

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board Agenda Package

**October 8, 2013**

PUBLIC COPY

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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, October 8, 2013  
7:00 p.m.**

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**A. ORGANIZATION**

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

**B. ADDITIONS TO AGENDA – None**

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

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

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

**C. PUBLIC FORUM**

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

**D. REPORTS TO THE BOARD**

1. GENERAL MANAGER REPORT ON GOVERNANCE.
2. AUDIT COMMITTEE REPORT ON FY 2012-2013 AUDIT.
3. PARKS & FACILITIES COMMITTEE REPORT.
4. TREE/PARKWAY COMMITTEE REPORT.
5. PUBLIC WORKS/CIP COMMITTEE REPORT.

**E. CONSENT CALENDAR**

1. MINUTES:

- a. Special Board Meeting of August 12, 2013.
- b. Regular Board Meeting of August 13, 2013.
- c. Special Board Meeting of August 20, 2013
- d. Regular Board Meeting of September 10, 2013-Meeting Cancelled.

2. JULY REVENUE AND EXPENDITURE REPORT.

3. AUGUST REVENUE AND EXPENDITURE REPORT.

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

**F. PUBLIC HEARING-None**

**G. RESOLUTIONS**

1. RESOLUTION NO. 13-10-08-01 LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS.

**H. REGULAR CALENDAR**

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

2. CITIZEN APPEALS: ILLEGAL TREE REMOVAL AND APPEAL OF TREE PLANTING.

3. REQUEST FROM THE RHA FOR RCSD PARTICIPATION IN THE 2014 ROSSMOOR COMMUNITY FESTIVAL

**I. GENERAL MANAGER ITEMS**

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

**J. BOARD MEMBER ITEMS**

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

**K. CLOSED SESSION**

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

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

Number of potential cases: 1

**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](https://www.rossmoor-csd.org). In addition, any such writing may also be posted on the District's web site at [www.rossmoor-csd.org](http://www.rossmoor-csd.org).*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the October 8, 2013, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



HENRY TABOADA  
Interim General Manager

Date 10/3/13

**D1**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Interim General Manager  
**Subject:** REPORT ON GOVERNANCE

**RECOMMENDATION:**

Receive the report, review the presentation from the Harvey Rose Co., and provide direction to General Manager on future governance initiatives.

**BACKGROUND:**

This report is an update to the District's December 11, 2012 report relating to governance. In the meantime, staff has been performing its due diligence regarding validation of the Harvey Rose Co's Latent Powers Analysis. Specifically, it has been deemed prudent to share the analysis with County officials to determine their reaction to the consultant's findings. The analysis has been shared with the Rossmoor Advisory Committee and they recommend that the District proceed with next steps for obtaining additional latent powers.

For many years, the District and the Rossmoor community have been told by the County and OC LAFCO that Rossmoor is an economic drain on the County. This has been cited as a primary reason for their desire to get rid of Rossmoor as a County service recipient through either annexation or incorporation.

The Fiscal Analysis clearly contradicts the notion Rossmoor is a fiscal drain. Rather it is a fiscal contributor to the County in an amount of approximately \$1.1M. Since the analysis was based on data supplied by the County, staff requested that the County's Budget Officer, Mr. Frank Kim and Manager of Property Tax Section, Mr. Frank Davies to review and comment on the analysis. Based on their input, adjustments were made from what was originally estimated as a



\$1.3M contribution. Both officers stated that the analysis' conclusions were reasonable.

This evening, Mr. Fred Brousseau, Principal with the Harvey Rose Co. will make a presentation regarding his assumptions and conclusions contained in his report. The obvious value of the analysis is that it dispels the myth that Rossmoor is a fiscal drain on the County. Moreover, it serves as a platform for making a case with the County Board of Supervisors that Rossmoor's objective of attaining additional latent powers is based on sound fiscal criteria. This is critical in order to obtain the transfer of funds from the County to contract back for direct services to Rossmoor.

Our next steps are to meet with County Supervisors to inform them about the fiscal stability of the District; demonstrate our position that the transfer of funds (County General Fund—RCSD—County departments) is a zero sum scenario with no revenue loss to the County. Thereafter, the District would request that County Supervisors agendize approval of an MOU with the District for the transfer of funds. Once obtained, the District would submit an Application to LAFCO for Latent Powers.

**ATTACHMENTS:**

1. Rossmoor Advisory Committee Agenda Item C-1 with Attachments.

**AGENDA ITEM C-1**

**Date:** September 25, 2013  
**To:** Rossmoor Advisory Committee  
**From:** General Manager  
**Subject:** DISCUSSION WITH GENERAL MANAGER RE: GOVERNANCE UPDATE

**RECOMMENDATION:**

Review and file report of the General Manager regarding an update of the District's governance activities and make recommendations to the District's Board of Directors regarding future governance initiatives.

**BACKGROUND:**

Since the Committee's last meeting, a number of activities been undertaken by the District. First and foremost, a financial analysis has been completed by the Harvey Rose Co., which for the first time clearly demonstrates that Rossmoor is not a financial drain on the County; rather that it is a donor in an amount of over \$1,000,000. The analysis, which is attached, has been validated by both the County's Budget Officer and Property Tax Manager. This is a major milestone in providing evidence to the County Board of Supervisors that getting rid of Rossmoor by either annexation or incorporation is not a sound financial undertaking.

Also, the District has met with Supervisor Moorlach to ask him to reconsider his position against the granting of additional latent powers. His position as stated to Board President Maynard is that he does not support such action, but that he does not object to the District's pursuit of our agenda with his colleagues. This is a major concession since any attempt to request the support of the rest of the Board of Supervisors would be met with a question asking why we aren't dealing with our own Supervisor. Thus far, Supervisor Nguyen has agreed to meet with the District, but conventional wisdom dictates that the current Board Chair, Shawn Nelson, should be our first point of contact. It is felt that before we begin a dialogue with the Board, that the financial analysis be made public and be highly publicized. After its review by the Committee, the analysis will be presented to the District's Board of Directors at the October 8<sup>th</sup> Regular meeting.

Also attached are documents which are intended to demonstrate the process which lies ahead, as well as providing information regarding latent powers.

**ATTACHMENTS:**

1. Harvey M. Rose Co. Associates LLC—Rossmoor Community Services District Latent Powers Fiscal Analysis.
2. 2013 White Paper and Appendix A re: Latent Powers Issues.
3. Flow Chart Decision Points.
4. Latent Powers Flow Chart.

**Rossmoor Community Services District**  
**Latent Powers Fiscal Analysis**

April, 2013

**HARVEY M. ROSE**  
**ASSOCIATES, LLC**

1390 Market Street, Suite 1150 • San Francisco, California 94102  
(415) 552-9292 • (415) 252-0461 (FAX) • info@harveyrose.com

public sector management consulting





April 1, 2013

Mr. Michael Maynard, President  
Members of the Board of Directors  
Rossmoor Community Services District  
3201 Blume Drive  
Rossmoor, CA 90720

Dear Mr. Maynard and Members of the Board of Directors:

Harvey M. Rose Associates, LLC is pleased to transmit our *Latent Powers Fiscal Analysis*. This analysis has found that the community of Rossmoor's Fiscal Year 2010-11 estimated contributions to the County of Orange's General Fund and Road Fund exceeded the estimated costs of direct services provided to the community of Rossmoor by the County of Orange by \$1,072,649.

This analysis was prepared with data provided by the County of Orange and sources such as the County's Comprehensive Annual Financial Report (CAFR) and State Controller reports. Draft versions of this report were reviewed by County fiscal and budget officials and their comments and input have been incorporated as appropriate.

Thank you for this opportunity to serve the Rossmoor Community Services District. We are available at your convenience to respond to any questions.

Sincerely,

Fred Brousseau  
Principal

## Executive Summary

Harvey M. Rose Associates, LLLC was retained by the Rossmoor Community Services District (RCSD) to prepare an analysis of the County of Orange's General Fund and Road Fund revenues and direct costs attributable to the community of Rossmoor. The results, presented below, show that the community of Rossmoor's estimated contributions to the County's General Fund and Road Fund exceed costs incurred for services provided directly to the District. The results are based on limited revenue and cost records provided by the County and, due to the limitations of that information, data and information from other reliable sources, such as the County's Comprehensive Annual Financial Report (CAFR) and State Controller reports.

Exhibit 1 presents estimates of Orange County General Fund and Road Fund revenues and costs attributable to the community of Rossmoor prepared for this analysis. For the General Fund, the community of Rossmoor's estimated contribution to Orange County FY 2010-11 revenues is \$3,075,729. The County's estimated General Fund FY 2010-11 expenditures for direct services provided to the community of Rossmoor during that year are \$2,019,004. Estimated net County General Fund revenue attributable to the community of Rossmoor was thus \$1,056,725, or the difference between the revenues and direct costs. Net estimated Road Fund expenditures and revenues amounted to \$15,294, resulting in a positive grand net revenue total of General and Road Funds of \$1,072,649 attributable to the community of Rossmoor.

As shown, property tax and property tax in-lieu of motor vehicle fees amounting to \$1,646,971 (\$864,564 + \$5,092 + \$777,315 in Exhibit 1) were the community of Rossmoor's largest estimated contributors to revenues. Law enforcement services provided to the community of Rossmoor by the Orange County Sheriff's Department, estimated to be \$1,722,022 in FY 2010-11 by the County, comprised the largest County expenditure for direct services to the community of Rossmoor.

It should be noted that the net revenue shown in Exhibit 1 is greater than the net revenue reported in the 2008 CFA. This is because the methods used in the two analyses are different, reflecting their different purposes. The CFA estimated revenues that the community of Rossmoor would receive as an incorporated municipality, which are based on different allocation formulas and entitlements than those that apply to the County. For example, property taxes currently paid by community of Rossmoor property owners are apportioned to the County, school districts and special districts that serve the area based on formulas established by State law. These formulas would be amended and the County would receive a smaller share of this property tax revenue if the community of Rossmoor incorporated and the 2008 CFA incorporated such changes in their estimates. This current analysis, on the other hand, determined the property tax received by the County from community of Rossmoor property owners under present apportionment formulas.

<b>Exhibit 1: Estimated Orange County General Fund Revenues and Expenditures Attributable to Community of Rossmoor</b>	
<b>County General Fund Revenues</b>	<b>\$ Amount</b>
Property Tax: secured	\$ 864,564
Property Tax: unsecured	5,092
Sales and Use Tax	297,541
Property in Lieu of Sales Tax (Triple Flip)	99,180
Property Transfer Tax	51,179
Motor Vehicle License Fees	169,743
Franchise fees	269,127
Building & Safety Fees	189,634
Planning Services fees	8,698
Animal License and Control Fees	49,039
Fines & Forfeitures, court penalites, etc.	294,617
Property Tax in Lieu of Motor Vehicle	777,315
<i>General Fund Revenues</i>	<i>\$ 3,075,729</i>
<b>County General Fund Expenditures</b>	
Building and Safety Services	189,634
Planning Services	8,698
Animal Control Services	98,650
Law Enforcement Services	1,722,022
<i>General Fund Expenditures</i>	<i>\$ 2,019,004</i>
Net General Fund Revenue	\$ 1,056,725
<b>Road Fund</b>	
State Road Fund Revenues	\$ 172,816
Public Works Road Maintenance Costs	156,892
Net Road Fund Revenue	\$ 15,924
<b>Grand Total General &amp; Road Fund Revenue</b>	<b>\$ 1,072,649</b>

## **Objectives and Scope of Analysis**

The purpose of this analysis was to determine Orange County's Fiscal Year 2010-11 General Fund and Road Fund revenues attributable to the community of Rossmoor as well as the County's costs for direct services provided to the District. RCSD requested this analysis to resolve the question of whether or not it is contributing sufficient revenues to cover the costs of core services provided directly to the District by the County.

## **Methods**

Attempts were made to collect data and estimates of County revenues and costs attributable to the community of Rossmoor similar to those the County had prepared and provided for the Comprehensive Fiscal Analysis (CFA) conducted in 2008. That analysis assessed the fiscal feasibility of the community of Rossmoor incorporating as a municipality. County representatives reported that they would not provide similar data or estimates to RCSD in a timely fashion, if at all, in response to our initial request for such information. As a result, RCSD submitted a Public Records Act request for the revenue and expenditure data similar to that provided by the County for the 2008 CFA.

The County provided some records that enabled our preparation of estimates similar to those prepared for the CFA but, generally, the records provided by the County were not as comprehensive or clearly explained as those provided for the 2008 CFA. The County-provided information was used to the extent possible but it was necessary to supplement it with information from other reliable sources such as the County's Fiscal Year 2010-11 Comprehensive Annual Financial Report and reports prepared by the State Controller. In some instances, estimates prepared by the 2008 CFA consultant that were deemed still applicable were used and/or updated.

Using the County's data and information for some estimates and independently collected data for others, estimates were prepared of core revenues and expenditures, as follows. A draft version of this report was reviewed by the County of Orange's Auditor-Controller and Budget Office Director. Their comments and suggestions were reviewed and have been incorporated in this final report.



Community of Rossmoor Latent Powers Fiscal Analysis

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<b>County revenues estimated based on County-provided data</b>	<b>County expenditures for direct services to the Community of Rossmoor based on County-provided data</b>
<ul style="list-style-type: none"> <li>• Property tax</li> <li>• Sales tax</li> <li>• Property tax in lieu of sales tax</li> <li>• Property transfer tax</li> <li>• Planning fees</li> <li>• Building and Safety fees</li> <li>• Animal Control and License fees</li> <li>• Road Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Law enforcement</li> <li>• Animal Control and Licensing services</li> <li>• Building and Safety services</li> <li>• Planning services</li> <li>• Road Maintenance</li> </ul>
<b>County revenues estimated independently</b>	<b>County expenditures estimated independently</b>
<ul style="list-style-type: none"> <li>• Motor vehicle license fees</li> <li>• Property tax in-lieu of motor vehicle license fees</li> <li>• Franchise fees</li> <li>• Fines and forfeitures</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Background**

The Local Agency Formation Commission of Orange County conducted a Comprehensive Fiscal Analysis in 2008 to assess the fiscal feasibility of the community of Rossmoor incorporating as a municipality. As dictated by State law, one of the objectives of that analysis was to determine if revenues transferred from Orange County and/or otherwise collected by the new city as allowed by California municipal revenue laws would be sufficient to support the city’s estimated costs.

To determine the new city’s likely revenues and costs, the CFA consultants obtained estimates from the County of Orange of their General Fund and Road Fund revenues and costs attributable to the community of Rossmoor. Since, for the most part, the County doesn’t track its revenues and costs by community, estimates were prepared by County staff for the CFA using various methods to allocate pertinent revenues and costs. Other revenues and costs that would be incurred by the new city but were not County costs (such as the new city’s costs for its City Council) were estimated by the CFA consultant using various methods including applying the revenues or costs of nearby cities of approximately the same size as the community of Rossmoor.

In accordance with provisions of State law pertaining to municipal incorporations, the CFA included calculations for revenues and expenditures for a base year, a transition period and 10 years thereafter. Revenues and costs transferred to the new city and other financial arrangements between the County and RCSD and the new city were calculated consistent with State law requirements.

The CFA results showed that an incorporated city of Rossmoor would be financially feasible if it incorporated. The combination of revenues that would be transferred from the County to the city, new revenues that Rossmoor would be entitled to as a city and a utility users’ tax were found to provide sufficient resources to cover the new city’s estimated expenditures.

## Community of Rossmoor Latent Powers Fiscal Analysis

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Instead of estimating revenues and costs for the community of Rossmoor as a newly incorporated city, the purpose of this analysis is to report estimated County revenues and direct service costs attributable to the community of Rossmoor to resolve the question of whether or not it is covering the cost of services provided directly by the County.

Details on the methods used for estimated each revenue source and cost for this analysis are presented below.

## Revenue assumptions and methods

### Property tax: \$869,656 (\$864,564 for secured property + \$5,092 for unsecured property)

The County provided records that we used to estimate County General Fund property tax revenues attributable to the community of Rossmoor. A report produced by the Auditor Controller, entitled “District Values for Publication of Assessed Valuations Booklet”, provided assessed values for secured and unsecured properties in the community of Rossmoor. Another Auditor Controller report entitled “District Detail List-Fund Number Sequence” provided a listing of the tax rate areas<sup>1</sup> that comprise the District.

The County of Orange Tax Rate Book provided the tax rates for each tax rate area in the County though, unfortunately, these records did not provide an apportionment breakdown of the base one percent tax levy imposed on the assessed value of all properties. Since the distribution of the one percent levy was critical for determining how much of the property tax generated by community of Rossmoor properties is apportioned to Orange County’s General Fund, that information was obtained separately from the County publication, “Tax Rates 2010-11”, produced by and published on the Orange County Auditor-Controller’s website.

With this information, we were able to apply the FY 2010-11 annual tax increment factors to the assessed value of all secured and unsecured properties in the community of Rossmoor, by tax rate area. Since some of the property taxes paid by each tax rate area goes to the Orange County General Fund, the County’s estimated total property tax revenue from the community of Rossmoor is the aggregation of those property tax payments dedicated to Orange County for all tax rate areas in the community of Rossmoor. Exhibit 2 presents the details on the estimated amounts contributed to the Orange County General Fund from community of Rossmoor properties in FY 2010-11, by tax rate area.

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<sup>1</sup> Tax rate areas are configurations of geographic areas with a unique combination of taxing jurisdictions that receive the property tax revenue generated by the properties in that area. Revenues are distributed by formula to taxing jurisdictions that serve the tax rate area and typically include a mix of school districts, county, incorporated municipalities, and any special districts serving the properties.

Exhibit 2: Estimated Community of Rossmoor Property Tax Apportioned to Orange County General Fund, FY 2010-11						
Tax Rate	Apportionment	Amount to OC			Amount to OC	Total to OC
Area	Factor	Secured Prpty Tax Collected	Gen'l Fund (secured)	Unsecured Prpty Tax Collected	Gen'l Fund (unsecured)	Gen'l Fund
68-006	0.168656297	-				
68-007	0.175447594	-				
68-008	0.064543188	417,738	26,962	2,460	159	27,121
68-009	0.053568357	15,402,508	825,087	90,707	4,859	829,946
68-012	0.054424598	229,951	12,515	1,354	74	12,589
68-013	0.213650371	-				-
		\$ 16,050,197	\$ 864,564	\$ 94,521	\$ 5,091	\$ 869,656

Sources: County Auditor-Controller property tax records and Tax Rate Book

**Sales and use tax: \$297,541**

Sales and use tax data attributable to the community of Rossmoor for FY 2010-11 was provided by the County in a report produced for the County by HDL, a private consultant to the County, using data obtained from the State Board of Equalization.

**Property tax in-lieu of sales tax: \$99,180**

This source of revenue is based on an arrangement implemented as part of the 2004 State budget process, and codified in State law<sup>2</sup>, in which one-quarter cent of local sales tax revenues formerly provided to cities and counties was transferred to the State and replaced with in-lieu property tax revenues in the same amount as the transferred sales tax revenue. Part of the “Triple Flip” changes in State funding of local entities, this arrangement allowed the State to reduce its education funding obligations by reducing State property tax revenues, which were mandated to be used for certain educational purposes.

The estimate of the community of Rossmoor’s contribution to this County revenue was determined by assuming that the \$297,541 in County sales and use tax revenue reported by the County as attributable to the community of Rossmoor comprised 75 percent of what would have been the full allocation of sales and use tax to Orange County (\$396,721) before the Triple Flip legislation was adopted ( $\$297,541/75\% = \$396,721$ ). The estimated property tax in-lieu amount is thus \$99,180, or the difference between the old full amount of sales and use tax revenue and the amount allotted after 2004 ( $\$396,721 - \$297,541 = \$99,180$ ).

<sup>2</sup> Revenue and Taxation Code 97.68

**Property transfer tax: \$51,179**

State law permits counties to impose a tax on transfers of property.<sup>3</sup> Orange County has adopted a property transfer tax at the rate permitted by State law: fifty-five cents for each \$500 of value of the property, or fraction thereof. Using an assumed property turnover rate of 3 percent for the Rossmoor community of (as assumed in the 2008 CFA) against the \$1,550,872,989 assessed value of the community of Rossmoor properties for FY 2010-11 results in the value of transferred properties being \$46,526,190. When divided by \$500, this translates in to \$93,052 against which the fifty-five cents rate can be applied. The result is estimated FY 2010-11 property transfer tax revenue paid to the County by community of Rossmoor property owners of \$51,179 (.55 x \$93,052).

**Motor vehicle license fees: \$169,743**

State law authorizes a registration fee on vehicles, which was 0.65 percent of a vehicle’s value in FY 2010-11 pursuant to changes in the State budget allocations to local government adopted in 2004. Prior to 2004, the rate had been two percent. The approximately \$2 billion in revenue collected statewide that fiscal year from this source was apportioned to various funds and purposes in accordance with State law, as shown in Exhibit 3. As can be seen, Orange County received a separate allocation. This was provided by State law to allow the County to continue to secure its bankruptcy loan payoffs, in part, with Motor Vehicle License Fees, as it had pledged prior to the State funding formula change in 2004.

<b>Exhibit 3: Apportionment of Statewide Motor Vehicle License Fees, FY 2010-11</b>		
<b>Recipient</b>	<b>\$ Amount</b>	<b>%</b>
Local Revenue Fund (County H&W)	\$1,530,000,000	75.7%
DMV admin	330,000,000	16.3%
Orange County	45,000,000	2.2%
New incorporations	9,000,000	0.4%
Inhabited annexations	4,000,000	0.2%
Per capita: cities and counties	103,000,000	5.1%
<b>TOTAL</b>	<b>\$2,021,000,000</b>	<b>100.0%</b>

Source: California Local Government Finance Almanac

Orange County’s FY 2010-11 Comprehensive Annual Financial Report (CAFR) reports Motor Vehicle License Fee revenues were \$49,889,000 for that year, or slightly more than the estimated amount shown in Exhibit 3. Based on Orange County’s 2010 population of 3,010,232, this equates to a per capita contribution for all of Orange County of \$16.57. Applying the \$16.57 rate to its 2010 population of 10,244, the community of Rossmoor’s contributions to this revenue sources in FY 2010-11 are estimated to have been \$169,743.

<sup>3</sup> Revenue and Taxation Code 11911.

**Franchise fees: \$269,127**

These County fees are based on a percentage of gross receipts for solid waste, cable television and utility companies operating in the County. The County provided records pertaining to its costs and revenues related to administering solid waste contracts in the community of Rossmoor area but no other records detailing its franchise fee revenue. The County's Comprehensive Annual Financial Report (CAFR) reports \$15,121,000 in Licenses, Permits and Franchise Fee General Fund revenue for FY 2010-11.

Due to the lack of detailed information provided by the County on franchise fee revenues and costs, the franchise fee assumptions and revenues used for the 2008 Comprehensive Fiscal Analysis were used for this analysis. The 2008 study included estimated franchise fees that would be collected by an incorporated city of Rossmoor based on estimates of their gross revenues and corresponding franchise fees that would be paid to the new city. The estimates were prepared by Southern California Edison, Southern California Gas Company, and Golden Water Company. The cable television company for the area, Time Warner, did not provide such information to the consultants so they instead estimated franchise fee revenues from cable television assuming every household in the community of Rossmoor subscribed to the basic cable service, then multiplied total corresponding annual revenues by a standard five percent franchise fee.

The consultant estimated total franchise fee revenue for the new city for FY 2006-07 as the base year, adjusted that amount by two percent per year to allow for growth in population and/or inflation. These methods resulted in projected revenue for FY 2010-11 in the 2008 CFA of \$269,127. That amount is also used in this analysis assuming that the same approximate amount is now being collected by the County in the absence of Rossmoor collecting such revenues as an incorporated city.

**Building and safety fees: \$189,634**

These fees are collected from the public by the County Public Works Department for services provided for building and safety permits, plan checks and building inspections for properties in the County. Addresses for permitted properties are recorded by the County so it was able to provide records of fees charged in FY 2010-11 for properties in the community of Rossmoor.

**Planning services fees: \$8,698**

These fees are collected from the public by the County Public Works Department for services provided for planning services such as General Plan amendments, variance requests and other discretionary approvals, site reviews and tract maps. Addresses for permitted properties are recorded by the County so it was able to provide records of fees charged in FY 2010-11 for properties in the community of Rossmoor.

**Animal license and control fees: \$49,039**

These fees are collected by the County Animal Care Department for animal licensing, kennel and related services. Client addresses are recorded by the department so fee revenue attributable to the community of Rossmoor could be determined from available County records.

**Fines, forfeitures and penalties: \$294,617**

These revenues include fines for motor vehicle and parking citations issued in the County as well as other penalties and payments. The County did not provide records for these revenues. However, the FY 2010-11 Orange County Comprehensive Annual Financial Report (CAFR) shows that the County received \$93,461,000 in such revenues that year. However, of that amount, a total of \$6,878,000 was allocated to non-General Fund funds and was therefore excluded from our analysis, leaving \$86,583,000 in FY 2010-11 revenues.

For estimated revenues attributable to the community of Rossmoor, we derived a Countywide per capita contribution of \$28.76 (\$86,583,000 divided by the 2010 County population of 3,010,232) which was then multiplied by the 2010 community of Rossmoor population of 10,244 to produce total County General Fund revenue contributed by the community of Rossmoor of \$294,617.

It should be noted that of the \$86,583,000 in County fines, forfeitures and penalties used for this analysis, approximately \$26.4 million is apportioned to the County's Teeter Plan Obligation Fund, which is separate from the General Fund and was established to maintain a separate fund for revenues received and expenditures incurred due to the County being a "Teeter County". With that designation, the County of Orange pays all property tax due to other taxing entities in the County regardless of whether or not property owners have paid their full tax obligation. In return, the County keeps penalties on delinquent payments. Though such funds are initially placed in a separate fund for accounting purposes, these monies are transferred to the General Fund to support Countywide operations and are therefore included in our estimate of the community of Rossmoor's contribution to the County's General Fund fines, forfeitures penalties and delinquent property tax revenue.

**Property tax in-lieu of motor vehicle license fees: \$777,315**

The structure of this revenue source was established as one of the changes in the State budget implemented in 2004. The motor vehicle license fee had been reduced by the State from two percent of vehicle value to varying lower rates starting in 1998. Since most of the revenues generated from these fees were allocated to cities and counties, the State offset, or "backfilled", the loss in revenue to local government entities with funds from the State General Fund. In 2004, the State replaced General Fund backfills with an allocation of property tax to counties and cities to make up the difference between the prior two percent rate and the 0.65 rate, which was made permanent in 2004.

For our estimate of the community of Rossmoor’s contribution to this Orange County revenue source, a Countywide per capita contribution rate was determined by dividing the County’s total FY 2010-11 property tax in-lieu of motor vehicle license fee revenues of \$228,429,977 by the County’s 2010 population of 3,010,232, resulting in a per capita rate of \$75.88. This rate was then applied to the 2010 community of Rossmoor population of 10,244 to arrive at the District’s contribution to this County revenue source of \$777,315.

**General Fund Expenditures: \$2,019,004**

The County provided records on four areas of their General Fund costs that they could attribute to the community of Rossmoor for direct services. From those records, the expenditures presented in Exhibit 4 were identified for services provided directly to the community of Rossmoor.

<b>Exhibit 4: Orange County General Fund Expenditures for Direct Services to the Community of Rossmoor</b>		
	<b>Function</b>	<b>\$ Amount</b>
1	Animal control and license services	\$98,650
2	Building and safety services	189,634
3	Planning services	8,698
4	Law enforcement services	1,722,022
Total		\$2,019,004

Sources: Records provided by Orange County and the Sheriff’s Department

Of these four cost areas, only law enforcement service records contained details about how department FY 2010-11 costs were allocated to determine the portion attributable to services provided to the community of Rossmoor only. Building and safety services and Planning services were reported by the County to be exactly the same as the fees collected for services provided to the community of Rossmoor property owners and their representatives. While such fees are intended to recover all costs associated with services provided, it is rare that they exactly recover all costs incurred dollar for dollar but this would only be demonstrated by analyzing actual cost data for those departments. Records of any such analyses were not provided by the County.

Records showing County Animal Control and License service costs attributable to the community of Rossmoor were not provided by the County in response to the Public Records Act request for such records. The County did provide documents showing how its Animal Control and License service costs were allocated in FY 2010-11 by contract city and for the unincorporated county as a whole. To determine the community of Rossmoor’s share of these costs, we calculated a per capita rate based on total costs for the unincorporated area and applied that rate to the community of Rossmoor population, as shown in Exhibit 5.



<b>Exhibit 5: Derivation of County Animal Control Costs Incurred due to Community of Rossmoor</b>	
<b>Item</b>	<b>Noncontract/ Unincorporated Area</b>
Shelter Costs	\$ 288,172
Field Services Costs	\$ 878,018
Total	\$ 1,166,190
Population (unincorporated)	121,160
Per Capita Cost	\$ 9.63
Community of Rossmoor Population	10,244
Community of Rossmoor Share of Costs	\$ 98,650

Sources: Orange County provided documents

### Road Fund

The 2008 CFA included estimates of Road Fund revenues and expenditures that would be part of the incorporated city of Rossmoor’s budget. This current analysis also included Road Fund estimates. County Road Fund records provided in response to RCSD’s Public Records Act request for County revenues and costs attributable to the community of Rossmoor were minimal. For revenues, the County provided a report presenting a forecasting model for County Road Fund revenues, but did not provide actual revenues or any estimates of the amounts attributable to the community of Rossmoor. Rather than records of actual Department of Public Works direct and indirect costs allocated to the community of Rossmoor, the County provided a copy of a contract for sidewalk repair in the community of Rossmoor area that apparently was executed in FY 2010-11. The cost of the contract was \$156,892. No regular street maintenance or other costs covered by Road Fund monies was included in the County records provided.

To determine County Road Fund revenue attributable to the community of Rossmoor, we calculated an amount using the \$50,774,000 in County Road Fund revenue reported in the County’s FY 2010-11 Comprehensive Annual Financial Report. This amount excludes County Road Fund revenue collected through charges for services; it only includes funds collected from State fuel taxes and allocated to the County.<sup>4</sup> The Countywide revenues of \$50,774,000 were divided by the 2010 County population of 3,010,232 to derive a per capita rate of \$16.87. Multiplied by the community of Rossmoor 2010 population of 10,244 produces \$172,816 in community of Rossmoor contributions to this County revenue source of \$172,816.

Estimated FY 2010-11 Orange County Road Fund revenues and expenditures attributable to the community of Rossmoor are presented in Exhibit 6.

<sup>4</sup> These taxes are authorized by State Streets and Highway Code Sections 2103 -2108.

**Exhibit 6: Estimated Orange County Road Fund Revenues and Expenditures Attributable to Community of Rossmoor**

State Road Fund Revenues	\$	172,816
Public Works Road Maintenance Costs		156,892
Net Revenue	\$	15,924

Sources: FY 2010-11 Orange County Comprehensive Annual Financial Report and contract document provided by Orange County for cost data.

## 2013 WHITE PAPER-FUTURE OF ROSSMOOR

RAC Meeting—September 25, 2013

It has been often stated that the best form of government is that which is closest to the people being served. As an unincorporated community Rossmoor is fortunate to have its services provided by both the County and an independent special district, the Rossmoor Community Services District (RCSD). For many years, the Rossmoor community has struggled with its strong independent spirit and its desire to have voice at other levels of government.

The County of Orange has an aggressive policy of ridding itself of unincorporated areas in order to get out of the business of providing local community services. Instead, it would rather focus on its core County mission of providing services not typically provided by cities. This is a financially prudent objective from the County's perspective.

The State Legislature, on the other hand, provides for the provision of services by special districts when it is practical and cost effective to do so. Each County in the State has a Local Agency Formation Commission (LAFCO) which oversees the incorporation, annexation or de-annexation of unincorporated areas. The OC LAFCO has been in lock step with Orange County in seeking to eliminate unincorporated areas, mostly by having them annexed by neighboring cities. Specifically regarding Rossmoor, Supervisor Moorlach has repeatedly stated that Rossmoor is a financial drain on the County

So why is Rossmoor not an ideal candidate for annexation or incorporation as its own city? First, Rossmoor has attempted incorporation on several occasions and these efforts have failed. Most recently, an incorporation election measure in 2008 was defeated by almost 70%. Rossmoor residents have also consistently opposed annexation to the City of Los Alamitos. Residents have also opposed the annexation of Rossmoor's single business district which would basically foreclose any future incorporation. Moreover, Seal Beach has openly stated that they have no interest in annexing Rossmoor. More importantly, there is valid evidence that Rossmoor is not a financial drain on the County's General Fund and Road Fund. Rather, the reverse is true, a fact which will be demonstrated further along in this paper.

So what is it Rossmoor residents really want? Basically, they want to keep things the way they are, with some exceptions. This was demonstrated by an independent poll commissioned by the RCSD which stated that 55% of residents wanted things to remain the same. Moreover, 70% of residents stated that they supported the assumption of additional latent (basic) powers by the RCSD if it did not result in an additional cost to residents. Furthermore, whenever issues arise that impact Rossmoor residents, they

## RAC MEETING

September 25, 2013

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ask their limited government, the RCSD, to intervene on their behalf. More often than not, these issues are outside of the scope of latent (basic) powers of the RCSD. The community is often left to its own devices on how to best respond to those issues.

In these instances, one would suspect that the District's County Supervisor would take up the call on behalf of Rossmoor residents. The reality, however, is that the Supervisor John Moorlach is committed to the annexation of Rossmoor by Los Alamitos or at least a future incorporation effort. He has demonstrated time and again that he knows what is best for Rossmoor. This can only be viewed as government without representation.

What is lost in all of this is that there is a workable option for greater local government representation. Community Services Districts may, with the approval of LAFCO, take on additional responsibilities for providing services currently being provided by the County. These are termed latent powers. State law provides for the assumption of most local, but not core, services. The major exception is land use authority such as planning, building, code enforcement and the maintenance of curbs, streets, gutters and sidewalks. One must assume that if these powers were to be available to a special district, there would be no distinction between a district and a city.

The single most daunting impediment to obtaining additional latent powers for such things as police services, animal care services and refuse collection is Supervisor Moorlach's unwillingness to keep an open mind and to undertake an objective evaluation of the RCSD's ability to take on and pay for those additional services. Without an unbiased appraisal of this matter by the County and LAFCO, Rossmoor will remain between the proverbial rock and a hard place. Since the Rossmoor community has the right of an election before it can be annexed, a proposition which is highly unlikely, and incorporation which at this time is deemed a non-starter, the only feasible option is for greater local control of services for the community.

In the meantime, Rossmoor continues to be bullied into doing something it does not want to do. The consequences are that Los Alamitos continues to update its General Plan which must take into account that Rossmoor is in their Sphere of Influence, something that Rossmoor unsuccessfully opposed. This activity is taking place with little or no input from Rossmoor. Moreover, when Rossmoor expresses concern about issues like the I-405 Widening Project, we are told that Rossmoor does not have a seat at the table; that Supervisor Moorlach speaks for Rossmoor. Since he has taken a position contrary to the best interests of Rossmoor, the community is left with no advocacy or representation on this or other important matters.

## RAC MEETING

September 25, 2013

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Supervisor Moorlach has often stated publicly his objection for additional latent powers and has repeatedly expressed his support for the annexation of Rossmoor. His position is primarily based on his belief that Rossmoor is a financial drain on the County. The RCSD has consistently argued that it is not a drain, but a contributor to the County's coffers.

Two LAFCO reports in this regard have been authored. One was the Comprehensive Financial Analysis (required for an application for incorporation) and the other, a Case Study on the advantages of a "Super City" which would combine Los Alamitos, Seal Beach and Rossmoor. Both reports indicate that Rossmoor is a financial drain on the County. These estimates range from \$600,000 to \$124,000. This would lead one to believe that Moorlach's conclusions are valid. However, neither of these reports stated a methodology for reaching these conclusions.

As a result, the RCSD obtained the services of the Harvey Rose Co, a firm capable of forensic accounting and the law firm the Kaufman Group to assist in the development of an objective and defensible financial analysis. First, the Kaufman Group submitted a Public Records Act Request (PRA) for County financial data. After much haggling, the County provided a majority of the data requested. The Harvey Rose Co. then obtained other data through their own sources and performed their independent analysis.

A Draft Latent Powers Financial Analysis was submitted to the RCSD which indicated that instead of a financial drain, Rossmoor is an actual contributor to the County in the amount close to \$1.3M. This report was submitted to Mr. Frank Kim, the County's Budget Officer. He reviewed the report and stated that our conclusions were "reasonable" with regard to expenses. The report was then submitted to Mr. Frank Davies, the Manager of Tax Collection for the County. He made a similar finding that the report was reasonably accurate from a revenue perspective. Based on their inputs, a final Fiscal Analysis on Latent Powers refined the net revenue to the County in an amount of \$1,056,725 plus an additional \$15,924 in Road Fund net revenue for a total of \$1,072,649 net revenue to the County.

At the same time, Mr. Kim informed the RCSD that he was working on a County-wide financial analysis of all unincorporated areas. The report was requested by Supervisor Moorlach. When the report is issued, a comparison will be made to ensure accuracy with a goal of submitting the Rose report to the County CEO and the Board of Supervisors. Obviously, no attempt will be made to request a redistribution of those monies from the County back to Rossmoor. However, the Financial Analysis should dispel the myth that

## RAC MEETING

September 25, 2013

Rossmoor is a financial drain and instead be recognized as contributor to the County.

What then is the practical purpose of the Financial Analysis? It is offered as a statement of fiscal stability and management wherewithal which should lead to the granting of additional latent powers. In order to make this feasible, it would require that the County be willing to transfer additional General Fund monies to the RCSD. These funds would be used to pay for the assumption of services by the RCSD.

For example, the Sheriffs Department has submitted a proposal for direct contract services in the amount of \$1,781,636 for police services similar to those currently provided to their contract cities. In the RCSD's scenario, the County would then subtract the contract amount from the Sheriffs Department budget, making the County whole. This would simply be a neutral cost/revenue exchange of current resources.

This exchange of monies would also assist LAFCO in meeting its need to determine the wisdom of the granting of the latent powers from a fiscal perspective. Secondly, LAFCO also needs to make a determination that the RCSD has the management capability to assume responsibility for those services. The District's staff has a long history of sound fiscal management in the administration of its current latent powers. Further, LAFCO needs an expression of community support. This aspect should be satisfied by the poll of the community indicated above.

From a management perspective, the RCSD has been in place since 1985 and has provided direct services such as management of its urban forest (5,500 parkway trees), street sweeping, street lighting, parks, facility maintenance, as well as, a robust recreation program. The RCSD also functions as a conduit for County and other agency services for the community.

The assumption of additional latent powers would be based on a contract basis such as is currently in place for street sweeping, parkway trees and landscape maintenance. Regarding street sweeping, the District has a long standing agreement with the County to contract with a vendor for these services. The County then reimburses the District for the total cost of providing that service with the exception of the staff costs for administering the contract. The addition of latent powers would be similarly administered. These additional activities would only require a modest or perhaps, no increase in staff costs. Moreover, RCSD staff has consistently managed their operating budgets without deficit while maintaining at least a 60% reserve. Further, each of the RCSD's independent annual audits has

## RAC MEETING

September 25, 2013

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been given the highest ratings possible, an unqualified audit with no audit exceptions. The RCSD also has no direct debt service. Two bond issues are paid by the residents of Rossmoor and are not a direct liability of the District.

Another case to be made is identifying the advantages to Rossmoor residents with these added latent powers. In addition to obvious advantage of direct local control and access to its elected officials, there are numerous operational advantages. For example, if the RCSD had responsibility for police (Sheriffs) services, the community would be served by a part-time Police Chief who would interact with staff as a Department Head. The Chief would also attend RCSD Board meetings and be available for interaction with the Board and the public.

Moreover, the community would be served by Deputies who would be assigned to at least a two-year tour in Rossmoor rather than the four month rotation currently in place. This would be a tremendous aid to community policing based on their greater knowledge of the community. Sheriff's cars would also be marked as Rossmoor cars which would remain in Rossmoor and not be deployed elsewhere unless there was a serious need to do so.

Other advantages would be centralization Neighborhood Watch and Emergency Preparedness with dedicated support from the Sheriff's Department. Enforcement of street sweeping "no parking" would also be directly managed. Sheriff's Department resources could also be directed to activities deemed a priority for the community. For example, the Los Alamitos Unified School District recently asked Rossmoor to assist with the funding for a School Resource Office for patrolling schools in Rossmoor. Without the latent power for police services, the RCSD cannot utilize funds for this purpose. A similar case can be made for animal care service and refuse collection services, but these can be better identified as they become further along in the process. A more comprehensive array of advantages to be gained by latent powers is attached as Appendix A.

In summary, the RCSD has made a strong case that Rossmoor is not a financial drain on the County. In fact it is a substantial contributor to the County. Further, LAFCO's requirements for fiscal integrity and the means to pay for the desired services has been demonstrated without additional costs to Rossmoor's residents or to the County. Also, the RCSD's management and fiscal capabilities have been proven over time. All that is needed is the political will to allow the residents of Rossmoor to direct their own destiny without the threat of undesirable and unnecessary changes to what is now a model of progressive governance.

## APPENDIX A

### ROSSMOOR ISSUES WHICH COULD BE FACILITATED BY ADDITIONAL LATENT POWERS

Questions often arise about the need or the value of latent powers for police services, animal care services and refuse collection services. In addition to the primary benefits which are often cited, there are a number of other issues which come to mind. These are matters which are not speculative, but which have been previously presented to staff and the District's Board of Directors by Rossmoor residents for assistance or action.

**1. Unleashed dogs in the community's parks.** The District receives constant complaints about unleashed dogs. While the District's policy is to prohibit unleashed dogs, there is no local enforcement mechanism to direct owners to leash such dogs when they are observed. Staff can only ask for dogs to be leashed, but cannot enforce the District's policy. The only other option is to call OC Animal Care who will respond, but usually by the time they arrive, the unleashed dog(s) and their owner(s) have left the park.

**2. Lack of street sweeping "No Parking" enforcement.** The Sheriff only has one Community Services Officer for all of North County to enforce street sweeping violations. Even when the CSO is in Rossmoor on street sweeping days, the CSO can only follow one street sweeper. There are normally three street sweepers in Rossmoor on street sweeping Mondays. During "leaf season" as many as five sweepers may be utilized. With latent powers for police services, the District could contract for service level consistent with the needs of the community.

**3. Inability to partially fund a School Resource Officer for Rossmoor's four elementary schools.** Without police services latent powers, the District does not have the authority to contract for these types of services.

**4. Commercial activity in the District's parks.** Complaints have been registered regarding the use of parks by commercial businesses providing exercise classes. While District policy prohibits any commercial activity without a permit, there is no enforcement capability by the District. If an activity does not violate vehicle or criminal code, Sheriffs Deputies do not enforce civil violations. Latent powers for police services could address issues of these types with the use of a Community Services Officer who could be deputized to enforce District policies.

**5. Inability to use District buildings and facilities as command centers or emergency shelters during an emergency for earthquakes and other natural disasters.** Without latent powers for police services, the District cannot participate as an active member of the Sheriffs Emergency Operations Plan. While the District regularly receives status information from the Sheriff, there is no authority to act upon it, Citizens requesting assistance from the District during an emergency can only be directed to another more distant agency.



**6. Lack of animal licensing enforcement.** OC Animal Care is responsible for the licensing of dogs in Rossmoor. There are large numbers of unlicensed dogs. This is verified by lost dogs which cannot be easily retrieved by their owners. Moreover, spay and neutering is compromised without an effective canvassing program in the community. Latent powers for animal care could improve both licensing, spay/neutering and retrieval on a contract for these services administered by the District.

**7. Lack of influence regarding the manner and method of collection of refuse.** Latent powers for refuse collection would empower the District to issue its own franchise for this service. An RCSD franchise would provide for a more tailored service for Rossmoor irrespective of the service levels for the remainder of unincorporated areas of the County.

**8. Police latent powers would provide for a more timely assessment of criminal activity in the community.** Currently, the Sheriff provides a quarterly recap of crime statistics at an RCSD Board meeting. The attendance by the District's 'Chief of Police' on a monthly basis would provide the community with more current information. While community based organizations provide criminal activity updates on a real time basis, these reports are from public sources rather than directly from the Sheriffs Department, itself. Moreover, reports given at an RCSD Board meeting are televised for greater outreach to the community.

**9. The use of the RCSD's newsletters is limited to topics which are within the jurisdiction of the District.** The expansion of latent powers would allow for the dissemination of information on a broader basis. Similarly, the use of the District's website and email data base could also be expanded to provide timely information about those broader topics.

**10. Lack of ability to respond to residential parking issues related to overflow parkers from another jurisdiction (Seal Beach).** Restricted parking could be initiated by the County, but enforcement, much like street sweeping is limited to resources available from the Sheriffs Department. With latent powers for police services the District could contract with the Sheriffs Department for dedicated parking enforcement.

## FLOWCHART DECISION POINTS

This document and its companion Flowchart are intended to serve as a blueprint for obtaining additional latent powers for direct services to Rossmoor residents. This is a dynamic process which will be refined as progress is made at each step.

1. The Board has given direction to the RAC Committee Board members to proceed with obtaining latent powers.
2. Committee (Maynard) is/will be meeting with Moorlach to pin down his position on latent powers.
  - a. If Moorlach states he will support/not interfere with our pursuit of latent powers, Committee will proceed with meetings with other Board Supervisors.
  - b. If not, Committee will nonetheless commence meeting with other Supervisors.
3. Committee (Coletta) is/will be meeting with AOCDS to obtain their advice/funding for going forward with obtaining the support of the Board of Supervisors.
4. The Board will pursue broad support for its initiative as follows:
  - a. Conduct a community workshop(s) to inform the public about the progress and benefits of additional latent powers.
  - b. Authorize a supplemental citizen survey to gauge community support for latent powers.
5. The RAC is/will be pursuing support for the Board's initiative as follows:
  - a. Identify and lobby political resources for support of the Board's initiative.
  - b. Advise the Board on progress/other suggested measures
6. Staff/Consultant will meet with appropriate staffs of LAFCO, AOCDS, Legislative offices, local candidates for public office. Sheriffs Department and other local governmental agencies to obtain information, data, concurrence and/or assistance in meeting District goals regarding latent powers.

7. Committee members/staff/consultants will pursue a tacit agreement from the Board Supervisors for an MOU between the parties for the transfer of revenue/responsibility in support of latent powers as follows:

a. Police Services.

1) County transfers the cost amount of proposed direct services from the County's General fund to the District.

2) The District pays the OC Sheriff Department that same amount for direct contract services.

3) The County subtracts a like amount from the OC Sheriff Department operation budget.

b. Animal Care Services.

1) County transfers the current amount of resources for animal care services for Rossmoor to the District.

2) The County subtracts a like amount from the Animal Care agency's operating budget.

3) The District negotiates a tentative Agreement for these services from a local provider.

4) The District requests a transfer from the County to the District for any cost of the service by a local agency.

c. Refuse Collection Services.

1) The County Transfers the current amount of franchise fees collected from Rossmoor to the District for management of the service.

2) The District enters into a supplemental franchise agreement with the current service provider for those services under the same terms and conditions as the County.

8. Upon obtaining at least a 2/3 consensus from the Board of Supervisors, the District Board will direct staff/consultants to pursue/negotiate draft agreements with respective OC Departments/other agencies for the provision of direct services by the District.

9. Upon completion of negotiations, the District will request approval by the Board of Supervisors of an MOU(s) for the transfers of funds and responsibility for the provision of those services (No. 6 above).

10. Upon approval of an MOU(s), the District will submit an Application to LAFCO for the granting of latent powers consistent with approved MOU(s) with the County.

11. Upon the granting of latent powers, the District will finalize agreements with service providers for direct services to Rossmoor.

12. In all cases above, all identified external resources will be brought to bear in order to complete each step of the process. Some steps may be in sequence or in parallel. The message will be as follows:

a. Rossmoor is a \$1.3M donor to County, not a drain as has been suggested.

b. The provision of direct services by the District is consistent with the County's goal of getting out of the business of municipal services and in keeping with its stated Mission.

c. The provision of additional services by the District will not result in any additional taxes to the residents of Rossmoor.

d. The residents of Rossmoor will enjoy services tailored to its needs rather than those of the County.

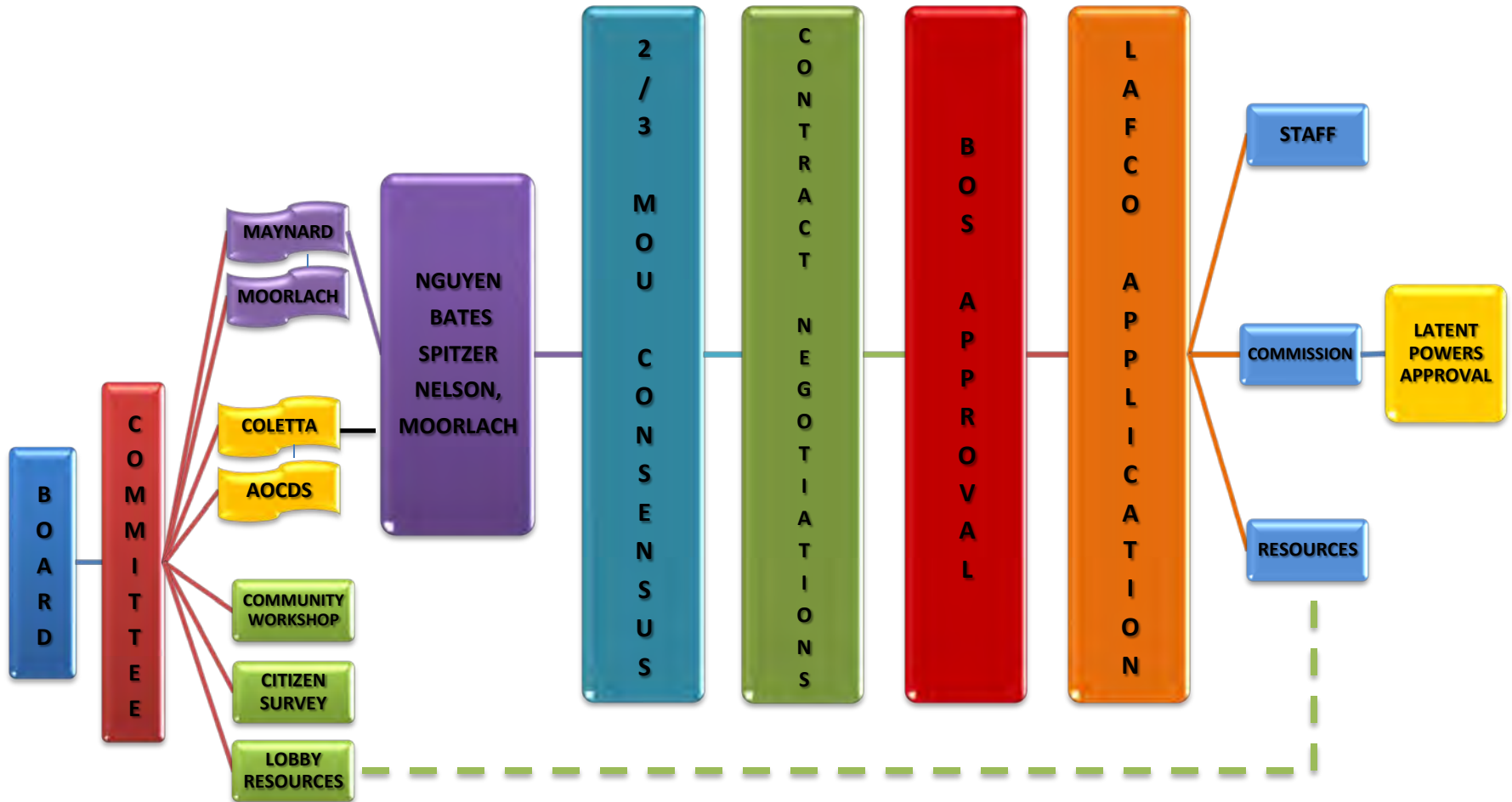
e. With one minor exception, this is a zero sum scenario for the County, the District and County departments. (the singular exception might be the difference between the County's stated costs of animal care services and the actual market costs for those services by other agencies).

f. Since incorporation, annexation or consolidation are not viable options for Rossmoor, additional latent powers are the only feasible alternatives for improving the quality of life for Rossmoor residents.

13. The concept of a "city light" should not be derided. Rather, in the case of Rossmoor, it will be promoted as a win-win for all concerned.

# LATENT POWERS FLOWCHART

## GOVERNANCE



**D2**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-2**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Audit Committee  
**Via:** Interim General Manager  
**Subject:** AUDIT COMMITTEE REPORT-DISTRICT'S FY 2012-2013  
ANNUAL AUDIT REPORT

**RECOMMENDATION:**

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

**BACKGROUND:**

In accordance with Policy No. 3025, the Audit Committee met on September 24, 2013 with the District's Auditor and staff to review a draft of the District's FY 2012-2013 Annual Audit Report. The Committee reviewed the report in detail and also reviewed the Management Letter. The Committee was apprised by the Auditor that the District had received an unqualified audit, the highest rating possible. The Committee voted to recommend Board approval of the FY 2012-2013 Audit Report.

