

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board

Agenda Package

**December 11, 2018**

BOARD OF DIRECTORS

AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, December 11, 2018**

**7:00 p.m.**

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

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Kahlert, Maynard, Nitikman  
President DeMarco
3. PLEDGE OF ALLEGIANCE: Led by Cub Scouts Pack 657
4. PRESENTATIONS:
  1. ACAPELLA CHOIR PERFORMANCE
  2. ORANGE COUNTY FIRE AUTHORITY PRESENTATION RE: HOLIDAY FIRE SAFETY
5. CERTIFICATION OF ELECTION AND SWEARING IN OF NEWLY ELECTED BOARD MEMBERS

**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 RECREATION SUPERINTENDENT RE: THE ROSSMOOR WINTER FESTIVAL.

**E. CONSENT CALENDAR**

1. MINUTES:

a. Regular Board Meeting of November 13, 2018.

b. Special Board Meeting of November 27, 2018.

2. OCTOBER REVENUE AND EXPENDITURE REPORT

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

**F. PUBLIC HEARING-None.**

**G. RESOLUTIONS-None**

**ORDINANCES—None**

**H. REGULAR CALENDAR:**

1. REPORT OF THE BUDGET COMMITTEE RE: 2018 UPDATE OF THE FIVE-YEAR FISCAL PLAN

**I. GENERAL MANAGER ITEMS**

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

**J. BOARD MEMBER ITEMS**

*This part of the Agenda is reserved for individual Board members briefly to make general comments, announcement, reports on his or her 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 that are not on the Agenda.*

**K. CLOSED SESSION: None**

**L. ADJOURNMENT**

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

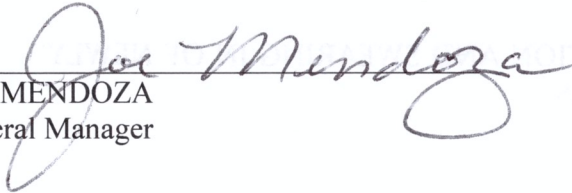
*Please contact the District Office at (562) 430-3707 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular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

*Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors. Any such writing will be available for public inspection at the District offices located at [3001 Blume Drive, Rossmoor, CA 90720](#). In addition, any such writing may also be posted on the District's web site at [www.rossmoor-csd.org](http://www.rossmoor-csd.org).*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the December 11, 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:

 Date 12/5/2018  
\_\_\_\_\_  
JOE MENDOZA  
General Manager



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4.**

**Date:** December 11, 2018  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** PRESENTATIONS

**RECOMMENDATION:**

Receive presentations.

**BACKGROUND:**

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

- a. Acapella Choir Performance
- b. Orange County Fire Authority Presentation Re: Holiday Fire Safety

**ATTACHMENTS**—None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-5**

**Date:** December 11, 2018  
**To:** Honorable Board of Directors  
**From:** RCSD General Manager  
**Subject:** CERTIFICATION OF ELECTION AND SWEARING IN OF NEWLY ELECTED BOARD MEMBERS

**RECOMMENDATION:**

That the Board receive and file the report from the Orange County Registrar of Voters certifying the November 6, 2018 election indicating that the following individuals have been appointed to the Rossmoor Community Services District Board of Directors.

1. William Kahlert
2. Mark Nitikman

**BACKGROUND:**

For the November 6, 2018 election, only two candidates, incumbents William Kahlert and Mark Nitikman, filed declarations of candidacy to fill the two available positions on the Board of Directors. As such, these offices were not placed on the ballot by the Registrar of Voters. In this situation, pursuant to Elections Code section 10515, the County Board of Supervisors is required to appoint each of the two incumbents to fill the vacant positions on the Board of Directors. Board President Tony DeMarco will swear in newly appointed Board Member Mark Nitikman. Since Director Kahlert has an excused absence and cannot be present at the December 11, 2018 Board Meeting, he has been previously sworn in by General Manager Joe Mendoza.

**ATTACHMENTS:**

1. Communication dated November \_\_, 2018 (pending) from the Registrar of Voters Certifying the November 6, 2018 election.
2. Oath of Office Pledge signed by Director William Kahlert.
3. Policy No. 4040 Terms of Office for Board Officers and Directors.

**Oath Of Office**  
FOR PUBLIC OFFICERS AND EMPLOYEES  
(State Constitution, Art,XX.Sec.3 as amended)

**State Of California**

County Of Orange

I, WILLIAM KAHLERT, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director of the Rossmoor Community Services District

William Kahlert  
Director

Subscribed and sworn to before me this 10 day of December

Joe R. Henderson  
Official Administering Oath

**Oath Of Office**  
FOR PUBLIC OFFICERS AND EMPLOYEES  
(State Constitution, Art,XX.Sec.3 as amended)

**State Of California**

*County Of Orange*

*I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

*Director of the Rossmoor Community Services District*

\_\_\_\_\_  
Director

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ .*

\_\_\_\_\_  
Official Administering Oath

## Rossmoor Community Services District

Policy

No. 4040

### TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

**4040.10 Board Officers:** The officers of the Board of Directors of the Rossmoor Community Services District shall be the President, First Vice-President and Second Vice-President.

**4040.11 Term of Office:** The term for Board officers shall be one year. Elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected, or they resign, die or illness prevents further service as an officer.

**4040.12 Officer Vacancy:** If a Director elects to resign as an officer, he/she should immediately send a signed letter of resignation as an officer with an effective date to the General Manager or Board President who upon receipt of the letter will immediately notify all other members of the Board. Announcement of the resignation and replacement of the officer shall be done at the next regular meeting of the Board or as soon thereafter as possible.

**4040.20 Board of Directors:** The term of office for individual Directors is four (4) years. Normally, two or three Directors are elected in November of even-numbered years, and each Director takes office on the first Friday of December (Cal. Govt. Code section 61042).

**4040.21 Director Vacancy:** If a Director elects to resign from the Board, he/she should immediately send a signed letter of resignation with an effective date to the President and General Manager who will immediately notify all other members of the Board. At the next meeting any vacancy on the Board created by a resignation, illness or death of a Director will be made public by the General Manager or the President. The Board shall determine if the vacancy is to be filled by a Board appointment or a public election within sixty (60) days of receiving the letter of resignation or the effective date, whichever is later. If a vacancy is to be filled by Board appointment, a Notice of Vacancy is to be posted at least fifteen (15) days before appointment is made at the next Board meeting, and if by election, the General Manager is to notify the Orange County Registrar of Voters within sixty (60) days of the resignation date. If appointment is made, the Registrar of Voters is to be notified within fifteen days (Cal. Govt. Code sections 1780(a) and 61225).

Adopted: December 8, 1993  
 Amended: October 17, 2000  
 Approved Renumbering & Format: October 8, 2002  
 Reaffirmed: March 11, 2003  
 Amended: April 13, 2004  
 Amended: First Reading - May 9, 2006  
 Amended: Second Reading and Approval - August 8, 2006

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** December 11, 2018  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** REPORT OF THE RECREATION SUPERINTENDENT RE: 2018  
ROSSMOOR WINTER FESTIVAL.

**RECOMMENDATION:**

Receive the report.

**BACKGROUND:**

Recreation Superintendent Chris Argueta will report on the event schedule, entertainment and highlights of this year's Fourth Annual Rossmoor Winter Festival.

**ATTACHMENTS:**

1. Summary Report, 2018 Rossmoor Winter Festival
2. Rossmoor Winter Festival 2018 Schedule of Events
3. Rossmoor Winter Festival 2018 Event Guide Map



Rossmoor residents are encouraged to bring their holiday spirit to the 4th Annual Rossmoor Winter Festival at Rush Park. The Recreation Department, RCSD staff, along with a supporting cast that makes up the Winter Festival Committee, combined efforts to once again bring the holiday spirit to Rossmoor.

The evening's attractions and events will help bring in the holiday spirit and joy to the anticipated large crowd in attendance for the festivities. This year's crowd on hand will be very entertained by wonderful performances of some of the Los Alamitos Unified School District Choirs that will be on the main stage performing. A beautiful tree lighting that will light up the night sky will follow the delightful sounds of the choirs.

The fun filled event will also offer many different options to enjoy throughout the evening, for children, as well as adults. The auditorium will provide a great backdrop to take a picture with the always beloved Santa Claus and his elves, or patrons can sit down and enjoy the holiday craft area with the kids. Those who bare the weather will be able to enjoy the always fun snow zone again this year with a sledding area as well as many photo opportunities for everyone to enjoy. There will be so many fun and amazing options that the festival has to offer this year. Make sure you check out the petting zoo, pony rides for the little ones, grab a bite to eat from the food trucks and do some possible gift shopping for the family with the local vendors, or even take a ride on one of the holiday trolleys. For the adults, they will be able to enjoy a beverage if they desire in the beer garden area hosted once again by the Lions Club. Here are some more details about all the fun things that will take place this year at the Annual Rossmoor Winter Festival on Friday December 14<sup>th</sup> at Rush Park.

The 2018 Rossmoor Winter Festival is brought to you by Rossmoor Community Services District along with:

### **Title Sponsor:**

*Craig and Kim Chamberlain with Chamberlain Real Estate*

### **Gold Sponsors:**

*Rossmoor Homeowners Association*

*Jones & Mayer*

*Brightview Landscape Services*

*Southern California Gas Company*

### **Silver Sponsors:**

*CR&R Enviromental Services*

*Braithwaite Chiropractic*

### **Community Sponsors:**

*The Youth Center*

*Orange County Sheriff's Department*

*Orange County Fire Authority*

*Los Alamitos Unified School District*

*Children's Garden Preschool*

*Lil Cottonwood Preschool*

## **Rossmoor Winter Festival Entertainers**

*Hopkinson Elementary School Choir – Directed by Suzanne McElderry*  
*McAuliffe Middle School Choir – Directed by Shannon Wallace*  
*Bells of Bethlehem – Bethlehem Lutheran Church*  
*Lee Elementary School Choir – Directed by Suzanne McElderry*  
*Los Alamitos High School Choir – Directed by David Moellenkamp*  
*Calvary Band – Calvary Chapel*

## **Rossmoor Winter Festival Activities**

### **Tree Lighting – Brought to you by Light Up Your Holidays**

*A countdown, that brings everyone at the festival together for the annual tree lighting ceremony.*

### **Photo with Santa – Brought to you by Chamberlain Real Estate**

*A photo opportunity, for all with our always jolly Santa Claus along with his elves.*

### **Snow Zone – Brought to you by Elite Special Events**

*The snow zone provides an area for kids to enjoy playing in real snow as well as a chance to go sledding down one of the three small sledding hills offered.*

### **Petting Zoo - Brought to you by Elite Special Events**

*This extraordinary petting zoo includes llamas, goats, tortoises, pigs, and a miniature pony.*

### **Pony Rides - Brought to you by Elite Special Events**

*The "Pony-Go-Round" is a live Merry-Go-Round style pony ride. The ponies are placed into a fixed carousel system that keeps them moving along in small circles for an easy and smooth ride.*

### **Arts & Crafts – Brought to you by RCSD Recreation Department**

*Art & Crafts for the kids, to create and take home to decorate the house or tree.*

*Vendor Area – Local Vendors and Organizations*

*An area to buy gifts and find informative insight from local vendors and organizations.*

### **Beer Garden – Hosted by the Lions Club**

*Beer and Wine will be sold to adults 21 and over only.*

### **Food Trucks – Local Food Trucks offering a variety of different options**

*Baby's Burgers – offering delicious burger options*

*Cousins Maine Lobster – offering Lobster Rolls and other related items*

*Dogzilla – Offering a variety of Hot Dog options*

*Richeeze – Offering Grilled Cheese related food items*

*Java on the Go – Offering Hot and Cold coffee beverages*

RCSD staff has been working hard to make this another great community event for Rossmoor and its residents who always show great support of our events. Staff is preparing to bring the holiday spirit to Rossmoor by once again decorating the auditorium, adding additional festive lights around the building, adding poinsettias around the building, supervising the installation of the lights to the tree, coordinating with the Orange County Sheriff's Department and the Orange County Fire Authority to provide reserve sheriffs and a possible fire engine for the event. This year, staff will also be creating a data base to collect volunteer information and hours for a future volunteer recognition program.

