

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

May 10, 2016

BOARD OF DIRECTORS

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AGENDA	REGULAR MEETING AGENDA 05.10.16
A-4a.	Mr. Jeremy Tran, District Rep.—Office of Supervisor Steel re: Second District Update
A-4b.	OC Sheriff, Lt. Rob Gunzel re: Quarterly Crime Statistics
A-4c.	Ms. Lina Lumme re: Youth Center Summer Camp Program
D-1.	Quarterly Status Report
D-2.	Quarterly Recreation Report
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E-1a.	Minutes: Regular Meeting of April 12, 2016
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E-2.	March Revenue and Expenditure Report
H-1	2 nd Reading of Amendments to Policy No. 3050 Purchasing
H-2	2 nd Reading of Amendments to Policy No. 3020 Budget Preparation, Adoption and Revision
H-3	Authorize GM to Execute Contract w/Lowest Responsible Bidder for Replacement of Rossmoor Park CC Cabinetry
H-4	Authorize GM to Execute Agreement for Weekly Certified Farmers' Market at Rush Park
H-5	Request for Funding for the 4 th of July Fireworks Spectacular at the Joint Forces Training Base.
H-6	Citizen Request for Board Action Re: Parkway Tree Roots—Potential Safety Conditions
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AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, May 10, 2016

7:00 p.m.

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

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Burgess, Casey, Kahlert, Maynard
President DeMarco
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - a. Mr. Jeremy Tran, District Representative, Office of Vice-Chair Michelle Steel, Supervisor, Second District, County of Orange re: Second District Update.
 - b. Orange County Sheriff Lt. Robert Gunzel re: Quarterly Crime Statistics.
 - c. Ms. Lina Lumme, Executive Director, The Youth Center re: Summer Camp Program.

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
2. QUARTERLY RECREATION REPORT
3. QUARTERLY TREE REPORT

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular Board Meeting of April 12, 2016.
- b. Board Workshop of April 12, 2016.

2. MARCH 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-None

ORDINANCES—None

H. REGULAR CALENDAR

1. SECOND READING OF AMENDMENTS TO POLICY NO. 3050 PURCHASING.

2. SECOND READING OF AMENDMENTS TO POLICY NO. 3020 BUDGET PREPARATION, ADOPTION AND REVISION.

3. AUTHORIZE GENERAL MANAGER TO EXECUTE CONTRACT WITH LOWEST RESPONSIBLE BIDDER FOR REPLACEMENT OF ROSSMOOR PARK COMMUNITY CENTER CABINETRY.

4. AUTHORIZE GENERAL MANAGER TO EXECUTE AGREEMENT FOR WEEKLY FARMERS' MARKET AT RUSH PARK.

5. REQUEST FOR FUNDING FOR THE 4TH OF JULY FIREWORKS SPECTACULAR AT THE JOINT FORCES TRAINING BASE.

6. CITIZEN REQUEST FOR BOARD ACTION RE: PARKWAY TREE ROOTS-POTENTIAL SAFETY CONDITIONS.

1. 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. CLOSED SESSION—None

L. ADJOURNMENT

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

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


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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the May 10, 2016, 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:



JAMES D. RUTH
General Manager

Date  _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF MAY 10, 2016

RECOMMENDATION:

Receive presentations.

BACKGROUND:

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

- a. Mr. Jeremy Tran, District Representative, Office of Vice Chair Michelle Steel, 2nd District, County of Orange
- b. Lt. Robert Gunzel, O.C. Sheriffs Department
- c. Ms. Lina Lumme, Executive Director, The Youth Center

ATTACHMENTS

1. Quarterly Crime Statistics
2. The Youth Center Summer Day Camp Booklet

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a.

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF MAY 10, 2016

RECOMMENDATION:

Receive presentations.

BACKGROUND:

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

- a. Mr. Jeremy Tran, District Representative, Office of Vice Chair
Michelle Steel, 2nd District, County of Orange

ATTACHMENTS: None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b.

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF MAY 10, 2016

RECOMMENDATION:

Receive presentations.

BACKGROUND:

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

b. Lt. Robert Gunzel, O.C. Sheriffs Department

ATTACHMENTS

1. Quarterly Crime Statistics



Orange County Sheriff's Department

Rossmoor 1st Quarterly Report January—February—March 2016

2015 Crime Data

Offense	Jan'15	Feb'15	Mar'15	Apr '15	May'15	Jun'15	Jul'15	Aug'15	Sep'15	Oct'15	Nov'15	Dec'15	Total 2015
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	0	0	0	0	0	0	0
459C	0	1	0	0	0	0	0	0	0	0	0	1	2
459R	0	3	1	5	3	1	1	3	5	1	4	1	27
459V	2	0	4	0	2	1	0	0	0	2	1	0	12
487	6	1	0	0	0	1	3	2	2	0	1	2	18
488	4	1	0	2	3	1	1	1	1	1	4	6	24
594	1	0	0	3	1	1	2	1	0	2	0	0	12
594G	0	1	2	0	0	0	0	0	0	1	0	0	4
10851	0	0	0	2	2	0	0	0	2	0	0	1	7
Total	13	6	7	11	10	5	7	7	10	7	10	11	108

2016 Crime Data

Offense	Jan'16	Feb'16	Mar'16	Apr'16	May'16	Jun'16	Jul'16	Aug'16	Sep'16	Oct'16	Nov'16	Dec'16	Total 2016
187	0	0	0										0
211	0	0	0										0
245	0	0	0										0
459C	0	0	1										1
459R	6	2*	2										10*
459V	2	0	0										2
487	0	0	0										0
488	0	4*	0										4*
594	0	1	3										4
10851	0	1	1										2
Total	8	8	7										23

Penal Code Legend

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

Note: PC 459 includes burglaries from a residence, vehicles, or commercial buildings.

*Includes Attempts



Orange County Sheriff's Department

Rossmoor 1st Quarterly Report January—February—March 2016

Monthly Summary of Crimes

January 2016

- There were six residential burglaries (PC 459R):
 - 3000 block of Woodstock Road, suspect made entry through the rear garage door. A hole was made to reach in and unlock the door, loss of power tools. **Home was being renovated.**
 - 11000 block of Davenport Road, suspect entered through the rear kitchen door by force, loss of a stove top and oven. **Residence was unoccupied and for sale.**
 - 3000 block of St. Albans Drive, power tools were removed from a home which was under construction. **Not a forced entry**, residence was locked, but keys were in the electrical box for the contractors to use.
 - 3000 block of Copa De Oro Drive, home décor was removed from an unoccupied residence for sale. Not a forced entry, the victim believes the Sales Agent left the a **door or window unlocked.**
 - 11000 block of Wallingsford Road suspect entered through **unlocked** garage door, loss of power tools.
 - 11000 block of Wallingsford Road, a forced entry through the front door, loss of two iphones.
- There were two vehicle burglaries (PC 459V):
 - 11000 block of Kensington Road, Currency and a jacket were taken from a vehicle. Vehicle was locked but no signs of forced entry.
 - 3000 block of Hedwig Road, victim left her purse in the car and went for a walk, when she returned the window was smashed and her purse and the contents were gone.

February 2016

- There was one residential burglary (PC 459R) on the 3000 block of Shakespeare Drive, the **home was unoccupied undergoing renovations.** Pool equipment was taken, victim believes the suspects were the pool workers.
- There was one attempted residential burglary (PC 664/459R) on the 3000 block of Druid Lane. The back door was broken but no entry was made. **Home was unoccupied and for sale.**



Orange County Sheriff's Department

Rossmoor 1st Quarterly Report January—February—March 2016

Monthly Summary of Crimes

February 2016 continued:

- There were four petty thefts (PC 488):
 - 3000 block of Katella , clothing was taken from Boot Barn.
 - 11000 block of Harrisburg Road, a briefcase was removed from an **unlocked vehicle**.
 - 3000 block of Albans Drive, the car registration was removed from an **unlocked vehicle**.
 - 12000 block of Martha Ann Drive, a suspect was inside a vehicle, the victim's neighbor yelled at the suspect. Suspect fled the scene, no loss. No forced entry.
- There was one act of vandalism (PC 594) on 11000 block of Wallingsford Road, a hard object was thrown at a window of a residence.
- There was one stolen vehicle (VC 10851) on the 3000 block of Bradbury, vehicle was locked.

March 2016

- There was one commercial burglary (PC 459C) on the 11000 block of Los Alamitos Boulevard. Suspect pried open the door and removed work tools.
- There were two residential burglaries (PC 459R):
 - 2000 block of Blume Drive, suspect entered through an **open window**. Loss of a safe, miscellaneous papers, currency and a handgun and binoculars.
 - 3000 block of Huntley Drive, suspect entered through an unlocked rear garage door. Loss of a wallet and all the contents, currency, and golf clubs.
- There were three acts of vandalism (PC 594):
 - 11000 block of Davenport Road, a window on a vehicle was smashed.
 - 3000 block of Elaine Drive a vehicle was scratched.
 - 2000 block of Copa De Oro Drive there was an incident involving graffiti.
- There was one stolen vehicle (VC 10851) on the 3000 block of Ruth Elaine Drive, the **vehicle was unlocked with the keys in the vehicle**.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4c.

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF MAY 10, 2016

RECOMMENDATION:

Receive presentations.

BACKGROUND:

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

c. Ms. Lina Lumme, Executive Director, The Youth Center

ATTACHMENTS

2. The Youth Center Summer Day Camp Booklet

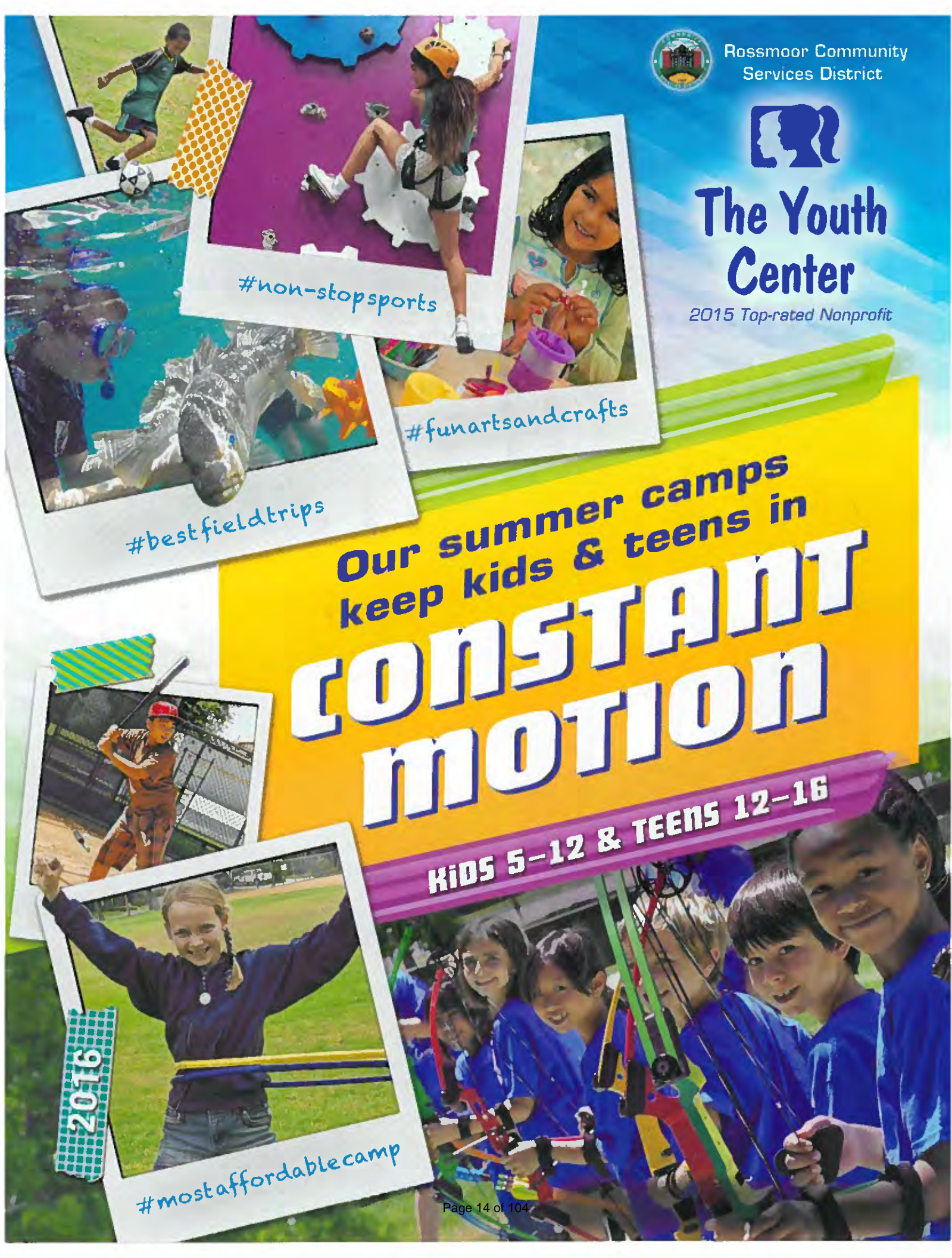


Rossmoor Community Services District



The Youth Center

2015 Top-rated Nonprofit



#non-stopsports

#funartsandcrafts

#bestfieldtrips

Our summer camps keep kids & teens in CONSTANT MOTION

KIDS 5-12 & TEENS 12-16

2016 #mostaffordablecamp



Rossmoor Community Services District

Choose daily or weekly camp dates from
June 20–August 26, 2016

Basic Program Hours:
Monday–Friday: 9:00 a.m.–4:00 p.m.

Extended Hours:
Monday–Friday: 7:00 a.m.–7:00 p.m.

The Youth Center Rossmoor Park Day Camp

KIDS 5–12

Come to the camp
that's

ACTION- PACKED

& affordable!



Our camp keeps kids on-the-go and engaged in activities that are designed to entertain, educate, and exercise their minds and bodies. Choose from ten weeks of programming that includes on-site activities such as games, sports, contests, arts and crafts, entertainment, cultural events and more!

Parents needing flexibility can craft a schedule allowing their child to attend on specific days only, or on a weekly basis, while optional field trips are offered for even more non-stop fun.

WHAT MAKES OUR CAMP UNIQUE & AFFORDABLE:

- A safe park environment with many amenities including play equipment, sports facilities, picnic tables and shade.
- Healthy snack bar
- High supervision ratios*
Adult leader (18+) to participant ratio: 1 to 10
Youth leader (14–17) to participant ratio: 1 to 10
Combined leader to participant ratio: 1 to 5
- \$10 discount for each sibling enrolled
- Refer a new camper and receive a free field trip
- Reasonably priced field trips
- Get a free t-shirt (\$15 savings) if you register before June 1st
- Scholarships available

Parent Orientation Night at The Youth Center

Tuesday, June 14, 2016
6:00-7:00 p.m.

Detailed camp information and payment procedures will be discussed.

FIELD TRIPS

On-Site Activities

- Bounce House:** Kids will jump the day away in celebration of the first and last week of camp.
- Summer Olympics:** Who will take away the gold, silver and bronze? Kids will learn a variety of sports while training for the competition.
- Puppy Party:** Campers will hold, pet and play with cuddly and cute puppies.
- Fun Contests:** Contestants will test their skill at stacking marshmallows, jumping rope, popping balloons and more!
- Karaoke Days & Talent Show:** An opportunity for campers to showcase their talents or just goof off with their friends!

Archery: Campers will learn the Olympic sport of archery on the scenic grounds of El Dorado Park.

Angels Baseball: Send 'em out to the ballpark to watch the Angels take on the Houston Astros.

AMF Bowling: Kids will hit the lanes for a knock down afternoon of fun.

Billy Beez: Journey into a one-of-a-kind indoor play arena filled with slides, trampolines, obstacle courses and more!

Big Air: There's high-flying fun for all on 17,000 sq ft of jumping terrain.

Boomers!: Non-stop fun awaits with miniature golf, arcade games, bumper boats, and many other amusements.

El Capitan Theater: Walt Disney Studio's premiere cinema offers an unparalleled movie going experience.

Fountain Valley Skating Center: Summer really gets rollin' when kids cruise around this large, indoor rink.

Get Air: Thousands of square feet of side-by-side trampolines make up this massive jumping terrain.

Ice Skating at The Rinks: There's nothing more perfect than a cool ice rink on a hot summer day!

John's Incredible Pizza: An outrageously fun place to eat and play with over 100 games, rides and attractions.

Knott's® Berry Farm: On a visit to America's first theme park, kids will discover world-class rides, unique shows, and one-of-a-kind attractions.

Laser Quest: Armed with a LQ pack and laser, kids will have an exciting entertainment experience.

Pump It Up: An indoor arena filled with gigantic inflatable slides, bounce houses, obstacle courses, and more!

Rockin' Jump: Exercise as you soar in open jump arenas, dive into foam cubes and play trampoline dodge ball.



#funatknotts



#goangels!

