

# ROSSMOOR

COMMUNITY SERVICES DISTRICT



## Regular Meeting of the Board

Agenda Package

**January 13, 2015**

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, January 13, 2015  
7:00 p.m.**

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**A. ORGANIZATION**

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Burgess, Casey, DeMarco, Kahlert,  
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
  - a. President Michael Maynard (2014) State of the District Address.
5. ELECTION OF OFFICERS

**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-None**

**E. CONSENT CALENDAR**

1. MINUTES:
  - a. Regular Meeting of December 9, 2014.
2. NOVEMBER 2014 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**

1. RESOLUTION NO. 15-01-13-01 LIST OF OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS.

**ORDINANCES**

2. INTRODUCTION OF ORDINANCE NO. 2015-01, REGARDING REVISION TO POLICY 6011 CONCERNING THE RULES AND REGULATIONS FOR THE USE OF DISTRICT PROPERTY— 6011.73 ALCOHOL.

**H. REGULAR CALENDAR**

1. AMERICAN CANCER SOCIETY EVENT.

**I. GENERAL MANAGER ITEMS**

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

**J. BOARD MEMBER ITEMS**

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

**K. CLOSED SESSION**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957  
Title: General Manager

**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.*

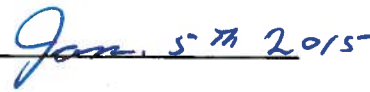
*Any such writing will be available for public inspection at the District offices located at [3001 Blume Drive, Rossmoor, CA 90720](http://3001BlumeDrive,Rossmoor,CA90720). In addition, any such writing may also be posted on the District's web site at [www.rossmoor-csd.org](http://www.rossmoor-csd.org).*

**CERTIFICATION OF POSTING**

I hereby certify that the attached Agenda for the January 13, 2015, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District Public Improvements Financing Corporation was posted at least 72 hours prior to the time of the meeting.

ATTEST:

  
\_\_\_\_\_  
James D. Ruth  
Secretary

  
\_\_\_\_\_  
Date

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-4a**

**Date:** January 14, 2015  
**To:** Honorable Board of Directors  
**From:** Board President Michael Maynard  
**Via:** General Manager  
**SUBJECT:** 2014 STATE OF THE DISTRICT ADDRESS

**RECOMMENDATION:**

Receive presentation.

**BACKGROUND:**

It is customary for the President of the Board to deliver a State of the District Address as the final act prior to election of Board Officers for the coming year.

**ATTACHMENTS:** None

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM A-5**

**Date:** January 13, 2015

**To:** Honorable Board of Directors

**From:** General Manager

**Subject:** ELECTION OF OFFICERS: PRESIDENT, FIRST VICE PRESIDENT  
AND SECOND VICE PRESIDENT.

**RECOMMENDATION:**

That the Board of Directors take the following actions in the order indicated:

1. Election of President - conducted by the General Manager;
2. Election of First Vice President - conducted by the newly elected President; and
3. Election of Second Vice President - conducted by the newly elected President.

**BACKGROUND:**

District Policy No. 4040, Board Officers and Terms of Office, Section 4040.20 provides that the term for Board Officers shall be one year, and that the elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected.

The current officers are as follows:

Michael Maynard, President  
Bill Kahlert, 1<sup>st</sup> Vice President  
Ron Casey, 2<sup>nd</sup> Vice President

**ATTACHMENTS:**

1. Policy No. 4040 Board Officers and Terms of Office.

## Rossmoor Community Services District

Policy

No. 4040

### TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

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

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

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

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

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

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



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-1a.**

**Date:** January 13, 2015  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MINUTES: REGULAR MEETING OF DECEMBER 9, 2014

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**ATTACHMENTS:**

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

**A. ORGANIZATION**

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

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

**3. PLEDGE OF ALLEGIANCE**

**4. PRESENTATIONS:**

Recommendation to make presentation and receive and file.

a. Proclamation of Appreciation Mayor Gerri Graham-Mejia, City of Los Alamitos.

The proclamation was received and filed for presentation at the Los Alamitos City Council Meeting

**5. CERTIFICATION OF ELECTION AND SWEARING IN OF NEWLY ELECTED BOARD MEMBERS—RCSD BOARD PRESIDENT MICHAEL MAYNARD**

Recommend that the Board receive and file the report from the Orange County Registrar of Voters certifying the November 4, 2014 election indicating that the following individuals have been elected to the Rossmoor Community Services District Board of Directors.

President Michael Maynard administered the oath of office to the reelected incumbent William Kahlert and newly elected board member David Burgess. Photos were taken. Applause ensued.

**B. ADDITIONS TO AGENDA—None**

**C. PUBLIC FORUM—None**

**D. REPORTS TO THE BOARD—None**

**E. CONSENT CALENDAR**

**1a. MINUTES REGULAR BOARD MEETING—November 11, 2014**

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

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

**4. LONG TERM USE OF DISTRICT PROPERTY UPDATE**

Director Burgess requested that Item E-2 Revenue and Expenditure Report be pulled from the consent calendar for discussion. Discussion ensued relative to a list questions that had been emailed to staff earlier in the day. The General Manager replied that staff disagreed with Director Burgess' calculations and rejected his findings, and would be responding to his questions via email.

Director Kahlert requested that Item E-3 Coyote Sightings Activity Report be pulled from the consent calendar for discussion. He questioned the validity of the reported sightings and suggested permanently removing the report from the consent calendar. Discussion ensued relative to the value and validity of the data submitted. President Maynard stated that he felt the coyote report was the only reliable data available to the district at this time and it served as a valuable trend analysis tool for the board and the community upon which to measure dangerous encounters and make trapping decisions. Administrative Assistant Elizabeth Deering agreed, stating that the data contained in the report was generated from firsthand information reported to the RHA and the RCSD. She concluded by stating that the only way to get a complete picture would be to develop a regional approach to the coyote situation. Discussion continued relative to signage, contact numbers, etc.

Resident Beverly Houghton added that the coyote task force also mapped the locations of the coyote sightings and it appears that the majority of activity is concentrated near the flood control channels and originating from the Joint Forces Training Base and traveling from across Los Alamitos Blvd. She also stated that posting coyote signage would require getting new permits from the County and had been controversial in the past with residents and local real estate agents.

Motion by Director DeMarco, seconded by Director Casey to approve Item E-1a, Minutes Regular Board Meeting of November 11, 2014 on the consent calendar as submitted. Motion passed 4-0. Director Burgess abstained from the vote.

Motion Director Kahlert, seconded by Director Casey to approve Items E-2, E-3, and E-4 on the consent calendar as submitted. Motion passed 5-0.

**F. PUBLIC HEARING:** None

**G. RESOLUTIONS:** None

**H. REGULAR CALENDAR:**

**1. RHA REQUEST FOR COSPONSORSHIP OF 2015 ROSSMOOR COMMUNITY FESTIVAL**

Recommendation to approve the request of the RHA for cosponsorship of the Rossmoor Community Festival event. Brief discussion ensued relative to bringing the request for alcohol aspect of the request back to the board for discussion at the January board meeting.

Motion by Director Kahlert, seconded by Director Casey to approve the request of the RHA for co-sponsorship of the Rossmoor Community Festival event and authorize approval of the Memorandum of Understanding (MOU). Motion passed 5-0.

## **2. CONTRACT SERVICES AGREEMENT—R.F. DICKSON RE: STREET SWEEPING**

Recommendation to authorize the General Manager to execute a contract services agreement with R.F. Dickson for street sweeping services in Rossmoor. Since the previous agreement has now expired, a new Agreement has been drafted that clarifies any ambiguities in the Term of the Agreement by tying the Term to the fiscal year and revising the Compensation language. Under the new Agreement, a CPI adjustment will be made on July of 2015 and 2016 as set forth in Exhibit B of the Agreement. However, while the new Agreement may be extended for up to two years (to FY 2017-18 and 2018-19), there will be no automatic CPI adjustments for these extensions. CPI or other compensation adjustments would have to be approved by the Board. Discussion ensued.

Motion by Director Casey, seconded by Director DeMarco to authorize the General Manager to execute a contract services agreement with R.F. Dickson for street sweeping services in Rossmoor. Motion passed 5-0.

## **3. REVIEW OF DISTRICT MISSION STATEMENT, GOALS AND OBJECTIVES**

Discussion and possible action resulting from a review of the District's Policy No. 1015 Mission and Jurisdiction and current goals and objectives. Discussion ensued. The board requested that the item be brought back for a thorough discussion and possible action at the January board meeting. The Board also requested that public input be sought through the district website and e-blasts. Director Kahlert requested a redline copy so it would be easier to determine the evolution between the original and proposed documents. The item was tabled for a future discussion.

## **4. CALIFORNIA STATE UNIVERSITY LONG BEACH BASKETBALL COMMUNITY EVENT**

Discussion and possible action regarding the District's participation in a CSULB Basketball Community Event. Discussion ensued relative to dates, location, parking, advertising and cost recovery.

Motion by Director Kahlert, seconded by Director Casey to pursue researching the participation of the district participation in a CSULB Basketball Community Event with a preference for Saturday, January 31<sup>st</sup> vs. Hawaii, purchase of 50 tickets and one of the food purchases. Motion passed 5-0.

## **5. REJECTION OF ALL BIDS RE: ROSSMOOR SIGNATURE WALL REPAIR PROJECT**

Recommendation to reject all bids and refer the Rossmoor Signature Wall Repair Project back to the Public Works/CIP Committee for further review. Discussion ensued relative to pursuit of other contractors and bringing the cost down. The General Manager stated that while the single panel is aesthetically damaged, it is still structurally sound and repairs can be postponed.

Motion by Director Casey, seconded by Director DeMarco to reject all bids and refer the Rossmoor Signature Wall Repair Project back to the Public Works/CIP Committee for further review. Motion passed 5-0.

