

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board

Agenda Package

February 9, 2016

BOARD OF DIRECTORS

TABLE OF CONTENTS



| AGENDA | REGULAR MEETING AGENDA 02.09.16 |
|--------|--|
| A-4a. | Presentation: Orange County Sheriff's Department Lt. Rob Gunzel—Quarterly Crime Statistics |
| D-1. | Quarterly Status Report |
| D-2. | Quarterly Recreation Report |
| D-3. | Quarterly Tree Report |
| E-1a. | Minutes: Regular Board Meeting of January 12, 2016 |
| E-1b. | Minutes: PIFC Meeting of January 12, 2016 |
| E-2. | December Revenue & Expenditure Report |
| H-1. | Mid-Year 2015-2016 Budget Adjustments |
| H-2. | Report of Trees & Parkways Committee Re: Citizen Request for Removal of Parkway Tree |
| H-3. | Rescheduling of November 2016 Board Meeting Due to Conflict With General Election |
| H-4. | RHA Request to Amend Board Approval for Cosponsorship of the 2016 Rossmoor Community Festival Re: Sale of Beer |
| K-1 | CLOSED SESSION: Conference with Legal Counsel—Anticipated Litigation; Gov. Code Sect. 54956.9(d)(4) |
| N | |
| O | |
| P | |
| Q | |
| R | |
| S | |
| T | |
| U | |
| V | |
| W | |
| Y | |
| Z | |

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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, February 9, 2016

7:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Burgess, Casey, Kahlert, Maynard
President DeMarco

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS

a. Lt. Robert Gunzel re: Quarterly Crime Statistics.

B. ADDITIONS TO AGENDA - None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD:

1. QUARTERLY STATUS REPORT.
2. QUARTERLY RECREATION REPORT
3. QUARTERLY TREE REPORT.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of January 12, 2016.

b. PIFC Meeting of January 12, 2016.

2. DECEMBER REVENUE AND EXPENDITURE REPORT.

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

F. PUBLIC HEARING-None

G. RESOLUTIONS-None

ORDINANCES-None

H. REGULAR CALENDAR

1. MID-YEAR 2015-2016 BUDGET ADJUSTMENTS

2. REPORT OF THE TREES & PARKWAYS COMMITTEE RE: CITIZEN REQUEST FOR REMOVAL OF PARKWAY TREE.

3. RESCHEDULING OF NOVEMBER 2016 BOARD MEETING DUE TO CONFLICT WITH GENERAL ELECTION.

4. REQUEST OF THE RHA FOR A BEER GARDEN AT THE 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—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 of the Government Code, one case.

L. ADJOURNMENT

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

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

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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the February 9, 2016, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date February 3, 2016

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF FEBRUARY 9, 2016

RECOMMENDATION:

Receive presentations.

BACKGROUND:

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

- a. O.C. Sheriff Lt. Rob Gunzel re: Quarterly Crime Statistics.

ATTACHMENTS

1. FY 2015-2016 Quarterly Crime Statistics.



Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October —November—December 2015

2014 Crime Data

| Offense | Jan'14 | Feb'14 | Mar'14 | Apr '14 | May'14 | Jun'14 | Jul'14 | Aug'14 | Sep'14 | Oct'14 | Nov'14 | Dec'14 | Total 2014 |
|--------------|----------|----------|----------|----------|-----------|----------|----------|----------|----------|----------|-----------|-----------|------------|
| 187 | 0 | 0 | 0 | 0 | 0 | 0 | 1* | 1 | 0 | 0 | 0 | 0 | 2 |
| 211 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 245 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 459C | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 459R | 3* | 2 | 2 | 2 | 7 | 4 | 6* | 1 | 0 | 0 | 0 | 3 | 30* |
| 459V | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 3 | 8 |
| 487 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 6 |
| 488 | 3 | 0 | 1 | 1 | 1 | 1 | 0 | 3 | 2 | 2 | 3 | 1 | 18 |
| 594 | 0 | 0 | 1 | 0 | 1 | 2 | 1 | 0 | 1 | 0 | 3 | 1 | 10 |
| 594G | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| 10851 | 2 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 2 | 10 |
| Total | 8 | 3 | 6 | 7 | 10 | 8 | 9 | 6 | 3 | 5 | 10 | 12 | 87 |

2015 Crime Data

| Offense | Jan'15 | Feb'15 | Mar'15 | Apr '15 | May'15 | Jun'15 | Jul'15 | Aug'15 | Sep'15 | Oct'15 | Nov'15 | Dec'15 | Total 2015 |
|--------------|-----------|----------|----------|-----------|-----------|----------|----------|----------|-----------|----------|-----------|-----------|------------|
| 187 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 211 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 245 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 459C | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| 459R | 0 | 3 | 1 | 5 | 3 | 1 | 1 | 3 | 5 | 1 | 4 | 1 | 27 |
| 459V | 2 | 0 | 4 | 0 | 2 | 1 | 0 | 0 | 0 | 2 | 1 | 0 | 12 |
| 487 | 6 | 1 | 0 | 0 | 0 | 1 | 3 | 2 | 2 | 0 | 1 | 2 | 18 |
| 488 | 4 | 1 | 0 | 2 | 3 | 1 | 1 | 1 | 1 | 1 | 4 | 6 | 24 |
| 594 | 1 | 0 | 0 | 3 | 1 | 1 | 2 | 1 | 0 | 2 | 0 | 0 | 12 |
| 594G | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 |
| 10851 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 7 |
| Total | 13 | 6 | 7 | 11 | 10 | 5 | 7 | 7 | 10 | 7 | 10 | 11 | 104 |

Penal Code Legend

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

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

*Includes Attempts

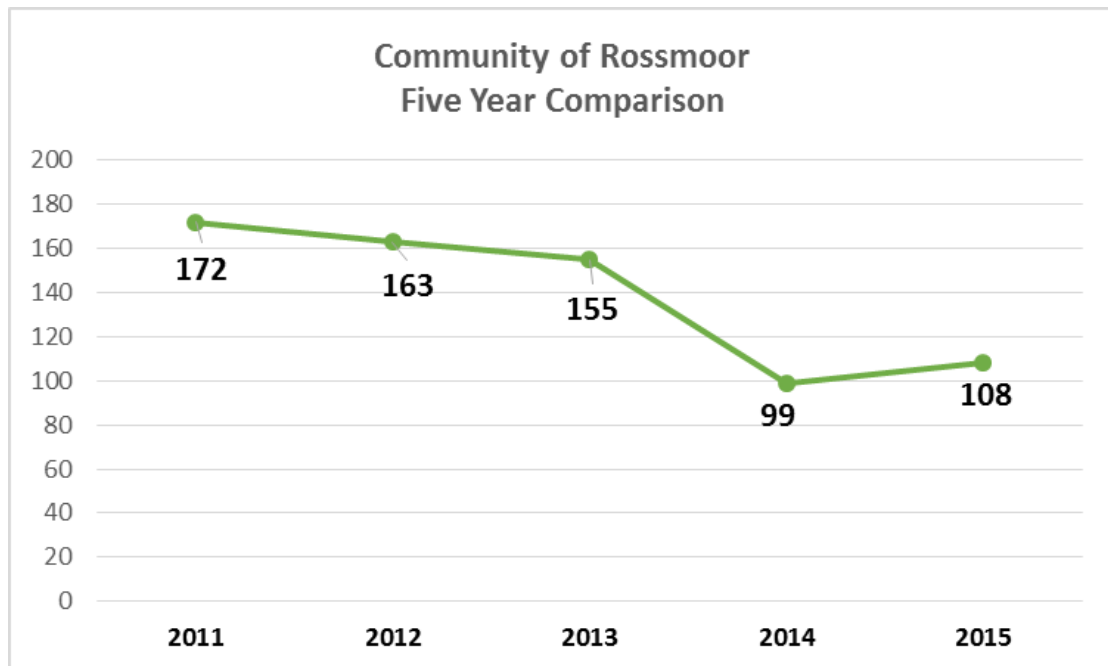


Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October —November—December 2015

| Offense | 2011 | 2012 | 2013 | 2014 | 2015 |
|--------------|-------------|-------------|-------------|------------|-------------|
| 187 | 0 | 1* | 0 | 2* | 0 |
| 211 | 3* | 1 | 0 | 1 | 0 |
| 245 | 1 | 1 | 2 | 1 | 0 |
| 459C | 2 | 2 | 2 | 0 | 2 |
| 459R | 33 | 44* | 41* | 30* | 27 |
| 459V | 27 | 16* | 27 | 7 | 12 |
| 487 | 22 | 22 | 12 | 6 | 18 |
| 488 | 50 | 37 | 46 | 21 | 24 |
| 594 | 26 | 25 | 14 | 10 | 12 |
| 594G | 0 | 4 | 3 | 2 | 4 |
| 10851 | 6 | 6 | 6* | 13 | 7 |
| Total | 172* | 163* | 155* | 99* | 108* |

* includes attempts



Crime decreased 42% in 2014 compared to 2013



Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October —November—December 2015

Monthly Summary of Crimes

October 2015

- There was one residential burglary (PC 459R) in the 11200 block of Pemberton Rd, suspect entered through **open window**, loss was jewelry and a tote bag.
- There were two vehicle burglaries (PC 459V):
 - ◊ 11900 block of Martha Ann Dr, a wallet was taken from a **locked** vehicle.
 - ◊ 11000 block of Los Alamitos Blvd, a food container was taken via **smashed window**
- There was one petty theft (PC 488) in the 2700 block of Bostonian Dr, three front yard stepping stones were removed.
- There were two acts of vandalism (PC 594):
 - ◊ 11300 block of Loch Lomond Rd, front passenger tire was **punctured**.
 - ◊ 11600 block of Wembley Rd, driver side window was **smashed**.
- There was one act of graffiti (PC 594G):
 - ◊ 12200 block of Foster Rd, letters "R", "F" and an image of a Mexican wrestler were found on power box.

November 2015

- There were four residential burglaries (PC 459R):
 - ◊ 3300 block of Cortese Road, \$300 worth of jewelry were taken from a residence, method of entry was rear kitchen was **unlocked**.
 - ◊ 12000 block of Silver Fox Road, 25 gallon filled Sparklets bottle was taken from a residence. Former tenant is suspected as they still have the house key.
 - ◊ 3300 block of Huntley Drive, \$1000-5000 worth of jewelry were taken. Forced entry through **smashed** rear French glass door.
 - ◊ 2800 Shakespeare Drive, home was ransacked but nothing was taken. Forced entry though **smashed** rear French glass door.
- There was one vehicle burglary (PC 459V):
 - ◊ 3400 block of Huntley Drive, a \$500 GPS was taken from a **locked** vehicle.
- There was one grand theft (PC 487):
 - ◊ 11500 block of Wallingsford Road, handheld scope was taken. Suspect entered through an **unlocked** driver door.
- There were four petty thefts (PC 488):
 - ◊ 11400 block of Foster Road; delivery packages were removed from front porch
 - ◊ 3000 block of Burney Place; misc. coins & sunglasses were removed from two of three **unlocked** vehicles parked on driveway.
 - ◊ 3000 block of Salmon Drive; golf clubs & a BB gun taken from an **unlocked** vehicle.
 - ◊ 12100 block of Oak Leaf Drive; coin purse, phone case, and cash taken from an **unlocked** vehicle



Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October —November—December 2015

Monthly Summary of Crimes

December 2015

- There was one commercial burglary (CPC 459C): in the 11000 block of Los Alamitos Blvd. \$6000 in cash was taken. Entry made through **smashed** rear glass window door.
- There were two grand thefts (PC 487):
 - ◇ 2800 block of Kempton Drive; **multiple** items were removed from an **unlocked** vehicle parked on the driveway.
 - ◇ 12200 block of Ballantine Drive, gift cards and sunglasses were taken from a vehicle parked on a residential driveway. Vehicle was **unlocked**
- There were six petty thefts (PC 488)
 - ◇ 12100 block of Oak Leaf Drive; **multiple** items were removed from an **unlocked** parked on the driveway.
 - ◇ 12200 block of Ballantine Drive; **multiple** items were removed from an **unlocked** parked on the driveway.
 - ◇ 11400 block of Harrisburg Road; **multiple** items were removed from an **unlocked** parked on the driveway.
 - ◇ 3200 block of Bradbury Road; a cell phone inside a Fed Ex box was taken from the front gate.
 - ◇ 2600 block of Copa De Oro Drive; misc. front yard Christmas lights were taken.
 - ◇ 12900 block of Martha Ann Drive; gift cards, cash, credit cards taken from an **unlocked** parked on the driveway.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY STATUS REPORT

RECOMMENDATION:

Receive and file.

BACKGROUND:

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

ATTACHMENTS:

1. Second Quarter FY 2015-16 Status Report.

SECOND QUARTER FY 2015-2016 STATUS REPORT

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

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

Objective 1: Meetings with County Sheriff The General Manager has met with members of the Orange County Sheriffs Department on several occasions during the quarter to discuss issues of public safety.

Objective 2: Meetings with OCF No reportable issues.

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

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

Objective 1: Grant Funds The Recreation Department continues to research available grants for equipment. Also, reimbursement for turf removal is scheduled to be concluded in the coming quarter.

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

Objective 3: Community Volunteers The Winter Festival Committee had outstanding success in recruiting and utilizing adult and teenage volunteers for our winter festival. We will continue to explore additional opportunities.

Objective 4: User Fees Three agreements for the commercial use of District property have been signed. Additional inquiries will be reviewed on a case by case basis and evaluated according to District needs and community benefit.

Objective 5: Fiscal Status The fiscal status of the District remains stable. The Public Works/CIP and Budget Committees for the FY 2015-2016 Annual Budget will be held during the following month and recommendations will be submitted at the March Board Meeting.

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

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

Objective 2: Trimming of Parkway Trees

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

Objective 3: Condition of Park and Parkway Trees

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

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

- Informational brochures and flyers have been provided to residents, realtors and contractors
- Arboriculture articles continue to be included in RCSD newsletter and website

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

Objective 1: Inspection of District properties Rush Park canopy updates: The completion of the Rush park canopy project in November 12, 2015 and the opening

ceremony were a success. The canopy area is being rented out more frequently. Rush Park Parking lot updates: Staff obtained 3 proposals to repair parking lot. Rossmoor Park kitchen: Contractor installed new flooring tile in the kitchen. Staff obtained 3 proposals to replace and repair cabinets in the community room and the kitchen. Staff will proceed with the cabinet repairs during the coming quarter.

Objective 2: Maintenance of District Properties Rush Park drought resistant landscape: Golden State Water Company inspected and approved the landscape installation of approximately 10,000 sq. ft. of drought resistant plants at Rush park, Rossmoor, Kempton Park and Foster park. RCSD should receive incentives directly from Golden State Water Company in 3-4 weeks after the final inspection has been completed. A/C & Heating: South Bay serviced all the units in all the facilities. Sewer lines: Pete's plumbing serviced all sewer lines at all the facilities. Playground sand pits: Valley Crest roto-tilled all the sand pit areas. Turf areas: all park's turf areas were aerated. Carpets: all carpets were cleaned. Kempton Park Demonstration Garden updates: RHA is researching concepts with contractors to redesign and beautify Kempton Park. District staff is in process of removing shrubs around the perimeter.

Objective 3: Maintenance Record Keeping The District renewed Valley Crest's contract. Valley Crest's monthly maintenance reports continue to be evaluated for conformance with contract requirements.

Objective 4: Water Conservation Based on mandatory water restrictions: The District continues to have all irrigation controllers programmed to water twice per week, until further notice. Parkway trees: District staff continues to water newly planted trees once per week.

Objective 5: Best Practices for Conservation of Resources The District will continue to seek ways and solutions for best practices to save water and to maintain parks so they are both safe and aesthetically pleasing.

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

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

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

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

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

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

Objective 1: District Website/Social Media Additions include the building of a separate Rossmoor Winter Festival website with separate web address, launching of the District's new Instagram account for the Winter Festival event photos. New web banners created for Vector Control, Holiday Office Closures, El Nino Storm Information, Community Traffic, Vacation Home Checks, Rossmoor Night Basketball Event, Coyote Reporting link and the latest board meeting agendas and video links. Three Press releases and four separate e-blasts were sent out to promote the winter festival. Press releases were also sent out regarding the State of the District Address and Traffic on the website saw an increase due to the District Newsletter and Rossmoor Winter Festival events.

Objective 2: Quarterly Newsletter The winter edition of the newsletter was sent and emailed in October. The January newsletter was published and distributed early last month. The publication covered several timely and popular topics with coyotes being top-of-mind. With over 16 coyote sightings reported to RCSD in the month of December 2015, and a renewed public interest in coyotes, a full page article on this topic was warranted. The article provided an overview of education and reporting protocols. Other topics addressed were the Rossmoor Winter Festival, Board Elections, unleashed dogs and tree care. The newsletter continues to receive positive feedback and new e-subscribers. It also drives significant web traffic to the District website.

Objective 3: Community Input In cooperation with the RHA, E-blasts were sent encouraging the public's attendance at the Rossmoor Winter Festival. The announcement was also incorporated in to the RCSD Quarterly Newsletter. Social Media Campaigns and post sharing have generated reciprocity as well as positive

community feedback. We continue to receive inquiries and communications from the public via our website contact form.

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

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

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

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

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

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

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

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

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

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

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Recreation Report for the 2nd Quarter of the 2015-2016 Fiscal Year. This report is intended to provide the Board with the status of the activities and programs being performed in the furtherance of the District's recreation program. The report was prepared by the District's Recreation Superintendent, Chris Argueta.

ATTACHMENTS:

1. Second Quarter Recreation Report.

RCS D RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

February 2016

SUMMARY

As the District's Recreation Department looks forward to a new year and new program offerings, Recreation staff reflects on the successes of 2015. A winter season that has been cold and wet at times has not deterred park users and Recreation staff continues to be busier than ever meeting the demands of the community.

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

- Collaboration with the Annual School Ghoul Run/Walk coordinators
- Offering a successful Holiday Toy and Gift Drive
- Rossmoor Winter Festival at Rush Park
- Coordinating with the Long Beach State Athletic Department and Men's Basketball for Rossmoor Night

The District's Recreation Department once again assisted with the coordination of the Annual School Ghoul 5k/10k Run Walk event held at Rush Park. The 5th annual event received over 500 participants supporting LAUSD schools. Event coordinators were successful in receiving road encroachment and special event permits from the County. The event had an extreme outpour of volunteer support, resulting in a highly successful event. Participants enjoyed a pumpkin patch, pancake breakfast, vendor fair and costume contest following the race through Rossmoor's beautiful tree-lined streets.

For the fourth straight year, Rossmoor residents showed tremendous generosity this Holiday season. Rossmoor's fourth annual Holiday Toy and Gift Drive and Senior Santa programs were once again highly successful. In collaboration with the Rossmoor Homeowners Association and the OC Sheriff Department, the District's Recreation Department collected gifts for infants, youth and seniors in need. The District collected over 100 gifts which were donated to the OC Sheriffs' Department for distribution of over 42,000 toys and 2,100 gifts for seniors.

The District's Recreation Department along with RCS D staff and in collaboration with the Rossmoor Homeowners Association combined efforts to bring the holiday spirit to Rossmoor. Rossmoor residents were introduced to the first ever Rossmoor Winter Festival at Rush Park. Despite the cold weather and wind, the festival brought joy to the estimated 1,400 in attendance that evening. The crowd was welcomed by a wonderful performance by the McAuliffe Middle School and Oak Middle School Choirs. A beautiful tree lighting that lit up the night sky followed this. The fun filled event offered many different options to enjoy throughout the evening for children as well as adults. The auditorium provided a great area to take a picture with Santa Claus and his elves, check out a holiday movie with the family, or sit down and enjoy the holiday craft area. Those who bared the weather were able to see the live reindeer, jump around in the bounce house, grab a bite to eat from the food trucks, do some possible gift shopping with the local vendors, and take a ride on the holiday trolley. Adults were also able to enjoy a beverage if they desired in the beer garden area. The District's Recreation Department is looking forward to making this an annual event for residents to enjoy for years to come.

The District's Recreation Department is excited to once again host its second CSULB Men's Basketball Rossmoor Night in support of the head coach who is a Rossmoor resident. The District has purchased tickets and is reselling them to the public at \$15 each. Long Beach State is playing Hawaii on Saturday, March 5th,

2016 at 4:00pm in the Walter Pyramid. The District's Recreation Department is looking forward to a fun-filled evening of community support for Coach Monson and the men's basketball team.

Recreation staff is currently working on the following projects:

- Preparing quotes and information for the District's CIP program and other possible future projects
- Coordination of summer special event offerings
- Securing Sheriff presence at special events
- Coordination of the American Cancer Society event

The District's Recreation and Parks Superintendent have been working closely to gather quotes and research for possible future projects. The District is researching additional outdoor fitness machines that will promote wellness and a healthy lifestyle. These will complement the fitness trail machines already in place and will offer many more options for all ages. In addition, a handball court similar to those used at recess at most schools in the area, one at each park for kids to enjoy playing games with family and friends. With the use of the parks and playgrounds, increasing each year the district is always looking to help provide more ways to keep kids active and engaged.

As we quickly approach the District's summer of special event offerings, the District's Recreation Department is preparing options for this summer's line up of movies, concerts and Shakespeare in the Park. Based on the popularity of the 2015 events, District staff is exploring options for creating an even better fan experience. This summer the Orange County Sheriff's Department will have a booth at all of our movie events and have a Sheriff Deputy present at both the Concerts in the Park and Shakespeare in the Park events. The Sheriff's Department will use their booth as a lost and found and information center.

An increase in special event requests for fundraisers has come through the District's doors. Recreation staff has been coordinating these requests with the District's General Clerk and preparing reports for consideration of the Board. Each event is carefully considered to minimize impact to neighbors and other parks users. District staff will continue to ensure that all event requests complete the District's requirements and County requirements prior to implementation.

Future projects Recreation staff would like to implement:

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

As the roles and responsibilities of the Recreation Department continue to increase, staff continues to be motivated to bring more recreation opportunities into Rossmoor. The Recreation Department is excited for what is in store for the community of Rossmoor as exciting new partnerships form maximizing the potential to create community.

Respectfully Submitted By,

Chris Argueta,
RCSD Recreation Superintendent



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Tree Report for the 2nd Quarter of the 2015-2016 Fiscal Year. This report is intended to provide the Board with the status of the work being performed in the maintenance and preservation of the community's urban forest. The report was prepared by the District's Tree Consultant, Mary Kingman.

