

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board Agenda Package

**April 12, 2016**

BOARD OF DIRECTORS

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AGENDA  
BOARD OF DIRECTORS  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, April 12, 2016**

**7:00 p.m.**

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

**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Burgess, Casey, Kahlert, Maynard  
President DeMarco
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS—None

**B. ADDITIONS TO AGENDA – None**

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

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

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

**C. PUBLIC FORUM**

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

**D. REPORTS TO THE BOARD:**

1. REPORT OF THE SHOPS AT ROSSMOOR AD HOC COMMITTEE.

**E. CONSENT CALENDAR**

1. MINUTES:

- a. Regular Board Meeting of March 8, 2016.
- b. Special Board Meeting of March 29, 2016

2. FEBRUARY REVENUE AND EXPENDITURE REPORT.

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

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS—None**

**ORDINANCES-None**

**H. REGULAR CALENDAR**

1. FIRST READING OF AMENDMENTS TO POLICY NO. 3050 PURCHASING

2. FIRST READING OF AMENDMENTS TO POLICY NO. 3020 BUDGET PREPARATION, ADOPTION AND REVISION

**I. GENERAL MANAGER ITEMS**

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

**J. BOARD MEMBER ITEMS**

*This part of the Agenda is reserved for Board members to request that specific items be placed on a future Agenda. The Board may not discuss or take action on items that are not on the Agenda.*

**K. CLOSED SESSION - None**

**L. ADJOURNMENT**

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

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


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

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

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the April 12, 2016, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

  
\_\_\_\_\_  
JAMES D. RUTH  
General Manager

Date  \_\_\_\_\_

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** April 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** REPORT OF THE SHOPS AT ROSSMOOR AD HOC  
COMMITTEE RE: PROPOSED LA FITNESS HEALTH CLUB

**RECOMMENDATION:**

Receive the report of the Committee

**BACKGROUND:**

The Shops at Rossmoor are proposing to build a new facility to house an LA Fitness Health Club. The Club's building would be built in what is now the back parking lot behind Sprouts. Concerns have been expressed by residents in Rossmoor and Seal Beach regarding potential traffic flow, parking and morning noise level issues.

The Committee is composed of Directors Casey and Maynard. Director Casey (*Director Maynard could not attend*) met on Monday, April 4<sup>th</sup> with Seal Beach city officials to discuss these issues. Director Casey will report out the conclusions reached and/or recommendations made during that meeting.

**ATTACHMENTS:**

1. Meeting Notes re: Shops at Rossmoor Meeting with Seal Beach.

## **SHOPS AT ROSSMOOR MEETING WITH SEAL BEACH**

On Monday, April 4<sup>th</sup> 2016, as a member of the Ad Hoc Committee on the Shops at Rossmoor (Director Maynard was not able to attend), I met with City Manager Jill Ingram, Councilmember David Sloan, Community Development Director Jim Basham and City Engineer Michael Ho of Seal Beach regarding the proposed LA Fitness Center to be constructed in the Shops at Rossmoor. The following issues were discussed at this meeting.

1. The traffic analysis required for the project was performed by the owners of the Shops at Rossmoor. Many individuals however believe that the report was performed by the city of Seal Beach. It is customary for local jurisdiction to require an analysis to be performed by the applicant. This is a cost saving to Seal Beach. The city, however, will do its due diligence in evaluating the analysis. While the City of Seal Beach does not yet have a copy of this analysis, it will release it once they are satisfied with its sufficiency.
2. The Seal Beach Planning Commission is required to approve the plans submitted by the LA Fitness Center before they can evaluate and possibly approve the project. If approved, they would issue a conditional use permit (CUP) with required conditions. The applicant has not yet indicated when these plans will be submitted.
3. Seal Beach staff has heard that LA Fitness estimates that between 700 to 800 visitors to their facility every day. They have also heard that 40 to 50 parking spaces would be taken up by the project.
4. Ms. Ingram and Mr. Basham both stated that traffic congestion and potential parking problems on the streets of Rossmoor adjacent to the Shops at Rossmoor site were very much on their radar.
5. None of the Seal Beach officials in attendance expressed an opinion as to their preferred type of tenant. They do believe that the current configuration of the shops property was done very efficiently. The analysis will hopefully bear this out.
6. In summary, The Seal Beach Planning Commission does not yet know when the plans for this project will be submitted for their consideration. Without these plans, nothing pertaining to this project can move ahead. Seal Beach has also agreed to respond any questions we may have regarding this project and to keep Rossmoor in the loop on all project activity. The Committee will keep the Board and the community informed about the future status of the project.

Ron Casey  
Committee Member

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** April 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: REGULAR MEETING OF MARCH 8, 2016

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of March 8, 2016 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their Regular March 8, 2016 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Regular Meeting of March 8, 2016 Prepared by the Board's Secretary/General Manager.





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

**REGULAR MEETING**

RUSH PARK  
3021 Blume Drive  
Rossmoor, California

**Tuesday, March 8, 2016**

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**A. ORGANIZATION**

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

- 2. ROLL CALL:** Directors Casey, Kahlert, Maynard  
President DeMarco  
Director Burgess arrived at 7:03 p.m.

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

- a. California Department of Fish and Wildlife Re: Implementation of a Wildlife Watch Program in Rossmoor.

Tim Whitacre District Representative for Vice Chair Supervisor Michelle Steele's office discussed the Supervisor's plan for the future development of a regional approach to coyote management and public safety concerns in Orange County. He commended the California Department of Fish and Wildlife and clarified that they were a state agency and Rossmoor was under County control. He added that Orange County Animal Control was the appropriate agency to step up and take action to address community concerns and assure public safety. He also referenced Government Code: 4152a and suggested it be utilized as a tool to maintain public safety. He encouraged citizens to familiarize themselves with the laws concerning the removal of nongame mammals that have become habituated to an area and have been determined to pose a threat to personal property. Mr. Whitacre encouraged residents to work with Animal Control and/or a Professional Licensed Trapper.

Lt. Kent Smirl introduced Lt. Dave McNair who discussed the Wildlife Watch program and its planned implementation in Rossmoor. He discussed the program's integration with the community's existing Neighborhood Watch Program infrastructure, the conservation coaching provided by their agency and the need for the community to work closely with state and local agencies such as the California Department of Fish and Wildlife, animal care, police and first responders in order to achieve success.

Beverly Houghton reported relative to recent meetings between state and local agencies related to coyote management and Wildlife Watch. She stated that she would be seeking the RHA Board's endorsement of the Wildlife Watch program at their next meeting. She added that the agencies and community would continue communicating and working together to develop an effective Wildlife Watch Program in the community.

b. President Tony DeMarco Re: Proclamation in Memoriam—Russ Lightcap

On behalf of the Rossmoor Community Services District, President DeMarco presented a Proclamation in Memoriam to Russ Lightcap's daughter Candace Carver. Ms. Carver thanked the RCSD Board and staff. Photos were taken. Applause ensued.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM:**

Piet Wiesterbeek opined relative to alleged changes in the trash service schedule. He stated that the trash was being picked up on more than one day per week. He added that he realized that the contract was managed by the County and suggested that Rossmoor provide input relative to the community's needs at renewal time.

**D. REPORTS TO THE BOARD:**

**E. CONSENT CALENDAR**

Director Burgess requested that Item E-1a. Minutes of the regular board meeting of February 9, 2016, be pulled from the Consent Calendar.

Motion by Director Maynard, seconded by Director Casey to approve Item E-2 on the Consent Calendar as submitted. Motion passed 5-0.

**1a. MINUTES REGULAR BOARD MEETING—February 9, 2016**

Director Burgess had questions relative to the street sweeping statement contained on Page 1, Item A-4a. He opined that the statement was inaccurate. The General Manager stated that they would review the tape and if an error was found, would make a correction.

**2. REVENUE AND EXPENDITURE REPORT—January 2016**

Motion by Director Burgess, seconded by Director Casey to approve Item E-1a. with the exception that staff review the tape for accuracy. Motion passed 4-1, with Director Kahlert mandatorily abstaining due to his absence at the February 9, 2016 board meeting.

**F. PUBLIC HEARING—None**

**G. RESOLUTIONS**

**1. RESOLUTION NO. 16-03-08-01 ESTABLISHING THE AMENDED BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNT FOR FY 2015-2016.**

Recommendation to Approve Resolution No. 16-03-08-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICE DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUES AND EXPENDITURES MID-YEAR BUDGET ADJUSTMENT TOTAL AMOUNTS FOR THE FISCAL YEAR 2015-2016 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

Brief Discussion ensued. Motion by Director Maynard, seconded by Director Kahlert to approve Resolution No. 16-03-08-01 Establishing the Annual Budget Revenues and Expenditures Mid-Year Budget Adjustment Total Amounts for the Fiscal Year 2015-2016 for the Rossmoor Community Services District. Motion passed 4-1, with Director Burgess voting No.

**2. RESOLUTION NO. 16-03-08-02 APPROVAL FOR THE DISPENSING OF ALCOHOL (BEER) AT THE MAY 1, 2016 ROSSMOOR COMMUNITY FESTIVAL**

Recommendation to Approve Resolution No. 16-03-08-02 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICE DISTRICT APPROVING THE POSSESSION AND CONSUMPTION OF ALCOHOL (*BEER*) AT THE ROSSMOOR COMMUNITY FESTIVAL

Discussion ensued relative to lack of requested supporting documentation in the staff report. President DeMarco and Director Kahlert had concerns relative to adequate security and fencing for the beer garden. They wanted assurances that children would not have inadvertent access to the area. Director Maynard and Director Kahlert inquired about a beer garden diagram and whether or not the Seal Beach Lions Club would be addressing the Board, since they were in charge of the beer garden's operation. Bev Houghton stated that she had strongly shared the RCSD's security concerns with the RHA Board and was unable to provide any more supporting documentation at this time. Director Maynard stated that the resolution allowed for the General Manager to require all supporting documentation to be submitted prior to allowing the beer garden at the event. The General Manager stated that he would make sure all District requirements pertaining to diagrams, public safety and security were met prior to approval.

Motion by Director Kahlert, seconded by Director Burgess to approve Resolution No. 16-03-08-02 by reading the title only and waiving further reading with the caveat that the General Manager ensure that the Seal Beach Lions Club submit all required documentation, provide security and a site plan, and adhere to all deadlines in accordance with District policy. Motion passed 3-1-1, with President DeMarco voting No and Director Maynard abstaining.

**ORDINANCES**—None

**H. REGULAR CALENDAR:**

**AT THIS TIME PRESIDENT DEMARCO MOVED ITEM H-6 AHEAD IN THE AGENDA**

**6. APPROVAL OF KEMPTON PARK MINI-PARK DEMONSTRATION PROJECT**

Approve the design of the Kempton Mini Park Landscape Demonstration Project; Both the Eagle Scout and RHA Portions.

