

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board

Agenda Package

February 12, 2013

PUBLIC COPY

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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, February 12, 2013

7:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Coletta, Kahlert, Rips
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - a. Lt. Gunzel, OC Sheriffs Department re: Quarterly Crime Statistics.
 - b. President Maynard Re: Weaver Elementary School Proclamation

B. ADDITIONS TO AGENDA - None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD

1. REPORT OF THE PUBLIC WORKS/CIP COMMITTEE RE: MID-YEAR CAPITAL PROJECTS AND BUDGET ADJUSTMENTS.

2. REPORT OF THE BUDGET COMMITTEE RE: MID-YEAR BUDGET ADJUSTMENTS.
3. REPORT OF THE INVESTMENT COMMITTEE RE: REINVESTMENT OF MATURED INVESTMENT.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of January 8, 2013.

b. PIFC Meeting of January 8, 2013.

2. DECEMBER REVENUE AND EXPENDITURE REPORT
3. QUARTERLY STATUS REPORT
4. QUARTERLY RECREATION REPORT
5. QUARTERLY TREE 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. 13-02-12-01 MID-YEAR BUDGET ADJUSTMENT TOTAL AMOUNTS FOR FISCAL YEAR 2012-2013.
2. RESOLUTION NO. 13-02-12-02 REJECTION OF GOVERNMENT CLAIM.
3. RESOLUTION No. 13-02-12-03 ADOPTING A CONFLICT OF INTEREST CODE.

H. REGULAR CALENDAR-None

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 Board members to discuss issues that are not on the Agenda, and/or to request that specific items be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.

K. CLOSED SESSION - None

L. **ADJOURNMENT**

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

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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the February 12, 2013, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:


CHRIS MONTANA
General Manager

Date 2/5/2013

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4 a., b.

Date: February 12, 2013
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: QUARTERLY/ANNUAL CRIME STATISTICS

RECOMMENDATION:

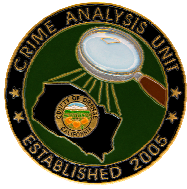
Receive and file

BACKGROUND:

Lt. Gunzel, OC Sheriffs Department will report on the District's Quarterly/Annual Crime Statistics.

ATTACHMENTS:

1. Quarterly/Annual Crime Statistics.
2. Weaver Elementary School Proclamation



Orange County Sheriff's Department Rossmoor Crime Data December 2012

Offense	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total 2011
187	0	0	0	0	0	0	0	0	0	0	0	0	0
211	0	1	0	0	0	0	0	1	0	0	0	1	3
245	0	1	0	0	0	0	0	0	0	0	0	0	1
459C	0	0	0	0	0	0	0	0	0	1	0	1	2
459R	3	2	3	7	3	1	1	4	4	1	2	2	33
459V	2	3	1	2	2	2	4	4	0	6	0	1	27
487	0	2	3	3	0	2	2	1	2	3	3	1	22
488	0	6	2	2	5	3	9	7	8	5	2	1	50*
594	0	2	0	2	2	3	2	1	3	10	0	1	26
594G	0	0	0	0	0	0	0	0	0	0	0	0	0
10851	1	0	0	0	0	0	2	2	0	1	0	0	6
RecStln	0	0	0	0	1	0	0	1	0	0	0	0	2
Total	6	17	9	16	13	11	20	21	17	27	7	8	172*

Offense	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total 2012
187	0	0	0	0	0	0	0	0	0	1*	0	0	1
211	0	0	0	1	0	0	0	0	0	0	0	0	1
245	0	0	0	0	0	0	0	0	0	1	0	0	1
459C	0	0	2	0	0	0	0	0	0	0	0	0	2
459R	7	4	1	1	5*	3	2	7	4*	8	0	2	44*
459V	3	3	2	0	1	1	1	0	0	3	1*	1	16*
487	0	2	2	4	3	1	5	0	0	4	0	1	22
488	3	4	2	1	4	0	6	3	1	5	2	6	37
594	4	3	4	2	4	4	2	0	1	1	0	0	25
594G	0	0	0	0	0	0	1	0	0	1	1	1	4
10851	0	1	0	0	0	0	1	2	1	0	0	1	6
RecStln	0	1	0	0	0	0	0	1	2	0	0	0	4
Total	17	18	13	9	17	9	18	13	9	24	4	12	163

There was a total of 12 incidents for the month of December. Crime increased 200% between November & December 2012. Crime increased 50% between December 2012 and December 2011. Overall, 2012 decreased 5% compared to 2011.

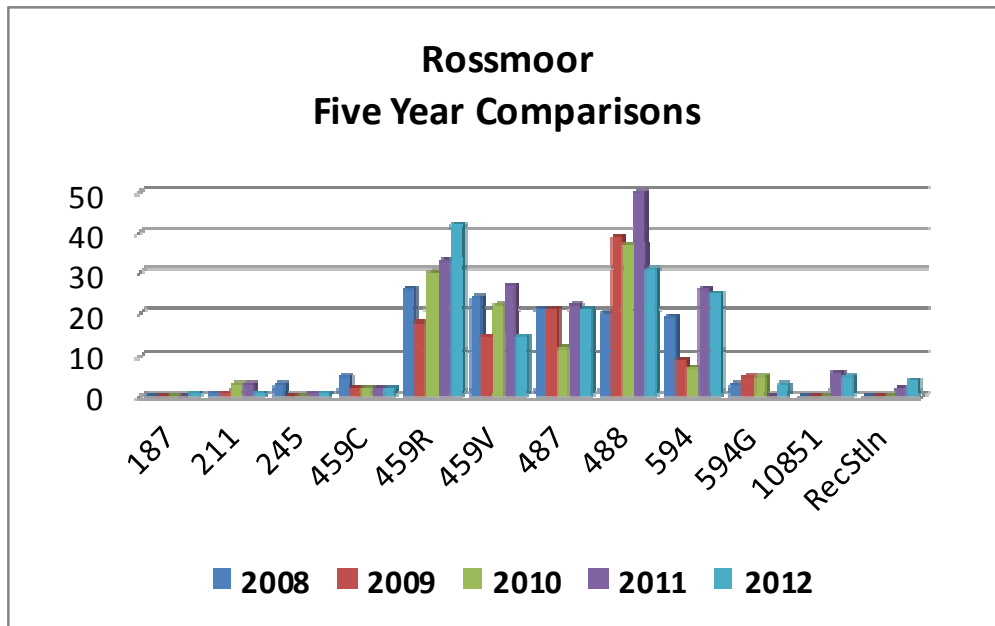


Orange County Sheriff's Department Rossmoor Crime Data December 2012

Type of Report	2008	2009	2010*	2011	2012
187	0	0	0	0	1*
211	1	1	3	3*	1
245	3	0	0	1	1
459C	5	2	2*	2	2
459R	26	18	30*	33	44*
459V	24	15	22	27	16*
487	21	21	12	22	22
488	20	39	37*	50	37
594	19	9	7	26	25
594G	3	5	5	0	4
10851	0	0	0	6	6
RecStln	0	0	0	2	4
TOTAL	122	110	121*	172*	163*

* includes attempts

Tracking 10851/RecStln in 2011

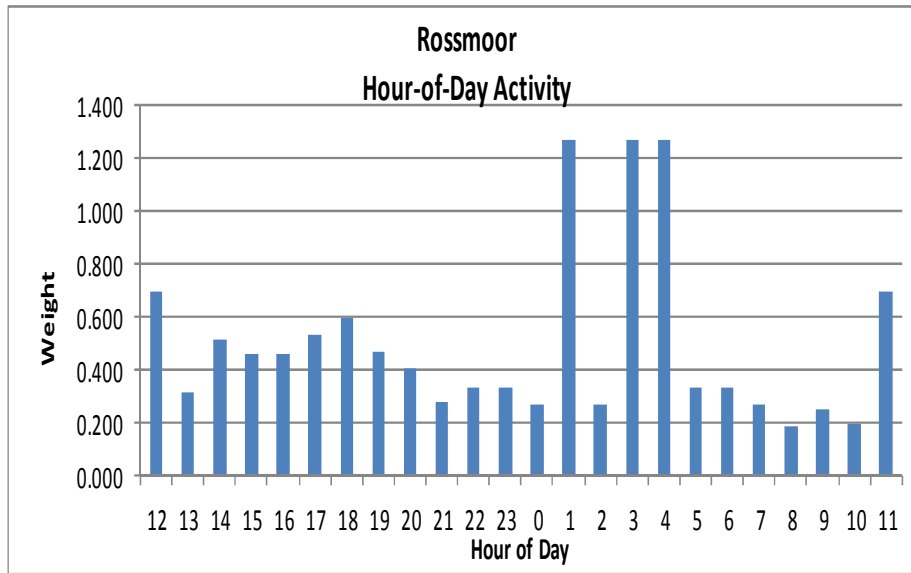


The five-year comparisons are showing that 2011 has surpassed all previous years in total crimes. The highest crimes for the five-year comparisons are petty thefts with residential burglaries coming in with second highest incidents for Rossmoor.

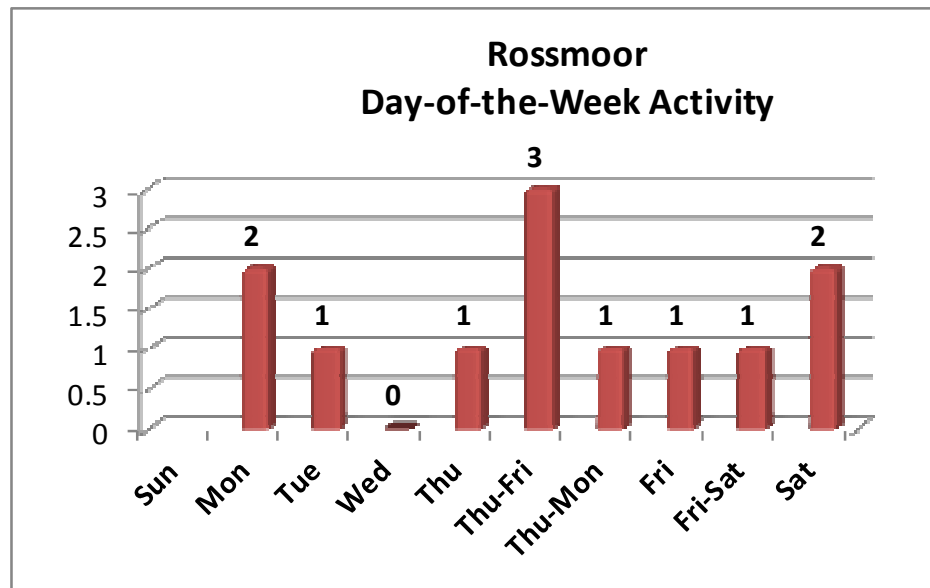
2013 will be added to the graph at the end of the year to show the total crime comparisons for Rossmoor.



Orange County Sheriff's Department Rossmoor Crime Data December 2012



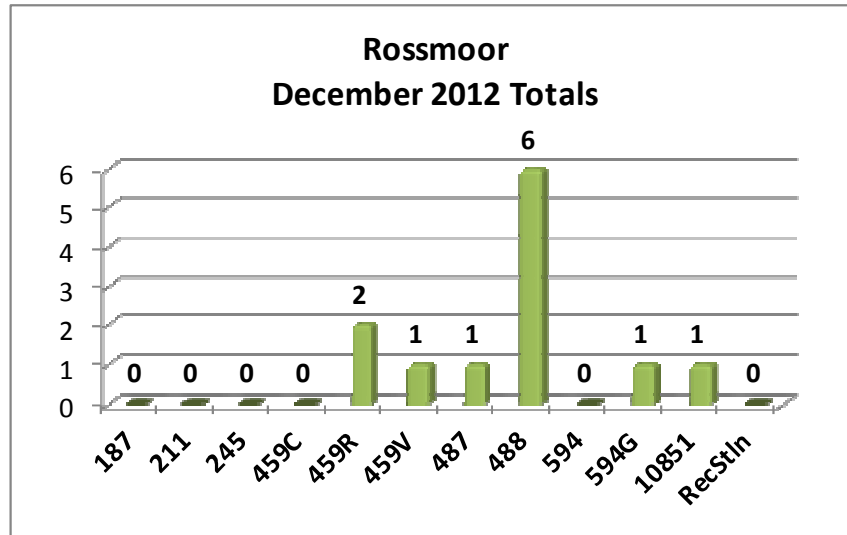
Depicted above is a chart with hours in which the majority of crimes occurred. The hours of 0100 - 0400 had the most activity.



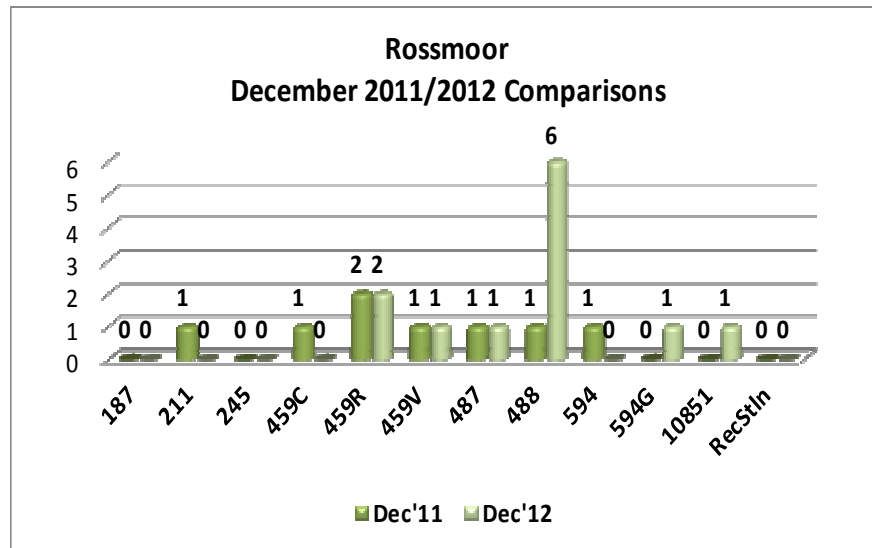
Monday, Thursday-Friday and Saturday had the most activity for Rossmoor for the month of December.



Orange County Sheriff's Department Rossmoor Crime Data December 2012



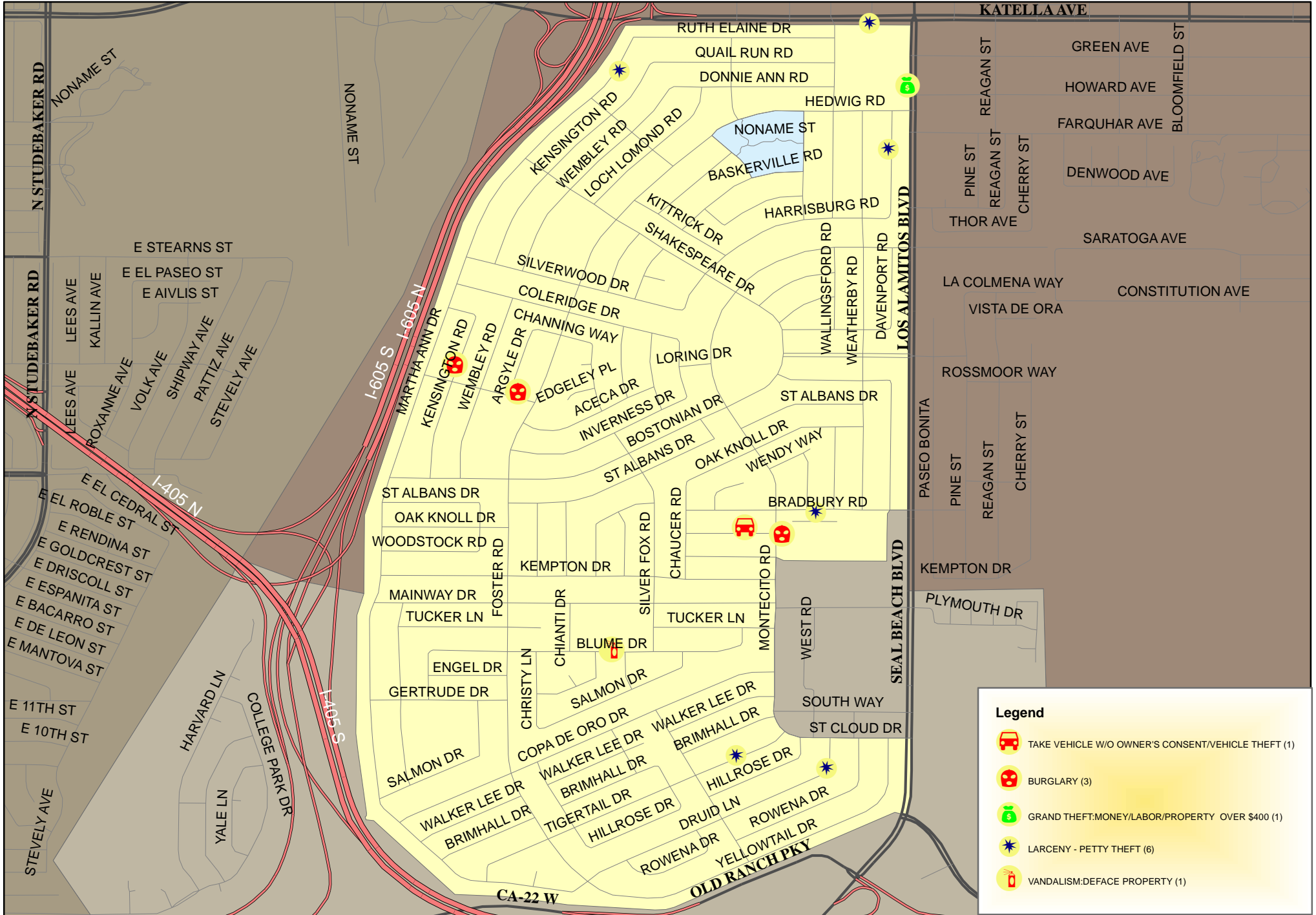
For the month of December 2012, petty thefts had the highest number of incidents.



December Crimes

The highest number of crimes for Rossmoor were petty with 6 incidents. Crime increased 50% overall comparing December 2012 to December 2011.

ROSSMOOR DECEMBER 2012



ROSSMOOR
CRIME MAP DATA
DECEMBER 2012

CASENO	CODE	CASE DESCRIPTION	DATEFR	DATETO	TIMEFR	TIMETO	DAYFR	DAYTO	ADDRESS	CITY	INCIDENT PROPERTY	Offense Location	Point of Entry	Method of Entry
12-225861	459R	PC459R	20121224	20121224	13:00	20:30	MON	MON	11731 KENSINGTON RD	ROSSMOOR	DESC=NONE, ST=S, VAL=0.00,	20 - RESIDENCE / HOME	-	RVD - REMOVED
12-215006	459R	PC459R	20121206	20121206	05:30	20:00	THU	THU	2851 PIEDMONT AV	ROSSMOOR	DESC=BRACELET/WATCHES, ST=S, VAL=3000.00,	13 - HIGHWAY / ROAD / ALLEY / STREET	REA - REAR	RVD - REMOVED
12-219327	459V	PC459V	20121213	20121214	19:00	07:30	THU	FRI	12100 MONTECITO RD	ROSSMOOR	DESC=CONSTRUCTION TOOLS, ST=S, VAL=200.00,	25 - OTHER / UNKNOWN	-	WINDOW SMASH
12-217006	487	PC487	20121207	20121207	01:05	01:05	FRI	FRI	11133 LOS ALAMITOS BLVD	ROSSMOOR	DESC=WALLET, ST=S, VAL=0.00, ; DESC=CDL CARD, VISA CARD, ST=S, VAL=0.00, ; DESC=US CURRENCY, ST=S, VAL=1600.00,	20 - RESIDENCE / HOME	-	-
12-220108	488	PC488	20121215	20121215	11:30	13:00	SAT	SAT	3460 KATELLA AV	LOS ALAMITOS	DESC=NECKLACE, ST=S, VAL=200.00, ; DESC=PURSE/WALLET, ST=S, VAL=260.00, ; DESC=PRESCRIPTION/MAKE UP, ST=S, VAL=140.00,	20 - RESIDENCE / HOME	DOO - DOOR	PJ - PRIED / JIMMIED
12-225471	488	PC488	20121224	20121224	04:20	04:20	MON	MON	11152 MARTHA ANN DR	ROSSMOOR	DESC=BANDSAW, ST=S, VAL=400.00,	05 - COMMERCIAL / OFFICE BUILDING	DOO - DOOR	OTH - OTHER

For Law Enforcement Use Only

NOTE: Statistics are based on the date the crime or arrest occurred; they are preliminary and subject to further analysis and revision.

ROSSMOOR
CRIME MAP DATA
DECEMBER 2012

CASENO	CODE	CASE DESCRIPTION	DATEFR	DATETO	TIMEFR	TIMETO	DAYFR	DAYTO	ADDRESS	CITY	INCIDENT PROPERTY	Offense Location	Point of Entry	Method of Entry
12-223685	488	PC488	20121220	20121221	18:00	09:30	THU	FRI	3342 BRADBURY RD	ROSSMOOR	DESC=DRYER/WASHER, ST=S, VAL=2100.00,	20 - RESIDENCE / HOME	DOO - DOOR	UNO - UNLOCKED / NO FORCE / OPEN
12-228239	488	PC488	20121229	20121229	03:00	03:00	SAT	SAT	3361 DRUID LN	ROSSMOOR	DESC=GENERATOR, ST=S, VAL=200.00,	20 - RESIDENCE / HOME	DOO - DOOR	UNO - UNLOCKED / NO FORCE / OPEN
12-228254	488	PC488	20121228	20121229	17:15	06:15	FRI	SAT	3221 TIGERTAIL DR	ROSSMOOR	DESC=GPS, ST=S, VAL=400.00,	20 - RESIDENCE / HOME	DOO - DOOR	RVD - REMOVED
12-229033	488	PC488	20121227	20121228	22:30	15:00	THU	FRI	11301 DAVENPORT RD	ROSSMOOR	DESC=WALLET/SUNGLASSES, ST=S, VAL=65.00, ; DESC=CASH, ST=S, VAL=20.00, ; DESC=GPS/CDL/STUDENT ID, ST=S, VAL=100.00, ; DESC=GIFT CARD, ST=S, VAL=19.00,	13 - HIGHWAY / ROAD / ALLEY / STREET	-	UNLOCKED VEHICLE
12-213471	594G	PC594	20121204		09:03		TUE		3001 BLUME DR	ROSSMOOR		20 - RESIDENCE / HOME	DOO - DOOR	SG - SMASH GLASS
12-229648	10851	VC10851(A)	20121227	20121231	14:00	18:30	THU	MON	3231 OAK GROVE RD	ROSSMOOR		03 - BAR / NIGHT CLUB	-	RVD - REMOVED

For Law Enforcement Use Only

NOTE: Statistics are based on the date the crime or arrest occurred; they are preliminary and subject to further analysis and revision.



PROCLAMATION
IN RECOGNITION
of
EDUCATIONAL EXCELLENCE



Rossmoor's Weaver Elementary School

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

WHEREAS, Orange County is home to 379 public elementary schools; and

WHEREAS, Rossmoor's own Weaver Elementary School has achieved the designation as one of the Orange County Register's top 10 elementary schools; and

WHEREAS, Weaver Elementary School is ranked number 5 this year and has been a top 10 school for all five years the Orange County Register has ranked elementary schools; and

WHEREAS, In order to achieve this designation, schools must have a near-perfect blend of academic achievement and award recognition, coupled with strong student body diversity and physical fitness; and

WHEREAS, Weaver Elementary School provides a safe, healthy, and nourishing learning environment for their students; and

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

NOW, THEREFORE, I, Michael Maynard, serving as President of Rossmoor Community Services District in Rossmoor, California, do hereby proclaim this year's number 5-ranked school, Weaver Elementary, as an exceptional elementary school and an asset to the community of Rossmoor.

I urge that we observe this day by taking time to recognize and acknowledge the important role of teachers in making public education great for their students

ADOPTED, This 12th day of February, 2013.

ATTEST:

Michael Maynard, President of the Board
Rossmoor Community Services District

Chris Montana, General Manager
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: February 12, 2013
To: Honorable Board of Directors
From: Public Works/CIP Committee
Via: General Manager
Subject: ADDITIONS TO FY 2012-2013 CAPITAL IMPROVEMENT PROJECT LIST

RECOMMENDATION:

Discussion and possible action on the report of the Public Works/CIP Committee recommending revised project lists and proposed budgets for inclusion with the Mid-Year Budget Adjustment.

BACKGROUND:

The Public Works/CIP Committee met on January 22, 2012 to review the current state of the District's FY 2012-2013 CIP project list and Fund 40 budget. The Committee discussed the addition of three new projects to the Project List. These included:

a. Rossmoor Park Remote Lighting Project

The project is deemed necessary in order to maintain the lighting system for fields, courts and walkways during nighttime hours. The current system is deteriorating and will likely fail in the near future. The estimated cost of the new system is approximately \$8,500.

b. iPads for Board and Staff

The project has been discussed with the CIP Committee and staff has researched the options for paperless Board Agendas and reports. At first this project did not rise to the level of CIP project, but estimated costs now exceed the \$5,000 threshold for a CIP project. Costs are estimated at approximately \$5,279.

c. Security Cameras Project

This project has been discussed and was brought to the CIP Committee for possible inclusion in the Project List. The Committee is recommending that it be added to the current Project List. Cost estimates are being sought and for now will be classified as TBD. As additional background, please find attached an Agenda Report from Ms Elizabeth Deering, Administrative Assistant which provides her research into the development of a Board policy should this project be added to the Project List.

The recommendations of the Committee are based on current information in anticipation of budget adjustments as a part of the District's Mid-Year Budget Adjustment. As refinements are made to actual project costs, adjustments to the Fund 40 Budget will be recommended to the Committee and the Board.

ATTACHMENTS:

1. Public Works/CIP Committee Agenda Item C-1 re: Discussion with General Manager Regarding Status of Capital Project List and Budget.
2. Public Works/CIP Committee Agenda Item C-2 re: Proposed Revision to FY 2012-2013 CIP Project List and Fund 40 Budget.
3. Agenda Report dated February 12, 2013 re: Draft iPad Policy.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: January 22, 2013
To: CIP/Public Works Committee
From: RCSD, General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: FISCAL YEAR
2012-2013 CIP BUDGET AND PROJECT LIST RE: MID-YEAR
BUDGET ADJUSTMENT

RECOMMENDATION:

Review and make recommendations to the Board regarding management of the District's FY 2012-2013 Capital Improvement Program (CIP) Fund 40 Budget and Project List with respect to the upcoming Mid-year Budget Adjustment.

BACKGROUND:

As you know, the Board will be considering FY 2012-2013 mid-year budget adjustments to account for fluctuations in expenses and revenues. Attached is an updated budget and project list for your review. Since the last full review of the budget and project list by the Committee, the District has obtained the services of consulting architect Cheryl Williamsen doing business as Paradigm Design. This, along with our primary focus on the Rossmoor Signage Project, has delayed progress with other projects contemplated for completion during the remainder of the fiscal year.

Attached is Fund 40 CIP/2012-2013 Adopted Budget for your reference. Also attached are staff reports which provide the Committee with information regarding the status of projects under review or in varying stages of completion,

Going forward, Paradigm Design is or will be performing other services not normally provided by an architect. These include:

- 1) Permitting and plan check at the County Planning Department.
- 2) Producing Notices of Bid for publication.
- 3) Recruiting contractors to bid the jobs.
- 4) Conducting walkthroughs of project sites.
- 5) Conducting bidding conferences.
- 6) Obtaining bids and bid deposits from contactors.
- 7) Conducting bid openings and negotiating with the successful bidder on the conduct of the project.
- 8) Overseeing the project while under construction.
- 9) Negotiating Change Orders and resolving needed corrections.
- 10) Certifying projects as complete with the County.

These are tasks which staff is not qualified to perform and would be a responsibility of a Public Works Director in most other jurisdictions.

From a budget perspective, a larger fund balance carryover is contemplated to occur in Fund 40. This is due to a combination of projects which will not commence or be completed within the current fiscal year and also an influx of revenue to Fund 10 which could be made available for transfer to Fund 40. This could provide additional funding for current and future year project. This matter will be taken up with the Budget Committee in the very near future.

In the meantime, staff is looking for direction on the current status of this year's Fund 40 budget and project list.

ATTACHMENTS:

1. Four Year Capital Improvement Program Budget/2012-13 Approved Budget
 - a. Actual FY 2011-2012 Budget for Fund 40 Capital Improvement Projects
 - b. Current FY 2012-2013 Budget for Fund 40 Capital Improvement Projects and Project Status.
 - c. Proposed FY 2013-2015 Budgets for Fund 40 Capital Improvement Projects. (See Agenda Item C-2)
2. CIP Weekly Update, January 7, 2013.
3. Rush Park Tot Lot Upgrade Memo, January 13, 2013.
4. Rush Park Field 1 Upgrade Project.

**FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET
(2012-2013 APPROVED BUDGET)**

FUND 40

PROJECT TITLE	Actual FY 2011-2012	Approved Budget FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
REVENUES					
Previous Transferred Available Funds	\$147,838	\$189,788	\$94,627	(\$205,159)	(\$205,159)
Transfer from Fund 10	\$0	\$0	\$0	\$0	\$0
Transfer from Fund 20 (thru Fund 10)	\$100,000	\$100,000	\$0	\$0	\$0
Prop 1A Payback and Interest from State	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$247,838	\$289,788	\$94,627	(\$205,159)	(\$205,159)
EXPENSES					
ROSSMOOR PARK					
Tennis Repaired & Resurfaced	\$41,075				
Replace Chain Link Fencing Around Backstops		TBD			
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.	\$964				
Resurface Basketball Courts.	\$4,654				
MONTECITO					
Redesign Interior	\$28	\$20,000	\$95,000		
Redesign Courtyard			\$49,800		
Install Electronic Message Board (Eliminate)					
New Gate			TBD		
RUSH PARK					
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals)	\$667		\$14,000		
Rehabilitate and Upgrade Indoor Men's Restrooms (including waterless urinals)		\$3,120			
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting		\$19,950			
Replace Peripheral HVAC System in Auditorium		\$32,400			
Replace Temporary Picnic Canopy with Permanent Shade Structure			\$39,000		
Baseball Field - Replace with dustless dirt		\$35,000			

PROJECT TITLE	Actual FY 2011-2012	Approved Budget FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations.	\$6,352				
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.			\$28,736		
Canopy Entrance for Auditorium			\$37,800		
Revise Landscape			\$20,700		
Install Solar Panels			TBD		
Parking Lot Repair	\$4,000	\$50,000			
Outlet and Circuit Breaker for Movies and Concerts in the Park. (TBD in which FY.) = \$10,500			TBD		
GENERAL					
Rossmoor Shopping Village Signage (requested by Board Jan. 2012)	\$310	\$24,050			
Scissor Lift and Utility Trailer (Recommend Removal)			\$14,750		
Irrigation Box for Rossmoor Triangle		\$5,400			
Replace Round Trash Cans for Rush , Rossmoor and Mini Parks.		\$5,241			
TOTAL EXPENSES	\$58,050	\$195,161	\$299,786	\$0	\$0
ENDING FUND BALANCE	\$189,788	\$94,627	(\$205,159)	(\$205,159)	(\$205,159)

Projects requested to be added to FY 2012-2013 Budget : (See Agenda Item C-2)

Security Cameras at Rossmoor entrances.	TBD
Rush Park Remote Lighting Project	\$8,500
IPads for Board including storage safe.	\$5,279
TOTAL	\$13,779
ENDING FUND BALANCE FY 2012-13 IF ADDITIONAL PROJECTS ARE APPROVED	\$80,848

CIP Weekly Update
 Week Of: January 7, 2013

Rush Park

- | | |
|--|-----------------------|
| 1. Pour-in-Place Rubber Surfacing for Tot Lot | \$28,736 |
| <ul style="list-style-type: none"> • Rec staff in process compiling report which will include quotes to present to CIP Committee for input • In process of scheduling a meeting w/ J.C. Boushh and Cheryl Williamsen | |
| 1. Permanent Shade Structure | \$39,000 |
| <ul style="list-style-type: none"> • CIP Committee previously recommended including this project with Tot Lot upgrade | |
| 2. Baseball Field - Scrape & Rebuild Field 1 at Rush Park | \$35,000 |
| <ul style="list-style-type: none"> • Completing report for CIP Committee which will include a quote for regular dirt • CIP Meeting scheduled for Thursday 1/24 | |
| 3. Upgrade Outdoor Men's Restrooms | FY 2013-2014 \$19,200 |
| <ul style="list-style-type: none"> • Project moved to next FY • Cheryl Williamsen is in the process of obtaining blue prints for facilities and gathering info • CIP Committee recommended Cheryl revisit plans | |
| 4. Upgrade Indoor Men's Restrooms | \$3,120 |
| <ul style="list-style-type: none"> • CIP Committee recommended upgrading the indoor restrooms this FY | |
| 5. Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting | \$19,950 |
| <ul style="list-style-type: none"> • Bob Colley to meet w/ Chris Montana to discuss contract | |
| 6. Replace Peripheral HVAC System in Auditorium | \$32,400 |
| <ul style="list-style-type: none"> • CIP committee recommending completing the project this FY | |
| 7. Rehabilitation of Parking Lot | \$50,000 |
| <ul style="list-style-type: none"> • \$50,000 remains in current FY as a placeholder for repairs (if needed) | |

Montecito Center

- | | |
|---|--------------------|
| 1. Redesign Interior | 2012-2013 \$20,000 |
| | 2013-2014 \$95,000 |
| <ul style="list-style-type: none"> • CIP Committee agreed to combine the rehab of the courtyard and a new gate in the total cost of the project. \$20,000 was retained in the current FY to cover the cost of licensing/permit fees to begin project this year. • The committee recommended Cheryl Williamsen revisit the plans to include the above. Felt the building should be a statement facility. • Cheryl to contact Omero to obtain digital copies of MC plans | |

- | | | |
|-------------------------|-----------|----------|
| 2. Redesign 'Courtyard' | 2013-2014 | \$49,800 |
| 3. New Gate | 2013-2014 | TBD |

Other

1. Rossmoor Mini Signature Walls
 - Cheryl in process of obtaining permits from County

2. Irrigation Box at Triangle
 - Quote received for \$5,400
 - Inquiring about drought resistant plant options
 - Cheryl Williamsen inquiring about the possibility of having her son complete his Eagle Scout Project at the Triangle
 - Water Dept reported to Omero that irrigation box must be replaced. Henry will add to 2012-2013 CIP list

3. Rossmoor Park Lighting Update
 - Quote received from Musco Lighting for \$8,500
 - Will present to GM for input on which FY this item belongs in

ROSSMOOR COMMUNITY SERVICES DISTRICT

Rush Park Tot Lot Upgrade

DATE: January 13, 2013

SUBJECT: Rush Park Tot Lot Upgrade

FROM: Emily Gingras, Recreation Superintendent

TO: Chris Montana, General Manager

PURPOSE:

To update the General Manager on quotes received for Tot Lot upgrades and to present to CIP Committee for direction.

BACKGROUND:

The Board recently appointed J.C. Boushh as the District's Playground Consultant to coordinate the upgrade of the Rush Park Tot Lot. The upgrade is necessary to meet current ADA and safety compliance requirements. Required upgrades include updating the surfacing from sand to pour in place rubber surfacing and changing the transfer deck heights.

Due to the age of the existing 5-12 structure, the playground consultant recommended updating the entire structure as a more cost-effective approach as a result of the need for pour in place rubber surfacing.

Currently, FUND 40 contains \$39,000 set aside in FY2013-2014 for a permanent picnic canopy and \$28,736 for pour in place rubber surfacing.

The current CIP Committee members previously agreed to group the permanent picnic canopy cost into the tot lot upgrade for a total of \$67,000 budgeted for FY 2013-2014.

Additionally, the Rossmoor Homeowners Association (RHA) has agreed to donate some funds for the upgrades. However, the amount remains undetermined.

SUMMARY:

Recreation staff has received two separate quotes for two different upgrade options for the 5-12 structure. The pirate ship (ages 2-5) is not included in any of

the quotes. However, recent deterioration of some decks has required costly repairs totaling nearly \$1,000 for each deck.

The first option would keep the existing posts and replace tot lot components including slides, transfer decks, ladders and climbers. In addition, pour in place would cover 50% of the tot lot surfacing meeting the minimum ADA requirement. This option totals \$72, 413.80 including demolition and installation.

The second option would replace the entire 5-12 structure, including posts. Inclusive components would be installed adding to the accessibility of the tot lot for persons with disabilities. Pour in place surfacing would be installed as well. This options totals \$126,783.24.

Recommendation:

Attachments:

1. Rendering and quote to upgrade the Tot Lot utilizing existing posts and for pour in place surfacing from Little Tikes and Tot Turf
2. Rendering and quote for new structure and pour in place surfacing from GameTime

Respectfully submitted by,

Emily Gingras, Recreation Superintendent

"A happier world begins with a playground"

Rossmoor Park
Rossmoor Community
Services District



Time

Eric Molano
800.453.2735
eric@gwpark.com



Colors shown are approximate, ask your representative for current color samples



A PLAYCORE Company

Great Western Park & Playground
P.O. Box 97
Wellsville, UT 84339
800.453.2735
www.gwpark.com

QUOTE
#66840

06/08/2012

Rossmoor Park Inclusive

Rossmoor Community Services District
Attn: Emily Gingras
3001 Blume Drive
Rossmoor, CA 90720
egingras@rossmoor-csd.org

Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Custom 5-12 Playground	\$57,336.00	\$57,336.00
1	178749	Game Time - Owner's Kit	\$47.00	\$47.00
1	INSTALL	Game Time - Demolition and Disposal of existing 5-12 play structure	\$2,832.00	\$2,832.00
1	INSTALL	Game Time - Intallation of Custom Playground Equipment	\$19,470.00	\$19,470.00
1	PIP	GT-Impax - Poured In Place Surfacing Delivered & Installed - 1860 SF, w/ 177 LF TD, 50% Color 50% Black, 8' CFH @ 3.5" Depth, Prevailing Wage	\$21,967.53	\$21,967.53
1	INSTALL	Game Time - Remove and dispose of existing sand 6" thick over entire pit	\$8,966.00	\$8,966.00
1	INSTALL	Game Time - Furnish and install new "Pro Tour" playground sand 6" thick where needed - (Approx. 120 ton)	\$11,753.00	\$11,753.00
1	INSTALL	Game Time - Provide and Install Concrete Sub-base for PIP - 1860 SF w/ 177 LF TD	\$9,614.64	\$9,614.64



Rossmoor Park Inclusive

**QUOTE
#66840**

06/08/2012

Shipping to Site:
3001 Blume Drive
Rossmoor CA, 90720

SubTotal:	\$131,986.17
Discount:	(\$13,409.52)
Tax:	\$3,407.94
Freight:	\$4,798.65
Total Amount:	\$126,783.24

INSTALLATION AT PREVAILING WAGES.

POURED IN PLACE PRICING INCLUDES: INSTALLATION, FREIGHT, STANDARD COLORS, AND PREVAILING WAGE

POURED IN PLACE PRICING EXCLUDES: GRAPHICS & GRAPHIC TEMPLATES, ALIPHATIC BINDER, SECURITY & WASTE DISPOSAL

*****Note: If you are issuing a P.O. or CONTRACT please make it payable to GameTime C/O Great Western. Checks should also be made payable to Gametime C/O Great Western***
Contract: USC**





Project:
**RUSH PARK -
ROSSMOOR**

Project No.
LP853_41165625104_1
Drawn: 2012-09-14

Presented By:

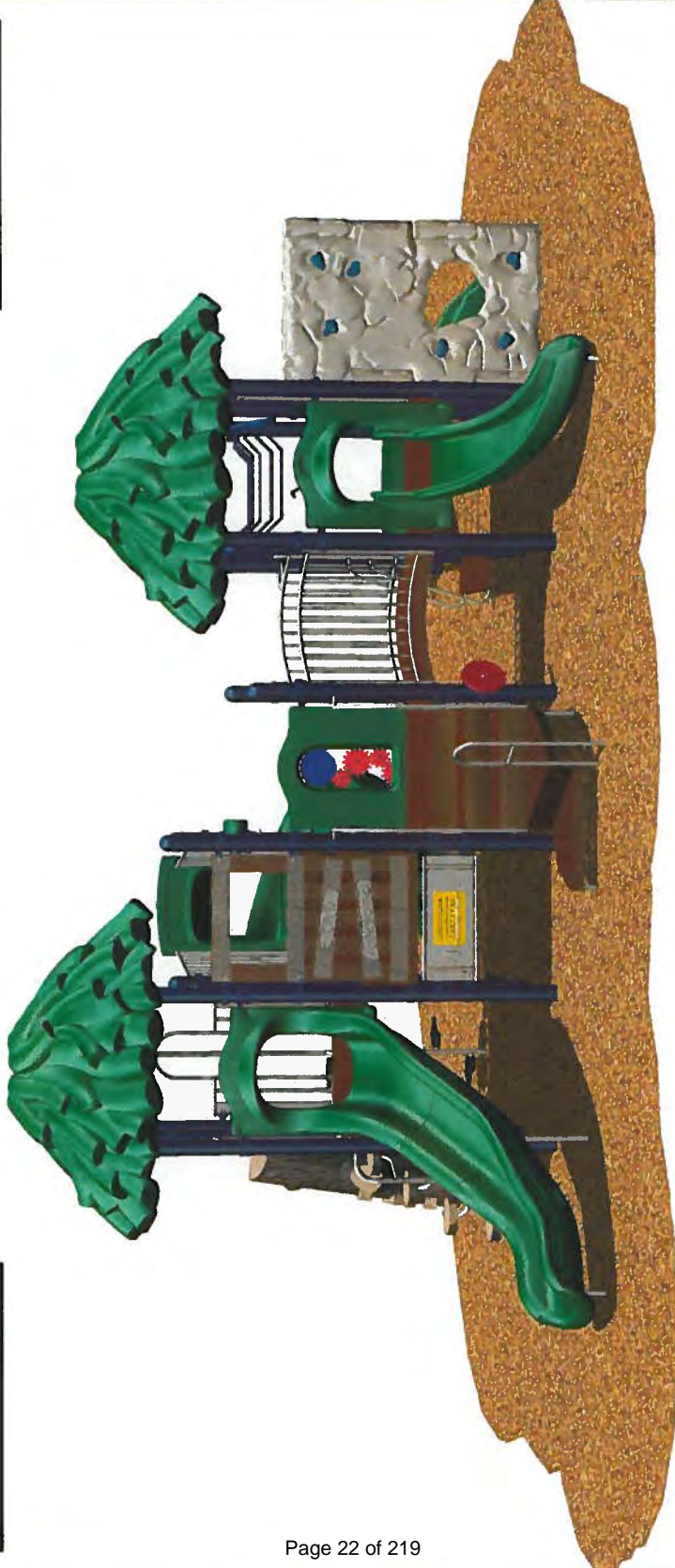
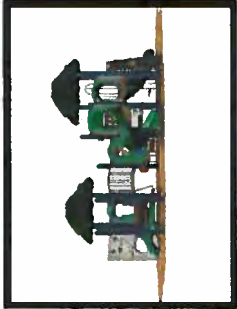
Cindy Grabow
Pacific Park and Playground
(714) 803-0163



This play equipment complies with the safety performance specifications of ASTM for children 5-12 years old. Not all equipment may be appropriate for all children. Supervision is required.



PlayPower LT Farmington, Inc.
800-325-8628 www.litcps.com



Make Purchase Order/Check payable to: PlayPower LT Farmington
 c/o Pacific Park and Playground 714 846-4885 fax 714 846-3485
 Lockbox # 778484, 8484 Solution Center, Chicago, IL 60677-8004
 email: pacificdzn@aol.com

QUOTATION

PlayPower LT Farmington, Inc.



