



# ROSSMOOR

## COMMUNITY SERVICES DISTRICT



### POLICY HANDBOOK

Revised

2024

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
POLICY HANDBOOK**

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**Series 1000  
Policy**

## Rossmoor Community Services District

**Policy**

**No. 1000**

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### **BOARD POLICIES**

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**1000.10 Manual of Policies:** It is the intent of the Board of Directors of the Rossmoor Community Services District (District) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies shall serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business is to be conducted. The Manual of Policies shall be reviewed annually by the General Manager and proposed amendments shall be brought before the Board. Other recommended amendments may be brought before the Board by the General Manager on an as needed basis.

**1000.20 Conflicts, Severability:** If any policy or portion of a policy contained within the Manual of Policies is deemed to be in conflict with, or otherwise contrary to, any laws, rules or regulations ("Laws") applicable to the Rossmoor Community Services District, then said Laws shall be controlling. If any provision or policy contained in the Manual of Policies is held invalid, then such invalidity shall not effect other provisions or policies in the Manual of Policies, and to this end, the provisions and policies of the Manual of Policies are declared to be severable.

**1000.30 Non-policy Matters:** Rules and regulations pertaining to the administrative operation of the District shall be promulgated by the General Manager as Administrative Regulations or Manuals pertaining to more complex matters such as personnel, safety or the processing of claims against the District.

**1000.40 Adoption and Amendment of Policies:**

**1000.41 Initiation:** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated in accordance with Policy No. 5020 Board Meeting Agenda.

**1000.42 Review Period:** Before considering adopting or amending any policy, the Board may review the proposed adoption or amendment by means of a first reading at a regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. After the first reading by the Board, the proposed adoption or amendment will be reviewed by District General Counsel. After review, the proposed adoption or amendment will be set for a second reading by the Board at a subsequent meeting. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration.

**1000.43 Adoption and Amendment By One Reading:** Notwithstanding the foregoing, the Board may elect to consider policy adoption or amendment by means of one reading at a regular Board meeting and waive the requirement of a second reading for emergencies or where important business of the District would be impeded by a second reading. In that case, the Board may take action by Minute Order to review the proposed adoption or amendment by means of a first reading and waive any further reading and consider the policy adoption or amendment. In the event said procedure is proposed by a Director or the General Manager, all other requirements shall be implemented prior to said consideration by the Board including the initiation of a proposed policy or amendment, review by District General Counsel, and inclusion in the applicable agenda information packet.

**1000.50 Rules and Regulations for District Facilities:** Notwithstanding the foregoing, any policy that includes rules and regulations for the use and maintenance of District facilities and services shall be adopted or amended by ordinance following the procedures of Article 7 (commencing with section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

Renamed, Amended and Adopted: November 9, 2010  
Amended: January 14, 2014



## Rossmoor Community Services District

**Policy**

**No. 1010**

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### **AUTHORITY OF BOARD OF DIRECTORS**

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**1010.10 Board Authority:** The Board is the unit of authority. Individual officers or other Board Members cannot purport to speak on behalf of, represent, make expenditures on behalf of, or attempt to obligate, bind, or commit the District unless specifically authorized by the Board to do so. Apart from the normal function as part of the unit, the Board Member has no individual authority. The Board Member does not represent any fractional segment of the community but is rather a part of the body which represents and acts for the community as a whole. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the District or as an individual command the services of any District employee unless authorized by other policies. All actions of the Board shall be taken only in official Board meetings.

**1010.20 Board Responsible for Policy:** The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The Board is responsible for the formulation and evaluation of all policies and for monitoring the District's progress in complying with all policies.

**1010.30 General Manager:** The Board is responsible for hiring and firing the General Manager and shall conduct a performance review of the General Manager not less than once each fiscal year. The Board shall also approve all actions outside the scope of duties of the General Manager.

**1010.40 General Counsel:** The Board is responsible for contracting for the District's General Counsel.

**1010.50 Auditor:** The Board is responsible for contracting for the District's Auditor.

**1010.60 Annual Budget:** The Board shall approve the District's Annual Budget and amended budgets; approve the movement of monies between and among Funds; approve all investment of idle funds; approve the District's Appropriations Limits and approve all expenditures of \$5,000 or more.

**1010.70 Ordinances and Resolutions:** The Board shall approve all ordinances and resolutions governing the operation of the District.

**1010.80 Contractual Agreements:** The Board shall approve all contractual Agreements for services provided by contractors or other governmental agencies.

**1010.90 Real Property:** The Board is the sole authority to convey real property or real property rights.

## Rossmoor Community Services District

Policy

No. 1015

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### MISSION AND JURISDICTION

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**1015.00 Government Structure:** The Rossmoor Community Services District (District) is a limited government authorized by Sections 61000-61140 of the Government Code governing the creation and operation of community services districts. The District is governed by an elected Board of Directors selected by the voters of the unincorporated community of Rossmoor. The Board consists of five members of the Rossmoor community who set policy and oversee the functions of the District. The powers and responsibilities of Community Services Districts are enumerated in Division 3, Community Services Districts, Part 1. General Provisions, Chapters 1-5 of the Government Code, as amended by Senate Bill SB 135.

**1015.10 Mission:** The mission of the Rossmoor Community Services District is to provide superior, cost-effective services that enhance the quality of life for the residents of Rossmoor.

**1015.20 History:** The District was formed in November 1986 as a result of a general election of Rossmoor voters to replace the Rossmoor County Service Area No. 21 (CSA 21). At that election, a majority of Rossmoor voters approved an order adopted on June 25, 1986 by the Board of Supervisors of Orange County to form the District and concurrently dissolve the Rossmoor CSA 21, to establish that the boundaries of District would be the entire territory of the unincorporated Rossmoor Community CSA 21 and take over the assets and assume all liabilities and obligations of the Rossmoor CSA 21, and to elect a five member Board of Directors for the District.

**1015.21 Powers Granted in 1986:** The powers granted to the District as a result of the 1986 election were: public recreation facilities and services, street lighting, road rights-of-way services, sewer services and, subject to the consent of the County of Orange, the collection and disposal of garbage or refuse matter. They included the specific services previously provided by Rossmoor CSA 21 which were: local park development and maintenance, road related landscape maintenance, street sweeping and community center/recreation programs. At that time, this included Rossmoor Park, the mini-parks and Montecito Center.

**1015.22 Powers Granted in 1988:** The Rossmoor voters approved an ordinance which provided for the maintenance of parkway trees including, but not limited to, aesthetic trimming, treatment for diseases and/or insects, and the removal, replacement, or planting of parkway trees or the approval of trimming, treatment, removal, replacement, or planting of parkway trees by any person.

**1015.23 Rush Park and Building:** In November 1990, the Rossmoor voters approved a ballot measure to acquire Rush School and surrounding grounds and to tax themselves to pay for one or more bonds to acquire the property.

**1015.24 Rossmoor Signature Wall:** In November of 1996, the Rossmoor voters approved a ballot measure to tear down the Rossmoor Signature Wall on the east border of Rossmoor which was partially collapsed by an earthquake and to rebuild it higher and stronger to withstand future earthquakes, and to tax themselves to pay for one or more bonds for the destruction and construction work.

**1015.30 Current Jurisdiction:** The District currently has jurisdiction over the following properties and services within the territorial boundaries of the Rossmoor Community:

- a. Parkway trees – trimming, planting and removal.
- b. Rossmoor Way median trees and plants, and the triangle garden adjacent to Seal Beach Blvd., Rossmoor Wall and the drainage channel at Lampson.
- c. Foster and Kempton Mini-parks.
- d. Rush Park buildings, fields, grounds and parking lot.
- e. Rossmoor Park Community Center, courts, fields and grounds
- f. Montecito Center and parking lot.
- g. Rossmoor Signature Wall.
- h. Street sweeping.
- i. Street lighting.

Adopted: March 14, 2006  
Amended: June 12, 2007  
Amended: November 9, 2010  
Amended: March 10, 2015

Rossmoor Community Services District

**Policy**

**No. 1020**

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**CONFLICT OF INTEREST**

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**1020.10 Policy:** The Policy on Conflict of Interest is set forth in Resolution No.18-08-14-02. A copy of Resolution No. 18-08-14-02 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: August 14, 2018

RESOLUTION NO. 18-08-14-02

**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 and Code 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 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 October 12, 2010, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

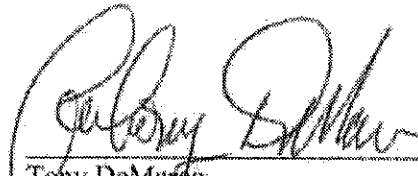
NOW, THEREFORE, BE IT RESOLVED:

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 and hereby suspended.

Section 3. The Filing Officer is hereby authorize 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 14<sup>th</sup> day of August, 2018.



\_\_\_\_\_  
Tony DeMareo,  
President, Board of Directors  
Rossmoor Community Services District

ATTEST:



\_\_\_\_\_  
James D. Ruth  
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. § 18700.3, 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.<sup>1</sup>

Members of the Board of Directors

General Manager

Financial Consultant

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<sup>1</sup>Individuals 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>
Accountant Bookkeeper	4
Administrative Assistant	4
General Counsel	1, 2
Assistant General Counsel	1, 2
IT Supervisor	5
IT Technician	5
Park Superintendent	5
Recreation Superintendent	5
Urban Forest Manager	5
Consultant <sup>2</sup>	

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<sup>2</sup> 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.

## Rossmoor Community Services District

**Policy**

**No. 1030**

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### **PUBLIC COMPLAINTS**

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**1030.10** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy of which the individual has been adversely affected.

**1030.20** The method of resolving complaints shall be as follows:

**1030.21** The individual with a complaint shall first discuss the matter with the General Clerk, or Administrative Assistant if the General Clerk is not available, with the objective of resolving the matter informally.

**1030.22** If the individual lodging the complaint is not satisfied with the disposition by the General Clerk, or Administrative Assistant if the General Clerk is not available, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. A written decision from the General Manager may be requested by the individual filing the complaint.

**1030.23** If the individual filing the complaint is still not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Managers decision. The Board may consider the matter at the next regular meeting or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

**1030.30** All charges or complaints against employees shall be submitted to the Board in writing as outlined above in 1030.23.

**1030.40** This policy in no way prohibits or is intended to deter anyone from appearing before the Board to present verbally a testimony, complaint or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Approved renumbering & format: October 8 2002  
Reaffirmed: January 14, 2003

**Series 2000  
Personnel**

## Rossmoor Community Services District

Policy

No. 2000

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### GENERAL MANAGER AUTHORITY AND RESPONSIBILITIES

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**2000.10 Appointment:** The General Manager shall be appointed by the Board of Directors solely on the basis of executive and administrative ability and qualifications and shall hold office until the General Manager's resignation or termination by the Board. No person holding or who has held membership on the Board shall be eligible for appointment as General Manager until one (1) year has elapsed following the termination of membership on the Board for which the individual was last elected or appointed.

**2000.20 Authority:** The General Manager shall be the chief administrative officer of the Rossmoor Community Services District under an employment agreement with the District. The General Manager shall carry out the directions of the Board. The General Manager is responsible for the efficient administration and management of all District employees, activities and properties.

**2000.30 Secretary:** The General Manager is the Secretary to the Board. Duties include preparing the agenda, and attachments, in consultation with the President, for each Board meeting, taking minutes at each board meeting, preparing them for distribution to all Board members promptly after each meeting, and for performing other duties as directed by the Board or required by law. The General Manager shall also serve as Secretary and Chief Financial Officer to the Public Improvement Finance Corporation.

**2000.40 Meetings:** The General Manager shall attend all meetings of the Board and Committees of the Board and participate in all matters before the Board, but without a vote.

**2000.50 Policies:** The General Manager is responsible for the administration of all policies approved by the Board and for assuring that District employees adhere to all applicable policies. The General Manager may also recommend new policies or revisions to policies for consideration by the Board.

**2000.60 Procedures:** The General Manager is responsible for developing and completing written procedures for use by staff in the performance of their duties in the most cost effective and efficient manner. These procedures shall be available to all District employees.

**2000.70 Staff:** The General Manager shall hire, train, conduct employee performance evaluations, discipline and, when necessary, terminate employees of the District. The General Manager shall create positions of employment, organize the staff, and direct resources to accomplish the functions of the District. The General Manager is also responsible for developing and completing a Job Description which will cover the minimum qualifications (education, experience, skills, etc.) needed and the duties to be performed for each job that exists within the District. All Job Descriptions shall be contained in a Personnel Manual and posted in the District's computer system available to all employees. The General Manager is also responsible for preparing a Salary Plan for each classification and submitting the Plan to the Board annually, as a part of the Preliminary Budget.

**2000.80 Budget and Finances:** The General Manager is responsible for preparing and submitting an annual Preliminary, Final and Mid-year Budget to the Board. Such budgets shall include a multi-year Capital Improvement Program (CIP). The General Manager shall also be responsible for expending funds in conformity with the approved Budget and preparing and submitting a Revenue and Expenditures report to the Board each month which shows actual revenue received and expenditures made that month. The report shall be in the same format as the approved Budget.

The General Manager has the authority to expend funds for budgeted and non-budgeted items within the financial limits imposed by the Board. He/she shall also maintain or cause to be maintained all necessary and required financial records for the proper conduct of the District's annual audit.

**2000.90 District Facilities:** The General Manager has the responsibility for managing and maintaining all District buildings and parks, including the use of such facilities in accordance with applicable District Policies and the approved Fee Schedule. The General Manager is responsible for regularly inspecting all District facilities to evaluate the effectiveness of maintenance and to monitor the performance of District staff and contractors assigned responsibility for the upkeep and maintenance of District facilities through the use of staff personal and/or contractors within the General Manager's spending limits.

**2000.100 CIP Project Contractors:** The General Manager has the responsibility for soliciting and evaluating bidders for the District's CIP project work. Contract development shall be accomplished in consultation, with District Counsel. The General Manager shall be responsible for developing specifications for projects in consultation with any professional consultant approved by the Board; obtaining bids from contractors for CIP projects; and presenting bids to the Board for approval of the successful bidder. With Board approval, the General Manager is authorized to sign an agreement with such bidder, as the District's representative. The General Manager also has the responsibility for monitoring the performance of contractors for any CIP project approved by the Board.

**2000.110 Long Term Contractors:** The General Manager has the same responsibilities for long term contractors as with project contractors. Long term contractors are those whose scope of work is ongoing and for a term of at least a year and usually longer. The General Manager represents the District in negotiations and disputes with contractors and together with any project consultant approved by the Board. The General Manager makes decisions on whether the contractor has performed in compliance with the applicable contract, and whether reductions in payment are to be made or whether termination is warranted. Such actions must be taken in consultation with General Counsel.

**2000.120 Reports to the Board:** The General Manager shall provide a Quarterly Status Report to the Board on the major service categories contained in the District's Goals and Objectives. Such categories include but are not limited to recreational programs, facility maintenance, status of the urban forest, street lighting, street sweeping, County services, fiscal status and community outreach. The General Manager may develop and present special reports, as deemed necessary or as directed by the Board.

**2000.130 Recreation Programs:** The General Manager is responsible for managing the activities of staff responsible for planning, researching, and recommending new or modified recreation programs and equipment utilizing the parks and buildings in the District for the benefit of the Rossmoor community.

**2000.140 Tree Program:** The General Manager is responsible for the management of the District's urban forest. The General Manager shall monitor and coordinate any tree related activity such as plantings, removals, and trimmings with the County, the District's contract arborist, and District staff/consultants for all parkway and median trees in the community.

**2000.150 Public Relations:** The General Manager has the authority and responsibility to represent the District in any dialogue with all local, county, state and federal agencies, news media and local organizations. The General Manager has the responsibility for answering inquiries from the public and news media, producing and distributing the District's Quarterly Newsletter to all Rossmoor homeowners/residents and businesses, and issuing press releases and media alerts to inform local and regional newspapers of events and programs to be conducted on District properties or being supported by the District. The General Manager shall also maintain and keep current the District web site and develop an email data base of homeowners/residents and businesses for timely dissemination of information on current events or emergency alerts.

**2000.160 Emergencies:** The General Manager has the responsibility and authority to expend District funds when an emergency occurs which adversely affects, directly or potentially, the ability of the District to perform its services which puts District property or personnel in jeopardy, or which may jeopardize the health and safety of the community and its residents. The General Manager shall determine that an emergency exists and shall take whatever steps and expenditures deemed necessary to meet the emergency.

At the earliest opportunity, the General Manager shall inform the Board President, or in the President's absence, the First Vice President or Second Vice President, of the emergency and the steps taken and expenditures incurred or may be incurred to meet the emergency. Such actions shall be reported to the Board at their next regularly scheduled meeting.

Adopted: July 14, 1993  
Amended: February 9, 2000  
Reformatted: October 8, 2002  
Amended: December 10, 2002  
Amended: January 11, 2005  
Amended: September 12, 2006  
Amended: October 13, 2009

Rossmoor Community Services District

Policy

No. 2005

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TREASURER

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**2005.00** Treasurer: California Government Code Sections 61050 and 61053 provide that the Board may appoint a Treasurer. Therefore, the Board of Directors appoints the General Manager (or acting General Manager) as Treasurer of the Rossmoor Community Services District and he/she shall be responsible for those activities authorized by the Board of Directors.

Adopted: Resolution 88-7, August 10, 1988  
Approved renumbering & format: October 8, 2002  
Reaffirmed: June 10, 2003  
Amendment Approved 2<sup>nd</sup> Reading: July 11, 2006

Rossmoor Community Services District

**Policy**

**No. 2010**

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**CATEGORIES OF EMPLOYMENT, POSITIONS AND HOURS OF WORK**

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**2010.00** Categories of Employment: Following are the District's categories of employment:

Full-time—an employee who works a normal 40-hour work week.

Part-time— an employee who works at least a 20-hour work week, but less than a 40-hour work week, and who maintains a regular work schedule.

On-call—an employee who works less than a 40-hour work week or an 8-hour work day, and whose employment is limited to being on call for specific assignments.

Regular—for purposes of compensation and benefits, regular employees shall include full time and part time employees.

Probationary—for purposes of benefits, these shall not accrue or be available until successful completion of the probationary period. (See Policy No. 2015).

**2010.10** Positions of Employment: The Board shall establish positions of employment as deemed necessary for carrying out the mission of the District (See policy No.2150). The General Manager shall promulgate job descriptions for each position of employment.

**2010.20** Policy Applicability: For purposes of compensation and benefits, this policy shall only apply to all full time and part time employees except the General Manager who is covered by a separate agreement.

**2010.30** Hours of Work:

**2010.31** Work Day: The normal work day for a full time regular employee is eight (8) hours of work.

**2010.32** Work Week: The work week is seven (7) consecutive days from 12:01 o'clock a.m. Monday through midnight Sunday.

Approved: July 12, 2005  
Amended: May 12, 2009



Rossmoor Community Services District

**Policy**

**No. 2015**

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**EMPLOYMENT PROBATIONARY PERIOD AND BENEFITS**

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**2015.00** Probationary Period: All newly hired regular employees of the District shall serve a probationary period of 90 calendar days. All non-regular employees are at-will employees who do not accrue status for the duration of their employment.

**2015.10** Employee Benefits: Use of employee benefits shall not occur until after successful completion of the probationary period.

**2015.20** Benefits Defined: The following benefits are authorized for all regular employees subject to specific accrual rates or limitations as further defined in specific benefit policies:

- . Medical and Dental Insurance
- . Deferred Compensation
- . Vacation
- . Sick Leave
- . Bereavement Leave
- . Jury Duty Compensation
- . Holiday Compensation

All employees are covered by State Worker's Compensation Insurance and Social Security.

**2015.30** Successful Completion of Probationary Period: During the probationary period, a newly hired regular employee will be evaluated for demonstration of skills, knowledges and abilities consistent with the duties of their respective position of employment. Prior to completion of probation the employee must receive a satisfactory Employee Evaluation in accordance with Policy No. 2170. A probationary employee may be dismissed without a showing of cause at any time during the probationary period.

Adopted: May 12, 2009

# Rossmoor Community Services District

**Policy**

**No. 2020**

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## **VACATION**

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**2020.10** Paid Vacation: Regular District employees, except the General Manager, shall be entitled annually to paid vacation as follows.

<u>1 to 5 years of service:</u>	<u>Earned at:</u>	<u>Total Annual Vacation:</u>
Full-time (40-hour) employees	6.667 hours per month	80 hours per year
Part-time (30-39hour) employees	5.000 hours per month	60 hours per year
Part-time (20-29hour) employees	3.334 hours per month	40 hours per year
<u>6 to 10 years of service:</u>	<u>Earned at:</u>	<u>Total Annual Vacation:</u>
Full-time (40-hour) employees	10.000 hours per month	120 hours per year
Part-time (30-39hour) employees	7.5000 hours per month	90 hours per year
Part-time (20-29hour) employees	5.0000 hours per month	60 hours per year
<u>Over 10 years of service:</u>	<u>Earned at:</u>	<u>Total Annual Vacation:</u>
Full-time (40-hour) employees	13.334 hours per month	160 hours per year
Part-time (30-39hour) employees	10.000 hours per month	120 hours per year
Part-time (20-29hour) employees	6.667 hours per month	80 hours per year

**2020.20** Vacation Eligibility: Full-time and Part-time employees are eligible to take vacation following one (1) year of employment.

**2020.30** Vacation Accrual Cap: Vacation may accumulate to a maximum of two years accrual. Once the maximum accrual is reached, accrual will cease until vacation use reduces it below the maximum amount.

**2020.40** Vacation Payoff: Upon termination of employment, employees shall receive an hour of pay for each hour accumulated up to a maximum of the accrual cap for that employee.

Adopted: Resolution 95-3, March 8, 1995  
Approved renumbering & format: October 8, 2002  
Reaffirmed: January 14, 2003  
Amended: June 12, 2007  
Amended: May, 12, 2009

Rossmoor Community Services District

**Policy**

**No. 2021**

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**EMPLOYEE VACATION BUY-BACK**

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Full-time employees with a minimum of three years of full-time service, who have used at least one week of vacation during the preceding fiscal year, are eligible apply to sell a maximum of two weeks of accrued vacation leave back to the District at the rate of one-to-one. This opportunity is provided once per year. The approval of the availability of Vacation Buy-Back in any given year is at the sole discretion of the Board of Directors. The employee is required to submit an Employee Vacation Buy-Back request form to the General Manager anytime between October 15 to 30. Requests will be submitted to the Board of Directors for approval at their November meeting. If Vacation By-Back is approved by the Board for that year, payment will be made the first pay period in December.

Adopted: November 10, 2020

## Rossmoor Community Services District

Policy

No. 2025

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### **AUTHORIZED LEAVE**

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**2025.00 Absence from Duty:** Employees of the District are provided with leave benefits for a variety of purposes. Absences for purposes such as vacation, illness, bereavement, etc may be taken as prescribed by other specific policies in this Section. Voluntary absences for these purposes require prior approval by the General Manager, unless there is an unexpected emergency or sudden illness.

**2025.10 General Manager Approval:** A request for approval of a planned absence must be submitted to the General Manager for approval/disapproval on a form provided by the District. Such requests should be submitted as soon as a planned absence is known, but no later than five (5) working days prior to the date of absence.

**2025.15 Holiday Leave:** An absence in observance of a District holiday is not considered a voluntary absence and does not require approval. An employee, however, may be required to work on a holiday and be compensated accordingly.

**2025.20 Documentation:** Documentation of the need by an employee for certain absences are prescribed by other specific policies in Section 2000 – Personnel of this Handbook.

**2025.30 Eligibility:** Eligibility for specific absences from duty are prescribed by other specific policies in Section 2000 – Personnel of this Handbook.

**2025.40 Unauthorized Absences:** Employees who are absent from duty without prior approval shall not be compensated for such absences, unless there are extraordinary circumstances as determined by the General Manager. Such unauthorized absences may subject an employee to disciplinary action, as deemed appropriate by the General Manager.

**2025.50 Abandonment of Employment:** A voluntary absence from duty without approval for five (5) consecutive working days will be considered an abandonment of employment and treated as a resignation. Under extraordinary circumstances, the General Manager may reinstate such employee after a hearing to determine the specific reasons for such absence.

**2025.60 Leave of Absence:** Under extraordinary circumstances, an employee may require time off in excess of leave accumulated. The General Manager may authorize a leave of absence for a period of up to 30 days total, including both paid and unpaid leave when it is deemed to be in the best interest of the District and the employee.

Adopted: September 8, 2009

Rossmoor Community Services District

**Policy**

**No. 2030**

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**HOLIDAYS**

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2030.00 Holidays: The following days shall be recognized and observed as paid holidays. This policy shall apply to all regular employees.

New Year's Day	Martin Luther King Day	Lincoln's Birthday
President's Day	Memorial Day	4 <sup>th</sup> of July
Labor Day	Columbus Day	Veterans' Day
Thanksgiving Day	Friday after Thanksgiving	Christmas Day

2030.10 Eligibility: All regular work shall be suspended and regular employees shall receive one (1) hour's pay for each hour based on the work schedule for that employee. This policy shall apply for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee was on approved vacation, sick leave with a doctor's note or if the employee has received permission from the General Manager to be absent from work on that specific day or days.

2030.20 Holiday Non-Week Day: Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday. From time to time, the General Manager may alter the day the holiday is observed when it is deemed to be in the best interest of the District.

2030.30 Holiday during Authorized Leave: When an employee is taking an authorized leave with pay when the holiday occurs, said holiday shall not be charged against said leave with pay.

2030.40 Holiday Worked: Compensation or compensatory time for time worked during a holiday shall be in accordance with Policy No. 2150.31.

Adopted: Resolution 95-3, March 8, 1995  
Approved renumbering & format: October 8, 2002  
Reaffirmed: January 14, 2003  
Amended: April 13, 2004  
Amended: September 14, 2004  
Amended: May 12, 2009

Rossmoor Community Services District

**Policy**

**No. 2040**

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**SICK LEAVE**

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2040.00 Sick Leave: Regular employees of the District employees shall accrue monthly, paid sick leave as follows.

Full-time (40-hour) employees	8 hours per month
Part-time (30-39-hour) employees	6 hours per month
Part-time (20-29 hour) employees	4 hours per month

2040.10 Authorized Uses of Sick Leave: Sick leave is intended for use by regular employees for absences due to personal illness or illness of an immediate family member living in the same household. Absences due to medical appointments require prior authorization by the General Manager. Absences of longer than three consecutive days will require a note from a physician indicating the reasons for the duration of the absence. The General Manager may require a doctor's note for any absence where there is a pattern of sick leave usage before and after weekends or holidays or when sick leave is used as accumulated.

2040.20 Payoff of Unused Sick Leave: Upon termination of employment, employees shall receive an hour of pay for each hour accumulated up to a maximum of 80 hours.

Adopted: Resolution 95-3, March 8, 1995  
Approved renumbering & format: October 8, 2002  
Reaffirmed: January 14, 2003  
Amended: May 12, 2009

## Rossmoor Community Services District

Policy

No. 2050

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### **BEREAVEMENT LEAVE**

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**2050.00 Bereavement Leave:** Regular employees of the District may receive necessary time off with pay, not to exceed three (3) days in any one (1) instance with up to two (2) additional days for extenuating circumstances, with the approval of the General Manager, to arrange for and/or attend a funeral of a member of their immediate family

**2050.10 Immediate Family Defined:** Immediate family shall mean father, father-in-law, mother, mother-in-law, step-parent, brother, sister, wife, husband, partner, child, step-child, grandparent, grandchild or legal guardian.

**2050.20 Documentation:** Documentation of the need for the use of bereavement leave shall be provided to the General Manager. Such documentation may include a death certificate, a public notice in a published newspaper or materials provided by a mortuary or a place of worship.

**2050.30 Eligibility:** Regular employees shall be entitled to be paid bereavement leave based on the individual employee's work schedule and who has been employed by the District for a minimum of 30 days.

Adopted: April 8, 2008  
Amended: May 12, 2009

Rossmoor Community Services District

**Policy**

**No. 2060**

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**JURY DUTY**

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**2060.10 Jury Duty:** A regular or probationary employee who is called for jury duty or for examination for jury duty shall be compensated at the employee's regular rate of pay for those hours of absence due to the jury duty which occur during the employee's regularly scheduled working hours.