This year we hope to bring another exciting and memorable festival for all to enjoy and continue making this event a Rossmoor tradition for many years to come.

HAPPY HOLIDAYS ROSSMOOR!!!!



# SCHEDULE OF EVENTS

<u>*TIME</u>	<u>*ACTIVITIES</u>	<u>LOCATION</u>
6:00	OPENING CEREMONY	MAIN STAGE
6:00 – 9:00	SANTA	AUDITORIUM
6:00 – 9:00	SNOW ZONE	GRASS AREA
6:00 – 10:00	ARTS/CRAFTS	AUDITORIUM
6:00 - 10:00	FOOD TRUCKS	PARKING LOT
6:00 - 10:00	VENDOR BOOTHS	PARKING LOT
6:00 - 10:00	HOLIDAY TROLLEY	AUDITORIUM
6:00 - 9:30	BEER GARDEN	PARKING LOT
6:00 – 6:30	HOPKINSON ELEMENTARY SCHOOL CHOIR	MAIN STAGE
6:30 - 7:00	MCAULIFFE MIDDLE SCHOOL CHOIR	MAIN STAGE
6:30 – 7:30	BELLS OF BETHLEHEM	AUDITORIUM
7:00 – 7:15	TREE LIGHTING	PLAYGROUND
7:15 – 7:45	LEE ELEMENTARY SCHOOL CHOIR	MAIN STAGE
8:00 – 8:30	LOS ALAMITOS HIGH SCHOOL CHOIR	MAIN STAGE
8:30 - 9:00	CALVARY BAND	MAIN STAGE



Blume Dr



Sleigh Area



Snow Area



Games



Vendors

Beer Garden



Food Trucks

Vendors



Tables

Petting Zoo



Pony Ride



House Band



Tree Lighting



Trolleys



Stage



RESTROOMS



Arts & Crafts



Photo Booth



Santa & Elves



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** December 11, 2018  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: REGULAR MEETING OF NOVEMBER 13, 2018

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of November 13, 2018 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of November 13, 2018 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Regular Meeting of November 13, 2018 Prepared by the Board's Secretary/General Manager.



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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, November 13, 2018**

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**A. ORGANIZATION**

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

- 2. ROLL CALL:** Directors Casey, Maynard, Nitikman  
President DeMarco  
Director Kahlert had an excused absence

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

- a. Orange County Sheriff's Department Lt. Pat Rich re: Quarterly Crime Statistics

Lieutenant Rich reported to the Board regarding the 3rd Quarter Rossmoor Crime Statistics, partnering with the District on another successful community Drug Take Back Day, and his participation in the National Walk to School event. Discussion ensued relative to vehicle thefts and quarterly crime comparisons. Lt. Rich stated that overall, Rossmoor was ranked as the 4<sup>th</sup> safest city in Orange County. The report was received and filed.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM—None**

**D. REPORTS TO THE BOARD:**

**1. REVIEW OF ORANGE COUNTY TRAFFIC AND PUBLIC WORKS PROJECTS AND RELATED SAFETY CONCERNS**

General Manager Joe Mendoza provided an overview of the District's recent meeting with Orange County Traffic Engineer Deepthi Arabolu regarding Orange County traffic and Public Works projects and related traffic, parking overflow and safety concerns on Montecito Road. Discussion ensued relative to scheduled crosswalk removal/replacement on Montecito Road, enhanced illumination and visibility of roadway striping and the schedule for asphalt and concrete remedial repairs. The report was received and filed.

**2. QUARTERLY STATUS REPORT.**

General Manager Joe Mendoza reported to the Board regarding the quarterly status toward the District's Mission, Goals and Objectives. He continued to collaborate with local agencies and community leaders regarding street sweeping, street lighting, the Neighborhood Watch Program and organization and enhancement of the District's volunteer program. He reported that the District's reserve fund is healthy; recently transferring \$176,000 to reserves which increased the fund to over \$1,000,000 and saving over \$7,000 in election costs since no one ran against the incumbents. Staff would be scheduling a Budget Committee Meeting for a report at the December 11, 2018 regular meeting. Park Superintendent Omero Perez gave the Board an overview on the District's quarterly operations and maintenance. The report was received and filed.

### **3. QUARTERLY RECREATION REPORT**

Recreation Superintendent Chris Argueta reported to the Board regarding the status of the District's Recreation program. Discussion ensued regarding the strong attendance at Rossmoor's summer movies, concerts and Shakespeare in the Park, Youth Center Summer Camp, R.A.S.C.A.L.S. After School Program and upcoming Rossmoor Winter Festival event highlights. The report was received and filed.

### **4. QUARTERLY TREE REPORT**

Tree Consultant Mary Kingman reported to the Board regarding the status of the Rossmoor Urban Forest. Discussion ensued relative to promotion of the new educational Rossmoor Tree I.D. Walk to local schools, upcoming Arbor Day event in March, grid trim scheduled for District 4, new Shot Hole Borer disease treatments and removal of the two diseased Indian Laurel Fig Trees located in the center of the Rush Park parking lot on Blume Drive. President DeMarco and Director Maynard concurred that the tree removal item had been discussed at the last Parks and Facilities Committee Meeting and once the two diseased trees were removed the Tree Committee would select two replacement trees for that location. Director Maynard requested that the District try to obtain additional "Tree City USA" signs with "Rossmoor" printed on them. Staff agreed to research the request. The report was received and filed.

## **E. CONSENT CALENDAR:**

### **1a. MINUTES REGULAR BOARD MEETING—OCTOBER 9, 2018**

**DIRECTOR MAYNARD REQUESTED THAT ITEM E-1a MINUTES OF THE OCTOBER 9, 2018 BOARD MEETING BE PULLED FROM THE CONSENT CALENDAR**

Director Maynard stated that he was not present at the October 9, 2018 Board Meeting, therefore he would abstain from the vote approving the minutes.

### **2. REVENUE AND EXPENDITURE REPORT—SEPTEMBER 2018**

### **3. LONG TERM / NON PROFIT USER PERMIT RENEWALS FOR USE OF DISTRICT PROPERTY**

Motion by Director Casey, seconded by Director Nitikman to approve Consent Calendar Items E-2 and E-3 as submitted. Motion passed 4-0.



Motion by Director Nitikman, seconded by Director Casey to approve Consent Calendar Item E-1a. Minutes of the Regular Board Meeting of October 9, 2018 as submitted. Motion passed 3-1, with Director Maynard abstaining.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS—None**

**ORDINANCES—None**

**H. REGULAR CALENDAR:**

**1. POTENTIAL AMENDMENT AND/OR UPGRADE TO SOUTHERN CALIFORNIA EDISON LIGHTING AGREEMENT**

In preparation for the upcoming Rossmoor streetlight upgrade, scheduled for December 2018/January 2019, of Southern California Edison (SCE)-owned High Pressure Sodium Vapor (HPSV) streetlights to newer Light Emitting Diode (LED) streetlights, General Manager Joe Mendoza summarized his recommendation to review and discuss the color choices and wattage for residential and arterial street lights and potentially approve the amendment and/or upgrade to the existing Southern California Edison Lighting Agreement.

The General Manager briefed the board on discussions with nearby cities regarding their LED street lighting upgrade decisions. He stated the City of Cerritos had done extensive research, provided demonstration streets to residents and conducted a community survey and was a good qualifier since they had many trees and dark areas similar to Rossmoor. The City of Cerritos ultimately chose the 4000k/100w lights and was scheduled to begin their LED street light upgrade on November 26, 2018.

Lengthy discussion ensued relative to the proposed illumination changes to specific locations within Rossmoor as outlined in the Rossmoor Lighting and Illumination Upgrade Chart on page 69 of the agenda packet. Director Maynard opined that he had toured the demonstration locations within the City of Cerritos and concluded that the 4000k color temperature was brighter and more aesthetically pleasing. He further opined that Wallingsford Road should also be upgraded to 4000k.

President DeMarco remarked that there seemed to be sufficient ambient light from surrounding apartment dwellings at the Wallingsford Road location. He agreed with Director Maynard's conclusions with the exception of the streetlights that face parks vs. those that face residential areas as they may be too bright.

Director Nitikman opined that while he may agree with the 4000k selection for a limited number of main arterial streets, the 3000k/70 watt solution was his preference for all Rossmoor residential streets and that 3000k was the newer LED technology. He further cited research conducted by the American Medical Association which recommended people avoid purchasing the whiter 4000k LED light due to its increased blue light content and the potential adverse affects of blue light on human sleeping patterns and nocturnal wildlife.

President DeMarco had concerns that mixing different LED color temperatures would be visually unappealing. Director Casey opined that 70w on Rossmoor's residential streets was sufficient; however, his main concern was the affect on homeowners living across from the more brightly lit locations.

Motion by Director Nitikman, seconded by Director Casey to upgrade all District streetlights to the 3000k/70w type with the following exceptions: Upgrade the 53 lighting locations outlined in the attached Rossmoor Lighting and Illumination Upgrade Chart, all schools and parks and the streetlights on Foster Road adjacent to Lee and Weaver Elementary Schools to 3000k/100w; Upgrade Orangewood, Montecito Road, St. Cloud and Bradbury Road to 4000k/100w.

Director Maynard suggested that further research be done on the risks and benefits of the 3000k vs. 4000k. In order to accurately compare the differences in LED color temperatures and wattage, he encouraged each Board member to view the streetlight demonstration locations in the City of Cerritos, prior to the Special Meeting. He asked the General Manager to contact cities that had chosen the 4000k to find out if they were satisfied with the results. Amended Motion by Director Maynard, seconded by Director Casey to table the item for consideration at a future Special Meeting at a date to be determined. Motion passed 4-0.

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

General Manager Joe Mendoza thanked the RCSD Board Members for meeting with him individually and helping with the transition into his new role. He thanked the former General Managers and staff. He stated that the 5 year fiscal plan would be on the December agenda. He briefed the Board on topics discussed at the recent Parks and Facilities Committee Meeting and stated he would provide them with a report once the committee meets again to refine the material. The General Manager thanked RHA Neighborhood Watch Liaison Dorothy Fitzgerald for meeting with him regarding the District's collaboration with the Neighborhood Watch Program. He reported that he had met with Youth Center Director Lina Lumme and praised her for the wonderful job she did with the R.A.S.C.A.L.S. After-School Program. He was eager to expand the program at Rush Park because the attendance was maxed out at the Rossmoor Park location and there was a waiting list. The General Manager stated that he had visited Rush Park over the weekend and was happy to see the auditorium being used for the Freshman Football Awards Ceremony Tip-Off Dinner; he looked forward to collaborating with schools and community group events. He added that he would be meeting with LAUSD Superintendent Dr. Sherry Kropp regarding the acquisition of their portable office building for RCSD staff and programs. He concluded by stating that he looked forward to a great Rossmoor Winter Festival.

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

Director Nitikman wished everyone a Happy Thanksgiving. He requested that the District expand its communications to include some additional outreach, both formal and informal to illicit input and feedback from citizens as a way to discover whether or not we are satisfying the desires of the community.

President Maynard welcomed Joe Mendoza aboard. He announced that he would be absent at the December 11, 2018 Board Meeting. He requested that the District extend an invitation to Senator Janet Nguyen and newly elected Assemblyman Diep to attend the Rossmoor Winter Festival.

Director Casey thanked Lieutenant Pat Rich for his great crime statistics presentation. He was very pleased to discover how low Rossmoor's crime rate was in comparison to other communities. He also thanked RCSD Staff for their quarterly report presentations and praised them for how well the reports flowed together overall. Director Casey welcomed General Manager Joe Mendoza. Finally, he extended his thoughts and prayers to all the people in California's fire ravaged areas and added that they needed all the support they could get in a time of great sadness.