Contact PlayPower LT Farmington at 800-325-8828

Sales Person: CINDY GRABOW

Pacific Park and Playground

SHIP TO		BILL TO	
Quote #	2120016098	Date	9/14/2012
Version	1	Customer PO#	
ROSSMOOR - RUSH PARK		ROSSMOOR COMMUNITY SERVICES	
ROSSMOOR, CA 90720		3001 BLUME DRIVE	
Site Phone:		ROSSMOOR, CA 90720	
Site Fax:		ATTN:	EMILY GINGRAS
attn:	EMILY GINGRAS	Phone:	(562) 431-0525 Ext.:
RE::	ROSSMOOR - RUSH PARK	Fax:	(562) 431-3710

QTY:	ITEM #	Description	Unit Price	Extended Price
1	LTCPS-RUSHPARK	CUSTOM DESIGN RETROFIT FOR EXISTING KID BUILDER STRUCTURE AT RUSH PARK, ROSSMOOR. TRANSFER STATION OPTION PER DRAWING #LP853_41165625104.	\$30,993.6900	\$30,993.69

PLEASE NOTE: GRAND TOTAL COST IS LISTED ON PAGE TWO

ENTER SHIP TO ADDRESS IF DIFFERENT FROM SITE ADDRESS.

SubTotal	\$30,993.69
Install Amount	\$0.00
PBO Amount	
PBO Freight	
Freight	\$0.00
TAX RATE	7.75%
TAX	\$2,402.01
TOTAL	\$33,395.70

Credit Report Required: No

Installer: CLIENT Installation Quote:

Special Instructions: Terms: Net 30 days

PURCHASE ORDER INFORMATION IS AT THE TOP OF THE FIRST PAGE OF QUOTATION.

DISCOUNT PRICING & FREE FREIGHT PER NJPA CONTRACT. FREIGHT AT NORMAL RATE WOULD BE \$4,228.00.

PRICE IS BASED OFF USING SOME EXISTING POSTS, DECKS & TRAPEZE LADDER.

INSTALLATION IS NOT INCLUDED IN TOTAL. DYNACON TO QUOTE INSTALLATION AS SEPARATE BID.

CLIENT IS RESPONSIBLE FOR RECEIVING / OFFLOADING EQUIPMENT.

THANK YOU!

This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Rep. To Submit this offer, please sign below forward a complete signed copy of this Quote directly to "PPLT Sales Administrator" via fax (573)760-7454 or (573)769-7465 or email outdoordes@LTCPS.com. Upon acceptance, PPLT will return a fully-signed copy of the Quote to Customer with copy to Sales Representative via fax or email. THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLT the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit all charges are due and payable in full at Lockbox #778484, 8484 Solution Center, Chicago, IL 60677-8004, unless notified otherwise by PPLT in writing. Customer agrees to pay all additional service charges for pastdue invoices. Customer must provide proper tax exemption certificates to PPLT, shall promptly pay discharge all otherwise applicable taxes, license fees, levies other impositions on the Equipment at its own expense. Equipment quote valid for 90 days, freight/labor prices subject to change. Install/labor quoted is Not at prevailing wages rates unless specifically noted.....

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

Submitted By (Signature)	Printed Name and Title	Date
--------------------------	------------------------	------

The foregoing quote and offer are hereby approved and accepted by PPLT.
By: _____ Date _____

Quote # 2120016098

ADDITIONAL TERMS AND CONDITIONS OF SALE

1. **Use and Maintenance.** Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under around the Equipment, in accordance with PPLT's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.
2. **Default, Remedies Delinquency Charges.** Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, PPLT shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with PPLT to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by PPLT of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys' fees plus any costs of collection incurred by PPLT in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to PPLT as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by PPLT within ten (10) days after the date on which due...
3. **Limitation of Warranty/ Indemnity.** PPLT MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. PPLT SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE PPLT HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMER'S ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH PPLT'S INSTALLATION AND OWNER'S MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.
4. **Restrictions.** Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.
5. **Purchase Money Security Interest.** Customer hereby grants, pledges and assigns to PPLT, and PPLT hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that PPLT may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.
6. **Choice of Law and Jurisdiction.** All agreements between Customer and PPLT shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.
7. **Title; Risk of Loss; Insurance.** PPLT Retains full title to all Equipment until full payment is received by PPLT. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.
8. **Waiver; Invalidity.** PPLT may waive a default hereunder, or under any invoice or other agreement between Customer PPLT, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by PPLT. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to PPLT hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.
9. **Entire Agreement; Amendment; Binding Nature.** This fully-executed Quote, as supplemented by Change Orders invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and PPLT stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns..
10. **Counterparts; Electronic Transmission.** This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document, retransmission of any signed facsimile or other electronic transmission, shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document..

Dynacon

16401 SARATOGA LANE
 HUNTINGTON BEACH, CA 92649
 phone 714 803-0163 fax 714 377-0305
 CA LIC # 600044 dynaconplay@aol.com

QUOTATION

Quote #	2120003110
Version	1
Date	9/17/2012
Grand Total	\$12,890.00
Terms:	Net 30 days

QUOTE TO

Rossmoor Community Services District		
ATTN:	Emily Gingras	
3001 Blume Drive		
Rossmoor	CA	90720-
PHONE	(562) 430-3707	
FAX	(562) 431-3710	

SITE LOCATION

RUSH PARK
C/O: EMILY GINGRAS
—EQUIPMENT RETROFIT INSTALL—
Site Phone:
Site Fax:

Provision/Model #	Description	Quantity	Unit Cost	Ext Cost
DYN-RETROFIT	RETROFIT INSTALLATION OF KB 5-12 STRUCTURE. REMOVE OLD EVENTS, DECKS, POSTS AS REQUIRED. INSTALL NEW COMPONENTS.	1	\$12,890.0000	\$12,890.00

Special Instructions:	SUBTOTAL	\$12,890.00
INCLUDES REMOVAL AND DISPOSAL OF OLD EVENTS AS NEEDED. PREVAILING WAGE LABOR RATES QUOTED.	FREIGHT	\$0.00
	TAX RATE	0.00%
	TAX	\$0.00
	OTHER	\$0.00
	TOTAL	\$12,890.00

We are pleased to submit the above quotation for your consideration. This quote is valid for 30 days. Please call with any questions you may have. Your site must be level before equipment can be installed. Please note exclusions: Modification or damage to underground utilities or existing irrigation systems, concrete damage, turf damage, drainage issues, or any work not quoted above. Due to fluctuations in orders, installation dates are estimates only and are not guaranteed for a certain date and time. For additional site work quotes call- Don Grabow 714 425-7442.

ACCEPTANCE OF QUOTATION. The above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or derivations from the above will be an extra charge over above the estimate. In signing this quote, I hereby am contracted to pay the grand total amount for the work when completed. In the absence of a written contract, let this document stand as a written contract between Dynacon and purchaser (contractee). Pricing does not include prevailing wage unless so noted. Installation date subject to change. Dynacon is responsible for only those items quoted, not for any related work that may or may not be needed in the total scope of the project. Payment is due upon completion of work. In those cases where there is a backorder of equipment, missing equipment, or any other type of customer service parts needed preventing completion of work, payment shall be made by purchaser for percentage of work completed by Dyancon, with balance of payment due upon completion of work. Please contact our office for install lead time. Install dates may not necessarily match ship dates. Thank you.

TO ORDER: PLEASE SIGN AND DATE _____



A PLAYCORE Company

Date: 9/13/2012

Project No: 12-8631

Valid Until: 11/12/2012

An IPEMA Certified Product

PROJECT INFORMATION

Name: Rush Park
Address: Orange County CA
Contact: Cindy Grabow
Phone:

SALES CONTACT

Mark Hollowell
mhollowell@totturf.com
Phone: (818) 397-6273
Fax: (818) 330-9409

Scope: See next page for detailed information

Product Name	Line Description	Quantity	Sales Price	Total Price
1000 TT AROMATIC-3.5	1454 SF 3.5" 50 50	1,454.00	\$10.90	\$15,848.60
Grand Total				\$15,848.60

Offer Expires: 11/12/2012

Prepared By: _____

Thank you for your business!



Robertson Industries, Inc.
4401 E. Baseline Rd., Suite 105, Phoenix, AZ 85042
(800) 858-0519, FX: (602) 340-0402, www.totturf.com



SCOPE INFORMATION

PROPOSAL # 12-8631

Terms and Conditions:

*Quote is based on the information provided and is subject to change based on final installation unless indicated below.

*Sub-base provided by others is to meet TotTurf specifications and grade elevations. Sub-base work performed by others is the responsibility of the owner.

*In the event that a change in color, color percentage, thickness, or square footage is requested, a revised proposal and/or purchase order will be required before installation can begin.

*Bonding is not included in quote pricing unless otherwise specified.

WAGE: Prevailing

URETHANE: Aromatic

SAWCUTTING: No

IMPACT TESTING: No

EXCAVATION: No

TURNDOWN: No

SCOPE:

Help prolong the life of your new TotTurf product!

The **Robbie Maintenance Program** is designed to add years of life to your safety surface.

For more information please contact your sales representative at the number above

or call our corporate office at: (800) 858-0519

www.totturf.com

SCOPE LETTER

PROPOSAL # 12-8631

BID DATE: 9/13/2012 10:53 AM

Robertson Industries, Inc., an IPEMA (International Play Equipment Manufacturers Association) and NPSI (National Playground Safety Institute) certified manufacturer, is pleased to provide the enclosed quote for your considerations:

The scope of the proposal does not exceed manufacturers "standard" product, warranties, services and assurances unless stated.

Any changes or additions to this proposal, to include materials, will affect pricing.

GENERAL SCOPE:

1. Wage: **Prevailing**
2. Square footage, thickness, and color as noted.
 - a. Does not include rooftop installation, site work, concrete, compaction of aggregate, fencing, security, bonding, permits or licenses, extended warranties, builders risk insurance/additionally insured, OCIP, or waivers of subrogation unless otherwise noted in specific scope.
3. Access for equipment required (maximum 25' for truck and mixer, no stairs). Irrigation, sprinklers, and water within 25' of installation or repairs will be shut down until work is completed for a maximum of 24 hours.
4. Attenuation testing/NPSI inspection not included and by others.
5. If installation date exceeds 6 months from bid date, pricing may be affected and may increase.
6. If site is not ready to start or installers can't complete the entire job upon arrival, additional charges for downtime will be assessed.

CONTRACTOR'S LICENSE NUMBERS:

AZ: ROC091920, CLASS L-05
CA: 667261, CLASS C/64 D/64 and C/61 D/12
FL: CGC 038554
NV: 42331, CLASS C25 C40

www.totturf.com

Proposal Acceptance

PROPOSAL # 12-8631

ACCEPTANCE: I agree to the scope and details as provided for the abovementioned proposal as well as the terms outlined in this agreement. I am duly authorized by the project owner to approve and accept this order as stated.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____ Invoice Contact Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

PAYMENT TERMS:

Payment arrangements may be made via Cash, Credit Card, Purchase Order, or Contract. Contractors and private agencies requesting line of credit must apply and be approved by Robertson Industries prior to order acceptance. Credit applications may be obtained from your sales representative. Job size, scope, and credit approval may require deposit. Residential projects require a 50% deposit with the balance due upon completion.

Credit Card information:

Type: Visa Master Card

Name (as it appears on card): _____

Card #: _____ Expiration Date: _____

Authorized Amount and Date for Charge: _____

Signature: _____ Date: _____

TOTAL PURCHASE AMOUNT: \$15,848.60

Send completed form back to your TotTurf Sales Representative or email/fax to:
sales@totturf.com, (602) 340-0402

Robertson Industries, Inc.
4401 E. Baseline Rd., Suite 105, Phoenix, AZ 85042
(800) 858-0519, FX: (602) 340-0402, www.totturf.com

Dynacon

16401 SARATOGA LANE
 HUNTINGTON BEACH, CA 92649
 phone 714 803-0163 fax 714 377-0305
 CA LIC # 600044 dynaconplay@aol.com

QUOTATION

Quote #	2120003109
Version	1
Date	9/14/2012
Grand Total	\$10,279.50
Terms:	Net 30 days

QUOTE TO

Rossmoor Community Services District
 ATTN: Emily Gingras
 3001 Blume Drive

 Rossmoor CA 90720
 PHONE (562) 430-3707
 FAX (562) 431-3710

SITE LOCATION

RUSH PARK
 C/O: EMILY GINGRAS
 —SITE WORK FOR SURFACING—

 Site Phone:
 Site Fax:

Provision/Model #	Description	Quantity	Unit Cost	Ext Cost
DYN-CURB-ANGLED	CONCRETE CURBING, ANGLED FOR TOT TURF INSTALLATION (TRANSITION INTO SAND) PRICED PER LINEAR FOOT.	156	\$29.0000	\$4,524.00
DYN-SUB-BASE	PROVIDE CONCRETE SUB-BASE FOR TOTTURF POUR IN PLACE RESILIENT SURFACING, 3 1/2" THICK, PRICED PER SQ/FT (FLATWORK ONLY -TRANSITION CURB QUOTED AS SEPARATE LINE ITEM)	1279	\$4.5000	\$5,755.50

Special Instructions: QUOTED AT KEEPING THE SAND ONSITE. SAND EXCAVATION AND EXPORTATION COSTS ARE EXPENSIVE SO TO KEEP COST DOWN, THE SAND WHERE THE SURFACING IS GOING IN WILL BE MOVED INTO THE OTHER SAND AREAS.	SUBTOTAL \$10,279.50 FREIGHT \$0.00 TAX RATE 0.00% TAX \$0.00 OTHER \$0.00 TOTAL \$10,279.50
--	---

We are pleased to submit the above quotation for your consideration. This quote is valid for 30 days. Please call with any questions you may have. Your site must be level before equipment can be installed. Please note exclusions: Modification or damage to underground utilities or existing irrigation systems, concrete damage, turf damage, drainage issues, or any work not quoted above. Due to fluctuations in orders, installation dates are estimates only and are not guaranteed for a certain date and time. For additional site work quotes call- Don Grabow 714 425-7442.

ACCEPTANCE OF QUOTATION. The above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or derivations from the above will be an extra charge over above the estimate. In signing this quote, I hereby am contracted to pay the grand total amount for the work when completed. In the absence of a written contract, let this document stand as a written contract between Dynacon and purchaser (contractee). Pricing does not include prevailing wage unless so noted. Installation date subject to change. Dynacon is responsible for only those items quoted, not for any related work that may or may not be needed in the total scope of the project. Payment is due upon completion of work. In those cases where there is a backorder of equipment, missing equipment, or any other type of customer service parts needed preventing completion of work, payment shall be made by purchaser for percentage of work completed by Dyancon, with balance of payment due upon completion of work. Please contact our office for install lead time. Install dates may not necessarily match ship dates. Thank you.

TO ORDER: PLEASE SIGN AND DATE _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

Rush Park Field 1 Upgrade

DATE: January 15, 2013

SUBJECT: Rush Park Field 1 Upgrade

FROM: Emily Gingras, Recreation Superintendent

TO: Chris Montana, General Manager

PURPOSE:

To update the General Manager on responses received by the Rush Park area neighbors regarding the potential Rush Park field 1 upgrade. Also, to provide a pricing revision to upgrade field 1 using a less expensive infield mix.

BACKGROUND:

As a result of the current MOU agreement, the CIP Committee agreed to include this project in this year's CIP budget in the amount of \$35,000. Subsequently a quote of \$24,505 was received from the vendor. The upgrade would scrape the existing grass infield configured for ages six and under to an all dirt infield suitable for all ages of play. The quote included the same Hilltopper infield mix that is currently located on field 3 at Rossmoor Park. This particular infield mix requires little water and maintenance and results in no dust. This option seemed feasible to the District since the LAGSL agreed to provide volunteers for the demolition, a \$10,000 value. This would have resulted in a \$14,505 cost to the District.

Unfortunately, an error was made by the supplier of the infield mix causing the upgrade to double in cost to \$48,675. As a result, the RCSD Board of Directors requested District staff to survey the Rush Park area neighbors and report findings to the CIP Committee. Staff was also asked to look at options other than dustless dirt.

SUMMARY:

District staff mailed a notice to 86 Rush Park area neighbors informing them of the potential upgrade and asked that any comments or questions be submitted to the District. A total of six responses were received. Four strongly opposed any upgrades. One resident supported the upgrade and one resident raised several questions regarding the upgrade.

Additionally, District staff reviewed other options. A revised quote was received for a less expensive infield mix in the amount of \$22,305 as opposed to \$48,675 for the dustless dirt option. It should be noted, however, that any dirt, other than the Hilltopper infield mix, would result in an increased amount of dust. To minimize dust, the field would require water up to three times daily. LAGSL volunteers maintain fields 1 and 2 at Rossmoor Park six days a week throughout the softballs seasons as part of LAGSL's agreement with the District. There is currently no agreement in place with the LAGSL regarding maintenance of field 1 at Rush Park. District staff currently provides maintenance for all Rush Park fields.

RECOMMENDATION:

It is recommended that no action be taken prior to the upcoming MOU Committee meeting scheduled for January 24, 2013.

ATTACHMENTS:

1. Quote from Sports Field Services to scrape and rebuild the field with Hilltopper infield mix totaling \$48,675
2. Revised quote from Sports Field Services to scrape and rebuild the field with Stabilizer infield mix totaling \$22,305
3. Notice distributed to Rush Park area neighbors regarding the potential field upgrade
4. Responses to the notice from Rush Park area neighbors

Respectfully submitted by,

Emily Gingras, Recreation Superintendent



8 Clydesdale Drive, Ladera Ranch CA 92694
P 949-365-1214 F 949-365-1215
Lic # 714330

PROPOSAL & CONTRACT 10/1/12

Rossmoor Community Services District
Attn: Henry Taboada
3001 Blume Drive
Rossmoor, CA 90720
P 562-430-3707 F 562-431-3710

Job Description: Rush Park Softball Field Installation
3001 Blume Drive
Rossmoor, CA 90720

**RUSH PARK
SOFTBALL INFIELD RENOVATION**

- 1. DEMOLITION \$10,035.
 - Layout new infield.
 - Cap and/or relocate existing irrigation heads.
 - Remove all existing base anchors, pitching rubbers and home plate.
 - Sodcut and excavate infield and wing turf at a depth of 2-1/2" with an infield radius of 60 ft from the pitching rubber.
 - Dispose of all waste.
 - 2. SUBGRADE \$ 1,950.
 - Laser and compact the subgrade using the existing baseline infield mix as a base 2" below proposed finish elevation.
 - 3. INFIELD MIX \$31,490.
 - Supply 75 tons of Hilltopper infield mix import and transport to field by tractor.
 - Laser-grade then compact using a 1 ton smooth double-drum roller.
 - Re-install homeplate, base anchors, and pitching rubber.
 - 4. BACKSTOP \$ 5,200.
 - Increase backstop height to 20 ft.
- TOTAL PRICE: \$ 48,675.**

PAYMENT SCHEDULE:

100% \$ 48,675. Due upon project completion.

RCSD RESPONSIBILITIES:

- Receive permission from the city and neighbors for all phases of project.
- Ensure area is accessible and any gates must be unlocked upon our arrival.
- Flag or paint all heads, quick couplers, etc... that will be affected by the work. Damage to any subsurface elements that are not clearly marked prior to our commencement will not be the responsibility of SFS.
- Obtain "as-built" drawings for electrical, irrigation, communication, or any other subsurface utilities that cannot be identified by DigAlert.
- Shut off irrigation 3 days prior to our arrival.
- Ensuring there is no field activity for the duration of the project.

SPORTS FIELD SERVICES CONDITIONS:

- Unless these items are clearly marked prior to our arrival, SFS does not accept responsibility for damage to any subsurface elements including but not limited to irrigation, electrical, concrete, fiber optics, sleeves, etc... Repair to any damaged elements will be the financial responsibility of RCSD.
- Should any problems occur that are not attributable to SFS's work or faulty equipment, and have been caused by elements outside of SFS's control, all costs associated with investigation and/or reparation shall be paid for by RCSD.
- During project and establishment periods no field activity will be permitted by personnel other than employees or subcontractors of SFS unless prior agreement is established.
- Stockpile of infield mix import in parking lot for (2) days, (1) night until complete transport to infield.
- Availability for placement of 40' x 8' storage container on park parking lot.

INSURANCE:

Prior to commencement of the Work and until completion of and final acceptance of the Work, SFS and its sub-contractors will maintain general liability and workers' compensation insurance covering product and completed operations coverage which SFS shall maintain for a period of at least one year after completion of the project. SFS, and each individual sub-contractor prior to commencing its phase of the Project, shall furnish RCSD a Certificate of Insurance accompanied by an additional insured endorsement.

Respectfully submitted, Mannie Adams Mannie Adams, President

Signature of Acceptance _____ Date _____

Print Name _____ Position/Title _____



8 Clydesdale Drive, Ladera Ranch CA 92694
 P 949-365-1214 F 949-365-1215
 Lic # 714330

PROPOSAL & CONTRACT 1/17/13

Rossmoor Community Sevices District
 Attn: Henry Taboada
 3001 Blume Drive
 Rossmoor, CA 90720
 P 562-430-3707 F 562-431-3710

Job Description: Rush Park Softball Field Installation
 3001 Blume Drive
 Rossmoor, CA 90720

**RUSH PARK
 SOFTBALL INFIELD RENOVATION**

- 1. DEMOLITION \$10,035.
 - Layout new infield.
 - Cap and/or relocate existing irrigation heads.
 - Remove all existing base anchors, pitching rubbers and home plate.
 - Sodcut and excavate infield and wing turf at a depth of 2-1/2" with an infield radius of 60 ft from the pitching rubber.
 - Dispose of all waste.

- 2. SUBGRADE \$ 1,950.
 - Laser and compact the subgrade using the existing baseline infield mix as a base 2" below proposed finish elevation.

- 3. INFIELD MIX \$10,320.
 - Supply 75 tons of Stabilized infield mix import and transport to field by tractor.
 - Laser-grade then compact using a 1 ton smooth double-drum roller.
 - Re-install homeplate, base anchors, and pitching rubber.

SUBTOTAL : **\$ 22,305.**

Option 1: INCREASE DEPTH OF INFIELD MIX TO 3" ADD \$ 3,300.

TOTAL PRICE: **\$ _____.**

PAYMENT SCHEDULE:

100% \$ 22,305. Due upon project completion.

RCSD RESPONSIBILITIES:

- Receive permission from the city and neighbors for all phases of project.
- Ensure area is accessible and any gates must be unlocked upon our arrival.
- Flag or paint all heads, quick couplers, etc... that will be affected by the work. Damage to any subsurface elements that are not clearly marked prior to our commencement will not be the responsibility of SFS.
- Obtain "as-built" drawings for electrical, irrigation, communication, or any other subsurface utilities that cannot be identified by DigAlert.
- Shut off irrigation 3 days prior to our arrival.
- Ensuring there is no field activity for the duration of the project.

SPORTS FIELD SERVICES CONDITIONS:

- Unless these items are clearly marked prior to our arrival, SFS does not accept responsibility for damage to any subsurface elements including but not limited to irrigation, electrical, concrete, fiber optics, sleeves, etc... Repair to any damaged elements will be the financial responsibility of RCSD.
- Should any problems occur that are not attributable to SFS's work or faulty equipment, and have been caused by elements outside of SFS's control, all costs associated with investigation and/or reparation shall be paid for by RCSD.
- During project and establishment periods no field activity will be permitted by personnel other than employees or subcontractors of SFS unless prior agreement is established.
- Stockpile of infield mix import in parking lot for (2) days, (1) night until complete transport to infield.
- Availability for placement of 40' x 8' storage container on park parking lot.

INSURANCE:

Prior to commencement of the Work and until completion of and final acceptance of the Work, SFS and its sub-contractors will maintain general liability and workers' compensation insurance covering product and completed operations coverage which SFS shall maintain for a period of at least one year after completion of the project.
 SFS, and each individual sub-contractor prior to commencing its phase of the Project, shall furnish RCSD a Certificate of Insurance accompanied by an additional insured endorsement.

Respectfully submitted, Mannie Adams Mannie Adams, President

Signature of Acceptance _____ Date _____

Print Name _____ Position/Title _____



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

****NOTICE****

Dear Rush Park Area Resident,

The Rossmoor Community Services District is considering a request to upgrade the field 1 softball diamond at Rush Park. Field 1 is located on the corner of Main Way and Silver Fox. The scope of the project includes removing the infield grass to make the diamond an all dirt infield suitable for all ages of play.

Currently, field 1 is utilized by the Los Alamitos Girls Softball League (LAGSL) for ages 6 and under and by Los Alamitos Youth Baseball (LAYB). The current configuration of the softball diamond is restricted to ages 6 and under limiting the ability for all ages of play.

The LAGSL has utilized the softball fields at Rossmoor Park for over 30 years. The Rossmoor Park Neighbor Committee is requesting the RCSD fund the project to potentially relocate an additional 3 games per Saturday to Rush Park during the LAGSL's eleven-week spring season between the hours of 8:00AM and 4:00PM.

Any field upgrades would take place during the months of November and December of 2013.

Please contact the RCSD for comments or questions at rcsd@rossmoor-csd.org or (562) 430-3707.

Sincerely,

Henry Taboada
General Manager, Rossmoor Community Services District

Jessica Verduzco

From: Cameron Myers [cameron@cameronmyers.com]
Sent: Friday, October 26, 2012 12:33 PM
To: rcsd@rossmoor-csd.org
Subject: Rush Park Softball

Thanks for updating us on the improvements to Rush Park.

I am glad to see we are finally starting to utilize the park more for local children. I would be happy if more softball fields were available there.

Please know you have our approval for the new work there. Couldn't happen soon enough.

Residents across from Rush Park
2921 Mainway Dr

Emily Gingras

From: Jessica Verduzco
Sent: Tuesday, November 13, 2012 12:45 PM
To: Emily Gingras
Subject: FW: Mr. Taboada - I am totally opposed to any Rush Park softball field upgrade

From: karen schultze [<mailto:schultzehouse@yahoo.com>]
Sent: Tuesday, November 13, 2012 12:24 PM
To: rcsd@rossmoor-csd.org
Subject: Mr. Taboada - I am totally opposed to any Rush Park softball field upgrade

Dear Mr Taboada,

Thank you for sending the letter that told us of a possible upgrade to the Rush Park softball field.

We live across the street from Rush Park. It is a beautiful Park. We don't mind the park being used for soccer because there are no permanent structures. Sure, there is tons of traffic, some trash left behind, and some who park blocking our driveway. But nothing is permanent.

We are opposed to even having any softball field because of its permanent ugly dirt diamond and ugly fencing. It takes away from the beauty of Rush Park. They restrict park enjoyment of all other park users. This is wrong because Rush Park was supposed to be a passive park. Please keep Rush Park beautiful!

My family and I oppose any upgrade to the softball diamond at Rush Park!

Respectfully,
Karen, Steve, Emily and Brian Schultze
3001 Main Way Drive, Rossmoor, Ca 90720

Emily Gingras

Subject: FW: Rush Park - Softball Diamond Upgrade
Importance: High

From: Lynn Lindquist [<mailto:llindquist@socal.rr.com>]
Sent: Saturday, November 10, 2012 5:07 PM
To: rcsd@rossmoor-csd.org
Subject: Rush Park - Softball Diamond Upgrade

Dear Henry -

Thank you for the notice regarding the upgrade to the softball field. Unfortunately, there was little information in the notice, so I have a few questions:

- The crosswalks were removed from the corner of Silverfox and Main Way in the mid-90s. Will they be replaced to support the volume of pedestrians and ensure the safety of the players, families, and residents?
- The cost of the upgrade is not referenced. A large sum was used to upgrade the field a few years ago and it was clearly not done properly, nor was it maintained. How much will this project cost and what is the plan for its maintenance?
- Regarding costs, the tot lot at Rush Park must be upgraded to comply with California regulations. In terms of priorities, shouldn't the tot lot be the priority?
- The school age population has declined in recent years, what is the compelling reason to make this change now? Does this upgrade simply move a problem from Rossmoor Park to Rush Park?
- The notice fails to address games and practices during week nights. What is the plan for the increased parking plan and traffic?
- Who are the decision makers and what criteria are they using to make this decision?

With proper traffic, parking, maintenance, and safety plans this could be a support to part of the community. As a neighbor of Rush Park, I enjoy listening to soccer on Saturday afternoons in the fall and families playing in the park all times of the year.

Baseball & softball seasons are long and they have games/practices Monday – Saturday. It also brings in teams from out of the area. I can't help but continue to ask, "What are we solving here?"

Sincerely,

Lynn Lindquist

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: January 22, 2013
To: CIP/Public Works Committee
From: RCSD, General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: ADDITIONAL CAPITAL IMPROVEMENT PROJECTS

RECOMMENDATION:

Review and make recommendations to the Board regarding inclusion of additional projects in the District's FY 2012-2013 Capital Improvement Program (CIP) Fund 40 Budget and Project List with respect to the upcoming Mid-year Budget Adjustment.

BACKGROUND:

Also, since the Committee's last review of the Project List, staff has identified other projects which are deemed worthy of inclusion in this year's program. Attached are staff's recommendations for new projects.

ATTACHMENTS:

1. CIP Projects Recommended for Inclusion in the FY 2012-2013 Capital Improvement Program.
 - a. Rossmoor Park Remote Lighting Project.
 - b. iPad Project.
 - c. Security Camera Project.

ROSSMOOR COMMUNITY SERVICES DISTRICT

Rossmoor Park Remote Lighting System

DATE: January 10, 2013

SUBJECT: Rossmoor Park Remote Lighting System

FROM: Emily Gingras, Recreation Superintendent

TO: Chris Montana, General Manager

PURPOSE:

To update the General Manager on an alternate lighting option for Rossmoor Park's tennis, basketball and volleyball courts and walkways.

BACKGROUND:

Rossmoor Park's current lighting system, LC&D was updated in 2005 to alleviate the on/off switch function. The upgrade provided a dial-up function in which all park lights (walkway, volleyball, basketball and tennis lights) could be set remotely from Rush Park or Rossmoor Park.

In 2010, the RHA disconnected their Rossmoor Park phone number causing the dial-up function to lose its connection. After months of trouble-shooting performed by Verizon, Brea IT and LC&D, the dial-up service was connected to a second line at Rossmoor Park. From the time of installation, several connection errors were received on a weekly basis requiring staff to manual schedule the lights from the 'blue box' panel located in the maintenance shop at Rossmoor Park. After nearly year of a 'hit or miss' dial-up connection, the connection ultimately failed.

Tech support for LC&D recommended a new battery pack costing nearly \$1,000. The battery pack was returned when it did not fix the issue. Brea IT spent endless hours trying to locate the issue. Several additional hours were spent troubleshooting with LC&D. District staff requested LC&D provide on-site tech support. LC&D refused stating the problem was not on their end.

SUMMARY:

Since 2010, District staff has been setting the lights manually requiring staff to be on site for any issues. On occasion, tennis patrons call the answering service reporting lights do not turn on for a scheduled reservation. Staff responds by reporting to the park to turn on the lights.

Additionally, the lighting system is not connected to a satellite system, resulting in the need for staff to manually change the time for Daylight Savings Time.

In recent years, advances in technology have improved adding smart phone apps to control park lighting. This would require setup of a satellite control and scheduling operators. In addition, staff would have access to operators 24/7 who are able to control the lighting system via satellite.

As a precautionary measure, Recreation staff reached out to Musco Lighting for a quote to upgrade the current lighting system. Musco Lighting has a solid reputation in the parks and recreation field and offers on-site tech support and 24/7 access to a live operator.

Musco Lighting has provided a quote for \$8,500 which includes installation and a 10 year service agreement for 24/7 access. After the 10 year period, there will be an annual fee associated with the service. Currently, the annual fee is \$400.

ADDITIONAL INFORMATION:

Research is on-going for additional options. The District's Recreation Superintendent reached out to a local company that is familiar with the current lighting system. Recreation staff is awaiting a quote.

In addition, a meeting with a local Musco technician is in the process of being scheduled to confirm pricing is accurate based on the District's existing system.

RECOMMENDATIONS:

Place \$8,500 in FUND XX as a placeholder for lighting repair upgrades.

Respectfully submitted by,

Emily Gingras, Recreation Superintendent



100 1st Ave West ● PO Box 808 ● Oskaloosa, IA 52577
Phone: (800) 825-6020 ● Fax: (888) 397-8736

November 9, 2012

Rossmoor Community Services District
Attn: Emily Gingras
3232 Hedwig Road
Rossmoor, CA 90720

Re: Control-Link Cost Estimate – Rossmoor Park

Dear Emily Gingras,
Here is the Control-Link Estimate that you requested for Rossmoor. This quote includes the following...

Equipment

- (1) Remote Equipment Controllers (REC's)
- (6) Remote Off/On Auto Switches
- (1) Remote Switch Box

Zone 1: Tennis #1	Zone 2: Tennis #2
Zone 3: Tennis #3	Zone 4: Tennis #4
Zone 5: Basketball	Zone 6: Spare
Zone 7:	
- 10 year parts and labor warranty on all equipment
- All freight costs

Equipment Price \$7,000.00

Equipment Installation

- Turnkey installation of all components by Musco Technicians
- Activation and testing of systems to ensure all units are fully functional and operational

Installation Price \$1,500.00**

**This quote does not include prevailing wage rates. It is the customer's responsibility to notify Musco if prevailing wage applies to this project and to supply Musco with the applicable wage rates. If this project is subject to prevailing wage requirements, Musco will provide a revised Quote which includes the appropriate wage rates.

10 Years Control Link Central Service (CLC)

- 24/7 toll free access to CLC customer scheduling operators
- Access to Musco Control Link Scheduling Website
- REC operations and Website Training for your scheduling staff

Total Equipment & Installation with 10 years of Service: \$8,500.00*

Price assumes contactors exist. If contactors are required, they can be purchased at an additional cost to be installed by others.

*Please add applicable sales tax. Freight has been included.

Please feel free to call me to discuss any questions or concerns that you may have.

Sincerely,

Troy Shilling
Service and Parts Sales Manager
Musco Lighting

ROSSMOOR COMMUNITY SERVICES DISTRICT

Date: January 22, 2013
To: CIP Committee
From: Administrative Assistant
Via: General Manager
Subject: PAPERLESS AGENDA SOLUTION

RECOMMENDATION:

Receive the report, and authorize the General Manager to schedule a Special Meeting, in workshop format, to discuss the Pros and Cons of ***Paperless Agenda Solution Option 1: District Managed, versus Paperless Agenda Solution Option 2: Bring Your Own Device (BYOD)***; and give direction to the General Manager and staff regarding if / how to implement and fund the selected option; and work with General Counsel and Brea IT to create a strong device management and security policy. After careful vetting, the selected option and draft policy would then be brought back to the Board for further discussion and/or approval and first reading of the policy. Whatever the Board ultimately decides, staff recommends creating a comprehensive District BYOD policy as well as District website and social media policies.

Option 1-District Managed: Approve the recommendation to proceed with the District purchase of eight (8) iPad devices and eight (8) protective cases, damage/replacement insurance policy, and (1) iPad safe in which to store the devices on District premises after each use. ***(See Attachment 1).***

Option 2-BYOD: Approve the recommendation to proceed with the Bring Your Own (BYOD) iPad / Android tablet devices and protective cases, and download the agenda package prior to each Board meeting via a home, District, or other readily available Wi-Fi connection prior to each meeting. ***(See Attachment 1).***

The Administrative Assistant would be the contact point for all agenda-related services and inquiries. Brea IT services will be the contact for all E-Packet related technical service and support.

BACKGROUND:

While reviewing a portion of the 2012-13 Budget as presented at the November 13, 2012 regular Board Meeting, the Board directed staff to research paperless agenda solutions for the multitude of benefits it would provide the District. The Board also agreed that since Rossmoor is designated as a Tree City USA, it was important for the District to set a more environmentally friendly example, as it pertained to paper usage. Prior to the Board's direction, the Administrative Assistant had already accomplished the following: Reduced the amount of agendas that were being printed; converted the District's hardcopy agenda into a paperless

Adobe PDF format (*with existing Adobe PDF creation software*) and made the agenda available on the District website; eliminated hand collating; made facility applications and most public records available electronically via the District website; employed office wide scanning practices and shared common drives; and established WiFi internet access for District staff and patrons.

For some time, the Administrative Assistant and IT Division staff has also been monitoring other public agencies utilizing paperless agenda solutions for the same benefits Rossmoor is interested in exploring. Costa Mesa Sanitary District and the cities of Huntington Beach, Tustin, La Palma, Ontario, Riverside, Perris and Moreno Valley have all implemented paperless solutions, and several other local cities are in the process of doing so for the same reasons. Staff performed additional research including conducting an internal survey to assess Board and staff's needs regarding a paperless agenda solution. Staff also analyzed costs and created a cost comparison chart (attached) for the recommended solution. Due to these prior efforts to lay the necessary groundwork, we anticipate the District's transition to tablet devices to be relatively straightforward.

OBJECTIVE

Review a paperless agenda solution, which would replace the current (paper) process in order to produce a significant cost savings to the District and keep the organization progressive and mobile.

SCOPE OF WORK

The Administrative Assistant has accomplished the objective with the following actions:

Tasks Completed

- Surveyed the Board and Staff regarding needs and preferences
- Obtained pertinent legal advice from General Counsel, Gregg Kovacevich
- Met with the General Manager to discuss costs and options
- Met with Mike Ryan with Brea IT to gather information and advice
- Spoke with City of La Palma and obtained their advice, policy and staff report
- Researched other agencies who have implemented paperless agenda solutions.
- Contacted other Special Districts regarding their paperless agenda programs
- Researched electronic document security and encryption services and costs
- Researched iPad apps: iAnnotate and Dropbox
- Met with Kathy Bell, the Accountant/Bookkeeper, taking all current processes into consideration, to calculate the total solution cost and savings.

If Option 1 is selected, the Administrative Assistant and Brea IT will proceed with the following actions:

- Coordinate and oversee the entire implementation process.
- Setup the WiFi Router prior to each board meeting.
- Install the devices for all staff receiving them (Board, General Manager, Administrative Assistant, backup device).

- Train staff and provide professional assistance related to the new system. (*The Apple Store provides additional training free of charge*)
- Brief all users on device safety and security.
- Regularly test the solution before, during and after implementation.
- Follow policy guidelines with regard to data maintenance and purging.
- Follow the established timeline:
 - Purchase 2 weeks (or as determined by General Manager)
 - Prepping New Device 1-2 wks (subject to IT availability)
 - Training 1 week (depending on user availability)

If Option 2 is selected, the Administrative Assistant and Brea IT will proceed with the following actions:

- User would be entirely responsible for maintenance and software updates.
- Require the device to be within the District's/User's possession (if BYOD).
- Brief all users on device safety and security.
- Require user to password protect the device and sign District policy.

FINDINGS

The Consulting General Manager, General Manager and Administrative Assistant, in coordination with Brea IT Staff have reviewed the following possible paperless agenda solution devices, and have included notes on their findings.

* Tablets typically can be used for 10 hours or more between charges and have no cords, fans, motors, or other moving parts that make noise. They have a small profile – smaller than a typical agenda binder in fact – and are reasonably priced. The Apple iPad is generally the industry leader at this time.

* The Android-based tablet (Samsung Galaxy) was researched in comparison to the iPad tablet. While the base models for Android tablets can be slightly less expensive than an iPad, the Android Operating System (OS) is not as naturally intuitive as Apple's iOS and does not provide the same user friendly functionality as the iPad. Also, companies offering the lower-end tablets tend to be new companies that may not be in business in the future to service or upgrade devices as the technologies evolve, which is happening rather quickly at this time. Other cities found the iPad to be the most viable solution, and have moved forward with successful implementations.

FISCAL IMPACT

A comparative cost analysis chart was prepared in order to support the recommendation of a paperless agenda solution. Staff plans on minimizing costs wherever possible in order to support the recommendation. (**See Attachment 4**)

TECHNICAL REQUIREMENTS

The only technical requirements are a WiFi connection, charging station, iPad storage safe and charging station and minimal training. If Option 1 is chosen, the District will keep the devices secure and charged in the iPad safe.

BENEFITS

When the project is complete, the Rossmoor Community Services District will not only save money on both staff time, mileage and materials needed for the creation of agendas, but will also realize a multitude of other benefits, including contributing to a more environmentally conscious atmosphere by adhering to the *Tree City USA initiatives*, and further distinguishing Rossmoor as a state-of-the-art Special District. The paperless agenda solution device will also provide some additional conveniences, such as providing the ability to check e-mail, have Internet access and more.

CAUTIONS

Security risks do exist. Strong adherence to policies is recommended. Password protection and remote wipe options are mandatory to safeguard District information. It is also recommended that confidential materials still be delivered in printed format and individual notes be taken on paper. See attached.

IMPLEMENTATION/NEXT STEPS

This is dependent upon which option is chosen by the Board. If Option 1: District staff will continue the current process of creating the agenda using the existing agenda management software (*Adobe PDF Maker*). The completed agenda will then be uploaded electronically to the District website OR iPad Dropbox and the Administrative Assistant or designee will email the Board notifying them that the E-Packet is available for viewing. Pickup of the device may have to be arranged. The Administrative Assistant will continue to produce at least two paper agendas for the designated purposes (public, and original fail-safe backup) as mandated. Discussion of additional coordination is currently taking place. It is also recommended that all Confidential materials continue to be printed as well.

SUMMARY

As technology advances, the concept of a true paperless agenda solution has become reality. District Staff and Brea IT have reviewed multiple paperless agenda solution devices for mobility, quality, value, security and ease of use. While most devices would meet the benefits stated in the objective and as discussed amongst staff, ultimately we are confident in recommending the iPad as the most viable and reliable paperless agenda solution.

ATTACHMENTS:

1. Paperless Agenda Options Defined
2. Confidential Materials Defined
3. District Counsel Legal Opinions
4. Pros & Cons
5. iPad Cost Savings Chart.
6. iPad vs. Android Comparison Diagram
7. Costa Mesa Sanitary District Article
8. iPad Safe Documentation
9. Draft iPad Policies from Huntington Beach, Orange County, La Palma, Tustin

PAPERLESS AGENDA OPTIONS DEFINED

Option 1-District Managed: Approve the recommendation to proceed with the District purchase of eight (8) iPad devices and eight (8) protective cases, damage/replacement insurance policy, and (1) iPad safe in which to store the devices on District premises after each use. Whereby the District would purchase, own and setup each iPad prior to each board meeting and retain and store each iPad in an iPad safe at the conclusion of each meeting. *(The iPad safe is specifically designed for storing and charging up to twenty iPad devices)*. The agenda package will be downloaded onto the device from the website, via a Wi-Fi connection made available in the boardroom *(or any other reliable home or business Wi-Fi connection)*. **Or** Prior to each meeting, the Administrative Assistant would load the agenda (pdf file) via Dropbox (a cloud based location only accessible by the Board and designated staff). Directors would receive an alert notifying them that the E-Packet materials are available for downloading on the tablet devices. Directors would agree to use the devices in accordance with the approved iPad policy. Use of the iPad for additional meetings (i.e. ad hocs, committees) would need to be discussed, and a checkout method developed, for such instances in accordance with policy. While offsite, Directors would be solely responsible for keeping their tablet devices fully charged. All tablet devices would become part of the annual District audit.

Option 2-BYOD: Approve the recommendation to proceed with the Bring Your Own iPad / Android tablet Devices (BYOD) and protective cases, and download the agenda package prior to each Board meeting via a home, District, or other readily available Wi-Fi connection prior to each meeting. Whereby each Director would be required to sign and adhere to a District BYOD policy and would be responsible for purchasing the device as well as any and all updates, maintenance and security required for the device. Each device would remain in the possession of its owner/Director and as a security measure, that individual would agree to place a password code on their device. In the event the device becomes lost or stolen, Directors would agree to immediately report the loss to the District and submit to a remote data wipe via Brea IT services or its designee. General Counsel opines: **“While I don’t believe any court has yet directly addressed the distinction between a government-issued portable computer or a privately-owned computer used partially for government job-related purposes, the most prudent course is to assume that privately-owned computers would be treated similar to government-owned computers to the extent that they contain documents subject to disclosure under the PRA.”** (See Attachment 5)

The Administrative Assistant would be the contact point for all agenda-related services and inquiries. Brea IT services will be the contact for all E-Packet related technical service and support.

