No. 13-10-08-01 by reading the title only and waiving further reading as follows:

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

Motion by Director Casey, seconded by Director Kahlert to approve Resolution No. 13-10-08-13
Motion passed 5-0.

H. REGULAR CALENDAR:

1. FIRST READING OF PROPOSED AMENDMENTS TO POLICY NO. 3080 PARKWAY AND ROSSMOOR MEDIAN TREE MAINTENANCE RE: NUISANCE ENFORCEMENT BY CIVIL ACTION—ATTORNEY’S FEES.

Recommendation to give first reading to proposed amendments to Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance.

Brief Discussion ensued. Motion by Director DeMarco, seconded by Director Casey to give first reading to proposed amendments to Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance. Motion passed 5-0.

2. CITIZEN APPEALS: ILLEGAL TREE REMOVAL AND APPEAL OF TREE PLANTING (THIS ITEM WAS REMOVED FROM THE AGENDA FOR DISCUSSION AT A LATER DATE).

3. REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION (RHA) FOR COSPONSORSHIP OF THE 2013 ROSSMOOR COMMUNITY FESTIVAL

Recommendation to consider the request of the RHA for cosponsorship of the Rossmoor Community Festival event.

Mark Nitikman addressed the Board on behalf of the RHA. He stated that the annual Rossmoor Community Festival was increasing in size and success each year and encouraged a continued partnership with the District. He referenced the after action report and added that while the addition of food trucks had been a success, more were needed. Discussion ensued relative to a suggestion by Director Coletta to include the Rossmoor Shopping Village Business District in the 2014 festivities. He added that Rossmoor had some great restaurants such as The Original Fish Company, Blake’s Place Barbeque, Fortune Cookie and Polly’s Pies, to name a few. President Maynard concurred and suggested a Polly’s Pies pie eating contest and or pie walk.

Mark Nitikman also announced that the condominium parking issues Montecito Road would be temporarily alleviated by an offer from the Shops at Rossmoor to have tenants sign a temporary licensing agreement allowing them to park free in the center during the condo construction.

Motion by Director Casey, seconded by Director Kahlert to approve the request of the RHA for cosponsorship of the Rossmoor Community Festival event. Motion passed 5-0.

I. GENERAL MANAGER ITEMS

Henry Taboada thanked the Board for their expression of confidence in him in appointing him the Interim General Manager. He stated that he would keep the Board and public apprised regarding

the recruitment process for a new General Manager. He added that an Ad Hoc Personnel Committee consisting of President Maynard and Director Coletta had been established for candidate selection purposes and a Special Meeting would be scheduled soon.

The Interim General Manager also reported that he and Consultant Cheryl Williamsen had secured the agreement for the monument sign at the Wallingsford and Katella location. All that remained was securing the County permits and the process would be finalized.

J. BOARD MEMBER ITEMS

Director Coletta echoed the sentiments of his colleagues and reiterated his desire to see District Recreation staff and the RHA reach out to the local Rossmoor Shopping Village business owners for participation in this year's Rossmoor Community Festival.

Director Casey thanked Councilmember Diana Lee Carey for her earlier attendance at the board meeting and for speaking out and educating the community on the I-405 Toll Lanes issue. He encouraged everyone in Rossmoor and surrounding areas to show up on October 29, 2013 at the I-405 Toll Lanes Town Hall meeting at Westminster City Hall. He also thanked Liz Deering for adding the I-405 Project Update link on the District website.

Director DeMarco reported on his recent attendance at a Rossmoor Homeowner's Association meeting. He added that the meetings were great, but he was disappointed at the sparse attendance. He suggested that RHA members and the community increase their participation in the meetings. He further stated that the I-405 Toll Lanes will impact the community and encouraged everyone to band together and opine at the Westminster Toll Lane Town Hall Meeting on October 29, 2013. Finally, he reminded the community about the RHA Paper Drive which was held every last Saturday of the month and announced that they were now accepting plastic and aluminum recyclables again.

Director Kahlert requested that the District, RHA and RPMT each send out e-blast notifications to their respective contacts regarding the I-405 Toll Lanes Town Hall Meeting in Westminster on October 29th. He also requested that the YouTube video link of the Emergency Preparedness Town Hall Meeting Event be added to the District website for those who may be unable to attend. Finally he thanked Henry Taboada for stepping in as Interim General Manager and staff for their hard work during the transitional period.

President Maynard agreed with the opinions expressed by his fellow board members relative to the I-405 Toll Lanes Town Hall Meeting, and the upcoming Rossmoor Community Festival. He thanked Councilmember Diana Lee Carey for her presence this evening and reminded residents to contact her via her Facebook page.

K. CLOSED SESSION

ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

1. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION

Pursuant to Government Code Section 54956.9(d)(4)

Number of potential cases: 1

AT THIS TIME PRESIDENT MAYNARD OPENED THE FLOOR FOR PUBLIC COMMENT ON THE CLOSED SESSION ITEMS. SEEING NONE PRESIDENT MAYNARD CLOSED THE FLOOR FOR PUBLIC COMMENT

THE BOARD RECESSED INTO CLOSED SESSION AT 9:45 P.M.

THE BOARD RECONVENED INTO OPEN SESSION AT 11:00 P.M.

CLOSED SESSION ANNOUNCEMENT BY GENERAL COUNSEL:

General Counsel reported that the Board had adjourned to Closed Session at approximately 9:45 p.m. pursuant to Government Code Section 54956.9(d) (4). The Board discussed the one item on the closed session agenda and voted to authorize the filing of one case. The particulars of that case will be made available to any interested party once that case is on file if disclosure of that information does not compromise the District’s ability to serve the complaint on the party or compromise the District’s ability to reach acceptable settlement. The closed session report was concluded.

L. ADJOURNMENT

Motion by Director Casey, seconded by Director DeMarco to adjourn the regular meeting at 11:00 p.m. Motion passed 5-0.

SUBMITTED BY:

**Henry Taboada
Interim General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

Date: November 12, 2013
To: Honorable Board of Directors
From: Interim General Manager
Subject: MINUTES: SPECIAL MEETING OF NOVEMBER 5, 2013

RECOMMENDATION:

Approve the Minutes of the Special Meeting of November 5, 2013 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their November 5, 2013 Special Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Special Meeting of November 5, 2013 Prepared by the Board's Secretary/General Manager.



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

SPECIAL MEETING

Rush Park
3001 Rush Park Kitchen
Rossmoor, California

**Tuesday, November 5, 2013
5:00 P.M.**

A. ORGANIZATION

1. CALL TO ORDER: 5:05 P.M.

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

3. PLEDGE OF ALLEGIANCE

B. PUBLIC COMMENT

President Maynard called the meeting to order at 5:05 p.m. Roll call was taken with all members present.

President Maynard asked for public comment on the Closed Session Agenda. No public was present at the meeting.

AT THIS TIME, WITH THE BOARD'S CONCURRENCE, ITEM E-1 WAS TAKEN OUT OF ORDER

C. ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

1. PUBLIC EMPLOYMENT

**Pursuant to Government Code Section 94957.6
Title: General Manager**

2. CONFERENCE WITH LABOR NEGOTIATOR

**Pursuant to Government Code Section 94957.6
Unrepresented Employee: General Manager**

At 5:30 p.m. the Board adjourned to closed session on Items C-1 and C-2.

D. RECESS INTO CLOSED SESSION AT 5:30 P.M.

E. RECONVENE INTO OPEN SESSION

1. CLOSED SESSION ANNOUNCEMENT

At 7:00 p.m. the Board reconvened in open session. General Counsel reported the following: No reportable action.

2. APPROVAL OF BID WITH MALIBU PACIFIC, INC. FOR DEMOLITION / PREPARATION OF RUSH PARK PLAYGROUND

After discussion a motion was made by Director Coletta, seconded by Director Kahlert to accept the bid of Malibu Pacific Tennis Courts, Inc. and to approve Change Order Notification to be executed simultaneously with the contract. Motion passed 5-0. (Change Order Notification reduces the contract price by \$3,000 and does not authorize any changes to the scope of work).

G. ADJOURNMENT

At 7:10 p.m. a motion was made to adjourn by Director Coletta, seconded by Director Kahlert. The motion passed 5-0.

SUBMITTED BY:

**Henry Taboada
Interim General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date November 12, 2013
To: Honorable Board of Directors
From: Interim General Manager
Subject: REVENUE & EXPENDITURE REPORT -SEPTEMBER, 2013

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for September, 2013.

BACKGROUND:

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

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of September, 2013.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 September 2013 @ 25%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	712,540.00	712,540.00	22,973.19	18,926.37	689,566.81	3.2
STREET LIGHT ASSESSMENTS	249,000.00	249,000.00	8,018.43	6,605.94	240,981.57	3.2
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	0.00	0.00	2,100.00	0.0
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	120,000.00	122,000.00	39,931.81	15,526.06	82,068.19	32.7
OTHER REVENUE	23,000.00	23,000.00	1,521.94	-4,501.76	21,478.06	6.6
Total Revenues	1,164,440.00	1,166,440.00	72,445.37	36,556.61	1,093,994.63	6.2
Expenditures						
ADMINISTRATION 1, 2	316,375.00	316,375.00	82,833.23	28,353.90	233,541.77	26.2
RECREATION 2	115,300.00	115,300.00	35,403.92	6,732.68	79,896.08	30.7
ROSSMOOR PARK 2	176,815.00	176,815.00	46,483.73	19,562.38	130,331.27	26.3
MONTECITO CENTER 2	69,020.00	69,020.00	18,010.24	6,850.35	51,009.76	26.1
RUSH PARK 2	200,391.00	200,391.00	48,557.85	19,940.23	151,833.15	24.2
STREET LIGHTING	107,480.00	107,480.00	8,798.19	8,744.62	98,681.81	8.2
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	600.00	76.9
STREET SWEEPING	52,600.00	52,600.00	9,004.49	4,502.73	43,595.51	17.1
PARKWAY TREES	108,450.00	108,450.00	27,174.40	23,020.16	81,275.60	25.1
MINI-PARKS, MEDIANS & TRIANGLE 2, 3	15,045.00	15,045.00	3,734.05	1,110.06	11,310.95	24.8
Expenditures	1,164,076.00	1,164,076.00	282,000.10	118,817.11	882,075.90	24.2

Please Note: This report has been updated with the 2012-2013 Audit Report and Adjustments. Some YTD Actuals will show minus due to previous FY's amount being deducted from the current FY.

**Audited Fund Balance
 at June 30, 2013**

\$ 827,014.00

REVENUE REPORT
 SEPTEMBER 2013 @ 25%

Rossmoor Community

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	712,540.00	712,540.00	22,973.19	18,926.37	0.00	689,566.81	3.2
ASSESSMENTS	249,000.00	249,000.00	8,018.43	6,605.94	0.00	240,981.57	3.2
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	0.00	0.00	0.00	2,100.00	0.0
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	122,000.00	122,000.00	39,931.81	15,526.06	0.00	82,068.19	32.7
OTHER REVENUE	23,000.00	23,000.00	1,521.84	-4,501.76	0.00	21,478.16	6.6
Dept: 00	1,166,440.00	1,166,440.00	72,445.27	36,556.61	0.00	1,093,994.73	6.2
Revenues	1,166,440.00	1,166,440.00	72,445.27	36,556.61	0.00	1,093,994.73	6.2
Grand Total Net Effect:	1,166,440.00	1,166,440.00	72,445.27	36,556.61	0.00	1,093,994.73	

