

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board

Agenda Package

**October 14, 2014**

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, October 14, 2014  
7:00 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Coletta, DeMarco, Kahlert,  
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
  - a. Los Alamitos Unified School District Superintendent Dr. Sherry Kropp re:  
School Safety and Traffic.
  - b. Certificate of Recognition-Ms. Kiva Spiratos, Principal Rossmoor  
Elementary School as a National Blue Ribbon School.

**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. AUDIT COMMITTEE REPORT RE: ADOPTION OF FY 2013-2014 ANNUAL AUDIT.

2. PARK & FACILITIES COMMITTEE REPORT RE: ADOPTION OF FEE STUDY AND FY 2014-2015 FEE SCHEDULE.

**E. CONSENT CALENDAR**

1. MINUTES:

a. Regular Board Meeting of September 9, 2014.

2. AUGUST REVENUE AND EXPENDITURE REPORT.

3. MONTHLY COYOTE SIGHTINGS/ACTIVITY 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/ORDINANCES**

1.—16. GIVE FIRST READING TO PROPOSED ORDINANCES RELATING TO THE ENFORCEMENT OF DISTRICT POLICIES AND PROPOSED REVISIONS TO DISTRICT POLICIES RELATING TO THE ADOPTION OF A NEW FEE STUDY AND FEE SCHEDULE.

1. ORDINANCE NO. 2014-3 CODIFYING POLICY NO. 6010.

2. Policy No. 6010 Requests for Use of District Parks and Facilities.

- a. Current
- b. Redline
- c. Proposed

3. ORDINANCE NO. 2014-4 CODIFYING POLICY NO. 6011.

4. Policy No. 6011 Rules and Regulations for Use of District Property.

- a. Current
- b. Redline
- c. Proposed

5. ORDINANCE NO. 2014-5 CODIFYING POLICY NO. 6012.

6. Policy No. 2012 Group Picnics, Public Gatherings and Special Events.

- a. Current
- b. Redline
- c. Proposed

7. ORDINANCE NO 2014-6 CODIFYING POLICY NO. 6020.

8. Policy No. 6020 District Facilities - Long-Term Use.

- a. Current

- b. Redline
- c. Proposed

9. ORDINANCE NO. 2014-7 CODIFYING POLICY NO, 6021.

10. Policy No. 6021 Non-profit Use of District Courts and Fields.

- a. Proposed

11. ORDINANCE NO. 2014-8 CODIFYING POLICY NO 6022.

12. Policy No.6022 Commercial Use of District Property.

- a. Proposed

13. ORDINANCE NO. 2014-9 CODIFYING POLICY NO 6030.

14. Policy No. 6030 Dedicated Use of Specific District Facilities.

- a. Current
- b. Redline
- c. Proposed

15. ORDINANCE NO. 2014-10 CODIFYING POLICY NO. 6040.

16. Policy No. 6040 Rossmoor Wall Signs.

- a. Current
- b. Redline
- c. Proposed

**H. REGULAR CALENDAR**

1. FIRST READING OF PROPOSED REVISION TO POLICY NO.3050 PURCHASING AND POLICY NO. 4055 DISTRICT BANK AND INVESTMENT ACCOUNTS RE: PAYROLL DIRECT DEPOSIT AND MONTHLY CONSOLIDATION OF BOARD MEMBER STIPEND PAYMENTS.

a. Policy No. 3050 Purchasing.

- 1) Current
- 2) Redline
- 3) Proposed

b. Policy No.4050 District Bank and Investment Accounts.

- 1) Current
- 2) Redline
- 3) Proposed

2. RECREATION DEPARTMENT—INTERN PROGRAM

3. ELECTION OF INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY OFFICERS.

**1. 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-**

**1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION.**

Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: RCSD v. Steven Wickser, et al.

O.C. Superior Court Case No. 30-2013-00687577-CU-MC-CJC.

**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](http://3001BlumeDrive.com). 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 October 14, 2014, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

*Elizabeth Deering for*  
\_\_\_\_\_  
JAMES D. RUTH  
General Manager

Date 10-9-14\_\_\_\_\_

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** PRESENTATIONS FOR MEETING OF OCTOBER 14, 2014

**RECOMMENDATION:**

Receive presentations.

**BACKGROUND:**

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

- a. Presentation by Los Alamitos School District Superintendent Dr. Sherry Kropp re: School Safety and Traffic.
- b. Certificate of Recognition-Ms. Kiva Spiratos, Principal Rossmoor Elementary School as a National Blue Ribbon School.

**ATTACHMENTS:**

1. Walk to School Campaign Flyer
2. Certificate of Recognition-Ms. Kiva Spiratos.



# Los Alamitos Unified School District

## OCTOBER IS... “WALK TO SCHOOL” MONTH



Walk to School on

- October 8th - International Walk to School Day
- October 15th
- October 22nd
- October 29th

### HOW TO PARTICIPATE

- \* Door to Door - Families join together to walk their students from home to school.
- \* Park N Go! - Commuters park within walking distance of school and join the fun!

### COMMUNITY PARTICIPATION

- \* Neighbors may stand outside their residence and provide extra supervision as students walk to school.

### CLASSROOM REWARDS & PRIZES



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** PRESENTATIONS FOR MEETING OF OCTOBER 14, 2014

**RECOMMENDATION:**

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**BACKGROUND:**

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

- a. Presentation by Los Alamitos School District Superintendent Dr. Sherry Kropp re: School Safety and Traffic.
- b. Certificate of Recognition-Ms. Kiva Spiratos, Principal Rossmoor Elementary School as a National Blue Ribbon School.

**ATTACHMENTS:**

1. Walk to School Campaign Flyer
2. Certificate of Recognition-Ms. Kiva Spiratos.



# PROCLAMATION IN RECOGNITION of EDUCATIONAL EXCELLENCE



## *Rossmoor Elementary School*

**WHEREAS**, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

**WHEREAS**, The National Blue Ribbon School flag gracing an entry or flying overhead is a widely recognized symbol of exemplary teaching and learning; and

**WHEREAS**, Rossmoor Elementary School located in Rossmoor, California has been named a National Blue Ribbon School of Excellence. This is a very prestigious designation for the school and the entire Los Alamitos Unified School District; and

**WHEREAS**, The National Blue Ribbon Schools Program recognizes public and private elementary, middle, and high schools based on their overall academic excellence or their progress in closing achievement gaps among student subgroups; and

**WHEREAS**, Every year the U. S. Department of Education seeks out and celebrates great American schools, those demonstrating that all students can achieve to high levels; and

**WHEREAS**, The National Blue Ribbon School award affirms the hard work of students, educators, families, and communities in creating safe and welcoming schools where students master challenging content; and

**WHEREAS**, Rossmoor Elementary School is continuously involved in their student's education and committed to their success in school.

**NOW, THEREFORE**, I, President Michael Maynard, on behalf of the Board of Directors of the Rossmoor Community Services District, do hereby proclaim Rossmoor Elementary School, as an exceptional elementary school and an asset to the community of Rossmoor.

**ADOPTED**, This 14<sup>th</sup> day of October, 2014.

**ATTEST:**

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Michael Maynard, President of the Board  
Rossmoor Community Services District

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James D. Ruth, General Manager  
Rossmoor Community Services District

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-1**

**Date:** October 14 2014  
**To:** Honorable Board of Directors  
**From:** Audit Committee  
**Via:** General Manager  
**Subject:** AUDIT COMMITTEE REPORT-DISTRICT'S FY 2013-2014  
ANNUAL AUDIT REPORT

**RECOMMENDATION:**

Receive the report of the Audit Committee, approve the FY 2013-2014 Annual Audit Report and approve the recommendations contained in the Management Letter.

**BACKGROUND:**

In accordance with Policy No. 3025, the Audit Committee met on September 24, 2014 with the District's Auditor and staff to review a draft of the District's FY 2013-2014 Annual Audit Report. The Committee reviewed the report in detail and also reviewed the Management Letter. The Committee was apprised by the Auditor that the District had received an unqualified audit, the highest rating possible. The Committee voted to recommend Board approval of the FY 2013-2014 Audit Report.

The Committee also reviewed the Management Letter. Management concurred once again with the Auditor's recommendation that the District could use excess reserve funds in Fund 30 to pay down a portion of the outstanding debt, but as only one option. Staff recommended that the excess funds instead be used for repair of the Rossmoor Wall which has a substantial number of bricks which are weathered and are deteriorating and/or crumbling. Cost estimates are being sought for those repairs and when received, staff will commence repairs as previously authorized by the Board. The Committee and the Auditor agreed with Management's

recommendation on the use of the reserve funds for maintenance of the wall.

The current fund balance of excess reserve funds is \$105,203 an amount which will likely increase next fiscal year. Any funds, if any, not needed for repair of the wall may be used by the District for any other legal purpose.

The District's Auditor will present an overview of the Audit Report and answer questions.

**ATTACHMENTS:**

1. FY 2013-2014 Annual Audit Report.
2. Letter dated September 24, 2014 from Rogers, Anderson, Malody & Scott, LLP re: Conduct of the Audit.
3. Letter dated September 24, 2014 from Rogers, Anderson, Malody & Scott, LLP re: Management Letter.
4. Memorandum dated September 24, 2014 from General Manager re: Conduct of Audit.
5. Policy No. 3025 Annual Financial Audit.

**ROSSMOOR COMMUNITY  
SERVICES DISTRICT**

**FINANCIAL STATEMENTS**

**WITH INDEPENDENT  
AUDITOR'S REPORT**

**JUNE 30, 2014**

# Rossmoor Community Services District

## Report on Audit June 30, 2014

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ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscpa.net

**PARTNERS**

Brenda L. Odle, CPA, MST  
Terry P. Shea, CPA  
Kirk A. Franks, CPA  
Matthew B. Wilson, CPA, MSA, CGMA  
Scott W. Manno, CPA, CGMA  
Leena Shanbhag, CPA, MST, CGMA  
Jay H. Zercher, CPA (Partner Emeritus)  
Phillip H. Waller, CPA (Partner Emeritus)

**MANAGERS / STAFF**

Bradferd A. Welebir, CPA, MBA  
Jenny Liu, CPA, MST  
Papa Matar Thiaw, CPA, MBA  
Maya S. Ivanova, CPA, MBA  
Seong-Hyea Lee, CPA, MBA  
Charles De Simoni, CPA  
Yiann Fang, CPA  
Daniel T. Turner, CPA, MSA  
David D. Henwood, CPA  
Nathan Statham, CPA, MBA  
Brigitta Bartha, CPA  
Gardenya Duran, CPA  
Juan Romero, CPA  
Ivan Gonzales, CPA, MSA  
Brianna Pascoe, CPA

**MEMBERS**

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Quality Center*

California Society of  
Certified Public Accountants

Board of Directors  
Rossmoor Community Services District  
Rossmoor, California

### Independent Auditor's Report

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Rossmoor Community Services District (the District), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the State Controller's Minimum Audit Requirement for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit



procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

## **Other Matters**

### *Required Supplementary Information*

Management has omitted the *Management's Discussion and Analysis* that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information (page 31) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements as a whole. The accompanying major fund budgetary comparison schedules and the Statement of Changes in Fiduciary Assets and Liabilities - Agency Fund are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The major fund budgetary comparison schedules and the Statement of Changes in Fiduciary Assets and Liabilities - Agency Fund are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Rogers Anderson Maloney & Scott, LLP*

San Bernardino, California  
September 24, 2014

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**Rossmoor Community Services District**

**Statement of Net Position  
June 30, 2014**

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	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and investments	\$ 1,003,869
Investments held by fiscal agents	47,000
Accounts receivable	52,000
Taxes receivable	12,556
Interest receivable	537
Capital assets not being depreciated	2,923,473
Capital assets being depreciated, net	<u>2,143,498</u>
 Total assets	 <u>6,182,933</u>
<b>LIABILITIES</b>	
Accounts payable	56,068
Deposits	7,289
Interest payable	7,008
Noncurrent liabilities:	
Due within one year	90,000
Due in more than one year	<u>231,226</u>
 Total liabilities	 <u>391,591</u>
<b>NET POSITION</b>	
Net investment in capital assets	4,776,971
Restricted for debt service	152,203
Unrestricted	<u>862,168</u>
 Total net position	 <u><u>\$ 5,791,342</u></u>

The accompanying notes are an integral part of these financial statements.

**Rossmoor Community Services District**

**Statement of Activities  
For the Year Ended June 30, 2014**

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<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>
Governmental activities:			
General government	\$ 410,207	\$ -	\$ -
Public services	248,858	52,000	-
Parks and recreation	784,960	149,663	-
Interest and fiscal charges	19,664	-	-
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total governmental activities	<u>\$ 1,463,689</u>	<u>\$ 201,663</u>	<u>\$ -</u>

General revenues:  
Taxes:  
    Property  
    Special assessments  
Investment income  
Other income

Total general revenues

Change in net position

Net position, beginning of year

Net position, end of year

The accompanying notes are an integral part of these financial statements.

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<u>Capital Grants and Contributions</u>	<u>Net Governmental Activities</u>
\$ -	\$ (410,207)
-	(196,858)
-	(635,297)
-	(19,664)
<u>\$ -</u>	<u>(1,262,026)</u>

747,441
346,526
2,072
<u>28,364</u>
<u>1,124,403</u>
(137,623)
<u>5,928,965</u>
<u>\$ 5,791,342</u>

**Rossmoor Community Services District**

**Balance Sheet  
Governmental Funds  
June 30, 2014**

	Debt Service		
		PIFC Rossmoor Wall	PIFC Rossmoor Wall Reserve
	General <i>Fund 10</i>	<i>Fund 30</i>	<i>Fund 45</i>
<b>ASSETS</b>			
Cash and investments	\$ 795,978	\$ 104,216	\$ -
Investments held by fiscal agents	-	-	47,000
Receivables:			
Taxes	11,569	987	-
Accounts	52,000	-	-
Interest	537	-	-
Total assets	<u>\$ 860,084</u>	<u>\$ 105,203</u>	<u>\$ 47,000</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 50,077	\$ -	\$ -
Deposits	7,289	-	-
Total liabilities	<u>57,366</u>	<u>-</u>	<u>-</u>
Fund balances:			
Restricted for:			
Debt service	-	105,203	47,000
Assigned to:			
Capital projects	-	-	-
Unassigned	802,718	-	-
Total fund balances	<u>802,718</u>	<u>105,203</u>	<u>47,000</u>
Total liabilities and fund balances	<u>\$ 860,084</u>	<u>\$ 105,203</u>	<u>\$ 47,000</u>

The accompanying notes are an integral part of these financial statements.

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<u>Capital Projects</u> Capital Projects Contributions <i>Fund 40</i>	<u>Total Governmental Funds</u>
\$ 103,675	\$ 1,003,869
-	47,000
-	12,556
-	52,000
-	537
<u>\$ 103,675</u>	<u>\$ 1,115,962</u>
\$ 5,991	\$ 56,068
-	7,289
<u>5,991</u>	<u>63,357</u>
-	152,203
97,684	97,684
-	802,718
<u>97,684</u>	<u>1,052,605</u>
<u>\$ 103,675</u>	<u>\$ 1,115,962</u>



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**Rossmoor Community Services District**

**Reconciliation of the Balance Sheet of  
Governmental Funds to the Statement of Net Position  
June 30, 2014**

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**Fund balances of governmental funds** \$ 1,052,605

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. 5,066,971

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Certificates of participation payable	\$ (290,000)	
Compensated absences	(31,226)	
Interest payable	(7,008)	(328,234)
	<u>                    </u>	<u>                    </u>

**Net position of governmental activities** \$ 5,791,342

The accompanying notes are an integral part of these financial statements.

**Rossmoor Community Services District**

**Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2014**

	Debt Service		
	General	PIFC	PIFC
		Rossmoor Wall <i>Fund 10</i>	Rossmoor Wall Reserve <i>Fund 30</i>
<b>REVENUES</b>			
Taxes	\$ 747,441	\$ -	\$ -
Special assessments	260,345	86,181	-
Intergovernmental	52,000	-	-
Charges for services	149,663	-	-
Investment income	2,072	-	-
Other	28,364	-	-
Total revenues	<u>1,239,885</u>	<u>86,181</u>	<u>-</u>
<b>EXPENDITURES</b>			
Current:			
General government	410,108	-	-
Public services	248,858	-	-
Parks and recreation	607,784	-	-
Capital outlay	14,931	-	-
Debt service:			
Principal retirement	-	65,000	-
Interest and fiscal charges	-	21,235	-
Total expenditures	<u>1,281,681</u>	<u>86,235</u>	<u>-</u>
Excess of revenues over (under) expenditures	(41,796)	(54)	-
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	17,500	-	-
Transfers out	-	(70,000)	-
Total other financing sources (uses)	<u>17,500</u>	<u>(70,000)</u>	<u>-</u>
Net change in fund balances	(24,296)	(70,054)	-
Fund balances, beginning of year	<u>827,014</u>	<u>175,257</u>	<u>47,000</u>
Fund balances, end of year	<u>\$ 802,718</u>	<u>\$ 105,203</u>	<u>\$ 47,000</u>

The accompanying notes are an integral part of these financial statements.

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<u>Capital Projects</u>	
<u>Capital Projects Contributions</u>	<u>Total Governmental Funds</u>
<u>Fund 40</u>	
\$ -	\$ 747,441
-	346,526
-	52,000
-	149,663
-	2,072
-	28,364
<hr/>	<hr/>
-	1,326,066
<hr/>	<hr/>
-	410,108
-	248,858
17,210	624,994
163,925	178,856
-	65,000
-	21,235
<hr/>	<hr/>
181,135	1,549,051
<hr/>	<hr/>
(181,135)	(222,985)
70,000	87,500
(17,500)	(87,500)
<hr/>	<hr/>
52,500	-
<hr/>	<hr/>
(128,635)	(222,985)
226,319	1,275,590
<hr/>	<hr/>
\$ 97,684	\$ 1,052,605
<hr/> <hr/>	<hr/> <hr/>

**Rossmoor Community Services District**

**Reconciliation of the Statement of Revenues, Expenditures and Changes in  
Fund Balances of Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2014**

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**Net change in fund balances - total governmental funds** \$ (222,985)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense or are allocated to the appropriate functional expense when the cost is below the capitalization threshold. This is the amount by which capital outlay (\$181,134) exceeded depreciation expense (\$162,244) in the current period. 18,890

The additions to and repayment of the principal of long-term debt consumes the current financial resources of governmental funds. However, they have no effect on net positions.

Principal payments on bonds 65,000

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Increase in compensated absences	\$	(99)	
Decrease in accrued interest on certificates of participation		1,571	1,472

**Change in net position of governmental activities** \$ (137,623)

The accompanying notes are an integral part of these financial statements.

**Rossmoor Community Services District**

**Statement of Fiduciary Assets and Liabilities  
Agency Fund  
June 30, 2014**

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	<u>Special Assessments Fund 50</u>
<b>ASSETS</b>	
Cash and investments	\$ 217,850
Investments held by fiscal agents	352,272
Assessments receivable	<u>4,355</u>
Total assets	<u><u>\$ 574,477</u></u>
<b>LIABILITIES</b>	
Due to bondholders	<u><u>\$ 574,477</u></u>

The accompanying notes are an integral part of these financial statements.

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### A. Reporting Entity

On November 4, 1986, the territory of the unincorporated Rossmoor Community approved the order adopted on June 25, 1986 by the Board of Supervisors of the County of Orange ordering a reorganization resulting in the formation of the Rossmoor Community Services District (the District). The District was formed to acquire, provide and maintain public recreation facilities and services, street lighting, and, subject to the consent of the County of Orange, installation and maintenance of median landscaping, aesthetic trimming of parkway trees, and street sweeping.

Upon formation on January 1, 1987, the District assumed responsibility for the various services formerly provided by Community Service Area Number 21 and assumed all assets and liabilities, including real property, from Community Service Area Number 21.

The District is governed by a five member Board of Directors elected by the registered voters within the District boundaries.

As required by generally accepted accounting principles, the financial statements present the Rossmoor Community Services District (the primary government) and its component unit. The component unit discussed below is included in the District's reporting entity because of the significance of its operational or financial relationship with the District.

##### Blended Component Unit

The Rossmoor Community Services Public Improvements Financing Corporation (the Corporation) is governed by the District's officers. Although it is legally separate from the District, the Corporation is reported as if it were part of the primary government because its sole purpose is to finance and construct the District's public facilities. Accordingly, the balances and transactions of this blended component unit are reported as debt service funds in the District's financial statements. Certificates of Participation issued by the Corporation are reported in the Statement of Net Position.

##### B. Basis of Presentation – Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The District has no business-type activities.

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### B. Basis of Presentation – Government-wide and Fund Financial Statements (continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The fund financial statements provide information about the District's funds, including its fiduciary fund and blended component unit. Separate statements for each fund category – governmental and fiduciary – are presented. The fiduciary fund is excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The District reports the following major governmental funds:

The General Fund is the general operating fund of the District. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. From this fund are paid the general operating expenses not paid through other funds. This fund correlates with Fund 10 in the District's annual budget.

The PIFC Rossmoor Wall Debt Service Fund is the Installment Payment Fund used to account for revenues and the payment of principal and interest related to the 1998 Certificates of Participation of the Public Improvement Financing Corporation (PIFC). This fund correlates with Fund 30 in the District's annual budget.

The PIFC Rossmoor Wall Reserve Debt Service Fund is used to account for the Reserve Fund for the 1998 Certificates of Participation. The reserve requirement is the lesser of the maximum annual debt service or 5% of the original principal amount of the certificates. This fund correlates with Fund 45 in the District's annual budget.

The Capital Projects Contributions Capital Projects Fund is used for the financing and construction of the District's public facilities. This fund correlates with Fund 40 in the District's annual budget.



## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basis of Presentation – Government-wide and Fund Financial Statements (continued)

Additionally, the District reports the following fund types:

Fiduciary Fund:

The Agency Fund is used to account for assets held by the District as an agent for other parties and agencies. The assets held are related to the series 1993 park improvement bonds, which are the liability of the property owners and are secured by liens against the assessed properties. This fund correlates with Fund 50 in the District's annual budget.

Certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements.

C. Measurement Focus and Basis of Accounting

The government-wide and fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds.

Property taxes, special assessments, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District follows all pronouncements of the Governmental Accounting Standards Board (GASB).

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### C. Measurement Focus and Basis of Accounting (continued)

The following fund balance classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.
- Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders and higher levels of government), through constitutional provisions or by enabling legislation.
- Committed – amounts constrained to specific purposes by a government itself, using the highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint.
- Assigned – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- Unassigned – amounts that are for any purpose; positive amounts are reported only in a general fund.

The District Board establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. The District has not designated any level of authority for assigning fund balance; therefore, the District Board can assign fund balance. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed. It is the District's policy to consider committed amounts to be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

##### D. Assets, Liabilities and Net Position

###### 1. Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

###### 2. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities columns in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are valued at the fair value of the assets on the date on which they were contributed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. The District utilizes a capitalization threshold of \$5,000 and an estimated useful life in excess of two years.

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### D. Assets, Liabilities and Net Position (continued)

###### 3. Long-Term Liabilities

In the government-wide financial statements, long-term liabilities are reported as liabilities in the applicable governmental activities statement of net position.

###### 4. Property Taxes

Property taxes are levied January 1 of each year, at which time they become an enforceable lien on real property. Taxes for the first installment are due on November 1, and are payable through December 10 without penalty. The second installment of taxes is due February 1, and becomes delinquent on April 10. Property taxes are remitted to the District from the County of Orange at various times throughout the year. Property taxes are recognized in accordance with the modified accrual basis of accounting.

###### 5. Investments

Investments are stated at fair value (the value at which financial instruments could be exchanged in a current transaction between willing parties, other than in a forced liquidation sale).

###### 6. Compensated Leave Benefits

Full-time District employees earn twelve sick leave days per year and ten to twenty vacation days per year depending on years of service. Part-time employees earn sick and vacation days at a pro-rated amount. Vacation days can only be used after one year of employment. Upon termination, the District is obligated to compensate employees for 100% of the accrued vacation time, and up to 80 hours of unused sick leave. Compensated absences are recorded in the long-term liabilities in the statement of net position.

###### 7. Appropriations and Encumbrances

Unexpended and unencumbered appropriations of the governmental funds automatically lapse at the end of the fiscal year for noncapital projects.

###### 8. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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#### NOTE 2: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

##### A. Budgetary Data

The annual District budgets for the General Fund, Capital Projects Funds and Debt Service Funds are prepared, approved and adopted in accordance with Section 61110 of the government code. Budgetary control is maintained at the total expenditure level of each fund. Any deficiency of budgeted revenues compared to budgeted expenditures is financed from beginning unrestricted fund balance. During the fiscal year, several nominal supplementary appropriations were necessary.

##### B. Excess of Expenditures Over Appropriations

For the year ended June 30, 2014, expenditures in excess of appropriations (legally adopted annual budget) in individual funds were as follows:

<u>Fund</u>	<u>Expenditures</u>	<u>Appropriations</u>	<u>Excess</u>
General Fund	\$ 1,281,681	\$ 1,238,535	\$ 43,146

#### NOTE 3: DETAILED NOTES ON ALL FUNDS

##### A. Cash and Investments

Cash and investments as of June 30, 2014 are classified in the accompanying financial statements as follows:

Statement of net position:	
Cash and investments	\$ 1,003,869
Investments held by fiscal agents	47,000
Statement of fiduciary assets and liabilities:	
Cash and investments	217,850
Investments held by fiscal agents	<u>352,272</u>
Total cash and investments	<u>\$ 1,620,991</u>

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

A. Cash and Investments (continued)

Cash and investments as of June 30, 2014 consist of the following:

Deposits with financial institutions	\$ 120,539
Cash on hand	400
Investments	<u>1,500,052</u>
Total cash and investments	<u>\$ 1,620,991</u>

#### Investments authorized by the California Government Code and the District's Investment Policy

The table below identifies the investment types that are authorized by the District's investment policy. The table also identifies certain provisions of the District's investment policy that address interest rate risk, credit risk and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District's investment policy.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
U.S. Treasury Securities, Notes and Bonds	5 Years	25%	\$250,000
Federal Agency or U.S. Government Securities	5 Years	25%	\$250,000
California State Bonds, Warrants and Treasury Notes	5 Years	25%	\$250,000
California Local Agency Investment Fund	N/A	100%	\$50 Million
Orange County Treasury	N/A	25%	None
Medium-Term U.S. Corporate Bonds or Notes	5 Years	25%	\$250,000
Bankers Acceptances	6 Months	25%	\$250,000
Certificates of Deposit	2 Years	25%	\$250,000

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

A. Cash and Investments (continued)

#### Investments authorized by debt agreements

Provisions of the debt agreements, rather than the general provisions of the California Government Code or the District's investment policy, govern investment of debt proceeds held by the bond trustee. The table below identifies the investment types that are authorized for investments held by the bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage Allowed</u>	<u>Maximum Investment in One Issuer</u>
Federal Securities	None	None	None
U.S. District Securities	None	None	None
Commercial Paper	270 days	None	None
Money Market Mutual Funds	N/A	None	None
Investment Agreements	None	None	None
Certificates of Deposit, Savings Accounts	None	None	None
Municipal Obligations	None	None	None
Banker's Acceptances	1 year	None	None
U.S. Government Agencies	None	None	None

#### Investment in State Investment Pool

The Agency is a voluntary participant in the Local Agency Investment Fund (LAIF), which is part of the Pooled Money Investment Account that is regulated by the California Government Code under the oversight of the State Treasurer, Director of Finance and State Controller. The Agency may invest up to \$50 million in the LAIF fund. Investments in LAIF are highly liquid, as deposits can be converted to cash within 24 hours without loss of interest. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. All investments with LAIF are secured by the full faith and credit of the State of California. Separate LAIF financial statements are available from the California State Treasurer's Office on the Internet at <http://www.treasurer.ca.gov>.

#### Disclosures relating to interest rate risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter-term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

**Rossmoor Community Services District**

**Notes to Financial Statements  
June 30, 2014**

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NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

A. Cash and Investments (continued)

**Disclosures relating to interest rate risk (continued)**

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Total</u>	<u>12 months or less</u>	<u>12 months or more</u>
State investment pool	\$ 1,100,780	\$ 1,100,780	\$ -
Held by fiscal agents:			
Money market	<u>399,272</u>	<u>399,272</u>	<u>-</u>
	<u>\$ 1,500,052</u>	<u>\$ 1,500,052</u>	<u>\$ -</u>

**Disclosures relating to credit risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the District's investment policy or debt agreements, and the actual rating as of year-end for each investment type.

<u>Investment Type</u>	<u>Total</u>	<u>Minimum Legal Rating</u>	<u>Rating as of Year End</u>
State investment pool	\$ 1,100,780	N/A	Not rated
Held by fiscal agents:			
Money market	<u>399,272</u>	N/A	Not rated
	<u>\$ 1,500,052</u>		

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

A. Cash and Investments (continued)

#### **Concentration of credit risk**

The investment policy of the District limits investments to \$250,000 in any one issuer, except in the state investment pool. For the year ended June 30, 2014, there were no investments in any one issuer (other than external investment pools).

#### **Custodial credit risk**

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The District's investment policy limits investments in certificates of deposit and corporate notes from one issuer to \$250,000. All other authorized deposits are subject to the following provision: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure governmental agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2014, the District had \$0 in deposits with financial institutions that were in excess of federal depository insurance limits.

#### **Fair value of investments**

The District reports its investments at fair value in the accompanying financial statements. All investment income, including changes in the fair value of investments, is recognized as revenue in the accompanying financial statements.



**Rossmoor Community Services District**

**Notes to Financial Statements  
June 30, 2014**

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NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

B. Capital Assets

A summary of changes in capital assets activity for the District's governmental activities for the year ended June 30, 2014 is as follows.

	Balance at June 30, 2013	Increases	Decreases	Balance at June 30, 2014
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 2,861,158	\$ -	\$ -	\$ 2,861,158
Construction in progress	32,500	29,815	-	62,315
Total capital assets, not being depreciated	<u>2,893,658</u>	<u>29,815</u>	<u>-</u>	<u>2,923,473</u>
Capital assets, being depreciated:				
Buildings and structures	4,041,428	151,319	-	4,192,747
Motorized vehicles	27,608	-	-	27,608
Total capital assets, being depreciated	<u>4,069,036</u>	<u>151,319</u>	<u>-</u>	<u>4,220,355</u>
Less accumulated depreciation for:				
Buildings and structures	(1,892,980)	(158,830)	-	(2,051,810)
Motorized vehicles	(21,633)	(3,414)	-	(25,047)
Total accumulated depreciation	<u>(1,914,613)</u>	<u>(162,244)</u>	<u>-</u>	<u>(2,076,857)</u>
Total capital assets, being depreciated, net	<u>2,154,423</u>	<u>(10,925)</u>	<u>-</u>	<u>2,143,498</u>
Governmental activities capital assets, net	<u>\$ 5,048,081</u>	<u>\$ 18,890</u>	<u>\$ -</u>	<u>\$ 5,066,971</u>

Depreciation expense of \$162,244 was charged to the parks and recreation function/program in the statement of activities.