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

The General Manager reported on the County's recent action regarding the Southern California Gas Company Wireless Transmission Orange County Ordinance. The ordinance requires that the gas company justify the reasons why their smart meter data collection units cannot cohabitate with existing utility poles and also must justify the 500 ft. radius requirement.

Director DeMarco had questions relative to factors contributing to the County's action. The general manager replied that he believed it to be directly related to Rossmoor's quest for answers, prompting neighboring cities to follow suit and challenge the gas company's proposals. The general manager also reported that he had met with the Los Alamitos City Manager to discuss the Rossmoor Car Wash Monument Sign proposal. He was informed that the project was in violation of their sign ordinance however they would provide us with information on the appeals process. He praised design consultant Cheryl Williamsen of Paradigm Design for her excellent innovations and agreed to pursue other options concerning to the project.

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

Director DeMarco congratulated Director Kahlert on his reelection and welcomed Director Burgess. He had questions relative to the status of improving the overall night time illumination on Montecito Road. The General Manager stated that Park Superintendent Omero Perez had responded promptly to Director DeMarco's concerns and the concerns were being investigated by the County Traffic Engineering Division of Public Works. President Maynard commented that the road was very dark at night making it difficult to see pedestrians. The General Manager agreed to keep the board updated. Director DeMarco concluded his remarks by wishing everyone a safe and Happy Holiday.

Director Kahlert encouraged everyone to participate in Rossmoor's 3rd Annual Toy Drive. He also responded to emails he had received from residents complaining about extended RV street parking stating that the RCSD did not have jurisdiction over such matters; residents should contact the County of Orange for code enforcement violations and the OC Sheriff's Department for parking issues.

Director Casey welcomed Director Burgess and congratulated Director Kahlert on his reelection. He added that the Mission Statement and Goals document is a big step in the right direction and he looked forward to working on the project with board, staff and the community. Finally, he wished everyone safe and happy holidays.

President Maynard welcomed Director Burgess and congratulated Director Kahlert on his reelection and for being his right hand. He encouraged the community to be festive and participate in the RHA's holiday lights contest by decorating their homes with lights.

Director Burgess requested a future update on the shade canopy structure and had comments relative to exploring a partial repair of the Rush Park parking lot. He wished everyone happy holidays. The General Manager stated that he had received new information regarding the Rush Park shade canopy structure along with some promising lower cost options.

**AT 8:15 P.M. THE BOARD ADJOURNED TO CLOSED SESSION**

**K. CLOSED SESSION**

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957

Title: General Manager

**AT 8:40 P.M. THE BOARD RECONVENED FROM CLOSED SESSION**

General Counsel reported that at approximately 8:15 p.m. the Board recessed from open session and convened to closed session to discuss one matter on the agenda: Public Employee Performance Evaluation, Pursuant to Government Code Section 54957. At approximately 8:40 p.m. the board reconvened to into open session. There were no reportable items.

**L. ADJOURNMENT:**

Motion by Director Casey, seconded by Director Burgess to adjourn the regular meeting at 8:45 p.m. Motion passed 5-0.

**SUBMITTED BY:**

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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-2**

**Date:** January 13, 2015

**To:** Honorable Board of Directors

**From:** General Manager

**Subject:** REVENUE & EXPENDITURE REPORT - NOVEMBER, 2014

**RECOMMENDATION:**

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

REVENUE / EXPENDITURE SUMMARY REPORT  
 FUND 10 - GENERAL FUND  
 November 2014 @ 41.67%  
 Rev. A 1/8/15

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
<b>Revenues</b>						
PROPERTY TAXES	753,614.00	753,614.00	68,264.69	38,259.92	685,349.31	9.1
STREET LIGHT ASSESSMENTS	258,000.00	258,000.00	23,798.06	13,337.25	234,201.94	9.2
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	386.90	0.00	1,613.10	19.3
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	56,796.25	8,162.00	103,103.75	35.5
OTHER REVENUE	23,500.00	23,500.00	1,361.36	1,259.00	22,138.64	5.8
Dept 20 REVENUE	0.00	0.00	231.37	-166.12	-231.37	0.0
<b>Total Revenues</b>	<b>1,254,814.00</b>	<b>1,254,814.00</b>	<b>150,838.63</b>	<b>60,852.05</b>	<b>1,103,975.37</b>	<b>12.0</b>
<b>Expenditures</b>						
ADMINISTRATION <b>1, 2, 3, 4</b>	391,332.00	391,332.00	203,393.15	40,695.11	187,938.85	52.0
RECREATION <b>2, 5</b>	122,553.00	122,553.00	55,662.15	7,042.25	66,890.85	45.4
ROSSMOOR PARK	170,513.00	170,513.00	76,169.24	12,279.42	94,343.76	44.7
MONTECITO CENTER	70,052.00	70,052.00	32,153.60	5,429.89	37,898.40	45.9
RUSH PARK <b>6</b>	207,496.00	207,496.00	80,386.52	9,642.49	127,109.48	38.7
STREET LIGHTING	110,580.00	110,580.00	36,057.40	8,987.39	74,522.60	32.6
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	18,218.37	4,570.14	37,361.63	32.8
PARKWAY TREES	104,775.00	104,775.00	31,104.22	786.85	73,670.78	29.7
MINI-PARKS, MEDIANS & TRIANGLE	15,716.00	15,716.00	5,082.38	1,390.98	10,633.62	32.3
<b>Total Expenditures</b>	<b>1,250,697.00</b>	<b>1,250,697.00</b>	<b>540,227.03</b>	<b>90,824.52</b>	<b>710,469.97</b>	<b>43.2</b>

**Audited Fund Balance  
 at June 30, 2014**

**\$ 802,718.00**



**REVENUE REPORT**  
November 2014 @ 41.67%

Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014	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	68,264.69	38,259.92	0.00	685,349.31	9.1
ASSESSMENTS	258,000.00	258,000.00	23,798.06	13,337.25	0.00	234,201.94	9.2
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	386.90	0.00	0.00	1,613.10	19.3
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	56,796.25	8,162.00	0.00	103,103.75	35.5
OTHER REVENUE	23,500.00	23,500.00	1,361.36	1,259.00	0.00	22,138.64	5.8
Dept: 00	1,254,814.00	1,254,814.00	150,607.26	61,018.17	0.00	1,104,206.74	12.0
Dept: 20 RECREATION							
OTHER REVENUE	0.00	0.00	231.37	-166.12	0.00	-231.37	0.0
RECREATION	0.00	0.00	231.37	-166.12	0.00	-231.37	0.0
Revenues	1,254,814.00	1,254,814.00	150,838.63	60,852.05	0.00	1,103,975.37	12.0
Grand Total Net Effect:	1,254,814.00	1,254,814.00	150,838.63	60,852.05	0.00	1,103,975.37	

EXPENDITURE REPORT  
November 2014 @ 41.67%

Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014	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	101,083.92	18,451.83	0.00	113,848.08	47.0
OPERATIONS AND MAINTENANCE	73,900.00	73,900.00	32,974.04	5,661.20	0.00	40,925.96	44.6
CONTRACT SERVICES	96,500.00	96,500.00	65,270.02	14,031.08	0.00	31,229.98	67.6
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,065.17	2,551.00	0.00	1,934.83	67.8
ADMINISTRATION	391,332.00	391,332.00	203,393.15	40,695.11	0.00	187,938.85	52.0
Dept: 20 RECREATION							
SALARIES AND BENEFITS	92,353.00	92,353.00	39,470.71	6,899.70	0.00	52,882.29	42.7
OPERATIONS AND MAINTENANCE	24,700.00	24,700.00	14,906.16	142.55	0.00	9,793.84	60.3
CONTRACT SERVICES	3,500.00	3,500.00	1,252.59	0.00	0.00	2,247.41	35.8
CAPITAL EXPENDITURES	2,000.00	2,000.00	32.69	0.00	0.00	1,967.31	1.6
RECREATION	122,553.00	122,553.00	55,662.15	7,042.25	0.00	66,890.85	45.4
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	57,013.00	57,013.00	29,106.12	5,128.61	0.00	27,906.88	51.1
OPERATIONS AND MAINTENANCE	75,550.00	75,550.00	32,186.02	4,495.81	0.00	43,363.98	42.6
CONTRACT SERVICES	37,700.00	37,700.00	14,754.53	2,655.00	0.00	22,945.47	39.1
CAPITAL EXPENDITURES	250.00	250.00	122.57	0.00	0.00	127.43	49.0
ROSSMOOR PARK	170,513.00	170,513.00	76,169.24	12,279.42	0.00	94,343.76	44.7
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	43,802.00	43,802.00	22,361.15	3,795.01	0.00	21,440.85	51.1
OPERATIONS AND MAINTENANCE	18,400.00	18,400.00	6,837.92	1,339.88	0.00	11,562.08	37.2
CONTRACT SERVICES	7,800.00	7,800.00	2,954.53	295.00	0.00	4,845.47	37.9
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	70,052.00	70,052.00	32,153.60	5,429.89	0.00	37,898.40	45.9
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	62,725.00	62,725.00	31,727.81	5,607.79	0.00	30,997.19	50.6
OPERATIONS AND MAINTENANCE	106,821.00	106,821.00	33,781.62	1,379.70	0.00	73,039.38	31.6
CONTRACT SERVICES	37,700.00	37,700.00	14,754.53	2,655.00	0.00	22,945.47	39.1
CAPITAL EXPENDITURES	250.00	250.00	122.56	0.00	0.00	127.44	49.0
RUSH PARK	207,496.00	207,496.00	80,386.52	9,642.49	0.00	127,109.48	38.7