EXPENDITURE REPORT
 SEPTEMBER 2013 @ 25%

Rossmoor Community

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1,2	167,775.00	167,775.00	43,512.49	13,856.58	0.00	124,262.51	25.9
OPERATIONS AND MAINTENANCE	62,100.00	62,100.00	19,419.40	4,692.00	0.00	42,680.60	31.3
CONTRACT SERVICES	80,500.00	80,500.00	19,901.34	9,805.32	0.00	60,598.66	24.7
CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
ADMINISTRATION	316,375.00	316,375.00	82,833.23	28,353.90	0.00	233,541.77	26.2
Dept: 20 RECREATION							
SALARIES AND BENEFITS	84,300.00	84,300.00	22,179.82	7,043.25	0.00	62,120.18	26.3
OPERATIONS AND MAINTENANCE	25,500.00	25,500.00	12,318.44	-686.76	0.00	13,181.56	48.3
CONTRACT SERVICES	3,500.00	3,500.00	905.66	376.19	0.00	2,594.34	25.9
CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION	115,300.00	115,300.00	35,403.92	6,732.68	0.00	79,896.08	30.7
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS 2	62,850.00	62,850.00	14,459.64	4,659.11	0.00	48,390.36	23.0
OPERATIONS AND MAINTENANCE	71,065.00	71,065.00	22,869.70	11,612.76	0.00	48,195.30	32.2
CONTRACT SERVICES	42,400.00	42,400.00	9,154.39	3,290.51	0.00	33,245.61	21.6
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
ROSSMOOR PARK	176,815.00	176,815.00	46,483.73	19,562.38	0.00	130,331.27	26.3
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS 2	44,185.00	44,185.00	11,967.09	3,871.13	0.00	32,217.91	27.1
OPERATIONS AND MAINTENANCE	17,435.00	17,435.00	3,968.76	2,048.71	0.00	13,466.24	22.8
CONTRACT SERVICES	7,100.00	7,100.00	2,074.39	930.51	0.00	5,025.61	29.2
CAPITAL EXPENDITURES	300.00	300.00	0.00	0.00	0.00	300.00	0.0
MONTECITO CENTER	69,020.00	69,020.00	18,010.24	6,850.35	0.00	51,009.76	26.1
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 2	64,225.00	64,225.00	15,460.87	5,042.99	0.00	48,764.13	24.1
OPERATIONS AND MAINTENANCE	93,266.00	93,266.00	23,942.59	11,606.73	0.00	69,323.41	25.7
CONTRACT SERVICES	42,400.00	42,400.00	9,154.39	3,290.51	0.00	33,245.61	21.6
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
RUSH PARK	200,391.00	200,391.00	48,557.85	19,940.23	0.00	151,833.15	24.2

EXPENDITURE REPORT
 SEPTEMBER 2013 @ 25%

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Rossmoor Community

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	104.93	51.36	0.00	375.07	21.9
CONTRACT SERVICES	107,000.00	107,000.00	8,693.26	8,693.26	0.00	98,306.74	8.1
STREET LIGHTING	107,480.00	107,480.00	8,798.19	8,744.62	0.00	98,681.81	8.2
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	104.93	51.36	0.00	495.07	17.5
CONTRACT SERVICES	52,000.00	52,000.00	8,899.56	4,451.37	0.00	43,100.44	17.1
STREET SWEEPING	52,600.00	52,600.00	9,004.49	4,502.73	0.00	43,595.51	17.1
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,450.00	17,450.00	4,767.92	1,519.01	0.00	12,682.08	27.3
OPERATIONS AND MAINTENANCE	2,000.00	2,000.00	48.38	211.56	0.00	1,951.62	2.4
CONTRACT SERVICES	71,000.00	71,000.00	18,215.95	17,147.44	0.00	52,784.05	25.7
CAPITAL EXPENDITURES	18,000.00	18,000.00	4,142.15	4,142.15	0.00	13,857.85	23.0
PARKWAY TREES	108,450.00	108,450.00	27,174.40	23,020.16	0.00	81,275.60	25.1
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS <i>2,3</i>	1,520.00	1,520.00	260.35	76.41	0.00	1,259.65	17.1
OPERATIONS AND MAINTENANCE	9,250.00	9,250.00	2,481.54	652.22	0.00	6,768.46	26.8
CONTRACT SERVICES	4,175.00	4,175.00	992.16	381.43	0.00	3,182.84	23.8
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,045.00	15,045.00	3,734.05	1,110.06	0.00	11,310.95	24.8
Expenditures	1,164,076.00	1,164,076.00	282,000.10	118,817.11	0.00	882,075.90	24.2
Grand Total Net Effect:	-1,164,076.00	-1,164,076.00	-282,000.10	-118,817.11	0.00	-882,075.90	

REVENUE/EXPENDITURE REPORT
 SEPTEMBER 2013 @ 25%

Rossmoor Community

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	655,000.00	655,000.00	0.00	0.00	0.00	655,000.00	0.0
3001 Current unsecured prop tax	25,200.00	25,200.00	16,901.95	16,901.95	0.00	8,298.05	67.1
3002 Prior secured property taxes	13,250.00	13,250.00	2,897.31	1,535.87	0.00	10,352.69	21.9
3003 Prior unsecured prop taxes	440.00	440.00	0.00	0.00	0.00	440.00	0.0
3004 Delinquent property taxes	950.00	950.00	0.00	0.00	0.00	950.00	0.0
3010 Current supplemental assessmt	6,100.00	6,100.00	3,173.93	488.55	0.00	2,926.07	52.0
3020 Public utility tax	11,600.00	11,600.00	0.00	0.00	0.00	11,600.00	0.0
PROPERTY TAXES	712,540.00	712,540.00	22,973.19	18,926.37	0.00	689,566.81	3.2
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	249,000.00	249,000.00	8,018.43	6,605.94	0.00	240,981.57	3.2
ASSESSMENTS	249,000.00	249,000.00	8,018.43	6,605.94	0.00	240,981.57	3.2
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,100.00	2,100.00	0.00	0.00	0.00	2,100.00	0.0
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	0.00	0.00	0.00	2,100.00	0.0
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
3305 County street sweep reimburse	52,000.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	0.00	57,800.00	0.0
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	12,500.00	12,500.00	2,984.25	385.00	0.00	9,515.75	23.9
3405 Wall Rental	500.00	500.00	40.00	0.00	0.00	460.00	8.0
3406 Ball field reservations	22,000.00	22,000.00	10,360.50	3,010.50	0.00	11,639.50	47.1
3410 Rossmoor building rental	4,500.00	4,500.00	758.00	185.00	0.00	3,742.00	16.8
3412 Montecito building rental	22,500.00	22,500.00	6,619.50	2,127.00	0.00	15,880.50	29.4
3414 Rush Park Building Rental	60,000.00	60,000.00	14,488.00	5,137.00	0.00	45,512.00	24.1
3415 Tot Lot Tile Rev/Exp	0.00	0.00	4,681.56	4,681.56	0.00	-4,681.56	0.0
FEES AND SERVICES	122,000.00	122,000.00	39,931.81	15,526.06	0.00	82,068.19	32.7
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	3,000.00	3,000.00	1,521.84	-4,501.76	0.00	1,478.16	50.7
3502 Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE	23,000.00	23,000.00	1,521.84	-4,501.76	0.00	21,478.16	6.6
Dept: 00	1,166,440.00	1,166,440.00	72,445.27	36,556.61	0.00	1,093,994.73	6.2
Revenues							
	1,166,440.00	1,166,440.00	72,445.27	36,556.61	0.00	1,093,994.73	6.2
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	8,500.00	8,500.00	4,350.00	1,050.00	0.00	4,150.00	51.2
4001 Salaries - Full-time	115,875.00	115,875.00	29,865.04	9,340.03	0.00	86,009.96	25.8
4003 Salaries - Overtime	1,650.00	1,650.00	1,265.91	169.06	0.00	384.09	76.7
4007 Vehicle Allowance	750.00	750.00	0.00	0.00	0.00	750.00	0.0
4010 Workers Compensation Insurance	4,500.00	4,500.00	541.62	180.54	0.00	3,958.38	12.0
4011 Medical Insurance	27,500.00	27,500.00	5,131.08	2,397.06	0.00	22,368.92	18.7
4015 Federal Payroll Tax -FICA	8,000.00	8,000.00	2,358.84	719.89	0.00	5,641.16	29.5
4018 State Payroll Taxes	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
SALARIES AND BENEFITS	167,775.00	167,775.00	43,512.49	13,856.58	0.00	124,262.51	25.9
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	13,500.00	13,500.00	12,388.50	0.00	0.00	1,111.50	91.8
5004 Memberships and Dues	6,400.00	6,400.00	2,436.78	252.39	0.00	3,963.22	38.1
5006 Travel & Meetings	2,000.00	2,000.00	401.78	0.00	0.00	1,598.22	20.1

REVENUE/EXPENDITURE REPORT
 SEPTEMBER 2013 @ 25%

Rossmoor Community

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5007 Televised Meeting Costs	16,800.00	16,800.00	5,234.00	2,578.00	0.00	11,566.00	31.2
5010 Publications & Legal Notices	4,000.00	4,000.00	1,352.75	659.00	0.00	2,647.25	33.8
5012 Printing	1,200.00	1,200.00	254.17	0.00	0.00	945.83	21.2
5014 Postage	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5016 Office Supplies	7,200.00	7,200.00	2,420.04	712.43	0.00	4,779.96	33.6
5020 Telephone	1,500.00	1,500.00	-421.62	154.08	0.00	1,921.62	-28.1
5045 Miscellaneous Expenditures	5,500.00	5,500.00	-4,891.68	237.35	0.00	10,391.68	-88.9
5046 Bank Service Charge	1,000.00	1,000.00	244.68	98.75	0.00	755.32	24.5
OPERATIONS AND MAINTENANCE							
	62,100.00	62,100.00	19,419.40	4,692.00	0.00	42,680.60	31.3
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	30,000.00	30,000.00	4,162.50	4,162.50	0.00	25,837.50	13.9
5615 Financial Audit-Consulting	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
5670 Other Professional Services	42,000.00	42,000.00	15,738.84	5,642.82	0.00	26,261.16	37.5
CONTRACT SERVICES							
	80,500.00	80,500.00	19,901.34	9,805.32	0.00	60,598.66	24.7
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
CAPITAL EXPENDITURES							
	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
ADMINISTRATION							
	316,375.00	316,375.00	82,833.23	28,353.90	0.00	233,541.77	26.2
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	44,800.00	44,800.00	12,489.71	4,003.01	0.00	32,310.29	27.9
4002 Salaries - Part-time	22,000.00	22,000.00	5,367.69	1,870.91	0.00	16,632.31	24.4
4003 Salaries - Overtime (2)	2,000.00	2,000.00	1,245.05	19.25	0.00	754.95	62.3
4005 Salaries - Event Attendant	200.00	200.00	6.00	0.00	0.00	194.00	3.0
4007 Vehicle Allowance	500.00	500.00	16.95	16.95	0.00	483.05	3.4
4010 Workers Compensation Insurance	1,800.00	1,800.00	218.94	72.98	0.00	1,581.06	12.2
4011 Medical Insurance	7,000.00	7,000.00	1,304.70	609.51	0.00	5,695.30	18.6
4015 Federal Payroll Tax -FICA	5,000.00	5,000.00	1,461.23	450.64	0.00	3,538.77	29.2
4018 State Payroll Taxes	1,000.00	1,000.00	69.55	0.00	0.00	930.45	7.0
SALARIES AND BENEFITS							
	84,300.00	84,300.00	22,179.82	7,043.25	0.00	62,120.18	26.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	500.00	500.00	185.00	0.00	0.00	335.00	33.0
5010 Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5012 Printing	500.00	500.00	9.01	0.00	0.00	490.99	1.8
5014 Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016 Office Supplies	1,000.00	1,000.00	518.85	176.28	0.00	481.15	51.9
5017 Community Events	14,000.00	14,000.00	5,164.53	-1,017.12	0.00	8,835.47	36.9
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	261.05	154.08	0.00	1,538.95	14.5
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
OPERATIONS AND MAINTENANCE							
	25,500.00	25,500.00	12,318.44	-686.76	0.00	13,181.56	48.3
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	3,500.00	3,500.00	905.66	376.19	0.00	2,594.34	25.9
CONTRACT SERVICES							
	3,500.00	3,500.00	905.66	376.19	0.00	2,594.34	25.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
CAPITAL EXPENDITURES							
	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION							
	115,300.00	115,300.00	35,403.92	6,732.68	0.00	79,896.08	30.7
Dept: 30 ROSSMOOR PARK							