Mark Nitikman reported relative to the proposed design, types of native plants being considered for this educational endeavor. He stated that the RHA would be funding the project and the West Coast Arborist would provide ongoing maintenance. The planting has been scheduled to begin the week after the community festival—May 7<sup>th</sup> and the community was going to be invited to pitch in and learn about planting natives. Discussion ensued relative to tree trimming and estimates for Valleycrest Landscaping company to provide mulch and decomposed granite for the pathways. Director Maynard commended Mark Nitikman and Erwin Anisman for all the thought and dedication they put into the project.

Owen Pierce, Life Scout with Troop 658 presented his Eagle Service Project Proposal to the Board. He discussed his plan to transform the existing sandbox into a beautiful drought tolerant succulent demonstration garden with species identification markers on each plant. His plans included tapping into the existing irrigation system as outlined in the diagram. In addition he would also be installing four concrete garden benches within the center of the sandbox. The design also consisted of divided walkways of decomposed granite and bender board with groundcover in between each walkway. The project was scheduled from Mid-June of 2016 to the end of August 2016. He discussed fundraising and donation strategies, which included having a booth at the Rossmoor Community Festival, with any leftover funds going back to the RHA. He also outlined the garden's educational benefits to the community.

Discussion ensued relative to fundraising, ongoing maintenance, and the sandbox concrete border. Motion by Director Maynard, seconded by Director Kahlert to approve the design of the Kempton Mini Park Landscape Demonstration Project; Both the Eagle Scout and RHA Portions. Motion passed 5-0.

## **AT THIS TIME PRESIDENT DEMARCO MOVED ITEM H-3 AHEAD IN THE AGENDA**

### **3. CONTINUATION OF A PRESCHOOL AT ROSSMOOR PARK**

Recommendation to approve the request of The Children's Garden continue with a preschool for an additional year and authorize the General Manager to execute a new Contract Service Agreement (CSA) with the Children's Garden Preschool at Rossmoor Park, subject to any negotiated conditions.

Preschool Teachers Cathy Bailey and Sandy Hill addressed the Board and thanked the District for allowing them to utilize Rossmoor Park for their preschool. They praised the staff for all their assistance. Discussion ensued relative to extending the term for two years rather than one year under the same terms. Cathy Bailey and Sandy Hill agreed to the two year extension.

Motion by Director Kahlert, seconded by Director Maynard to approve the request of The Children's Garden to continue with a preschool for an additional two years and authorize the General Manager to execute a new Contract Service Agreement (CSA) with the Children's Garden Preschool at Rossmoor Park, subject to any negotiated conditions. Motion passed 5-0.

## **THE REGULAR AGENDA WAS RESUMED AT THIS TIME**

### **1. ADOPTION OF 2015-2016 MID YEAR BUDGET CALENDAR**

Recommendation to review and adopt FY 2016-2017 Budget Calendar.  
Discussion ensued.

Motion by Director Maynard seconded by Director Casey to adopt FY 2016-2017 Budget Calendar. Motion passed 5-0.

## **2. SHAKESPEARE BY THE SEA—PARTNERING PROPOSAL—RUSH PARK**

Recommendation to approve the request of Lisa Coffi, Producing Artistic Director, to continue a partnering relationship with the District in providing their presentation of “Othello” and “Cymbeline” at Rush Park. Discussion ensued relative to the program.

Motion by Director Casey, seconded by Director Maynard to approve the request of Lisa Coffi, Producing Artistic Director, to continue a partnering relationship with the District in providing their presentation of “Othello” and “Cymbeline” at Rush Park. Motion passed 5-0.

## **3. CONTINUATION OF A PRESCHOOL AT ROSSMOOR PARK**

Item H-3 was taken out of order and moved ahead in the agenda.

## **4. SETTING DATE OF WORKSHOP FOR DISCUSSION OF THE RCSD FIVE-YEAR FISCAL PLAN**

Recommendation to Review the recommendation of the Budget Committee regarding a work shop on the RCSD Five-Year Fiscal Plan and set date of workshop for 6:00 p.m. on April 12, 2016 in the Rush Park Auditorium.

Discussion ensued relative to the report and to consider allotting more time for the workshop. President DeMarco stated that the Board was going to devote time exclusively to the Five-Year Fiscal Plan and receive input from the community. It was the consensus of the Board that one hour may not be sufficient, therefore it should be extended to two hours.

Motion by Director Maynard, seconded by Director Casey to set the date of the workshop to April 12, 2016 at 5:00 p.m. in the Rush Park Auditorium, immediately preceding the regular board meeting at 7:00 p.m. Motion passed 5-0.

## **5. PROFESSIONAL SERVICES AGREEMENT—HT GROUP**

Discussion and possible action on the Professional Service Contract-HTGroup re: Special Projects Consulting.

The General Manager reported that for six years, HTGroup has served as the District’s General Manager and for the last three years as its Special Projects Consultant. HTGroup’s current agreement has a one-year term which expires on April 1, 2016.

It is recommended that the Contract be renewed and that HTGroup continue to report to the General Manager. Therefore, this contract once more designates the General Manager as responsible for delineating the scope of services to be performed by Consultant. All general terms and conditions of the previous Contract remain the same, except as modified by the HTGroup proposal.

The proposed agreement has been discussed with HTGroup and is recommended by the General Manager. The Contract has also been approved as to form by the District's General Counsel and, if approved by the Board, would take effect on April 1, 2016.

Discussion ensued relative to the contract terms, hours and cost modifications. The General Manager stated that the proposed contract would reduce the consultant's hours by half, for a maximum of 320 hours with a cap of \$27K per year. The General Manager stated that he was also recommending the removal of his own annual \$10K bonus. These combined recommendations would result in approximately \$43K savings to the Administrative Budget.

Motion by Director Kahlert, seconded by Director Casey to approve a one year renewal of the Professional Service Contract with HTGroup, to take effect on April 1, 2016. Motion passed 5-0.

## **6. APPROVAL OF KEMPTON MINI-PARK DEMONSTRATION PROJECT**

Item H-6 was taken out of order and moved ahead in the agenda.

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

The General Manager announced that there would be a public meeting on the Shops at Rossmoor developer proposal to install an LA Fitness Center in the shopping center area behind Sprouts. He added that the project was a long way from being approved; it still has to go through the City of Seal Beach. The General Manager reminded the Board to submit their Form 700 by the April 1<sup>st</sup> deadline. He reported that staff was working to obtain bids for the Rossmoor Park cabinet replacement. He stated that the LAFCO nominations were coming up. Incumbent Charley Wilson would be running again this year. So far the submission deadline was April 11<sup>th</sup>, a day ahead of the RCSD's regular April board meeting on the 12<sup>th</sup> which means the item could not be placed on the agenda. He would keep the Board apprised of the nomination deadlines. Discussion ensued relative to sending a letter of support in lieu of a nomination or scheduling a special meeting ahead of the April Board meeting to specifically discuss the nomination. Director Maynard stated the meeting would be brief and suggested the board waive their stipends. The General Manager agreed and stated that the candidate information could be provided to the board to consider in advance of the meeting. The report was received and filed.

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

Director Maynard thanked Tim Whitacre for coming out and speaking to the board and community. Supervisor Steele agrees there is a regional problem with coyotes. Regarding complaints about the CR&R trash contract, Rossmoor should have input when the contract is due for renewal with the County. Due to the recent plan to build an LA Fitness Center behind the Sprouts Farmers Market and in front of the condos that surround the Shops at Rossmoor Shopping Center, Director Maynard suggested reactivating the Shops at Rossmoor Ad Hoc Committee to address community concerns. He stated that he hoped the City of Seal Beach would work with the developer to consider parking issues and generate new solutions such as allowing the condominium owners could buy back the parking spaces. He added that he was not against the idea of a fitness center, however, he wanted to work with the City of Seal Beach and Councilman Sloan to minimize traffic and parking impacts. He concluded that there was a bad flu going around and encouraged everyone to wash their hands and stay healthy.

Director Kahlert urged all residents to attend the public meeting on Thursday, March 10, 2016 from 6 to 8 p.m. at the Old Ranch Country Club in Seal Beach and express their views on the LA Fitness Center proposal in the Shops at Rossmoor. He concluded by wishing everyone a safe and Happy St. Patrick's Day.

Director Casey thanked Tim Whitacre the Department of Fish and Wildlife and RHA for their presentation on the Wildlife Watch program. He expressed support for the program and added that it showed progress toward being proactive rather than reactive in solving the coyote issue. Director Casey wanted to know the reason behind the "No Parking" signs which restricted parking in a block of parking spaces located around the perimeter of Rossmoor Park, east on Foster Road to Wallingsford Road, past Kerth Drive. He stated that parking was extremely limited around the park and it would be helpful to free up those spaces if possible or have the area widened. The General Manager stated he would research the matter.

Director Burgess stated that he believed the "No Parking" signs were installed in response to a pedestrian fatality several years prior. He had additional comments relative to the District bidding process and contractor license and insurance verifications.

President DeMarco stated that the board member comments section of the agenda was for brief commentary. He requested that board members keep their comments targeted and concise. Items not on the agenda or requiring lengthy discussion should be considered for placement on a future agenda. President DeMarco reminded the public that the RCSD Board has no jurisdiction over coyotes, but hoped to facilitate a team effort. He added that the same was true for the LA Fitness Center proposal at the Shops at Rossmoor. The RCSD Board was able to talk to the City of Seal Beach and the developer and use resources to express how the project will affect Rossmoor, however, it will take a community effort to change the direction. He was going to make every effort to personally attend the public hearing on the project this Thursday. Director Casey would also be attending. He agreed with Director Maynard about reactivating the Shops at Rossmoor Ad Hoc Committee. He requested that the General Manager express Rossmoor's concerns to Seal Beach at his upcoming lunch meeting this week. General Manager Ruth concurred. President DeMarco concluded by reminding everyone to attend the Rossmoor Community Festival on Sunday, May 1<sup>st</sup>. He thanked Eagle Scout Owen Pierce for his presentation on Kempton Park, adding it will be a significant community asset for years to come. He requested that staff follow up on the resident complaint regarding alleged changes in the trash pickup schedule, stating he had noticed some changes as well. He also requested staff to obtain clarity on Government Code 4152 a. mentioned by Tim Whitacre, relating to wildlife removal.

**K. CLOSED SESSION—None**

**I. ADJOURNMENT:**

Motion by Director Maynard, seconded by Director Casey to adjourn the regular meeting at 9:50 p.m. Motion passed 5-0.

