

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board Agenda Package

**July 9, 2019**

BOARD OF DIRECTORS

AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, July 9, 2019**

**7:00 p.m.**

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

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Barke, DeMarco, Maynard, Nitikman  
President Casey
3. PLEDGE OF ALLEGIANCE: Los Alamitos Girls Softball League
4. PRESENTATIONS:
  - a. ORANGE COUNTY SHERIFF'S DEPARTMENT PRESENTATION RE: QUARTERLY CRIME STATISTICS— Receive and file
  - b. CALIFORNIA HIGHWAY PATROL RE: QUARTERLY TRAFFIC REPORT—Receive and file
  - c. PRESIDENT RON CASEY RE: CERTIFICATES OF RECOGNITION FOR LOS ALAMITOS GIRLS SOFTBALL LEAGUE (LAGSL) TOURNAMENT WINNERS

**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— Receive and file
2. QUARTERLY MAINTENANCE REPORT— Receive and file
3. QUARTERLY RECREATION REPORT—Receive and file
4. QUARTERLY TREE REPORT AND REPORT OF THE TREE COMMITTEE—Receive and file

**E. CONSENT CALENDAR**

1. MINUTES:

- a. Regular Board Meeting of June 11, 2019—Receive and file

2. MAY 2019 REVENUE AND EXPENDITURE REPORT—Receive and file

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

**F. PUBLIC HEARING:**

1. PUBLIC HEARING: FISCAL YEAR 2019-2020 PROPOSED FINAL BUDGET

**G. RESOLUTIONS**

RESOLUTION NO. 19-07-09-01 ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2019-2020 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

**ORDINANCES**—None

**H. REGULAR CALENDAR**

1. DISCUSSION WITH SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) INSURANCE COVERAGE CLAIMS REPRESENTATIVE DENNIS TIMONEY RE: RECENT DEDUCTIBLE ADJUSTMENT
2. DISCUSSION WITH COUNTY OF ORANGE TRAFFIC ENGINEER, WEI ZHU RE: CONSIDERATION OF DISTRICT REQUEST OF COUNTY FOR BIKE ROUTE CONNECTIVITY ROAD MARKINGS IN ROSSMOOR

3. BALLOTS AND DECLARATION OF QUALIFICATION TO VOTE RE: LAFCO REGULAR SPECIAL DISTRICT MEMBER AND ALTERNATE SPECIAL DISTRICT MEMBER
4. CONSIDERATION OF REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION (RHA) FOR USE OF ROSSMOOR COMMUNITY SERVICES DISTRICT (RCSD) FACILITIES FOR OFFICE AND STORAGE SPACE

**I. GENERAL COUNSEL ITEMS**

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

**J. 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.*

**K. BOARD MEMBER ITEMS**

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

**L. CLOSED SESSION-None**

**M. ADJOURNMENT**

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

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

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

*Any such writing will be available for public inspection at the District offices located at [3001 Blume Drive, Rossmoor, CA 90720](http://3001BlumeDrive,Rossmoor,CA90720). In addition, any such writing may also be posted on the District's web site at [www.rossmoor-csd.org](http://www.rossmoor-csd.org).*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the July 9, 2019, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

*Elizabeth Deering* for \_\_\_\_\_ Date July 3, 2019  
JOE MENDOZA  
General Manager

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4a.**

**Date:** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** ORANGE COUNTY SHERIFF'S DEPARTMENT PRESENTATION  
RE: QUARTERLY CRIME STATISTICS

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

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

**ATTACHMENTS**

1. OCSD Quarterly Crime Statistics



# ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

## 2nd Quarter Rossmoor Calls for Service/Activity April—May—June 2019

Rossmoor 2nd Qtr.

### 2018—2019 Yearly Comparisons

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

Offense	Jan'19	Feb'19	Mar'19	Apr'19	May'19	Jun'19	Jul'19	Aug'19	Sep'19	Oct'19	Nov'19	Dec'19	Total 2019
187	0	0	0	0	0	0							0
211	0	0	0	0	0	0							0
245	0	0	0	0	0	0							0
459C	0	1	0	0	0	0							1
459R	0	0	0	0	3	0							3
459V	1	2	1	1	1	0							6
487	0	0	0	2	1	0							3
488	2	3	0	2	1	1							9
10851	0	2	1	0	2	1							6
<b>Total</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>2</b>							<b>28</b>

#### Penal Code Legend

211 = Robbery

187 = Murder

245 = Assault w/ deadly weapon

459C = Commercial Burglary

459R = Residential Burglary

459V = Vehicle Burglary

487 = Grand Theft

488 = Petty Theft

VC 10851 = Stolen Vehicle

\*Includes Attempts



**2nd Quarter Rossmoor Calls for Service/Activity**  
**April—May—June 2019**

Rossmoor 2nd Qtr.

**April 2019:**

**Commercial Burglary (PC 459C)**

1. 04/16/19: 11000 block of Los Alamitos, two carpet extractors were stolen from the Rossmoor Carwash.

**Vehicle Burglary (PC 459V)**

1. 04/28/19: 3000 block of Donnie Ann Road, vehicle window was smashed, loss of numerous tools.

**Petty Theft (PC 488)**

1. 04/24/19: 11000 block of Wallingsford Road, victim unsure if vehicle was locked, no signs of forced entry, loss of clothing and other personal items.
2. 04/24/19: 11000 block of Wallingsford Road, cash and other items were taken from an unlocked vehicle.

**Grand Theft (PC 487)**

1. 04/24/19: 11000 block of Wallingsford Road, a wallet, credit cards and a passport were taken from an unlocked vehicle.

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**2nd Quarter Rossmoor Calls for Service/Activity**  
**April—May—June 2019**

Rossmoor 2nd Qtr.

**May 2019:**

**Residential Burglary (PC 459R)**

1. 05/21/19: 2000 block of Silverwood Drive, suspect pried open a back window, with tools obtained from the unlocked garage.
2. 05/08/19: 2000 block of St. Albans Drive, a suspect entered a home, assaulted the victims, fled to a nearby school. OCSD apprehended the suspect.
3. 05/01/19: 11000 block of Foster Road, a home was broken into while it was being fumigated.

**Vehicle Burglary (PC 459V)**

1. 05/30/19: 3000 block of Hillrose Drive, a vehicle's window was smashed, loss of a bag pack containing a makeup bag and a stethoscope.

**Petty Theft (PC 488)**

1. 05/11/19: 2000 block of Woodstock Road, a work ID was taken from a vehicle.

**Grand Theft (PC 487)**

1. 05/21/19: 3000 block of Ruth Elaine Drive, a catalytic converter was taken from a vehicle.

**Stolen Vehicle (VC 10851)**

1. 05/28/19: 12000 block of Martha Ann, victim had parked on the driveway and locked the vehicle using the car handle locking feature however both sets of keys were in the vehicle.
2. 05/11/19: 2000 block of Woodstock Road, vehicle was locked, but victim thinks they may have dropped one of the key fobs. Vehicle was recovered by the On Star service in San Pedro.

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**2nd Quarter Rossmoor Calls for Service/Activity**  
**April—May—June 2019**

Rossmoor 2nd Qtr.

**June 2019:**

**Petty Theft (PC 488)**

1. 06/07/19: 2000 block of Walker Lee Drive, jewelry was taken from an unlocked vehicle.

**Stolen Vehicle (VC 10851)**

1. 06/30/19: 30000 block of Donnie Ann Road, stolen vehicle. Vehicle was unlocked and keys were inside the center console.

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

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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4b.**

**Date:** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** CALIFORNIA HIGHWAY PATROL RE: QUARTERLY TRAFFIC REPORT

**RECOMMENDATION**

Receive and file presentation.

**BACKGROUND**

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

b. California Highway Patrol Re: Quarterly Traffic Report

**ATTACHMENTS** - None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4c.**

**Date:** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** PRESIDENT RON CASEY RE: CERTIFICATES OF RECOGNITION FOR LOS ALAMITOS GIRLS SOFTBALL LEAGUE (LAGSL) TOURNAMENT WINNERS

**RECOMMENDATION:**

Receive presentation.

**BACKGROUND:**

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

- c. President Ron Casey Re: Certificates of Recognition for Los Alamitos Girls Softball league (LAGSL) Tournament Winners

**ATTACHMENTS:** None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
**Subject:** QUARTERLY STATUS REPORT

**RECOMMENDATION**

Receive and file.

**BACKGROUND**

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

**ATTACHMENTS**

1. Quarterly Status Report.



# QUARTERLY STATUS REPORT APRIL-JULY 2019



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

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

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

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

Objective 3: Street Lighting - In addition to the completed LED Street Lighting project LED Lighting has been added to the Montecito Center, Rush Park Administrative and meeting rooms, Tennis Court Lights at Rossmoor Park and the Rush Park Parking Lot.

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

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

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

Objective 3: Community Volunteers - The District continues to seek out opportunities for volunteers, as these opportunities may arise. Volunteers from the Youth Center have been utilized to assist with crafts at concerts in the park and the Boy Scouts are volunteering to provide concession stand sales at our concerts. Staff is documenting volunteers and the hours served in order to begin a data base and ultimately conduct an appreciation program to recognize their service to the community.

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

Objective 5: Fiscal Status - The District Reserve Fund is healthy and has continued to grow with the economy and our management of operating costs. In current year reserve fund from the FY 2017-2018 audited actual is \$1,009,301. The FY 2018-2019 closed June 30, 2019 with an estimated surplus of revenue over expenditures of \$27,647, which will increase the reserve fund to \$1,124,008. This will be verified with the actual Fiscal Year closing numbers during the Audit in August 2019.

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

Objective 1: Planting Parkway and Park Trees - The District continues to have trees planted in vacant sites. Age and species diversity play an important role in the survival of the urban forest. For this reason, the District planting palette is made up of a variety of species that have been determined as suitable for a parkway tree as well as suited to this particular climate. Tree planting will resume in the fall and winter of 2019-2020.

Objective 2: Care of Parkway Trees - District trees are pruned on a four-year grid cycle. Rossmoor is divided into four districts, with one district being trimmed each year. The annual grid trim for District 1 will begin in winter 2019. Off-grid trims are completed as needed, for crown thinning and structural pruning of young trees. As a result of a heavy rain season and increased tree growth, a higher than usual number of off-grid trims will be needed during the summer and early fall of 2019. RCSD staff performs light pruning and re-staking of trees whenever possible. The District continues to water young trees. Resident service requests from pruning are responded to in a timely manner

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

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

Objective 4: Educating the Public on Benefits and Care of the Urban Forest - Informational brochures and flyers regarding tree protection and District Tree Policy continue to be delivered to residents and contractors. The District website provides updated information pertaining to Rossmoor's Urban Forest. Arboriculture related articles continue to be published in RCSD newsletter and website. The Rush Park and Rossmoor Park Tree Walks have been implemented with tree ID signs posted on trees along a designated walk with map available online and in print. RCSD's Arbor Day Celebration took place in March and an even bigger event will be planned for 2020.

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

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

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

Objective 2: Maintenance of District Properties: - The Rossmoor Park tennis courts lights were replaced with new LED 300W light fixtures with glare shields. District staff washed tennis and basketball courts All the HVAC units have been serviced by the District's perspective contractor. The District is compliant with all County Fire Authority requirements. District staff removed a 20' x 10' sod area at Kempton Park and replaced it with decomposed granite. The contractor installed 25' x 5' high tan colored Privacymax fabric to existing chain-link gate frames at Kempton and Foster Parks. A 5' x 8' storage container was installed at Rossmoor Park for the tennis instructors to store their tennis equipment. Some safety concrete repairs were done at Rossmoor Park near the playground area to eliminate any possible tripping hazards. Staff continues watering young trees and picking up fallen tree branches as needed throughout the District.

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

Objective 4: Water Conservation - District contractor's irrigation technician and District staff continues monitoring and adjusting the irrigation system for consistent and accurate coverage on the turf areas.

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

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

Objective 1: Special Events - The Recreation Department will be once again offering free community events throughout the summer with a great selection of special events taking place at Rush Park, such as Movies & Concerts and Shakespeare in the Park. Planning is underway for another winter special event as well.

Objective 2: Recreation/Athletic Facilities - Playgrounds are being checked for any needed replacement/repair parts and will be ordered and installed upon arrival as needed. The Rossmoor Park Community Center is being utilized by the Youth Center's Afterschool and Summer Day Camp program as well as the Children's Garden Preschool. Storage container at Rossmoor Park continues to help with any previous issues with storing items.

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

Objective 4: User Fees-Recreation/Athletic Facilities - Recreation staff continues to analyze and monitor user fees from the surrounding areas as well as continued monitoring of Contract Services Agreements (CSA's) for commercial use of District Property.

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

Objective 1: District Website/Social Media –Promotions this quarter included the Rossmoor Summer Events (Movies, Concerts, Shakespeare in the Park), Rossmoor Tennis Camp, Director



Kahlert's Farewell Reception, Board Vacancy and recruitment, Survey results, RCSD press releases, additional public outreach and notifications, co-agency event promotions and e-blasts with the County of Orange. Website traffic is strong and continues to grow. Web content and promotions are continually enhanced.

Objective 2: Quarterly Newsletter - The latest edition of the quarterly newsletter (July 2019) was prepared and distributed in hardcopy and electronic format. The publication covered several timely and popular topics, featuring the Rossmoor Programs and Services 2019 Survey Results promo and link, R.A.S.C.A.L.S. After School Program expansion at Rush Park, The Youth Center Summer Day Camp, summer events (movies, concerts, Shakespeare in the Park), Rossmoor Tennis Camp and community interest articles. The newsletter continues to receive positive feedback and new e-subscribers. It also drives significant web traffic to the District website.

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

Objective 4: Promotion of District Programs - The District's newsletter, e-blasts, flyers, brochures, signs, banners, website posts, press releases and social media continue to be successfully utilized in the promotion of District programs and events and have proven to be budget-friendly and effective. Rossmoor Tennis Program instructors has expanded their program this summer to include a tennis camp. Additional programs are being researched in response to the recent survey results. We have created attractive branding for both new and existing programs and are working to improve and enhance facilities.

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

Objective 1: Los Alamitos School District - The General Manager met with newly appointed LASD Superintendent Andrew Pulver, congratulated him on his promotion and discussed future collaborations and continued communication.

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

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

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

Objective 1: Community Concerns - A restricting program plan is in progress and a meeting of the Community Traffic /Safety Advisory Committee will be scheduled in July in order to establish a Community Outreach plan.

Objective 2: Report to the Community - Currently Orange County Public Works is replacing light poles throughout the community and notifying the community as they progress.

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

Objective 1: Regular Street Sweeping – The street sweeping contract with R.F. Dickson Co. remains in place. The District has met with R.F. Dickson Manager Terry Roberts, Orange County Supervisor’s Field Representative Tim Whitacre and Orange County Sheriff’s Department Lieutenant Pat Rich to discuss potential options to resolve recent resident complaints relative to street sweeping hours and citations issued after the sweeper has passed. General Manager Joe Mendoza has also met with Orange County Public Works Representatives, Orange County Sheriff’s Department Lieutenant Pat Rich and R.F. Dickson Street Sweeping Manager Terry Roberts to discuss a new schedule, signage and an ordinance change. This is an ongoing effort to ultimately prepare a report and funding request to Orange County Supervisor Michelle Steel’s office requesting funding and processing the change.

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

**D2**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-2**

**Date:** July 9, 2019

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza  
Initiated by Omero Perez

**Subject:** QUARTERLY PARKS AND FACILITIES MAINTENANCE  
REPORT

**RECOMMENDATION:**

Receive report.

**BACKGROUND:**

Attached is the Quarterly Parks and Facilities Maintenance Report. This report is intended to provide the Board with the status of the activities and programs being performed in the furtherance of the District's parks and facilities maintenance program. The report was prepared by the District's Park Superintendent, Omero Perez.

**ATTACHMENTS**—None

# RCS D PARKS AND FACILITIES MAINTENANCE DEPARTMENT QUARTERLY REPORT TO THE BOARD 2019

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## SUMMARY



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

**Maintenance of District Properties** - The Rossmoor Park tennis courts lights were replaced with new LED 300W light fixtures with glare shields. District staff washed the tennis and basketball courts. All the HVAC units have been serviced by the District's contractor. The

District is compliant with all County Fire Authority requirements. District staff removed a 20' x 10' sod area at Kempton Park and replaced it with decomposed granite. The contractor installed 25' x 5' high tan colored Privacymax fabric to existing chain-link gate frames at Kempton and Foster Parks. A 5' x 8' storage container was installed at Rossmoor Park for the tennis instructors to store tennis and maintenance equipment. Some safety concrete repairs were done at Rossmoor Park near the playground area to eliminate any possible tripping hazards. Staff continues watering young trees and picking up fallen tree branches as needed throughout the District.

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

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

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

Respectfully Submitted By:  
*Omero Perez, Park Superintendent*

**D3**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-3**

**Date:** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Chris Argueta  
**Subject:** QUARTERLY RECREATION REPORT

**RECOMMENDATION:**

Receive report.

**BACKGROUND:**

Attached is the Quarterly Recreation Report. 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. Quarterly Recreation Report

# RCSD RECREATION DEPARTMENT

## QUARTERLY REPORT TO THE BOARD

### 2019

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#### SUMMARY



Summer events are in full swing and the District's Recreation Department continues to offer a variety of programs and activities for Rossmoor residents. The Recreation Department will again partner with the Los Alamitos Youth Center to provide Rossmoor Park's After School program—R.A.S.C.A.L.S. which continues to improve and grow from each previous year. The Recreation Department will also again be offering a combination of the summer series events with Concert and Movies in the Park as well as Shakespeare in the park.

Recreation staff has recently completed the following:

- Collaborated with Los Alamitos Youth Center's R.A.S.C.A.L.S. after school program
- Providing youth activities at the RCSD festival booth
- Assisted in coordination of the annual Rossmoor Community Festival
- Securing Sheriff presence at special events
- Coordination of pre-movie event offerings
- Monitoring the recent conclusion of LAGSL's spring season

The District's Recreation Department continues to partner with the Los Alamitos Youth Center to offer an afterschool program for up to 25 participants on weekdays after school. The program has been creatively named R.A.S.C.A.L.S. which stands for Rossmoor After School Club and Academic Learning Services. The program is always staffed by at least two (2) counselors who offer a variety of activities as well as help with homework and school projects for youth ages 5-12. The program is fully funded by the Youth Center.

For the ninth consecutive year, Recreation staff attended pre-festival committee meetings and assisted with event setup and takedown for the Annual Rossmoor Community Festival. In recent years' the festival committee has done a wonderful job in event organization, marketing, live stage performances and event offerings. The RCSD booth was once again a popular destination for youth participating in free arts and crafts activities. This year's festival seemed to have the largest crowd compared to previous years and the patrons in attendance enjoyed the great atmosphere that the festival provided.

The District's Tennis Instructor Fernando Molina and Tennis Instructor Beau Berglund continue to offer private and group lessons as well as camps throughout the summer months that will focus on fundamentals, proper technique, footwork,



and match play strategy. Both instructors are Certified Tennis Instructors who have been teaching the fundamentals of tennis for many years and it's a pleasure to have them on board to continue making the Rossmoor Tennis Program a success for many years to come.

Due to the overwhelming popularity of the District's summer special event offerings, the Sheriff's Department will continue to be placing a deputy at each of the District's concerts and movies. Additionally, district staff will be offering children's activities at each of the Movies of the Park events.

Pre-movie activities will continue to be coordinated and offered for the duration of the summer events including arts and crafts activities and bounce houses for the showing of Ralph Breaks the Internet, Lego Movie 2, Incredibles 2 and How to Train Your Dragon: The Hidden World. The concerts prior to the movies this summer include K-Tel All-Stars, Woodie and the Longboards, Kulayd, and ending off the summer series will be The Emperors.

The LAGSL recently wrapped up their 2019 spring season. It was another successful season and the LAGSL was again in full compliance of the MOU. Due to the increasing amount of tournaments being played again this year, LAGSL decided not to have their annual tournament at Rush Park in order to focus more on other tournaments that they are a part of. The league continues to provide a great experience for girls to learn the game of softball, build up their skills and confidence, as well as camaraderie and lifelong bonds amongst the girls.

The District's Recreation Department continues to work on the following:

- Completion of the District's summer special event offerings
- Meeting for Rossmoor Winter Festival—2019
- Coordination with the Youth Center for their summer day camp and after school programs

The District's Recreation Department will continue coordinating of the winter event to the District's community offerings. Currently, quotes are being gathered for staging, lighting and additional event offerings.

Rossmoor continues to see an increase of young families being added to the neighborhood. As summer ends and fall begins, the District's Recreation Department will be exploring ways to add to the District's offerings such as the R.A.S.C.A.L.S. After School Program at Rush Park, recreation sports clinics and a game check-out room at Rush Park.

Respectfully Submitted By:  
Chris Argueta, RCSD Recreation Superintendent

**D4**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-4**

**Date:** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Mary Kingman  
**Subject:** QUARTERLY TREE REPORT

**RECOMMENDATION:**

Receive report.

**BACKGROUND:**

Attached is the Quarterly Tree Report. 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. Quarterly Tree Report (Second Quarter Calendar Year 2019 Status Report and Urban Forest Report).
2. June 25, 2019 Tree Committee Meeting Report to the Board

## SECOND QUARTER CY 2019 STATUS REPORT

Attachment 1

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

**Objective 1:** Planting Parkway and Park Trees - The District continues to have trees planted in vacant sites. Age and species diversity play an important role in the survival of the urban forest. For this reason, the District planting palette is made up of a variety of species that have been determined as suitable for a parkway tree as well as suited to this climate. Tree planting will resume in the fall and winter of 2019-2020.

**Objective 2:** Care of Parkway Trees - District trees are pruned on a four-year grid cycle. Rossmoor is divided into four districts, with one district being trimmed each year. The annual grid trim for District 1 will begin in winter 2019. Off-grid trims are completed as needed, for crown thinning and structural pruning of young trees. As a result of a heavy rain season and increased tree growth, a higher than usual number of off-grid trims will be needed during the summer and early fall of 2019. RCSD staff performs light pruning and re-staking of trees whenever possible. The District continues to water young trees. Resident service requests from pruning are responded to in a timely manner

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

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

**Objective 4:** Educating the Public on Benefits and Care of the Urban Forest - Informational brochures and flyers regarding tree protection and District Tree Policy continue to be delivered to residents and contractors. The District website provides updated information pertaining to Rossmoor's Urban Forest. Arboriculture related articles continue to be published in RCSD newsletter and website. The Rush Park and Rossmoor Park Tree Walks have been implemented with tree ID signs posted on trees along a designated walk with map available online and in print. RCSD's Arbor Day Celebration took place in March and an even bigger event will be planned for 2020.

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

## Second Quarter CY 2019 Urban Forest Report

Month	Safety Trim OCPW	Grid Trimming	Off-Grid Trimming	24" Box Plant	Sp 24" or 36" Box Plant	Small Tree Removal	Tree Failures - Weather	Tree Removals - Parkways	Tree Removals Parks	Tree Health Care	Resident Service Request
April-19			48	43	3	1		49	2		30
May-19						1					37
June-19	6					1		38			48
<b>2nd Quarter Totals</b>	<b>6</b>	<b>0</b>	<b>48</b>	<b>43</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>87</b>	<b>2</b>	<b>0</b>	<b>115</b>

## JUNE 25, 2019 TREE COMMITTEE MEETING REPORT TO THE BOARD

A Tree Committee Meeting was held on Tuesday, March 26, 2019 with three items on the agenda. The first agenda item was a citizen request for removal of a California Sycamore tree from a parkway. Rossmoor property owner Dan Suffel requested removal of the California Sycamore tree located in the parkway in front of his property at 12451 Martha Ann Dr. The tree roots have uplifted the concrete pavers in the front yard of the home and Mr. Suffel is concerned about the roots damaging the foundation of the home. He is also requesting removal because of sewer issues that he believes are caused by the roots of the tree. The Committee denied the request for removal. The Committee's position is that removing the healthy tree would not solve the issues. Instead, the Committee recommends:

- a. Removing pavers to provide a permeable landscaped front yard area
- b. Have roots pruned in the area using proper root pruning methods and procedures
- c. Provide irrigation to the tree to prevent roots from seeking water elsewhere

The Committee also requested District Arborist Mary Kingman investigate County zoning ordinances and how existing or any newly implemented zoning ordinances may affect Rossmoor and Rossmoor's urban forest.