**2060.20 Jury Duty Fees:** Compensation shall be conditioned upon the employee depositing the employee's fee for such hours of jury duty, exclusive of mileage with the District General Manager. Fees for jury performed during hours other than regularly scheduled working hours may be retained by the employee.

**2060.30 Overtime:** Any hours worked beyond the regularly scheduled work day or work week shall be subject to the work day and/or work week provisions of Policy No.2150.30.

**2060.40 Compensation Limitation:** Compensation for jury duty shall be limited to five (5) work days.

Adopted: Resolution 95-3, March 8, 2003  
Approved renumbering & format: October 8, 2002  
Reaffirmed: January 14, 2003  
Amended: May 12, 2009



## Rossmoor Community Services District

Policy No.

No. 2070

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### FAMILIES FIRST CORONAVIRUS RESPONSE ACT

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**2070.00 Purpose:** The Families First Coronavirus Response Act (the Act) was passed on March 18, 2020 in response to the COVID-19 pandemic. The Act approves two provisions designed to help reduce the impact of the virus on families. These provisions include the Emergency Family Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). These provisions go into effect prospectively as of April 1, 2020 and remain in effect until December 31, 2020.

**2070.10 Policy:** The policy of the District is to allow employees to take leave from the worksite to ensure that when the employee is at work, the employee is rested, healthy, and mentally available to perform duties in a professional manner and to comply with any state or federal regulations regarding authorized leave. District leave policy is generally described in Policy No. 2025.

**2070.20 Leave Under the Emergency Family Medical Leave Expansion Act (EFMLEA)**

**2070.21 Eligibility:** Employees who have been employed with District for at least thirty (30) calendar days are eligible to receive up to 12 weeks of job-protected leave if they are unable to work (including telework) due to a need to care for the son or daughter (under 18 years of age) whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority. Ten weeks are paid and two weeks are unpaid. Employee is required to provide reasonable notice of the need for leave.

**2070.22 Duration of Leave:** An eligible employee is eligible to receive up to 12 weeks of job-protected leave.

**2070.23 Compensation:** Under EFMLEA, the first two weeks of EFMLEA are unpaid. The employee may choose to use any accrued leave (vacation, sick, compensatory time) during this two-week period. Alternatively, the employee may also use pay under the provisions of EPSLA as described below.

For weeks three to twelve, the employee will be paid 2/3 of the employee's regular rate of pay (capped as indicated below) as defined under the Fair Labor Standards Act (29 U.S.C. § 207(e)). Part-time employees are entitled to pay based on 2/3 of their regular pay based on the number of hours they would otherwise have been scheduled to work during the time they are taking leave.

In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken leave, the employer must use the following criteria:

1. A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee commences leave, including hours for which the employee took any type of paid leave; or
2. If the employee did not work over the preceding 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

Pay under the EFMLEA is capped at \$200 per day and \$10,000 in the aggregate.

Employees may elect to use accrued leave from any leave bank source to supplement the 2/3 regular rate being paid while on EFMLEA.

**2070.24 Request Procedure:** An employee using Emergency Family Medical Leave must certify the need for the leave in writing at the time of request. The General Manager will provide a Certification of Need for leave form. Completed forms shall be submitted to the employee's supervisor or directly to the General Manager prior to initiating leave. When Emergency Paid Sick Leave is being requested in coordination with Emergency Family Medical Leave, both requests should be submitted together. The General Manager may request, and the employee must provide, additional information reasonably necessary to determine eligibility for leave.

In the event of a medical emergency where the employee is unable to provide the form prior to initiating leave, such form shall be submitted as soon as reasonably practicable. Forms shall be submitted by way of fax or via email to the General Manager.

**2070.25 Response to Leave Requests:** RCSD will confirm an employee's eligibility for leave or provide an explanation as to why they are not eligible.

**2070.26 Reinstatement:** Employees out on Emergency Family and Medical Leave are entitled to reinstatement to their prior position.

Reinstatement may, in certain circumstances set forth by statute, be denied to certain "highly compensated" positions. Such employees will be notified of this possibility at the time the request for leave is processed.

**2070.30 Leave Under the Emergency Paid Sick Leave Act (EPSLA)**

**2070.31 Eligibility:** All employees are eligible for EPSLA regardless of how long they have been employed with the agency if:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.<sup>1</sup>
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a diagnosis.
4. The employee is caring for an individual under quarantine or isolation order, or advised by a health care professional to self-quarantine.
5. The employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons.
6. The employee is "experiencing any substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor." The statute does not provide any guidance on what this language means. It is believed Congress intended to insert a placeholder to expand eligibility later if an unexpected need arises, therefore eligibility under this item is subject to future update and clarification by Congress.

Eligibility is based on any of the above reasons, however any one employee may only use their total allotted EPSLA time, even if used for different reasons.

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<sup>1</sup> This includes "shelter in place" or "stay at home" orders.

**2070.32 Compensation and Duration of Leave:** Leave taken as Emergency Paid Leave is in addition to any other leave accrued and does not accrue beyond 80 hours. Unused leave does not carry over after December 31, 2020 for any employees.

For leave taken under Section 2070.31, paragraphs (1), (2), or (3), full time employees are entitled to 80 hours of paid leave at their regular rate of pay, subject to a \$511 per day and \$5,110 aggregate cap. Part-time employees are entitled to paid leave for the average number of hours worked over a 2-week period at their regular rate of pay, subject to the same cap.

For leave taken under paragraphs (4), (5), or (6), full time employees are entitled to 80 hours of paid leave at 2/3 their regular rate of pay, subject to a \$200 per day and \$2,000 aggregate cap. Part-time employees are entitled to paid leave for the average number of hours worked over a 2-week period at 2/3 their regular rate of pay, subject to the same cap.

Employees are not required to use other available paid leave (such as leave accruals available to the employee) before using sick leave under EPSLA. Employees are not required to find replacements to cover their duties during use of leave. Employers are prohibited from discharging or discriminating against any employee for requesting or taking paid sick leave under the EPSLA.

Employees may elect to use accrued leave from any leave bank source to supplement the 2/3 regular rate being paid while on EPSLA under reasons (4), (5), or (6).

**2070.33 Coordination with EFMLEA:** An employee requesting leave under EFMLEA will qualify for paid leave under Section 2070.31 paragraph (5) and therefore, such employee may use EPSLA during the initial two week, unpaid period of EFMLEA. Such employee is not required to use EPSLA for that purpose.

If an employee is requesting leave under EPSLA under paragraph (4), EPSLA is available to employees for the care of that individual.

**2070.34 Request Procedure:** An employee using EPSLA leave must certify the need for the leave in writing at the time of request. The General Manager will provide a Certification of Need for Leave form. Completed forms shall be submitted to the employee's supervisor or directly to the General Manager prior to initiating leave. When Emergency Paid Sick Leave is being requested in coordination with Emergency Family Medical Leave, both requests should be submitted together. The General Manager may request, and the employee must provide, additional information reasonably necessary to determine eligibility for leave.

In the event of a medical emergency where the employee is unable to provide the form prior to initiating leave, such form shall be submitted as soon as reasonably practicable. Forms shall be submitted by way of fax or via email to the General Manager.

**2070.35 Response to Leave Requests:** The District will confirm an employee's eligibility for leave or provide an explanation as to why they are not eligible.

**2070.36 Reinstatement:** Upon return from an approved EPSLA, an employee will be reinstated to the employee's original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions for which the employee is qualified. However, an employee has no greater rights to any benefit or position of employment than if the employee had been continuously working rather than on leave.

**Attachments:**

Employee Certification of Need for Emergency Family and Medical Leave  
Employee Certification of Need for Paid Emergency Sick Leave

Adopted: June 9, 2020

Rossmoor Community Services District

**Policy**

**No. 2100**

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**DISTRICT/PERSONAL VEHICLE USAGE**

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**2100.10 District Owned Vehicles:**

**2100.11 Vehicle Use:** District owned vehicles shall only be used for District business.

**2100.12 Driver Requirements:** Each driver of a District vehicle shall possess a valid California Driver License and be registered as covered by the District's insurance carrier (currently SDRMA).

**2100.20 Personal Vehicles:**

**2100.21 Driver Financial Responsibility:** Each driver of a personal vehicle used in the pursuit of District business shall possess a valid California Driver License and an insurance policy containing the minimum financial coverage as required by the State of California. Each driver shall provide the District office with evidence of such Driver License and insurance prior to operating the vehicle.

**2100.22 Mileage Reimbursement:** Drivers of personal vehicles used in the pursuit of District business shall be reimbursed on a mileage basis. A log of mileage usage for District business shall be maintained by the driver and approved by the General Manager prior to submittal for reimbursement. The rate of reimbursement shall be the maximum rate allowed by the Internal Revenue Service.

**2100.30 Drivers of District Owned and Personal Vehicles:**

**2100.31 Compliance with the Law:** Any person who operates a District owned or personal vehicle in the pursuit of District business on any public roadway shall comply with all state and local statutes governing such use.

**2100.32 Personal Responsibility:** Any citation issued by law enforcement personnel for failure to comply with any law regulating the operation of a vehicle whether using a District or personal vehicle shall be the sole responsibility of the driver/owner of the vehicle.

Adopted: August 9, 1995  
Approved renumbering: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: May 12, 2009  
Amended: July 13, 2010

## Rossmoor Community Services District

**Policy**

**No. 2150**

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### **EMPLOYEE COMPENSATION AND BENEFITS**

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**2150.10 Policy:** To engage the services of employees, the Board finds that it is necessary to provide compensation in the form of competitive wages and employee benefits.

**2150.20 Compensation:** In order for the District to provide the various services provided for in the District's enabling legislation, it is necessary for the Board to employ qualified persons to carry out its mission.

**2150.21 Salary and Positions of Employment:** Shall be established by Resolution and/or the District Employee Salary Plan with the adoption of the annual Final Budget for the District or by other formal action of the Board. (See policy No. 2155).

**2150.22 Payroll Schedule:** All employees shall be paid by payroll check twice each month on the 1<sup>st</sup> and 15<sup>th</sup> of the month. When such dates fall on a week end or a holiday, employees will be paid on the last work day prior to the week end or holiday.

**2150.23 Time Sheet:** Actual salary shall be based upon valid entries on the employee's Time Sheet, signed by the employee and approved by the supervisor and/or General Manager.

**2150.30 Overtime:** The payment of overtime shall be paid at one and one-half the employee's hourly rate and is governed as follows:

**2150.31 Overtime Defined:**

- . Time worked in excess of forty (40) hours in a work week.
- . Time worked in excess of eight (8) hours on a scheduled work day.
- . Time worked on a designated holiday.
- . Other than regular hours, any time worked by an employee in emergency repair or maintenance of District facilities. All emergency call-outs shall be paid on a 4-hour minimum.
- . In all cases, employees who work overtime shall receive overtime pay in accordance with State laws and regulations.

**2150.40 Compensatory Time:** An employee who works overtime may elect to take compensatory time in lieu of overtime pay at one and one-half (1 ½) hours per hour of overtime with the approval of the General Manager.

**2150.50 Out of Classification Pay:** Employees assigned to work in a higher classification on a temporary basis which exceeds seven or more continuous work days shall be paid out of classification pay. This amount shall be 15% of the employee's normal compensation not to exceed the rate of pay for the position temporarily being filled.

**2150.60 Benefits:** Employee benefits are established by the Board and governed as follows by Policy No. 2015 Employment Probationary Period and Acquiring of Benefits, and other specific benefits as defined below:

**2150.61 Health Insurance Eligibility:** The District's Health Plan provides coverage for medical, dental and vision coverage for a spouse or dependents at the option of the individual employee. The plan is fully paid by the District for regular employees working 30 or more hours per week. The District will pay one/half of the premiums for regular employees working 20-29 hours per week if the employee elects to pay the remainder.

**2150.62 Retirement:** All employees of the District are covered under the provisions of the United States Social Security Administration.

**2150.63 Deferred Compensation:** A voluntary deferred compensation plan is provided in accordance with Policy No. 2160.

**2150.64 Uniforms:** Uniforms consisting of polo shirts, caps, name badges, and jackets bearing the RCSD logo will be issued as needed for the performance of required duties at the discretion of the General Manager.

**2150.65 Reimbursement of Expenses:** Employees may be compensated for expenses incurred during the course of employment with the prior approval of the General Manager.

**2150.66 Clothing Allowance:** The Park Superintendent shall be reimbursed for one pair of work boots and four pair of work pants annually. The dollar amount for the boots and pants shall be reviewed by the General Manager in advance of the purchase.

Adopted: Resolution 95-3, March 8, 1995  
Approved renumbering & format: October 8, 2002  
Adopted: June 10, 2003  
Amended: April 13, 2004  
Amended: May 12, 2009  
Amended: November 8, 2011

Rossmoor Community Services District

Policy

No. 2155

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**ANNUAL SETTING OF COMPENSATION RANGES**

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- 2155.10** Salary: Salary shall be reviewed annually as a part of preparation and adoption of the Final Budget by the Board.
- 2155.11** Salary Ranges: Ranges of compensation shall be established for all regular employee classifications. Salary ranges shall be reviewed annually based upon a salary comparison of similar classifications for special districts or other comparable source of salary data as determined by the General Manager.
- 2155.12** Salary Mid-point: Salary ranges are established @ 80% and 120% of the mid-point or average of the ranges as determined from the salary comparison study.
- 2155.13** Salary Setting: Actual salary for an employee shall be based upon qualifications, previous salary history and be within the approved salary range. Beginning salary for a new employee will be below mid-point of the salary range except in extraordinary situations, as determined by the General Manager to be in the best interest of the District.
- 2155.20** District Employee Salary Plan: The Preliminary and Final Budget shall contain a salary plan which calls out the Position, Current Salary, Survey Average and Salary Range for each regular employee classification. Temporary or on-call classifications shall only require an hourly rate. The Salary Plan may contain recommended adjustments as deemed appropriate by the General Manager based on a salary survey or other market conditions.

Adopted: May 12, 2009

## Rossmoor Community Services District

**Policy**

**No. 2160**

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### **DEFERRED COMPENSATION**

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- 2160.10** Federal Legislated Plan: The District has determined that a Deferred Compensation Plan should be made available to all eligible District employees, elected officials, and independent contractors pursuant to Federal legislation permitting such Plans.
- 2160.20** Potential Benefits: Tax benefits may accrue to deferred compensation plan participants. It is the intent of this policy that such benefits will act as incentives to District employees to voluntarily set aside and invest portions of their current income to meet their future financial requirements and supplement their Social Security at no cost to the District.
- 2160.30** U.S. Conference of Mayors: The Conference of Mayors has established a master prototype deferred compensation program for political subdivisions. The U.S. Conference of Mayors, as Plan Administrator, has agreed to hold harmless and indemnify the District, its appointed and elected officers and participating employees from any loss resulting from the U.S. Conference of Mayors or its Agent's failure to perform its duties and services pursuant to the U.S. Conference of Mayors Program.
- 2160.40** Adoption of Deferred Compensation Plan: The Rossmoor Community Services District Board of Directors hereby adopts the U.S. Conference of Mayors Deferred Compensation Program and its attendant investment options and establishes the Rossmoor Community Services District Deferred Compensation Plan for the voluntary participation of all eligible District employees, elected officials and independent contractors. The Board of Directors may determine, in its discretion and pursuant to applicable legal requirements, to revise, alter, or change the Deferred Compensation Plan which will be made available to eligible individuals and said determination may result in changing from the U.S. Conference of Mayors Deferred Compensation Program to a different program or plan.
- 2160.50** District Administrator: The General Manager is authorized to execute for the District individual participation agreements with each employee, elected official and independent contractor requesting participation. The General Manager is designated "Administrator" of the applicable Plan representing the District and authorized to execute such agreements and contracts as are necessary to implement the Program.
- 2160.60** District Cost: It is implicitly understood that other than incidental expenses of collecting and disbursing the employee's deferrals and other minor administrative matters, there is to be no cost to the District for the Program.

Source: RCSD Resolution 94-3

Proposed Amendment 1<sup>st</sup> reading: November 9, 2004

Proposed Amendment 2<sup>nd</sup> reading and final adoption: January 11, 2005



Rossmoor Community Services District

**Policy**

**No. 2170**

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**PERFORMANCE EVALUATION**

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- 2170.10** Application: This policy shall apply to all regular employees except the General Manager.
- 2170.20** Evaluation: The General Manager shall conduct a scheduled annual performance review of each regular employee.
- 2170.30** Evaluation In Writing: Performance evaluations shall be in writing on forms prescribed by the General Manager. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement.
- 2170.40** Evaluation Signed: The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.
- 2170.50** Unscheduled Evaluation: Unscheduled performance evaluations may be made at the discretion of the General Manager.
- 2170.60** Probationary Employees: Probationary employees (see policy 2150.22) shall have a performance evaluation prior to the end of the 90-day probation period. Probationary employees must receive a satisfactory performance evaluation in order to become a regular employee of the District (see policy 2150.21).

Adopted: January 11, 2005  
Amended: May 12, 2009

## Rossmoor Community Services District

Policy

No. 2190

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### **ILLEGAL DRUG, ALCOHOL AND CONTROLLED SUBSTANCE ABUSE**

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**2190.10 Safe Environment:** It is the desire of the Board of Directors that all work environments of District Employees be safe and productive and free of the influence of illegal drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of illegal drugs, alcohol or controlled substances.

**2190.20 Use Prohibited:** The use, sale, possession, purchase or transfer of illegal drugs, alcohol and/or other controlled substances, misuse of prescription or non-prescription drugs, and any use of marijuana whether taken or not taken by prescription by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

**2190.21** Employees are also prohibited from being under the influence of illegal drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

**2190.22** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

**2190.23** For the purpose of applying this policy, being under the influence of illegal drugs, alcohol and/or other controlled substances means being impaired in any way from fully, proficiently performing job duties and/or having a detectable amount of said substances in one's body.

**2190.24** Employees who use prescription or non-prescription drugs in the manner prescribed, excluding marijuana, are expected to report such use to the General Manager if the use may compromise the employee's ability to work safely on the job. The employee will not be required to state the name of the drug or the reason for taking the drug. Such employees may be asked to provide verification from a physician confirming their ability to safely perform all of the essential functions of their position.

**2190.30 Decision To Discipline Or Terminate:** The decision to discipline or terminate an employee found to have violated this policy may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

**2190.31** Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

- Successfully complete an approved rehabilitation program:

- Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and
- Be subject to periodic testing without further reasonable cause, nor notice.

**2190.32** Employees who are found to have brought illegal drugs, alcohol or other non-prescription controlled substances onto District property or work sites and/or to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

**2190.33** Discipline, suspension or termination should not be taken until a thorough investigation has been completed.

**2190.40** Endangerment To Other Employees: To assure that employees and others, property and equipment are not endangered by other employees who are involved with, or under the influence of illegal drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other objective behavior create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility immediately or subject to Orange County Sheriff's investigator or whichever facility is most expedient at the District's discretion and be subject to an exam by a qualified physician or other qualified individual at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or illegal drugs in their bodies.

**2190.41** Presence of such substances will result in disciplinary action up to and including termination, as described above.

**2190.42** An employee who is suspected of involvement base on objective facts as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

**2190.50** Transportation To Be Provided: If a qualified physician or other qualified individual or Orange County Sheriff's investigator as a part of the examination specified in Section 2190.40 above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a District employee and not allowed to drive himself/herself home.

**2190.60** Consent and Release Form: Immediately prior to reporting for drug/alcohol testing based upon reasonable suspicion, all employees shall complete a Consent and Release form to be kept on file in the District office.

**2190.70** Notification of Conviction: District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Adopted: December 9, 2003  
Amended: September 14, 2010

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**HARASSMENT IN EMPLOYMENT**

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**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.

**2010.23 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.

**2010.24 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

Approved: September 11, 2018

Rossmoor Community Services District

**Policy**

**No. 2220**

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**NON-DISCRIMINATION  
AND EQUAL OPPORTUNITY**

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**2220.00** Policy: It is the policy of the District that there shall be no unlawful discrimination in the workplace.

**2220.10** Non-Discrimination: The District prohibits unlawful discrimination based upon race, sex, religious creed, color national origin or ancestry, physical/mental disability, medical condition, marital status, sexual orientation or preference, veteran's status, age or on any other basis protected by federal, state or local law, ordinance or regulation in any personnel action. This policy applies to all employees of the District.

**2220.20** Equal Opportunity: The District shall employ persons having the appropriate available skills to efficiently provide high quality service to the public.

**2220.21** The District shall also provide equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, benefits, discipline, working conditions, reduction in force, reinstatement and all other matters of employment.

**2220.22** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination.

**2220.30** Reporting Alleged Discrimination Immediately: Allegations of non-compliance with this policy should be immediately reported to the General Manager or the Board President in case the complaint is against the General Manager so that such complaints may be addressed quickly and fairly resolved, if at all possible.

Adopted: December 9, 2003  
Amended: April 13, 2004  
Amended: January 12, 2010

## Rossmoor Community Services District

**Policy**

**No. 2350**

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### **USE OF VOLUNTEERS**

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**2350.10 Volunteer Utilization:** Volunteers will be utilized by the RCSD whenever possible in accordance with potential liability and insurance requirements to solicit funds, construct, repair, maintain, improve, beautify and replace District property and facilities.

**2350.11** Individual Board members who wish to serve as District volunteers may do so on projects that have received prior approval of the Board of Directors. When functioning in this capacity, individual board members shall be governed by RCSD Policy No. 2350.

**2350.20 Donations:** The RCSD will encourage the voluntary donation of funds, materials, equipment, supplies, and time by individuals, civic organizations or businesses to be used in maintaining, repairing and improving District property and facilities.

**2350.30 Scope of Work:** Prior to volunteers performing any work, a Project Description that includes a specific description of the Scope of Work must be prepared by either the Volunteers or the District. Such Project Description must be reviewed for adequacy and approval by the District's General Manager prior to any work commencing.

**2350.40 Volunteer Teams:** When applicable, Volunteer Teams supervised by a Project Managers may be established by the District's General Manager, however, such Teams will not be authorized as sub-committees of the Board of Directors.

**2350.50 Designation of Donation:** Donations of funds, materials or equipment can be either general (undesignated) in nature or can be specific (designated) as to use by the organization/individual making the donation.

**2350.60 Recognition of Donor:** The Board of Directors may authorize a plaque, resolution of commendation, or other recognition for groups, organizations, and/or individuals making a significant contribution to the District.

**2050.70 Volunteer Coordinator:** The RCSD may appoint a Volunteer Coordinator who, along with the District's General Manager, will assure that volunteers are aware of the scope of their responsibilities.

**2350.80 Supervision:** Individuals volunteering time and/or services will be supervised by the District's General Manager, or his/her designated representative.

**2050.90 Compliance with District Policy:** Where practicable, or otherwise required by law, individuals volunteering time and/or services will be made aware of and follow all policies of the District that apply to employees of the District.

Adopted: August 9, 1995

Amended: February 14, 1996, October 22, 1999

Approved renumbering & format: October 8, 2002

Reaffirmed: December 10, 2002

Adopted Amendment: April 13, 2004



## Rossmoor Community Services District

Policy

No. 2400

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### **BACKGROUND SCREENING FOR EMPLOYEES, CONTRACTORS AND VOLUNTEERS WORKING WITH MINORS**

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**2400.10 Policy.** It is the policy of the District that no person shall be hired or allowed, either as an employee, volunteer or independent contractor, to perform services for the District in a position having supervisory or disciplinary authority over a minor, if that person has been convicted by a court of competent jurisdiction of any offense specified in Public Resources Code section 5164 and/or listed as a prohibited offense in section 2400.30, below. A conviction shall mean that the person has been found guilty following a trial, entered a guilty plea, and/or entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt or a withholding of guilt. A criminal charge for a prohibited offense that resulted in acquittal or dismissal is not considered a conviction within the meaning of this Policy.

**2400.20 Implementation.** In order to effectuate this Policy, each such employee, volunteer or contractor, shall be required, at a minimum, to: a) complete an application that enquires into whether or not that person has been convicted of offenses specified below; b) be screened pursuant to Penal Code section 11105.3; and c) submit to a Department of Justice (DOJ) criminal background investigation that includes that person's fingerprints.

**2400.30 Prohibited Offenses.**

General categories of disqualifying offenses:

- Sex Offenses: All misdemeanor and felony sex offenses, regardless of the amount of time since the offense.
- Felonies: All violent felonies regardless of the amount of time since the offense. All felony offenses other than sex or violence within the past ten years.
- Misdemeanors: All misdemeanor violence offenses within the past seven years. All misdemeanor drug and alcohol offenses within the past five year or multiple offenses in the past ten years. Any other misdemeanor within the past five years that would be considered a potential danger to children or is directly related to the functions of that person.
- Pending Cases: Any person who has been charged with any prohibited offense or has any such cases pending in a court of competent jurisdiction should not be hired or allowed, either as an employee, volunteer or independent contractor, to perform services for the District in a position having supervisory or disciplinary authority over a minor until the final adjudication or disposition of the charges or case.

Specific disqualifying California Penal Code offenses:

- Penal Code Section 68: Bribes; executive or ministerial officers, employees, or appointees; asking or receiving; punishment
- Penal Code Section 72: Fraudulent claims; presentation; intent; punishment
- Penal Code Section 73: Appointment to office; giving or offering gratuity or reward
- Penal Code Section 74: Appointment to office; deputations; acceptance of gratuity or reward; punishment; forfeiture of office
- Penal Code Section 187: Murder defined
- Penal Code Section 189: Murder, degrees
- Penal Code Section 209: Kidnapping for ransom, reward, or extortion, or to commit robbery or rape; punishment
- Penal Code Section 211: Robbery
- Penal Code Section 245: Assault with a deadly weapon or force likely to produce great bodily injury; punishment
- Penal Code Section 261: Rape, abduction, carnal abuse of children, and seduction

- Penal Code Section 451: Arson of structure, forest land or property; great bodily injury; inhabited structure or property; owned property; punishment
- Penal Code Section 459: Burglary
- Penal Code Section 484: Theft defined
- Penal Code Section 503: Embezzlement
- Penal Code Section 518: Extortion
- Penal Code Section 220: Assault with intent to commit mayhem, rape, sodomy, oral copulation, or other specified offense and commission of same acts in course of burglary of first degree; punishment
- Penal Code Section 261.5: Unlawful intercourse with person under 18; age of perpetrator; civil penalties
- Penal Code Section 262: Rape of spouse; elements; conditions of probation; fines, payments, or restitution
- Penal Code Section 273a: Willful harm or injury to child; endangering person or health; punishment; conditions of probation
- Penal Code Section 273d: Corporal punishment or injury of child; felony; punishment; enhancement for prior conviction; conditions of probation
- Penal Code Section 273.5: Willful infliction of corporal injury; violation; punishment
- Penal Code Section 288: Lewd or lascivious acts; penalties; psychological harm to victim
- Penal Code Section 115: Procuring or offering false or forged instrument for record; violations; punishment
- Penal Code Section 115.3: Altered Certified copy of official record
- Penal Code Section 424: Embezzlement and falsification of accounts by public officers; misappropriation; unauthorized loan, use for private profit; failure to pay over or transfer public monies; punishment
- Title 13, Chapter 4 of the Penal Code: Forgery and Counterfeiting
- Any crime described in the California Uniform Controlled Substances Act (Division 10 (commencing with section 11000) of the California Health and Safety Code).
- Any felony or misdemeanor conviction within 10 years of the District's request for criminal background information for a violation or attempted violation of Chapter 3 of Title 8 of the California Penal Code (commencing with Section 207), Section 211 or 215, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022, in the commission of that offense, Section 217.1, Chapter 8 of Title 8 of the Penal Code (commencing with Section 240), and a violation of any of the offenses specified in subdivision (c) of Penal Code Section 667.5. Provided that, any misdemeanor conviction of any of the provisions referenced in this subsection (3) shall not disqualify the applicant from employment or volunteer unless he/she has a total of three or more misdemeanor or felony convictions under Penal Code Section 11105.3 within the immediately preceding ten-year period.
- Any felony or misdemeanor conviction under Penal Code Section 11, et seq., photographic use of children relative to sexual conduct.
- Any felony or misdemeanor conviction for any crime set forth in Penal Code section 290.



