

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board

Agenda Package

**February 11, 2020**

BOARD OF DIRECTORS

AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, February 11, 2020**

**7:00 p.m.**

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

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, Casey, DeMarco, Nitikman  
President Maynard
3. PLEDGE OF ALLEGIANCE: Los Alamitos Girls Softball League (LAGSL)
4. PRESENTATIONS:
  - a. Los Alamitos Girls Softball League, President Shawn Nugent Re: Status of the upcoming season – Receive and File
  - b. Orange County Sheriff's Department Lieutenant Gary Knutson Re: OCSD Quarterly Crime Statistics – Receive and File
  - c. California Highway Patrol Officer Matt Musselmann Re: Quarterly Traffic Violations – Receive and File
  - d. Rossmoor Homeowners Association Representative Dorothy Fitzgerald Re: Neighborhood Watch Program – Receive and File

**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. QUARTERLY STATUS REPORT BY THE GENERAL MANAGER – 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

**E. CONSENT CALENDAR**

1. MINUTES
  - a. Regular Board Meeting of January 14, 2020
  - b. PIFC Board Meeting of January 14, 2020
2. DECEMBER 2019 REVENUE AND EXPENDITURE REPORT

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

**F. PUBLIC HEARING-None**

**G. RESOLUTIONS**

1. RESOLUTION NO. 20-02-11-01 A Resolution of the Board of Directors of the Rossmoor Community Services District Setting Forth the Administrative Fine Amounts Imposed Pursuant to Policy No. 3098 For Violations of Policy No. 3080.
2. RESOLUTION NO. 20-02-11-02 A Resolution of the Board of Directors of the Rossmoor Community Services District Setting Forth the Fee for Issuance of a Tree Trimming Permit Pursuant to Policy No. 3080.

**ORDINANCES** - None

**H. REGULAR CALENDAR** –

1. SHAKESPEARE BY THE SEA REQUEST FOR DISTRICT CO-SPONSORSHIP AND STIPEND
2. CONSIDERATION OF RISK MANAGEMENT AUTHORITY SERVICES OPTIONS THROUGH SPECIAL DISTRICTS RISK MANAGEMENT AUTHORITY (SDRMA) OR CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)

**I. GENERAL MANAGER ITEMS**

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

**J. BOARD MEMBER ITEMS**

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

**K. GENERAL COUNSEL ITEMS**

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

**L. CLOSED SESSION:** None

**M. ADJOURNMENT**

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

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

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

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

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the February 11, 2020, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

Elizabeth Deering for \_\_\_\_\_ Date 02/06/20  
JOE MENDOZA  
General Manager

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4a**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** LOS ALAMITOS GIRLS SOFTBALL LEAGUE, PRESIDENT SHAWN NUGENT RE: STATUS OF THE UPCOMING SEASON

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

- a. President of the Los Alamitos Girls Softball League, Shawn Nugent will report regarding upcoming Spring Season and recent field upgrades—Receive and File.

**ATTACHMENTS** - None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4b**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ORANGE COUNTY SHERIFF'S DEPARTMENT LIEUTENANT  
GARY KNUTSON RE: OCSD QUARTERLY CRIME  
STATISTICS

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

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

**ATTACHMENTS**

1. OCSD Quarterly Crime Statistics



# ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

## 4th Quarter Rossmoor Calls for Service/Activity October—November—December 2019

Rossmoor 4th Qtr.

### 2018—2019 Yearly Comparisons

Offense	Jan'18	Feb'18	Mar'18	Apr'18	May'18	Jun'18	Jul'18	Aug'18	Sep'18	Oct'18	Nov'18	Dec'18	Total 2018
187	0	0	0	0	0	0	0	0	0	0	0	0	0
211	0	0	0	0	0	0	0	0	0	0	0	0	0
245	0	1	0	0	0	0	0	0	0	0	0	0	1
459C	0	0	0	0	1	0	0	0	0	0	0	0	1
459R	2*	0	0	0	4*	2	0	0	0	0	1	0	9*
459V	1	0	2*	1	1	4	1	0	0	0	0	0	10*
487	0	0	1	1	4	1*	1	0	0	0	2	0	10*
488	0	3	0	3	3	1	3	2	0	0	2	0	17
10851	0	0	1	0	0	0	1	1	1	1	0	0	5
<b>Total</b>	<b>3*</b>	<b>4</b>	<b>4*</b>	<b>5</b>	<b>13</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>53*</b>

Offense	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	Total 2019
187	0	0	0	0	0	0	0	0	0	0	0	0	0
211	0	0	0	0	0	0	0	0	0	0	0	0	0
245	0	0	0	0	0	0	1	0	0	0	0	0	1
459C	0	1	0	0	0	0	0	0	0	0	0	0	1
459R	0	0	0	0	3	0	0	2	0	0	0	0	5
459V	1	2	1	1	1	0	0	1	0	2	0	0	9
487	0	0	0	2	1	0	0	2	1	3	1	2	12
488	2	3	0	2	1	1	1	1	4	2	0	3	20
10851	0	2	1	0	2	1	0	1	0	0	2	0	9
<b>Total</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>3</b>	<b>5</b>	<b>57</b>

#### Penal Code Legend

211 = Robbery

187 = Murder

245 = Assault w/ deadly weapon

459C = Commercial Burglary

459R = Residential Burglary

459V = Vehicle Burglary

487 = Grand Theft

488 = Petty Theft

VC 10851 = Stolen Vehicle

\*Includes Attempts





**4th Quarter Rossmoor Calls for Service/Activity**  
**October—November—December 2019**

**Rossmoor 4th Qtr.**

**October 2019:**

**Vehicle Burglary (PC 459V)**

1. 10/05/19: 3000 block of Druid Lane, a vehicle's window was smashed, a bag was removed.
2. 10/05/19: 3000 block of Rowena Drive, a vehicle's window was smashed and a wallet was removed.

**Grand Theft (PC 488)**

1. 10/17/19: 3000 block of Rowena Drive, a catalytic converter was removed from a vehicle.
2. 10/21/19: Kempton and Montecito, a catalytic converter was removed from a vehicle.
3. 10/30/19: 11000 of Kensington Road, a catalytic converter was removed from a vehicle.

**Petty Theft (PC 488)**

1. 10/27/19: 11000 block of Los Alamitos, several items were taken from a vehicle parked in a parking lot. Victim unsure if vehicle was locked.
2. 10/31/19: 12000 block of Martha Ann Drive, holiday décor was taken from a front yard.

**November 2019:**

**Grand Theft (PC 488)**

1. 11/04/19: 13000 block of Blume Drive, jewelry was taken from a home.

**Stolen Vehicle (VC 10851)**

1. 11/09/19: 12000 block of Montecito Road, a locked vehicle was taken from a residential street.
2. 11/10/19: 11000 block of Los Alamitos Boulevard a vehicle was taken from a residential street.



# ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

## 4th Quarter Rossmoor Calls for Service/Activity October—November—December 2019

Rossmoor 4th Qtr.

### December 2019:

#### **Grand Theft (PC 488)**

1. 12/03/19: 12000 block of Montecito Road, a catalytic converter was removed from a vehicle.
2. 12/06/19: 3000 block of Ruth Elaine Drive, suspect(s) damaged and stole outdoor décor.

#### **Petty Theft (PC 488)**

1. 12/10/19: 2000 block of Shakespeare Drive, a package was stolen.
2. 12/11/19: 11000 block of Harrisburg Road, a gas card was taken from a work vehicle parked on a residential driveway., no signs of forced entry.
3. 12/30/19: 11000 block of Wallingsford Drive, victim's carry on bag was stolen from the unlocked leasing office of an apartment building.

\*\*The above crimes are not released from our Crime Analysis and Statistics Units. Nor are these the statistics which will reflect on the UCR (Uniformed Crime Reporting) from DOJ (Department of Justice). These reports were taken from our internal computer aided dispatch which is updated as calls come in. All reports have not been turned in, thus some crimes may be changed to reflect the actual crime at a later time.

\*\*\*These statistics are not consistent with the blotter. The blotter are all the calls we receive through dispatch. Sometimes those calls do not result in a part 1 crime. For example, on the blotter you may have read: "home burglary alarm, audible." this can mean that it was a false alarm and no burglary occurred.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4c**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** CALIFORNIA HIGHWAY PATROL OFFICER MATT  
MUSSELMAN RE: QUARTERLY TRAFFIC VIOLATIONS

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

c. California Highway Patrol Officer Matt Musselman Re:  
Quarterly Traffic Violations.

**ATTACHMENTS** - None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4d**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ROSSMOOR HOMEOWNERS ASSOCIATION DOROTHY FITZGERALD PRESENTATION RE: NEIGHBORHOOD WATCH PROGRAM

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

d. Rossmoor Homeowners Association Representative Dorothy Fitzgerald Re: Neighborhood Watch Program — Receive and file.

**ATTACHMENTS—None**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** GENERAL MANAGER 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. General Manager Quarterly Status Report.



# QUARTERLY STATUS REPORT

## OCT-DEC 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 Orange County Sheriff's Office keep us aware of any current crime issues that may be occurring in Rossmoor. We have partnered with the OCSO on crime, safety and educational programs and held another successful Drug Take Back Day at Rush Park on October 26, 2019. Staff is working with Orange County Sheriff's Department, California Highway Patrol, Orange County Fire Authority and the Military to plan a National Night Out event during a summer concert in 2020 to bring awareness and appreciation to first responders. OCSO has been cooperative and instrumental in supporting RCSD and securing resident feedback related to the ongoing street sweeping parking and ticket issues.

Objective 2: Meetings with OCFA - Staff continues to work with the Emergency Management Coordinator for the Orange County Sheriff's Department Emergency Management Division as well as Orange County Fire Authority to upgrade Rossmoor Community Services District's Emergency Management Plan. RCSD and RHA are partnering and will be scheduling a coordinating meeting that will also include the Los Alamitos Unified School District, City of Los Alamitos, City of Seal Beach and the Joint Forces Training Military Base.

Objective 3: Street Lighting - In addition to the completed LED Street Lighting project LED Lighting has been added to the Montecito Center, Rush Park Administrative and meeting rooms and Parking Lot and the Tennis Court Lights at Rossmoor Park. Street lighting continues to be monitored and any deficiencies reported to Southern California Edison.

**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 to explore government grant opportunities. District Staff is preparing a grant submittal to the National Parks and Recreation Association to secure a grant to fund the replacement of the Rossmoor Park Playground in FY 2021-2022. Staff has submitted a grant request for the per capita state grant and the RSCD Board passed a resolution at the December 2019 Board Meeting recognizing the District's desire and interest in continuing in the process.

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 for Quarter Ending, 9/31/19 was 2.34% and most recent as of 12/30/19 was 2.043.

Objective 3: Community Volunteers - The District continues to seek out opportunities for volunteers, as these opportunities may arise. Volunteers from the Youth Center have been utilized to

assist with crafts at concerts in the park and the Boy Scouts are volunteering to provide concession stand sales at our concerts. Staff is documenting volunteers and the hours served in order to begin a data base and ultimately conduct an appreciation program to recognize their service to the community. The After-School Program at Rush Park was recently added in conjunction with the Youth Center for Hopkinson School students.

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 management of operating costs. In current year reserve fund from the FY 2018-2019 audited actual is \$1,003,299. The FY 2019-2020 Budget has an estimated surplus of revenue over expenditures of \$27,482, which will increase the reserve fund to \$1,030,781. This will be verified with the actual Fiscal Year closing numbers during the Audit in August 2020.

**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 plant trees in vacant parkways and park wells. Age and species diversity play an important role in the management of a healthy urban forest. For this reason, the District planting palette is made up of a variety of species that have been determined to be suitable for the location and climate zone. Species may be added or removed from the palette due to supporting statistics, research or pest/disease prevalence.

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. Off-grid trims are completed as needed, for crown thinning and structural pruning of young trees. As a result of a heavy rain season and increased tree growth, a higher quantity of off-grid trims was required during the summer and early fall of 2019. RCSD staff performs light pruning and re-staking of trees whenever possible. The District continues to water newly planted or drought stressed trees as needed. Resident service requests from pruning are responded to in a timely manner

Objective 3: Monitoring Trees for Health and Safety Issues - Rossmoor trees continue to be monitored regularly for health, maintenance and safety issues and trimmed or removed if necessary. Resident service requests for safety concerns are responded to immediately, with emergency support provided by the County of Orange.

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

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 provides 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 is planned for March 14, 2020.

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

Objective 1: Inspection of District Properties: - The facilities at Rossmoor Park, Rush Park and Montecito Center are fully operational with no significant issues.

Objective 2: Maintenance of District Properties: - District staff continues washing District tennis, basketball courts and canopy shelters twice per month. All the HVAC units have been serviced and the plumbing contractor has performed preventive maintenance to the sewer lines in all the facilities. A contractor was hired at Rossmoor Park to remove a lump of build-up sand around the playgrounds and volleyball courts to minimize any tripping hazards. Staff continues to water young trees once per week, trim hanging debris from the Signature Wall on a monthly basis and pick up fallen tree branches as needed throughout the District. Staff replaced worn out swings and chains to the playground at Rossmoor Park. Staff installed a dozen replacement tiles around the Rush park playground. A contractor did root pruning and repaired a section of the wall that was being lifted by nearby trees at Rush Park. A roofing contractor repaired the corridor roof between the shop and the auditorium building and electrical panel's roof. Carpets were cleaned at the Rossmoor Park Community Center, Rush Park auditorium and the main office.

Objective 3: Maintenance Record Keeping – Monthly maintenance reports continue to be evaluated for conformance with contract requirements.

Objective 4: Water Conservation - District contractor's irrigation technician and District staff continues monitoring and adjusting the 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 four 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 offered the fifth year of its winter event, the Rossmoor Winter Festival at Rush Park. Once again, toys and unused items were collected for the Orange County Sheriff's Department Operation Santa Clause and Senior Santa. Planning and meetings are underway for the Rossmoor Community Festival which takes place on Sunday, May 3, 2020. 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 follow the MOU. Different ways to provide better security and safety for all at Rossmoor Park are in progress by district staff.

Objective 3: Accessibility of Recreation/Athletic Facilities – Recreation staff is researching ideas for revenue sharing programs and class offerings to the community.

Objective 4: User Fees-Recreation/Athletic Facilities – Recreation staff is monitoring compliance of MOU's and Contract Services Agreements (CSA's) for commercial 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 – Promotions this quarter included the Rossmoor Fall/Winter Events, Rossmoor Winter Festival and the 2020 Election of Officers. Special Projects included a Street Sweeping Solutions Animated PowerPoint consisting of four Rossmoor Resident video interviews, which was presented to Orange County Supervisor Michelle Steel on January 13, 2020; LAUSD Voter's Rights Map Resident Poll followed by a poll results presentation and public hearing; Rossmoor Winter Festival Sponsor Appreciation Awards; Rossmoor Winter Festival Committee Volunteer Awards, RCSD press releases, additional public outreach and notifications, co-agency event promotions and e-blasts. Staff began work planning the 2020 Arbor Day Celebration event, activities and publicity ideas. 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 (*Jan 2020*) was prepared and distributed in hardcopy and electronic format. The publication covered several timely and popular topics, featuring the Rossmoor Street Sweeping 2020 Vision, 2020 Election of Officers, Districts Make the Difference Campaign, Branch Banter Article Regarding 10 Years as a Tree City USA, Tree Ordinances, Policies, Permits, Administrative Citations 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. Public Hearings were held to receive public testimony regarding previously announced tree ordinance and policy changes. A successful and well attended Street Sweeping Solutions Stakeholders meeting was held on October 3, 2019 and a poll was conducted on alternative scheduling options. Once the poll was concluded, the data was analyzed and shared with the County Supervisor's Office. 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. Board Meeting Presentations have included the following guest presenters: The Los Alamitos Joint Forces Training Base Sunburst Academy, Los Alamitos Unified School District, California Highway Patrol, Orange County Sheriff's Department and Rossmoor Homeowners Association. 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.

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. We have created attractive branding for both new and existing programs and are working to improve and enhance facilities.

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

Objective 1: Los Alamitos Unified School District - The General Manager has maintained a relationship with the Los Alamitos Unified School District and recently arranged for Superintendent Andrew Pulver to represent LAUSD at the Street Sweeper Stakeholder Meeting on October 3, 2019. The RCSD was part of the LAUSD's Community Outreach Meeting on November 4, 2019 at 6:30 p.m. at Rush Park that will enlist input from the public regarding LAUSD's Voters Rights Act. As a result of ongoing communication and the RCSD Board members President Casey, Vice President Maynard and 2<sup>nd</sup> Vice President Nitikman attending LAUSD'S Community Outreach in January the RCSD Board of Directors passed a resolution in support of Green 4 area map that ultimately was adopted by the LAUSD Board of Directors.

Objective 2: Neighboring Jurisdictions – The General Manager and staff 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 has been scheduled. During this period the Los Alamitos Chamber of Commerce conducted a Heroes Luncheon to honor military and first responders at Rush Park Auditorium on September 19, 2019.

Objective 3: County of Orange - Staff has been in ongoing contact with OC Public Works regarding Tree Trimming, asphalt repair, curb and gutter repair, the trash contract and scheduled pick up as well as the ongoing street sweeping issues.

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

Objective 1: Community Concerns - On October 3, 2019 a very successful street sweeping stakeholder’s meeting was promoted and well attended with positive feedback from the community. The information collected will provide RCSD with data to support and provide to Supervisor Steele in support of an alternative street sweeping schedule. Assemblyman Diep’s office scheduled a Freeway Sound Wall meeting in response to ongoing concerns by RCSD, RHA and residents regarding Cal Trans lack of response regarding a sound study and remediation. Representatives from Cal Trans will also be in attendance to discuss the issue and agreed to conducting a decimal test along areas of concern and will be providing the results in early 2020.