The second agenda item was a consideration of an 'Administrative Citation Program' to address violations of District Policy. RCSD General Manager recommended that the Tree Committee Review, discuss and make recommendations to the Board of Directors regarding Policy No. 3098 and to review Draft Administration Citation Policy No. 3098. The Committee questioned many aspects of the draft policy which will be reviewed and discussed with staff and District Council and revisited at a meeting to be scheduled for the month of August.

The third agenda item was a discussion regarding the possibility of District issued parkway tree trimming permits. RCSD General Manager recommended that the Tree Committee consider District issued parkway tree trimming permits within Rossmoor. The Committee would like to explore this option further and was open to the possibility of having two separate options:

1. The first option being that residents can pay to have a tree trimmed by District Arborist WCA on an off-grid trim list if tree does not qualify for a District trim
2. The second option would be that residents could obtain a permit from RCSD to have a contractor of their choosing trim the tree. The tree would need to be trimmed according to ISA Standards by a licensed contractor with a minimum insurance policy
  - a. It was suggested that a deposit be held by RCSD to ensure tree is not damaged by non-District pruning
  - b. It was suggested that a list be made available by RCSD of recommended tree trimming contractors for residents

**E1a**



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Liz Deering  
**Subject:** REGULAR RCSD BOARD MEETING MINUTES OF JUNE 11,  
2019

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of June 11, 2019 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of June 11, 2019 as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Regular RCSD Board Meeting Minutes of June 11, 2019



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, June 11, 2019**

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**A. ORGANIZATION**

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

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

**3. PLEDGE OF ALLEGIANCE:** Boy Scouts

**4. PRESENTATIONS:**

**a. Oath of Office: Newly Appointed Board Member**

Orange County District Director Tim Whitacre, Office of Vice Chairwoman Michelle Steel, administered the Oath of Office to newly appointed board member, Jeffrey Barke. Photos were taken and applause ensued.

**DIRECTOR BARKE TOOK HIS SEAT AT THE DAIS AND PARTICIPATED IN THE REMAINDER OF THE BOARD MEETING.**

**b. President Ron Casey Re: Presentation of Certificates of Recognition, Boy Scout Troop 658 and Troop Leaders for Outstanding Volunteer Service at the Rossmoor Community Festival**

RCSD Board President Ron Casey presented award certificates to Boy Scout Troop 658 and Troop Leaders. Photos were taken and applause ensued. The presentation was received and filed.

**c. California Special District Association Public Affairs Representative, Chris Palmer Re: Introduction and Legislative Affairs**

CSDA Public Affairs Representative, Chris Palmer introduced himself to the RCSD Board and provided an overview of CSDA's public affairs, special district representation and services. The presentation was received and filed.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM:**

Candidate Jim Fisler, Mesa Water District Director and Orange County Local Agency Formation Commission (OC LAFCO) Alternate, addressed the Board regarding his experience and qualifications and asked for their vote in the upcoming OC LAFCO Election representing the Special Districts of Orange County.

**D. REPORTS TO THE BOARD: None**

**E. CONSENT CALENDAR:**

**ITEMS E-1a, E-1b, E-1c, and E-3 WERE PULLED FROM THE CONSENT CALENDAR AT THIS TIME TO BE VOTED ON SEPARATELY, SINCE INCONSISTENT QUORUMS WERE PRESENT FOR EACH MEETING AND VARYING MEMBERS WOULD HAVE TO ABSTAIN FROM THE VOTE. ALSO INCLUDED WERE THE SPECIAL MEETING MINUTES OF JUNE 4, 2019. ITEM E-2 WAS PULLED AS IT HAD PREVIOUSLY BEEN APPROVED AT THE MAY 14, 2019 REGULAR MEETING.**

**1a. MINUTES OF THE REGULAR BOARD MEETING—April 9, 2019**

Motion by Director Nitikman, seconded by Director DeMarco, to approve Item E-1a, Minutes of the April 9, 2019 Board Meeting, as submitted. Motion passed 3-0, (Directors DeMarco, Nitikman and President Casey). Director Maynard abstained as he was not present. Director Barke was not on the Board at that time.

**1b. MINUTES OF THE REGULAR BOARD MEETING—May 14, 2019**

Motion by Director Maynard, seconded by Director Nitikman, to approve Item E-1b, Minutes of the May 14, 2019 Board Meeting, as submitted. Motion passed 3-0, (Directors Maynard, Nitikman and President Casey). Director DeMarco abstained as he was not present. Director Barke was not on the Board at that time.

**1c. MINUTES OF THE REGULAR BOARD MEETING—June 4, 2019**

Motion by Director Maynard, seconded by Director Nitikman, to approve Item E-1c, Minutes of the June 4, 2019 Board Meeting, as submitted. Motion passed 4-0. Director Barke abstained as he was not yet on the Board of Directors.

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

This item was previously approved at the May 14, 2019 regular board meeting.

**3. REVENUE AND EXPENDITURE REPORT—May 2019**

Motion by Director Nitikman, seconded by Director Maynard, to approve Item E-3, May 14, 2019 Revenue and Expenditure Report, as submitted. Motion passed 5-0.

**F. PUBLIC HEARING: None**

**G. RESOLUTIONS:**

**1. RESOLUTION NO. 19-06-11-01 RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-2020.**

Recommendation to approve, by roll call vote Resolution No. 19-06-11-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-2020.

Resolution No. 19-06-11-01 Approving and Adopting the Annual Appropriations Limit for Fiscal Year 2019-2020 as documented in Exhibit A, passed unanimously by roll call vote, 5-0.

**2. RESOLUTION NO. 19-06-11-02 RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT RE: ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS.**

Recommendation to approve Resolution No. 19-06-11-02 by reading the title only and waiving further reading, select three nominees and direct the General Manager to submit an Official 2019 Election Ballot to the SDRMA.

RESOLUTION NO. 19-06-11-02 A RESOLUTION OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT RE: ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS.

Discussion ensued relative to the familiarity of the candidates and their qualifications. Motion by Director Maynard, seconded by Director Nitikman to approve Resolution No. 19-06-11-02 Re: Election of Directors to the Special District Risk Management Authority (SDRMA) Board of Directors and designate President Ron Casey to vote for the following three candidates: 1) Bob Swan, 2) Jesse Claypool, 3) Sandy Seifert and submit the official ballot to SDRMA before the deadline of August 21, 2019. Motion passed unanimously by roll call vote, 5-0.

**ORDINANCES—None**

**H. REGULAR CALENDAR:**

**1. RECEIVE THE REPORTS OF THE CIP AND BUDGET COMMITTEES, SET DATE OF PUBLIC HEARING AND PROVIDE DIRECTION REGARDING THE FORMULATION OF FY 2019-2020 APPROVED BUDGET**

Recommendation to receive the reports of the CIP and Budget Committees, set the date of the public hearing and provide direction regarding the formulation of FY 2019-2020 Approved Budget.

The General Manager reported that in accordance with Board policy and the budget calendar, the General Manager presented proposed CIP Budget recommendations for the CIP Fund 40 on May 28, 2019. FY 2018-2019 Estimates to Close Budget and the FY 2019-2020 Preliminary Budget

were reviewed at the Budget Committee meeting on June 6, 2019. For FY 2018-2019, Fund 10, General Fund, is estimated to close with \$12,407 of revenue in excess of expenses, leaving the FY 2019-2020 beginning Fund Balance of \$1,108,768.

The Budget Committee recommended approval of the part-time position to monitor the parks during daylight saving time. The Budget Committee postponed approval and requested additional research of cost for the proposed Employee 401K Deferred Compensations matching fund plan.

The Budget Committee recommended approval of the FY 2019-2020 Salary Plan subject to a review of the an updated June Consumer Price Index (CPI). An April CPI was used as a basis of the proposed 3.4% raise. The Preliminary Budget has incorporated this increase, but will be revised based on the Board's decision of the Salary Plan.

Discussion ensued. President Casey announced that the reports of the CIP and Budget Committees were received and filed, the FY 2019-2020 Salary Plan was approved and as per the previously adopted budget calendar, the date of the public hearing for approval of the final budget was scheduled for the July 9, 2019 regular board meeting at 7:00 p.m. A final budget hearing notice would be published in the local newspapers.

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

Discussion ensued. Motion by Director Nitikman, seconded by Director DeMarco, to approve second reading and adopt proposed Policy No. 2400 Background Screening for Employees, Contractors and Volunteers Working with Minors. Motion passed 5-0.

### **L. CLOSED SESSION: None**

### **I. GENERAL MANAGER ITEMS:**

General Manager Joe Mendoza reported on recent meetings with local community leaders. He stated that the District applied for a Prop 68 Grant with California State Parks and has been notified of a guaranteed minimum award of \$200,000. The General Manager discussed the recent parkway tree policy mailer sent out to all Rossmoor residents. He updated the Board on the completion of several infrastructure improvements; notably the beautification of the gates located at Kempton and Foster Mini-Parks, flooring at Montecito Center, resurfacing of tennis and basketball courts and painting of playground equipment at Rossmoor Park. The report was received and filed.

### **J. BOARD MEMBER ITEMS:**

Director Maynard welcomed Director Barke aboard. He looked forward to Director Barke's contributions and added that he was available for any questions. Director Maynard stated that he liked having the Boy Scouts lead the Pledge of Allegiance this evening and enjoyed involving local community groups in the meetings.

Director Nitikman also welcomed Director Barke and stated that he was happy to have him aboard and looked forward to working with him. He also remarked that the California National Guard has

announced the appointment of the first woman to lead a U.S. Army infantry division. Brig. Gen. Laura Yeager will assume command of the 40th Infantry Division on June 29 at Joint Forces Training Base in Los Alamitos, California. He suggested that the District invite her to speak at a future board meeting.

Director DeMarco welcomed Director Barke. He echoed Director Maynard's sentiments regarding the Scouting groups and their participation at RCSD Board Meetings. He announced that he had participated in the Los Alamitos Unified School District Graduation Ceremony at the Veterans Stadium in Long Beach a few weeks ago and was able to present his daughter with her diploma. He congratulated LAUSD's new Superintendent, Dr. Andrew Pulver and stated that Chris Vlasic had been recently promoted as the new principal of Los Alamitos High School. He encouraged everyone to be vigilant and drive safely as kids were now out of school for the summer.

President Casey welcomed Director Barke aboard as the newest Director of the Rossmoor Community Services District Board of Directors. He stated that Director Barke had an impressive background and would make an excellent addition to the Board. He thanked the General Manager for scheduling the Scouts and various children's groups to participate in the meetings and lead the Pledge of Allegiance. He thanked CSDA Public Affairs Representative Chris Palmer for a great presentation and for providing more awareness about the training and services available through the California Special District Association. President Casey announced that the District had recently joined the Los Alamitos Chamber of Commerce in an attempt to build community relationships and promote District services. He would be attending a future ribbon cutting ceremony to celebrate that distinction. Lastly, he stated that the District was looking into a number of grant funding opportunities and he was looking forward to seeing some of those opportunities coming to fruition.

Director Barke thanked his fellow Directors. He stated that there was a lot to learn and he looked forward to meeting with staff and getting up to speed. He added that he was looking forward to being a part of the RCSD Board and serving the community.

#### **K. GENERAL COUNSEL ITEMS:**

General Counsel Tarquin Preziosi provided an overview of the recent board appointment process. He stated that at the last board meeting the board discussed what would happen in the 2020 Election when there would be four vacant director seats on the ballot. He discussed the issue with the Orange County Registrar of Voters. The remainder of former Director Kahlert's seat (now occupied by Director Barke who was just appointed) will be designated as a 2-year seat. Any candidate will have to decide whether they would like to run for one of the 3 open 4-year seats or the 1 open 2-year seat. They can only run for either the 2-year or 4-year seat. Also, any incumbent can run for either the 2-year or 4-year seat. The seats will be separated as such on the ballot. Other than holding a special election simultaneous with the general election, there is really no other way to do it. This method will restore the staggered seat cycle of 2, or 3 seats open at any one time.

#### **L. CLOSED SESSION: None**

#### **M. ADJOURNMENT:**

Motion by Director Nitikman, seconded by Director Barke, to adjourn the regular meeting at 9:10 p.m.  
Motion passed 5-0.

**SUBMITTED BY:**

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

**E2**



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date** July 9, 2019  
**To:** Honorable Board of Directors  
**From:** General Manager Joe Mendoza  
Initiated by Kathy Bell  
**Subject:** REVENUE & EXPENDITURE REPORT – MAY 2019

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**ATTACHMENTS:**

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

REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 May 2019 @ 91.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES 1	954,930.00	954,930.00	975,848.61	22,484.13	-20,918.61	102.2
STREET LIGHT ASSESSMENTS	339,900.00	339,900.00	341,538.18	8,506.33	-1,638.18	100.5
USE OF MONEY AND PROPERTY	8,000.00	20,000.00	13,228.92	0.00	6,771.08	66.1
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	4,332.39	1,783.92	56,067.61	7.2
FEES AND SERVICES	190,000.00	190,000.00	150,230.94	3,850.00	39,769.06	79.1
OTHER REVENUE	22,000.00	22,000.00	20,826.11	0.00	1,173.89	94.7
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total Revenues</b>	<b>1,575,230.00</b>	<b>1,587,230.00</b>	<b>1,506,005.15</b>	<b>36,624.38</b>	<b>81,224.85</b>	<b>94.9</b>
<b>Expenditures</b>						
TRANSFER OUT - CIP FUND 40	0.00	60,000.00	60,000.00	0.00	0.00	100.0
ADMINISTRATION 2, 3, 4, 5, 6	818,279.00	819,795.41	775,586.56	70,866.62	44,208.85	94.6
RECREATION 7	41,400.00	45,765.93	51,450.76	7,695.86	-5,684.83	112.4
ROSSMOOR PARK 8	107,900.00	100,508.04	85,389.51	9,357.37	15,118.53	85.0
MONTECITO CENTER 8	20,624.00	27,558.58	23,462.50	948.39	4,096.08	85.1
RUSH PARK 8, 9	127,480.00	142,829.58	136,431.81	10,508.15	6,397.77	95.5
STREET LIGHTING 10	103,000.00	103,000.00	63,456.66	0.00	39,543.34	61.6
ROSSMOOR WALL	2,300.00	5,300.00	4,262.04	0.00	1,037.96	80.4
STREET SWEEPING	55,120.00	55,120.00	51,962.55	4,737.09	3,157.45	94.3
PARKWAY TREES 11	113,380.00	127,225.00	145,516.74	35,812.00	-18,291.74	114.4
MINI-PARKS, MEDIANS & TRIANGLE	13,392.00	20,370.54	18,754.84	657.79	1,615.70	92.1
<b>Total Expenditures</b>	<b>1,402,875.00</b>	<b>1,507,473.08</b>	<b>1,416,273.97</b>	<b>140,583.27</b>	<b>91,199.11</b>	<b>94.0</b>

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

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

- |  |  |
|--|--|
| # 1. Current Secured Property Tax 10-00-3000 | Secured Tax exceeded the anticipated 3% growth   |
| # 2. Vehicle Allowance 10-10-4007            | Change in management. Personal vehicle used more. Will be adjusted in with ETC                     |
| # 3. Printing 10-10-5012                     | Additional printing ordered for various departments  |
| # 4. Computer Costs 10-10-5021               | New category. Will be adjusted with the ETC and new budget.  |
| # 5. Legal Counsel 10-10-5610                | Higher costs due Administrative changes in FY.   |
| # 6. Other Professional Services 10-10-5670  | Contracted amount paid to HT Group at end of contract  |
| # 7. Community Events 10-20-5017             | Deposits for Summer events have been paid. Will be adjusted in audit.                              |
| # 8. Vehicle Maintenance 10-30-40-50-5030    | Higher gas costs and usage of company trucks.  |
| # 9. Building & Grounds Maint. 10-50-5032    | Chairs purchased to increase storage space in auditorium.  |
| #10. Street Lighting and Maint. 10-60-5650   | Monthly bill showed credit due LED street light upgrade. Will receive actual bill at a later date. |
| #11. Tree Trimming 10-80-5656                | New pricing due contract affected projected costs.   |

Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES (1)	954,930.00	954,930.00	975,848.61	22,484.13	0.00	-20,918.61	102.2
ASSESSMENTS	339,900.00	339,900.00	341,538.18	8,506.33	0.00	-1,638.18	100.5
USE OF MONEY AND PROPERTY	8,000.00	20,000.00	13,228.92	0.00	0.00	6,771.08	66.1
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	4,332.39	1,783.92	0.00	56,067.61	7.2
FEES AND SERVICES	190,000.00	190,000.00	150,230.94	3,850.00	0.00	39,769.06	79.1
OTHER REVENUE	22,000.00	22,000.00	20,826.11	0.00	0.00	1,173.89	94.7
Dept: 00	1,575,230.00	1,587,230.00	1,506,005.15	36,624.38	0.00	81,224.85	94.9
Revenues	1,575,230.00	1,587,230.00	1,506,005.15	36,624.38	0.00	81,224.85	94.9
Grand Total Net Effect:	1,575,230.00	1,587,230.00	1,506,005.15	36,624.38	0.00	81,224.85	

Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019  
Fund: 10 - GENERAL FUND

Expenditures	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 00							
OPERATIONS AND MAINTENANCE	0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
Dept: 00	0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS (2)	656,214.00	649,400.00	594,742.92	47,388.07	0.00	54,657.08	91.6
OPERATIONS AND MAINTENANCE (3) (4)	101,065.00	98,689.00	89,754.28	7,453.90	0.00	8,934.72	90.9
CONTRACT SERVICES (5) (6)	59,000.00	69,706.41	89,477.86	14,413.15	0.00	-19,771.45	128.4
CAPITAL EXPENDITURES	2,000.00	2,000.00	1,611.50	1,611.50	0.00	388.50	80.6
ADMINISTRATION	818,279.00	819,795.41	775,586.56	70,866.62	0.00	44,208.85	94.6
Dept: 20 RECREATION							
SALARIES AND BENEFITS	100.00	0.00	0.00	0.00	0.00	0.00	0.0
OPERATIONS AND MAINTENANCE (7)	40,000.00	44,750.00	50,934.83	7,695.86	0.00	-6,184.83	113.8
CONTRACT SERVICES	800.00	515.93	515.93	0.00	0.00	0.00	100.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
RECREATION	41,400.00	45,765.93	51,450.76	7,695.86	0.00	-5,684.83	112.4
Dept: 30 ROSSMOOR PARK							
OPERATIONS AND MAINTENANCE (8)	77,800.00	72,028.00	55,566.05	6,738.82	0.00	16,461.95	77.1
CONTRACT SERVICES	30,100.00	28,480.04	29,823.46	2,618.55	0.00	-1,343.42	104.7
ROSSMOOR PARK	107,900.00	100,508.04	85,389.51	9,357.37	0.00	15,118.53	85.0
Dept: 40 MONTECITO CENTER							
OPERATIONS AND MAINTENANCE (8)	15,424.00	23,779.00	19,782.47	657.44	0.00	3,996.53	83.2
CONTRACT SERVICES	4,700.00	3,279.58	3,680.03	290.95	0.00	-400.45	112.2
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	20,624.00	27,558.58	23,462.50	948.39	0.00	4,096.08	85.1
Dept: 50 RUSH PARK							
OPERATIONS AND MAINTENANCE (8) (9)	97,580.00	114,350.00	106,878.80	7,889.60	0.00	7,471.20	93.5
CONTRACT SERVICES	29,900.00	28,479.58	29,553.01	2,618.55	0.00	-1,073.43	103.8
RUSH PARK	127,480.00	142,829.58	136,431.81	10,508.15	0.00	6,397.77	95.5
Dept: 60 STREET LIGHTING							
CONTRACT SERVICES 10	103,000.00	103,000.00	63,456.66	0.00	0.00	39,543.34	61.6
STREET LIGHTING	103,000.00	103,000.00	63,456.66	0.00	0.00	39,543.34	61.6
Dept: 65 ROSSMOOR WALL							

Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019 Fund: 10 - GENERAL FUND	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,300.00	5,300.00	4,262.04	0.00	0.00	1,037.96	80.4
ROSSMOOR WALL	2,300.00	5,300.00	4,262.04	0.00	0.00	1,037.96	80.4
Dept: 70 STREET SWEEPING							
CONTRACT SERVICES	55,120.00	55,120.00	51,962.55	4,737.09	0.00	3,157.45	94.3
STREET SWEEPING	55,120.00	55,120.00	51,962.55	4,737.09	0.00	3,157.45	94.3
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	780.00	375.00	372.56	0.00	0.00	2.44	99.3
OPERATIONS AND MAINTENANCE	100.00	1,050.00	1,246.60	0.00	0.00	-196.60	118.7
CONTRACT SERVICES (11)	86,500.00	93,800.00	114,707.25	21,131.67	0.00	-20,907.25	122.3
CAPITAL EXPENDITURES	26,000.00	32,000.00	29,190.33	14,680.33	0.00	2,809.67	91.2
PARKWAY TREES	113,380.00	127,225.00	145,516.74	35,812.00	0.00	-18,291.74	114.4
Dept: 90 MINI-PARKS AND MEDIANS							
OPERATIONS AND MAINTENANCE	10,042.00	17,450.00	15,325.51	366.84	0.00	2,124.49	87.8
CONTRACT SERVICES	3,250.00	2,820.54	3,429.33	290.95	0.00	-608.79	121.6
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	13,392.00	20,370.54	18,754.84	657.79	0.00	1,615.70	92.1
Expenditures	1,402,875.00	1,507,473.08	1,416,273.97	140,583.27	0.00	91,199.11	94.0
Grand Total Net Effect:	-1,402,875.00	-1,507,473.08	-1,416,273.97	-140,583.27	0.00	-91,199.11	