SUMMER PLANNING CALENDAR '16

Day Camp basic hours: Mon.–Fri., 9:00 a.m.–4:00 p.m., Extended camp hours: 7:00 a.m.–7:00 p.m.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JUNE	20 BOUNCE BACK INTO SUMMER International Adventure: Egypt	21 Optional Field Trip: EL CAPITAN 9:00 a.m.–5:00 p.m. Cup Stacking Contest	22 Optional Field Trip: ICE SKATING 11:00 a.m.–2:00 p.m. YUMMY CRAFTY SNACK	23  Crazy Hair Day Anti-bullying Day	24  Jump Rope Contest
	27 TELL THE TRUTH DAY International Adventure: New Zealand	28 Optional Field Trip: GET AIR 9:00 a.m.–2:00 p.m. Face Painting	29 Optional Field Trip: ANGELS BASEBALL GAME Angels vs. Houston Astros 11:00 a.m.–4:30 p.m. FACE PAINTING	30  Red, White & Blue Day	1  All American Potluck
JULY	4  Happy FOURTH OF JULY Camp Closed	5 Optional Field Trip: LASER QUEST 12:30 p.m.–5:00 p.m. International Adventure: New Zealand Balloon Popping Contest	6 Optional Field Trip: ROLLER SKATING 11:00 a.m.–4:00 p.m. KARAOKE DAY	7  Western Day	8 Treasure Hunt 
	11 COMPLIMENT YOUR MIRROR DAY International Adventure: Costa Rica	12 Optional Field Trip: KNOTT'S BERRY FARM 9:00 a.m.–5:00 p.m. Camp at Camp Day	13 Optional Field Trip: JOHN'S INCREDIBLE PIZZA (includes lunch) 12:00 p.m.–4:00 p.m. SPORTS DAY	14 Show & Tell Day  Watermelon Eating Contest	15 Relay Races 
	18  ICE CREAM DAY International Adventure: Germany	19 Optional Field Trip: BIG AIR 9:00 a.m.–2:00 p.m. Marshmallow Tower Contest	20 Optional Field Trip: ARCHERY & PICNIC 10:00 a.m.–4:00 p.m. YUMMY CRAFTY SNACK	21  Talent Show Twin Day	22 Ultimate LIFE SIZE Foosball
	25 TEDDY BEAR PICNIC DAY International Adventure: Jordan	26 Optional Field Trip: AMF BOWLING 12:00 p.m.–3:00 p.m. Picture Collage Day	27 Optional Field Trip: AQUARIUM OF THE PACIFIC 10:00 a.m.–5:00 p.m. CHALK ART DAY	28 Super Hero Day  Cake Walk	29  Charades Anti-Bullying Day
	1 LUAU DAY FACE PAINTING International Adventure: Hawaii	2 Optional Field Trip: BOOMERS 10:00 a.m.–4:00 p.m.  SUMMER OLYMPICS Sports Day	3 Optional Field Trip: ICE SKATING 11:30 a.m.–4:00 p.m. SPORTS DAY	4 EGGstra Special Hunt I Dressed Myself Day	5  Macaroni Necklace Making
	8 BRING YOUR KITE DAY FACE PAINTING International Adventure: Brazil	9 Optional Field Trip: BILLY BEEZ 9:00 a.m.–4:00 p.m. Toy Walk	10 Optional Field Trip: PUMP IT UP 11:00 a.m.–3:30 p.m. OBSTACLE COURSE DAY	11  Sports Fun Inside Out/Backwards Day	12  It's YOUR Birthday Party
15 I FORGOT DAY WEAR YOUR FLIP FLOPS International Adventure: Ireland	16 Optional Field Trip: KNOTT'S BERRY FARM 9:00 a.m.–5:00 p.m. Ooey Goey Day	17 Optional Field Trip: ROLLER SKATING 11:00 p.m.–4:00 p.m. CHARADES	18  Puppy Party Stuffed Animal Day	19 Spaghetti Sculpture 	
22 BEST FRIEND DAY MARSHMALLOW EATING CONTEST International Adventure: Fiji	23 Optional Field Trip: ROCKIN' JUMP 11:00 a.m.–3:30 p.m. Beautician Day	24 Optional Field Trip: AMC BOWLING 12:00 p.m.–3:00 p.m. YUMMY CRAFTY SNACK	25  Karaoke Day	26 Bounce Back To School 	

The Youth Center / Summer Day Camp Registration Form

Please use a separate registration form for each child to be enrolled.

Last name _____ First name _____ DOB ____/____/____ School _____

E-mail _____ Work ph. () _____ Cell ph. () _____

Parent: Last name _____ First name _____ Address _____

City _____ State _____ Zip _____ Emergency contact _____ Ph. () _____

It's easy! Choose weekly or daily, basic or extended hours, add field trips and subtract any discounts!
 All on-site activities included in price.

WEEK OF	WEEKLY RATE Basic 9 a.m.-4 p.m. Extended 7 a.m.-7 p.m.	DAILY RATE Basic 9 a.m.-4 p.m. \$26 Extended 7 a.m.-7 p.m. \$32 <i>Select the days and program you need</i>	ADD ON FIELD TRIPS <i>Trips are on Tuesdays and Wednesdays only.</i>	DISCOUNTS <i>for weekly campers</i> Minus \$10/week for second or third sibling.	WEEKLY TOTAL <i>(Pay in full, if desired)</i>	DEPOSITS REQUIRED* <i>(\$25 per camp week, field trips & daily rate due in full.)</i>
June 20- June 24	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> El Capitan Theatre \$25 <input type="checkbox"/> Ice Skating & Rentals \$17	-\$ _____	\$ _____	\$ _____
June 27- July 1	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Get Air \$22 <input type="checkbox"/> Angel's Baseball Game \$22	-\$ _____	\$ _____	\$ _____
July 5- July 8 <i>(Camp closed July 4)</i>	<input type="checkbox"/> Basic \$84 <input type="checkbox"/> Extended \$109	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Laser Quest \$25 <input type="checkbox"/> Roller Skating & Rentals \$17	-\$ _____	\$ _____	\$ _____
July 11- July 15	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Knott's Berry Farm \$39 <i>(w/pass \$15)</i> <input type="checkbox"/> John's Incredible Pizza & Lunch \$22	-\$ _____	\$ _____	\$ _____
July 18- July 22	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Big Air \$22 <input type="checkbox"/> Archery & Picnic \$25	-\$ _____	\$ _____	\$ _____
July 25- July 29	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> AMF Bowling & Rentals \$19 <input type="checkbox"/> Aquarium of the Pacific \$25	-\$ _____	\$ _____	\$ _____
August 1- August 5	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Boomers! Irvine \$29 <input type="checkbox"/> Ice Skating & Rentals \$17	-\$ _____	\$ _____	\$ _____
August 8- August 12	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Billy Beez \$29 <input type="checkbox"/> Pump It Up \$19	-\$ _____	\$ _____	\$ _____
August 15- August 19	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Knott's Berry Farm \$39 <i>(w/pass \$15)</i> <input type="checkbox"/> Roller Skating & Rentals \$39	-\$ _____	\$ _____	\$ _____
August 22- August 26	<input type="checkbox"/> Basic \$104 <input type="checkbox"/> Extended \$129	Monday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Tuesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Wednesday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Thursday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____ Friday: <input type="checkbox"/> Basic <input type="checkbox"/> Extended \$ _____	<input type="checkbox"/> Rockin' Jump \$22 <input type="checkbox"/> AMF Bowling & Rentals \$19	-\$ _____	\$ _____	\$ _____
Balance of weekly tuition is due at The Youth Center or at camp site by Wednesday of the week prior to attending.						
Enroll on line at: TheYouthCenter.org						
*Field trips limited to 1 st 60 participants. Last minute registration subject to availability						
** Space is limited. Deposits guarantee space but are neither refundable nor transferable to other weeks or program elements. Failure to pay balance due by deadline will result in forfeiture of guaranteed space and loss of all deposits.						
PAYMENT METHOD: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> VISA/MC						
Card no. _____ Exp. date _____ Signature _____						
Sub-totals				\$ _____	\$ _____	\$ _____
T-shirts: (required for field trips) 2016 shirt: _____ x \$15.00 = _____ <i>Register before June 1st & receive one FREE t-shirt!</i>					\$ _____	\$ _____
Totals					\$ _____	\$ _____

The Youth Center

Teen Day Camp Registration

Please use a separate registration form for each child to be enrolled.

ALL INCLUSIVE CAMP FEE!

All field trips, daily activities, transportation and supervision are included in camp fees.

Participant: Last name _____ First name _____ Cell phone () _____
 DOB / / Age _____ E-mail _____ School your child attends: _____
 Parent: Last name _____ First name _____ Address _____
 _____ City _____ State _____ Zip _____ Work/Cell phone () _____
 Emergency contact: Name _____ Phone () _____

CAMP SCHEDULE, TUITION & DEPOSITS

Each week requires a \$50 non-refundable, non-transferable deposit. Deposit guarantees enrollment and is applied to weekly tuition.

WEEK OF	PICK YOUR PROGRAM: <i>Basic (10 a.m.-4 p.m.) or extended* (7 a.m.-7 p.m.) for the same price!</i>	FIELD TRIP INFORMATION	DEPOSIT <i>(Applied to weekly tuition)</i>	BALANCE DUE
June 20- June 24	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	Crystal Cove (Trip date: Tuesday, June 21) Disneyland* (Trip date: Thursday, June 23)	\$50	\$ _____
June 27- July 1	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	Angels Baseball Game (Trip date: Wednesday, June 29) Funtopia (Trip date: Thursday, June 30)	\$50	\$ _____
July 5- July 8 <i>(Camp closed July 4)</i>	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$199	Knott's Berry Farm* (Trip date: Wednesday, July 6) Billy Beez (Trip date: Thursday, July 7)	\$50	\$ _____
July 11- July 15	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	Escape Room (Trip date: Tuesday, July 12) Rockin' Jump (Trip date: Thursday, July 14)	\$50	\$ _____
July 18- July 22	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	Universal Studios (Trip date: Tuesday, July 19) Get Air (Trip date: Thursday, July 21)	\$50	\$ _____
July 25- July 29	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	Knott's* Soak City (Trip date: Tuesday, July 26) O.C. Fair (Trip date: Thursday, July 28)	\$50	\$ _____
August 1- August 5	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	Catalina Island (Trip date: Tuesday, August 2) Nickel Nickel! (Trip date: Thursday, August 4)	\$50	\$ _____
August 8- August 12	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	K1 Speed (Trip date: Tuesday, August 9) Camp Fire USA (Trip date: Thursday, August 11)	\$50	\$ _____
August 15- August 19	<input type="checkbox"/> Basic <input type="checkbox"/> Extended \$249	Disney's California Adventure (Trip date: Tuesday, Aug. 16) Laser Quest (Trip date: Thursday, August 18)	\$50	\$ _____

*Extended campers begin and end their day at Rossmoor Park.

Balance of weekly tuition is due at The Youth Center or at camp site by Wednesday of the week prior to attending. Failure to meet deadline will result in forfeiture of guaranteed space and loss of all deposits.

Registration can be faxed, mailed or dropped off at: The Youth Center, 10909 Oak St., Los Alamitos, CA 90720
 Ph. (562)493-4043 Fax (562)596-4747



Sub-totals	\$ _____	\$ _____
T-shirts: <small>(required for field trips)</small> 2016 shirt: _____ x \$15.00 = _____	\$ _____	\$ _____
Totals		

PAYMENT METHOD: CASH CHECK VISA/MC

Card no. _____ Exp. date _____

Signature _____

Enroll on line at:

TheYouthCenter.org

Basic program hours:

Monday-Friday 10 a.m. -4 p.m.

Extended hours:

Monday-Friday 7 a.m. -7 p.m.

RCSD & The Youth Center

Our Teen Camp is
ON-THE-GO
All Summer Long!

Teens ages 12 to 16

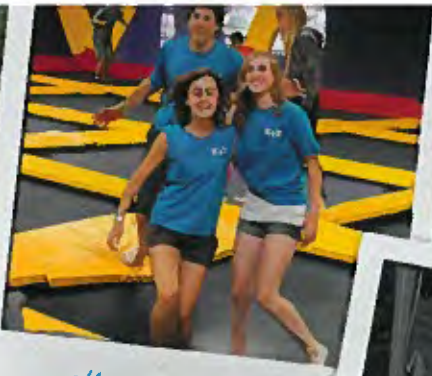
that have a sense of adventure will love our all-inclusive, weekly teen camp! Our campers know how to have fun engaging in outdoor activities, playing sports, and going on field trips galore. Your child's personal interests are considered as everyone helps plan activities for the week each Monday morning. Days begin and end at Rossmoor Park, but sign up early as space is limited to 15 participants per week.

Eight One Week Sessions

June 20-August 19



#castles



#gettin'air



#speeding



#thebigA



#ocfairfun



splashdown



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FOR KIDS IN GRADES K-5

The Youth Center & RCSD INTRODUCE



ONLY \$25
per week
or \$5 per day

If your kids like our summer camp, why not continue the fun this fall by signing your child up for our new R.A.S.C.A.L.S. program at Rossmoor Park.

The Rossmoor After School Club and Academic Learning Services is a quality program that offers homework help, sports, crafts, competitions, and outside activities. Hurry! Space is limited to 25 students, so sign up today to take advantage of this affordable and exciting new club.

Call 562-493-4043 for more information



#crafts

#afterschoolfun



#play

#homeworkhelp

TheYouthCenter.org

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY STATUS REPORT

RECOMMENDATION:

Receive and file.

BACKGROUND:

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

ATTACHMENTS:

1. Third Quarter FY 2015-16 Status Report.

THIRD QUARTER FY 2015-2016 STATUS REPORT

MISSION STATEMENT: The mission of the Rossmoor Community Services District is 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 The General Manager has communicated with members of the Orange County Sheriffs Department on several occasions during the quarter to discuss issues of public safety.

Objective 2: Meetings with OCF No reportable issues.

Objective 3: Street Lighting The General Manager has been working with the County of Orange and Southern California Edison Co. to explore additional street lighting on Montecito Rd. All groups involved are working together on resolving these issues for the safety of our residents. As a result, lighting upgrades will be implemented in the near future.

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 We continue to research available grants. Reimbursement for the turf removal is scheduled to be concluded in the coming quarter.

Objective 2: Investments As a result of the low interest rates currently available, all of the District's idle funds are invested in LAIF. When the investment environment improves, recommendations for other investment opportunities will be presented to the Investment Committee.

Objective 3: Community Volunteers We will continue to explore additional opportunities for the upcoming Summer Concerts and Movies in the Park.

Objective 4: User Fees We supervise the commercial use of District property. All inquiries will be reviewed on a case by case basis and evaluated according to District needs and community benefit.

Objective 5: Fiscal Status The fiscal status of the District remains stable. The Public Works/CIP Committee and Budget Committee meetings for the FY 2016-2017

Annual Budget will be held during May. The Preliminary Budget, along with the Appropriations Limit will be submitted at the June Board Meeting. Also, during this quarter an analysis of the projected revenue, expenditure and reserve patterns for the next five fiscal years was done by showing a trend analysis of the previous five years. This was presented to the Board at the monthly meeting and further studied and discussed at a workshop for the Board. The purpose of this analysis was to advise the Board of the current trend in reserve levels.

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

Objective 1: Diversity of Parkway and Park Trees The District continues to plant a variety of parkway trees that are diverse in species, but which are also consistent with the planting of like species on a particular block or street.

Objective 2: Trimming of Parkway Trees

- The District continues to work with Orange County Public Works toward the completion of safety and clearance trims.
- District trees are pruned on a four-year grid cycle. The 2015 grid trim of Tree District #1 was completed in December 2015.
- Off-grid trims were completed as needed, for crown thinning and young tree structural pruning.

Objective 3: Condition of Park and Parkway Trees

- Rossmoor trees continue to be monitored regularly for health, routine maintenance and safety issues. Trees which cannot be properly or safely maintained are removed and replaced.
- The District continues to water young trees that are not being watered by residents and established trees which have been affected by the drought and are not watered by residents.
- The White Alder trees in the District continue to be killed off by Phytophthora disease. Thus far, 59 trees have died and been removed since 2013. There is no cure for this disease.
- Rossmoor trees continue to be monitored for a newly discovered and potentially devastating pest/disease complex caused by the Polyphagous Shot Hole Borer.

Objective 4: Educating the Public on Benefits and Care of the Urban Forest

- Informational brochures and flyers have been provided to residents, realtors and contractors
- Arboriculture articles continue to be included in RCSD newsletter and website
- Rossmoor Festival/Rossmoor Arbor Day Celebration for Tree City qualification: Urban Forest display with poster and brochures, tree related raffle and children's craft

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

Objective 1: Inspection of District properties The Rush Park canopy play area updates: our consultant is in process of obtaining quotes from several canopy contractors. Rossmoor Park kitchen cabinets: District's consultant sent out cabinet specifications to several cabinet shops requesting quotes to repair damaged cabinets. Kempton Mini Park Landscape Demonstration Project updates: BrightView cleaned up ground debris, repaired broken irrigation components and installed new decomposed granite path. RHA and volunteers are scheduled to start planting the new plants in May 2016. RCSD will provide **Dig Alert** service prior to the planting. Eagle Scout project: The Eagle Scout Project will commence in mid June and end in August. Excess sand will be transferred from Kempton Park to Rush Park sand pit and irrigation will be installed in the existing sand box in order to plant a variety of drought-tolerant succulent plants.

Objective 2: Maintenance of District Properties staff has worked with BrightView on the planning of the park maintenance. Turf aeration: BrightView aerated all the turf areas. Playground sand pits: BrightView Roto-tiled all the sand pit areas as part of the annual maintenance for ADA purposes. Parkway trees: District staff continues to water newly planted trees once per week. A/C & heating furnaces: South Bay Air Conditioning Inc. serviced the units at all the facilities. Main sewer lines: Pete's plumbing serviced main sewer lines at all three locations. Smoke alarms: District staff serviced smoke alarms at all three locations. Fire extinguishers: Contractor serviced fire extinguishers at all three locations.

Objective 3: Maintenance Record Keeping Bright View's monthly maintenance reports continue to be evaluated for conformance with contract requirements.

Objective 4: Water Conservation last year's mandatory water restriction goal was 16% and the District brought it down to 22% and our new goal for this year is 9% due to the climate population growth and water supply investment. The District continues to have all irrigation controllers programmed to water twice per week.

Objective 5: Best Practices for Conservation of Resources The District implemented methods to help conserve water with updated equipment to monitor irrigation systems and to stop/detect water leaks. District will continue to seek ways and solutions for best practice to save water and to maintain parks so they are both safe and aesthetically pleasing.

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 Recreation staff recently offered promotional materials at the Rossmoor Community Festival event in collaboration with the Rossmoor Homeowners Association. The Recreation Department is also in the

process of preparing themed crafts and activities for summer special event offerings such as Movies, Concerts and Shakespeare in the Park. Planning will begin for the Rossmoor Winter Festival as well.

Objective 2: Recreation/Athletic Facilities The Rossmoor Park Community Center is currently being utilized by The Children's Garden Preschool, Youth Center's R.A.S.C.A.L.S. after school program, and the Los Alamitos Girls Softball League in the Snack Shack. With the increase in usage, options for more storage space is being researched.

Objective 3: Accessibility of Recreation/Athletic Facilities The District is striving to provide high quality recreational programs and services for the community that provide fun, educational, accessible and safe environments for people of all ages and abilities.

Objective 4: User Fees-Recreation/Athletic Facilities Research is underway for any possible available grant funding opportunities to enhance facilities and program services.

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. New web banner campaigns were created to promote various events and public announcements. The RecDesk Reservation Portal link was added to the website and the facility reservation portion of the site has been restructured. The latest Board meeting agendas and video links were added as well. Press releases were also sent out regarding the State of the District Address and Traffic on the website saw an increase due to the District Newsletter, board meetings, elections, facility reservations and upcoming summer events.

Objective 2: Quarterly Newsletter. The April edition of the newsletter was sent and emailed in early April. The publication covered several timely and popular topics including the introduction of the Wildlife Watch pilot program, Board meeting overview, The Social Benefits of Trees, Kempton Mini-Park Demonstration Project, Summer Events promotion, Russ Lightcap Memorial Tribute, Fernando Molina's Tennis Camp and bonus e-content. The newsletter continues to receive positive feedback, new e-subscribers and submission requests. It also drives significant web traffic to the District website.

