

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

May 14, 2019

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, May 14, 2019

7:00 p.m.

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

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors DeMarco, Kahlert, Maynard, Nitikman
President Casey
3. PLEDGE OF ALLEGIANCE: Boy Scout Troop 657
4. PRESENTATIONS:
 - a. JUNIOR GIRL SCOUT TROOP 3262 CERTIFICATES OF RECOGNITION FOR BRONZE AWARD PROJECT INNOVATION
 - b. PRESIDENT RON CASEY PRESENTATION OF 2019 ARBOR DAY POSTER CONTEST AWARDS
 - c. ORANGE COUNTY SHERIFFS DEPARTMENT RE: QUARTERLY CRIME STATISTICS
 - d. CALIFORNIA HIGHWAY PATROL OFFICER RE: QUARTERLY TRAFFIC REPORT
 - e. PRESIDENT RON CASEY RE: PROCLAMATION OF APPRECIATION FOR OUTGOING BOARD MEMBER BILL KAHLERT
5. BOARD VACANCY: DISCUSSION AND POSSIBLE ACTION RE: APPOINTMENT TO FILL BOARD VACANCY

B. ADDITIONS TO AGENDA – None

In accordance with Section 54954 of the Government Code (Brown Act), action may be taken on items not on the agenda, which was distributed, if:

A majority of the Board determines by formal vote that an emergency exists per Section 54956.5 (for example, work stoppage or crippling disaster which severely impairs public health and/or safety); or

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD:

1. GENERAL MANAGER QUARTERLY STATUS REPORT—Receive and File
2. QUARTERLY PARKS AND FACILITIES MAINTENANCE REPORT—Receive and File
3. QUARTERLY RECREATION REPORT—Receive and File
4. QUARTERLY TREE REPORT—Receive and File
5. GENERAL MANAGER REPORT RE: RESULTS OF DISTRICT SURVEY

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular Board Meeting of April 9, 2019—Receive and file.
2. MARCH 2019 REVENUE AND EXPENDITURE REPORT—Receive and file.

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:

1. APPEAL OF NOTICE OF VIOLATION AND DEMAND TO PAY EXPENSES AND DAMAGES FOR UNAUTHORIZED TREE-PRUNING

G. RESOLUTIONS-None

ORDINANCES-None

H. REGULAR CALENDAR

1. CITY OF LOS ALAMITOS REQUEST FOR FUNDING FOR THE ANNUAL "4TH OF JULY FIREWORKS SPECTACULAR" AT THE JOINT FORCES TRAINING BASE

2. FIRST READING FOR NEW RCSD POLICY NO. 2400 BACKGROUND SCREENING FOR EMPLOYEES, CONTRACTORS AND VOLUNTEERS WORKING WITH MINORS

3. APPROVAL OF AMENDMENT NO. 1 TO COOPERATIVE PROGRAMMING AGREEMENT BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT AND LOS ALAMITOS YOUTH CENTER (2018-2021)

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. GENERAL COUNSEL ITEMS

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

K. BOARD MEMBER ITEMS

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

L. CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: General Manager

M. ADJOURNMENT

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

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

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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the May 14, 2019, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

Elizabeth Deering for _____ Date May 9, 2019
JOE MENDOZA
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a.

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Subject: JUNIOR GIRL SCOUT TROOP 3262 CERTIFICATES OF
RECOGNITION FOR BRONZE AWARD PROJECT
INNOVATION

RECOMMENDATION:

Receive presentation.

BACKGROUND:

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

- a. Junior Girl Scout Troop 3262 Certificates of Recognition for Bronze Award Project Innovation

ATTACHMENTS: None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b.

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Subject: PRESIDENT RON CASEY PRESENTATION OF 2019 ARBOR DAY POSTER CONTEST AWARDS

RECOMMENDATION:

Receive presentation.

BACKGROUND:

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

b. President Ron Casey Presentation of 2019 Arbor Day Poster Contest Awards

ATTACHMENTS: None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4c.

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Subject: ORANGE COUNTY SHERIFF'S DEPARTMENT PRESENTATION
RE: QUARTERLY CRIME STATISTICS

RECOMMENDATION

Receive and file presentation.

BACKGROUND

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

- a. Orange County Sheriff's Department Presentation Re: Quarterly Crime Statistics—Receive and File

ATTACHMENTS

1. OCSD Quarterly Crime Statistics

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PENDING

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4d.

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Subject: CALIFORNIA HIGHWAY PATROL OFFICER RE: QUARTERLY TRAFFIC REPORT

RECOMMENDATION

Receive and file presentation.

BACKGROUND

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

d. California Highway Patrol Officer Re: Quarterly Traffic Report

ATTACHMENTS - None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4e.

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Subject: PRESIDENT RON CASEY RE: PROCLAMATION OF
APPRECIATION FOR OUTGOING BOARD MEMBER BILL KAHLERT

RECOMMENDATION

Receive and file presentation.

BACKGROUND

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

e. President Ron Casey Re: Proclamation of Appreciation
For Outgoing Board Member Bill Kahlert

ATTACHMENTS - None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5

Date: May 14, 2019

To: Honorable Board of Directors

From: General Manager Joe Mendoza *JM*

Subject: BOARD VACANCY: DISCUSSION AND POSSIBLE ACTION
RE: PROCESS TO FILL BOARD VACANCY
BY APPOINTMENT

RECOMMENDATION:

Approve the process for selecting a candidate to fill board vacancy by appointment to the RCSD Board of Directors.

BACKGROUND:

On May 1, 2019 Director Kahlert stated his intention to formally resign from his position at the May 14, 2019 Board Meeting. It is anticipated that Director Kahlert's resignation will be effective on May 15, 2019.

California Government Code section 1780(a) requires the Board within 60 days of the effective date of the resignation to either call for an election or appoint a new director to fill the vacancy. Policy 4040.21 Director Vacancy, governs the procedure to be followed in the case of a director vacancy. However, 4040.21 was last updated in 2006. Since that time, Government Code section 1780 was amended by the legislature. The provisions of Government Code section 1780(a)-(e) will control. In short, the Board's options are to: 1) appoint a Director to fill Director Kahlert's position; or 2) call an election within 60 days of being notified of the vacancy.

If the Board makes an appointment to fill the position, that appointee would serve until the next regularly scheduled election in 2020. Following the election, the person so elected would then serve the remainder of Director Kahlert's term until 2022. If the Board chooses to call an election, the election will have to be on the next election date that is 130 or more days after the date the Board calls the election.

Should the Board decide to appoint a successor rather than call for an election, a Notice of Vacancy will be posted.

The Notice of Vacancy will be posted at three conspicuous places in the District as required (for more than 15 days) and published in local

newspapers. The Notice will request that any interested person, who is a resident and registered voter within the boundaries of the Rossmoor Community Services District, submit a letter of interest and/or resume setting forth a brief summary of the person's interest, qualifications and background. A deadline for submitting a letter of interest and/or resume will be no later than 5:00 p.m. on [date]. Once residents respond with an letter of interest and resume to the General Manager we will place the item and those candidates qualified for the position on the [date] agenda for consideration and selection by the Board.

ATTACHMENTS:

1. Notice of Board Vacancy
2. Oath of Office.
3. Policy No. 4040 Terms of Office for Board Officers and Directors.

**NOTICE ON THE
BOARD OF DIRECTORS
OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT**

Please take notice that Director Bill Kahlert has resigned from the Board of Directors of the Rossmoor Community Services District effective May 15, 2019. As a result of this resignation, there is now a vacancy on the Board of Directors.

Pursuant to Government Code Section 1780, the Board of Directors may, within 60 days of May 15, 2019, make an appointment to office of Director to fill this vacancy. The term of office for this position expires in December 2020. A person appointed to the office of Director must be a resident and registered voter within the boundaries of the Rossmoor Community Services District.

Anyone interested in being appointed is required to submit a letter of interest and a resume setting forth a brief summary of the person's interest, qualifications, and background. Letters of interest and resumes should be personally delivered, emailed or mailed to the District offices so that they are received at the District offices no later than 5:00 p.m. on Friday, May 31, 2019. Letters of interest and resumes should be emailed to: ldearing@rossmoor-csd.org or hand delivered or mailed to the following address:

Joe Mendoza, General Manager
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Dated: May 15, 2019

**OATH OF OFFICE
FOR PUBLIC OFFICERS AND EMPLOYEES
(State Constitution, Art. XX. Sec.3 as amended)**

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of Person Administering Oath

Printed Name and Title of Person Administering Oath

Rossmoor Community Services District

Policy

No. 4040

TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

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

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

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

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

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

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Subject: QUARTERLY STATUS REPORT

RECOMMENDATION

Receive and file.

BACKGROUND

The Quarterly Status Report is provided 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. Quarterly Status Report



QUARTERLY STATUS REPORT JANUARY-MARCH 2019



MISSION STATEMENT: The mission of the Rossmoor Community Services District is to provide superior, cost-effective, services that enhance the quality of life for the residents of Rossmoor.

GOAL I—SAFETY: The District will use all possible means to ensure the safety of the community through the utilization of its public safety resources.

Objective 1: Meetings with County Sheriff - Informal contacts by the Sheriff's Office keep us aware of any current crime issues that may be occurring in Rossmoor. We have partnered with the OCSD on crime, safety and educational programs and held another successful Drug Take Back Day at Rush Park in April. At the request of the RCSD Board of Directors, the California Highway Patrol has agreed to provide Rossmoor with a Quarterly Report of traffic-related matters as well.

Objective 2: Meetings with OCFA - The Orange County Fire Authority gave two informational presentations at the December and January RCSD regular Board Meetings. One of the presentations dealt with fire safety and the other presentation discussed improvement in agency efficiency and response times as a result of the consolidation of firefighter and EMT units. There have been no reportable actions this quarter.

Objective 3: Street Lighting - The General Manager met several times with the Budget Committee and Southern California Edison Company regarding the proposal to replace current technology high pressure sodium SCE owned streetlights with LED technology. John King, Southern California Edison Manager of Street Light Projects, has assured the District that we are on schedule to begin Southern California Edison converted all Rossmoor streetlights in February 18, 2019 for conversion of the street lighting in Rossmoor.

GOAL II—FINANCIAL STABILITY: The District will maximize its available resources and ensure financial stability by maintaining a balanced budget and adhering to all applicable financial policies.

Objective 1: Grant Funds - In order to maximize available resources in Rossmoor, staff continues explore government grant opportunities

Objective 2: Investments - Our investment portfolio has been managed in accordance with our investment policy relative to the state of the economy. Interest is continuing to rise, which is increasing. LAIF interest is currently at 2.45%

Objective 3: Community Volunteers - The District continues to seek out opportunities for volunteers, as these opportunities may arise.

Objective 4: User Fees - The permit and rental revenue continues to rise due to increased fees approved by the Board and because the facilities are rented and managed well. Staff is currently looking at upgrades to enhance the District's facilities.

Objective 5: Fiscal Status - The District Reserve Fund is healthy and has continued to grow with the economy and our frugal management of operating costs. In FY 2017-2018, \$176,185 was transferred to the reserve fund, increasing the total reserve amount to \$1,009,301.

GOAL III—URBAN FOREST: The District will promote, protect and maintain a healthy urban forest in Rossmoor.

Objective 1: Planting Parkway and Park Trees - The District continues to have trees planted in vacant sites. Age and species diversity play an important role in the survival of the urban forest. For this reason, the District planting palette is made up of a variety of species that have been determined as suitable for a parkway tree as well as suited to this particular climate. 63 trees were planted in Rossmoor parkways and 7 trees planted in Rossmoor parks in the first quarter of 2019.

Objective 2: Care of Parkway Trees - District trees are pruned on a four-year grid cycle. Rossmoor is divided into four districts, with one district being trimmed each year. The annual grid trim for District 1 will begin in winter 2019. Off-grid trims are completed as needed, for crown thinning and structural pruning of young trees. The District continues to coordinate safety and clearance trims with Orange County Public Works. RCSD staff performs light pruning and re-staking of trees whenever possible. The District continues to water both newly planted trees, especially those that are not watered by the residents.

Objective 3: Monitoring Trees for Health and Hazards - Rossmoor trees continue to be monitored regularly for health, maintenance and safety issues. Resident service requests are addressed in a timely manner.

Objective 4: Tree Protection - Parkway trees are monitored by the District Arborist for policy violations that include unauthorized trims, removals and plantings, which are reported to the General Manager who has the authority to administer penalties for violations to RCSD policy.

Objective 4: Educating the Public on Benefits and Care of the Urban Forest - Informational brochures and flyers regarding tree protection and District Tree Policy continue to be delivered to residents and contractors. The District website lists updated information pertaining to Rossmoor's Urban Forest. Arboriculture related articles continue to be published in RCSD newsletter and website. The Rush Park and Rossmoor Park Tree Walks have been implemented with tree ID signs posted on trees along a designated walk with map available online and in print. RCSD's Arbor Day Celebration took place on March 8, 2019 at Rossmoor Park. It was a successful event, with games for the children, educational displays, and opportunity drawings, along with a tree planting ceremony and a presentation on trees. RCSD launched a Tree Poster Contest for Rossmoor students with the winning posters displayed at the May 5 Rossmoor Community Festival as well as here at tonight's meeting.

Urban Forest News: Rossmoor was named a 2018 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management. Rossmoor received this recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forest budget of at least \$2 per capita and an Arbor Day observance and proclamation. The community also received our first ever Tree City USA Growth Award for demonstrating environmental improvement and a higher level of tree care.

Urban Canopy Loss: A recent USC study looked at the 'Effects of increased home size on the green cover in Los Angeles County's single-family neighborhoods.' The study showed that in LA County, the urban tree canopy cover for single-family home lots declined 14-55% between 2000-2009. The attached gif shows this loss: <https://news.usc.edu/files/2017/05/TestTree.gif>. Simply stated, without sufficient urban tree canopy cover, our cities will become too hot and too polluted, not to

mention way less attractive. Although Rossmoor is not located in LA County, it is still experiencing a great deal of tree canopy loss due to an increase of larger homes being built on single-family lots. One only needs to look to the skies above the front and backyards of Rossmoor homes to see this loss. The District recently gave away tree seedlings to encourage and promote tree planting on private property will continue to try to highlight the importance of private property trees along with the parkway and park trees.

GOAL IV—PROPERTY MAINTENANCE: The District will endeavor to ensure that all of its properties are maintained in a safe and proper working order.

Objective 1: Inspection of District Properties: - The facilities at Rossmoor and Rush are fully operational with no significant issues. The HVAC unit at Montecito Center is not working properly. Staff is waiting for some quotes to replace or repair the unit. The District has ceased the use of Glyphosate herbicide products in its landscaping maintenance program and is considering more natural and environmentally friendly weed killer and turf fertilizer alternatives. Staff will continue to research this issue and bring its findings back to the Board in the near future.

Objective 2: Maintenance of District Properties: - The Montecito Center interior lights were replaced with new LED light fixtures and new LVP Savannah Plank flooring was installed to replace the old carpeting inside the building and the parking lot was slurry-coated and re-stripped. Rossmoor Park tennis and basketball courts have been resurfaced and re-stripped. Interior and exterior building lights at Rush Park have been replaced with new and improved LED fixtures. All the turf areas were fertilized by the landscaping contractor. The ice machines were serviced in both parks. All HVAC units have been serviced by the District's heating and air conditioning contractor. Rossmoor community streetlights have been upgraded with new LED fixtures. The streetlight installation process by Southern California Edison was seamless and residents are satisfied with the new improved lighting.

Objective 3: Maintenance Record Keeping - Bright View's monthly maintenance report continues to be evaluated for conformance with contract requirements. The District is in full compliance with Orange County Fire Authority standards.

Objective 4: Water Conservation - Bright View continues monitoring and adjusting the District irrigation system for consistent and accurate coverage on the turf areas.

Objective 5: Best Practices for Conservation of Resources –District irrigation controllers are scheduled to water three days per week.

GOAL V—RECREATION: The District will endeavor to create a livable community and promote healthy lifestyles aimed at enhancing the quality of life through use of recreational activities

Objective 1: Special Events - The District presented the fourth annual Rossmoor Winter Festival at Rush Park. Once again, toys and gifts were collected for the Orange County Sheriff's Department Operation Santa Claus and Senior Santa. Planning and monthly meetings are underway for the Rossmoor Community Festival. Dates have been set for the Concerts, Movies, and Shakespeare in the Park summer series at Rush Park. Recreation staff is also researching local bands and movie choices for the summer events.

Objective 2: Recreation/Athletic Facilities - The Rossmoor Park Community Center is currently being utilized by the Youth Center's R.A.S.C.A.L.S. after school program and The Children's Garden pre-school program. LAGSL continues to utilize the fields and are in compliance with the MOU.

Objective 3: Accessibility of Recreation/Athletic Facilities - Recreation staff is researching ideas for revenue sharing programs and class offerings for Board consideration.

Objective 4: User Fees-Recreation/Athletic Facilities - Recreation staff is monitoring compliance with the Memorandum of Understanding (MOU's) and Contract Services Agreements (CSA's) for use of District Property.

GOAL VI—COMMUNICATION: The District will expand upon the availability of information to Rossmoor residents by communicating important and timely information.

Objective 1: District Website/Social Media – The District launched online registration for Rossmoor Culinary Program classes through RecDesk as approved by the Board at its April 9, 2019 regular board meeting. Cooking classes will begin in mid-June. Promotions this quarter included the Rossmoor Community Festival, Rossmoor Tennis Camp, Rossmoor Culinary Program launch, Superintendent Dr. Sherry Kropp's Retirement Reception, RCSD press releases, additional public outreach and notifications, co-agency event promotions and e-blasts with the Orange County Sheriff's Department, Orange County Public Works, Rossmoor Homeowners Association and other community event hosts.

A landing page was added to the District website in order to collect Rossmoor Programs and Services 2019 survey responses. The survey link was also shared on the District's social media channels, in press releases, RCSD newsletter, e-blasts and on wall banners. Website traffic is strong and continues to grow. Web content and promotions are continually enhanced.

Objective 2: Quarterly Newsletter - The latest edition of the quarterly newsletter (April 2019) was prepared and distributed in hardcopy and electronic format. The publication covered several timely and popular topics, featuring the Rossmoor Programs and Services 2019 Survey promo and link, coyote season preparation and Orange County Animal Control leash law enforcement, summer events (movies, concerts, Shakespeare in the Park), Arbor Day 2019 poster contest, Rossmoor Tennis Camp and community interest articles. The newsletter continues to receive positive feedback and new e-subscribers. It also drives significant web traffic to the District website.

Objective 3: Community Input - Several e-blasts and bulletins were sent out encouraging the public's attendance at the RCSD Board meetings to discuss and provide input on issues of community concern. Whenever possible, the District partners with the Rossmoor Homeowners Association and other agencies to amplify its promotional reach. The District has also sent out partnership communications with the Orange County Sheriff's Department regarding Prescription Medication Drug Take Back Day and other items of benefit to our residents. Social Media Campaigns and post sharing have generated reciprocity as well as positive community feedback. We continue to receive inquiries and communications from the public via our website contact form.

District staff launched a Rossmoor Programs and Facilities survey in an attempt to assess future recreation programs and facility needs. The survey was conducted in preparation for the upcoming 2019-2020 Budget. The District sought input from the community via SURVEY MONKEY, beginning in April 2019 through May 5, 2019. The survey was marketed across a wide spectrum of social media, electronic and print media channels and the District website. Staff also promoted the survey from the RCSD booth to visitors at this year's Rossmoor Community Festival event. Local restaurants generously donated meal vouchers as an incentive to those who completed the survey. An additional 125 respondents were generated using this method.

Objective 4: Promotion of District Programs - The District's newsletter, e-blasts, flyers, brochures, signs, banners, website posts, press releases and social media continue to be successfully utilized in the promotion of District programs and events and have proven to be budget-friendly and effective. Rossmoor Tennis Program instructors will expand their program this summer to include a tennis camp. A culinary educational program contract was approved at the April 2019 board meeting. Cooking classes for adults and children will be held in the Rush Park kitchen beginning in mid-June. The program will not only be a benefit to the community, it will provide additional revenue to the District and help maximize use of underutilized District real property assets. We have created attractive branding for both new and existing programs.

GOAL VII—COOPERATIVE RELATIONSHIPS: The District will endeavor to work closely with other local, state and federal agencies.

Objective 1: Los Alamitos School District - The General Manager and board members also hosted a reception and recognized Los Alamitos Unified School District Superintendent, Dr. Sherry Kropp at the April RCSD Board Meeting for her tenure and efforts to collaborate on issues overlapping with the Rossmoor community and LAUSD. In addition General Manager Mendoza and board members attended a retirement celebration at the LAUSD headquarters in honor of Dr. Kropp along with other agency administrators and LAUSD personnel. We look forward to working with the newly appointed Superintendent Dr. Andrew Pulver and will be meeting with him in the near future.

Objective 2: Neighboring Jurisdictions – The General Manager continues to work closely with neighboring jurisdictions and has met with City Managers from the surrounding communities of Cypress, Los Alamitos and Seal Beach to discuss issues and possible collaborations that would benefit respective agencies. Ongoing communication will be scheduled.

Objective 3: County of Orange - Board President Ron Casey and General Manager Joe Mendoza met with LAFCO Executive Director Carolyn Emery and LAFCO Assistant Executive Officer Debra Kurita. The discussion was very informative and opened lines of communication.