EXPENDITURE REPORT  
 Novemer 2014 @ 41.67%

Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014	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	220.06	30.16	0.00	359.94	37.9
CONTRACT SERVICES	110,000.00	110,000.00	35,837.34	8,957.23	0.00	74,162.66	32.6
STREET LIGHTING	110,580.00	110,580.00	36,057.40	8,987.39	0.00	74,522.60	32.6
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	220.06	30.16	0.00	359.94	37.9
CONTRACT SERVICES	55,000.00	55,000.00	17,998.31	4,539.98	0.00	37,001.69	32.7
STREET SWEEPING	55,580.00	55,580.00	18,218.37	4,570.14	0.00	37,361.63	32.8
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,400.00	17,400.00	7,827.17	1,418.28	0.00	9,572.83	45.0
OPERATIONS AND MAINTENANCE	1,775.00	1,775.00	533.71	118.57	0.00	1,241.29	30.1
CONTRACT SERVICES	73,600.00	73,600.00	19,914.54	0.00	0.00	53,685.46	27.1
CAPITAL EXPENDITURES	12,000.00	12,000.00	2,828.80	-750.00	0.00	9,171.20	23.6
PARKWAY TREES	104,775.00	104,775.00	31,104.22	786.85	0.00	73,670.78	29.7
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	966.00	966.00	393.68	63.46	0.00	572.32	40.8
OPERATIONS AND MAINTENANCE	10,500.00	10,500.00	3,098.64	1,032.52	0.00	7,401.36	29.5
CONTRACT SERVICES	4,150.00	4,150.00	1,590.06	295.00	0.00	2,559.94	38.3
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	5,082.38	1,390.98	0.00	10,633.62	32.3
Expenditures	1,250,697.00	1,250,697.00	540,227.03	90,824.52	0.00	710,469.97	43.2
Grand Total Net Effect:	-1,250,697.00	-1,250,697.00	-540,227.03	-90,824.52	0.00	-710,469.97	

**REVENUE/EXPENDITURE REPORT**  
November 2014 @ 41.67%

Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
<b>Revenues</b>								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	689,313.00	689,313.00	37,424.06	37,424.06	0.00	651,888.94	5.4
3001	Current unsecured prop tax	26,010.00	26,010.00	20,363.25	0.00	0.00	5,646.75	78.3
3002	Prior secured property taxes	10,200.00	10,200.00	4,164.81	835.86	0.00	6,035.19	40.8
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	0.00	0.00	0.00	510.00	0.0
3010	Current supplemental assessmnt	15,300.00	15,300.00	6,312.57	0.00	0.00	8,987.43	41.3
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>68,264.69</b>	<b>38,259.92</b>	<b>0.00</b>	<b>685,349.31</b>	<b>9.1</b>
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	258,000.00	258,000.00	23,798.06	13,337.25	0.00	234,201.94	9.2
<b>ASSESSMENTS</b>		<b>258,000.00</b>	<b>258,000.00</b>	<b>23,798.06</b>	<b>13,337.25</b>	<b>0.00</b>	<b>234,201.94</b>	<b>9.2</b>
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	2,000.00	2,000.00	386.90	0.00	0.00	1,613.10	19.3
<b>USE OF MONEY AND PROPERTY</b>		<b>2,000.00</b>	<b>2,000.00</b>	<b>386.90</b>	<b>0.00</b>	<b>0.00</b>	<b>1,613.10</b>	<b>19.3</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	6,110.25	921.00	0.00	7,929.75	43.5
3405	Wall Rental	520.00	520.00	160.00	0.00	0.00	360.00	30.8
3406	Ball field reservations	28,600.00	28,600.00	9,857.00	140.00	0.00	18,743.00	34.5
3410	Rossmoor building rental	4,680.00	4,680.00	1,247.00	76.00	0.00	3,433.00	26.6
3412	Montecito building rental	25,220.00	25,220.00	7,122.00	1,503.00	0.00	18,098.00	28.2
3414	Rush Park Building Rental	86,840.00	86,840.00	32,300.00	5,522.00	0.00	54,540.00	37.2
<b>FEES AND SERVICES</b>		<b>159,900.00</b>	<b>159,900.00</b>	<b>56,796.25</b>	<b>8,162.00</b>	<b>0.00</b>	<b>103,103.75</b>	<b>35.5</b>
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	3,500.00	3,500.00	1,361.36	1,259.00	0.00	2,138.64	38.9
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>1,361.36</b>	<b>1,259.00</b>	<b>0.00</b>	<b>22,138.64</b>	<b>5.8</b>
<b>Dept: 00</b>		<b>1,254,814.00</b>	<b>1,254,814.00</b>	<b>150,607.26</b>	<b>61,018.17</b>	<b>0.00</b>	<b>1,104,206.74</b>	<b>12.0</b>
Dept: 20 RECREATION								
Acct Class: 35 OTHER REVENUE								
3558	Seal Beach Run Grant	0.00	0.00	231.37	-166.12	0.00	-231.37	0.0
<b>OTHER REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>231.37</b>	<b>-166.12</b>	<b>0.00</b>	<b>-231.37</b>	<b>0.0</b>
<b>RECREATION</b>		<b>0.00</b>	<b>0.00</b>	<b>231.37</b>	<b>-166.12</b>	<b>0.00</b>	<b>-231.37</b>	<b>0.0</b>
<b>Revenues</b>		<b>1,254,814.00</b>	<b>1,254,814.00</b>	<b>150,838.63</b>	<b>60,852.05</b>	<b>0.00</b>	<b>1,103,975.37</b>	<b>12.0</b>
<b>Expenditures</b>								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	14,000.00	14,000.00	3,650.00	500.00	0.00	10,350.00	26.1
4001	Salaries - Full-time	156,000.00	156,000.00	73,870.29	13,640.40	0.00	82,129.71	47.4
4003	Salaries - Overtime	3,432.00	3,432.00	1,461.84	130.53	0.00	1,970.16	42.6
4007	Vehicle Allowance	500.00	500.00	47.30	0.00	0.00	452.70	9.5
4010	Workers Compensation Insurance	3,600.00	3,600.00	1,451.59	182.75	0.00	2,148.41	40.3
4011	Medical Insurance	27,500.00	27,500.00	14,507.10	2,901.42	0.00	12,992.90	52.8
4015	Federal Payroll Tax -FICA	8,800.00	8,800.00	6,004.55	1,084.23	0.00	2,795.45	68.2
4018	State Payroll Taxes	1,100.00	1,100.00	91.25	12.50	0.00	1,008.75	8.3

**REVENUE/EXPENDITURE REPORT**  
November 2014 @ 41.67%

Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014		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	101,083.92	18,451.83	0.00	113,848.08	47.0
Acct Class: 50 OPERATIONS AND MAINTENANCE								
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	6,400.00	6,400.00	2,720.10	215.39	0.00	3,679.90	42.5
5006	Travel & Meetings 2	1,500.00	1,500.00	1,345.15	140.00	0.00	154.85	89.7
5007	Televised Meeting Costs	17,200.00	17,200.00	7,179.95	2,784.00	0.00	10,020.05	41.7
5010	Publications & Legal Notices	7,200.00	7,200.00	3,272.50	1,261.72	0.00	3,927.50	45.5
5012	Printing	400.00	400.00	307.14	0.00	0.00	92.86	76.8
5014	Postage	2,000.00	2,000.00	928.81	699.83	0.00	1,071.19	46.4
5016	Office Supplies	7,200.00	7,200.00	2,056.15	0.00	0.00	5,143.85	28.6
5020	Telephone	1,000.00	1,000.00	660.18	90.47	0.00	339.82	66.0
5045	Miscellaneous Expenditures	5,500.00	5,500.00	800.80	367.51	0.00	4,699.20	14.6
5046	Bank Service Charge	1,000.00	1,000.00	516.35	102.28	0.00	483.65	51.6
5050	Elections	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
OPERATIONS AND MAINTENANCE		73,900.00	73,900.00	32,974.04	5,661.20	0.00	40,925.96	44.6
Acct Class: 56 CONTRACT SERVICES								
5610	Legal Counsel 3	38,000.00	38,000.00	36,190.00	14,031.08	0.00	1,810.00	95.2
5615	Financial Audit-Consulting 4	8,500.00	8,500.00	8,700.00	0.00	0.00	-200.00	102.4
5670	Other Professional Services	50,000.00	50,000.00	20,380.02	0.00	0.00	29,619.98	40.8
CONTRACT SERVICES		96,500.00	96,500.00	65,270.02	14,031.08	0.00	31,229.98	67.6
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	6,000.00	6,000.00	4,065.17	2,551.00	0.00	1,934.83	67.8
CAPITAL EXPENDITURES		6,000.00	6,000.00	4,065.17	2,551.00	0.00	1,934.83	67.8
ADMINISTRATION		391,332.00	391,332.00	203,393.15	40,695.11	0.00	187,938.85	52.0
Dept: 20 RECREATION								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	51,229.00	51,229.00	21,128.84	3,833.77	0.00	30,100.16	41.2
4002	Salaries - Part-time	22,104.00	22,104.00	9,860.20	1,818.44	0.00	12,243.80	44.6
4003	Salaries - Overtime	3,640.00	3,640.00	1,230.73	3.47	0.00	2,409.27	33.8
4005	Salaries - Event Attendant 5	200.00	200.00	352.50	0.00	0.00	-152.50	176.3
4007	Vehicle Allowance	500.00	500.00	121.59	0.00	0.00	378.41	24.3
4010	Workers Compensation Insurance	1,080.00	1,080.00	586.83	73.88	0.00	493.17	54.3
4011	Medical Insurance	7,000.00	7,000.00	3,688.30	737.66	0.00	3,311.70	52.7
4015	Federal Payroll Tax -FICA	5,500.00	5,500.00	2,490.98	432.48	0.00	3,009.02	45.3
4018	State Payroll Taxes	1,100.00	1,100.00	10.74	0.00	0.00	1,089.26	1.0
SALARIES AND BENEFITS		92,353.00	92,353.00	39,470.71	6,899.70	0.00	52,882.29	42.7
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5006	Travel & Meetings	250.00	250.00	220.00	0.00	0.00	30.00	88.0
5010	Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5012	Printing	100.00	100.00	47.95	0.00	0.00	52.05	48.0
5014	Postage	150.00	150.00	52.08	52.08	0.00	97.92	34.7
5016	Office Supplies	1,000.00	1,000.00	388.26	0.00	0.00	611.74	38.8
5017	Community Events	14,000.00	14,000.00	7,337.69	0.00	0.00	6,662.31	52.4
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	660.18	90.47	0.00	1,139.82	36.7
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
OPERATIONS AND MAINTENANCE		24,700.00	24,700.00	14,906.16	142.55	0.00	9,793.84	60.3
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	3,500.00	3,500.00	1,252.59	0.00	0.00	2,247.41	35.8
CONTRACT SERVICES		3,500.00	3,500.00	1,252.59	0.00	0.00	2,247.41	35.8
Acct Class: 60 CAPITAL EXPENDITURES								