President DeMarco praised General Manager Joe Mendoza for a fantastic first month. He appreciated their special guests who had led the Pledge of Allegiance stating it was nice to have someone in uniform. He expressed appreciation for all the veterans, firefighters and first responders and extended his thoughts and prayers to all the victims of the recent California fires and the shooting in Thousand Oaks, California. President DeMarco added that he would also like to see the auditorium used for more school and community functions. He suggested offering renters alternative lighting options and/or instructions on how to configure the lights in the auditorium. He thanked Mrs. Anne Pray for the thoughtful card she sent to the Tree Committee thanking them for listening to her tree issue. He wished everyone a safe and Happy Thanksgiving and requested that staff schedule a Special Meeting the week following Thanksgiving to resolve the LED lighting selection issue.

**K. CLOSED SESSION—None**

**L. ADJOURNMENT:**

Motion by Director Nitikman, seconded by Director Casey to adjourn the regular meeting at 9:15 p.m.  
Motion passed 4-0.

**SUBMITTED BY:**

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



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1b.**

**Date:** December 11, 2018  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: SPECIAL MEETING OF NOVEMBER 27, 2018

**RECOMMENDATION:**

Approve the Minutes of the Special Meeting of November 27, 2018 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of November 27, 2018 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Special Meeting of November 27, 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, November 27, 2018**

---

**A. ORGANIZATION**

**1. CALL TO ORDER: 8:00 A.M.**

- 2. ROLL CALL:** Directors Casey, Maynard, Nitikman,  
President DeMarco  
Director Kahlert had an excused absence

**3. PLEDGE OF ALLEGIANCE**

**B. REGULAR CALENDAR:**

**1. POTENTIAL AMENDMENT AND/OR UPGRADE TO SOUTHERN CALIFORNIA EDISON STANDARD LIGHTING AGREEMENT**

Discussion continued relative to Item B-1 Potential Amendment and/or Upgrade to Southern California Edison Standard Lighting Agreement which was previously tabled at the Board's Regular Meeting of November 13, 2018. It was the consensus of the Board to maintain a uniform color throughout the community and increase the wattage as needed on the main arterial roads and around schools and parks. Overall the Board agreed with Option A in the staff report. The 3000K was the preferred color temperature option due to its slightly warmer tones and newer technology. The Board discussed and agreed to increase the wattage from 70w to 100w on Wallingsford Road as it was a busy entryway into Rossmoor. The Board encouraged staff to verify Edison maintenance timeframes and whether or not the light fixtures were dimmable. Brief discussion ensued relative to possible recycling uses for the existing 4000 watt LED lights on Montecito Road once they are replaced. The General Manager stated that he was exploring several options, including portable retro-fitting options for the parks.

Motion by Director Nitikman, seconded by Director Maynard to approve a modified Option A, which called for all community street lighting to be a uniform color temperature of 3000K with residential areas being 70w; Schools and Parks: 100w; Arterial Streets (Orangewood, Montecito Road, Bradbury Road, St. Cloud) being 150w; modified as follows: Wallingsford Road, between Hedwig and Katella Ave, residential side to also be increased to 100w. Motion passed 4-0.

**I. GENERAL MANAGER ITEMS—None**

**J. BOARD MEMBER ITEMS--None**

**M. ADJOURNMENT:**

Motion by Director Nitikman, seconded by Director Maynard to adjourn the regular meeting at 8:28 a.m. Motion passed 4-0.

**SUBMITTED BY:**

**Joe Mendoza**

**General Manager**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date** December 11, 2018  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** REVENUE & EXPENDITURE REPORT - OCTOBER, 2018

**RECOMMENDATION:**

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

REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 October 2018 @ 33.34%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	954,930.00	954,930.00	35,160.04	3,180.91	919,769.96	3.7
STREET LIGHT ASSESSMENTS	339,900.00	339,900.00	12,253.74	1,108.00	327,646.26	3.6
USE OF MONEY AND PROPERTY	8,000.00	8,000.00	9,094.23	4,045.21	-1,094.23	113.7
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	54,679.07	0.00	5,720.93	90.5
FEES AND SERVICES	190,000.00	190,000.00	50,245.75	8,896.00	139,754.25	26.4
OTHER REVENUE	22,000.00	22,000.00	435.60	0.00	21,564.40	2.0
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total Revenues</b>	<b>1,575,230.00</b>	<b>1,575,230.00</b>	<b>161,868.43</b>	<b>17,230.12</b>	<b>1,413,361.57</b>	<b>10.3</b>
<b>Expenditures</b>						
ADMINISTRATION	818,279.00	818,279.00	307,268.56	75,289.62	511,010.44	37.6
RECREATION	41,400.00	41,400.00	18,691.83	2,124.86	22,708.17	45.1
ROSSMOOR PARK	107,900.00	107,900.00	28,505.34	9,849.74	79,394.66	26.4
MONTECITO CENTER	20,624.00	20,624.00	6,597.23	1,770.93	14,026.77	32.0
RUSH PARK	127,480.00	127,480.00	58,454.92	23,713.48	69,025.08	45.9
STREET LIGHTING	103,000.00	103,000.00	34,527.52	8,431.35	68,472.48	33.5
ROSSMOOR WALL	2,300.00	2,300.00	1,062.04	0.00	1,237.96	46.2
STREET SWEEPING	55,120.00	55,120.00	18,646.01	4,636.22	36,473.99	33.8
PARKWAY TREES	113,380.00	113,380.00	20,388.90	1,911.88	92,991.10	18.0
MINI-PARKS, MEDIANS & TRIANGLE 4, 5	13,392.00	13,392.00	11,306.33	2,806.43	2,085.67	84.4
<b>Total Expenditures</b>	<b>1,402,875.00</b>	<b>1,402,875.00</b>	<b>505,448.68</b>	<b>130,534.51</b>	<b>897,426.32</b>	<b>36.0</b>

**Audited Fund Balance  
 at June 30, 2018**

**\$ 1,009,301.00**

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	954,930.00	954,930.00	35,160.04	3,180.91	0.00	919,769.96	3.7
ASSESSMENTS	339,900.00	339,900.00	12,253.74	1,108.00	0.00	327,646.26	3.6
USE OF MONEY AND PROPERTY	8,000.00	8,000.00	9,094.23	4,045.21	0.00	-1,094.23	113.7
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	54,679.07	0.00	0.00	5,720.93	90.5
FEES AND SERVICES	190,000.00	190,000.00	50,245.75	8,896.00	0.00	139,754.25	26.4
OTHER REVENUE	22,000.00	22,000.00	435.60	0.00	0.00	21,564.40	2.0
Dept: 00	1,575,230.00	1,575,230.00	161,868.43	17,230.12	0.00	1,413,361.57	10.3
Revenues	1,575,230.00	1,575,230.00	161,868.43	17,230.12	0.00	1,413,361.57	10.3
Grand Total Net Effect:	1,575,230.00	1,575,230.00	161,868.43	17,230.12	0.00	1,413,361.57	

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	656,214.00	656,214.00	228,844.66	57,054.07	0.00	427,369.34	34.9
OPERATIONS AND MAINTENANCE	101,065.00	101,065.00	49,956.09	8,305.62	0.00	51,108.91	49.4
CONTRACT SERVICES	59,000.00	59,000.00	24,657.67	7,505.57	0.00	34,342.33	41.8
CAPITAL EXPENDITURES	2,000.00	2,000.00	3,810.14	2,424.36	0.00	-1,810.14	190.5
ADMINISTRATION	818,279.00	818,279.00	307,268.56	75,289.62	0.00	511,010.44	37.6
Dept: 20 RECREATION							
SALARIES AND BENEFITS	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	40,000.00	40,000.00	18,392.22	2,085.83	0.00	21,607.78	46.0
CONTRACT SERVICES	800.00	800.00	299.61	39.03	0.00	500.39	37.5
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
RECREATION	41,400.00	41,400.00	18,691.83	2,124.86	0.00	22,708.17	45.1
Dept: 30 ROSSMOOR PARK							
OPERATIONS AND MAINTENANCE	77,800.00	77,800.00	17,241.19	7,128.46	0.00	60,558.81	22.2
CONTRACT SERVICES	30,100.00	30,100.00	11,264.15	2,721.28	0.00	18,835.85	37.4
ROSSMOOR PARK	107,900.00	107,900.00	28,505.34	9,849.74	0.00	79,394.66	26.4
Dept: 40 MONTECITO CENTER							
OPERATIONS AND MAINTENANCE	15,424.00	15,424.00	4,913.94	1,377.25	0.00	10,510.06	31.9
CONTRACT SERVICES	4,700.00	4,700.00	1,683.29	393.68	0.00	3,016.71	35.8
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	20,624.00	20,624.00	6,597.23	1,770.93	0.00	14,026.77	32.0
Dept: 50 RUSH PARK							
OPERATIONS AND MAINTENANCE	97,580.00	97,580.00	47,461.23	20,992.20	0.00	50,118.77	48.6
CONTRACT SERVICES	29,900.00	29,900.00	10,993.69	2,721.28	0.00	18,906.31	36.8
RUSH PARK	127,480.00	127,480.00	58,454.92	23,713.48	0.00	69,025.08	45.9
Dept: 60 STREET LIGHTING							
CONTRACT SERVICES	103,000.00	103,000.00	34,527.52	8,431.35	0.00	68,472.48	33.5
STREET LIGHTING	103,000.00	103,000.00	34,527.52	8,431.35	0.00	68,472.48	33.5
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	1,062.04	0.00	0.00	1,237.96	46.2
ROSSMOOR WALL	2,300.00	2,300.00	1,062.04	0.00	0.00	1,237.96	46.2
Dept: 70 STREET SWEEPING							



EXPENDITURE REPORT

October 2018 @ 33.34%

Page: 41

12/4/2018

3:50 pm

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018

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

Fund: 10 - GENERAL FUND

Expenditures

Dept: 70 STREET SWEEPING

CONTRACT SERVICES 55,120.00 55,120.00 18,646.01 4,636.22 0.00 36,473.99 33.8

STREET SWEEPING 55,120.00 55,120.00 18,646.01 4,636.22 0.00 36,473.99 33.8

Dept: 80 PARKWAY TREES

SALARIES AND BENEFITS 780.00 780.00 215.80 46.69 0.00 564.20 27.7

OPERATIONS AND MAINTENANCE 100.00 100.00 0.00 0.00 0.00 100.00 0.0

CONTRACT SERVICES 86,500.00 86,500.00 23,443.10 4,815.19 0.00 63,056.90 27.1

CAPITAL EXPENDITURES 26,000.00 26,000.00 -3,270.00 -2,950.00 0.00 29,270.00 -12.6

PARKWAY TREES 113,380.00 113,380.00 20,388.90 1,911.88 0.00 92,991.10 18.0

Dept: 90 MINI-PARKS AND MEDIANS

OPERATIONS AND MAINTENANCE 10,042.00 10,042.00 10,046.43 2,487.75 0.00 -4.43 100.0

CONTRACT SERVICES 3,250.00 3,250.00 1,259.90 318.68 0.00 1,990.10 38.8

CAPITAL EXPENDITURES 100.00 100.00 0.00 0.00 0.00 100.00 0.0

MINI-PARKS AND MEDIANS 13,392.00 13,392.00 11,306.33 2,806.43 0.00 2,085.67 84.4

Expenditures 1,402,875.00 1,402,875.00 505,448.68 130,534.51 0.00 897,426.32 36.0

Grand Total Net Effect: -1,402,875.00 -1,402,875.00 -505,448.68 -130,534.51 0.00 -897,426.32