Objective 2: Report to the Community – The District was honored to host Assemblyman Tyler Diep’s Community Coffee and Donuts open house at Rush Park on Saturday October 19, 2019, providing the community with legislative information in addition to a Q&A opportunity for residents.

**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 Corporation remains in place. General Manager Joe Mendoza has also met with representatives from Rossmoor Homeowners Association, LAUSD, Orange County Public Works Representatives, Orange County Sheriff’s Department Lieutenant Pat Rich, R.F. Dickson Street Sweeping Manager Terry Roberts, Supervisor Michelle Steele’s representative Tim Whitaker and the Rossmoor Community, to discuss a new schedule, signage and an ordinance change. This was an ongoing effort to ultimately prepare a report and funding request to Orange County Supervisor Michelle Steel’s office to process the change. As a result, on January 13,2019 a presentation was made to Second District Orange County Supervisor Michelle Steel and staff by Board Members Tony DeMarco, Jeffrey Barke and General Manager Mendoza. The presentation outlined the results of the Stakeholder meeting and survey to the Community. Supervisor Steele was very supportive and has begun the process of reviewing an ordinance change and funding in order to pursue an odd/even alternating days and sides of the street. The new sweeping schedule will provide residents and the local school volunteers an alternate place to park during street sweeping hours.

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:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Omero Perez  
**Subject:** QUARTERLY PARKS AND FACILITIES MAINTENANCE  
REPORT

**RECOMMENDATION**

Receive and file report.

**BACKGROUND**

The Quarterly Parks and Facilities Maintenance 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

# RCSD PARKS AND FACILITIES MAINTENANCE DEPARTMENT

## QUARTERLY REPORT TO THE BOARD FEBRUARY 2020

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### SUMMARY



**Inspection of District Properties** - The facilities at Rossmoor, Rush park and Montecito Center are fully operational with no significant issues.

**Maintenance of District Properties** - District staff continues washing District tennis, basketball courts and canopy shelters twice per month. All the HVAC units have been serviced. The Montecito Center HVAC unit is not heating and has poor air flow, so staff is working on gathering some quotes to repair or replace it. The District replaced rain gutters at the Montecito Center, and added rain gutters to Rossmoor Park building and a small section to the corridor at Rush Park. Staff continues to water young trees once per week, trim hanging debris from the Signature Wall on a monthly basis and pick up fallen tree branches as needed throughout the District. BrightView Landscaping has aerated all the turf areas. Rush Park softball field maintenance - District staff added 5 tons of infield mix in preparation for LAGSL Spring Practice. A contractor added 100 tons of infield mix to the 3 soft ball fields at Rossmoor park and Laser leveled them for proper drainage and safety. A roofing contractor repaired the corridor roof between the shop and the auditorium building and electrical panel's roof. Carpets were cleaned at the Rossmoor Park Community Center, Rush Park auditorium and the main office.

**Maintenance Record Keeping** – Monthly maintenance reports continue to be evaluated for conformance with contract requirements.

**Water Conservation** - District contractor's irrigation technician and District staff continues monitoring and adjusting the irrigation system for consistent and accurate coverage on the turf areas.

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

Respectfully Submitted By:  
*Omero Perez, Park Superintendent*

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-3**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Chris Argueta Recreation Superintendent  
**Subject:** QUARTERLY RECREATION REPORT

**RECOMMENDATION**

Receive and file report.

**BACKGROUND**

The Quarterly Recreation 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.

# RCSD RECREATION DEPARTMENT

## QUARTERLY REPORT TO THE BOARD

### 2020

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### SUMMARY



As the District's Recreation Department reflects on the successes of 2019 we also begin to look forward to a new year and new program offerings for the upcoming year. A winter season that has had hot and cold weather at times has not deterred park users from coming to enjoy the parks in Rossmoor. Recreation staff is busier than ever while continuing to find new and better ways to bring more exciting offerings to the community of Rossmoor.

Some recent accomplishments completed by the Recreation Department include:

- Collaboration with the Annual School GhouL Run/Walk
- Offering a successful Holiday Toy and Gift Drive
- 5th Annual Rossmoor Winter Festival at Rush Park

Recreation staff is currently working on the following projects:

- Researching ways to improve current programs and future projects
- Coordination of summer special event offerings
- Securing Sheriff presence at special events

Future projects Recreation staff would like to implement:

- Offer additional events or collaborate with existing events to provide recreational offerings
- Reduce special event costs by securing sponsors and utilizing volunteers

As the roles and responsibilities of the Recreation Department continue to increase, staff continues to be motivated to bring more recreation opportunities into Rossmoor. Recreation staff is currently looking to collaborate with local sports organizations, coaches, and instructors to provide demonstrations and or form possible tournaments (tennis, basketball, volleyball) at the parks, to spark interest and continue to bring fun options and opportunities to the community. The Recreation Department is excited for what is in store for the community of Rossmoor as exciting new partnerships form, maximizing the potential to create community.

Respectfully Submitted By,



Chris Argueta  
RCSD Recreation Superintendent

## RUSH PARK QUARTERLY ACTIVITY (JULY-SEPT 2019)

	JULY	AUG	SEPT	<u>LOCATION TOTAL:</u>
PLAYGROUND	1418	1162	1002	3582
WALK/RUN	624	668	708	2000
FIELDS 1,2,3	2795	1195	512	4502
PICNIC SITE A	764	814	865	2443
PICNIC SITE B	534	669	556	1759
AUDITORIUM	1715	1665	1984	5364
EAST ROOM	626	356	423	1405
WEST ROOM	115	144	143	402
OTHER	321	354	469	1144
<u>MONTHLY TOTAL:</u>	8912	7027	6662	<b>22601</b>
				<u>QUARTERLY TOTAL</u>

## ROSSMOOR PARK QUARTERLY ACTIVITY (OCT-DEC 2019)

	OCT	NOV	DEC	<u>LOCATION TOTAL:</u>
<b>PLAYGROUND</b>	1379	1323	1424	4126
<b>WALK/RUN</b>	622	967	808	2397
<b>TENNIS</b>	1026	1059	1066	3151
<b>BASKETBALL</b>	130	306	183	619
<b>VOLLEYBALL</b>	84	101	37	222
<b>FIELDS 1,2,3</b>	2086	882	321	3289
<b>PICNIC SITE A</b>	188	173	196	557
<b>PICNIC SITE B</b>	113	100	83	296
<b>PICNIC SITE C</b>	127	44	93	264
<b>COMMUNITY ROOM</b>	659	620	421	1700
<b>OTHER</b>	388	400	256	1044
<b><u>MONTHLY TOTAL:</u></b>	6802	5975	4888	<b>17665</b>
				<b><u>QUARTERLY TOTAL</u></b>



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-4**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Mary Kingman District Arborist  
**Subject:** QUARTERLY TREE REPORT

**RECOMMENDATION**

Receive and file report.

**BACKGROUND**

The Quarterly Tree 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.

### Fourth Quarter CY 2019 Urban Forest Report

Month	Safety Pruning OCPW	Grid Pruning	Off-Grid Pruning	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
October-19		617	35	68	1			39	5		73
November-19		649									43
December-19		35				7					42
<b>4th Quarter Totals</b>	<b>0</b>	<b>1301</b>	<b>35</b>	<b>68</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>39</b>	<b>5</b>	<b>0</b>	<b>158</b>

### 2019 CY Urban Forest Report

Month	Safety Pruning OCPW	Grid Pruning	Off-Grid Pruning	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	23			1				25	1		42
<b>1st Quarter Totals</b>	<b>23</b>	<b>553</b>	<b>0</b>	<b>68</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>25</b>	<b>1</b>	<b>0</b>	<b>108</b>
April-19			48	43	3	1		49	2		30
May-19						1					37
June-19	6					1		39			48
<b>2nd Quarter Totals</b>	<b>6</b>	<b>0</b>	<b>48</b>	<b>43</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>88</b>	<b>2</b>	<b>0</b>	<b>115</b>
July-19	30		67			3		51			40
August-19											63
September-19	88								1		71
<b>3rd Quarter Totals</b>	<b>118</b>	<b>0</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>51</b>	<b>1</b>	<b>0</b>	<b>174</b>
October-19		617	35	68	1			39	5		73
November-19		649									43
December-19		35				7					42
<b>4th Quarter Totals</b>	<b>0</b>	<b>1301</b>	<b>35</b>	<b>68</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>39</b>	<b>5</b>	<b>0</b>	<b>158</b>
<b>2018 Totals</b>	<b>147</b>	<b>1854</b>	<b>150</b>	<b>179</b>	<b>6</b>	<b>13</b>	<b>9</b>	<b>203</b>	<b>9</b>	<b>0</b>	<b>555</b>

TREE FAILURES 2019					
ADDRESS	TREE	DATE	REASON	TREE CONDITION	DAMAGE
12542 MARTHA ANN DR.	Indian Laurel Fig	1/17/2019	Tree Split near base during heavy rain	Structural - internal	Garage roof, gutter, fascia
2632 SILVERWOOD DR	Brisbane Box	2/2/2019	Rain Storm - Tree Fell Over	Compromised root system	None
3261 QUAIL RUN RD	Evergreen Pear	2/2/2019	Rain Storm - Tree Fell Over	Rot at base and in root system	None
12041 MONTECITO RD	Silver Maple	2/2/2019	Tree failed during storm - snapped at mid-trunk	Decay - on removal list sent to County in December	None
2631 CHANNING WAY	Chinese Pistache	2/2/2019	Tree failed during storm	Compromised root system	None
2642 GERTRUDE DR.	Australian Willow	2/2/2019	Tree failed during storm	Compromised root system - PLANTED BY SCHOOL DIST.	None
12202 CHIANTI DR.	Brisbane Box	2/2/2019	Tree failed during storm	Compromised root system	None
3062 BLUME DR.	Brazilian Pepper	2/17/2019	Tree uprooted during high winds after rain	Roots pruned on side that failed	None
11171 DONNIS RD.	Arizona Ash	2/17/2019	Tree failed during high winds	Leaning tree	None
11361 KENSINGTON RD	Chinese Pistache	9/6/2019	Leaning tree fell over into street	Soil saturation due to leak in irrigation line	None
12202 FOSTER RD.	Jacaranda	9/18/2019	Truck hit tree - cracked trunk	Truck hit tree - cracked trunk	None

SMALL TREE REMOVALS 2019					
ADDRESS	TREE	DATE PLANTED	DETAILS	REMOVED	REPLACED
3242 BRADURY RD	Liriodendron tulipife	10/13/2011	Lack of water when tree first planted	4/9/2019	1/8/2020
RUSH PARK	Catalina Ironwood	10/8/2018	Herbicide Death	5/23/2019	
12351 KENSINGTON	Raywood Ash	1/13/2016	Either vandalism or hit by vehicle - no witnesses	6/10/2019	10/18/2019
11372 DAVENPORT RD	Brisbane Box	11/24/2014	Root system never developed properly	7/17/2019	1/15/2019
2952 DRUID LN (tree 1)	Peppermint Willow	5/11/2017	Lack of water and site made unsuitable for tree	7/17/2019	
2952 DRUID LN (tree 2)	Peppermint Willow	5/11/2017	Lack of water and site made unsuitable for tree	7/17/2019	
2882 BOSTONIAN	Raywood Ash	1/15/2018	Unknown - poss. water/ root establishment issue	12/19/2019	12/26/2019
12522 CHRISTY LN	Liquidambar styracif	6/8/2015	Lack of water, Bacterial scorch	12/19/2019	
11911 WALLINGSFORD RD.	Peppermint Willow	10/2/2018	Unknown - species establishment issue	12/19/2019	
2692 SALMON DR.	Aristocrat Pear	3/13/2018	Herbicide Death - photo evidence	12/19/2019	1/13/2020
11641 DAVENPORT RD.	Ginkgo biloba	4/16/2019	Substandard nursery stock	12/19/2019	1/10/2020
2961 ST. ALBANS DR.	Raywood Ash	2/6/2019	Damaged by gardener	12/19/2019	12/26/2019
3342 ORANGEWOOD AVE.	Peppermint Willow	4/16/2019	Unknown - species establishment issue	12/19/2019	1/13/2020

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** MINUTES: REGULAR MEETING OF JANUARY 14, 2020

**RECOMMENDATION**

Approve the Minutes of the Regular Meeting of January 14, 2020 as prepared by the Board's Secretary/General Manager.

**BACKGROUND**

The report reflects the actions of the Board at their meeting of January 14, 2020 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS**

1. Minutes-Regular Meeting of January 14, 2020 Prepared by the Board's Secretary/General Manager.



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 14, 2020**

**A. ORGANIZATION**

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

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

**3. PLEDGE OF ALLEGIANCE:** Boy Scout Troop

**4. PRESENTATIONS:**

**a. PRESIDENT CASEY (2019) STATE OF THE DISTRICT ADDRESS**

President Casey presented the 2019 State of the District Address. The presentation was received and filed.

**b. RECOGNITION OF ROSSMOOR WINTER FESTIVAL COMMITTEE VOLUNTEERS**

President Casey presented a commemorative mug and plaque to the 2019 Rossmoor Winter Festival Committee volunteer members. The presentation was received and filed.

**c. ORANGE COUNTY SHERIFF'S DEPARTMENT LT. PAT RICH**

President Ron Casey presented a proclamation of commendation to outgoing Orange County Sheriff's Department Lieutenant Patrick Rich. Lieutenant Pat Rich introduced his successor, Lieutenant Gary Knutson to the Board. The presentation was received and filed.

**d. INTRODUCTION OF CR&R INCORPORATED ENVIRONMENTAL SERVICES REGIONAL MANAGER ANDREW KERATZIDES RE: WASTE AND DISPOSAL SERVICES UPDATE**

CR&R Regional Manager Andrew Keratzides introduced himself to the RCSD Board and community. He stated that he was aware of recent resident complaints and promised to investigate their concerns related to a lack of consistency in trash pickup service. The Board encouraged him to work with the General Manager. The presentation was received and filed.

**5. ELECTION OF OFFICERS:**

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

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

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

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

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

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

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

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM—None**

**D. REPORTS TO THE BOARD:**

**1. FIFTH ANNUAL ROSSMOOR WINTER FESTIVAL REVIEW**

Recreation Superintendent Chris Argueta reviewed the 2019 Fifth Annual Rossmoor Winter Festival Event. He stated that approximately 4,000 people were in attendance, the largest yet. He also discussed things that went well and suggested potential improvements and funding goals. The report was received and filed.

**E. CONSENT CALENDAR:**

**PRESIDENT MAYNARD REQUESTED THAT ITEM E-1a BE PULLED FROM THE AGENDA TO BE VOTED ON SEPARATELY**

**1a. MINUTES OF THE REGULAR BOARD MEETING—December 10, 2019**

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

Motion by Director Casey, seconded by Director DeMarco to approve Item E-2 November 2019 Revenue and Expenditure Report as submitted. Motion passed 5-0.

Motion by Director DeMarco, seconded by Director Nitikman to approve Items E-1a Minutes of the December 10, 2019 regular board meeting as submitted. Motion passed 4-1. President Maynard abstained as he was not present at that meeting.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 20-01-14-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS**

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

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

Discussion ensued. Motion by Director Nitikman, seconded by Director Casey to approve Resolution No. 20-01-14-01. The motion passed by roll call vote 5-0.

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

The General Manager reported that on Tuesday, August 27, 2019 LAUSD announced in an email that the Board of Education had begun the process of changing the current at-large voting system to a voting system based on five trustee areas. Instead of voting for all five members of the school board at large, a voter will select one trustee to represent their area of the school district. Recommendation to approve Resolution No. 19-12-10-02 by reading the title only and waiving further reading as follows:

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

This item was tabled until the January 14, 2020 regular board meeting when additional feedback could be obtained. It was the consensus of the Board that a brief community poll be prepared and sent out in order to obtain input and feedback from Rossmoor residents and encourage them to provide input at the January 14, 2020 regular meeting. Results of the poll

indicated most Rossmoor residents preferred that residences within the Rossmoor Community Services District Community be placed wholly in one trustee area, thus becoming the majority of that area. (This option would guarantee Rossmoor a LAUSD Board seat). The Los Alamitos Unified School District subsequently narrowed down the map selection further and there remained only two maps to decide between, Green 4 and Yellow 3.

Resident Jody Roubanis thanked the Board for promoting awareness regarding the voter trustee process and opined regarding her map preferences. She stated that both remaining maps, Green 4 and Yellow 3, would be good choices for Rossmoor.

Lengthy discussion ensued relative to incumbents, proximity to elementary school geographical boundaries, future elections and which of the two maps would be the best choice for Rossmoor. Director Barke opined in favor of the Yellow 3 map. President Maynard, Director Nitikman and Director Casey preferred the Green 4 map and Director DeMarco had no preference but felt it was important for the Board to decide for Rossmoor. Motion by Director Nitikman, seconded by Director Casey to approve Resolution No. 20-01-14-01, with minor revisions to include specific language which indicated the Rossmoor Community Services District's preference for the Green 4 map. The motion passed by roll call vote 4-1, with Director Barke voting No.

#### **ORDINANCES:**

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

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

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

AT THIS TIME PRESIDENT MAYNARD OPENED THE PUBLIC HEARING

Resident Brian Muhollack had questions and concerns regarding code enforcement and the implications of passing the ordinance. He opined that all residents should be notified.