**REVENUE/EXPENDITURE REPORT**  
November 2014 @ 41.67%

Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 10 - GENERAL FUND</b>							
<b>Expenditures</b>							
Dept: 20 RECREATION							
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	32.69	0.00	0.00	1,967.31	1.6
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CAPITAL EXPENDITURES	2,000.00	2,000.00	32.69	0.00	0.00	1,967.31	1.6
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RECREATION	122,553.00	122,553.00	55,662.15	7,042.25	0.00	66,890.85	45.4
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	31,252.00	31,252.00	15,885.19	2,858.88	0.00	15,366.81	50.8
4002 Salaries - Part-time	6,851.00	6,851.00	4,541.43	825.18	0.00	2,309.57	66.3
4003 Salaries - Overtime	1,900.00	1,900.00	1,020.54	64.28	0.00	879.46	53.7
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	1,451.59	182.75	0.00	2,348.41	38.2
4011 Medical Insurance	8,700.00	8,700.00	4,556.20	911.24	0.00	4,143.80	52.4
4015 Federal Payroll Tax -FICA	3,600.00	3,600.00	1,638.47	286.28	0.00	1,961.53	45.5
4018 State Payroll Taxes	660.00	660.00	12.70	0.00	0.00	647.30	1.9
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SALARIES AND BENEFITS	57,013.00	57,013.00	29,106.12	5,128.61	0.00	27,906.88	51.1
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	23.98	0.00	0.00	26.02	48.0
5014 Postage	50.00	50.00	17.90	17.90	0.00	32.10	35.8
5016 Office Supplies	900.00	900.00	194.13	0.00	0.00	705.87	21.6
5018 Janitorial Supplies	4,500.00	4,500.00	1,628.34	768.42	0.00	2,871.66	36.2
5020 Telephone	1,600.00	1,600.00	660.18	90.47	0.00	939.82	41.3
5022 Utilities	48,000.00	48,000.00	21,656.76	1,095.27	0.00	26,343.24	45.1
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	334.61	79.94	0.00	665.39	33.5
5032 Building & Grounds-Maintenance	16,000.00	16,000.00	7,439.51	2,426.45	0.00	8,560.49	46.5
5034 Alarm Systems	750.00	750.00	112.61	17.36	0.00	637.39	15.0
5045 Miscellaneous Expenditures	500.00	500.00	118.00	0.00	0.00	382.00	23.6
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
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OPERATIONS AND MAINTENANCE	75,550.00	75,550.00	32,186.02	4,495.81	0.00	43,363.98	42.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	13,275.00	2,655.00	0.00	19,725.00	40.2
5656 Tree Trimming	1,200.00	1,200.00	280.76	0.00	0.00	919.24	23.4
5670 Other Professional Services	3,500.00	3,500.00	1,198.77	0.00	0.00	2,301.23	34.3
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CONTRACT SERVICES	37,700.00	37,700.00	14,754.53	2,655.00	0.00	22,945.47	39.1
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	122.57	0.00	0.00	127.43	49.0
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CAPITAL EXPENDITURES	250.00	250.00	122.57	0.00	0.00	127.43	49.0
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ROSSMOOR PARK	170,513.00	170,513.00	76,169.24	12,279.42	0.00	94,343.76	44.7
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	26,137.00	26,137.00	13,642.28	2,465.38	0.00	12,494.72	52.2
4002 Salaries - Part-time	3,425.00	3,425.00	1,962.96	189.40	0.00	1,462.04	57.3
4003 Salaries - Overtime	1,040.00	1,040.00	655.73	49.52	0.00	384.27	63.1
4010 Workers Compensation Insurance	3,000.00	3,000.00	1,167.46	146.98	0.00	1,832.54	38.9
4011 Medical Insurance	7,100.00	7,100.00	3,686.50	737.30	0.00	3,413.50	51.9
4015 Federal Payroll Tax -FICA	2,500.00	2,500.00	1,241.74	206.43	0.00	1,258.26	49.7
4018 State Payroll Taxes	600.00	600.00	4.48	0.00	0.00	595.52	0.7
<hr/>							
SALARIES AND BENEFITS	43,802.00	43,802.00	22,361.15	3,795.01	0.00	21,440.85	51.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0

**REVENUE/EXPENDITURE REPORT**  
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Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
<b>Expenditures</b>							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	50.00	50.00	23.98	0.00	0.00	26.02	48.0
5014 Postage	50.00	50.00	17.90	17.90	0.00	32.10	35.8
5016 Office Supplies	900.00	900.00	194.13	0.00	0.00	705.87	21.6
5018 Janitorial Supplies	3,000.00	3,000.00	1,628.34	768.42	0.00	1,371.66	54.3
5020 Telephone	1,650.00	1,650.00	660.18	90.47	0.00	989.82	40.0
5022 Utilities	4,000.00	4,000.00	1,709.91	0.00	0.00	2,290.09	42.7
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	334.61	79.94	0.00	665.39	33.5
5032 Building & Grounds-Maintenance	3,000.00	3,000.00	1,935.88	366.30	0.00	1,064.12	64.5
5034 Alarm Systems	500.00	500.00	114.50	16.85	0.00	385.50	22.9
5045 Miscellaneous Expenditures	50.00	50.00	10.27	0.00	0.00	39.73	20.5
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	208.22	0.00	0.00	2,791.78	6.9
<b>OPERATIONS AND MAINTENANCE</b>	<b>18,400.00</b>	<b>18,400.00</b>	<b>6,837.92</b>	<b>1,339.88</b>	<b>0.00</b>	<b>11,562.08</b>	<b>37.2</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	1,475.00	295.00	0.00	1,825.00	44.7
5656 Tree Trimming	1,000.00	1,000.00	280.76	0.00	0.00	719.24	28.1
5670 Other Professional Services	3,500.00	3,500.00	1,198.77	0.00	0.00	2,301.23	34.3
<b>CONTRACT SERVICES</b>	<b>7,800.00</b>	<b>7,800.00</b>	<b>2,954.53</b>	<b>295.00</b>	<b>0.00</b>	<b>4,845.47</b>	<b>37.9</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>32,153.60</b>	<b>5,429.89</b>	<b>0.00</b>	<b>37,898.40</b>	<b>45.9</b>
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	34,034.00	34,034.00	15,885.19	2,858.88	0.00	18,148.81	46.7
4002 Salaries - Part-time	8,200.00	8,200.00	4,541.43	825.18	0.00	3,658.57	55.4
4003 Salaries - Overtime	1,716.00	1,716.00	1,041.30	64.28	0.00	674.70	60.7
4005 Salaries - Event Attendant	2,000.00	2,000.00	2,362.50	435.00	0.00	-362.50	118.1
4010 Workers Compensation Insurance	3,500.00	3,500.00	1,451.59	182.75	0.00	2,048.41	41.5
4011 Medical Insurance	8,700.00	8,700.00	4,556.20	911.24	0.00	4,143.80	52.4
4015 Federal Payroll Tax -FICA	3,800.00	3,800.00	1,820.67	319.58	0.00	1,979.33	47.9
4018 State Payroll Taxes	775.00	775.00	68.93	10.88	0.00	706.07	8.9
<b>SALARIES AND BENEFITS</b>	<b>62,725.00</b>	<b>62,725.00</b>	<b>31,727.81</b>	<b>5,607.79</b>	<b>0.00</b>	<b>30,997.19</b>	<b>50.6</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	23.97	0.00	0.00	476.03	4.8
5014 Postage	100.00	100.00	17.90	17.90	0.00	82.10	17.9
5016 Office Supplies	900.00	900.00	194.13	0.00	0.00	705.87	21.6
5018 Janitorial Supplies	4,500.00	4,500.00	1,633.25	770.72	0.00	2,866.75	36.3
5020 Telephone	1,800.00	1,800.00	660.18	90.47	0.00	1,139.82	36.7
5022 Utilities	67,771.00	67,771.00	26,263.31	0.00	0.00	41,507.69	38.8
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	334.61	79.94	0.00	665.39	33.5
5032 Building & Grounds-Maintenance	23,500.00	23,500.00	4,402.77	403.81	0.00	19,097.23	18.7
5034 Alarm Systems	750.00	750.00	192.50	16.86	0.00	557.50	25.7
5045 Miscellaneous Expenditures	250.00	250.00	59.00	0.00	0.00	191.00	23.6
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>33,781.62</b>	<b>1,379.70</b>	<b>0.00</b>	<b>73,039.38</b>	<b>31.6</b>
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	13,275.00	2,655.00	0.00	19,725.00	40.2
5656 Tree Trimming	1,200.00	1,200.00	280.76	0.00	0.00	919.24	23.4