REVENUE/EXPENDITURE REPORT

October 2018 @ 33.34%

Page: 6  
12/4/2018  
3:49 pm

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	881,680.00	881,680.00	4,467.87	0.00	0.00	877,212.13	0.5
3001 Current unsecured prop tax	27,000.00	27,000.00	20,008.23	0.00	0.00	6,991.77	74.1
3002 Prior secured property taxes	7,100.00	7,100.00	2,918.12	608.99	0.00	4,181.88	41.1
3003 Prior unsecured prop taxes	350.00	350.00	0.00	0.00	0.00	350.00	0.0
3004 Delinquent property taxes	800.00	800.00	724.78	0.00	0.00	75.22	90.6
3010 Current supplemental assessmt	24,000.00	24,000.00	7,041.04	2,571.92	0.00	16,958.96	29.3
3020 Public utility tax	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
PROPERTY TAXES	954,930.00	954,930.00	35,160.04	3,180.91	0.00	919,769.96	3.7
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	339,900.00	339,900.00	12,253.74	1,108.00	0.00	327,646.26	3.6
ASSESSMENTS	339,900.00	339,900.00	12,253.74	1,108.00	0.00	327,646.26	3.6
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	8,000.00	8,000.00	9,094.23	4,045.21	0.00	-1,094.23	113.7
USE OF MONEY AND PROPERTY	8,000.00	8,000.00	9,094.23	4,045.21	0.00	-1,094.23	113.7
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,400.00	5,400.00	0.00	0.00	0.00	5,400.00	0.0
3305 County street sweep reimburse	55,000.00	55,000.00	54,679.07	0.00	0.00	320.93	99.4
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	54,679.07	0.00	0.00	5,720.93	90.5
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	25,000.00	25,000.00	7,343.25	1,494.50	0.00	17,656.75	29.4
3405 Wall Rental	500.00	500.00	160.00	100.00	0.00	340.00	32.0
3406 Ball field reservations	25,000.00	25,000.00	8,904.50	679.00	0.00	16,095.50	35.6
3410 Rossmoor building rental	18,500.00	18,500.00	3,358.50	2,083.50	0.00	15,141.50	18.2
3412 Montecito building rental	27,000.00	27,000.00	5,555.50	110.00	0.00	21,444.50	20.6
3414 Rush Park Building Rental	94,000.00	94,000.00	24,924.00	4,429.00	0.00	69,076.00	26.5
FEES AND SERVICES	190,000.00	190,000.00	50,245.75	8,896.00	0.00	139,754.25	26.4
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	2,000.00	2,000.00	435.60	0.00	0.00	1,564.40	21.8
3502 Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE	22,000.00	22,000.00	435.60	0.00	0.00	21,564.40	2.0
Dept: 00	1,575,230.00	1,575,230.00	161,868.43	17,230.12	0.00	1,413,361.57	10.3
Revenues	1,575,230.00	1,575,230.00	161,868.43	17,230.12	0.00	1,413,361.57	10.3
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	8,000.00	8,000.00	1,466.75	456.75	0.00	6,533.25	18.3
4006 SALARY - ADMINISTRATION	236,000.00	236,000.00	87,248.30	25,114.31	0.00	148,751.70	37.0
4007 Vehicle Allowance	250.00	250.00	37.95	0.00	0.00	212.05	15.2
4008 SALARY - RECREATION	114,764.00	114,764.00	42,470.91	11,546.57	0.00	72,293.09	37.0
4009 SALARY - PARK/TREE MAINTENANCE	142,800.00	142,800.00	47,627.60	8,364.05	0.00	95,172.40	33.4
4010 Workers Compensation Insurance	27,000.00	27,000.00	8,943.31	3,577.30	0.00	18,056.69	33.1
4011 Medical Insurance	91,000.00	91,000.00	26,352.08	3,563.69	0.00	64,647.92	29.0
4015 Federal Payroll Tax -FICA	34,000.00	34,000.00	14,659.14	4,431.40	0.00	19,340.86	43.1
4018 State Payroll Taxes	2,400.00	2,400.00	38.62	0.00	0.00	2,361.38	1.6
SALARIES AND BENEFITS	656,214.00	656,214.00	228,844.66	57,054.07	0.00	427,369.34	34.9
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	17,500.00	17,500.00	21,974.48	0.00	0.00	-4,474.48	125.6
5004 Memberships and Dues	6,400.00	6,400.00	6,112.00	3,947.00	0.00	288.00	95.5
5006 Travel & Meetings	1,000.00	1,000.00	902.33	0.00	0.00	97.67	90.2

REVENUE/EXPENDITURE REPORT

October 2018 @ 33.34%

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5007 Televised Meeting Costs	21,100.00	21,100.00	3,710.20	0.00	0.00	17,389.80	17.6
5010 Publications & Legal Notices	6,500.00	6,500.00	3,555.09	1,313.48	0.00	2,944.91	54.7
5012 Printing	1,000.00	1,000.00	254.52	127.81	0.00	745.48	25.5
5014 Postage	2,000.00	2,000.00	1,158.94	0.00	0.00	841.06	57.9
5016 Office Supplies	9,000.00	9,000.00	2,874.59	409.17	0.00	6,125.41	31.9
5020 Telephone	14,365.00	14,365.00	4,318.58	1,287.03	0.00	10,046.42	30.1
5021 Computer Costs	3,700.00	3,700.00	2,201.75	302.50	0.00	1,498.25	59.5
5045 Miscellaneous Expenditures	9,000.00	9,000.00	1,871.83	677.95	0.00	7,128.17	20.8
5046 Bank Service Charge	2,000.00	2,000.00	1,021.78	240.68	0.00	978.22	51.1
5050 Elections	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
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OPERATIONS AND MAINTENANCE	101,065.00	101,065.00	49,956.09	8,305.62	0.00	51,108.91	49.4
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	23,000.00	23,000.00	14,220.00	4,080.00	0.00	8,780.00	61.8
5615 Financial Audit-Consulting	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
5670 Other Professional Services	24,000.00	24,000.00	10,437.67	3,425.57	0.00	13,562.33	43.5
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CONTRACT SERVICES	59,000.00	59,000.00	24,657.67	7,505.57	0.00	34,342.33	41.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	3,810.14	2,424.36	0.00	-1,810.14	190.5
<hr/>							
CAPITAL EXPENDITURES	2,000.00	2,000.00	3,810.14	2,424.36	0.00	-1,810.14	190.5
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ADMINISTRATION	818,279.00	818,279.00	307,268.56	75,289.62	0.00	511,010.44	37.6
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4007 Vehicle Allowance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
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SALARIES AND BENEFITS	100.00	100.00	0.00	0.00	0.00	100.00	0.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	550.00	550.00	0.00	0.00	0.00	550.00	0.0
5012 Printing	0.00	0.00	21.72	0.00	0.00	-21.72	0.0
5017 Community Events	30,000.00	30,000.00	10,370.50	2,085.83	0.00	19,629.50	34.6
5019 Fireworks	8,700.00	8,700.00	8,000.00	0.00	0.00	700.00	92.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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OPERATIONS AND MAINTENANCE	40,000.00	40,000.00	18,392.22	2,085.83	0.00	21,607.78	46.0
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	800.00	800.00	299.61	39.03	0.00	500.39	37.5
<hr/>							
CONTRACT SERVICES	800.00	800.00	299.61	39.03	0.00	500.39	37.5
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<hr/>							
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<hr/>							
RECREATION	41,400.00	41,400.00	18,691.83	2,124.86	0.00	22,708.17	45.1
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	0.00	0.00	10.86	0.00	0.00	-10.86	0.0
5018 Janitorial Supplies	4,500.00	4,500.00	405.27	405.27	0.00	4,094.73	9.0
5022 Utilities	14,000.00	14,000.00	4,164.93	1,284.43	0.00	9,835.07	29.7
5023 Water	25,750.00	25,750.00	3,750.59	1,721.36	0.00	21,999.41	14.6
5025 SECURED PROP TAX	950.00	950.00	463.83	463.83	0.00	486.17	48.8
5030 Vehicle Maintenance	800.00	800.00	518.24	78.34	0.00	281.76	64.8
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	7,659.35	3,048.13	0.00	22,340.65	25.5
5034 Alarm Systems	850.00	850.00	268.12	127.10	0.00	581.88	31.5
5045 Miscellaneous Expenditures	450.00	450.00	0.00	0.00	0.00	450.00	0.0



REVENUE/EXPENDITURE REPORT

October 2018 @ 33.34%

Page: 3  
12/4/2018  
3:49 pm

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	77,800.00	77,800.00	17,241.19	7,128.46	0.00	60,558.81	22.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	28,000.00	28,000.00	10,744.20	2,618.55	0.00	17,255.80	38.4
5656 Tree Trimming	1,300.00	1,300.00	242.81	72.57	0.00	1,057.19	18.7
5670 Other Professional Services	800.00	800.00	277.14	30.16	0.00	522.86	34.6
<hr/>							
CONTRACT SERVICES	30,100.00	30,100.00	11,264.15	2,721.28	0.00	18,835.85	37.4
<hr/>							
ROSSMOOR PARK	107,900.00	107,900.00	28,505.34	9,849.74	0.00	79,394.66	26.4
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	0.00	0.00	10.86	0.00	0.00	-10.86	0.0
5018 Janitorial Supplies	4,500.00	4,500.00	405.27	405.27	0.00	4,094.73	9.0
5022 Utilities	2,000.00	2,000.00	558.39	159.47	0.00	1,441.61	27.9
5023 Water	1,834.00	1,834.00	1,006.22	0.00	0.00	827.78	54.9
5025 SECURED PROP TAX	790.00	790.00	389.52	389.52	0.00	400.48	49.3
5030 Vehicle Maintenance	800.00	800.00	518.24	78.34	0.00	281.76	64.8
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	1,752.19	331.94	0.00	2,247.81	43.8
5034 Alarm Systems	500.00	500.00	273.25	12.71	0.00	226.75	54.7
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	15,424.00	15,424.00	4,913.94	1,377.25	0.00	10,510.06	31.9
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	2,800.00	2,800.00	1,163.80	290.95	0.00	1,636.20	41.6
5656 Tree Trimming	1,100.00	1,100.00	242.81	72.57	0.00	857.19	22.1
5670 Other Professional Services	800.00	800.00	276.68	30.16	0.00	523.32	34.6
<hr/>							
CONTRACT SERVICES	4,700.00	4,700.00	1,683.29	393.68	0.00	3,016.71	35.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<hr/>							
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<hr/>							
MONTECITO CENTER	20,624.00	20,624.00	6,597.23	1,770.93	0.00	14,026.77	32.0
Dept: 50 RUSH PARK							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	0.00	0.00	10.87	0.00	0.00	-10.87	0.0
5018 Janitorial Supplies	4,500.00	4,500.00	406.48	406.48	0.00	4,093.52	9.0
5022 Utilities	22,000.00	22,000.00	12,004.88	4,531.14	0.00	9,995.12	54.6
5023 Water	37,080.00	37,080.00	23,039.13	9,147.10	0.00	14,040.87	62.1
5025 SECURED PROP TAX	3,700.00	3,700.00	1,775.11	1,775.11	0.00	1,924.89	48.0
5030 Vehicle Maintenance	800.00	800.00	518.38	78.34	0.00	281.62	64.8
5032 Building & Grounds-Maintenance	28,000.00	28,000.00	9,550.52	5,041.32	0.00	18,449.48	34.1
5034 Alarm Systems	750.00	750.00	155.86	12.71	0.00	594.14	20.8
5045 Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	97,580.00	97,580.00	47,461.23	20,992.20	0.00	50,118.77	48.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	28,000.00	28,000.00	10,474.20	2,618.55	0.00	17,525.80	37.4
5656 Tree Trimming	1,100.00	1,100.00	242.81	72.57	0.00	857.19	22.1
5670 Other Professional Services	800.00	800.00	276.68	30.16	0.00	523.32	34.6

