

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

July 10, 2018

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, July 10, 2018

7:00 p.m.

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

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Kahlert, Maynard
1st Vice President Nitikman
President DeMarco had an excused absence
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS—None

B. ADDITIONS TO AGENDA – None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD:

1. REPORT OF THE TREE COMMITTEE RE: UPDATE ON UNAUTHORIZED RESIDENT TREE REMOVAL AND TREE REMOVAL REQUEST

E. CONSENT CALENDAR

1. MINUTES:

a. Special Board Meeting of June 12, 2018.

2. MAY REVENUE AND EXPENDITURE REPORT.

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

F. PUBLIC HEARING:

1. PUBLIC HEARING-FISCAL YEAR 2018-2019 PROPOSED FINAL BUDGET

G. RESOLUTIONS:

1. RESOLUTION No. 18-07-10-01 ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2017-2018 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

2. RESOLUTION No. 18-07-10-02 ADOPTING AND AMENDING THE DISTRICT'S CONFLICT OF INTEREST CODE

ORDINANCES—None

H. REGULAR CALENDAR

1. ELECTION OF CANDIDATE FOR THE CALIFORNIAL SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS.

2. SPECIAL EVENT REQUEST FOR USE OF RUSH PARK BY GUS QUINONEZ AND LETI ABREGO FOR THE ANNUAL SCHOOL GHOUL 5K RUN/WALK EVENT

3. FIRST READING PROPOSED POLICY NO. 2210 HARASSMENT PREVENTION.

I. GENERAL MANAGER ITEMS

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

J. GENERAL COUNSEL ITEMS

1. DISCUSSION REGARDING MITIGATION MEASURE IMPLEMENTATION FOR CALTRANS FREEWAY IMPROVEMENT PROJECTS.

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.

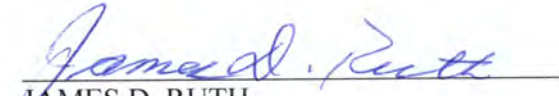
Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the 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](#). In addition, any such writing may also be posted on the District's web site at www.rossmoor-csd.org.

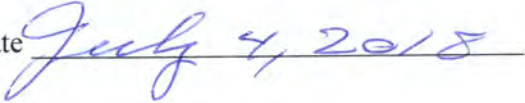
CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the July 10, 2018, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date 

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: July 10, 2018
To: Honorable Board of Directors
From: General Manager
Via: Tree Committee
Subject: REPORT OF THE TREE COMMITTEE RE: UPDATE OF UNAUTHORIZED RESIDENT TREE REMOVAL AND TREE REMOVAL REQUEST

RECOMMENDATION:

Receive and file the report of the Tree Committee.

BACKGROUND:

The tree committee convened their meeting on Wednesday, June 27 at 7:30 AM in the West room at Rush Park. Members present included President Tony DeMarco, Director Mark Nitikman, General Manager Jim Ruth, Tree Consultant Mary Kingman and two members of the Rossmoor Womans Club.

Discussion ensued relative of the first of the agenda items which was a resident tree removal request at 11142 Martha Ann Dr. in Rossmoor. Tree Consultant Mary Kingman presented background information relative to the request by resident Heather Danaher to remove her parkway tree located at 11142 Martha Ann Drive. The tree recently had a large limb fall off and she believed it was a potential liability. Mrs. Danaher wanted the tree removed. District Arborist and Tree Consultant inspected the tree and determined that the failure was due to Shot Hole Bore disease. Further inspection of the tree found no other infection and the tree was scheduled for treatment. After much discussion of the health of the tree the committee approved of Staff's recommendation to not remove the tree and to pursue the treatment recommendation. Motion was made by Director Nitikman, and

seconded by President DeMarco to deny resident request for removal of the tree. Motion passed 2-0.

The second tree committee agenda item before the committee was discussion and possible action re: an appeal from Rossmoor residents Warren and Gillian Thompson for authorization for removal of the parkway tree located at 12012 Chaucer Rd. District Tree Arborist and Consultant Mary Kingman reported on the background regarding the unauthorized removal of a Chinese Pistache tree located at 12012 Chaucer Rd. in Rossmoor. The tree has a value of \$1,380.00. A 24 inch box replacement tree valued at \$300.00-\$320.00 was planted as a replacement tree by the Thompson's gardener, however, the replacement tree was not on the Districts approved tree list. Mrs. Thompson explained that she was hosting a fundraiser for the Rossmoor Womans Club, that the tree was not attractive and therefore detracted from her very well-kept garden and landscaping. Mrs. Thompson wanted the tree taken out and inquired with the Rossmoor Womans Club (*rather than the District*) if she could have the tree removed. The Rossmoor Womans Club told the resident that it was okay to have the tree removed.

After much discussion and input from the Rossmoor Womans Club Members, and later the resident and her husband, the committee voted to uphold staff's recommendation to require the Thompsons to pay for the value of the tree removed at \$1380.00, but to allow for the replacement tree to remain. Motion was made by Director Nitikman, and seconded by President DeMarco to approve the staff's recommendation to require the residents to pay for the Chaucer Road parkway tree that was removed at an amount of \$1,380.00, but to leave the replacement tree. Motion passed 2 to 0. The meeting was adjourned at 9:00 a.m.

ATTACHMENTS:

1. Tree Committee Meeting Agenda Items of June 27, 2018.

AGENDA

ROSSMOOR COMMUNITY SERVICES DISTRICT

TREE COMMITTEE MEETING

RUSH PARK
Administration Building
3001 Blume Drive
Rossmoor, California

Wednesday, June 27, 2018
7:30 a.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:30 a.m.
2. ROLL CALL: Directors DeMarco, Nitikman
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS: None

B. PUBLIC FORUM

Any person may address the members of the Trees/Parks/Facilities Committee at this time upon any subject within the jurisdiction of the Trees/Parks/Facilities Committee of the Rossmoor Community Services District.

C. REGULAR CALENDAR

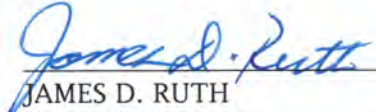
1. DISCUSSION WITH GENERAL MANAGER RE: PARKWAY TREE REMOVAL REQUEST 11142 MARTHA ANN DR.
2. DISCUSSION WITH GENERAL MANAGER RE: UNAUTHORIZED REMOVAL OF PARKWAY TREE – 12012 CHAUCER RD.

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the Wednesday, June 27, 2018, 7:30 a.m. Rossmoor Tree Committee Meeting of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date 6-25-18_____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: June 27, 2018
To: Trees/Parkways Committee
From: General Manager
Subject: Parkway Tree Removal Request - 11142 Martha Ann Dr.

RECOMMENDED ACTION

RCSD General Manager recommends that the Tree Committee review and respond to a request from resident Heather Danaher to remove the tree from the parkway in front of her home.

BACKGROUND

The tree in question is a *Platanus racemosa*, commonly known as California Sycamore. The tree has an estimated value of \$17,220. The tree was inspected by Tree Consultant Mary Kingman February 5, 2018, along with other California Sycamores on Martha Ann Dr. The tree was found to have evidence of Polyphagous Shot Hole Borer and was added to a list of trees to get treated for the borer and the deadly *Fusarium* fungus that can be transmitted by the borer. The treatment for the trees in Rossmoor was pending while budgetary issues were worked out and the treatment has since been approved to begin as soon as possible through WCA, the District's contract arborist. The tree in question has been removed from the list of trees to be treated pending the decision regarding the request for removal.

There is one other recorded history of limb failure that occurred on August 17, 2015. Mary Kingman inspected the limb and tree at that time. The limb that failed was 5' long and 1" in diameter. The reason for the failure was determined to be from Summer Branch Drop, which results in failures of live growth, usually during hot weather, Sycamore trees being prone to this phenomenon. It was also noted that the parkway was very dry and having no irrigation, which may have caused drought stress to the tree. Ms. Danaher requested removal of the tree on August 17, 2015 for the following reasons:

- The limb failure as previously stated
- A Sycamore tree from across the street fell on their house 30 yrs ago
- Leaves damage her large cement fountain/waterfall
- The tree roots are causing issues with her sewer.

The reasons for removal did not qualify the tree for removal under the RSCD Tree Policy No. 3080 and her removal request was denied.

On May 29, 2018, a large limb fell from the tree in question. Orange County Public Works was called out and they removed the limb and also trimmed the tree. On May 30, 2018 Rossmoor resident Heather Danaher called and reported the incident to Tree Consultant Mary Kingman. Ms. Danaher was very upset and requested removal of the tree. After going to the location and inspecting the tree, Mary Kingman called Ms. Danaher and explained that the limb was infested with Shot Hole Borer and this was likely the reason for failure. At no time did Mary Kingman tell Ms. Danaher that there was 'only one limb that was diseased'. Mary Kingman also clarified this misconception to Ms. Danaher on a subsequent phone call after Ms. Danaher said she spoke to an arborist.

Polyphagous Shot Hole Borer (*Euwallacea sp.*) and Fusarium Dieback (*Fusarium sp.*) is a relatively new pest/disease complex is affecting trees throughout Southern California and Sycamore trees are one of the many hosts. The affect of the disease and treatments outcomes vary and need to be looked at on a case by case basis with each tree being monitored individually for either response to treatment or a decline in health. Tree removal is not recommended for trees that are in the beginning stages of infection or disease and a single limb failure should not be reason for entire tree removal. Since the tree does not qualify for removal under RCSD Tree Policy, the matter has been referred to the tree committee for a decision on Ms. Danaher's removal request.

ATTACHMENTS

1. Related tree photos



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: June 27, 2018
To: Trees/Parkways Committee
From: General Manager
Subject: **UNAUTHORIZED REMOVAL OF PARKWAY TREE -12012 CHAUCER ROAD**

RECOMMENDED ACTION

RCSD General Manager recommends that the Tree Committee review and respond to an appeal from residents Warren and Gillian Thompson regarding a violation letter and payment penalty for the unauthorized removal of a District parkway tree and the cost to replace said tree.

BACKGROUND

On May 30, 2018, District Tree Consultant Mary Kingman observed a non-District tree planted in a residential parkway in the place of an established District tree. The removed tree was a *Pistacia chinensis*, also known as Chinese Pistache. The tree had a value of \$1380.00. The tree was trimmed on the annual grid trimming by District contract arborist WCA on December 8, 2017 at a District cost of \$50.35. There are no previous records of service requests regarding the tree and the tree was not observed to be diseased on recent field inspections.

The same resident also received a violation letter, dated March 9, 2016 for an unauthorized trimming of the tree in question. A copy of RCSD Tree Policy 3080 was included with that letter.

The resident was informed of the current violation of unauthorized removal in a letter dated May 30, 2018 with an order that the non-District tree be removed and payment be submitted to the RCSD for the value of the tree at \$1380.00 and a 24" box replacement tree at \$320.00 for a total amount of \$1700.00 by August 1, 2018 and that the non-District tree be removed.

ATTACHMENTS:

1. RCSD Letter of Violation for unauthorized removal
2. RCSD Letter of Violation for unauthorized trim
3. Google image of tree before removal

May 30, 2018

Rossmoor Resident
12012 Chaucer Rd.
Rossmoor, CA 90720

Re: Tree Illegally Removed

Dear Rossmoor Resident,

The District owned parkway tree in front of your home at 12012 Chaucer Rd. was found to have been removed without authorization from RCSD in violation of RCSD Policy 3080. Unauthorized removal or homeowner/resident caused damage of a parkway tree is a misdemeanor subject to penalties. In addition, the homeowner will be required to pay to the RCSD the value of the removed trees and the cost of a 24-inch box replacement tree.

The species of removed tree was *Pistacia chinensis*, also known as Chinese Pistache. The tree had a value of \$1380.00. The cost of replacement tree is \$320.00. Therefore, you are required to submit payment to the RCSD in the amount of \$1700.00 by August 1, 2018. You may remit your payment to: Rossmoor Community Services District 3001 Blume Dr. Rossmoor, CA 90720

Pursuant to RCSD Policy 3080, if the payment is not made by the deadline, the RCSD has the authority to pursue litigation to seek collection of the expenses and damages resulting from the unauthorized tree removal.

It was also observed that a non-district tree had been planted in the parkway. Only District approved trees can be planted in the parkway and these must be planted through the District by our contract arborist. You are hereby required to remove this tree. If the tree is not removed within the next 60 days, a removal will be scheduled by RCSD.

If you have any questions, please call the RCSD office at (562) 430-3707. Thank you for your assistance in the above matter.

Thank you,

James Ruth
General Manager

NOTICE OF VIOLATION OF RCSD POLICY

March 9, 2016

Rossmoor Resident
12012 Chaucer Rd.
Rossmoor, CA 90720

Re: Notice of Violation
Parkway and Rossmoor Way Median Tree Maintenance Policy No. 3080
Property: 12012 Chaucer Rd.

Dear Rossmoor Resident,

This letter shall serve as a Notice of Violation of the District's Parkway and Rossmoor Way Median Tree Maintenance Policy No. 3080 ("Policy"). You are in violation of the Policy for the following reasons:

Parkway tree(s) was/were trimmed by you as the resident and not the District Contract Arborist.