ATTACHMENTS:

1. Second Quarter Tree Report.

2015/ 2016 Tree Trimming, Planting and Removals

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

CURRENT ACTIVITIES

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

STATUS

WCA

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

OCPW

| | |
|---------------------|-----|
| Tree Removals | I/P |
| County Safety Trims | I/P |

RCSD

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF January 12, 2016

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of January 12, 2016 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Regular January 12, 2016 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of January 12, 2016 Prepared by the Board's Secretary/General Manager.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 12, 2016

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. Proclamation re: Park Superintendent Omero Perez for 22 Years of Exemplary Service to the District.

President Kahlert presented Park Superintendent Omero Perez with a Proclamation of Appreciation for his 22 years of exemplary service to the Rossmoor Community Services District. Applause Ensued. Omero Perez thanked the Board and Community. Further Applause ensued. Photos were taken. The report was received and filed.

b. Proclamation re: Recreation Superintendent Chris Argueta for Outstanding Achievement with Winter Festival.

President Kahlert presented newly promoted Recreation Superintendent Chris Argueta with a Proclamation of Appreciation for his outstanding achievement with the first annual Rossmoor Winter Festival Event. Applause Ensued. Chris Argueta thanked the Board and Community. Further Applause ensued. Photos were taken. The report was received and filed.

c. Mr. John Cox, ValleyCrest Landscape Co. re: Drought Measures Update.

Mr. John Cox, Valleycrest Landscape Company, discussed the recent turf replacement and drought tolerant landscaping upgrades to District Parks. He presented a brief overview of the various smart irrigation upgrades. He commented that the brown areas caused by the drought would quickly turn green with the winter rain and upcoming warmer weather. The report was received and filed.

d. President Kahlert (2015) State of the District Address

President Kahlert presented the 2015 State of the District Address. He highlighted the many achievements the District had accomplished over the year. He expressed appreciation for the Board and Staff and praised them for all their hard work and dedication. The report was received and filed.

5. ELECTION OF OFFICERS

a. President

Administrative Assistant Elizabeth Deering called for nominations for the office of President. Director Maynard nominated Director DeMarco to the office of President. The nomination was seconded by Director Casey. The Administrative Assistant asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director DeMarco was unanimously elected as President, 5-0.

President DeMarco then presided over the remainder of the meeting.

b. First Vice President

President DeMarco called for nominations for the office of First Vice President. President DeMarco nominated Director Michael Maynard to the office of First Vice President. The nomination was seconded by Director Casey. President DeMarco asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director Maynard was unanimously elected as First Vice President, 5-0.

c. Second Vice President

President DeMarco called for nominations for the office of Second Vice President. Director Maynard nominated Director Casey to the office of Second Vice President. The nomination was seconded by Director Kahlert. President DeMarco asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director Casey was unanimously elected to a second term as Second Vice President, 5-0.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Beverly Houghton announced that the 2016 Rossmoor Community Festival would take place on May 1st from 10 a.m. to 4 p.m. at Rush Park. She added that a new festival website had been created and encouraged residents to access the site at: www.rossmoorfestival.com for sponsorship forms and vendor applications.

Erwin Anisman had comments relative to private property foliage growing over and around the exterior of the Rossmoor Signature Wall. He stated that the wall policy prohibits this practice and asked that the RCSD correct it. He added he wasn't sure how much this would cost the District.

D. REPORTS TO THE BOARD—None

E. CONSENT CALENDAR

1a. MINUTES REGULAR BOARD MEETING—December 8, 2015

2. REVENUE AND EXPENDITURE REPORT—November 2015

Motion by Director Maynard, seconded by Director Kahlert to approve the items on the Consent Calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 16-01-12-01

Recommendation to approve Resolution No. **16-01-12-01** by roll call vote by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS.

Motion by Maynard, seconded by Director Casey to approve Resolution No. **16-01-12-01** Authorizing District List of Officials Authorized to Transact Business With The District's Banks and Other Financial Institutions, by roll call vote by reading the title only and waiving further reading. Motion passed 5-0.

2. RESOLUTION NO. 16-01-12-02

Recommendation to approve Resolution No. **16-01-12-02** by roll call vote by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM—MERCURY INSURANCE GROUP

Motion by Burgess, seconded by Director Casey to approve Resolution No. **16-01-12-02** Rejection of Government Claim—Mercury Insurance Group, by roll call vote by reading the title only and waiving further reading. Motion passed 5-0.

3. RESOLUTION NO. 16-01-12-03

Recommendation to approve Resolution No. **16-01-12-03** by roll call vote by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT REJECTION OF GOVERNMENT CLAIM—BRENT WOOD

Discussion ensued relative to the difference between the two claims and why the insurance offered to pay the \$12,000. General Counsel responded that the insurance agreed to pay the cost of damage but not the diminished value of the vehicle. There is no recovery in California for diminished value. Motion by Director Maynard, seconded by Director Kahlert to approve Resolution No. **16-01-12-03** Rejection of Government Claim—Brent Wood, by roll call vote by reading the title only and waiving further reading. Motion passed 5-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. RESIDENT REQUEST FOR STREET TREE TRIMMING BY PRIVATE ARBORIST.

Recommendation to receive the report of the Tree Committee and make a determination regarding the resident’s request to trim a parkway tree by a private certified arborist.

The General Manager reported at your December meeting, the Board took up the matter of a request by a resident to trim a parkway tree by a private certified arborist. Staff made a recommendation to deny the request stating that parkway trees were a District responsibility in accordance with Policy No. 3080 Parkway and Rossmoor Median Tree Maintenance. The policy prohibits tree trimming by anyone other than the District. Further the policy states that parkway trees are to be trimmed in accordance with County standards. Therefore, trimming a parkway tree by a private certified arborist would not guarantee adherence to those standards.

The Board deliberated the request of the resident and voted to refer the matter to the District’s Tree Committee for further review. The Tree Committee met on January 6, 2016 and voted to recommend denial of the resident’s request by the Board.

General Counsel Tarquin Preziosi stated that the District had recently amended its tree policy and created a new tree ordinance, therefore it was now the law. President DeMarco stated that the tree committee had reviewed the item at length, concluding that interim tree trims were allowed, but not by a private arborist.

Mary Kingman reported to the Board relative to the current condition of the tree. She reiterated the Tree Committee’s recommendation to deny the resident’s request as it would contrary to policy and impossible to manage administratively.

Motion by Director Maynard seconded by Director Burgess to receive the report of the Tree Committee and deny resident Joyce Bloom’s request to have her tree trimmed by a private arborist. Motion passed 5-0.

2. REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST FOR REMOVAL OF PARKWAY TREE.

Recommendation to receive the report of the Trees/Parkways Committee and deny resident's request to remove a parkway tree.

Staff has received a request by Ms. Cindy Nelson residing at 3072 Ruth Elaine Drive to remove a parkway tree at that location. The matter was presented to the Trees/Parkways Committee at their meeting of January 6, 2016. The Committee reviewed staff's recommendation to deny the request and also considered the report of West Coast Arborist Rebecca Mejia, ISA Certified Arborist and Qualified Assessor. The tree has been evaluated as healthy and does not qualify for removal. The tree has an estimated value of \$9,830. The Committee voted 2-0 to deny the resident's request to remove the tree.

Mary Kingman addressed the Board regarding the historical trim data and certified arborist report relative to the resident's tree removal request. She stated that the tree had received all scheduled trims. She stated that West Coast Arborist's report had evaluated the tree as healthy and ineligible for removal.

Resident Cindy Nelson addressed the Board regarding alleged inconsistencies. She argued that the tree was unhealthy and dropping many limbs presenting a safety issue. She refuted the District's recommendation and requested more time to prepare a response.

Discussion ensued. President DeMarco asked Ms. Kingman if it was normal for a tree of that size to drop limbs. Mary Kingman stated that it was normal for large trees to drop limbs from time to time. Motion by Director Maynard, seconded by Director Burgess to postpone the item to the February 9, 2016 Meeting of the Board in order to allow Ms. Nelson to prepare a response. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

The General Manager provided the board with an update on the flood control channel gates (better known as coyote gates). He stated that there had been a resident request for RCSD to take over the responsibility of raising and lowering the gates; however that was not legally, jurisdictionally or logistically feasible. The County Public Works Department continued to do a great job of maintaining the gates and communicating with the RCSD and residents whenever they were in the open position. He also reported that staff was in the process of scheduling various committee meetings and were preparing for a lot of work ahead in the New Year. He reported regarding the proposed resident donation of a memorial bench for the Kempton Mini-Park Demonstration Project. The bench would be in honor of a long time Rossmoor resident and former Disney artist, Gretchen Destefano. The mid-year budget adjustments were approaching. The Montecito Road Lighting Adjustments were progressing. As per the County, the cost to upgrade the current lighting deficiencies was \$12,000. A photometric study was not needed after all. Edison will do the installation. The current output is only 70w and the minimum standard is 150w. President DeMarco stated that no wonder the streets were so dark because the lighting was so dim. The General Manager concluded by announcing that recreation staff was in the process of planning the second annual Rossmoor Night Basketball event at CSULB. On January 20th they would be playing CSU Irvine, on January 27th CSU Fullerton, and on March 5th they would be playing Hawaii, which was

an outstanding team. Now all they had to do was commit to a date and lock it in. The report was received and filed.

J. BOARD MEMBER ITEMS

Director Maynard thanked former President Bill Kahlert for his leadership over the past year. He stated that President Kahlert had a vision for the winter festival and made it happen. His passion paid off. He announced that the District now had two wonderful events to look forward to each year, The Rossmoor Community Festival on May 1st and the next wonderful winter event. He thanked Chris Argueta and Omero Perez who were recognized earlier in the evening for their contributions; stating that they probably didn't get thanked enough. He thanked Elizabeth Deering and the rest of the RCSD staff who worked hard for the benefit of the community. He concluded that he resolved to continue maintaining and upgrading Rossmoor in the coming year.

Director Casey stated he was pleased about the General Manager's updates on the coyote gates. He was also happy to report our new drought resistant landscaping was tough and weather resistant. He thanked outgoing President Bill Kahlert and RCSD Staff for an outstanding Rossmoor Winter Festival. He added that the cold weather only added to the appeal. He thanked Bill Kahlert for a job well done, stating there were many successful projects and events accomplished under his leadership. Director Casey concluded by wishing everyone a Happy New Year.

Director Burgess thanked Chris and Omero for a great job. He welcomed Chris Argueta as the newly promoted Recreation Superintendent. He was pleased about the success of the Winter Festival. He also remarked that he learned a lot from Mary Kingman's report about interim tree trims and asked that the District publicize this in some way. He also had comments relative to coyote sightings and the District's role in the reporting process.

Director Kahlert thanked the Board and staff for the opportunity to serve as President over the past year. He stated that it was a lot of fun and he was looking forward to serving as Director in 2016. He offered to make himself available to President DeMarco if needed. He thanked Elizabeth Deering for her tireless efforts and behind the scenes coordination of events and Kathy Bell for keeping the District financially sound. He thanked Chris Argueta for a fantastic job on the Rossmoor Winter Festival and a great summer season. He thanked Omero Perez for his outstanding service over the past 22 years and added that he was so impressed with his ongoing professionalism, performance, perpetual smile and positive attitude. He thanked General Counsel Tarquin Preziosi for his demeanor and knowledge. He stated he was proud of the many accomplishments in 2015: decreased costs and increased revenue, the drought landscaping and beautification project, facility upgrades, etc. Last, but not least he thanked General Manager Jim Ruth for his patience and wisdom and for being an invaluable resource. Director Kahlert concluded by reminding everyone that it was coyote season and the floodgates were open in response to forecasted rain. He relayed a recent encounter he had with a coyote while walking his dog in Rush Park at 2 p.m. approximately 2 weeks ago. He stated the coyote looked like a large dog with a bushy tail and was not scared of him at all. He encouraged the public to be vigilant and stay away from coyotes.

President DeMarco thanked the Board for electing him and trusting him to the office of President. He looked forward to a productive year and agreed with the Board that the District had a very

productive 2015. No matter how small the government entity, things like lighting improvements on Montecito Road, the Bradbury Road restriping and coyote management all take time and patience. He thanked the residents for their participation and community activism. He stated that the RCSD Board members are all Rossmoor Residents and they want to make the residents happy. He encouraged everyone to have their voices heard. President DeMarco thanked outgoing President Kahlert for his outstanding service over the past year and added that he would certainly seek his counsel over the coming months.

K. CLOSED SESSION—None

I. ADJOURNMENT:

Motion by Director Casey, seconded by Director Kahlert to adjourn the regular meeting at 9:15 p.m. Motion passed 5-0.

SUBMITTED BY:
James D. Ruth
General Manager

DRAFT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: PIFC MEETING OF JANUARY 12, 2016

RECOMMENDATION:

Approve the Minutes of the PIFC Meeting of January 12, 2016 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their PIFC January 12, 2016 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-PIFC Meeting of January 12, 2016 Prepared by the Board's Secretary/General Manager.

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

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 12, 2016

A. ORGANIZATION

- 1. CALL TO ORDER: By President Kahlert at 9:17 P.M.**
- 2. ROLL CALL: Directors Burgess, Casey, DeMarco, Maynard
President Kahlert.**
- 3. PLEDGE OF ALLEGIANCE**
- 4. MINUTES:**

a. Regular meeting of January 13, 2015

The Minutes of the Regular Meeting of January 13, 2015 were received and filed as submitted for informational purposes, since approved the prior year.

a. Special meeting of December 8, 2015

Motion by Director Maynard, seconded by Director Kahlert to approve the Minutes of the Regular Meeting of December 8, 2015 as submitted. Motion passed 5-0.

5. PRESENTATIONS – None

6. ELECTION OF OFFICERS

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

President DeMarco requested nominations for the office of Vice President of the Corporation. Motion by Director Kahlert, seconded by Director Casey to nominate First Vice President Michael Maynard as Vice President of the Corporation. A roll call vote was taken. Motion to elect First Vice President Michael Maynard as Vice President of the Public Improvements Financing Corporation passed 5-0.

The President requested nominations to appoint General Manager, James D. Ruth as Secretary and Treasurer of the Corporation and to appoint Jones & Mayer as District General Counsel. Motion by Director Maynard, seconded by Director Kahlert to appoint General Manager, James D. Ruth as Secretary and Treasurer of the Corporation and to appoint Jones & Mayer as District General Counsel of the Corporation. A roll call vote was taken. Motion passed 5-0.

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

G. RESOLUTIONS

1. RESOLUTION NO. 16-01-12-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Approve by roll call vote, Resolution No. 16-01-12-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

RESOLUTION NO. 16-01-12-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Motion by Director Maynard, seconded by Director Kahlert to approve Resolution No. 16-01-12-1. Motion to approve Resolution No. 16-01-12-1 unanimously passed by roll call vote, 5-0.

- H. BIDS, CONTRACTS, AND AGREEMENTS - None**
- I. ADMINISTRATIVE ITEMS - None**
- J. INFORMATIONAL ITEMS - None**
- K. BOARD MEMBER ITEMS - None**
- L. CLOSED SESSION - None**
- M. ADJOURNMENT**

Motion by Director Casey, seconded by Director Kahlert, to adjourn the meeting at 9:25 p.m. Motion passed 5-0.

SUBMITTED BY:
James D. Ruth
Secretary

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: February 9, 2016

To: Honorable Board of Directors

From: General Manager

Subject: REVENUE & EXPENDITURE REPORT - DECEMBER, 2015

RECOMMENDATION:

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

BACKGROUND:

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

ATTACHMENTS:

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

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 December 2015 @ 50%

| | Original Budget | Amended Budget | YTD Actual | Current Month | Unenc. Balance | % Budget |
|--------------------------------|---------------------|---------------------|-------------------|-------------------|-------------------|-------------|
| Revenues | | | | | | |
| PROPERTY TAXES | 788,142.00 | 788,142.00 | 445,024.28 | 343,594.11 | 343,117.72 | 56.5 |
| STREET LIGHT ASSESSMENTS | 271,000.00 | 271,000.00 | 155,411.25 | 120,053.91 | 115,588.75 | 57.3 |
| USE OF MONEY AND PROPERTY | 2,500.00 | 2,500.00 | 443.19 | 0.00 | 2,056.81 | 17.7 |
| OTHER GOVERNMENT AGENCIES | 60,800.00 | 60,800.00 | 808.83 | 808.83 | 59,991.17 | 1.3 |
| FEES AND SERVICES | 155,000.00 | 155,000.00 | 70,325.00 | 13,331.00 | 84,675.00 | 45.4 |
| OTHER REVENUE | 23,500.00 | 23,500.00 | 3,225.32 | 431.66 | 20,274.68 | 13.7 |
| TRANSFER IN OTHER FUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Total Revenues | 1,300,942.00 | 1,300,942.00 | 675,237.87 | 478,219.51 | 625,704.13 | 51.9 |
| Expenditures | | | | | | |
| ADMINISTRATION 1, 2 | 407,472.00 | 407,472.00 | 209,644.88 | 30,231.31 | 197,827.12 | 51.5 |
| RECREATION 3, 4 | 127,623.00 | 127,623.00 | 76,011.93 | 10,416.85 | 51,611.07 | 59.6 |
| ROSSMOOR PARK | 188,703.00 | 188,703.00 | 86,436.31 | 7,693.44 | 102,266.69 | 45.8 |
| MONTECITO CENTER | 77,694.00 | 77,694.00 | 36,400.60 | 6,603.53 | 41,293.40 | 46.9 |
| RUSH PARK | 205,098.00 | 205,098.00 | 89,399.16 | 11,860.79 | 115,698.84 | 43.6 |
| STREET LIGHTING | 105,580.00 | 105,580.00 | 36,190.78 | 59.74 | 69,389.22 | 34.3 |
| ROSSMOOR WALL | 2,100.00 | 2,100.00 | 2,000.00 | 0.00 | 100.00 | 95.2 |
| STREET SWEEPING | 55,580.00 | 55,580.00 | 18,343.23 | 59.74 | 37,236.77 | 33.0 |
| PARKWAY TREES 5 | 110,181.00 | 110,181.00 | 65,306.87 | 17,194.08 | 44,874.13 | 59.3 |
| MINI-PARKS, MEDIANS & TRIANGLE | 15,029.00 | 15,029.00 | 5,792.49 | 664.18 | 9,236.51 | 38.5 |
| Total Expenditures | 1,295,060.00 | 1,295,060.00 | 625,526.25 | 84,783.66 | 669,533.75 | 48.3 |

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

\$ 690,844.00

REVENUE REPORT
 DECEMBER 2015 @ 50%

Page: 1
 1/26/2016
 3:43 pm

Rossmoor Community

For the Period: 7/1/2015 to 12/31/2015

Fund: 10 - GENERAL FUND

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Revenues

Dept: 00

| | | | | | | | |
|---------------------------|------------|------------|------------|------------|------|------------|------|
| PROPERTY TAXES | 788,142.00 | 788,142.00 | 445,024.28 | 343,594.11 | 0.00 | 343,117.72 | 56.5 |
| ASSESSMENTS | 271,000.00 | 271,000.00 | 155,411.25 | 120,053.91 | 0.00 | 115,588.75 | 57.3 |
| USE OF MONEY AND PROPERTY | 2,500.00 | 2,500.00 | 443.19 | 0.00 | 0.00 | 2,056.81 | 17.7 |
| OTHER GOVERNMENT AGENCIES | 60,800.00 | 60,800.00 | 808.83 | 808.83 | 0.00 | 59,991.17 | 1.3 |
| FEES AND SERVICES | 155,000.00 | 155,000.00 | 70,325.00 | 13,331.00 | 0.00 | 84,675.00 | 45.4 |
| OTHER REVENUE | 23,500.00 | 23,500.00 | 3,225.32 | 431.66 | 0.00 | 20,274.68 | 13.7 |

Dept: 00

1,300,942.00 1,300,942.00 675,237.87 478,219.51 0.00 625,704.13 51.9

Revenues

1,300,942.00 1,300,942.00 675,237.87 478,219.51 0.00 625,704.13 51.9

EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Rossmoor Community

For the Period: 7/1/2015 to 12/31/2015

Fund: 10 - GENERAL FUND

Expenditures

| | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|----------------------------|---------------|--------------|------------|-----------|-------------|------------|-------|
| Dept: 10 ADMINISTRATION | | | | | | | |
| SALARIES AND BENEFITS | 246,572.00 | 246,572.00 | 130,834.48 | 21,627.91 | 0.00 | 115,737.52 | 53.1 |
| OPERATIONS AND MAINTENANCE | 64,200.00 | 64,200.00 | 38,822.86 | 4,300.50 | 0.00 | 25,377.14 | 60.5 |
| CONTRACT SERVICES | 93,700.00 | 93,700.00 | 38,279.44 | 4,302.90 | 0.00 | 55,420.56 | 40.9 |
| CAPITAL EXPENDITURES | 3,000.00 | 3,000.00 | 1,708.10 | 0.00 | 0.00 | 1,291.90 | 56.9 |
| ADMINISTRATION | 407,472.00 | 407,472.00 | 209,644.88 | 30,231.31 | 0.00 | 197,827.12 | 51.5 |
| Dept: 20 RECREATION | | | | | | | |
| SALARIES AND BENEFITS | 94,523.00 | 94,523.00 | 47,151.54 | 7,423.54 | 0.00 | 47,371.46 | 49.9 |
| OPERATIONS AND MAINTENANCE | 28,600.00 | 28,600.00 | 27,305.67 | 2,768.97 | 0.00 | 1,294.33 | 95.5 |
| CONTRACT SERVICES | 3,500.00 | 3,500.00 | 1,554.72 | 224.34 | 0.00 | 1,945.28 | 44.4 |
| CAPITAL EXPENDITURES | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| RECREATION | 127,623.00 | 127,623.00 | 76,011.93 | 10,416.85 | 0.00 | 51,611.07 | 59.6 |
| Dept: 30 ROSSMOOR PARK | | | | | | | |
| SALARIES AND BENEFITS | 68,956.00 | 68,956.00 | 33,600.76 | 5,455.82 | 0.00 | 35,355.24 | 48.7 |
| OPERATIONS AND MAINTENANCE | 82,047.00 | 82,047.00 | 27,514.84 | 1,762.87 | 0.00 | 54,532.16 | 33.5 |
| CONTRACT SERVICES | 37,450.00 | 37,450.00 | 25,320.71 | 474.75 | 0.00 | 12,129.29 | 67.6 |
| CAPITAL EXPENDITURES | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| ROSSMOOR PARK | 188,703.00 | 188,703.00 | 86,436.31 | 7,693.44 | 0.00 | 102,266.69 | 45.8 |
| Dept: 40 MONTECITO CENTER | | | | | | | |
| SALARIES AND BENEFITS | 51,989.00 | 51,989.00 | 25,618.53 | 4,198.77 | 0.00 | 26,370.47 | 49.3 |
| OPERATIONS AND MAINTENANCE | 18,405.00 | 18,405.00 | 7,061.52 | 1,930.01 | 0.00 | 11,343.48 | 38.4 |
| CONTRACT SERVICES | 7,250.00 | 7,250.00 | 3,720.55 | 474.75 | 0.00 | 3,529.45 | 51.3 |
| CAPITAL EXPENDITURES | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 |
| MONTECITO CENTER | 77,694.00 | 77,694.00 | 36,400.60 | 6,603.53 | 0.00 | 41,293.40 | 46.9 |
| Dept: 50 RUSH PARK | | | | | | | |
| SALARIES AND BENEFITS | 71,749.00 | 71,749.00 | 37,477.22 | 5,871.85 | 0.00 | 34,271.78 | 52.2 |
| OPERATIONS AND MAINTENANCE | 95,649.00 | 95,649.00 | 36,401.39 | 5,514.19 | 0.00 | 59,247.61 | 38.1 |
| CONTRACT SERVICES | 37,450.00 | 37,450.00 | 15,520.55 | 474.75 | 0.00 | 21,929.45 | 41.4 |
| CAPITAL EXPENDITURES | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| RUSH PARK | 205,098.00 | 205,098.00 | 89,399.16 | 11,860.79 | 0.00 | 115,698.84 | 43.6 |

EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Page: 4
1/26/2016
3:43 pm

Rossmoor Community

| For the Period: 7/1/2015 to 12/31/2015 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|-----------|-------------|------------|-------|
| Fund: 10 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 60 STREET LIGHTING | | | | | | | |
| OPERATIONS AND MAINTENANCE | 580.00 | 580.00 | 323.99 | 59.74 | 0.00 | 256.01 | 55.9 |
| CONTRACT SERVICES | 105,000.00 | 105,000.00 | 35,866.79 | 0.00 | 0.00 | 69,133.21 | 34.2 |
| STREET LIGHTING | 105,580.00 | 105,580.00 | 36,190.78 | 59.74 | 0.00 | 69,389.22 | 34.3 |
| Dept: 65 ROSSMOOR WALL | | | | | | | |
| OPERATIONS AND MAINTENANCE | 2,100.00 | 2,100.00 | 2,000.00 | 0.00 | 0.00 | 100.00 | 95.2 |
| ROSSMOOR WALL | 2,100.00 | 2,100.00 | 2,000.00 | 0.00 | 0.00 | 100.00 | 95.2 |
| Dept: 70 STREET SWEEPING | | | | | | | |
| OPERATIONS AND MAINTENANCE | 580.00 | 580.00 | 323.99 | 59.74 | 0.00 | 256.01 | 55.9 |
| CONTRACT SERVICES | 55,000.00 | 55,000.00 | 18,019.24 | 0.00 | 0.00 | 36,980.76 | 32.8 |
| STREET SWEEPING | 55,580.00 | 55,580.00 | 18,343.23 | 59.74 | 0.00 | 37,236.77 | 33.0 |
| Dept: 80 PARKWAY TREES | | | | | | | |
| SALARIES AND BENEFITS | 20,850.00 | 20,850.00 | 10,885.62 | 1,788.69 | 0.00 | 9,964.38 | 52.2 |
| OPERATIONS AND MAINTENANCE | 1,775.00 | 1,775.00 | 701.93 | 121.72 | 0.00 | 1,073.07 | 39.5 |
| CONTRACT SERVICES | 75,556.00 | 75,556.00 | 51,089.72 | 16,994.87 | 0.00 | 24,466.28 | 67.6 |
| CAPITAL EXPENDITURES | 12,000.00 | 12,000.00 | 2,629.60 | -1,711.20 | 0.00 | 9,370.40 | 21.9 |
| PARKWAY TREES | 110,181.00 | 110,181.00 | 65,306.87 | 17,194.08 | 0.00 | 44,874.13 | 59.3 |
| Dept: 90 MINI-PARKS AND MEDIANS | | | | | | | |
| SALARIES AND BENEFITS | 979.00 | 979.00 | 464.41 | 78.26 | 0.00 | 514.59 | 47.4 |
| OPERATIONS AND MAINTENANCE | 9,800.00 | 9,800.00 | 3,593.75 | 494.48 | 0.00 | 6,206.25 | 36.7 |
| CONTRACT SERVICES | 4,150.00 | 4,150.00 | 1,734.33 | 91.44 | 0.00 | 2,415.67 | 41.8 |
| CAPITAL EXPENDITURES | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| MINI-PARKS AND MEDIANS | 15,029.00 | 15,029.00 | 5,792.49 | 664.18 | 0.00 | 9,236.51 | 38.5 |
| Expenditures | 1,295,060.00 | 1,295,060.00 | 625,526.25 | 84,783.66 | 0.00 | 669,533.75 | 48.3 |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Page: 15
1/26/2016
4:09 pm

Rossmoor Community

| For the Period: 7/1/2015 to 12/31/2015 | | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|--------------------------------|---------------|--------------|------------|------------|-------------|------------|-------|
| Fund: 10 - GENERAL FUND | | | | | | | | |
| Revenues | | | | | | | | |
| Dept: 00 | | | | | | | | |
| Acct Class: 30 PROPERTY TAXES | | | | | | | | |
| 3000 | Current Secured Property Taxes | 719,100.00 | 719,100.00 | 413,123.60 | 336,644.82 | 0.00 | 305,976.40 | 57.5 |
| 3001 | Current unsecured prop tax | 23,000.00 | 23,000.00 | 17,457.46 | 0.00 | 0.00 | 5,542.54 | 75.9 |
| 3002 | Prior secured property taxes | 9,200.00 | 9,200.00 | 4,571.01 | 961.74 | 0.00 | 4,628.99 | 49.7 |
| 3003 | Prior unsecured prop taxes | 4,500.00 | 4,500.00 | 0.00 | 0.00 | 0.00 | 4,500.00 | 0.0 |
| 3004 | Delinquent property taxes | 510.00 | 510.00 | 0.00 | 0.00 | 0.00 | 510.00 | 0.0 |
| 3010 | Current supplemental assessmnt | 20,000.00 | 20,000.00 | 9,872.21 | 5,987.55 | 0.00 | 10,127.79 | 49.4 |
| 3020 | Public utility tax | 11,832.00 | 11,832.00 | 0.00 | 0.00 | 0.00 | 11,832.00 | 0.0 |
| PROPERTY TAXES | | 788,142.00 | 788,142.00 | 445,024.28 | 343,594.11 | 0.00 | 343,117.72 | 56.5 |
| Acct Class: 31 ASSESSMENTS | | | | | | | | |
| 3105 | Street light assessments | 271,000.00 | 271,000.00 | 155,411.25 | 120,053.91 | 0.00 | 115,588.75 | 57.3 |
| ASSESSMENTS | | 271,000.00 | 271,000.00 | 155,411.25 | 120,053.91 | 0.00 | 115,588.75 | 57.3 |
| Acct Class: 32 USE OF MONEY AND PROPERTY | | | | | | | | |
| 3200 | Interest on investments | 2,500.00 | 2,500.00 | 443.19 | 0.00 | 0.00 | 2,056.81 | 17.7 |
| USE OF MONEY AND PROPERTY | | 2,500.00 | 2,500.00 | 443.19 | 0.00 | 0.00 | 2,056.81 | 17.7 |
| Acct Class: 33 OTHER GOVERNMENT AGENCIES | | | | | | | | |
| 3301 | State homeowner proptax relief | 5,800.00 | 5,800.00 | 808.83 | 808.83 | 0.00 | 4,991.17 | 13.9 |
| 3305 | County street sweep reimburse | 55,000.00 | 55,000.00 | 0.00 | 0.00 | 0.00 | 55,000.00 | 0.0 |
| OTHER GOVERNMENT AGENCIES | | 60,800.00 | 60,800.00 | 808.83 | 808.83 | 0.00 | 59,991.17 | 1.3 |
| Acct Class: 34 FEES AND SERVICES | | | | | | | | |
| 3404 | Court reservations | 14,500.00 | 14,500.00 | 6,183.50 | 1,361.00 | 0.00 | 8,316.50 | 42.6 |
| 3405 | Wall Rental | 600.00 | 600.00 | 260.00 | 80.00 | 0.00 | 340.00 | 43.3 |
| 3406 | Ball field reservations | 26,000.00 | 26,000.00 | 9,876.50 | 446.50 | 0.00 | 16,123.50 | 38.0 |
| 3410 | Rossmoor building rental | 4,680.00 | 4,680.00 | 7,477.00 | 2,011.00 | 0.00 | -2,797.00 | 159.8 |
| 3412 | Montecito building rental | 25,220.00 | 25,220.00 | 10,894.00 | 2,753.00 | 0.00 | 14,326.00 | 43.2 |
| 3414 | Rush Park Building Rental | 84,000.00 | 84,000.00 | 35,634.00 | 6,679.50 | 0.00 | 48,366.00 | 42.4 |
| FEES AND SERVICES | | 155,000.00 | 155,000.00 | 70,325.00 | 13,331.00 | 0.00 | 84,675.00 | 45.4 |
| Acct Class: 35 OTHER REVENUE | | | | | | | | |
| 3500 | Other miscellaneous revenue | 3,500.00 | 3,500.00 | 3,225.32 | 431.66 | 0.00 | 274.68 | 92.2 |
| 3502 | Administrative Fee | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.0 |
| OTHER REVENUE | | 23,500.00 | 23,500.00 | 3,225.32 | 431.66 | 0.00 | 20,274.68 | 13.7 |
| Dept: 00 | | 1,300,942.00 | 1,300,942.00 | 675,237.87 | 478,219.51 | 0.00 | 625,704.13 | 51.9 |
| Revenues | | 1,300,942.00 | 1,300,942.00 | 675,237.87 | 478,219.51 | 0.00 | 625,704.13 | 51.9 |
| Expenditures | | | | | | | | |
| Dept: 10 ADMINISTRATION | | | | | | | | |
| Acct Class: 40 SALARIES AND BENEFITS | | | | | | | | |
| 4000 | Board of Directors Compensatn | 9,000.00 | 9,000.00 | 5,000.00 | 700.00 | 0.00 | 4,000.00 | 55.6 |
| 4001 | Salaries - Full-time | 186,300.00 | 186,300.00 | 98,681.03 | 15,997.30 | 0.00 | 87,618.97 | 53.0 |
| 4003 | Salaries - Overtime | 3,672.00 | 3,672.00 | 2,532.45 | 337.24 | 0.00 | 1,139.55 | 69.0 |
| 4007 | Vehicle Allowance | 500.00 | 500.00 | 415.15 | 114.80 | 0.00 | 84.85 | 83.0 |
| 4010 | Workers Compensation Insurance | 2,600.00 | 2,600.00 | 1,453.62 | 220.29 | 0.00 | 1,146.38 | 55.9 |
| 4011 | Medical Insurance | 32,000.00 | 32,000.00 | 14,506.44 | 2,939.24 | 0.00 | 17,493.56 | 45.3 |
| 4015 | Federal Payroll Tax -FICA | 12,000.00 | 12,000.00 | 8,092.79 | 1,298.04 | 0.00 | 3,907.21 | 67.4 |
| 4018 | State Payroll Taxes | 500.00 | 500.00 | 153.00 | 21.00 | 0.00 | 347.00 | 30.6 |
| SALARIES AND BENEFITS | | 246,572.00 | 246,572.00 | 130,834.48 | 21,627.91 | 0.00 | 115,737.52 | 53.1 |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | | |
| 5002 | Insurance - Liability | 13,200.00 | 13,200.00 | 12,391.95 | 0.00 | 0.00 | 808.05 | 93.9 |
| 5004 | Memberships and Dues | 6,400.00 | 6,400.00 | 5,384.50 | 3,098.50 | 0.00 | 1,015.50 | 84.1 |
| 5006 | Travel & Meetings | 1,500.00 | 1,500.00 | 216.54 | 0.00 | 0.00 | 1,283.46 | 14.4 |
| 5007 | Televised Meeting Costs | 18,000.00 | 18,000.00 | 7,292.50 | 0.00 | 0.00 | 10,707.50 | 40.5 |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Rossmoor Community

For the Period: 7/1/2015 to 12/31/2015

Fund: 10 - GENERAL FUND

| | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|-------------------|-------------------|-------------------|------------------|-------------|-------------------|-------------|
| Expenditures | | | | | | | |
| Dept: 10 ADMINISTRATION | | | | | | | |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5010 Publications & Legal Notices | 7,200.00 | 7,200.00 | 3,306.46 | 0.00 | 0.00 | 3,893.54 | 45.9 |
| 5012 Printing | 700.00 | 700.00 | 319.76 | 0.00 | 0.00 | 380.24 | 45.7 |
| 5014 Postage | 2,000.00 | 2,000.00 | 1,461.97 | 317.11 | 0.00 | 538.03 | 73.1 |
| 5016 Office Supplies | 7,200.00 | 7,200.00 | 3,644.20 | 224.38 | 0.00 | 3,555.80 | 50.6 |
| 5020 Telephone | 1,500.00 | 1,500.00 | 971.95 | 179.23 | 0.00 | 528.05 | 64.8 |
| 5045 Miscellaneous Expenditures | 5,500.00 | 5,500.00 | 2,857.50 | 368.61 | 0.00 | 2,642.50 | 52.0 |
| 5046 Bank Service Charge (1) | 1,000.00 | 1,000.00 | 975.53 | 112.67 | 0.00 | 24.47 | 97.6 |
| OPERATIONS AND MAINTENANCE | 64,200.00 | 64,200.00 | 38,822.86 | 4,300.50 | 0.00 | 25,377.14 | 60.5 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5610 Legal Counsel | 35,000.00 | 35,000.00 | 7,235.00 | 1,000.00 | 0.00 | 27,765.00 | 20.7 |
| 5615 Financial Audit-Consulting (2) | 8,700.00 | 8,700.00 | 10,100.00 | 0.00 | 0.00 | -1,400.00 | 116.1 |
| 5670 Other Professional Services | 50,000.00 | 50,000.00 | 20,944.44 | 3,302.90 | 0.00 | 29,055.56 | 41.9 |
| CONTRACT SERVICES | 93,700.00 | 93,700.00 | 38,279.44 | 4,302.90 | 0.00 | 55,420.56 | 40.9 |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6010 Equipment | 3,000.00 | 3,000.00 | 1,708.10 | 0.00 | 0.00 | 1,291.90 | 56.9 |
| CAPITAL EXPENDITURES | 3,000.00 | 3,000.00 | 1,708.10 | 0.00 | 0.00 | 1,291.90 | 56.9 |
| ADMINISTRATION | 407,472.00 | 407,472.00 | 209,644.88 | 30,231.31 | 0.00 | 197,827.12 | 51.5 |
| Dept: 20 RECREATION | | | | | | | |
| Acct Class: 40 SALARIES AND BENEFITS | | | | | | | |
| 4001 Salaries - Full-time | 51,000.00 | 51,000.00 | 24,562.12 | 3,716.14 | 0.00 | 26,437.88 | 48.2 |
| 4002 Salaries - Part-time | 23,566.00 | 23,566.00 | 11,556.07 | 1,769.39 | 0.00 | 12,009.93 | 49.0 |
| 4003 Salaries - Overtime | 3,713.00 | 3,713.00 | 2,504.82 | 530.81 | 0.00 | 1,208.18 | 67.5 |
| 4005 Salaries - Event Attendant (3) | 400.00 | 400.00 | 937.50 | 75.00 | 0.00 | -537.50 | 234.4 |
| 4007 Vehicle Allowance | 350.00 | 350.00 | 84.93 | 0.00 | 0.00 | 265.07 | 24.3 |
| 4010 Workers Compensation Insurance | 1,080.00 | 1,080.00 | 587.61 | 89.05 | 0.00 | 492.39 | 54.4 |
| 4011 Medical Insurance | 8,000.00 | 8,000.00 | 3,688.05 | 747.28 | 0.00 | 4,311.95 | 46.1 |
| 4015 Federal Payroll Tax -FICA | 5,814.00 | 5,814.00 | 3,025.42 | 465.81 | 0.00 | 2,788.58 | 52.0 |
| 4018 State Payroll Taxes | 600.00 | 600.00 | 205.02 | 30.06 | 0.00 | 394.98 | 34.2 |
| SALARIES AND BENEFITS | 94,523.00 | 94,523.00 | 47,151.54 | 7,423.54 | 0.00 | 47,371.46 | 49.9 |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5006 Travel & Meetings | 400.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 0.0 |
| 5010 Publications & Legal Notices | 200.00 | 200.00 | 68.70 | 0.00 | 0.00 | 131.30 | 34.4 |
| 5012 Printing | 100.00 | 100.00 | 44.12 | 0.00 | 0.00 | 55.88 | 44.1 |
| 5014 Postage | 150.00 | 150.00 | 85.33 | 14.40 | 0.00 | 64.67 | 56.9 |
| 5016 Office Supplies | 1,000.00 | 1,000.00 | 432.56 | 0.00 | 0.00 | 567.44 | 43.3 |
| 5017 Community Events | 18,000.00 | 18,000.00 | 17,453.01 | 2,575.34 | 0.00 | 546.99 | 97.0 |
| 5019 Fireworks | 6,200.00 | 6,200.00 | 6,200.00 | 0.00 | 0.00 | 0.00 | 100.0 |
| 5020 Telephone | 1,800.00 | 1,800.00 | 971.95 | 179.23 | 0.00 | 828.05 | 54.0 |
| 5045 Miscellaneous Expenditures | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 5048 Run Seal Beach Grant (4) | 0.00 | 0.00 | 2,050.00 | 0.00 | 0.00 | -2,050.00 | 0.0 |
| 5051 Equipment Rental | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| OPERATIONS AND MAINTENANCE | 28,600.00 | 28,600.00 | 27,305.67 | 2,768.97 | 0.00 | 1,294.33 | 95.5 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5670 Other Professional Services | 3,500.00 | 3,500.00 | 1,554.72 | 224.34 | 0.00 | 1,945.28 | 44.4 |
| CONTRACT SERVICES | 3,500.00 | 3,500.00 | 1,554.72 | 224.34 | 0.00 | 1,945.28 | 44.4 |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6010 Equipment | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| CAPITAL EXPENDITURES | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| RECREATION | 127,623.00 | 127,623.00 | 76,011.93 | 10,416.85 | 0.00 | 51,611.07 | 59.6 |
| Dept: 30 ROSSMOOR PARK | | | | | | | |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Page: 4
 1/26/2016
 4:09 pm

Rossmoor Community

| For the Period: 7/1/2015 to 12/31/2015 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|-------------------|-------------------|------------------|-----------------|-------------|-------------------|-------------|
| Fund: 10 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 30 ROSSMOOR PARK | | | | | | | |
| Acct Class: 40 SALARIES AND BENEFITS | | | | | | | |
| 4001 Salaries - Full-time | 38,760.00 | 38,760.00 | 17,791.55 | 3,061.60 | 0.00 | 20,968.45 | 45.9 |
| 4002 Salaries - Part-time | 10,812.00 | 10,812.00 | 6,237.84 | 732.24 | 0.00 | 4,574.16 | 57.7 |
| 4003 Salaries - Overtime | 2,244.00 | 2,244.00 | 1,533.78 | 212.40 | 0.00 | 710.22 | 68.4 |
| 4010 Workers Compensation Insurance | 2,800.00 | 2,800.00 | 1,453.62 | 220.29 | 0.00 | 1,346.38 | 51.9 |
| 4011 Medical Insurance | 10,000.00 | 10,000.00 | 4,555.84 | 923.11 | 0.00 | 5,444.16 | 45.6 |
| 4015 Federal Payroll Tax -FICA | 4,080.00 | 4,080.00 | 1,953.07 | 306.18 | 0.00 | 2,126.93 | 47.9 |
| 4018 State Payroll Taxes | 260.00 | 260.00 | 75.06 | 0.00 | 0.00 | 184.94 | 28.9 |
| SALARIES AND BENEFITS | 68,956.00 | 68,956.00 | 33,600.76 | 5,455.82 | 0.00 | 35,355.24 | 48.7 |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5010 Publications & Legal Notices | 300.00 | 300.00 | 33.90 | 0.00 | 0.00 | 266.10 | 11.3 |
| 5012 Printing | 50.00 | 50.00 | 22.06 | 0.00 | 0.00 | 27.94 | 44.1 |
| 5014 Postage | 50.00 | 50.00 | 28.96 | 4.95 | 0.00 | 21.04 | 57.9 |
| 5016 Office Supplies | 900.00 | 900.00 | 216.29 | 0.00 | 0.00 | 683.71 | 24.0 |
| 5018 Janitorial Supplies | 4,000.00 | 4,000.00 | 2,086.98 | 966.48 | 0.00 | 1,913.02 | 52.2 |
| 5020 Telephone | 1,600.00 | 1,600.00 | 971.95 | 179.23 | 0.00 | 628.05 | 60.7 |
| 5022 Utilities | 10,500.00 | 10,500.00 | 4,339.94 | 28.69 | 0.00 | 6,160.06 | 41.3 |
| 5023 Water | 39,000.00 | 39,000.00 | 8,054.44 | 0.00 | 0.00 | 30,945.56 | 20.7 |
| 5025 SECURED PROP TAX | 897.00 | 897.00 | 0.00 | 0.00 | 0.00 | 897.00 | 0.0 |
| 5030 Vehicle Maintenance | 1,000.00 | 1,000.00 | 323.28 | 43.59 | 0.00 | 676.72 | 32.3 |
| 5032 Building & Grounds-Maintenance | 22,000.00 | 22,000.00 | 11,102.53 | 523.66 | 0.00 | 10,897.47 | 50.5 |
| 5034 Alarm Systems | 750.00 | 750.00 | 334.51 | 16.27 | 0.00 | 415.49 | 44.6 |
| 5045 Miscellaneous Expenditures | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 5051 Equipment Rental | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| 5052 Minor Facility Repairs | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| OPERATIONS AND MAINTENANCE | 82,047.00 | 82,047.00 | 27,514.84 | 1,762.87 | 0.00 | 54,532.16 | 33.5 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5655 Landscape Maintenance | 33,000.00 | 33,000.00 | 23,075.16 | 0.00 | 0.00 | 9,924.84 | 69.9 |
| 5656 Tree Trimming | 950.00 | 950.00 | 730.50 | 261.31 | 0.00 | 219.50 | 76.9 |
| 5670 Other Professional Services | 3,500.00 | 3,500.00 | 1,515.05 | 213.44 | 0.00 | 1,984.95 | 43.3 |
| CONTRACT SERVICES | 37,450.00 | 37,450.00 | 25,320.71 | 474.75 | 0.00 | 12,129.29 | 67.6 |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6010 Equipment | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| CAPITAL EXPENDITURES | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| ROSSMOOR PARK | 188,703.00 | 188,703.00 | 86,436.31 | 7,693.44 | 0.00 | 102,266.69 | 45.8 |
| Dept: 40 MONTECITO CENTER | | | | | | | |
| Acct Class: 40 SALARIES AND BENEFITS | | | | | | | |
| 4001 Salaries - Full-time | 32,640.00 | 32,640.00 | 14,619.76 | 2,522.02 | 0.00 | 18,020.24 | 44.8 |
| 4002 Salaries - Part-time | 4,794.00 | 4,794.00 | 3,552.04 | 366.12 | 0.00 | 1,241.96 | 74.1 |
| 4003 Salaries - Overtime | 1,224.00 | 1,224.00 | 1,087.61 | 154.12 | 0.00 | 136.39 | 88.9 |
| 4010 Workers Compensation Insurance | 2,250.00 | 2,250.00 | 1,169.09 | 177.17 | 0.00 | 1,080.91 | 52.0 |
| 4011 Medical Insurance | 8,100.00 | 8,100.00 | 3,685.89 | 746.92 | 0.00 | 4,414.11 | 45.5 |
| 4015 Federal Payroll Tax -FICA | 2,856.00 | 2,856.00 | 1,470.82 | 232.42 | 0.00 | 1,385.18 | 51.5 |
| 4018 State Payroll Taxes | 125.00 | 125.00 | 33.32 | 0.00 | 0.00 | 91.68 | 26.7 |
| SALARIES AND BENEFITS | 51,989.00 | 51,989.00 | 25,618.53 | 4,198.77 | 0.00 | 26,370.47 | 49.3 |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5010 Publications & Legal Notices | 200.00 | 200.00 | 33.90 | 0.00 | 0.00 | 166.10 | 17.0 |
| 5012 Printing | 50.00 | 50.00 | 22.06 | 0.00 | 0.00 | 27.94 | 44.1 |
| 5014 Postage | 50.00 | 50.00 | 28.96 | 4.95 | 0.00 | 21.04 | 57.9 |
| 5016 Office Supplies | 900.00 | 900.00 | 216.29 | 0.00 | 0.00 | 683.71 | 24.0 |
| 5018 Janitorial Supplies | 3,000.00 | 3,000.00 | 2,086.98 | 966.48 | 0.00 | 913.02 | 69.6 |
| 5020 Telephone | 1,650.00 | 1,650.00 | 971.95 | 179.23 | 0.00 | 678.05 | 58.9 |
| 5022 Utilities | 4,000.00 | 4,000.00 | 822.73 | 144.38 | 0.00 | 3,177.27 | 20.6 |
| 5023 Water | 1,600.00 | 1,600.00 | 322.58 | 0.00 | 0.00 | 1,277.42 | 20.2 |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Page: 6
1/26/2016
4:09 pm

