

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

May 08, 2012

PUBLIC COPY

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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, May 8, 2012

7:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Kahlert, Maynard, Rips
President Coletta
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - a. Lt. Robert Wren, OC Sheriffs Department-Crime Statistics
 - b. OCTA Update-West County Connector Project Traffic Impacts-Pending

B. ADDITIONS TO AGENDA - None

1. CITY OF LOS ALAMITOS PROPOSAL TO AIR DISTRICT BOARD MEETINGS ON LATV3.

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 INVESTMENT COMMITTEE RE: INVESTMENT STATUS AND RECOMMENDATIONS
2. REPORT OF THE PUBLIC WORKS/CIP COMMITTEE RE: PROJECT LIST RECOMMENDATIONS FOR FY 2012-2016.
3. REPORT OF THE BUDGET COMMITTEE RE: PRELIMINARY FY 2011-2012 ANNUAL BUDGET.

E. CONSENT CALENDAR

1. MINUTES:
 - a. Regular Board Meeting of April 10, 2012.
 - b. Special Board Meeting of April 23, 2012.
2. MARCH 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-None

H. REGULAR CALENDAR

1. FIRST READING TO PROPOSED AMENDMENTS TO DISTRICT POLICIES RE: DISTRICT PARKS, FIELDS AND FACILITIES.
2. ENGAGEMENT OF PARDIGM DESIGN TO PROVIDE ARCHITECTURAL SERVICES TO THE DISTRICT'S CAPITAL IMPROVEMENT PROGRAM.
3. ELECTION INFORMATION FOR THE NOVEMBER 6, 2012 GENERAL ELECTION.

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 May 8, 2012, 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:



HENRY TABOADA
Consulting General Manager

Date 5-9-12

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a.

Date May 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: PRESENTATIONS FOR MEETING OF MAY 8, 2012

RECOMMENDATION:

Receive presentation.

BACKGROUND:

The report reflects the order of presentations for your Regular May 8, 2012 Meeting of the Board.

- a. Lt. Robert Wren, OC Sheriffs Department-Crime Statistics. It has been the practice of the Department to provide the Board with quarterly crime statistics for the community.

ATTACHMENTS:

1. Rossmoor Quarterly Crime Statistics.



Orange County Sheriff's Department

Rossmoor Quarterly Report 2012 - 1st Quarter

Crime Trends - Yearly Comparison

Type of Report	2007	2008	2009	2010	2011	2012
211	4	1	1	3	3*	0
245	1	3	0	0	1	0
459 Commercial	4	5	2	2*	2	2
459 Residential	29	26	18	30*	33	12
459 Vehicle	21	24	15	22	27	7
487	12	21	21	12	22	4
488	15	20	39	37*	50	9
594	12	19	9	7	26	11
594 Graffiti	0	3	5	5	0	0
10851	0	0	0	0	6	1
Recovered Stolen	0	0	0	0	2	1
TOTAL	98	122	110	118	172*	47

*Includes Attempts

Violent Crimes of Interest

There was one reported violent crime during the 4th Quarter of 2011.

PENAL CODE LEGEND

- 211—Robbery
- 245—Assault with a deadly weapon
- 459—Burglary
- 487—Grand Theft
- 488—Petty Theft
- 594—Vandalism
- 10851—Stolen Vehicle

Response Times

Priority	1st Quarter 2011			1st Quarter 2012		
	Received On-Scene	Dispatched On-Scene	# of Records	Received On-scene	Dispatched On-Scene	# of Records
1	0:07:55	0:06:02	3	0:07:51	0:05:45	6
2	0:12:12	0:07:09	100	0:10:46	0:05:48	164
3	0:19:23	0:10:05	165	0:16:56	0:07:26	272
			268			442

Summary: Compared to 4th Quarter of 2011, the Received On-Scene time decreased by 3 seconds for Priority 1 calls, decreased 1 minute and 25 seconds for Priority 2 calls, and decreased 2 minutes and 28 seconds on Priority 3 calls. The Dispatched On-Scene time for Priority 1 calls decreased by 17 seconds, Priority 2 calls decreased by 1 minute and 21 seconds, and Priority 3 calls decreased by 2 minutes and 38 seconds.



Orange County Sheriff's Department

Rossmoor Quarterly Report 2012 - 1st Quarter

Monthly Summary of Crimes

January 2012

- Two unsecured garages resulted in residential burglaries. The first one was on Martha Ann, 2 mountain bikes were taken. The second one was on Donovan Road, the loss was a Bluetooth ear piece, sunglasses, and cell phone charger.
- Burglary on Bradbury, loss of purse, cash, medication
- Burglary in progress on Blume Drive was interrupted by the resident. Suspect fled.
- Residential burglary with no signs of forced entry on Rossmoor Way, loss of assorted jewelry and cash.
- Two residential burglaries with forced entry occurred. The first on Brimhall where the window was pried open, loss of art work, 4 computers, blue ray player, and a television. The second on Foster, forced entry through door, loss of video camera, digital camera, ipad, watch, and jewelry.
- Three vehicle burglaries, all were forced entry. The front driver's side window was smashed and a Sirius Radio was taken on Knoll Drive. The rear window of a car parked in an alley was smashed, a backpack, 2 ipods and 1 ipod touch were taken. The key hole of a vehicle parked in the Blockbuster parking lot was punched out, and the navigation system, cd player, and radio system was stolen.
- A package was taken from a front porch on Kensington.
- There was a petty theft of prescriptions pills from a residence on Tigertail Drive. Suspect is a friend of the resident.
- Four acts of vandalism: 1) damage to a fence from trespasser in backyard 2) driver side mirror on a vehicle was smashed 3) punctured tires on a vehicle 4) rearview mirror was pulled off of a vehicle

February 2012

- There were three residential burglaries with forced entry. Suspect entered through the back door of a residence on Old Mill Road and another on Silver Fox, the loss included guns, gun case, paintball gun, tools, digital camera, watches, jewelry, cash and credit cards. There was a forced entry through a back window on Mainway Drive, jewelry was taken.
- One residential burglary with no signs of forced entry. Suspect entered through back doors, the loss included a shotgun, a rifle, carrying case, nylon case, cell phone, and assorted jewelry.
- There were three vehicle burglaries, in all of which entry was made through smashed windows, loss of purse, credit cards, checks, tool bag, paperwork, gym bag.
- Grand theft from two vehicles, loss of catalytic converters from two Hondas both on Montecito Road.
- Petty theft at a medical clinic, suspect removed a cell phone from an unlocked drawer.
- A package was taken from a residence on Yellowtail and merchandise was taken from Boot Barn.
- A skateboard was stolen from an unsecured vehicle.
- 2 acts of vandalism: 1) suspect scratched and broke off a wiper on a vehicle 2) suspect smashed a window on a vehicle
- A vehicle was stolen from Oak Grove and Montecito.
- A vehicle which was stolen from Santa Ana was found on Oak Grove.

March 2012

- Burglary at Rossmoor Park Snack Bar. The loss was candy and hotdogs from the park and Master lock and glass cover from the bar. An electric power meter was removed from the Sportsman Bar.
- Jewelry was taken from an unsecured residence on Bostonian, and a tool belt, pliers and screwdrivers were taken from an unsecured vehicle parked on Piedmont. Loss of purse, wallet, credit cards, and cash from unsecured vehicle on Davenport.
- An unsecured garage was burglarized on Kenilworth Drive, loss includes computer, television, candles, saw and tools.
- Vehicle burglary on Rossmoor, catalytic converter was taken.
- Four acts of vandalism: 1) the vehicles entire right side was scratched 2) tomato plants were destroyed 3) broke driver side mirror 4) a classroom window was smashed at Richard Lee Elementary, no property taken.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b.

Date May 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: PRESENTATIONS FOR MEETING OF MAY 8, 2012

RECOMMENDATION:

Receive presentations.

BACKGROUND:

The report reflects the order of presentations for your Regular May 8, 2012 Meeting of the Board

b. OCTA updates on the pending construction of the I-405 Seal Beach Blvd overpass and the 12-day closure of the SB 1-605-SB I-405 tunnel.

ATTACHMENTS:

1. Pending presentation.



WEEK OF APRIL 30, 2012

FACT OF THE WEEK

The northbound I-405 / westbound SR-22 / 7th Street connector reopened over the weekend bringing an end to the year-long closure. Here's a snapshot of the new 7th Street bridge By the Numbers:

- Crews used more than 1.3 million pounds (654 tons) of reinforcing steel to construct the bridge - that's the equivalent of about 26 bulldozers!
- More than 40 community meetings were held prior to the start of the year-long closure, to inform the public and answer questions.
- The highest point of the new bridge over the I-405 freeway is approximately 45 feet. That's the length of an OCTA bus and then some.
- 77,000 door hangers were distributed to residents and businesses in Long Beach, Los Alamitos, Seal Beach and the community of Rossmoor prior to the closure in April 2011.
- The superstructure of the new 7th Street bridge extends 748 feet 6 inches and accommodates two lanes of traffic plus standard shoulders (about 250 feet longer than the original bridge).





WEEK OF APRIL 30, 2012

EAST SEGMENT -- Valley View Street to Seal Beach Boulevard

- Light pole removals in the center median of the I-405 between Valley View Street and Seal Beach Boulevard are ongoing this week. This work will take place at night between 10 p.m. and 5 a.m. In addition crews will begin minor demolition activities on portions of the center median of the I-405 as part of the construction activity for the SR-22 / I-405 carpool connector. Please be advised this work may be loud and disruptive due to equipment noise, back-up alarms and minor demolition.
- On Thursday, May 3 crews will perform test-pile driving in the center median of the I-405 freeway near the southbound I-405 / eastbound SR-22 connector. Please be advised this and may be loud and disruptive due to vibration and pounding.
- The westbound SR-22 / northbound I-405 connector and southbound I-405 / eastbound SR-22 connector will be closed nightly this week. For more information included recommended detours, please [refer to the Closure & Detour Notice.](#)
- The Valley View Street bridge is on schedule to reopen in July 2012.

WEST SEGMENT -- Seal Beach Boulevard to I-605

- This past weekend, the northbound I-405 / westbound SR-22 / 7th Street connector reopened to motorists after a year-long closure. While the connector will be open to daytime commuters, intermittent nighttime closures will take place over the next few weeks as the contractor continues to remove falsework from the bridge and perform other minor "finishing touches."
- The southbound I-405 freeway will be closed from the I-605 interchange to Seal Beach Boulevard nightly, Monday, April 30 through Wednesday, May 2 between 11 p.m. and 5 a.m. The northbound I-405 freeway will be closed from Seal Beach Boulevard to the I-605 interchange Thursday night, May 3 and Friday night, May 4 between 11 p.m. and 5 a.m. [For additional information including recommended detours please refer to the Closure & Detour Notice for the week of April 29.](#)



WEEK OF APRIL 30, 2012

- This summer crews are preparing for several major connector closures as construction progresses on the west segment. The following 55-hour weekend closures (from 10 p.m. on a Friday until 5 a.m. the following Monday) are scheduled to take place in the next six to eight weeks:
 - The southbound I-605 / northbound I-405 connector will be closed for 55-hours from 10 p.m. Friday, May 18 until 5 a.m. Monday, May, 21. This closure is necessary to allow crews to realign the connector to accommodate the widened I-605 freeway below. More information regarding this 55-hour weekend closure will be forthcoming.
 - The northbound I-405 / northbound I-605 connector will be closed over the weekend for 55-hours in June 2012. An exact date is not yet available however more information will be provided as the date nears.
- Construction activities on the access road along Old Ranch Parkway and the northbound I-405 freeway are ongoing. Please be advised that this work may be loud and disruptive to the neighboring community due to vibration, equipment noise, truck activity and back-up alarms.
- Reconstruction of the Bixby Channel and Montecito Channel (adjacent to Martha Ann Drive / Copa de Oro Drive and the I-405 / I-605), is ongoing and is scheduled for completion later this month. Please note, this work will be done during the day and may be loud and disruptive to the neighboring community.
- A dirt embankment is currently in settlement on Seal Beach Boulevard adjacent to the fire station. This earth is being settled for the future Seal Beach bridge widening.



WEEK OF APRIL 30, 2012

NEIGHBORING PROJECT UPDATES:

Seal Beach

- On Tuesday, May 1 between 9 a.m. and 4 p.m. the city will close one southbound lane of Seal Beach Boulevard between Lampson Avenue and Old Ranch Parkway to perform landscaping work in the center median.

The city of Seal Beach's \$1.3 million project to widen Seal Beach Boulevard between St. Cloud and North Gate Road is under way and is scheduled for completion in early 2012. Please be advised this project includes night and day work. Daytime work may include lane closures on Seal Beach Boulevard and will maintain at least two lanes in each direction at all times. For additional information please contact Michael Ho, Seal Beach Public Works at (562) 431-2527 ext. 1322 or via email at mho@sealbeachca.gov.

[Click here to reference the Closure & Detour Notice for the week of April 29.](#)

Thank you for your patience and understanding during construction.

Get Connected!

Stay plugged in to the WCC project!
Various detours and delays are expected,
so make sure you know before you go!

For project information and detour routes, follow us on:

-  www.facebook.com/WCCProjectInfo
-  [@wccprojectinfo](https://twitter.com/wccprojectinfo)
-  www.octa.net/westcounty
-  Construction Helpline (800) 724-0353

For more information, contact Christina Byrne at
cbyrne@octa.net or (714) 560-5717

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM B-1

Date: MAY 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: CITY OF LOS ALAMITOS PROPOSAL TO AIR DISTRICT BOARD MEETINGS ON LATV3.

RECOMMENDATION:

Give direction to General Manager on the City of Los Alamitos proposal to air District Board Meetings on LATV3

BACKGROUND:

The recent change to State legislation governing franchises for local government public access television ended the agreements with Time Warner Cable Co. for both Rossmoor and the City of Los Alamitos. The District has since contracted for the production of District Board meetings with an independent contractor. These meetings are now broadcast on YouTube and LATV3.

The City of Los Alamitos also lost approximately \$15,000 annually for broadcasting District Board meetings on LATV3. As a result, the Los Alamitos Cable Commission is suggesting that the District propose a payment of \$250-300 per month for continuing to broadcast the District's meetings. Doing so would broaden the viewership of those meetings for individuals not possessing a computer for viewing on YouTube.

ATTACHMENTS:

1. Email dated April 30, 2012 from Angie Avery, Los Alamitos City Manager re: LATV3.

Henry Taboada

From: Angie Avery [aavery@ci.los-alamitos.ca.us]
Sent: Monday, April 30, 2012 5:29 PM
To: Henry Taboada
Subject: LATV3

Hi Henry –
I left a message for you, but wanted to follow up with an email as well.

Our Cable Commission discussed airing the RCSD meetings on LATV again at the last Commission meeting in April. I sent you the last note below the first time the Commission discussed the issue when the Commission wanted RCSD to submit a proposal to LATV to air your meetings.

At the most recent April meeting the Commission asked me to reach out to you with the figure of \$250 or \$300 per month to air your meetings....to give your Board members a frame of reference.

Let me know if you have any questions or would like to discuss.

Thanks-

Angie Avery
City Manager
City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720
(562) 431-3538 x249
aavery@ci.los-alamitos.ca.us

From: Angie Avery
Sent: Wednesday, February 22, 2012 2:10 PM
To: 'Henry Taboada'
Subject: RE: LATV3

Henry:
The Community Cable Commission met last week and asked me to contact you to determine if the RCSD would like to make a proposal to the City of Los Alamitos to air the RCSD meetings on LATV-3.

If the RCSD is interested in submitting such a proposal, please send it to: The Los Alamitos Community Cable Commission, Chair Alice Jempsa.

Thank you.

Angie Avery
City Manager
City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720
(562) 431-3538 x249
aavery@ci.los-alamitos.ca.us

From: Henry Taboada [<mailto:htaboada@rossmoor-csd.org>]
Sent: Tuesday, February 21, 2012 11:44 AM

To: Angie Avery
Subject: LATV3

Angie: As you may know, TW has agreed to produce our March meeting. That has given me time to evaluate options. I have proposals from Doug Wood and John Underwood to produce our meetings, but I need to be able to represent to my Board that Los Alamitos will continue to put them on the air on LATV3. I recognize that you have been receiving monies from TW for that purpose and that they will discontinue that payment. Production of our meetings will also become an unbudgeted expense to the District beginning with our April meeting. I am therefore asking that our meetings be aired on your channel on a no cost basis. If this decision is out of your hands, I would appreciate if you could let me know who to proceed with a formal request. Thanks.

Henry Taboada
RCSD General Manager
562.430.3707
www.rossmoor-csd.org

Rossmoor Community Services District is located in the Community of Rossmoor in Orange County, California. Approximately 10,500 residents make their home in this unincorporated bedroom community located behind a signature brick wall situated between the cities of Seal Beach and Los Alamitos. The Special District of Rossmoor is governed by a five member Board of Directors, who are elected by the residents of Rossmoor and operates under the supervision of a General Manager. Rossmoor is known for its splendid urban forest, beautiful homes and strong family values.

3001 Blume Drive
Rossmoor, CA 90720

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: May 8, 2012
To: Honorable Board of Directors
From: Investment Committee
Via: RCSD, General Manager
Subject: REPORT RE: MATURING INVESTMENTS BUDGET
RECOMMENDATIONS

RECOMMENDATION:

Receive the report of the Investment Committee regarding status and recommendations for the District's investment portfolio for inclusion in the FY 2012-2013 Preliminary Budget.

BACKGROUND:

The Investment Committee met on April 19, 2012 to review investments and make recommendations to the Board. Documents reviewed by the Committee on the District's investment portfolio are attached. The Committee reviewed the recommendations of staff to place the monies in LAIF which provides liquidity and the opportunity to reinvest the funds when market conditions improve.

At your December 2011 Board meeting, the Committee recommended and the Board approved the following:

1. That the \$150,000 CD which matured on 1/11/2012 be reinvested in another CD for a one year term. The highest interest yielding CD at this time is 1.00%. The current LAIF rate is 0.39%.
2. That the \$100,000 CD which matured on 3/17/2012 be reviewed by the Committee at maturity for possible reinvestment in a mutual fund with the conditions stated in Policy No. 3035 Investment of District Funds.

With regard to the maturing Fund 20 Agency bond maturing on January 15, 2012, the Committee agreed with the staff recommendation and the Board consented that the monies from the maturing agency bond (FHLMC MTN) be kept in the Reserve Account at U.S. Bank in a money market fund. This investment is currently paying 0.05% interest. Currently available agency bond are yielding 0.42% ytm for a two year term and 0.25% ytm for a one year term. Bond covenants are very restrictive on the type of investments for the Rush Park Bond Fund Reserve Account.

Since that time, market conditions have changed dramatically downward and the 1% CD rate was not available. Further, when the \$100,000 CD matured, our discussion with our financial advisor pointed out his strong recommendation against investing in a mutual fund. He also recommended that the Fund 20 reserve monies be reinvested into another agency bond rather than the current money market account.

Based on these developments, the Investment Committee was asked to meet again and revisit the previously approved investment directions to the General Manager. After discussion, the Committee voted to make recommendations to the Board, as follows:

1. Invest \$250,000 in LAIF until such time as market conditions improve.
2. Invest one-half of the Fund 20 Reserve Account (\$362,770) in a US Agency note for a term of one year.
3. Invest one-half of the Fund 20 Reserve Account (\$362,770) in a US Agency note for a term of two years.

It should be kept in mind that yield and interest rates are subject to change on a daily basis which may alter real time investments. The Committee's Agenda report is attached for your reference.

ATTACHMENTS:

1. Report to the Investment Committee C-1 Report on District Investments.
2. Letter dated 3/13/12 from Steve Almond re: Investment Strategy.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: April 19, 2012
To: Investment Committee
From: RCSD, General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: REPORT ON DISTRICT INVESTMENTS

RECOMMENDATION:

Review and make recommendations to the Board regarding the reinvestment of the District's matured investments.

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 December of 2011, the Committee made recommendations to the Board regarding a maturing CD of \$150,000 and another of \$100,000. The Committee recommended the following:

1. That the \$150,000 CD which matures on 1/11/2012 be reinvested in another CD for a one-year term. The highest interest yielding rate is 1.00%. The Current LAIF rate is 0.39%.
2. That the \$100,000 CD which matures on 3/17/2012 be reviewed by the Committee at maturity for possible reinvestment in a mutual fund with the conditions stated in Policy No. 3035 Investment of District Funds.

With regard to the maturing Fund 20 Agency bond maturing on January 15, 2012, the Committee agreed with the staff recommendation that the monies from the maturing agency bond (FHLMC MTN) be kept in the Reserve Account at U.S. Bank in a money

market fund. This investment is currently paying 0.05% interest. Currently available agency bond are yielding 0.42% ytm for a two year term and 0.25% ytm for a one year term. Bond covenants are very restrictive on the type of investments for the Rush Park Bond Fund Reserve Account.

At the December 2011 meeting, the Board approved the recommendations of the Committee. Since that time, however, the interest rates for a one-year term for a 12 month CD have fallen far below the 1.00% threshold desired by the Board. Further, the District's Financial Advisor, Mr. Steve Almond has recommended strongly, that District avoid investing in a mutual fund. He also recommended that the Fund 20 reserve monies be transferred from a U. S. Bank money market account into another agency bond. His rationale is attached.

Based on all of the above, it is the staff's recommendation that the investment of \$250,000 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 0.38% which is superior to a money market account and comparable to a CD.

Regarding the Fund 20 reserve account, there is no risk to the money market placement although the interest rate is negligible and it is liquid. Reinvesting in another agency fund is low risk with a slightly higher interest rate, but liquidity is lost for the term of the bond. This is only a factor should investment rates improve.

ATTACHMENTS:

1. Email from Kathy Bell dated 03/05/12 re: Steve Almond (Investment advice).
2. Investment/Bank Balances as of 04/1/12.
3. CD Rates Available as of April 15, 2012.
4. LAIF Performance Report and Rate as of 3/31/12
5. Policy No. 3035 Investment of District Funds.

Henry Taboada

From: Kathy Bell
Sent: Monday, March 05, 2012 2:08 PM
To: Henry Taboada
Subject: Steve Almond

Steve Almond called regarding our next Finance Committee Meeting (which we should have the end of this month.) He still disagrees about leaving the Reserves in the Money Market Account at US Bank and is investigating an alternative. He will forward the information to me in a week or so.

Regarding the \$100,000 that is maturing this month, I asked him about mutual funds investments. He said we could possibly get a higher interest, but at a risk to our principle. He does not invest in these funds since none of his clients are not willing to take the risk.

Also, he is looking for a better CD rate for us to invest in. He would recommend a CD over Mutual Funds.

Fund 10

Investment/Bank Balances as of 4/1/12

CD or Bond	Matures	Amount of CD or Bond	Interest Rate
General Electric Co	2/1/2013	\$107,236.00	5.000%
LAIF		\$545,705.08	
Total Investments		\$652,941.08	
Bank Balance 4/1/2012		\$307,761.16	
Total Investments and Cash		\$960,702.24	

Investment Portfolio (IP)

Current:

By Maturity	% of IP	% of IP Policy Limit
Up to 1 Year	16.42%	Unlimited
More than 1 Year	0.00%	50%
More than 2 Years	0.00%	25%
LAIF	83.58%	Unlimited

By Investment Type	% of IP	% of IP Policy Limit
*CD	0.00%	25%
Bonds	16.42%	25%
LAIF	83.58%	Unlimited

*CD's have a 2 year limit.

Status of Current Bond Investments as of April 2012

	Amount of Bond	November 2011	Gain/Loss
GE Bond	\$100,000	\$107,236	\$7,236
Total/Net	\$100,000	\$107,236	\$7,236

Fund 20 Reserve Account (Held at US Bank)

Reserve Account	Matures	Amount	Interest Rate
	Reserve Account	\$362,770.00	0.050%
Total		\$362,770.00	

Fund 30 Reserve Account (Held at US Bank)

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

CD Rates Available (By Date)

(Updated April 15, 2012)

Institution	Term	Minimum Amount	11/01/08 APR	12/01/09 APR	01/20/10 APR	11/01/11 APR	04/15/12 APR
One West Bank Was First Federal of California)	12 months	\$10,000		2.00%	1.66%	1.00%	0.60%
U. S. Bank	12 months	\$100,000				0.10%	0.10%
Citibank	12 months	\$100,000	3.75%	1.15%	0.95%	0.45%	0.45%
Pacific Premier	12 months	\$10,000	3.85%	1.00%	0.75%	0.75%	0.65%
Bank of America	12 months	\$100,000	2.00%	0.85%	0.90%	0.45%	0.30%
LAIF (as a comparison)	N/A	N/A	2.57%	0.65%	0.52%	0.38%	0.38%
Wells Fargo	12 months	\$100,000	2.15%	0.40%	0.30%	0.50%	0.05%

Due to FDIC Insurance, maximum investment amount cannot be more than \$250,000 any one bank (effective until 12/31/2013).



Inside the State Treasurer's Office

Local Agency Investment Fund (LAIF)

PMIA Performance Report

LAIF Performance Report

Quarter ending 03/31/2012

Apportionment Rate: 0.38%
 Earnings Ratio: .00001033084098709
 Fair Value Factor: 1.001211113
 Daily: 0.38%
 Quarter To Date: 0.39%
 Average Life: 243

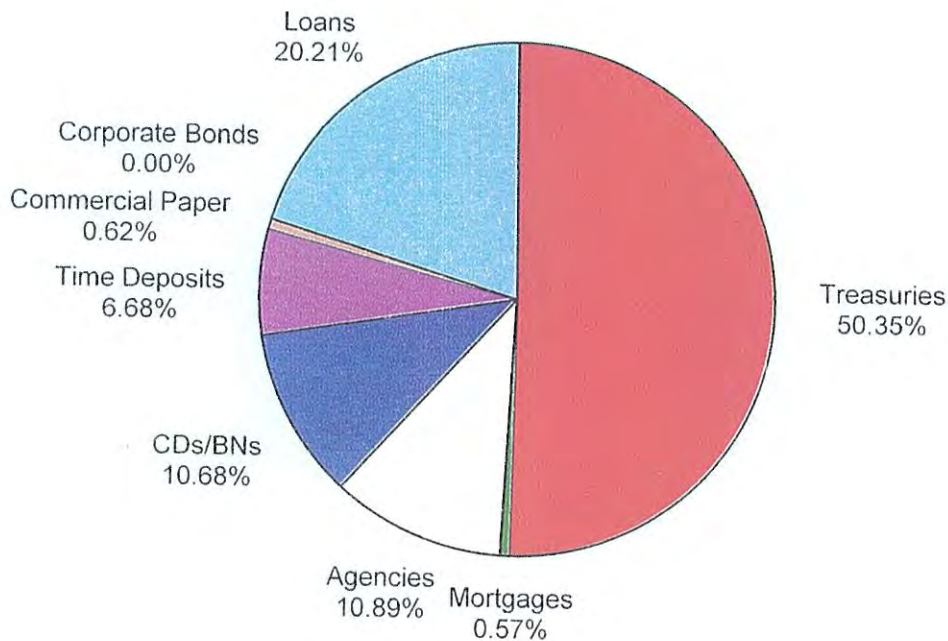
PMIA Average Monthly Effective Yields

MAR 2012 0.383%
 FEB 2012 0.389%
 JAN 2012 0.385%

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
3/28/2012	0.37	0.39	240
3/29/2012	0.37	0.39	239
3/30/2012	0.38	0.39	243
3/31/2012	0.38	0.39	243
4/1/2012	0.38	0.38	242
4/2/2012	0.38	0.38	243
4/3/2012	0.38	0.38	241
4/4/2012	0.38	0.38	242
4/5/2012	0.37	0.38	244
4/6/2012	0.37	0.38	243
4/7/2012	0.37	0.38	243
4/8/2012	0.37	0.38	243
4/9/2012	0.38	0.38	243
4/10/2012	0.38	0.38	243

*Daily yield does not reflect capital gains or losses

Pooled Money Investment Account
 Portfolio Composition
 \$64.3 Billion
 03/31/12



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



ARBITRAGE MANAGEMENT GROUP

4208 LAKEWAY BLVD. AUSTIN, TEXAS 78734
 PHONE (512) 413-3103 FAX(512) 608-6620 TOLL FREE (888) 297-6320

March 13, 2012

Mr. Henry Taboada
 General Manager
 Rossmoor Community Service District
 3001 Blume Drive
 Rossmoor, CA 90720

Dear Mr. Taboada,

Thank you for allowing Sterne Agee Financial Services, Inc. to be your financial consultant for the past eleven years. Below is a recommendation for investment of the maturing portion of the Debt Service Reserve Fund and the maturing Certificate of Deposit in the Investment Account.