President Maynard and Director Nitikman assured Mr. Muhollack that the District's powers were limited to trees and District facilities only, not private property. The County of Orange had jurisdiction over roads and code enforcement matters. They also assured him that the ordinance hearings had been legally and properly noticed in the legal section of the local



newspaper, in the District newsletter and announced at prior board meetings. Director DeMarco stated that once the ordinances were passed, the District would notify the community through its many media resources to ensure all residents were educated and aware of the change.

AT THIS TIME PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING

General Counsel stated that Resolution No. 20-01-14-03 A Resolution Of The Board Of Directors Of The Rossmoor Community Services District Setting Forth The Administrative Fine Amounts Imposed Pursuant To Policy No. 3098 For Violations Of Policy No. 3080, would be brought back to the Board at its February 11, 2020 regular meeting along with a penalty fee schedule for the Board's consideration and approval.

Discussion ensued. Motion by Director DeMarco, seconded by Director Casey, to approve Ordinance No. 2019-01, by reading the title only and waiving further reading. Motion passed by roll call vote, 5-0.

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

General Counsel Tarquin Preziosi introduced Ordinance No. 2019-02 for second reading.

AT THIS TIME PRESIDENT MAYNARD OPENED THE PUBLIC HEARING

Resident Ron Myer opined regarding his concerns about trimming and stated that he would support a tree trimming permit process.

AT THIS TIME PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING

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

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

Motion by Director Nitikman seconded by Director DeMarco, to approve Ordinance No. 2019-02 by reading the title only and waiving further reading. Motion passed 5-0.

**H. REGULAR CALENDAR:** None

**I. GENERAL COUNSEL ITEMS:** None

Motion by Director DeMarco, seconded by Director Casey to revise the agenda and move Item L-1 Closed Session up in the agenda. Motion passed unanimously, 5-0.

ITEM L-1 CLOSED SESSION WAS TAKEN OUT OF ORDER AND MOVED UP IN THE AGENDA.

AT APPROXIMATELY 9:30 PM THE BOARD ADJOURNED TO CLOSED SESSION.

**L. CLOSED SESSION:**

1. CONFERENCE WITH LEGAL COUNSEL

Consideration of discipline or dismissal of a public employee.

Pursuant to Government Code section 54957(b)(1).

AT APPROXIMATELY 10:55 PM THE BOARD RECONVENED TO OPEN SESSION.

General Counsel Tarquin Preziosi stated that approximately 9:30 p.m. the Board recessed into a closed session. At approximately 10:55 p.m. the Board reconvened from closed session into open session. There was no reportable action.

**J. GENERAL MANAGER ITEMS—None**

General Manager Joe Mendoza reported that there had been ongoing graffiti and vandalism in the Rush Park restrooms. The District filed a police report and is now locking the restrooms at 7:00 p.m. He briefed the Board on his recent meeting with LAGSL and RHA President Ralph Vartabedian to discuss the Girls Softball League schedule, clean up, parking, etc. He also commented that LAGSL had just invested \$10,000 into field improvements and had undergone preventive maintenance training. Tryouts began this past weekend. The General Manager further reported that he had met with the Joint Powers Insurance Agency (JPIA) to obtain an evaluation and quote to compare to the District's existing insurance carrier SDRMA. He stated that he would be scheduling a budget committee meeting in order to review the proposal and get some direction from the Board on how to proceed. He hoped to have a final determination by April or May. The General Manager also reported that he had spoken with Seal Beach City Manager, Jill Ingram and she advised him that she is exploring opportunities to negotiate some offsite parking options. Finally, he provided an overview of the Street Sweeping meeting with Orange County Supervisor Michelle Steel. Supervisor Steel was very impressed by the Street Sweeping presentation and agreed to accommodate the District's proposed request for an alternative schedule. The report was received and filed.

**K. BOARD MEMBER ITEMS:**

Director Barke had nothing to report.

Director Nitikman had nothing to report.

Director DeMarco discussed the meeting with Supervisor Steel and remarked that the meeting went very well. The District was closer than it had ever been to changing the street sweeping schedule in Rossmoor. A draft was being prepared of the proposed ordinance for alternative days

and a bid for a new street sweeping contract to go with the new ordinance. District Director Tim Whitacre was working on the draft language.

Director Maynard thanked outgoing Lieutenant Pat Rich for his service and remarked that the District had a great two years under his leadership. He also welcomed incoming Lieutenant Knutsen to Rossmoor. President Maynard concluded by stating that it was a privilege to serve as President of the RCSD Board in 2020.

President Casey complimented his fellow Board members on the wonderful work they had done on the street sweeping issue and meeting with Supervisor Steel. He stated that Rossmoor had a fine Board and it had been a pleasure to work with them over the past year. He congratulated President Maynard and stated he looked forward to working with him in the year ahead.

**L. CLOSED SESSION—None**

**M. ADJOURNMENT:**

Motion by Director Nitikman seconded by Director DeMarco, to adjourn the regular meeting at 11:05 p.m. Motion passed 5-0.

**SUBMITTED BY:**

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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1b**

**Date:** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** MINUTES: PUBLIC IMPROVEMENTS FINANCING CORPORATION (PIFC) MEETING OF JANUARY 14, 2020

**RECOMMENDATION**

Approve the Minutes of the Public Improvements Financing Corporation (PIFC) Meeting of January 14, 2020 as prepared by the Board's Secretary/General Manager.

**BACKGROUND**

The report reflects the actions of the Board at their PIFC meeting of January 14, 2020 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS**

1. Minutes-PIFC Meeting of January 14, 2020 Prepared by the Board's Secretary/General Manager.

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

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, January 14, 2020**

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**A. ORGANIZATION**

- 1. CALL TO ORDER: By President Casey at 11:06 P.M.**
- 2. ROLL CALL: Director Barke, DeMarco, Maynard, Nitikman  
President Casey**
- 3. PLEDGE OF ALLEGIANCE**
- 4. MINUTES:**
  - a. Regular meeting of January 8, 2019**

The Minutes of the Regular Meeting of January 8, 2019 were received and filed as submitted for informational purposes, since approved the prior year.

- 5. PRESENTATIONS – None**
- 6. ELECTION OF OFFICERS**

The General Manager requested nominations for office of President of the Corporation. Motion by Director DeMarco, Seconded by PIFC President Casey to nominate President Maynard as President of the Corporation. A roll call vote was taken. Motion passed 5-0.

The General Manager requested nominations for office of Vice President of the Corporation. Motion by newly elected PIFC President Maynard, Seconded by Director DeMarco to nominate First Vice President Nitikman as Vice President of the Corporation; to appoint General Manager, Joe Mendoza as Secretary and Treasurer of the Corporation and to appoint Jones & Mayer as District General Counsel. A roll call vote was taken. Motion passed 5-0.

- B. ADDITIONS TO AGENDA - None**
- C. PUBLIC FORUM – None**
- D. REPORTS TO THE BOARD - None**
- E. CONSENT CALENDAR - None**

**F. PUBLIC HEARING - None**

**G. RESOLUTIONS**

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

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

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

Motion by Director Nitikman, seconded by Director Barke to approve Resolution No. 20-01-14-1. Motion to approve Resolution No. 20-01-14-1 unanimously passed by roll call vote, 5-0.

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

**I. ADMINISTRATIVE ITEMS - None**

**J. INFORMATIONAL ITEMS - None**

**K. BOARD MEMBER ITEMS - None**

**L. CLOSED SESSION - None**

**M. ADJOURNMENT**

Motion by Director Nitikman, seconded by Director DeMarco, to adjourn the meeting at 11:10 p.m. Motion passed 5-0.

**SUBMITTED BY:**

**Joe Mendoza  
Secretary**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date** February 11, 2020  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Kathy Bell, Accountant  
**Subject:** REVENUE & EXPENDITURE REPORT – DECEMBER, 2019

**RECOMMENDATION**

Receive and file report.

**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 December, 2019.

REVENUE / EXPENDITURE SUMMARY REPORT  
December 2019 @ 50%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	1,010,370.00	1,010,370.00	545,550.55	355,058.88	464,819.45	54.0
STREET LIGHT ASSESSMENTS	356,040.00	356,040.00	190,262.89	123,923.09	165,777.11	53.4
USE OF MONEY AND PROPERTY	24,000.00	24,000.00	4,420.08	0.00	19,579.92	18.4
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	756.05	756.05	64,643.95	1.2
FEES AND SERVICES	181,000.00	181,000.00	92,942.25	12,578.00	88,057.75	51.3
OTHER REVENUE <b>1</b>	22,000.00	22,000.00	16,497.07	14,109.07	5,502.93	75.0
<b>Total Revenues</b>	<b>1,658,810.00</b>	<b>1,658,810.00</b>	<b>850,428.89</b>	<b>506,425.09</b>	<b>808,381.11</b>	<b>51.3</b>
<b>Expenditures</b>						
TRANSFER OUT - CIP FUND 40	150,000.00	150,000.00	0.00	0.00	0.00	0.0
ADMINISTRATION <b>2, 3, 4, 5, 6</b>	816,940.00	816,940.00	420,165.24	67,842.16	396,774.76	51.4
RECREATION <b>7</b>	45,000.00	45,000.00	38,230.41	8,355.59	6,769.59	85.0
ROSSMOOR PARK	103,290.00	103,290.00	59,861.29	8,427.60	43,428.71	58.0
MONTECITO CENTER	26,098.00	26,098.00	7,361.17	1,470.64	18,736.83	28.2
RUSH PARK <b>8</b>	140,900.00	140,900.00	80,729.89	11,345.74	60,170.11	57.3
STREET LIGHTING	103,000.00	103,000.00	61,595.44	8,242.63	41,404.56	59.8
ROSSMOOR WALL	4,400.00	4,400.00	2,200.00	0.00	2,200.00	50.0
STREET SWEEPING	60,000.00	60,000.00	29,579.42	10,053.62	30,420.58	49.3
PARKWAY TREES <b>9</b>	166,550.00	166,550.00	100,240.00	67,912.00	66,310.00	60.2
MINI-PARKS, MEDIANS & TRIANGLE	15,150.00	15,150.00	7,529.40	2,125.83	7,620.60	49.7
<b>Total Expenditures</b>	<b>1,631,328.00</b>	<b>1,631,328.00</b>	<b>807,492.26</b>	<b>185,775.81</b>	<b>673,835.74</b>	<b>49.5</b>

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

- |   |  |
|---|--|
| 1. Other Revenue/10-00-3500               | New Account added for Winterfest Sponsorship donations. Will be adjusted in Amended Budget.          |
| 2. Part-Time/10-10-4002                   | Part-Time extended/will be adjusted in Amended Budget.   |
| 3. Overtime/10-10-4003                    | Original budget for OT too low. Will be adjusted in Amended Budget.                                  |
| 4. Memberships & Dues/10-10-5004          | Annual memberships have been paid for this FY  |
| 5. Postage/10-10-5014                     | Newsletter postage/will be adjusted in Amended Budget.   |
| 6. Other Professional Services/10-10-5670 | Additional ADP Services contracted out/Extra Accounting charges. Will be adjusted in amended budget. |
| 7. Community Events/10-20-5017            | Winterfest sponsorship donations moved to new account. Will be adjusted in Amended Budget.           |
| 8. Rush Park Maintenance/10-50-5032       | Auditorium and office lighting/roof repair, etc. Will be adjusted in Amended Budget.                 |
| 9. Trees/10-80-6015                       | Residents paid for larger or addition trees. RCSD not yet billed for the trees.                      |



REVENUE REPORT  
 DECEMBER 2019 @ 50%

Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	1,010,370.00	1,010,370.00	545,550.55	355,058.88	0.00	464,819.45	54.0
ASSESSMENTS	356,040.00	356,040.00	190,262.89	123,923.09	0.00	165,777.11	53.4
USE OF MONEY AND PROPERTY	24,000.00	24,000.00	4,420.08	0.00	0.00	19,579.92	18.4
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	756.05	756.05	0.00	64,643.95	1.2
FEES AND SERVICES	181,000.00	181,000.00	92,942.25	12,578.00	0.00	88,057.75	51.3
OTHER REVENUE (1)	22,000.00	22,000.00	16,497.07	14,109.07	0.00	5,502.93	75.0
Dept: 00	1,658,810.00	1,658,810.00	850,428.89	506,425.09	0.00	808,381.11	51.3
Revenues	1,658,810.00	1,658,810.00	850,428.89	506,425.09	0.00	808,381.11	51.3
Grand Total Net Effect:	1,658,810.00	1,658,810.00	850,428.89	506,425.09	0.00	808,381.11	

EXPENDITURE REPORT  
DECEMBER 2019 @ 50%

Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 00							
OPERATIONS AND MAINTENANCE	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 00	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 2,3	649,100.00	649,100.00	325,277.97	55,574.21	0.00	323,822.03	50.1
OPERATIONS AND MAINTENANCE 4,5	103,440.00	103,440.00	41,968.93	6,077.93	0.00	61,471.07	40.6
CONTRACT SERVICES 6	62,400.00	62,400.00	52,351.94	6,190.02	0.00	10,048.06	83.9
CAPITAL EXPENDITURES	2,000.00	2,000.00	566.40	0.00	0.00	1,433.60	28.3
ADMINISTRATION	816,940.00	816,940.00	420,165.24	67,842.16	0.00	396,774.76	51.4
Dept: 20 RECREATION							
OPERATIONS AND MAINTENANCE 7	44,750.00	44,750.00	38,230.41	8,355.59	0.00	6,519.59	85.4
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RECREATION	45,000.00	45,000.00	38,230.41	8,355.59	0.00	6,769.59	85.0
Dept: 30 ROSSMOOR PARK							
OPERATIONS AND MAINTENANCE	73,290.00	73,290.00	44,149.99	5,809.05	0.00	29,140.01	60.2
CONTRACT SERVICES	30,000.00	30,000.00	15,711.30	2,618.55	0.00	14,288.70	52.4
ROSSMOOR PARK	103,290.00	103,290.00	59,861.29	8,427.60	0.00	43,428.71	58.0
Dept: 40 MONTECITO CENTER							
OPERATIONS AND MAINTENANCE	22,098.00	22,098.00	5,615.47	1,179.69	0.00	16,482.53	25.4
CONTRACT SERVICES	3,500.00	3,500.00	1,745.70	290.95	0.00	1,754.30	49.9
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	26,098.00	26,098.00	7,361.17	1,470.64	0.00	18,736.83	28.2
Dept: 50 RUSH PARK							
OPERATIONS AND MAINTENANCE 8	110,900.00	110,900.00	64,473.37	8,727.19	0.00	46,426.63	58.1
CONTRACT SERVICES	30,000.00	30,000.00	16,256.52	2,618.55	0.00	13,743.48	54.2
RUSH PARK	140,900.00	140,900.00	80,729.89	11,345.74	0.00	60,170.11	57.3
Dept: 60 STREET LIGHTING							
CONTRACT SERVICES	103,000.00	103,000.00	61,595.44	8,242.63	0.00	41,404.56	59.8
STREET LIGHTING	103,000.00	103,000.00	61,595.44	8,242.63	0.00	41,404.56	59.8
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	4,400.00	4,400.00	2,200.00	0.00	0.00	2,200.00	50.0
ROSSMOOR WALL	4,400.00	4,400.00	2,200.00	0.00	0.00	2,200.00	50.0

EXPENDITURE REPORT  
DECEMBER 2019 @ 50%

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Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 70 STREET SWEEPING							
CONTRACT SERVICES	60,000.00	60,000.00	29,579.42	10,053.62	0.00	30,420.58	49.3
STREET SWEEPING	60,000.00	60,000.00	29,579.42	10,053.62	0.00	30,420.58	49.3
Dept: 80 PARKWAY TREES							
OPERATIONS AND MAINTENANCE	1,550.00	1,550.00	0.00	0.00	0.00	1,550.00	0.0
CONTRACT SERVICES	120,000.00	120,000.00	99,570.00	63,752.00	0.00	20,430.00	83.0
CAPITAL EXPENDITURES 9	45,000.00	45,000.00	670.00	4,160.00	0.00	44,330.00	1.5
PARKWAY TREES	166,550.00	166,550.00	100,240.00	67,912.00	0.00	66,310.00	60.2
Dept: 90 MINI-PARKS AND MEDIANS							
OPERATIONS AND MAINTENANCE	11,550.00	11,550.00	5,783.70	1,834.88	0.00	5,766.30	50.1
CONTRACT SERVICES	3,500.00	3,500.00	1,745.70	290.95	0.00	1,754.30	49.9
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,150.00	15,150.00	7,529.40	2,125.83	0.00	7,620.60	49.7
Expenditures	1,631,328.00	1,631,328.00	807,492.26	185,775.81	0.00	823,835.74	49.5
Grand Total Net Effect:	-1,631,328.00	-1,631,328.00	-807,492.26	-185,775.81	0.00	-823,835.74	