Objective 3: Community Input In cooperation with the RHA, E-blasts were sent encouraging the public's attendance at the Rossmoor Community Festival, Kempton Mini-Park free Native Plant workshop. 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. At this year's Rossmoor Community Festival, the RCSD Booth recruited had the Department of Fish and Wildlife assist in recruiting volunteers for the Wildlife Watch pilot program. Information about the program, as well as, volunteer sign-up forms, was provided.

Objective 4: Promotion of District Programs The District's newsletter, e-blasts, flyers, brochures, signs, banners, website posts, and social media continue to be successfully utilized in the promotion of District programs and events (*Rossmoor Winter Festival, Board Meetings*) and have proven to be budget-friendly and effective.

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

Objective 1: Los Alamitos School District The General Manager has met with LAUSD during the quarter to discuss matters of general interest.

Objective 2: Neighboring Jurisdictions The General Manager has met with officials from Los Alamitos and Seal Beach on several occasions to discuss matters of general interest.

Objective 3: County of Orange The General Manager has met with County Supervisor Steel's staff and LAFCO Board members and staff to discuss matters of interest to the District.

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

Objective 1: Community Concerns The General Manager has met with residents on various issues including parking, traffic, and street sweeping issues which did not rise to a level requiring Board action.

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

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

Objective 1: Regular Street Sweeping The street sweeping contract with the R.F. Dickson Co. remains in place with no reportable issues.

Objective 2: Street Sweeping Enforcement The Orange County Sheriff has recently been citing vehicles parked on the street during street sweeping hours.

ROSSMOOR COMMUNITY SERVICES DISTRICT MISSION STATEMENT, GOALS AND OBJECTIVES

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 effective utilization of its public safety resources.

- Objective 1: In coordination with the Orange County Sheriff, and other law enforcement agencies, endeavor to provide law enforcement services tailored to the needs of the community
- Objective 2: Maintain effective communication with the Orange County Fire Authority to promote the dissemination of fire safety information and materials as a means of minimizing loss of life and property in the community.
- Objective 3: Oversee the effective provision of street lighting services for the enhancement of public safety in the community.

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: Utilize available grant funds to the greatest extent possible as a means of preserving or enhancing its resources for other needed priorities.
- Objective 2: Invest reserve funds in accordance with the district's investment policy in order to maximize a safe return on investment.
- Objective 3: Effectively use community volunteers whenever possible in order to enhance the district's service levels and infrastructure.
- Objective 4: Review user fees periodically and recommend adjustments to the Board; according to policy.
- Objective 5: Work with committees to review and evaluate district finances and related policies in order to make recommendations to the board regarding the district's financial resources.

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

- Objective 1: Plant and maintain a diverse population of parkway and park trees by species and age in approximately as many of the 5,500 designated site locations as possible.
- Objective 2: Manage the inventory of parkway trees in Rossmoor to assure that they are properly safety trimmed so as to not pose a hazard to the community.

Objective 3: Oversee its parks and parkway locations in Rossmoor to assure that all trees are properly watered, trimmed, and maintained in a healthy, safe and aesthetically pleasing condition.

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

Objective 1: Inspect all District properties on a regular basis to determine that they are being properly maintained in accordance with industry standards and safety regulations.

Objective 2: Implement maintenance schedules for each of the District's properties in order to ensure their maximum service life.

Objective 3: Monitor and maintain records of the performance of maintenance and capital project contractors.

Objective 4: Take all necessary measures to conserve water and to reduce the use of water for irrigation of the District's green space.

Objective 5: Take all necessary measures to conserve resources and to be good stewards and follow best practices as it pertains to conserving our natural resources.

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: Provide a variety of recreational, cultural and sports programs and special events such as Movies, Concerts and Shakespeare in the Park and co-sponsor events such as the Community Festival and 4th of July Fireworks Spectacular that appeal to all segments of the community.

Objective 2: Monitor recreation and athletic facilities and equipment to ensure they remain safe, clean and in good working order.

Objective 3: Ensure that recreation and athletic facilities are accessible to all users.

Objective 4: Promote cost-effective use of the District's parks, facilities and programs through the establishment of reasonable user fees and charges while encouraging maximum use by the public.

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

Objective 1: Utilize to the maximum extent possible, the use of the district website, traditional, online and social media to inform the public about current information concerning the business and services of the district.

Objective 2: Publish and distribute a quarterly newsletter for each household in Rossmoor, in either hardcopy or electronic format, in order to disseminate

information about district business, programs, current events and items of interest to the community.

Objective 3: Provide a variety of opportunities for community input in a variety of formats, such as public meetings, workshops, email campaigns, polls and surveys.

Objective 4: Whenever possible, employ a variety of internal and external resources, in the form of vendors and cosponsors, to announce and promote district programs and business.

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

Objective 1: Develop a cooperative agreement with the Los Alamitos Unified School District for the joint use of facilities.

Objective 2: Meet regularly with neighboring jurisdictions to discuss and resolve common issues.

Objective 3: Maintain a positive working relationship with officials and agencies of the County of Orange in order to provide the highest possible levels of services to the community.

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

Objective 1: Take the initiative to address new concerns expressed by the community in order to determine what, if any options are available to address those concerns.

Objective 2: Report to the community on any actions taken by the board regarding new initiatives whether independently undertaken by the board or proposed by the community.

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

Objective 1: Assure that the public right-of-way within Rossmoor is regularly swept free of debris, leaves, soil, litter and other materials.

Objective 2: In cooperation with the Orange County Sheriff, monitor the street sweeping enforcement program as a means of ensuring that all streets are swept in accordance with the established schedule and that residents are kept aware of the need to keep streets clear during posted hours.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Recreation Report for the 3rd Quarter of the 2015-2016 Fiscal Year. This report is intended to provide the Board with the status of the activities and programs being performed in the furtherance of the District's recreation program. The report was prepared by the District's Recreation Superintendent, Chris Argueta.

ATTACHMENTS:

1. Third Quarter Recreation Report.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

January, February, March 2016

SUMMARY

The District's Recreation Department has had a busy start to the New Year. Both parks have been a popular choice for all ages to come and enjoy the warming weather. Rossmoor Park has been as busy as ever since the arrival of The Children's Garden Preschool and R.A.S.C.A.L.S. after-school program. As well as other families and children enjoying themselves at the playground and picnic areas.

Some of the recent accomplishments completed by the Recreation Department include:

- Offering a CSULB Rossmoor Night
- Overseeing LAGSL's use of Rush Park for their annual Carnival and Rossmoor Park for their annual Opening Day Parade and ceremonies
- Selecting and securing movies for Movies in the Park events
- Securing stage rental from Elite Special Events for the Community Festival and Concerts in the Park
- Selecting band choices for Concerts in the Park
- Scheduling Shakespeare in the Park events

The District's Recreation Department offered its second year of Rossmoor Night in support of Rossmoor resident and men's basketball head coach, Dan Monson. Many Rossmoor residents attended the event and witnessed a close battle and a win over Hawaii. Guests were happy to get the opportunity to attend such an energy filled event and look forward to future Rossmoor Nights in collaboration with the CSULB athletic department.

Late February once again marked another Opening Day for the LAGSL spring season. Tradition continued as league participants and their parents paraded from Rossmoor School to Rossmoor Park to celebrate season commencement. League and District representatives as well as staff were present to monitor the event. The ceremony lasted approximately thirty minutes as teams were introduced by LAGSL President, Nani Luculescu.

District staff and the District's contract Tennis Professional, Fernando Molina, have coordinated dates for another year of tennis camps and classes offered over the hot summer months. District staff has noticed an increase in the use of the tennis courts, as the weather begins to warm up and people want a fun activity to enjoy outside.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

January, February, March 2016

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

The June event will feature the always popular **Elm Street Band** followed by the fun loving *Minions* movie. **Big Sandy and His Fly-Rite Boys** will rock the stage in July along with the showing of the award winning *Inside Out*. The summer series will go out with a bang with the **King Salmon Band** closing out the summer and the blockbuster hit *Zootopia* will bring the great summer event to an end. With the Board's approval to once again co-sponsor Shakespeare by the Sea performances, the District's Recreation staff will be coordinating permits for performances of *Othello* as *Cymbeline* in late July.

As the Community Festival rapidly approaches, the Recreation Department will once again offer no cost arts and crafts to youth at the District's booth. Marketing materials will be distributed promoting Recreation activities and the District's Tree Consultant will be offering an activity to celebrate Arbor Day as required for the District's Tree City USA designation.

Recreation staff is currently working on the following projects:

- Securing Sheriff presence at special events
- Coordination of upcoming events at Rush Park
- Organizing Festival booth activities for youth
- Coordination of pre-movie event offerings
- Coordinating the Youth Center's Annual Summer Day Camp Training
- Planning for Rossmoor Winter Festival

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

As the Community Festival rapidly approaches, the Recreation Department will once again offer no cost arts and crafts to youth at the District's booth. Marketing materials will be distributed promoting Recreation activities and the District's Tree Consultant will be offering an activity to celebrate Arbor Day as required for the District's Tree City USA designation.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

January, February, March 2016

The District's Recreation Department will soon be coordinating with staff and others for the Rossmoor Winter Festival. Another great addition to the District's fun community offerings. After completion of the May Community Festival, Recreation staff will be begin planning another winter event that can be enjoyed by all ages of the community.

Respectfully Submitted By

Chris Argueta,
RCSD Recreation Superintendent



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Tree Report for the 3rd Quarter of the 2015-2016 Fiscal Year. This report is intended to provide the Board with the status of the work being performed in the maintenance and preservation of the community's urban forest. The report was prepared by the District's Tree Consultant, Mary Kingman.

ATTACHMENTS:

1. Third Quarter Tree Report.

2015/ 2016 Tree Trimming, Planting and Removals

Month	Safety Trim	Small Trim	Medium Trim	Large Trim	Small Tree Removal	24" Box Plant	Sp 24" or 36" Box Plant	Tree & Stump Removal	In House S/Request
July-15	35				2		1		36
August-15			22	28	1			8	31
September-15	1				7			22	75
1st Quarter Totals	36	0	22	28	10	0	1	30	142
October-15		72	199	59		32		38	32
November-15		37	180	89					38
December-15	76	48	111	72	1			2	25
2nd Quarter Totals	76	157	490	220	1	32	0	40	95
January-16		11	29	26		43	2		26
February-16								28	55
March-16									18
3rd Quarter Totals		11	29	26		43	2	28	99
April-16									
May-16									
June-16									
4th Quarter Totals									
FY 2014/2015 Totals									

CURRENT ACTIVITIES

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

STATUS

WCA

Replacement Plantings	On/G
Vacant Site Planting	P
Grid #1 Maintenance Trims	C
Off-Grid Maintenance Trims	On/G

OCPW

Tree Removals	On/G
County Safety Trims	On/G

RCSD

Tree Watering	On/G
Small Branch Pruning - Sucker Growth, etc.	On/G

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: May 12, 2015
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF April 14, 2015

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of April 14, 2015 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Regular April 14, 2015 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of April 14, 2015 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, April 12, 2016

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS—None

B. ADDITIONS TO AGENDA--None

C. PUBLIC FORUM:

Bev Houghton provided the Board and community with an update on the Rossmoor Community Festival on Sunday, May 1, 2016 from 10 a.m. to 4 p.m., ending one hour earlier this year. She announced that the annual event, cosponsored by RHA and RCSD was going to be great fun for all with 75 vendors, a variety of food trucks and food choices, a car show, a dog parade, live performances, music and entertainment. All-Day wristbands would be sold for just \$20. She concluded by saying that they were still in need of volunteers and encouraged adults, students and high school students in need of service hours to sign up as a volunteer.

Mark Nitikman announced that the Kempton Mini-Park Demonstration Project Kickoff Planting Event would take place on Sunday, May 7, 2016 at 10 a.m. Community members were welcome to bring a trowel and volunteer their time to help plant the garden. An email announcement would be forthcoming soon. He also stated that Supervisor Michelle Steel was providing Rossmoor with a lot of community support relative to a traffic study.

Resident Erwin Anisman requested that the District consider offering yoga classes.

D. REPORTS TO THE BOARD:

1. REPORT OF THE SHOPS AT ROSSMOOR AD HOC COMMITTEE.

Director Ron Casey reported to the Board relative to his April 4, 2016 meeting with City of Seal Beach officials to discuss the proposed construction of an LA Fitness Center behind the Sprouts

Farmers Market at the Shops at Rossmoor in Seal Beach. He expressed his concerns on behalf of Rossmoor to Seal Beach officials regarding the increase of traffic and parking congestion and its impact on the Rossmoor community. Director Casey stated that the developer was doing the traffic study rather than the City of Seal Beach—a fact which greatly concerned him. An estimated 700 to 800 visitors per day were projected for the new LA Fitness Center in addition to the existing traffic which already plagued the center, along with an estimated loss of 40 to 50 parking spaces—however, Director Casey opined that it would be closer to 150 parking spaces. Director Casey stated that the District must remain vigilant and vocal in order to have any hope of influencing the outcome. Discussion ensued relative to possible recourse for communities impacted by the project. General Counsel Tarquin Preziosi added that the project only required certain variances and conditional use permits. Ultimate construction would be decided by the Seal Beach Planning Commission and would never go before the City Council unless the developer failed to meet all of the requirements and answer all of the questions. He added that there is also an appeals process with a 10 to 15 day window to file an appeal with the City Clerk. He concluded that he would research the code and specific procedure. The report was received and filed.

E. CONSENT CALENDAR:

1a. MINUTES REGULAR BOARD MEETING—March 8, 2016

1b. MINUTES SPECIAL BOARD MEETING—March 29, 2016

Item E-1b was voted on separately

2. REVENUE AND EXPENDITURE REPORT—February 2016

Motion by Director Maynard, seconded by Director Casey to approve the Item E-1a and E-2 on the Consent Calendar as submitted. Motion passed 5-0.

Motion by Director Burgess, seconded by Director Casey to approve Item E-1b on the Consent Calendar as submitted. Motion passed 3-0. President DeMarco and Director Maynard abstained as they did not attend the Special Meeting of March 29, 2016

F. PUBLIC HEARING: None

G. RESOLUTIONS: None

ORDINANCES: None

H. REGULAR CALENDAR:

1. FIRST READING OF AMENDMENTS TO POLICY NO. 3050 PURCHASING

Recommendation to give first reading to proposed amendments to Policy No. 3050 Purchasing adding additional requirements for the District's bidding and contracting process.

Discussion ensued. Motion by Director Maynard, seconded by Director Casey to give first reading to proposed amendments to Policy No. 3050 Purchasing and bring the policy back for second reading and possible approval at the May 10, 2016 regular board meeting. Motion passed 5-0.

2. FIRST READING OF AMENDMENTS TO POLICY NO. 3020 BUDGET PREPARATION, ADOPTION AND REVISION

Recommendation to give first reading to amendment of Policy No. 3020 Budget Preparation, Adoption and Revision.

Discussion ensued relative to the rationale behind the amendment. The General Manager stated that the modification would provide more flexibility in terms of synchronizing the budget calendar and would also help improve staff efficiency in the budget preparation process. Motion by Director Maynard, seconded by Director Casey to give first reading to amendment of Policy No. 3020 Budget Preparation, Adoption and Revision and bring the policy back for second reading and possible approval at the May 10, 2016 regular board meeting. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

The General Manager announced that he would be setting up a meeting with Jeremy Tran, the new Field Representative with Orange County Supervisor Michelle Steel's Office. Mr. Tran was replacing former representative Tim Whitacre. He reported that architectural consultant Cheryl Williamsen was on track with obtaining specifications for the remaining capital projects. Cheryl had contacted three qualified bidders for the Rossmoor Park cabinet replacement project and had several prospective vendors for the Rush Park Tot Lot Canopy Replacement. General Manager Ruth stated that he had set a completion goal of June 30th for both projects. He reminded the public to attend the May 1st Rossmoor Community Festival. He announced that the merger of District Landscaping Contractor Valleycrest and east coast landscaping giant, Brickman was now complete. The new landscaping company would be known as Brightview. There would be no changes to the existing contract, other than the name. He concluded with the status of the Kempton Mini-Park Demonstration Project, stating that Valleycrest had removed all of the shrubs, a couple of garden benches had been donated and Eagle Scout Owen Pierce's fundraising was underway. The project was steadily moving forward and everyone was excited to see its successful completion. The report was received and filed.

J. BOARD MEMBER ITEMS:

Director Burgess requested that an item relative to post contract procedures, follow up and due diligence be placed on a future agenda for the board's consideration. General Counsel Tarquin Preziosi responded that contract law requires the payment of prevailing wages.

Director Casey thanked HTGroup for the presentation on the Five-Year Fiscal Plan and Specific Recommendations. He encouraged residents to stay informed and vigilant regarding the proposed construction of an LA Fitness Center at the Shops at Rossmoor Shopping Center. He encouraged everyone to attend the Rossmoor Community Festival on Sunday, May 1, 2016.

Director Maynard commended HTGroup for work on the Five-Year Fiscal Plan. He echoed Director Casey's sentiments and his concerns surrounding the Shops at Rossmoor LA Fitness Center Project. He concluded that as part of the Shops at Rossmoor Ad Hoc Committee he was committed to staying on top of the issue on behalf of the community.

President DeMarco remarked that he saw a coyote on Bostonian Drive in Rossmoor recently. He reminded residents that it was spring and also the rainy season, which meant the coyote gates would be raised and the community may see an increase in sightings as a result. He reminded residents to keep pets safe and indoors between the hours of dusk and dawn. President DeMarco encouraged residents to visit the District website for details on upcoming Movies, Concerts and Shakespeare in the Park. He thanked HTGroup and staff for the Five-Year Fiscal Plan Presentation and Report. He complimented Eagle Scout Owen Pearce for his excellent flyer and fundraising efforts for the benefit of the Kempton Mini-Park redesign. He suggested everyone attend Owen's Spaghetti Dinner Fundraiser on Saturday, April 23, 2016 from Noon to 8:00 p.m. and support a good cause.

K. CLOSED SESSION—None

L. ADJOURNMENT:

Motion by Director Maynard, seconded by Director Casey to adjourn the regular meeting at 8:00 p.m. Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

Date: May 12, 2015
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: BOARD WORKSHOP OF April 14, 2015

RECOMMENDATION:

Approve the Minutes of the Board Workshop of April 14, 2015 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their April 14, 2015 Board Workshop as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes- Board Workshop of April 14, 2015 Prepared by the Board's Secretary/General Manager.