**Issue: Rossmoor Community Service District, Limited Obligation Improve. Bonds
 Rush School Site Acquisition, Series 1993**

Reserve Fund: Portfolio as of 01/15/2012
 \$377,960 – Money market funds earning 0%

Arbitrage: The average bond yield (arbitrage yield) for the 1993 Bonds is 6.05%. Significant amounts of negative arbitrage have accumulated since the issuance of the Bonds. Negative arbitrage is defined as the difference between the yield of the Bonds (6.05%) and the yield on the investment of the proceeds of the Bonds. In other words, negative arbitrage is lost income that if earned, would be retained by the District.

Permitted Investments: US Treasuries and US Agencies bonds. Maturity restrictions are ½ of portfolio may be invested only in securities which mature not later than two years from their date of purchase and ½ of the portfolio may be invested only in securities which mature not later than three years from their date of purchase.

Recommendation: \$377,960 -- US Agency note due 03/2014 (.30% ytm)

Rationale: Keep portfolio duration short in order to reposition investments after the current economic conditions improve and bond rates increase to more customary levels.
 Fed chairman, Ben Bernanke, has stated recently that the FOMC will not begin raising the fed fund rate (currently at 0%) until late in 2014. Three year and less maturity bonds are tied to this rate and will not move significantly until this rate is adjusted.

Securities offered through:

STERNE AGEE FINANCIAL SERVICES
 A STERNE AGEE & LEACH GROUP COMPANY

Member FINRA/SIPC

Rossmoor Community Service District Investment Account

The District has two Certificates of Deposit (CD) maturing and wishes to reposition these funds into a security with maturity consideration based on the current economic conditions.

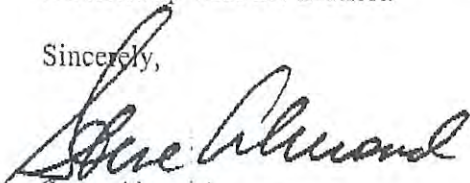
Permitted Investments: CD with maturity of one year or less,
US Corporations rated A or better by Moody's or S&P for terms
not to exceed five years,
No more than \$100,000 may be invested in any one financial
institution or US Corporation.

Recommendation: CDs with a one year maturity are in the .25-.30% range and/or
Wells Fargo Bank (rated A2/A+) due 04/15/15: 1.05% ytm

Rationale: Current economic conditions dictate a conservative investment strategy that
considers the likelihood of improving investment rates in the short term.

Please feel free to call me with your questions. I look forward to continuing our
relationship with the District.

Sincerely,



Steve Almond
Financial Consultant
Arbitrage Management Group
Sterne Agee Financial Services, Inc.

Please Note: The information contained in this document is considered to be reliable, however Sterne Agee Financial Services, Inc. does not represent that it is accurate or complete and it should not be relied upon as such. Investments decisions by Sterne Agee Financial Services, Inc. are made based on a client's specific investment objective, time horizon and risk tolerance. Information included in this document may not be suitable for all investors. Past performance is not a guarantee of future results and should not be considered a guarantee. Investment products may not be FDIC insured, may lose value and may not be guaranteed by any federal government agency. Consult your Financial Consultant at AMG for more information.

ARBITRAGE MANAGEMENT GROUP

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: May 8, 2012

To: Honorable Board of Directors

From: Public Works/CIP Committee

Via: RCSD, General Manager

Subject: COMMITTEE REPORT RE: REVIEW OF FY 2011-2012 CAPITAL IMPROVEMENT PROJECTS AND RECOMMENDED PROJECT LISTS AND PROPOSED 2012-2016 CAPITAL IMPROVEMENT BUDGETS

RECOMMENDATION:

Receive the report of the Public Works/CIP Committee recommending revised FY 2012-2016 project lists and proposed budgets for inclusion with the FY 2012-2013 Preliminary Budget.

BACKGROUND:

The Public Works/CIP Committee met on April 16, 2012 to review the current state of the District's FY 2011-2012 CIP project list and Fund 40 budget. The Committee also reviewed the staff's recommended FY's 2012-2016 Capital Improvement Program Budgets and project lists for inclusion with the FY 2012-2013 Preliminary Budget.

The recommendations of the Committee are based on current budget revenue estimates and a thorough review of the District's capital needs. The Committee concurred with staff's recommendation that until the April property tax apportionments were received and a new architectural consultant is brought on board, that this year's projects be deferred until next fiscal year. It was pointed out, however, that when these issues are resolved, that the Project List and Budget for Fund 40 may be revisited during the Board's review of the Preliminary Budget in the Months of June and July, or even August.

Attached are the Committee Agenda reports reviewed at the meeting.

ATTACHMENTS:

1. Public Works/CIP Committee Agenda Item C-1 re: DISCUSSION WITH GENERAL MANAGER RE: FISCAL YEAR 2011-2012 CIP BUDGET AND PROJECT LIST

2. Public Works/CIP Committee Agenda Item C-2 re: DISCUSSION WITH GENERAL MANAGER RE: FISCAL YEAR 2012-2016 CIP BUDGETS AND PROJECT LISTS

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: April 16, 2012
To: CIP/Public Works Committee
From: RCSD, General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: FISCAL YEAR
2011-2012 CIP BUDGET AND PROJECT LIST

RECOMMENDATION:

Review and make recommendations to the Board regarding management of the District's FY 2011-2012 Capital Improvement Program (CIP) Fund 40 Budget and Project List.

BACKGROUND:

As you know, the Board approved FY 2011-2012 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 meeting of the Committee, the Districts consulting architect, Conklin Group, has terminated his agreement with the District. This has caused a delay in proceeding with projects which are underway or contemplated for completion during the remainder of the fiscal year.

Attached is Fund 40 CIP/2011-2012 Adjusted 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.

Several operational issues result from the termination of our agreement with the Conklin Group. First, Mr. Conklin provided architectural services which could be replaced by another firm. Thus far, however, a replacement firm has not been identified. Second, Mr. Conklin performed other services not normally provided by an architect. These included: 1) Permitting and plan check at the County Planning Department. 2) Producing Notices of Bid for publication.

- 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 walk throughs 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. Thus, the schedule of ongoing and future projects will be impacted until a firm or an individual can be identified and hired to perform these tasks.

From a budget perspective, a larger fund balance carryover will occur in Fund 40. This may in fact assist with balancing the District's Fund 10 Budget which is experiencing an increase in expenses and decrease in revenue. 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 the current Fund 40 budget and project list.

ATTACHMENTS:

1. Adjusted FY 2011-2012 Budget for Fund 40 Capital Improvement Projects
2. CIP Weekly Update for 04/09/12
3. Tennis Court Resurfacing Update
4. Playground Inspection Summary

Fund 40 Capital Improvement Projects/2011-2012 Adjusted Budget

Account	Original Budget	December 2011 Actuals	Adjusted Budget	Variance	Total for Fund
Audited Beginning Fund Balance					
REVENUES	\$147,838.00		\$147,838.00	\$0.00	
40-00-3600	30,000	0	30,000	0.00	
40-00-3600	100,000	0	100,000	0.00	
TOTAL FUND 40 REVENUE	277,838.00	0.00	277,838.00	0.00	
EXPENDITURES					
ROSSMOOR PARK		\$36,475		0.00	
Tennis Repaired & Resurfaced	\$21,275		\$40,400	19,125.00	
Tot Lot Equipment	\$0	\$0	\$5,000	5,000.00	
TOTAL ROSSMOOR PARK	\$21,275	\$36,475	\$45,400	24,125.00	
MONTECITO					
Redesign Interior	\$65,000	\$0	\$65,000	0.00	
TOTAL MONTECITO	\$65,000	4,600.00	\$65,000	0.00	
RUSH PARK					
Rehabilitate and Upgrade Outdoor Men's Restrooms	19,200.00		19,200.00	0.00	
Rehabilitate and Upgrade Indoor Men's Restrooms	3,120.00		3,120.00	0.00	
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting	19,950.00		19,950.00	0.00	
Replace Peripheral HVAC System in Auditorium	32,400.00			(32,400.00)	
Replace Temporary Picnic Canopy with Permanent Shade Structure	39,000.00			(39,000.00)	
Baseball Field - Replace with dustless dirt	0.00		35,000.00	35,000.00	
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations.			10,000.00	10,000.00	
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.	0.00		28,736.00	28,736.00	
TOTAL RUSH PARK	113,670.00	4,600.00	116,006.00	(2,336.00)	
GENERAL					
Scissor Lift and Utility Trailer	14,750.00		0.00	(14,750.00)	
Installation of Rossmoor signage for Rossmoor Village at three locations	0.00	TBD	TBD	N/A	
TOTAL GENERAL	0.00	TBD	TBD	N/A	
EXPENDITURE TOTAL					
	199,945.00	41,075.00	226,406.00	(26,461.00)	
REVENUE TOTAL					
	\$277,838.00	\$0.00	\$277,838.00	(24,125.00)	
BUDGETED REVENUES LESS EXPENDITURES					
	77,893.00		51,432.00	2,336.00	

CIP Weekly Update
Week Of: April 9, 2012

Rossmoor Park

- 1. Tot Lot Equipment - Swing Set and Hooded Slide (1) \$5,000
 - Slide/swing install scheduled for 4/24. Maintenance staff will remove existing swing set on Monday 4/23.
 - Inspection report received. Priority One issues that need to be addressed immediately include: sand levels & slide entrance gapping. Omero is in process of ordering more sand. Valley Crest will be rototilling next week. Omero has addressed the slide entrance gapping by removing excess sand and using silicone to seal the gap
 - Summary of inspection report has been submitted to HT and will be given to CIP Committee to review and make recommendations

Rush Park

- 1. Tot Lot Equipment - Swing Set and Hooded Slide (3) \$10,000
 - See above

- 2. Pour-in-Place Rubber Surfacing for Tot Lot \$28,736
 - Rec Staff provided recommendation in report. Will wait for direction from CIP Committee

- 3. Baseball Field - Replace with dustless dirt \$35,000
 - Quote received for dustless dirt-Sports Field Services (\$25,000)
 - OP determined irrigation does not need to be updated.
 - Will wait for direction from CIP Committee
 - OTHER: Alternative Championship signage options & storage bins:
 - Chris obtained quote for flag pole to be installed.
 - EG will receive input from LAGSL and request other alternatives
 - Chris received options for metal storage bins ranging from \$1,700-\$2,500. EG will consider options and gather more quotes

- 4. Upgrade Outdoor Men's Restrooms \$19,200
 - Rick Conklin's resignation has put a hold on project

- 5. Upgrade Indoor Men's Restrooms \$3,120
 - Rick Conklin's resignation has put a hold on project

- 6. Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting \$19,950
 - Received updated quote for \$17,720

- 7. Replace Peripheral HVAC System in Auditorium \$32,400
 - Project moved to later FY

8. Permanent Shade Structure \$39,000
- Project moved to later FY
 - Received quote for alternate permanent shade structures ranging from \$11,000 to \$14,000

Montecito Center

1. Redesign Interior 2011-2012 \$65,000
2012-2013 \$50,000
- Awaiting response from Eagle Scout to setup meeting to discuss completing his project at MC
 - Rick Conklin's resignation has put a hold on project

Other

1. Rossmoor Mini Signature Walls
- Tom completed mock-up. OP will present to CIP Committee at next meeting

Henry Taboada

From: Emily Gingras
Sent: Thursday, April 12, 2012 12:28 PM
To: Henry Taboada
Cc: Chris Argueta; Omero Perez
Subject: FW: Shade Structure Rush Park
Attachments: Rossmoor(4-12-12)JR.pdf; Shade Estimate Rush Park.pdf; CIP Weekly Update 4_9_12.docx

Henry: I just received quotes for 2 different options for a permanent shade structure that are significantly less than what we had budgeted. I've revised the CIP Weekly update to reflect the addition of the quote (attached).

Em

Emily Gingras
Rossmoor Community Services District
562.431.0525 office
562.431.3710 fax
www.rossmoor-csd.org

Parks
Make
Life
Better!

From: PlayItSafeSigns@aol.com [<mailto:PlayItSafeSigns@aol.com>]
Sent: Thursday, April 12, 2012 10:57 AM
To: Emily Gingras
Subject: Shade Structure Rush Park

Please see attached estimates for the Shade Structure at Rush Park. I have attached 2 estimates.

Estimate #1 is a Metal Shade Structure by Grounds for Play



Estimate #2 is for a Custom Canopies Metal & Fabric top shade Structure



Please let me know if you have any questions or need a revision.

In Play,

JC Boushh
Play Consultant, CPSI

Phone: 951-922-3900
ax: 951-922-3939

Email: playitsafesigns@aol.com

Contact Design for Play for all your play needs: Playground Design * Playground Inspections *
Training & Lectures * Shade Structures * Site Amenities



**Certified
Playground
Safety Inspector**

Visit at: www.jcboushhconsulting.com



1401 East Dallas St.
 Mansfield, TX 76063
 Toll Free: (800) 552-7529
 Fax: (817) 477-1140
www.groundsforplay.com

PLAYGROUND PROPOSAL
For
Rossmoor Community Services
 Rush Park

April 12, 2012

Attention:
 Emily Gingras
 3001 Blume Rd.
 Rossmoor , CA 90720

Equipment Installation:	\$1,050.00
Based on equipment listed above and site information provided by customer.	
• Prevailing Wage (Equipment): \$800.00	
• Prevailing Wage Admin Fee: \$250.00	
Sun Shade(s):	\$10,411.13
20x35x8 Hip Shade	
• Price: \$4,251.13	
• Installation: \$6,160.00	
*Engineered Drawings and Permitting cost not included.	
Additional Site Work:	\$850.00
• Dumpster Fee: \$850.00	
Sales Tax (if applicable):	\$329.46
Customers that are sales tax exempt must submit official sales tax exempt letter to Grounds for Play for this charge to be removed.	
Shipping and Handling:	\$1,285.02
While Grounds For Play makes every effort to provide accurate shipping prices, these are only estimates and additional charges may apply. Handling for turf materials included (if applicable).	
PROJECT TOTAL:	\$13,925.61

CONDITIONS OF PLAYGROUND PROPOSAL AND/OR BID

- 1) Proposal is valid for 30 days and assumes that all work is ordered at the same time.
- 2) No leveling of play areas prior to installation is included and assumes a 2% slope maximum existing grade. Steeper slopes will require excavation or fill and will be customer's responsibility.
- 3) Pricing assumes easy site access with minimum 10' wide accessible route for heavy equipment
- 4) Pricing assumes any excavated soil can be spread on site. Off site disposal will be at additional cost.
- 5) The scope of work to be provided by GFP and covered by this proposal is limited to the equipment, site amenities, materials and services as shown on the plan and identified in this proposal.
- 6) Pricing does not include costs associated with encountering subsurface obstacles or drainage issues.
- 7) Pricing does not include the following: local prevailing wage requirement (Davis-Bacon), union labor premiums, bonds, permits of any kind, or other job related fees. If called for, these costs will be added to the total.
- 8) Installation prices assume one single trip to the site by the installer, and on the date(s) scheduled by GFP project management (may include multiple days). Any delays or interruptions to scheduled work caused by the customer may result in additional labor charges.
- 9) If proposal is accepted, customer will be requested to sign the **GFP project agreement**, the standard contract for playground projects. The agreement details the anticipated scope of project responsibility and liability for both the customer and GFP.

For material descriptions, specifications, and components, please see brochure or website at www.groundsforplay.com.

Submitted by:

JC Boushh

OPTION A:

Project Agreement with Purchase Order (Government entities and public school districts only)

OPTION B:

Purchase Order and Project Agreement with 50% down payment and balance due upon completion.

OPTION C:

Project agreement between Grounds For Play and customer with 50% down payment and balance due upon completion.

OPTION D:

Project agreement between Grounds For Play and customer with 95% down payment and balance due upon completion with a 3% discount on equipment for early payment.

OPTION E:

Other terms agreed to in advance by Grounds For Play and customer.

WARRANTY OF MATERIALS AND INSTALLATION:

Grounds For Play, Inc. warrants its equipment to be free from defects in materials and workmanship under normal use and service for the periods below:

Lifetime Warranty: Fiberglass Reinforced Plastic (FRP) posts.

15 Year Warranty: Composite Lumber material only.

10 Year Warranty: Extruded plastic components, Rotationally molded slides and roofs, PVC coated metal decking.

8 Year Warranty: All Turf products installed by Grounds For Play.

5 Year Warranty: Poured in Place rubber surfacing (excluding discoloration and abrasion).

2 Year Warranty: All other parts manufactured by Grounds For Play, Inc. (except tarp materials, which carry a one year warranty).

All warranty periods begin on the date of the invoice. This warranty does not cover defects which are cosmetic (scratches, dents, marring, fading, discoloring) and does not cover paint, normal wear or tear, damage due to vandalism or natural disaster, lack of maintenance, and natural tendencies of wood (warping and checking). This warranty is valid only when the equipment has been installed by or under the supervision of installers certified by Grounds For Play, Inc.

This warranty exists in lieu of all other warranties of merchantability or fitness for a particular purpose.

ASSURANCE: All Grounds For Play equipment, installations and fall zone installations are in compliance with U.S. Consumer Product Safety Commission (C.P.S.C.) Guidelines (2001) for public playground safety.

**ROSSMOOR PARK TENNIS COURTS
Resurfacing Update**

Date: April 3, 2012
To: Henry Taboada, General Manager
From: Emily Gingras, Recreation Superintendent
Subject: Tennis Court Resurfacing Repair Update

Background:

In the fall of 2011, the Rossmoor Park Tennis Courts were scheduled to be resurfaced due to safety concerns and tripping hazards following wet weather. In order to properly resurface the courts they were hydro blasted to remove years of resurfacing residue. Upon hydro blasting the courts, it was found that the concrete slab beneath courts 2 and 3 was in need of repair and the rebar was crumbling. The District hired Simplus, a company specializing in concrete inspection, to provide the District with a recommendation. Simplus reported that the concrete slab was in need of substantial repair. The additional cost to repair the concrete exceeded the General Manager's spending authority. A Special Board Meeting was held to approve the funds needed for the repair.

In the meantime, court 1 was resurfaced in mid-September since it had no underlying issues. Court 4 remained the access point for equipment to courts 2 and 3. Work on the remaining courts resumed once an agreement had been negotiated between Simplus and Taylor's Tennis. The courts were ultimately completed in late November 2011 (after the concrete slab cured for 28 days).

Issues:

After opening the courts, staff noticed cracks appearing where the new concrete slab had been poured. Simplus and Dave Taylor of Taylor's Tennis met with District staff to inspect the courts. Dave Taylor explained that cracking is normal once a new concrete slab had been poured. Simplus reported that they were only an expert in concrete and not in tennis courts.

Also, during this time, heavy rains and low night temperatures compromised the top coat of the surfacing. This caused a paint transfer and a slippery playing surface. District staff immediately closed the courts and Taylor's Tennis resurfaced courts 3 and 4 in January 2012. District staff opted to postpone the resurfacing of court 2 for warmer weather. Once again, upon completion of the resurfacing, wet weather compromised the playing surface of court 4. Taylor's Tennis had agreed to resurface both courts 2 and 4 upon warmer weather. There are no issues with court 1.

Recently, patrons have reported more cracks appearing on courts 2 and 3 causing a change of direction of the tennis ball once the ball hits those cracks. District staff met with Mr. Bob Deller who is an expert in tennis court resurfacing who offered to inspect our courts.

Report:

The resurfacing of our courts was found to be in good condition with the exception of the paint transfer on courts 2 and 4 (which is scheduled to be addressed this spring). This was ultimately due to the wet weather conditions. Mr. Deller recommended that courts be resurfaced in warm weather and advised against resurfacing during winter months. He estimated the courts would not need to be hydro blasted for at least another 15 years and the courts resurfaced again in 10 years which is a common estimate.

Mr. Deller inspected the cracks and agreed with Taylor's Tennis that cracks would appear over time with the addition of any new concrete. However, the displacement of cracks on court 2 is not a common occurrence. This may have been a result of the concrete mixture. Mr. Deller explained it was likely that the concrete mix was incorrect (too wet or too dry) which is causing the displacement. Currently, there are only a few areas where displacement has occurred.

This could have either been a result of the concrete mixture specifications, or, the company that provided the concrete could have mixed it incorrectly. Mr. Deller recommended consulting with Simplus to determine the origin of the error.

Recommendation:

Contact Simplus to inspect displacement of current cracks and provide their recommendation. Contract with Taylor's Tennis guarantees concrete will uphold for five (5) years.

Attachments:

1. Resurfacing contract with concrete mixture specifications

UPDATE (4/10/12):

Follow-Up:

Following Mr. Deller's request to contact the concrete consultant hired for the resurfacing, I contacted Paul Buckley of Simplus Management to inspect the minor displacement on courts 2 and 3. Mr. Buckley found the displacement to be immeasurable and informed me that cracking is normal and will cause minor vertical displacement. Dowels inserted into the new concrete mixture binding the old concrete to the new concrete prevent vertical displacement. He recommended that if the vertical displacement worsens, the District should contact Taylor's Tennis.

In addition, I contacted another tennis court resurfacing contractor to inspect the minor displacement on courts 2 and 3 recommended by Mr. Deller. Mr. Jeff Frantz of Pro Surface has built tennis courts for Country Clubs throughout the Country and relies only on word of mouth advertisement to promote his business. He has played in the professional tennis circuit for over 25 years and was a highly ranked tennis pro. Mr. Frantz visited Rossmoor Park's tennis courts and found the resurfacing to be in good condition and stated he felt the contractors delivered a high quality product and he would not have resurfaced them any differently had his company been awarded the contract. He added that paint transfer is normal for public tennis courts anytime courts are resurfaced in the winter months. Mr. Frantz was impressed by our high quality public courts and felt Rossmoor has one of the best public facilities he's seen. When asked about the spin of the ball being affected by the minor displacement, Mr. Frantz offered the displacement was so minor, it would not affect a change in direction.

Recommendation:

1. Continue to monitor the courts for increased displacement. At this point I do not see a cause for concern. Taylor's Tennis will still resurface courts 2 and 4 in mid-May to address the paint transfer.

ROSSMOOR COMMUNITY SERVICES DISTRICT

Playground Inspection Summary

DATE: April 10, 2012

SUBJECT: Rush and Rossmoor Parks Playground Inspection Summary

FROM: Emily Gingras, Recreation Superintendent

TO: Henry Taboada, General Manager

PURPOSE:

To update the General Manager on the condition of Rossmoor's Parks playgrounds following a playground inspection report completed by a certified playground inspector. A detailed report was taken and submitted for both Rush and Rossmoor Parks.

BACKGROUND:

The Rossmoor Homeowners Association (RHA) initially installed the current Tot Lot equipment housed at both Rossmoor and Rush Parks. The RHA created a tile project to raise funds for the purchase of a new Tot Lot in 1995 at Rush Park. At that time, playground safety standards were just being introduced putting strict restrictions on playground structures, components and surfacing. Over the years, Maintenance and Recreation staff has replaced components as needed.

In September of 2011, District staff met with Little Tikes Commercial representatives to discuss upgrades to the Rush Park Tot Lot. Representatives advised District staff the Tot Lot equipment would need to be upgraded in several areas in order to comply with current playground safety standards. Safety standards will be enforced beginning January 2014. Little Tikes submitted quotes to upgrade the existing slides, swing sets and decks totaling nearly \$25,000. A quote to upgrade the surfacing to Pour in Play (PIP) rubber surfacing amounted to nearly \$100,000. Currently, the Rush Park Tot Lot surfacing is comprised solely of sand. Sand does not provide cushioning needed for a fall nor complies with ADA requirements. When Little Tikes was asked if it would be more cost effective to invest in an entirely new structure, representatives reported the current Tot Lot would last another 15-20 years.

Rossmoor Park, on the other hand, utilizes Miracle Playground Equipment. The RHA was instrumental in providing funds for the existing Tot Lot which was installed in 2001. At this time, the installer complied with the current safety standards

including Pour in Play surfacing. In 2009, the District spent \$20,000 to repair the deteriorating Pour in Play material.

Representatives from Miracle Playground Inc. regularly meet with Recreation Staff and provide recommendations for upgrading or replacing structural components.

SUMMARY:

Recreation and Maintenance Staff began researching alternative options for ADA complaint surfacing including wood chips and rubber mulch for the Rush Park Tot Lot. Options ranged from \$28,000 to \$90,000.

Additionally, Recreation staff researched the recommendations submitted by Little Tikes. Staff discovered the majority of the current equipment is in compliance. Additional questions arose while researching compliance guidelines that prompted Recreation Staff to consult with a Certified Playground Inspector to inspect the District's Tot Lots. Mr. J.C Bousch of Play It Safe Designs met with Recreation and Maintenance Staff and provided an inspection report highlighting non-compliant components. A summary of the report is outlined below. Terms and priority levels were taken directly from inspection report template.

REPORT:

Rush Park Playground Ages 2-5

Play Equipments is compliant in the following areas: general hazards, materials, spring rockers, climbers, guardrails and barriers, swings, stairways, ladders and ramps and platforms.

Play Equipment needs attention in the following areas and is not in compliance:

Priority 1:

1. Signs and Labels-Appropriate warning labels for sand surfaces adequately warning that playground equipment is over a hard surface (sand) and injury or death may result from fall. **Solution:** Order and display warning labels appropriately
2. Surfacing Material-Sand does not provide ADA access. Also, sand is hard-packed. **Solution:** Rototil (short-term) or provide Pour in Play surfacing (long-term)
3. Slide Worksheet-Slide entanglement hazard where sand has built up in gap at slide entrance. **Solution:** Remove sand and silicone the gap

Priority 2:

1. Ground Level Access Route-No ADA access point acts an entrance to playground. **Solution:** Install wood chips, rubber mulch or Pour in Play surface material

Priority 3:

1. Transfer Systems-Surfacelacks ADA accessibility to provide minimum turning radius for handicapped. **Solution:** Install wood chips, rubber mulch or Pour in Play surface material

Rush Park Playground Ages 5-12

Play Equipments is compliant in the following areas: general hazards, materials and manufacturing, guardrails and barriers, swings, stairways, ladders and ramps, roofs, climbers, play bridges and ramps, and platforms.