**SUBMITTED BY:**  
**James D. Ruth**  
**General Manager**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1b.**

**Date:** April 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: SPECIAL MEETING OF MARCH 29, 2016

**RECOMMENDATION:**

Approve the Minutes of the Special Meeting of March 29, 2016 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their Special March 29, 2016 Special Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Special Meeting of March 29, 2016 Prepared by the Board's Secretary/General Manager.





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

**SPECIAL MEETING**

RUSH PARK  
3001 Blume Drive  
Rossmoor, California

**Tuesday, March 29, 2016**

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**A. ORGANIZATION**

**1. CALL TO ORDER: 4:30 P.M.**

**2. ROLL CALL: Directors Burgess, Casey, Kahlert  
President DeMarco and Director Maynard had excused absences**

**3. PLEDGE OF ALLEGIANCE**

**B. PUBLIC FORUM—None**

**C. REGULAR CALENDAR**

A special meeting was held to respond to Orange County LAFCO District seat election. The special meeting was necessitated by the deadline established by LAFCO to fill the Special District seat currently held by Charlie Wilson whose term expires June 30, 2016.

Discussion ensued regarding the structure of the LAFCO Board and its geographic representation. Directors Casey and Kahlert expressed support for our Special District Representative, Charlie Wilson, who has been a strong advocate and supporter of Special Districts. Director Burgess inquired about whether there was any opposition running against Charlie Wilson. Mr. Ruth informed the committee that he had contacted LAFCO staff that day and was told there were no other filings at this late date. They were not aware of any opposition to Mr. Wilson.

President DeMarco had previously appointed Director Casey as RCSD's Representative to Independent Special Districts of Orange County (ISDOC). Motion by Director Kahlert, seconded by Director Casey to designate Director Casey as the voting member and authorize him to cast the District's vote as a member of the Special District Selection Committee; and appoint Director Burgess as RCSD's alternate member to ISDOC. Subsequent Motion by Director Kahlert, seconded by Director Casey to endorse Charlie Wilson as Rossmoor Community Services District's Special District Representative to LAFCO and authorize the General Manager to submit the Declaration of Qualification to Vote and Ballot to LAFCO no later than 3 pm on Monday, April 11, 2016. Motion passed 3-0.

**D. ADJOURNMENT:**

Motion by Director Kahlert, seconded by Director Casey to adjourn the regular meeting at 5:00 p.m. Motion passed 3-0.

**SUBMITTED BY:**

**James D. Ruth  
General Manager**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date:** April 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** REVENUE & EXPENDITURE REPORT - FEBRUARY, 2016

**RECOMMENDATION:**

Receive and file the Revenue and Expenditure Report for February, 2016.

**BACKGROUND:**

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

**ATTACHMENTS:**

1. Revenue & Expenditure Report for the month of February, 2016.

REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 February 2016 @ 66.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	788,142.00	788,142.00	475,246.27	735.20	312,895.73	60.3
STREET LIGHT ASSESSMENTS	271,000.00	271,000.00	166,556.52	158.86	104,443.48	61.5
USE OF MONEY AND PROPERTY	2,500.00	2,500.00	889.69	0.00	1,610.31	35.6
OTHER GOVERNMENT AGENCIES	60,800.00	60,800.00	2,696.10	0.00	58,103.90	4.4
FEES AND SERVICES	155,000.00	155,000.00	98,978.75	8,283.00	56,021.25	63.9
OTHER REVENUE 1	23,500.00	23,500.00	1,827.92	0.00	21,672.08	7.8
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total Revenues</b>	<b>1,300,942.00</b>	<b>1,300,942.00</b>	<b>746,195.25</b>	<b>9,177.06</b>	<b>554,746.75</b>	<b>57.4</b>
<b>Expenditures</b>						
ADMINISTRATION 1, 2	407,472.00	407,472.00	282,733.54	33,697.46	124,738.46	69.4
RECREATION 3, 4	127,623.00	127,623.00	93,607.34	8,849.03	34,015.66	73.3
ROSSMOOR PARK	188,703.00	188,703.00	116,031.56	16,255.87	72,671.44	61.5
MONTECITO CENTER	77,694.00	77,694.00	51,034.01	6,762.05	26,659.99	65.7
RUSH PARK	205,098.00	205,098.00	133,822.10	18,132.69	71,275.90	65.2
STREET LIGHTING	105,580.00	105,580.00	63,142.10	8,862.80	42,437.90	59.8
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	100.00	95.2
STREET SWEEPING	55,580.00	55,580.00	32,493.06	4,749.02	23,086.94	58.5
PARKWAY TREES 5	105,525.00	105,525.00	95,614.78	15,909.73	9,910.22	90.6
MINI-PARKS, MEDIANS & TRIANGLE	15,029.00	15,029.00	8,490.66	1,132.13	6,538.34	56.5
<b>Total Expenditures</b>	<b>1,290,404.00</b>	<b>1,290,404.00</b>	<b>878,969.15</b>	<b>114,350.78</b>	<b>411,434.85</b>	<b>68.1</b>

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

**\$ 690,844.00**

Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	788,142.00	788,142.00	475,246.27	735.20	0.00	312,895.73	60.3
ASSESSMENTS	271,000.00	271,000.00	166,556.52	158.86	0.00	104,443.48	61.5
USE OF MONEY AND PROPERTY	2,500.00	2,500.00	889.69	0.00	0.00	1,610.31	35.6
OTHER GOVERNMENT AGENCIES	60,800.00	60,800.00	2,696.10	0.00	0.00	58,103.90	4.4
FEEES AND SERVICES	155,000.00	155,000.00	98,978.75	8,283.00	0.00	56,021.25	63.9
OTHER REVENUE (1)	23,500.00	23,500.00	1,827.92	0.00	0.00	21,672.08	7.8
Dept: 00	1,300,942.00	1,300,942.00	746,195.25	9,177.06	0.00	554,746.75	57.4
Revenues	1,300,942.00	1,300,942.00	746,195.25	9,177.06	0.00	554,746.75	57.4
Grand Total Net Effect:	1,300,942.00	1,300,942.00	746,195.25	9,177.06	0.00	554,746.75	

Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	246,572.00	246,572.00	178,098.35	23,459.76	0.00	68,473.65	72.2
OPERATIONS AND MAINTENANCE (1)	64,200.00	64,200.00	47,644.49	3,667.18	0.00	16,555.51	74.2
CONTRACT SERVICES (2)	93,700.00	93,700.00	55,282.60	6,570.52	0.00	38,417.40	59.0
CAPITAL EXPENDITURES	3,000.00	3,000.00	1,708.10	0.00	0.00	1,291.90	56.9
ADMINISTRATION	407,472.00	407,472.00	282,733.54	33,697.46	0.00	124,738.46	69.4
Dept: 20 RECREATION							
SALARIES AND BENEFITS (3)	94,523.00	94,523.00	61,549.73	7,785.01	0.00	32,973.27	65.1
OPERATIONS AND MAINTENANCE (4)	28,600.00	28,600.00	29,888.67	733.59	0.00	-1,288.67	104.5
CONTRACT SERVICES	3,500.00	3,500.00	2,168.94	330.43	0.00	1,331.06	62.0
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	127,623.00	127,623.00	93,607.34	8,849.03	0.00	34,015.66	73.3
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	68,956.00	68,956.00	46,561.61	5,724.90	0.00	22,394.39	67.5
OPERATIONS AND MAINTENANCE	82,047.00	82,047.00	44,978.81	7,316.15	0.00	37,068.19	54.8
CONTRACT SERVICES	37,450.00	37,450.00	24,491.14	3,214.82	0.00	12,958.86	65.4
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
ROSSMOOR PARK	188,703.00	188,703.00	116,031.56	16,255.87	0.00	72,671.44	61.5
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS (5)	51,989.00	51,989.00	35,448.54	4,419.41	0.00	16,540.46	68.2
OPERATIONS AND MAINTENANCE	18,405.00	18,405.00	10,163.13	1,676.62	0.00	8,241.87	55.2
CONTRACT SERVICES	7,250.00	7,250.00	5,422.34	666.02	0.00	1,827.66	74.8
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	77,694.00	77,694.00	51,034.01	6,762.05	0.00	26,659.99	65.7
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	71,749.00	71,749.00	51,086.46	6,055.25	0.00	20,662.54	71.2
OPERATIONS AND MAINTENANCE	95,649.00	95,649.00	58,244.50	8,862.62	0.00	37,404.50	60.9
CONTRACT SERVICES	37,450.00	37,450.00	24,491.14	3,214.82	0.00	12,958.86	65.4
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	205,098.00	205,098.00	133,822.10	18,132.69	0.00	71,275.90	65.2

EXPENDITURE REPORT  
February 2016 @ 66.67%

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Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	580.00	580.00	484.13	80.94	0.00	95.87	83.5
CONTRACT SERVICES	105,000.00	105,000.00	62,657.97	8,781.86	0.00	42,342.03	59.7
STREET LIGHTING	105,580.00	105,580.00	63,142.10	8,862.80	0.00	42,437.90	59.8
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	580.00	580.00	484.13	80.94	0.00	95.87	83.5
CONTRACT SERVICES	55,000.00	55,000.00	32,008.93	4,668.08	0.00	22,991.07	58.2
STREET SWEEPING	55,580.00	55,580.00	32,493.06	4,749.02	0.00	23,086.94	58.5
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	20,850.00	20,850.00	14,746.79	1,952.12	0.00	6,103.21	70.7
OPERATIONS AND MAINTENANCE	1,775.00	1,775.00	1,050.46	171.76	0.00	724.54	59.2
CONTRACT SERVICES (6)	70,900.00	70,900.00	67,048.73	3,646.65	0.00	3,851.27	94.6
CAPITAL EXPENDITURES	12,000.00	12,000.00	12,768.80	10,139.20	0.00	-768.80	106.4
PARKWAY TREES	105,525.00	105,525.00	95,614.78	15,909.73	0.00	9,910.22	90.6
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	979.00	979.00	614.88	58.71	0.00	364.12	62.8
OPERATIONS AND MAINTENANCE	9,800.00	9,800.00	5,152.62	734.24	0.00	4,647.38	52.6
CONTRACT SERVICES	4,150.00	4,150.00	2,723.16	339.18	0.00	1,426.84	65.6
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,029.00	15,029.00	8,490.66	1,132.13	0.00	6,538.34	56.5
Expenditures	1,290,404.00	1,290,404.00	878,969.15	114,350.78	0.00	411,434.85	68.1
Grand Total Net Effect:	-1,290,404.00	-1,290,404.00	-878,969.15	-114,350.78	0.00	-411,434.85	