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

BOARD WORKSHOP

RUSH PARK
3001 Blume Drive
Rossmoor, California

Tuesday, April 12, 2016

A. ORGANIZATION

1. CALL TO ORDER: 5:00 P.M.

**2. ROLL CALL: Directors Burgess, Casey, Maynard
President DeMarco
Director Kahlert arrived at 5:10 p.m.**

3. PLEDGE OF ALLEGIANCE

B. PUBLIC FORUM—None

C. REGULAR CALENDAR

1. PRESENTATION BY HTGroup RE: RCSD FIVE-YEAR FISCAL PLAN.

General Manager Jim Ruth gave a brief introduction of the District's 5-Year Fiscal Plan. Henry Taboada, Principal, HTGroup provided the Board with an overview of his report on the Five-Year Fiscal Plan and a Fiscal Analysis Presentation.

Discussion ensued relative to property tax revenue projections and fluctuations, general revenue generating prospects, capital improvement projects and suggestions for expense reductions.

Director Kahlert opined that the projections contained in the report seemed exceedingly bleak and stated expenses could decrease over time.

Henry Taboada stated that regarding property tax revenue—the District's largest revenue source, the numbers don't deviate much and property tax growth was only at a 2% annual assessment. Lighting assessments would almost certainly track property tax assessments. With no new construction to increase the property tax revenue, one can only assume an average over the last five years. Director Kahlert responded that the housing market was cyclical.

Director Maynard opined that any projection model would either be over or understated and an analysis based on historical data was justified and prudent. He added that property taxes increased based on two factors: new construction and reassessments when an existing home was sold.

Henry Taboada added that loan interest rates for new construction are higher, greatly influencing a homeowner's decisions to build or not.

President DeMarco agreed that getting future numbers from the past was a logical strategy.

Director Maynard added that the Five-Year Plan had painted a picture for the District to use as a financial guide going forward.

Henry Taboada stated that all of the facilities had undergone recent upgrades and renovations which should sustain the District for a long time. They were all necessary repairs and improvements aimed at increasing value and maintaining safety. He added that the Rush Park Parking lot was the only outstanding asset in need of repair.

Director Burgess opined that the Rossmoor Park Tot Lot may need to be upgraded in the next few years.

Henry Taboada referred the Board members to a chart, titled “Reserves” located on page 40 of 44. He stated that this graph was extremely informative and should be consulted before any decisions are made.

Director Maynard opined that the District may have to consider taking on public debt to repair the parking lot, as is the practice in surrounding cities.

Director Casey opined that the District would need to carefully analyze and justify and future expense proposals.

The General Manager stated that the District would be exploring private money options. A consultant could be hired to assist with obtaining grants and donors.

2. SPECIFIC RECOMMENDATIONS BASED ON THE RCSD FIVE-FISCAL PLAN.

Henry Taboada, Principal, HTGroup explained the specific recommendations based on the Five-Year Fiscal Plan. Discussion ensued relative to the recommendations. Directors Maynard and Casey opined that the rainy day reserve fund might be too low. Henry Taboada replied that the recommendations should be referred back to the Budget Committee for discussion on specific numbers and the Budget Committee recommendations would subsequently be brought back to the full Board for final approval.

Motion by Director Maynard, seconded by Director Kahlert to move forward with the five specific recommendations based on the Five-Year Fiscal Plan as submitted, refer the recommendations back to the Budget Committee for further discussion and in-depth analysis and bring the Budget committee’s recommendations back to the full Board for final approval; in addition, conduct an annual review of each of the specific recommendations. Motion passed 5-0.

D. ADJOURNMENT:

Motion by Director Maynard, seconded by President DeMarco to adjourn the regular meeting at 6:30 p.m. Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: May 12, 2015
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT - MARCH, 2015

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for March, 2015.

BACKGROUND:

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

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of March, 2015.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 March 2016 @ 75.0%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	788,142.00	803,372.00	525,797.10	50,550.83	277,574.90	65.4
STREET LIGHT ASSESSMENTS	271,000.00	280,000.00	184,177.81	17,621.29	95,822.19	65.8
USE OF MONEY AND PROPERTY	2,500.00	2,100.00	889.69	0.00	1,210.31	42.4
OTHER GOVERNMENT AGENCIES	60,800.00	60,400.00	2,696.10	0.00	57,703.90	4.5
FEEES AND SERVICES	155,000.00	163,320.00	119,862.75	20,884.00	43,457.25	73.4
OTHER REVENUE 1	23,500.00	24,500.00	2,059.82	231.90	22,440.18	8.4
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
Total Revenues	1,300,942.00	1,333,692.00	835,483.27	89,288.02	498,208.73	62.6
Expenditures						
ADMINISTRATION	407,472.00	417,790.00	312,053.51	29,319.97	105,736.49	74.7
RECREATION 1	127,623.00	138,313.00	104,329.85	10,722.51	33,983.15	75.4
ROSSMOOR PARK	188,703.00	185,106.00	123,976.14	7,944.58	61,129.86	67.0
MONTECITO CENTER	77,694.00	78,720.00	56,076.99	5,042.98	22,643.01	71.2
RUSH PARK	205,098.00	207,075.00	144,165.23	10,343.13	62,909.77	69.6
STREET LIGHTING	105,580.00	107,580.00	63,186.44	44.34	44,393.56	58.7
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	100.00	95.2
STREET SWEEPING	55,580.00	55,580.00	32,522.46	29.40	23,057.54	58.5
PARKWAY TREES	105,525.00	116,650.00	97,902.80	2,288.02	18,747.20	83.9
MINI-PARKS, MEDIANS & TRIANGLE	15,029.00	12,853.00	8,985.99	495.33	3,867.01	69.9
Total Expenditures	1,290,404.00	1,321,767.00	945,199.41	66,230.26	376,567.59	71.5

Please note: 2015-2016 Approved Amended Budget shown.

**Audited Fund Balance
 at June 30, 2015**

\$ 690,844.00

REVENUE REPORT
 March 2016 @ 75%

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Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	788,142.00	803,372.00	525,797.10	50,550.83	0.00	277,574.90	65.4
ASSESSMENTS	271,000.00	280,000.00	184,177.81	17,621.29	0.00	95,822.19	65.8
USE OF MONEY AND PROPERTY	2,500.00	2,100.00	889.69	0.00	0.00	1,210.31	42.4
OTHER GOVERNMENT AGENCIES	60,800.00	60,400.00	2,696.10	0.00	0.00	57,703.90	4.5
FEES AND SERVICES	155,000.00	163,320.00	119,862.75	20,884.00	0.00	43,457.25	73.4
OTHER REVENUE	23,500.00	24,500.00	2,059.82	231.90	0.00	22,440.18	8.4
Dept: 00	1,300,942.00	1,333,692.00	835,483.27	89,288.02	0.00	498,208.73	62.6
Revenues	1,300,942.00	1,333,692.00	835,483.27	89,288.02	0.00	498,208.73	62.6
Grand Total Net Effect:	1,300,942.00	1,333,692.00	835,483.27	89,288.02	0.00	498,208.73	

EXPENDITURE REPORT
March 2016 @ 75%

Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	246,572.00	263,690.00	200,647.47	22,749.12	0.00	62,842.53	76.2
OPERATIONS AND MAINTENANCE	64,200.00	63,000.00	49,625.82	1,981.33	0.00	13,374.18	78.8
CONTRACT SERVICES	93,700.00	87,100.00	59,872.12	4,589.52	0.00	27,227.88	68.7
CAPITAL EXPENDITURES	3,000.00	4,000.00	1,708.10	0.00	0.00	2,291.90	42.7
ADMINISTRATION	407,472.00	417,790.00	312,053.51	29,319.97	0.00	105,736.49	74.7
Dept: 20 RECREATION							
SALARIES AND BENEFITS	94,523.00	97,960.00	69,382.25	7,832.52	0.00	28,577.75	70.8
OPERATIONS AND MAINTENANCE	28,600.00	35,853.00	32,481.47	2,592.80	0.00	3,371.53	90.6
CONTRACT SERVICES	3,500.00	3,500.00	2,466.13	297.19	0.00	1,033.87	70.5
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	127,623.00	138,313.00	104,329.85	10,722.51	0.00	33,983.15	75.4
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	68,956.00	72,714.00	52,709.65	6,148.04	0.00	20,004.35	72.5
OPERATIONS AND MAINTENANCE	82,047.00	74,942.00	46,487.75	1,508.94	0.00	28,454.25	62.0
CONTRACT SERVICES	37,450.00	37,450.00	24,778.74	287.60	0.00	12,671.26	66.2
CAPITAL EXPENDITURES	250.00	0.00	0.00	0.00	0.00	0.00	0.0
ROSSMOOR PARK	188,703.00	185,106.00	123,976.14	7,944.58	0.00	61,129.86	67.0
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	51,989.00	54,671.00	39,614.04	4,165.50	0.00	15,056.96	72.5
OPERATIONS AND MAINTENANCE	18,405.00	16,449.00	10,753.01	589.88	0.00	5,695.99	65.4
CONTRACT SERVICES	7,250.00	7,550.00	5,709.94	287.60	0.00	1,840.06	75.6
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	77,694.00	78,720.00	56,076.99	5,042.98	0.00	22,643.01	71.2
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	71,749.00	77,063.00	57,507.05	6,420.59	0.00	19,555.95	74.6
OPERATIONS AND MAINTENANCE	95,649.00	92,312.00	61,879.44	3,634.94	0.00	30,432.56	67.0
CONTRACT SERVICES	37,450.00	37,450.00	24,778.74	287.60	0.00	12,671.26	66.2
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	205,098.00	207,075.00	144,165.23	10,343.13	0.00	62,909.77	69.6

EXPENDITURE REPORT
March 2016 @ 75%

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5/3/2016
11:33 am

Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	580.00	580.00	528.47	44.34	0.00	51.53	91.1
CONTRACT SERVICES	105,000.00	107,000.00	62,657.97	0.00	0.00	44,342.03	58.6
STREET LIGHTING	105,580.00	107,580.00	63,186.44	44.34	0.00	44,393.56	58.7
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	580.00	580.00	513.53	29.40	0.00	66.47	88.5
CONTRACT SERVICES	55,000.00	55,000.00	32,008.93	0.00	0.00	22,991.07	58.2
STREET SWEEPING	55,580.00	55,580.00	32,522.46	29.40	0.00	23,057.54	58.5
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	20,850.00	22,325.00	16,626.17	1,879.38	0.00	5,698.83	74.5
OPERATIONS AND MAINTENANCE	1,775.00	1,825.00	1,147.29	96.83	0.00	677.71	62.9
CONTRACT SERVICES	70,900.00	74,000.00	67,540.54	491.81	0.00	6,459.46	91.3
CAPITAL EXPENDITURES	12,000.00	18,500.00	12,588.80	-180.00	0.00	5,911.20	68.0
PARKWAY TREES	105,525.00	116,650.00	97,902.80	2,288.02	0.00	18,747.20	83.9
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	979.00	903.00	701.45	86.57	0.00	201.55	77.7
OPERATIONS AND MAINTENANCE	9,800.00	7,900.00	5,557.56	404.94	0.00	2,342.44	70.3
CONTRACT SERVICES	4,150.00	3,950.00	2,726.98	3.82	0.00	1,223.02	69.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,029.00	12,853.00	8,985.99	495.33	0.00	3,867.01	69.9
Expenditures	1,290,404.00	1,321,767.00	945,199.41	66,230.26	0.00	376,567.59	71.5
Grand Total Net Effect:	-1,290,404.00	-1,321,767.00	-945,199.41	-66,230.26	0.00	-376,567.59	

REVENUE/EXPENDITURE REPORT
March 2016 @ 75%

Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016		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	719,100.00	734,000.00	479,895.84	48,711.90	0.00	254,104.16	65.4
3001	Current unsecured prop tax	23,000.00	24,000.00	17,457.46	0.00	0.00	6,542.54	72.7
3002	Prior secured property taxes	9,200.00	7,500.00	9,879.54	347.28	0.00	-2,379.54	131.7
3003	Prior unsecured prop taxes	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
3004	Delinquent property taxes	510.00	540.00	0.00	0.00	0.00	540.00	0.0
3010	Current supplemental assessmnt	20,000.00	21,000.00	12,223.28	1,491.65	0.00	8,776.72	58.2
3020	Public utility tax	11,832.00	11,832.00	6,340.98	0.00	0.00	5,491.02	53.6
PROPERTY TAXES		788,142.00	803,372.00	525,797.10	50,550.83	0.00	277,574.90	65.4
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	271,000.00	280,000.00	184,177.81	17,621.29	0.00	95,822.19	65.8
ASSESSMENTS		271,000.00	280,000.00	184,177.81	17,621.29	0.00	95,822.19	65.8
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	2,500.00	2,100.00	889.69	0.00	0.00	1,210.31	42.4
USE OF MONEY AND PROPERTY		2,500.00	2,100.00	889.69	0.00	0.00	1,210.31	42.4
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,800.00	5,400.00	2,696.10	0.00	0.00	2,703.90	49.9
3305	County street sweep reimburse	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.0
OTHER GOVERNMENT AGENCIES		60,800.00	60,400.00	2,696.10	0.00	0.00	57,703.90	4.5
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	14,500.00	14,500.00	9,263.25	2,362.00	0.00	5,236.75	63.9
3405	Wall Rental	600.00	600.00	380.00	100.00	0.00	220.00	63.3
3406	Ball field reservations	26,000.00	29,000.00	19,552.50	1,178.00	0.00	9,447.50	67.4
3410	Rossmoor building rental	4,680.00	10,000.00	13,310.00	3,936.00	0.00	-3,310.00	133.1
3412	Montecito building rental	25,220.00	25,220.00	18,847.00	4,661.00	0.00	6,373.00	74.7
3414	Rush Park Building Rental	84,000.00	84,000.00	58,510.00	8,647.00	0.00	25,490.00	69.7
FEES AND SERVICES		155,000.00	163,320.00	119,862.75	20,884.00	0.00	43,457.25	73.4
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	3,500.00	4,500.00	2,059.82	231.90	0.00	2,440.18	45.8
3502	Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE		23,500.00	24,500.00	2,059.82	231.90	0.00	22,440.18	8.4
Dept: 00		1,300,942.00	1,333,692.00	835,483.27	89,288.02	0.00	498,208.73	62.6
Revenues		1,300,942.00	1,333,692.00	835,483.27	89,288.02	0.00	498,208.73	62.6
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	9,000.00	10,000.00	7,700.00	900.00	0.00	2,300.00	77.0
4001	Salaries - Full-time	186,300.00	190,000.00	145,604.97	16,016.27	0.00	44,395.03	76.6
4003	Salaries - Overtime	3,672.00	5,000.00	3,868.80	519.15	0.00	1,131.20	77.4
4007	Vehicle Allowance	500.00	500.00	449.22	0.00	0.00	50.78	89.8
4010	Workers Compensation Insurance	2,600.00	2,600.00	2,114.50	440.59	0.00	485.50	81.3
4011	Medical Insurance	32,000.00	39,000.00	28,899.89	3,521.92	0.00	10,100.11	74.1
4015	Federal Payroll Tax -FICA	12,000.00	16,000.00	11,975.87	1,328.69	0.00	4,024.13	74.8
4018	State Payroll Taxes	500.00	590.00	234.22	22.50	0.00	355.78	39.7
SALARIES AND BENEFITS		246,572.00	263,690.00	200,847.47	22,749.12	0.00	62,842.53	76.2
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	13,200.00	12,500.00	12,391.95	0.00	0.00	108.05	99.1
5004	Memberships and Dues	6,400.00	6,400.00	5,750.12	0.00	0.00	649.88	89.8
5006	Travel & Meetings	1,500.00	1,000.00	502.50	269.00	0.00	497.50	50.3
5007	Televised Meeting Costs	18,000.00	17,000.00	11,816.80	0.00	0.00	5,183.20	69.5

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Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	7,200.00	7,200.00	4,644.65	0.00	0.00	2,555.35	64.5
5012 Printing	700.00	700.00	402.92	0.00	0.00	297.08	57.6
5014 Postage	2,000.00	2,000.00	1,750.45	16.84	0.00	249.55	87.5
5016 Office Supplies	7,200.00	7,200.00	5,524.17	447.51	0.00	1,675.83	76.7
5020 Telephone	1,500.00	1,500.00	1,413.95	0.00	0.00	86.05	94.3
5045 Miscellaneous Expenditures	5,500.00	5,500.00	4,088.17	1,127.17	0.00	1,411.83	74.3
5046 Bank Service Charge	1,000.00	2,000.00	1,340.14	120.81	0.00	659.86	67.0
OPERATIONS AND MAINTENANCE	64,200.00	63,000.00	49,625.82	1,981.33	0.00	13,374.18	78.8
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	35,000.00	27,000.00	12,095.00	0.00	0.00	14,905.00	44.8
5615 Financial Audit-Consulting	8,700.00	10,100.00	10,100.00	0.00	0.00	0.00	100.0
5670 Other Professional Services	50,000.00	50,000.00	37,677.12	4,589.52	0.00	12,322.88	75.4
CONTRACT SERVICES	93,700.00	87,100.00	59,872.12	4,589.52	0.00	27,227.88	68.7
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	3,000.00	4,000.00	1,708.10	0.00	0.00	2,291.90	42.7
CAPITAL EXPENDITURES	3,000.00	4,000.00	1,708.10	0.00	0.00	2,291.90	42.7
ADMINISTRATION	407,472.00	417,790.00	312,053.51	29,319.97	0.00	105,736.49	74.7
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	51,000.00	51,000.00	35,426.61	4,285.12	0.00	15,573.39	69.5
4002 Salaries - Part-time	23,566.00	23,566.00	16,387.72	1,621.54	0.00	7,178.28	69.5
4003 Salaries - Overtime	3,713.00	5,000.00	3,489.10	294.12	0.00	1,510.90	69.8
4005 Salaries - Event Attendant	400.00	400.00	1,057.50	0.00	0.00	657.50	264.4
4007 Vehicle Allowance	350.00	350.00	241.91	80.10	0.00	108.09	69.1
4010 Workers Compensation Insurance	1,080.00	1,080.00	854.77	178.11	0.00	225.23	79.1
4011 Medical Insurance	8,000.00	10,000.00	7,347.65	895.44	0.00	2,652.35	73.5
4015 Federal Payroll Tax -FICA	5,814.00	5,814.00	4,310.18	474.19	0.00	1,503.82	74.1
4018 State Payroll Taxes	600.00	750.00	266.81	3.90	0.00	483.19	35.6
SALARIES AND BENEFITS	94,523.00	97,960.00	69,382.25	7,832.52	0.00	28,577.75	70.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	400.00	400.00	335.00	335.00	0.00	65.00	83.8
5010 Publications & Legal Notices	200.00	200.00	234.98	0.00	0.00	-34.98	117.5
5012 Printing	100.00	100.00	58.38	0.00	0.00	41.62	58.4
5014 Postage	150.00	150.00	92.14	0.00	0.00	57.86	61.4
5016 Office Supplies	1,000.00	1,000.00	809.69	89.77	0.00	190.31	81.0
5017 Community Events	18,000.00	25,253.00	22,977.42	2,035.00	0.00	2,275.58	91.0
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	1,623.86	133.03	0.00	176.14	90.2
5045 Miscellaneous Expenditures	500.00	500.00	150.00	0.00	0.00	350.00	30.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	28,600.00	35,853.00	32,481.47	2,592.80	0.00	3,371.53	90.6
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	3,500.00	3,500.00	2,466.13	297.19	0.00	1,033.87	70.5
CONTRACT SERVICES	3,500.00	3,500.00	2,466.13	297.19	0.00	1,033.87	70.5
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	127,623.00	138,313.00	104,329.85	10,722.51	0.00	33,983.15	75.4
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							