Play Equipment needs attention in the following areas and is not in compliance:

Priority 1:

1. Surfacing Material-Sand does not provide ADA access. Also, sand is hard-packed. **Solution:** Rototil (short-term) or install wood chips, rubber mulch or Pour in Play surfacing to comply with ADA standards (long-term)
2. Slide Worksheet-Slide entanglement hazard where sand has built up in gap at slide chute entrance. **Solution:** Remove sand and silicone the gap

Priority 2:

1. Upper Body Equipment-Trapez landing platform is currently 38". Maximum height is 36". **Solution:** Install alternate playground surfacing.

Priority 3:

1. Transfer Systems-Surfacing lacks ADA accessibility to provide minimum turning radius for handicapped. **Solution:** Provide wood chips, rubber mulch, or Pour in Play surfacing material
2. Signs and Labels-Appropriate warning labels for sand surfacing adequately warning that playground equipment is over a hard surface (sand) and injury or death may result from fall. **Solution:** Install proper signage

3. Ground Level Access Route-No ADA access point acts an entrance to playground. **Solution:** Provide wood chips or pour in play or alternate ADA friendly surface

Other:

Accessibility of Play Equipment-Additional ground level components are required since 50% of playground surface is not ADA accessible.

Additional Information:

Mr. Bousch provided the current Tot Lot has a life span of an additional 5-10 years. If the District chooses to install PIP surfacing before 2014 without purchasing an entirely new Tot Lot, the PIP would need to be removed and re-poured when a future Tot Lot is installed.

Rossmoor Park Playground Ages 2-5

Play Equipments is compliant in the following areas: materials and manufacture, transfer systems, stairways, ladders and ramps, roofs, platforms, guardrails and barriers, climbers.

Play Equipment needs attention in the following areas and is not in compliance:

Priority 1:

1. Slide Worksheet-Slide entanglement hazard where sand has built up in gap at slide entrance. **Solution:** Remove sand and silicone the gap

Priority 2:

None

Priority 3:

1. General Hazards-Damaged deck. **Solution:** Continue to monitor. If condition of deck worsens, deck will need to be replaced. Inspector did not foresee an issue from a liability standpoint
2. Surfacing Material-Sand is hard-packed. **Solution:** Rototil
3. Ground Level Access Route-Sand low at Pour in Play turndown. Wheelchair can tip. **Solution:** Add additional sand.

4. Spring Rocking Equipment-Overlapping of slide exit path and crocodile rocker by 1". **Solution:** Inspector does not foresee as an issue from a liability standpoint

Rossmoor Park Playground Ages 5-12

Play Equipments is compliant in the following areas: general hazards, materials and manufacturing, signs and labels, stairways, ladders and ramps, roofs, platforms, guardrails and barriers, balance beam, swings, slides, climbers, upper body equipment, sliding poles, track rides.

Play Equipment needs attention in the following areas and is not in compliance: ground level access route, transfer systems, surfacing material.

Priority 1:

1. Loose Fill Installation-Sand hard-packed and does not comply with fall height. Pour in Play surfacing does not extend under slide area to comply. **Solution:** Extend PIP by 6 feet. Also, regularly rototil sand pits.

Priority 2:

None

Priority 3:

1. Ground Level Access Route-Slope of Pour in Play surfacing to sand exceeds maximum slope. Wheelchair can tip. **Solution:** Refill sand by 4" to comply with standards.
2. Width of Accessible Rout-Pour in Play surfacing is 5" short of required width for wheelchair turning radius. **Solution:** Extend PIP surfacing.
3. Transfer Station-Pour in Play surfacing is 5" short of required width for wheelchair turning radius. **Solution:** Extend PIP surfacing by 5".

OPTIONS (Rush Park Playground):

1. Consider a surfacing material preference to provide ADA access and meet fall height requirements (wood chips, rubber mulch, PIP) to be installed by

January 2014. If PIP is chosen, it would make sense to design an entirely new Tot Lot.

2. Consider whether to upgrade the existing Tot Lot at a minimum cost of \$28,000 for PIP. Or, direct staff to begin consulting with a playground design company to design a new Tot Lot.
3. If the decision is made to design an entirely new Tot Lot, FUND 40 may need to be altered to allow for the changes. However, there are other funding options to consider. Options are as follows:
 - a. Partner with a national playground company, such as Kaboom! which provides tools for organizing a community build day to save on playground installation costs
 - b. Research possible grants available for Inclusive playgrounds. Inclusive play provides accessible playgrounds for youth with both physical and mental disabilities.
 - c. Research grants available for rubber mulch material
 - d. Consider a collaboration with the RHA for joint funding options

RECOMMENDATIONS:

Authorize Recreation Staff to explore the above options and provide more information related to cost, time, etc for a new Tot Lot.

Respectfully submitted by,

Emily Gingras, Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM C-2**

Date: April 16, 2012
To: CIP/Public Works Committee
From: RCSD, General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: FISCAL YEAR
2012-2016 CIP BUDGETS AND PROJECT LISTS

RECOMMENDATION:

Review and make recommendations to the Board regarding management of the District's FY 2012-2016 Capital Improvement Program (CIP) Fund 40 Budgets and Project Lists.

BACKGROUND:

As reported in Agenda Item C-1, the District's CIP program has experienced a delay in completion of current projects. This affects the four-year projections previously approved by the Committee and the board.

Attached is Fund 40 CIP/2012-2016 previously approved Fund 40 Budgets and Project Lists. These are based on the Adjusted Budget approved by the Board in February of this year. This, however, is only a beginning point for development of the four-year program to be based on decisions made regarding the current year.

ATTACHMENTS:

1. FY 2012-2016 Budget for Fund 40 Capital Improvement Projects.

**FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET
(FOR 2011-2012 ETC'S AND 2012-2013 PRELIMINARY BUDGET)**

FUND 40

PROJECT TITLE	Adjusted Budget FY 2011-2012	ETC FY 2011-2012	Preliminary Budget FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
REVENUES						
Beginning Fund Balance	\$147,838	\$147,838	\$196,367	\$30,170	(\$350,130)	(\$583,130)
Transfer from Fund 10	\$30,000	\$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	\$277,838	\$247,838	\$296,367	\$30,170	(\$350,130)	(\$583,130)
EXPENSES						
ROSSMOOR PARK						
Tennis Repaired & Resurfaced	\$40,400	\$41,075				
Replace Chain Link Fencing Around Backstops			TBD			
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.	\$5,000					
Resurface Basketball Courts.			TBD			
MONTECITO						
Redesign Interior	\$65,000	\$0	\$65,000	\$50,000		
Redesign Exterior				\$49,800		
Install Electronic Message Board				\$48,000		
New Gate			TBD			
RUSH PARK						
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals)	\$19,200	\$5,192	\$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			
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.	\$10,000	\$4,894				
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.	\$28,736		\$28,736			
Canopy Entrance for Auditorium				\$37,800		
Revise Landscape				\$20,700		
Install Solar Panels			TBD			
Repave Parking Lot (Possibly move to start in FY 2012-2013?)				\$174,000	\$233,000	
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)	TBD	\$310	TBD			
Scissor Lift and Utility Trailer			\$14,750			
Irrigation Box for Rossmoor Triangle			\$9,000			
Replace Round Trash Cans for Rush, Rossmoor and Mini Parks.			\$5,241			
TOTAL EXPENSES	\$226,406	\$51,471	\$266,197	\$380,300	\$233,000	\$0
ENDING FUND BALANCE	\$51,432	\$196,367	\$30,170	(\$350,130)	(\$583,130)	(\$583,130)

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: May 8, 2011
To: Honorable Board of Directors
From: Budget Committee
Via: General Manager
Subject: BUDGET COMMITTEE REPORT RE: PROPOSED FY 2012-2013
PRELIMINARY BUDGET AND ANNUAL SALARY PLAN

RECOMMENDATION:

Receive the report of the Committee and provide direction to the General Manager regarding the formulation of an FY 2012-2013 Final Budget and FY 2012-2013 Annual Salary Plan.

BACKGROUND:

In accordance with Board policy, the General Manager has presented a proposed Preliminary Budget for FY 2012-2013 to the Budget Committee. Further, the General Manager has developed Estimates to Close (ETC's) prior to April 30th which are a part of the proposed budget. You will note, that our estimates indicate that your FY 2011-2012 Final Budget will close with approximately \$36,988 of budgeted revenue over budgeted expenses. The Board has previously had the option of encumbering the funds for unbudgeted expenses in the current year, applying the funds to Fund 40 for capital improvement projects (CIP's) for next year, or simply rolling the monies over to reserves. Next year's budget will once again have a beginning and ending fund balance for each fund. The Board will have the option of reallocating ending fund balance monies to other funds as a function of the adoption of resolution to that effect.

The CIP Committee has reviewed and has made recommendations for the four-year CIP. Please keep in mind that the Board will only be approving the first year budget of the CIP and the future year's budget documents are estimates only.

The proposed Preliminary Budget, as reviewed by the Budget Committee, is primarily based on known trends or estimates with a high probability of accuracy. Again, this year there are substantial unknown elements resulting from the State's and County's ongoing budget process. Moreover, at the time of the Budget Committee meeting the property tax apportionments for April had not been received. Now that they have arrived, ETC's and proposed revenue have been adjusted accordingly.

Based on these uncertainties, the Preliminary Budget for Funds 10, 20, and 30 are basically flat budgets for both revenue and expenditures. Should actual State and County budget impacts become known prior to the approval of the Final Budget, the Board could deal with those in July or even August by Resolution.

After your initial review this evening, the Preliminary Budget and Salary Plan, with amendments if any, will be resubmitted at your June meeting for further review. Also, Fund 40 remains structured as a four-year Capital Improvement Program (CIP). The four-year format is to account for sizeable future projects such as the repaving of the Rush Park parking lot which requires a large capital expenditure. The Budget Committee has recommended that the District seriously consider moving the parking lot project in next fiscal year with debt financing as a means to pay for it. Input from the Public Works/CIP Committee on recommended priorities, costing of the first year projects, as well as, other input from the Budget Committee is factored into the Preliminary Budget.

It is rather certain that capital projects contemplated for FY 2011-2012 will not use up the entire budgeted amount. Consequently the ending Fund Balance for this year's capital program will be approximately \$196,367. However, in order to maintain the momentum of our four-year CIP, it is recommended that a transfer from Fund 20 of \$100,000 to Fund 10 as payment for back administrative costs be approved. It is further recommended that a like amount be transferred from Fund 10 to Fund 40. This will result in a beginning Fund Balance in Fund 40 of \$296,367. This should ensure a viable continuation of the multi-year program and allow for costing out future projects with a reasonable expectation of completing them. The CIP Four-Year Program Plan includes a professional estimate of the cost of the Rush Park Parking Lot Project currently in FYs 2013-15 for your review.

At your June meeting, the Board will be asked to approve a “Notice” for publication, stating that the General Manager is preparing a proposed Final Budget and that the Final Budget will be available for inspection, specifying date, time and place, when the Board will meet and adopt the Final Budget.

In conclusion, the Public Works/CIP Committee has previously reviewed and revised the proposed CIP and the Budget Committee has reviewed the ETC’s, proposed budget and evaluated other program costs such as the Salary Plan. It is recommend that the Board receive both budget documents and direct the General Manager to bring these documents back at your June meeting, with any revisions for further review and input from the community. Attached are the Agenda reports presented to the Committee with budget details for your review.

ATTACHMENTS:

1. C-1 FY 2011-2012 ESTIMATES TO CLOSE AND FY 2012-2013 PRELIMINARY BUDGETS

- a. FY 2011-2012 Estimates to Close.
- b. FY 2012-2013 Preliminary Budget.
 - 1. Four-year Fund 40 CIP.
- c. Policy No. 3020 Budget Preparation, Adoption and Revision

2. C-2 PROPOSED FY 2012-2013 SALARY PLAN

- a. FY 2011-2012 Salary Plan.
- b. Proposed FY 2012-2013 Salary Plan.
- c. Los Angeles Region Consumer Price Index.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: April 19, 2012

To: Budget Committee

From: RCSD, General Manager

Subject: FY 2011-2012 ESTIMATES TO CLOSE AND FY 2012-2013 PRELIMINARY BUDGET

RECOMMENDATION:

It is recommended that the Committee review the District's Preliminary Budget and make recommendations to the Board.

BACKGROUND:

As required by Board policy, the General Manager has formulated a Preliminary Budget including Estimates to Close (ETC's) for review by the Committee. The CIP Committee has met and discussed adjustments to the current year's Fund 40 Project List and Budget. Due to the termination of the Agreement with the Conklin Group, projects planned or in work for this year are being deferred from a budget perspective until next fiscal year. This will influence projected total revenues, expenses, carryover amounts and interfund transfers for next fiscal year. While it is possible that some projects will be carried out this year, adjustments to Fund 10 and/or Fund 40 can be made during the Board's deliberation of the FY 2012-2013 Preliminary Budget during the months of May through July or even August, if necessary.

This year, our ETC's for Fund 10 are projected to close at approximately \$36,988 in revenue over expenses, which becomes the beginning fund balance for next fiscal year. This amount however is being estimated without our knowledge of the April property tax apportionment which is a substantial portion of the District's annual revenue. When that apportionment is received at the end of April, staff will adjust the projected amounts to reflect a more accurate ETC.

Moreover, our projected ETC is also based on backing out of an interfund transfer to Fund 40 of \$30,000. This has become necessary for two reasons. First, to account for a decrease in Fund 10 revenue, primarily from lower property tax apportionments and a decrease in investment revenue. Second, to account for the added expense of a half-time General Manager. The affect on Fund 40 is discussed further in this Agenda Item.

Another factor which may influence the projected ETC's and the FY 2012-2013 Preliminary Budget are the recommendations of the Investment Committee which is also meeting to discuss future investments. The current interest rates have drastically reduced the District's revenue from investments. Based on the actions of the Federal Reserve, it is unlikely that this condition will improve any time soon.

On a more positive note, the property tax shift of \$70,800 to State of California is scheduled to be paid back to the District with interest in 2013. Staff is investigating the timing of this payback; however, that amount is included in our revenue estimates for the coming year.

As in the past six years, revenues continue to exceed expenses by varying margins. This year's expenses are tracking a positive \$19,153 compared to our amended budget. Revenues, on the other hand, are tracking our amended budget with an ETC increase of \$3,200, keeping mind the adjustments that were made regarding the backing out of an interfund transfer. This results in an overall ETC surplus of \$36,988.

You may recall that in February, the Board approved an amended budget which included budget adjustment to cover unanticipated expenses. Those adjustments were considered minor and were made with no reliance on reserves. The same remains true for next year.

Further, the District's General Counsel and Auditor have previously determined that the District is entitled to be compensated up to \$20,000 per year from Fund 20 for administration of the Rush Park Bond. Based on our current fiscal environment, staff recommends the transfer to Fund 10 for next fiscal year.

These actions, plus prudent fiscal management should maintain the District's financial position regarding revenue and expenses in good stead and enable the District to continue its normal expenditure patterns consistent with the service delivery levels that the community has come to expect.

At another level, our property tax and lighting assessment district revenue has for the first time shown a moderate decrease, a change from each of the last four years. It is therefore assumed that the District's fiscal condition will continue to fluctuate until the housing market stables. The latest reports state that housing prices are now the highest since 2007. Nonetheless, we are budgeting for a flat revenue outlook. Of course, our Final Budget will be more reflective of actuals, once we close out our fiscal year. At that time we will be better able to adjust our projected revenues and our expenses within specific departments, categories of expense and individual line items.

As previously mentioned the Fund 40 ETC shows a positive ending fund balance of \$196,367, based the adjustments discussed earlier. This large balance is primarily due to the scaling back of projects this year, which have been added to future CIP program years. Once a new architectural consultant is hired, some current projects may be undertaken. A four-year CIP is also included for discussion.

Fund 20 (Rush Park) and Fund 30 (Wall) present no budget issues other than the fund transfers in Fund 20 previously addressed. Both accounts are fully funded from property tax assessments paid directly by property owners. Beginning and ending fund balances for these funds are also shown for both funds.

A positive change to Fund 20 will occur this year due the previous Board action to pay down debt from excess reserves. That action results in not having to pay \$150,000 in principal payments. It is therefore recommended that \$100,000 from this amount be transferred to Fund 10 as a back payment to District for the administration for five years of overhead previously absorbed by the District. This amount could then be transferred to Fund 40 in order to maintain the District's capital plan and avoid a negative ending fund balance next fiscal year.

In summary, the starting point for Fund 10 is a basically flat budget, with minimal projected increases/decreases in revenue or expenses. Expenses will only be increased by whatever decisions are made by the Committee and by any recommendations to the proposed Salary Plan to be discussed in Agenda Item C-2, further on in this Agenda. Also, revenue adjustments from fee increases are not contemplated at this time, but may be brought forth later, if warranted.

Overall, the District is fortunate that our main sources of revenue (property taxes and lighting assessments) have remained stable. A possible decline in estimated revenue did occur in our return on

investments. As more investments mature during the coming year, adjustments to expenses and/or revenues can be made, accordingly.

In spite of our economic environment, our reserve ratio to budget remains healthy and the District is in a better fiscal condition than a number of other local governments in our area. Staff will continue to monitor closely, any developments which might adversely affect the District.

ATTACHMENTS:

1. FY 2011-2012 Estimates to Close.
2. FY 2012-2013 Preliminary Budget.
 - a. Four-year Fund 40 CIP.
3. Policy No. 3020 Budget Preparation, Adoption and Revision.

GENERAL FUND SUMMARY - FUND 10

	2011-12 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	2011-2012 ETC VS. ADJUSTED	% INCREASE (DECREASE)
<u>General Fund Revenues</u>				
Property Taxes	717,400	699,400	(18,000)	(2.57%)
Street Light Assessments	260,000	250,000	(10,000)	(4.00%)
Interest on Investments	10,000	10,000	0	0.00%
From Other Govt. Agencies	57,200	58,400	1,200	2.05%
Fees	133,000	133,000	0	0.00%
Miscellaneous Revenues	10,264	10,264	0	0.00%
Transfer in Other Funds	20,000	20,000	0	0.00%
Transfer out Other Funds	(30,000)	0	30,000	100.00%
Total General Fund Revenues	1,177,864	1,181,064	3,200	0.27%
<u>General Fund Expenditures</u>				
Administrative Services	321,168	326,168	5,000	1.53%
Recreation	105,200	106,200	1,000	0.94%
Rossmoor Park	171,526	166,890	(4,636)	(2.78%)
Montecito Center	67,967	68,221	254	0.37%
Rush Park	193,836	192,830	(1,006)	(0.52%)
Street Lighting	98,480	100,980	2,500	2.48%
Rossmoor Signature Wall	2,147	2,147	0	0.00%
Street Sweeping	51,600	51,600	0	0.00%
Parkway Trees	130,900	113,250	(17,650)	(15.58%)
Mini-Parks and Medians	14,405	15,790	1,385	8.77%
Total General Fund Expenditures	1,157,229	1,144,076	(19,153)	(1.67%)
Revenues Less Expenditures	20,635	36,988		

GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 FINAL VS. 10-11 AMENDED	% INCREASE (DECREASE)	
General Fund Revenues					
Property Taxes					
10-00-3000	650,000	635,000	(15,000)	(2.31%)	
10-00-3001	28,000	26,000	(2,000)	(7.14%)	
10-00-3002	18,800	18,800	0	0.00%	
10-00-3003	1,000	1,000	0	0.00%	
10-00-3004	1,200	1,200	0	0.00%	
10-00-3010	7,000	6,000	(1,000)	(14.29%)	
10-00-3020	11,400	11,400	0	0.00%	
Total Property Taxes	717,400	699,400	(18,000)	(2.51%)	
Street Light Assessments					
10-00-3105	Assessments	260,000	250,000	(10,000)	(3.85%)
Interest on Investments					
10-00-3200	Interest	10,000	10,000	0	0.00%
From Other Governmental Agencies					
10-00-3301	State-Homeowners Prop. Tax Relief	4,800	6,000	1,200	25.00%
10-00-3302	State Mandated Cost Reimb.	500	500	0	0.00%
10-00-3305	County-Street Sweep Reimburse.	51,900	51,900	0	0.00%
Total From Other Governmental Agencies	57,200	58,400	1,200	2.10%	
Fees					
10-00-3402	Parkway Tree Permits	1,500	2,000	500	2.27%
10-00-3404	Tennis Reservations	11,500	8,000	(3,500)	(30.43%)
10-00-3405	Volleyball & Ball Field Reservations	22,000	25,000	3,000	13.64%
10-00-3410	Rossmoor Building Rental	10,000	10,000	0	0.00%
10-00-3412	Montecito Building Rental	23,000	23,000	0	0.00%
10-00-3414	Rush Building Rental	65,000	65,000	0	0.00%
Total Fees	133,000	133,000	0	0.00%	
Miscellaneous Revenues					
10-00-3500	Miscellaneous	3,000	3,000	0	0.00%
10-00-3501	Funding/Miscellaneous Studies	7,264	7,264	0	0.00%
10-00-3600	Transfer in/Other Funds	20,000	20,000	0	0.00%
10-00-3600	Transfer out/Other Funds	(30,000)	0	30,000	(100.00%)
Total Miscellaneous Revenues	264	30,264	30,000	11363.64%	
Total General Fund Revenues	1,177,864	1,181,064	3,200	0.27%	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	2011-2012 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 10 Administrative Services				
Salaries and Benefits				
10-10-4000 Board of Directors Compensation	10,000	11,500	1,500	15.00%
10-10-4001 Full Time	90,640	90,640	0	0.00%
10-10-4003 Overtime	1,550	1,550	0	0.00%
10-10-4007 Vehicle Allowance	750	750	0	0.00%
10-10-4010 Workers' Comp. Insurance	3,000	3,000	0	0.00%
10-10-4011 Medical Insurance	25,500	25,500	0	0.00%
10-10-4015 Federal Payroll Taxes	7,000	7,000	0	0.00%
10-10-4018 State Payroll Taxes	1,500	1,500	0	0.00%
Total Salaries and Benefits	139,940	141,440	1,500	1.07%
Operations and Maintenance				
10-10-5002 Insurance - Liability	9,704	9,704	0	0.00%
10-10-5004 Membership & Dues	5,500	6,000	500	9.09%
10-10-5006 Travel & Meetings	3,000	3,000	0	0.00%
10-10-5010 Publications & Legal Notices	4,500	4,500	0	0.00%
10-10-5012 Printing	500	500	0	0.00%
10-10-5014 Postage	3,500	4,000	500	14.29%
10-10-5016 Office & Meeting Supplies	8,300	8,300	0	0.00%
10-10-5020 Telephone	1,500	1,500	0	0.00%
10-10-5045 Miscellaneous Expenditures	5,500	6,500	1,000	18.18%
10-10-5046 Bank Service Charges	1,000	1,000	0	0.00%
10-10-5050 Elections	0	0	0	0.00%
10-10-5051 Equipment Rental	500	500	0	0.00%
Total Operations and Maintenance	43,504	45,504	2,000	4.60%
Contract Services				
10-10-5610 Legal Services	40,000	40,000	0	0.00%
10-10-5615 Financial Services	8,460	8,460	0	0.00%
10-10-5620 Miscellaneous Studies	7,264	7,264	0	0.00%
10-10-5670 Other Professional Services	77,000	78,500	1,500	1.95%
Total Contract Services	132,724	134,224	1,500	1.13%
Capital Expenditures				
10-10-6010 Equipment	5,000	5,000	0	0.00%
Total Administrative Services	321,168	326,168	5,000	1.56%

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 20 Recreation				
Salaries and Benefits				
10-20-4001 Full Time	44,000	39,000	(5,000)	(11.36%)
10-20-4002 Part Time	20,000	25,000	5,000	25.00%
10-20-4003 Overtime	1,900	1,900	0	0.00%
10-20-4005 Event Attendant	300	300	0	0.00%
10-20-4007 Vehicle Allowance	750	750	0	0.00%
10-20-4010 Workers' Comp. Insurance	1,300	1,300	0	0.00%
10-20-4011 Medical Insurance	6,550	6,550	0	0.00%
10-20-4015 Federal Payroll Tax	4,500	4,500	0	0.00%
10-20-4018 State Payroll Taxes	1,400	1,400	0	0.00%
Total Salaries and Benefits	80,700	80,700	0	0.00%
Operations and Maintenance				
10-20-5006 Travel & Meetings	800	800	0	0.00%
10-20-5010 Publications & Legal Notices	150	150	0	0.00%
10-20-5012 Printing	500	500	0	0.00%
10-20-5014 Postage	300	300	0	0.00%
10-20-5016 Office & Meeting Supplies	1,250	1,250	0	0.00%
10-20-5017 Community Events	5,000	6,500	1,500	30.00%
10-20-5019 Fireworks	6,200	6,200	0	0.00%
10-20-5020 Telephone	1,800	1,800	0	0.00%
10-20-5045 Miscellaneous Expenditures	500	500	0	0.00%
10-20-5051 Equipment Rental	500	500	0	0.00%
Total Operations and Maintenance	17,000	18,500	1,500	8.82%
Contract Services				
10-20-5670 Other Professional Services	5500	5500	0	0.00%
Total Contract Services	5,500	5,500	0	0.00%
Capital Expenditures				
10-20-6010 Equipment	2,000	1,500	(500)	(25.00%)
Total Capital Expenditures	2,000	1,500	(500)	(25.00%)
Total Recreation	105,200	106,200	1,000	0.95%

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 30 Rossmoor Park				
<u>Salaries and Benefits</u>				
10-30-4001 Full Time	28,600	28,600	0	0.00%
10-30-4002 Part Time	6,200	7,400	1,200	19.35%
10-30-4003 Overtime	1,100	1,100	0	0.00%
10-30-4005 Event Attendant	500	500	0	0.00%
10-30-4010 Workers' Comp. Insurance	2,600	2,600	0	0.00%
10-30-4011 Medical Insurance	7,400	7,400	0	0.00%
10-30-4015 Federal Payroll Taxes	2,650	2,650	0	0.00%
10-30-4018 State Payroll Taxes	550	550	0	0.00%
Total Salaries and Benefits	49,600	50,800	1,200	2.42%
<u>Operations and Maintenance</u>				
10-30-5010 Publications & Legal Notices	300	300	0	0.00%
10-30-5012 Printing	300	300	0	0.00%
10-30-5014 Postage	100	200	100	100.00%
10-30-5016 Office & Meeting Supplies	700	700	0	0.00%
10-30-5018 Janitorial Supplies	2,500	2,500	0	0.00%
10-30-5020 Telephone	1,600	1,600	0	0.00%
10-30-5022 Utilities	44,000	38,000	(6,000)	(13.64%)
10-30-5025 Sewer Tax	676	740	64	9.47%
10-30-5030 Vehicle Maintenance	1,500	1,500	0	0.00%
10-30-5032 Buildings & Grounds-Maint.	25,000	25,000	0	0.00%
10-30-5034 Alarm Systems/Security	650	650	0	0.00%
10-30-5045 Miscellaneous/Expenditures	500	500	0	0.00%
10-30-5051 Equipment Rental	700	700	0	0.00%
10-30-5052 Minor Facility Repairs/Tools	500	500	0	0.00%
Total Operations and Maintenance	79,026	73,190	(5,836)	(7.38%)
<u>Contract Services</u>				
10-30-5655 Landscape Maintenance	35,500	35,500	0	0.00%
10-30-5656 Park Tree Trimming	1,000	1,000	0	0.00%
10-30-5670 Other Professional Services	5,400	5,400	0	0.00%
Total Contract Services	41,900	41,900	0	0.00%
<u>Capital Expenditures</u>				
10-30-6005 Building & Improvements	0	0	0	0.00%
10/30/6010 Equipment	1,000	1,000	0	0.00%
Total Capital Expenditures	1,000	1,000	0	0.00%
Total Rossmoor Park	171,526	166,890	4,636	2.70%