**Rossmoor Community Services District**

**Notes to Financial Statements  
June 30, 2014**

NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

C. Summary of Changes in Long-term Liabilities

	Balance June 30, 2013	Additions	Deletions	Balance June 30, 2014	Due within One Year
Compensated absences	\$ 31,127	\$ 43,363	\$ (43,264)	\$ 31,226	\$ 25,000
Certificates of participation	355,000	-	(65,000)	290,000	65,000
Total	<u>\$ 386,127</u>	<u>\$ 43,363</u>	<u>\$ (108,264)</u>	<u>\$ 321,226</u>	<u>\$ 90,000</u>

The Certificates of Participation are limited obligations of the District. The obligation will be repaid solely from and secured by a pledge of and first lien on special taxes to be levied on property in the District. The special taxes will be levied in the amounts and at the time approved by voters in the District.

The 1998 Certificates of Participation issued by the Rossmoor Community Services District Public Improvements Financing Corporation and outstanding at June 30, 2014, bear interest at 5.8% a year and mature serially in increasing amounts on each August 1, through 2017. Annual debt service payments are as follows:

Fiscal Year	Principal Amount	Interest Amount	Total
2015	\$ 65,000	\$ 16,820	\$ 81,820
2016	70,000	13,050	83,050
2017	75,000	8,990	83,990
2018	80,000	4,640	84,640
	<u>\$ 290,000</u>	<u>\$ 43,500</u>	<u>\$ 333,500</u>

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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NOTE 3: DETAILED NOTES ON ALL FUNDS (continued)

C. Summary of Changes in Long-term Liabilities (continued)

#### Special Assessment District Bonds

On June 10, 1993, the District issued \$5,000,000 of Series 1993 Limited Obligation Improvement Bonds for Landscaping and Lighting Assessment District No. 1991-1 (Rush School Site Acquisition Project) in accordance with the provisions of the Municipal Improvement Act 1915. The bonds are the liability of the property owners and are secured by liens against the assessed properties. The District acts as agent for collection of principal and interest payments by the property owners and remittance of such monies to the bondholders. Neither the faith and credit nor the general taxing power of the District have been pledged to the payment of the bonds. The bonds bear interest at 6.2% a year and mature on September 2, 2021. The balance of the bonds outstanding at June 30, 2014 was \$2,070,000.

D. Revenues

Property taxes and special assessments are collected by the County of Orange on behalf of the District and remitted to the District at various times during the year. Reimbursements from the State and the County are presented as intergovernmental revenues. Charges for services revenues represent fees collected for the use of District facilities. Investment income is derived from interest earnings and fair market value adjustments of the District's financial assets that are maintained in various investment types. Revenues not classified in one of the categories above are presented as other revenues.

Intergovernmental revenue for the year ended June 30, 2014 consists of County street sweeping reimbursements of \$52,000. These intergovernmental revenues are presented as program revenues under the public services function/program in the statement of activities.

E. Transfers To/From Other Funds

	<u>Transfers in:</u>		
	<u>General Fund</u> <i>(Fund 10)</i>	<u>Capital Projects Contributions</u> <i>(Fund 40)</i>	<u>Total</u>
<u>Transfers out:</u>			
PFIC Rossmoor Wall <i>(Fund 30)</i>	\$ -	\$ 70,000	\$ 70,000
Capital Projects Contributions <i>(Fund 40)</i>	17,500	-	17,500
	<u>17,500</u>	<u>70,000</u>	<u>87,500</u>
Total	<u>\$ 17,500</u>	<u>\$ 70,000</u>	<u>\$ 87,500</u>

All current year transfers were approved and budgeted for capital related projects.

## Rossmoor Community Services District

### Notes to Financial Statements June 30, 2014

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#### NOTE 4: OTHER INFORMATION

##### A. Risk Management

The District is a member of the Special District Risk Management Authority (SDRMA). The Authority was formed under a joint powers agreement pursuant to California Government Code Sections 6500 et seq. and 900 et seq. to provide a general liability, automotive liability and property damage, and errors and omissions risk financing for the member districts. Contribution development is based on the particular characteristics of the member districts.

The following audited financial data is presented as of and for the fiscal year ended June 30, 2013 for SDRMA (most recent data available):

Total assets	\$ 103,936,351
Total liabilities	<u>48,290,854</u>
Net assets	<u>\$ 55,645,497</u>
Total revenues	\$ 48,692,819
Total expenses	<u>51,842,502</u>
Change in net assets	<u>\$ (3,149,683)</u>

The District's precise share of the Authority's assets, liabilities, risk margin and changes therein during the fiscal year are not available.

##### Adequacy of Protection

During the past three fiscal years, none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.

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## Required Supplementary Information

**Rossmoor Community Services District**

**Required Supplementary Information  
General Fund (Fund 10)  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2014**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>REVENUES</b>				
Taxes	\$ 655,000	\$ 729,540	\$ 747,441	\$ 17,901
Special assessments	249,000	253,500	260,345	6,845
Intergovernmental	57,800	57,800	52,000	(5,800)
Charges for services	126,000	150,500	149,663	(837)
Investment income	2,100	2,100	2,072	(28)
Other	23,000	29,500	28,364	(1,136)
Total revenues	<u>1,112,900</u>	<u>1,222,940</u>	<u>1,239,885</u>	<u>16,945</u>
<b>EXPENDITURES</b>				
Current:				
General government	310,375	374,600	410,108	(35,508)
Public services	250,530	253,160	248,858	4,302
Parks and recreation	575,771	581,375	607,784	(26,409)
Capital outlay	<u>27,400</u>	<u>29,400</u>	<u>14,931</u>	<u>14,469</u>
Total expenditures	<u>1,164,076</u>	<u>1,238,535</u>	<u>1,281,681</u>	<u>(43,146)</u>
Excess of revenues over (under) expenditures	(51,176)	(15,595)	(41,796)	(26,201)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	<u>-</u>	<u>17,500</u>	<u>17,500</u>	<u>-</u>
Net change in fund balance	(51,176)	1,905	(24,296)	(26,201)
Fund balance, beginning of year	<u>827,014</u>	<u>827,014</u>	<u>827,014</u>	<u>-</u>
Fund balance, end of year	<u>\$ 775,838</u>	<u>\$ 828,919</u>	<u>\$ 802,718</u>	<u>\$ (26,201)</u>

## Rossmoor Community Services District

### Notes to Required Supplementary Information June 30, 2014

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#### Budgets and Budgetary Accounting

The annual District budget for the General Fund is prepared, approved and adopted in accordance with Section 61110 of the government code. Budgetary control is maintained at the total expenditure level of each fund. Any deficiency of budgeted revenues compared to budgeted expenditures is financed from beginning unassigned fund balance. During the fiscal year, several nominal supplementary appropriations were necessary.



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## Supplementary Information

**Rossmoor Community Services District**

**Public Improvements Financing Corporation  
Rossmoor Wall Debt Service Fund (Fund 30)**

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual  
For the Year Ended June 30, 2014**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>REVENUES</b>				
Special assessments	\$ 88,480	\$ 88,480	\$ 86,181	\$ (2,299)
Investment income	1,000	1,000	-	(1,000)
Total revenues	89,480	89,480	86,181	(3,299)
<b>EXPENDITURES</b>				
Debt service:				
Principal retirement	65,000	65,000	65,000	-
Interest and fiscal charges	21,235	21,235	21,235	-
Total expenditures	86,235	86,235	86,235	-
Excess of revenues over (under) expenditures	3,245	3,245	(54)	(3,299)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers out	-	(70,000)	(70,000)	-
Net change in fund balance	3,245	(66,755)	(70,054)	(3,299)
Fund balance, beginning of year	175,257	175,257	175,257	-
Fund balance, end of year	\$ 178,502	\$ 108,502	\$ 105,203	\$ (3,299)

Rossmoor Community Services District

**Capital Projects Contributions Capital Projects Fund (Fund 40)**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual**  
**For the Year Ended June 30, 2014**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>REVENUES</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Parks and recreation	-	-	17,210	(17,210)
Capital outlay	211,000	257,450	163,925	93,525
Total expenditures	211,000	257,450	181,135	76,315
Excess of revenues over (under) expenditures	(211,000)	(257,450)	(181,135)	76,315
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	70,000	70,000	-
Transfers out	-	(17,500)	(17,500)	-
Total other financing sources (uses)	-	52,500	52,500	-
Net change in fund balance	(211,000)	(204,950)	(128,635)	76,315
Fund balance, beginning of year	226,319	226,319	226,319	-
Fund balance, end of year	\$ 15,319	\$ 21,369	\$ 97,684	\$ 76,315

**Rossmoor Community Services District**

**Statement of Changes in Fiduciary Assets and Liabilities  
Agency Fund (*Fund 50*)  
For the Year Ended June 30, 2014**

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<b>Special Assessments Fund</b>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
<b>Assets</b>				
Cash and investments	\$ 201,176	\$ 394,709	\$ 378,035	\$ 217,850
Investments held by fiscal agents	370,249	391,300	409,277	352,272
Assessments receivable	<u>4,127</u>	<u>4,355</u>	<u>4,127</u>	<u>4,355</u>
Total assets	<u>\$ 575,552</u>	<u>\$ 790,364</u>	<u>\$ 791,439</u>	<u>\$ 574,477</u>
<b>Liabilities</b>				
Due to bondholders	<u>\$ 575,552</u>	<u>\$ 790,364</u>	<u>\$ 791,439</u>	<u>\$ 574,477</u>



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
 CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
 San Bernardino, CA 92408  
 909 889 0871 T  
 909 889 5361 F  
 ramscpa.net

September 24, 2014

**PARTNERS**

Brenda L. Odle, CPA, MST  
 Terry P. Shea, CPA  
 Kirk A. Franks, CPA  
 Matthew B. Wilson, CPA, MSA, CGMA  
 Scott W. Manno, CPA, CGMA  
 Leena Shanbhag, CPA, MST, CGMA  
 Jay H. Zercher, CPA (Partner Emeritus)  
 Phillip H. Waller, CPA (Partner Emeritus)

**MANAGERS / STAFF**

Bradferd A. Welebir, CPA, MBA  
 Jenny Liu, CPA, MST  
 Papa Matar Thiaw, CPA, MBA  
 Maya S. Ivanova, CPA, MBA  
 Seong-Hyea Lee, CPA, MBA  
 Charles De Simoni, CPA  
 Yiann Fang, CPA  
 Daniel T. Turner, CPA, MSA  
 David D. Henwood, CPA  
 Nathan Statham, CPA, MBA  
 Brigitta Bartha, CPA  
 Gardenya Duran, CPA  
 Juan Romero, CPA  
 Ivan Gonzales, CPA, MSA  
 Brianna Pascoe, CPA

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 Quality Center*

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**To the Board of Directors  
 Rossmoor Community Services District**

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units and each major fund of the Rossmoor Community Services District (the District) for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 9, 2014. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Rossmoor Community Services District are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the District adopted Governmental Accounting Standards Board (GASB) Statement No. 65, *Items Previously Reported as Assets and Liabilities*, in the year ended June 30, 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of the depreciation expense and related accumulated depreciation is based on estimated useful lives of the depreciable capital assets. We evaluated the key factors and assumptions used to determine the useful lives of the capital assets in determining that depreciation and accumulated depreciation is reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated September 24, 2014.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.


Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Rossmoor Community Services District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP

  
\_\_\_\_\_  
Terry P. Shea, CPA





ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscpa.net

September 24, 2014

PARTNERS

Brenda L. Odle, CPA, MST  
Terry P. Shea, CPA  
Kirk A. Franks, CPA  
Matthew B. Wilson, CPA, MSA, CGMA  
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Gardenya Duran, CPA  
Juan Romero, CPA  
Ivan Gonzales, CPA, MSA  
Brianna Pascoe, CPA

To the Management and Board of Directors  
Rossmoor Community Services District

In planning and performing our audit of the financial statements of Rossmoor Community Services District (the District) for the year ended June 30, 2014, we considered the District's internal control to plan our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Last year, we noted a certain matter that was presented for your consideration, which continues to be relevant for reporting again during this audit cycle. This letter does not affect our report dated September 24, 2014 on the financial statements of the District. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, or assist you in implementing the recommendations. Our comments are summarized as follows:

(1)

Transfer of Accumulated Special Assessment Revenue  
to the Trustee in Anticipation of Debt Payoff Related  
to the 1998 Certificates of Participation

**Background** – The District receives special assessments collected by the County as approved by the voters for the payment of the 1998 Certificates of Participation (1998 Rossmoor Wall Project). The funds collected from these special assessments are used to make annual debt service payments for the Certificates of Participation (COPs). Any funds collected in excess of the annual debt service requirements have been appropriately accounted for as restricted in the District's financial statements.

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Based on the remaining annual debt service requirements, the projected special assessment revenue, and the accumulated special assessments including the reserve fund, we anticipate that the District will be in a position to retire the COPs during fiscal year 2016, which is 2 years before the scheduled maturity date in fiscal year 2018. Although these funds are appropriately segregated and restricted in the District's accounting records, only the reserve fund is held by the Trustee. The accumulated special assessments are in the custody of the District, and included in its pooled cash and investment accounts.

**Recommendation** – We recommend that the District either (1) plan to remit the accumulated special assessments as reported in the Debt Service Fund PIFC Rossmoor Wall (Fund 30) of the District's financial statements, to the Trustee (U.S. Bank) to be deposited in the Installment Payment Fund maintained by the Trustee before or early in fiscal year ending June 30, 2015 in accordance with Section 4.06(b) of the Installment Sale Agreement, or (2) use the accumulated special assessments for repairs and maintenance of the Rossmoor Wall in accordance with Section 4.06(c) of the Installment Sale Agreement. The District should also plan to consult its attorney regarding the appropriate actions related to the continuation or cessation of the special assessments related to the COPs in accordance with applicable laws and regulations.

**Management's Response** – Management continues to concur with the Auditor's recommendations. A more pressing need for the accumulated special assessments is a need for repairs to the Rossmoor Wall. Due to weathering, there are a substantial number of bricks which are deteriorating and/or crumbling. Section 4.06(c) Release from Lien of the Installment Sale Agreement states that once, "Special Tax Revenues in excess of amounts required for the payment of Installation Payments and for the replenishment of the Reserve Fund, in that Certificate Year shall be released from the lien of this Installation Sale Agreement and shall be available for any lawful purpose of the District." It is therefore the position of management that accumulated special assessments above the required reserve funds continue to be accumulated until such time as sufficient funds are available for the necessary repairs to the Rossmoor Wall.

ROGERS, ANDERSON, MALODY & SCOTT, LLP

A handwritten signature in cursive script that reads "Rogers Anderson Malody & Scott, LLP". The signature is written in dark ink and is positioned below the typed name of the law firm.



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

September 24, 2014

Rogers, Anderson, Malody & Scott, LLP  
735 E. Carnegie Drive, Suite 100  
San Bernardino, CA 92408

This representation letter is provided in connection with your audit(s) of the financial statements of Rossmoor Community Services District (District), which comprise the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2014, and the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 24, 2014, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 9, 2014, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

#### **Information Provided**

- 10) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements [and the schedule of expenditures of federal awards].
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the District and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.


- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.

**Government—specific**

- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have a process to track the status of audit findings and recommendations.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 22) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 23) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 24) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 25) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 26) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

- 27) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 28) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 29) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 30) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 31) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 32) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- 33) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 34) Components of net position (net investment in capital assets; restricted; and unrestricted), and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 35) Investments are properly valued.
- 36) Provisions for uncollectible receivables have been properly identified and recorded.
- 37) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 38) Revenues are appropriately classified in the statement of activities within program revenues, general revenues.
- 39) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 40) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.

- 41) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 42) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 43) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 44) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 45) With respect to the supplementary information on which an in-relation-to opinion is issued:
- a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

  
\_\_\_\_\_  
James Ruth  
General Manager

Rossmoor Community Services District**Policy****No. 3025**

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**ANNUAL FINANCIAL AUDIT**

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**3025.00** Policy: The integrity of the financial records of the Rossmoor Community Services District constitutes a non-delegable duty of its elected Board of Directors. To assure accuracy of these records and to insure the independence of the firm selected to perform District audit services, the Board will consider, in its discretion, soliciting proposals for a new audit service contract at least once every three years.

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

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

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

Converted from Resolutions 93-2 & 95-1  
Amended: February 11, 2003  
Amended: September 14, 2004  
Amended: October 9, 2007  
Amended: January 13, 2009



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM D-2**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** Park & Facilities Committee  
**Via:** General Manager  
**Subject:** ADOPTION OF FEE STUDY AND AMENDED FEE SCHEDULE

**RECOMMENDATION:**

Adopt Proposed Fee Study and amend FY 2014-2015 Fee Schedule per the Fee Study.

**BACKGROUND:**

As requested by the Board, the ad hoc Committee met with staff and RHA representatives on September 30, 2014 in an informal workshop to discuss several issues related to the proposed Fee Study. After discussion, the RHA was requested to submit outstanding issues in written form so that formal responses could be formulated.

Attached are those issues and staff's responses. As requested by Board President Maynard, those responses are being submitted to the Board for review. Further, staff is requesting that the proposed Fee Study be adopted by the Board so that it can proceed with review and possible adoption of new ordinances and revised policies related to the use of District property. Those documents have been vetted by General Counsel and are included as Agenda Item H-2 further in your Agenda.

**ATTACHMENTS:**

1. Letter from General Manager to the RHA dated October 8, 2014 re: Response to Issues Raised by the RHA.
2. Draft Fee Study.
3. Current and Proposed FY 2014-2015 Fee Schedule.



ROSSMOOR COMMUNITY SERVICES DISTRICT

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

October 8, 2014

Rossmoor Homeowners Association  
P.O. Box 5058  
Rossmoor, CA 90721-5058

Attn: RHA Directors Nitikman, Vartebedian & Stewart

Dear Rossmoor Homeowners Association:

Attached you will find staff responses to your written inquires submitted subsequent to the RCSD Parks & Facilities Committee meeting on July 30<sup>th</sup>. Board President Maynard has requested that these responses be agendized for the RCSD Board's review at their October 14<sup>th</sup> meeting. At the meeting, the Board will also consider adoption of the Fee Study, as well as, new ordinances and revised policies relating to the use of District property.

Please feel free to call me if you have any questions in this regard.

Cordially,

James D. Ruth  
General Manager

## **RESPONSE TO FEE STUDY ISSUES RAISED BY THE RHA**

### **I. OVERVIEW – OVERARCHING CONCERNS**

**A. Community facilities are primarily intended for use by the community (i.e., Rossmoor residents), for both organized and spontaneous use, and only secondarily for use by others. As a corollary, organized use (especially by non-Rossmoor residents) should not be allowed to crowd out spontaneous use. This is consistent with RCSD's Policies: see 1015.10 (Mission); 6010.00 (District Facilities); 6010.20 (Priority of Use); 6011.20 (Management of District Property); 6015.00 (Facility Use). This is not about the LAGSL — this is about all RCSD facilities.**

A. There is no quarrel with the premise that community facilities are primarily (but not exclusively) for use by the community. The question of the definition of 'community' is at issue. Public spaces in Rossmoor such as parks, fields and buildings are governed by a Board of Directors elected by Rossmoor residents to manage and maintain these facilities. County monies are provided by the County to accomplish this task. While an argument can be made that Rossmoor property taxes pay for these facilities, there is legal precedence that public spaces, regardless of their jurisdictional location, are, in fact, open and paid for by all taxpayers for the use by all members of the public.

There is, however, no prohibition against preference for non-residents so long as they are not excluded from the use of those public spaces. Thus, any distinction on the use or fees charged to non-residents must be reasonable and non-discriminatory.

**B. RHA's January resolution requested specific actions to reflect these policies. As a necessary first step, the RHA requested that RCSD gather more information, by conducting a "comprehensive and statistically valid" survey, as well as requesting additional information from all organized users of RCSD facilities, so that the District would have the most accurate information available to make its decisions. While the focus of the meeting is on the fee study, it is crucial to recognize that the fee study does not stand alone — its implementation must be derived from and consistent with the RCSD's policies.**

B. Although the language of the RHA's resolution requested a "comprehensive and statistically valid" community survey, no mention was made about the cost and the means to pay for said survey. Instead, an RHA Director (Ralph Vartebedian) recommended

to staff that an informal survey such as polling park users at community events such as concerts, movies and plays would be adequate and a valid measure of the community's sentiments regarding park usage. This effort has been complete and the results were tabulated at the end of the summer program. A staff report with tabulated results to the General Manager is attached.

Moreover, the Fee Study does stand alone as a measure of costs for maintaining District facilities and the current and proposed recovery of said costs by the imposition of fees and charges. The development of a fee study is a matter of professional judgment. The adoption of a fee schedule is solely a matter of policy for the governing Board. Fees cannot exceed to the cost of providing these facilities. A recovery rate is most always a delicate balance between what can be reasonably charged within the market place composed of neighboring jurisdictions. Charge too little and service levels may be adversely affected due to budget issues. Charge too much and users will find alternative venues.

Finally, no evidence has been submitted by the RHA or observed by the District's staff that organized users are crowding out casual users or that non-residents are crowding out residents. Without some compelling reason to conduct a professional survey, it would seem a poor use of resources to carry one out.

**C. The Resolution requested that the RCSD use its fee study to "set rates for use of RCSD facilities so as to set incentives and disincentives for use consistent with the foregoing priorities, taking into account the current rates established by nearby public agencies, to the maximum extent possible within the bounds of the law." In particular, the RHA requested that the new rate schedule should not subsidize or otherwise incentivize activities that do not primarily serve Rossmoor residents.**

C. As previously stated, the purpose of a fee study is to update current costs and recovery rates. The market study is a determining factor for measuring elasticity or how rates compare with venues in adjoining jurisdictions. Absent unmet needs by the community for the use of District facilities or deterioration of facilities due to over use, there is no professional standard for a consultant to examine or recommend incentives or disincentives through the use of fees. In the case of the current fee study, several recommendations were made by staff to create a different rate class (non-profit) to differentiate long-term use from commercial uses. Staff also recommended a catch up based on CPI to make for several years of zero fee increases.

HTGroup also provided some basic information regarding facility usage as a useful planning tool for staff. Again, it must be stressed that a fee study is a standalone process and it is the Board's prerogative to consider a fee structure which takes into account the fiscal needs of District and the recreational service level provided to the community. However, the issue of incentives or disincentives for differentiating between classes of users is deemed to be contrary to good public policy and is, therefore, not recommended.

## II QUESTIONS - MOVING TO SPECIFICS

**A. RCSD confirmed that recent Los Alamitos fee increases (the so-called "head tax") were entirely disregarded. (p.5) Was this appropriate?**

A. The statement in the fee study that fee increases imposed by Los Alamitos was unclear in that it did not specifically state that it was the "head tax" that was disregarded. The establishment of per head fee was a creature of the relationship between the City of Los Alamitos and the Los Alamitos School District. Many recreation facilities in Los Alamitos are divided between those owned and maintained by the City and those owned, by the LAUSD, but maintained by the city. There is also a sizeable backlog of needed repairs and maintenance for these joint-used fields. The head fee was developed to create a capital fund to improve and upgrade these fields. The rate structure, however, escalates for several years. Even in the first year, long-term users are avoiding the use of those fields due to the high costs. It remains to be seen if such a rate structure will survive a legal challenge or the elasticity threshold.

**B. Is it appropriate to give a substantial discount to organizations that are non-profits from outside the community? Is it consistent with RCSD policies? Why not restrict such discounts to organizations with significant community membership? (Obviously, determining the appropriate threshold necessarily involves line drawing, but so do many RCSD decisions. But the current procedure essentially draws the line arbitrarily so as to let everyone in as a "resident." Is it justifiable to give a substantial taxpayer subsidy to avoid a more specific determination?)**

B. A question is posed regarding what is termed a "substantial discount or subsidy" with regard to distinguishing between resident

and non-resident fee rates for applicants for District User Permits. First it is permissible in law to make distinctions between resident and non-residents for the establishment of fees and charges so long as the distinction does not serve to exclude non-residents from the use of District facilities. Second, the question also includes a distinction between the ratio of residents and non-residents for community organizations from outside the community.

These issues arises from a statement in the fee study that most, but not all, group applicants for a User Permit have within their membership a Rossmoor resident who is the official applicant, thus qualifying for the resident rate. True, there are no policy guidelines for addressing this matter. There is, however, no legal test for making this determination. Any ratio which would be approved by the Board would have to have a rationale basis upon which to establish such a ratio and such ratio would also be able to withstand a legal challenge.

The real question is whether there is truly a subsidy and is it an issue which is a component of a fee study. As previously stated, a fee study simply quantifies the actual cost of providing said facilities and an assessment of the recovery of those cost through fees and charges. Therefore, the question of a subsidy, if one can be substantiated, is a policy matter for the Board separate and apart from the fee study. The task assigned to the HTGroup was to conduct a fee study and that task has been completed.

Any other pending issues will be discussed with the Parks & Facilities Committee and General Counsel when appropriate. This report will simply respond to fee study questions as posed by the RHA.

**C. What is meant by "maintenance" by the LAGSL, vs. what Los Al does vs. what RCSD does? (p16) What services are not performed by RCSD and what is the value of the services? Turning the question around, are there maintenance services that the RCSD should be performing and what would those services cost — either by contract or performed directly?**

C. The issue of maintenance for District facilities is framed by the available resources of the District. How much or how little maintenance is a function of the professional judgment of management. Whether maintenance is performed by either staff or contractors or volunteers is based on a professional assessment by management and approval by the Board as a part of the District's annual budget. At its root, decisions on the District's maintenance

structure are based on the most cost effective use of its personnel and available outside resources.

Specifically regarding LAGSL's in-kind contribution to Rossmoor Park softball fields, they provide daily field prep including watering, dragging of the infields, chalking base lines, weeding and setting up of bases. Additionally, they purchase and refill dirt annually. Long-term users at Rush Park also perform field prep, but not maintenance. This contribution has not been quantified

**D. As a related question, is the \$12,000 annual cost calculated by the LAGSL credible? (p16) By contrast, the RCSD's maintenance assistant position costs a total of \$17,000 per year.**

D. A question regarding the stated field maintenance costs of \$12,000 is simply an LAGSL estimate, not an RCSD requirement for a negotiated amount. A like amount for the cost of materials brings the estimated value of LAGSL's contribution to \$24,000. Those figures have not been validated; suffice to say that District's maintenance staff expends considerable resources in maintaining Field 1 in Rush Park. The figure of \$17,000 for a Maintenance Assistant is for direct compensation only. An additional sum of \$8,500 (50%) would need to be added for overhead.

In order to maintain Fields in Rossmoor Park it would require at least a tripling of work hours for general maintenance, additional work hours for field play preparation and also require the purchase of equipment not in the District's inventory. Absent a compelling reason to take over maintenance and prep of Rossmoor Park fields, no further research on this matter is recommended.

**E. What is the justification for the substantial variation in recovery rates for different facilities? Shouldn't the RCSD Board establish a policy determining specific recovery rates (keeping in mind market considerations)?**

E. Recovery rates for specific facilities are a function of their cost, but also on the availability of the facility when needed, the capacity of the facilities and the amenities of each facility. Things such as the appearance of the facility, the proximity of parking, and the suitability of the venue for the intended use are all factors which affect a recovery rate. Setting artificial targets for each facility is neither practical nor recommended.

**F. Has the RCSD considered requiring contracts for regular organized**

**users or at least the six-to-ten largest users?**

**F.** Contracts or agreements with regular organized users is under study by the District. In order to initiate such a practice, the revision of Board policies and subsequent ordinances must first be accomplished. There a number of policies and proposed ordinances in development with recommendations to the Parks & Facilities Committee being contemplated in the near future.

**G. On Exhibit I, why are the Rossmoor and Rush Park fields combined? What are their separate numbers?**

**G.** With regard to the grouping of Rossmoor/Rush Park fields in Exhibit I, there is no current criterion for segregating the costs or recovery rates for the two parks. No practical reason is apparent for doing so. However, separate figures will be provided to the Committee.

### **III. COMMENTS**

**A. On page 15 (Exhibit F), it is said that RCSD's fees for fields "closely resemble" Los Al's, although \$9/hr is 50% more than \$6/hr. RHA suggests that RCSD's fees should be not less than \$9/hr, especially given (1) the admittedly inferior condition of the Los Al facilities and (2) the Los Al "head tax." Currently, they are the lowest of any in the area.**

**A.** A statement in the fee study which states that "RCSD fees for fields 'closely resemble' Los Al's" must be viewed in the context of what the District and Los Alamitos provide or don't provide as a part of the rental of a field. The \$9.00 per hour fee in Los Alamitos includes all maintenance and field prep. The District does not employ either sufficient personnel for maintenance or recreation personnel for field prep for play. The maintenance issue has been addressed in Section II.D of this report.

Field prep is an entirely different matter than field maintenance. This would involve the watering of dirt infields, striping of chalk lines, installation of base pads, etc; basically making a field ready for play. Adding a \$3.00 per hour fee for field use would only generate additional \$7,200 in revenue nowhere near what it would cost for additional staff and equipment.

**B. Data showing the number of permits need to be adjusted to allow "apples-to apples" comparisons, to reflect the number of days and the**



**number of facilities/fields used.**

B. Should it become apparent that “apples to apples” data for comparing relative field use is appropriate, this information would be maintained by staff.

**C. RCSD staff should find out more information about local "fee waiver" policies," both in terms of how often they are applied, to what groups and whether the various jurisdictions have written criteria established for determining fee waivers.**

C. A fee waiver as utilized by neighboring jurisdictions is not being contemplated by the District at this time. Should the Board desire to review this option, staff would provide an analysis. Further, until the fee study is approved by the Board and a criterion is formulated for the non-profit classification, the fee waiver option is not at issue. Cities which offer the fee waiver option most often grant it. This basically subsidizes recreational activities not provided by those cities. This, of course, results in unrealized revenue for their city. In those rare instances when a fee waiver is not granted, the user group is charged the respective resident rate.

**D. If the "head tax" survives legal or legislative challenges, RCSD should revisit its fee schedule and adopt new fees consistent with those levels.**

D. A “head tax” fee, whether legally or legislatively permissible is not viewed as good public policy. As previously explained, the head tax arose out of a very unique relationship between the City of Los Alamitos and the Los Alamitos School District for the use and maintenance of fields owned by the School District. No such arrangement exists in Rossmoor. Even if enacted by the District, the record keeping and monitoring of participant numbers would be an onerous task. Group numbers for non-profit organizations ebb and flow. For instance, a church membership using a facility could change from week to week. Even if permissible, this option is not recommended.

**E. Although the informal user "surveys" that the RCSD has been conducting may serve some legitimate purposes, those are limited, and the RHA does not believe it is an adequate substitute for a "comprehensive and statistically valid" survey of Rossmoor residents.**

E. The matter of a “comprehensive and statically valid” survey of Rossmoor has already been addressed in Section I.B.

## **STAFF SUMMARY**

A great deal of consultant and staff work was involved in the preparation of a new fee study and a recommended fee schedule. With the knowledge that there were issues in the community about park usage, additional information was provided for staff planning use and was only intended to indicate more accurate data on the respective usage of Rossmoor and Rush Parks. The primary reason for the fee study was to quantify the costs and recovery rates for District facilities. This resulted in adoption of a revised fee schedule by the Board. Adoption of the fee study by the Board will enable staff to proceed with recommended revision of policies and proposal of ordinances to provide for defensible procedures for regulating facility uses and enforcement of those policies for the betterment of the community.