CONFIDENTIAL MATERIALS DEFINED

California law requires that certain information be treated as confidential and not be distributed to others inside or outside the District who do not have authorization to view such information. District Board members, the General Manager and Committee members and the Administrative Assistant occasionally receive confidential electronic information. Some examples of confidential information are: personnel records, internal investigations, information relating to or potential litigation, attorney-client communication, information relating to labor negotiations or information relating to confidential real estate negotiations. When Board members, the General Manager, or Committee members receive confidential information it should be marked "Confidential Information" to alert recipients to the nature of the information. Additionally, Board members, the General Manager and Committee members should exercise caution in sending confidential information by E-Communication as compared to written memoranda, letters or phone calls, because of the ease with which such information can lose confidentiality by inadvertent or intentional diversion or re-transmission by others.

Hi Elizabeth,

If by 'purchase their own iPads' you mean they (the Board members) would then retain ownership of them, I think that creates a gift of public funds problem. I would not recommend that. With respect to the compensation limits, you are correct that the maximum a Board member can be paid is \$600 in any month. Gov't Code section 61047. However, compensation is limited to \$100 for each day of service, with maximum compensation for six days of service in a month. A "day of service" is specifically defined in the Code. I have pasted that definition below for your reference. Bottom line is that the District could not include a stipend for an electronic device within that \$600 maximum monthly compensation.

The District could, however, purchase iPads and issue them to Board members for official use. When a Board member leaves the Board, he/she could have the option of returning the iPad to the District or purchasing it for its depreciated value. One potential problem with purchasing iPads for the members, however, is deciding what to do if they are broken or damaged. They are, as you know, very expensive and very fragile. If one gets broken, does the District purchase a new one? make the Board member buy a new one?, etc. These are things that would need to be addressed in any policy the District develops.

I assume some Board members may already have iPads of their own. In such a case, the Board could purchase whatever software is required (if any) to view and interact with the electronic agendas and place that software on the member's iPad.

With respect to leasing, I'm not sure what exactly you are proposing. Do you mean leasing iPads as opposed to purchasing them outright, or do you mean purchasing iPads and leasing them to Board members? Let me know and I will be happy to answer your question.

Happy Holidays!

Gregg

For the purposes of section 61047, a “day of service” means any of the following:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
- (2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.
- (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.

(4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

Gov. Code, § 61047

On Dec 20, 2012, at 3:30 PM, Elizabeth Deering wrote:

Hello Gregg,

Thanks for the info. The City of La Palma has a Bring Your Own Device Policy (BYOD) where they issue a stipend to their board members of approx. \$500 so that they may purchase their own iPads. I've attached a sample of their staff report. My question is, are CSD's allowed to do the same or would this be outside the authority of our board compensation? Is there a government code prohibiting this? I believe the maximum monthly stipend that our board members can earn is \$600. If we issued them a one-time \$500 dollar stipend to purchase the iPad and they earned \$100 for the meeting, it would safely fall within those parameters. In my opinion, the iPad just replaces the binder and paper as an agenda expense which should fall under administration. Am I wrong? I've also been asked if leasing the device is an option. Please advise. Thanks.

Liz

From: Gregg Kovacevich
Sent: Thursday, December 06, 2012 4:40 PM
To: Elizabeth Deering
Subject: RE: Paperless Agenda Conversion Advice

Hi Elizabeth,

There are a number of issues that potentially arise when considering the issuance of government-owned portable computers like the iPad. With respect to the Public Records Act, you are correct—If the record is otherwise a “public record” as defined in the PRA, that designation would not change by virtue of it being stored electronically on the iPad. While I don't believe any court has yet directly addressed the distinction between a government-issued portable computer or a privately-owned computer used partially for government job-related purposes, the most prudent course is to assume that privately-owned computers would be treated similar to government-owned computers to the extent that they contain documents subject to disclosure under the PRA.

[As an aside, in your email you refer to “discoverability issues” as well. Note that discovery in the context of a legal action is much more broad than the Public Records Act. That is, a subpoena for

documents or files in the context of pending litigation is not limited only to what would otherwise be “public records” under the PRA.]

If the Board ultimately decides that District-issued devices are the way to go, we will certainly need to develop a policy ahead of time, much like those attached to your email. Ultimately, though, a policy itself would not necessarily solve all concerns related to the PRA. For example, if the portable device was used to access an official District email account (with the emails being pushed from a District server to the device), and the District’s policy said that all email are considered transitory communications and are to be deleted at the end of each day, the PRA would not protect those emails from disclosure simply because of the policy. Emails that were not deleted in accordance with the policy, and which exist on the device in spite of the policy, would be public records subject to disclosure. So, in many cases it is up to the user to make sure the policies are routinely followed.

We can discuss this further as you wish. Please let me know if you have any other concerns.

Gregg Kovacevich
Jenkins & Hogin, LLP

PROS & CONS

PROS:

1. Tablet devices are considerably lighter than laptops
2. Small size, wireless capability and long battery life makes them less intrusive while conducting meetings
3. Touch screen is easy and intuitive to use
4. Ongoing Training and support available for iPad
5. Paperless devices are cost effective, media capable and multi-tasking

CONS:

1. The lack of a physical keyboard compels the user to utilize a virtual keyboard which is prone to more typographical errors and also occupies significant screen real estate. Tablet keyboards can be purchased for a separate fee.
2. The tablet's small screen may be inadequate for showing large documents and lengthy passages of text and multiple images. Tablet scrolling and navigation may take some getting used to, however training is available and the iPad is very intuitive.
3. If user is offsite, must have a WiFi access point available (home, Starbucks, Polly's Pies, etc.) to view/download data.

SECURITY CONCERNS

1. Internal Document Encryption, Document and Device Passwords, Remote Data Wipe and GPS Tracking make tablet devices at least as secure as paper binders. Adobe pdf security software is recommended for this purpose.
2. Confidential notes can be handwritten on a notepad.
3. Apple's iAnnotate has undergone a version upgrade and may not be compatible with earlier iPad models.
4. Confidential documents can remain as hardcopies and hand delivered.
5. Use of E-Communications during public meetings or hearings are subject to Brown Act provisions and must therefore be prohibited (unless under emergency circumstances from a family member).
6. District Documents, whether paper or electronic are governed by the public disclosure requirements of the Public Records Act. E-Communications received by a Board or Committee member during a meeting regarding an agendized matter, must be disclosed and considered part of the public record.
7. iPad App Dropbox is a cloud based, password protected location that may only be accessed by board members, the general manager and administrative assistant (see attached Wikipedia definitions of Cloud based and Drop Box)
8. Comprehensive Security Software such as Board Vantage is cost prohibitive: \$3,000 setup fee plus \$1,100 per user/ per year.
9. Sire's Agenda Plus Software is used by the County of Orange at a cost of \$90,000.

PAPERLESS AGENDA COST COMPARISON CHART

				SAVINGS	Year 1	Year 2	Year 3
*BASED ON CONSERVATIVE ESTIMATE OF AVERAGE ANNUAL COST OF MATERIALS (Staff time not included)					\$193.89	\$4,986.11	\$4,986.11
TRADITIONAL PAPER	PAPER QTY	PAPER COST	INK	BINDERS	DELIVERY / INSURANCE	FUEL	*TOTAL
AGENDA (paper,binders,tabs,delivery)	30 Rms (15,000 shts)	\$175.00	\$260.00	\$515.70	\$660.00	\$27.24	\$1,637.94
WEEKLY UPDATE	31 Rms (15,500 shts)	\$185.00	\$240.00	\$0.00	\$2,860.00	\$118.04	\$3,403.04
COMMITTEE MTGS (min. of 8 mtgs annually)	1 Rms (500 shts)	\$5.85	\$1.00	\$10.00		\$18.16	\$35.01
BUDGET BOOKLETS	1 Rms (500 shts)	\$5.85	\$1.00			\$2.27	\$9.12
CURRENT TRADITIONAL PAPER COST TOTAL				& Tabs		56.5 cts per mi.	\$5,085.11
PAPERLESS SOLUTION (Managed Inhouse)	TABLET COST	PAPER QTY/COST	* APPS?	CASE	*INSURANCE (annual)	FUEL	TOTAL
iPAD (8 Devices-One Time Purchase Cost)	4000	0	0	\$280	\$99.00	0	\$4,379.00
Adobe PDF Security Software							\$100.00
Server Upgrade (TBD)							\$0.00
iPad Safe							\$800.00
INITIAL COST TOTAL FOR PAPERLESS SOLUTION							\$5,279.00
NOTES: (Brown Act Compliance Reimbursements Have Been Discontinued)							
*Paperless Agenda Program Managed By The Administrative Assistant In Coordination With Brea IT							
*APPS: Agenda/Documents Are Published in iPad Drop Box App (Similar To A Common Drive On A Computer); Followed Up By Email Alert							
*BYOD: Device Kept In Possession Of User		* Device Must Be Kept Charged		*Security Password Must Be Implemented			
*Device Purchased/Retained by District		* iPad Safe & Charging Station Required		* Strong Policy For Checkout & Use Required			
*Insurance is \$99 Per Yr. For All Devices		*Loss Prevention Application Available		*Remote Wipe For Lost/Compromised Device			
*Initial Training By Admin/Brea IT		*Supplemental Free Training Available at the Apple Store					
*Fuel Cost Calculated based on IRS Standard Reimbursement Rate of \$0.555 cents per mile x 4.10 miles per delivery x amount of deliveries							
*WiFi Dependent: Optional Data Service Offered At Time Of Purchase At User Expense							

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: October 6, 2011

**Action Agenda
Item No. 3**

SUBJECT: Paperless Agenda Options

DEPARTMENT: Information Technologies

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

Agenda Automation Options

INFORMATION CONTACT:

Todd Jones, (919) 245-2285

PURPOSE: To review options for managing the Board of County Commissioners' agenda process.

BACKGROUND: Since 1997, Orange County has been using various technologies and updated business-processes to create meeting agendas, distribute them to elected officials and staff, and make them available to the public via the County's Internet site. The processes and technologies matured and in 2000, entire agenda packages, including attachments, were regularly posted on the County Internet site in advance of the meetings. These web-accessible agenda materials are increasingly relied upon by the public to learn about issues under consideration by the Board of Commissioners.

The production process for the Board of Commissioners' regular meetings is coordinated by the Manager's Office, where staff collect submissions, route them through appropriate approval processes and aggregate the finished components into a "master" agenda packet. This packet is then printed out, collated, etc. into 24 paper copies, averaging 500 pages per regular meeting. A copy of this regular meeting paper packet is delivered by Sheriff's office deputies to each Commissioner 5-7 days before the meeting. A deputy clerk in the Clerk to the Board/County Commissioners' Office then converts the packet into an online file and posts it to the County's Internet site.

Technologies are available that potentially automate much of this process, while providing the Board with electronic format agendas that save paper and delivery costs. It is critical to note that efficiency gains with a change to the existing process rely heavily on having all staff and all Board members adopting the new process. Thus, partial adoption of an automated solution will result in a loss of efficiency-over current processes.

FINANCIAL IMPACT: The options presented to the Board in the attachment range in implementation costs from zero to \$90,000. Tablet solutions cost approximately \$700 each, with a monthly data fee of \$50.

RECOMMENDATION(S): The Manager recommends that the Board evaluate the options, review the technology presented in the demonstration and discuss next steps for automating the agenda process.

Agenda Automation Options

This document provides information on three potential options for agenda automation and a section on hardware options. The project team investigating agenda automation technologies (representatives from Information Technologies, the County Manager's Office and the Clerk to the Board of County Commissioners' Office) evaluated several offerings and came away concluding only two products both met minimum requirements and met or exceeded the agenda product currently produced manually. Each of those two offerings is listed below in options-2 and 3.

Option 1: Leverage Status Quo

This option would involve the Board of Commissioners using existing County issued laptops (or personal laptops, if preferred) to review pdf files of meeting agendas, as they're being prepared today. IT would ensure all laptops have versions of Adobe Acrobat which would allow Board members to make individual annotations to those files.

Agendas would be produced as they are now, with the Manager's Office managing the creation and approval process for individual agenda items. The ultimate delivery of agenda packets to the Commissioners and staff would be in electronic format, as pdf files on the County Internet site, as is currently done.

This option requires no additional investment. It has advantages of paper reduction and overall reduction of cost to the County in terms of printing and delivery costs.

The disadvantage of this option is that it does not confer any efficiency gains in the production of the agenda packet.

Option 2: Automated Agenda via Granicus's Legistar

This option would be a solution automating the agenda process, from production, to review, to distribution, to archiving, using Granicus's Legistar product.

This product, in use in several North Carolina counties and municipalities, provides mechanisms for template based abstract authoring, workflow processing for review, automated agenda assembly and publishing. The product has been researched by the evaluation team, as well as a group of staff members who frequently author abstracts. The Legistar product met the requirements set for the by the evaluation team and was deemed viable by the authoring group.

It should be noted the authoring group believed the Granicus product, while adequate for their needs, was somewhat cumbersome to use and not the preferred choice for authoring and production.

Estimated implementation costs for Granicus' Legistar: \$90,000.

Option 3: Automated Agenda via Sire's AgendaPlus

This option would be a solution automating the agenda process, from production, to review, to distribution, to archiving, using Sire's AgendaPlus product.

This product, in use in several North Carolina counties and municipalities, provides mechanisms for template based abstract authoring, workflow processing for review, automated agenda assembly and publishing. The product has been researched by the evaluation team, as well as a group of staff members who frequently author abstracts. The Sire product met the requirements set for the by the evaluation team and was deemed viable by the authoring group.

It should be noted the authoring group believed the Sire product was adequate for their needs and was deemed the more efficient product to use and the preferred choice for authoring. AgendaPlus was deemed the more mature product and had more useful features, including delegation controls (for use when staff needed for review stages are out of the office), and inline commenting.

Estimated implementation costs for Sire's Agenda Plus: \$90,000.

Hardware Options

For any of the three options listed, Commissioners may individually, or collectively, prefer tablet devices such as Apple iPads or Lenovo ThinkPad tablets for use in reviewing and referencing agendas before and during meetings. These tablet devices have several advantages over traditional laptop computers. They are considerably lighter than laptops, owing to their smaller screens, miniaturized components and lack of a keyboard. This smaller size makes them less intrusive when conducting meetings, while their touch screen makes them easier and more intuitive to use.

The disadvantage of tablet devices is that their small screens often are inadequate for showing large documents, lengthy passages of text and multiple images. Further, the lack of a physical keyboard compels the user to utilize a screen-based keyboard, which is more prone to typographic errors while taking up significant screen real estate.



When it comes to smartphones, Android competes very well with the iPhone. In fact, I think it's a much better experience, but when it comes to tablets, I hate to admit it, Android is losing. The problem has never been the hardware, it's the availability of quality apps. Automatically the assumption is that fragmentation is the problem, but fragmentation is an issue with phones, and yet quality apps aren't a major issue. so why hasn't developer support transferred to tablets? Well lets first start with a little history.

[Apps on Google Play](#)

Browse and install Android apps from
your phone, tablet or the web

play.google.com

AdChoices 

Back in late 2009, Android phones seemed far behind the iPhone, but then things changed in a hurry. Even though Android's first phone, the G1, was introduced in 2008, things didn't get cooking until the DROID debuted on Verizon in late 2009. From that point forward the Android world really started to multiply by numbers even I couldn't imagine. I remember when I bought my DROID, people would say there aren't any apps available on Android to speak of. Things changed dramatically, and by the end of 2010, the iPhone didn't have much of an advantage when it came to apps.

It doesn't appear that Android tablets are enjoying the same kind of success. Although the Motorola XOOM, technically wasn't the first Android tablet, it was what really started a wave of tablets with the OS about this time last year. One could argue that it's only been one year, and look what happened to Android phones in its second year. The problem with that theory is that the success of Android phones was actually an advantage for tablets to get a better kick-start. Actually in terms of sales, Android isn't doing so bad. [According to the IDC](#), Android tablet market share for the 4th quarter of 2011 was 44.6%. That's actually very good, but somehow things don't seem that close.

Android tablets have always been able to compete with the iPad when it came to specs. The [ASUS Transformer Prime](#) was the first ever tablet with a quad-core processor, and up until the new iPad, many Android tablets had

better displays. Then there's the different form factors and docks that seemed to give Android a leg up. Unfortunately it's never the hardware that sells mainstream consumers. It's the usability. Let's face it, the iPad wins hands down in this category. *PC Mag's Sascha Segan* recently did a [fantastic analysis on the apps for both platforms](#). I'm actually glad he did because I've been thinking about this for a couple of weeks, but now I don't have to put the work into figuring it all out. Actually Sascha found that although the iPad has an edge as far as number of gaming apps, overall, it's not the number of apps that are lacking with Android tablets, it's the quality. Many of the apps just look awful and dreadful on Android.

Even the [Transformer Prime](#), which is currently the best Android tablet available in terms of specs, doesn't have the developer support. It's actually sad when you consider how awesome this device is. NVIDIA is pushing their Tegra Zone for optimized Tegra 3 games, but even after being out for 3 months, there really aren't that many choices. ASUS isn't selling anywhere near the number of Transformer Primes as compared to iPads, but it's just as hard to get your hands on one. Hardcore gamers are buying them up with the hope of playing amazing "console quality" games. Yes it's only been 3 months, but let's see where things stand at the 6 month mark and at the end of the year. I still don't think there will be that many more.

To answer the original question as to why developers aren't supporting Android tablets, even though the same fragmentation exists with phones, it's the fact that tablet growth is still in its infancy. The projected number of overall tablets to be sold in 2012 is roughly [106 million](#). For smartphones, it's projected to be around 657 million. People keep preaching how large the tablet market is, but smartphones have six times more of a presence, and the time involved with creating worthwhile apps makes it more attractive.

Let's talk about the compounding rate. In 2011, smartphone sales were roughly 459 million. If you add that figure to the 2012 estimate, it's over 1 billion devices. For tablets, the overall sales for 2011 was 68 million. If you add that to 2012's estimate of 106 million, you get a total of 174 million units. Now we are talking about eight times more of a presence for smartphones.

Now one has to ask why do developers support the iPad if the tablet market isn't that big? It's simple, the iPad is one device (with no fragmentation) that represents 60%+ of the market share or roughly 100 million tablets from 2011 and 2012. So why isn't that an issue for phones since the iPhone represents about 30% of the overall smartphone sales or roughly 300 million for 2011 and 2012? Again an obvious answer. It's because Android phones represent about 500 million units for the same two years. The work involved to create compelling apps is more worthwhile when looking at those numbers. Of course one could argue that Android developers are [starting to get frustrated](#) with Android fragmentation and are starting to give up, but seriously, it's too big of a market to give up on.

There's one other thing that needs to be factored into these numbers and that's the fact that supposedly the Kindle Fire represented about 14% of the market share by the end of 2011, which would be part of Android's tablet numbers above. Although technically an Android tablet, it just isn't the same, and it's just another example of fragmentation since it has its own echo system and app store. Assuming that percentage holds through 2012, that would knock down the rest of Android down to roughly 30%. Again not bad, but certainly doesn't help the cause. In fact, if the Kindle Fire continues to grow, development for it might increase since again it's one device and the economies of scale would make more sense for developers. How upset would Android fans be if the Kindle Fire has better apps than all other Android tabs?




The final question is if or when things will change? Perhaps 2012 will be the year for Android tablets much like 2010 was the year for Android phones, but I just don't see it. Ice Cream Sandwich is supposed to change things, but it's barely on 2% of the devices. As overall tablet sales grow exponentially over the years, I suspect things will change, but will it be too late? I'm an Android fanatic and it's in my blood, but when the average "Joe" asks me what tablet to get, I have a hard time recommending an Android tablet over an iPad. Just to give you a perspective of where I'm coming from, I own an ASUS Transformer and a Galaxy Nexus. I have never owned an iPad or an iPhone, and lastly, my wife has an iPad 2 because of work, but I have yet to even touch it. I admit it's childish, but I refuse to. So I'm definitely not some Apple fanboy that's stuck in the closet. Trust me, you can ask

any of my friends and family, they will tell you that I'm a "hater."

Android tablets are cool with the ability to customize it to your liking with widgets and live wallpapers, but again, the average person isn't caught up with that. They just want something that will give them a great user experience. Unfortunately, and yes it pains me to say it, the iPad wins in this category at least for now.

sources: [Financial Times](#) for smartphone sales / [Forbes](#) for Kindle Fire market share

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Costa Mesa Sanitary District Promotes Zero Waste, Saves Money through Use of Paperless Agendas

By Scott Carroll, General Manager, Costa Mesa Sanitary District



18 agendas per meeting) the agenda is scanned on a copy machine in a .pdf format and then uploaded on the home page of CMSD's website. After the agenda packet is uploaded, an email is sent to the Board of Director's and staff informing everyone that the agenda is now available and ready to be downloaded onto their work or home computer. This method has saved the district approximately \$744 a year in mailing costs.

Before a Board and/or committee meeting begins, the iPads are set up in front of Board members' and staff's designated chairs. The wireless access point in the Board room allows staff to access the internet on the iPads and download the agendas from CMSD's website. This procedure improves access to the agenda because many agenda packets are larger than 10 MB and many computer servers will not accept documents larger than 10 MB for security protection reasons, such as viruses. The wireless access point also allows staff to email meeting notes from the iPads to their work computers. There is virtually no paper required during meetings.

When the meeting is over, the iPads are stored in a safe that is specifically designed to store iPads. The safe can hold up to 20 iPads and inside are 20 outlets so that the iPads are continually charging through a single electrical cord that is routed from the safe and connected to a wall outlet. The iPads are not allowed for personal use and no one can take the iPads home.

The Costa Mesa Sanitary District (CMSD) Board of Directors meets once a month on the fourth Thursday of every month. In addition, the Board established two committees, the Sewer System Committee and the Recycling Committee, in which two board members are appointed to serve. The committees also meet once a month and they are subject to follow the requirements under the Brown Act. Having three monthly meetings that require agendas, staff reports and back up documentation became increasingly costly and time consuming to prepare, as each agenda packet can average 166 pages. Sometimes, the Board agenda packets fall at over 300 pages! CMSD estimated that it was spending 240 staff hours, printing 40,000 pages and spending over \$13,000 a year to prepare and disseminate agenda packets.

In 2010, the Board of Directors adopted a five year Strategic Plan in which one of the goals of the plan

was to encourage implementing zero waste programs and promote sustainability efforts. Using the latest technology, CMSD was able to achieve this Strategic Plan Goal while at the same time reducing costs and improving efficiencies for preparing and disseminating agenda packets by implementing a Paperless Agenda Program.

CMSD's Paperless Agenda Program is quite simple and can be implemented by any organization at a minimal cost. For our program, CMSD decided to use the latest technology by procuring iPad 2s from Apple. Other accessories included iPad stands, cordless key pads (for the Clerk of the Board and General Manager), an iPad safe and a wireless access point. The cost to purchasing these items was a total of nearly \$8,000.

When an agenda packet is complete instead of printing several copies (on the average, CMSD was printing

SHARE YOUR SOLUTIONS & INNOVATIONS

Do you have a new program, process or facility that increases efficiency, reduces costs, improves service or otherwise helps make your community a better place to live? *California Special District* wants to know about it! Contact Nicole Dunn at nicoled@cda.net or (877) 924-2732.



The results of the program have proven successful in a short matter of time with a return on our investment within the first year. The total cost to procure the necessary equipment and supplies for a Paperless Agenda

Program was close to \$8,000. It is estimated that CMSD will save 213 staff hours in preparing agendas. These saved hours have been reassigned to other projects and/or programs that have, in the past, received less attention because of insufficient resources. In addition, less paper is being printed. CMSD estimates that it will print little more than 8,000 pages a year on agendas (at least one hard copy is made available for the public), saving 32,000 pages a year. The benefits to the environment for saving this amount of paper are staggering. Within six years, the scheduled replacement for the iPads, CMSD will have saved one ton of paper, which will result in the following environmental benefits:

- Saved 17 mature trees;
- Saved 7,000 gallons of water;
- Saved 3 cubic yards of landfill space;
- Saved 2 barrels of oil; and
- Saved 4,100 kilowatt hours of electricity, which is enough energy to power the average American home for six months.

The net savings CMSD is experiencing from this program is \$10,691 a year, which is an immediate return on our investment. When the iPads are replaced in six years, CMSD will have a net savings of \$64,146.

The success of CMSD's Paperless Agenda Program has attracted the attention of many special districts in California and even one organization as far away as Minnesota because of the relative inexpensive and ease to implementing such a program. Thanks to the Board of Directors commitment to bringing new innovative ideas to fruition, CMSD's Paperless Agenda Program is a proven success story. ■



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Charge and Sync Cart for iPad and Tablets

(holds 24 with or without cases)



Model: DS-mini-IPCS-24

DS-mini-IPCS-24 features:

- Secures, stores, charges and simultaneously syncs 24 iPads™ through a USB connection to iTunes™ or Apple Configurator
- Includes a certified USB cable to connect USB hub to MacBook™ or other host
- Amazingly compact design takes up very little space and makes the cart easy to move
- Innovative **Gather 'Round™** design allows teachers and students to access cart from both sides, increasing instructional time
- Drill resistant, pick proof two point locking system
- Retractable security door
- Molded cord rewinder bracket; ABS fire-rated plastic dividers, individually removable (without tools)
- 4" locking wheels (four swiveling; two locking)
- Includes two state of the art, powered USB hubs from Cambrionix, meeting all iPad specs for simultaneous charging or syncing using Apple-provided cables or their



Shown with 24 iPads



Home Sync & Charge
(length & height include extended handle)

- Module dimensions: 1 1/8"W x 8 9/16"D x 11"H (adjustable)
- Weight: 87 lbs.

Note: Regulatory listings pending

"Gather "Round" is a trademark of Datamation Systems, Inc. iPad and iTunes are trademarks of Apple, Inc.

Carts



Cases Contact us

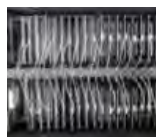
Internal View (iPads & USB cables not included)

Sync-and-Charge



Solutions to Sync and Charge your iPads and other USB devices. [read more >>>](#)

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Carts

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- [24 Cart \(sync-charge\)](#)
- [32 Cart \(sync-charge\)](#)
- [38 Cart \(charge\)](#)
- [40 Cart \(charge\)](#)
- [40 Cart \(sync-charge\)](#)
- [Carts for Cases](#)

Cabinets

- [16 \(sync-charge\)](#)
- [16 for iPad mini](#)
- [20 \(charge\)](#)
- [20 \(wall mounted safe\)](#)

Securing Other Apple Devices

- [iPods & iPhones](#)
- [Mac mini](#)
- [iMac](#)
- [Apple TV](#)
- [Older Apple Products](#)

iPad Accessories

- [Racks](#)
- [iPad Asset Tags](#)
- [iPhone2 Stand](#)
- [Docking hubs](#)



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	607
Sections	1 – 4
Effective Date	March 29, 2012
Responsible Dept.	City Clerk
Review Date	March 29, 2012

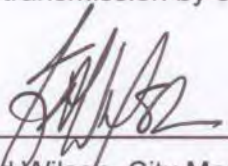
SUBJECT: E-Packet (iPad) Policy

1. **Purpose:** Use of electronic media is necessary and useful for City Council, Board, Commission, or Committee members to improve communication and efficiently perform their City duties. The E-packet (iPad) policy is designed to insure the proper use of electronic media during public meetings to comply with all applicable laws concerning hearings and deliberating procedures involving due process, and the provisions of the Brown Act and the Public Records Act.
2. **Authority:** Charter of the City of Huntington Beach, Section 401.
3. **Definitions:**
 - 3.1 **E-Communication:** Electronic text or visual communication and attachments distributed via E-mail, websites, instant messaging, text messaging, Twitter, or comparable services.
 - 3.2 **Electronic Communication System Devices (ECSDs):** Products designed to electronically process, transmit, or store information such as computers, phones, cell and smart phones, printers, modems, data files, iPads, and readers.
 - 3.3 **E-Packet:** City Council, Board, Commission, or Committee agenda material published in a digital, versus hard copy (paper) format.
4. **Policy:**
 - 4.1 **Distribution of E-Packet Devices:** City Council members will be personally assigned an Apple iPad or other ECSD that will include a protective device case and device charger. The device will be configured to run City-approved E-Packet applications with annotation capabilities, and allow access to the Internet and email. Other applications such as iTunes, Apps Store, etc. that require a fee must be managed by each individual City Council member using a personal form of payment. The City of Huntington Beach will not provide technical support for applications that are not directly associated with delivery of E-Packet agenda material or the use of email or the Internet.

E-Packet devices (including protective device case and charger) are to be returned to the City at the time a City Council member retires from City service. Other City Boards, Commissions, Committees will be solely responsible to purchase and maintain E-Packet

devices for their members, but are otherwise expected to comply with all E-Packet policy-related provisions.

- 4.2 Distribution of E-Packet agenda material: The City Clerk's Office will process and publish E-Packet agenda material for distribution to the City Council on Wednesday afternoons, five days prior to a regularly scheduled meeting (exceptions may apply for holidays). City Council members will receive an E-Communication alerting them when E-Packet materials are available for downloading onto E-Packet devices. City Council members are solely responsible for electronically charging E-Packet devices, and downloading E-Packet materials.
- 4.3 E-Packet Support: The City Clerk's Office will be the contact point for all agenda-related services and inquiries. The Information Services Department will be the contact point for all E-Packet technical service and support.
- 4.4 Use of E-Communications during meetings: Use of ECSDs to send E-Communications by City Council, Board, Commission, or Committee members during public meetings or hearings subject to Brown Act provisions is prohibited, with the exception of E-Communications received under emergency circumstances from a family member or other personal contact.
- 4.5 Public Records Act/ Due Process: City records, whether paper or electronic, are governed by the public disclosure requirements of the Public Records Act. Due process during deliberations on matters such as land use applications and grants, denial or revocation of permits and licenses, and the like require that all evidence be introduced during the deliberations. In the event that an E-Communication is received by a City Council, Board, Commission, or Committee member during a meeting regarding an agendized matter, the content of the E-Communication must be disclosed and considered part of the public record.
- 4.6 Confidentiality: California law requires that certain information be treated as confidential and not be distributed to others inside or outside the City who do not have authorization to view such information. City Council, Board, Commission, or Committee members may occasionally receive confidential electronic information. Some examples of confidential information are: personnel records, internal investigations, information relating to litigation or potential litigation, attorney-client communication, information relating to labor negotiations, or information relating to confidential real estate negotiations. When City Council, Board, Commission, or Committee members receive confidential information, it should be marked "Confidential Information" to alert recipients to the nature of the information. Additionally, City Council, Board, Commission, or Committee members shall exercise caution in sending confidential information by E-Communication as compared to written memoranda, letters or phone calls, because of the ease with which such information can lose confidentiality by inadvertent or intentional diversion or re-transmission by others.



Fred Wilson, City Manager



AGENDA REPORT

Agenda Item 14
Reviewed: _____
City Manager [Signature]
Finance Director N/A

MEETING DATE: NOVEMBER 1, 2011
TO: WILLIAM A. HUSTON, INTERIM CITY MANAGER
FROM: DAVID E. KENDIG, CITY ATTORNEY
SUBJECT: UPDATED IPAD POLICY

SUMMARY

On May 17, 2011, the City Council considered and adopted the City's first policy regarding the use by City Council members of City-owned and issued iPads.

Since that time, some Council members have purchased their own iPads and have elected to use those iPads for both personal and City-related purposes. As a result, aspects of the existing policy may be confusing or inapplicable to current and future members of the Council, such as the requirement that iPads be returned to the City when the Council member leaves office.

As a result, City IT Staff, the City Clerk and the City Attorney have reviewed and revised the iPad policy to address separately those iPads owned and issued to Council members by the City, and those personally-owned iPads that Council members may use for City-related business.

The proposed policy, as revised, is attached as Exhibit 1. The version of the policy approved by the Council on May 17, 2011 is attached for reference.

RECOMMENDATION

Review and adopt the revised iPad Policy attached as Exhibit 1, and repeal the policy adopted on May 17.

FISCAL IMPACT

None

EXHIBIT 1

CITY OF TUSTIN IPAD POLICY

SECTION 1: GENERAL STATEMENT

The City Council finds that the use of an iPad will assist the members of the Council in the efficient performance of their duties as members of the City Council, including service as members of boards and commissions of other government agencies, and thereby improve service to the public. This Policy is adopted by the City Council to provide guidance regarding what are, and are not, appropriate uses for this important business tool.

Although this Policy authorizes the provision of an iPad to each member of City Council, it is understood that some Council Members may instead opt not to receive a City-issued iPad and instead use his or her personal iPad in the performance of official duties. A member may also elect to not use an iPad at all and continue to receive paper copies.

Section 2 below sets forth guidelines that apply to the use of City-issued iPads.

Section 3 below contains guidelines that apply to the use of personally-owned iPads (that is, an iPad not provided by the City).

The explicit privileges and restrictions set forth in this Policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication. This version of the policy replaces and supersedes all prior versions of the iPad policy.

SECTION 2: CITY-ISSUED IPADS

- A. Each member of City Council is eligible to receive a City-issued iPad with mobile connectivity technology installed, a cover or case, stylus, and a screen protector. Each member will also each receive a separate email account that will be used to send the member official city documents, including without limitation City Council agendas, staff reports, and the like. Each Council Member will have access to the Internet through this iPad.
- B. The City-issued iPads are tools for Council Members to conduct City business, including any agencies and committees to which they are assigned or elected. Thus, use of the iPad will be solely for business-related purposes, i.e., to review council agenda materials, research relevant topics, obtain useful information for City-related business, and conduct business communications as appropriate. All of the City's computer systems, including the iPad, are considered to be public property. Subject to the narrow exceptions in the Public Records Act, all documents, electronic records, files, and email messages accessed on the City-issued iPad and all usage reports are considered public records, are subject to the California Public Records Act, and are considered the property of the City of Tustin.
- C. A Council Member shall not download files from sources which he or she has any reason to believe may be untrustworthy nor shall he or she open and read files attached to email transmissions unless the member believes they originate from a trustworthy

source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's systems. Council Members will be held accountable for breaches of security caused by files obtained for non-business purposes.

- D. The City reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices which are the property of the City of Tustin, in order to assure compliance with this policy. Council Members do not have any personal privacy right in any matter created, received, stored in, or sent from any City iPad and Council Members shall authorize the City Manager to institute appropriate practices and procedures to assure compliance with this policy.
- E. The City-issued iPads are intended to be used for legitimate City business reasons with the goal of improving service to the public.
- F. Council Members shall not download any application, "app", or software to City-issued iPads. These iPads will be equipped and periodically updated by the City with such applications, "apps", and software as may be reasonably necessary and appropriate to perform Council Member's duties. In the event any member of the Council wishes to download any additional application, "app", or software, consent from the City Manager or a majority of the City Council shall be obtained. Any application, "app", or software installed on one Council Member's iPad will be made available for installation on all Council Members' iPads. Any software, email messages, or files downloaded via the Internet into the City systems become the property of the City, and may only be used in ways that are consistent with licenses and copyrights.
- G. Council Members shall not use City-issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose prohibited by law or that interferes with normal City business activities.
- H. When using City-issued iPads, Council Members shall identify themselves honestly, accurately, and completely at all times.
- I. Council Members shall conduct themselves honestly and appropriately while using the City-issued iPad and on the Internet and in the use of email, and respect the copyrights, software license provisions, property rights, privacy and prerogatives of others.
- J. All existing City policies will continue to apply to Council Member conduct on the Internet and in the use of email, including but not limited to those that deal with misuse of City resources, sexual harassment, information and data security, and confidentiality.
- K. iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the City of Tustin and may impact the reputation of the City. Council Members shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability.
- L. Council Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the City pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result,

there is no guarantee that Council Member notes and materials stored on iPads will be entirely exempt from disclosure.

- M. Council Members shall not use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- N. Council Members shall not use a City email account to send any messages of an obscene, libelous, vulgar, or defamatory nature.
- O. Council Members shall not use any email, instant messaging or other communication program, during any City Council meeting nor use the iPad in any way as to violate the open meeting requirements of the California Brown Act.

SECTION 3: USE OF IPADS NOT PROVIDED BY THE CITY

- A. Those Council Members who utilize an iPad other than an iPad provided by the City should use a personal email address for their personal correspondence and a separate email account that the Council Member creates for their personal iPad instead of using a City-issued email address.
- B. Council Members acknowledge that emails sent to or from a City-issued email address may be subject to disclosure under the California Public Records Act, even if the emails are composed or reviewed on an iPad that is not provided by the City.
- C. Council Members acknowledge that iPads that are not City-issued will not be provided support by the City in the event the Council Member experiences problems with the device itself or with an application (such as GoodReader). The City will make the digital agenda packet available to those using personal iPads, and will send an email with a download link to the personal email address designated by the Council Member.
- D. All existing City policies will continue to apply to Council Member conduct on the Internet and in the use of email, including but not limited to those that deal with misuse of City resources, sexual harassment, information and data security, and confidentiality.
- E. iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the City of Tustin and may impact the reputation of the City. Council Members shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability.
- F. Council Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the City pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Council Member notes and materials stored on iPads will be entirely exempt from disclosure.

- G. Council Members shall not use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- H. Council Members shall not use a City email account to send any messages of an obscene, libelous, vulgar, or defamatory nature.
- I. Council Members shall not use any email, instant messaging or other communication program, during any City Council meeting nor use the iPad in any way as to violate the open meeting requirements of the California Brown Act.

SECTION 4: COMPLIANCE

Any violation of any provision of this Policy may constitute official misconduct and be grounds for discipline including, but not limited to:

- 1) Discontinuance of the privilege of using a City-issued iPad;
- 2) Removal of the Council Member from any appointed positions on a board, commission, or committee; and
- 3) Verbal reprimand or censure of the Council Member for such violation.

SECTION 5: NOTICE

The City shall take all appropriate steps to inform Council Members of the City of Tustin of the contents of this policy. The City Clerk shall provide a copy of this policy to Council Members. Before being authorized to access and utilize City computer and iPad equipment for Internet and email communication, a City Council Member shall sign the City of Tustin iPad Agreement, a copy of which is attached hereto.

SECTION 6: RETURN POLICY

Council Members shall return their City-issued iPad to the City Clerk when the individual Council Member's term and service on the Tustin City Council has ended. Upon return of the iPad to the City Clerk at the end of a Council Member's term and service, any public record content on the returned iPad will be backed up and retained consistent with the California Public Records Act. Each returned iPad will subsequently be wiped clean of any and all information before such iPad is assigned to any other person.

SECTION 7: CONCLUSION

The City of Tustin has made available to Council Members an iPad, Internet, and email access for the purpose of performing work efficiently and effectively in the context of available communication technologies. While compliance with this detailed policy is mandatory, it should not impede legitimate use of iPad devices. The purpose of this policy is to ensure that all use is consistent with the law and with the ethical and business practices which the City follows.

CITY OF TUSTIN
IPAD AGREEMENT
FOR CITY COUNCIL MEMBERS

I, the undersigned City of Tustin Council Member, have been provided a copy of the City of Tustin iPad Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

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

City Council Member

Date

CITY OF TUSTIN IPAD POLICY
APPROVED BY CITY COUNCIL ON MAY 17, 2011
(FOR REFERENCE)

SECTION 1: General Statement

The City Council of the City of Tustin acknowledges and agrees that the provision and use of an iPad will assist the members of the Council in the efficient performance of our duties as members of the City Council, including service as members of other boards and commissions of other government agencies as a result of our membership on the City Council, and thereby improve our service to the public. This Policy is adopted by the City Council and constitutes its mutual statement of what are, and are not, appropriate uses for this important business tool.

We will be issued an iPad with 3G technology installed, a cover or case, stylus, and a screen protector. We will each receive a separate email account that will be used to send us official city documents, including without limitation City Council agendas, staff reports, and the like. We will have access to the Internet through the iPad.

The explicit privileges and restrictions set forth in this Policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication. We acknowledge, understand, and respect the underlying iPad, Internet, and usage philosophy which forms the basis of this Policy. This philosophy governs all of our on-line activities and we will act in accordance with it at all times.

First and foremost, the iPad, Internet, and E-mail access provided to us are tools for conducting City business. Thus, our use of such tools will be solely for business-related purposes, i.e., to review council agenda materials, research relevant topics, obtain useful information for City-related business, and conduct business communications as appropriate. All of the City's computer systems, including the iPad, are considered to be public property. All documents, files, and E-mail messages are considered public records, are subject to the California Public Records Law, and are considered the property of the City of Tustin.

We agree that we will conduct ourselves honestly and appropriately with the iPad and on the Internet and in the use of E-mail, and respect the copyrights, software license provisions, property rights, privacy and prerogatives of others, just as we would in any other business dealings. All existing City policies will continue to apply to our conduct on the Internet and in the use of E-mail, including but not limited to those that deal with misuse of City resources, sexual harassment, information and data security, and confidentiality.

We also acknowledge that our iPad, Internet, and E-mail activities will be traceable to the City of Tustin and will impact the reputation of the City. We will refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability. We will not download files from sources which we have any reason to believe may be untrustworthy nor shall we open and read files attached to E-mail transmissions unless we have knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's systems. We acknowledge that we will be held accountable for any breaches of security caused by files obtained for non-business purposes.

SECTION 2: DETAILED POLICY PROVISIONS

A. We recognize that the City reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices, which are the property of the City of Tustin, in order to assure compliance with this policy. We recognize that we do not have any personal privacy right in any matter created, received, stored in, or sent from any City iPad and we authorize the City Manager to institute appropriate practices and procedures to assure compliance with this policy.

B. The City's iPads issued to us are intended to be used for legitimate city business reasons with the goal of improving our service to the public.

C. We acknowledge that we will not download any application, "app", or software to our iPads. Our iPads will be equipped and periodically updated with such applications, "apps", and software as may be reasonably necessary and appropriate to perform our duties. In the event any member of the Council wishes to download any additional application, "app", or software, consent from the City Manager or City Council (as a whole) shall be obtained. Any application, "app", or software installed on one Council member's iPad will be installed on all Council Members' iPads. Any software, E-mail messages, or files downloaded via the Internet into the City systems become the property of the City, and may only be used in ways that are consistent with licenses or copyrights.

D. E-mail and Internet communications are considered public records subject to disclosure to the public pursuant to the California Public Record's Act. Council Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the City pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. We recognize however, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Council Member notes stored on Computing Devices will be exempt from disclosure.

E. We will not send any messages of an obscene, libelous, vulgar, or defamatory nature. We will not use any email program or service during any City Council meeting and we will not use the iPad in any way as to violate the open meeting requirements of the California Brown Act.

F. We will not use our City issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose that interferes with normal City business activities.

G. We will not use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

H. In using our City-issued iPads, we will identify ourselves honestly, accurately,

and completely at all times.

SECTION 3: COMPLIANCE

We acknowledge and agree that any violation of any provision of this Policy may constitute official misconduct and grounds for discipline including, but not limited to:

- a. Discontinuance of the privilege of using a City-issued iPad;
- b. Removal of the Council Member from any appointed positions on a board, commission, or committee; or
- c. Verbal reprimand or censure of the Council Member for such violation.

SECTION 4: NOTICE

The City shall take all appropriate steps to inform Council Members of the City of Tustin of the contents of this policy. The City Clerk shall provide a copy of this policy to Council Members. Before being authorized to access and utilize City computer and iPad equipment for Internet and E-mail communication, a City Council Member shall sign the City of Tustin iPad Policy, a copy of which is attached hereto.

SECTION 5: RETURN POLICY

Council Members shall return their iPad to the City Clerk when the individual Council Member's term and service on the Tustin City Council has ended. Upon return of the iPad to the City Clerk at the end of a Council Member's term and service, any public record content on each returned iPad will be backed up and retained consistent with the California Public Records Act; each returned iPad will subsequently be wiped clean of any and all information before such iPad is assigned to any other person.

SECTION 6: CONCLUSION

The City of Tustin has provided iPad, Internet, and E-mail access to Council Members for the purpose of performing work efficiently and effectively in the context of available communication technologies. While compliance with this detailed policy is mandatory, it should not impede legitimate use of these facilities. The purpose of this policy is to ensure that all use is consistent with the law and with the ethical and business practices which the City follows.