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Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	3,500.00	3,500.00	1,198.77	0.00	0.00	2,301.23	34.3
CONTRACT SERVICES		37,700.00	37,700.00	14,754.53	2,655.00	0.00	22,945.47	39.1
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	250.00	122.56	0.00	0.00	127.44	49.0
CAPITAL EXPENDITURES		250.00	250.00	122.56	0.00	0.00	127.44	49.0
RUSH PARK								
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	220.06	30.16	0.00	359.94	37.9
OPERATIONS AND MAINTENANCE		580.00	580.00	220.06	30.16	0.00	359.94	37.9
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	110,000.00	110,000.00	35,837.34	8,957.23	0.00	74,162.66	32.6
CONTRACT SERVICES		110,000.00	110,000.00	35,837.34	8,957.23	0.00	74,162.66	32.6
STREET LIGHTING		110,580.00	110,580.00	36,057.40	8,987.39	0.00	74,522.60	32.6
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	220.06	30.16	0.00	359.94	37.9
OPERATIONS AND MAINTENANCE		580.00	580.00	220.06	30.16	0.00	359.94	37.9
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,000.00	55,000.00	17,998.31	4,539.98	0.00	37,001.69	32.7
CONTRACT SERVICES		55,000.00	55,000.00	17,998.31	4,539.98	0.00	37,001.69	32.7
STREET SWEEPING		55,580.00	55,580.00	18,218.37	4,570.14	0.00	37,361.63	32.8
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time	15,800.00	15,800.00	7,089.78	1,317.50	0.00	8,710.22	44.9
4007	Vehicle Allowance	400.00	400.00	195.06	0.00	0.00	204.94	48.8
4015	Federal Payroll Tax -FICA	1,000.00	1,000.00	542.33	100.78	0.00	457.67	54.2
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	7,827.17	1,418.28	0.00	9,572.83	45.0
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	8.14	8.14	0.00	291.86	2.7
5016	Office Supplies	200.00	200.00	35.31	0.00	0.00	164.69	17.7
5020	Telephone	1,000.00	1,000.00	440.14	60.31	0.00	559.86	44.0
5030	Vehicle Maintenance	200.00	200.00	50.12	50.12	0.00	149.88	25.1
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	533.71	118.57	0.00	1,241.29	30.1
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	67,000.00	67,000.00	17,569.35	0.00	0.00	49,430.65	26.2



**REVENUE/EXPENDITURE REPORT**  
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Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
Acct Class: 56 CONTRACT SERVICES							
5660 TREE REMOVAL	700.00	700.00	0.00	0.00	0.00	700.00	0.0
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	2,345.19	0.00	0.00	3,154.81	42.6
CONTRACT SERVICES	73,600.00	73,600.00	19,914.54	0.00	0.00	53,685.46	27.1
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	12,000.00	12,000.00	2,828.80	-750.00	0.00	9,171.20	23.6
CAPITAL EXPENDITURES	12,000.00	12,000.00	2,828.80	-750.00	0.00	9,171.20	23.6
PARKWAY TREES	104,775.00	104,775.00	31,104.22	786.85	0.00	73,670.78	29.7
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	639.00	639.00	280.36	49.19	0.00	358.64	43.9
4003 Salaries - Overtime	62.00	62.00	22.29	1.84	0.00	39.71	36.0
4010 Workers Compensation Insurance	180.00	180.00	67.99	8.56	0.00	112.01	37.8
4015 Federal Payroll Tax -FICA	70.00	70.00	23.04	3.87	0.00	46.96	32.9
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	393.68	63.46	0.00	572.32	40.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	220.06	30.13	0.00	279.94	44.0
5022 Utilities	8,500.00	8,500.00	2,285.43	572.24	0.00	6,214.57	26.9
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	593.15	430.15	0.00	406.85	59.3
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	3,098.64	1,032.52	0.00	7,401.36	29.5
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	1,475.00	295.00	0.00	2,125.00	41.0
5656 Tree Trimming	500.00	500.00	93.57	0.00	0.00	406.43	18.7
5670 Other Professional Services	50.00	50.00	21.49	0.00	0.00	28.51	43.0
CONTRACT SERVICES	4,150.00	4,150.00	1,590.06	295.00	0.00	2,559.94	38.3
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,716.00	15,716.00	5,082.38	1,390.98	0.00	10,633.62	32.3
Expenditures	1,250,697.00	1,250,697.00	540,227.03	90,824.52	0.00	710,469.97	43.2
Net Effect for GENERAL FUND	4,117.00	4,117.00	-389,388.40	-29,972.47	0.00	393,505.40-9,458.1	
Change in Fund Balance:			-389,388.40				

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For the Period: 7/1/2014 to 11/30/2014	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: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	380,000.00	44,906.10	40,996.50	0.00	335,093.90	11.8
3101 Property assessments-prior yr	3,400.00	3,400.00	2,135.87	372.83	0.00	1,264.13	62.8
<b>ASSESSMENTS</b>	<b>383,400.00</b>	<b>383,400.00</b>	<b>47,041.97</b>	<b>41,369.33</b>	<b>0.00</b>	<b>336,358.03</b>	<b>12.3</b>
Dept: 00	383,400.00	383,400.00	47,041.97	41,369.33	0.00	336,358.03	12.3
<b>Revenues</b>	<b>383,400.00</b>	<b>383,400.00</b>	<b>47,041.97</b>	<b>41,369.33</b>	<b>0.00</b>	<b>336,358.03</b>	<b>12.3</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
<b>CONTRACT SERVICES</b>	<b>22,875.00</b>	<b>22,875.00</b>	<b>3,047.50</b>	<b>0.00</b>	<b>0.00</b>	<b>19,827.50</b>	<b>13.3</b>
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
<b>DEBT SERVICE</b>	<b>351,210.00</b>	<b>351,210.00</b>	<b>294,170.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,040.00</b>	<b>83.8</b>
<b>RUSH PARK</b>	<b>374,085.00</b>	<b>374,085.00</b>	<b>297,217.50</b>	<b>0.00</b>	<b>0.00</b>	<b>76,867.50</b>	<b>79.5</b>
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
<b>RESERVES/CONTINGENCIES</b>	<b>0.00</b>	<b>0.00</b>	<b>10,498.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,498.30</b>	<b>0.0</b>
<b>CONTINGENCY/RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>10,498.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,498.30</b>	<b>0.0</b>
<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>9,315.00</b>	<b>9,315.00</b>	<b>-260,673.83</b>	<b>41,369.33</b>	<b>0.00</b>	<b>269,988.83-2,798.4</b>	
Change in Fund Balance:			-260,673.83				

**REVENUE/EXPENDITURE REPORT**  
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Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014		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								
		105,202.00	105,202.00	0.00	0.00	0.00	105,202.00	0.0
PROPERTY TAXES								
		105,202.00	105,202.00	0.00	0.00	0.00	105,202.00	0.0
Acct Class: 31 ASSESSMENTS								
3100 Property assessments								
		87,700.00	87,700.00	9,312.00	9,312.00	0.00	78,388.00	10.6
3101 Property assessments-prior yr								
		780.00	780.00	401.26	110.14	0.00	378.74	51.4
ASSESSMENTS								
		88,480.00	88,480.00	9,713.26	9,422.14	0.00	78,766.74	11.0
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								
		1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 00								
		194,682.00	194,682.00	9,713.26	9,422.14	0.00	184,968.74	5.0
Revenues								
		194,682.00	194,682.00	9,713.26	9,422.14	0.00	184,968.74	5.0
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619 Bond Trustee								
		2,530.00	2,530.00	2,640.00	0.00	0.00	-110.00	104.3
CONTRACT SERVICES								
		2,530.00	2,530.00	2,640.00	0.00	0.00	-110.00	104.3
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	76,050.00	0.00	0.00	6,415.00	92.2
Expenditures								
		82,465.00	82,465.00	76,050.00	0.00	0.00	6,415.00	92.2
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL								
Change in Fund Balance:								
		112,217.00	112,217.00	-66,336.74	9,422.14	0.00	178,553.74	-59.1
				-66,336.74				

**REVENUE/EXPENDITURE REPORT**  
November 2014 @ 41.67%

Rossmoor Community

For the Period: 7/1/2014 to 11/30/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	97,685.00	97,685.00	0.00	0.00	0.00	97,685.00	0.0
PROPERTY TAXES								
		97,685.00	97,685.00	0.00	0.00	0.00	97,685.00	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								
		197,685.00	197,685.00	0.00	0.00	0.00	197,685.00	0.0
Revenues								
		197,685.00	197,685.00	0.00	0.00	0.00	197,685.00	0.0
Expenditures								
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	0.00	10,616.69	0.00	0.00	-10,616.69	0.0
CAPITAL EXPENDITURES								
		0.00	0.00	10,616.69	0.00	0.00	-10,616.69	0.0
MONTECITO CENTER								
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	67,000.00	67,000.00	33,688.61	0.00	0.00	33,311.39	50.3
CAPITAL EXPENDITURES								
		67,000.00	67,000.00	33,688.61	0.00	0.00	33,311.39	50.3
RUSH PARK								
Dept: 65 ROSSMOOR WALL								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	20,000.00	20,000.00	5,383.75	453.75	0.00	14,616.25	26.9
CAPITAL EXPENDITURES								
		20,000.00	20,000.00	5,383.75	453.75	0.00	14,616.25	26.9
ROSSMOOR WALL								
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	7,000.00	7,000.00	1,305.00	0.00	0.00	5,695.00	18.6
OPERATIONS AND MAINTENANCE								
		7,000.00	7,000.00	1,305.00	0.00	0.00	5,695.00	18.6
CAPITAL PROJECTS								
		7,000.00	7,000.00	1,305.00	0.00	0.00	5,695.00	18.6
Expenditures								
		94,000.00	94,000.00	50,994.05	453.75	0.00	43,005.95	54.2
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS								
Change in Fund Balance:								
		103,685.00	103,685.00	-50,994.05	-453.75	0.00	154,679.05	-49.2
				-50,994.05				
Grand Total Net Effect:		229,334.00	229,334.00	-767,393.02	20,365.25	0.00	996,727.02	

**ROSSMOOR COMMUNITY SERVICES DISTRICT  
FOOTNOTES - FINANCIAL REPORT  
NOVEMBER 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 Travel &amp; Meetings</b> 10-10-5006, 10-20-5006	Red Cross training for entire staff in September
<b>#3 Legal Counsel</b> 10-10-5610	Additional legal expenses due ordinance implementation, litigation, etc. Amended Budget will be adjusted.
* <b>#4 Financial/Audit Consulting</b> 10-10-5615	Additional meeting needed w/Auditor. Slight increase will be added to Amended Budget.
* <b>#5 Event Attendant</b> 10-20-4005	Additional event attendants needed for Summer Movies and Concerts in the Park due to large turnouts. Will be adjusted in Amended Budget.
<b>#6 Event Attendant</b>	Use of Rush Park Auditorium attendants has increased. This does not impact budget.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM E-3**

**Date:** January 13, 2015  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** MONTHLY COYOTE SIGHTINGS/ACTIVITY REPORT

**RECOMMENDATION:**

Receive report.