REVENUE/EXPENDITURE REPORT  
DECEMBER 2019 @ 50%

Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	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	936,675.00	936,675.00	518,764.71	352,746.24	0.00	417,910.29	55.4
3001 Current unsecured prop tax	28,000.00	28,000.00	16,338.95	0.00	0.00	11,661.05	58.4
3002 Prior secured property taxes	6,500.00	6,500.00	4,808.26	570.39	0.00	1,691.74	74.0
3003 Prior unsecured prop taxes	395.00	395.00	0.00	0.00	0.00	395.00	0.0
3004 Delinquent property taxes	800.00	800.00	0.00	0.00	0.00	800.00	0.0
3010 Current supplemental assessmt	24,000.00	24,000.00	5,638.63	1,742.25	0.00	18,361.37	23.5
3020 Public utility tax	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
PROPERTY TAXES	1,010,370.00	1,010,370.00	545,550.55	355,058.88	0.00	464,819.45	54.0
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	356,040.00	356,040.00	190,262.89	123,923.09	0.00	165,777.11	53.4
ASSESSMENTS	356,040.00	356,040.00	190,262.89	123,923.09	0.00	165,777.11	53.4
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	24,000.00	24,000.00	4,420.08	0.00	0.00	19,579.92	18.4
USE OF MONEY AND PROPERTY	24,000.00	24,000.00	4,420.08	0.00	0.00	19,579.92	18.4
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,400.00	5,400.00	756.05	756.05	0.00	4,643.95	14.0
3305 County street sweep reimburse	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
OTHER GOVERNMENT AGENCIES	65,400.00	65,400.00	756.05	756.05	0.00	64,643.95	1.2
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	25,000.00	25,000.00	16,626.75	2,290.75	0.00	8,373.25	66.5
3405 Wall Rental	500.00	500.00	180.00	20.00	0.00	320.00	36.0
3406 Ball field reservations	25,000.00	25,000.00	9,000.00	93.00	0.00	16,000.00	36.0
3410 Rossmoor building rental	18,500.00	18,500.00	8,754.50	1,346.25	0.00	9,745.50	47.3
3412 Montecito building rental	27,000.00	27,000.00	13,672.00	3,287.00	0.00	13,328.00	50.6
3414 Rush Park Building Rental	85,000.00	85,000.00	44,709.00	5,541.00	0.00	40,291.00	52.6
FEES AND SERVICES	181,000.00	181,000.00	92,942.25	12,578.00	0.00	88,057.75	51.3
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	2,000.00	2,000.00	2,627.07	239.07	0.00	-627.07	131.4
3504 Winterfest Sponsorships ①	0.00	0.00	13,870.00	13,870.00	0.00	-13,870.00	0.0
3600 TRANSFER IN/OUT OTHER FUNDS	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE	22,000.00	22,000.00	16,497.07	14,109.07	0.00	5,502.93	75.0
Dept: 00	1,658,810.00	1,658,810.00	850,428.89	506,425.09	0.00	808,381.11	51.3
Revenues	1,658,810.00	1,658,810.00	850,428.89	506,425.09	0.00	808,381.11	51.3
Expenditures							
Dept: 00							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
9997 Transfer Out	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
OPERATIONS AND MAINTENANCE	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 00	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	8,000.00	8,000.00	3,600.00	400.00	0.00	4,400.00	45.0
4002 Salaries - Part-time 2	10,000.00	10,000.00	7,842.50	990.00	0.00	2,157.50	78.4
4003 Salaries - Overtime 3	6,000.00	6,000.00	8,786.25	1,525.32	0.00	-2,786.25	146.4
4006 SALARY - ADMINISTRATION	217,400.00	217,400.00	100,822.83	16,709.77	0.00	116,577.17	46.4
4007 Vehicle Allowance	1,500.00	1,500.00	696.42	393.24	0.00	803.58	46.4
4008 SALARY - RECREATION	129,600.00	129,600.00	70,700.17	12,211.18	0.00	58,899.83	54.6
4009 SALARY - PARK/TREE MAINTENANCE	132,000.00	132,000.00	65,288.33	10,920.87	0.00	66,711.67	49.5

REVENUE/EXPENDITURE REPORT  
DECEMBER 2019 @ 50%

Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	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							
4010 Workers Compensation Insurance	28,000.00	28,000.00	7,783.36	440.46	0.00	20,216.64	27.8
4011 Medical Insurance	79,000.00	79,000.00	39,798.22	8,644.86	0.00	39,201.78	50.4
4015 Federal Payroll Tax -FICA	37,600.00	37,600.00	19,959.89	3,338.51	0.00	17,640.11	53.1
SALARIES AND BENEFITS	649,100.00	649,100.00	325,277.97	55,574.21	0.00	323,822.03	50.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	24,165.00	24,165.00	0.00	0.00	0.00	24,165.00	0.0
5004 Memberships and Dues	7,200.00	7,200.00	6,593.63	0.00	0.00	606.37	91.6
5006 Travel & Meetings	1,550.00	1,550.00	1,121.95	533.24	0.00	428.05	72.4
5007 Televised Meeting Costs	17,860.00	17,860.00	10,413.20	2,975.20	0.00	7,446.80	58.3
5010 Publications & Legal Notices	6,500.00	6,500.00	3,599.45	0.00	0.00	2,900.55	55.4
5012 Printing	2,000.00	2,000.00	829.56	603.40	0.00	1,170.44	41.5
5014 Postage	3,000.00	3,000.00	3,088.18	0.00	0.00	-88.18	102.9
5016 Office Supplies	9,000.00	9,000.00	3,528.64	161.94	0.00	5,471.36	39.2
5020 Telephone	14,365.00	14,365.00	5,785.20	902.27	0.00	8,579.80	40.3
5021 Computer Costs	5,000.00	5,000.00	1,499.36	298.50	0.00	3,500.64	30.0
5045 Miscellaneous Expenditures	10,000.00	10,000.00	3,837.17	266.86	0.00	6,162.83	38.4
5046 Bank Service Charge	2,800.00	2,800.00	1,672.59	336.52	0.00	1,127.41	59.7
OPERATIONS AND MAINTENANCE	103,440.00	103,440.00	41,968.93	6,077.93	0.00	61,471.07	40.6
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	34,000.00	34,000.00	23,200.00	5,520.00	0.00	10,800.00	68.2
5615 Financial Audit-Consulting	12,500.00	12,500.00	12,500.00	0.00	0.00	0.00	100.0
5670 Other Professional Services	15,900.00	15,900.00	16,651.94	670.02	0.00	-751.94	104.7
CONTRACT SERVICES	62,400.00	62,400.00	52,351.94	6,190.02	0.00	10,048.06	83.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	566.40	0.00	0.00	1,433.60	28.3
CAPITAL EXPENDITURES	2,000.00	2,000.00	566.40	0.00	0.00	1,433.60	28.3
ADMINISTRATION	816,940.00	816,940.00	420,165.24	67,842.16	0.00	396,774.76	51.4
Dept: 20 RECREATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5017 Community Events	44,000.00	44,000.00	38,230.41	8,355.59	0.00	5,769.59	86.9
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	44,750.00	44,750.00	38,230.41	8,355.59	0.00	6,519.59	85.4
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RECREATION	45,000.00	45,000.00	38,230.41	8,355.59	0.00	6,769.59	85.0
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	1,076.81	362.59	0.00	3,423.19	23.9
5022 Utilities	13,000.00	13,000.00	7,736.82	1,184.10	0.00	5,263.18	59.5
5023 Water	22,000.00	22,000.00	17,461.18	3,091.28	0.00	4,538.82	79.4
5025 SECURED PROP TAX	940.00	940.00	518.49	0.00	0.00	421.51	55.2
5030 Vehicle Maintenance	1,050.00	1,050.00	834.72	421.64	0.00	215.28	79.5
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	16,061.70	723.66	0.00	13,938.30	53.5
5034 Alarm Systems	850.00	850.00	460.27	25.78	0.00	389.73	54.1
5045 Miscellaneous Expenditures	450.00	450.00	0.00	0.00	0.00	450.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	73,290.00	73,290.00	44,149.99	5,809.05	0.00	29,140.01	60.2

REVENUE/EXPENDITURE REPORT  
DECEMBER 2019 @ 50%

Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	30,000.00	30,000.00	15,711.30	2,618.55	0.00	14,288.70	52.4
CONTRACT SERVICES	30,000.00	30,000.00	15,711.30	2,618.55	0.00	14,288.70	52.4
ROSSMOOR PARK	103,290.00	103,290.00	59,861.29	8,427.60	0.00	43,428.71	58.0
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	1,076.81	362.59	0.00	3,423.19	23.9
5022 Utilities	2,000.00	2,000.00	624.33	0.00	0.00	1,375.67	31.2
5023 Water	2,250.00	2,250.00	699.07	0.00	0.00	1,550.93	31.1
5025 SECURED PROP TAX	798.00	798.00	435.42	0.00	0.00	362.58	54.6
5030 Vehicle Maintenance	1,050.00	1,050.00	834.72	421.64	0.00	215.28	79.5
5032 Building & Grounds-Maintenance	10,000.00	10,000.00	1,740.21	370.44	0.00	8,259.79	17.4
5034 Alarm Systems	500.00	500.00	204.91	25.02	0.00	295.09	41.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	22,098.00	22,098.00	5,615.47	1,179.69	0.00	16,482.53	25.4
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,500.00	3,500.00	1,745.70	290.95	0.00	1,754.30	49.9
CONTRACT SERVICES	3,500.00	3,500.00	1,745.70	290.95	0.00	1,754.30	49.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	26,098.00	26,098.00	7,361.17	1,470.64	0.00	18,736.83	28.2
Dept: 50 RUSH PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5018 Janitorial Supplies	4,500.00	4,500.00	1,077.69	363.69	0.00	3,422.31	23.9
5022 Utilities	23,000.00	23,000.00	11,297.62	2,018.55	0.00	11,702.38	49.1
5023 Water	39,000.00	39,000.00	21,889.09	3,519.00	0.00	17,110.91	56.1
5025 SECURED PROP TAX	4,050.00	4,050.00	1,984.28	0.00	0.00	2,065.72	49.0
5030 Vehicle Maintenance	1,050.00	1,050.00	834.72	421.64	0.00	215.28	79.5
5032 Building & Grounds-Maintenance	38,000.00	38,000.00	27,185.05	2,379.29	0.00	10,814.95	71.5
5034 Alarm Systems	550.00	550.00	204.92	25.02	0.00	345.08	37.3
5045 Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	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	110,900.00	110,900.00	64,473.37	8,727.19	0.00	46,426.63	58.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	30,000.00	30,000.00	16,256.52	2,618.55	0.00	13,743.48	54.2
CONTRACT SERVICES	30,000.00	30,000.00	16,256.52	2,618.55	0.00	13,743.48	54.2
RUSH PARK	140,900.00	140,900.00	80,729.89	11,345.74	0.00	60,170.11	57.3
Dept: 60 STREET LIGHTING							
Acct Class: 56 CONTRACT SERVICES							
5650 Lighting and Maintenance	103,000.00	103,000.00	61,595.44	8,242.63	0.00	41,404.56	59.8
CONTRACT SERVICES	103,000.00	103,000.00	61,595.44	8,242.63	0.00	41,404.56	59.8
STREET LIGHTING	103,000.00	103,000.00	61,595.44	8,242.63	0.00	41,404.56	59.8
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							

REVENUE/EXPENDITURE REPORT  
DECEMBER 2019 @ 50%

Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,400.00	2,400.00	2,200.00	0.00	0.00	200.00	91.7
5032 Building & Grounds-Maintenance	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
OPERATIONS AND MAINTENANCE	4,400.00	4,400.00	2,200.00	0.00	0.00	2,200.00	50.0
ROSSMOOR WALL	4,400.00	4,400.00	2,200.00	0.00	0.00	2,200.00	50.0
Dept: 70 STREET SWEEPING							
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	60,000.00	60,000.00	29,579.42	10,053.62	0.00	30,420.58	49.3
CONTRACT SERVICES	60,000.00	60,000.00	29,579.42	10,053.62	0.00	30,420.58	49.3
STREET SWEEPING	60,000.00	60,000.00	29,579.42	10,053.62	0.00	30,420.58	49.3
Dept: 80 PARKWAY TREES							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5017 Community Events	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
5051 Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE	1,550.00	1,550.00	0.00	0.00	0.00	1,550.00	0.0
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	111,000.00	111,000.00	96,130.00	63,752.00	0.00	14,870.00	86.6
5660 TREE REMOVAL	9,000.00	9,000.00	3,440.00	0.00	0.00	5,560.00	38.2
CONTRACT SERVICES	120,000.00	120,000.00	99,570.00	63,752.00	0.00	20,430.00	83.0
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	45,000.00	45,000.00	670.00	4,160.00	0.00	44,330.00	1.5
CAPITAL EXPENDITURES	45,000.00	45,000.00	670.00	4,160.00	0.00	44,330.00	1.5
PARKWAY TREES	166,550.00	166,550.00	100,240.00	67,912.00	0.00	66,310.00	60.2
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5022 Utilities	1,150.00	1,150.00	245.40	33.24	0.00	904.60	21.3
5023 Water	7,600.00	7,600.00	4,840.06	1,801.64	0.00	2,759.94	63.7
5032 Building & Grounds-Maintenance	2,500.00	2,500.00	698.24	0.00	0.00	1,801.76	27.9
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	11,550.00	11,550.00	5,783.70	1,834.88	0.00	5,766.30	50.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,500.00	3,500.00	1,745.70	290.95	0.00	1,754.30	49.9
CONTRACT SERVICES	3,500.00	3,500.00	1,745.70	290.95	0.00	1,754.30	49.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,150.00	15,150.00	7,529.40	2,125.83	0.00	7,620.60	49.7
Expenditures	1,631,328.00	1,631,328.00	807,492.26	185,775.81	0.00	823,835.74	49.5
Net Effect for GENERAL FUND	27,482.00	27,482.00	42,936.63	320,649.28	0.00	-15,454.63	156.2
Change in Fund Balance:			18,449.24				

REVENUE/EXPENDITURE REPORT  
DECEMBER 2019 @ 50%

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Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019	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	131,131.62	75,239.61	0.00	248,868.38	34.5
3101 Property assessments-prior yr	1,000.00	1,000.00	2,293.17	777.01	0.00	-1,293.17	229.3
ASSESSMENTS	381,000.00	381,000.00	133,424.79	76,016.62	0.00	247,575.21	35.0
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,500.00	2,500.00	3,308.20	0.00	0.00	-808.20	132.3
USE OF MONEY AND PROPERTY	2,500.00	2,500.00	3,308.20	0.00	0.00	-808.20	132.3
Dept: 00	383,500.00	383,500.00	136,732.99	76,016.62	0.00	246,767.01	35.7
Revenues	383,500.00	383,500.00	136,732.99	76,016.62	0.00	246,767.01	35.7
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619 Bond Trustee	3,324.00	3,324.00	3,323.50	0.00	0.00	0.50	100.0
CONTRACT SERVICES	23,324.00	23,324.00	3,323.50	0.00	0.00	20,000.50	14.2
Acct Class: 58 DEBT SERVICE							
5800 Principal	315,000.00	315,000.00	315,000.00	0.00	0.00	0.00	100.0
5801 Interest	37,355.00	37,355.00	23,560.00	0.00	0.00	13,795.00	63.1
DEBT SERVICE	352,355.00	352,355.00	338,560.00	0.00	0.00	13,795.00	96.1
RUSH PARK	375,679.00	375,679.00	341,883.50	0.00	0.00	33,795.50	91.0
Expenditures	375,679.00	375,679.00	341,883.50	0.00	0.00	33,795.50	91.0
Net Effect for ASSESSMENT DISTRICT FUND-RUSH	7,821.00	7,821.00	-205,150.51	76,016.62	0.00	212,971.51	-2,623.1
Change in Fund Balance:			-205,150.51				



REVENUE/EXPENDITURE REPORT  
 DECEMBER 2019 @ 50%

Rossmoor Community

For the Period: 7/1/2019 to 12/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	8,758.00	8,758.00	0.00	0.00	0.00	8,758.00	0.0
PROPERTY TAXES		8,758.00	8,758.00	0.00	0.00	0.00	8,758.00	0.0
Acct Class: 35 OTHER REVENUE								
3600	TRANSFER IN/OUT OTHER FUNDS	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
OTHER REVENUE		150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 00		158,758.00	158,758.00	0.00	0.00	0.00	158,758.00	0.0
Revenues		158,758.00	158,758.00	0.00	0.00	0.00	158,758.00	0.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	48,100.00	48,100.00	1,000.00	0.00	0.00	47,100.00	2.1
CAPITAL EXPENDITURES		48,100.00	48,100.00	1,000.00	0.00	0.00	47,100.00	2.1
ROSSMOOR PARK		48,100.00	48,100.00	1,000.00	0.00	0.00	47,100.00	2.1
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	86,420.00	86,420.00	0.00	0.00	0.00	86,420.00	0.0
CAPITAL EXPENDITURES		86,420.00	86,420.00	0.00	0.00	0.00	86,420.00	0.0
RUSH PARK		86,420.00	86,420.00	0.00	0.00	0.00	86,420.00	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	11,500.00	11,500.00	3,871.37	1,073.82	0.00	7,628.63	33.7
OPERATIONS AND MAINTENANCE		11,500.00	11,500.00	3,871.37	1,073.82	0.00	7,628.63	33.7
CAPITAL PROJECTS		11,500.00	11,500.00	3,871.37	1,073.82	0.00	7,628.63	33.7
Expenditures		146,020.00	146,020.00	4,871.37	1,073.82	0.00	141,148.63	3.3
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		12,738.00	12,738.00	-4,871.37	-1,073.82	0.00	17,609.37	-38.2
Change in Fund Balance:				-4,871.37				
Grand Total Net Effect:		48,041.00	48,041.00	-167,085.25	395,592.08	0.00	215,126.25	

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

AGENDA ITEM G-1

Date: February 11, 2020  
To: Honorable Board of Directors  
From: General Manager Joe Mendoza  
Subject: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE ADMINISTRATIVE FINE AMOUNTS IMPOSED PURSUANT TO POLICY NO. 3098 FOR VIOLATIONS OF POLICY NO. 3080

**RECOMMENDATION**

Hold a public hearing and adopt Resolution No. 20-02-11-01 as follows:

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

**BACKGROUND**

Ordinance 2019-01 which adopts Policy No. 3098 (Administrative Citations) was adopted at the regular meeting of the Board of Directors on January 14, 2020. This action sets forth by resolution the amount of the administrative fines to be imposed for violations of Policy No. 3080 (the Tree Policy). The imposition of an administrative citation is a separate and distinct legal remedy for violations of the Tree Policy.