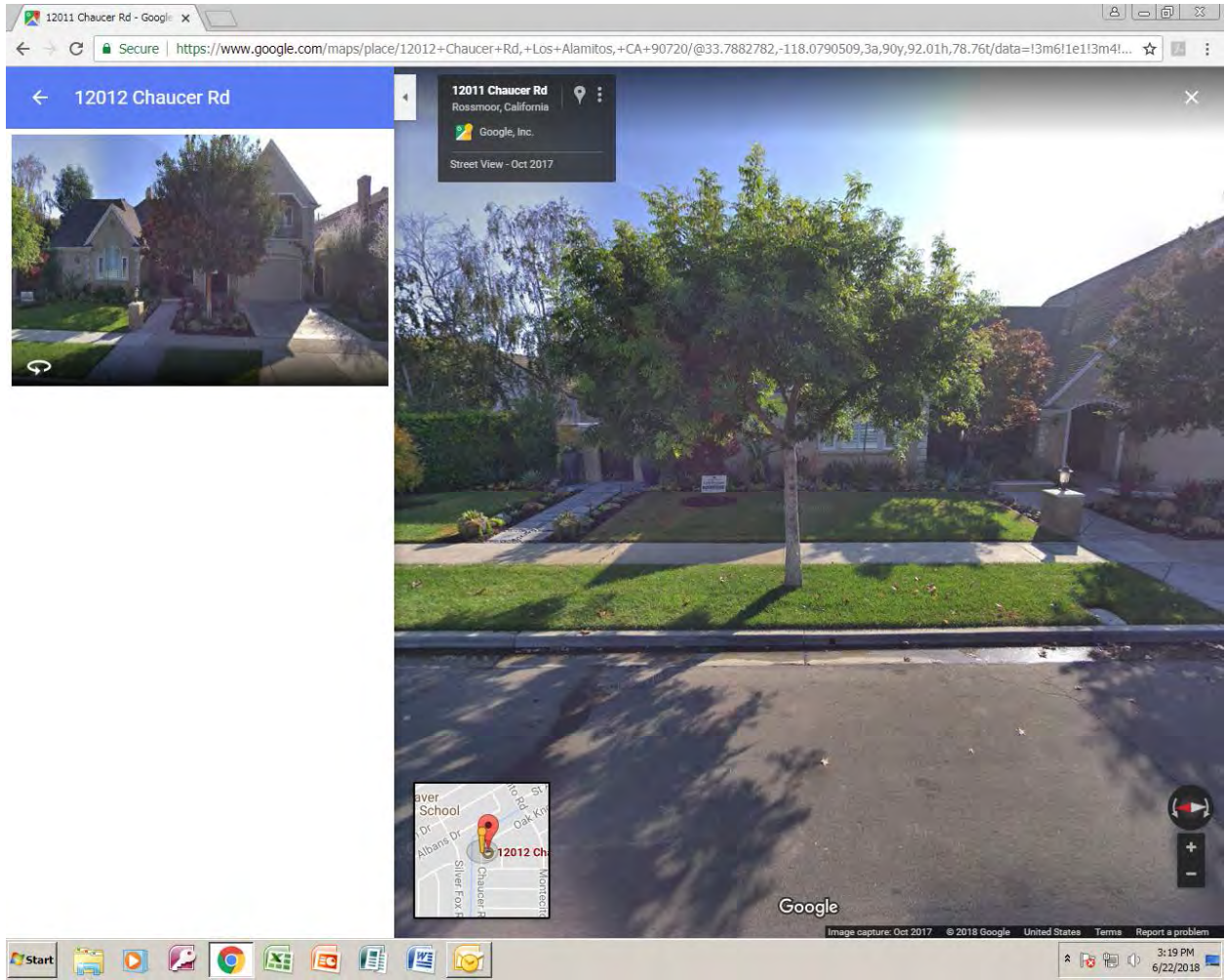
Severe pruning increases the stress on a tree by removing 50 to 100 percent of the leaf-bearing crown which can cause major problems for the tree and make it more hazardous in the long term.

You are hereby required to refrain from taking any further action that caused this violation to occur. In accordance with the District's Policy, if you fail or refuse to comply with the terms and conditions of this Notice, the District will have the option to pursue applicable enforcement action and remedies as provided under the Policy and the law, including reimbursement of damages resulting from the tree pruning. A copy of this policy is attached for your information.

In the future should feel your parkway trees need trimming, please first contact our Tree Consultant, Mary Kingman, at 562.430.3707. Thank you for your future cooperation.

James Ruth
General Manager

GOOGLE IMAGE CAPTURED OCTOBER 2017



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: July 10, 2018
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: SPECIAL MEETING OF JUNE 12, 2018

RECOMMENDATION:

Approve the Minutes of the Special Meeting of June 12, 2018 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Meeting of June 12, 2018 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Special Meeting of June 12, 2018 Prepared by the Board's Secretary/General Manager.



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

SPECIAL MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, June 12, 2018

A. ORGANIZATION

1. CALL TO ORDER: 4:00 P.M.

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

3. PLEDGE OF ALLEGIANCE

AT THIS TIME ITEM A-4a. WAS MOVED DOWN IN THE AGENDA

4. PRESENTATIONS:

a. Orange County Sheriff's Department Lieutenant Pat Rich Re: Introduction and Quarterly Crime Statistics

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Resident Cindy Centano opined relative to Caltrans noise mitigation concerns. She announced that she had circulated a petition and measured decibel levels. She requested support from the RCSD.

Resident Diane Rush opined relative to her desire for a follow up report from LA Seismic regarding results of the recent seismic survey and data collection project done in Rossmoor.

Resident Heather Danaher opined relative to a parkway tree complaint she submitted last week. She was directed to follow up with the General Manager so he could determine whether to schedule the matter for review at the next Tree Committee meeting.

D. REPORTS TO THE BOARD—None

E. CONSENT CALENDAR:

ITEMS E-1a, E-1b AND E-1c 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. ITEM E-2 WAS MOVED AHEAD IN THE CONSENT CALENDAR

2. REVENUE AND EXPENDITURE REPORT—APRIL 2018

Motion by Director Nitikman, seconded by Director Kahlert to approve Item E-2 Revenue and Expenditure Report on the Consent Calendar as submitted. Motion passed 5-0.

1a. MINUTES REGULAR BOARD MEETING—April 2, 2018

Motion by Director Casey, seconded by Director Nitikman to approve Item E-1a Minutes of the Regular Board Meeting of April 10, 2018. Motion passed 3-0, with Directors Kahlert and Nitikman abstaining as they were not present for the meeting.

1b. MINUTES SPECIAL BOARD MEETING—March 20, 2018

Motion by Director Maynard, seconded by Director Casey to approve Item E-1b. Minutes of the Special Board Meeting of March 20, 2018. Motion passed 3-0, with Directors Maynard and Kahlert abstaining as they were not present for the meeting.

1c. MINUTES REGULAR BOARD MEETING—May 8, 2018

Motion by Director Maynard, seconded by Director Nitikman to approve Item E-1c. Minutes of the Regular Board Meeting of May 8, 2018. Motion passed 3-0, with Directors Casey and Kahlert abstaining as they were not present for the meeting.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 18-06-12-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018-2019.

Recommendation to approve, by roll call vote Resolution No. 18-06-12-01 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 2018-2019.

Motion by Director Maynard, seconded by Director Nitikman to approve Resolution No. 18-06-12-01 A Resolution Approving And Adopting The Annual Appropriations Limit For Fiscal Year 2018-2019 as documented in Exhibit A. Motion passed unanimously by roll call vote, 5-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. REPORT OF THE BUDGET COMMITTEE RE: FY 2018-2019 ESTIMATES TO CLOSE, PRELIMINARY BUDGET AND SALARY PLAN

Recommendation to receive the report of the Budget Committee, set the date of public hearing and provide direction regarding the formulation of the FY 2018-2019 Final Budget. In accordance with Board policy and the adopted Budget Calendar, the General Manager presented the FY 2017-2018 Estimates to Close Budget and a proposed Preliminary Budget at the Budget Committee meeting on June 4, 2018. A Final Budget will be presented at the July 10, 2018 Board meeting for approval. The Budget Committee recommended approval of the FY 2018-2019 Salary Plan subject to a review of the updated June Consumer Price Index (CPI). An April CPI, which is attached, was used as a basis of the proposed 4% raise. The Preliminary Budget has incorporated this increase, but will be revised based on the Board's decision of the Salary Plan.

Brief Discussion ensued. Date of the public hearing was set to July 10, 2018. The report was received and filed.

2. DISCUSSION AND POSSIBLE ACTION RE: ENTERING INTO A 20 YEAR CONTRACT WITH SOCAL EDISON TO UPGRADE ROSSMOOR COMMUNITY STREETLIGHTING TO LED.

Recommendation to receive the report of the Budget Committee and the committee's recommendation to approve the Southern California Edison Company Proposal to replace current technology high pressure sodium SCE-Owned streetlights with LED technology throughout Rossmoor.

The General Manager reported that the Budget Committee met on Wednesday, February 28, 2018 and Tuesday, March 20, 2018 to discuss the Southern California Edison Company Proposal to replace current technology high pressure sodium SCE Owned streetlights with LED technology. At its March 20, 2018 meeting, the Budget Committee voted unanimously to recommend the proposal to the full Board for its consideration. Subsequently, this item was brought before the Board at its May 8, 2018 regular meeting. As there were only three members present at the May meeting, the Board decided to postpone the item until the June 12, 2018 regular meeting of the Board, so that all Board Members could participate in the decision.

Discussion ensued relative to the 20 year term of the agreement, the potential for more advanced technology versus the potential for increased safety and energy savings.

President DeMarco and Director Maynard opined that they were pleased with the three day turnaround and the increased safety the new LED Lighting would provide as well as the ability to adjust the lumens for increased lighting at school locations and crosswalks. Director Maynard stated that he was initially undecided about moving forward with the project, however, it was determination that the District would be paying either now or later and he believed the pros outweighed the cons. Director Casey concurred. Director Nitikman opined that he did not see the urgency in making a decision and felt it was in the District's best interest to wait. He further opined that he did not see any further updates to the staff report as he had

requested and the political landscape was changing which could signal new technology and energy incentives.

Motion by Director Maynard, seconded by Director Casey, to enter into a 20 year agreement with Southern California Edison Company to replace current technology high pressure sodium SCE-Owned streetlights with LED technology throughout Rossmoor. Motion passed 4-1, with Director Nitikman voting No.

3. REPORT OF THE TREE COMMITTEE RE: DISCUSSION AND POSSIBLE ACTION RE: RENEWAL OF PROFESSIONAL SERVICES CONTRACT WITH WEST COAST ARBORIST INC. FOR TREE SERVICES IN ROSSMOOR.

Recommendation to receive the report of the Tree Committee and the Committee's recommendation that the Board approve and authorize the General Manager to enter into a new three year contract with West Coast Arborist, Inc. for tree services in Rossmoor, effective July 1, 2018 with three one-year options. Tree services include yearly grid trimming of one of four tree maintenance districts, off-grid trimming for safety and clearance issues, young tree crown shaping, tree planting, removals, tree health care and emergency call-outs for tree in parks that do not fall under County jurisdiction.

Discussion ensued relative to category changes in the price list and a few minor changes incorporated into the contract and agreed to by the parties. Mary Kingman briefly addressed the Board and answered questions relative to the new profit model which was largely based on historical usage. The General Manager stated that the operating cost would increase by \$4,000 in the first year, with no CPI increase in the 2nd year and a CPI increase in the 3rd year by July 1, 2020.

Motion by Director Nitikman, seconded by Director Casey to authorize the General Manager to enter into a new three year contract with West Coast Arborist Inc. for tree services in Rossmoor, effective July 1, 2018 with three one-year options and the minor modifications outlined by General Manager Ruth. Motion passed 5-0.

AT 5:10 P.M. PRESIDENT DEMARCO LEFT THE DAIS AND DEPARTED FOR AN EXCUSED ABSENCE.

AT 5:11 P.M. THE BOARD RECONVENED THE MEETING. DIRECTOR NITIKMAN PRESIDED OVER THE REMAINDER OF THE MEETING.

ITEM A-4a. WHICH HAD BEEN TAKEN OUT OF ORDER EARLIER IN THE MEETING WAS ACTED UPON AT THIS TIME

A-4. PRESENTATIONS:

a. Orange County Sheriff's Department Lieutenant Pat Rich Re: Introduction and Quarterly Crime Statistics

Lieutenant Pat Rich introduced himself to the Board and presented the Quarterly Crime Statistics for Rossmoor. He encouraged residents to be vigilant, secure their homes and vehicles and report all suspicious activity to the Sheriff's Department. The report was received and filed.

I. GENERAL MANAGER ITEMS:

The General Manager reported that he was in the process of scheduling a street sweeping meeting with R.F. Dickson Company to explore additional service options and afterwards would schedule a follow up meeting with Orange County Supervisor Michelle Steel to present any proposed street sweeping service changes. He reported that the District exterior park lighting had been successfully upgraded to LED technology.