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Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	38,760.00	38,760.00	26,963.33	3,097.37	0.00	11,796.67	69.6
4002	Salaries - Part-time	10,812.00	11,800.00	9,355.23	1,000.61	0.00	2,444.77	79.3
4003	Salaries - Overtime	2,244.00	2,244.00	2,176.12	175.95	0.00	67.88	97.0
4010	Workers Compensation Insurance	2,800.00	2,800.00	2,114.50	440.59	0.00	685.50	75.5
4011	Medical Insurance	10,000.00	13,000.00	9,076.52	1,106.13	0.00	3,923.48	69.8
4015	Federal Payroll Tax -FICA	4,080.00	3,800.00	2,941.44	326.65	0.00	858.56	77.4
4018	State Payroll Taxes	260.00	310.00	82.51	0.74	0.00	227.49	26.6
SALARIES AND BENEFITS		68,956.00	72,714.00	52,709.65	6,148.04	0.00	20,004.35	72.5
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	300.00	300.00	200.18	0.00	0.00	99.82	66.7
5012	Printing	50.00	50.00	29.19	0.00	0.00	20.81	58.4
5014	Postage	50.00	50.00	31.05	0.00	0.00	18.95	62.1
5016	Office Supplies	900.00	900.00	404.86	44.89	0.00	495.14	45.0
5018	Janitorial Supplies	4,000.00	4,500.00	2,724.82	0.00	0.00	1,775.18	60.6
5020	Telephone	1,600.00	2,000.00	1,585.42	133.03	0.00	414.58	79.3
5022	Utilities	10,500.00	10,500.00	7,601.25	42.69	0.00	2,898.75	72.4
5023	Water	39,000.00	25,000.00	11,221.57	0.00	0.00	13,778.43	44.9
5025	SECURED PROP TAX	897.00	892.00	891.66	0.00	0.00	0.34	100.0
5030	Vehicle Maintenance	1,000.00	1,000.00	510.42	54.16	0.00	489.58	51.0
5032	Building & Grounds-Maintenance	22,000.00	28,000.00	20,532.19	1,142.37	0.00	7,467.81	73.3
5034	Alarm Systems	750.00	750.00	513.34	0.00	0.00	236.66	68.4
5045	Miscellaneous Expenditures	500.00	500.00	241.80	91.80	0.00	258.20	48.4
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		82,047.00	74,942.00	46,487.75	1,508.94	0.00	28,454.25	62.0
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	33,000.00	33,000.00	21,452.40	0.00	0.00	11,547.60	65.0
5656	Tree Trimming	950.00	950.00	950.85	0.00	0.00	-0.85	100.1
5670	Other Professional Services	3,500.00	3,500.00	2,375.49	287.60	0.00	1,124.51	67.9
CONTRACT SERVICES		37,450.00	37,450.00	24,778.74	287.60	0.00	12,671.26	66.2
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	0.00	0.00	0.00	0.00	0.00	0.0
CAPITAL EXPENDITURES		250.00	0.00	0.00	0.00	0.00	0.00	0.0
ROSSMOOR PARK								
Dept: 40 MONTECITO CENTER		188,703.00	185,106.00	123,976.14	7,944.58	0.00	61,129.86	67.0
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	32,640.00	32,640.00	22,152.73	2,557.80	0.00	10,487.27	67.9
4002	Salaries - Part-time	4,794.00	6,000.00	4,624.71	14.29	0.00	1,375.29	77.1
4003	Salaries - Overtime	1,224.00	1,800.00	1,586.75	137.01	0.00	213.25	88.2
4010	Workers Compensation Insurance	2,250.00	2,250.00	1,700.60	354.34	0.00	549.40	75.6
4011	Medical Insurance	8,100.00	9,000.00	7,344.41	895.08	0.00	1,655.59	81.6
4015	Federal Payroll Tax -FICA	2,856.00	2,856.00	2,166.51	206.97	0.00	689.49	75.9
4018	State Payroll Taxes	125.00	125.00	38.33	0.01	0.00	86.67	30.7
SALARIES AND BENEFITS		51,989.00	54,671.00	39,614.04	4,165.50	0.00	15,056.96	72.5
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	200.00	200.00	200.18	0.00	0.00	-0.18	100.1
5012	Printing	50.00	50.00	29.19	0.00	0.00	20.81	58.4
5014	Postage	50.00	50.00	31.05	0.00	0.00	18.95	62.1
5016	Office Supplies	900.00	900.00	404.86	44.89	0.00	495.14	45.0
5018	Janitorial Supplies	3,000.00	3,500.00	2,086.98	0.00	0.00	1,413.02	59.6
5020	Telephone	1,650.00	1,800.00	1,546.98	133.03	0.00	253.02	85.9
5022	Utilities	4,000.00	2,000.00	1,237.48	26.38	0.00	762.52	61.9
5023	Water	1,600.00	1,000.00	754.08	120.43	0.00	245.92	75.4

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Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016

Fund: 10 - GENERAL FUND

Expenditures

Dept: 40 MONTECITO CENTER

Acct Class: 50 OPERATIONS AND MAINTENANCE

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
5025 SECURED PROP TAX	755.00	749.00	748.82	0.00	0.00	0.18	100.0
5030 Vehicle Maintenance	1,000.00	1,000.00	498.86	54.16	0.00	501.14	49.9
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	2,854.34	210.99	0.00	1,145.66	71.4
5034 Alarm Systems	400.00	400.00	360.19	0.00	0.00	39.81	90.0
5045 Miscellaneous Expenditures	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0

OPERATIONS AND MAINTENANCE

Acct Class: 56 CONTRACT SERVICES

5655 Landscape Maintenance	3,300.00	3,600.00	2,383.60	0.00	0.00	1,216.40	66.2
5656 Tree Trimming	950.00	950.00	950.85	0.00	0.00	-0.85	100.1
5670 Other Professional Services	3,000.00	3,000.00	2,375.49	287.60	0.00	624.51	79.2

CONTRACT SERVICES

Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	50.00	50.00	0.00	0.00	0.00	50.00	0.0
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0

MONTECITO CENTER

Dept: 50 RUSH PARK

Acct Class: 40 SALARIES AND BENEFITS

4001 Salaries - Full-time	38,760.00	38,760.00	26,963.33	3,097.37	0.00	11,796.67	69.6
4002 Salaries - Part-time	9,690.00	11,800.00	9,522.54	1,000.61	0.00	2,277.46	80.7
4003 Salaries - Overtime	2,040.00	2,244.00	2,271.77	175.96	0.00	-27.77	101.2
4005 Salaries - Event Attendant	4,000.00	4,000.00	4,094.18	247.50	0.00	-94.18	102.4
4010 Workers Compensation Insurance	2,600.00	2,600.00	2,114.50	440.59	0.00	485.50	81.3
4011 Medical Insurance	10,000.00	13,000.00	9,076.56	1,106.13	0.00	3,923.44	69.8
4015 Federal Payroll Tax -FICA	4,284.00	4,284.00	3,276.88	345.52	0.00	1,007.12	76.5
4018 State Payroll Taxes	375.00	375.00	187.29	6.91	0.00	187.71	49.9

SALARIES AND BENEFITS

Acct Class: 50 OPERATIONS AND MAINTENANCE

5010 Publications & Legal Notices	500.00	500.00	200.16	0.00	0.00	299.84	40.0
5012 Printing	250.00	250.00	29.18	0.00	0.00	220.82	11.7
5014 Postage	100.00	100.00	31.05	0.00	0.00	68.95	31.1
5016 Office Supplies	900.00	900.00	404.86	44.89	0.00	495.14	45.0
5018 Janitorial Supplies	4,000.00	4,500.00	2,732.34	0.00	0.00	1,767.66	60.7
5020 Telephone	1,800.00	2,000.00	1,546.98	133.03	0.00	453.02	77.3
5022 Utilities	29,000.00	29,000.00	19,115.28	1,742.89	0.00	9,884.72	65.9
5023 Water	31,000.00	20,000.00	11,949.99	0.00	0.00	8,050.01	59.7
5025 SECURED PROP TAX	3,349.00	3,412.00	3,412.45	0.00	0.00	-0.45	100.0
5030 Vehicle Maintenance	1,000.00	1,000.00	498.89	54.16	0.00	501.11	49.9
5032 Building & Grounds-Maintenance	22,000.00	29,000.00	21,301.91	1,568.17	0.00	7,698.09	73.5
5034 Alarm Systems	750.00	650.00	514.55	0.00	0.00	135.45	79.2
5045 Miscellaneous Expenditures	250.00	250.00	141.80	91.80	0.00	108.20	56.7
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0

OPERATIONS AND MAINTENANCE

Acct Class: 56 CONTRACT SERVICES

5655 Landscape Maintenance	33,000.00	33,000.00	21,452.40	0.00	0.00	11,547.60	65.0
5656 Tree Trimming	950.00	950.00	950.85	0.00	0.00	-0.85	100.1
5670 Other Professional Services	3,500.00	3,500.00	2,375.49	287.60	0.00	1,124.51	67.9

CONTRACT SERVICES

Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016

Fund: 10 - GENERAL FUND

Expenditures

Dept: 50 RUSH PARK

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	205,098.00	207,075.00	144,165.23	10,343.13	0.00	62,909.77	69.6
Dept: 60 STREET LIGHTING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	580.00	580.00	528.47	44.34	0.00	51.53	91.1
OPERATIONS AND MAINTENANCE	580.00	580.00	528.47	44.34	0.00	51.53	91.1
Acct Class: 56 CONTRACT SERVICES							
5650 Lighting and Maintenance	105,000.00	107,000.00	62,657.97	0.00	0.00	44,342.03	58.6
CONTRACT SERVICES	105,000.00	107,000.00	62,657.97	0.00	0.00	44,342.03	58.6
STREET LIGHTING	105,580.00	107,580.00	63,186.44	44.34	0.00	44,393.56	58.7
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0
5032 Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	580.00	580.00	513.53	29.40	0.00	66.47	88.5
OPERATIONS AND MAINTENANCE	580.00	580.00	513.53	29.40	0.00	66.47	88.5
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	55,000.00	55,000.00	32,008.93	0.00	0.00	22,991.07	58.2
CONTRACT SERVICES	55,000.00	55,000.00	32,008.93	0.00	0.00	22,991.07	58.2
STREET SWEEPING	55,580.00	55,580.00	32,522.46	29.40	0.00	23,057.54	58.5
Dept: 80 PARKWAY TREES							
Acct Class: 40 SALARIES AND BENEFITS							
4002 Salaries - Part-time	19,000.00	20,000.00	15,009.27	1,744.20	0.00	4,990.73	75.0
4003 Salaries - Overtime	0.00	200.00	130.82	0.00	0.00	69.18	65.4
4007 Vehicle Allowance	400.00	500.00	322.58	0.00	0.00	177.42	64.5
4015 Federal Payroll Tax -FICA	1,250.00	1,350.00	1,158.24	133.44	0.00	191.76	85.8
4018 State Payroll Taxes	200.00	275.00	5.26	1.74	0.00	269.74	1.9
SALARIES AND BENEFITS	20,850.00	22,325.00	16,626.17	1,879.38	0.00	5,698.83	74.5
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	25.00	25.00	0.51	0.00	0.00	24.49	2.0
5014 Postage	300.00	300.00	15.38	0.00	0.00	284.62	5.1
5016 Office Supplies	200.00	200.00	74.49	8.15	0.00	125.51	37.2
5020 Telephone	1,000.00	1,200.00	1,056.91	88.68	0.00	143.09	88.1
5030 Vehicle Maintenance	200.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE	1,775.00	1,825.00	1,147.29	96.83	0.00	677.71	62.9
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	65,000.00	65,000.00	60,219.76	0.00	0.00	4,780.24	92.6
5660 TREE REMOVAL	400.00	3,500.00	2,837.40	0.00	0.00	662.60	81.1
5670 Other Professional Services	5,500.00	5,500.00	4,483.38	491.81	0.00	1,016.62	81.5
CONTRACT SERVICES	70,900.00	74,000.00	67,540.54	491.81	0.00	6,459.46	91.3
Acct Class: 60 CAPITAL EXPENDITURES							

REVENUE/EXPENDITURE REPORT

March 2016 @ 75%

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Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	12,000.00	18,500.00	12,588.80	-180.00	0.00	5,911.20	68.0
CAPITAL EXPENDITURES	12,000.00	18,500.00	12,588.80	-180.00	0.00	5,911.20	68.0
PARKWAY TREES	105,525.00	116,650.00	97,902.80	2,288.02	0.00	18,747.20	83.9
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	652.00	652.00	506.78	57.70	0.00	145.22	77.7
4003 Salaries - Overtime	61.00	61.00	52.59	3.53	0.00	8.41	86.2
4010 Workers Compensation Insurance	180.00	120.00	99.12	20.62	0.00	20.88	82.6
4015 Federal Payroll Tax -FICA	71.00	55.00	42.88	4.72	0.00	12.12	78.0
4018 State Payroll Taxes	15.00	15.00	0.08	0.00	0.00	14.92	0.5
SALARIES AND BENEFITS	979.00	903.00	701.45	86.57	0.00	201.55	77.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	600.00	528.25	44.27	0.00	71.75	88.0
5022 Utilities	800.00	800.00	648.31	51.14	0.00	151.69	81.0
5023 Water	7,000.00	5,000.00	4,076.64	309.53	0.00	923.36	81.5
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	304.36	0.00	0.00	695.64	30.4
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	9,800.00	7,900.00	5,557.56	404.94	0.00	2,342.44	70.3
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	2,383.60	0.00	0.00	1,216.40	66.2
5656 Tree Trimming	500.00	300.00	316.89	0.00	0.00	-16.89	105.6
5670 Other Professional Services	50.00	50.00	26.49	3.82	0.00	23.51	53.0
CONTRACT SERVICES	4,150.00	3,950.00	2,726.98	3.82	0.00	1,223.02	69.0
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,029.00	12,853.00	8,985.99	495.33	0.00	3,867.01	69.9
Expenditures	1,290,404.00	1,321,767.00	945,199.41	66,230.26	0.00	376,567.59	71.5
Net Effect for GENERAL FUND	10,538.00	11,925.00	-109,716.14	23,057.76	0.00	121,641.14	-920.1
Change in Fund Balance:			-109,716.14				

REVENUE/EXPENDITURE REPORT
 March 2016 @ 75%

Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016		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	260,952.36	30,733.80	0.00	119,047.64	68.7
3101	Property assessments-prior yr	3,400.00	3,400.00	2,350.35	0.00	0.00	1,049.65	69.1
ASSESSMENTS		383,400.00	383,400.00	263,302.71	30,733.80	0.00	120,097.29	68.7
Dept: 00								
Revenues		383,400.00	383,400.00	263,302.71	30,733.80	0.00	120,097.29	68.7
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	0.00	117.00	0.00	0.00	0.00	117.00	0.0
OPERATIONS AND MAINTENANCE		0.00	117.00	0.00	0.00	0.00	117.00	0.0
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	3,048.00	3,048.00	3,047.50	0.00	0.00	0.50	100.0
CONTRACT SERVICES		23,048.00	23,048.00	3,047.50	0.00	0.00	20,000.50	13.2
Acct Class: 58 DEBT SERVICE								
5800	Principal	245,000.00	245,000.00	245,000.00	0.00	0.00	0.00	100.0
5801	Interest	106,485.00	106,485.00	106,485.00	0.00	0.00	0.00	100.0
DEBT SERVICE		351,485.00	351,485.00	351,485.00	0.00	0.00	0.00	100.0
RUSH PARK		374,533.00	374,650.00	354,532.50	0.00	0.00	20,117.50	94.6
Dept: 95 CONTINGENCY/RESERVES								
Acct Class: 59 RESERVES/CONTINGENCIES								
5720	Reserves	0.00	0.00	116.84	0.00	0.00	-116.84	0.0
RESERVES/CONTINGENCIES		0.00	0.00	116.84	0.00	0.00	-116.84	0.0
CONTINGENCY/RESERVES		0.00	0.00	116.84	0.00	0.00	-116.84	0.0
Expenditures		374,533.00	374,650.00	354,649.34	0.00	0.00	20,000.66	94.7
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		8,867.00	8,750.00	-91,346.63	30,733.80	0.00	100,096.63	-1,044.0
Change in Fund Balance:				-91,346.63				

REVENUE/EXPENDITURE REPORT
March 2016 @ 75%

Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	109,390.00	9,390,109,390.00	0.00	0.00	0.00	9,390,109,390.00	0.0
PROPERTY TAXES		109,390.00	9,390,109,390.00	0.00	0.00	0.00	9,390,109,390.00	0.0
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	87,700.00	87,700.00	58,549.70	7,008.00	0.00	29,150.30	66.8
3101	Property assessments-prior yr	780.00	780.00	567.88	0.00	0.00	212.12	72.8
ASSESSMENTS		88,480.00	88,480.00	59,117.58	7,008.00	0.00	29,362.42	66.8
Acct Class: 35 OTHER REVENUE								
3600	TRANSFER IN/OUT OTHER FUNDS	0.00	40,776.00	40,775.75	0.00	0.00	0.25	100.0
OTHER REVENUE		0.00	40,776.00	40,775.75	0.00	0.00	0.25	100.0
Dept: 00								
		197,870.00	9,390,238,646.00	99,893.33	7,008.00	0.00	9,390,138,752.67	0.0
Revenues								
		197,870.00	9,390,238,646.00	99,893.33	7,008.00	0.00	9,390,138,752.67	0.0
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,640.00	2,640.00	2,640.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,640.00	2,640.00	2,640.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	70,000.00	178,000.00	178,000.00	0.00	0.00	0.00	100.0
5801	Interest	11,020.00	11,020.00	11,020.00	0.00	0.00	0.00	100.0
DEBT SERVICE		81,020.00	189,020.00	189,020.00	0.00	0.00	0.00	100.0
ROSSMOOR WALL		83,660.00	191,660.00	191,660.00	0.00	0.00	0.00	100.0
Expenditures								
		83,660.00	191,660.00	191,660.00	0.00	0.00	0.00	100.0
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		114,210.00	9,390,046,986.00	-91,766.67	7,008.00	0.00	9,390,138,752.67	0.0
Change in Fund Balance:				-91,766.67				