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 40 Montecito Center				
<u>Salaries and Benefits</u>				
10-40-4001 Full Time	23,400	23,400	0	0.00%
10-40-4002 Part Time	3,300	3,300	0	0.00%
10-40-4003 Overtime	750	750	0	0.00%
10-40-4005 Event Attendant	2,500	2,500	0	0.00%
10-40-4010 Workers' Comp. Insurance	1,900	1,900	0	0.00%
10-40-4011 Medical Insurance	6,600	6,600	0	0.00%
10-40-4015 Federal Payroll Taxes	2,200	2,200	0	0.00%
10-40-4018 State Payroll Taxes	500	500	0	0.00%
Total Salaries and Benefits	41,150	41,150	0	0.00%
<u>Operations and Maintenance</u>				
10-40-5010 Publications & Legal Notices	150	150	0	0.00%
10-40-5012 Printing	150	150	0	0.00%
10-40-5014 Postage	100	200	100	100.00%
10-40-5016 Office & Meeting Supplies	900	900	0	0.00%
10-40-5018 Janitorial Supplies	2,500	2,500	0	0.00%
10-40-5020 Telephone	1,650	1,650	0	0.00%
10-40-5022 Utilities	3,500	3,500	0	0.00%
10-40-5025 Sewer Tax	567	621	54	9.52%
10-40-5030 Vehicle Maintenance	1,000	1,000	0	0.00%
10-40-5032 Buildings & Grounds-Maint.	4,000	4,000	0	0.00%
10-40-5034 Alarm Systems/Security	500	500	0	0.00%
10-40-5045 Miscellaneous/Expenditures	500	500	0	0.00%
10-40-5051 Equipment Rental	500	500	0	0.00%
10-40-5052 Minor Facility Repairs/Tools	100	100	0	0.00%
Total Operations and Maintenance	16,117	16,271	154	0.96%
<u>Contract Services</u>				
10-40-5655 Landscape Maintenance	3,800	3,800	0	0.00%
10-40-5656 Tree Trimming	1,000	1,000	0	0.00%
10-40-5670 Other Professional Services	5,400	5,400	0	0.00%
Total Contract Services	10,200	10,200	0	0.00%
<u>Capital Expenditures</u>				
10-40-6010 Equipment	500	600	100	20.00%
Total Capital Expenditures	500	600	100	20.00%
Total Montecito Center	67,967	68,221	(254)	(0.37%)

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 50 Rush Park				
<u>Salaries and Benefits</u>				
10-50-4001 Full Time	28,600	28,600	0	0.00%
10-50-4002 Part Time	7,000	7,900	900	12.86%
10-50-4003 Overtime	1,100	1,100	0	0.00%
10-50-4005 Event Attendant	2,500	2,500	0	0.00%
10-50-4010 Workers' Comp. Insurance	2,600	2,600	0	0.00%
10-50-4011 Medical Insurance	7,400	7,400	0	0.00%
10-50-4015 Federal Payroll Taxes	2,650	3,000	350	13.21%
10-50-4018 State Payroll Taxes	750	750	0	0.00%
Total Salaries and Benefits	52,600	53,850	1,250	2.38%
<u>Operations and Maintenance</u>				
10-50-5010 Publications & Legal Notices	500	500	0	0.00%
10-50-5012 Printing	500	500	0	0.00%
10-50-5014 Postage	100	100	0	0.00%
10-50-5016 Office & Meeting Supplies	900	900	0	0.00%
10-50-5018 Janitorial Supplies	2,500	2,500	0	0.00%
10-50-5020 Telephone	1,800	1,800	0	0.00%
10-50-5022 Utilities	50,000	50,000	0	0.00%
10-50-5025 Sewer Tax	2,586	2,830	244	9.44%
10-40-5030 Vehicle Maintenance	1,500	1,500	0	0.00%
10-50-5032 Buildings & Grounds-Maintenance	30,000	30,000	0	0.00%
10-50-5034 Alarm Systems/Security	750	750	0	0.00%
10-50-5045 Miscellaneous/Expenditures	1,200	1,200	0	0.00%
10-50-5051 Equipment Rental	1,500	1,500	0	0.00%
10-50-5052 Minor Facility Repairs/Tools	4,500	2,000	(2,500)	(55.56%)
Total Operations and Maintenance	98,336	96,080	(2,256)	(2.29%)
<u>Contract Services</u>				
10-50-5655 Landscape Maintenance	35,500	35,500	0	0.00%
10-50-5656 Tree Trimming	1,000	1,000	0	0.00%
10-50-5670 Other Professional Services	5,400	5,400	0	0.00%
Total Contract Services	41,900	41,900	0	0.00%
<u>Capital Expenditures</u>				
10-50-6005 Building & Improvements	0	0	0	0.00%
10-50-6010 Equipment	1,000	1,000	0	0.00%
Total Capital Expenditures	1,000	1,000	0	0.00%
Total Rush Park	193,836	192,830	1,006	0.52%

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 60 Street Lighting				
Operations and Maintenance				
10-60-5020 Telephone	480	480	0	0.00%
Contract Services				
10-60-5650 Lighting & Maintenance	98,000	100,500	2,500	2.55%
Total Street Lighting	98,480	100,980	(2,500)	(2.54%)
Department 65 Rossmoor Signature Wall				
Operations and Maintenance				
10-65-5002 Insurance - Liability	2,047	2,047	0	0.00%
10-65-5032 Buildings & Grounds-Maintenance	100	100	0	0.00%
Total Operations and Maintenance	2,147	2,147	0	0.00%
Capital Expenditures				
10-65-6005 Building & Improvements	0	0	0	0.00%
Total Rossmoor Signature Wall	2,147	2,147	0	0.00%
Department 70 Street Sweeping				
Operations and Maintenance				
10-70-5020 Telephone	500	500	0	0.00%
10-70-5030 Vehicle Maintenance	100	100	0	0.00%
Total Operations and Maintenance	600	600	0	0.00%
Contract Services				
10-70-5642 Street Sweeping	51,000	51,000	0	0.00%
Total Street Sweeping	51,600	51,600	0	0.00%

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 80 Parkway Trees				
Operations and Maintenance				
10-80-5012 Printing	50	50	0	0.00%
10-80-5014 Postage	500	600	100	20.00%
10-80-5016 Office & Meeting Supplies	200	200	0	0.00%
10-80-5020 Telephone	900	950	50	5.56%
10-80-5030 Vehicle Maintenance	300	300	0	0.00%
10-80-5051 Equipment Rental	250	250	0	0.00%
Total Operations and Maintenance	2,200	2,350	150	6.82%
Contract Services				
10-80-5656 Tree Trimming	71,000	60,000	(11,000)	(15.49%)
10-80-5660 Tree Removals	3700	3700	0	0.00%
10-80-5656 Tree Watering Program	1000	200	(800)	(80.00%)
10-80-5670 Other Professional Services	38,000	32,000	(6,000)	(15.79%)
Total Contract Services	113,700	95,900	(17,800)	(15.66%)
Capital Expenditures				
10-80-6015 Trees	15,000	15,000	0	0.00%
Total Parkway Trees	130,900	113,250	17,650	13.48%

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2011-2012 ADJUSTED BUDGET	2011-2012 ESTIMATE TO CLOSE	11-12 ADJUSTED VS. ETC	% INCREASE (DECREASE)
Department 90 Mini-Parks & Medians				
<u>Salaries and Benefits</u>				
10-90-4001 Full Time	750	750	0	0.00%
10-90-4002 Part Time	285	350	65	22.81%
10-90-4003 Overtime	20	40	20	100.00%
10-90-4010 Workers' Comp. Insurance	125	125	0	0.00%
10-90-4015 Federal Payroll Taxes	65	65	0	0.00%
10-90-4018 State Payroll Taxes	10	10	0	0.00%
Total Salaries and Benefits	1,255	1,340	85	6.77%
<u>Operations and Maintenance</u>				
10-90-5020 Telephone	500	500	0	0.00%
10-90-5022 Utilities	6,000	7,500	1,500	25.00%
10-90-5030 Vehicle Maintenance	100	100	0	0.00%
10-90-5032 Building & Grounds Maint.	1,000	1,000	0	0.00%
10-90-5045 Miscellaneous/Expenditures	200	200	0	0.00%
10-90-5051 Equipment Rental	100	100	0	0.00%
10-90-5052 Minor Facility Repairs/Tools	200	200	0	0.00%
Total Operations and Maintenance	8,100	9,600	1,500	18.52%
<u>Contract Services</u>				
10-90-5655 Landscape Maintenance	4,000	3,800	(200)	(5.00%)
10-90-5656 Tree Trimming	500	500	0	0.00%
10-90-5670 Other Professional Services	300	300	0	0.00%
Total Contract Services	4,800	4,600	(200)	(4.17%)
<u>Capital Expenditures</u>				
10-90-6005 Buildings & Improvements	0	0	0	0.00%
10-90-6010 Equipment	250	250	0	0.00%
Total Capital Expenditures	250	250	0	0.00%
Total Mini-Parks & Medians	14,405	15,790	(1,385)	(9.61%)
TOTAL GENERAL FUND EXPENDITURES	1,157,229	1,144,076	13,153	1.14%

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 20

ACCOUNT NO.	TITLE	2011-12 AMENDED BUDGET	2011-12 ESTIMATE TO CLOSE	11-12 ETC VS. 11-12 AMENDED	% INCREASE (DECREASE)
Beginning Fund Balance		15,775	15,775		
<u>Rush Park AD Revenues</u>					
Assessments					
20-00-3100	Current Year Secured	382,500	382,500	0	0.00%
20-00-3101	Prior Year Secured	7,500	7,500	0	0.00%
20-00-3200	Interest	5,000	5,000	0	0.00%
20-00-3500	Other Misc. Rev.	13,800	13,800	0	0.00%
Total Rush Park AD Revenues		408,800	408,800	0	0.00%
Beginning Fund Balance + Revenues		424,575	424,575		
<u>Rush Park AD Expenditures</u>					
Contract Services					
20-50-5619	Bond Trustee	2,875	2,875	0	0.00%
20-50-6600	Transfer Out Other Funds	120,000	120,000	0	0.00%
Total Annual Contract Services		122,875	122,875	0	0.00%
Annual Debt Service					
20-50-5800	Principal	150,000	111,183	(38,817)	(34.91%)
20-50-5801	Interest	146,555	146,555	0	0.00%
20-50-5720	Reserves	0	4,765	4,765	0.00%
Total Annual Debt Service		296,555	262,503	34,052	12.97%
Total Rush Park AD Expenditures		419,430	385,378		
<u>Revenues Less Expenditures</u>		5,145	39,197		

Reserves held at US Bank in Money Market Account \$ 362,770

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

ACCOUNT NO.	TITLE	2011-12 AMENDED BUDGET	2011-12 ESTIMATE TO CLOSE	11-12 ETC VS. 11-12 AMENDED	% INCREASE (DECREASE)
Beginning Fund Balance		1,268	1,268		
<u>Rossmoor Wall Revenues</u>					
Special Taxes					
30-00-3100	Current Year Secured	85,700	85,700	0	0.00%
30-00-3101	Prior Year Secured	2300	2300	0	0.00%
30-00-3200	Interest	1,000	1,000	0	0.00%
30-00-3500	Other Misc. Rev.	0	0	0	0.00%
Total Rossmoor Wall Revenues		89,000	89,000	0	0.00%
Beginning Fund Balance + Revenues		90,268	90,268		
<u>Rossmoor Wall Expenditures</u>					
Contract Services					
30-65-5619	Bond Trustee	2,530	2,530	0	0.00%
Annual Debt Service					
30-65-5800	Principal	55,000	55,000	0	0.00%
30-65-5801	Interest	25,665	25,665	0	0.00%
Total Annual Debt Service		80,665	80,665	0	0.00%
Total Rossmoor Wall Expenditures		83,195	83,195	0	0.00%
Revenues + Beginning Fund Balance - Less Expenditures		7,073	7,073	0	

Reserves held at US Bank in Money Market Account \$ 47,000

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

ACCOUNT NO.	TITLE	2011-12 AMENDED BUDGET	2011-12 ESTIMATE TO CLOSE	2012-2013 PROPOSED PROJECTS	2013-2014 PROPOSED PROJECTS	2014-2015 PROPOSED PROJECTS	2015-2016 PROPOSED PROJECTS
<u>Revenues</u>							
	Fund Balance Beginning of Year	147,838	147,838	196,367	30,170	(350,130)	(583,130)
	Transfer In Fund 20	100,000	100,000	100,000			
	Transfer In Fund 10	30,000	-				
	Prop 1APayback and Interst from State	-	-	-	-	-	-
	Audited Beginning Fund Balance + Revenues	277,838	247,838	296,367	30,170	(350,130)	(583,130)
<u>Expenditures</u>							
	Dept.						
	Rossmoor Park	45,400	41,075	-	-	-	-
	Montecito Center	65,000	-	65,000	147,800		
	Rush Park	116,006	10,086	172,206	232,500	233,000	
	General	TBD	310	28,991	-	-	-
	Total Expenditures	226,406	51,471	266,197	380,300	233,000	-
	<u>Revenues Less Expenditures</u>	51,432	196,367	30,170	(350,130)	(583,130)	(583,130)

**FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET
(FOR 2011-2012 ETC'S AND 2012-2013 PRELIMINARY BUDGET)**

FUND 40

PROJECT TITLE	Adjusted Budget FY 2011-2012	ETC FY 2011-2012	Preliminary Budget FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
REVENUES						
Beginning Fund Balance	\$147,838	\$147,838	\$196,367	\$30,170	(\$350,130)	(\$583,130)
Transfer in Fund 10	\$30,000	\$0	\$0	\$0	\$0	\$0
Transfer from Fund 20 (to 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	\$277,838	\$247,838	\$296,367	\$30,170	(\$350,130)	(\$583,130)
EXPENSES						
ROSSMOOR PARK						
Tennis Repaired & Resurfaced	\$40,400	\$41,075				
Replace Chain Link Fencing Around Backstops			TBD			
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.	\$5,000					
Resurface Basketball Courts.			TBD			
MONTECITO						
Redesign Interior	\$65,000	\$0	\$65,000	\$50,000		
Redesign Exterior				\$49,800		
Install Electronic Message Board				\$48,000		
New Gate			TBD			
RUSH PARK						
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals)	\$19,200	\$5,192	\$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			
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.	\$10,000	\$4,894				
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.	\$28,736		\$28,736			
Canopy Entrance for Auditorium				\$37,800		
Revise Landscape				\$20,700		
Install Solar Panels			TBD			
Repave Parking Lot (Possibly move to start in FY 2012-2013?)				\$174,000	\$233,000	
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)	TBD	\$310	TBD			
Scissor Lift and Utility Trailer			\$14,750			
Irrigation Box for Rossmoor Triangle			\$9,000			
Replace Round Trash Cans for Rush , Rossmoor and Mini Parks.			\$5,241			
TOTAL EXPENSES	\$226,406	\$51,471	\$266,197	\$380,300	\$233,000	\$0
ENDING FUND BALANCE	\$51,432	\$196,367	\$30,170	(\$350,130)	(\$583,130)	(\$583,130)

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Summary
Fund 10

Revenues	ACTUAL	ACTUAL	ACTUAL	AMENDED	ETC	PROPOSED
	2008-09	2009-10	2010-11	BUDGET	2011-2012	2012-2013
Beginning Fund Balance	n/a	n/a	n/a	0	20,635	36,988
Property Taxes	655,999	659,997	671,446	717,400	699,400	699,400
Street Light Assessments	230,611	232,543	236,699	260,000	250,000	250,000
Interest On Investments	45,698	19,717	12,389	10,000	10,000	10,000
From Other Governmental Agencies	53,833	66,551	0	57,200	58,400	128,000
Fees	109,255	123,669	0	133,000	133,000	133,000
Miscellaneous Revenues	3,110	7,766	10,300	264	30,264	23,000
TOTAL GENERAL FUND REVENUES	1,098,506	1,110,243	930,834	1,177,864	1,181,064	1,243,400
Total Beginning Fund Balance + Revenues	n/a	n/a	n/a	n/a	n/a	1,280,388
Expenditures	ACTUAL	ACTUAL	ACTUAL	AMENDED	ETC	PROPOSED
	2008-09	2009-10	2010-11	BUDGET	2011-2012	2012-2013
Dept.						
Administrative Services	299,905	311,130	305,550	321,168	326,168	367,792
Recreation	95,550	91,550	104,078	105,200	106,200	107,600
Rossmoor Park	145,484	0	0	171,526	166,890	169,020
Montecito Center	64,105	62,317	63,627	67,967	68,221	69,310
Rush Park	160,170	164,140	185,596	193,836	192,830	196,425
Street Lighting	90,400	98,078	107,213	98,480	100,980	102,480
Rossmoor Signature Wall	59	105	1,809	2,147	2,147	2,300
Street Sweeping	50,470	52,203	53,009	51,600	51,600	51,600
Parkway Trees	54,600	135,686	134,097	130,900	113,250	131,000
Mini-Parks and Medians	13,455	13,083	13,586	14,405	15,790	16,035
TOTAL GENERAL FUND EXPENDITURES	974,198	928,292	968,565	1,157,229	1,144,076	1,213,562
Revenues Less Expenditures	124,308	181,951	(37,731)	20,635	36,988	66,826
Ending Fund Balance	n/a	n/a	n/a	20,635	36,988	66,826

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Revenue Detail
Fund 10

Department 00 Revenues

Acct.	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	AMENDED BUDGET 2011-2012	ETC 2011-2012	PROPOSED 2012-2013
<u>Property Taxes</u>						
Beginning Fund Balance	n/a	n/a	n/a	0	0	36,988
3000 Current Secured	580,803	589,868	609,215	650,000	635,000	635,000
3001 Current Unsecured	29,432	25,509	25,922	28,000	26,000	26,000
3002 Prior Secured	22,455	24,284	18,004	18,800	18,800	18,800
3003 Prior Unsecured	3,286	695	317	1,000	1,000	1,000
3004 Delinquent Property Taxes	3,324	3,341	1,237	1,200	1,200	1,200
3010 Current Supplemental Assmnt.	10,949	5,897	6,503	7,000	6,000	6,000
3020 Public Utility	5,751	10,403	10,247	11,400	11,400	11,400
Total Property Taxes	655,999	659,997	671,446	717,400	699,400	699,400
<u>Street Light Assessments</u>						
3105 Assessments	230,611	232,543	236,699	260,000	250,000	250,000
<u>Interest On Investments</u>						
3200 Interest	45,698	19,717	12,389	10,000	10,000	10,000
<u>From Other Governmental Agencies</u>						
101 Taxes Receivable (Prop 1A Suspension)	0	0	0	0	0	70,800
3301 State-Homeowners Prop. Tax Relief	3,513	5,524	5,633	4,800	6,000	4,800
3302 State Mandated Cost Reimb.	0	9,371	(9,139)	500	500	500
3303 County Tree Trim Reimbursements	5,134	0	0	0	0	0
3305 County - Street Sweep Reimbursements	45,186	51,656	52,000	51,900	51,900	51,900
Total From Other Governmental Agencies	53,833	66,551	48,494	57,200	58,400	128,000
<u>Fees</u>						
3402 Parkway Tree Upgrade/Replacement	3,087	(100)	354	1,500	2,000	1,500
3404 Tennis Reservations	9,796	12,608	10,773	11,500	8,000	11,500
3406 Court & Ball Field Reservations	20,635	20,235	21,437	22,000	25,000	22,000
3410 Rossmoor Building Rental	5,793	6,807	6,319	10,000	10,000	10,000
3412 Montecito Building Rental	23,630	25,014	20,692	23,000	23,000	23,000
3414 Rush Building Rental	46,315	59,105	63,439	65,000	65,000	65,000
Total Fees	109,255	123,669	123,013	133,000	133,000	133,000
<u>Miscellaneous Revenues</u>						
3500 Miscellaneous	3,110	7,766	4,612	3,000	3,000	3,000
3501 Funding/Miscellaneous Studies	0	0	10,300	7,264	7,264	0
3600 Transfer In Other Funds	0	166,441	20,000	20,000	20,000	20,000
3600 Transfer Out Other Funds	0	0	0	(30,000)	0	0
Total From Miscellaneous Revenues	3,110	174,207	34,912	264	30,264	23,000
TOTAL GENERAL FUND REVENUES	1,098,506	1,276,684	1,126,953	1,177,864	1,181,064	1,243,400
Total Beginning Fund Balance + Revenues	n/a	n/a	n/a	n/a	36,988	1,280,388

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 10 Administrative Services

Acct.	AMENDED					PROPOSED 2012-2013
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-2012	ETC 2011-2012	
<u>Salaries and Benefits</u>						
4000 Board of Directors Compensation	7,000	7,000	9,000	10,000	11,500	10,000
* 4001 Full Time	87,500	87,500	88,000	90,640	90,640	139,253
4003 Overtime	4,200		1,500	1,550	1,550	1,600
4007 Vehicle Allowance	850	850	750	750	750	750
* 4010 Workers' Comp. Insurance	2,700	2,700	3,000	3,000	3,000	3,500
* 4011 Medical Insurance	20,500	20,500	22,500	25,500	25,500	35,175
* 4015 Federal Payroll Taxes	7,000	7,000	7,000	7,000	7,000	10,200
* 4018 State Payroll Taxes	1,500	1,500	1,500	1,500	1,500	1,600
Total Salaries and Benefits	122,529	131,250	133,250	139,940	141,440	202,078
<u>Operations and Maintenance</u>						
5002 Insurance - Liability	15,000	15,000	9,000	9,704	9,704	9,704
5004 Membership & Dues	5,000	5,000	5,500	5,500	6,000	6,000
5006 Travel & Meetings	4,000	4,000	3,000	3,000	3,000	3,000
5010 Publications & Legal Notices	4,000	4,000	4,000	4,500	4,500	4,500
5012 Printing	5,000	5,000	500	500	500	500
5014 Postage	2,000	2,000	3,500	3,500	4,000	4,000
5016 Office & Meeting Supplies	10,500	10,500	8,300	8,300	8,300	8,300
5020 Telephone	1,500	1,500	1,500	1,500	1,500	1,500
5045 Miscellaneous Expenditures	2,500	2,500	5,500	5,500	6,500	5,500
5046 Bank Service Charges	2,500	2,500	1,000	1,000	1,000	1,000
5050 Elections	7,630	7,630	0	0	0	9,000
5051 Equipment Rental	1,250	1,250	500	500	500	500
Total Operations and Maintenance	61,272	60,880	42,300	43,504	45,504	53,504
<u>Contract Services</u>						
5610 Legal Services	36,000	36,000	40,000	40,000	40,000	40,000
5615 Financial Services	12,000	12,000	8,000	8,460	8,460	8,460
5620 Miscellaneous Studies	0	0	0	7,264	7,264	
** 5670 Other Professional Services	66,000	66,000	77,000	77,000	78,500	57,750
Total Contract Services	113,292	114,000	125,000	132,724	134,224	106,210
<u>Capital Expenditures</u>						
6010 Equipment	2,812	5,000	5,000	5,000	5,000	6,000
Total Administrative Services	299,905	311,130	305,550	321,168	326,168	367,792

* Part-Time General Manager (+\$46,800)

** 25% Reduction in Consultant hours.

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 20 Recreation

Acct.	ACTUAL	ACTUAL	ACTUAL	AMENDED	ETC	PROPOSED
	2008-09	2009-10	2010-2011	BUDGET	2011-2012	2012-2013
<u>Salaries and Benefits</u>						
4001 Full Time	36,300	36,300	43,932	44,000	39,000	40,000
4002 Part Time	16,500	16,500	17,853	20,000	25,000	25,500
4003 Overtime	4,000		1,902	1,900	1,900	1,950
4005 Event Attendant	300	300	270	300	300	300
4007 Vehicle Allowance	1,100	1,100	643	750	750	750
4010 Workers' Comp. Insurance	1,100	1,100	1,195	1,300	1,300	1,350
4011 Medical Insurance	4,800	4,800	5,288	6,550	6,550	10,500
4015 Federal Payroll Tax -FICA	4,500	4,500	5,143	4,500	4,500	4,500
4018 State Payroll Taxes	800	800	1,150	1,400	1,400	1,450
Total Salaries and Benefits	69,400	65,400	77,376	80,700	80,700	86,300
<u>Operations and Maintenance</u>						
5006 Travel & Meetings	1,000	1,000	365	800	800	800
5010 Publications & Legal Notices	500	500	76	150	150	150
5012 Printing	500	500	384	500	500	500
5014 Postage	150	150	147	300	300	300
5016 Office & Meeting Supplies	1,900	1,900	1,300	1,250	1,250	1,250
5017 Community Events	6,600	6,600	8,998	5,000	6,500	8,000
5019 Fireworks	6,200	6,200	6,200	6,200	6,200	0
5020 Telephone	1,300	1,300	1,651	1,800	1,800	1,800
5045 Miscellaneous Expenditures	500	500	150	500	500	500
5051 Equipment Rental	1,000	1,000	270	500	500	500
Total Operations and Maintenance	19,650	19,650	19,541	17,000	18,500	13,800
<u>Contract Services</u>						
5670 Other Professional Services	4,500	4,500	5,584	5,500	5,500	5,500
<u>Capital Expenditures</u>						
6010 Equipment	2,000	2,000	1,577	2,000	1,500	2,000
Total Recreation	95,550	91,550	104,078	105,200	106,200	107,600

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 30 Rossmoor Park

Acct.	AMENDED					PROPOSED 2012-2013
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	
<u>Salaries and Benefits</u>						
4001 Full Time	24,326	26,096	28,205	28,600	28,600	29,200
4002 Part Time	4,992	5,362	5,678	6,200	7,400	7,400
4003 Overtime	1,542	1,299	824	1,100	1,100	1,150
4005 Event Attendant	531	618	460	500	500	500
4010 Workers' Comp. Insurance	1,811	2,300	2,678	2,600	2,600	2,700
4011 Medical Insurance	5,685	6,080	6,532	7,400	7,400	7,800
4015 Federal Payroll Tax -FICA	1,998	2,543	2,618	2,650	2,650	2,700
4018 State Payroll Taxes	459	889	420	550	550	570
Total Salaries and Benefits	41,345	45,187	47,415	49,600	50,800	52,020
<u>Operations and Maintenance</u>						
5010 Publications & Legal Notices	500	63	151	300	300	300
5012 Printing	341	380	192	300	300	300
5014 Postage	20	59	82	100	200	100
5016 Office & Meeting Supplies	861	964	643	700	700	700
5018 Janitorial Supplies	1,747	2,154	1,969	2,500	2,500	2,500
5020 Telephone	1,179	1,593	1,501	1,600	1,600	1,600
5022 Utilities	33,207	40,981	38,659	44,000	38,000	39,000
5025 Sewer Tax	653	659	675	676	740	750
5030 Vehicle Maintenance	510	439	480	1,500	1,500	1,500
5032 Buildings & Grounds Maint.	15,354	20,250	27,720	25,000	25,000	25,000
5034 Alarm Systems/Security	522	448	650	650	650	650
5045 Miscellaneous Expenditures	461	1,026	23	500	500	500
5051 Equipment Rental	304	601	680	700	700	700
5052 Minor Facility Repairs/Tools	1,100	529	0	500	500	500
Total Operations and Maintenance	56,759	70,146	73,425	79,026	73,190	74,100
<u>Contract Services</u>						
5655 Landscape Maintenance	36,191	36,723	32,739	35,500	35,500	35,500
5656 Park Tree Trimming	1,155	1,059	1,201	1,000	1,000	1,000
5670 Other Professional Services	3,826	4,647	5,470	5,400	5,400	5,400
Total Contract Services	41,173	42,429	39,410	41,900	41,900	41,900
<u>Capital Expenditures</u>						
6005 Building & Improvements	6,207	0	0	0	0	0
6010 Equipment	0	528	753	1,000	1,000	1,000
Total Capital Expenditures	6,207	528	753	1,000	1,000	1,000
Total Rossmoor Park	145,484	158,290	161,003	171,526	166,890	169,020