GOAL VIII—NEW INITIATIVES: The District will evaluate new initiatives as they come to the attention of the Board.

Objective 1: Community Concerns - The General Manager has met with residents on various issues which did not rise to a level requiring Board action. The parking issue along Montecito Road and arterial streets is being addressed by the Traffic Ad Hoc Committee and meetings were held on April 4, 2019 and May 9, 2019 to discuss the Montecito Road parking issue and an enhanced street sweeping schedule to improve the quality of life within the Rossmoor community.

Objective 2: Report to the Community - The community is kept apprised of community issues through reports to the Board as a part of the District's monthly Board meetings, the District's website and through dissemination of the Quarterly Newsletter, email blasts, press releases and social media.

GOAL IX—CLEAN STREETS: The District will effectively manage street sweeping operations in the community.

Objective 1: Regular Street Sweeping – The street sweeping contract with R.F. Dickson Co. remains in place. The District has met with R.F. Dickson Manager Terry Roberts, Orange County Supervisor's Field Representative Tim Whitacre and Orange County Sheriff's Department Lieutenant Pat Rich to discuss potential options to resolve recent resident complaints relative to street sweeping hours and citations issued after the sweeper has passed. General Manager Joe Mendoza has also met with Orange County Public Works Representatives, Orange County Sheriff's Department

Lieutenant Pat Rich and R.F. Dickson Street Sweeping Manager Terry Roberts to discuss a new schedule, signage and an ordinance change. This is an ongoing effort to ultimately prepare a report and funding request to Orange County Supervisor Michelle Steel's office requesting funding and processing the change.

Objective 2: Street Sweeping Enforcement - Parking restrictions continue to be enforced by the Orange County Sheriff's Department. Parking violations occurring during street sweeping hours are issued citations.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Initiated by Park Superintendent Omero Perez *op*
Subject: QUARTERLY PARKS AND FACILITIES MAINTENANCE
REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

This report is intended to provide the Board with the status of the activities and programs being performed in the furtherance of the District's parks and facilities maintenance program.

ATTACHMENTS:

1. Quarterly Parks and Facilities Maintenance Report

**QUARTERLY
PARKS AND FACILITIES MAINTENANCE REPORT**
Rossmoor Community Services District Park Superintendent, Omero Perez



GOAL IV—PROPERTY MAINTENANCE: The District will endeavor to ensure that all of its properties are maintained in a safe and proper working order.

Objective 1: Inspection of District Properties - The facilities at Rossmoor Park and Rush Park are fully operational with no significant issues. The HVAC unit at Montecito Center is not working properly. Staff has made arrangements for a contractor to perform the necessary repairs in May 2019. Following the direction of the General Manager, a new daily facility inspection process has been instituted and documentation and work orders are prepared accordingly.

Objective 2: Maintenance of District Properties - The Montecito Center interior lights were replaced with new LED light fixtures and new LVP Savannah Plank flooring was installed to replace the old carpeting inside the building. In addition, the parking lot was slurry coated and re-stripped. Rossmoor Park tennis and basketball courts have been resurfaced and re-stripped. The interior and exterior building lights at Rush Park have been replaced with new and improved LED fixtures. The landscaping contractor fertilized all park turf areas. The ice machines were serviced at both parks. All the HVAC units have been inspected and serviced by the District's contractor. All streetlights in the community of Rossmoor have been replaced with new LED fixtures. The project was well received by the community and has provided improved lighting and security.

Objective 3: Maintenance Record Keeping - Bright View's monthly maintenance report continues to be evaluated for conformance with contract requirements. Daily and bi-annual inspections have been implemented. Through this new process, documentation will provide historical data and address risk management issues.

Objective 4: Water Conservation - Bright View continues monitoring and adjusting irrigation systems for consistent and accurate coverage on the turf areas. All District irrigation controllers are scheduled to water three days per week.

Objective 5: Best Practices for Conservation of Resources - Staff continues to assess facilities and grounds in order to the District's resources.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Initiated by Recreation Superintendent Chris Argueta *ca*
Subject: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

This report is intended to provide the Board with the status of the activities and programs being performed in the furtherance of the District's recreation program.

ATTACHMENTS:

1. Quarterly Recreation Report

QUARTERLY RECREATION REPORT

Rossmoor Community Services District Recreation Superintendent, Chris Argueta



GOAL V—RECREATION: The District will endeavor to create a livable community and promote healthy lifestyles aimed at enhancing the quality of life through use of recreational activities

Objective 1: Special Events - The District cosponsored the annual Rossmoor Community Festival at Rush Park. Planning and monthly meetings are underway for the Rossmoor Community Festival. All summer events (Concerts, Movies, and Shakespeare in the Park) in the summer series at Rush Park, have now been confirmed. The Recreation Department is excited to offer a variety of no cost activities for all age ranges of the community. This year's summer events will again offer a double feature by combining both Concerts and Movies in the Park.

Objective 2: Recreation/Athletic Facilities - The Rossmoor Park Community Center is currently being utilized by the Youth Center's R.A.S.C.A.L.S. after school program and The Children's Garden pre-school program. LAGSL continues to utilize the fields and are in compliance with the MOU.

Objective 3: Accessibility of Recreation/Athletic Facilities - Recreation staff is researching ideas for revenue sharing programs and class offerings for Board consideration.

Objective 4: User Fees-Recreation/Athletic Facilities - Recreation staff is monitoring compliance with the Memorandum of Understanding (MOU's) and Contract Services Agreements (CSA's) for use of District Property.

Additional Information:

The District's Recreation Department has had a busy start to the New Year. Both parks have been a popular choice for many families during this first quarter of 2019. Rossmoor Park continues to stay busy with the continued use of the community room by the two current youth programs -- The Children's Garden Preschool and the Youth Centers R.A.S.C.A.L.S. after-school program.

Late February once again marked another Opening Day for the Los Alamitos Girls Softball League spring season. Tradition continued as league participants and their parents paraded from Rossmoor School to Rossmoor Park to celebrate season commencement. League representatives, as well as Rossmoor Community Services District staff, were present to monitor the

event. The ceremony lasted approximately 30 minutes as the Los Alamitos Girls Softball League President introduced teams.

District staff and Rossmoor Homeowners Association members have been planning and coordinating for the upcoming Rossmoor Community Festival. Rossmoor Community Services District have applied and received the proper County of Orange permits needed through the public works and health services offices. The event will once again present local entertainment, a large vendor area, food trucks, and plenty of fun activities for families to enjoy throughout the day. There will also be a car show with trophies awarded and a dog show that is a treat to watch with both the owners and dogs having fun.

All summer events have now been confirmed and the Recreation Department is excited to offer a variety of no cost activities for all age ranges of the community. This year's summer events will again offer a double feature by combining both Concerts and Movies in the Park.

The June events will feature the popular fun bands ***K-Tel All-Stars*** and ***Woodie and the Longboards*** followed by the fun loving movies ***Ralph Breaks The Internet*** and the ***Lego Movie 2***. In July, ***Kulayd*** will be in town to rock the stage along with the showing of ***Incredibles 2***. The summer series will go out with a bang with the ***The Emperors*** concert and the last movie ***How To Train Your Dragon: The Hidden World***.

Shakespeare by the Sea performances at Rush Park will be back once again. The District's Recreation staff will be coordinating with Shakespeare by the Sea for the performances of ***The Comedy of Errors*** and ***Henry V*** in mid July.

Recreation staff is currently working on the following projects:

With the growing popularity of District special events, Recreation staff is coordinating Sheriff presence at all District events. Details including Sheriff duties and responsibilities are still being discussed with the Orange County Sheriff's Department's safety resource liaison assigned to Rossmoor.

The District's Recreation Department will soon be coordinating with staff and others for a potential Fall event and the Rossmoor Winter Festival.



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-4

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Initiated by District Arborist Mary Kingman *mk*
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

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.

ATTACHMENTS:

1. Quarterly Tree Report.

QUARTERLY TREE REPORT

Rossmoor Community Services District Arborist, Mary Kingman



GOAL III—URBAN FOREST: The District will promote, protect and maintain a healthy urban forest in Rossmoor.

Objective 1: Planting Parkway and Park Trees - The District continues to have trees planted in vacant sites. Age and species diversity play an important role in the survival of the urban forest. For this reason, the District planting palette is made up of a variety of species that have been determined as suitable for a parkway tree as well as suited to this particular climate. Sixty-three (63) trees were planted in Rossmoor parkways and 7 trees planted in Rossmoor parks in the first quarter of 2019.

Objective 2: Care of Parkway Trees - District trees are pruned on a four-year grid cycle. Rossmoor is divided into four districts, with one district being trimmed each year. The annual grid trim for District 1 will begin in winter 2019. Off-grid trims are completed as needed, for crown thinning and structural pruning of young trees. The District continues to coordinate safety and clearance trims with Orange County Public Works. RCSD staff performs light pruning and re-staking of trees whenever possible. The District continues to water both newly planted trees and those that are not being watered by the residents.

Objective 3: Monitoring Trees for Health and Hazards - Rossmoor trees continue to be monitored regularly for health, maintenance and safety issues. Resident service requests are addressed in a timely manner.

Additional Information

Tree Protection: Parkway trees are monitored by the District Arborist for policy violations that include unauthorized trims, removals and plantings, which are reported to the General Manager who has the authority to administer penalties for violations to RCSD policy.

Educating the Public on Benefits and Care of the Urban Forest: Informational brochures and flyers regarding tree protection and the District Tree Policy continue to be delivered to residents and contractors. The District website lists updated information pertaining to Rossmoor's Urban Forest. Arboriculture related articles continue to be published in the RCSD newsletter and website. The Rush Park and Rossmoor Park Tree Walks have been implemented with tree ID signs posted on trees along a designated walk with a map available online and in print. RCSD's Arbor Day Celebration took place on March 8, 2019 at Rossmoor Park. It was a successful event, with games for the children, educational displays, and opportunity drawings, along with a tree planting ceremony and a presentation on trees. RCSD launched a Tree Poster Contest for Rossmoor students with the winning posters displayed at the May 5 Rossmoor Community Festival, as well as at the May 14, 2019 Board meeting.

Urban Forest News: Rossmoor was named a 2018 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management. Rossmoor received this recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forest budget of at least \$2 per capita and an Arbor Day observance and proclamation.

The community also received our first ever Tree City USA Growth Award for demonstrating environmental improvement and a higher level of tree care.

Urban Canopy Loss: A recent USC study looked at the 'Effects of increased home size on the green cover in Los Angeles County's single-family neighborhoods.' The study showed that in LA County, the urban tree canopy cover for single-family home lots declined 14-55% between 2000-2009. The attached gif shows this loss: <https://news.usc.edu/files/2017/05/TestTree.gif>. Simply stated, without sufficient urban tree canopy cover, our cities will become too hot and too polluted, not to mention way less attractive. Although Rossmoor is not located in LA County, it is still experiencing a great deal of tree canopy loss due to an increase of larger homes being built on single-family lots. One only needs to look to the skies above the front and backyards of Rossmoor homes to see this loss. The District recently gave away tree seedlings to encourage and promote tree planting on private property will continue to try to highlight the importance of private property trees along with the parkway and park trees.

2019 Tree Trimming, Planting, Removals, Failures and Service Requests

Month	Safety Trim OCPW	Grid Trimming	Off-Grid Trimming	24" Box Plant	Sp 24" or 36" Box Plant	Small Tree Removal	Tree Failures - Weather	Tree Removals - Parkways	Tree Removals Parks	Tree Health Care	Resident Service Request
January-19		553		27	1		1				34
February-19				40	1		8				32
March-19				1				25	1		42
1st Quarter Totals	0	553	0	68	2	0	9	25	1	0	108
April-19											
May-19											
June-19											
2nd Quarter Totals	0	0	0	0	0	0	0	0	0	0	0
July-19											
August-19											
September-19											
3rd Quarter Totals	0	0	0	0	0	0	0	0	0	0	0
October-19											
November-19											
December-19											
4th Quarter Totals	0	0	0	0	0	0	0	0	0	0	0
2018 Totals	0	553	0	68	2	0	9	25	1	0	108

CURRENT ACTIVITIES

Key: C=Complete I/P=In Progress On/G=Ongoing P=Pending		STATUS
WCA		
Replacement Plantings		On/G
Grid Trimming		I/P
Off-Grid Maintenance Trims		On/G
OCPW		
Tree Removals		On/G
County Safety Trims		On/G
RCSD		
Tree Watering		On/G
Small Branch Pruning - Sucker Growth, etc.		On/G
Small Tree Removals		On/G

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-5

Date: May 14, 2019

To: Honorable Board of Directors

From: General Manager Joe Mendoza *JM*
Initiated by Liz Deering *e.d.*

Subject: REPORT OF THE GENERAL MANAGER RE: RESULTS OF DISTRICT SURVEY

RECOMMENDATION:

Receive and file report.

BACKGROUND:

In an effort to better serve the community and assist the Board with budget planning, over the past month the Rossmoor Community Services District has been conducting a comprehensive survey of District Programs and Services. The survey was thoughtfully designed to help the District identify how its assets are being utilized, which programs and services are most popular and to discover opportunities for future growth and development.

On March 27, 2019 a 10-question survey, entitled '*RCSD Programs and Services Survey 2019*' was generated in a popular online survey program known as *Survey Monkey*. A promotional campaign was created to amplify reach and increase response rates. The campaign included the following strategies:

1. The survey was announced at all televised District Board Meetings preceding the launch.
2. The survey was sent to patrons on the District email list for their response and periodic auto reminders were scheduled to follow up with those who did not respond.

3. The survey link was shared on the homepage of the District website as a landing page.
4. The survey was shared on all District social media channels.
5. A press release was published in the News Enterprise
6. The survey was promoted in the District's Quarterly newsletter
7. The survey was promoted from the Rossmoor Community Festival Booth. Respondents were given a choice of taking the survey in either written or electronic form and meal voucher incentives (compliments of Chick-Fil-A, Jersey Mike's and Wahoo! Fish Tacos) were awarded to participants
8. Colorful survey banners were created and placed at high traffic locations in the community
9. Flyers were made and circulated in order to promote the survey and included a QR Code; giving respondents the option to scan the code on a mobile device and be directed to the survey

As a result of these efforts a total of 480 responses were gathered. The survey concluded immediately after the May 5, 2019 Rossmoor Community Festival and the additional responses gathered as a result of RCSD festival booth promotions were tabulated. A total of 136 additional responses were gathered for a grand total of 616 respondents. Results of the survey are attached for the Board's review and consideration.

Following the RCSD Board's review of the results of the District Survey, a press release announcement will be distributed to the local media. Ultimately, District staff will utilize the data generated from this community survey in order to direct decisions regarding future programs and capital improvement projects.

ATTACHMENTS:

1. Survey results



RCSD PROGRAMS & SERVICES SURVEY 2019

Tuesday, May 07, 2019

Date Created: Wednesday, January 23, 2019

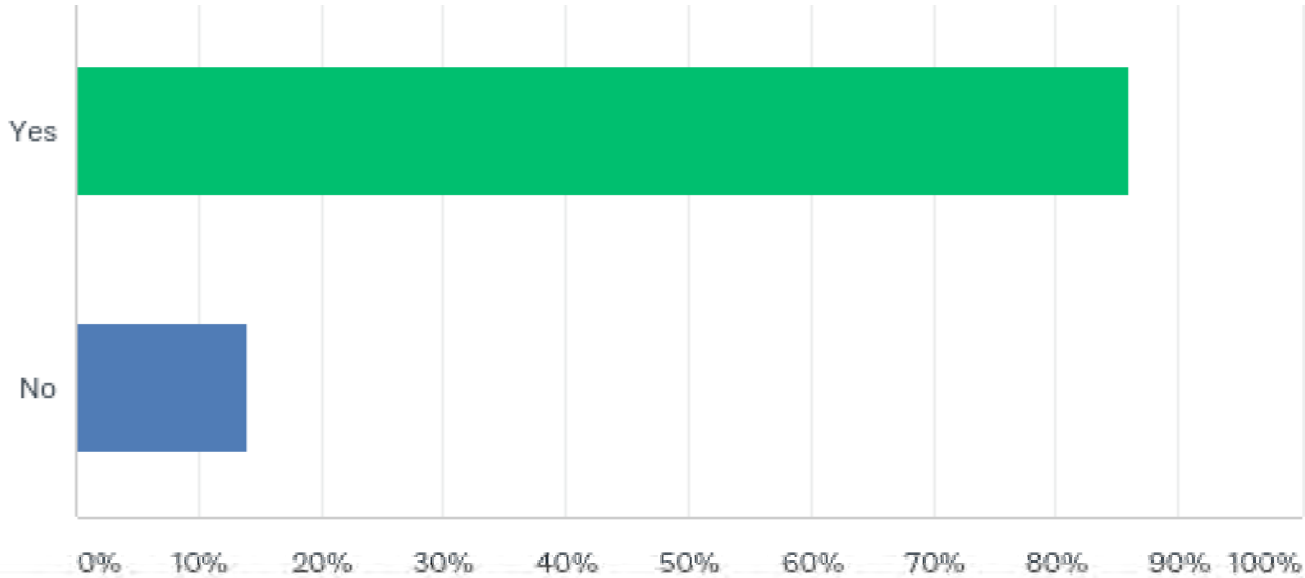
616

Total Responses

[View Report](#)

Q1: Are you a Rossmoor Resident?

Answered: 599 Skipped: 17



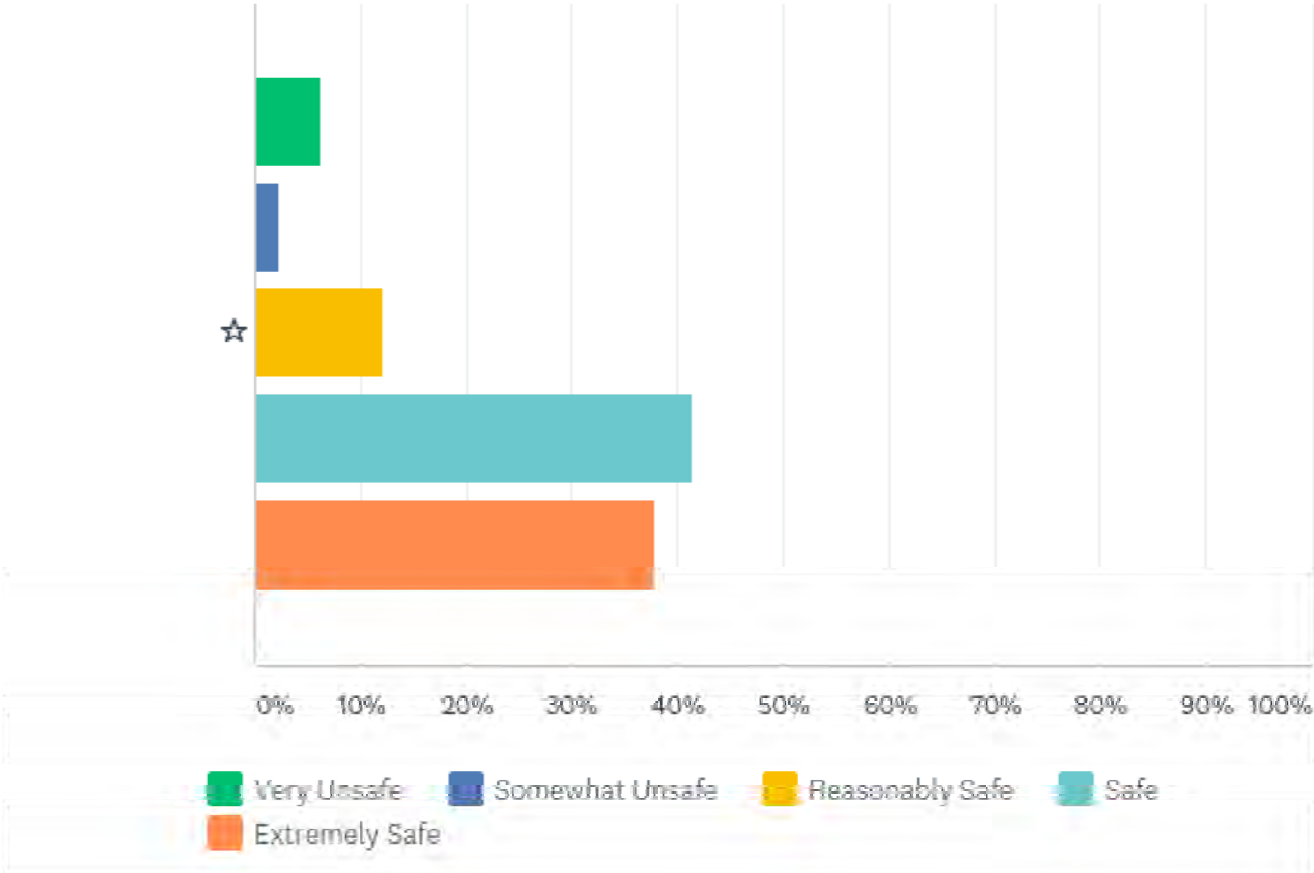
Q1: Are you a Rossmoor Resident?