CITY OF TUSTIN
IPAD AGREEMENT
FOR CITY COUNCIL MEMBERS

I, the undersigned City of Tustin Council Member, have been provided a copy of the City of Tustin iPad Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

I will indemnify the City for any reasonable fees, expenses, or damages incurred as a result of my intentional or malicious misuse of the City's computers, iPads, and communication equipment. I understand that there are a number of potential circumstances where I could innocently or inadvertently cause damage to the City computer networks or systems for which I would not be held liable. I would expect that due process rights would be afforded to me should any charge of damage or misuse of the City computer systems be brought against me.

City Council Member

Date

HTGroup

MEMORANDUM

Date: January 17, 2013
To: CIP Committee
From: Henry Taboada, External Affairs Consultant
Subject: Security Cameras Update

At the request of Director Maynard, I am pursuing information regarding the installation of security cameras at major entrances to the community of Rossmoor. I have consulted with the District's IT consultant, BreaIT. He has recommended that I contact the firm of Superior Alarm Systems; a firm that has worked with BreaIT clients. I will be meeting with Mr. Jim Hardie of that firm on Monday to discuss locations, camera options, power options and data recovery options.

I am also contacting Mr. Rick Francis, Assistant CEO of the City of Costa Mesa whose city is proposing to install a number of security cameras at one of their parks. I am waiting for a return call do discuss their project. The dollar figure quoted in the newspaper for the proposed project was approximately \$80,000, but I will verify that when I can.

I have also been in contact with Captain Steve Doan of the Orange County Sheriffs Department. He states that he is unaware of any community in their jurisdiction that utilizes security cameras. It is possible that some gated communities might do so, but I have not identified one, as yet. He also said that the Sheriffs Department would not endorse such a project because of potential privacy issues with the public, but that the Department would certainly utilize any information obtained from such a system.

As you know, the District has been pursuing the installation of monument signs at three locations in the community. Because the locations are on private property, it is necessary that license agreements be obtained from property owners before the Orange County Planning Department will issue a building permit. Likewise, it would be a similar process if cameras were to be placed on private property, since the District does not own property at entrances to Rossmoor other than Rossmoor Way. If we were to utilize property at

the other location, there would have to a way to provide power to the cameras.

One of the power options that we will explore is the potential for using solar powered cameras, thus eliminating an agreement with a property owner for utilizing their power source. There have been questions about the reliability of solar power for 24/7 uses, but I am told that is that coupled with a battery for nighttime use, reliability for solar has been enhanced. I will update you on my discussion with Mr. Hardie at your meeting.



AGENDA REPORT

Agenda Item xx
Reviewed:
General Manager

DATE: FEBRUARY 12, 2013
TO: CHRIS MONTANA, GENERAL MANAGER
FROM: ELIZABETH DEERING, ADMINISTRATIVE ASSISTANT
SUBJECT: DRAFT IPAD POLICY

SUMMARY

On January 22, 2013 the CIP Committee met and agreed to recommend to the Board the purchase of eight District-issued iPads, device covers, Adobe.pdf security software and iPad safe/sync/charging station in order to securely house the devices. To implement the District's goal toward a paperless agenda solution, it was decided that the recommendation of the CIP Committee be brought back to the Board along with a draft policy for iPad device usage, iPad user check out procedures, insurance against possible device and data loss and ongoing security management to safeguard District data. Attached is the District's first draft policy regarding the use by Board members of District-owned and issued iPads.

District IT Staff, the Administrative Assistant, General Manager, External Affairs Consultant, and the Board President have reviewed and revised the iPad policy to be comparable to surrounding government organizations, comply with existing laws and further support the District's designation as an official Tree City USA.

The draft proposed policy is attached as Exhibit 1. iPad Policies from the District of Tustin, Huntington Beach and Piedmont are also attached for reference.

RECOMMENDATION

Receive a status report on the implementation of a Paperless Agenda Program for use by the Board of Directors and designated District Staff and provide direction to staff as necessary. Review and give first reading to the iPad Policy attached as Exhibit 1; have the policy reviewed by General Counsel to be brought back to the Board for a second reading at the next regular board meeting.

ATTACHMENTS

1. (Exhibit 1) Draft Rossmoor Community Services District iPad Policy
2. (Attachment A) Confidential Materials Defined
3. City of Tustin iPad Policy
4. City of Huntington Beach iPad Policy
5. City of Piedmont iPad Policy
6. Paperless Agenda Status Report

EXHIBIT 1
ROSSMOOR COMMUNITY SERVICES
DISTRICT IPAD POLICY

SECTION 1: GENERAL STATEMENT

The District finds that the use of an iPad will assist the members of the Board in the efficient performance of their duties as members of the Board, and thereby improve service to the public. This Draft Policy is being reviewed by the Board of Directors to provide guidance regarding what are, and are not, appropriate uses for this important business tool to comply with all applicable laws concerning hearings and deliberating procedures involving due process, and the provisions of the Brown Act and the Public Records Act.

Although this Policy authorizes the provision of an iPad to each member of the Board and designated Staff, it is understood that some Board Members may instead opt not to receive a District-issued iPad and instead use his or her personal iPad in the performance of official duties or a personal home computer to view the electronic version of the agenda package found on the District website.

Section 2 below sets forth guidelines that apply to the use of District-issued iPads.

Section 3 below contains guidelines that apply to the use of personally-owned iPads, tablet devices, computers (an iPad/device not provided by the District).

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

SECTION 2: DISTRICT-ISSUED IPADS

- A. Each member of the Board of Directors is eligible to receive a District-issued iPad with mobile connectivity technology installed, a device case, device charger and a screen protector. Each member currently has a District email account that will be used to send the member official District documents, including without limitation District Board agendas, Weekly Update Reports, staff reports, and the like. Each Board Member will have access to the Internet through this iPad via a District WiFi connection and/or a home WiFi connection or WiFi hotspot.
- B. The District-issued iPads are tools for Board Members to conduct District business, including any agencies and committees to which they are assigned or elected. Thus, use of the iPad will be solely for District-related purposes, i.e., to review Board agenda materials, research relevant topics, obtain useful information for Board-related business, and conduct business communications as appropriate. All of the District's computer systems, including the iPad, are considered to be public property. **Subject to the narrow exceptions in the Public Records Act, all documents, electronic records, files, and email messages accessed on the District-issued iPad and all usage reports are considered public records, are subject to the California Public Records Act, and are considered the property of the Rossmoor Community Services District.**
- C. A Board Member shall not download files from sources which he or she has any reason to believe may be untrustworthy nor shall he or she open and read files attached to email transmissions unless the member believes they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the District's systems. Board members will be held accountable for breaches of security caused by files obtained for non-business purposes.
- D. The District reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices which are the property of the Rossmoor Community Services District, in

order to assure compliance with this policy. Board Members do not have any personal privacy right in any matter created, received, stored in, or sent from any District iPad and Board Members shall authorize the District General Manager to institute appropriate practices and procedures to assure compliance with this policy.

- E. The District-issued iPads are intended to be used for legitimate District business reasons with the goal of improving service to the public.
- F. Board Members shall not download any application, "app", or software to District-issued iPads. These iPads will be equipped and periodically updated by the District with such applications, "apps", and software as may be reasonably necessary and appropriate to perform District Member's duties. In the event any member of the Board wishes to download any additional application, "app", or software, consent from the General Manager or a majority of the Board shall be obtained. Any application, "app", or software installed on one Board Member's iPad will be made available for installation on all Board Members' iPads. Any software, email messages, or files downloaded via the Internet into the District systems become the property of the District, and may only be used in ways that are consistent with licenses and copyrights.
- G. Board Members shall not use District-issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose prohibited by law or that interferes with normal District business activities.
- H. When using District-issued iPads, Board Members shall identify themselves honestly, accurately, and completely at all times.

Board Members shall conduct themselves honestly and appropriately while using the District-issued iPad and on the Internet and in the use of email, and respect the copyrights, software license provisions, property rights, privacy and prerogatives of others.

The District Code of Ethics and all existing District policies will continue to apply to Board Member conduct on the Internet and in the use of email; including but not limited to those that deal with misuse of District resources, sexual harassment, information and data security, and confidentiality.

- K. iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the District and may impact the reputation of the District. Board Members shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the District to liability.
- L. Board Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the District pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Board Member notes and materials stored on iPads will be entirely exempt from disclosure.
- M. Board Members shall not use District electronic communications facilities to deliberately promulgate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or

security of another user.

- N. Board Members shall not use a District email account to send any messages of an obscene; libelous, vulgar, or defamatory nature.
- O. Board Members shall not use any email, instant messaging or other communication program, during any Board of Directors meeting nor use the iPad in any way as to violate the open meeting requirements of the California Brown Act.
- P. All District iPads shall be secured with a password. All lost or stolen and/or damaged iPads shall be promptly reported to the District (ideally within 24 hrs.).
- Q. Confidential data (*defined in Attachment A*) shall continue to be printed in hardcopy format.

SECTION 3: USE OF IPADS NOT PROVIDED BY THE DISTRICT

- A. Those Board Members who utilize an iPad (or electronic device) other than an iPad provided by the District should use it in conjunction with a personal email address for their personal correspondence and a separate (personal) email account that the Board Member creates for use with their personal iPad (or electronic device), instead of using a District-issued email address.
- B. Board Members acknowledge that emails sent to or from a District-issued email address may be subject to disclosure under the California Public Records Act, even if the emails are composed or reviewed on an iPad (or electronic device) that is not provided by the District.
- C. Board Members acknowledge that iPads that are not District-issued will not be provided support by the District in the event the Board Member experiences problems with the device itself or with an application. The District will make the digital agenda packet available to those using personal iPads, and will send an email with a download link to the personal email address designated by the Board Member.
- D. The District Code of Ethics and all existing District policies will continue to apply to Board Member conduct on the Internet and in the use of email, including but not limited to those that deal with misuse of District resources, sexual harassment, information and data security, confidentiality.
- E. iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the District and may impact the reputation of the District. Board Members shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the District to liability.
- F. Board Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the District pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Board Member notes and materials stored on iPads will be entirely exempt from disclosure.

- G. Board Members shall not use District electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- H. Board Members shall not use a District email account to send any messages of an obscene, libelous, vulgar, or defamatory nature.
- I. Board Members shall not use any email, instant messaging or other communication program, during any Board of Directors meeting nor use the iPad in any way as to violate the open meeting requirements of the California Brown Act.

SECTION 4: COMPLIANCE

Any violation of any provision of this Policy may constitute official misconduct and be grounds for discipline including, but not limited to:

- 1) Discontinuance of the privilege of using a District-issued iPad;
- 2) Removal of the Board Member from any appointed positions on a board, commission, or committee; and
- 3) Verbal reprimand or censure of the Board Member for such violation.

SECTION 5: NOTICE

The District shall take all appropriate steps to inform Board Members of the Rossmoor Community Services District of the contents of this policy. The District Administrative Assistant shall provide a copy of this policy to Board Members. Before being authorized to access and utilize District computer and iPad equipment for Internet and email communication, a Board of Directors Member shall sign the Rossmoor Community Services District iPad Agreement, a copy of which is attached hereto.

SECTION 6: RETURN POLICY

Board Members shall return their District-issued iPad to the District Administrative Assistant when the individual Board Member's term and service on the Rossmoor Community Services District Board has ended. Each returned iPad will subsequently be wiped clean of any and all information before such iPad is assigned to any other person.

SECTION 7: CONCLUSION

The Rossmoor Community Services District has made available to Board Members an iPad, Internet, and email access for the purpose of performing work efficiently and effectively in the context of available communication technologies. While compliance with this detailed policy is mandatory, it should not impede legitimate use of iPad devices. The purpose of this policy is to ensure that all use is consistent with the law and with the ethical and business practices which the District follows.



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

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

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

Board Member (Please Print Name)

Board Member (Signature)

Date

CONFIDENTIAL MATERIALS DEFINED

California law requires that certain information be treated as confidential and not be distributed to others inside or outside the District who do not have authorization to view such information. District Board members, the General Manager and Committee members and the Administrative Assistant occasionally receive confidential electronic information. Some examples of confidential information are: personnel records, internal investigations, information relating to or potential litigation, attorney-client communication, information relating to labor negotiations or information relating to confidential real estate negotiations. When Board members, the General Manager, or Committee members receive confidential information it should be marked "Confidential Information" to alert recipients to the nature of the information. Additionally, Board members, the General Manager and Committee members should exercise caution in sending confidential information by E-Communication as compared to written memoranda, letters or phone calls, because of the ease with which such information can lose confidentiality by inadvertent or intentional diversion or re-transmission by others.



AGENDA REPORT

Attachment 3

Agenda Item 14
Reviewed:
City Manager *[Signature]*
Finance Director N/A

MEETING DATE: NOVEMBER 1, 2011
TO: WILLIAM A. HUSTON, INTERIM CITY MANAGER
FROM: DAVID E. KENDIG, CITY ATTORNEY
SUBJECT: UPDATED IPAD POLICY

SUMMARY

On May 17, 2011, the City Council considered and adopted the City's first policy regarding the use by City Council members of City-owned and issued iPads.

Since that time, some Council members have purchased their own iPads and have elected to use those iPads for both personal and City-related purposes. As a result, aspects of the existing policy may be confusing or inapplicable to current and future members of the Council, such as the requirement that iPads be returned to the City when the Council member leaves office.

As a result, City IT Staff, the City Clerk and the City Attorney have reviewed and revised the iPad policy to address separately those iPads owned and issued to Council members by the City, and those personally-owned iPads that Council members may use for City-related business.

The proposed policy, as revised, is attached as Exhibit 1. The version of the policy approved by the Council on May 17, 2011 is attached for reference.

RECOMMENDATION

Review and adopt the revised iPad Policy attached as Exhibit 1, and repeal the policy adopted on May 17.

FISCAL IMPACT

None

EXHIBIT 1

CITY OF TUSTIN IPAD POLICY

SECTION 1: GENERAL STATEMENT

The City Council finds that the use of an iPad will assist the members of the Council in the efficient performance of their duties as members of the City Council, including service as members of boards and commissions of other government agencies, and thereby improve service to the public. This Policy is adopted by the City Council to provide guidance regarding what are, and are not, appropriate uses for this important business tool.

Although this Policy authorizes the provision of an iPad to each member of City Council, it is understood that some Council Members may instead opt not to receive a City-issued iPad and instead use his or her personal iPad in the performance of official duties. A member may also elect to not use an iPad at all and continue to receive paper copies.

Section 2 below sets forth guidelines that apply to the use of City-issued iPads.

Section 3 below contains guidelines that apply to the use of personally-owned iPads (that is, an iPad not provided by the City).

The explicit privileges and restrictions set forth in this Policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication. This version of the policy replaces and supersedes all prior versions of the iPad policy.

SECTION 2: CITY-ISSUED IPADS

- A. Each member of City Council is eligible to receive a City-issued iPad with mobile connectivity technology installed, a cover or case, stylus, and a screen protector. Each member will also each receive a separate email account that will be used to send the member official city documents, including without limitation City Council agendas, staff reports, and the like. Each Council Member will have access to the Internet through this iPad.
- B. The City-issued iPads are tools for Council Members to conduct City business, including any agencies and committees to which they are assigned or elected. Thus, use of the iPad will be solely for business-related purposes, i.e., to review council agenda materials, research relevant topics, obtain useful information for City-related business, and conduct business communications as appropriate. All of the City's computer systems, including the iPad, are considered to be public property. Subject to the narrow exceptions in the Public Records Act, all documents, electronic records, files, and email messages accessed on the City-issued iPad and all usage reports are considered public records, are subject to the California Public Records Act, and are considered the property of the City of Tustin.
- C. A Council Member shall not download files from sources which he or she has any reason to believe may be untrustworthy nor shall he or she open and read files attached to email transmissions unless the member believes they originate from a trustworthy

source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's systems. Council Members will be held accountable for breaches of security caused by files obtained for non-business purposes.

- D. The City reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices which are the property of the City of Tustin, in order to assure compliance with this policy. Council Members do not have any personal privacy right in any matter created, received, stored in, or sent from any City iPad and Council Members shall authorize the City Manager to institute appropriate practices and procedures to assure compliance with this policy.
- E. The City-issued iPads are intended to be used for legitimate City business reasons with the goal of improving service to the public.
- F. Council Members shall not download any application, "app", or software to City-issued iPads. These iPads will be equipped and periodically updated by the City with such applications, "apps", and software as may be reasonably necessary and appropriate to perform Council Member's duties. In the event any member of the Council wishes to download any additional application, "app", or software, consent from the City Manager or a majority of the City Council shall be obtained. Any application, "app", or software installed on one Council Member's iPad will be made available for installation on all Council Members' iPads. Any software, email messages, or files downloaded via the Internet into the City systems become the property of the City, and may only be used in ways that are consistent with licenses and copyrights.
- G. Council Members shall not use City-issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose prohibited by law or that interferes with normal City business activities.
- H. When using City-issued iPads, Council Members shall identify themselves honestly, accurately, and completely at all times.
- I. Council Members shall conduct themselves honestly and appropriately while using the City-issued iPad and on the Internet and in the use of email, and respect the copyrights, software license provisions, property rights, privacy and prerogatives of others.
- J. All existing City policies will continue to apply to Council Member conduct on the Internet and in the use of email, including but not limited to those that deal with misuse of City resources, sexual harassment, information and data security, and confidentiality.
- K. iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the City of Tustin and may impact the reputation of the City. Council Members shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability.
- L. Council Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the City pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result,

there is no guarantee that Council Member notes and materials stored on iPads will be entirely exempt from disclosure.

- M. Council Members shall not use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- N. Council Members shall not use a City email account to send any messages of an obscene, libelous, vulgar, or defamatory nature.
- O. Council Members shall not use any email, instant messaging or other communication program, during any City Council meeting nor use the iPad in any way as to violate the open meeting requirements of the California Brown Act.

SECTION 3: USE OF IPADS NOT PROVIDED BY THE CITY

- A. Those Council Members who utilize an iPad other than an iPad provided by the City should use a personal email address for their personal correspondence and a separate email account that the Council Member creates for their personal iPad instead of using a City-issued email address.
- B. Council Members acknowledge that emails sent to or from a City-issued email address may be subject to disclosure under the California Public Records Act, even if the emails are composed or reviewed on an iPad that is not provided by the City.
- C. Council Members acknowledge that iPads that are not City-issued will not be provided support by the City in the event the Council Member experiences problems with the device itself or with an application (such as GoodReader). The City will make the digital agenda packet available to those using personal iPads, and will send an email with a download link to the personal email address designated by the Council Member.
- D. All existing City policies will continue to apply to Council Member conduct on the Internet and in the use of email, including but not limited to those that deal with misuse of City resources, sexual harassment, information and data security, and confidentiality.
- E. iPad, Internet, and email activities carried out in the performance of official duties will be traceable to the City of Tustin and may impact the reputation of the City. Council Members shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability.
- F. Council Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the City pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. However, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Council Member notes and materials stored on iPads will be entirely exempt from disclosure.

- G. Council Members shall not use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- H. Council Members shall not use a City email account to send any messages of an obscene, libelous, vulgar, or defamatory nature.
- I. Council Members shall not use any email, instant messaging or other communication program, during any City Council meeting nor use the iPad in any way as to violate the open meeting requirements of the California Brown Act.

SECTION 4: COMPLIANCE

Any violation of any provision of this Policy may constitute official misconduct and be grounds for discipline including, but not limited to:

- 1) Discontinuance of the privilege of using a City-issued iPad;
- 2) Removal of the Council Member from any appointed positions on a board, commission, or committee; and
- 3) Verbal reprimand or censure of the Council Member for such violation.

SECTION 5: NOTICE

The City shall take all appropriate steps to inform Council Members of the City of Tustin of the contents of this policy. The City Clerk shall provide a copy of this policy to Council Members. Before being authorized to access and utilize City computer and iPad equipment for Internet and email communication, a City Council Member shall sign the City of Tustin iPad Agreement, a copy of which is attached hereto.

SECTION 6: RETURN POLICY

Council Members shall return their City-issued iPad to the City Clerk when the individual Council Member's term and service on the Tustin City Council has ended. Upon return of the iPad to the City Clerk at the end of a Council Member's term and service, any public record content on the returned iPad will be backed up and retained consistent with the California Public Records Act. Each returned iPad will subsequently be wiped clean of any and all information before such iPad is assigned to any other person.

SECTION 7: CONCLUSION

The City of Tustin has made available to Council Members an iPad, Internet, and email access for the purpose of performing work efficiently and effectively in the context of available communication technologies. While compliance with this detailed policy is mandatory, it should not impede legitimate use of iPad devices. The purpose of this policy is to ensure that all use is consistent with the law and with the ethical and business practices which the City follows.

CITY OF TUSTIN
IPAD AGREEMENT
FOR CITY COUNCIL MEMBERS

I, the undersigned City of Tustin Council Member, have been provided a copy of the City of Tustin iPad Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

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

City Council Member

Date

CITY OF TUSTIN IPAD POLICY
APPROVED BY CITY COUNCIL ON MAY 17, 2011
(FOR REFERENCE)

SECTION 1: General Statement

The City Council of the City of Tustin acknowledges and agrees that the provision and use of an iPad will assist the members of the Council in the efficient performance of our duties as members of the City Council, including service as members of other boards and commissions of other government agencies as a result of our membership on the City Council, and thereby improve our service to the public. This Policy is adopted by the City Council and constitutes its mutual statement of what are, and are not, appropriate uses for this important business tool.

We will be issued an iPad with 3G technology installed, a cover or case, stylus, and a screen protector. We will each receive a separate email account that will be used to send us official city documents, including without limitation City Council agendas, staff reports, and the like. We will have access to the Internet through the iPad.

The explicit privileges and restrictions set forth in this Policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication. We acknowledge, understand, and respect the underlying iPad, Internet, and usage philosophy which forms the basis of this Policy. This philosophy governs all of our on-line activities and we will act in accordance with it at all times.

First and foremost, the iPad, Internet, and E-mail access provided to us are tools for conducting City business. Thus, our use of such tools will be solely for business-related purposes, i.e., to review council agenda materials, research relevant topics, obtain useful information for City-related business, and conduct business communications as appropriate. All of the City's computer systems, including the iPad, are considered to be public property. All documents, files, and E-mail messages are considered public records, are subject to the California Public Records Law, and are considered the property of the City of Tustin.

We agree that we will conduct ourselves honestly and appropriately with the iPad and on the Internet and in the use of E-mail, and respect the copyrights, software license provisions, property rights, privacy and prerogatives of others, just as we would in any other business dealings. All existing City policies will continue to apply to our conduct on the Internet and in the use of E-mail, including but not limited to those that deal with misuse of City resources, sexual harassment, information and data security, and confidentiality.

We also acknowledge that our iPad, Internet, and E-mail activities will be traceable to the City of Tustin and will impact the reputation of the City. We will refrain from making any false or defamatory statements in any Internet forum or from committing any other acts which could expose the City to liability. We will not download files from sources which we have any reason to believe may be untrustworthy nor shall we open and read files attached to E-mail transmissions unless we have knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's systems. We acknowledge that we will be held accountable for any breaches of security caused by files obtained for non-business purposes.

SECTION 2: DETAILED POLICY PROVISIONS

A. We recognize that the City reserves the right to inspect any and all files stored on computers, iPads, or other electronic devices, which are the property of the City of Tustin, in order to assure compliance with this policy. We recognize that we do not have any personal privacy right in any matter created, received, stored in, or sent from any City iPad and we authorize the City Manager to institute appropriate practices and procedures to assure compliance with this policy.

B. The City's iPads issued to us are intended to be used for legitimate city business reasons with the goal of improving our service to the public.

C. We acknowledge that we will not download any application, "app", or software to our iPads. Our iPads will be equipped and periodically updated with such applications, "apps", and software as may be reasonably necessary and appropriate to perform our duties. In the event any member of the Council wishes to download any additional application, "app", or software, consent from the City Manager or City Council (as a whole) shall be obtained. Any application, "app", or software installed on one Council member's iPad will be installed on all Council Members' iPads. Any software, E-mail messages, or files downloaded via the Internet into the City systems become the property of the City, and may only be used in ways that are consistent with licenses or copyrights.

D. E-mail and Internet communications are considered public records subject to disclosure to the public pursuant to the California Public Record's Act. Council Member notes and records regarding the use of the device, may be protected from disclosure to sources outside the City pursuant to exceptions to the Public Records Act, such as an exception recognized by California courts for the "deliberative process". The deliberative process exception is intended to protect the process by which policy decisions are made. We recognize however, the Public Records Act requires consideration of a balancing test whether the public interest in maintaining the confidentiality of the records outweighs the public interest in the disclosure of the information sought. As a result, there is no guarantee that Council Member notes stored on Computing Devices will be exempt from disclosure.

E. We will not send any messages of an obscene, libelous, vulgar, or defamatory nature. We will not use any email program or service during any City Council meeting and we will not use the iPad in any way as to violate the open meeting requirements of the California Brown Act.

F. We will not use our City issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose that interferes with normal City business activities.

G. We will not use City electronic communications facilities to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

H. In using our City-issued iPads, we will identify ourselves honestly, accurately,

and completely at all times.

SECTION 3: COMPLIANCE

We acknowledge and agree that any violation of any provision of this Policy may constitute official misconduct and grounds for discipline including, but not limited to:

- a. Discontinuance of the privilege of using a City-issued iPad;
- b. Removal of the Council Member from any appointed positions on a board, commission, or committee; or
- c. Verbal reprimand or censure of the Council Member for such violation.

SECTION 4: NOTICE

The City shall take all appropriate steps to inform Council Members of the City of Tustin of the contents of this policy. The City Clerk shall provide a copy of this policy to Council Members. Before being authorized to access and utilize City computer and iPad equipment for Internet and E-mail communication, a City Council Member shall sign the City of Tustin iPad Policy, a copy of which is attached hereto.

SECTION 5: RETURN POLICY

Council Members shall return their iPad to the City Clerk when the individual Council Member's term and service on the Tustin City Council has ended. Upon return of the iPad to the City Clerk at the end of a Council Member's term and service, any public record content on each returned iPad will be backed up and retained consistent with the California Public Records Act; each returned iPad will subsequently be wiped clean of any and all information before such iPad is assigned to any other person.

SECTION 6: CONCLUSION

The City of Tustin has provided iPad, Internet, and E-mail access to Council Members for the purpose of performing work efficiently and effectively in the context of available communication technologies. While compliance with this detailed policy is mandatory, it should not impede legitimate use of these facilities. The purpose of this policy is to ensure that all use is consistent with the law and with the ethical and business practices which the City follows.

CITY OF TUSTIN
IPAD AGREEMENT
FOR CITY COUNCIL MEMBERS

I, the undersigned City of Tustin Council Member, have been provided a copy of the City of Tustin iPad Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

I will indemnify the City for any reasonable fees, expenses, or damages incurred as a result of my intentional or malicious misuse of the City's computers, iPads, and communication equipment. I understand that there are a number of potential circumstances where I could innocently or inadvertently cause damage to the City computer networks or systems for which I would not be held liable. I would expect that due process rights would be afforded to me should any charge of damage or misuse of the City computer systems be brought against me.

City Council Member

Date



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	607
Sections	1 – 4
Effective Date	March 29, 2012
Responsible Dept.	City Clerk
Review Date	March 29, 2012

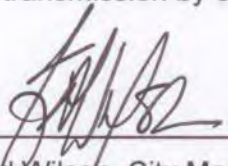
SUBJECT: E-Packet (iPad) Policy

1. **Purpose:** Use of electronic media is necessary and useful for City Council, Board, Commission, or Committee members to improve communication and efficiently perform their City duties. The E-packet (iPad) policy is designed to insure the proper use of electronic media during public meetings to comply with all applicable laws concerning hearings and deliberating procedures involving due process, and the provisions of the Brown Act and the Public Records Act.
2. **Authority:** Charter of the City of Huntington Beach, Section 401.
3. **Definitions:**
 - 3.1 **E-Communication:** Electronic text or visual communication and attachments distributed via E-mail, websites, instant messaging, text messaging, Twitter, or comparable services.
 - 3.2 **Electronic Communication System Devices (ECSDs):** Products designed to electronically process, transmit, or store information such as computers, phones, cell and smart phones, printers, modems, data files, iPads, and readers.
 - 3.3 **E-Packet:** City Council, Board, Commission, or Committee agenda material published in a digital, versus hard copy (paper) format.
4. **Policy:**
 - 4.1 **Distribution of E-Packet Devices:** City Council members will be personally assigned an Apple iPad or other ECSD that will include a protective device case and device charger. The device will be configured to run City-approved E-Packet applications with annotation capabilities, and allow access to the Internet and email. Other applications such as iTunes, Apps Store, etc. that require a fee must be managed by each individual City Council member using a personal form of payment. The City of Huntington Beach will not provide technical support for applications that are not directly associated with delivery of E-Packet agenda material or the use of email or the Internet.

E-Packet devices (including protective device case and charger) are to be returned to the City at the time a City Council member retires from City service. Other City Boards, Commissions, Committees will be solely responsible to purchase and maintain E-Packet

devices for their members, but are otherwise expected to comply with all E-Packet policy-related provisions.

- 4.2 Distribution of E-Packet agenda material: The City Clerk's Office will process and publish E-Packet agenda material for distribution to the City Council on Wednesday afternoons, five days prior to a regularly scheduled meeting (exceptions may apply for holidays). City Council members will receive an E-Communication alerting them when E-Packet materials are available for downloading onto E-Packet devices. City Council members are solely responsible for electronically charging E-Packet devices, and downloading E-Packet materials.
- 4.3 E-Packet Support: The City Clerk's Office will be the contact point for all agenda-related services and inquiries. The Information Services Department will be the contact point for all E-Packet technical service and support.
- 4.4 Use of E-Communications during meetings: Use of ECSDs to send E-Communications by City Council, Board, Commission, or Committee members during public meetings or hearings subject to Brown Act provisions is prohibited, with the exception of E-Communications received under emergency circumstances from a family member or other personal contact.
- 4.5 Public Records Act/ Due Process: City records, whether paper or electronic, are governed by the public disclosure requirements of the Public Records Act. Due process during deliberations on matters such as land use applications and grants, denial or revocation of permits and licenses, and the like require that all evidence be introduced during the deliberations. In the event that an E-Communication is received by a City Council, Board, Commission, or Committee member during a meeting regarding an agendized matter, the content of the E-Communication must be disclosed and considered part of the public record.
- 4.6 Confidentiality: California law requires that certain information be treated as confidential and not be distributed to others inside or outside the City who do not have authorization to view such information. City Council, Board, Commission, or Committee members may occasionally receive confidential electronic information. Some examples of confidential information are: personnel records, internal investigations, information relating to litigation or potential litigation, attorney-client communication, information relating to labor negotiations, or information relating to confidential real estate negotiations. When City Council, Board, Commission, or Committee members receive confidential information, it should be marked "Confidential Information" to alert recipients to the nature of the information. Additionally, City Council, Board, Commission, or Committee members shall exercise caution in sending confidential information by E-Communication as compared to written memoranda, letters or phone calls, because of the ease with which such information can lose confidentiality by inadvertent or intentional diversion or re-transmission by others.



Fred Wilson, City Manager

City of Piedmont
COUNCIL AGENDA REPORT

DATE: September 4, 2012

FROM: John O. Tulloch, City Clerk / IS Manager

SUBJECT: Consideration of a Policy Regarding City Council iPads and Update on Paperless Agenda Project

RECOMMENDATION

By motion, adopt the attached use policy regarding City Council iPads

BACKGROUND

In the 2012-2013 budget, staff was directed to purchase iPads for use to distribute agenda materials to the City Council. The measure was taken in an effort to reduce the amount of paper used and number of copies made in preparing agenda materials for City Council meetings.

As these will be the first tablet computers in use by the City, a new policy was needed to govern their use. The policy covers the following areas:

- How iPads will be made available to members of the City Council
- Use of iPads and associated Software
- Legal Requirements, including Brown Act, Public Records Act, and prohibition on use for campaign purposes
- Personal Use of iPad
- Disposal of iPad at end of term on the Council

The policy before the Council was developed by the City Clerk / IS Manager in consultation with the City Attorney using best practices and the iPad policies promulgated by other cities as examples. It covers both iPads provided by the City and iPads owned by Council Members and used for agenda distribution.

Update on Project Status

The project is proceeding well. We are in the process of purchasing the hardware and software necessary to get up and running. Training will soon be offered to members of the City Council and the first distribution of agenda materials will happen at or before the Council's meeting of October 15th.

City of Piedmont
CITY COUNCIL IPAD POLICY

I. POLICY

This policy is intended to guide the use of iPads by the City Council. However, it does not cover every situation that may arise. All existing Council policies continue to apply to Council Member conduct while using iPads.

II. BACKGROUND AND PURPOSE

The use of iPads will assist members of the City Council in the efficient performance of their duties, including service as members on other boards and commissions. The use of iPads will also help enhance environmental sustainability by reducing the amount of paper needed for the operations of the Council.

III. PROCEDURE

All Council Members are requested to use an iPad and will no longer be provided with printed meeting packets and agendas, except by special request. Copies of the packet and agenda will be made available for download through an iPad.

All Council Members using iPads for City business will sign the attached agreement acknowledging understanding of and compliance with this policy.

All references to “iPad” include iPad2 and other iPad-series devices. The two options for obtaining an iPad are listed below:

Option A: City-issued

The City will provide Council Members with a City owned iPad and protective case. Council Members must return the iPad and any City-issued accessories to the City Clerk / IS Manager at the end of their service on the Council. Council Members are responsible for the general care of any City-issued equipment. Any iPad or accessory that is broken, damaged, or fails to work properly must be taken to the City Clerk / IS Manager for evaluation.

Option B: Council Member-owned

Council Members may choose to purchase their own iPads. These devices must support the applications required by the City, and must have cellular data (3G, 4G, etc.) capability. The City will not provide any hardware support for Council Member-purchased iPads.

Software and Use:

The following apply to both City-issued and Council Member-owned iPads:

Council Members will be provided with the apps needed to conduct City business. The Council Member should update both these apps and the iPad operating system as updates are released. Training on the basic use of the iPad as well as the applications required by the City for conducting City businesses will be provided by the City. All City-provided apps, data, and services (such as email and calendars) will remain the property of the City and may be accessed, altered, or removed by the City at any time. All information on any iPad used for City business may (with limited exceptions) be subject to the provisions of the Public Records Act.

If a Council Member believes the security of his or her iPad has been compromised, he or she shall immediately notify the City Clerk / IS Manager. The iPad should be password protected and used only by the authorized Council Member. Internet use, email and other activities carried out on the iPad may be traceable to the City of Piedmont, and may impact the reputation of the City.

Council Members shall not use the iPad in any way as to violate the public meeting requirements of the Brown Act. Council Members may not use the iPad in violation of Government Code § 54964, which prohibits the expenditure or authorization to expend public resources to "...support or oppose the approval or rejection of a ballot measure, or the election or defeat of a candidate, by the voters."

Cellular data use (not Wi-Fi) outside of the continental USA is extremely expensive. Therefore, City-issued iPads may not be used outside of the continental USA, and the City will not pay data fees for Council Member-purchased iPads incurred when used outside of this area.

The following applies to City-issued iPads:

City-issued iPads and accessories are tools for Council Members to conduct City business. Only personal use which is lawful, "incidental and minimal," and which does not result in a gain or advantage to the user or a loss to the City is permitted.

City-issued iPads may be backed up, remotely wiped, restored from a backup, or restored to factory settings as necessary to maintain the technical viability of the device and/or the City's network. The City does not accept responsibility for loss of files or software lost due to a wipe and backup. The City may add, upgrade or remove software/information on the iPad as necessary to maintain the technical viability of the device and/or the City's network. In addition, the City will retain access to and ownership of backups of the iPad's content. The Apple ID and iCloud accounts used to manage the device will be maintained by the City.

The following applies to Council Member-owned iPads:

Council Member-owned devices can be used without restriction, but Council Members are responsible for backing up their own devices. The City takes no responsibility for maintaining backups of Council Member-owned devices. City Staff will not provide any support for hardware or software, except for software that is required and provided for the conduct of City business.

Data

All iPads used by Council Members must be cellular data (3G, 4G, etc.) equipped to allow Council Members to have frequent access to their City information. The City will purchase a data plan for all City-issued iPads. Use of the data plan is subject to the same restrictions as use of the iPad itself.

Data plans for Council Member owned devices shall be provided by the Council Member at their sole expense.

Return of Device

City issued iPads shall be returned to the City Clerk / IS Manager when the individual Council Member's term and service on the City Council has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information at the end of a Council Members term and service.

Disposal of iPads shall be governed by the provisions of Chapter 12B (Surplus Property) of the City Code.

**City of Piedmont
iPad Policy Agreement for City Council Members**

I, the undersigned City Council Member of the City of Piedmont, have been provided a copy of City Council iPad Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

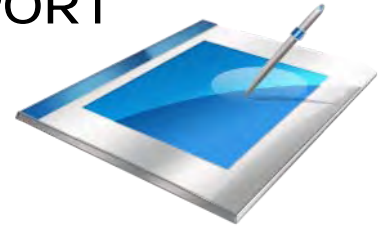
Council Member

Print Name: _____

Date: _____

DRAFT

PAPERLESS AGENDA STATUS REPORT



iPad Action Plan

1. Draft iPad Policy for use. Have it reviewed by Board and General Counsel.
2. Order/Purchase eight iPad 5 devices and cases in March 2013 or as soon as available. Also purchase insurance and see if government discounts apply. May take 6 to 8 weeks for delivery.
3. Purchase iPad 5 compatible safe and charging station.
4. Purchase Adobe PDF Security software.
5. Arrange iPad training for Board members as needed. The Apple store also provides training and ongoing support.
6. Have each Board Member sign the District iPad Usage Policy prior to issuance.
7. Do mock setup of the iPad devices prior to implementation at board meeting.
8. Check out devices to Board members prior to the board meeting where they are scheduled for use. Allow board members to familiarize themselves with the device so that they will be comfortable navigating the documentation at a live board meeting.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: February 12, 2013
To: Honorable Board of Directors
From: Budget Committee
Via: General Manager
Subject: COMMITTEE REPORTS RE: FY 2012-2013 MID-YEAR BUDGET ADJUSTMENTS

RECOMMENDATION:

Discussion and possible action on the recommendations of the Budget and the Public Works/CIP Committees recommending approval of FY 2012-2013 Mid-year Budget Adjustments.

BACKGROUND:

The Budget Committee met on January 31, 2013 to review the current state of the District's Budget and make recommendations to the Board. Documents reviewed by the Committee on the District's Budget are attached. Following are the recommendations of the Committee:

1. Authorize General Manager to make adjustments to Fund 10, 20 and 40 budgets to account for estimated increases/reductions in expenditures and /or revenue and recommended adjustments to the CIP project list.

The Committee was briefed on the audit adjustments and recommendations made by the District's Auditor during the year end 2012 Audit. Adjustments were as a result of excess funds due to District's decision to pay down Fund 20 bond debt in 2012.

Other adjustments result from actual versus forecasting of revenue and expenses during the first of the fiscal year . Worksheets in the attached report to the Budget Committee (C-2) provide details for those adjustments.

Regarding the recommendations of the District's Auditor for inter-fund transfers, the Committee is making the following inter-fund adjustments.

- a. Transfer \$240,000 from Fund 20 to Fund 10 as repayment for administrative costs associated with management of the Bond Fund payments.
- b. Transfer \$199,000 from the Fund 20 Fund to the Bond Reserve Fund.

The transfer to General Fund 10 will totally account for all administrative costs incurred by the Fund, but not yet received. This would replenish the District's reserves which have been used as the only source of revenue for capital projects in Fund 40.

The transfer to the Bond Reserve Fund would be placed into its investment portfolio which will have the effect of earlier retiring of the Rush Park bond indebtedness.

The source of the funds being transferred results from the Board's action in 2011 to pay down \$495,000 from the Bond Reserve Fund which resulted in a reduction of the bond payment schedule for principle and interest for FY 2012.

The Public Works/CIP Committee also met and made recommendations to the Board regarding the project list and Fund 40 budget in January of this year. At that meeting the Committee is recommending the inclusion of three new projects to the Project List which is discussed more fully in Agenda Item D-1.

2. Approve Resolution No. 13-02-12-01 at the appropriate time on this Agenda.

The District's Policy No. 3020 Budget Preparation Adoption and Revision requires that the mid-year budget adjustments be approved by resolution. Agenda Item G-1 incorporates that requirement.

ATTACHMENTS:

1. Budget Committee Agenda Item C-1 Discussion with General Manager re: FY 2012-2013 Mid-year Budget Adjustments.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: January 31, 2013
To: Budget Committee
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: FY 2012-2013 MID-YEAR BUDGET ADJUSTMENTS

RECOMMENDATION:

Review and make recommendations to the Board regarding mid-year budget adjustments

BACKGROUND:

Board policy No. 3020 Budget Preparation, Adoption and Revision requires that the annual budget be reviewed by the Budget Committee prior to requesting the Board to approve mid-year budget adjustments at the February meeting of the Board. Attached is a Report to the Committee and a listing of recommended adjustments to the budget.

The Public Works/CIP Committee has also met to discuss the current project list and will be making recommendations to the Board to add three additional projects. The revised Fund 40 Budget recommendations are attached for you review and input.

ATTACHMENTS:

1. Report to the Budget Committee-FY 2012-2013 Mid-Year Budget Adjustments.
2. Listing of Recommended Budget Adjustments.
3. Revised Public Works/CIP Committee Fund 40 Budget and Project List (for submission to the Board at the February 12th Board meeting).

4. Letter dated October 29, 2012 from the District's Auditor re: Fund Transfer Recommendations
5. December 2012 Revenue and Expenditure Report
6. Draft Resolution No. 13-02-12-01.
7. Policy No. 3020 Budget Preparation, Adoption and Revision.

**REPORT TO BUDGET COMMITTEE
FY 2012-2013 MID-YEAR BUDGET ADJUSTMENTS**

As a prelude to this report, a historical backdrop is in order. As you have been made aware over the years, the accounting/budgeting process has evolved from a state of disarray seven years ago to what is now a more highly evolved financial reporting system. The reason for the qualified reference is this: The District utilizes a hybrid accounting, auditing and budgeting system. As you know, accounting is real time, auditing is historical, and budgeting is forecasting forward. We also now utilize a beginning and ending fund balance for each Fund in accordance with the District Auditors recommendations.

The result is that what we term our “budget” it is a combination of:

- 1) A 15 month (May-June of the following year) budget forecast
- 2) A not-so-real time (45 day lag time) accounting document you know as the monthly Revenue and Expenditure Report and,
- 3) An annual audit report in September looking back 15 months (July - June of the previous year).

What this means is that budget forecasting and control is mostly based on sound fiscal management and not so much on real time fiscal data. Nonetheless, this year’s Mid-year Budget Adjustment is within reasonable bounds of the Final Budget adopted in July of 2012.

Following is a recap of our cash management practices:

- 1) Fund balances for all Funds are pooled and include restricted and unrestricted monies for both cash and investments unless they are held by a fiscal agent, U.S. Bank.
- 2) The Investment Committee/Board determines the type and amount of the District’s investments (CD’s, bonds, etc) in accordance with the District’s investment policy. There has been little activity in this regard due to the lack of investment opportunities other than LAIF.
- 3) Monies not invested are deposited in the District’s checking account for the payment of expenses and the remainder is deposited in LAIF, which is a leveler for the variances in monthly cash requirements

4) The Board has routinely approved the use of excess funds no longer required in Fund 10 or other sources for the District's Capital Improvement Program (CIP).

5. A designated or restricted reserve amount has been established by the Board.

6. The District's auditor has from time to time made adjustments (Fund transfers) in order to reconcile the use of funds described above.

7. A significant departure from previous years is that the Auditor has made a recommendation in the 2012 Report on Audit, as follows:

- a. Transfer \$240,000 from Fund 20 to Fund 10 to recover administrative fees for costs incurred, but not received by the District.
- b. Transfer approximately \$199,000 from excess special assessments to the Bond Reserve Fund.