**Series 3000  
Operations**

## Rossmoor Community Services District

**Policy**

**No. 3020**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended: November 9, 2004  
Amended: January 11, 2005  
Amended: April 10, 2007  
Amended: October 9, 2007  
Amended: January 13, 2009  
Amended: January 10, 2012  
Amended: February 14, 2017

Rossmoor Community Services District

**Policy**

**No. 3021**

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**BUDGETARY CONTROL**

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**3021.10 Budgetary Control:** This policy shall serve as the budget control document for the District and shall govern the movement of funds within the budget.

**3021.20 Budget Elements:** The District's expense budget is structured upon Funds, Departments and Departmental account classes which currently include Salaries and Benefits, Operations and Maintenance, Contract Services and Capital Expenditures. Each of these elements contains enumerated line items of expense.

**3021.30 Budget Control Points:** Movement or transfer of funds is controlled as follows:

**3021.31 Movement or Transfer of Budgeted Amounts Between Funds or Between Departments:** Board approval by Resolution is required for this transaction.

**3021.32 Transfer of Budgeted Amounts Between and Among Line Items Within a Department:** The General Manager has the authority, in accordance with Policy No. 2000.80, to expend funds in accordance with the latest approved Budget. Line Item Transfers within a Department budget shall not exceed \$5,000 without Board approval.

**3021.40 Budget Preparation, Adoption and Revision:** Budget preparation, adoption, and revision are governed by Policy No. 3020 Budget Preparation, Adoption and Revision.

**3021.50 Expenditure/Purchasing Limits:** Expenditure/purchasing limits (\$5,000) and control are governed by Policy No. 3050 District Expenditure, Purchasing, Bidding and Contracting Limits.

Adopted: October 9, 2007  
Amended: February 14, 2017

# Rossmoor Community Services District

**Policy**

**No. 3025**

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## **ANNUAL FINANCIAL AUDIT**

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**3025.00 Policy:** The integrity of the financial records of the Rossmoor Community Services District constitutes a non-delegable duty of its elected Board of Directors. To assure accuracy of these records and to insure the independence of the firm selected to perform District audit services, the Board will consider, in its discretion, soliciting proposals for a new audit service contract in accordance with the provisions of California Government Code Section 12410.6(b).

**3025.01 Audit Services Limitations:** The District shall not employ a public accounting firm to provide audit services if the lead audit partner or coordinating partner having responsibilities for the audit, or audit partner responsible for reviewing the audit, has performed audit services for the District for six consecutive fiscal years. The six-year consecutive limitation shall commence with the 2013-2014 fiscal year.

**3025.02 Best Practices:** In addition to the requirements of Section 3025.01, any California-licensed public accounting firm engaged by the District to perform an audit shall comply with the peer review requirements set forth in California Business & Professions Code Section 5076, and shall provide the District with a copy of its latest peer review report annually. Any firm engaged by the District shall comply with California Government Code Section 12410.6(b) regarding changing the lead audit partner or coordinating audit partner having primary responsibility for the audit, and/or the audit partner responsible for reviewing the audit.

**3025.03 Auditing Bidding Process:** The District may, in its discretion, reengage the public accounting firm that provides audit services after six consecutive fiscal years if the firm has complied with the provisions of Section 3025.02 or if the Office of the Controller has made a finding that another eligible accounting firm is not available to perform the audit.

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

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

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

Converted from Resolutions 93-2 & 95-1

Amended: February 11, 2003

Amended: September 14, 2004

Amended: October 9, 2007

Amended: January 13, 2009

Amended: February 13, 2018

## Rossmoor Community Services District

**Policy**

**No. 3030**

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### **FIXED ASSET ACCOUNTING CONTROL**

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**3030.10 Control Purpose:** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

**3030.20 Annual Inventory:** An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the General Manager shall certify its completeness and report the results thereof to the Board of directors at its next regular monthly meeting.

**3030.30 Assets Included:** Applicable purchase and gifts for inclusion in said accounting shall include the following

- Equipment, tools and vehicles that individually have an original total cost of more than \$5000.
- All land and building acquisitions regardless of price.
- Additions or major improvements to the District's service infrastructure.

**3030.40 Identification:** When any item defined in Section 3030.30 above is received, a unique identification number shall be affixed to said item and the number recorded in the permanent inventory records.

**3030.50 Inventory Maintenance:** Permanent inventory records shall be maintained in either a paper file or electronic format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.)

**3030.60 Asset Information:** Information to be maintained in said inventory records shall include at least the following when available:

- Asset number
- Description
- Manufacturer's serial number
- Storage location
- Original cost
- Acquisition date
- Life expectancy,
- Classification code (e.g., office equipment, vehicle, etc.)

Gifts shall be recorded at fair market value at the time of contribution. Depreciation of capital asset gifts shall be straight-line basis based on the estimated life of the asset and in accordance with generally accepted accounting principles.

Adopted: January 13, 2004



# Rossmoor Community Services District

**Policy**

**No. 3035**

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## **INVESTMENT OF DISTRICT FUNDS**

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**3035.00 Purpose:** The purpose of this policy is to comply with the requirements of California Government Code Sections 53600 et. seq. and to provide clear guidance for the investment of surplus funds under the control but not required for the immediate needs of the Rossmoor Community Services District (RCSD); herein after, the District.

**3035.10 Objectives:** The objectives of the investment of the funds of the District is primarily to safeguard the principal of the funds under its control, secondarily, to meet the liquidity needs of the District and thirdly, to achieve a market rate of return consistent with California law.

**3035.20 Responsibility:** When investing public funds, the District is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing including, but not limited to, the general economic conditions and the anticipated needs of the District that a prudent person would exercise in the management of his or her own funds, not for speculation, but for investment, considering the probable safety of his or her capital, as well as the probable income to be derived.

**3035.30 Investment Principles:**

**3035.31** The District shall invest all funds under its control that are not needed for its operations.

**3035.32** The District shall have a diversified investment portfolio limited to the following types:

- a. United States Treasury Bills, Notes and Bonds.
- b. Federal Agency or United States Government sponsored enterprise obligations.
- c. Registered California State Bonds, Warrants or Treasury Notes.
- d. California Local Agency Investment Fund (LAIF).
- e. Orange County Treasury.
- f. Bonds or Notes of U.S. corporations rated "A" or better by Moody's or S&P, for terms not to exceed five years.
- g. Bankers Acceptances (Bills of Exchange, or Time Drafts), maturity not to exceed six months.
- h. Certificates of Deposit, maturity not to exceed two years.
- i. Mutual funds that consist solely of one of the following investment types noted above: a., b., c., or f.

**3035.33** The District shall not invest more than fifty percent (50%) of its investment portfolio in securities that have a maturity of more than one year. No more than twenty-five percent (25%) of its portfolio shall be invested in securities that have a maturity of more than two years. No securities can be purchased with a maturity greater than five years, unless matched to a specific asset acquisition or approved by the Board.

**3035.34** The District's investment strategy is to purchase securities with the intent of holding them until maturity. However, the District may sell a security prior to its maturity in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District needs.

**3035.35** The transferring of investment funds will be carried out exclusively by use of telephonic or electronic wire transfers. Each entity with which the District does business shall receive, in writing, a listing which limits transfers of funds to preauthorized bank accounts only.

**3035.36** The District shall maintain all funds needed for its operations within one month, together with all funds not then invested in accordance with Section 3035.32 in one or more checking accounts or savings accounts that are fully insured by FDIC in state or national banks, state or federal savings associations, or state or federal credit unions in California. Such funds may be in active deposits, inactive deposits, and/or interest bearing active deposits. The deposits cannot exceed the amount of the bank's, savings and loans', or credit union's paid up capital surplus. The funds may be in an account over \$100,000 if the FDIC limit is raised or if the bank, savings and loan or savings institution has collateralized the account by at least 110% in another bank or financial institution.

**3035.37** The District may invest some or all its investment portfolio in the LAIF upon a recommendation of the Investment Committee and approval of the Board. The District shall invest no more than twenty-five percent (25%) of its investment portfolio in any one of the other types of investment as set forth in Section 3035.32 and shall not invest more than the FDIC limit (within the maturity date of the deposit/investment) in any one financial institution (bank, savings and loan, credit union), or U.S. corporation.

**3035.38** All security transactions entered into by the District shall be conducted on delivery-versus payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

**3035.39** The purchase of any investment shall be made either directly from the issuer or from an institution licensed by the state as a broker-dealer (as defined in Corporations Code Section 25004) or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined in Financial Code Section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.

**3035.40** Investment Committee: The Investment Committee is comprised of two Board members and the General Manager. Members are appointed by the President of the Board and shall meet quarterly (unless there are no new funds to invest or investments maturing during the quarter) to review current data concerning all deposit accounts and investments, to analyze the total balance, yield percentage, interest earned, maturity dates and other relevant information for each account and investment. The Investment Committee shall make recommendations specifying the investments to be made and amounts to be transferred to the appropriate accounts. The Investment Committee may consult with the District's auditor and/or other financial advisors as reasonably necessary to implement the District's investment objectives. Following a review by the Investment Committee, the General Manager shall provide a report to the Board of Directors at its next regular meeting, or at a special meeting, as appropriate, setting forth the

components and performance of the District's current investment portfolio, together with any recommendations made by the Investment Committee.

**3035.50 Investment Portfolio:** The District's investment portfolio is defined as all monies invested and any reserve funds, designated or undesignated, which are available for long or short term investment, and any operating capital in excess of three months of the District's operational needs.

**3035.60 Board of Directors:** Upon review of the Investment Committee's report and recommendations, the Board shall make a determination regarding such recommendations. Upon such determination, the officials authorized by Policy No. 4055, shall execute the appropriate documents to transfer funds as necessary and/or to authorize the financial institution to initiate the investment, except for electronic transfers made in accordance with Resolution No.10-06-08-01.

**3035.70 Policy Review:** This policy shall be reviewed by the Board annually, to determine if any changes are needed and to acknowledge that it has been reviewed.

Approved: Renumbering & Format - October 8, 2002  
Adopted: August 12, 2003  
Amended: July 11, 2006  
Amended: May 8, 2007  
Amended: November 11, 2008  
Amended: January 13, 2009  
Amended: April 14, 2009  
Amended: August 10, 2010

## Rossmoor Community Services District

**Policy**

**No. 3040**

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### **UTILIZATION AND CONTROL OF DISTRICT FISCAL RESOURCES**

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**3040.00** Policy: The utilization and control of District financial resources is a prime responsibility of the Board and General Manager.

**3040.10** Board Member Requests: In order to more effectively utilize the resources and priorities of the District in terms of staff time and labor, this Policy shall apply to those situations where the General Manager receives requests or inquiries from individual Board members. This policy shall not apply to requests for public records pursuant to Government Code Section 6250.

**3040.20** Procedure: A request or inquiry from a Board Member to the General Manager which the General Manager determines would consume an inordinate amount of time and/or labor to fulfill, may be placed on the next regularly scheduled agenda for consideration by the Board of Directors.

**3040.30** Action by the Board: The Board shall consider any such requests or inquiries, within the scope and context of RCSD Five-Year Fiscal Plan, and provide direction to the General Manager.

Adopted: June 9, 2015  
Amended: February 14, 2017

## Rossmoor Community Services District

**Policy**

**No. 3045**

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### **PRESERVATION OF DISTRICT FISCAL RESOURCES**

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**3045.00 District Fiscal Resources:** A critical element of financial stability is the maintenance of adequate reserve levels within District Funds and accounts.

**3045.10 Fund Level Reserves:** Each Fund within the District's Annual Budget and Fund of Accounts may have different reserve requirements.

**3045.11 Debt Service Funds:** Debt service Funds will have specific reserve requirements which are spelled out in the bond covenants creating the debt. Those required reserve levels may only be used as a safe guard for meeting debt service requirements for the retirement of the debt. Any amounts collected from the bond holders over and above the required reserve amount(s) may be used for any legal purpose of the District as determined by the trustee.

**3045.12 Operating Fund Reserves:** Operating fund reserves for Funds such as Fund 10 General Fund require minimum reserve levels as set forth in General Accounting Standards Board (GASB) for establishment]] of an adequate " Rainy Day Fund". The District's Auditor determined that a sum of \$250,000 was appropriate with the District's Annual Operating Budget. In addition, the Board has adopted a total emergency reserve amount of \$500,000 as called for in the RCSD Five-Year Fiscal Plan. Operating Funds such as Fund 40 Capital Improvement Fund which have no dedicated revenue do not require a reserve level.

**3045.20 Pooled Cash:** In order for the District to match monthly on-going expenses with fluctuating revenue, all of the District's idle funds are pooled for this purpose. Monies used for this purpose may include Fund 10 reserves, inter Fund transfers, one-time unanticipated revenue (wind falls) or cash on hand within any District account. Upon year-end reconciliation of District accounts, all monies used as pooled cash are restored to their appropriate accounts.

**3045.30 Use of Unrestricted Reserve Funds:** Use of reserves for unbudgeted expenses, other than for emergency purposes, **which would draw down reserves by more than \$5,000 for each occurrence with a maximum of \$25,000 in a fiscal year**, shall be reviewed and approved by the Board through amendment of the Annual Budget by resolution and in accordance with the RCSD Five-Year Fiscal Plan. In no event, other than an emergency situation, will such expenditures be authorized which would affect the "Rainy Day" minimum level established in Section 3045.12 of this policy.

**3045.40 Fund Transfers:** Transfer of monies from other Funds to the Fund 10 General Fund requires Board approval by Resolution as set forth in Policy No. 3021 Budgetary Control. Such transfers which are not specifically identified for funding unbudgeted expenses approved by the Board shall be accounted for as additional reserves, not operating budget revenue.

**3045.50 Unanticipated Revenue:** Use of unanticipated revenue (wind falls) shall not be used for any purpose which would result in an on-going expense without a review and approval by the Board within the scope and context of the RCSD Five-Year Fiscal Plan. A wind fall is defined as unanticipated, unbudgeted, one-time revenue from a non-traditional source such as a grant or

donation. Fluctuations in normal revenue sources such, as property and assessment taxes are not considered a windfall and may be used for expenditures during the course of normal District business.

**3045.60 RCSD Five-Year Fiscal Plan:** The Plan shall be updated annually by the General Manager after adoption of the Annual Audit by the Board and prior to the development of the Mid-Year Budget Adjustment and the Preliminary Annual Budget which shall be presented to the Budget Committee and the Board as a part of the Mid-Year Budget adjustment and the Preliminary Annual Budget review process.

Adopted: February 14, 2017

Rossmoor Community Services District

Policy

No. 3050

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**DISTRICT EXPENDITURE, PURCHASING, BIDDING AND  
CONTRACTING LIMITS**

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**3050.10 Expense Authorization:** The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

**3050.20 Limits on Expenditures:** The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

**3050.30 Required Payment Signatures:** All District payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

**3050.40 Credit Card:** The District credit card shall have a limit of \$5,000 per expenditure. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

**3050.50 Revolving Cash Fund:** The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

**3050.60 Public Works Projects:** The General Manager shall conduct a competitive bid process in accordance with the Public Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project as defined in Public Contract Code section 20161 which is estimated to cost in excess of \$25,000. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

**3050.61 Specific Bidder Requirements:** In order to qualify as a responsible bidder, unless otherwise specifically exempt under applicable law, a bidder must submit evidence of currently valid California State Contractor's license as specified in the notice inviting bids, must agree to provide Worker's Compensation Insurance pursuant to the provisions of Labor Code section 1860 et seq, and the payment of prevailing wages, and must agree to indemnify the District in an amount as determined by the General Manager.

**3050.70 Emergency Expenditures:** All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003  
Amended: April 10, 2007  
Amended: October 9, 2007  
Amended: November 11, 2014  
Amended: May 20, 2016  
Amended: February 14, 2017

Rossmoor Community Services District

**Policy**

**No. 3060**

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**EMPLOYMENT OF OUTSIDE CONTRACTORS/CONSULTANTS**

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**3060.10 Contractors/Consultants:** The District may employ outside contractors or consultants for construction or engineering projects. The independent auditor is also a consultant for the purposes of this policy.

**3060.20 Selection:** The Board of Directors will make its selection based on the applicable legal requirements. For example, and not by way of limitation, separate legal requirements may apply to the awarding of a contract for professional services, as opposed to a contract for the construction of a public works project.

Adopted: December 9, 2003



Rossmoor Community Services District

Policy

No. 3070

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**RISK MANAGEMENT/INSURANCE**

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**3070.10 Property and Liability Insurance:** The District shall maintain membership in the Special District Risk Management Authority (SDRMA) or any successor agency in order to comply with state laws and regulations regarding illness and injury prevention, and property and liability insurance.

**3070.11** The District, through its membership in SDRMA, shall request SDRMA to provide training to District staff for prevention of illness and injury, inspection of District facilities, and recommendations for repairs and improvements as necessary for the District to maintain a safe and healthy environment.

**3070.12** District shall timely refer all claims against the District to SDRMA as long as the District is a member and/or for all periods of time that are covered by insurance through SDRMA.

**3070.13** District, through its membership in the SDRMA, shall provide required property, liability and errors and omissions insurance to protect District property and financial resources.

**3070.20 Workers' Compensation Insurance:** District shall provide its employees with workers' compensation insurance through the State Compensation Insurance Fund.

First Reading: February 14, 2006

Second Reading and Final Approval: March 14, 2006

## Rossmoor Community Services District

**Policy**

**No. 3075**

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### **VEHICLE PARKING ON DISTRICT PROPERTY**

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**3075.00** Definitions: The following definitions shall apply to this policy:

**3075.01** District Property: Rossmoor Community Services District ("District") Property is comprised of the Montecito Center, Rossmoor Park, Rush Park, Foster Mini-Park, Kempton Mini-Park and any other property that is owned or controlled by the District.

**3075.02** Vehicle: A "Vehicle" is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

**3075.03** Uniformed District Employee: A "Uniformed District Employee" is any employee designated by the Board of Directors, by Resolution, with the authority to enforce this policy.

**3075.10** Parking Requirements: The following parking requirements apply to all District Property:

**3075.11** No person shall park a vehicle for more than eight (8) hours on any one (1) day, without prior written approval from the District's General Manager.

**3075.12** Vehicles shall only be parked in designated vehicle parking spaces.

**3075.13** Vehicle parking shall also not be allowed, at Rossmoor Park, inset parking stalls, commencing on Friday nights at 10:00 p.m. and ending on Saturday mornings at 7:00 a.m.

**3075.20** Enforcement of Policy:

**3075.21** Posting: The Parking Requirements contained in this policy shall not take effect until signs have been posted at every Vehicle entrance to District Property notifying motorists to the parking restrictions.

**3075.22** Enforcement Personnel: Any Uniformed District Employee or Orange County Sheriff's Deputy may enforce the parking regulations contained in this policy.

**3075.23** Authority: Pursuant to Government Code Section 61060(b), and other applicable code sections, the District may adopt and enforce rules and regulations for District Property.

**3075.24** Violation: Pursuant to Government Code Section 61064 any violation of the parking requirements may be punished as a misdemeanor pursuant to California Penal Code Section 19, unless the prosecuting attorney chooses to charge the offense as an infraction.

Adopted: May12, 2009

Rossmoor Community Services District

**Policy**

**No. 3080**

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**PARKWAY AND ROSSMOOR WAY MEDIAN TREE  
MAINTENANCE**

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

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

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

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

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

**3080.14** No person shall remove, prune, trim, cut or otherwise damage a tree that is located in the parkway or median, or cause, permit, direct, or knowingly allow the removal, pruning, trimming, cutting, or damaging of a parkway or median tree, unless authorized to do so pursuant to this Policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**3080.41** Valid reasons for removing trees:

- A dead, rotting or seriously diseased tree that presents a danger of structural failure.
- Trees that present a hazard, such as a tree with weak roots, a tree with a split trunk or a tree with falling limbs that cannot be corrected with trimming.
- A diseased or insect infested tree that is a serious threat to nearby trees if removal is the best pest or disease control option.
- An unauthorized tree of the wrong species for its location

- Hardscape (sidewalks, curbs, driveways etc.) damage that requires repairs and if such repairs cannot be made without causing severe root damage that renders the tree structurally unsound.
- If in order to repair or replace a lateral sewer line, it is necessary to remove significant tree roots that would undermine the structural integrity of a tree. This need must be demonstrated to the District by the homeowner through video evidence of the location and extent of damage to the sewer lateral. During excavation, the sewer line must be exposed and be available to the District for a visual inspection to determine the need for the tree removal.
- Home remodeling that requires removal of a tree. If this is driveway relocation, the homeowner must have a building permit and plot plan showing the tree to be removed is less than eight (8) feet from the proposed new driveway. The Homeowner must pay the District for the tree removal and the planting of a new 24-inch box tree selected by the District before the District will sign off on the building permit.
- Any reason deemed by the General Manager to be in the best interests of the District and/or homeowner/resident.

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

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

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

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

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

**3080.60 Tree Protection:** Unauthorized removal of or damage to a parkway tree is a misdemeanor. In addition, the responsible person will be required to pay to the District the International Society of Arboriculture (ISA) value of the removed tree based on the ISA trunk formula method and the cost of a replacement tree in a 24-inch box.

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

**3080.62** Parkways may be covered with grass or other plants, so long as such grass or plants are not more than two (2) feet high or closer than 1½ feet from the base of the tree. Any work on the parkway that could involve the pruning of tree roots must first be approved by the District.

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

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

**3080.80** Enforcement of Policy:

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

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

**3080.83** The District may notify the responsible person of any violation of this policy. If the responsible person refuses to correct the violation after such notification, the District shall pursue other appropriate legal remedies for the collection of damages in order to compensate the District for all costs and expenses caused by the alleged violation of this policy. Nothing in this policy shall require the District to notify the responsible person prior to initiating a criminal action.

**3080.84** The District may enforce this Policy by criminal and/or civil action. Where the District elects to proceed by other than criminal action, the following enforcement procedures shall apply:

- (1) Send the Person a Notice/Demand Letter. The General Manager or his or her designee shall notify any person that his or her actions are in violation of this policy and may provide that person with the opportunity to correct the violation and/or pay the expenses and damages the District incurred in correcting the violation. A demand for such payment shall be in the form of a notice/demand letter which sets forth the violation and the amount due and owing. In regard to correcting the violation, the District may take the initiative to correct the violation, such as replanting a parkway tree and also take the initiative in pursuing recovery of costs and expenses. The notice/letter may also state that the resident must refrain in the future from taking such action that caused the violation to occur. The General Manager shall send a letter via first class mail to the address at which the violation occurred and/or to the last known address of the person causing the violation.
- (2) Appeal to the Board. Any person who disputes the decision of the General Manager sent pursuant to subsection (1), above, may appeal that decision to the Board by filing a written request to the General Manager for the matter to be

placed on the Board Agenda for the next scheduled Regular Board meeting and payment of the appeal fee as set forth in the Fee Schedule. Any such appeal must be in writing and must be delivered to the General Manager along with the applicable fee within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The matter shall be placed on a subsequent Board Agenda if there is insufficient time to place the matter on the agenda for the next regularly scheduled meeting of the Board. The Board shall hold a hearing, admit evidence, and shall render a decision on the matter. The decision of the Board shall be final.

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

**3080.85 Nuisance Enforcement by Civil Action & Attorney's Fees.**

(1) In addition to any other penalties authorized by law, any condition caused or permitted to exist in violation of this Policy shall be deemed a public nuisance and may be abated as such. Each and every day such condition continues shall be regarded as a new and separate offense.

(2) In addition to other penalties and enforcement mechanisms authorized by law, this Policy may be enforced by injunction issued by the superior court upon the suit of the District.

(3) In any action, administrative proceeding or special proceeding commenced by the District to abate a public nuisance, to enjoin a violation of any provision of this Policy, to enforce the provisions of this Policy, or to collect a civil debt owing to the District pursuant to this Policy, the prevailing party shall be entitled to recover its reasonable attorney's fees. The recovery of attorney's fees by the prevailing party is limited to those individual actions or proceeding in the District elect, at the initiation of that individual action or proceeding, to seek recovery of its own attorney's fees. Failure to make such an election precludes any entitlement to, or award of, attorney's fees in favor of any person or the District. In no action, administrative proceeding, or special proceeding shall an award of attorney's fees to a prevailing party exceed the amount of reasonable attorney's fees incurred by the District in the action or proceeding.

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

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

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

- Manicure Trimming—Ongoing yearly high quality trimming designed to maintain the shape and characteristics of the tree (commonly referred to as resort style which includes lacing of the canopy). This is not the type of tree trimming as performed by the District.
- Aesthetic Trimming (pruning)—Appropriate trimming performed by the District's arborist designed to maintain the general shape of the tree and eliminating dead, damaged or diseased branches and maintaining safety and clearance standards.
- Grid Trimming—Regularly scheduled and ongoing aesthetic trimming on a four year cycle performed by the District's contract Arborist according to a four section grid map of Rossmoor.
- Safety Trimming—Performed on an as-needed basis when a tree is identified as posing a hazard to property, street traffic or pedestrian traffic.
- Root pruning—The cutting of roots to facilitate the replacement of curbs, gutters or sidewalks.
- Responsible person – means any person who violates, or who causes, permits, directs, or knowingly allows another person to violate, any of the provisions of this policy.

**3080.120 Challenging The Administrative and Quasi-Judicial Actions Of The District - Time In Which Actions Must Be Brought.**

Any action challenging a final administrative order or decision by the District made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and discretion regarding a final and non-appealable determination of facts is vested in the District, or in any of its boards, commissions, officers or employees, must be filed within the time limits set forth in California Code of Civil Procedure Section 1094.6.

Adopted: September 10, 2002  
 Approved renumbering & format: October 10, 2002  
 Reaffirmed: December 10, 2002  
 Amended: December 9, 2003  
 Amended: April 13, 2004  
 Amended October 12, 2004  
 Amended: July 12, 2005  
 Amended: December 13, 2005  
 Amended: April 13, 2010  
 Amended: June 14, 2011  
 Amended: November 12, 2013  
 Readopted by Ordinance 2014-01: January 14, 2014  
 Amended and Readopted by Ordinance 2015-02: April 14, 2015  
 Amended and Readopted by Ordinance 2019-02: January 14, 2020



## Rossmoor Community Services District

Policy

No. 3085

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### STREET SWEEPING

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**3085.10 Policy:** The Rossmoor Community Services District (RCSD) has, within its current jurisdiction, the responsibility for providing street sweeping services to keep the streets clean and for soliciting the cooperation of Rossmoor homeowners/residents to achieve this goal. Street sweeping removes pollutants before they are washed by rain or excess sprinkler water to the local drainage channels, to the San Gabriel River channel, and then to the ocean. Also, sweeping reduces the amount of debris that can collect in the channels that could overflow in heavy rainstorms.

**3085.20 Responsibility:** RCSD has the responsibility for contracting with a reputable company to perform the street sweeping service within the Rossmoor community in a cost effective manner and to monitor the contractor's performance to assure that the service provided is effective and in accordance with the contract. RCSD also has the responsibility for informing, via the quarterly newsletter and other communications, all Rossmoor homeowners/residents of their responsibilities to assist in achieving the goal of keeping the streets clean and promoting the following provisions.

**3085.30 Vehicles:** No vehicles should be parked on the streets on sweeping days during the hours indicated on signs posted within the Rossmoor community. Rossmoor homeowners/residents should inform visitors at their residences to park in their driveway on street sweeping days. Current street sweeping no parking restrictions are posted for 1<sup>st</sup> and 3<sup>rd</sup> Monday (odd numbered addresses) and 1<sup>st</sup> and 3<sup>rd</sup> Tuesday (even numbered addresses) of each month from 8:00 a.m. to 4:30 p.m. If the normal Monday or Tuesday designated for street sweeping is a holiday, street sweeping will occur on the following Wednesday.