The response to the fee study by the RHA, however, was clearly an attempt to blend the issues associated with what should be an independent fee study with issues related to park/field usage. While one factor may impact the other, there is no reason to oppose the adoption of the fee study by the Board. Any future developments resulting from the District's review of this matter, which would necessitate a revision of the fee schedule, may be taken up at a future date.

Finally, the RCSD Board President has asked that staff respond to the RHA's issues discussed with the Parks and Facilities Committee on July 30th and to forward those responses to RHA and to the Board for discussion at the October meeting of the Board. Further, the fee study and revised fee schedule will be agendaized for approval at that meeting of the Board.

## **ROSSMOOR COMMUNITY SERVICES DISTRICT**

### **Parks and Facilities Use Survey**

**DATE:** September 16, 2014

**SUBJECT:** Parks and Facilities Use Survey Results

**FROM:** Emily Gingras, Recreation Superintendent

**TO:** Jim Ruth, General Manager

**PURPOSE:**

To update the General Manager on survey results collected at a variety of special events within Rossmoor's Parks and in neighboring cities.

**BACKGROUND:**

As a result of the Rossmoor Homeowner's Association's (RHA) resolution requesting the District survey its park use, the District's Recreation Department created and distributed surveys at the following Rush Park events; Rossmoor Community Festival, Movies, Concerts and Shakespeare in the Park events. Surveys were also collected at the Sugarbeet Festival held at The Shops at Rossmoor and the 4<sup>th</sup> of July Fireworks Spectacular held at the Joint Forces Training Base (JFTB) in Los Alamitos.

As an incentive to receive completed surveys, RCSD offered free reusable shopping bags and opportunity drawing prizes.

**SUMMARY:**

A total of 166 surveys were collected which included a range of seven to nine questions. In most cases, some questions were left unanswered confirming staffs' thoughts that it may be difficult to receive completed surveys.

Results showed 52% of the surveys collected were completed by Rossmoor residents. Those that have children reported that 83% of them attend LAUSD schools. The results were split 50/50 when asked if those students participate in youth sports programs within Rossmoor's Parks (LAGSL, LAYB, NJB, etc). These results most likely mean children who do not participate in youth sports programs in Rossmoor could be utilizing facilities outside of Rossmoor such as parks in Seal Beach, schools or parks in Los Alamitos (Oak, McAuliffe, St. Hedwig, LAYB fields). The Los Alamitos Youth Center confirmed that 62% of their program participants

are in fact Rossmoor's residents confirming staff's thoughts that Rossmoor residents' utilize services in Los Alamitos.

According to results, the park receives most of its guests on weekday afternoon and weekends. Sixty-five (65) park visitors reported visiting an average of ten to 20 times per year while fifty-one (51) visitors reported weekly visits to Rossmoor's Parks. 51% of park users favor visiting Rush Park compared to Rossmoor Park (40%). The most popular attraction seems to be the District's playgrounds (92 responses) followed by District special events (71 responses) and Rossmoor's picnic areas (65 responses).

The District's Recreation Department also used this survey as an opportunity to gauge the community's support of future Recreation offerings and amenities. When asked whether one would enroll in Recreational class offerings within District parks, the results were overwhelmingly in favor of offering such programs; 85% would be interested in enrolling in exercise, art, toddler, youth and dance classes if offered. Additionally, several park users would like to see an online reservation system and permanent picnic shelter added to the District's many amenities.

While collecting surveys, verbal comments received were very positive and supportive of the District's current special event offerings.

#### **ATTACHMENTS:**

##### **1. Survey Results**

Respectfully submitted by,

Emily Gingras, Recreation Superintendent

1. Are you a Rossmoor Resident?	Yes	No
	85	79

2. Do you have school aged children residing with you?	Yes	No
	104	48

Do they attend LAUSD schools?	Yes	No
	83	17

Do they participate in Youth Sports programs in Rossmoor's Parks?	Yes	No
	62	63

3. How often do you visit Rossmoor's Parks?	0-2 times a yr.	3-9 times a yr.	10-20 times/yr.	Weekly	Daily
	16	29	65	51	4

4. What times of the day do you visit Rossmoor's Parks?	Weekdays AM	Weekdays PM	Weekends AM	Weekends PM
	61	81	80	74

5. Which parks/facilities do you utilize ?	Rush	Rossmoor	Montecito	Mini Parks
	139	109	6	18

6. What is your main reason for visiting Rossmoor's Parks?	Tennis	Playground	Volleyball	Youth Sports	Picnics/Bday Parties	Exercise	Basketball	Special Events	Meetings
	9	92	6	40	65	39	17	71	10

7. Would you enroll in Recreation classes if offered in Rossmoor?	Yes	No
	115	20

If Yes, which classes would you like to see offered?	Exercise	Toddler	Youth	Special Interest	Art	Dance
	60	46	51	27	57	46

8. Which amenities would you like to see added to Rossmoor's Parks?	Online Resv System	Permanent Picnic Shelter	Upgraded Softball/Baseball Field-Rush Park
	62	61	22

## RCS D Parks and Facilities Use Survey

Distributed at Rossmoor Community Festival, Concerts, Movies & Shakespeare in the Park, 4th of July at the JFTB & The Sugarbeet Festival



Total Surveys: 166



## **DRAFT RCSD FEE SCHEDULE STUDY**

**FY 2014-2015**

### **INTRODUCTION**

A fee study was authorized by the District's Board at their February meeting. HTGroup was requested to update the District's fees for facilities and fields with a target date of completion to coincide with the Board's consideration of an FY 2014-2015 Final Budget.

As a point of reference, a comparison of fees was undertaken commencing with the 2007 Fee Study. That study was the first professional evaluation of the Districts fees and charges which was conducted by the Public Management Group (PMG). That study's methodology was used by staff to conduct an internal review of fees and charges. The results were adopted by the Board in 2011.

A comparison of fees and charges commencing in FY 2008-2009 indicate steady, though modest, increases through FY 2010-2011. However, fees and charges have remained static through 2012-2014. Exhibit A is attached as a reference. Although the District has bifurcated its rate structure for each of those years between resident and non-resident, the non-resident rates have had little or no effect on fee revenue. Almost always, a member of a group renting a district facility includes a Rossmoor resident who is the applicant for a User Permit. Therefore, any conclusions reached by this study will be based primarily on the resident rate.

As in the case of the 2011 study, this review also relies on the methodology employed by PMG in 2007. In addition, an update of the District's cost allocation model is updated to reflect the activity level of each staff member by Department categories in the District's budget. This data serves as a tool for properly allocating fiscal and staff resources.

### **FEE REVENUE**

Fees and charges for the rental of facilities is one of the few remaining discretionary revenue sources available to local government. Even this category of revenue is limited to the cost of providing the service. Moreover, the market place acts as a leveler among competing jurisdictions for similar services. The goal is to provide the highest level of service while recovering sufficient revenue to maintain that service level. Attempting to cover any amount close to 100% of cost would price that service out the market which is neither feasible nor desirable in a public setting. Exhibit B is an accounting of fee revenue by fiscal revenue as a percentage of total

revenue. This revenue category has historically tracked between 9% and 12% of total revenue and is thus a sizeable component of the District's service delivery program.

### **COST OF SERVICE**

The cost of service for the rental of facilities is approximately 50% of the District's total expense budget. This is mostly attributable to the cost of employee compensation and benefits and to a lesser degree for the maintenance of those facilities. Employee costs were first allocated by Department within the fiscal budget (Exhibit C) and then by Service Area (Exhibit D). Ultimately, these costs were integrated into fees per facility which result in a Fee Schedule model for purposes of adjusting future fees.

### **MARKET STUDY**

A Market Study is an important component of any fee study. The market place for any jurisdiction is generally comprised of neighboring agencies who offer comparable facilities. It is a complex process since no two jurisdictions have the same array of buildings, courts, and fields nor do they charge like amounts. Most fees are based on historical precedents for each agency and also the willingness of their elected bodies to adopt rate increases.

The amount or percentage of District fee increases have most generally fallen within the ranges of a Market Study. This usually assures that the District's fees will not decrease the elasticity factor; basically not over pricing the District's facilities; driving users to other providers in the market place. Some anomalies in the market place, such as the almost radical fee increases imposed by the City of Los Alamitos tend to skew the ranges within the Market Study and need to be discounted. The true test of user fees is to recover a sufficient ratio of cost to revenue to provide the level of service, but to stay within the parameters of the market place. Exhibit E depicts the District's current Fee Schedule. Exhibit F depicts staff's draft Fee Study Recommendation and Market Study Comparisons 2014.

### **RECOVERY RATES**

Recovery rates for cost of service have also gradually increased over time. Following are the most recent rates:

FY 2009-2010	23.0%	FY 2010-2011	24.8%	FY 2011-2012	24.6%
FY 2012-2013	24.7%	FY 2013-2014	28.0%		

Although fees have not been increased for FY 2012-2013 and FY 2013-2014, fee revenue as a percentage of total revenue for those years has increased slightly. It must be assumed that recovery rates have also increased accordingly. Proposed fee increases reflect current cost recovery for FY 2014-2015 based on current Los Angeles Region Consumer Price Index (CPI). It should be kept in mind that recovery rates per facility will differ according to the usage of those facilities.

For example, in FY 2012-2013 percentage of recovery for facilities ranged from as high as 41.40% for Rush Park facilities Fees to a low of 6.55% for Rossmoor Park facilities. Similar recovery rates are projected for FY 2014-2015. Demand for various facilities will vary based on factors such as cost, amenities, parking, capacity and availability.

As a result of demand, recovery rates are affected accordingly. Following is a breakdown of fee revenue for 2013 by service category. (Exhibit G).

SERVICE CATEGORY	2013 REVENUE	PERCENT OF REVENUE
FIELD USAGE/ SPORTS GROUPS	27, 413	18.2%
FACILITY RENTALS	102,312	68.1%
PICNIC AREA RENTALS	7,500	5.0%
TENNIS RESERVATIONS	<u>13,082</u>	<u>8.7%</u>
TOTAL FEE REVENUE	\$150,225	100.0%

This breakdown clearly indicates that a vast majority of the District's fee revenue comes from the rental of buildings. It should also be stated that the total revenue figure used above is based on calendar year 2013 revenue. On a fiscal year basis, fee revenue for 2013-2014 is \$150,500, but the calendar year revenue is close enough for the purpose of identifying service category revenue.

Another comparison can be made based on User Permits issued for each fee schedule category. Attached is a table labeled 2013 Facility/Recreational Activity Use. (Exhibit H). The table is instructive on the usage and corresponding revenue by venue. 88.3% of User Permits were issued to residents. It should be kept in mind, however, that any applicant may make use of the resident rate by having a resident make the application on behalf of a group.



It is also evident that Rush Park is the generator of the greatest usage by permits issued (59.1%), and is also on par with Rossmoor Park for the use of courts and fields. Tennis usage is not included in this analysis because no User Permit is issued for a court reservation. Total tennis revenue for 2013 was \$13,082. Moreover, tennis does not generate a high impact on facilities.

### **OTHER FACTORS AFFECTING COST RECOVERY**

The recovery rate for facilities is sometimes influenced by long-term users which also account for a sizeable percentage of revenue. Therefore, it cannot be assumed that individual recovery rates need be uniform, only that the average recovery rate be compared to total cost of service.

Four long-term users account for \$62,898 of total facility (building rentals) or 68.1% of total facility rentals of \$102,312. This also amounts to 68.1% of total fee revenue. On the other hand, the largest three long-term field renters only account for \$18,628 or 12.4% of total facility rentals. Clearly, a major revenue source for the District is long-term use of buildings.

Moreover, the District has a practice of not charging other governmental agencies for the use of facilities and does not charge the RHA for the use of its office space which could be rented for a fee. Further, the District often participates in joint or co-sponsored activities such as the May Festival and the use of the Rossmoor Park Community Center for youth programming. No criticism of these practices is intended; it is simply a statement of practices which should be evaluated on their merits as a component of the District's service delivery model.

### **FEE INCREASE CRITERIA**

A distinction is being made for this study regarding long-term use. This term does not take into account the difference between a non-profit user and one that uses District facilities for a profit making venture. For example, the District contracts for the service of a tennis professional who provides tennis instruction for a fee. The District utilizes a professional services agreement which specifies a percentage of revenue to the District. Additionally, the long-term rate discount can currently be used by for-profit organizations. It is recommended that the District amend the current long-term rate to decrease for-profit groups from utilizing the District's long-term use fee discount. The following amendments are recommended:

1. **Field/Court Use Requests:** The current long-term classification be changed into a non-profit classification. Any non-profit users would qualify for the District's discounted rate for field and/or court use.
2. **Facility Requests:** The current long-term rate be amended so that the long-term discount only be applicable to non-profit groups. This would not affect the District's current revenue stream by any means since current long-term facility users such as Lil' Cottonwood, Calvary and GOND Churches are all non-profit.
3. Any for-profit requests would fall into the resident or non-resident rate classification until the Board adopts a commercial use policy requiring for-profit groups to either enter into a professional services agreement with the District or establish a new rate classification.
4. It is also strongly recommended that fees be adjusted annually by that year's CPI. That would reduce a need for a future study so long as staff and maintenance costs remain stable or the market place is not radically altered.

As previously stated, the Board's options for Recovery Rates are a function of Percentage of Recovery of Costs. The base rate is the current percentage of recovery. The proposed rate is based on the increase in cost of service as depicted in the proposed FY 2014-2015 Preliminary Budget. Once again, this rate is a comparison of Total Fees as a percentage of Total revenue and can be compared to past years ratios in Exhibit B.

Also, since fees have not been adjusted since FY 2011-2012 a minimum fee increase for CPI has been factored in to bring fees current with CPI. The CPI amounts for 2012 was 2% and for 2013 it was 3.3% for a total of 5.3%. In addition, the current CPI for 2014 is 1.4%. That amount is factored into the proposed FY 2014-15 Fee Schedule recommendations for a total CPI adjustment of 6.7%. (Exhibit I) This fee increase, along with current market factors of approximately 29% makes up the total fee schedule recommendations for this study. (Exhibit J).

**Exhibit A  
Fee Schedules by Fiscal Year**

	2008-2009		2009-2010		2010-2011		2011-2012		2012-2013		2013-2014	
	Non Res	Res	Non Res	Res	Non Res	Res	Non Res	Res	Non Res	Res	Non Res	Res
Rossmoor Park												
Community Room/per hour	\$36.00	\$27.00	\$39.00	\$29.00	\$39.00	\$29.00	\$41.00	\$30.00	\$41.00	\$30.00	\$41.00	\$30.00
Kitchen/per hour	\$20.00	\$15.00	\$23.00	\$16.00	\$23.00	\$16.00	\$24.00	\$16.50	\$24.00	\$16.50	\$24.00	\$16.50
Montecito												
Montecito Center/per hour	\$31.00	\$23.50	\$34.00	\$25.00	\$34.00	\$25.00	\$35.00	\$26.00	\$35.00	\$26.00	\$35.00	\$26.00
Rush Park												
Auditorium/per hour	\$65.00	\$48.00	\$70.00	\$50.00	\$70.00	\$50.00	\$75.00	\$55.00	\$75.00	\$55.00	\$75.00	\$55.00
East Room/per hour	\$16.00	\$12.00	\$18.00	\$13.00	\$18.00	\$13.00	\$19.00	\$14.00	\$19.00	\$14.00	\$19.00	\$14.00
West Room/per hour	\$12.00	\$10.00	\$14.00	\$10.00	\$14.50	\$10.00	\$14.50	\$10.50	\$14.50	\$10.50	\$14.50	\$10.50
Kitchen/per hour	\$50.00	\$37.50	\$55.00	\$40.00	\$55.00	\$40.00	\$56.00	\$41.00	\$56.00	\$41.00	\$56.00	\$41.00
Ball Fields												
All/per hour	\$15.00	\$10.00	\$17.00	\$11.00	\$17.00	\$11.00	\$17.00	\$11.00	\$17.50	\$11.00	\$17.00	\$11.00
Tennis Courts												
Courts/per hour and 1/2	\$8.00	\$6.00	\$10.00	\$7.00	\$10.00	\$7.00	\$12.00	\$9.00	\$12.00	\$9.00	\$12.00	\$9.00
Reservation Fee												
All/per hour	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

**Exhibit B**  
**Fee Revenue % of Total Revenue**

<b>Fiscal Year</b>	<b>Total Rev</b>	<b>Fee Rev</b>	<b>Percentage</b>
2007 - 2008	\$1,107,487	\$122,882	11.10%
2008 - 2009	\$1,089,506	\$109,255	10.03%
2009 - 2010	\$1,242,819	\$123,669	9.95%
2010 - 2011	\$1,126,953	\$123,013	10.92%
2011 - 2012	\$1,144,216	\$129,206	11.29%
2012 - 2013	\$1,336,365	\$132,761	9.93%
2013 - 2014	\$1,240,440	\$150,500	12.13%
*2014 - 2015	\$1,257,806	\$157,612	12.53%

\* Proposed with addition of recommended study increases.

**Exhibit C**  
**FY 2013-2014**  
**Cost Allocation Model**  
**Employee Costs By Department**

Department	10 Administration	20 Recreation	30 Rossmoor Park	40 Montecito Center	50 Rush Park	80 Trees	90 Mini Parks	Total
<b>Position:</b>								
General Manager	76.0%	6.0%	6.0%	6.0%	6.0%	0.0%	0.0%	100.0%
Administrative Asst	81.0%	7.0%	2.0%	2.0%	4.0%	4.0%	0.0%	100.0%
Accountant	82.5%	2.5%	5.0%	5.0%	5.0%	0.0%	0.0%	100.0%
General Clerk	26.0%	12.5%	19.5%	19.5%	19.5%	3.0%	0.0%	100.0%
Park Superintendent	3.8%	0.0%	35.0%	25.0%	35.0%	0.0%	1.3%	100.0%
Maintenance Assistant	0.0%	0.0%	40.0%	18.0%	40.0%	0.0%	2.0%	100.0%
Recreation Superintendent	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Recreation Leader	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Asst.Recreation Leader	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Tree Consultant	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
General Manager	\$72,960	\$5,760	\$5,760	\$5,760	\$5,760	\$0	\$0	\$96,000
Administrative Asst	\$40,489	\$3,499	\$1,000	\$1,000	\$1,999	\$1,999	\$0	\$49,987
Accountant	\$43,768	\$1,326	\$2,653	\$2,653	\$2,653	\$0	\$0	\$53,052
General Clerk	\$9,881	\$4,751	\$7,411	\$7,411	\$7,411	\$1,140	\$0	\$38,005
Park Superintendent	\$1,862	\$0	\$17,383	\$12,416	\$17,383	\$0	\$621	\$49,665
Maintenance Assistant	\$0	\$0	\$6,792	\$3,057	\$6,792	\$0	\$340	\$16,981
Recreation Superintendent	\$0	\$43,728	\$0	\$0	\$0	\$0	\$0	\$43,728
Recreation Leader	\$0	\$16,981	\$0	\$0	\$0	\$0	\$0	\$16,981
Asst. Recreation Leader	\$0	\$9,839	\$0	\$0	\$0	\$0	\$0	\$9,839
Tree Consultant	\$0	\$0	\$0	\$0	\$0	\$15,541	\$0	\$15,541
<b>Subtotal Salaries</b>	<b>\$168,961</b>	<b>\$85,884</b>	<b>\$40,998</b>	<b>\$32,296</b>	<b>\$41,998</b>	<b>\$18,681</b>	<b>\$960</b>	<b>\$389,779</b>

**Exhibit D  
FY 2013-2014 Labor Costs Per Service Area**

Position	Annual Salary	Labor Totals	Gen Admin	Service Areas	1 Reservation Fee	2 RP Tennis	3 RP Fields Volleyball Basketball	4 RP Building Rental	5 Montecito Building Rental	6 RU Fields	7 RU Building Rental	8 Parkway Trees	10 Picnic Areas
General Manager	\$96,000	% of Total Total Sal \$	90.00%	10.00%	0.00%	1.00%	4.05%	1.50%	1.50%	0.45%	1.50%	0.00%	0.00%
			\$86,400	\$9,600	\$0	\$960	\$3,888	\$1,440	\$1,440	\$432	\$1,440	\$0	\$0
Admin Asst	\$49,987	% of Total Total Sal \$	81.00%	19.00%	0.00%	2.00%	2.00%	2.00%	2.00%	0.50%	4.00%	4.00%	2.50%
			\$40,489	\$9,498	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$1,999	\$1,999	\$1,250
Accountant	\$53,052	% of Total Total Sal \$	82.00%	18.00%	0.00%	3.00%	1.00%	3.00%	3.00%	2.00%	3.00%	2.00%	1.00%
			\$43,503	\$9,549	\$0	\$1,592	\$531	\$1,592	\$1,592	\$1,061	\$1,592	\$1,061	\$531
Receptionist	\$38,005	% of Total Total Sal \$	0.00%	100.00%	5.00%	5.00%	10.00%	5.00%	5.00%	8.00%	22.00%	3.00%	37.00%
			\$0	\$38,005	\$1,900	\$1,900	\$3,801	\$1,900	\$1,900	\$3,040	\$8,361	\$1,140	\$14,062
Park Superintendent	\$49,665	% of Total Total Sal \$	11.00%	89.00%	0.00%	5.00%	12.00%	10.00%	10.00%	12.00%	15.00%	10.00%	15.00%
			\$5,463	\$44,202	\$0	\$2,483	\$5,960	\$4,967	\$4,967	\$5,960	\$7,450	\$4,967	\$7,450
Maintenance Asst.	\$16,981	% of Total Total Sal \$	5.00%	95.00%	0.00%	5.00%	20.00%	15.00%	7.00%	13.00%	20.00%	10.00%	5.00%
			\$849	\$16,132	\$0	\$5,000	\$3,396	\$2,547	\$1,189	\$2,208	\$3,396	\$1,698	\$849
Recreation Superintendent	\$43,728	% of Total Total Sal \$	23.00%	77.00%	8.00%	8.00%	17.00%	3.00%	2.00%	3.00%	3.00%	2.00%	14.00%
			\$10,057	\$33,671	\$3,498	\$3,498	\$7,434	\$1,312	\$875	\$1,312	\$1,312	\$875	\$6,122
Recreation Leader	\$16,981	% of Total Total Sal \$	25.00%	75.00%	0.00%	8.00%	17.00%	10.00%	5.00%	12.00%	8.00%	5.00%	10.00%
			\$4,245	\$12,736	\$0	\$1,358	\$2,887	\$1,698	\$849	\$2,038	\$1,358	\$849	\$1,698
Asst Recreation Leader	\$9,839	% of Total Total Sal \$	15.00%	85.00%	0.00%	10.00%	15.00%	10.00%	10.00%	10.00%	10.00%	5.00%	15.00%
			\$1,476	\$8,363	\$0	\$984	\$1,476	\$984	\$984	\$984	\$984	\$492	\$1,476
Tree Consultant	\$15,541	% of Total Total Sal \$	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
			\$0	\$15,541	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,541	\$0
<b>Total Salary:</b>	<b>\$389,779</b>		<b>\$192,483</b>	<b>\$197,296</b>	<b>\$5,398</b>	<b>\$13,775</b>	<b>\$30,371</b>	<b>\$17,439</b>	<b>\$14,794</b>	<b>\$17,034</b>	<b>\$27,892</b>	<b>\$28,622</b>	<b>\$33,437</b>
<b>Percentage of Total:</b>	<b>100.00%</b>		<b>49.38%</b>	<b>50.62%</b>	<b>1.39%</b>	<b>3.53%</b>	<b>7.79%</b>	<b>4.47%</b>	<b>3.80%</b>	<b>4.37%</b>	<b>7.16%</b>	<b>7.34%</b>	<b>8.58%</b>



# RCSD FEE SCHEDULE 2013/2014

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



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

FACILITIES	NON RES	RES	L/T	CAP
Auditorium ★	\$75 hr.	\$55 hr.	\$45 hr.	300-600
East Rm	\$19 hr.	\$14 hr.	\$10 hr.	30
West Rm	\$14.50 hr.	\$10.50 hr.	\$9 hr.	15
Kitchen	\$56 hr.	\$41 hr.	N/A	N/A

PICNIC SITES	RESIDENTS ONLY
Canopy A	\$20+
Site B	\$20+
<b>Flat Rate + Permit Fee</b>	

FIELDS-Hrly	NON RES	RESIDENT	L/T	Softball
Fields 1, 2, 3	\$17.50 hr.	\$11.50 hr.	\$6 hr.	Soccer

MINI-PARKS	RESIDENTS ONLY
Kempton Rd.	\$20+
<b>Flat Rate + Permit Fee</b>	

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

**WALL BANNER PERMIT FEE: \$20**

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



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



FACILITIES	NON RES	RES	L/T	CAP
Community Rm ★	\$41 hr.	\$30 hr.	\$25 hr.	40-50
Kitchen	\$24 hr.	\$16.50 hr.	\$13 hr.	N/A

FIELDS	NON RES	RES
Ball Fields	\$17.50hr.	\$11.50hr.
Basketball Cts.	\$17.50 hr.	\$11.50hr.
Volleyball Cts.	\$17.50 hr.	\$11.50hr.
Tennis Courts 1, 2, 3, 4	\$8 hr.	\$6 hr.

PICNIC AREAS	RESIDENT ONLY
Sites A,B,C	\$20 +
MINI-PARKS	RES
Foster Road	\$20+



**\$60 Picnic Deposit  
(Over 100 people)**



**PER HR.**



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



FACILITIES	NON RES	RES	L/T	CAP
Commy. Rms ★	\$35 hr.	\$26 hr.	\$21.50	75

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

REFUNDABLE DEPOSITS	
★ Event Deposit	\$60
★ Picnic Deposit	\$60
Cleaning/Damage Deposit	\$175
Key/GateDeposit	\$25

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

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



# RCSD FEE SCHEDULE 2013/2014



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

## DEDICATED SPACE

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

## DONATED SPACE

FACILITIES	RATE
N/A	\$0



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

FACILITIES	RATE
Sheriff's Office	\$0



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

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



## **Exhibit F**

### **Draft Fee Study Recommendations**

#### **Tennis Courts- - Recommended Fee Changes:**

Market Comparisons show RCSD's fees are somewhat in line with the market. The District is also the only local jurisdiction offering a discount to its residents which does make it seem as though the RCSD's fees are lower in comparison. Court fee options include the following:

1. Consider raising rates for reservations after 5pm on weekdays and weekends to \$8/hr residents and \$10/hr for non-residents. This would also account for lighting costs during daylight savings.
  - Because most reservations are for 90 minutes this makes accounting sense
    - This is a \$2 increase for hourly rate and a \$3 increase for 90 mins
  - This would also leave the rate the same for residents and non-residents on weekdays prior to 5pm and on weekends.
2. Make no changes to the tennis rates. This may seem difficult since fees have not been adjusted since 2011. However, to limit the amount of change received, rates would have to be increased by up to \$3 for 90mins. This is a 33% increase for residents and a 25% increase to non-residents. District courts are not as highly utilized as a tennis center. The District does also not provide staff during tennis court hours like a tennis center would.

#### **Softball & Soccer Field- - Recommended Fee Changes**

The market study significantly varies for field rental fees due to many cities offering discounts and even fee waivers to community youth sports groups. These fee waivers have been setup by cities as a way to promote youth sports and also meets the cities' co-sponsorship agreements in which youth sports leagues provide recreational opportunities to youth where the city does not. Cypress does not charge any rental/permit fees to Cypress based little league groups for use of fields. Long Beach and Seal Beach offers a fee waiver in which the leagues must make a presentation to the Recreation Commission and/or City Council prior to approval of fee waiver.

When looking at the market, RCSD's fees closely resemble fees charged by Los Al. Los Al charges \$9 an hour while the RCSD charges \$6 an hour. However, the city of Los Al provides all maintenance for their fields while RCSD does not provide any maintenance besides normal watering and mowing schedules. Recommended changes:

- Amend RCSD's current field long term rate into a non-profit rate that would benefit those youth groups w/in the community. Any for-profit groups would fall into either the resident/non-resident rate classification until the Board adopts a commercial use policy requiring for-profit groups to either enter into a professional services agreement with the District or establish a new rate classification.
- Keep the non-profit rate at \$6/hr for field rentals. Staff does not recommend and increase in fees because the majority of those users maintain those fields for the District. Potential fee increases to leagues (LAGSL) could reduce their maintenance budget potentially requiring District to maintain softball fields at a labor cost of at least \$12,000 annually.
- Recommend adding a field to the fee schedule for Rush Park (total of 4 fields).
- Recommend painting field lines to show field 'zones' and designate w/ signage to deter private soccer classes/boot camps/etc. from encroaching on permitted space or squeezing into open green space
- Recommend an evaluation of for-profit use (such as boot camps) of Rossmoor Parks and establishment of a commercial use policy within the near future.

### **Basketball Court- - Recommended Fee Changes**

District staff has been informed by users that the Rossmoor Park courts are the nicest courts locally available to the public. Because of this, courts are highly used by both drop-in users and community youth leagues reserving said court for team practices. Lighted courts also increase District requests for use of the court.

- Recommend current Long Term rates for basketball court be amended into a non-profit rate benefiting community youth sports leagues reserving the Rossmoor Park court. This is due to the fact that requesters are reserving the court for a 6 month period when in fact, use only extends 4 months. This is done in order to receive the Long Term rate discount. This recommendation would reduce staff time making changes to unused court time by permittee.
- Because of its highly popular usage, increase the non-profit (formerly the long-term rate) to \$8 an hour (an increase of \$2 an hour)
- Lighting charges for other cities cause hourly rates to dramatically increase. RCSD schedules lights on every night for drop-in use which is why we wouldn't charge for hourly light use for basketball reservations

### **Picnic Sites- - Recommended Fee Changes:**

Costs for picnic sites vary dramatically depending on shelter size, length of reservations and amount of guests. The majority of the cities surrounding Rossmoor

offer their guests a permanent shade canopy along with the reservation. More restrictions are placed on picnic areas which directly impact local residents due to proximity of homes. This combined with the growing popularity of reasonably priced picnic shelters is why most cities have recently opted to reserve picnic areas to residents only. Since 2011, the District has limited picnic reservations to residents only and this has served the District well.

When considering fee increases for Rossmoor, District staff took into account the market study, popularity of sites, wear and tear on green space, the size of the picnic area and whether a covered canopy was provided. Staff has to also take into account the fact that unlike most cities, Rossmoor provides weekend staff coverage on both Saturdays and Sundays. The aforementioned factors have resulted in the following recommendations for Rossmoor's Picnic sites:

- Increase Canopy A at Rush Park from \$20 to \$30 per use—this is the District's most popular site and also holds up to 100 guests. Other Rossmoor sites are limited to 50 guests. Staff also recommends another fee increase at this particular site if a permanent structure is installed.
- Increase other picnic sites by only \$1 for a total of \$21 to account for CPI. These sites are smaller, accommodate less people and are not covered.
- Charge a bounce house rate of \$15—This is to cover necessary staff costs in checking insurance requirements and wear and tear on green space.