J. GENERAL COUNSEL ITEMS

1. DISCUSSION REGARDING MITIGATION MEASURE IMPLEMENTATION FOR CALTRANS FREEWAY IMPROVEMENT PROJECTS.

General Counsel Preziosi discussed the three freeway improvement projects in the vicinity of the District, the I-605/Katella Ave interchange, the I-405 widening, and the I-22/West County Connector Project. General Counsel reported that as to the mitigation measures to be completed for the West County Connector Project, the finalized Mitigation Monitoring Plan showing the required Verification of Compliance for the mitigation measures was missing from Caltrans' website. As such, General Counsel stated that he had filed a request with Caltrans under the Public Records Act to obtain this and other related documents. General Counsel stated that Caltrans had invoked the 14 day extension of time to respond, and that he was hopeful that documents would be available by the end of the week for review. In response to comments by members of the Board, General Counsel opined that generally the failure of a completed mitigation measure to actually mitigate the effects of the project on the environment in the manner projected would not in and of itself necessarily be a violation of CEQA; however, the failure to implement a mitigation measure altogether could in some situations be a violation of CEQA. Further, a violation of CEQA might occur if false or misleading studies were relied upon, however, General Counsel cautioned the Board that spending District resources to challenge the underlying engineering reports could be a costly undertaking.

General Counsel stated that he would provide a further report to the Board at the next meeting.

K. BOARD MEMBER ITEMS:

Director Kahlert remarked that tonight's meeting was very informative. He opined that he was pleased the Board had decided to approve the Southern California Edison Contract for installation of new LED lights throughout the community. He urged residents who opposed the various Caltrans freeway projects to organize, attend public hearings, and utilize social media to bring visibility to their cause. Finally, he reminded everyone that school would soon be out this week and cautioned them to be safe and mindful of the many local celebrations taking place.

Director Casey stated that he was grateful for Ms. Cindy Centano's comments this evening regarding Caltrans noise mitigation. He stated that he shared her concerns and as District Liaison to OCTA, he had met with agency representatives from Caltrans, OCTA as well as Supervisor

Steel to advocate for Rossmoor, but so far no solutions were forthcoming. Director Casey requested the General Manager to add the freeway noise mitigation concern to the agenda for the street sweeping meeting he intended to schedule with Orange County Supervisor Michelle Steel. He assured his colleagues and residents that he would not give up and would follow up with Caltrans regarding their responses to the EIR comments. In conclusion, he thanked Lieutenant Pat Rich for his attendance this evening and reminded everyone that when they “see something, say something.”

Director Maynard thanked Diane Rush for her update on the LA Seismic Study and thanked Cindy Centano for her survey and decibel data study. Regarding the resident with the tree complaint, he opined that staff is here to help and there is a process and a path to follow prior to appealing the matter to the Board. He also thanked Lieutenant Rich for his report and for his pleasant, likeable demeanor. He praised the Orange County Sheriff’s Department for their good work.

Director Nitikman thanked all the people who attended the meeting and opined. He encouraged all to attend the upcoming Movies and Concerts in the Park and the Fourth of July Fireworks Spectacular event at the Joint Forces Training Base.

L. CLOSED SESSION—None

M. ADJOURNMENT:

Motion by Director Casey, seconded by Director Nitikman to adjourn the regular meeting at 5:50 p.m.
Motion passed 4-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2.

Date July 10, 2018
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT -APRIL, 2018

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for April, 2018.

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 April, 2018 (Pending due to Fund Balance Software technical issue).

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: July 10, 2018
To: Honorable Board of Directors
From: General Manager
Subject: PUBLIC HEARING-FISCAL YEAR 2018-2019 PROPOSED FINAL BUDGET

RECOMMENDATION:

Open hearing, receive presentation from General Manager, take public testimony, close hearing, deliberate and approve Fiscal Year 2018-2019 Proposed Final Budget.

BACKGROUND:

A Fiscal Year 2018-2019 Preliminary Budget was presented to the Board at your June 12, 2018 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 Budget Estimates to Close, 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 your review of the Preliminary Budget.

These changes include the Annual Salary Plan, as recommended by the Budget Committee and Capital Improvement budget and Project Lists adjustments, as recommended by the Public Works/CIP Committee.

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 2018-2019 Proposed Final Budget including annual Salary Plan.
2. Notice of Public Hearing.
3. Policy No. 3020 Budget Preparation, Adoption and Revision.

FY 2018-2019 PROPOSED FINAL BUDGET
Department Accounts Combined
TOTAL FUND SUMMARY

	Proposed Final Budget Fund 10	Proposed Final Budget Fund 20	Proposed Final Budget Fund 10
Fund Balance, Beginning FY 2018-2019	980,637	0	26,196
General Fund Revenues			
Transfer In from other funds			
Property Taxes	954,930	384,458	
Street Light Assessments	339,900		
Interest on Investments	8,000		
From Other Govt. Agencies	60,400		
Permit and Rental Fees	190,000		
Miscellaneous Revenues	22,000		0
Total General Fund Revenues	1,575,230	384,458	26,196
			0
Total General Fund Expenditures	1,402,875	374,313	11,500
Revenues Less Expenditures	172,355	10,145	14,696
Transfer Out - (To Fund 50 as directed by auditor)			
Fund Balance, End FY	1,152,992	(10,145) 0	14,696

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND SUMMARY - FUND 10

	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Fund Balance End	739,612	833,116	833,116	833,116	980,637
Transfer from Reserve to Fund 40	0	0	0	0	0
Transfer from Reserve to Fund 10	0	0	0	0	0
Fund Balance	739,612	833,116	833,116	833,116	980,637
General Fund Revenues					
Property Taxes	883,446	908,835	914,835	929,250	954,930
Street Light Assessments	309,594	314,600	314,600	330,000	339,900
Interest on Investments	4,684	3,000	3,000	8,000	8,000
From Other Govt. Agencies	59,467	60,400	60,400	60,400	60,400
Permit and Rental Fees	157,300	158,700	178,000	187,500	190,000
Miscellaneous Revenues	22,493	22,000	22,000	22,000	22,000
Total General Fund Revenues	1,436,984	1,467,535	1,492,835	1,537,150	1,575,230
General Fund Expenditures					
Transfer Out to Fund 40	0	0	0	0	0
Administrative Services	415,653	420,275	421,630	414,950	815,914
Recreation	128,678	138,628	138,828	142,578	42,400
Rossmoor Park	192,384	196,335	199,537	201,037	107,900
Montecito Center	86,758	84,950	86,550	94,250	20,624
Rush Park	219,450	219,750	221,200	225,850	127,480
Street Lighting	98,499	107,715	103,715	103,715	103,715
Rossmoor Signature Wall	2,000	2,100	2,100	2,100	2,300
Street Sweeping	54,864	53,650	53,650	53,650	55,770
Parkway Trees	131,213	133,737	133,737	133,737	113,380
Mini-Parks and Medians	13,981	14,562	15,762	17,762	13,392
Total General Fund Expenditures	1,343,480	1,371,702	1,376,709	1,389,629	1,402,875
Revenues Less Expenditures	93,504	95,833	116,126	147,521	172,355
Fund Balance, End of Year	833,116	928,949	949,242	980,637	1,152,992

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10

		2016-2017 ACTUAL	2017-2018 APPROVED FINAL BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
General Fund Revenues						
Property Taxes						
10-00-3000	Current Secured	812,466	842,400	842,400	856,000	881,680
10-00-3001	Current Unsecured	25,773	26,000	26,000	27,000	27,000
10-00-3002	Prior Secured	7,669	7,100	7,100	7,100	7,100
10-00-3003	Prior Unsecured	354	535	535	350	350
10-00-3004	Delinquent Property Taxes	701	800	800	800	800
10-00-3010	Current Supplemental Assmnt.	23,803	18,000	24,000	24,000	24,000
10-00-3020	Public Utility	12,680	14,000	14,000	14,000	14,000
Total Property Taxes		883,446	908,835	914,835	929,250	954,930
Street Light Assessments						
10-00-3105	Assessments	309,594	314,600	314,600	330,000	339,900
Interest on Investments						
10-00-3200	Interest	4,684	3,000	3,000	8,000	8,000
From Other Governmental Agencies						
10-00-3301	State-Homeowners Prop. Tax Relief	5,257	5,400	5,400	5,400	5,400
10-00-3305	County-Street Sweep Reimburse.	54,210	55,000	55,000	55,000	55,000
Total From Other Governmental Agencies		59,467	60,400	60,400	60,400	60,400
Permit and Rental Fees						
10-00-3404	Tennis Reservations	10,218	12,500	22,500	22,500	25,000
10-00-3405	Wall Rental	280	500	500	500	500
10-00-3406	Volleyball & Ball Field Reservations	23,957	23,000	25,000	25,000	25,000
10-00-3410	Rossmoor Building Rental	17,844	16,500	18,500	18,500	18,500
10-00-3412	Montecito Building Rental	22,947	25,200	26,500	27,000	27,000
10-00-3414	Rush Building Rental	82,054	81,000	85,000	94,000	94,000
Total Fees		157,300	158,700	178,000	187,500	190,000
Miscellaneous Revenues						
10-00-3500	Miscellaneous	2,493	2,000	2,000	2,000	2,000
10-00-3502	Admin Fees	20,000	20,000	20,000	20,000	20,000
10-00-3600	Transfer IN	0	0	0	0	0
Total Miscellaneous Revenues		22,493	22,000	22,000	22,000	22,000
Total General Fund Revenues		1,436,984	1,467,535	1,492,835	1,537,150	1,575,230

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 10 Administrative Services

ACCOUNT NO.		2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 10 Administrative Services						
Salaries and Benefits						
10-10-4000	Board of Directors' Compensation	7,500	10,000	10,000	8,000	8,000
10-10-4001	Full Time	195,041	200,175	192,000	176,000	0
10-10-4001	Part Time	0	0	8,000	17,000	0
10-10-4003	Overtime	4,392	5,300	5,300	5,700	0
* 10-10-4006	Salaries - Administrative (ETC 17-18 \$234,175)	0	0	0	0	236,000
* 10-10-4008	Salaries - Recreation (ETC 17-18 \$110,000)	0	0	0	0	113,764
* 10-10-4009	Salaries - Maintenance Tree & Park (ETC 17-18 \$137,400)	0	0	0	0	142,800
10-10-4007	Vehicle Allowance	222	450	250	250	250
* 10-10-4010	Workers' Comp. Insurance	5,572	5,500	7,500	7,500	27,000
* 10-10-4011	Medical Insurance	45,793	44,000	44,000	44,000	91,000
* 10-10-4015	Federal Payroll Taxes	15,754	17,000	17,000	16,000	34,000
* 10-10-4018	State Payroll Taxes	659	780	780	900	2,400
Total Salaries and Benefits		274,933	283,205	284,830	275,350	655,214
Operations and Maintenance						
10-10-5002	Insurance - Liability	12,983	15,900	15,900	15,900	17,500
10-10-5004	Membership & Dues	5,798	6,400	6,400	6,400	6,400
10-10-5006	Travel & Meetings	1,077	1,000	1,000	1,500	1,000
10-10-5007	Board Meetings Televised Exp	20,217	21,000	21,000	21,000	21,100
* 10-10-5010	Publications & Legal Notices	6,368	7,200	7,200	6,000	6,500
* 10-10-5012	Printing	601	1,000	1,000	800	1,000
* 10-10-5014	Postage	1,051	1,800	1,800	2,000	2,000
* 10-10-5016	Office & Meeting Supplies	6,012	7,200	7,200	7,200	9,000
* 10-10-5020	Telephone	2,305	1,950	2,300	2,300	13,000
10-10-5021	Computer/E-mail/Server Costs	0	3,700	3,700	3,700	3,700
10-10-5045	Miscellaneous Expenditures	11,304	6,500	9,000	9,000	9,000
10-10-5046	Bank Service Charges	1,054	1,700	2,000	2,000	2,000
10-10-5050	Elections	7,251	0	0	0	7,500
Total Operations and Maintenance		76,021	75,350	78,500	77,800	99,700
Contract Services						
10-10-5610	Legal Services	22,280	21,000	21,000	23,000	23,000
10-10-5615	Financial Audit-Consulting	10,400	10,720	11,300	11,300	12,000
10-10-5620	Miscellaneous Studies	6,000	0	0	0	0
10-10-5670	Other Professional Services	24,657	26,000	22,000	23,500	24,000
Total Contract Services		63,337	57,720	54,300	57,800	59,000
Capital Expenditures						
10-10-6010	Equipment	1,362	4,000	4,000	4,000	2,000
Total Administrative Services		415,653	420,275	421,630	414,950	815,914

* Totals for combined departments

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 20 Recreation

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 20 Recreation					
Salaries and Benefits					
* 10-20-4001 Full Time	49,566	50,500	46,500	46,500	0
* 10-20-4002 Part Time	17,342	18,600	24,000	24,000	0
* 10-20-4003 Overtime	3,401	5,200	5,200	5,200	0
10-20-4005 Event Attendant	758	1,000	1,000	1,000	1,000
10-20-4007 Vehicle Allowance	-	100	100	100	100
* 10-20-4010 Workers' Comp. Insurance	2,252	2,350	3,000	3,000	0
* 10-20-4011 Medical Insurance	11,642	11,270	11,270	11,270	0
* 10-20-4015 Federal Payroll Tax	5,435	5,988	5,988	5,988	0
* 10-20-4018 State Payroll Taxes	355	400	400	400	0
Total Salaries and Benefits	90,751	95,408	97,458	97,458	1,100
Operations and Maintenance					
10-20-5006 Travel & Meetings	125	200	550	550	550
* 10-20-5010 Publications & Legal Notices	468	420	420	420	0
* 10-20-5012 Printing	44	100	100	350	0
* 10-20-5014 Postage	41	150	150	150	0
* 10-20-5016 Office & Meeting Supplies	1,062	1,000	1,000	1,000	0
10-20-5017 Community Events	26,963	28,000	26,500	30,000	30,000
10-20-5019 Fireworks	6,200	8,700	8,700	8,700	8,700
* 10-20-5020 Telephone	1,930	1,900	1,900	1,900	0
10-20-5045 Miscellaneous Expenditures	0	500	500	500	500
10-20-5051 Equipment Rental	0	250	250	250	250
Total Operations and Maintenance	36,833	41,220	40,070	43,820	40,000
Contract Services					
10-20-5670 Other Professional Services	1,094	1,000	800	800	800
Total Contract Services	1,094	1,000	800	800	800
Capital Expenditures					
10-20-6010 Equipment	0	1,000	500	500	500
Total Capital Expenditures	0	1,000	500	500	500
Total Recreation	128,678	138,628	138,828	142,578	42,400