REVENUE/EXPENDITURE REPORT
 SEPTEMBER 2013 @ 25%

Rossmoor Community

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	33,500.00	33,500.00	8,722.27	2,647.84	0.00	24,777.73	26.0
4002 Salaries - Part-time	10,300.00	10,300.00	2,056.10	680.23	0.00	8,243.90	20.0
4003 Salaries - Overtime (2)	1,450.00	1,450.00	648.00	133.22	0.00	802.00	44.7
4005 Salaries - Event Attendant	500.00	500.00	13.20	0.00	0.00	486.80	2.6
4010 Workers Compensation Insurance	4,500.00	4,500.00	541.62	180.54	0.00	3,958.38	12.0
4011 Medical Insurance	8,700.00	8,700.00	1,611.68	752.92	0.00	7,088.32	18.5
4015 Federal Payroll Tax -FICA	3,300.00	3,300.00	866.15	264.36	0.00	2,433.85	26.2
4018 State Payroll Taxes	600.00	600.00	0.62	0.00	0.00	599.38	0.1
SALARIES AND BENEFITS	62,850.00	62,850.00	14,459.64	4,659.11	0.00	48,390.36	23.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5012 Printing	300.00	300.00	4.50	0.00	0.00	295.50	1.5
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	700.00	700.00	276.11	104.83	0.00	423.89	39.4
5018 Janitorial Supplies	3,500.00	3,500.00	1,857.53	1,021.85	0.00	1,642.47	53.1
5020 Telephone	1,600.00	1,600.00	273.27	154.08	0.00	1,326.73	17.1
5022 Utilities	43,000.00	43,000.00	17,711.03	8,993.97	0.00	25,288.97	41.2
5025 Sewer Tax	815.00	815.00	0.00	0.00	0.00	815.00	0.0
5030 Vehicle Maintenance	1,500.00	1,500.00	205.19	115.42	0.00	1,294.81	13.7
5032 Building & Grounds-Maintenance	17,000.00	17,000.00	2,237.77	1,105.53	0.00	14,762.23	13.2
5034 Alarm Systems	750.00	750.00	200.63	13.41	0.00	549.37	26.8
5045 Miscellaneous Expenditures	500.00	500.00	103.67	103.67	0.00	396.33	20.7
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	71,065.00	71,065.00	22,869.70	11,612.76	0.00	48,195.30	32.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	38,000.00	38,000.00	7,985.00	2,655.00	0.00	30,035.00	21.0
5656 Tree Trimming	1,000.00	1,000.00	259.32	259.32	0.00	740.68	25.9
5670 Other Professional Services	3,400.00	3,400.00	930.07	376.19	0.00	2,469.93	27.4
CONTRACT SERVICES	42,400.00	42,400.00	9,154.39	3,290.51	0.00	33,245.61	21.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
ROSSMOOR PARK	176,815.00	176,815.00	46,483.73	19,562.38	0.00	130,331.27	26.3
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	27,800.00	27,800.00	7,366.04	2,246.70	0.00	20,433.96	26.5
4002 Salaries - Part-time	2,100.00	2,100.00	1,560.32	544.08	0.00	539.68	74.3
4003 Salaries - Overtime (2)	785.00	785.00	508.00	104.58	0.00	277.00	64.7
4005 Salaries - Event Attendant	0.00	0.00	50.40	0.00	0.00	-50.40	0.0
4010 Workers Compensation Insurance	3,600.00	3,600.00	435.60	145.20	0.00	3,164.40	12.1
4011 Medical Insurance	7,100.00	7,100.00	1,304.70	609.51	0.00	5,795.30	18.4
4015 Federal Payroll Tax -FICA	2,250.00	2,250.00	739.71	221.06	0.00	1,510.29	32.9
4018 State Payroll Taxes	550.00	550.00	2.32	0.00	0.00	547.68	0.4
SALARIES AND BENEFITS	44,185.00	44,185.00	11,967.09	3,871.13	0.00	32,217.91	27.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	200.00	200.00	-300.00	0.00	0.00	500.00	-150.0
5012 Printing	150.00	150.00	4.50	0.00	0.00	145.50	3.0
5014 Postage	150.00	150.00	0.00	0.00	0.00	150.00	0.0
5016 Office Supplies	900.00	900.00	276.11	104.83	0.00	623.89	30.7
5018 Janitorial Supplies	3,600.00	3,600.00	1,857.53	1,021.85	0.00	1,742.47	51.6
5020 Telephone	1,650.00	1,650.00	273.27	154.08	0.00	1,376.73	16.6
5022 Utilities	3,500.00	3,500.00	796.08	168.52	0.00	2,703.92	22.7

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Rossmoor Community

For the Period: 7/1/2013 to 9/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5025 Sewer Tax	685.00	685.00	0.00	0.00	0.00	685.00	0.0
5030 Vehicle Maintenance	1,500.00	1,500.00	205.19	115.42	0.00	1,294.81	13.7
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	703.26	367.32	0.00	3,296.74	17.6
5034 Alarm Systems	500.00	500.00	49.15	13.02	0.00	450.85	9.8
5045 Miscellaneous Expenditures	250.00	250.00	103.67	103.67	0.00	146.33	41.5
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	17,435.00	17,435.00	3,968.76	2,048.71	0.00	13,466.24	22.8
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	885.00	295.00	0.00	2,415.00	26.8
5656 Tree Trimming	1,000.00	1,000.00	259.32	259.32	0.00	740.68	25.9
5670 Other Professional Services	2,800.00	2,800.00	930.07	376.19	0.00	1,869.93	33.2
CONTRACT SERVICES	7,100.00	7,100.00	2,074.39	930.51	0.00	5,025.61	29.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	300.00	300.00	0.00	0.00	0.00	300.00	0.0
CAPITAL EXPENDITURES	300.00	300.00	0.00	0.00	0.00	300.00	0.0
MONTECITO CENTER	69,020.00	69,020.00	18,010.24	6,850.35	0.00	51,009.76	26.1
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	33,500.00	33,500.00	8,722.27	2,647.84	0.00	24,777.73	26.0
4002 Salaries - Part-time	8,200.00	8,200.00	2,064.21	680.23	0.00	6,135.79	25.2
4003 Salaries - Overtime	1,150.00	1,150.00	648.00	133.22	0.00	502.00	56.3
4005 Salaries - Event Attendant	4,000.00	4,000.00	905.40	345.00	0.00	3,094.60	22.6
4010 Workers Compensation Insurance	4,500.00	4,500.00	541.62	180.54	0.00	3,958.38	12.0
4011 Medical Insurance	8,700.00	8,700.00	1,611.68	752.92	0.00	7,088.32	18.5
4015 Federal Payroll Tax -FICA	3,400.00	3,400.00	935.05	290.82	0.00	2,464.95	27.5
4018 State Payroll Taxes	775.00	775.00	32.64	12.42	0.00	742.36	4.2
SALARIES AND BENEFITS	64,225.00	64,225.00	15,460.87	5,042.99	0.00	48,764.13	24.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5012 Printing	500.00	500.00	4.51	0.00	0.00	495.49	0.9
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	900.00	900.00	276.10	104.82	0.00	623.90	30.7
5018 Janitorial Supplies	3,600.00	3,600.00	1,863.10	1,024.91	0.00	1,736.90	51.8
5020 Telephone	1,800.00	1,800.00	273.27	154.08	0.00	1,526.73	15.2
5022 Utilities	53,000.00	53,000.00	17,782.01	8,742.62	0.00	35,217.99	33.6
5025 Sewer Tax	3,116.00	3,116.00	0.00	0.00	0.00	3,116.00	0.0
5030 Vehicle Maintenance	1,500.00	1,500.00	205.18	115.42	0.00	1,294.82	13.7
5032 Building & Grounds-Maintenance	25,000.00	25,000.00	3,307.63	1,348.21	0.00	21,692.37	13.2
5034 Alarm Systems	750.00	750.00	127.13	13.01	0.00	622.87	17.0
5045 Miscellaneous Expenditures	500.00	500.00	103.66	103.66	0.00	396.34	20.7
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
OPERATIONS AND MAINTENANCE	93,266.00	93,266.00	23,942.59	11,606.73	0.00	69,323.41	25.7
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	38,000.00	38,000.00	7,965.00	2,655.00	0.00	30,035.00	21.0
5656 Tree Trimming	1,000.00	1,000.00	259.32	259.32	0.00	740.68	25.9
5670 Other Professional Services	3,400.00	3,400.00	930.07	376.19	0.00	2,469.93	27.4
CONTRACT SERVICES	42,400.00	42,400.00	9,154.39	3,290.51	0.00	33,245.61	21.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
CAPITAL EXPENDITURES		500.00	500.00	0.00	0.00	0.00	500.00	0.0
RUSH PARK		200,391.00	200,391.00	48,557.85	19,940.23	0.00	151,833.15	24.2
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	480.00	480.00	104.93	51.36	0.00	375.07	21.9
OPERATIONS AND MAINTENANCE		480.00	480.00	104.93	51.36	0.00	375.07	21.9
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	107,000.00	107,000.00	8,693.26	8,693.26	0.00	98,306.74	8.1
CONTRACT SERVICES		107,000.00	107,000.00	8,693.26	8,693.26	0.00	98,306.74	8.1
STREET LIGHTING		107,480.00	107,480.00	8,798.19	8,744.62	0.00	98,681.81	8.2
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,500.00	2,500.00	2,000.00	0.00	0.00	500.00	80.0
5032	Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
ROSSMOOR WALL		2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	104.93	51.36	0.00	395.07	21.0
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		600.00	600.00	104.93	51.36	0.00	495.07	17.5
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	52,000.00	52,000.00	8,899.56	4,451.37	0.00	43,100.44	17.1
CONTRACT SERVICES		52,000.00	52,000.00	8,899.56	4,451.37	0.00	43,100.44	17.1
STREET SWEEPING		52,600.00	52,600.00	9,004.49	4,502.73	0.00	43,595.51	17.1
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	0.00	0.00	111.04	111.04	0.00	-111.04	0.0
4002	Salaries - Part-time	15,500.00	15,500.00	4,268.41	1,300.02	0.00	11,231.59	27.5
4007	Vehicle Allowance	500.00	500.00	53.45	0.00	0.00	446.55	10.7
4010	Workers Compensation Insurance	250.00	250.00	0.00	0.00	0.00	250.00	0.0
4015	Federal Payroll Tax -FICA	900.00	900.00	335.02	107.95	0.00	564.98	37.2
4018	State Payroll Taxes	300.00	300.00	0.00	0.00	0.00	300.00	0.0
SALARIES AND BENEFITS		17,450.00	17,450.00	4,767.92	1,519.01	0.00	12,682.08	27.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	50.00	50.00	0.19	0.00	0.00	49.81	0.4
5014	Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016	Office Supplies	200.00	200.00	77.48	46.35	0.00	122.52	38.7
5020	Telephone	900.00	900.00	-91.78	102.72	0.00	991.78	-10.2
5030	Vehicle Maintenance	300.00	300.00	62.49	62.49	0.00	237.51	20.8
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		2,000.00	2,000.00	48.38	211.56	0.00	1,951.62	2.4
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	60,000.00	60,000.00	16,423.41	16,423.41	0.00	43,576.59	27.4
5660	TREE REMOVAL	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
5662	SMALL TREE CARE	1,300.00	1,300.00	347.85	347.85	0.00	952.15	26.8
5670	Other Professional Services	6,000.00	6,000.00	1,444.69	376.18	0.00	4,555.31	24.1

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 80 PARKWAY TREES								
CONTRACT SERVICES		71,000.00	71,000.00	18,215.95	17,147.44	0.00	52,784.05	25.7
Acct Class: 60 CAPITAL EXPENDITURES								
6015	Trees	18,000.00	18,000.00	4,142.15	4,142.15	0.00	13,857.85	23.0
CAPITAL EXPENDITURES		18,000.00	18,000.00	4,142.15	4,142.15	0.00	13,857.85	23.0
PARKWAY TREES		108,450.00	108,450.00	27,174.40	23,020.16	0.00	81,275.60	25.1
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	800.00	800.00	202.42	59.61	0.00	597.58	25.3
4002	Salaries - Part-time	375.00	375.00	0.00	0.00	0.00	375.00	0.0
4003	Salaries - Overtime	60.00	60.00	15.99	3.58	0.00	44.01	26.7
4010	Workers Compensation Insurance	200.00	200.00	25.35	8.45	0.00	174.65	12.7
4015	Federal Payroll Tax -FICA	70.00	70.00	16.59	4.77	0.00	53.41	23.7
4018	State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS		1,520.00	1,520.00	260.35	76.41	0.00	1,259.65	17.1
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	100.04	51.37	0.00	399.96	20.0
5022	Utilities	7,500.00	7,500.00	1,291.00	54.35	0.00	6,209.00	17.2
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032	Building & Grounds-Maintenance	750.00	750.00	1,090.50	546.50	0.00	-340.50	145.4
5045	Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051	Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052	Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE		9,250.00	9,250.00	2,481.54	652.22	0.00	6,768.46	26.8
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	3,600.00	3,600.00	885.00	295.00	0.00	2,715.00	24.6
5656	Tree Trimming	500.00	500.00	86.43	86.43	0.00	413.57	17.3
5670	Other Professional Services	75.00	75.00	20.73	0.00	0.00	54.27	27.6
CONTRACT SERVICES		4,175.00	4,175.00	992.16	381.43	0.00	3,182.84	23.8
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES		100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS		15,045.00	15,045.00	3,734.05	1,110.06	0.00	11,310.95	24.8
Expenditures		1,164,076.00	1,164,076.00	282,000.10	118,817.11	0.00	882,075.90	24.2
Net Effect for GENERAL FUND		2,364.00	2,364.00	-209,554.83	-82,260.50	0.00	211,918.83	-8,864.4
Change in Fund Balance:				-209,554.83				