REVENUE/EXPENDITURE REPORT

February 2016 @ 66.67%

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Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	719,100.00	719,100.00	431,183.94	0.00	0.00	287,916.06	60.0
3001 Current unsecured prop tax	23,000.00	23,000.00	17,457.46	0.00	0.00	5,542.54	75.9
3002 Prior secured property taxes	9,200.00	9,200.00	9,532.26	396.14	0.00	-332.26	103.6
3003 Prior unsecured prop taxes	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
3004 Delinquent property taxes	510.00	510.00	0.00	0.00	0.00	510.00	0.0
3010 Current supplemental assessmnt	20,000.00	20,000.00	10,731.63	339.06	0.00	9,268.37	53.7
3020 Public utility tax	11,832.00	11,832.00	6,340.98	0.00	0.00	5,491.02	53.6
PROPERTY TAXES	788,142.00	788,142.00	475,246.27	735.20	0.00	312,895.73	60.3
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	271,000.00	271,000.00	166,556.52	158.86	0.00	104,443.48	61.5
ASSESSMENTS	271,000.00	271,000.00	166,556.52	158.86	0.00	104,443.48	61.5
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,500.00	2,500.00	889.69	0.00	0.00	1,610.31	35.6
USE OF MONEY AND PROPERTY	2,500.00	2,500.00	889.69	0.00	0.00	1,610.31	35.6
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,800.00	5,800.00	2,696.10	0.00	0.00	3,103.90	46.5
3305 County street sweep reimburse	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.0
OTHER GOVERNMENT AGENCIES	60,800.00	60,800.00	2,696.10	0.00	0.00	58,103.90	4.4
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	14,500.00	14,500.00	6,901.25	0.00	0.00	7,598.75	47.6
3405 Wall Rental	600.00	600.00	280.00	0.00	0.00	320.00	46.7
3406 Ball field reservations	26,000.00	26,000.00	18,374.50	1,172.00	0.00	7,625.50	70.7
3410 Rossmoor building rental	4,680.00	4,680.00	9,374.00	86.00	0.00	-4,694.00	200.3
3412 Montecito building rental	25,220.00	25,220.00	14,186.00	2,373.00	0.00	11,034.00	56.2
3414 Rush Park Building Rental	84,000.00	84,000.00	49,863.00	4,652.00	0.00	34,137.00	59.4
FEES AND SERVICES	155,000.00	155,000.00	98,978.75	8,283.00	0.00	56,021.25	63.9
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	3,500.00	3,500.00	1,827.92	0.00	0.00	1,672.08	52.2
3502 Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE	23,500.00	23,500.00	1,827.92	0.00	0.00	21,672.08	7.8
Dept: 00	1,300,942.00	1,300,942.00	746,195.25	9,177.06	0.00	554,746.75	57.4
Revenues	1,300,942.00	1,300,942.00	746,195.25	9,177.06	0.00	554,746.75	57.4
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	9,000.00	9,000.00	6,800.00	900.00	0.00	2,200.00	75.6
4001 Salaries - Full-time	186,300.00	186,300.00	129,588.70	15,435.01	0.00	56,711.30	69.6
4003 Salaries - Overtime	3,672.00	3,672.00	3,349.65	555.29	0.00	322.35	91.2
4007 Vehicle Allowance	500.00	500.00	449.22	18.98	0.00	50.78	89.8
4010 Workers Compensation Insurance	2,600.00	2,600.00	1,673.91	0.00	0.00	926.09	64.4
4011 Medical Insurance	32,000.00	32,000.00	25,377.97	5,236.02	0.00	6,622.03	79.3
4015 Federal Payroll Tax -FICA	12,000.00	12,000.00	10,647.18	1,286.98	0.00	1,352.82	88.7
4018 State Payroll Taxes	500.00	500.00	211.72	27.48	0.00	288.28	42.3
SALARIES AND BENEFITS	246,572.00	246,572.00	178,098.35	23,459.76	0.00	68,473.65	72.2
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	13,200.00	13,200.00	12,391.95	0.00	0.00	808.05	93.9
5004 Memberships and Dues	6,400.00	6,400.00	5,750.12	0.00	0.00	649.88	89.8
5006 Travel & Meetings	1,500.00	1,500.00	233.50	0.00	0.00	1,266.50	15.6
5007 Televised Meeting Costs	18,000.00	18,000.00	11,816.80	1,508.10	0.00	6,183.20	65.6

REVENUE/EXPENDITURE REPORT

February 2016 @ 66.67%

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Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	7,200.00	7,200.00	4,644.65	1,261.69	0.00	2,555.35	64.5
5012 Printing	700.00	700.00	402.92	0.00	0.00	297.08	57.6
5014 Postage	2,000.00	2,000.00	1,733.61	90.08	0.00	266.39	86.7
5016 Office Supplies	7,200.00	7,200.00	5,076.66	426.95	0.00	2,123.34	70.5
5020 Telephone	1,500.00	1,500.00	1,413.95	242.82	0.00	86.05	94.3
5045 Miscellaneous Expenditures	5,500.00	5,500.00	2,961.00	3.48	0.00	2,539.00	53.8
5046 Bank Service Charge (1)	1,000.00	1,000.00	1,219.33	134.06	0.00	-219.33	121.9
OPERATIONS AND MAINTENANCE	64,200.00	64,200.00	47,644.49	3,667.18	0.00	16,555.51	74.2
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	35,000.00	35,000.00	12,095.00	1,580.00	0.00	22,905.00	34.6
5615 Financial Audit-Consulting (2)	8,700.00	8,700.00	10,100.00	0.00	0.00	-1,400.00	116.1
5670 Other Professional Services	50,000.00	50,000.00	33,087.60	4,990.52	0.00	16,912.40	66.2
CONTRACT SERVICES	93,700.00	93,700.00	55,282.60	6,570.52	0.00	38,417.40	59.0
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	3,000.00	3,000.00	1,708.10	0.00	0.00	1,291.90	56.9
CAPITAL EXPENDITURES	3,000.00	3,000.00	1,708.10	0.00	0.00	1,291.90	56.9
ADMINISTRATION	407,472.00	407,472.00	282,733.54	33,697.46	0.00	124,738.46	69.4
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	51,000.00	51,000.00	31,141.49	3,940.69	0.00	19,858.51	61.1
4002 Salaries - Part-time	23,566.00	23,566.00	14,766.18	1,464.96	0.00	8,799.82	62.7
4003 Salaries - Overtime	3,713.00	3,713.00	3,194.98	443.45	0.00	518.02	86.0
4005 Salaries - Event Attendant (3)	400.00	400.00	1,057.50	120.00	0.00	-657.50	264.4
4007 Vehicle Allowance	350.00	350.00	161.81	0.00	0.00	188.19	46.2
4010 Workers Compensation Insurance	1,080.00	1,080.00	676.66	0.00	0.00	403.34	62.7
4011 Medical Insurance	8,000.00	8,000.00	6,452.21	1,331.20	0.00	1,547.79	80.7
4015 Federal Payroll Tax -FICA	5,814.00	5,814.00	3,835.99	456.50	0.00	1,978.01	66.0
4018 State Payroll Taxes	600.00	600.00	262.91	28.21	0.00	337.09	43.8
SALARIES AND BENEFITS	94,523.00	94,523.00	61,549.73	7,785.01	0.00	32,973.27	65.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	400.00	400.00	0.00	0.00	0.00	400.00	0.0
5010 Publications & Legal Notices	200.00	200.00	234.98	156.77	0.00	-34.98	117.5
5012 Printing	100.00	100.00	58.38	0.00	0.00	41.62	58.4
5014 Postage	150.00	150.00	92.14	6.81	0.00	57.86	61.4
5016 Office Supplies	1,000.00	1,000.00	719.92	85.65	0.00	280.08	72.0
5017 Community Events (4)	18,000.00	18,000.00	20,942.42	241.54	0.00	-2,942.42	116.3
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	1,490.83	242.82	0.00	309.17	82.8
5045 Miscellaneous Expenditures	500.00	500.00	150.00	0.00	0.00	350.00	30.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	28,600.00	28,600.00	29,888.67	733.59	0.00	-1,288.67	104.5
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	3,500.00	3,500.00	2,168.94	330.43	0.00	1,331.06	62.0
CONTRACT SERVICES	3,500.00	3,500.00	2,168.94	330.43	0.00	1,331.06	62.0
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	127,623.00	127,623.00	93,607.34	8,849.03	0.00	34,015.66	73.3
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							