REVENUE/EXPENDITURE REPORT  
MAY 2019 @ 91.67%

Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	881,680.00	881,680.00	906,672.05	11,160.33	0.00	-24,992.05	102.8
3001	Current unsecured prop tax	27,000.00	27,000.00	26,489.23	0.00	0.00	510.77	98.1
3002	Prior secured property taxes	7,100.00	7,100.00	5,077.15	379.21	0.00	2,022.85	71.5
3003	Prior unsecured prop taxes	350.00	350.00	0.00	0.00	0.00	350.00	0.0
3004	Delinquent property taxes	800.00	800.00	0.00	0.00	0.00	800.00	0.0
3010	Current supplemental assessmt	24,000.00	24,000.00	22,071.35	3,454.30	0.00	1,928.65	92.0
3020	Public utility tax	14,000.00	14,000.00	15,538.83	7,490.29	0.00	-1,538.83	111.0
PROPERTY TAXES		954,930.00	954,930.00	975,848.61	22,484.13	0.00	-20,918.61	102.2
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	339,900.00	339,900.00	341,538.18	8,506.33	0.00	-1,638.18	100.5
ASSESSMENTS		339,900.00	339,900.00	341,538.18	8,506.33	0.00	-1,638.18	100.5
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	8,000.00	20,000.00	13,228.92	0.00	0.00	6,771.08	66.1
USE OF MONEY AND PROPERTY		8,000.00	20,000.00	13,228.92	0.00	0.00	6,771.08	66.1
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,400.00	5,400.00	4,332.38	1,783.92	0.00	1,067.62	80.2
3305	County street sweep reimburse	55,000.00	55,000.00	0.01	0.00	0.00	54,999.99	0.0
OTHER GOVERNMENT AGENCIES		60,400.00	60,400.00	4,332.39	1,783.92	0.00	56,067.61	7.2
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	25,000.00	25,000.00	18,950.56	1,128.00	0.00	6,049.44	75.8
3405	Wall Rental	500.00	500.00	404.00	20.00	0.00	96.00	80.8
3406	Ball field reservations	25,000.00	25,000.00	22,767.50	1,246.00	0.00	2,232.50	91.1
3410	Rossmoor building rental	18,500.00	18,500.00	16,218.50	330.00	0.00	2,281.50	87.7
3412	Montecito building rental	27,000.00	27,000.00	23,608.88	0.00	0.00	3,391.12	87.4
3414	Rush Park Building Rental	94,000.00	94,000.00	68,281.50	1,126.00	0.00	25,718.50	72.6
FEES AND SERVICES		190,000.00	190,000.00	150,230.94	3,850.00	0.00	39,769.06	79.1
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	2,000.00	2,000.00	826.11	0.00	0.00	1,173.89	41.3
3502	Administrative Fee	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
OTHER REVENUE		22,000.00	22,000.00	20,826.11	0.00	0.00	1,173.89	94.7
Dept: 00		1,575,230.00	1,587,230.00	1,506,005.15	36,624.38	0.00	81,224.85	94.9
Revenues		1,575,230.00	1,587,230.00	1,506,005.15	36,624.38	0.00	81,224.85	94.9
Expenditures								
Dept: 00								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
9997	Transfer Out	0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
OPERATIONS AND MAINTENANCE		0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
Dept: 00		0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatr	8,000.00	8,000.00	4,788.89	822.14	0.00	3,211.11	59.9
4006	SALARY - ADMINISTRATION	236,000.00	236,000.00	206,492.51	13,195.53	0.00	29,507.49	87.5
4007	Vehicle Allowance	250.00	500.00	867.71	23.20	0.00	-367.71	173.5
4008	SALARY - RECREATION	114,764.00	120,500.00	120,346.31	10,095.80	0.00	153.69	99.9
4009	SALARY - PARK/TREE MAINTENANCE	142,800.00	130,000.00	124,892.98	10,564.12	0.00	5,107.02	96.1
4010	Workers Compensation Insurance	27,000.00	27,000.00	20,359.99	1,468.58	0.00	6,640.01	75.4
4011	Medical Insurance	91,000.00	91,000.00	79,014.19	7,788.34	0.00	11,985.81	86.8
4015	Federal Payroll Tax -FICA	34,000.00	36,400.00	37,980.34	3,430.36	0.00	-1,580.34	104.3



REVENUE/EXPENDITURE REPORT  
MAY 2019 @ 91.67%

Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4018	State Payroll Taxes	2,400.00	0.00	0.00	0.00	0.00	0.00	0.0
SALARIES AND BENEFITS		656,214.00	649,400.00	594,742.92	47,388.07	0.00	54,657.08	91.6
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	17,500.00	19,774.00	19,774.48	0.00	0.00	-0.48	100.0
5004	Memberships and Dues	6,400.00	7,200.00	6,733.37	0.00	0.00	466.63	93.5
5006	Travel & Meetings	1,000.00	1,550.00	1,613.83	490.00	0.00	-63.83	104.1
5007	Televised Meeting Costs	21,100.00	21,100.00	17,770.90	1,757.60	0.00	3,329.10	84.2
5010	Publications & Legal Notices	6,500.00	6,500.00	6,911.54	1,344.00	0.00	-411.54	106.3
5012	Printing 3	1,000.00	1,000.00	1,332.45	0.00	0.00	-332.45	133.2
5014	Postage	2,000.00	2,700.00	3,417.63	721.00	0.00	-717.63	126.6
5016	Office Supplies	9,000.00	9,000.00	9,280.76	1,607.72	0.00	-280.76	103.1
5020	Telephone	14,365.00	14,365.00	10,729.79	1,118.03	0.00	3,635.21	74.7
5021	Computer Costs 4	3,700.00	3,700.00	4,751.10	347.47	0.00	-1,051.10	128.4
5045	Miscellaneous Expenditures	9,000.00	9,000.00	4,633.17	-120.83	0.00	4,366.83	51.5
5046	Bank Service Charge	2,000.00	2,800.00	2,805.26	188.91	0.00	-5.26	100.2
5050	Elections	7,500.00	0.00	0.00	0.00	0.00	0.00	0.0
OPERATIONS AND MAINTENANCE		101,065.00	98,689.00	89,754.28	7,453.90	0.00	8,934.72	90.9
Acct Class: 56 CONTRACT SERVICES								
5610	Legal Counsel 5	23,000.00	28,000.00	43,974.78	13,154.78	0.00	-15,974.78	157.1
5615	Financial Audit-Consulting	12,000.00	12,940.00	12,940.00	0.00	0.00	0.00	100.0
5670	Other Professional Services C	24,000.00	28,766.41	32,563.08	1,258.37	0.00	-3,796.67	113.2
CONTRACT SERVICES		59,000.00	69,706.41	89,477.86	14,413.15	0.00	-19,771.45	128.4
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	2,000.00	2,000.00	1,611.50	1,611.50	0.00	388.50	80.6
CAPITAL EXPENDITURES		2,000.00	2,000.00	1,611.50	1,611.50	0.00	388.50	80.6
ADMINISTRATION		818,279.00	819,795.41	775,586.56	70,866.62	0.00	44,208.85	94.6
Dept: 20 RECREATION								
Acct Class: 40 SALARIES AND BENEFITS								
4007	Vehicle Allowance	100.00	0.00	0.00	0.00	0.00	0.00	0.0
SALARIES AND BENEFITS		100.00	0.00	0.00	0.00	0.00	0.00	0.0
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5006	Travel & Meetings	550.00	0.00	0.00	0.00	0.00	0.00	0.0
5017	Community Events 7	30,000.00	36,000.00	42,578.09	7,339.12	0.00	-6,578.09	118.3
5019	Fireworks	8,700.00	8,000.00	8,000.00	0.00	0.00	0.00	100.0
5045	Miscellaneous Expenditures	500.00	500.00	356.74	356.74	0.00	143.26	71.3
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		40,000.00	44,750.00	50,934.83	7,695.86	0.00	-6,184.83	113.8
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	800.00	515.93	515.93	0.00	0.00	0.00	100.0
CONTRACT SERVICES		800.00	515.93	515.93	0.00	0.00	0.00	100.0
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES		500.00	500.00	0.00	0.00	0.00	500.00	0.0
RECREATION		41,400.00	45,765.93	51,450.76	7,695.86	0.00	-5,684.83	112.4
Dept: 30 ROSSMOOR PARK								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5018	Janitorial Supplies	4,500.00	4,500.00	2,628.82	0.00	0.00	1,871.18	58.4
5022	Utilities	14,000.00	14,000.00	10,107.55	558.37	0.00	3,892.45	72.2
5023	Water	25,750.00	20,000.00	15,534.55	4,683.54	0.00	4,465.45	77.7

REVENUE/EXPENDITURE REPORT  
MAY 2019 @ 91.67%

Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5025	SECURED PROP TAX	950.00	928.00	927.66	0.00	0.00	0.34	100.0
5030	Vehicle Maintenance	800.00	800.00	989.94	75.90	0.00	-189.94	123.7
5032	Building & Grounds-Maintenance	30,000.00	30,000.00	24,332.62	1,374.88	0.00	5,667.38	81.1
5034	Alarm Systems	850.00	850.00	738.19	46.13	0.00	111.81	86.8
5045	Miscellaneous Expenditures	450.00	450.00	306.72	0.00	0.00	143.28	68.2
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		77,800.00	72,028.00	55,566.05	6,738.82	0.00	16,461.95	77.1
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	28,000.00	28,000.00	29,343.42	2,618.55	0.00	-1,343.42	104.8
5656	Tree Trimming	1,300.00	0.00	0.00	0.00	0.00	0.00	0.0
5670	Other Professional Services	800.00	480.04	480.04	0.00	0.00	0.00	100.0
CONTRACT SERVICES		30,100.00	28,480.04	29,823.46	2,618.55	0.00	-1,343.42	104.7
ROSSMOOR PARK		107,900.00	100,508.04	85,389.51	9,357.37	0.00	15,118.53	85.0
Dept: 40 MONTECITO CENTER								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5018	Janitorial Supplies	4,500.00	4,500.00	2,628.82	0.00	0.00	1,871.18	58.4
5022	Utilities	2,000.00	2,000.00	1,414.03	41.99	0.00	585.97	70.7
5023	Water	1,834.00	2,000.00	1,758.52	173.83	0.00	241.48	87.9
5025	SECURED PROP TAX	790.00	779.00	779.04	0.00	0.00	-0.04	100.0
5030	Vehicle Maintenance	800.00	1,000.00	907.05	75.90	0.00	92.95	90.7
5032	Building & Grounds-Maintenance	4,000.00	12,000.00	11,395.01	365.72	0.00	604.99	95.0
5034	Alarm Systems	500.00	500.00	500.00	0.00	0.00	0.00	100.0
5045	Miscellaneous Expenditures	500.00	500.00	400.00	0.00	0.00	100.00	80.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		15,424.00	23,779.00	19,782.47	657.44	0.00	3,996.53	83.2
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	2,800.00	2,800.00	3,200.45	290.95	0.00	-400.45	114.3
5656	Tree Trimming	1,100.00	0.00	0.00	0.00	0.00	0.00	0.0
5670	Other Professional Services	800.00	479.58	479.58	0.00	0.00	0.00	100.0
CONTRACT SERVICES		4,700.00	3,279.58	3,680.03	290.95	0.00	-400.45	112.2
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES		500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER		20,624.00	27,558.58	23,462.50	948.39	0.00	4,096.08	85.1
Dept: 50 RUSH PARK								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5018	Janitorial Supplies	4,500.00	4,500.00	2,636.70	0.00	0.00	1,863.30	58.6
5022	Utilities	22,000.00	25,000.00	21,821.39	2,047.48	0.00	3,178.61	87.3
5023	Water	37,080.00	39,000.00	36,611.73	3,772.25	0.00	2,388.27	93.9
5025	SECURED PROP TAX	3,700.00	3,550.00	3,550.22	0.00	0.00	-0.22	100.0
5030	Vehicle Maintenance	800.00	800.00	907.73	75.90	0.00	-107.73	113.5
5032	Building & Grounds-Maintenance	28,000.00	40,000.00	40,424.91	1,715.49	0.00	-424.91	101.1
5034	Alarm Systems	750.00	750.00	726.12	278.48	0.00	23.88	96.8
5045	Miscellaneous Expenditures	250.00	250.00	200.00	0.00	0.00	50.00	80.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052	Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		97,580.00	114,350.00	106,878.80	7,889.60	0.00	7,471.20	93.5
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	28,000.00	28,000.00	29,073.43	2,618.55	0.00	-1,073.43	103.8



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Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	1,100.00	0.00	0.00	0.00	0.00	0.00	0.0
5670	Other Professional Services	800.00	479.58	479.58	0.00	0.00	0.00	100.0
CONTRACT SERVICES		29,900.00	28,479.58	29,553.01	2,618.55	0.00	-1,073.43	103.8
RUSH PARK								
127,480.00		142,829.58	136,431.81	10,508.15	0.00	6,397.77	95.5	
Dept: 60 STREET LIGHTING								
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	103,000.00	103,000.00	63,456.66	0.00	0.00	39,543.34	61.6
CONTRACT SERVICES		103,000.00	103,000.00	63,456.66	0.00	0.00	39,543.34	61.6
STREET LIGHTING								
103,000.00		103,000.00	63,456.66	0.00	0.00	39,543.34	61.6	
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,200.00	2,200.00	2,200.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	3,100.00	2,062.04	0.00	0.00	1,037.96	66.5
OPERATIONS AND MAINTENANCE		2,300.00	5,300.00	4,262.04	0.00	0.00	1,037.96	80.4
ROSSMOOR WALL								
2,300.00		5,300.00	4,262.04	0.00	0.00	1,037.96	80.4	
Dept: 70 STREET SWEEPING								
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,120.00	55,120.00	51,962.55	4,737.09	0.00	3,157.45	94.3
CONTRACT SERVICES		55,120.00	55,120.00	51,962.55	4,737.09	0.00	3,157.45	94.3
STREET SWEEPING								
55,120.00		55,120.00	51,962.55	4,737.09	0.00	3,157.45	94.3	
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4007	Vehicle Allowance	780.00	375.00	372.56	0.00	0.00	2.44	99.3
SALARIES AND BENEFITS		780.00	375.00	372.56	0.00	0.00	2.44	99.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5017	Community Events	0.00	1,000.00	1,246.60	0.00	0.00	-246.60	124.7
5030	Vehicle Maintenance	50.00	0.00	0.00	0.00	0.00	0.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE		100.00	1,050.00	1,246.60	0.00	0.00	-196.60	118.7
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	76,000.00	82,000.00	103,125.33	18,997.67	0.00	-21,125.33	125.8
5657	Tree Care/Treatments	5,000.00	6,000.00	5,280.00	0.00	0.00	720.00	88.0
5660	TREE REMOVAL	2,500.00	2,800.00	3,544.00	2,134.00	0.00	-744.00	126.6
5670	Other Professional Services	3,000.00	3,000.00	2,757.92	0.00	0.00	242.08	91.9
CONTRACT SERVICES		86,500.00	93,800.00	114,707.25	21,131.67	0.00	-20,907.25	122.3
Acct Class: 60 CAPITAL EXPENDITURES								
6015	Trees	26,000.00	32,000.00	29,190.33	14,680.33	0.00	2,809.67	91.2
CAPITAL EXPENDITURES		26,000.00	32,000.00	29,190.33	14,680.33	0.00	2,809.67	91.2
PARKWAY TREES								
113,380.00		127,225.00	145,516.74	35,812.00	0.00	-18,291.74	114.4	
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5022	Utilities	1,150.00	1,150.00	729.92	41.97	0.00	420.08	63.5
5023	Water	6,592.00	7,000.00	6,802.28	324.87	0.00	197.72	97.2
5032	Building & Grounds-Maintenance	2,000.00	9,000.00	7,793.31	0.00	0.00	1,206.69	86.6
5045	Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0

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Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	10,042.00	17,450.00	15,325.51	366.84	0.00	2,124.49	87.8
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	2,800.00	2,800.00	3,200.45	290.95	0.00	-400.45	114.3
5656 Tree Trimming	400.00	0.00	208.34	0.00	0.00	-208.34	0.0
5670 Other Professional Services	50.00	20.54	20.54	0.00	0.00	0.00	100.0
CONTRACT SERVICES	3,250.00	2,820.54	3,429.33	290.95	0.00	-608.79	121.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	13,392.00	20,370.54	18,754.84	657.79	0.00	1,615.70	92.1
Expenditures	1,402,875.00	1,507,473.08	1,416,273.97	140,583.27	0.00	91,199.11	94.0
Net Effect for GENERAL FUND	172,355.00	79,756.92	89,731.18	-103,958.89	0.00	-9,974.26	112.5
Change in Fund Balance:			89,731.18				

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Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH							
Revenues							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	379,264.10	6,081.60	0.00	735.90	99.8
3101 Property assessments-prior yr	3,400.00	3,400.00	605.76	0.00	0.00	2,794.24	17.8
ASSESSMENTS	383,400.00	383,400.00	379,869.86	6,081.60	0.00	3,530.14	99.1
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	1,058.00	1,058.00	0.00	0.00	0.00	1,058.00	0.0
USE OF MONEY AND PROPERTY	1,058.00	1,058.00	0.00	0.00	0.00	1,058.00	0.0
Dept: 00	384,458.00	384,458.00	379,869.86	6,081.60	0.00	4,588.14	98.8
Revenues	384,458.00	384,458.00	379,869.86	6,081.60	0.00	4,588.14	98.8
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
5619 Bond Trustee	3,048.00	3,324.00	3,323.50	0.00	0.00	0.50	100.0
CONTRACT SERVICES	23,048.00	23,324.00	23,323.50	0.00	0.00	0.50	100.0
Acct Class: 58 DEBT SERVICE							
5800 Principal	295,000.00	295,000.00	294,993.05	0.00	0.00	6.95	100.0
5801 Interest	56,265.00	56,265.00	54,035.66	0.00	0.00	2,229.34	96.0
DEBT SERVICE	351,265.00	351,265.00	349,028.71	0.00	0.00	2,236.29	99.4
RUSH PARK	374,313.00	374,589.00	372,352.21	0.00	0.00	2,236.79	99.4
Expenditures	374,313.00	374,589.00	372,352.21	0.00	0.00	2,236.79	99.4
Net Effect for ASSESSMENT DISTRICT FUND-RUSH	10,145.00	9,869.00	7,517.65	6,081.60	0.00	2,351.35	76.2
Change in Fund Balance:			7,517.65				

REVENUE/EXPENDITURE REPORT  
MAY 2019 @ 91.67%

Rossmoor Community

For the Period: 7/1/2018 to 5/31/2019		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 35 OTHER REVENUE								
3600	TRANSFER IN/OUT OTHER FUNDS	0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
	OTHER REVENUE	0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
	Dept: 00	0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
	Revenues	0.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	37,825.00	37,834.17	37,834.17	0.00	-9.17	100.0
	CAPITAL EXPENDITURES	0.00	37,825.00	37,834.17	37,834.17	0.00	-9.17	100.0
	ROSSMOOR PARK	0.00	37,825.00	37,834.17	37,834.17	0.00	-9.17	100.0
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	12,000.00	14,557.11	14,557.11	0.00	-2,557.11	121.3
	CAPITAL EXPENDITURES	0.00	12,000.00	14,557.11	14,557.11	0.00	-2,557.11	121.3
	MONTECITO CENTER	0.00	12,000.00	14,557.11	14,557.11	0.00	-2,557.11	121.3
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	8,148.00	8,148.83	8,148.83	0.00	-0.83	100.0
	CAPITAL EXPENDITURES	0.00	8,148.00	8,148.83	8,148.83	0.00	-0.83	100.0
	RUSH PARK	0.00	8,148.00	8,148.83	8,148.83	0.00	-0.83	100.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	11,500.00	16,500.00	15,365.40	0.00	0.00	1,134.60	93.1
	OPERATIONS AND MAINTENANCE	11,500.00	16,500.00	15,365.40	0.00	0.00	1,134.60	93.1
	CAPITAL PROJECTS	11,500.00	16,500.00	15,365.40	0.00	0.00	1,134.60	93.1
	Expenditures	11,500.00	74,473.00	75,905.51	60,540.11	0.00	-1,432.51	101.9
	Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	-11,500.00	-14,473.00	-15,905.51	-60,540.11	0.00	1,432.51	109.9
	Change in Fund Balance:			-15,905.51				
	Grand Total Net Effect:	171,000.00	75,152.92	81,343.32	-158,417.40	0.00	-6,190.40	

**F1**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM F-1**

**Date:** July 9, 2018

**To:** Honorable Board of Directors

**From:** General Manager, Joe Mendoza  
Initiated by Kathy Bell, Accountant

**Subject:** PUBLIC HEARING-FISCAL YEAR 2019-2020 PROPOSED FINAL BUDGET

**RECOMMENDATION:**

Open hearing, receive presentation from General Manager, take public testimony, close hearing, deliberate and approve Fiscal Year 2019-2020 Proposed Final Budget.

**BACKGROUND:**

A Fiscal Year 2019-2020 Preliminary Budget was presented to the Board at your June 11, 2019 regular board meeting. After deliberation of the Preliminary Budget, the General Manager was directed to publish a Notice of Public Hearing for this evening's meeting. SB 135 requires that the hearing be noticed and a hearing be held prior to adoption of the Final Budget. The Notice was published as required and copy of that Notice of Public Hearing is attached.

The budget document before you was prepared before final year 2018-2019 budget numbers have been audited by the District's Auditor. This is due to the timing of the budget calendar required by SB 135, which does not provide sufficient time to complete an audit before the Final Budget must be adopted. The Final Budget will be fully reconciled when the District's Annual Audit is completed, at which time it will be presented to the Audit Committee and the Board at a future meeting.

The Estimates to Close Budget, however, are considered sufficiently accurate for adoption of the Final Budget. The Final Budget has also been adjusted to account for changes recommended by the Committee and approved by the Board during the intervening period since the review of the Preliminary Budget.

These changes include:

1. 10-10-4012, Employee Retirement Match
  - a. \$15,000 removed due to both the Board's and Budget Committee's recommendation that account be deferred until more research is done.
2. 10-10-5002 Liability Insurance
  - a. Budget amount raised from \$21,000 to \$24,000 due actual invoice received for FY 2019-2020 insurance premium due.
3. 10-10-5007, Board Meetings Televised Expense
  - a. Reduced from \$21,000 to \$17,860 due storage and truck rental costs reduced by using storage space in auditorium.

Upon the Board's approval of the Proposed Final Budget, you will be asked to adopt Annual Budget Revenues and Expenditures Total Amounts by resolution.

**ATTACHMENTS:**

1. Fiscal Year 2019-2020 Proposed Final Budget, including annual Salary Plan.
2. Notice of Public Hearing.
3. Policy No. 3020 Budget Preparation, Adoption and Revision.