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

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 30 Rossmoor Park

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 30 Rossmoor Park					
<u>Salaries and Benefits</u>					
* 10-30-4001 Full Time	36,623	38,000	37,000	37,000	0
* 10-30-4002 Part Time	18,842	19,000	18,400	18,400	0
* 10-30-4003 Overtime	2,562	2,500	2,500	2,500	0
* 10-30-4010 Workers' Comp. Insurance	5,571	5,500	7,500	7,500	0
* 10-30-4011 Medical Insurance	14,382	13,500	13,500	13,500	0
* 10-30-4015 Federal Payroll Taxes	4,435	4,370	4,370	4,370	0
* 10-30-4018 State Payroll Taxes	232	250	250	250	0
Total Salaries and Benefits	82,647	83,120	83,520	83,520	0
<u>Operations and Maintenance</u>					
* 10-30-5010 Publications & Legal Notices	568	500	500	500	0
* 10-30-5012 Printing	22	50	50	50	0
* 10-30-5014 Postage	9	50	50	50	0
* 10-30-5016 Office & Meeting Supplies	620	700	700	700	0
10-30-5018 Janitorial Supplies	3,319	4,500	4,500	4,500	4,500
* 10-30-5020 Telephone	2,261	2,300	2,300	2,500	0
10-30-5022 Utilities	13,369	12,000	12,000	14,000	14,000
10-30-5023 Water (3% Increase)	22,066	25,000	25,000	25,000	25,750
10-30-5025 Sewer Tax	906	915	917	917	950
10-30-5030 Vehicle Maintenance	702	600	600	800	800
10-30-5032 Buildings & Grounds-Maintenance	29,420	27,000	30,000	30,000	30,000
10-30-5034 Alarm Systems/Security	841	750	750	850	850
10-30-5045 Miscellaneous/Expenditures	450	250	250	250	450
10-30-5051 Equipment Rental	0	250	250	250	250
10-30-5052 Minor Facility Repairs/Tools	0	250	250	250	250
Total Operations and Maintenance	74,553	75,115	78,117	80,617	77,800
<u>Contact Services</u>					
10-30-5655 Landscape Maintenance	33,134	36,000	36,000	35,000	28,000
10-30-5656 Tree Trimming	1,013	1,100	1,100	1,100	1,300
10-30-5670 Other Professional Services	1,037	1,000	800	800	800
Total Contract Services	35,184	38,100	37,900	36,900	30,100
<u>Capital Expenditures</u>					
10-30-6010 Equipment	0	0	0	0	0
Total Capital Expenditures	0	0	0	0	0
Total Rossmoor Park	192,384	196,335	199,537	201,037	107,900

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

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 40 Montecito Center

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 40 Montecito Center					
<u>Salaries and Benefits</u>					
* 10-40-4001 Full Time	30,203	32,520	32,520	32,520	0
* 10-40-4002 Part Time	8,448	8,500	8,500	8,500	0
* 10-40-4003 Overtime	1,958	2,150	2,150	2,150	0
* 10-40-4010 Workers' Comp. Insurance	4,431	4,200	6,000	6,000	0
* 10-40-4011 Medical Insurance	11,636	11,000	11,000	11,000	0
* 10-40-4015 Federal Payroll Taxes	3,103	3,000	3,000	3,000	0
* 10-40-4018 State Payroll Taxes	149	160	160	160	0
Total Salaries and Benefits	59,928	61,530	63,330	63,330	0
<u>Operations and Maintenance</u>					
* 10-40-5010 Publications & Legal Notices	355	400	400	400	0
* 10-40-5012 Printing	22	50	50	50	0
* 10-40-5014 Postage	9	50	50	50	0
* 10-40-5016 Office & Meeting Supplies	577	700	700	850	0
10-40-5018 Janitorial Supplies	3,319	4,000	4,000	4,500	4,500
* 10-40-5020 Telephone	1,930	2,000	2,000	2,500	0
10-40-5022 Utilities	1,704	1,700	1,700	2,000	2,000
10-40-5023 Water (3% Increase)	1,626	2,200	2,200	2,200	1,834
10-40-5025 Sewer Tax	760	770	770	770	790
10-40-5030 Vehicle Maintenance	859	600	600	800	800
10-40-5032 Buildings & Grounds-Maintenance.	8,214	3,800	3,800	4,000	4,000
10-40-5034 Alarm Systems/Security	364	400	400	500	500
10-40-5045 Miscellaneous/Expenditures	0	50	50	3,550	500
10-40-5051 Equipment Rental	0	250	250	250	250
10-40-5052 Minor Facility Repairs/Tools	0	250	250	2,500	250
Total Operations and Maintenance	19,739	17,220	17,220	24,920	15,424
10-40-5655 Landscape Maintenance	3,682	3,600	3,600	3,600	2,800
10-40-5656 Tree Trimming	1,013	1,100	1,100	1,100	1,100
10-40-5670 Other Professional Services	1,037	1,000	800	800	800
Total Contract Services	5,732	5,700	5,500	5,500	4,700
<u>Capital Expenditures</u>					
10-40-6010 Equipment	1,359	500	500	500	500
Total Capital Expenditures	1,359	500	500	500	500
Total Montecito Center	86,758	84,950	86,550	94,250	20,624

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

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 50 Rush Park

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 50 Rush Park					
Salaries and Benefits					
* 10-50-4001 Full Time	36,623	38,000	37,000	37,000	0
* 10-50-4002 Part Time	17,196	17,400	18,400	18,400	0
* 10-50-4003 Overtime	2,552	2,800	2,800	2,800	0
* 10-50-4005 Event Attendant	4,440	4,800	4,800	4,800	0
* 10-50-4010 Workers' Comp. Insurance	5,571	5,500	7,500	7,500	0
* 10-50-4011 Medical Insurance	14,382	13,500	13,500	13,500	0
* 10-50-4015 Federal Payroll Taxes	4,649	4,370	4,370	4,370	0
* 10-50-4018 State Payroll Taxes	328	400	400	400	0
Total Salaries and Benefits	85,741	86,770	88,770	88,770	0
Operations and Maintenance					
* 10-50-5010 Publications & Legal Notices	490	500	500	500	0
* 10-50-5012 Printing	122	50	50	50	0
* 10-50-5014 Postage	9	100	100	100	0
* 10-50-5016 Office & Meeting Supplies	577	700	700	850	0
10-50-5018 Janitorial Supplies	3,329	4,500	4,500	4,500	4,500
* 10-50-5020 Telephone	1,930	2,300	1,950	2,500	0
10-50-5022 Utilities	22,925	22,000	22,000	22,000	22,000
10-50-5023 Water (3% Increase)	33,801	34,000	36,000	36,000	37,080
10-50-5025 Sewer Tax	3,465	3,630	3,630	3,630	3,700
10-50-5030 Vehicle Maintenance	703	600	600	800	800
10-50-5032 Buildings & Grounds-Maintenance	30,326	25,000	23,000	26,000	28,000
10-50-5034 Alarm Systems/Security	656	750	750	750	750
10-50-5045 Miscellaneous/Expenditures	204	250	250	2,000	250
10-50-5051 Equipment Rental	0	250	250	250	250
10-50-5052 Minor Facility Repairs/Tools	0	250	250	250	250
Total Operations and Maintenance	98,537	94,880	94,530	100,180	97,580
10-50-5655 Landscape Maintenance	33,134	36,000	36,000	35,000	28,000
10-50-5656 Tree Trimming	1,001	1,100	1,100	1,100	1,100
10-50-5670 Other Professional Services	1,037	1,000	800	800	800
Total Contract Services	35,172	38,100	37,900	36,900	29,900
Capital Expenditures					
10-50-6010 Equipment	0	0	0	0	0
Total Capital Expenditures	0	0	0	0	0
Total Rush Park	219,450	219,750	221,200	225,850	127,480

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

FY 2018- 2019 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

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 60 Street Lighting					
Operations and Maintenance					
10-60-5020 Telephone	684	715	715	715	715
Contract Services					
10-60-5650 Street Lights	97,815	107,000	103,000	103,000	103,000
Total Street Lighting	98,499	107,715	103,715	103,715	103,715
Department 65 Rossmoor Signature Wall					
Operations and Maintenance					
10-65-5002 Insurance - Liability	2,000	2,000	2,000	2,000	2,200
10-65-5032 Buildings & Grounds-Maintenance	0	100	100	100	100
Total Rossmoor Signature Wall	2,000	2,100	2,100	2,100	2,300
Department 70 Street Sweeping					
Operations and Maintenance					
10-70-5020 Telephone	654	650	650	650	650
Total Operations and Maintenance	654	650	650	650	650
Contract Services					
10-70-5642 Street Sweeping (+4% New Contract)	54,210	53,000	53,000	53,000	55,120
Total Street Sweeping	54,864	53,650	53,650	53,650	55,770

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 80 Parkway Trees

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 80 Parkway Trees					
Salaries and Benefits					
* 10-80-4002 Salaries Part Time	19,851	21,012	21,012	21,012	0
* 10-80-4003 Salaries Overtime	28	100	100	100	0
10-80-4007 Vehicle Allowance	716	750	750	750	780
* 10-80-4015 Federal Payroll Tax -FICA	1,521	1,525	1,525	1,525	0
* 10-80-4018 State Payroll Taxes	175	175	175	175	0
Total Salaries and Benefits	22,291	23,562	23,562	23,562	780
Operations and Maintenance					
* 10-80-5012 Printing	0	25	25	25	0
* 10-80-5014 Postage	7	100	100	100	0
* 10-80-5016 Office & Meeting Supplies	122	150	150	150	0
* 10-80-5020 Telephone	1,337	1,300	1,300	1,300	0
10-80-5030 Vehicle Maintenance	0	50	50	50	50
10-80-5051 Equipment Rental	0	50	50	50	50
Total Operations and Maintenance	1,466	1,675	1,675	1,675	100
Contract Services					
10-80-5656 Tree Trimming	75,801	73,000	73,000	73,000	76,000
* 10-80-5657 Tree Health Care	0	5,000	5,000	5,000	5,000
10-80-5660 Tree Removals	2,369	2,500	2,500	2,500	2,500
10-80-5670 Other Professional Services	3,804	3,000	3,000	3,000	3,000
Total Contract Services	81,974	83,500	83,500	83,500	86,500
Capital Expenditures					
10-80-6015 Trees	25,482	25,000	25,000	25,000	26,000
Total Parkway Trees	131,213	133,737	133,737	133,737	113,380

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

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 90 Mini-Parks & Medians

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 90 Mini-Parks & Medians					
Salaries and Benefits					
* 10-90-4001 Full Time	679	685	685	685	0
* 10-90-4003 Overtime	54	64	64	64	0
* 10-90-4010 Workers' Comp	261	300	300	300	0
* 10-90-4015 Federal Payroll Taxes	56	58	58	58	0
* 10-90-4018 State Payroll Taxes	2	15	15	15	0
Total Salaries and Benefits	1,052	1,122	1,122	1,122	0
Operations and Maintenance					
* 10-90-5020 Telephone	669	640	640	640	0
10-90-5022 Utilities	895	1,150	1,150	1,150	1,150
10-30-5023 Water (3% Increase)	5,904	6,400	6,400	6,400	6,592
10-90-5032 Building & Grounds Maintenance.	1,211	800	2,000	4,000	2,000
10-90-5045 Miscellaneous/Expenditures	33	100	100	100	100
10-90-5051 Equipment Rental	0	100	100	100	100
10-90-5052 Minor Facility Repairs/Tools	0	100	100	100	100
Total Operations and Maintenance	8,712	9,290	10,490	12,490	10,042
Contract Services					
10-90-5655 Landscape Maintenance	3,682	3,600	3,600	3,600	2,800
10-90-5656 Tree Trimming	483	400	400	400	400
10-90-5670 Other Professional Services	52	50	50	50	50
Total Contract Services	4,217	4,050	4,050	4,050	3,250
Capital Expenditures					
10-90-6010 Equipment	0	100	100	100	100
Total Capital Expenditures	0	100	100	100	100
Total Mini-Parks & Medians	13,981	14,562	15,762	17,762	13,392
TOTAL GENERAL FUND EXPENDITURES	1,343,480	1,371,702	1,376,709	1,389,629	1,402,875

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

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
RUSH PARK ASSESSMENT DISTRICT - FUND 20