### **Facilities—Recommended Fee Changes**

- Recommend amending the current long-term rate discount for non-profits only requesting use of District facilities for long-term requests. This would also require a policy change
- Long Term users who do not qualify as non-profit status would fall into the Resident or Non-Resident rate classification until the Board adopts a commercial use policy requiring for-profit groups to either enter into a professional services agreement with the District or establish a new rate classification..
- Utilize the West Room as a meeting room for District/Committee meetings and only have it available on the fee schedule for current long-term users including Calvary and GOND who utilize the West Room as a meeting room. It would no longer be available for use by the public.
- Recommend minimal changes for the use of the Auditorium and East Room to account for CPI.
- Recommend minimal increase for long-term users requesting use of East Room to account for CPI.

- Recommend no change to the current long term and amended non-profit use of the Auditorium in order to allow for continued use of long term renters such as Calvary and GOND.
- Based on minimal rental requests for use of Montecito Center and Rossmoor Park Community Room, recommend no increase.
- Consider adding a cost of an additional \$20/hr for requests generating more than 300 people for use of the auditorium.
- Consider doubling cost of deposit for groups over 300 people in Auditorium
  - Deposit for groups over 300 would be \$350.
- Increase publicity and marketing for use of Community Room (website, RCSD Newsletter, etc).
- Advertise use of ping pong table and foosball table as use for children's birthday parties. Also advertise horseshoes for use.

**Market Comparison Study 2014**

Facility /Field		LOS ALAMITOS	SEAL BEACH	CYPRESS	LONG BEACH	LA PALMA	RCSD CURRENT
Tennis	Resident	\$7/hr	8am-5pm \$10/hr	FREE	non prime time \$8/hr	\$20 for 2 hours	\$6/hr
	Non-Resident	\$7/hr	After 5:00 \$12/hr		prime time \$13/hr	\$20 for 2 hours	\$8/hr
Softball & Soccer	Non-Profit	\$9/hr	Fee waiver option	FREE	Fee Waiver Option		Long Term \$6/hr
	Resident	\$9/hr	\$20/hr	\$15/hr	\$33/hr	\$30 for 2 hours	\$11.50/hr
	Non-Resident	\$12/hr	\$40/hr	\$20/hr	soccer \$64 softball \$48	n/a	\$17.50/hr
Basketball	Non-Profit	\$2.50/hr	\$5/hr non-res \$20/hr	first come, first serve	first come, first serve	first come, first serve	Long Term \$6/hr
	Resident	\$2.50/hr	\$20/hr	first come, first serve	first come, first serve	first come, first serve	\$11.50/hr
	Non-Resident	\$2.50/hr	\$40/hr	first come, first serve	first come, first serve	first come, first serve	\$17.50/hr
Picnics *(denotes shelter)							
Small Site (25-50)	Resident	\$25/4 hours*	25*	\$25*	\$30-Green space	\$15/hr*	\$20/8 hours
	Non-Resident	\$25/4 hours*	40*	n/a	\$30-Green space	n/a	n/a
Large (50+)	Resident	\$35/4 hours*	\$100	\$25	\$143*	\$25/hr*	\$20/ 8 hours
	Non-Resident	\$35/4 hours*	\$200	N/A	\$210*	n/a	N/A
<b>Bounce House</b>		only w/ large shelter	n/a	\$15	\$35	n/a	N/A
Facility							
Small Facility	Long/Term	n/a	n/a	n/a	n/a	n/a	West \$9/hr East \$10/hr Rossmoor Park \$25/hr Montecito \$21.50/hr
	Resident	\$45/hr	\$20/hr	\$60/hr	\$30/hr	\$60/hr	West \$10.50/hr East \$14/hr Rossmoor Park \$30/hr Montecito \$26/hr
	Non-Resident	\$45/hr	\$35/hr	\$65/hr	\$43/hr	\$78/hr	West \$14.50/hr East \$19/hr Rossmoor Park \$42/hr Montecito \$35/hr
Large Facility	Long Term	n/a	n/a	n/a	n/a	n/a	Auditorium \$45/hr
	Resident	\$85/hr	\$30/hr	\$145/hr	\$43/hr	\$99/hr	Auditorium \$55/hr
	Non-Resident	\$85/hr	\$50/hr	\$175/hr	\$60/hr	\$140/hr	Auditorium \$75/hr
Application/Permit Fee		\$25	N/A	included in hourly fee	\$30	\$11	\$20
Staff		n/a	under 75 ppl \$15/hr over 75 \$30/hr	included in hourly fee	\$25/hr after 4pm \$50/hr	\$20/hr	Auditorium only \$20/hr
Deposit		\$150	under 75-\$250 over 75-\$500	\$150	\$375	Res \$100 Non-Resident \$200	\$175
Cleaning Fee		n/a	\$150	n/a	\$110	\$67/hr if OT only	n/a

## Exhibit G

### ***ROSSMOOR CSD 2013/2014 Rental Revenue***

#### **FIELD USAGE/SPORT GROUPS**

LAGSL – Los Alamitos Girls Softball

AYSO 159 – American Youth Soccer Organization Los Alamitos

LAYB – Los Alamitos Youth Baseball

NJB – National Jr. Basketball

**2013 (Calendar Year) Revenue** **\$27,500**

#### **FACILITY RENTALS**

Youth Center Los Alamitos

National Charity League

Boy Scouts

Girl Scouts

Cub Scouts

Lil Cottonwood Pre school

Calvary Chapel Los Alamitos

GOND Church

Al-Anon

Write Away Academy

GATE Club

Math Camp

Los Alamitos High School

AYSO

LAGSL

405/605 T Party Patriots

RHA

Bridgecreek Villas HOA

Old Ranch Community Association

**2013 (Calendar Year) Revenue** **\$102,000**

#### **PICNIC AREA RENTALS (Rossmoor Residents only allowed to reserve)**

Miscellaneous

Greater Long Beach Church

St. Hedwig Church

Grace Community Church

LAHS Wrestling Team

LAHS Track & Field

Cub Scouts

Girl Scouts

Boy Scouts

**2013 (Calendar Year) Revenue** **\$7,500**

**TENNIS RESERVATIONS** **\$13,000**

**WALL RESERVATIONS** **\$500**

**Total Facilities and Parks Revenue 2013** **\$150,500**

## Exhibit H

### 2013 FACILITY/RECREATIONAL ACTIVITY USE

#### *RUSH PARK*

Auditorium- 38 permits - \* 2 long term users – 31 Residents- 7 N/R

East Room - 15 permits – \*7 long term users – 11 Residents – 4 N/R

West Room – 7 permits – \*2 long term users – 5 Residents – 2 N/R

Site A – 53 permits – All Residents

Site B – 26 permits – All Residents

Fields – 17 permits – \*4 long term users – 14 Residents – 3 N/R

**Rush Park Totals – 156 permits – \*15 long term – 140 residents – 16 Non-residents**

#### *MONTECITO CENTER*

Montecito – 27 permits – \*3 long term users – 17 Residents – 10 N/R

#### *ROSSMOOR PARK*

Community Room – 14 permits – \* 2 long term – 13 Residents – 1 N/R

Fields – 9 permits – \*1 long term user – 8 Residents – 1 N/R

Basketball Court – 13 permits – \*6 long term – 10 Residents – 3 N/R

Volleyball – 2 permits – 2 Residents

Site A – 26 permits – All Residents

Site B – 12 permits – All Residents

Site C – 5 permits – All Residents

**Rossmoor Park Totals – 81 permits – \*11 long term – 76 residents – 5 Non-residents**

\*For Reference Only—long term permits are imbedded within the resident/non-resident rate classifications

**ALL RENTALS**

Total Permits – 264 100%	L/T – 27 10.2%	Residents – 233 88.3%	N/R 31 11.7%
Rush Park – 156 59.1%	15	140	16
Montecito Center – 27 10.2%	3	17	10
Rossmoor Park – 81 30.7%	9	76	5
Total - 264	*27	233	31

\*For Reference Only—long term permits are imbedded within the resident/non-resident rate classifications



**Exhibit I**

**2014 2015 PROPOSED FEE SCHEDULE  
USER FEE STUDY SUMMARY SHEET**

Service Name	Service Type	2009 Study 100% Cost to RCSD	2010-2011 Revenue (Actual)	Percentage of Recovery of Costs	100% Cost to RCSD (+3% COL )	2011-2012 Revenue (Actual)	Percentage of Recovery of Costs	100% Cost to RCSD (+2.0% COL )	2012-2013 Revenue (Actual)	Percentage of Recovery of Costs
Reservation Fee/Change (308 Permits) Inc in Fees	Fee	\$9,815	\$4,620	47.07%	\$10,109	\$6,160	60.93%	\$10,312	\$6,160	59.74%
Rossmoor Park - Tennis	Hourly	\$52,361	\$10,773	20.57%	\$53,932	\$11,632	21.57%	\$55,010	\$12,026	21.86%
Rossmoor Park/Rush Fields	Hourly	\$169,397	\$21,437	12.65%	\$174,479	\$26,681	15.29%	\$177,968	\$22,821	12.82%
Rossmoor Park Building Rental	Fee	\$54,563	\$6,319	11.58%	\$56,200	\$11,027	19.62%	\$57,324	\$3,752	6.55%
Montecito Building Rental	Fee	\$66,150	\$20,692	31.28%	\$68,135	\$21,766	31.95%	\$69,497	\$23,364	33.62%
Rush Park Building Rental	Fee	\$152,424	\$63,439	41.62%	\$156,997	\$54,042	34.42%	\$160,137	\$66,298	41.40%
Wall Sign Permit (50 per year) New Fee 2013-2014			\$0			\$0			\$0	
<b>TOTAL USER FEES</b>		<b>\$494,895</b>	<b>\$122,660</b>	<b>24.8%</b>	<b>\$509,742</b>	<b>\$125,148</b>	<b>24.6%</b>	<b>\$519,937</b>	<b>\$128,261</b>	<b>24.7%</b>
Service Name	Service Type	100% Cost to RCSD (+3.3% COL )	2013-2014 Revenue Amended Budget	Percentage of Recovery of Costs	100% Cost to RCSD (+1.4% COL )	2014-2015 Revenue Proposed Fees	Percentage of Recovery of Costs			
Reservation Fee/Change (308 Permits) Inc in Fees	Fee	\$10,652	\$6,160	57.83%	\$10,801	\$6,246	57.83%			
Rossmoor Park - Tennis	Hourly	\$56,826	\$13,000	22.88%	\$57,621	\$14,859	25.79%			
Rossmoor Park/Rush Fields	Hourly	\$183,841	\$27,500	14.96%	\$186,415	\$29,068	15.59%			
Rossmoor Park Building Rental	Fee	\$59,216	\$4,000	6.75%	\$60,045	\$4,056	6.75%			
Montecito Building Rental	Fee	\$71,791	\$23,000	32.04%	\$72,796	\$23,322	32.04%			
Rush Park Building Rental	Fee	\$165,421	\$82,500	49.87%	\$167,737	\$85,800	51.15%			
Wall Sign Permit (50 per year)	New Fee	\$735	\$500	68.03%	\$745	\$507	68.03%			
<b>TOTAL USER FEES</b>		<b>\$537,830</b>	<b>\$150,500</b>	<b>28.0%</b>	<b>\$545,359</b>	<b>\$157,612</b>	<b>28.9%</b>			

**Exhibit J**

**PROPOSED FEE SCHEDULE  
2014-2015 Revised Fee Changes**

Service Name	Current Fees			Proposed Fee Changes					
	Long Term	Resident	Non-Resident	Non-Profit L/T	% Change	Resident	% Change	Non-Resident	% Change
Tennis (per hour)	n/a	\$6.00	\$8.00						
7am-5pm M-F		\$6.00	\$8.00	n/a	---	\$6.00	0.0%	\$8.00	0.0%
5pm-10pm M-F and Weekends		\$6.00	\$8.00	n/a	---	\$8.00	33.3%	\$10.00	25.0%
Ball Fields, Basketball & Horse Shoes	\$6	\$11.50	\$17.50	\$6.00	0.0%	\$12.00	4.3%	\$18.50	5.7%
Basketball Court	\$6	\$11.50	\$17.50	\$8.00	33.3%	\$12.00	4.3%	\$18.50	5.7%
Picnic Sites (Residents Only)	n/a	\$20.00	n/a	n/a	---	\$21.00	5.0%	n/a	---
Rush Park Site A (Canopy)	n/a	\$20.00	n/a	n/a	---	\$30.00	50.0%	n/a	---
Bounce House	n/a	\$0.00	\$0.00	n/a	---	\$15.00	100.0%	\$15.00	100.0%
RP Community Room	\$25.00	\$30.00	\$41.00	\$25.00	0.0%	\$30.00	0.0%	\$41.00	0.0%
RP Kitchen	\$13.00	\$16.50	\$24.00	\$13.00	0.0%	\$16.50	0.0%	\$24.00	0.0%
Rush Park Auditorium	\$45.00	\$55.00	\$75.00	\$45.00	0.0%	\$57.00	3.6%	\$78.00	4.0%
300+ Guests				\$65.00	40.0%	\$77.00	40.0%	\$97.50	30.0%
East Room	\$10.00	\$14.00	\$19.00	\$11.00	10.0%	\$15.00	7.1%	\$20.50	7.9%
West Room	\$9.00	\$10.50	\$14.50	\$9.00 L/T renters only					
Kitchen	n/a	\$41.00	\$56.00	n/a	---	\$42.50	3.7%	\$60.00	7.1%
Podium	n/a	\$50.00	\$50.00	n/a	---	\$50.00	0.0%	\$50.00	0.0%
Portable Screen	n/a	\$15.00	\$15.00	n/a	---	\$15.00	0.0%	\$15.00	0.0%
Risers	n/a	\$30.00	\$30.00	n/a	---	\$30.00	0.0%	\$30.00	0.0%
Montecito Center	\$21.50	\$26.00	\$35.00	\$21.50	0.0%	\$26.00	0.0%	\$35.00	0.0%
User Permit Reservation Fee	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%
Reservation Change (2nd)	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%
Wall Sign Permit	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%

Current Fees (Non- Profit)	Long Term	Resident	Non-Resident	Non-Profit	% Change	Resident	% Change	Non-Resident	% Change
Attendant Fee (Hourly 4 hr. min)	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%
False Alarm Fee (Sheriff's Rate)	\$74.00	\$74.00	\$74.00	\$74.00	0.0%	\$74.00	0.0%	\$74.00	0.0%
Check NSF	\$25.00	\$25.00	\$25.00	\$25.00	0.0%	\$25.00	0.0%	\$25.00	0.0%
Cleaning Deposit (Refundable)	\$175.00	\$175.00	\$175.00	\$175.00	0.0%	\$175.00	0.0%	\$175.00	0.0%
300+ Guests	\$175.00	\$175.00	\$175.00	\$350.00	100.0%	\$350.00	100.0%	\$350.00	100.0%
Key/Gate Deposit (Refundable)	\$25.00	\$25.00	\$25.00	\$25.00	0.0%	\$25.00	0.0%	\$25.00	0.0%
Picnic Deposit (Over 100 People)	n/a	\$60.00	\$60.00	n/a	---	\$60.00	0.0%	\$60.00	0.0%



# RCSD FEE SCHEDULE 2014/2015


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

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

FACILITIES	RES	NON RES	CAP
Auditorium	\$57 hr.	\$78.00 hr.	300-600
300+ Guests ★	\$77 hr.	\$98.00 hr.	300-600
East Rm	\$15 hr.	\$20.50 hr.	30
Kitchen	\$42.50 hr.	\$60 hr.	N/A

PICNIC SITES	RESIDENTS ONLY
Canopy A	\$30+
Site B	\$21+ 
<b>Flat Rate + Permit Fee</b>	
MINI-PARKS	RESIDENTS ONLY
Kempton Rd.	\$21+ 
<b>Flat Rate + Permit Fee</b>	

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

 **BOUNCE HOUSE FEE: \$15**



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

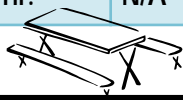
**WALL BANNER PERMIT FEE: \$20**

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

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

FACILITIES	RES	NON RES	CAP
Community Rm ★	\$30 hr.	\$41 hr.	40-50
Kitchen	\$16.50 hr.	\$24 hr.	N/A


PICNIC AREAS	RESIDENTS ONLY
Sites A,B,C	Flat Rate: \$21 + 
MINI-PARKS	RESIDENTS ONLY
Foster Road	Flat Rate: \$21 + 
<b>Flat Rate + Permit Fee</b>	



\$60 Picnic Deposit (Over 100 people)



**BOUNCE HOUSE FEE: \$15**

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

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

FACILITIES ★	RES	NON RES	CAP
Commy. Rms	\$26 hr.	\$35 hr.	75

REFUNDABLE DEPOSITS	
★ Event Deposit	\$60
★ Picnic Deposit	\$60
Cleaning/Damage Deposit	\$175
Key/Gate Deposit	\$25
300+ Guest Deposit	\$350

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

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

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



# RCSD FEE SCHEDULE NON PROFIT-LONG TERM RATES 2014/2015

*INTERNAL USE ONLY*



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

### DEDICATED SPACE

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

FACILITIES	L/T-NP	CAP
<b>Auditorium</b>	<b>\$45 hr.</b>	<b>299</b>
<b>Auditorium</b>	<b>\$65 hr.</b>	<b>300+</b>
<b>East Rm</b>	<b>\$11 hr.</b>	<b>30</b>

FIELDS-Hourly	NP	Fields
<b>Softball &amp; Soccer</b>	<b>\$6 hr.</b>	<b>1, 2, 3, 4</b>

### DONATED SPACE

FACILITIES	RATE
N/A	\$0

### DUAL PURPOSE SPACE

FACILITIES	L/T-NP	CAP
West Rm	\$9 hr.	15
Calvary & L/T-NP ONLY and RCSD Dedicated Meeting Space		



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

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

FIELDS-Hourly	NP	Fields
<b>Softball &amp; Soccer</b>	<b>\$6 hr.</b>	<b>1, 2, 3, 4</b>
<b>Basketball</b>	<b>\$8 hr.</b>	<b>Courts 1, 2</b>

### DONATED SPACE

FACILITIES	RATE
Sheriff's Office	\$0



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

FACILITIES	L/T-NP	CAP
Community Rms.	\$21.50	75

### DONATED SPACE

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

# PROPOSED

## RCSD FEE SCHEDULE 2014/2015



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

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

FACILITIES	RES	NON RES	CAP
Auditorium	\$57 hr.	\$78.00 hr.	300-600
300+ Guests ★	\$77 hr.	\$98.00 hr.	300-600
East Rm	\$15 hr.	\$20.50 hr.	30
Kitchen	\$42.50 hr.	\$60 hr.	N/A

PICNIC SITES	RESIDENTS ONLY
Canopy A	\$30+
Site B	\$21+

**Flat Rate + Permit Fee**

MINI-PARKS	RESIDENTS ONLY
Kempton Rd.	\$21+

**Flat Rate + Permit Fee**

**BOUNCE HOUSE FEE: \$15**

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

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

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

**WALL BANNER PERMIT FEE: \$20**



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



FACILITIES	RES	NON RES	CAP
Community Rm ★	\$30 hr.	\$41 hr.	40-50
Kitchen	\$16.50 hr.	\$24 hr.	N/A

**PICNIC AREAS RESIDENTS ONLY**

Sites A,B,C Flat Rate: \$21+

**MINI-PARKS RESIDENTS ONLY**

Foster Road Flat Rate: \$21+

**Flat Rate + Permit Fee**



\$60 Picnic Deposit  
(Over 100 people)



**BOUNCE HOUSE FEE: \$15**

FIELDS	RES	NON RES
Ball Fields	\$12.00hr.	\$18.50hr.
Basketball Cts.	\$12.00hr.	\$18.50hr.
Volleyball Cts.	\$12.00hr.	\$18.50hr.

**TENNIS COURTS 1/2/3/4**

Day Rate \$6 hr. \$8 hr.

M-F: 5-9 pm & Weekends \$8 hr. \$10 hr.

**PER HR.**



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



FACILITIES ★	RES	NON RES	CAP
Commy. Rms	\$26 hr.	\$35 hr.	75

### REFUNDABLE DEPOSITS

★ Event Deposit	\$60
★ Picnic Deposit	\$60
Cleaning/Damage Deposit	\$175
Key/GateDeposit	\$25
300+ Guest Deposit	\$350

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

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

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

# PROPOSED

## RCSD FEE SCHEDULE DEDICATED SPACE & NON PROFIT RATES 2014/2015 *INTERNAL USE ONLY*



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

### DEDICATED SPACE

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

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

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

### DONATED SPACE

FACILITIES	RATE
N/A	\$0

### DUAL PURPOSE SPACE

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



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

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

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

### DONATED SPACE

FACILITIES	RATE
Sheriff's Office	\$0



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

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

### DONATED SPACE

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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: REGULAR MEETING OF SEPTEMBER 9, 2014

**RECOMMENDATION:**

Approve the Minutes of the Regular Meeting of September 9, 2014 as prepared by the Board's Secretary/General Manager.

**BACKGROUND:**

The report reflects the actions of the Board at their meeting of September 9, 2014 Meeting of the Board as recorded by the Board's Secretary/General Manager.

**ATTACHMENTS:**

1. Minutes-Regular Meeting of September 9, 2014 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, September 9, 2014**

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**A. ORGANIZATION**

- 1. CALL TO ORDER: 7:02 P.M.**
- 2. ROLL CALL: Directors Casey, Coletta, Kahlert, DeMarco,  
President Maynard**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS—None**

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM—None**

**D. REPORTS TO THE BOARD:**

**1. STATUS OF THE DISTRICT'S TREE PROGRAM**

Recommendation to receive status report of the tree committee and give direction to the general manager regarding current parkway tree issues.

The General Manager provided an overview of the Tree Committee meeting on August 25, 2014. He stated that the committee had agreed to do more outreach to local realty companies in an effort to educate incoming homeowners about the District and its tree policies. Director Casey stated that given the fact that the trees are such an important part of the Rossmoor community, it was also decided that the Tree Consultant would provide regular status updates to the board several times per year regarding tree trimming schedules, removals, policy changes, etc. Director DeMarco added that the committee also agreed that it was essential to continue to actively educate the community with brochures, e-mail blasts, the district website and other media.

Tree Consultant Mary Kingman addressed the Board. Discussion ensued relative to grid trimming, vacant sites, sapling watering program practices, watering practices in drought conditions and field service hours. President Maynard requested that an e-blast be sent out to residents to remind them to water more frequently during the drought. Staff agreed. He also requested that the quarterly tree report be moved from the consent calendar portion of the



agenda and be converted to a more comprehensive regular agenda item report to the board. In this way the board and community could be more informed about the trees and discussion could take place. The General Manager concurred.

Motion by President Maynard, seconded by Director DeMarco that the quarterly tree report be moved from the consent calendar portion of the agenda and be converted to a more comprehensive regular agenda item report to the board. Motion passed 5-0.

**E. CONSENT CALENDAR**

**1a. MINUTES REGULAR BOARD MEETING—August 12, 2014**

**1b. MINUTES SPECIAL BOARD MEETING—August 27, 2014**

**2. REVENUE AND EXPENDITURE REPORT—July 2014**

**3. COYOTE SIGHTINGS/ACTIVITY REPORT—August 2014**

Motion by Director Kahlert, seconded by Director DeMarco to approve the consent calendar as submitted. Motion passed, 5-0.

**F. PUBLIC HEARING:** None

**G. RESOLUTIONS:** None

**H. REGULAR CALENDAR:**

**1. STATUS RE: THE LOCATION AND PLACEMENT OF SOUTHERN CALIFORNIA GAS CO. METERS AND TRANSMISSION ANTENNAS WITHIN THE DISTRICT.**

Recommendation to receive the oral report of the General Manager regarding the installation of Smart Meters and transmission antennas (*data collection units*) in Rossmoor.

The General Manager reported relative to franchise issues between Orange County Public Works and The Southern California Gas Company. He stated that presently these issues were being discussed at the County of Orange in closed session, therefore he could not provide an update until the items became public. Discussion ensued. Director Coletta requested that the board be notified immediately as soon as any new information became available. The general manager agreed. The report was received and filed.

**2. STATUS RE: I-405 IMPROVEMENT PROJECT**

Recommendation to receive the report on the current status of the I-405 Improvement Project.

The General Manager reported that the City of Costa Mesa was hosting a I-405 Town Hall Meeting on Thursday, September 11, 2014 from 6-8 p.m. to opine regarding the toll road issue. He stated that Director Ron Casey would be in attendance representing Rossmoor and encouraged the public to attend and add their voice to the opposition. President Maynard added that the RCSD

had approved two Resolutions opposing the toll lanes and must not give up the fight. Director Coletta suggested inviting Superintendent Sherry Kropp or another representative of the Los Alamitos School District to add their support and perspective regarding the impact of toll road traffic on schools, families and children today as well as the impact on future generations. The General Manager agreed. The report was received and filed.

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

The General Manager provided the board with an update on the status of various CIP projects. He stated that the auditorium lighting project was now complete and the Signature Wall repair project bid package was underway. He discussed the Montecito Center Kitchen Rehabilitation Project, stating that costs had increased due to unanticipated ADA requirements and materials durability factors. Discussion ensued. President Maynard stated that he looked forward to seeing the results. The General Manager announced that the Board's next CIP and Audit Committee Meetings would be held at the Montecito Center so the Board could see improvements firsthand.

#### **AT 7:30 P.M. GENERAL COUNSEL REPORTED OUT VERBALLY REGARDING EXISTING LITIGATION ITEM: OC SUPERIOR COURT CASE NO. 30-2013-00687577-CU-MC-CJC.**

Tarquin Preziosi with Jenkins & Hogin, LLC stated that the date initially set for the trial had been postponed from October 17<sup>th</sup> to October 24<sup>th</sup>, Department 20 on the 6<sup>th</sup> floor with Judge Chafey presiding at the Central Justice Center.

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

Director Coletta suggested that Director Casey invite Los Alamitos School Superintendent Sherry Kropp to attend the I-405 Town Hall Meeting. He stated that the decisions made today would not only have a profound impact on citizens in the present, but future generations of families, students and commuters would also be affected. He felt it was important that either Dr. Kropp or a member of her staff be present at the meeting to voice school-related traffic concerns as well as support for Rossmoor's position. Director Coletta also encouraged the general manager to communicate with the County at the earliest opportunity regarding the outcome of their closed session concerning the Southern California Gas Company meter and data transmission unit franchise issues, permitting and installation matters so the RCSD Board could reconvene as necessary. The General Manager agreed.

Director Casey stated that he would be in attendance at the Thursday, September 11<sup>th</sup> I-405 Town Hall meeting in Costa Mesa. He recommended that everyone make an effort to attend this important meeting. He provided information on where to find directions to the Neighborhood Center in Costa Mesa and added that it was very important that as many residents as possible opine.

Director Kahlert thanked the Recreation Department and District Staff for pulling off a successful array of summer events this year that were so well attended. He urged everyone to make the time to attend the I-405 Town Hall in Costa Mesa on Thursday, September 11<sup>th</sup> at 6 p.m. He added that taxpayers pay for the freeways and the state has no right to charge us for toll roads.

Director DeMarco stated that he was happy and very impressed to see how large the roster of confirmed attendees had become for the Meet the Candidates Night on October 2<sup>nd</sup>. He urged residents to attend and thanked the RHA for their hard work in organizing the event.

President Maynard also encouraged everyone to attend the Meet the Candidates Night on October 2, 2014 at 7:00 p.m. in the Rush Park Auditorium. He requested that staff send out an e-blast reminding residents to water their saplings more frequently in drought conditions. Finally, he stated that he had noticed and was pleased to see an increase in the number of suspicious activity calls on the crime blotter as they helped to deter crime in the community.

**K. CLOSED SESSION—None**

**L. ADJOURNMENT:**

Motion by Director Casey, seconded by Director DeMarco to adjourn the regular meeting at 7:45 p.m. Motion passed 5-0.

**SUBMITTED BY:**

**James D. Ruth**  
**General Manager**

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date**           October 14, 2014  
**To:**             Honorable Board of Directors  
**From:**         General Manager  
**Subject:**      REVENUE & EXPENDITURE REPORT - AUGUST, 2014

**RECOMMENDATION:**

Receive and file the Revenue and Expenditure Report for August, 2014.