The Committee also reviewed the Management Letter. Management concurred with the Auditor's recommendation that the District could use excess reserve funds in Fund 30 to pay down a portion of the outstanding debt, but as only one option. Staff recommended that the excess funds instead be used for repair of the Rossmoor Wall which has a substantial number of bricks which are weathered and are deteriorating and/or crumbling. Cost estimates are being sought for those repairs and when received, staff will recommend to the CIP that a project be established in Fund 40 for those repairs. The Committee and the Auditor agreed with Management's recommendation on the use of the reserve funds for maintenance of the wall.

The current fund balance of excess reserve funds is \$173,145, an amount which will likely increase next fiscal year. Any funds, if any, not needed for repair of the wall may be used by the District for any other legal purpose.

The District's Auditor will present an overview of the Audit Report and answer questions.

**ATTACHMENTS:**

1. Draft FY 2012-2013 Annual Audit Report.
2. Letter dated September 25, 2013 from Rogers, Anderson, Malody & Scott, LLP re: Conduct of the Audit.
3. Letter dated September 25, 2013 from Rogers, Anderson, Malody & Scott, LLP re: Management Letter.
4. Memorandum dated September 24, 2013 from General Manager re: Conduct of the Audit.
5. Policy No. 3025 Annual Financial Audit.



**ROSSMOOR COMMUNITY  
SERVICES DISTRICT**

**REPORT ON AUDIT**

**JUNE 30, 2013**

**Rossmoor Community Services District  
Report on Audit  
June 30, 2013**

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ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscca.net

**PARTNERS**

Brenda L. Odle, CPA, MST  
Terry P. Shea, CPA  
Kirk A. Franks, CPA  
Matthew B. Wilson, CPA, MSA, CGMA  
Scott W. Manno, CPA, CGMA  
Leena Shanbhag, CPA, MST, CGMA  
Jay H. Zercher, CPA (Partner Emeritus)  
Phillip H. Waller, CPA (Partner Emeritus)

**MANAGERS / STAFF**

Nancy O'Rafferty, CPA, MBA  
Bradford A. Welebir, CPA, MBA  
Jenny Liu, CPA, MST  
Papa Matar Thiaw, CPA, MBA  
Maya S. Ivanova, CPA, MBA  
Peter E. Murray, CPA  
Seong-Hyea Lee, CPA, MBA  
Charles De Simon, CPA  
Yuan Fang, CRA

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Rossmoor Community Services District  
Rossmoor, California

**Independent Auditor's Report**

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Rossmoor Community Services District (the District), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the State Controller's Minimum Audit Requirement for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit

procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

## **Other Matters**

### *Implementation of new pronouncement*

As discussed in Note 1 of the financial statements, the District adopted the provisions of GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position.

### *Required Supplementary Information*

Management has omitted the *Management's Discussion and Analysis* that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information (page 32) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements as a whole. The accompanying major fund budgetary comparison schedules and the Statement of Changes in Fiduciary Assets and Liabilities - Agency Fund are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The major fund budgetary comparison schedules and the Statement of Changes in Fiduciary Assets and Liabilities - Agency Fund are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Rogers, Anderson, Malody & Scott, LLP*

San Bernardino, CA  
September 25, 2013

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**Rossmoor Community Services District  
Statement of Net Position  
June 30, 2013**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments	\$ 1,249,206
Investments held by fiscal agents	47,000
Accounts receivable	52,000
Taxes receivable	11,911
Interest receivable	637
Capital assets not being depreciated	2,893,658
Capital assets being depreciated, net	<u>2,154,423</u>
Total assets	<u>6,408,835</u>
<b>LIABILITIES</b>	
Accounts payable	81,908
Deposits	3,256
Interest payable	8,579
Noncurrent liabilities:	
Due within one year	90,000
Due in more than one year	<u>296,127</u>
Total liabilities	<u>479,870</u>
<b>NET POSITION</b>	
Net investment in capital assets	4,693,081
Restricted for debt service	222,257
Unrestricted	<u>1,013,627</u>
Total net position	<u><u>\$ 5,928,965</u></u>

The accompanying notes are an integral part of these financial statements.

**Rossmoor Community Services District  
Statement of Activities  
For the Year Ended June 30, 2013**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>
Governmental activities:			
General government	\$ 341,639	\$ -	\$ -
Public services	269,083	52,000	-
Parks and recreation	763,532	132,761	-
Interest and fiscal charges	<u>23,410</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>\$ 1,397,664</u>	<u>\$ 184,761</u>	<u>\$ -</u>

General revenues:

    Taxes:

        Property

        Special assessments

Investment income

Other income

Total general revenues

Change in net position

Net position, beginning of year

Net position, end of year

The accompanying notes are an integral part of these financial statements.



<u>Capital Grants and Contributions</u>	<u>Net Governmental Activities</u>
\$ -	\$ (341,639)
-	(217,083)
-	(630,771)
-	(23,410)
<u>\$ -</u>	<u>(1,212,903)</u>

708,973
334,522
10,660
<u>81,292</u>
<u>1,135,447</u>
(77,456)
<u>6,006,421</u>
<u><u>\$ 5,928,965</u></u>

The accompanying notes are an integral part of these financial statements.

**Rossmoor Community Services District  
Balance Sheet  
Governmental Funds  
June 30, 2013**

	Debt Service		
	General	PIFC	PIFC
		Rossmoor Wall	Rossmoor Wall Reserve
	<u>Fund 10</u>	<u>Fund 30</u>	<u>Fund 45</u>
<b>ASSETS</b>			
Cash and investments	\$ 833,511	\$ 174,345	\$ -
Investments held by fiscal agents	-	-	47,000
Receivables:			
Taxes	10,999	912	-
Accounts	52,000	-	-
Interest	637	-	-
Total assets	<u>\$ 897,147</u>	<u>\$ 175,257</u>	<u>\$ 47,000</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 66,877	\$ -	\$ -
Deposits	3,256	-	-
Total liabilities	<u>70,133</u>	<u>-</u>	<u>-</u>
Fund balances:			
Restricted for:			
Debt service	-	175,257	47,000
Assigned to:			
Capital projects	-	-	-
Unassigned	827,014	-	-
Total fund balances	<u>827,014</u>	<u>175,257</u>	<u>47,000</u>
Total liabilities and fund balances	<u>\$ 897,147</u>	<u>\$ 175,257</u>	<u>\$ 47,000</u>

The accompanying notes are an integral part of these financial statements.

<u>Capital Projects</u>		
<u>Capital Improvements</u>	<u>Capital Projects Contributions</u>	<u>Total Governmental Funds</u>
<i>Fund 20</i>	<i>Fund 40</i>	
\$ -	\$ 241,350	\$ 1,249,206
-	-	47,000
-	-	11,911
-	-	52,000
-	-	637
<u>\$ -</u>	<u>\$ 241,350</u>	<u>\$ 1,360,754</u>
\$ -	\$ 15,031	\$ 81,908
-	-	3,256
<u>-</u>	<u>15,031</u>	<u>85,164</u>
-	-	222,257
-	226,319	226,319
-	-	827,014
<u>-</u>	<u>226,319</u>	<u>1,275,590</u>
<u>\$ -</u>	<u>\$ 241,350</u>	<u>\$ 1,360,754</u>

**Rossmoor Community Services District  
 Reconciliation of the Balance Sheet of  
 Governmental Funds to the Statement of Net Position  
 June 30, 2013**

**Fund balances of governmental funds** \$ 1,275,590

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. 5,048,081

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Certificates of participation payable	\$ (355,000)	
Compensated absences	(31,127)	
Interest payable	<u>(8,579)</u>	<u>(394,706)</u>

**Net position of governmental activities** \$ 5,928,965

The accompanying notes are an integral part of these financial statements.

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**Rossmoor Community Services District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2013**

	Debt Service		
	General	PIFC Rossmoor Wall	PIFC Rossmoor Wall Reserve
	<u>Fund 10</u>	<u>Fund 30</u>	<u>Fund 45</u>
<b>REVENUES</b>			
Taxes	\$ 708,973	\$ -	\$ -
Special assessments	247,550	86,972	-
Intergovernmental	52,000	-	-
Charges for services	132,761	-	-
Investment income	10,660	-	-
Other	44,421	-	-
	<hr/>	<hr/>	<hr/>
Total revenues	1,196,365	86,972	-
	<hr/>	<hr/>	<hr/>
<b>EXPENDITURES</b>			
Current:			
General government	337,851	-	-
Public services	269,083	-	-
Parks and recreation	570,897	-	-
Capital outlay	23,018	-	-
Debt service:			
Principal retirement	-	60,000	-
Interest and fiscal charges	-	24,860	-
	<hr/>	<hr/>	<hr/>
Total expenditures	1,200,849	84,860	-
	<hr/>	<hr/>	<hr/>
Excess of revenues over (under) expenditures	(4,484)	2,112	-
	<hr/>	<hr/>	<hr/>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in (out)	140,000	-	-
	<hr/>	<hr/>	<hr/>
Net change in fund balances	135,516	2,112	-
	<hr/>	<hr/>	<hr/>
Fund balances, beginning of year	691,498	173,145	47,000
	<hr/>	<hr/>	<hr/>
Fund balances, end of year	<u>\$ 827,014</u>	<u>\$ 175,257</u>	<u>\$ 47,000</u>

The accompanying notes are an integral part of these financial statements.

<u>Capital Projects</u>		
<u>Capital Improvements</u>	<u>Capital Projects Contributions</u>	<u>Total Governmental Funds</u>
<u>Fund 20</u>	<u>Fund 40</u>	
\$ -	\$ -	\$ 708,973
-	-	334,522
-	-	52,000
-	-	132,761
-	-	10,660
<u>36,871</u>	<u>-</u>	<u>81,292</u>
<u>36,871</u>	<u>-</u>	<u>1,320,208</u>
-	-	337,851
-	-	269,083
-	15,294	586,191
-	48,176	71,194
-	-	60,000
<u>-</u>	<u>-</u>	<u>24,860</u>
<u>-</u>	<u>63,470</u>	<u>1,349,179</u>
36,871	(63,470)	(28,971)
<u>(240,000)</u>	<u>100,000</u>	<u>-</u>
(203,129)	36,530	(28,971)
<u>203,129</u>	<u>189,789</u>	<u>1,304,561</u>
<u>\$ -</u>	<u>\$ 226,319</u>	<u>\$ 1,275,590</u>

**Rossmoor Community Services District  
 Reconciliation of the Statement of Revenues,  
 Expenditures and Changes in Fund Balances of Governmental Funds  
 to the Statement of Activities  
 For the Year Ended June 30, 2013**

**Net change in fund balances - total governmental funds** \$ (28,971)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This is the amount by which depreciation expense (\$154,755) exceeded capitalized capital outlay (\$48,608) in the current period. (106,147)

The additions to and repayment of the principal of long-term debt consumes the current financial resources of governmental funds. However, they have no effect on net positions.

Principal payments on bonds 60,000

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Increase in compensated absences	\$ (3,788)	
Decrease in accrued interest on Certificates of Participation	1,450	(2,338)

**Change in net position of governmental activities** \$ (77,456)



**Rossmoor Community Services District  
Statement of Fiduciary Assets and Liabilities  
Agency Fund  
June 30, 2013**

	Special Assessment
	<i>Fund 50</i>
<b>ASSETS</b>	
Cash and investments	\$ 201,176
Investments held by fiscal agents	370,249
Assessments receivable	4,127
Total assets	\$ 575,552
<b>LIABILITIES</b>	
Due to bondholders	\$ 575,552

The accompanying notes are an integral part of these financial statements.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

On November 4, 1986, the territory of the unincorporated Rossmoor Community approved the order adopted on June 25, 1986 by the Board of Supervisors of the County of Orange ordering a reorganization resulting in the formation of the Rossmoor Community Services District (the District). The District was formed to acquire, provide and maintain public recreation facilities and services, street lighting, and, subject to the consent of the County of Orange, installation and maintenance of median landscaping, aesthetic trimming of parkway trees, and street sweeping.

Upon formation on January 1, 1987, the District assumed responsibility for the various services formerly provided by Community Service Area Number 21 and assumed all assets and liabilities, including real property, from Community Service Area Number 21.

The District is governed by a five member Board of Directors elected by the registered voters within the District boundaries.

As required by generally accepted accounting principles, the financial statements present the Rossmoor Community Services District (the primary government) and its component unit. The component unit discussed below is included in the District's reporting entity because of the significance of its operational or financial relationship with the District.

Blended Component Unit

The Rossmoor Community Services Public Improvements Financing Corporation (the Corporation) is governed by the District officers. Although it is legally separate from the District, the Corporation is reported as if it were part of the primary government because its sole purpose is to finance and construct the District's public facilities. This is a blended component unit. The funds of the Corporation are reported as a debt service fund and a capital projects fund. Certificates of Participation issued by the Corporation are reported in the Statement of Net Position.

B. Basis of Presentation – Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The District has no business-type activities.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The fund financial statements provide information about the District's funds, including its fiduciary fund and blended component unit. Separate statements for each fund category – governmental and fiduciary – are presented. The fiduciary fund is excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The District reports the following major governmental funds:

The General Fund is the general operating fund of the District. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. From this fund are paid the general operating expenses not paid through other funds. This fund correlates with Fund 10 in the District's annual budget.

The PIFC Rossmoor Wall Debt Service Fund is the Installment Payment Fund used to account for revenues and the payment of principal and interest related to the 1998 Certificates of Participation of the Public Improvement Financing Corporation (PIFC). This fund correlates with Fund 30 in the District's annual budget.

The PIFC Rossmoor Wall Reserve Debt Service Fund is used to account for the Reserve Fund for the 1998 Certificates of Participation. The reserve requirement is the lesser of the maximum annual debt service or 5% of the original principal amount of the certificates. This fund correlates with Fund 45 in the District's annual budget.

The Capital Improvements Capital Projects Fund is the Improvement Fund related to the series 1993 park improvement bonds, and is used for project costs for the bonds. This fund correlates with Fund 20 in the District's annual budget.

The Capital Projects Contributions Capital Projects Fund is used for the financing and construction of the District's public facilities. This fund correlates with Fund 40 in the District's annual budget.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Additionally, the District reports the following fund types:

Fiduciary Fund:

The Agency Fund is used to account for assets held by the District as an agent for other parties and agencies. The assets held are related to the series 1993 park improvement bonds, which are the liability of the property owners and are secured by liens against the assessed properties. This fund correlates with Fund 50 in the District's annual budget.

Certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements.

C. Measurement Focus and Basis of Accounting

The government-wide and fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds.

Property taxes, special assessments, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District follows all pronouncements of the Governmental Accounting Standards Board (GASB).

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The following fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.
- Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders and higher levels of government), through constitutional provisions or by enabling legislation.
- Committed – amounts constrained to specific purposes by a government itself, using the highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint.
- Assigned – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- Unassigned – amounts that are for any purpose; positive amounts are reported only in a general fund.

The District Board establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. The District has not designated any level of authority for assigning fund balance; therefore, the District Board can assign fund balance. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed. It is the District's policy to consider committed amounts to be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

D. Implementation of new pronouncements

Beginning with the current fiscal year, the District implemented GASBS No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*. This statement is designed to improve financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effects on the government's net position.

Deferred outflows of resources are transactions that result in the consumption of net position in one period that are applicable to future periods and are not considered assets as described by the statement. Deferred outflows of resources are required to be presented separately after assets on the statement of net position.

Deferred inflows of resources are transactions that result in the acquisition of net position in one period that are applicable to future periods and are not considered to be liabilities as described by the statement. Deferred outflows of resources are required to be presented separately after liabilities on the statement of net position.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The statement defines net position as the residual of all other elements presented in a statement of financial position. It is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources.

For the period covered by these financial statements the District has no transactions classified as deferred inflows or outflows of resources.

E. Assets, Liabilities and Net Position

1. Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

2. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities columns in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are valued at the fair value of the assets on the date on which they were contributed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. The District utilizes a capitalization threshold of \$5,000 and an estimated useful life in excess of two years.

3. Long-Term Liabilities

In the government-wide financial statements, long-term liabilities are reported as liabilities in the applicable governmental activities statement of net position.

4. Property Taxes

Property taxes are levied January 1 of each year, at which time they become an enforceable lien on real property. Taxes for the first installment are due on November 1, and are payable through December 10 without penalty. The second installment of taxes is due February 1, and becomes delinquent on April 10. Property taxes are remitted to the District from the County of Orange at various times throughout the year. Property taxes are recognized in accordance with the modified accrual basis of accounting.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

5. Investments

Investments are stated at fair value (the value at which financial instruments could be exchanged in a current transaction between willing parties, other than in a forced liquidation sale).

6. Compensated Leave Benefits

Full-time District employees earn twelve sick leave days per year and ten to twenty vacation days per year depending on years of service. Part-time employees earn sick and vacation days at a pro-rated amount. Vacation days can only be used after one year of employment. Upon termination, the District is obligated to compensate employees for 100% of the accrued vacation time, and up to 80 hours of unused sick leave. Compensated absences are recorded in the long-term liabilities in the statement of net position.

7. Appropriations and Encumbrances

Unexpended and unencumbered appropriations of the governmental funds automatically lapse at the end of the fiscal year for noncapital projects.

8. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Data

The annual District budgets for the General Fund, Capital Projects Funds and Debt Service Funds are prepared, approved and adopted in accordance with Section 61110 of the government code. Budgetary control is maintained at the total expenditure level of each fund. Any deficiency of budgeted revenues compared to budgeted expenditures is financed from beginning unrestricted fund balance. During the fiscal year, several nominal supplementary appropriations were necessary.

B. Excess of Expenditures Over Appropriations

For the year ended June 30, 2013, there were no expenditures in excess of appropriations in individual funds.

**Rossmoor Community Services District  
Notes to Financial Statements  
June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS

A. Cash and Investments

Cash and investments as of June 30, 2013 consist of the following:

Deposits with financial institutions	\$ 401,155
Cash on hand	400
Investments	<u>1,466,076</u>
Total cash and investments	<u><u>\$ 1,867,631</u></u>

Cash and investments as of June 30, 2013 are classified in the accompanying financial statements as follows:

Statement of net position:	
Cash and investments	\$ 1,249,206
Investments held by fiscal agents	47,000
Statement of fiduciary assets and liabilities:	
Cash and investments	201,176
Investments held by fiscal agents	<u>370,249</u>
Total cash and investments	<u><u>\$ 1,867,631</u></u>



**Rossmoor Community Services District  
Notes to Financial Statements  
June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

**Investments authorized by the California Government Code and the District's Investment Policy**

The table below identifies the investment types that are authorized by the District's investment policy. The table also identifies certain provisions of the District's investment policy that address interest rate risk, credit risk and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Securities, Notes and Bonds	5 Years	25%	\$250,000
Federal Agency or U.S. Government Securities	5 Years	25%	\$250,000
California State Bonds, Warrants and Treasury Notes	5 Years	25%	\$250,000
California Local Agency Investment Fund	N/A	100%	\$50 Million
Orange County Treasury	N/A	25%	None
Medium-Term U.S. Corporate Bonds or Notes	5 Years	25%	\$250,000
Bankers Acceptances	6 Months	25%	\$250,000
Certificates of Deposit	2 Years	25%	\$250,000

**Rossmoor Community Services District  
Notes to Financial Statements  
June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

**Investments authorized by debt agreements**

Provisions of the debt agreements, rather than the general provisions of the California Government Code or the District's investment policy, govern investment of debt proceeds held by the bond trustee. The table below identifies the investment types that are authorized for investments held by the bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage Allowed	Maximum Investment in One Issuer
Federal Securities	None	None	None
U.S. District Securities	None	None	None
Commercial Paper	270 days	None	None
Money Market Mutual Funds	N/A	None	None
Investment Agreements	None	None	None
Certificates of Deposit, Savings Accounts	None	None	None
Municipal Obligations	None	None	None
Banker's Acceptances	1 year	None	None
U.S. Government Agencies	None	None	None

**Investment in State Investment Pool**

The Agency is a voluntary participant in the Local Agency Investment Fund (LAIF), which is part of the Pooled Money Investment Account that is regulated by the California Government Code under the oversight of the State Treasurer, Director of Finance and State Controller. The Agency may invest up to \$50 million in the LAIF fund. Investments in LAIF are highly liquid, as deposits can be converted to cash within 24 hours without loss of interest. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. All investments with LAIF are secured by the full faith and credit of the State of California. Separate LAIF financial statements are available from the California State Treasurer's Office on the Internet at <http://www.treasurer.ca.gov>.

**Disclosures relating to interest rate risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter-term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

**Disclosures relating to interest rate risk (continued)**

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

Investment Type	Total	12 months or less	12 months or more
State investment pool	\$ 1,048,827	\$ 1,048,827	\$ -
Held by fiscal agents:			
Money market	235,680	235,680	-
Federal agency securities	181,569	181,569	-
	<u>\$ 1,466,076</u>	<u>\$ 1,466,076</u>	<u>\$ -</u>

**Disclosures relating to credit risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the District's investment policy or debt agreements, and the actual rating as of year-end for each investment type.

Investment Type	Total	Minimum Legal Rating	Rating as of Year End
State investment pool	\$ 1,048,827	N/A	Not rated
Held by fiscal agents:			
Money market	235,680	N/A	Not rated
Federal agency securities	181,569	N/A	AAA
	<u>\$ 1,466,076</u>		

**Rossmoor Community Services District  
Notes to Financial Statements  
June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

**Concentration of credit risk**

The investment policy of the District limits investments to \$250,000 in any one issuer, except in the state investment pool. Investments in any one issuer (other than external investment pools) that represent 5% or more of total District investments are as follows:

Issuer	Investment Type	Reported Amount
Federal Farm Credit Banks	Federal Agency Securities	<u>\$ 181,569</u>

**Custodial credit risk**

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The District's investment policy limits investments in certificates of deposit and corporate notes from one issuer to \$250,000. All other authorized deposits are subject to the following provision: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure governmental agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2013, the District had \$217,907 in deposits with financial institutions that were in excess of federal depository insurance limits.

**Fair value of investments**

The District reports its investments at fair value in the accompanying financial statements. All investment income, including changes in the fair value of investments, is recognized as revenue in the accompanying financial statements.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

B. Capital Assets

A summary of changes in capital assets activity for the District's governmental activities for the year ended June 30, 2013 is as follows.

	<u>Balance at June 30, 2012</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at June 30, 2013</u>
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 2,861,158	\$ -	\$ -	\$ 2,861,158
Construction in progress	<u>32,500</u>	<u>-</u>	<u>-</u>	<u>32,500</u>
Total capital assets, not being depreciated	<u>2,893,658</u>	<u>-</u>	<u>-</u>	<u>2,893,658</u>
Capital assets, being depreciated:				
Buildings and structures	3,992,820	48,608	-	4,041,428
Motorized vehicles	<u>27,608</u>	<u>-</u>	<u>-</u>	<u>27,608</u>
Total capital assets, being depreciated	<u>4,020,428</u>	<u>48,608</u>	<u>-</u>	<u>4,069,036</u>
Less accumulated depreciation for:				
Buildings and structures	(1,741,639)	(151,341)	-	(1,892,980)
Motorized vehicles	<u>(18,219)</u>	<u>(3,414)</u>	<u>-</u>	<u>(21,633)</u>
Total accumulated depreciation	<u>(1,759,858)</u>	<u>(154,755)</u>	<u>-</u>	<u>(1,914,613)</u>
Total capital assets, being depreciated, net	<u>2,260,570</u>	<u>(106,147)</u>	<u>-</u>	<u>2,154,423</u>
Governmental activities capital assets, net	<u>\$ 5,154,228</u>	<u>\$ (106,147)</u>	<u>\$ -</u>	<u>\$ 5,048,081</u>

Depreciation expense of \$154,755 was charged to the parks and recreation function/program in the statement of activities.

**Rossmoor Community Services District  
Notes to Financial Statements  
June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

C. Summary of Changes in Long-term Liabilities

	Balance June 30, 2012	Additions	Deletions	Balance June 30, 2013	Due within One Year
Compensated absences	\$ 27,339	\$ 40,278	\$ 36,490	\$ 31,127	\$ 25,000
Certificates of Participation	415,000	-	60,000	355,000	65,000
Total	<u>\$ 442,339</u>	<u>\$ 40,278</u>	<u>\$ 96,490</u>	<u>\$ 386,127</u>	<u>\$ 90,000</u>

The Certificates of Participation are limited obligations of the District. The obligation will be repaid solely from and secured by a pledge of and first lien on special taxes to be levied on property in the District. The special taxes will be levied in the amounts and at the time approved by voters in the District.

The 1998 Certificates of Participation issued by the Rossmoor Community Services District Public Improvements Financing Corporation and outstanding at June 30, 2013, bear interest at 5.8% a year and mature serially in increasing amounts on each August 1, through 2017. Annual debt service payments are as follows:

Fiscal Year	Principal Amount	Interest Amount	Total
2014	\$ 65,000	\$ 20,590	\$ 85,590
2015	65,000	16,820	81,820
2016	70,000	13,050	83,050
2017	75,000	8,990	83,990
2018	80,000	4,640	84,640
	<u>\$ 355,000</u>	<u>\$ 64,090</u>	<u>\$ 419,090</u>

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

Special Assessment District Bonds

On June 10, 1993, the District issued \$5,000,000 of Series 1993 Limited Obligation Improvement Bonds for Landscaping and Lighting Assessment District No. 1991-1 (Rush School Site Acquisition Project) in accordance with the provisions of the Municipal Improvement Act 1915. The bonds are the liability of the property owners and are secured by liens against the assessed properties. The District acts as agent for collection of principal and interest payments by the property owners and remittance of such monies to the bondholders. Neither the faith and credit nor the general taxing power of the District have been pledged to the payment of the bonds. The bonds bear interest at 6.2% a year and mature on September 2, 2021. The balance of the bonds outstanding at June 30, 2013 was \$2,290,000.

D. Revenues

Property taxes and special assessments are collected by the County of Orange on behalf of the District and remitted to the District at various times during the year. Reimbursements from the State and the County are presented as intergovernmental revenues. Charges for services revenues represent fees collected for the use of District facilities. Investment income is derived from interest earnings and fair market value adjustments of the District's financial assets that are maintained in various investment types. Revenues not classified in one of the categories above are presented as other revenues.

Intergovernmental revenue for the year ended June 30, 2013 consists of County street sweeping reimbursements of \$52,000. These intergovernmental revenues are presented as program revenues under the public services function/program in the statement of activities.

E. Transfers To/From Other Funds

	Transfer in:		
<u>Transfer out:</u>	General Fund <i>(Fund 10)</i>	Capital Projects Contributions <i>(Fund 40)</i>	Total
Capital Improvements <i>(Fund 20)</i>	\$ 140,000 [a]	\$ 100,000 [b]	\$ 240,000

[a] Transfer current year (\$20,000) and prior years' (\$120,000) annual administrative fees not previously transferred in accordance with Series 1993 Rush Park bonds.

[b] Transfer prior years' administrative fees not previously transferred in accordance with Series 1993 Rush Park bonds.

**Rossmoor Community Services District**  
**Notes to Financial Statements**  
**June 30, 2013**

NOTE 4: OTHER INFORMATION

A. Risk Management

The District is a member of the Special District Risk Management Authority (SDRMA). The Authority was formed under a joint powers agreement pursuant to California Government Code Sections 6500 et seq. and 900 et seq. to provide a general liability, automotive liability and property damage, and errors and omissions risk financing for the member districts. Contribution development is based on the particular characteristics of the member districts.

The following audited financial data is presented as of and for the fiscal year ended June 30, 2012 for SDRMA (most recent data available):

Total assets	\$ 102,675,963
Total liabilities	<u>43,880,783</u>
Net assets	<u><u>\$ 58,795,180</u></u>
Total revenues	\$ 46,912,988
Total expenses	<u>39,000,390</u>
Change in net assets	<u><u>\$ 7,912,598</u></u>

The District's precise share of the Authority's assets, liabilities, risk margin and changes therein during the fiscal year are not available.

Adequacy of Protection

During the past three fiscal years, none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.



## Required Supplementary Information

**Rossmoor Community Services District  
Required Supplementary Information  
General Fund (Fund 10)  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2013**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Taxes	\$ 699,400	\$ 695,140	\$ 708,973	\$ 13,833
Special assessments	250,000	244,500	247,550	3,050
Intergovernmental	128,000	128,500	52,000	(76,500)
Charges for services	133,000	127,000	132,761	5,761
Investment income	10,000	10,000	10,660	660
Other	3,000	28,000	44,421	16,421
	<u>1,223,400</u>	<u>1,233,140</u>	<u>1,196,365</u>	<u>(36,775)</u>
<b>EXPENDITURES</b>				
Current:				
General government	361,792	361,760	337,851	23,909
Public services	270,080	262,105	269,083	(6,978)
Parks and recreation	555,840	589,981	570,897	19,084
Capital outlay	25,850	30,350	23,018	7,332
	<u>1,213,562</u>	<u>1,244,196</u>	<u>1,200,849</u>	<u>43,347</u>
Excess of revenues over (under) expenditures	9,838	(11,056)	(4,484)	6,572
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in (out)	20,000	140,000	140,000	-
Net change in fund balance	29,838	128,944	135,516	6,572
Fund balance, beginning of year	<u>691,498</u>	<u>691,498</u>	<u>691,498</u>	<u>-</u>
Fund balance, end of year	<u>\$ 721,336</u>	<u>\$ 820,442</u>	<u>\$ 827,014</u>	<u>\$ 6,572</u>

**Rossmoor Community Services District**  
**Notes to Required Supplementary Information**  
**June 30, 2013**

Budgets and Budgetary Accounting

The annual District budget for the General Fund is prepared, approved and adopted in accordance with Section 61110 of the government code. Budgetary control is maintained at the total expenditure level of each fund. Any deficiency of budgeted revenues compared to budgeted expenditures is financed from beginning unassigned fund balance. During the fiscal year, several nominal supplementary appropriations were necessary.

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## Supplementary Information

**Rossmoor Community Services District  
Public Improvements Financing Corporation  
Rossmoor Wall Debt Service Fund (Fund 30)  
Schedule of Revenues, Expenditures and  
Changes in Fund Balance – Budget and Actual  
For the Year Ended June 30, 2013**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Special assessments	\$ 88,000	\$ 88,000	\$ 86,972	\$ (1,028)
Investment income	1,000	1,000	-	(1,000)
Total revenues	<u>89,000</u>	<u>89,000</u>	<u>86,972</u>	<u>(2,028)</u>
<b>EXPENDITURES</b>				
Debt service:				
Principal retirement	60,000	60,000	60,000	-
Interest and fiscal charges	<u>28,195</u>	<u>24,860</u>	<u>24,860</u>	<u>-</u>
Total expenditures	<u>88,195</u>	<u>84,860</u>	<u>84,860</u>	<u>-</u>
Excess of revenues over (under) expenditures	805	4,140	2,112	(2,028)
<b>OTHER FINANCING SOURCES</b>				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	805	4,140	2,112	(2,028)
Fund balance, beginning of year	<u>173,145</u>	<u>173,145</u>	<u>173,145</u>	<u>-</u>
Fund balance, end of year	<u><u>\$ 173,950</u></u>	<u><u>\$ 177,285</u></u>	<u><u>\$ 175,257</u></u>	<u><u>\$ (2,028)</u></u>

**Rossmoor Community Services District  
Capital Projects Contributions Capital Projects Fund (Fund 40)  
Schedule of Revenues, Expenditures and  
Changes in Fund Balance – Budget and Actual  
For the Year Ended June 30, 2013**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>EXPENDITURES</b>				
Parks and recreation	-	-	15,294	(15,294)
Capital outlay	<u>195,161</u>	<u>208,940</u>	<u>48,176</u>	<u>160,764</u>
Total expenditures	<u>195,161</u>	<u>208,940</u>	<u>63,470</u>	<u>145,470</u>
Excess of revenues over (under) expenditures	(195,161)	(208,940)	(63,470)	145,470
<b>OTHER FINANCING SOURCES</b>				
Transfers in	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Net change in fund balance	(95,161)	(108,940)	36,530	145,470
Fund balance, beginning of year	<u>189,789</u>	<u>189,789</u>	<u>189,789</u>	<u>-</u>
Fund balance, end of year	<u><u>\$ 94,628</u></u>	<u><u>\$ 80,849</u></u>	<u><u>\$ 226,319</u></u>	<u><u>\$ 145,470</u></u>

**Rossmoor Community Services District  
Statement of Changes in Fiduciary  
Assets and Liabilities – Agency Fund (Fund 50)  
For the Year Ended June 30, 2013**

<b>Special Assessment Fund</b>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
<b>Assets</b>				
Cash and investments	\$ -	\$ 201,176	\$ -	\$ 201,176
Investments held by fiscal agents	362,349	394,443	386,543	370,249
Assessments receivable	4,833	4,127	4,833	4,127
Total assets	<u>\$ 367,182</u>	<u>\$ 599,746</u>	<u>\$ 391,376</u>	<u>\$ 575,552</u>
<b>Liabilities</b>				
Due to bondholders	<u>\$ 367,182</u>	<u>\$ 599,746</u>	<u>\$ 391,376</u>	<u>\$ 575,552</u>





ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramsca.net

September 25, 2013

PARTNERS

Brenda L. Ordle, CPA, MST  
Terry P. Shea, CPA  
Kirk A. Franks, CPA  
Matthew B. Wilson, CPA, MSA, CGMA  
Scott W. Manno, CPA, CGMA  
Leena Shanbhag, CPA, MST, CGMA  
Jay H. Zercher, CPA (Partner Emeritus)  
Phillip H. Waller, CPA (Partner Emeritus)

MANAGERS / STAFF

Nancy O'Rafferty, CPA, MBA  
Bradford A. Wefebin, CPA, MBA  
Jenny Liu, CPA, MST  
Papa Matar Thiaw, CPA, MBA  
Maya S. Ivanova, CPA, MBA  
Peter E. Murray, CPA  
Seong-Hyea Lee, CPA, MBA  
Charles De Simon, CPA  
Yianni Fang, CPA

To the Board of Directors  
Rossmoor Community Services District

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Rossmoor Community Services District (the District) for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 7, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Rossmoor Community Services District are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the District adopted Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, in the year ended June 30, 2013. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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Governmental Audit  
Quality Center

California Society of  
Certified Public Accountants

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of the depreciation expense and related accumulated depreciation is based on estimated useful lives of the depreciable capital assets. We evaluated the key factors and assumptions used to determine the useful lives of the capital assets in determining that depreciation and accumulated depreciation is reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated September 25, 2013.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

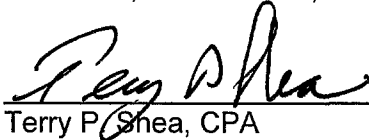
Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Rossmoor Community Services District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



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Terry P. Shea, CPA



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscca.net

September 25, 2013

**PARTNERS**

Brenda L. Odle, CPA, MST  
Terry P. Shea, CPA  
Kirk A. Franks, CPA  
Matthew B. Wilson, CPA, MSA, CGMA  
Scott W. Manno, CPA, CGMA  
Leena Shanbhag, CPA, MST, CGMA  
Jay H. Zercher, CPA (Partner Emeritus)  
Phillip H. Waller, CPA (Partner Emeritus)

**MANAGERS / STAFF**

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Maya S. Ivanova, CPA, MBA  
Peter E. Murray, CPA  
Seong-Hyea Lee, CPA, MBA  
Charles De Simoni, CPA  
Yuan Fang, CPA

**To the Management and Board of Directors  
Rossmoor Community Services District**

In planning and performing our audit of the financial statements of Rossmoor Community Services District (the District) for the year ended June 30, 2013, we considered the District's internal control to plan our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

During our audit, we noted a certain matter that is presented for your consideration. This letter does not affect our report dated September 25, 2013 on the financial statements of the District. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, or assist you in implementing the recommendations. Our comments are summarized as follows:

(1)

**Transfer of Accumulated Special Assessment Revenue  
to the Trustee in Anticipation of Debt Payoff Related  
to the 1998 Certificates of Participation**

**Background** – The District receives special assessments collected by the County as approved by the voters for the payment of the 1998 Certificates of Participation (1998 Rossmoor Wall Project). The funds collected from these special assessments are used to make annual debt service payments for the Certificates of Participation (COPs). Any funds collected in excess of the annual debt service requirements have been appropriately accounted for as restricted in the District's financial statements.

**MEMBERS**

American Institute of  
Certified Public Accountants

*PCPS The AICPA Alliance  
for CPA Firms*

*Governmental Audit  
Quality Center*

California Society of  
Certified Public Accountants

Based on the remaining annual debt service requirements, the projected special assessment revenue, and the accumulated special assessments including the reserve fund, we anticipate that the District will be in a position to retire the COPs during fiscal year 2016, which is 2 years before the scheduled maturity date in fiscal year 2018. Although these funds are appropriately segregated and restricted in the District's accounting records, only the reserve fund is held by the Trustee. The accumulated special assessments are in the custody of the District, and included in its pooled cash and investment accounts.

**Recommendation** – We recommend that the District either (1) plan to remit the accumulated special assessments as reported in the Debt Service Fund PIFC Rossmoor Wall (Fund 30) of the District's financial statements, to the Trustee (U.S. Bank) to be deposited in the Installment Payment Fund maintained by the Trustee before or early in fiscal year ending June 30, 2015 in accordance with Section 4.06(b) of the Installment Sale Agreement, or (2) use the accumulated special assessments for repairs and maintenance of the Rossmoor Wall in accordance with Section 4.06(c) of the Installment Sale Agreement. The District should also plan to consult its attorney regarding the appropriate actions related to the continuation or cessation of the special assessments related to the COPs in accordance with applicable laws and regulations.

**Management's Response** – Management concurs with the Auditor's recommendations. A more pressing need for the accumulated special assessments is a need for repairs to the Rossmoor Wall. Due to weathering, there are a substantial number of bricks which are deteriorating and/or crumbling. Section 4.06(c) Release from Lien of the Installment Sale Agreement states that once, "Special Tax Revenues in excess of amounts required for the payment of Installation Payments and for the replenishment of the Reserve Fund, in that Certificate Year shall be released from the lien of this Installation Sale Agreement and shall be available for any lawful purpose of the District." It is therefore the position of management that accumulated special assessments above the required reserve funds continue to be accumulated until such time as sufficient funds are available for the necessary repairs to the Rossmoor Wall.

ROGERS, ANDERSON, MALODY & SCOTT, LLP

A handwritten signature in cursive script that reads "Rogers Anderson Malody & Scott, LLP". The signature is written in black ink and is positioned below the typed name of the law firm.



## ROSSMOOR COMMUNITY SERVICES DISTRICT

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

September 25, 2013

Rogers, Anderson, Malody & Scott, LLP  
735 E. Carnegie Drive, Suite 100  
San Bernardino, CA 92408

This representation letter is provided in connection with your audit of the financial statements of Rossmoor Community Services District (District), which comprise the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, the aggregate remaining fund information as of June 30, 2013, and the respective changes in financial position, for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 25, 2013, the following representations made to you during your audit.

### **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 7, 2013, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

#### **Information Provided**

- 10) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.

- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

**Government—specific**

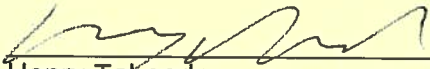
- 18) We have made available to you all financial records and related data.
- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have a process to track the status of audit findings and recommendations.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 22) We have provided our views on reported findings, conclusions, and recommendations for the report.
- 23) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.



- 27) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 30) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 31) The financial statements properly classify all funds and activities.
- 32) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 33) Components of net position (net investment in capital assets, restricted, and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 34) Investments are properly valued.
- 35) Provisions for uncollectible receivables have been properly identified and recorded.
- 36) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 37) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
- 38) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 39) Deposits and investment securities are properly classified as to risk and are properly disclosed.
- 40) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 41) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 42) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

43) With respect to the supplementary information on which an in-relation-to opinion is issued.

- a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.



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Henry Taboada  
Interim General Manager

## MEMORANDUM

**Date:** September 24, 2013  
**To:** Audit Committee  
**From:** Henry Taboada, Interim General Manager  
**Subject:** Meeting with Auditor

Your Agenda package for this meeting includes a number of items. First is the FY 2012/2013 Draft Audit prepared by RAMS, the District's Auditor. Included in that document is a statement that the District is receiving an unqualified audit i.e., no reportable issues. Also included with that document is a Management Letter wherein, the Auditor makes recommendations and management is given an opportunity to include a Client Response. Following is a discussion about this year's Management Letter.

In this year's Management Letter the Auditor recommends that the District use excess reserve funds in Fund 30 (Rossmoor Wall) to pay down a portion of debt in the FY 2015 time frame. However, staff has identified a serious need to repair the wall which is showing signs of weathering in the form of a substantial number of deteriorating and/or crumbling bricks.

This matter has been informally discussed at previous CIP Committee meetings with no action taken. This has been primarily due a lack of funding for the repairs. Staff has now identified a source of funds from the Reserve Fund in Fund 30 which are available for use by the District for this purpose. Attached is a draft of the Management Response to the Auditor's Recommendation, as well as, the relevant section of the Installment and Sale Agreement.

It is therefore the opinion of management, as reflected in the Management Letter, that the Committee propose that the Board accept the recommended actions of staff and direct staff to propose a CIP Project for repair of the Wall during the Mid-Year FY 2013-2014 Budget Adjustment in February of 2014.

Rossmoor Community Services District

**Policy**

**No. 3025**

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**ANNUAL FINANCIAL AUDIT**

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**3025.00 Policy:** The integrity of the financial records of the Rossmoor Community Services District constitutes a non-delegable duty of its elected Board of Directors. To assure accuracy of these records and to insure the independence of the firm selected to perform District audit services, the Board will consider, in its discretion, soliciting proposals for a new audit service contract at least once every three years.

**3025.10 Audit Committee:** The Audit Committee is comprised of two Board members and the General Manager. The President of the Board appoints members to the Committee.

**3025.20 Audit Term:** An independent financial audit shall be performed annually as soon as practicable after the end of the fiscal year.

**3025.30 Audit Approval:** Audit findings will first be reviewed by the General Manager who shall then request a meeting of the Audit Committee. The Committee will review the Draft Audit Report with the Auditor and make recommendations, if needed. The findings of the Audit Committee regarding the Draft Audit will be reported to the Board for its review and approval. The Board will also consider findings, if any, which may be contained in a Management Letter and direct the General Manager to take appropriate action. Relevant financial information contained in the Final Audit, showing Fund Balances and tying them to the budget, will be integrated into the Final Budget document for publication and distribution as the District's operating budget.

Converted from Resolutions 93-2 & 95-1  
Amended: February 11, 2003  
Amended: September 14, 2004  
Amended: October 9, 2007  
Amended: January 13, 2009

**D3**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-3**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Park & Facilities Committee  
**Via:** Interim General Manager  
**Subject:** REPORT ON WORKSHOP RE: DISTRICT PROPERTY

**RECOMMENDATION:**

Receive the report.

**BACKGROUND:**

The ad hoc Committee met with staff and General Counsel on September 24, 2013 in an informal workshop to discuss several issues related to use of District property and enforcement of District rules. The objectives of the workshop included: 1) Review of current policies. 2) Discussion of operational issues regarding park usage. 3) Discussion of possible policy amendments to be formally taken up by the Parks & Facilities Committee.

Based on discussions at the workshop, this matter will be agendaized for a future Committee Parks & Facilities meeting to consider formal recommendations to the Board.

**ATTACHMENTS:** None

**D4**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-4**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Tree/Parkway Committee  
**Via:** Interim General Manager  
**Subject:** REPORT ON RECOMMENDATIONS OF THE TREE/PARKWAY COMMITTEE

**RECOMMENDATION:**

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

**BACKGROUND:**

The Tree/Parkway Committee met on September 25, 2013 and discussed several tree issues. First was the status of tree planting in covered parkways. Attachment C-1 describes the current status. Also, there was a discussion regarding resident refusal for the planting of a tree in plantable sites. This issue is not to be confused with parkways where a tree cannot be planted due to being covered by cement, bricks or other obstructions.

Second, the Committee discussed the Districts procedures for the maintenance of the community's urban forest. Staff presented procedures from other communities which were reviewed by the Committee with no immediate action taken.

Lastly, the Committee reviewed and recommends Board approval for first reading of the proposed amendments to Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance. The Committee also reviewed President Maynard's proposal to designate the Tree/Parkway Committee a standing committee of the Board.

**ATTACHMENTS:**

1. Committee Agenda Item C-1 Review of Parkway Tree Policies and Procedures and Proposed Amendment to Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance re: Attorney Fees.



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** September 25, 2013  
**To:** Trees/Parkway Committee  
**From:** General Manager  
**Subject:** REVIEW OF PARKWAY TREES POLICIES AND PROCEDURES  
AND PROPOSED AMENDMENT TO POLICY NO. 3080 PARKWAY  
AND ROSSMOOR MEDIAN TREE MAINTENANCE RE: ATTORNEY  
FEES

**RECOMMENDATION:**

It is recommended that the Committee review the status of tree planting on covered parkways, tree planting refusals by residents and the District's tree policies and procedures regarding the maintenance of the District's urban forest. The Committee is also asked to review amendments to Policy No. 3080 as recommended by General Counsel and to forward the proposed revisions to Board for first reading.

**BACKGROUND:**

The status of tree planting on covered parkways was last discussed at your August Board meeting. Attached is the District's Tree Consultant report on the current status.

The Districts policies for the maintenance of its urban forest were last reviewed and amended in June of 2011. Since then, issues have arisen between the District and the County over jurisdiction of parkway trees particularly with regard to removal of trees. This issue has been mostly resolved with an informal agreement with the County to consult with the District on any tree removal issue prior to any action taken.

Further, General Counsel has prepared a revision to policy regarding "Nuisance by Civil Action". These revisions provide policy for dealing with certain legal proceeding relating to parkway trees.

Another issue which requires attention is the long standing matter of residents who refuse the District's request to plant a tree. While the District has the authority to plant trees in any suitable parkway location, trees are planted by the District's contractor, West Coast Arborist (WCA). WCA has taken the position that it will not plant a tree at a location where the resident refuses to cooperate with the tree planting process. They state, quite correctly, that it is the District's responsibility to obtain consent (even though it is not required) from the resident. There have been instances where a resident has physically positioned him/herself in the path of the contractor to prevent the planting of a tree.

Further, even if a tree were to be planted while a resident was not present, The District has been told on several occasions that the tree will be removed or vandalized. Direction for staff is needed on how to best deal with this situation. Attached is the Tree Consultant's status report with a listing of tree planting refusals.

Moreover, a resident will be appearing at the October Board meeting to appeal to the Board regarding the District's notification of a tree planting. Attached is correspondence in this regard.

**ATTACHMENTS:**

1. Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance.
  - a. Current policy
  - b. Redline
  - c. Proposed Policy
2. Tree Consultant Status of Covered Parkways Report.
3. March 25, 2011 Email from OC County Inspection Chief A.J. Jaime.
4. November 25, 2012 Letter to OC Code Enforcement Re: Paved Parkway Plantings.
5. November 1, 2012 Letter from OC Public Works Re; Approved Paved Parkway Removals.
6. Tree Consultant Status of Tree Planting Refusals Report and Correspondence Regarding Tree Planting Notification and Response from Resident.
7. City of Claremont Tree Policies and Guidelines Manual.

CURRENT

Rossmoor Community Services District

Policy

No. 3080

**PARKWAY AND ROSSMOOR WAY MEDIAN TREE MAINTENANCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**3080.41** Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- 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.

## CURRENT

- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

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

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

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

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

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

**3080.60** Tree Protection: Unauthorized removal or homeowner/resident caused damage of a parkway tree is a misdemeanor subject to penalties. In addition, the homeowner will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree and the cost of a replacement tree in a 24-inch box.

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

**3080.62** Parkway may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the

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tree. [Any work on the parkway that could involve the pruning of tree roots must first be approved by the District.

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

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

**3080.80** Enforcement of Policy:

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

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

**3080.83** The District shall notify the homeowner/resident of any violation of this policy. If the homeowner/resident refuses to correct the violation, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the alleged violation of this policy. The District staff shall establish internal procedures, with the assistance of General Counsel, for performing such reporting and enforcement functions.

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

(1) Send the Resident a Notice/Demand Letter Along with the option of prosecuting residents for misdemeanors, the District may notify residents that their actions are in violation of the District's regulations and provide them with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment could be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur.

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

## CURRENT

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

**3080.90** Quarterly Report: The General Manager shall provide a quarterly report to the Board giving a summary of all parkway and median tree plantings, trimmings, inspections and removals.

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

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

- Manicure Trimming—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- Aesthetic Trimming (pruning)—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- Grid Trimming—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- Safety Trimming—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.
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Adopted: September 10, 2002

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Amended: October 12, 2004

Amended: July 12, 2005

Amended: December 13, 2005

Amended: April 13, 2010

Amended: June 14, 2011

**REDLINE**

Rossmoor Community Services District

**Policy**

**No. 3080**

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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

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

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

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

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

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

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

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

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

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

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



## REDLINE

**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.

## REDLINE

- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

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

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

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

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

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

**3080.60** Tree Protection: Unauthorized removal or homeowner/resident caused damage of a parkway tree is a misdemeanor subject to penalties. In addition, the homeowner will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree and the cost of a replacement tree in a 24-inch box.

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

**3080.62** Parkway may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the

**REDLINE**

tree. [Any work on the parkway that could involve the pruning of tree roots must first be approved by the District.

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

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

**3080.80** Enforcement of Policy:

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

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

**3080.83** The District shall notify the homeowner/resident of any violation of this policy. If the homeowner/resident refuses to correct the violation, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the alleged violation of this policy. The District staff shall establish internal procedures, with the assistance of General Counsel, for performing such reporting and enforcement functions.

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

(1) Send the Resident a Notice/Demand Letter Along with the option of prosecuting residents for misdemeanors, the District may notify residents that their actions are in violation of the District's regulations and provide them with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment could be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur.

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

**REDLINE**

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

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Quarterly Report: ~~The General Manager shall~~**3080.85** Nuisance; Enforcement by Civil Action; Attorneys' Fees:

(1) In addition to 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 attorneys' fees. The recovery of attorneys' fees by the prevailing party is limited to those individual actions or proceedings in which the District elects, at the initiation of that individual action or proceeding, to seek recovery of its own attorneys' fees. Failure to make such an election precludes any entitlement to, or award of, attorneys' fees in favor of any person or the District. In no action, administrative proceeding, or special proceeding shall an award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the District in the action or proceeding.

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

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**PROPOSED**

Rossmoor Community Services District

**Policy**

**No. 3080**

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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

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

**Status of Rossmoor Covered Parkways as of September 11, 2013**

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

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

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

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

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

**A recent development at 11351 Wallingsford has now allowed for the County to clear this parkway and make available for tree planting. On July 23, 2013 I received confirmation from Orange County Public works that a work order for this site will be issued. A tree well has since been made available in this parkway and site is on current tree planting list. Tree should be planted in early October, 2013.**

Mary Kingman  
Tree Program Assistant  
Rossmoor Community Services District

### Status of Rossmoor Covered Parkway

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

<p><b>*2702 Copa De Oro</b>  Resident failed to appear at board meeting, Feb 14, 2012. Appeal regarding her request not to plant tree was denied by board. Motion passed 5-0</p>
<p><b>***11621 Montecito</b>  Resident failed to appear at board meeting, Feb 14, 2012. Appeal regarding her request not to plant tree was denied by board. Motion passed 5-0</p>
<p><b>****2932 Inverness</b>  Appeal regarding her request not to plant tree was denied by board, Feb. 14, 2012. Motion passed 5-0</p>

**From:** [Mary Kingman](#)  
**To:** [Elizabeth Deering](#); [Henry Taboada](#)  
**Subject:** FW: Clearing of Parkway Sites for Tree Planting in RCSD  
**Date:** Wednesday, September 11, 2013 10:57:15 AM  
**Attachments:** [RCSD Letter & Tree List Update.pdf](#)  
[County Response Letter 11-01-12.pdf](#)  
[County Work Order 311227.pdf](#)

---


**From:** Jaime, AJ [mailto:AJ.Jaime@ocpw.ocgov.com]  
**Sent:** Monday, March 25, 2013 9:08 AM  
**To:** Sanchez, Richard  
**Cc:** Shen, Clark; Valdovinos, Victor; Henry Taboada; Mary Kingman  
**Subject:** FW: Clearing of Parkway Sites for Tree Planting in RCSD

Richard,

The last direction I received was we are not going to remove any encroachments or force the resident in Rossmoor to accept these new tree planting locations. We have fulfilled our part of the agreement and the four remaining locations on this list (highlighted in red), will need to be addressed by Rossmoor Community Service District (RCSD).