**3085.31 Homeowners/residents or their contractors who need one or more trash bins to be used for the collection of wood, concrete, stucco, and other materials removed from residences undergoing remodeling shall obtain any required permits from the County of Orange to enable them to park the bin(s) on the street.**

**3085.32 Contractors who have trucks or large equipment trailers that cannot be parked in the driveway of the residence where they are working are exempted from being cited by parking enforcement officers. Also, contractors are responsible for removing all wood, concrete, stucco, dirt and other debris from the street when their work is completed.**

**3085.40 Trash Containers:** Trash barrels/cans/bags and piles of leaves or other debris should not be placed in the street on sweeping days during the hours indicated on the posted signs.

**3085.50 Violations:** Vehicles on the street during the posted hours on street sweeping days are subject to being cited for violation of the posted regulation by parking enforcement officers.

**3085.60 RCSD Monitoring:** RCSD staff shall obtain information from the street sweeping contractor and parking enforcement officers to monitor the effectiveness of this policy and shall take appropriate action to remind homeowners/residents of their responsibilities.

Proposed: First Reading - February 14, 2006

Adopted: Second Reading and Approval - March 14, 2006

Amended: First Reading - August 8, 2006  
Amended: Second Reading and Approval - September 12, 2006  
Amended and Readopted by Ordinance 2022-01; February 8, 2022

Rossmoor Community Services District

**Policy**

**No. 3090**

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**RECORDS RETENTION**

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**3090.10** Purpose of Policy: The purpose of this Policy is the establishment of guidelines for the retention, destruction and/or disposition of District records, papers and documents. Records will be retained in accordance with Resolution 05-12-13-01, attached Exhibit A - Records Retention Schedule and attached Exhibit B - California Government Code Section 60200-60203.

Adopted: January 13, 2004  
Proposed Amendment First Reading: October 11, 2005  
2<sup>nd</sup> Reading and Final Adoption: November 8, 2005

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 05-12-13-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT PERTAINING TO  
THE RETENTION OF RECORDS**

**WHEREAS**, Sections 60200 through 60203 of the *California Government Code* provide a procedure whereby the Rossmoor Community Services District's (the "District") records that have served their purposes and are no longer required may be destroyed; and

**WHEREAS**, the California State Legislature passed and the Governor signed Assembly Bill 474 which amended Sections 60201 and 60203 and repealed Section 60202 of the California Government Code and became effective on January 1, 2005; and

**WHEREAS**, said Board of Directors are authorized by the provisions of *California Government Code* Sections 60200 et seq., to establish a records retention schedule applicable to District records; and

**WHEREAS**, it is timely to the repeal of the current records retention schedule and to restate and update said schedule by new resolution; and

**WHEREAS**, an appropriate records retention schedule assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal or legal value; and

**WHEREAS**, the destruction and disposition of the District's records pursuant to the proposed records retention schedule will not adversely affect any interest of the District or the Public.

**NOW, THEREFORE**, the Board of Directors does hereby **RESOLVE** and **ORDER** as follows:

**Section 1: Authorization for Destruction of Records.** The Record Retention Schedule set forth in Exhibit "A" hereto is adopted as the approved schedule for the District in compliance with *California Government Code* Sections 60200 et seq., and after such records have been retained for the time periods and according to the process set forth herein, such records may be destroyed. The General Manager, or an individual designated by the General Manager, shall have ongoing authority, without further approval by the Board of Directors, to authorize the destruction and/or disposition of District records, papers and documents in accordance with this Resolution and Exhibits A and B hereto.

**Section 2: Destruction of Records after Scanning.** Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of *California Government Code* Section 60203 attached hereto and adopted as Exhibit B. In no instances are records, papers or

documents to be destroyed where there is a continuing need for such records pursuant to applicable law, for example and not by way of limitation, pending litigation and special projects.


Section 3: Destruction of Duplicates. Pursuant to *California Government Code* Section 60200, any duplicate records, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Section 4: Retention of Records Not Mentioned. All records, papers and document not mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the California Secretary of State (June, 2004) as the same may be amended from time to time.

Section 5: Rescission of Conflicting Resolutions. All prior District policies and Resolutions inconsistent with the provisions of this Resolution are hereby repealed to the extent of their inconsistency.

Section 6: A copy (either paper, microfilm or computerized) of each vital record having legal, financial, operational or historical value to the District is to be maintained in a location separate from the main office of the District.

**PASSED AND ADOPTED** at a Meeting of the Board of Directors of the Rossmoor Community Services District held this 13<sup>th</sup> day of December 2005.

  
\_\_\_\_\_  
Alfred Coletta, President

ATTEST:

  
\_\_\_\_\_  
Jami Doyle, Secretary

RECORDS RETENTION SCHEDULE

Type of Record	Category	Description or Example of Record	Legal Authority*	Retention Period
Accident/Illness Reports	Administration	Not a public record Employee Medical Records & Employee Exposure Records --includes Material Safety Data Sheets (MSDS)	8 CCR 14307 8 CCR 3204 GC 6254(c)	Length of employment plus 30 years
Accidents/Damage to District Property	Administration	Accident reports	CCP 337.15	10 years
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers	CCP 337	Until audited + 4 years
Accounts Payable	Finance	Invoices, checks, reports, investments, purchase orders	26 CFR 31.6001-1(e)(2)	4 years
Accounts Receivable	Finance	Invoices reports, investments, receipt books	26 CFR 31.6001-1(e)(2)	4 years
Affidavits of Publication / Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	None	2 years
Agenda and attachments	Administration	Agenda, attachments, staff reports.	None	2 years

\* Explanation of abbreviations on last page

RECORDS RETENTION SCHEDULE

Annexations / Reorganizations	Development	Notices, Resolutions, Certificates of Completion	GC 60201	Permanent
Annual Financial Report and Comprehensive Annual Financial Report	Finance	Annual Financial Reports	GC 60201 CCP 337	Until audited plus 5 years
Appraisals	Development	For real property owned by District - Not a public record until real estate transaction is complete	None	Permanent
Articles of Incorporation	Administration		GC 60201	Permanent
Audit Reports	Finance	Financial services; internal and/or external reports; independent auditor analysis; audit hearing or review documentation.	None	5 years
Backflow Test Reports	Public Works	Reports of testing and maintenance - water supply	17 CCR § 7605	3 years
Bank Account Reconciliations	Finance	Bank statements, canceled checks, certificates of deposit	26 CFR 31.6001-1(e)(2)	4 years
Bids, Accepted	Development	Includes plan and specifications, notices/affidavits.	GC 60201 CCP 337, 337.1	5 years after termination of contract or agreement
Bids, Unaccepted	Development	Unaccepted bid packages only	GC 60201	2 years

RECORDS RETENTION SCHEDULE

Bonds (Paid, Cancelled, Final)	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices/transcripts/register/statements, final documentation, etc.	GC 53921 GC 60201	Until paid in full plus 2 years
Bonds - Unsold	Finance	Unsold Bonds	GC 43900 et seq.	2 years
Brochures/ Publications	Administration	Retain selected documents only for historic value.	None	2 years
Budget, Annual	Finance	Adjustments, journal entries, account transfers	GC 60201	Until audited + 2 years
Cal-OSHA	Administration	Personnel-Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA)	LC 6410 8 CCR 14307	5 years
California State Tax Records	Finance	Forms filed annually: quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Checks	Finance	Includes payroll, cancelled and voided checks	GC 60201 CCP 337	Until audited +4 years
Citizen Feedback	Administration	General correspondence.	None	2 years
Claims Against the District	Administration	Paid/Denied	GC 60201 GC 25105.5	Until settled + 5 years
Collective Bargaining Agreements	Administration		29 CFR 516.5	Current + 3 years



RECORDS RETENTION SCHEDULE

Complaints/Requests	Administration	Various files (not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule).	None	2 years
Contracts	Administration	Original contracts and agreements and back-up materials.	CCP 317, 318, 319, 337	4 years after termination/completion; 5 years after termination if real property related agreement
Correspondence	Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule.	None	2 years
Deeds, Real Property	Development	File with recorded documents; originals may not be destroyed.	GC 60201	Permanent
Deferred Compensation Reports	Finance	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years
Demographic/Statistical Data	Administration		GC 60201	Current + 2 years
Deposits, Receipts	Finance	Checks, coins, currency	GC 60201 CCP 337	Until audited + 4 years
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed.	GC 60201	Permanent
Economic Interest Statements - Form 700 (copies)	Administration	Copies of statements forwarded to Fair Political Practices Commission.	GC 81009(f), (g)	4 years

RECORDS RETENTION SCHEDULE

Economic Interest Statements - Form 700 (originals) - elected	Administration	Originals of statements of designated employees	GC 81009(e), (g)	7 years
Economic Interest Statements - Not elected	Administration	FPPC filings	GC 81009(b)	5 years
Election - Administrative Documents	Administration	Not ballot cards or absentee voter lists/applications.	None	2 years
Election - Affidavit Index	Administration	Voter registration index	EC 17001	5 years
Election - Ballots and Related Documents	Administration	STATE & LOCAL ELECTIONS: All ballot cards (voted, spoiled, canceled) arranged by precinct, unused absentee ballots, ballot receipts, absent voter identification envelopes, absentee voter applications. May be destroyed subject to any pending contest.	EC 17302 EC 17306 EC 17505	6 months
Election - Ballots - Prop. 218 (Assessment Districts)	Administration	Property related fees (Assessment Ballot proceeding)	California Constitution Art. XIII	Permanent
Election - Canvass	Administration	Notifications and Publication of Election Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results	EC 17304	6 months
Election - Certificates of Election	Administration	Certificates of election; original reports and statements	GC 81009(a)(d)	Termination + 4 years

RECORDS RETENTION SCHEDULE

<p>Election - Election Official's Package of Documents</p>	<p>Administration</p>	<p>Package of 2 tally sheets, copy of index, challenge lists, assisted voters list. Public record - all voters may inspect after commencement of official canvass of voters</p>	<p>EC 17304</p>	<p>6 months</p>
<p>Election - Nomination Documents - successful</p>	<p>Administration</p>	<p>All nomination documents and signatures in lieu of filing petitions</p>	<p>EC 17100</p>	<p>During term and 4 years after</p>
<p>Election - Nomination Documents - unsuccessful</p>	<p>Administration</p>		<p>GC 81009(b)</p>	<p>5 years</p>
<p>Election Petitions - Initiative/Recall/Ref. Charter Amendments</p>	<p>Administration</p>	<p>Not a public record - documents resulting in an election - retention is from election certification.</p>	<p>EC 17200 GC 6253.5 EC 17400 GC 34458-60</p>	<p>8 months</p>
<p>Election Petitions - No election</p>	<p>Administration</p>	<p>Not a public record. Not resulting in an election. Retention is from final examination.</p>	<p>EC 17200, 17400 GC 6253.5</p>	<p>8 months</p>
<p>Election - Precinct Records</p>	<p>Administration</p>	<p>From date of election: Precinct official material; declaration of intention; precinct board member applications; orders appointing members of precinct boards and designating polling places includes notice of appointment of office and record of service</p>	<p>EC 17503</p>	<p>5 months</p>

RECORDS RETENTION SCHEDULE

Election - Roster of Voters	Administration	From date of election; initiative; referendum recall; general municipal election; Charter Amendments	EC 17300	5 years
Election - Voter Affidavits	Administration	Affidavits of registration (including cancelled affidavits); voter registration index	EC 17000, 17001	5 years
Election - Voter Registration Signature Copy	Administration	Pire, special or school district	EC 17000	5 years
Employee	Administration	Not a public record. Personnel file (name, address, date of birth, occupation, records relating to promotion, demotion, transfer, lay-off, termination)	GC 12946 GC 6254(c) 29 CFR 1627.3 LC 1174	Length of employment + 3 years
Employee, Payment	Administration	Rate of pay and weekly compensation earned	GC 60201	7 years
Employee, Applicant Identification Records	Administration	Personnel--Data regarding race, sex, national origin of applicants	2 CCR 7287(b), (c)(2)	Length of employment + 3 years
Employee, Medical Files	Administration	Part of Personnel file --not a public record. Includes medical records, exposure records, etc. (For employees of less than 1 year, no need to retain medical records if they are returned to employee upon termination)	29 CFR 1910.1020 8 CCR 3204 GC 6254(c)	Length of employment + 30 years

RECORDS RETENTION SCHEDULE

Employee, Non-safety	Administration	Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 12946	Length of employment + 3 years
Employee, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 60201 29 CFR 1602 et. seq. 29 CFR 1627.3	Current + 2 years
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	None	2 years
Employee Rights - General	Administration	Handbook	GC 12946 29 CFR 1602.31 GC 60201	Current + 2 years
Employment Applications - Not Hired	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 12946 29 CFR 1627.3	2 years
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act, Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Surveys and Studies	Administration	Includes classification, wage rates	GC 12946 29 CFR 516.6	2 years

RECORDS RETENTION SCHEDULE

Employment - Training Records, Non-Safety	Administration	Volunteer program training - class training materials, internships, internal and external training	GC 12946	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement	Administration	Annual mileage reimbursement rates	None	3 years
Environmental Quality Asbestos	Development	Documents, abatement projects, public buildings	GC 60201	Permanent
Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	CEQA Guidelines	Permanent
Environmental Quality Soil	Development	Analysis, construction recommendations	GC 60201	Completion + 2 years
ERISA Records	Administration	Employee Retirement Income Security Act of 1974 - plan reports, certified information filed	29 USC 1027	6 years
ERISA Records	Administration	Employee Retirement Income Security Act of 1974 - records of benefits due	29 USC 1059	Permanent
Family and Medical Leave Act (Federal)	Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	While employed +3 years

RECORDS RETENTION SCHEDULE

Federal Tax Records	Finance	May include Forms 1096, 1099, W-4 and W-2	29 USC 436 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e) 29 CFR 516.5-516.6	5 years after file date
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 60201	Until audited + 2 years
Fixed Assets Surplus Property	Finance	Auction; disposal - Listing of property; sealed bid sales of equipment	GC 60201 CCP 337	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Finance	Pink slip (DMV document) is released when vehicle is sold.	VC 9900 et. seq.	Keep copy of pink slip for 2 years.
Gifts/Bequests	Finance	Receipts or other documentation	None	2 years
Grants Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Development	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, etc.	24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Hazardous Materials	Public Safety	Documents regarding handling, storage and disposal, and employee exposure.	GC 60201 8 CCR 3204(d) et seq.	Permanent

RECORDS RETENTION SCHEDULE

Insurance, Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 60201	Current + 2 years
Insurance Certificates	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 60201	Current + 2 years
Insurance, Liability/Property	Finance	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 60201	Current + 2 years
Insurance, Risk Management Reports	Finance	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 60201	Current + 5 years (Federal)
Invoices	Finance	Copies sent for fees owed, billing, related documents	GC 60201	Until audited + 2 years
Legal Notices/Affidavits of Publication	Administration		GC 60201	2 years
Litigation	Administration	Case files	GC 60201	Until settled or adjudicated + 2 years
Maintenance Manuals	Administration	Equipment service/maintenance	GC 60201	Current + 2 years
Maintenance/Repair Records	Administration	Equipment	GC 60201	Current + 2 years
Minutes	Administration	Approved Minutes of District Board meetings.	GC 60201	Permanent



RECORDS RETENTION SCHEDULE

Oaths of Office	Administration	Elected and public officials - Board Members	GC 60201 29 USC 1113	Current + 6 years
Ordinance	Administration	Approved ordinance document.	GC 60201	Permanent
OSHA	Administration	OSHA Log 200, Supplementary Record, Annual Summary (Federal & State-Cal-OSHA)	LC 6410 8 CCR 14307 29 CFR 1904.2 - 1904.6	5 years
OSHA (Accident/Illness Reports)	Administration	Personnel - Employee Exposure Records & Employee Medical Records Not a public record	LC 6410 8 CCR 14307 8 CCR. 3204 GC 6254(c)	Duration of employment plus 30 years
Payroll - Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 years
Payroll Deduction	Finance	Deduction authorization	29 CFR 516.6(c) GC 60201	Current + 7 years
Payroll	Finance	Register, records, time cards/sheets, wage rates, classifications	29 CFR 516.5 LC 1174(d) GC 60201	Current + 7 years
PERS - Employee Benefits	Administration	Retirement Plan	29 USC 1027	6 years
Petitions	Administration	Submitted to legislative bodies	GC 60201	Current + 2 years
Policies, District Board	Administration	Policies adopted by the District Board	GC 60201	Current + 2 years
Press Releases	Administration	District actions/activities.	None	2 years

RECORDS RETENTION SCHEDULE

Procedure Manuals	Administration	Administrative.	GC 60201	Current + 2 years
Property, Abandonment	Development	Condemnation/ demolition of buildings	GC 60201	Permanent
Property Acquisition/ Disposition/Rental	Development	Documents regarding sale, purchase, exchange, lease or rental of property by District	CCP 337.15	10 years
Public Records Request	Administration	Requests from the public to inspect or copy public documents	GC 60201	2 years
Purchasing RFQ's, RFP's	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 60201	Current + 2 years
Purchasing, Requisitions, Purchase Orders	Finance	Original Documents	GC 60201 CCP 337	Until audited + 4 years
Recordings - audio/video	Administration	Recordings of Board meetings - for preparation of Board meeting minutes	GC 54953.5	6 months
Records Management Disposition Certification	Administration	Documentation of final disposition of records	GC 60201	Permanent
Records Retention	Administration	Records Retention Schedule	GC 60201	Current + 2 years
Resolutions	Administration	Resolutions approved by Board.	GC 60201	Permanent
State Tax Records	Finance	Filed annually; quarterly	Refer to Federal Tax Records	5 years after file date

RECORDS RETENTION SCHEDULE

Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338(m)	Until audited + 3 years
Unemployment Insurance	Finance	Payments, questionnaires, etc.	IRC 3301-3311	4 years
Utility Services - Applications	Public Works	Applications for utility connections, disconnects, registers, service	GC 60201	Current + 2 years
Utility Services - Billing Records	Public Works	Customer name, service address, meter reading, usage, payments, applications/cancellations	GC 60201	Current + 2 years
Utility Services - Journals, Utility Billing	Public Works	Billing including monthly activity	GC 60201	Current + 2 years
Workers Compensation Files	Finance	Work-injury claims (including denied claims), claim files, reports, etc.	8 CCR 10102 8 CCR 15400.2	Until settled + 5 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	PC	Penal Code (California)
CCR	California Code of Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
CFR	Code of Federal Regulations	IRS	Internal Revenue Service	USC	United States Code
EC	Elections Code (California)	LC	Labor Code (California)		

## EXHIBIT B

### CALIFORNIA GOVERNMENT CODE SECTION 60200-60203

60200. The legislative body of any special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district.
60201. (a) For purposes of this section, "record" means any record consisting of a "writing," as defined by subdivision (f) of Section 6252.
- (b) The legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:
- (1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:
    - (A) Adopts a resolution finding that destruction or disposition of this category of records will not adversely affect any interest of the district or of the public.
    - (B) Maintains a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.
  - (2) The legislative body may, by resolution, adopt and comply with a record retention schedule that complies with guidelines provided by the Secretary of State pursuant to Section 12236, that classifies all of the district's records by category, and that establishes a standard protocol for destruction or disposition of records.
- (c) A district is not required to photograph, reproduce, microfilm, or make a copy of any record that is destroyed or disposed of pursuant to this section.
- (d) Notwithstanding any other provision of this section or other provision of law, a district may not destroy or dispose of any record that is any of the following:
- (1) Relates to formation, change of organization, or reorganization of the district.
  - (2) An ordinance adopted by the district. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
  - (3) Minutes of any meeting of the legislative body of the district.
  - (4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
  - (5) Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), whether or not the district maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the district provided written notice to the requester that the request has been denied.
  - (6) Relates to any pending construction that the district has not accepted or as to which a stop notice claim legally may be presented.
  - (7) Relates to any nondischarged debt of the district.

## EXHIBIT B

- (8) Relates to the title to real property in which the district has an interest.
  - (9) Relates to any nondischarged contract to which the district is a party.
  - (10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
  - (11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
  - (12) Specifies the amount of compensation paid to district employees or officers or to independent contractors providing personal or professional services to the district, or relates to expense reimbursement to district officers or employees or to the use of district paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.
60203. (a) Notwithstanding Section 60201, the legislative body of a district may authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:
- (1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
  - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
  - (3) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
- (b) For the purposes of this section, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

## Rossmoor Community Services District

Policy

No. 3091

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### **CONTRACT MAINTENANCE**

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**3091.10 Purpose of Policy:** The purpose of this Policy is the establishment of guidelines for the efficient and proactive maintenance, revision and retention of the numerous and diverse contract documents managed by the Rossmoor Community Services District.

**3091.20 Storage of Active Contract Binders:** Each contract ("Professional Services Agreement") between RCSD and the vendor/service provider will be kept in a colored binder, titled with the vendor/service provider's name, and stored in the filing cabinet located in the main lobby of the RCSD office. Administrative staff will be responsible for updating and organizing the contract binders with hard copy originals and related documentation.

**3091.30 Security of Contract Binders:** Contract binders can be checked out for interoffice use, but as District property, may not be removed from the District office. To check out a binder, the requesting party must complete the "OUT" portion of the file log card, designating the file name and name of the person(s) the designated binder is checked out to, as well as the check out date. This file log card is to be used as a place marker for the absent Contract Binder. Upon return of the binder, the card is to be returned to the front of the contract drawer for future use and marked "returned" in the designated area on the card.

**3091.40 Cloud Based File Sharing:** The District will also maintain an electronic copy of the original contract in a cloud based file sharing environment (known as Microsoft Office 365 SharePoint) in order to collaboratively manage and update District contracts, Bid Packages, Notifications, Quotes, insurance and other related contract documentation. A cloud-based calendar system, managed by RCSD staff, will utilize artificial intelligence to proactively remind those involved with the contract, of important deadlines and will assist in related agenda planning and scheduling.

**3091.41 Communications:** Communications regarding Contracts will be through Microsoft Office 365 SharePoint. The use of SharePoint will allow for all staff members involved with the contracts to have a central location to send emails to team members, share correspondence to/from vendors, store and access documentation pertaining to contracts, as well as access to the contracts themselves. A site titled *RCSD Contracts* has been set up for this purpose. [RCSDContracts@rossmoor-csd.org](mailto:RCSDContracts@rossmoor-csd.org) email has been set up for the communications between members of the group.

**3091.42 Tracking of Contracts:** Contract and amendment renewal dates, as well as insurance renewal dates, will be tracked in the online contract management system (Microsoft *SharePoint*) under the *Contract Management* section, and in the Microsoft Excel Spreadsheet file labeled *Active Contracts & LT Permits spread sheet.xlsx*. This file will be maintained and updated by administrative personnel.

**3091.50 Committee Meetings:** Four to six months prior to the deadline for a contract renewal or extension, an Organizational Committee meeting will be held regarding contracts due for renewal and/or updates. The committee meetings will serve to efficiently communicate, schedule, and prepare for any necessary negotiations, modifications and agenda staff report preparation to be submitted for final approval by the General Manager and/or RCSD Board of Directors. The committee dialogue will help to ensure that all contract obligations and deadlines are being met and service levels continue to meet the needs of the District.

Adopted: October 9, 2018

Rossmoor Community Services District

**Policy**

**No. 3095**

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**COPYING PUBLIC DOCUMENTS**

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**3095.10 Request For Public Documents:** Individuals requesting copies of public documents shall be charged twenty cents (20¢) per sheet copied to defray expenses associated with the copying process.

**3095.20 Board Agendas And Supporting Documents:** Copies of agendas and other documents (except for privileged documents) distributed to the Board of Directors at open Board meetings shall be made available for public inspection. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Public records shall be made available for review and copying in accordance with the requirements of the Brown Act.

**3095.21 Media:** Copies of agendas and supporting documents (except for privileged documents) shall be provided to the Media upon written request at no charge.

Adopted: August 10, 2004  
Renumbered: December 14, 2010

## Rossmoor Community Services District

Policy

No. 3096

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### **PAPERLESS AGENDA AND TABLET DEVICE USE**

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**3096.10 General Statement:** The District finds that the use of a tablet device (iPad) will assist the members of the Board and designated staff in the efficient performance of their duties, and thereby improve service to the public. Use of a tablet device will allow for electronic transmission of agenda materials to the Board Members and designated staff, resulting in cost savings with respect to printed materials and lessening the environmental impacts associated with the use and disposal of paper products. This Policy shall provide guidance regarding what are, and are not, appropriate uses for this important business tool to comply with all applicable laws concerning hearings and deliberating procedures involving due process, and the provisions of the Brown Act and the Public Records Act.

Section 3096.20 below sets forth guidelines that apply to the use of District-issued iPads.

The explicit privileges and restrictions set forth in this Policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication.

**3096.20 District Issued iPads:** Each member of the Board of Directors and designated staff is eligible to receive a District-issued iPad with Wi-Fi connectivity, a device case, device charger and a screen protector for use during his or her term or employment. Board and staff currently have a District email account that will be used to send official District documents, including without limitation District Board Agendas, Weekly Update Reports, Staff Reports, and the like. Each Board Member will have access to the Internet through this iPad via a password protected District WiFi connection, made available during Board Meetings and/or a home WiFi connection or WiFi hotspot. Board members and staff shall return the iPad to the District upon resignation, termination or expiration of term.

**3096.21 California Public Records Act:** The District-issued iPads are tools for Board Members and designated staff to conduct District business, including any agencies and committees to which they are assigned or elected. Thus, use of the iPad will be solely for District-related purposes, i.e., to review electronic Board agenda materials, research relevant topics, obtain useful information for Board-related business, and conduct business communications as appropriate. All of the District's computer systems, including the iPad, are considered to be public property. Subject to the narrow exceptions in the Public Records Act, all documents, electronic records, files, and email messages accessed on the District-issued iPad and all usage reports are considered public records, are subject to the California Public Records Act, and are considered the property of the Rossmoor Community Services District.

**3096.22 Security Precautions and Breaches:** A Board Member and/or designated staff shall not download files from sources which he or she has any reason to believe may be untrustworthy nor shall he or she open and read files attached to email transmissions unless the member believes they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the District's systems. Board members and designated staff will be held accountable for breaches of security caused by files obtained for non-business purposes.

**3096.23 District Jurisdiction and Personal Privacy:** The District reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices which are the property of the Rossmoor Community Services District, in order to assure compliance with this policy. Board Members and designated staff do not have any personal privacy right in any matter created, received, stored in, or sent from any District iPad and Board Members shall authorize the District General Manager to institute appropriate practices and procedures to assure compliance with this policy.



**3096.24 Intended Use:** The District-issued iPads are intended to be used for legitimate District business reasons with the goal of improving service to the public.

**3096.25 Software Downloads (App) Restrictions:** The iPads will be equipped and periodically updated by the District with such applications and software as may be reasonably necessary and appropriate to perform and assist with official duties. Board Members and designated staff may not download additional applications and software unless the application or software appears on the District-approved list. The District-approved list of applications and software acceptable for download may be amended by the District in its sole discretion. The District reserves the right to amend the approved list according to its evolving business needs. Any software, email messages, or files downloaded via the Internet into the District systems become the property of the District, and may only be used in ways that are consistent with District policy and applicable licenses and copyrights.

**3096.26 Conduct and Code of Ethics:** Board Members shall not use District-issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose prohibited by law or that interferes with normal District business activities. The District Code of Ethics and all existing District policies will continue to apply to Board/Designated Staff Member conduct on the Internet and in the use of email; including but not limited to those that deal with misuse of District resources, sexual harassment, information and data security, and confidentiality.

**3096.27 District Liability:** iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the District and may impact the reputation of the District. Board/Designated Staff Members shall refrain from making any profane, discriminatory, or violent statements in any Internet forum or from committing any other acts which violate the law and could expose the District to liability.

**3096.28 Individual Notations and Confidentiality:** Records regarding the use of the device and electronic "notes" made by the Board/Designated Staff Members on agenda or related materials may be, but are not necessarily, exempt from disclosure under the Public Records Act pursuant to the "deliberative process" privilege. The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Board Member notes and materials stored on iPads will be entirely exempt from disclosure.

**3096.29 Malicious Use:** Board/Designated Staff Members shall not use District electronic communications equipment to deliberately promulgate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

**3096.30 District Electronic Communications Content:** Board/Designated Staff Members shall not use a District email account to send any messages of a profane, discriminatory or violent nature.