**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 August, 2014.

REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 August 2014 @ 16.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	753,614.00	753,614.00	12,972.17	4,394.00	740,641.83	1.7
STREET LIGHT ASSESSMENTS	258,000.00	258,000.00	4,523.06	1,531.96	253,476.94	1.8
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	537.45	0.00	1,462.55	26.9
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	159,900.00	159,900.00	21,479.25	8,773.75	138,420.75	13.4
OTHER REVENUE	23,500.00	23,500.00	0.00	-2,100.00	23,500.00	0.0
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total Revenues</b>	<b>1,254,814.00</b>	<b>1,254,814.00</b>	<b>39,511.93</b>	<b>12,599.71</b>	<b>1,215,302.07</b>	<b>3.1</b>
<b>Expenditures</b>						
ADMINISTRATION 1, 2, 3, 4, 5	391,332.00	391,332.00	93,165.84	43,522.72	298,166.16	23.8
RECREATION 3, 6	122,553.00	122,553.00	34,471.18	13,535.96	88,081.82	28.1
ROSSMOOR PARK 3	170,513.00	170,513.00	39,564.61	20,060.49	130,948.39	23.2
MONTECITO CENTER 3	70,052.00	70,052.00	13,828.15	6,074.44	56,223.85	19.7
RUSH PARK 3	207,496.00	207,496.00	37,845.66	19,195.04	169,650.34	18.2
STREET LIGHTING	110,580.00	110,580.00	18,081.10	9,080.76	92,498.90	16.4
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	9,021.35	4,571.18	46,558.65	16.2
PARKWAY TREES 7	104,775.00	104,775.00	5,441.37	1,280.42	99,333.63	5.2
MINI-PARKS, MEDIANS & TRIANGLE	15,716.00	15,716.00	2,275.55	1,762.09	13,440.45	14.5
<b>Total Expenditures</b>	<b>1,250,697.00</b>	<b>1,250,697.00</b>	<b>255,694.81</b>	<b>119,083.10</b>	<b>995,002.19</b>	<b>20.4</b>

**Audited Fund Balance  
 at June 30, 2013**

**\$ 827,014.00**

**REVENUE REPORT**  
AUGUST 2014 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	753,614.00	753,614.00	12,972.17	4,394.00	0.00	740,641.83	1.7
ASSESSMENTS	258,000.00	258,000.00	4,523.06	1,531.96	0.00	253,476.94	1.8
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	537.45	0.00	0.00	1,462.55	26.9
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	0.00	0.00	57,800.00	0.0
FEES AND SERVICES	159,900.00	159,900.00	21,479.25	8,773.75	0.00	138,420.75	13.4
OTHER REVENUE	23,500.00	23,500.00	0.00	-2,100.00	0.00	23,500.00	0.0
Dept: 00	1,254,814.00	1,254,814.00	39,511.93	12,599.71	0.00	1,215,302.07	3.1
Dept: 20 RECREATION							
OTHER REVENUE	0.00	0.00	805.54	805.54	0.00	-805.54	0.0
RECREATION	0.00	0.00	805.54	805.54	0.00	-805.54	0.0
Revenues	1,254,814.00	1,254,814.00	40,317.47	13,405.25	0.00	1,214,496.53	3.2
Grand Total Net Effect:							
	1,254,814.00	1,254,814.00	40,317.47	13,405.25	0.00	1,214,496.53	

EXPENDITURE REPORT  
AUGUST 2014 @ 16.67%

Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	214,932.00	214,932.00	40,367.94	19,547.01	0.00	174,564.06	18.8
OPERATIONS AND MAINTENANCE 1,2,3,4	73,900.00	73,900.00	23,830.93	3,481.61	0.00	50,069.07	32.2
CONTRACT SERVICES 5	96,500.00	96,500.00	28,966.97	20,494.10	0.00	67,533.03	30.0
CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
ADMINISTRATION	391,332.00	391,332.00	93,165.84	43,522.72	0.00	298,166.16	23.8
Dept: 20 RECREATION							
SALARIES AND BENEFITS 6	92,353.00	92,353.00	16,816.86	7,917.66	0.00	75,536.14	18.2
OPERATIONS AND MAINTENANCE 3	24,700.00	24,700.00	16,991.46	5,270.57	0.00	7,708.54	68.8
CONTRACT SERVICES	3,500.00	3,500.00	662.86	347.73	0.00	2,837.14	18.9
CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION	122,553.00	122,553.00	34,471.18	13,535.96	0.00	88,081.82	28.1
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	57,013.00	57,013.00	11,866.37	5,535.24	0.00	45,146.63	20.8
OPERATIONS AND MAINTENANCE	75,550.00	75,550.00	21,780.64	11,542.87	0.00	53,769.36	28.8
CONTRACT SERVICES	37,700.00	37,700.00	5,917.60	2,982.38	0.00	31,782.40	15.7
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
ROSSMOOR PARK	170,513.00	170,513.00	39,564.61	20,060.49	0.00	130,948.39	23.2
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	43,802.00	43,802.00	9,043.41	4,219.41	0.00	34,758.59	20.6
OPERATIONS AND MAINTENANCE 3	18,400.00	18,400.00	3,587.14	1,232.65	0.00	14,812.86	19.5
CONTRACT SERVICES	7,800.00	7,800.00	1,197.60	622.38	0.00	6,602.40	15.4
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	70,052.00	70,052.00	13,828.15	6,074.44	0.00	56,223.85	19.7
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	62,725.00	62,725.00	12,959.76	6,199.08	0.00	49,765.24	20.7
OPERATIONS AND MAINTENANCE 3	106,821.00	106,821.00	18,968.30	10,013.58	0.00	87,852.70	17.8
CONTRACT SERVICES	37,700.00	37,700.00	5,917.60	2,982.38	0.00	31,782.40	15.7
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	207,496.00	207,496.00	37,845.66	19,195.04	0.00	169,650.34	18.2

EXPENDITURE REPORT  
AUGUST 2014 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	580.00	580.00	153.92	117.17	0.00	426.08	26.5
CONTRACT SERVICES	110,000.00	110,000.00	17,927.18	8,963.59	0.00	92,072.82	16.3
STREET LIGHTING	110,580.00	110,580.00	18,081.10	9,080.76	0.00	92,498.90	16.4
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	153.92	117.17	0.00	426.08	26.5
CONTRACT SERVICES	55,000.00	55,000.00	8,867.43	4,454.01	0.00	46,132.57	16.1
STREET SWEEPING	55,580.00	55,580.00	9,021.35	4,571.18	0.00	46,558.65	16.2
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,400.00	17,400.00	3,042.11	1,599.93	0.00	14,357.89	17.5
OPERATIONS AND MAINTENANCE	1,775.00	1,775.00	367.33	239.66	0.00	1,407.67	20.7
CONTRACT SERVICES 7	73,600.00	73,600.00	3,351.93	760.83	0.00	70,248.07	4.6
CAPITAL EXPENDITURES	12,000.00	12,000.00	-1,320.00	-1,320.00	0.00	13,320.00	-11.0
PARKWAY TREES	104,775.00	104,775.00	5,441.37	1,280.42	0.00	99,333.63	5.2
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	966.00	966.00	152.84	66.99	0.00	813.16	15.8
OPERATIONS AND MAINTENANCE	10,500.00	10,500.00	1,510.65	1,391.97	0.00	8,989.35	14.4
CONTRACT SERVICES	4,150.00	4,150.00	612.06	303.13	0.00	3,537.94	14.7
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,716.00	15,716.00	2,275.55	1,762.09	0.00	13,440.45	14.5
Expenditures	1,250,697.00	1,250,697.00	255,694.81	119,083.10	0.00	995,002.19	20.4
Grand Total Net Effect:	-1,250,697.00	-1,250,697.00	-255,694.81	-119,083.10	0.00	-995,002.19	



**REVENUE/EXPENDITURE REPORT**  
AUGUST 2014 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	689,313.00	689,313.00	6,156.77	0.00	0.00	683,156.23	0.9
3001 Current unsecured prop tax	26,010.00	26,010.00	0.00	0.00	0.00	26,010.00	0.0
3002 Prior secured property taxes	10,200.00	10,200.00	1,711.99	1,123.97	0.00	8,488.01	16.8
3003 Prior unsecured prop taxes	449.00	449.00	0.00	0.00	0.00	449.00	0.0
3004 Delinquent property taxes	510.00	510.00	357.31	0.00	0.00	152.69	70.1
3010 Current supplemental assessmt	15,300.00	15,300.00	4,746.10	3,270.03	0.00	10,553.90	31.0
3020 Public utility tax	11,832.00	11,832.00	0.00	0.00	0.00	11,832.00	0.0
<b>PROPERTY TAXES</b>	<b>753,614.00</b>	<b>753,614.00</b>	<b>12,972.17</b>	<b>4,394.00</b>	<b>0.00</b>	<b>740,641.83</b>	<b>1.7</b>
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	258,000.00	258,000.00	4,523.06	1,531.96	0.00	253,476.94	1.8
<b>ASSESSMENTS</b>	<b>258,000.00</b>	<b>258,000.00</b>	<b>4,523.06</b>	<b>1,531.96</b>	<b>0.00</b>	<b>253,476.94</b>	<b>1.8</b>
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,000.00	2,000.00	537.45	0.00	0.00	1,462.55	26.9
<b>USE OF MONEY AND PROPERTY</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>537.45</b>	<b>0.00</b>	<b>0.00</b>	<b>1,462.55</b>	<b>26.9</b>
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
3305 County street sweep reimburse	52,000.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
<b>OTHER GOVERNMENT AGENCIES</b>	<b>57,800.00</b>	<b>57,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,800.00</b>	<b>0.0</b>
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	14,040.00	14,040.00	2,813.25	1,938.25	0.00	11,226.75	20.0
3405 Wall Rental	520.00	520.00	0.00	0.00	0.00	520.00	0.0
3406 Ball field reservations	28,600.00	28,600.00	5,512.00	382.50	0.00	23,088.00	19.3
3410 Rossmoor building rental	4,680.00	4,680.00	430.00	290.00	0.00	4,250.00	9.2
3412 Montecito building rental	25,220.00	25,220.00	324.00	164.00	0.00	24,896.00	1.3
3414 Rush Park Building Rental	86,840.00	86,840.00	12,400.00	5,999.00	0.00	74,440.00	14.3
<b>FEES AND SERVICES</b>	<b>159,900.00</b>	<b>159,900.00</b>	<b>21,479.25</b>	<b>8,773.75</b>	<b>0.00</b>	<b>138,420.75</b>	<b>13.4</b>
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	3,500.00	3,500.00	0.00	-2,100.00	0.00	3,500.00	0.0
3502 Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
<b>OTHER REVENUE</b>	<b>23,500.00</b>	<b>23,500.00</b>	<b>0.00</b>	<b>-2,100.00</b>	<b>0.00</b>	<b>23,500.00</b>	<b>0.0</b>
<b>Dept: 00</b>	<b>1,254,814.00</b>	<b>1,254,814.00</b>	<b>39,511.93</b>	<b>12,599.71</b>	<b>0.00</b>	<b>1,215,302.07</b>	<b>3.1</b>
Dept: 20 RECREATION							
Acct Class: 35 OTHER REVENUE							
3558 Seal Beach Run Grant	0.00	0.00	805.54	805.54	0.00	-805.54	0.0
<b>OTHER REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>805.54</b>	<b>805.54</b>	<b>0.00</b>	<b>-805.54</b>	<b>0.0</b>
<b>RECREATION</b>	<b>0.00</b>	<b>0.00</b>	<b>805.54</b>	<b>805.54</b>	<b>0.00</b>	<b>-805.54</b>	<b>0.0</b>
<b>Revenues</b>	<b>1,254,814.00</b>	<b>1,254,814.00</b>	<b>40,317.47</b>	<b>13,405.25</b>	<b>0.00</b>	<b>1,214,496.53</b>	<b>3.2</b>
<b>Expenditures</b>							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	14,000.00	14,000.00	1,950.00	900.00	0.00	12,050.00	13.9
4001 Salaries - Full-time	156,000.00	156,000.00	28,818.09	14,026.04	0.00	127,181.91	18.5
4003 Salaries - Overtime	3,432.00	3,432.00	871.94	478.79	0.00	2,560.06	25.4
4007 Vehicle Allowance	500.00	500.00	47.30	47.30	0.00	452.70	9.5
4010 Workers Compensation Insurance	3,600.00	3,600.00	423.57	0.00	0.00	3,176.43	11.8
4011 Medical Insurance	27,500.00	27,500.00	5,802.84	2,901.42	0.00	21,697.16	21.1
4015 Federal Payroll Tax -FICA	8,800.00	8,800.00	2,405.45	1,170.96	0.00	6,394.55	27.3
4018 State Payroll Taxes	1,100.00	1,100.00	48.75	22.50	0.00	1,051.25	4.4

**REVENUE/EXPENDITURE REPORT**  
AUGUST 2014 @ 16.67%

Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Expenditures</b>							
<b>Dept: 10 ADMINISTRATION</b>							
<b>SALARIES AND BENEFITS</b>							
	214,932.00	214,932.00	40,367.94	19,547.01	0.00	174,564.06	18.8
<b>Acct Class: 50 OPERATIONS AND MAINTENANCE</b>							
5002 Insurance - Liability (1)	12,500.00	12,500.00	13,186.91	0.00	0.00	-686.91	105.5
5004 Memberships and Dues (2)	6,400.00	6,400.00	2,344.79	172.40	0.00	4,055.21	36.6
5006 Travel & Meetings	1,500.00	1,500.00	41.15	41.15	0.00	1,458.85	2.7
5007 Televised Meeting Costs	17,200.00	17,200.00	1,496.95	0.00	0.00	15,703.05	8.7
5010 Publications & Legal Notices	7,200.00	7,200.00	2,306.03	2,010.78	0.00	4,893.97	32.0
5012 Printing	400.00	400.00	12.94	12.94	0.00	387.06	3.2
5014 Postage	2,000.00	2,000.00	228.98	228.98	0.00	1,771.02	11.4
5016 Office Supplies (3)	7,200.00	7,200.00	3,262.35	292.84	0.00	3,937.65	45.3
5020 Telephone (4)	1,000.00	1,000.00	461.74	351.49	0.00	538.26	46.2
5045 Miscellaneous Expenditures	5,500.00	5,500.00	291.00	291.00	0.00	5,209.00	5.3
5046 Bank Service Charge	1,000.00	1,000.00	198.09	80.03	0.00	801.91	19.8
5050 Elections	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>							
	73,900.00	73,900.00	23,830.93	3,481.61	0.00	50,069.07	32.2
<b>Acct Class: 56 CONTRACT SERVICES</b>							
5610 Legal Counsel (5)	38,000.00	38,000.00	16,856.08	12,911.08	0.00	21,143.92	44.4
5615 Financial Audit-Consulting	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
5670 Other Professional Services	50,000.00	50,000.00	12,110.89	7,583.02	0.00	37,889.11	24.2
<b>CONTRACT SERVICES</b>							
	96,500.00	96,500.00	28,966.97	20,494.10	0.00	67,533.03	30.0
<b>Acct Class: 60 CAPITAL EXPENDITURES</b>							
6010 Equipment	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
<b>CAPITAL EXPENDITURES</b>							
	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
<b>ADMINISTRATION</b>							
	391,332.00	391,332.00	93,165.84	43,522.72	0.00	298,166.16	23.8
<b>Dept: 20 RECREATION</b>							
<b>Acct Class: 40 SALARIES AND BENEFITS</b>							
4001 Salaries - Full-time	51,229.00	51,229.00	8,504.14	4,111.93	0.00	42,724.86	16.6
4002 Salaries - Part-time	22,104.00	22,104.00	4,381.42	2,069.78	0.00	17,722.58	19.8
4003 Salaries - Overtime	3,640.00	3,640.00	844.48	348.26	0.00	2,795.52	23.2
4005 Salaries - Event Attendant (6)	200.00	200.00	352.50	135.00	0.00	-152.50	176.3
4007 Vehicle Allowance	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4010 Workers Compensation Insurance	1,080.00	1,080.00	171.24	0.00	0.00	908.76	15.9
4011 Medical Insurance	7,000.00	7,000.00	1,475.32	737.66	0.00	5,524.68	21.1
4015 Federal Payroll Tax -FICA	5,500.00	5,500.00	1,077.02	509.73	0.00	4,422.98	19.6
4018 State Payroll Taxes	1,100.00	1,100.00	10.74	5.30	0.00	1,089.26	1.0
<b>SALARIES AND BENEFITS</b>							
	92,353.00	92,353.00	16,816.86	7,917.66	0.00	75,536.14	18.2
<b>Acct Class: 50 OPERATIONS AND MAINTENANCE</b>							
5006 Travel & Meetings	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5010 Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5012 Printing	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5014 Postage	150.00	150.00	0.00	0.00	0.00	150.00	0.0
5016 Office Supplies (3)	1,000.00	1,000.00	654.45	58.74	0.00	345.55	65.4
5017 Community Events	14,000.00	14,000.00	9,675.27	4,860.34	0.00	4,324.73	69.1
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	461.74	351.49	0.00	1,338.26	25.7
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>							
	24,700.00	24,700.00	16,991.46	5,270.57	0.00	7,708.54	68.8
<b>Acct Class: 56 CONTRACT SERVICES</b>							
5670 Other Professional Services	3,500.00	3,500.00	662.86	347.73	0.00	2,837.14	18.9
<b>CONTRACT SERVICES</b>							
	3,500.00	3,500.00	662.86	347.73	0.00	2,837.14	18.9
<b>Acct Class: 60 CAPITAL EXPENDITURES</b>							

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For the Period: 7/1/2014 to 8/31/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 20 RECREATION								
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
CAPITAL EXPENDITURES		2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION		122,553.00	122,553.00	34,471.18	13,535.96	0.00	88,081.82	28.1
Dept: 30 ROSSMOOR PARK								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	31,252.00	31,252.00	6,195.57	2,978.40	0.00	25,056.43	19.8
4002	Salaries - Part-time	6,851.00	6,851.00	2,007.44	839.56	0.00	4,843.56	29.3
4003	Salaries - Overtime	1,900.00	1,900.00	722.68	470.74	0.00	1,177.32	38.0
4005	Salaries - Event Attendant	250.00	250.00	0.00	0.00	0.00	250.00	0.0
4010	Workers Compensation Insurance	3,800.00	3,800.00	423.57	0.00	0.00	3,376.43	11.1
4011	Medical Insurance	8,700.00	8,700.00	1,822.48	911.24	0.00	6,877.52	20.9
4015	Federal Payroll Tax -FICA	3,600.00	3,600.00	681.93	327.63	0.00	2,918.07	18.9
4018	State Payroll Taxes	660.00	660.00	12.70	7.67	0.00	647.30	1.9
SALARIES AND BENEFITS		57,013.00	57,013.00	11,866.37	5,535.24	0.00	45,146.63	20.8
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5012	Printing	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5014	Postage	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5016	Office Supplies	900.00	900.00	327.22	29.37	0.00	572.78	36.4
5018	Janitorial Supplies	4,500.00	4,500.00	1,163.08	281.90	0.00	3,336.92	25.8
5020	Telephone	1,600.00	1,600.00	461.74	351.49	0.00	1,138.26	28.9
5022	Utilities	48,000.00	48,000.00	14,635.73	7,165.53	0.00	33,364.27	30.5
5025	SECURED PROP TAX	900.00	900.00	0.00	0.00	0.00	900.00	0.0
5030	Vehicle Maintenance	1,000.00	1,000.00	335.56	47.40	0.00	664.44	33.6
5032	Building & Grounds-Maintenance	16,000.00	16,000.00	4,745.21	3,592.18	0.00	11,254.79	29.7
5034	Alarm Systems	750.00	750.00	112.10	75.00	0.00	637.90	14.9
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052	Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		75,550.00	75,550.00	21,780.64	11,542.87	0.00	53,769.36	28.8
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	33,000.00	33,000.00	5,310.00	2,655.00	0.00	27,690.00	16.1
5656	Tree Trimming	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
5670	Other Professional Services	3,500.00	3,500.00	607.60	327.38	0.00	2,892.40	17.4
CONTRACT SERVICES		37,700.00	37,700.00	5,917.60	2,982.38	0.00	31,782.40	15.7
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES		250.00	250.00	0.00	0.00	0.00	250.00	0.0
ROSSMOOR PARK		170,513.00	170,513.00	39,564.61	20,060.49	0.00	130,948.39	23.2
Dept: 40 MONTECITO CENTER								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	26,137.00	26,137.00	5,329.88	2,565.24	0.00	20,807.12	20.4
4002	Salaries - Part-time	3,425.00	3,425.00	955.72	397.88	0.00	2,469.28	27.9
4003	Salaries - Overtime	1,040.00	1,040.00	425.56	270.77	0.00	614.44	40.9
4010	Workers Compensation Insurance	3,000.00	3,000.00	340.66	0.00	0.00	2,659.34	11.4
4011	Medical Insurance	7,100.00	7,100.00	1,474.60	737.30	0.00	5,625.40	20.8
4015	Federal Payroll Tax -FICA	2,500.00	2,500.00	512.51	246.94	0.00	1,987.49	20.5
4018	State Payroll Taxes	600.00	600.00	4.48	1.28	0.00	595.52	0.7
SALARIES AND BENEFITS		43,802.00	43,802.00	9,043.41	4,219.41	0.00	34,758.59	20.6
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0

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Fund: 10 - GENERAL FUND							
<b>Expenditures</b>							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5014 Postage	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5016 Office Supplies	900.00	900.00	327.22	29.37	0.00	572.78	36.4
5018 Janitorial Supplies	3,000.00	3,000.00	1,163.08	281.90	0.00	1,836.92	38.8
5020 Telephone	1,650.00	1,650.00	461.74	351.49	0.00	1,188.26	28.0
5022 Utilities	4,000.00	4,000.00	371.33	232.74	0.00	3,628.67	9.3
5025 SECURED PROP TAX	750.00	750.00	0.00	0.00	0.00	750.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	335.56	47.40	0.00	664.44	33.6
5032 Building & Grounds-Maintenance	3,000.00	3,000.00	814.20	211.75	0.00	2,185.80	27.1
5034 Alarm Systems	500.00	500.00	114.01	78.00	0.00	385.99	22.8
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	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>18,400.00</b>	<b>18,400.00</b>	<b>3,587.14</b>	<b>1,232.65</b>	<b>0.00</b>	<b>14,812.86</b>	<b>19.5</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	590.00	295.00	0.00	2,710.00	17.9
5656 Tree Trimming	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5670 Other Professional Services	3,500.00	3,500.00	607.60	327.38	0.00	2,892.40	17.4
<b>CONTRACT SERVICES</b>	<b>7,800.00</b>	<b>7,800.00</b>	<b>1,197.60</b>	<b>622.38</b>	<b>0.00</b>	<b>6,602.40</b>	<b>15.4</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>70,052.00</b>	<b>70,052.00</b>	<b>13,828.15</b>	<b>6,074.44</b>	<b>0.00</b>	<b>56,223.85</b>	<b>19.7</b>
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	34,034.00	34,034.00	6,195.57	2,978.40	0.00	27,838.43	18.2
4002 Salaries - Part-time	8,200.00	8,200.00	2,007.44	839.56	0.00	6,192.56	24.5
4003 Salaries - Overtime	1,716.00	1,716.00	743.44	491.50	0.00	972.56	43.3
4005 Salaries - Event Attendant	2,000.00	2,000.00	975.00	585.00	0.00	1,025.00	48.8
4010 Workers Compensation Insurance	3,500.00	3,500.00	423.57	0.00	0.00	3,076.43	12.1
4011 Medical Insurance	8,700.00	8,700.00	1,822.48	911.24	0.00	6,877.52	20.9
4015 Federal Payroll Tax -FICA	3,800.00	3,800.00	758.03	373.95	0.00	3,041.97	19.9
4018 State Payroll Taxes	775.00	775.00	34.23	19.43	0.00	740.77	4.4
<b>SALARIES AND BENEFITS</b>	<b>62,725.00</b>	<b>62,725.00</b>	<b>12,959.76</b>	<b>6,199.08</b>	<b>0.00</b>	<b>49,765.24</b>	<b>20.7</b>
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5012 Printing	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	900.00	900.00	327.22	29.37	0.00	572.78	36.4
5018 Janitorial Supplies	4,500.00	4,500.00	1,166.59	282.76	0.00	3,333.41	25.9
5020 Telephone	1,800.00	1,800.00	461.74	351.49	0.00	1,338.26	25.7
5022 Utilities	67,771.00	67,771.00	14,571.06	8,539.84	0.00	53,199.94	21.5
5025 SECURED PROP TAX	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	335.55	47.41	0.00	664.45	33.6
5032 Building & Grounds-Maintenance	23,500.00	23,500.00	1,992.12	762.71	0.00	21,507.88	8.5
5034 Alarm Systems	750.00	750.00	114.02	0.00	0.00	635.98	15.2
5045 Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
<b>OPERATIONS AND MAINTENANCE</b>	<b>106,821.00</b>	<b>106,821.00</b>	<b>18,968.30</b>	<b>10,013.58</b>	<b>0.00</b>	<b>87,852.70</b>	<b>17.8</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	5,310.00	2,655.00	0.00	27,690.00	16.1
5656 Tree Trimming	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	3,500.00	3,500.00	607.60	327.38	0.00	2,892.40	17.4
CONTRACT SERVICES		37,700.00	37,700.00	5,917.60	2,982.38	0.00	31,782.40	15.7
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES		250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK								
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	153.92	117.17	0.00	426.08	26.5
OPERATIONS AND MAINTENANCE		580.00	580.00	153.92	117.17	0.00	426.08	26.5
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	110,000.00	110,000.00	17,927.18	8,963.59	0.00	92,072.82	16.3
CONTRACT SERVICES		110,000.00	110,000.00	17,927.18	8,963.59	0.00	92,072.82	16.3
STREET LIGHTING		110,580.00	110,580.00	18,081.10	9,080.76	0.00	92,498.90	16.4
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	153.92	117.17	0.00	426.08	26.5
OPERATIONS AND MAINTENANCE		580.00	580.00	153.92	117.17	0.00	426.08	26.5
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,000.00	55,000.00	8,867.43	4,454.01	0.00	46,132.57	16.1
CONTRACT SERVICES		55,000.00	55,000.00	8,867.43	4,454.01	0.00	46,132.57	16.1
STREET SWEEPING		55,580.00	55,580.00	9,021.35	4,571.18	0.00	46,558.65	16.2
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time	15,800.00	15,800.00	2,750.28	1,424.54	0.00	13,049.72	17.4
4007	Vehicle Allowance	400.00	400.00	81.45	66.42	0.00	318.55	20.4
4015	Federal Payroll Tax -FICA	1,000.00	1,000.00	210.38	108.97	0.00	789.62	21.0
4018	State Payroll Taxes	200.00	200.00	0.00	0.00	0.00	200.00	0.0
SALARIES AND BENEFITS		17,400.00	17,400.00	3,042.11	1,599.93	0.00	14,357.89	17.5
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	25.00	25.00	0.00	0.00	0.00	25.00	0.0
5014	Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016	Office Supplies	200.00	200.00	59.51	5.34	0.00	140.49	29.8
5020	Telephone	1,000.00	1,000.00	307.82	234.32	0.00	692.18	30.8
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	367.33	239.66	0.00	1,407.67	20.7
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	67,000.00	67,000.00	0.00	0.00	0.00	67,000.00	0.0

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 80 PARKWAY TREES								
Acct Class: 56 CONTRACT SERVICES								
5660	TREE REMOVAL	700.00	700.00	1,567.20	0.00	0.00	-867.20	223.9
5664	Tree Watering Program	400.00	400.00	0.00	0.00	0.00	400.00	0.0
5670	Other Professional Services	5,500.00	5,500.00	1,784.73	760.83	0.00	3,715.27	32.4
CONTRACT SERVICES		73,600.00	73,600.00	3,351.93	760.83	0.00	70,248.07	4.6
Acct Class: 60 CAPITAL EXPENDITURES								
6015	Trees	12,000.00	12,000.00	-1,320.00	-1,320.00	0.00	13,320.00	-11.0
CAPITAL EXPENDITURES		12,000.00	12,000.00	-1,320.00	-1,320.00	0.00	13,320.00	-11.0
PARKWAY TREES								
PARKWAY TREES		104,775.00	104,775.00	5,441.37	1,280.42	0.00	99,333.63	5.2
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	639.00	639.00	108.21	51.65	0.00	530.79	16.9
4003	Salaries - Overtime	62.00	62.00	15.37	10.60	0.00	46.63	24.8
4010	Workers Compensation Insurance	180.00	180.00	19.84	0.00	0.00	160.16	11.0
4015	Federal Payroll Tax -FICA	70.00	70.00	9.42	4.74	0.00	60.58	13.5
4018	State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS		966.00	966.00	152.84	66.99	0.00	813.16	15.8
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	153.92	117.13	0.00	346.08	30.8
5022	Utilities	8,500.00	8,500.00	1,193.73	1,111.84	0.00	7,306.27	14.0
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	163.00	163.00	0.00	837.00	16.3
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		10,500.00	10,500.00	1,510.65	1,391.97	0.00	8,989.35	14.4
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	3,600.00	3,600.00	590.00	295.00	0.00	3,010.00	16.4
5656	Tree Trimming	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5670	Other Professional Services	50.00	50.00	22.06	8.13	0.00	27.94	44.1
CONTRACT SERVICES		4,150.00	4,150.00	612.06	303.13	0.00	3,537.94	14.7
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								
MINI-PARKS AND MEDIANS		15,716.00	15,716.00	2,275.55	1,762.09	0.00	13,440.45	14.5
Expenditures		1,250,697.00	1,250,697.00	255,694.81	119,083.10	0.00	995,002.19	20.4
Net Effect for GENERAL FUND		4,117.00	4,117.00	-215,377.34	-105,677.85	0.00	219,494.34-5,231.4	
Change in Fund Balance:				-215,377.34				

**REVENUE/EXPENDITURE REPORT**  
AUGUST 2014 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH</b>							
<b>Revenues</b>							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	9,436.00	9,436.00	0.00	0.00	0.00	9,436.00	0.0
PROPERTY TAXES	9,436.00	9,436.00	0.00	0.00	0.00	9,436.00	0.0
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	3,909.60	0.00	0.00	376,090.40	1.0
3101 Property assessments-prior yr	3,400.00	3,400.00	928.69	482.99	0.00	2,471.31	27.3
ASSESSMENTS	383,400.00	383,400.00	4,838.29	482.99	0.00	378,561.71	1.3
Dept: 00	392,836.00	392,836.00	4,838.29	482.99	0.00	387,997.71	1.2
<b>Revenues</b>	<b>392,836.00</b>	<b>392,836.00</b>	<b>4,838.29</b>	<b>482.99</b>	<b>0.00</b>	<b>387,997.71</b>	<b>1.2</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
5619 Bond Trustee	2,875.00	2,875.00	3,047.50	0.00	0.00	-172.50	106.0
CONTRACT SERVICES	22,875.00	22,875.00	3,047.50	0.00	0.00	19,827.50	13.3
Acct Class: 58 DEBT SERVICE							
5800 Principal	230,000.00	230,000.00	230,000.00	0.00	0.00	0.00	100.0
5801 Interest	121,210.00	121,210.00	64,170.00	0.00	0.00	57,040.00	52.9
DEBT SERVICE	351,210.00	351,210.00	294,170.00	0.00	0.00	57,040.00	83.8
RUSH PARK	374,085.00	374,085.00	297,217.50	0.00	0.00	76,867.50	79.5
Dept: 95 CONTINGENCY/RESERVES							
Acct Class: 59 RESERVES/CONTINGENCIES							
5730 Reserves - general	0.00	0.00	10,498.30	0.00	0.00	-10,498.30	0.0
RESERVES/CONTINGENCIES	0.00	0.00	10,498.30	0.00	0.00	-10,498.30	0.0
CONTINGENCY/RESERVES	0.00	0.00	10,498.30	0.00	0.00	-10,498.30	0.0
<b>Expenditures</b>	<b>374,085.00</b>	<b>374,085.00</b>	<b>307,715.80</b>	<b>0.00</b>	<b>0.00</b>	<b>66,369.20</b>	<b>82.3</b>
<b>Net Effect for ASSESSMENT DISTRICT FUND-RUSH</b>	<b>18,751.00</b>	<b>18,751.00</b>	<b>-302,877.51</b>	<b>482.99</b>	<b>0.00</b>	<b>321,628.51-1,615.3</b>	
Change in Fund Balance:			-302,877.51				

**REVENUE/EXPENDITURE REPORT**  
AUGUST 2014 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	107,052.00	107,052.00	0.00	0.00	0.00	107,052.00	0.0
PROPERTY TAXES								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	87,700.00	87,700.00	888.00	0.00	0.00	86,812.00	1.0
3101	Property assessments-prior yr	780.00	780.00	205.24	106.74	0.00	574.76	26.3
ASSESSMENTS								
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
USE OF MONEY AND PROPERTY								
Dept: 00								
		196,532.00	196,532.00	1,093.24	106.74	0.00	195,438.76	0.6
Revenues								
		196,532.00	196,532.00	1,093.24	106.74	0.00	195,438.76	0.6
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	0.00	0.00	0.00	2,530.00	0.0
CONTRACT SERVICES								
Acct Class: 58 DEBT SERVICE								
5800	Principal	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	100.0
5801	Interest	14,935.00	14,935.00	8,410.00	0.00	0.00	6,525.00	56.3
DEBT SERVICE								
		79,935.00	79,935.00	73,410.00	0.00	0.00	6,525.00	91.8
ROSSMOOR WALL								
		82,465.00	82,465.00	73,410.00	0.00	0.00	9,055.00	89.0
Expenditures								
		82,465.00	82,465.00	73,410.00	0.00	0.00	9,055.00	89.0
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL								
Change in Fund Balance:		114,067.00	114,067.00	-72,316.76	106.74	0.00	186,383.76	-63.4
				-72,316.76				



**REVENUE/EXPENDITURE REPORT**  
AUGUST 2014 @ 16.67%

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Rossmoor Community

For the Period: 7/1/2014 to 8/31/2014

	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	84,574.00	84,574.00	0.00	0.00	0.00	84,574.00	0.0
PROPERTY TAXES	84,574.00	84,574.00	0.00	0.00	0.00	84,574.00	0.0
Acct Class: 35 OTHER REVENUE							
3600 TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
OTHER REVENUE	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Dept: 00	184,574.00	184,574.00	0.00	0.00	0.00	184,574.00	0.0
<b>Revenues</b>	<b>184,574.00</b>	<b>184,574.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>184,574.00</b>	<b>0.0</b>
<b>Expenditures</b>							
Dept: 40 MONTECITO CENTER							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	0.00	0.00	9,634.38	7,634.38	0.00	-9,634.38	0.0
CAPITAL EXPENDITURES	0.00	0.00	9,634.38	7,634.38	0.00	-9,634.38	0.0
MONTECITO CENTER	0.00	0.00	9,634.38	7,634.38	0.00	-9,634.38	0.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	67,000.00	67,000.00	30,341.00	20,341.00	0.00	36,659.00	45.3
CAPITAL EXPENDITURES	67,000.00	67,000.00	30,341.00	20,341.00	0.00	36,659.00	45.3
RUSH PARK	67,000.00	67,000.00	30,341.00	20,341.00	0.00	36,659.00	45.3
Dept: 65 ROSSMOOR WALL							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
CAPITAL EXPENDITURES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
ROSSMOOR WALL	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	7,000.00	7,000.00	1,305.00	1,305.00	0.00	5,695.00	18.6
OPERATIONS AND MAINTENANCE	7,000.00	7,000.00	1,305.00	1,305.00	0.00	5,695.00	18.6
CAPITAL PROJECTS	7,000.00	7,000.00	1,305.00	1,305.00	0.00	5,695.00	18.6
<b>Expenditures</b>	<b>94,000.00</b>	<b>94,000.00</b>	<b>41,280.38</b>	<b>29,280.38</b>	<b>0.00</b>	<b>52,719.62</b>	<b>43.9</b>
<b>Net Effect for CAPITAL PROJECTS CONTRIBUTIONS</b>	<b>90,574.00</b>	<b>90,574.00</b>	<b>-41,280.38</b>	<b>-29,280.38</b>	<b>0.00</b>	<b>131,854.38</b>	<b>-45.6</b>
Change in Fund Balance:			-41,280.38				
<b>Grand Total Net Effect:</b>	<b>227,509.00</b>	<b>227,509.00</b>	<b>-631,851.99</b>	<b>-134,368.50</b>	<b>0.00</b>	<b>859,360.99</b>	

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOOTNOTES - FINANCIAL REPORT  
AUGUST 2014  
EXPENDITURES**

<b>* #1 Insurance-Liability</b> 10-10-5002	Annual premium paid for 2014-2015. Slight increase will be added to Amended Budget.
<b>* #2 Memberships and Dues</b> 10-10-5045	Annual Memberships paid in July
<b>#3 Office Supplies</b> 10-10-5016, 10-20-5016, 10-30-5016, 10-40-5016, 10-50-5016	Computers and office supplies purchased in 2013-14. Paid for July 2014-15. Will be adjusted by audit.
<b>#4 Telephone</b> 10-10-5020	2013-2014 phone paid in July. Will be adjusted by audit.
<b>#5 Legal Counsel</b> 10-10-5610	Unanticipated legal services needed. Will be adjusted in amended budget.
<b>* #6 Event Attendant</b> 10-20-4005	Additional event attendants needed for Summer Movies and Concerts in the Park due to large turnouts.
<b>* #7 Tree Removal</b> 10-80-5660	Trees removed in FY 2013-14. Will be adjusted by audit.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-3**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MONTHLY COYOTE SIGHTINGS/ACTIVITY REPORT

**RECOMMENDATION:**

Receive report.