Rossmoor Community

| For the Period: 7/1/2015 to 12/31/2015 | 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 SECURED PROP TAX | 755.00 | 755.00 | 0.00 | 0.00 | 0.00 | 755.00 | 0.0 |
| 5030 Vehicle Maintenance | 1,000.00 | 1,000.00 | 318.28 | 43.59 | 0.00 | 681.72 | 31.8 |
| 5032 Building & Grounds-Maintenance | 4,000.00 | 4,000.00 | 1,903.50 | 575.59 | 0.00 | 2,096.50 | 47.6 |
| 5034 Alarm Systems | 400.00 | 400.00 | 334.29 | 15.79 | 0.00 | 65.71 | 83.6 |
| 5045 Miscellaneous Expenditures | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 |
| 5051 Equipment Rental | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| 5052 Minor Facility Repairs | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| OPERATIONS AND MAINTENANCE | 18,405.00 | 18,405.00 | 7,061.52 | 1,930.01 | 0.00 | 11,343.48 | 38.4 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5655 Landscape Maintenance | 3,300.00 | 3,300.00 | 1,475.00 | 0.00 | 0.00 | 1,825.00 | 44.7 |
| 5656 Tree Trimming | 950.00 | 950.00 | 730.50 | 261.31 | 0.00 | 219.50 | 76.9 |
| 5670 Other Professional Services | 3,000.00 | 3,000.00 | 1,515.05 | 213.44 | 0.00 | 1,484.95 | 50.5 |
| CONTRACT SERVICES | 7,250.00 | 7,250.00 | 3,720.55 | 474.75 | 0.00 | 3,529.45 | 51.3 |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6010 Equipment | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 |
| CAPITAL EXPENDITURES | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 |
| MONTECITO CENTER | 77,694.00 | 77,694.00 | 36,400.60 | 6,603.53 | 0.00 | 41,293.40 | 46.9 |
| Dept: 50 RUSH PARK | | | | | | | |
| Acct Class: 40 SALARIES AND BENEFITS | | | | | | | |
| 4001 Salaries - Full-time | 38,760.00 | 38,760.00 | 17,791.55 | 3,061.60 | 0.00 | 20,968.45 | 45.9 |
| 4002 Salaries - Part-time | 9,690.00 | 9,690.00 | 6,405.15 | 732.24 | 0.00 | 3,284.85 | 66.1 |
| 4003 Salaries - Overtime | 2,040.00 | 2,040.00 | 1,629.42 | 240.53 | 0.00 | 410.58 | 79.9 |
| 4005 Salaries - Event Attendant | 4,000.00 | 4,000.00 | 3,257.93 | 345.00 | 0.00 | 742.07 | 81.4 |
| 4010 Workers Compensation Insurance | 2,600.00 | 2,600.00 | 1,453.62 | 220.29 | 0.00 | 1,146.38 | 55.9 |
| 4011 Medical Insurance | 10,000.00 | 10,000.00 | 4,555.86 | 923.11 | 0.00 | 5,444.14 | 45.6 |
| 4015 Federal Payroll Tax -FICA | 4,284.00 | 4,284.00 | 2,224.74 | 337.00 | 0.00 | 2,059.26 | 51.9 |
| 4018 State Payroll Taxes | 375.00 | 375.00 | 158.95 | 12.08 | 0.00 | 216.05 | 42.4 |
| SALARIES AND BENEFITS | 71,749.00 | 71,749.00 | 37,477.22 | 5,871.85 | 0.00 | 34,271.78 | 52.2 |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5010 Publications & Legal Notices | 500.00 | 500.00 | 33.90 | 0.00 | 0.00 | 466.10 | 6.8 |
| 5012 Printing | 250.00 | 250.00 | 22.06 | 0.00 | 0.00 | 227.94 | 8.8 |
| 5014 Postage | 100.00 | 100.00 | 28.96 | 4.95 | 0.00 | 71.04 | 29.0 |
| 5016 Office Supplies | 900.00 | 900.00 | 216.29 | 0.00 | 0.00 | 683.71 | 24.0 |
| 5018 Janitorial Supplies | 4,000.00 | 4,000.00 | 2,093.22 | 969.38 | 0.00 | 1,906.78 | 52.3 |
| 5020 Telephone | 1,800.00 | 1,800.00 | 971.95 | 179.23 | 0.00 | 828.05 | 54.0 |
| 5022 Utilities | 29,000.00 | 29,000.00 | 13,756.44 | 1,942.56 | 0.00 | 15,243.56 | 47.4 |
| 5023 Water | 31,000.00 | 31,000.00 | 8,132.06 | 0.00 | 0.00 | 22,867.94 | 26.2 |
| 5025 SECURED PROP TAX | 3,349.00 | 3,349.00 | 0.00 | 0.00 | 0.00 | 3,349.00 | 0.0 |
| 5030 Vehicle Maintenance | 1,000.00 | 1,000.00 | 318.30 | 43.59 | 0.00 | 681.70 | 31.8 |
| 5032 Building & Grounds-Maintenance | 22,000.00 | 22,000.00 | 10,607.90 | 2,358.69 | 0.00 | 11,392.10 | 48.2 |
| 5034 Alarm Systems | 750.00 | 750.00 | 220.31 | 15.79 | 0.00 | 529.69 | 29.4 |
| 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 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| OPERATIONS AND MAINTENANCE | 95,649.00 | 95,649.00 | 36,401.39 | 5,514.19 | 0.00 | 59,247.61 | 38.1 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5655 Landscape Maintenance | 33,000.00 | 33,000.00 | 13,275.00 | 0.00 | 0.00 | 19,725.00 | 40.2 |
| 5656 Tree Trimming | 950.00 | 950.00 | 730.50 | 261.31 | 0.00 | 219.50 | 76.9 |
| 5670 Other Professional Services | 3,500.00 | 3,500.00 | 1,515.05 | 213.44 | 0.00 | 1,984.95 | 43.3 |
| CONTRACT SERVICES | 37,450.00 | 37,450.00 | 15,520.55 | 474.75 | 0.00 | 21,929.45 | 41.4 |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6010 Equipment | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Rossmoor Community

For the Period: 7/1/2015 to 12/31/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 10 - GENERAL FUND

Expenditures

Dept: 50 RUSH PARK

| | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|---------------|--------------|------------|-----------|-------------|------------|-------|
| CAPITAL EXPENDITURES | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| RUSH PARK | 205,098.00 | 205,098.00 | 89,399.16 | 11,860.79 | 0.00 | 115,698.84 | 43.6 |
| Dept: 60 STREET LIGHTING | | | | | | | |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5020 Telephone | 580.00 | 580.00 | 323.99 | 59.74 | 0.00 | 256.01 | 55.9 |
| OPERATIONS AND MAINTENANCE | 580.00 | 580.00 | 323.99 | 59.74 | 0.00 | 256.01 | 55.9 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5650 Lighting and Maintenance | 105,000.00 | 105,000.00 | 35,866.79 | 0.00 | 0.00 | 69,133.21 | 34.2 |
| CONTRACT SERVICES | 105,000.00 | 105,000.00 | 35,866.79 | 0.00 | 0.00 | 69,133.21 | 34.2 |
| STREET LIGHTING | 105,580.00 | 105,580.00 | 36,190.78 | 59.74 | 0.00 | 69,389.22 | 34.3 |
| Dept: 65 ROSSMOOR WALL | | | | | | | |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5002 Insurance - Liability | 2,000.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 100.0 |
| 5032 Building & Grounds-Maintenance | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| OPERATIONS AND MAINTENANCE | 2,100.00 | 2,100.00 | 2,000.00 | 0.00 | 0.00 | 100.00 | 95.2 |
| ROSSMOOR WALL | 2,100.00 | 2,100.00 | 2,000.00 | 0.00 | 0.00 | 100.00 | 95.2 |
| Dept: 70 STREET SWEEPING | | | | | | | |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5020 Telephone | 580.00 | 580.00 | 323.99 | 59.74 | 0.00 | 256.01 | 55.9 |
| OPERATIONS AND MAINTENANCE | 580.00 | 580.00 | 323.99 | 59.74 | 0.00 | 256.01 | 55.9 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5642 Street Sweeping | 55,000.00 | 55,000.00 | 18,019.24 | 0.00 | 0.00 | 36,980.76 | 32.8 |
| CONTRACT SERVICES | 55,000.00 | 55,000.00 | 18,019.24 | 0.00 | 0.00 | 36,980.76 | 32.8 |
| STREET SWEEPING | 55,580.00 | 55,580.00 | 18,343.23 | 59.74 | 0.00 | 37,236.77 | 33.0 |
| Dept: 80 PARKWAY TREES | | | | | | | |
| Acct Class: 40 SALARIES AND BENEFITS | | | | | | | |
| 4002 Salaries - Part-time | 19,000.00 | 19,000.00 | 9,767.49 | 1,661.58 | 0.00 | 9,232.51 | 51.4 |
| 4003 Salaries - Overtime | 0.00 | 0.00 | 103.28 | 0.00 | 0.00 | -103.28 | 0.0 |
| 4007 Vehicle Allowance | 400.00 | 400.00 | 259.73 | 0.00 | 0.00 | 140.27 | 64.9 |
| 4015 Federal Payroll Tax -FICA | 1,250.00 | 1,250.00 | 755.12 | 127.11 | 0.00 | 494.88 | 60.4 |
| 4018 State Payroll Taxes | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.0 |
| SALARIES AND BENEFITS | 20,850.00 | 20,850.00 | 10,885.62 | 1,788.69 | 0.00 | 9,964.38 | 52.2 |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5012 Printing | 25.00 | 25.00 | 0.51 | 0.00 | 0.00 | 24.49 | 2.0 |
| 5014 Postage | 300.00 | 300.00 | 13.29 | 2.25 | 0.00 | 286.71 | 4.4 |
| 5016 Office Supplies | 200.00 | 200.00 | 40.21 | 0.00 | 0.00 | 159.79 | 20.1 |
| 5020 Telephone | 1,000.00 | 1,000.00 | 647.92 | 119.47 | 0.00 | 352.08 | 64.8 |
| 5030 Vehicle Maintenance | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.0 |
| 5051 Equipment Rental | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 |
| OPERATIONS AND MAINTENANCE | 1,775.00 | 1,775.00 | 701.93 | 121.72 | 0.00 | 1,073.07 | 39.5 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5656 Tree Trimming | 69,608.00 | 69,608.00 | 46,264.54 | 16,549.29 | 0.00 | 23,343.46 | 66.5 |
| 5660 TREE REMOVAL (5) | 448.00 | 448.00 | 2,465.40 | 0.00 | 0.00 | -2,017.40 | 550.3 |
| 5670 Other Professional Services | 5,500.00 | 5,500.00 | 2,359.78 | 445.58 | 0.00 | 3,140.22 | 42.9 |
| CONTRACT SERVICES | 75,556.00 | 75,556.00 | 51,089.72 | 16,994.87 | 0.00 | 24,466.28 | 67.6 |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Page: 40
1/26/2016
4:09 pm

Rossmoor Community

| For the Period: 7/1/2015 to 12/31/2015 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|---------------|--------------|------------|------------|-------------|------------|-------|
| Fund: 10 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 80 PARKWAY TREES | | | | | | | |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6015 Trees | 12,000.00 | 12,000.00 | 2,629.60 | -1,711.20 | 0.00 | 9,370.40 | 21.9 |
| CAPITAL EXPENDITURES | | | | | | | |
| | 12,000.00 | 12,000.00 | 2,629.60 | -1,711.20 | 0.00 | 9,370.40 | 21.9 |
| PARKWAY TREES | | | | | | | |
| | 110,181.00 | 110,181.00 | 65,306.87 | 17,194.08 | 0.00 | 44,874.13 | 59.3 |
| Dept: 90 MINI-PARKS AND MEDIANS | | | | | | | |
| Acct Class: 40 SALARIES AND BENEFITS | | | | | | | |
| 4001 Salaries - Full-time | 652.00 | 652.00 | 331.16 | 57.70 | 0.00 | 320.84 | 50.8 |
| 4003 Salaries - Overtime | 61.00 | 61.00 | 36.83 | 5.41 | 0.00 | 24.17 | 60.4 |
| 4010 Workers Compensation Insurance | 180.00 | 180.00 | 68.17 | 10.33 | 0.00 | 111.83 | 37.9 |
| 4015 Federal Payroll Tax -FICA | 71.00 | 71.00 | 28.25 | 4.82 | 0.00 | 42.75 | 39.8 |
| 4018 State Payroll Taxes | 15.00 | 15.00 | 0.00 | 0.00 | 0.00 | 15.00 | 0.0 |
| SALARIES AND BENEFITS | | | | | | | |
| | 979.00 | 979.00 | 464.41 | 78.26 | 0.00 | 514.59 | 47.4 |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 5020 Telephone | 500.00 | 500.00 | 323.82 | 59.70 | 0.00 | 176.18 | 64.8 |
| 5022 Utilities | 800.00 | 800.00 | 403.26 | 50.97 | 0.00 | 396.74 | 50.4 |
| 5023 Water | 7,000.00 | 7,000.00 | 2,562.31 | 383.81 | 0.00 | 4,437.69 | 36.6 |
| 5030 Vehicle Maintenance | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 5032 Building & Grounds-Maintenance | 1,000.00 | 1,000.00 | 304.36 | 0.00 | 0.00 | 695.64 | 30.4 |
| 5045 Miscellaneous Expenditures | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 5051 Equipment Rental | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 5052 Minor Facility Repairs | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.0 |
| OPERATIONS AND MAINTENANCE | | | | | | | |
| | 9,800.00 | 9,800.00 | 3,593.75 | 494.48 | 0.00 | 6,206.25 | 36.7 |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5655 Landscape Maintenance | 3,600.00 | 3,600.00 | 1,475.00 | 0.00 | 0.00 | 2,125.00 | 41.0 |
| 5656 Tree Trimming | 500.00 | 500.00 | 243.46 | 87.08 | 0.00 | 256.54 | 48.7 |
| 5670 Other Professional Services | 50.00 | 50.00 | 15.87 | 4.36 | 0.00 | 34.13 | 31.7 |
| CONTRACT SERVICES | | | | | | | |
| | 4,150.00 | 4,150.00 | 1,734.33 | 91.44 | 0.00 | 2,415.67 | 41.8 |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6010 Equipment | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| CAPITAL EXPENDITURES | | | | | | | |
| | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| MINI-PARKS AND MEDIANS | | | | | | | |
| | 15,029.00 | 15,029.00 | 5,792.49 | 664.18 | 0.00 | 9,236.51 | 38.5 |
| Expenditures | | | | | | | |
| | 1,295,060.00 | 1,295,060.00 | 625,526.25 | 84,783.66 | 0.00 | 669,533.75 | 48.3 |
| Net Effect for GENERAL FUND | | | | | | | |
| | 5,882.00 | 5,882.00 | 49,711.62 | 393,435.85 | 0.00 | -43,829.62 | 845.1 |
| Change in Fund Balance: | | | | | | | |
| | | | 49,711.62 | | | | |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Page: 11
1/26/2016
4:09 pm

Rossmoor Community

| For the Period: 7/1/2015 to 12/31/2015 | | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|-------------------------------|---------------|--------------|------------|------------|-------------|------------|----------|
| Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH | | | | | | | | |
| Revenues | | | | | | | | |
| Dept: 00 | | | | | | | | |
| Acct Class: 31 ASSESSMENTS | | | | | | | | |
| 3100 | Property assessments | 380,000.00 | 380,000.00 | 219,304.26 | 153,710.59 | 0.00 | 160,695.74 | 57.7 |
| 3101 | Property assessments-prior yr | 3,400.00 | 3,400.00 | 2,245.49 | 716.72 | 0.00 | 1,154.51 | 66.0 |
| ASSESSMENTS | | 383,400.00 | 383,400.00 | 221,549.75 | 154,427.31 | 0.00 | 161,850.25 | 57.8 |
| Dept: 00 | | | | | | | | |
| Revenues | | 383,400.00 | 383,400.00 | 221,549.75 | 154,427.31 | 0.00 | 161,850.25 | 57.8 |
| Expenditures | | | | | | | | |
| Dept: 50 RUSH PARK | | | | | | | | |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | | |
| 5617 | Administrative Fees | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.0 |
| 5618 | Bond Validation | 3,048.00 | 3,048.00 | 0.00 | 0.00 | 0.00 | 3,048.00 | 0.0 |
| 5619 | Bond Trustee | 3,048.00 | 3,048.00 | 3,047.50 | 0.00 | 0.00 | 0.50 | 100.0 |
| CONTRACT SERVICES | | 26,096.00 | 26,096.00 | 3,047.50 | 0.00 | 0.00 | 23,048.50 | 11.7 |
| Acct Class: 58 DEBT SERVICE | | | | | | | | |
| 5800 | Principal | 245,000.00 | 245,000.00 | 245,000.00 | 0.00 | 0.00 | 0.00 | 100.0 |
| 5801 | Interest | 106,485.00 | 106,485.00 | 57,040.00 | 0.00 | 0.00 | 49,445.00 | 53.6 |
| DEBT SERVICE | | 351,485.00 | 351,485.00 | 302,040.00 | 0.00 | 0.00 | 49,445.00 | 85.9 |
| RUSH PARK | | | | | | | | |
| Dept: 95 CONTINGENCY/RESERVES | | | | | | | | |
| Acct Class: 59 RESERVES/CONTINGENCIES | | | | | | | | |
| 5720 | Reserves | 0.00 | 0.00 | 116.84 | 0.00 | 0.00 | -116.84 | 0.0 |
| RESERVES/CONTINGENCIES | | 0.00 | 0.00 | 116.84 | 0.00 | 0.00 | -116.84 | 0.0 |
| CONTINGENCY/RESERVES | | 0.00 | 0.00 | 116.84 | 0.00 | 0.00 | -116.84 | 0.0 |
| Expenditures | | 377,581.00 | 377,581.00 | 305,204.34 | 0.00 | 0.00 | 72,376.66 | 80.8 |
| Net Effect for ASSESSMENT DISTRICT FUND-RUSH | | 5,819.00 | 5,819.00 | -83,654.59 | 154,427.31 | 0.00 | 89,473.59 | -1,437.6 |
| Change in Fund Balance: | | | | -83,654.59 | | | | |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Rossmoor Community