ACCOUNT NO.	TITLE	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Assigned Fund Balance, Beginning		0	0	0		
<u>Rush Park AD Revenues</u>						
Assessments						
20-00-3100	Current Year Secured	380,265	380,000	380,000	380,000	380,000
20-00-3101	Prior Year Secured	2,198	3,400	3,400	3,400	3,400
20-00-3200	Interest on investments	0	0	1,058	1,058	1,058
20-00-3500	Other Misc. Rev.	0	0	0	0	0
Total Rush Park AD Revenues		382,463	383,400	384,458	384,458	384,458
<u>Rush Park AD Expenditures</u>						
20-50-5617	Administrative Fees	20,000	20,000	20,000	20,000	20,000
20-50-5619	Bond Trustee	3,048	3,048	3,048	3,048	3,048
Total Contract Services		23,048	23,048	23,048	23,048	23,048
<u>Annual Debt Service</u>						
20-50-5800	Principal	260,000	280,000	280,000	280,000	295,000
20-50-5801	Interest	90,156	74,090	74,090	74,090	56,265
20-50-5045	Miscellaneous	0	0	0	0	0
Total Annual Debt Service		350,156	354,090	354,090	354,090	351,265
Total Rush Park AD Expenditures		373,204	377,138	377,138	377,138	374,313
Revenues Less Expenditures		9,259	6,262	7,320	7,320	10,145
Transfers Out		0	0	0	0	0
(1) Transfer Out - (To Fund 50 as directed by auditor)		9,259	6,262	7,320	7,320	10,145
Fund Balance, End of Year		0	0	0	0	0

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
CAPITAL IMPROVEMENT PROGRAM - FUND 40

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
<u>Assigned Fund Balance, Beginning</u>	105,109	32,696	32,696	26,196
<u>Revenues</u>				
40-00-3600 Transfer In Fund 10	0	0	0	0
40-00-3600 Transfer In Fund 20	0	0	0	0
40-00-3600 Transfer In Fund 30	0	0	0	0
Total Capital Improvement Program Revenues	105,109	32,696	32,696	26,196
<u>Expenditures</u>				
Dept.				
Rossmoor Park	25,060	0	0	0
Montecito Center	0	0	0	0
Rush Park Roll in Place and Lighting Charged to Fund 10	28,606	13,000	0	0
General	18,747	6,500	6,500	11,500
Total Expenditures	72,413	19,500	6,500	11,500
<u>Revenues Less Expenditures</u>	32,696	13,196	26,196	14,696
Fund Balance, End of Year	32,696	13,196	26,196	14,696

CAPITAL IMPROVEMENT PROGRAM - FUND 40
FY 2018-2019 PROPOSED FINAL BUDGET

PROJECT TITLE	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017/2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET	2019-2020 INFORMATION ONLY	2020-2021 INFORMATION ONLY
REVENUES						
Beginning Fund Balance	\$105,109	\$32,696	\$32,696	\$26,196	\$14,696	(\$26,804)
Transfer from Fund 10	\$0					
Golden State Water Reimbursement for Water Conservation	0					
TOTAL REVENUES	\$105,109	\$32,696	\$32,696	\$26,196	\$14,696	(\$26,804)
EXPENSES						
ROSSMOOR PARK						
Lighting Repaired and Replaced (\$16,338 - Insurance Payment \$1,965= \$14,373)	\$14,373					
Community Room Cabinets	\$1,235					
Rossmoor Park Playground (Estimate)						\$100,000
Basketball and Tennis Courts Resurfacing (Estimate)					\$20,000	
3 Drinking Fountains	\$9,452					
ROSSMOOR PARK SUBTOTAL	\$25,060	\$0	\$0	\$0	\$20,000	\$100,000
MONTECITO						
Outdoor Security Lighting (Estimate)						\$5,000
Upgrade Counter Tops and Drop Ceiling (Estimate)						
Carpeting (Estimate)					\$5,000	
MONTECITO SUBTOTAL	\$0	\$0	\$0	\$0	\$5,000	\$5,000
RUSH PARK						
Parking Lot Repair \$33000						
Rush Park Playground Landscape Shade	\$28,606					
Auditorium & Room Carpeting (Estimate)					\$10,000	
Electrical Lighting For Winter Festival (Estimate)			\$0			
Roll Coat Maintenance Pour-in-Place		\$10,000	\$0			
RUSH PARK SUBTOTAL	\$28,606	\$10,000	\$0	\$0	\$10,000	\$0
ROSSMOOR WALL						
ROSSMOOR WALL SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL						
Work Truck (Finance for 4 years)	\$9,479	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Security Lighting/Kempton and Foster Parks				\$5,000		
Montecito Street Lighting Improvements	\$9,268					
GENERAL SUBTOTAL	\$18,747	\$6,500	\$6,500	\$11,500	\$6,500	\$6,500
TOTAL EXPENSES	\$72,413	\$16,500	\$6,500	\$11,500	\$41,500	\$111,500
ENDING FUND BALANCE	\$32,696	\$16,196	\$26,196	\$14,696	(\$26,804)	(\$138,304)

**ROSSMOOR COMMUNITY SERVICES
DISTRICT
EMPLOYEE SALARY PLAN**

SALARY PLAN F/Y 2018-2019						
Position	2017-2018 Current Salary		2018-2019 Midpoint (Includes 4% Increase CPI Over 2017-2018)	2018-2019 Recommended Salary		
	Annually	Hourly	Midpoint	Annually	Hourly Increase	Hourly
General Manager	\$93,600.00	\$45.0000	n/a	\$93,600.00	n/a	\$45.00
Accountant/Bookkeeper	\$58,149.45	\$27.9565	\$60,475.43	\$60,475.43	\$1.12	\$29.07
Administrative Assistant	\$57,624.99	\$27.7043	\$59,929.99	\$59,929.99	\$1.11	\$28.81
General Clerk	\$43,486.44	\$20.9069	\$45,225.89	\$45,225.89	\$0.84	\$21.74
*Staff Assistant	\$20,800.00	\$20.0000	\$21,632.00	\$21,632.00	\$0.80	\$20.80
Park Superintendent	\$54,806.02	\$26.3490	\$56,998.26	\$56,998.26	\$1.05	\$27.40
Recreation Superintendent	\$45,890.21	\$22.0626	\$47,725.82	\$47,725.82	\$0.88	\$22.95
*Tree Consultant	\$20,061.60	\$19.2900	\$20,864.06	\$20,864.06	\$0.77	\$20.06
Maintenance Assistant	\$31,220.80	\$15.0100	\$32,469.63	\$32,469.63	\$0.60	\$15.61
Recreation Leader	\$15,610.40	\$15.0100	\$16,234.82	\$16,234.82	\$0.60	\$15.61
* Asst. Recreation Leader	\$15,610.40	\$15.0100	\$16,234.82	\$16,234.82	\$0.60	\$15.61
Event/Facility Attendant	n/a	\$15.00			n/a	\$15.00

* 1/2 Time 20 hrs per week/1,040 hrs per year

**NOTICE OF
PREPARATION OF FINAL BUDGET
HEARING ON PROPOSED FINAL BUDGET
OF ROSSMOOR COMMUNITY SERVICES DISTRICT
FOR FISCAL YEAR 2018-2019**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of June 12, 2018 for fiscal year 2018-2019, and the General Manager of the District has prepared a proposed Final Budget for the District for fiscal year 2018-2019. 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 James D. Ruth, the District's General Manager, and state that they wish to review the proposed Final Budget for fiscal year 2018-2019. 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 10, 2018, 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 2018-2019.

James D. Ruth

Board Secretary

June 12, 2018

Date

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

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

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

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

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

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

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

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

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

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

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

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

3020.62 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 10, 2018
To: Honorable Board of Directors
From: General Manager
Subject: RESOLUTION No. 18-07-10-01 ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT FOR FISCAL YEAR 2018-2019 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

RECOMMENDATION:

Approve Resolution No. 18-07-10-01 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 2018-2019 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

BACKGROUND:

At their June 12, 2018 Regular Meeting, the Board discussed the Preliminary Budget and authorized the General Manager to submit a Proposed Final Budget for the Fiscal Year 2018-2019. 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 meeting, the Board also adopted a resolution establishing the FY 2018-2019 Expenditure Limits. The proposed expenditure totals of the Final Budget are well within those limits.

ATTACHMENTS:

1. Resolution No. 18-07-10-01.
2. Attachment A - Annual Budget Expenditures Totals Amount Summary.

RESOLUTION 18-07-10-01

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 2018-2019 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 2018-2019 Final Budget at its Regular Meeting on July 10, 2018.

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 2018-2019.

PASSED AND ADOPTED this 10th day of July, 2018.

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____
Tony DeMarco, President

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District

ATTACHMENT A

ANNUAL FISCAL YEAR 2018-2019 ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY

TOTAL FUND REVENUES

FUND 10	\$1,575,230
FUND 20	\$394,458
FUND 40 (Beginning Fund Balance \$26,196)	\$0

TOTAL ALL FUNDS **\$1,969,688**

TOTAL FUND EXPENDITURES

FUND 10	\$1,402,875
FUND 20	\$374,313
FUND 40	\$11,500

TOTAL ALL FUNDS **\$1,788,688**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: July 10, 2018
To: Honorable Board of Directors
From: General Manager
Subject: ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

RECOMMENDATION:

Staff recommendation that the Board of Directors review Policy No. 1020 Conflict of Interest and subsequently approve the amended policy by resolution at the July regular meeting of the Board.

BACKGROUND:

The Political Reform Act, Government Code Section 87100. et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. As explained by the Fair Political Practices Commission (FPPC), to ensure conflict of interest codes remain current and accurate each local agency is required to review its code at least every even-numbered year. The District received a Biennial Notice as a reminder of this obligation from the Orange County Board of Supervisors. The FPPC advises that when determining whether to amend, an agency should carefully review its current conflict of interest code and consider the following:

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the current code was adopted?
- Have any positions been eliminated or renamed since the current code was adopted?
- Have any new positions been added since the current code was adopted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?
- If an agency answers "yes" to any of the above questions, most likely its conflict of interest code will need to be amended.

Staff in consultation with General Counsel have reviewed the above factors. Policy 1020 Conflict of Interest, was last revised by the Board in August, 2010. In addition to minor citation revisions, Staff is proposing to add two new categories, Accountant Bookkeeper and Assistant General Counsel. Upon review of the Accountant Bookkeeper's duties it was determined that it is possible that this position may make or participate in the making of decisions which may foreseeably have a material effect on economic interests, within the meaning of the FPPC Regulations. See 2 Cal.Code.Reg. §§ 18704 & 18730. Because the Assistant General Counsel would act as the General Counsel in the General Counsel absence, this position was added for consistency.

Attached for the Board's review is proposed Resolution No. 18-07-10-02 which adopts these revisions.

ATTACHMENTS:

1. Resolution No. 18-08-14-02 with Exhibits A & B.
2. Policy No. 1020 Conflict of Interest.

RESOLUTION NO. 18-07-10-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE ROSSMOOR COMMUNITY SERVICES DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE WHICH
SUPERSEDES ALL PRIOR CONFLICT CODES AND
AMENDMENTS PREVIOUSLY ADOPTED**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et seq. ("the Act") requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Rossmoor Community Services District has previously adopted a Conflict of Interest Code which now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Conflict of Interest Code was provided to each designated employee and publicly posted for review at the offices of the District; and

WHEREAS, a public meeting was held upon the proposed amended Conflict of Interest Code at a regular meeting of the Board of Directors on July 10, 2018, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Rossmoor Community Services District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Rossmoor Community Services District are hereby revoked.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors as required by California Government Code Section 87303.

PASSED AND ADOPTED this 10th day of July, 2018.

President, Board of Directors
Rossmoor Community Services District

ATTEST:

Secretary, Board of Directors
Rossmoor Community Services District

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.31(b), are NOT subject to the District's Code, but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et seq.). [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments.¹

Members of the Board of Directors

General Manager

Financial Consultant

¹Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS
GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
<u>Accountant Bookkeeper</u>	<u>4</u>
Administrative Assistant	4
General Counsel	1, 2
<u>Assistant General Counsel</u>	<u>1, 2</u>
IT Supervisor	5
IT Technician	5
Park Superintendent	5
Recreation Superintendent	5
Urban Forest Manager	5
Consultant ²	

² Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based

upon that description. a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions and sources of income, including gifts, loans and travel payments, that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions and sources of income, including gifts, loans and travel payments, that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's department, unit or division.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories

are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$470.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected

officer has been elected or over which that elected officer's agency has direction and control.

This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of \$100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be

made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

² See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

HISTORY

1. New section filed 4-2-80 as an emergency; effective upon filing (Register 80, No. 14).
Certificate of Compliance included.
2. Editorial correction (Register 80, No. 29).
3. Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter (Register 81, No. 2).
4. Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5).
5. Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter (Register 83, No. 46).
6. Amendment filed 4-13-87; operative 5-13-87 (Register 87, No. 16).
7. Amendment of subsection (b) filed 10-21-88; operative 11-20-88 (Register 88, No. 46).
8. Amendment of subsections (b)(8)(A) and (b)(8)(B) and numerous editorial changes filed 8-28-90; operative 9-27-90 (Reg. 90, No. 42).