Answered: 599 Skipped: 17

ANSWER CHOICES	RESPONSES	
Yes	85.98%	515
No	14.02%	84
TOTAL		599

Q2: How safe do you feel at the parks in Rossmoor? Why or Why not?

Answered: 580 Skipped: 36



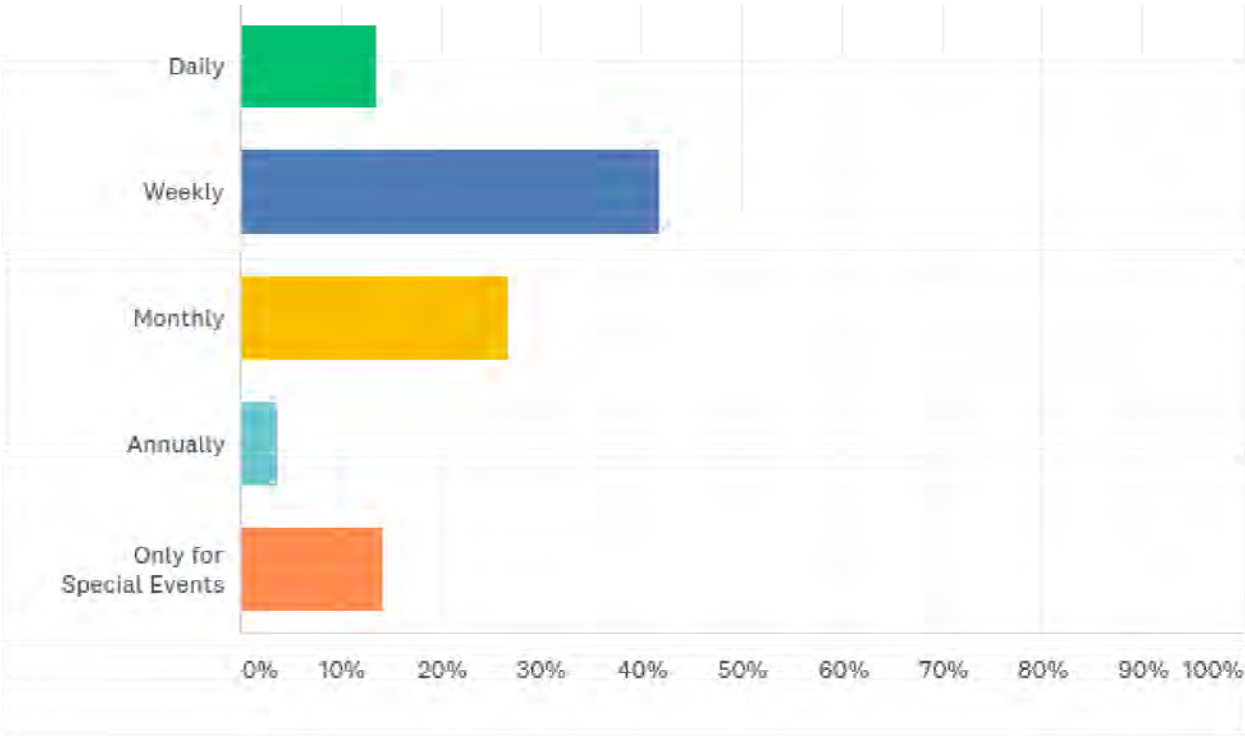
Q2: How safe do you feel at the parks in Rossmoor? Why or Why not?

Answered: 580 Skipped: 36

	VERY UNSAFE	SOMEWHAT UNSAFE	REASONABLY SAFE	SAFE	EXTREMELY SAFE	TOTAL	WEIGHTED AVERAGE
☆	6.38% 37	2.24% 13	12.07% 70	41.38% 240	37.93% 220	580	4.02

Q3: How often do you visit the public parks in this neighborhood?

Answered: 599 Skipped: 17



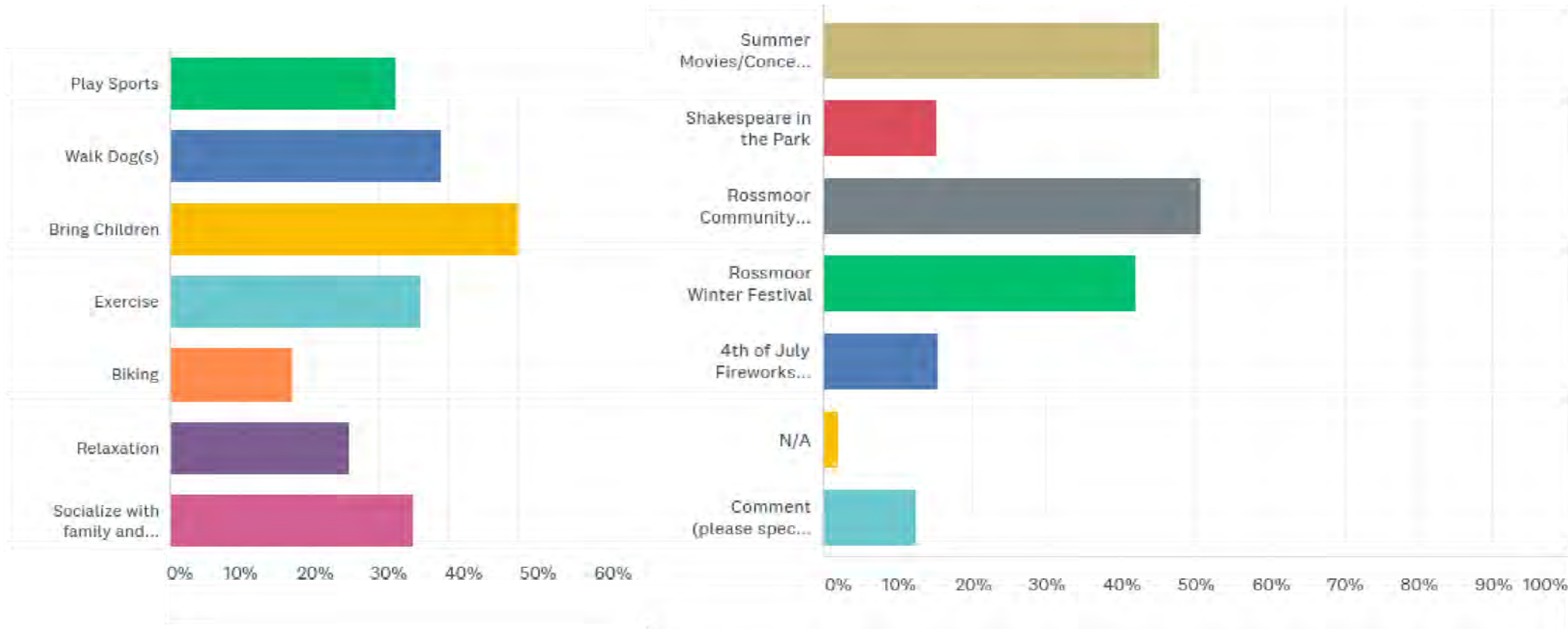
Q3: How often do you visit the public parks in this neighborhood?

Answered: 599 Skipped: 17

ANSWER CHOICES	RESPONSES	
Daily	13.52%	81
Weekly	41.90%	251
Monthly	26.71%	160
Annually	3.67%	22
Only for Special Events	14.19%	85
TOTAL		599

Q4: What activities/events do you regularly engage in/attend at the parks in Rossmoor? (Check all that apply) Please type your favorite(s) in the comment box.

Answered: 599 Skipped: 17



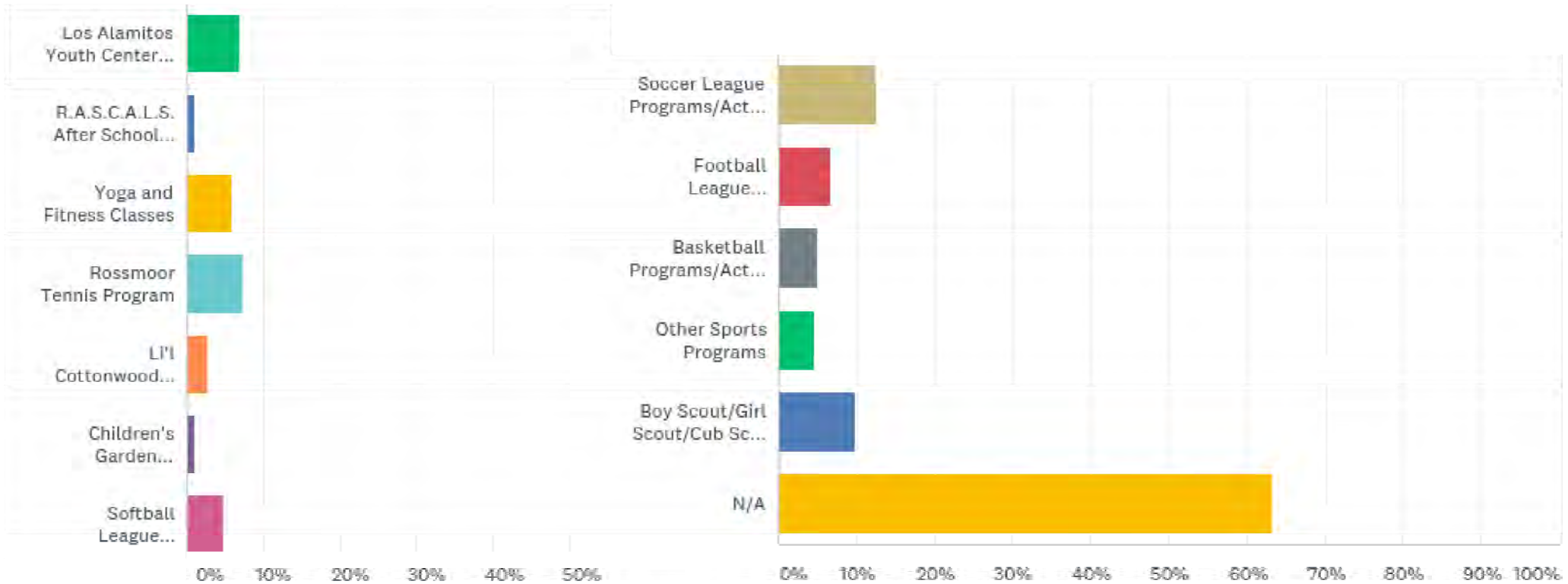
Q4: What activities/events do you regularly engage in/attend at the parks in Rossmoor? (Check all that apply) Please type your favorite(s) in the comment box.

Answered: 599 Skipped: 17

ANSWER CHOICES	RESPONSES	
Play Sports	32.39%	194
Walk Dog(s)	38.90%	233
Bring Children	49.92%	299
Exercise	36.06%	216
Biking	17.53%	105
Relaxation	25.71%	154
Socialize with family and friends	34.89%	209
Summer Movies/Concerts in the Park	45.24%	271
Shakespeare in the Park	15.36%	92
Rossmoor Community Festival in May	50.75%	304
Rossmoor Winter Festival	42.07%	252
4th of July Fireworks Spectacular at JFTB	15.53%	93
N/A	2.00%	12
Comment (please specify a favorite activity/event)	12.52%	75
Total Respondents: 599		

Q5: What existing Rossmoor programs do you currently utilize and/or participate in regularly? (check all that apply)-AND Please type in comment box the name of any favorite program/activity

Answered: 599 Skipped: 17



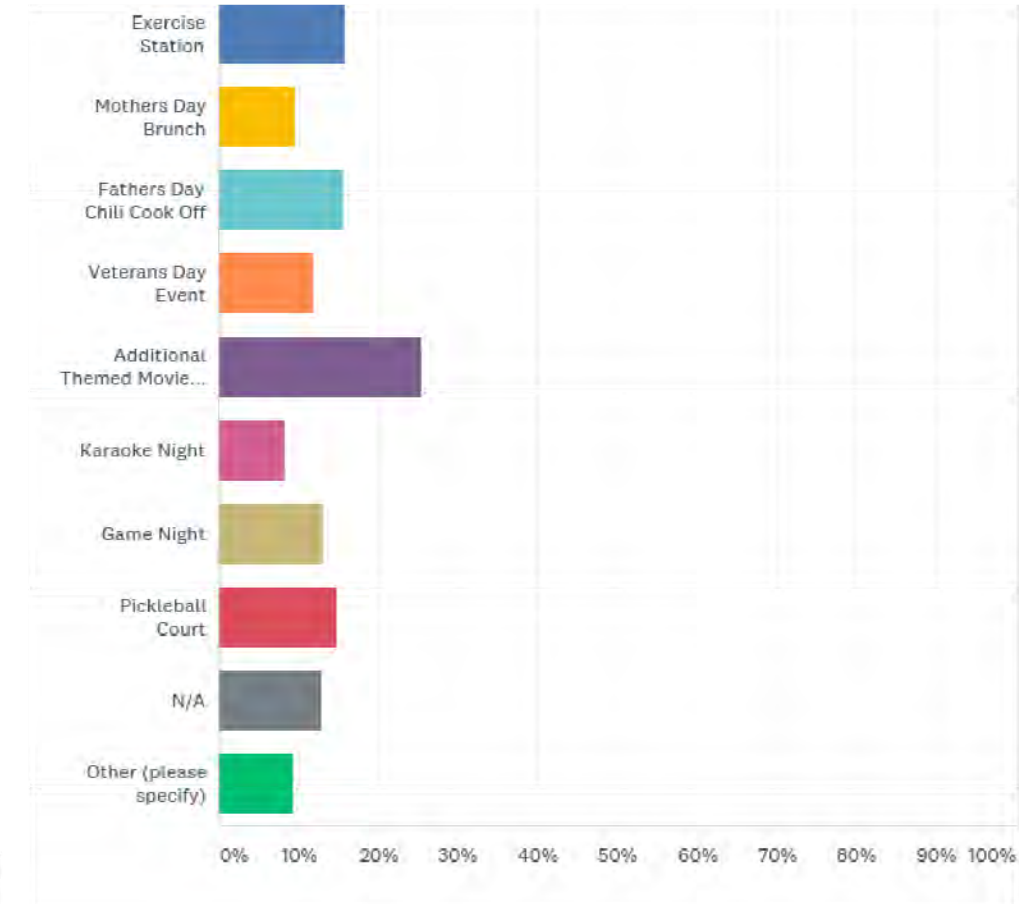
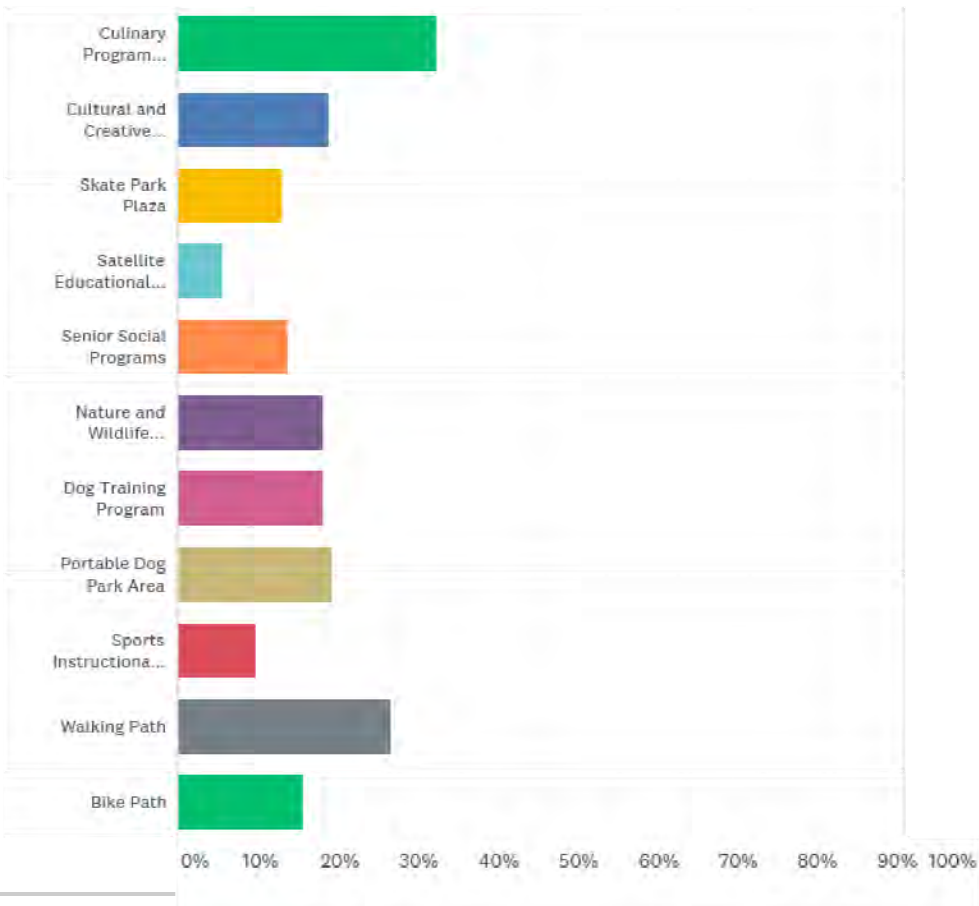
Q5: What existing Rossmoor programs do you currently utilize and/or participate in regularly? (check all that apply)-AND Please type in comment box the name of any favorite program/activity

Answered: 599 Skipped: 17

ANSWER CHOICES	RESPONSES	
Los Alamitos Youth Center Summer Day Camp	6.84%	41
R.A.S.C.A.L.S. After School Program	1.00%	6
Yoga and Fitness Classes	5.84%	35
Rossmoor Tennis Program	7.35%	44
Li'l Cottonwood Preschool at Montecito Center	2.67%	16
Children's Garden Preschool at Rossmoor Park	1.00%	6
Softball League Programs/Activities (i.e. LAGSL)	4.84%	29
Soccer League Programs/Activities (i.e. AYSO)	12.52%	75
Football League Programs/Activities (i.e. FNL)	6.68%	40
Basketball Programs/Activities	5.01%	30
Other Sports Programs	4.67%	28
Boy Scout/Girl Scout/Cub Scout Programs	9.85%	59
N/A	63.27%	379
Total Respondents: 599		

Q6: Which of the following programs/events/amenities would you like to see in the future? (check all that apply)

Answered: 599 Skipped: 17



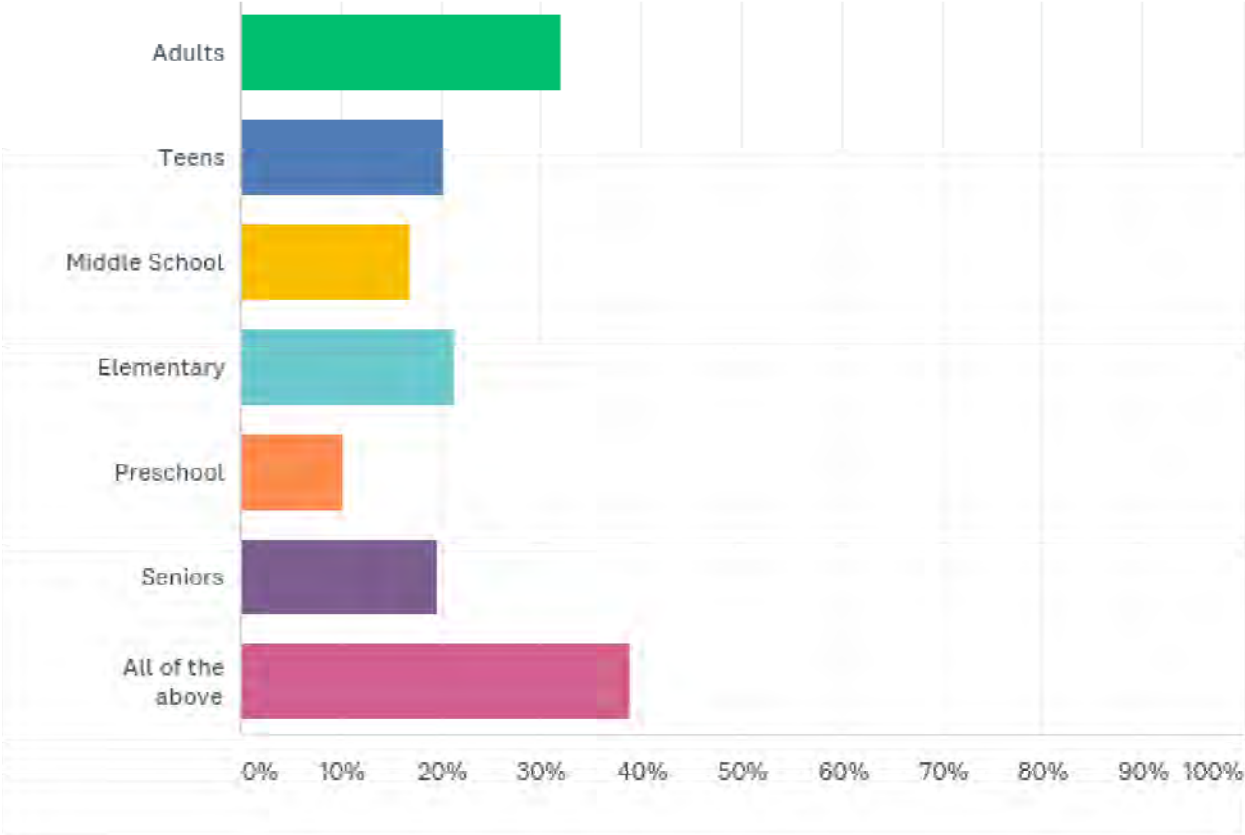
Q6: Which of the following programs/events/amenities would you like to see in the future? (check all that apply)