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Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	201,604.00	201,604.00	0.00	0.00	0.00	201,604.00	0.0
PROPERTY TAXES								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	201,604.00	201,604.00	0.00	0.00	0.00	201,604.00	0.0
3101	Property assessments-prior yr	380,000.00	380,000.00	4,126.80	0.00	0.00	375,873.20	1.1
		3,400.00	3,400.00	1,296.02	809.99	0.00	2,103.98	38.1
ASSESSMENTS								
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	383,400.00	383,400.00	5,422.82	809.99	0.00	377,977.18	1.4
USE OF MONEY AND PROPERTY								
		0.00	0.00	7,479.06	0.00	0.00	-7,479.06	0.0
		0.00	0.00	7,479.06	0.00	0.00	-7,479.06	0.0
Dept: 00								
		585,004.00	585,004.00	12,901.88	809.99	0.00	572,102.12	2.2
Revenues								
		585,004.00	585,004.00	12,901.88	809.99	0.00	572,102.12	2.2
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5617	Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619	Bond Trustee	2,875.00	2,875.00	5,405.00	2,530.00	0.00	-2,530.00	188.0
CONTRACT SERVICES								
Acct Class: 58 DEBT SERVICE								
5800	Principal	22,875.00	22,875.00	5,405.00	2,530.00	0.00	17,470.00	23.6
5801	Interest	220,000.00	220,000.00	220,000.00	0.00	0.00	0.00	100.0
		135,160.00	135,160.00	70,990.00	0.00	0.00	64,170.00	52.5
DEBT SERVICE								
Acct Class: 66 OTHER FINANCING USES								
6600	Transfer out to other funds	355,160.00	355,160.00	290,990.00	0.00	0.00	64,170.00	81.9
OTHER FINANCING USES								
		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
RUSH PARK								
		578,035.00	578,035.00	296,395.00	2,530.00	0.00	281,640.00	51.3
Expenditures								
		578,035.00	578,035.00	296,395.00	2,530.00	0.00	281,640.00	51.3
Net Effect for ASSESSMENT DISTRICT FUND-RUSH								
Change in Fund Balance:								
		6,969.00	6,969.00	-283,493.12	-1,720.01	0.00	290,462.12	-4,067.9
				-283,493.12				

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Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	176,051.00	176,051.00	0.00	0.00	0.00	176,051.00	0.0
PROPERTY TAXES		176,051.00	176,051.00	0.00	0.00	0.00	176,051.00	0.0
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	87,700.00	87,700.00	0.00	0.00	0.00	87,700.00	0.0
3101	Property assessments-prior yr	780.00	780.00	286.41	179.00	0.00	493.59	36.7
ASSESSMENTS		88,480.00	88,480.00	286.41	179.00	0.00	88,193.59	0.3
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		265,531.00	265,531.00	286.41	179.00	0.00	265,244.59	0.1
Revenues		265,531.00	265,531.00	286.41	179.00	0.00	265,244.59	0.1
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	0.00	0.00	0.00	2,530.00	0.0
CONTRACT SERVICES		2,530.00	2,530.00	0.00	0.00	0.00	2,530.00	0.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	100.0
5801	Interest	18,705.00	18,705.00	10,295.00	0.00	0.00	8,410.00	55.0
DEBT SERVICE		83,705.00	83,705.00	75,295.00	0.00	0.00	8,410.00	90.0
ROSSMOOR WALL		86,235.00	86,235.00	75,295.00	0.00	0.00	10,940.00	87.3
Expenditures		86,235.00	86,235.00	75,295.00	0.00	0.00	10,940.00	87.3
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		179,296.00	179,296.00	-75,008.59	179.00	0.00	254,304.59	-41.8
Change in Fund Balance:				-75,008.59				

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Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
PROPERTY TAXES		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Dept: 00		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Revenues		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
CAPITAL EXPENDITURES		194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
RUSH PARK		194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
Dept: 65 ROSSMOOR WALL								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	0.00	-605.81	0.00	0.00	605.81	0.0
CAPITAL EXPENDITURES		0.00	0.00	-605.81	0.00	0.00	605.81	0.0
ROSSMOOR WALL		0.00	0.00	-605.81	0.00	0.00	605.81	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
OPERATIONS AND MAINTENANCE		16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
CAPITAL PROJECTS		16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
Expenditures		211,000.00	211,000.00	0.00	0.00	0.00	211,000.00	0.0
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		14,573.00	14,573.00	0.00	0.00	0.00	14,573.00	0.0
Change in Fund Balance:				-75,008.59				
Grand Total Net Effect:		203,202.00	203,202.00	-568,056.54	-83,801.51	0.00	771,258.54	

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

#1 Board of Directors 10-10-4000	Additional Board, Committee, and Ad Hoc meetings have been called. Amount will be adjusted in Amended Budget.
#2 Salaries - Overtime 10-10-4003, 10-20-4003, 10-30-4003, 10-40-4003, 10-50-4003, 10-90-4003	Additional Board, Committee, and Ad Hoc meetings have been called. Amount will be adjusted in Amended Budget.
#3 Maintenance 10-90-5032	Annual Backflow testing performed in August. Repairs were needed. Amount will be adjusted in Amended Budget.

E3

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: November 12, 2013
To: Honorable Board of Directors
From: Interim General Manager
Subject: QUARTERLY STATUS REPORT

RECOMMENDATION:

Receive and file.

BACKGROUND:

The Quarterly Status Report is formatted to keep the Board informed of the current status of District goals and objectives. It is also intended that these reports convey status, priority and milestones in order to assist the Board in its decision making process and to better direct staff and resources.

ATTACHMENTS:

1. First Quarter FY 2013-14 Status Report.
2. RCSD Mission Statement, Goals and Objectives.

FIRST QUARTER FY 2013-2014 STATUS REPORT

1. RECREATION/FACILITIES REPORT

a. Montecito Center—this facility is fully operational with no significant issues. A modified facility upgrade is included in this year's CIP.

b. Rush Park—the Rush Park upgrade of the playground is underway. The CIP Committee has made its recommendations to the Board and the design has been approved.

c. Movies/Concerts in the Park—Movies and concerts for this year have been concluded for the year and were very successful. Recreation staff is once again planning a summer schedule of three movies, two concerts and a Shakespeare play for the coming year.

d. Rossmoor Park—there are no current issues.

e. LAGSL—the Fall Ball season is underway after a successful Spring Ball season and All Star Tournament which concluded with no neighborhood issues. The new MOU adopted by the Board is working as intended.

f. Tennis Courts—there are no major issues to report.

g. Grounds Maintenance—there are no significant issues. The renewal of the landscaping agreement will be on your December Agenda.

h. Tennis Pro—there are no issues to report. An extended one year agreement was approved by the Board.

i. Fields and Courts—the use of our courts and fields continues at a high level.

j. Reserved Picnic Sites—are being highly used, however, reservations for summer were lighter than a year ago. The upturn in the economy is a likely reason.

2. TREE PROGRAM—Board President Maynard has appointed a Tree/Parkway Committee to vet tree issues. The Committee is now discussing the District's policies and procedures as a prelude to making new policy recommendations to the Board.

3. STREET SWEEPING

a. Street Sweeping—there are still occasional complaints about street sweeping violations issued or streets not swept due to parked cars not ticketed. The issue of overlap of street sweeping and refuse collection on the first and third Monday of the month is dissipating. More containers are being placed on the parkway by residents, thus not being in the way of street sweeping.

4. STREET LIGHTING

a. Street Lighting—there are no reportable issues.

5. COUNTY/CITIZEN MEETING OR REQUESTS

a. Meetings with County Sheriff—meetings/phone calls were conducted on a regular basis with Lt. Robert Gunzel during the Quarter. Subjects at these meetings range from crime statistics to individual calls for service or information. His quarterly crime statistics presentation will be on your December Agenda.

b. Meetings with OCFA—meetings/phone calls are conducted on an as needed basis. There have not been any issues in the last year relating to fire/emergency issues other than preparation for the reconstruction of the I-405/Seal Beach Blvd. overpass.

c. Meetings with OCTA—meetings, public forums and phone calls are being conducted regularly with OCTA personnel and their consultants, as well as, constant emails regarding the status of the West County Connector and the I-405 Projects.

6. DISTRICT'S FINANCIAL RESOURCES

a. Investments and Fiscal Status— the 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.

b. Revenue and Expenditure Report—this item is covered in your Agenda.

c. Grant Funds—there are no pending grant applications.

d. FY 2012-2013 Final Budget—was approved by the Board in July.

e. Annual Audit—the District's annual audit was concluded with the highest rating possible. The Board approved the setting aside of excess Wall fund reserves for maintenance of wall.

7. COMMUNICATION WITH THE PUBLIC

a. Quarterly Newsletter—the Quarterly Newsletter was distributed in October. A growing number of residents are requesting that they receive the newsletter electronically. With the addition of the RHA's email list, electronically sent newsletters should continue to increase.

b. Web Site—our upgraded web site is increasingly being used to notify residents of developing issues.

c. Community Email Data Base—is still smaller than it could be. When combined with ours, the email data base from the RHA greatly increases our list of email recipients. As we obtain new email addresses, they are being added to the current list. A growing number of people are signing up to join our mailing list directly from the website. Our ability to reach a greater number of residents is also enhanced by pooling our resources with the RHA and extending our reach with frequent communications via our website and social media outlets.

8. REFUSE COLLECTION

a. There are no reportable issues.

ROSSMOOR COMMUNITY SERVICES DISTRICT
MISSION STATEMENT, GOALS
AND OBJECTIVES

MISSION STATEMENT: The mission of the Rossmoor Community Services District is to provide parks and recreation services, plant parkway trees and oversee median landscaping, provide for street lighting and street sweeping, 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.

GOAL I. Provide for a variety of active and passive recreational opportunities at its facilities in a cost-effective manner, and maintain those facilities in good order.

Objective: Conduct an annual citizen survey in the fourth quarter to determine community desires and suggestions.

Objective: Based on survey responses and ongoing citizen input, revise existing programs and develop new programs as appropriate to meet the needs of the community.

Objective: Conduct a monthly inspection of all facilities and promptly take corrective action to ensure that they remain safe, sanitary and in good working order.

Objective: Oversee private rental of facilities and parks as appropriate and enforce rules so as to minimize cleaning and repair costs imposed on the District and impacts on nearby residents.

Objective: Co-sponsor the annual Rossmoor picnic and the July 4 fireworks at JFTB, and conduct three Movies in the Park at Rush Park during the summer.

Objective: Regularly monitor maintenance contractor to assure that lawn, trees and plants at all parks are properly watered, trimmed and maintained in a healthy condition and walkways are cleaned.

Objective: Monitor all construction and renovation contracts and projects and report status quarterly to the Board

GOAL II: Promote a healthy urban forest in Rossmoor

Objective: Plant a diverse population of trees in all locations that are currently vacant and replace trees within sixty days after removal except for removals due to construction.

Objective: Manage the current inventory of parkway trees in Rossmoor to keep them properly trimmed so as to be aesthetically pleasing and not hazardous to people or other property.

Objective: Promptly report to County all injured or damaged trees and other trees in need of safety trimming and request the County to submit safety trimming lists on a quarterly basis.

Objective: Submit aesthetic tree trimming list promptly to contractor monthly and monitor to assess compliance.

Objective: Prepare and distribute a quarterly tree report to the Board in accordance with Policy 3080.

Objective: Keep computerized tree inventory updated.

GOAL III: Manage street lighting and street sweeping operations in accordance with Policy 3085 and Southern California Edison requirements.

Objective: Immediately report citizen complaints about street sweeping to the street sweeping contractor and about street lights to SCE.

Objective: Regularly obtain data from the Sheriff's Dept. and street sweeping contractor concerning citations issued and vehicles left on the streets on sweeping days and report to the Board quarterly.

GOAL IV: Respond promptly to County requests for information and act as official conduit to and for the community regarding County services.

Objective: Work with the Orange County Sheriff's Department for the provision of law enforcement services tailored to the needs of the community by meeting with the responsible commander monthly and maintain an office for the Sheriff's deputy at Rush Park to aid in the provision of services in the most responsive manner.

Objective: Meet with the Orange County Fire officials semi-annually to promote the dissemination of fire safety information to the community.

Objective: Coordinate with the County and CR&R to immediately report resident complaints.

GOAL V: Maximize the District's available resources and ensure financial stability by maintaining a balanced budget and adhering to all applicable financial policies.

Objective: Manage and staff District facilities so as to provide the most cost-effective services possible for the community.

Objective: Collect user fees and charges for use of the Montecito Center and Rossmoor and Rush Parks in accordance with the latest fee schedule approved by the Board.

Objective: Review user fees annually during the first quarter and recommend adjustments to the Board in May according to Policy 6015.

Objective: Pursue available grant funds whenever appropriate as a means of preserving its resources for other needed priorities.

Objective: Invest available funds in accordance with the District's investment policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly in January, April, July and October.

Objective: Prepare Revenue and Expenditures report and submit to the Board monthly.

GOAL VI: Communicate important information to the community in a timely and effective manner.

Objective: Update the District's website at least monthly to inform the community about current District activities including Board meetings and completed projects.