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**Department Accounts Combined**  
**TOTAL FUND SUMMARY**

	PROPOSED FINAL BUDGET Fund 10 (General Fund)	PROPOSED FINAL BUDGET Fund 20 (Rush Park Bond Fund)	PROPOSED FINAL BUDGET Fund 40 (CIP Fund)
<b>Fund Balance, Beginning FY 2019-2020</b>	1,096,361	0	8,758
<b>General Fund Revenues</b>			
Transfer In from other funds			150,000
Property Taxes	1,010,370    3.1%	383,500	
Street Light Assessments	356,040    3.5%		
Interest on Investments	24,000    20.0%		
From Other Govt. Agencies	65,400    8.3%		
Permit and Rental Fees	181,000    3.4%		
Miscellaneous Revenues	22,000    0.0%		
<b>Total General Fund Revenues</b>	<b>1,658,810    3.6%</b>	<b>383,500</b>	<b>158,758</b>
<b>Total General Fund Expenditures</b>	<b>1,631,328    7.7%</b>	<b>375,679</b>	<b>146,020</b>
<b>Revenues Less Expenditures</b>	<b>27,482</b>	<b>7,822</b>	<b>12,738</b>
<b>Transfer Out - (To Fund 50 as directed by auditor)</b>		<b>(7,822)</b>	
<b>Fund Balance, End FY</b>	<b>1,123,843</b>	<b>0</b>	<b>12,738</b>



**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND SUMMARY - FUND 10**

	2017-2018 ACTUAL	2018-2019 APPROVED FINAL BUDGET	2018-2019 AMENDED BUDGET	2018-2019 ESTIMATE TO CLOSE	2019-2020 PROPOSED FINAL BUDGET	FY19-20 Budget vs. FY18-19 ETC	% Change
Fund Balance End	833,116	1,009,301	1,009,301	1,009,301	1,096,361		
Transfer from Reserve to Fund 40	0	0	0	0	0		
Transfer from Reserve to Fund 10	0	0	0	0	0		
<b>Fund Balance</b>	<b>833,116</b>	<b>1,009,301</b>	<b>1,009,301</b>	<b>1,009,301</b>	<b>1,096,361</b>		
<b>General Fund Revenues</b>							
Property Taxes	940,725	954,930	954,930	980,195	1,010,370	30,175	3.1%
Street Light Assessments	329,669	339,900	339,900	344,000	356,040	12,040	3.5%
Interest on Investments	11,216	8,000	20,000	20,000	24,000	4,000	20.0%
From Other Govt. Agencies	59,841	60,400	60,400	60,400	65,400	5,000	8.3%
Permit and Rental Fees	177,343	190,000	190,000	175,000	181,000	6,000	3.4%
Miscellaneous Revenues	27,085	22,000	22,000	22,000	22,000	0	0.0%
<b>Total General Fund Revenues</b>	<b>1,545,879</b>	<b>1,575,230</b>	<b>1,587,230</b>	<b>1,601,595</b>	<b>1,658,810</b>	<b>57,215</b>	<b>3.6%</b>
<b>General Fund Expenditures</b>							
<b>Transfer Out to Fund 40</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>	<b>150,000</b>	<b>90,000</b>	<b>150.0%</b>
Administrative Services	410,704	818,279	818,279	812,129	816,940	4,811	0.6%
Recreation	431,213	41,400	46,050	47,516	45,000	(2,516)	-5.3%
Rossmoor Park	186,436	107,900	100,828	96,758	103,290	6,532	6.8%
Montecito Center	91,240	20,624	27,879	29,309	26,098	(3,211)	-11.0%
Rush Park	222,365	127,480	142,830	144,880	140,900	(3,980)	-2.7%
Street Lighting	113,392	103,000	103,000	103,000	103,000	0	0.0%
Rossmoor Signature Wall	2,099	2,300	5,300	5,300	4,400	(900)	-17.0%
Street Sweeping	50,879	55,120	55,120	55,120	60,000	4,880	8.9%
Parkway Trees	130,831	113,380	127,225	139,452	166,550	27,098	19.4%
Mini-Parks and Medians	17,851	13,392	20,400	21,071	15,150	(5,921)	-28.1%
<b>Total General Fund Expenditures</b>	<b>1,657,010</b>	<b>1,402,875</b>	<b>1,506,911</b>	<b>1,514,535</b>	<b>1,631,328</b>	<b>116,793</b>	<b>7.7%</b>
<b>Revenues Less Expenditures</b>	<b>(111,131)</b>	<b>172,355</b>	<b>80,319</b>	<b>87,060</b>	<b>27,482</b>		
<b>Fund Balance, End of Year</b>	<b>721,985</b>	<b>1,181,656</b>	<b>1,089,620</b>	<b>1,096,361</b>	<b>1,123,843</b>		

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10**

	2017-2018 ACTUAL	2018-2019 APPROVED FINAL BUDGET	2018-2019 AMENDED BUDGET	2018-2019 ESTIMATE TO CLOSE	2019-2020 PROPOSED FINAL BUDGET	FY 19-20 Budget vs. FY 18-19 ETC	%	
							Change	
<b>General Fund Revenues</b>								
Property Taxes								
10-00-3000	862,738	881,680	881,680	905,000	936,675	31,675	3.5%	
10-00-3001	28,267	27,000	27,000	30,000	28,000	(2,000)	-6.7%	
10-00-3002	6,676	7,100	7,100	6,000	6,500	500	8.3%	
10-00-3003	395	350	350	395	395	0	0.0%	
10-00-3004	725	800	800	800	800	0	0.0%	
10-00-3010	27,725	24,000	24,000	24,000	24,000	0	0.0%	
10-00-3020	14,199	14,000	14,000	14,000	14,000	0	0.0%	
<b>Total Property Taxes</b>	<b>940,725</b>	<b>954,930</b>	<b>954,930</b>	<b>980,195</b>	<b>1,010,370</b>	<b>30,175</b>	<b>3.1%</b>	
Street Light Assessments								
10-00-3105	<b>Assessments</b>	<b>329,669</b>	<b>339,900</b>	<b>339,900</b>	<b>344,000</b>	<b>356,040</b>	<b>12,040</b>	<b>3.5%</b>
Interest on Investments								
10-00-3200	<b>Interest</b>	<b>11,216</b>	<b>8,000</b>	<b>20,000</b>	<b>20,000</b>	<b>24,000</b>	<b>4,000</b>	<b>20.0%</b>
From Other Governmental Agencies								
10-00-3301	State-Homeowners Prop. Tax Relief	5,162	5,400	5,400	5,400	5,400	0	0.0%
10-00-3305	County-Street Sweep Reimburse.	54,679	55,000	55,000	55,000	60,000	5,000	9.1%
<b>Total From Other Governmental Agencies</b>		<b>59,841</b>	<b>60,400</b>	<b>60,400</b>	<b>60,400</b>	<b>65,400</b>	<b>5,000</b>	<b>8.3%</b>
Permit and Rental Fees								
10-00-3404	Tennis Reservations	21,454	25,000	25,000	22,000	25,000	3,000	13.6%
10-00-3405	Wall Rental	580	500	500	500	500	0	0.0%
10-00-3406	Volleyball & Ball Field Reservations	25,134	25,000	25,000	25,000	25,000	0	0.0%
10-00-3410	Rossmoor Building Rental	16,718	18,500	18,500	18,500	18,500	0	0.0%
10-00-3412	Montecito Building Rental	29,057	27,000	27,000	25,000	27,000	2,000	8.0%
10-00-3414	Rush Building Rental	84,400	94,000	94,000	84,000	85,000	1,000	1.2%
<b>Total Fees</b>		<b>177,343</b>	<b>190,000</b>	<b>190,000</b>	<b>175,000</b>	<b>181,000</b>	<b>6,000</b>	<b>3.4%</b>
Miscellaneous Revenues								
10-00-3500	Miscellaneous	7,085	2,000	2,000	2,000	2,000	0	0.0%
10-00-3502	Admin Fees	20,000	20,000	20,000	20,000	20,000	0	0.0%
10-00-3600	Transfer IN	0	0	0	0	0	0	0.0%
<b>Total Miscellaneous Revenues</b>		<b>27,085</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total General Fund Revenues</b>		<b>1,545,879</b>	<b>1,575,230</b>	<b>1,587,230</b>	<b>1,601,595</b>	<b>1,658,810</b>	<b>57,215</b>	<b>3.6%</b>

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 10 Administrative Services**

ACCOUNT NO.		2018-2019		2018-2019 ESTIMATE TO CLOSE	2019-2020	FY 19-20	% Change
		2017-2018 ACTUAL	APPROVED FINAL BUDGET		2018-2019 AMENDED BUDGET	PROPOSED FINAL BUDGET	
<b>Department 10 Administrative Services</b>							
Salaries and Benefits							
10-10-4000	Board of Directors' Compensation	9,250	8,000	8,000	6,000	8,000	2,000 33.3%
10-10-4001	Part Time	18,055	0	0	0	10,000	10,000 0.0%
10-10-4003	Overtime	6,648	0	0	0	6,000	6,000 0.0%
* 10-10-4006	Salaries - Administrative	234,175	236,000	236,000	224,000	217,400	(6,600) -2.9%
* 10-10-4008	Salaries - Recreation	110,000	114,764	120,500	122,000	129,600	7,600 6.2%
* 10-10-4009	Salaries - Maintenance & Park	137,400	142,800	130,000	130,000	132,000	2,000 1.5%
10-10-4007	Vehicle Allowance	231	250	500	1,000	1,500	500 50.0%
* 10-10-4010	Workers' Comp. Insurance	6,555	27,000	27,000	27,000	28,000	1,000 3.7%
10-10-4012	Employee Retirement Match	0	0	0	0	0	0 0.0%
	<i>*Deleted/On Hold per Board request</i>						
* 10-10-4011	Medical Insurance	42,776	91,000	91,000	79,000	79,000	0 0.0%
* 10-10-4015	Federal Payroll Taxes	16,652	34,000	36,400	36,400	37,600	1,200 3.3%
<b>Total Salaries and Benefits</b>		<b>767,998</b>	<b>656,214</b>	<b>649,400</b>	<b>625,400</b>	<b>649,100</b>	<b>23,700 3.8%</b>
Operations and Maintenance							
10-10-5002	Insurance - Liability	15,700	17,500	19,774	19,774	24,165	4,391 22.2%
	<i>*Changed Preliminary Budget due FY19-20 invoice</i>						
10-10-5004	Membership & Dues	5,659	6,400	7,200	7,200	7,200	0 0.0%
10-10-5006	Travel & Meetings	975	1,000	1,550	1,550	1,550	0 0.0%
10-10-5007	Board Meetings Televised Exp	20,851	21,100	21,100	21,100	17,860	(3,240) -15.4%
	<i>*Changed reduced storage and truck rentals</i>						
* 10-10-5010	Publications & Legal Notices	3,592	6,500	6,500	8,500	6,500	(2,000) -23.5%
* 10-10-5012	Printing	792	1,000	1,000	2,000	2,000	0 0.0%
* 10-10-5014	Postage	2,712	2,000	2,700	3,500	3,000	(500) -14.3%
* 10-10-5016	Office & Meeting Supplies	7,034	9,000	9,000	9,000	9,000	0 0.0%
* 10-10-5020	Telephone	2,177	14,365	14,365	14,365	14,365	0 0.0%
10-10-5021	Computer/E-mail/Server Costs	3,560	3,700	3,700	5,000	5,000	0 0.0%
10-10-5045	Miscellaneous Expenditures	(3,430)	9,000	9,000	10,000	10,000	0 0.0%
10-10-5046	Bank Service Charges	2,247	2,000	2,800	2,800	2,800	0 0.0%
10-10-5050	Elections	0	7,500	0	0	0	0 0.0%
<b>Total Operations and Maintenance</b>		<b>61,869</b>	<b>101,065</b>	<b>98,689</b>	<b>104,789</b>	<b>103,440</b>	<b>(1,349) -1.3%</b>
Contract Services							
10-10-5610	Legal Services	30,558	23,000	28,000	34,000	34,000	0 0.0%
10-10-5615	Financial Audit-Consulting	11,300	12,000	12,940	12,940	12,500	(440) -3.4%
10-10-5670	Other Professional Services	19,097	24,000	27,250	33,000	15,900	(17,100) -51.8%
<b>Total Contract Services</b>		<b>60,955</b>	<b>59,000</b>	<b>68,190</b>	<b>79,940</b>	<b>62,400</b>	<b>(17,540) -21.9%</b>
Capital Expenditures							
10-10-6010	Equipment	1,457	2,000	2,000	2,000	2,000	0 0.0%
<b>Total Administrative Services</b>		<b>892,279</b>	<b>818,279</b>	<b>818,279</b>	<b>812,129</b>	<b>816,940</b>	<b>4,811 0.6%</b>

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 20 Recreation**

<b>ACCOUNT NO.</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED FINAL BUDGET</b>	<b>2018-2019 AMENDED BUDGET</b>	<b>2018-2019 ESTIMATE TO CLOSE</b>	<b>2019-2020 PROPOSED FINAL BUDGET</b>	<b>FY 19-20 Budget vs. FY 18-19 ETC</b>	<b>% Change</b>
<b>Department 20 Recreation</b>							
Salaries and Benefits							
* 10-20-4001 Full Time	49,623	0	0	0	0	0	0.0%
* 10-20-4002 Part Time	27,408	0	0	0	0	0	0.0%
* 10-20-4003 Overtime	3,595	0	0	0	0	0	0.0%
10-20-4005 Event Attendant	716	0	0	0	0	0	0.0%
10-20-4007 Vehicle Allowance	0	100	0	0	0	0	0.0%
* 10-20-4010 Workers' Comp. Insurance	2,855	0	0	0	0	0	0.0%
* 10-20-4011 Medical Insurance	10,875	0	0	0	0	0	0.0%
* 10-20-4015 Federal Payroll Tax	6,221	0	0	0	0	0	0.0%
* 10-20-4018 State Payroll Taxes	492	0	0	0	0	0	0.0%
<b>Total Salaries and Benefits</b>	<b>101,785</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Operations and Maintenance							
10-20-5006 Travel & Meetings	167	550	0	0	0	0	0.0%
* 10-20-5010 Publications & Legal Notices	426	0	0	0	0	0	0.0%
* 10-20-5012 Printing	638	0	0	0	0	0	0.0%
* 10-20-5014 Postage	142	0	0	0	0	0	0.0%
* 10-20-5016 Office & Meeting Supplies	1,091	0	0	0	0	0	0.0%
10-20-5017 Community Events	32,410	30,000	36,000	38,000	44,000	6,000	15.8%
10-20-5019 Fireworks	8,000	8,700	8,000	8,000	0	(8,000)	-100.0%
* 10-20-5020 Telephone	2,222	0	0	0	0	0	0.0%
10-20-5045 Miscellaneous Expenditures	(4,060)	500	500	500	500	0	0.0%
10-20-5051 Equipment Rental	-	250	250	250	250	0	0.0%
<b>Total Operations and Maintenance</b>	<b>41,036</b>	<b>40,000</b>	<b>44,750</b>	<b>46,750</b>	<b>44,750</b>	<b>(2,000)</b>	<b>-4.3%</b>
Contract Services							
10-20-5670 Other Professional Services	837	800	800	516	-	-	-
<b>Total Contract Services</b>	<b>837</b>	<b>800</b>	<b>800</b>	<b>516</b>	<b>0</b>	<b>(516)</b>	<b>-100.0%</b>
Capital Expenditures							
10-20-6010 Equipment	239	500	500	250	250	0	0.0%
<b>Total Capital Expenditures</b>	<b>287,555</b>	<b>500</b>	<b>500</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>0.0%</b>
<b>Total Recreation</b>	<b>431,213</b>	<b>41,400</b>	<b>46,050</b>	<b>47,516</b>	<b>45,000</b>	<b>(2,516)</b>	<b>-5.3%</b>

\* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 30 Rossmoor Park**

ACCOUNT NO.		2018-2019			2019-2020 PROPOSED FINAL BUDGET	FY 19-20 Budget vs. FY 18-19 ETC	%
		2017-2018 ACTUAL	2018-2019 FINAL BUDGET	2018-2019 AMENDED BUDGET			
<b>Department 30 Rossmoor Park</b>							
<u>Salaries and Benefits</u>							
* 10-30-4001	Full Time	37,267	0	0	0	0	0.0%
* 10-30-4002	Part Time	17,979	0	0	0	0	0.0%
* 10-30-4003	Overtime	3,166	0	0	0	0	0.0%
* 10-30-4010	Workers' Comp. Insurance	6,554	0	0	0	0	0.0%
* 10-30-4011	Medical Insurance	13,433	0	0	0	0	0.0%
* 10-30-4015	Federal Payroll Taxes	4,466	0	0	0	0	0.0%
* 10-30-4018	State Payroll Taxes	261	0	0	0	0	0.0%
<b>Total Salaries and Benefits</b>		<b>83,126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<u>Operations and Maintenance</u>							
* 10-30-5010	Publications & Legal Notices	426	0	0	0	0	0.0%
* 10-30-5012	Printing	38	0	0	0	0	0.0%
* 10-30-5014	Postage	49	0	0	0	0	0.0%
* 10-30-5016	Office & Meeting Supplies	722	0	0	0	0	0.0%
10-30-5018	Janitorial Supplies	4,288	4,500	4,500	4,500	0	0.0%
* 10-30-5020	Telephone	2,222	0	0	0	0	0.0%
10-30-5022	Utilities	13,034	14,000	14,000	13,000	0	0.0%
10-30-5023	Water	22,766	25,750	20,000	15,000	7,000	46.7%
10-30-5025	Sewer Tax	916	950	928	928	12	1.3%
10-30-5030	Vehicle Maintenance	864	800	800	1,050	0	0.0%
10-30-5032	Buildings & Grounds-Maintenance	25,992	30,000	30,000	30,000	0	0.0%
10-30-5034	Alarm Systems/Security	734	850	850	850	0	0.0%
10-30-5045	Miscellaneous/Expenditures	(3,176)	450	450	450	0	0.0%
10-30-5051	Equipment Rental	0	250	250	250	0	0.0%
10-30-5052	Minor Facility Repairs/Tools	0	250	250	250	0	0.0%
<b>Total Operations and Maintenance</b>		<b>68,875</b>	<b>77,800</b>	<b>72,028</b>	<b>66,278</b>	<b>7,012</b>	<b>10.6%</b>
<u>Contact Services</u>							
10-30-5655	Landscape Maintenance/Janitorial Service	32,327	28,000	28,000	30,000	0	0.0%
10-30-5656	Tree Trimming	1,139	1,300	0	0	0	0.0%
* 10-30-5670	Other Professional Services	730	800	800	480	(480)	-100.0%
<b>Total Contract Services</b>		<b>34,196</b>	<b>30,100</b>	<b>28,800</b>	<b>30,480</b>	<b>(480)</b>	<b>-1.6%</b>
<u>Capital Expenditures</u>							
10-30-6010	Equipment	238.74	0	0	0	0	0.0%
<b>Total Capital Expenditures</b>		<b>239</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total Rossmoor Park</b>		<b>186,436</b>	<b>107,900</b>	<b>100,828</b>	<b>96,758</b>	<b>6,532</b>	<b>6.8%</b>

\* Departments combined by 2018-2019. Totals moved to Administrative - Department 10

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 40 Montecito Center**

ACCOUNT NO.	2017-2018 ACTUAL	2018-2019 APPROVED FINAL BUDGET	2018-2019 AMENDED BUDGET	2018-2019 ESTIMATE TO CLOSE	2019-2020 PROPOSED FINAL BUDGET	FY 19-20 Budget vs. FY 18-19 ETC	%
							Change
<b>Department 40 Montecito Center</b>							
<b>Salaries and Benefits</b>							
* 10-40-4001 Full Time	30,618	0	0	0	0	0	0.0%
* 10-40-4002 Part Time	8,990	0	0	0	0	0	0.0%
* 10-40-4003 Overtime	2,479	0	0	0	0	0	0.0%
* 10-40-4010 Workers' Comp. Insurance	5,254	0	0	0	0	0	0.0%
* 10-40-4011 Medical Insurance	10,866	0	0	0	0	0	0.0%
* 10-40-4015 Federal Payroll Taxes	3,217	0	0	0	0	0	0.0%
* 10-40-4018 State Payroll Taxes	172	0	0	0	0	0	0.0%
<b>Total Salaries and Benefits</b>	<b>61,596</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Operations and Maintenance</b>							
* 10-40-5010 Publications & Legal Notices	426	0	0	0	0	0	0.0%
* 10-40-5012 Printing	38	0	0	0	0	0	0.0%
* 10-40-5014 Postage	49	0	0	0	0	0	0.0%
* 10-40-5016 Office & Meeting Supplies	701	0	0	0	0	0	0.0%
10-40-5018 Janitorial Supplies	4,288	4,500	4,500	4,500	4,500	0	0.0%
* 10-40-5020 Telephone	2,222	0	0	0	0	0	0.0%
10-40-5022 Utilities	1,772	2,000	2,000	2,000	2,000	0	0.0%
10-40-5023 Water	2,250	1,834	2,000	2,000	2,250	250	12.5%
10-40-5025 Sewer Tax	770	790	779	779	798	19	0.0%
10-40-5030 Vehicle Maintenance	864	800	1,000	1,050	1,050	0	0.0%
10-40-5032 Buildings & Grounds-Maintenance.	9,121	4,000	12,000	13,000	10,000	(3,000)	-23.1%
10-40-5034 Alarm Systems/Security	597	500	500	500	500	0	0.0%
10-40-5045 Miscellaneous/Expenditures	1,088	500	500	500	500	0	0.0%
10-40-5051 Equipment Rental	0	250	250	250	250	0	0.0%
10-40-5052 Minor Facility Repairs/Tools	0	250	250	250	250	0	0.0%
<b>Total Operations and Maintenance</b>	<b>24,183</b>	<b>15,424</b>	<b>23,779</b>	<b>24,829</b>	<b>22,098</b>	<b>(2,731)</b>	<b>-11.0%</b>
<b>Contract Services</b>							
10-40-5655 Landscape Maintenance/Janitorial Service	3,592	2,800	2,800	3,500	3,500	0	0.0%
10-40-5656 Tree Trimming	1,139	1,100	0	0	0	0	0.0%
10-40-5670 Other Professional Services	730	800	800	480	0	(480)	-100.0%
<b>Total Contract Services</b>	<b>5,461</b>	<b>4,700</b>	<b>3,600</b>	<b>3,980</b>	<b>3,500</b>	<b>(480)</b>	<b>-12.1%</b>
<b>Capital Expenditures</b>							
10-40-6010 Equipment	0	500	500	500	500	0	0.0%
<b>Total Capital Expenditures</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0%</b>
<b>Total Montecito Center</b>	<b>91,240</b>	<b>20,624</b>	<b>27,879</b>	<b>29,309</b>	<b>26,098</b>	<b>(3,211)</b>	<b>-11.0%</b>

\* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 50 Rush Park**

<b>ACCOUNT NO.</b>		<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED FINAL BUDGET</b>	<b>2018-2019 AMENDED BUDGET</b>	<b>2018-2019 ESTIMATE TO CLOSE</b>	<b>2019-2020 PROPOSED FINAL BUDGET</b>	<b>FY 19-20 Budget vs. FY 18-19 ETC</b>	<b>% Change</b>
<b>Department 50 Rush Park</b>								
<b>Salaries and Benefits</b>								
* 10-50-4001	Full Time	37,267	0	0	0	0	0	0.0%
* 10-50-4002	Part Time	17,979	0	0	0	0	0	0.0%
* 10-50-4003	Overtime	3,166	0	0	0	0	0	0.0%
* 10-50-4005	Event Attendant	3,750	0	0	0	0	0	0.0%
* 10-50-4010	Workers' Comp. Insurance	6,554	0	0	0	0	0	0.0%
* 10-50-4011	Medical Insurance	13,434	0	0	0	0	0	0.0%
* 10-50-4015	Federal Payroll Taxes	4,752	0	0	0	0	0	0.0%
* 10-50-4018	State Payroll Taxes	340	0	0	0	0	0	0.0%
<b>Total Salaries and Benefits</b>		<b>87,241</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Operations and Maintenance</b>								
* 10-50-5010	Publications & Legal Notices	426	0	0	0	0	0	0.0%
* 10-50-5012	Printing	38	0	0	0	0	0	0.0%
* 10-50-5014	Postage	49	0	0	0	0	0	0.0%
* 10-50-5016	Office & Meeting Supplies	750	0	0	0	0	0	0.0%
10-50-5018	Janitorial Supplies	4,301	4,500	4,500	4,500	4,500	0	0.0%
* 10-50-5020	Telephone	2,222	0	0	0	0	0	0.0%
10-50-5022	Utilities	26,215	22,000	25,000	23,000	23,000	0	0.0%
10-50-5023	Water	35,746	37,080	39,000	39,000	39,000	0	0.0%
10-50-5025	Sewer Tax	3,508	3,700	3,550	3,550	4,050	500	14.1%
10-50-5030	Vehicle Maintenance	865	800	800	1,050	1,050	0	0.0%
10-50-5032	Buildings & Grounds-Maintenance	29,375	28,000	40,000	42,000	38,000	(4,000)	-9.5%
10-50-5034	Alarm Systems/Security	770	750	750	550	550	0	0.0%
10-50-5045	Miscellaneous/Expenditures	(3,336)	250	250	250	250	0	0.0%
10-50-5051	Equipment Rental	0	250	250	250	250	0	0.0%
10-50-5052	Minor Facility Repairs/Tools	0	250	250	250	250	0	0.0%
<b>Total Operations and Maintenance</b>		<b>100,928</b>	<b>97,580</b>	<b>114,350</b>	<b>114,400</b>	<b>110,900</b>	<b>(3,500)</b>	<b>-3.1%</b>
10-50-5655	Landscape Maintenance/Janitorial Service	32,327	28,000	28,000	30,000	30,000	0	0.0%
10-50-5656	Tree Trimming	1,139	1,100	0	0	0	0	0.0%
10-50-5670	Other Professional Services	730	800	480	480	0	(480)	-100.0%
<b>Total Contract Services</b>		<b>34,196</b>	<b>29,900</b>	<b>28,480</b>	<b>30,480</b>	<b>30,000</b>	<b>(480)</b>	<b>-1.6%</b>
<b>Capital Expenditures</b>								
10-50-6010	Equipment	0	0	0	0	0	0	0.0%
<b>Total Capital Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total Rush Park</b>		<b>222,365</b>	<b>127,480</b>	<b>142,830</b>	<b>144,880</b>	<b>140,900</b>	<b>(3,980)</b>	<b>-2.7%</b>

\* Departments combined by 2018-2019. Totals moved to Administrative - Department 10

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 60 Street Lighting, 65 Signature Wall, and 70 Street Sweeping**