REVENUE/EXPENDITURE REPORT

October 2018 @ 33.34%

Page: 8  
12/4/2018  
3:49 pm

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
	CONTRACT SERVICES	29,900.00	29,900.00	10,993.69	2,721.28	0.00	18,906.31	36.8
	RUSH PARK	127,480.00	127,480.00	58,454.92	23,713.48	0.00	69,025.08	45.9
	Dept: 60 STREET LIGHTING							
	Acct Class: 56 CONTRACT SERVICES							
5650	Lighting and Maintenance	103,000.00	103,000.00	34,527.52	8,431.35	0.00	68,472.48	33.5
	CONTRACT SERVICES	103,000.00	103,000.00	34,527.52	8,431.35	0.00	68,472.48	33.5
	STREET LIGHTING	103,000.00	103,000.00	34,527.52	8,431.35	0.00	68,472.48	33.5
	Dept: 65 ROSSMOOR WALL							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002	Insurance - Liability	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
5032	Building & Grounds-Maintenance	100.00	100.00	1,062.04	0.00	0.00	-962.04	1062.0
	OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	1,062.04	0.00	0.00	1,237.96	46.2
	ROSSMOOR WALL	2,300.00	2,300.00	1,062.04	0.00	0.00	1,237.96	46.2
	Dept: 70 STREET SWEEPING							
	Acct Class: 56 CONTRACT SERVICES							
5642	Street Sweeping	55,120.00	55,120.00	18,646.01	4,636.22	0.00	36,473.99	33.8
	CONTRACT SERVICES	55,120.00	55,120.00	18,646.01	4,636.22	0.00	36,473.99	33.8
	STREET SWEEPING	55,120.00	55,120.00	18,646.01	4,636.22	0.00	36,473.99	33.8
	Dept: 80 PARKWAY TREES							
	Acct Class: 40 SALARIES AND BENEFITS							
4007	Vehicle Allowance	780.00	780.00	215.80	46.69	0.00	564.20	27.7
	SALARIES AND BENEFITS	780.00	780.00	215.80	46.69	0.00	564.20	27.7
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5030	Vehicle Maintenance	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
	OPERATIONS AND MAINTENANCE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
	Acct Class: 56 CONTRACT SERVICES							
5656	Tree Trimming	76,000.00	76,000.00	15,377.65	4,596.10	0.00	60,622.35	20.2
5657	Tree Care/Treatments	5,000.00	5,000.00	5,280.00	0.00	0.00	-280.00	105.6
5660	TREE REMOVAL	2,500.00	2,500.00	1,716.25	0.00	0.00	783.75	68.7
5670	Other Professional Services	3,000.00	3,000.00	1,069.20	219.09	0.00	1,930.80	35.6
	CONTRACT SERVICES	86,500.00	86,500.00	23,443.10	4,815.19	0.00	63,056.90	27.1
	Acct Class: 60 CAPITAL EXPENDITURES							
6015	Trees	26,000.00	26,000.00	-3,270.00	-2,950.00	0.00	29,270.00	-12.6
	CAPITAL EXPENDITURES	26,000.00	26,000.00	-3,270.00	-2,950.00	0.00	29,270.00	-12.6
	PARKWAY TREES	113,380.00	113,380.00	20,388.90	1,911.88	0.00	92,991.10	18.0
	Dept: 90 MINI-PARKS AND MEDIANS							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5022	Utilities	1,150.00	1,150.00	282.16	100.11	0.00	867.84	24.5
5023	Water	6,592.00	6,592.00	3,426.21	1,356.61	0.00	3,165.79	52.0
5032	Building & Grounds-Maintenance	2,000.00	2,000.00	6,338.06	1,031.03	0.00	-4,338.06	316.9
5045	Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051	Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052	Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
	OPERATIONS AND MAINTENANCE	10,042.00	10,042.00	10,046.43	2,487.75	0.00	-4.43	100.0

REVENUE/EXPENDITURE REPORT

October 2018 @ 33.34%

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	2,800.00	2,800.00	1,163.80	290.95	0.00	1,636.20	41.6
5656 Tree Trimming	400.00	400.00	80.92	24.19	0.00	319.08	20.2
5670 Other Professional Services	50.00	50.00	15.18	3.54	0.00	34.82	30.4
<hr/>							
CONTRACT SERVICES	3,250.00	3,250.00	1,259.90	318.68	0.00	1,990.10	38.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
<hr/>							
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
<hr/>							
MINI-PARKS AND MEDIANS	13,392.00	13,392.00	11,306.33	2,806.43	0.00	2,085.67	84.4
<hr/>							
Expenditures	1,402,875.00	1,402,875.00	505,448.68	130,534.51	0.00	897,426.32	36.0
<hr/>							
Net Effect for GENERAL FUND	172,355.00	172,355.00	-343,580.25	-113,304.39	0.00	515,935.25	-199.3
Change in Fund Balance:			-343,580.25				



REVENUE/EXPENDITURE REPORT

October 2018 @ 33.34%

Page: 11  
12/4/2018  
3:49 pm

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH							
Revenues							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	2,932.20	0.00	0.00	377,067.80	0.8
3101 Property assessments-prior yr	3,400.00	3,400.00	605.76	61.77	0.00	2,794.24	17.8
ASSESSMENTS	383,400.00	383,400.00	3,537.96	61.77	0.00	379,862.04	0.9
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	1,058.00	1,058.00	0.00	0.00	0.00	1,058.00	0.0
USE OF MONEY AND PROPERTY	1,058.00	1,058.00	0.00	0.00	0.00	1,058.00	0.0
Dept: 00	384,458.00	384,458.00	3,537.96	61.77	0.00	380,920.04	0.9
Revenues	384,458.00	384,458.00	3,537.96	61.77	0.00	380,920.04	0.9
Expenditures							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619 Bond Trustee	3,048.00	3,048.00	3,323.50	0.00	0.00	-275.50	109.0
CONTRACT SERVICES	23,048.00	23,048.00	3,323.50	0.00	0.00	19,724.50	14.4
Acct Class: 58 DEBT SERVICE							
5800 Principal	295,000.00	295,000.00	294,993.05	0.00	0.00	6.95	100.0
5801 Interest	56,265.00	56,265.00	32,705.00	0.00	0.00	23,560.00	58.1
DEBT SERVICE	351,265.00	351,265.00	327,698.05	0.00	0.00	23,566.95	93.3
RUSH PARK	374,313.00	374,313.00	331,021.55	0.00	0.00	43,291.45	88.4
Expenditures	374,313.00	374,313.00	331,021.55	0.00	0.00	43,291.45	88.4
Net Effect for ASSESSMENT DISTRICT FUND-RUSH	10,145.00	10,145.00	-327,483.59	61.77	0.00	337,628.59-3,228.0	
Change in Fund Balance:			-327,483.59				

REVENUE/EXPENDITURE REPORT

October 2018 @ 33.34%

Page: 11

12/4/2018

3:49 pm

Rossmoor Community

For the Period: 7/1/2018 to 10/31/2018		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	11,500.00	11,500.00	0.00	0.00	0.00	11,500.00	0.0
CAPITAL EXPENDITURES		11,500.00	11,500.00	0.00	0.00	0.00	11,500.00	0.0
ROSSMOOR WALL		11,500.00	11,500.00	0.00	0.00	0.00	11,500.00	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	0.00	0.00	2,153.00	538.25	0.00	-2,153.00	0.0
OPERATIONS AND MAINTENANCE		0.00	0.00	2,153.00	538.25	0.00	-2,153.00	0.0
CAPITAL PROJECTS		0.00	0.00	2,153.00	538.25	0.00	-2,153.00	0.0
Expenditures		11,500.00	11,500.00	2,153.00	538.25	0.00	9,347.00	18.7
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		-11,500.00	-11,500.00	-2,153.00	-538.25	0.00	-9,347.00	18.7
Change in Fund Balance:				-2,153.00				
Grand Total Net Effect:		171,000.00	171,000.00	-673,216.84	-113,780.87	0.00	844,216.84	

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-1**

**Date:** December 11, 2018  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** REPORT OF THE GENERAL MANAGER RE: 2018 UPDATE OF THE FIVE-YEAR FISCAL PLAN

**RECOMMENDATION:**

Receive the report of the Budget Committee recommending approval of the 2018 update of the District's Five-Year Fiscal Plan.

**BACKGROUND:**

The Budget Committee met on November 27, 2018 and reviewed the 2018 update of the Five-Year Fiscal Plan prepared by HTGroup. It was the consensus of the Committee to forward the Plan to the Board for their review and adoption. Attached is Agenda Item C-1 which was presented to the Committee.

**ATTACHMENTS:**

1. Budget Committee Agenda Item C-1 Discussion with General Manager Re: Five-Year Fiscal Plan.



**AGENDA**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**BUDGET COMMITTEE MEETING**

RUSH PARK  
West Room

3001 Blume Drive  
Rossmoor, California

**Wednesday, November 27, 2018**  
**9:00 a.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 9:00 a.m..
2. ROLL CALL: Directors DeMarco, Maynard
3. PLEDGE OF ALLEGIANCE

**B. PUBLIC FORUM**

*Any person may address the members of the Budget Committee at this time upon any subject within the jurisdiction of the Budget Committee of the Rossmoor Community Services District.*

**C. REGULAR CALENDAR**

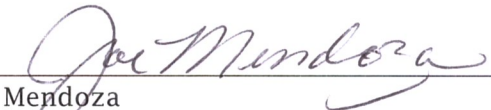
1. DISCUSSION WITH GENERAL MANAGER REGARDING THE 2018 UPDATE OF THE 5-YEAR PLAN

**D. ADJOURNMENT**

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the Tuesday, November 27, 2018 9:00 a.m. Budget Committee Meeting of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:

  
\_\_\_\_\_  
Joe Mendoza  
General Manager

Date 11/29/18

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM C-1**

**Date:** November 27, 2018

**To:** Budget Committee

**From:** General Manager

**Subject:** 2018 UPDATE OF THE RCSD FIVE-YEAR FISCAL PLAN

**RECOMMENDATION:**

Review and possible action based on the 2018 Update of the Five-Year Fiscal Plan (Plan).

**BACKGROUND:**

The Plan's tenants were accepted by the Board by its adoption of the Specific Recommendations. A principal tenant was that the Plan would serve as a tool in the development of the District's Annual Budget. More importantly, the Plan's Specific Recommendations set forth guiding principles for maintaining a prudent reserve.

As called for in the Plan, HTGroup has updated it for 2018. The Update is based on audited 2018 data. Moreover, projections for the next five years are provided. These projections are based on past trends and an overview of the current economic conditions.

The matter before the Board is to review the update and to provide general guidance for the development of the FY 2019-2020 Annual Budget. As a guide to your review of the Update, an analysis of the differences between the projected 2018 revenues expenses and reserves and the actual figures for 2018 is attached. The Update tests the assumptions made in the development of the Plan versus actual outcomes.

**ATTACHMENTS:**

1. 2018 Update of RCSD Five-Year Fiscal Plan.
2. Table A 2013-2018 Actual Revenue.
3. Table D-1 2013-2018 Actual Expenses.

4. Table F-1 Actual Total Revenue vs Expenses 2013-2018.
5. Table H 2019-2023 Projected Revenue.
6. Table I 2019-2023 Projected Expenses.
7. Table J Projected Revenues vs Expenses 2019-2023.
8. Table G 2012-2018 Fund 10 Reserves.
9. Graph A 2013-2017 Actual Revenue/Expenses/Revenue.
10. Graph B Reserves Actual 2006-2018 and Projected 2019-2023.
11. Specific Recommendations Based on the Five-Year Fiscal Plan.

HTGROUP, LLC  
MANAGEMENT CONSULTING  
239 Campo Drive  
Long Beach, CA 90803

November 27, 2018

Mr. Joe Mendoza, General Manager  
Rossmoor Community Services District  
3001 Blume Drive  
Rossmoor CA, 90720

Dear Mr. Mendoza:

HTGroup, LLC is pleased to transmit our updated Five-Year Fiscal Plan. This analysis has found that the Rossmoor Community Services District is currently in a sound financial position. Future projected revenues and expenses are based on the growing property tax revenue based on increasing housing prices and a continuation of the District's control of its expenses.

This analysis was based on audited numbers for the years 2013-2018. Projections are based on a trend analysis of the last five years, along with other economic factors affecting the District's revenue and spending history. It should be kept in mind that as new information becomes available during each of the next five years, that the analysis be updated for actual performance.

Thank you for the opportunity to serve the Rossmoor Community Services District. I am available at your convenience to respond to any questions.

Sincerely,



Henry Taboada  
Principal

**2018 UPDATE OF THE RCSD  
FIVE-YEAR FISCAL PLAN**

Following is a depiction of actual revenues and expenses for 2018 versus those projected in 2017. The projections were based on 2011-2016 trend analysis and other relevant factors. What will be dramatically evident are the unanticipated increased in actual revenues and decreases in expenses.