**BACKGROUND:**

Board President Maynard has requested that staff keep track of coyote sightings reported to the District including any activities related thereto. Attached is the Monthly Coyote Sightings/Activity Report for the month of August. This report is intended to provide the Board with an account of submissions by residents to the District of coyote sightings and related activity.

**ATTACHMENTS:**

1. September Coyote Sightings/Activity Report.

# Monthly Coyote Sightings Activity Report

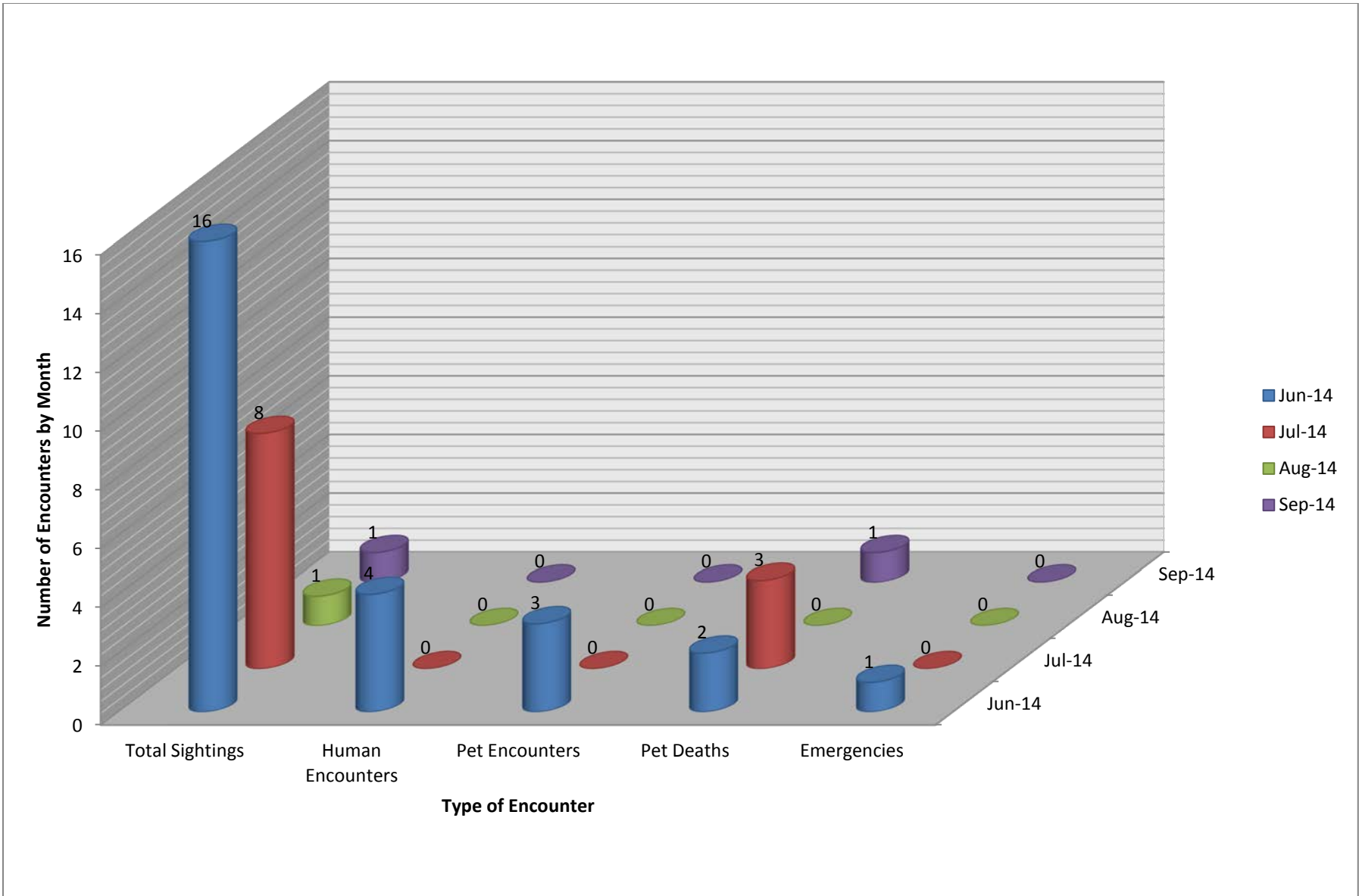
Elizabeth Deering

# 2014



The Monthly Coyote Sightings Activity Report is intended to provide the Board with information regarding the number of coyote sightings and types of encounters with urban coyotes within the community.

**Rossmoor Community Services District  
3001 Blume Drive  
Rossmoor, California 90720  
562.430.3707**



**Total Sightings =** Total of all reported Coyote Sightings/Activity by month

**Human Encounters =** Total of all reported coyote incidents involving humans; including coyote stalking, charging attacks, etc., either with or without pets.

**Pet Encounters =** All total reported coyote incidents involving pets (stalking, charging, attacks, etc.)

**Pet Deaths =** All total reported known or suspected coyote-related pet deaths extracted from Pet Encounters total (i.e. remains of a deceased animal).

**Emergencies =** All total occurrences resulting in 911 calls.





**DEPARTMENT OF THE ARMY**  
CALIFORNIA ARMY NATIONAL GUARD  
JOIN FORCES TRAINING BASE  
4522 SARATOGA AVENUE  
LOS ALAMITOS, CALIFORNIA 90720-5165  
(562) 795-2090 – DSN 972-2090

NGCA-TSD-DC

8 September 2014

MEMORANDUM FOR RECORD

SUBJECT: Coyote Management Policy at Los Alamitos Joint Forces Training Base (JFTB)

1. The California Military Department recognizes the critical and important value of urban-settings training in preparing National Guard, Reserves, Active Duty, and partnering local, State, and Federal law enforcement (LE) organizations for their respective civil support, national security, and law enforcement responsibilities.
2. In recent years, the Joint Forces Training Base Los Alamitos has experienced numerous bird strikes. Early analysis as to causation suggests the abundant rodent population is a significant attractant to the increasing bird population around the Airfield. The rodent population expanded dramatically in the last few years following the eradication of coyotes in the area.
3. Due to a number of unknown factors, coyotes appear to have returned to the areas surrounding the Base. While their return has also brought a seemingly corresponding decrease in the bird and rodent populations, neighboring cities have begun expressing resident safety concerns.
4. In recognition of the emerging concerns of neighboring cities regarding the potential health & safety threat from foraging coyotes, the Joint Forces Training Base intends to pursue a long-range, collaborative approach to the coyote-bird-rodent situation and find a way to eliminate the rodent prey attractants to both coyotes and predatory birds.
5. However, a short-range interim solution is needed as well. Based on the professional recommendation of CA Army National Guard (CAARNG) Environmental Programs Directorate staff, the short-term solution is to allow limited and controlled access to Base areas, subject to staff review and command approval, when a requesting city seeks to trap coyotes on the base. Such approval will require compliance with all applicable rules, regulations, and laws to ensure environmental compliance, health, safety, and security.
6. Correspondingly, a requesting city should recognize that coyote trapping approval may be withdraw or denied, if it is determined that such trapping activity is again leading to an increase in the rodent population and resultant predatory bird activity, and an increased risk of bird-aircraft strikes.
7. The CAARNG Integrated Pest management Plan (IPMP) states that the Installation Commander has the authority to manage threats to human health and safety and the environment in the appropriate fashion; trapping is strongly preferred over pesticide application.

8. Consistent with the commitments stated above, with due recognition of the unique challenges of daily Base operations, all military units, tenant organizations, and visitors shall be subject to the following restrictions:
  - a. Feeding of wildlife (including birds and feral cats), except as part of a JFTB pest management plan, is PROHIBITED. Bird feeders, pet bowls, dog dishes, etc. are NOT allowed and will be removed when found.
  - b. Domestic pets are NOT allowed on the Base. Any pets must always be on leash and under absolute control of their owner.
  - c. Coyote sightings must be reported immediately to JFTB Security and the Environmental Office. Coyotes are to be persistently hazed and driven away to prevent acclimatization to human interaction.
9. Point of contact for this memorandum is Tom Tandoc, Base Environmental Officer at (562) 795-2114.

A handwritten signature in black ink that reads "Nathan C Range". The signature is written in a cursive style with a large, stylized 'N' and 'R'.

NATHAN C. RANGE  
LTC, MI CAARNG  
Deputy Commander, JFTB



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** PROPOSED ORDINANCES AND REVISION OF POLICIES RE:  
USE OF DISTRICT PROPERTY

**RECOMMENDATION:**

Give first reading to proposed ordinances relating to the enforcement of District policies and to revised policies relating to the regulation and/or use of District Property.

**BACKGROUND:**

As requested by the Board, staff and General Counsel have been formulating proposed ordinances and revising policies consistent with the proposed Fee Study and with issues of enforcement of the District's policies. Attached are those proposed ordinances and revised policies. Each of these has been vetted by General Counsel and are deemed to be appropriate for enforcement of District policies. Proposed ordinances and/or policies are also consistent with provisions contained in Agenda Item D-2 Fee Study in this Agenda.

Violation of a District policy does not normally rise to the level of a misdemeanor which is enforceable by the OC Sheriff. A policy which is codified by ordinance is enforceable, and in cooperation with the OC Sheriff, will enable staff to better regulate activities on District property. The adoption of ordinances and policies require two readings, publication of the proposed ordinances in a newspaper of general circulation and 30 days to take effect after second reading.

**ATTACHMENTS:**

1. Draft Ordinance 2014-3 Codifying Policy No. 6010.
2. Policy No. 6010 Requests for Use of District Parks and Facilities.

- a. Current
  - b. Redline
  - c. Proposed
- 3. Draft Ordinance No. 2014-4 Codifying Policy No. 6011.
- 4. Policy No. 6011 Rules and Regulations for the Use of District Policy.
  - a. Current
  - b. Redline
  - c. Proposed
- 5. Draft Ordinance No. 2014-5 Codifying Proposed Policy No. 6012.
- 6. Policy No. 6012 Group Picnics, Public Gatherings and Special Events.
  - a. Current
  - b. Redline
  - c. Proposed
- 7. Draft Ordinance No. 2014-6 Codifying Policy No. 6020.
- 8. Policy No. 6020 District Facilities—Long -Term Use.
  - a. Current
  - b. Redline
  - c. Proposed
- 9. Draft Ordinance No. 2014-7 Codifying Policy No. 6021.
- 10. Proposed Policy No. 6021 Non-profit Use of District Property.
  - a. Proposed
- 11. Draft Ordinance No. 2014-8 Codifying Policy No. 6022.
- 12. Policy No. 6022 Commercial Use of District Property.
  - a. Proposed
- 13. Draft Ordinance No. 2014-9 Codifying Policy No. 6030.
- 14. Policy No. 6030 Dedicated Use of Specific District Facilities.
  - a. Current
  - b. Redline
  - c. Proposed
- 15. Draft Ordinance No. 2014-8 Codifying Policy No. 6040.

16. Policy No. 6040 Rossmoor Wall Signs.
  - a. Current
  - b. Redline
  - c. Proposed

**DRAFT  
ORDINANCE NO. 2014-03**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6010 REQUESTS FOR USE OF DISTRICT PARKS AND  
FACILITIES, AS THE RULES AND REGULATIONS THAT  
GOVERN THE REQUESTS FOR USE OF DISTRICT PARKS AND  
FACILITIES**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6010, Requests for Use of District Parks and Facilities.

The Board of Directors hereby adopts, and incorporates by reference, the attached Policy No. 6010 Requests for Use of District Parks and Facilities, as the rules and regulations that govern the requests for use of District parks and facilities.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence,

clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

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President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.

CURRENT  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6010**

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

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

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

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

**6010.03 Long-term Use:** Long-term use shall be limited to between six and twelve months. User Requests which do not exceed four days in each month and four hours in each day may be authorized by the General Manager. The use of fields shall not exceed 6 consecutive calendar months. User Permits which exceed these limitations will require Board approval.

**6010.10 Limitations:** The General Manager shall have the authority to limit the hours of use for all events based on the type of activity planned, proximity to homes, the noise level anticipated from the attendees and the availability of parking needed to accommodate the event. Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. Preparation time includes, but is not limited to, any organized activity such as exercising, warming up, practicing, preparation of a field for play, preparation of a facility for the event, or any other activity if it generates excessive noise. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.80.

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

**6010.30 Sunday Organized Use:** Permits for Sunday organized use of playing fields, other than make-up games, will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility

by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

**6010.40 User Permit Procedures:** An applicant for a User Permit must be 18 years of age (See Policy 6060.30) in order to apply for the use of a park or facility. The permittee shall make the application on forms provided by the District, accompanied by a processing fee. See Policy No. 6015 Establishment of Fees And Charges For Use Of District Parks, Buildings and Facilities. It is the responsibility of the person in charge of the event, as identified on the User Permit, to enforce the rules of this policy. Failure to enforce the rules of the District's policies is immediate grounds for revocation of a User Permit.

**6010.41 Permit Requests and Deposits:** A request for a User Permit should be received by the District a minimum of ten (10) calendar days prior to the requested date and may be submitted six (6) months prior to the requested date. A "reservation" fee will be required to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy 6015, must be paid at least ten (10) calendar days prior to the scheduled event or the request is invalid. If another applicant requests the same facility or field on the same date and time, the original applicant will be notified and requested to pay any unpaid fees and if that person does not do so within two (2) business days, the later applicant's request will be honored. In all cases, fees and deposits paid within ten (10) calendar days of the scheduled event must be in cash.

**6010.42 Response to Applicants:** Unless otherwise specified, the District will make reasonable efforts to respond to applicants within five (5) working days of receipt of application unless the request requires Board approval or if the General Manager is required to research a particular aspect of a request which is not specifically covered by Board policy. In the latter case, every attempt will be made to approve or disapprove a User Permit Request in a timely manner.

**6010.50 District Indemnification:** Application for a User Permit for groups of more than 50 individuals wishing to use a field or facility **must** sign the District's Hold Harmless Agreement. Applications for groups of 150 or more individuals must include a Certificate of Insurance naming the Rossmore Community Services District as additional insured and sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence / Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

Groups requesting multiple dates of use and any applicants requesting to serve alcohol at Montecito Center must then provide a Certificate of Insurance naming the District as additional insured regardless of the size of the group. Applications will not be approved without the required Certificate of Insurance and Hold Harmless Agreement first being provided to the District. The term group as used in this policy includes all attendees whether they are participants, fans, observers, guests, or invitees of any nature whatsoever.

**6010.60 Cancellation of Request By Applicant:** In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled use. The refund will be denied, however, if another applicant has requested the same reservation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days in advance of the scheduled event, may receive a partial refund of fees and deposits only if the General Manager finds:

a. The applicant made a reasonably good faith effort to promptly notify the District and the facility was subsequently rented for same date and time, or

b. Extenuating circumstances beyond the applicant's control justify the refund.

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

**6010.70** Cancellation by General Manager: Any reservation may be canceled by the General Manager if in his/her judgment the event violates any District policy. In the event of such a cancellation, notice shall be given to the applicant as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

**6010.80** Appeal to the Board: An applicant for a User Permit or any other interested person who disputes the decision of the General Manager regarding an application or other matter regarding a User Permit may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting and payment of the appeal fee as set forth in the fee schedule.

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



**REDLINE**  
**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**Policy**

**No. 6010**

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

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

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

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

**6010.03 Long-term Use:** Long-term use ~~A recurring monthly or weekly use of District parks or facilities shall be limited to between six~~ governed by Policy No. 6020 District Parks and twelve months. User Requests which do not exceed four days in each month ~~Facilities—~~ Long-Term Use.

**6010.04 Non-Profit Use:** Use of District parks and four hours in each day may facilities by non-profit use shall be authorized by ~~governed by~~ Policy No. 6021 Non-Profit Use of District Parks and Facilities.

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

**6010.10 General Manager:** ~~The use of fields shall not exceed 6 consecutive calendar months. User Permits which exceed these limitations will require Board approval.~~

**6010.10 Limitations Authority:** The General Manager shall have the authority to limit the hours of use for all events based on the type of activity planned, proximity to homes, the noise level anticipated from the attendees and the availability of parking needed to accommodate the event. Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. Preparation time includes, but is not limited to, any organized activity such as exercising, warming up, practicing, preparation of a field for play, preparation of a facility for the event, or any other activity if it generates excessive noise. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.8090.

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

**6010.30 Sunday Organized Use:** User Permits for Sunday organized use of playing fields, ~~other than make-up games~~, will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

**6010.40**

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

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

**6010.4142 Permit Requests and Deposits:** A request for a User Permit should be received        by the District a minimum of ten (10) calendar days prior to the requested date and may     be submitted six (6) months prior to the requested date. A "reservation" fee will be required    to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy 6015, must be paid at least ten (10) calendar days prior to the     scheduled event or the request is invalid. If another applicant requests the same facility or        field on the same date and time, the original applicant will be notified and requested to pay        any unpaid fees and if that person does not do so within two (2) business days, the later    applicant's request will be honored. In all cases, fees and deposits paid within ten (10)     calendar days of the scheduled event must be in cash.

**6010.4243 Response to Applicants:** Unless otherwise specified, the District will make    reasonable efforts to respond to applicants within five (5) working days of receipt of    application unless the request requires Board approval or if the General Manager is    required to research a particular aspect of a request which is not specifically covered by    Board policy. In the latter case, every attempt will be made to approve or disapprove a    User Permit Request in a timely manner.

**6010.5044 Revocation of User Permit:** A User Permit may be revoked by the General Manager upon a finding that any policy of the District has been violated by the holder of the permit or a person using District property under the authority of said User Permit. A person desiring to contest the revocation must do so as set forth in section 6010.90.

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

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

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**6010.6070** Cancellation of Request By Applicant: In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled use. The refund will be denied, however, if another applicant has requested the same reservation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days in advance of the scheduled event, may receive a partial refund of fees and deposits only if the General Manager finds:

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~~was subsequently rented for same date and time, or~~

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

**6010.7080** Cancellation by General Manager: Any reservation may be canceled by the General Manager if in his/her judgment the event violates any District policy. In the event of such a cancellation, notice shall be given to the applicant as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

~~**6010.80** **6010.90** Appeal to the Board: An applicant for or holder of a User Permit or any other interested person who disputes the decision of the General Manager regarding an application, denial or revocation, or other matter regarding a User Permit may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting and payment of the appeal fee as set forth in the fee scheduleBoard Agenda for the next scheduled Regular Board meeting and payment of the appeal fee as set forth in the Fee Schedule. The matter may be placed on a subsequent Board Agenda if there is insufficient time to place the matter on the agenda for the next regularly scheduled meeting of the Board. Any such appeal must be in writing and must be delivered to the General Manager within ten (10) calendar days of the contested action and must state the specific action or inaction that is being challenged. The decision of the Board shall be final.~~

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Adopted: October 8, 2002  
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Amended: August 12, 2008  
Amended: July 14, 2009  
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Readopted by Ordinance 2014-01: January 14, 2014

Amended:  
Readopted by Ordinance

PROPOSED  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6010**

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

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

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

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

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

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

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

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

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

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

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

coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

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- b. Extenuating circumstances beyond the applicant's control justify the refund.

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

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

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

Adopted: October 8, 2002  
Amended: August 10, 2004  
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Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended:  
Readopted by Ordinance

**DRAFT  
ORDINANCE NO. 2014-04**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6011 THE RULES AND REGULATIONS FOR USE OF DISTRICT  
PROPERTY, AS THE RULES AND REGULATIONS THAT  
GOVERN THE USE OF DISTRICT PROPERTY**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6011, the Rules and Regulations for Use of District Property.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6011 Rules and Regulations for the Use of District Property, as the rules and regulations that govern the use of District property.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.



**SECTION 3.** Compliance with California Environmental Quality Act

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4.** Effective Date.

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5.** Publication.

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

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President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.

CURRENT  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6011**

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

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

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

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

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

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

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

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

**6011.16** Eviction: Revocation of any permit or permission to use a park and expulsion from District property.

**6011.17** General Manager: The General Manager of the District.

**6011.18** Group "Group" means all Persons subject to the same permit.

**6011.19** Person: Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

**6011.12** User Permit: District approved written permission for event or function to take place on District property.

**6011.20** Management of District Property: The General Manager shall administer this policy or other related policies in such a way as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, as well as by any peace officer(s) having jurisdiction of any area in which a violation of any provision of this policy or other related policies may take place.

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

provision of this policy shall subject the Person violating to eviction from the park or facility in which the violation occurs and other District property, if deemed necessary.

**6011.40 Hours of Operation:** All parks shall be open to the public during the hours of 7:00 a.m. to 10:00 p.m. No Person shall enter or remain in any of the parks at any time other than during such hours as the park is open to the public except for emergency maintenance or by the District, its contractors, or for law enforcement officers or for District sponsored events accept as otherwise limited by Policy No. 6010.10— Limitations.

**6011.50 Vending and Commercial Solicitation; Permit Required:** No Person shall solicit for commercial purposes in any manner, or sell or offer for sale any goods, wares, merchandise or food products, or offer services for compensation, or distribute or pass out any primarily commercial handbill or advertising material within or about any park without a written authorization from the General Manager, provided however, that this section does not apply to any concession operated under authority granted by the Board.

**6011.60 Eviction:**

**6011.61 Person Subject to Eviction:** A Person is subject to eviction from a park when all of the following conditions occur:

- The Person is in violation of a park rule or regulation.
- The Person has been warned in a manner that is reasonably calculated to reach said Person that eviction may result from any further violation.
- After receiving such warning, a further violation occurs.
- Imposition of a lesser sanction will not reasonably suffice to cure the existing or ongoing violation of this policy.
- Where a violation of this policy is of such magnitude or seriousness as to pose an immediate threat of violence or other disruption of the public health, safety or welfare, no warning will be necessary prior to eviction.

**6011.62 Person or Group Subject to Eviction:** A Person or Group is subject to eviction from a park when any one of the following conditions occur and no lesser sanction reasonably appears to suffice:

- There is probable cause to believe that an unlawful assembly exists pursuant to California Penal Code Section 407, as determined by an officer of the law.
- There is a clear and present danger of imminent violence which cannot reasonably be forestalled without eviction.
- There exists a Group sponsored or organized activity which violates one or more park rules and regulations and such Group sponsored organized activity has not ceased as a result of one or more warnings given to the group as a whole.
- There are multiple individual violations of park rules and regulations which have not stopped following the eviction of one or more such individual violators and violations continue after the Group has had a reasonable opportunity to cure them.

**6011.70 Prohibited Activities**

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

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

**6011.73 Alcoholic Beverages:** No Person shall, within the limits of District property, possess or consume any alcoholic beverage.

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

**6011.75 Controlling Domestic Animals:**

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

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

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

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

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

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

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

**6011.80 Rental Fees and Charges:** See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

**6011.90 Amplified Sound System, Music and Live Music-Permit Required:** No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

**6011.100 Fire Regulation:**

*Smoking.* Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

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

**6011.110 Inflatable Devices:** Devices which require inflation by mechanical means or compressed gas containers, commonly called “bouncers” or “jumpers” are not permitted on District property unless the Group has provided to the District a certificate of insurance for at least \$1,000,000, naming the District as additional insured. “Bouncers” or “jumpers” which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

**6011.120 Electrical Outlets:** No person shall use any outdoor electrical outlets in District parks.

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

~~CURRENT~~  
~~PROPOSED~~  
ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

---

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

---

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

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

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

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

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

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

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

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~~**6011.16 Eviction:** Revocation of any permit or permission to use a park and expulsion from District property.~~

~~**6011.17 General Manager:** The General Manager of the District.~~

~~**6011.18 Group:** "Group" means all Persons subject to the same permit.~~

~~**6011.19 Person:** Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.~~

~~**6011.20 User Permit:** District approved written permission for event, activity or function to take place on District property issued by the General Manager of the District pursuant to Policy No. 6010.~~

~~**6011.20 Management of District Property:** The General Manager shall administer this policy or other related policies in such a waymanner, as to achieve the maximum benefit to the residents of Rossmoor and visitors. This policy shall be enforced by the General Manager and such of his/her agents as he/she may designate to perform said duty, as well as by any peace officer(s) having jurisdiction of any area in which a violation of any provision of this policy or other related policies may take place and shall be~~

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~~enforced by any peace officer, who has authority within the District pursuant to Penal Code section 830.1. For other than casual use of a court or field by less than 10 persons, a User Permit is required for the use of District facilities. Casual use shall be limited to a non-recurring, non-commercial or unscheduled activity.~~

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~~**6011.30 Compliance:** The privilege of any Person to use District property is expressly conditioned upon compliance by that Person with the provisions of this policy as they apply to such use. Violation of any provision of this policy shall subject the Person violating to eviction from the park or facility in which the violation occurs and other District property, if deemed necessary.~~

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

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~~**6011.50 Vending and Commercial Solicitation; Permit Required:** No Person shall solicit for commercial purposes in any manner, or sell or offer for sale any goods, wares, merchandise or food products, or offer services for compensation, or distribute or pass out any primarily commercial handbill or advertising material within or about any park without a written authorization from the General Manager, provided however, that this section does not apply to any concession operated under authority granted by the Board.~~

~~**6011.60 Eviction:**~~

~~**6011.61 Person Subject to Eviction:** A Person is subject to eviction from a park when all of the following conditions occur:~~

- ~~• The Person is in violation of a park rule or regulation.~~

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

- ~~• **6011.60 Parks & Facilities Committee:** The Parks & Facilities Committee is comprised of two Board members and the General Manager. The Person has been warned in a manner that is reasonably calculated to reach said Person that eviction may result from any further violation.~~
- ~~• After receiving such warning, a further violation occurs.~~
- ~~• Imposition of a lesser sanction will not reasonably suffice to cure President appoints the members of the existing or ongoing violation of this policy.~~
- ~~• Where a violation of this policy is of such magnitude or seriousness as to pose an immediate threat of violence or other disruption of the public health, safety or welfare, no warning will be necessary prior to eviction.~~

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~~**6011.62 Person or Group Subject to Eviction:** A Person or Group is subject to eviction from a park when any one of the following conditions occur and no lesser sanction reasonably appears to suffice:~~

- ~~• There is probable cause to believe that an unlawful assembly exists pursuant to California Penal Code Section 407, as determined by an officer of the law.~~
- ~~• There is a clear and present danger of imminent violence which cannot reasonably be forestalled without eviction.~~

- ~~There exists a Group sponsored or organized activity which violates one or more park rules and regulations and such Group sponsored organized activity has not ceased as a result of one or more warnings given to the group as a whole.~~
- ~~There are multiple individual violations of park rules and regulations which have not stopped following the eviction of one or more such individual violators and violations continue after the Group has had a reasonable opportunity to cure them.~~

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

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

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

**6011.73 Alcoholic Beverages:** No Person shall, within the limits of District property, possess or consume any alcoholic beverage.