<b>ACCOUNT NO.</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 APPROVED FINAL BUDGET</b>	<b>2018-2019 AMENDED BUDGET</b>	<b>2018-2019 ESTIMATE TO CLOSE</b>	<b>2019-2020 PROPOSED FINAL BUDGET</b>
<b>Department 60 Street Lighting</b>					
Operations and Maintenance					
10-60-5020 Telephone	740	0	0		
Contract Services					
10-60-5650 Street Lights	112,652	103,000	103,000	103,000	103,000
<b>Total Street Lighting</b>	<b>113,392</b>	<b>103,000</b>	<b>103,000</b>	<b>103,000</b>	<b>103,000</b>
<b>Department 65 Rossmoor Signature Wall</b>					
Operations and Maintenance					
10-65-5002 Insurance - Liability	2,000	2,200	2,200	2,200	2,400
10-65-5032 Buildings & Grounds-Maintenance	99	100	3,100	3,100	2,000
<b>Total Rossmoor Signature Wall</b>	<b>2,099</b>	<b>2,300</b>	<b>5,300</b>	<b>5,300</b>	<b>4,400</b>
<b>Department 70 Street Sweeping</b>					
Operations and Maintenance					
10-70-5020 Telephone	726	0	0	0	0
<b>Total Operations and Maintenance</b>	<b>726</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Contract Services					
10-70-5642 Street Sweeping	50,153	55,120	55,120	55,120	60,000
<b>Total Street Sweeping</b>	<b>50,879</b>	<b>55,120</b>	<b>55,120</b>	<b>55,120</b>	<b>60,000</b>



**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 80 Parkway Trees**

ACCOUNT NO.	2017-2018 ACTUAL	2018-2019 APPROVED FINAL BUDGET	2018-2019 AMENDED BUDGET	2018-2019 ESTIMATE TO CLOSE	2019-2020 PROPOSED FINAL BUDGET	FY 19-20 Budget vs. FY 18-19 ETC	%
							Change
<b>Department 80 Parkway Trees</b>							
Salaries and Benefits							
* 10-80-4002 Salaries Part Time	20,138	0	0	0	0	0	0.0%
* 10-80-4003 Salaries Overtime	14	0	0	0	0	0	0.0%
10-80-4007 Vehicle Allowance	782	780	375	375	0	(375)	-100.0%
* 10-80-4015 Federal Payroll Tax -FICA	1,542	0	0	0	0	0	0.0%
* 10-80-4018 State Payroll Taxes	175	0	0	0	0	0	0.0%
<b>Total Salaries and Benefits</b>	<b>22,651</b>	<b>780</b>	<b>375</b>	<b>375</b>	<b>0</b>	<b>(375)</b>	<b>-100.0%</b>
Operations and Maintenance							
* 10-80-5012 Printing	0	0	0	0	0	0	0.0%
* 10-80-5014 Postage	23	0	0	0	0	0	0.0%
* 10-80-5016 Office & Meeting Supplies	92	0	0	0	0	0	0.0%
10-80-5017 Tree City/Community Events	0	0	1,000	1,247	1,500	253	20.3%
* 10-80-5020 Telephone	1,481	0	0	0	0	0	0.0%
10-80-5030 Vehicle Maintenance	0	50	0	0	0	0	0.0%
10-80-5051 Equipment Rental	0	50	50	50	50	0	0.0%
<b>Total Operations and Maintenance</b>	<b>1,596</b>	<b>100</b>	<b>1,050</b>	<b>1,297</b>	<b>1,550</b>	<b>253</b>	<b>19.5%</b>
Contract Services							
10-80-5656 Tree Trimming	75,431	76,000	82,000	103,000	111,000	8,000	7.8%
* 10-80-5657 Tree Health Care	234	5,000	6,000	5,280	0	(5,280)	-100.0%
10-80-5660 Tree Removals	1,716	2,500	2,800	1,500	9,000	7,500	500.0%
10-80-5670 Other Professional Services	3,049	3,000	3,000	3,000	0	(3,000)	-100.0%
<b>Total Contract Services</b>	<b>80,431</b>	<b>86,500</b>	<b>93,800</b>	<b>112,780</b>	<b>120,000</b>	<b>7,220</b>	<b>6.4%</b>
Capital Expenditures							
10-80-6015 Trees	26,153	26,000	32,000	25,000	45,000	20,000	80.0%
<b>Total Parkway Trees</b>	<b>130,831</b>	<b>113,380</b>	<b>127,225</b>	<b>139,452</b>	<b>166,550</b>	<b>27,098</b>	<b>19.4%</b>

\* Departments combined by 2018-2019. Totals moved to Administrative - Department 10

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**  
**Department 90 Mini-Parks & Medians**

ACCOUNT NO.	2017-2018 ACTUAL	2018-2019 APPROVED FINAL BUDGET	2018-2019 AMENDED BUDGET	2018-2019 ESTIMATE TO CLOSE	2019-2020 PROPOSED FINAL BUDGET	FY 19-20 Budget vs. FY 18-19 ETC	%
						Change	
<b>Department 90 Mini-Parks &amp; Medians</b>							
<b>Salaries and Benefits</b>							
* 10-90-4001 Full Time	714	0	0	0	0	0	0.0%
* 10-90-4003 Overtime	62	0	0	0	0	0	0.0%
* 10-90-4010 Workers' Comp	258	0	0	0	0	0	0.0%
* 10-90-4015 Federal Payroll Taxes	59	0	0	0	0	0	0.0%
* 10-90-4018 State Payroll Taxes	2	0	0	0	0	0	0.0%
<b>Total Salaries and Benefits</b>	<b>1,095</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Operations and Maintenance</b>							
* 10-90-5020 Telephone	741	0	0	0	0	0	0.0%
10-90-5022 Utilities	886	1,150	1,150	1,150	1,150	0	0.0%
10-30-5023 Water	7,386	6,592	7,000	7,000	7,600	600	8.6%
10-90-5032 Building & Grounds Maintenance.	3,205	2,000	9,000	9,000	2,500	(6,500)	-72.2%
10-90-5045 Miscellaneous/Expenditures	523	100	100	100	100	0	0.0%
10-90-5051 Equipment Rental	0	100	100	100	100	0	0.0%
10-90-5052 Minor Facility Repairs/Tools	0	100	100	100	100	0	0.0%
<b>Total Operations and Maintenance</b>	<b>12,741</b>	<b>10,042</b>	<b>17,450</b>	<b>17,450</b>	<b>11,550</b>	<b>(5,900)</b>	<b>-33.8%</b>
<b>Contract Services</b>							
10-90-5655 Landscape Maintenance/Janitorial Service	3,592	2,800	2,800	3,500	3,500	0	0.0%
10-90-5656 Tree Trimming	380	400	0	0	0	0	0.0%
10-90-5670 Other Professional Services	43	50	50	21	0	(21)	-100.0%
<b>Total Contract Services</b>	<b>4,015</b>	<b>3,250</b>	<b>2,850</b>	<b>3,521</b>	<b>3,500</b>	<b>(21)</b>	<b>-0.6%</b>
<b>Capital Expenditures</b>							
<b>10-90-6010 Equipment</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0.0%</b>
<b>Total Capital Expenditures</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0.0%</b>
<b>Total Mini-Parks &amp; Medians</b>	<b>17,851</b>	<b>13,392</b>	<b>20,400</b>	<b>21,071</b>	<b>15,150</b>	<b>(5,921)</b>	<b>-28.1%</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>1,657,010</b>	<b>1,402,875</b>	<b>1,506,911</b>	<b>1,514,535</b>	<b>1,631,163</b>	<b>116,628</b>	<b>7.7%</b>

\* Departments combined by 2018-2019. Totals moved to Administrative - Department 10

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**RUSH PARK ASSESSMENT DISTRICT - FUND 20**

**ACCOUNT NO.**

	<i>2017-2018 ACTUAL</i>	<i>2018-2019 APPROVED FINAL BUDGET</i>	<i>2018-2019 AMENDED BUDGET</i>	<i>2018-2019 ESTIMATE TO CLOSE</i>	<i>2019-2020 PROPOSED FINAL BUDGET</i>
<b><u>Rush Park AD Revenues</u></b>					
Assessments					
20-00-3100 Current Year Secured	379,844	380,000	380,000	378,000	380,000
20-00-3101 Prior Year Secured	2,370	3,400	3,400	650	1,000
20-00-3200 Interest on investments	1,058	1,058	1,058	2,229	2,500
20-00-3500 Other Misc. Rev.	0	0	0	0	0
<b>Total Rush Park AD Revenues</b>	<b>383,272</b>	<b>384,458</b>	<b>384,458</b>	<b>380,879</b>	<b>383,500</b>
<b><u>Rush Park AD Expenditures</u></b>					
20-50-5617 Administrative Fees	20,000	20,000	20,000	20,000	20,000
20-50-5619 Bond Trustee	3,048	3,048	3,324	3,324	3,324
<b>Total Contract Services</b>	<b>23,048</b>	<b>23,048</b>	<b>23,324</b>	<b>23,324</b>	<b>23,324</b>
<b><u>Annual Debt Service</u></b>					
20-50-5800 Principal	280,000	295,000	295,000	294,993	315,000
20-50-5801 Interest	72,317	56,265	56,265	56,265	37,355
20-50-5045 Miscellaneous	0	0	0	0	0
<b>Total Annual Debt Service</b>	<b>352,317</b>	<b>351,265</b>	<b>351,265</b>	<b>351,258</b>	<b>352,355</b>
<b>Total Rush Park AD Expenditures</b>	<b>375,365</b>	<b>374,313</b>	<b>374,589</b>	<b>374,582</b>	<b>375,679</b>
<b>Revenues Less Expenditures</b>	<b>7,907</b>	<b>10,145</b>	<b>9,869</b>	<b>6,297</b>	<b>7,822</b>
Transfers Out	0	0	0	0	0
(1) Transfer Out - (To Fund 50 as directed by auditor)	7,907	10,145	9,869	6,297	7,822
<b>Fund Balance, End of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FY 2019-2020 PROPOSED FINAL BUDGET**  
**(Department Accounts Combined)**  
**CAPITAL IMPROVEMENT PROGRAM - FUND 40**

<b>ACCOUNT NO.</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 AMENDED BUDGET</b>	<b>2018-2019 ESTIMATE TO CLOSE</b>	<b>2019-2020 PROPOSED FINAL BUDGET</b>
<b><u>Assigned Fund Balance, Beginning</u></b>	<b>105,109</b>	<b>32,696</b>	<b>26,196</b>	<b>26,196</b>	<b>8,758</b>
<b><u>Revenues</u></b>					
40-00-3600 Transfer In Fund 10	0	0	60,000	60,000	150,000 0
<b>Total Capital Improvement Program Revenues</b>	<b>105,109</b>	<b>32,696</b>	<b>86,196</b>	<b>86,196</b>	<b>158,758</b>
<b><u>Expenditures</u></b>					
Departments					
Rossmoor Park	25,060	0	37,825	37,825	48,100
Montecito Center	0	0	12,000	14,957	0
Rush Park	28,606	0	8,148	8,148	86,420
General	18,747	6,500	16,500	16,508	11,500
<b>Total Expenditures</b>	<b>72,413</b>	<b>6,500</b>	<b>74,473</b>	<b>77,438</b>	<b>146,020</b>
<b><u>Revenues Less Expenditures</u></b>	<b>32,696</b>	<b>26,196</b>	<b>11,723</b>	<b>8,758</b>	<b>12,738</b>
<b>Fund Balance, End of Year</b>	<b>32,696</b>	<b>26,196</b>	<b>11,723</b>	<b>8,758</b>	<b>12,738</b>

**CAPITAL IMPROVEMENT PROGRAM - FUND 40 PROJECT LIST**  
**2019-2020 PROPOSED FINAL BUDGET**

PROJECT TITLE	2017-2018 ACTUAL	2018-2019 APPROVED FINAL BUDGET	2018-2019 AMENDED BUDGET	2018-2019 ESTIMATE TO CLOSE	2019-2020 PROPOSED FINAL BUDGET	2020-2021 INFORMATION ONLY	2021-2022 INFORMATION ONLY
<b>REVENUES</b>							
Beginning Fund Balance	\$32,696	\$26,196	\$26,196	\$26,196	\$8,759	\$12,739	(\$63,261)
Transfer from Fund 10			\$60,000	\$60,000	\$150,000		
<b>TOTAL REVENUES</b>	<b>\$32,696</b>	<b>\$26,196</b>	<b>\$86,196</b>	<b>\$86,196</b>	<b>\$158,759</b>	<b>\$12,739</b>	<b>(\$63,261)</b>
<b>EXPENSES</b>							
<b>ROSSMOOR PARK</b>							
Retrofit Tennis Lights to LED and Monument Sign			\$14,125	\$14,124			
Basketball and Tennis Courts Resurfacing			\$23,700	\$23,700			
Repave, Slurry and Stripe Parking Spaces						\$16,000	
Picnic Canopy Site B					\$48,100		
Rossmoor Park Playground							\$100,000
<b>ROSSMOOR PARK SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,825</b>	<b>\$37,824</b>	<b>\$48,100</b>	<b>\$16,000</b>	<b>\$100,000</b>
<b>MONTECITO</b>							
Upgrade Lighting to LED			\$0	\$5,357			
Carpeting and Flooring			\$12,000	\$9,600			
<b>MONTECITO SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$14,957</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>RUSH PARK</b>							
Upgrade Lighting in Auditorium and Office (\$9,797 - 1,649 rebate = \$8,148)			\$8,148	\$8,148			
Repave, Slurry and Stripe Parking Lot					\$35,200		
Audio/Video Upgrade					\$33,420		
Lighting Upgrade for Board Meetings					\$17,800		
Auditorium Carpeting						\$40,000	
Handball and Pickle Court						\$20,000	
Outdoor Exercise Machines							\$52,000
Modular Building (additional office space) TBD							
<b>RUSH PARK SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,148</b>	<b>\$8,148</b>	<b>\$86,420</b>	<b>\$60,000</b>	<b>\$52,000</b>
<b>ROSSMOOR WALL</b>							
<b>ROSSMOOR WALL SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GENERAL</b>							
Work Truck (Finance for 4 years)	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500		
Electric Cart for Parks			\$10,000	\$10,008			
Computers and Software Upgrade					\$5,000		
<b>GENERAL SUBTOTAL</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$16,500</b>	<b>\$16,508</b>	<b>\$11,500</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$74,473</b>	<b>\$77,437</b>	<b>\$146,020</b>	<b>\$76,000</b>	<b>\$152,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$26,196</b>	<b>\$19,696</b>	<b>\$11,723</b>	<b>\$8,759</b>	<b>\$12,739</b>	<b>(\$63,261)</b>	<b>(\$215,261)</b>

### SALARY PLAN F/Y 2019-2020

Position	2018-2019 Current Salary		2019-2020 Midpoint (Includes 3.4% Increase CPI Over 2018-2019)	2019-2020 Recommended Salary		
	Annually	Hourly		Annually	Hourly Increase	Hourly
General Manager	\$93,600.00		n/a	\$75,000.00	n/a	
Accountant/Bookkeeper	\$60,475.43	\$29.0747	\$62,531.60	\$62,531.60	\$0.99	\$30.06
Administrative Assistant	\$59,929.99	\$28.8125	\$61,967.61	\$61,967.61	\$0.98	\$29.79
General Clerk	\$45,225.89	\$21.7432	\$46,763.57	\$46,763.57	\$0.74	\$22.48
* Staff Assistant	n/a	\$20.8000	n.a	n.a	n/a	\$20.80
Park Superintendent	\$56,998.26	\$27.4030	\$58,936.20	\$58,936.20	\$0.93	\$28.33
Recreation Superintendent	\$52,000.00	\$25.0000	\$53,768.00	\$53,768.00	\$0.85	\$25.85
Tree Consultant/Maint Asst	\$41,724.80	\$20.0600	\$43,143.44	\$43,143.44	\$0.68	\$20.74
Maintenance Assistant	\$31,220.80	\$15.0100	\$32,282.31	\$32,282.31	\$0.51	\$15.52
Recreation Leader	\$31,220.80	\$15.0100	\$32,282.31	\$32,282.31	\$0.51	\$15.52
* Event/Facility/Park Attendant	n/a	\$15.00			n/a	\$15.00

\* On-call/Hours Vary throughout the year.

**NOTICE OF  
PREPARATION OF FINAL BUDGET  
HEARING ON PROPOSED FINAL BUDGET  
OF ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOR FISCAL YEAR 2019-2020**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of June 11, 2019 for fiscal year 2019-2020, and the General Manager of the District has prepared a proposed Final Budget for the District for fiscal year 2019-2020. The proposed Final Budget is available for inspection at the District office between the hours of 9:00 A.M. and 5:00 PM, Monday through Friday. Persons wishing to inspect the proposed final budget should ask for Joe Mendoza, the District's General Manager, and state that they wish to review the proposed Final Budget for fiscal year 2019-2020. The District office is located at 3001 Blume Drive, Rossmoor, CA 90720.

NOTICE IS ALSO GIVEN that the Board of Directors of the District will conduct a hearing on the proposed Final Budget on July 9, 2019, commencing at 7:00 P.M., at the District Auditorium, 3021 Blume Drive, Rossmoor, CA 90720. Any person may appear at the time of the hearing and be heard regarding any item in the proposed Final Budget, or regarding the addition of other items. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for fiscal year 2019-2020.

Joe Mendoza

Board Secretary

June 17, 2019

Date

## Rossmoor Community Services District

**Policy**

**No. 3020**

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### **BUDGET PREPARATION, ADOPTION AND REVISION**

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**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.

**3020.21 RCSD Five-Year Fiscal Plan:** Concurrently with the preparation of the Preliminary Budget, the General Manager shall update the Plan for review by the Budget Committee.

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

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

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

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

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

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

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

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



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

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

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

Amended: February 14, 2017

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** July 9, 2019

**To:** Honorable Board of Directors

**From:** General Manager, Joe Mendoza  
Initiated by Kathy Bell, Accountant

**Subject:** RESOLUTION No. 19-07-09-01 ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT FOR FISCAL YEAR 2019-2020 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

**RECOMMENDATION:**

Approve Resolution No. 19-07-09-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT FOR THE FISCAL YEAR 2019-2020 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

**BACKGROUND:**

The Board at their June 11, 2019 Regular Meeting discussed the Preliminary Budget and authorized the General Manager to submit a Proposed Final Budget for the Fiscal Year 2019-2020. Approval of this resolution is in keeping with SB 135 which requires approval of the Final Budget by a Resolution of the Board of Directors. This action also establishes budgetary control by the Board at the Fund level. At the June 11 meeting, the Board also adopted a resolution establishing the FY 2019-2020 Expenditure Limits. The proposed expenditure totals of the Final Budget are within those limits.

**ATTACHMENTS:**

1. Resolution No. 19-07-09-01
2. Attachment A - Annual Budget Expenditures Totals Amount Summary.

**RESOLUTION 19-07-09-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT FOR THE FISCAL YEAR 2019-2020 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT**

**WHERE AS**, the Rossmoor Community Services District did discuss and approve at a public hearing, the District's Fiscal Year 2019-2020 Final Budget at its Regular Meeting on July 9, 2019.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Annual Budget Revenue and Expenditure totals by Fund in the amounts specified in Attachment A for the Fiscal Year 2019-2020.

**PASSED AND ADOPTED** this 9<sup>th</sup> day of July, 2019.

BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Ron Casey, President

**ATTEST:**

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

**ATTACHMENT A**

ANNUAL FISCAL YEAR 2019-2020 ANNUAL BUDGET REVENUE  
AND EXPENDITURE TOTALS AMOUNT SUMMARY

**TOTAL FUND REVENUES**

FUND 10	\$1,658,810
FUND 20	\$383,500
FUND 40 (Beginning Fund Balance \$8,758)	\$150,000

**TOTAL ALL FUNDS** **\$2,192,310**

**TOTAL FUND EXPENDITURES**

FUND 10	\$1,631,328
FUND 20	\$375,679
FUND 40	\$146,020

**TOTAL ALL FUNDS** **\$2,153,027**

## ROSSMOOR COMMUNITY SERVICES DISTRICT

### AGENDA ITEM H-1

**Date:** July 9, 2019

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)  
INSURANCE COVERAGE

#### **RECOMMENDATION:**

Receive and file; direct staff as appropriate.

#### **BACKGROUND:**

At the June 11, 2019 Rossmoor Community Services District (RCSD) Board of Directors meeting, the Board requested information regarding the District's liability coverage related to the perimeter brick wall and the \$1,000 deductible required by SDRMA for *Personal Injury and Property Damage Liability Coverage – Auto* claims. In 2018, there were two auto accidents that caused damage to the District's brick wall. The first incident cost the District \$23,061 to repair the wall. SDRMA reimbursed RCSD \$22,061 (minus the \$1,000 deductible). SDRMA could not collect the full amount from the responsible party so did not reimburse any amount from the deductible. The second incident cost the District \$19,900 to repair the wall. SDRMA reimbursed RCSD a total of \$19,128. SDRMA did collect the full amount from the responsible party. However, SDRMA incurred \$722 in expenses. They deducted that amount from the \$1,000 deductible and reimbursed RCSD only \$228 of the \$1,000.

In addition, the Special District Risk Management Authority (SDRMA) recently sent a letter (Attachment A) to notify the RCSD of changes to the deductible amounts for liability coverage claims. The SDRMA Board of Directors conducts an annual review of losses for all their individual member agencies and compares those losses to the loss experience of all SDRMA members. Attachment B is a copy of the SDRMA Property/Liability 10 Year Claim Summary for the RCSD. The purpose of the review is to ensure that members are fairly charged; that contributions are based on a member's exposures and loss experience; and acts to encourage members to manage their risk to improve their loss exposure. Attachment C is the SDRMA Declarations – General Liability Coverage that outlines the various areas of

coverage and the deductible amounts identified for 2019-2020. The new deductible amounts took effect July 1, 2019.

<b>Coverage</b> (based on 2018-2019)	<b>Member Deductible Previous</b>	<b>Member Deductible New</b>
A. Personal Injury and Property Damage Liability Coverage - General	\$5,000 3 <sup>rd</sup> party property damage	\$25,000
B. Personal Injury and Property Damage Liability Coverage – Auto	\$1,000 per occurrence for property damage losses only	
C. Public Officials’ and Employees’ Errors and Omissions Coverage	0	
D. Employee Benefits Liability Coverage	0	
E. Employment Practices Liability Coverage	0	

The letter also announced a 5% increase for liability rates and an 11% increase for property rates for FY 2019-20. The rate increases are based on several factors including industry losses due to catastrophic fires in California, increasing court judgments, excess carriers imposing rate increases to SDRMA, etc. These factors, coupled with overall pool claims costs over the past several years, resulted in the SDRMA Board approving the rate increases. For the RCSD, the increased amounts were used when budgeting for FY 2019-2020. As a comparison, here are the new rates versus last year: 2018-2019 - \$21,974.48, 2019-2020 - \$26,564.67 (+\$4590,19).

The RCSD staff has been taking a proactive approach to reduce the risk and exposure to the District, especially regarding trees. We are being aggressive in identifying risk and taking action that should minimize future claims. We will continue to monitor and identify ways to manage risk in all areas of our operation.

Mr. Dennis Timoney, ARM, Chief Risk Officer, of SDRMA will address the Board to provide information regarding the partial payment of the deductible for the brick wall claim, as well as, be available to discuss the liability deductible changes and rate increases for FY 2019-2020 to the District's policy.

**ATTACHMENTS:**

1. SDRMA letter dated March 1, 2019
2. SDRMA Property/Liability 10 Year Claim Summary for the RCSD
3. SDRMA Declarations – General Liability Coverage



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

March 1, 2019

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

RE: 2019-20 Property/Liability Program Rate Information

Dear Mr. Ruth,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors, we sincerely appreciate your safety/loss prevention efforts and continued support of SDRMA. We write to share information about changes affecting the calculation of your agency's estimated contribution for program year 2019-20.

**Deductible Adjustment:** *We are advising you that, based upon the District's loss history, we are implementing a \$25,000 deductible for any Liability claims with an occurrence date of July 1, 2019 or later.*

By policy, the SDRMA Board of Directors requires an annual review of losses for each individual member agency and comparing those losses to the loss experience of all Authority members. This review ensures that the risk factor assigned to each member:

- *Fairly and equitably rates members;*
- *Equalizes contributions based on a member's exposures and loss experience; and*
- *Encourages members to focus on preventing claims and improving their loss experience.*

The analysis of individual members' losses and the comparison of their losses to the loss experience for all SDRMA members involves only members with multiple losses/claims and where their loss experience exceeds the established baseline. The policy also requires that member's annual contribution amounts be increased to reflect member losses above the established baseline and conversely, decreased if losses are below the established baseline (detailed loss history attached).