REVENUE/EXPENDITURE REPORT

February 2016 @ 66.67%

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Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,760.00	38,760.00	23,865.96	2,861.60	0.00	14,894.04	61.6
4002 Salaries - Part-time	10,812.00	10,812.00	8,354.62	812.28	0.00	2,457.38	77.3
4003 Salaries - Overtime	2,244.00	2,244.00	2,000.17	114.93	0.00	243.83	89.1
4010 Workers Compensation Insurance	2,800.00	2,800.00	1,673.91	0.00	0.00	1,126.09	59.8
4011 Medical Insurance	10,000.00	10,000.00	7,970.39	1,644.43	0.00	2,029.61	79.7
4015 Federal Payroll Tax -FICA	4,080.00	4,080.00	2,614.79	289.56	0.00	1,465.21	64.1
4018 State Payroll Taxes	260.00	260.00	81.77	2.10	0.00	178.23	31.5
<b>SALARIES AND BENEFITS</b>	<b>68,956.00</b>	<b>68,956.00</b>	<b>46,561.61</b>	<b>5,724.90</b>	<b>0.00</b>	<b>22,394.39</b>	<b>67.5</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	200.18	156.77	0.00	99.82	66.7
5012 Printing	50.00	50.00	29.19	0.00	0.00	20.81	58.4
5014 Postage	50.00	50.00	31.05	2.09	0.00	18.95	62.1
5016 Office Supplies	900.00	900.00	359.97	42.82	0.00	540.03	40.0
5018 Janitorial Supplies	4,000.00	4,000.00	2,724.82	637.84	0.00	1,275.18	68.1
5020 Telephone	1,600.00	1,600.00	1,452.39	242.82	0.00	147.61	90.8
5022 Utilities	10,500.00	10,500.00	7,558.56	1,106.15	0.00	2,941.44	72.0
5023 Water	39,000.00	39,000.00	11,221.57	889.76	0.00	27,778.43	28.8
5025 SECURED PROP TAX	897.00	897.00	891.66	891.66	0.00	5.34	99.4
5030 Vehicle Maintenance	1,000.00	1,000.00	456.26	20.72	0.00	543.74	45.6
5032 Building & Grounds-Maintenance	22,000.00	22,000.00	19,389.82	3,159.03	0.00	2,610.18	88.1
5034 Alarm Systems	750.00	750.00	513.34	166.49	0.00	236.66	68.4
5045 Miscellaneous Expenditures	500.00	500.00	150.00	0.00	0.00	350.00	30.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>82,047.00</b>	<b>82,047.00</b>	<b>44,978.81</b>	<b>7,316.15</b>	<b>0.00</b>	<b>37,068.19</b>	<b>54.8</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	21,452.40	2,867.40	0.00	11,547.60	65.0
5656 Tree Trimming	950.00	950.00	950.85	50.62	0.00	-0.85	100.1
5670 Other Professional Services	3,500.00	3,500.00	2,087.89	296.80	0.00	1,412.11	59.7
<b>CONTRACT SERVICES</b>	<b>37,450.00</b>	<b>37,450.00</b>	<b>24,491.14</b>	<b>3,214.82</b>	<b>0.00</b>	<b>12,958.86</b>	<b>65.4</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.0</b>
<b>ROSSMOOR PARK</b>							
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	32,640.00	32,640.00	19,594.93	2,362.15	0.00	13,045.07	60.0
4002 Salaries - Part-time	4,794.00	4,794.00	4,610.42	406.14	0.00	183.58	96.2
4003 Salaries - Overtime	1,224.00	1,224.00	1,449.74	99.88	0.00	-225.74	118.4
4010 Workers Compensation Insurance	2,250.00	2,250.00	1,346.26	0.00	0.00	903.74	59.8
4011 Medical Insurance	8,100.00	8,100.00	6,449.33	1,330.48	0.00	1,650.67	79.6
4015 Federal Payroll Tax -FICA	2,856.00	2,856.00	1,959.54	219.13	0.00	896.46	68.6
4018 State Payroll Taxes	125.00	125.00	38.32	1.63	0.00	86.68	30.7
<b>SALARIES AND BENEFITS</b>	<b>51,989.00</b>	<b>51,989.00</b>	<b>35,448.54</b>	<b>4,419.41</b>	<b>0.00</b>	<b>16,540.46</b>	<b>68.2</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	200.00	200.00	200.18	156.77	0.00	-0.18	100.1
5012 Printing	50.00	50.00	29.19	0.00	0.00	20.81	58.4
5014 Postage	50.00	50.00	31.05	2.09	0.00	18.95	62.1
5016 Office Supplies	900.00	900.00	359.97	42.82	0.00	540.03	40.0
5018 Janitorial Supplies	3,000.00	3,000.00	2,086.98	0.00	0.00	913.02	69.6
5020 Telephone	1,650.00	1,650.00	1,413.95	242.82	0.00	236.05	85.7
5022 Utilities	4,000.00	4,000.00	1,211.10	122.71	0.00	2,788.90	30.3
5023 Water	1,600.00	1,600.00	633.65	0.00	0.00	966.35	39.6

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For the Period: 7/1/2015 to 2/29/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5025 SECURED PROP TAX	755.00	755.00	748.82	748.82	0.00	6.18	99.2
5030 Vehicle Maintenance	1,000.00	1,000.00	444.70	20.72	0.00	555.30	44.5
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	2,643.35	325.95	0.00	1,356.65	66.1
5034 Alarm Systems	400.00	400.00	360.19	13.92	0.00	39.81	90.0
5045 Miscellaneous Expenditures	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>18,405.00</b>	<b>18,405.00</b>	<b>10,163.13</b>	<b>1,676.62</b>	<b>0.00</b>	<b>8,241.87</b>	<b>55.2</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	2,383.60	318.60	0.00	916.40	72.2
5656 Tree Trimming	950.00	950.00	950.85	50.62	0.00	-0.85	100.1
5670 Other Professional Services	3,000.00	3,000.00	2,087.89	296.80	0.00	912.11	69.6
<b>CONTRACT SERVICES</b>	<b>7,250.00</b>	<b>7,250.00</b>	<b>5,422.34</b>	<b>666.02</b>	<b>0.00</b>	<b>1,827.66</b>	<b>74.8</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	50.00	50.00	0.00	0.00	0.00	50.00	0.0
<b>CAPITAL EXPENDITURES</b>	<b>50.00</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.0</b>
<b>MONTECITO CENTER</b>	<b>77,694.00</b>	<b>77,694.00</b>	<b>51,034.01</b>	<b>6,762.05</b>	<b>0.00</b>	<b>26,659.99</b>	<b>65.7</b>
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,760.00	38,760.00	23,865.96	2,861.60	0.00	14,894.04	61.6
4002 Salaries - Part-time	9,690.00	9,690.00	8,521.93	812.28	0.00	1,168.07	87.9
4003 Salaries - Overtime	2,040.00	2,040.00	2,095.81	114.93	0.00	-55.81	102.7
4005 Salaries - Event Attendant	4,000.00	4,000.00	3,846.68	300.00	0.00	153.32	96.2
4010 Workers Compensation Insurance	2,600.00	2,600.00	1,673.91	0.00	0.00	926.09	64.4
4011 Medical Insurance	10,000.00	10,000.00	7,970.43	1,644.43	0.00	2,029.57	79.7
4015 Federal Payroll Tax -FICA	4,284.00	4,284.00	2,931.36	312.43	0.00	1,352.64	68.4
4018 State Payroll Taxes	375.00	375.00	180.38	9.58	0.00	194.62	48.1
<b>SALARIES AND BENEFITS</b>	<b>71,749.00</b>	<b>71,749.00</b>	<b>51,086.46</b>	<b>6,055.25</b>	<b>0.00</b>	<b>20,662.54</b>	<b>71.2</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	200.16	156.77	0.00	299.84	40.0
5012 Printing	250.00	250.00	29.18	0.00	0.00	220.82	11.7
5014 Postage	100.00	100.00	31.05	2.09	0.00	68.95	31.1
5016 Office Supplies	900.00	900.00	359.97	42.82	0.00	540.03	40.0
5018 Janitorial Supplies	4,000.00	4,000.00	2,732.34	639.12	0.00	1,267.66	68.3
5020 Telephone	1,800.00	1,800.00	1,413.95	242.82	0.00	386.05	78.6
5022 Utilities	29,000.00	29,000.00	17,372.39	1,920.16	0.00	11,627.61	59.9
5023 Water	31,000.00	31,000.00	11,949.99	1,202.30	0.00	19,050.01	38.5
5025 SECURED PROP TAX	3,349.00	3,349.00	3,412.45	3,412.45	0.00	-63.45	101.9
5030 Vehicle Maintenance	1,000.00	1,000.00	444.73	20.73	0.00	555.27	44.5
5032 Building & Grounds-Maintenance	22,000.00	22,000.00	19,733.74	1,055.11	0.00	2,266.26	89.7
5034 Alarm Systems	750.00	750.00	514.55	168.25	0.00	235.45	68.6
5045 Miscellaneous Expenditures	250.00	250.00	50.00	0.00	0.00	200.00	20.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>95,649.00</b>	<b>95,649.00</b>	<b>58,244.50</b>	<b>8,862.62</b>	<b>0.00</b>	<b>37,404.50</b>	<b>60.9</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	21,452.40	2,867.40	0.00	11,547.60	65.0
5656 Tree Trimming	950.00	950.00	950.85	50.62	0.00	-0.85	100.1
5670 Other Professional Services	3,500.00	3,500.00	2,087.89	296.80	0.00	1,412.11	59.7
<b>CONTRACT SERVICES</b>	<b>37,450.00</b>	<b>37,450.00</b>	<b>24,491.14</b>	<b>3,214.82</b>	<b>0.00</b>	<b>12,958.86</b>	<b>65.4</b>
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
CAPITAL EXPENDITURES		250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK		205,098.00	205,098.00	133,822.10	18,132.69	0.00	71,275.90	65.2
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	484.13	80.94	0.00	95.87	83.5
OPERATIONS AND MAINTENANCE		580.00	580.00	484.13	80.94	0.00	95.87	83.5
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	105,000.00	105,000.00	62,657.97	8,781.86	0.00	42,342.03	59.7
CONTRACT SERVICES		105,000.00	105,000.00	62,657.97	8,781.86	0.00	42,342.03	59.7
STREET LIGHTING		105,580.00	105,580.00	63,142.10	8,862.80	0.00	42,437.90	59.8
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL		2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	484.13	80.94	0.00	95.87	83.5
OPERATIONS AND MAINTENANCE		580.00	580.00	484.13	80.94	0.00	95.87	83.5
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,000.00	55,000.00	32,008.93	4,668.08	0.00	22,991.07	58.2
CONTRACT SERVICES		55,000.00	55,000.00	32,008.93	4,668.08	0.00	22,991.07	58.2
STREET SWEEPING		55,580.00	55,580.00	32,493.06	4,749.02	0.00	23,086.94	58.5
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time	19,000.00	19,000.00	13,265.07	1,753.38	0.00	5,734.93	69.8
4003	Salaries - Overtime	0.00	0.00	130.82	0.00	0.00	-130.82	0.0
4007	Vehicle Allowance	400.00	400.00	322.58	62.85	0.00	77.42	80.6
4015	Federal Payroll Tax -FICA	1,250.00	1,250.00	1,024.80	134.14	0.00	225.20	82.0
4018	State Payroll Taxes	200.00	200.00	3.52	1.75	0.00	196.48	1.8
SALARIES AND BENEFITS		20,850.00	20,850.00	14,746.79	1,952.12	0.00	6,103.21	70.7
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	25.00	25.00	0.51	0.00	0.00	24.49	2.0
5014	Postage	300.00	300.00	15.38	2.09	0.00	284.62	5.1
5016	Office Supplies	200.00	200.00	66.34	7.79	0.00	133.66	33.2
5020	Telephone	1,000.00	1,000.00	968.23	161.88	0.00	31.77	96.8
5030	Vehicle Maintenance	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE		1,775.00	1,775.00	1,050.46	171.76	0.00	724.54	59.2
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	65,000.00	65,000.00	60,219.76	3,205.97	0.00	4,780.24	92.6
5660	TREE REMOVAL	400.00	400.00	2,837.40	0.00	0.00	-2,437.40	709.4
5670	Other Professional Services	5,500.00	5,500.00	3,991.57	440.68	0.00	1,508.43	72.6
CONTRACT SERVICES		70,900.00	70,900.00	67,048.73	3,646.65	0.00	3,851.27	94.6
Acct Class: 60 CAPITAL EXPENDITURES								