For the Period: 7/1/2015 to 12/31/2015

Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL

| | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|------------------|------------------|-------------------|-------------------|-------------|--------------------|--------------|
| Revenues | | | | | | | |
| Dept: 00 | | | | | | | |
| Acct Class: 31 ASSESSMENTS | | | | | | | |
| 3100 Property assessments | 87,700.00 | 87,700.00 | 49,069.70 | 35,017.70 | 0.00 | 38,630.30 | 56.0 |
| 3101 Property assessments-prior yr | 780.00 | 780.00 | 538.05 | 200.20 | 0.00 | 241.95 | 69.0 |
| ASSESSMENTS | 88,480.00 | 88,480.00 | 49,607.75 | 35,217.90 | 0.00 | 38,872.25 | 56.1 |
| Dept: 00 | 88,480.00 | 88,480.00 | 49,607.75 | 35,217.90 | 0.00 | 38,872.25 | 56.1 |
| Revenues | | | | | | | |
| | 88,480.00 | 88,480.00 | 49,607.75 | 35,217.90 | 0.00 | 38,872.25 | 56.1 |
| Expenditures | | | | | | | |
| Dept: 00 | | | | | | | |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 9998 Transfer In (6) | 0.00 | 0.00 | -40,775.75 | -40,775.75 | 0.00 | 40,775.75 | 0.0 |
| OPERATIONS AND MAINTENANCE | 0.00 | 0.00 | -40,775.75 | -40,775.75 | 0.00 | 40,775.75 | 0.0 |
| Dept: 00 | 0.00 | 0.00 | -40,775.75 | -40,775.75 | 0.00 | 40,775.75 | 0.0 |
| Dept: 65 ROSSMOOR WALL | | | | | | | |
| Acct Class: 56 CONTRACT SERVICES | | | | | | | |
| 5619 Bond Trustee | 2,640.00 | 2,640.00 | 2,640.00 | 0.00 | 0.00 | 0.00 | 100.0 |
| CONTRACT SERVICES | 2,640.00 | 2,640.00 | 2,640.00 | 0.00 | 0.00 | 0.00 | 100.0 |
| Acct Class: 58 DEBT SERVICE | | | | | | | |
| 5800 Principal (7) | 70,000.00 | 70,000.00 | 178,000.00 | 108,000.00 | 0.00 | -108,000.00 | 254.3 |
| 5801 Interest | 11,020.00 | 11,020.00 | 11,020.00 | 4,495.00 | 0.00 | 0.00 | 100.0 |
| DEBT SERVICE | 81,020.00 | 81,020.00 | 189,020.00 | 112,495.00 | 0.00 | -108,000.00 | 233.3 |
| ROSSMOOR WALL | 83,660.00 | 83,660.00 | 191,660.00 | 112,495.00 | 0.00 | -108,000.00 | 229.1 |
| Expenditures | | | | | | | |
| | 83,660.00 | 83,660.00 | 150,884.25 | 71,719.25 | 0.00 | -67,224.25 | 180.4 |
| Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL | | | | | | | |
| Change in Fund Balance: | 4,820.00 | 4,820.00 | -101,276.50 | -36,501.35 | 0.00 | 106,096.50 | 2,101.2 |

REVENUE/EXPENDITURE REPORT
DECEMBER 2015 @ 50%

Rossmoor Community

For the Period: 7/1/2015 to 12/31/2015

| | 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 | 87,738.00 | 87,738.00 | 0.00 | 0.00 | 0.00 | 87,738.00 | 0.0 |
| PROPERTY TAXES | 87,738.00 | 87,738.00 | 0.00 | 0.00 | 0.00 | 87,738.00 | 0.0 |
| Dept: 00 | 87,738.00 | 87,738.00 | 0.00 | 0.00 | 0.00 | 87,738.00 | 0.0 |
| Revenues | 87,738.00 | 87,738.00 | 0.00 | 0.00 | 0.00 | 87,738.00 | 0.0 |
| Expenditures | | | | | | | |
| Dept: 00 | | | | | | | |
| Acct Class: 50 OPERATIONS AND MAINTENANCE | | | | | | | |
| 9997 Transfer Out | 0.00 | 0.00 | 40,775.75 | 40,775.75 | 0.00 | -40,775.75 | 0.0 |
| OPERATIONS AND MAINTENANCE | 0.00 | 0.00 | 40,775.75 | 40,775.75 | 0.00 | -40,775.75 | 0.0 |
| Dept: 00 | 0.00 | 0.00 | 40,775.75 | 40,775.75 | 0.00 | -40,775.75 | 0.0 |
| Dept: 30 ROSSMOOR PARK | | | | | | | |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6005 Buildings and Improvements | 11,266.00 | 11,266.00 | 0.00 | 0.00 | 0.00 | 11,266.00 | 0.0 |
| CAPITAL EXPENDITURES | 11,266.00 | 11,266.00 | 0.00 | 0.00 | 0.00 | 11,266.00 | 0.0 |
| ROSSMOOR PARK | 11,266.00 | 11,266.00 | 0.00 | 0.00 | 0.00 | 11,266.00 | 0.0 |
| Dept: 50 RUSH PARK | | | | | | | |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6005 Buildings and Improvements | 35,000.00 | 35,000.00 | 42,323.07 | 0.00 | 0.00 | -7,323.07 | 120.9 |
| CAPITAL EXPENDITURES | 35,000.00 | 35,000.00 | 42,323.07 | 0.00 | 0.00 | -7,323.07 | 120.9 |
| RUSH PARK | 35,000.00 | 35,000.00 | 42,323.07 | 0.00 | 0.00 | -7,323.07 | 120.9 |
| Dept: 75 CAPITAL PROJECTS | | | | | | | |
| Acct Class: 60 CAPITAL EXPENDITURES | | | | | | | |
| 6051 Water Conservation Projects (8) | 29,000.00 | 29,000.00 | 36,991.09 | 407.34 | 0.00 | -7,991.09 | 127.6 |
| CAPITAL EXPENDITURES | 29,000.00 | 29,000.00 | 36,991.09 | 407.34 | 0.00 | -7,991.09 | 127.6 |
| CAPITAL PROJECTS | 29,000.00 | 29,000.00 | 36,991.09 | 407.34 | 0.00 | -7,991.09 | 127.6 |
| Expenditures | 75,266.00 | 75,266.00 | 120,089.91 | 41,183.09 | 0.00 | -44,823.91 | 159.6 |
| Net Effect for CAPITAL PROJECTS CONTRIBUTIONS | 12,472.00 | 12,472.00 | -120,089.91 | -41,183.09 | 0.00 | 132,561.91 | -962.9 |
| Change in Fund Balance: | | | -120,089.91 | | | | |
| Grand Total Net Effect: | 28,993.00 | 28,993.00 | -255,309.38 | 470,178.72 | 0.00 | 284,302.38 | |

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT DECEMBER 2015
EXPENDITURES**

| | |
|--|---|
| * #1 Bank Service Charge 10-10-5046 | Additional charges for credit card processing. Amount will be adjusted in Amended Budget. |
| * #2 Financial Audit-Consulting 10-10-5615 | Amount will be adjusted in Amended Budget to show contract amount., |
| * #3 Event Attendant 10-20-4005 | Additional event attendants needed for Summer Movies and Concerts in the Park due to large turnouts. Also, additional Holiday Festival event. Will be adjusted in Amended Budget. |
| * #4 Run Seal Beach Grant 10-20-5048 | Grant received for recreation equipment in amount of \$2,050. Items purchased in September and October. Account will be adjusted in Amended Budget. |
| * #5 Tree Removal 10-80-5662 | All White Elder trees in Rush Park had to be removed due to disease. Amount will be adjusted in Amended Budget. |
| #6 Transfer In | As directed by the Board, \$40,775.75 was transferred from Fund 40 to Fund 30. This was the remainder of the \$70,000 transfer from Fund 30 to Fund 40 for wall repair. |
| #7 Principal | As directed by the Board, unbudgeted principal payment of \$108,000 was made to U.S. Bank for early payoff of the Wall debt. |
| * #8 Water Conservation Project 40-75-6051 | Water conservation program plants paid to Valleycrest. Will be reimbursed by Golden State Water Company. |

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: February 9, 2016
To: Honorable Board of Directors
From: Budget Committee
Via: General Manager
Subject: RESCHEDULING OF FY 2015-2016 BUDGET ADJUSTMENTS

RECOMMENDATION:

Waive the February policy requirement for mid-year budget adjustments until March, 2016.

BACKGROUND:

Policy No. 3020 Budget Preparation, Adoption and Revision requires that mid-year budget adjustments be presented to the Board in the month of February. Due to a personal emergency of the District's Accountant/Bookkeeper, staff was unable to prepare an amended budget in time for the Budget Committee to review and make recommendations to the Board. It is therefore requested that the Board waive the February deadline and approve submittal of the amended budget in the month of March.

ATTACHMENTS:

1. Policy No. 3020 Budget Preparation, Adoption and Revision.

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

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

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

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

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

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

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

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

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

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

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

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

3020.70 Second Public Notice: The public notice must be published a second time at least

two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

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

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

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

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

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST TO REMOVE PARKWAY TREE

RECOMMENDATION:

Receive the report of the Trees/Parkways Committee and deny resident's request to remove a parkway tree.

BACKGROUND:

Staff received a request by Ms. Cindy Nelson residing at 3072 Ruth Elaine Drive to remove a parkway tree at that location. The matter was presented to the Trees/Parkways Committee at their meeting of January 6, 2016. The Committee reviewed staff's recommendation to deny the request and also considered the report of West Coast Arborist Rebecca Mejia, ISA Certified Arborist and Qualified Assessor.

The tree has been evaluated as healthy and does not qualify for removal. The tree has an estimated value of \$9,830. The Committee voted 2-0 to recommend that the Board deny the resident's request to remove the tree.

At the January 12, 2016 meeting, the Board discussed and considered the report of the Committee and additional concerns expressed by the resident. The Board voted to postpone the matter in order to give the resident an opportunity to submit additional information to Board.

The Committee then met on January 27th to hear testimony from staff and the resident. Staff provided additional information regarding tree program management. The resident did not appear stating that she had insufficient time to prepare for the meeting. After discussion, the Committee referred the matter back to the Board for their action.

ATTACHMENTS:

1. Tree/Parkway Committee Agenda Item C-1 dated January 27, 2016.
2. Board Agenda Item H-2 dated January 12, 2016
3. Tree/Parkway Committee Agenda Item C-3 dated January 6, 2016.

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM C-1**

Date: January 27, 2016
To: Trees/Parkways Committee
From: General Manager
Subject: RESIDENT REQUEST FOR PARKWAY TREE REMOVAL AT 3072 RUTH ELAINE DRIVE

RECOMMENDATION:

Review additional information provided by staff and resident and make a recommendation to the Board.

BACKGROUND:

On January 6, 2016, a request by Ms. Cindy Nelson residing at 3072 Ruth Elaine Drive to remove a parkway tree was discussed by the Committee. The Committee voted to recommend to the Board that the request be denied. At the Regular Board meeting on January 12, 2016, the Board considered the testimony of staff and the resident.

At that meeting Ms. Nelson voiced her concerns regarding the parkway tree in front of her home. She also made statements regarding her history of her dealings with Tree Consultant Mary Kingman and representatives of Orange County Public Works, along with several other concerns regarding the health and safety of the tree.

After discussion, the Board voted to postpone the matter in order to give the resident additional time to submit additional information to the Board. The Committee is requested to review additional information provided by staff. This information has been sent to the resident in order to provide her an opportunity to review the staff's information and to present any new information she desires to share with the Committee.

ATTACHMENTS:

1. Background of Citizen Tree Removal Request: 3072 Ruth Elaine Drive.
2. District Response to Ms. Nelson's Statements.
3. Emails between OCPW Inspector Maurice Ortiz and Mary Kingman.
4. Information on Termites from UC Davis IPM Website.
5. Information on Summer Branch Drop: Journal of Arboriculture.
6. Weather History for Date of Limb Failure.
7. Trees/Parkway Tree Committee Agenda Item C-3 dated January 6, 2016 re: Update on Citizen Service Request for Tree Removal: 3072 Ruth Elaine Drive.

AGENDA ITEM C-1

Background of Citizen Service Request: 3072 Ruth Elaine Drive

The parkway tree at this address being a large, established California Sycamore (*Platanus racemosa*) with an estimated value of \$9,830.

10/17/14 - Resident James Nelson put in removal request with OCPW due to sewer issues and sap dripping on his boat.

10/17/14 –Mary Kingman called resident back, unable to leave message. Sent a letter explaining tree policy and that sewer issues and sap dripping does not qualify for removal.

10/24/14 - Mary Kingman talked to resident about plumbing issues. Resident claims that plumber assured her that sewer connection was directly under the tree. Mary Kingman told her she would need a certified letter from plumber stating this information. Also if tree is cut down and connection is not under tree they could be liable for value of tree.

10/14/15 – Mary Kingman informed by Orange County Public Works that large snapped limb over weekend. Mary Kingman inspected tree and state of branch that was cut up by OCPW and left taped off at curb for pick-up. Tree appears healthy with no sign of disease or rot in downed limb or tree. Breakage likely caused by weight and changes in temperature combined with drought stressed tree. Summer limb drop is a phenomenon that is common occurrence in species.

10/16/15 – Resident Cindy Nelson came into RCSD office on Wednesday very upset and talked to Kathy Bell. Said she was going to sue Tree Consultant, Mary Kingman and the district because a large branch came down from the parkway tree and landed on daughter's car and requested that the tree be removed. Mary Kingman called resident back and could not leave message as mailbox was full.

10/20/15 – Resident Cindy Nelson came in to RSCD office wanting to talk to Mary Kingman. Jessica Verduzco informed her Mary was not in today. She reported that another branch has fallen and landed on her car again. She really wants this tree removed as it is a liability and would like to speak with Mary as soon as possible. She will try you back on 10/21/15 in the afternoon. She said the branch was not that big this time and she can remove it but she did take pictures.

10/26/15 - Resident Cindy Nelson came in to RCSD front office to talk to Mary Kingman. Resident threatened to sue her and District for allowing the tree to stay and said she considered the tree a deadly weapon. Mary Kingman ordered independent arborist report on tree and will inform all General Manager, Tree Committee Board Members and Resident Cindy Nelson of the result once report on the tree has been completed.

11/23/15 – Arborist report received from outside agency, Certified Arborist. Report agrees with Tree Consultant Mary Kingman's findings that tree is healthy and does not pose any specific risks.

1. **Resident Statement:** Cindy Nelson claims that a large limb fell from tree onto and 'crushed' her husband's truck. She also claimed another limb fell soon after the first limb fell.

District Response: Mary Kingman received information on fallen limb on October 14, 2016 while speaking with Orange County Public Works area inspector Maurice Ortiz. The information that was given to Mary Kingman was that the limb fell over the weekend and the OCPW after-hours emergency crew responded. The resident did not inform RCSD or Mary Kingman about fallen limb and Mary Kingman did not receive information about the limb falling on a vehicle. Maurice Ortiz has since investigated the service call and found that the on-call inspector was contacted by Control 1 for a limb that fell on a truck and he has also found photos of limb on truck, which has now been sent to me. Photos show one large limb with two equally sized lateral branches snapped from the trunk of tree and still attached to the tree and resting on top of a truck. Neither Orange County Public Works nor RCSD received any claim for damage to the truck. Emails from Maurice Ortiz attached.

2. **Resident Statement:** Cindy Nelson claims that an 'Orange County Supervisor' told her that he would remove the tree if he could but that it was up to the RCSD Arborist.

District Response: OCPW Area Inspector Maurice Ortiz has assured Mary Kingman that inspectors 'would not have made statements as to the health of the tree or recommendations for its removal.' He also stated that they 'have instructed all [County employees] to direct residents to RCSD for evaluation of removal.' Emails from Maurice Ortiz attached.

3. **Resident Statement:** Cindy Nelson stated that there was a disease on the leaves of the tree.

District Response: Some Platanus species are subject to a fungal disease called Anthracnose, which infects the leaves of the tree. While the disease can result in dead or dying leaves and leaf drop, it will not kill a large established tree. In Southern California, the disease does not usually affect the species in question, Platanus racemosa, common name California Sycamore. Leaf spot can also be caused by Sooty Mold, which grows on the honeydew secretion of certain insects. Sooty Mold will not cause death or disease to a large established tree.

4. **Resident Statement:** Cindy Nelson states concern regarding termites and ants in the tree.

District Response: Termites feed on dead or decayed wood and do not kill or damage trees or destroy living tissues in wood. See PDF attachment containing information on subject from UC Davis, IPM department website. Ants do not harm or feed on parkway trees, but feed on honeydew secreted onto the leaves by other insects, none of which could cause death or disease to a large established tree.

5. **Resident Statement:** Cindy Nelson questioned why a healthy tree drops branches.

District Response: Platanus racemosa, common name California Sycamore are subject to a phenomenon known as 'Summer Branch Drop', also known as 'Sudden Branch Drop', which causes seemingly healthy limbs to fall from mature trees. The limb drop usually occurs on summer afternoons in warmer than average temperatures. Through a process called transpiration, trees release water as vapor through the leaves. In hot weather, water is released at a higher and faster rate. Once the weather cools down in the late afternoon or early evening, the leaves receive an uptake of water from the lower portion of the tree, which can cause a rapid and sudden weight increase on those upper branches that can sometimes result in limb failure. The weather history for the date that limb fell does show an average daytime temperature of 84 °F, at times reaching above 90 °F. Since 2012, when Mary Kingman started working for RCSD and keeping a record of branch failures there have been 19 incidences of California Sycamore trees dropping large healthy limbs in calm weather. PDF attached.

6. **Resident Statement:** Cindy Nelson claims that she was instructed to file a police report because tree branch failure considered 'assault with a deadly weapon'.

District Response: District could not find records or instances of trees being considered deadly weapons.

From: Mary Kingman
Sent: Wednesday, October 14, 2015 4:19 PM
To: Ortiz, Maurice
Subject: 3072 Ruth Elaine

Hi Maurice,

Not sure if you knew, but branch is still cut up, coned and caution taped off in street at this address, it's the one you told me about earlier today.

Thanks,

Mary Kingman
Tree Consultant
mkingman@rossmoor-csd.org
www.rossmoor-csd.org

Rossmoor Community Services District
3001 Blume Drive, Rossmoor, CA 90720
562.430.3707

From: Mary Kingman
Sent: Wednesday, October 28, 2015 3:31 PM
To: 'Ortiz, Maurice'
Subject: RE: 3072 Ruth Elaine Dr.

OK thanks Maurice. I figured that was the case.

Mary

From: Ortiz, Maurice [REDACTED]
Sent: Wednesday, October 28, 2015 3:29 PM
To: Mary Kingman
Subject: RE: 3072 Ruth Elaine Dr.

Mary

I certainly did not and we have instructed all to direct residents to RCSD for evaluation for removal.

From: Mary Kingman [mailto:mkingman@rossmoor-csd.org]
Sent: Wednesday, October 28, 2015 10:05 AM
To: Ortiz, Maurice
Subject: 3072 Ruth Elaine Dr.

Hi Maurice,

There was a large limb that came down at this address on weekend of Oct. 11. but the branch was not removed from site until the 14th. It's a big Sycamore tree. Can you let me know (if you do know or remember) if you are or another agent from OCPW talked to the resident at this address and told her if it was up to them, the tree would be removed?

Thanks,

Mary Kingman
Tree Consultant
mkingman@rossmoor-csd.org
www.rossmoor-csd.org

Rossmoor Community Services District
3001 Blume Drive, Rossmoor, CA 90720
562.430.3707

From: Ortiz, Maurice [REDACTED]
Sent: Wednesday, January 20, 2016 6:48 AM
To: Mary Kingman
Subject: RE: 3072 Ruth Elaine
Attachments: Document.pdf

Mary

In October of 2014 we have 2 request in our system that were duplicated for the sewer line and tree dropping sap on vehicles which would have been referred to RCSD. In October of 2015 the on call inspector was contacted by Control 1 for a limb that fell on a truck see attachment. We have no claims for damages in either case. I do not believe our inspectors would have made statements as to the health of the tree or recommendations for its removal.

From: Mary Kingman [mailto:mkingman@rossmoor-csd.org]
Sent: Wednesday, January 13, 2016 11:29 AM
To: Ortiz, Maurice
Subject: 3072 Ruth Elaine

Hi Maurice,

The resident at this address had a removal request that ended up going to Tree Committee and then to the RCSD Board Meeting on last night's agenda. She showed up at meeting and after I had given the history of the tree and my dealings with this resident, she proceeded to speak and pretty much disagreed with most of what I said. The Board tabled her item to next month so now I really need to get the facts straight on this. Hopefully you have some record or can get something from County on this. Here are a couple of the points on which her information differed from mine:

1. I was informed on 10/14/15 that a large limb dropped over the weekend. I went out to inspect and the limb was cut up and lying in gutter. I taped off and informed you that branch was still there. You went out and removed the branch on 10/14/15. Resident claims that the branch fell onto her husband's truck and caused damage. She also claims that while 'County Supervisor' was there, another large limb fell on opposite side of tree. I was only aware of the one limb and did not get any information about truck damage. Hopefully County has some info and photos on this.

2. Resident claims 'County Supervisor' told her he would remove the tree if it was up to him but that it had to go through the District Arborist. Can you find out if anyone at County told her this? You told me in a previous email that you definitely did not tell her this, but could someone else from County have talked to her? Maybe someone from the emergency crew that responded to fallen limb?

Thanks for your help with this,

Mary Kingman
RCSD Tree Consultant
Certified Arborist
mkingman@rossmoor-csd.org
www.rossmoor-csd.org

Rossmoor Community Services District

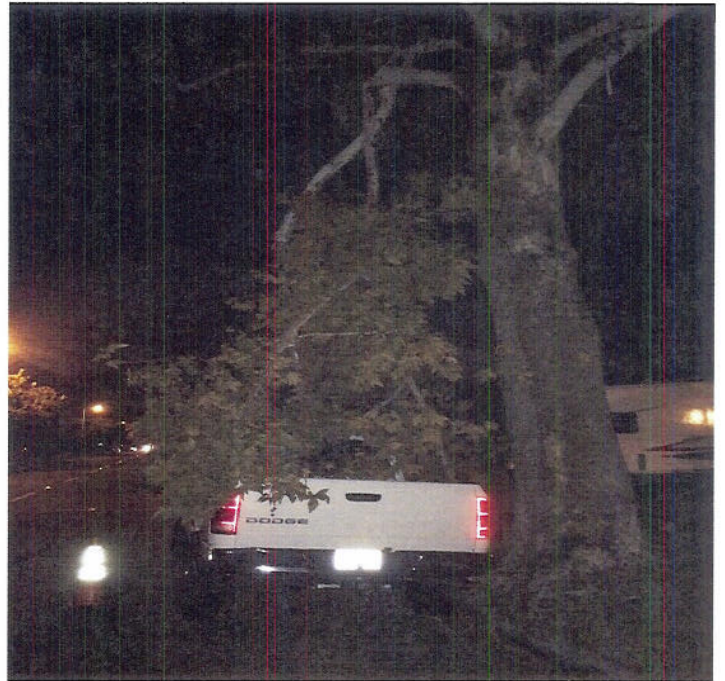
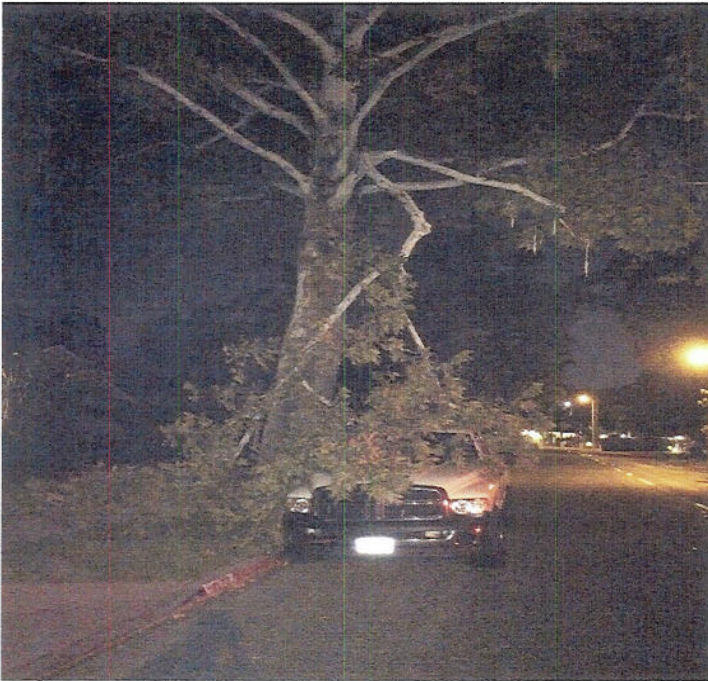
MIR#: 336567

Activity #306

Date:10-10-15

Map Page#:796 H-3

Facility:Ruth Elaine dr.