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 40 Montecito Center

Acct.	AMENDED					PROPOSED 2012-2013
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	
<u>Salaries and Benefits</u>						
4001 Full Time	21,250	21,908	23,205	23,400	23,400	23,900
4002 Part Time	2,435	2,413	3,107	3,300	3,300	3,370
4003 Overtime	1,200	1,012	643	750	750	770
4005 Event Attendant	3,000	2,358	2,360	2,500	2,500	2,500
4010 Workers' Comp. Insurance	1,800	1,850	2,124	1,900	1,900	1,950
4011 Medical Insurance	3,900	4,922	5,288	6,600	6,600	6,950
4015 Federal Payroll Tax -FICA	2,200	2,111	2,160	2,200	2,200	2,250
4018 State Payroll Taxes	320	704	389	500	500	520
Total Salaries and Benefits	36,105	37,278	39,276	41,150	41,150	42,210
<u>Operations and Maintenance</u>						
5010 Publications & Legal Notices	500	63	76	150	150	150
5012 Printing	500	95	132	150	150	150
5014 Postage	100	21	82	100	200	200
5016 Office & Meeting Supplies	1,250	964	643	900	900	900
5018 Janitorial Supplies	1,850	2,138	1,969	2,500	2,500	2,500
5020 Telephone	1,500	1,660	1,743	1,650	1,650	1,650
5022 Utilities	3,500	3,575	3,689	3,500	3,500	3,500
5025 Sewer Tax	500	524	567	567	621	650
5030 Vehicle Maintenance	500	439	481	1,000	1,000	1,000
5032 Buildings & Grounds Maint.	5,500	3,785	3,822	4,000	4,000	4,000
5034 Alarm Systems/Security	500	443	458	500	500	500
5045 Miscellaneous Expenditures	1,000	865	23	500	500	500
5051 Equipment Rental	500	404	68	500	500	500
5052 Minor Facility Repairs/Tools	500	317	0	100	100	100
Total Operations and Maintenance	18,200	15,294	13,752	16,117	16,271	16,300
<u>Contract Services</u>						
5655 Landscape Maintenance	3,500	3,860	3,540	3,800	3,800	3,800
5656 Park Tree Trimming	1,300	1,059	1,201	1,000	1,000	1,000
5670 Other Professional Services	4,000	4,646	5,469	5,400	5,400	5,400
Total Contract Services	8,800	9,565	10,210	10,200	10,200	10,200
<u>Capital Expenditures</u>						
6005 Building & Improvements	0					
6010 Equipment	1,000	180	388	500	600	600
Total Capital Expenditures	1,000	180	388	500	600	600
Total Montecito Center	64,105	62,317	63,627	67,967	68,221	69,310

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 50 Rush Park

Acct.	AMENDED					PROPOSED 2012-2013
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	
<u>Salaries and Benefits</u>						
4001 Full Time	25,250	26,096	28,205	28,600	28,600	29,200
4002 Part Time	5,425	5,362	5,678	7,000	7,900	8,050
4003 Overtime	1,450	1,306	888	1,100	1,100	1,150
4005 Event Attendant	3,000	2,358	2,378	2,500	2,500	2,500
4010 Workers' Comp. Insurance	2,275	2,300	2,679	2,600	2,600	2,700
4011 Medical Insurance	5,145	6,164	6,533	7,400	7,400	7,800
4015 Federal Payroll Tax -FICA	2,750	2,677	2,751	2,650	3,000	2,700
4018 State Payroll Taxes	400	977	510	750	750	775
Total Salaries and Benefits	45,695	47,240	49,622	52,600	53,850	54,875
<u>Operations and Maintenance</u>						
5010 Publications & Legal Notices	500	500	239	500	500	500
5012 Printing	500	500	272	500	500	500
5014 Postage	100	100	82	100	100	100
5016 Office & Meeting Supplies	1,200	500	643	900	900	900
5018 Janitorial Supplies	2,000	2,000	1,974	2,500	2,500	2,500
5020 Telephone	1,300	1,500	1,743	1,800	1,800	1,800
5022 Utilities	42,000	42,000	52,984	50,000	50,000	50,000
5025 Sewer Tax	2,200	2,000	2,586	2,586	2,830	2,900
5030 Vehicle Maintenance	525	500	528	1,500	1,500	1,500
5032 Buildings & Grounds Maint.	23,000	17,000	25,939	30,000	30,000	30,000
5034 Alarm Systems/Security	750	600	593	750	750	750
5045 Miscellaneous Expenditures	1,200	1,000	963	1,200	1,200	1,200
5051 Equipment Rental	500	1,000	449	1,500	1,500	1,500
5052 Minor Facility Repairs/Tools	500	500	4,060	4,500	2,000	4,500
Total Operations and Maintenance	76,275	69,700	93,054	98,336	96,080	98,650
<u>Contract Services</u>						
5655 Landscape Maintenance	32,000	31,000	35,839	35,500	35,500	35,500
5656 Park Tree Trimming	1,200	1,000	1,201	1,000	1,000	1,000
5670 Other Professional Services	4,000	4,200	5,469	5,400	5,400	5,400
Total Contract Services	37,200	36,200	42,509	41,900	41,900	41,900
<u>Capital Expenditures</u>						
6005 Building & Improvements	0	10,000	0	0	0	0
6010 Equipment	1,000	1,000	411	1,000	1,000	1,000
Total Capital Expenditures	1,000	11,000	411	1,000	1,000	1,000
Total Rush Park	160,170	164,140	185,596	193,836	192,830	196,425

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 60 Street Lighting

Acct.	AMENDED					
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	PROPOSED 2012-2013
<u>Operations and Maintenance</u>						
5020 Telephone	400	500	551	480	480	480
<u>Contract Services</u>						
5650 Lighting & Maintenance	90,000	97,578	106,662	98,000	100,500	102,000
Total Street Lighting	90,400	98,078	107,213	98,480	100,980	102,480

Department 65 Rossmoor Signature Wall

Acct.	AMENDED					
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	PROPOSED 2012-2013
<u>Operations and Maintenance</u>						
5002 Insurance - Liability	0	0	1800	2,047	2,047	2,200
5032 Buildings & Grounds Maint.	59	105	9	100	100	100
Total Operations and Maintenance	59	105	1,809	2,147	2,147	2,300
<u>Capital Expenditures</u>						
6005 Building & Improvements	0	0	0	0	0	0
Total Rossmoor Signature Wall	59	105	1,809	2,147	2,147	2,300

Department 70 Street Sweeping

Acct.	AMENDED					
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	PROPOSED 2012-2013
<u>Operations and Maintenance</u>						
5020 Telephone	400	500	551	500	500	500
5030 Vehicle Maintenance	70	47	43	100	100	100
Total Operations and Maintenance	470	547	594	600	600	600
<u>Contract Services</u>						
5642 Street Sweeping	50,000	51,656	52,415	51,000	51,000	51,000
Total Street Sweeping	50,470	52,203	53,009	51,600	51,600	51,600

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 80 Parkway Trees

Acct.	AMENDED					
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	PROPOSED 2012-2013
<u>Operations and Maintenance</u>						
5012 Printing	50	4	14	50	50	50
5014 Postage	50	8	23	500	600	600
5016 Office & Meeting Supplies	200	186	146	200	200	200
5020 Telephone	800	1,023	1061	900	950	900
5030 Vehicle Maintenance	250	81	197	300	300	300
5051 Equipment Rental	250	111	67	250	250	250
Total Operations and Maintenance	1,600	1,413	1508	2,200	2,350	2,300
<u>Contract Services</u>						
5656 Tree Trimming	71,000	67,100	76058	71,000	60,000	71,000
5660 Tree Removals	4,000	3,262	1666	3,700	3,700	3,700
5662 Small Tree Care (combined with 5664)						
5664 Tree Watering /Small Tree Care Program	0	2,916	600	1,000	200	1,000
5670 Other Professional Services	5,500	37,513	38259	38,000	32,000	38,000
Total Contract Services	35,000	110,791	116583	113,700	95,900	113,700
<u>Capital Expenditures</u>						
6015 Trees	18,000	23,482	16006	15000	15000	15000
Total Parkway Trees	54,600	135,686	134,097	130,900	113,250	131,000

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
General Fund Departmental Expenditure Detail
Fund 10

Department 90 Mini-Parks & Medians

Acct.	AMENDED					
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-2011	BUDGET 2011-2012	ETC 2011-2012	PROPOSED 2012-2013
<u>Salaries and Benefits</u>						
4001 Full Time	520	523	562	750	750	775
4002 Part Time	275	268	274	285	350	365
4003 Overtime	50	36	14	20	40	25
4010 Workers' Comp. Insurance	110	108	128	125	125	135
4015 Federal Payroll Tax -FICA	65	63	65	65	65	70
4018 State Payroll Taxes	10	25	12	10	10	15
Total Salaries and Benefits	1,030	1,023	1,055	1,255	1,340	1,385
<u>Operations and Maintenance</u>						
5020 Telephone	400	522	529	500	500	500
5022 Utilities	5,000	5,137	6,795	6,000	7,500	7,500
5030 Vehicle Maintenance	75	46	43	100	100	100
5032 Buildings & Grounds Maint.	1,000	686	632	1,000	1,000	1,000
5045 Miscellaneous Expenditures	200	143	12	200	200	200
5051 Equipment Rental	250	111	67	100	100	100
5052 Minor Facility Repairs/Tools	200	205	0	200	200	200
Total Operations and Maintenance	7,125	6,850	8,078	8,100	9,600	9,600
<u>Contract Services</u>						
5655 Landscape Maintenance	4,000	3,856	3,727	4,000	3,800	4,000
5656 Park Tree Trimming	500	354	400	500	500	500
5670 Other Professional Services	300	62	326	300	300	300
Total Contract Services	4,800	4,272	4,453	4,800	4,600	4,800
<u>Capital Expenditures</u>						
6005 Building & Improvements	0	0	0	0	0	0
6010 Equipment	500	938	0	250	250	250
Total Capital Expenditures	500	938	0	250	250	250
Total Mini-Parks & Medians	13,455	13,083	13,586	14,405	15,790	16,035
TOTAL GENERAL FUND EXPENDITURES	1,024,754	1,079,430	1,129,568	1,157,229	1,144,076	1,213,562

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
Rush Park Assessment Revenue/Expenditure Detail
Fund 20

Department 00 Rush Park AD Revenues

Acct.	ACTUAL	ACTUAL	ACTUAL	AMENDED	ETC	PROPOSED
	2008-09	2009-10	2010-2011	BUDGET	2011-2012	2012-2013
Beginning Fund Balance	n/a	n/a	n/a	15,776	15,776	39,198
<u>Assessments</u>						
3100 Current Year Secured	376,471	376,230	378,483	382,500	382,500	382,500
3101 Prior Year Secured	8,294	5,237	6,710	7,500	7,500	7,500
3200 Interest	0	6,804	0	5,000	5,000	5,000
3500 Other Misc. Rev.	(13,850)	6,670	25,671	13,800	13,800	13,800
3600 Transfer In Other Funds (Fund 50)	15,895	0	185,000	0	0	0
Total Rush Park AD Revenues	386,810	394,941	595,864	408,800	408,800	408,800
Total Beginning Fund Balance + Revenues	n/a	n/a	n/a	424,576	424,576	447,998

Department 50 Rush Park AD Expenditures

Acct.	ACTUAL	ACTUAL	ACTUAL	AMENDED	ETC	PROPOSED
	2008-09	2009-10	2010-2011	BUDGET	2011-2012	2012-2013
<u>Contract Services</u>						
5619 Bond Trustee	2,875	2,875	2,875	2,875	2,875	2,875
6600 *Transfer out other Funds (Fund 10)	0	0	20,000	20,000	20,000	20,000
6600 **Transfer out other Funds (Fund 40)	0	0	0	100,000	100,000	100,000
	2,875	2,875	22,875	122,875	122,875	122,875
<u>Annual Debt Service</u>						
5800 Principal	170,000	155,000	370,000	150,000	111,183	0
5801 Interest	198,040	217,713	187,213	146,555	146,555	141,980
5720 Reserves					4,765	
Total Annual Debt Service	368,040	372,713	557,213	296,555	262,503	141,980
Total Rush Park AD Expenditures	370,915	375,588	580,088	419,430	385,378	264,855
Revenues Less Expenditures	15,895	19,353	15,776	(10,630)	23,422	143,945
Ending Fund Balance	n/a	n/a	n/a	5,146	39,198	183,143

* Transfer to repay Fund 20 Bond administrative costs.

** Transfer to Fund 40 thru Fund 10.

Reserves held at US Bank in Money Markey Account \$ 362,770

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
Rossmoor Wall Special Tax Revenue/Expenditure Detail
Fund 30

Department 00 Rossmoor Wall Revenues

Acct.	ACTUAL	ACTUAL	ACTUAL	AMENDED	ETC	PROPOSED
	2008-09	2009-10	2010-2011	BUDGET	2011-2012	2012-2013
Beginning Fund Balance	n/a	n/a	n/a	1,268	1,268	7,073
<u>Special Taxes</u>						
3100 Current Year Secured	85,597	85,801	85,020	85,700	85,700	85,700
3101 Prior Year Secured	1,876	1,279	2,633	2,300	2,300	2,300
3200 Interest	0	0	0	1,000	1,000	1,000
3500 Other Misc. Rev.	0	(864)	0	0	0	0
Total Rossmoor Wall Revenues	87,473	86,216	87,653	89,000	89,000	89,000
Total Beginning Fund Balance + Revenues	n/a	n/a	n/a	90,268	90,268	96,073

Department 65 Rossmoor Wall Expenditures

Acct.	ACTUAL	ACTUAL	ACTUAL	AMENDED	ETC	PROPOSED
	2008-09	2009-10	2010-2011	BUDGET	2011-2012	2012-2013
<u>Contract Services</u>						
5619 Bond Trustee	2,530	2,530	2,530	2,530	2,530	2,530
<u>Annual Debt Service</u>						
5800 Principal	50,000	45,000	55,000	55,000	55,000	60,000
5801 Interest	31,900	37,555	28,855	25,665	25,665	20,590
Total Annual Debt Service	81,900	82,555	83,855	80,665	80,665	80,590
Total Rossmoor Wall Expenditures	84,430	85,085	86,385	83,195	83,195	83,120
Revenues Less Expenditures	3,043	1,131	1,268	5,805	5,805	5,880
Ending Fund Balance	n/a	3043.28	1,268	7,073	7,073	12,953

Reserves held at US Bank in Money Market Account \$ 47,000

Rossmoor Community Services District
FY 2012-2013 Preliminary Budget
Capital Improvement Program Summary
Fund 40

Revenues				AMENDED		PROPOSED 2012-2013
	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	BUDGET 2011-12	ETC 2011-12	
Dept.						
Beginning Fund Balance	n/a	n/a	n/a	147,838	147,838	196,367
Other Government Agencies	21,608	0	0	0	0	0
Transfer in Other Funds/Fund 10	473,000	221,158	129,049	30,000	-	-
Transfer in Other Funds/Fund 20 thru Fund 10	0	0	69,714	100,000	100,000	100,000
*Transfer in Reserves	0	150,000	0	0	0	0
TOTAL FUND 40 REVENUES	494,608	371,158	198,763	130,000	100,000	296,367
Total Beginning Fund Balance + Revenues	n/a	n/a	n/a	277,838	247,838	296,367
Expenditures						
			AMENDED			
ACTUAL	ACTUAL	ACTUAL	BUDGET	ETC	PROPOSED	
2008-09	2009-10	2010-11	2011-12	2011-12	2012-2013	
Dept.						
Rossmoor Park	132,490	137,065	0	45,400	41,075	0
Montecito Center	0	8,200	28,471	65,000	0	65,000
Rush Park	155,009	87,666	13,434	116,066	10,086	172,206
General	0	20,000	9,020	0	310	28,991
TOTAL FUND 40 EXPENDITURES	287,499	252,931	50,925	226,466	51,471	266,197
Revenues Less Expenditures	0	118,227	147,838	(96,466)	196,367	296,367
Ending Fund Balance	n/a	n/a	147,838	51,372	196,367	30,170

* Transferred back into reserves.

**FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET
(FOR 2011-2012 ETC'S AND 2012-2013 PRELIMINARY BUDGET)**

FUND 40

PROJECT TITLE	Adjusted Budget FY 2011-2012	ETC FY 2011-2012	Preliminary Budget FY 2012-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
REVENUES						
Beginning Fund Balance	\$147,838	\$147,838	\$196,367	\$30,170	(\$350,130)	(\$583,130)
Transfer from Fund 10	\$30,000	\$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	\$277,838	\$247,838	\$296,367	\$30,170	(\$350,130)	(\$583,130)
EXPENSES						
ROSSMOOR PARK						
Tennis Repaired & Resurfaced	\$40,400	\$41,075				
Replace Chain Link Fencing Around Backstops			TBD			
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.	\$5,000					
Resurface Basketball Courts.			TBD			
MONTECITO						
Redesign Interior	\$65,000	\$0	\$65,000	\$50,000		
Redesign Exterior				\$49,800		
Install Electronic Message Board				\$48,000		
New Gate			TBD			
RUSH PARK						
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals)	\$19,200	\$5,192	\$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			
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.	\$10,000	\$4,894				
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.	\$28,736		\$28,736			
Canopy Entrance for Auditorium				\$37,800		
Revise Landscape				\$20,700		
Install Solar Panels			TBD			
Repave Parking Lot (Possibly move to start in FY 2012-2013?)				\$174,000	\$233,000	
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)	TBD	\$310	TBD			
Scissor Lift and Utility Trailer			\$14,750			
Irrigation Box for Rossmoor Triangle			\$9,000			
Replace Round Trash Cans for Rush , Rossmoor and Mini Parks.			\$5,241			
TOTAL EXPENSES	\$226,406	\$51,471	\$266,197	\$380,300	\$233,000	\$0
ENDING FUND BALANCE	\$51,432	\$196,367	\$30,170	(\$350,130)	(\$583,130)	(\$583,130)

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.

3020.30 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

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM C-2**

Date: April 19, 2012
To: Budget Committee
From: RCSD, General Manager
Subject: PROPOSED FY 2012-2013 SALARY PLAN

RECOMMENDATION:

It is recommended that the Committee review the Salary Plan which is an integral part of the District's annual budget and make a recommendation of approval to Board for CPI adjustment.

BACKGROUND:

As part of the development of the annual budget, the General Manager is required to update the Salary Plan. The plan has previously been adjusted utilizing the best available information regarding comparability with like agencies and with available cost of living information.

The District uses the CSDA Special District Salary and Benefit Survey, the Robert Half Accounting and Finance Guide and information contained in the Jobs Available Bulletin used by local government agencies to publicize job openings in California.

Three years ago, the District migrated to salary ranges as a means of providing flexibility in placing new employees and setting limits on increases within a specific salary range. Initially, the salary ranges were set between 90% and 110% of mid-point. The industry standard, however, is 80% and 120%. Those public employers using these ranges most always limit hiring to below the mid-point, but there is also a built in potential for increases for long-term employees. Last year's Salary Plan was amended for expanded salary range limits and other adjustments, as indicated.

A new element of this year's Salary Plan is the inclusion of a position of a half-time employee General Manager. This change results from the Board's decision to transition from the use of an independent contractor to an employee. At a future date, the transition will lead to a full-time employee as the District's General Manager. While the proposed salary range for the position is based on a full-time equivalency, the budget will only reflect a half-time amount.

Due to the current economy and public employee compensation environment, proposed salary increases are based solely on the Los Angeles Region Consumer Price Index which indicates a 2% increase from a year ago. The CPI adjustment only applies to full- and part-time employees. The proposed Salary Plan is adjusted by the amounts indicated in comparison to this year's Plan.

ATTACHMENTS:

1. FY 2011-2012 Salary Plan.
2. Proposed FY 2012-2013 Salary Plan.
3. Los Angeles Region Consumer Price Index.

**ROSSMOOR COMMUNITY SERVICES
DISTRICT
EMPLOYEE SALARY PLAN**

F/Y 2011-2012						
Position	2010-2011 Current Salary		Consumer Price Index 2011 3.0%		Recommended Salary	
	Yearly	Hourly	Annually	Hourly	Annually	Hourly
Accountant/Bookkeeper	\$49,000	\$23.56	\$1,470	\$0.71	\$50,470	\$24.26
****Administrative Assistant	\$43,290	\$22.20	\$1,299	\$0.67	\$44,589	\$22.87
General Clerk	\$35,094	\$16.87	\$1,053	\$0.51	\$36,147	\$17.38
**Park Superintendent	\$45,000	\$21.63	\$2,250	\$1.08	\$47,250	\$22.72
***Recreation Superintendant	\$40,000	\$19.23	\$1,600	\$0.77	\$41,600	\$20.00
*Maintenance Assistant	\$14,560	\$14.00	\$437	\$0.42	\$14,997	\$14.42
*Recreation Leader	\$15,600	\$15.00	\$468	\$0.45	\$16,068	\$15.45
Event/Facility Attendant	n/a	\$15.00				\$15.00

* 1/2 Time 20 hrs a week

**Park Superintendent adjustment 3% CPI adjustment plus 2% salary adjustment

***Recreation Superintendent adjustment 3% CPI adjustment plus 1% salary adjustment

****37.5 hrs per week/1,950 hrs per year.

**ROSSMOOR COMMUNITY SERVICES
DISTRICT
EMPLOYEE SALARY PLAN**

F/Y 2012-2013						
Position	2011-2012 Current Salary		Consumer Price Index 2012 2.0%		2012-2013 Recommended Salary	
	Yearly	Hourly	Annually	Hourly	Annually	Hourly
*General Manager	n/a		n/a		\$46,800.00	\$45.00
Accountant/Bookkeeper	\$50,470.00	\$24.26	\$1,009.40	\$0.49	\$51,479.40	\$24.75
**Administrative Assistant	\$44,589.00	\$22.87	\$891.78	\$0.46	\$45,480.78	\$23.32
General Clerk	\$36,147.00	\$17.38	\$722.94	\$0.35	\$36,869.94	\$17.73
Park Superintendent	\$47,250.00	\$22.72	\$945.00	\$0.45	\$48,195.00	\$23.17
Recreation Superintendant	\$41,600.00	\$20.00	\$832.00	\$0.40	\$42,432.00	\$20.40
*Maintenance Assistant	\$14,997.00	\$14.42	\$299.94	\$0.29	\$15,296.94	\$14.71
*Recreation Leader	\$16,068.00	\$15.45	\$321.36	\$0.31	\$16,389.36	\$15.76
Event/Facility Attendant	n/a	\$15.00				\$15.00

* 1/2 Time 20 hrs a week

**37.5 hrs per week/1,950 hrs per year.

Western Information Office

Consumer Price Index, Los Angeles area – March 2012

Area prices were up 1.0 percent over the past month, up 2.0 percent from a year ago

Prices in the Los Angeles area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.0 percent in March, the U.S. Bureau of Labor Statistics reported today. (See table A.) Regional Commissioner Richard J. Holden noted that the March increase was influenced by higher prices for gasoline and shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 2.0 percent, the sixth consecutive month in which the CPI-U rose by 3.0 percent or less. (See chart 1.) Energy prices increased 6.2 percent, largely the result of an increase in the price of gasoline. The index for all items less food and energy advanced 1.4 percent since March 2011.

NEWS RELEASE INFORMATION

12-708-SAN

Friday, April 13, 2012

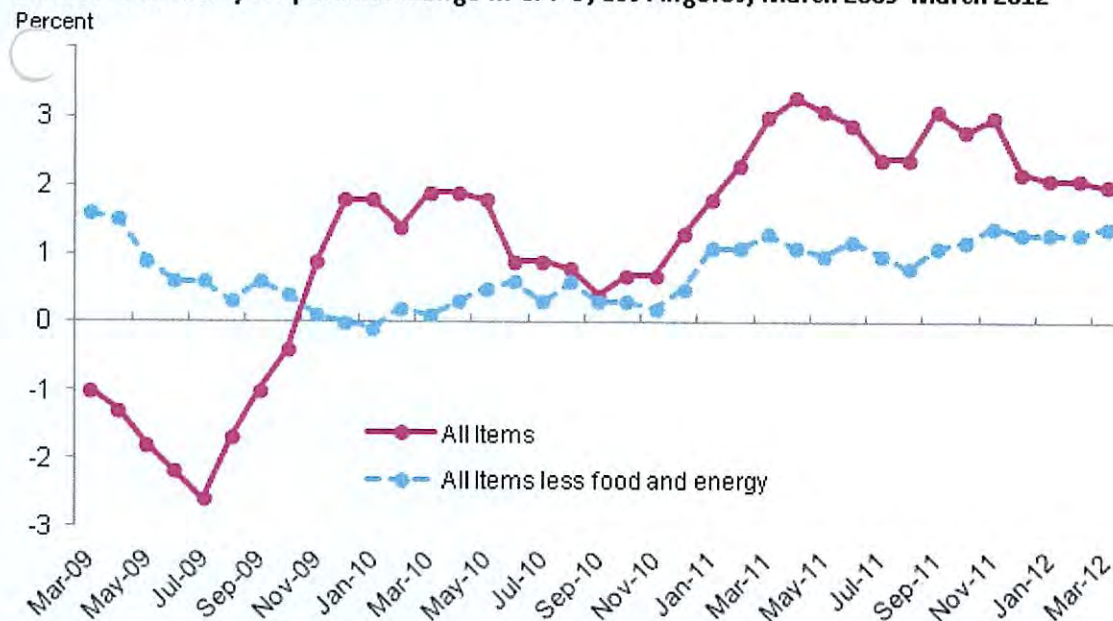
PDF

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CONTACTS

- Technical Information: (415) 625-2284
- Media Contact: (415) 625-2270, option 1
- BLSInfoSF@bls.gov
- www.bls.gov/ro9

Chart 1. Over-the-year percent change in CPI-U, Los Angeles, March 2009-March 2012



Source: U.S. Bureau of Labor Statistics

Food

Food prices rose 0.5 percent for the month of March. (See table 1.) Prices for food at home rose 0.8 percent, and prices for food away from home inched up 0.1 percent for the same period.

Over the year, food prices increased 2.9 percent. Prices for food at home increased 3.2 percent since a year ago, and prices for food away from home rose 2.5 percent.

Energy

The energy index rose 6.8 percent over the month. The increase was mainly due to higher prices for gasoline (9.9 percent). Prices for natural gas service edged up 0.1 percent, while prices for electricity were unchanged in March.

Energy prices increased 6.2 percent over the year, largely due to higher prices for gasoline (10.6 percent). Prices paid for electricity decreased 1.2 percent, and prices for natural gas service fell 10.5 percent during the past year.

All items less food and energy

The index for all items less food and energy rose 0.5 percent in March. Higher prices for apparel (2.0 percent), other goods and services (0.5 percent), and shelter (0.4 percent) were partially offset by lower prices for alcoholic beverages (-1.3 percent) and household furnishings and operations (-0.2 percent).