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

**6011.75 Controlling Domestic Animals:**

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

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

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

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

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

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

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

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**6011.8079** Electrical Outlets: No person shall use any outdoor electrical outlets in District parks. This prohibition shall not apply to District employees or contractors acting within the scope of employment, or persons authorized to do so under a User Permit.

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

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

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**6011.90100** Amplified Sound System, Music and Live Music-Permit Required: No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permit which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

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**6011.400110** Fire Regulation:

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**6011.111** Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

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

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**6011.110**

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

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

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Adopted: Resolution 94-4, April 13, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: June 10, 2003  
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Readopted by Ordinance 2014-01: January 14, 2014  
Amended  
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PROPOSED  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6011**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**6011.111 Smoking:** Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

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

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

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

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Amended: October 13, 2009  
Amended: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended  
Readopted by Ordinance:

**DRAFT  
ORDINANCE NO. 2014-05**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6012 RULES AND REGULATIONS FOR GROUP PICNICS,  
PUBLIC GATHERINGS AND SPECIAL EVENTS AS THE RULES  
AND REGULATIONS THAT GOVERN GROUP PICNICS,  
PUBLIC GATHERINGS AND SPECIAL EVENTS**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6012 Group picnics, public gatherings and special events.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6012 Group Picnics, Public Gatherings and Special Events, as the rules and regulations that govern group picnics, public gatherings and special events.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence,

clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

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President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.



CURRENT  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6012**

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

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

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

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

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

**6012.10** Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than fifty (75) individuals to be held in any park without first obtaining a User Permit from the District. User Permits will be issued when previously issued permits have not exhausted the capacity of the park sought to be used.

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

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

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

**6012.41** Appeal to the Board: An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting, and paying fees established in fee schedule.

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

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

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

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

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

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

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

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

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

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

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

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

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

**6012.90 Special Event Permit Revocation:** The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as possible.

Adopted: July 10, 2012  
Readopted by Ordinance 2014-01: January 14, 2014

**PROPOSED**  
**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**Policy**

**No. 6012**

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

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

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

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

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

**6012.10 Group Picnics or Public Gatherings-User Permit Required:** No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than ~~forty~~ **fortyseven** (75) individuals to be held in any park without first obtaining a User Permit from the District. User Permits ~~will~~ **may** be issued when previously issued permits have not exhausted the capacity of the park sought to be used.

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

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

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

**6012.41 Appeal to the Board:** An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board ~~by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting, and paying fees established in fee schedule~~ pursuant to the procedures set forth in Policy No. 6010.90.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PROPOSED  
ROSSMOOR COMMUNITY SERVICES DISTRICT

**Policy**

**No. 6012**

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

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

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

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

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

**6012.10** Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than seventy-five (75) individuals to be held in any park without first obtaining a User Permit from the District. User Permits may be issued when previously issued permits have not exhausted the capacity of the park sought to be used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**6012.90 Special Event Permit Revocation:** The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as soon as



possible. Any person aggrieved by the General Manager's decision may appeal this decision pursuant to the procedures set forth in Policy No. 6010.90.

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

**DRAFT  
ORDINANCE NO. 2014-06**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6020 RULES AND REGULATIONS FOR DISTRICT  
FACILITIES—LONG-TERM USE, AS THE RULES AND  
REGULATIONS THAT GOVERN THE USE OF DISTRICT  
FACILITIES—LONG-TERM USE**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6020 District Facilities—Long-Term Use.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6020 District Facilities—Long—Term Use as the rules and regulations that govern District Facilities—Long-Term Use.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3.** Compliance with California Environmental Quality Act

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4.** Effective Date.

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5.** Publication.

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

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President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.

CURRENT  
Rossmoor Community Services District

**Policy**

**No. 6020**

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**DISTRICT FACILITIES – LONG-TERM USE**

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**6020.10** Long-Term Use Defined: Long-term use shall be limited to between six and twelve months. User Requests which do not exceed four days in each month and four hours in each day may be authorized by the General Manager. The use of fields shall not exceed 6 consecutive calendar months. User Permits which exceed these limitations will require Board approval.

**6020.20** Community Benefit Required: Long-term use of District facilities will be authorized only when there is a benefit to the community.

**6020.30** Use Greater Than 12 Months: The fixed period of time for long-term use shall be no more than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The General Manager shall notify the Board of each renewal of a long term use request after the first year.

**6020.40** User Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for the Use of District Parks, Buildings and Facilities for the long-term use of District facilities.

Adopted: September 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: July 13, 2004  
Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014

PROPOSED  
Rossmoor Community Services District

**Policy**

**No. 6020**

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

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**6020.10** Long-Term Use Defined: Any person or group requesting recurring monthly or weekly use of District parks or facilities for any activity, event, meeting or gathering for a period of six (6) to twelve (12) months.

**6020.20** Community Benefit Required: Long-term use of District facilities will be authorized only when there is a benefit to the community as determined by the General Manager. The determination of whether or not a community benefit exists is subject to the appeal procedures set forth in Policy No. 6010.90.

**6020.30** Use Greater Than 12 Months: The fixed period of time for long-term use shall be no more than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The General Manager shall notify the Board of each renewal of a long term use request after the first year.

**6020.40** User Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for the Use of District Parks, Buildings and Facilities for the long-term use of District facilities.

**6020.50** Non-profit Use: Proof of non-profit tax status is required for applicants requesting long-term use on a non-profit fee basis.

Adopted: September 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: July 13, 2004  
Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended  
Readopted by Ordinance 2014

PROPOSED  
Rossmoor Community Services District

**Policy**

**No. 6020**

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

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**6020.10** Long-Term Use Defined: Any person or group requesting recurring monthly or weekly use of District parks or facilities for any activity, event, meeting or gathering for a period of six (6) to twelve (12) months.

**6020.20** Community Benefit Required: Long-term use of District facilities will be authorized only when there is a benefit to the community as determined by the General Manager. The determination of whether or not a community benefit exists is subject to the appeal procedures set forth in Policy No. 6010.90.

**6020.30** Use Greater Than 12 Months: The fixed period of time for long-term use shall be no more than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The General Manager shall notify the Board of each renewal of a long term use request after the first year.

**6020.40** User Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for the Use of District Parks, Buildings and Facilities for the long-term use of District facilities.

**6020.50** Non-profit Use: Proof of non-profit tax status is required for applicants requesting long-term use on a non-profit fee basis.

Adopted: September 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: July 13, 2004  
Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended  
Readopted by Ordinance 2014

**DRAFT  
ORDINANCE NO. 2014-07**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6021 NON-PROFIT USE OF DISTRICT FACILITIES, AS THE  
RULES AND REGULATIONS THAT GOVERN THE NON-  
PROFIT USE OF DISTRICT PROPERTY**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6021 Non-profit Use of District Property

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6021 Non-profit Use of District Property, as the rules and regulations that govern non-profit use of District property.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

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President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.



PROPOSED  
Rossmoor Community Services District

**Policy**

**No. 6021**

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**NON PROFIT USE OF DISTRICT PROPERTY**

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

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

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

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

**6021.50** Proof of Non-Profit Status: Persons or groups applying for non-profit-use of District buildings and/or fields or courts shall submit proof that they qualify for non-profit status pursuant to IRS Code Section 501 c(3) and provide a federal tax ID for User Permit. Groups may also be asked to submit participant rosters with identifying information as determined by the District.

Adopted by Ordinance: 2014

**DRAFT  
ORDINANCE NO. 2014-08**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6022 COMMERCIAL USE OF DISTRICT FACILITIES, AS THE  
RULES AND REGULATIONS THAT GOVERN THE  
COMMERCIAL USE OF DISTRICT PROPERTY**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6022 Commercial Use of District Property

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6022 Commercial Use of District Property, as the rules and regulations that govern commercial use of District property.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

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President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.

PROPOSED  
Rossmoor Community Services District

**Policy**

**No. 6022**

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**COMMERCIAL USE OF DISTRICT PROPERTY**

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**6022.00** Commercial Use Defined: “Commercial use” means any for-profit activity or enterprise.

**6022.10** Community Benefit Required: Commercial use of District buildings, courts and fields shall be authorized only when there is a benefit to the community and the activity is limited to purposes consistent with the intended use of such facility.

**6022.10** Agreement Required: Prior to issuance of a User Permit for commercial use of District property, a formal Agreement shall be negotiated between the District and the proposed user for defining the scope of the intended use and agreement on a sharing of gross revenues between the parties. Such Agreement shall be approved by the Board.

**6022.20** User Fees and Deposits: In addition to a negotiated revenue sharing Agreement, commercial users shall be required to pay established permit fees and hourly rates, as applicable. See Policy No. 6015 Establishment of Fees and Charges for the Use of District Facilities for the commercial use of District property.

**6022.30** Term of Agreement: The term of a revenue sharing Agreement shall be negotiated prior to the issuance of a User Permit. Any proposed term of more than one year shall require approval by the Board on an annual basis and any modification to the Agreement other than ministerial, shall also require approval by the Board.

Adopted:  
Readopted by Ordinance

**DRAFT  
ORDINANCE NO. 2014-09**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6030 DEDICATED USE OF SPECIFIC DISTRICT BUILDINGS, AS  
THE RULES AND REGULATIONS THAT GOVERN DEDICATED  
USE OF DISTRICT BUILDINGS**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6030 Dedicated Use of Specific District Buildings.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6030 Dedicated Use of Specific District Buildings, as the rules and regulations that govern dedicated use of District buildings.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

---

President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.

CURRENT  
Rossmoor Community Services District

**Policy**

**No. 6030**

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**DEDICATED USE OF SPECIFIC DISTRICT FACILITIES**

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**6030.10** Dedicated Use - A Fixed Period of Time: Dedicated use shall be for a fixed period of time of not less than one year and not more than two years. Continued dedicated use past the approved period of time will require the specific review and approval of the Board. The Board in its discretion may also review and/or modify an approved dedicated use when unforeseen circumstances arise after the time of approval.

**6030.20** Facilities Available For Dedicated Use: Only those facilities or portion of facilities that have been designated by the Board as not lending themselves to other forms of use shall be included in this category. The District shall develop a list of spaces which can be used in this manner, reviewed annually by the Board in June. The Board may, in its discretion, review and revise the list on a more frequent basis.

**6030.30** Request For Dedicated Use: Each request for use of District facilities which has been made available for dedicated use shall be in writing and shall include the following, and shall be subject to Board review and approval.

- A. A description of proposed use.
- B. Square footage requirements.
- C. Statement of benefit to the community from the proposed use.
- D. Duration of use required.

**6030.40** Rental Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

Adopted: December 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: August 13, 2004  
Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014

~~CURRENT~~  
~~PROPOSED~~  
Rossmoor Community Services District

Policy

No. 6030

**DEDICATED USE OF SPECIFIC DISTRICT ~~FACILITIES~~BUILDINGS**

**6030.4000** Dedicated Use ~~-A Fixed Period of Time Defined~~: Dedicated use shall be for a fixed period of time of not less than one year and not more than two years. Continued dedicated use past the approved period of time will require the specific review and approval of the Board. The Board in its discretion may also review and/or modify an approved dedicated use when unforeseen circumstances arise after the time of approval.

**6030.2010** Facilities Available For Dedicated Use: Only those facilities or portion of facilities that have been designated by the Board as not lending themselves to other forms of use shall be included in this category. The District shall develop a list of spaces which can be used in this manner, reviewed annually by the Board in June. The Board may, in its discretion, review and revise the list on a more frequent basis.

**6030.3020** Request For Dedicated Use: Each request for use of District facilities which has been made available for dedicated use shall be in writing and shall include the following, and shall be subject to Board review and approval.

- A. A description of proposed use.
- B. Square footage requirements.
- C. Statement of benefit to the community from the proposed use.
- D. Duration of use required.

**6030.4030** Rental Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

Adopted: December 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: August 13, 2004

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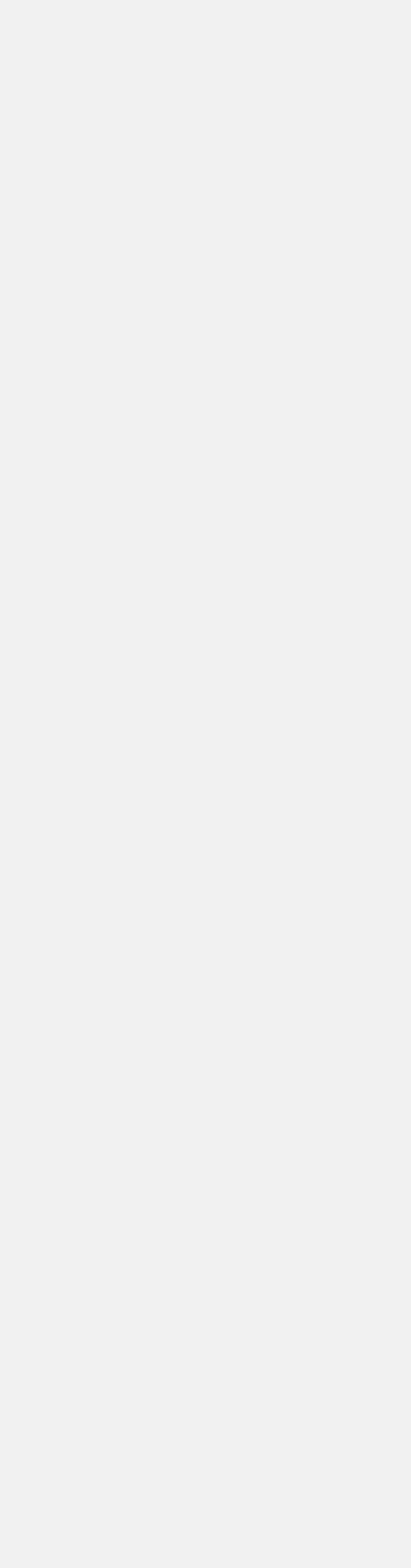
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Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended:  
Readopted by Ordinance:



PROPOSED  
Rossmoor Community Services District

**Policy**

**No. 6030**

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**DEDICATED USE OF SPECIFIC DISTRICT BUILDINGS**

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**6030.00** Dedicated Use Defined: Dedicated use shall be for a fixed period of time of not less than one year and not more than two years. Continued dedicated use past the approved period of time will require the specific review and approval of the Board. The Board in its discretion may also review and/or modify an approved dedicated use when unforeseen circumstances arise after the time of approval.

**6030.10** Facilities Available For Dedicated Use: Only those facilities or portion of facilities that have been designated by the Board as not lending themselves to other forms of use shall be included in this category. The District shall develop a list of spaces which can be used in this manner, reviewed annually by the Board in June. The Board may, in its discretion, review and revise the list on a more frequent basis.

**6030.20** Request For Dedicated Use: Each request for use of District facilities which has been made available for dedicated use shall be in writing and shall include the following, and shall be subject to Board review and approval.

- A. A description of proposed use.
- B. Square footage requirements.
- C. Statement of benefit to the community from the proposed use.
- D. Duration of use required.

**6030.30** Rental Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

Adopted: December 14, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: December 10, 2002  
Amended: August 13, 2004  
Amended: August 12, 2008  
Readopted by Ordinance 2014-01: January 14, 2014  
Amended:  
Readopted by Ordinance:

**DRAFT  
ORDINANCE NO. 2014-10**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF  
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.  
6040 ROSSMOOR WALL SIGNS, AS THE RULES AND  
REGULATIONS THAT GOVERN THE PLACEMENT OF SIGNS  
ON THE ROSSMOOR SIGNATURE WALL**

**WHEREAS**, Rossmoor Community Services District (“District”) is a district duly organized and existing under and pursuant to the Community Services District Law, Sections 61000 *et seq.* of the California Government Code; and

**WHEREAS**, the District is empowered by California Government Code Section 61060(b) to adopt, by ordinance, and enforce rules and regulations for the administration, operation and use of facilities and services listed in California Government Code Section 61100; and

**WHEREAS**, California Government Code Section 61100(e) authorizes the District to acquire, construct, improve, maintain and operate recreation facilities such as parks; and

**WHEREAS**, California Government Code Section 61064(a) provides that any violation of any rule, regulation or ordinance adopted by the District is punishable as a misdemeanor pursuant to California Penal Code Section 19.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF ROSSMOOR COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1.** Adoption of Policy No. 6040, Rossmoor Wall Signs.

The Board of Directors hereby adopts, and incorporates by reference, the attached Policy No. 6040 Rossmoor Wall Signs, as the rules and regulations that govern the placement of signs on the Rossmoor Signature Wall.

**SECTION 2.** Severability.

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

**SECTION 3. Compliance with California Environmental Quality Act**

The Board finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 4. Effective Date.**

This Ordinance shall become effective thirty (30) days from its adoption.

**SECTION 5. Publication.**

The District Secretary shall certify to the adoption of this Ordinance and cause it and the incorporated exhibits, including the vote for and against the same, to be published once within fifteen (15) days of adoption in a newspaper of general circulation printed and published within the Rossmoor Community Services District in accordance with California Government Code Section 25124(a).

Adopted by the Rossmoor Community Services District Board of Directors this XX day of Month, 2014.

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President Michael Maynard  
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on Month XX, 2014 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2014.

CURRENT  
Rossmoor Community Services District

**Policy**

**No. 6040**

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**ROSSMOOR WALL SIGNS**

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**6040.00** Definition and Scope: The District has jurisdiction over and responsibility for the Rossmoor Signature Wall (the "Wall").

**6040.10** Principle: The Wall is an important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the beauty and integrity of this asset in order to retain the unique character of Rossmoor while balancing the desire of homeowners and residents of Rossmoor to publicize events and post notices of general interest to the community.

**6040.20** Purpose: This Policy establishes clear, readily understandable rules, regulations and procedures for residents and the District to permit the posting of reasonable signs and notices of general interest to the community on the Wall which will minimize damage and preserve this asset and the value it provides to the community. This policy seeks to establish a balance between individual and community needs with regulations intended to control physical damage to the Wall, avoidance of inappropriate signage or notices that create a public nuisance or detract from the value of the community's asset.

**6040.30** Policy: The following regulations shall be adhered to by all parties desiring to post signage or notices on the Wall.

**6040.40** The Wall.

**6040.41** Definition: The Signature Wall runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road. The Katella Wall runs along the north side of Rossmoor starting just west of Wallingsford Rd. extending 75 feet westerly. (Note: The Katella Wall is private property. However, the owners have granted the District an easement to enforce its sign policy on their wall.)

**6040.42** Permitted Signs: Any resident or homeowner of Rossmoor wishing to attach a sign to the Wall shall obtain approval from the District pursuant to Policy 6040.71. No commercial signs shall be permitted on the Wall. No political signs of any type, including candidates for election, shall be permitted at any time. Further, no signs shall contain any material that is slanderous, obscene or discriminatory as defined in applicable law. Except for the preceding express limitations, no request for a sign shall be denied based upon the content of the sign. The intent of this Policy is not to regulate the content of signs but rather, to establish requirements pertaining to the time, place and manner of the posting of signs.

**6040.43** Permitted Locations: In order to preserve the beauty and integrity of the Signature Wall, permitted signs may only be posted on the curved portions of the Wall at Hedwig Road, Bradbury Road and St. Cloud as shown on Attachment I. Under no circumstances may any signs be placed on any other portion of the Wall. For the Katella Wall, signs may be posted only on the wall next to the brick veneer.

**6040.44** Size, Design and Means of Attachment: The signs shall be of professional quality and shall be limited to no larger than the size indicated on Attachment I. No homemade signs will be approved. The only permitted means of attachment are set forth in Attachment I. In no event may nails, screws or other mechanical means of attachment be used, other than the installed grommets as shown in Attachment I.

**6040.45** Time Limitations: The time for which the sign or notice may be posted shall be indicated on the Sign Permit Approval Form, Attachment II. However, unless otherwise approved by the District, all permitted signs and notices shall be removed by the person(s) posting the sign or notice within one (1) day after the event described on the sign or notice. In no event shall any sign be posted for more than five (5) consecutive days.

**6040.46** Number of Signs: No more than one sign for a particular event or notice may be posted at any one location and no more than two locations may be utilized by an applicant without the approval of the General Manager. There must be a compelling reason for signs or notices at more than two locations at the same time.

**6040.50** District Responsibilities: It is the District's responsibility to maintain and preserve the Wall and maintain, preserve and operate the Parks for all of the residents and homeowners of Rossmoor. In that regard, the District has promulgated this policy and will actively inform residents and homeowners of their responsibilities under this policy and how to properly post signage and notices to preserve and protect these community assets. The District shall, as required, see that this policy is properly enforced for the good of the community. Any questions or issues arising under this policy shall be submitted to and resolved by the District.

**6040.60** General: Any other acts or failures to act relating to signage on the Wall not specifically noted herein, that in the reasonable judgment of the District might significantly detract from the preservation, protection and aesthetic appearance of the Wall is prohibited.

**6040.70** Procedures: Except as otherwise permitted herein, any homeowner or resident of Rossmoor wishing to post signage or notices on the Wall shall comply with the following procedures.

**6040.71** District Sign Approval: For any sign or notice to be posted on the Wall, the Rossmoor resident or homeowner desiring to post the sign shall complete a Sign Permit Approval Form ( Attachment II) and submit it to the District office. The form should be submitted at least two (2) business days prior to the date of posting. The General Manager will review the form and the proposed sign for compliance with Policy Section 6040.42, and shall approve, reject or approve subject to changes and inform the applicant of his/her decision. If an applicant disagrees with a decision of the General Manager, he or she can appeal to the Board. The decision of the Board is final. Under no circumstances will a sign be rejected or changes to the content be required due to the content of the sign; provided the content does not violate the limited restrictions set forth in Policy section 6040.42.

**6024.72** Application Fee: There is no charge for posting an approved sign. An application processing fee may be charged as called out in Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

**6040.73** Posting and Removal of Signs: The Sign Permit Approval Form (Attachment II) shall identify the person(s) responsible for posting and removing the approved signs. All signs shall be attached as specified in the approval form and shall be promptly removed on the date indicated in the form. Any sign not removed in a timely manner may be

removed by the District. Persons renting District facilities may display temporary signs during the hours that they are paying rent for a particular facility with the approval of the General Manager.

**604.74** Priority of Applicants: Applications for posting of signs or notices may be made no more than six( 6) months in advance. Applications shall be processed on a first come, first served basis. Under some extraordinary circumstances this approval may be rescinded for a necessary use by the District as determined by the General Manager, utilizing the following priorities:

- a. District Needs
- b. Rossmoor Homeowners Association
- c. Rossmoor Residents
- d. Other Applicants for Activities of Interest to Rossmoor Residents

Once an application is approved, it will not be voided unless there is a compelling need, as determined by the General Manager, regardless of priority.

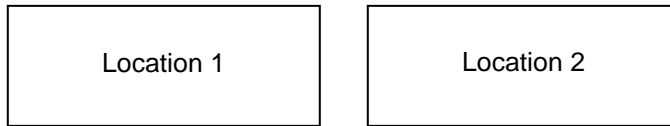
**604.75** Enforcement of Policy: The District has the responsibility for enforcing this Policy in an even handed manner. If, however, anyone egregiously or repeatedly violates this Policy, or takes any action endangering the Wall, the District shall have the right, under California Civil Code §3479 and §3480 and Code of Civil Procedure §731, to enforce the provisions. The District shall first provide written notice to the party breaching the provisions and, if the prohibited action is not ceased or cured, as applicable, the District may proceed with filing of a civil action against the offending party.

Adopted: Resolution 01-12-11-02  
Approved renumbering & format: October 8, 2002  
Reaffirmed: May 13, 2003  
Amended: June 8, 2004  
Amended: June 9, 2009  
Readopted by Ordinance 2014-01: January 14, 2014

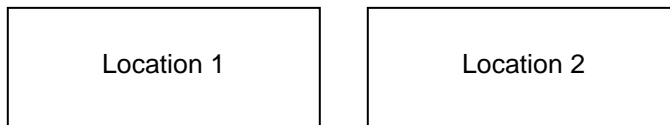
## ATTACHMENT I

1. Permitted Locations:

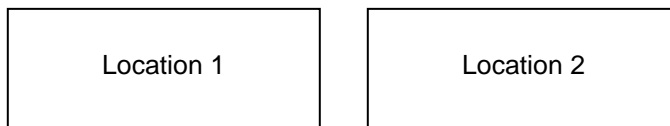
(a) Hedwig Road on the curved portion of the Wall in assigned location as shown:



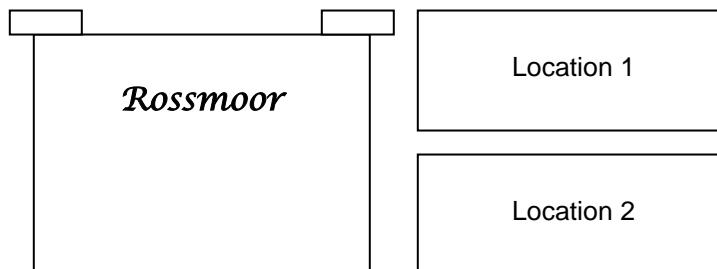
(b) Bradbury Road on the curved portion of the Wall in assigned location as shown:



(c) St. Cloud Drive on the curved portion of the Wall in assigned location as shown:



(d) Katella Avenue at Wallingsford Road on the wall next to the brick veneer in assigned location as shown:



2. Maximum size: 3' X 6'.

3. Approved Attachment: Signs may be attached using the grommets currently installed on the Wall for signage utilizing bungee cords. Except for the currently installed grommets; no other means may be used to attach signs. Signs may also not be attached with duct tape or any other adhesive material.

4. Do not remove any previously posted signs that do not belong to you or your organization. Contact the District office and obtain permission to place your sign over the sign currently in place.



**REDLINE**

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## Rossmoor Community Services District

**Policy**

**No. 6040**

### **ROSSMOOR WALL SIGNS**

**6040.00** Definition and Scope: The District has jurisdiction over and responsibility for the Rossmoor Signature Wall (the "Wall").

**6040.10** Principle: The Wall is an important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the beauty and integrity of this asset in order to retain the unique character of Rossmoor while balancing the desire of homeowners and residents of Rossmoor to publicize events and post notices of general interest to the community.

**6040.20** Purpose: This Policy establishes clear, readily understandable rules, regulations and procedures for residents and the District to permit the posting of reasonable signs and notices of general interest to the community on the Wall which will minimize damage and preserve this asset and the value it provides to the community. This policy seeks to establish a balance between individual and community needs with regulations intended to control physical damage to the Wall, avoidance of inappropriate signage or notices that create a public nuisance or detract from the value of the community's asset. Except for the limitations expressed herein, no request for a sign shall be denied based upon the content of the sign. The intent of this Policy is not to regulate the content of signs but rather, to establish requirements pertaining to the time, place and manner of the posting of signs

**6040.30** Policy: The following regulations shall be adhered to by all parties desiring to post signage or notices on the Wall.

**6040.40** The Wall.

**6040.41** Definition: The Signature Wall runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road. The Katella Wall runs along the north side of Rossmoor starting just west of Wallingsford Rd. extending 75 feet westerly. (Note: The Katella Wall is private property. However, the owners have granted the District an easement to enforce its sign policy on their wall.)

**6040.42** Permitted Signs: ~~Any person resident or homeowner of Rossmoor wishing to who attaches a sign to the Wall shall obtain approval from the District pursuant to Policy section 6040.71 of this Policy prior to attaching a sign to the Wall. No commercial signs shall be permitted on the Wall. No political signs of any type, including candidates for election, shall be permitted at any time. Further, no sign attached to the Wall may contain any material that is slanderous, obscene or or discriminatory defamatory or that constitutes fighting words or an incitement to riots defined in applicable law. Except for the preceding express limitations, no request for a sign shall be denied based upon the content of the sign. The intent of this Policy is not to regulate the content of signs but rather, to establish requirements pertaining to the time, place and manner of the posting of signs. (Requires new language from General Counsel)~~

**6040.43 Permitted Locations:** In order to preserve the beauty and integrity of the Signature Wall, permitted signs may only be posted on the curved portions of the Wall at Hedwig Road, Bradbury Road and St. Cloud as shown on Attachment I. Under no circumstances may any signs be placed on any other portion of the Wall. For the Katella Wall, signs may be posted only on the wall next to the brick veneer.

**6040.44 Size, Design and Means of Attachment:** The signs shall be of professional quality and shall be limited to no larger than the size indicated on Attachment I. ~~No homemade signs will be approved.~~ The only permitted means of attachment are set forth in Attachment I. In no event may nails, screws or other mechanical means of attachment be used, other than the installed grommets as shown in Attachment I.

**6040.45 Time Limitations:** The time for which the sign or notice may be posted shall be indicated on the Sign Permit Approval Form, Attachment II. However, unless otherwise approved by the District, all permitted signs and notices shall be removed by the person(s) posting the sign or notice within one (1) day after the event described on the sign or notice. In no event shall any sign be posted for more than five (5) consecutive days.

**6040.46 Number of Signs:** No more than one sign for a particular event or notice may be posted at any one location and no more than two locations may be utilized by an applicant without the approval of the General Manager. There must be a compelling reason for signs or notices at more than two locations at the same time.

**6040.50 District Responsibilities:** It is the District's responsibility to maintain and preserve the Wall and maintain, preserve and operate the Parks for all of the residents and homeowners of Rossmoor. In that regard, the District has promulgated this policy and will actively inform residents and homeowners of their responsibilities under this policy and how to properly post signage and notices to preserve and protect these community assets. The District shall, as required, see that this policy is properly enforced for the good of the community. Any questions or issues arising under this policy shall be submitted to and resolved by the District.

**6040.60 General:** Any other acts or failures to act relating to signage on the Wall not specifically noted herein, that in the reasonable judgment of the District might significantly detract from the preservation, protection and aesthetic appearance of the Wall is prohibited.

**6040.70 Procedures:** Except as otherwise permitted herein, any homeowner or resident of Rossmoor wishing to post signage or notices on the Wall shall comply with the following procedures.

**6040.71 District Sign Approval:** For any sign or notice to be posted on the Wall, the ~~Rossmoor resident or homeowner~~ person desiring to post the sign shall complete a Sign Permit Approval Form (~~Attachment II~~) and submit it to the District office. The form should be submitted at least two (2) business days prior to the date of posting. The General Manager will review the form and the proposed sign for compliance with Policy Section 6040.42, and shall approve, reject or approve subject to changes and inform the applicant of his/her decision. If an applicant disagrees with a decision of the General Manager, he or she can appeal to the Board. The decision of the Board is final. Under no circumstances will a sign be rejected or changes to the content be required due to the content of the sign; provided the content does not violate the limited restrictions set forth in ~~Policy~~ section 6040.42 of this Policy.

**6024.72 Application Fee:** There is no charge for posting an approved sign. An application processing fee may be charged as called out in Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

**6040.73 Posting and Removal of Signs:** The Sign Permit Approval Form (Attachment II) shall identify the person(s) responsible for posting and removing the approved signs. All signs shall be attached as specified in the approval form and shall be promptly removed on the date indicated in the form. Any sign not removed in a timely manner, or not posted pursuant to this Policy, may be removed by the District. Persons renting District facilities may display temporary signs during the hours that they are paying rent for a particular facility with the approval of the General Manager.