Based on our review and analysis, we have determined that the loss experience of your agency is higher than the established baseline for the Property/Liability Program. During our review period, SDRMA has paid or reserved over \$45,000 for multiple claims experienced by your agency.

**Rate Increase:** SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. Unfortunately, due to catastrophic fires within California and increasing liability court judgements, our excess carriers are imposing a rate increase on all their clients, including SDRMA. Based on those factors and overall pool claims costs over the past several years, after considerable review and discussion on February 6, 2019, the Board approved a **5% increase for the liability rates and a 11% increase for property rates** for 2019-20. This increase will still leave a revenue shortfall that will require the use of reserves and investment income to fully fund the program.

To comply with IRS regulations, we advise you that any discussion of federal tax issues in this email was not intended or written to be used, and cannot be used by you, (i) to avoid any penalties imposed under the Internal Revenue Code or (ii) to promote, market or recommend to another party any transaction or matter addressed herein.

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# Special District Risk Management Authority



## Property/Liability 10 Year Claim Summary

Rossmoor Community Services District  
 Member Since - 02/01/1987  
 Member Type - Community Services  
 As of 05/31/2019

Coverage Period	Number of Claims			Total Claims Amount			Average Severity Comparison		
	Open	Closed	Total	Paid	Outstanding Reserve	Total Incurred	Member	Member Type	Pool
2018-19	3	2	5	\$27,459	\$200	\$27,659	\$5,532	\$17,491	\$15,242
2017-18	0	5	5	\$25,807	\$0	\$25,807	\$5,161	\$87,612	\$49,297
2016-17	0	6	6	\$16,538	\$0	\$16,538	\$2,756	\$111,470	\$31,074
2015-16	0	5	5	\$19,661	\$0	\$19,661	\$3,932	\$48,968	\$50,424
2014-15	0	3	3	\$1,750	\$0	\$1,750	\$583	\$28,691	\$65,520
2013-14	0	1	1	\$0	\$0	\$0	\$0	\$20,283	\$32,189
2012-13	0	5	5	\$4,149	\$0	\$4,149	\$830	\$15,666	\$25,844
2011-12	0	2	2	\$0	\$0	\$0	\$0	\$9,679	\$25,009
2010-11	0	3	3	\$26,057	\$0	\$26,057	\$8,686	\$12,516	\$16,829
2009-10	0	1	1	\$2,573	\$0	\$2,573	\$2,573	\$23,292	\$19,426
	<b>3</b>	<b>33</b>	<b>36</b>	<b>\$123,994</b>	<b>\$200</b>	<b>\$124,194</b>			

### Claims by Claim Type

	Number of Claims				Total Claims Amount				Average Severity Comparison		
	Open	Closed	Total	%	Paid	Outstanding Reserve	Total Incurred	%	Member	Member Type	Pool
General Property Damage	2	25	27	75%	\$44,651	\$200	\$44,851	36%	\$1,661	\$8,580	\$26,930
General Bodily Injury	0	2	2	6%	\$26,057	\$0	\$26,057	21%	\$13,029	\$43,014	\$40,772
Auto Collision	0	2	2	6%	\$5,532	\$0	\$5,532	4%	\$2,766	\$5,056	\$4,628
All Risk Perils	1	4	5	14%	\$47,753	\$0	\$47,753	38%	\$9,551	\$17,307	\$18,408
	<b>3</b>	<b>33</b>	<b>36</b>		<b>\$123,994</b>	<b>\$200</b>	<b>\$124,194</b>				

Claim Status: C - Closed

O - Open R - Reopened

Report Date: 06/14/2019

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# Special District Risk Management Authority



## Property/Liability Claim Detail

Rossmoor Community Services District  
As of 05/31/2019

Loss Date	Claim Number	Claimant Name	Loss Category	Loss Type	Claim Status	Indemnity Paid	Indemnity Reserve	Expense Paid	Expense Reserve	Total Incurred
05/14/1995	495000106-0001		Theft	Theft	C	\$4,653.05	\$0.00	\$0.00	\$0.00	\$4,653.05
06/13/1995	495000105-0001		General Bodily Injury	Fall From Equipment	C	\$3,335.27	\$0.00	\$70.00	\$0.00	\$3,405.27
<b>1994-95</b>		<b>No. of Claims: 2</b>				<b>\$7,988.32</b>	<b>\$0.00</b>	<b>\$70.00</b>	<b>\$0.00</b>	<b>\$8,058.32</b>
09/20/1997	798001125-0001		General Bodily Injury	Off Premises	C	\$0.00	\$0.00	\$106,622.96	\$0.00	\$106,622.96
<b>1997-98</b>		<b>No. of Claims: 1</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106,622.96</b>	<b>\$0.00</b>	<b>\$106,622.96</b>
08/31/1998	899001268-0001		Auto Property Damage	Miscellaneous	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/20/1999	899001302-0001		Fire	Fire - Accidental	C	\$3,604.35	\$0.00	\$2,344.57	\$0.00	\$5,948.92
<b>1998-99</b>		<b>No. of Claims: 2</b>				<b>\$3,604.35</b>	<b>\$0.00</b>	<b>\$2,344.57</b>	<b>\$0.00</b>	<b>\$5,948.92</b>
02/25/2000	900001594-0001		General Property Damage	Sewer Loss	C	\$0.00	\$0.00	\$5,802.69	\$0.00	\$5,802.69
05/09/2000	900001494-0001		General Property Damage	Miscellaneous	C	\$937.52	\$0.00	\$0.00	\$0.00	\$937.52
<b>1999-00</b>		<b>No. of Claims: 2</b>				<b>\$937.52</b>	<b>\$0.00</b>	<b>\$5,802.69</b>	<b>\$0.00</b>	<b>\$6,740.21</b>
04/12/2001	001001640-0001		All Risk Perils	Water Damage	C	\$2,239.28	\$0.00	\$589.78	\$0.00	\$2,829.06
<b>2000-01</b>		<b>No. of Claims: 1</b>				<b>\$2,239.28</b>	<b>\$0.00</b>	<b>\$589.78</b>	<b>\$0.00</b>	<b>\$2,829.06</b>
06/13/2002	102001823-0001		General Bodily Injury	Slip/Trip/Fall Premises	C	\$5,000.00	\$0.00	\$987.51	\$0.00	\$5,987.51
<b>2001-02</b>		<b>No. of Claims: 1</b>				<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$987.51</b>	<b>\$0.00</b>	<b>\$5,987.51</b>
12/05/2002	203003386-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2002-03</b>		<b>No. of Claims: 1</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
08/13/2003	304002235-0001		General Property Damage	Dangerous Condition	C	\$2,552.25	\$0.00	\$0.00	\$0.00	\$2,552.25
<b>2003-04</b>		<b>No. of Claims: 1</b>				<b>\$2,552.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,552.25</b>
12/01/2004	405003465-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/05/2005	405003437-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2004-05</b>		<b>No. of Claims: 2</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
12/31/2005	506002934-0001		General Property Damage	Indemnification Claim	C	\$0.00	\$0.00	\$493.35	\$0.00	\$493.35
01/02/2006	506002751-0001		General Property Damage	Miscellaneous	C	\$0.00	\$0.00	\$392.84	\$0.00	\$392.84
<b>2005-06</b>		<b>No. of Claims: 2</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$886.19</b>	<b>\$0.00</b>	<b>\$886.19</b>
12/04/2006	607003445-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/28/2006	607003361-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/05/2007	607003438-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Claim Status: C - Closed O - Open R - Reopened



# Special District Risk Management Authority



## Property/Liability Claim Detail

### Rossmoor Community Services District As of 05/31/2019

Loss Date	Claim Number	Claimant Name	Loss Category	Loss Type	Claim Status	Indemnity Paid	Indemnity Reserve	Expense Paid	Expense Reserve	Total Incurred
02/25/2007	607003004-0001		Auto Collision	Hit By Other Car	C	\$777.69	\$0.00	\$0.00	\$0.00	\$777.69
05/10/2007	607003142-0001		Theft	Theft	C	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
<b>2006-07</b>		<b>No. of Claims: 5</b>				<b>\$4,317.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,317.69</b>
08/19/2007	708003120-0001		All Risk Perils	Damage By 3Rd Prty	C	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
09/21/2007	708003385-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
09/27/2007	708003213-0001		General Property Damage	Trees	C	\$9,838.00	\$0.00	\$0.00	\$0.00	\$9,838.00
03/04/2008	708003362-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/04/2008	708003381-0001		Auto Comprehensive	Theft	C	\$639.67	\$0.00	\$0.00	\$0.00	\$639.67
06/09/2008	708003439-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/28/2008	708003524-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2007-08</b>		<b>No. of Claims: 7</b>				<b>\$10,477.67</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$10,497.67</b>
08/05/2008	809003582-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/24/2009	809003729-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/04/2009	809003796-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2008-09</b>		<b>No. of Claims: 3</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
09/07/2009	910003885-0001		General Property Damage	Trees	C	\$2,572.69	\$0.00	\$0.00	\$0.00	\$2,572.69
<b>2009-10</b>		<b>No. of Claims: 1</b>				<b>\$2,572.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,572.69</b>
09/02/2010	011004804-0001		General Bodily Injury	Dangerous Condition	C	\$0.00	\$0.00	\$26,057.13	\$0.00	\$26,057.13
02/06/2011	011004745-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/13/2011	011004828-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2010-11</b>		<b>No. of Claims: 3</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,057.13</b>	<b>\$0.00</b>	<b>\$26,057.13</b>
08/02/2011	112004983-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05/27/2012	112005180-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2011-12</b>		<b>No. of Claims: 2</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
08/12/2012	213005289-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/31/2012	213005272-0001		General Property Damage	Damage By Dist. Equipment/Manh	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/01/2012	213005643-0001		All Risk Perils	Water Damage	C	\$0.00	\$0.00	\$806.50	\$0.00	\$806.50
01/28/2013	213005366-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/23/2013	213005392-0001		Auto Collision	Hit By Other Car	C	\$3,218.09	\$0.00	\$124.40	\$0.00	\$3,342.49
<b>2012-13</b>		<b>No. of Claims: 5</b>				<b>\$3,218.09</b>	<b>\$0.00</b>	<b>\$930.90</b>	<b>\$0.00</b>	<b>\$4,148.99</b>
10/04/2013	314005566-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Claim Status: C - Closed O - Open R - Reopened

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# Special District Risk Management Authority



## Property/Liability Claim Detail

Rossmoor Community Services District  
As of 05/31/2019

Loss Date	Claim Number	Claimant Name	Loss Category	Loss Type	Claim Status	Indemnity Paid	Indemnity Reserve	Expense Paid	Expense Reserve	Total Incurred
<b>2013-14</b>		<b>No. of Claims: 1</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
08/22/2014	415005901-0001		General Property Damage	Trees	C	\$289.00	\$0.00	\$0.00	\$0.00	\$289.00
12/12/2014	415006014-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/17/2015	415006088-0001		General Property Damage	Trees	C	\$1,460.68	\$0.00	\$0.00	\$0.00	\$1,460.68
<b>2014-15</b>		<b>No. of Claims: 3</b>				<b>\$1,749.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,749.68</b>
08/30/2015	516006383-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
09/01/2015	516006237-0001		General Property Damage	Trees	C	\$3,755.60	\$0.00	\$0.00	\$0.00	\$3,755.60
11/16/2015	516006387-0001		General Property Damage	Trees	C	\$6,037.09	\$0.00	\$9,268.32	\$0.00	\$15,305.41
02/01/2016	516006440-0001		General Property Damage	Trees	C	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
04/22/2016	516006527-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2015-16</b>		<b>No. of Claims: 5</b>				<b>\$10,392.69</b>	<b>\$0.00</b>	<b>\$9,268.32</b>	<b>\$0.00</b>	<b>\$19,661.01</b>
07/08/2016	617006581-0001		All Risk Perils	Tree Damage	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07/25/2016	617006786-0001		General Property Damage	Trees	C	\$749.80	\$0.00	\$0.00	\$0.00	\$749.80
02/01/2017	617006966-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/17/2017	617006995-0001		General Property Damage	Trees	C	\$9,305.94	\$0.00	\$100.00	\$0.00	\$9,405.94
02/17/2017	617006866-0001		All Risk Perils	Wind	C	\$2,965.00	\$0.00	\$0.00	\$0.00	\$2,965.00
03/08/2017	617006996-0001		General Property Damage	Trees	C	\$3,312.40	\$0.00	\$105.00	\$0.00	\$3,417.40
<b>2016-17</b>		<b>No. of Claims: 6</b>				<b>\$16,333.14</b>	<b>\$0.00</b>	<b>\$205.00</b>	<b>\$0.00</b>	<b>\$16,538.14</b>
07/14/2017	718007158-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/18/2017	718007183-0001		Auto Collision	Rearend	C	\$2,038.63	\$0.00	\$151.00	\$0.00	\$2,189.63
01/19/2018	718007301-0001		General Property Damage	Trees	C	\$307.75	\$0.00	\$0.00	\$0.00	\$307.75
03/15/2018	718007629-0001		General Bodily Injury	Slip/Trip/Fall Premises	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/21/2018	718007435-0001		All Risk Perils	Damage By 3Rd Prty	C	\$23,061.20	\$0.00	\$248.16	\$0.00	\$23,309.36
<b>2017-18</b>		<b>No. of Claims: 5</b>				<b>\$25,407.58</b>	<b>\$0.00</b>	<b>\$399.16</b>	<b>\$0.00</b>	<b>\$25,806.74</b>
08/18/2018	819007514-0001		General Property Damage	Trees	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/08/2018	819007669-0001		General Property Damage	Trees	O	\$0.00	\$100.00	\$0.00	\$100.00	\$200.00
12/31/2018	819007689-0001		All Risk Perils	Vndalsm/Malic.Misch/Accidental	O	\$19,900.00	\$0.00	\$772.16	\$0.00	\$20,672.16
01/21/2019	819007748-0001		General Property Damage	Trees	O	\$5,617.67	\$0.00	\$527.34	\$0.00	\$6,145.01
04/09/2019	819007813-0001		General Property Damage	Trees	C	\$642.05	\$0.00	\$0.00	\$0.00	\$642.05
<b>2018-19</b>		<b>No. of Claims: 5</b>				<b>\$26,159.72</b>	<b>\$100.00</b>	<b>\$1,299.50</b>	<b>\$100.00</b>	<b>\$27,659.22</b>
<b>Reporting Years: 23</b>		<b>Total No. of Claims: 66</b>		<b>No. of Open Claims: 3</b>		<b>\$122,950.67</b>	<b>\$100.00</b>	<b>\$155,483.71</b>	<b>\$100.00</b>	<b>\$278,634.38</b>

Claim Status: C - Closed      O - Open      R - Reopened



**Declarations – General Liability Coverage**

MEMBER COVERED: Rossmoor Community Services District  
3001 Blume Drive  
Rossmoor, California 90720-4638

*Handwritten notes:*  
need  
7/1/19 - 7/1/20

Your District/Agency/City has elected to participate in the risk financing coverage programs described below as "THE PACKAGE PROGRAM" and in such other programs as are indicated herein. These DECLARATIONS together with the Memorandum, the Liability Coverage Agreement, the terms and conditions of the Sixth Amended and Restated Joint Powers Agreement and Bylaws, or successor documents thereto, constitute the entire agreement concerning risk-financing coverage between the Special District Risk Management Authority and your District/Agency/City.

Please read the Sixth Amended and Restated Joint Powers Agreement and Bylaws of the Special District Risk Management Authority (hereinafter "SDRMA"), or successor documents thereto, together with the Memorandum of Coverages, hereinafter referred to as the "Memorandum," and the Liability Coverage Agreement itself to ascertain all of your District's/Agency's/City's rights and obligations regarding its relationship with the Special District Risk Management Authority.

COVERAGE PERIOD: July 1, 2018 at 12:01 a.m. to July 1, 2019 at 12:01 a.m.

**COVERAGE(S)**

**LIMITS**

**A. PERSONAL INJURY AND PROPERTY DAMAGE LIABILITY COVERAGE – GENERAL:**

Up to \$10,000,000 per occurrence, subject to (1) the sub-limits referred to below for **Inverse Condemnation, Sexual Abuse or Molestation Incidents, and Sexual Harassment losses**, (2) NOTES 1, 2 3, and 4 below including the group limits, and (3) the terms, conditions, deductibles definitions, and exclusions as provided in both the Memorandum and the Liability Coverage Agreement and endorsements thereto.

With respect to any occurrence arising out of a **Sexual Abuse or Molestation Incident**, if the limit of liability for Coverage A as stated in these Declarations is \$5,000,000 or less per occurrence, the applicable limit of liability for any such **Sexual Abuse or Molestation Incidents** shall be the per occurrence limit stated in these Declarations. With respect to any occurrence arising out of a **Sexual Abuse or Molestation Incident**, if the limit of liability for Coverage A as stated in these Declarations is in excess of \$5,000,000, the applicable limit of liability for any occurrence arising out of a **Sexual Abuse or Molestation Incident** shall nevertheless be \$5,000,000.

With respect to an **occurrence** arising out of **Inverse Condemnation**, the maximum limit of liability for all SDRMA Covered Parties due to any such single occurrence is \$1,000,000.

MEMBER DEDUCTIBLE: \$5,000 3rd party property damage

**LIMITS**

**B. PERSONAL INJURY AND PROPERTY DAMAGE LIABILITY COVERAGE - AUTO:**

**Up to \$10,000,000** per accident subject to the terms, conditions, deductibles and exclusions as provided in the Memorandum, and subject ALSO to the terms, conditions, definitions and exclusions of both the Memorandum and the Liability Coverage Agreement and endorsements thereto.

MEMBER DEDUCTIBLE: \$1,000 per occurrence for property damage losses only.

**C. PUBLIC OFFICIALS' AND EMPLOYEES' ERRORS AND OMISSIONS COVERAGE:**

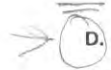
**Up to \$10,000,000** for each Wrongful Act, subject to NOTES 1, 2 3, and 4 below including the per occurrence group limit and sub-limit, subject ALSO to the terms,



## Declarations – General Liability Coverage

**LIMITS** conditions, definitions and exclusions as provided both the Memorandum and the Liability Coverage Agreement and endorsements thereto.

**MEMBER DEDUCTIBLE** \$0



**D. EMPLOYEE BENEFITS LIABILITY COVERAGE:**

**LIMITS** Up to \$10,000,000 for each Wrongful Act, subject to NOTES 1, 2 and 3 below including the per occurrence group limit and sub-limit, to which this coverage applies, subject to ALSO the terms, conditions, definitions and exclusions as provided in both the Memorandum and the Liability Coverage Agreement and endorsements thereto.

**MEMBER DEDUCTIBLE** \$0



**E. EMPLOYMENT PRACTICES LIABILITY COVERAGE:**

**LIMITS** Up to \$10,000,000 for each Wrongful Act, subject to NOTES 1, 2 3, and 4 below including the per occurrence group limit and sub-limit, to which this coverage applies, subject to the terms, conditions and exclusions as provided in both the Memorandum and the Liability Coverage Agreement and endorsements thereto.

**MEMBER DEDUCTIBLE:  
AS RESPECTS DISCIPLINE,  
DEMOTION, REASSIGNMENT OR  
TERMINATION**

As respects any employment practices **Claim** or **Suit** arising in whole or in part out of any action involving discipline, demotion, reassignment or termination of any **Employee, Leased Worker, Temporary Worker, Volunteer**, or any worker who participates in an internship or training program which may lead to employment with the **Member**:

- (1) SDRMA shall be responsible for the first \$10,000 of loss, and
- (2) as to amounts expended for a loss in excess of \$10,000 up to \$210,000, such losses will be shared between SDRMA (50%) and the **Member** (50%) such that the **Member** will be responsible for up to but not in excess of \$100,000,

UNLESS the covered Member shall, upon notifying SDRMA of the assertion or filing of a **Claim** or **Suit** seeking **Damages** arising in whole or in part out of any discipline, demotion, reassignment or termination of an any **Employee, Leased Worker, Temporary Worker, Volunteer**, or any worker who participates in an internship or training program which may lead to employment with the **Member**, furnishes to SDRMA an affidavit or declaration signed under penalty of perjury by a duly admitted and qualified member of the State Bar of California, averring that:

- (a) Said attorney is familiar with the laws governing the relationships between employees and employers, including public entity employers; and
- (b) That prior to any act referred to in the **Claim** or **Suit** involving discipline, demotion, reassignment or termination of an any **Employee, Leased Worker, Temporary Worker, Volunteer**, or any worker who participates in an internship or training program which may lead to employment with the **Member**, that the **Member** consulted fully with the person furnishing the affidavit or declaration on the issue of the propriety and legal ramifications of such discipline, demotion, reassignment or termination; and
- (c) That the person furnishing the affidavit or declaration advised the **Member** that the discipline, demotion, reassignment or termination complained of by the any **Employee, Leased Worker, Temporary Worker, Volunteer**, or any worker who participates in an internship or training program which may lead to



employment with the **Member**, was approved and sanctioned by said attorney, in which event the **Member's** obligation to pay 50% of the loss in excess of \$10,000 shall not apply; and

(d) That the person furnishing the affidavit or declaration was aware at the time of the advice that such a declaration would be submitted to SDRMA and that SDRMA would act in reliance upon said advice.

As respects any employment practice claim or suit not arising in whole or in part out of any action involving discipline, demotion, reassignment or termination, the **Member** deductible is:

MEMBER DEDUCTIBLE: \$0

ULTIMATE MAXIMUM LOSS:

AS RESPECTS ALL OTHER LIABILITY COVERAGES LISTED ABOVE

WITH RESPECT TO PARTS A, B, C, D AND E ABOVE: The maximum limit of liability for all **Damages** and **Defense Costs** shall not exceed the highest limit of any applicable coverage regardless of the number of coverages that apply. Should more than one coverage part apply, the member deductible shall not exceed the highest deductible under any applicable coverage part.

NOTE 1

WITH RESPECT TO PARTS A, B, C, D AND E ABOVE: All limits of liability, including group limits and sub-limits, are inclusive of **Defense Costs**.

NOTE 2

NOTE 3

WITH RESPECT TO PARTS A, B, C, D AND E ABOVE: The maximum limits of liability for all SDRMA Covered Parties due to an Occurrence, an Auto Accident, a Wrongful Act, an Employee Benefits Act, Error and Omission and/or Wrongful Employment Act or Practice, or any combination thereof, shall not exceed \$1,000,000 for any **occurrence** arising out of **Inverse Condemnation** and \$5,000,000 for any sexual abuse loss.

NOTE 4

WITH RESPECT TO PARTS A, B, C, D AND E ABOVE: The maximum limits of liability for all SDRMA Covered Parties for all Occurrences, Auto Accidents, Wrongful Acts, Employee Benefits Acts, Error and Omission and/or Wrongful Employment Acts or Practices, or any combination thereof shall not exceed the combination of:

(1) SDRMA's liability for its retentions under its Reinsurance Agreement with Munich Re Insurance America, Inc. of:

- (a) \$250,000 under Coverage A;
- (b) \$250,000 under Coverage B;
- (c) \$100,000 under Coverage C;
- (d) \$100,000 under Coverage D;
- (e) \$100,000 under Coverage E;

subject to an Aggregate Stop Loss Limit of \$2,000,000 and Aggregate Stop Loss Retention of \$5,323,536 and Annual Aggregate Limit of \$2,000,000;

(2) Coverage under SDRMA's Reinsurance Agreement with MunichRe Insurance America, Inc. referred to in (1) above with

limits of:

- (a) \$750,000 under Coverage A;
- (b) \$750,000 under Coverage B;
- (c) \$900,000 under Coverage C;
- (d) \$900,000 under Coverage D;
- (e) \$900,000 under Coverage E;

subject to an Aggregate Stop Loss Limit of \$2,000,000 and Aggregate Stop Loss Retention of \$5,323,536 and Annual Aggregate Limit of \$2,000,000; and

(3) Limits of Liability under SDRMA's Reinsurance Agreement with Public Risk Underwriters of Texas (QBE) of \$50,000,000 Annual Aggregate for all SDRMA Members and Covered Parties. .