These monies are available for these actions due to the Board's prior action to utilize excess Bond Reserve Fund monies to pay down \$495,000 in bond debt. This has resulted in no principle and reduced interest payments due from the FY 2012-2013 Fund 20 Budget. The principal benefits to the Fund transfers are that Fund 10's reserves are replenished to a historical level. Transfers from Fund 10 reserves have been used to fund CIP projects in Fund 40, the only source of revenue to that Fund. Also the transfer to Bond Reserve Fund provides for investment of these funds which will serve to an earlier retirement of the debt at the end of the bond debt payment cycle.

It is recommended that the Budget Committee review and consider a recommendation to the Board to approve the following actions.

1. Authorize line item budget adjustments as depicted in the FY 2012-2013 Budget Adjustment Worksheets which include the Auditor's recommendations.

As an indicator of the District's fiscal status, the attached December Revenue and Expense Report indicates that at the fiscal year's 50% mark, the District's Fund 10 budget is at 46% for revenue and 49.8% for expenses, which would indicate a very manageable variance. The Audit adjustments to be made at the end of the fiscal year will likely be closer to the amount budgeted for revenue.

2. Approval of Resolution No. 13-02-12-01 which is required to formally amend the Annual Budget. Interfund budget adjustments as described above, are included.

The Resolution includes Attachment A which depicts the Budget Revenue and Expenditure Totals at Mid-Year. Also attached is a comparison of that attachment with the Attachment A adopted in July of 2012.

The District's normal revenue picture continues to remain positive in that we are tracking close to our projections. Since our major source of revenue comes from property taxes, there has still been no fall-off of these funds. Primarily, this is due to three things:

First, the 2% annual increase in property tax assessment continues to grow that revenue, as before. Second, although there are few houses on the market, the reassessment on the sale of property is still increasing, albeit at a decreasing rate. Third, the number of property owners seeking a reassessment based on declining home values continues to be small in number and the result is that we continue to experience an increase in property tax revenue. Our April property tax apportionments will be very useful in forecasting property tax revenue for FY 2013-2014.

Still troubling, however, is that the State Legislature has yet to be heard from. The Governor is saying the State budget shortfall has been eliminated for next year's budget. The legislature, however, continues to stake out their normal positions on tax increases versus reductions in spending, but with a Democratic super majority this will likely become less of a struggle. The budget process is only beginning, but hopefully will conclude prior our next year's budget development. In the meantime, the actions of the Legislature should have little effect on the District's areas of responsibility, but could adversely affect the County's delivery of services to the Rossmoor community. We are sure that there will be more County budget reductions in the coming months. We will track future developments at the State and County level and report back to the Board as they become known.

The Federal Budget Stimulus Package has had little effect on local government finances. Budget woes continue to plague our neighboring local governments, school districts and the County. Fortunately, our finances remain in good order and the recommended budget adjustments pose no significant issues.

GENERAL FUND SUMMARY - FUND 10

	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE
<u>General Fund Revenues</u>					
Property Taxes	679,969	367,955	699,400	695,140	(4,260)
Street Light Assessments	239,533	128,726	250,000	244,500	(5,500)
Interest on Investments	7,069	1,315	10,000	10,000	0
From Other Govt. Agencies	57,643	834	128,000	128,500	500
Fees	129,205	60,078	133,000	127,000	(6,000)
Miscellaneous Revenues	3,535	1,682	3,000	3,000	0
Funding Miscellaneous Studies	7,263	10,984	0	25,000	25,000
Transfer in/out Other Funds	20,000	0	20,000	140,000	120,000
Total General Fund Revenues	1,144,217	571,574	1,243,400	1,373,140	129,740
<u>General Fund Expenditures</u>					
Administrative Services	349,828	180,024	367,792	367,760	(32)
Recreation	114,379	56,650	107,600	120,000	12,400
Rossmoor Park	163,058	82,521	169,020	179,135	10,115
Montecito Center	66,536	32,661	69,310	72,675	3,365
Rush Park	190,189	99,497	196,425	204,541	8,116
Street Lighting	114,319	44,017	102,480	107,480	5,000
Rossmoor Signature Wall	2,056	2,509	2,300	4,000	1,700
Street Sweeping	52,911	22,513	51,600	52,600	1,000
Parkway Trees	112,312	75,946	131,000	120,025	(10,975)
Mini-Parks and Medians	13,477	7,886	16,035	15,980	(55)
Total General Fund Expenditures	1,179,064	604,224	1,213,562	1,244,196	30,634
Revenues Less Expenditures	(34,847)	(32,650)	29,838	128,944	99,106

GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
General Fund Revenues						
Property Taxes						
10-00-3000 Current Secured	625,001	338,880	635,000	637,500	2,500	Based on 2011-2012 Actual + 2%
10-00-3001 Current Unsecured	26,266	15,803	26,000	26,800	800	Based on 2011-2012 Actual + 2%
10-00-3002 Prior Secured	12,802	8,543	18,800	13,000	(5,800)	Based on 2011-2012 Actual + 2%
10-00-3003 Prior Unsecured	416	0	1,000	425	(575)	Based on 2011-2012 Actual + 2%
10-00-3004 Delinquent Property Taxes	897	303	1,200	915	(285)	Based on 2011-2012 Actual + 2%
10-00-3010 Current Supplemental Assmnt.	3,426	4,426	6,000	5,100	(900)	Based on Actual Received this FY
10-00-3020 Public Utility	11,160	0	11,400	11,400	0	
Total Property Taxes	679,969	367,955	699,400	695,140	(4,260)	
Street Light Assessments						
10-00-3105 Assessments	239,533	128,726	250,000	244,500	(5,500)	Based on 2011-2012 Actual + 2%
Interest on Investments						
10-00-3200 Interest	7,069	1,315	10,000	10,000	0	Based on 2011-2013 Actual + added interest from Prop 1A due
From Other Governmental Agencies						
10-00-0101 Taxes Receivable (Prop 1A Suspend)	n/a	n/a	70,800	70,800	0	State has confirmed amount will be paid in June 2013
10-00-3301 State-Homeowners Prop. Tax Relief	5,643	834	4,800	5,700	900	Based on 2011-2012 Actual + 2%
10-00-3302 State Mandated Cost Reimb.	0	0	500	0	(500)	Based on 2011-2012 Actual
10-00-3305 County-Street Sweep Reimburse.	52,000	0	51,900	52,000	100	Contract limit
Total From Other Governmental Agencies	57,643	834	128,000	128,500	500	
Fees						
10-00-3402 Parkway Tree Permits	4,058	1,893	1,500	3,500	2,000	Based on Actual and estimates going forward.
10-00-3404 Tennis Reservations	11,632	5,718	11,500	12,500	1,000	Based on Actual and estimates going forward.
10-00-3405 Wall Rental	n/a	240	0	500	500	New added account
10-00-3406 Volleyball & Ball Field Reservations	26,681	8,959	22,000	22,000	0	Seasonal payments - majority in Spring months.
10-00-3410 Rossmoor Building Rental	11,027	1,800	10,000	6,000	(4,000)	Reduced from final budget due regular long term rental had been cancelled in October 2011.
10-00-3412 Montecito Building Rental	21,766	10,243	23,000	22,500	(500)	Based on actual and estimates going forward.
10-00-3414 Rush Building Rental	54,042	31,225	65,000	60,000	(5,000)	Based on actual and estimates going forward.
Total Fees	129,205	60,078	133,000	127,000	(6,000)	
Miscellaneous Revenues						
10-00-3500 Miscellaneous	3,535	1,682	3,000	3,000	0	\$1,500 Grant received. Based on actual and estimates going forward.
10-00-3501 Funding/Miscellaneous Studies	7,263	10,984	0	25,000	25,000	Based on Actual and estimates going forward.
10-00-3600 Transfer in/Other Funds	20,000	0	20,000	240,000	220,000	Auditor's recommendation/transfer from Fund 20
10-00-3600 Transfer out/Other Funds	0	0	0	(100,000)	(100,000)	Transfer to Fund 40
Total Miscellaneous Revenues	30,798	12,666	23,000	168,000	145,000	
Total General Fund Revenues	1,144,217	571,574	1,243,400	1,373,140	129,740	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 actual	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 10 Administrative Services						
Salaries and Benefits						
10-10-4000	12,100	4,270	10,000	10,000	0	
10-10-4001	91,500	46,957	139,253	112,500	(26,753)	Actual start date later than planned and new employee salary transferred to all departments.
10-10-4003	1,120	238	1,600	1,600	0	
10-10-4007	343	237	750	750	0	
10-10-4010	3,215	2,479	3,500	5,500	2,000	Increased premium and additional employees.
10-10-4011	25,717	13,571	35,175	30,000	(5,175)	Based on actual and estimates going forward.
10-10-4015	6,956	3,546	10,200	8,000	(2,200)	New employee salaries distributed to all departments.
10-10-4018	608	0	1,600	1,000	(600)	Based on actual and estimates going forward.
Total Salaries and Benefits	141,557	71,298	202,078	169,350	(32,728)	
Operations and Maintenance						
10-10-5002	13,644	13,459	9,704	14,000	4,296	Based on actual and estimates going forward.
10-10-5004	5,541	5,713	6,000	6,300	300	Based on actual and estimates going forward.
10-10-5006	3,004	(70)	3,000	2,000	(1,000)	Based on actual and estimates going forward.
10-10-5010	5,090	9,413	4,500	18,000	13,500	Charges for televised Board meetings.
10-10-5012	913	583	500	1,200	700	Based on actual and estimates going forward.
10-10-5014	3,200	2,056	4,000	4,000	0	
10-10-5016	7,201	1,934	8,300	7,200	(1,100)	Based on actual and estimates going forward.
10-10-5020	1,889	744	1,500	1,500	0	
10-10-5030	0	1,396	0	0	0	
10-10-5045	7,230	602	5,500	5,500	0	
10-10-5046	972	0	1,000	1,000	0	
10-10-5050	0	0	9,000	0	(9,000)	2012 Election not needed, no charges incurred
10-10-5051	354	0	500	500	0	
Total Operations and Maintenance	49,037	35,830	53,504	61,200	7,696	
Contract Services						
10-10-5610	49,991	17,073	40,000	40,000	0	
10-10-5615	8,460	8,300	8,460	8,460	0	
10-10-5620	27,640	16,333	0	25,000	25,000	Actual Invoices Received
10-10-5670	68,327	27,052	57,750	57,750	0	
Total Contract Services	154,418	68,758	106,210	131,210	25,000	
Capital Expenditures						
10-10-6010	4,815	4,138	6,000	6,000	0	
Total Administrative Services	349,828	180,024	367,792	367,760	(32)	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 20 Recreation						
Salaries and Benefits						
10-20-4001 Full Time	42,318	20,871	40,000	43,500	3,500	Employee salaries distribute to all departments.
10-20-4002 Part Time	27,081	10,446	25,500	23,500	(2,000)	Based on actuals and estimates going forward.
10-20-4003 Overtime	1,472	645	1,950	1,950	0	
10-20-4005 Event Attendant	208	96	300	300	0	
10-20-4007 Vehicle Allowance	462	60	750	750	0	
10-20-4010 Workers' Comp. Insurance	1,430	1,002	1,350	2,000	650	Increased premium and additional employees.
10-20-4011 Medical Insurance	6,739	3,451	10,500	8,000	(2,500)	Based on actuals and estimates going forward.
10-20-4015 Federal Payroll Tax	5,407	2,452	4,500	5,000	500	Employee salaries distribute to all departments.
10-20-4018 State Payroll Taxes	804	84	1,450	1,000	(450)	Based on actuals and estimates going forward.
Total Salaries and Benefits	85,921	39,107	86,300	86,000	(300)	
Operations and Maintenance						
10-20-5006 Travel & Meetings	802	5	800	800	0	
10-20-5010 Publications & Legal Notices	124	85	150	150	0	
10-20-5012 Printing	407	207	500	500	0	
10-20-5014 Postage	212	151	300	300	0	
10-20-5016 Office & Meeting Supplies	1,005	277	1,250	1,250	0	
10-20-5017 Community Events	13,625	5,661	8,000	14,000	6,000	Based on actuals and estimates going forward.
10-20-5019 Fireworks	6,200	6,200	0	6,200	6,200	Annual Los Al Fireworks show paid in December.
10-20-5020 Telephone	1,889	743	1,800	1,800	0	
10-20-5045 Miscellaneous Expenditures	85	82	500	500	0	
10-20-5051 Equipment Rental	240	0	500	500	0	
Total Operations and Maintenance	24,589	13,411	13,800	26,000	12,200	
Contract Services						
10-20-5670 Other Professional Services	4,532	1,714	5,500	4,500	(1,000)	Contracted position is changed to employee postion.
Total Contract Services	4,532	1,714	5,500	4,500	(1,000)	
Capital Expenditures						
10-20-6010 Equipment	(663)	2,418	2,000	3,500	1,500	\$1,500 Grant received. Equipment was purchased.
Total Capital Expenditures	(663)	2,418	2,000	3,500	1,500	
Total Recreation	114,379	56,650	107,600	120,000	12,400	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 30 Rossmoor Park						
Salaries and Benefits						
10-30-4001 Full Time	28,837	15,437	29,200	32,500	3,300	Employee salaries distribute to all departments.
10-30-4002 Part Time	7,353	4,946	7,400	10,000	2,600	Based on actuals and estimates going forward.
10-30-4003 Overtime	1,458	708	1,150	1,400	250	Based on actuals and estimates going forward.
10-30-4005 Event Attendant	467	211	500	500	0	
10-30-4010 Workers' Comp. Insurance	2,942	2,479	2,700	5,000	2,300	Increased premium and additional employees.
10-30-4011 Medical Insurance	7,813	4,263	7,800	8,700	900	Based on actuals and estimates going forward.
10-30-4015 Federal Payroll Taxes	2,907	1,626	2,700	3,200	500	Employee salaries distribute to all departments.
10-30-4018 State Payroll Taxes	418	75	570	570	0	
Total Salaries and Benefits	52,194	29,745	52,020	61,870	9,850	
Operations and Maintenance						
10-30-5010 Publications & Legal Notices	267	85	300	300	0	
10-30-5012 Printing	76	65	300	300	0	
10-30-5014 Postage	91	52	100	100	0	
10-30-5016 Office & Meeting Supplies	500	138	700	700	0	
10-30-5018 Janitorial Supplies	2,478	1,867	2,500	3,000	500	Based on actuals and estimates going forward.
10-30-5020 Telephone	1,849	744	1,600	1,600	0	
10-30-5022 Utilities	41,667	23,939	39,000	43,000	4,000	Based on actuals and estimates going forward.
10-30-5025 Sewer Tax	739	407	750	815	65	Based on actual payments
10-30-5030 Vehicle Maintenance	1,265	1,159	1,500	2,000	500	Based on actuals and estimates going forward.
10-30-5032 Buildings & Grounds-Maintenance.	17,351	5,303	25,000	20,000	(5,000)	Based on actuals and estimates going forward.
10-30-5034 Alarm Systems/Security	639	311	650	750	100	Based on actuals and estimates going forward.
10-30-5045 Miscellaneous/Expenditures	435	0	500	500	0	
10-30-5051 Equipment Rental	265	0	700	700	0	
10-30-5052 Minor Facility Repairs/Tools	0	0	500	500	0	
Total Operations and Maintenance	67,622	34,070	74,100	74,265	165	
10-30-5655 Landscape Maintenance	37,260	15,930	35,500	38,000	2,500	Based on actuals and estimates going forward. Also reseeded of park has been requested.
10-30-5656 Park Tree Trimming	866	946	1,000	1,000	0	
10-30-5670 Other Professional Services	4,766	1,663	5,400	3,000	(2,400)	Contracted position is changed to employee postion.
Total Contract Services	42,891	18,539	41,900	42,000	100	
Capital Expenditures						
10-30-6010 Equipment	351	166	1,000	1,000	0	
Total Capital Expenditures	351	166	1,000	1,000	0	
Total Rossmoor Park	163,058	82,521	169,020	179,135	10,115	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 40 Montecito Center						
<u>Salaries and Benefits</u>						
10-40-4001 Full Time	24,093	12,821	23,900	27,000	3,100	Employee salaries distribute to all departments.
10-40-4002 Part Time	3,182	0	3,370	2,000	(1,370)	Based on actuals and estimates going forward.
10-40-4003 Overtime	1,094	446	770	770	0	
10-40-4005 Event Attendant	1,786	806	2,500	2,000	(500)	Based on actuals and estimates going forward.
10-40-4010 Workers' Comp. Insurance	2,274	1,994	1,950	4,000	2,050	Increased premium and additional employees.
10-40-4011 Medical Insurance	6,869	3,451	6,950	7,500	550	Based on actuals and estimates going forward.
10-40-4015 Federal Payroll Taxes	2,276	1,073	2,250	2,250	0	
10-40-4018 State Payroll Taxes	341	36	520	520	0	
Total Salaries and Benefits	41,914	20,627	42,210	46,040	3,830	
<u>Operations and Maintenance</u>						
10-40-5010 Publications & Legal Notices	124	85	150	150	0	
10-40-5012 Printing	76	65	150	150	0	
10-40-5014 Postage	91	52	200	200	0	
10-40-5016 Office & Meeting Supplies	500	138	900	900	0	
10-40-5018 Janitorial Supplies	2,478	1,867	2,500	2,900	400	Based on actuals and estimates going forward.
10-40-5020 Telephone	1,889	744	1,650	1,650	0	
10-40-5022 Utilities	3,672	1,608	3,500	3,500	0	
10-40-5025 Sewer Tax	621	342	650	685	35	Based on actuals and estimates going forward.
10-40-5030 Vehicle Maintenance	805	810	1,000	1,500	500	Based on actuals and estimates going forward.
10-40-5032 Buildings & Grounds-Maintenance.	4,287	1,711	4,000	4,000	0	
10-40-5034 Alarm Systems/Security	475	233	500	500	0	
10-40-5045 Miscellaneous/Expenditures	435	0	500	500	0	
10-40-5051 Equipment Rental	60	0	500	500	0	
10-40-5052 Minor Facility Repairs/Tools	0	0	100	100	0	
Total Operations and Maintenance	15,513	7,655	16,300	17,235	935	
10-40-5655 Landscape Maintenance	3,540	1,770	3,800	3,800	0	
10-40-5656 Tree Trimming	866	946	1,000	1,000	0	
10-40-5670 Other Professional Services	4,765	1,663	5,400	4,000	(1,400)	Contracted position is changed to employee position.
Total Contract Services	9,171	4,379	10,200	8,800	(1,400)	
<u>Capital Expenditures</u>						
10-40-6010 Equipment	(63)	0	600	600	0	
Total Capital Expenditures	(63)	0	600	600	0	
Total Montecito Center	66,536	32,661	69,310	72,675	3,365	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 50 Rush Park						
<u>Salaries and Benefits</u>						
10-50-4001 Full Time	28,837	15,437	29,200	32,500	3,300	Employee salaries distribute to all departments.
10-50-4002 Part Time	8,626	4,946	8,050	8,050	0	
10-50-4003 Overtime	1,567	711	1,150	1,150	0	
10-50-4005 Event Attendant	2,758	1,226	2,500	2,500	0	
10-50-4010 Workers' Comp. Insurance	2,942	2,479	2,700	4,000	1,300	Increased premium and additional employees.
10-50-4011 Medical Insurance	7,813	4,263	7,800	8,700	900	Based on actuals and estimates going forward.
10-50-4015 Federal Payroll Taxes	3,210	1,704	2,700	3,400	700	Employee salaries distribute to all departments.
10-50-4018 State Payroll Taxes	491	110	775	775	0	
Total Salaries and Benefits	56,244	30,876	54,875	61,075	6,200	
<u>Operations and Maintenance</u>						
10-50-5010 Publications & Legal Notices	266	171	500	500	0	
10-50-5012 Printing	76	165	500	500	0	
10-50-5014 Postage	91	52	100	100	0	
10-50-5016 Office & Meeting Supplies	500	419	900	900	0	
10-50-5018 Janitorial Supplies	2,485	1,872	2,500	3,600	1,100	Based on actuals and estimates going forward.
10-50-5020 Telephone	1,972	700	1,800	1,800	0	
10-50-5022 Utilities	53,243	30,005	50,000	53,000	3,000	Based on actuals and estimates going forward.
10-50-5025 Sewer Tax	2,830	1,558	2,900	3,116	216	Based on actuals and estimates going forward.
10-50-5030 Vehicle Maintenance	1,282	1,202	1,500	2,000	500	Based on actuals and estimates going forward.
10-50-5032 Buildings & Grounds-Maintenance	25,830	13,607	30,000	27,000	(3,000)	Based on actuals and estimates going forward.
10-50-5034 Alarm Systems/Security	487	164	750	750	0	
10-50-5045 Miscellaneous/Expenditures	785	0	1,200	1,200	0	
10-50-5051 Equipment Rental	565	0	1,500	1,500	0	
10-50-5052 Minor Facility Repairs/Tools	0	0	4,500	4,500	0	
Total Operations and Maintenance	90,412	49,915	98,650	100,466	1,816	
10-50-5655 Landscape Maintenance	37,067	15,930	35,500	38,000	2,500	Based on actuals and estimates going forward. Also reseeded of park has been requested.
10-50-5656 Tree Trimming	866	946	1,000	1,000	0	
10-50-5670 Other Professional Services	4,765	1,664	5,400	3,000	(2,400)	Contracted position is changed to employee postion.
Total Contract Services	42,698	18,540	41,900	42,000	100	
<u>Capital Expenditures</u>						
10-50-6010 Equipment	834	166	1,000	1,000	0	
Total Capital Expenditures	834	166	1,000	1,000	0	
Total Rush Park	190,189	99,497	196,425	204,541	8,116	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 60 Street Lighting						
Operations and Maintenance						
10-60-5020 Telephone	630	248	480	480	0	
Contract Services						
10-60-5650 Lighting & Maintenance	113,690	43,769	102,000	107,000	5,000	Based on actuals and estimates going forward.
Total Street Lighting	114,319	44,017	102,480	107,480	5,000	
Department 65 Rossmoor Signature Wall						
Operations and Maintenance						
10-65-5002 Insurance - Liability	2,047	2,500	2,200	2,500	300	Actual annual premium cost
10-65-5032 Buildings & Grounds-Maintenance	9	9	100	1,500	1,400	Annual Wall Maintenance to be performed by WCA.
Total Rossmoor Signature Wall	2,056	2,509	2,300	4,000	1,700	
Department 70 Street Sweeping						
Operations and Maintenance						
10-70-5020 Telephone	630	248	500	500	0	
10-70-5030 Vehicle Maintenance	0	0	100	100	0	
Total Operations and Maintenance	630	248	600	600	0	
Contract Services						
10-70-5642 Street Sweeping	52,281	22,265	51,000	52,000	1,000	Based on actuals and estimates going forward.
Total Street Sweeping	52,911	22,513	51,600	52,600	1,000	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 80 Parkway Trees						
Salaries and Benefits						
10-80-4002 Salaries Part Time	0	5,177	0	12,000	12,000	Employee hired to replace contracted position
10-10-4007 Vehicle Allowance	0	0	0	500	500	Employee hired to replace contracted position
10-10-4010 Workers' Comp. Insurance	0	0	0	250	250	Employee hired to replace contracted position
10-80-4015 Federal Payroll Tax -FICA	0	396	0	900	900	Employee hired to replace contracted position
10-80-4018 State Payroll Taxes	0	0	0	75	75	Employee hired to replace contracted position
Total Salaries and Benefits	0	5,573	0	13,725	13,725	
Operations and Maintenance						
10-80-5012 Printing	0	6	50	50	0	
10-80-5014 Postage	470	22	600	600	0	
10-80-5016 Office & Meeting Supplies	79	40	200	200	0	
10-80-5020 Telephone	1239	496	900	900	0	
10-80-5030 Vehicle Maintenance	0	99	300	300	0	
10-80-5051 Equipment Rental	60	0	250	250	0	
Total Operations and Maintenance	1849	663	2,300	2,300	0	
Contract Services						
10-80-5656 Tree Trimming	54,415	59,458	71,000	71,000	0	
10-80-5660 Tree Removals	2,750	3,327	3,700	3,700	0	
10-80-5656 Tree Watering Program	0	1,271	1,000	1,300	300	Sprayer purchased to water trees.
10-80-5670 Other Professional Services	30,711	4,397	38,000	10,000	(28,000)	Previous contracted position changed to part-time employee.
Total Contract Services	87,876	68,453	113,700	86,000	(27,700)	
Capital Expenditures						
10-80-6015 Trees	22,587	1,257	15,000	18,000	3,000	Additional trees to be planted to replace non-tree parkways.
Total Parkway Trees	112,312	75,946	131,000	120,025	(10,975)	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
Department 90 Mini-Parks & Medians						
<u>Salaries and Benefits</u>						
10-90-4001 Full Time	596	327	775	775	0	
10-90-4002 Part Time	316	0	365	365	0	
10-90-4003 Overtime	39	19	25	25	0	
10-90-4010 Workers' Comp. Insurance	142	116	135	230	95	Increased premium and additional employees.
10-90-4015 Federal Payroll Taxes	73	27	70	70	0	
10-90-4018 State Payroll Taxes	13	0	15	15	0	
Total Salaries and Benefits	1,179	489	1,385	1,480	95	
<u>Operations and Maintenance</u>						
10-90-5020 Telephone	590	248	500	500	0	
10-90-5022 Utilities	6,908	4,713	7,500	7,500	0	
10-90-5030 Vehicle Maintenance	0	0	100	100	0	
10-90-5032 Building & Grounds Maintenance.	672	331	1,000	1,000	0	
10-90-5045 Miscellaneous/Expenditures	0	0	200	200	0	
10-90-5051 Equipment Rental	60	0	100	100	0	
10-90-5052 Minor Facility Repairs/Tools	191	0	200	200	0	
Total Operations and Maintenance	8,420	5,292	9,600	9,600	0	
<u>Contract Services</u>						
10-90-5655 Landscape Maintenance	3,540	1,770	4,000	4,000	0	
10-90-5656 Tree Trimming	289	315	500	500	0	
10-90-5670 Other Professional Services	49	20	300	150	(150)	Contracted position is changed to employee position.
Total Contract Services	3,878	2,105	4,800	4,650	(150)	
<u>Capital Expenditures</u>						
10-90-6010 Equipment	0	0	250	250	0	
Total Capital Expenditures	0	0	250	250	0	
Total Mini-Parks & Medians	13,477	7,886	16,035	15,980	(55)	
TOTAL GENERAL FUND EXPENDITURES	1,179,064	604,224	1,213,562	1,244,196	30,634	

**RUSH PARK ASSEMMENTS DISTRICT - FUND 20
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
<u>Rush Park AD Revenues</u>							
Assessments							
20-00-3100	Current Year Secured	376,607	219,362	382,500	377,000	(5,500)	
20-00-3101	Prior Year Secured	4,745	3,266	7,500	5,000	(2,500)	
20-00-3200	Interest	-	0	5,000	0	(5,000)	
20-00-3500	Other Misc. Rev.	115,975	0	13,800	8,800	(5,000)	
Total Rush Park AD Revenues		497,327	222,628	408,800	390,800	(18,000)	
<u>Rush Park AD Expenditures</u>							
20-50-5619	Bond Trustee	2,875	2,875	2,875	2,875	0	
20-50-6600	Transfer Out Other Funds (Fund 10)	20,000	0	20,000	240,000	220,000	To be transferred to Fund 10 as suggested by Auditor
20-50-6600	Transfer Out Other Funds (Fund 40)	100,000	0	100,000	0	(100,000)	
Total Contract Services		122,875	2,875	122,875	242,875	120,000	
Annual Debt Service							
20-50-5800	Principal	150,000	0	0	0	0	
20-50-5801	Interest	146,555	70,990	141,980	141,980	0	
Total Annual Debt Service		296,555	70,990	141,980	141,980	0	
Total Rush Park AD Expenditures		419,430	73,865	264,855	384,855	120,000	
Revenues Less Expenditures		77,897	148,763	143,945	5,945	(138,000)	

**ROSSMOOR WALL SPECIAL TAX - FUND 30
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2011-12 ACTUAL	DECEMBER 2012 ACTUAL	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	FOOTNOTE
<u>Rossmoor Wall Revenues</u>							
30-00-3100	Current Year Secured	86,026	49,010	85,700	85,700	0	
30-00-3101	Prior Year Secured	864	752	2300	2300	0	
30-00-3200	Interest	0	0	1,000	1,000	0	
30-00-3500	Other Misc. Rev.	0	0	0	0	0	
Total Rossmoor Wall Revenues		86,890	49,762	89,000	89,000	0	
<u>Rossmoor Wall Expenditures</u>							
30-65-5619	Bond Trustee	2,530	2,530	2,530	2,530	0	
Annual Debt Service							
30-65-5800	Principal	55,000	60,000	60,000	60,000	0	
30-65-5801	Interest	25,665	12,035	25,665	22,330	(3,335)	Based on actual annual interest payments.
Total Annual Debt Service		80,665	72,035	85,665	82,330	(3,335)	
Total Rossmoor Wall Expenditures		83,195	74,565	88,195	84,860	(3,335)	
<u>Revenues Less Expenditures</u>		3,695	-24,803	805	4,140	3,335	

CAPITAL IMPROVEMENT PROGRAM - FUND 40 REVENUES / EXPENDITURES BY ACCOUNT NUMBER

ACCOUNT NO.	TITLE	2011-12 ACTUAL	DECEMBER 2012 ACTUALS	2012-13 FINAL BUDGET	2012-13 ADJUSTED BUDGET	VARIANCE	2013-2014 (INFO ONLY)	2014-2015 (INFO ONLY)	2015-2016 (INFO ONLY)
Revenues									
Dept.									
	Previous Transferred Available Funds	147,838	189,788	189,788	189,788	0	94,627	(205,159)	(205,159)
	Other Government Agencies	0	0	0	0	0	0	0	0
	Interfund Transfer	100,000	0	100,000	100,000	0	0	0	0
	Other Financing Sources (Improvement Fund)	0	0	0	0	0	0	0	0
	Reserve/Contingencies	0	0	0	0	0	0	0	0
	Total Capital Improvement Program Revenues	247,838	189,788	289,788	289,788	0	94,627	(205,159)	(205,159)
Expenditures									
Dept.									
	Rossmoor Park	46,693	0	0	0	0	0	0	0
	Montecito Center	28	0	20,000	20,000	0	145,800	0	0
	Rush Park	11,019	0	140,470	140,470	0	139,236	0	0
	General	310	0	34,691	34,691	0	14,750	0	0
	Total Expenditures	58,050	0	195,161	195,161	0	299,786	0	0
	Revenues Less Expenditures	189,788	189,788	94,627	94,627	0	(205,159)	(205,159)	(205,159)

Projects requested to be added to FY 2012-2013 Budget : (See CIP Committee Agenda Item C-2)

Security Cameras at Rossmoor entrances.	TBD
Rush Park Remote Lighting Project	\$8,500
IPads for Board including storage safe.	\$5,279
TOTAL	\$13,779

**ENDING FUND BALANCE FY 2012-13 IF ADDITIONAL
PROJECTS ARE APPROVED** **\$80,848**

FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET

2012-2013 APPROVED BUDGET - FUND 40

PROJECT TITLE	Actual FY 2011-2012	Final Budget FY 2012-2013	Adjusted Budget FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
REVENUES						
Previous Transferred Available Funds	\$147,838	\$189,788	\$51,432	\$94,627	(\$205,159)	(\$205,159)
Transfer from Fund 10	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Fund 20 (thru Fund 10)	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
Prop 1A Payback and Interest from State	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$247,838	\$289,788	\$151,432	\$94,627	(\$205,159)	(\$205,159)
EXPENSES						
ROSSMOOR PARK						
Tennis Repaired & Resurfaced	\$41,075					
Replace Chain Link Fencing Around Backstops		TBD	TBD			
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.	\$964					
Resurface Basketball Courts.	\$4,654					
MONTECITO						
Redesign Interior	\$28	\$20,000	\$20,000	\$95,000		
Redesign Courtyard				\$49,800		
Install Electronic Message Board (Eliminate)						
New Gate				TBD		
RUSH PARK						
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals)	\$667			\$14,000		
Rehabilitate and Upgrade Indoor Men's Restrooms (including waterless urinals)		\$3,120	\$3,120			
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting		\$19,950	\$19,950			
Replace Peripheral HVAC System in Auditorium		\$32,400	\$32,400			
Replace Temporary Picnic Canopy with Permanent Shade Structure				\$39,000		
Baseball Field - Replace with dustless dirt		\$35,000	\$35,000			
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations.	\$6,352					
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.				\$28,736		
Canopy Entrance for Auditorium				\$37,800		
Revise Landscape				\$20,700		
Install Solar Panels				TBD		
Parking Lot Repair	\$4,000	\$50,000	\$50,000			
Outlet and Circuit Breaker for Movies and Concerts in the Park. (TBD in which FY.) = \$10,500						
GENERAL						
Rossmoor Shopping Village Signage (requested by Board Jan. 2012)	\$310	\$24,050	\$24,050			
Scissor Lift and Utility Trailer (Recommend Removal)				\$14,750		
Irrigation Box for Rossmoor Triangle		\$5,400	\$5,400			
Replace Round Trash Cans for Rush , Rossmoor and Mini Parks.		\$5,241	\$5,241			
TOTAL EXPENSES	\$58,050	\$195,161	\$195,161	\$299,786	\$0	\$0
ENDING FUND BALANCE	\$189,788	\$94,627	(\$43,729)	(\$205,159)	(\$205,159)	(\$205,159)

CIP Committee Recommended Projects

Security Cameras at Rossmoor entrances.	TBD
Rush Park Remote Lighting Project	\$8,500
IPads for Board including storage safe.	\$5,279
TOTAL	\$13,779
ENDING FUND BALANCE FY 2012-13 IF ADDITIONAL PRI	\$80,848

**FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET -CIP Committee Recommended Additional Projects
(2012-2013 APPROVED BUDGET)**

FUND 40

PROJECT TITLE	Actual FY 2011-2012	Approved Budget FY 2012-2013	Adjusted Budget 2012-2013 FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
REVENUES						
Previous Transferred Available Funds	\$147,838	\$189,788	\$189,788	\$94,627	(\$205,159)	(\$205,159)
Transfer from Fund 10	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Fund 20 (thru Fund 10)	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
Prop 1A Payback and Interest from State	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$247,838	\$289,788	\$289,788	\$94,627	(\$205,159)	(\$205,159)
EXPENSES						
ROSSMOOR PARK						
Tennis Repaired & Resurfaced	\$41,075					
Replace Chain Link Fencing Around Backstops		TBD	TBD			
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.	\$964					
Resurface Basketball Courts.	\$4,654					
MONTECITO						
Redesign Interior	\$28	\$20,000	\$20,000	\$95,000		
Redesign Courtyard				\$49,800		
Install Electronic Message Board (Eliminate)						
New Gate				TBD		
RUSH PARK						
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals)	\$667			\$14,000		
Rehabilitate and Upgrade Indoor Men's Restrooms (including waterless urinals)		\$3,120	\$3,120			
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting		\$19,950	\$19,950			
Replace Peripheral HVAC System in Auditorium		\$32,400	\$32,400			
Replace Temporary Picnic Canopy with Permanent Shade Structure				\$39,000		
Baseball Field - Replace with dustless dirt		\$35,000	\$35,000			
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations.	\$6,352					
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.				\$28,736		
Canopy Entrance for Auditorium				\$37,800		
Revise Landscape				\$20,700		
Install Solar Panels				TBD		

PROJECT TITLE	Actual FY 2011-2012	Approved Budget FY 2012-2013	Adjusted Budget 2012-2013 FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
Parking Lot Repair	\$4,000	\$50,000	\$50,000			
Outlet and Circuit Breaker for Movies and Concerts in the Park. (TBD in which FY.) = \$10,500				TBD		
GENERAL						
Rossmoor Shopping Village Signage (requested by Board Jan. 2012)	\$310	\$24,050	\$24,050			
Scissor Lift and Utility Trailer (Recommend Removal)				\$14,750		
Irrigation Box for Rossmoor Triangle		\$5,400	\$5,400			
Replace Round Trash Cans for Rush , Rossmoor and Mini Parks.		\$5,241	\$5,241			
TOTAL EXPENSES	\$58,050	\$195,161	\$195,161	\$299,786	\$0	\$0
ENDING FUND BALANCE	\$189,788	\$94,627	\$94,627	(\$205,159)	(\$205,159)	(\$205,159)

Projects requested to be added to FY 2012-2013 Budget

Security Cameras at Rossmoor entrances.	TBD
Rush Park Remote Lighting Project	\$8,500
IPads for Board including storage safe.	\$5,279
TOTAL	\$13,779

ENDING FUND BALANCE FY 2012-13 IF ADDITIONAL PROJECTS ARE APPROVED \$80,848



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

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

October 29, 2012

PARTNERS

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

MANAGERS / STAFF

Nancy O'Rafferty, CPA, MBA
Bradferd A. Welebir, CPA, MBA
Jenny Liu, CPA, MST
Katie L. Millsom, CPA
Papa Matar Thiaw, CPA, MBA
Maya S. Ivanova, CPA, MBA
Danielle E. Odgers, CPA
William C. Clayton, CPA
Peter E. Murray, CPA
Genivive Schwarzkopf, CPA
Megan Hackney, CPA
Seong-Hyea Lee, CPA, MBA
Charles De Simoni, CPA

To the Management and Board of Directors
Rossmoor Community Services District

In planning and performing our audit of the financial statements of Rossmoor Community Services District (the District) for the year ended June 30, 2012, we considered the District's internal control to plan our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

During our audit, we noted a certain matter that is presented for your consideration. This letter does not affect our report dated October 29, 2012 on the financial statements of the District. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, or assist you in implementing the recommendations. Our comments are summarized as follows:

(1)

Administrative Fees Related to Series 1993 Rush Park Bonds

Background – In 2009, we were engaged to perform agree-upon procedures related to the Series 1993 Rush Park Bonds, and we issued our report on January 14, 2010. During that engagement, it was noted that according to Bond advisors and Bond documents, the District should remit special assessments received in excess of the required annual debt service payments, less an appropriate administrative fee not to exceed \$20,000 per year ("excess special assessments") to the Bond Reserve Fund held by the fiscal agent (Article V Section 5.02(a) of the Bond document). Based on our procedures, it was determined that the District had not recovered any administrative fees from the beginning of the Bonds in 1994 through the date of our report. We also noted that the District did not remit excess special assessments to the fiscal agent annually, but rather, accumulated any excess special assessments in a separate fund in its accounting system. It appeared that the excess special assessments had been adequately segregated from other funds in the District.

MEMBERS

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Quality Center*

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Certified Public Accountants

The District recovered \$20,000 from accumulated excess special assessments for each fiscal year 2010, 2011, and 2012 through authorized budget transfers from Fund 20 to the General Fund (Fund 10). In addition, the District transferred \$100,000 in accumulated excess special assessments in 2012, which represented the uncollected administrative fees for no more than 5 of the years during the period from 1994 to 2009. The maximum total of administrative fees that could have been collected from 1994 to 2012 is \$380,000. As of June 30, 2012, the District has recovered \$160,000 in administrative fees, leaving a maximum of \$220,000 that may be collected representing prior years.

As a result of the District using excess Bond Reserves to pay down some of the outstanding Series 1993 Bonds early, the District has a reduced debt service requirement in 2013. We have projected that the District will end the 2013 fiscal year with excess special assessments of approximately \$439,000 before administrative fees.

Recommendation – Our understanding is that it is the District's intent to collect the maximum administrative fees allowed by the Bond documents. For 2013, this would be \$240,000, which is \$220,000 to catch up all the prior years, and \$20,000 for year 2013. This would yield an excess special assessments balance of approximately \$199,000 after administrative fees, which should be transferred to the Bond Reserve Fund. We recommend that the District perform a transfer from Fund 20 to the General Fund (Fund 10) in 2013 for all remaining uncollected administrative fees from the period 1994 to 2009. This District would benefit as follows: (1) The matter of uncollected prior year administrative fees would be resolved in one year, (2) the matter could be resolved prior to future changes in management, personnel, auditors, or advisors, who are familiar with the matter, (3) restricted resources would be freed for other District uses, (4) future excess special assessments would be more easily segregated for remittance to the Bond Reserve Fund held with the fiscal agent. We also recommend that the District remit excess special assessments to the Bond Reserve Fund held by the fiscal agent once annually. The amount could be determined after each annual audit. Excess special assessments maintained by the District (i.e. not remitted to the fiscal agent) should be transferred to the Agency Fund (Fund 50) at the end of each year to appropriately reflect the restricted nature of the funds.

Management's Response – Management concurs with the Auditor's recommendations. The recommendations are deemed consistent with sound fiscal management and proper internal controls. Management will make the following recommendations to the Board of Directors:

1. Transfer \$240,000 from Fund 20 to Fund 10 in 2013 in order to complete the catch up of allowable administrative fees as provided for by Bond documents.
2. Transfer approximately \$199,000 in excess special assessments to the Bond Reserve Fund.
3. Remit excess special assessments to the Bond Fund held by the fiscal agent once annually.
4. Excess special assessments maintained by the District (i.e. not remitted to the fiscal agent) be transferred to the Agency Fund (Fund 50) at the end of each year.

To the Management and Board of Directors
Rossmoor Community Services District

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October 29, 2012

This Management Response is based primarily on the rationale stated in the Auditor's Recommendation, but also on management's responsibility to maintain the fiscal integrity of the District's financial resources.