Over the year, the index for all items less food and energy advanced 1.4 percent. Components contributing to the increase included medical care (4.2 percent), education and communication (2.6 percent), and shelter (1.6 percent). Partly offsetting the increases were price declines in apparel (-2.2 percent) and recreation (-1.5 percent).

Table A. Los Angeles-Riverside-Orange County CPI-U monthly and annual percent changes (not seasonally adjusted)

Month	2007		2008		2009		2010		2011		2012	
	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
January	0.9	3.2	0.7	3.9	0.5	-0.1	0.4	1.8	0.9	1.8	0.8	2.1

February	1.0	3.5	0.2	3.1	0.3	0.0	0.0	1.4	0.5	2.3	0.5	2.1
March	0.8	3.8	1.0	3.3	0.0	-1.0	0.4	1.9	1.1	3.0	1.0	2.0
April	0.6	3.5	0.5	3.1	0.1	-1.3	0.2	1.9	0.5	3.3		
May	0.3	2.9	0.9	3.7	0.4	-1.8	0.2	1.8	0.0	3.1		
June	-0.6	2.9	1.1	5.4	0.6	-2.2	-0.2	0.9	-0.4	2.9		
July	0.1	2.9	0.4	5.7	0.0	-2.6	0.1	0.9	-0.4	2.4		
August	-0.1	2.6	-0.6	5.1	0.2	-1.7	0.2	0.8	0.2	2.4		
September	0.2	2.3	-0.5	4.5	0.3	-1.0	-0.1	0.4	0.5	3.1		
October	0.5	3.5	-0.6	3.4	0.0	-0.4	0.3	0.7	0.0	2.8		
November	0.6	4.2	-1.7	1.0	-0.4	0.9	-0.4	0.7	-0.1	3.0		
December	-0.3	4.2	-1.2	0.1	-0.3	1.8	0.3	1.3	-0.5	2.2		

CPI-W

In March, the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) was 230.281, up 1.2 percent from February. The CPI-W increased 2.0 percent over the year.

The April 2012 Consumer Price Index for the Los Angeles-Riverside-Orange County is scheduled to be released on May 15, 2011, at 10:00 a.m. (PDT).

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 87 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 32 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 87 urban areas across the country from about 4,000 housing units and approximately 25,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at <http://www.bls.gov/cpi/> and the *BLS Handbook of Methods, Chapter 17, The Consumer Price Index*, available on the Internet at www.bls.gov/opub/hom/homch17_a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area.

since the base period.

The Los Angeles-Riverside-Orange County, CA. metropolitan area covered in this release is comprised of Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties in the State of California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: 202-691-5200; TDD message referral phone number: 1-800-877-8339.

For personal assistance or further information on Consumer Price Indexes, as well as other Bureau products, contact the San Francisco Information Office at (415) 625-2270 from 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m. PT.

[Please click here for a text formatted copy of the table issued with this release.](#)

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BUSINESS

THE ORANGE COUNTY REGISTER Business editor Julie Gallego: 714-796-7929 or jgallego@ocregister.com

O.C. home sales up, prices down

March continued a recent uptick in local homebuying - and weakness in pricing.

DataQuick reports that in the first quarter, 6,632 homes sold in Orange County - up 3 percent from a year ago and the best buying pace to start a year since 2007.

It was the best March for home sales since 2007. But March's median selling price of

\$400,000 - while up 3 percent from February - was equal to December's and down 7 percent vs. a year ago.

Buyers are active as sales gains were widespread: 52 of 83 O.C. ZIPs enjoyed year-over-year sales gain vs. 2011 - or 62 percent of the market. And six ZIPs - Anaheim 92802, Midway City 92655, Santa Ana 92706, Seal Beach 90740, Dana Point 92629 and Garden Grove 92841 - had sales double or better.

Conversely, only 26 of O.C.'s 83 ZIP codes had gains in their respective median selling price. Taking sales volume in-

MORE ON PAGE 10
• Chart: How did your ZIP fare?
• California Association of Realtors reports price gains for the state.

to consideration, home-sale pricing is up in ZIPs representing 29 percent of the Orange County market.

You can see the mixed trends when you look at key slices for March:

• Sales of existing condos - best March since 2006 - were up 12.9 percent vs. a year ago. But it took discounting to boost sales. The median sell-

ing price of \$260,000 was down 10.8 percent vs. a year ago.

• Sales of existing houses ran at the best March pace since 2007 and up 10.3 percent vs. a year ago. Yet the median selling price of \$462,750 was down 5.4 percent vs. a year ago.

• Builders were able to raise their median selling price by 14.4 percent to \$575,000. However, sales slumped 16.3 percent vs. a year ago.

CONTACT THE WRITER:

949-777-6727 or

jansner@ocregister.com



JONATHAN LANSNER
REGISTER WRITER

HOME SALES BEST SINCE '07

O.C. volume jumped 9.2% in a year, though lower prices were likely a draw.

Orange County's spring house shopping season got off to a fine start with the best March for sales since 2007.

DataQuick reports that 2,856 residences sold last month - a 9.2 percent improvement vs. a year ago and the best March since 3,130 sold in 2007.

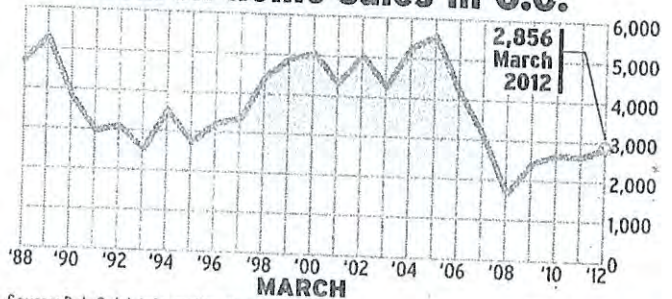
Still, the rising activity just points up the slower pace of recent years as last month's

Orange County sales total was up 14 percent vs. the average of the previous five years - yet down 25 percent vs. the 1988-2011 average.

It's a good bet that discounted pricing helped attract buyers. March's median selling price of \$400,000 - while up 3 percent from February - was down 7 percent vs. a year ago.

News 9

March home sales in O.C.



Source: DataQuick Information Services

The Register

MORE INSIDE: How did your ZIP code fare? **News 10**

Realtors' association says state sees home-price gain

The California Association of Realtors reported that the statewide median

house price increased year-over-year for the first time in 16 months.

Statewide, the figures show:

- The median price of an existing California house (that is, not newly built) was

\$291,080 in March, up 1.6 percent from \$286,550 a year earlier.

- The median price of an existing California condo or townhome was \$235,760, up 1.5 percent from \$232,270 a year earlier.

- Prices increased in five out of nine Bay Area counties. By comparison, prices fell in four of six Southern California counties. (Median prices rose 4.9 percent in Riverside County and 0.7 percent in San Bernardino County - the only two

Southern California counties with a price increase.)

- House sales were down 2.3 percent to an annualized rate of 505,360 sales. Condo sales were up 0.7 percent.

The market for Orange County houses last month was the opposite from what took place in the state as a whole: The median price of an existing single-family home fell in March from the same month a year ago, but the number of houses sold increased.

- The median Orange

County house price sold through brokers' Multiple Listing Service networks was \$485,300 in March, compared with \$523,610 in March 2010. That's a decrease of 7.3 percent from year-ago levels.

- Orange County sales increased 12 percent from March 2010 levels and jumped 41.3 percent from February.

CONTACT THE WRITER:
714-796-7734 or
jcollins@ocregister.com



JEFF COLLINS
REGISTER WRITER

existing California house (that is, not newly built) was

Orange County home prices and sales

The median selling price for all residences was \$400,000 in March.

Prices Changes from a year ago:



-5.4%
Resale
houses



-10.8%
Resale
condos



14.4%
New
homes

Sales volume Changes from a year ago:



10.3%
Resale
houses



12.9%
Resale
condos



-16.3%
New
homes

City	ZIP code	Median sale price		Sales volume	
		March	% change from '11	March	% change from '11
Aliso Viejo	92656	\$324,000	-17.5%	82	-4.7%
Anaheim	92801	\$316,250	8.4%	30	7.1%
Anaheim	92802	\$299,250	-19.6%	26	160.0%
Anaheim	92804	\$290,000	-6.5%	43	-8.5%
Anaheim	92805	\$275,500	-8.2%	38	-5.0%
Anaheim	92806	\$380,000	4.4%	24	50.0%
Anaheim	92807	\$415,000	-0.6%	38	26.7%
Anaheim	92808	\$352,500	-33.5%	18	-28.0%
Brea	92821	\$401,000	5.9%	32	45.5%
Brea	92823	\$464,500	-9.8%	4	-33.3%
Buena Park	90620	\$325,000	-5.8%	36	44.0%
Buena Park	90621	\$331,500	-1.0%	30	-3.2%
Corona del Mar	92625	\$1,552,500	20.6%	27	22.7%
Costa Mesa	92626	\$425,000	-4.3%	33	37.5%
Costa Mesa	92627	\$480,000	2.1%	48	29.7%
Cypress	90630	\$397,000	-8.7%	45	36.4%
Dana Point	92624	\$425,500	-21.9%	10	-37.5%
Dana Point	92629	\$551,000	5.6%	48	108.7%
Foothill Ranch	92610	\$395,000	-21.0%	13	0.0%
Fountain Valley	92708	\$501,000	-6.5%	46	31.4%
Fullerton	92831	\$330,000	-15.4%	22	-4.3%
Fullerton	92832	\$360,000	14.3%	22	69.2%
Fullerton	92833	\$340,000	-16.0%	31	-27.9%
Fullerton	92835	\$400,000	-23.8%	25	8.7%
Garden Grove	92840	\$343,500	-4.6%	30	-18.9%
Garden Grove	92841	\$355,000	1.4%	33	106.3%
Garden Grove	92843	\$295,000	-1.7%	34	36.0%
Garden Grove	92844	\$280,500	-25.2%	13	-7.1%
Garden Grove	92845	\$400,000	-9.9%	14	55.6%
Huntington Beach	92646	\$456,250	2.5%	56	-6.7%
Huntington Beach	92647	\$430,000	-8.5%	33	22.2%
Huntington Beach	92648	\$744,000	14.5%	55	12.2%
Huntington Beach	92649	\$474,000	-19.7%	30	-21.1%
Irvine	92602	\$531,000	4.9%	21	16.7%
Irvine	92603	\$624,500	-27.4%	32	3.2%
Irvine	92604	\$402,000	-24.4%	15	-44.4%
Irvine	92606	\$635,000	18.7%	9	-59.1%
Irvine	92612	\$478,500	-4.3%	29	-25.6%
Irvine	92614	\$445,250	8.6%	31	19.2%
Irvine	92618	\$503,750	26.4%	30	-23.1%
Irvine	92620	\$660,000	-6.0%	49	28.9%
Ladera Ranch	92694	\$459,000	-5.4%	47	20.5%
La Habra	90631	\$297,500	-13.8%	60	66.7%
La Palma	90623	\$465,000	-14.1%	10	66.7%

City	ZIP code	Median sale price		Sales volume	
		March	% change from '11	March	% change from '11
Laguna Beach	92651	\$1,350,000	37.4%	41	46.4%
Laguna Hills	92653	\$422,500	-7.1%	38	46.2%
Laguna Niguel	92677	\$505,000	-2.9%	112	19.1%
Laguna Woods	92637	\$192,500	-29.7%	35	34.6%
Lake Forest	92630	\$285,000	-18.9%	63	10.5%
Los Alamitos	90720	\$632,500	3.9%	12	20.0%
Midway City	92655	\$350,250	-16.6%	7	133.3%
Mission Viejo	92691	\$417,500	-6.7%	54	35.0%
Mission Viejo	92692	\$422,500	-8.2%	71	12.7%
Newport Beach	92660	\$1,015,000	-27.0%	55	89.7%
Newport Beach	92661	\$2,700,000	94.9%	3	50.0%
Newport Beach	92662	\$936,250	-37.6%	2	-33.3%
Newport Beach	92663	\$717,500	-42.4%	23	21.1%
Newport Coast	92657	\$1,825,000	-6.6%	21	10.5%
Orange	92865	\$395,750	-4.6%	12	-53.8%
Orange	92866	\$425,000	4.0%	7	16.7%
Orange	92867	\$420,000	-4.1%	29	-17.1%
Orange	92868	\$320,000	-8.6%	13	0.0%
Orange	92869	\$445,000	14.1%	42	35.5%
Placentia	92870	\$359,000	-3.6%	41	-19.6%
Rancho Santa Margarita	92688	\$316,500	-18.8%	75	4.2%
San Clemente	92672	\$436,000	-24.8%	39	-4.9%
San Clemente	92673	\$664,750	7.2%	56	19.1%
San Juan Capistrano	92675	\$389,000	10.0%	40	-24.5%
Santa Ana	92701	\$122,500	-23.4%	33	17.9%
Santa Ana	92703	\$260,000	8.8%	31	0.0%
Santa Ana	92704	\$320,000	-0.9%	50	-3.8%
Santa Ana	92705	\$577,500	0.4%	38	58.3%
Santa Ana	92706	\$346,000	-25.5%	23	130.0%
Santa Ana	92707	\$225,000	0.0%	35	6.1%
Seal Beach	90740	\$565,000	-22.1%	23	109.1%
Stanton	90680	\$217,000	-16.5%	19	-29.6%
Trabuco/Coto	92679	\$555,000	-12.9%	53	17.8%
Tustin	92780	\$375,000	14.5%	29	-3.3%
Tustin	92782	\$423,500	-11.8%	48	41.2%
Villa Park	92861	\$760,000	-13.1%	9	0.0%
Westminster	92683	\$356,000	-6.3%	46	4.5%
Yorba Linda	92886	\$520,000	-11.5%	59	-15.7%
Yorba Linda	92887	\$585,000	58.1%	21	-32.3%
Total resale houses		\$462,750	-5.4%	1,825	10.3%
Total condominiums		\$260,000	-10.8%	877	12.9%
Total new homes		\$575,000	14.4%	154	-16.3%
All homes		\$400,000	-7.0%	2,856	9.2%

Source: DataQuick Information Services

The Register

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: May 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: MINUTES: REGULAR MEETING OF APRIL 10, 2012

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of April 10, 2012 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Regular April 10, 2012 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of April 10, 2012 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, April 10, 2012

A. ORGANIZATION

1. CALL TO ORDER: 7:02 P.M.

**2. ROLL CALL: Directors Casey, Rips, President Coletta
Director Kahlert arrived at 7:10 p.m.
Director Maynard had an excused absence.**

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS

a. OCTA

B. ADDITIONS TO AGENDA -None

C. PUBLIC FORUM:

Georgelyn Seligman updated the community on the upcoming Rossmoor Community Festival. She gave an updated overview of the many vendors and activities planned and encouraged people to volunteer.

Chad Stewart introduced himself to the Board and community as the newly appointed LAGSL Neighborhood Liaison Officer. He stated that he would be attending the monthly Board Meetings and fielding any questions and concerns relative to the softball league.

D. REPORTS TO THE BOARD

1. REPORT OF THE GENERAL MANAGER RE: GOVERNANCE

Recommendation to receive the report and provide direction to the General Manager on future governance initiatives. The General Manager reported to the Board relative to the matter of signage at three locations at the Rossmoor Shopping Village; the Public Records Act (PRA) Request to the County for financial data and the response from the County regarding the PRA. He stated that the County closed out the PRA since it did not possess

the records being requested. The County would communicate with the District in the near future regarding their assistance in providing the needed data; the attached response from Mr. Brousseau requesting a deadline of April 20, 2012 from the County to provide the District with a timeline for providing said assistance. Failing that, the Board will need to consider their next steps. Discussion ensued relative to said topics. The report was received and filed.

2. REPORT OF THE GENERAL MANAGER RE: REPORT ON TREE REMOVAL

Receive the report and provide direction to General Manager and General Counsel on measures to determine the respective responsibilities of the County and the District with regard to removal of parkway trees. He reported relative to the District's authority for tree removal that was embodied in the following documents:

1. Ballot Measure H, passed by the Rossmoor electorate to take responsibility for tree planting, trimming and removal.
2. Board of Supervisors Resolutions 99-28 which codified the results of the Ballot Measure and gave the District the authority of Road Commissioner for responsibility for parkway trees.
3. Policy and Procedure No. 3.4.001V.D.1 of the Resources & Development Management Department, now the OCPW which states that Rossmoor Community Services District is responsible for tree removal in Rossmoor.

Discussion ensued relative to the Board's concerns about the disturbing precedent the County's action could set and their disregard for jurisdictional boundaries. The General Manager stated that he had consulted with District Counsel on the incident; District Counsel had consulted with County Counsel, however, no valid reason for the removal was forthcoming. District Counsel was now seeking the Board's direction on how to proceed.

Motion by Director Kahlert, seconded by President Coletta to direct District Counsel to communicate with County Counsel in order to obtain the alleged safety reason behind the County's removal of a resident's parkway tree, (deemed to be healthy by the District), avoid setting an undesirable precedent for future tree removals, reinforce jurisdictional procedures and explore possible monetary damages. Motion passed 4-0. The report was received and filed.

E. CONSENT CALENDAR

1a. MINUTES-REGULAR BOARD MEETING OF FEBRUARY 14, 2012

1b. MINUTES-REGULAR BOARD MEETING OF MARCH 13, 2012

1c. MINUTES-SPECIAL BOARD MEETING OF MARCH 27, 2012

2. FEBRUARY 2012 REVENUE AND EXPENDITURE REPORT

Motion by President Coletta, seconded by Director Casey to approve the Consent Calendar as submitted. Motion passed, 4-0.

F. PUBLIC HEARING-None

G. RESOLUTIONS-None

H. REGULAR CALENDAR

1. REVIEW OF DRAFT EMPLOYMENT AGREEMENT-GENERAL MANAGER

Recommendation to Authorize General Counsel to work with Consulting General Manager regarding the following: (a) development of a consulting services agreement with the current Consulting General Manager subject to final approval by the Board of Directors; and (b) recruitment/posting for the position of a part-time employee General Manager with any such agreement to be brought back to the Board of Directors for final approval. Brief discussion ensued.

Motion by Director Casey, seconded by Director Rips, to authorize General Counsel to work with the current Consulting General Manager to develop a consulting services agreement, subject to final approval by the Board of Directors, and refer the draft employment agreement for the position of part time employee General Manager to the Budget Committee for review, to work out the details regarding salary and hours so the District could begin recruiting candidates for the position. Motion passed 4-0.

2. OC LAFCO SPECIAL DISTRICT SEAT ELECTION

Recommendation to authorize Director Ron Casey to cast the District's vote as a member of the Special District Selection Committee.

Discussion ensued. Motion by President Coletta, seconded by Director Rips to authorize Director Ron Casey to cast the District's vote as a member of the Special District Selection Committee. Motion passed 4-0.

I. GENERAL MANAGER ITEMS-None

I. BOARD MEMBER ITEMS

Director Rips stated that he did not look forward to the day when Henry Taboada would no longer be a part of their team. He thanked the General Manager for his professionalism and willingness to participate in the succession planning and recruitment process and hoped it was a lengthy one.

President Coletta echoed Director Rips sentiments and stated that it was not only helpful to the District but also a testament to the General Manager's character and professionalism that he was willing to work with and train his successor. He had further comments relative to costs of the annual Fourth of July event to the District. He stated that the District's initial donation was \$2400, but had since grown to a dramatic increase of \$6200, with little or no return on investment for Rossmoor residents, as a very small percentage actually attended. He requested that the matter be directed to the budget committee for discussion to either reduce the amount of the donation or withdraw it altogether.

Director Kahlert had comments relative to the Fourth of July donation amount. He agreed that in these economic times, the Budget Committee should review all the District's donations and make any necessary adjustments.

Director Casey reported on his attendance at the Seal Beach City Council meeting, which had taken place the previous evening. The Council voted 3-2 to remove the Shops at Rossmoor site from the list of potential affordable housing sites. He stated that the Shops at Rossmoor Ad Hoc Committee had scored a victory for both Rossmoor and Seal Beach residents. He added that he wished the District had a similar cooperative relationship with the County.

K. CLOSED SESSION-None

L. ADJOURNMENT

Motion by Director Rips, seconded by Director Casey to adjourn the regular meeting at 8:06 p.m. Motion passed 4-0.

SUBMITTED BY:

Henry Taboada
Consulting General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

Date: May 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: MINUTES: SPECIAL MEETING OF APRIL 23, 2012

RECOMMENDATION:

Approve the Minutes of the Special Meeting of April 23, 2012 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their April 23, 2012 Special Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Special Meeting of April 23, 2012 Prepared by the Board's Secretary/General Manager.



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

SPECIAL MEETING

Rush Park East Room
3021 Blume Drive
Rossmoor, California

**Tuesday April 23, 2012
5:15 P.M.**

A. ORGANIZATION

1. CALL TO ORDER: 5:18 P.M.

2. ROLL CALL: Directors Casey, Kahlert, Maynard, Rips,
President Coletta
Director Kahlert was absent

3. PLEDGE OF ALLEGIANCE

B. PUBLIC FORUM-None

**AT 5:20 P.M. THE BOARD ADJOURNED TO CLOSED SESSION TO DISCUSS
AGENDA ITEM D-1.**

C. REGULAR AGENDA

**1. DISCUSSION WITH CONSULTING GENERAL MANAGER AND
POSSIBLE ACTION RE: DRAFT PROFESSIONAL SERVICES
AGREEMENT-MANAGEMENT CONSULTANT**

**2. DISCUSSION AND POSSIBLE ACTION RE: DRAFT EMPLOYMENT
AGREEMENT-GENERAL MANAGER.**

D. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Government Code Section 54956.9 (c) Two potential
cases.

**The Closed Session concluded at 6:40 p.m. and Board President Coletta
reported out the following actions in open session.**

- 1. Conference with General Counsel-No reportable action.
- 2. Conference with Special Counsel-No reportable action.

THE BOARD THEN RETURNED TO THE REGULAR AGENDA

C. REGULAR AGENDA

1. DISCUSSION WITH CONSULTING GENERAL MANAGER AND POSSIBLE ACTION RE: DRAFT PROFESSIONAL SERVICES AGREEMENT-MANAGEMENT CONSULTANT

The matter of a Professional Services Agreement with HTGroup was presented to the Board. Discussion ensued. A motion by Director Coletta and seconded by Director Rips to approve the Agreement passed by a vote of 4-0.

2. DISCUSSION AND POSSIBLE ACTION RE: DRAFT EMPLOYMENT AGREEMENT-GENERAL MANAGER.

The matter of an Employment Agreement-General Manager was presented to the Board. Discussion ensued. A motion by Director Maynard and seconded by Director Casey to approve the Agreement as presented passed by a vote of 4-0.

GENERAL MANAGER ITEMS

No items were presented.

E. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

SUBMITTED BY:

**Henry Taboada
Consulting General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: May 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: REVENUE & EXPENDITURE REPORT - MARCH, 2012

RECOMMENDATION:

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

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 March 2012 @ 75%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	742,700.00	717,400.00	419,347.29	33,755.00	298,052.71	58.5
ASSESSMENTS	260,000.00	260,000.00	147,484.25	11,788.78	112,515.75	56.7
USE OF MONEY AND PROPERTY	20,000.00	10,000.00	6,831.51	238.34	3,168.49	68.3
OTHER GOVERNMENT AGENCIES	56,400.00	57,200.00	2,821.59	0.00	54,378.41	4.9
FEES AND SERVICES	117,000.00	133,000.00	100,993.10	10,994.50	32,006.90	75.9
OTHER REVENUE	2,000.00	10,264.00	9,288.85	0.00	975.15	90.5
OTHER FINANCING SOURCES	-10,000.00	-10,000.00	0.00	0.00	-10,000.00	0.0
Total Revenues	1,188,100.00	1,177,864.00	686,766.59	56,776.62	491,097.41	58.3
Expenditures						
ADMINISTRATION	307,240.00	321,168.00	235,373.22	35,679.73	85,794.78	73.3
RECREATION 1, 2	104,600.00	105,200.00	85,511.29	9,816.76	19,688.71	81.3
ROSSMOOR PARK	169,146.00	171,526.00	110,627.58	12,834.75	60,898.42	64.5
MONTECITO CENTER	66,167.00	67,967.00	49,488.55	7,706.82	18,478.45	72.8
RUSH PARK 3	190,356.00	193,836.00	141,136.21	25,259.09	52,699.79	72.8
STREET LIGHTING	98,480.00	98,480.00	79,444.56	8,704.97	19,035.44	80.7
ROSSMOOR WALL	1,900.00	2,147.00	2,055.91	0.00	91.09	95.8
STREET SWEEPING	51,600.00	51,600.00	35,347.48	4,296.03	16,252.52	68.5
PARKWAY TREES	130,900.00	130,900.00	88,562.54	2,849.01	42,337.46	67.7
MINI-PARKS, MEDIANS & TRIANGLE 3	14,405.00	14,405.00	10,985.32	1,490.01	3,419.68	76.3
Expenditures	1,134,794.00	1,157,229.00	838,532.66	108,637.17	318,696.34	72.5

Audited Fund Balance (Reserves)
 at June 30, 2011

726,348.00

REVENUE REPORT
MARCH 2012 @ 75%

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Rossmore Community

For the Period: 7/1/2011 to 3/31/2012

Fund: 10 - GENERAL FUND

Revenues

Function:

Dept: 00

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb YTD	UnencBal	% Bud
PROPERTY TAXES	747,700.00	717,400.00	419,347.29	33,755.00	0.00	298,052.71	58.5
ASSESSMENTS	260,000.00	260,000.00	147,484.25	11,788.78	0.00	112,515.75	56.7
USE OF MONEY AND PROPERTY	20,000.00	10,000.00	8,831.51	238.34	0.00	3,168.49	68.3
OTHER GOVERNMENT AGENCIES	58,400.00	57,200.00	2,821.59	0.00	0.00	54,378.41	4.9
FEES AND SERVICES	117,000.00	133,000.00	100,993.10	10,894.50	0.00	32,006.90	75.9
OTHER REVENUE	7,300.00	10,264.00	9,288.85	0.00	0.00	975.15	90.5
OTHER FINANCING SOURCES	-10,000.00	-10,000.00	0.00	0.00	0.00	-10,000.00	0.0
Dept: 00	1,183,100.00	1,177,864.00	686,766.59	56,776.62	0.00	491,097.41	58.3
Function:	1,183,100.00	1,177,864.00	686,766.59	56,776.62	0.00	491,097.41	58.3
Revenues	1,183,100.00	1,177,864.00	686,766.59	56,776.62	0.00	491,097.41	58.3
Grand Total Net Effect:	1,183,100.00	1,177,864.00	686,766.59	56,776.62	0.00	491,097.41	

EXPENDITURE REPORT
MARCH 2012 @ 75%

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Rossmoor Community

For the Period: 7/1/2011 to 3/31/2012

Fund: 10 - GENERAL FUND

Expenditures

Function:

Dept: 10 ADMINISTRATION

	Original Bud	Amended Bud	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
SALARIES AND BENEFITS	135,940.00	130,940.00	105,080.93	13,665.48	0.00	34,659.07	75.1
OPERATIONS AND MAINTENANCE	42,300.00	43,504.00	34,271.28	4,700.81	0.00	9,232.72	78.8
CONTRACT SERVICES	125,000.00	132,724.00	91,205.73	14,781.79	0.00	41,518.27	68.7
CAPITAL EXPENDITURES	4,000.00	5,000.00	4,815.28	2,531.65	0.00	184.72	96.3