SUBTERRANEAN AND OTHER TERMITES

Integrated Pest Management in and around the Home

Termites comprise a large and diverse group of ecologically and economically important insects that feed on cellulose, principally in wood. Worldwide there are over 2,600 species of termites; in California there are at least 23 different species. Although many people associate termites with negative impacts, in nature they make many positive contributions to the world's ecosystems.

In California forests, woodlands, and deserts termites commonly feed on felled trees and stumps, grasses, bushes, or other pieces of dead or decaying wood. Termites can be highly beneficial as they degrade woody debris, return nutrients to the soil, and provide an energy-rich food source to a variety of predators. Their tunneling efforts help to ensure that soils are porous, contain nutrients, and are healthy enough to support plant growth. Termites rarely injure or kill trees. However, a minority of termite species can be very destructive to wood in buildings, including furniture and many other wood-based products. Each year thousands of housing units in California require treatment for the control of these insects.

SOCIAL STRUCTURE

Termites are different from most other insects in that, like ants, bees, and wasps, they are eusocial and live in colonies or societies that are highly integrated. Eusocial insects are characterized by three traits: (1) Individuals of the same species cooperatively care for immatures; (2) there is a reproductive division of labor with sterile individuals working on behalf of the reproductives; (3) there is an overlap of at least two generations in a colony so that offspring assist parents during their lifetime.

Termite colonies can vary in size from only two individuals (a mated pair or incipient colony) to hundreds of thousands or perhaps even millions of individuals. Colonies contain several forms or castes, including larvae or immatures, workers, soldiers, nymphs, and reproductives. These castes can be distinguished by physical characteristics.

Worker termites are wingless, soft-bodied, and light caramel in color (Figure 1A). They comprise the largest contingent in most colonies and are the individuals most frequently seen when infested wood is examined. Workers are reproductively undeveloped. They are responsible for the care of eggs and immatures; foraging for food; feeding and hygiene of nest mates, including the queen; and construction and maintenance of shelter tubes, galleries, and/or other colonial structures. Workers can also be involved in protection of the colony but are not as fierce as the soldiers.

Soldiers (Figure 1B) can vary greatly in morphology but, generally, have larger, amber or brownish heads and larger mandibles than workers. They guard the colony and defend it against predators.

Reproductives, or sexual adults (Figure 1C), have yellow-brown or black bodies. At maturity, they initially have two pairs of wings of equal size and are referred to as alates. After their swarming flight they shed their wings and establish new colonies. The queen is largest in physical size, attaining mass several times that of workers. Her main function is to lay eggs, sometimes thousands in a single day. A king or male reproductive is always by her side. In the more primitive termites, other



(1A) Workers



(1B) Soldiers



(1C) Reproductives (new kings and queens)

Figure 1. Various castes of dampwood, drywood, and subterranean termites. (R.L. Tabuchi, U.C. Berkeley)

individuals are capable of replacing kings or queens if they die.

PEST NOTES

University of California

Agriculture and Natural Resources

Statewide Integrated Pest Management Program

Page 61 of 94

Publication 7415

May 2014

TYPES OF TERMITES

Termite pests in California include subterranean, drywood, and dampwood species. Dampwood termites derive their name from the fact that they live in moist wood, especially in stumps and fallen trees in forests. Drywood termites are common and can survive in very dry conditions, even in dead wood in deserts and do not require much moisture or contact with soil. Subterranean termites are very abundant in most parts of California, even at elevations above 8,000 feet, and live and breed in soil, sometimes many feet below the soil surface.

Dampwood Termites

Dampwood termites are common throughout the state; however, due to high moisture requirements, they are most often found in cool, humid areas along the coast. They typically infest decayed wood that remains moist either through contact with the soil or exposure to a water leak. Dampwood termites create large, open galleries within the wood where they live and feed (Figure 2, left). Their presence is significant as an indicator of a moisture problem or wood decay in wooden structures.

Drywood Termites

In California, with one exception, all species of drywood termites infest dry, sound wood—including structural lumber, dead limbs on trees, utility poles, decks, fences, lumber in storage, and furniture. From this infested wood, winged reproductives periodically swarm to infest additional nearby wood. Drywood termites are most prevalent in southern California, including the desert areas, but also occur along most coastal regions and in the Central Valley. Nests of most species remain entirely above ground and do not connect to the soil.

Similar to dampwood termites, feeding by drywood termites can cut across the grain of wood leaving a characteristic pattern of chambers and tunnels, some of which are filled with fecal pellets (Figures 2 and 3). Drywood termites often expel their fecal pellets through

surface openings and they can accumulate on horizontal surfaces below the openings (Figure 4). These fecal pellets, which are distinctive in appearance with six longitudinal flattened sides, may be the first clue to their presence. For further information on drywood termite biology and management see *Pest Note: Drywood Termites*.

Subterranean Termites

Subterranean termites are common throughout California and can be found infesting fallen trees, stumps, or other dead wood in contact with the soil in the forest, landscape, or structural lumber in our houses. The species of economic importance are within the genera *Reticulitermes*, *Heterotermes*, and *Coptotermes*. Other genera of subterranean termites found in California are mostly restricted to the desert areas in the southeastern corner of the state and are generally not important pests.

The most common subterranean termites, *Reticulitermes*, can be encountered in nearly all regions of the state, from the sand dunes of the coast to the upper elevations of the mountain ranges and even in some of the desert areas. The species of *Reticulitermes* are the most destructive termites found in California. They are small in size compared to dampwood and drywood termites, but mature colonies can contain hundreds of thousands of individuals.

Reproductive winged forms of subterranean termites are dark brown to brownish-black with brownish-gray wings. On warm, sunny days following fall or spring rains, swarms of reproductives may be seen emerging en masse from their underground nests. Soldiers are wingless with light caramel-colored bodies and long, narrow amber-colored heads with no eyes. Workers are slightly smaller than reproductives, wingless, and have a shorter head than soldiers; their color is similar to that of soldiers.

In the Sonoran Desert of southeastern California, *Heterotermes aureus* is the most destructive species of subterranean termites. This species has light-brown winged forms that fly in the early evening and are attracted to



Figure 2. Damage to wood by dampwood (left), drywood (center), and subterranean (right) termites. (R.L. Tabuchi, U.C. Berkeley)



Figure 3. Drywood termite fecal pellets are oblong with six flattened sides. The color of pellets can vary with wood species fed on. (R.L. Tabuchi, U.C. Berkeley)



Figure 4. A pile of drywood termite fecal pellets on a horizontal surface. (R.L. Tabuchi, U.C. Berkeley)

lights. Another destructive species in this group, the Formosan subterranean termite, *Coptotermes formosanus*, is native to China but now established in California, thus far restricted to a small area near San Diego. Unlike the native *Reticulitermes* but similar to *Heterotermes*, Formosan subterranean termites swarm at dusk and are attracted to lights.

LIFE CYCLE

Termite colonies are self-perpetuating. When the colony is composed of a large number of individuals, often thousands, a small percentage of individuals develop into winged reproductives (alates or swarmers) that then leave the nest, flying in swarms to mate, disperse, and establish new colonies. Most of these reproductives perish during the flight due to predation by birds, lizards, ants, or other insects. The time of day and year when flights occur varies with species and geographic location. *Reticulitermes* species swarms during the afternoon in either spring or fall on clear days after a soaking rain. *Heterotermes aureus* flies in the late afternoon or early evening in July, August, and September. *Coptotermes formosanus*, although rare in California, flies in the late evening and is attracted to lights. In buildings with heated basements, termites occasionally fly inside during winter.

New kings and queens are winged during their early adult life and generally fly less than 100 meters from their colony. Once they land on the ground they find a mate and begin the search for a nest site. A colony begins when a mated pair constructs a small underground chamber, which they enter and seal. Soon afterward mating occurs and the female begins laying eggs.

Most species of termites have microscopic one-celled organisms, called protists, within their intestines that help in converting otherwise indigestible cellulose from wood into food for the colony. Both the king and queen feed the young on predigested food, thereby transferring these intestinal protists until the new brood is able to feed themselves. Once workers are produced, the king and queen are fed by them and cease feeding on wood.

Surprisingly, termites can be long lived; queens and kings can have a life span of a decade or more, while individual workers can live for one to several years.

SIGNS OF SUBTERRANEAN TERMITE INFESTATION

Signs of a subterranean termite infestation include swarms of winged reproductives in the spring, summer, or fall, the presence of shelter tubes, and evidence of tunneling in wood. Shelter tubes (sometimes called mud tubes) are the most commonly seen evidence of a subterranean termite infestation. These earth-hardened tubes are made by workers using saliva mixed with soil and bits of wood or even drywall. There are four types of tubes:

- *working tubes* are constructed from the nest in the soil to wooden structures and they may travel up concrete or stone foundations (Figure 5A);
- *exploratory and migratory tubes* arise from the soil but do not connect to wood structures (Figure 5B);
- *drop tubes* extend from wooden structures back to the soil (Figure 5C); and
- *swarm tubes* for new and swarming reproductive kings and queens to emerge from and fly away during swarm season (Figure 5D).

If you break termite tubes open, you may see live workers and soldiers running through the tubes. The darkening or blistering of structural wood members is another possible indication of an infestation; wood in damaged areas is typically thin at the surface and easily punctured with a knife or screwdriver. Finding live termites foraging within wood is a sure sign of an active infestation.

The excavations that termites make in wood are hollow, completely enclosed, more or less longitudinal cavities. Some species deposit light-brown excrement within cavities. Feeding in wood by subterranean termites generally follows the grain of wood; these species attack the softer springwood and leave the harder, less digestible summerwood. Many times this distinctive pattern of wood damage alone can be used to positively distinguish subterranean termite activity from that of other species.



(5A) Working tubes



(5B) Exploratory and migratory tubes



(5C) Drop tubes



(5D) Swarm tubes emerging from floor crack.

Figure 5. Four types of shelter tubes.
V. R. Lewis, U.C. Berkeley (5A-C); L.L. Strand (5D)

ECOLOGICAL AND BEHAVIORAL CHARACTERISTICS OF SUBTERRANEAN TERMITES

The ecology and behavior of subterranean termites offers useful information for homeowners and the pest control industry, providing new insights into management of these potential pests.

Moisture Requirements

Subterranean termites require moist environments. To satisfy this need, they usually nest in or near the soil and maintain some connection with the soil through tunnels in wood or through shelter tubes. Furthermore, because of the moisture requirements of subterranean termites, they are often found in wood that has been slightly decayed.

Soil serves as a source of moisture that protects termites from desiccation, shields them from predators, and can be used as a building material for shelter tubes and carton nests (Formosan subterranean termites) above ground. Termites can also excavate passageways through the soil to reach additional food sources.

Reproduction and Dispersal

New subterranean termite colonies are typically started from an initial male and female pair (incipient colony). Pair formation occurs after the reproductive nuptial flight. Mated pairs usually begin laying eggs immediately. At the end of a year a colony may have grown to only 75 individuals. Very few of the reproductives that fly each year ever pair up and establish a new colony; and very few of the colonies established ever reach maturity. Colonies that survive to maturity can contain hundreds of thousands of individuals and pose a serious threat to structures.

Subterranean termite colonies may also be established by division of an existing colony. Colonies send workers to look for new food sources. If a new supply is found, then more individuals are recruited to the site. After a while, a subcolony is established with a continuous exchange of foragers between this group and the main portion of the colony. Then for any number of reasons, the subcolony may be cut off from the mother colony; and the exchange of individuals terminated. This subcolony has the capacity of producing its own reproductives and developing rapidly as an independent colony.

Foraging

Because subterranean termites usually do not build their nests in wood, they must forage for food away from the nest. In most parts of the country, foraging is essentially curtailed by winter or extremely dry periods. However, in California they can forage year-round, though the intensity of foraging varies with the season. The amount of wood consumed generally increases with increasing temperature. Foraging is minimal from November to February, moderate in spring and fall, and high,

but erratic, during the summer months. During the hot summer months of June through September, even a slight amount of rain increases the number of foragers above the soil surface and the amount of wood that a colony can consume. The optimal conditions for foraging, warm temperatures and high soil moisture, are usually present under and around buildings.

Feeding

Termites do not like all wood species, but the condition of the wood is more important in determining the probability of infestation. Decayed wood is eaten faster and preferred over sound wood. Digestion of wood, in this case, really begins before the termites take their first bite, since decay fungi in the wood break down cellulose into smaller units. Termites can digest sound wood, but decay fungi make their work much easier.

Most subterranean termite species consume wood at about the same rate, but three factors can make some species potentially more voracious and damaging than others. These factors include the environment in which they live (termites eat more wood when conditions are optimal over a longer period of time), the size of the insects (larger insects eat more wood), and the number of insects (larger colonies eat more wood).

One of the chief means of shared feeding is called trophallaxis or the mutual exchange of gut contents between colony members. Trophallaxis also permits the efficient use of nutrients, recognition of colony members, distribution of chemicals involved in caste regulation, and the transfer of cellulose-digesting protozoans. Many members of a termite colony cannot feed themselves, so they rely on other colony members to feed them. This behavior also facilitates the transfer of toxicants used in baits and other insecticides (see Management section below).

Population Biology

The nest system of subterranean termites in California consists of a network of galleries that extend into the ground

and can enlarge into more spacious chambers. The foraging territories of colonies of pest species can comprise a single foraging site or many sites around a single building, and the size of the populations utilizing these territories can range from a few tens of thousands to hundreds of thousands of individuals. A home with a footprint of 2400 square feet could have several termite colonies with hundreds of thousands of foragers seeking food and shelter (for examples of subterranean foraging territories in California see Haverty, et al. 2010 or Potter 2011 in References).

MANAGEMENT OF SUBTERRANEAN TERMITES

It is unlikely that homeowners will be able to execute subterranean termite control on their own. However, it is important for homeowners to have some familiarity with inspection procedures, reduction of conducive conditions, and treatment strategies. Successful termite management requires special skills and knowledge, including a working knowledge of building construction. An understanding of termite biology and identification can help a homeowner understand and select a suitable method of control. Of course, homeowners can replace termite damaged wood and correct conditions conducive to subterranean termite infestation on their own; however, applications of registered pesticides are highly regulated and require a licensed pest control professional to carry out the inspection and control program.

Multiple colonies of the same termite species or several different species can infest a building. A professional inspection and an integrated approach to control are required. A combination of methods, such as habitat modification, elimination of excess moisture, removal of infested wood from the structure, exclusion of termites from the building by physical and/or chemical means, and the use of chemical methods to destroy existing colonies will probably be necessary.

Inspection

An inspection by a licensed pest management professional is required before any treatments can be performed. Most homeowners will be unaware that a subterranean termite problem exists until a significant finding occurs. For instance, an infestation is discovered during an inspection in a real estate transaction, damaged wood is uncovered during a room remodel, a shelter tube appears on an interior or exterior wall, or the sudden appearance of thousands of flying insects in a bathroom or kitchen. These situations are not unusual due to the cryptic and secretive life habits of subterranean termites hidden behind walls or buried away in crawlspaces and under slab foundations.

This Pest Note and other resources found on the Internet show photos and images of termites, shelter tubes, and damage that homeowners can reference if they suspect an infestation or if they want more details about the termite inspection process before contacting a pest control professional. However, because the telltale signs of subterranean termites often occur in dark and sometime hazardous locations (attics or tight crawlspaces that have nails, dust, or standing water), it is recommended that you contact a licensed professional for inspection and subsequent treatment.

Spring time, especially a warm, sunny day following rain, is the optimal time for subterranean termite swarming behavior and, at least for brief moments during the day, a chance to see live termites and perhaps a specific location where they are emerging from in the home. Since most soil around a home has buried cellulose debris (roots, stumps, or fence posts), finding swarming termites in your yard doesn't necessarily mean your house has termites.

Homes that have had a history of subterranean termite problems can be especially vulnerable to reinfestation and should be inspected by a professional every several years. California, like most states, has nonprofit associations that provide contact information

for reputable pest control professionals in your area.

Prevention

Building design may contribute to the probability of termite invasion. Identify and correct any structural deficiencies that attract or promote subterranean termite infestations. Ideally all sub-structural wood beneath the building should be kept at least 12 inches above the soil. Consult local building codes for exact, minimum distances from wood to soil. Stucco siding that reaches the ground may promote termite infestations since termites might travel between the stucco and the foundation unseen. Keep foundation areas well ventilated and dry. Reduce chances of infestation by removing any wood in contact with the soil. Inspect porches and other structural or foundation wood for signs of termites. Look for tree stumps, stored lumber, untreated fence posts, and buried scrap wood near the structure that may contribute to a termite infestation.

Replacing Lumber in Structures

Structural lumber in buildings is usually Douglas-fir, hemlock, or spruce. Of these materials, Douglas-fir is moderately resistant to termites, whereas the other two are not. Lumber used in foundations and other wood in contact with the soil should be chemically treated or naturally resistant to termites and decay to help protect against termite damage in areas where building designs must be altered or concrete cannot be used. When using naturally resistant wood species, we recommend that you request documentation from suppliers to authenticate resistance levels stated on labeling. If susceptible wood is used above the treated wood, however, subterranean termites can build their shelter tubes over chemically treated wood and infest untreated wood above.

Use only exterior-grade, pressure-treated lumber for areas that are exposed to weather; otherwise, the chemical in the lumber may leach from the wood. All topical treatments that will be exposed to weather must also have a sealer coat to prevent leaching into the soil following rain.

Controlling Subterranean Termites

Subterranean termites in structures cannot be controlled using techniques that are appropriate for drywood termites, such as fumigation, heat treatment, freezing, and termite electrocution devices, because the reproductives and a large majority of the termites are concentrated in nests near or below ground level out of reach of these control methods. The primary methods of controlling these termites are insecticides, either applied to the soil adjacent to the structure, directly to nests via shelter tubes, or through bait stations. To facilitate control of subterranean termites, destroy their shelter tubes whenever possible to interrupt access to wooden substructures.

Insecticides. Liquid applications of pesticides are most often used for subterranean termite control and applied to the soil either in drenches or by injection. There are no reliable over-the-counter termite control products available for the public in California; all effective products are for professional use only.

Pest management professionals are provided special training because of the hazards involved in applying insecticides to the soil around and under buildings. Applications in the wrong place can cause insecticide contamination of heating ducts and/or damage to radiant heat pipes or plumbing used for water or sewage under the treated building. Soil type, weather, and application techniques influence the mobility of insecticides in the soil; soil-applied insecticides must not leach through the soil profile to contaminate groundwater or run off to contaminate surface water.

Recently, active ingredients used to control subterranean termites in soils were broadly classified as repellent or nonrepellent. Subterranean termites can detect repellent insecticides, usually pyrethroids; and they are repelled without receiving a dose that would kill them. Because of this negative reaction, termiticide products containing repellent active ingredients have been phased out.

Newly introduced chemicals are available that are less toxic to humans and other mammals than the older insecticides but remain highly toxic to insects. These insecticides, including chlorantraniliprole, fipronil, and imidacloprid are nonrepellent to termites and have been shown to be effective in killing termites at low dosage rates under California's climatic conditions. Depending on the label language, these materials are used as barriers as described above and also as local treatments, targeting nests directly via shelter tubes.

Baiting. Subterranean termite baits, which are slow-acting insecticides consumed during feeding and shared within the colony, are commercially available in California. Generally, bait is delivered within a cellulose or wood matrix infused with the active ingredient and installed underground at regular intervals around a structure. Commercial bait products are also available for above-ground use, where there is no soil for in-ground station installation. This method of controlling termites is very appealing because it doesn't require extensive site preparation, such as trenching, or extensive application of insecticides to the soil or structure, and because the most effective baits use insect growth regulators (IGRs) to suppress or destroy the entire colony. IGRs have very low toxicity to humans and their pets. The most effective bait products, however, are available for professional use only.

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University of California scientists and other qualified professionals have anonymously peer reviewed this publication for technical accuracy.

The ANR Associate Editor for Pest Management managed this process.

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This material is partially based upon work supported by the Extension Service, U.S. Department of Agriculture, under special project Section 3(d), Integrated Pest Management.

Produced by UC Statewide
Integrated Pest Management Program
University of California, Davis, CA 95618-7774



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WARNING ON THE USE OF CHEMICALS

Pesticides are poisonous. Always read and carefully follow all precautions and safety recommendations given on the container label. Store all chemicals in the original, labeled containers in a locked cabinet or shed, away from food or feeds, and out of the reach of children, unauthorized persons, pets, and livestock.

Pesticides applied in your home and landscape can move and contaminate creeks, rivers, and oceans. Confine chemicals to the property being treated. Avoid drift onto neighboring properties, especially gardens containing fruits or vegetables ready to be picked.

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urban tree manager, and the commercial arborist as the key person needed to implement the tree preservation plan.

In Central Park, the partnership between the urban tree manager and the commercial arborist who is sensitive to landscape and park use as well as to trees is recognizable and a vital part of the

restoration process.

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SUMMER BRANCH DROP¹

by Richard W. Harris

Abstract. Apparently sound limbs occasionally break out of mature trees during calm summer weather. Species of at least 19 genera are susceptible. This is particularly puzzling since normally limbs would be lighter in weight during times of high transpiration. High xylem pressure and/or weakening of the cell wall bonding in the xylem accompanied by increased limb weight may be responsible.

Seemingly healthy limbs up to a meter in diameter occasionally break out of mature trees during or following hot calm summer afternoons (Australia, South Africa, and the United States) (Harris 1972) or during calm weather following a heavy summer rain which terminates a period of increasing soil dryness (England) (Rushforth 1979). In California this type of limb failure occurs on both native and planted trees as well as in ir-

rigated and unirrigated landscapes. People have been seriously injured and property damaged by falling branches. The failure of the top forty feet of a mature *Eucalyptus globus* in Los Angeles in 1977 seriously crippled a child and resulted in a recent out-of-court settlement of \$1,625,000.