<u><b>2017 Projections</b></u>	<u><b>2018 Actuals</b></u>	<u><b>2018 Delta</b></u>
<u>REVENUE</u>		
\$1,436,981	\$1,545,879	\$108,892
<u>EXPENSES</u>		
\$1,343,480	\$1,369,694	(-) \$26,214
<u>NET 2016-2017</u>		
\$93,501	\$176,185	\$82,684

Projections in 2017 understated revenue for 2018 in the amount of \$108,892. The increase in projected revenue was primarily based on the five-year 2012-2017 trend of a 4.4% average increase. Revenue for 2018 actually increased by 7.58% for a net difference of 3.18%. This amount is considered within a reasonable margin of error. The increase is primarily attributed to a continuing robust housing market which has increasingly added to property tax revenue. Moreover, lighting assessment revenue has correspondingly added to total revenue. Further, additional fee revenue is attributed to increases in all revenue categories other than Intergovernmental (Street sweeping which a stable County reimbursement).

Projected expenses on the other hand, were understated by -\$26,214 or a net difference of 2.0%. This increase is minimal and is due to a continuing diligent effort by the District's staff to control costs. This amount is considered well within the margin of error.

As a result of proper fiscal management, reserves increased from \$833,116 to \$1,009,301 for an additional \$176,185. This level of Fund 10 reserves is the highest amount since 2010.

Attached are a series of updated tables which correlate to relevant tables in the original Plan and which have been updated for the 2013-2018 five-year timeframe.

**Table H 2018-2023 Projected Revenue** assumes a 4.0% average increase over the next five years. This estimate is primarily based on a continuing robust housing market for Orange County. However, budget Estimates to Close (ETC's) indicate a more modest increase in property tax amount. Although housing prices have continued to increase every year since 2012 (by as much as 7%), median current prices are now pegged at 3.6% while housing sales have decreased by 18%. While the cost of housing is an impediment to an increase in sales, the increasing mortgage rates (currently in the 5% range) are also a relevant factor. It must also be kept in mind that while housing prices have increased steadily, approximately 90% of the housing stock will only see the annual 2.0% property tax increase authorized by Proposition 13. Nonetheless, higher housing costs over the next five years are considered more likely due to a continuing housing shortage. Thus, an increase of 4.0% in annual revenue is considered prudent with a caveat that a housing crash is not currently contemplated and the housing market will stabilize. The 2019 Update will provide a test of these assumptions.

**Table I 2018-2023 Projected Expenses** assumes a 3.46% average annual increase. This projection is based on the expense trend line for the last five years. There is also an assumption that the current reductions on expenses cannot be sustained in the longer term. It is also anticipated that the largest expense category (salaries and benefits) will continue to track CPI which have only grown at a snail's pace. But will now be influenced by the rising Fed interest rates. Also, the cost of water will likely stabilize due to more normal usage as weather patterns return to more typical rainfall totals.

**Table J Projected Revenues vs Expenses 2018-2023** depicts an average of \$136,131 per year or a total of \$816,788 for the five year period. This projection is highly influenced by the current housing market's affect on property tax revenue. It should be kept in mind, however, that as in 2009 there could be another housing price slump. The 2019 Fiscal Analysis should be a better test of the revenue/expense gap.

**Table G 2010-2018 Fund 10 Reserves** depicts a historical display of reserve levels. No fund transfers were recorded for 2017 and 2018 and

coupled with a wider positive gap between revenue over expenses accounts for a significant increase in reserve levels.

**Graph A 2013-2018 Revenues/Expenses/Reserves** depicts the historical relationships among the three categories.

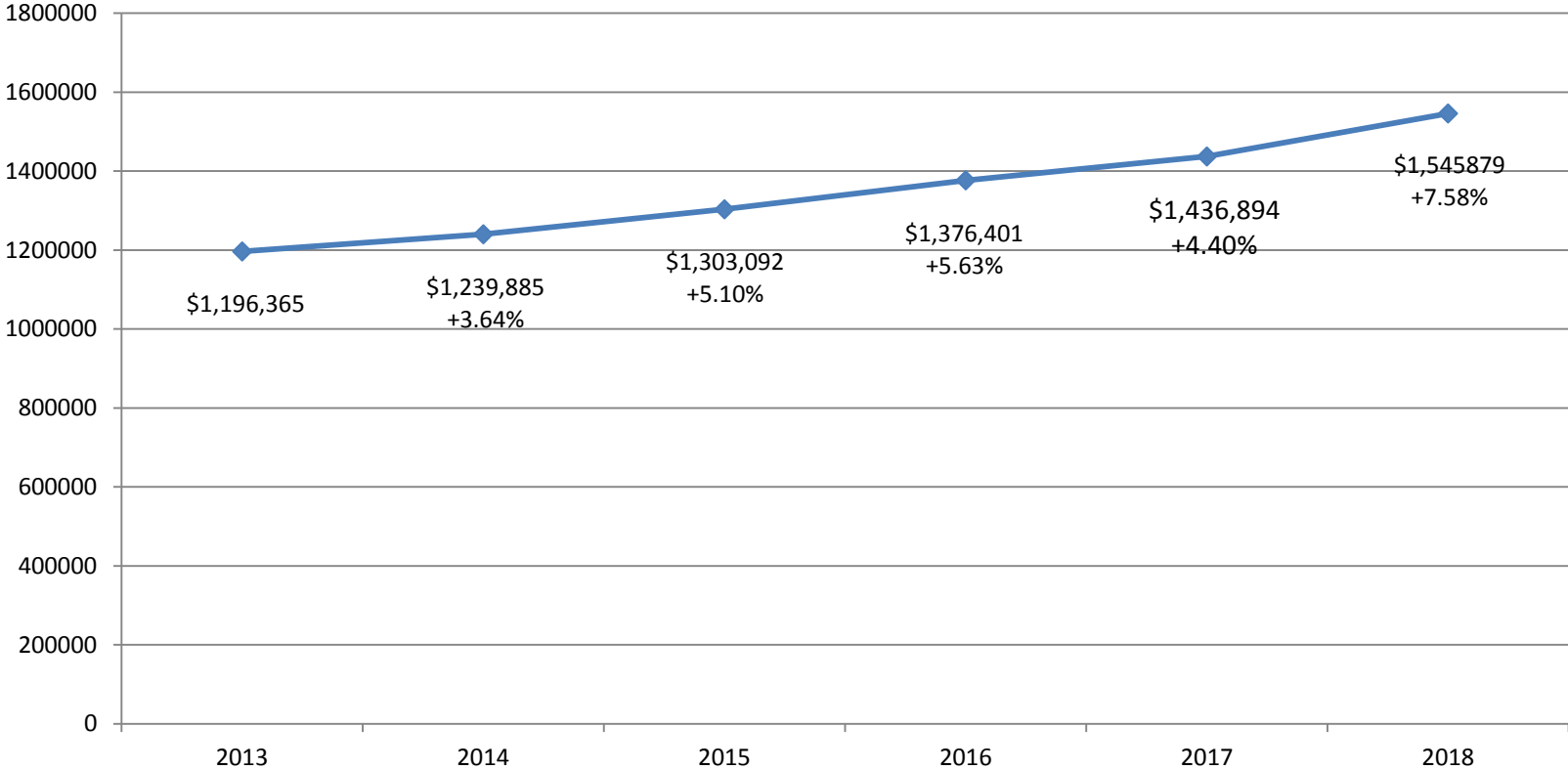
**Graph B Reserves Actual 2006-2018 and Projected 2019-2023** depicts a trend line of actual and projected reserves based on a limited CIP. Should the Board elect to undertake high cost projects such as the Rush Park parking lot rehabilitation and a Rossmoor Park upgrade, reserve levels could decrease accordingly or not depending on the method of financing for these projects.

**SPECIFIC RECOMMENDATIONS BASED ON THE RCSD FIVE-YEAR FISCAL PLAN** previously adopted by the Board is attached for your information.

Hopefully, the information provided herein will prove useful to Board and staff with the development and assessment of the forthcoming FY 2019-2020 Annual Budget and guide future financial decisions.