*This information is provided as a general description only, and is not intended to supersede specific policy documents. In the event of a conflict in language, the policy(ies) will be the controlling document.*



## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

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

**Date:** July 9, 2019

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** DISCUSSION WITH COUNTY OF ORANGE TRAFFIC ENGINEER, WEI ZHU RE: CONSIDERATION OF DISTRICT REQUEST OF COUNTY FOR BIKE ROUTE CONNECTIVITY ROAD MARKINGS IN ROSSMOOR

#### **RECOMMENDATION:**

It is recommended that the RCSD Board discuss the options of requesting a shared bike lane connectivity route with markings on the street or the addition of signage without the shared bike lane markings and make a determination regarding whether the connectivity request should be moved forward for study and approval by the County.

#### **BACKGROUND:**

The Orange County Board of Supervisors recently removed parking restrictions along Hedwig and Foster Road and marked both streets as shared bike lanes. Subsequently, the Rossmoor Community Services District (RCSD) Board of Directors requested consideration by the County for expanding the shared bike lanes to provide connectivity for bicyclists throughout the community.

At the April 9, 2019 RCSD Board meeting, Wei Zhu, Planner Estimator with the County of Orange Public Works Traffic Investigations and Studies Department, addressed the RCSD Board regarding upcoming roadwork in Rossmoor and the Board's connectivity request. Ms. Zhu discussed the potential to incorporate the District's proposed bike path route connectivity request into the County's upcoming slurry seal project. She stated that prior to consideration of the request, the County would need to conduct a feasibility study to determine the volume demand for the bike connectivity route. Wei Zhu also stated she would have to investigate the connection of all the schools, as well as the location of the typical route utilized by existing bicyclists.

The map illustrated on Attachment 1 outlines existing shared bike lanes along Hedwig Road and Foster Road, as well as identifies additional streets for shared

bike lane consideration. These streets are: Walnut Street to Wallingsford Road to Ruth Elaine Drive to Martha Drive to Yellowtail Drive to St. Cloud Drive to Montecito Road to Orangewood Avenue to Weatherby Road.

Ms. Zhu concluded that although the approval for RCSD's proposed bike route connectivity request was a lengthy process, if the community is sincere about the proposal the County would be sure to investigate it.

**FINDINGS:**

On May 16, 2019, Ms. Zhu provided her opinion regarding the District's request for additional shared bike lanes within the Rossmoor Community Services District. She shared that all roadways in Rossmoor shall be open to bicyclists, whether they are marked or not. She cited that pursuant to CVC 21200, "a person riding a bicycle... has all the rights and is subject to all the provisions applicable to the driver of a vehicle by this division..." Therefore, no signs or stencils are needed in terms of establishing bike route connectivity. Ms. Zhu also stated that if the objective of adding signs and stencils along the highlighted routes is to encourage more bicyclists riding on the streets, the District could add standard D11-1 signs and no stencil would be necessary. The installation of the signs could be in approximately one month since it would not be necessary to wait for the repaving project.

Because this was a Board request, Ms. Zhu will be present at this meeting to address the Board and answer any questions about shared bike lane markings or signage and provide an update on the repaving project.

**ATTACHMENTS:**

1. Rossmoor Bike Connectivity Route Proposal Map



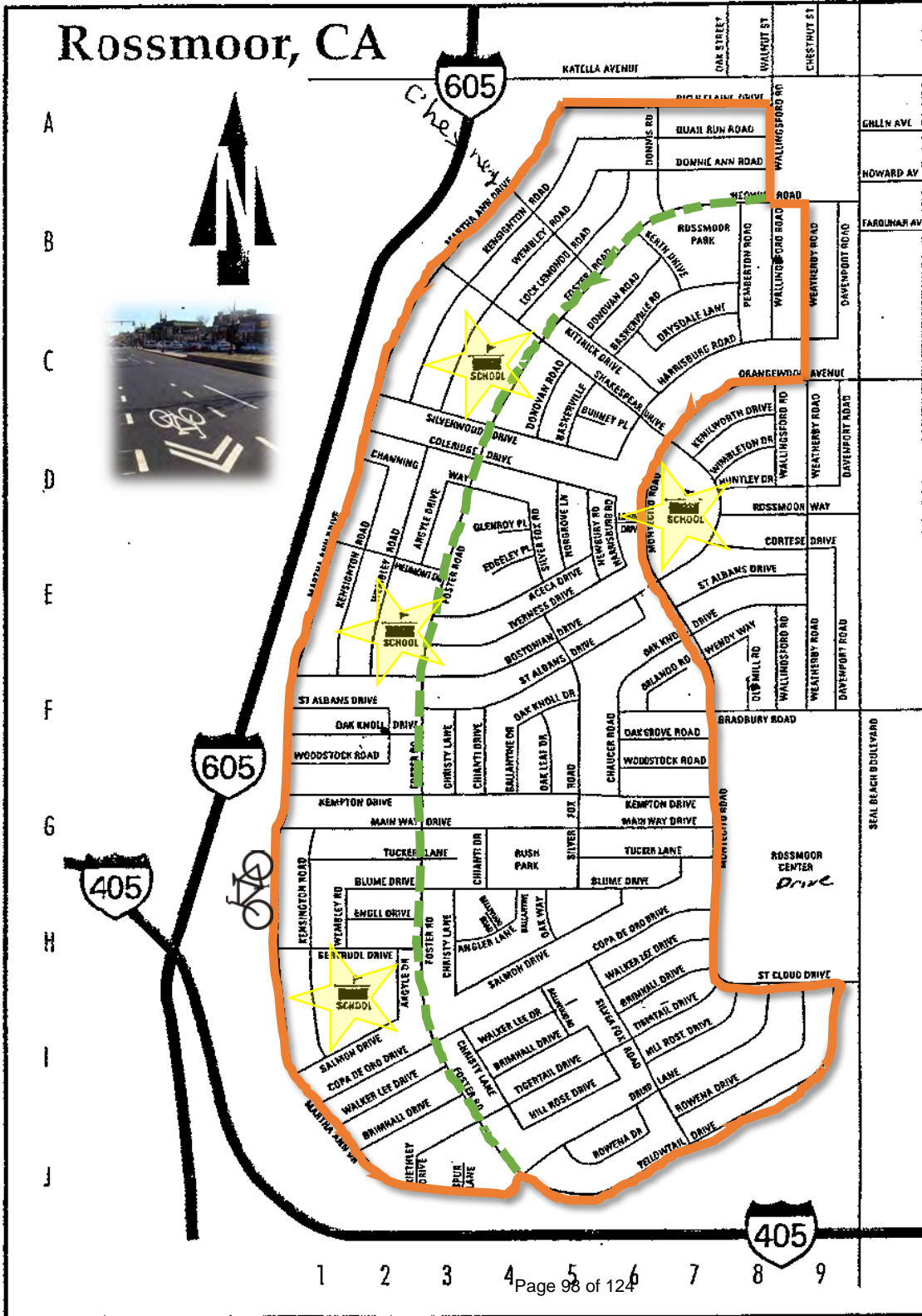
**KEY**

- Proposed ———
- Existing - - - - -



**Rossmoor, CA**

A  
B  
C  
D  
E  
F  
G  
H  
I  
J



**Rossmoor Directory**

Accia Drive	.....E-5
Angler Drive	.....H-4
Argyle Drive	.....D-3, F-3
Ballantine Drive	.....F-3, H-5
Baskerville Road	.....C-6
Bellwood Road	.....H-5
Blume Drive	.....C-5
Bostonian Drive	.....E-5
Bradbury Road	.....F-7
Brimhall Drive	.....I-5
Burney Place	.....C-6
Channing Way	.....D-3
Chaucer Road	.....F-6
Chesney Drive	.....B-5
Chianti Drive	.....F-4, G-4
Christy Lane	.....F-4, H-4, I-4
Coleridge Drive	.....D-3
Cope De Oro Drive	.....H-6
Cortese Drive	.....D-8
Davenport Road	.....B-9, E-9
Donnie Ann Road	.....A-6
Donnis Road	.....A-6
Drysdale Lane	.....C-7
Druid Lane	.....I-7
Edgeley Place	.....E-5
Engel Drive	.....H-3
Foster Road	.....B-6, F-3, I-4
Gertrude Drive	.....H-2
Harrisburg Road	.....C-7, E-7
Hedwig Road	.....B-7
Hill Rose Drive	.....I-6
Huntley Drive	.....D-8
Ivemess Drive	.....E-5
Keithley Drive	.....J-3
Kempton Drive	.....G-4
Kerith Drive	.....B-7
Kittrick Drive	.....C-6
Loch Lomond Road	.....B-6
Loring Road	.....D-7
Main Way Drive	.....C-5
Martha Ann Dr	.....A-7, B-4, E-1
Montecito Road	.....D-7, G-8
Newbury Road	.....D-6
Norgrove Lane	.....D-6
Oak Grove Road	.....F-7
Oak Knoll Dr	.....E-8, F-2, F-5
Oak Leaf Drive	.....F-5
Oak Way Drive	.....H-5, I-6
Old Mill Road	.....F-8
Orangewood Avenue	.....C-8
Orlando Road	.....F-7
Pemberton Road	.....B-8
Piedmont Avenue	.....D-3
Quail Run Road	.....A-6
Rossmoor Way	.....D-9
Rowena Drive	.....J-6
Ruth Elaine Drive	.....A-6
Salmon Drive	.....H-5
Silver Fox Rd	.....D-5, G-6, I-7
Silverwood Drive	.....C-3
Shakespeare Drive	.....B-4
Spur Lane	.....J-4
St Albans Dr	.....E-8, F-1, F-4
St Cloud Drive	.....H-9
Tigertail Drive	.....I-5
Tucker Lane	.....G-3, G-7
Walker Lee Drive	.....I-3
Wallingsford Rd	.....B-9, D-9, F-9
Weatherby Road	.....B-9, F-9
Wembley Road	.....A-7, C-4, E-2
Wendy Way	.....E-8
Wimbleton Drive	.....D-8
Woodstock Road	.....F-2, F-7
Yellowtail Drive	.....J-7

## ROSSMOOR COMMUNITY SERVICES DISTRICT

### AGENDA ITEM H-3

**Date:** July 9, 2019

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Subject:** BALLOTS AND DECLARATION OF QUALIFICATION TO VOTE RE:  
LAFCO REGULAR SPECIAL DISTRICT MEMBER AND LAFCO  
ALTERNATE SPECIAL DISTRICT MEMBER.

#### **RECOMMENDATION:**

Discussion and possible action to select candidate for election as Regular and Alternate Special District Members to LAFCO and to authorize General Manager to submit Ballots to LAFCO.

#### **BACKGROUND:**

One of the two OC LAFCO Regular Special District member seats was vacated on April 10, 2019. The expiration date of this term is June 30, 2020. At its May 2019 regular board meeting, two candidates for the Regular Special District Member seat, James Fisler and Sandra Jacobs addressed the Board regarding their qualifications and asked for its vote.

President Ron Casey as the Board Representative to the Independent Special Districts of Orange County (ISDOC), is designated as the District's voting member (*The District may also designate an alternate voting representative*).

The District was notified by LAFCO that the nomination period for the OC LAFCO Regular and Alternate Special District seats officially closed on Friday, Jun 7, 2019 at 3:00 p.m. Below are the nominations received for each seat:

#### **Regular Special District Member:**

1. James Fisler, Mesa Water District
2. Sandra Jacobs, Santa Margarita Water District

#### **Alternate Special District Member:**

1. Cecilia Aguinaga, Orange County Mosquito & Vector Control District

2. Kathryn Freshley, El Toro Water District
3. Margie L. Rice, Midway City Sanitary District

At its May 14, 2019 and June 11, 2019 regular board meetings candidates for the Regular Special District Member seat addressed the Board regarding their qualifications and asked for its vote. Attached is a LAFCO Email listing the nominations for each seat. Also attached are the resumes and candidate statements of all candidates for the Alternate seat, and two ballots, one for the regular seat and one for the alternate seat. The term of office for both seats expires June 30, 2020. In accordance with the schedule for the appointment process, all ballots must be submitted to LAFCO no later than 3:00 p.m. on Friday, July 19, 2019.

**ATTACHMENTS:**

1. Email dated May 1, 2019 from LAFCO Executive Officer Cheryl Carter-Benjamin to District President Ron Casey re: Election Process.
2. Signed Nomination Form and Declaration of Qualification to Vote, dated May 30, 2019 and email confirmation.
3. Ballot-Alternate Special District Member and Candidates Resumes
4. Ballot-Regular Special District Member and Candidates Resumes



May 1, 2019

**REGULAR MEMBERS**

CHAIR  
**CHERYL BROTHERS**  
CITY MEMBER

VICE CHAIR  
**DOUGLASS DAVERT**  
SPECIAL DISTRICT MEMBER

IMMEDIATE PAST CHAIR  
**DEREK J. MCGREGOR**  
PUBLIC MEMBER

**LISA BARTLETT**  
COUNTY MEMBER

**DR. ALLAN BERNSTEIN**  
CITY MEMBER

**DONALD P. WAGNER**  
COUNTY MEMBER

**VACANT**  
SPECIAL DISTRICT MEMBER

**ALTERNATES**

**WENDY BUCKNUM**  
CITY MEMBER

**JAMES FISLER**  
SPECIAL DISTRICT MEMBER

**LOU PENROSE**  
PUBLIC MEMBER

**MICHELLE STEEL**  
COUNTY MEMBER

**STAFF**

**CAROLYN EMERY**  
Executive Officer

TO: Independent Special Districts Presiding Officers

FROM: Carolyn Emery, Executive Officer

SUBJECT: **Appointment Process for OC LAFCO Regular and Alternate Special District Member Seats**

One of the two OC LAFCO Regular Special District Member seats was vacated on April 10, 2019. The expiration date of this term is June 30, 2020.

If the incumbent Alternate Special District member decides to run for and is elected to the regular special district seat, the alternate seat will also be open. The incumbent is not required to resign from the alternate seat if he decides to run for the open regular seat. Therefore, the OC LAFCO Executive Officer will accept nominations for both the regular and alternate special district seats. Nominations must be received by OC LAFCO no later than **3 PM** on Friday, June 7, 2019.

The appointment process for special district seats is governed by Government Code Section 56332 and the Independent Special District Selection Committee Bylaws. In accordance with the Committee's Bylaws, the appointment process is conducted by mailed ballot and attached to this notification are the following:

- (1) The "**Declaration of Qualification to Vote**" for designating the authorized regular voting member and the alternate voting member of your district, for this appointment process. This form must be returned to OC LAFCO no later than **3 PM on Friday, June 7, 2019**. Please note that if OC LAFCO does not receive the form by that date, your district will be ineligible to vote.
- (2) The "**2019 Nomination Form**" for submitting a candidate's name for the Regular and Alternate Special District seats. If your district is nominating a candidate for the OC LAFCO Regular and/or Alternate Special District Member seats, the form must be filled out completely and returned to OC LAFCO no later than **3 PM on Friday, June 7, 2019**. Candidate resumes or other supplemental

information may also be included and will be distributed with the ballots.

Both forms may be returned to OC LAFCO by any of the following:

Email: [cemery@oclafco.org](mailto:cemery@oclafco.org)

Mail: Orange County LAFCO  
2677 North Main Street, Suite 1050  
Santa Ana, CA 92705  
Attn: Carolyn Emery, Executive Officer

FAX: (714) 640-5139  
Attn: Carolyn Emery, Executive Officer

For your reference, a timeline of key dates for the appointment process is below:

<i>Nomination Process for Appointment of OC LAFCO Special District Seats</i>	
DATE	EVENT
May 1, 2019	OC LAFCO Executive Officer emails notification letters with Declaration of Qualification to Vote and Nomination Form to independent special district presiding officers, special district general managers.
June 7, 2019	Deadline for submitting Declaration of Qualification to Vote and Nomination Form for the regular and alternate special district members to OC LAFCO by <b>3:00 p.m.*</b>
June 10 - 14, 2019	OC LAFCO develops ballots.
June 17, 2019	Ballots emailed to all special district presiding officers/designees. <b><u>Please ensure that ballot is executed by the designee indicated in your Declaration of Qualification to Vote.</u></b>
July 19, 2019	Ballots due to OC LAFCO by <b>3:00 p.m.</b>
July 22, 2019	OC LAFCO staff (or designee) tabulates ballots and announces results.
August 14, 2019	Oath of office administered (Commission Hearing).
* Pursuant to Government Code §56332 (c)(1), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.	

May 1, 2019

Page 3 of 3

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Should you have any questions regarding the appointment process, please contact me or our Commission Clerk, Cheryl-Carter Benjamin at (714) 640-5100.

Sincerely,



Carolyn Emery  
Executive Officer

Attachments:

- A. Declaration of Qualification to Vote
- B. 2019 Nomination Form – Regular and Alternate Special District Member

cc: Special District General Managers  
Special District Board Clerks



**DECLARATION OF QUALIFICATION TO VOTE**

Ron Casey, Presiding Officer  
Rossmoor Community Services District  
3021 Blume Drive  
Rossmoor, CA 90720-4638  
rcsd@rossmoor-csd.org

I, \_\_\_\_\_,\* hereby attest that  
\_\_\_\_\_\*\*has been authorized by the Board of  
\_\_\_\_\_to vote in the Orange County Special  
District Selection Committee election as the regular voting member.

The Board also designated \_\_\_\_\_\*\*as the alternate  
voting member.

**Name and Title\*:** \_\_\_\_\_

**Signature\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*Must be signed by either Board President **or** Board Secretary*

*\*\* Must be a member of the Board*

**Completed forms must be received by OC LAFCO by 3 PM, Friday, June 7, 2019.**  
**Forms must be delivered to OC LAFCO by:**

- (1) Email at: [cemery@oclafco.org](mailto:cemery@oclafco.org), or
- (2) Mail at: Orange County LAFCO  
2677 North Main Street, Suite 1050  
Santa Ana, CA 92705  
Attn: Carolyn Emery, or
- (3) FAX at: (714) 640-5139, Attn: Carolyn Emery

# 2019 NOMINATION FORM

Candidates for the Orange County Local Agency Formation Commission (OC LAFCO)

**CANDIDATE INFORMATION FOR REGULAR SPECIAL DISTRICT MEMBER:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Check box if resume or statement of qualifications is attached.

**CANDIDATE INFORMATION FOR ALTERNATE SPECIAL DISTRICT MEMBER IF THE INCUMBENT ALTERNATE SPECIAL DISTRICT MEMBER IS ELECTED TO THE REGULAR SPECIAL DISTRICT MEMBER SEAT:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Check box if resume or statement of qualifications is attached.

**SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION**  
*(Must be the presiding officer or a designated alternate board member.)*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

A resume or other supplemental information about the candidate may be included and will be distributed with the ballots. All completed nomination forms and any supplemental information must be returned to OC LAFCO by:

1. Email at: [cemery@oclafco.org](mailto:cemery@oclafco.org), or
2. Mail at: Orange County LAFCO  
2677 North Main Street, Suite 1050  
Santa Ana, CA 92705  
Attn: Carolyn Emery, or
3. Fax at: (714) 640-5139, Attn: Carolyn Emery

***All forms and supplemental information must be received by OC LAFCO by 3:00 p.m. on Friday, June 7, 2019. Nomination forms or candidate information received after that deadline will not be considered.***

**DECLARATION OF QUALIFICATION TO VOTE**

Ron Casey, Presiding Officer  
Rossmoor Community Services District  
3021 Blume Drive  
Rossmoor, CA 90720-4638  
rcsd@rossmoor-csd.org

I, Joe Mendoza, \* hereby attest that  
Tony DeMarco \*\* has been authorized by the Board of  
Rossmoor Community Svs. District to vote in the Orange County Special  
 District Selection Committee election as the regular voting member.

The Board also designated Ron Casey \*\* as the alternate  
 voting member.

Name and Title\*: Ron Casey, RCSD Board President

Signature\*: Ron Casey

Date: 05-30-19

\*Must be signed by either Board President or Board Secretary

\*\* Must be a member of the Board

**Completed forms must be received by OC LAFCO by 3 PM, Friday, June 7, 2019.**  
**Forms must be delivered to OC LAFCO by:**

- (1) Email at: [cemery@oclafco.org](mailto:cemery@oclafco.org), or
- (2) Mail at: Orange County LAFCO  
 2677 North Main Street, Suite 1050  
 Santa Ana, CA 92705  
 Attn: Carolyn Emery, or
- (3) FAX at: (714) 640-5139, Attn: Carolyn Emery

**BALLOT**

**ALTERNATE SPECIAL DISTRICT MEMBER**

**Orange County Local Agency Formation Commission  
Term of Office Expires 06/30/2022**

Rossmoor Community Services District

\_\_\_\_\_  
*Print Name of District*

**Certification of Voting Member**

I, \_\_\_\_\_, hereby certify that I am:  
*Print Name Here*

\_\_\_\_\_ the presiding officer of the above-named district.

\_\_\_\_\_ a member of the Board of the above-named district designated to vote in the absence of the presiding officer pursuant to G.C. §56332(a). I have submitted proof of this designation to the Executive Officer of OC LAFCO.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**CANDIDATES FOR ALTERNATE SPECIAL DISTRICT MEMBER OF OC LAFCO:  
(Check one ONLY.)**

- \_\_\_\_\_ Cecilia Aguinaga, Orange County Mosquito & Vector Control District
- \_\_\_\_\_ Kathryn Freshley, El Toro Water District
- \_\_\_\_\_ Margie L. Rice, Midway City Sanitary District
- \_\_\_\_\_ Abstain

May 20, 2019

TO WHOM IT MAY CONCERN:

I'm writing you to officially announce my candidacy for Special District Alternate Representative to the Orange County Local Agency Formation Commission (LAFCO). I would be honored to receive your support to elect me as your LAFCO representative. As your LAFCO commissioner, I will make sure that transparency, honesty and integrity will be in place to continue serving our communities.

I have attached to this letter my resume and biography of my 25 years of experience volunteering in different boards and commissions serving the community. Especially the many years I have served in the Orange County Mosquito Vector control (OCMVCD) Special district will give the experience need it to be part of the LAFCO board.

As your LAFCO Representative, I will make sure to preserve local control, to respect the rights of our constituents. I will be honor to have your vote. If you have any questions, please don't hesitate to call me, or email me.

Best Regards,



**Cecilia Aguinaga**

REALTOR® Roman Realtors

BRE#01936111

**P: 714-478-2918**

**[W: ceciliaaguinaga2019@gmail.com](mailto:ceciliaaguinaga2019@gmail.com)**

**[P: ceciaguinaga@msn.com](mailto:ceciaguinaga@msn.com)**

**CECILIA AGUINAGA**  
BIOGRAPHY

---

**REALTOR@ROMAN REALTORS**

**Contact Information**

**Phone: (714) 478-2918**

**Emails:**

**Personal: ceciaguinaga@msn.com**

**Work: ceciliaaguinaga2019@gmail.com**

**Website: ceciaguinaga.com**

**Education: Associate of Arts Degree (Santa Ana College, Santa Ana CA)**

---



Cecilia was born in Jalisco, México and immigrated to the United States in 1978. She has lived with her husband, Armando Aguiñaga, in the city of Santa Ana for more than 37 years. Cecilia and her husband have two sons (Ramsey and Allan) and a daughter (Sylvia). Ramsey served proudly as a police officer for both Santa Ana and Los Angeles Police Departments. Unfortunately he passed of Sarcoma Cancer February 15 2018. Allan graduated from the Culinary School of the Arts. He is now working as a Chef at Farmhouse Restaurant at Roger Gardens. Their daughter Sylvia graduated from the University of California, Berkeley, with a degree in Psychology. Sylvia obtained her master's degree in Information Science from San Jose State University and is currently a Program Manager for a nonprofit organization aimed to

train teachers to teach computer science. Cecilia and her husband have owned a business for more than 60 years in the City of Santa Ana.