REVENUE/EXPENDITURE REPORT

March 2016 @ 75%

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Rossmoor Community

For the Period: 7/1/2015 to 3/31/2016

Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	129,602.00	129,602.00	0.00	0.00	0.00	129,602.00	0.0
PROPERTY TAXES	129,602.00	129,602.00	0.00	0.00	0.00	129,602.00	0.0
Acct Class: 35 OTHER REVENUE							
3620 OTHER SOURCES	0.00	18,093.00	0.00	0.00	0.00	18,093.00	0.0
OTHER REVENUE	0.00	18,093.00	0.00	0.00	0.00	18,093.00	0.0
Dept: 00	129,602.00	147,695.00	0.00	0.00	0.00	147,695.00	0.0
Revenues							
	129,602.00	147,695.00	0.00	0.00	0.00	147,695.00	0.0
Expenditures							
Dept: 00							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
9997 Transfer Out	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
OPERATIONS AND MAINTENANCE	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
Dept: 00	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
CAPITAL EXPENDITURES	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
ROSSMOOR PARK	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	35,000.00	56,291.00	44,615.57	0.00	0.00	11,675.43	79.3
CAPITAL EXPENDITURES	35,000.00	56,291.00	44,615.57	0.00	0.00	11,675.43	79.3
RUSH PARK	35,000.00	56,291.00	44,615.57	0.00	0.00	11,675.43	79.3
Dept: 65 ROSSMOOR WALL							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	0.00	40,776.00	0.00	0.00	0.00	40,776.00	0.0
CAPITAL EXPENDITURES	0.00	40,776.00	0.00	0.00	0.00	40,776.00	0.0
ROSSMOOR WALL	0.00	40,776.00	0.00	0.00	0.00	40,776.00	0.0
Dept: 75 CAPITAL PROJECTS							
Acct Class: 60 CAPITAL EXPENDITURES							
6051 Water Conservation Projects	29,000.00	36,991.00	36,991.09	0.00	0.00	-0.09	100.0
CAPITAL EXPENDITURES	29,000.00	36,991.00	36,991.09	0.00	0.00	-0.09	100.0
CAPITAL PROJECTS	29,000.00	36,991.00	36,991.09	0.00	0.00	-0.09	100.0
Expenditures							
	75,266.00	145,324.00	122,382.41	0.00	0.00	22,941.59	84.2
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS							
Change in Fund Balance:	54,336.00	2,371.00	-122,382.41	0.00	0.00	124,753.41-5,161.6	
Grand Total Net Effect:	187,951.00	9,390,070,032.00	-415,211.85	60,799.56	0.00	9,390,485,243.85	

ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT
MARCH 2016
REVENUES

#1 Rossmoor Building Rental 10-00-3410	Additional Funds due preschool and other rentals.
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* *Noted in previous month(s). However, explanation is still warranted and valid.*

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT MARCH 2016
EXPENDITURES**

* #1 Event Attendant 10-20-4005	Additional event attendants needed for Summer Movies and Concerts in the Park due to large turnouts. Also, additional Holiday Festival event.
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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: SECOND READING TO PROPOSED AMENDMENTS TO
POLICY NO. 3050 PURCHASING

RECOMMENDATION:

Give second reading to proposed amendments to Policy No. 3050 Purchasing adding additional requirements for the District's bidding and contracting process.

BACKGROUND:

At your April 12, 2016 meeting, the Board gave first reading to proposed amendments to Policy No. 3050. The District Contracting and Bidding process is governed by Policy No. 3050 Purchasing. Neither the current policy nor the procedure, however, specifies certain bidder requirements which are usual and customary. These included a required contractor's license, Workers Compensation Insurance and indemnification of the District.

While the District has required these conditions, they are not specifically included in the District's Purchasing policy or process. The proposed revisions to the District's Policy will clarify these requirements. Upon approval of the proposed amendments, the District's procedure will be revised to reflect the changes in your amended policy.

ATTACHMENTS:

1. Policy No. 3050 Purchasing.
 - a. Current
 - b. Redline

CURRENT
Rossmoor Community Services District

Policy

No. 3050

PURCHASING

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

3050.20 Limits on Expenditures: The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

3050.30 Required Payment Signatures: All District payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

3050.60 Public Works Projects: The General Manager shall conduct a competitive bid process in accordance with the Government Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project which is estimated to cost in excess of \$1,000. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003
Amended: April 10, 2007
Amended: October 9, 2007
Amended: November 11, 2014

REDLINE
Rossmoor Community Services District

Policy

No. 3050

DISTRICT PURCHASING, BIDDING AND CONTRACTING

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

3050.20 Limits on Expenditures: The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

3050.30 Required Payment Signatures: All District payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

3050.60 Public Works Projects: The General Manager shall conduct a competitive bid process in accordance with the **Public** Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public project **as defined in Public Contract Code section 20161** which is estimated to cost in excess of **\$25,000**. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

3050.61 Specific Bidder Requirements: In order to qualify as a responsible bidder, unless otherwise specifically exempted under applicable law, a bidder must submit evidence of a currently valid California State Contractor's License as specified in the notice inviting bids, must agree to provide, Workers Compensation insurance pursuant to provisions of Labor Code sec 1060 et seq. and the payment of prevailing wages (Public Works projects over \$1,000) and must agree to indemnify the District in a form and an amount as determined by the General Manager.

3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003
 Amended: April 10, 2007
 Amended: October 9, 2007
 Amended: November 11, 2014
 Amended:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: SECOND READING OF AMENDMENTS TO POLICY NO.3020
BUDGET PREPARATION, ADOPTION AND REVISION

RECOMMENDATION:

Give second reading to amendment of Policy No. 3020 Budget Preparation, Adoption and Revision.

BACKGROUND:

At your April 12, 2016 meeting, the Board gave first reading to proposed amendments to Policy No. 3020 which governs the annual budget preparation process. At your March meeting, the Board adopted a Budget Calendar for the development of the FY 2016-2017 Preliminary and Final Budgets. The current language of the policy states that “this policy is the budget calendar unless the Board modifies the dates herein”.

However, policy sections 3020.20, 3020.20, 3020.31 and 3020.40 spell out specific dates for designated actions which may not always match with the budget preparation process. It is therefore deemed more appropriate for these sections to be amended to read, “as determined by the annual adoption of the Budget calendar”, rather than the current specified dates. In this manner, the Preliminary Budget preparation schedule can take into account the availability of required financial information and necessary staff resources.

ATTACHMENTS:

1. FY 2016-2017 Budget Calendar
2. Policy No. 3020 Budget Preparation, Adoption and Revision.
 - a. Current
 - b. Redline

FY 2016-2017 BUDGET CALENDAR

Submit Budget Calendar to Board	March 8, 2016
Complete FY 2016-17 Estimates to Close by:	May 16, 2016
Complete Preparation of FY 2016-2017 Preliminary Budget by:	May 20, 2016
Review Preliminary Budget with Public Works/CIP Committee by:	May 31, 2016
Review Preliminary Budget with Budget Committee by:	June 3, 2016
Present Preliminary Budget to the Board	June 14, 2016
Board Adopts Appropriations Limit by Resolution	June 14, 2016
Public Hearing Notice is Published in Local Newspaper by:	June 17, 2016
Second Public Hearing Notice is Published in Local Newspaper by:	June 24, 2016
Final Budget is Submitted to Board for Adoption at a Public Hearing by Resolution	July 12, 2016
Final Date for Adoption of a Final Budget	August 9, 2016

CURRENT
Rossmoor Community Services District

Policy**No. 3020**

BUDGET PREPARATION, ADOPTION AND REVISION

3020.10 Budget Calendar: This policy shall serve as the budget calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

3020.20 Preliminary Budget: A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by April 30. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

3020.25 Public Works/CIP Committee: The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

3025.26 Capitol Project Budget: Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

3020.30 Budget Committee: The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at its meeting in May.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and approved by the Board at its May meeting.

3020.50 Appropriations Limit: On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

3020.60 Public Hearing Notice: On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

3020.61 Availability for Inspection: The proposed Final Budget shall be available for inspection at a specified time in the District office.

3020.62 Public Hearing: The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

3020.70 Second Public Notice: The public notice must be published a second time at least two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

3020.80 Final Budget Adoption: The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board will adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

3020.90 County Auditor: After Final Budget adoption and completion of the District's Financial Audit, the General Manager shall forward a copy of both documents to the County Auditor.

3020.100 Budget Adjustment: The Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. The General Manager shall present budget adjustment recommendations at the February meeting of the Board. The Board shall review current revenue and expenditure projections and make necessary adjustments to the current Budget, which are reflective of the District's current financial condition. The Board may adjust the budget by adoption of a resolution amending the budget.

3020.110 Budgetary Control: Control of movement of funds is governed by Policy No. 3021 Budgetary Control.

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

REDLINE**Rossmoor Community Services District****Policy****No. 3020****BUDGET PREPARATION, ADOPTION AND REVISION**

3020.10 Budget Calendar: This policy shall serve as the Budget Calendar unless the Board modifies the dates herein. If so, the General Manager shall prepare and the Board shall adopt a budget calendar for the succeeding fiscal year at the March meeting of the Board.

3020.20 Preliminary Budget: A Preliminary Budget based on current year estimates to close and on forecasting of expected revenues and expenditures for the succeeding fiscal year shall be prepared by the General Manager by **the date established by the adopted Budget Calendar**. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

3020.25 Public Works/CIP Committee: The Public Works/Capital Improvement Projects (CIP) Committee is comprised of two Board members and the General Manager. The President of the Board appoints the members of the Committee

3025.26 Capitol Project Budget: Prior to the development of the Preliminary Budget, the Public Works/CIP Committee shall meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 budget portion of the Preliminary Budget. Capital improvement projects shall be those projects with an estimated cost of \$5,000 or over and have a five-year service life. Projects of a lesser amount or of less than a five-year service life will be included in the appropriate departmental budgets of Fund 10 of the Preliminary Budget.

3020.30 Budget Committee: The Budget Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board **at a Board meeting as determined by the adopted Budget Calendar**.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and **may be preliminarily** approved by the Board **at a Board meeting as determined by the adopted Budget Calendar**.

3020.50 Appropriations Limit: On or before July 1 of each year, the Board shall adopt a resolution establishing its appropriations limit pursuant to Section 61113 of the Government Code.

3020.60 Public Hearing Notice: On or before July 1 of each year, and at least two weeks before the hearing, a notice of public hearing shall be published in a newspaper of general circulation, which specifies the following:

3020.61 Availability for Inspection: The proposed Final Budget shall be available for inspection at a specified time in the District office.

3020.62 Public Hearing: The date, time and place of the meeting of the Board when the Board will meet to adopt the Final Budget and that any person may appear and be heard regarding any item in the budget or the addition of other items.

3020.70 Second Public Notice: The public notice must be published a second time at least two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

3020.80 Final Budget Adoption: The General Manager shall submit a Final Budget to the Board as soon as practicable, but no later than the meeting of the Board in August. The Final Budget shall be based on the latest financial data available or the audited numbers for the previous fiscal year, if available. At the August Board meeting or sooner, the Board will hold the public hearing on the Final Budget and upon completion of the public hearing will consider adoption of the Final Budget. On or before September 1 of each year, the Board must adopt a Final Budget that conforms to generally accepted accounting and budgeting procedures for special districts. Immediately thereafter, the Board will adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

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Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

Amended:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: REPLACEMENT OF ROSSMOOR PARK COMMUNITY CENTER CABINETS

RECOMMENDATION:

Authorize General Manager to execute contract with lowest responsible bidder for the replacement of Rossmoor Park Community Room Cabinetry.

BACKGROUND:

As a part of the review of proposed FY 2015-2016 Mid-Year Budget Adjustments, the Budget and the Public Works/CIP Committees recommended that the Board approve two capital projects for this fiscal year. The Rossmoor Park Community Room cabinetry project is for the purpose of replacing worn out cabinets in the community room and kitchen. The condition of the cabinets warrants immediate replacement due to failing attachment hardware which poses a safety issue for users of the facility.

Based on Board approval of Agenda Item G-1 at your March meeting, it is recommended that the General Manager be authorized to proceed immediately with this project. Attached are bids and costs which are consistent with the funds available for this project. It is therefore recommended that the Board authorize the General Manager to execute a contract with the lowest responsible bidder for the project.

ATTACHMENTS:

1. List of Bids and Specifications for Community Center Cabinets.
2. Bid from RJ Cabinets and Construction, Inc. w/Attachments

STATUS REPORT		2-May-16	Paradigm Design
Rossmoor Park Building Cabinets			
A-Lam-Cor	They did Montecito Ctr		\$12,031.18
RJ Cabinets	They're used to installing during off-hours		\$8,822.00
Haynes Cabinets			\$14,205.00
Cabinetboy			Declined to quote
Dreamworks	They've bid this job two previous times. \$11,266 was previous quote. Scope different.		waiting for quote



RJ Cabinets and Construction, Inc.
 1049 Sugarberry Lane
 Corona, CA 92882
 (951)496-4328

Proposal

Date	Proposal #
04/27/2016	1926

Address
Cheryl Williamsen Rossmoor park community building 3200 Hedwig road Rossmoor, Ca 90720

Description	Quantity	Rate	Amount
• We propose to supply all necessary labor and material to perform the work that is laid out in the scope of work dated April 6, 2016.sheets 1 through 9 Lead time 3 weeks for manufacturing and 2 days onsite installation . our schedule allows us to work any time needed . Option B is our preferred dates . Our price includes all new hinges, (blum motion 110) reusing all other hardware .	1	8,822.00	8,822.00
Total			\$8,822.00

Accepted By

Accepted Date

April 6, 2016

3200 Hedwig Road, Rossmoor, CA 90720

Scope of Work

This project is to re-laminate and to repair three groups of existing cabinets in a community building.

The three groups are defined as the Multi-Purpose Room (MPR) Wall Cabinets, the Coffee Bar (CB) and the Kitchen (KIT).

In each group, there will be the following kinds of work, with sizes, locations & finishes, per the attached annotated drawings and photos:

1. Remove & Replace 42 existing cabinetry doors, 16 drawer fronts, 5 Fixed Panels (FP) with new ones, in the new laminates.
2. There are 5 "Specials" that vary from a new backsplash to putting 2" rubber base on a fixture kick.
3. Re-laminate with new plastic laminate in-place seven End Panels (EP) on (e) cabinets, per Plans.
4. Re-laminate in-place the edge-banding & miscellaneous edges with new laminate.
5. The MPR cabinets' four-foot long shelves & cleats are to be removed.

Specifications

- The general condition of these existing three groups of cabinets is that they're delaminating in a lot of places because some of the panels are melamine-faced particle board that was improperly laminated-over with HPL. This is most evident in the Kitchen.
This project is to re-laminate almost everything, whether it is on the salvageable plywood-based cabinetry or on the new plywood-based replacements for the melamine-faced particle board. Typically the salvageable plywood-based cabinets are the "shells" or the casework. Typically the melamine-particle-board replacements are doors, drawer fronts and fixed panels- all to be laminated with the new laminates, Per the plans.
- Re-using hardware:
Hinges: Existing full-overlay concealed hinges (Siquar brand) to be re-used on new doors. Meaning the new doors will have to have new hinge "sockets" to align with existing hinge "butt" in the (e) cabinetry casework/shell.
Hinge option: Replace all hinges with Blum full-overlay concealed hinges.
- Re-using hardware: (E) door/drawer pulls are to be re-used. (4" Wire pull)
- Re-use the cabinet door locks in the MPR cabinet doors. Re: Photo w/ arrow.
- The Kitchen has two base cabinets that need the hinge mounting points re-enforced or another type of hinge (see photo). This would be for a total of four hinges (two doors).
- Both the "longer" or tall uppers' doors, in the Kitchen and the tall doors in the Multi-Purpose Rm. are to have a third center hinge added for door panel stability.
- Edge Banding may be either color-matched PVC edgebanding or matching plastic-lam strips. PVC edgebanding sample to be submitted to Owner, before installation.
- The Kitchen-located work is in an un-conditioned space and needs Exterior-grade adhesive, or some other heavy-duty adhesive.
- Lubricate the drawer glides in the Kitchen and the Coffee Bar.
- Existing countertops, to remain in Kitchen (s/s) & Multi-Purpose Rm.'s Coffee Bar (p-lam).
- The Plastic Laminates are Wilsonart Y0281-60 & 7982-38.

Continued

REQUEST FOR QUOTE CABINETRY REPAIR ROSSMOOR PARK COMMUNITY BUILDING

Installation Information

- Being that this is a Community Center-type of building; the installation schedule needs to work around the rental schedule and there are two options for installation:
- Option A- April 25-May 20 (whenever you want to start) Weekdays after 5 pm and Weekends.
- Option B – May 23-June 10 8 am-2 pm daily, with evenings & weekends as noted above.
- There are additional details on building availability that will be provided to the awarded vendor.
- The four pairs of existing tall cabinet doors in the Multi-Purpose Rm. are to be saved for the Owner’s use. All other door/drawer panels are to be properly disposed of & the job site left clean for use by the renters, daily.

Quoting Information

- Provide Lead Time to complete the project. This is for give-notice-to and scheduling the renters/tenants to clean-out their “stuff” in these cabinets.
- Provide an Installation Schedule preference – meaning when you prefer to have the work installed.
- If you have an alternate Installation Schedule suggestion, then please include it and its’ relative price-difference.