***Recommended Fine Schedule***

The Tree Committee has recommended a fine schedule for violations of the Tree Policy as follows:

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

Presented concurrently herewith is Resolution No. 20-02-11-xx that sets forth these recommended fine amounts.

***Requested Action***

Adopt Resolution No. 20-02-11-01

**ATTACHMENTS**

1. Policy No. 3098 Administrative Citations
2. Resolution No. 20-02-11-01

Rossmoor Community Services District

Policy No.

3098

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**ADMINISTRATIVE CITATIONS**

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**3098.10 Applicability.**

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

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

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

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

**3098.30 Administrative citation—General.**

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

**3098.40 Citation contents.**

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

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

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

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

**3098.60** Amount of administrative fines.

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

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

**3098.70 Payment of administrative fines.**

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

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

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

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

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



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

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

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

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

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

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

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

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

**3098.100 Administrative review decision.**

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

**3098.110 Right to judicial review.**

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

**3098.120 Collection of unpaid fines.**

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

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

Adopted: January 14, 2020 by Ordinance 19-01

**RESOLUTION NO. 20-02-11-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE FEE FOR ISSUANCE OF A TREE TRIMMING PERMIT PURSUANT TO POLICY NO. 3080**

WHEREAS, pursuant to the Community Services District Law, the Board of Directors may charge a fee to cover the costs of any service which the District provides or the cost of enforcing any regulation for which the fee is charged; and

WHEREAS, no fee shall exceed the costs reasonably borne by the District in providing the service or enforcing the regulation for the fee is charged; and

WHEREAS, the proposed fee will allow the District to recover the reasonable costs incurred by the District in providing the services; and

WHEREAS, Rossmoor Community Services District desires to set forth the amount of the fee for issuance of a tree trimming permit pursuant to Policy No. 3080; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Rossmoor Community Services District of Orange County, California, at its regular meeting of February 11, 2020, as follows:

Section 1. The Board of Directors hereby finds and determines that based upon the data, information, analysis, and oral and written documentation presented to the Board concerning the rates, fees, and charges described in Exhibit “A” attached hereto and incorporated herein by this reference, the rates, fees, and charges set forth in Exhibit “A” do not exceed the established reasonable cost of providing the services for which the rates, fees, or charges are levied.

Section 2. The rates, fees, and charges set forth in Exhibits “A” are hereby adopted and approved as the rates, fees, and charges for the services identified for each such rate, fee, and/or charge.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 11th day of February 2020.

By: \_\_\_\_\_

Michael Maynard, President

Rossmoor Community Services District

ATTEST:

\_\_\_\_\_

Joe Mendoza, Secretary

Rossmoor Community Services District



## **EXHIBIT A**

### **Policy No. 3080 Administrative Fine Schedule**

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

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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

AGENDA ITEM G-2

Date: February 11, 2020  
To: Honorable Board of Directors  
From: General Manager Joe Mendoza  
Initiated by General Counsel Tarquin Preziosi  
Subject: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE FEE FOR ISSUANCE OF A TREE TRIMMING PERMIT PURSUANT TO POLICY NO. 3080

**RECOMMENDATION**

Hold a public hearing and adopt Resolution No. 20-02-11-02 as follows:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT SETTING FORTH THE FEE FOR ISSUANCE OF A TREE TRIMMING PERMIT PURSUANT TO POLICY NO. 3080**

**BACKGROUND**

Ordinance 2019-02 which revises and re-adopts Policy No. 3080 (Tree Policy) was adopted at the regular meeting of the Board of Directors on January 14, 2020. This action sets forth by resolution the amount of the fee for the issuance of a Tree Trimming Permit pursuant the Tree Policy.

***Recommended Fee Amount***

District Staff recommends that the fee for issuance of a Tree Trimming Permit be \$40.00. This amount is based on the cost to the District that is anticipated to be incurred in connection with administering the Tree Trimming Permits. This fee amount includes the time spent by the District Arborist in inspecting the parkway tree for which a Permit is sought prior to issuance of the Permit and again following the completed trimming. These tasks are estimated to take an average of approximately two hours at a cost to the District of \$20.00 per hour. In addition, the fee amount includes the time spent by staff in record keeping, issuing the Permit, verifying insurance and related tasks required to comply with Policy 3080 and administrative guidelines. Please see Attachment 3, a tree permit draft and Attachment 4, a draft marketing postcard for your review.

Presented concurrently herewith is Resolution No. 20-02-11-02 that sets forth these recommended fine amounts.

***Requested Action***

Adopt Resolution No. 20-02-11-02.

**ATTACHMENTS**

1. Policy No. 3080 Tree Policy
2. Resolution No. 20-02-11-02
3. Tree Permit Draft
4. Draft Marketing Postcard

## Rossmoor Community Services District

**Policy**

**No. 3080**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**3080.41** Valid reasons for removing trees:

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

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

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

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

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

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

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

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

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

**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. Artificial turf shall not be installed closer than three (3) feet from the base of the tree. Any work on the parkway that could involve the pruning of tree roots larger than two (2) inches in diameter must first be approved by the District.

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

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

**3080.80** Enforcement of Policy:

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

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

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

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

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

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

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



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

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

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

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

- **Manicure Trimming**—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- **Aesthetic Trimming (pruning)**—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- **Grid Trimming**—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- **Safety Trimming**—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.
- **Root pruning**—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.
- **Responsible person** – means any person who violates, or who causes, permits, directs, or knowingly allows another person to violate, any of the provisions of this policy.
- **Appraised value** – shall be based on the International Society of Arboriculture (ISA) trunk formula method which uses a formula to establish the monetary value of a tree based on its size, condition, species, and location.
- **Responsible person** – shall have the same meaning as in Policy No. 3098.

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

Any action challenging a final administrative order or decision by the District made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and discretion regarding a final and non-appealable determination of facts is vested in the District, or in any 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  
Amended and Readopted by Ordinance 2019-02: January 14, 2020

**RESOLUTION NO. 20-02-11-01**

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

WHEREAS, Rossmoor Community Services District, pursuant to Ordinance No. 2019-01 has Adopted Policy No. 3098, Administrative Citations, which governs the Imposition, Enforcement, Collection, and Administrative Review of Administrative Fines or Penalties for Violations of District Policy.

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Rossmoor Community Services District of Orange County, California, at its regular meeting of February 11, 2020, that the fine amounts set forth in Exhibit A shall be the administrative fine amounts to be imposed for violations of Policy No. 3080.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 11th day of February 2020.

By: \_\_\_\_\_  
Michael Maynard, President  
Rossmoor Community Services District

ATTEST:

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

**EXHIBIT A**

**Policy No. 3080 Tree Trimming Permit**

1. Issuance of tree trimming permit - \$40.00

# ATTACHMENT 1



## ROSSMOOR COMMUNITY SERVICE DISTRICT

3001 Blume Dr. Rossmoor, CA 90720

Phone: (562) 430-3707



# TREE TRIMMING PERMIT APPLICATION

**Date:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

As described in the RCSD Policy 3080, section \_\_\_\_\_ a permit is required when altering or trimming a tree that is classified as a street tree. Tree Trimming Permits are valid for 3-months from the date issued.

In accordance with the above policy, a permit for tree trimming is required prior to the commencement of work. This permit is valid only for the location(s) listed. Unless otherwise stated, all trimming must be done in strict adherence of the guidelines listed on the reverse of this form. Company or contractor performing tree trimming must be listed on the RCSD approved list of contractors.

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Address (if different):** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Tree Location (ex: side east, front, middle):** \_\_\_\_\_

**Tree Type(s):** \_\_\_\_\_

**Daytime Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Description of work to be performed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name of Tree Service Company to Perform Work:**

\_\_\_\_\_

**Business License #:** \_\_\_\_\_

**C27 Landscape Contractor License #:** \_\_\_\_\_

**Insurance Company (Attach proof of insurance):** \_\_\_\_\_

**Certified Arborist # (if applicable):** \_\_\_\_\_

## TREE TRIMMING REQUIREMENTS

1. Tree topping shall not be allowed. If the District deems height reduction necessary, drop crotch pruning may be allowed.
2. NO MORE than 25% of the total leaf or limb material shall be removed at any time or within any 12-month period.
3. Heading or stubbing cuts are not allowed. "Lion tailing" shall be avoided, especially on older trees. All thinning cuts shall be removed entirely to an appropriate lateral or main branch.
4. In compliance with Federal bird and wildlife protection standards, trees shall not be pruned during nesting season, which runs February through August.
5. Deciduous or coniferous trees shall be trimmed during their dormant winter season.
6. Trees shall be trimmed to retain or enhance the natural appearance, size, and shape of the tree. Trees shall not be trimmed to create lopsided or sculptured effects or to enhance views.
7. To minimize tree stress, multiple light trimmings are preferable to infrequent heavy pruning.
8. Thinning cuts shall be made just outside the branch bark collar. Care should be taken to avoid flush cuts, as the tree will take longer to heal over and compartmentalize the wound.
9. Coniferous limbs marked for trimming shall be removed entirely back to the main trunk or major limb of attachment (just outside the branch bark collar)
10. The property owner or his authorized representative takes full responsibility for strictly adhering to all tree-trimming policies, requirements and instructions.
11. Tree will be inspected by the District Arborist both before and after tree trimming.
12. A deposit in the amount of \$300.00 is due at time of permit to insure against any tree damage that may occur as a result of improper pruning practices.
13. A non-refundable administrative fee of \$40.00 is due at time of permit issuance.
14. The Scope of Work shall be as set forth on the issued permit.
15. 'Before and after' photos will be taken by the District to insure that completed tree work is in compliance with all tree-trimming policies, requirements and instructions.

Permittee shall defend, indemnify and hold harmless Rossmoor Community Service District or its agents, officers, and employees from any claim, actions or proceeding of whatsoever kind of nature against Rossmoor Community Service District or its agents, officers arising out of or in any way related to the tree activity which is the subject of this permit.

I acknowledge that I have read and understand the Rossmoor Community Service District Guidelines for Tree Trimming. I have also read and agreed to comply with all instructions and conditions as listed herein.

---

Signature of Owner or Authorized Representative

---

Date

---

Signature of Contractor

---

Date

## DRAFT MARKETING COPY FOR TREE POSTCARD MAILER

Property owners who would like to pay for an aesthetic trim of a parkway tree have the option, upon District approval, to pay for a trim by the District's tree contractor or can obtain a permit from RCSD to have their own contractor trim the tree. District pruning permit specifications, along with the complete text of District tree policy can be found on the RCSD website: [rossmoor-csd.org](http://rossmoor-csd.org).

Rossmoor is known for its trees and has been awarded Tree City USA designation for 10 years in a row! Trees provides shade, oxygen, aesthetic value, increased property values, reduced air and noise pollution and make people healthier and happier. With over 5,000 trees in our parks and parkways alone at a value of over 17 million dollars, Rossmoor's urban forest is a resource worth protecting!

Trees on the parkway/right-of-way are public property, owned and managed by Rossmoor Community Services District with a policy in place that protects District trees against unauthorized pruning, removal or damage and gives the District the authority to pursue loss and recovery for District trees that are damaged or removed. In addition to tree protection Policy 3080, the District has a separate Administrative Citation policy in place that authorizes the District to issue citations for unauthorized trimming or removing of parkway trees, with monetary fine amounts ranging from \$300-\$1000 depending on the severity and frequency of the violation.





## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM H-1**

**Date:** February 11, 2020

**To:** Honorable Board of Directors

**From:** General Manager, Joe Mendoza  
Initiated by Recreation Superintendent Chris Argueta

**Subject:** SHAKESPEARE BY THE SEA REQUEST FOR DISTRICT CO-SPONSORSHIP AND STIPEND

#### **RECOMMENDATION:**

Review and discuss the request by *Shakespeare By The Sea* for a co-sponsorship agreement in which the District would be responsible for coordinating any possible County permits needed and also provide a stipend requested in the amount of \$4,500.

#### **BACKGROUND:**

*Shakespeare By The Sea* has been providing theatrical performances in Rush Park for ten years. The District collaborates with Shakespeare's artistic producer and founder, Lisa Coffi, to include the performances as part of the District's recreational offerings.

*Shakespeare By The Sea* is a non-profit organization whose mission is to provide free culturally diverse audiences with theatrical encounters. *Shakespeare By The Sea* brings with them the set, sound system, and costumes needed for their performances, however are looking for help with any needed permits as well as some financial support. In 2016 and 2017 the District contributed \$2,000, in 2018 \$3,500, and in 2019 that amount increased to \$4,500 to help underwrite their costs for the performances. *Shakespeare By The Sea* has submitted a letter (*Attachment 1*) requesting the District's co-sponsorship of their two summer performances, *Love's Labour's Lost* and *Richard III* at Rush Park on July 11 and 12, 2020 and a stipend of \$4,500. Ms. Coffi is expecting to have 500 attendees at each performance based on last year's attendance.

#### **ATTACHMENTS:**

1. Letter, dated January 30, 2020 from Lisa Coffi of *Shakespeare by the Sea*.

LISA COFFI  
Producing Artistic Director  
lisa@shakespearebythesea.org

January 30, 2020

SUZANNE DEAN  
Development Director  
suzanne@shakespearebythesea.org

Michael Maynard, President, Board of Directors  
Rossmoor Community Service District  
3001 Blume Dr  
Rossmoor, CA 90720

Board of Directors

LINDA ELLISON  
Board President  
Senn Delaney

MADELEINE DRAKE  
Real Estate Broker

DENCY NELSON  
Directors Guild of America/  
Community Advocate

JASNA PENICH  
Malaga Bank

RAY WOLFE  
Consultant, GMAC

Dear Mr. Maynard,

Shakespeare by the Sea is hoping to schedule admission free performances of *Love's Labour's Lost* and *Richard III* at Rush Park on July 11 and 12, 2020 at 7pm. We are happy to return for our 11<sup>th</sup> season of performances and are expecting an average of up to 500+ community members to attend each evening.

Shakespeare by the Sea brings everything we need to execute the performances – the set, sound system, costumes, etc. However, we need help with the permits required as well as some financial support.

Mission: to bring new, contemporary  
and classical works to underserved,  
culturally diverse audiences in order to  
ignite imagination, promote literacy and  
encourage artistic expression.

We would like to request RCSD to co-sponsor the event by having the District coordinate required permits with the county. We'd also like to request a stipend of \$4500 to help underwrite our costs for the two performances (same as last year).  
(Our RCSD costs are roughly \$18,000 or \$9,000 per performance.)

Non Profit ID:  
95-4785457

**We'd be grateful to include RCSD** as a co-sponsor of this event on our marketing materials. Please support us as we forge ahead and continue to provide the Rossmoor Community with unparalleled entertainment.

If you have any questions or need more information, please contact me by calling 310.619.0599. I look forward to hearing from you soon.

Sincerely,



Lisa Coffi  
Producing Artistic Director

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM H-2**

**Date:** February 11, 2020

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** CONSIDERATION OF RISK MANAGEMENT AUTHORITY SERVICES OPTIONS THROUGH SPECIAL DISTRICTS RISK MANAGEMENT AUTHORITY (SDRMA) OR CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA)

### **RECOMMENDATION**

Staff is recommending that the Rossmoor Community Services District (RCSD) Board consider two agencies that have provided information regarding risk management services for property and liability coverage for the Rossmoor Community Services District; and direct staff to proceed with finalizing coverage with the agency designated by the Board.

### **BACKGROUND**

The RCSD has contracted with the Special Districts Risk Management Authority (SDRMA) for 25 years. During this time, SDRMA has provided property/liability program coverage for the RCSD. In March 2019, the RCSD was informed that based upon the District's loss history, SDRMA was implementing a \$25,000 deductible for any liability claims with an occurrence date of July 1, 2019 or later. The previous deductible was \$5,000. Subsequently, staff requested that an SDRMA representative address the Board to explain this large increase. Mr. Dennis Timoney, Chief Risk Officer, came to the July 9, 2019 RCSD Board meeting and outlined the rationale for SDRMA assessing the new deductible amount.

After much discussion, Mr. Timoney stated he would go back to the SDRMA with the input received from the RCSD Board and would reevaluate the deductible amount. After SDRMA review, the RCSD was notified that the deductible amount would remain at the existing \$5,000 threshold.

During this time, staff explored other alternatives for risk management services to compare rates and services to ensure that the RCSD was being adequately covered and receiving the best service and coverage possible.

## California Joint Powers Insurance Authority (CJPIA)

After researching options, staff began conversations with the California Joint Powers Insurance Authority (CJPIA), a full-service risk management agency located in La Palma, with a substantial presence in California. Founded in 1978, 33 cities joined forces to address their shared risks by forming the California Joint Powers Insurance Authority to fill an immediate need and to develop a long-term strategy for mitigating the growing risks of their public agencies. For over 40 years, the goal of the California JPIA has been to preserve the independence of each member agency while yielding the benefits of scale that come with pooling their risks.

Members of the California JPIA have committed their agencies to risk management best practices—including policy implementation, staff training, and operational guidance—that support proactive efforts to mitigate risk. Not merely an insurance solution, the California JPIA's holistic model positions its member agencies to control costs and remain fiscally strong.