Objective: Publish and distribute a newsletter each quarter to each household in the community to disseminate information about District programs, projects, District-sponsored events, and matters affecting the community.

Objective: Regularly submit press releases to the print media on items of interest to the public and the community and respond to local newspapers, County representatives, community organizations and residents promptly after their request is received.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-4

Date: November 12, 2013

To: Honorable Board of Directors

From: Interim General Manager

SUBJECT: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Recreation Report for the 1st quarter of the 2013-2014 Fiscal Year. The report prepared by Recreation Superintendent Emily Gingras describes the District's Recreation programs, goals and activities.

ATTACHMENTS:

1. Quarterly Recreation Report.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2013

Emily Gingras

SUMMARY

The function of the District's Recreation office is back to normal now that the Youth Center's Rossmoor Park Summer Day Camp has concluded their 10 week program. With an early September heat wave, the District's weekend park use has decreased significantly. On the other hand, weekday park use has significantly increased. Youth sports practice locations are at a premium and with several Los Alamitos Unified Schools under construction for the summer, several unpermitted user groups squeezed in practices and training sessions under trees and in any open, available space. Additionally, field use at Oak Middle School will be halted for 10 months beginning this November for renovations. The District's Recreation Department is working closely with District staff in improving District policies relating to park and facility use.

The District's Recreation Department recently completed the following:

- Securing the District's co-sponsorship of the 4th of July Fireworks Spectacular
- Completion of the District's special event summer offerings
- Receiving community input on the potential Rush Park Playground Renovation project
- Taking over collaboration of the Tiles for Tot Lot program with Mr. Lee Lindquist
- Monitoring of the Youth Center's Rossmoor Park Summer Day Camp program
- Purchasing recreation equipment with grant funds secured from a collaboration with the Rossmoor Park Summer Day Camp program and making that equipment available to the public
- Securing a grant from Game Time Inc. for purchase of playground equipment for the Rush Park renovation project
- Coordinating LAGSL's fall ball permit and monitoring use
- Preparing a CIP report to the General Manager for the potential Rush Park Playground Renovation Project

As part of the District's annual 4th of July Fireworks Spectacular financial contribution, Recreation staff attended monthly planning meetings. District staff was also present to setup a vendor booth complete with information pertaining to the District's summer event offerings. This year's event featured a new layout with all food, activities, vendors and main stage performances taking place on the tarmac. The event was well received by the public who enjoyed the new and improved layout due to proximity to parking.

The Recreation Department recently concluded its most popular summer event series to date. Each year the attendance continues to grow and the need for additional staff grows as well. Popular pre-movie children's activities such as bounce houses, arts and crafts, water balloon tosses and relay races aide in the overall success of Movies in the Park events. The District's

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2013
Emily Gingras

Concert in the Park series received the highest turn-out to date and guests highly enjoyed each performance. Back to back evenings of Shakespeare by the Sea averaged more participants than in previous years and had the audience laughing hysterically to the actor's performance of *All's Well That Ends Well*. Additionally, Recreation staff displayed potential playground upgrades at summer movie events and surveyed families on the proposed renderings. Overall, wonderful feedback was received. Survey questions also included whether families preferred some sand or no sand. These findings will be presented to the CIP Committee and Board at their next regularly scheduled meetings.

Rossmoor resident and dedicated volunteer, Lee Lindquist proudly raised \$3,700 for the Rush Park Playground renovation project based on the 'Tiles for Tot Lot' fundraiser he began in 2012. The RCSD recently began coordinating the program with Mr. Lindquist and has scheduled several painting tile dates in November prior to the completion of the playground renovation with additional dates to be determined.

For the twenty-fourth summer, the RCSD has co-sponsored the Youth Center's Rossmoor Park Summer Day Camp Program. Within recent years, Recreation staff has been present to monitor facility and park use and the entire program as a whole. This summer, the camp had a record number of participants and awarded a record number of scholarships for participants. The Rossmoor Park Summer Day Camp continues to hold the title of the most popular day camp within the neighboring communities. Camp hours were also extended this summer by an additional three hours due to summer construction taking place at the Youth Center's neighboring Oak Middle School. Historically, day camp participants were transported from Rossmoor Park to the Youth Center at 4:00pm. The three hour extension proved to benefit staff, participants and parents. Youth Center staff has reported they will again request the three hour extension in 2014.

Recreation staff previously reported a grant had been awarded to the RCSD and Youth Center for recreation equipment. The \$1,000 grant awarded from the Run Seal Beach Grant Committee was received by the RCSD in July, 2013. This allowed for equipment to be purchased in time for day camp participants to utilize. A new foosball table, sports equipment and canopy have recently been added to the items available for use by camp participants and to the general public after school and on weekends. Several youth and families are using the new foosball table and the existing ping pong table on a daily basis.

Recreation staff is also pleased to announce the acquisition of another grant for the purchase of playground equipment from Game Time, Inc. for the Rush Park Playground Renovation project. The grant is a matching grant in which the company matches 80% of the cost of equipment prior to any discounts. The acquisition of this grant significantly reduced the cost of the equipment and will be presented to the CIP Committee at their next meeting.

RCS D RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2013

Emily Gingras

Under direction of the new LAGSL President, Recreation staff has been coordinating permit requests for the use of Rossmoor Park for LAGSL's annual fall ball season. Recreation staff will be present to monitor practices and games and to ensure LAGSL is complying with all aspects of the MOU.

In collaboration with the District's Playground Consultant, J.C. Boushh, the Recreation Superintendent has remained busy researching and preparing information for the CIP Committee regarding the potential Rush Park Playground Renovation project alongside Mr. Boushh. The committee was presented with a detailed report outlining the three phases of the project and options for each of those phases. The committee's recommendations will be presented at the regularly scheduled October Board meeting.

Recreation staff is currently working on the following projects:

- Recognizing the LAGSL's 12 and Under All-Star team for their recent State and National Championship awards
- Coordinating the installation of a new LAGSL custom display case for championship signage at Rossmoor Park.
- Securing staff and coordinating scheduling for the Recreation Superintendent's maternity leave schedule
- Attending Rossmoor Community Festival planning meetings
- Revising District park policies to allow for more control over unpermitted use in Rossmoor's parks
- Collaboration with the directors of the annual School Ghoul 5k Run/Walk event
- Coordinating the 2nd Annual Holiday Toy Drive in collaboration with the RHA and OCSD
- Selecting dates and securing rentals for the 2014 Movies, Concerts and Shakespeare in the Park events
- Continued collaboration with the District's Playground Consultant for the potential Rush Park Playground upgrade

This past August, LAGSL's 12 and under All Star team received a championship title in the annual State and National tournaments. Both are incredible accomplishments as several hundred teams compete from the Southern California area to Arizona, Nevada and New Mexico areas. Historically, LAGSL All Star teams have excelled in these competitive tournaments, making the LAGSL one of the most reputable softball programs in Southern California for several decades. The District will recognize the coaches and players for their recent accomplishments at an upcoming regularly scheduled Board meeting.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2013
Emily Gingras

As the Recreation's Superintendent's maternity leave nears, the District's Recreation Leader, Chris Argueta has recently transitioned into full time Recreation Superintendent in order to familiarize himself with day-to-day recreation functions. The transition has allowed for Mr. Argueta to be updated on current and future projects, events, committee meetings and youth sports leagues.

During previous LAGSL Memorandum of Understanding (MOU) negotiations, a request was made by the Rossmoor Park Neighbors (RPN) to remove existing championship signage placed on LAGSL backstops. After reaching out to several contractors, LAGSL representatives received a fair quote for the requested work. The District agreed to split the cost with LAGSL. The display case is currently being constructed off-site and should be installed before mid-November. Following installation, the existing metal backstop signs will be removed.

Annual Community Festival planning meetings commenced in September and continue to be conducted monthly for the time being. Mr. Argueta will be attending all meetings and coordinating permitting requirements between the RHA and the County. This year, the RHA will be reaching out to Rossmoor Village restaurants for support and the possible setup of food booths at the event. However, this would require additional costly health department permits. The RHA will be considering all options and costs when making a determination on festival food offerings. The scope of the event is scheduled to remain the same as in the previous year. The RHA is looking for additional volunteers to be added to the planning committee and help with the overall success of the event.

Due to a rise in weekday park use by unpermitted users including local youth sports teams, boot camp classes and athletic training camps over the past year, the RCSD Board appointed a Parks and Facilities Usage Ad Hoc Committee to focus on addressing these issues. District staff has remained active in researching and preparing data to the District's General Manager and committee over the past several months in hopes of implementing new policies that will allow the District to place limitations on certain types of unpermitted activity. There will be several areas of policy changes the committee will need to consider.

The popularity of the first annual School Ghoul 5k Run/Walk event held in 2012 prompted race directors to hold a second annual School Ghoul event. In 2012, race directors received several road blocks from the County permitting department and a few neighbors who were concerned the potential for the race path to hinder church-goers from attending their usual Sunday morning services. Ultimately, the County approved the required road encroachment permits and waived several permitting fees. This year, race directors received approval from the County without a hitch and are continuing to coordinate the event with several volunteers and keeping Recreation staff apprised of any new information. The 2013 event is scheduled for Sunday, October 20 from 7:00am to 11:00am and will include a vendor fair, pumpkin patch,

RCSD RECREATION DEPARTMENT
QUARTERLY REPORT TO THE BOARD
November 2013
Emily Gingras

costume contest and the addition of a 10k. As with the 2012 event, all proceeds will benefit LAUSD schools. Recreation staff will be present to monitor the event.

In 2012, Recreation staff coordinated a Holiday Toy Drive in collaboration with the Orange County Sheriff's Department and RHA Board member, Dorothy Fitzgerald. District offices collected new, unwrapped gifts which were ultimately picked up by the OCSD and distributed to families in need throughout Southern California. Recreation staff was pleasantly surprised by the amount of gifts received in 2012 and will continue to offer District offices as a drop-off location in collaboration with the RHA and OCSD again this year.

Recreation staff is currently selecting dates for the 2014 summer movies and concerts in the park series in order to secure rentals for the District's movie vendor, stage and band choices. Recreation staff has been previously informed the rental fees for movie equipment will be increased in 2014. We have also recently received information from our stage rental vendor that no reservations will be taken until the City of Chino Hills revises their policies possibly restricting outside agency use of the stage and/or increases user fees for rentals. Recreation staff is currently exploring additional stage rental options and pricing. Recreation staff will also be coordinating Shakespeare by the Sea show dates after the first of the year. Recreation staff is also researching new and exciting ideas to implement into the summer event offerings and will be collaborating with Youth Center staff and Kid's Night Out events to add to the success of District summer events.

The Rush Park Playground Renovation project will be presented at the October 8, 2013 Board meeting in hopes project recommendations are approved and the project can commence demolition in November with a target completion date of the first of the year. Mr. Boushh will be present to monitor and oversee the construction and completion phase of the project. Immediately following the completion of the project, Mr. Boushh will conduct an audit as required by law prior to opening the playground to the public. Additionally, District staff will be implementing a regular maintenance schedule for both playgrounds following project completion.

With the addition of several young families who recently purchased homes in Rossmoor, now seems like the perfect time for District staff to add family events throughout the year as opposed to just the summer. It is the goal of the Recreation Department to add a Snow Day event in the near future and to increase collaboration with the Youth Center throughout the year once current projects and priority items come to fruition.

Respectfully Submitted By

RCSD RECREATION DEPARTMENT
QUARTERLY REPORT TO THE BOARD
November 2013
Emily Gingras

Emily Gingras
RCSD Recreation Superintendent



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-5

Date: November 12, 2013
To: Honorable Board of Directors
From: Interim General Manager
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Tree Report for the 1st quarter of the 2013-2014 fiscal year. This report is intended to provide the Board with the status of the work being performed in the maintenance and preservation of the community's urban forest. The report was prepared by District Tree Consultant, Mary Kingman.

ATTACHMENTS:

1. Quarterly Tree Report.

2013/ 2014 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-13	42							20	23
August-13	1	132	146	95		25			29
September-13		142	239	206				2	30
1st Quarter Totals	43	274	385	301		25		22	82
October-12									
November-12									
December-12									
2nd Quarter Totals									
January-13									
February-13									
March-13									
3rd Quarter Totals									
April-13									
May-13									
June-13									
4th Quarter Totals									
FY 2012/2013 Totals									

CURRENT ACTIVITIES

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

STATUS

WCA

District 3 Grid Trimming	I/P
Signature Wall Trimming	C

OCPW

Fall 2013 Removals	In Progress
County Safety Trims	In Progress

RCSD

Vacant Site Planting	On/G
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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: November 12, 2013
To: Honorable Board of Directors
From: Interim General Manager
SUBJECT: RESOLUTION NO. 13-11-12-01 REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION:

Approve by roll call vote, Resolution No.13-11-12-01 by reading the title only and waiving further reading as follows:

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

BACKGROUND:

A claim in the amount of \$1,332.78 has been filed by Mr. Cayden Ziemke; residing at 3182 Woodstock Rd., Rossmoor, CA, alleging damage to his personal property caused by a parkway tree. This claim was forwarded to Special District Risk Management Authority (SDRMA) who provides insurance for the District. They are advising the District to reject this claim.