ROGERS, ANDERSON, MALODY & SCOTT, LLP

Rogers Anderson Malody & Scott, LLP

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 December 2012 @ 50%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
Budget Beginning Fund Balance	0.00	0.00	0.00	0.00	0.00	0.0
PROPERTY TAXES	699,400.00	699,400.00	367,956.81	249,539.27	331,443.19	52.6
ASSESSMENTS	250,000.00	250,000.00	128,725.58	87,388.94	121,274.42	51.5
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,315.63	0.00	8,684.37	13.2
OTHER GOVERNMENT AGENCIES	128,000.00	128,000.00	834.00	834.00	127,166.00	0.7
FEES AND SERVICES 1	133,000.00	133,000.00	60,077.10	7,911.50	72,922.90	45.2
OTHER REVENUE 2, 3	23,000.00	23,000.00	12,665.80	9.60	10,334.20	55.1
Total Revenues	1,243,400.00	1,243,400.00	571,574.92	345,683.31	671,825.08	46.0
Expenditures						
ADMINISTRATION 1, 2, 3, 4, 5, 6	367,792.00	367,792.00	180,022.28	26,143.48	187,769.72	48.9
RECREATION 1, 7, 8, 9	107,600.00	107,600.00	56,648.87	14,605.10	50,951.13	52.6
ROSSMOOR PARK 1,10	169,020.00	169,020.00	82,521.20	12,524.52	86,498.80	48.8
MONTECITO CENTER 1, 10	69,310.00	69,310.00	32,660.99	4,867.12	36,649.01	47.1
RUSH PARK 1, 10	196,425.00	196,425.00	99,496.68	13,699.77	96,928.32	50.7
STREET LIGHTING	102,480.00	102,480.00	44,017.27	8,728.19	58,462.73	43.0
ROSSMOOR WALL 2	2,300.00	2,300.00	2,509.00	0.00	-209.00	109.1
STREET SWEEPING	51,600.00	51,600.00	22,513.35	4,858.41	29,086.65	43.6
PARKWAY TREES 10, 11, 12, 13	131,000.00	131,000.00	75,945.48	8,025.07	55,054.52	58.0
MINI-PARKS, MEDIANS & TRIANGLE 1	16,035.00	16,035.00	7,885.44	1,373.97	8,149.56	49.2
Expenditures	1,213,562.00	1,213,562.00	604,220.56	94,825.63	609,341.44	49.8

Audited Fund Balance (Reserves)
 at June 30, 2012

691,498.00

REVENUE REPORT
DECEMBER 2012 @ 50%

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	699,400.00	699,400.00	367,956.81	249,539.27	0.00	331,443.19	52.6
ASSESSMENTS	250,000.00	250,000.00	128,725.58	87,388.94	0.00	121,274.42	51.5
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,315.83	0.00	0.00	8,684.37	13.2
OTHER GOVERNMENT AGENCIES	57,200.00	57,200.00	834.00	834.00	0.00	56,366.00	1.5
FEES AND SERVICES <i>1</i>	133,000.00	133,000.00	60,077.10	7,911.50	0.00	72,922.90	45.2
OTHER REVENUE <i>2,3</i>	73,800.00	73,800.00	12,665.80	9.60	0.00	61,134.20	17.2
OTHER FINANCING SOURCES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 00	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Revenues	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Grand Total Net Effect:	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	

EXPENDITURE REPORT
DECEMBER 2012 @ 50%

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1	202,078.00	202,078.00	71,297.39	11,086.71	0.00	130,780.61	35.3
OPERATIONS AND MAINTENANCE 2,3,4	53,504.00	53,504.00	35,829.71	4,737.08	0.00	17,674.29	67.0
CONTRACT SERVICES 5,6	106,210.00	106,210.00	68,757.46	10,319.69	0.00	37,452.54	64.7
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,137.72	0.00	0.00	1,862.28	69.0
ADMINISTRATION	367,792.00	367,792.00	180,022.28	26,143.48	0.00	187,769.72	48.9
Dept: 20 RECREATION							
SALARIES AND BENEFITS 1	86,300.00	86,300.00	39,106.48	5,347.08	0.00	47,193.52	45.3
OPERATIONS AND MAINTENANCE 7,8	13,800.00	13,800.00	13,410.84	9,140.21	0.00	389.16	97.2
CONTRACT SERVICES	5,500.00	5,500.00	1,713.52	117.81	0.00	3,786.48	31.2
CAPITAL EXPENDITURES 9	2,000.00	2,000.00	2,418.03	0.00	0.00	-418.03	120.9
RECREATION	107,600.00	107,600.00	56,648.87	14,605.10	0.00	50,951.13	52.6
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS 1	52,020.00	52,020.00	29,744.52	4,682.53	0.00	22,275.48	57.2
OPERATIONS AND MAINTENANCE	74,100.00	74,100.00	34,071.33	4,976.74	0.00	40,028.67	46.0
CONTRACT SERVICES 10	41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK	169,020.00	169,020.00	82,521.20	12,524.52	0.00	86,498.80	48.8
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS 1	42,210.00	42,210.00	20,626.55	3,009.40	0.00	21,583.45	48.9
OPERATIONS AND MAINTENANCE 10	16,300.00	16,300.00	7,655.42	1,352.47	0.00	8,644.58	47.0
CONTRACT SERVICES	10,200.00	10,200.00	4,379.02	505.25	0.00	5,820.98	42.9
CAPITAL EXPENDITURES	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER	69,310.00	69,310.00	32,660.99	4,867.12	0.00	36,649.01	47.1
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 1	54,875.00	54,875.00	30,876.01	4,863.37	0.00	23,998.99	56.3
OPERATIONS AND MAINTENANCE	98,650.00	98,650.00	49,915.31	5,971.15	0.00	48,734.69	50.6
CONTRACT SERVICES 10	41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK	196,425.00	196,425.00	99,496.68	13,699.77	0.00	96,928.32	50.7

EXPENDITURE REPORT
DECEMBER 2012 @ 50%

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	247.86	48.64	0.00	232.14	51.6
CONTRACT SERVICES	102,000.00	102,000.00	43,769.41	8,679.55	0.00	58,230.59	42.9
STREET LIGHTING	102,480.00	102,480.00	44,017.27	8,728.19	0.00	58,462.73	43.0
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE 2	2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
ROSSMOOR WALL	2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	247.86	48.64	0.00	352.14	41.3
CONTRACT SERVICES	51,000.00	51,000.00	22,265.49	4,536.77	0.00	28,734.51	43.7
STREET SWEEPING	51,600.00	51,600.00	22,513.35	4,585.41	0.00	29,086.65	43.6
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS 11	0.00	0.00	5,572.76	1,871.77	0.00	-5,572.76	0.0
OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	663.06	181.39	0.00	1,636.94	28.8
CONTRACT SERVICES 10, 12, 13	113,700.00	113,700.00	68,452.46	5,971.91	0.00	45,247.54	60.2
CAPITAL EXPENDITURES	15,000.00	15,000.00	1,257.20	0.00	0.00	13,742.80	8.4
PARKWAY TREES	131,000.00	131,000.00	75,945.48	8,025.07	0.00	55,054.52	58.0
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS 1	1,385.00	1,385.00	489.04	62.82	0.00	895.96	35.3
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	5,291.27	985.36	0.00	4,308.73	55.1
CONTRACT SERVICES	4,800.00	4,800.00	2,105.13	325.79	0.00	2,694.87	43.9
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	16,035.00	7,885.44	1,373.97	0.00	8,149.56	49.2
Expenditures	1,213,562.00	1,213,562.00	604,220.56	94,552.63	0.00	609,341.44	49.8
Grand Total Net Effect:	-1,213,562.00	-1,213,562.00	-604,220.56	-94,552.63	0.00	-609,341.44	

REVENUE/EXPENDITURE REPORT
DECEMBER 2012 @ 50%

Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	635,000.00	635,000.00	338,880.43	246,972.62	0.00	296,119.57	53.4
3001	Current unsecured prop tax	26,000.00	26,000.00	15,802.85	0.00	0.00	10,197.15	60.8
3002	Prior secured property taxes	18,800.00	18,800.00	8,543.36	1,092.54	0.00	10,256.64	45.4
3003	Prior unsecured prop taxes	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
3004	Delinquent property taxes	1,200.00	1,200.00	303.43	0.00	0.00	896.57	25.3
3010	Current supplemental assessmnt	6,000.00	6,000.00	4,426.74	1,474.11	0.00	1,573.26	73.8
3020	Public utility tax	11,400.00	11,400.00	0.00	0.00	0.00	11,400.00	0.0
PROPERTY TAXES		699,400.00	699,400.00	367,956.81	249,539.27	0.00	331,443.19	52.6
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	250,000.00	250,000.00	128,725.58	87,388.94	0.00	121,274.42	51.5
ASSESSMENTS		250,000.00	250,000.00	128,725.58	87,388.94	0.00	121,274.42	51.5
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	10,000.00	10,000.00	1,315.63	0.00	0.00	8,684.37	13.2
USE OF MONEY AND PROPERTY		10,000.00	10,000.00	1,315.63	0.00	0.00	8,684.37	13.2
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	4,800.00	4,800.00	834.00	834.00	0.00	3,966.00	17.4
3302	State Mandated Cost Reimb	500.00	500.00	0.00	0.00	0.00	500.00	0.0
3305	County street sweep reimburse	51,900.00	51,900.00	0.00	0.00	0.00	51,900.00	0.0
OTHER GOVERNMENT AGENCIES		57,200.00	57,200.00	834.00	834.00	0.00	56,366.00	1.5
Acct Class: 34 FEES AND SERVICES								
3402	Park way tree permits	1,500.00	1,500.00	1,892.60	360.00	0.00	-392.60	126.2
3404	Court reservations	11,500.00	11,500.00	5,718.00	568.00	0.00	5,782.00	49.7
3405	Wall Rental ①	0.00	0.00	240.00	20.00	0.00	-240.00	0.0
3406	Ball field reservations	22,000.00	22,000.00	8,959.00	0.00	0.00	13,041.00	40.7
3410	Rossmoor building rental	10,000.00	10,000.00	1,800.00	186.50	0.00	8,200.00	18.0
3412	Montecito building rental	23,000.00	23,000.00	10,243.00	1,595.50	0.00	12,757.00	44.5
3414	Rush Park Building Rental	65,000.00	65,000.00	31,224.50	5,181.50	0.00	33,775.50	48.0
FEES AND SERVICES		133,000.00	133,000.00	60,077.10	7,911.50	0.00	72,922.90	45.2
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue ②	3,000.00	3,000.00	1,682.02	9.60	0.00	1,317.98	56.1
3501	Funding/Misc. Studies ③	0.00	0.00	10,983.78	0.00	0.00	-10,983.78	0.0
3611	PROP 1A STATE REPAY	70,800.00	70,800.00	0.00	0.00	0.00	70,800.00	0.0
OTHER REVENUE		73,800.00	73,800.00	12,665.80	9.60	0.00	61,134.20	17.2
Acct Class: 36 OTHER FINANCING SOURCES								
3600	TRANSFER IN/OUT OTHER FUNDS	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER FINANCING SOURCES		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 00		1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Revenues		1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	10,000.00	10,000.00	4,269.80	500.00	0.00	5,730.20	42.7
4001	Salaries - Full-time	139,253.00	139,253.00	46,957.29	7,482.66	0.00	92,295.71	33.7
4003	Salaries - Overtime	1,600.00	1,600.00	237.67	10.43	0.00	1,362.33	14.9
4007	Vehicle Allowance	750.00	750.00	236.68	20.98	0.00	513.32	31.6
4010	Workers Compensation Insurance ①	3,500.00	3,500.00	2,478.86	142.08	0.00	1,021.14	70.8
4011	Medical Insurance	35,175.00	35,175.00	13,571.41	2,368.11	0.00	21,603.59	38.6
4015	Federal Payroll Tax -FICA	10,200.00	10,200.00	3,545.68	562.45	0.00	6,654.32	34.8
4018	State Payroll Taxes	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 10 ADMINISTRATION								
SALARIES AND BENEFITS		202,078.00	202,078.00	71,297.39	11,086.71	0.00	130,780.61	35.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability (2)	9,704.00	9,704.00	13,459.10	0.00	0.00	-3,755.10	138.7
5004	Memberships and Dues (3)	6,000.00	6,000.00	5,713.25	374.44	0.00	286.75	95.2
5006	Travel & Meetings	3,000.00	3,000.00	-69.82	0.00	0.00	3,069.82	-2.3
5010	Publications & Legal Notices (4)	4,500.00	4,500.00	9,413.06	256.44	0.00	-4,913.06	209.2
5012	Printing	500.00	500.00	583.10	146.00	0.00	-83.10	116.6
5014	Postage	4,000.00	4,000.00	2,055.69	50.00	0.00	1,944.31	51.4
5016	Office Supplies	8,300.00	8,300.00	1,933.51	348.29	0.00	6,366.49	23.3
5020	Telephone	1,500.00	1,500.00	743.60	145.92	0.00	756.40	49.6
5045	Miscellaneous Expenditures	5,500.00	5,500.00	1,396.23	3,321.00	0.00	4,103.77	25.4
5046	Bank Service Charge	1,000.00	1,000.00	601.99	94.99	0.00	398.01	60.2
5050	Elections	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		53,504.00	53,504.00	35,829.71	4,737.08	0.00	17,674.29	67.0
Acct Class: 56 CONTRACT SERVICES								
5610	Legal Counsel	40,000.00	40,000.00	17,073.24	1,552.50	0.00	22,926.76	42.7
5615	Financial Audit-Consulting (5)	8,460.00	8,460.00	8,300.00	1,300.00	0.00	160.00	98.1
5620	Miscellaneous Studies (6)	0.00	0.00	16,332.57	5,700.00	0.00	-16,332.57	0.0
5670	Other Professional Services	57,750.00	57,750.00	27,051.65	1,767.19	0.00	30,698.35	46.8
CONTRACT SERVICES		106,210.00	106,210.00	68,757.46	10,319.69	0.00	37,452.54	64.7
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	6,000.00	6,000.00	4,137.72	0.00	0.00	1,862.28	69.0
CAPITAL EXPENDITURES		6,000.00	6,000.00	4,137.72	0.00	0.00	1,862.28	69.0
ADMINISTRATION		367,792.00	367,792.00	180,022.28	26,143.48	0.00	187,769.72	48.9
Dept: 20 RECREATION								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	40,000.00	40,000.00	20,870.75	3,031.38	0.00	19,129.25	52.2
4002	Salaries - Part-time	25,500.00	25,500.00	10,445.88	1,313.00	0.00	15,054.12	41.0
4003	Salaries - Overtime	1,950.00	1,950.00	644.84	0.00	0.00	1,305.16	33.1
4005	Salaries - Event Attendant	300.00	300.00	96.00	9.75	0.00	204.00	32.0
4007	Vehicle Allowance	750.00	750.00	60.38	0.00	0.00	689.62	8.1
4010	Workers Compensation Insurance (1)	1,350.00	1,350.00	1,002.09	57.44	0.00	347.91	74.2
4011	Medical Insurance	10,500.00	10,500.00	3,450.85	602.15	0.00	7,049.15	32.9
4015	Federal Payroll Tax -FICA	4,500.00	4,500.00	2,451.50	332.93	0.00	2,048.50	54.5
4018	State Payroll Taxes	1,450.00	1,450.00	84.19	0.43	0.00	1,365.81	5.8
SALARIES AND BENEFITS		86,300.00	86,300.00	39,106.48	5,347.08	0.00	47,193.52	45.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5006	Travel & Meetings	800.00	800.00	5.00	0.00	0.00	795.00	0.6
5010	Publications & Legal Notices	150.00	150.00	85.32	-85.48	0.00	64.68	56.9
5012	Printing	500.00	500.00	206.87	24.76	0.00	293.13	41.4
5014	Postage	300.00	300.00	150.67	12.00	0.00	149.33	50.2
5016	Office Supplies	1,250.00	1,250.00	276.81	69.87	0.00	973.19	22.1
5017	Community Events (7)	8,000.00	8,000.00	5,660.68	2,773.14	0.00	2,339.32	70.8
5019	Fireworks (8)	0.00	0.00	6,200.00	6,200.00	0.00	-6,200.00	0.0
5020	Telephone	1,800.00	1,800.00	743.60	145.92	0.00	1,056.40	41.3
5045	Miscellaneous Expenditures	500.00	500.00	81.89	0.00	0.00	418.11	16.4
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		13,800.00	13,800.00	13,410.84	9,140.21	0.00	389.16	97.2
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	5,500.00	5,500.00	1,713.52	117.81	0.00	3,786.48	31.2
CONTRACT SERVICES		5,500.00	5,500.00	1,713.52	117.81	0.00	3,786.48	31.2

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 20 RECREATION								
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment (9)	2,000.00	2,000.00	2,418.03	0.00	0.00	-418.03	120.9
CAPITAL EXPENDITURES		2,000.00	2,000.00	2,418.03	0.00	0.00	-418.03	120.9
RECREATION								
		107,600.00	107,600.00	56,648.87	14,605.10	0.00	50,951.13	52.6
Dept: 30 ROSSMOOR PARK								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	29,200.00	29,200.00	15,437.30	2,365.14	0.00	13,762.70	52.9
4002	Salaries - Part-time	7,400.00	7,400.00	4,945.56	1,030.86	0.00	2,454.44	66.8
4003	Salaries - Overtime	1,150.00	1,150.00	707.76	109.13	0.00	442.24	61.5
4005	Salaries - Event Attendant	500.00	500.00	211.20	21.45	0.00	288.80	42.2
4010	Workers Compensation Insurance (1)	2,700.00	2,700.00	2,478.86	142.08	0.00	221.14	91.8
4011	Medical Insurance	7,800.00	7,800.00	4,262.83	743.83	0.00	3,537.17	54.7
4015	Federal Payroll Tax -FICA	2,700.00	2,700.00	1,625.69	269.09	0.00	1,074.31	60.2
4018	State Payroll Taxes	570.00	570.00	75.32	0.95	0.00	494.68	13.2
SALARIES AND BENEFITS		52,020.00	52,020.00	29,744.52	4,682.53	0.00	22,275.48	57.2
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	300.00	300.00	85.32	-85.48	0.00	214.68	28.4
5012	Printing	300.00	300.00	65.23	12.39	0.00	234.77	21.7
5014	Postage	100.00	100.00	51.54	4.00	0.00	48.46	51.5
5016	Office Supplies	700.00	700.00	138.41	34.94	0.00	561.59	19.8
5018	Janitorial Supplies	2,500.00	2,500.00	1,866.79	692.84	0.00	633.21	74.7
5020	Telephone	1,600.00	1,600.00	743.60	145.92	0.00	856.40	46.5
5022	Utilities	39,000.00	39,000.00	23,938.60	2,707.91	0.00	15,061.40	61.4
5025	Sewer Tax	750.00	750.00	407.06	0.00	0.00	342.94	54.3
5030	Vehicle Maintenance	1,500.00	1,500.00	1,158.50	400.79	0.00	341.50	77.2
5032	Building & Grounds-Maintenance	25,000.00	25,000.00	5,305.27	1,049.26	0.00	19,694.73	21.2
5034	Alarm Systems	650.00	650.00	311.01	14.17	0.00	338.99	47.8
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	700.00	700.00	0.00	0.00	0.00	700.00	0.0
5052	Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		74,100.00	74,100.00	34,071.33	4,976.74	0.00	40,028.67	46.0
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	35,500.00	35,500.00	15,930.00	2,655.00	0.00	19,570.00	44.9
5656	Tree Trimming (10)	1,000.00	1,000.00	945.53	92.44	0.00	54.47	94.6
5670	Other Professional Services	5,400.00	5,400.00	1,663.49	117.81	0.00	3,736.51	30.8
CONTRACT SERVICES		41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
CAPITAL EXPENDITURES		1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK								
		169,020.00	169,020.00	82,521.20	12,524.52	0.00	86,498.80	48.8
Dept: 40 MONTECITO CENTER								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	23,900.00	23,900.00	12,821.25	1,975.89	0.00	11,078.75	53.6
4002	Salaries - Part-time	3,370.00	3,370.00	0.00	0.00	0.00	3,370.00	0.0
4003	Salaries - Overtime	770.00	770.00	446.10	69.51	0.00	323.90	57.9
4005	Salaries - Event Attendant	2,500.00	2,500.00	806.40	81.90	0.00	1,693.60	32.3
4010	Workers Compensation Insurance (1)	1,950.00	1,950.00	1,993.65	114.27	0.00	-43.65	102.2
4011	Medical Insurance	6,950.00	6,950.00	3,450.85	602.15	0.00	3,499.15	49.7
4015	Federal Payroll Tax -FICA	2,250.00	2,250.00	1,072.76	162.07	0.00	1,177.24	47.7
4018	State Payroll Taxes	520.00	520.00	35.54	3.61	0.00	484.46	6.8
SALARIES AND BENEFITS		42,210.00	42,210.00	20,626.55	3,009.40	0.00	21,583.45	48.9
Acct Class: 50 OPERATIONS AND MAINTENANCE								

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Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	150.00	150.00	85.32	-85.48	0.00	64.68	56.9
5012 Printing	150.00	150.00	65.23	12.39	0.00	84.77	43.5
5014 Postage	200.00	200.00	51.54	4.00	0.00	148.46	25.8
5016 Office Supplies	900.00	900.00	138.41	34.94	0.00	761.59	15.4
5018 Janitorial Supplies	2,500.00	2,500.00	1,866.79	692.84	0.00	633.21	74.7
5020 Telephone	1,650.00	1,650.00	743.60	145.92	0.00	906.40	45.1
5022 Utilities	3,500.00	3,500.00	1,608.48	184.25	0.00	1,891.52	46.0
5025 Sewer Tax	650.00	650.00	341.85	0.00	0.00	308.15	52.6
5030 Vehicle Maintenance	1,000.00	1,000.00	810.36	58.72	0.00	189.64	81.0
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	1,710.54	291.13	0.00	2,289.46	42.8
5034 Alarm Systems	500.00	500.00	233.30	13.76	0.00	266.70	46.7
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
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE							
	16,300.00	16,300.00	7,655.42	1,352.47	0.00	8,644.58	47.0
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,800.00	3,800.00	1,770.00	295.00	0.00	2,030.00	46.6
5656 Tree Trimming (10)	1,000.00	1,000.00	945.53	92.44	0.00	54.47	94.6
5670 Other Professional Services	5,400.00	5,400.00	1,663.49	117.81	0.00	3,736.51	30.8
CONTRACT SERVICES							
	10,200.00	10,200.00	4,379.02	505.25	0.00	5,820.98	42.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	600.00	600.00	0.00	0.00	0.00	600.00	0.0
CAPITAL EXPENDITURES							
	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER							
	69,310.00	69,310.00	32,660.99	4,867.12	0.00	36,649.01	47.1
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	29,200.00	29,200.00	15,437.31	2,365.15	0.00	13,762.69	52.9
4002 Salaries - Part-time	8,050.00	8,050.00	4,945.56	1,030.86	0.00	3,104.44	61.4
4003 Salaries - Overtime	1,150.00	1,150.00	711.03	109.13	0.00	438.97	61.8
4005 Salaries - Event Attendant	2,500.00	2,500.00	1,226.40	186.90	0.00	1,273.60	49.1
4010 Workers Compensation Insurance (1)	2,700.00	2,700.00	2,478.86	142.08	0.00	221.14	91.8
4011 Medical Insurance	7,800.00	7,800.00	4,262.78	743.83	0.00	3,537.22	54.7
4015 Federal Payroll Tax -FICA	2,700.00	2,700.00	1,703.66	281.82	0.00	996.34	63.1
4018 State Payroll Taxes	775.00	775.00	110.41	3.60	0.00	664.59	14.2
SALARIES AND BENEFITS							
	54,875.00	54,875.00	30,876.01	4,863.37	0.00	23,998.99	56.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	170.80	0.00	0.00	329.20	34.2
5012 Printing	500.00	500.00	165.22	12.38	0.00	334.78	33.0
5014 Postage	100.00	100.00	51.54	4.00	0.00	48.46	51.5
5016 Office Supplies	900.00	900.00	419.00	315.53	0.00	481.00	46.6
5018 Janitorial Supplies	2,500.00	2,500.00	1,872.40	694.92	0.00	627.60	74.9
5020 Telephone	1,800.00	1,800.00	699.76	145.92	0.00	1,100.24	38.9
5022 Utilities	50,000.00	50,000.00	30,004.98	3,386.46	0.00	19,995.02	60.0
5025 Sewer Tax	2,900.00	2,900.00	1,557.86	0.00	0.00	1,342.14	53.7
5030 Vehicle Maintenance	1,500.00	1,500.00	1,202.31	400.78	0.00	297.69	80.2
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	13,607.15	997.40	0.00	16,392.85	45.4
5034 Alarm Systems	750.00	750.00	164.29	13.76	0.00	585.71	21.9
5045 Miscellaneous Expenditures	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
5051 Equipment Rental	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
5052 Minor Facility Repairs	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
OPERATIONS AND MAINTENANCE							
	98,650.00	98,650.00	49,915.31	5,971.15	0.00	48,734.69	50.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	35,500.00	15,930.00	2,655.00	0.00	19,570.00	44.9

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For the Period: 7/1/2012 to 12/31/2012		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								
5656	Tree Trimming (10)	1,000.00	1,000.00	945.53	92.44	0.00	54.47	94.6
5670	Other Professional Services	5,400.00	5,400.00	1,663.49	117.81	0.00	3,736.51	30.8
CONTRACT SERVICES		41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
CAPITAL EXPENDITURES		1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK								
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	480.00	480.00	247.86	48.64	0.00	232.14	51.6
OPERATIONS AND MAINTENANCE		480.00	480.00	247.86	48.64	0.00	232.14	51.6
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	102,000.00	102,000.00	43,769.41	8,679.55	0.00	58,230.59	42.9
CONTRACT SERVICES		102,000.00	102,000.00	43,769.41	8,679.55	0.00	58,230.59	42.9
STREET LIGHTING		102,480.00	102,480.00	44,017.27	8,728.19	0.00	58,462.73	43.0
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability (2)	2,200.00	2,200.00	2,500.00	0.00	0.00	-300.00	113.6
5032	Building & Grounds-Maintenance	100.00	100.00	9.00	0.00	0.00	91.00	9.0
OPERATIONS AND MAINTENANCE		2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
ROSSMOOR WALL		2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	247.86	48.64	0.00	252.14	49.6
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		600.00	600.00	247.86	48.64	0.00	352.14	41.3
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	51,000.00	51,000.00	22,265.49	4,536.77	0.00	28,734.51	43.7
CONTRACT SERVICES		51,000.00	51,000.00	22,265.49	4,536.77	0.00	28,734.51	43.7
STREET SWEEPING		51,600.00	51,600.00	22,513.35	4,585.41	0.00	29,086.65	43.6
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time (11)	0.00	0.00	5,176.75	1,738.75	0.00	-5,176.75	0.0
4015	Federal Payroll Tax -FICA	0.00	0.00	396.01	133.02	0.00	-396.01	0.0
SALARIES AND BENEFITS		0.00	0.00	5,572.76	1,871.77	0.00	-5,572.76	0.0
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	50.00	50.00	5.87	0.86	0.00	44.13	11.7
5014	Postage	600.00	600.00	21.94	0.75	0.00	578.06	3.7
5016	Office Supplies	200.00	200.00	40.13	21.34	0.00	159.87	20.1
5020	Telephone	900.00	900.00	495.73	97.28	0.00	404.27	55.1
5030	Vehicle Maintenance	300.00	300.00	99.39	61.16	0.00	200.61	33.1
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		2,300.00	2,300.00	663.06	181.39	0.00	1,636.94	28.8
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming (10)	71,000.00	71,000.00	59,458.25	5,854.09	0.00	11,541.75	83.7

REVENUE/EXPENDITURE REPORT
DECEMBER 2012 @ 50%

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	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 (12)	3,700.00	3,700.00	3,326.52	0.00	0.00	373.48	89.9
5664 Tree Watering Program (13)	1,000.00	1,000.00	1,270.86	0.00	0.00	-270.86	127.1
5670 Other Professional Services	38,000.00	38,000.00	4,396.83	117.82	0.00	33,603.17	11.6
CONTRACT SERVICES	113,700.00	113,700.00	68,452.46	5,971.91	0.00	45,247.54	60.2
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	15,000.00	15,000.00	1,257.20	0.00	0.00	13,742.80	8.4
CAPITAL EXPENDITURES	15,000.00	15,000.00	1,257.20	0.00	0.00	13,742.80	8.4
PARKWAY TREES	131,000.00	131,000.00	75,945.48	8,025.07	0.00	55,054.52	58.0
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	775.00	775.00	327.04	48.67	0.00	447.96	42.2
4002 Salaries - Part-time	365.00	365.00	0.00	0.00	0.00	365.00	0.0
4003 Salaries - Overtime	25.00	25.00	19.42	3.48	0.00	5.58	77.7
4010 Workers Compensation Insurance	135.00	135.00	115.99	6.63	0.00	19.01	85.9
4015 Federal Payroll Tax -FICA	70.00	70.00	26.59	4.04	0.00	43.41	38.0
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS	1,385.00	1,385.00	489.04	62.82	0.00	895.96	35.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	247.85	48.68	0.00	252.15	49.6
5022 Utilities	7,500.00	7,500.00	4,712.55	936.68	0.00	2,787.45	62.8
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	330.87	0.00	0.00	669.13	33.1
5045 Miscellaneous Expenditures	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	5,291.27	985.36	0.00	4,308.73	55.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	4,000.00	4,000.00	1,770.00	295.00	0.00	2,230.00	44.3
5656 Tree Trimming	500.00	500.00	315.15	30.79	0.00	184.85	63.0
5670 Other Professional Services	300.00	300.00	19.98	0.00	0.00	280.02	6.7
CONTRACT SERVICES	4,800.00	4,800.00	2,105.13	325.79	0.00	2,694.87	43.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	16,035.00	7,885.44	1,373.97	0.00	8,149.56	49.2
Expenditures	1,213,562.00	1,213,562.00	604,220.56	94,552.63	0.00	609,341.44	49.8
Net Effect for GENERAL FUND	29,838.00	29,838.00	-32,645.64	251,130.68	0.00	62,483.64	-109.4
Change in Fund Balance:			-32,645.64				

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	39,198.00	39,198.00	0.00	0.00	0.00	39,198.00	0.0
PROPERTY TAXES		39,198.00	39,198.00	0.00	0.00	0.00	39,198.00	0.0
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	382,500.00	382,500.00	219,361.57	129,766.57	0.00	163,138.43	57.3
3101	Property assessments-prior yr	7,500.00	7,500.00	3,266.48	63.68	0.00	4,233.52	43.6
ASSESSMENTS		390,000.00	390,000.00	222,628.05	129,830.25	0.00	167,371.95	57.1
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
USE OF MONEY AND PROPERTY		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	13,800.00	13,800.00	0.00	0.00	0.00	13,800.00	0.0
OTHER REVENUE		13,800.00	13,800.00	0.00	0.00	0.00	13,800.00	0.0
Dept: 00		447,998.00	447,998.00	222,628.05	129,830.25	0.00	225,369.95	49.7
Revenues		447,998.00	447,998.00	222,628.05	129,830.25	0.00	225,369.95	49.7
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5801	Interest	141,980.00	141,980.00	70,990.00	0.00	0.00	70,990.00	50.0
DEBT SERVICE		141,980.00	141,980.00	70,990.00	0.00	0.00	70,990.00	50.0
Acct Class: 66 OTHER FINANCING USES								
6600	Transfer out to other funds	120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	0.0
OTHER FINANCING USES		120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	0.0
RUSH PARK		264,855.00	264,855.00	73,865.00	0.00	0.00	190,990.00	27.9
Expenditures		264,855.00	264,855.00	73,865.00	0.00	0.00	190,990.00	27.9
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		183,143.00	183,143.00	148,763.05	129,830.25	0.00	34,379.95	81.2
Change in Fund Balance:				148,763.05				

REVENUE/EXPENDITURE REPORT
DECEMBER 2012 @ 50%

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012		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	7,073.00	7,073.00	0.00	0.00	0.00	7,073.00	0.0
PROPERTY TAXES		7,073.00	7,073.00	0.00	0.00	0.00	7,073.00	0.0
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	85,700.00	85,700.00	49,010.21	29,378.21	0.00	36,689.79	57.2
3101	Property assessments-prior yr	2,300.00	2,300.00	752.15	14.02	0.00	1,547.85	32.7
ASSESSMENTS		88,000.00	88,000.00	49,762.36	29,392.23	0.00	38,237.64	56.5
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		96,073.00	96,073.00	49,762.36	29,392.23	0.00	46,310.64	51.8
Revenues		96,073.00	96,073.00	49,762.36	29,392.23	0.00	46,310.64	51.8
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	60,000.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
5801	Interest	20,590.00	20,590.00	12,035.00	0.00	0.00	8,555.00	58.5
DEBT SERVICE		80,590.00	80,590.00	72,035.00	0.00	0.00	8,555.00	89.4
ROSSMOOR WALL		83,120.00	83,120.00	74,565.00	0.00	0.00	8,555.00	89.7
Expenditures		83,120.00	83,120.00	74,565.00	0.00	0.00	8,555.00	89.7
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		12,953.00	12,953.00	-24,802.64	29,392.23	0.00	37,755.64	-191.5
Change in Fund Balance:				-24,802.64				

REVENUE/EXPENDITURE REPORT
DECEMBER 2012 @ 50%

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	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	189,863.00	189,863.00	0.00	0.00	0.00	189,863.00	0.0
PROPERTY TAXES	189,863.00	189,863.00	0.00	0.00	0.00	189,863.00	0.0
Acct Class: 36 OTHER FINANCING SOURCES							
3600 TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
OTHER FINANCING SOURCES	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Dept: 00	289,863.00	289,863.00	0.00	0.00	0.00	289,863.00	0.0
Revenues	289,863.00	289,863.00	0.00	0.00	0.00	289,863.00	0.0
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
CAPITAL EXPENDITURES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
MONTECITO CENTER	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	140,470.00	140,470.00	0.00	0.00	0.00	140,470.00	0.0
CAPITAL EXPENDITURES	140,470.00	140,470.00	0.00	0.00	0.00	140,470.00	0.0
RUSH PARK	140,470.00	140,470.00	0.00	0.00	0.00	140,470.00	0.0
Dept: 65 ROSSMOOR WALL							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	34,691.00	34,691.00	0.00	0.00	0.00	34,691.00	0.0
CAPITAL EXPENDITURES	34,691.00	34,691.00	0.00	0.00	0.00	34,691.00	0.0
ROSSMOOR WALL	34,691.00	34,691.00	0.00	0.00	0.00	34,691.00	0.0
Expenditures	195,161.00	195,161.00	0.00	0.00	0.00	195,161.00	0.0
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	94,702.00	94,702.00	0.00	0.00	0.00	94,702.00	0.0
Change in Fund Balance:			-24,802.64				
Grand Total Net Effect:	320,636.00	320,636.00	91,314.77	410,353.16	0.00	229,321.23	

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT
DECEMBER 2012
REVENUES**

* #1 Wall Rental 10-00-3405	New account for sign wall rental charges. Amount will be adjusted in Amended Budget.
* #2 Other Miscellaneous Revenue 10-00-3500	\$1,500 grant received from Run Seal Beach to purchase Recreation Equipment as noted in #9 of Expenditure footnotes.
* #3 Miscellaneous Studies 10-00-3501	Expenditures reimbursed as per 10-00-3501. Please see #5 of Expenditure footnotes

* *Noted in previous month(s). However, explanation is still warranted and valid.*

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT
DECEMBER 2012
EXPENDITURES**

* #1 Workers Compensation Insurance 10-10-4010, 10-20-4010, 10-30-4010, 10-40-4010, 10-50-4010, 10-90-4010	Annual Deposit paid in July. Will be credited in following months.
* #2 Insurance Liability 10-10-5002, 10-65-5002	Annual Deposit paid in July. Will be credited in following months. Slight increase in premium. Amount will be adjusted in Amended Budget.
* #3 Memberships and Dues 10-10-5004	Annual LAFCO membership paid in July.
#4 Publications and Legal Notices 10-10-5010	Televised Board Meetings, Quarterly newsletter, and Budget and employment opening announcements. Will be adjusted in Amended Budget
#5 Financial Audit/Consulting 10-10-5615	Annual Audit has been paid for.
* #6 Miscellaneous Studies 10-10-5620	Expenditures reimbursed as per 10-00-3501. Please see Revenue footnotes #3.
#7 Community Events 10-20-5017	Deposits for next summers events have been paid.
#8 Fireworks 10-20-5019	Annual payment for fireworks show has been paid. Amended budget will be adjusted.
* #9 Equipment 10-20-6010	Recreation equipment purchased with \$1,500 grant received for Run Seal Beach as noted in #2 of Revenue Footnotes.
* #10 Tree Trimming 10-30-5656, 10-40-5656, 10-50-5656, 10-80-5656, 10-90-5656	Majority of tree trimming is scheduled during fall months.
* #11 Salaries - Part Time 10-80-4002	Part-time Tree Consultant hired to fill previous contracted tree consultant. To be adjusted in Amended Budget
* #12 Tree Removal 10-80-5660	Majority of trees to be removed are scheduled in summer months.
* #13 Tree Watering Program 10-80-5664	Sprayer purchased to water parkway trees. Amount to be adjusted in Amended Budget.

* **Noted in previous month(s). However, explanation is still warranted and valid.**

RESOLUTION NO. 13-02-12-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR
COMMUNITY SERVICES ESTABLISHING THE MID-YEAR ADJUSTED
BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNT FOR THE
FISCAL YEAR 2012-2013**

WHEREAS, the Rossmoor Community Services District Budget Committee did discuss and recommend approval of the District's Fiscal Year 2012-2013 Adjusted Budget at its Committee Meeting on January 31, 2013.

WHEREAS, the Rossmoor Community Services District Public Works/CIP Committee did discuss and recommend approval of the Fund 40 project list and Department Budget at their Committee Meeting on January 22, 2013.

WHEREAS, the Rossmoor Community Services District did discuss and approve the District's Fiscal Year 2012-2013 Mid-Year Adjusted Budget at its Regular Meeting on February 12, 2013.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Mid-Year Adjusted Budget Revenue and Expenditure Totals, by Fund in the amounts specified in Attachment A for the Fiscal Year 2012-2013.

PASSED, APPROVED AND ADOPTED this 12th day of February, 2013.

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____
Michael Maynard, President

ATTEST:

Secretary of the Rossmoor
Community Services District

ATTACHMENT A

ANNUAL FISCAL YEAR 2012-2013 ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY

	ANNUAL FINAL BUDGET	MID-YEAR ADJUSTED BUDGET
TOTAL FUND REVENUES		
FUND 10	\$1,243,400	\$1,373,140
FUND 20	\$408,800	\$390,800
FUND 30	\$89,000	\$89,000
FUND 40	\$289,788	\$289,788
TOTAL ALL FUNDS	<u>\$2,030,988</u>	<u>\$2,142,728</u>
TOTAL FUND EXPENDITURES		
FUND 10	\$1,213,562	\$1,244,196
FUND 20	\$264,855	\$384,855
FUND 30	\$88,195	\$84,860
FUND 40	\$195,161	\$195,161
TOTAL ALL FUNDS	<u>\$1,761,773</u>	<u>\$1,909,072</u>

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

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

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

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

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

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

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

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

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

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

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

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

3020.70 Second Public Notice: The public notice must be published a second time at least

two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

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

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

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

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

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: February 12, 2013
To: Honorable Board of Directors
From: Investment Committee
Via: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: REPORT ON DISTRICT INVESTMENTS

RECOMMENDATION:

Discussion and possible action on the recommendations of the Investment Committee regarding the District's matured investment.

BACKGROUND:

Board policy requires a meeting of the Committee and a report to the Board regarding the status of the District's investments whenever there is a pending or actual maturity of an investment. This update provides the latest information regarding matured investments.

On January 21, 2013 the Committee met to discuss investment options for a maturing GE Bond in the amount of approximately \$102,581. Due to current market conditions, the Committee had to weigh options between low yield, safety and liquidity versus slightly higher yield, modest risk and low liquidity.

Based on the above, it is the Committee's recommendation to the Board that the investment of \$102,581 be housed in the District's LAIF account until the investment climate improves. The advantages of LAIF are as follows:

1. The investment is totally liquid, with no early withdrawal penalties.
2. It is safe (no loss of principal).

3. Its rate of return is 0.326% which is slightly higher than current money market accounts.

ATTACHMENTS:

1. Investment Committee Agenda Item C-1 Discussion with General Manager Regarding Re: Report on District Investment.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: January 31, 2013
To: Investment Committee
From: RCSD, General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: REPORT ON DISTRICT INVESTMENT

RECOMMENDATION:

Review and make recommendations to the Board regarding the reinvestment of the District's maturing investment

BACKGROUND:

Board policy requires a meeting of the Committee and a report to the Board regarding the status of the District's investments whenever there is a pending or actual maturity of an investment. This update provides the latest information regarding matured investments.

In February, 2013, the GE Bond will mature in the amount of approximately \$102,581.

Currently, the best available rates quoted from Steve Almond, are between 1.02% for a 3-Year Corporate Bond and 0.85% for a 3-Year CD. However, Policy No. 3035 requires that CD investments maturity does not exceed 2 years.

Based on all of the above, it is the staff's recommendation that the investment of \$102,581 be housed in the District's LAIF account until the investment climate improves. The advantages of LAIF are as follows:

1. The investment is totally liquid, with no early withdrawal penalties.

2. It is safe (no loss of principal).
3. Its rate of return is 0.326% and requires no time commitment.

ATTACHMENTS:

1. Email from Steve Almond to Kathy Bell dated 01/28/2013 re:
Current CD and Bond rates.
2. Investment/Bank Balances as of January 1, 2013
3. LAIF Statement dated December 31, 2012
4. LAIF Performance Report and Rate as of December 2012
5. Policy No. 3035 Investment of District Funds.

Kathy Bell

From: Almond, Steve [SAlmond@sterneagee.com]
Sent: Monday, January 28, 2013 10:56 AM
To: Kathy Bell
Subject: FW: Pending Security purchase

See below...

Steve Almond
Financial Consultant
Arbitrage Management Group
4208 Lakeway Blvd.
Austin, TX 78734-5000
Direct: 512-413-3103
FAX: 512-608-6620
Tollfree: 888-297-6320
salmond@sterneagee.com

Securities offered through Sterne Agee Financial Services, Inc., a member of FINRA/SIPC.

From: Almond, Steve
Sent: Monday, January 28, 2013 11:22 AM
To: cbell@rossmoor-csd.org
Cc: htaboada@rossmoor-csd.org; gmmontana@rossmoor-csd.org
Subject: Pending Security purchase

Cathy,

Here's the best Corporate bonds and CDs in the 3 year maturity range. I would stay in this maturity area since current opinion is bond market rates will not be changing for some time. Most economist believe it will be at least 2 years before the feds BEGIN to increase rates.

Corporate bonds:

JP Morgan Chase due 03/2016 - 1.02% (rated A2/A)

Wachovia Bank due 03/2016 - 1.02% (rated A1/A+)

Certificate of Deposit:

Goldman Sacks due 02/2016 - .85%

Please give me a call with your questions. Thanks

Steve Almond
Financial Consultant
Arbitrage Management Group
4208 Lakeway Blvd.
Austin, TX 78734-5000
Direct: 512-413-3103
FAX: 512-608-6620
Tollfree: 888-297-6320
salmond@sterneagee.com

Securities offered through Sterne Agee Financial Services, Inc., a member of FINRA/SIPC.

Fund 10
January 1, 2013

CD or Bond	Amount of CD or Bond	Matures	Interest Rate
General Electric Co	\$102,581.00	2/1/2013	5.000%
LAIF	\$1,047,616.10		
Total Investments	\$1,150,197.10		
Bank Balance 1/1/2013	\$130,593.33		
Total Investments and Cash	\$1,280,790.43		

Investment Portfolio (IP)

Current:	By Maturity	% of IP	% of IP Policy Limit
	Up to 1 Year	8.92%	Unlimited
	More than 1 Year	0.00%	50%
	More than 2 Years	0.00%	25%
	LAIF	91.08%	Unlimited
*CD's have a 2 year limit.	By Investment Type	% of IP	% of IP Policy Limit
	*CD	0.00%	25%
	Bonds	8.92%	25%
	LAIF	91.08%	Unlimited

Status of Current Bond Investments as of January 2013

	Amount of Bond	December 2012	Gain/Loss
GE Bond	\$100,000	\$102,581	\$2,581
Total/Net	\$100,000	\$102,581	\$2,581

Fund 20 Reserve Account Fund 50 (Held at US Bank)

Reserve Account	Matures	Amount	Interest Rate
	Reserve Account	\$367,182.00	0.050%
Total		\$367,182.00	

Fund 30 Reserve Account Fund 45 (Held at US Bank)

Reserve Account	Matures	Amount	Interest Rate
	Reserve Account	\$47,000.00	0.050%
Total		\$47,000.00	

Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

<http://www.treasurer.ca.gov/pmia-laif/index.asp>

January 29, 2013

ROSSMOOR COMMUNITY SERVICES DISTRICT

GENERAL MANAGER
 3001 BLUME DRIVE
 ROSSMOOR, CA 90720

PMIA Average Monthly Yields

Account Number:
 16-30-006

Tran Type Definitions

December 2012 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
12/27/2012	12/26/2012	RD	1382775	HENRY TABOADA	550,000.00

Account Summary

Total Deposit:	550,000.00	Beginning Balance:	497,616.10
Total Withdrawal:	0.00	Ending Balance:	1,047,616.10

Bill Lockyer, State Treasurer

Inside the State Treasurer's Office

Local Agency Investment Fund (LAIF)



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
1/10/2013	0.31	0.31	231
1/11/2013	0.31	0.31	232
1/12/2013	0.31	0.31	232
1/13/2013	0.31	0.31	232
1/14/2013	0.31	0.31	230
1/15/2013	0.30	0.31	225
1/16/2013	0.30	0.31	225
1/17/2013	0.30	0.31	230
1/18/2013	0.29	0.31	239
1/19/2013	0.29	0.31	239
1/20/2013	0.29	0.31	239
1/21/2013	0.29	0.31	239
1/22/2013	0.29	0.31	239
1/23/2013	0.29	0.31	241

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

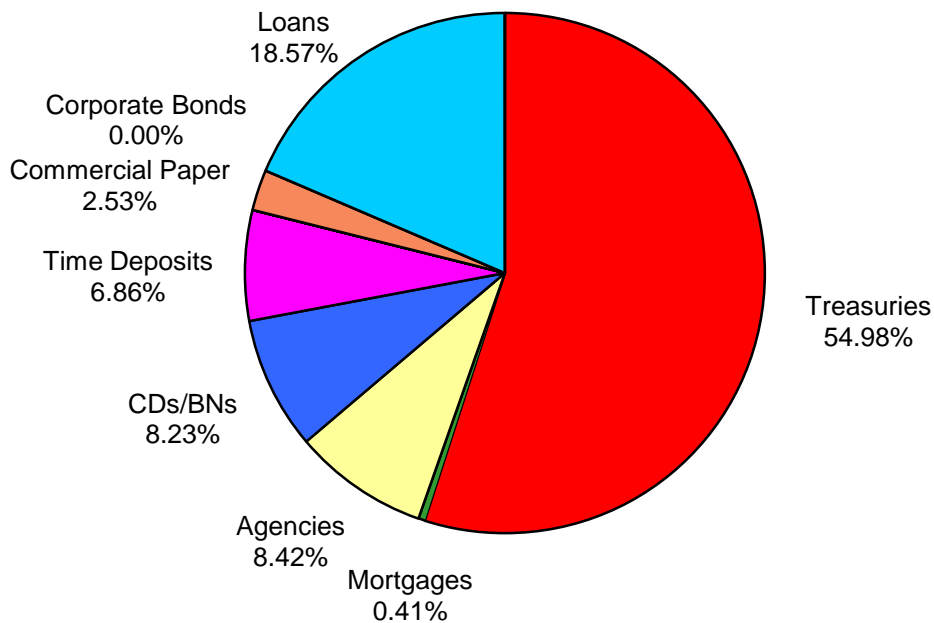
Quarter ending 12/31/2012

Apportionment Rate: 0.32%
 Earnings Ratio: .00000881899236296
 Fair Value Factor: 1.001127231
 Daily: 0.32%
 Quarter To Date: 0.33%
 Average Life: 208

PMIA Average Monthly Effective Yields

DECEMBER 2012 **0.326%**
 NOVEMBER 2012 0.324%
 OCTOBER 2012 0.340%

Pooled Money Investment Account Portfolio Composition \$63.2 Billion 12/31/12



Rossmoor Community Services District

Policy

No. 3035

INVESTMENT OF DISTRICT FUNDS

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

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

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

3035.30 Investment Principles:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: February 12, 2013
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: MINUTES: REGULAR MEETING OF JANUARY 8, 2013

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of January 8, 2013 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Regular January 8, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of January 8, 2013 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, January 8, 2013

A. ORGANIZATION

1. CALL TO ORDER: 7:30 P.M.

**2. ROLL CALL: Directors Casey, Kahlert, Rips,
President Coletta
Director Maynard had an excused absence**

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. Oath of Office

The oath of office was administered by General Manager Chris Montana. Directors Ron Casey and Jeffrey Rips were sworn in at this time. Due to an excused absence, Director Maynard will be sworn in at the District office at a later date. Applause ensued.

b. President Alfred Coletta-State of the District Address 2012

President Alfred Coletta conducted the State of the District Address for 2012. He gave an overview of the District's many accomplishments in 2012. He stated that one of the District's key accomplishments was receiving an unqualified opinion, the highest rating possible for the 2012 Audit, including a finding of excess accumulated special assessments in the amount of \$439,000 resulting from the 2011 Rush Park Bond pay down of debt. President Coletta also reported the preliminary results of Harvey Rose's Fiscal Analysis of Rossmoor which showed Rossmoor residents paid the County \$1.3 million in tax revenue, above and beyond what was necessary for the County to deliver services to Rossmoor residents. This is another indication Rossmoor is a donor as opposed to claims Rossmoor is a drain on the County. He concluded that due to its high standards and prudent fiscal responsibility, Rossmoor had been designated as the number one suburb in California and number nine in the nation.