Thanks,

AJ Jaime  
Inspection Chief

 Operations & Maintenance  
714-955-0338

---

**From:** Sanchez, Richard  
**Sent:** Monday, March 25, 2013 6:38 AM  
**To:** Jaime, AJ  
**Subject:** FW: Clearing of Parkway Sites for Tree Planting in RCSD

FYI,

This is the letter you sent RCSD, apparently they are requesting if our management team has reviewed this last we spoke about it.

Richard Sanchez

---

**From:** Jaime, AJ  
**Sent:** Thursday, November 01, 2012 7:37 AM  
**To:** Quimsing, Nina; Green, Kris; Davis, Robert; Sanchez, Richard  
**Cc:** Harris, John  
**Subject:** FW: Clearing of Parkway Sites for Tree Planting in RCSD

FYI,

As discussed, please ensure we complete this project by Nov 15<sup>th</sup>. Thank you all for your assistance on this project.

Richard,  
Please discuss locations with RCSD that bobby brought up and make changes to work order if needed, prior to commencing work.

Thanks,

AJ Jaime  
Inspection Chief



Operations & Maintenance  
714-955-0338

---

**From:** Jaime, AJ  
**Sent:** Thursday, November 01, 2012 7:31 AM  
**To:** 'Henry Taboada'  
**Cc:** Ochoa, Ignacio; Valdovinos, Victor; Harris, John; Sanchez, Richard  
**Subject:** Clearing of Parkway Sites for Tree Planting in RCSD

Henry,  
Thank you for your patience on this project, attached is the response letter for your Board. Our crews will have encroachments removed by November 15<sup>th</sup>, please let me know if you need any further assistance.

Note:  
Please ensure RCSD notifies Underground Service Alert (USA) before digging and that locations will not affect surrounding utilities.  
Call – 811 or [www.digalert.org](http://www.digalert.org)

Thanks,

AJ Jaime  
Inspection Chief



Operations & Maintenance  
714-955-0338

---

**From:** Henry Taboada [<mailto:htaboada@rossmoor-csd.org>]  
**Sent:** Monday, October 29, 2012 11:06 AM  
**To:** Jaime, AJ  
**Subject:** Clearing of Parkway Sites for Tree Planting

A.J.: Richard Sanchez has told me that you will not be clearing those sites where the homeowner has protested to my Board. I asked Richard to ask you that I be sent your Department's position in writing on this matter. Please let me know when I might be receiving the letter so that I can communicate your official position to my Board. We look forward to the clearing of those sites where there was no protest. Thanks.

Henry Taboada  
RCSD General Manager



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

November 15, 2012

Richard Sanchez  
Code Enforcement  
OC Public Works  
2301 N. Glassell St.  
Orange, CA 92865

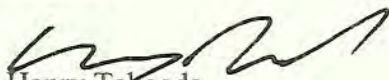
Dear Mr. Sanchez:

I am requesting that 3'X3' squares be cut out of the parkways at the addresses listed below in order for the District to plant a tree in those parkway locations. The area where the cut is to be made has been marked by the District with silver spray paint. We would appreciate if this work can be completed by Nov. 15, 2012. If not, please let us know when the work can be completed.

- |                      |   |
|----------------------|---|
| 2932 Yellowtail Dr.  | Front Parkway   |
| 2932 Yellowtail Dr.  | Side Parkway  |
| 11962 Martha Ann Dr. | Side Parkway  |
| 3271 Quail Run Rd.   | Front Parkway   |
| 3102 Ruth Elaine Dr. | Front Parkway   |
| 11661 Montecito Rd.  | Front Parkway   |
| 11451 Martha Ann Dr. | Front Parkway (note: cut-out made by resident is too small) |
| 11152 Wembley Rd.    | Front Parkway   |
| 11401 Weatherby Rd.  | Front Parkway   |
| 11971 Weatherby Rd.  | Front Parkway   |

This list does not include sites where it is not suitable for tree, where a tree has already been planted or where a resident has objected to the planting of a tree. We do ask that we receive a determination from OCPW on whether you will clear those sites where the resident appealed to the Board and the appeal was denied. Attached is a revised list and status of each property which was originally identified as a site without a tree. Please let our Tree Consultant, Mary Kingman if you require additional information or if you have questions. Thank you for your assistance with this matter.

Cordially,

  
Henry Taboada  
RCSD General Manager



### Equipment Operations

Created By RICHARD SANCHEZ

 <b>W/O #</b> R00311227A	<b>Mgmt Unit</b> 0000113	<b>Activity</b> 109	<b>Priority</b> 2
<b>Issued</b> 11/01/12 00:00	<b>Due Date</b> 11/08/12 00:00	<b>Supervisor</b> 3089	<b>Scheduler</b> 2701
<b>Closed</b> 00/00/00 00:00	<b>W/O Type</b> CM	DAVIS ROBERT W	HARRIS JERMAINE

<b>Job No</b> ER19202	<b>Proj. No.</b>
-----------------------	------------------

Customer Info			
<b>First Name</b>	<b>Last Name</b>	<b>Phone1</b> - - -	<b>Phone2</b> - - -
<b>Complaint</b>		<b>Cross Street</b>	<b>Comments</b>
<input type="text"/>		<input type="text"/>	
<b>Problem Address</b>	<b>Cross Street</b>	<b>WReq. #</b>	
<input type="text"/>			

**Action Taken:** 109 - (3) LOCATIONS LISTED BELOW

SAWCUT 3'X 3' AND REMOVE CUT OUT OF PARKWAY - LOCATION ARE MARKED WITH SILVER DOT ON CURB FACE

SOME LOCATIONS NEED VEGETATION AND ENCROACHMENTS REMOVED TO MAINTAIN A 3'X3' SQUARE.

- 1) 11962 MARTHA ANN - SIDE PARKWAY
- 2) 11661 MONTECITO - FRONT PARKWAY
- 3&4) 2932 YELLOWTAIL DR. - FRONT PARKWAY AND SIDE PARKWAY
- 5) 3271 QUAIL RUN RD. - FRONT PARKWAY
- 6) 3102 RUTH ELAINE - FRONT PARKWAY
- 7) 11451 MARTHA ANN - FRONT PARKWAY (CUT-OUT MADE BY RESIDENT IS TOO SMALL)
- 8) 11152 WEMBLEY RD. - FRONT PARKWAY
- 9) 11401 WEATHERBY RD. - FRONT PARKWAY
- 10) 11971 WEATHERBY RD. - FRONT PARKWAY

THIS TREE PLANTING PROGRAM IS BEING CONDUCTED ON A JOINT EFFORT BETWEEN THE COUNTY &amp; RCSD. THE COUNTY WILL BE RESPONSIBLE FOR REMOVING ENCROACHMENTS &amp; CUTTING OUT 3'x3' AREAS &amp; RCSD WILL BE RESPONSIBLE FOR TREE PLANTING. THIS ASSIGNMENT NEEDS TO BE COMPLETED BY NOV 15TH. AJ

11-1-12 SCHLD JGH

<b>Claim Filed</b> <input type="checkbox"/>	<b>Futher Action</b> <input type="checkbox"/>	<b>County Problem</b> <input type="checkbox"/>	<b>Customer Problem</b> <input type="checkbox"/>
UDF1 796		UDF2	

<b>Labor Cost</b>	<b>Material Cost</b>	<b>Equipment Cost</b>
<b>Contractors Cost</b>	<b>Misc. Cost</b>	<b>Total W/O Cost</b>

Compl By \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_





Ignacio G. Ochoa, *Interim Director*  
300 N. Flower Street  
Santa Ana, CA  
P.O. Box 4048  
Santa Ana, CA 92702-4048  
Telephone: (714) 834-2300  
Fax: (714) 967-0896

November 1, 2012

Henry Taboada  
RCSD General Manager  
Rossmoor Community Service District  
3001 Blume Drive  
Rossmoor, CA 90720

Dear Mr. Taboada,

This letter is to inform you that we will be able to accommodate your request and have all ten locations listed on your letter, removed by November 15, 2012. Our construction crews will begin removing the 3'x3' concrete area in order to allow room for the Rossmoor Community Service District (RCSD) to plant their designated trees.

As we discussed, at this time we will not be removing the four locations (highlighted in red), where the residents have appealed and shown their displeasure with having these trees installed in front of their properties. Our management team may review and explore this decision at a later date, but do not want to prolong this project. We appreciate your concerns and it was a pleasure working with RCSD and coordinating this tree planting program that will enhance your community. Please let me know if you have any questions or need any further assistance.

Respectfully,

A handwritten signature in blue ink, appearing to read 'AJ Jaime', is written over a light blue horizontal line.

AJ Jaime  
Inspection Chief  
Orange County Public Works  
Operations & Maintenance  
714-955-0338



## Status of Rossmoor Resident Tree Planting Refusals as of September 20, 2013

This report is in regards to the current list of vacant parkways in Rossmoor in which no tree is planted. Thus far, I have sent out thirty-nine letters to residents stating our intention to plant a parkway tree in the parkway in front of their residence. From these sent letters, I have received an assortment of responses and in eight cases so far, a flat out refusal to have a tree planted.

Most of these eight residents that are refusing to cooperate with a tree being planted are claiming an agreement with previous RCSD Tree Consultants that allowed for the parkways in front of their homes to remain without a tree. The reasons that most residents give for not wanting a tree has to do with roots damaging their private property, litter from the tree that they would be responsible for cleaning up and/or a responsibility to water and care for the tree. One of these residents is scheduled to appear at the October 8, 2013 RCSD Board Meeting.

All of the parkways in which residents are refusing to have a tree planted are viable tree planting sites. I have offered alternatives to species that may exhibit the problems that they are concerned with. There are a couple of trees on the Rossmoor tree planting palate that have very low root damage potential, low litter and are drought tolerant once established. These include the Australian Willow and the Crape Myrtle. These trees can be offered to residents who are protesting a tree for the reasons stated above.

Mary Kingman  
Tree Consultant  
Rossmoor Community Services District

**REFUSAL RESPONSES OF TREE PLANTING LETTERS SENT BY RCSD TO RESIDENTS WITH NO FRONT PARKWAY TREE**

ADDRESS	STREET	FIRST LETTER	RESPONSE	UPDATE	RESIDENT RESPONSE
2772	BRIMHALL DR	Sent Letter 2/27/13	No response - Sent tree info 3/20/13	Resident called 3/25/13	Resident doesn't want tree
2861	BRIMHALL DR	Sent Letter 2/27/13	No response - Sent tree info 3/20/13	Tree planted 5/7/13	Tree died almost immediately. Resident may have killed it.
2862	BRIMHALL DR	Sent Letter 2/27/13	Resident called 3/6/13		Claims driveway const. in near future
12412	MARTH ANN DR	Sent Letter 2/27/13	No response - Sent tree info 3/20/13	Resident called 4/16/13	Resident doesn't want tree
12392	MARTHA ANN DR	Sent Letter 2/27/13	No response - Sent tree info 3/20/13	Resident called 3/27/13	Resident doesn't want tree
3321	ORANGEWOOD	Sent letter 7/19/13	Resident called 7/24		Resident doesn't want tree- will appear at board meeting
3141	YELLOWTAIL DR	Sent letter 9/9/13	Resident called 9/11/13		Resident doesn't want tree
12352	KENSINGTON RD	Sent letter 9/9/13	Resident called 9/11/13		Resident doesn't want tree

## Notification of Tree Planting

February 27, 2013

Rossmoor Resident  
2862 Brimhall Dr.  
Rossmoor, CA 90720

Re: New Tree Planting

Dear Rossmoor Resident:

During a recent survey of Rossmoor parkways, we discovered that a tree that was previously planted in the parkway either in the front or on the side of your home was no longer there.

The Rossmoor Community Services District's (RCSD) policy is to have at least one tree in each front parkway and two trees in each side parkway. As part of the tree program for the beautification and environmental enhancement of our community, the RCSD will be planting a tree in the parkway in front of or on the side of your house in the near future. Please call the RCSD office at (562) 430-3707 and ask to speak to our Tree Program Assistant, Mary Kingman, to discuss the type of tree that will be planted.

The care of a tree during the first 3 years after planting is very important for its survival and overall health. Therefore, we ask that you take responsibility for the proper care and maintenance of the new tree by following these guidelines:

- (1) Water the tree, deeply, once a week for the first month. Please water at least twice a month from June to October by filling the well around the tree and allowing this to soak in. Regular lawn type sprinklers will not give this deep watering. Deep watering promotes downward growth of roots and prevent future sidewalk and curb damage.
- (2) Do not remove or *change* the supporting stakes. If a tree should need re-staking, please call the RCSD office.
- (3) Keep the tree-well free of weeds and plants, including lawns.
- (4) Keep weed killer compounds at least ten feet away from the tree.
- (5) Do not prune the tree. The RCSD is responsible for all tree pruning.
- (6) Avoid damaging the tree trunk with lawn mower or weed whacker. This can stunt or kill a tree.

Thank you for your cooperation and enjoy your new tree!



Chris Montana  
General Manager  
Rossmoor Community Services District

July 25, 2013

RE:SSD

3001 Blume Drive

Los Alamitos, CA 90720

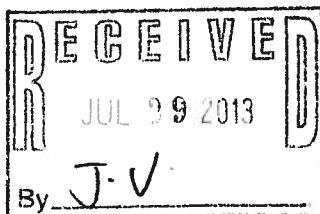
RE: New Tree Planting

Ms. Chris Montana:

I am asking that no tree be planted in the Parkway in front of my house. I am an original owner and will not be here many more years so please. ....no tree.

I have not wanted a tree in this area because I do not want to deal with the roots into my Main Line, the leaves that would fall into my ivy, the fact that I am on a curve in the street and I don't need the obstruction of a tree to see on coming traffic. Plus, now I have planted Junipers and they do not grow in the shade. Oranewood is a very busy street and with the traffic and the cars parked along the curb, the visibility is so that I have to be very careful in leaving my driveway.

I thank you for your attention to this situation.



Marilyn Singleton  
3321 Oranewood Avenue  
Los Alamitos, CA 90720

# City of Claremont

## Tree Policies and Guidelines Manual



Community Services Division  
(909) 399-5431

Adopted: February 1997  
Revised: November 1999  
June 2007  
June 2011



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## INTRODUCTION

### **Statement of Commitment**

Claremont is a community which recognizes its trees as one of its most valuable resources. It is for this reason that the City has dedicated itself to the preservation, proper maintenance and continued enhancement of our community forest. The over 24,000 City street and park trees throughout Claremont are a community asset valued at more than 80 million dollars. The community forest provides environmental benefits, adds to property values, and contributes to an enhanced quality of life for all of Claremont's residents. Trees also represent a significant facet of our community heritage, playing a central role in the history of the City. The City had a Tree Committee even before it had a formal City Council. These early citizens set a standard of dedication to tree preservation for the enrichment of the community.

There are many benefits to having a healthy, well-maintained community forest, including helping to reduce the "heat island" effect which results from having extensive amounts of unshaded hardscape, conserving energy by reducing cooling costs, significantly increasing property values, slowing down harsh winds, muffling street and traffic noise, and providing shade and overall beauty to our community. Trees improve the environment in which we live by moderating the climate, providing oxygen, filtering out particulate matter from smog-laden air, conserving water, reducing erosion, and harboring wildlife within our urban setting.

Unfortunately, our trees suffer from the rigors of urban life, including air pollution, vandalism, compacted soils, limited growing spaces, and the extremes of the Southern California climate. In order to overcome such rigorous growing conditions for our City trees and reap the benefits of these, our most valuable assets, the care of our community forest must be a public/private partnership.

### **The Tree Policy Manual**

This Tree Policy Manual defines and illustrates the policies and procedures that shall be utilized by City staff in the management and care of all trees located on City property or within the City's public right-of-way. The following pages document the City of Claremont's official guidelines for the planting, pruning, removal, preservation, and protection of all City-owned trees, herein referred to as Claremont's community forest. These policies shall be based upon the highest nationally accepted standards set for tree care, and shall act as the source reference by City staff for the implementation of the duties, authorities and regulations delineated in Chapter 12.26 of the Claremont Municipal Code (Appendix B). These policies have been established to address the specific needs of Claremont's community forest, and should be considered as a whole. Any inconsistency should be viewed in terms of the underlying intent.

## **Amendments to Policies**

These policies shall be reviewed on an annual basis. The City Council reserves the right to amend the policies, if it is deemed by majority opinion that such revisions or updates are necessary. Any amendments to these policies sought by other public or private interests shall first receive approval from the City Council.

## **City Easements and Right-of-Ways**

Section 12.26.010 of the Claremont Municipal Code (Appendix B) defines "easement," "parkway," or "right-of-way".

The City retains an established right-of-way or easement on each public street. These easements are City controlled areas for the purpose of public improvements, including streets, sidewalks, curb and gutters, driveway approaches, streetlights, street signs and street trees.

Easements may vary per street and will usually extend beyond street width. Generally, the width of these parkways or landscape easements are around ten (10') feet from the face of the curb, but this dimension may range from anywhere between one (1') foot and thirty (30') feet. The City Engineer shall keep official record of the City easements.

Any tree located within this public easement is recognized as a City-owned tree, and is subject to the policies described herein and in the Municipal Code (Appendix B), which govern all City trees and public property. Illustrations of typical City right-of-ways or easements are included in the Appendix of this manual.

## **GUARDIANSHIP FOR THE COMMUNITY FOREST**

### **The City Council**

The elected officials of the City provide leadership, at the request of the citizens, to ensure that our community trees continue to be a priority in Claremont. They oversee the funds which support the forestation and preservation of the community forest. They also make decisions regarding policies and ordinances which pertain to the care and protection of all trees on public property as well as to the development and enhancement of private property.

### **The Community Services Commission**

Section 12.26.020 of the Claremont Municipal Code (Appendix B) defines the duties of the Community Services Commission.

The commission is made up of City Council appointed citizen representatives, who serve, among other capacities, as the City's tree advisory board. The commission holds regular meetings for the purpose of reviewing tree-related issues and determining the needs of the City with respect to its tree planting and maintenance programs. The commission makes recommendations to the City Council on policies and ordinances, which pertain to the care and protection of public trees. The commission also makes decisions on selecting specific species of trees for designation along City streets. As representatives to the community, commissioners also help educate and inform the public on proper tree care, and promote the value of trees to the community.

### **The Community Services Division**

The Community Services Division is responsible for providing the daily management and emergency services which sustain our community forest. The division provides forestation and maintenance services, and oversees all contracted and permitted work on City trees. The division retains and updates the City's tree inventory, and is the primary resource for residents who contact the City with concerns and questions about trees. The division also provides to residents educational materials on proper tree care, information on specific City trees, as well as sponsors Citywide events, such as the annual Arbor Day celebration, to enhance the public's awareness of the important role trees play in the community.

Section 12.26.030 of the Claremont (Appendix B) defines the duties of the Director of Community and Human Services. Under general direction from the Director of Community and Human Services, division staff and an International Society of Arboriculture (ISA) Certified Arborist shall be responsible for overseeing the care and management of the community forest.

## **The Property Owners and Residents of Claremont**

Section 12.26.040 of the Claremont Municipal Code (Appendix B) defines the duties of the private property owners in the care of public trees.

Tree care responsibilities for the residents of Claremont include protecting and providing enough water to promote the health and viability of any City tree located within the public easement on their property, and to notify the Community Services Division of any suspected tree hazards or maintenance needs that their City trees may require.

## FOUNDATIONS FOR TREE PRESERVATION

The foundations for the preservation and enhancement of our community forest are based upon Claremont's General Plan, Land Use and Development Code, and Municipal Code (Appendix B).

### **The General Plan**

Claremont's General Plan refers to trees in several of its elements. The goal of these tree management policies is to carry out the policies of the plan as follows.

#### Land Use, Community Character, and Heritage Preservation Element

##### Community Design Section:

“On-going maintenance and enhancement of Claremont’s street trees through implementation of the City’s Tree Policy Manual will continue to promote streets as sustainable community “places” that provide shade and contribute to clean air. The City is committed to preserving its existing street trees, replacing trees that are damaged or dying, and expanding community forests in newer areas of Claremont.”

Policy 2-13.1: Maintain and enhance the City’s collection of street trees and improve Claremont’s image of a “City with trees.”

Policy 2-12.4: "Encourage all new development to preserve the natural topography of a site and existing mature trees."

#### Open Space, Parkland, Conservation, and Air Quality Element

##### Street Trees and Community Forest Section:

"While trees add considerably to the aesthetic quality of Claremont, “community forests” also promote a good community environment and provide biological benefits. They contribute to clean air, provide cooling shade, support wildlife, increase property values, control soil erosion and conserve water, create sound barriers, and provide protection from high winds. The community forest is comprised of a street tree system, trees on parks and other public lands, and trees on private properties and in yards throughout the City. The community forest is distinct within established areas of Claremont where trees have fully matured, particularly in The Village, Historic Claremont, Old Claremont districts, and on The Claremont Colleges’ campuses. The City is committed to preserving its existing trees, replacing trees that are damaged or dying, and expanding community forests in newer areas of Claremont."

Policy 5-8.1: “Develop a tree planting policy that strives to accomplish 50% shading of constructed paved and concrete surfaces within five years of construction.”

Policy 5-8.2: “Provide adequate funding to manage and maintain the City’s urban forest, including sufficient funds for tree planting, pest control, scheduled pruning, and removal and replacement of dead trees.”

Policy 5-8.3: “Coordinate with local and regional plant experts (e.g. Rancho Santa Ana Botanic Garden) in selecting tree species that respect the natural region in which Claremont is located, to help create a healthier, more sustainable urban forest.”

Policy 5-8.4: “Safeguard and enhance Claremont’s community forest by protecting existing stands of trees and other plant material of substantial value.”

Policy 5-8.5: “Continue to plant new trees (in particular native tree species where appropriate), and work to preserve mature native trees.”

Policy 5-8.6: “Increase the awareness of the benefits of street trees and the community forest through a citywide education effort.”

Policy 5-8.7: “Continue to manage and care for all trees located on City property or within the City’s right of way.”

Policy 5-8.8: “Provide information to the public on correct tree pruning practices.”

Policy 5-8.9: “Encourage residents to properly care for and preserve large and beautiful trees on their own private property.”

Policy 5-18.5: "Continue to require the planting of street trees along City streets and inclusion of trees and landscaping for all development projects to help improve airshed and minimize urban heat island effects."

Measures for Implementation, Streets section, Measure E. "Street trees shall be selected for their adaptability to the City's environmental conditions, visual characteristics, and shading. Deciduous trees shall be used so that shade is provided in summer with open views in winter."

## **Land Use and Development Code**

### Chapter 4, Part 1

#### Section 413.B Yard Landscaping Requirements

“A minimum of one tree per fifty feet of lot width in addition to street trees is encouraged.”

### **The Claremont Municipal Code**

Chapter 12.26 of the Claremont Municipal Code (Appendix B) establishes the duties, authorities and regulations governing all City trees. All of the tree management policies found herein are based upon this ordinance. The purpose of these policies is to implement this section of the Municipal Code (Appendix B). A copy of Chapter 12.26 of the Claremont Municipal Code (Appendix B) is included in the Appendix of this manual.

## **GENERAL PRESERVATION AND PLANNED MANAGEMENT**

One of the most important aspects of preserving Claremont's community forest is the ability to retain a manageable population in terms of species diversity, density and appropriateness. The City shall achieve this through proper planning and gradual reforestation efforts, rather than through drastic deforestation and replacement measures. No healthy, living tree shall be removed for the sole purpose of altering an area's existing tree species composition.

### **Species Diversification and Density**

A diversified population of tree species helps to guard against the negative impacts of monocultures. Monocultures, large populations of a single tree species, may be ravaged during insect or disease epidemics. On the other hand, too diversified a population may create an unmanageable inventory of trees. Thus, as a means of controlling species vicissitude, it shall be the goal of the City to retain a population of trees in which the optimum quantity of a single tree species shall make up between .5 and 5 percent of the total tree population, and that no single tree genus shall exceed 12 percent of that population.

### **Heritage Trees and Historic Grove Preservation**

Specific trees, which by virtue of their species, size, age, appearance or historical significance are determined to be outstanding, shall be protected by declaration of Heritage Tree status, and shall so be protected by ordinance. Sections 12.26.010 and 12.26.090 of the Claremont Municipal Code (Appendix B) defines "Heritage Trees" and the protection criteria established for them.

Historic groves of a particular species in a specific area, such as the American Elms along Indian Hill Boulevard and the Eucalyptus trees along College Avenue, shall also be afforded the same protective status as Heritage Trees.

All nominations for Heritage Tree or historic grove candidates shall first be reviewed and approved by the Community Services Commission. The Community Services Division shall retain a detailed inventory record of all Heritage Trees. A copy of the Heritage Tree and Historic Grove List is included in the Appendix of this manual.

The City shall encourage property owners to consider nominating large trees on private property as candidates for Heritage Tree status. To be considered a Heritage Tree on private property, the tree must be visible from publicly accessible location(s).

### **Claremont's Designated Street Tree List**

Claremont's tree population management plan shall be based primarily upon the City's Designated Street Tree List. Section 12.26.010 of the Claremont Municipal Code



(Appendix B) defines and authorizes the creation and implementation of this list. A copy of the Designated Street Tree List is included in the Appendix of this manual.

The Designated Street Tree List shall identify one or more tree species designated for each City street; or in some cases, a species designated for a particular block or segment of a street.

Each street shall be assessed and a designated species chosen to ensure that the right tree is planted in the right place. Appropriate tree species shall be selected for designation based upon the following criteria:

- **Species hardiness.** Based upon the trees adaptability to the region in terms of its resistance to frost or freezing temperatures.
- **Growspace.** The amount of parkway space available relative to the expected tree trunk circumference and root flare at maturity.
- **Overhead clearance.** The potential for conflicts between the tree's canopy and overhead obstructions, such as utility lines, at the tree's mature height.
- **Character and basic design plan for the neighborhood.** The general compatibility between the tree and its location; e.g., an eighty foot tall tree may not be appropriate in a neighborhood of small, single story homes.
- **Pest and disease resistance.** Species known for having a lack of significant pest or disease problems are preferred.
- **Drought tolerance.** Species that are more tolerant to long, dry periods and lack of water are preferred.
- **Durability and wind resistance.** Species that are not brittle in nature and provide for good wind buffers are preferred.
- **Canopy and subsurface growth habits.** Species that do not have growth characteristics such as invasive surface roots, extensive sucker production, or abundant fruit litter are preferred.
- **Irrigation drainage and soil qualities.** Trees that do well under a variety of different irrigation and soil conditions are preferred.
- **General aesthetics and shading potential.** Trees that provide some aesthetic benefits, such as showy flowers or attractive fall color, or trees that provide a good amount of shade are preferred.

- **Existing, traditional or native plant palettes.** Species that already exist in a particular area, have traditionally or historically existed in that area, or are native to this region are preferred.
- **Availability.** Trees that are generally available in local nurseries are preferred.

Longer running streets may have several alternate designated species in an effort to incorporate diversity into the community forest while further avoiding the negative impacts of species monocultures. Other streets, or segments of streets, may be designated with a "utility alternate", which shall be a select species planted in locations where there exists certain overhead clearance conflicts or growospace limitations.

The Designated Street Tree List shall be retained by the Community Services Division. The list shall identify every public street in the City with the designated species and alternates for each street being denoted in both botanical and common names. Cultivars or hybrids of the designated species may also be identified parenthetically by the characteristics sought after in referencing that particular tree; e.g. *Pyrus calleryana* (blight resistant).

### **Redesignation Process**

Sections 12.26.020 and 12.26.030 of the Claremont Municipal Code (Appendix B) declares that all revisions or updates to the Designated Street Tree List shall first be reviewed by the Director of Community and Human Services, or his or her designee, and approved by the Community Services Commission.

**Property Owner Appeals.** If a property owner does not agree with staff's decision on a redesignation proposal, he/she may appeal the decision to the Community Services Commission. The Community Services Division shall provide interested property owners with information on the commission appeal process. The City Council serves as the appeal body for commission decisions.

### **Inventory Administration**

The Community Services Division shall keep current an inventory of all City-owned trees, including detailed site characteristics and work histories for each tree. This record shall be updated every seven years by the City's contractor.

The inventory of City trees identifies species, DBH, height, canopy and adjacent hardscape. When creating an inventory of trees, consistent procedures shall be used to inventory all trees in order to ensure that they are done in a consistent and regular manner.

## MAINTENANCE GUIDELINES

### Planting

Sections 12.26.050 and 12.26.060 of the Claremont Municipal Code (Appendix B) establish the conditions for all tree plantings that take place on City property or within City right-of-ways. The Community Services Division shall be responsible for the planting of all City trees. The following guidelines have been developed to promote the health and safety of City trees from the time that they are planted through their maturity. These specifications shall be required for any City tree that is to be planted.

**Season to plant.** Unless otherwise approved by the Community Services Division, all planting of trees shall take place between mid-fall and early spring to take advantage of the dormant period for most trees and the cooler, wetter seasons of the year. If a resident wants a tree planted sooner than the City schedule can accommodate, they have two options. They may: 1) obtain a permit allowing them to provide the planting at their own expense, following the guidelines established herein (refer to the Tree Permits section of this manual); or, 2) make a tree donation to the City (refer to the Tree Donations section of this manual).

**Viable Planting Sites.** It shall be the objective of the City to plant all viable vacant sites located on City property or within City right-of-ways, to honor all resident requests for new street trees in viable locations, and to replace any City tree which has been removed with the provision that the remaining vacant site is viable for planting. Viability shall be based upon the following criteria:

- **Spacing.** There is adequate spacing present overhead, underground and radially to allow for the healthy, unimpeded growth of the tree to its mature size. Specific examples of spacing conditions that may make a site unsuitable for planting include inappropriate canopy room between existing trees, too close a proximity of a planting site to existing water, gas or sewer lines, potential for conflict with overhead power lines, or inadequate width of the location's parkway for accommodating the tree's girth.
- **Traffic Clearance.** There is adequate line of sight visibility between normal vehicular or pedestrian traffic and necessary signage, street lights or views.
- **Maintenance Resources.** There is an adequate and consistent water source available.
- **Funding.** There is funding available in the current fiscal year's budget for tree planting.

**Resident Notification.** Residents shall be notified by mail of any project involving the planting of a City tree within the public easement at their home.

**Nursery Stock Standards.** The City shall make every effort to insure that it plants only vigorous, healthy trees which can easily be trained into an attractive natural form, with strong roots and good crown development. The specifications for acceptable nursery stock shall be as follows:

- All trees shall be true to type or botanical name as ordered or shown on planting plans.
- All trees should be of a size equivalent to that of a twenty four-inch (24") box sized containerized tree with a trunk caliper of one and one half inches (1"), or greater, measured at six (6") inches above soil grade.
- All trees shall have a single, fairly straight trunk with a good taper and good branch distribution vertically, laterally and radially.
- All trees shall be healthy, have a form typical for the species or cultivar, be well rooted, and shall be properly trained.
- The root ball of all trees shall be moist throughout and the crown shall show no sign of moisture stress.
- All trees shall comply with Federal and State laws requiring inspection for plant diseases and pest infestations.
- No tree shall be accepted that has been severely topped, headed back, pollarded or lion-tailed.
- No tree shall be accepted that has co-dominant stems or excessive weak branch attachments that cannot be trained out without jeopardizing the natural form of the species.
- No tree shall be accepted that is root bound, shows evidence of girdling or kinking roots, or has "knees" (roots) protruding above the soil.

The City shall reserve the right to refuse any nursery stock that does not meet these standards, and may require any person who has planted such sub-standard trees, on City property or within City right-of-ways, to have these trees removed and replaced at that person's own expense.

**Planting Material Standards.** Unless otherwise approved by the Community Services Division, all City trees shall be planted using materials that meet the following criteria:

- **Tree Stakes** - Shall be two (2) sturdy, ten (10') foot long lodge pole pine stakes. Stakes shall be placed on the outer edge of the root ball on either side of the tree, parallel to the curb or walkway, or perpendicular to prevailing winds.
- **Staking Ties** - Shall be sixteen (16") to eighteen (18") inch rubber cinch ties to be fastened to each stake with galvanized roofing nails. Ties will be pulled around the tree's trunk in a manner which supports the top-heaviness of the canopy, but is loose enough to allow for free movement of the tree in the wind.
- **Wood Chip Mulch** - A three (3") to four (4") inch layer of City-approved wood chip mulch shall be placed within the planting basin of the tree. A space of three (3") inches shall be left between the tree's stem and the mulch layer to allow airflow and to restrict moisture from remaining static around the base of the trunk.

**Tree Planting Specifications.** Most nursery tree stock in California is sold in a containerized form. The following guidelines are specific for containerized stock. If utilizing bare root or balled and burlaped trees, refer to the appropriate ISA guidelines for planting instructions.

All trees shall be planted immediately after the planting container has been removed. Containers shall not be cut or otherwise damaged prior to delivery of trees to the planting area.

The planting hole is one of the most important factors in establishing a healthy tree. Measure the width and depth of the root ball prior to digging. The diameter of the planting hole shall be dug at least two (2) times wider than that of the root ball. The depth of the planting hole shall be dug slightly shallower than the depth of the root ball to allow for the top two (2") inches of the root crown to remain above the finished grade.

Before placing the tree into the planting hole, tamp down the base of the hole to allow the tree to stand straight and to avoid the potential of the tree settling below the finish grade. Scarify or scrape the sides of the planting hole to break down any glazing or compaction which may have occurred as a result of digging.

Position the tree in the hole so that the tree stands upright and the top of the root crown is slightly exposed above the grade. Then, backfill the planting hole with clean, native soil no higher than halfway up the root ball. Slightly tamp the soil to remove air pockets, but be sure not to compact the soil too much. Complete the backfilling to the finish grade. Once again, tamp the soil slightly to remove air pockets.

Form a watering basin out of backfill material, approximately six (6") inches high, around the drip line of the tree. Remove all nursery stakes, ties, and ribbons from the tree, and install the planting materials as specified above. Give the tree an initial deep watering.

Tree stakes and ties should be removed from the tree within three years after planting, or when the circumference of the tree's trunk is equal to or exceeds the circumference of the stakes.

For specific details on proper planting procedures refer to the Standard Tree Planting and Staking instructions in the Appendix of this manual.

**Site Cleanup.** Work areas shall be left in a condition equal to or better than that which existed prior to the commencement of forestry operations. All debris shall be cleaned up each day before the work crew leaves the site, unless permission is given by the City to do otherwise. All lawn areas shall be raked, all street and sidewalks shall be swept, and all brush, branches, rocks or other debris shall be removed from the site.

### **Watering Schedule**

Section 12.26.040 of the Claremont Municipal Code (Appendix B) defines the responsibilities of property owners with a public easement over their property. These responsibilities include providing adequate water to any City tree planted in the easement.

Newly installed trees, including drought tolerant species, are dependent upon supplemental irrigation until established, typically for two years. If a tree is native to areas of higher rainfall, then the tree will require supplemental water throughout its life cycle, unless the tree finds a subterranean water source. Periods of extreme heat, wind or drought may require more or less water than recommended in these specifications.

During the establishment period, new trees shall be watered thoroughly to their root depth as frequently as needed. The minimum standards shall be as follows:

- One to three months in the ground: four times per month or as necessary
- Four to six months in the ground: two times per month or as necessary
- Seven to twelve months in the ground: one time per month or as necessary

### **Pruning**

The Community Services Division shall be responsible for any and all pruning of City trees. Section 12.26.090 of the Claremont Municipal Code (Appendix B) defines the custody and protections established for public trees.

All City trees shall be pruned on a regular basis using professionally accepted standards, as established by the International Society of Arboriculture (ISA), Tree Care Industry Association (TCIA) and American National Standards Institute (ANSI) Section Z133.1. All City trees shall be pruned in a manner that will encourage good development while preserving their health, structure and natural appearance. Topping, heading back, stubbing, lion tailing or pollarding of public trees is strictly prohibited. For

specific details on proper pruning refer to the Tree Pruning Standards in the Appendix of this manual.

**Pruning Techniques.** "Thinning" cuts, sometimes called "drop-crotching" in mature trees, shall be the standard pruning technique for City trees. A thinning cut is the removal of a branch at its point of origin, or the shortening of a branch to a lateral that is large enough to assume the terminal role.

When removing a live branch, pruning cuts should be made just outside the branch bark ridge and collar. This location of cut is in contrast to a "flush cut" which is made inside the branch bark ridge and collar. Flush cuts should be avoided because they result in a larger wound and expose trunk tissues to the possibility of decay. If no collar is visible, the angle of the cut should approximate the angle formed by the branch bark ridge and trunk.

When removing a dead branch, the final cut should be made just outside the branch bark ridge and collar of live callus or wound wood tissue. If the collar has grown out along the branch stub, only the dead stub should be removed; the live collar should remain intact.

If it is necessary to reduce the length of a branch, the final cut should be made just beyond (without violating) the branch bark ridge of the branch being cut to. The remaining branch should be no less than one third (1/3) the diameter of the branch being removed, and with enough foliage to assume the terminal role.

Pruning cuts should be clean and smooth, leaving the bark at the edge of the cut firmly attached to the wood. A three-cut process, sometimes referred to as "jump-cutting", should be used to remove larger limbs in order to avoid stripping or tearing of the bark, and to minimize unnecessary wounding.

**Training Young Trees.** All newly planted trees shall be placed on the City's written schedule to receive young tree maintenance immediately after completion of a planting program. Properly trained trees will develop into structurally strong trees well suited for their surrounding environment. These trees should require little corrective pruning as they mature. Young trees that reach a large mature size should have a sturdy, tapered trunk with well-spaced branches that are smaller in diameter than the trunk.

Each City tree shall be scheduled for training at least once within the first three years after being planted, as part of a Young Tree Maintenance Program. The Young Tree Maintenance Program shall entail evaluating the overall condition of the tree, cleaning out of any dead wood and pruning the tree in such a manner as to develop good structure, checking to insure stakes and ties are providing adequate support for the tree, and examining the watering basin to verify that the tree is receiving adequate water.

**Pruning Mature Trees.** As trees mature, their need for structural pruning should decrease. Pruning should then focus on maintaining tree structure, form, health and

appearance. This shall be accomplished through one of the three methods described below.

- **Crown cleaning**, or cleaning out, is the removal of dead, dying, broken, diseased, crossing, weakly attached, and low-vigor branches from a tree's crown; as well as the elimination of water sprouts, sucker growth and foreign materials from the entire tree. Crown cleaning shall be completed on an as needed basis.
- **Crown restoration** is intended to improve structure and appearance of trees that have sprouted vigorously after being broken, topped or severely pruned using heading cuts. One to three sprouts, on main branch stubs, should be selected to form a natural appearing crown. The more vigorous sprouts may need to be thinned or cut to a lateral to control length growth or ensure adequate attachment for the size of the sprout. Crown restoration may require several prunings over a number of years. Crown restoration shall be completed as is necessary, based upon the specific condition and circumstances surrounding the tree.
- **Crown thinning** is the selective removal of branches to increase light penetration and air movement through the crown. Thinning opens the foliage of the tree, reduces weight on heavy limbs, distributes ensuing invigoration throughout the tree and helps retain the tree's natural form.

When thinning the crown of mature trees, no more than twenty percent (20%) of the tree's live growth should be removed. In slower growing, or particularly sensitive species (such as native Oaks), no more than ten percent (10%) of live growth should be removed. Trees shall always be thinned to their natural form, and should retain well-spaced inner lateral branches with foliage. Trees and branches so pruned will have mechanical stress more evenly distributed along the branch and throughout the tree.

**Pruning Cycles.** Frequency of pruning is also important to a tree's health. The frequency for a complete thinning of a tree's crown should be based upon that species growth rate, growth pattern, propensity to breakage, and susceptibility to environmental factors. Each City tree shall be pruned at least every seven years. Pruning cycles shall not preclude any necessary maintenance that may be required on individual trees.

**Resident Notification.** Residents shall be notified of any large-scale crown-thinning project affecting a City tree located in front of their home.

**Street, Sidewalk and Visibility Clearance.** Street and sidewalk clearance standards shall be achieved through crown raising. Crown raising is the removal of lower branches in order to provide clearance for vehicles, pedestrians and bicyclists. Only those branches that must be removed to achieve the established height clearance standard shall be pruned. All such pruning cuts shall be thinned back to the nearest lateral found above the set minimum height standard.



Where possible, young or developing trees should be maintained in such a manner that at least one half (1/2) of the foliage should be on branches that originate in the lower two thirds (2/3) of the tree. Similarly, branches should have even distribution of foliage along their lengths. This will ensure a well-formed, tapered structure and will uniformly distribute stress within the tree.

All City trees shall be maintained to the height clearance specifications established below:

- **Over sidewalks or park paths**, limbs shall be raised to a minimum of seven (7') feet and a maximum of eight (8') feet from grade to wood. In locations where no sidewalks exist, limbs may be retained below this minimum elevation as long as they conform to the natural shape of the species. In locations where City street trees are set back from, or do not interfere with, sidewalk traffic, limbs may also be retained below this minimum height specification.
- **Over residential or collector streets**, limbs shall be raised gradually from eight (8') feet at curb to fourteen (14') feet over traffic lanes from the grade to wood giving the appearance of an arch rather than an angle.
- **Over arterial streets**, limbs shall be raised to fourteen (14') feet from grade to wood. A major arterial street may require a higher maximum over central traffic lanes for existing mature canopy-forming limbs.

Visibility clearance for streetlights or signage shall be achieved through "windowing" through the foliage of a tree, rather than severely raising or reducing its crown. Only those branches that need to be removed to attain the visibility clearance desired shall be pruned. All such pruning cuts shall be thinned back to the nearest lateral found way from the structure that is to be cleared.

**Utility Clearance Pruning.** Line clearance tree workers must be trained to work safely around high voltage conductors. The United States Occupational Safety and Health Act (OSHA) and the American National Standards Institute (ANSI) have established minimum distances to be maintained by tree workers from electrical conductors. All line clearance work involving City trees shall adhere to these standards, as well as the utility pruning standards established by the International Society of Arboriculture (ISA) and the Utility Arborists Association (UAA).

General Order 95, Rule 35 of the California Public Utilities Commission (CPUC) mandates that trees must maintain an eighteen-inch clearance from high voltage transmission lines. The following guidelines are designed to maintain the required clearance of City trees from high voltage transmission lines with a minimum of resprouting and fewer pruning cycles. These guidelines are based upon known tree responses to various pruning techniques. In no sense should they take precedence

over safe work practices.

A tree's growth under utility lines is most economically managed by lateral or directional pruning (thinning cuts). Directional pruning is the removal of a branch to the trunk or a significant lateral branch growing away from the conductor. Heading cuts (topping), on the other hand, encourages vigorous sprouting and increases the frequency of pruning cycles and the cost of maintenance. Heading cuts are prohibited on City-owned trees.

All trees should be examined for hazards before commencing with line clearance work. Hangers and dead wood should be removed.

Where possible, the tree should be allowed to attain normal height, with crown development maturing away from high voltage conductors.

To achieve clearance, pruning should be restricted to removal of branches at crotches within the tree's crown.

As few cuts as are reasonable should be used to achieve the required clearances.

When the pruning of a branch will result in the loss of more than one half (1/2) of the foliage on the branch, it should be removed to the parent stem.

Precautions shall be taken to pre-cut large limbs to avoid stripping or tearing the bark, and minimize unnecessary wounding. Heavy limbs should be lowered on ropes to avoid damaging bark on limbs and trunks below.

The placement of pruning cuts shall be determined by anatomy, structure and branching habit. Limbs should not be arbitrarily cut off based on a pre-established clearing limit.

Final drop-crotch cuts should be made outside the branch bark ridge on the main stem or lateral branch. The remaining branch shall be no smaller than one third (1/3) the diameter of the portion being removed. The removed portion should be pruned out to direct the remaining growth away from conductors.

The use of multiple, small-diameter shaping cuts to create an artificially uniform crown form, commonly known as a "round over", or a hedged side-wall effect, is not cost effective nor consistent with proper pruning practice. Both round overs and the topping of trees for line clearance shall be prohibited in the City of Claremont.

In certain cases, the use of a tree growth regulator (TGR) may be used to control the undesirable growth of trees beneath utility lines. TGR is stored at the ends of branches and in leaves; therefore the TGR will be ineffective once a tree has been pruned.

**Root Pruning.** The root system of a tree is one of its most important physiological components. Roots are the main source of water and mineral absorption for the tree, they provide anchorage and stability, and they act as one of the principal storage areas

for food. The proper pruning of a tree's roots is as important as the proper pruning of a tree's crown.

Whenever possible, the City shall avoid removing any of a tree's root system. In instances where there exists a need to install subsurface structures or utilities, such as irrigation lines or block wall footings, every effort shall be made to avoid encroachment within the drip line of a tree. If it becomes necessary to excavate within a tree's drip line, every effort shall be made to tunnel under or through the tree's root system with a minimal amount of pruning, rather than to trench across the tree's roots. Any root over two (2") inches in diameter must be pre-approved for removal by the Community Services Division.

When root removal becomes necessary for the installation or repair of hardscape, such as sidewalks, driveway approaches or curb and gutters, two methods shall be employed by the City to eradicate invasive or encroaching roots. These two methods are specified below and are detailed in the Selective Root Pruning and Shaving Standards detailed in the Appendix of this manual.

- **Selective Root Pruning** is the removal of specific offending roots which are directly interfering with a work area. When pruning out selective roots, great care shall be given to retain as much root surface as possible, including sufficient buttress root dispersal around the radius of the tree. No more than one third (1/3) of a tree's root system shall be removed. Roots shall be cut back at least four (4") inches away from new hardscape to the nearest node. Pruning cuts shall be made clean and smooth with no crushing or tearing of the remaining root.
- **Root Shaving** is the removal of a small portion of a nonessential buttress root or general root with a diameter of four (4") inches or greater. Roots will be shaved down to allow for at least two (2") inches of clearance between the root and the new hardscape. No more than one third (1/3) of a root's diameter shall be shaved off. Shaving cuts shall be made clean and smooth with no crushing or tearing of the remaining root.

Soil shall be backfilled immediately following pruning or shaving activity to minimize drying of the roots. All root pruning activities shall be recorded by the Community Services Division in the City's tree inventory.

**Certified Arborist.** Any City contracted tree company shall be required to have in their employment a full-time, permanent Certified Arborist, as accredited by the International Society of Arboriculture (ISA). This person shall be responsible for ensuring that the contractor's crews are performing work according to City specifications. It shall also be recommended that Claremont residents use a firm that employs a Certified Arborist for any work performed on privately owned trees.

**Contractor Qualifications.** All contractors shall be required to have a State Contractor's license for tree work and provide Worker's Compensation benefits to their employees. They should also provide equal opportunity employment and have appropriate liability insurance. Contractors shall provide all services in compliance with City specifications. Specifications are written based on the policies outlined in this manual. It is recommended that property owners utilizing contracted tree workers require proof of proper licensing/insurance and obtain several references before employing them.

**Site Cleanup.** Work areas shall be left in a condition equal to or better than that which existed prior to the commencement of forestry operations. All debris shall be cleaned up each day before the work crew leaves the site, unless permission is given by the City to do otherwise. All lawn areas shall be raked, all street and sidewalks shall be swept, and all brush, branches, rocks or other debris shall be removed from the site.

### **Removal**

It is the City's policy to protect and preserve healthy trees that provide valuable benefits to our environment and to the quality of life in Claremont whenever possible. Section 12.26.090 of the Claremont Municipal Code (Appendix B) defines the custody and protections established for all City trees.

The Community Services Division shall be responsible for all removals of City trees. The division shall have the authority to remove a City tree based upon the following conditions:

- **Hazardous Trees.** The Community Services Division shall identify hazardous trees based on the following criteria:
  - Large dead branches in the tree
  - Detached branches hanging in the tree
  - Cavities or rotten wood along the trunk or in major branches
  - Mushrooms present at the base of the tree
  - Cracks or splits in the trunk or where branches are attached
  - Adjacent trees fallen over or died
  - Strong lean at the trunk
  - Many major branches arise from one point on the trunk
  - Damaged, broken or injured roots
  - Changes in the soil level
  - Leaves prematurely developed an unusual color or size
  - Tree has been topped or otherwise heavily pruned
- **Dead Trees.** Street and park trees that are dead or have been determined by an ISA Certified Arborist to be in a state of severe decline, although perhaps not an immediate hazard, shall be removed.

Due to their wildlife habitat value, dead and dying trees located in City-owned open space or natural areas shall not be removed unless they pose an immediate hazard.

- **Emergency Removals.** Healthy trees shall be removed if the Community Services Division decides an emergency condition exists, and tree removal is determined to be the only option available.
- **Other Removals.** Other examples where a condition shall warrant removal are:

**Diseased/Insect Infested Trees.** Trees that acquire an infectious disease or are infested with an insect that is declared to be a serious pest threat to other nearby trees shall be removed, if removal is determined to be the best pest control solution. Examples of this include trees infested with the Eucalyptus Longhorn Borer or infected with Dutch Elm Disease.

**Hardscape Damage.** If hardscape repairs cannot be completed without severe root pruning which would jeopardize the health and stability of the tree.

Hardscape Installation Guidelines on Public Property. The general policy that shall be observed when repairing or replacing hardscape adjacent to a City tree is that the health and integrity of the tree take precedent over the installation of concrete or asphalt. Every effort shall be made to protect the tree from root or trunk damage.

Several alternatives are available for accommodating the installation of new hardscape without severely infringing upon a tree's root system. Any hardscape installation that may involve the removal of an extensive portion of a tree's root system, or may require the removal of one or more roots that are of a diameter greater than two (2") inches, shall first be evaluated by the ISA Certified Arborist. If it is determined by the ISA Certified Arborist that the removal of the offending roots might jeopardize the health or integrity of the tree, then one of the following alternatives should be considered:

- **Off-set.** An off-set is the tapering or reduction of a sidewalk's size down to a width no less than forty-two (42") inches.
- **Ramping.** A sidewalk may be constructed to ramp over offending roots, as long as the 'slope of the grade does not exceed one (1') foot of elevation change within a span of twelve (12') linear feet.
- **Reconfiguration.** Sidewalks do not need to be constructed in a straight line. If the public easement can accommodate it, a sidewalk may be reconfigured to curve around a tree in a suitable manner. In some cases,

the property owner may wish to extend the easement over their property to accommodate the installation of sidewalk without removing a tree.

- **Removal.** If no other hardscape installation alternative is feasible, a tree may be removed, as long as it complies with the Tree Removal criteria established in this manual.

Any root eradication that occurs while completing hardscape installation shall conform with the Root Pruning specifications detailed in this manual.

**Building damage.** If a tree is causing structural damage to a building, and the condition cannot be corrected without removing the tree.

**Surface Roots.** In situations where tree roots have developed above the surface, an ISA Certified Arborist shall evaluate the roots and determine if root pruning can occur without jeopardizing the health and stability of the tree. Should the arborist decide that roots cannot be pruned without jeopardizing the tree, and those same roots pose a safety concern, the tree shall be removed.

**Site Cleanup.** Work areas shall be left in a condition equal to or better than that which existed prior to the commencement of forestry operations. All debris shall be cleaned up each day before the work crew leaves the site, unless permission is given by the City to do otherwise. All lawn areas shall be raked, all street and sidewalks shall be swept, and all brush, branches, rocks or other debris shall be removed from the site.

**Resident/Merchant Notification.** Residents/merchants shall be notified by mail of any project involving the removal of a City tree that has a significant impact on a neighborhood. In cases where small trees that do not have a significant impact on a neighborhood are scheduled for removal, only the residents/merchants of the impacted property shall be notified. Community Services Division staff shall use factors such as species, size, age, appearance and historical significance to determine the impact removal may have on a neighborhood.

The Community Services Division may or may not be able to notify the public of emergency and hazardous tree removals due to the degree of urgency during these events.

**Property Owner Appeals.** A City tree shall be removed only if it meets one of the above-stated criteria. If a property owner does not agree with staff's decision on a removal request, they may appeal to the Community Services Commission. The Community Services Division shall provide all interested parties with information on the commission appeal process. The City Council serves as the appeal body for commission decisions.

**Reasons that are NOT Valid for Removal:**

- Leaves getting into gutters or a nuisance to remove.
- Messy fruit.
- Roots getting into the sewer lines as a result of deteriorating infrastructure.
- Hardscape damage if a feasible, economic solution exists to save the tree.

## CLAIMS

In keeping with the City's policies for protecting and preserving the health and well-being of our community forest while providing for the safety of our citizens, the following guidelines have been established for correcting potentially hazardous situations that result from tree roots disturbing nearby hardscape.

### **Hardscape Damage Response Procedures**

There are several factors that must be considered in determining the course of action necessary for addressing hardscape damage concerns that involve City trees. These actions are driven by the extent of the damages, and whether the damages are located on private or public property.

The Community Services Division shall delegate the initial inspection of all hardscape damage to appropriate staff. If the hardscape concerns include potential damage to private property, the matter shall be referred to the Community Services Division's claim representative for evaluation. A Community Services Division Tree Report is to be used by the claim representative for such tree assessments and is included as Appendix E of this Manual.