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**6040.74 Priority of Applicants:** Applications for posting of signs or notices may be made no more than six (6) months in advance. Applications shall be processed on a first come, first served basis. Under some extraordinary circumstances this approval may be rescinded for a necessary use by the District as determined by the General Manager, utilizing the following priorities:

- a. District Needs
- ~~b. Rossmoor Homeowners Association~~
- b. Rossmoor Residents
- ~~d. Other Applicants for Activities of Interest to Rossmoor Residents~~

Once an application is approved, it will not be voided unless there is a compelling need, as determined by the General Manager, regardless of priority.

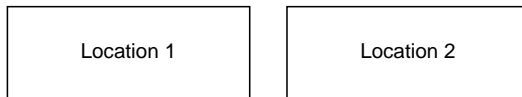
**6040.75 Enforcement of Policy:** The District has the responsibility for enforcing this Policy in an even handed manner. If, however, ~~anyone egregiously or repeatedly~~any person violates this Policy, or takes any action endangering the Wall, the District shall have the right, under California Civil Code §3479 and §3480 and Code of Civil Procedure §731, in addition to any other provision of law, to enforce the provisions. The District shall first provide written notice to the party breaching the provisions ~~and of this Policy, if the prohibited action is not ceased or cured, as applicable, the District may proceed prior with to commencing any filing of a civil action for civil or injunctive relief~~ against the offending party.

Adopted: Resolution 01-12-11-02  
Approved renumbering & format: October 8, 2002  
Reaffirmed: May 13, 2003  
Amended: June 8, 2004  
Amended: June 9, 2009  
Readopted by Ordinance 2014-01: January 14, 2014

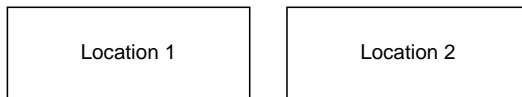
### ATTACHMENT I

1. Permitted Locations:

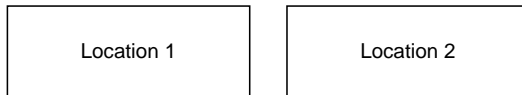
(a) Hedwig Road on the curved portion of the Wall in assigned location as shown:



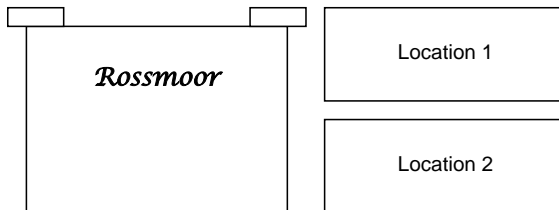
(b) Bradbury Road on the curved portion of the Wall in assigned location as shown:



(c) St. Cloud Drive on the curved portion of the Wall in assigned location as shown:



(d) Katella Avenue at Wallingsford Road on the wall next to the brick veneer in assigned location as shown:



2. Maximum size: 3' X 6'.

3. Approved Attachment: Signs may be attached using the grommets currently installed on the Wall for signage utilizing bungee cords. Except for the currently installed grommets; no other means may be used to attach signs. Signs may also not be attached with duct tape or any other adhesive material.
4. Do not remove any previously posted signs that do not belong to you or your organization. Contact the District office and obtain permission to place your sign over the sign currently in place.

PROPOSED  
Rossmoor Community Services District

**Policy**

**No. 6040**

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**ROSSMOOR WALL SIGNS**

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**6040.00** Definition and Scope: The District has jurisdiction over and responsibility for the Rossmoor Signature Wall (the "Wall").

**6040.10** Principle: The Wall is an important community-owned asset of Rossmoor that enhances the value of the Rossmoor community. As such, every effort shall be made to preserve and protect the beauty and integrity of this asset in order to retain the unique character of Rossmoor while balancing the desire of homeowners and residents of Rossmoor to publicize events and post notices of general interest to the community.

**6040.20** Purpose: This Policy establishes clear, readily understandable rules, regulations and procedures for residents and the District to permit the posting of reasonable signs and notices of general interest to the community on the Wall which will minimize damage and preserve this asset and the value it provides to the community. This policy seeks to establish a balance between individual and community needs with regulations intended to control physical damage to the Wall, avoidance of inappropriate signage or notices that create a public nuisance or detract from the value of the community's asset. Except for the limitations expressed herein, no request for a sign shall be denied based upon the content of the sign. The intent of this Policy is not to regulate the content of signs but rather, to establish requirements pertaining to the time, place and manner of the posting of signs.

**6040.30** Policy: The following regulations shall be adhered to by all parties desiring to post signage or notices on the Wall.

**6040.40** The Wall.

**6040.41** Definition: The Signature Wall runs along the east side of Rossmoor, starting just north of the drainage ditch below St. Cloud adjacent to the Bixby development, extending northward to Hedwig Road. It includes the curbed sections at St. Cloud, Bradbury Road, Rossmoor Way, Orangewood Avenue and Hedwig Road. The Katella Wall runs along the north side of Rossmoor starting just west of Wallingsford Rd. extending 75 feet westerly. (Note: The Katella Wall is private property. However, the owners have granted the District an easement to enforce its sign policy on their wall.)

**6040.42** Permitted Signs: Any person who attaches a sign to the Wall shall obtain approval from the District pursuant to section 6040.71 of this Policy prior to attaching a sign to the Wall. No sign attached to the Wall may contain any material that is obscene or defamatory or that constitutes fighting words or an incitement to riot.

**6040.43** Permitted Locations: In order to preserve the beauty and integrity of the Signature Wall, permitted signs may only be posted on the curved portions of the Wall at Hedwig Road, Bradbury Road and St. Cloud as shown on Attachment I. Under no circumstances may any signs be placed on any other portion of the Wall. For the Katella Wall, signs may be posted only on the wall next to the brick veneer.

**6040.44** Size, Design and Means of Attachment: The signs shall be of professional quality and shall be limited to no larger than the size indicated on Attachment I. The only

permitted means of attachment are set forth in Attachment I. In no event may nails, screws or other mechanical means of attachment be used, other than the installed grommets as shown in Attachment I.

**6040.45 Time Limitations:** The time for which the sign or notice may be posted shall be indicated on the Sign Permit Approval Form, Attachment II. However, unless otherwise approved by the District, all permitted signs and notices shall be removed by the person(s) posting the sign or notice within one (1) day after the event described on the sign or notice. In no event shall any sign be posted for more than five (5) consecutive days.

**6040.46 Number of Signs:** No more than one sign for a particular event or notice may be posted at any one location and no more than two locations may be utilized by an applicant without the approval of the General Manager. There must be a compelling reason for signs or notices at more than two locations at the same time.

**6040.50 District Responsibilities:** It is the District's responsibility to maintain and preserve the Wall and maintain, preserve and operate the Parks for all of the residents and homeowners of Rossmoor. In that regard, the District has promulgated this policy and will actively inform residents and homeowners of their responsibilities under this policy and how to properly post signage and notices to preserve and protect these community assets. The District shall, as required, see that this policy is properly enforced for the good of the community. Any questions or issues arising under this policy shall be submitted to and resolved by the District.

**6040.60 General:** Any other acts or failures to act relating to signage on the Wall not specifically noted herein, that in the reasonable judgment of the District might significantly detract from the preservation, protection and aesthetic appearance of the Wall is prohibited.

**6040.70 Procedures:** Except as otherwise permitted herein, any homeowner or resident of Rossmoor wishing to post signage or notices on the Wall shall comply with the following procedures.

**6040.71 District Sign Approval:** For any sign or notice to be posted on the Wall, the person desiring to post the sign shall complete a Sign Permit Approval Form (Attachment II) and submit it to the District office. The form should be submitted at least two (2) business days prior to the date of posting. The General Manager will review the form and the proposed sign for compliance with Policy Section 6040.42, and shall approve, reject or approve subject to changes and inform the applicant of his/her decision. If an applicant disagrees with a decision of the General Manager, he or she can appeal to the Board. The decision of the Board is final. Under no circumstances will a sign be rejected or changes to the content be required due to the content of the sign; provided the content does not violate the limited restrictions set forth in section 6040.42 of this Policy.

**6024.72 Application Fee:** There is no charge for posting an approved sign. An application processing fee may be charged as called out in Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

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**6040.74** Priority of Applicants: Applications for posting of signs or notices may be made no more than six( 6) months in advance. Applications shall be processed on a first come, first served basis. Under some extraordinary circumstances this approval may be rescinded for a necessary use by the District as determined by the General Manager, utilizing the following priorities:

- a. District Needs
- b. Rossmoor Residents

Once an application is approved, it will not be voided unless there is a compelling need, as determined by the General Manager, regardless of priority.

**6040.75** Enforcement of Policy: The District has the responsibility for enforcing this Policy in an even handed manner. If, however, any person violates this Policy, or takes any action endangering the Wall, the District shall have the right, under California Civil Code §3479 and §3480 and Code of Civil Procedure §731, in addition to any other provision of law, to enforce the provisions. The District shall first provide written notice to the party breaching the provisions of this Policy prior to commencing any action for civil or injunctive relief against the offending party.

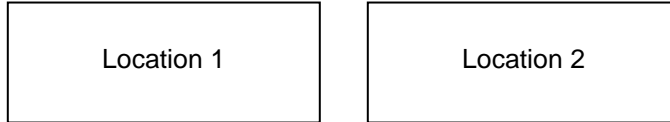
Adopted: Resolution 01-12-11-02  
Approved renumbering & format: October 8, 2002  
Reaffirmed: May 13, 2003  
Amended: June 8, 2004



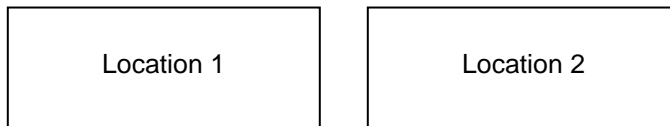
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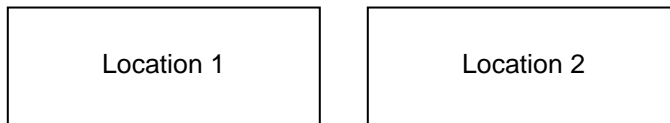
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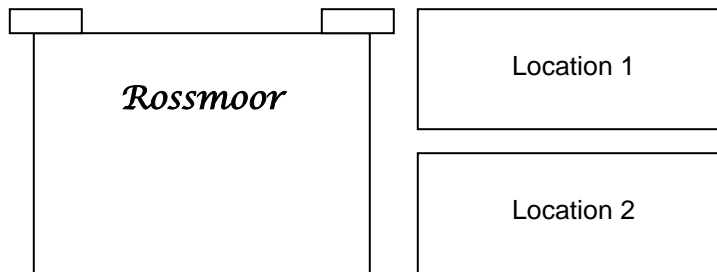
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2. Maximum size: 3' X 6'.
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4. Do not remove any previously posted signs that do not belong to you or your organization. Contact the District office and obtain permission to place your sign over the sign currently in place.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-1**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** RCSD, General Manager  
**Subject:** FIRST READING OF REVISED POLICY NO.3050 PURCHASING AND REVISED POLICY NO. 4055 DISTRICT BANK AND INVESTMENT ACCOUNTS

**RECOMMENDATION:**

Give first reading to proposed revision of Policy No. 3050 Purchasing and Policy No. 4055 District Bank and Investment Accounts.

**BACKGROUND:**

In an effort to streamline our organization and create greater efficiency in our administrative operations there was discussion at the September 24, 2014 Audit Committee meeting regarding modification of Policy No 3050 and Policy No. 4055. The Committee voted to recommend approval of these revisions by the Board.

Once approved, these policy modifications would:

1. Authorize the General Manager to implement direct deposit of bi-monthly payroll.
2. Authorize the General Manager to combine all board member stipends into one monthly payment rather than the pay-per-meeting model we currently have in place.

The attached policy changes have been reviewed by General Counsel and the District Auditor with no recommend changes. The proposed policies are attached for your consideration.

**ATTACHMENTS:**

1. Agenda Item C-2 dated September 24, 2014 from General Manager to Audit Committee re: Direct Deposits, Electronic Payments, and Stipends.

1. Policy No. 3050 Purchasing.

- a. Current
- b. Redline
- c. Proposed

2. Policy No. 4055 District Bank and Investment Accounts.

- a. Current
- b. Redline
- c. Proposed

ROSSMOOR COMMUNITY SERVICES DISTRICT  
AGENDA C-2

MEMORANDUM

**Date:** September 24, 2014  
**To:** Audit Committee  
**From:** James Ruth  
**Subject:** Direct Deposits, Electronic Payments, and Stipends

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The following policy changes are recommended for your consideration in an effort to help streamline our organization and create greater efficiency in our administrative operations.

1. Authorize staff to implement direct deposit of bi-monthly payroll.
2. Authorize staff to implement electronic payments for accounts payable vendors.
3. Modify current policy of paying board committee members stipends at each individual meeting they participate in to paying once a month for all meetings attended.

**ATTACHMENTS:**

1. RCSD Policy 3050, Purchasing
2. RCSD Policy 4055, District Bank and Investment Accounts.
3. RCSD Policy 4030, Board Remuneration and Reimbursement.

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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.

**3050.20 Limits on Expenditures:** The General Manager shall obtain Board approval for any ordinary expense that exceeds \$5,000.

**3050.30 Required Check Signatures:** All District checks 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.

**3050.30 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 \$500. 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 \$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.

**3050.70 Emergency Expenditures:** All emergency expenditures shall be in accordance with Policy No. 2000 General Manager Authority and Responsibilities.

## Rossmoor Community Services District

Policy

No. 4055

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### **DISTRICT BANK AND INVESTMENT ACCOUNTS**

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

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

**4055.12 Check Signing Approvals:** Two signatures from official signatories shall be required ~~on each check~~ issued by the District.

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

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

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

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

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

*No Changes*

Rossmoor Community Services District

**Policy**

**No. 4030**

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**BOARD REMUNERATION AND REIMBURSEMENT**

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

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

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

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

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

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

Rossmoor Community Services District

Policy

No. 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 Check Signatures:** All District checks 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 \$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.

**3050.70 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



## Rossmoor Community Services District

Policy

No. 3050

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### **PURCHASING**

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Adopted: December 9, 2003

Amended: April 10, 2007

Amended: October 9, 2007

Amended:

## Rossmoor Community Services District

Policy

No. 3050

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Adopted: December 9, 2003  
Amended: April 10, 2007  
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Amended:

Rossmoor Community Services District

Policy

No. 4055

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**DISTRICT BANK AND INVESTMENT ACCOUNTS**

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

**4055.12** Check Signing Approvals: Two signatures from official signatories shall be required on each check issued by the District.

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

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

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

Rossmoor Community Services District

Policy

No. 4055

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**DISTRICT BANK AND INVESTMENT ACCOUNTS**

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Amended:

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## Rossmoor Community Services District

**Policy**

**No. 4055**

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### **DISTRICT BANK AND INVESTMENT ACCOUNTS**

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

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

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

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

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

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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-2**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** Recreation Department—Intern Program

**RECOMMENDATION:**

Authorize the General Manager to enter into a contract agreement with California State University Long Beach (CSULB) for implementation of a Recreation Intern Program.

**BACKGROUND:**

With the growing needs of the District's Recreation Department, and a need for CSULB Recreation students to complete field work hours for graduation, implementation of a Recreation Intern Program would well serve both organizations. The Intern would gain valuable work experience, while the District would receive additional assistance in implementing recreational offerings and activities.

The District's Recreation Superintendent has prepared and submitted appropriate documents for implementation to CSULB who subsequently approved the District's Recreation Internship Program. A more detailed program description is attached for review and consideration.

Due to CSULB time restraints for approval for spring semester Interns, CSULB's Recreation Internship Coordinator, Joanne Conley requested the District sign and return Student Field Placement Agreement by October 3, 2014. Since the October 3 deadline falls before the District's next Board meeting, the General Manager signed the Agreement subject to ratification by the Board.

The General Manager has reviewed the proposed agreement with General Counsel and he concurred with this procedure. The Intern position is a non-paid position, but will be covered by our Worker's Compensation program.

**ATTACHMENTS:**

1. Intern Program Report
2. Email from CSULB approving the District's Recreation Internship Application
3. CSULB Field Placement Agreement Contract

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**DATE:** September 8, 2014

**SUBJECT:** Recreation Department—Intern Program

**FROM:** Emily Gingras, Recreation Superintendent

**TO:** Jim Ruth, General Manager

**PURPOSE:**

To update the General Manager on information requested for the possible implementation of a Recreation Intern Program.

**BACKGROUND:**

Due to the increasingly growing popularity of the Recreation Department's offerings, the General Manager requested information on Long Beach State's Recreation Intern Program.

There is a need for additional recreation staff to assist with the planning and implementation of special events and with a potential future after school program in collaboration with the Youth Center. A Recreation Intern would help fill a void for the District without requiring adding an additional staff member to payroll. It would also provide a valuable work experience to future Recreation graduates.

**SUMMARY:**

The District's Superintendent has been in contact with Joanie Connely, CSULB's Internship Coordinator for the Department of Recreation and Leisure Studies. Recreation Departments must first meet CSULB's Internship Program requirements prior to students' participation. Requirements include offering the student with a minimum of 400 hours each semester (fall, spring and summer) or a modified 150 hour part-time opportunity. Organizations must also be able to provide a mentor who is able to meet regularly with the Intern. Additionally, applying organizations must complete and submit a Recreation Intern Application, create a Recreation Intern Job Description and provide information about their organization. The District's Recreation Superintendent has completed CSULB's requirements and are attached for your review.

While researching successful Intern Programs in neighboring cities, staff found both paid and unpaid Intern Programs. Of the paid programs, hourly wages vary from \$9/hr to \$11/hr. The paid programs are typically during the summer months and used to hire an Intern as a Day Camp Supervisor. The cities of Los



Alamitos, Huntington Beach and Long Beach offer both paid and unpaid Intern positions. Mostly, Recreation Interns are already employed by a particular City while obtaining their degree and use the Intern Program as a way to meet their graduation requirements conducting their normal job function within those agencies. Due to the recreation budgets drastically reducing, most organizations no longer offered paid Internships or instead, offer a stipend payable once the Internship has concluded.

**RECOMMENDATIONS:**

There are a few options to consider. My recommendation would be to implement the program for the spring 2015 Semester. Fall and spring Internships would be unpaid or receive a stipend of a range of \$400 to \$650. The fall and spring internships would also only offer a 150 hour modified part-time role. Internships in the summer months (possibly 2 available) would receive an hourly wage of \$9/hr and be scheduled for 400 hours. The summer interns would share responsibilities between the Rossmoor Park Summer Day Camp program and RCSD special events.

The above recommendation would result in an annual cost to the District of \$8,500 not including worker's comp insurance, etc. The Youth Center may be able to share in some of this cost if interns were scheduled to work the Youth Center's Summer Day Camp program.

**ATTACHMENTS:**

1. RCSD's Recreation Intern Program Job Description

Respectfully submitted by,

Emily Gingras, Recreation Superintendent

Emily Gingras

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**Subject:** FW: Internship Program  
**Attachments:** RLS\_Affiliation\_Agreement\_CoverLetter\_CSULB Rossmoor Community Services District.doc;  
AA Non-allied Health\_2-12\_scw\_facility\_ Rossmore Community Services District.doc

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**From:** Joanne Conley [<mailto:Joanne.Conley@csulb.edu>]

**Sent:** Tuesday, September 23, 2014 10:22 AM

**To:** Emily Gingras

**Subject:** RE: Internship Program

Emily

I will refer students who are looking to complete their 1000 hours of paid or non-paid fieldwork (they need to do at least 100 hours in an agency) to you, and I will refer prospective student interns ready to complete their degree with their 400 hour internship as well. I will focus the latter on the summer session, but some may come to you for spring 2015.

Your application and intern job description is wonderful!

I have enclosed a cover letter and CSULB Affiliation Agreement designating who will be covering Worker's Compensation for CSULB Student Internships. Please sign **two copies** of the attached Affiliation Agreement with Exhibit A and send it back to me via postal mail to my address on the cover letter.

Would you be able to get this signed and back to me by October 3, 2014?

Let me know if you have any questions, 310-245-4791.

Thank you,  
Joanie Conley  
Internship Coordinator

*PS: If you have any questions about the affiliation agreement content please direct them to:*

*Davie L. Ly  
Contract Specialist  
Risk Management, BH-346  
California State University, Long Beach  
Phone: 562.985.4663  
[davie.ly@csulb.edu](mailto:davie.ly@csulb.edu)*

I hope to be sending you students shortly!  
All the best,  
Joanie



**SPECIFIC PROTOCOL  
RECREATION AND LEISURE STUDIES  
Student Field Placement Agreement  
Exhibit A**

The California State University Long Beach (University) Recreation and Leisure Studies Program has been approved by the California State University (CSU) Trustees and accredited by the Western Association of Schools and Colleges and the Council on Accreditation sponsored by the National Recreation and Park Association.

This program requires clinical fieldwork experience/internship in professional agencies. Therefore, University and Facility recognize the mutual benefit in having students of the University's Recreation and Leisure Studies Department use the Facility for their fieldwork experience.

At all times during operation of this contract the intern will be in a student-educational institutional relationship and not considered to be an employee or agent of either University or Facility.

**I. FACILITY SHALL**

- A. Permit students, designated by the University pursuant to Paragraph "II. A" below to receive Recreation and Leisure Studies fieldwork experience at Facility, and shall furnish and permit such students, and University instructors free access to a variety of professional opportunities within the scope of services offered by the Facility for such internship experience.
- B. Maintain the facilities and provide opportunities in such a manner that the minimum essentials (adequate supervision, safe environment and access to facility and supplies) for an approved fieldwork experience shall be met at all times.
- C. Permit and encourage members of the Facility's staff to participate in the instructional phase of the fieldwork experience.
- D. Permit the Facility's Director or other designated personnel to attend meetings of the University's Recreation and Leisure Studies Faculty, or any committee thereof, to coordinate the internship experience of the program provided for under this agreement.
- E. Have the right, after consultation with the University, to refuse to accept for further internship experience a University student who in the Facility's judgment is not participating satisfactorily in said program.
- G. Notify the University's instructors, of any change in the professional credential status of the Facility's Recreation Therapists (where applicable).



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## **II. TRUSTEES, THROUGH THE UNIVERSITY, SHALL:**

- A. Make an official request to the Facility for placement of a student or students within the Facility for the student's fieldwork experience.
- B. Keep all academic records of students participating in said program.
- C. Designate a staff member to participate with the Facility designee in implementing and coordinating the program of supervised field placement.
- D. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and Facility.
- E. In consultation and coordination with the Facility's Director and staff, plan for the internship experience to be provided to students under this Agreement.
- F. In consultation and coordination with the Facility's Director arrange for periodic conferences between appropriate representatives of the University and Facility to evaluate the internship experience provided for under this Agreement.

## **III. FACILITY AND UNIVERSITY SHALL AGREE AS FOLLOWS:**

- A. The Facility and University shall be jointly responsible for determining and evaluating the program of experiences for the student assigned to the Facility.
- B. Neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the internship, other than those expenses defined in writing.
- C. That in compliance with the Civil Rights Act of 1964 (Title VI and Title VII), Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, neither party will discriminate on the basis of race, color, national origin, ethnicity, religion, sex, handicap, or age in any of its policies, procedures, or practices, nor discriminate on the basis of marital status or sexual orientation.



Agreement Number: \_\_\_\_\_

STUDENT FIELD PLACEMENT AGREEMENT

This Agreement is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach, hereinafter called "University" and **ROSSMORE COMMUNITY SERVICES DISTRICT**, hereinafter called "Facility" for field placement of University students at Facility in accordance with the attached exhibit which by this reference is incorporated into and made part of this agreement.

Exhibit A Specific Protocol, consisting of two pages

**GENERAL PROVISIONS**

**Insurance & Indemnification**

University and Facility shall each be responsible for damages caused by the negligence of its directors, officers, agents, and employees occurring in the performance of this Agreement. The provisions of this paragraph, as intended by University and Facility, shall be interpreted to impose on each party responsibility for the negligence of their respective officers, agents, and employees.

Each party shall maintain commercial general liability or a program of self insurance with limits of not less than \$1 million per occurrence or \$3 million aggregate.

University does not provide medical, health, or non-travel accident insurance for students participating in field placements.

Should Facility require proof of professional liability insurance coverage, the participating student is responsible to obtain such proof from the University's Office of Risk Management. University does not provide medical malpractice insurance coverage for students participating in non-allied health/non-therapeutic field placements.

Workers' compensation insurance coverage for students shall be provided by Facility.

**Services Responsibility**

The Facility retains professional and administrative responsibility for the services rendered at the Facility.

**Student Safety and Personal Risk**

The Facility shall inform the participating student of any potential health or safety risks associated with their field placement.

**Term of Agreement**

The term of this Agreement shall be operative from date of full execution until 9/30/2018. However, either party may cancel this Agreement upon thirty (30) days written notice.

**Confidentiality**

All parties shall abide by the Health Insurance Portability and Accountability Act (HIPAA) of 1996 Privacy Rule, which provides for comprehensive Federal protection for the privacy of personal health information.

California State University Long Beach  
1250 Bellflower Blvd., BH-346  
Long Beach, CA 90840-0123  
Phone: 562-985-8574 Fax: 562-985-5432

Agency: Rossmore Community Services District  
Address: 3001 Blume Dr.  
Rossmore, Ca 90720  
Phone: 562-430-3707

\_\_\_\_\_  
Authorized Signature  
Karla Salas-Ramirez  
Risk Management Analyst

James D. Ruth  
\_\_\_\_\_  
Authorized Signature  
JAMES D. RUTH.  
\_\_\_\_\_  
Print Name and Title

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

Date: SEPT. 29th. 2014

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-3**

**Date:** October 14, 2014  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** ELECTION OF INDEPENDENT SPECIAL DISTRICT OF ORANGE COUNTY (ISDOC) OFFICERS

**RECOMMENDATION:**

Authorize the General Manager to submit a ballot for the election of ISDOC officers.

**BACKGROUND:**

As a member agency of ISDOC, the District is eligible to submit a ballot for the election of its officers. Attached is a letter from the President of ISDOC asking each member District to submit its ballot even though there is only one candidate for each office. ISDOC bylaws require a majority vote of the member districts in order to certify the election. With approval of the Board, the General Manager will submit a ballot prior to the posted deadline.

**ATTACHMENTS:**

1. Letter dated September 3, 2014 from ISDOC President Rich Freschi re: Election of ISDOC Officers.
2. Ballot for Election of ISDOC Officers.

September 3, 2014

Mailing Address

P.O. Box 20895  
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD  
18700 Ward Street  
Fountain Valley, CA 92708

(714) 963-3058  
(714) 964-5930 fax

[www.mwdoc.com/isdoc](http://www.mwdoc.com/isdoc)

Executive Committee

President  
Hon. Rich Freschi  
*Serrano Water District*

1<sup>st</sup> Vice President  
Hon. Bob Moore  
*South Coast Water District*

2<sup>nd</sup> Vice President  
Hon. Mike Scheafer  
*Costa Mesa Sanitary District*

3<sup>rd</sup> Vice President  
Hon. Sandra Jacobs  
*Santa Margarita Water District*

Secretary  
Hon. Leslie Keane  
*Orange County Cemetery District*

Treasurer  
Hon. Joan C. Finnegan  
*Municipal Water District of  
Orange County*

Staff Administration

Jessica H. Ouwerkerk  
*Municipal Water District of  
Orange County*

Heather Baez  
*Municipal Water District of  
Orange County*

**RE: Election of Independent Special District of Orange County (ISDOC) Officers**

Dear Member Districts,

The nomination period for Executive Committee officer positions closed on August 25th. At this time, ISDOC is conducting a vote of Regular Special District Members for the election of officers. This letter serves as official notice of the election.

Currently, there is one nomination per position. The names of nominated candidates are printed on the ballot; however, any elected or appointed official from a Regular Member District has the ability to run for an officer position as a write-in candidate. If elected, a write-in candidate will need to provide a resolution supporting election to the position from its District before he/she can be seated.

The Executive Committee meets at 7:30 am on the first Tuesday of the month. Meetings are open to the public. Duties of Executive Committee members are contained in the ISDOC bylaws, which may be found at the ISDOC website - <http://www.mwdoc.com/ISDOC>.

Each Regular Member district in good standing shall be entitled to one vote. In accordance with current bylaws, the vote must be cast (signed) by the district's presiding officer or an alternate selected by the district board.

You may submit your ballot via mail or email to Jessica Ouwerkerk: P.O. Box 20895, Fountain Valley, CA 92728 (mail) or [jouwerkerk@mwdoc.com](mailto:jouwerkerk@mwdoc.com) (email). **Ballots must be received by 5:00 p.m. on Friday, October 17, 2014 in order to be counted. Even if positions are uncontested, it is important to submit a ballot since a quorum of voting members is required for the election of officers.**

The names of officers elected will be announced at the October 30th quarterly meeting.

If you have any questions or wish to discuss the election process further, please contact Jessica Ouwerkerk (MWDOC) at [jouwerkerk@mwdoc.com](mailto:jouwerkerk@mwdoc.com).

Sincerely,



Rich Freschi, President  
Independent Special Districts of Orange County

**Enclosed:** Ballot for ISDOC Election of Officers

# INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY ELECTION OF OFFICERS

The ISDOC Executive Committee consists of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Immediate Past President. Officers are elected in October of even numbered years for two year terms. You may vote for those individuals who have been nominated or select another individual. If elected, however, write in candidates will need to provide a resolution from their Board supporting their election before they can be seated.

**Cast your Vote:**

Please cast your vote by placing an "X" on the line next to the individuals for which you wish to vote. If you are writing in a candidate, please include their district affiliation and position.

**President**

\_\_\_\_\_ Mike Schaefer, Vice President      **or**      \_\_\_\_\_  
Costa Mesa Sanitary District

**First Vice President (Programs)**

\_\_\_\_\_ Bob Moore, Vice President      **or**      \_\_\_\_\_  
South Coast Water District

**Second Vice President (Membership)**

\_\_\_\_\_ Jim Fisler, President      **or**      \_\_\_\_\_  
Mesa Water District

**Third Vice President (Legislation)**

\_\_\_\_\_ Sandra Jacobs, President      **or**      \_\_\_\_\_  
Santa Margarita Water District

**Secretary**

\_\_\_\_\_ Leslie Keane, Vice Chair      **or**      \_\_\_\_\_  
Orange County Cemetery District

**Treasurer**

\_\_\_\_\_ Joan Finnegan, Director      **or**      \_\_\_\_\_  
Municipal Water District of Orange County

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\_\_\_\_\_  
DISTRICT NAME

\_\_\_\_\_  
SIGNATURE OF VOTING REPRESENTATIVE

**Ballots must be received no later than 5 p.m. October 17, 2014.**

You may mail or email your ballot - Attention ISDOC Executive Committee Election - to:  
Mail: Jessica Ouwerkerk, P.O. Box 20895, Fountain Valley, CA 92728  
Email: [jouwerkerk@mwdoc.com](mailto:jouwerkerk@mwdoc.com)