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Fund: 10 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 80 PARKWAY TREES							
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	12,000.00	12,000.00	12,768.80	10,139.20	0.00	-768.80	106.4
CAPITAL EXPENDITURES							
	12,000.00	12,000.00	12,768.80	10,139.20	0.00	-768.80	106.4
PARKWAY TREES							
	105,525.00	105,525.00	95,614.78	15,909.73	0.00	9,910.22	90.6
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	652.00	652.00	449.08	52.69	0.00	202.92	68.9
4003 Salaries - Overtime	61.00	61.00	49.06	1.88	0.00	11.94	80.4
4010 Workers Compensation Insurance	180.00	180.00	78.50	0.00	0.00	101.50	43.6
4015 Federal Payroll Tax -FICA	71.00	71.00	38.16	4.13	0.00	32.84	53.7
4018 State Payroll Taxes	15.00	15.00	0.08	0.01	0.00	14.92	0.5
SALARIES AND BENEFITS							
	979.00	979.00	614.88	58.71	0.00	364.12	62.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	483.98	80.93	0.00	16.02	96.8
5022 Utilities	800.00	800.00	597.17	83.41	0.00	202.83	74.6
5023 Water	7,000.00	7,000.00	3,767.11	569.90	0.00	3,232.89	53.8
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	304.36	0.00	0.00	695.64	30.4
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE							
	9,800.00	9,800.00	5,152.62	734.24	0.00	4,647.38	52.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	2,383.60	318.60	0.00	1,216.40	66.2
5656 Tree Trimming	500.00	500.00	316.89	16.87	0.00	183.11	63.4
5670 Other Professional Services	50.00	50.00	22.67	3.71	0.00	27.33	45.3
CONTRACT SERVICES							
	4,150.00	4,150.00	2,723.16	339.18	0.00	1,426.84	65.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES							
	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS							
	15,029.00	15,029.00	8,490.66	1,132.13	0.00	6,538.34	56.5
Expenditures							
	1,290,404.00	1,290,404.00	878,969.15	114,350.78	0.00	411,434.85	68.1
Net Effect for GENERAL FUND							
Change in Fund Balance:	10,538.00	10,538.00	-132,773.90	-105,173.72	0.00	143,311.90-1,260.0	

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<b>Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	230,218.56	0.00	0.00	149,781.44	60.6
3101 Property assessments-prior yr	3,400.00	3,400.00	2,350.35	104.86	0.00	1,049.65	69.1
<b>ASSESSMENTS</b>	<b>383,400.00</b>	<b>383,400.00</b>	<b>232,568.91</b>	<b>104.86</b>	<b>0.00</b>	<b>150,831.09</b>	<b>60.7</b>
Dept: 00	383,400.00	383,400.00	232,568.91	104.86	0.00	150,831.09	60.7
<b>Revenues</b>	<b>383,400.00</b>	<b>383,400.00</b>	<b>232,568.91</b>	<b>104.86</b>	<b>0.00</b>	<b>150,831.09</b>	<b>60.7</b>
<b>Expenditures</b>							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5617 Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5618 Bond Validation	3,048.00	3,048.00	0.00	0.00	0.00	3,048.00	0.0
5619 Bond Trustee	3,048.00	3,048.00	3,047.50	0.00	0.00	0.50	100.0
<b>CONTRACT SERVICES</b>	<b>26,096.00</b>	<b>26,096.00</b>	<b>3,047.50</b>	<b>0.00</b>	<b>0.00</b>	<b>23,048.50</b>	<b>11.7</b>
Acct Class: 58 DEBT SERVICE							
5800 Principal	245,000.00	245,000.00	245,000.00	0.00	0.00	0.00	100.0
5801 Interest	106,485.00	106,485.00	106,485.00	49,445.00	0.00	0.00	100.0
<b>DEBT SERVICE</b>	<b>351,485.00</b>	<b>351,485.00</b>	<b>351,485.00</b>	<b>49,445.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0</b>
<b>RUSH PARK</b>	<b>377,581.00</b>	<b>377,581.00</b>	<b>354,532.50</b>	<b>49,445.00</b>	<b>0.00</b>	<b>23,048.50</b>	<b>93.9</b>
Dept: 95 CONTINGENCY/RESERVES							
Acct Class: 59 RESERVES/CONTINGENCIES							
5720 Reserves	0.00	0.00	116.84	0.00	0.00	-116.84	0.0
<b>RESERVES/CONTINGENCIES</b>	<b>0.00</b>	<b>0.00</b>	<b>116.84</b>	<b>0.00</b>	<b>0.00</b>	<b>-116.84</b>	<b>0.0</b>
<b>CONTINGENCY/RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>116.84</b>	<b>0.00</b>	<b>0.00</b>	<b>-116.84</b>	<b>0.0</b>
<b>Expenditures</b>	<b>377,581.00</b>	<b>377,581.00</b>	<b>354,649.34</b>	<b>49,445.00</b>	<b>0.00</b>	<b>22,931.66</b>	<b>93.9</b>
<b>Net Effect for ASSESSMENT DISTRICT FUND-RUSH</b>	<b>5,819.00</b>	<b>5,819.00</b>	<b>-122,080.43</b>	<b>-49,340.14</b>	<b>0.00</b>	<b>127,899.43</b>	<b>2,098.0</b>
Change in Fund Balance:			-122,080.43				

**REVENUE/EXPENDITURE REPORT**  
February 2016 @ 66.67%

Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016

Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	109,390.00	109,390.00	0.00	0.00	0.00	109,390.00	0.0
PROPERTY TAXES	109,390.00	109,390.00	0.00	0.00	0.00	109,390.00	0.0
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	87,700.00	87,700.00	51,541.70	0.00	0.00	36,158.30	58.8
3101 Property assessments-prior yr	780.00	780.00	567.88	29.83	0.00	212.12	72.8
ASSESSMENTS	88,480.00	88,480.00	52,109.58	29.83	0.00	36,370.42	58.9
Acct Class: 35 OTHER REVENUE							
3600 TRANSFER IN/OUT OTHER FUNDS (7)	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
OTHER REVENUE	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
Dept: 00	197,870.00	197,870.00	92,885.33	29.83	0.00	104,984.67	46.9
<b>Revenues</b>							
Revenues	197,870.00	197,870.00	92,885.33	29.83	0.00	104,984.67	46.9
<b>Expenditures</b>							
Dept: 65 ROSSMOOR WALL							
Acct Class: 56 CONTRACT SERVICES							
5619 Bond Trustee	2,640.00	2,640.00	2,640.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES	2,640.00	2,640.00	2,640.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE							
5800 Principal (D)	70,000.00	70,000.00	178,000.00	0.00	0.00	-108,000.00	254.3
5801 Interest	11,020.00	11,020.00	11,020.00	0.00	0.00	0.00	100.0
DEBT SERVICE	81,020.00	81,020.00	189,020.00	0.00	0.00	-108,000.00	233.3
ROSSMOOR WALL	83,660.00	83,660.00	191,660.00	0.00	0.00	-108,000.00	229.1
<b>Expenditures</b>							
Expenditures	83,660.00	83,660.00	191,660.00	0.00	0.00	-108,000.00	229.1
<b>Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL</b>							
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL	114,210.00	114,210.00	-98,774.67	29.83	0.00	212,984.67	-86.5
Change in Fund Balance:			-98,774.67				

**REVENUE/EXPENDITURE REPORT**  
February 2016 @ 66.67%

Page: 13  
4/4/2016  
12:54 pm

Rossmoor Community

For the Period: 7/1/2015 to 2/29/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	129,602.00	129,602.00	0.00	0.00	0.00	129,602.00	0.0
PROPERTY TAXES	129,602.00	129,602.00	0.00	0.00	0.00	129,602.00	0.0
Dept: 00	129,602.00	129,602.00	0.00	0.00	0.00	129,602.00	0.0
<b>Revenues</b>	<b>129,602.00</b>	<b>129,602.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>129,602.00</b>	<b>0.0</b>
<b>Expenditures</b>							
Dept: 00							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
9997 Transfer Out	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
OPERATIONS AND MAINTENANCE	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
Dept: 00	0.00	0.00	40,775.75	0.00	0.00	-40,775.75	0.0
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
CAPITAL EXPENDITURES	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
ROSSMOOR PARK	11,266.00	11,266.00	0.00	0.00	0.00	11,266.00	0.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	35,000.00	35,000.00	44,615.57	0.00	0.00	-9,615.57	127.5
CAPITAL EXPENDITURES	35,000.00	35,000.00	44,615.57	0.00	0.00	-9,615.57	127.5
RUSH PARK	35,000.00	35,000.00	44,615.57	0.00	0.00	-9,615.57	127.5
Dept: 75 CAPITAL PROJECTS							
Acct Class: 60 CAPITAL EXPENDITURES							
6051 Water Conservation Projects (9)	29,000.00	29,000.00	36,991.09	0.00	0.00	-7,991.09	127.6
CAPITAL EXPENDITURES	29,000.00	29,000.00	36,991.09	0.00	0.00	-7,991.09	127.6
CAPITAL PROJECTS	29,000.00	29,000.00	36,991.09	0.00	0.00	-7,991.09	127.6
<b>Expenditures</b>	<b>75,266.00</b>	<b>75,266.00</b>	<b>122,382.41</b>	<b>0.00</b>	<b>0.00</b>	<b>-47,116.41</b>	<b>162.6</b>
<b>Net Effect for CAPITAL PROJECTS CONTRIBUTIONS</b>	<b>54,336.00</b>	<b>54,336.00</b>	<b>-122,382.41</b>	<b>0.00</b>	<b>0.00</b>	<b>176,718.41</b>	<b>-225.2</b>
Change in Fund Balance:			-122,382.41				
<b>Grand Total Net Effect:</b>	<b>184,903.00</b>	<b>184,903.00</b>	<b>-476,011.41</b>	<b>-154,484.03</b>	<b>0.00</b>	<b>660,914.41</b>	

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOOTNOTES - FINANCIAL REPORT  
FEBRUARY 2016  
REVENUES**

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<b>#1 Rossmoor Building Rental</b> 10-00-3410	Additional Funds due preschool rental. Amended budget adjusted.
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*\* Noted in previous month(s). However, explanation is still warranted and valid.*



**ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOOTNOTES - FINANCIAL REPORT FEBRUARY 2016  
EXPENDITURES**

* #1 Bank Service Charge 10-10-5046	Additional charges for credit card processing. Amount will be adjusted in Amended Budget.
* #2 Financial Audit-Consulting 10-10-5615	Amount will be adjusted in Amended Budget to show contract amount.,
* #3 Event Attendant 10-20-4005	Additional event attendants needed for Summer Movies and Concerts in the Park due to large turnouts. Also, additional Holiday Festival event. Will be adjusted in Amended Budget.
#4 Community Events 10-20-5017	Holiday Festival added after Budget was approved. Amount will be adjusted in Amended Budget
* #5 Overtime 10-40-4003	Account will be adjusted in Amended Budget.
* #6 Tree Removal 10-80-5662	All White Elder trees in Rush Park had to be removed due to disease. Amount will be adjusted in Amended Budget.
* #7 Transfer In 30-00-3600	As directed by the Board, \$40,775.75 was transferred from Fund 40 to Fund 30. This was the remainder of the \$70,000 transfer from Fund 30 to Fund 40 for wall repair.
* #8 Principal 30-65-5800	As directed by the Board, unbudgeted principal payment of \$108,000 was made to U.S. Bank for early payoff of the Wall debt.
* #9 Water Conservation Project 40-75-6051	Water conservation program plants paid to Valleycrest. Will be reimbursed by Golden State Water Company.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-1**

**Date:** April 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** FIRST READING TO PROPOSED AMENDMENTS TO POLICY  
NO.3050 PURCHASING

**RECOMMENDATION:**

Give first reading to proposed amendments to Policy No. 3050 Purchasing adding additional requirements for the District's bidding and contracting process.