9. Amendment of subsections (b)(3), (b)(8) and renumbering of following subsections and amendment of Note filed 8-7-92; operative 9-7-92 (Register 92, No. 32).
10. Amendment of subsection (b)(5.5) and new subsections (b)(5.5)(A)-(A)(2) filed 2-4-93; operative 2-4-93 (Register 93, No. 6).
11. Change without regulatory effect adopting Conflict of Interest Code for California Mental Health Planning Council filed 11-22-93 pursuant to title 1, section 100, California Code of Regulations (Register 93, No. 48). Approved by Fair Political Practices Commission 9-21-93.
12. Change without regulatory effect redesignating Conflict of Interest Code for California Mental Health Planning Council as chapter 62, section 55100 filed 1-4-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 1).
13. Editorial correction adding History 11 and 12 and deleting duplicate section number (Register 94, No. 17).
14. Amendment of subsection (b)(8), designation of subsection (b)(8)(A), new subsection (b)(8)(B), and amendment of subsections (b)(8.1)-(b)(8.1)(B), (b)(9)(E) and Note filed 3-14-95; operative 3-14-95 pursuant to Government Code section 11343.4(d) (Register 95, No. 11).
15. Editorial correction inserting inadvertently omitted language in footnote 4 (Register 96, No. 13).
16. Amendment of subsections (b)(8)(A)-(B) and (b)(8.1)(A), repealer of subsection (b)(8.1)(B), and amendment of subsection (b)(12) filed 10-23-96; operative 10-23-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 43).
17. Amendment of subsections (b)(8.1) and (9)(E) filed 4-9-97; operative 4-9-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 15).

18. Amendment of subsections (b)(7)(B)5., new subsections (b)(8.2)-(b)(8.4)(C) and amendment of Note filed 8-24-98; operative 8-24-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 35).

19. Editorial correction of subsection (a) (Register 98, No. 47).

20. Amendment of subsections (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 5-11-99; operative 5-11-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 20).

21. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-6-2000; operative 1-1-2001 pursuant to the 1974 version of Government Code section 11380.2 and Title 2, California Code of Regulations, section 18312(d) and (e) (Register 2000, No. 49).

22. Amendment of subsections (b)(3) and (b)(10) filed 1-10-2001; operative 2-1-2001.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 2).

23. Amendment of subsections (b)(7)(A)4., (b)(7)(B)1.-2., (b)(8.2)(E)3., (b)(9)(A)-(C) and footnote 4. filed 2-13-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 7).

24. Amendment of subsections (b)(8.1)-(b)(8.1)(A) filed 1-16-2003; operative 1-1-2003.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District,

nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2003, No. 3).

25. Editorial correction of History 24 (Register 2003, No. 12).

26. Editorial correction removing extraneous phrase in subsection (b)(9.5)(B) (Register 2004, No. 33).

27. Amendment of subsections (b)(2)-(3), (b)(3)(C), (b)(6)(C), (b)(8.1)-(b)(8.1)(A), (b)(9)(E) and (b)(11)-(12) filed 1-4-2005; operative 1-1-2005 pursuant to Government Code section 11343.4 (Register 2005, No. 1).

28. Amendment of subsection (b)(7)(A)4. filed 10-11-2005; operative 11-10-2005 (Register 2005, No. 41).

29. Amendment of subsections (a), (b)(1), (b)(3), (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 12-18-2006; operative 1-1-2007. Submitted to OAL pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2006, No. 51).

30. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 10-31-2008; operative 11-30-2008. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2008, No. 44).

31. Amendment of section heading and section filed 11-15-2010; operative 12-15-2010. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of*

Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2010, No. 47).

32. Amendment of section heading and subsections (a)-(b)(1), (b)(3)-(4), (b)(5)(C), (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) and amendment of footnote 1 filed 1-8-2013; operative 2-7-2013.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2013, No. 2).

33. Amendment of subsections (b)(8.1)-(b)(8.1)(A), (b)(8.2)(E)3. and (b)(9)(E) filed 12-15-2014; operative 1-1-2015 pursuant to section 18312(e)(1)(A), title 2, California Code of Regulations.

Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2014, No. 51).

34. Redesignation of portions of subsection (b)(8)(A) as new subsections (b)(8)(B)-(D), amendment of subsections (b)(8.1)-(b)(8.1)(A), redesignation of portions of subsection (b)(8.1)(A) as new subsections (b)(8.1)(B)-(C) and amendment of subsection (b)(9)(E) filed 12-1-2016; operative 12-31-2016 pursuant to Cal. Code Regs. tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision,

April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2016, No. 49).

Rossmoor Community Services District

Policy

No. 1020

CONFLICT OF INTEREST

1020.10 Policy: The Policy on Conflict of Interest is set forth in Resolution No.18-07-10-02. A copy of Resolution No. 18-07-10-02 is attached for reference purposes.

Adopted: August 12, 1994
Reaffirmation: October 17, 2000
Approved renumbering & format: October 8, 2002
Reaffirmed: April 8, 2003
Amended: November 9, 2004
Amended: October 12, 2010
Amended:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: July 10, 2018
To: Honorable Board of Directors
From: General Manager
Subject: CSDA BOARD OF DIRECTORS ELECTION 2018

RECOMMENDATION:

Discuss proposed slate of two (2) candidates and give direction to General Manager to submit its vote for one candidate for Seat A on the Board of the California Special District Association (CSDA).

BACKGROUND:

As a member in good standing of California Special Districts Association, the District is entitled to vote on representatives for in its Network for Seat A. Attached is a communication from CSDA requesting that the District submit its vote for Seat A, one of two seats in the Southern Network. Also included are statements from the two candidates for the position. Electronic Ballots must be received at the CSDA office in Sacramento, CA by 5:00 p.m. on Friday, August 10, 2018.

ATTACHMENTS:

1. Communication from CSDA received June 25, 2018 re: Election Ballot Instructions.
2. Candidate's Statements.
3. Sample CSDA Electronic Ballot.

From: vote=simplyvoting.com@email2.simplyvoting.com on behalf of [Neil McCormick-CSDA](#)
To: [Liz Deering](#)
Subject: Reminder: 2018 Board of Directors Election - Voting
Date: Monday, June 25, 2018 8:00:18 AM

Dear Elizabeth Deering / SOUTHERN NETWORK:

Your district is a CSDA Regular Member in good standing and, as the main contact on file for the district, you are receiving this official electronic ballot to cast one vote on behalf of your district in CSDA's 2018 Board of Director's election for Seat A in SOUTHERN NETWORK. It is up to each district to determine their own process in terms of selecting a candidate to vote for in the election. In some cases the main contact will cast the vote solely while in others it is brought to the full Board of Directors for discussion and selection with the vote then cast by the main contact.

To vote, please visit: <https://CSDA.simplyvoting.com/>

Then enter your specific login information:

Elector ID - xxxxx
Password - xxxxx

Or follow this link to access the ballot directly: <https://CSDA.simplyvoting.com/auth.php?e=S1124&mac=4e6ea11cffb6a625f41c>

You may view and print candidate information through the above link, but must cast your vote electronically through the system. **The deadline to cast your district's vote is August 10, 2018.**

Ballots will be counted and confirmed on August 13.

Should you have any questions, please feel free to contact Beth Hummel at CSDA – 916-442-7887 or bethh@csda.net

Thank you!

[Unsubscribe](#)

**Jo MacKenzie, Director
Vista Irrigation District**



- * DEDICATED * EXPERIENCED LEADER
- * FISCALLY RESPONSIBLE
- * COMMITTED TO SPECIAL DISTRICTS

I would be honored to continue representing the Southern Network on the CSDA Board of Directors.

I am dedicated to CSDA's mission and I pledge to continue building on CSDA's foundation of education programs, legislative advocacy, and public outreach. During my tenure, special districts have gained recognition as the third leg of local government. It is important that CSDA continues to be the voice of California's special districts in the Capitol.

Representing the Southern Network, I will bring to the California Special District Association years of experience in local government including LAFCO, and a strong understanding of how CSDA can best serve its members.

I have served as CSDA President, Treasurer, and the Chair of the Legislative Committee. I know the commitment and time it takes to be an effective board member. A flexible schedule is paramount to being a successful director. I have attended all board of directors and assigned committee meetings, read through a myriad of legislation, and hundreds of pages of Board packets in order to provide the leadership necessary for the association to run efficiently and effectively to serve the needs of the diverse special districts.

I have completed CSDA's Special District Leadership Academy, a requirement to serve on the Board. Under my leadership, my district, Vista Irrigation District, has obtained the Special District Leadership Foundation District of Distinction Accreditation, Gold, and the District Transparency Certificate of Excellence.

I believe it is important to the continued success and growth of CSDA that the Board of Directors remain committed to its **mission: to provide legislative advocacy, education, and member services for all special districts.**

Your district's vote will be greatly appreciated!



**California Special
Districts Association**
Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Jo MacKenzie

District/Company: Vista Irrigation District

Title: President, Board of Directors

Elected/Appointed/Staff: Elected

Length of Service with District: 26 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Finance Corporation 2007-present, President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- San Diego Chapter, Board of Directors 1993-present, President 1998-2000
- Graduate of CSDA Governance Academy
- Attend Annual Conference and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committees
- ACWA Region 10 Board, Vice Chair, Alternate Chair, Director 1997-2010
- Special District Official of the Year by PublicCEO 2011

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- San Diego LAFCO, 1994-present, Current Chair; served on Advisory Committee for 14 years
- CALAFCO Board member
- Served on City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

4. List civic organization involvement:

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Soroptimist International

****Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot mailing.**

**Joseph Kelly, Director
Big Bear Airport District**



**A Message from Joseph Kelly
Candidate for the California Special Districts Association
Board of Directors**

Hello, I am Joseph Kelly, your candidate for the California Special Districts Association (CSDA) Board of Directors. As an elected official, I understand the concept of serving our constituents. When elected to the CSDA Board, I will serve you.

CSDA is our "go to" organization, for training, support, data, answers and legislative outreach. During my tenure on the Big Bear Airport District Board of Directors, I have drawn on many of the resources provided by our membership in CSDA. These resources will not only continue, but get better with my input in Sacramento.

Technical innovations, communication and legislative support is what I bring to the table. I have no complaints about CSDA. To the contrary, I only seek to add my voice to make CSDA an ever improving association. I ask for your vote, the vote of your agency, to elect me to the CSDA Board of Directors.

Special Districts like yours provide vital services to a major portion of California. We as representatives require the support CSDA provides to help us carry out our responsibilities. We serve in every type of district from small rural areas to large metropolitan areas. One thing in common is that our constituents rely on us to provide services, without fail; and we are held accountable.

Each district faces its own challenges. In addition to these, some general concerns to me are:

- UNFUNDED MANDATES from Sacramento which are growing
- PREVAILING WAGE regulations impact on districts which don't have the large base of contractors
- NETWORKING AND COMMUNICATION between agencies to find solutions to problems in common
- ENCOURAGING INPUT from Special Districts as to their needs from CSDA



**California Special
Districts Association**

Districts Stronger Together

2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Joseph Kelly

District/Company: Big Bear Airport District

Title: Director

Elected/Appointed/Staff: Elected Member - Board of Directors

Length of Service with District: 3.5 years

- **Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

2016 Special District Leadership Academy

2018 Special District Leadership Academy

Association of San Bernardino County Special Districts Membership

- **Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Institute for Local Government - Public Engagement Certificate and Subscriber

Jefferson Madison Society, President

- **List local government involvement (such as LAFCo, Association of Governments, etc.):**

Contributor in Numerous Events/Meetings of:

City of Big Bear Lake

Bear Valley Municipal Water District

Big Bear Community Services District

Bear Valley Healthcare District

Bear Valley Unified School District

- **List civic organization involvement:**

Better Big Bear

Bear Valley Historical Society

Big Bear Business Bunch

Big Bear Pilots Association

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**



Home

How It Works

Logout **Elizabeth Deering**

Electronic Ballot - 2018 CSDA Board of Directors Election, (Seat A) Southern Network

Please vote for your choice

Choose **one** of the following candidates:

- Jo MacKenzie (Incumbent)
- Joseph Kelly

Jo MacKenzie [\[view details\]](#)

Joseph Kelly [\[view details\]](#)

Continue

Cancel

This is the online voting system of CSDA. Powered by [Simply Voting](#).

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

DATE: July 10, 2018

TO: Honorable Board of Directors

FROM: General Manager

SUBJECT: SPECIAL EVENT REQUEST FOR USE OF RUSH PARK BY GUS QUINONEZ AND LETI ABREGO FOR THE ANNUAL SCHOOL GHOUL 5K RUN WALK/EVENT

RECOMMENDATION:

Direct the General Manager on how to proceed with event request for use of Rush Park prior to 8:00am for the Annual School Ghoul 5k Run/Walk event scheduled for **for two consecutive days: Event Set Up Date, Saturday, 10/27 at 1 p.m. (*applicant will provide overnight security*) and the School Ghoul Run Event Date, Sunday, 10/28 from 7:00 a.m. to 12:00 p.m.**

BACKGROUND:

In October, 2015, the first School Ghoul 5k Run/Walk event was held at Rush Park and through the streets of Rossmoor. The scope of the event included a starting line at Rush Park, a walk/run through Rossmoor along Foster/Hedwig to Rossmoor Park and back to Rush Park where participants would cross the finish line, enjoy snacks, a vendor fair and costume contest. Event proceeds would benefit all LAUSD schools.