Upon initial inspection of the area, staff must determine what course of action is necessary to respond to the problem. The following are the most commonly occurring hardscape problems, and the courses of action that shall be employed to rectify them:

### **Public Property**

- Hardscape damage on sidewalks shall require a temporary asphalt ramp, followed by permanent repair of the area at a later date.
- Hardscape damage is on public property other than sidewalks, but the nature of the damages cannot be rectified by temporary measures. Thus, areas in need of permanent repair shall be immediately placed on the repair schedule based upon the potential the damages have for creating a public safety hazard.

### **Private Property**

- Hardscape damage is on private property and thereby cannot be addressed by City crews. However, there are clear-cut indications that at least some of the damage has occurred as a direct result of a City tree. Thus, the property owner may have reason to file a claim for damages with the City Clerk.

If the property owner does elect to file a claim, the Community Services Division and/or an ISA Certified Arborist shall be responsible for evaluating the damaged



area and submitting a Tree Assessment Report to the City Clerk for inclusion with the claim file.

- Hardscape damage is on private property and thereby cannot be addressed by City crews, when there exists no clear-cut indications that a City tree is the source of the damages. Thus, the property owner shall be responsible for excavation of the damaged area for the purpose of exposing any invasive roots, should they wish to file a claim for damages with the City.

Upon excavation of the area, it is the property owner's responsibility to contact the Community Services Division and schedule an evaluation and assessment of the damage. The Community Services Division shall be responsible for submitting this assessment report to the City Clerk for inclusion with the property owner's claim.

- Hardscape damage is on private property, and is clearly not caused by a City-owned street tree; therefore, the City is not responsible for damages or repairs.

Once a course of action has been determined, staff shall be responsible for providing written notification to the City Clerk's office informing them of the findings and the measures needed to rectify the problem.

## TREE DONATIONS

The Community Services Division shall make available to interested property owners, residents and others the City's Gift Policy to encourage the donation of funds or trees to enhance the community forest. All donations of trees to the City must meet certain qualifications and restrictions set by the Community Services Division. Likewise, the division must follow certain procedures in the receiving of such gifts.

All tree donations shall be accepted only under the terms stated in Administrative Policy 10-12.

Trees may be donated to the City for planting in City parks or within City right-of-ways. The City shall make every effort to have the tree planted where the donor wishes, however, may not always be able to plant a certain tree in a certain place.

### **Standard Tree Donations**

Standard tree donations may be in the form of monetary gifts funded specifically for the purchase and planting of a tree, or the donation may be a tree itself pending approval by the Community Services Division.

The general amount necessary for a monetary tree donation gift must cover the current average cost for a twenty-four (24") inch box sized tree, all necessary planting materials, as well as the labor costs involved in planting the tree. The current average cost for tree planting shall be determined by the ISA Certified Arborist and approved by the Director of Community and Human Services.

All donated trees shall be approved by the ISA Certified Arborist only after the proposed tree and location have been reviewed in light of the Designated Street Tree List and the Nursery Stock Standards described in this manual.

Tree donations valued at less than \$500 shall be approved by the Director of Community and Human Services. Tree donations valued at more than \$500 are subject to review by the Community Services Commission, unless specifically waived by the City Manager. The City Manager shall make the final determination.

It is the responsibility of the Community Services Division to complete a proposed "Gift to the City" form for all tree donations, including acquiring necessary donor information and signatures. The completed original form shall be forwarded to the City's Finance Department. One copy of the completed form shall be returned to the donor, and one copy shall be retained by the Community Services Division.

Acceptance of donations implies no reciprocal agreement or obligation to the donor by the City other than designation of donated funds for specific tree gifts. Any tree accepted by the City becomes the property of the City, and shall be subject to all the policies described in this manual.

It shall be the responsibility of the Director of Community and Human Services to convey acceptance or non-acceptance of tree gifts to the donor within two weeks. If a donation requires lengthy review and approval, the donor shall be notified of such proceedings.

Recognition may be made to the donor through media coverage or other appropriate activities only with the consent of the donor.

### **Oak Park Cemetery Memorial Tree Program**

The Oak Park Cemetery Memorial Tree Program is a donation program limited to the planting of trees on the grounds of the City's Oak Park Cemetery. Interested donors will be given a Memorial Tree Program application form informing them of the procedures, prices, species of trees, and locations available for their donation. Memorial tree donations shall be subject to the same conditions as standard tree donations, with the following amendments.

Memorial tree donations should generally be made through the Friends of Oak Park Cemetery. Location and species of donated trees will be selected by the donor from the list detailed on the reverse side of the application form. The tree list is subject to revision depending upon the availability of space in each cemetery quadrant. The donor's selections shall be reviewed by the Cemetery Attendant, prior to approval.

The Friends of Oak Park Cemetery shall be responsible for providing to the donor a certificate acknowledging the gift.

The Oak Park Cemetery Memorial Tree Program is temporarily suspended pending future development.

### **Plaques**

The City does not allow the permanent installation of plaques for donated trees.

The City Council may approve permanent plaques in situations where it is determined that the plaque would be of benefit to the community.

## PERMITS

Section 12.26.070 of the Claremont Municipal Code (Appendix B) sets the conditions for the acquisition of a permit for any work involving City trees. No person shall plant or otherwise disturb any City tree without first obtaining a permit from the Community Services Division.

Applications for permits must be made to the Community Services Division on forms provided by the division, and shall include such information as the Director of Community and Human Services deems necessary to review the application. The tree permit form is included in the Appendix of this manual.

Any business wishing to acquire a permit for tree planting must provide an official copy of a current City of Claremont Business License at the time of application.

The Community Services Division shall issue the permit if the proposed work is desirable and the proposed method and workmanship are performed to the standards defined under the Maintenance Guidelines described in this manual. Any permit granted shall contain a date of expiration and the work shall be completed in the time allowed on the permit and in the manner described in it. A permit shall be null and void if its terms are violated.

In addition to the permit, permittees shall be required to sign a Maintenance Guidelines form as proof of their understanding of the City's tree care specifications. Other information provided to permittees shall include a copy of this permit policy, a copy of Claremont Municipal Code Section 12.26.070 (Appendix B) as well as any other details or standard plans related to the work that is to be completed.

Permittees shall be required to have a copy of the permit, and of a current Claremont Business License (if applicable), present at all times at the work site. Work undertaken by the permittee or their agents may be stopped immediately and the permittee's permit may be revoked by oral or written order of Director of Community and Human Services if it is determined that the program of work or conditions outlined in the permit are not being complied with.

As described in Section 12.26.080 of the Claremont Municipal Code, any fees for permits shall be established by resolution of the City Council.

## CONSTRUCTION MANAGEMENT

Section 12.26.090 of the Claremont Municipal Code (Appendix B), and Section 435 of the Land Use and Development Code prescribe protections for pre-existing or native trees that may be impacted by new development in the City.

Construction damage associated with new development taking place around existing trees can be detrimental to those trees in a number of ways. The following policy shall establish construction specifications to preserve and protect existing or native trees located on a site that is planned for development.

**General Site Evaluation.** As part of the environmental review for a location planned for development, the Community Development Department shall consult the Community Services Division on the appropriate measures to take regarding trees existing on the project site. Community Services and Community Development staff are to identify which trees to remove and develop an appropriate mitigation plan. In addition, staff shall develop a plan to protect all trees that are to remain. Division staff shall also examine site access and traffic route considerations, excavation limitations, appropriate locations for the piling of soil and debris, and the storage of equipment and vehicles as each of these activities pertain to trees on the project site.

**Protective Fencing.** Temporary, protective fencing shall be installed around any existing tree that is to be preserved on a project site. This fencing must be made of a material that has high visibility, such as fluorescent-colored, and must be posted at regular intervals around the tree. This fencing shall be placed at a minimum distance of fifteen (15) feet from the trunk of the tree or five (5) feet outside the drip line of the tree, whichever distance is greater. No activity shall take place within this fenced in area.

**Construction Mulching.** If division staff determines that traffic encroachment within the drip line of a preserved tree is unavoidable, than a six (6) to twelve (12) inch layer of temporary mulch shall be placed over the affected area to disperse the weight of traffic and equipment. Additional weight dispersal and mobility may require the placement of large plywood sheets over the mulched area. Construction mulching and plywood must be removed carefully, so as not to damage the tree, as soon as the required activity within the drip line of the tree has been completed.

**Excavation Requirements.** Whenever possible, services such as water lines and utilities shall be routed around the drip line of trees that are being preserved on a site. If division staff determines that excavation within the drip line of a preserved tree is unavoidable, than every effort shall be made to tunnel under or through the tree's root system with a minimal amount of pruning, rather than to trench across the tree's roots.

All root pruning shall be in accordance with the Maintenance Guidelines established for such activity in this manual.

**Grade Changes.** A change of grade around a tree, even well outside of a tree's root zone, can have serious impact on the tree due to reduced aeration or poor drainage.

Division staff shall recommend that development specifications include requirements for mitigating such impacts to trees that are to be preserved on a project site based upon the type of grade changes that are to be implemented, tree species, drainage patterns, soil conditions and future irrigation and maintenance plans.

Division staff shall employ the following mitigation measures whenever feasible:

Raised Grades. If a grade around an existing tree is to be raised with a backfill less than six (6) inches in depth, than division staff should consider vertical mulching as a mitigation measure. If a grade around an existing tree is to be raised more than six (6) inches, than division staff should consider specifying the construction of a tree well as a mitigation measure.

Lowered Grades. If a grade around an existing tree is to be lowered along the side of its root zone, than division staff should consider specifying the construction of a terraced dry wall as a mitigation measure. If a grade around an existing tree is to be lowered along all sides of its root zone, than division staff should consider specifying the construction of a tree island as a mitigation measure.

Diagrams and specifications for each of these mitigation measures are included in the Appendix of this manual.

## GLOSSARY

**ANSI Z133.1:** The Section of American National Standards which defines safety requirements for pruning, trimming, repairing, maintaining, and removing trees and for cutting brush, and for the use of equipment in such operations.

**Arborist:** The person designated as such by the City who has demonstrated knowledge and competency through obtainment of the current International Society of Arboriculture Arborist Certification.

**Branch Collar:** Trunk tissue that forms around the base of a branch between the main stem and the branch or a branch and a lateral. As a branch decreases in vigor or begins to die, the collar usually becomes more pronounced and more completely encircles the branch.

**Branch Bark Ridge:** A ridge of bark in a branch that marks where branch and trunk tissues met and often extend down the trunk.

**Callus:** Undifferentiated tissue initially formed by the cambium around and over the wound.

**Co-dominant Stem:** A large branch or secondary leader competing with a tree's leader.

**Crotch:** The angle formed at the attachment between a branch and another branch, leader or trunk of a woody plant.

**Crown:** The leaves and branches of a tree or shrub; the upper portion of a tree from the lowest branches on the trunk to the top.

**DBH:** The Diameter at Breast Height as measured at 54 inches above the ground is the standard measurement of tree size used by arborists.

**Disturbance:** All of the various activities from construction or development that may damage trees.

**Drip Line Area:** The suggested minimum area within X distance from the trunk of a tree in a typical location, measured from the perimeter of the trunk of the tree at 54 inches above natural grade, where X equals a distance ten time the diameter of the trunk at 54 inches above natural grade, or the distance to the outermost edge of the tree canopy, whichever is the lesser distance.

**Excessive Pruning:** Removing in excess of 25 percent or greater of the functioning leaves and stems. Excessive pruning may include the cutting of any root two inches or greater in diameter. Exceptions are when clearance from overhead utilities or public improvements is required, or to abate a hazardous condition or a public nuisance.

**Injury:** A wound resulting from any activity, including but not limited to excessive pruning, cutting, trenching, excavating, altering the grade, paving or compaction. Injury shall include bruising, scarring, tearing or breaking of roots, bark, trunk, branches or foliage, herbicide or poisoning, or any other action leading to the death or permanent damage to tree health.

**ISA:** The International Society of Arboriculture is a professional association of arborists and tree workers recognized internationally as one of the leading agencies in the research and establishment of high standards for all aspects of tree care.

**Lateral:** A branch or twig growing from a parent branch or stem.

**Leader:** A dominant upright stem, usually the main trunk.

**Parent Branch or Stem:** The tree trunk, or a larger limb from which lateral branches are growing.

**Root Ball:** The mass of roots growing from the trunk of a tree; including the surrounding soil.

**Root Collar:** The junction between the root of a plant and its stem, often indicated by a trunk flare.

**TCIA:** The Tree Care Industry Association, formerly the National Arborist Association is a professional trade association whose chief purpose is to raise the standards of the tree care industry and provide useful service to the public.

**Topping, Heading Back, Stubbing, Lion-tailing or Pollarding:** Severe types of pruning which usually produce less desirable results than more moderate pruning with respect to the tree's natural form and which are generally hazardous to the overall health and stability of the tree.

**Trenching:** Any excavation to provide irrigation, install foundations, utility lines, services, pipe, drainage or other property improvements below grade.

**UAA:** The Utility Arborist Association is a professional trade association whose chief purpose is to raise the standards of utility line clearance, while providing the safest conditions possible for line-clearance workers.

**Wound:** An opening that is created when the tree's protective bark is penetrated, cut, or removed, injuring or destroying living tissue. Pruning a live branch creates a wound, even when the cut is properly made.

**Wound Wood:** Differentiated woody tissue, also referred to as a callus roll, which forms after callus has formed around the margins of a wound. Wounds are closed primarily by wound wood.



## **APPENDIX**

**Appendix A - City Right-of-Way (Easement Illustration)**

**Appendix B - Chapter 12.26 of the Claremont Municipal Code**

**Appendix C - Designated Street Tree List**

**Appendix D - Maintenance Guideline Standards**

**Appendix E - Community Services Division Tree Report**

**Appendix F - Tree Permit Form**

**Appendix G - Heritage Tree and Historic Grove List**

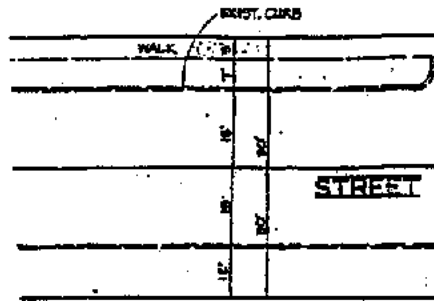
**Appendix H - Grade Change Mitigation Standard**

## **Appendix A**

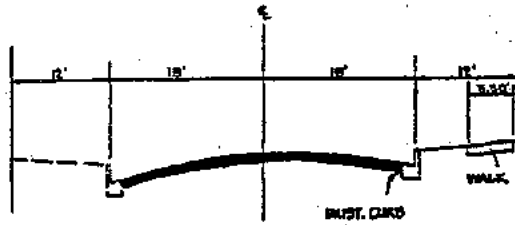
### **City Right-of-Way (Easement Illustration)**



## CITY RIGHT-OF-WAY (EASEMENT ILLUSTRATIONS)

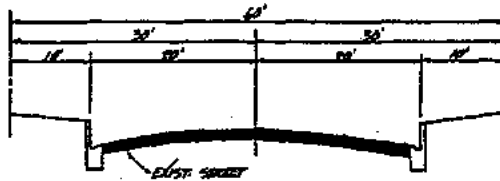


Overview of easement with seven foot planting strip.



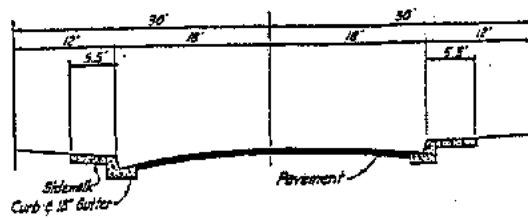
Profile of easement with seven foot planting strip.

TYPICAL SECTION  
(TENTH STREET)



Profile of ten foot easement with no sidewalk.

TYPICAL SECTION  
(OLIVE STREET)



Profile of seven foot easement with sidewalk adjacent to curb.

TYPICAL SECTION  
(LA PAZ DRIVE)

## **Appendix B**

### **Chapter 12.26 of the Claremont Municipal Code**

## Chapter 12.26

### CITY TREES

#### Sections:

- 12.26.010 Definitions.
- 12.26.020 Duties of Community Services Commission.
- 12.26.030 Duties of Director of Community Services.
- 12.26.040 Duties of private property owners.
- 12.26.050 Street trees.
- 12.26.060 Tree planting in subdivisions.
- 12.26.070 Permits.
- 12.26.080 Fees.
- 12.26.090 Protection of City trees.
- 12.26.100 Interference with Director of Community Services.
- 12.26.110 Violation-Penalty.

#### **12.26.010 Definitions.**

The following definitions shall apply to this chapter.

- A. "Compaction" is the compression of the soil structure or texture by any means that creates an upper layer that is impermeable.
- B. "Designated Street Tree List" means a list of specific tree species which have been designated by the Community Services Commission for each City street, or part of it, as the species of tree to be planted and maintained within the City easement of that street.
- C. "Director" means the Director of the Community Services Department or his/her designee.
- D. "Drip Line Area" means the suggested minimum area within X distance from the trunk of a tree in a typical location, measured from the perimeter of the trunk of the tree at 54 inches above natural grade, where X equals a distance ten time the diameter of the trunk at 54 inches above natural grade, or the distance to the outermost edge of the tree canopy, whichever is the lesser distance.
- E. "Easement," "Parkway" or "Right-of-Way" means land owned by another over which the City has an easement or right-of-way for street and related purposes. "Parkway" refers to that portion of a street right-of-way, which is available for landscaping, and not for curb, gutter or pavement.
- F. "Heritage Trees" are any trees within the City's easement or on City-owned property which have been found to be of significance to the community or of notable historic interest and are so designated by action of the Community Services Commission.
- G. "Maintain" or "Maintenance" means and includes root pruning, trimming, spraying, watering, fertilizing, mulching, treating for disease or injury, or any other similar act, which promotes growth, health, beauty and life of any tree.
- H. "Pruning," "Trimming" or "Thinning" means to reduce the size of a tree using professionally accepted standards, as established by the International Society of

Arboriculture (ISA), Tree Care Industry Association (TCIA) or American National Standards Institute (ANSI) Section A300, to control the height and spread of a tree, lessen the wind resistance, preserve its health and natural appearance, produce fuller branching and shaping, aid in disease prevention by allowing more light and air passage within the branches, or make adjustments which will increase its longevity in an urban environment.

I. "Public Tree" or "City Tree" means any tree which is located within any public park, City easement, or on any other City-owned property.

J. "Topping," "Heading Back," "Stubbing" or "Pollarding" means a severe type of pruning which usually produces less desirable results than more moderate pruning with respect to the tree's natural form and which is generally hazardous to the overall health and stability of the tree.

K. "Tree Policy Manual" means a document prepared by the Community Services Division which states policies (approved by the City Council), procedures and other relevant information regarding the selection, planting, maintenance and removal of all City trees.

L. "Urban Forest" or "Urban Forestry" means the ecology of native and nonindigenous plantings creating a forest in the human living environment, and emphasizing the practice of wise, professional, planned management of all tree resources within an urban area for multiple use and benefit of the entire community. (07-04)

#### **12.26.020 Duties of Community Services Commission.**

The Community Services Commission serves as the City's tree advisory board. The commission shall:

A. Study the problems and determine the needs of the City in connection with its tree planting and maintenance programs; establish and revise the designated street tree list; and hold discussions of tree-related issues at public meetings.

B. Hear and determine appeals from staff decisions regarding street tree removal. The commission may grant an appeal if it finds that the staff decision would result in a burden on the property owner that substantially outweighs the benefit to the public. The commission's decision may be appealed to the City Council if a written appeal, setting forth the grounds, is filed with the City Clerk within ten days of the commission decision. If no timely appeal is filed, the decision shall be final. (07-04)

#### **12.26.030 Duties of Director of Community Services.**

The powers and duties of the Director of Community Services, or his or her designee, under this chapter are as follows:

A. To designate a particular place within the City easement or on any City-owned property where a City tree will be planted.

B. To recommend to the Community Services Commission any changes or additions to the designated street tree list.

C. To draft a tree policy manual that states policies and procedures concerning the selection, planting, maintenance and removal of trees in public places to promote a viable urban forest.

D. To grant or deny the issuance of permits in accordance with the terms of this chapter.  
(07-04)

**12.26.040 Duties of private property owners.**

The duties of any owner of private property whose property has a City easement on its for street purposes are as follows:

A. To accept, protect and provide adequate water to any City tree planted in the public easement over his or her property, and not to interfere with the City's provision of water to such trees, whether by water truck or other means;

B. To notify the Community Services Division of any suspected tree hazards or maintenance needs of any City tree on his or her property. (07-04)

C. To remove any vines from City street trees planted in the easement over his or her property; (09-06)

D. To remove all fallen leaves and other deadfall from any City tree planted in the public easement over his or her property, and to properly dispose of the deadfall in an appropriate waste receptacle. (09-06)

**12.26.050 Street trees.**

No tree shall be planted within a parkway other than the species designated as the street tree for that particular street, or portion of a street, by the Community Services Commission. No street tree shall be planted, except by the City, until a tree permit has been issued for it as provided in Chapter 12.26.070 of this chapter. (07-04)

**12.26.060 Tree planting in subdivisions.**

Any subdivider of land shall install City trees in accordance with the requirements of Title 16 of this code and any related resolutions. (07-04)

**12.26.070 Permits.**

A. No person shall plant or otherwise disturb any City tree without first obtaining a permit from the Director of Community Services.

B. Applications for permits must be made to the Community Services Division on forms provided by the division, and shall include such information as the director deems necessary to review the application.

C. Work undertaken by the permittee or his or her agents may be stopped immediately and the permittee's permit may be revoked by oral or written order of the director when the director determines that the program of work or conditions outlined in the permit are not being complied with.

D. The director's decision may be appealed to the Community Services Commission if a written appeal, setting forth the grounds, is filed with the Community Services Division within ten days of the director's decision. If no timely appeal is filed, the decision shall be final. (07-04)

### **12.26.080 Fees.**

Fees for permits and appeals shall be established by resolution of the city council. Any previously adopted resolution establishing fees in relation to prohibited activities shall be repealed. (07-04)

### **12.26.090 Protection of City trees.**

A. It is unlawful for any person to injure, cut, damage, carve, transplant, prune, root prune or remove any public tree. (07-04)

B. It is unlawful for any person to attach, cause to be attached or keep attached to any public tree, or to the guard or stake of a public tree, any rope, wire nails, tacks, staples, advertising posters, decorations, ornaments, flags, toys, swings, lights or any other contrivance whatsoever without first obtaining a permit or explicit approval from the City. (09-06)

C. It is unlawful for any person to cause or allow any poison or other substance harmful to tree life to lie, leak, pour, flow or drip upon or into the soil within the drip line of any public tree; or set fire or permit any fire to burn when such fire or heat thereof will injure any portion of any public tree; or to operate any equipment, such as mechanical weeding devices, in such a manner as to cause damage to a public tree in any way. (07-04)

D. No person shall injure any public tree located within an easement or public right-of-way on his or her private property by neglecting to provide the necessary amount of water, as determined by the Tree Policy Manual and the terms of this chapter, required for said tree's continued good health and viability. (07-04)

E. No person shall impact the drip line area of a City tree in a way that may reasonably be expected to damage the root system, compact the soil over the roots, or impede free passage of water, air or fertilizer to the roots of any public tree. (07-04)

F. Special consideration shall be afforded public trees determined by the Community Services Commission to be heritage trees. Such trees shall be removed only when public interest served by removal outweighs the interest in preservation and heritage status. (07-04)

G. All trees of any species or variety of the genus *Ulmus* which are found to be infected with *Ceratocystis ulmi* (Dutch Elm disease) in the city are a threat and a hazard to all trees of the genus *Ulmus* in Claremont. This section requires that all aboveground portions of such infected trees be destroyed or properly disposed of as provided in this chapter. (07-04)

H. No person shall possess, store or transport into the City all or any part of the trees of the genus *Ulmus* infected with *Ceratocystis ulmi* (Dutch Elm disease); provided, however, that wood, branches and roots of such trees may be transported either to a safe place for burning or burial, under a minimum of two feet of earth, within five days following the discovery of such infection, or to such sites, and under such conditions, as are approved by the Community Services Commission for the processing and subsequent elimination of the disease hazard. Infected trees may be treated in a manner approved by the county agriculture commissioner to affect a cure for the disease if and when an effective cure becomes known. (07-04)

I. During the construction, repair, alteration, moving or removal of any building, structure of any other type of construction in the City, no person in control of such work



shall leave any public tree, shrub or plant in the vicinity of such activity without sufficient guards or protectors as identified in the tree policy manual to prevent injury to the tree, shrub or plant in connection with such construction, repair, alteration, moving or removal. The costs of any such protection shall be borne by the person responsible for the improvement. (07-04)

**12.26.100 Interference with director of community services.**

No person shall hinder, prevent, delay or interfere with the director or any of his or her agents while engaged in carrying out the execution or enforcement of this chapter. Provided, however, that nothing in this section shall be construed as an attempt to inhibit the pursuit of any remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the City. (07-04)

**12.26.110 Violation-Penalty.**

- A. Any violation of this chapter shall be a misdemeanor or infraction at the discretion of the city attorney or district attorney.
- B. Irrespective of and cumulative to any criminal conviction for a violation of this chapter, the City may, pursuant to Government Code Section 36901, impose a civil penalty in an amount not exceeding one thousand dollars on any person who commits a violation of this chapter. The City may recover the penalty either through an administrative hearing or a civil action brought either by the city attorney or a designated employee of the City.
- C. Irrespective of whether the City pursues criminal and/or civil action under this chapter, nothing in this chapter shall prevent the City from seeking restitution for damage to City property as an alternative to criminal action and/or civil action to recover a civil penalty in accordance with subsection (B) of this section. (07-04)

## **Appendix C**

### **Designated Street Tree List**

City of Claremont  
Community Services Department  
**DESIGNATED STREET TREE LIST**

<b>STREET</b>	<b>BOTANICAL NAME</b>	<b>COMMON NAME</b>
Abilene Way	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Academy Court alternate	Quercus ilex Cassia leptophylla	Holly Oak Gold Medallion
Adirondack Lane	Cercis canadensis	Eastern Redbud
Adrian Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Akron Place	Jacaranda acutifolia	Jacaranda
Alamosa Drive 200 block alternate	Quercus lobata Celtis sinensis Chionanthus retusus	Valley Oak Chinese Hackberry Chinese Fringe
Alfred Drive	Pyrus calleryana 'Bradford'	Bradford Pear
Alleghany Court	Liriodendron tulipifera	Tulip Tree
Alma Court	Lagerstroemia indica (mildew resistant)	Red Crape Myrtle
Amador Street	Jacaranda acutifolia	Jacaranda
Amarillo Drive alternate	Quercus kelloggii Quercus suber	California Black Oak Cork Oak
American Avenue utility alternate	Ginkgo biloba (fruitless variety) Pistacia chinensis	Maidenhair Chinese Pistache
Amherst Street	Pyrus calleryana 'Bradford'	Bradford Pear
Amundsen Branch	Tristania conferta	Brisbane Box
Andover Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Andrew Drive	Platanus racemosa	California Sycamore
Annapolis Drive north/south east/west	Brachychiton populneus Liriodendron tulipifera	Bottle Tree Tulip Tree
Annhurst Avenue	Platanus acerifolia	London Plane
Antioch Road	Fraxinus angustifolia	Raywood Ash
Appalacian	Quercus agrifolia	Coast Live Oak
Aquinas Avenue	Pistacia chinensis	Chinese Pistache
Arlington Drive	Jacaranda acutifolia	Jacaranda

Armstrong Drive alternate utility alternate	Quercus kelloggii Quercus palustris Ginkgo biloba (fruitless variety)	California Black Oak Pin Oak Maidenhair
Arrow Highway	Quercus ilex	Holly Oak
Ashland Avenue alternate	Lagerstroemia indica (mildew resistant) Prunus cerasifera (fruitless variety)	Pink Crape Myrtle Purple-leaf Plum
Athens Court	Pyrus calleryana 'Bradford'	Bradford Pear
Atlanta Court alternate	Zelkova serrata Koelreuteria bipinnata	Sawleaf Zelkova Chinese Flame
Auburn Way alternate utility alternate	Quercus kelloggii Quercus rubra Koelreuteria paniculata	California Black Oak Red Oak Goldenrain
Aurora Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Austin Court alternate-	Cupaniopsis anacardioides Cassia leptophylla	Carrot Wood Gold Medallion
Avila Way	Chionanthus retusus	Chinese Fringe
Bard Court	Chionanthus retusus	Chinese Fringe
Barnard Road	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Barrington Court	Quercus ilex	Holly Oak
Base Line Road west of Forbes east of Forbes future medians	Quercus ilex Pistacia chinensis Chitalpa tashkentensis	Holly Oak Chinese Pistache Chitalpa
Bates Place	Jacaranda acutifolia	Jacaranda
Baughman Avenue	Lagerstroemia indica (mildew resistant)	Pink Crape Myrtle
Baughman Drive alternate	Lagerstroemia indica (mildew resistant) Prunus cerasifera (fruitless variety)	Pink Crape Myrtle Purple-leaf Plum
Baylor Avenue	Magnolia grandiflora	Southern Magnolia
Belhaven Place	Geijera parviflora	Australian Willow
Belleville Court alternate	Cedrus atlantica 'Glauca' Cedrus deodara	Atlas Cedar Deodar Cedar
Belmont Abbey Lane	Quercus agrifolia	Coast Live Oak
Beloit Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Benedict Avenue	Quercus ilex	Holly Oak

Bennett Place	<i>Pistacia chinensis</i>	Chinese Pistache
Berea Court	<i>Quercus virginiana</i>	Southern Live Oak
Berkeley Avenue	<i>Lagerstroemia indica</i> (mildew resistant)	Coral Crape Myrtle
Berrian Street	<i>Lagerstroemia indica</i> (mildew resistant)	Crape Myrtle
Bethany Circle	<i>Pistacia chinensis</i>	Chinese Pistache
Bethel Court	<i>Tabebuia impetiginosa</i>	Pink Trumpet
Bishop Place	<i>Quercus ilex</i>	Holly Oak
Black Hills Drive	<i>Liquidambar styraciflua</i> 'Rotundiloba'	American Sweet Gum
Blaisdell Drive	<i>Quercus ilex</i>	Holly Oak
Blanchard Place utility alternate	<i>Prunus cerasifera</i> (fruitless variety) <i>Lagerstroemia indica</i> (mildew resistant)	Purple-leaf Plum Pink Crape Myrtle
Bliss Circle	<i>Koelreuteria paniculata</i>	Goldenrain
Bluefield Drive	<i>Liquidambar styraciflua</i> 'Rotundiloba'	American Sweet Gum
Blue Mountain Way	<i>Liriodendron tulipifera</i>	Tulip Tree
Bonita Avenue west of Indian Hill east of Indian Hill	<i>Jacaranda acutifolia</i> <i>Pyrus calleryana</i> 'Bradford'	Jacaranda Bradford Pear
Bonnie Brae Avenue	<i>Platanus racemosa</i>	California Sycamore
Bowie alternate	<i>Tristania laurina</i> <i>rhus lancea</i>	Water Gum African Sumac
Bowling Green	<i>Fraxinus velutina</i> 'Modesto'	Modesto Ash
Bradley Avenue	<i>Pyrus calleryana</i> 'Bradford'	Bradford Pear
Brandeis Court	<i>Quercus suber</i>	Cork Oak

Brescia Avenue utility alternate	Koelreuteria bipinnata Koelreuteria paniculata	Chinese Flame Goldenrain
Briarcroft Road	Chitalpa tashkentensis	Chitalpa
Bridgeport Avenue alternate	Zelkova serrata Cassia leptophylla	Sawleaf Zelkova Gold Medallion
Brigham Young Drive	Ginkgo biloba (fruitless variety)	Maidenhair
Brockport Court alternate	Quercus ilex Sapium sebiferum	Holly Oak Chinese Tallow
Brooks Avenue utility alternate	Quercus agrifolia Pistacia chinensis	Coast Live Oak Chinese Pistache
Brown Drive alternate	Jacaranda acutifolia Koelreuteria bipinnata	Jacaranda Chinese Flame
Bryn Mawr Road	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Bucknell Avenue	Fraxinus angustifolia	Raywood Ash
Buena Vista Drive	Brachychiton acerifolius	Australian Flame
Butler Court	Chionanthus retusus	Chinese Fringe
Butte Street east of Northwestern	Liriodendron tulipifera Cinnamomum camphora	Tulip Tree Camphor
California Drive	Robinia pseudoacacia	Black Locust
Cambridge Avenue North South utility alternate	Ginkgo biloba (fruitless variety) Fraxinus velutina 'Modesto' Fraxinus angustifolia	Maidenhair Modesto Ash Raywood Ash
Campus Avenue alternate	Sophora japonica Prunus cerasifera (fruitless variety)	Japanese Pagoda Tree Purple-leaf Plum
Canisius Circle	Jacaranda acutifolia	Jacaranda
Canton Circle	Pistacia chinensis	Chinese Pistache
Cape Cod Court alternate	Gleditsia triacanthos Robinia ambigua	Honey Locust Idaho Locust
Capuchin Way utility alternate	Koelreuteria bipinnata Koelreuteria paniculata	Chinese Flame Goldenrain

Cardinal Cushing	Quercus rubra	Red Oak
Carleton Avenue	Ginkgo biloba (fruitless variety)	Maidenhair
Carleton Place	Ginkgo biloba (fruitless variety)	Maidenhair
Carnegie Avenue	Koelreuteria bipinnata	Chinese Flame
Carthage Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Carver Drive	Pyrus calleryana 'Bradford'	Bradford Pear
Cascade Place alternate	Brachychiton discolor Melaleuca linariifolia	Pink Flame Flaxleaf Paperbark
Cedar Crest Avenue north of Oak Park Dr.	Pyrus calleryana 'Bradford' Liquidambar styraciflua 'Rotundiloba'	Bradford Pear American Sweet Gum
Cedarview Drive 1100 block	Jacaranda acutifolia Chionanthus retusus	Jacaranda Chinese Fringe
Cerritos Court alternate	Celtis sinensis Chionanthus retusus	Chinese Hackberry Chinese Fringe
Chaminade Court	Schinus molle	California Pepper
Champlain Drive alternate	Hymenosporum flavum Pyrus calleryana 'Bradford'	Sweetshade Bradford Pear
Chaparral Drive	Cinnamomum camphora	Camphor
Chapman Road alternate	Pyrus calleryana 'Bradford' Sophora japonica	Bradford Pear Japanese Pagoda Tree
Chara Avenue	Pyrus calleryana 'Bradford'	Bradford Pear
Charleston Drive east of Mills west of Mills	Liquidambar styraciflua 'Rotundiloba' Prunus cerasifera (fruitless variety)	American Sweet Gum Purple-leaf Plum
Chatham Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Chestnut Hill Place	Robinia 'P. Crown'	Purple Crown Locust
Chouinard Circle	Pistacia chinensis	Chinese Pistache
Cinderella Drive	Robinia pseudoacacia	Black Locust
Citadel Avenue	Brachychiton acerifolius	Australian Flame
Claremont Boulevard alternate median islands	Pinus pinea Quercus lobata Quercus lobata Eucalyptus rudis	Italian Stone Pine Valley Oak Valley Oak Desert Gum
Claremont Center Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum

Claremont Heights Drive alternate	Liquidambar styraciflua 'Rotundiloba' Lagerstroemia indica (mildew resistant)	American Sweet Gum Crape Myrtle
Clarion Place	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Clark Avenue	Brachychiton acerifolius	Australian Flame
Cleary Court	Ginkgo biloba (fruitless variety)	Maidenhair
Clemson Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Coaling Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Coe Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Colby Circle Oxford to Foothill	Liquidambar styraciflua 'Rotundiloba' Fraxinus velutina 'Modesto'	American Sweet Gum Modesto Ash
Colgate Place alternate	Fraxinus velutina 'Modesto' Fraxinus angustifolia	Modesto Ash Raywood Ash
College Avenue Foothill to First utility alternate First to American utility alternate	Cinnamomum camphora Eucalyptus torquata Cinnamomum camphora Eucalyptus torquata	Camphor Coral Gum Camphor Coral Gum
College Way Williams to Baseline	Tristania conferta	Brisbane Box
Contra Costa Way	Geijera parviflora	Australian Willow
Converse Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Cooke Avenue	Platanus racemosa	California Sycamore
Cornell Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Crane Court	Pyrus calleryana 'Bradford'	Bradford Pear
Creighton Circle	Pyrus calleryana 'Bradford'	Bradford Pear
Cucamonga Avenue utility alternate	Quercus ilex Cassia leptophylla	Holly Oak Gold Medallion
Cuernavaca Place	Chionanthus retusus	Chinese Fringe



Culmore Street	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Cumberland Place	Geijera parviflora	Australian Willow
Dana Court	Ginkgo biloba (fruitless variety)	Maidenhair
Danbury Road alternate	Brachychiton populneus Melaleuca linariifolia	Bottle Tree Flaxleaf Paperbark
Dartmouth Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Davenport Court	Koelreuteria bipinnata	Chinese Flame
Dawson Way	Pyrus calleryana 'Bradford'	Bradford Pear
Decatur Circle	Koelreuteria bipinnata	Chinese Flame
Deep Springs Dr	Quercus lobata	Valley Oak
Delaware Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Delta Place	Quercus agrifolia	Coast Live Oak
Denver Avenue	Ulmus parvifolia	Chinese Elm
DePaul Road	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Diablo Drive	Cupaniopsis anacardioides	Carrot Wood
Dillard Avenue	Quercus agrifolia	Coast Live Oak
Doane Avenue	Celtis occidentalis	Western Hackberry
Drake Avenue	Pyrus calleryana 'Bradford'	Bradford Pear
Drew Place	Fraxinus velutina 'Modesto'	Modesto Ash
Drury Court alternate	Gleditsia triacanthos Robinia pseudoacacia	Honey Locust Black Locust
Duchesne Court	Pyrus calleryana 'Bradford'	Bradford Pear
Duke Avenue	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Dunbarton Place	Fraxinus angustifolia	Raywood Ash
Eagle Grove Avenue utility alternate	Brachychiton acerifolius Stenocarpus sinuatus	Australian Flame Firewheel Tree
Earlham Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Eden Circle	Ulmus parvifolia	Chinese Elm

Edinboro Drive	Jacaranda acutifolia	Jacaranda
Eighth Street east of Berkeley utility alternate west of Berkeley	Ulmus americana (DED resist. hybrids) Ulmus americana (DED resist. hybrids) Koelreuteria bipinnata	American Elm American Elm (dwarf) Chinese Flame
El Camino Way	Quercus ilex	Holly Oak
Elder Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Eleventh Street Oxford to College utility alternate	Liquidambar styraciflua 'Rotundiloba' Ulmus americana (DED resist. hybrids) Ulmus americana (DED resist. hybrids)	American Sweet Gum American Elm American Elm (dwarf)
Elmhurst Circle	Chitalpa tashkentensis	Chitalpa
Elmira Avenue	Pyrus calleryana 'Bradford'	Bradford Pear
Emerson Place	Lagerstroemia indica (mildew resistant)	Lavender Crape Myrtle
Emory Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Fairfield Drive I alternate	Quercus kelloggii Quercus rubra	California Black Oak Red Oak
Fairmont Drive	Pyrus calleryana 'Bradford'	Bradford Pear
FennCourt	Lagerstroemia indica (mildew resistant)	Pink Crape Myrtle
Fergus Falls	Quercus rubra	Red Oak
Ferris Street utility alternate	Koelreuteria bipinnata Koelreuteria paniculata	Chinese Flame Goldenrain
Finecroft Drive	Chitalpa tashkentensis	Chitalpa
First Street west of College IHB to Claremont median alternates	Lagerstroemia indica (mildew resistant) Liquidambar styraciflua 'Rotundiloba'  Prunus cerasifera (fruitless variety) Brachychiton populneus Platanus racemosa	Pink Crape Myrtle American Sweet Gum  Purple-leaf Plum Bottle Tree California Sycamore
east of College	Quercus agrifolia	Coast Live Oak
Florac Avenue	Eucalyptus torquata	Coral Gum

Foothill Boulevard west of Indian Hill utility alternate	Eucalyptus sideroxylon Eucalyptus torquata Schinus molle	Red Ironbark Coral Gum California Pepper
east of Indian Hill alternate utility alternate	Eucalyptus rudis Eucalyptus cladocalyx Eucalyptus camaldulensis Eucalyptus torquata Schinus molle	Desert Gum Sugar Gum Red Gum Coral Gum California Pepper
Forbes Avenue utility alternate	Cinnamomum camphora Cassia leptophylla	Camphor Gold Medallion
Fordham Place	Cassia leptophylla	Gold Medallion
Forsyth Place	Pistacia chinensis	Chinese Pistache
Fort Lewis Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Fourth Street	Quercus agrifolia	Coast Live Oak
Freeman Drive	Liriodendron tulipifera	Tulip Tree
Frostburg Court	Koelreuteria paniculata	Goldenrain
Fuller Drive	Agonis Flexuosa	Peppermint Willow
Furman Drive	Cinnamomum camphora	Camphor
Garey Avenue utility alternate	Cinnamomum camphora Lagerstroemia indica (mildew resistant)	Camphor Crape Myrtle
Gayville Drive	Pistacia chinensis	Chinese Pistache
Geneva Avenue	Quercus ilex	Holly Oak
Georgetown Place	Brachychiton populneus	Bottle Tree
Georgia Court	Cassia leptophylla	Gold Medallion
Gettysburg Circle	Koelreuteria bipinnata	Chinese Flame
Glassboro Court alternate	Koelreuteria paniculata Jacaranda acutifolia	Goldenrain Jacaranda
Glen Way	Melaleuca linariifolia	Flaxleaf Paperbark
Glenville Drive utility alternate	Quercus rubra Pistacia chinensis	Red Oak Chinese Pistache

Grand Avenue		
Base Line to Alamosa	Cinnamomum camphora	Camphor
Alamosa to Mt. Baldy	Quercus engelmannii	Mesa Oak
Green Street	Quercus agrifolia	Coast Live Oak
Greensboro Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Grinell Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Guadalajara Drive	Ulmus parvifolia	Chinese Elm
Guanajuato Drive	Pistacia chinensis	Chinese Pistache
Guilford Avenue	Cassia leptophylla	Gold Medallion
Hanover Road	Fraxinus velutina 'Modesto'	Modesto Ash
Harding Court	Melaleuca linariifolia	Flaxleaf Paperbark
Harrison Avenue	Fraxinus velutina 'Modesto'	Modesto Ash
utility alternate	Fraxinus angustifolia	Raywood Ash
Hartnel Place	Platanus racemosa	California Sycamore
Hartt Place	Lagerstroemia indica (mildew resistant)	Coral Crape Myrtle
Harvard Avenue		
Foothill to Tenth	Ulmus parvifolia	Chinese Elm
Tenth to Eighth	Chionanthus retusus	Chinese Fringe
Eighth to Seventh	Cinnamomum camphora	Camphor
Seventh to Sixth	Ulmus parvifolia	Chinese Elm
Sixth to Fourth	Cinnamomum camphora	Camphor
Bonita to First	Platanus acerifolia	London Plane
alternate	Platanus racemosa	California Sycamore
planters	Tabebuia impetiginosa	Pink Trumpet
Harwood Place	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Hastings Court	Koelreuteria paniculata	Goldenrain
Heidelberg Lane	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Henderson Way	Platanus racemosa	California Sycamore
Hendrix Avenue	Platanus acerifolia	London Plane
Hillen Drive	Jacaranda acutifolia	Jacaranda
Hillsdale Drive	Fraxinus velutina 'Modesto'	Modesto Ash
Hiwassee	Quercus rubra	Red Oak
Hobart Drive	Pistacia chinensis	Chinese Pistache
Hollins Avenue	Platanus racemosa	California Sycamore

Holyoke Place	Fraxinus velutina 'Modesto'	Modesto Ash
Hood Drive west of Mountain east of Mountain	Chitalpa tashkentensis Brachychiton acerifolius	Chitalpa Australian Flame
Houston Court	Brachychiton acerifolius	Australian Flame
Huntington Drive	Quercus agrifolia	Coast Live Oak
Huron Drive	Quercus agrifolia	Coast Live Oak
Idaho Street	Schinus molle	California Pepper
Independence Drive	Platanus acerifolia	London Plane
Indian Hill Boulevard north of Foothill Foothill to Harrison utility alternate Harrison to American	Platanus racemosa Ulmus americana (DED resist. hybrids) Ulmus americana (DED resist. hybrids) Jacaranda acutifolia	California Sycamore American Elm American Elm (dwarf) Jacaranda
Indiana Street alternate	Liquidambar styraciflua 'Rotundiloba' Cedrus atlantica 'Glauca'	American Sweet Gum Atlas Cedar
Iowa Court	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Jamestown Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Judson Court	Quercus ilex	Holly Oak
Julliard Drive alternate utility alternate	Quercus kelloggii Quercus rubra Koelreuteria paniculata	California Black Oak Red Oak Goldenrain
Kellett Avenue	Chitalpa tashkentensis	Chitalpa
Kemper Avenue	Pistacia chinensis	Chinese Pistache
Kent Drive 800 block alternate	Lagerstroemia indica (mildew resistant) Calodendron capense	Lavender Crape Myrtle Cape Chestnut
Kenyon Place	Brachychiton acerifolius	Australian Flame
King Way	Chitalpa tashkentensis	Chitalpa

Kirkwood Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Knox Place	Zelkova serrata	Sawleaf Zelkova
La Crosse Circle	Jacaranda acutifolia	Jacaranda
LaFayette Road	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
La Junta Drive alternate	Quercus engelmannii Quercus lobata	Mesa Oak Valley Oak
Lake Forest Drive	Pyrus calleryana 'Bradford'	Bradford Pear
Lamar Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Lamonette Street	Quercus rubra	Red Oak
Lane Court	Chionanthus retusus	Chinese Fringe
Lansbury Avenue utility alternate	Koelreuteria bipinnata Koelreuteria paniculata	Chinese Flame Goldenrain
La Paz Drive	Jacaranda acutifolia	Jacaranda
Las Casas Avenue	Geijera parviflora	Australian Willow
La Sierra Way	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Lassen Avenue	Tabebuia impetiginosa	Pink Trumpet
Lawerence Circle	Pistacia chinensis	Chinese Pistache
Lealma Avenue	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Lee Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Lehigh Drive alternate	Magnolia grandiflora Tristania conferta	Southern Magnolia Brisbane Box
Leicester Court	Quercus engelmannii	Mesa Oak
Lewis Court	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Limestone Road alternate	Celtis sinensis Pistacia chinensis	Chinese Hackberry Chinese Pistache
Lindenwood Drive	Chitalpa tashkentensis	Chitalpa
Little Rock Drive	Cercis canadensis	Eastern Redbud
Live Oak Canyon Road	(Rural)	
Longwood Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum

Loop Branch	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Loretto Court	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Lowell Avenue	Pyrus calleryana 'Bradford'	Bradford Pear
Loyola Court alternate	Cassia leptophylla Sapium sebiferum	Gold Medallion Chinese Tallow
Lynoak Drive 1400 block 1500-1700 block 4000 block	Lagerstroemia indica (mildew resistant) Cinnamomum camphora Cedrus deodara	Crape Myrtle Camphor Deodar Cedar
Macalester Place	Zelkova serrata	Sawleaf Zelkova
Marietta Avenue	Sapium sebiferum	Chinese Tallow
Marion Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Marjorie Avenue	Sophora japonica	Japanese Pagoda Tree
Marlboro Court	Zelkova serrata	Sawleaf Zelkova
Marshall Court	Ginkgo biloba (fruitless variety)	Maidenhair
Martin Way medians	Jacaranda acutifolia Pinus canariensis	Jacaranda Canary Island Pine
Mary Place	Cinnamomum camphora	Camphor
Marygrove Road	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Maryhurst Drive alternate	Schinus terebinthifolius Quercus agrifolia	Brazilian Pepper Coast Live Oak
Marylind Avenue	Quercus agrifolia	Coast Live Oak
Marymount Lane	Podocarpus gracilior	Fern Pine
Mater Dei Circle	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Menlo Drive alternate	Gleditsia triacanthos Robinia ambigua	Honey Locust Idaho Locust
Mercer Court	Pistacia chinensis	Chinese Pistache
Meredith Street	Brachychiton acerifolius	Australian Flame
Miami Court	Zelkova serrata	Sawleaf Zelkova
Michigan Court	Cupressocyparis leylandii	Leyland Cypress

Mills Avenue utility alternate north of Pomello	Zelkova serrata Pistacia chinensis Quercus agrifolia	Sawleaf Zelkova Chinese Pistache Coast Live Oak
Milton Court	Chitalpa tashkentensis	Chitalpa
Miramar Avenue alternate east of Grand	Fraxinus velutina 'Modesto' Fraxinus angustifolia Platanus racemosa	Modesto Ash Raywood Ash California Sycamore
Moab Drive	Jacaranda acutifolia	Jacaranda
Montana Lane	Schinus molle	California Pepper
Monte Vista Avenue medians	Platanus racemosa Quercus lobata	California Sycamore Valley Oak
Monterrey Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Monticello Road alternate	Celtis occidentalis Fraxinus angustifolia	Western Hackberry Raywood Ash
Moody Place	Agonis Flexuosa	Peppermint Willow
Moraine Avenue	Pistacia chinensis	Chinese Pistache
Morelia Drive	Schinus molle	California Pepper
Morgan Avenue alternate	Quercus ilex Ginkgo biloba (fruitless variety)	Holly Oak Maidenhair
Morningside Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Mountain Avenue north of Base Line Base Line to Arrow south of Arrow	Pinus canariensis Magnolia grandiflora Tristania conferta	Canary Island Pine Southern Magnolia Brisbane Box
Mowhawk	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Mt. Baldy Road utility alternate	Quercus rubra Cercis canadensis	Red Oak Eastern Redbud
Mt. Carmel Drive	Platanus racemosa	California Sycamore
Mural Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Napa Court	Chitalpa tashkentensis	Chitalpa
Nashotah	Quercus rubra	Red Oak
Nassau Place	Robinia ambigua	Purple Robe Locust



Navarro Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
New Bedford Avenue	Jacaranda acutifolia	Jacaranda
New Hampshire Avenue	Fraxinus angustifolia	Raywood Ash
New Orleans Court	Magnolia grandiflora	Southern Magnolia
Newark Court	Cercis canadensis	Eastern Redbud
Newcomb Place	Hymenosporum flavum	Sweetshade
Niagara Avenue alternate	Quercus agrifolia Quercus rubra	Coast Live Oak Red Oak
Ninth Street 100 block 500 block	Liriodendron tulipifera Ulmus americana (DED resist. hybrids) Liquidambar styraciflua 'Rotundiloba'	Tulip Tree American Elm American Sweet Gum
Northampton Avenue	Jacaranda acutifolia	Jacaranda
Northwestern Drive alternate	Jacaranda acutifolia Koelreuteria bipinnata	Jacaranda Chinese Flame
Norwich Drive	Pistacia chinensis	Chinese Pistache
Notre Dame Road alternate	Hymenosporum flavum Ginkgo biloba (fruitless variety)	Sweetshade Maidenhair
Oakdale Drive	Quercus agrifolia	Coast Live Oak
Oak Hollow Road	Quercus engelmannii	Mesa Oak
Oak Park Drive	Quercus agrifolia	Coast Live Oak
Oberlin Avenue	Sophora japonica	Japanese Pagoda Tree
Occidental Drive alternate	Quercus ilex Ginkgo biloba (fruitless variety)	Holly Oak Maidenhair
Ohio Drive alternate	Platanus racemosa Cedrus atlantica 'Glauca'	California Sycamore Atlas Cedar
Olive Street alternate	Olea europaea (fruitless variety) Pistacia chinensis	Olive Chinese Pistache
Omaha Court	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Ottawa Drive	Lagerstroemia indica (mildew resistant)	Coral/Pink Crape Myrtle
Oxford Avenue	Ginkgo biloba (fruitless variety)	Maidenhair

Padua Avenue alternate utility alternate	Platanus racemosa Quercus engelmannii Cercis canadensis	California Sycamore Mesa Oak Eastern Redbud
Paine Court alternate	Cupaniopsis anacardioides Fraxinus angustifolia	Carrot Wood Raywood Ash
Pembroke Court	Koelreuteria paniculata	Goldenrain
Peninsula Avenue	Quercus rubra	Red Oak
Pennsylvania Place	Cedrus deodara	Deodar Cedar
Pepperdine Lane alternate	Quercus kelloggii Quercus coccinea Quercus lobata	California Black Oak Scarlet Oak Valley Oak
Perry Court	Brachychiton populneus	Bottle Tree
Pfeiffer Lane	Koelreuteria paniculata	Goldenrain
Piedmont Avenue	Fraxinus velutina 'Modesto'	Modesto Ash
Piedmont Mesa Drive	Quercus rubra	Red Oak
Pomello Drive alternate	Cedrus deodara Platanus racemosa	Deodar Cedar California Sycamore
Pomona Court	Cassia leptophylla	Gold Medallion
Princeton Avenue	Fraxinus velutina 'Modesto'	Modesto Ash
Providence Place	Brachychiton acerifolius	Australian Flame
Purdue Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Queens Court	Zelkova serrata	Sawleaf Zelkova
Radcliffe Drive alternate	Quercus ilex Quercus rubra	Holly Oak Red Oak
Radford Avenue	Lagerstroemia indica (mildew resistant)	Lavender Crape Myrtle
Ramona Court	Quercus agrifolia	Coast Live Oak
Redlands Avenue	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Reed Drive alternate	Liriodendron tulipifera Ginkgo biloba (fruitless variety)	Tulip Tree Maidenhair