**BACKGROUND:**

Board President Maynard has asked 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 December. This report is intended to provide the Board with an account of resident coyote sightings and related activity submitted to the District.

**ATTACHMENTS:**

1. December Coyote Sightings/Activity Report.

# Monthly Coyote Sightings Activity Report

Elizabeth Deering

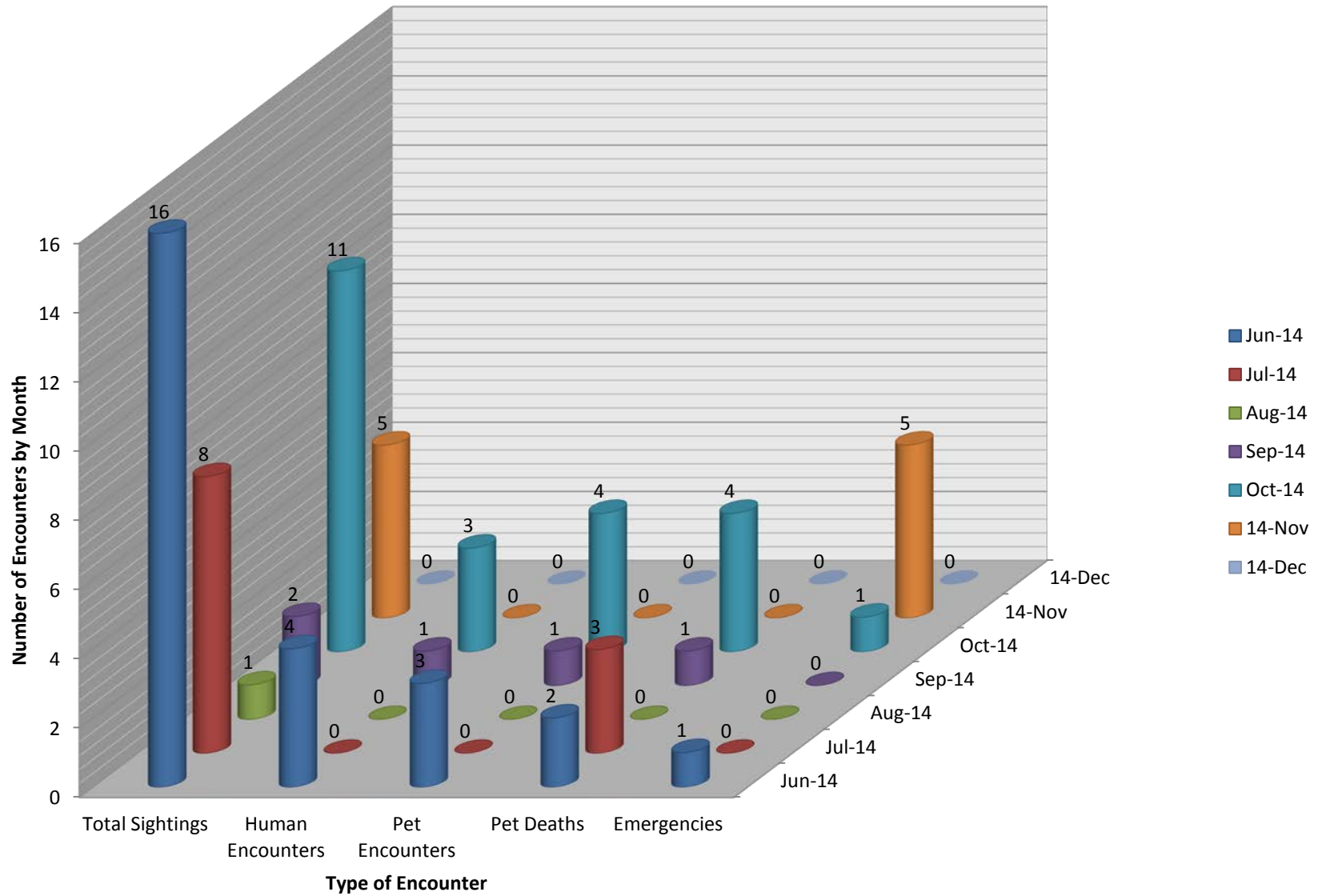
# 2014



June 2014-December 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**





# MONTHLY COYOTE SIGHTINGS/ACTIVITY REPORT LEGEND DESCRIPTION

**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.



**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-1**

**Date:** January 13, 2015  
**To:** Honorable Board of Directors  
**From:** General Manager  
**SUBJECT:** RESOLUTION NO. 15-01-13-01-LIST OF OFFICIALS  
AUTHORIZED TO TRANSACT BUSINESS WITH THE  
DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

**RECOMMENDATION:**

Approve by roll call vote, Resolution No. 15-01-13-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

**BACKGROUND:**

The District elects new Board officers in the month of January. This necessitates updating the District's banking signature forms authorizing new officials to transact business with its financial institutions which house the District's investments, savings and other financial accounts. Attached is a list of proposed officials for such authorization.

**ATTACHMENTS:**

1. Resolution No.15-01-13-01
2. List of Officials Authorized to Transact Business with the District's Banks and other Financial Institutions.
3. Policy No. 4055 District Bank and Investment Accounts.

**RESOLUTION NO. 15-01-13-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS**

**WHEREAS**, the Rossmoor Community Services District did hold elections for new Board officers at its Regular Meeting on January 13, 2015.

**WHEREAS**, those Board officers assumed their elective duties at its Regular Meeting on January 13, 2015.

**WHEREAS**, District Policy No. 4055 Authorized Signatures for Bank Accounts designates the Board President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and General Manager as authorized to sign checks.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates those persons identified on the attached Exhibit "A" to transact business with financial institutions which house the District's funds.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Rossmoor Community Services District hereby designates the District's Accountant/Bookkeeper as authorized to have access to transfer funds to and from the District's financial accounts.

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED, SIGNED, AND ADOPTED this 13th day of January 2015.

By: \_\_\_\_\_  
President  
Rossmoor Community Services District

ATTEST:

\_\_\_\_\_  
James D. Ruth, Secretary  
Rossmoor Community Services District

## EXHIBIT A

# LIST OF DISTRICT OFFICIALS AUTHORIZED TO TRANSACT BUSINESS WITH THE DISTRICT'S BANKS AND OTHER FINANCIAL INSTITUTIONS

- PRESIDENT
- 1<sup>ST</sup> VICE PRESIDENT
- 2<sup>ND</sup> VICE PRESIDENT
- GENERAL MANAGER JAMES D. RUTH
- ACCOUNTANT/BOOKKEEPER KATHLEEN BELL (Access only)

## Rossmoor Community Services District

**Policy**

**No. 4055**

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### **DISTRICT BANK AND INVESTMENT ACCOUNTS**

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

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

**4055.12** Check Signing Approvals: Two signatures from official signatories shall be required on each check issued by the District.

**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

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM G-2**

**Date:** January 13, 2015  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** INTRODUCTION OF ORDINANCE NO. 2015-01 REGARDING REVISION TO POLICY 6011 CONCERNING THE RULES AND REGULATIONS FOR THE USE OF DISTRICT PROPERTY— 6011.73 ALCOHOL.

**RECOMMENDATION:**

Give first reading to proposed ordinance 2015-01 relating to the enforcement of District policies and to revised Policy No. 6011 relating to the regulation and/or use of District Property-Alcohol, as well as regulation of food vendors.

**BACKGROUND:**

As requested by Board President Maynard, staff and General Counsel have formulated a draft ordinance and revised policy relating to the use of alcohol (*beer and wine*) on District property with Board approval by resolution. Also included are revisions to Policy No. 6011 regarding the control of food vendors on District property and other ministerial revisions.

Attached is the proposed ordinance and revised policy. Each of these has been vetted by General Counsel and is deemed to be appropriate for enforcement of District policies relating to the use of alcohol regulation of food vendors 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 2015-01 Codifying Policy No. 6011.
2. Redline Policy No. 6011 Rules and Regulations for the Use of District Property.

**DRAFT  
ORDINANCE NO. 2015-01**

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

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

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

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

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

**WHEREAS**, the District desires to amend Policy 6011, specifically, Policy 6011.73 contained therein, to allow for the consumption of beer and wine on District property when such consumption and possession is approved in advance by resolution of the Board of Directors, Policy 6011.120 to prohibit laser tag devices, and to add Policy 6011.130, to regulate mobile food vending carts, as defined, on District property.

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

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

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6011 Rules and Regulations for the Use of District Property, as amended to revise Policies 6011.10, 6011.73 and 6011.120, and to add Policy 6011.130, 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 XX, 2015.

\_\_\_\_\_  
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, 2015 and signed by Board Secretary, \_\_\_\_\_, on Month XX, 2015.