District staff is aware of County permitting requirements for special events conducted within Rossmoor's Parks. Due to the County's jurisdiction of public right-of-ways (*Rossmoor's streets*), the School Ghoul event is required to pull a Road Encroachment permit with required signed approval from one hundred residents residing along the race path. Additionally, the County permitting department also requires on-site building and planning inspections for the use of the generator and stage in the park.

Additionally, the RCSD required a permit for the use of the park and for additional staff to monitor the event. The District was unable to issue a fee waiver due to the fact the event was not a public service.

SUMMARY:

District staff recently received the request for the 4th Annual School Ghoul 5k Run/Walk to be held on Sunday, October 28, 2018. Due to the request exceeding event limitations with overnight hours and will begin prior to 8:00a.m. (*park's*

opening hours), the General Manager is requiring their request to be approved by the Board. Policy 6010.10 Limitations states that Board approval is required for any event that generates excessive noise prior to 8:00am. **The request is for two consecutive days: Event Set Up Date, Saturday, 10/27 at 1 p.m. (*applicant will provide overnight security*) and the School Ghoul Run Event Date, Sunday, 10/28 from 7:00 a.m. to 12:00 p.m.** This year's event will include 500 participants, several volunteers, carnival-style ghoulish zone, DJ, a pancake breakfast and a vendor fair. The race route will be the same as in 2017. The event end time is 12 noon.

If approved, this event would also be taking place at the same time Calvary Church has use of the Rush Park Auditorium. Due to this conflict, District staff is requiring the permittee to inform participants to park in the street.

The County requires the District's acknowledgement of the event prior to issuing required County permits to the permittee. The request is only for the use of Rush Park since the District has no jurisdiction over the public right-of-way.

ATTACHMENTS:

1. Special Event Application
2. District Indemnification For Use Of Facilities & Property
3. Scope of Event



ROSSMOOR COMMUNITY SERVICES DISTRICT
 3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710
 website: www.rossmoor-csd.org email: rcsd@rossmoor-csd.org



APPLICATION FOR PICNIC AREA/ATHLETIC FIELD PERMIT

This application does not guarantee a reservation until approved by the General Manager or his/her designee and if applicable, the Board of Directors of the Rossmoor Community Services District or his/her designee. Please check the appropriate box(es) and indicate the facility requested.

ROSSMOOR RESIDENT: YES NO * Facility and Field Brochures and User Procedures can be viewed on our website

RUSH PARK (Picnic Areas Reservations by Residents Only) Picnic Area A Picnic Area B Athletic Field: 1 2 3 *Kiteham*

ROSSMOOR PARK (Picnic Areas Reservations by Residents Only) Picnic Area A Picnic Area B Picnic Area C

Athletic Field: 1 2 3 Basketball Court Volleyball Court

Special Use Other (Please Specify) 5K, 10K EVENT Run (Some picnics may require an attendant)

Are you requesting an INFLATABLE BOUNCER at this event? (Only on designated areas/Requires \$1 million insurance policy). YES NO
 *Standard-Sized Bouncers Only.
 Name of authorized bouncer/moonbounce company (Refer to attached listing): _____ No electricity available. MUST HAVE GENERATOR!

All approved applicants are required to sign this application (which includes our District Indemnification form and Park User Procedures Agreement), and the User Permit, in person. Permittees will be required to provide a valid CA Drivers License/ID and proof of residency.

Name (Individual/Organization): School Show Los Alamitos Run Race Email: LAbrego@runracelaq.com
 If Organization: 501 (C) (3) Private for Profit
 Responsible Person/Representative: Leti Abrego/Gus Quinonez Email: LAbrego@runracing.com
 Would you like to subscribe to our email list?

Address: _____ City: Los Alamitos CA Zip: 90720
 Telephone: _____ Cell: Leti Work: _____ Fax: _____

Date(s) of Event: _____ Day(s): Sunday Time of Actual Event (Guest Arrival): 7:00 am

Start Time: Sat 1pm End Time: we will provide 10/28/18 Total Hours Requested: _____
overnite Security Sunday 12 noon

(Applicant must include set-up/decorating time and clean-up time.)
 Name of Event: 7th Annual School Show Los Alamitos 5K Run Type of Event: Running Fundraiser
 For birthday/graduation party, indicate age of celebrant: _____ (Attendants are assigned as required at the discretion of the District)
 Number of attendees: 300 Adults + Minors (17 and under) 200 = Total 500

Please answer all questions correctly. Unanswered questions may delay your request.

1. Is this event or activity for the purpose of fundraising or a special event?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. Will there be amplified sound at any time?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. Is this an organized group, such as a club, school or business?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4. Will this event be having some type of music? NO AMPLIFIED SOUND ALLOWED IN ANY OF OUR PARKS	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>Please note that teen (13-17 years old) parties will be required to have an attendant.</i>		
5. Will the event be advertised prior to the event date? How?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. Please check: <input checked="" type="checkbox"/> Flyer <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input checked="" type="checkbox"/> Social Networking		
7. Will there be any type of display or advertising at the event?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
8. Will you be displaying or judging any motor vehicles?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
9. Will there be any promotional or give aways/samples?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
10. Will there be animals during the event?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Animal shows will require a permit from Animal Control and prior approval from the General Manager

IF YES on items 1, 2, 3, or please also complete items 17-30 on pages 3 & 4 (Special Use Information)

(Office Use Only) UP# Date Received: Must be submitted 14 days in advance of requested use date	(Office Use Only) Comments:
--	--

RULES/REGULATIONS/INDEMNIFICATION

1. Please READ CAREFULLY and initial on the following important policies, rules and regulations:

- a. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. You will not be given access prior to the time scheduled on your User Permit. Non compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- b. If group is an organization, issue refundable deposit check to: Aun Racing Allow at least 14 working days
- c. Consumption of alcohol or substance abuse is not allowed on any District properties. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction
- d. Parking will only be allowed in designated areas. No parking on grass or walkways
- e. Gambling is not allowed on Rossmoor Community Services District properties.
- f. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation)
- g. Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.
- h. Applications must be received at least 15 working days prior to the date of the event. To avail of the Rossmoor residence fee, please attach a copy of your driver's license and a most recent utility bill. Requests made 15 working days or less prior to the event must be made in person and all fees paid for in full and in cash. All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff
- i. Submission of the completed form does not guarantee you the site/date. You will be notified if the site is not available.
- j. Reservations can only be made 6 months in advance. Submit the completed application form along with a \$20 reservation fee if booking a reservable picnic site/open space and/or ball field. If facility or any other alternative is not available your deposit/reservation fee will be refunded to you within 7-14 business days.
- k. Permittee must sign the user permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made or sooner). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled and you will be refunded the deposit less the applicable service fee.
- l. For teen parties (under 18 years of age), reservations must be made at least 15 working days prior to the event. One adult shall be present for every 10 minors. No event will be permitted to start without the attendant.
- m. Cancellation Policy: Applicable processing and cancellation fees will be withheld by the District as per Policy 6010.60
- n. Any request, to extend the time of the original reservation must be made for a minimum of one hour and must be made at least 15 working days prior to the event, subject to availability of facility and staff. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit change fee of \$20.00 after the second occurrence _____ (initial)
- o. District Event Attendants and employees must be obeyed at all times. Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- p. Payments may be in the form of exact cash or check only. All deposits and fees for reservations made within 10 working days or less must be paid in full, and must be made in cash. All balances must be paid in full no less than two weeks prior to being issued a valid User Permit.






If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the District Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional District charges. I understand Policy 6010 is available at the District Office, during office hours, for my complete review.

I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits _____ (initial)

ROSSMOOR COMMUNITY SERVICES DISTRICT INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Rossmoor Community Service District's ("District") application for a User Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the District as listed, I hereby agree on behalf of myself and my organization, if any, as follows.

1. That I and my organization will abide by all rules and regulations of the District and all other directives of the District.
2. That I and my organization will indemnify and hold harmless the District, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the District except that this indemnification shall not apply to any loss arising solely from the intentional or willful misconduct of the District.
3. That neither myself nor any one of my organization shall make any claim against the District, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the District.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the District facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate District representatives. My signature below signifies my agreement to the rules, regulations, policies and District indemnification.

Signature of Applicant:		Date:	<u>5/24/2018</u>
Signature of District Official		Date	
General Manager Approval (if required)		Date	



ROSSMOOR COMMUNITY SERVICES DISTRICT

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

WEBSITE: WWW.ROSSMOOR-CSD.ORG / E-MAIL: RCSD@ROSSMOOR-CSD.ORG

SPECIAL USE INFORMATION (Subject to approval from the District General Manager)

Please answer all the questions and provide additional sheets if necessary.

17. Event Date(s): 10/28/2018 Time: 7:00am - 12 noon
 _____ Time: _____
 _____ Time: _____
18. Set up Date(s)/Time: Sat 10/27/2018 1pm We will provide overnight Security
19. Break Down Date(s)/Time: Sunday 10/28/2018 12 noon
20. Estimated No. of Attendance: Participants 500 Spectators 100 Staff 50
 Participants _____ Spectators _____ Staff _____
21. How will the event be advertised? (Flyers, newspapers, radio, television, etc.) Please describe.
22. Will monies or donations be collected at the event? Yes No
 If yes, please explain types of fees or charges and amounts.
23. How will the funds generated by the event be used?
24. Will food or merchandise be sold or displayed at the event? Yes No
 If yes, anticipated number of food vendors: 1 Anticipated number of merchandise vendors: _____
25. Will food or merchandise be given away for free? Yes No
 Please explain.
our Annual pancake breakfast hosted by Boy Scouts
26. Will you require electricity for any portion of your event? Yes No
 If yes, please explain in detail what the electricity will be used for and how it will be provided. (Electricity is only available in certain areas)
DJ booth and some exhibitors request electricity
27. Will any temporary structures or equipment be brought to the site for the event? (Stages, fencing, generators, lighting, sound system, seating, bleachers, tents, booths, portable toilets, etc.) Yes No
 If yes, please describe in detail and attach site plan. Tent/Canopies larger than 10 x 10 need special permits and approval.
Trussing, stage and canopies

28. Will the event include music or amplified sound? (P.A. system, live music, recorded music, DJ, etc.) Yes No

29. If yes, describe in detail. (If live performance, please include names of performers.) DJ

30. Please provide any additional information concerning the scope of your event not addressed above. (i.e. carnivals, game booths, animal rides, moonbounces, etc.)

5K, 10K and kids run Kids play area, exhibitor booths, pancake Breakfast.

31. If you answered "Yes" to questions 1 through 3, the following are additional permits or approvals required from other County/District Departments depending on the type of activity:

- a. O.C. Fire Authority -For tent/canopy, open flame or site plans
- b. Health Department -Food Permit from Environmental Health Division
- c. Sheriff's Department -Special Event Coordinator for Security
- d. Public Service -Barricades/cones and "no parking" signs

The proposed event may require additional review, approval, permits, licenses and/or inspections from other City departments. I understand that if I have provided false or inaccurate information on this application, the event may be canceled prior to or during the event at the discretion of the General Manager or his/her designee, and will result in forfeiture of fees paid, deposits and/or denial of current and future applications for use of District facilities and may incur additional District charges.

I am authorized to sign on behalf of the applicant/organization. I hereby certify that to the best of my knowledge and belief the above statements are true. I agree to reimburse the District for any loss or damage caused by this usage and to hold the District safe from any liability arising out of the use of the premises or equipment. I will be present throughout the activity and will be responsible for the adherence to regulations governing use of the facilities.

Name (Please Print) Leti Abrego

Organization: School Ethical Los Alamos / Run Racing LLC

Signature: *Leti Abrego*

Title Controller Date 5/25/2018

FOR DEPARTMENT USE ONLY

Received by: *[Signature]*
General Manager Approval:
Processed by:

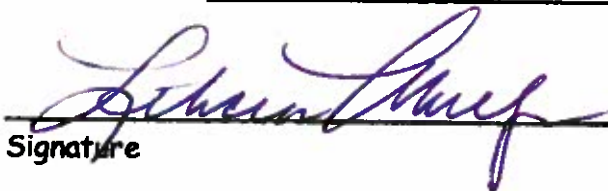
Date: 5/25/18
Date:
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**ROSSMOOR COMMUNITY SERVICES DISTRICT
INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY**