Regis Avenue	Pyrus calleryana 'Bradford'	Bradford Pear
Reims Street	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Requa Avenue	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Rhodelia Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Richmond Drive	Pyrus calleryana 'Bradford'	Bradford Pear
Rider Court	Ginkgo biloba (fruitless variety)	Maidenhair
Ridgefield Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Roanoke Road	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Rockford Drive east of Mills	Jacaranda acutifolia Platanus acerifolia	Jacaranda London Plane
Rocky Mountain	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Rosemount Avenue alternate	Quercus ilex Ginkgo biloba (fruitless variety)	Holly Oak Maidenhair
Ross Court	Lagerstroemia indica (mildew resistant)	Pink Crape Myrtle
Rutgers Court alternate	Gleditsia triacanthos Fraxinus angustifolia	Honey Locust Raywood Ash
Sage Street	Prunus cerasifera (fruitless variety)	Purple-leaf Plum
St. Andrews Avenue	Koelreuteria paniculata	Goldenrain
St. Augustine Avenue	Cercis occidentalis	Western Redbud
St. Bonaventure Avenue alternate	Liriodendron tulipifera Ginkgo biloba (fruitless variety)	Tulip Tree Maidenhair
St. Catherine Way	Prunus cerasifera (fruitless variety)	Purple-leaf Plum
St. Cloud	Tristania laurina	Water Gum
St. Gregory Street	Platanus racemosa	California Sycamore
St. Johns Place	Brachychiton acerifolius	Australian Flame
Salem Court	Prunus cerasifera (fruitless variety)	Purple-leaf Plum
Salisbury Lane	Pyrus calleryana 'Bradford'	Bradford Pear
San Andres Way	Chitalpa tashkentensis	Chitalpa
San Angelo Way	Pistacia chinensis	Chinese Pistache

San Benito Court	Melaleuca linariifolia	Flaxleaf Paperbark
San Diego Court	Quercus agrifolia	Coast Live Oak
San Fernando Court	Pistacia chinensis	Chinese Pistache
San Jacinto Court	Quercus agrifolia	Coast Live Oak
San Joaquin Court	Quercus agrifolia	Coast Live Oak
San Jose Avenue alternate	Fraxinus velutina 'Modesto' Fraxinus angustifolia 'Raywood'	Modesto Ash Raywood Ash
San Luis Place	Lagerstroemia indica (mildew resistant)	Red Crape Myrtle
San Marcos Place	Lagerstroemia indica (mildew resistant)	White Crape Myrtle
San Mateo Court	Quercus agrifolia	Coast Live Oak
Santa Barbara Drive	Liriodendron tulipifera	Tulip Tree
Santa Clara Avenue	Jacaranda acutifolia	Jacaranda
Santa Fe Avenue	Lagerstroemia indica (mildew resistant)	Lavender Crape Myrtle
Santa Rosa Court	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Scottsbluff Drive alternate	Jacaranda acutifolia Chionanthus retusus	Jacaranda Chinese Fringe
Scripps Drive west of Mountain alternate east of Mountain alternate	Liriodendron tulipifera Platanus acerifolia Cinnamomum camphora Brachychiton acerifolius	Tulip Tree London Plane Camphor Australian Flame
Sebastopol Street	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Second Street	Platanus acerifolia	London Plane
Seneca Place	Hymenosporum flavum	Sweetshade
Sequoia Court	Pyrus calleryana 'Bradford'	Bradford Pear
Sequoia Drive	Pyrus calleryana 'Bradford'	Bradford Pear
Seton Court	Tabebuia impetiginosa	Pink Trumpet
Seventh Street utility alternate	Cinnamomum camphora Koelreuteria paniculata	Camphor Goldenrain
Shaw Place	Jacaranda acutifolia	Jacaranda

Sheltergrove Drive	Quercus ilex	Holly Oak
Shenandoah Drive alternate	Quercus kelloggii Calocedrus decurrens	California Black Oak Incense Cedar
Shepherd Way	Koelreuteria paniculata	Goldenrain
Sienna Court	Ginkgo biloba (fruitless variety)	Maidenhair
Silvertree Road	Calocedrus decurrens	Incense Cedar
Simmons Court	Pyrus calleryana 'Bradford'	Bradford Pear
Sixth Street	Quercus agrifolia	Coast Live Oak
Smith Drive	Celtis sinensis	Chinese Hackberry
Sonora Place	Lagerstroemia indica (mildew resistant)	Red Crape Myrtle
Spring Street	Tabebuia impetiginosa	Pink Trumpet
Springfield Street	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Stanford Drive	Lagerstroemia indica (mildew resistant)	Red Crape Myrtle
Stanislaus Circle	Koelreuteria bipinnata	Chinese Flame
Stephen Avenue	Liriodendron tulipifera	Tulip Tree
Stonehill Court	Robinia ambigua 'Idahoensis'	Idaho Locust
Stowe Court alternate	Quercus ilex Cassia leptophylla	Holly Oak Gold Medallion
Sumner Avenue	Quercus ilex	Holly Oak
Sunflower Place	Robinia pseudoacacia	Black Locust
Swarthmore Court	Platanus acerifolia	London Plane
Sweetbriar Drive East alternate North alternate	Celtis sinensis Pistacia chinensis Celtis occidentalis Fraxinus angustifolia	Chinese Hackberry Chinese Pistache Western Hackberry Raywood Ash
Sweetland Street	Ginkgo biloba (fruitless variety)	Maidenhair
Sycamore Avenue utility alternate	Platanus acerifolia Lagerstroemia indica (mildew resistant)	London Plane White Crape Myrtle
Syracuse Drive	Hymenosporum flavum Liquidambar styraciflua 'Rotundiloba'	Sweetshade American Sweet Gum

Taylor Drive	Melaleuca linariifolia	Flaxleaf Paperbark
Teasdale Drive	Acacia Baileyana	Wright Acacia
Tenango Road	Quercus kelloggii	California Black Oak
Tenth Street east of Berkeley alternate west of Berkeley alternate	Platanus acerifolia Platanus racemosa Prunus cerasifera (fruitless variety) Pyrus calleryana 'Bradford'	London Plane California Sycamore Purple-leaf Plum Bradford Pear
Toaccoa Falls	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Towne Avenue south of Briarcroft north of Briarcroft	Lagerstroemia indica (mildew resistant) Lagerstroemia indica (mildew resistant)	Crape Myrtle Crape Myrtle
Treasure Valley	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Trevecca Court	Schinus molle	California Pepper
Trinidad Court	Chionanthus retusus	Chinese Fringe
Troy Court	Cassia leptophylla	Gold Medallion
Tulane Road	Quercus ilex	Holly Oak
Tulsa Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Turningbend Drive 1100 & 1400 block	Lagerstroemia indica (mildew resistant) Malus floribunda	Crape Myrtle Crabapple
Twelfth Street utility alternate	Liquidambar styraciflua 'Rotundiloba' Pyrus calleryana 'Bradford'	American Sweet Gum Bradford Pear
University Circle	No Designation (insufficient ROW)	
Ursinus Circle	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Utah Court	Lagerstroemia indica (mildew resistant)	Lavender Crape Myrtle
Valparaiso Drive	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Vanderbilt Avenue	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Vassar Street	Robinia ambigua 'Idahoensis'	Idaho Locust
Via Espirito Santos	Chionanthus retusus	Chinese Fringe
Via La Selva	Quercus agrifolia	Coast Live Oak
Via Los Altos	Malus floribunda	Crabapple

Via Los Andes	<i>Malus floribunda</i>	Crabapple
Via Montevideo	<i>Chitalpa tashkentensis</i>	Chitalpa
Via San Simon	<i>Pistacia chinensis</i>	Chinese Pistache
Via Santa Catarina	<i>Ginkgo biloba</i> (fruitless variety)	Maidenhair
Via Santo Tomas	<i>Ginkgo biloba</i> (fruitless variety)	Maidenhair
Via Sinaloa	<i>Chionanthus retusus</i>	Chinese Fringe
Via Zurita	<i>Jacaranda acutifolia</i>	Jacaranda
Victoria Place	<i>Lagerstroemia indica</i> (mildew resistant)	Lavender Crape Myrtle
Villa Maria Road alternate	<i>Ginkgo biloba</i> (fruitless variety) <i>Brachychiton populneus</i>	Maidenhair Bottle Tree
Villanova Drive north/south east/west	<i>Brachychiton populneus</i> <i>Liriodendron tulipifera</i>	Bottle Tree Tulip Tree
Virginia Road	<i>Liquidambar styraciflua</i> 'Rotundiloba'	American Sweet Gum
Vista Drive	<i>Chionanthus retusus</i>	Chinese Fringe
Wagner Drive alternate	<i>Koelreuteria bipinnata</i> <i>Koelreuteria paniculata</i>	Chinese Flame Goldenrain
Walcrest Drive	<i>Hymenosporum flavum</i>	Sweetshade
Wayne Avenue	<i>Pyrus calleryana</i> 'Bradford'	Bradford Pear
Weatherford Court	<i>Liquidambar styraciflua</i> 'Rotundiloba'	American Sweet Gum
Webb Canyon Road	(Rural)	
Webster Avenue	<i>Ginkgo biloba</i> (fruitless variety)	Maidenhair
Wellesley Drive	<i>Fraxinus velutina</i> 'Modesto'	Modesto Ash
Wells Avenue alternate	<i>Quercus agrifolia</i> <i>Lagerstroemia indica</i> (mildew resistant)	Coast Live Oak Pink Crape Myrtle
Wesley Way	<i>Melaleuca linariifolia</i>	Flaxleaf Paperbark
Westbrook Court	<i>Liquidambar styraciflua</i> 'Rotundiloba'	American Sweet Gum
Westfield Place	<i>Jacaranda acutifolia</i>	Jacaranda
West Point Drive	<i>Pistacia chinensis</i>	Chinese Pistache

Wharton Drive	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Wheaton Avenue alternate	Pyrus calleryana 'Bradford' Chionanthus retusus	Bradford Pear Chinese Fringe
Whitman Avenue	Pistacia chinensis	Chinese Pistache
Whittier Avenue	Pyrus calleryana 'Bradford'	Bradford Pear
Wiley Court	Quercus ilex	Holly Oak
Wilkes Court	Pistacia chinensis	Chinese Pistache
Williams Avenue	Quercus agrifolia	Coast Live Oak
Windham Drive alternate	Gleditsia triacanthos Robinia pseudoacacia	Honey Locust Black Locust
Winthrop Avenue	Lagerstroemia indica (mildew resistant)	Crape Myrtle
Woodbend Drive north of Momingside	Liquidambar styraciflua 'Rotundiloba' Pyrus calleryana 'Bradford'	American Sweet Gum Bradford Pear
Wood Court	Jacaranda acutifolia	Jacaranda
Woodstock Court	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Yale Avenue Foothill to Twelfth Twelfth to Eleventh Eleventh to Eighth alternate Eighth to Harrison Harrison to First alternate planters	Ceratonia siliqua Quercus agrifolia Quercus agrifolia Southern Magnolia Schinus molle Maytenus boaria Hymenosporum flavum Pistacia chinensis	Carob Coast Live Oak Coast Live Oak Magnolia grandiflora California Pepper Mayten Sweetshade Chinese Pistache
Yankton Avenue utility alternate	Quercus virginiana Tabebuia chrysotricha	Southern Live Oak Golden Trumpet
York Place	Liquidambar styraciflua 'Rotundiloba'	American Sweet Gum
Yuba Lane	Quercus virginiana	Southern Live Oak

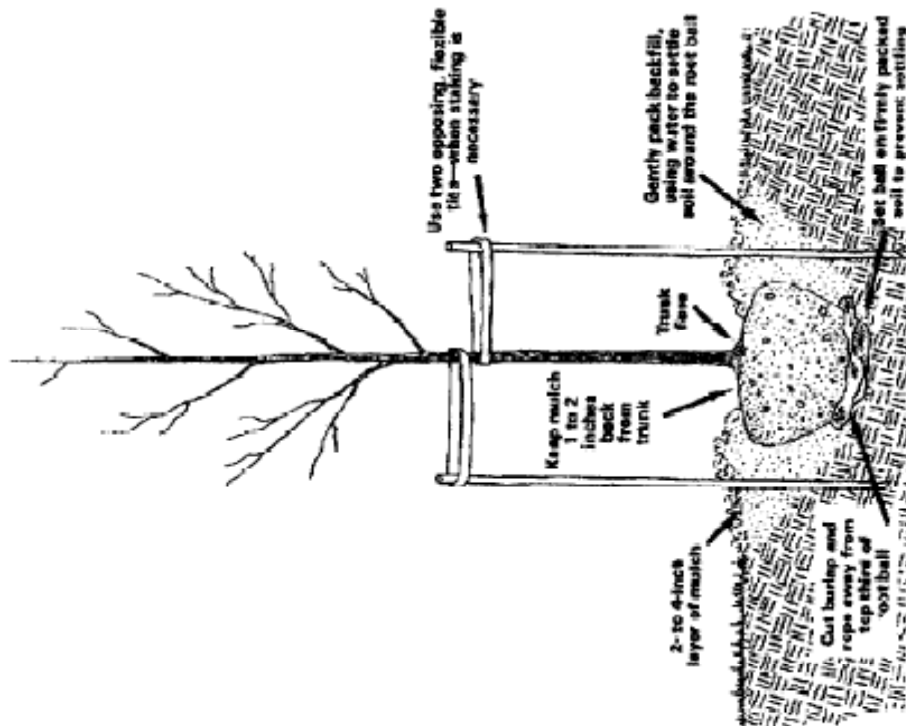


## **Appendix D**

# **Maintenance Guideline Standards**

**Tree Planting Instructions:**

- 1) Dig the planting hole in an area no less than twice as wide as the rootball. Dig the hole just deep enough to allow the top 2" of the rootball to remain above grade.
- 2) Scarify edges of planting pit.
- 3) Remove any stakes which comes with tree from Nursery. Replace with 2 - 2" X 10' lodgepole pine stakes, positioned parallel to the curb or walkway.
- 4) Use 2 cinch ties to tie tree to the stakes. Leave ties loose enough so that the tree can sway slightly.
- 5) Backfill with native soil, and build a 6" watering berm around the edge of the basin.
- 6) Wrap one standard, plastic trunk guard around base of tree, and remove all nursery identification tags.
- 7) Cover basin with a 3" to 4" layer of mulch after planting.
- 8) Give tree initial deep-watering.



**STANDARD TREE PLANTING  
WITH STAKING**



## TREE PRUNING STANDARDS

### General Procedures

Each cut should be made carefully, at the correct location, leaving a smooth surface with no jagged edges or torn bark. The correct anatomical location is just beyond the branch collar.

### Jump Cutting (Diagram 1)

Large or heavy limbs should be removed using three cuts.

1. The first undercuts the limb one or two feet out from parent branch or trunk. A properly made undercut will eliminate the chance of the branch "peeling" or tearing bark as it is removed.
2. The second cut is the top cut which is made slightly further out on the limb than the undercut. This allows the limb to drop smoothly when the weight is released.
3. The third cut removes the stub back to just outside the branch collar.

### Drop Crotching Co-dominant or Dead Leaders (Diagram 2)

Removing a co-dominant or dead leader is best accomplished by cutting the limb back to a lateral that is at least 1/3 the size of the parent limb.

### Pruning at Narrow Attachments (Diagram 3)

To prevent damage to the parent limb when removing a branch with a narrow attachment, the final cut should be made from the bottom of the branch up.

Diagram 1 - Removing a lateral branch

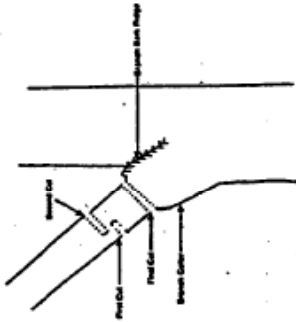


Diagram 2 - Removing a leader

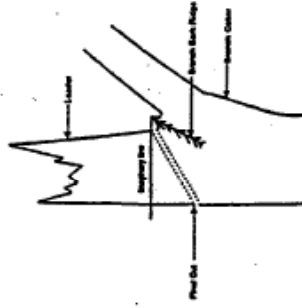
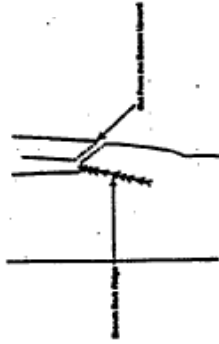
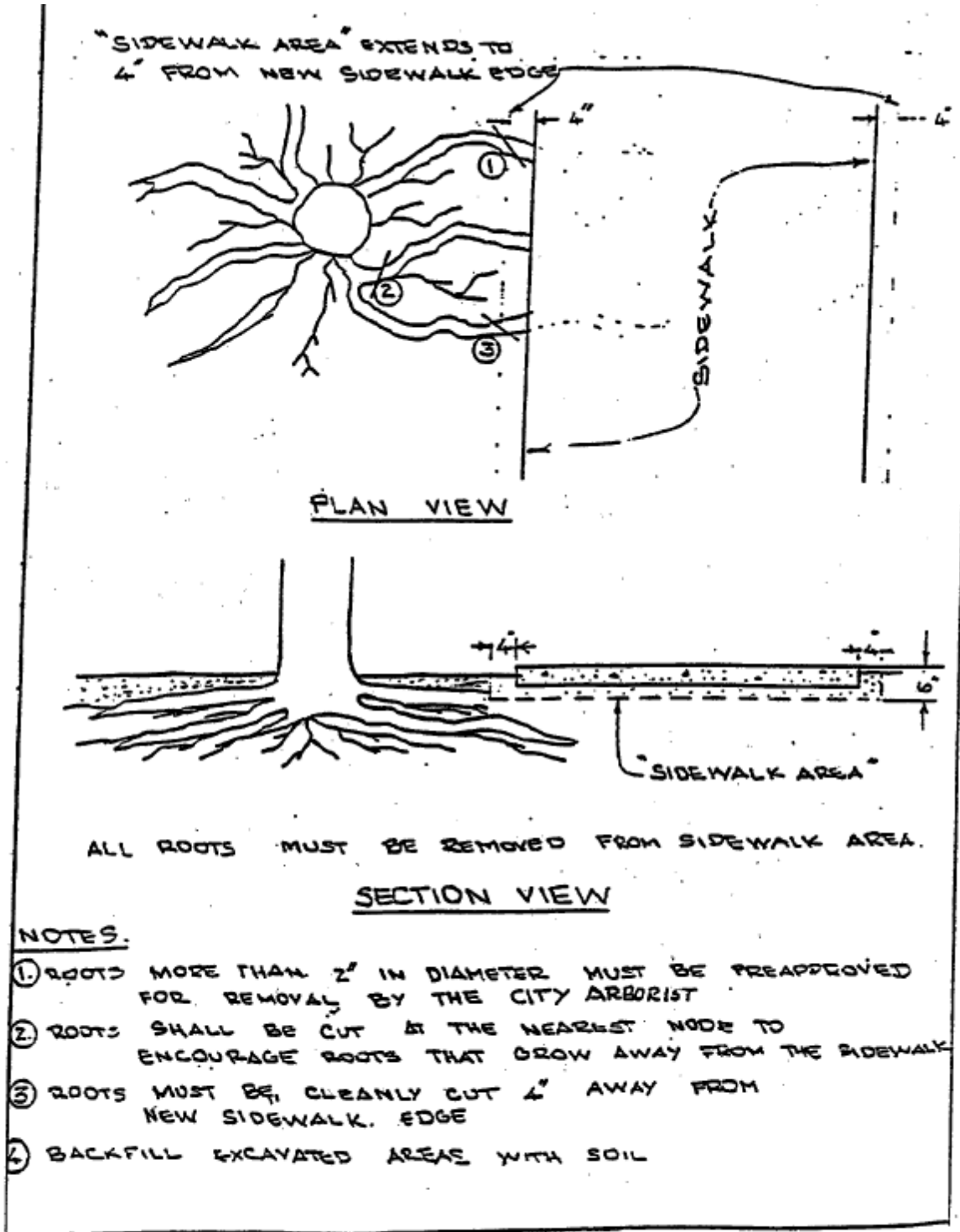
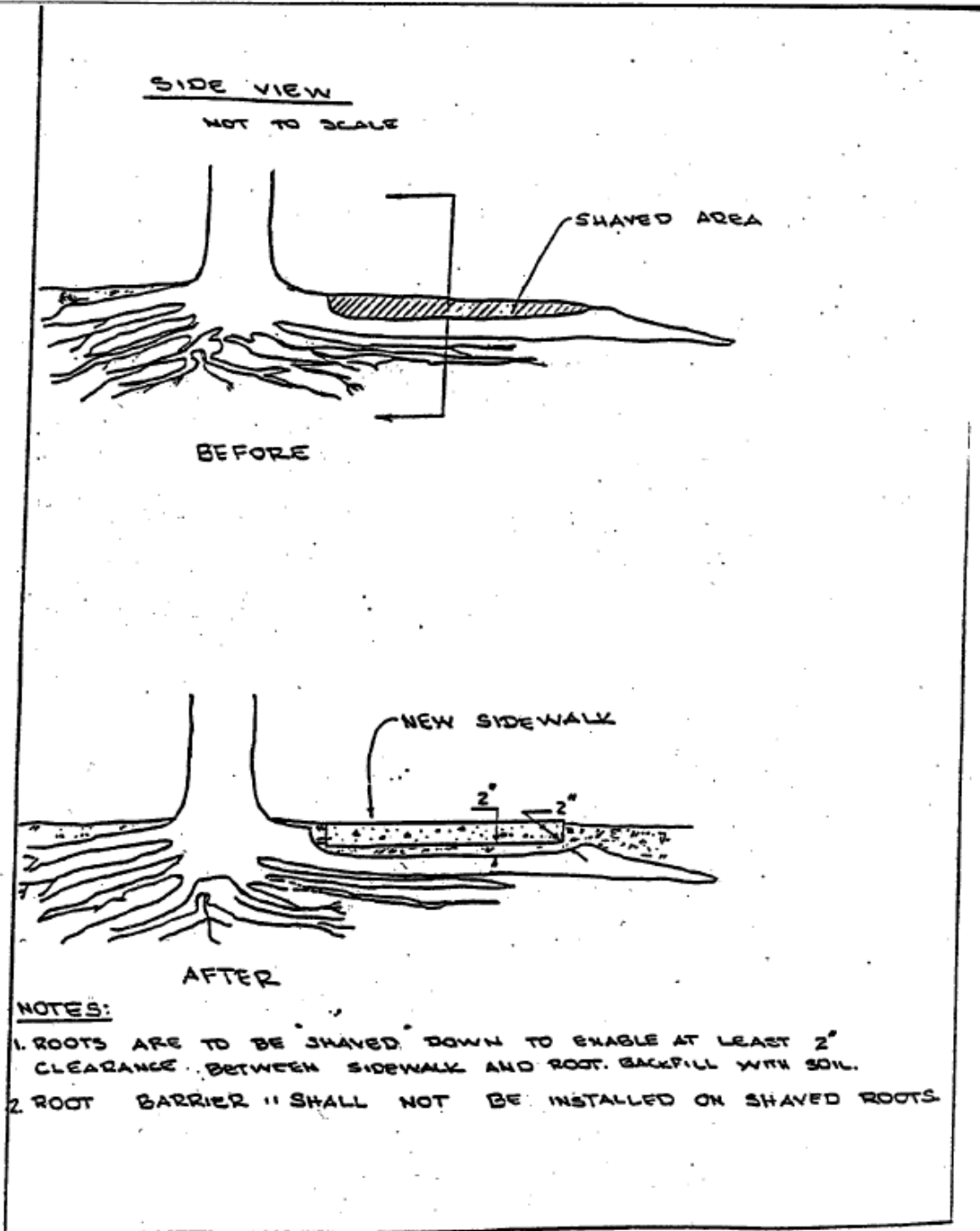


Diagram 3 - Removing a branch with a narrow branch attachment





## SELECTIVE ROOT PRUNING STANDARDS



## ROOT SHAVING STANDARDS

## **Appendix E**

### Community Services Division Tree Report



**COMMUNITY SERVICES DIVISION  
TREE REPORT**

**Claim for Damages, City Trees**  
(return completed form to City Clerk's Office)

**Claimant:**

**Name:** \_\_\_\_\_

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

**Telephone: Home:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Claim No.** \_\_\_\_\_

**Staff Evaluation:**

**Inspection Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Tree Location:** \_\_\_\_\_

**Species:** \_\_\_\_\_

**DBH (diameter at breast height):** \_\_\_\_\_ **Cycle:** \_\_\_\_\_

**Condition (if condition is less than "good", explain below):**

**Good** \_\_\_\_\_ **Fair** \_\_\_\_\_ **Poor** \_\_\_\_\_ **Dead** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Alleged Damage:** \_\_\_\_\_

\_\_\_\_\_

**Could damages have been caused by something other than a City tree? If so, explain.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Maintenance History to Date:** \_\_\_\_\_

---

---

**List any contacts or work requests received between date of last maintenance and date of claim.**

---

---

**Was an appeal ever brought before the Community Services Commission regarding the City tree in question? (If so, when? Was there a recommendation?)**

---

---

**From your evaluation, was the damage caused by a City tree? Please explain.**

---

---

---

**Additional Comments:**

---

---

---

**Preparer's signature:**

\_\_\_\_\_

name

\_\_\_\_\_

date

**Director of Community and Human  
Services:**

\_\_\_\_\_

name

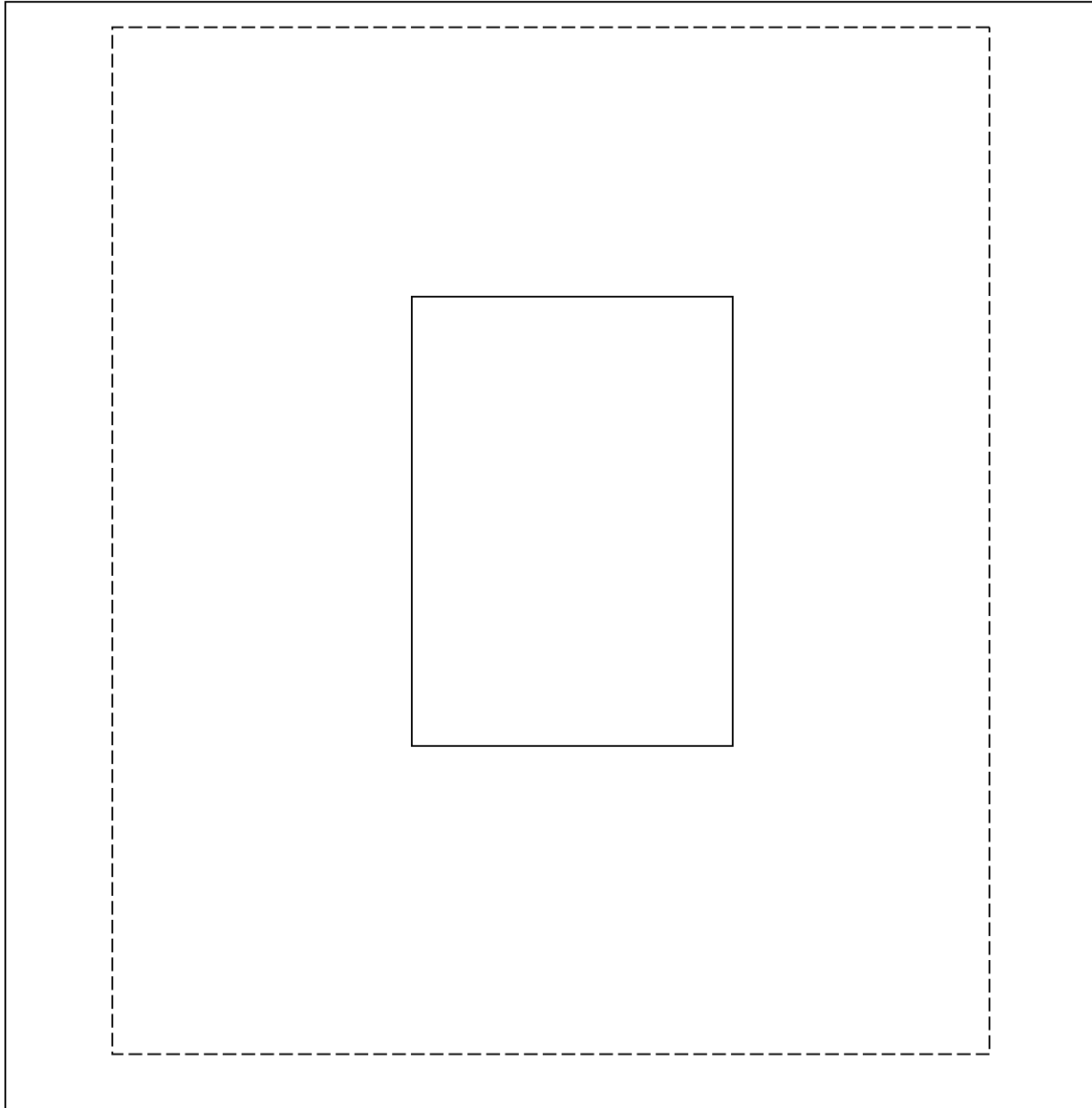
\_\_\_\_\_

date



1. Identify the location(s) of City trees allegedly causing damage with a circle with an X inside. Identify private trees with a circle.
2. Identify any damage (public or private) and the distance from the tree.
3. Label the street(s).
4. Identify north.

---



## **Appendix F**

### **Tree Permit Forms**



**CITY OF CLAREMONT**  
**PERMIT TO PLANT STREET TREE(S)**

Date: \_\_\_\_\_ \*

I, \_\_\_\_\_ do hereby request authorization of the City  
authorized business representative/abutting property owner  
of Claremont to plant \_\_\_\_\_ street tree(s) within the public easement along the  
number  
property at \_\_\_\_\_. In accordance with all City  
Street name/addresses  
specifications, I will, within 60 days of said request install the current, designated street tree:  
\_\_\_\_\_  
Botanical Name ( Common Name ).

I further agree to bear all costs and liabilities connected with the approved planting project;  
and that, any contractor used to complete this project is licensed by the City of Claremont to  
do approved work.

Upon completion of the entire project, I shall relinquish the ownership and responsibility for  
said tree(s) to the City of Claremont.

\_\_\_\_\_  
Signature of Permit Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Community Services or their Designee

\_\_\_\_\_  
Date

**\* PERMIT EXPIRES 60 CALENDAR DAYS FROM ABOVE DATE**

## **Appendix G**

### **Heritage Tree and Historic Grove List**

City of Claremont  
Community Services Department

**HERITAGE TREE LIST**

<u>ADDRESS</u>	<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
1105 N. College Ave. (F3)	Sequoiadendron giganteum	Giant Sequoia
Mallows Park (F20)	Leptospermum laevigatum	Australian Tea Tree
201 W. Eleventh St. (F1)	Pinus halepensis	Aleppo Pine
1101 N. Indian Hill Blvd. (F1)	Cedrus deodara (private tree)	Deodar Cedar
Memorial Park (F40)	Cinnamomum camphora	Camphor Tree
1102 N. College Ave. (S3)	Eucalyptus robusta	Swamp Mahogany

**HISTORIC GROVE LIST**

<u>LOCATION and NUMBER</u>	<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
353 and 357 W. Eleventh St. (F1, F1 and 2)	Quercus agrifolia	Coast Live Oaks
N. Indian Hill Blvd. (from Harrison Ave. to Foothill Blvd.)	Ulmus americana	American Elms
N. College Ave. (from First St. to Sixth St.)	Eucalyptus spp.	various species

## **Appendix H**

# **Grade Change Mitigation Standard**



## GRADE CHANGE MITIGATION STANDARD

### Vertical Mulching for grades raised less than 6 inches

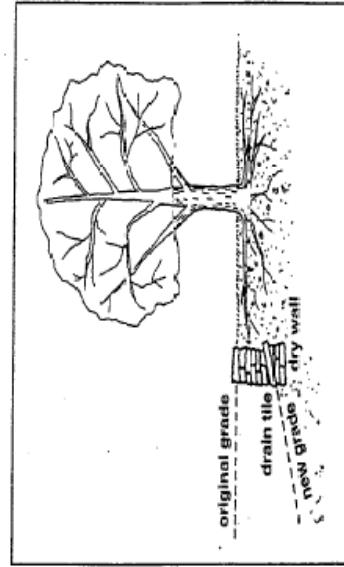
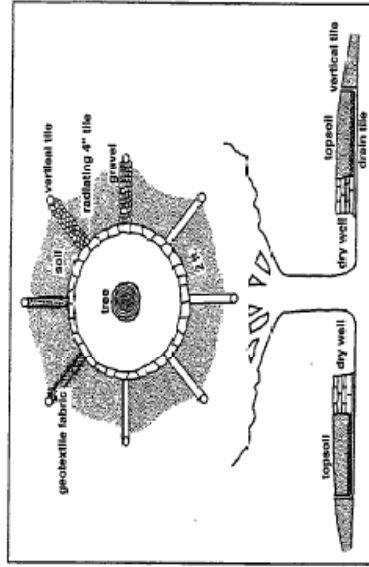
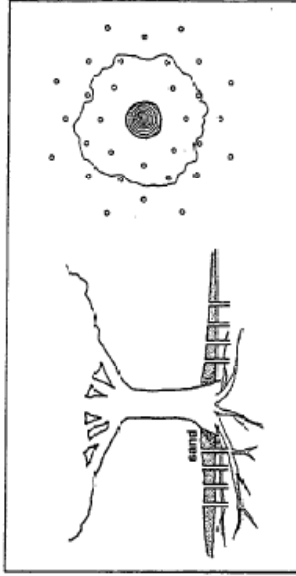
1. Clear soil surface of plants and debris.
2. Ensure the surface does not slope towards the tree trunk.
3. Place medium grade sand around the tree trunk to just above the intended grade.
4. Backfill the new grade. Use a fill soil that is the same texture or coarser than the original topsoil.
5. Auger 3 to 4 inch wide holes through the fill material and below the original grade.
6. Fill auger holes with peat moss, sand, vermiculite, pea gravel or other coarse material.
7. Grade the fill so that it slopes away from the tree trunk.
8. Do not cover the sand at the trunk of the tree.

### Tree well for grades raised greater than 6 inches

1. The well must be a minimum of 36 inches out from the trunk. The deeper the well, or larger the species of the tree, the larger the well's diameter should be.
2. Lay out aeration tiles (perforated tubes, 4-6 inches in diameter) in a wagon wheel pattern radiating from the tree well.
3. Space the tiles every 30 to 45 degrees. The open ends of the tiles should extend through the wall of the well.
4. Cover the ends of the tiles with geotextile fabric and cap with gravel to keep out clogging soil.
5. Cover the tiles with coarse, uniform sand or small, uniform gravel and a soil filter such as geotextile landscape fabric or fiberglass matting.

### Grades lowered for terracing or tree islands

1. Maintain the original grade as far out from the trunk as possible
2. Terraces are formed to lower the grade in steps. At each level, the roots should be severed cleanly and kept moist.
3. Install drainage tiles through dry wall sloped out at the level of the new grade.
4. Use sand as backfill behind the walls to encourage new root growth.
5. If the grade must be lowered completely around a tree, a tree island can be constructed. The techniques used for creating a tree island are similar to those used in terracing.



**D5**



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-5**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Public Works/CIP Committee  
**Via:** Interim General Manager  
**Subject:** RECOMMENDATIONS RE: FY 2013-2014 CIP—RUSH PARK PLAYGROUND PROJECT

**RECOMMENDATION:**

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

**BACKGROUND:**

The Public Works/CIP Committee met on September 24, 2013 to review the current state of the District's FY 2013-2014 CIP project list and Fund 40 budget. The Committee discussed the status of this year's Project List and is recommending commencement of the Rush Park Playground project described below.

Rush Park Playground—The Committee has discussed the various options for upgrading the Rush Park Playground to comply with both ADA and safety requirements. The District's Playground Consultant has assisted staff and the Committee with all aspects of compliance. The Committee is recommending

that the General Manager proceed with awarding of a contract with Game Time for the acquisition of the equipment utilizing the U.S. Communities Government Joint Purchasing Agreement bidding process and to authorize General Manager to go out to bid for construction of the project. The equipment must be ordered prior to October 31, 2012 in order to fulfill the \$20,000 grant requirements. Equipment delivery is 30 to 45 days from date of ordering.

The Committee is also recommending the District proceed with awarding a contract to Tot Turf in the amount of \$29,392.38 (50/50 option) or \$53,587 (100% option) for ADA compliant surfacing utilizing the CMAS Joint Purchasing Agreement to accelerate the public bid process. Thereafter, the District would go out to bid for the construction phase of the project.

The Committee is also recommending that the 50/50% option for the project be capped at \$150,000 (the budgeted amount) or that the 100% option be capped at \$165,000 (requiring a budget adjustment at the Mid-Year Budget Adjustment). Either option meets all ADA and safety standards.

**ATTACHMENTS:**

1. Public Works/CIP Committee Agenda Item C-1 re: Discussion with General Manager Regarding Status of Capital Project List, Fund 40 Budget and staff recommendations on the configuration of the Rush Park Playground Project.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** September 24, 2013  
**To:** CIP/Public Works Committee  
**From:** Interim General Manager  
**Subject:** DISCUSSION WITH GENERAL MANAGER RE: FY 2013-2014 CIP  
PROJECT LIST AND RUSH PARK PLAYGROUND PROJECT

**RECOMMENDATION:**

Review and make recommendations to the Board regarding the District's FY 2013-2014 Capital Improvement Program (CIP) Fund 40 Budget, Project List and the Rush Park Playground Project.

**BACKGROUND:**

Attached is the Rush Park Playground report which includes documentation for moving ahead with the Rush Park Playground Project. Timing is critical for both ordering of equipment and bidding for installation of the equipment. Options and cost estimates are based on staff research of both ADA and playground safety requirements. Also attached are the Fund 40 CIP/2013-2014 Adopted Budget and Project List for your reference.

**ATTACHMENTS:**

1. Rush Park Playground Report dated September 3, 2013.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**Rush Park Playground**

**DATE:** September 3, 2013

**SUBJECT:** Rush Park Playground Renovation Project

**FROM:** Emily Gingras, Recreation Superintendent

**TO:** Henry Taboada, General Manager

**PURPOSE:**

To update the General Manager on the Rush Park Playground update scope of work including; proposed renderings, information regarding government joint purchasing agreements and request to go to out to public bid.

**BACKGROUND:**

At the January, 2013 CIP Committee Meeting, staff presented options to upgrade the existing Rush Park Playground. The update would make the non-complaint playground, ADA and safety compliant. One option presented included a retrofit of the existing 5-12 structure utilizing existing posts and contracting with the current playground company, Little Tikes. The second option replaced the entire 5-12 structure with a new structure which encompassed several inclusive play components for children with disabilities by Game Time. Based on recommendations made by the District's Playground Consultant regarding liability issues, the Committee decided against the retrofit and recommended staff research and present a Master Plan for completing an entire renovation of the Rush Park Playground based on the proposed rendering by Game Time. The options would be presented to the CIP Committee at their April meeting.

In April, three Master Plan options were presented to the committee ranging in price from \$172,423.38 to \$258,764.505. The committee eliminated several other projects scheduled in FY 2013-2014 and determined a revised budget of \$150,000 for the Playground upgrade. Additionally the committee combined components from the proposed Master Plan options and asked the District's Playground Consultant to reduce pricing with Game Time staying within the District's \$150,000 budget.

Subsequently, District staff presented the revised \$150,000 project option to the Rossmoor Homeowner's Association requesting a financial contribution ranging from \$10,000 to \$50,000. Unfortunately, the District has not received a response to our request. However, the 'Tiles for Tot Lot' program was able to raise \$3,700 for upgrades during their fall 2012 tile painting program. The program is ongoing and

will continue in the fall of 2013 in hopes of receiving additional monies to help with the purchase of equipment and undetermined County permit fees. District staff has been working with Mr. Lindquist and have scheduled upcoming tile painting dates for the fall which should complete the "Tiles for Tot Lot" fundraiser by the first of the year.

#### **SUMMARY:**

District staff is presenting two playground options for consideration for the potential upgrade. The first option is presented by Little Tikes and includes a cost for equipment of \$71,558.21. When demo, prep, install of equipment and playground surfacing is added, the total project cost is \$129,536.31 for the 50/50 sand/PIP option or a total of \$173,441.51 for 100% PIP surfacing. The second option is from Game Time and totals \$54,290.80 for purchase of the equipment (due to a matching grant awarded to the District from Game Time) and a project total including demo, prep, install of equipment and surfacing of \$134,059.80 for the 50/50 option and \$168,039.10 for the 100% surfacing option.

Additionally, Tot Turf, a surfacing provider, has submitted surfacing quotes in the amount of \$29,392.38 for the 50/50 option and \$53,587.70 for the 100% Pour in Place surfacing option. These quotes can be better compared to the others provided in the cost comparison sheet attached.

District staff is recommending the 50/50 sand/PIP option due to cost, the fact that sand helps develop fine motor skills in preschool aged children, and allows for creative play and development of social skills.

There are three separate components to the scope of work for the project the Committee will need to consider. The first component is to recommend a playground equipment supplier. The second is to go out to competitive bid for the demolition of the existing playground structures, prep work for the installation of the equipment and providing a sub-base for the surfacing. Bid specifications would also stipulate the contractor awarded the project would be responsible for all County permits related to the renovation project. The District's Playground Consultant, J.C. Boushh is recommending the District go out to public bid for this component of the project to ensure the most competitive pricing. The third component of the project is to choose a surfacing provider to meet the Pour in Place ADA compliant surfacing requirement. As part of this component, the committee will also need to recommend the 50/50 or 100% surfacing option.

Mr. Boushh is recommending the District purchase playground equipment from Game Time using the U.S. Communities Government purchasing program. Game Time is a reputable playground manufacturer whose equipment withstands the harsh elements of weather and use by children. They offer quality equipment at a competitive price. U.S. Communities Government purchasing allows cities and special districts to avoid the public bid process by piggy-backing on a contract that has previously exhausted through the public bid process and was approved through a lengthy audit. Additionally, utilizing a government purchasing agreement gives the District a better project design and control over the vendor and ensures competitive pricing. Another benefit to awarding the project to Game

Time is that the District was recently awarded a matching grant for Game Time playground equipment resulting in a revised equipment cost of \$54,290.80. One stipulation is that equipment needs to be ordered by October 31, 2013. This leaves the District with additional funds in the FUND 40 budget that could potentially be applied to permit costs, additional playground shading or permanent picnic canopies).

Mr. Boushh is also recommending the District utilize another purchasing agreement, CMAS, in order to enter into an agreement with Tot Turf to provide surfacing. Tot Turf is the leading provider for ADA compliant, Pour in Place surfacing and is providing a five year warranty.

The District's General Counsel is familiar with these government purchasing agreements and opines that the District may utilize the programs in order to enjoy the economic benefit for the acquisition of the playground equipment. This ensures the District is receiving high quality equipment at a reduced cost.

District staff reached out to local cities who have utilized Game Time and the U.S. Communities program recently as a means to check references and overall satisfaction. Both the cities of Lakewood and Cerritos use Game Time as their preferred playground vendor and utilize the U.S. Communities government purchasing agreement when purchasing Game Time products. Both Lakewood and Cerritos only go out to bid for demo, install and prep work. Additionally, both parties recommended Game Time's equipment and utilizing the U.S. Communities purchasing agreement. In fact, Cerritos is in the process of phasing out all other playground manufacturers for their thirty four parks and solely utilizing Game Time. Cerritos projects similar to the proposed Rush Park project ranged in cost from \$100,000 to \$400,000.

District staff also checked references for Little Tikes. However, there was only one local reference; Fountain Valley. Overall, Fountain Valley was very pleased with Little Tikes and highly recommends them. Fountain Valley utilized Little Tikes' NJPA purchasing agreement as well which included surfacing from Little Tikes' supplier.

#### **COMMUNITY OUTREACH:**

As an attempt to gauge community support and gather feedback regarding the potential upgrade, District staff provided information and distributed surveys to families at all Movies in the Park events. This proved to be the best outreach solution as families that attend movies events are residents and regular attendees of the Rush Park playground. Overall, families were very pleased with the renderings provided by Game Time.

To date, eighty surveys were complete which included questions regarding sand, color schemes and input on the rendering. Ages ranged from two to fourteen with the majority of surveys being completed by four to nine year olds. Nearly all surveys received were from children who attend LAUSD or local preschools within Rossmoor or Los Alamitos. Over eighty one percent of surveys calculated preferred

the 50/50 sand/Pour in Place rubber surfacing option opposed to 100% Pour in Place surfacing.

Additional feedback was received by a few families and included the need for additional shading, a brighter equipment color scheme, twisty slides and a water feature. The largest request was for additional swings. Unfortunately, due to safety restrictions limiting the distance of swings to hard surfacing such as concrete or other play components, there it is not feasible to add swings without a complete removal of the existing tile wall surrounding the playground. Overall, families were pleased with the design and excited to see ADA surfacing would soon be added to Rush Park. There was one request for additional ADA inclusive components and an ADA swing.

### **RECOMMENDATIONS:**

Based on community outreach survey results, direct staff in determining a final Master Plan Option and surfacing recommendation to present to the Board at the September 10, 2013 Board meeting. There are three components of the project outlined below.

1. Equipment: Recommend an equipment supplier based on the renderings provided by Little Tikes and Game Time utilizing the Government Joint Purchasing Agreement to avoid the public bid process.
2. Demolition, Site Prep for Surfacing, Installation of Playground Equipment: Recommend bid specifications and request the General Manager to go out to bid for demo, surfacing prep and installation of playground equipment at the September Board meeting
3. Pour in Place Surfacing:
  - a) If Little Tikes option is chosen, recommend bid specifications and request the General Manager to go out to bid for surfacing. Mr. Boushh is not recommending the District enter into a contract with the surfacing provider Little Tikes submitted a quote for.
  - b) If Game Time option is chosen, recommend the surfacing provider to be Tot Turf and utilize the Government Joint Purchasing Agreement to avoid the public bid process.

### **ATTACHMENTS:**

1. Project timeline
2. Cost comparison of projects
3. Renderings and quotes presented by Little Tikes

4. Renderings and quotes presented by Game Time
5. Quote presented by Tot Turf for Pour in Place surfacing
6. Explanation of Government Joint Purchasing Agreements
7. Pros and Cons for recommended vendors
8. Playground survey distributed at Movies in the Park events
9. FUND 40 Budget



**ATTACHMENT 1**

**RUSH PARK PLAYGROUND RENOVATION PROJECT**

**CONSTRUCTION SCHEDULE**

9/5/13

<b>CIP Committee Meeting</b>	<b>Sept. 24 @ 4pm</b>	CIP Committee to make recommendation on equipment to be purchased, project demo, prep and equipment install and recommend surfacing option
<b>Board Meeting</b>	<b>October 8</b>	Award contract for equipment and surfacing and request the GM to solicit competitive bids for demo, prep and equipment install
Order playground equipment	Following Oct. 8 Board meeting. Deadline is Oct. 31 for grant	Order from manufacturer to allow time for construction of equipment to be ready upon completion of demo and prep work
Advertise for Bids	Following Oct. 8 Board Mtg	Bid packets will be available to qualified bidders in Rush Park Admin office
Receive Bids	October 23	Open bids at RCSD kitchen to determine 'apparent' low bidder, but not select a GC at this time
Select Contractor	October 24	Allows time to inspect bids for complete scope, clarify bid information and check references
<b>Award Contract @ Special Board Meeting 5:00pm</b>	<b>October 30</b>	<b>Board action required—Special Board Meeting</b>
Obtain necessary permits	November 18 at the latest	GC responsibility
Begin Construction—Demo, Prep and Install of Equipt.	December 2	Based on County permitting department's approval to begin
Complete Install of Equipt.	December 11	Weather permitting
Begin Surfacing Install	December 12	Weather permitting
Complete Surfacing Install	December 13	Will need to set for 48 hours
Audit and Inspection of Playground	December 16	To be complete within 24 hours of playground completion and prior to re-opening of playground
Playground reopens	December 18	Following passing audit and inspection
Grand Re-Opening Ceremony	TBD	GM and Rec staff to coordinate based on project completion date

## ATTACHMENT 2

### Rush Park Playground Upgrade Cost Comparison

	Little Tikes	Game Time	Tot Turf
<b>Equipment</b>	\$71,558.21	\$54,290.80*	
<b>Demo, Prep &amp; Install of Equipment</b>			
50/50-Sand/Pour in Place	\$35,411.50	\$47,838	
100% Pour in Place (no sand)	\$49,106.00	\$56,724.00	
<b>Pour in Place Surfacing Install</b>			
50/50-Sand/Pour in Place	\$22,566.60	\$31,931.00	\$29,392.38
100% Pour in Place (no sand)	\$52,777.30	\$57,024.30	\$53,587.70
<b>TOTAL</b>			
50/50-Sand/Pour in Place	<b>\$129,536.31</b>	<b>\$134,059.80</b>	<b>\$83,683.18**</b>
100% Pour in Place (no sand)	<b>\$173,441.51</b>	<b>\$168,039.10</b>	

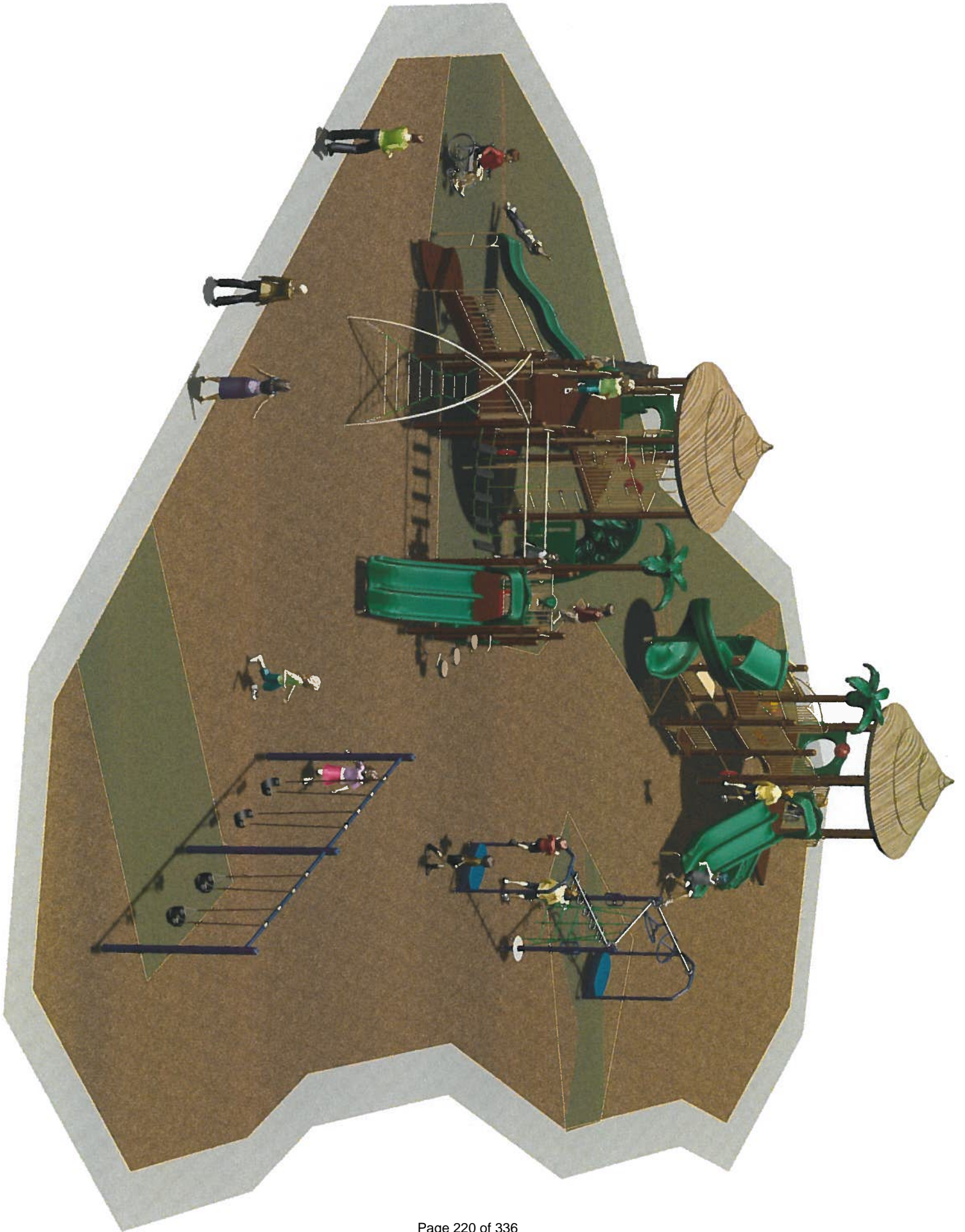
\*Pre-Grant quote \$73,671.13

\*\*\$83,683.18 combination of Game Time and Tot Turf quotes utilizing Joint Purchasing Agreements  
Demo, Prep and Install would still need to go out to bid

Please note an additional \$3,700 has been contributed for project costs from the Tiles fundraiser

ATTACHMENT 3





Make Purchase Order/Check payable to: PlayPower LT Farmington  
 c/o Pacific Park and Playground 714 846-4885 fax 714 846-3485  
 Lockbox # 778484, 8484 Solution Center, Chicago, IL 60677-8004  
 email: pacificdzn@aol.com

**QUOTATION**

**PlayPower LT Farmington, Inc.**



Contact PlayPower LT Farmington at 800-325-8828

Sales Person: CINDY GRABOW

Pacific Park and Playground

SHIP TO		BILL TO	
Quote #	2120016098	Date	7/25/2013
Version	2	Customer PO#	
ROSSMOOR - RUSH PARK		ROSSMOOR COMMUNITY SERVICES	
3001 BLUME DRIVE		3001 BLUME DRIVE	
ROSSMOOR, CA 90720		ROSSMOOR, CA 90720	
Site Phone:		ATTN:	EMILY GINGRAS
Site Fax:		Phone:	(562) 431-0525 Ext.:
attn:	EMILY GINGRAS	Fax:	(562) 431-3710
RE:	ROSSMOOR - RUSH PARK		

QTY:	ITEM #	Description	Unit Price	Extended Price
1	LTCPS-41475493657	CUSTOM KIDBUILDER SAFARI THEME FOR 5-12 YEAR OLDS. ADA ACCESSIBLE. REFER TO DRAWING LP853_41475493657 FOR DESIGN DETAILS.	\$36,305.6005	\$36,305.60
1	LTCPS-41475526481	CUSTOM KIDBUILDER SAFARI THEME FOR 2-5 YEAR OLDS. ADA ACCESSIBLE. REFER TO DRAWING LP853_41475526481 FOR DESIGN DETAILS.	\$24,680.8004	\$24,680.80
1	LTCPS-NRG	CUSTOM DESIGN NRG FREE 3 BAY SYSTEM WITH FUNWHEELS, VERTICAL NET CLIMBER & OVERHEAD CHALLENGE LOOP RAIL. AGES 5-12. SEE DRAWING LP853_41474462650 FOR DESIGN DETAILS.	\$5,271.2001	\$5,271.20

PLEASE NOTE: GRAND TOTAL COST IS LISTED ON PAGE TWO

Page 1 of 3

ENTER SHIP TO ADDRESS IF DIFFERENT FROM SITE ADDRESS.