The strength of the California JPIA consists of its diverse membership and its central role in shaping an organization that provides important programs and services. Today, more than 100 public agencies have partnered with the California JPIA to address their risks and implement best practices. Member agencies vary from small, single-purpose entities to cities to special districts.

## Special Districts Risk Management Authority (SDRMA)

The RCSD currently utilizes SDRMA for property/liability program coverage. For over 30 years, SDRMA has provided public agency members with comprehensive coverage protection for workers' compensation, general liability, public officials errors and omissions, employment practices liability, auto, property, boiler and machinery, mobile equipment and crime and fidelity coverage with rates that they report are consistently below average market rates. In addition, SDRMA provides access to a health benefits program.

The goal of SDRMA is to maximize protection and minimize risk. They believe that they provide the best value through proactive loss prevention. SDRMA is based in Sacramento.

## **INFORMATION**

Because property/liability program coverage is effective based on a fiscal year calendar, this would be the necessary time for the Board to consider vendor options for fiscal year 2020-2021.

On February 1, 2020, the General Manager received a letter dated January 29, 2020 (Attachment 1) from SDRMA outlining the renewal process for 2020-2021. As outlined in the letter, the Renewal Questionnaire must be submitted by March 1, 2020. Should a member consider withdrawing from the property/liability program, a "Notice of Intent to Withdraw" must be filed by April 1, 2020 or the notice will not be valid.

In August 2019, staff began the process with CJPIA to evaluate the possibility of the RCSD being considered for membership in that agency. This involved a series of meetings and providing documentation for initial analysis. The next step involved an *Initial Risk Management Evaluation of the Rossmoor Community Services District* (Attachment 2), which was an onsite interview and visit to our facilities, as well as a review of our management practices. With that information the CJPIA was able to provide a *Cost Indication* (Attachment 3).

Because the CJPIA coverage appeared to be a viable alternative, a meeting of the Budget Committee was conducted on January 30, 2020 for a presentation by Jim Gross, CJPIA Risk Manager for Region 3 (Southern Los Angeles County – Orange County). Mr. Gross provided the Committee with an overview of CJPIA and the service and coverage that is available to RCSD. Based on their evaluation of our District, they were able to provide a *SDRMA/CJPIA Program Comparison* (Attachment 4). Noted in the comparison were the following differences:

1. CJPIA provided \$50 million per occurrence compared to \$10 million by SDRMA for General and Auto Liability coverage.
2. CJPIA provided \$50 million per occurrence coverage for Public Officials Personal Liability, compared to \$500,000 through the SDRMA.
3. It was also noted that CJPIA had a zero deductible for the above referenced coverage, while SDRMA required a \$5,000 deductible.
4. For all General and Auto Liability Premium – contributions, the annual premium for CJPIA was \$26,687, compared to SDRMA's \$27,946.
5. Cyber Liability – SDRMA per occurrence limit was \$2 million with a \$25,000 deductible, compared to \$1 million per occurrence limit with a \$50,000 deductible through CJPIA.
6. In the Property "all risk" Excluding Earthquake categories, the deductibles through SDRMA were considerably less than those of CJPIA. However, the Premium – Annual Contribution for SDRMA is \$10,633 compared to \$7,000 for CJPIA.

While SDRMA has provided adequate service and coverage, the events that transpired last year caused some uncertainty. Therefore, with the proposal provided by CJPIA, the RCSD Board Budget Committee and staff recognized that the CJPIA cost indication warranted review and discussion by the RCSD

Board. CJPIA is local, provides a professionally trained risk manager assigned to the District, and appears to be more user-friendly and available to meet the needs of the District. They also offer numerous trainings and provide on-site trainings when requested at no cost. The off-site trainings are local and easy to access.

The RCSD Budget Committee, consisting of President Michael Maynard and Director Tony DeMarco, recommended that this item be placed on the February 11, 2020 Board agenda since deadlines for renewal or withdrawal from SDRMA are approaching, and to facilitate a Board discussion and decision about whether or not to continue our relationship with SDRMA, or to enter into a new contract with CJPIA.

### **ATTACHMENTS**

1. SDRMA letter dated January 29, 2020
2. CJPIA Initial Risk Management Evaluation of RCSD
3. CJPIA Cost Indication
4. SDRMA/CJPIA Program Comparison



1112 I Street, Suite 300  
 Sacramento, California 95814-2865  
 T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • [www.sdrma.org](http://www.sdrma.org)

January 29, 2020

Mr. Joe Mendoza  
 General Manager  
 Rossmoor Community Services District  
 3001 Blume Drive  
 Rossmoor, California 90720-4638

RECEIVED  
 FEB 01 2020

Dear Mr. Mendoza,

Annually, SDRMA requires agencies to complete and submit a Renewal Questionnaire. This information is very important to us, and your participation in providing updated, accurate and timely information ensures our members will receive the highest quality coverage at the lowest possible cost.

The 2020-21 Renewal Questionnaire (RQ) will be available February 1 in the MemberPlus™ Online portal at [www.sdrma.org](http://www.sdrma.org) (click on Member Login at the top of any page on our website). For member convenience, a copy of the RQ can be viewed or printed while online, and important online instructions can be viewed or printed for each section. To ensure proper coverage, please review all information to ensure that it is complete, accurate and current. Please contact our office if you do not have internet access and are unable to complete and submit the RQ electronically.

Please review the enclosed checklist along with additional information including key dates for 2020 and current Credit Incentive Program criteria and status. Members considering withdrawal from the Property/Liability Program are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1 or the notice will not be valid.

The RQ may be completed and submitted electronically by February 15, 2020 to receive a \$75 incentive credit on your 2020-21 renewal invoice. However, the RQ must be completed and submitted electronically by March 1, 2020 in order to ensure complete accuracy in coverage.

On behalf of the SDRMA Board of Directors and our entire risk management team, thank you for completing this annual information requirement! Please do not hesitate to contact Member Services at [memberplus@sdrma.org](mailto:memberplus@sdrma.org) or 800.537.7790 for assistance.

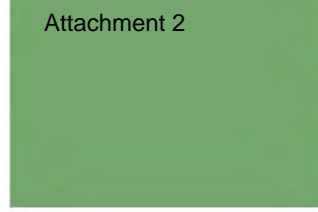
Sincerely,  
 Special District Risk Management Authority

Laura S. Gill  
 Chief Executive Officer

## IMPORTANT DATES TO REMEMBER

- February 15, 2020**                      **RENEWAL QUESTIONNAIRES DISCOUNT DEADLINE**  
The Renewal Questionnaire must be fully and accurately completed and submitted by February 15 to receive the discount.
- March 1, 2020**                        **RENEWAL QUESTIONNAIRES COMPLETION DEADLINE**  
The Renewal Questionnaire must be fully and accurately completed and submitted by March 1. This deadline is important so the changes can be reflected in your 2020-21 Renewal Billing.
- March 24, 2020**                      **SDRMA SPRING EDUCATION DAY**  
Hilton Sacramento Arden West – Sacramento, California  
  
Credit Incentive Points will be awarded to attendees. For information, visit our website at [www.sdrma.org](http://www.sdrma.org) and click on Calendar, then "Education Day Registration".
- March 31, 2020**                      **CREDIT INCENTIVE POINTS DOCUMENTATION DUE FOR PROPERTY/LIABILITY PROGRAM**  
Any required documentation must be postmarked on or before March 31, 2020. The Credit Incentive Program criteria is included in the Renewal Questionnaire packet.
- April 1, 2020**                         **WITHDRAWAL NOTICE DEADLINE**  
Deadline for submitting written withdrawal notification to SDRMA for the 2020-21 Program Year is April 1, 2020. According to SDRMA Bylaws, withdrawal notices must be postmarked and received in the SDRMA office on or before April 1 or the notice will not be valid.
- May 18-22, 2020**                      **RENEWAL CONTRIBUTION INVOICES MAILED**
- July 1, 2020**                         **NEW SDRMA PROGRAM YEAR BEGINS**
- July 15, 2020**                        **RENEWAL CONTRIBUTION PAYMENT DUE**





**LossCAP Program**

# **Initial Risk Management Evaluation**

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Rossmoor Community Services District

November 20, 2019



CALIFORNIA  
J · P · I · A

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## Executive Summary

This report contains the findings of an Initial Risk Management Evaluation (IRME) of the Rossmoor Community Services District. The evaluation was conducted by the California Joint Powers Insurance Authority (California JPIA) and concluded on November 20, 2019.

The California JPIA extends its thanks to staff for their support and assistance in completing this evaluation.

This report is designed to assist your agency in addressing areas in which risk exposure or loss data support the need for change in operations or activity. This report is arranged to outline the various areas of concern identified during the evaluation. Specifically, the IRME, although not exhaustive in scope, does this by examining key areas of your operations.

Action items made are drawn from information provided by agency staff and conditions observed at the time of the evaluation and are measured against various applicable statutes, regulatory codes, and Best Risk Management Practices. Best Risk Management Practices (BRMP) are accepted in the professional community as those measures best able to control risk exposure. BRMP do not have an associated regulatory requirement but are considered sound measures to reduce losses. Each action item may be supported by a standard (statute, regulatory code, or publication) and/or resource, and will be noted accordingly; otherwise, it is considered a BRMP. Your agency is encouraged to act upon the findings contained herein, in a manner that is consistent with their importance to your agency.

Risk management, loss control, and safety are daily responsibilities of your agency. Visits and related efforts made by the California JPIA are not considered or intended to supplant your agency's comprehensive risk management and safety programs. Successfully managing risk ensures that your agency is able to reduce impact on key areas of your operations, including services, personnel, and property.

Finally, we have included an Agency Exemplar at the end of the report to serve as a guide to help our members better understand the elements of good risk management.

## New Action Items

### Records & Contract Management

**Action Item: 2019-001****Observations:**

- a) The MOU for use of ball fields by the Los Alamitos Girls Softball League is silent on indemnification and insurance requirements.

**Action Required:**

Based on the observations made when reviewing the above contract, the following recommendations are made to enhance your agency's contractual risk transfer efforts:

- Consider utilizing the contract template for use of athletic fields developed by the California JPIA.
- If an MOU is preferred over a use agreement the MOU should be amended to include appropriate indemnification provisions and insurance requirements.

**Resources:**

Contractual Risk Transfer for California Public Agencies manual. California JPIA, Seventh Edition, 2018

## Occupational Safety & Health Programs

### Action Item: 2019-002

#### Observations:

The agency regularly inspects facilities and documents inspections by completing inspection checklists. Facility inspections are not performed pursuant to a formal Facility Inspection Program.

#### Action Required:

Develop and implement a formal Facility Inspection Program. Program elements should include the manner and frequency of facility inspections, how necessary corrective or preventative measures are accomplished, and documentation of inspections.

Formal inspections identify hazardous conditions and practices that require corrective or preventive measures, consistent with the requirements of Cal/OSHA. Facility Inspection Program elements should include documentation of corrective actions that are completed or planned. Facility Inspection Program and program compliance records are critical in the agency's effective defense of liability claims.

Records of facility inspections and correction actions should be retained for a minimum of three years.

#### Standards:

California Code of Regulations, Title 8, Section 3203.

#### Resources:

Sample checklists have been developed and are located on the California JPIA's website.

### Action Item: 2019-003

#### Observations:

Agency has not developed and implemented a comprehensive safety program and centralized Safety Manual.

#### Action Required:

Develop a system to centralize the Safety Manual to encourage employee awareness of and compliance with each of the agency's specific safety policies. The manual should include all department-specific safety policies.

#### Standards:

CA Code of Regulations, Title 8

#### Resources:

Sample safety policy templates have been developed and are located on the California JPIA's website.

**Action Item: 2019 – 004****Observations:**

The agency does not have a Hazard Communication Program.

**Action Required:**

Develop and implement a Hazard Communication Program consistent with the requirements of Cal/OSHA. This program should include product labeling, Safety Data Sheets (SDS) availability, and employee training.

**Standards:**

California Code of Regulations, Title 8, Section 5194

**Resources:**

A sample program has been developed and is located on the California JPIA's website.

**Action Item: 2019 – 005****Observations:**

The agency does not have a Hearing Conservation Program.

**Action Required:**

Assess employee exposure to hazardous noise levels, document the findings, and include this in the centralized Safety Manual. This program should contain provisions for pre-employment assessment, appropriate hearing protection, annual audiometric tests, annual employee training, and periodic environmental assessments.

Determine if existing machinery emits noise greater than 85 dB and how long employees are exposed to the machinery. If the research indicates that employees are exposed to noise levels in excess of 85 dB for an eight-hour time-weighted average, a Hearing Conservation Program, consistent with the requirements of Cal/OSHA.

**Standard:**

California Code of Regulations, Title 8, Article 105, Section 5097

**Resources:**

A sample policy has been developed and is located on the California JPIA's website.

**Action Item: 2019 – 006****Observations:**

The agency does not have a Lockout/Tagout Program.

**Action Required:**

Lockout/tagout refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities. Develop and implement a Lockout/Tagout Program.

**Standards:**

California Code of Regulations, Title 8, Section 3314

**Resources:**

A link to additional website resources has been provided and is located on the California JPIA's website.

**Action Item: 2019 – 007****Observations:**

The agency does not have an Respiratory Protection Program.

**Action Required:**

Assess employee exposure to airborne contaminants. Airborne contaminants can occur in the gaseous form (gases and vapors) or as aerosols, which include airborne dusts, sprays, mists, smokes and fumes. Airborne dusts are of particular concern because they are associated with classical widespread occupational lung diseases such as pneumoconiosis, as well as with systemic intoxications such as lead poisoning, especially at higher levels of exposure.

**Standards:**

California Code of Regulations, Title 8, Section 5144

**Resources:**

A link to additional website resources has been provided and is located on the California JPIA's website.

**Action Item: 2019 – 008****Observations:**

The agency does not have an Illness and Injury Prevention Program.

**Action Required:**

Develop and implement an Illness and Injury Prevention Program.

*Note: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments.*

**Standards:**

California Code of Regulations, Title 8, Section 3203

**Resources:**

A sample policy has been developed and is located on the California JPIA's website.

**Action Item: 2019 – 009**

**Observations:**

The agency does not have a Heat Illness Prevention Program.

**Action Required:**

A Heat Illness Prevention Program should be developed and implemented. The program should include provision of shade, breaks, drinking water, and employee/supervisor training in recognizing the symptoms of heat illness. Exposures should be assessed, and annual training provided to all affected employees.

**Standards:**

California Code of Regulations, Title 8, Section 3395

**Resources:**

A sample program has been developed and is located on the California JPIA’s website.

**Action Item: 2019 – 010**

**Observations:**

The agency does not have an established protocol for notifying Cal/OSHA in the event of a serious injury or illness.

**Action Required:**

Develop and implement a procedure to ensure that supervisors know how and when to report serious injuries to the nearest regional Cal/OSHA office.

**Standards:**

California Code of Regulations, Title 8, Sections 342 and 330(h)

**Resources:**

A link to additional website resources has been provided and is located on the California JPIA’s website.

**Action Item: 2019 – 011**

**Observations:**

The agency does not have a Bloodborne Pathogens Exposure Control Program.

**Action Required:**

Assess employee exposure to blood or other potentially infectious materials, document the findings, and develop and implement a written Bloodborne Pathogens Exposure Control Plan if required. Employers are required to develop and implement this program when employees are reasonably anticipated to have this occupational exposure. The Plan should be included in the agency’s centralized Safety Manual.

**Standard:**

California Code of Regulations, Title 8, Section 5193

**Resources:**

A sample program has been developed and is located on the California JPIA’s website.



**Action Item: 2019 – 012**

**Observations:**

The agency owns and operates facilities that were built pre-1978 that may contain asbestos and lead-based paint.

**Action Required:**

Conduct a survey and testing of these locations to determine the presence of asbestos and lead-based paint.

**Standards:**

California Code of Regulations, Title 8, Sections 1529, 1532.1, 5198, and 5208

**Human Resources**

**Action Item: 2019 – 013**

**Observations:**

The agency does not participate in the DMV Pull Notice Program.

**Action Required:**

All employees that regularly drive on behalf of the agency should be included in the DMV Pull Notice Program after having each employee complete the DMV INF 1101 consent form.

**Standards:**

California Vehicle Code, Section 1808.1

**Action Item: 2019 – 014**

**Observations:**

The agency has not passed a resolution extending Workers’ Compensation coverage to agency volunteers.

**Action Required:**

Consider adopting a resolution to extend Workers’ Compensation benefits to agency volunteers that are injured while performing authorized volunteer duties

**Resources:**

A workers’ compensation sample resolution has been developed and is located on the California JPIA’s website.

**Action Item: 2019 – 015**

**Observations:**

The agency does not have a Mandated Reporter Policy and has not provided required training.

**Action Required:**

Develop and implement a Mandated Reporter Policy and ensure that all staff that supervise children or work with seniors receive the necessary training.

**Standards:**

California Penal Code, Sections 11164-11174.3

**Resources:**

A sample policy has been developed and is located on the California JPIA’s website.

## Infrastructure Management

### **Action Item: 2019 – 016**

#### **Observations:**

The agency has not appointed an ADA 504 Grievance Coordinator or adopted an ADA Grievance Procedure.

#### **Action Required:**

Adopt an ADA Grievance Procedure and appoint an ADA 504 Grievance Coordinator. Related information should be posted on the agency website and on public bulletin boards.

#### **Standards:**

Americans with Disabilities Act, Title II, Section 35.107

#### **Resources:**

A sample procedure has been developed and is located in the Resource Center on the California JPIA's website. ADA 504 Grievance Coordinator training is also available.