Answered: 599 Skipped: 17

ANSWER CHOICES	RESPONSES	
Culinary Program (Cooking and Baking Classes)	35.73%	214
Cultural and Creative Programs (Art, Music, Photography Classes)	20.87%	125
Skate Park Plaza	14.52%	87
Satellite Educational Programs with Educational Credits	6.34%	38
Senior Social Programs	15.19%	91
Nature and Wildlife Programs (Bird watching, Tree/Plant Identification)	20.03%	120
Dog Training Program	20.03%	120
Portable Dog Park Area	21.37%	128
Sports Instructional Programs	10.85%	65
Walking Path	29.55%	177
Bike Path	17.36%	104
Exercise Station	15.86%	95
Mothers Day Brunch	9.68%	58
Fathers Day Chili Cook Off	15.69%	94
Veterans Day Event	12.02%	72
Additional Themed Movie Nights	25.54%	153
Karaoke Night	8.35%	50
Game Night	13.19%	79
Pickleball Court	14.86%	89
N/A	13.02%	78
Other (please specify)	9.52%	57
Total Respondents: 599		

Q7: Which age group would you most like to see programs added/enhanced for? (check all that apply)

Answered: 599 Skipped: 17



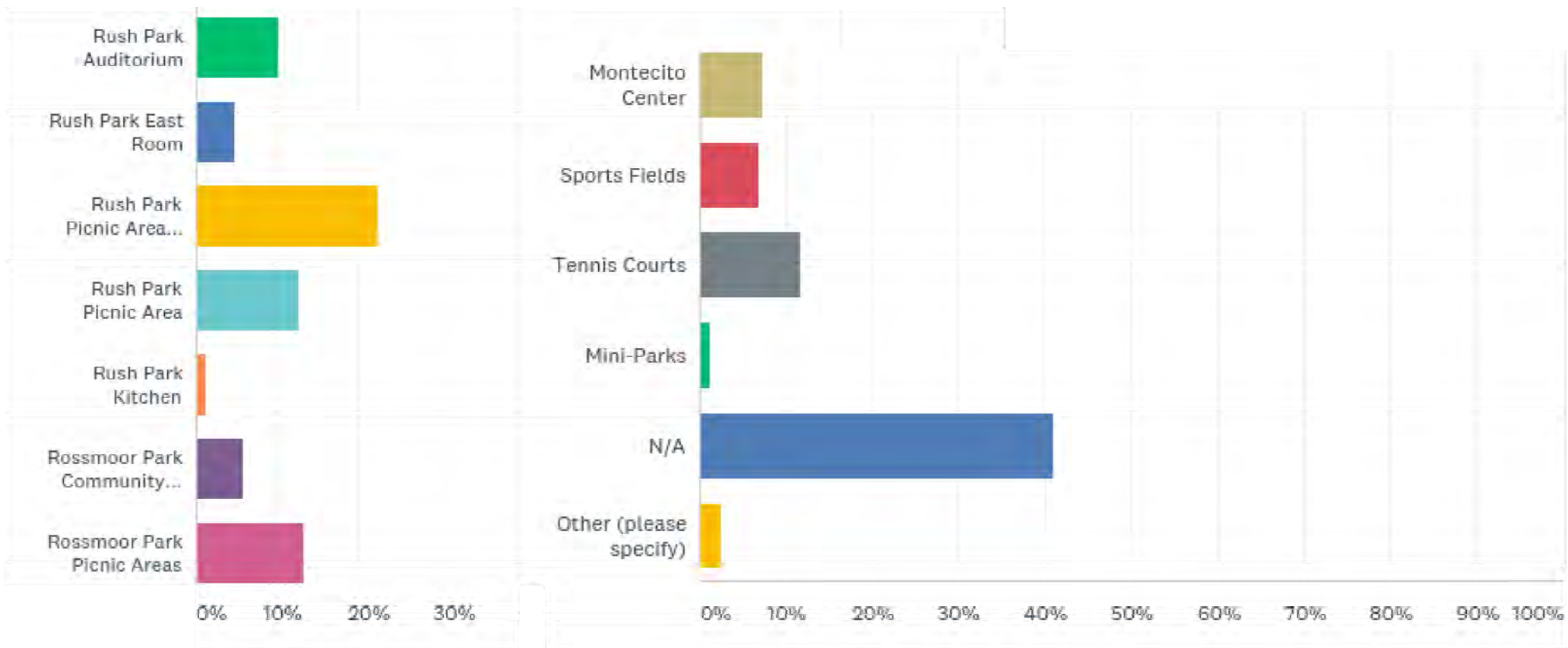
Q7: Which age group would you most like to see programs added/enhanced for? (check all that apply)

Answered: 599 Skipped: 17

ANSWER CHOICES	RESPONSES	
Adults	32.05%	192
Teens	20.20%	121
Middle School	16.86%	101
Elementary	21.37%	128
Preschool	10.35%	62
Seniors	19.70%	118
All of the above	38.90%	233
Total Respondents: 599		

Q8: Which Rossmoor facilities do you reserve most often? (check all that apply)

Answered: 599 Skipped: 17



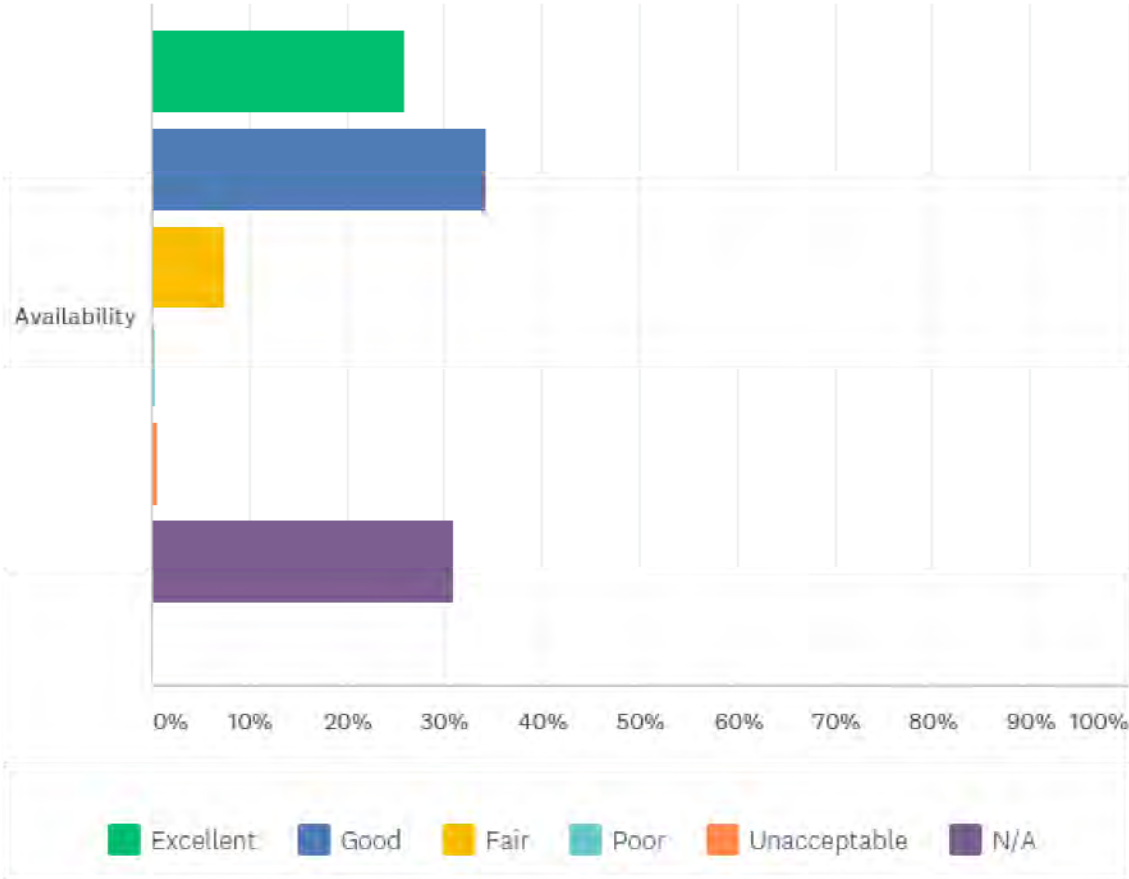
Q8: Which Rossmoor facilities do you reserve most often? (check all that apply)

Answered: 599 Skipped: 17

ANSWER CHOICES	RESPONSES	
Rush Park Auditorium	10.18%	61
Rush Park East Room	4.84%	29
Rush Park Picnic Area with Canopy	22.54%	135
Rush Park Picnic Area	12.69%	76
Rush Park Kitchen	1.34%	8
Rossmoor Park Community Center	5.84%	35
Rossmoor Park Picnic Areas	13.36%	80
Montecito Center	7.35%	44
Sports Fields	6.84%	41
Tennis Courts	11.69%	70
Mini-Parks	1.34%	8
N/A	40.90%	245
Other (please specify)	2.50%	15
Total Respondents: 599		

Q9: How would you rate the availability of rental facilities in Rossmoor? (please do not include last-minute reservations)

Answered: 587 Skipped: 29



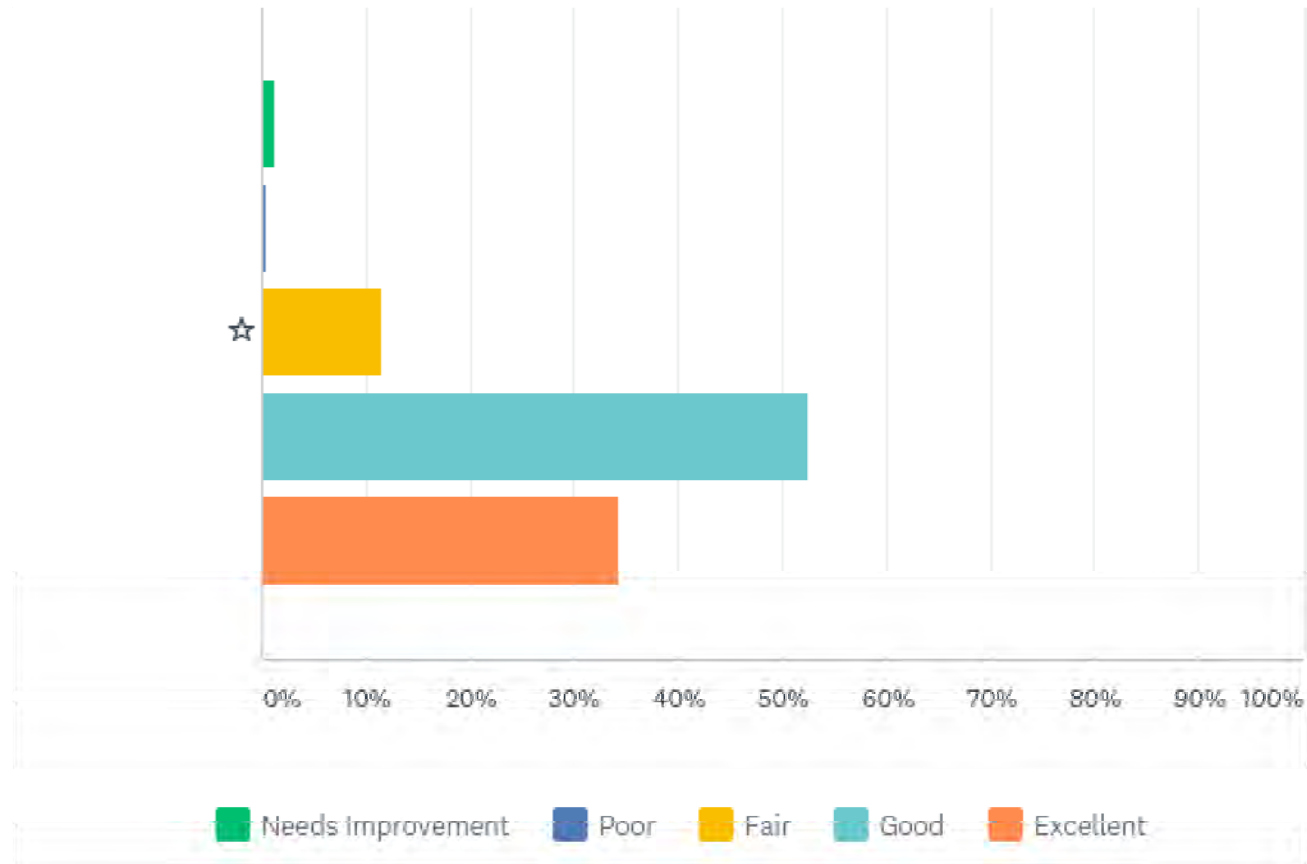
Q9: How would you rate the availability of rental facilities in Rossmoor? (please do not include last-minute reservations)

Answered: 587 Skipped: 29

	EXCELLENT	GOOD	FAIR	POOR	UNACCEPTABLE	N/A	TOTAL	WEIGHTED AVERAGE
Availability	25.89%	34.41%	7.50%	0.51%	0.68%	31.01%		
	152	202	44	3	4	182	587	1.78

Q10: Overall how would you rate the quality of Rossmoor's programs, parks and facilities? (5 stars being the highest)

Answered: 589 Skipped: 27



Q10: Overall how would you rate the quality of Rossmoor's programs, parks and facilities? (5 stars being the highest)

Answered: 589 Skipped: 27

	NEEDS IMPROVEMENT	POOR	FAIR	GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	1.19%	0.51%	11.54%	52.46%	34.30%		
	7	3	68	309	202	589	4.18

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Initiated by Liz Deering *e.d.*
Subject: REGULAR RCSD BOARD MEETING MINUTES OF APRIL 9,
2019

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of April 9, 2019 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of April 9, 2019 as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Regular RCSD Board Meeting Minutes of April 9, 2019



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, April 9, 2019

A. ORGANIZATION

1. CALL TO ORDER: 7:05 P.M.

- 2. ROLL CALL:** Directors DeMarco, Nitikman
President Casey
Directors Kahlert and Maynard had excused absences

- 3. PLEDGE OF ALLEGIANCE:** Los Alamitos Unified School District students Lena and Kylie
Nein

4. PRESENTATIONS:

a. President Ron Casey, Presentation of Proclamation of Commendation to Retiring Los Alamitos Unified School District Superintendent Dr. Sherry Kropp

RCSD Board President Ron Casey presented flowers and a proclamation of commendation to retiring Los Alamitos Unified School District Superintendent, Dr. Sherry Kropp. Dr. Kropp thanked the RCSD Board for the recognition and complimented the District for its professionalism and support of young people over the years, praised the LAUSD Board of Education and colleagues and introduced new LAUSD Superintendent, Dr. Andrew Pulver. She thanked the Board for their service. Photos were taken. The presentation was received and filed.

b. Orange County Traffic Engineering Department Representative, Wei Zhu Re: Rossmoor Traffic and Safety Update

Orange County Traffic Engineering Department Representative, Wei Zhu introduced herself to the RCSD Board and answered questions relative to community traffic, crosswalks, speed control and scheduling additional shared bike lane road markings to coordinate with upcoming road work and slurry sealing. The presentation was received and filed.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Beverly Houghton, with the Rossmoor Homeowners Association, provided a brief overview of the upcoming Rossmoor Community Festival event on Sunday, May 5 from 11 a.m. until 4 p.m. at Rush Park in Rossmoor. She encouraged everyone to attend, enjoy the food and see new attractions like the petting zoo as well as the traditional car show and dog parade.

D. REPORTS TO THE BOARD:

1. REPORT OF THE TREE COMMITTEE RE: MEETING OF MARCH 26, 2019

The General Manager reported that the Tree Committee met on March 26, 2019. Discussion ensued regarding a Rossmoor resident appeal to the Committee to have the Sycamore tree planted in the parkway in front of his home removed due to his concern over the health and safety of the tree. The Committee denied the request for removal based on a factual assessment of the tree by District Arborist Mary Kingman and by evaluation of the tree by consulting arborist Chris Meador who was hired by the resident. The Committee requested that a safety trim be performed on the tree by District contractors. Mary Kingman confirmed that the safety trim would be scheduled in April 2019.

On advice from District Legal Counsel, it was determined that the District would explore the option of an M.O.U. agreement with the County of Orange that would enable enforcement of the RCSD Tree Protection Ordinance. The Committee, Manager and District Counsel would also explore the option of an Administrative Remedies Ordinance that would be enforced by the District and would also include a cost recovery option for damaged or destroyed District trees. The Committee also requested that a mailer be sent to all current Rossmoor residents that details current Tree Protection Policy information.

The Committee and staff discussed vacant parkways and whether to enforce the RCSD Policy 3080. The Tree Committee decided the amount of vacant sites did not warrant action at this time and that the current focus should be on caring for existing trees and on planting trees in parkways that are suitable for a tree and for residents who are in compliance. The report was received and filed.

2. REPORT OF THE GENERAL MANAGER RE: DISTRICT FACILITY SAFETY AND USAGE AUDIT

The General Manager reported that he had meetings with staff to discuss safety standards, use of facilities, potential new use of facilities, development of daily inspection reports for parks, buildings and playgrounds, need for a deferred maintenance schedule, long and short term rentals, facility user insurance requirements, and other items associated with the District's facilities. These meetings resulted in a number of findings, which prompted a report to inform the Board of procedures and upgrades that are being implemented to District operations and management. A PowerPoint presentation was shown illustrating areas that had been improved and areas scheduled for future improvements. The General Manager stated that the review was not a one-time process. In addition to the daily/weekly/monthly inspections, the District will continue to conduct an annual comprehensive audit of safety and facility usage.

Rossmoor Homeowners Association President Ralph Vartabedian opined relative to the District's request that the RHA clear out files and miscellaneous supplies and equipment from the Rush Park auditorium auxiliary room. He requested that the RHA be allowed to retain the room and alleged that the RHA needed the room for meeting purposes. He appointed a Rossmoor historian to organize and archive the files and offered to lease the space if required.

The General Manager responded that he agreed that some of the files were important historical documents and he had previously made arrangements with Mr. Vartabedian to assist with archiving those files identified as having historical value. The General Manager stated that most of the files needed to be purged, consolidated and digitized to reduce clutter. He added that the equipment could be relocated to free up space for community use.

Director Nitikman stated that he sympathized with the RHA, but understood the need for the facility audit. He wondered if a leasing arrangement could be explored with the RHA for another smaller storage area. Director DeMarco opined that the RHA space was underutilized and cluttered. He encouraged the General Manager to proceed with his goal to bring the District facilities into a state of highest and best use for all. The report was received and filed.

E. CONSENT CALENDAR:

1a. MINUTES OF THE REGULAR BOARD MEETING—March 12, 2019

2. REVENUE AND EXPENDITURE REPORT—February 2019

Motion by Director Nitikman, seconded by Director DeMarco, to approve the Consent Calendar as submitted. Motion passed 3-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 19-04-09-01 RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT, BY AND THROUGH THE DISTRICT GENERAL MANAGER, TO ACCESS STATE AND LOCAL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, LICENSING OR CERTIFICATION PURPOSES

Approve by roll call vote, Resolution No. 19-04-09-01 by reading the title only and waiving further reading as follows:

RESOLUTION NO. 19-04-09-01 A RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT, BY AND THROUGH THE DISTRICT GENERAL MANAGER, TO ACCESS STATE AND LOCAL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, LICENSING OR CERTIFICATION PURPOSES

Motion by Director DeMarco, seconded by Director Mark Nitikman to approve Resolution No. 19-04-09-01. The resolution was unanimously approved by roll call vote, 3-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF CULINARY PROGRAM AGREEMENT WITH CHEF STEVE GOSTIN, FOUNDER/CHIEF

OPERATING OFFICER, CULINARY NETWORKING GROUP LLC, DBA OC CHEF CONCIERGE, INC. FOR A CULINARY PROGRAM AT RUSH PARK KITCHEN

Discussion and possible action regarding staff recommendation to approve the proposed agreement with Chef Steve Gostin, Managing Partner, OC Chef Concierge, Inc. for a Rossmoor culinary program at the Rush Park Kitchen. The General Manager reported that at its March 12, 2019 board meeting the RCSD Board voted to table this item until its April 9, 2019 regular meeting.

The General Manager stated that as part of the District’s overall goal towards more comprehensive usage of its real property assets, staff contacted several qualified culinary candidates to see if they would be interested in assisting the District in developing a culinary program at Rush Park. Although some of the vendors seemed uninterested in the District’s partnership proposal, Chef Steve Gostin, former Director of Culinary at The Art Institute of California in Orange County and owner of OC Chef Concierge responded indicating his interest and motivation to work with the District. Chef Gostin stated that he could help the RCSD create a specialized program specific to our residents’ needs and desires. He also seemed to understand the District’s vision to provide entry level introduction to culinary arts classes at affordable rates and offered a wealth of ideas and experience.

Chef Steve Gostin introduced himself to the Board and presented an overview of his program proposal and professional experience.

Discussion ensued. Motion by Director Demarco, seconded by Director Nitikman, to approve the professional services agreement with OC Chef Concierge, Inc. for a Rossmoor Culinary Program at the Rush Park Kitchen. Motion passed 3-0.