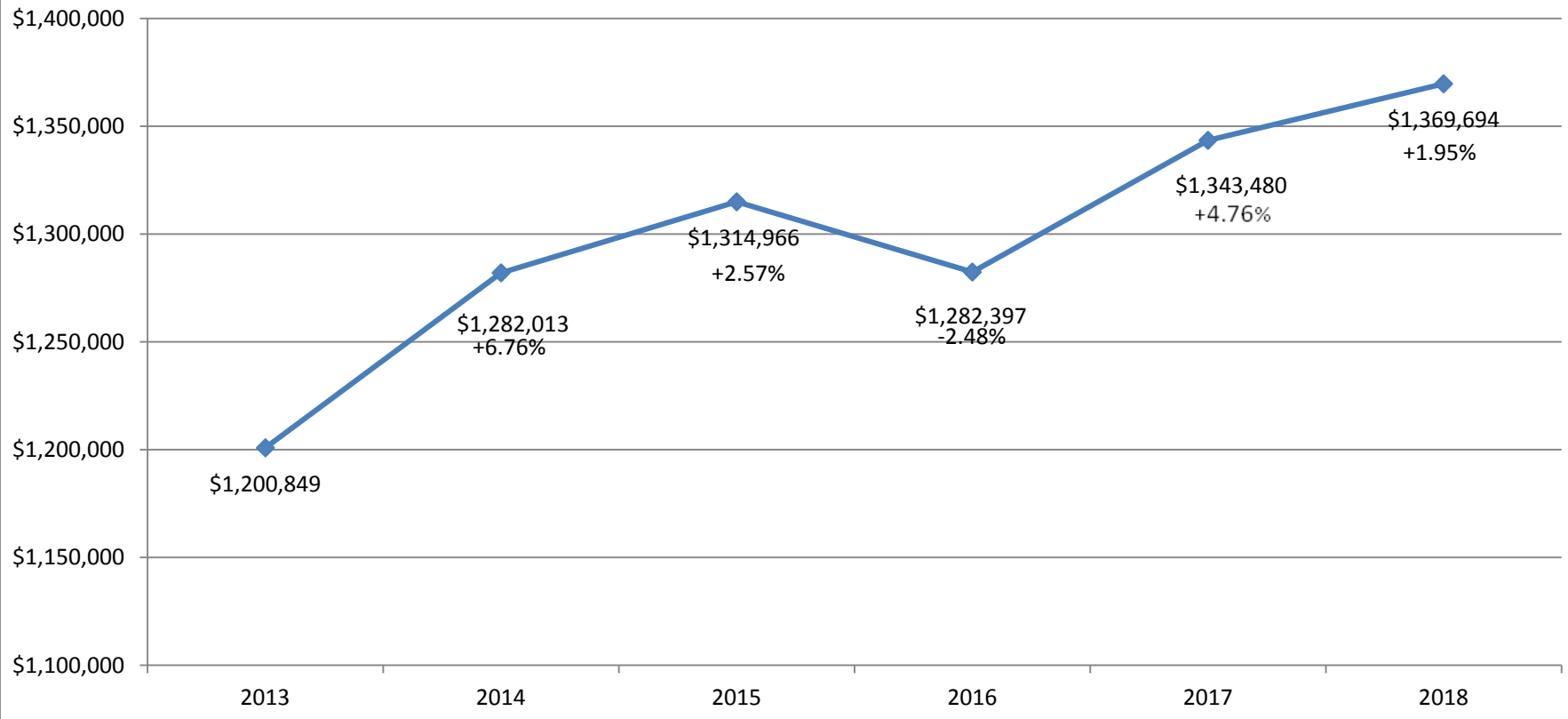


**Table A**  
**2013-2018 Actual Revenue**



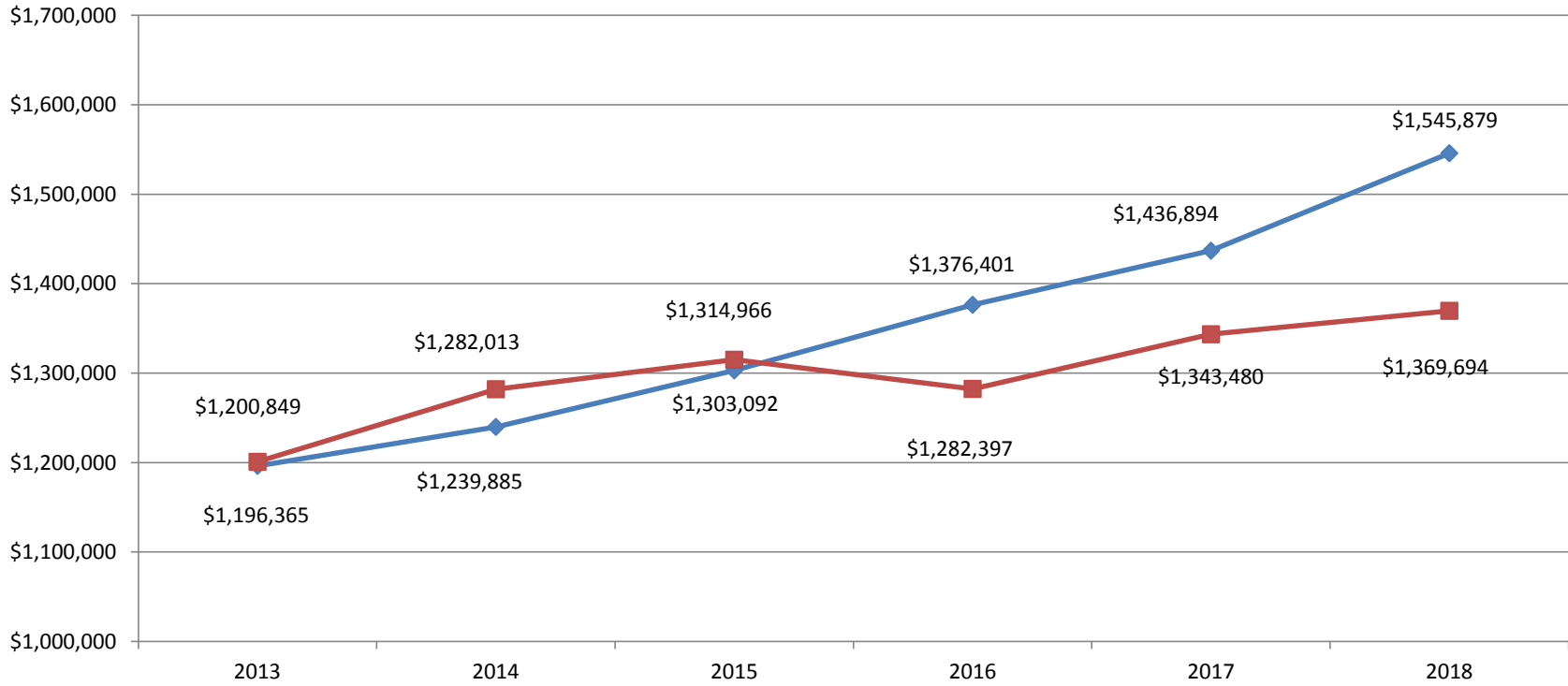
**Total Increase \$349,514 +29.2%**  
**Average Annual Increase \$69,903 +5.27%**

**Table D-1**  
**2013-2018 Actual Expenses**



**Total Increase \$168,805 +14.1%**  
**Average Annual Increase \$33,769 +2.81%**

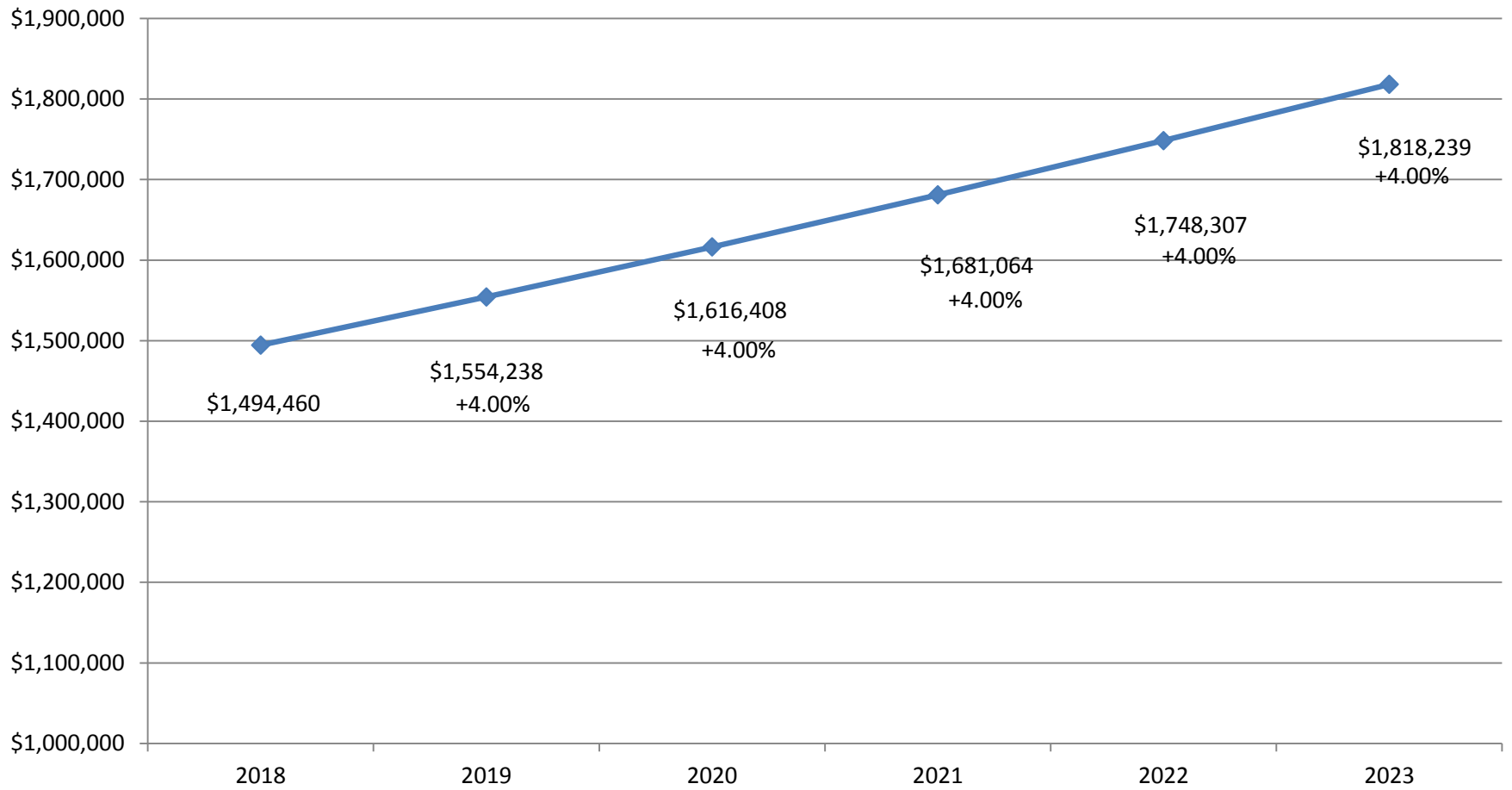
**Table F-1  
Actual Total Revenues vs Expenses 2012 - 2018**



**Total Revenue over Expenses from 2013 through 2018 +305,117  
Average Revenue +\$50,853 over Expenses per year**

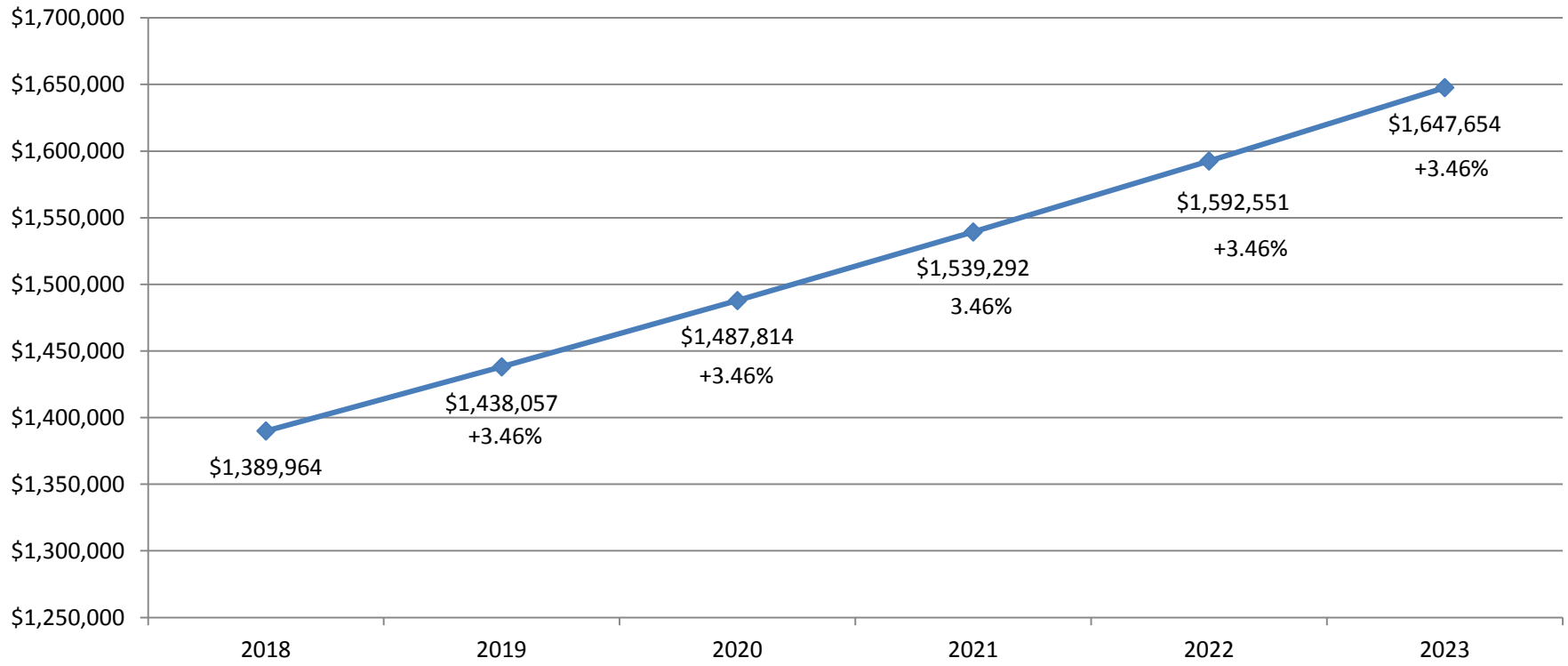
◆ Revenues    ■ Expenses

### Table H 2018-2023 Projected Revenue



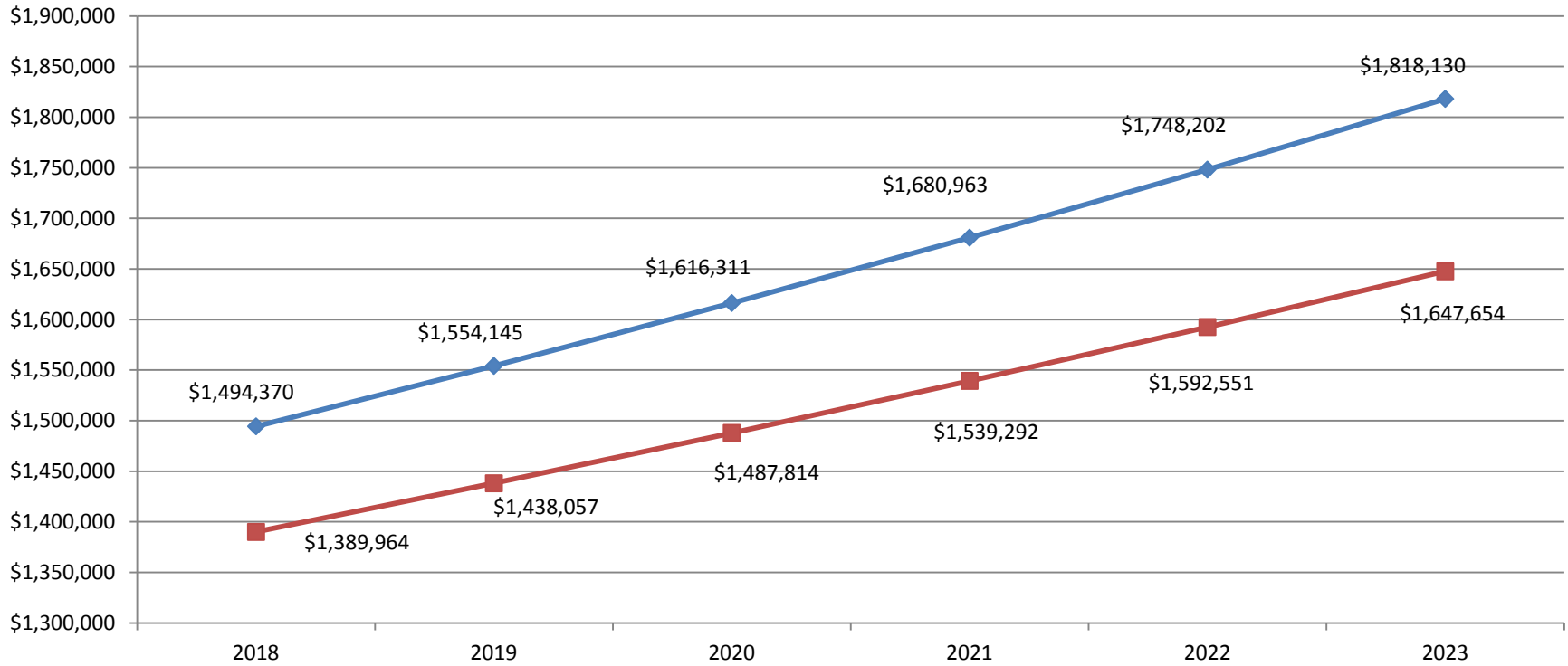
**Total Increase \$323,779 +21.7%**  
**Average Annual Increase +\$64,756 +4.0%**