The attached Resolution formally rejects the tort claim. Further action on this matter will be conducted in accordance with established liability claim procedures as recommended by SDRMA. By rejection of this claim, the matter will be turned back over to SDRMA for their decision on whether or not to pay the claim.

ATTACHMENTS:

1. Resolution No.13-11-12-01 Rejection of Claim.
2. Claim: Dated October 8, 2013.
3. Email dated October 16, 2013 from SDRMA Advising the District to Reject the Claim.

ROSSMOOR COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 13-11-12-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF
CLAIM**

WHEREAS, a claim for monetary damages (Claim) was presented by Mr. Cayden Ziemke, dated October 8, 2013 against the Rossmoor Community Services District for property damages; and

WHEREAS, the Board of Directors of the Rossmoor Community Services District has timely considered the Claim filed by Mr. Cayden Ziemke.

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

BE IT FURTHER RESOLVED that the District's General Manager is authorized to give notice to Mr. Cayden Ziemke of this Board's decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action on the Claim. Such notice, together with a copy of this Resolution, shall be served upon Mr. Cayden Ziemke on or before November 26, 2013.

PASSED AND ADOPTED this 12th day of November, 2013.

AYES:

NOES:

ABSTAIN:

ABSENT:

Bill Kahlert, 1st Vice President
Rossmoor Community Services District

ATTEST:

Henry Taboada, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

CLAIM FORM

(Please Type or Print)

CLAIM AGAINST ROSSMOOR COMMUNITY SERVICES DISTRICT

Claimant's name: Cayden Ziemke DOB: 02-08-95

Claimant's address: [Redacted] Woodstock Rd

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

Date of incident/accident: 10-4-13

Date injuries, damages, or losses were discovered: 10-5-13

Location of incident/accident: Front of house in street.

What did District or employee do to cause this loss, damage, or injury? A large tree branch fell and damaged the hood of my truck. (Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)?

What specific injuries, damages, or losses did claimant receive? Damage to the front bumper and hood. The tree had been "Trimmed" the week before. (Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

\$1,332.78

How was this amount calculated (please itemize)? The total estimate to a body shop for repairs. (Use back of this form or separate sheet if necessary to answer this question in detail.)

Have you filed a claim with you insurance carrier? Yes No [checked]

Date Signed: 10-8-13 Signature: [Handwritten Signature]

If signed by representative: Representative's Name _____ Address _____ Telephone # _____ Relationship to Claimant _____

CITIZEN SERVICE REQUEST

ROSSMOOR
COMMUNITY SERVICES DISTRICT
3001 Blume Drive
Rossmoor, California 90720
(562) 430-3707



1 REQUESTED SERVICE PARKWAY TREES: NO: 1002208

- | | | | | |
|---|---|---------------------------------|-----------------------------------|---|
| <input type="checkbox"/> STREET SWEEPING | <input type="checkbox"/> PARK MAINTENANCE | <input type="checkbox"/> TRIM | <input type="checkbox"/> REPLACE | <input type="checkbox"/> FALLEN BRANCH |
| <input type="checkbox"/> STREET LIGHT(S) | <input type="checkbox"/> DIRECTORY | <input type="checkbox"/> PLANT | <input type="checkbox"/> RELOCATE | <input type="checkbox"/> FALLEN TREE |
| <input type="checkbox"/> MEDIAN MAINTENANCE | <input type="checkbox"/> OTHER | <input type="checkbox"/> REMOVE | <input type="checkbox"/> DISEASED | <input checked="" type="checkbox"/> FALLEN TREE |
| <input type="checkbox"/> REC. FACILITIES | | <input type="checkbox"/> ROOTS | <input type="checkbox"/> INSECTS | <input type="checkbox"/> TREE OTHER |

CITIZEN NAME Cindy Zimke CONTACT PERSON

STREET ADDRESS 3182 Woodstock STREET ADDRESS

CITY Rossmoor STATE CA ZIP CODE 90720 CITY Rossmoor STATE CA ZIP CODE 90720

AREA CODE TELEPHONE AREA CODE TELEPHONE () -

MAJOR CROSS STREET WORK TELEPHONE () -

SERVICE REQUESTED
Resident reported that a large branch has fallen from her parkway tree and fell on top of her sons truck causing damage. She will be coming in to fill out a claim form however she also claims that this tree was just trimmed last week and it continues to drop several branches even though it was trimmed. Please contact her or go out to re-inspect.

RECEIVED BY J.V. DATE 10/7/2013

2 INVESTIGATION INSPECTOR NAME MK TITLE TC DATE 10/7/2013

RESULTS
Branch was not large limb but could do some damage. I asked WCA managers to go re-inspect to see if more could be trimmed off.

3 CONTACTED NAME DATE 10/7/2013

- IN PERSON IN WRITING BY TELEPHONE REQUEST TO CALL

4 ACTION PERFORMED BY COMPANY OR INDIVIDUAL DATE 5/4/2010

- SERVICE COMPLETED:
 COUNTY RESPONSIBILITY - REFERRED TO:
 NONE - REASON:

[home](#)

[methodology](#)

[help](#)

[sign off](#)

Inventory Search Results


Click on the underlined Address to get detailed information about Inventoried Site

Total # of record(s) found: 1

[Print](#) [Export](#) [Create Shp File](#) [View Google Map](#)



Check	Dist	Address	Side	Species	Valid
<input type="checkbox"/>	3	WOODSTOCK RD	FRONT-1	LONDON PLANE	Yes map



[view more details](#)
[show map and 360° panorama](#)
[print](#)

On Street: 3182 WOODSTOCK RD
 Species: *Platanus acerifolia*, LONDON PLANE
 DBH/Height: 25-30/30-45
 Parkway Size: 6

WCA Work History

Date	Work Type	Amount	Job#	Species (if removed)
9/26/2013	Tree Pruning > 18 DSH	\$64.00	25232	
11/30/2012	Tree Pruning > 18 DSH	\$64.00	22461	
11/15/2012	Tree Pruning > 18 DSH	\$64.00	22461	
8/11/2009	Tree Pruning > 18 DSH	\$64.00	14464	
11/29/2005	Tree Pruning > 18 DSH	\$57.00	8432	
1/20/2005	Tree Pruning > 18 DSH	\$57.00	7146	
1/3/2005	Tree Pruning > 18 DSH	\$57.00	7146	
11/19/2002	Tree Trimming > 18 DBH	\$57.00	5167	
10/19/2001	Tree Trimming > 18 DBH	\$57.00	4425	
11/8/2000	Safety Trim	\$17.00	3589	

- [ArborAccess](#)
- [View Eval Removals](#)
- [Email your Area Manager and CSR](#)
- [View sent Email Messages](#)
- [View WCA Phone Directory](#)
- [View Specialty Tree Planting Stock](#)
- [View 360° Panorama Street View](#)
- [View Grant Opportunities](#)

First Page Prev. Page Next Page Last Page Go To page [Go](#)

Page 1 of 1

Add ENTIRE search results to open list?

Add CHECKED search results to open list: [ok](#)

CITIZEN SERVICE REQUEST

ROSSMOOR
 COMMUNITY SERVICES DISTRICT
 3001 Blume Drive
 Rossmoor, California 90720
 (562) 430-3707



1 REQUESTED SERVICE PARKWAY TREES: NO: 1001331

- | | | | | |
|---|---|--|-----------------------------------|--|
| <input type="checkbox"/> STREET SWEEPING | <input type="checkbox"/> PARK MAINTENANCE | <input checked="" type="checkbox"/> TRIM | <input type="checkbox"/> REPLACE | <input type="checkbox"/> FALLEN BRANCH |
| <input type="checkbox"/> STREET LIGHT(S) | <input type="checkbox"/> DIRECTORY | <input type="checkbox"/> PLANT | <input type="checkbox"/> RELOCATE | <input type="checkbox"/> FALLEN TREE |
| <input type="checkbox"/> MEDIAN MAINTENANCE | <input type="checkbox"/> OTHER | <input type="checkbox"/> REMOVE | <input type="checkbox"/> DISEASED | <input type="checkbox"/> TREE OTHER |
| <input type="checkbox"/> REC. FACILITIES | | <input type="checkbox"/> ROOTS | <input type="checkbox"/> INSECTS | |

CITIZEN NAME Curt Ziemke CONTACT PERSON

STREET ADDRESS Woodstock STREET ADDRESS

CITY Rossmoor STATE CA ZIP CODE 90720 CITY Rossmoor STATE CA ZIP CODE 90720

AREA CODE TELEPHONE AREA CODE TELEPHONE () -

MAJOR CROSS STREET WORK TELEPHONE () -

SERVICE REQUESTED Resident claims that branches have been falling from parkway tree. He is requesting to have it trimmed. Please call him and let him know the status upon inspection.

RECEIVED BY J.V. DATE 10/5/2010

2 INVESTIGATION INSPECTOR NAME RR TITLE TC DATE 10/5/2010

RESULTS TYPICAL OF SPECIES THIS TIME OF YEAR/ s MAPLE GOING DORMANT

3 CONTACTED NAME RES DATE 10/5/2010

- IN PERSON IN WRITING BY TELEPHONE REQUEST TO CALL

4 ACTION PERFORMED BY COMPANY OR INDIVIDUAL RR DATE 5/4/2010

SERVICE COMPLETED:

COUNTY RESPONSIBILITY - REFERRED TO:

NONE - REASON:

CITIZEN SERVICE REQUEST

ROSSMOOR
COMMUNITY SERVICES DISTRICT
3001 Blume Drive
Rossmoor, California 90720
(562) 430-3707



1 REQUESTED SERVICE PARKWAY TREES: NO: 1001921

- | | | | | |
|---|--|---------------------------------|-----------------------------------|--|
| <input type="checkbox"/> STREET SWEEPING | <input checked="" type="checkbox"/> PARK MAINTENANCE | <input type="checkbox"/> TRIM | <input type="checkbox"/> REPLACE | <input type="checkbox"/> FALLEN BRANCH |
| <input type="checkbox"/> STREET LIGHT(S) | <input type="checkbox"/> DIRECTORY | <input type="checkbox"/> PLANT | <input type="checkbox"/> RELOCATE | <input type="checkbox"/> FALLEN TREE |
| <input type="checkbox"/> MEDIAN MAINTENANCE | <input type="checkbox"/> OTHER | <input type="checkbox"/> REMOVE | <input type="checkbox"/> DISEASED | <input type="checkbox"/> FALLEN TREE |
| <input type="checkbox"/> REC. FACILITIES | | <input type="checkbox"/> ROOTS | <input type="checkbox"/> INSECTS | <input checked="" type="checkbox"/> TREE OTHER |

CITIZEN NAME	Cindy Ziemke	CONTACT PERSON	
STREET ADDRESS	3182 Woodstock Road	STREET ADDRESS	
CITY	Rossmoor	STATE	CA
ZIP CODE	90720	CITY	Rossmoor
AREA CODE		STATE	CA
TELEPHONE		ZIP CODE	90720
		AREA CODE	() -
		TELEPHONE	() -

MAJOR CROSS STREET: Chianti WORK TELEPHONE: () -

SERVICE REQUESTED Broken branch needs to be removed. Still in tree but will probably cause damage when it falls.
10/30/12 - Resident came in to pay \$212.40 for tree trimming request.
11/21/12 - Resident not happy w/ WCA trim. Will take a look at.

RECEIVED BY: DATE: 10/24/2012

2 INVESTIGATION INSPECTOR NAME: Mary Kingman TITLE: TC DATE: 10/24/2012

RESULTS 10/24/12 - Omero removed branch. Residents wants to pay for trim on tree. Will get WCA estimate.
10/26/12 WCA off-grid pruning cost is \$212.40
11/9/12 - SENT TRIM ORDER TO WCA.
11/26/12 - I sent an e-mail to Rob Thompson asking if we could get the tree trimmed more. I could not even tell that it was trimmed they left dead branches hanging and big branch over drive not trimmed.

3 CONTACTED NAME: DATE: 10/24/2012

- IN PERSON IN WRITING BY TELEPHONE REQUEST TO CALL

4 ACTION PERFORMED BY COMPANY OR INDIVIDUAL DATE: 5/4/2010

- SERVICE COMPLETED:
 COUNTY RESPONSIBILITY - REFERRED TO:
 NONE - REASON:

Jessica Verduzco

From: Barbara Tyler [btyler@sdrma.org]
Sent: Wednesday, October 16, 2013 9:42 AM
To: Jessica Verduzco
Subject: RE: 10/4/2013 Tree limb incident

Ok – I recommend you reject the claim because the tree was recently maintained and there was no notice.