2. DISCUSSION WITH GENERAL MANAGER RE: SCHEDULING OF RUSH PARK PARKING LOT TREE REPLACEMENTS ON BLUME DRIVE

The General Manager reported that since the Board of Directors had previously determined that the reconfiguration of the Rush Park parking lot planter was not possible, he recommended that the Board approve the replacement tree species for two large Indian Laurel Fig trees that were removed from the Rush Park parking lot planter. The Tree Committee met on January 3, 2019 and agreed with the District Arborist’s recommendation that the replacement tree species should be the Marina Strawberry Tree in a 36’ box size, to be planted at the end of April 2019.

Discussion ensued. Motion by Director Nitikman, seconded by Director DeMarco, to approve planting two Marina Strawberry Trees at the end of April 2019, to replace the two Indian Laurel Fig Trees removed from Rush Park parking lot planter location. Motion passed 3-0.

I. GENERAL MANAGER ITEMS:

General Manager Joe Mendoza reported that the District has sent out the Rossmoor Facilities and Programs Survey and staff would be collecting additional responses from the RCSD booth at the Rossmoor Community Festival on May 5, 2019 and would present the results at the May 14, 2019 board meeting. The General Manager stated that he would be meeting with a number of local religious leaders interested in organizing and conducting a National Prayer Day event on May 2, 2019 at Rush Park and renting space for the event. He reported that new LED lighting has been

successfully installed in all District facilities. The lighting at the Rossmoor Tennis Courts was reported as too dim so staff is researching solutions with the contractor. New flooring is soon to be installed at Montecito Center. He stated that the Traffic and Safety Ad Hoc Committee, comprised of two RCSD Board members, two LAUSD representatives, two RHA representatives and two representatives from the community, met on April 4, 2019. Two topics were discussed: street sweeping and the traffic and overflow parking issue along Montecito Road. Regarding street sweeping, staff is researching alternate days, alternate sides of the streets and obtaining a route from R.F. Dickson. Ultimately the proposed plan for street sweeping would be brought before the RCSD Board and the County Board of Supervisors for concurrence; stakeholder meetings would be held throughout the process. The General Manager stated that he would be meeting with the Seal Beach City Manager and Assemblyman Tyler Diep to discuss feasible solutions for the parking overflow issues along Montecito Road. The next meeting of the Ad Hoc Committee was scheduled for May 9, 2019. The report was received and filed.

J. BOARD MEMBER ITEMS:

Director DeMarco reported that he had attended the Ad Hoc Traffic and Safety Committee meeting on April 4, 2019. A lot of promising ideas had been generated and would need to be brought to the County Supervisor for consideration. The overflow parking issue was discussed; however, available options for remediating the situation are limited due to jurisdiction and lack of space. Director DeMarco requested that the General Manager verify that the LED streetlight located on Shakespeare Road. was the correct color temperature and wattage, since it appeared to be slightly off color. The General Manager agreed. Director DeMarco praised the General Manager for a great facility usage and safety audit report and encouraged him to proceed with his plans and keep up the good work. Finally, he congratulated Dr. Sherry Kropp on her retirement, stating that she had done great work over the years for an exceptional school district and wished her luck.

Director Nitikman wished incoming Los Alamitos Unified School District Superintendent, Dr. Andrew Pulver luck in his new role. He asked if there were any new developments on the street sweeping issue. The General Manager responded that the street sweeping discussion had been part of the last Ad Hoc Committee Meeting on April 4, 2019. He met with R.F. Dickson regarding alternative sweeping schedules and methods which would require a change in the County ordinance. Signage requirements were currently being researched. Director Nitikman encouraged the General Manager to reach out to the Shops at Rossmoor property owners to see if they would provide leasing opportunities for overflow parking remediation. He concluded by encouraging everyone to attend the Rossmoor Community Festival on Sunday, May 5, 2019 at Rush Park.

President Casey concurred with Director DeMarco's summary of the Traffic and Safety Ad Hoc Committee meeting. He opined that the issues were complex and more would be known after the District meets with the County, City of Seal Beach and Assemblyman Diep. President Casey stated that he was pleased that there had been over 250 responses to the Rossmoor Survey and he looked forward to even more following the Rossmoor Community Festival. He extended best wishes to outgoing Superintendent Dr. Sherry Kropp. He remarked that she had been an extraordinary leader and incoming Superintendent, Dr. Andrew Pulver seemed to have the background and skillset to hit the ground running. President Casey stated that he agreed the culinary program was a good idea for the District and community. The kitchen was fully equipped and would only require minimal

improvements to be utilized for cooking classes. President Casey stated that the General Manager's facility safety and usage report was exceptional. He was confident that the District facilities would be run more efficiently as a result and a satisfactory solution would be found for the Rossmoor Homeowners Association. He thanked Wei Zhu for her traffic and road work update and information on the process for adding shared bike lane markers throughout Rossmoor.

K. GENERAL COUNSEL ITEMS: None

L. CLOSED SESSION: None

M. ADJOURNMENT:

Motion by Director DeMarco, seconded by Director Nitikman, to adjourn the regular meeting at 9:10 p.m. Motion passed 3-0.

SUBMITTED BY:

Joe Mendoza
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza *JM*
Initiated by Accountant-Bookkeeper Kathy Bell *kb*
Subject: REVENUE & EXPENDITURE REPORT – MARCH 2019

RECOMMENDATION:

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

BACKGROUND:

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

ATTACHMENTS:

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

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 March 2019 @ 75.0%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	954,930.00	954,930.00	628,482.57	64,548.24	326,447.43	65.8
STREET LIGHT ASSESSMENTS	339,900.00	339,900.00	219,868.20	22,483.60	120,031.80	64.7
USE OF MONEY AND PROPERTY	8,000.00	20,000.00	7,308.95	0.00	12,691.05	36.5
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	2,548.47	0.00	57,851.53	4.2
FEES AND SERVICES	190,000.00	190,000.00	128,734.94	16,416.50	61,265.06	67.8
OTHER REVENUE	22,000.00	22,000.00	20,776.01	340.51	1,223.99	94.4
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
Total Revenues	1,575,230.00	1,587,230.00	1,007,719.14	103,788.85	579,510.86	63.5
Expenditures						
TRANSFER OUT - CIP FUND 40	0.00	60,000.00	0.00	0.00	0.00	0.0
ADMINISTRATION 1, 2, 3	818,279.00	819,795.41	633,783.29	76,738.02	186,012.12	77.3
RECREATION 4	41,400.00	45,765.93	43,754.90	4,000.00	2,011.03	95.6
ROSSMOOR PARK 5	107,900.00	100,508.04	66,854.57	8,211.96	33,653.47	66.5
MONTECITO CENTER 5, 6	20,624.00	27,558.58	21,203.89	4,990.54	6,354.69	76.9
RUSH PARK 5, 7	127,480.00	142,829.58	118,579.07	10,689.24	24,250.51	83.0
STREET LIGHTING	103,000.00	103,000.00	70,785.45	16,601.25	32,214.55	68.7
ROSSMOOR WALL	2,300.00	5,300.00	4,262.04	0.00	1,037.96	80.4
STREET SWEEPING	55,120.00	55,120.00	37,814.61	0.00	17,305.39	68.6
PARKWAY TREES	113,380.00	127,225.00	81,609.14	13,364.50	45,615.86	64.1
MINI-PARKS, MEDIANS & TRIANGLE 2	13,392.00	20,370.54	17,433.09	848.42	2,937.45	85.6
Total Expenditures	1,402,875.00	1,507,473.08	1,096,080.05	135,443.93	351,393.03	72.7

Audited Fund Balance at June 30, 2018: \$1,009,301

Please Note: Footnotes have been moved from last page to this Summary Report page.

- | | |
|---|--|
| # 1. Vehicle Allowance 10-10-4007 | Change in management. Personal vehicle used more. Will be adjusted in with ETC |
| # 2. Computer Costs 10-10-5021 | New category. Will be adjusted with the ETC and new budget. |
| #3. Legal Counsel 10-10-5610 | Higher costs due Administrative changes in FY. |
| #4 Community Events 10-20-5017 | Deposits for Summer events have been paid. Will be adjusted in audit. |
| #5. Vehicle Maintenance 10-30-40-50-5030, | Higher gas costs and usage of company trucks. |
| #6. Alarm Systems 10-40-5032 | Alarm Services are full paid for this fiscal year. |
| #7. Building & Grounds Maint. 10-50-5032 | Smaller chairs purchased to replace old chairs and increase storage space in auditorium. |

REVENUE REPORT
MARCH 2019 @ 75%

Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	954,930.00	954,930.00	628,482.57	64,548.24	0.00	326,447.43	65.8
ASSESSMENTS	339,900.00	339,900.00	219,868.20	22,483.60	0.00	120,031.80	64.7
USE OF MONEY AND PROPERTY	8,000.00	20,000.00	7,308.95	0.00	0.00	12,691.05	36.5
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	2,548.47	0.00	0.00	57,851.53	4.2
FEES AND SERVICES	190,000.00	190,000.00	128,734.94	16,416.50	0.00	61,265.06	67.8
OTHER REVENUE	22,000.00	22,000.00	20,776.11	340.51	0.00	1,223.89	94.4
Dept: 00	1,575,230.00	1,587,230.00	1,007,719.24	103,788.85	0.00	579,510.76	63.5
Revenues	1,575,230.00	1,587,230.00	1,007,719.24	103,788.85	0.00	579,510.76	63.5
Grand Total Net Effect:	1,575,230.00	1,587,230.00	1,007,719.24	103,788.85	0.00	579,510.76	

EXPENDITURE REPORT
MARCH 2019 @ 75%

Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019

Fund: 10 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 00							
OPERATIONS AND MAINTENANCE	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Dept: 00	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Dept: 10 ADMINISTRATION 1							
SALARIES AND BENEFITS	656,214.00	649,400.00	500,130.63	62,069.11	0.00	149,269.37	77.0
OPERATIONS AND MAINTENANCE 2	101,065.00	98,689.00	74,042.00	7,855.62	0.00	24,647.00	75.0
CONTRACT SERVICES 3	59,000.00	69,706.41	59,610.66	6,813.29	0.00	10,095.75	85.5
CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
ADMINISTRATION	818,279.00	819,795.41	633,783.29	76,738.02	0.00	186,012.12	77.3
Dept: 20 RECREATION 4							
SALARIES AND BENEFITS	100.00	0.00	0.00	0.00	0.00	0.00	0.0
OPERATIONS AND MAINTENANCE	40,000.00	44,750.00	43,238.97	4,000.00	0.00	1,511.03	96.6
CONTRACT SERVICES	800.00	515.93	515.93	0.00	0.00	0.00	100.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
RECREATION	41,400.00	45,765.93	43,754.90	4,000.00	0.00	2,011.03	95.6
Dept: 30 ROSSMOOR PARK							
OPERATIONS AND MAINTENANCE 5	77,800.00	72,028.00	42,268.21	5,593.41	0.00	29,759.79	58.7
CONTRACT SERVICES	30,100.00	28,480.04	24,586.36	2,618.55	0.00	3,893.68	86.3
ROSSMOOR PARK	107,900.00	100,508.04	66,854.57	8,211.96	0.00	33,653.47	66.5
Dept: 40 MONTECITO CENTER							
OPERATIONS AND MAINTENANCE 5,6	15,424.00	23,779.00	18,105.76	4,699.59	0.00	5,673.24	76.1
CONTRACT SERVICES	4,700.00	3,279.58	3,098.13	290.95	0.00	181.45	94.5
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	20,624.00	27,558.58	21,203.89	4,990.54	0.00	6,354.69	76.9
Dept: 50 RUSH PARK							
OPERATIONS AND MAINTENANCE 5,7	97,580.00	114,350.00	94,263.16	8,070.69	0.00	20,086.84	82.4
CONTRACT SERVICES	29,900.00	28,479.58	24,315.91	2,618.55	0.00	4,163.67	85.4
RUSH PARK	127,480.00	142,829.58	118,579.07	10,689.24	0.00	24,250.51	83.0
Dept: 60 STREET LIGHTING							
CONTRACT SERVICES	103,000.00	103,000.00	70,785.45	16,601.25	0.00	32,214.55	68.7
STREET LIGHTING	103,000.00	103,000.00	70,785.45	16,601.25	0.00	32,214.55	68.7
Dept: 65 ROSSMOOR WALL							

EXPENDITURE REPORT
MARCH 2019 @ 75%

Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,300.00	5,300.00	4,262.04	0.00	0.00	1,037.96	80.4
ROSSMOOR WALL	2,300.00	5,300.00	4,262.04	0.00	0.00	1,037.96	80.4
Dept: 70 STREET SWEEPING							
CONTRACT SERVICES	55,120.00	55,120.00	37,814.61	0.00	0.00	17,305.39	68.6
STREET SWEEPING	55,120.00	55,120.00	37,814.61	0.00	0.00	17,305.39	68.6
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	780.00	375.00	372.56	0.00	0.00	2.44	99.3
OPERATIONS AND MAINTENANCE	100.00	1,050.00	1,129.00	564.50	0.00	-79.00	107.5
CONTRACT SERVICES	86,500.00	93,800.00	63,977.58	0.00	0.00	29,822.42	68.2
CAPITAL EXPENDITURES	26,000.00	32,000.00	16,130.00	12,800.00	0.00	15,870.00	50.4
PARKWAY TREES	113,380.00	127,225.00	81,609.14	13,364.50	0.00	45,615.86	64.1
Dept: 90 MINI-PARKS AND MEDIANS							
OPERATIONS AND MAINTENANCE	10,042.00	17,450.00	14,585.66	557.47	0.00	2,864.34	83.6
CONTRACT SERVICES	3,250.00	2,820.54	2,847.43	290.95	0.00	-26.89	101.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	13,392.00	20,370.54	17,433.09	848.42	0.00	2,937.45	85.6
Expenditures	1,402,875.00	1,507,473.08	1,096,080.05	135,443.93	0.00	411,393.03	72.7
Grand Total Net Effect:	-1,402,875.00	-1,507,473.08	-1,096,080.05	-135,443.93	0.00	-411,393.03	

REVENUE/EXPENDITURE REPORT
MARCH 2019 @ 75%

Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	881,680.00	881,680.00	573,872.47	62,780.31	0.00	307,807.53	65.1
3001	Current unsecured prop tax	27,000.00	27,000.00	26,489.23	0.00	0.00	510.77	98.1
3002	Prior secured property taxes	7,100.00	7,100.00	4,302.54	323.71	0.00	2,797.46	60.6
3003	Prior unsecured prop taxes	350.00	350.00	0.00	0.00	0.00	350.00	0.0
3004	Delinquent property taxes	800.00	800.00	0.00	0.00	0.00	800.00	0.0
3010	Current supplemental assessmt	24,000.00	24,000.00	15,769.79	1,444.22	0.00	8,230.21	65.7
3020	Public utility tax	14,000.00	14,000.00	8,048.54	0.00	0.00	5,951.46	57.5
PROPERTY TAXES		954,930.00	954,930.00	628,482.57	64,548.24	0.00	326,447.43	65.8
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	339,900.00	339,900.00	219,868.20	22,483.60	0.00	120,031.80	64.7
ASSESSMENTS		339,900.00	339,900.00	219,868.20	22,483.60	0.00	120,031.80	64.7
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	8,000.00	20,000.00	7,308.95	0.00	0.00	12,691.05	36.5
USE OF MONEY AND PROPERTY		8,000.00	20,000.00	7,308.95	0.00	0.00	12,691.05	36.5
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,400.00	5,400.00	2,548.46	0.00	0.00	2,851.54	47.2
3305	County street sweep reimburse	55,000.00	55,000.00	0.01	0.00	0.00	54,999.99	0.0
OTHER GOVERNMENT AGENCIES		60,400.00	60,400.00	2,548.47	0.00	0.00	57,851.53	4.2
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	25,000.00	25,000.00	15,693.31	1,921.50	0.00	9,306.69	62.8
3405	Wall Rental	500.00	500.00	340.00	40.00	0.00	160.00	68.0
3406	Ball field reservations	25,000.00	25,000.00	18,318.50	2,160.50	0.00	6,681.50	73.3
3410	Rossmoor building rental	18,500.00	18,500.00	13,969.75	1,842.50	0.00	4,530.25	75.5
3412	Montecito building rental	27,000.00	27,000.00	20,976.88	2,716.00	0.00	6,023.12	77.7
3414	Rush Park Building Rental	94,000.00	94,000.00	59,436.50	7,736.00	0.00	34,563.50	63.2
FEES AND SERVICES		190,000.00	190,000.00	128,734.94	16,416.50	0.00	61,265.06	67.8
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	2,000.00	2,000.00	776.11	340.51	0.00	1,223.89	38.8
3502	Administrative Fee	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
OTHER REVENUE		22,000.00	22,000.00	20,776.11	340.51	0.00	1,223.89	94.4
Dept: 00		1,575,230.00	1,587,230.00	1,007,719.24	103,788.85	0.00	579,510.76	63.5
Revenues		1,575,230.00	1,587,230.00	1,007,719.24	103,788.85	0.00	579,510.76	63.5
Expenditures								
Dept: 00								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
9997	Transfer Out	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
OPERATIONS AND MAINTENANCE		0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Dept: 00		0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	8,000.00	8,000.00	3,566.75	700.00	0.00	4,433.25	44.6
4006	SALARY - ADMINISTRATION	236,000.00	236,000.00	176,437.19	16,523.84	0.00	59,562.81	74.8
4007	Vehicle Allowance	250.00	500.00	516.87	16.65	0.00	-16.87	103.4
4008	SALARY - RECREATION	114,764.00	120,500.00	108,990.79	11,615.42	0.00	11,509.21	90.4
4009	SALARY - PARK/TREE MAINTENANCE	142,800.00	130,000.00	92,784.01	10,168.98	0.00	37,215.99	71.4
4010	Workers Compensation Insurance	27,000.00	27,000.00	15,132.79	4,405.74	0.00	11,867.21	56.0
4011	Medical Insurance	91,000.00	91,000.00	71,225.85	15,576.68	0.00	19,774.15	78.3
4015	Federal Payroll Tax -FICA	34,000.00	36,400.00	31,476.38	3,061.80	0.00	4,923.62	86.5

Handwritten notes and calculations:

11/25 104
12/28 65
1344
840
1484

REVENUE/EXPENDITURE REPORT
MARCH 2019 @ 75%

Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4018 State Payroll Taxes	2,400.00	0.00	0.00	0.00	0.00	0.00	0.0
SALARIES AND BENEFITS	656,214.00	649,400.00	500,130.63	62,069.11	0.00	149,269.37	77.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	17,500.00	19,774.00	19,774.48	0.00	0.00	-0.48	100.0
5004 Memberships and Dues	6,400.00	7,200.00	6,670.88	0.00	0.00	529.12	92.7
5006 Travel & Meetings	1,000.00	1,550.00	1,103.83	201.50	0.00	446.17	71.2
5007 Televised Meeting Costs	21,100.00	21,100.00	12,498.20	0.00	0.00	8,601.80	59.2
5010 Publications & Legal Notices	6,500.00	6,500.00	5,623.79	1,011.76	0.00	876.21	86.5
5012 Printing	1,000.00	1,000.00	836.80	123.91	0.00	163.20	83.7
5014 Postage	2,000.00	2,700.00	2,459.68	235.00	0.00	240.32	91.1
5016 Office Supplies	9,000.00	9,000.00	6,941.35	1,330.29	0.00	2,058.65	77.1
5020 Telephone	14,365.00	14,365.00	8,275.79	981.82	0.00	6,089.21	57.6
5021 Computer Costs (2)	3,700.00	3,700.00	4,092.14	518.64	0.00	-392.14	110.6
5045 Miscellaneous Expenditures	9,000.00	9,000.00	3,487.13	3,245.26	0.00	5,512.87	38.7
5046 Bank Service Charge	2,000.00	2,800.00	2,277.93	207.44	0.00	522.07	81.4
5050 Elections	7,500.00	0.00	0.00	0.00	0.00	0.00	0.0
OPERATIONS AND MAINTENANCE	101,065.00	98,689.00	74,042.00	7,855.62	0.00	24,647.00	75.0
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel (2)	23,000.00	28,000.00	26,800.00	3,460.00	0.00	1,200.00	95.7
5615 Financial Audit-Consulting	12,000.00	12,940.00	12,940.00	0.00	0.00	0.00	100.0
5670 Other Professional Services	24,000.00	28,766.41	19,870.66	3,353.29	0.00	8,895.75	69.1
CONTRACT SERVICES	59,000.00	69,706.41	59,610.66	6,813.29	0.00	10,095.75	85.5
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
ADMINISTRATION	818,279.00	819,795.41	633,783.29	76,738.02	0.00	186,012.12	77.3
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4007 Vehicle Allowance	100.00	0.00	0.00	0.00	0.00	0.00	0.0
SALARIES AND BENEFITS	100.00	0.00	0.00	0.00	0.00	0.00	0.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	550.00	0.00	0.00	0.00	0.00	0.00	0.0
5017 Community Events (4)	30,000.00	36,000.00	35,238.97	4,000.00	0.00	761.03	97.9
5019 Fireworks	8,700.00	8,000.00	8,000.00	0.00	0.00	0.00	100.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	40,000.00	44,750.00	43,238.97	4,000.00	0.00	1,511.03	96.6
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	800.00	515.93	515.93	0.00	0.00	0.00	100.0
CONTRACT SERVICES	800.00	515.93	515.93	0.00	0.00	0.00	100.0
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
RECREATION	41,400.00	45,765.93	43,754.90	4,000.00	0.00	2,011.03	95.6
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	2,230.23	264.75	0.00	2,269.77	49.6
5022 Utilities	14,000.00	14,000.00	8,639.68	70.38	0.00	5,360.32	61.7
5023 Water	25,750.00	20,000.00	9,578.53	259.00	0.00	10,421.47	47.9