After helping her husband manage the business, Cecilia became interested and devoted to helping children become successful in school. She identified with the local population and realized that many students faced difficulties with language barriers, financial hardships, and crime. Cecilia did not want students to have the limitations that she encountered herself and wanted to help provide students more opportunities. She started working for the District of Santa Ana in 1994 as an Instructional Teacher Assistant at the elementary level. She was promoted to a Bilingual Special Education Teacher Assistant at the high school level where she worked for 7 years. She was promoted to Bilingual Community Worker, and later received a promotion as a School Police Parent Coordinator. She worked for the District of Santa Ana for 15 years.

Cecilia was appointed to the Human Relations Commission of the City of Santa Ana from 2004-2009. She served as a Chair and later, Vice Chair of the Human Relations

Commission. In this role, she presided over the selection of social services programs and funds, to improve the quality of life in the City of Santa Ana.

Cecilia also served on the board of the Housing Redevelopment Commission as a Chair, Vice-Chair, and commissioner for the City of Santa Ana. In this role, she continued participating in the selection of social programs and funds to help the community, as well as helping people who can't afford housing.

Cecilia was the first woman President of the Lions Club of the City of Santa Ana. As a Lions Club member, she devoted herself to helping the children of Santa Ana with eye issues.

Cecilia has served as President, Vice President, Parliamentarian, Historian, Ways and means, and she is currently an active member of the PTA (Parent Teachers Association) Council for The Santa Ana Unified School District. This inspired her to become an advocate for parents and their children. She was a board member of the executive board for LYLI Latino Youth Leadership Institute organization to help high school students become leaders within their community.

Cecilia was also very involved in school and community programs including but not limited to the following:

- English Language Advisory Committee (ELAC),
- District Language Advisory Committee (DELAC) Puente,
  - Advancement Via Individual Determination (AVID),
    - Santa Ana High School Site Council,
- SAUSD Workability and Transition Partnership Program,
  - Floral Park Neighborhood Association,
  - Bristol-Warner Neighborhood Association,
  - Central-Mid City Neighborhood Association,
    - Delhi Neighborhood Association,
- Fairlawn Gardens Neighborhood Association,
  - Com-link Neighborhood Associations

During her service with the Santa Ana Unified School District, she has learned about student needs and has a solid understanding of the issues that need attention in education. Her participation on the following boards and committees have given her extensive experience and knowledge in the field of education:

- Public Relations Coordinator for the Executive Board Association of Mexican American Educators (AMAE)
- Santa Ana Unified School District Superintendent Classified Cabinet Representative
- Santa Ana Unified School District Vice President of the Parent Teachers and Students Association (PTSA) at Santa Ana High School
  - Parent Teacher Association (PTA) Council, Historian and Parliamentarian for the Santa Ana Unified School District
- CSEA cite representative and active member of her union to protect the rights of her fellow workers



Cecilia has attended numerous trainings and workshops that have given her a good understanding of the legal system to better help the Santa Ana Communities.

Gang Prevention Conference (Washington D C)

Site Council Conferences (Sacramento)

PTA Conferences (Sacramento, San José, etc.)

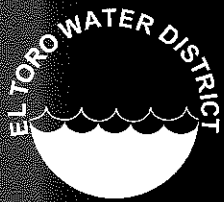
CSEA Conferences (Las Vegas, San José, Sacramento, etc.)

Leadership Conferences (Las Vegas, Long Beach, Sacramento, Washington D C., etc.)

Cecilia currently serves on the following boards:

- ❖ OCVC (Orange County Vector Control), appointed by the mayor and the city council to represent the city of Santa Ana. This agency is dedicated to protecting the public health by controlling rats, flies, mosquitoes, and other vector related problems.
- ❖ Currently Housing Redevelopment Commissioner to allocate the funding given to the city to distributed to the non-profit organizations to help the community.
  
- ❖ Active member of YMTF (Young Motivation Task Force) to motivate students to pursue their education.
  
- ❖ Executive Committee Board of the Regional Occupational Program (ROP) for the Santa Ana Unified School District. In this position she advises on how to operate and improve the program. This position enables her to help students who can't or do not want to pursue higher education.
  
- ❖ Current Life Member, of UMAVA. She has served four years as a Secretary On the executive board of UMAVA (United Mexican American Veterans Association), to help and honor the veterans who fight for our country.  
❖
- ❖ Former Vice-Chair of the board of Parks and Recreation representing the City of Santa Ana. In this capacity she was one of the decision maker to created programs to improved Parks and Receptions.  
❖
- ❖ Former board member of Measure Q for the Santa Ana College to represent the tax payers and make sure that the money is invested correctly.





# El Toro Water District

"A District of Distinction"

Serving the Public - Respecting the Environment

May 21, 2019

## CANDIDANCY OF KATHRYN FRESHLEY FOR OC LAFCO, AS THE ALTERNATE SPECIAL DISTRICTS MEMBER

Special District Directors,

I served on the Orange County LAFCO as the Alternate Public Member for two years, July 2015 through July 2017. As a result, I have a good understanding of the role of the Alternative Special District Member of the commission. California LAFCO's have a unique responsibility to rationalize and evaluate governance of communities and service providers in this state. Having participated in the CALAFCO Annual Conferences and Southern district meetings, I learned that each county LAFCO has similar issues and additionally, unique challenges relating to their location in the state. Legislation creating the commissions is the same, the focus of each commission differs because the needs of each county are different. This leads to questioning the processes and objectives by other government organizations, such as, The Little Hoover Commission and the OC Grand Jury. The LAFCO commissioners need to expand their communication and to ensure a greater understanding of LAFCO's role in our governmental processes.

The legislative delegated responsibilities are intended to facilitate rational development and effective delivery of services to our citizens. As the Special District Alternative Representative, it is critical to review and participate, as appropriate MSR's and SOI studies that will be conducted in 2019 and 2020. These reviews are critical to providing guidance to opportunities of shared services between agencies, as well as ensuring the suggested proposed opportunities that will fulfill the needs of our customers and the agencies involved.

Therefore, my previous service provides me an understanding of OC LAFCO'S role as a county commission and effective advocate for the Special District Agencies in Orange County.

I ask for your support and thank you for considering me.

Respectively,

*Kathryn*

Kathryn Freshley

### Board of Directors

Jose F. Vergara  
President

Mark L. Monin  
Vice President

M. Scott Goldman  
Director

Kathryn Freshley  
Director

Mike Gaskins  
Director

### General Manager/ Secretary

Robert R. Hill

### Treasurer

Neely Shahbakhti



**Board of Directors**

Chi Charlie Nguyen  
Sergio Contreras  
Al Krippner  
Andrew Nguyen  
Margie L. Rice

**General Manager**  
Ken Robbins

Margie L. Rice is in her 29<sup>th</sup> year serving on the Board of Directors for the Midway City Sanitary District (MCSD). Director Rice was first elected in November of 1990 and has served as its President, President Pro-Tem, Secretary and Treasurer. Director Rice has also served as the Districts representative to the Orange County Sanitation District, the Westminster Chamber of Commerce, California Special Districts Association and California Association of Sanitation Agencies. I was also appointed by Janet Nguyen to serve on the Orange County Waste Management Commission for four years.

Director Rice has been instrumental in the following projects for the District: the reorganization of the Garden Grove/Midway City Sanitary District, rehabilitation of all four of the Districts lift stations (completed in 2008), and installation of a SCADA system to monitor the upgraded lift stations. MCSD was one of the first Districts to transform to an automated solid waste collection system, and implementation of a SSMP (Sewer System Master Plan) before it was mandated and many other projects to benefit the District and its patrons. The MCSD not only boasts of a state of the art system but is proud of having some of the lowest rates in the region.

Director Rice served 12 years as Mayor of the City of Westminster (elected for a sixth time in November 2010). In addition, Director Rice has served an additional eight (8) years as a City Council Member. Prior to her service to the City of Westminster Director Rice served seventeen and a half (17 ½) years as a Trustee of the Westminster School District. She has 4 children, 19 grandchildren, 24 great grandchildren, and 13 great-great grandchildren.

When Special Districts were first given the right for representation on LAFCO, a committee was formed to advise them, and I was appointed to that committee. As this is my last term on our Board at MCSD, I would like to serve as the Alternate Special District Member for OC LAFCO.

Thank you for your consideration,

Margie L. Rice

**BALLOT**

**REGULAR SPECIAL DISTRICT MEMBER**

**Orange County Local Agency Formation Commission**  
**Term of Office Expires 06/30/2020**

Rossmoor Community Services District

\_\_\_\_\_

*Print Name of District*

**Certification of Voting Member**

I, \_\_\_\_\_, hereby certify that I am:  
*Print Name Here*

\_\_\_\_\_ the presiding officer of the above-named district.

\_\_\_\_\_ a member of the Board of the above-named district designated to vote in the absence of the presiding officer pursuant to G.C. §56332(a). I have submitted proof of this designation to the Executive Officer of OC LAFCO.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

<b>CANDIDATES FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER OF OC LAFCO:</b>	
<b>(Check one ONLY.)</b>	
_____	James Fisler, Mesa Water District
_____	Sandra Jacobs, Santa Margarita Water District
_____	Abstain

# Elect James R. Fisler to OC LAFCO

*\* KNOWLEDGE \* EXPERIENCE \* COMMITMENT \**

## James R. Fisler – Mesa Water District Director



- **Orange County Local Agency Formation Commission (OC LAFCO)** Special District Alternate Commissioner, 2011-present
- **Independent Special Districts of Orange County (ISDOC)** Executive Committee – Immediate Past President; President, 2016-2018
- **Mesa Water District** Director, 2009-present; President, 2012-2014
- **Mesa Water District Improvement Corporation** President, 2010-2012 & 2017-present; Engineering & Operations Committee Chairman; Legislative & Public Affairs Committee Vice Chairman

- **Association of California Water Agencies** Local Government Committee, 2016-present
- **County of Orange Housing & Community Development Commission**, 2017-present (appointed by the Orange County Board of Supervisors)
- **City of Costa Mesa**
  - Planning Commissioner & Vice Chairman
  - Parks & Recreation Commissioner
  - Finance Committee Chairman; Finance & Pension Advisory Committee Chairman
  - Residential Rehabilitation & Redevelopment Committee
  - Citizen's Police Academy graduate; Neighbors for Neighbors volunteer
- **Costa Mesa Chamber of Commerce** Board Member
- **Costa Mesa Senior Center** Board Member
- **Friends of Costa Mesa Libraries** Board Member

As your advocate at OC LAFCO over the past 8 years, James R. Fisler has been a strong leader and voice for Special Districts. Director Fisler is grateful to have been elected to serve as your representative at both OC LAFCO and ISDOC.

With a passion for public policy and community service, Director Fisler is committed to representing the mutual interests of Orange County's water, wastewater, sanitary, cemetery, library, vector control, recreation and parks, and other special districts that provide services to their communities.

Director Fisler is a Broker/Associate with Torelli Realty in Mesa Verde. Prior to that, he was a regional manager for Nordstrom for over 12 years. Both positions have equipped him with the skills and expertise to provide outstanding customer service in advocating for your interests in alignment with the shared interests of Orange County's Special Districts and those we serve.

Director Fisler would be honored to receive your vote to serve as Commissioner representing Orange County's Special Districts.





Dedicated to  
Satisfying our Community's  
Water Needs

**BOARD OF DIRECTORS**

**Shawn Dewane**  
President  
Division V

**Marice H. DePasquale**  
Vice President  
Division III

**Jim Atkinson**  
Director  
Division IV

**Fred R. Bockmiller, P.E.**  
Director  
Division I

**James R. Fisler**  
Director  
Division II

**Paul E. Shoenberger, P.E.**  
General Manager

**Denise Garcia**  
District Secretary

**Marwan Khalifa, CPA, MBA**  
District Treasurer

**Atkinson, Andelson,  
Loya, Ruud & Romo**  
Legal Counsel

1965 Placentia Avenue  
Costa Mesa, CA 92627  
tel 949.631.1200  
fax 949.574.1036  
info@MesaWater.org  
**MesaWater.org**

May 15, 2019

**RE: Declaration of Candidacy of James R. Fisler for OC LAFCO  
representing the Special Districts of Orange County**

It has been my honor to serve on the Orange County Local Agency Formation Commission (OC LAFCO) as your Special District Alternate Commissioner for the last 8 years, having been elected by the Independent Special Districts Selection Committee in 2011 and re-elected in 2014 and 2018.

**In April 2019, one of the two Special District voting members resigned from the Commission. I am announcing my candidacy to fill this vacated seat.**

During my service as an Alternate Commissioner, I have sat on the dais and participated fully in all OC LAFCO discussions on all agenda items, and thus have broad knowledge of the OC LAFCO process and experience as a Commissioner. As such, I am the most experienced and qualified candidate.

I have been an effective Commissioner at OC LAFCO who has positively influenced decisions that have benefitted and protected special districts and local control. I have been a strong advocate for the Special Districts of Orange County on OC LAFCO, as well as at the Independent Special Districts of Orange County (ISDOC) where I served as President in 2017 and 2018.

I have personally visited all of the Special Districts in Orange County multiple times over the past 8 years. It would be a distinct honor to serve Orange County's Special Districts as a full voting member at OC LAFCO to ensure the economical, effective, and efficient delivery of government services to the public.

There are some who want to "regionalize" this election by saying this seat must go to someone from "South County" due to ongoing and future development of Rancho Mission Viejo. This is a flawed premise since OC LAFCO is strictly prohibited from making land use development decisions. Those development decisions are made by the local governing agency. In the case of Rancho Mission Viejo, the entities involved in development there are the OC Planning Commission and the OC Board of Supervisors. OC LAFCO's role will be looking at future optimal governance structure and identifying the Special Districts that will provide the area's water and wastewater services.

Additionally, the approved OC LAFCO work plan has a multitude of projects located throughout Orange County, not just South Orange County. Feel free to contact me at 714.423.4351 with any questions concerning the OC LAFCO role at Rancho Mission Viejo or the remaining 27 unincorporated islands located throughout Orange County including large islands in Anaheim and North Tustin.

Please review my enclosed statement of qualifications. Thank you for your consideration of my knowledge, experience, and commitment when you vote for this very important seat.

Sincerely,

James R. Fisler  
Mesa Water Director

BOARD OF DIRECTORS

SAUNDRA F. JACOBS BETTY H. OLSON, PH.D

CHARLEY WILSON CHARLES GIBSON

JUSTIN McCUSKER

DANIEL R. FERONS  
GENERAL MANAGER



## Santa Margarita Water District

Dear OC LAFCO Special District Members:

I am delighted to announce my candidacy for Special District Representative to the Orange County Local Agency Formation Commission (“LAFCO”). I would be honored to receive your district’s support to elect me as your next LAFCO Commissioner.

In the next few years, LAFCO will be called on to address a host of issues on the governance in our county particularly as it relates to special districts. From the planned schedule of Municipal Service Reviews to the ultimate governance of the remaining unincorporated areas of the county—many of which are in south Orange County where I currently serve on the Board of the Santa Margarita Water District; there is much work to be done.

My passion for public service and the work of special districts comes from my 23 years on the Santa Margarita Water District Board. As your President of the Executive Committee for the Independent Special Districts of Orange County I have a keen interest and awareness of the needs and requirements for the success of all special districts—from library, cemetery and vector control districts, to water, sewer, and other community services, both non-enterprise and enterprise. I hope that I have adequately demonstrated my willingness to provide leadership in organization, advocacy, and communications to benefit and nurture special districts of every stripe and that I am fully prepared to step in the role of LAFCO Commissioner.

I have enclosed some background information on my experience in public service and business as well as my platform as a candidate for LAFCO Special District Representative. I would be delighted to discuss my candidacy with you and your board colleagues further and answer any questions you may have. I hope you will contact me at 949/702-1145 or at [saundraj@smwd.com](mailto:saundraj@smwd.com). It would be my honor to serve you and our organizations and I humbly ask for your vote and support.

Sincerely,

A handwritten signature in blue ink that reads "Saundra Jacobs".

Saundra F. Jacobs, President  
Santa Margarita Water District





# Santa Margarita Water District

## BOARD OF DIRECTORS

SAUNDRA F. JACOBS  
BETTY H. OLSON, PH.D  
CHARLES T. GIBSON  
CHARLEY WILSON  
JUSTIN McCUSKER

DANIEL R. FERONS  
GENERAL MANAGER

## Saundra F. Jacobs Candidate for Special District Representative, LAFCO



### Special District Organizations

- President, Santa Margarita Water District, (Current; Elected Board Member since 1996)
- President, Executive Committee, Independent Special Districts of Orange County, (Current; Board Member since 1999)
- South Orange County Watershed Management Area Executive Committee, (Current Member, Former Chair)
- California Special Districts Association, Member
- Association of California Water Agencies (ACWA), Region 10 Member, Communications Committee
- ACWA Joint Powers Authority, Executive Committee Member
- Former President, Board of Directors, Lake Mission Viejo Association

### Professional Organizations

- Registered Environmental Assessor
- American Planning Association, Member
- Association of Environmental Professionals, Member
- California Wireless Association, Member

### Platform

I believe LAFCO is a facilitating organization. Its job is to support and enable cooperative and voluntary applications and conduct the reviews and inquiries required by statute without bias or favor. I believe in local control; that local communities know what is best for their ratepayers, their residents and their businesses. I do not support involuntary consolidations or dissolutions of special districts or other units of government except in extreme cases of insolvency or other dire circumstances.

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **AGENDA ITEM H-4**

**Date:** July 9, 2019

**To:** Honorable Board of Directors

**From:** General Manager Joe Mendoza

**Via:** RCSD/RHA Liaison Ad Hoc Committee

**Subject:** CONSIDERATION OF REQUEST BY THE ROSSMOOR HOMEOWNERS ASSOCIATION (RHA) FOR USE OF ROSSMOOR COMMUNITY SERVICES DISTRICT (RCSD) FACILITIES FOR OFFICE AND STORAGE SPACE

#### **RECOMMENDATION:**

It is recommended that the RCSD Board receive this report and direct staff accordingly.

#### **BACKGROUND:**

At the April 9, 2019 Rossmoor Community Services District (RCSD) Board meeting, the Board discussed an agenda item – *Report of the General Manager Regarding District Facility Safety and Usage Audit*. This report was requested by the Board to evaluate our facilities and determine the best use of those facilities for the Rossmoor community.

One aspect of the report was the Rossmoor Homeowners Association (RHA) office at Rush Park. It was identified that the office was being used primarily for storage of historical documents and paper drive equipment (i.e. trash cans, chairs, tables, cones, etc.). When evaluating the space, staff found that it could be better utilized as a game and play equipment room that the community could use daily. In addition, the room would be used by The Youth Center for their weekday after-school program. As a result, the RCSD Board concurred and requested that staff meet with RHA representatives to discuss other options, including leasing a dedicated space, providing storage, and evaluating the basic needs of the RHA.

Representatives of the RHA attended the meeting and voiced their concern over the need for a dedicated office and storage space. The Board asked that the RHA review their mission and meet with RCSD staff to identify what the RHA determined their basic needs to be. The RCSD General Manager attended the RHA



May meeting to address the RHA Board and communicate the desire of the RCSD to work with the RHA to find an appropriate solution. As a result, an RCSD/RHA Ad Hoc Committee Meeting was scheduled and held on June 24, 2019. After discussion and consideration of the RHA's continued request for dedicated office space, it was determined that the basic needs of the RHA are for storage of historical documents (currently being purged and organized by the RHA) and occasional space for small committee meetings.

As the Board is aware, the RHA is given the free use of the Rossmoor Park community room for their monthly Board meetings through Resolution 87-7 (Attachment B) and this use will continue.

### **FINDINGS:**

The RHA provides services to the Rossmoor Community that include Neighborhood Watch, Emergency Preparedness, collaboration on the annual Rossmoor Community Festival and Winter Festival, and various other resources to residents. Therefore, the RCSD supports these endeavors and acknowledges their overall benefit to the community.

After a tour of the Rush Park facility and discussing alternatives such as the shared space with the Sheriffs, utilization of the West Room and possible storage space, the Ad Hoc Committee established that since the RHA meets intermittently throughout the year, dedicated office space is not necessary. To accommodate the need for occasional meeting space, it was determined that the RHA could use the Rush Park West Room on an as-needed basis upon 48-hour advanced request.

Once the historical documents are purged and organized, the RHA will be storing some records digitally and keeping some physical documents in storage. Once the amount of storage needed for their physical documents is identified, an appropriate storage space will be determined.

The West Room is not on the current reservation fee schedule and the usage will be minimal, it is suggested that no fee be charged for meeting space since the items are mutually beneficial to the RCSD Community. This will accommodate the RHA's needs and is the best utilization of District space. This could be revisited if use becomes excessive.

### **ATTACHMENTS:**

1. District Policy No. 6021 Non-Profit Use of District Property and Fee Schedule Reference

## Rossmoor Community Services District

**Policy**

**No. 6021**

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### NON PROFIT USE OF DISTRICT PROPERTY

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**6021.10 Non-profit Use Defined:** Non-profit use shall be limited to organizations who qualify for non-profit status for tax purposes and who request the non-profit use of District Property. The Non-profit classification is defined as an organization that was not established for the use of making a profit through the use of District property.

**6021.20 Community Benefit Required:** Non-profit use of District property shall be authorized only when the applicant is proposing a program or activity that is not fully provided by the District and is considered to be a benefit to the community.

**6021.30 Term for Non-profit Use:** The fixed period of time for a non-profit term use shall be for any period less than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The term for Non-profit use for building and meetings rooms be governed by Policy No. 6020 District Facilities—Long-Term Use. The fixed period of time for use of the basketball court shall not exceed four calendar months.

**6021.40 User Fees and Deposits:** Non-profit organizations will be required to pay established permit fees and hourly rates as applicable. See Policy No. 6015 Establishment of Fees and Charges for the Use of District Property for the non-profit use of District facilities.

**6021.50 Proof on Non-Profit Status:** Persons or groups applying for non-profit-use of District buildings and/or fields or courts shall submit proof that they qualify for non-profit status pursuant to IRS Code Section 501(c) and provide a federal tax ID for User Permit. Groups may also be asked to submit participant rosters with identifying information as determined by the District.

Adopted: November 11, 2014

Adopted by Ordinance: 2014-07: November 11, 2014



# RCSD FEE SCHEDULE

## DEDICATED SPACE/NON PROFIT/FOR PROFIT RATES 2017/2018

INTERNAL USE ONLY



**RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720**

### DEDICATED SPACE

FACILITIES	FLAT RATE
East Rm. Storage	\$650
Rm by Old Sheriff's Office	\$1,500
Aud. Storage Rm. 1	\$1,500
Aud. Storage Rm. 2	\$1,500

FACILITIES	N/P	CAP
Auditorium	\$45 hr.	299
Auditorium	\$65 hr.	300+
East Rm	\$11 hr.	30

FIELDS-Hourly	N/P	Fields
Softball & Soccer	\$6 hr.	1, 2, 3, 4

### DONATED SPACE

FACILITIES	RATE
N/A	\$0

### DUAL PURPOSE SPACE

FACILITIES	N/P	CAP
West Rm	\$9 hr.	15

Calvary & N/P ONLY and  
RCSD Dedicated Meeting Space

### FIELDS: FOR PROFIT HOURLY RATES

CONTRACT	RATE
*Long Term	\$10 hr.
Short Term	\$20 hr.
<i>*Minimum of 1 year</i>	



**ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720**

FACILITIES	N/P	CAP
Community Rm.	\$25 hr.	40-50
Kitchen	\$13 hr.	N/A

FIELDS-Hourly	N/P	Fields
Softball & Soccer	\$6 hr.	1, 2, 3
Basketball	\$8 hr.	Courts
Volleyball	\$6 hr.	Court

### DONATED SPACE

FACILITIES	RATE
Sheriff's Office	\$0



**MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720**

FACILITIES	N/P	CAP
Community Rms.	\$21.50	75

### DONATED SPACE

FACILITIES	RATE
Pre-School Storage Sheds	\$0
RHA Storage Shed	\$0