### **Action Item: 2019 – 017**

#### **Observations:**

The agency regularly inspects and maintains parkway trees. Tree inspections and maintenance are not performed pursuant to a formal Tree Inspection and Maintenance Program.

#### **Action Required:**

Develop a written Tree Inspection and Maintenance Program.

#### **Resources:**

A sample program has been developed and is located on the California JPIA's website.

## **Report Summary**

The information noted in this report is based upon an assessment of your agency's overall operations. Because the evaluation is only a snapshot in time, your agency should continue evaluating its risk management practices, and take action as necessary when conditions change. Your agency need not wait on a formal process to identify its risk exposures. Each observation was carefully documented, and attention was given to ensure its accuracy. The observations identify risk exposures that, if not addressed, have the potential to adversely impact your agency's operations. Thank you again for your partnership in completing this undertaking.

## Agency Exemplar

An Agency Exemplar has a structure in place to effectively lead agency-wide risk management policies and practices. These policies and practices are part of the organizational culture. Such policies and practices include the adoption and implementation of the following:

1. Injury and Illness Prevention Program
2. Citizen complaint logging system
3. Americans with Disabilities Act Compliance Program
4. Risk management committee
5. Records Retention Policy
6. Employee training programs
7. Environmental protection programs
8. Contracts administration
9. Evaluation of general liability claims for frequency and severity trends
10. Evaluation of workers' compensation claims frequency and severity trends

As the agency's leadership embraces risk management through agency-wide policies and practices, each department and division will have their own areas of responsibilities including:

1. Human Resources

- Personnel Manual
- Employee Handbook
- Standard hiring practices
- Safety Manual (centralized)
- Cal/OSHA compliance training
- Discrimination and harassment policy, and training
- Discrimination and harassment complaint processing
- Management, direction, and control of volunteers
- Violence in the Workplace Policy
- OSHA 300 log and summary
- DMV Pull Notice
- Proper driver licenses
- Supervisor training for reasonable suspicion testing for drug/alcohol abuse
- Transitional Return to Work Policy
- Interactive/reasonable accommodation process (ADA/FEHA)
- Job descriptions include job function analysis elements
- Social Media Policy
- Mandated reporter program and training

2. Public Works/Public Service

- Supervisor training
- Safety training for field personnel based on job duties
- Confined space identification and safety training
- Facilities inspection maintenance
- Fleet maintenance

- Vehicle inspection and maintenance programs
- Traffic control training program
- Lockout/Blockout Program
- Sidewalk Inspection and Maintenance Program
- Tree Inspection and Maintenance Program
- Defensible Space/Vegetation Management Program
- Proper driver licenses

3. Facilities and Infrastructure

- Asbestos and lead-based paint operations and maintenance programs and awareness training
- Facility Inspection and Maintenance Program
- Pavement Management Inspection and Maintenance Program
- Parks and Playground Inspection and Maintenance Program
- Streetlight Inspection Program
- Power generation facilities protocols
- Evaluation of property claims for frequency and severity trends

4. Recreation and Community Services

- Participant Waivers and Application Program
- Facility use procedure and agreements
- Proper indemnification and hold-harmless clauses in contracts
- Compliant day care programs
- Mandated reporter program and training

Managed risks are of great importance. The consequences of ignoring their importance include lost employee time, increased operational costs and payment of claims. Furthermore, an agency's fiduciary responsibility means that it owes a high standard of care to protect public funds. More importantly, the obligation to safeguard workers, the public, and assets should compel every organization to manage risk effectively.

An Agency Exemplar must manage risk exposures by:

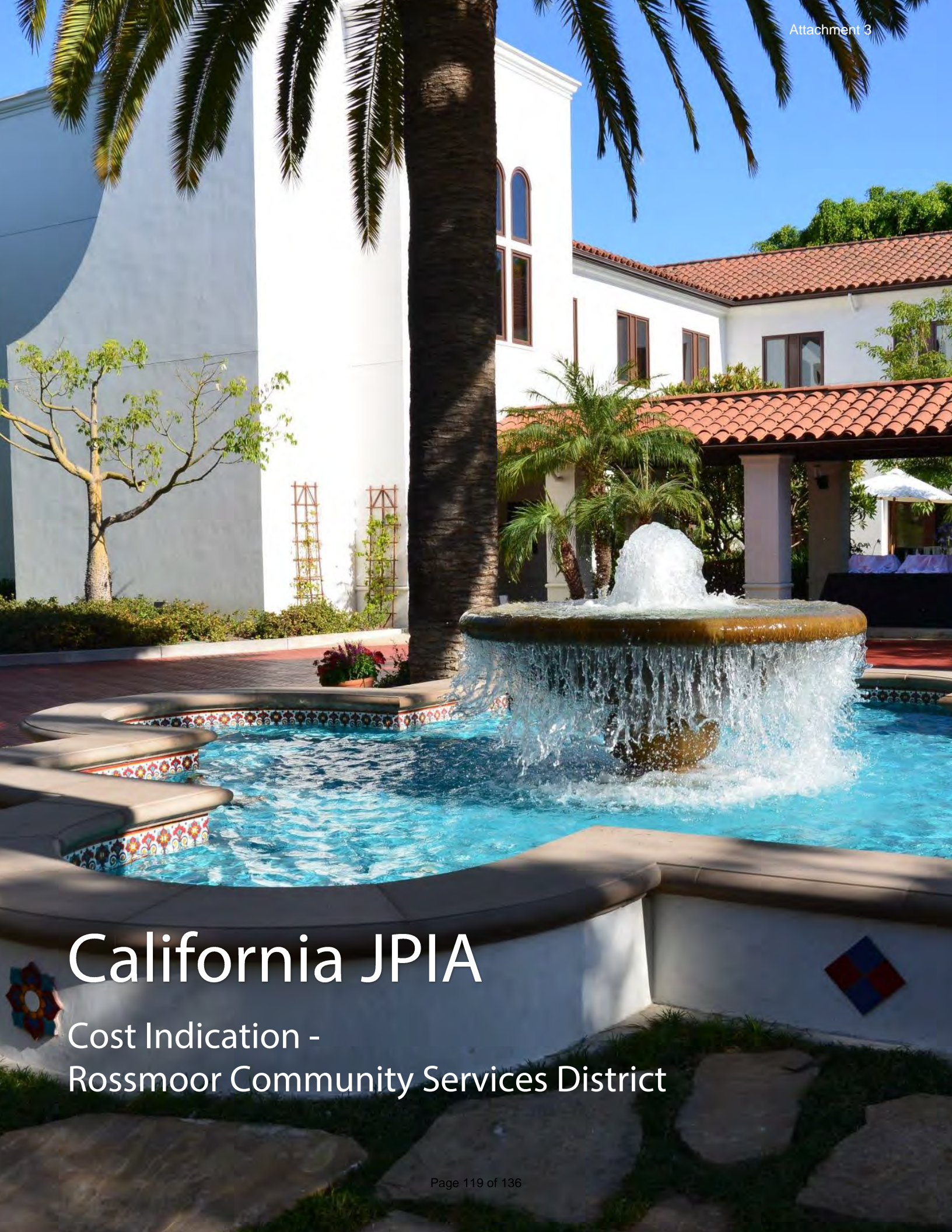
1. Examining feasible alternative for addressing exposures;
2. Selecting and implementing best risk management techniques; and
3. Monitoring results of the chosen techniques to ensure effectiveness and modifying if necessary.

An Agency Exemplar must also view risk management holistically by recognizing its scope:

1. Casualty and/or hazard risk (accidents – including property, liability, personnel)
2. Cash flow risk (insufficient cash or assets to function normally in the event of a major loss)
3. Operational risk (not being able to fulfill the organization's mission, exposing the stakeholders, lack of succession planning)
4. Political risk (adverse action of governments that might expropriate or excessively restrict or tax an organization's assets and activities)
5. Technological risk (failure to keep pace with changes in operating techniques, and security protection)

6. Reputational risk (risk of loss resulting from not being able to maintain a good name or standing)

In conclusion, an Agency Exemplar begins and ends with the belief that an individual who is charged with managing the organization overall, then creates a culture in which all others similarly are committed to risk management.



# California JPIA

Cost Indication -  
Rossmoor Community Services District



## Rossmoor Community Services District

<b>Primary Liability Program</b>	<b>\$26,687</b>
Claims Administration Fee	Included
<b>Primary Workers' Compensation Program</b>	<b>\$17,623</b>
Claims Administration Fee	Included
California State Assessment	Included
<b>Property Program</b>	<b>\$7,000</b>
All lines	
<b>Crime Insurance</b>	Pending
<b>Cyber Liability</b>	Included
<b>TOTAL – All Programs</b>	<b>\$51,310</b>
<b>Risk Management</b>	
- Designated Risk Manager	Included
- LossCAP	Included
- Lexipol Services	Included
- Employment Practices Legal Support	Included
- Policy Templates and Resources	Included
- Risk Technician Program	Included
<b>Training</b>	
- Training	Included
- Annual Risk Management Education Forum	Included
- Quarterly Risk Managers Roundtables	Included
- Newly Elected Officials Academy, Public Works Academy, Risk Management, Executive Academies	Included
- All other Academies	Nominal cost

Date: January 22, 2020

Note: This is a preliminary cost indication based on data submitted to the California JPIA, as well as written and verbal representations made by staff members of the government agency applying for membership. The amounts stated above may change based on subsequent events, claim development, and new information regarding the risk profile of the applying agency, as it becomes available, up until the completion of the underwriting process.

## History

The California JPIA was established in 1978 for the purpose of providing liability protection for its members. Today, the California JPIA is one of the largest municipal self-insurance pools in the state, with over 100 participating members.

The members take an active role in determining the programs and services provided by the Authority. Councilmembers/board members, city managers/chief executives, finance officers, and risk managers all participate in directing the progression of the organization toward a properly maintained and risk-free environment.

The California JPIA works with the members to reduce the frequency and severity of claims. Through risk analysis and continuing education, the Authority helps its members identify exposures and prevent losses. Each member agency is assigned a professional Risk Manager to serve its specific needs and to help the agency determine its risk management strategy.

## Members

The Authority's membership is composed of 116 municipal agencies throughout California: 92 cities, 18 joint powers authorities, and six special districts. The strength of the California JPIA consists of its diverse members and their role in shaping an organization that provides important coverage for their operations. These members have put in place programs that have proven their endurance over time and have taken decisive action to ensure continuance of the ideals present when the California JPIA was first formed.

## Governance

The Board of Directors consists of one individual from the governing board of each member of the Authority. The nine members of the Executive Committee are chosen by the Board of Directors, and are elected as president, vice president, and seven at-large directors to oversee the Authority's affairs. The Executive Committee meets monthly to review and approve policies related to the California JPIA's many programs and services. In addition, the Executive Committee also carries out ex-officio responsibility for Claims, Budget, Bylaws, and Personnel Committees. Chairs for the Authority's advisory committees, Managers and Finance Officers, are also participants in Executive Committee and Claims Committee meetings.

This Managers Committee carries the voice of member managers and chief executives, providing guidance on programs and service delivery. It also hears items brought before the Finance Officers Committee. The Managers Committee meets on the second Monday of the second month of each quarter, and is chaired by Thaddeus McCormack, City Manager for the City of Lakewood.

The Finance Officers Committee carries the voice of member finance officers, playing an important role in advising the Authority on investment policy and performance, budget, cost allocation, and general finance related issues. The Finance Officers Committee meets on the second Thursday of the second month of each quarter, and is chaired by Jose Gomez, Director of Administrative Services for the City of Lakewood.

## Financial Strength

Strength can be defined as the capacity for exertion or endurance. Strength is a core quality of the California JPIA, as evidenced by the Authority's broad protection programs, firm capital position, best-in-class strategic partners, and professional staff.

The Authority's portfolio, of over \$300 million, is conservatively invested in accordance with its adopted investment policy. Net assets include contingency funding for potential adverse claim development, actuarial funding above expected confidence, as well as reserves for other financial risks and hazards within the Authority's operating environment. Investment practices take into consideration the Authority's unique investment needs including preservation of capital, maintaining appropriate levels of liquidity, compliance with State law, and earning a reasonable market rate of return. Protection of the portfolio's principal is the primary investment objective. At present, the Authority's investment program is administered by PFM Asset Management with oversight provided by the Treasurer, Executive Committee, and Finance Officers Committee. All investment activities are reported to all members monthly.

## Rossmoor Community Services District

Underwriting procedures for prospective members of the California JPIA have been developed to help ensure a prospective member demonstrates a commitment to risk management at every level within the organization including the governing body, executive management team, department heads, and all staff. For this reason, a high priority has been placed on thoroughly understanding the operations of prospective members and learning about the leadership's commitment to best risk management practices from multiple sources. This approach allows for underwriting decisions to be made based on a comprehensive analysis of the prospective member's risk profile, which includes qualitative and quantitative considerations.



Following is an explanation of the five steps in the underwriting process:

### Step 1: Application

The underwriting process begins with underwriting questionnaire.

STATUS: **Completed**

### Step 2: Cost Estimate

Ten years of historical loss data is required to prepare the cost estimate. Additionally, five years of payroll information, as well as the agency's IRS Form 941s for the previous calendar year, is required to prepare the cost estimate. Please refer to the instructions at the end of this document.

STATUS: **Completed**

### Step 3: On-Site Risk Management Evaluation

Prior to the on-site risk management evaluation, you will be required to complete an underwriting questionnaire and submit a good faith deposit of \$1,000, which will be refunded as a credit on your agency's first annual contribution invoice if membership is approved and your agency joins the Authority. Next, an on-site risk management evaluation is conducted, which includes interviews with department managers and at least one member of your governing body. This process allows the Authority to gain a better understanding of your agency's operations, exposures and risk management culture.

STATUS: **Completed**

### Step 4: Underwriting Committee Review

The Underwriting Committee will meet to review the staff report, discuss all relevant issues, and make a recommendation to the Executive Committee for either approval or denial of membership.

STATUS: **Pending**

### Step 5: Executive Committee Determination

Lastly, the Executive Committee will meet to review the staff report, discuss relevant issues, and consider the recommendation of the Underwriting Committee, prior to making the final membership determination.

STATUS: **Pending**

## Rossmoor Community Services District

### Data Requirements – Primary Liability Program and Workers’ Compensation Program

In order for us to prepare the cost indication, we need ten years of historical loss data is required to prepare the cost indication. The loss data must be in an Excel spreadsheet with the following data fields:

- Claim number
- Date of loss
- Claim type
- Claim description
- Department (police, public works, etc.)
- Open or closed
- Indemnity paid (\$)
- Indemnity reserved (\$)
- Expense paid (\$)
- Expense reserved (\$)
- Total incurred value\* (\$)

Additionally, five years of payroll information, as well as the agency's IRS Form 941s for the previous calendar year, is required to prepare the cost estimate. The five years of payroll information should be in the following form:

- Medicare, wages, and tips (not base salary)
- Payroll should be segregated by:
  - Fiscal year
  - Sworn (list police and fire payroll separately)
  - General government (non-sworn, clerical, general labor)
  - Total payroll

### Data Requirements - Property Program

The following information is required for us to prepare a quote for the Property Program, and optional coverage including earthquake and flood, pollution, and mechanical breakdown:

1. Schedule of Values
  - Include a full field data export in Excel that shows construction, occupancy, protection, exposure (COPE) and secondary building characteristic data.
  - Include vehicles that the agency would like covered under the Property Program.
  - Identification of which properties have earthquake coverage, if any.
  - Identification of which locations have pollution coverage, if the District is interested in pollution coverage.
2. Loss History
3. 2019 invoice from the District’s current property coverage provider.
4. 2019 coverage summary from the District’s current provider, including deductible details.
5. List of pressure vessels, if the District is interested in Mechanical Breakdown coverage.
6. List of underground storage tanks, if the District is interested in covering USTs in the Pollution Program.

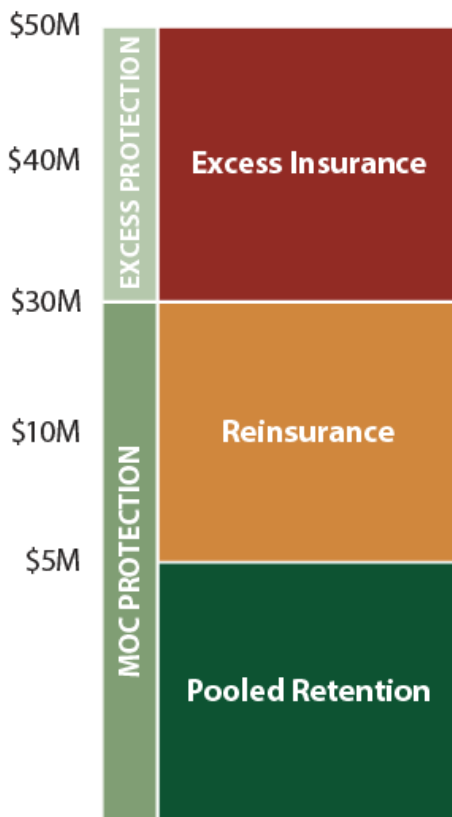
## Rossmoor Community Services District

**Program Description:** The primary liability program provides first-dollar coverage with no deductibles or member-retained limits. The program offers \$50 million of coverage per occurrence and is funded at the 70% - 80% confidence level. The program is funded by annual contributions that represent an "all-inclusive" charge that covers the pool's retained layer, excess and reinsurance premiums, claims administration fees, operating expenses, and most training and risk management program expenses. The minimum commitment period is three years.