**3096.31 District Electronic Communications and the California Brown Act:** Board/Designated Staff Members shall not use any email, instant messaging or other communication program during any Board of Directors meeting, nor shall any Board Member/Designated Staff Member use the iPad in any manner that constitutes a violation of the open meeting requirements of the Brown Act.

**3096.32 Damage and Loss Procedures:** All District iPads shall be secured with a password. All lost or stolen and/or damaged iPads shall be promptly reported to the District (ideally within 24 hours).

**3096.33 Confidential Data:** District Confidential Data, defined as personnel records, internal investigations, information relating to or potential litigation, attorney-client communication, information relating to labor negotiations or information relating to confidential real estate

negotiations, shall continue to be printed in hardcopy format. When Board members, the General Manager, or Committee members receive confidential information it should be marked "Confidential Information" to alert recipients to the nature of the information. Additionally, should the situation arise, Board members, the General Manager and Committee members shall exercise caution in sending confidential information by E-Communication as compared to written memoranda, letters or phone calls, because of the ease with which such information can lose confidentiality by inadvertent or intentional diversion or re-transmission by others. No Board Member shall make an electronic copy of any Confidential Data for storage on the District iPad or any other electronic device or cloud.

Adopted: April 9, 2013



**ROSSMOOR COMMUNITY SERVICES DISTRICT  
IPAD AGREEMENT  
FOR BOARD/STAFF MEMBERS**

I, the undersigned Rossmoor Community Services District Board/Staff Member, have been provided a copy of the Rossmoor Community Services District Paperless Agenda Program Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

I will reimburse the District for any reasonable fees, expenses, or damages incurred as a result of my intentional or malicious misuse of the District's computers, iPads, or communication equipment.

\_\_\_\_\_  
Board/Staff Member (*Please Print Name*)

\_\_\_\_\_  
Board/Staff Member (*Signature*)

\_\_\_\_\_  
Date

# Rossmoor Community Services District

Policy

No. 3097

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## E-MAIL AND ELECTRONIC COMMUNICATIONS

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**3097.10** Purpose of Policy: The purpose of this Policy is the establishment of guidelines and policy for preserving Rossmoor Community Services District (RCSD) records created using E-mail, Instant Messaging and Text Messaging. This e-mail retention policy is secondary to District policy on Freedom of Information and Business Record Keeping. Any e-mail that contains information in the scope of Business Record Keeping Policy should be treated in that same manner.

**3097.20** Persons, Groups, Systems Affected: This policy applies to all full-time, part-time and temporary District employees, volunteers, elected officials, contractors, consultants and other individuals provided with access to the District's email and internet systems. It also encompasses all computers, cellular phones, tablets and other electronic devices owned or maintained by the District.

**3097.30** Ownership and Privacy: All electronic data placed on the District's network is under the control of, and is the sole property of, the District. Use of the District's network is a privilege, not a right. There should be no expectation of privacy with e-mail messages (or any other data files residing on the District's network), whether sent or received. This includes any file that may be designated as private or confidential. The District reserves the right for authorized staff to review all e-mail messages and data files on the District's network at any time. Downloading any work-related e-mail or data onto portable recording media for the purpose of removing from District property is strictly prohibited.

**3097.40** E-Mail and the Public Records Act: All e-mail that exists and pertains to District business is considered a public record for purposes of the Public Records Act (PRA) and must be disclosed in response to a PRA request unless otherwise exempt from disclosure. E-mail "exists" if it has not been deleted or purged from the network and the local device in a manner that renders it inaccessible to the user. Questions regarding the applicability of PRA exemptions should be directed to the District's counsel.

**3097.50** Retention: Electronic mail systems can transmit a wide variety of information; therefore, the length of time an e-mail has to be retained varies according to the content of the e-mail. In short, the *content* and not the *medium* determines how long an e-mail must be retained.

E-mail messages fall within two broad categories:

1. **Transitory messages or casual and routine communications** – No retention requirement. Retain until read and destroy. Public officials and employees sending or receiving such communications may delete them immediately. Most e-mails are transitory communications that have taken the place of brief phone conversations. These types of e-mail should be regularly deleted. E-mails of this type that are not deleted, and which exist at the time of a public records request, will be subject to disclosure unless exempt under the PRA. Some examples of transitory e-mail communications include:

- Incoming list serve messages
- Personal emails unrelated to District business
- Spam or unsolicited advertisements or sales promotions
- Non-policy announcements
- Telephone messages
- Published reference materials
- Invitations and responses to meetings, etc.

- Thank you messages
- Replies to routine questions, "we're open 8 – 5", "our address is...", "the deadline is..."
- Scheduling meetings
- Out of Office auto-replies

**2. Public records subject to retention** – The District has prepared a records retention schedule in accordance with State law. The retention schedule identifies various classes of documents and indicates the minimum time period that the District is required to retain copies of them. Most e-mails will not comprise documents that are required to be retained, either because they do not fit within a defined category of such documents or because the e-mail merely attaches a copy of a document that is already maintained by the District in accordance with the schedule. However, all persons using the District's e-mail system should become familiar with the records retention schedule and be mindful of it when managing the contents of their e-mail. Questions regarding the retention schedule may be directed to the District Manager. E-mail that falls within a category of documents required to be retained for a minimum period must be retained for that period and should not be deleted.

E-mails and attachments to e-mail that are identical to records that are stored and managed outside the e-mail system pursuant to the District's record retention schedule need not be retained.

**3097.60 Responsibilities:** All full-time, part-time and temporary District employees, volunteers, elected officials, contractors, consultants and other individuals provided with access to the District's email are responsible for reading, understanding, and following the E-Mail and Electronic Communications Policy.

**3097.70 Procedures for Managing E-Mail That Must Be Retained:** Each division of the District is responsible for ascertaining the appropriate retention period for its commonly created and received records, including e-mail.

Each employee, official, volunteer, contractor and consultant with access to the District's e-mail system is exclusively responsible for managing the e-mail he/she sends and receives. Managing those e-mails means that each person must sort, file, retrieve, and archive or delete the e-mail in accordance with these procedures.

- Sorting** involves promptly deleting e-mail when allowed by District Policy and the applicable record retention schedule. Sorting also involves routinely filing e-mail that must be retained for the applicable retention period (see Appendix A for guidance on which record retention schedule may apply to a particular e-mail). To avoid wasting computer storage space, e-mail should be deleted promptly if it is not subject to retention and if it has no further value.
- Filing** e-mail for short-term storage involves moving the e-mail into folders created within the e-mail software. For e-mails that must be retained for longer timeframes, it may also mean printing and filing hard copies of e-mail in a paper file or converting the e-mail into another software format for long-term electronic filing.

When filing e-mail that qualifies for confidential or privileged (e.g., attorney-client privilege) treatment, it is a good idea to file them in a separately-labeled "confidential" or "privileged" folder so that such documents are not inadvertently produced in response to a request or subpoena.

E-mail that qualifies as a retainable record must be retained in accordance with the applicable record retention schedule. The content of the e-mail will determine which record retention schedule applies.

- c) **Retrieving** e-mail means that, upon request, employees, officials, consultants, contractors and volunteers with District e-mail access must promptly retrieve e-mail for which they are exclusively responsible (that is, sent or received from outside RCSD). E-mail that is retrieved must include the transmission properties of the e-mail. Upon receipt of a public records request, discovery request, or subpoena, the person responsible for the requested e-mail must find and retrieve it in a timely manner just as he or she must be able to quickly retrieve and produce paper documents in his or her possession or control. Each area of the District will develop its own specific system for uniform file-folder creation and filing. This system should be based on, or consistent with, the area's paper filing system. Each area should also develop a system for how and when to convert e-mail to paper or electronic records for long-term storage. The long-term storage may be required based on applicable record retention schedules. These area-specific procedures will allow staff to more easily locate and retrieve e-mails.
- d) **Archiving or deleting** filed e-mail must be done according to the District's record retention schedule. Archiving involves the long-term storage of a record, including e-mail, for the applicable retention period. RCSD requires all long-term archiving of records to be done in paper or electronic format. The transmission properties of the e-mail are considered part of the e-mail and must be archived with the e-mail.
- e) **Procedures for managing e-mail when employees leave.**
  - a. Each employee is responsible for organizing, filing and archiving e-mail before leaving his or her position at the District.
  - b. Supervisors in coordination with the IT Department are responsible for ensuring that their staff completes the final organization of e-mail before leaving. The Administrative Assistant in coordination with the IT Department is responsible for managing, filing, retrieving and archiving the e-mail of their former staff.

**3097.80 Compliance with law.** Immediately upon receiving a public records request, subpoena, or court order which identifies electronic communication, District officials, employees, consultants, contractors and others with access to the District's e-mail system shall use their best efforts, and use all reasonable means practicable, to preserve such electronic communications. Records relevant to pending or reasonably anticipated litigation must be preserved even if a record retention schedule allows for its destruction. Such records may be subject to a litigation hold by the General Counsel.

**3097.90 Enforcement:** Management reserves the right to monitor and/or log all employee use of District Information Resources with or without prior notice to ensure all complies with this policy. Violations of this E-mail and Electronic Communications Policy will be documented and can lead to revocation of system privileges and/or disciplinary action up to and including termination. Additionally, the District may, at its discretion, seek legal remedies for damages incurred because of any violation. The company may also be required by law to report certain illegal activities to the proper enforcement agencies.

Adopted: May 14, 2013

Rossmoor Community Services District

Policy No.

3098

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ADMINISTRATIVE CITATIONS

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**3098.10** Applicability.

- (a) A violation of the provisions of any policy that is subject to enforcement as a misdemeanor and/or an infraction is subject to an administrative citation and fine.
- (b) This policy establishes the administrative procedures for the imposition, enforcement, collection, and administrative review of administrative citations pursuant to Government Code section 53069.4.
- (c) The issuance of an administrative citation under this policy is solely at the District's discretion and shall not limit the District from using any one or more other administrative, criminal and/or civil remedies, in any combination, to address a violation of District Policy.

**3098.20** Definitions. The following definitions apply to the use of these terms for the purposes of this policy:

- (a) *Board* means the Board of Directors of the Rossmoor Community Services District.
- (b) *Citation* means an administrative citation issued pursuant to this policy stating there has been a violation of a particular District Policy.
- (c) *Citee* means person given an administrative citation charging him or her as a responsible person for a policy violation.
- (d) *Days* means calendar days.
- (e) *District* means the Rossmoor Community Services District.
- (f) *General Manager* means the appointed District General Manager or his or her designee.
- (g) *Hearing officer* means the person or body designated by the Board, including but not limited to the Board itself, to serve as the hearing officer for an administrative hearing

- (h) *Issue* means giving a citation to the citee, and *issuance* occurs on the date when a citation is personally served on the citee, the date it is posted on real property where a property related violation exists, or the date it is deposited in the US mail, postage paid and addressed to the citee, whichever occurs first.
- (i) *Notice of decision* means a form prepared by the General Manger used to inform a citee of the decision made regarding various provisions of this policy.
- (j) *Policy* means an approved policy of the District; *policies* means the several approved policies of the District.
- (k) *Property related violation* means a policy violation that relates to the care, maintenance and/or operation of the real property in question and improvements or attachments thereto, including but not limited to trees located thereon, whether through active or passive negligence or intentional conduct of the owner, property occupants, and/or their respective agents.
- (l) *Responsible person* means any of the following:
  - (1) A person who causes a policy violation to occur.
  - (2) A person who maintains or allows a policy violation to continue, by his or her action or failure to act.
  - (3) A person whose agent, employee, or independent contractor causes a policy violation by his or her action or failure to act.
  - (4) A person who is either the owner or the occupant of the real property where a property-related policy violation occurs.
- (m) For purposes of this policy, "person" includes both a natural person and a legal entity, and includes the owners of the entity, the directors and officers of a corporation, the managers of a limited liability company, the trustees of a trust, and the general partners of a partnership. There shall be a legal rebuttable presumption that the record owner of a parcel according to the County of Orange's latest equalized property tax assessment rolls and the occupants of that parcel have notice of any property-related policy violation existing with respect to that parcel. For the purposes of this policy, there may be more than one responsible person with respect to a violation, and a minor at least fourteen (14) years of age may be a responsible person subject to the provisions of this policy for a violation personally committed by the minor.

**3098.30 Administrative citation—General.**



- (a) Any employee(s) of the District so designated by the General Manager may issue a citation to any responsible person or persons. A responsible person to whom a citation is issued shall be liable for and shall pay to the District the fine or fines described in the citation when due pursuant to the provisions of this policy.
- (b) For continuing violations, each day a violation of a policy exists shall be a separate violation and be subject to a separate fine. A citation may charge a violation for one (1) or more days on which a violation exists, and for violation of one (1) or more policy sections.
- (c) The District may take into consideration the fact that a person has been issued citations when the District is determining whether to grant, modify, suspend, revoke, or deny any permit, license, agreement or any type of discretionary use approval for that person, and such citations are evidence that the person has committed actions that are not compatible with the health, safety and general welfare of other persons and businesses in the vicinity.

**3098.40 Citation contents.**

- (a) Each citation shall contain the following information:
  - (1) Name of the responsible person for the violation of the policy or policies.
  - (2) Date or dates on which the violation occurred, and the date the citation is issued, if different.
  - (3) The policy section(s) violated.
  - (4) Address where the policy violation occurred.
  - (5) Description of the policy violation.
  - (6) Amount of the fine for the violation and procedure to pay the fine and avoid a late payment penalty.
  - (7) Brief description of the procedures for requesting an administrative review to contest a citation and a hardship waiver of the advance fine deposit.
  - (9) Signature of the person issuing the citation.
- (b) In addition, the citation may include such other information that the General Manager deems appropriate for enforcement or collection purposes, including, but not limited to:

- (1) A self-addressed envelope in which the citee can send to the District the fine, a request for an administrative review and/or a hardship waiver of the fine deposit;
- (2) A designation of prior policy violations, if known; and/or
- (3) A statement regarding any additional liability that may result from the policy violation, if applicable.

**3098.50** Service of administrative citations. An administrative citation may be served as follows:

- (a) A designated employee may personally serve the citation on the citee. The citee may sign a copy of the citation showing his or her receipt of the citation.
- (b) A designated employee may mail the citation by first class mail, return receipt requested, if the citee is not present for personal service when the employee determines there has been a violation. The citation shall be mailed to the citee's address shown on the county's last equalized property tax assessment rolls for a property related violation, or to any address known for the citee for all other violations.
- (c) A designated employee may post a copy of the citation on the property in a conspicuous place for a property related violation when the citee does not reside at the property and the citee's address is not actually known to the designated employee, in which case the designated employee shall also mail a copy of the citation to the citee at the property address by first class mail, return receipt requested.

**3098.60** Amount of administrative fines.

- (a) The amount of the fines for violating specific policies shall be set in a schedule of fines adopted by resolution or policy of the District from time to time. The schedule may include escalating fine amounts for repeat policy violations occurring within specified periods of time.
- (b) The schedule of fines may also specify the amount of interest and late payment penalty owed for any fine not paid when due. A late payment penalty and interest may be imposed for fines not paid within thirty (30) days of their due date.
- (c) Fines are due on the day the citation is issued, except that when a hardship waiver has been granted, the fine amount shall be due when the decision on the administrative review is given or mailed to the citee pursuant to section 3098.100.

**3098.70 Payment of administrative fines.**

- (a) An administrative fine shall be paid to the District within thirty (30) days of its issuance date except as provided in section 3098.85.
- (b) The issuance of a citation and/or payment of a fine does not bar the District from taking any other enforcement actions, including issuing additional administrative citations, bringing a civil action and/or filing a criminal complaint.

**3098.80 Request for administrative review of citation; requirement for advance deposit of fine amount.**

- (a) Any person receiving an administrative citation may contest it by filing a request for an administrative review. To obtain an administrative review, the citee shall file a signed written request form contained on the reverse side of the citation and indicate the grounds for contesting the citation and fine. A citee may contest the citation by denying that a violation occurred or by denying that the citee is a responsible person for the violation.
- (b) To be effective and complete, the request must be received by the District within thirty (30) days after the date the citation was issued, and be accompanied by a deposit of the full amount of the fine. The request will not be accepted for filing if not accompanied by the fine deposit, unless a hardship waiver has been requested pursuant to section 3098.85(e), below. All requests shall be date stamped upon receipt by the District.
- (c) Upon timely receipt of a complete request for an administrative review, the District shall notify the citee, in a manner set forth in section 3098.50 for service of citations, of the date, time and place of the administrative review, pursuant to section 3098.90.
- (d) The person requesting the administrative review shall appear at the hearing on the date, time and place specified by the District pursuant to section (c), above. Failure to personally attend the hearing will be considered a nonappearance. Non-appearance by the citee shall constitute an abandonment of the request unless the hearing was continued pursuant to section 3098.90(f).

**3098.85 Request for hardship waiver of advance deposit of fine amount; separate hearing prior to administrative review of citation.**

- (a) A person filing a request for an administrative review may also request at the same time a hardship waiver of the fine deposit. The request for hardship waiver must be made concurrently with the request for administrative review.
  - (1) To seek a hardship waiver and obtain a separate hearing limited to the hardship request, the citee shall check the box indicating this request and

file with the District a sworn declaration or affidavit, together with any supporting documentation or other evidence demonstrating the citee's actual financial inability to deposit the full amount of the citation in advance of the hearing. The procedure governing the filing of such requests shall be the same as provided in section 3098.80(b), above.

- (b) The person requesting the hardship waiver bears the burden of establishing by substantial evidence that he or she does not have the financial ability to make the deposit of the fine. The person shall personally appear at the hearing on the hardship waiver request and non-appearance shall constitute an abandonment of the hardship waiver request unless excused pursuant to section 3080.90(h).

Where the hardship waiver request has been abandoned because of non-appearance at the hearing on the request, the full amount of the advance fine deposit shall be submitted to the District within three (3) business days following the date set for the hearing on the hardship waiver request. Failure to make the full amount of the advance fine deposit by the time required in this sub-section (1) shall be deemed an abandonment of the contest of the citation and shall forfeit the citee's right to an administrative review of the citation.

- (c) The request for a hardship waiver of the fine deposit will be heard by the hearing officer at the date, time and place specified by the District on the notice of hardship waiver hearing. At the conclusion of the hearing on the waiver request, or within five (5) business days after the waiver request hearing, at the hearing officer's discretion, the hearing officer shall issue a decision that the fine deposit is or is not waived. The hearing officer shall then insert on the notice of decision form relating to the waiver request the new date set for the administrative review hearing, which shall be within forty-five (45) days of the date on the notice of decision of the hardship waiver request. A copy of the notice of decision shall be delivered to the citee at the end of the hearing on the waiver request, or shall be sent by U.S. Mail within five (5) business days following the conclusion of the hearing on the waiver request.
- (d) If the hardship waiver is denied, the hearing officer shall provide the citee a self-addressed envelope to use in making the fine deposit. The citee shall mail the deposit in the envelope provided so that it is postmarked at least three (3) business days before the date designated on the notice of decision for the administrative review. Failure to make the deposit by the time required shall be deemed an abandonment of the contest of the citation and shall forfeit the citee's right to an administrative review of the citation.
- (e) The filing of a request for hardship waiver of the fine deposit does not extend the time within which to request an administrative review or any other time set forth in this policy, except as provided in subsection (d), above. A hearing officer

decision on the hardship waiver is final and not subject to judicial review pursuant to section 3098.110.

**3098.90 Hearing procedures for requests for both administrative review and hardship waiver of advance deposit of fine amount.**

- (a) Hearings shall be conducted by a hearing officer at a date, time and place designated by the General Manager that is at least ten (10) but not more than thirty (30) days after the citee requests a hearing pursuant to section 3098.80 or 3098.85. At least ten (10) days written notice of the hearing shall be given to the citee, either personally or by mail.
- (b) The General Manager shall ensure that the pertinent citation records are delivered to the hearing officer for a citation set for hearing. The General Manager shall also make available to the citee at District offices at least three (3) business days before the hearing a copy of any additional reports concerning the citation that are provided to the hearing officer.
- (c) The citee shall be given the opportunity to testify and to present evidence relevant to financial hardship, the policy violation specified in the citation, or the fact that all fines have been paid, as applicable. A parent or legal guardian of a citee who is a juvenile shall accompany the citee at the hearing, or any request or contest shall be deemed abandoned.
- (d) The citation, and any other reports prepared by the District concerning the policy violation shall be accepted by the hearing officer as prima facie evidence of the policy violation and the facts stated in such documents.
- (e) Neither the issuing person nor any other representative of the District shall be required to attend the hearing, nor shall the hearing officer require that there be submitted any evidence, other than the citation, that may exist among the public records of the District on the violation. However, any such appearance and/or submission may be made at the discretion of the District.
- (f) The hearing officer, General Manager, or District General Counsel may continue a hearing if a request is made by the citee, or the citee's representative, or a representative of the District, upon a showing of good cause. All continuance requests shall either (i) be made in person at the hearing by the citee or a representative if the citee is physically unable to attend, or (ii) be made by a written request received by the District at least twenty-four (24) hours before the hearing date. If the continuance is granted, a new hearing date shall be set within forty-five (45) days and noted on the notice of decision. If the continuance is denied, the hearing shall proceed as scheduled, and if the citee is not present the request shall be deemed abandoned in accordance with subdivision (h) below. The decision on the continuance request is final and the notice shall either be delivered personally to the citee or the representative if

present or be mailed by the District. If the request for continuance is not made in person, the citee is responsible for determining whether the request is denied and the hearing is to proceed as scheduled.

- (g) The hearing shall be conducted informally and the legal rules of evidence need not be followed. The hearing officer does not have the authority to issue a subpoena and there shall be no right to cross-examine witnesses.
- (h) The failure of the citee to appear at the hearing, unless the hearing was continued per subdivision (f) above, shall constitute an abandonment of the request for waiver of the fine deposit and/or administrative review, and a failure to exhaust administrative remedies concerning the violation as set forth in the citation. The fine deposit shall be credited by the District upon the fine due for the violation. The citee's failure to appear shall be noted on the notice of decision by the hearing officer and it shall be mailed to the citee.

**3098.100 Administrative review decision.**

- (a) After considering all the evidence and testimony submitted at the administrative review, the hearing officer shall issue a written decision to uphold the citation or cancel it based upon a conclusion of whether or not a violation occurred for which the citee was a responsible person. The decision will be made on a notice of decision form and designate the reasons and evidence considered for the decision. The decision of the hearing officer shall be made at the conclusion of the administrative review, or soon thereafter, and shall be final. The notice of decision shall be personally delivered to the citee at the conclusion of the administrative review, or it shall be mailed to the citee within thirty (30) days following the conclusion of the administrative review.
- (b) If the decision is to uphold the citation, the District shall keep the fine deposited. If the decision is to cancel the citation, the District shall refund the fine deposit to the citee within thirty (30) days of the filing of the decision. If the citation is upheld and the fine deposit had been waived, the fine shall be due on the date the decision is given to the citee at the end of the hearing by the hearing officer, or the date the notice of decision is mailed to the citee. The hearing officer may collect any fine due from the citee at the end of the hearing.
- (c) The hearing officer's continued employment, performance evaluation, compensation, and benefits, if any, shall not directly or indirectly be linked to the number of citations upheld or canceled by the hearing officer.

**3098.110 Right to judicial review.**

- (a) The citee may seek judicial review of the administrative review decision by filing an appeal with the superior court within twenty (20) calendar days after the citee receives a copy of the notice of decision at the conclusion of the hearing

in accordance with the provisions of Government Code section 53069.4. The appeal filed with the court shall also contain a proof of service showing a copy of the appeal was served upon the "Rossmoor Community Services District (Attention: General Counsel)." The citee must pay to the superior court the statutory filing fee when the appeal is filed.

- (b) No appeal is permitted from a decision regarding:
  - (1) A request for a hardship waiver of the fine deposit, or
  - (2) A decision that the citee is deemed to have abandoned the contest of the citation or fine due to her or his failure to appear at the hearing or failure to deposit the fine.
- (c) The District General Counsel shall forward to the superior court within fifteen (15) days of its request, the pertinent citation documents for any case appealed to that court. If the superior court cancels any citation, the District will refund any fine deposit made and the appeal filing fee.

**3098.120 Collection of unpaid fines.**

- (a) The amount of any fine, penalty, cost or fee imposed pursuant to this policy shall be deemed a debt and a charge owed to the District.
- (b) The failure of any person to pay an assessed fine, penalty, cost, charge or fee by the deadline specified shall result in the assessment of additional late penalties and interest in the amounts established by the District.
- (c) The District in its discretion may pursue any and all legal and equitable remedies to collect unpaid fines, penalties, costs, charges, interest or fees imposed pursuant to this policy, including, where applicable, those set forth in Government Code section 61115. These remedies include, but are not limited to, each of the following:
  - (1) Referring the delinquent account to collection.
  - (2) For a property related violation, including, but not limited to, a violation arising from Policy No. 3080:
    - i. authorizing a lien to be recorded thereon for any unpaid charges and/or penalties imposed; and/or
    - ii. providing that any charge or penalty be collected on the tax role in the same manner as property taxes.
  - (3) Filing a civil action in a court of competent jurisdiction.

- (d) Any person who fails to pay any debt hereunder shall be liable in any proceeding brought by the District for the costs incurred in securing payment of the unpaid amount, including attorneys' fees. Such costs shall be in addition to any penalties, interest, and/or late fees imposed upon the unpaid fine, penalty, cost, charge, or fee. Fees and costs for collection of a debt shall be in addition to any penalties, interest, and late charges imposed on the delinquent civil debt and may be imposed directly by a collection agency under contract with the District for collection services.
- (e) The District may refuse to issue, extend, or renew any District permit, license, agreement, or other District approval to any person, who has unpaid delinquent fines, interest, penalties, liens or assessments due under this policy, related to the permit, license, agreement or approval.
- (f) The District may suspend any permit, license, agreement or discretionary approval issued to or with a person who has unpaid fines related to the permit, license, or approval totaling five hundred dollars (\$500.00) or more that have been delinquent for over thirty (30) days. The suspension shall become effective twenty (20) days after the day notice of the suspension is placed by the director in the U.S. mail, postage prepaid, addressed to the person and shall continue until the delinquency is paid in full. The person may request an administrative hearing pursuant to the procedures in section 3098.80 on the issue of fine delinquency only, if the request is filed with the District before the twenty (20) day period ends. Continuing to operate under a suspended permit, license or approval shall be grounds for revocation of the permit, license or approval. Revocation may be made by the District at a public hearing for which the same notice shall be given as required for issuance of the permit, license, or approval involved, but in no event shall there be less than ten (10) days written notice.
- (g) It is unlawful for a citee to fail to pay any administrative fine, interest, or penalty imposed pursuant to this policy. The District General Counsel, at his or her discretion, may initiate a criminal citation or complaint for an infraction to any citee who fails to make such a payment. The criminal fine for this violation shall be a mandatory minimum of one hundred dollars (\$100.00).
- (h) The parent or legal guardian of a citee who is a minor shall be liable for any fines imposed upon the minor pursuant to the provisions of this policy. Any such fines may be collected from the minor, parent or guardian.



**Series 4000**  
**Board of Directors**

## Rossmoor Community Services District

Policy

No. 4030

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### BOARD REMUNERATION AND REIMBURSEMENT

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**4030.00** Board Remuneration and Reimbursement: California Government Code Section 61047(a) provides that that the board may provide that each Director may receive compensation in an amount not to exceed \$100 for each day of service and a Director shall not receive compensation for more six (6) days of service in a month. Government Code Section 61047(b) provides that the Board, by ordinance adopted pursuant to Water Code Section 20200 et seq., may increase the amount of compensation that may be received by members of the Board. Government Code Section 61047(c) provides that the Board may receive their actual and necessary traveling and incidental expenses incurred while on official business.

**4030.01** A Director shall receive \$100 compensation for attendance at each District Board meeting and each District standing committee meeting as provided for under the Brown Act (Government Code Section 54952(b)). A Director shall receive \$50 compensation for attendance at each District ad hoc or advisory committee meeting as provided for under Brown Act (Government Code Section 54952(b)) as well as for each "Day of Service" to the District rendered as a Director when requested by the Board. In no event shall compensation paid pursuant to this policy exceed \$600 per Director per calendar month.