**BACKGROUND:**

From time to time questions arise regarding the manner and method in which the District contracts for capital projects and the bidding process that result there from. The District Contracting and Bidding process is governed by Policy No. 3050 Purchasing. Neither the current policy nor the procedure, however, specifies certain bidder requirements which are usual and customary. These included a required contractor's license, Workers Compensation Insurance and indemnification of the District.

While the District has required these conditions, they are not specifically included in the District's Purchasing policy or process. The proposed revisions to the District's Policy and the Process clarify these requirements. These changes have been approved as to form by General Counsel.

**ATTACHMENTS:**

1. District Contracting and Bidding Process
  - a. Current
  - b. Redline
2. Policy No. 3050 Purchasing.
  - a. Current
  - b. Redline
3. PowerPoint of District Contracting and Bidding Process.

CURRENT**DISTRICT CONTRACTING AND BIDDING PROCESS**

The District's contracting and bidding process is spelled out in a number of District policies. First and foremost in the authority of the Board in **Policy No. 1010.60** to approve the District's Annual Budget and to approve all expenditures over \$5,000 (the General Manger has the authority to expend budgeted funds below that threshold).

**Policy No. 3020 Budget Preparation, Adoption and Revision** describes the role of the Public Works/CIP Committed to meet and make recommendations to the Board on recommended capital improved projects for inclusion in the proposed Fund 40 portion of the Preliminary Budget. Capital improvement projects are those projects with an estimated cost of \$5,000 or more and a five-year service life. These recommendations are also made available to the Budget Committee's review and recommendations to the Board on the Preliminary Budget.

Based on the input of the Committee's and the public, the Board holds a public hearing and adopts the Final Budget for the coming year. After approval of the Final Budget, the Public Works/CIP meets to review the Project List, define the accuracy of the cost estimates and makes recommendations to Board on proceeding with individual projects based on staff's recommended project cost and timetable for completion of said project. The Board then deliberates the merits of the project and approves going ahead with the project or requests additional information.

Upon final Board approval of a project, the General Manager, in accordance with Policy No.2000 Manager Authority and Responsibilities under **Section No. 2000.10 CIP Project Contractors** undertakes responsibility for completion of the project, as follows:

**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.

**Policy No. 3050 Purchasing** further describes the District's bidding and contracting process, as follows;

**3050.60 Public Works Projects:** The General Manager shall conduct a competitive bid process in accordance with the Government Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project which is estimated to cost in excess of \$1,000. 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.

Once a contract is awarded, it is the responsibility of the General Manager to supervise the conduct of the project. **Policy No. 2010.20** describes the Board's involvement, if any, as follows:

**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.

The involvement of the Board or the Public Works/CIP Committee would only occur should the project scope substantially change or the project cost increase beyond the limits of **Policy No. 3050 Purchasing**, as follows:

**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.

Upon completion of a project, the General Manager shall report to the Board on the final cost and any operational issue, if any, associated with the project.

Legal authority for these processes is as follows: (General Counsel to provide)

**REDLINE**

**DISTRICT CONTRACTING AND BIDDING PROCESS**

The District's contracting and bidding process is spelled out in a number of District policies. First and foremost in the authority of the Board in **Policy No. 1010.60** to approve the District's Annual Budget and to approve all expenditures over \$5,000 (the General Manger has the authority to expend budgeted funds below that threshold).

**Policy No. 3020 Budget Preparation, Adoption and Revision** describes the role of the Public Works/CIP Committee to meet and make recommendations to the Board on recommended capital improvement projects for inclusion in the proposed Fund 40 portion of the Preliminary Budget. Capital improvement projects are those projects with an estimated cost of \$5,000 or more and a five-year service life. These recommendations are also made available to the Budget Committee's review and recommendations to the Board on the Preliminary Budget.

Based on the input of the Committee's and the public, the Board holds a public hearing and adopts the Final Budget for the coming year. After approval of the Final Budget, the Public Works/CIP meets to review the Project List, define the accuracy of the cost estimates and makes recommendations to Board on proceeding with individual projects based on staff's recommended project cost and timetable for completion of said project. The Board then deliberates the merits of the project and approves going ahead with the project or requests additional information.

Upon final Board approval of a project, the General Manager, in accordance with Policy No.2000 Manager Authority and Responsibilities under **Section No. 2000.10 CIP Project Contractors** undertakes responsibility for completion of the project, as follows:

**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.

**Policy No. 3050 Purchasing** further describes the District's bidding and contracting process, as follows;

**3050.60 Public Works Projects:** The General Manager shall conduct a competitive bid process in accordance with the Government Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project 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 exempted under applicable law, a bidder must submit evidence of a currently valid California State Contractor's License as specified in the notice inviting bids, must agree to provide Workers Compensation Insurance pursuant to the provisions of Labor Code section 1860 et seq. and the payment of prevailing wages (Public Works projects over \$1,000), and must agree to indemnify the District in a form and an amount as determined by the General Manager.

Once a contract is awarded, it is the responsibility of the General Manager to supervise the conduct of the project. **Policy No. 2010.20** describes the Board's involvement, if any, as follows:

**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.

The involvement of the Board or the Public Works/CIP Committee would only occur should the project scope substantially change or the project cost increase beyond the limits of **Policy No. 3050 Purchasing**, as follows:

**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.

Upon completion of a project, the General Manager shall report to the Board on the final cost and any operational issue, if any, associated with the project.

The legal authority for this process is an addendum to this document.

## ADDENDUM TO DISTRICT CONTRACTING AND BIDDING PROCESS

The legal authority related to bidding requirements for public entities in general and community services districts in particular are set forth in various California codes. Under Public Contract Code section 1101, a “public works contract” “means an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.” Similarly, under Public Contracts Code section 20161, a “public project” means:

- (a) A project for the erection, improvement, painting, or repair of public buildings and works.
- (b) Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow.
- (c) Street or sewer work except maintenance or repair.
- (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

Specifically, regarding the bidding requirements for community services districts, Public Contracts Code section 20682.5 provides:

- (a) A district may construct or complete any building, structure, or improvement with its own forces or by contract without bidding when the cost does not exceed twenty five thousand dollars (\$25,000).
- (b) All contracts for the construction or completion of any building, structure, or improvement, when the cost exceeds twenty-five thousand dollars (\$25,000), shall be contracted for and let to the lowest responsible bidder after notice. If two or more bids are the same and the lowest, the district board may accept the one it chooses.
- (c) The district shall publish a notice inviting bids for any contract for which competitive bidding is required at least one time in a newspaper of general circulation in the district at least 10 days before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the work to be done.
- (d) If the general manager recommends and the board of directors determines that the publication of advertisements of the notice in trade journals and papers in lieu of publication pursuant to subdivision (c) will increase the number of business enterprises receiving that notice, the board of directors may by resolution declare that those notices shall be published in trade journals and papers at least 10 days prior to the time specified for receiving bids.
- (e) If plans and specifications are prepared describing the work, all bidders shall be afforded an opportunity to examine the plans and specifications, and the plans and specifications shall be attached to and become part of the contract, if one is awarded.
- (f) At its discretion, the board of directors may reject any bids presented and

readvertise.

(g) In the case of an emergency, the board of directors may act pursuant to Chapter 2.5 (commencing with Section 22050).

(h) The board of directors may, subject to Chapter 5 (commencing with Section 9550) of Title 3 of Part 6 of Division 4 of the Civil Code, require the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract.

(i) The district shall keep cost records of the work in the manner provided in Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code.

(j) As an alternate to the procedures required by this section, a district may rely on the Uniform Public Construction Cost Accounting Act, Chapter 2 (commencing with Section 22000) of Part 3 of Division 2.

In general, various provisions of the Labor Code govern the requirement of payment of “prevailing wages” for almost all public works projects. Labor Code section 1771 provides:

Except for public works projects of one thousand dollars (\$1,000) or less, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in this chapter, shall be paid to all workers employed on public works.

In addition, the Labor Code requires language in public works contracts related to the provisions of workers compensation insurance. Labor Code section 1860 provides:

The awarding body shall cause to be inserted in every public works contract a clause providing that, in accordance with the provisions of Section 3700 of the Labor Code, every contractor will be required to secure the payment of compensation to his employees.

In addition Labor Code section 1861 provides:

Each contractor to whom a public works contract is awarded shall sign and file with the awarding body the following certification prior to performing the work of the contract: “I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

Regarding the specifications of contractor’s license classification in bids, Public Contract Code section 3300 provides:

(a) Any public entity, as defined in Section 1100, the University of California, and the California State University shall specify the classification of the contractor's license which a contractor shall possess at the time a contract is



awarded. The specification shall be included in any plans prepared for a public project and in any notice inviting bids required pursuant to this code.

This requirement shall apply only with respect to contractors who contract directly with the public entity.

(b) A contractor who is not awarded a public contract because of the failure of an entity, as defined in subdivision (a), to comply with that subdivision shall not receive damages for the loss of the contract.

In addition, Business & Professions Code section 7059, subsection (b) sets forth the rules and regulations affecting classification of contractors in public works contracts:

(b) In public works contracts, as defined in Section 1101 of the Public Contract Code, the awarding authority shall determine the license classification necessary to bid and perform the project. In no case shall the awarding authority award a prime contract to a specialty contractor whose classification constitutes less than a majority of the project. When a specialty contractor is authorized to bid a project, all work to be performed outside of his or her license specialty, except work authorized by subdivision (a), shall be performed by a licensed subcontractor in compliance with the Subletting and Subcontracting Fair Practices Act (Chapter 4 (commencing with Section 4100) of Part 1 of Division 2 of the Public Contract Code).

**CURRENT**  
**Rossmoor Community Services District**

**Policy****No. 3050**

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**PURCHASING**

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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. 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 Government Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project which is estimated to cost in excess of \$1,000. 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.