Trees Affected

Limb failure has been reported on species of 19 genera, Table 1. Kellogg (1882) first reported the phenomenon on *Quercus lobata* in the coastal mountain ranges of central California. Young and vigorous maturing trees of susceptible species seem to be less prone to branch failure while over-mature and senescent trees may shed branches repeatedly (Rushforth 1979).

¹Presented at the 58th Annual Conference of the International Society of Arboriculture in Louisville, Kentucky, on August 10.

Most commonly, breakage occurs 1 to 4 m from the branch attachment on long limbs that extend to or beyond the tree canopy. Sometimes a branch may fail at its attachment. Less frequently, the main leader or the entire top may fail. No outward appearance has been associated with impending branch failure; the wood at many breaks appears sound while some or much of the wood at other breaks may be brash (breaks are short and at right angles to the axis of the branch) or decayed. Brash or decayed wood may predispose branches to the possibility of failure, but does not account for failure occurring under the conditions that it does.

This phenomenon was thought to be confined to times of high temperature in arid regions, such as Australia, South Africa, and southwestern United States, because, until this year, no one could be found who was familiar with this problem in the midwestern or eastern United States. However, summer branch drop has been reported in England (Rushforth 1979) and is serious enough for the Royal Botanic Garden at Kew to post a large sign at each entrance warning visitors that "The older trees; particularly beech and elm, are liable to shed large branches without warning." In arranging for this presentation, Cal Bundy recalled branches dropping out of two American elms in Peoria, Illinois in 1959 or 60. At the 1982 American Society of Consulting Arborists meeting, a reported tree failure of red oak in New York could have been related to summer branch drop.

Possible Explanations

Limb failure on hot afternoons is an anomaly since tree trunks normally shrink in the afternoons (Kozlowski and Winget 1964). I have observed limbs rise as well as shrink indicating that transpiration has exceeded water uptake and that limbs are lighter in the afternoon. This is further borne out since most of the breaks are relatively dry; this would be due to moisture tension in the xylem drawing water into the wood on each side of the break.

Just the opposite is often the case. After a break, water has been observed "flowing" from both sides of a fracture. Many report that the limb "exploded" and dropped quickly with no warning. Kellogg (1882) stated "Often late in the season

when the hot sun broils and steams the sap, as it were, internally, an ax struck into it (mature *Quercus lobata*) hisses like a legion of little safety valves; and sometimes, most unaccountably, it is said to burst with a loud explosion, and strong limbs that had hitherto withstood centuries of storms, in the calm airs of late summer and early autumn crash unexpectedly down, the fracture disclosing not the least cause of weakness." These observations indicated the xylem to be under pressure, at least in these instances.

Two possibilities could account for this pressure: 1) Wetwood bacteria have created gas pressures up to 60 psi (4.2 kg/cm²) in elm trunks (Carter 1969). Such infections are common in several species subject to limb breakage. 2) Under calm conditions, transpiration may be greatly reduced due to high humidity within tree

Table 1. Trees reported to be susceptible to summer branch drop.

Species most often reported in Britain (Rushforth 1979).

Quercus spp.

Populus spp.

Salix spp.

Ulmus procera

Castanea sativa

Fagus sylvatica

Fraxinus excelsior

Aesculus hippocastanum

Genera most often reported in California

Eucalyptus

Quercus

Ulmus

Pinus

Cedrus

Fraxinus

Platanus

Species also reported in California.

Ailanthus altissima

Erythrina caffra

Ficus microcarpa

Olea europaea

Grevillea robusta

Sequoiadendron giganteum

Sophora japonica

canopies. Root pressure could then increase the moisture content of branches, thereby increasing their weight and internal sap pressure.

Another theory tied to calm weather would be due to reduced transpiration (high humidity in tree canopy), the reduced flow of water in the xylem would allow the branch temperature to increase and in turn could increase the production of ethylene and other substances. These could begin to weaken the cell wall cementation, an accelerated development of brashness, if you will. This increased weakening coupled with the increased weight of a limb due to increasing leaf surface and fruit and reduced transpiration could result in branch failure.

If wood actually weakens under hot, calm, conditions, the process must be reversible or new wood must form rapidly enough to strengthen branches in order for them to withstand the increased weight of rain on the foliage and the strain of wind storms that may follow.

Suggested precautions

1. Warn people of potential hazard or rope off areas near hazardous trees as done at Kew. This would be most important from late spring to early fall.
2. In areas to be frequented by people, do not plant species known to be susceptible to this problem.
3. On mature trees, shorten and lighten long horizontal branches and open up the tree so humidity is less likely to build up.
4. Keep trees vigorous and healthy; however, this may be self defeating since potentially

susceptible branches would become longer and heavier, but hopefully stronger.

5. Inspect susceptible trees for externally visible defects, removing low-vigor limbs that have decay or cavities. An entire tree should be removed if decayed and of low vigor.

Request for Information

Please send information concerning any suspected cases of summer branch drop, giving: species, approximate DBH, approximate diameter of limb or trunk at break, the time and date, location of tree, maximum temperatures for the day of the accident and the five preceding days, wind conditions at time of break, estimate of damage caused, and other information that may be pertinent. Send to the author at the address below.

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Change the Weather History Date:

Saturday, October 10, 2015

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|-------------------------|
| Daily |
| Weekly |
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| | Actual | Average | Record |
|---------------------------|--------------|---------|---------------|
| Temperature | | | |
| Mean Temperature | 84 °F | - | |
| Max Temperature | 100 °F | 76 °F | 100 °F (2015) |
| Min Temperature | 68 °F | 60 °F | 49 °F (2013) |
| Cooling Degree Days | 19 | | |
| Growing Degree Days | 34 (Base 50) | | |
| Moisture | | | |
| Dew Point | 57 °F | | |
| Average Humidity | 46 | | |
| Maximum Humidity | 81 | | |
| Minimum Humidity | 19 | | |
| Precipitation | | | |
| Precipitation | 0.00 in | - | - () |
| Sea Level Pressure | | | |
| Sea Level Pressure | 29.93 in | | |
| Wind | | | |

| | Actual | Average | Record |
|----------------|----------------------|---------|--------|
| Wind Speed | 5 mph (North) | | |
| Max Wind Speed | 18 mph | | |
| Max Gust Speed | - | | |
| Visibility | 10 miles | | |
| Events | | | |

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: January 12, 2016
To: Honorable Board of Directors
From: General Manager
Subject: REPORT OF THE TREES/PARKWAYS COMMITTEE RE: RESIDENT REQUEST TO REMOVE PARKWAY TREE

RECOMMENDATION:

Receive the report of the Trees/Parkways Committee and deny resident's request to remove a parkway tree.

BACKGROUND:

Staff has received a request by Ms. Cindy Nelson residing at 3072 Ruth Elaine Drive to remove a parkway tree at that location. The matter was presented to the Trees/Parkways Committee at their meeting of January 6, 2016. The Committee reviewed staff's recommendation to deny the request and also considered the report of West Coast Arborist Rebecca Mejia, ISA Certified Arborist and Qualified Assessor.

The tree has been evaluated as healthy and does not qualify for removal. The tree has an estimated value of \$9,830. The Committee voted 2-0 to deny the resident's request to remove the tree.

ATTACHMENTS:

1. Tree Committee Agenda Item C-3 dated January 6, 2016
2. Board Agenda Item H-1 dated December 8, 2015.

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM C-3**

Date: January 6, 2016

To: Trees/Parkways Committee

From: James Ruth

Subject: DISCUSSION WITH GENERAL MANAGER RE: UPDATE ON CITIZEN SERVICE REQUEST FOR TREE REMOVAL: 3072 RUTH ELAINE DR. – ARBORIST REPORT RECEIVED

RECOMMENDATION:

Receive the report of the District's Tree Consultant regarding resident's requested removal of the parkway tree located at 3072 Ruth Elaine Drive; a large, established California Sycamore (*Platanus racemosa*) with an estimated value of \$9,830. West Coast Arborist report agrees with Tree Consultant Mary Kingman's findings that tree is healthy and does not pose any specific risks.

BACKGROUND:

The parkway tree at this address being a large, established California Sycamore (*Platanus racemosa*) with an estimated value of \$9,830.

10/17/14 - Resident James Nelson put in removal request with OCPW due to sewer issues and sap dripping on his boat.

10/17/14 –Mary Kingman called resident back, unable to leave message. Sent a letter explaining tree policy and that sewer issues and sap dripping does not qualify for removal.

10/24/14 - Mary Kingman talked to resident about plumbing issues. Resident claims that plumber assured her that sewer connection was directly under the tree. Mary Kingman told her she would need a certified letter from plumber stating this information. Also if tree is cut down and connection is not under tree they could be liable for value of tree.

10/14/15 – Mary Kingman informed by Orange County Public Works that large snapped limb over weekend. Mary Kingman inspected tree and state of branch that was cut up by OCPW and left taped off at curb for pick-up. Tree appears healthy with no sign of disease or rot in downed limb or tree. Breakage likely caused by weight and changes in temperature combined with drought stressed tree. Summer limb drop is a phenomenon that is common occurrence in species.

10/16/15 – Resident Cindy Nelson came into RCSD office on Wednesday very upset and talked to Kathy Bell. Said she was going to sue Tree Consultant, Mary Kingman and the district because a large branch came down from the parkway tree and landed on daughter's car and requested that the tree be removed. Mary Kingman called resident back and could not leave message as mailbox was full.

10/20/15 – Resident Cindy Nelson came in to RSCD office wanting to talk to Mary Kingman. Jessica Verduzco informed her Mary was not in today. She reported that another branch has fallen and landed on her car again. She really wants this tree removed as it is a liability and would like to speak with Mary as soon as possible. She will try you back on 10/21/15 in the afternoon. She said the branch was not that big this time and she can remove it but she did take pictures.

10/26/15 - Resident Cindy Nelson came in to RCSD front office to talk to Mary Kingman. Resident threatened to sue her and District for allowing the tree to stay and said she considered the tree a deadly weapon. Mary Kingman ordered independent arborist report on tree and will inform all General Manager, Tree Committee Board Members and Resident Cindy Nelson of the result once report on the tree has been completed.

11/23/15 – Arborist report received from outside agency, Certified Arborist. Report agrees with Tree Consultant Mary Kingman's findings that tree is healthy and does not pose any specific risks.

ATTACHMENTS:

1. WCA Certified Arborist Report



November 23, 2015

Rossmoor Community District
ATTN: Mary Kingman
3001 Blume Drive
Rossmoor, CA 90720

RE: 3072 Ruth Elaine Drive

Ms. Kingman,

Pursuant to your request this report has been prepared in order to present the findings from my evaluation of the California Sycamore (*Platanus racemosa*) located at 3072 Ruth Elaine Drive. The purpose of the evaluation was to assess the general health and condition of the tree and to offer maintenance recommendations based on those findings. The site was visited on Monday, November 16, 2015 and all comments and discussion that follows are based on my observations while on the site.

A basic health evaluation and a level 2 risk assessment were used for this evaluation; however only my findings are included and no actual risk assessment forms are being provided as part of this report. The criteria for this level of assessment is detailed by *ANSI A300 (Part 9)-2011 Tree Risk Assessment, a. Tree Structure Assessment* and *A Photographic Guide to the Evaluation of Hazard Trees (Matheny & Clark)* and includes a 360-degree ground based visual inspection of the tree crown, trunk, trunk flare, above ground roots, and site conditions around the tree(s).

OBSERVATIONS: The tree in question has a trunk diameter of 36 inches, is roughly seventy feet tall with a fifty foot canopy spread and is growing in a large, seven foot wide, irrigated parkway (see Figure 1). The canopy is symmetrical and well balanced with a greater than 75% live crown ratio; there is no indication of any significant insect, disease, or other pathogen presence (see Figure 2). There are only a very few small dead twigs and/or branches, but nothing that is considered abnormal (see Figure 3). The development of small dead branches such as that seen here is perfectly normal in a large, mature specimen such as this tree. This sycamore has great structure, is well established and appears to be thriving, contributing greatly to the esthetics of the neighborhood.

GENERAL DISCUSSION: "Risk Assessment" is a systematic process by which the evaluator examines observable phenomena and their implications in order to derive an estimate of "risk" for a given tree. The degree of risk associated with any given specimen will vary over time as natural physical influences change; the healthier the



tree is overall, the better able it is to handle changes in its physical environment. Generally speaking, risk assessment is used for two reasons. First, it is used to identify hazardous situations and to determine appropriate actions to mitigate any recognized risks. Second, is to assure that the proper owner/manager of the tree that the mechanical integrity of the tree is acceptable and that the specific tree can safely be retained under normal conditions.

SUMMARY: Based on all observable conditions of the subject tree, I can find no reason for elevated concern; this tree is healthy and poses no specific risk at this time. There is of course a possibility that any of the small dead twigs and/or branches may fall from the tree and impact a target below the tree. However, with a tree of this size, the development of such material is considered normal and is not a sign of poor or declining health. The only maintenance recommendations I have at this point is to preserve the current cycle of regular scheduled pruning, retaining the overall canopy shape and size, and pruning out any dead material as it is deemed necessary by management staff. A pruning cycle of anywhere from every 3 to 5 years is acceptable for a mature sycamore.

The intent of this report was to provide as complete and unbiased an opinion as possible with regards to the current health and condition of the tree discussed above. If you have any questions or require additional information, please feel free to contact me at (714) 991-1900 ext., 149.

Respectfully,

Rebecca Mejia

Rebecca Mejia

ISA Certified Arborist #WE-2355A

ISA Qualified Risk Assessor #CTRA-1534

West Coast Arborists Inc.

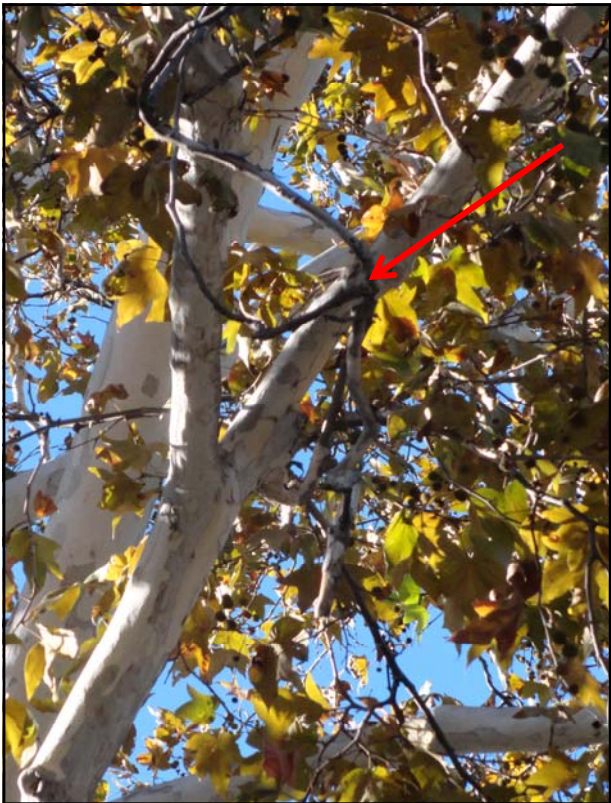
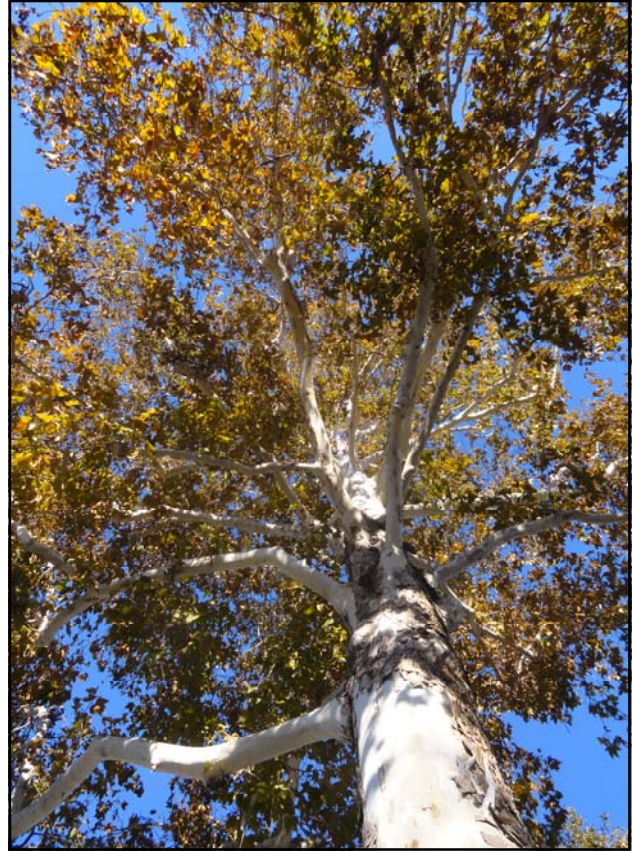


Figure 1 (top, left). Showing the subject California Sycamore located at 3072 Ruth Elaine Drive.

Figure 2 (top, right). Looking up into the canopy; note the nicely spaced limbs and lack of any significant diseased or dead material.

Figure 3 (bottom, left). Showing one of the small, dead twigs seen within the canopy. I was able to only spot four such branches. The development of small dead branches such as that seen here, is perfectly normal in a large, mature specimen like this tree.



ASSUMPTIONS AND LIMITING CONDITIONS

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the Consultant can neither guarantee nor be responsible for the accuracy of information provided by others. Standard of Care has been met with regards to this project within reasonable and normal conditions.
2. The Consultant will not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written consent of the Consultant.
5. This report and any values expressed herein represent the opinion of the Consultant, and the Consultant's fee is in no way contingent upon the reporting of a stipulated result, a specified value, the occurrence of a subsequent event, nor upon any finding to be reported.
6. Unless expressed otherwise: 1) information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection; and 2) the inspection is limited to visual examination of accessible items without dissection, excavation, or coring, unless otherwise stated. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the tree(s) or property in question may not arise in the future.
7. Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. It is highly recommended that you follow the arborist recommendations; however, you may choose to accept or disregard the recommendations and/or seek additional advice.
8. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time.
9. Any recommendations and/or performed treatments (including, but not limited to, pruning or removal) of trees may involve considerations beyond the scope of the arborist's services, such as property boundaries, property ownership, site lines, disputes between neighbors, and any other related issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist can then be expected to consider and reasonably rely on the completeness and accuracy of the information provided.
10. The author has no personal interest or bias with respect to the subject matter of this report or the parties involved. He/she has inspected the subject tree(s) and to the best of their knowledge and belief, all statements and information presented in the report are true and correct.
11. Unless otherwise stated, trees were examined using the tree risk assessment criteria detailed by the International Society of Arboriculture's publications *Best Management Practices – Tree Risk Assessment* and the *Tree Risk Assessment Manual* and *A Photographic Guide to the Evaluation of Hazard Trees (Matheny & Clark)*.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: February 9, 2016
To: Honorable Board of Directors
From: General Manager
Subject: RESCHEDULING OF THE NOVEMBER, 2016 REGULAR BOARD MEETING

RECOMMENDATION:

Reschedule the November 8, 2016 Regular Board meeting to due to conflict with the November 8th General Election.

BACKGROUND:

At your December 8, 2015 meeting, the Board approved the use of the Rush Park Auditorium for use as a polling place for the December 8, 2016 General Election. This requires that the November, 2016 Regular Board meeting be rescheduled. The contractor who video records Board meeting for televising has suggested several options for recording of the November meeting. While Board Policy No. 5010 makes no reference to a non-emergency scheduling of a Regular Board meeting, General Counsel has opined that the Board has the authority to adjourn a Regular Board Meeting to a date certain under the Brown Act (see Government Code 54955).

ATTACHMENTS:

1. Email dated December 8, 2015 from Douglas Wood re: Suggested Dates for Rescheduling of November 2016 Regular Board Meeting.
2. Policy No. 5010 Board/Committee Meetings.
3. Agenda Item H-2 dated December 8, 2015.

Elizabeth Deering

From: Doug Wood xxxxxxxxxxxxxxxxx]
Sent: Monday, December 28, 2015 1:24 PM
To: Elizabeth Deering
Cc: Jessica Verduzco
Subject: Re: November 2016

Hi Liz,

Our first choice is for another Tuesday in the month of November.
Second choice would be Monday, November 7, 2016.

If that doesn't work for you, please let me know and we can check for other alternatives.

Thank you,
Doug Wood

On Thu, Dec 10, 2015 at 11:17 AM, Elizabeth Deering wrote: Hi Doug,

The County Registrar of Voters Office will be using our auditorium as a polling station on Tuesday, November 8, 2016. Our Board Meeting falls on the same day, so we will need to reschedule the meeting for that month to another day. Do you know what your availability is for televising that month? If you don't know right now, that's okay, just please keep it in mind for when the time comes to reschedule. Thanks.

Liz

Elizabeth Deering

Administrative Assistant

Rossmoor Community Services District

ldearing@rossmoor-csd.org

www.rossmoor-csd.org

[562-430-3707](tel:562-430-3707)

Rossmoor Community Services District

Policy

No. 5010

BOARD/COMMITTEE MEETINGS

5010.10 Presiding Officer: The President shall be the Presiding Officer at all meetings of the Board. In the absence of the President, the First Vice-President shall preside. In the absence of the President and First Vice-President, the Second Vice-President shall preside.

5010.11 Duties of Presiding Officer in Conducting Meetings: All meetings of the Board shall be presided over and chaired by the Presiding Officer. In compliance with the requirements of law, the Presiding Officer may rule a speaker out of order during a Meeting if the subject raised is not within the subject matter jurisdiction of the District, or during a Public Hearing if the speaker is not presenting testimony or evidence relevant to the matter which is the subject of the public hearing.

5010.12 Presiding Officer's Responsibilities: The Presiding Officer shall have the responsibility for the conduct of meetings in an orderly manner and to prevent the obstruction of business, and in carrying out this responsibility shall have the authority to give the floor to any member of the Board or public by recognizing them, to prevent the misuse of legitimate forms of motions or privileges, to take matters up out of order, and to order any persons willfully and persistently disrupting the meeting to be removed from the room after compliance with the requirements of law.

5010.13 Executing Documents. The President (or Vice President, in the absence of the President) shall sign ordinances, resolutions, and contracts adopted by the Board. The Secretary shall attest to the signature of the President or Vice--President.