**4030.02** For the purposes of 4030.01, payment for a Day of Service to the District rendered as a Director shall be limited to Board approved:

- Representation of the District by a Director at meetings of other governmental entities if requested by this Board.
- Representation of the District by a Director at such conferences, community meetings or other events as is specifically requested by this Board.

**4030.03** Reasonable expenses as required or authorized by the Board, including mileage, incurred by a Director in the performance of his or her official duties as a Board member, shall be reimbursed upon submittal of documentation showing the date, amount and purpose of such expenditures. Such reasonable expenses shall include actual and necessary traveling and incidental expenses incurred while on official business. Pursuant to Government Code Section 53232.2(c), the District shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses.

Adopted: Resolution 87-6 January 28, 1987  
Adopted: Policy 4030 June 10, 2003  
Amended: September 14, 2004  
Amended: January 13, 2009  
Amended: January 11, 2011

## Rossmoor Community Services District

Policy

No. 4040

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### TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

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**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

Policy

No. 4055

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**DISTRICT BANK AND INVESTMENT ACCOUNTS**

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**4055.10 Authorized Signatures For Bank and Investment Accounts:** Each District bank account opened or closed shall require two signatures from official signatories. Each investment account opened or closed shall require two signatures from official signatories unless it is a maturing (closed) time certain investment e.g. CD.

**4055.11 Investment Account Approvals:** Any transaction involving a District investment account other than LAIF, shall have been reviewed by the Investment Committee and approved by the Board.

**4055.12 Payment Signing Approvals:** Two signatures from official signatories shall be required on all payments issued by the District, either on actual checks or other documentation supporting the amount paid out.

**4055.20 Official Signatories:** The following named officials of the District are authorized signatories:  
President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and General Manager.

**4065.30 Proceeds from Closed Accounts:** Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

**4055.40 Reinvestment of Funds from a Closed Account:** As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987  
Approved renumbering & format: October 8, 2002  
Reaffirmed: June 10, 2003  
Amended: July 12, 2005  
Amended: July 13, 2010  
Amended: July 13, 2010  
Amended: November 11, 2014

## Rossmoor Community Services District

Policy

No. 4090

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### TRAINING, EDUCATION AND CONFERENCES

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**4090.10 Professional Development:** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation and their attendance is beneficial to the District.

**4090.20 Board Development Encouraged:** It is the policy of the District to encourage Board development and excellence of performance by reimbursing reasonable expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. "Junkets" (a tour or journey for pleasure at public expense), however will not be permitted.

**4090.30 Travel Arrangements:** The General Manager is responsible for making arrangements for Directors' conference and registration expenses. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts. Directors will be reimbursed for reasonable expenses such as meals, lodging and travel.

**4090.40 Authorization To Attend:** Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

**4090.50 Minimize Expenses:** Expenses to the District for Board of Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

- Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- Directors traveling together whenever feasible and economically beneficial.
- Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

**4090.60 Short Term Director:** A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.70 Report On Benefits To District:** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

1<sup>st</sup> reading: June 8, 2004

Adopted 2<sup>nd</sup> Reading: August 13, 2004

**Series 5000  
Board Meetings**

## Rossmoor Community Services District

Policy

No. 5010

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### **BOARD/COMMITTEE MEETINGS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

# Rossmoor Community Services District

**Policy**

**No. 5020**

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## **BOARD MEETING AGENDA**

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**5020.10 Development Procedure:** The General Manager, in cooperation with the Board President shall prepare an Agenda for each Regular and Special Meeting of the Board. Any Director may contact the Board President to ask that an item be placed on Agenda (no later than two weeks prior to the meeting). The Board President shall determine either to direct the General Manager to place the item on the Agenda or to ask the Director to request that it be considered at the next Regular Meeting for placement at the subsequent meeting of the Board.

**5020.20 Public Requests:** Any member of the public may request that a matter directly related to District business be placed on the Agenda of a regularly scheduled meeting of the Board, subject to the following conditions:

**5020.21 Request in Writing:** The request must be in writing and be submitted to the General Manager together with supporting documents and information no later than two weeks prior to the meeting.

**5020.22 District Jurisdiction:** The General Manager shall be the sole judge of whether the public proper subject for consideration by Board in closed session will be accepted under this policy.

**5020.23 Appeal of Rejection:** All decisions of the General Manager not to include an item on the Agenda may be appealed to the Board, at a subsequent Regular or Special Meeting of the Board.

**5020.24 Time Limitations:** The Board Chair may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.30 Agenda Format:** The Board shall use a standardized and consistent Agenda format for all Regular Meetings. The Regular Meeting Agenda shall contain the following items and order of business:

**A. ORGANIZATION**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Presentations
5. Board Elections (As required pursuant to Policy 5010.80.)

**B. ADDITIONS TO AGENDA**

**C. PUBLIC COMMENT** [three (3) minute limit per individual unless time is extended by the Board Chair and no time may be ceded from one speaker to the other unless approved by the Board Chair]

**D. REPORTS TO THE BOARD** (Board Committees, Board Appointed Citizen Committees and General Manager Information Items) (Items which require a specific action will only be noted as deferred to Resolutions/Ordinances under G or Regular Calendar under H)

**E. CONSENT CALENDAR** (All items approved in a single motion unless otherwise requested for discussion by a Director or a member of the public.)

1. Minutes

2. Routine Matters (Project Schedule, Revenue & Expense Report, Quarterly Status Report, etc)

- F. PUBLIC HEARINGS
- G. RESOLUTIONS/ORDINANCES
- H. REGULAR CALENDAR
- I. GENERAL MANAGER ITEMS
- J. BOARD MEMBER ITEMS
- K. GENERAL COUNSEL ITEMS
- L. CLOSED SESSION
- M. ADJOURNMENT

**5020.35** Revising the Order of Items: the Board retains the authority to hear items out of order or to revise the order of items appearing on the agenda for any particular meeting.

**5020.40** Staff Reports: All Items placed on the Agenda by the General Manager will be accompanied by a staff report. The staff report is intended to identify and summarize the issue. The staff report will offer recommendations for Board action, as appropriate.

**5020.50** Special Meetings: The Special Meeting Agenda shall contain the specific subject matter as necessary for calling the Special Meeting.

**5020.60** Posting of Agenda: In addition to the posting of the Agenda at the District Office, it shall be posted at Rossmoor Park and Montecito Center. Regular meeting agendas are to be posted at least seventy-two (72) hours prior to the scheduled meeting. The Agenda will also be noticed on the District's website as soon as practicable after the Agenda is delivered to the Board. The agenda for a Special Meeting or Committee meetings shall be posted at these locations at least twenty- four (24) hours prior to the meeting.

**5020.70** Agenda Mailing: The Agenda is to be sent to all newspapers requesting it. In addition, it is to be sent to all individuals who so request and provide a stamped, self-addressed envelope and as otherwise required by the Brown Act.

**5020.80** Executing Documents: The Board President (or Vice President, in the absence of the President) shall sign ordinances, resolutions, and contracts approved by the Board. The Secretary shall attest to the signature of the President or Vice President. When authorized by the Board, the General Manager may execute Agreements for services.

Adopted: December 8, 1993, February 14, 1996  
Amended: February 9, 2000, June 8, 2000  
Approved renumbering & format: October 8, 2002  
Reaffirmed: March 11, 2003  
Amended: April 13, 2004  
Amended: March 13, 2007  
Amended: March 8, 2011  
Amended: April 14, 2015  
Amended: February 12, 2019

# Rossmoor Community Services District

**Policy**

**No. 5030**

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## **COMMITTEES OF THE BOARD OF DIRECTORS**

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**50300.00 Appointment of Standing Committees:** The Board President shall appoint such standing committees as called out in Board policies. The duties of the standing committees shall be outlined in specific Board policies relating to the function of said committees.

**5030.10 Appointment of Temporary Ad Hoc Committees:** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**5030.20 Committee Categories:** The categories of committees are as follows:

**5030.21 Standing Committees:** Standing committees are those bodies which are called out in other Board policies as having specific and ongoing duties and responsibilities.

**5030.22 Temporary Ad Hoc Committees:** Temporary Ad Hoc committees are those bodies which are appointed by the Board President for a specific study or task, which is temporary in nature, and which is disbanded at the conclusion of the stated study or task and a final report has been submitted to the Board.

**5030.23 Advisory Committees:** The Board President may appoint any of its members to serve on Board advisory committees or as representatives to other public agencies or organizations. Individuals from the community may be appointed to advisory committees.

**5030.30 Committee Meetings:** No more than two Board members may serve on any one committee. All committees of the Board are subject to the Brown Act, thus such committee meeting agendas must be posted in a manner similar to Board Agendas. Committee meetings are subject to the open meeting requirements of the Brown Act.

**5030.40 Report to the Board:** Under Board Member items on the Agenda, each Board member shall provide a brief synopsis of any meetings and/or events attended as an elected official including temporary ad hoc or advisory committees.

**5030.50 Committee Code of Conduct and Rules of Order:** To the extent practicable, Committee meetings should conform to Board Policy No. 5110 and No. 5120.

**5030.60 Scheduling of Committee Meetings:** In those instances when a Committee meeting cannot be scheduled to meet the Board Agenda deadline due to the unavailability of a Committee member, the General Manager and/or the President may elect to bring a matter requiring Board action directly to the Board at their next Regular or Special meeting,

Amended: October 17, 2002

Approved renumbering & format: October 8, 2002

Reaffirmed: March 11, 2003

Amended: January 13, 2009

Amended: December 14, 2010

Amended: September 8, 2015

Rossmoor Community Services District

**Policy**

**No. 5050**

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**REVIEW OF ADMINISTRATIVE DECISIONS**

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**5050.10** Provisions of the California Code: The provisions of Section 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of Section 1094.5 of said code. The provisions of Section 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

**5050.20** Administrative Decisions: This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

Proposed 1<sup>st</sup> Reading: October 12, 2004  
Proposed 2<sup>nd</sup> Reading: November 9, 2004  
Proposed final approval: January 11, 2005

# Rossmoor Community Services District

**Policy**

**No. 5060**

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## **MINUTES OF BOARD MEETINGS**

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**5060.10** Responsibility for Board Minutes: The Secretary of the Board (General Manager) shall keep minutes of all regular and special meetings of the Board.

**5060.11** Distribution of Minutes: Copies of draft minutes shall be included with the agenda for the next regular Board meeting.

**5060.12** Security of Written Minutes: Approved written minutes of regular and special meetings of the Board shall be filed in a safe and secure manner for a period of three years and then archived in perpetuity.

**5060.20** Video/Tape Recording: A video/tape recording of every meeting of the Board, excluding closed sessions, shall be made.

**5060.21** Closed Sessions: The Secretary of the Board shall attend closed sessions (other than a personnel session regarding the General Manager) and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book is not a public record subject to inspection and shall be kept confidential.

**5060.22** Security of Recordings: The video/tape recordings of each meeting shall be kept in a safe and secure manner. Video/tape recordings shall be kept in perpetuity.

**5060.30** Minute Format: The minutes of Board meetings shall follow the Agenda format as prescribed on Policy No. 5030 Board Meeting Agenda and include the following, as applicable:

**5060.31** General:

- Date, place and type of each meeting
- Directors present and absent by name
- Call to order
- Arrival of tardy Directors by name and time
- Pre-adjournment departure of Directors by name and time of departure
- Adjournment of the meeting
- Notice of Posting

**5060.32** Board Actions:

- Approval or amended approval of the minutes of preceding meetings
- All motions and action summary of each Agenda Item, including a record of the vote
- Resolutions and ordinances, title and number of each, voted on by the Board
- A record of all contracts or agreements entered into
- All employments and resignations or terminations of employment within the District
- A record of all bid procedures
- Adoption of the final and amended budget and transfers between Funds
- Monthly financial reports, including the Revenue and Expenditure Report
- A record of the General Manager's report to the Board

- A record of Board Member Items
- Approval of all policies and Board adopted resolutions and ordinances
- A record of all visitors and delegations appearing before the Board

**5060.40** Proposed Changes and Corrections: All proposed corrections to the draft minutes shall be addressed either directly to the General Manager or the Board as a whole. Directors shall not address either policies or ministerial questions about minutes directly to professional staff members.

Approved: October 12, 2004  
Amended: October 11, 2005  
Amended: November 8, 2005  
Amended: March 10, 2009  
Amended: November 9, 2010

## Rossmoor Community Services District

**Policy**

**No. 5110**

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### **RULES OF ORDER FOR BOARD MEETINGS**

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**5110.10** Agendized Action Items shall be discussed and considered by the Board by motion in accordance with this policy.

**5110.20** Appeal of a Determination. Any determination made by the Presiding Officer may be appealed by the making of a Motion to Appeal the Ruling by any other Board Member. The Presiding Officer's determination will stand unless a majority of the Board votes in favor of the Motion to Appeal the Ruling, in which case the ruling of the Presiding Officer will be overridden.

**5110.21** The Motion to Appeal the Ruling is debatable, and the Presiding Officer may participate in the debate and the voting on the motion. A vote upon a Motion to Appeal the Ruling is purely a procedural matter, and shall not constitute "action taken" on any substantive question.

**5110.30** Rights of Presiding Officer. The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Board Members, and he/she shall not be deprived of any of the rights and privileges of a Board member by reason of his/her action as presiding officer.

**5110.40** Calling for a Vote. The Presiding Officer shall orally restate each question immediately prior to calling for vote. Following the vote, the Presiding Officer shall verbally announce whether the question carried or was defeated. The Presiding Officer may also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

**5110.50** Board Decorum. The Presiding Officer is responsible for the maintenance of order and decorum at all times. no person shall be allowed to speak who has not first been recognized by the Presiding Officer and all questions and remarks shall be addressed to the Presiding Officer. Board Members shall accord the utmost courtesy to each other, District staff and the public appearing before the Board.

**5110.60** Board Member Remarks. Any Board Member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall confine himself/herself to the question under debate.

**5110.70** Questioning Staff. A Board Member desiring to question the staff shall address his/her question to the staff member through the Presiding Officer to the General Manager who shall either answer the inquiry himself/herself or designate some other member of staff for that purpose.

**5110.80** Interruption of Speaker. A Board Member, once recognized, shall not be interrupted while speaking unless 1) called to order by the Presiding Officer, 2) a Point of Order is raised by another Board Member, or 3) the speaker chooses to yield to questions from another Board Member.

**5110.90** Called to Order. Any Board Member called to order while (s)he is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, (s)he shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his/her remarks so as to comply with rules of the Board.

**5110.100** Board Committees: To the extent practicable, meetings of Committees of the Board should conform to this policy and to Policy No. 5120 Board Code of Conduct.



## Rossmoor Community Services District

**Policy**

**No. 5120**

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### **BOARD CODE OF CONDUCT**

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**5120.10 Board Objective:** The Board of Directors of the District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the governing of the behavior between and among members of the Board of Directors, the following rules shall be observed.

**5120.11** The dignity, style, values and opinions of each Director shall be respected.

**5120.12** Responsiveness and attentive listening in communication is encouraged.

**5120.13** The needs of the District's constituents should be the priority of the Board of Directors.

**5120.20 Board's Primary Responsibility:** The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**5120.30 Emphasize the Positive:** Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

**5120.40 Focus on Issues:** Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**5120.50 Differing Viewpoints Healthy:** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action

**5120.60 Directors Should Follow The Following Procedures:**

**5120.61** In seeking clarification on informational items, Directors should address questions to the General Manager to obtain information needed to supplement, upgrade, or enhance that knowledge to improve legislative decision making. The General Manager may ask professional staff to directly assist Directors when necessary and appropriate.

**5120.62** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

**5120.63** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**5120.64** In presenting items for discussion at Board meetings, see Policy No. 5020.

**51280.65** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

**5120.66** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

**5120.67** Directors shall not involve themselves in daily operations of professional staff. Only the General Manager shall direct staff to carry out specific duties and responsibilities.

**5120.70** Work of The District Is A Team Effort: All individuals should work together in a collaborative process, assisting each other in conducting the affairs of the District.

**5120.80** Constituent Requests: When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and/or the General Manager.

**5120.90** Relationship With General Manager: Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**5120.100** Board Operates As A Whole: Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**5120.110** Monitoring The District: Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Policy 1.10 (Resolution 94-16 adopted 9/14/94)  
Amended: September 14, 2004  
Amended: March 10, 2009  
Amended: December 14, 2010

**Series 6000  
Facilities**

# ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6010**

## **REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES**

**6010.00 Public Parks and Facilities:** Rossmoor Community Services District (District/RCSD) parks and facilities include the Montecito Center, Rossmoor Park, Rush Park, Foster and Kempton Mini-Parks Parks and buildings designated for rent within those parks. These parks and facilities are managed by the District in response to the needs of the residents of Rossmoor and are made available for the use of community-based organizations, non-profit organizations, private individuals and commercial groups. The aim of the District is to provide parks and facilities that are a benefit and source of pride to the entire community.

**6010.01 General/Short-Term Use:** District parks and facilities may be used by groups, individuals or organizations. Uses include, but are not limited to: classes, events and cultural, educational, health, self-improvement and sports programs.

**6010.02 Dedicated Use:** Specific space or rooms within the District may be authorized for dedicated use (one to two years) when specifically approved by the Board pursuant to Policy No. 6030 Facilities—Dedicated Use of Specific District Facilities.

**6010.03 Long-term Use:** A recurring monthly or weekly use of District parks or facilities shall be governed by Policy No. 6020 District Parks and Facilities—Long-Term Use.

**6010.04 Non-Profit Use:** Use of District parks and facilities by non-profit use shall be governed by Policy No. 6021 Non-Profit Use of District Parks and Facilities.

**6010.05 For Profit Use:** Commercial persons or groups requesting use of District facilities for the purpose of making a profit shall be governed by Policy No. 6022 Commercial Use of District Property

**6010.10 General Manager Authority:** The General Manager shall have the authority to limit the hours of use for all events based on the type of activity planned, proximity to homes, the noise level anticipated from the attendees and the availability of parking needed to accommodate the event. Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. Preparation time includes, but is not limited to, any organized activity such as exercising, warming up, practicing, preparation of a field for play, preparation of a facility for the event, or any other activity if it generates excessive noise. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.90.

**6010.20 Priority of Use:** The use of District parks and facilities shall be awarded in the following order of priority: District sponsored activities; Rossmoor community organizations; Rossmoor residents; other organizations or individuals. Also, organizations currently using District facilities will be given the right of first refusal or to renew their current usage in accordance with the latest fee schedule. The General Manager may require documentation to authenticate the addresses and identities of the requester and his/her organization.

**6010.30 Sunday Organized Use:** User Permits for Sunday organized use of playing fields will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled

or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

**6010.40 User Permit Required:** The use of any buildings or meeting rooms as set forth in Policy No. 6011.20 shall require the person or group to obtain a User Permit from the District. Use of any green space, court or field for organized activity by a group of ten persons or more shall require a person or group to obtain a User Permit. User Permits for any outdoor picnic, meeting, or public gathering of seventy five (75) or more shall be governed by Policy No. 6012 Group Picnics, Public Gatherings and Special Events.

**6010.41 User Permit Procedures:** An applicant for a User Permit must be 18 years of age (See Policy 6060.30) in order to apply for the use of a park or facility. The permittee shall make an application on forms provided by the District, accompanied by a processing fee. See Policy No. 6015 Establishment of Fees And Charges For Use Of District Parks, Buildings and Facilities. It is the responsibility of the person in charge of the event, as identified on the User Permit, to enforce the rules of this policy. Failure to enforce the rules of the District's policies is immediate grounds for revocation of a User Permit.

**6010.42 Permit Requests and Deposits:** A request for a User Permit should be received by the District a minimum of ten (10) calendar days prior to the requested date and may be submitted six (6) months prior to the requested date. A "reservation" fee will be required to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy 6015, must be paid at least ten (10) calendar days prior to the scheduled event or the request is invalid. If another applicant requests the same facility or field on the same date and time, the original applicant will be notified and requested to pay any unpaid fees and if that person does not do so within two (2) business days, the later applicant's request will be honored. In all cases, fees and deposits paid within ten (10) calendar days of the scheduled event must be in cash.

**6010.43 Response to Applicants:** Unless otherwise specified, the District will make reasonable efforts to respond to applicants within five (5) working days of receipt of application unless the request requires Board approval or if the General Manager is required to research a particular aspect of a request which is not specifically covered by Board policy. In the latter case, every attempt will be made to approve or disapprove a User Permit Request in a timely manner.

**6010.44 Revocation of User Permit:** A User Permit may be revoked by the General Manager upon a finding that any policy of the District has been violated by the holder of the permit or a person using District property under the authority of said User Permit. A person desiring to contest the revocation must do so as set forth in section 6010.90.

**6010.50 Agreement Required:** The rental of any park or facility for a commercial use shall require an Agreement between the user and the District for a sharing of revenue on terms negotiated by the parties.

**6010.60 District Indemnification:** Application for a User Permit for groups of more than 50 individuals wishing to use a field or facility must sign the District's Hold Harmless Agreement. Applications for groups of 150 or more individuals must include a Certificate of Insurance naming the Rossmoor Community Services District as additional insured and sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence / Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

**6010.70 Cancellation of Request By Applicant:** In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled use. The refund will be denied, however, if another applicant has requested the same reservation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days in advance of the scheduled event, may receive a partial refund of fees and deposits only if the General Manager finds:

- a. The applicant made a reasonably good faith effort to promptly notify the District and the facility was subsequently rented for same date and time, or
- b. Extenuating circumstances beyond the applicant's control justify the refund.

In all cases, the processing and cancellation fees will be retained by the District.

**6010.80 Cancellation by General Manager:** Any reservation may be canceled by the General Manager if in his/her judgment the event violates any District policy. In the event of such a cancellation, notice shall be given to the applicant as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

**6010.90 Appeal to the Board:** An applicant for or holder of a User Permit or any other interested person who disputes the decision of the General Manager regarding an application, denial or revocation or other matter regarding a User Permit may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the Board Agenda for the next scheduled Regular Board meeting and payment of the appeal fee as set forth in the Fee Schedule. The matter may be placed on a subsequent Board Agenda if there is insufficient time to place the matter on the agenda for the next regularly scheduled meeting of the Board. Any such appeal must be in writing and must be delivered to the General Manager within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The decision of the Board shall be final.

Adopted: October 8, 2002  
Amended: August 10, 2004  
Amended: March 8, 2005  
Amended: August 12, 2008  
Amended: July 14, 2009  
Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended: November 11, 2014  
Readopted by Ordinance 2014-03: November 11, 2014

# ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

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## **RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY**

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**6011.00 Purpose:** The purpose of this policy is to provide for the orderly administration and control of District property within the District and establish rules and regulations to provide a safe and enjoyable environment for those using these facilities.

**6011.10 Definitions:** For the purpose of this policy the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates to the contrary:

**6011.11 Alcoholic Beverage:** Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

**6011.12 Board:** The Board of Directors of the Rossmoor Community Services District.

**6011.13 District:** The Rossmoor Community Services District

**6011.14 District Property:** Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.

**6011.15 Facility:** May include any or all of the following: Rush Park Auditorium, East Room, West Room, Administration Building, kitchens, Rossmoor Park Community Center, Montecito Center, picnic site, court or field.

**6011.16 General Manager:** The General Manager of the District.

**6011.17 Group** "Group" means all Persons subject to the same permit.

**6011.18 Person:** Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

**6011.19 User Permit:** District approved written permission for event, activity or function to take place on District property issued by the General Manager of the District pursuant to Policy No. 6010.

**6011.20 Mobile Food Vending Cart:** A mobile motorized or non-motorized cart, hand truck, stand or similar device that is used for preparation, vending and/or dispensing of food and/or beverages, other than a motor vehicle as defined in Vehicle Code § 415.

**6011.20 Management of District Property:** The General Manager shall administer this policy or other related policies in such a manner as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, and/or shall be enforced by any peace officer, who has authority within the District pursuant to Penal Code section 830.1. For other than casual use of a court or field by less than 10 persons, a User Permit is required for the use of District facilities. Casual use shall be limited to a non-recurring, non-commercial or unscheduled activity.

**6011.30 Compliance:** The privilege of any Person to use District property is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use

**6011.40 Hours of Operation:** All parks shall be open to the public during the hours of 7:00 a.m. to 10:00 p.m. No person or group shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its employees and contractors, or law enforcement officers or for District sponsored events except as otherwise limited by Policy No. 6010—General Manager Authority and Ordinance No. 2014-03. District buildings shall be open to the public with a proper permit during the same hours of operation.

**6011.50 Commercial/Non-Profit Use of District Property; User Permit Required:** A User Permit is required for the commercial or non-profit use of District property. Commercial use is governed by Policy No. 6022 Commercial Use of District Property and non-profit use is governed by Policy No. 6021 Non-Profit Use of District Property. These classifications differentiate routine uses by residents and non-residents.

**6011.60 Parks & Facilities Committee:** The Parks & Facilities Committee is comprised of two Board members and the General Manager. The President appoints the members of the Committee.

**6011.70 Prohibited Activities:** Following are activities specifically prohibited on District property.

**6011.71 Unauthorized Motor Vehicles:** No Person shall operate an unauthorized motor vehicle, four-wheel drive vehicle, motorcycle, motorbike, motor dirt bike, all-terrain vehicle, off highway vehicle or any other motorized vehicle within District property except as authorized by the General Manager.

**6011.72 Skateboards:** No Person shall ride a skateboard propelled by human power to roll or coast within District property.

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

**6011.74 Firearms, Weapons, Fireworks, Replica Firearms:** No Person shall have any fireworks, firearms, replica firearms, air gun, paint ball gun, BB gun, slingshot or bow or hunting arrow or any weapon in his/her possession on District property, nor shall any person discharge any firearm, fireworks or weapon or display any replica firearm on District property.

**6011.75 Controlling Domestic Animals:**

*Leash Required.* No Person shall allow a dog or other domestic animal in any park unless the animal is restrained at all times by a substantial leash not to exceed six (6) feet in length and in the control of a person competent to restrain the animal, or unless the animal is restrained and enclosed in a cage, crate or similar enclosure.

*Animal Wastes.* All Persons shall remove and properly dispose of animal excreta from any park.

*Dog Shows.* Nothing in this section shall prevent the District from holding supervised public events on District property in which domestic animals participate, nor shall it prohibit the General Manager from issuing permits for group activities wherein dogs will be under the responsible care of a person while not restrained by a leash or enclosed in a cage or similar enclosure while participating in a permitted canine event.

Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.



**6011.76 Golfing:** No Person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

**6011.77 Unsafe Activity:** No Person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

**6011.78 Disorderly Conduct and Noise:** No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property.

**6011.79 Electrical Outlets:** No person shall use any outdoor electrical outlets in District parks. This prohibition shall not apply to District employees or contractors acting within the scope of employment, or persons authorized to do so under a User Permit.

**6011.80 Violation of laws, rules, or ordinance:** No person shall use any District park in violation of any District policy, rule, regulation, or ordinance; nor shall any person use any District park in violation of any state or federal law.

**6011.90 Rental Fees and Charges:** See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

**6011.100 Amplified Sound System, Music and Live Music-Permit Required:** No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

**6011.110 Fire Regulation:**

**6011.111 Smoking:** Smoking of any substance by any means, including cigarettes, cigars, pipes, vaping, electronic cigarettes as defined in Health & Safety Code § 11405, or other similar electronic smoking devices, is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

**6011.112 Barbecues:** Use of barbecues at parks and mini parks is permitted in designated cemented areas clear of trees and buildings with prior General Manager authorization. Smokers are prohibited. Hot coals may not be disposed of in any parks.

**6011.113 Building Capacity:** The occupancy of any District building shall not exceed the posted capacity of persons as determined by the Orange County Fire Marshall.

**6011.120 Inflatable Devices:** Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" "jumpers" or "laser tag", are not permitted on District property unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

**6011.130 Mobile Food Vending Carts:** Mobile Food Vending Carts that serve, dispense or contain heated foods are not permitted on District property in connection with a Group and/or a User Permit unless the Group has paid required fees and provided to the District a valid certificate of insurance for at least \$1,000,000, naming the District as an additional insured.