Barbara Tyler, CCLA
Claims/Loss Prevention Manager



Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
Tel: 916.231.4141 Fax: 916.231.4111
Toll Free: 800.537.7790
www.sdrma.org

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Special District Risk Management Authority
CSDA Finance Corporation

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From: Jessica Verduzco [<mailto:jverduzco@rossmoor-csd.org>]
Sent: Wednesday, October 16, 2013 9:37 AM
To: Barbara Tyler
Subject: RE: 10/4/2013 Tree limb incident

Good Morning Barbara,

I will look up all service requests on this address for you and will send them over once I have a chance... However, the next Board Meeting will be on Tuesday November 12th and I will need an e-mail from you recommending that we reject the claim so it can be included in the agenda for next month's meeting...

Thanks,

Jessica Verduzco
General Clerk
Rossmoor Community Svcs. District
Ph: (562) 430-3707
Fax: (562) 431-3710

From: Barbara Tyler [<mailto:btyler@sdrma.org>]
Sent: Tuesday, October 15, 2013 8:13 AM
To: Jessica Verduzco
Subject: 10/4/2013 Tree limb incident

Jessica:

Please send me all of the service records on this tree. Additionally, please let me know when the District is going to reject it.

Thanks,

Barbara Tyler, CCLA
Claims/Loss Prevention Manager



Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
Tel: 916.231.4141 Fax: 916.231.4111
Toll Free: 800.537.7790
www.sdrma.org

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2231 BUTLER AVE, LOS ANGELES, CA 90064

Phone: (310) 479-4311

FAX: (310) 444-7108

Preliminary Estimate

Customer: ZEMKIE, CAYDEN

Written By: Mike O'Connell

Insured: ZEMKIE, CAYDEN
Type of Loss:
Point of Impact:

Policy #:
Date of Loss:

Claim #:
Days to Repair: 0

Owner:
ZEMKIE, CAYDEN

Inspection Location:
GOLDEN HAMMER AUTO BODY
2231 BUTLER AVE
LOS ANGELES, CA 90064
Repair Facility

Insurance Company:

VEHICLE

Year: 2005	Body Style: 4D LONG	VIN: 1GCHK23225F911537	Mileage In:
Make: CHEV	Engine: 8-6.6L-TD	License:	Mileage Out:
Model: K2500 4X4 SILVERADO CREW HD	Production Date:	State:	Vehicle Out:
Color: Int:	Condition:	Job #:	

TRANSMISSION

Overdrive
6 Speed Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes

DECOR

Dual Mirrors

Body Side Moldings

CONVENIENCE

Air Conditioning
Intermittent Wipers

Tilt Wheel

Cruise Control

Message Center

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

SAFETY

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

TRUCK

Rear Step Bumper

Customer: ZEMKIE, CAYDEN

Vehicle: 2005 CHEV K2500 4X4 SILVERADO CREW HD 4D LONG 8-6.6L-TD

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		GRILLE					
2	*	O/H bumper assy				3.0	
3	R&I	R&I grille assy				Incl.	
4		FRONT LAMPS					
5	R&I	RT Headlamp assy				0.4	
6	R&I	LT Headlamp assy				0.4	
7		FRONT BUMPER					
8	Refn	Bumper white					2.0
9		Add for Clear Coat					0.8
10		HOOD					
11	*	Rpr Hood Chevrolet w/hvy duty				5.0	3.0
12		Add for Clear Coat					1.2
13	#	FEATHER EDGE AND BLOCK		1			1.0
14	#	COLOR MATCH		1			0.5
15	#	COVER CAR FOR OVERSPRAY		1			0.5
16	#	COLOR SAND AND POLISH		1		2.0	
17	#	HAZARDOUS WASTE		1	10.00 X		
SUBTOTALS					10.00	10.8	9.0

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			0.00
Body Labor	10.8 hrs @	\$ 50.00 /hr	540.00
Paint Labor	9.0 hrs @	\$ 50.00 /hr	450.00
Paint Supplies	9.0 hrs @	\$ 34.00 /hr	306.00
Miscellaneous			10.00
Subtotal			1,306.00
Sales Tax	\$ 306.00 @	8.7500 %	26.78
Grand Total			1,332.78
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			1,332.78

B.A.R. #AE117473

Customer: ZEMKIE, CAYDEN

Vehicle: 2005 CHEV K2500 4X4 SILVERADO CREW HD 4D LONG 8-6.6L-TD

FOR YOUR PROTECTION CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM: ANY PERSON WHO KNOWINGLY PRESENTS FALSE OR FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

THE FOLLOWING IS A LIST OF ABBREVIATIONS OR SYMBOLS THAT MAY BE USED TO DESCRIBE WORK TO BE DONE OR PARTS TO BE REPAIRED OR REPLACED:

MOTOR ABBREVIATIONS/SYMBOLS: D=DISCONTINUED PART, A=APPROXIMATE PRICE. LABOR TYPES: B=BODY LABOR, D=DIAGNOSTIC, E=ELECTRICAL, F=FRAME, G=GLASS, M=MECHANICAL, P=PAINT LABOR, S=STRUCTURAL, T=TAXED MISCELLANEOUS, X=NON TAXED MISCELLANEOUS. PATHWAYS: ADJ=ADJACENT, ALGN=ALIGN, A/M=AFTERMARKET, BLND=BLEND, CAPA=CERTIFIED AUTOMOTIVE PARTS ASSOCIATION, D&R=DISCONNECT AND RECONNECT, EST=ESTIMATE, EXT. PRICE=UNIT PRICE MULTIPLIED BY THE QUANTITY, INCL=INCLUDED, MISC=MISCELLANEOUS, NAGS=NATIONAL AUTO GLASS SPECIFICATIONS, NON-ADJ=NON ADJACENT, O/H=OVERHAUL, OP=OPERATION, NO=LINE NUMBER, QTY=QUANTITY, RECOND=RECONDITION, REFN=REFINISH, REPL=REPLACE, R&I=REMOVE AND INSTALL, R&R=REMOVE AND REPLACE, RPR=REPAIR, RT=RIGHT, SECT=SECTION, SUBL=SUBLET, LT=LEFT, W/O=WITHOUT, W/_=WITH/_ SYMBOLS: #=MANUAL LINE ENTRY, *=OTHER [IE..MOTORS DATABASE INFORMATION WAS CHANGED], **=DATABASE LINE WITH AFTERMARKET, N=NOTES ATTACHED TO LINE. OPT OEM=ORIGINAL EQUIPMENT MANUFACTURER PARTS EITHER OPTIONALLY SOURCED OR OTHERWISE PROVIDED WITH SOME UNIQUE PRICING OR DISCOUNT.

Customer: ZEMKIE, CAYDEN

Vehicle: 2005 CHEV K2500 4X4 SILVERADO CREW HD 4D LONG 8-6.6L-TD

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide DR1GH99, CCC Data Date 10/1/2013, and the parts selected are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor information provided by MOTOR may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM or A/M. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2014 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a complete list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

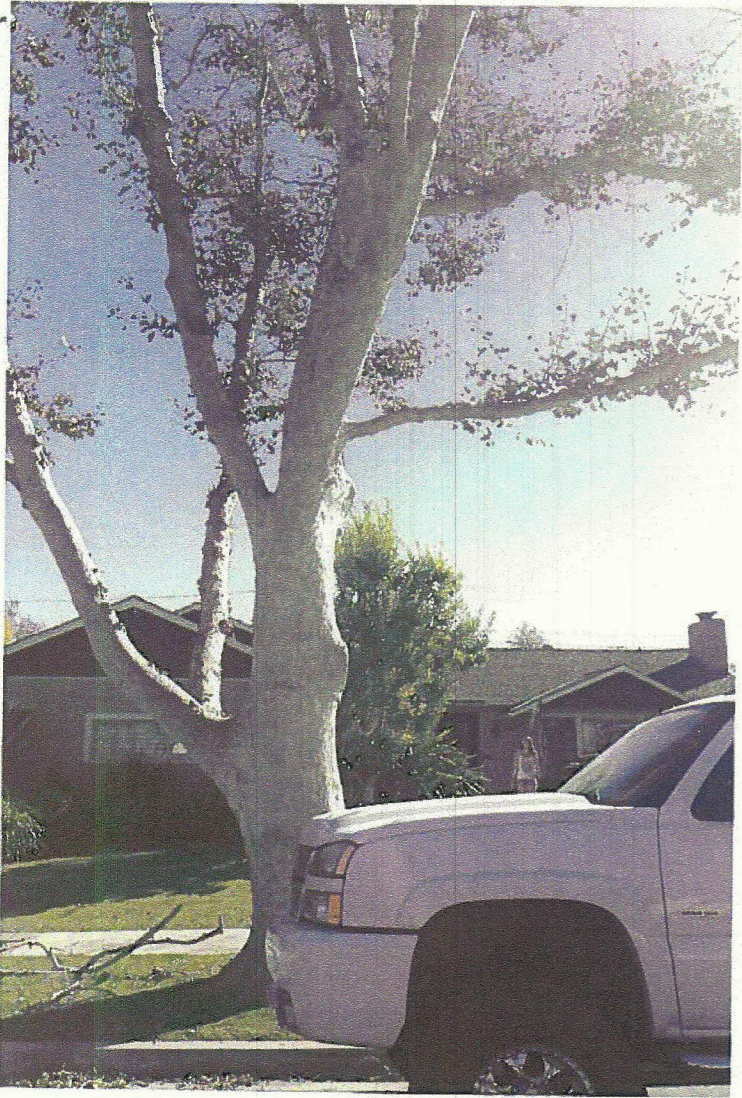
CCC ONE Estimating - A product of CCC Information Services Inc.

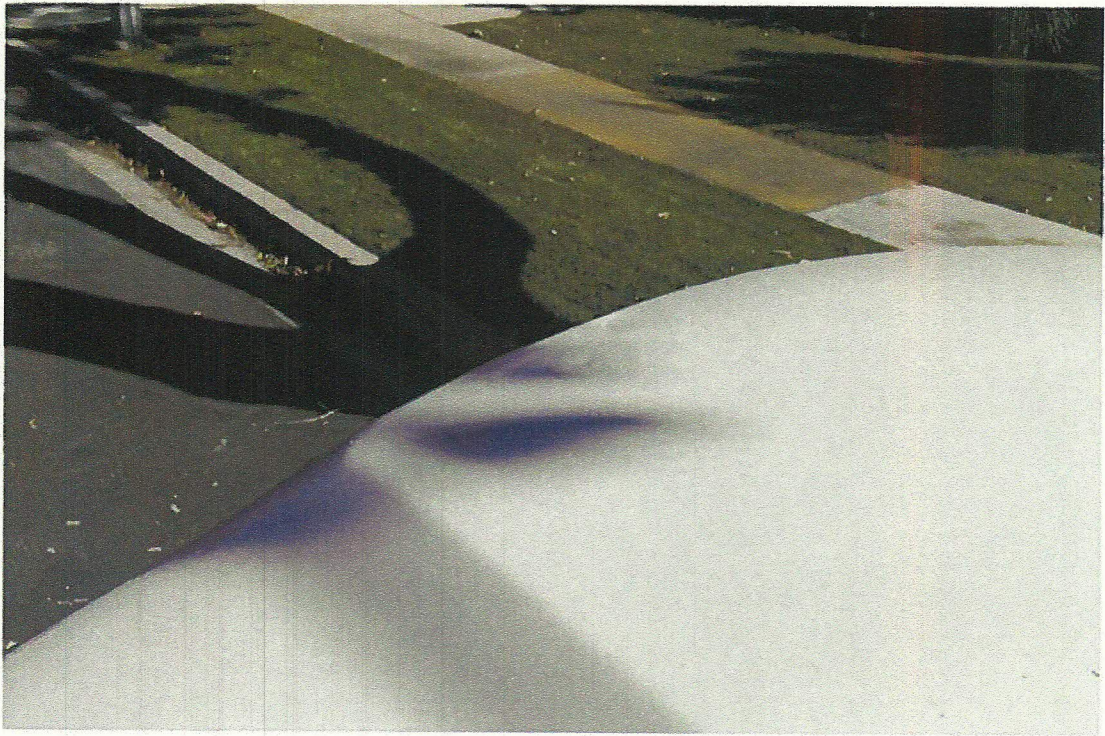
The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