ADMINISTRATION

Dept: 20 RECREATION (1)

SALARIES AND BENEFITS	80,200.00	80,700.00	65,456.93	7,782.36	0.00	15,243.07	81.1
OPERATIONS AND MAINTENANCE (2)	16,900.00	17,000.00	17,537.14	1,547.07	0.00	-537.14	103.2
CONTRACT SERVICES	5,500.00	5,500.00	3,179.79	403.41	0.00	2,320.21	57.8
CAPITAL EXPENDITURES	2,000.00	2,000.00	-662.57	83.92	0.00	2,662.57	-33.1

RECREATION

Dept: 30 ROSSMOOR PARK

SALARIES AND BENEFITS	49,570.00	49,600.00	39,160.03	6,020.22	0.00	10,439.97	79.0
OPERATIONS AND MAINTENANCE	77,576.00	79,026.00	38,064.92	3,575.73	0.00	40,961.08	48.2
CONTRACT SERVICES	41,500.00	41,900.00	33,051.56	3,041.91	0.00	8,848.44	78.9
CAPITAL EXPENDITURES	1,000.00	1,000.00	351.07	196.89	0.00	648.93	35.1

ROSSMOOR PARK

Dept: 40 MONTECITO CENTER

SALARIES AND BENEFITS	40,250.00	41,150.00	31,522.25	4,770.98	0.00	9,627.75	76.6
OPERATIONS AND MAINTENANCE	15,217.00	16,117.00	11,085.36	2,253.93	0.00	5,031.64	68.8
CONTRACT SERVICES	10,200.00	10,200.00	6,943.61	681.91	0.00	3,256.39	68.1
CAPITAL EXPENDITURES	500.00	500.00	-62.67	0.00	0.00	562.67	-12.5

MONTECITO CENTER

Dept: 50 RUSH PARK

SALARIES AND BENEFITS (3)	50,870.00	52,600.00	42,464.03	6,186.36	0.00	10,135.97	80.7
OPERATIONS AND MAINTENANCE	97,086.00	98,336.00	64,979.09	15,833.83	0.00	33,356.91	66.1
CONTRACT SERVICES	41,900.00	41,900.00	32,858.61	3,041.91	0.00	9,041.39	78.4
CAPITAL EXPENDITURES	500.00	1,000.00	834.48	196.89	0.00	165.52	83.4

EXPENDITURE REPORT
MARCH 2012 @ 75%

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Rossmore Community

For the Period: 7/1/2011 to 3/31/2012

Fund: 10 - GENERAL FUND

Expenditures

Function:

	Original Bud	Amended Bud	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
RUSH PARK	190,356.00	193,836.00	141,136.21	25,259.09	0.00	52,699.79	72.8
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	490.00	480.00	384.23	19.50	0.00	95.77	80.0
CONTRACT SERVICES	98,000.00	98,000.00	79,060.33	8,685.47	0.00	18,939.67	80.7
STREET LIGHTING	98,480.00	98,480.00	79,444.56	8,704.97	0.00	19,035.44	80.7
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	1,900.00	2,147.00	2,055.91	0.00	0.00	91.09	95.8
ROSSMOOR WALL	1,900.00	2,147.00	2,055.91	0.00	0.00	91.09	95.8
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	384.23	19.50	0.00	215.77	64.0
CONTRACT SERVICES	51,000.00	51,000.00	34,963.25	4,276.53	0.00	16,036.75	68.6
STREET SWEEPING	51,600.00	51,600.00	35,347.48	4,296.03	0.00	16,252.52	68.5
Dept: 80 PARKWAY TREES							
OPERATIONS AND MAINTENANCE	2,200.00	2,200.00	1,065.11	46.07	0.00	1,134.89	48.4
CONTRACT SERVICES	113,700.00	113,700.00	75,891.13	2,802.94	0.00	37,808.87	66.7
CAPITAL EXPENDITURES	15,000.00	15,000.00	11,606.30	0.00	0.00	3,393.70	77.4
PARKWAY TREES	130,900.00	130,900.00	88,562.54	2,849.01	0.00	42,337.46	67.7
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS (3)	1,255.00	1,255.00	879.13	167.54	0.00	375.87	70.1
OPERATIONS AND MAINTENANCE	8,100.00	8,100.00	7,141.02	1,019.52	0.00	958.98	88.2
CONTRACT SERVICES	4,800.00	4,800.00	2,965.17	302.95	0.00	1,834.83	61.8
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	14,405.00	14,405.00	10,985.32	1,490.01	0.00	3,419.68	76.3
Function:	1,134,794.00	1,157,229.00	838,532.66	108,637.17	0.00	318,696.34	72.5
Expenditures	1,134,794.00	1,157,229.00	838,532.66	108,637.17	0.00	318,696.34	72.5
Grand Total Net Effect	-1,134,794.00	-1,157,229.00	-838,532.66	-108,637.17	0.00	-318,696.34	

REVENUE/EXPENDITURE REPORT
MARCH 2012 @ 75%

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Rossinor Community

For the Period: 7/1/2011 to 3/31/2012		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Function:								
Dept: 00								
Acct Class: 30 - PROPERTY TAXES								
3000	Current secured property taxes	676,000.00	650,000.00	378,682.17	33,291.20	0.00	271,317.83	58.3
3001	Current unsecured prop tax	26,500.00	26,000.00	22,367.16	0.00	0.00	5,632.84	79.9
3002	Prior secured property taxes	18,800.00	18,800.00	9,861.01	463.80	0.00	8,938.99	52.5
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	0.00	0.00	0.00	1,200.00	0.0
3010	Current supplemental assessmt	7,900.00	7,000.00	2,865.45	0.00	0.00	4,134.55	41.0
3020	Public utility tax	11,400.00	11,400.00	5,567.60	0.00	0.00	5,832.40	48.8
PROPERTY TAXES		742,700.00	717,400.00	419,347.29	33,755.00	0.00	298,052.71	58.5
Acct Class: 31 - ASSESSMENTS								
3105	Street light assessments	260,000.00	260,000.00	147,484.25	11,788.78	0.00	112,515.75	56.7
ASSESSMENTS		260,000.00	260,000.00	147,484.25	11,788.78	0.00	112,515.75	56.7
Acct Class: 32 - USE OF MONEY AND PROPERTY								
3200	Interest on investments	20,000.00	10,000.00	6,831.51	238.34	0.00	3,168.49	68.3
USE OF MONEY AND PROPERTY		20,000.00	10,000.00	6,831.51	238.34	0.00	3,168.49	68.3
Acct Class: 33 - OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	4,000.00	4,800.00	2,821.59	0.00	0.00	1,978.41	58.8
3302	State Mandated Cost Share	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		56,400.00	57,200.00	2,821.59	0.00	0.00	54,378.41	4.9
Acct Class: 34 - FEES AND SERVICES								
3402	Park way tree permits	1,000.00	1,500.00	2,119.00	378.00	0.00	-619.00	141.3
3404	Court reservations	3,500.00	11,500.00	5,742.50	808.00	0.00	5,757.50	43.9
3406	Ball field reservations	22,000.00	22,000.00	22,965.50	444.50	0.00	-965.50	104.4
3410	Rossinor building rental	8,000.00	10,000.00	8,756.60	1,785.00	0.00	1,203.40	88.0
3412	Montecito building rental	23,000.00	23,000.00	17,274.50	2,623.00	0.00	5,725.50	75.1
3414	Rush Park Building Rental	50,000.00	65,000.00	44,095.00	4,356.00	0.00	20,905.00	67.6
FEES AND SERVICES		117,000.00	133,000.00	100,993.10	10,994.50	0.00	32,006.90	75.9
Acct Class: 35 - OTHER REVENUE								
3500	Other miscellaneous revenue	2,000.00	3,000.00	2,025.58	0.00	0.00	974.42	67.5
3501	Funding/Misc. Studies	0.00	7,264.00	7,263.27	0.00	0.00	0.73	100.0
OTHER REVENUE		2,000.00	10,264.00	9,288.85	0.00	0.00	975.15	90.5
Acct Class: 36 - OTHER FINANCING SOURCES								
3600	TRANSFER IN/OUT OTHER FUNDS	-10,000.00	-10,000.00	0.00	0.00	0.00	-10,000.00	0.0
OTHER FINANCING SOURCES		-10,000.00	-10,000.00	0.00	0.00	0.00	-10,000.00	0.0
Dept: 00		1,181,100.00	1,177,864.00	686,766.59	56,776.62	0.00	491,097.41	58.3
Function		1,181,100.00	1,177,864.00	686,766.59	56,776.62	0.00	491,097.41	58.3
Revenues								
Dept: 00		1,181,100.00	1,177,864.00	686,766.59	56,776.62	0.00	491,097.41	58.3
Expenditures								
Function:								
Dept: 10 - ADMINISTRATION								
Acct Class: 40 - SALARIES AND BENEFITS								
4000	Board of Directors Compensab	9,000.00	10,000.00	8,000.00	1,150.00	0.00	2,000.00	80.0
4001	Salaries - Full time	90,640.00	90,640.00	68,764.86	7,728.74	0.00	21,875.14	75.9
4003	Salaries - Overtime	1,550.00	1,550.00	1,013.45	94.11	0.00	536.55	65.4
4007	Vehicle Allowance	750.00	750.00	154.36	3.76	0.00	595.64	21.9
4010	Workers Compensation Insurance	3,000.00	3,600.00	2,100.13	1,852.38	0.00	899.87	70.0
4011	Medical Insurance	22,500.00	25,500.00	19,189.89	2,240.66	0.00	6,310.11	75.3

REVENUE/EXPENDITURE REPORT
MARCH 2012 @ 76%

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Rossmore Community

For the Period: 7/1/2011 to 3/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Function:							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4015 Federal Payroll Tax -FICA	7,000.00	7,000.00	5,240.70	587.42	0.00	1,759.30	74.9
4015 State Payroll Taxes	1,500.00	1,500.00	607.54	8.41	0.00	892.46	40.5
SALARIES AND BENEFITS	135,540.00	139,940.00	105,080.93	13,665.48	0.00	34,859.07	75.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	9,000.00	9,704.00	9,703.61	0.00	0.00	0.39	100.0
5004 Memberships and Dues	5,500.00	5,500.00	5,371.96	0.00	0.00	128.04	97.7
5005 Travel & Meetings	3,000.00	3,000.00	1,198.63	263.76	0.00	1,801.37	40.0
5010 Publications & Legal Notices	4,000.00	4,500.00	3,541.62	0.00	0.00	958.38	78.7
5012 Printing	500.00	500.00	384.71	0.00	0.00	105.29	78.9
5014 Postage	3,500.00	3,500.00	3,102.61	251.00	0.00	397.39	88.6
5016 Office Supplies	8,300.00	8,300.00	4,464.35	452.30	0.00	3,835.65	53.8
5020 Telephone	1,500.00	1,500.00	1,152.65	58.50	0.00	347.35	76.8
5045 Miscellaneous Expenditures	5,500.00	5,500.00	4,333.02	3,730.00	0.00	1,166.98	78.8
5046 Bank Service Charge	1,000.00	1,000.00	654.03	84.75	0.00	345.97	65.4
5051 Equipment Rental	500.00	500.00	354.09	0.00	0.00	145.91	70.8
OPERATIONS AND MAINTENANCE	42,500.00	43,504.00	34,271.28	4,700.81	0.00	9,232.72	78.8
Acct Class: 55 CONTRACT SERVICES							
5610 Legal Counsel	40,000.00	40,000.00	29,626.28	8,835.34	0.00	10,373.72	74.1
5615 Financial Audit Consulting	0.00	8,460.00	8,460.00	0.00	0.00	0.00	100.0
5620 Miscellaneous Studies	0.00	7,264.00	7,263.27	0.00	0.00	0.73	100.0
5670 Other Professional Services	77,000.00	77,000.00	45,856.18	5,946.45	0.00	31,143.82	59.6
CONTRACT SERVICES	125,000.00	132,724.00	91,205.73	14,781.79	0.00	41,518.27	68.7
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	4,000.00	5,000.00	4,815.28	2,531.65	0.00	184.72	96.3
CAPITAL EXPENDITURES	4,000.00	5,000.00	4,815.28	2,531.65	0.00	184.72	96.3
ADMINISTRATION	307,240.00	321,168.00	235,373.22	35,679.73	0.00	85,794.78	73.3
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	47,250.00	44,000.00	31,819.00	3,339.08	0.00	12,181.00	72.3
4002 Salaries - Part-time	17,000.00	20,000.00	21,339.08	2,351.55	0.00	-1,339.08	106.7
4003 Salaries - Overtime	1,900.00	1,000.00	1,299.51	163.19	0.00	600.49	68.4
4005 Salaries - Event Attendant	900.00	360.00	178.25	9.75	0.00	120.75	59.8
4007 Vehicle Allowance	750.00	750.00	195.50	0.00	0.00	554.50	26.1
4010 Workers Compensation Insurance	1,300.00	1,300.00	848.99	748.84	0.00	451.01	65.3
4011 Medical Insurance	3,600.00	6,550.00	4,879.45	569.74	0.00	1,670.54	74.5
4015 Federal Payroll Tax -FICA	4,500.00	4,500.00	4,150.02	448.48	0.00	349.98	92.2
4018 State Payroll Taxes	1,400.00	1,400.00	746.12	151.75	0.00	653.88	53.3
SALARIES AND BENEFITS	60,200.00	80,700.00	65,456.93	7,782.36	0.00	15,243.07	81.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	800.00	800.00	678.82	243.50	0.00	121.18	84.9
5010 Publications & Legal Notices	150.00	150.00	124.28	0.00	0.00	25.72	82.9
5012 Printing	500.00	500.00	286.39	0.00	0.00	213.61	57.3
5014 Postage	200.00	300.00	161.67	0.00	0.00	138.33	53.9
5016 Office Supplies	1,250.00	1,250.00	741.32	77.85	0.00	508.68	59.3
5017 Community Events	5,000.00	5,000.00	7,952.18	1,167.22	0.00	-2,952.18	159.0
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	1,152.65	58.50	0.00	647.35	64.0
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	239.83	0.00	0.00	260.17	48.0
OPERATIONS AND MAINTENANCE	13,900.00	17,000.00	17,537.14	1,547.07	0.00	-537.14	103.2
Acct Class: 55 CONTRACT SERVICES							

REVENUE/EXPENDITURE REPORT
MARCH 2012 @ 75%

Rossmoor Community

For the Period: 7/1/2011 to 3/31/2012	Original Bud	Amended Bud	YTD Actual	CURR MTH	Encumb YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Function:							
Dept: 20 RECREATION							
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	5,500.00	5,500.00	3,179.79	403.41	0.00	2,320.21	57.8
CONTRACT SERVICES	5,500.00	5,500.00	3,179.79	403.41	0.00	2,320.21	57.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	662.57	83.92	0.00	2,662.57	-33.1
CAPITAL EXPENDITURES	2,000.00	2,000.00	662.57	83.92	0.00	2,662.57	-33.1
RECREATION	104,000.00	105,200.00	85,511.29	9,816.76	0.00	19,688.71	81.3
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	28,000.00	28,000.00	21,658.15	2,431.63	0.00	6,941.85	75.7
4002 Salaries - Part-time	5,070.00	6,200.00	5,476.06	571.10	0.00	723.94	88.3
4003 Salaries - Overtime	1,100.00	1,100.00	973.12	153.58	0.00	126.88	88.5
4005 Salaries - Event Attendant	500.00	500.00	404.25	31.35	0.00	95.75	80.9
4010 Workers Compensation Insurance	2,600.00	2,600.00	2,100.13	1,852.38	0.00	499.87	80.8
4011 Medical Insurance	7,000.00	7,400.00	6,027.60	703.80	0.00	1,372.40	81.5
4015 Federal Payroll Tax -FICA	2,650.00	2,650.00	2,175.26	243.22	0.00	474.74	82.1
4018 State Payroll Taxes	550.00	550.00	345.46	33.16	0.00	204.54	62.8
SALARIES AND BENEFITS	48,670.00	49,600.00	39,160.03	6,020.22	0.00	10,439.97	79.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	124.29	0.00	0.00	175.72	41.4
5012 Printing	300.00	300.00	75.98	0.00	0.00	224.02	25.3
5014 Postage	100.00	100.00	73.10	0.00	0.00	26.90	73.1
5016 Office Supplies	700.00	700.00	365.38	38.92	0.00	334.62	52.2
5018 Janitorial Supplies	1,800.00	2,500.00	2,083.24	665.42	0.00	416.76	83.3
5020 Telephone	1,600.00	1,600.00	1,152.65	58.50	0.00	447.35	72.0
5022 Utilities	44,000.00	44,000.00	21,381.74	995.15	0.00	22,618.26	49.6
5025 Sewer Tax	675.00	675.00	302.68	0.00	0.00	306.32	54.7
5030 Vehicle Maintenance	750.00	1,500.00	1,185.94	63.60	0.00	314.06	79.1
5032 Building & Grounds Maintenance	25,000.00	25,000.00	10,103.04	1,297.26	0.00	14,896.96	40.4
5034 Alarm Systems	650.00	650.00	528.69	106.88	0.00	121.31	81.3
5045 Miscellaneous Expenditures	500.00	500.00	350.00	350.00	0.00	150.00	70.0
5051 Equipment Rental	700.00	700.00	265.20	0.00	0.00	434.80	37.9
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	77,576.00	79,026.00	38,064.92	3,575.73	0.00	40,961.08	48.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,300.00	33,500.00	28,762.50	2,655.00	0.00	6,737.50	81.0
5656 Tree Trimming	1,000.00	1,000.00	832.84	1.87	0.00	167.16	83.3
5670 Other Professional Services	5,400.00	5,400.00	3,458.22	385.04	0.00	1,941.78	64.0
CONTRACT SERVICES	41,900.00	41,900.00	33,051.56	3,041.91	0.00	8,848.44	78.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	351.07	196.89	0.00	648.93	35.1
CAPITAL EXPENDITURES	1,000.00	1,000.00	351.07	196.89	0.00	648.93	35.1
ROSSMOOR PARK	169,146.00	171,926.00	110,627.58	12,834.75	0.00	60,898.42	64.5
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	23,400.00	23,400.00	18,096.13	2,031.83	0.00	5,303.87	77.3
4002 Salaries - Part-time	3,300.00	3,300.00	2,533.92	215.28	0.00	766.08	76.8
4003 Salaries - Overtime	750.00	750.00	748.60	128.02	0.00	1.40	99.8
4005 Salaries - Event Attendant	2,500.00	2,500.00	1,548.00	124.20	0.00	952.00	61.9
4010 Workers Compensation Insurance	1,900.00	1,900.00	1,689.03	1,489.78	0.00	210.97	88.9
4011 Medical Insurance	5,700.00	6,600.00	4,879.46	569.74	0.00	1,720.54	73.9

REVENUE/EXPENDITURE REPORT
MARCH 2012 @ 75%

Rossmore Community

For the Period: 7/1/2011 to 3/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Function:							
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4015 Federal Payroll Tax - FICA	2,200.00	2,200.00	1,724.08	190.55	0.00	475.92	78.4
4018 State Payroll Taxes	500.00	500.00	303.03	21.58	0.00	196.97	60.6
SALARIES AND BENEFITS	42,250.00	41,150.00	31,522.25	4,770.96	0.00	9,627.75	76.6
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	150.00	150.00	124.28	0.00	0.00	25.72	82.9
5012 Printing	150.00	150.00	75.98	0.00	0.00	74.02	50.7
5014 Postage	100.00	100.00	72.90	0.00	0.00	27.10	72.9
5016 Office Supplies	900.00	900.00	365.38	38.92	0.00	534.62	40.6
5018 Janitorial Supplies	1,850.00	2,500.00	2,083.24	666.42	0.00	416.76	83.3
5020 Telephone	1,650.00	1,650.00	1,152.65	58.50	0.00	497.35	69.9
5022 Utilities	3,500.00	3,500.00	2,285.83	419.74	0.00	1,234.17	64.7
5025 Sewer Tax	567.00	567.00	310.45	0.00	0.00	256.55	54.8
5030 Vehicle Maintenance	750.00	1,000.00	726.25	63.60	0.00	273.75	72.6
5032 Building & Grounds Maintenance	4,000.00	4,000.00	3,132.21	629.72	0.00	867.79	78.3
5034 Alarm Systems	500.00	500.00	366.13	28.03	0.00	133.87	73.2
5045 Miscellaneous Expenditures	500.00	500.00	350.00	350.00	0.00	150.00	70.0
5051 Equipment Rental	500.00	500.00	60.06	0.00	0.00	439.94	12.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	15,217.00	16,117.00	11,085.36	2,253.93	0.00	5,031.64	68.8
Acct Class: 55 CONTRACT SERVICES							
5555 Landscape Maintenance	3,600.00	3,800.00	2,655.00	795.00	0.00	1,145.00	69.9
5556 Tree Trimming	1,000.00	1,000.00	832.84	1.87	0.00	167.16	83.3
5570 Other Professional Services	5,400.00	5,400.00	3,455.77	385.04	0.00	1,944.23	64.0
CONTRACT SERVICES	10,000.00	10,200.00	6,943.61	681.91	0.00	3,256.39	68.1
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	-62.67	0.00	0.00	562.67	-12.5
CAPITAL EXPENDITURES	500.00	500.00	-62.67	0.00	0.00	562.67	-12.5
MONTECITO CENTER	66,167.00	67,967.00	49,488.55	7,706.82	0.00	18,478.45	72.8
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full time	28,000.00	28,000.00	21,858.16	2,431.63	0.00	6,941.85	75.7
4002 Salaries - Part time	5,000.00	7,000.00	6,597.91	571.10	0.00	402.09	94.3
4003 Salaries - Overtime (3)	1,100.00	1,100.00	1,102.92	153.58	0.00	-2.92	100.3
4005 Salaries - Event Attendant	2,500.00	2,500.00	2,144.25	179.70	0.00	355.75	85.8
4010 Workers Compensation Insurance	2,600.00	2,600.00	2,100.13	1,852.38	0.00	499.87	80.8
4011 Medical Insurance	7,000.00	7,400.00	6,027.66	703.79	0.00	1,372.34	81.5
4015 Federal Payroll Tax - FICA	2,650.00	2,650.00	2,424.81	254.52	0.00	225.19	91.5
4018 State Payroll Taxes	750.00	750.00	408.20	39.66	0.00	341.80	54.4
SALARIES AND BENEFITS	50,870.00	52,600.00	42,464.03	6,180.36	0.00	10,135.97	60.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	124.27	0.00	0.00	375.73	24.9
5012 Printing	500.00	500.00	75.98	0.00	0.00	424.02	15.2
5014 Postage	100.00	100.00	72.90	0.00	0.00	27.10	72.9
5016 Office Supplies	900.00	900.00	365.36	38.92	0.00	534.64	40.6
5018 Janitorial Supplies	2,000.00	2,500.00	2,083.49	667.43	0.00	416.51	83.6
5020 Telephone	1,800.00	1,800.00	1,152.65	58.50	0.00	647.35	64.0
5022 Utilities	50,000.00	50,000.00	32,739.18	2,726.66	0.00	17,260.82	65.5
5025 Sewer Tax	2,586.00	2,586.00	1,414.79	0.00	0.00	1,171.21	54.7
5030 Vehicle Maintenance	750.00	1,500.00	1,185.92	63.60	0.00	314.08	79.1
5032 Building & Grounds Maintenance	30,000.00	30,000.00	24,118.11	11,560.80	0.00	5,881.89	80.4
5034 Alarm Systems	750.00	750.00	375.13	28.02	0.00	374.87	50.0
5045 Miscellaneous Expenditures	1,200.00	1,200.00	700.00	700.00	0.00	500.00	58.3

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2011 to 3/31/2012		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal.	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Function:								
Dept: 50 RUSH PARK								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5051	Equipment Rental	1,500.00	1,500.00	565.31	0.00	0.00	934.69	37.7
5052	Minor Facility Repairs	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
OPERATIONS AND MAINTENANCE		97,836.00	98,336.00	64,979.09	15,533.93	0.00	33,356.91	66.1
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	35,500.00	35,500.00	29,570.00	2,655.00	0.00	6,930.00	80.5
5656	Tree Trimming	1,000.00	1,000.00	832.84	1.87	0.00	167.16	83.3
5670	Other Professional Services	5,400.00	5,400.00	3,455.77	385.04	0.00	1,944.23	64.0
CONTRACT SERVICES		41,900.00	41,900.00	32,858.61	3,041.91	0.00	9,041.39	78.4
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	500.00	1,000.00	834.48	196.89	0.00	165.52	83.4
CAPITAL EXPENDITURES		500.00	1,000.00	834.48	196.89	0.00	165.52	83.4
RUSH PARK								
193,336.00		193,836.00	141,136.21	25,259.09	0.00	52,699.79	72.8	
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	480.00	480.00	384.23	19.50	0.00	95.77	80.0
OPERATIONS AND MAINTENANCE		480.00	480.00	384.23	19.50	0.00	95.77	80.0
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	98,000.00	98,000.00	79,060.33	8,685.47	0.00	18,939.67	80.7
CONTRACT SERVICES		98,000.00	98,000.00	79,060.33	8,685.47	0.00	18,939.67	80.7
STREET LIGHTING		98,480.00	98,480.00	79,444.56	8,704.97	0.00	19,035.44	80.7
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	1,300.00	2,047.00	2,046.91	0.00	0.00	0.09	100.0
5032	Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	91.00	0.0
OPERATIONS AND MAINTENANCE		1,900.00	2,147.00	2,055.91	0.00	0.00	91.09	95.8
ROSSMOOR WALL		1,900.00	2,147.00	2,055.91	0.00	0.00	91.09	95.8
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	384.23	19.50	0.00	115.77	76.8
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		600.00	600.00	384.23	19.50	0.00	215.77	64.0
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	51,000.00	51,000.00	34,963.25	4,276.53	0.00	16,036.75	68.6
CONTRACT SERVICES		51,000.00	51,000.00	34,963.25	4,276.53	0.00	16,036.75	68.6
STREET SWEEPING		51,600.00	51,600.00	35,347.48	4,296.03	0.00	16,252.52	68.5
Dept: 80 PARKWAY TREES								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5014	Postage	500.00	500.00	171.05	0.00	0.00	328.95	34.2
5016	Office Supplies	200.00	200.00	65.59	7.08	0.00	134.41	32.8
5020	Telephone	900.00	900.00	768.42	38.99	0.00	131.58	85.4
5030	Vehicle Maintenance	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5051	Equipment Rental	250.00	250.00	60.05	0.00	0.00	189.95	24.0
OPERATIONS AND MAINTENANCE		2,200.00	2,200.00	1,065.11	46.07	0.00	1,134.89	48.4

REVENUE/EXPENDITURE REPORT
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Rossmore Community