5010.20 Open Meetings: All Regular Board Meetings, Special Meetings and Committee Meetings of the Board, including ad hoc Committees are subject to the open meeting requirements of the Ralph M. Brown Act (Act). Whenever a majority of the Board or a Committee meets to conduct business, said meetings shall be noticed in accordance with the Brown Act stating the purpose in three conspicuous public places in the District stating the purpose time, date and location of those meetings. the notice shall include copy of the Agenda and be posted with a certification signed by the General Manager that the notice was posted in the appropriate timeframe prior to the meeting as required by the Act.

5010.30 Regular Meetings: Regular meetings of the Board shall be established as to the time and place by Resolution.

5010.31 Public Meetings: All meetings of the Board shall be public, except for closed meetings as provided for in the Act.

5010.32 Quorum: Any three members of the Board shall constitute a quorum for the transaction of official business. Except as provided by law, at least three affirmative votes are required to take action by the Board.

5010.33 Cancellation of Meetings: The President or any three members of the Board may cancel a regular meeting of the Board. When feasible, notice of the cancellation shall be posted at least twenty-four (24) hours in advance of such cancellation.

5010.40 Special Meetings: Special meetings of the Board may be called by the President or any three of the Directors at any time deemed advisable, in compliance with the Act.

5010.41 Notification: All Directors and the General Manager shall be notified of the special Board meeting and the purpose for which it is called. Said notification shall be in writing, and received by them at least twenty-four (24) hours prior to the meeting. Written notice may be dispensed with if the conditions set forth in the Brown Act are met.

5010.42 Items of Business: Only those items of business listed in the agenda/call for the special meeting shall be considered by the Board at any special meeting.

5010.50 Special Emergency Meetings: Where prompt action is necessary due to the disruption or threatened disruption of public facilities, special emergency meetings may be held without the 24-hour notice required in 5010.41 above. The meeting may be called by the General Manager, Board President or 1st Vice President in the President's absence. Such meetings shall be called and conducted in compliance with the Act.

5010.60 Committee Meetings of the Board: Committee meetings shall be conducted under the provisions of Policy No. 5030 Committees of the Board of Directors. Committee meeting may be called by any member of the Committee or requested by the General Manager at any time deemed advisable, in compliance with the Act.

5010.61 Quorum: In order for a Committee to conduct business or take formal action, a quorum of the body must be present throughout the course of the meeting. A quorum of a Committee shall be two members present. A Committee may only have two members and if any additional members of the Board attend, they must only observe and not participate in the Committee meeting or during the public comment portion of the meeting.

5010.62 Committee Agenda Items: Matters referred or under discussion by a Committee shall reside with the Committee until such matters are reported out by the Committee at a Regular or Special meeting of the Board. Once reported out, any member of the Board may raise questions or concerns about the recommendations of a Committee. After discussion, a motion shall be made to adopt, modify, reject or refer the matter back to the Committee for further review.

5010.63 Referrals to Committees: Board members may refer matters to a Committee by requesting such referral during the course of a Board meeting by consent of the Board or by passage of a motion or by making a request to the Board President to request the General Manager to place such matter on the next Agenda of the appropriate Committee. Once the matter is within the jurisdiction of the Committee, a Board member may only pose questions or concerns to the General Manager who shall convey such questions or concerns for discussion at the next meeting of the Committee.

5010.70 Adjourned Meetings: Any meeting of the Board may be adjourned to a later time and place specified in the order of adjournment.

5010.80 Annual Organizational Meeting: The Board shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board shall elect a President, 1st Vice President, and 2nd Vice President.

5010.90 Order of Agenda Items: The Presiding Officer of the meetings described herein shall conduct the order of agenda items as prescribed in Policy No.5010. Agenda items may be taken out of order at the request of member of the public, the General Manager or a Board member with the consent of the Board.

5010.100 Information for Audience: The General Manager shall provide appropriate information for the audience at meetings of the Board. and ensure that physical facilities for said meetings are functional and appropriate.

5010.110 Public Forum: Anyone in the audience may address the Board about any subject not on the agenda during the Public Forum portion of the meeting, as long as the subject is within the jurisdiction of the District. Time limits are prescribed in Policy No.5020.

5010.120 Agenda Items: Anyone in the audience who wishes to address the Board on any agenda item may do so either at the Public Forum portion of the meeting or when the agenda item comes before the Board, subject to the Board's time limitation. Once the public comments on each agenda item are declared closed and deliberations are returned to the Board, there will be no further input from the audience on that item unless it is reopened by a majority vote of the Board.

5010.130 General Counsel: The District's General Counsel shall attend meetings of the Board at the request of the Board President, a majority of the Board or the General Manager. General Counsel shall render written or oral opinions or advice on matters of law upon a request from a Board Member at a Board meeting or when General Counsel is not present such request shall require approval by the Board. Requests for legal advice from the General Manager may be made whenever deemed appropriate for the proper administration of the District.

5010.140 The General Manager or his/her designee shall attend all meetings of the Board with the right to take part in the discussions, but shall have no vote on any question before the Board.

5010.150 Employee Attendance: An employee of the District, when requested by the General Manager, shall attend a meeting of the Board and if requested by the General Manager, present information relating to matters before the Board.

5010.160 Report to the Board: Under Board Member Items on the Agenda, each Board member shall provide a brief synopsis of any meetings and/or events attended as an elected official, including temporary ad hoc or advisory committees.

Adopted: June 8, 2000
Approved: Renumbering and Format: October 8, 2002
Amended: January 14, 2003
Amended: July 14, 2004
Amended: August 8, 2006
Amended: June 9, 2009
Amended: December 14, 2010

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM H-2**

Date: December 8, 2015

To: Honorable Board of Directors

From: General Manager

Subject: REQUEST FROM COUNTY REGISTRAR OF VOTERS FOR USE OF DISTRICT FACILITIES FOR POLL PLACES FOR THE 2016 PRIMARY AND GENERAL ELECTIONS

RECOMMENDATION:

Approve the request of the County Registrar of Voters for the use of the Rush Park Auditorium and the Rossmoor Community Center for polling places on June 7, 2016 and November 8, 2016 for the Primary and General Elections.

BACKGROUND:

The District has traditionally honored the request from the County Registrar of Voters for use of District facilities as polling places. The November 8, 2016 date falls on the same date as the Regular November meeting of the District's Board of Directors. Thus, the election date and Board meeting date would be in conflict with one another. It is therefore recommended that the Board approve the request for the use of District facilities and reschedule the November, 2016 Board meeting date.

The Registrar has to finalize its polling places prior to year end. Thus, their request must be considered and approved at this Board meeting. However, since the rescheduled Board meeting date cannot be determined until staff researches the availability of the broadcasting contractor and resolve other potential scheduling conflicts, it is recommended that the rescheduling decision be postponed to a future meeting of the Board.

ATTACHMENTS:

1. Letter dated September 9, 2015 from County Registrar of Voters re: Polling places for 2016 Elections.



REGISTRAR OF VOTERS
1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
TDD (714) 567-7608
FAX (714) 567-7316
www.ocvote.com

NEAL KELLEY
Registrar of Voters

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

September 9, 2016

Henry Taboda
Rossmoor Community Service District
3001 Blume Dr
Los Alamitos, CA 90760

Re: Polling Places for 2016 Elections

Dear Mr. Taboda,

Thank you for partnering with the County of Orange to serve our community in the upcoming **2016** elections. Your city plays a vital role in the democratic process.

Enclosed is a List of Polling Places for the city sites needed. We are still in the early planning stages for the election and additional facilities may be requested as the need arises. Information to keep in mind:

- Polling places **must** open at 6:00 a.m. on Election Day and remain open until approximately 9:30 p.m. to complete closing procedures. Voting hours are from 7:00 a.m. to 8:00 p.m.
- An emergency contact for Election Day must be available from 6:00 a.m. to 9:30 p.m.
- A transportation company hired by the County will coordinate delivery and pick-up of voting equipment with each facility directly.
- Keep lighting on both inside and outside of facility from morning until 9:30 p.m.
- If there is a voting room change, please contact us immediately.

Please complete and sign the List of Polling Places and return within thirty days. Contact Adele Tagaloa, Polling Place Lead, at (714) 567-7576 with any questions.

Our election team is appreciative of your willingness to help, your flexibility, and your cooperation in hosting a polling place. We look forward to our partnership for the upcoming elections.

Thank you,

Election Services
Registrar of Voters

Pursuant to Elections Code §§ 18370: "No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, ...or an elections official's office, ... do any electioneering... Any person who violates any of the provisions of this section is guilty of a misdemeanor."

SEP 11 2016
J.V.



Polling Places
 Requested by the Registrar of Voters Neal Kelley
 County of Orange

Henry Taboda
 Rossmoor Community Service District
 3001 Blume Dr
 Los Alamitos, CA 90720

Work: (562)430-3707 Fax: (562)431-3710
 Other:
 Email:

Polling Locations for Agent

| | <u>Site can provide:</u> | June 7, 2016 Primary Election | November 8, 2016 General Election |
|--|--|---|---|
| <input type="checkbox"/> 5843 Montecito Center 12341 Montecito Rd Los Alamitos, CA 90720 Emergency # _____ | <input type="checkbox"/> 1-2 Tables <input type="checkbox"/> 4-6 Chairs | <input type="checkbox"/> Available | <input type="checkbox"/> Available |
| <input type="checkbox"/> 478 Montecito Center 12341 Montecito Rd Los Alamitos, CA 90720 Emergency # _____ | <input type="checkbox"/> 1-2 Tables <input type="checkbox"/> 4-6 Chairs | <input type="checkbox"/> Available | <input type="checkbox"/> Available |
| <input checked="" type="checkbox"/> 482 Rossmoor Park Community Room 3232 Hedwig Rd Los Alamitos, CA 90720 Emergency # _____ | <input type="checkbox"/> 1-2 Tables <input type="checkbox"/> 4-6 Chairs | <input checked="" type="checkbox"/> Available | <input checked="" type="checkbox"/> Available |
| <input checked="" type="checkbox"/> 4497 Rush Park Auditorium 3021 Blume Dr Los Alamitos, CA 90720 Emergency # _____ | <input type="checkbox"/> 1-2 Tables <input type="checkbox"/> 4-6 Chairs | <input checked="" type="checkbox"/> Available | <input checked="" type="checkbox"/> Available |
| <input checked="" type="checkbox"/> 3908 Rush Park 3021 Blume Dr Los Alamitos, CA 90720 Emergency # _____ | <input type="checkbox"/> 1-2 Tables <input type="checkbox"/> 4-6 Chairs | <input type="checkbox"/> Available | <input type="checkbox"/> Available |

Same location

Approval Signature: _____

[Handwritten Signature]

Date: _____

12/14/15

Fee: Yes No

Notes: _____

please schedule delivery the day before. For C. Room, delivery must be after 1pm & pick up must be early...

Pursuant to Elections Code § 12283: "... If a city or county elections official specifically requests the use of a school building for polling places on an election day, the governing body having jurisdiction over the particular school building shall allow its use for the purpose requested. "

Pursuant to Elections Code § 18370: "No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, ... or an elections official's office, ... do any electioneering. Any person who violates any of the provisions of this section is guilty of a misdemeanor."

POLLING PLACE INFORMATION - KEEP FOR YOUR RECORDS

June 7, 2016 Primary Election

November 8, 2016 General Election

Please review this information in preparation for Election Day.

E q u i p m e n t D e l i v e r y

- Area to store voting equipment. Delivered "cage" is 28" deep, 31" wide, and 60" high.
 - You will be contacted by the delivery vendor to schedule both delivery and pick up times of electronic voting equipment.
 - Delivery begins 10 days before Election Day and Pick-Up ends 10 days after the Election.
 - If your facility requires cones, ramps or tables/chairs, they will be delivered with the voting equipment.

B e f o r e E l e c t i o n D a y

- Adequate lighting (inside and outside) from morning until night.
- Access to the facility for Early Set Up (if available), usually the Monday before.
- Schedule custodial or facility staff to open the polling place at 6:00 a.m.

E l e c t i o n D a y

- Open the polling place at **6:00 a.m.** on Election Day.
- Adequate lighting (inside and outside) from morning until night.
- Two live three-prong outlets.
- 1 - 2 tables.
- 4 - 6 chairs.
- Restroom access for Poll Workers.

Contact the Registrar of Voters office **IMMEDIATELY**
if there are any equipment delays, questions or concerns:
Polling Place Lead Adele Tagaloa 714-567-7576

Please make any necessary schedule notation or reminders on your calendar.

Thank you for your support!

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: February 9, 2016

To: Honorable Board of Directors

From: General Manager

Subject: REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION TO AMEND BOARD APPROVAL FOR COSPONSORSHIP OF THE 2016 ROSSMOOR COMMUNITY FESTIVAL RE: SALE OF BEER

RECOMMENDATION:

Discussion and possible action on the request of the RHA for amending Board approval of the co-sponsorship of the Rossmoor Community Festival event to include a beer garden.

BACKGROUND:

At your October 13, 2015 meeting, the Board approved the request of the RHA for cosponsorship of the 2016 Rossmoor Community Festival. The RHA is now requesting that the Board amend their approval to include the sale of beer at a beer garden. The RHA is requesting preliminary approval in order for them to provide the District with all of the elements required by the District's procedure for the sale of alcohol.

Attached is a letter from the RHA requesting the addendum. Also attached is the procedure for obtaining approval for the sale of alcohol. If the Board gives preliminary approval, the formal request will be presented at your March meeting. This preliminary approval is requested in order to provide sufficient time for the RHA to fulfill the procedure's requirements and for staff to draft the resolution for the Board's action in March.

ATTACHMENTS:

1. Letter dated February 1, 2016 from the RHA.
2. Districts Alcohol Special Event Procedures.
3. Letter dated September 23, 2015 from the RHA.



Rossmoor Homeowners Association

**P.O. Box 5058 Rossmoor, California 90721
(562) 799-1401 www.Rossmoor-RHA.org**

February 1, 2016

Mr. Jim Ruth, General Manager
Rossmoor Community Service District
3001 Blume Drive
Rossmoor, CA 90720

Subject: Addendum to the previously approved Joint RCSD and RHA 2016 Rossmoor Community Festival

Dear President DeMarco,

As an addendum to the previously approved Rossmoor Community Festival event to be held on May 1, 2016, we are seeking approval for the Seal Beach Lions Club to host a Beer Garden at the event. This organization hosted a similar event at the Rossmoor Winter Festival as well as other events in the community. They are familiar with all the permit requirements and would be expected to comply with all of them. Details will be provided to the board as developed after initial approval.

Should you have any questions regarding the Rossmoor Community Festival, please contact Mrs. Beverley Houghton 1st Vice President, RHA Board of Directors.

Sincerely yours,

A handwritten signature in cursive script that reads 'Beverley Houghton'.

Beverley Houghton
1st VP, RHA Board of Directors



Rossmoor Community Services District

ALCOHOL SPECIAL EVENT PROCEDURES

Outdoor Events

DESCRIPTION: Any request to serve alcohol (*beer and wine only*) within District Property including outdoor events and/or facility reservations shall be governed by Policy No. 6011 Rules and Regulations of District Property:

6011.73 Alcoholic Beverages: No Person shall, within the limits of District property, possess or consume any alcoholic beverage. This prohibition shall not apply to beer and/or wine during specific times and locations in connection with a District approved or sponsored event where consumption and/or possession of beer and/or wine is specifically approved in advance by resolution of the Board and where such consumption and/or possession is otherwise unlawful.

EXAMPLES: Church picnics, Carnivals, Weddings, Rossmoor Community Festival, Fundraisers or any other type of event which impacts other park users or neighbors.

APPLICATION PROCESS: Please read carefully prior to any Alcohol Beverage Control (ABC) license request. The requesting group is solely responsible for receiving approval from the ABC office and Orange County Health Care Agency (OCHCA) located in Santa Ana. The District is not responsible for assisting applicant with forms:

STEP 1: Applicant must fill out the appropriate facility or park use Application and Special Event Application provided by the District *at least 90 days prior* to event date (*attached*). In addition, detailed event information should be submitted in a written format based on the below Special Event Policy requirements. Requests which do not include an event scope will not be accepted. A **\$100** special event filing fee must be accompanied with the application and is non-refundable.

- Name of organizer and contact information
- Detailed description of the event
- Diagram of venue area and floor plan
- Hours of the event
- Layout of the event
- Anticipated number of workers, volunteers, attendees
- Security measures (if applicable)

STEP 2: Meet with District staff to discuss scope if there are any questions pertaining to said event.

STEP 3: If the request is approved by the District's General Manager, the request will need to be approved by Resolution of the District's Board of Directors. The Board of Directors

meets regularly on the 2nd Tuesday of the month. Alcohol requests submitted less than 15 business days prior to the next Board meeting will have to be placed on the following months' agenda.

IF THE BOARD APPROVES THE RESOLUTION, PLEASE CONTINUE TO THE FOLLOWING STEPS:

STEP 4: Fill out and submit appropriate OCHCA beverage dispensing requirements. District staff can give you the application and contact information for the OCHCA. This is attached.

STEP 5: Fill out and submit ABC Form 221 to the Santa Ana District office and pay established permit fees. This is attached and can also be found at:

<http://www.abc.ca.gov/forms/PDFSp.html>.

ABC Santa Ana District Office

605 W Santa Ana Blvd, Bldg 28, Suite 369

Santa Ana, CA 92701

(714) 558-4101

(714) 953-4486 FAX

STA.Direct@abc.ca.gov

STEP 6: If your request is approved by the OCHCA and ABC, the District may grant your request and issue the applicant a permit if all the special requirements and fees are paid at least 10 days prior to scheduled event.

AVAILABILITY: Any requests conflicting with youth sports activities, Church services held at Rush Park, the Paper Drive or other requests conflicting with another special event will not be granted.

PARK HOURS: 7:00 a.m. to 10:00 p.m.

POLICY NO. 6010.10 LIMITATIONS STATES: Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless approved by the Board, no outdoor events including preparation time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks or 10:00 p.m. on lighted parks and facilities.

The below fees will be required of the applicant based on the District's Fee Schedule in accordance with Policy No. 6012 Group Picnics, Public Gatherings and Special Events

- a. **6012.72** Pay fees for the use of "Event Attendant(s)" and facility park use as established in the fee schedule: This includes staff to monitor the event at \$20 per hour per staff. Facility and park use fees will be determined by the number of guests and use of park space and shall be hourly (fields and facilities) or per diem (picnic site rentals) for an eight hour limit.

- b. **6012.73** Pay filing fee as established in the fee schedule: The filing fee for special events is a non-refundable fee of \$50 and must be submitted with request.
- c. **6012.74** Pay **cleaning/security deposit and fees determined by District staff**: This shall be a minimum of \$60 based on scope of event. The District may also require applicant to pay for security guards in the amount of \$XX per hour. The number of security guards will be determined based on scope of event.

ADDITIONAL FEES: The OCHD or ABC may require additional fees/security payable directly to their organizations.

**ALCOHOL REQUESTS ARE CONSIDERED A SPECIAL EVENT
AND MUST ADHERE TO THE FOLLOWING DISTRICT POLICIES:**

6012.80 Special Event Regulations: Each Special Event agrees to adhere to the following regulations:

- a. Special Event shall be conducted entirely within the time period and the boundaries approved by the District.
- b. Provide a certificate of insurance adding the District as additionally insured in the amount of \$1,000,000 as defined in Policy No. 6012.20—Group Picnics or Public Gatherings-User Permit Required.
- c. Special Event organizer shall execute a written statement satisfactory to the General Manager whereby the organizer promises to indemnify, defend and hold harmless the District, District staff, District Board with respect to any liability for personal injury or property damage sustained by any person as a result of the Special Event.

6012.90 Special Event Permit Revocation: The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as possible.

If you have any questions regarding procedure or process for approval, please contact the Rush Park office Monday thru Friday 9:00am to 5:00pm at 562-430-3707.



Rossmoor Homeowners Association

P.O. Box 5058 Rossmoor, California 90721
(562) 799-1401 www.Rossmoor-RHA.org

September 23, 2015

Mr. Jim Ruth, General Manager
Rossmoor Community Service District
3001 Blume Drive
Rossmoor, CA 90720

Subject: RCSD Participation in the 2016 Rossmoor Community Festival

Dear President Kahlert,

At the September 2015 RHA Board meeting it was agreed to sponsor the Annual Rossmoor Community Festival on May 1, 2016, the first Sunday in May 2016. This event will be for one day and will follow the format we had success with in 2014 and 2015. It will incorporate lessons learned that were documented in after action reports by the RHA and the RCSD team participants for the 2015 Festival.

As a first step in preparing for the Annual Festival in 2016, the RHA Board of Directors invites the RCSD Board of Directors to co-sponsor the event. The RHA Board also requests that the RCSD reserve Rush Park for this one day event on May 1, 2016.

The RHA Board of Directors has established a Festival Committee chaired by Beverley Houghton and supported by other Board members. We look forward to continuing to work with Mr. Chris Argueta and the RCSD Recreation Director.

The RHA Festival Committee will be holding monthly planning meetings, normally on the third Monday of each month at 7:00 PM in the Rossmoor Park Community Center. At these meetings we will be confirming the overall schedule of activities required to achieve a successful 2016 Festival, assigning responsibilities, and getting updates on assignments. We have already determined that the High Heel Race sponsored by We Care will not be held in 2016 and the Festival will begin at 10 PM and close at 4 PM based on our after action assessment for the 2015 Festival. Other Festival Committee actions will include assessment of possible reconfiguration of the layout of games, rides and the stage.

As in previous years the RHA Board of Directors also would greatly appreciate it if the RCSD Board of Directors would provide the stage for entertainment and presentation of awards for this event as the RCSD has done in previous years. We also request use of RCSD chairs and tables as needed for various events and RHA booths. 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, 2016. Finally, we will need RCSD staff at 7:00 AM and 6:00 PM to

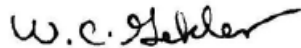
1. Unlock, and remove/replace blocking posts on sidewalks/driveways for vendor vehicles;
2. Turn on/off power to light post outlets along the park sidewalk;
3. Provide access to chair and table storage areas in the RCSD facilities; and
4. Periodically check and service restrooms.

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.

All of the preceding commitments and tasks, as well as other activities are summarized a Memorandum of Understanding (MOU) provided by RCSD written and signed by Mr. Jim Ruth, General Manager of the RCSD and Mr. Mark Nitikman, President of the RHA Board of Directors in January 2015.

Should you have any questions regarding the Rossmoor Community Festival, please contact Mrs. Beverley Houghton 1st Vice President, RHA Board of Directors or the undersigned.

Sincerely yours,



Willard C. Gekler
Secretary, RHA Board of Directors