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019

Fund: 10 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5025 SECURED PROP TAX	950.00	928.00	927.66	0.00	0.00	0.34	100.0
5030 Vehicle Maintenance	800.00	800.00	831.15	74.32	0.00	-31.15	103.9
5032 Building & Grounds-Maintenance (5)	30,000.00	30,000.00	19,087.49	4,507.24	0.00	10,912.51	63.6
5034 Alarm Systems	850.00	850.00	666.75	111.00	0.00	183.25	78.4
5045 Miscellaneous Expenditures	450.00	450.00	306.72	306.72	0.00	143.28	68.2
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	77,800.00	72,028.00	42,268.21	5,593.41	0.00	29,759.79	58.7
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	28,000.00	28,000.00	24,106.32	2,618.55	0.00	3,893.68	86.1
5656 Tree Trimming	1,300.00	0.00	0.00	0.00	0.00	0.00	0.0
5670 Other Professional Services	800.00	480.04	480.04	0.00	0.00	0.00	100.0
CONTRACT SERVICES	30,100.00	28,480.04	24,586.36	2,618.55	0.00	3,893.68	86.3
ROSSMOOR PARK	107,900.00	100,508.04	66,854.57	8,211.96	0.00	33,653.47	66.5
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	2,230.23	264.75	0.00	2,269.77	49.6
5022 Utilities	2,000.00	2,000.00	1,099.29	161.51	0.00	900.71	55.0
5023 Water	1,834.00	2,000.00	1,584.69	123.07	0.00	415.31	79.2
5025 SECURED PROP TAX	790.00	779.00	779.04	0.00	0.00	-0.04	100.0
5030 Vehicle Maintenance (5)	800.00	1,000.00	831.15	74.32	0.00	168.85	83.1
5032 Building & Grounds-Maintenance	4,000.00	12,000.00	10,616.40	3,561.94	0.00	1,383.60	88.5
5034 Alarm Systems (L)	500.00	500.00	564.96	114.00	0.00	-64.96	113.0
5045 Miscellaneous Expenditures	500.00	500.00	400.00	400.00	0.00	100.00	80.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	15,424.00	23,779.00	18,105.76	4,699.59	0.00	5,673.24	76.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	2,800.00	2,800.00	2,618.55	290.95	0.00	181.45	93.5
5656 Tree Trimming	1,100.00	0.00	0.00	0.00	0.00	0.00	0.0
5670 Other Professional Services	800.00	479.58	479.58	0.00	0.00	0.00	100.0
CONTRACT SERVICES	4,700.00	3,279.58	3,098.13	290.95	0.00	181.45	94.5
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	20,624.00	27,558.58	21,203.89	4,990.54	0.00	6,354.69	76.9
Dept: 50 RUSH PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	2,236.91	265.54	0.00	2,263.09	49.7
5022 Utilities	22,000.00	25,000.00	18,204.56	1,566.89	0.00	6,795.44	72.8
5023 Water	37,080.00	39,000.00	31,883.13	0.00	0.00	7,116.87	81.8
5025 SECURED PROP TAX	3,700.00	3,550.00	3,550.22	0.00	0.00	-0.22	100.0
5030 Vehicle Maintenance (5)	800.00	800.00	831.83	74.54	0.00	-31.83	104.0
5032 Building & Grounds-Maintenance (7)	28,000.00	40,000.00	37,022.96	5,963.72	0.00	2,977.04	92.6
5034 Alarm Systems	750.00	750.00	333.55	0.00	0.00	416.45	44.5
5045 Miscellaneous Expenditures	250.00	250.00	200.00	200.00	0.00	50.00	80.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	97,580.00	114,350.00	94,263.16	8,070.69	0.00	20,086.84	82.4
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	28,000.00	28,000.00	23,836.33	2,618.55	0.00	4,163.67	85.1

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Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	1,100.00	0.00	0.00	0.00	0.00	0.00	0.0
5670	Other Professional Services	800.00	479.58	479.58	0.00	0.00	0.00	100.0
CONTRACT SERVICES		29,900.00	28,479.58	24,315.91	2,618.55	0.00	4,163.67	85.4
RUSH PARK								
127,480.00		142,829.58	118,579.07	10,689.24	0.00	24,250.51	83.0	
Dept: 60 STREET LIGHTING								
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	103,000.00	103,000.00	70,785.45	16,601.25	0.00	32,214.55	68.7
CONTRACT SERVICES		103,000.00	103,000.00	70,785.45	16,601.25	0.00	32,214.55	68.7
STREET LIGHTING								
103,000.00		103,000.00	70,785.45	16,601.25	0.00	32,214.55	68.7	
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,200.00	2,200.00	2,200.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	3,100.00	2,062.04	0.00	0.00	1,037.96	66.5
OPERATIONS AND MAINTENANCE		2,300.00	5,300.00	4,262.04	0.00	0.00	1,037.96	80.4
ROSSMOOR WALL								
2,300.00		5,300.00	4,262.04	0.00	0.00	1,037.96	80.4	
Dept: 70 STREET SWEEPING								
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,120.00	55,120.00	37,814.61	0.00	0.00	17,305.39	68.6
CONTRACT SERVICES		55,120.00	55,120.00	37,814.61	0.00	0.00	17,305.39	68.6
STREET SWEEPING								
55,120.00		55,120.00	37,814.61	0.00	0.00	17,305.39	68.6	
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4007	Vehicle Allowance	780.00	375.00	372.56	0.00	0.00	2.44	99.3
SALARIES AND BENEFITS		780.00	375.00	372.56	0.00	0.00	2.44	99.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5017	Community Events	0.00	1,000.00	1,129.00	564.50	0.00	-129.00	112.9
5030	Vehicle Maintenance	50.00	0.00	0.00	0.00	0.00	0.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE		100.00	1,050.00	1,129.00	564.50	0.00	-79.00	107.5
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	76,000.00	82,000.00	54,529.66	0.00	0.00	27,470.34	66.5
5657	Tree Care/Treatments	5,000.00	6,000.00	5,280.00	0.00	0.00	720.00	88.0
5660	TREE REMOVAL	2,500.00	2,800.00	1,410.00	0.00	0.00	1,390.00	50.4
5670	Other Professional Services	3,000.00	3,000.00	2,757.92	0.00	0.00	242.08	91.9
CONTRACT SERVICES		86,500.00	93,800.00	63,977.58	0.00	0.00	29,822.42	68.2
Acct Class: 60 CAPITAL EXPENDITURES								
6015	Trees	26,000.00	32,000.00	16,130.00	12,800.00	0.00	15,870.00	50.4
CAPITAL EXPENDITURES		26,000.00	32,000.00	16,130.00	12,800.00	0.00	15,870.00	50.4
PARKWAY TREES								
113,380.00		127,225.00	81,609.14	13,364.50	0.00	45,615.86	64.1	
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5022	Utilities	1,150.00	1,150.00	627.68	50.69	0.00	522.32	54.6
5023	Water	6,592.00	7,000.00	6,180.15	480.56	0.00	819.85	88.3
5032	Building & Grounds-Maintenance	2,000.00	9,000.00	7,777.83	26.22	0.00	1,222.17	86.4
5045	Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0

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Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5051	Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052	Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		10,042.00	17,450.00	14,585.66	557.47	0.00	2,864.34	83.6
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	2,800.00	2,800.00	2,618.55	290.95	0.00	181.45	93.5
5656	Tree Trimming	400.00	0.00	208.34	0.00	0.00	-208.34	0.0
5670	Other Professional Services	50.00	20.54	20.54	0.00	0.00	0.00	100.0
CONTRACT SERVICES		3,250.00	2,820.54	2,847.43	290.95	0.00	-26.89	101.0
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		13,392.00	20,370.54	17,433.09	848.42	0.00	2,937.45	85.6
Expenditures		1,402,875.00	1,507,473.08	1,096,080.05	135,443.93	0.00	411,393.03	72.7
Net Effect for GENERAL FUND		172,355.00	79,756.92	-88,360.81	-31,655.08	0.00	168,117.73	-110.8
Change in Fund Balance:				-88,360.81				

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	380,000.00	380,000.00	257,751.67	29,702.10	0.00	122,248.33	67.8
3101	Property assessments-prior yr	3,400.00	3,400.00	605.76	0.00	0.00	2,794.24	17.8
ASSESSMENTS		383,400.00	383,400.00	258,357.43	29,702.10	0.00	125,042.57	67.4
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	1,058.00	1,058.00	0.00	0.00	0.00	1,058.00	0.0
USE OF MONEY AND PROPERTY		1,058.00	1,058.00	0.00	0.00	0.00	1,058.00	0.0
Dept: 00		384,458.00	384,458.00	258,357.43	29,702.10	0.00	126,100.57	67.2
Revenues		384,458.00	384,458.00	258,357.43	29,702.10	0.00	126,100.57	67.2
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5617	Administrative Fees	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
5619	Bond Trustee	3,048.00	3,324.00	3,323.50	0.00	0.00	0.50	100.0
CONTRACT SERVICES		23,048.00	23,324.00	23,323.50	0.00	0.00	0.50	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	295,000.00	295,000.00	294,993.05	0.00	0.00	6.95	100.0
5801	Interest	56,265.00	56,265.00	54,035.66	0.00	0.00	2,229.34	96.0
DEBT SERVICE		351,265.00	351,265.00	349,028.71	0.00	0.00	2,236.29	99.4
RUSH PARK		374,313.00	374,589.00	372,352.21	0.00	0.00	2,236.79	99.4
Expenditures		374,313.00	374,589.00	372,352.21	0.00	0.00	2,236.79	99.4
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		10,145.00	9,869.00	-113,994.78	29,702.10	0.00	123,863.78	-1,155.1
Change in Fund Balance:				-113,994.78				

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Rossmoor Community

For the Period: 7/1/2018 to 3/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 35 OTHER REVENUE								
3600	TRANSFER IN/OUT OTHER FUNDS	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
	OTHER REVENUE	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Dept: 00								
Revenues		0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	37,825.00	0.00	0.00	0.00	37,825.00	0.0
	CAPITAL EXPENDITURES	0.00	37,825.00	0.00	0.00	0.00	37,825.00	0.0
ROSSMOOR PARK		0.00	37,825.00	0.00	0.00	0.00	37,825.00	0.0
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
	CAPITAL EXPENDITURES	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
MONTECITO CENTER		0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	8,148.00	0.00	0.00	0.00	8,148.00	0.0
	CAPITAL EXPENDITURES	0.00	8,148.00	0.00	0.00	0.00	8,148.00	0.0
RUSH PARK		0.00	8,148.00	0.00	0.00	0.00	8,148.00	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	11,500.00	16,500.00	4,359.82	0.00	0.00	12,140.18	26.4
	OPERATIONS AND MAINTENANCE	11,500.00	16,500.00	4,359.82	0.00	0.00	12,140.18	26.4
	CAPITAL PROJECTS	11,500.00	16,500.00	4,359.82	0.00	0.00	12,140.18	26.4
Expenditures		11,500.00	74,473.00	4,359.82	0.00	0.00	70,113.18	5.9
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		-11,500.00	-14,473.00	-4,359.82	0.00	0.00	-10,113.18	30.1
Change in Fund Balance:				-4,359.82				
Grand Total Net Effect:		171,000.00	75,152.92	-206,715.41	-1,952.98	0.00	281,868.33	

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: May 14, 2019

To: Honorable Board of Directors

From: General Manager Joe Mendoza *JM*

Subject: CITIZEN REQUEST: APPEAL OF NOTICE OF VIOLATION AND DEMAND TO PAY EXPENSES AND DAMAGES FOR UNAUTHORIZED TREE-PRUNING

BACKGROUND:

Applicable Law

Parkway and median trees within the District are governed by Policy No. 3080. Pursuant to Policy No. 3080, homeowners, residents and their agents are prohibited from planting, trimming, or removing parkway or median trees. Specifically, section 3080.14 of the Policy provides:

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

An action taken in violation of section 3080.14 is punishable as a misdemeanor. (Gov't Code § 61064(a); Penal Code § 19; Streets & Highways Code § 1460; Ordinance 2015-02; Policy No. 3080.60) In addition to misdemeanor penalties, under both state law and District Policy, any person violating these prohibitions is liable to the District for all expenses and damages caused thereby. (Streets & Highways Code § 1460; Policy No. 3080.82.)

If the resident fails or refuses to correct the violation and/or to pay the amount owed, the District may initiate litigation. (Policy No. 3080.83) Through litigation, the District may seek injunctive relief to restrain certain activities or to compel actions necessary to achieve compliance. The District may also seek a money judgment against the resident in the amount of the expenses and damages.

Any person who disputes the decision of the General Manager may appeal that decision to the Board of Directors. (Policy No. 3080.84(2).) The Board has full authority to uphold, modify or overturn the decision of the General Manager.

Summary of Facts

Mr. Glen Gomez telephoned the Rossmoor Community Services District on October 24, 2018 to request a trim of a parkway tree located at 3151 Oak Grove Road and voiced his concern of a leaning trunk on the same tree. He spoke with Mary Kingman. Mary Kingman inspected the California Sycamore tree in the front parkway on October 24, 2018 and found it to be in good health and without evidence of pest or disease occurrence. The lean was not determined to be significant and there was no evidence of an increase in the lean in recent years when compared with Google images going back to 2008. There is no history of limb failure on this tree. The tree was trimmed as part of the District grid trimming on December 12, 2017. The tree was not overgrown or exhibiting dead or hanging limbs within the crown and therefore did not qualify for a trim. Mary Kingman called and left a voice message for Mr. Gomez on October 24, 2018, stating her findings and offered to re-inspect the tree in early 2019 to see if there was any change in the health or trim qualifying status of the tree.

On a December 3, 2018 field inspection, Mary Kingman observed that the *Platanus racemosa* located on Oak Grove Road that Mr. Gomez had called about, and the *Platanus x hispanica* located on the side parkway to the property had been pruned by someone other than District contractors. On the evening of December 3, 2018 and the morning of December 4, 2018 two separate neighbors called in to report that the trees had been trimmed

The trees in question are: one *Platanus racemosa*, commonly known as California Sycamore and one *Platanus x hispanica*, commonly known as London Plane.

The *Platanus racemosa*, commonly known as California Sycamore is located within the front parkway of 3151 Oak Grove Road. Before pruning took place, the tree had an estimated value of \$17,220, based on the ISA Trunk Formula Method. The tree was inspected by Tree Consultant Mary Kingman on October 24, 2018 after the resident requested the tree to be trimmed.

The *Platanus x hispanica*, commonly known as London Plane is located within the side parkway of 3151 Oak Grove Road; that parkway being located on Chaucer Road. Before pruning took place, the tree had an estimated value of \$3,260.00, based on the I.S.A. Trunk Formula Method. There was no

pruning request made or inspection performed on the tree prior to the unauthorized pruning. There is no recorded history of limb failure on this tree. The tree was trimmed as part of the District grid trimming on December 11, 2017.

Both trees were severely topped, with more than 50% of the live leaf-bearing crown on each tree having been removed. The American National Standards Institute (ANSI) and the International Society of Arboriculture (ISA) recommend removing no more than 25% of the live crown in a single year. (ANSI/A300 – Part 1: 2001, section 5.5.7). Topping is defined by the ISA as “An inappropriate technique to reduce tree size that cuts through a stem more than two years old at an indiscriminate location; at type of pruning cut that serves to initiate discoloration and perhaps decay in that stem.” (ISA – Best Management Practices, Tree Pruning). The topping cuts performed on these trees have forever altered their natural structural form and aesthetic beauty and have greatly increased the risk of possible health issues within the trees. A stressed tree with severely topped limbs is more vulnerable to decay, insect and disease and the loss of crown may result in the trees being starved and forced to produce multiple adventitious sprouts from each stub cut. These rapidly growing shoots will never be as strong as natural branches and the risk of limb failure will be greatly increased as will the maintenance required to maintain them.

The Tree Committee Meeting convened at 7:30 a.m. on Thursday, January 3, 2019 at 7:30 a.m. in the West Room at Rush Park and was attended by Tree Committee members Tony DeMarco and Mark Nitikman, RCSD General Manager Joe Mendoza and RCSD Arborist Mary Kingman. RCSD General Manager recommended that the Tree/Parkways Committee agree on an appropriate monetary fine for the severe topping and destructive pruning of two large established parkway trees by resident Glen Gomez. It was agreed by the Tree Committee that the General Manager would make the determination as to the amount owed and that a demand letter would be sent to the resident requesting payment for damages.

Later on January 3, 2019, Mr. Gomez sent an email to the District explaining why he trimmed the trees.

On April 5, 2019 a NOTICE OF VIOLATION OF RCSD PARKWAY TREE MAINTENANCE POLICY AND DEMAND TO PAY EXPENSES AND DAMAGES was sent via certified mail to Glen Gomez stating that Mr. Gomez is required to submit payment to the RCSD for damages equaling one-third the value of these trees for a total amount of \$6826.00.

Mr. Gomez has appealed the violation and \$6,826.00 amount owed in a letter dated April 8, 2019, addressed to General Manager Joe Mendoza and delivered to the Rush Park District office. Mr. Gomez has paid the applicable appeal fee.

RECOMMENDATION:

Hear the appeal of Mr. Gomez and uphold, modify or reverse the decision of the General Manager pursuant to Policy No. 3080.

ATTACHMENTS:

1. RCSD Tree Policy 3080
2. RCSD Brochure sent to new homeowners with mailing label list
3. Photos of the trees before and after the pruning
4. Arborist Report provided by Chris Meador.
5. January 3, 2019 email from Glen Gomez regarding parkway trees
6. Rossmoor Resident Glen Gomez Appeal Letter dated April 8, 2019
7. NOTICE OF VIOLATION OF RCSD PARKWAY TREE MAINTENANCE POLICY AND DEMAND TO PAY EXPENSES AND DAMAGES, dated April 5, 2019

April 8, 2019

Joe R. Mendoza
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Re: Appeal of Notice of Violation & Demand to Pay Expenses and Damages

Dear Mr. Mendoza,

This letter is my appeal to the violation and fine that I have been charged of. The Reason that the trees were trimmed were in regards to Policy No 3080.41, which states, 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.

They presented a significant hazard. A hazard to the safety of my property and family that existed from these trees being excessively large and not being properly trimmed back over the years. With my vast experience as a firefighter I have conservatively responded to more than 50 incidents involving falling trees, similar to the size of the trees on my parkways, either falling over or large sections break off and falling onto either a structure dwelling, vehicles, and worst of all hurt civilians. In my expert opinion, I believe that time was of the essence to trim these trees to a safe and manageable size. Keep in mind, if any civilian is hurt, vehicle is damaged or dwellings are damaged structurally, it would leave the RCSD and the County of Orange exposed and vulnerable to serious litigation. Dwellings would be red tagged by the building department deeming them unlivable which would leave my family and I no choice but to move out until repairs are done.

We spent a significant amount of money to have these trees cut back to a manageable size. There has been no damage or loss created by my actions of manicuring the parkway trees on each side of my property. Also, both of the trees and doing just fine and starting to bud.

Recently, over this past very wet winter we witnessed a very large parkway tree that had a very large limb break off and thankfully landed in between a house and garage not injuring anyone on Martha Ann.

I believe that there are many more very large overgrown trees that pose a significant liability for the Rossmoor District and or the County of Orange that need topping and trimming immediately.

We love our home and have pride of ownership. You can be sure there will be no further incidents on my part to cause any disruption for RCSD. It is my hope that you will drop the charges of the fine and the case entirely. Thank you for your time.

Best Regards,
Glen Gomez
Proud Rossmoor Homeowner

RECEIVED

APR 15 2019

PHOTOS OF TREES AT 3151 OAK GROVE ROAD

Front Parkway Tree, California Sycamore – Before Pruning



10/24/18 – Mary Kingman

Side Parkway Tree, London Plane – Before Pruning



Google image capture January 2018



Google image capture July_2014

Front and Side Parkway Trees – After Pruning



12/3/18 at 11:50 a.m. by Mary Kingman



12/28/18 at 11:40 a.m. by Mary Kingman

-----Original Message-----

From: BreaIT [mailto:azure_8165377f810b43e222736486efba9280@azure.com] On Behalf Of do-not-reply@rossmoor-csd.org
Sent: Thursday, January 03, 2019 9:28 AM
To: RCSD
Subject: Request

Category:: Parkway Trees

To Whom it may Concern,
My name is Glen Gomez and am new to the neighborhood. I was unaware nor did I sign any policy on tree trimming. I saw the need to top the large sycamore tree because of its size and it dropping branches on my kids playing outside. Working for the Fire Department as a Firefighter, I see large trees similar to mine, and many in the neighborhood, fall or either break off and damage property and or someone. There were two very large branches hanging over my house which if fallen could of damaged my house to the point of causing structural damage that could of potentially of been red tagged by the building department as being unsafe to dwell in. I didn't want that so I took it upon myself and at my expense to have the trees reduced in size to a safer more manageable size. With that being said, my apologies for breaking the policy and I will take full responsibility in removing and replacing the trees if they die.