**3050.70 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

**REDLINE**  
**Rossmoor Community Services District**

**Policy**

**No. 3050**

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**DISTRICT PURCHASING, BIDDING AND CONTRACTING**

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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. 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 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.

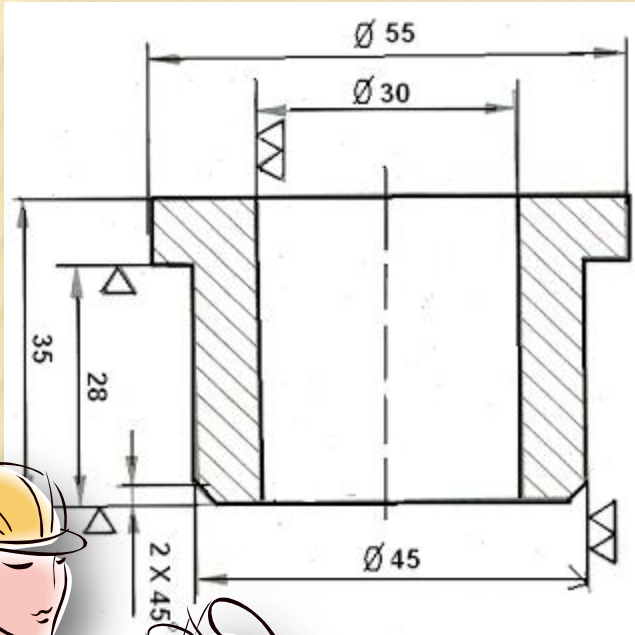
**3050.61 Specific Bidder Requirements:** In order to qualify as a responsible bidder, unless otherwise specifically exempted under applicable law, a bidder must submit evidence of a currently valid California State Contractor's License as specified in the notice inviting bids, must agree to provide, Workers Compensation insurance pursuant to provisions of Labor Code sec 1860 et seq. and the payment of prevailing wages (Public Works projects over \$1,000) and must agree to indemnify the District in a form and 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:



# DISTRICT CONTRACTING & BIDDING PROCESS



**Specification Form**

by **PORTERcorp**  
PORTERCORP - 606 N. 13TH AVE. HOUSTON, TX 77004  
 www.poligon.com 616-399-1943

ZIP: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 BLDG CODE: \_\_\_\_\_

columns  
 s  
 vanized connection plates  
 tural fasteners

2X6 5/8" tongue and groove primary roof  
 Asphalt shingles with felt and trim  
 Pre-drilled plates and gaskets  
 Embedded column  
 3:12 pitch  
 8'-0" under eave height  
 30 PSF snow load  
 120 MPH wind load

**SELECT MODIFICATIONS TO A STANDARD:**

See website for multi-rib roof color choices and wood stain choices: [www.poligon.com](http://www.poligon.com)

Kynar Multi-rib metal roof instead of asphalt shingles - Roof color: \_\_\_\_\_  
 Stained tongue and groove roof - Stain choice: \_\_\_\_\_  
 Stained columns and trusses - Stain choice: \_\_\_\_\_  
 Increase snow load: \_\_\_\_\_  
 Increase wind load: \_\_\_\_\_  
 Increase under eave height (up to 12'): \_\_\_\_\_  
 Substitute surface mount for embedded column

**Low Pitched Gable Wood Shelter WLG**

**Standard Available Sizes**

<input type="checkbox"/> WLG 16X20	<input type="checkbox"/> WLG 20X36	<input type="checkbox"/> WLG 24X44	<input type="checkbox"/> WLG 30X60	<input type="checkbox"/> WLG 40X44
<input type="checkbox"/> WLG 16X28	<input type="checkbox"/> WLG 20X44	<input type="checkbox"/> WLG 24X52	<input type="checkbox"/> WLG 36X36	<input type="checkbox"/> WLG 40X52
<input type="checkbox"/> WLG 16X36	<input type="checkbox"/> WLG 20X52	<input type="checkbox"/> WLG 30X36	<input type="checkbox"/> WLG 36X44	<input type="checkbox"/> WLG 40X60
<input type="checkbox"/> WLG 16X44	<input type="checkbox"/> WLG 24X28	<input type="checkbox"/> WLG 30X44	<input type="checkbox"/> WLG 36X52	<input type="checkbox"/> WLG 50X52
<input type="checkbox"/> WLG 20X28	<input checked="" type="checkbox"/> WLG 24X36	<input type="checkbox"/> WLG 30X52	<input type="checkbox"/> WLG 36X60	<input type="checkbox"/> WLG 50X60

**Shelter Index**

COVER SHEET / ORDER FORM  
 ELEVATION VIEWS  
 STRUCTURAL FRAME  
 COLUMN LAYOUT

See website for multi-rib roof color choices and wood stain choices.  
[www.poligon.com](http://www.poligon.com)

**SHELTER MODEL: WOOD RECTANGLE WLG**

SCALE: 1/40 REVISION: A DATE: 9/1/2011

by **PORTERcorp**  
PORTERCORP - 606 N. 13TH AVE. HOUSTON, TX 77004  
 www.poligon.com 616-399-1943

COVER SHEET

PROJECTS



# DISTRICT CONTRACTING & BIDDING PROCESS

## POLICY NO. 1010.10

**Defines the authority of the board to act as a unit, not individually.**



DISTRICT POLICIES



# DISTRICT CONTRACTING & BIDDING PROCESS POLICY NO. 1010.60

**Defines the authority of the board to approve the district's annual budget and all expenditures over \$5,000.**



DISTRICT POLICIES

<input checked="" type="checkbox"/>	YES
<input type="checkbox"/>	NO





# DISTRICT CONTRACTING & BIDDING PROCESS **POLICY NO. 3025.26**

**Establishes the responsibility of the  
Public Works/CIP Committee to  
recommend approval by the board of  
the district's capital project list and  
Fund 40 budget.**



DISTRICT POLICIES



# DISTRICT CONTRACTING & BIDDING PROCESS POLICY NO. 2000.100

**Spells out the General Manager's conduct of a Capital Project's competitive bidding process and the board's approval for awarding of a contract to the lowest responsible bidder.**

DISTRICT POLICIES

*Contract*  
*Contingency*  
*Disclosures*  
*Home Inspection*







# DISTRICT CONTRACTING & BIDDING PROCESS POLICY NO. 3050.60

**Further describes the General Manager's conduct of a competitive bidding process and awarding of a contract to the lowest responsible bidder by the board.**

DISTRICT POLICIES





# DISTRICT CONTRACTING & BIDDING PROCESS **POLICY NO. 1010.60**

**Describes the board's responsibility for questions of board policy rather than administrative matters.**



**Board**

**VS.**



**GM/Staff**

**DISTRICT POLICIES**



# DISTRICT CONTRACTING & BIDDING PROCESS **POLICY NO. 3050.20**

**Establishes the general manager's expenditure limit of \$5,000 and the requirement for board approval for amendment to any contract which exceeds \$10,000.**



DISTRICT POLICIES





# DISTRICT CONTRACTING & BIDDING PROCESS

POLICY NO. 1010.10: BOARD ACTS AS A UNIT—NOT INDIVIDUALLY



POLICY NO. 1010.60—BOARD AUTHORITY TO APPROVE DISTRICT'S ANNUAL BUDGET



POLICY NO. 3025.26—RESPONSIBILITY OF THE PUBLIC WORKS/CIP COMMITTEE



POLICY NO. 2000.100—GM'S CONDUCT OF CIP COMPETITIVE BIDDING PROCESS/BOARD APPROVAL FOR AWARDING CONTRACT TO LOWEST BIDDER



POLICY NO. 3050.60—FURTHER DESCRIBES THE GM'S CONDUCT OF COMPETITIVE BIDDING PROCESS AND BOARD'S AWARDING OF CONTRACT



POLICY NO. 1010.60—BOARD'S RESPONSIBILITY FOR QUESTIONS OF BOARD POLICY RATHER THAN ADMINISTRATIVE MATTERS



POLICY NO. 3050.20—ESTABLISHES THE GENERAL MANAGER'S EXPENDITURE LIMIT OF \$5K & BOARD APPROVAL FOR CONTRACT AMENDMENTS OVER \$10K

## SUMMARY OF POLICIES

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-2**

**Date:** April 12, 2016  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** FIRST READING OF AMENDMENTS TO POLICY NO. 3020 BUDGET PREPARATION, ADOPTION AND REVISION

**RECOMMENDATION:**

Give first reading to amendment of Policy No.3020 Budget Preparation, Adoption and Revision.

**BACKGROUND:**

Policy No. 3020 governs the annual budget preparation process. At your March meeting, the Board adopted a Budget Calendar for the development of the FY 2016-2017 Preliminary and Final Budgets. The current language of the policy states that "this policy is the budget calendar unless the Board modifies the dates herein".

However, policy sections 3020.20, 3020.31 and 3020.40 spell out specific dates for designated actions which may not always match with the budget preparation process. It is therefore deemed more appropriate for these sections to be amended to read, "as determined by the annual adoption of the Budget Calendar", rather than the current specified dates. In this manner, the Preliminary Budget preparation schedule can take into account the availability of required financial information and necessary staff resources.

**ATTACHMENTS:**

1. FY 2016-2017 Budget Calendar
2. Policy No. 3020 Committees of the Board of Directors.
  - a. Current
  - b. Redline.

## FY 2016-2017 BUDGET CALENDAR

<b>Submit Budget Calendar to Board</b>	<b>March 8, 2016</b>
<b>Complete FY 2016-17 Estimates to Close by:</b>	<b>May 16, 2016</b>
<b>Complete Preparation of FY 2016-2017 Preliminary Budget by:</b>	<b>May 20, 2016</b>
<b>Review Preliminary Budget with Public Works/CIP Committee by:</b>	<b>May 31, 2016</b>
<b>Review Preliminary Budget with Budget Committee by:</b>	<b>June 3, 2016</b>
<b>Present Preliminary Budget to the Board</b>	<b>June 14, 2016</b>
<b>Board Adopts Appropriations Limit by Resolution</b>	<b>June 14, 2016</b>
<b>Public Hearing Notice is Published in Local Newspaper by:</b>	<b>June 17, 2016</b>
<b>Second Public Hearing Notice is Published in Local Newspaper by:</b>	<b>June 24, 2016</b>
<b>Final Budget is Submitted to Board for Adoption at a Public Hearing by Resolution</b>	<b>July 12, 2016</b>
<b>Final Date for Adoption of a Final Budget</b>	<b>August 9, 2016</b>

**CURRENT**  
**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.

**3020.25 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 will adopt a Resolution stating the District Annual Budget Revenues and Expenses Totals by Fund.

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

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

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

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012



**REDLINE**

**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 **the date established by the adopted Budget Calendar**. The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

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

**3020.32**

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

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

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