Adopted: Resolution 94-4, April 13, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: June 10, 2003  
Amended: August 12, 2008  
Amended: September 8, 2009  
Amended: October 13, 2009  
Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014  
Readopted by Ordinance 2014-04: November 11, 2014  
Readopted by Ordinance 2015-01: February 10, 2015  
Amended: September 8, 2015

# ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6012**

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## **GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS**

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**6012.00 Definitions:** For the purpose of this policy, the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates the contrary:

**6012.01 Group Picnics:** An outing or occasion that involves eating outdoors with others

**6012.02 Public Gatherings:** A crowd or collection of people gathered together obtaining information or services

**6012.03 Special Event:** A short term land use activity that is distinct from the customary land use of the property on which it is conducted and that involves the potential for a substantial number of participants or spectators. Special Event includes the potential for a substantial number of participants or spectators. Special Event includes carnival, community festival, outdoor dining or other event as determined by the General Manager.

**6012.10 Group Picnics or Public Gatherings-User Permit Required:** No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than fifty (50) individuals to be held in any park without first obtaining a User Permit from the District. User Permits may be issued when previously issued permits have not exhausted the capacity of the park sought to be used.

**6012.20 Group Picnics or Public Gatherings-District Certificate of Insurance Required:** Picnics or public gatherings numbering one hundred-fifty (150) attendees or more must reserve picnic area(s) or field space and also secure a User Permit from the District on a first come, first served basis. Such groups must also obtain a Certificate of Insurance for at least \$1,000,000 naming the District as an additional insured in accordance with Policy No. 6010.50 District Indemnification.

**6012.30 Reserving Park Spaces-Rossmoor Residents and Community Youth Groups:** Rossmoor residents, community youth groups, or any person desiring to reserve a designated space in a park for a picnic or public gathering must do so pursuant to Policy No. 6010 by obtaining a User Permit, paying the fees called out in the District's Fee Schedule and signing the District's indemnification form. Groups of 150 or more persons must also meet the insurance requirements indicated above and apply for a Special Event permit. Reservations may be made no more than six (6) months in advance.

**6012.40 Denial of a User Permit:** The General Manager may decline to issue a permit when he/she determines that the Person or Group applying, has within the preceding twelve (12) months conducted previous similar events in parks operated by the District and such events have resulted in noise or other activities which disturbed other users of the parks or residents adjacent to the park, or where the applicant has, or members of his/her Group have, been evicted from a park, or where there was substantial damage to the park. If the General Manager declines to issue a permit he/she shall so notify the applicant in writing and set forth the reasons why a permit was not issued.

**6012.41 Appeal to the Board:** An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board pursuant to the procedures set forth in Policy No. 6010.90.

**6012.50 Designated Areas:** Groups are confined to the area(s) designated in the permit. Approval of an application for a baseball or softball diamond, for example, includes the space for the necessary outfield and does not include space between diamond outfields.

**6012.60 Special Event-User Permit Required:** No person shall cause a Special Event to occur on District property without first obtaining a User Permit for a Special Event.

**6012.70 Special Event Limitations:** User Permits for Special Events may be subject to conditions to ensure that the permitted event does not interfere with other park uses or activities and is conducted in a safe and orderly manner. Such conditions shall be limited to the following requirements:

**6012.71 Special Event Application:** Submit application at least 30 days prior to the date of the proposed Special Event including a detailed description of the proposed special event including the following;

- a. Name of organizer and contact information
- b. Detailed description of the event
- c. Diagram of venue area and floor plan
- d. Hours of the event
- e. Layout of the event
- f. Anticipated number of workers, volunteers, attendees
- g. Security measures (if applicable)

**6012.72** Pay fees for the use of "Event Attendant(s)" and facility/park use as established in the fee schedule;

**6012.73** Pay filing fee as established in the fee schedule

**6012.74** Pay cleaning/security deposit and fees determined by District staff

**6012.75** Provide portable sanitary toilets/facilities in sufficient numbers to accommodate the expected number of attendees;

**6012.76** Provide dumpster rental and clean-up of litter and debris after the event;

**6012.77** Provide for control of the noise level of any sound amplification systems used so that applicable sound limits are not exceeded

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

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

**6012.90 Special Event Permit Revocation:** The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as soon as possible. Any person aggrieved by the General Manager's decision may appeal this decision pursuant to the procedures set forth in Policy No. 6010.90.

Adopted: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended November 11, 2014  
Readopted by Ordinance 2014-05: November 11, 2014

## Rossmoor Community Services District

Policy

No. 6013

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### JOINT USE OF DISTRICT PROPERTY FOR DISTRICT SPONSORED PROGRAMS

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**6013.00** Joint Use of District Property for District Sponsored Programs: It is the District's objective to provide recreational, cultural and sports programs. The Board may enter into partnerships, or other joint use arrangements, with individuals, organizations or businesses to jointly provide such programs in furtherance of this objective.

**6013.10** Financial Enhancement of District Sponsored Programs: To encourage and support the development of partnerships to aid in revenue generation and Fundraising and Sponsorship efforts that enhance the District's ability to deliver parks and recreation activities, programs and event offerings to the public.

Definitions: For the purpose of this policy the following terms shall have the respective meanings set forth herein, unless the context in which they are used clearly indicates to the contrary:

Donation: A person or entity providing the District with financial support or property of a value exceeding the District's payment for such item. Typically, donor does not expect to receive a return or recognition from the District in return for donation. Donation may consist of cash, real property (land) or an in-kind Donation.

Sponsorship: A person or entity that provides the District with financial support for an activity, District program or facility, in exchange for the District providing recognition of its financial support. Financial assistance may consist of cash and/or in-kind donations in accordance with the District's Sponsorship Packet.

- a. Specific Event Sponsorship: A neighborhood business, local merchant or local branch of a corporation sponsors a time limited event or program within District Property.
- b. District-wide Program Sponsorship: A local corporation sponsors a time limited program that is held at multiple recreation facilities or has a District-wide presence.
- c. Temporary Logo or Recognition Display Sponsorship: A sponsorship agreement that includes a display of recognition on District publications or on District Property for less than twelve calendar months.
- d. Long-Term Sponsorship: A sponsorship agreement that includes the naming of a facility or portion of a facility for a sponsor for more than one year.

Fundraising: Any activity conducted with the intent of soliciting donations, sponsorships or other financial contributions to the District. Fundraising activities may

Include but are not limited to, District grant proposals, pledge drives, contacting individuals, businesses or other entities with the primary purpose of receiving financial support for the District. Types of sponsorships may include the following:

In-Kind Contributions: A contribution of an item or object other than cash or real property, which would serve a useful purpose to the District. Examples may include, equipment, supplies, materials or services, or promotional opportunity.

Sponsorship Agreement: A negotiated agreement between the District and a company, organization or individual to pay a fee in cash, products, services or a combination thereof, for recognition rights related to certain identified District-owned commercial or marketable assets. A Sponsorship agreement may permit a limited form of promotional opportunity for a company, organization or individual in exchange for the fee paid to the District, subject to approval of the General Manager.

Unrestricted Donation: A Donation made to the District where the donor has placed no limitation on its use.

#### Criteria for Accepting Sponsorship, Donation or In-Kind Contributions

Sponsorships must support the mission and policies of the District.

- A. Special Event sponsorships must support the mission and goals of the District's Recreation Department below:
- B. Provide a variety of recreational, cultural and sports programs and special events such as Movies, Concerts and Shakespeare in the Park and co-sponsor events such as the Community Festival and 4<sup>th</sup> of July Fireworks Spectacular that appeal to all segments of the community.
- C. Monitor recreation and athletic facilities and equipment to ensure they remain safe, clean and in good working order.
- D. Ensure that recreation and athletic facilities are accessible to all users.
- E. Promote cost-effective use of the District's parks, facilities and programs through the establishment of reasonable user fees and charges while encouraging maximum use by the public.

**6013.40** District Contribution To Jointly Sponsored Program Activities: The District's share of the cost of a partnership or joint use agreement may be covered partially or in full by providing the necessary facilities. At the Board's discretion, the established cost (see Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities) for the use of District facilities to the program's partner may be waived or reduced depending on the benefit of the program to the District.

**6013.50** Contributions for District Sponsored Program Activities: The District may obtain donations or sponsorships from donors for District sponsored or jointly sponsored program activities or special event activities.

**6013.60** Joint Use Agreements: Partnerships or joint use arrangements approved by the Board shall be formalized into a written agreement which covers the terms and conditions of the partnership or joint use, as well as the responsibilities of the respective parties.

Adopted: June 14, 2005  
Amended: August 12, 2008  
Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended: August 11, 2015



# ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6015

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## ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT PROPERTY

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**6015.00** Facility Use: A primary purpose of the District is to operate buildings and recreational facilities for the benefit of residents.

**6015.10** Facility Fees And Charges: The Board shall review the schedule of facility fees and charges annually, prior to adoption of the District's Final Budget, and make changes when appropriate in order to reflect the District's actual direct and indirect costs. Fees and Charges include, but are not limited to user fees, security deposits, event attendant fees, key and alarm deposits and cleaning deposits. The General Manager shall maintain a current schedule of fees and charges and make copies available upon request. Fees and charges which are adjusted by the Board during the period of use shall be charged or refunded to the applicant on a prorated basis.

**6015.11** Deposits Required: All deposits required in the Schedule of Fees and Charges shall apply to short-term users, as well as long-term and dedicated users, i.e. key deposits, cleaning deposits, etc unless exempted within the Schedule of Fees and Charges. All deposits shall be kept current during the period of use; i.e., cleaning deposits used by the District for remedial action shall be resubmitted by the renter to constitute a current full deposit.

**6015.12** Clean-up Following Use: Clean up of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used, wipe counters and equipment, clean up any spillage, bag all trash and remove all supplies not provided by the District. Users shall report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount shall be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs.

**6015.13** Event Attendant Fees: The District may determine, in its sole discretion, to require that an Event Attendant be assigned to oversee the event or other use of District property. Said event Attendant shall be an employee or other agent of the District and shall oversee and otherwise monitor the activities and use of the applicable facility to determine whether the user is properly using the facility. For example, and not by way of limitation, the Event Attendant shall monitor: (a) activities, use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. In the event the District requires an event Attendant, the applicable Event Attendant Fee shall be imposed pursuant to the applicable District policy. Cancellation of event less than five (5) business days prior to the event shall result in loss of Event Attendant Fees from deposit.

**6015.14** Event Deposit: The District may determine, in its sole discretion, to require the payment of an Event Deposit in the amount set forth in the applicable District policy. The Event Deposit

shall be applied toward any costs and expenses incurred by the District in responding to issue/questions which arise from the activity or event and/or otherwise taking action to bring the event, use or activity into compliance with the applicable District policy. For example, and not by way of limitation, the District may incur expenses in connection with assisting, and/or performing, activities related to (a) use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. If Event Attendant is not required, events with more than 100 attendees shall be required to pay the event deposit.

**6015.15 Option of Event Attendant Or Event Deposit:** The District may determine, in its sole discretion, to permit the user to elect to pay Event Attendant Fees for an Event Attendant or to pay the Event Deposit. The District retains the authority to determine, in its sole discretion, to require the user to pay the Event Attendant Fees or the Event Deposit. A user will not be charged both Event Attendant Fees and an Event Deposit for the same event/use.

**6015.16 Return of Deposits:** At the termination of the User Permit period, all applicable deposits shall be returned to the renters within a reasonable time period for processing payment and to determine if all deposit conditions have been met. The General Manager shall have the discretion to determine if all or only part of a deposit shall be returned based on his/her assessment of the condition of the building or facility at the end of the fixed period of time. See Policy No. 6010 Requests for Use of District Property, for other conditions.

**6015.17 Hourly Rates:** Hourly rates posted in the Schedule of Fees and Charges are for full hour usage. Any usage for less than an hour, or any usage that exceeds an hour, shall be rounded up to, and charged for, the full hour. Hourly fees apply to each hour of usage including set up and tear down time. Fees for tennis court reservations which are designated as one and one half hours are per reservation and cannot be rolled up.

**6015.18 Per Diem Rates:** Per diem rates are posted in the Schedule of Fees and Charges and are for full day usage such as reserving of a picnic area for the day.

**6015.19 Appeal to the Board:** A user who disputes the decision of the General Manager regarding the refund of deposits or calculation of fees may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting.

**6015.20 Fee Schedule:** The current fee schedule is attached to and made a part of this policy.

Adopted: Resolution 99-12-8-1, December 8, 1999  
Adopted: Resolution 00-12-14-01, December 14, 2000  
Adopted: Policy 6015, June 10, 2003  
Amended: November 8, 2005  
Amended: August 12, 2008  
Amended: July 10, 2012

# RCSD FEE SCHEDULE

## 2018 / 2019

MISC. RENTAL FEES (per use)	
Podium	\$50
Portable Screen	\$15
Risers	\$30

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

FACILITIES	RES	NON RES	CAP
Auditorium	\$60 hr.	\$80 hr.	300-600
300+ Guests	\$77 hr.	\$98 hr.	300-600
East Rm	\$18 hr.	\$23 hr.	30
Kitchen	\$43 hr.	\$60 hr.	N/A

FIELDS	RES	NON RES	Softball
Fields 1, 2, 3,4	\$12.00 hr.	\$18.50 hr.	Soccer

HOURLY FEES: EVENT ATTENDANT (4 hr. min.) \$20

An Event Attendant may be mandatorily assigned to oversee your event as determined by the RCSD

PICNIC SITES	RESIDENTS ONLY
Canopy A	\$50+
Site B	\$25+
Flat Rate + Permit Fee	

MINI-PARKS	RESIDENTS ONLY
Kempton Rd.	\$25+
Flat Rate + Permit Fee	

INSURANCE FEE: \$15

WALL BANNER PERMIT FEE: \$20

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

FACILITIES	RES	NON RES	CAP
Community Rm	\$35 hr.	\$45 hr.	40-50
Kitchen	\$17 hr.	\$25 hr.	N/A

PICNIC AREAS RESIDENTS ONLY

Sites A,B,C Flat Rate: \$25 +

MINI-PARKS RESIDENTS ONLY

Foster Road Flat Rate: \$25 +

Flat Rate + Permit Fee

INSURANCE FEE: \$15

\$60 Picnic Deposit (Over 100 people)

FIELDS	RES	NON RES
Ball Fields	\$12.00 hr.	\$18.50 hr.
Basketball Cts.	\$12.00 hr.	\$18.50 hr.
Volleyball Cts.	\$12.00 hr.	\$18.50 hr.
TENNIS COURTS 1/2/3/4		
Day Rate	\$6 hr.	\$8 hr.
M-F: 5-9 pm	\$8 hr.	\$10 hr.
& Weekends		

PER HR.

Denotes Residents Only

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

FACILITIES	RES	NON RES	CAP
Commy. Rms	\$30 hr.	\$40 hr.	75

### REFUNDABLE DEPOSITS

Event Deposit (over 100 people)	\$60
Picnic Deposit	\$60
Cleaning/Dmg Deposit	\$250-Aud Only
Key/Gate Deposit	\$25
300+ Guest Deposit	\$350
Alcohol Cleaning/Damage Deposit	\$350

As determined by GM for special equipment/activity/staff callout in lieu of an Event Attendant.

- Applications are processed on a first come/first served basis.
  - Setup/Takedown, within reservation timeframe, is renter's responsibility.
  - Children under 18 yrs. require adult chaperones in ratio of 1 to 10.
  - User Permits/Indemnification are mandatory for all rentals & Permits for a gathering of 50 or more people.
  - A million dollar insurance policy naming RCSD as additional insured is required for gatherings of over 150 people.
- THIS LIST IS NOT ALL INCLUSIVE

FEES	FEES (Other)
User Permit Fee	\$20
UP Change Fee (2 <sup>nd</sup> )	\$20
Special Event /Alcohol Filing Fee (*Due at time of application submission)	\$50
Appeal Fee	\$50
Alcohol Event Fee	\$150
False Alarm Fee	\$74
Check NSF	\$25
As per Policy 6012.73	
As per Policy 6015.15	
(Contingent Upon ABC Approval)	

# RCSD FEE SCHEDULE

## DEDICATED SPACE/NON PROFIT/FOR PROFIT RATES

### 2017/2018

**INTERNAL USE ONLY**

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

#### DEDICATED SPACE

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

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

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

#### DONATED SPACE

FACILITIES	RATE
N/A	\$0

#### DUAL PURPOSE SPACE

FACILITIES	N/P	CAP
West Rm	\$9 hr.	15
Calvary & N/P ONLY and RCSD Dedicated Meeting Space		

#### FIELDS: FOR PROFIT HOURLY RATES

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

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

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

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

#### DONATED SPACE

FACILITIES	RATE
Sheriff's Office	\$0

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

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

#### DONATED SPACE

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

## Rossmoor Community Services District

**Policy**

**No. 6020**

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### **DISTRICT PARKS AND FACILITIES – LONG-TERM USE**

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**6020.10 Long-Term Use Defined:** Any person or group requesting recurring monthly or weekly use of District parks or facilities for any activity, event, meeting or gathering for a period of six (6) to twelve (12) months.

**6020.20 Community Benefit Required:** Long-term use of District facilities will be authorized only when there is a benefit to the community as determined by the Board.

**6020.30 Use Greater Than 12 Months:** The fixed period of time for long-term use shall be no more than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The General Manager shall notify the Board of each renewal of a long term use request after the first year.

**6020.40 User Fees and Deposits:** See Policy No. 6015 Establishment of Fees and Charges for the Use of District Parks, Buildings and Facilities for the long-term use of District facilities.

**6020.50 Non-profit Use:** Proof of non-profit tax status is required for applicants requesting long-term use on a non-profit fee basis.

Adopted: September 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: July 13, 2004  
Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended: November 11, 2014  
Readopted by Ordinance 2014-06: November 11, 2014

## Rossmoor Community Services District

**Policy**

**No. 6021**

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### **NON PROFIT USE OF DISTRICT PROPERTY**

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

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

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

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

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

Adopted: November 11, 2014

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

Rossmoor Community Services District

**Policy**

**No. 6022**

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**COMMERCIAL USE OF DISTRICT PROPERTY**

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**6022.00 Commercial Use Defined:** "Commercial use" shall be defined in substance as any for-profit activity or enterprise including, but not limited to, activity camps (including boot camps) and/or private instruction classes (including personal trainers) for which participants are charged a fee.

**6022.10 Community Benefit Required:** Commercial use of District buildings, courts and fields shall be authorized only when there is a benefit to the community and the activity is limited to purposes consistent with the intended use of such facility.

**6022.20 Agreement Required:** Prior to issuance of a User Permit for commercial use of District property, a formal Agreement shall be negotiated between the District and the proposed user for defining the scope of the intended use and agreement on a sharing of gross revenues between the parties. Such Agreement shall be approved by the Board.

**6022.30 User Fees and Deposits:** In addition to a negotiated revenue sharing Agreement, commercial users shall be required to pay established permit fees and hourly rates, as applicable. See Policy No. 6015 Establishment of Fees and Charges for the Use of District Facilities for the commercial use of District property.

**6022.40 Term of Agreement:** The term of a revenue sharing Agreement shall be negotiated prior to the issuance of a User Permit. Any proposed term of more than one year shall require approval by the Board on an annual basis and any modification to the Agreement other than ministerial, shall also require approval by the Board.

Adopted: November 11, 2014

Redopted by Ordinance 2014-08: November 11, 2014

## Rossmoor Community Services District

**Policy**

**No. 6030**

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### **DEDICATED USE OF SPECIFIC DISTRICT BUILDINGS**

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**6030.00** Dedicated Use Defined: Dedicated use of District buildings shall be for a fixed period of time of not less than one year and not more than two years. Continued dedicated use past the approved period of time will require the specific review and approval of the Board. The Board in its discretion may also review and/or modify an approved dedicated use when unforeseen circumstances arise after the time of approval.

**6030.10** Buildings Available For Dedicated Use: Only those buildings or portion of those buildings that have been designated by the Board as not lending themselves to other forms of use shall be included in this category. The District shall develop a list of spaces which can be used in this manner, reviewed annually by the Board in June. The Board may, in its discretion, review and revise the list on a more frequent basis.

**6030.20** Request For Dedicated Use: Each request for use of District buildings which has been made available for dedicated use shall be in writing and shall include the following, and shall be subject to Board review and approval.

- A. A description of proposed use.
- B. Square footage requirements.
- C. Statement of benefit to the community from the proposed use.
- D. Duration of use required.

**6030.30** Rental Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

Adopted: December 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: August 13, 2004  
Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended: November 11, 2014  
Readopted by Ordinance 2014-09: November 11, 2014



## Rossmoor Community Services District

**Policy**

**No. 6040**

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### **ROSSMOOR WALL SIGNS**

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**6040.00** Definition and Scope: The District has jurisdiction over and responsibility for the Rossmoor Signature Wall (the "Wall").

**6040.10** Principle: The Wall is an important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the beauty and integrity of this asset in order to retain the unique character of Rossmoor while balancing the desire of homeowners and residents of Rossmoor to publicize events and post notices of general interest to the community.

**6040.20** Purpose: This Policy establishes clear, readily understandable rules, regulations and procedures for residents and the District to permit the posting of reasonable signs and notices of general interest to the community on the Wall which will minimize damage and preserve this asset and the value it provides to the community. This policy seeks to establish a balance between individual and community needs with regulations intended to control physical damage to the Wall, avoidance of inappropriate signage or notices that create a public nuisance or detract from the value of the community's asset.

**6040.30** Policy: The following regulations shall be adhered to by all parties desiring to post signage or notices on the Wall.

**6040.40** The Wall.

**6040.41** Definition: The Signature Wall runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road. The Katella Wall runs along the north side of Rossmoor starting just west of Wallingsford Rd. extending 75 feet westerly. (Note: The Katella Wall is private property. However, the owners have granted the District an easement to enforce its sign policy on their wall.)

**6040.42** Permitted Signs: Any resident or homeowner of Rossmoor wishing to attach a sign to the Wall shall obtain approval from the District pursuant to Policy 6040.71. No commercial signs shall be permitted on the Wall. No political signs of any type, including candidates for election, shall be permitted at any time. Further, no signs shall contain any material that is slanderous, obscene or discriminatory as defined in applicable law. Except for the preceding express limitations, no request for a sign shall be denied based upon the content of the sign. The intent of this Policy is not to regulate the content of signs but rather, to establish requirements pertaining to the time, place and manner of the posting of signs.

**6040.43** Permitted Locations: In order to preserve the beauty and integrity of the Signature Wall, permitted signs may only be posted on the curved portions of the Wall at Hedwig Road, Bradbury Road and St. Cloud as shown on Attachment I. Under no circumstances may any signs be placed on any other portion of the Wall. For the Katella Wall, signs may be posted only on the wall next to the brick veneer.

**6040.44 Size, Design and Means of Attachment:** The signs shall be of professional quality and shall be limited to no larger than the size indicated on Attachment I. No homemade signs will be approved. The only permitted means of attachment are set forth in Attachment I. In no event may nails, screws or other mechanical means of attachment be used, other than the installed grommets as shown in Attachment I.

**6040.45 Time Limitations:** The time for which the sign or notice may be posted shall be indicated on the Sign Permit Approval Form, Attachment II. However, unless otherwise approved by the District, all permitted signs and notices shall be removed by the person(s) posting the sign or notice within one (1) day after the event described on the sign or notice. In no event shall any sign be posted for more than five (5) consecutive days.

**6040.46 Number of Signs:** No more than one sign for a particular event or notice may be posted at any one location and no more than two locations may be utilized by an applicant without the approval of the General Manager. There must be a compelling reason for signs or notices at more than two locations at the same time.

**6040.50 District Responsibilities:** It is the District's responsibility to maintain and preserve the Wall and maintain, preserve and operate the Parks for all of the residents and homeowners of Rossmoor. In that regard, the District has promulgated this policy and will actively inform residents and homeowners of their responsibilities under this policy and how to properly post signage and notices to preserve and protect these community assets. The District shall, as required, see that this policy is properly enforced for the good of the community. Any questions or issues arising under this policy shall be submitted to and resolved by the District.

**6040.60 General:** Any other acts or failures to act relating to signage on the Wall not specifically noted herein, that in the reasonable judgment of the District might significantly detract from the preservation, protection and aesthetic appearance of the Wall is prohibited.

**6040.70 Procedures:** Except as otherwise permitted herein, any homeowner or resident of Rossmoor wishing to post signage or notices on the Wall shall comply with the following procedures.

**6040.71 District Sign Approval:** For any sign or notice to be posted on the Wall, the Rossmoor resident or homeowner desiring to post the sign shall complete a Sign Permit Approval Form ( Attachment II) and submit it to the District office. The form should be submitted at least two (2) business days prior to the date of posting. The General Manager will review the form and the proposed sign for compliance with Policy Section 6040.42, and shall approve, reject or approve subject to changes and inform the applicant of his/her decision. If an applicant disagrees with a decision of the General Manager, he or she can appeal to the Board. The decision of the Board is final. Under no circumstances will a sign be rejected or changes to the content be required due to the content of the sign; provided the content does not violate the limited restrictions set forth in Policy section 6040.42.

**6024.72 Application Fee:** There is no charge for posting an approved sign. An application processing fee may be charged as called out in Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

**6040.73 Posting and Removal of Signs:** The Sign Permit Approval Form (Attachment II) shall identify the person(s) responsible for posting and removing the approved signs. All signs shall be attached as specified in the approval form and shall be promptly removed on the date indicated in the form. Any sign not removed in a timely manner may be removed by the District. Persons renting District facilities may display temporary signs

during the hours that they are paying rent for a particular facility with the approval of the General Manager.

**6040.74 Priority of Applicants:** Applications for posting of signs or notices may be made no more than six( 6) months in advance. Applications shall be processed on a first come, first served basis. Under some extraordinary circumstances this approval may be rescinded for a necessary use by the District as determined by the General Manager, utilizing the following priorities:

- a. District Needs
- b. Rossmoor Homeowners Association
- c. Rossmoor Residents
- d. Other Applicants for Activities of Interest to Rossmoor Residents

Once an application is approved, it will not be voided unless there is a compelling need, as determined by the General Manager, regardless of priority.

**6040.75 Enforcement of Policy:** The District has the responsibility for enforcing this Policy in an even handed manner. If, however, anyone egregiously or repeatedly violates this Policy, or takes any action endangering the Wall, the District shall have the right, under California Civil Code §3479 and §3480 and Code of Civil Procedure §731, to enforce the provisions. The District shall first provide written notice to the party breaching the provisions and, if the prohibited action is not ceased or cured, as applicable, the District may proceed with filing of a civil action against the offending party.

Adopted: Resolution 01-12-11-02  
Approved renumbering & format: October 8, 2002  
Reaffirmed: May 13, 2003  
Amended: June 8, 2004  
Amended: June 9, 2009  
Readopted by Ordinance 2014-01: January 14, 2014

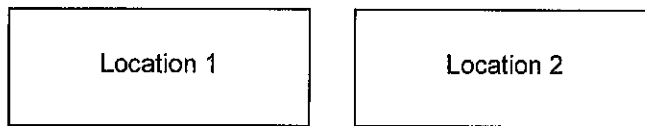
## ATTACHMENT I

### 1. Permitted Locations:

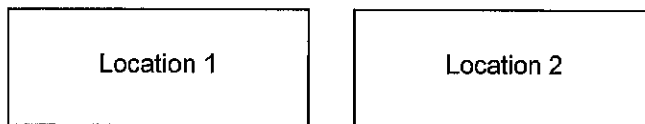
(a) Hedwig Road on the curved portion of the Wall in assigned location as shown:



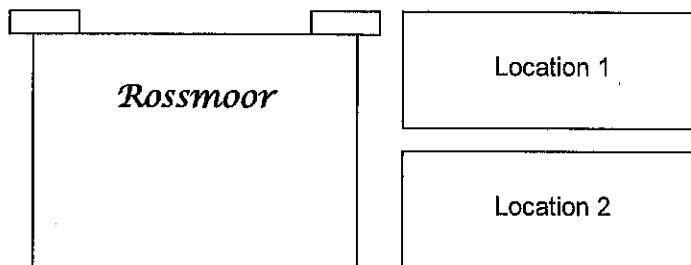
(b) Bradbury Road on the curved portion of the Wall in assigned location as shown:



(c) St. Cloud Drive on the curved portion of the Wall in assigned location as shown:



(d) Katella Avenue at Wallingsford Road on the wall next to the brick veneer in assigned location as shown:



2. Maximum size: 3' X 6'.
3. Approved Attachment: Signs may be attached using the grommets currently installed on the Wall for signage utilizing bungee cords. Except for the currently installed grommets; no other means may be used to attach signs. Signs may also not be attached with duct tape or any other adhesive material.
4. Do not remove any previously posted signs that do not belong to you or your organization. Contact the District office and obtain permission to place your sign over the sign currently in place.