5. ELECTION OF OFFICERS:

The General Manager opened the floor for nominations for the office of President of the Board. President Coletta nominated Director Michael Maynard, the nomination was seconded by Director Kahlert. There were no further nominations. The nomination to elect Director Michael Maynard to the office of President was unanimously approved 4-0.

In the absence of the newly elected President Michael Maynard, First Vice President Bill Kahlert then presided over the meeting.

Director Kahlert opened the floor for nominations for the office of First Vice President of the Board. Director Casey nominated Director Bill Kahlert, the nomination was seconded by Director Rips. There were no further nominations. The nomination to elect Director Bill Kahlert to the office of First Vice President was unanimously approved 4-0.

First Vice President Bill Kahlert opened the floor for nominations for the office of Second Vice President of the Board. Director Kahlert nominated Director Ron Casey, the nomination was seconded by Director Coletta. There were no further nominations. The nomination to elect Director Ron Casey to the office of Second Vice President was unanimously approved 4-0.

First Vice President Kahlert closed the floor for nominations. The Directors assumed their new positions on the dais. 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 OF DECEMBER 11, 2012

2. NOVEMBER 2012 REVENUE AND EXPENDITURE REPORT

The consent calendar was unanimously approved as submitted.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION 13-01-08-01 DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE

THE DISTRICT'S INVESTMENTS, SAVINGS, OR OTHER FINANCIAL ACCOUNTS

Approve by roll call vote, Resolution No.13-01-08-01 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

Discussion ensued. Resolution No. 13-01-08-01 Designating Certain District Officials to Transact Business with Financial Institutions which House The District's Investments, Savings, or other Financial Accounts was unanimously approved by roll call vote 4-0.

H. REGULAR CALENDAR—None

I. GENERAL MANAGER ITEMS—None

Chris Montana stated that she was happy to be here. She added that this was her very first meeting and third day on the job in real hours. She remarked that she was fortunate to be working with Henry and benefitting from his guidance. Ms. Montana also added that she was grateful for the help of her staff.

J. BOARD MEMBER ITEMS

Director Rips thanked former President Coletta for his incredible leadership and stewardship on the board throughout the year. He added that his efforts and guidance had been terrific and it had been a really great year. He congratulated President Maynard and his fellow Directors on being elected to their new offices and stated that he looked forward to continuing on the path the Director Coletta had set for them over the past year. He welcomed Chris Montana aboard.

AT THIS TIME THE GENERAL MANAGER AND STAFF PRESENTED DIRECTOR COLETTA WITH A TOKEN OF APPRECIATION FOR HIS TIME SERVED AS PRESIDENT

Director Coletta thanked his colleagues and staff for the surprise gesture. He congratulated newly elected President Maynard and stated that he was excited to see Ms. Montana assume her role as General Manager. He also stated that he was grateful to have Henry Taboada as a resource.

Director Casey stated that he was confident in the transition to new leadership and looked forward to a new year ahead. He praised Director Coletta for his wisdom and guidance as President over the past year, commended him for all he had done for the District and

thanked him for being such a great resource and guide to him during his time as President. Director Casey added that he hoped to still have access to Director Coletta's knowledge and excellent credentials over the course of the next couple of years.

Director Kahlert thanked Director Coletta for his service over the past year adding that he really enjoyed working with him and that his leadership and guidance had been fantastic. He congratulated President Maynard, Second Vice President Casey and wished them luck in the New Year. Finally he welcomed General Manager Chris Montana and stated that he looks forward to the year ahead.

K. CLOSED SESSION—None

L. ADJOURNMENT

Motion by Director Rips, seconded by Director Coletta to adjourn the regular meeting at 7:30 p.m. Motion passed 4-0.

SUBMITTED BY:

**Chris Montana
Consulting General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

Date: February 12, 2013
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: MINUTES: PUBLIC IMPROVEMENTS FINANCING CORPORATION (PIFC) MEETING OF JANUARY 8, 2013

RECOMMENDATION:

Approve the Minutes of the PIFC Meeting of January 8, 2013 as prepared by the Corporation's Secretary.

BACKGROUND:

The report reflects the actions of the Corporation at their PIFC January 8, 2013 Meeting of the Corporation as recorded by the Corporation's Secretary.

ATTACHMENTS:

1. Minutes-PIFC Meeting of January 8, 2013.



**MINUTES
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT
PUBLIC IMPROVEMENTS FINANCING CORPORATION
REGULAR MEETING**

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 08, 2013

A. ORGANIZATION

- 1. CALL TO ORDER: By Vice President Bill Kahlert at 7:35 P.M.**
- 2. ROLL CALL: Directors Ronald Casey, Alfred Coletta, Jeffrey Rips, President Bill Kahlert.
Director Maynard had an excused absence.**

3. PLEDGE OF ALLEGIANCE

4. MINUTES:

a. Regular meeting of January 10, 2012

The Minutes of the Regular Meeting of January 10, 2012 were received and filed as submitted for informational purposes, since approved the prior year.

5. PRESENTATIONS – None

6. ELECTION OF OFFICERS

Motion by Director Rips, Seconded by Director Coletta to elect President Michael Maynard as President of the Corporation, and FirstVice President Bill Kahlert as Vice President of the Corporation. Motion passed 4-0.

Motion by Director Coletta, seconded by Second Vice President Casey to appoint General Manager, Chris Montana as Secretary and Treasurer of the Corporation. Motion passed 4-0.

Motion by Director Coletta, seconded by Second Vice President Casey to appoint Jenkins & Hogin as District General Counsel. Motion passed 4-0.

- B. ADDITIONS TO AGENDA - None**
- C. PUBLIC FORUM – None**
- D. REPORTS TO THE BOARD - None**
- E. CONSENT CALENDAR - None**
- F. PUBLIC HEARING - None**
- G. RESOLUTIONS**

1. RESOLUTION NO. 13-01-08-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Approve by roll call vote, Resolution No. 13-01-08-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

RESOLUTION NO. 13-01-08-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Resolution No. 13-01-08-1 was unanimously passed by a roll call vote of 4-0.

- H. BIDS, CONTRACTS, AND AGREEMENTS - None**
- I. ADMINISTRATIVE ITEMS - None**
- J. INFORMATIONAL ITEMS - None**
- K. BOARD MEMBER ITEMS - None**
- L. CLOSED SESSION - None**
- M. ADJOURNMENT**

Motion by Director Rips, seconded by Director Coletta, to adjourn the meeting at 7:40 p.m.
Motion passed 4-0.

SUBMITTED BY:

Chris Montana
Secretary

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: February 12, 2013
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: REVENUE & EXPENDITURE REPORT - DECEMBER, 2012

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for December, 2012.

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 December, 2012.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 December 2012 @ 50%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
Budget Beginning Fund Balance	0.00	0.00	0.00	0.00	0.00	0.0
PROPERTY TAXES	699,400.00	699,400.00	367,956.81	249,539.27	331,443.19	52.6
ASSESSMENTS	250,000.00	250,000.00	128,725.58	87,388.94	121,274.42	51.5
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,315.63	0.00	8,684.37	13.2
OTHER GOVERNMENT AGENCIES	128,000.00	128,000.00	834.00	834.00	127,166.00	0.7
FEES AND SERVICES 1	133,000.00	133,000.00	60,077.10	7,911.50	72,922.90	45.2
OTHER REVENUE 2, 3	23,000.00	23,000.00	12,665.80	9.60	10,334.20	55.1
Total Revenues	1,243,400.00	1,243,400.00	571,574.92	345,683.31	671,825.08	46.0
Expenditures						
ADMINISTRATION 1, 2, 3, 4, 5, 6	367,792.00	367,792.00	180,022.28	26,143.48	187,769.72	48.9
RECREATION 1, 7, 8, 9	107,600.00	107,600.00	56,648.87	14,605.10	50,951.13	52.6
ROSSMOOR PARK 1,10	169,020.00	169,020.00	82,521.20	12,524.52	86,498.80	48.8
MONTECITO CENTER 1, 10	69,310.00	69,310.00	32,660.99	4,867.12	36,649.01	47.1
RUSH PARK 1, 10	196,425.00	196,425.00	99,496.68	13,699.77	96,928.32	50.7
STREET LIGHTING	102,480.00	102,480.00	44,017.27	8,728.19	58,462.73	43.0
ROSSMOOR WALL 2	2,300.00	2,300.00	2,509.00	0.00	-209.00	109.1
STREET SWEEPING	51,600.00	51,600.00	22,513.35	4,858.41	29,086.65	43.6
PARKWAY TREES 10, 11, 12, 13	131,000.00	131,000.00	75,945.48	8,025.07	55,054.52	58.0
MINI-PARKS, MEDIANS & TRIANGLE 1	16,035.00	16,035.00	7,885.44	1,373.97	8,149.56	49.2
Expenditures	1,213,562.00	1,213,562.00	604,220.56	94,825.63	609,341.44	49.8

Audited Fund Balance (Reserves)
 at June 30, 2012

691,498.00

REVENUE REPORT
DECEMBER 2012 @ 50%

Page: 1
1/17/2013
1:29 pm

Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	699,400.00	699,400.00	367,956.81	249,539.27	0.00	331,443.19	52.6
ASSESSMENTS	250,000.00	250,000.00	128,725.58	87,388.94	0.00	121,274.42	51.5
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,315.83	0.00	0.00	8,684.37	13.2
OTHER GOVERNMENT AGENCIES	57,200.00	57,200.00	834.00	834.00	0.00	56,366.00	1.5
FEES AND SERVICES <i>1</i>	133,000.00	133,000.00	60,077.10	7,911.50	0.00	72,922.90	45.2
OTHER REVENUE <i>2,3</i>	73,800.00	73,800.00	12,665.80	9.60	0.00	61,134.20	17.2
OTHER FINANCING SOURCES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 00	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Revenues	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Grand Total Net Effect:	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	

EXPENDITURE REPORT
DECEMBER 2012 @ 50%

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1	202,078.00	202,078.00	71,297.39	11,086.71	0.00	130,780.61	35.3
OPERATIONS AND MAINTENANCE 2,3,4	53,504.00	53,504.00	35,829.71	4,737.08	0.00	17,674.29	67.0
CONTRACT SERVICES 5,6	106,210.00	106,210.00	68,757.46	10,319.69	0.00	37,452.54	64.7
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,137.72	0.00	0.00	1,862.28	69.0
ADMINISTRATION	367,792.00	367,792.00	180,022.28	26,143.48	0.00	187,769.72	48.9
Dept: 20 RECREATION							
SALARIES AND BENEFITS 1	86,300.00	86,300.00	39,106.48	5,347.08	0.00	47,193.52	45.3
OPERATIONS AND MAINTENANCE 7,8	13,800.00	13,800.00	13,410.84	9,140.21	0.00	389.16	97.2
CONTRACT SERVICES	5,500.00	5,500.00	1,713.52	117.81	0.00	3,786.48	31.2
CAPITAL EXPENDITURES 9	2,000.00	2,000.00	2,418.03	0.00	0.00	-418.03	120.9
RECREATION	107,600.00	107,600.00	56,648.87	14,605.10	0.00	50,951.13	52.6
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS 1	52,020.00	52,020.00	29,744.52	4,682.53	0.00	22,275.48	57.2
OPERATIONS AND MAINTENANCE	74,100.00	74,100.00	34,071.33	4,976.74	0.00	40,028.67	46.0
CONTRACT SERVICES 10	41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK	169,020.00	169,020.00	82,521.20	12,524.52	0.00	86,498.80	48.8
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS 1	42,210.00	42,210.00	20,626.55	3,009.40	0.00	21,583.45	48.9
OPERATIONS AND MAINTENANCE 10	16,300.00	16,300.00	7,655.42	1,352.47	0.00	8,644.58	47.0
CONTRACT SERVICES	10,200.00	10,200.00	4,379.02	505.25	0.00	5,820.98	42.9
CAPITAL EXPENDITURES	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER	69,310.00	69,310.00	32,660.99	4,867.12	0.00	36,649.01	47.1
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 1	54,875.00	54,875.00	30,876.01	4,863.37	0.00	23,998.99	56.3
OPERATIONS AND MAINTENANCE	98,650.00	98,650.00	49,915.31	5,971.15	0.00	48,734.69	50.6
CONTRACT SERVICES 10	41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK	196,425.00	196,425.00	99,496.68	13,699.77	0.00	96,928.32	50.7

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Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	247.86	48.64	0.00	232.14	51.6
CONTRACT SERVICES	102,000.00	102,000.00	43,769.41	8,679.55	0.00	58,230.59	42.9
STREET LIGHTING	102,480.00	102,480.00	44,017.27	8,728.19	0.00	58,462.73	43.0
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE 2	2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
ROSSMOOR WALL	2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	247.86	48.64	0.00	352.14	41.3
CONTRACT SERVICES	51,000.00	51,000.00	22,265.49	4,536.77	0.00	28,734.51	43.7
STREET SWEEPING	51,600.00	51,600.00	22,513.35	4,585.41	0.00	29,086.65	43.6
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS 11	0.00	0.00	5,572.76	1,871.77	0.00	-5,572.76	0.0
OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	663.06	181.39	0.00	1,636.94	28.8
CONTRACT SERVICES 10, 12, 13	113,700.00	113,700.00	68,452.46	5,971.91	0.00	45,247.54	60.2
CAPITAL EXPENDITURES	15,000.00	15,000.00	1,257.20	0.00	0.00	13,742.80	8.4
PARKWAY TREES	131,000.00	131,000.00	75,945.48	8,025.07	0.00	55,054.52	58.0
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS 1	1,385.00	1,385.00	489.04	62.82	0.00	895.96	35.3
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	5,291.27	985.36	0.00	4,308.73	55.1
CONTRACT SERVICES	4,800.00	4,800.00	2,105.13	325.79	0.00	2,694.87	43.9
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	16,035.00	7,885.44	1,373.97	0.00	8,149.56	49.2
Expenditures	1,213,562.00	1,213,562.00	604,220.56	94,552.63	0.00	609,341.44	49.8
Grand Total Net Effect:	-1,213,562.00	-1,213,562.00	-604,220.56	-94,552.63	0.00	-609,341.44	

REVENUE/EXPENDITURE REPORT
DECEMBER 2012 @ 50%

Rossmoor Community

For the Period: 7/1/2012 to 12/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	635,000.00	635,000.00	338,880.43	246,972.62	0.00	296,119.57	53.4
3001 Current unsecured prop tax	26,000.00	26,000.00	15,802.85	0.00	0.00	10,197.15	60.8
3002 Prior secured property taxes	18,800.00	18,800.00	8,543.36	1,092.54	0.00	10,256.64	45.4
3003 Prior unsecured prop taxes	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
3004 Delinquent property taxes	1,200.00	1,200.00	303.43	0.00	0.00	896.57	25.3
3010 Current supplemental assessmt	6,000.00	6,000.00	4,426.74	1,474.11	0.00	1,573.26	73.8
3020 Public utility tax	11,400.00	11,400.00	0.00	0.00	0.00	11,400.00	0.0
PROPERTY TAXES	699,400.00	699,400.00	367,956.81	249,539.27	0.00	331,443.19	52.6
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	250,000.00	250,000.00	128,725.58	87,388.94	0.00	121,274.42	51.5
ASSESSMENTS	250,000.00	250,000.00	128,725.58	87,388.94	0.00	121,274.42	51.5
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	10,000.00	10,000.00	1,315.63	0.00	0.00	8,684.37	13.2
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,315.63	0.00	0.00	8,684.37	13.2
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	4,800.00	4,800.00	834.00	834.00	0.00	3,966.00	17.4
3302 State Mandated Cost Reimb	500.00	500.00	0.00	0.00	0.00	500.00	0.0
3305 County street sweep reimburse	51,900.00	51,900.00	0.00	0.00	0.00	51,900.00	0.0
OTHER GOVERNMENT AGENCIES	57,200.00	57,200.00	834.00	834.00	0.00	56,366.00	1.5
Acct Class: 34 FEES AND SERVICES							
3402 Park way tree permits	1,500.00	1,500.00	1,892.60	360.00	0.00	-392.60	126.2
3404 Court reservations	11,500.00	11,500.00	5,718.00	568.00	0.00	5,782.00	49.7
3405 Wall Rental ①	0.00	0.00	240.00	20.00	0.00	-240.00	0.0
3406 Ball field reservations	22,000.00	22,000.00	8,959.00	0.00	0.00	13,041.00	40.7
3410 Rossmoor building rental	10,000.00	10,000.00	1,800.00	186.50	0.00	8,200.00	18.0
3412 Montecito building rental	23,000.00	23,000.00	10,243.00	1,595.50	0.00	12,757.00	44.5
3414 Rush Park Building Rental	65,000.00	65,000.00	31,224.50	5,181.50	0.00	33,775.50	48.0
FEES AND SERVICES	133,000.00	133,000.00	60,077.10	7,911.50	0.00	72,922.90	45.2
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue ②	3,000.00	3,000.00	1,682.02	9.60	0.00	1,317.98	56.1
3501 Funding/Misc. Studies ③	0.00	0.00	10,983.78	0.00	0.00	-10,983.78	0.0
3611 PROP 1A STATE REPAY	70,800.00	70,800.00	0.00	0.00	0.00	70,800.00	0.0
OTHER REVENUE	73,800.00	73,800.00	12,665.80	9.60	0.00	61,134.20	17.2
Acct Class: 36 OTHER FINANCING SOURCES							
3600 TRANSFER IN/OUT OTHER FUNDS	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER FINANCING SOURCES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 00	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Revenues	1,243,400.00	1,243,400.00	571,574.92	345,683.31	0.00	671,825.08	46.0
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	10,000.00	10,000.00	4,269.80	500.00	0.00	5,730.20	42.7
4001 Salaries - Full-time	139,253.00	139,253.00	46,957.29	7,482.66	0.00	92,295.71	33.7
4003 Salaries - Overtime	1,600.00	1,600.00	237.67	10.43	0.00	1,362.33	14.9
4007 Vehicle Allowance	750.00	750.00	236.68	20.98	0.00	513.32	31.6
4010 Workers Compensation Insurance ①	3,500.00	3,500.00	2,478.86	142.08	0.00	1,021.14	70.8
4011 Medical Insurance	35,175.00	35,175.00	13,571.41	2,368.11	0.00	21,603.59	38.6
4015 Federal Payroll Tax -FICA	10,200.00	10,200.00	3,545.68	562.45	0.00	6,654.32	34.8
4018 State Payroll Taxes	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0

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For the Period: 7/1/2012 to 12/31/2012		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 10 ADMINISTRATION								
SALARIES AND BENEFITS		202,078.00	202,078.00	71,297.39	11,086.71	0.00	130,780.61	35.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability (2)	9,704.00	9,704.00	13,459.10	0.00	0.00	-3,755.10	138.7
5004	Memberships and Dues (3)	6,000.00	6,000.00	5,713.25	374.44	0.00	286.75	95.2
5006	Travel & Meetings	3,000.00	3,000.00	-69.82	0.00	0.00	3,069.82	-2.3
5010	Publications & Legal Notices (4)	4,500.00	4,500.00	9,413.06	256.44	0.00	-4,913.06	209.2
5012	Printing	500.00	500.00	583.10	146.00	0.00	-83.10	116.6
5014	Postage	4,000.00	4,000.00	2,055.69	50.00	0.00	1,944.31	51.4
5016	Office Supplies	8,300.00	8,300.00	1,933.51	348.29	0.00	6,366.49	23.3
5020	Telephone	1,500.00	1,500.00	743.60	145.92	0.00	756.40	49.6
5045	Miscellaneous Expenditures	5,500.00	5,500.00	1,396.23	3,321.00	0.00	4,103.77	25.4
5046	Bank Service Charge	1,000.00	1,000.00	601.99	94.99	0.00	398.01	60.2
5050	Elections	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		53,504.00	53,504.00	35,829.71	4,737.08	0.00	17,674.29	67.0
Acct Class: 56 CONTRACT SERVICES								
5610	Legal Counsel	40,000.00	40,000.00	17,073.24	1,552.50	0.00	22,926.76	42.7
5615	Financial Audit-Consulting (5)	8,460.00	8,460.00	8,300.00	1,300.00	0.00	160.00	98.1
5620	Miscellaneous Studies (6)	0.00	0.00	16,332.57	5,700.00	0.00	-16,332.57	0.0
5670	Other Professional Services	57,750.00	57,750.00	27,051.65	1,767.19	0.00	30,698.35	46.8
CONTRACT SERVICES		106,210.00	106,210.00	68,757.46	10,319.69	0.00	37,452.54	64.7
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	6,000.00	6,000.00	4,137.72	0.00	0.00	1,862.28	69.0
CAPITAL EXPENDITURES		6,000.00	6,000.00	4,137.72	0.00	0.00	1,862.28	69.0
ADMINISTRATION		367,792.00	367,792.00	180,022.28	26,143.48	0.00	187,769.72	48.9
Dept: 20 RECREATION								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	40,000.00	40,000.00	20,870.75	3,031.38	0.00	19,129.25	52.2
4002	Salaries - Part-time	25,500.00	25,500.00	10,445.88	1,313.00	0.00	15,054.12	41.0
4003	Salaries - Overtime	1,950.00	1,950.00	644.84	0.00	0.00	1,305.16	33.1
4005	Salaries - Event Attendant	300.00	300.00	96.00	9.75	0.00	204.00	32.0
4007	Vehicle Allowance	750.00	750.00	60.38	0.00	0.00	689.62	8.1
4010	Workers Compensation Insurance (1)	1,350.00	1,350.00	1,002.09	57.44	0.00	347.91	74.2
4011	Medical Insurance	10,500.00	10,500.00	3,450.85	602.15	0.00	7,049.15	32.9
4015	Federal Payroll Tax -FICA	4,500.00	4,500.00	2,451.50	332.93	0.00	2,048.50	54.5
4018	State Payroll Taxes	1,450.00	1,450.00	84.19	0.43	0.00	1,365.81	5.8
SALARIES AND BENEFITS		86,300.00	86,300.00	39,106.48	5,347.08	0.00	47,193.52	45.3
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5006	Travel & Meetings	800.00	800.00	5.00	0.00	0.00	795.00	0.6
5010	Publications & Legal Notices	150.00	150.00	85.32	-85.48	0.00	64.68	56.9
5012	Printing	500.00	500.00	206.87	24.76	0.00	293.13	41.4
5014	Postage	300.00	300.00	150.67	12.00	0.00	149.33	50.2
5016	Office Supplies	1,250.00	1,250.00	276.81	69.87	0.00	973.19	22.1
5017	Community Events (7)	8,000.00	8,000.00	5,660.68	2,773.14	0.00	2,339.32	70.8
5019	Fireworks (8)	0.00	0.00	6,200.00	6,200.00	0.00	-6,200.00	0.0
5020	Telephone	1,800.00	1,800.00	743.60	145.92	0.00	1,056.40	41.3
5045	Miscellaneous Expenditures	500.00	500.00	81.89	0.00	0.00	418.11	16.4
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		13,800.00	13,800.00	13,410.84	9,140.21	0.00	389.16	97.2
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	5,500.00	5,500.00	1,713.52	117.81	0.00	3,786.48	31.2
CONTRACT SERVICES		5,500.00	5,500.00	1,713.52	117.81	0.00	3,786.48	31.2

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For the Period: 7/1/2012 to 12/31/2012		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 20 RECREATION								
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment (9)	2,000.00	2,000.00	2,418.03	0.00	0.00	-418.03	120.9
CAPITAL EXPENDITURES		2,000.00	2,000.00	2,418.03	0.00	0.00	-418.03	120.9
RECREATION								
		107,600.00	107,600.00	56,648.87	14,605.10	0.00	50,951.13	52.6
Dept: 30 ROSSMOOR PARK								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	29,200.00	29,200.00	15,437.30	2,365.14	0.00	13,762.70	52.9
4002	Salaries - Part-time	7,400.00	7,400.00	4,945.56	1,030.86	0.00	2,454.44	66.8
4003	Salaries - Overtime	1,150.00	1,150.00	707.76	109.13	0.00	442.24	61.5
4005	Salaries - Event Attendant	500.00	500.00	211.20	21.45	0.00	288.80	42.2
4010	Workers Compensation Insurance (1)	2,700.00	2,700.00	2,478.86	142.08	0.00	221.14	91.8
4011	Medical Insurance	7,800.00	7,800.00	4,262.83	743.83	0.00	3,537.17	54.7
4015	Federal Payroll Tax -FICA	2,700.00	2,700.00	1,625.69	269.09	0.00	1,074.31	60.2
4018	State Payroll Taxes	570.00	570.00	75.32	0.95	0.00	494.68	13.2
SALARIES AND BENEFITS		52,020.00	52,020.00	29,744.52	4,682.53	0.00	22,275.48	57.2
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5010	Publications & Legal Notices	300.00	300.00	85.32	-85.48	0.00	214.68	28.4
5012	Printing	300.00	300.00	65.23	12.39	0.00	234.77	21.7
5014	Postage	100.00	100.00	51.54	4.00	0.00	48.46	51.5
5016	Office Supplies	700.00	700.00	138.41	34.94	0.00	561.59	19.8
5018	Janitorial Supplies	2,500.00	2,500.00	1,866.79	692.84	0.00	633.21	74.7
5020	Telephone	1,600.00	1,600.00	743.60	145.92	0.00	856.40	46.5
5022	Utilities	39,000.00	39,000.00	23,938.60	2,707.91	0.00	15,061.40	61.4
5025	Sewer Tax	750.00	750.00	407.06	0.00	0.00	342.94	54.3
5030	Vehicle Maintenance	1,500.00	1,500.00	1,158.50	400.79	0.00	341.50	77.2
5032	Building & Grounds-Maintenance	25,000.00	25,000.00	5,305.27	1,049.26	0.00	19,694.73	21.2
5034	Alarm Systems	650.00	650.00	311.01	14.17	0.00	338.99	47.8
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	700.00	700.00	0.00	0.00	0.00	700.00	0.0
5052	Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		74,100.00	74,100.00	34,071.33	4,976.74	0.00	40,028.67	46.0
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	35,500.00	35,500.00	15,930.00	2,655.00	0.00	19,570.00	44.9
5656	Tree Trimming (10)	1,000.00	1,000.00	945.53	92.44	0.00	54.47	94.6
5670	Other Professional Services	5,400.00	5,400.00	1,663.49	117.81	0.00	3,736.51	30.8
CONTRACT SERVICES		41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
CAPITAL EXPENDITURES		1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK								
		169,020.00	169,020.00	82,521.20	12,524.52	0.00	86,498.80	48.8
Dept: 40 MONTECITO CENTER								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	23,900.00	23,900.00	12,821.25	1,975.89	0.00	11,078.75	53.6
4002	Salaries - Part-time	3,370.00	3,370.00	0.00	0.00	0.00	3,370.00	0.0
4003	Salaries - Overtime	770.00	770.00	446.10	69.51	0.00	323.90	57.9
4005	Salaries - Event Attendant	2,500.00	2,500.00	806.40	81.90	0.00	1,693.60	32.3
4010	Workers Compensation Insurance (1)	1,950.00	1,950.00	1,993.65	114.27	0.00	-43.65	102.2
4011	Medical Insurance	6,950.00	6,950.00	3,450.85	602.15	0.00	3,499.15	49.7
4015	Federal Payroll Tax -FICA	2,250.00	2,250.00	1,072.76	162.07	0.00	1,177.24	47.7
4018	State Payroll Taxes	520.00	520.00	35.54	3.61	0.00	484.46	6.8
SALARIES AND BENEFITS		42,210.00	42,210.00	20,626.55	3,009.40	0.00	21,583.45	48.9
Acct Class: 50 OPERATIONS AND MAINTENANCE								

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Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	150.00	150.00	85.32	-85.48	0.00	64.68	56.9
5012 Printing	150.00	150.00	65.23	12.39	0.00	84.77	43.5
5014 Postage	200.00	200.00	51.54	4.00	0.00	148.46	25.8
5016 Office Supplies	900.00	900.00	138.41	34.94	0.00	761.59	15.4
5018 Janitorial Supplies	2,500.00	2,500.00	1,866.79	692.84	0.00	633.21	74.7
5020 Telephone	1,650.00	1,650.00	743.60	145.92	0.00	906.40	45.1
5022 Utilities	3,500.00	3,500.00	1,608.48	184.25	0.00	1,891.52	46.0
5025 Sewer Tax	650.00	650.00	341.85	0.00	0.00	308.15	52.6
5030 Vehicle Maintenance	1,000.00	1,000.00	810.36	58.72	0.00	189.64	81.0
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	1,710.54	291.13	0.00	2,289.46	42.8
5034 Alarm Systems	500.00	500.00	233.30	13.76	0.00	266.70	46.7
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
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE							
	16,300.00	16,300.00	7,655.42	1,352.47	0.00	8,644.58	47.0
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,800.00	3,800.00	1,770.00	295.00	0.00	2,030.00	46.6
5656 Tree Trimming (10)	1,000.00	1,000.00	945.53	92.44	0.00	54.47	94.6
5670 Other Professional Services	5,400.00	5,400.00	1,663.49	117.81	0.00	3,736.51	30.8
CONTRACT SERVICES							
	10,200.00	10,200.00	4,379.02	505.25	0.00	5,820.98	42.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	600.00	600.00	0.00	0.00	0.00	600.00	0.0
CAPITAL EXPENDITURES							
	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER							
	69,310.00	69,310.00	32,660.99	4,867.12	0.00	36,649.01	47.1
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	29,200.00	29,200.00	15,437.31	2,365.15	0.00	13,762.69	52.9
4002 Salaries - Part-time	8,050.00	8,050.00	4,945.56	1,030.86	0.00	3,104.44	61.4
4003 Salaries - Overtime	1,150.00	1,150.00	711.03	109.13	0.00	438.97	61.8
4005 Salaries - Event Attendant	2,500.00	2,500.00	1,226.40	186.90	0.00	1,273.60	49.1
4010 Workers Compensation Insurance (1)	2,700.00	2,700.00	2,478.86	142.08	0.00	221.14	91.8
4011 Medical Insurance	7,800.00	7,800.00	4,262.78	743.83	0.00	3,537.22	54.7
4015 Federal Payroll Tax -FICA	2,700.00	2,700.00	1,703.66	281.82	0.00	996.34	63.1
4018 State Payroll Taxes	775.00	775.00	110.41	3.60	0.00	664.59	14.2
SALARIES AND BENEFITS							
	54,875.00	54,875.00	30,876.01	4,863.37	0.00	23,998.99	56.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	170.80	0.00	0.00	329.20	34.2
5012 Printing	500.00	500.00	165.22	12.38	0.00	334.78	33.0
5014 Postage	100.00	100.00	51.54	4.00	0.00	48.46	51.5
5016 Office Supplies	900.00	900.00	419.00	315.53	0.00	481.00	46.6
5018 Janitorial Supplies	2,500.00	2,500.00	1,872.40	694.92	0.00	627.60	74.9
5020 Telephone	1,800.00	1,800.00	699.76	145.92	0.00	1,100.24	38.9
5022 Utilities	50,000.00	50,000.00	30,004.98	3,386.46	0.00	19,995.02	60.0
5025 Sewer Tax	2,900.00	2,900.00	1,557.86	0.00	0.00	1,342.14	53.7
5030 Vehicle Maintenance	1,500.00	1,500.00	1,202.31	400.78	0.00	297.69	80.2
5032 Building & Grounds-Maintenance	30,000.00	30,000.00	13,607.15	997.40	0.00	16,392.85	45.4
5034 Alarm Systems	750.00	750.00	164.29	13.76	0.00	585.71	21.9
5045 Miscellaneous Expenditures	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
5051 Equipment Rental	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
5052 Minor Facility Repairs	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
OPERATIONS AND MAINTENANCE							
	98,650.00	98,650.00	49,915.31	5,971.15	0.00	48,734.69	50.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	35,500.00	15,930.00	2,655.00	0.00	19,570.00	44.9

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming (10)	1,000.00	1,000.00	945.53	92.44	0.00	54.47	94.6
5670	Other Professional Services	5,400.00	5,400.00	1,663.49	117.81	0.00	3,736.51	30.8
CONTRACT SERVICES		41,900.00	41,900.00	18,539.02	2,865.25	0.00	23,360.98	44.2
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
CAPITAL EXPENDITURES		1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK								
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	480.00	480.00	247.86	48.64	0.00	232.14	51.6
OPERATIONS AND MAINTENANCE		480.00	480.00	247.86	48.64	0.00	232.14	51.6
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	102,000.00	102,000.00	43,769.41	8,679.55	0.00	58,230.59	42.9
CONTRACT SERVICES		102,000.00	102,000.00	43,769.41	8,679.55	0.00	58,230.59	42.9
STREET LIGHTING		102,480.00	102,480.00	44,017.27	8,728.19	0.00	58,462.73	43.0
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability (2)	2,200.00	2,200.00	2,500.00	0.00	0.00	-300.00	113.6
5032	Building & Grounds-Maintenance	100.00	100.00	9.00	0.00	0.00	91.00	9.0
OPERATIONS AND MAINTENANCE		2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
ROSSMOOR WALL		2,300.00	2,300.00	2,509.00	0.00	0.00	-209.00	109.1
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	247.86	48.64	0.00	252.14	49.6
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		600.00	600.00	247.86	48.64	0.00	352.14	41.3
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	51,000.00	51,000.00	22,265.49	4,536.77	0.00	28,734.51	43.7
CONTRACT SERVICES		51,000.00	51,000.00	22,265.49	4,536.77	0.00	28,734.51	43.7
STREET SWEEPING		51,600.00	51,600.00	22,513.35	4,585.41	0.00	29,086.65	43.6
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time (11)	0.00	0.00	5,176.75	1,738.75	0.00	-5,176.75	0.0
4015	Federal Payroll Tax -FICA	0.00	0.00	396.01	133.02	0.00	-396.01	0.0
SALARIES AND BENEFITS		0.00	0.00	5,572.76	1,871.77	0.00	-5,572.76	0.0
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	50.00	50.00	5.87	0.86	0.00	44.13	11.7
5014	Postage	600.00	600.00	21.94	0.75	0.00	578.06	3.7
5016	Office Supplies	200.00	200.00	40.13	21.34	0.00	159.87	20.1
5020	Telephone	900.00	900.00	495.73	97.28	0.00	404.27	55.1
5030	Vehicle Maintenance	300.00	300.00	99.39	61.16	0.00	200.61	33.1
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE		2,300.00	2,300.00	663.06	181.39	0.00	1,636.94	28.8
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming (10)	71,000.00	71,000.00	59,458.25	5,854.09	0.00	11,541.75	83.7

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Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
Acct Class: 56 CONTRACT SERVICES							
5660 TREE REMOVAL (12)	3,700.00	3,700.00	3,326.52	0.00	0.00	373.48	89.9
5664 Tree Watering Program (13)	1,000.00	1,000.00	1,270.86	0.00	0.00	-270.86	127.1
5670 Other Professional Services	38,000.00	38,000.00	4,396.83	117.82	0.00	33,603.17	11.6
CONTRACT SERVICES	113,700.00	113,700.00	68,452.46	5,971.91	0.00	45,247.54	60.2
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	15,000.00	15,000.00	1,257.20	0.00	0.00	13,742.80	8.4
CAPITAL EXPENDITURES	15,000.00	15,000.00	1,257.20	0.00	0.00	13,742.80	8.4
PARKWAY TREES	131,000.00	131,000.00	75,945.48	8,025.07	0.00	55,054.52	58.0
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	775.00	775.00	327.04	48.67	0.00	447.96	42.2
4002 Salaries - Part-time	365.00	365.00	0.00	0.00	0.00	365.00	0.0
4003 Salaries - Overtime	25.00	25.00	19.42	3.48	0.00	5.58	77.7
4010 Workers Compensation Insurance	135.00	135.00	115.99	6.63	0.00	19.01	85.9
4015 Federal Payroll Tax -FICA	70.00	70.00	26.59	4.04	0.00	43.41	38.0
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS	1,385.00	1,385.00	489.04	62.82	0.00	895.96	35.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	247.85	48.68	0.00	252.15	49.6
5022 Utilities	7,500.00	7,500.00	4,712.55	936.68	0.00	2,787.45	62.8
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	330.87	0.00	0.00	669.13	33.1
5045 Miscellaneous Expenditures	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	5,291.27	985.36	0.00	4,308.73	55.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	4,000.00	4,000.00	1,770.00	295.00	0.00	2,230.00	44.3
5656 Tree Trimming	500.00	500.00	315.15	30.79	0.00	184.85	63.0
5670 Other Professional Services	300.00	300.00	19.98	0.00	0.00	280.02	6.7
CONTRACT SERVICES	4,800.00	4,800.00	2,105.13	325.79	0.00	2,694.87	43.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	16,035.00	7,885.44	1,373.97	0.00	8,149.56	49.2
Expenditures	1,213,562.00	1,213,562.00	604,220.56	94,552.63	0.00	609,341.44	49.8
Net Effect for GENERAL FUND	29,838.00	29,838.00	-32,645.64	251,130.68	0.00	62,483.64	-109.4
Change in Fund Balance:			-32,645.64				

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Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	39,198.00	39,198.00	0.00	0.00	0.00	39,198.00	0.0
PROPERTY TAXES		39,198.00	39,198.00	0.00	0.00	0.00	39,198.00	0.0
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	382,500.00	382,500.00	219,361.57	129,766.57	0.00	163,138.43	57.3
3101	Property assessments-prior yr	7,500.00	7,500.00	3,266.48	63.68	0.00	4,233.52	43.6
ASSESSMENTS		390,000.00	390,000.00	222,628.05	129,830.25	0.00	167,371.95	57.1
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
USE OF MONEY AND PROPERTY		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	13,800.00	13,800.00	0.00	0.00	0.00	13,800.00	0.0
OTHER REVENUE		13,800.00	13,800.00	0.00	0.00	0.00	13,800.00	0.0
Dept: 00		447,998.00	447,998.00	222,628.05	129,830.25	0.00	225,369.95	49.7
Revenues		447,998.00	447,998.00	222,628.05	129,830.25	0.00	225,369.95	49.7
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5801	Interest	141,980.00	141,980.00	70,990.00	0.00	0.00	70,990.00	50.0
DEBT SERVICE		141,980.00	141,980.00	70,990.00	0.00	0.00	70,990.00	50.0
Acct Class: 66 OTHER FINANCING USES								
6600	Transfer out to other funds	120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	0.0
OTHER FINANCING USES		120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	0.0
RUSH PARK		264,855.00	264,855.00	73,865.00	0.00	0.00	190,990.00	27.9
Expenditures		264,855.00	264,855.00	73,865.00	0.00	0.00	190,990.00	27.9
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		183,143.00	183,143.00	148,763.05	129,830.25	0.00	34,379.95	81.2
Change in Fund Balance:				148,763.05				

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Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	7,073.00	7,073.00	0.00	0.00	0.00	7,073.00	0.0
PROPERTY TAXES		7,073.00	7,073.00	0.00	0.00	0.00	7,073.00	0.0
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	85,700.00	85,700.00	49,010.21	29,378.21	0.00	36,689.79	57.2
3101	Property assessments-prior yr	2,300.00	2,300.00	752.15	14.02	0.00	1,547.85	32.7
ASSESSMENTS		88,000.00	88,000.00	49,762.36	29,392.23	0.00	38,237.64	56.5
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		96,073.00	96,073.00	49,762.36	29,392.23	0.00	46,310.64	51.8
Revenues		96,073.00	96,073.00	49,762.36	29,392.23	0.00	46,310.64	51.8
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	60,000.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
5801	Interest	20,590.00	20,590.00	12,035.00	0.00	0.00	8,555.00	58.5
DEBT SERVICE		80,590.00	80,590.00	72,035.00	0.00	0.00	8,555.00	89.4
ROSSMOOR WALL		83,120.00	83,120.00	74,565.00	0.00	0.00	8,555.00	89.7
Expenditures		83,120.00	83,120.00	74,565.00	0.00	0.00	8,555.00	89.7
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		12,953.00	12,953.00	-24,802.64	29,392.23	0.00	37,755.64	-191.5
Change in Fund Balance:				-24,802.64				

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Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	189,863.00	189,863.00	0.00	0.00	0.00	189,863.00	0.0
PROPERTY TAXES	189,863.00	189,863.00	0.00	0.00	0.00	189,863.00	0.0
Acct Class: 36 OTHER FINANCING SOURCES							
3600 TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
OTHER FINANCING SOURCES	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Dept: 00	289,863.00	289,863.00	0.00	0.00	0.00	289,863.00	0.0
Revenues	289,863.00	289,863.00	0.00	0.00	0.00	289,863.00	0.0
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
CAPITAL EXPENDITURES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
MONTECITO CENTER	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	140,470.00	140,470.00	0.00	0.00	0.00	140,470.00	0.0
CAPITAL EXPENDITURES	140,470.00	140,470.00	0.00	0.00	0.00	140,470.00	0.0
RUSH PARK	140,470.00	140,470.00	0.00	0.00	0.00	140,470.00	0.0
Dept: 65 ROSSMOOR WALL							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	34,691.00	34,691.00	0.00	0.00	0.00	34,691.00	0.0
CAPITAL EXPENDITURES	34,691.00	34,691.00	0.00	0.00	0.00	34,691.00	0.0
ROSSMOOR WALL	34,691.00	34,691.00	0.00	0.00	0.00	34,691.00	0.0
Expenditures	195,161.00	195,161.00	0.00	0.00	0.00	195,161.00	0.0
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	94,702.00	94,702.00	0.00	0.00	0.00	94,702.00	0.0
Change in Fund Balance:			-24,802.64				
Grand Total Net Effect:	320,636.00	320,636.00	91,314.77	410,353.16	0.00	229,321.23	

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT
DECEMBER 2012
REVENUES**

* #1 Wall Rental 10-00-3405	New account for sign wall rental charges. Amount will be adjusted in Amended Budget.
* #2 Other Miscellaneous Revenue 10-00-3500	\$1,500 grant received from Run Seal Beach to purchase Recreation Equipment as noted in #9 of Expenditure footnotes.
* #3 Miscellaneous Studies 10-00-3501	Expenditures reimbursed as per 10-00-3501. Please see #5 of Expenditure footnotes

* *Noted in previous month(s). However, explanation is still warranted and valid.*

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT
DECEMBER 2012
EXPENDITURES**

* #1 Workers Compensation Insurance 10-10-4010, 10-20-4010, 10-30-4010, 10-40-4010, 10-50-4010, 10-90-4010	Annual Deposit paid in July. Will be credited in following months.
* #2 Insurance Liability 10-10-5002, 10-65-5002	Annual Deposit paid in July. Will be credited in following months. Slight increase in premium. Amount will be adjusted in Amended Budget.
* #3 Memberships and Dues 10-10-5004	Annual LAFCO membership paid in July.
#4 Publications and Legal Notices 10-10-5010	Televised Board Meetings, Quarterly newsletter, and Budget and employment opening announcements. Will be adjusted in Amended Budget
#5 Financial Audit/Consulting 10-10-5615	Annual Audit has been paid for.
* #6 Miscellaneous Studies 10-10-5620	Expenditures reimbursed as per 10-00-3501. Please see Revenue footnotes #3.
#7 Community Events 10-20-5017	Deposits for next summers events have been paid.
#8 Fireworks 10-20-5019	Annual payment for fireworks show has been paid. Amended budget will be adjusted.
* #9 Equipment 10-20-6010	Recreation equipment purchased with \$1,500 grant received for Run Seal Beach as noted in #2 of Revenue Footnotes.
* #10 Tree Trimming 10-30-5656, 10-40-5656, 10-50-5656, 10-80-5656, 10-90-5656	Majority of tree trimming is scheduled during fall months.
* #11 Salaries - Part Time 10-80-4002	Part-time Tree Consultant hired to fill previous contracted tree consultant. To be adjusted in Amended Budget
* #12 Tree Removal 10-80-5660	Majority of trees to be removed are scheduled in summer months.
* #13 Tree Watering Program 10-80-5664	Sprayer purchased to water parkway trees. Amount to be adjusted in Amended Budget.