Best Regards,
Glen Gomez
562-310-5903

Submitted By:

Name:: Glen D Gomez
Telephone:: 5623105903
Email:: ggomez562@verizon.net

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.

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

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

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

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

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

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

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

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

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

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

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

3080.30 Tree Trimming and Protection: Trees shall be trimmed by the District to maintain safety and clearance standards established by the County.

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

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

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

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

3080.41 Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- A diseased or insect infested tree that is a serious threat to nearby trees if removal is the best pest or disease control option.

- An unauthorized tree of the wrong species for its location
- Hardscape (sidewalks, curbs, driveways etc.) damage that requires repairs and if such repairs cannot be made without causing severe root damage that renders the tree structurally unsound.
- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

3080.42 Non-valid reasons for removing trees:

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

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

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

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

3080.60 Tree Protection: Unauthorized removal of or damage to a parkway tree is a misdemeanor. In addition, the responsible person will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree based on the ISA trunk formula method and the cost of a replacement tree in a 24-inch box.

3080.61 Parkway may not be cemented, bricked or covered with vegetation which prevents the planting of a parkway tree. Any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable permitting or other approval requirements of the County of Orange. For example, and not by way of limitation, any such paving-over, cementing-over or other covering of a parkway shall be subject to the applicable urban storm water runoff permit regulations as set forth in the applicable

National Pollution Discharge Elimination System (NPDES) permit program as established and administered by the County of Orange or other applicable state or regulatory body.

3080.62 Parkway may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the tree. Any work on the parkway that could involve the pruning of tree roots must first be approved by the District.

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

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

3080.80 Enforcement of Policy:

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

3080.82 Pursuant to Government Code Section 61621.5(c), Resolution 99-1-13-1 provides that the County has granted the District the power of a county road commissioner to regulate certain activities. In its role as a County Road Commissioner, the District may regulate and perform certain activities in connection with the planting, removing, cutting, injuring or destroying any tree, shrub, plant or flower growing on any parkway or median. Pursuant to Government Code Section 61621.5(c) and Streets and Highways Code Section 1460, anyone who violates this policy will be subject to the appropriate legal remedy including liability for all expenses and damages caused thereby to the County and District and could be found criminally liable for a misdemeanor.

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

3080.84 The District may enforce this Policy by criminal and/or civil action. Where the District elects to proceed by other than criminal action, the following enforcement procedures shall apply:

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

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

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

- (1) In addition to any other penalties authorized by law, any condition caused or permitted to exist in violation of this Policy shall be deemed a public nuisance and may be abated as such. Each and every day such condition continues shall be regarded as a new and separate offense.
- (2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.
- (3) In any action, administrative proceeding or special proceeding commenced by the District to abate a public nuisance, to enjoin a violation of any provision of this Policy, to enforce the provisions of this Policy, or to collect a civil debt owing to the District pursuant to this Policy, the prevailing party shall be entitled to recover its reasonable attorney's fees. The recovery of attorney's fees by the prevailing party is limited to those individual actions or 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.
- Root pruning—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.
- Responsible person – means any person who violates, or who causes, permits, directs, or knowingly allows another person to violate, any of the provisions of this policy.

3080.120 Challenging The Administrative and Quasi-Judicial Actions Of The District - Time In Which Actions Must Be Brought: Any action challenging a final administrative order or decision by the District made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and discretion regarding a final and non-appealable determination of facts is vested in the District, or in any or its boards, commissions, officers or employees, must be filed within the time limits set forth in California Code of Civil Procedure Section 1094.6.

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
Amended: November 12, 2013
Readopted by Ordinance 2014-01: January 14, 2014
Amended and Readopted by Ordinance 2015-02: April 14, 2015



BEHIND THE WALL



ROSSMOOR COMMUNITY SERVICES DISTRICT
3001 Blume Drive, Rossmoor, CA

OFFICE HOURS
MON-FRI
9 AM-5 PM

MISSION STATEMENT

The mission of the Rossmoor Community Services District is to provide superior, cost-effective, services that enhance the quality of life for the residents of Rossmoor.

MAIN OFFICE
562.430.3707
RECREATION OFFICE
562.431.0525
After Hours Answering Service
Emergencies Only
562.497.0118
www.rossmoor-csd.org

ANNUAL DISTRICT EVENTS
Rossmoor Community Festival
Summer Movies & Concerts in the Park
Shakespeare in the Park
Rossmoor Winter Festival
www.rossmoorwinterfestival.com

IMPORTANT NUMBERS
Orange County Sheriffs Department
Non-Emergency
714.527.9100
R.F. Dickson-Street Sweeping
562.923.5441
Orange County Public Works
714.955.0200
Orange County Animal Control
714.896.7400
CR&R Waste & Recycling Services
1.800.826.9677





WELCOME TO ROSSMOOR! Whether you are a new or existing member of the community, we would like to take this opportunity to provide you with some information on our local government and how Rossmoor is managed as an unincorporated community within the County of Orange, along with some policies that may apply to you as a resident.

While the County of Orange Public Works department maintains the roads, sidewalks, gutters and curbs of Rossmoor and also helps to maintain the street trees, the RCSD has authority over the parks within Rossmoor and the trees within the parks, parkways and medians.

The RCSD has a policy in place that protects the trees that make up the substantial urban forest within the community. Residents are not allowed to prune, trim, remove, damage or plant trees within the parkways, which is the strip of land between the curb and sidewalk of residential homes. The penalties for violating such policies are enforceable by law. RCSD works to maintain the trees and keep them healthy, safe for residents and quickly replaces any tree that must be removed due to death or disease.



Tree lined communities are known to have less crime and friendlier people. Trees are aesthetically pleasing, reduce stress levels and urban heat islands, promote a sense of community and create feelings of well-being.

ROSSMOOR TAKES GREAT PRIDE IN BEING A TREE CITY USA. With over 5,500 trees within an area of only 1.5 square miles, the large mature trees are what attract many new residents and improve the quality of life for existing residents. There are many benefits to having a large amount of trees in a community. Trees are proven to increase property value by up to 20%, cut utility costs by up to 50% and 100 large, mature trees can remove 12 tons of carbon dioxide and 646 pounds of other air pollutants. Tree lined communities are known to have less crime and friendlier people. The trees reduce stress levels, promote a sense of community and create feelings of well-being.



HISTORY: In the early 1980s the County was faced with a sizeable deficit in Rossmoor County Service Area No. 21 (CSA 21). Rossmoor had three choices: Cut services, consolidate CSA 21 with other CSAs in the county, or form an independent Community Services District (CSD). A special district has many of the powers of a city with the notable exception of land-use planning. **The RCSD was formed in November 1986** as a result of a general election. **Powers granted were:** public recreation facilities and services, street lighting, road rights-of-way services, and, subject to consent from the County of Orange, refuse collection and disposal. These included specific services previously provided by CSA 21: local park development and maintenance, road-related landscape maintenance, street sweeping and community center/recreation programs. At that time, this included Rossmoor Park, the mini-parks and Montecito Center. **In November 1990, Rossmoor voters approved a ballot measure** to acquire Rush School and surrounding grounds and to tax themselves to pay for one or more bonds to acquire the property now known as Rush Park.

Rossmoor is known for its splendid urban forest, beautiful homes and strong family values.



RCSD TODAY: Rossmoor Community Services District is located in the Community of Rossmoor in Orange County, California. Approximately 10,500 residents make their home in this unincorporated bedroom community located behind a signature brick wall situated between the cities of Seal Beach and Los Alamitos. The Special District of Rossmoor is governed by a five member Board of Directors, who are elected by the residents of Rossmoor and operates under the supervision of a General Manager. Rossmoor is managed by the Rossmoor Community Services District, or RCSD. The RCSD office staff is comprised of a General Manager, administrative assistant, general clerk, accountant, park superintendent, recreation superintendent, one full-time and one part-time park and recreation assistant and a street tree consultant.

BOARD MEETINGS are held on the first Tuesday of every month at 7 pm in the Rush Park Auditorium. The public is welcome to attend. The RCSD works closely with the Rossmoor Homeowner's Association (RHA) which is a non-governing, community organization made up of resident volunteers.





RCM ARBOR CONSULTING
25422 Trabuco Road, Suite 105-310
Lake Forest, CA 92630
(714) 305-7878
rcmarbor@gmail.com

1/15/2019
Mary Kingman
RCSD
Rossmoor, CA 90720

RE: ARBORIST'S REPORT

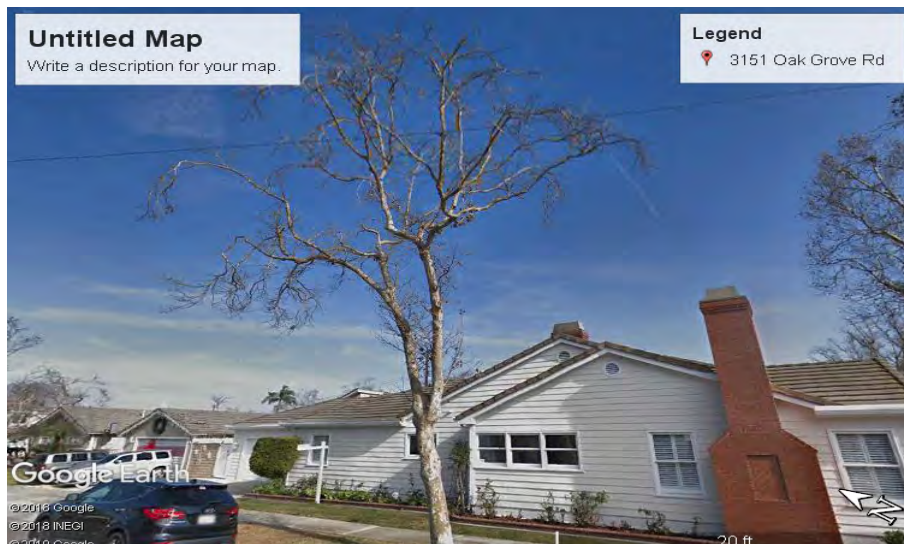
The purpose of this report is to determine the extent of damage (if any) caused by the improper pruning of a *Platanus racemosa* and a *Platanus hispanica* both located at 3151 Oak Grove, Rossmoor, CA. See Photos below.



P. racemosa before pruning



P. racemosa after pruning



P. hispanica before pruning



P. hispanica after pruning

This will be accomplished by performing a basic tree risk assessment to determine if the trees have become a hazard to the community because of the radical pruning and topping. Secondly, a plant appraisal will be done to determine the before pruning value of the trees and their value after pruning.

The following are the before and after “vital statistics” of the two trees:

<u>P. racemosa (before pruning)</u>	<u>after pruning</u>
DCH (diameter at chest height) 37 inches	DCH – 37 inches
Height – approx. 55 feet	Height – 32 feet
Crown spread – approx. 75 feet	Crown spread – 45 feet

<u>P. hispanica (before pruning)</u>	<u>after pruning</u>
DCH – 13.5 inches	DCH – 13.5 inches
Height – approx. 48 feet	Height – 26 feet

Crown spread – approx. 40 feet

Crown spread – 22 feet

As the statistics show, the radical pruning removed approximately 45% of the growth of the *P. racemosa* and approximately 50% of the *P. hispanica* growth. ISA (International Society of Arboriculture) recommends no more than 15%-20% of the growth of a tree be removed at any one trimming. Some of the reasons are because removing a greater amount of leaf area reduces the ability of the tree to photosynthesize and make the sugars it uses for food. Also, reduced is the tree's ability to support the large amount of root, trunk, and branch tissue. This can result in root death, canopy die-back, and weak branches. Radical pruning (topping) also opens the tree to insect, fungal and bacterial diseases. So the tree is put under a tremendous amount of stress causing it to become a hazard and liability.

The article below gives many of the reasons not to top trees. As you can see from the photos, the two trees in question are subject to all of these maladies now.



Starvation: Topping involves the removal of most, or all, of the tree canopy, which causes a dramatic decrease in food production for the tree that is created through photosynthesis in foliage.

Shock: Not only is decreased food production affecting the tree, but infiltration of sunlight to parts of the tree that have not seen direct sunlight in previous growing seasons will occur. This can cause sun scald on the bark of limbs. Insects and

Disease: By cutting a limb off you are leaving a large wound on a tree that could take considerable time to heal. This will make the

possibility of decay much greater, especially if there is already decay already in the limb. **Rapid new growth:** Topping is usually done to shorten the height of a tree. While topping is a temporary fix to tree height, new sprouts that grow from cut areas will grow back much faster than normal growth. This defeats the purpose of height control. **Weak limbs:** Because the new limbs will grow so fast, they will be much weaker than normal limb growth. This is because the growth of new cells in



the new limbs will be elongated due to faster growth, therefore weaker. Weaker limbs will also occur due to weaker limb attachment. This can be worse if rot already exists at that site. Trees compartmentalize their wounds much better if the cuts are made at an acceptable crotch, which is not done when trees are topped.

Tree Death: Topping trees, obviously puts a tremendous amount of stress on the tree. Such stress could very likely cause the tree to die, especially if the tree is already under stress. If the tree already has cavities, and topping creates more wounds, the tree could fall apart after further decay has occurred.

Ugliness: Some people will say that topping a tree will cause the tree to produce more concentrated amounts of foliage. While this may happen, it will take some time for this to occur, since branches do not grow overnight. Plus, in the fall and winter, these trees look awful without any foliage.

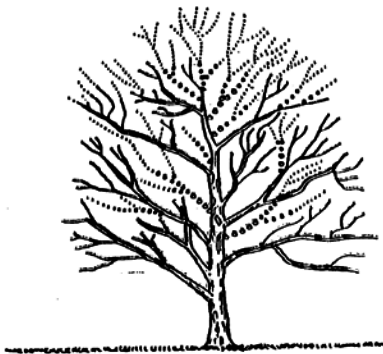
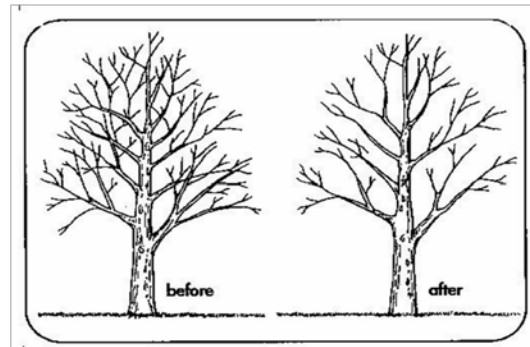
Cost: Because a tree has been topped, it will cause the value of your property to go down. But what about the old saying, "Topping a tree is cheap!"

Many people say this, but it is not true. Topping trees will require you to perform more maintenance on the tree in the future, thereby increasing future costs.

Alternatives to Topping

There are two common reasons why trees are topped. 1) Trees are getting too big, or 2) tree has been topped before and needs to be topped again. Most of the time, a tree can be pruned properly without resorting to topping. The following are some alternatives to topping trees.

Crown cleaning and/or crown thinning: Crown cleaning is the removal of dead, diseased, crossing, or defective limbs to improve the health and structure of the tree. Crown Thinning is Crown cleaning with the additional removal of selected branches to increase light penetration and wind movement, and to decrease weight in the canopy. Either of these pruning practices can usually be used to obtain a given objective without resorting to topping. Remember not to remove more than 1/5 (20%) of the leaf bearing canopy at one time.



Crown Reduction: This form of pruning can be done to reduce the height of the canopy, without severe pruning cuts. This is done by pruning limbs back to their point of origin or back to laterals capable of sustaining the remaining limb and assuming apical dominance. For this to be acceptable a remaining lateral branch must be at least one third the diameter of the removed branch. This form of pruning is not to be confused with heading back limbs, which is improper. Notice in the picture to the right how the dotted limbs are selected for removal. After the tree is pruned, the tree will still have a natural form.

Crown Restoration: I have too often heard tree pruners claim that once a tree has been topped, it must only receive topping for the reason that it must will not be able to sustain the heavy new growth due to weak nature of the limbs, and decay. This statement is incorrect, because many formally topped trees can be pruned correctly afterwards, especially if it is done soon after the initial topping. Crown restoration pruning is the selective pruning of limbs to restore a tree back to its natural growth habit after storm damage or being topped. One to three sprouts on a main branch are selected to become permanent branches and to reform a more natural appearing crown. This pruning practice usually requires numerous pruning over a number of years.

Removal: Severe storm damage, past topping, and years of neglect can cause a tree to be beyond the point of restoration. In these situations there may be no other option other than removing the tree, but some people wonder why a tree like this shouldn't be topped rather than removed so they can keep the tree longer. If the tree is already damaged beyond the point of proper pruning, what is the point of keeping it around? If the same tree lives through another topping, it will only become more hazardous, so why not remove the hazard now? Some claim that they do not want to lose the shade, but do they realize that they would lose the shade anyways due to topping, at least for a few years. What about those that are worried about the tree falling on their home? Sure, weak limbs may be removed now, but they will only grow back again, and as rot further develops into the tree, the new limbs will be even more hazardous. It may be a better idea to plant a more appropriate species now, therefore saving future headaches? But what if the tree has sentimental value? Replanting another tree, to replace and remember the tree that was once there may help.

RISK ASSESSMENT

There are many factors to observe when assessing a tree's risk. We look for defects in the structure of the tree, the environment it reside in, past injury, disease, insects, decay, girdling roots, topping cuts, cracks, unbalanced crown, excessive lean, codominant stems, etc. All of these and more can add up to a tree that is a low risk or a high risk or at risk of imminent failure.

We also look at what targets may be in range of a falling tree or tree branches. Targets can be a home, walkway, street, fence, or other structures.

I observed that the two trees have codominant stems, some included bark (this is an area where the bark of two or more codominant stems has been pressed close together forming a weak joint susceptible to decay), both have been topped, there is possible decay in the P. racemosa, and both are planted in confined spaces where roots are constricted and paved over by sidewalks and streets. Both have the home, sidewalk, cars and street as targets.

The P. racemosa has 5 codominant stems. In the crotch where they all come together, there is a palm tree growing (see photo below).



There is quite a bit of moisture in this area as well as included bark making this a defect to monitor. The palm should be removed and the area kept clear of debris and excessive moisture.

Although the *P. hispanica* has codominant stems, I saw no excessive included bark.

Given the stated defects, I would give the *P. racemosa* a risk rating of *Moderate*. The topping cuts, if not properly maintained in the future will produce many weakly attached, fast growing branches that can break and fall in wind and storm. The damage to the whole tree in terms of its health and condition is not easily assessed at this point since the pruning is recent and the trees are in their deciduous state now, but within 1-5 years any permanent damage should make itself known.

My recommendation is to monitor this tree through the next two years and re-evaluate it at that time.

I would rate the *P. hispanica* risk as *Low*. Though the tree also has codominant stems, topping cuts, and some included bark, the defects are not as severe as

the *P. racemosa*. I saw no decay, dead or broken branches, or root problems to indicate anything more than a low risk rating. Still, I would recommend monitoring this tree for the next two growing seasons as well.

PLANT APPRAISAL

The purpose of this plant appraisal is to assign a value to the trees. This is based on the species of tree, its location on the property, its function on the property, its contribution to the community, its aesthetic value, the cost to replace it, etc.

The *Platanus racemosa* has been so radically pruned that I don't believe it will ever have the same aesthetic value it once had. It was not the most structurally sound tree when the codominant stems and included bark are taken into consideration. Also, its position between the sidewalk and curb give it some functional limitations. The tree seems healthy enough, but the radical cutting and topping have no doubt affected its ability to remain healthy. Time will tell. In calculating its value, its size, age, and condition are taken into consideration. Leaving the tree as it is and waiting for years to see if it can be brought up to standard, spending additional structural pruning money, nutrient supplement costs, possible pest control, decay mitigation, etc., is maybe not what the Rossmoor association would want since years later, the tree may not ever fully recover. With this in mind, should you choose to replace the trees, I have calculated the value and costs to replace them and recover lost value. The appraisal cost below is calculated based on the cost of a 48" box replacement tree, removal of the old tree and stump, site preparation, delivery and installation costs, extended maintenance cost, years to parity (time it takes the tree to reach its former size), and depreciated costs.

Appraisal value calculated by the "Functional Replacement Method, Cost Compounding Technique" from the 10th edition of the Guide for Plant Appraisal (2018).

Appraisal – *Platanus racemosa* - \$18,300

The *Platanus hispanica* was appraised by the same method but with a 24" box replacement size tree.

Appraisal - \$3,700

Please call if you have any questions.

Chris Meador

**Chris Meador
ISA Certified Arborist #5668 A
Qualified Tree Risk Assessor**

**NOTICE OF VIOLATION OF RCSD PARKWAY TREE MAINTENANCE POLICY
AND DEMAND TO PAY EXPENSES AND DAMAGES**

April 5, 2019

Glen Gomez
3151 Oak Grove Road
Rossmoor, CA 90720

Re: Notice of Violation & Demand to Pay Expenses and Damages
Parkway and Rossmoor Way Median Tree Maintenance Policy No. 3080
Property: 3151 Oak Grove Road

Dear Mr. Gomez:

This letter shall serve as a Notice of Violation of the District's Parkway and Rossmoor Way Median Tree Maintenance Policy No. 3080 ("Tree Policy"), a copy of which is attached hereto. You are in violation of the Tree Policy for the following reason: parkway trees were trimmed by you or on your behalf without the authority to do so. You were previously advised of this violation by letter dated December 4, 2018.