**REDLINE**  
**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:

- a. **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.
- b. **Board:** The Board of Directors of the Rossmoor Community Services District.
- c. **District:** The Rossmoor Community Services District
- d. **District Property:** Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.
- e. **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.
- f. **General Manager:** The General Manager of the District.
- g. **Group** "Group" means all Persons subject to the same permit.
- h. **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.
- i. **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.
- j. **Mobile Food Vending Cart:** A mobile motorized or non-motorized cart, hand truck, stand of similar device that is used for the preparation, vending and/or dispensing of food and/or beverages, other than a motor vehicle as defined in Vehicle Code Section 415.

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

than 10 persons, a User Permit is required for the use of District facilities. Casual use shall be limited to a non-recurring, non-commercial or unscheduled activity.

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

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

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

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

**6011.70 Prohibited Activities:** Following are activities specifically prohibited in 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. **This prohibition shall not apply to beer and/or wine during specific times and locations in connection with a District approved or sponsored event where consumption and/or possession of beer and/or wine is specifically approved in advance by resolution of the Board and where such consumption and/or possession is otherwise unlawful.**

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

**6011.75 Controlling Domestic Animals:**

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

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

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

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

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

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

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

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

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

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

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

**6011.110 Fire Regulation:**

**6011.111 Smoking:** Smoking of any substance by any means, including cigarettes, cigars, pipes, vaping, **electronic** cigarettes or other **similar electronic** smoking devices **as defined in Health & Safety Code Section 11405**, 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" or **"laser tag"** are not permitted on District property unless the Group has paid required fees and provided to the District a **valid** certificate of insurance for at least \$1,000,000, naming the District as 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.

**6011.113 Mobile Food Vending Carts:** Mobile food vending carts that serve, dispense or contain heated foods are not permitted on District property in connection with a Group and/or a User Permit unless the Group has paid required fees and provided to the District a certificate of insurance for at least \$1,000,000, naming the District as additional insured.

Adopted: Resolution 94-4, April 13, 1994  
Approved renumbering & format: October 8, 2002  
Reaffirmed: June 10, 2003  
Amended: August 12, 2008  
Amended: September 8, 2009  
Amended: October 13, 2009  
Amended: July 10, 2012  
Readopted by Ordinance 2014-02: January 14, 2014  
Amended: November 11, 2014  
Readopted by Ordinance 2014-04: November 11, 2014  
Readopted by Ordinance

**ROSSMOOR COMMUNITY SERVICES DISTRICT**

**AGENDA ITEM H-1**

**Date:** January 13, 2015  
**To:** Honorable Board of Directors  
**From:** General Manager  
**Subject:** AMERICAN CANCER SOCIETY COMMUNITY EVENT

**RECOMMENDATION:**

Approve Special Event Request from the American Cancer Society.

**BACKGROUND:**

The American Cancer Society is requesting the use of Rush Park for a special event on June 27, 2014. Board approval for this event is required by Board Policy No. 6010.10 because the hours of the event (7:00 am to 10:00 pm) exceed the eight-hour limit for an outdoor event.

Staff has reviewed the User Permit application and finds that there are no activities which would pose a significant impact to the community. Attached is information from the District's Recreation Superintendent which fully describes all aspects of the event and costs which are currently known.

This event has a long history on LAUSD sites which are no longer available to the Society. Although the event is not scheduled until June, Board approval is needed prior to proceeding with other permit requests from County agencies and equipment commitments.

**ATTACHMENTS:**

1. Memorandum from the District's Recreation Superintendent dated December 22, 2014 re: American Cancer Society Event.
2. User Permit Application dated November 6, 2014.
3. Policy No. 6010 Requests for Use of District Parks and Facilities.

**ROSSMOOR COMMUNITY SERVICES DISTRICT**  
**Special Event Request—American Cancer Society**

**DATE:** December 22, 2014

**SUBJECT:** Rush Park Special Event Request—American Cancer Society

**FROM:** Emily Gingras, Recreation Superintendent

**TO:** Jim Ruth, General Manager

**PURPOSE:**

To inform the General Manager on a special event request for use of Rush Park from 7:00am to 10:00pm for a fundraiser for the American Cancer Society.

**BACKGROUND:**

District staff recently received a request for the use of Rush Park from volunteers for the American Cancer Society. They would like to hold a community fundraiser on the grass fields at Rush Park on Saturday, June 27, 2015. Per Policy No. 6010.10 this request requires Board approval since the length of the event exceeds park use hours and exceeds the eight hour limit for outdoor events.

**SUMMARY:**

Maryam Ahmadinia, a Rossmoor resident and volunteer for the American Cancer Society is the applicant for this event. She informs the District that this event has previously been conducted at Los Alamitos Unified School sites since 2005 but the LAUSD is no longer allowing events at their sites forcing the group to look elsewhere for their annual fundraiser.

Ms. Ahmadinia is requesting park use from 7:00am to 10:00pm with the actual event being conducted from 10:00am to 8:00pm. Event details include use of all three fields, a stage rental with a DJ and live band performances, light towers, food vendors, game booths and bounce houses. A walkathon in an oval shape will be setup on the grass area. Event is being coordinated and ran by 25 main volunteers. They are expecting a total of 250 (approximate) attendees scattered throughout the day. The event will be advertised to the public.

Because the request includes a stage rental and light towers, the County's approval along with the Orange County Fire Authority is also required. If approved by the RCSD Board, the applicant will apply with the County and OCFA.

**ATTACHMENTS:**

1. Application
2. Email from Maryam—Scope of event
3. Site layout

Respectfully submitted by,

Emily Gingras, Recreation Superintendent & Jessica Verduzco, General Clerk



# ROSSMOOR COMMUNITY SERVICES DISTRICT

3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710  
 website: [www.rossmoor-csd.org](http://www.rossmoor-csd.org) email: [rcsd@rossmoor-csd.org](mailto:rcsd@rossmoor-csd.org)



## APPLICATION FOR PICNIC AREA/ATHLETIC FIELD PERMIT

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

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

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

ROSSMOOR PARK (Picnic Areas Reservations by Residents Only)  Picnic Area A  Picnic Area B  Picnic Area C  
 Athletic Field: 1 2 3  Basketball Court  Volleyball Court

Special Use  Other (Please Specify) \_\_\_\_\_ (Some picnics may require an attendant)

Are you requesting an INFLATABLE BOUNCER at this event? (Only on designated areas/Requires \$1 million insurance policy) YES  NO   
 \*Standard-Sized Bouncers Only.

Name of authorized bouncer/moonbounce company (Refer to attached listing): \_\_\_\_\_ No electricity available. MUST HAVE GENERATOR!

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

Name (Individual / Organization): American Cancer Society, Inc. Email: \_\_\_\_\_  
 If Organization: 501 (C) (3) Private for Profit   
 Responsible Person/Representative: Maryam Ahmadinia Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: Los Alamitos, CA Zip: 90720  
 Telephone: Home: N/A Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Date(s) of Event: 1-27-15 Day(s): Sat. Time of Actual Event (Guest Arrival) 10 am  
 Start Time: 10 am / 7 am setup End Time: 10 pm Total Hours Requested: 15  
 (Applicant must include set-up/decorating time and clean-up time.)  
 Name of Event: Relay For Life Type of Event: fundraising/community event  
 For birthday/graduation party, indicate age of celebrant: \_\_\_\_\_ (Attendees are assigned as required at the discretion of the District)  
 Number of attendees: 200 Adults 50 + Minors (17 and under) 250 = Total (approximate)

- Please answer all questions correctly. Unanswered questions may delay your request.
- Is the event open or advertised to the public? Yes  No
  - Is this a fundraising/charitable/educational event? Yes  No
  - Will there be collection or selling of any kind? Yes  No
  - Is this an organized group, such as a club, school or business? Yes  No
  - Will this event be having some type of music? **NO AMPLIFIED SOUND ALLOWED IN ANY OF OUR PARKS** Yes  No   
Please note that teen (13-17) years old parties will be required to have an attendant.
  - Will the event be advertised prior to the event date? How? Social media/newsletter/fliers Yes  No
  - Please check: Flyer  Newspaper  Radio  Social Media
  - Will there be any type of display or advertising at the event? Yes  No
  - Will you be cleaning or loading any motor vehicles? Yes  No
  - Will there be any concessions or other merchandise? Yes  No
  - Will there be animals during the event? Yes  No   
Animal shows will require a permit from Animal Control and prior approval from the General Manager

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

(Office Use Only) UP# _____ Date Received: _____ Must be submitted 14 days in advance of requested use date	(Office Use Only) Comments: <u>already told her we can't accept until end of January + \$50 event fee is required when submitting</u>
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# RULES/REGULATIONS/INDEMNIFICATION

1. Please **READ CAREFULLY** and initial on the following important policies, rules and regulations:
  - a. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. You will not be given access prior to the time scheduled on your User Permit. Non compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
  - b. If group is an organization, issue refundable deposit check to: HNW... Allow at least 14 working days
  - c. Consumption of alcohol or substance abuse is not allowed on any District properties. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction
  - d. Parking will only be allowed in designated areas. No parking on grass or walkways.
  - e. Gambling is not allowed on Rossmoor Community Services District properties.
  - f. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation.)
  - g. Law Enforcement Intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.
  - h. Applications must be received at least 15 working days prior to the date of the event. To avail of the Rossmoor residence fee, please attach a copy of your driver's license and a most recent utility bill. Requests made 15 working days or less prior to the event must be made in person and all fees paid for in full and in cash. All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.
  - i. Submission of the completed form does not guarantee you the site/date. You will be notified if the site is not available.
  - j. Reservations can only be made 6 months in advance. Submit the completed application form along with a \$15 reservation fee if booking a reservable picnic site/open space and/or ball field. If facility or any other alternative is not available your deposit/reservation fee will be refunded to you within 7-14 business days.
  - k. Permittee must sign the user permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made or sooner). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled and you will be refunded the deposit less the applicable service fee.
  - l. For teen parties (under 18 years of age), reservations must be made at least 15 working days prior to the event. One adult shall be present for every 10 minors. No event will be permitted to start without the attendant.
  - m. Cancellation Policy: Applicable processing and cancellation fees will be withheld by the District as per Policy 6010.60.
  - n. Any request, to extend the time of the original reservation must be made for a minimum of one hour and must be made at least 15 working days prior to the event, subject to availability of facility and staff. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit change fee of \$15.00 after the second occurrence. SP (Initial)
  - o. District Event Attendants and employees must be obeyed at all times. Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
  - p. Payments may be in the form of exact cash or check only. All deposits and fees for reservations made within 10 working days or less must be paid in full, and must be made in cash. All balances must be paid in full no less than two weeks prior to being issued a valid User Permit.