<b>SubTotal</b>	\$66,257.60
<b>Install Amount</b>	\$0.00
<b>PBO Amount</b>	
<b>PBO Freight</b>	
<b>Freight</b>	\$0.00
<b>TAX RATE</b>	8.00%
<b>TAX</b>	\$5,300.61
<b>TOTAL</b>	\$71,558.21

Credit Report Required: No

Installer: Installation Quote:  
CLIENT \$0.00

Special Instructions: Terms: Net 30 days

PURCHASE ORDER INFORMATION IS AT THE TOP OF THE FIRST PAGE OF QUOTATION.

\*\*\*DISCOUNT PRICING & FREE FREIGHT PER NJPA CONTRACT\*\*\*

INSTALLATION IS NOT INCLUDED IN TOTAL. DYNACON TO QUOTE INSTALLATION AND SITEWORK ON SEPARATE QUOTE.

POUR IN PLACE SURFACING IS NOT INCLUDED ON THIS QUOTATION. IT WILL BE QUOTED SEPARATELY.

CLIENT IS RESPONSIBLE FOR RECEIVING / OFFLOADING EQUIPMENT.

THANK YOU!

This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Rep. To Submit this offer, please sign below forward a complete signed copy of this Quote directly to "PPLT Sales Administrator" via fax (573)760-7454 or (573)769-7465 or email [outdoordes@LTCPS.com](mailto:outdoordes@LTCPS.com). Upon acceptance, PPLT will return a fully-signed copy of the Quote to Customer with copy to Sales Representative via fax or email. THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLT the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit all charges are due and payable in full at Lockbox #778484, 8484 Solution Center, Chicago, IL 60677-8004, unless notified otherwise by PPLT in writing. Customer agrees to pay all additional service charges for pastdue invoices. Customer must provide proper tax exemption certificates to PPLT, shall promptly pay discharge all otherwise applicable taxes, license fees, levies other impositions on the Equipment at its own expense. Equipment quote valid for 90 days, freight/labor prices subject to change. Install/labor quoted is Not at prevailing wages rates unless specifically noted.....

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

Submitted By (Signature)	Printed Name and Title	Date
--------------------------	------------------------	------

The foregoing quote and offer are hereby approved and accepted by PPLT.

By: \_\_\_\_\_ VERSION # 2  
Date \_\_\_\_\_

Quote # 2120016098

# Dynacon

16401 SARATOGA LANE  
 HUNTINGTON BEACH, CA 92649  
 phone 714 803-0163 fax 714 377-0305  
 CA LIC # 600044 dynaconplay@aol.com

## QUOTATION

Quote #	2130003185
Version	1
Date	7/25/2013
Grand Total	\$35,411.50
Terms:	.

### QUOTE TO

Rossmoor Community Services District		
ATTN:	Emily Gingras	
3001 Blume Drive		
Rossmoor	CA	90720-
PHONE	(562) 430-3707	
FAX	(562) 431-3710	

### SITE LOCATION

<b>RUSH PARK - ROSSMOOR</b>	
C/O:	EMILY GINGRAS
3001 BLUME DRIVE	
ROSSMOOR, CA 90720	
Site Phone:	
Site Fax:	

Provision/Model #	Description	Quantity	Unit Cost	Ext Cost
DYN-INSTALL	INSTALLATION OF KB SAFARI THEME AGES 2-5 DRAWING 41475493657, KB SAFARI THEM AGES 5-12 DRAWING 41475526481 & NRG FREESTANDING UNIT DESIGN 4147446250. INCLUDES DEMO AND REMOVAL OF EXISTING EQUIPMENT EXCEPT FOR THE SWINGS WHICH ARE TO REMAIN.	1	\$24,846.0000	\$24,846.00
DYN-SUB-BASE	PROVIDE CONCRETE SUB-BASE FOR POUR IN PLACE RESILIENT SURFACING, TILES, OR SYNTHETIC GRASS SAFETY SURFACING. 3 1/2" THICK, PRICED PER SQ/FT (DOES NOT INCLUDE SPECIALIZED EDGE CURBING)	1778	\$4.7500	\$8,445.50
DYN-TRANS-CURB	PROVISION OF CONCRETE CURBING SPECIALIZED FOR RESILIENT SURFACING IN TRANSITION AREAS- PRICED PER LINEAR FOOT	212	\$10.0000	\$2,120.00

#### Special Instructions:

PLEASE NOTE THE 1990 SQ/FT OF POUR IN PLACE SURFACING REQUIRES  
 1778 SQ/FT SUBBASE WITH 212 LINEAR FEET OF TRANSITION CURB INTO  
 THE SAND. THANK YOU.

<b>SUBTOTAL</b>	<b>\$35,411.50</b>
<b>FREIGHT</b>	<b>\$0.00</b>
<b>TAX RATE</b>	<b>0.00%</b>
<b>TAX</b>	<b>\$0.00</b>
<b>OTHER</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$35,411.50</b>

We are pleased to submit the above quotation for your consideration. This quote is valid for 30 days. Please call with any questions you may have. Your site must be level before equipment can be installed. Please note exclusions: Modification or damage to underground utilities or existing irrigation systems, concrete damage, turf damage, drainage issues, or any work not quoted above. Due to fluctuations in orders, installation dates are estimates only and are not guaranteed for a certain date and time. For additional site work quotes call- Don Grabow 714 425-7442.

**ACCEPTANCE OF QUOTATION.** The above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or derivations from the above will be an extra charge over above the estimate. In signing this quote, I hereby am contracted to pay the grand total amount for the work when completed. In the absence of a written contract, let this document stand as a written contract between Dynacon and purchaser (contractee). Pricing does not include prevailing wage unless so noted. Installation date subject to change. Dynacon is responsible for only those items quoted, not for any related work that may or may not be needed in the total scope of the project. Payment is due upon completion of work. In those cases where there is a backorder of equipment, missing equipment, or any other type of customer service parts needed preventing completion of work, payment shall be made by purchaser for percentage of work completed by Dynacon, with balance of payment due upon completion of work. Please contact our office for install lead time. Install dates may not necessarily match ship dates. Thank you.

TO ORDER: PLEASE SIGN AND DATE \_\_\_\_\_

Quote #: 2130003185 V 1

# Dynacon

16401 SARATOGA LANE  
 HUNTINGTON BEACH, CA 92649  
 phone 714 803-0163 fax 714 377-0305  
 CA LIC # 600044 dynaconplay@aol.com

## QUOTATION

Quote # 2130003186  
 Version 1  
 Date 7/25/2013  
 Grand Total \$49,106.00  
 Terms: Net 30 days

### QUOTE TO

Rossmoor Community Services District  
 ATTN: Emily Gingras  
 3001 Blume Drive  
  
 Rossmoor CA 90720-  
 PHONE (562) 430-3707  
 FAX (562) 431-3710

### SITE LOCATION

RUSH PARK - ROSSMOOR  
 C/O: EMILY GINGRAS  
 3001 BLUME DRIVE  
 ———100 % OF AREA POUR IN PLACE——  
 ROSSMOOR, CA 90720  
 Site Phone:  
 Site Fax:

Provision/Model #	Description	Quantity	Unit Cost	Ext Cost
DYN-INSTALL	INSTALLATION OF KB SAFARI THEME AGES 2-5 DRAWING 41475493657, KB SAFARI THEM AGES 5-12 DRAWING 41475526481 & NRG FREESTANDING UNIT DESIGN 4147446250. INCLUDES DEMO AND REMOVAL OF EXISTING EQUIPMENT EXCEPT FOR THE SWINGS WHICH ARE TO REMAIN.	1	\$24,846.0000	\$24,846.00
DYN-SAND REMOVAL	PARTIAL SAND REMOVAL AS REQUIRED TO PROVIDE ROOM FOR SUBBASE AND PIP (APPROXIMATELY 46 YARDS)	1	\$4,000.0000	\$4,000.00
DYN-SUB-BASE	PROVIDE CONCRETE SUB-BASE FOR POUR IN PLACE RESILIENT SURFACING, TILES, OR SYNTHETIC GRASS SAFETY SURFACING. 3 1/2" THICK, PRICED PER SQ/FT (DOES NOT INCLUDE SPECIALIZED EDGE CURBING)	5065	\$4.0000	\$20,260.00

### Special Instructions:

PLEASE NOTE THIS QUOTE IS IF THE ENTIRE SITE IS INSTALLED WITH  
 POUR IN PLACE RESILIENT SURFACING. THANK YOU.

SUBTOTAL	\$49,106.00
FREIGHT	\$0.00
TAX RATE	0.00%
TAX	\$0.00
OTHER	\$0.00
TOTAL	\$49,106.00

We are pleased to submit the above quotation for your consideration. This quote is valid for 30 days. Please call with any questions you may have. Your site must be level before equipment can be installed. Please note exclusions: Modification or damage to underground utilities or existing irrigation systems, concrete damage, turf damage, drainage issues, or any work not quoted above. Due to fluctuations in orders, installation dates are estimates only and are not guaranteed for a certain date and time. For additional site work quotes call- Don Grabow 714 425-7442.

ACCEPTANCE OF QUOTATION. The above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or derivations from the above will be an extra charge over above the estimate. In signing this quote, I hereby am contracted to pay the grand total amount for the work when completed. In the absence of a written contract, let this document stand as a written contract between Dynacon and purchaser (contractee). Pricing does not include prevailing wage unless so noted. Installation date subject to change. Dynacon is responsible for only those items quoted, not for any related work that may or may not be needed in the total scope of the project. Payment is due upon completion of work. In those cases where there is a backorder of equipment, missing equipment, or any other type of customer service parts needed preventing completion of work, payment shall be made by purchaser for percentage of work completed by Dynacon, with balance of payment due upon completion of work. Please contact our office for install lead time. Install dates may not necessarily match ship dates. Thank you.

TO ORDER: PLEASE SIGN AND DATE \_\_\_\_\_

Quote #: 2130003186 V 1





# Playground Surfacing Proposal

**Date:** 7-23-13

**Project Name:** Rush Park  
**Address:** 3001 Blume Dr., Los Alamitos, CA 90720  
**Site Contact:** Cindy Grabow  
**Contact Phone #:** 714-803-0163  
**Contact Email:** [cindygrabow@gmail.com](mailto:cindygrabow@gmail.com)

## SpectraTurf Contact

**Name:** Mark Hollowell  
**Phone:** 951-741-4234  
**Fax:** 818-330-9409  
**Email:** [mhollowell@spectraturf.com](mailto:mhollowell@spectraturf.com)

Estimated Area	Thickness/Description	Color	Unit Cost	Total Cost
1990	3.5" Aromatic	50%/50% Black & STD Color	11.34	\$22,566.60
<b>PRICE GOOD THROUGH 12-31-13</b>			<b>Grand Total:</b>	<b>\$22,566.60</b>

**NOTES:**

## PROPOSAL ACCEPTANCE

**ACCEPTANCE:** By signing below, I agree to the above proposal as well as the terms outlined in this agreement on page 2. I am duly authorized by \_\_\_\_\_ to approve and accept this proposal as stated.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PRINTED NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**COMPANY NAME:** \_\_\_\_\_ **BILLING CONTACT:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Issue all Purchase Orders, Contracts, and payments to **SPECTRATURF**. Send ALL completed forms back to your SpectraTurf Sales Representative: **Mark Hollowell**



To verify product certification, visit [www.ipema.org](http://www.ipema.org)

Thank you for considering SpectraTurf on this project.

500 E. Rincon Street #100, Corona, CA 92879-1352  
 (951) 736-3579 (800) 875-5788 Fax (951) 734-3630 [www.spectraturf.com](http://www.spectraturf.com) CA #854429

## TERMS AND CONDITIONS

---

**Date:** 7-23-13  
**Project Name:** Rush Park  
**Address:** 3001 Blume Dr., Los Alamitos, CA 90720  
**Site Contact:** Cindy Grabow  
**Contact Phone #:** 714-803-0163  
**Contact Email:** cindygrabow@gmail.com

---

See product specifications for detailed product and installation information. Product specifications are available from your Sales Representative. Material samples will be provided upon request.

1. Quote is based on the information provided here within and is subject to change based on final installation unless otherwise indicated in writing. Any changes or additions to this proposal will affect pricing.
2. In the event that a change in thickness, square footage, color or color percentage is requested, a revised proposal and/or purchase order will be required before installation can begin.
3. Changes to the proposed scope not agreed to here within or separately in writing may result in additional charges in the form of a change order. Work cannot commence until the Change Order is fully executed.
4. ANY additional site work not included here within, including sub-base, is the responsibility of the owner.
5. Job site access must be at a maximum of 25' for trucks and mixer, with no stairs. Irrigation, sprinkler, and/or water systems must be shut off 24 hours before installation and remain off for 48 hours after installation is completed.
6. Additional charges for downtime/stand-by may be assessed in the event that installation is delayed due to site not being ready as scheduled or if the installation is interrupted for reasons other than those related to weather or general public emergencies.
7. Security during install and upon completion is the responsibility of the owner, unless specified in Proposal Notes on pg 1.
8. Any excess material at the job site upon completion is the property of SpectraTurf.
9. Installations scheduled after 90 days of proposal acceptance may be subject to price adjustments.
10. Scheduling and crew deployment is subject to weather conditions.
11. Warranties will NOT be issued until 90% progress payment is received.
12. All projects over \$10,000.00 will be issued a preliminary lien.

**INSTALLATION EXCLUSIONS**, unless otherwise noted in Project Notes on page 1.

Permit/Licensing  
Builders Risk Insurance  
Excavation and Site Work Preparation  
OCIP  
Third Party Playground Inspection  
Bonding

State or Federal (Davis Bacon) Wages  
Union Fees (PLA/PSA Contracts)  
Engineering  
Fall Height/Attenuation Testing  
Fencing/Security  
HOA Additionally Insured

Demolition  
Drainage  
Waste/Dumpsters  
Rooftop Installations  
Extended Warranty

**INITIALS**



## Playground Surfacing Proposal

**Date:** 7-23-13

**Project Name:** Rush Park  
**Address:** 3001 Blume Dr., Los Alamitos, CA 90720  
**Site Contact:** Cindy Grabow  
**Contact Phone #:** 714-803-0163  
**Contact Email:** [cindygrabow@gmail.com](mailto:cindygrabow@gmail.com)

### SpectraTurf Contact

**Name:** Mark Hollowell  
**Phone:** 951-741-4234  
**Fax:** 818-330-9409  
**Email:** [mhollowell@spectraturf.com](mailto:mhollowell@spectraturf.com)

Estimated Area	Thickness/Description	Color	Unit Cost	Total Cost
5065	3.5" Aromatic	50%/50% Black & STD Color	10.42	\$52,777.30
<b>PRICE GOOD THROUGH 12-31-13</b>			<b>Grand Total:</b>	<b>\$52,777.30</b>

**NOTES:**

### PROPOSAL ACCEPTANCE

**ACCEPTANCE:** By signing below, I agree to the above proposal as well as the terms outlined in this agreement on page 2. I am duly authorized by \_\_\_\_\_ to approve and accept this proposal as stated.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PRINTED NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**COMPANY NAME:** \_\_\_\_\_ **BILLING CONTACT:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Issue all Purchase Orders, Contracts, and payments to **SPECTRATURF**. Send ALL completed forms back to your SpectraTurf Sales Representative: **Mark Hollowell**



To verify product certification, visit [www.ipema.org](http://www.ipema.org)

Thank you for considering SpectraTurf on this project.

500 E. Rincon Street #100, Corona, CA 92879-1352  
 (951) 736-3579 (800) 875-5788 Fax (951) 734-3630 [www.spectraturf.com](http://www.spectraturf.com) CA #854429

## TERMS AND CONDITIONS

---

**Date:** 7-23-13  
**Project Name:** Rush Park  
**Address:** 3001 Blume Dr., Los Alamitos, CA 90720  
**Site Contact:** Cindy Grabow  
**Contact Phone #:** 714-803-0163  
**Contact Email:** cindygrabow@gmail.com

---

See product specifications for detailed product and installation information. Product specifications are available from your Sales Representative. Material samples will be provided upon request.

1. Quote is based on the information provided here within and is subject to change based on final installation unless otherwise indicated in writing. Any changes or additions to this proposal will affect pricing.
2. In the event that a change in thickness, square footage, color or color percentage is requested, a revised proposal and/or purchase order will be required before installation can begin.
3. Changes to the proposed scope not agreed to here within or seperately in writing may result in additional charges in the form of a change order. Work cannot commence until the Change Order is fully executed.
4. ANY additional site work not included here within, including sub-base, is the responsibility of the owner.
5. Job site access must be at a maximum of 25' for trucks and mixer, with no stairs. Irrigation, sprinkler, and/or water systems must be shut off 24 hours before installation and remain off for 48 hours after installation is completed.
6. Additional charges for downtime/stand-by may be assessed in the event that installation is delayed due to site not being ready as scheduled or if the installation is interrupted for reasons other than those related to weather or general public emergencies.
7. Security during install and upon completion is the responsibility of the owner, unless specified in Proposal Notes on pg 1.
8. Any excess material at the job site upon completion if the property of SpectraTurf.
9. Installations scheduled after 90 days of proposal acceptance may be subject to price adjustments.
10. Scheduling and crew deployment is subject to weather conditions.
11. Warranties will NOT be issued until 90% progress payment is received.
12. All projects over \$10,000.00 will be issued a preliminary lien.

**INSTALLATION EXCLUSIONS**, unless otherwise noted in Project Notes on page 1.

Permit/Licensing  
Builders Risk Insurance  
Excavation and Site Work Preparation  
OCIP  
Third Party Playground Inspection  
Bonding

State or Federal (Davis Bacon) Wages  
Union Fees (PLA/PSA Contracts)  
Engineering  
Fall Height/Attenuation Testing  
Fencing/Security  
HOA Additionally Insured

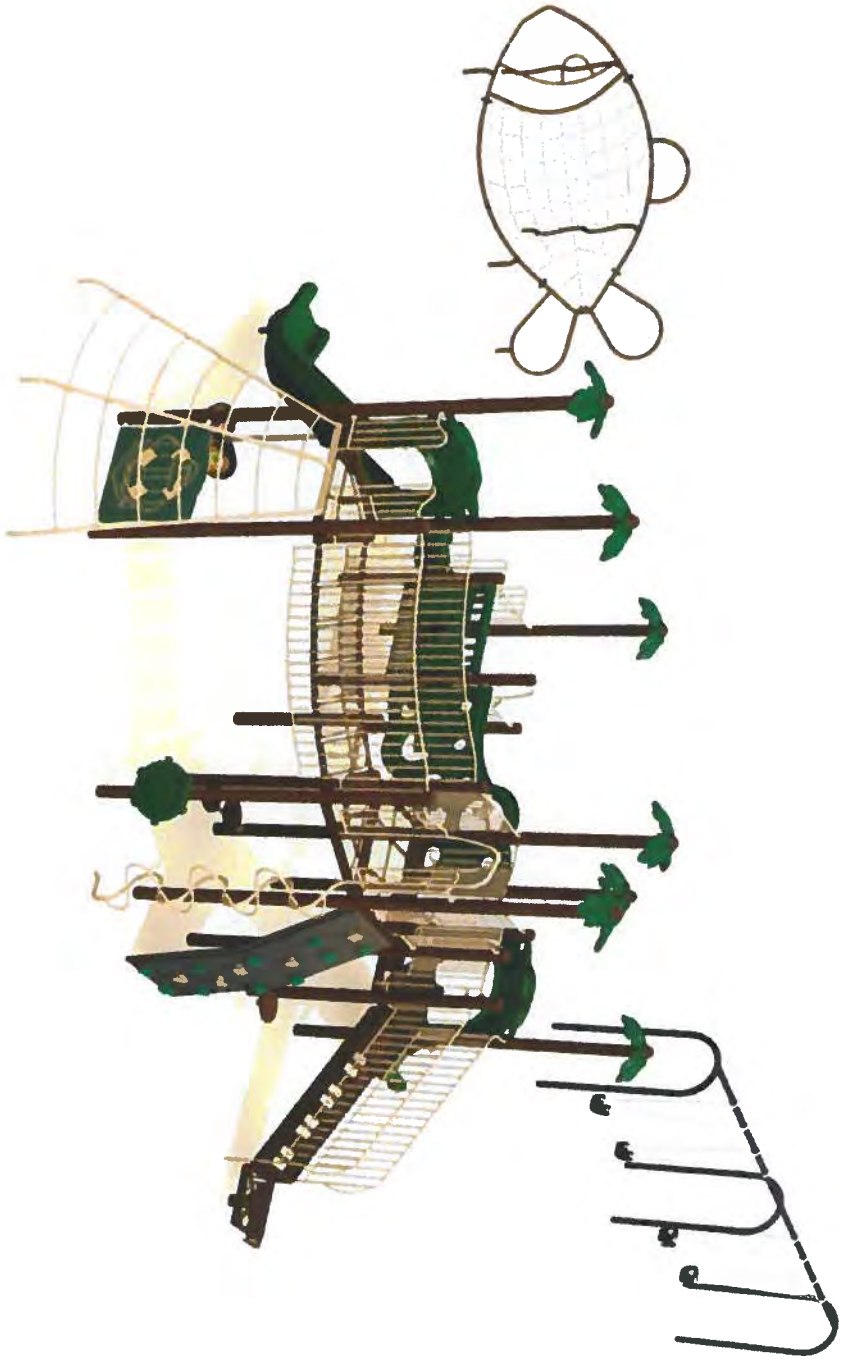
Demolition  
Drainage  
Waste/Dumpsters  
Rooftop Installations  
Extended Warranty

<b><u>INITIALS</u></b>
------------------------

ATTACHMENT 4









Great Western Park & Playground  
 P.O. Box 97  
 Wellsville, UT 84339  
 800.453.2735  
 www.gwpark.com

QUOTE  
 #71825

09/03/2013

**Rush Park Proposal Rev 2 Equipment Only - Grant Pricing**

Rossmoor Community Services District  
 Attn: Emily Gingras  
 3001 Blume Drive  
 Rossmoor, CA 90720  
 Phone: 562-431-0525  
 egingras@rossmoor-csd.org

Project #: P56903  
 Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Custom 2-5 Play Structure	\$31,712.00	\$31,712.00
1	RDU	Game Time - Custom 5-12 Play Structure	\$47,928.00	\$47,928.00
1	38005	Game Time - Fish Climber	\$8,067.00	\$8,067.00
1	178749	Game Time - Owner's Kit	\$49.00	\$49.00

Shipping to Rossmoor, CA 90720

SubTotal: \$87,756.00  
 Grant: (\$43,853.50)  
 Tax: \$3,512.20  
 Estimated Freight: \$6,876.10  
**Total Amount: \$54,290.80**

CUSTOMER IS RESPONSIBLE FOR OFFLOADING ALL EQUIPMENT FROM DELIVERY TRUCK.

THIS QUOTE DOES NOT INCLUDE INSTALLATION, SAFETY SURFACING OR SITE WORK OF ANY KIND.

MATCHING GRANT FUNDS ARE APPLIED TO EQUIPMENT PURCHASE ONLY. GRANT PRICING DOES NOT INCLUDE FREIGHT, TAX, INSTALLATION, SURFACING OR SITE WORK. ORDERS MUST BE PLACED NO LATER THAN OCTOBER 31, 2013 AND SHIP BY DECEMBER 31, 2013.

\*\*\*Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western\*\*\*



PO Box 97 Wellsville, UT 84339 p. 800.453.2735 www.gwpark.com  
 Eric Molano Carey McCool  
 eric@gwpark.com carey@gwpark.com





September 4, 2013

Rossmoor Community Services District  
Attn: Emily Gingras  
3001 Blume Dr.  
Rossmoor, CA 90720

Congratulations, this letter is to officially inform you have been awarded the **Matching Funds Playground Grant** in the amount of \$43,853.50 for **Rush Park**. This is to be used to purchase GameTime Powerscape, Primetime, and Xscape systems. We appreciate your desire to improve your community and to put active play where the people are.

No other offer, discount, or special programs can be used with this grant. Matching grant funds cannot be used for freight, sales tax, surfacing, site work or installation.

Orders accepted by GameTime must ship within the normal 30-45 day manufacturing shipping cycles. Your order must also be placed with Great Western Park and Playground no later than October 31<sup>st</sup>, 2013. All orders must be shipped prior to December 31, 2013. You will have **30** days after delivery to notify us of any discrepancies, shortages or shipping damage.

Please contact your sales associate or project manager if you have any questions.

Sales Associate  
Eric Molano  
626.705.7134  
eric@gwpark.com

Project Manager  
Carey McCool  
800.453.2735  
carey@gwpark.com

Thank you for your interest in GameTime Playgrounds.

**Matching Funds Playground Grant Committee**  
GameTime, A Playcore Company



Great Western Park & Playground  
 P.O. Box 97  
 Wellsville, UT 84339  
 800.453.2735  
 www.gwpark.com

**QUOTE  
 #71635**

08/08/2013

**Rush Park Proposal Rev 2 Installation Only**

Rossmoor Community Services District  
 Attn: Emily Gingras  
 3001 Blume Drive  
 Rossmoor, CA 90720  
 Phone: 562-431-0525  
 egingras@rossmoor-csd.org

Project #: P56903  
 Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Game Time - Installation of Playground Equipment - Quoted at Prevailing Wages	\$24,813.60	\$24,813.60
1	INSTALL	Game Time - Site Work - Remove existing equipment except for the swings. Provide and install aggregate subbase (5,5065 SF)	\$31,910.40	\$31,910.40

Shipping to Rossmoor, CA 90720

SubTotal: \$56,724.00  
**Total Amount: \$56,724.00**

\*\*\*Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western\*\*\*





Great Western Park & Playground  
 P.O. Box 97  
 Wellsville, UT 84339  
 800.453.2735  
 www.gwpark.com

QUOTE  
 #71636

08/08/2013

**Rush Park Proposal Rev 2 PIP Only**

Rossmoor Community Services District  
 Attn: Emily Gingras  
 3001 Blume Drive  
 Rossmoor, CA 90720  
 Phone: 562-431-0525  
 egingras@rossmoor-csd.org

Project #: P56903  
 Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	PIP	GT-Impax - Poured in Place Surfacing, Delivered and Installed - 5,065 SF @ 8'CFH, 3.5" Depth 50% Black, 50% Color Aromatic Prevailing Wages	\$57,024.30	\$57,024.30

Shipping to Rossmoor, CA 90720

SubTotal: \$57,024.30  
**Total Amount: \$57,024.30**

\*\*\*Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western\*\*\*





Great Western Park & Playground  
 P.O. Box 97  
 Wellsville, UT 84339  
 800.453.2735  
 www.gwpark.com

QUOTE  
 #71653

08/08/2013

**Rush Park Proposal Rev 1 PIP Only**

Rossmoor Community Services District  
 Attn: Emily Gingras  
 3001 Blume Drive  
 Rossmoor, CA 90720  
 Phone: 562-431-0525  
 egingras@rossmoor-csd.org

Project #: P56903  
 Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	PIP	GT-Impax - Poured in Place Surfacing, Delivered and Installed - 2547 SF @ 8'CFH, 3.5" Depth 50% Black, 50% Color Aromatic Prevailing Wages Includes 2260 SF and 191 LF Turndown	\$31,931.00	\$31,931.00

Shipping to Rossmoor, CA 90720

SubTotal: \$31,931.00  
**Total Amount: \$31,931.00**

\*\*\*Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western\*\*\*





Great Western Park & Playground  
 P.O. Box 97  
 Wellsville, UT 84339  
 800.453.2735  
 www.gwpark.com

QUOTE  
 #71652

08/08/2013

**Rush Park Proposal Rev 1 Installation Only**

Rossmoor Community Services District  
 Attn: Emily Gingras  
 3001 Blume Drive  
 Rossmoor, CA 90720  
 Phone: 562-431-0525  
 egingras@rossmoor-csd.org

Project #: P56903  
 Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Game Time - Installation of Playground Equipment - Quoted at Prevailing Wages	\$24,813.60	\$24,813.60
1	INSTALL	Game Time - Site Work - Remove existing equipment except for the swings. Provide and install concrete subbase for 2,260 SF plus 191 LF Turndown.	\$23,024.40	\$23,024.40

Shipping to Rossmoor, CA 90720

SubTotal: \$47,838.00  
**Total Amount: \$47,838.00**

\*\*\*Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western\*\*\*





A **PLAYCORE** Company

**Date Issued: 8/9/2013**

**Robertson Industries, Inc**  
4401 E. Baseline Rd., Suite 105  
Phoenix, AZ 85042  
(800) 858-0519  
FX: (602) 340-0402  
[www.totturf.com](http://www.totturf.com)

**Project Name:** Rush Park - Partial at 3.5"

**Address:** Rossmoor Park, CA 90720

**TotTurf Sales Representative**

**Name:** David Purcell  
**Phone:** (760) 809-1875  
**Fax:** (858) 274-3125  
**Email:** dpurcell@totturf.com

**Site Contact:** JC Boushh

**Contact Ph#:**

**Fax#:**

**Contact Email:**

*Scope: See page 2 for detailed scope information*

Product Name	Line Description	Quantity	Sales Price	Total Price
Sales Tax	Use Tax	1.00	\$865.98	\$865.98
Aromatic EPDM	PIP per p. 2 Scope	2,547.00	\$11.20	\$28,526.40
<b>Grand Total</b>				<b>\$29,392.38</b>

**PRICE EXPIRES: 10/29/2013**

**CONTRACTOR'S LICENSE NUMBERS:**

AZ: ROC091920, CLASS L-05  
CA: 667261, CLASS C/64 D/64 and C/61 D/12  
FL: CGC 038554  
NV: 42331, CLASS C25 C40



To verify product certification, visit [www.ipema.org](http://www.ipema.org)



Reseller

PROJECT SCOPE

PROJECT NAME: Rush Park - Partial at 3.5"
PROJECT ADDRESS: Rossmoor Park, CA 90720
PROJECT CONTACT: JC Boushh
EMAIL ADDRESS:
PHONE:
FAX:

- 1. PRODUCT: Aromatic
Additional Products:
2. URETHANE: Aromatic
3. TOTAL SQUARE FOOTAGE: 2,547
Total # of Pads: 1
Pad #1 SF: Pad #3 SF:
Pad #2 SF: Pad #4 SF:
4. TURNDOWN: No if YES, LF: 0.00
5. DEPTH OF SYSTEM: 3.5
Pad #1 Depth: Pad #3 Depth:
Pad #2 Depth: Pad #4 Depth:
6. WEAR COURSE COLORS: 50/50 std color/blk
Pad #1 Color:
Pad #2 Color:
Pad #3 Color:
Pad #4 Color:
7. LAYOUT/DESIGN: N/A / N/A
8. SITE ACCESSIBILITY: More than 25', No Stairs
9. SUB BASE TYPE: ?
10. DEMOLITION: No
11. EXCAVATION: No
12. SAWCUTTING: No
13. WASTE DISPOSAL: N/A
14. SECURITY: N/A
15. FALL HEIGHT/ATTENUATION TESTING: N/A
16. WAGE TYPE: State Prevailing
17. UNION CONTRACT: N/A
18. BONDING REQUIRED: N/A
Bond Type(s):
19. WARRANTY: 5 year

PROJECT SCOPE NOTES:
Install new TotTurf Aromatic Poured in Place Playground Surfacing 50/50 black/std color mix (std colors: red, tan, blue, or green) and aromatic urethane in wear course
\* 2,547 SF at 3.5" thick (2,260 SF and 191 LF turndown)
\* Prevailing Wages
\* Based on good access and no designs/patterns

TOTAL PRICE: \$29,392.38

Customer Signature/Title: (Payor) Date:

Upon full acceptance of all items contained herein, your TOTTURF SCHEDULING AND INSTALLATION CONTACT is:
NAME: EMAIL:
PHONE: FAX:



A **PLAYCORE** Company

**Date Issued: 8/7/2013**

**Robertson Industries, Inc**  
 4401 E. Baseline Rd., Suite 105  
 Phoenix, AZ 85042  
 (800) 858-0519  
 FX: (602) 340-0402  
[www.totturf.com](http://www.totturf.com)

**Project Name:** Rush Park - All 3.5"

**Address:** Rossmoor Park, CA 90720

**TotTurf Sales Representative**

**Name:** David Purcell  
**Phone:** (760) 809-1875  
**Fax:** (858) 274-3125  
**Email:** dpurcell@totturf.com

**Site Contact:** JC Boushh  
**Contact Ph#:**  
**Contact Email:**

**Fax#:**

*Scope: See page 2 for detailed scope information*

Product Name	Line Description	Quantity	Sales Price	Total Price
Sales Tax	Use Tax	1.00	\$1,519.50	\$1,519.50
Aromatic EPDM	PIP per p. 3 Scope	5,065.00	\$10.28	\$52,068.20
<b>Grand Total</b>				<b>\$53,587.70</b>

**PRICE EXPIRES: 10/29/2013**

**CONTRACTOR'S LICENSE NUMBERS:**

AZ: ROC091920, CLASS L-05  
 CA: 667261, CLASS C/64 D/64 and C/61 D/12  
 FL: CGC 038554  
 NV: 42331, CLASS C25 C40



Reseller



PROJECT SCOPE

PROJECT NAME: <u>Rush Park - All 3.5"</u>	PHONE: _
PROJECT ADDRESS: <u>Rossmoor Park, CA 90720</u>	FAX: _
PROJECT CONTACT: <u>JC Boushh</u>	
EMAIL ADDRESS: _	

- |  |  |
|--|--|
| 1. PRODUCT: <b>Aromatic</b><br>Additional Products:                | 8. SITE ACCESSIBILITY: <b>More than 25', No Stairs</b> |
| 2. URETHANE: <b>Aromatic</b>                                       | 9. SUB BASE TYPE: <b>?</b>                             |
| 3. TOTAL SQUARE FOOTAGE: <b>5,065</b><br>Total # of Pads: <b>1</b> | 10. DEMOLITION: <b>No</b>                              |
| Pad #1 SF:                      Pad #3 SF:                         | 11. EXCAVATION: <b>No</b>                              |
| Pad #2 SF:                      Pad #4 SF:                         | 12. SAWCUTTING: <b>No</b>                              |
| 4. TURNDOWN: <b>No</b> if YES, LF: <b>0.00</b>                     | 13. WASTE DISPOSAL: <b>N/A</b>                         |
| 5. DEPTH OF SYSTEM: <b>3.5</b>                                     | 14. SECURITY: <b>N/A</b>                               |
| Pad #1 Depth:                  Pad #3 Depth:                       | 15. FALL HEIGHT/ATTENUATION TESTING: <b>N/A</b>        |
| Pad #2 Depth:                  Pad #4 Depth:                       | 16. WAGE TYPE: <b>State Prevailing</b>                 |
| 6. WEAR COURSE COLORS: <b>50/50 std color/blk</b>                  | 17. UNION CONTRACT: <b>N/A</b>                         |
| Pad #1 Color:  | 18. BONDING REQUIRED: <b>N/A</b>                       |
| Pad #2 Color:  | Bond Type(s):  |
| Pad #3 Color:  |  |
| Pad #4 Color:  |  |
| 7. LAYOUT/DESIGN: <b>N/A / N/A</b>                                 | 19. WARRANTY: <b>5 year</b>                            |

**PROJECT SCOPE NOTES:**  
 Install new TotTurf Aromatic Poured in Place Playground Surfacing 50/50 black/std color mix (std colors: red, tan, blue, or green) and aromatic urethane in wear course

\* 5,065SF at 3.5" thick  
 \* Prevailing Wages  
 \* Based on good access and no designs/patterns

**TOTAL PRICE: \$53,587.70**

Customer Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Payor)

**Upon full acceptance of all items contained herein, your TOTTURF SCHEDULING AND INSTALLATION CONTACT is:**

NAME: \_                                      EMAIL: \_  
 PHONE: \_                                      FAX: \_

## ATTACHMENT 6

### **Rossmoor Community Services District**

#### **Rush Park Playground Renovation Project**

#### **Joint Purchasing Agreements**

**DATE:** September 4, 2013

**SUBJECT:** Government Purchasing Agreements

**FROM:** Emily Gingras, Recreation Superintendent

**TO:** Henry Taboada, Interim General Manager

#### **PURPOSE:**

To update the General Manager on several Government Joint Purchasing Agreements which allows the District to piggyback off of existing contracts that have already exhausted the public bid process and exempts the District from having to go out to public bid for Capital Improvement Projects exceeding \$25,000.

#### **BACKGROUND:**

There are several joint purchasing agreements public agencies are able to utilize in order to avoid the public bid process. The District's General Counsel opines the District is able to utilize such agreements. Not all contractors or manufacturers utilize the same joint purchasing agreements. There is no fee to join the purchasing agreements the District is recommending for utilization.

#### **SUMMARY:**

An explanation of the joint purchasing agreements District staff is recommending utilizing includes the following:

#### **Game Time Playground Equipment—U.S. Communities:**

U.S. Communities is the leading national government cooperative purchasing program, providing procurement resources and solutions to local and state government agencies including cities, counties, towns, states, special districts, schools and universities.

With U.S. Communities, agencies can utilize competitively solicited contracts to help save time and resources while still meeting state, local and federal purchasing requirements. All cooperative purchasing contracts from U.S. Communities have been competitively solicited by a lead public agency and meet our rigorous cooperative standards and supplier commitments. Each supplier commits to delivering their best overall government pricing so you can buy with confidence.

**Little Tikes Playground Equipment—National Joint Powers Alliance (NJPA):**

NJPA is a public agency that serves as a member-focused cooperative for over 50,000 member agencies nationally. NJPA offers a multitude of cooperatively contracted products, equipment and service opportunities to education and government entities throughout the country.

NJPA offers Members contract purchasing solutions that are leveraged nationally to enable contracted suppliers and member agencies to work smarter and more efficient as they do business with each other. NJPA does this by establishing a business and service alliance between member buyers and contracted suppliers ensuring a valued and successful national cooperative contract program.

**Tot Turf Playground Surfacing—California Multiple Award Schedules (CMAS):**

CMAS offers a wide verity of commodity, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The use of these contracts is optional and is available to California State and Local Government Agencies.

**ATTACHMENT 7**

**Rossmoor Community Services District  
Rush Park Playground Renovation Project**

**Little Tikes**

<b>PROS</b>	<b>CONS</b>
One of the original manufacturers of playground equipment	Replacements parts are pricey
Great Reputation	Installation of replacement parts is pricey
Easy to work with	Reputable owner sold company 5 years ago allowing other companies (like Game Time) to become a more preferable vendor
Responsive to inquiries	
Cost	
References check out	
Great equipment design	
Ability to utilize the NJPA Govt Purchasing agreement to avoid public bid process	

**Game Time**

<b>PROS</b>	<b>CONS</b>
Leading play equipment manufacturer	
Proponent of inclusive play	No shade
Offers free local clinics and seminars to promote play in children with disabilities	
District was awarded a grant reducing equipment price significantly	
Responsive to inquiries	
Local cities recommend Game Time	
Reasonably priced replacement parts w/ free or low cost installation charges	
Ability to utilize the U.S. Communities Purchasing Agreement to avoid public bid process	

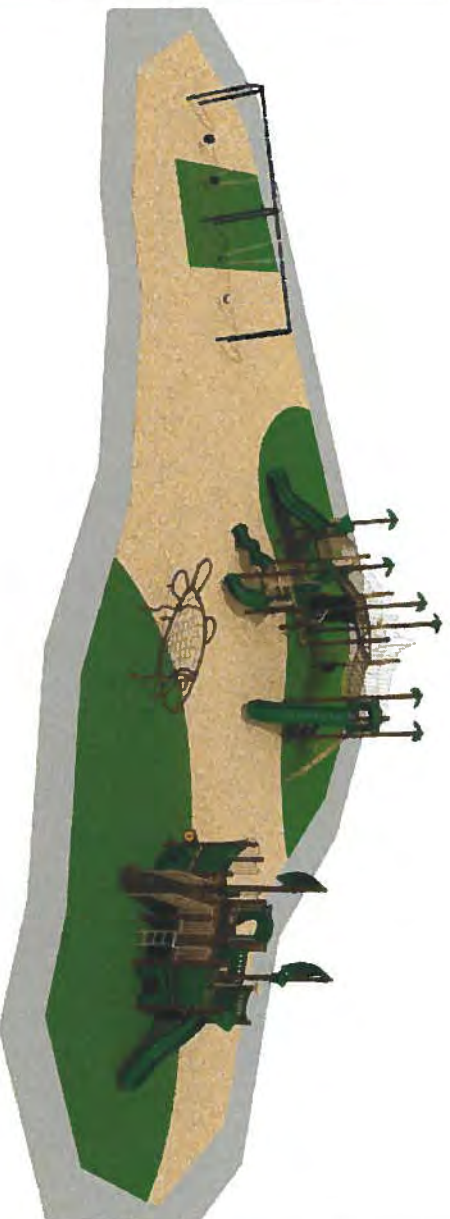
**Tot Turf—Surfacing**

<b>PROS</b>	<b>CONS</b>
Leading surfacing provider	Cost
Provides several free maintenance seminars	
Five year warranty	
Ability to use the CMAS Govt Purchasing Agreement to avoid the public bid process	

# Rush Park Playground Revitalization Project



Rush Park, Rossmoor



Rossmoor Community Services District

Thank You!

Name: \_\_\_\_\_

Age: \_\_\_\_\_

School: \_\_\_\_\_

What is your favorite part of  
playgrounds? \_\_\_\_\_

\_\_\_\_\_

What would you like to see on  
your dream playground?

\_\_\_\_\_

What colors would you like on  
your dream playground?

\_\_\_\_\_

Do you like to play in the sand?

\_\_\_\_\_

Why? \_\_\_\_\_

What do you like about the  
playground on the right?

\_\_\_\_\_

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
CAPITAL IMPROVEMENT PROGRAM - FUND 40  
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-13 ESTIMATE TO CLOSE	2013-2014 FINAL BUDGET
<u>Assigned Fund Balance, Beginning</u>		129,048	147,839	189,789	189,789	189,789	225,573
<u>Revenues</u>							
Other Financing Sources (Improvement Fund)							
Total Capital Improvement Program Revenues							
<u>Expenditures</u>							
Dept.			46,693	-	8,500	9,276	-
Rossmoor Park		28,471	28	20,000	20,000	8,900	-
Montecito Center		13,434	11,019	140,470	140,470	28,260	194,950
Rush Park		9,020	310	34,691	39,970	17,780	16,050
General		50,925	58,050	195,161	208,940	64,216	211,000
<u>Total Expenditures</u>		(50,925)	(58,050)	(195,161)	(208,940)	(64,216)	(211,000)
<u>Transfers In</u>							
<u>Transfers Out</u>		69,716	100,000	100,000	100,000	100,000	0
<u>Assigned Fund Balance, End of Year</u>		147,839	189,789	94,628	80,849	225,573	14,573

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET**

**2013-2014 FINAL BUDGET - FUND 40**

PROJECT TITLE	Original Budget FY 2012-2013	Amended Budget FY 2012-2013	Estimate to Close 2012-2013	FINAL BUDGET 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016	Information Only FY 2016-2017
<b>REVENUES</b>							
Previous Transferred Available Funds	\$189,788	\$189,789	\$189,789	\$225,573	\$80,849	\$14,573	\$14,573
Transfer from Fund 10	\$0	0	0	0	0	0	0
Transfer from Fund 20 (thru Fund 10)	\$100,000	100,000	100,000	0	0	0	0
Prop 1A Payback and Interest from State	\$0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$289,788</b>	<b>\$289,789</b>	<b>\$289,789</b>	<b>\$225,573</b>	<b>\$80,849</b>	<b>\$14,573</b>	<b>\$14,573</b>
<b>EXPENSES</b>							
<b>ROSSMOOR PARK</b>							
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.							
Resurface Basketball Courts.							
Tennis Repaired & Resurfaced							
Replace Chain Link Fencing Around Backstops	TBD	TBD	TBD				
Remote Lighting System Added (2/12/13)		\$8,500	\$9,276				
<b>ROSSMOOR PARK SUBTOTAL</b>	<b>\$0</b>	<b>\$8,500</b>	<b>\$9,276</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>MONTECITO</b>							
Redesign Interior	\$20,000	\$20,000			\$95,000		
Redesign Courtyard					\$49,800		
New Gate			\$8,900		TBD		
Install Electronic Message Board (Eliminate)							
<b>MONTECITO SUBTOTAL</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$8,900</b>		<b>\$144,800</b>	<b>\$0</b>	<b>\$0</b>
<b>RUSH PARK</b>							
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) Design paid/moved project to FY 2013-14							
Parking Lot Repair	\$50,000	\$50,000		\$25,000			
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations.				150,000			
Rehabilitate and Upgrade Indoor Men's Restrooms (including waterless urinals)	\$3,120	3,120					
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting	\$19,950	19,950		19,950			
Replace Peripheral HVAC System in Auditorium	\$32,400	32,400	24,400				
Baseball Field - Replace with dustless dirt	\$35,000	35,000	3,860	TBD	35,000		
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (\$667 spent on design in FY 2011-12)					14,000		
Revise Landscape					20,700		
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.					28,736		
Canopy Entrance for Auditorium					37,800		
Replace Temporary Picnic Canopy with Permanent Shade Structure					39,000		
Install Solar Panels					TBD		
Outlet and Circuit Breaker for Movies and Concerts in the Park. (TBD in which FY.) = \$10,500							
<b>RUSH PARK SUBTOTAL</b>	<b>\$140,470</b>	<b>\$140,470</b>	<b>\$28,260</b>	<b>\$194,950</b>	<b>\$175,236</b>	<b>\$0</b>	<b>\$0</b>
<b>GENERAL</b>							
Rossmoor Shopping Village Signage (requested by Board Jan. 2012)	\$24,050	\$24,050	\$8,000	\$16,050			
Replace Round Trash Cans for Rush, Rossmoor and Mini Parks.	\$5,241	5,241	4,800				
Irrigation Box for Rossmoor Triangle	\$5,400	5,400					
iPads for Board including storage safe (added 2/12/13)		5,279	4,980				
Security Cameras at Rossmoor Entrances (added 2/12/13)		TBD					
Scissor Lift and Utility Trailer (Recommend Removal)					\$14,750		
<b>GENERAL SUBTOTAL</b>	<b>\$34,691</b>	<b>\$39,970</b>	<b>\$17,780</b>	<b>\$16,050</b>	<b>\$14,750</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$195,161</b>	<b>\$208,940</b>	<b>\$64,216</b>	<b>\$211,000</b>	<b>\$334,786</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$94,627</b>	<b>\$80,849</b>	<b>\$225,573</b>	<b>\$14,573</b>	<b>(\$253,937)</b>	<b>\$14,573</b>	<b>\$14,573</b>

**E1a**



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Interim General Manager  
**Subject:** MINUTES: SPECIAL MEETING OF AUGUST 12, 2013

**RECOMMENDATION:**

Approve the Minutes of the Special Meeting of August 12, 2013 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of August 12, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Special Meeting of August 12, 2013 Prepared by the Board's Secretary/General Manager.



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

**SPECIAL MEETING**

RUSH PARK  
Auditorium  
3021 Blume Drive  
Rossmoor, California

**Monday, August 12, 2013  
6:00 p.m.**

---

**A. ORGANIZATION**

**1. CALL TO ORDER: 6:00 P.M.**

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

**3. PLEDGE OF ALLEGIANCE**

**B. PUBLIC FORUM-None**

**C. REGULAR AGENDA**

**1. COMMUNITY RALLY RE: I-405 IMPROVEMENT PROJECT-HOT (TOLL) LANES.**

President Maynard opened the meeting and made introductory remarks. He then welcomed the public to the Rally and invited speakers to express their opinions regarding the possibility of toll/HOT lanes for the project.

Many speakers expressed opinions contrary to any option for the project other than Alternative 1. Particular emphasis was placed on opposition to toll/HOT lanes which were said to increase noise, environmental, and light pollution.

At the conclusion of the discussion, President Maynard stated that an electronic version of the meeting would be sent to OCTA and CalTrans for inclusion in the Supplemental Draft EIR/EIS. Board members also stated their position on the project.

**D. ADJOURNMENT**

President Maynard adjourned the meeting at 8:45 p.m.

**SUBMITTED BY:**

**Henry Taboada  
Interim General Manager**

**E1b**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1b.**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Interim General Manager  
**Subject:** MINUTES: REGULAR MEETING OF AUGUST 13, 2013

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of August 13, 2013 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of August 13, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Regular Meeting of August 13, 2013 Prepared by the Board's Secretary/General Manager.



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, August 13, 2013**

---

**A. ORGANIZATION**

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

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

**3. PLEDGE OF ALLEGIANCE**

**4. ADMINISTER OATH OF OFFICE TO NEW DIRECTOR**

President Michael Maynard administered the Oath of Office to newly appointed Board Member Tony DeMarco. Director DeMarco took his seat at the dais.

**5. PRESENTATIONS:**

**a. OC Sheriff Lt. Robert Gunzel Re: Quarterly Crime Statistics**

Lt. Robert Gunzel stated that summertime crime had decreased overall from last year. President Maynard had questions relative to the actual number of calls received. Lt. Gunzel stated that it was difficult to say without further research and that collection of said data was labor intensive. He concluded by stating that he could provide the information in his next report. The report was received and filed.

**b. OC Crime Prevention Specialist Anitu Pattanaick Re: Crime Prevention Summer Safety**

Officer Pattanaick gave a PowerPoint presentation on summer safety crime prevention tips to the community. President Maynard requested that the information be added to the District website. Officer Pattanaick stated that she would work with District staff to facilitate the addition. The presentation was concluded.