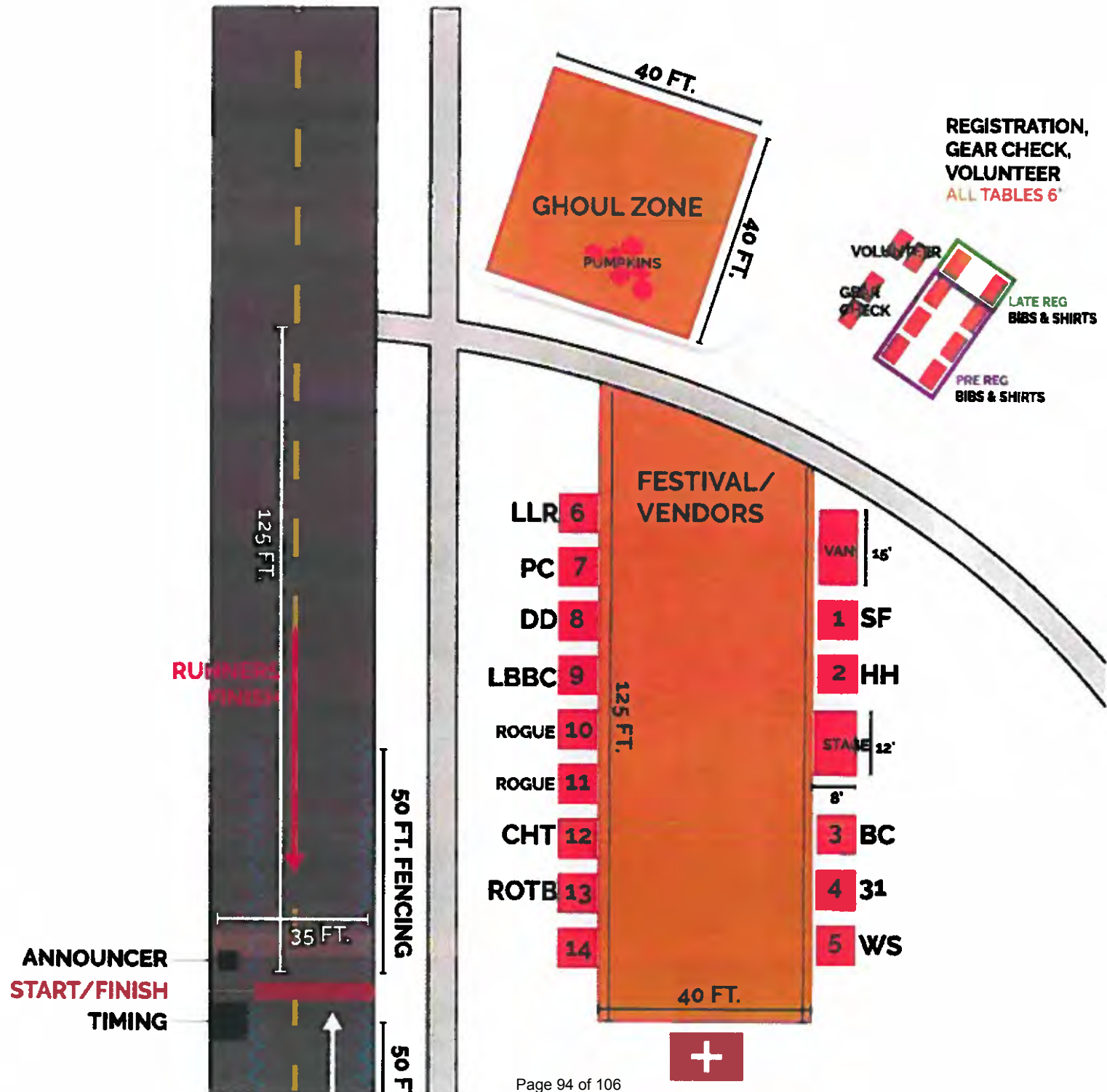
I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Rossmoor Community Service District's ("District") application for a User Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the District as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the District and all other directives of the District.
2. That I and my organization will indemnify and hold harmless the District, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the District except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the District.
3. That neither myself nor any one of my organization shall make any claim against the District, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the District.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the District facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate District representatives.

User Permit# _____


Signature


Date



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: July 10, 2018

To: Honorable Board of Directors

From: RCSD, General Manager

Subject: FIRST READING PROPOSED POLICY NO. 2210 HARASSMENT
UPDATING AND RESTRUCTURE BOARD POLICIES RE:
HARASSMENT

RECOMMENDATION:

Give first reading to revised Policy No. 2210 Harassment which combines two former Board Policies, No. 2210 Sexual Harassment and Policy No. 2215 Harassment into a single updated policy.

BACKGROUND:

In compliance with AB 1661 District staff recently completed mandatory Harassment Prevention Training requiring all local agency officials to receive training in ethics and to receive sexual harassment prevention training and education, at specified intervals. Recently, California Governor Jerry Brown signed SB 396 into law which, starting January 1, 2018, requires that the harassment prevention training include content on harassment based on gender identity, gender expression and sexual orientation. In an effort to be in full compliance with these laws, General Counsel has recommended that the District restructure its policies on Sexual Harassment and Harassment in the workplace. General Counsel has reviewed existing policies No. 2210 and 2215 and combined them into a single policy labeled "Harassment".

Attached is the current Table of Contents for Board policies, Proposed Policy No. 2210 Harassment and former Policies 2210 Sexual Harassment and 2215 Harassment for the Board's consideration.

ATTACHMENTS:

1. Policy Handbook Table of Contents.
2. Proposed Policy No. 2210 Harassment.
3. Original Policy No. 2210 Sexual Harassment.
4. Original Policy No.2215 Harassment.

ROSSMOOR COMMUNITY SERVICES DISTRICT POLICY HANDBOOK

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2014-08	Adopting Policy No. 6022 Commercial Use of District Property As the Rules and Regulations that Govern the Commercial Use Of District Property	111114
2014-09	Adopting Policy No. 6030 Dedicated Use of Specific District Buildings, as the Rules and Regulations that Govern Dedicated Use of District Buildings	111114
2015-01	Adopting Policy No. 6011 The Rules and Regulations for Use of District Property, as the Rules and Regulations that Govern the Use of District Property—Alcohol/Food Vendors	021015
2015-02	Adopting and Revising Policy No. 3080, Parkway And Rossmoor Way Median Tree Maintenance, as the Rules And Regulations That Govern the Maintenance of Parkway And Rossmoor Way Median Tree Maintenance	041415

Rossmoor Community Services District

Policy

PROPOSED

No. 2210

HARASSMENT IN EMPLOYMENT

2210.00 Purpose. The purpose of the District's policy is to establish a strong commitment to prohibit harassment in employment, to define harassment and to set forth a procedure for investigation and resolving internal complaints of harassment.

2210.10 Harassment Prohibited. It is the policy of the District that harassment will not be tolerated in the workplace. Disciplinary action up to and including termination will be instituted for behavior described in the definition of harassment set forth below.

2010.20 Definitions. Harassment includes, but is not limited to:

2010.21 Verbal Harassment. For example, epithets, derogatory comments or slurs based on race, religious creed, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex or age. This might include inappropriate sex oriented comments on appearance, including dress or physical features or race oriented stories.

2010.22 Physical Harassment. For example, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age. This could be conduct in the form of pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

2010.22 Visual Forms of Harassment. For example, derogatory posters, notices, bulletins, cartoons, or drawings based on race, religious creed, color, national origin, ancestry, handicap, medical conditions, marital status, sex or age.

2010.23 Sexual Favors. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment.

2010.30 Policy. The District is committed to providing a work environment free of unlawful discrimination and harassment and to discrimination free hiring practices. The District's anti-discrimination policy will consist of the following provisions.

2010.31 Prohibit discriminatory and/or harassing conduct.

2010.32 Require the prompt reporting and investigation of alleged discriminatory and/or harassing conduct.

2010.33 Imposing strong sanctions against individuals who violate this policy.

2010.34 Prohibiting retaliation against those who report, or assist in the investigation of, discriminatory conduct as set forth in this policy.

2010.35 Advising persons who believe they have been the subject of discriminatory conduct of their rights under this policy as well as state and federal discrimination laws.

2010.40 Discrimination Prohibited. The District will enforce its discrimination policy by requiring the following of all District employees, officers, or officials:

2010.41 All decisions regarding recruitment, hiring, promotions, assignments, training, or any other term or condition of employment will not be based upon an individual's race, color, religion, sex, marital status, national origin, ancestry, handicap, medical condition or age.

2010.42 Prohibiting unlawful discrimination or harassment against any person on the basis of race, color, religion, sex, marital status, national origin, handicap, medical condition or age.

2010.43 Prohibiting any District employee, officer, contractor or official from harassing any applicant or employee.

2010.44 Prohibiting the aiding, abetting, or encouraging harassment or discrimination on the basis of race, color, religion, sex, marital status, national origin, ancestry, handicap, medical condition, or age.

2010.45 Prohibiting any retaliation or discrimination against any individual because that individual has:

2010.45.1 Opposed any unlawful practice.

2010.45.2 Reported any act of discrimination in accordance with this policy or the California Fair Employment and Housing Act.

2010.45.3 Cooperated with the District or a state or federal agency with authority to resolve such a complaint of discrimination in the investigation of that complaint.

2010.45.4 Filed or assisted in the filing of a discrimination complaint with the District or any state or federal agency with appropriate jurisdiction to resolve such a complaint.

2010.50 Responsibility for Enforcement. It is the responsibility of all District employees with supervisory duties to make certain that all employees and contractors under their direction or control comply with this policy. Each supervisor will be responsible for monitoring the activities of all employees and contractors under his/her supervision with the potential to lead to a violation of this policy and, after consultation with the General Manager, will take appropriate corrective action. Corrective action may include counseling and/or other disciplinary action, up to and including termination.

2010.60 Complaint Procedure. An employee or job applicant who believes he or she who has been harassed may make a complaint orally or in writing to their immediate supervisor or to the General Manager. Any supervisor who receives a complaint shall immediately notify the General Manager. In case of a complaint involving the General Manager, the complaint may be made to the Board President. Any supervisor receiving a complaint involving the General Manager shall immediately notify the Board President. Upon notification of a harassment complaint, the General Manager, or, in cases where the General Manager is involved in the complaint, the Board President, in consultation with General Counsel shall:

2010.60.1 Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation may be conducted by, and the District may retain, a third party with demonstrated knowledge and expertise in such matters. The investigation will include interviews with:

2010.60.1.1 The complainant,

2010.60.1.2 The accused harasser; and,

2010.60.1.3 Any other persons the General Manager or other person supervising the investigation has reason to believe has relevant knowledge concerning the complaint. This may include victims of similar conduct.

2010.60.2 Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incidents occurred.

2010.60.3 Report the results of the investigation and the determination as to whether harassment occurred to appropriate persons, including to the complainant, the alleged harasser, the General Manager, or other person overseeing the investigation, and the General Counsel. If discipline is imposed, the discipline will not be communicated to the complainant;

2010.60.4 If the harassment occurred, take and/or recommend to the appointing authority prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense;

2010.60.5 Take reasonable steps to protect the victim from further harassment;

2010.60.5.1 In the case of harassment by a contractor to the District, these steps may include terminating or otherwise modifying the contractual relationship with the harasser or his/or her employer.

2010.60.6 Take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint;

2010.60.7 If appropriate, take action to remedy the victim's loss, if any, which resulted from the harassment.

2010.70 Compliance with the Law. Harassment as defined, violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission. Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

2210.80 Mandatory Training. All District employees and appointed and/or elected officials shall complete two hours of harassment prevention training offered by the District within 6 months of their initial hire or assumption of office and every two years thereafter.

2210.81 Retention of Records. The District shall maintain records indicating the date that the employee and/or official received the training and the entity that provided the training, and shall retain those records for at least five years following completion of the training.

2210.90 Dissemination of Policy. All employees and elected and/or appointed officials shall be provided copies of this policy and this policy shall be posted in appropriate places.

2010.100 Prior Policies Replaced. Policy No. 2210, Sexual Harassment, and Policy No. 2215, Harassment, are hereby repealed and replaced with this single Policy No. 2210, Harassment.

Adopted: March 8, 1995

Approved renumbering and format: October 8, 2002

Reaffirmed: December 10, 2002

Amended: January 12, 2010

Revised: July 10, 2018

CURRENT**Rossmoor Community Services District****Policy****No. 2210**

SEXUAL HARASSMENT

2210.00 Sexual Harassment Prohibited: It is the policy of the District that sexual harassment will not be tolerated in the workplace.

2210.10 Definition. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work setting when:

2210.11 Submission to the conduct is made, either expressly or by implication, a term or condition of any individual's employment.

2210.12 The conduct has the purpose or effect of unreasonably interfering with individual's work or of creating an intimidating, hostile or offensive working environment or of adversely affecting the employee's performance, advancement, assigned duties or any other condition of employment or career development.

2210.13 Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding, compensation, benefits and services, honors, assignments programs, or activities available in the work environment.

2210.20 Reporting Alleged Sexual Harassment Immediately: Allegations of non-compliance with this policy should be immediately reported to the General Manager or the Board President in case of a complaint against the General Manager so that such complaints may be addressed quickly and fairly resolved, if at all possible.

Adopted: March 8, 1995
Approved renumbering and format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: January 12, 2010

CURRENT**Rossmoor Community Services District****Policy****No. 2215**

HARASSMENT

2215.00 Harassment Free Work Environment: It is the policy of the District that it is committed to providing a work environment for the employees that is free of harassment.

2215.10 Definition: The District prohibits harassment because of race, religious creed, color, national origin or ancestry, physical/mental disability, medical condition, marital status, sexual orientation or preference, veteran's status, age or any other basis protected by federal, state, or local law, ordinance or regulation. This policy applies to all employees of the District.

2215.20 Reporting Alleged Harassment Immediately: Allegations of non-compliance with this policy should be reported immediately to the General Manager or the Board President in case of a complaint against the General Manager so that complaints may be addressed quickly and fairly investigated and resolved, if at all possible.

Adopted: January 11, 2005
Amended: January 12, 2010

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM J-1

Date: July 10, 2018

To: Honorable Board of Directors

From: General Counsel

Subject: DISCUSSION REGARDING MITIGATION MEASURE IMPLEMENTATION FOR CALTRANS FREEWAY IMPROVEMENT PROJECTS.

RECOMMENDATION:

Discussion regarding mitigation measure implementation for CalTrans Freeway Improvement Projects.

ATTACHMENTS:-None