**Table I**  
**2018-2023 Projected Expenses**



**Total Increase + \$257,690 +18.5%**  
**Average Annual Increase +\$51,538 +3.46%**

**Table J**  
**Projected Revenues vs Expenses 2018 - 2023**



**Total Revenue over Expenses from 2018 through 2023 +\$816,788/ Average Revenue +\$136,131 over Expenses per Year**

◆ Revenues    ■ Expenses

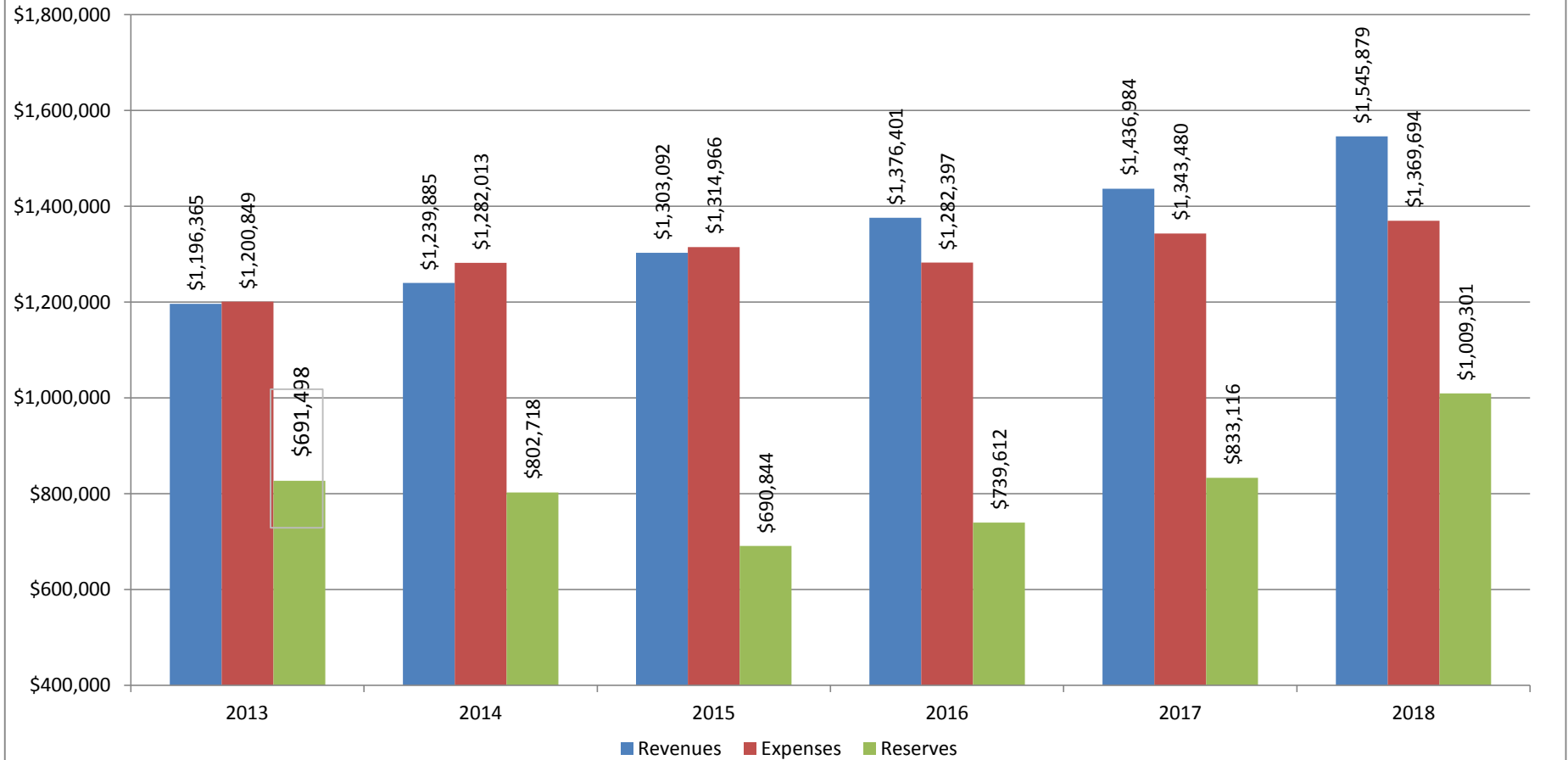
**TABLE G**  
**2012-2018 FUND 10 RESERVES**

<b>2006</b>	\$1,206,845 (Reference only)
<b>2009</b>	\$981,858 (Reference only)
<b>2010</b>	\$742,653 (a), (Reference only)
<b>2011</b>	\$726,348 (b), (Reference only)
<b>2012</b>	\$691,498 (c)
<b>2013</b>	\$827,014 (d)
<b>2014</b>	\$802,718 (e)
<b>2015</b>	\$690,844 (f)
<b>2016</b>	\$739,612 (g)
<b>2017</b>	\$833,116 (h)
<b>2018</b>	\$1,009,301 (i)

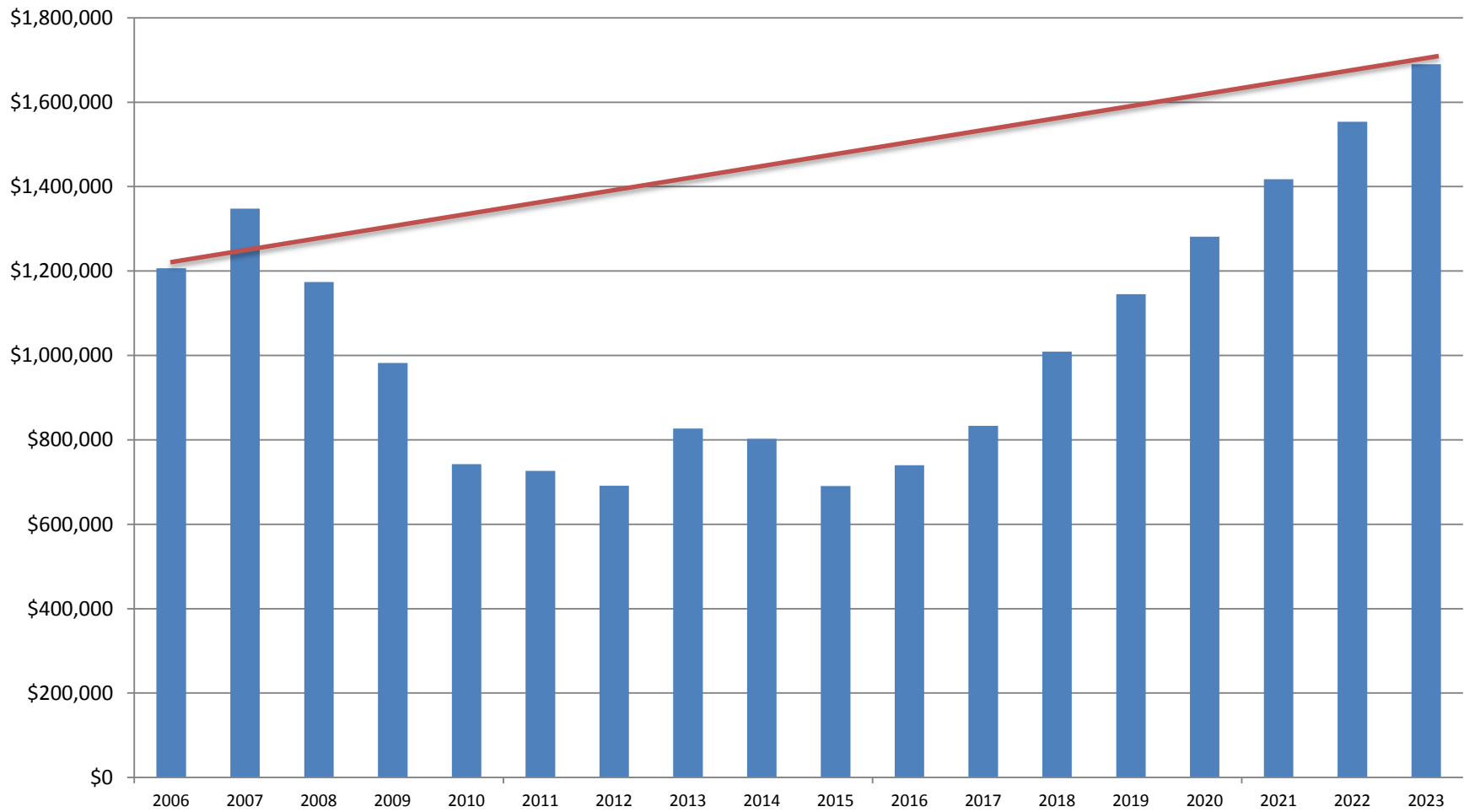
- (a) \$238,667 Transferred out to Fund 40
- (b) \$20,000 Transferred in from Fund20
- (c) \$20,000 Transferred in from Fund 20
- (d) \$140,000 Transferred in from Fund 20
- (e) \$17,500 Transferred in from Fund 40  
\$20,000 Transferred in from Fund 20
- (f) \$20,000 Transferred in from Fund 20  
\$100,000 Transferred out to Fund 40
- (g) \$50,000 Transferred out to Fund 40  
\$4,764 Transferred in from Fund 30
- (h) No fund transfers in 2017
- (i) No fund transfers in 2018



**Graph A**  
**2013-2018 Revenues/Expenses/Reserves**



**Graph B Reserves**  
**Actual 2006 - 2018 and Projected 2019 - 2023**



**SPECIFIC RECOMMENDATIONS BASED  
ON THE  
RCSD FIVE-YEAR FISCAL PLAN**

1. Establish a minimum reserve level of \$500,000 which includes the \$250,000 “rainy day” amount.
2. Establishing Board policy for review by the Board of any unbudgeted initiative proposed by the Board which would draw down reserves by more than \$5,000 for each occurrence with a maximum of \$25,000 annually subject to emergency situations.
3. Update the Fiscal Plan by staff on an annual basis prior to the development of the Preliminary Annual Budget.
4. Establish Board policy stating that Fund transfers to Fund 10 be allocated to Fund Balance (reserves), not revenue except as indicated in No. 5, below.
5. Eliminate the budgeting or transfer of one-time monies from other Funds or unanticipated windfalls into Fund 10 revenue without a specific review by the Board to determine if such transfers would result in an on-going rather than one-time expenditures.