## Rossmoor Community Services District

**Policy**

**No. 6050**

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### **FACILITIES – TENNIS COURTS**

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**6050.10 Appropriate Etiquette:** All persons playing on or visiting the Rossmoor tennis courts shall use commonly accepted tennis etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more persons. A reservation does not take effect until two or more persons are present and ready to play.

**6050.20 Use Limitation For Non-Reservation Players:** Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone has to wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Tennis Schedule at the east entrance to the tennis courts.

**6050.30 Use Limitation For Players With Reservation:** Court use for persons making a reservation is limited to a maximum of one and one-half hours (per day on Saturdays, Sundays, holidays and after 3:00 p.m. on weekdays).

**6050.40 Expiration of Reserved Time:** Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

**6050.50 Advance Reservation:** All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Tennis Schedule shall be done in a manner so as give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

**6050.51 Reservation Limit:** No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

**6050.52 Method of Payment:** Payment for the use of reserved play time may be made at the District office during normal business hours or by placing the fee in an envelope provided at the District's Recreation office, and placing the envelope in the slot on the north wall of the Rossmoor Park Community Center building.

**6050.53 Rain Check:** A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

**6050.60 Use By A Single Player:** A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

**6050.70 Challenge Match:** A challenge match, that may consist of up to six persons playing doubles, shall occupy a court for no more than two hours when there are persons waiting to play.

**6050.80 Appropriate Footwear Required:** All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

**6050.90 Court Maintenance:** The tennis courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

**6050.100 Court Reserved For Instruction:** Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

**6050.110 Prohibited Uses on Courts:** Tennis courts are for tennis play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbequing, or any other group activity. Dogs, whether leased or unleashed are not permitted within the tennis court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

**6050.120 Tennis Instruction:** Tennis instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

Adopted: July 14, 1993  
Amended: August 6, 1997  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: April 13, 2004  
Amended: March 11, 2008  
Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014

## Rossmoor Community Services District

**Policy**

**No. 6080**

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### **SIGNATURE WALL PRESERVATION/ PROTECTION**

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**6080.10 Definition and Scope.** The Rossmoor Signature Wall (the "Wall") runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road.

**6080.20 Principle.** The Wall is a major, important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the Wall in order to retain the unique character of Rossmoor and maintain this important community asset.

**6080.30 Purpose.** This Policy establishes clear, readily understandable rules and regulations for residents and the RCSD to avoid, control and repair damage to and properly maintain and preserve the Wall and the value it provides to the community and to individual homeowners. This policy seeks to establish a balance between individual and community rights where regulations are imposed on individual homeowners only to control physical damage to the Wall or significant loss of community value or benefits.

**6080.40 Policy.** The following regulations and standards shall be adhered to by all residents and homeowners of Rossmoor to preserve and protect the Wall.

**6080.41 Trees and Shrubs.** In order to preserve the Wall and protect it from damage, no trees, large or potentially destructive shrubs or vines shall be planted within two (2) feet of the Wall. Further, it is possible that certain trees and shrubs can cause damage to the wall even though planted over two feet from the Wall. It is the resident's or homeowner's responsibility to exercise due care to prevent Wall damage. If damage is caused to the Wall from any tree, shrub or other vegetation planted in the resident's or home-owner's property, it shall be the responsibility of the resident or home-owner to remove the destructive tree, shrub or vegetation, at the resident's or home-owner's expense, and pay for any damage to the Wall caused thereby, unless the resident or home-owner received the prior written permission of the RCSD to plant the destructive tree, shrub or vegetation. All trees, shrubs and vegetation planted prior to the reconstruction of the Wall shall be deemed approved by the RCSD, unless damage is caused to the Wall due to the resident's or home-owner's failure to properly trim and maintain the tree, shrub and/or vegetation. Any tree, shrub or vegetation which was planted with the approval of the RCSD and which subsequently damages or threatens to damage the Wall will be removed at RCSD's expense.

**6080.42 Vegetation:** Vegetation shall not be onto the street side of the Wall. Heavy growth of vegetation on the resident's or home-owner's side of the Wall shall not be permitted to bear their weight on or against the Wall and shall be removed or trimmed back at the resident's or home-owner's expense.

**6080.43 Ground Surface Level:** The ground surface level on the resident's or homeowner's property bearing on the Wall shall not be allowed to exceed two feet above the level of the sidewalk or ground surface on the opposite side of the Wall.

**6080.44 Structural attachments.** In order to maintain the aesthetic appearance and physical integrity of the Wall, no structural attachments or extensions shall be made to the Wall by residents or homeowners.

**6080.45 Permitted Signage.** Except as permitted in this Section, no signs shall be attached to the Wall. Permitted signs are RCSD signs or RCSD sanctioned signs, such as the Street Sweeping Reminder and the Paper Drive signs. Signs may only be attached on the curved sections of the Wall at Hedwig Road, Bradbury Road and St. Cloud. Organizations wishing to post community special event signs must obtain a permit from the RCSD office. This will allow staff to know who are the responsible parties, when the sign is to be posted and when it will be removed. Signs shall be removed no later than one (1) day after the event. No personal signs, commercial signs or signs promoting any event for private profit shall be permitted on the Wall. Signs may not contain any material that is slanderous, obscene or discriminatory. The RCSD shall have the right to remove any signs from the Wall that do not comply with this Policy.

**6080.46 Defacing the Wall:** Except as permitted in Section 5, attaching signs, painting, defacing or otherwise altering the visual appearance of the Wall is specifically prohibited and could constitute a criminal offense.

**6080.47 Notice:** Since major damage to walls often happens over a period of time, such as gradual settling, tree root uplifting or earthquake cracks, it is the policy of the RCSD to encourage all residents and home-owners to promptly report to the RCSD any damage to or threatened damage to the Wall or any violations of this Policy.

**6080.48 RCSD Responsibilities:** It is the RCSD's responsibility to maintain and preserve the Wall for all of the residents and homeowners of Rossmoor. In that regard, the RCSD has promulgated this policy and will actively inform residents and homeowners of this policy, their responsibilities under this policy and how to preserve and protect the Wall. In addition, the RCSD shall have its staff, volunteers and others periodically inspect the Wall to maintain its visual appearance and structural integrity. The RCSD shall, as required, see that this policy is properly enforced for the good of the community.

**6080.49 General:** Any other acts or failures to act not specifically noted herein, that in the reasonable judgment of the RCSD might significantly detract from the preservation and protection of the Wall is prohibited. Note, any trees, shrubs or vegetation that extends over the Wall onto the street side of the Wall may be subject to the additional jurisdiction of the cities of Los Alamitos or Seal Beach or of Orange County.

Adopted: Resolution, July 10, 2001  
Amended: February 19, 2002  
Approved renumbering & format: October 8, 2002  
Reaffirmed: May 13, 2003  
Readopted by Ordinance 2014-01: January 14, 2014



**Series 7000  
Ordinances**

RESOLUTION NO. 88-1

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE ROSSMOOR COMMUNITY SERVICES DISTRICT,  
CALIFORNIA, CALLING A SPECIAL ELECTION  
AND CONSOLIDATING IT WITH THE STATEWIDE  
ELECTIONS SCHEDULED FOR JUNE 7, 1988

WHEREAS, Section 5201 of the Elections code permits special districts to submit questions to the voters in the same manner as provided in Section 3750 of the Elections Code; and

WHEREAS, upon formation of the Rossmoor Community Services District, the District was specifically authorized to perform aesthetic trimming for Parkway Trees, but was not clearly authorized to provide other maintenance of Parkway Trees, including treatment for disease and/or insects; and

WHEREAS, such maintenance is urgently needed as the County is not performing disease and insect treatment for said Parkway Trees.

THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The Board of Directors of the Rossmoor Community Services District, of Orange County, California, pursuant to its right and authority, hereby calls a Special Election pursuant to Elections Code Section 5201, and in the manner provided in Section 3750 for the purpose of submitting to the voters of the Rossmoor Community Services District the Measure enumerated below.

2. Pursuant to Elections Code Section 23302, the Board of Directors hereby determines that said Special Election should be scheduled for June 7, 1988, and requests that the Board of Supervisors of Orange County consolidate such election with the statewide elections scheduled for June 7, 1988, and that the precincts, polling places, and the precinct board members for said Special Election shall be the same as that for the statewide election conducted within the boundaries of the Rossmoor Community Services District.

3. The Registrar of Voters is hereby requested to place the following Measure on the ballot at said Special Election in the following form:

Shall the ordinance be adopted authorizing the Rossmoor Community Services District to provide for the maintenance of Parkway Trees including but not limited to aesthetic trimming, treatment for diseases and/or insects, and the removal, replacement, or planting of Parkway Trees or the approval of trimming, treatment, removal, replacement, or planting of Parkway Trees by any person?	YES
	NO

4. It is the intent of the Board of Directors of the Rossmoor Community Services District that an impartial analysis of the Measure be provided and requests that such analysis be prepared by County Counsel or by such other official as may be permitted by law.

5. That the Board of Directors authorizes: Johanne Duffy, Clair Weeks, Germaine Erskine, and Gus Brickman, Members of the Board, to file written arguments in favor of the Measure, and Joyce Bloom, Board Member, to file a written argument against the Measure, such arguments not to exceed 300 words in length. In accordance with the Elections Code of the State of California, said Directors are authorized to change the argument(s) until and including the date fixed by the Secretary after which no arguments for or against the District Measure may be submitted to the Secretary, and to file rebuttal arguments. The Secretary shall distribute said arguments as provided by law.

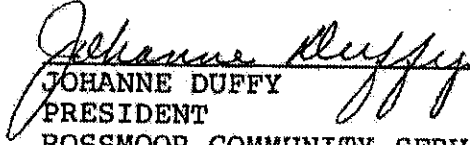
6. That the ballots to be used at the Special Election shall be in form and content as required by law.

7. That in all particulars not recited in this Resolution, the Special Election shall be held and conducted as provided by law for holding district elections.

8. The Rossmoor Community Services District will reimburse the County of Orange for the costs attendant to this Special Election upon presentation to the District of a properly approved bill.

9. The Secretary is directed to forward without delay to the Board of Supervisors and to the County Election Department, each a certified copy of this Resolution and shall certify to the passage and adoption of this Resolution.

ADOPTED this 3rd day of February, 1988.

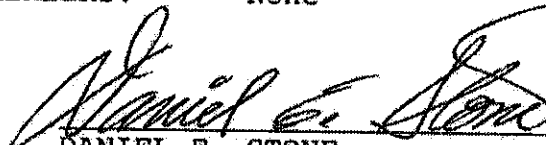
  
\_\_\_\_\_  
JOHANNE DUFFY  
PRESIDENT  
ROSSMOOR COMMUNITY SERVICES DISTRICT

ATTEST:

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
ROSSMOOR COMMUNITY )  
SERVICES DISTRICT )

I, DANIEL E. STONE, Secretary of the Rossmoor Community Services District, California, do hereby certify that the foregoing Resolution was duly approved and adopted by the Board of Directors of the Rossmoor Community Services District at a regular meeting of said Board held on the 3rd day of February, 1988, by the following roll call vote:

AYES:	BOARD MEMBERS:	Duffy, Weeks, Brickman, and Erskine
NOES:	BOARD MEMBERS:	Bloom
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None

  
\_\_\_\_\_  
DANIEL E. STONE  
SECRETARY  
ROSSMOOR COMMUNITY SERVICES DISTRICT

5/276/012086-0001/003

ORDINANCE NO. 1-96

AN ORDINANCE OF THE PEOPLE OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT AUTHORIZING THE BOARD OF DIRECTORS TO PROVIDE FOR THE MAINTENANCE, REPAIR, AND/OR REPLACEMENT OF THE ROSSMOOR RED BRICK WALL.

WHEREAS, the Rossmoor red brick wall, located adjacent to the west side of Los Alamitos Boulevard from Hedwig Road to Bradbury Road, and adjacent to the west side of Seal Beach Boulevard between St. Cloud Drive and the flood control channel approximately 900 feet south of St. Cloud Drive, is in a serious state of disrepair; and

WHEREAS, County of Orange Resolution No. 86-858, which formed the Rossmoor Community Services District, does not specifically provide that the District is empowered to repair, maintain, and/or replace the Rossmoor red brick wall; and

WHEREAS, Government Code § 61601 provides that the powers of the Community Services District may be expanded if a proposition proposing such expansion is approved by a majority of the voters of the District.

NOW, THEREFORE, THE PEOPLE OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DO HEREBY ORDAIN AS FOLLOWS:

Section 1.

That the Board of Directors of the Rossmoor Community Services District is hereby authorized, but not required, to provide for the maintenance, repair, and/or replacement of the Rossmoor red brick wall, as defined herein, which includes but is not limited to demolition, rebuilding, reinforcement, structural and aesthetic maintenance, and purchase of supplies and materials necessary therefor.

Section 2.

For the purposes of this ordinance, "Rossmoor red brick wall" means that certain red brick wall generally following District boundaries and located adjacent to the west side of Los Alamitos Boulevard from Hedwig Road to Bradbury Road, and adjacent to the west side of Seal Beach Boulevard between St. Cloud Drive and the flood control channel approximately 900 feet south of St. Cloud Drive.

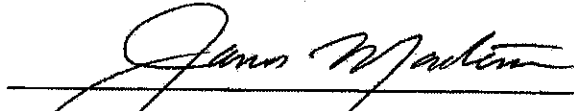
Section 3.

Nothing herein shall be deemed to limit the authority of the District to exercise those powers and/or perform those activities which it is already legally empowered to exercise and/or perform.

Section 4.

This Ordinance shall not become effective unless the voters of the Rossmoor Community Services District approve, by a two-thirds majority, a ballot measure authorizing the levy of a special tax to finance the maintenance, repair, and/or replacement of the Rossmoor red brick wall. If said ballot measure is adopted, and if a majority of the voters voting on this Ordinance vote in its favor, this Ordinance shall become a valid, binding Ordinance of the District ten days after the date that the vote is declared by the Board of Directors of the District.

ADOPTED this 5th day of NOVEMBER, 1996.

  
\_\_\_\_\_  
PRESIDENT  
ROSSMOOR COMMUNITY SERVICES DISTRICT

ATTEST:

STATE OF CALIFORNIA        )  
COUNTY OF ORANGE        ) ss.  
ROSSMOOR COMMUNITY        )  
SERVICES DISTRICT         )

I, BILL SHELDON, Secretary of the Rossmoor Community Services District, California, do hereby certify that the foregoing Ordinance was duly approved and adopted by the people of the Rossmoor Community Services District at a Special Election held on the 5th day of NOVEMBER, 1996.

  
\_\_\_\_\_  
SECRETARY  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**ORDINANCE NO. 2009-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING A PARKING  
POLICY FOR DISTRICT PROPERTY**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1. Adoption of Parking Policy.**

The Board of Directors hereby adopts, and incorporates by reference, the attached policy governing the parking of vehicles on District property.

**SECTION 2. Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or

reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.


**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 12<sup>th</sup> day of May, 2009.



President Alfred Coletta

Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on May 12, 2009 and signed by Board Secretary, Henry Taboada, on May 13, 2009.

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**ORDINANCE NO. 2014-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING RULES AND  
REGULATIONS FOR THE ADMINISTRATION, OPERATION  
AND USE OF FACILITIES AND SERVICES**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Section 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61100(l) authorizes the District to acquire, construct, improve and maintain streets, roads, rights of way, bridges, culverts, drains, curbs, gutters, sidewalks and any incidental work, including those owned by another public agency, provided the public agency gives its written consent.

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Rules and Regulations for the Administration, Operation and Use of District Facilities and Services.

The Board of Directors hereby adopts, and incorporates by reference, the attached policies:

Policy No. 3080	Parkway and Rossmoor Way Median Tree Maintenance
Policy No. 3085	Street Sweeping
Policy No. 6010	Requests for the Use of District Parks and Facilities
Policy No. 6011	Rules and Regulations for the Use of District Property
Policy No. 6012	Group Picnics, Public Gatherings, and Special Events
Policy No. 6013	Joint Use of District Property for District Sponsored Events
Policy No. 6020	District Facilities – Long Term Use
Policy No. 6030	Dedicated Use of Specific District Facilities
Policy No. 6040	Rossmoor Wall Signs
Policy No. 6050	Facilities – Tennis Courts
Policy No. 6080	Signature Wall Preservation and Protection

**SECTION 2. Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**


The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 14th day of January, 2014.

  
\_\_\_\_\_  
President  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on January 14, 2014 and signed by Board Secretary, James D. Ruth, on January 14th, 2014.

  
\_\_\_\_\_  
James D. Ruth  
Board Secretary

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**ORDINANCE NO. 2014-03**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 6010 REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES, AS THE RULES AND REGULATIONS THAT GOVERN THE REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6010, Requests for Use of District Parks and Facilities.

The Board of Directors hereby adopts, and incorporates by reference, the attached Policy No. 6010 Requests for Use of District Parks and Facilities, as the rules and regulations that govern the requests for use of District parks and facilities.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

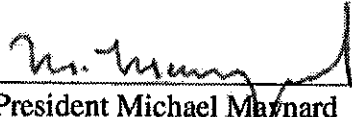
**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**


The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

  
\_\_\_\_\_  
President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

  
\_\_\_\_\_  
James D. Ruth  
General Manager

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**ORDINANCE NO. 2014-04**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, 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**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6011, the Rules and Regulations for Use of District Property.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6011 Rules and Regulations for the Use of District Property, as the rules and regulations that govern the use of District property.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

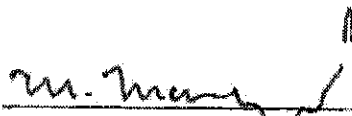
**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

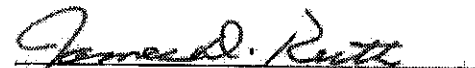
Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.



President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.



James D. Ruth  
General Manager

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**ORDINANCE NO. 2014-05**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 6012 RULES AND REGULATIONS FOR GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS AS THE RULES AND REGULATIONS THAT GOVERN GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6012 Group Picnics, Public Gatherings and Special Events.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6012 Group Picnics, Public Gatherings and Special Events, as the rules and regulations that govern group picnics, public gatherings and special events.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

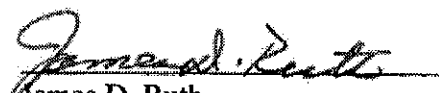
Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.



President Michael Mynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.



James D. Ruth  
General Manager

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**ORDINANCE NO. 2014-06**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 6020 RULES AND REGULATIONS FOR DISTRICT FACILITIES—LONG-TERM USE, AS THE RULES AND REGULATIONS THAT GOVERN THE USE OF DISTRICT FACILITIES—LONG-TERM USE**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1. Adoption of Policy No. 6020 District Facilities—Long-Term Use.**

The Board of Directors hereby adopts, and incorporates by reference, the attached Policy No. 6020 District Facilities—Long—Term Use as the rules and regulations that govern the long-term use of District facilities.

**SECTION 2. Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

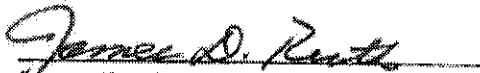
Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.



President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.



James D. Ruth  
General Manager

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**ORDINANCE NO. 2014-07**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6021 NON PROFIT USE OF DISTRICT PROPERTY, AS THE  
RULES AND REGULATIONS THAT GOVERN THE NON-  
PROFIT USE OF DISTRICT PROPERTY**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1. Adoption of Policy No. 6021 Non-profit Use of District Property**

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6021 Non-profit Use of District Property, as the rules and regulations that govern non-profit use of District property.

**SECTION 2. Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

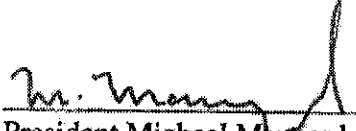
**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

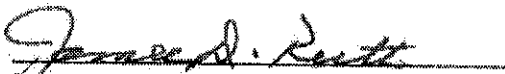
Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.



President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.



James D. Ruth  
General Manager

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**ORDINANCE NO. 2014-08**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6022 COMMERCIAL USE OF DISTRICT PROPERTY AS THE  
RULES AND REGULATIONS THAT GOVERN THE  
COMMERCIAL USE OF DISTRICT PROPERTY**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1. Adoption of Policy No. 6022 Commercial Use of District Property**

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6022 Commercial Use of District Property, as the rules and regulations that govern commercial use of District property.

**SECTION 2. Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

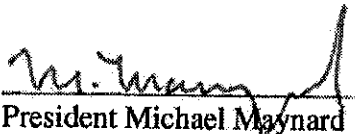
**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

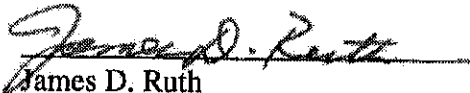
Adopted by the Rossmoor Community Services District Board of Directors this 11<sup>th</sup> day of November, 2014.



President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth on November 11, 2014.



James D. Ruth  
General Manager

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**ORDINANCE NO. 2014-09**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6030 DEDICATED USE OF SPECIFIC DISTRICT BUILDINGS, AS  
THE RULES AND REGULATIONS THAT GOVERN DEDICATED  
USE OF DISTRICT BUILDINGS**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR  
COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1. Adoption of Policy No. 6030 Dedicated Use of Specific District Buildings.**

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6030 Dedicated Use of Specific District Buildings, as the rules and regulations that govern Dedicated use of District buildings.

**SECTION 2. Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

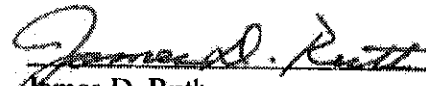
The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

  
\_\_\_\_\_  
President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

  
\_\_\_\_\_  
James D. Ruth  
General Manager

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**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 14-11-11-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING THE  
OFFICIALS AUTHORIZED TO PREPARE SUMMARIES OF  
ORDINANCES.**

**WHEREAS**, the Board of Directors of the Rossmoor Community Services District determines that it is more efficient and desirable to cause summaries of introduced and adopted ordinances to be prepared and published to conform to the requirements of Government Code section 25124.

**WHEREAS**, the Board of Directors of the Rossmoor Community Services District further desires that the General Manager, the Secretary and the General Counsel be designated as those officials that are each authorized by the Board to prepare summaries of all ordinances for publication as required by the Government Code, and to specifically ratify and approve the summaries prepared by these officials for Ordinances 2014-03 through 2014-09 inclusive.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Rossmoor Community Services District has designated the General Manager, the Secretary and the General Counsel as the officials who are each authorized to prepare summaries of introduced and adopted ordinances.

**BE IT FURTHER RESOLVED** that the Board of Directors of the Rossmoor Community Services District hereby ratifies and approves the summaries prepared by these officials for Ordinances 2014-03 through 2014-09 inclusive, attached hereto.


**PASSED AND ADOPTED** this 11th day of November, 2014.

**AYES:** Michael Maynard, Bill Kahlert, Alfred Coletta, Ron Casey,  
Tony DeMarco

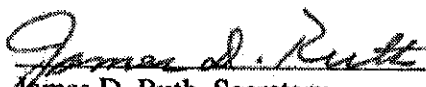
**NOES:**

**ABSTAIN:**

**ABSENT:**

  
\_\_\_\_\_  
Michael Maynard, President  
Rossmoor Community Services District

**ATTEST:**

  
\_\_\_\_\_  
James D. Ruth, Secretary  
Rossmoor Community Services District

**ORDINANCE NO. 2015-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, AMENDING POLICY NO. 6011, THE RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY, AS THE RULES AND REGULATIONS THAT GOVERN THE USE OF DISTRICT PROPERTY**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks;

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19; and

**WHEREAS**, the District desires to amend Policy No. 6011, specifically, Policy 6011.73 contained therein, to allow for the consumption of beer and wine on District property when such consumption and possession is approved in advance by resolution of the Board of Directors.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6011, the Rules and Regulations for Use of District Property.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6011 Rules and Regulations for the Use of District Property, as amended to revise Policy 6011.73, as the rules and regulations that govern the use of District property.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby

declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

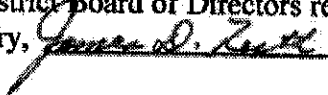
**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 10th day of February, 2015.

  
\_\_\_\_\_  
William Kahlert President  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on February 10, 2015 and signed by Board Secretary, , on February 10, 2015.

**ORDINANCE NO. 2015-02**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, 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**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks;

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19; and

**WHEREAS**, the District desires to adopt and amend Policy 3080, to regulate the maintenance of parkway and median trees,

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 3080, the Rules and Regulations for Use of District Property.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, 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 trees.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby

declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the Board finds that this Ordinance is categorically exempt from the provisions of CEQA under Section 15301(c) and (f) of the Guidelines.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 14 day of April, 2015.



President Bill Kahlert

Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on April 14, 2015 and signed by Board Secretary, James D. Ruth, on April 14, 2015.

**ORDINANCE NO. 2019-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO. 3098, ADMINISTRATIVE CITATIONS, THAT GOVERNS THE IMPOSITION, ENFORCEMENT, COLLECTION, AND ADMINISTRATIVE REVIEW OF ADMINISTRATIVE FINES OR PENALTIES FOR VIOLATIONS OF DISTRICT POLICY**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, the District is empowered by California Government Code Section 53069.4 make any violation of any ordinance subject to an administrative fine or penalty and to set forth by ordinance the administrative procedures that shall govern the imposition, enforcement, collection, and administrative review of those administrative fines or penalties;

**WHEREAS**, the District desires to adopt Policy 3098, to set forth the procedures for the issuance of administrative citations for violations of District Policy.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 3098, Administrative Citations.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 3098 Administrative Citations, as the administrative procedures that govern the imposition, enforcement, collection, and administrative review of those administrative fines or penalties for violations of District Policies.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence,

clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the Board finds that this Ordinance is categorically exempt from the provisions of CEQA under Section 15301(c) and (d) of the Guidelines.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

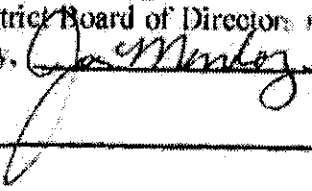
**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmore Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmore Community Services District Board of Directors this 14 day of January 2020.

  
\_\_\_\_\_  
President  
Rossmore Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmore Community Services District Board of Directors regular meeting held on January 14, 2020 and signed by Board Secretary,  on January 14, 2020.

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**ORDINANCE NO. 2019-02**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF ORANGE, STATE OF CALIFORNIA, 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**

**WHEREAS**, Rossmoor Community Services District ("District") is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks;

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19; and

**WHEREAS**, the District desires to re-adopt and amend Policy 3080, to regulate the maintenance of parkway and median trees.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 3080, Parkway and Rossmoor Way Median Tree Maintenance.

The Board of Directors hereby adopts, and incorporates by reference, the attached revised policy, 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 trees.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or



effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective. This revised Policy No. 3080 attached hereto hereby replaces and supersedes any and all prior versions of Policy No. 3080.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the Board finds that this Ordinance is categorically exempt from the provisions of CEQA under Section 15301(c) and (f) of the Guidelines.

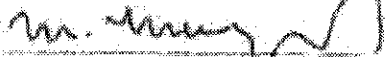
**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

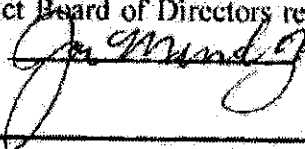
The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this 14 day of January 2020.



President  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on January 14, 2020 and signed by Board Secretary,  on January 14, 2020.