* **Noted in previous month(s). However, explanation is still warranted and valid.**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: February 12, 2013
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: QUARTERLY STATUS REPORT

RECOMMENDATION:

Receive and file.

BACKGROUND:

The Quarterly Status Report is formatted to keep the Board informed of the current status of District goals and objectives. It is also intended that these reports convey status, priority and milestones in order to assist the Board in its decision making process and to better direct staff and resources.

ATTACHMENTS:

1. Second Quarter 2012-13 Status Report.
2. RCSD Mission Statement, Goals and Objectives.

SECOND QUARTER FY 2012-2013 STATUS REPORT

1. RECREATION/FACILITIES REPORT

a. Montecito Center—this facility is fully operational with no significant issues. A modified facility upgrade is included in this year's CIP.

b. Rush Park—the Rush Park facility is fully operational.

c. Movies/Concerts in the Park—Staff is planning a summer schedule of three movies, two concerts and a Shakespeare play for the summer.

d. Rossmoor Park—there are no current issues.

e. LAGSL—the Fall Ball season and the All Star Tournament was completed with no neighborhood issues. The new MOU adopted by the Board is working as intended. The annual meeting of the MOU Committee resulted in no reportable issues.

f. Tennis Courts—there are no major issues to report.

g. Grounds Maintenance—there are no significant issues.

h. Tennis Pro—there are no issues to report.

i. Fields and Courts—the use of our courts and fields continues at a high level.

j. Reserved Picnic Sites—are being used at a reduced level due to weather.

2. **TREE PROGRAM**—The hiring of a permanent employee has resulted in our ability to keep up with most residential tree issues. The Quarterly Tree Report is on your Agenda

3. STREET SWEEPING

a. Street Sweeping—there are still occasional complaints about street sweeping violations issued or streets not swept due to parked cars not ticketed. The issue of overlap of street sweeping and refuse collection on the first and third Monday of the month is dissipating. More containers are being placed on the parkway by residents, thus not being in the way of street sweeping.

4. STREET LIGHTING

- a. Street Lighting—there are no reportable issues.

5. COUNTY/CITIZEN MEETING OR REQUESTS

- a. Meetings with County Sheriff—meetings/phone calls were conducted on a regular basis with Lt. Robert Gunzel during the Quarter. Subjects at these meetings range from crime statistics to individual calls for service or information. Lt. Wren was reassigned and Lt. Robert Gunzel has taken over Patrol responsibility for Rossmoor. His quarterly crime statistics presentation is on your Agenda.

- b. Meetings with OCFA—meetings/phone calls are conducted on an as needed basis. There have not been any issues in the last year relating to fire/emergency issues other than preparation for the reconstruction of the I-405/Seal Beach Blvd overpass.

- c. Meetings with OCTA—meetings, public forums and phone calls are being conducted regularly with OCTA personnel and their consultants, as well as, constant emails regarding the status of the West County Connector and the I-405 Projects.

6. DISTRICT'S FINANCIAL RESOURCES

- a. Investments and Fiscal Status— the District's investments continue to draw a low rate of return compared to previous years. The District continues to maintain a cash balance of over one million dollars in cash and investments. Cash flow is closely monitored to ensure sound fiscal administration.

- b. Revenue and Expenditure Report—this item is covered in your Agenda.

- c. Grant Funds—there are no pending grant applications.

- d. FY 2012-2013 Mid-Year Adjusted Budget—is on your Agenda

- e. Annual Audit—the District's annual audit recommendations are a part of your Agenda.

7. COMMUNICATION WITH THE PUBLIC

- a. Quarterly Newsletter—the Quarterly Newsletter was distributed in January with an upcoming issue scheduled for April. A growing number of residents are requesting that they receive the newsletter electronically. With the addition of the RHA's email list, electronically sent newsletters should continue to increase.

b. Web Site—our web site been upgraded in cooperation with BreaIT. The new Transparency Module addresses the issues raised by the OC Grand Jury.

c. Community Email Data Base -is still under development. The email data base from the RHA, when combined with ours, greatly increases our list of email recipients. As we obtain new email addresses, they are being added to the current list. Staff will attempt to gain access to the RPMT data base for transmittal of information from the District. Email lists must be on an opt-in basis.

8. REFUSE COLLECTION

a. There are no reportable issues.

ROSSMOOR COMMUNITY SERVICES DISTRICT
MISSION STATEMENT, GOALS
AND OBJECTIVES

MISSION STATEMENT: The mission of the Rossmoor Community Services District is to provide parks and recreation services, plant parkway trees and oversee median landscaping, provide for street lighting and street sweeping, act as an intermediary for certain County functions and perform other services consistent with its role as a limited government for residents of Rossmoor and to do so in the most responsive and cost-effective manner.

GOAL I. Provide for a variety of active and passive recreational opportunities at its facilities in a cost-effective manner, and maintain those facilities in good order.

Objective: Conduct an annual citizen survey in the fourth quarter to determine community desires and suggestions.

Objective: Based on survey responses and ongoing citizen input, revise existing programs and develop new programs as appropriate to meet the needs of the community.

Objective: Conduct a monthly inspection of all facilities and promptly take corrective action to ensure that they remain safe, sanitary and in good working order.

Objective: Oversee private rental of facilities and parks as appropriate and enforce rules so as to minimize cleaning and repair costs imposed on the District and impacts on nearby residents.

Objective: Co-sponsor the annual Rossmoor picnic and the July 4 fireworks at JFTB, and conduct three Movies in the Park at Rush Park during the summer.

Objective: Regularly monitor maintenance contractor to assure that lawn, trees and plants at all parks are properly watered, trimmed and maintained in a healthy condition and walkways are cleaned.

Objective: Monitor all construction and renovation contracts and projects and report status quarterly to the Board

GOAL II: Promote a healthy urban forest in Rossmoor

Objective: Plant a diverse population of trees in all locations that are currently vacant and replace trees within sixty days after removal except for removals due to construction.

Objective: Manage the current inventory of parkway trees in Rossmoor to keep them properly trimmed so as to be aesthetically pleasing and not hazardous to people or other property.

Objective: Promptly report to County all injured or damaged trees and other trees in need of safety trimming and request the County to submit safety trimming lists on a quarterly basis.

Objective: Submit aesthetic tree trimming list promptly to contractor monthly and monitor to assess compliance.

Objective: Prepare and distribute a quarterly tree report to the Board in accordance with Policy 3080.

Objective: Keep computerized tree inventory updated.

GOAL III: Manage street lighting and street sweeping operations in accordance with Policy 3085 and Southern California Edison requirements.

Objective: Immediately report citizen complaints about street sweeping to the street sweeping contractor and about street lights to SCE.

Objective: Regularly obtain data from the Sheriff's Dept. and street sweeping contractor concerning citations issued and vehicles left on the streets on sweeping days and report to the Board quarterly.

GOAL IV: Respond promptly to County requests for information and act as official conduit to and for the community regarding County services.

Objective: Work with the Orange County Sheriff's Department for the provision of law enforcement services tailored to the needs of the community by meeting with the responsible commander monthly and maintain an office for the Sheriff's deputy at Rush Park to aid in the provision of services in the most responsive manner.

Objective: Meet with the Orange County Fire officials semi-annually to promote the dissemination of fire safety information to the community.

Objective: Coordinate with the County and CR&R to immediately report resident complaints.

GOAL V: Maximize the District's available resources and ensure financial stability by maintaining a balanced budget and adhering to all applicable financial policies.

Objective: Manage and staff District facilities so as to provide the most cost-effective services possible for the community.

Objective: Collect user fees and charges for use of the Montecito Center and Rossmoor and Rush Parks in accordance with the latest fee schedule approved by the Board.

Objective: Review user fees annually during the first quarter and recommend adjustments to the Board in May according to Policy 6015.

Objective: Pursue available grant funds whenever appropriate as a means of preserving its resources for other needed priorities.

Objective: Invest available funds in accordance with the District's investment policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly in January, April, July and October.

Objective: Prepare Revenue and Expenditures report and submit to the Board monthly.

GOAL VI: Communicate important information to the community in a timely and effective manner.

Objective: Update the District's website at least monthly to inform the community about current District activities including Board meetings and completed projects.

- Objective: Publish and distribute a newsletter each quarter to each household in the community to disseminate information about District programs, projects, District-sponsored events, and matters affecting the community.
- Objective: Regularly submit press releases to the print media on items of interest to the public and the community and respond to local newspapers, County representatives, community organizations and residents promptly after their request is received.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-4

Date: February 12, 2013

To: Honorable Board of Directors

From: RCSD, General Manager

SUBJECT: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Recreation Report for the 2nd quarter of the 2012-2013 Fiscal Year. The report prepared by Recreation Superintendent Emily Gingras describes the District's Recreation programs, goals and activities.

ATTACHMENTS:

1. Quarterly Recreation Report.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

February 2013

Emily Gingras

SUMMARY

Abnormally cool temperatures have not deterred park goers from enjoying Rossmoor's park offerings. The Rossmoor Park basketball courts are currently reserved 5 days a week by local youth basketball leagues for practices. Rossmoor Park's horse shoe pits are utilized every Wednesday and Friday by two different groups of retirees who travel from as far as Downey to enjoy Rossmoor's "well maintained" horse shoe area. The Wednesday group has been enjoying the horse shoe area on a weekly basis for nearly 2 years. In addition, tennis reservations are at an all time high adding to the District's tennis revenue.

Some of the projects the Recreation Department has currently accomplished include:

- Assisting the RHA in coordinating the first round of the Tiles for Tot Lot program
- Coordinating a successful Holiday Toy Drive partnership with the OCSD and RHA
- Surveying the Rush Park area neighbors for comments regarding a potential field upgrade
- Hiring a Playground Design Consultant to aide in the construction of a new Tot Lot and/or surfacing

The District's first ever Holiday Toy Drive, *Operation Santa Claus* was highly supported by the Rossmoor community. In partnership with the RHA, and Deputy Julianna Webb of the OCSD, the District provided drop off locations for items donated. Over 100 gifts were received, requiring 2 cars to assist in the transport to the *Operation Santa Claus* distribution center where several volunteers organized gifts for the holidays. Due to the success of the 2012 toy drive, the RHA and the District will be partnering together again with the OCSD in 2013.

In November of 2012, RHA member Lee Lindquist coordinated the first round of tile paintings for Tot Lot for Tiles program. As previously reported, tiles which will be added to the existing tile wall surrounding the Rush Park Tot Lot can be purchased and painted by individuals, families, businesses and organizations. The first round of the project was well received by the community with several inquiries for the next round. Mr. Lindquist is in the process of coordinating a mini unveiling which will take place within the next few months. Proceeds generated from Tiles for Tot Lot will be used for tot lot upgrades.

As a recommendation by the Board, District staff distributed notices to 86 Rush Park area neighbors to gather input on a potential upgrade of field 1. The upgrade would scrape and rebuild the field to make it an all dirt infield suitable for LAGSL players age 6 to 14. The current configuration is only suitable for ages 6 and under. The District received a total of 6 responses; 4 residents strongly opposed any upgrades, 1 supported the upgrade and 1 requested more information prior to making a decision. This information will be provided to the CIP Committee at their next meeting.

At the December Board meeting, the Board approved the General Manager to hire J.C. Boushh of Design for Play as the District's playground design consultant. Mr. Boushh has been working closely with the District's Recreation Superintendent to provide an upgrade recommendation to the CIP Committee. Additionally, Mr. Boushh has met with Cheryl Williamsen, the District's architect as recommended by the Board. Mr. Boushh is diligently working on providing an exciting option for a new tot lot and is looking forward to receiving input from the Board upon completion.

Recreation staff is currently working on the following projects:

- Adding a sponsorship and fundraising policy and packet
- Coordinating special event requests with the County of Orange
- Finalizing LAGSL's spring ball permits
- Coordinating LAGSL's annual Carnival at Rush Park
- Coordinating a winter special event & Holiday Toy Drive in collaboration with the RHA and OCSD
- Advertisement collaboration with the Youth Center for District summer events
- Offering a pre-movie activity such as a wildlife or magic show
- Continued attendance at monthly Community Festival meetings

In hopes of offsetting costs for summer events and potentially adding additional special events throughout the year, Recreation staff is compiling a sponsorship policy and information packet to implement in the near future. Recreation staff is in the process of comparing local cities policies and revising the current joint use agreement policy to fit Rossmoor's needs.

Due to recent County permitting requirements regarding special events taking place in Rossmoor's Parks, the District's Recreation Superintendent has been working closely with the County's permitting department. The District's General Counsel opined that the County has final jurisdiction over events taking place in the parks. This means the District will be responsible for additional permitting fees for concerts and movies including on-site inspection fees for electrical permits. Fortunately, the County building department approved the District's use of the show mobile rented for concerts in the park saving the District a \$1,600 building permit for each event. As previously reported, District staff is still awaiting a County tool-kit providing cost breakdowns for permits specifically for Rossmoor. The May Community Festival will help gauge what fees the District can expect to incur for summer events. Unfortunately, District staff has been informed each event (each concert and each movie) which includes 6 events will require separate special event permits from the County.

Recreation staff is in the process of finalizing permits for the LAGSL's annual carnival and their spring practice and game schedule. As a result of MOU negotiations, LAGSL relocated their carnival to Rush Park in 2012. In its first year, Rush Park residents welcomed the event in their neighborhood. This year, the event will again take place at Rush Park on Saturday, February 8, 2013. As required by the District, the LAGSL will distribute notices to the neighbors informing them of the event and inviting them to attend. As within previous years, the event will include bounce houses, games and food. District staff will be present to monitor the event.

Additionally, spring practice schedules for Rush and Rossmoor Parks have been submitted by the league's president. The request complies with the MOU guidelines and will be finalized once a game schedule is submitted at the conclusion of registration. An LAGSL MOU Committee meeting is in the process of being scheduled as part of the District's commitment to conduct semi-annual meetings to discuss scheduling for the upcoming season.

With the success of Rossmoor's Holiday Toy Drive, Recreation staff is in the process of planning a fall/winter special event that will tie into the Toy Drive and the RHA's holiday light post workshop. Recreation staff has been in contact with Chris Marshall who coordinates the RHA's annual Christmas light contest. The contest has recently been renamed, The Rossmoor Christmas Lights Celebration. Chris Marshall hosts a workshop focused on building uniquely decorated light posts that have become a staple in the Rossmoor community during the holiday season. The workshop is typically held in early November.

Recreation staff is researching special event options that would complement the workshop and promote the Holiday Toy Drive.

To increase special event attendance, Recreation staff will be promoting the District's summer events with the help of the Youth Center. The Youth Center's popularity with hundreds of local families is a great target audience for movies and concerts in the park. Their summer day camp brochure is mailed to all 90720 zip codes. Research is on-going, but our hope is that we can include the District's summer events flyer in their brochure sometime in the near future.

A second option to help increase attendance is to offer a pre-concert wildlife or magic show. Recreation staff has contacted several popular performers and is working on implementing the idea. However, the popularity of the performers causes scheduling conflicts and steep prices. There are additional options Recreation staff is exploring to offset costs, but is positive the District will be able to offer this experience to movie or concert-goers.

The annual Rossmoor Community Festival is fast-approaching. May is just around the corner, and the festival committee is meeting regularly to coordinate an event that will be better than ever. Recreation staff continues to attend monthly meetings and is pleased to announce the Sheriff's helicopter will be making an appearance again. Due to the popularity of the food truck following, the festival committee will be contracting with 3 popular food trucks in addition to a funnel cake and kettle corn vendor to provide food for the event. The high heel dash will take place on the grass in front of the stage area to avoid costly encroachment permitting fees. Recreation staff will sponsor children's activities at the RCSD booth and offer additional informational materials. In addition, the popular car show and dog show will return adding to the day's festivities.

The Recreation Department will continue to work on the following projects in hopes of implementing in the future:

- Coordinating with the City of Los Alamitos to provide Contract Classes in Rossmoor
- Continued research for the possible implementation of a senior transportation program
- Continued research- portable skate park ramps
- Provide drop-in activities including open table tennis games during office hours

Due to Rossmoor's beautifully maintained parks, residents often visit with their families. Designated as the number one suburb, Rossmoor's close-knit community should have the opportunity to participate in recreation events sponsored by the District year-round. Recreation staff is in the process of offering additional activities for Rossmoor families to enjoy and is looking forward to seeing the implementation of those activities.

Respectfully Submitted By

Emily Gingras
RCSD Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-5

Date: February 12, 2013
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Tree Report for the 2nd Quarter of the 2012-2013 fiscal year. This report is intended to provide the Board with the status of the work being performed in the maintenance and preservation of the community's urban forest. The report was prepared by the District's Tree Program Assistant, Mary Kingman.

ATTACHMENTS:

1. Quarterly Tree Report.

2011/ 2012 WCA Tree Trimming, Planting and Removals

Month	Safety Trim	Small Trim	Medium Trim	Large Trim	Small Tree Removal	24" Box Plant	Sp 24" Box Plant	Tree & Stump Removal	In House S/Request
July-11	42	2	8	4	0	5	0	0	24
August-11	30	113	216	151	0	0	0	34	7
September-11	38	288	294	171	0	4	0	22	11
1st Quarter Totals	110	403	518	326	0	9	0	56	42
October-11	37	0	0	0	0	40	7	0	1
November-11	25	0	0	0	0	0	0	0	1
December-11	0	1	0	0	0	1	0		0
2nd Quarter Totals	62	1	0	0	0	44	7	0	2
January-12	0	3	0	0	0	2	0	0	28
February-12	18	0	0	0	0	0	0	0	0
March-12	27	0	0	0	0	0	0	37	0
3rd Quarter Totals	45	3	0	0	0	2	0	37	28
April-12	0	0	0	0	1	59	0	32	0
May-12	0	0	0	0	0	0	0	0	0
June-12	0	0	0	0	0	0	0	0	0
4th Quarter Totals	0	0	0	0	1	0	0	32	0
FY 2011/2012 Totals	217	407	518	326	1	114	7	125	72

2012/ 2013 WCA Tree Trimming, Planting and Removals

Month	Safety Trim	Small Trim	Medium Trim	Large Trim	Small Tree Removal	24" Box Plant	Sp 24" or 36" Box Plant	Tree & Stump Removal	In House S/Request
July-12	20				1	7		5	25
August-12	12	87	131	94	1			18	33
September-12	21	84	103	93	3			1	19
1st Quarter Totals	53	171	234	187	5	7		24	77
October-12	6	32	195	96	1				20
November-12	19			16	2				18
December-12				21		21	1		8
2nd Quarter Totals	25	32	195	133	3	21			46
January-13									
February-13									
March-13									
3rd Quarter Totals									
April-13									
May-13									
June-13									
4th Quarter Totals									
FY 2012/2013 Totals									

CURRENT ACTIVITIES

Key: C=Complete I/P=In Progress On/G=Ongoing P=Pending

STATUS

WCA

January Plantings	I/P
Large Hedge Trimming Encroaching Wall 10/4/12	C

OCPW

January Removals	C
Jan/Feb Safety Trims	P

RCSD

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: February 12, 2013
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: RESOLUTION No. 13-02-12-01 ESTABLISHING THE ANNUAL BUDGET REVENUES AND EXPENDITURES MID-YEAR BUDGET ADJUSTMENT TOTAL AMOUNTS FOR FISCAL YEAR 2012-2013 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION:

Approve Resolution No. 13-02-12-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUES AND EXPENDITURES MID-YEAR BUDGET ADJUSTMENT TOTAL AMOUNTS FOR THE FISCAL YEAR 2012-2013 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

BACKGROUND:

The Board, at their July 10, 2012 Board meeting, discussed and approved by Resolution, the Proposed Final Budget for the Fiscal Year 2011-2012. Approval of that resolution is in keeping with SB 135 which requires approval by resolution of the Final Budget by the Board of Directors. This action establishes budgetary control by the Board at the Fund level. Further, adjustments to the Final Budget also require a resolution. Attached is that Resolution and the Mid-year Final Budget Revenues and Expenditures Total Amounts Summary (Attachment A).

ATTACHMENTS:

1. Resolution No. 13-02-12-01 with Attachment A—Mid-year Final Budget Revenue and Expenditure Total Amounts Summary.
2. Policy No. 3020 Budget Preparation, Adoption and Revision.

RESOLUTION NO. 13-02-12-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES ESTABLISHING THE MID-YEAR ADJUSTED BUDGET REVENUE AND EXPENDITURES TOTAL AMOUNT FOR THE FISCAL YEAR 2012-2013

WHEREAS, the Rossmoor Community Services District Budget Committee did discuss and recommend approval of the District’s Fiscal Year 2012-2013 Adjusted Budget at its Committee Meeting on January 31, 2013.

WHEREAS, the Rossmoor Community Services District Public Works/CIP Committee did discuss and recommend approval of the Fund 40 project list and Department Budget at their Committee Meeting on January 22, 2013.

WHEREAS, the Rossmoor Community Services District did discuss and approve the District’s Fiscal Year 2012-2013 Mid-Year Adjusted Budget at its Regular Meeting on February 12, 2013.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Mid-Year Adjusted Budget Revenue and Expenditure Totals, by Fund in the amounts specified in Attachment A for the Fiscal Year 2012-2013.

PASSED, APPROVED AND ADOPTED this 12th day of February, 2013.

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____
Michael Maynard, President

ATTEST:

Secretary of the Rossmoor
Community Services District

ATTACHMENT A

ANNUAL FISCAL YEAR 2012-2013 ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY

	ANNUAL FINAL BUDGET	MID-YEAR ADJUSTED BUDGET
TOTAL FUND REVENUES		
FUND 10	\$1,243,400	\$1,373,140
FUND 20	\$408,800	\$390,800
FUND 30	\$89,000	\$89,000
FUND 40	\$289,788	\$289,788
TOTAL ALL FUNDS	<u>\$2,030,988</u>	<u>\$2,142,728</u>
TOTAL FUND EXPENDITURES		
FUND 10	\$1,213,562	\$1,244,196
FUND 20	\$264,855	\$384,855
FUND 30	\$88,195	\$84,860
FUND 40	\$195,161	\$195,161
TOTAL ALL FUNDS	<u>\$1,761,773</u>	<u>\$1,909,072</u>

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

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

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

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

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

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

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

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

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

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

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

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

3020.70 Second Public Notice: The public notice must be published a second time at least

two (2) weeks before the Final Budget hearing in at least one newspaper of general circulation in accordance with Section 61110(d) of the Government Code.

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

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

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

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

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: February 12, 2013
To: Honorable Board of Directors
From: General Manager
SUBJECT: RESOLUTION NO. 13-02-12-02 REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION:

Approve by roll call vote, Resolution No.13-02-12-02 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

BACKGROUND:

A claim in the amount of \$11,038.82 has been filed by California Automobile Insurance Co. on behalf of Ms. Shelly Roper; Address P.O. Box 10730, Santa Ana, CA, alleging damage to her property caused by a parkway tree. This claim was forwarded to Special District Risk Management Authority (SDRMA) who provides insurance for the District. They are advising the District to reject this claim.

The attached Resolution formally rejects the tort claim. Further action on this matter will be conducted in accordance with established liability claim procedures as recommended by SDRMA. Ms. Roper filed a claim with her insurance carrier for damage to her vehicle which allegedly was damaged by a falling limb at 12592 Oak Way, Rossmoor, CA. By rejection of this claim, the matter will be turned back over to SDRMA for their decision on whether or not to pay the claim.

ATTACHMENTS:

1. Resolution No.13-02-12-02 Rejection of Claim.
2. Claim: Dated November 21, 2012.
3. Email dated January 11, 2013 from SDRMA Advising the District to Reject the Claim.

ROSSMOOR COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 13-02-12-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT’S REJECTION OF
CLAIM**

WHEREAS, a claim for monetary damages (Claim) was presented by California Automobile Insurance Co. on behalf of Ms. Sherry Roper, dated November 21, 2012 against the Rossmoor Community Services District for property damages; and

WHEREAS, that the Board of Directors the Rossmoor Community Services District has timely considered the Claim filed by Ms. Roper.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Rossmoor Community Services District has concluded that the Claim be rejected in its entirety.

BE IT FURTHER RESOLVED that the District’s General Manager is authorized to give notice to California Automobile Insurance Co, on behalf of Ms. Shelly Roper of this Board’s decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action on the Claim. Such notice, together with a copy of this Resolution, shall be served upon California Automobile Insurance Co. on behalf of Ms. Shelly Roper on or before March 1, 2013.

PASSED AND ADOPTED this 12th day of February 12, 2013.

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Maynard, President
Rossmoor Community Services District

ATTEST:

Chris Montana, Secretary
Rossmoor Community Services District

0087-019328

P. O. BOX 10730
SANTA ANA CA 92711
(888) 263-7287



11/21/2012

Mailed to:

ROSSMOOR COMMUNITY SERVICE DISTRICT
ATTN: JESSICA VERDUZCO
3001 BLUME DR
ROSSMOOR CA 90720

ATTENTION:
OUR INSURED: SHELLY ROPER
OUR FILE NO: 2012 0012 020578-23
DATE OF LOSS: 08/12/2012
YOUR INSURED:
YOUR FILE NUMBER:

Dear ROSSMOOR COMMUNITY SERVICE DISTRICT

We have obtained information regarding the above date of loss suggesting that damages incurred were caused by your insured's negligence.

Enclosed for your review please find copies of our supporting documentation. The breakdown of our payments is as follows:

Initial Repairs	17,031.32
Deductible	500.00
Supplements	
Rental Expense	
Out of Pocket Expense	
Other	
Salvage -	6,492.50
VLF, if applicable	
Total	11,038.82
Total Amount Due	11,038.82

Our insured's version of the loss is as follows:

Large heavy tree branch fell on our insured's vehicle.

Please return a copy of this form with your payment, to ensure proper credit.

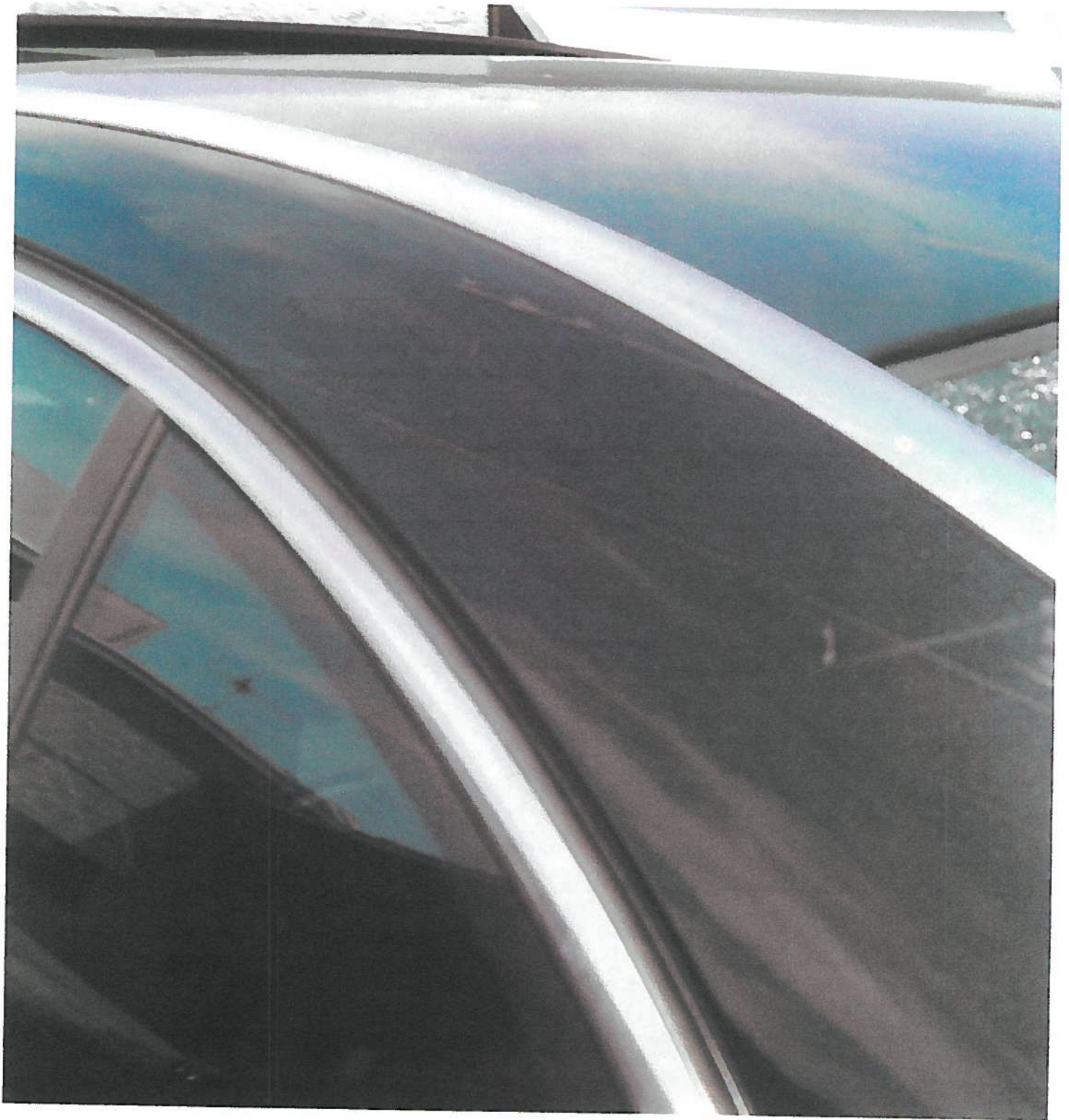
If we receive a payment that is less than the amount shown above, that payment will be processed and applied as a partial payment only. This will not indicate any acceptance of liability or agreement to compromise the claim amount. Full or final settlement or similar wording, whether on the payment itself or on accompanying correspondence, does not function as a release.

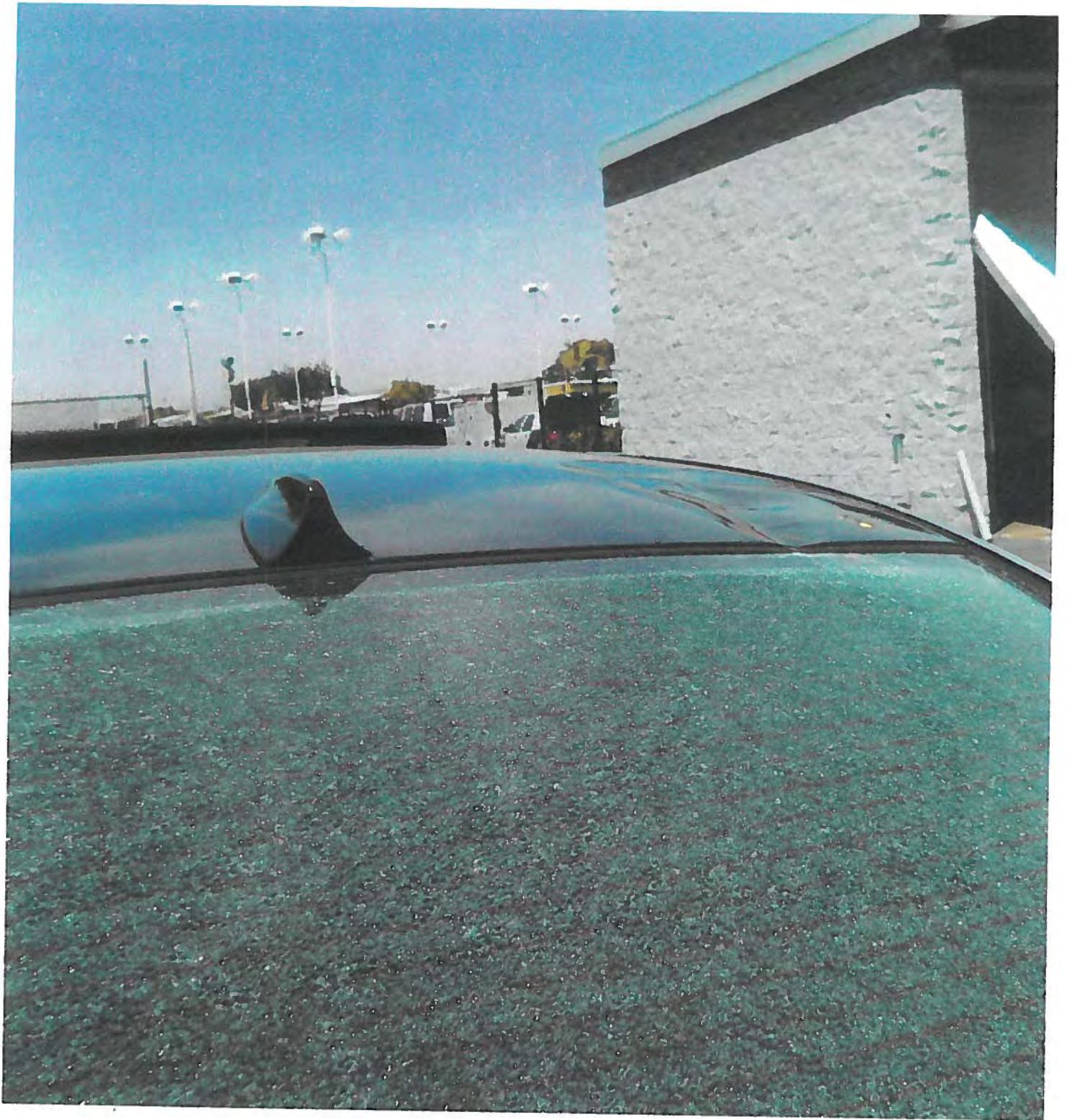
Should you have any questions or need additional information, please contact me. Thank you for your cooperation.

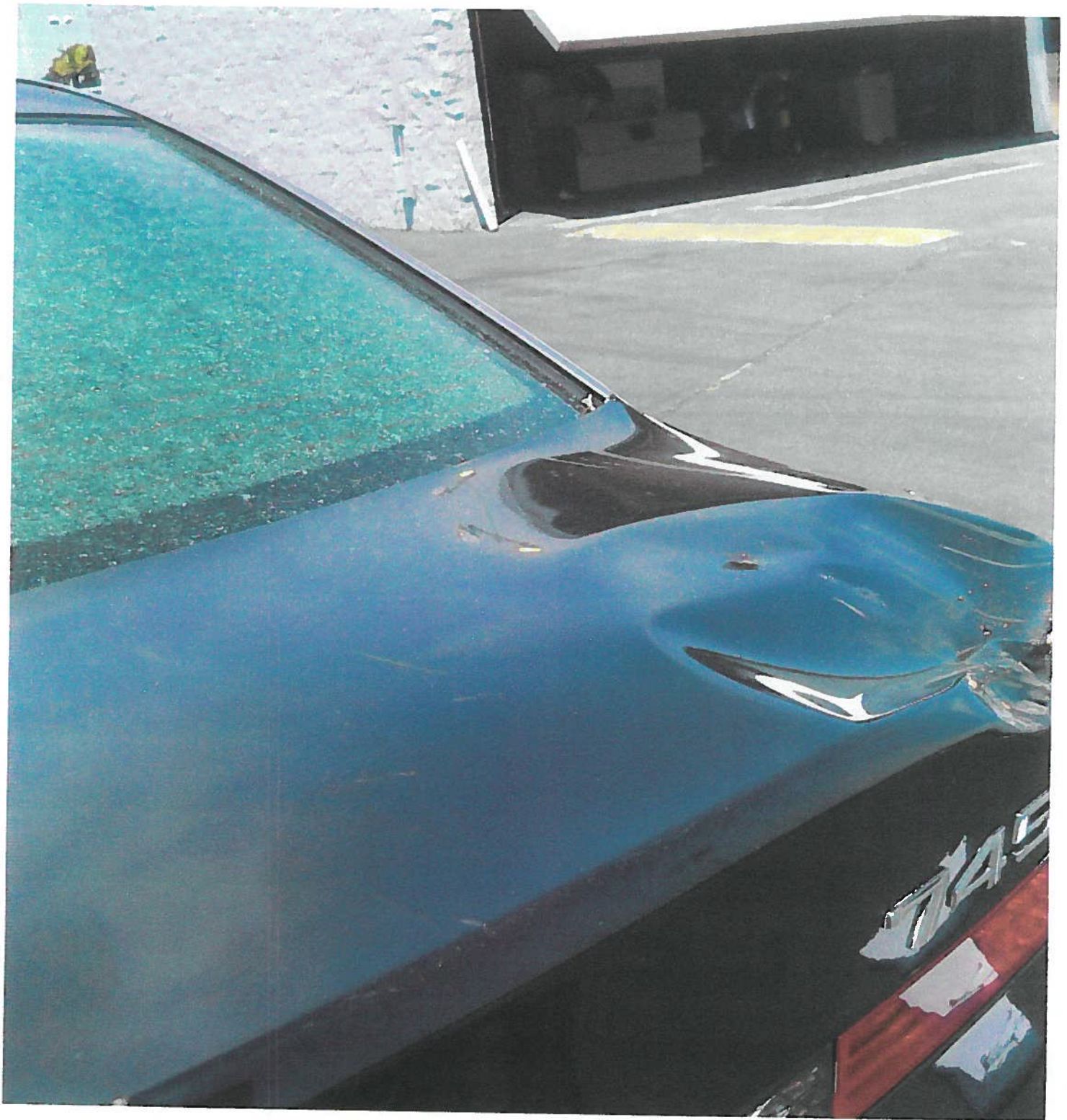
Sincerely,

Tim Tibbett
(888) 263-7287 Ext 22821

Enclosures







Jessica Verduzco

From: Karen Lafferty [KLafferty@sdrma.org]
Sent: Friday, January 11, 2013 3:41 PM
To: Jessica Verduzco
Subject: Shelly Roper Claim

Hi Jessica,

I think the District should go ahead and reject the claim from California Automobile Insurance Company / Mercury. I would send the notice to both Shelly Roper and the insurance company except I don't think we have Ms. Roper's address. I have a call into Tim Tibbett the adjuster and ask for it.

Thanks,

Karen

Karen Lafferty AIC
Senior Claims Examiner



Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
Tel: 916.231.4141 Fax: 916.231.4111
Toll Free: 800.537.7790
www.sdrma.org

A proud CSDA Alliance partner.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-3

Date: February 12, 2013
To: Honorable Board of Directors
From: General Manager
Subject: RESOLUTION NO. 13-02-12-0 3 ADOPTING AN AMENDED
CONFLICT OF INTEREST CODE

RECOMMENDATION:

Approve Resolution No. 13-02-12-03 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974

BACKGROUND:

The Political Reform Act (Government Code Section 87100. et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Board, at their November 09, 2004 meeting reviewed and amended Policy 1020 Conflict of Interest. The County Clerk of the Board is now asking that the District review and amend, as necessary, its policy by Resolution. Attached is the amending Resolution with updated language. Also attached is Policy No. 1020 which requires updating to insert the new resolution number.

ATTACHMENTS:

1. Resolution No. 13-02-12-03.
2. Policy No. 1020 Conflict of Interest.

ROSSMOOR COMMUNITY SERVICES DISTRICT

RESOLUTION NUMBER 13-02-12-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST CODE WHICH SUPERSEDES ALL PRIOR CONFLICT OF INTEREST CODES AND AMENDMENTS PREVIOUSLY ADOPTED

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. (“the Act”), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, Rossmoor Community Services District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Rossmoor Community Services District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Rossmoor Community Services District and hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

SIGNED AND ADOPTED this 12th day of February, 2013.

By: _____
Michael Maynard, President
Rossmoor Community Services District

ATTEST:

Chris Montana, Secretary
Rossmoor Community Services District

ATTACHMENT A

CONFLICT OF INTEREST CODE FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Rossmoor Community Services District.

Statements for the Board of Directors and the General Manager shall file original statements of economic interests with the Clerk of the Orange County Board of Supervisors as the Filing Officer for these positions who will make the statements available for public inspection and reproduction (Government Code Section 82008).

All other designated positions shall file statements of economic interests with the Rossmoor Community Services District's Political Reform Act Filing Officer, Kathleen Bell, who will make the statements available for public inspection and reproduction (Government Code Section 82008) and will be retained by the Agency's Filing Officer.

Disclosure Descriptions EXHIBIT B

Agency: Rossmoor Community Services District

Disclosure Category	Disclosure Description
1	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
4	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that provide leased facilities and goods, supplies, equipment, vehicles, machinery or services (including training and consulting services) of the types used by the County Department, Authority or District, as applicable.
5	All investments in, business positions with and income (including gifts, loans and travel payments) from sources that provide services, supplies, materials, machinery, equipment (including training and consulting services) used by the County Department, Authority or District, as applicable.

Rossmoor Community Services District

Policy

No. 1020

CONFLICT OF INTEREST

1020.10 Policy: The Policy on Conflict of Interest is set forth in Resolution No.10-10-12-01. A copy of Resolution No.10-10-12-01 is attached for reference purposes.

Adopted: August 12, 1994
Reaffirmation: October 17, 2000
Approved renumbering & format: October 8, 2002
Reaffirmed: April 8, 2003
Amended: November 9, 2004
Amended: October 12, 2010