The front parkway tree is a *Platanus racemosa*, commonly known as California Sycamore. Before the pruning took place, the tree had an estimated value of \$17,220.00. The side parkway tree is a *Platanus X hispanica*, commonly known London Plane. Before the pruning took place, the tree had an estimated value of \$3,260.00.

You are hereby required to submit payment to the RCSD for damages equaling one-third the value of these trees. Payment of \$6826.00 should be remitted to Rossmoor Community Services District, 3001 Blume Drive, Rossmoor, CA 90720.

Pursuant to RCSD Policy 3080, if the payment is not made within 60 days of this letter, the RCSD has the authority to pursue litigation to seek collection of the expenses and damages resulting from the unauthorized tree trimming.

Additionally, if the trees die as a result of your actions, you will be liable for the cost of 36" box replacement trees.

You have the option to appeal the decision to the RCSD Board of Directors by filing a written request to the General Manager and making payment of the appeal fee of \$50.00 as set forth in the Fee Schedule. Any such appeal must be in writing and must be delivered to the General Manager within 10 days of the receipt of this letter, along with the applicable fee and must state the specific action or inaction that is

being challenged. The Board shall hold a hearing, admit evidence, and shall render a decision on the matter. The decision of the Board shall be final.

Please be advised that in addition to the provisions of the Tree Policy, unpermitted removal or cutting of a parkway tree is a violation of California Streets & Highways Code section 1460, which provides:

Acts authorized by permits; Misdemeanor offense, and liability for expenses and damages

The road commissioner may issue written permits, as provided in this chapter, authorizing the permittee to do any of the following acts:

- (a) Make an opening or excavation for any purpose in any county highway.
- (b) Place, change or renew an encroachment.
- (c) Place or display in, under or over any county highway any kind of advertising sign or device. Any such sign or device placed or displayed contrary to the provisions of this section is a public nuisance and the road commissioner may immediately remove it. The provisions of this section shall not prohibit the posting of any notice in the manner required by law or by the order of any court of this state.
- (d) Plant, remove, cut, cut down, injure or destroy any tree, shrub, plant or flower growing within any county highway.

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

Sincerely,

Joe R. Mendoza
General Manager

Attachments
RCSD Policy No. 3080

April 22, 2019

Glen Gomez
3151 Oak Grove Road
Rossmoor, CA 90720

Re: Hearing on Appeal of Notice of Violation & Demand to Pay Expenses and Damages
Parkway and Rossmoor Way Median Tree Maintenance Policy No. 3080
Property: 3151 Oak Grove Rd

Dear Mr. Gomez:

The reason for this letter is to inform you that a hearing to consider your appeal of the Notice of Violation & Demand to Pay Expenses and Damages pursuant to Parkway and Rossmoor Way Median Tree Maintenance Policy No. 3080 regarding the Property at 3151 Oak Grove Rd. will be held by the Board of Directors on Tuesday, May 14, 2019 at 7:00 p.m. in the Rush Park Auditorium, located at 3001 Blume Drive in Rossmoor, CA 90720.

A copy of the May 14, 2019 Board Agenda and materials related to your appeal will be available at Rossmoor-csd.org and at the RCSD office located at 3001 Blume Drive in Rossmoor, CA 90720 on and after May 10, 2019. A copy of Policy No. 3080 is enclosed for your reference.

Sincerely,

Joe R. Mendoza
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

Agenda Item H-1

Date: May 14, 2019
To: Honorable Board of Directors
From: General Manager Joe Mendoza
Subject: REQUEST FOR FUNDING BY THE CITY OF LOS ALAMITOS FOR THE "4TH OF JULY FIREWORKS SPECTACULAR" AT THE JOINT FORCES TRAINING BASE

RECOMMENDATION:

RCSB Board review and discuss the request by the City of Los Alamitos for a contribution from the RCSB towards the 4th of July Fireworks Spectacular and direct the General Manager appropriately.

BACKGROUND:

At the March 12, 2019 RCSB Board meeting, the representatives from the City of Los Alamitos made a presentation requesting a contribution of \$6,200 for the 4th of July Fireworks Spectacular.

Since 2008, the District has contributed funding to this event, along with the cities of Los Alamitos, Cypress, Seal Beach, the JFTB and various private sponsors. However, this year the Board was advised that the City of Cypress will not be contributing funds because they are hosting their own fireworks show at Cypress College.

Following discussion of this request at the March 12, 2019 Board meeting, the Board decided to postpone their decision and wait for the results of the District Survey which included a question about this event. The results of the survey indicated that 15.53% of respondents participated in the JFTB 4th of July Fireworks Spectacular.

If the Board decides to move forward with the approval of the funding request of \$6,200, or a lesser amount, the District will receive hosting-agency status which includes VIP passes for the Board, public recognition and speaking by the Board President and other publicity.

ATTACHMENTS:

1. Letter dated January 22, 2019 from the City of Los Alamitos Requesting Contribution of Funds Including Budget Data for the 2016 Event.



CITY OF
Los Alamitos
California

3191 Katella Avenue
Los Alamitos, CA 90720-5600
Telephone: (562) 431-3538
FAX: (562) 493-1255
www.cityoflosalamitos.org

January 22, 2019

Joe Mendoza, General Manager
Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90720

Dear Mr. Mendoza:

The 4th of July Fireworks Spectacular event has been held annually for the past 30 plus years. Each year our event touches thousands of families in our own communities, as well as those throughout Orange and Los Angeles Counties.

As we prepare for the 32nd Annual 4th of July Fireworks Spectacular in 2019, we continue to face challenges that includes increases in costs associated with the fireworks display, rental equipment, and staffing. City staff continues to seek sponsorships to assist with offsetting the rising expenditures for the event.

We greatly appreciate the partnership with the Community of Rossmoor and the fact that your Community has contributed \$8,000 last year in support of the regional community. As a partner of this event for many years, the Community of Rossmoor benefits by offering their residents an opportunity to enjoy a day celebrating America's birthday that is highlighted at the end of the night with a fireworks extravaganza. We are again requesting the Community of Rossmoor to continue with your contribution of \$8,000 to this fantastic event.

Thank you for your thoughtful consideration of this proposal. Please contact me at (562) 431-3538 to discuss this proposal in further detail.

Sincerely,

Bret M. Plumlee

Bret M. Plumlee
City Manager

RECEIVED
JAN 31 2019

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: May 14, 2019

To: Honorable Board of Directors

From: General Manager Joe Mendoza *JM*

Subject: FIRST READING NEW RCSD POLICY NO. 2400 BACKGROUND SCREENING FOR EMPLOYEES, CONTRACTORS AND VOLUNTEERS WORKING WITH MINORS

RECOMMENDATION:

Give first reading proposed Policy No. 2400.

BACKGROUND:

At the April 9, 2019 RCSD Board meeting, the Board approved Resolution No. 19-04-09-01 – RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT, BY AND THROUGH THE DISTRICT GENERAL MANAGER, TO ACCESS STATE AND LOCAL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYEMENT, LICENSING OR CERTIFICATION PURPOSES.

The Board directed the General Manager to draft a policy to require fingerprinting and criminal background screening for RCSD employees, contractors, and volunteers who work directly with minors in District programs and activities.

ATTACHMENTS:

1. Draft of Proposed Policy No. 2400
2. Resolution No. 19-04-09-01

Rossmoor Community Services District

Policy No.

2400

BACKGROUND SCREENING FOR EMPLOYEES, CONTRACTORS AND VOLUNTEERS WORKING WITH MINORS

2400.10 Policy. It is the policy of the District that no person shall be hired or allowed, either as an employee, volunteer or independent contractor, to perform services for the District in a position having supervisory or disciplinary authority over a minor, if that person has been convicted by a court of competent jurisdiction of any offense specified in Public Resources Code section 5164 and/or listed as a prohibited offense in section 2400.30, below. A conviction shall mean that the person has been found guilty following a trial, entered a guilty plea, and/or entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt or a withholding of guilt. A criminal charge for a prohibited offense that resulted in acquittal or dismissal is not considered a conviction within the meaning of this Policy.

2400.20 Implementation. In order to effectuate this Policy, each such employee, volunteer or contractor, shall be required, at a minimum, to: a) complete an application that enquires into whether or not that person has been convicted of offenses specified below; b) be screened pursuant to Penal Code section 11105.3; and c) submit to a Department of Justice (DOJ) criminal background investigation that includes that person's fingerprints.

2400.30 Prohibited Offenses.

General categories of disqualifying offenses:

- Sex Offenses: All misdemeanor and felony sex offenses, regardless of the amount of time since the offense.
- Felonies: All violent felonies regardless of the amount of time since the offense. All felony offenses other than sex or violence within the past ten years.
- Misdemeanors: All misdemeanor violence offenses within the past seven years. All misdemeanor drug and alcohol offenses within the past five year or multiple offenses in the past ten years. Any other misdemeanor within the past five years that would be considered a potential danger to children or is directly related to the functions of that person.
- Pending Cases: Any person who has been charged with any prohibited offense or has any such cases pending in a court of competent jurisdiction should not be hired or allowed, either as an employee, volunteer or independent contractor, to perform services for the District in a position having supervisory or disciplinary authority over a minor until the final adjudication or disposition of the charges or case.

Specific disqualifying California Penal Code offenses:

- Penal Code Section 68: Bribes; executive or ministerial officers, employees, or appointees; asking or receiving; punishment
- Penal Code Section 72: Fraudulent claims; presentation; intent; punishment
- Penal Code Section 73: Appointment to office; giving or offering gratuity or reward
- Penal Code Section 74: Appointment to office; deputations; acceptance of gratuity or reward; punishment; forfeiture of office
- Penal Code Section 187: Murder defined
- Penal Code Section 189: Murder, degrees
- Penal Code Section 209: Kidnapping for ransom, reward, or extortion, or to commit robbery or rape; punishment
- Penal Code Section 211: Robbery
- Penal Code Section 245: Assault with a deadly weapon or force likely to produce great bodily injury; punishment
- Penal Code Section 261: Rape, abduction, carnal abuse of children, and seduction
- Penal Code Section 451: Arson of structure, forest land or property; great bodily injury; inhabited structure or property; owned property; punishment
- Penal Code Section 459: Burglary
- Penal Code Section 484: Theft defined
- Penal Code Section 503: Embezzlement
- Penal Code Section 518: Extortion
- Penal Code Section 220: Assault with intent to commit mayhem, rape, sodomy, oral copulation, or other specified offense and commission of same acts in course of burglary of first degree; punishment
- Penal Code Section 261.5: Unlawful intercourse with person under 18; age of perpetrator; civil penalties
- Penal Code Section 262: Rape of spouse; elements; conditions of probation; fines, payments, or restitution
- Penal Code Section 273a: Willful harm or injury to child; endangering person or health; punishment; conditions of probation
- Penal Code Section 273d: Corporal punishment or injury of child; felony; punishment; enhancement for prior conviction; conditions of probation
- Penal Code Section 273.5: Willful infliction of corporal injury; violation; punishment
- Penal Code Section 288: Lewd or lascivious acts; penalties; psychological harm to victim
- Penal Code Section 115: Procuring or offering false or forged instrument for record; violations; punishment
- Penal Code Section 115.3: Altered Certified copy of official record
- Penal Code Section 424: Embezzlement and falsification of accounts by public officers; misappropriation; unauthorized loan, use for private profit; failure to pay over or transfer public monies; punishment
- Title 13, Chapter 4 of the Penal Code: Forgery and Counterfeiting
- Any crime described in the California Uniform Controlled Substances Act (Division 10 (commencing with section 11000) of the California Health and Safety Code).
- Any felony or misdemeanor conviction within 10 years of the District's request for criminal background information for a violation or attempted violation of Chapter 3 of Title 8 of the California Penal Code (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant

personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense, Section 217.1, Chapter 8 of Title 8 of the Penal Code (commencing with Section 240), and a violation of any of the offenses specified in subdivision (c) of Penal Code Section 667.5. Provided that, any misdemeanor conviction of any of the provisions referenced in this subsection (3) shall not disqualify the applicant from employment or volunteer unless he/she has a total of three or more misdemeanor or felony convictions under Penal Code Section 11105.3 within the immediately preceding ten-year period.

- Any felony or misdemeanor conviction under Penal Code Section 11, et seq., photographic use of children relative to sexual conduct.
- Any felony or misdemeanor conviction for any crime set forth in Penal Code section 290.

DRAFT

RESOLUTION NO. 19-04-09-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE DISTRICT, BY AND THROUGH THE DISTRICT GENERAL MANAGER, TO ACCESS STATE AND LOCAL SUMMARY CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT, LICENSING OR CERTIFICATION PURPOSES

WHEREAS, Penal Code sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors , or governing body of a city, county, district or joint powers authorities to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rossmoor Community Services District, that the District is hereby authorized, by and through the District General Manager, acting as its custodian of records, to access state summary criminal history information for employment (including volunteers and contract employees), licensing, or certification purposes, and may not disseminate such information to a private entity.

PASSED AND ADOPTED this 9th day of April, 2019.

BOARD OF DIRECTORS

ROSSMOOR COMMUNITY SERVICES DISTRICT

By: Ron Casey
Ron Casey, President

ATTEST:

Joe Mendoza
Joe Mendoza, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

Agenda Item H-3

Date: May 14, 2019

To: Honorable Board of Directors

From: General Manager Joe Mendoza

Subject: AMENDMENT NO. 1 TO COOPERATIVE PROGRAMMING AGREEMENT BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT AND LOS ALAMITOS YOUTH CENTER (2018-2021)

RECOMMENDATION:

Approve Amendment No. 1 to Youth Center Rossmoor Park Summer Day Camp and R.A.S.C.A.L.S. After School Program Cooperative Program Agreement (2018-2021), which expands the R.A.S.C.A.L.S. After School Program to Rush Park as well.

BACKGROUND:

The Youth Center has provided an annual Summer Day Camp Program at Rossmoor Park since 1988. The Camp provides daily activities to youth who participate throughout the summer in the program. The program is typically conducted Monday thru Friday between the hours of 7:00 a.m. and 4:00 p.m. at Rossmoor Park. Extended child care is provided until 7:00 p.m. The Youth Center also continues to provide low-cost after school program and learning center to the program participants that range in grade levels from K-5 with a max of 25 children.

It has been a goal of the RCSD to provide recreational programs that are a benefit to the community. The Youth Center's Rossmoor Park Summer Day Camp and After School Program provide the District with the opportunity to continue offering an exciting and popular program within the community on a continuing basis.

Staff has also created a Cooperative Programming Agreement that would encompass both the Day Camp and the proposed After School Program. The Agreement outlines roles and responsibilities of both the District and the Youth Center. The Agreement includes insurance requirements, financial responsibilities in the event the facility is damaged, water conservation

requirements, use of the facility, maintenance responsibilities, etc. The Agreement has been reviewed by the District's General Counsel, who has no issues with the attached agreement.

ATTACHMENTS:

1. Amendment No. 1 to Cooperative Program Agreement (2018-2021)
2. Exhibit A-1: Scope of Services
3. Exhibit B-1: Schedule of Use

**AMENDMENT NO. 1 TO COOPERATIVE PROGRAMMING AGREEMENT
BETWEEN
ROSSMOOR COMMUNITY SERVICES DISTRICT AND
LOS ALAMITOS YOUTH CENTER
(2018-2021)**

This Amendment No. 1 (“Amendment”) to the Cooperative Programming Agreement (2018-2021) is made and entered into this 14th day of May, 2019 by and between the Rossmoor Community Services District (“District”) and Los Alamitos Youth Center (“Youth Center”).

RECITALS

WHEREAS, on February 13, 2018, District and Youth Center entered into a three year Cooperative Programming Agreement for the years 2018 through 2021 (the “Agreement”);

WHEREAS, District and Youth Center now desire to amend the Agreement to provide for expanded after school programs at Rush Park and use of District facilities;

WHEREAS, District and Youth Center have agreed upon an annual negotiated amount to defray the District’s operating cost for the Youth Center’s use of District facilities pursuant to the Agreement and wish to memorialize that amount herein;

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein and in the Agreement amended hereby, the parties agree as follows:

1. Paragraph 3 is hereby amended to read:

3. FEE WAIVIER AND OPERATING COSTS

- 3.1 Fee waiver. District grants use on a co-sponsorship basis waiving all fees associated with use of the Community Center and kitchen during the hours depicted in Schedule of Use indicated on Exhibit B, attached hereto and incorporated by this reference.
- 3.2 Annual operating costs. The Youth Center shall pay to the District \$4,000.00 per year to meet its obligation to defray the District’s operating costs, as referred to in Paragraph 8.2 and 9.8 herein below, which shall be due on September 1st of each year.

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**AMENDMENT NO. 1 TO COOPERATIVE PROGRAMMING AGREEMENT BETWEEN
ROSSMOOR COMMUNITY SERVICES DISTRICT AND LOS ALAMITOS YOUTH
CENTER (2018-2021)**

2. Exhibit A to the Agreement is deleted and replaced with Exhibit A.1., attached to this Amendment and incorporated into the Agreement by this reference.
3. Exhibit B to the Agreement is deleted and replaced with Exhibit B.1., attached to this Amendment and incorporated into the Agreement by this reference.
4. All terms and conditions of the Agreement that have not been amended by this Amendment shall remain in full force and effect.
5. The individuals signing this Amendment represent and warrant that they have the right, power and authorization to bind their respective entities to the terms of this Amendment and the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment as of the date first written above.

Rossmoor Community Services District

By: _____

Joe Mendoza, General Manager

Los Alamitos Youth Center

By: _____

Name & title: _____

APPROVED AS TO FORM FOR DISTRICT:

By: _____

Tarquin Preziosi, General Counsel

Exhibit A-1: Scope of Services**Use of Rossmoor Park for Youth Center's Summer Day Camp & Rossmoor Park and Rush Park After School Programs****I. RECREATIONAL OFFERINGS**

- A. The Youth Center staff shall be responsible for implementing planned Recreation activities with program participants while maintaining a safe play environment and promoting health and physical fitness.
- B. The ages for program participants shall be age five (5) to twelve (12). Volunteers must be age fourteen (14).
- C. The Youth Center may offer pre-planned drop-in activities for toddlers as part of their program offerings.

II. PREVENTATIVE MAINTENANCE

- A. The Youth Center shall be responsible for cleaning Community Room, Auditorium, kitchen and patio area daily as follows;
 - Cover picnic tables daily
 - No glitter or paint used inside Community Room or Auditorium
 - No food or drink allowed inside Community Room
 - Trash pick-up hourly or as needed
 - Vacuum daily
 - Windex windows/doors daily
 - Empty trash daily
 - Clean kitchen daily
- B. It is required restrooms are cleaned daily and deep cleaned on Fridays
- C. Fridays the patio area shall be hosed down
- D. Following the conclusion of Day Camp, the Youth Center agrees to schedule and pay for the patio area to be pressure washed and the carpet professionally cleaned.

III. ELECTRONIC DEVICES

- A. The Youth Center shall implement appropriate electronic device policies for employees and to use sound judgment

Exhibit B-1: Schedule of Use

Use of Rossmoor Park for Youth Center's Summer Day Camp & Rossmoor Park and Rush Park After School Programs

I. HOURS OF USE—ROSSMOOR PARK SUMMER DAY CAMP

- A. The Youth Center will have use of the Rossmoor Park Community Room (Community Room) for up to 11 weeks of the summer from 7:00am to 7:00pm. Setup may begin up to 5 days prior to the commencement of Summer Day Camp.
- B. The Youth Center will utilize the Community Room on a Saturday for their annual staff training not to conflict with the Annual LAGSL Tournament.
- C. On the 3rd Tuesday of each month, the Youth Center agrees to vacate the Community Room by 6:00pm for the Rossmoor Homeowner's Association's regularly scheduled Board meetings.
- D. Requests for additional dates and/or hours of use shall be submitted within 30 days of request. Additional requests may include staff meetings/trainings/program events or special activities.
- E. Youth Center will utilize inside facility from 7:00AM to 9:00AM and 5:00PM to 7:00PM daily. An additional 1 ½ to 2 hours of use will be jointly agreed to by Youth Center Directors and RCSD staff prior to commencement of Day Camp.

II. HOURS OF USE—ROSSMOOR PARK and RUSH PARK AFTER SCHOOL PROGRAMS

- A. The Youth Center will have use of the Community Room to coincide with the Los Alamitos Unified School District (LAUSD) Elementary School schedule
- B. On the 2nd Tuesday of each month, the Youth Center agrees to vacate the Auditorium by 6:00pm for the Rossmoor Community Services District's regularly scheduled Board meetings.
- C. Program must utilize Canopy A at Rush Park on a daily basis when available.
- D. Program must adapt to another room or location based on availability when there are reservations or events in the Auditorium.
- E. Program must be adapted to open early on Minimum days and conclude by 6:00pm Monday thru Friday
- F. Requests for additional dates and/or hours of use shall be submitted within 30 days of request.

**CLOSED
SESSION**