**c. Orange County Register Reporter Asher Klein**

Reporter Asher Klein of the Orange County Register introduced himself to the Board with a brief bio. He stated that he was the new reporter assigned to covering news and events in the Rossmoor community and its surrounding cities. He announced the OC Register's two latest publication ventures and their launch dates: Monday, August 19, 2013, The Long Beach Register featuring High School Sports, new local businesses, etc., and Monday, August 23, 2013, The Pier, headed by Mr. Klein himself, along with a team of reporters. He added that they were currently soliciting contributors for the Opinion Section of The Pier. The latter publication would encompass Op/Eds, Faith and Value pieces, Sports and Hockey sections.

The General Manager requested that Rossmoor have its own heading in the Our Town section of the OC Register. Mr. Klein responded that he would discuss the request with his editor and they would take it into consideration.

**B. ADDITIONS TO AGENDA-None**

**C. PUBLIC FORUM-None**

**D. REPORTS TO THE BOARD-None**

**E. CONSENT CALENDAR**

Director Casey requested that Items E-3 and E-4 be pulled from the Consent Calendar for discussion. Motion by Director Coletta, seconded by Director Kahlert to approve Items E1a., E1b., E1c., E2, and E-5 on the Consent Calendar. Motion passed 5-0.

**1a. REGULAR BOARD MEETING—July 10, 2013**

**1b. SPECIAL BOARD MEETING—July 11, 2013**

**1c. SPECIAL BOARD MEETING—July 22, 2013**

**2. REVENUE AND EXPENDITURE REPORT—June 2013**

**3. QUARTERLY STATUS REPORT**

Director Casey provided a brief overview of the Ad Hoc Committee meeting which the District had held earlier in the year to address the various parking issues and concerns expressed by those Rossmoor residents who were impacted. He had comments relative to the parking issues involving the Shops at Rossmoor parking lot and inadequate parking availability within the surrounding condos; resulting in a heavy overflow onto Rossmoor's residential streets, blocking driveways, causing congestion, etc. He stated that despite a great deal of effort on the part of the District and General Manager Montana, the situation remained unresolved. It was suggested that a permitting system might help, however the Seal Beach zoning department had denied the request. Chris Montana added that the Orange County Sheriffs Department had also offered to assist with restricted parking implementation and enforcement, but Rossmoor residents were opposed to this option. President Maynard stated that he had plans to meet with Councilmember

Sloan in the near future in an effort to solve the problem. The report was received and filed.

#### **4. QUARTERLY TREE REPORT**

Director Casey had questions relative to the number of remaining parkways with hardscapes and plans for tree planting enforcement. Chris Montana replied that there were currently three homes left that were not in compliance. Mary Kingman stated that it was the position of the County that if a resident protests the planting of the tree they require the verbal consent of said resident before removing the hardscape.

President Maynard had questions relative to sapling care and how often she recommended a deep soaking. Mary Kingman stated that it was different for every tree, but generally they should be watered a couple of times per month. She suggested everyone observe and get to know their tree. The report was received and filed.

#### **5. ANNUAL RECREATION REPORT**

Motion by Director Coletta, seconded by Director Kahlert to approve Items E-3 and E-4 on the Consent Calendar. The Consent Calendar was approved as submitted. Motion passed 5-0.

**F. PUBLIC HEARING**-None

**G. RESOLUTIONS**-None

**H. REGULAR CALENDAR:**

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

Recommendation to Listen to residents' appeal and provide direction to General Manager and Legal Counsel regarding penalties to resident for illegal removal of an established parkway tree in violation of District Policy 3080.

RCSD Tree Program Assistant Mary Kingman reported on the matter for the District.

Resident's Julie and Steve Wickser appealed to the Board and presented their arguments for why they felt the tree removal fine should be waived.

Brief discussion ensued. RCSD Tree Program Assistant Mary Kingman had recently reported that two replacement trees had been planted by the resident and are up to District standards. Additional details are contained in the staff report. It was the consensus of the Board to waive the \$180.00 amount the Wickser's incurred to plant the two new replacement saplings.

Motion by Director Coletta, seconded by Director Casey to receive the Orange County Sheriffs Department's Crime Report, the letter from the Arborist (*Attachment 2*), the photographs and adopt the conclusion that a crime was committed, waive the replacement cost of the two new saplings in

the amount of \$180.00 and uphold the remaining District fine in the amount of \$6,080.00 for the fair market value of the illegal removal of a mature tree. Motion passed 5-0.

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

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

School Ghoul Event Manager Laurie Beverage provided the Board with a brief overview of the event. Discussion ensued relative to the scope of the event and Orange County permitting procedures.

Motion by Director Coletta, seconded by Director Kahlert to approve the application for an event request for use of Rush Park prior to 8:00 am for the Annual School Ghoul 5k Run/Walk event scheduled for Sunday, October 20, 2013. Motion passed 5-0.

### **I. GENERAL MANAGER ITEMS**

The General Manager stated that lately there had been an increase in signage violations with people nailing their signs into parkway trees. She commented that this was not allowed and caused considerable damage to District trees, compromising their protective tree bark, making them vulnerable to disease and even death.

The General Manager reported that the District did have a committee meeting with Southern California Gas Company regarding the Southern California Gas Poles. So far, she believes the committee was successful in getting one of the poles moved out of the area of Rossmoor but the process is still ongoing.

The General Manager announced a reminder about the 20 hour full freeway closure for the bridge demolition of the southbound I-405 and eastbound 22 freeway beginning August 18, 2013 through August 20, 2013. She stated that the next OCTA Meeting was Thursday, August 15, 2013 at 9:00 a.m., 600 S. Main Street, 1<sup>st</sup> Floor in Orange, CA.

Finally she reminded the community about the District's final Movie in the Park of the summer on Friday, August 16, 2013 featuring The Lorax.

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

Director Coletta stated that he was pleased at the attendance at last night's Rush Park Rally to protest the proposed I-405 toll lanes. He encouraged all legal residents of Rossmoor to sign the petition if they opposed the expansion of the I-405 freeway. He stated that it was important to sign the petition as the proliferation of signatures in opposition to the toll lanes would be noticed and considered by the OCTA decision makers. Rossmoor has over 10,500 residents and those signatures make a statement. Neighboring communities are directly affected by the loss of their



property and Rossmoor is indirectly impacted by air, noise and light pollution. It was important to unify and continue to sound the opposition even after the comment deadline and also attend the OCTA hearing in person. He concluded by announcing that the link to the petition was available on the RCSD website. He requested that the OCTA Hearing dates be added to the District's website as well.

Director Casey stated that he was pleased with the attendance at the District's summer events. He thanked staff for getting the word out regarding last night's Rush Park Rally opposing the I-405 toll lanes and getting the District's comments on the record with OCTA under such a tight deadline.

Director Casey welcomed Director Tony DeMarco aboard and stated that he was confident that Director DeMarco would be a very productive member of the Board of Directors.

Director Kahlert welcomed Director DeMarco to the Board. He echoed Director Coletta's comments about the importance of Rossmoor resident's signing the petition and expressing their voice in opposition to the toll lane discussion. Director Kahlert thanked the Orange County Sheriff's Department for their Summer Safety Presentation and for providing the Vacation Check link service on the District website. Finally he congratulated LAGSL 12U Team for capturing both the State and National Championships held in Peoria, Arizona, August 1<sup>st</sup> through August 4, 2013. He stated that it was yet another National Championship for Rossmoor Park.

Director DeMarco thanked the Board for the warm welcome. He thanked former Director Jeffrey Rips for the many years of dedicated service to the Board. He reminded Rossmoor residents that school begins on August 28, 2013 and to be sure to observe the speed limit of 25 miles per hour and be mindful of the many children crossing the street.

President Maynard welcomed Director DeMarco aboard, thanked Director DeMarco for embracing his civic duty and thanked the entire DeMarco family for supporting him, thereby helping the community.

President Maynard announced the revised committee assignments as follows:

Audit Committee	<i>Michael Maynard-C, Tony DeMarco</i>
Budget Committee	<i>Bill Kahlert-C, Ron Casey</i>
CIP Committee	<i>Michael Maynard-C, Alfred Coletta</i>
Investment Committee	<i>Tony DeMarco-C, Bill Kahlert</i>
ISDOC Representative	<i>Ron Casey</i>
Mayor's Consortium Representative	<i>Michael Maynard, Bill Kahlert (alternate)</i>
RCSD/RHA Liaison	<i>Michael Maynard</i>
Rossmoor Advisory Committee (RAC)	<i>Alfred Coletta-C, Michael Maynard</i>
Shops at Rossmoor Committee (SAR)	<i>Ron Casey-C, Michael Maynard</i>
Trees/Parkways Committee	<i>Ron Casey-C, Tony DeMarco</i>
WCC/OCTA Representative	<i>Ron Casey</i>
Utility Ad Hoc Committee	<i>Alfred Coletta-C, Ron Casey</i>
Parks & Facilities Committee	<i>Michael Maynard-C, Bill Kahlert</i>

He stated that each committee was now assigned a designated chairperson in order to facilitate leadership opportunities.

President Maynard concluded with a PowerPoint presentation refuting two recent articles/opinion pieces appearing in the local newspapers (Sun and News Enterprise) relating to the management and condition of Rossmoor's Parks.

**K. CLOSED SESSION**

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

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

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

Number of potential cases: 1

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

**2. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6

District Representative: Michael Maynard

Unrepresented Employee: General Manager

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

**THE BOARD RECESSED INTO CLOSED SESSION AT 9:40 P.M.**

**THE BOARD RECONVENED INTO OPEN SESSION AT 10:35 P.M.**

**CLOSED SESSION ANNOUNCEMENT BY GENERAL COUNSEL:**

General Counsel reported that the Board had adjourned to Closed Session at approximately 9:40 p.m. to discuss two items pursuant to Government Code Section 54956.9(d)(3) and Section 54957.6. There were two items on the closed session agenda. Both items were discussed. No reportable action was taken.

**L. ADJOURNMENT**

Motion by Director Casey, seconded by Director Kahlert to adjourn the regular meeting at 10:36 p.m. Motion passed 5-0.

**SUBMITTED BY:**

**Chris Montana  
General Manager**

**E1c**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1c.**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Interim General Manager  
**Subject:** MINUTES: SPECIAL MEETING OF AUGUST 20, 2013

**RECOMMENDATION:**

Approve the Minutes of the Special Meeting of August 20, 2013 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of August 20, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Special Meeting of August 20, 2013 Prepared by the Board's Secretary/General Manager.



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

**SPECIAL MEETING**

Rush Park  
3001 Rush Park Kitchen  
Rossmoor, California

**Tuesday, August 20, 2013  
4:00 P.M.**

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**A. ORGANIZATION**

**1. CALL TO ORDER: 4:05 P.M.**

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

**3. PLEDGE OF ALLEGIANCE**

**B. PUBLIC COMMENT**

President Maynard called the meeting to order at 4:05 p.m. Roll call was taken with all members present.

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

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

**1. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 94957.6  
Unrepresented Employee: General Manager**

At 4:15 p.m. the Board adjourned to closed session on Item C-1

**D. CLOSED SESSION**

**1. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 94957.6  
Unrepresented Employee: General Manager**

At 5:05 p.m. the Board reconvened in open session. President Maynard reported the following action: 1) The Board accepted the resignation of General Manager Chris

Montana. 2) The Board appointed Henry Taboada (HTGroup) as Interim General Manager and directed him to proceed with the recruitment of a General Manager.

**E. ADJOURNMENT**

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

**SUBMITTED BY:**

**Henry Taboada  
Interim General Manager**

**DRAFT**

**E2**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date**           October 8, 2013  
**To:**             Honorable Board of Directors  
**From:**         Interim General Manager  
**Subject:**      REVENUE & EXPENDITURE REPORT - JULY, 2013

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**ATTACHMENTS:**

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



REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 July 2013 @ 8.34%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	712,540.00	712,540.00	8,153.32	8,153.32	704,386.68	1.1
STREET LIGHT ASSESSMENTS	249,000.00	249,000.00	2,845.95	2,845.95	246,154.05	1.1
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	636.85	636.85	1,463.15	30.3
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	126,000.00	126,000.00	6,901.25	6,901.25	119,098.75	5.5
OTHER REVENUE	23,000.00	23,000.00	3,871.56	3,871.56	19,128.44	16.8
OTHER REVENUE SOURCES (Transfer In)			0.00	0.00	0.00	
<b>Total Revenues</b>	<b>1,170,440.00</b>	<b>1,170,440.00</b>	<b>22,408.93</b>	<b>22,408.93</b>	<b>1,148,031.07</b>	<b>1.9</b>
<b>Expenditures</b>						
ADMINISTRATION <b>1, 2, 3, 4</b>	316,375.00	316,375.00	41,457.48	41,457.48	274,917.52	13.1
RECREATION <b>1, 4, 5, 6</b>	115,300.00	115,300.00	21,314.63	21,314.63	93,985.37	18.5
ROSSMOOR PARK	176,815.00	176,815.00	16,059.29	16,059.29	160,755.71	9.1
MONTECITO CENTER	69,020.00	69,020.00	7,178.89	7,178.89	61,841.11	10.4
RUSH PARK	200,391.00	200,391.00	18,589.86	18,589.86	181,801.14	9.3
STREET LIGHTING	107,480.00	107,480.00	8,814.27	8,814.27	98,665.73	8.2
ROSSMOOR WALL <b>2</b>	2,600.00	2,600.00	2,000.00	2,000.00	600.00	76.9
STREET SWEEPING	52,600.00	52,600.00	4,477.95	4,477.95	48,122.05	8.5
PARKWAY TREES	108,450.00	108,450.00	2,398.34	2,398.34	106,051.66	2.2
MINI-PARKS, MEDIANS & TRIANGLE <b>5</b>	15,045.00	15,045.00	1,463.42	1,463.42	13,581.58	9.7
<b>Expenditures</b>	<b>1,164,076.00</b>	<b>1,164,076.00</b>	<b>123,754.13</b>	<b>123,754.13</b>	<b>1,040,321.87</b>	<b>10.6</b>

Audited Fund Balance  
 at June 30, 2012 691,498.00

REVENUE REPORT  
 JULY 2013 @ 8.34%

Rossmoor Community

For the Period: 7/1/2013 to 7/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	712,540.00	712,540.00	8,153.32	8,153.32	0.00	704,386.68	1.1
ASSESSMENTS	249,000.00	249,000.00	2,845.95	2,845.95	0.00	246,154.05	1.1
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	636.85	636.85	0.00	1,463.15	30.3
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	126,000.00	126,000.00	6,901.25	6,901.25	0.00	119,098.75	5.5
OTHER REVENUE	23,000.00	23,000.00	3,871.56	3,871.56	0.00	19,128.44	16.8
Dept: 00	1,170,440.00	1,170,440.00	22,408.93	22,408.93	0.00	1,148,031.07	1.9
Revenues	1,170,440.00	1,170,440.00	22,408.93	22,408.93	0.00	1,148,031.07	1.9
Grand Total Net Effect:	1,170,440.00	1,170,440.00	22,408.93	22,408.93	0.00	1,148,031.07	

EXPENDITURE REPORT  
JULY 2013 @ 8.34%

Page: 3  
9/30/2013  
12:55 pm

Rossmoor Community

For the Period: 7/1/2013 to 7/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1	167,775.00	167,775.00	16,438.93	16,438.93	0.00	151,336.07	9.8
OPERATIONS AND MAINTENANCE 2,3,4	62,100.00	62,100.00	21,038.60	21,038.60	0.00	41,061.40	33.9
CONTRACT SERVICES	80,500.00	80,500.00	3,979.95	3,979.95	0.00	76,520.05	4.9
CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
ADMINISTRATION	316,375.00	316,375.00	41,457.48	41,457.48	0.00	274,917.52	13.1
Dept: 20 RECREATION							
SALARIES AND BENEFITS 1	84,300.00	84,300.00	8,410.76	8,410.76	0.00	75,889.24	10.0
OPERATIONS AND MAINTENANCE 4,5,6	25,500.00	25,500.00	12,641.48	12,641.48	0.00	12,858.52	49.6
CONTRACT SERVICES	3,500.00	3,500.00	262.39	262.39	0.00	3,237.61	7.5
CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION	115,300.00	115,300.00	21,314.63	21,314.63	0.00	93,985.37	18.5
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS 1	62,850.00	62,850.00	5,483.79	5,483.79	0.00	57,366.21	8.7
OPERATIONS AND MAINTENANCE	71,065.00	71,065.00	7,715.19	7,715.19	0.00	63,349.81	10.9
CONTRACT SERVICES	42,400.00	42,400.00	2,860.31	2,860.31	0.00	39,539.69	6.7
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
ROSSMOOR PARK	176,815.00	176,815.00	16,059.29	16,059.29	0.00	160,755.71	9.1
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS 1	44,185.00	44,185.00	4,633.21	4,633.21	0.00	39,551.79	10.5
OPERATIONS AND MAINTENANCE	17,435.00	17,435.00	1,951.93	1,951.93	0.00	15,483.07	11.2
CONTRACT SERVICES	7,100.00	7,100.00	593.75	593.75	0.00	6,506.25	8.4
CAPITAL EXPENDITURES	300.00	300.00	0.00	0.00	0.00	300.00	0.0
MONTECITO CENTER	69,020.00	69,020.00	7,178.89	7,178.89	0.00	61,841.11	10.4
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 1	64,225.00	64,225.00	5,551.13	5,551.13	0.00	58,673.87	8.6
OPERATIONS AND MAINTENANCE	93,266.00	93,266.00	10,178.42	10,178.42	0.00	83,087.58	10.9
CONTRACT SERVICES	42,400.00	42,400.00	2,860.31	2,860.31	0.00	39,539.69	6.7
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
RUSH PARK	200,391.00	200,391.00	18,589.86	18,589.86	0.00	181,801.14	9.3

**EXPENDITURE REPORT**  
 JULY 2013 @ 8.34%

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Rossmoor Community

For the Period: 7/1/2013 to 7/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	51.57	51.57	0.00	428.43	10.7
CONTRACT SERVICES	107,000.00	107,000.00	8,762.70	8,762.70	0.00	98,237.30	8.2
STREET LIGHTING	107,480.00	107,480.00	8,814.27	8,814.27	0.00	98,665.73	8.2
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE 2	2,600.00	2,600.00	2,000.00	2,000.00	0.00	600.00	76.9
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	2,000.00	0.00	600.00	76.9
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	51.57	51.57	0.00	548.43	8.6
CONTRACT SERVICES	52,000.00	52,000.00	4,426.38	4,426.38	0.00	47,573.62	8.5
STREET SWEEPING	52,600.00	52,600.00	4,477.95	4,477.95	0.00	48,122.05	8.5
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,450.00	17,450.00	1,719.42	1,719.42	0.00	15,730.58	9.9
OPERATIONS AND MAINTENANCE	2,000.00	2,000.00	120.08	120.08	0.00	1,879.92	6.0
CONTRACT SERVICES	71,000.00	71,000.00	558.84	558.84	0.00	70,441.16	0.8
CAPITAL EXPENDITURES	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0
PARKWAY TREES	108,450.00	108,450.00	2,398.34	2,398.34	0.00	106,051.66	2.2
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	1,520.00	1,520.00	104.08	104.08	0.00	1,415.92	6.8
OPERATIONS AND MAINTENANCE	9,250.00	9,250.00	1,048.38	1,048.38	0.00	8,201.62	11.3
CONTRACT SERVICES	4,175.00	4,175.00	310.96	310.96	0.00	3,864.04	7.4
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,045.00	15,045.00	1,463.42	1,463.42	0.00	13,581.58	9.7
Expenditures	1,164,076.00	1,164,076.00	123,754.13	123,754.13	0.00	1,040,321.87	10.6
Grand Total Net Effect:	-1,164,076.00	-1,164,076.00	-123,754.13	-123,754.13	0.00	-1,040,321.87	

**REVENUE/EXPENDITURE REPORT**  
July 2013 @ 8.34%

Rossmoor Community

For the Period: 7/1/2013 to 7/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	655,000.00	655,000.00	6,588.43	6,588.43	0.00	648,411.57	1.0
3001	Current unsecured prop tax	25,200.00	25,200.00	0.00	0.00	0.00	25,200.00	0.0
3002	Prior secured property taxes	13,250.00	13,250.00	433.27	433.27	0.00	12,816.73	3.3
3003	Prior unsecured prop taxes	440.00	440.00	0.00	0.00	0.00	440.00	0.0
3004	Delinquent property taxes	950.00	950.00	354.81	354.81	0.00	595.19	37.3
3010	Current supplemental assessmnt	6,100.00	6,100.00	776.81	776.81	0.00	5,323.19	12.7
3020	Public utility tax	11,600.00	11,600.00	0.00	0.00	0.00	11,600.00	0.0
PROPERTY TAXES		712,540.00	712,540.00	8,153.32	8,153.32	0.00	704,386.68	1.1
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	249,000.00	249,000.00	2,845.95	2,845.95	0.00	246,154.05	1.1
ASSESSMENTS		249,000.00	249,000.00	2,845.95	2,845.95	0.00	246,154.05	1.1
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	2,100.00	2,100.00	636.85	636.85	0.00	1,463.15	30.3
USE OF MONEY AND PROPERTY		2,100.00	2,100.00	636.85	636.85	0.00	1,463.15	30.3
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
3305	County street sweep reimburse	52,000.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
OTHER GOVERNMENT AGENCIES		57,800.00	57,800.00	0.00	0.00	0.00	57,800.00	0.0
Acct Class: 34 FEES AND SERVICES								
3402	Park way tree permits	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
3404	Court reservations	12,500.00	12,500.00	821.25	821.25	0.00	11,678.75	6.6
3405	Wall Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
3406	Ball field reservations	22,000.00	22,000.00	893.50	893.50	0.00	21,106.50	4.1
3410	Rossmoor building rental	4,500.00	4,500.00	390.00	390.00	0.00	4,110.00	8.7
3412	Montecito building rental	22,500.00	22,500.00	582.50	582.50	0.00	21,917.50	2.6
3414	Rush Park Building Rental	60,000.00	60,000.00	4,214.00	4,214.00	0.00	55,786.00	7.0
FEES AND SERVICES		126,000.00	126,000.00	6,901.25	6,901.25	0.00	119,098.75	5.5
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	3,000.00	3,000.00	3,871.56	3,871.56	0.00	-871.56	129.1
3502	Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE		23,000.00	23,000.00	3,871.56	3,871.56	0.00	19,128.44	16.8
Dept: 00		1,170,440.00	1,170,440.00	22,408.93	22,408.93	0.00	1,148,031.07	1.9
Revenues		1,170,440.00	1,170,440.00	22,408.93	22,408.93	0.00	1,148,031.07	1.9
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	8,500.00	8,500.00	1,350.00	1,350.00	0.00	7,150.00	15.9
4001	Salaries - Full-time	115,875.00	115,875.00	11,056.79	11,056.79	0.00	104,818.21	9.5
4003	Salaries - Overtime	1,650.00	1,650.00	398.64	398.64	0.00	1,251.36	24.2
4007	Vehicle Allowance	750.00	750.00	18.65	18.65	0.00	731.35	2.5
4010	Workers Compensation Insurance	4,500.00	4,500.00	180.54	180.54	0.00	4,319.46	4.0
4011	Medical Insurance	27,500.00	27,500.00	2,565.54	2,565.54	0.00	24,934.46	9.3
4015	Federal Payroll Tax -FICA	8,000.00	8,000.00	868.77	868.77	0.00	7,131.23	10.9
4018	State Payroll Taxes	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
SALARIES AND BENEFITS		167,775.00	167,775.00	16,438.93	16,438.93	0.00	151,336.07	9.8
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	13,500.00	13,500.00	12,388.50	12,388.50	0.00	1,111.50	91.8
5004	Memberships and Dues	6,400.00	6,400.00	2,000.00	2,000.00	0.00	4,400.00	31.3
5006	Travel & Meetings	2,000.00	2,000.00	283.80	283.80	0.00	1,716.20	14.2

**REVENUE/EXPENDITURE REPORT**  
July 2013 @ 8.34%

Rossmoor Community

For the Period: 7/1/2013 to 7/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5007	Televised Meeting Costs	16,800.00	16,800.00	2,656.00	2,656.00	0.00	14,144.00	15.8
5010	Publications & Legal Notices (4)	4,000.00	4,000.00	989.86	989.86	0.00	3,010.14	24.7
5012	Printing	1,200.00	1,200.00	150.96	150.96	0.00	1,049.04	12.6
5014	Postage	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5016	Office Supplies	7,200.00	7,200.00	928.11	928.11	0.00	6,271.89	12.9
5020	Telephone	1,500.00	1,500.00	154.72	154.72	0.00	1,345.28	10.3
5045	Miscellaneous Expenditures	5,500.00	5,500.00	1,397.88	1,397.88	0.00	4,102.12	25.4
5046	Bank Service Charge	1,000.00	1,000.00	88.77	88.77	0.00	911.23	8.9
OPERATIONS AND MAINTENANCE		62,100.00	62,100.00	21,038.60	21,038.60	0.00	41,061.40	33.9
Acct Class: 56 CONTRACT SERVICES								
5610	Legal Counsel	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
5615	Financial Audit-Consulting	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
5670	Other Professional Services	42,000.00	42,000.00	3,979.95	3,979.95	0.00	38,020.05	9.5
CONTRACT SERVICES		80,500.00	80,500.00	3,979.95	3,979.95	0.00	76,520.05	4.9
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
CAPITAL EXPENDITURES		6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
ADMINISTRATION		316,375.00	316,375.00	41,457.48	41,457.48	0.00	274,917.52	13.1
Dept: 20 RECREATION								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	44,800.00	44,800.00	4,530.63	4,530.63	0.00	40,269.37	10.1
4002	Salaries - Part-time	22,000.00	22,000.00	2,222.38	2,222.38	0.00	19,777.62	10.1
4003	Salaries - Overtime (1)	2,000.00	2,000.00	343.77	343.77	0.00	1,656.23	17.2
4005	Salaries - Event Attendant	200.00	200.00	0.00	0.00	0.00	200.00	0.0
4007	Vehicle Allowance	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4010	Workers Compensation Insurance	1,800.00	1,800.00	72.98	72.98	0.00	1,727.02	4.1
4011	Medical Insurance	7,000.00	7,000.00	652.35	652.35	0.00	6,347.65	9.3
4015	Federal Payroll Tax -FICA	5,000.00	5,000.00	542.70	542.70	0.00	4,457.30	10.9
4018	State Payroll Taxes	1,000.00	1,000.00	45.95	45.95	0.00	954.05	4.6
SALARIES AND BENEFITS		84,300.00	84,300.00	8,410.76	8,410.76	0.00	75,889.24	10.0
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5006	Travel & Meetings	500.00	500.00	165.00	165.00	0.00	335.00	33.0
5010	Publications & Legal Notices (4)	200.00	200.00	85.72	85.72	0.00	114.28	42.9
5012	Printing	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5014	Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016	Office Supplies	1,000.00	1,000.00	186.19	186.19	0.00	813.81	18.6
5017	Community Events (5)	14,000.00	14,000.00	5,849.85	5,849.85	0.00	8,150.15	41.8
5019	Fireworks (6)	6,200.00	6,200.00	6,200.00	6,200.00	0.00	0.00	100.0
5020	Telephone	1,800.00	1,800.00	154.72	154.72	0.00	1,645.28	8.6
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		25,500.00	25,500.00	12,641.48	12,641.48	0.00	12,858.52	49.6
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	3,500.00	3,500.00	262.39	262.39	0.00	3,237.61	7.5
CONTRACT SERVICES		3,500.00	3,500.00	262.39	262.39	0.00	3,237.61	7.5
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
CAPITAL EXPENDITURES		2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION		115,300.00	115,300.00	21,314.63	21,314.63	0.00	93,985.37	18.5
Dept: 30 ROSSMOOR PARK								

**REVENUE/EXPENDITURE REPORT**  
July 2013 @ 8.34%

Rossmoor Community

For the Period: 7/1/2013 to 7/31/2013

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	33,500.00	33,500.00	3,344.58	3,344.58	0.00	30,155.42	10.0
4002 Salaries - Part-time	10,300.00	10,300.00	568.44	568.44	0.00	9,731.56	5.5
4003 Salaries - Overtime	1,450.00	1,450.00	265.15	265.15	0.00	1,184.85	18.3
4005 Salaries - Event Attendant	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4010 Workers Compensation Insurance	4,500.00	4,500.00	180.54	180.54	0.00	4,319.46	4.0
4011 Medical Insurance	8,700.00	8,700.00	805.84	805.84	0.00	7,894.16	9.3
4015 Federal Payroll Tax -FICA	3,300.00	3,300.00	319.24	319.24	0.00	2,980.76	9.7
4018 State Payroll Taxes	600.00	600.00	0.00	0.00	0.00	600.00	0.0

<b>SALARIES AND BENEFITS</b>	<b>62,850.00</b>	<b>62,850.00</b>	<b>5,483.79</b>	<b>5,483.79</b>	<b>0.00</b>	<b>57,366.21</b>	<b>8.7</b>
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Acct Class: 50 OPERATIONS AND MAINTENANCE

5010 Publications & Legal Notices	300.00	300.00	85.72	85.72	0.00	214.28	28.6
5012 Printing	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	700.00	700.00	93.09	93.09	0.00	606.91	13.3
5018 Janitorial Supplies	3,500.00	3,500.00	835.68	835.68	0.00	2,664.32	23.9
5020 Telephone	1,600.00	1,600.00	154.72	154.72	0.00	1,445.28	9.7
5022 Utilities	43,000.00	43,000.00	5,885.84	5,885.84	0.00	37,114.16	13.7
5025 Sewer Tax	815.00	815.00	0.00	0.00	0.00	815.00	0.0
5030 Vehicle Maintenance	1,500.00	1,500.00	37.69	37.69	0.00	1,462.31	2.5
5032 Building & Grounds-Maintenance	17,000.00	17,000.00	608.12	608.12	0.00	16,391.88	3.6
5034 Alarm Systems	750.00	750.00	14.33	14.33	0.00	735.67	1.9
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0

<b>OPERATIONS AND MAINTENANCE</b>	<b>71,065.00</b>	<b>71,065.00</b>	<b>7,715.19</b>	<b>7,715.19</b>	<b>0.00</b>	<b>63,349.81</b>	<b>10.9</b>
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Acct Class: 56 CONTRACT SERVICES

5655 Landscape Maintenance	38,000.00	38,000.00	2,655.00	2,655.00	0.00	35,345.00	7.0
5656 Tree Trimming	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5670 Other Professional Services	3,400.00	3,400.00	205.31	205.31	0.00	3,194.69	6.0

<b>CONTRACT SERVICES</b>	<b>42,400.00</b>	<b>42,400.00</b>	<b>2,860.31</b>	<b>2,860.31</b>	<b>0.00</b>	<b>39,539.69</b>	<b>6.7</b>
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Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
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<b>CAPITAL EXPENDITURES</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.0</b>
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<b>ROSSMOOR PARK</b>	<b>176,815.00</b>	<b>176,815.00</b>	<b>16,059.29</b>	<b>16,059.29</b>	<b>0.00</b>	<b>160,755.71</b>	<b>9.1</b>
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Dept: 40 MONTECITO CENTER

Acct Class: 40 SALARIES AND BENEFITS

4001 Salaries - Full-time	27,800.00	27,800.00	2,809.73	2,809.73	0.00	24,990.27	10.1
4002 Salaries - Part-time	2,100.00	2,100.00	552.20	552.20	0.00	1,547.80	26.3
4003 Salaries - Overtime	785.00	785.00	201.57	201.57	0.00	583.43	25.7
4010 Workers Compensation Insurance	3,600.00	3,600.00	145.20	145.20	0.00	3,454.80	4.0
4011 Medical Insurance	7,100.00	7,100.00	652.35	652.35	0.00	6,447.65	9.2
4015 Federal Payroll Tax -FICA	2,250.00	2,250.00	272.16	272.16	0.00	1,977.84	12.1
4018 State Payroll Taxes	550.00	550.00	0.00	0.00	0.00	550.00	0.0

<b>SALARIES AND BENEFITS</b>	<b>44,185.00</b>	<b>44,185.00</b>	<b>4,633.21</b>	<b>4,633.21</b>	<b>0.00</b>	<b>39,551.79</b>	<b>10.5</b>
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Acct Class: 50 OPERATIONS AND MAINTENANCE

5010 Publications & Legal Notices	200.00	200.00	85.72	85.72	0.00	114.28	42.9
5012 Printing	150.00	150.00	0.00	0.00	0.00	150.00	0.0
5014 Postage	150.00	150.00	0.00	0.00	0.00	150.00	0.0
5016 Office Supplies	900.00	900.00	93.09	93.09	0.00	806.91	10.3
5018 Janitorial Supplies	3,600.00	3,600.00	835.68	835.68	0.00	2,764.32	23.2
5020 Telephone	1,650.00	1,650.00	154.72	154.72	0.00	1,495.28	9.4
5022 Utilities	3,500.00	3,500.00	562.31	562.31	0.00	2,937.69	16.1
5025 Sewer Tax	685.00	685.00	0.00	0.00	0.00	685.00	0.0

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Rossmoor Community

For the Period: 7/1/2013 to 7/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 40 MONTECITO CENTER								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5030	Vehicle Maintenance	1,500.00	1,500.00	37.69	37.69	0.00	1,462.31	2.5
5032	Building & Grounds-Maintenance	4,000.00	4,000.00	168.81	168.81	0.00	3,831.19	4.2
5034	Alarm Systems	500.00	500.00	13.91	13.91	0.00	486.09	2.8
5045	Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		17,435.00	17,435.00	1,951.93	1,951.93	0.00	15,483.07	11.2
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	3,300.00	3,300.00	295.00	295.00	0.00	3,005.00	8.9
5656	Tree Trimming	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5670	Other Professional Services	2,800.00	2,800.00	298.75	298.75	0.00	2,501.25	10.7
CONTRACT SERVICES		7,100.00	7,100.00	593.75	593.75	0.00	6,506.25	8.4
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	300.00	300.00	0.00	0.00	0.00	300.00	0.0
CAPITAL EXPENDITURES		300.00	300.00	0.00	0.00	0.00	300.00	0.0
MONTECITO CENTER		69,020.00	69,020.00	7,178.89	7,178.89	0.00	61,841.11	10.4
Dept: 50 RUSH PARK								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	33,500.00	33,500.00	3,344.58	3,344.58	0.00	30,155.42	10.0
4002	Salaries - Part-time	8,200.00	8,200.00	568.44	568.44	0.00	7,631.56	6.9
4003	Salaries - Overtime	1,150.00	1,150.00	265.15	265.15	0.00	884.85	23.1
4005	Salaries - Event Attendant	4,000.00	4,000.00	60.00	60.00	0.00	3,940.00	1.5
4010	Workers Compensation Insurance	4,500.00	4,500.00	180.54	180.54	0.00	4,319.46	4.0
4011	Medical Insurance	8,700.00	8,700.00	805.84	805.84	0.00	7,894.16	9.3
4015	Federal Payroll Tax -FICA	3,400.00	3,400.00	323.82	323.82	0.00	3,076.18	9.5
4018	State Payroll Taxes	775.00	775.00	2.76	2.76	0.00	772.24	0.4
SALARIES AND BENEFITS		64,225.00	64,225.00	5,551.13	5,551.13	0.00	58,673.87	8.6
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	500.00	500.00	85.71	85.71	0.00	414.29	17.1
5012	Printing	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5014	Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016	Office Supplies	900.00	900.00	93.09	93.09	0.00	806.91	10.3
5018	Janitorial Supplies	3,600.00	3,600.00	838.19	838.19	0.00	2,761.81	23.3
5020	Telephone	1,800.00	1,800.00	154.72	154.72	0.00	1,645.28	8.6
5022	Utilities	53,000.00	53,000.00	6,860.80	6,860.80	0.00	46,139.20	12.9
5025	Sewer Tax	3,116.00	3,116.00	0.00	0.00	0.00	3,116.00	0.0
5030	Vehicle Maintenance	1,500.00	1,500.00	37.68	37.68	0.00	1,462.32	2.5
5032	Building & Grounds-Maintenance	25,000.00	25,000.00	2,016.33	2,016.33	0.00	22,983.67	8.1
5034	Alarm Systems	750.00	750.00	91.90	91.90	0.00	658.10	12.3
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052	Minor Facility Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
OPERATIONS AND MAINTENANCE		93,266.00	93,266.00	10,178.42	10,178.42	0.00	83,087.58	10.9
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	38,000.00	38,000.00	2,655.00	2,655.00	0.00	35,345.00	7.0
5656	Tree Trimming	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5670	Other Professional Services	3,400.00	3,400.00	205.31	205.31	0.00	3,194.69	6.0
CONTRACT SERVICES		42,400.00	42,400.00	2,860.31	2,860.31	0.00	39,539.69	6.7
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES		500.00	500.00	0.00	0.00	0.00	500.00	0.0



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For the Period: 7/1/2013 to 7/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
	RUSH PARK	200,391.00	200,391.00	18,589.86	18,589.86	0.00	181,801.14	9.3
	Dept: 60 STREET LIGHTING							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020	Telephone	480.00	480.00	51.57	51.57	0.00	428.43	10.7
	OPERATIONS AND MAINTENANCE	480.00	480.00	51.57	51.57	0.00	428.43	10.7
	Acct Class: 56 CONTRACT SERVICES							
5650	Lighting and Maintenance	107,000.00	107,000.00	8,762.70	8,762.70	0.00	98,237.30	8.2
	CONTRACT SERVICES	107,000.00	107,000.00	8,762.70	8,762.70	0.00	98,237.30	8.2
	STREET LIGHTING	107,480.00	107,480.00	8,814.27	8,814.27	0.00	98,665.73	8.2
	Dept: 65 ROSSMOOR WALL							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002	Insurance - Liability	2,500.00	2,500.00	2,000.00	2,000.00	0.00	500.00	80.0
5032	Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
	OPERATIONS AND MAINTENANCE	2,600.00	2,600.00	2,000.00	2,000.00	0.00	600.00	76.9
	ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	2,000.00	0.00	600.00	76.9
	Dept: 70 STREET SWEEPING							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020	Telephone	500.00	500.00	51.57	51.57	0.00	448.43	10.3
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
	OPERATIONS AND MAINTENANCE	600.00	600.00	51.57	51.57	0.00	548.43	8.6
	Acct Class: 56 CONTRACT SERVICES							
5642	Street Sweeping	52,000.00	52,000.00	4,426.38	4,426.38	0.00	47,573.62	8.5
	CONTRACT SERVICES	52,000.00	52,000.00	4,426.38	4,426.38	0.00	47,573.62	8.5
	STREET SWEEPING	52,600.00	52,600.00	4,477.95	4,477.95	0.00	48,122.05	8.5
	Dept: 80 PARKWAY TREES							
	Acct Class: 40 SALARIES AND BENEFITS							
4002	Salaries - Part-time	15,500.00	15,500.00	1,558.03	1,558.03	0.00	13,941.97	10.1
4007	Vehicle Allowance	500.00	500.00	42.21	42.21	0.00	457.79	8.4
4010	Workers Compensation Insurance	250.00	250.00	0.00	0.00	0.00	250.00	0.0
4015	Federal Payroll Tax -FICA	900.00	900.00	119.18	119.18	0.00	780.82	13.2
4018	State Payroll Taxes	300.00	300.00	0.00	0.00	0.00	300.00	0.0
	SALARIES AND BENEFITS	17,450.00	17,450.00	1,719.42	1,719.42	0.00	15,730.58	9.9
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012	Printing	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5014	Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016	Office Supplies	200.00	200.00	16.93	16.93	0.00	183.07	8.5
5020	Telephone	900.00	900.00	103.15	103.15	0.00	796.85	11.5
5030	Vehicle Maintenance	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
	OPERATIONS AND MAINTENANCE	2,000.00	2,000.00	120.08	120.08	0.00	1,879.92	6.0
	Acct Class: 56 CONTRACT SERVICES							
5656	Tree Trimming	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
5660	TREE REMOVAL	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
5662	SMALL TREE CARE	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	0.0
5670	Other Professional Services	6,000.00	6,000.00	558.84	558.84	0.00	5,441.16	9.3
	CONTRACT SERVICES	71,000.00	71,000.00	558.84	558.84	0.00	70,441.16	0.8
	Acct Class: 60 CAPITAL EXPENDITURES							
6015	Trees	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0

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Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
CAPITAL EXPENDITURES	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0
PARKWAY TREES	108,450.00	108,450.00	2,398.34	2,398.34	0.00	106,051.66	2.2
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	800.00	800.00	82.47	82.47	0.00	717.53	10.3
4002 Salaries - Part-time	375.00	375.00	0.00	0.00	0.00	375.00	0.0
4003 Salaries - Overtime	60.00	60.00	6.43	6.43	0.00	53.57	10.7
4010 Workers Compensation Insurance	200.00	200.00	8.45	8.45	0.00	191.55	4.2
4015 Federal Payroll Tax -FICA	70.00	70.00	6.73	6.73	0.00	63.27	9.6
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS	1,520.00	1,520.00	104.08	104.08	0.00	1,415.92	6.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	51.57	51.57	0.00	448.43	10.3
5022 Utilities	7,500.00	7,500.00	716.81	716.81	0.00	6,783.19	9.6
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	750.00	750.00	280.00	280.00	0.00	470.00	37.3
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	9,250.00	9,250.00	1,048.38	1,048.38	0.00	8,201.62	11.3
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	295.00	295.00	0.00	3,305.00	8.2
5656 Tree Trimming	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5670 Other Professional Services	75.00	75.00	15.96	15.96	0.00	59.04	21.3
CONTRACT SERVICES	4,175.00	4,175.00	310.96	310.96	0.00	3,864.04	7.4
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,045.00	15,045.00	1,463.42	1,463.42	0.00	13,581.58	9.7
Expenditures	1,164,076.00	1,164,076.00	123,754.13	123,754.13	0.00	1,040,321.87	10.6
Net Effect for GENERAL FUND	6,364.00	6,364.00	-101,345.20	-101,345.20	0.00	107,709.20	-1,592.5
Change in Fund Balance:			-101,345.20				

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<b>Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH</b>								
<b>Revenues</b>								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	201,604.00	201,604.00	0.00	0.00	0.00	201,604.00	0.0
<b>PROPERTY TAXES</b>								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	380,000.00	380,000.00	4,126.80	4,126.80	0.00	375,873.20	1.1
3101	Property assessments-prior yr	3,400.00	3,400.00	0.00	0.00	0.00	3,400.00	0.0
<b>ASSESSMENTS</b>								
Dept: 00		585,004.00	585,004.00	4,126.80	4,126.80	0.00	580,877.20	0.7
<b>Revenues</b>								
Revenues		585,004.00	585,004.00	4,126.80	4,126.80	0.00	580,877.20	0.7
<b>Expenditures</b>								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5617	Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619	Bond Trustee	2,875.00	2,875.00	2,875.00	2,875.00	0.00	0.00	100.0
<b>CONTRACT SERVICES</b>								
Acct Class: 58 DEBT SERVICE								
5800	Principal	220,000.00	220,000.00	0.00	0.00	0.00	220,000.00	0.0
5801	Interest	135,160.00	135,160.00	0.00	0.00	0.00	135,160.00	0.0
<b>DEBT SERVICE</b>								
Acct Class: 66 OTHER FINANCING USES								
6600	Transfer out to other funds	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
<b>OTHER FINANCING USES</b>								
RUSH PARK		578,035.00	578,035.00	2,875.00	2,875.00	0.00	575,160.00	0.5
<b>Expenditures</b>								
Expenditures		578,035.00	578,035.00	2,875.00	2,875.00	0.00	575,160.00	0.5
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		6,969.00	6,969.00	1,251.80	1,251.80	0.00	5,717.20	18.0
Change in Fund Balance:				1,251.80				

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Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	176,051.00	176,051.00	0.00	0.00	0.00	176,051.00	0.0
PROPERTY TAXES								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	87,700.00	87,700.00	912.00	912.00	0.00	86,788.00	1.0
3101	Property assessments-prior yr	780.00	780.00	0.00	0.00	0.00	780.00	0.0
ASSESSMENTS								
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
USE OF MONEY AND PROPERTY								
Dept: 00								
		265,531.00	265,531.00	912.00	912.00	0.00	264,619.00	0.3
Revenues								
		265,531.00	265,531.00	912.00	912.00	0.00	264,619.00	0.3
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	0.00	0.00	0.00	2,530.00	0.0
CONTRACT SERVICES								
Acct Class: 58 DEBT SERVICE								
5800	Principal	65,000.00	65,000.00	65,000.00	65,000.00	0.00	0.00	100.0
5801	Interest	18,705.00	18,705.00	10,295.00	10,295.00	0.00	8,410.00	55.0
DEBT SERVICE								
ROSSMOOR WALL								
		86,235.00	86,235.00	75,295.00	75,295.00	0.00	10,940.00	87.3
Expenditures								
		86,235.00	86,235.00	75,295.00	75,295.00	0.00	10,940.00	87.3
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL								
Change in Fund Balance:								
		179,296.00	179,296.00	-74,383.00	-74,383.00	0.00	253,679.00	-41.5

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Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999 FY Begin Fund Balance								
		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
PROPERTY TAXES		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Dept: 00								
		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Revenues								
		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005 Buildings and Improvements								
		0.00	0.00	9,276.00	9,276.00	0.00	-9,276.00	0.0
CAPITAL EXPENDITURES		0.00	0.00	9,276.00	9,276.00	0.00	-9,276.00	0.0
ROSSMOOR PARK								
		0.00	0.00	9,276.00	9,276.00	0.00	-9,276.00	0.0
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005 Buildings and Improvements								
		0.00	0.00	5,150.00	5,150.00	0.00	-5,150.00	0.0
CAPITAL EXPENDITURES		0.00	0.00	5,150.00	5,150.00	0.00	-5,150.00	0.0
MONTECITO CENTER								
		0.00	0.00	5,150.00	5,150.00	0.00	-5,150.00	0.0
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005 Buildings and Improvements								
		194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
CAPITAL EXPENDITURES		194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
RUSH PARK								
		194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045 Miscellaneous Expenditures								
		16,050.00	16,050.00	605.81	605.81	0.00	15,444.19	3.8
OPERATIONS AND MAINTENANCE		16,050.00	16,050.00	605.81	605.81	0.00	15,444.19	3.8
CAPITAL PROJECTS		16,050.00	16,050.00	605.81	605.81	0.00	15,444.19	3.8
Expenditures								
		211,000.00	211,000.00	15,031.81	15,031.81	0.00	195,968.19	7.1
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS								
Change in Fund Balance:		14,573.00	14,573.00	-15,031.81	-15,031.81	0.00	29,604.81	-103.1
Grand Total Net Effect:		207,202.00	207,202.00	-189,508.21	-189,508.21	0.00	396,710.21	

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

<b>#1 Salaries - Overtime</b> 10-10-4003, 10-20-4003, 10-30-4003, 10-40-4003, 10-50-4003, 10-90-4003	Three summer events were held in July - Need for OT for personnel.
<b>#2 Insurance, Liability</b> 10-10-5002, 10-65-5002	Annual insurance premium was paid in July
<b>#3 Memberships and Dues</b> 10-10-5004	Annual LAFCO membership paid in July
<b>#4 Publications &amp; Legal Notices</b> 10-10-5010, 10-20-5010	Notice for Board Vacancy and June newsletter will be moved to previous FY 2012-2013 by auditor.
<b>#5 Community Events</b> 10-20-5017	Three summer events held in July and deposits paid out for August events.
<b>#6 Fireworks</b> 10-20-5019	Annual Fireworks show paid for in July.