Contact Information

Owner Name: Rossmoor Community Services District. Cheryl Williamsen, Paradigm Design, 714-381-3459

REQUEST FOR QUOTE

CABINETRY REPAIR

ROSSMOOR PARK
COMMUNITY BUILDING

NOTES: ALL DIMENSIONS ARE INCHES, UNO. RE: ELEVATIONS & PHOTOS FOR ADDITIONAL INFORMATION

LOCATION	ORIENTATION	(N) UPPER DOORS WxH	(N) LOWER DOORS WxH	(N) DRAWER FRONTS WxH	(N) FIXED PANELS WxH	RE-LAMINATE (E) END PANELS WxH	SPECIAL AS NOTED	NOTES WxH
COFFEE BAR		Plastic Laminate: Wilsonart 7982-38 Buka Bark, Matte Finish						
CB	WEST	3-18x29	2-18x35	3-18x8 1/4	36x5 1/2	1-12x29		
CB	WEST			1-18x5 1/2		1-24x35		
COFFEE BAR TOTAL		3 DOORS	2 DOORS	4 DRAWERS	1 FIXED PANEL	2 END PANELS		
		Wilsonart 7982-38						
MULTI-PURPOSE ROOM								
MPR	SOUTH	8-22 1/2x56	8-24x56			1-30x79	REMOVE (E) SHELVES & CLEATS	56" DOORS NEED 3rd HINGE
MPR	SOUTH							
MPR	SOUTH							
MPR	SOUTH							
MPR TOTALS		8 DOORS	8 DOORS			1 END PANEL	1 SPECIAL	
PROJECT TOTALS		18 DOORS	24 DOORS	16 DRAWER FRONTS	5 FIXED PANELS	7 END PANELS	5 SPECIALS	7 AS NOTED



COFFEE BAR

DIMENSIONS OF WORK PER SPREADSHEET
SCOPE OF WORK PER SPREADSHEET

Notes:

The exposed white fixed panel, is an example of where the HPL un-bonded from the melamine-faced particle board panel.
The HPL delaminated & was removed.



MULTI-PURPOSE ROOM WALL CABINETS

DIMENSIONS OF WORK PER SPREADSHEET
SCOPE OF WORK PER SPREADSHEET

Notes:

Doors are shown open for clarity.

The door locks will need to be re-used for the new doors.

The shelves are to be removed. New shelving by Owner.



NOTES: ALL DIMENSIONS ARE INCHES, UNO. RE: ELEVATIONS & PHOTOS FOR ADDITIONAL INFORMATION

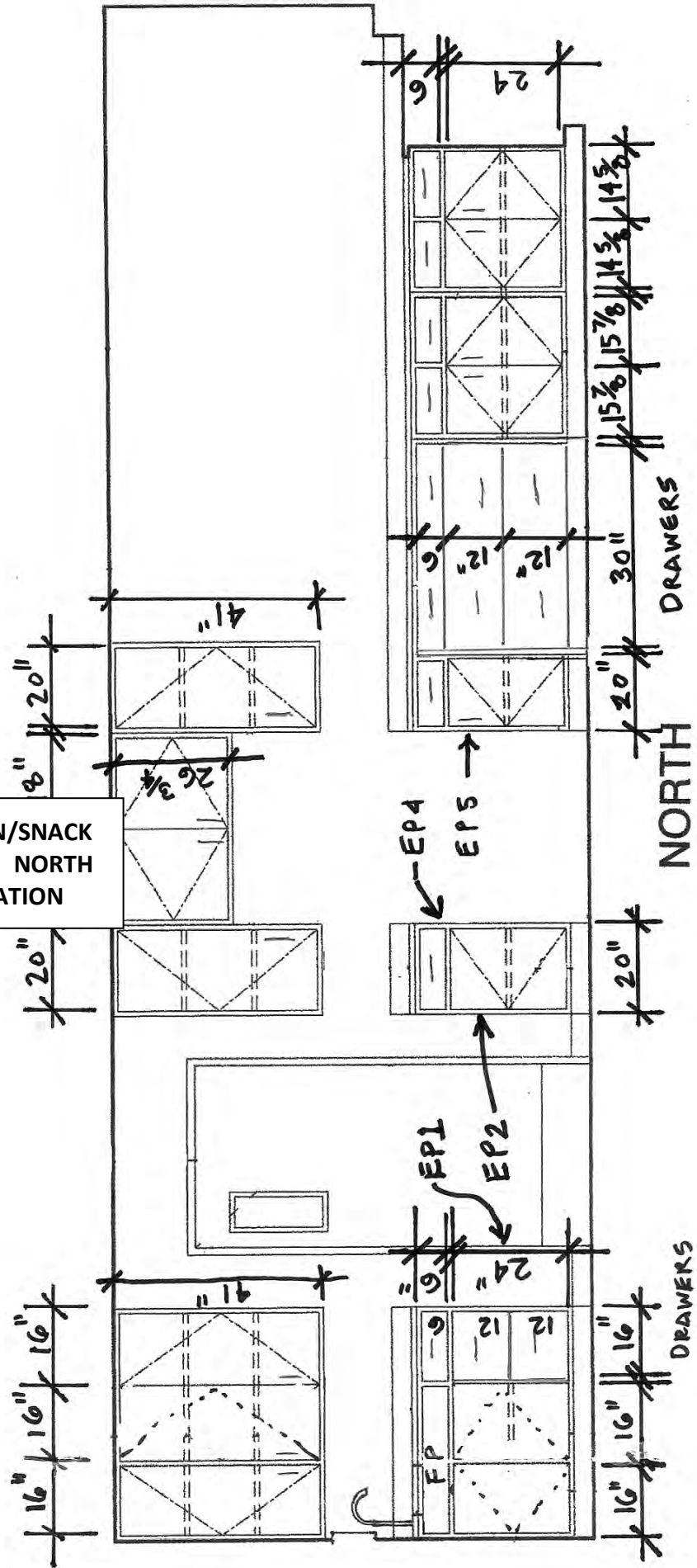
LOCATION	ORIENTATION	(N) UPPER DOORS WxH	(N) LOWER DOORS WxH	(N) DRAWER FRONTS WxH	(N) FIXED PANELS WxH	RE-LAMINATE (E) END PANELS WxH	SPECIAL AS NOTED	NOTES WxH
KITCHEN/SNACK SHACK		Plastic Laminate: Wilsonart Y0281-60 Hemlock Crown, Matte						
KIT	SOUTH			2-24 1/2x6	2-24 1/2x6 3/4	1-17D x 37H	1- (N) SPLASH	27 1/4"x5 1/4" SPLASH
KIT	SOUTH		2-24 3/4 x24 1/2				1- APRON	84" x 5 1/2"RE-LAM
KIT	SOUTH						1-FIXTURE KICK	84" x 2" RUBBER BASE
KIT	SOUTH						2 DOORS' HINGES	RE-ENFORCE PER PHOTO
KIT	EAST		2-14x24		2-14X6			
KIT	EAST		2-18x24		1-36x6			
KIT	NORTH	3-16x41	2-16x24	1-16x6				41"doors need 3rd hinge
KIT	NORTH	2-20x41	2-20x24	2-20x6	1-32x6	4-24Dx35		41"doors need 3rd hinge
KIT	NORTH	3-18x26 3/4	2-15 7/8x24	1-30x6				
KIT	NORTH		2-14 5/8x24	2-15 7/8x6				
KIT	NORTH			2-14 5/8x6				
KIT	NORTH			2-16x12				
KIT	NORTH			2-30x12				
KIT TOTALS		7 DOORS	14 DOORS	12 DRAWERS	4 FIXED PANEL	4 END PANELS	4 SPECIALS	



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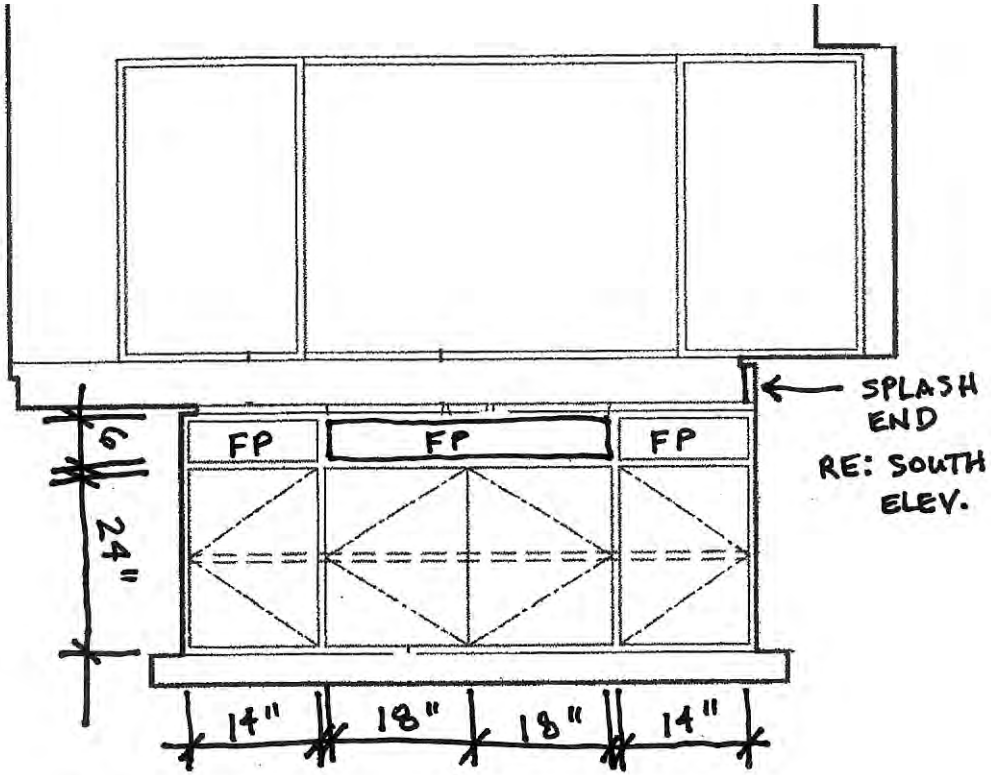
KITCHEN/SNACK SHACK NORTH ELEVATION





KITCHEN/SNACK SHACK – EAST WALL

DOOR/DRAWER FRONT SIZES PER
ELEVATIONS, CROSS-REFERENCED WITH
SPREADSHEET.



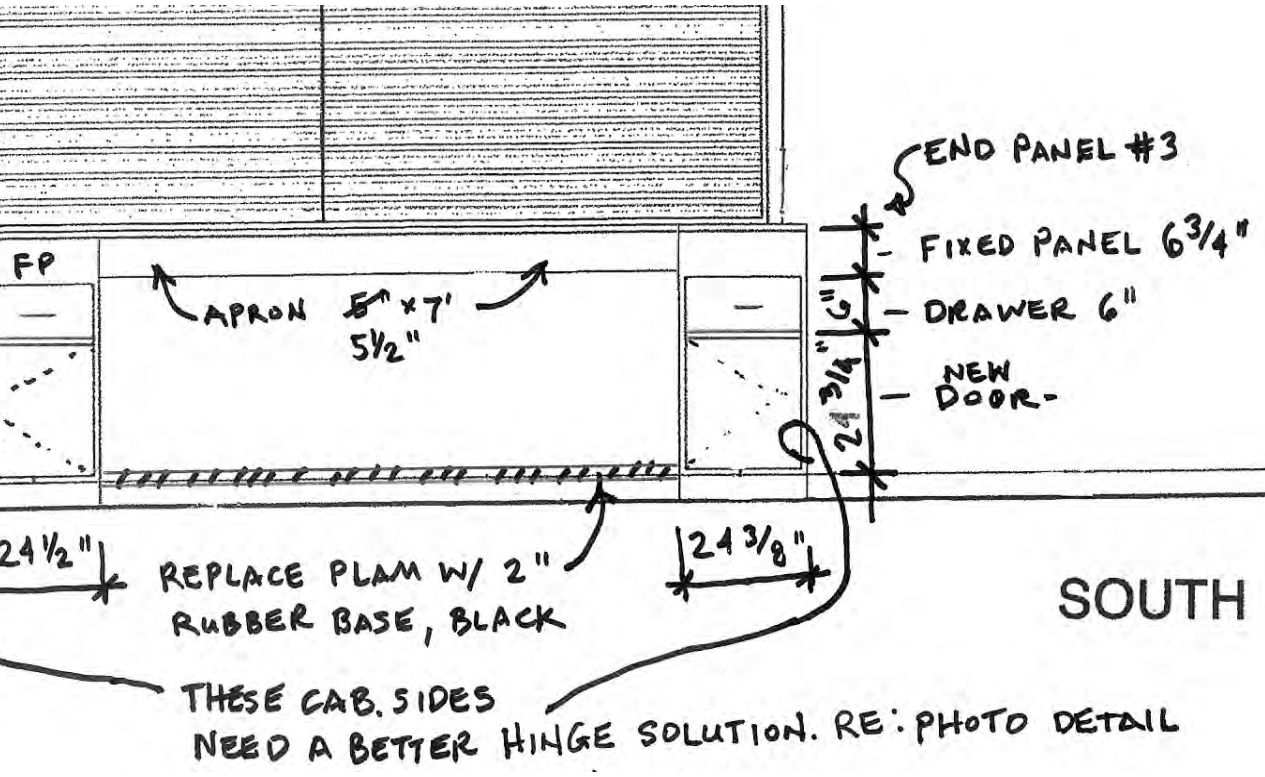
SOUTH WALL-
HINGE PHOTO
DETAIL



KITCHEN/SNACK SHACK – FACING SOUTH

DOOR/DRAWER FRONT SIZES PER ELEVATIONS, CROSS-REFERENCED WITH SPREADSHEET.





ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: CERTIFIED FARMERS' MARKET AT RUSH PARK

RECOMMENDATION:

Authorize General Manager to execute an agreement with El Segundo Kiwanis Club for conducting a Certified Farmers' Market at Rush Park.

BACKGROUND:

Lee Ostendorf, Director for Local Harvest California Certified Grown Farmers' Markets is requesting Board approval for conducting a weekly Certified Farmers' Market at Rush Park starting on June 16, 2016. Approximately 30 fruit and vegetable vendors would be selling produce to the public using the walkways at the park. Other items might also be for sale, as well. There would be no interference with the rental or use of ball fields. The hours of each day of operation would be every Thursday, from 3:00 p.m. to 7:00 p.m. *(8:00 p.m. during the summer months of June, July, August)*. Setup would start at 1 p.m. and tear down would end ½ hours after the market closes. The operator would be responsible for setup and clean up of the area used for its operation.

The agreement would for a one-year period to provide sufficient time to recover startup costs and to test the viability of the venture. Only minimal fees would be charged as this is a not-for profit operation. Any gain will go into the cost of operation for the farmers market as well as Kiwanis International programs for children and seniors. The agreement would also contain a termination provision for the General Manager should it be necessary to cease operations of the venture.

Subject to Board approval, the General Counsel would prepare the agreement and the General Manager would execute the agreement subject to conditions expressed by the Board. In this manner, the farmers' market could commence operation in short order taking advantage of the warming weather.

ATTACHMENTS:

1. Letter dated May 4, 2016 from Lee Ostendorf Requesting Approval for a Certified Farmers' Market at Rush Park in Rossmoor.



LEE OSTENDORF

5390 East 8th Street Long Beach, CA 90804

Cell: (562) 449-9299

leeostendorf@charter.net

May 04, 2016

James Ruth
General Manager
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Dear Jim,

This letter is to request authorization to operate a Certified Farmers' Market at Rush Park starting on June 16, 2016. It would operate every Thursday from 3pm until 7pm (8pm in Summer). Set up would start at 1pm and tear down would end 1½ hours after the market closes.

The farmers pay 6% of their gross sales, food vendors, arts and crafts pay 10% of their gross sales. All farmers and vendors must pay a \$2.00 fee, which will collect the State of California, Department of Agriculture for them to be able to participate in a Certified Farmers' Market.

I plan to open with 30 farmers and vendors and grow to possibly 50 participants. My sponsor is the El Segundo Kiwanis.

I have been operating Certified Farmers' Markets for the last 20 years. I currently operate eight weekly year round farmers' markets in Los Angeles and Orange Counties.

- Bixby Park, Long Beach on Tuesdays from 3pm until 7pm (8pm in Summer)
- Marina Vista Park, Long Beach on Wednesdays from 3pm until 7pm (8pm in Summer)
- Heart of Harbor, Wilmington on Thursdays from 9am until 1pm
- Old Town San Pedro on Fridays from 9am until 2pm
- Riviera Village, Redondo Beach on Fridays from 3pm until 7pm
- Bixby Park, Long Beach on Saturdays from 10am until 3pm
- Buena Park Downtown on Saturdays from 9am until 2pm
- Historic Main Street, Garden Grove on Sundays from 9am until 2pm

Warmest Regards,

Lee Ostendorf

Local Harvest Farmers' Markets



Local Harvest Certified California Grown Farmers Markets

Los Angeles
& Orange
Counties



- Home
- About
- Farmers' Markets
- Vendor Application & Information
- Contact Us

Purchase FARMERS MARKET CASH

with - Visa - Master Card - American Express - Discover Card at the Information Booth

Authentic
Local Harvest Certified California Grown Farmers' Markets
of Los Angeles and Orange Counties
are easily recognized by these
banners.



A Message from the Director - Lee Ostendorf

" At Local Harvest Certified Farmers' Markets, we believe in bringing an assortment of quality, farm fresh California grown fruits, vegetables, plants and flowers to local communities. We also offer multiple fresh cooked fare vendors, packaged gourmet specialty foods and treats, along with local arts, crafts and jewelry. We also exhibit a variety of live music performances by local area musicians. We invite you to bring the whole family for a day of fun, music, food and shopping. "

Lee Ostendorf - Director



Lee Ostendorf

- Director -

Call or Text (562) 449 - 9299

E-Mail:

leeostendorf@charter.net

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-5

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: REQUEST FOR FUNDING FOR THE “4TH OF JULY FIREWORKS SPECTACULAR” AT THE JOINT FORCES TRAINING BASE

RECOMMENDATION:

Authorize General Manager to contribute funds in the amount of \$6,200 to the 29th Annual 4th of July Fireworks Spectacular event at the JFTB.

BACKGROUND:

Since 2008, the District has contributed funding to this event, along with the cities of Los Alamitos, Cypress, Seal Beach, the JFTB and various private sponsors. The community of Rossmoor has viewed this event as beneficial in that it provides the public with an affordable, convenient venue to view fireworks on the 4th of July, and some may be able to view the display from their own backyards.

Last year, the Board approved the requested contribution of \$6,200. The current year request is for \$6,200 or possibly more to cover a shortfall in the events' budget. The current FY 2015-2016 budget includes a line item for this amount.

With the Board's approval of the current year contribution, the District will receive hosting-agency status which includes VIP passes for the Board, public recognition and speaking by the Board President and other publicity.

ATTACHMENTS:

1. Letter dated April 25, 2016 from the City of Los Alamitos Requesting Contribution of Funds Including Budget Data for the 2016 Event.



CITY OF
Los Alamitos
California

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

April 25, 2016

James D. Ruth, General Manager
Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90720

Dear Mr. Ruth:

For many years, the cities of Los Alamitos, Cypress, Seal Beach, and the Community of Rossmoor, in cooperation with the Joint Forces Training Base have hosted the 4th of July Fireworks Spectacular event annually. Every year our event grows and touches more residents in our own communities, as well as families throughout Orange and Los Angeles Counties.