**Tort Liability Coverages:** Bodily Injury, Property Damage, Personal Injury, Advertising Injury, Public Officials E&O, Automobile Liability, Employment Practices Injury, and Employee Benefits Administration Liability.

**Coverage Limit:** The program offers \$50 million of coverage per occurrence and is funded at the 70% – 80% confidence level.

**Pooled Retention:** \$5m



**Public Safety:** Police claims are pooled separately.

**Claims Administration Fee:** Claims administration fees are included.

## Rossmoor Community Services District

**Claims Management:** Although claims are managed through a collaborative process, utilizing the Authority's designated claims administrator, Carl Warren and Company, with oversight from and consultation with Authority staff, full-time dedicated client service team implementing industry best practices with high quality performance standards, the Authority retains ultimate settlement authority.

**Defense Counsel:** The California JPIA maintains a panel of defense attorneys throughout the state to defend the Authority's members in liability litigation that is covered under the Memorandum of Coverage– Primary Liability. Panel members understand the unique relationship they have with both the Authority and the members as they strive to zealously defend the members while keeping the Authority and its third-party administrator, Carl Warren and Company, closely advised.

**Cost Indication:**

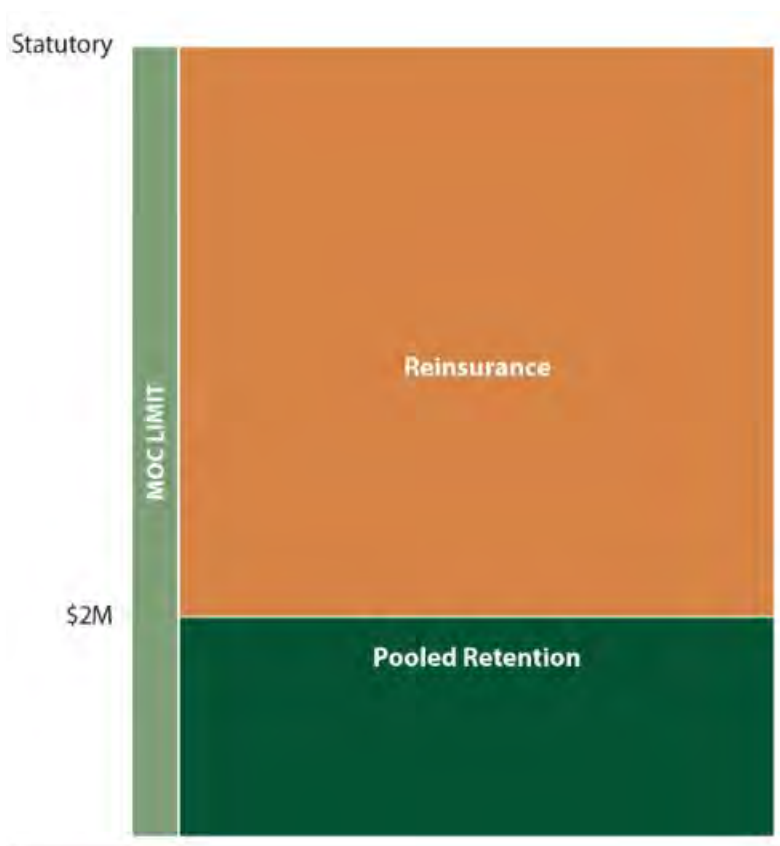
Primary Liability Program	
Coverage Year 2020-2021	<b>\$26,687</b>

## Rossmoor Community Services District

**Program Description:** The primary workers' compensation program provides first-dollar coverage with no deductibles or member-retained limits. The program is funded by annual contributions that represent all costs for the pool's retained layer, excess and reinsurance premiums, claims administration fees, operating expenses, and most training and risk management program expenses.

**Coverage Limit:** The program has statutory coverage limits and is funded at a confidence level of 70 - 80%.

**Pooled Retention:** \$2m



**Public Safety:** Public safety claims are pooled separately.

**Claims Administration Fee:** Claims administration fees are included.

**California State Assessment:** The California State Assessment is included.

**Claims Management:** Although claims are managed through a collaborative process, utilizing the Authority's designated claims administrator, Sedgwick, with oversight from and consultation with Authority staff, full-time dedicated client service team implementing industry best practices with high quality performance standards, the Authority retains ultimate settlement authority.



# Primary Workers' Compensation



## Rossmoor Community Services District

**Defense Counsel:** The California JPIA maintains a panel of workers' compensation attorneys throughout the state to defend the Authority's members in workers' compensation litigation that is covered under the Memorandum of Coverage–Primary Workers' Compensation.

**Cost Containment Programs:** Several cost containment programs are in place to reduce the severity of claims and expedite the return of employees to work including: Medical Provider Network, Nurse Case Management, Pharmacy Benefit Management, Early Return to Work Program, Utilization Review, and Bill Review.

Primary Workers' Compensation Program	
Coverage Year 2020-21	<b>\$17,623</b>

## Rossmoor Community Services District

**Program Description:** The property program includes all-risk coverage for real and personal property, including buildings, office furniture and equipment, fine art, contractor’s equipment, mobile and unlicensed equipment, vehicles, property of others while in the member’s care, and buildings under construction. Optional coverage is available for earthquake and flood, high-value emergency vehicles, and mechanical breakdown.

Please refer to attached property program insurance summaries for detailed information on limits/coverage, sub-limits, and deductibles.

**Cost Indication:**

Coverage Description	Total Insured Values	Effective Rate per \$100 TIV	Annual Contribution
All-Risk	\$4,421,453	0.1404	\$6,200
Emergency Vehicles	-	0.2440	-
Other Vehicles	\$ 59,344	0.5530	\$300
Mechanical Breakdown	\$4,389,373	0.0051	\$200
Earthquake and Flood	N/A	N/A	N/A
CJPIA Administrative Fee	\$4,480,797	0.0050	\$300
<b>TOTAL</b>			<b>\$7,000</b>

## Rossmoor Community Services District

**Program Description:** The California JPIA contracts with Alliant Insurance Services to administer this program.

**Coverage:** Coverage is provided for the following exposures.

- Faithful Performance  
Employee dishonesty, including theft, and failure of any employee to faithfully perform their duties. Includes all employees, the agency treasurer, agency clerk and/or tax collector and any employee required by law to be individually bonded.
- Depositor's Forgery  
Loss by forgery or alteration of, on or in any check, draft, promissory note or similar written promise, order or direction to pay money that is made or drawn upon the member's accounts, including credit, debit, or charge cards, by someone acting as the member's agent or that are purported to have been so made or drawn. This coverage protects you against forgery or alteration losses caused by a person other than an employee.
- Crime – money and securities  
Covers loss of your money or securities by theft, disappearance or destruction while they are on your premises or on banking premises, or while your money or securities are outside your premises in the possession of a messenger. This coverage protects you from theft, robbery and safe burglary caused by persons other than an employee.
- Computer Fraud  
Theft directly related to the use of any computer to fraudulently cause a transfer of money, securities or other property from inside the premises or banking premises to a person or place outside those premises.

**Limits:** \$1,000,000 to \$10,000,000 per Member (as selected by Member)

**Deductible:** \$2,500 per occurrence (optional \$25,000 per occurrence)

## Rossmoor Community Services District

**Program Description:** The cyber liability program provides coverage for both first- and third-party claims. First-party coverage includes privacy regulatory claims, security breach response, business income loss, dependent business income loss, digital asset restoration costs, and cyber-extortion threats, while third-party coverage includes privacy liability, network security liability, and multimedia liability. Members work directly with the reinsurer to investigate and respond to claims.

### Coverage: First-Party Claims

- Privacy regulatory claims  
Coverage is provided for regulatory fines, consumer redress funds, and claim expenses that the member becomes legally obligated to pay as the result of a regulatory claim arising out of a privacy wrongful act.
- Security breach response  
Coverage is provided for crisis management costs and breach response costs that the member incurs in the event of a security breach with respect to personal, non-public information of others (including employees).
- Business income loss  
Coverage is provided to cover earnings loss and/or expenses loss resulting from a covered loss.
- Dependent business income loss  
Coverage is provided to cover the lost income due to the shutdown/interruption of operations occurred at a "dependent" property, which is defined as any third party, other than a service provider, on whom the member depends for products and/or services required to conduct the member's business.
- Digital asset restoration costs  
Coverage is provided to cover the cost to recreate, rebuild or recollect digital assets defined as electronic data, including personally identifiable, non-public information, or computer software over which the member has direct control or for which such control has been contractually assigned by the member to a service provider.
- Cyber-extortion threat  
Coverage is provided to cover the member for the loss resulting from a credible threat or connected series of threats to attack the member's computer system/network made by someone other than the member.

### Coverage: Third-Party Claims

- Privacy liability (including employee privacy)  
Coverage is provided for damages and claim expenses that the member becomes legally obligated to pay as the result of a claim arising out of a privacy wrongful act, which harms any third party or employee.
- Network security liability  
Coverage is provided for damages and claim expenses that the member becomes legally obligated to pay as the result of a security wrongful act.
- Multimedia liability  
Coverage is provided for damages and claim expenses that the member becomes legally obligated to pay as the result of a multimedia wrongful act.

**Cost:** Included for all members.

## Rossmoor Community Services District

The Authority's risk management activities form the backbone in efforts to reduce pool claims. These programs have historically involved making valuable resources available to members. In 2006, the Authority initiated its Loss Control Action Plan (LossCAP) program as a means to work more closely in these efforts. The program uses a project management model to help members succeed in better managing risk.

Regional Risk Managers are responsible for developing and maintaining relationships between the members and the Authority. This responsibility includes consulting on complex issues of risk, facilitating and providing training, serving as a claims information liaison, presenting and explaining risk financing information, and promoting the Authority's LossCAP activities.

**The LossCAP Program:** The Loss Control Action Plan program is the Authority's strategic approach to working with members to reduce risk. The program's goal is to reduce the frequency and severity of claims through an integrated approach to managing a member's operational risk exposures. LossCAP features include risk management evaluations, council and board training, contractual risk transfer analysis, staff training, safety programs, employment intervention, and loss analysis.

LossCAP also supports the Authority's Healthy Member Protocol, which is essential to good governance and sound risk decisions at the member level. The Healthy Member Protocol sets forth the members' responsibilities for governing in a manner that is consistent with the Authority's values pertaining to the management of risk.

In addition to LossCAP, the Authority provides a number of risk management services to assist members in addressing their exposures.

**ADA Assistance Program:** The ADA Assistance Program is a member-wide program that provides technical and finance resources in order to help members achieve compliance with the Americans with Disabilities Act (ADA). The program is expected to be carried out for five years, with roughly 20% of the membership receiving assistance each of the program years. Funding for members through this program is provided in two broad areas: 1) ADA consulting services (from one of the Authority's strategic partners, Disability Access Consultants), and 2) ADA compliance tracking software (known as "DACTrak"). ADA consulting services include the diagnostic/assessment of ADA compliance, inspections of agency facilities and public rights of way, evaluation of programs and services, and assistance in the development of ADA transition plans. An ADA financing program (funding for either the development of an ADA transition plan or the removal of barriers) is currently under development by Authority staff and is planned to be rolled out to members in the near future.

**Risk Technician Program:** In order to fill the gap between the Authority's regional Risk Managers and member staff in working on critical loss control action items, the Authority funds the Risk Technician Program. This program provides for work to be done by one of the Authority's strategic partners, Poms and Associates. A Poms and Associates risk consultant collaborates with the member and the member's assigned Authority Risk Manager to engage in short-term assignments that are meant to address loss control action items. The scope of this program typically includes work in the context of policy writing and development, safety inspections, hazard assessments, safety meeting participation, and subject-matter analysis and expertise.

**Sidewalk Inspection and Maintenance Program:** Members have access to a master services agreement for sidewalk inspection and maintenance, negotiated between the Authority and Precision Concrete Cutting, a strategic partner.

# Rossmoor Community Services District

All work utilizing the master services agreement must be arranged between the member and Precision Concrete Cutting, including any contract, insurance requirements, scope of work, and payment terms. The California Public Contract Code excludes maintenance work from bidding requirements related to public works projects. This means that general law agencies likely can forgo requiring bids for this work. As always, members are advised to consult with their agency attorney before proceeding to see if there are any restrictions or other requirements regarding the use of the master services agreement.

**Lexipol:** Lexipol provides policy and training solutions that help public safety agencies reduce risk and avoid litigation. The Authority funds the cost of a member's participation in the Law Enforcement Policy Manual Update and Daily Training Bulletin (DTB) subscriptions. As part of the program, members are responsible for publishing their policy manuals and continually ensuring that new policies (or policy updates) are reviewed and incorporated into the policy manual. Once members publish their policy manual, they are eligible to participate in the DTB subscription program. A member's eligibility to continue the Lexipol subscriptions at the Authority's expense is determined by the member's ability to stay up to date with the policies and trainings.

## Rossmoor Community Services District

The Authority has long provided training to members as a way to support professional training and development, and the Authority believes training plays an important role in supporting risk management and good governance of members. For this reason, the majority of training opportunities are provided to members at no additional cost. Members are encouraged to take advantage of training in furtherance of creating a healthy, knowledgeable, and safe workforce. Ultimately, this means that training is essential in reducing claims experienced by the pool.

### Approach to Training

The California JPIA believes in a multi-faceted approach to learning. We recognize the purpose of training differs. For this reason the Authority classifies training opportunities as follows: Regulatory, those that Cal-OSHA or other regulatory agencies require for our members to be in legal compliance with the law; Loss Driven, those that address pool losses; Best Practices, those that are considered best risk management practices; and Professional Development, those that enhance individual skills and better the organization.

### Instructors

The California JPIA utilizes a pool of qualified subject-matter experts that understand the role of risk management in member operations. All instructors are selected and managed by the Authority, and they adhere to strict codes of instructional and behavioral standards.

### Member-Specific Training Plan

We realize that all members are not the same. The Authority will work with each member to develop a living training plan that outlines requirements and recommendations for all member job functions.

### Delivery Modes

The Authority recognizes the importance of training delivery by identifying which delivery mode provides the optimal learning environment, which includes factors such as training topic, distance, job function, and cost. Following are the various modes used by the Authority:

- Classroom Training  
Classroom Training is delivered face-to-face by an instructor in a classroom-like setting.
- E-learning Training  
E-learning Training is the presentation of on-demand training content via the Internet, meaning that it can be viewed anytime and anywhere.
- Webcast Training  
Webcast Training originates from the California JPIA campus and is delivered through web-browser technology right to an employee's computer.
- Webinar Training  
Webinar Training is carried out in an online meeting format directly between the instructor and the participant, and is viewed on any computer.

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### Academies

Academies are multi-day trainings that focus on various public sector disciplines, and use various instructors for presenting the academy content.

- Executive Academy - No cost to members
- Human Resources Academy
- Leadership Academy
- Management Academy
- Newly Elected Officials Academy - No cost to members
- Parks and Recreation Academy
- Public Works Academy - No cost to members
- Risk Management Academy - No cost to members

### Risk Management Educational Forum

The Educational Forum is a multi-day training that focuses on issues important to members of the pool and associated public-sector disciplines. Registration is no cost to members.

### Training Workshops

Following is a brief listing of training workshops offered by the Authority. All workshops are no cost to members.

- Workplace Harassment
- Handling Diversity in the Workplace
- Dealing Successfully with Customers
- Safe Workplaces
- Team Building and Team Communication
- Improving Employee Performance and Dealing with Unacceptable Employee Behavior
- Conflict Resolution: Helping Employees Get Along
- Contractual Risk Transfer and Insurance Review
- Insurance 101
- Police Civil Liability: A Survival Guide
- Investigating Claims and Preserving Evidence
- Ergonomics - Field and Transit Personnel
- Ergonomics - Office Personnel
- CPR/AED/First-Aid Safety
- OSHA Recordkeeping
- Backhoe Operator Training
- Confined Space
- Traffic Control and Flagging Safety
- Respirator Certification
- Playground Safety
- Hearing Conservation / Heat Stress



Rossmoor Community Services District  
SDRMA/CJPIA Program Comparison

	<b>SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY</b>	<b>CALIFORNIA JOINT POWERS INSURANCE AUTHORITY</b>
<b>Cost</b>	2019-2020 Actual Costs	2020-2021 Quote
<b>General and Auto Liability Premium - Contribution</b>	<b>\$27,946</b>	<b>\$26,687</b>
General and Auto Liability Deductible	\$5,000	\$0
<b>Property Insurance Premium</b>	<b>\$10,633</b>	<b>\$7,000</b>
<i>*Property Program Deductibles Noted Below</i>		
<b>General and Auto Liability Coverage Comparison</b>		
-Per Occurrence Limits	\$10,000,000	\$50,000,000
<ul style="list-style-type: none"> <li>• Bodily Injury/Property Damage</li> <li>• Personal and Advertising Injury</li> <li>• Employment Practices</li> <li>• Employee Benefit Administration</li> <li>• Public Officials Errors &amp; Omissions</li> </ul>		
• Public Officials Personal Liability	\$500,000	\$50,000,000
<b>Cyber Liability</b>		
-Per Occurrence Limits	\$2,000,000	\$1,000,000
Cyber Liability Deductible	\$25,000	\$50,000
<b>Property "all risk" Excluding Earthquake</b>		
-Total Insured Value (Buildings and Contents)	\$4,421,453	\$4,421,453
• Boiler & Machine/Mechanical Breakdown	Included	Included
*Deductible	\$1,000	\$10,000
-Auto/Trailer Physical Damage (Comp/Coll) Limits	\$59,344	\$59,344
*Comprehensive Deductible	\$250	\$2,500
*Collision Deductible	\$500	\$2,500