**E3**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-3**

**Date**           October 8, 2013  
**To:**             Honorable Board of Directors  
**From:**         Consulting General Manager  
**Subject:**      REVENUE & EXPENDITURE REPORT - AUGUST, 2013

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**ATTACHMENTS:**

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



REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 August 2013 @ 16.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	712,540.00	712,540.00	12,200.14	4,046.82	700,339.86	1.7
STREET LIGHT ASSESSMENTS	249,000.00	249,000.00	4,258.44	1,412.49	244,741.56	1.7
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	636.85	0.00	1,463.15	30.3
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	52,000.00	52,000.00	5,800.00	90.0
FEES AND SERVICES	126,000.00	126,000.00	24,405.75	17,504.50	101,594.25	19.4
OTHER REVENUE	23,000.00	23,000.00	6,023.60	2,152.04	16,976.40	26.2
<b>Total Revenues</b>	<b>1,170,440.00</b>	<b>1,170,440.00</b>	<b>99,524.78</b>	<b>77,115.85</b>	<b>1,070,915.22</b>	<b>8.5</b>
<b>Expenditures</b>						
ADMINISTRATION <b>1, 2</b>	316,375.00	316,375.00	69,864.85	28,407.37	246,510.15	22.1
RECREATION <b>2, 3</b>	115,300.00	115,300.00	29,753.72	8,439.09	85,546.28	25.8
ROSSMOOR PARK <b>2, 4</b>	176,815.00	176,815.00	34,467.02	18,407.73	142,347.98	19.5
MONTECITO CENTER <b>2, 4</b>	69,020.00	69,020.00	13,116.10	5,937.21	55,903.90	19.0
RUSH PARK <b>2, 4</b>	200,391.00	200,391.00	42,353.89	23,764.03	158,037.11	21.1
STREET LIGHTING	107,480.00	107,480.00	17,561.10	8,746.83	89,918.90	16.3
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	600.00	76.9
STREET SWEEPING	52,600.00	52,600.00	8,979.71	4,501.76	43,620.29	17.1
PARKWAY TREES	108,450.00	108,450.00	8,021.39	5,623.05	100,428.61	7.4
MINI-PARKS, MEDIANS & TRIANGLE <b>2, 5</b>	15,045.00	15,045.00	3,942.47	2,479.05	11,102.53	26.2
<b>Expenditures</b>	<b>1,164,076.00</b>	<b>1,164,076.00</b>	<b>230,060.25</b>	<b>106,306.12</b>	<b>934,015.75</b>	<b>19.8</b>

Audited Fund Balance  
 at June 30, 2012

691,498.00

**REVENUE REPORT**  
August 2013 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	712,540.00	712,540.00	12,200.14	4,046.82	0.00	700,339.86	1.7
ASSESSMENTS	249,000.00	249,000.00	4,258.44	1,412.49	0.00	244,741.56	1.7
USE OF MONEY AND PROPERTY	2,100.00	2,100.00	636.85	0.00	0.00	1,463.15	30.3
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	52,000.00	52,000.00	0.00	5,800.00	90.0
FEES AND SERVICES	126,000.00	126,000.00	24,405.75	17,504.50	0.00	101,594.25	19.4
OTHER REVENUE	23,000.00	23,000.00	6,023.60	2,152.04	0.00	16,976.40	26.2
Dept: 00	1,170,440.00	1,170,440.00	99,524.78	77,115.85	0.00	1,070,915.22	8.5
Revenues	1,170,440.00	1,170,440.00	99,524.78	77,115.85	0.00	1,070,915.22	8.5
Grand Total Net Effect:	1,170,440.00	1,170,440.00	99,524.78	77,115.85	0.00	1,070,915.22	

EXPENDITURE REPORT  
August 2013 @ 16.67%

Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1,2	167,775.00	167,775.00	32,303.87	15,864.94	0.00	135,471.13	19.3
OPERATIONS AND MAINTENANCE	62,100.00	62,100.00	23,896.52	2,857.92	0.00	38,203.48	38.5
CONTRACT SERVICES	80,500.00	80,500.00	13,664.46	9,684.51	0.00	66,835.54	17.0
CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
ADMINISTRATION	316,375.00	316,375.00	69,864.85	28,407.37	0.00	246,510.15	22.1
Dept: 20 RECREATION							
SALARIES AND BENEFITS 2	84,300.00	84,300.00	15,831.43	7,420.67	0.00	68,468.57	18.8
OPERATIONS AND MAINTENANCE 3	25,500.00	25,500.00	13,299.38	657.90	0.00	12,200.62	52.2
CONTRACT SERVICES	3,500.00	3,500.00	622.91	360.52	0.00	2,877.09	17.8
CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION	115,300.00	115,300.00	29,753.72	8,439.09	0.00	85,546.28	25.8
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS 2	62,850.00	62,850.00	10,606.37	5,122.58	0.00	52,243.63	16.9
OPERATIONS AND MAINTENANCE 4	71,065.00	71,065.00	17,944.24	10,229.05	0.00	53,120.76	25.3
CONTRACT SERVICES	42,400.00	42,400.00	5,916.41	3,056.10	0.00	36,483.59	14.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
ROSSMOOR PARK	176,815.00	176,815.00	34,467.02	18,407.73	0.00	142,347.98	19.5
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS 2	44,185.00	44,185.00	8,748.31	4,115.10	0.00	35,436.69	19.8
OPERATIONS AND MAINTENANCE 4	17,435.00	17,435.00	3,077.94	1,126.01	0.00	14,357.06	17.7
CONTRACT SERVICES	7,100.00	7,100.00	1,289.85	696.10	0.00	5,810.15	18.2
CAPITAL EXPENDITURES	300.00	300.00	0.00	0.00	0.00	300.00	0.0
MONTECITO CENTER	69,020.00	69,020.00	13,116.10	5,937.21	0.00	55,903.90	19.0
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 2	64,225.00	64,225.00	11,223.72	5,672.59	0.00	53,001.28	17.5
OPERATIONS AND MAINTENANCE 4	93,266.00	93,266.00	25,213.76	15,035.34	0.00	68,052.24	27.0
CONTRACT SERVICES	42,400.00	42,400.00	5,916.41	3,056.10	0.00	36,483.59	14.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
RUSH PARK	200,391.00	200,391.00	42,353.89	23,764.03	0.00	158,037.11	21.1

**EXPENDITURE REPORT**  
August 2013 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	105.14	53.57	0.00	374.86	21.9
CONTRACT SERVICES	107,000.00	107,000.00	17,455.96	8,693.26	0.00	89,544.04	16.3
STREET LIGHTING	107,480.00	107,480.00	17,561.10	8,746.83	0.00	89,918.90	16.3
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	105.14	53.57	0.00	494.86	17.5
CONTRACT SERVICES	52,000.00	52,000.00	8,874.57	4,448.19	0.00	43,125.43	17.1
STREET SWEEPING	52,600.00	52,600.00	8,979.71	4,501.76	0.00	43,620.29	17.1
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,450.00	17,450.00	3,291.12	1,571.70	0.00	14,158.88	18.9
OPERATIONS AND MAINTENANCE	2,000.00	2,000.00	241.62	121.54	0.00	1,758.38	12.1
CONTRACT SERVICES	71,000.00	71,000.00	4,488.65	3,929.81	0.00	66,511.35	6.3
CAPITAL EXPENDITURES	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0
PARKWAY TREES	108,450.00	108,450.00	8,021.39	5,623.05	0.00	100,428.61	7.4
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS 2	1,520.00	1,520.00	183.94	79.86	0.00	1,336.06	12.1
OPERATIONS AND MAINTENANCE 5	9,250.00	9,250.00	3,130.30	2,081.92	0.00	6,119.70	33.8
CONTRACT SERVICES	4,175.00	4,175.00	628.23	317.27	0.00	3,546.77	15.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,045.00	15,045.00	3,942.47	2,479.05	0.00	11,102.53	26.2
Expenditures	1,164,076.00	1,164,076.00	230,060.25	106,306.12	0.00	934,015.75	19.8
Grand Total Net Effect:	-1,164,076.00	-1,164,076.00	-230,060.25	-106,306.12	0.00	-934,015.75	

**REVENUE/EXPENDITURE REPORT**  
August 2013 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	655,000.00	655,000.00	6,588.43	0.00	0.00	648,411.57	1.0
3001	Current unsecured prop tax	25,200.00	25,200.00	0.00	0.00	0.00	25,200.00	0.0
3002	Prior secured property taxes	13,250.00	13,250.00	1,794.71	1,361.44	0.00	11,455.29	13.5
3003	Prior unsecured prop taxes	440.00	440.00	0.00	0.00	0.00	440.00	0.0
3004	Delinquent property taxes	950.00	950.00	354.81	0.00	0.00	595.19	37.3
3010	Current supplemental assessmt	6,100.00	6,100.00	3,462.19	2,685.38	0.00	2,637.81	56.8
3020	Public utility tax	11,600.00	11,600.00	0.00	0.00	0.00	11,600.00	0.0
PROPERTY TAXES		712,540.00	712,540.00	12,200.14	4,046.82	0.00	700,339.86	1.7
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	249,000.00	249,000.00	4,258.44	1,412.49	0.00	244,741.56	1.7
ASSESSMENTS		249,000.00	249,000.00	4,258.44	1,412.49	0.00	244,741.56	1.7
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	2,100.00	2,100.00	636.85	0.00	0.00	1,463.15	30.3
USE OF MONEY AND PROPERTY		2,100.00	2,100.00	636.85	0.00	0.00	1,463.15	30.3
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proplax relief	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
3305	County street sweep reimburse	52,000.00	52,000.00	52,000.00	52,000.00	0.00	0.00	100.0
OTHER GOVERNMENT AGENCIES		57,800.00	57,800.00	52,000.00	52,000.00	0.00	5,800.00	90.0
Acct Class: 34 FEES AND SERVICES								
3402	Park way tree permits	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
3404	Court reservations	12,500.00	12,500.00	2,599.25	1,778.00	0.00	9,900.75	20.8
3405	Wall Rental	500.00	500.00	40.00	40.00	0.00	460.00	8.0
3406	Ball field reservations	22,000.00	22,000.00	7,350.00	6,456.50	0.00	14,650.00	33.4
3410	Rossmoor building rental	4,500.00	4,500.00	573.00	183.00	0.00	3,927.00	12.7
3412	Montecito building rental	22,500.00	22,500.00	4,492.50	3,910.00	0.00	18,007.50	20.0
3414	Rush Park Building Rental	60,000.00	60,000.00	9,351.00	5,137.00	0.00	50,649.00	15.6
FEES AND SERVICES		126,000.00	126,000.00	24,405.75	17,504.50	0.00	101,594.25	19.4
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	3,000.00	3,000.00	6,023.60	2,152.04	0.00	-3,023.60	200.8
3502	Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE		23,000.00	23,000.00	6,023.60	2,152.04	0.00	16,976.40	26.2
Dept: 00		1,170,440.00	1,170,440.00	99,524.78	77,115.85	0.00	1,070,915.22	8.5
Revenues		1,170,440.00	1,170,440.00	99,524.78	77,115.85	0.00	1,070,915.22	8.5
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn ①	8,500.00	8,500.00	3,300.00	1,950.00	0.00	5,200.00	38.8
4001	Salaries - Full-time	115,875.00	115,875.00	20,525.01	9,468.22	0.00	95,349.99	17.7
4003	Salaries - Overtime ②	1,650.00	1,650.00	1,096.85	698.21	0.00	553.15	66.5
4007	Vehicle Allowance	750.00	750.00	82.42	63.77	0.00	667.58	11.0
4010	Workers Compensation Insurance	4,500.00	4,500.00	361.08	180.54	0.00	4,138.92	8.0
4011	Medical Insurance	27,500.00	27,500.00	5,299.56	2,734.02	0.00	22,200.44	19.3
4015	Federal Payroll Tax -FICA	8,000.00	8,000.00	1,638.95	770.18	0.00	6,361.05	20.5
4018	State Payroll Taxes	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
SALARIES AND BENEFITS		167,775.00	167,775.00	32,303.87	15,864.94	0.00	135,471.13	19.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	13,500.00	13,500.00	12,388.50	0.00	0.00	1,111.50	91.8
5004	Memberships and Dues	6,400.00	6,400.00	2,184.39	184.39	0.00	4,215.61	34.1
5006	Travel & Meetings	2,000.00	2,000.00	401.78	117.98	0.00	1,598.22	20.1

**REVENUE/EXPENDITURE REPORT**  
August 2013 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
<b>Expenditures</b>							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5007 Televised Meeting Costs	16,800.00	16,800.00	2,656.00	0.00	0.00	14,144.00	15.8
5010 Publications & Legal Notices	4,000.00	4,000.00	1,383.61	393.75	0.00	2,616.39	34.6
5012 Printing	1,200.00	1,200.00	405.13	254.17	0.00	794.87	33.8
5014 Postage	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
5016 Office Supplies	7,200.00	7,200.00	1,707.61	779.50	0.00	5,492.39	23.7
5020 Telephone	1,500.00	1,500.00	315.43	160.71	0.00	1,184.57	21.0
5045 Miscellaneous Expenditures	5,500.00	5,500.00	2,308.14	910.26	0.00	3,191.86	42.0
5046 Bank Service Charge	1,000.00	1,000.00	145.93	57.16	0.00	854.07	14.6
<b>OPERATIONS AND MAINTENANCE</b>	<b>62,100.00</b>	<b>62,100.00</b>	<b>23,896.52</b>	<b>2,857.92</b>	<b>0.00</b>	<b>38,203.48</b>	<b>38.5</b>
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	30,000.00	30,000.00	1,980.00	1,980.00	0.00	28,020.00	6.6
5615 Financial Audit-Consulting	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
5670 Other Professional Services	42,000.00	42,000.00	11,684.46	7,704.51	0.00	30,315.54	27.8
<b>CONTRACT SERVICES</b>	<b>80,500.00</b>	<b>80,500.00</b>	<b>13,664.46</b>	<b>9,684.51</b>	<b>0.00</b>	<b>66,835.54</b>	<b>17.0</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.0</b>
<b>ADMINISTRATION</b>	<b>316,375.00</b>	<b>316,375.00</b>	<b>69,864.85</b>	<b>28,407.37</b>	<b>0.00</b>	<b>246,510.15</b>	<b>22.1</b>
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	44,800.00	44,800.00	8,486.70	3,956.07	0.00	36,313.30	18.9
4002 Salaries - Part-time (2)	22,000.00	22,000.00	3,496.78	1,274.40	0.00	18,503.22	15.9
4003 Salaries - Overtime	2,000.00	2,000.00	1,225.80	882.03	0.00	774.20	61.3
4005 Salaries - Event Attendant	200.00	200.00	6.00	6.00	0.00	194.00	3.0
4007 Vehicle Allowance	500.00	500.00	42.51	42.51	0.00	457.49	8.5
4010 Workers Compensation Insurance	1,800.00	1,800.00	145.96	72.98	0.00	1,654.04	8.1
4011 Medical Insurance	7,000.00	7,000.00	1,347.54	695.19	0.00	5,652.46	19.3
4015 Federal Payroll Tax -FICA	5,000.00	5,000.00	1,010.59	467.89	0.00	3,989.41	20.2
4018 State Payroll Taxes	1,000.00	1,000.00	69.55	23.60	0.00	930.45	7.0
<b>SALARIES AND BENEFITS</b>	<b>84,300.00</b>	<b>84,300.00</b>	<b>15,831.43</b>	<b>7,420.67</b>	<b>0.00</b>	<b>68,468.57</b>	<b>18.8</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	500.00	500.00	165.00	0.00	0.00	335.00	33.0
5010 Publications & Legal Notices	200.00	200.00	85.72	0.00	0.00	114.28	42.9
5012 Printing	500.00	500.00	9.01	9.01	0.00	490.99	1.8
5014 Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016 Office Supplies	1,000.00	1,000.00	342.57	156.38	0.00	657.43	34.3
5017 Community Events (3)	14,000.00	14,000.00	6,181.65	331.80	0.00	7,818.35	44.2
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	315.43	160.71	0.00	1,484.57	17.5
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>25,500.00</b>	<b>25,500.00</b>	<b>13,299.38</b>	<b>657.90</b>	<b>0.00</b>	<b>12,200.62</b>	<b>52.2</b>
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	3,500.00	3,500.00	622.91	360.52	0.00	2,877.09	17.8
<b>CONTRACT SERVICES</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>622.91</b>	<b>360.52</b>	<b>0.00</b>	<b>2,877.09</b>	<b>17.8</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.0</b>
<b>RECREATION</b>	<b>115,300.00</b>	<b>115,300.00</b>	<b>29,753.72</b>	<b>8,439.09</b>	<b>0.00</b>	<b>85,546.28</b>	<b>25.8</b>
Dept: 30 ROSSMOOR PARK							

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	33,500.00	33,500.00	6,074.43	2,729.85	0.00	27,425.57	18.1
4002 Salaries - Part-time	10,300.00	10,300.00	1,375.87	807.43	0.00	8,924.13	13.4
4003 Salaries - Overtime (2)	1,450.00	1,450.00	514.78	249.63	0.00	935.22	35.5
4005 Salaries - Event Attendant	500.00	500.00	13.20	13.20	0.00	486.80	2.6
4010 Workers Compensation Insurance	4,500.00	4,500.00	361.08	180.54	0.00	4,138.92	8.0
4011 Medical Insurance	8,700.00	8,700.00	1,664.60	858.76	0.00	7,035.40	19.1
4015 Federal Payroll Tax -FICA	3,300.00	3,300.00	601.79	282.55	0.00	2,698.21	18.2
4018 State Payroll Taxes	600.00	600.00	0.62	0.62	0.00	599.38	0.1
<b>SALARIES AND BENEFITS</b>	<b>62,850.00</b>	<b>62,850.00</b>	<b>10,606.37</b>	<b>5,122.58</b>	<b>0.00</b>	<b>52,243.63</b>	<b>16.9</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	85.72	0.00	0.00	214.28	28.6
5012 Printing	300.00	300.00	4.50	4.50	0.00	295.50	1.5
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	700.00	700.00	171.28	78.19	0.00	528.72	24.5
5018 Janitorial Supplies	3,500.00	3,500.00	835.68	0.00	0.00	2,664.32	23.9
5020 Telephone (4)	1,600.00	1,600.00	315.43	160.71	0.00	1,284.57	19.7
5022 Utilities (4)	43,000.00	43,000.00	14,623.75	8,737.91	0.00	28,376.25	34.0
5025 Sewer Tax	815.00	815.00	0.00	0.00	0.00	815.00	0.0
5030 Vehicle Maintenance	1,500.00	1,500.00	89.77	52.08	0.00	1,410.23	6.0
5032 Building & Grounds-Maintenance	17,000.00	17,000.00	1,630.89	1,022.77	0.00	15,369.11	9.6
5034 Alarm Systems	750.00	750.00	187.22	172.89	0.00	562.78	25.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>71,065.00</b>	<b>71,065.00</b>	<b>17,944.24</b>	<b>10,229.05</b>	<b>0.00</b>	<b>53,120.76</b>	<b>25.3</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	38,000.00	38,000.00	5,310.00	2,655.00	0.00	32,690.00	14.0
5656 Tree Trimming	1,000.00	1,000.00	52.53	52.53	0.00	947.47	5.3
5670 Other Professional Services	3,400.00	3,400.00	553.88	348.57	0.00	2,846.12	16.3
<b>CONTRACT SERVICES</b>	<b>42,400.00</b>	<b>42,400.00</b>	<b>5,916.41</b>	<b>3,056.10</b>	<b>0.00</b>	<b>36,483.59</b>	<b>14.0</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.0</b>
<b>ROSSMOOR PARK</b>	<b>176,815.00</b>	<b>176,815.00</b>	<b>34,467.02</b>	<b>18,407.73</b>	<b>0.00</b>	<b>142,347.98</b>	<b>19.5</b>
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	27,800.00	27,800.00	5,119.34	2,309.61	0.00	22,680.66	18.4
4002 Salaries - Part-time	2,100.00	2,100.00	1,016.24	464.04	0.00	1,083.76	48.4
4003 Salaries - Overtime (2)	785.00	785.00	403.42	201.85	0.00	381.58	51.4
4005 Salaries - Event Attendant	0.00	0.00	50.40	50.40	0.00	-50.40	0.0
4010 Workers Compensation Insurance	3,600.00	3,600.00	290.40	145.20	0.00	3,309.60	8.1
4011 Medical Insurance	7,100.00	7,100.00	1,347.54	695.19	0.00	5,752.46	19.0
4015 Federal Payroll Tax -FICA	2,250.00	2,250.00	518.65	246.49	0.00	1,731.35	23.1
4018 State Payroll Taxes	550.00	550.00	2.32	2.32	0.00	547.68	0.4
<b>SALARIES AND BENEFITS</b>	<b>44,185.00</b>	<b>44,185.00</b>	<b>8,748.31</b>	<b>4,115.10</b>	<b>0.00</b>	<b>35,436.69</b>	<b>19.8</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	200.00	200.00	85.72	0.00	0.00	114.28	42.9
5012 Printing	150.00	150.00	4.50	4.50	0.00	145.50	3.0
5014 Postage	150.00	150.00	0.00	0.00	0.00	150.00	0.0
5016 Office Supplies	900.00	900.00	171.28	78.19	0.00	728.72	19.0
5018 Janitorial Supplies	3,600.00	3,600.00	835.68	0.00	0.00	2,764.32	23.2
5020 Telephone (4)	1,650.00	1,650.00	315.43	160.71	0.00	1,334.57	19.1
5022 Utilities (4)	3,500.00	3,500.00	1,203.49	641.18	0.00	2,296.51	34.4

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5025 Sewer Tax	685.00	685.00	0.00	0.00	0.00	685.00	0.0
5030 Vehicle Maintenance	1,500.00	1,500.00	89.77	52.08	0.00	1,410.23	6.0
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	335.94	167.13	0.00	3,664.06	8.4
5034 Alarm Systems	500.00	500.00	36.13	22.22	0.00	463.87	7.2
5045 Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>17,435.00</b>	<b>17,435.00</b>	<b>3,077.94</b>	<b>1,126.01</b>	<b>0.00</b>	<b>14,357.06</b>	<b>17.7</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	590.00	295.00	0.00	2,710.00	17.9
5656 Tree Trimming	1,000.00	1,000.00	52.53	52.53	0.00	947.47	5.3
5670 Other Professional Services	2,800.00	2,800.00	647.32	348.57	0.00	2,152.68	23.1
<b>CONTRACT SERVICES</b>	<b>7,100.00</b>	<b>7,100.00</b>	<b>1,289.85</b>	<b>696.10</b>	<b>0.00</b>	<b>5,810.15</b>	<b>18.2</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	300.00	300.00	0.00	0.00	0.00	300.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>300.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.0</b>
<b>MONTECITO CENTER</b>	<b>69,020.00</b>	<b>69,020.00</b>	<b>13,116.10</b>	<b>5,937.21</b>	<b>0.00</b>	<b>55,903.90</b>	<b>19.0</b>
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	33,500.00	33,500.00	6,074.43	2,729.85	0.00	27,425.57	18.1
4002 Salaries - Part-time ②	8,200.00	8,200.00	1,383.98	815.54	0.00	6,816.02	16.9
4003 Salaries - Overtime	1,150.00	1,150.00	514.78	249.63	0.00	635.22	44.8
4005 Salaries - Event Attendant	4,000.00	4,000.00	560.40	500.40	0.00	3,439.60	14.0
4010 Workers Compensation Insurance	4,500.00	4,500.00	361.08	180.54	0.00	4,138.92	8.0
4011 Medical Insurance	8,700.00	8,700.00	1,664.60	858.76	0.00	7,035.40	19.1
4015 Federal Payroll Tax -FICA	3,400.00	3,400.00	644.23	320.41	0.00	2,755.77	18.9
4018 State Payroll Taxes	775.00	775.00	20.22	17.46	0.00	754.78	2.6
<b>SALARIES AND BENEFITS</b>	<b>64,225.00</b>	<b>64,225.00</b>	<b>11,223.72</b>	<b>5,672.59</b>	<b>0.00</b>	<b>53,001.28</b>	<b>17.5</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	85.71	0.00	0.00	414.29	17.1
5012 Printing	500.00	500.00	4.51	4.51	0.00	495.49	0.9
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	900.00	900.00	171.28	78.19	0.00	728.72	19.0
5018 Janitorial Supplies	3,600.00	3,600.00	838.19	0.00	0.00	2,761.81	23.3
5020 Telephone ④	1,800.00	1,800.00	315.43	160.71	0.00	1,484.57	17.5
5022 Utilities	53,000.00	53,000.00	19,711.44	12,850.64	0.00	33,288.56	37.2
5025 Sewer Tax	3,116.00	3,116.00	0.00	0.00	0.00	3,116.00	0.0
5030 Vehicle Maintenance	1,500.00	1,500.00	89.76	52.08	0.00	1,410.24	6.0
5032 Building & Grounds-Maintenance	25,000.00	25,000.00	3,883.32	1,866.99	0.00	21,116.68	15.5
5034 Alarm Systems	750.00	750.00	114.12	22.22	0.00	635.88	15.2
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>93,266.00</b>	<b>93,266.00</b>	<b>25,213.76</b>	<b>15,035.34</b>	<b>0.00</b>	<b>68,052.24</b>	<b>27.0</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	38,000.00	38,000.00	5,310.00	2,655.00	0.00	32,690.00	14.0
5656 Tree Trimming	1,000.00	1,000.00	52.53	52.53	0.00	947.47	5.3
5670 Other Professional Services	3,400.00	3,400.00	553.88	348.57	0.00	2,846.12	16.3
<b>CONTRACT SERVICES</b>	<b>42,400.00</b>	<b>42,400.00</b>	<b>5,916.41</b>	<b>3,056.10</b>	<b>0.00</b>	<b>36,483.59</b>	<b>14.0</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0



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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
	CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
	RUSH PARK	200,391.00	200,391.00	42,353.89	23,764.03	0.00	158,037.11	21.1
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	480.00	480.00	105.14	53.57	0.00	374.86	21.9
	OPERATIONS AND MAINTENANCE	480.00	480.00	105.14	53.57	0.00	374.86	21.9
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	107,000.00	107,000.00	17,455.96	8,693.26	0.00	89,544.04	16.3
	CONTRACT SERVICES	107,000.00	107,000.00	17,455.96	8,693.26	0.00	89,544.04	16.3
	STREET LIGHTING	107,480.00	107,480.00	17,561.10	8,746.83	0.00	89,918.90	16.3
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,500.00	2,500.00	2,000.00	0.00	0.00	500.00	80.0
5032	Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
	OPERATIONS AND MAINTENANCE	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
	ROSSMOOR WALL	2,600.00	2,600.00	2,000.00	0.00	0.00	600.00	76.9
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	105.14	53.57	0.00	394.86	21.0
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
	OPERATIONS AND MAINTENANCE	600.00	600.00	105.14	53.57	0.00	494.86	17.5
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	52,000.00	52,000.00	8,874.57	4,448.19	0.00	43,125.43	17.1
	CONTRACT SERVICES	52,000.00	52,000.00	8,874.57	4,448.19	0.00	43,125.43	17.1
	STREET SWEEPING	52,600.00	52,600.00	8,979.71	4,501.76	0.00	43,620.29	17.1
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time	15,500.00	15,500.00	2,968.39	1,410.36	0.00	12,531.61	19.2
4007	Vehicle Allowance	500.00	500.00	95.66	53.45	0.00	404.34	19.1
4010	Workers Compensation Insurance	250.00	250.00	0.00	0.00	0.00	250.00	0.0
4015	Federal Payroll Tax -FICA	900.00	900.00	227.07	107.89	0.00	672.93	25.2
4018	State Payroll Taxes	300.00	300.00	0.00	0.00	0.00	300.00	0.0
	SALARIES AND BENEFITS	17,450.00	17,450.00	3,291.12	1,571.70	0.00	14,158.88	18.9
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	50.00	50.00	0.19	0.19	0.00	49.81	0.4
5014	Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016	Office Supplies	200.00	200.00	31.13	14.20	0.00	168.87	15.6
5020	Telephone	900.00	900.00	210.30	107.15	0.00	689.70	23.4
5030	Vehicle Maintenance	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
	OPERATIONS AND MAINTENANCE	2,000.00	2,000.00	241.62	121.54	0.00	1,758.38	12.1
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	60,000.00	60,000.00	3,326.71	3,326.71	0.00	56,673.29	5.5
5660	TREE REMOVAL	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
5662	SMALL TREE CARE	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00	0.0
5670	Other Professional Services	6,000.00	6,000.00	1,161.94	603.10	0.00	4,838.06	19.4

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Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
CONTRACT SERVICES	71,000.00	71,000.00	4,488.65	3,929.81	0.00	66,511.35	6.3
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0
CAPITAL EXPENDITURES	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0
PARKWAY TREES	108,450.00	108,450.00	8,021.39	5,623.05	0.00	100,428.61	7.4
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	800.00	800.00	142.81	60.34	0.00	657.19	17.9
4002 Salaries - Part-time	375.00	375.00	0.00	0.00	0.00	375.00	0.0
4003 Salaries - Overtime (2)	60.00	60.00	12.41	5.98	0.00	47.59	20.7
4010 Workers Compensation Insurance	200.00	200.00	16.90	8.45	0.00	183.10	8.5
4015 Federal Payroll Tax -FICA	70.00	70.00	11.82	5.09	0.00	58.18	16.9
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS	1,520.00	1,520.00	183.94	79.86	0.00	1,336.06	12.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	105.13	53.56	0.00	394.87	21.0
5022 Utilities	7,500.00	7,500.00	2,481.17	1,764.36	0.00	5,018.83	33.1
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance (5)	750.00	750.00	544.00	264.00	0.00	206.00	72.5
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	9,250.00	9,250.00	3,130.30	2,081.92	0.00	6,119.70	33.8
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	590.00	295.00	0.00	3,010.00	16.4
5656 Tree Trimming	500.00	500.00	17.50	17.50	0.00	482.50	3.5
5670 Other Professional Services	75.00	75.00	20.73	4.77	0.00	54.27	27.6
CONTRACT SERVICES	4,175.00	4,175.00	628.23	317.27	0.00	3,546.77	15.0
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	15,045.00	15,045.00	3,942.47	2,479.05	0.00	11,102.53	26.2
Expenditures	1,164,076.00	1,164,076.00	230,060.25	106,306.12	0.00	934,015.75	19.8
Net Effect for GENERAL FUND	6,364.00	6,364.00	-130,535.47	-29,190.27	0.00	136,899.47	-2,051.2
Change in Fund Balance:			-130,535.47				

**REVENUE/EXPENDITURE REPORT**  
August 2013 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	201,604.00	201,604.00	0.00	0.00	0.00	201,604.00	0.0
PROPERTY TAXES	201,604.00	201,604.00	0.00	0.00	0.00	201,604.00	0.0
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	4,126.80	0.00	0.00	375,873.20	1.1
3101 Property assessments-prior yr	3,400.00	3,400.00	486.03	486.03	0.00	2,913.97	14.3
ASSESSMENTS	383,400.00	383,400.00	4,612.83	486.03	0.00	378,787.17	1.2
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	0.00	0.00	7,479.06	7,479.06	0.00	-7,479.06	0.0
USE OF MONEY AND PROPERTY	0.00	0.00	7,479.06	7,479.06	0.00	-7,479.06	0.0
Dept: 00	585,004.00	585,004.00	12,091.89	7,965.09	0.00	572,912.11	2.1
<b>Revenues</b>	<b>585,004.00</b>	<b>585,004.00</b>	<b>12,091.89</b>	<b>7,965.09</b>	<b>0.00</b>	<b>572,912.11</b>	<b>2.1</b>
<b>Expenditures</b>							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619 Bond Trustee	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES	22,875.00	22,875.00	2,875.00	0.00	0.00	20,000.00	12.6
Acct Class: 58 DEBT SERVICE							
5800 Principal	220,000.00	220,000.00	220,000.00	220,000.00	0.00	0.00	100.0
5801 Interest	135,160.00	135,160.00	70,990.00	70,990.00	0.00	64,170.00	52.5
DEBT SERVICE	355,160.00	355,160.00	290,990.00	290,990.00	0.00	64,170.00	81.9
Acct Class: 66 OTHER FINANCING USES							
6600 Transfer out to other funds	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
OTHER FINANCING USES	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
RUSH PARK	578,035.00	578,035.00	293,865.00	290,990.00	0.00	284,170.00	50.8
<b>Expenditures</b>	<b>578,035.00</b>	<b>578,035.00</b>	<b>293,865.00</b>	<b>290,990.00</b>	<b>0.00</b>	<b>284,170.00</b>	<b>50.8</b>
<b>Net Effect for ASSESSMENT DISTRICT FUND-RUSH</b>	<b>6,969.00</b>	<b>6,969.00</b>	<b>-281,773.11</b>	<b>-283,024.91</b>	<b>0.00</b>	<b>288,742.11</b>	<b>-4,043.2</b>
Change in Fund Balance:			-281,773.11				

**REVENUE/EXPENDITURE REPORT**  
August 2013 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL							
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	176,051.00	176,051.00	0.00	0.00	0.00	176,051.00	0.0
PROPERTY TAXES	176,051.00	176,051.00	0.00	0.00	0.00	176,051.00	0.0
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	87,700.00	87,700.00	912.00	0.00	0.00	86,788.00	1.0
3101 Property assessments-prior yr	780.00	780.00	107.41	107.41	0.00	672.59	13.8
ASSESSMENTS	88,480.00	88,480.00	1,019.41	107.41	0.00	87,460.59	1.2
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
USE OF MONEY AND PROPERTY	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 00	265,531.00	265,531.00	1,019.41	107.41	0.00	264,511.59	0.4
<b>Revenues</b>	265,531.00	265,531.00	1,019.41	107.41	0.00	264,511.59	0.4
<b>Expenditures</b>							
Dept: 65 ROSSMOOR WALL							
Acct Class: 56 CONTRACT SERVICES							
5619 Bond Trustee	2,530.00	2,530.00	0.00	0.00	0.00	2,530.00	0.0
CONTRACT SERVICES	2,530.00	2,530.00	0.00	0.00	0.00	2,530.00	0.0
Acct Class: 58 DEBT SERVICE							
5800 Principal	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	100.0
5801 Interest	18,705.00	18,705.00	10,295.00	0.00	0.00	8,410.00	55.0
DEBT SERVICE	83,705.00	83,705.00	75,295.00	0.00	0.00	8,410.00	90.0
ROSSMOOR WALL	86,235.00	86,235.00	75,295.00	0.00	0.00	10,940.00	87.3
<b>Expenditures</b>	86,235.00	86,235.00	75,295.00	0.00	0.00	10,940.00	87.3
<b>Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL</b>	179,296.00	179,296.00	-74,275.59	107.41	0.00	253,571.59	-41.4
Change in Fund Balance:			-74,275.59				

REVENUE/EXPENDITURE REPORT

August 2013 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2013 to 8/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
PROPERTY TAXES		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Dept: 00		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Revenues		225,573.00	225,573.00	0.00	0.00	0.00	225,573.00	0.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	0.00	9,276.00	0.00	0.00	-9,276.00	0.0
CAPITAL EXPENDITURES		0.00	0.00	9,276.00	0.00	0.00	-9,276.00	0.0
ROSSMOOR PARK		0.00	0.00	9,276.00	0.00	0.00	-9,276.00	0.0
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	0.00	5,150.00	0.00	0.00	-5,150.00	0.0
CAPITAL EXPENDITURES		0.00	0.00	5,150.00	0.00	0.00	-5,150.00	0.0
MONTECITO CENTER		0.00	0.00	5,150.00	0.00	0.00	-5,150.00	0.0
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
CAPITAL EXPENDITURES		194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
RUSH PARK		194,950.00	194,950.00	0.00	0.00	0.00	194,950.00	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
OPERATIONS AND MAINTENANCE		16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
CAPITAL PROJECTS		16,050.00	16,050.00	605.81	0.00	0.00	15,444.19	3.8
Expenditures		211,000.00	211,000.00	15,031.81	0.00	0.00	195,968.19	7.1
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		14,573.00	14,573.00	-15,031.81	0.00	0.00	29,604.81	-103.1
Change in Fund Balance:				-15,031.81				
Grand Total Net Effect:		207,202.00	207,202.00	-501,615.98	-312,107.77	0.00	708,817.98	

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

<b>#1 Board of Directors</b> 10-10-4000	Three Special Board Meetings were scheduled for August
<b>#2 Salaries - Overtime</b> 10-10-4003, 10-20-4003, 10-30-4003, 10-40-4003, 10-50-4003, 10-90-4003	Total of five summer events were held in July and August - Need for OT for personnel.
<b>#3 Community Events</b> 10-20-5017	Total of five summer events were held in July and August.
<b>#4 Utilities</b> 10-30-5022, 10-40-5022, 10-50-5022	Utility costs are highest in summer due cooling and watering.
<b>#5 Maintenance</b> 10-90-5032	Annual Backflow testing performed in August.

**G1**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** General Manager  
**SUBJECT:** RESOLUTION NO. 13-10-08-01-LIST OF OFFICIALS  
AUTHORIZED TO TRANSACT BUSINESS WITH THE  
DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

**RECOMMENDATION:**

Approve by roll call vote, Resolution No. 13-10-08-01 by reading the title only and waiving further reading as follows:

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

**BACKGROUND:**

The District has appointed a new interim General Manager. This necessitates updating the District's banking signature forms authorizing new officials to transact business with its financial institutions which house the District's investments, savings and other financial accounts. Attached is a list of proposed officials for such authorization.

**ATTACHMENTS:**

1. Resolution No.13-10-08-01
2. List of Officials Authorized to Transact Business with the District's Banks and other Financial Institutions.
3. Policy No. 4055 District Bank and Investment Accounts.



**RESOLUTION NO. 13-10-08-01**

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

**WHEREAS**, the Rossmoor Community Services District did appoint an Interim General Manager at its Regular Meeting on October 8, 2013.

**WHEREAS**, District Policy No. 4055 Authorized Signatures for Bank Accounts designates the Board President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and General Manager as authorized to sign checks.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates those persons identified on the attached Exhibit "A" to transact business with financial institutions which house the District's funds.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates the District's Accountant/Bookkeeper as authorized to have access to transfer funds to and from the District's financial accounts.

AYES:

NOES:

ABSENT:

ABSTAIN:

ADOPTED, SIGNED, AND ADOPTED this 8th day of October, 2013.

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

ATTEST:

\_\_\_\_\_  
Henry Taboada, Secretary  
Rossmoor Community Services District

## EXHIBIT A

# LIST OF DISTRICT OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

- PRESIDENT
- 1<sup>ST</sup> VICE PRESIDENT
- 2<sup>ND</sup> VICE PRESIDENT
- GENERAL MANAGER HENRY TABOADA
- ACCOUNTANT/BOOKKEEPER KATHLEEN BELL (Access only)

Rossmoor Community Services District

**Policy**

**No. 4055**

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**DISTRICT BANK AND INVESTMENT ACCOUNTS**

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**4055.10 Authorized Signatures For Bank and Investment Accounts:** Each District bank account opened or closed shall require two signatures from official signatories. Each investment account opened or closed shall require two signatures from official signatories unless it is a maturing (closed) time certain investment e.g. CD.

**4055.11 Investment Account Approvals:** Any transaction involving a District investment account other than LAIF, shall have been reviewed by the Investment Committee and approved by the Board.

**4055.12 Check Signing Approvals:** Two signatures from official signatories shall be required on each check issued by the District.

**4055.20 Official Signatories:** The following named officials of the District are authorized signatories: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and General Manager.

**4065.30 Proceeds from Closed Accounts:** Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

**4055.40 Reinvestment of Funds from a Closed Account:** As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987  
Approved renumbering & format: October 8, 2002  
Reaffirmed: June 10, 2003  
Amended: July 12, 2005  
Amended: July 13, 2010

**H1**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-1**

**Date**            October 8, 2013

**To:**             Honorable Board of Directors

**From:**         General Manager

**Subject:**      FIRST READING TO POLICY NO. 3080 PARKWAY AND  
ROSSMOOR MEDIAN TREE MAINTENANCE

**RECOMMENDATION:**

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

**BACKGROUND:**

The Trees/Parkway Committee has met and recommended changes to District policy relating to the enforcement of this policy and the recovery of attorney's fees in this regard. Staff has reviewed the proposed amendments to this policy and finds them consistent with the policy recommendations of the Committee.

The proposed changes to policy are being recommended in order to provide additional clarity and authority for the District's administration of the Tree Program.

**ATTACHMENTS:**

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

CURRENT

Rossmoor Community Services District

Policy

No. 3080

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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

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

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

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

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

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

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

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

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

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

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

## CURRENT

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

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

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

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

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

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

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

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

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

**3080.41** Valid reasons for removing trees:

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

## CURRENT

- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

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

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

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

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

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

**3080.60** Tree Protection: Unauthorized removal or homeowner/resident caused damage of a parkway tree is a misdemeanor subject to penalties. In addition, the homeowner will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree and the cost of a replacement tree in a 24-inch box.

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

**3080.62** Parkway may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the



## CURRENT

tree. [Any work on the parkway that could involve the pruning of tree roots must first be approved by the District.

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

**3080.80** Enforcement of Policy:

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

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

**3080.83** The District shall notify the homeowner/resident of any violation of this policy. If the homeowner/resident refuses to correct the violation, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the alleged violation of this policy. The District staff shall establish internal procedures, with the assistance of General Counsel, for performing such reporting and enforcement functions.

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

(1) Send the Resident a Notice/Demand Letter Along with the option of prosecuting residents for misdemeanors, the District may notify residents that their actions are in violation of the District's regulations and provide them with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment could be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur.

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

## CURRENT

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

**3080.90** Quarterly Report: The General Manager shall provide a quarterly report to the Board giving a summary of all parkway and median tree plantings, trimmings, inspections and removals.

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

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

- Manicure Trimming—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- Aesthetic Trimming (pruning)—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- Grid Trimming—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- Safety Trimming—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.
- Root pruning—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.

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

**REDLINE**

Rossmoor Community Services District

**Policy**

**No. 3080**

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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

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

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

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

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

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

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

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

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

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

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

## **REDLINE**

**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.

## **REDLINE**

- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

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

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

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

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

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

**3080.60** Tree Protection: Unauthorized removal or homeowner/resident caused damage of a parkway tree is a misdemeanor subject to penalties. In addition, the homeowner will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree and the cost of a replacement tree in a 24-inch box.

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

**3080.62** Parkway may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the

## REDLINE

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**3080.83** The District shall notify the homeowner/resident of any violation of this policy. If the homeowner/resident refuses to correct the violation, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the alleged violation of this policy. The District staff shall establish internal procedures, with the assistance of General Counsel, for performing such reporting and enforcement functions.

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(1) Send the Resident a Notice/Demand Letter Along with the option of prosecuting residents for misdemeanors, the District may notify residents that their actions are in violation of the District's regulations and provide them with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment could be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur.

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## REDLINE

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

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Quarterly Report: ~~The General Manager shall~~**3080.85** Nuisance; Enforcement by Civil Action; Attorneys' Fees:

(1) In addition to 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 attorneys' fees. The recovery of attorneys' fees by the prevailing party is limited to those individual actions or proceedings in which the District elects, at the initiation of that individual action or proceeding, to seek recovery of its own attorneys' fees. Failure to make such an election precludes any entitlement to, or award of, attorneys' fees in favor of any person or the District. In no action, administrative proceeding, or special proceeding shall an award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the District in the action or proceeding.

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

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

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## **REDLINE**

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Adopted: September 10, 2002  
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Amended: April 13, 2010  
Amended: June 14, 2011



**PROPOSED**

**Rossmoor Community Services District**

**Policy**

**No. 3080**

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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

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

## PROPOSED

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

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

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

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

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

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

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

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

- **Manicure Trimming**—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- **Aesthetic Trimming (pruning)**—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- **Grid Trimming**—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- **Safety Trimming**—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.

## PROPOSED

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

Adopted: September 10, 2002

Approved renumbering & format: October 10, 2002

Reaffirmed: December 10, 2002

Amended: December 9, 2003

Amended: April 13, 2004

Amended: October 12, 2004

Amended: July 12, 2005

Amended: December 13, 2005

Amended: April 13, 2010

Amended: June 14, 2011

**H2**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-2**

**Date**           October 8, 2013  
**To:**             Honorable Board of Directors  
**From:**         Interim General Manager  
**Subject:**      CITIZEN APPEALS: ILLEGAL TREE REMOVAL AND APPEAL OF  
                    TREE PLANTING

**RECOMMENDATION:**

Hear the appeals and rule on their merits.

**BACKGROUND:**

As in previous instances, District staff has become aware of a parkway tree which has been illegally removed. This amounts to a violation of District policy. Based on the loss of a parkway tree, the General Manager informed the resident of the District's policy regarding tree removal and requested that the District be compensated in the amount \$3,439.80 by August 25, 2013.

The resident, Mr. John Luyben, residing at \_\_\_\_\_, is appealing the District's claim. Attached are the District's letter and appeal letters from the resident citing his reasons for the appeal. General Counsel will be present at your meeting to provide legal guidance on this matter. Mr. Luyben has declined to be present for his appeal.

Further, Mrs. Marilyn Singleton residing at \_\_\_\_\_ appealing the planting of a tree where none has previously existed. Attached is the notification letter, notice of hearing and letter of appeal from Mrs. Singleton. The Board's policy is quite clear that at least one parkway tree be planted at every residence, where feasible and those currently without a tree a tree have a tree planted by the District.

There are currently several sites where a resident has informed the District that they are refusing that a tree be planted in what is deemed to be a suitable location. This is the first appeal to the Board of this nature and the decision of the Board may set precedent for similar residential locations.



**ATTACHMENTS:**

1. Letter dated July 22, 2013 from General Manager to Resident re: Notice of Illegal Tree Removal and Request for Payment.
2. Tree History and Value Methodology.
3. Letters from Mr. Luyben Appealing the District's Request for Compensation for an Illegal Tree Removal.
4. Letter dated July 19, 2013 from General Manager to Resident (Singleton) re: Notification of Tree Planting.
5. Letter dated August 28, 2013 from Tree Consultant Mary Kingman re: Cancelled Board Meeting for September 10, 2013 and Notification of Appeal at the October 8, 2013 Board Meeting.
6. Letter dated July 25, 2013 from Mrs. Singleton re: Appeal of Tree Planting.
7. Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance. (See H-1).



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

July 22, 2013

Rossmoor Resident  
12021 Old Mill Rd.  
Rossmoor, CA 90720

Re: Tree Illegally Removed

Dear Rossmoor Resident,

During a recent tree inspection, it was noted that the parkway tree in front of your home at 12021 Old Mill Rd. was found to have been removed without authorization from either the RCSD or the County of Orange and in violation of RCSD Policy 3080.

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

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

Our records indicate that the removed tree was a Ficus microcarpa 'Nitida', also known as an Indian Laurel Fig. It was approximately 15' tall, with a value of \$3,260. The tree is shown in attached photo, taken in March of 2011. The cost of planting a replacement District tree is \$179.80. Therefore, you are required to submit payment to the RCSD in the amount of \$3,439.80 by August 25, 2013. You may remit your payment to:

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

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

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

Sincerely,

**Chris Montana**  
**General Manager**



Address is approximate



[home](#)

[methodology](#)

[help](#)

[sign  
off](#)

### Inventory Detail Search Results

\*This site is on an open list(s) and cannot be updated or deleted.

Dist: 3  
 Address:  
 Fictitious: No  
 Location: Front - 1  
 On Address: 12021 OLD MILL RD  
 Species: [Ficus microcarpa 'Nitida', INDIAN LAUREL FIG](#)  
 DBH/Height: 13-18 / 15-30  
 Parkway Size: 6  
 Utility Overhead: No  
 Maintenance: Grid Trim  
 Valid Site: Yes  
 Estimated Value: **\$3,260**  
 Map: [show map and 360° panorama](#)

[view/add notes](#) | [work order](#) | [view/add pictures](#) | [print](#)

#### WCA Work History

Date	Work Type	Amount	Job#	Species (if removed)
8/3/2009	Tree Pruning 7-18 DSH	\$41.50	14464	
1/18/2006	Tree Pruning 7-18 DSH	\$37.00	8432	

#### Other Work History

Date	Work Type	Crew	Acct#	Min
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[create new work history](#)

#### This site is on the following lists

Date	List Name	Work Type	Crew
8/14/2013	<u><a href="#">GRID # 3</a></u>	WCA Trim	WCA



[ArborAccess](#)

[View Eval Removals](#)

[Email your Area Manager and CSR](#)

[View sent Email Messages](#)

[View WCA Phone Directory](#)

[View Specialty Tree Planting Stock](#)

[View 360° Panorama Street View](#)

[View Grant Opportunities](#)

## Determining Tree Value

All trees in Rossmoor are found in the inventory system maintained by our contract arborist, WCA and updated regularly by them and Tree Consultant, Mary Kingman. Information on each tree is shown, including an estimated value.

The method used to determine the value is taken from the guidelines of the I.S.A., or International Society of Arborists. This method is known as the Trunk Formula Method. It is basically a mathematical formula containing several variables, including species rating, location rating, condition of tree, its size and the cost for replacement.

Mailed  
9/12/13

9-12-13

Dear Ms. Montana and RCSD Board Members,

I am confirming that I received your letter, which re-scheduled my appeal for the illegal tree removal at 1202 Old Mill Rd to October 8<sup>th</sup>, 2013.

I will be unavailable to attend on this date, so I would respectfully request that the RCSD directors and president receive this letter, and my previous letter dated 7-29-13 (enclosed), in lieu of my appearance as an appeal by declaration.

I have lived at my residence on Old Mill Road for nearly six years. My wife and I have four young children, and we love living in Rossmore. The schools, parks, and sense of community are intangibles that make Rossmore very special to us. I own a business in Los Alamitos and employ several of my Rossmore neighbors. We very much consider ourselves blessed to be living in Rossmore.

As mentioned in the original, enclosed letter, I was very unhappy that my tree was removed. However, I am not willing to legally pursue the tree contractor that accidentally removed the parkway tree. The owner was very apologetic and I do not feel that it is a matter of negligence or poor workmanship, rather, an unfortunate mistake.

With that being said, I realize that this explanation does not erase the fact that this tree was illegally removed. I am prepared to pay the fine amount, and I also agree to pay for the planting of a RCSD approved tree. However, I would ask that the board, in the interest of fairness, consider a reduction or forgiveness of the fine amount if so inclined.

Please respond, in written, to confirm the receipt of this letter.

Thank you,

John Luyben



*Mailed  
9/30/13*

7-29-2013

Chris Montana,

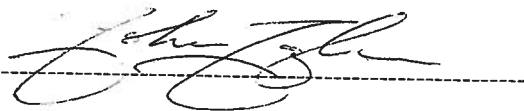
I am writing this letter as an appeal to the "fine" that was mailed to my residence at Mill Road Los Alamitos, CA, regarding a tree that was removed from my front yard (parkway).

This tree was removed, by mistake, by a tree trimming company that I employed to trim all the large trees on my property. The contractor was supposed to trim the tree back, NOT remove it! I have a neighbor that was standing with me when I gave the instructions to this contractor, who is willing to attest to the aforementioned conversation.

The contractor who accidentally removed the tree, as a result of an acknowledged "language barrier", apologized profusely and re-planted a tree in its place at no cost to me. I was sad to see the tree go because it matched the large tree in my courtyard and provided nice shade. I certainly would not have knowingly authorized its removal, and I would respectfully request that the fine be lifted.

Please confirm, in writing, if I need to attend the September council meeting, or if this matter can be resolved prior to that date.

Thank you,



John Luyben





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

**Notification of Tree Planting**

July 19, 2013

Rossmoor Resident

Rossmoor, CA 90720

Re: New Tree Planting

Dear Rossmoor Resident:

During a recent survey of Rossmoor parkways, we discovered that a tree that was previously planted in the parkway either in the front or on the side of your home was no longer there.

The Rossmoor Community Services District's (RCSD) policy is to have at least one tree in each front parkway and two trees in each side parkway. As part of the tree program for the beautification and environmental enhancement of our community, the RCSD will be planting a tree in the parkway in front of or on the side of your house in the near future. Please call the RCSD office at (562) 430-3707 and ask to speak to our Tree Program Assistant, Mary Kingman, to discuss the type of tree that will be planted.

The care of a tree during the first 3 years after planting is very important for its survival and overall health. Therefore, we ask that you take responsibility for the proper care and maintenance of the new tree by following these guidelines:

- (1) Water the tree, deeply, once a week for the first month. Please water at least twice a month from June to October by filling the well around the tree and allowing this to soak in. Regular lawn type sprinklers will not give this deep watering. Deep watering promotes downward growth of roots and prevent future sidewalk and curb damage.
- (2) Do not remove or *change* the supporting stakes. If a tree should need re-staking, please call the RCSD office.
- (3) Keep the tree-well free of weeds and plants, including lawns.
- (4) Keep weed killer compounds at least ten feet away from the tree.
- (5) Do not prune the tree. The RCSD is responsible for all tree pruning.
- (6) Avoid damaging the tree trunk with lawn mower or weed whacker. This can stunt or kill a tree.

Thank you for your cooperation and enjoy your new tree!

Chris Montana  
General Manager



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

**Notification of Cancelled Board Meeting for September 10, 2013**

August 28, 2013

Mrs. Marilyn Singleton

Rossmoor, CA 90720

**RE: CANCELLED BOARD MEETING FOR SEPTEMBER 10, 2013**

Dear Mrs. Singleton:

This letter is to inform you that the Board has cancelled the Sept. 10, 2013 meeting in which you were scheduled to appear

Your appeal of parkway tree planting has been placed on the Agenda for October 8, 2013.

The meeting will be held at 7:00 p.m., at the Rush Park Auditorium, 3021 Blume Drive, Rossmoor CA 90720.

The Agenda will be available online 72 hours prior to the meeting on our website, [www.rossmoor-csd.org](http://www.rossmoor-csd.org), at the Agenda link.

Sincerely,

Mary Kingman  
Tree Consultant  
Rossmoor Community Services District

July 25, 2013

RE:SSD  
3001 Blume Drive  
Los Alamitos, CA 90720

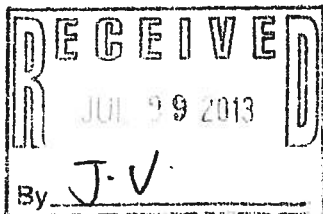
RE: New Tree Planting

Ms. Chris Montana:

I am asking that no tree be planted in the Parkway in front of my house. I am an original owner and will not be here many more years so please.....no tree.

I have not wanted a tree in this area because I do not want to deal with the roots into my Main Line, the leaves that would fall into my ivy, the fact that I am on a curve in the street and I don't need the obstruction of a tree to see on coming traffic. Plus, now I have planted Junipers and they do not grow in the shade. Orangewood is a very busy street and with the traffic and the cars parked along the curb, the visibility is so that I have to be very careful in leaving my driveway.

I thank you for your attention to this situation.



Marilyn Singleton

Los Alamitos, CA 90720

**H3**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-3**

**Date:** October 8, 2013  
**To:** Honorable Board of Directors  
**From:** Interim General Manager  
**Subject:** REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION (RHA) FOR COSPONSORSHIP OF THE 2013 ROSSMOOR COMMUNITY FESTIVAL

**RECOMMENDATION:**

Consider the request of the RHA for cosponsorship of the Rossmoor Community Festival event.

**BACKGROUND:**

For several years, the RHA has conducted an annual picnic at Rush Park. The event is for one day on May 4, 2014. The RHA is once again requesting that the District cosponsor the event (no fees for the use of the park and District staff costs). Cosponsorship has required considerable number of staff hours in the past in support of these types of events. The last two years, however, only two District staff persons were required, with the RHA providing the remainder of the work hours.

**ATTACHMENTS:**

1. Letter dated September 24, 2013 from the RHA.



**Rossmoor Homeowners Association**

**P.O. Box 5058 Rossmoor, California 90721  
(562) 799-1401 [www.Rossmoor-RHA.org](http://www.Rossmoor-RHA.org)**

September 30, 2013

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

Subject: RCSD Participation in the 2014 Rossmoor Community Festival

Dear President Maynard,

At the September 2013 RHA Board meeting it was agreed to sponsor a “Rossmoor Community Festival” on the first Sunday in May 2014 (May 4, 2014). This event will be for one day and will follow the format we had success with in 2013. It will incorporate lessons learned that were documented in after action reports by the RHA and the RCSD for the 2013 Festival.

As a first step in preparing for the Annual Festival in 2014, the RHA Board of Directors invites the RCSD Board of Directors to cosponsor the event. The RHA Board also requests that the RCSD reserve Rush Park for this one day event on May 4, 2014.

The RHA Board of Directors also has established a Festival Committee chaired by Geoffrey King and supported by other Board members. Ms. Emily Gingras, RCSD Parks and Recreation Director and Mr. Chris Argueta were the RCSD representatives on our planning committee for the 2013 Festival and we would like to request their participation for the 2014 Festival.

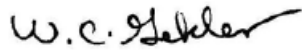
The RHA Festival Committee will be holding monthly planning meetings, normally on the third Wednesday of each month at 3:00 PM in the Rossmoor Park Community Center. At these meetings we are confirming the overall schedule of activities required to achieve a successful 2014 Festival, assigning responsibilities, and getting updates on assignments.

The RHA Board of Directors also would greatly appreciate it if the RCSD Board of Directors would provide the stage for entertainment and awards for this event as they have in previous years. We also request use of chairs and tables for various non-profit community groups such as the Rossmoor Women’s Club. We will provide canopies. We are asking the vendors to provide their own canopy, tables and chairs. The expected count for chairs and tables for yourselves, the RHA and other community groups will be provided by April 15, 2014. Finally, we will need RCSD staff at 7:00 AM and 6:00 PM to unlock, and remove/replace blocking posts on sidewalks/driveways for vendor vehicles; to turn on/off power to light post outlets along the park sidewalk; to provide

access to chair and table storage areas in the RCSD facilities; and to periodically check and service restrooms. RHA volunteers will perform all other tasks for setting up, operation and takedown of Festival facilities, including collection of garbage and provision of a dumpster for the garbage

Should you have any questions regarding the Rossmoor Community Festival, please contact Mr. Gary Stewart, President, RHA Board of Directors, Mr. King, or the undersigned.

Sincerely yours,

A handwritten signature in black ink that reads "W.C. Gekler". The signature is written in a cursive style with a long, sweeping underline.

Willard C. Gekler  
Secretary, RHA Board of Directors

**CLOSED  
SESSION**