As we prepare for the 29th Annual 4th of July Fireworks Spectacular, we continue to see an increase in costs associated with the fireworks display, rental equipment, and staffing. We are seeking the support of the Rossmoor Community Services District (RCSD) to continue their contribution of at least \$6,200, which has been the annual contribution to the event since 2008. If there is an opportunity for RCSD to increase their contribution, that would assist in covering the increased event costs. Staff is in the process of pursuing other funding sources and would appreciate any leads the RCSD can recommend, however there is no guarantee that the necessary funding can be secured before the event is scheduled to take place.

With the Joint Forces Training Base "licensing" (renting) portions of the JFTB to the City to host the 4th of July Fireworks Spectacular, there continue to be additional charges. These costs include additional policing, fire, security and ambulatory support, paying for live entertainment, and permit or licensing fees. Additionally, the cities of Los Alamitos and Cypress provide policing, day-of staffing, and public works support that is all a part of the event costs. The months of full-time staff work to produce the event are not charged to the event nor are any overhead costs, only direct expenditures.

As a partner of this event for many years, RCSD benefits by offering their residents an opportunity to enjoy a fireworks extravaganza, allowing your District to offer a tremendous event for very little effort. Thank you for your thoughtful consideration of this proposal. Please contact me at (562) 430-1073 ext. 500 to discuss this proposal in further detail.

Sincerely,

Corey Lakin

Corey Lakin
Recreation and Community Services Director

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-6

Date: May 10, 2016
To: Honorable Board of Directors
From: General Manager
Subject: CITIZEN REQUEST FOR BOARD ACTION RE: PARKWAY TREE ROOTS—POTENTIAL SAFETY CONDITIONS

RECOMMENDATION:

Refer the request for Board action to the Tree Committee for study and review of the request and for a report to Board on its findings and recommendations.

BACKGROUND:

Mr. Bernard Beskind, a Rossmoor resident, has made inquiries of staff regarding maintenance standards and responsibility for tree roots in Rossmoor Parkways. As a result of those inquiries and staff responses, Mr. Beskind is requesting that the Board undertake the following actions:

1. Create a safety standard for parkway trees and their root system.
2. Conduct a parkway tree census and identify those parkways containing trees that violate the safety standard.
3. Develop a mediation plan that estimates the cost and schedule to bring all parkways up to that standard.

The scope of Mr. Beskind's request is well suited for a review by the District's Tree Committee. It is therefore recommended that the matter be referred to the committee for discussion and possible recommendations to the Board.

ATTACHMENTS:

1. Letter dated April 23, 2016 from Mr. Bernard Beskind w/Attachments.
2. Policy No. 3080 Parkway and Median Tree Maintenance

12512 Argyle Drive
Los Alamitos, CA 90720
April 23, 2016

Mr. James Ruth, General Manager
Rossmoor Community Service District
Rush Park Office
Los Alamitos, CA 90720

SUBJECT: Parkway Trees Roots - Dangerous Condition

Dear Mr. Ruth,

Thank you for your assistance in clarifying parkway land ownership. The discovery that I own the land but not the tree led me to research the subject of liability for damages or injuries caused by the tree and its root system. My findings were enlightening, and I want to share them with you and the RCSD Board.

Let me qualify my comments on the subject by stating that while I have education and experience related to risk management, I am not an attorney and nor does my professional experience directly relate to the present subject.

My motivations for researching this subject and bringing it to your attention are both personal and altruistic. I think all residents should be aware of their risks and responsibilities regarding the trees on their parkway, and what they can do to reduce their personal risk exposure.

I'd like residential safety and liability risk to become part of our Parkway Tree Plan, together with budget options for mitigation schedules. In this revised plan, I would expect that the severity of root problems would be included in future tree selections.

By way of specific outcomes, I'd like the RCSD to:

1. Create a safety standard for parkway trees and their root system.
2. Conduct a parkway tree census and identify those parkways containing trees that violate the safety standard.
3. Develop a remediation plan that estimates the cost and schedule to bring all Rossmoor parkways up to that standard.

It is my understanding from my research that, should a homeowner or any other person incur injury because of parkway roots, previously notifying RCSD of the dangerous conditions reduces the liability risk to the homeowner and clarifies responsibility on RCSD and the County of Orange for any damages attributed to the public property - in this case, the tree and its roots on that parkway.

Thank you for your time, interest and cooperation in my effort to understand and explore this issue. I would like it placed on the RCSD Board Agenda on their next meeting, and would appreciate an opportunity to briefly address the Board before their discussion of this subject at that meeting.

During the course of my research, I have drawn upon the following documents, all of which are attached to the email message that brings you this letter:

- ➔ CA Codes (gov/835-835.4)
- ➔ RCSD Parkway Tree Policy
- ➔ Internet article: California Supreme Court Clarifies “Dangerous Condition” on Public Property
- ➔ Internet legal article: Dangerous Condition of Public Property

Sincerely,

/s/ Bernard Beskind

(562) 596-1511

Email: BernieB_90720@yahoo.com

Dangerous Condition of Public Property

The existence of a dangerous condition of public property is ordinarily a question of fact. *Zelig v. County of Los Angeles* (2002) 27 Cal.4th 1112; *Schonfeldt v. State of California*, (1998) 61 Cal. App.4th 1462. Generally, to sustain a cause of action for dangerous condition of public property, a plaintiff must show: (1) the property was in a dangerous condition at the time of the injury, (2) the dangerous condition was the proximate cause of her injury, (3) the dangerous condition created a reasonably foreseeable risk of the type of injury she sustained, and (4) the City had actual or constructive notice of the dangerous condition “a sufficient time prior to the injury to have taken measures to protect against the dangerous condition.” Gov. Code §835(a). The existence of a dangerous condition is usually a question of fact, but may be resolved as a question of law if reasonable minds can come to but one conclusion.” *Chowdhury v. City of Los Angeles* (1995) 38 C.A. 4th 1187.

A “dangerous condition” is defined as “a condition of property that creates a substantial (as distinguished from a minor, trivial or insignificant) risk of injury when such property or adjacent property is used with due care in a manner in which it is reasonably foreseeable that it will be used.” Gov. Code § 830. To establish a qualifying condition, the plaintiff claiming a dangerous condition on public property must point to at least one physical characteristic of the property; the location of the property may constitute a qualifying characteristic. *Cole v. Town of Los Gatos* (2012) 205 C.A. 4th 749.

A trial court should consider both the physical description of the condition, and whether there existed any circumstances surrounding the accident that might have rendered the defect more dangerous than its mere description would indicate. Where appropriate, the court should consider not only the intrinsic nature and quality of the condition, but also other factors such as the time and place of the occurrence. Furthermore, the Court should see if there is any evidence that other persons have been injured on the same defect. *Swaner v. City of Santa Monica* (1984) 150 C.A. 3d 789; *Fredette v. City of Long Beach* (1986) 187 C.A. 3d 122.

A dangerous condition may constitute a “trap” when the dangerous condition is not reasonably apparent to an individual exercising due care. *Anderson v. City of Thousand Oaks*, *supra*; *Bakity v. Riverside*, (1970) 12 C.A. 3d 24. For example, a “trap” exists when a “public entity fails to post signs warning of a sharp or poorly banked curve ahead on its road.” *Chowdhury v. City of Los Angeles*, *supra*, 38 C.A. 4th 1187, 1197.

Allegations that “ ‘physical characteristics’ of the street such as ‘blind corners, obscured sightlines, ..., or any other unusual condition’ ... made the road unsafe when used by motorists and pedestrians exercising due care” are sufficient to create the existence of a dangerous condition. *Song X. Sun v. City of Oakland*, *supra*, 166 C.A. 4th at 1189. Additionally, “vision limitations” on a street are evidence of a dangerous condition which constitutes a “trap”. *Washington v. City and County of San Francisco*, 219 C.A.3d at 1535. In *Washington*, the Court found that the presence of pillars which obscured the oncoming motorists’ sight and prevented the motorist from seeing behind the pillars created a dangerous condition which prevented immunity under Gov. Code § 830.8 from applying. *Washington* at 1540.

“A public entity may be liable for a dangerous condition of public property even where the immediate cause of a plaintiff’s injury is a third party’s negligent or illegal act ... if some physical characteristic of the property exposes its users to increased danger from third party negligence or criminality.” *Song X. Sun v. City of Oakland*, *supra*, (2008) 166 C.A.4th 1177, 1186. It has also “long been held that the negligence or lack of due care exhibited by a plaintiff-user of public property does not necessarily defeat his cause of action.” *Swaner v. City of Santa Monica*, *supra*, (1984) 150 C.A. 3d 789, 798.

A plaintiff need not show “the property was actually being used with due care at the time of the injury, either by himself or by a third party.” *Alexander v. State of California ex rel. Department of Transportation* (1984) 159 C.A. 3d 890, 899. Instead, the statute means that a condition is dangerous if it creates a substantial risk of harm when the property is used with due care by the public generally, as distinguished from its use by the particular person charged as the concurrent tortfeasor. *Murrell v. State of California ex rel. Dep. Pub. Wks.*(1975) 47 Cal. App. 3d 264. Furthermore, a third party’s negligence does not negate the existence of a dangerous condition. *Bonanno v. Central Contra Costa Transit Authority* (2003) 30 Cal. 4th 139, 152-153 (public bus stop along a busy arterial highway was a dangerous condition of public property because accessing it required crossing a dangerous intersection.) Rather, “such third party conduct may be the very risk which makes the public property dangerous when considered in conjunction with some particular feature of the public property.” *Id* at 153.

Thus, “due care” as used in the definition of “dangerous condition” does not as a matter of law include obeying traffic laws. *Alexander v. State of California ex rel. Department of Transportation* (1984), *supra*, at 159 C.A. 3d 890.

Liability may be imposed on a governmental entity when it fails, “to provide adequate safeguards against a known dangerous condition.” *Joyce v. Simi Valley Unified School Dist.* (2003) 110 C.A. 4th 292, 300 (school district creates a dangerous condition by keeping a gate open at a crosswalk without signals, thereby encouraging students to use a dangerous crosswalk). “It is not only structural defects that can create a dangerous condition; it may consist of a condition of property, the use of which in a manner reasonably foreseeable creates a danger of injury.” *Id.* quoting *Quelvog v. City of Long Beach* (1970) 6 C.A.3d 584, 590.

Further, when *children* may be exposed to a substantial risk of injury while using public property, a public entity is “required to take reasonable precautions to protect [them] from that risk. Thus, a public entity may be expected to fence a swimming pool or to fence or lock up a dangerous instrumentality if it is reasonably foreseeable that small children may be injured if such precautions are not taken.” *Constantinescu v. Conejo Valley Unified School Dist.* (1993) 16 C.A.4th 1466, 1473, quoting the California Law Revision Committee notes to Gov. Code § 830 (brackets added).

Once the entity is on notice of a dangerous condition, it “may not complacently declare that [it was] powerless over a long period of years to take any steps to remedy a defective and dangerous condition,’ but [has] a duty to ... to order the condition to be corrected, and thus to remove an obvious hazard.” *Warden v. Los Angeles* (1975) 13 Cal. 3d 297, 301 (brackets added).

Under Gov. Code §830.6, a public entity may avoid liability for injury proximately caused by a dangerous condition of its property if it can establish “(1) a causal relationship between the plan or design and the accident; (2) discretionary approval of the plan or design prior to construction; and (3) substantial evidence supporting the reasonableness of the plan or design. [Citations.]” *Cornette v. Department of Transportation* (2001) 26 Cal.4th 63, 66; citing Gov. Code, § 830.6; *Cameron v. State of California* (1972) 7 Cal.3d 318, 325-326, (no design immunity where the dangerous condition or “superelevation on the curve” is not part of the design plans); *Mozzetti v. City of Brisbane* (1977) 67 Cal. App. 3d 565, 574.

There are at least two predicates to loss of design immunity: changed conditions and notice. *Dole Citrus v. State* (1997) 60 C.A. 4th 486. “Design immunity does not necessarily continue in perpetuity. To demonstrate loss of design immunity, a plaintiff must establish three elements: (1) the plan or design has become dangerous because of a change in physical conditions; (2) the public entity had actual or constructive notice of the dangerous condition thus created; and (3) the public entity had a reasonable time to obtain the funds and carry out the necessary remedial work to bring the property back into conformity with a reasonable design or plan, or the public entity, unable to remedy the condition due to practical impossibility or lack of funds, has not reasonably attempted to provide adequate warnings.” *Cornette v. Department of Transportation*, *supra*, (2001) 26 Cal.4th 63, 66. The

question of loss of design immunity is a question of fact to be determined by a jury. *Cornette*, supra, 26 Cal.4th at 69.

In *Cornette*, the California Supreme Court affirmed the reversal of a trial court's order granting summary judgment where the Court found a change of circumstances based upon increased traffic volume and accidents resulting in the need to build a median. The California Supreme Court ruled that the, "trial court had improperly denied plaintiffs their right to a jury trial of the disputed issues pertaining to the question whether Caltrans had lost its design immunity." *Cornette*, supra, at 69.

Immunity is not perpetual and may be lost as result of changed circumstances which subsequently render improvements dangerous. If the public entity has received actual or constructive notice thereof or if an approved design becomes dangerous by reason of any change in conditions, and that fact is known to the public entity, immunity will continue for only a reasonable period of time to allow the entity to obtain funds to carry out the remedial work of bringing the property back into conformity with a reasonable design or plan. *Higgins v. State of California* (1997) 54 C.A. 4th 177. Once the governmental entity has notice that the plan or design, under changed physical conditions, has produced a dangerous condition of public property, it must act reasonably to correct or alleviate the design. *Baldwin v. State* (1972) 6 Cal.3d 424.

Editing Rossmoor, California (section)

Preview

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2000

As of the [census](#)^[1] of 2000, there were 10,298 people, 3,715 households, and 2,975 families residing in the CDP. The [population density](#) was 6,583.8 people per square mile (2,548.8/km²). There were 3,761 housing units at an average density of 2,404.5 per square mile (930.9/km²). The racial makeup of the CDP was 88.88% [White](#), 0.78% [African American](#), 0.34% [Native American](#), 5.72% [Asian](#), 0.10% [Pacific Islander](#), 1.36% from [other races](#), and 2.83% from two or more races. 6.7% of the population were [Hispanic](#) or [Latino](#) of any race.

There were 3,715 households out of which 37.4% had children under the age of 18 living with them, 68.9% were [married couples](#) living together, 8.2% had a female householder with no husband present, and 19.9% were non-families. 16.6% of all households were made up of individuals and 10.6% had someone living alone who was 65 years of age or older. The average household size was 2.77 and the average family size was 3.12.

In the CDP the population was spread out with 26.7% under the age of 18, 5.3% from 18 to 24, 23.4% from 25 to 44, 26.1% from 45 to 64, and 18.5% who were 65 years of age or older. The median age was 42 years. For every 100 females there were 94.2 males. For every 100 females age 18 and over, there were 89.6 males.

The median income for a household in the CDP was \$86,457, and the median income for a family was \$93,500. Males had a median income of \$71,875 versus \$46,913 for females. The [per capita income](#) for the CDP was \$38,642. 2.0% of the population and 1.3% of families were below the [poverty line](#). 2.5% of those under the age of 18 and 1.3% of those 65 and older were living below the poverty line.

Preview of references

GOVERNMENT CODE

SECTION 835-835.4

835. Except as provided by statute, a public entity is liable for injury caused by a dangerous condition of its property if the plaintiff establishes that the property was in a dangerous condition at the time of the injury, that the injury was proximately caused by the dangerous condition, that the dangerous condition created a reasonably foreseeable risk of the kind of injury which was incurred, and that either:

(a) A negligent or wrongful act or omission of an employee of the public entity within the scope of his employment created the dangerous condition; or

(b) The public entity had actual or constructive notice of the dangerous condition under Section 835.2 a sufficient time prior to the injury to have taken measures to protect against the dangerous condition.

835.2. (a) A public entity had actual notice of a dangerous condition within the meaning of subdivision (b) of Section 835 if it had actual knowledge of the existence of the condition and knew or should have known of its dangerous character.

(b) A public entity had constructive notice of a dangerous condition within the meaning of subdivision (b) of Section 835 only if the plaintiff establishes that the condition had existed for such a period of time and was of such an obvious nature that the public entity, in the exercise of due care, should have discovered the condition and its dangerous character. On the issue of due care, admissible evidence includes but is not limited to evidence as to:

(1) Whether the existence of the condition and its dangerous character would have been discovered by an inspection system that was reasonably adequate (considering the practicability and cost of inspection weighed against the likelihood and magnitude of the potential danger to which failure to inspect would give rise) to inform the public entity whether the property was safe for the use or uses for which the public entity used or intended others to use the public property and for uses that the public entity actually knew others were making of the public property or adjacent property.

(2) Whether the public entity maintained and operated such an inspection system with due care and did not discover the condition.

835.4. (a) A public entity is not liable under subdivision (a) of Section 835 for injury caused by a condition of its property if the public entity establishes that the act or omission that created the condition was reasonable. The reasonableness of the act or omission that created the condition shall be determined by weighing the probability and gravity of potential injury to persons and property foreseeably exposed to the risk of injury against the practicability and cost of taking alternative action that would not create the risk of injury or of protecting against the risk of injury.

(b) A public entity is not liable under subdivision (b) of Section 835 for injury caused by a dangerous condition of its property if

the public entity establishes that the action it took to protect against the risk of injury created by the condition or its failure to take such action was reasonable. The reasonableness of the action or inaction of the public entity shall be determined by taking into consideration the time and opportunity it had to take action and by weighing the probability and gravity of potential injury to persons and property foreseeably exposed to the risk of injury against the practicability and cost of protecting against the risk of such injury.

Rossmoor Community Services District

Policy No. 3080

PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3080.41 Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- A diseased or insect infested tree that is a serious threat to nearby trees if removal is the best pest or disease control option.
- An unauthorized tree of the wrong species for its location
- Hardscape (sidewalks, curbs, driveways etc.) damage that requires repairs and if such repairs cannot be made without causing severe root damage that renders the tree structurally unsound.
- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This

need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.

- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

3080.42 Non-valid reasons for removing trees:

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

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

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

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

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

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

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

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

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

3080.80 Enforcement of Policy:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Manicure Trimming—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- Aesthetic Trimming (pruning)—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.

- Grid Trimming—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District’s contract Arborist according to a four section grid map of Rossmoor.
- Safety Trimming—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.
- Root pruning—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.
- Responsible person – means any person who violates, or who causes, permits, directs, or knowingly allows another person to violate, any of the provisions of this policy.

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

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

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