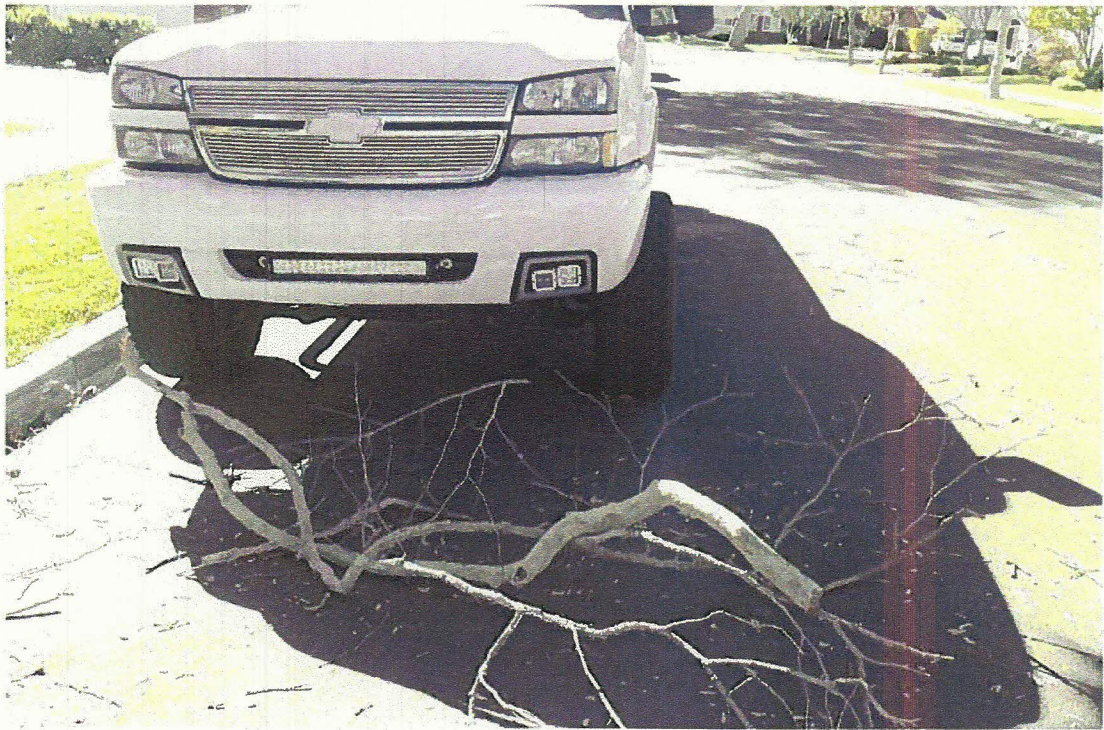
BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

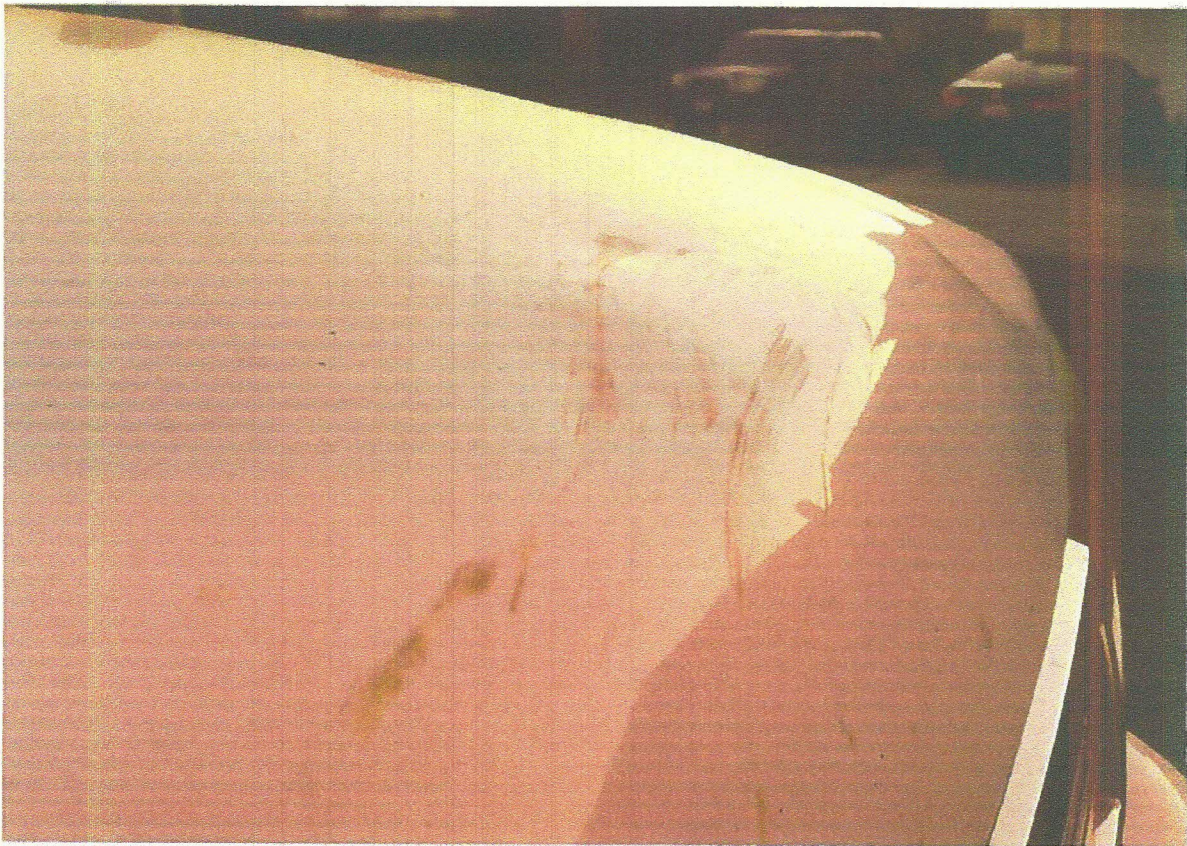
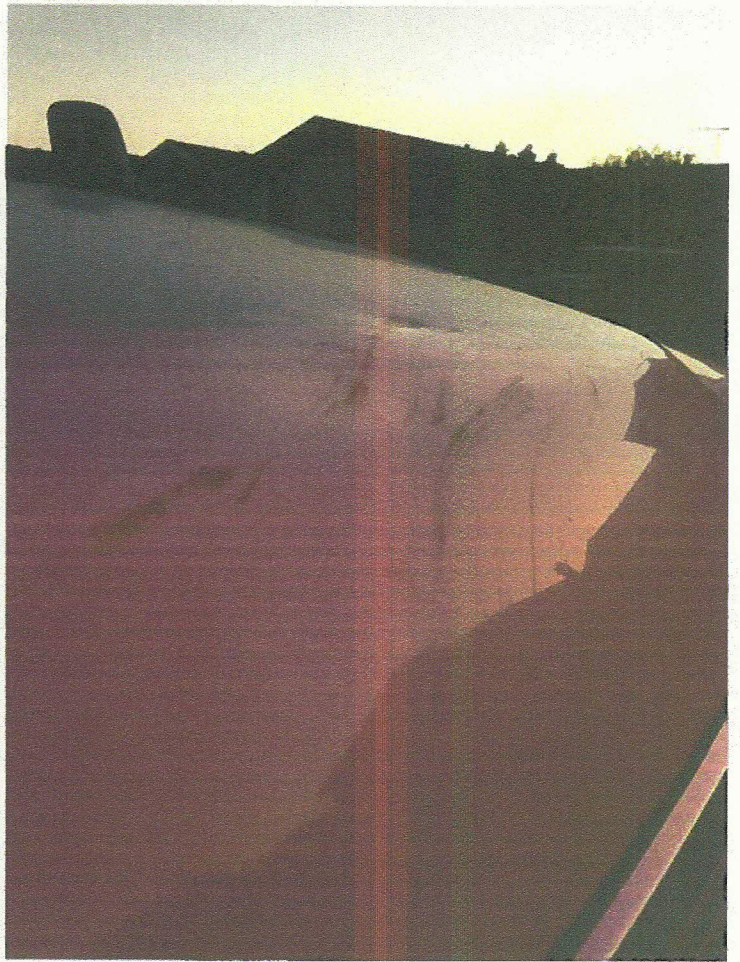
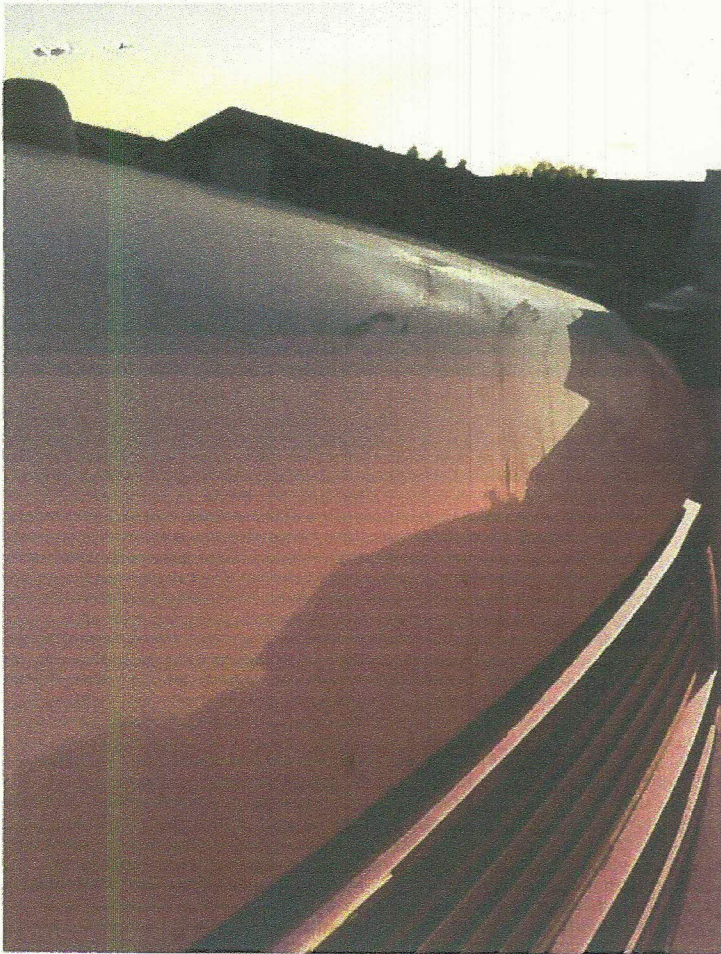
Cayden Ziemke
2005 Chevy
Damaged 10-4-13
3182 Woodstock Road











Jessica Verduzco

From: Jessica Verduzco
Sent: Tuesday, October 08, 2013 4:43 PM
To: 'Karen Lafferty'; 'Wendy Tucker'
Subject: New Claim - Ziemke
Attachments: DOC016.pdf

Hello Karen,

I guess it's that time of year again! I have a new claim that was received today. Damage was done to a vehicle caused by a fallen tree branch. Attached are all the documents received... Please let me know how you would like me to proceed.

Thanks,

Jessica Verduzco
General Clerk
Rossmoor Community Svcs. District
Ph: (562) 430-3707
Fax: (562) 431-3710

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date November 12, 2013
To: Honorable Board of Directors
From: Interim General Manager
Subject: SECOND READING TO POLICY NO. 3080 PARKWAY AND
ROSSMOOR MEDIAN TREE MAINTENANCE

RECOMMENDATION:

Give second reading and approve proposed amendments to Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance.

BACKGROUND:

At your October 8, 2013 Regular meeting the Board gave first reading to proposed amendments to District policy relating to the enforcement of this policy and the recovery of attorney's fees in this regard. A further amendment is proposed to make the Tree/Parkway Committee a standing committee of the Board. Staff has reviewed the proposed amendments to this policy and finds them appropriate in order to provide additional clarity and authority for the administration of the District's Tree Program.

ATTACHMENTS:

1. Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance.
 - a. Current
 - b. Redline
 - c. Proposed

CURRENT

Rossmoor Community Services District

Policy

No. 3080

**PARKWAY AND ROSSMOOR WAY MEDIAN TREE
MAINTENANCE**

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

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

3080.11 Homeowners, residents or their agents shall not plant, trim or remove parkway and median trees. 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.

CURRENT

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.

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

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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

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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

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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

Rossmoor Community Services District

Policy

No. 3080

**PARKWAY AND ROSSMOOR WAY MEDIAN TREE
MAINTENANCE**

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

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

3080.11 Homeowners, residents or their agents shall not plant, trim or remove parkway and median trees. 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.

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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.
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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.

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

3080.85 Nuisance Enforcement by Civil Action::Attorney's Fees

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

(2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.

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

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

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Rossmoor Community Services District

Policy

No. 3080

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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

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

3080.85 Nuisance Enforcement by Civil Action::Attorney's Fees

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

(2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.

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

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

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

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.

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- Root pruning—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.

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