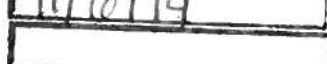

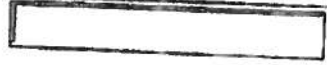
\*If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the District Staff and may result in forfeiture of fees and deposits and/or denial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

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

### ROSSMOOR COMMUNITY SERVICES DISTRICT INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY

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

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

Signature of Applicant: 	Date: <u>11/10/14</u>
Signature of District Official: 	Date: 
General Manager Approval (if required): 	Date: 



# ROSSMOOR COMMUNITY SERVICES DISTRICT

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

WEBSITE: [WWW.ROSSMOOR-CSD.ORG](http://WWW.ROSSMOOR-CSD.ORG) / E-MAIL: [RCSD@ROSSMOOR-CSD.ORG](mailto:RCSD@ROSSMOOR-CSD.ORG)

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

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

17. Event Date(s): 6/27/2015 Time: 10am-10pm  
 Time: \_\_\_\_\_  
 Time: \_\_\_\_\_
18. Set up Date(s)/Time: 6/27/2015 (7am-10am)
19. Break Down Date(s)/Time: 6/27/2015 (9:30-10:30pm)
20. Estimated No. of Attendance: Participants 250 Spectators — Staff 2  
 Participants \_\_\_\_\_ Spectators \_\_\_\_\_ Staff \_\_\_\_\_

21. How will the event be advertised? (Flyers, newspapers, radio, television, etc.) Please describe.

fliers, facebook, news, etc

22. Will monies or donations be collected at the event? Yes  No

If yes, please explain types of fees or charges and amounts.

23. How will the funds generated by the event be used?

24. Will food or merchandise be sold or displayed at the event? Yes  No

If yes, anticipated number of food vendors: 2-4 Anticipated number of merchandise vendors: 0

25. Will food or merchandise be given away for free? Yes  No

Please explain.

local patches often donate sodas, sandwiches, chips, ice, water, pizza, pasta, salad, etc

26. Will you require electricity for any portion of your event? Yes  No

If yes, please explain in detail what the electricity will be used for and how it will be provided. (Electricity is only available in certain areas)

a small generator is typically placed beside our stage for the DJ to use

27. Will any temporary structures or equipment be brought to the site for the event? (Stages, fencing, generators, lighting, sound system, seating, bleachers, tents, booths, portable toilets, etc.) Yes  No

If yes, please describe in detail and attach site plan. Tent/Canopies larger than 10 x 10 need special permits and approval

\* site plan is not yet confirmed

\* usually a 20x20 stage and approx. 20-30 (10x10) tents are placed in an ovalar shape around the field.

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

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

\* Bands and performers are confirmed in May 2015.  
\* We hire a DJ to play music (10am-8pm)

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

\* We will most likely have game booths  
\* no animals, animal rides, rides at the event

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

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

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

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

Name (Please Print) Shana Pawlowicz

Organization: American Cancer Society, Inc.

Signature: [Handwritten Signature]

Title: Senior Manager Relay for Life

Date: 11/10/14

FOR DEPARTMENT USE ONLY

Received by:  
General Manager Approval  
Processed by:

Date:  
Date:  
Date:

## Jessica Verduzco

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**From:** Maryam Ahmadiania [maryam.ahmadiania@cancer.org]  
**Sent:** Thursday, December 04, 2014 12:39 PM  
**To:** Jessica Verduzco  
**Subject:** RE: American Cancer Society Event  
**Attachments:** photo of stage 2014.jpg; LOS AL SB RFL 2014 MAP.pdf

Hi Jessica,

Our event started in 2005 (I believe) but our system will only allow us to pull up information dating back to 2009. I only had one photo of myself and a volunteer standing on the stage, and not of the stage alone. My apologies.

Attached to this email is also our logistics map from 2014. Everything is labeled except for the numbered triangles. Those are the spots where our teams set up 10x10 easy up tents for shade. That map is also based on our location at McAuliffe Middle School last year, so things would shift at Rush Park a bit.

We will not be having animal rides at our event; I apologize if I checked that box on accident. If a bounce house is allowed, it is usually donated and used in our "kid's camp" area. One year we had a regular bounce house.

The last two years McAuliffe allowed us to utilize a water slide bounce house.

The staging we will be utilizing if permitted. That is where our ceremonies take place, and where our entertainers perform.

In regards to our volunteers at the event, essentially everyone is a volunteer but me.

I am the only paid staff at the function, and everything else is run, operated and coordinated by about 25 main volunteers.

The rest of the participants are volunteers as well that manage their own campsite, activities, etc.

Please let me know if you have any further questions.

Thank you so much, to you and Emily, for helping us get this event rolling.

We sincerely appreciate the time and effort you have put in thus far.

Have a wonderful day!

**Maryam Ahmadiania** | Specialist, Relay For Life  
California Division | American Cancer Society, Inc.  
1940 E Deere Ave Suite 100  
Santa Ana, CA 92705  
Phone: 949.567.0603 | Mobile: 562.900.6211  
[cancer.org](http://cancer.org) | 1.800.227.2345

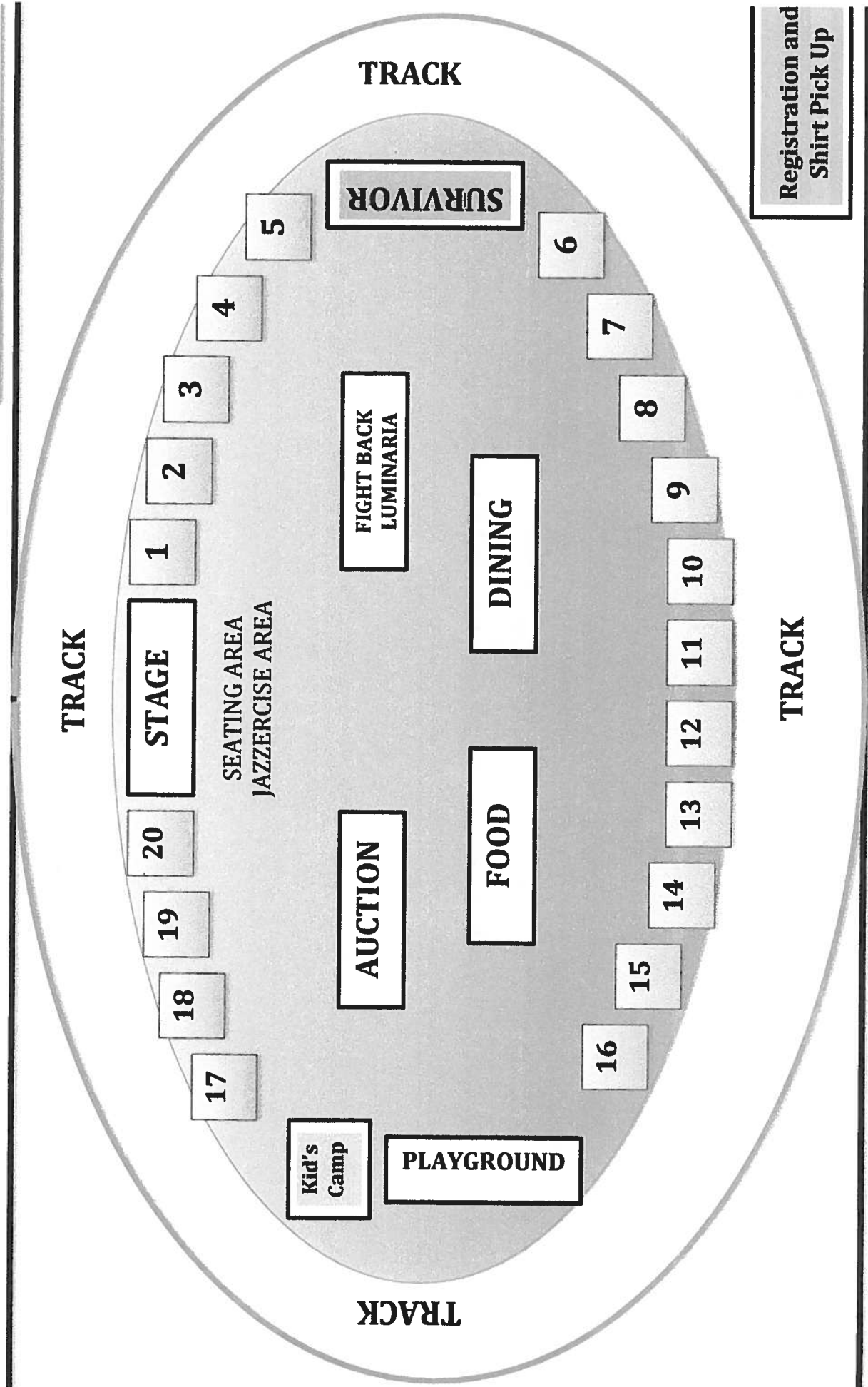


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RESTROOMS AND  
WASH STATIONS



Fields 1 and 2 - NOT USED FOR RELAY FOR LIFE - BLOOMFIELD STREET SIDE

## 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