For the Period: 7/1/2011 to 3/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal.	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Function							
Dept: 80 PARKWAY TREES							
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	71,000.00	71,000.00	52,107.69	118.28	0.00	18,892.11	73.4
5660 TREE REMOVAL	3,700.00	3,700.00	437.50	0.00	0.00	3,262.50	11.8
5664 Tree Watering Program	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
5670 Other Professional Services	33,000.00	38,000.00	23,345.74	2,684.66	0.00	14,654.26	61.4
CONTRACT SERVICES	113,700.00	113,700.00	75,891.13	2,802.94	0.00	37,808.87	66.7
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	15,000.00	15,000.00	11,606.30	0.00	0.00	3,393.70	77.4
CAPITAL EXPENDITURES	15,000.00	15,000.00	11,606.30	0.00	0.00	3,393.70	77.4
PARKWAY TREES	130,900.00	130,900.00	88,562.54	2,849.01	0.00	42,337.46	67.7
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	750.00	750.00	447.92	49.98	0.00	302.08	59.7
4002 Salaries - Part-time	285.00	285.00	243.86	23.92	0.00	41.14	85.6
4003 Salaries - Overtime	20.00	20.00	24.22	0.00	0.00	-4.22	121.1
4010 Workers Compensation Insurance	125.00	125.00	98.29	86.69	0.00	26.71	78.6
4015 Federal Payroll Tax -FICA	65.00	65.00	55.02	5.93	0.00	9.98	84.6
4018 State Payroll Taxes	10.00	10.00	9.82	1.05	0.00	0.18	98.2
SALARIES AND BENEFITS	1,255.00	1,255.00	879.13	167.54	0.00	375.87	70.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	384.37	19.46	0.00	115.63	76.9
5022 Utilities	6,000.00	6,000.00	5,889.27	1,000.66	0.00	110.73	98.2
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	616.79	0.00	0.00	383.21	61.7
5045 Miscellaneous Expenditures	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051 Equipment Rental	100.00	100.00	60.05	0.00	0.00	39.95	60.1
5052 Minor Facility Repairs	200.00	200.00	190.54	0.00	0.00	9.46	95.3
OPERATIONS AND MAINTENANCE	8,100.00	8,100.00	7,141.02	1,019.52	0.00	958.98	88.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	4,000.00	4,000.00	2,655.00	295.00	0.00	1,345.00	66.4
5656 Tree Trimming	500.00	500.00	277.52	0.61	0.00	222.48	55.5
5670 Other Professional Services	300.00	300.00	32.65	7.34	0.00	267.35	10.9
CONTRACT SERVICES	4,800.00	4,800.00	2,965.17	302.95	0.00	1,834.83	61.8
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	14,405.00	14,405.00	10,985.32	1,490.01	0.00	3,419.68	76.3
Function:	1,134,794.00	1,157,229.00	838,532.66	108,637.17	0.00	318,696.34	72.5
Expenditures	1,134,794.00	1,157,229.00	838,532.66	108,637.17	0.00	318,696.34	72.5
Net Effect for GENERAL FUND	53,306.00	20,635.00	-151,766.07	-51,860.55	0.00	-172,401.07	-735.5
Change in Fund Balance			-151,766.07				

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Rossmore Community

For the Period: 7/1/2011 to 3/31/2012		Original Bud	Amended Bud	YTD Actual	CURR MTH	Encumb YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Function:								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	362,500.00	362,500.00	255,523.09	26,932.80	0.00	126,976.91	66.8
3101	Property assessments-prior yr	7,500.00	7,500.00	-4,054.49	0.00	0.00	3,445.51	54.1
ASSESSMENTS		370,000.00	370,000.00	251,468.60	26,932.80	0.00	130,422.42	66.6
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		408,800.00	408,800.00	259,577.58	26,932.80	0.00	149,222.42	63.5
Function:		408,800.00	408,800.00	259,577.58	26,932.80	0.00	149,222.42	63.5
Revenues								
408,800.00		408,800.00	259,577.58	26,932.80	0.00	149,222.42	63.5	
Expenditures								
Function:								
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								
5800	Principal	150,000.00	150,000.00	111,183.10	0.00	0.00	38,816.90	74.1
5801	Interest	146,555.00	146,555.00	146,555.00	0.00	0.00	0.00	100.0
DEBT SERVICE		296,555.00	296,555.00	257,738.10	0.00	0.00	38,816.90	86.9
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		419,430.00	419,430.00	265,378.10	0.00	0.00	154,051.90	63.3
Dept: 95 CONTINGENCY/RESERVES								
Acct Class: 59 RESERVES/CONTINGENCIES								
5720	Reserves	0.00	0.00	4,765.00	0.00	0.00	-4,765.00	0.0
RESERVES/CONTINGENCIES		0.00	0.00	4,765.00	0.00	0.00	-4,765.00	0.0
CONTINGENCY/RESERVES		0.00	0.00	4,765.00	0.00	0.00	-4,765.00	0.0
Function:		419,430.00	419,430.00	265,378.10	0.00	0.00	154,051.90	63.3
Expenditures		419,430.00	419,430.00	265,378.10	0.00	0.00	154,051.90	63.3
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		-10,630.00	-10,630.00	-5,800.52	26,932.80	0.00	-4,829.48	54.6
Change in Fund Balance:				-5,800.52				

REVENUE/EXPENDITURE REPORT
MARCH 2012 @ 75%

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Rossmoor Community

For the Period: 7/1/2011 to 3/31/2012

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encomb. YTD	UnencBal.	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL							
Revenues							
Function							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	55,700.00	55,700.00	57,685.70	6,192.00	0.00	28,014.30	67.3
3101 Property assessments-prior yr	2,300.00	2,300.00	709.23	0.00	0.00	1,590.77	30.6
ASSESSMENTS	58,000.00	58,000.00	58,394.93	6,192.00	0.00	29,605.07	66.4
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	89,000.00	89,000.00	58,394.93	6,192.00	0.00	30,605.07	65.8
Function:	89,000.00	89,000.00	58,394.93	6,192.00	0.00	30,605.07	65.8
Revenues	89,000.00	89,000.00	58,394.93	6,192.00	0.00	30,605.07	65.8
Expenditures							
Function							
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	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	100.0
5801 Interest	25,665.00	25,665.00	25,665.00	0.00	0.00	0.00	100.0
DEBT SERVICE	80,665.00	80,665.00	80,665.00	0.00	0.00	0.00	100.0
ROSSMOOR WALL	83,195.00	83,195.00	83,195.00	0.00	0.00	0.00	100.0
Function:	83,195.00	83,195.00	83,195.00	0.00	0.00	0.00	100.0
Expenditures	83,195.00	83,195.00	83,195.00	0.00	0.00	0.00	100.0
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL	5,805.00	5,805.00	-24,800.07	6,192.00	0.00	30,605.07	-427.2
Change in Fund Balance:			-24,800.07				

REVENUE/EXPENDITURE REPORT
MARCH 2012 @ 75%

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Rossmoor Community

For the Period: 7/1/2011 to 3/31/2012	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal.	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Revenues							
Function:							
Dept: 00							
Acct Class: 35 OTHER REVENUE							
3620 OTHER SOURCES	147,838.00	147,838.00	0.00	0.00	0.00	147,838.00	0.0
OTHER REVENUE	147,838.00	147,838.00	0.00	0.00	0.00	147,838.00	0.0
Acct Class: 36 OTHER FINANCING SOURCES							
3600 TRANSFER IN/OUT OTHER FUNDS	130,000.00	130,000.00	0.00	0.00	0.00	130,000.00	0.0
OTHER FINANCING SOURCES	130,000.00	130,000.00	0.00	0.00	0.00	130,000.00	0.0
Dept: 00	277,838.00	277,838.00	0.00	0.00	0.00	277,838.00	0.0
Function:	277,838.00	277,838.00	0.00	0.00	0.00	277,838.00	0.0
Revenues							
277,838.00	277,838.00	0.00	0.00	0.00	277,838.00	0.0	
Expenditures							
Function:							
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	21,275.00	45,400.00	40,775.00	4,300.00	0.00	4,025.00	89.8
CAPITAL EXPENDITURES	21,275.00	45,400.00	40,775.00	4,300.00	0.00	4,025.00	89.8
ROSSMOOR PARK							
Dept: 40 MONTECITO CENTER							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.0
6006 Permits Licenses Fees	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
CAPITAL EXPENDITURES	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.0
MONTECITO CENTER							
Dept: 50 RUSH PARK							
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	10,000.00	10,000.00	610.00	-3,990.00	0.00	9,390.00	6.1
CONTRACT SERVICES	10,000.00	10,000.00	610.00	-3,990.00	0.00	9,390.00	6.1
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	98,815.00	101,151.00	0.00	0.00	0.00	101,151.00	0.0
6006 Permits Licenses Fees	4,855.00	4,855.00	281.97	281.97	0.00	4,573.03	5.8
CAPITAL EXPENDITURES	103,670.00	106,006.00	281.97	281.97	0.00	105,724.03	0.3
RUSH PARK							
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	14,750.00	0.00	310.00	310.00	0.00	-310.00	0.0
OPERATIONS AND MAINTENANCE	14,750.00	0.00	310.00	310.00	0.00	-310.00	0.0
CAPITAL PROJECTS	14,750.00	0.00	310.00	310.00	0.00	-310.00	0.0
Function:	214,695.00	226,406.00	41,976.97	901.97	0.00	184,429.03	18.5
Expenditures							
214,695.00	226,406.00	41,976.97	901.97	0.00	184,429.03	18.5	

REVENUE/EXPENDITURE REPORT
MARCH 2012 @ 75%

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Rossmore Community

For the Period: 7/1/2011 to 3/31/2012

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS Change in Fund Balance:	03,143.00	51,432.00	-41,976.97 -41,976.97	-901.97	0.00	93,409.97	-81.6
Grand Total Net Effect:	111,624.00	67,242.00	-224,343.63	-19,637.72	0.00	291,585.63	

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

#1 Salaries - Part Time 10-20-4002	Increase due to scheduling to cover for employee leave. ETC has been adjusted.
* #2 Community Events 10-20-5017	Deposits for 2012-13 Movies and Concerts in the Park paid. Will be adjusted to FY 2012-13 at annual audit.
#3 Salaries - Overtime 10-50-4003, 10-90-5003	Slight ncrease due scheduling, ETC has been adjusted.

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: May 8, 2012
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. Third Quarter 2011-12 Status Report.
2. RCSD Mission Statement, Goals and Objectives.

THIRD QUARTER FY 2011-2012 STATUS REPORT

1. RECREATION/FACILITIES REPORT

a. Montecito Center—this facility is fully operational with no significant issues. A modified facility upgrade is being deferred until next year's CIP.

b. Rush Park—the Rush Park facility is fully operational. A need has been identified for making modifications to the playground equipment for safety reasons. A new swing set has been installed.

c. Movies/Concerts in the Park—Movies and concerts for last summer were carried out by Recreation staff. Program booking for next year's program is complete.

d. Rossmoor Park—the refurbishment of the Community Center is still generating a high volume of rentals. Minor modifications to playground equipment is underway.

e. LAGSL—there are no issues pending. Revised changes to use of district property will be shared with the LAGSL and the Rossmoor Park Neighborhood.

f. Tennis Courts—reconstruction was completed on two courts and the other two will be resurfaced when the rainy season is over, probably in May.

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. This was a matter under discussion as a part of the LAGSL MOU process.

j. Reserved Picnic Sites—are still being reserved but to a lesser degree than last Spring and Summer. The elimination of reservations by non-residents probably accounts for part of the drop off.

2. TREE PROGRAM— our Tree Consultant continues to provide a high customer service level resulting in real time responses to residents who inquire about tree removals, plantings and tree trimming. A request to the County to begin making paved/bricked over sites suitable for planting of parkway tree has been acknowledged, but no action has yet been taken. The matter of tree removal is being addressed with the County. A Quarterly Tree Report is on your Agenda.

3. STREET SWEEPING

a. Street Sweeping—there were no issues during the quarter.

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. Bob Wren during the quarter. He also delivered a Quarterly Crime Statistics report to the Board during the quarter.

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. The issue of the 12-day tunnel closure connecting the SB I-405 to the SB I-605 is still pending with OCTA and Caltrans.

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 Investment Committee met again during the quarter and made recommendations to the Board on matured investments.

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

c. Grant Funds—there are no grants pending

d. FY 2012-2013 Preliminary Budget —the ETC's, Preliminary Budget and Salary Plan are a part of your Agenda.

e. Annual Audit—scheduling for this year's audit is underway.

7. COMMUNICATION WITH THE PUBLIC

a. Quarterly Newsletter—the Quarterly Newsletter was distributed during the quarter. We still continue to see a much higher than industry average open rate and click rate. New e-subscribers are added every quarter.

b. Web Site—our web site has been updated and running as contracted for.

c. Community Email Data Base --the District's social media presence continues to grow with Facebook, Twitter and YouTube. You Tube views for Board meetings exceed those of Los Alamitos. We are planning to grow our e-list further with an opportunity drawing at this year's community festival. We will also be featured in the Manager to Manager section of an upcoming issue of CSDA's bi-monthly magazine, *California Special District*. The article will highlight our pioneering social media efforts and will provide insight to other special districts regarding how we utilize these tools.

d. Board meeting Production and Broadcasting --the change over from Time Warner for production of Board meetings has been successfully transitioned.

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: May 8, 2012

To: Honorable Board of Directors

From: RCSD, General Manager

SUBJECT: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

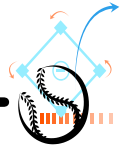
Attached is the Quarterly Recreation Report for the 3rd quarter of the 2011-2012 Fiscal Year. The report prepared by Recreation Superintendent Emily Gingras describes the District's Recreation programs, goals and activities.

ATTACHMENTS:

1. Quarterly Recreation Report.



RCSD RECREATION DEPARTMENT



QUARTERLY REPORT TO THE BOARD

May 2012

Emily Gingras

SUMMARY

Recreation Staff is busier than ever meeting the demands of the public. Park use remains at an all time high and Recreation staff continues to monitor events, picnics, field use and facility use.

Some of the projects the Recreation Department has currently accomplished include:

- Selecting movies for the 2012 Movies in the Park series
- Researching the condition of the newly resurfaced tennis courts
- Attended a Recreation Conference
- Attended a Public Policy Conference
- Hiring a Certified Playground Inspector to inspect Rossmoor Parks Tot Lot
- Coordinating with the Sheriffs' Department to provide patrol during events
- Installing a lock box in the Rossmoor Park office
- Gathering quotes for basketball court resurfacing
- Continuing Education

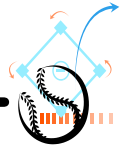
Recreation Staff recently decided upon three movies for the District's Movie in the Park series. To continue with tradition, all movies will be featured on Friday nights. This year's lineup includes, *The Smurfs*, *Dolphin Tale* and *Puss in Boots*. Once again, Recreation Staff will provide free pre-movie activities. In addition, due to the popularity of a pre-movie concert performance in 2011, the District will be offering a similar pre-movie performance prior to one of this summer's movies.

In March, Recreation Staff attended the Annual CPRS (California Park and Recreation Society) Recreation Training and Conference in Long Beach. Staff attended educational sessions geared towards enhancing recreation in parks. The conference provided tools for implementing programming ideas which Recreation staff has already begun to utilize. It also provides the ability to network with those in the recreation field. Round table discussions provide the opportunity to learn the latest programs being offered in other cities throughout the state.

Also in March, the District's Recreation Superintendent attended a Public Policy Conference held at Concordia University in Irvine. The conference highlighted adapting the COMPSTAT system into local government agencies. The conference provided an all day networking environment complete with problem solving strategies. Conference attendees included City Managers, Assistant City Managers, Elected Officials, City Council and Board Representatives.



RCSD RECREATION DEPARTMENT



QUARTERLY REPORT TO THE BOARD

May 2012

Emily Gingras

As previously reported, the sand in the Rush Park Tot Lot does not provide ADA access. ADA requirements will be enforced beginning January 2014. Also, to comply with the National Playground Safety Standards, Recreation staff previously received quotes to replace components of the Rush Park Tot Lot equipment based on recommendations provided by the current playground manufacturer. After questions arose regarding compliance, Recreation staff hired a Certified Playground Inspector to provide a report on the current condition of both Rossmoor and Rush Tot Lots. The Playground Inspector reported the Rush Park Tot Lot has a life-span of five to ten years. The District has several options for providing ADA surfacing. Recreation staff submitted a report to the CIP Committee outlining several options to consider. Recreation staff will research all options submitted to the CIP Committee and present a report. A new swing set was ordered for Rush Park and is in the process of being installed. A new hooded slide to replace a damaged slide was installed earlier this week.

Recently, Recreation staff met with Deputy Juliana Webb of the Orange County Sheriffs' Department to discuss providing patrol for Rossmoor's Parks during prime time park use hours and for large events. Deputy Webb provides Community Oriented Policing Services (COPS) for unincorporated areas in Orange County called the Neighborhood Enhancement Team (NET). Deputy Webb is the District's liaison to the OCSO. She has also been instrumental in providing patrol for We Care's First Annual High Heel Dash taking place in conjunction with the Community Festival.

As previously reported by the District's General Manager, the Rossmoor Park Community Center was victim to an array of burglaries. It was discovered by video surveillance that a gentleman was accessing the building with a key. The building was rekeyed, alarm codes were changed and a lock box was installed for tennis money deposits. All of these changes have proved to be successful in deterring the burglar.

Recreation staff has gathered quotes to resurface the Rossmoor Park Basketball Court. We have received two quotes. The quote received by Pro Surface addressed grinding down potential tripping hazards and re-caulking of the expansion joint.

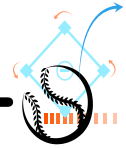
The District's Recreation Superintendent continues to attend Continuing Education courses offered by CRPS. Some recent trainings attended include a Playground Symposium and a Senior Symposium. The Playground Symposium discussed the benefits of offering inclusive playgrounds and provided information for designing playgrounds to maximize play. The Senior Symposium offered grant resources for providing senior transportation and ideas for senior programming.

A few of the projects the Recreation Department is currently working on include:

- Attending regularly scheduled Community Festival Meetings



RCSD RECREATION DEPARTMENT



QUARTERLY REPORT TO THE BOARD

May 2012

Emily Gingras

-
- Preparing the RCSD Booth at the Community Festival
 - Researching information on portable skateboard ramps
 - Researching court lighting options
 - Researching alternate signage locations for LAGSL's Championship signage
 - Possible collaboration with the City of Los Alamitos to provide contract classes in Rossmoor's Parks
 - Collaborating with the Youth Center for their annual Rossmoor Park Summer Day Camp
 - Collaboration with the City of Los Alamitos to provide a Senior Transportation Program

Recreation staff continues to attend bi-weekly Community Festival Meetings and provide input as it relates to the event. This year, the RHA has partnered with We Care to offer their First Annual High Heel Dash. Orange County Public Works and the Sheriffs' Department have agreed to provide patrol units to assist with the street closure of Chianti Way. This event will occur prior to the Community Festival drawing a crowd in the A.M. hours of the event. The morning hours of the event has lacked in attendance in previous years due to competition with Church. Other activities include the Annual Dog Show, a Magic Show, pony and train rides, a Ferris Wheel and vendor fair. The Knights of the Holy Grill will provide a BBQ lunch again for a nominal fee.

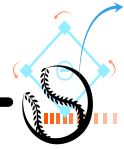
The RCSD Booth at the Community Festival will offer children's arts and craft activities. The District has partnered with West Coast Arborists who have graciously donated a bookcase which will be awarded to the winner of the District's opportunity drawing. To be eligible, one must add themselves to the District's email database. Recreation staff plans on providing a laptop for residents to directly type in contact information. The Youth Center's Summer Day Camp brochure will be displayed as well as the District's summer events flyer. As part of the District's co-sponsorship agreement with the RHA, the District has arranged for the use of a show mobile from the City of Chino Hills. This will act as the main stage for the event. The same stage is used for the District's Summer Concert Series.

As part of the Recreation Conference, a vendor expo was offered in the Long Beach Convention Center. Fresh Park, a portable skateboard ramp company at the expo has been in contact with Recreation staff to potentially offer skateboard ramps at no cost to the District. Recreation staff is researching insurance requirements and remains in contact with Fresh Park.

Currently, Recreation staff is required to set tennis court lights nightly based on reservation times. Lights can only be set from Rossmoor Park. This creates an issue during Daylight Savings. Also, if lights do not come on for a patron, staff is contacted by the after-hours answering service and required to report to Rossmoor Park to manually turn on the lights. Musco Lighting is a service provider that the majority of cities and schools use to control their lighting systems. Musco can be contacted 24 hours a day. They can access parks' lighting systems with a phone call. Recreation staff is working with Musco to provide a quote to potentially upgrade Rossmoor Park's lighting system.



RCS D RECREATION DEPARTMENT



QUARTERLY REPORT TO THE BOARD

May 2012

Emily Gingras

During the Memorandum of Understanding (MOU) negotiating process, the District and LAGSL agreed to consider alternative options for the displaying of LAGSL Championship signage. Currently, metal signs adorn the Rossmoor Park softball backstops that reflect winning teams. Recreation staff is obtaining quotes for alternate displaying options and will consider input from the MOU Committee prior to proceeding.

Recreation staff is currently collaborating with the City of Los Alamitos Recreation Department to research a potential partnership opportunity to provide contract classes in Rossmoor. The City of Los Alamitos provides popular classes and experienced instructors to implement them. Their demand is exceeding their available space. The District's Recreation Superintendent has researched offering contract classes within Rossmoor and came to the conclusion that the District does not have the staffing nor the resources to offer programs at this time. The District's Recreation Department also does not want to duplicate those programs offered by the neighboring cities of Seal Beach and Los Alamitos. Offering classes in Rossmoor thru Los Alamitos would provide Rossmoor residents activities within their own community and bring in revenue for the District. Additional revenue would be brought into the District if the District was able to provide registration for those classes offered in our parks. Additional information will be presented as Recreation staff continues to learn more.

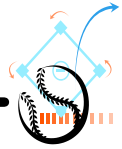
In keeping with the spirit of the MOU, the District agreed to revisit the parks policies and make recommendations to the Board. Recreation staff has coordinated with Administrative staff to revise the policies to provide clarity for the administration of them as well as attempt to limit the impact to the neighboring community. Policies have been reformatted, renumbered and include the addition of a new policy titled Group Picnics, Public Gatherings and Special Events. This policy will set a standard for approving or denying requests based on the application process.

Recreation staff has met with the Youth Center's Summer Day Camp Director to discuss the summer schedule and to coordinate their annual Summer Day Camp staff training. As in previous years, Recreation staff will attend the Summer Day Camp training to discuss park rules and regulations with staff and volunteers. Recreation staff will also instruct break-out sessions offering games and activities for counselors to implement during day camp.

For three years, the District's Recreation Superintendent has been coordinating with the City of Los Alamitos and the Los Alamitos Medical Center to offer non-medical senior transportation for Los Alamitos and Rossmoor residents by partnering with OCTA. OCTA has an estimated \$12,000 to allocate to Rossmoor for implementation. Rossmoor and Los Alamitos continue to meet to discuss options for such a program. Currently, Rossmoor residents are able to utilize, Abrazar for non-emergency medical transportation, however, the goal is to provide transportation for other services as well.



RCSD RECREATION DEPARTMENT



QUARTERLY REPORT TO THE BOARD

May 2012

Emily Gingras

Recreation Three-Year Plan projects the Recreation Department would like to see implemented in the future:

- Offer a Snow Day and Pancake Breakfast in collaboration with the RHA in conjunction with the Sheriff's Department Toy Drive
- Provide drop-in senior activities at Rossmoor Park during the A.M. in coordination with a senior tennis club
- Inquire about potential sponsorships to help cover summer event costs

Recreation staff has several ideas for the future of the Recreation Department and is excited to implement those ideas. Rossmoor's parks provide the perfect atmosphere for community gatherings and promoting physical activity and play.

Respectfully Submitted By
Emily Gingras
Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-5

Date: April 8, 2012
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 3rd Quarter of the 2011-2012 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 Consultant, Randy Reynolds.

ATTACHMENTS:

1. Quarterly Tree Report.

2010 / 2011 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-10	33	329	357	437	0	0	0	30	0
August-10	13	7	15	16	3	0	0	0	0
September-10	27	0	0	0	0	0	0	0	0
1st Quarter Totals	73	336	372	453	3	0	0	30	0
October-10	0	0	0	0	0	0	0	0	0
November-10	33	0	0	0	0	0	0	0	0
December-10	24	0	0	0	1	38	8	0	0
2nd Quarter Totals	57	0	0	0	1	38	8	0	0
January-11	15	0	0	0	0	24	1	0	14
February-11	0	0	0	0	1	0	0	0	29
March-11	38	0	0	0	1	4	2	1	25
3rd Quarter Totals	53	0	0	0	2	28	3	1	68
April-11	25	0	0	0	1	1	0	3	1
May-11	30	0	0	0	1	1	0	2	42
June-11	27	122	257	123	1	6	0	56	5
4th Quarter Totals	82	122	257	123	3	8	0	61	48
FY 2010/2011 Totals	265	458	629	576	9	74	11	92	116

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	30	2	8	4	0	5	0	0	24
August-11	40	113	216	151	0	0	0	34	7
September-11	38	288	294	171	0	4	0	22	11
1st Quarter Totals	108	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	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	0	0	0	0	0	0	0	37	0
3rd Quarter Totals	18	3	0	0	0	2	0	37	28
April-12	0	0	0	0	0	70	0	31	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	0	0	0	31	0
FY 2011/2012 Totals	188	407	518	326	0	125	7	124	72

CURRENT ACTIVITIES

Key: C=Complete I/P=In Progress On/G=Ongoing P=Pending

STATUS

WCA

March trim list	I/P
Fall removal 1	C
Dist 1 Grid Trim	C
Covered parkway list / to be planted	P P

OCPW

Fall removals 2 - 30 locations	C
Fall removals 1 - 27 locations	C
March trim list 25 locations	I/P
Covered parkway list OCPW has list	I/P
3311 Quail Run OCPW removal	C

RCSD

Covered P/Way list Remval /plant	I/P
Fall removal 2- list 30 locations	C
Fall removal1- list 27 locations	C
In House tree related request	On/G

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: May 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: FIRST READING TO RESTRUCTURING OF BOARD POLICIES
RE: DISTRICT PARKS, FIELDS AND FACILITIES

RECOMMENDATION:

Give first reading to proposed amendments to Policy No. 6010 Requests for Use of District Parks and Facilities, Policy No. 6011 Rules and Regulations for Use of District Property, Proposed naming and renumbering of Policy No. 6012 to Policy No. 6013 Joint Use of Facilities for District Sponsored Programs, Proposed new Policy No. 6012 Group Picnics, Public Gatherings and Special Events, Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities, and Policy No. 6050 Facilities - Tennis Courts and possible referral to the MOU Committee for review and recommendations.

BACKGROUND:

You may recall that the District recently adopted a Memorandum of Understanding (MOU) between the District, the Los Alamitos Girls Softball League (LAGSL) and the Rossmoor Park Neighborhood (RPN). A key element of the MOU was the undertaking by the District of amendments to policies relating to the use and administration of the District property. Staff has reviewed current policies and is recommending amendments to various policies and the adoption of new policies regarding Groups and Special Events.

The proposed changes to policy are being recommended in order to provide additional clarity to the District's administration of the use of its recreational facilities as it relates to their use, as well as an attempt to mitigate impacts to neighboring communities. These changes are not intended to limit the use of these facilities, but rather, provide

some gauge of their use, particularly by long-term users and larger one-time users, as a means of properly maintaining these facilities and limiting to the degree practicable, the impacts from noise, congestion and traffic.

The recommended changes are believed to be in keeping with the spirit of the discussions leading up to the adoption of the MOU. The proposed amendments have been reviewed with the parties to the MOU, but no consensus is implied. Although the proposed policy amendments have been provided to the parties of the MOU Committee, it might be appropriate to refer the matter to the committee for a meeting of the parties to discuss these changes in greater detail. This could move a second reading of the policy changes to a Board meeting after June.

Following is a brief summary of the proposed new policies and amendments to existing policies.

The recommended changes to Policy No. 6010 better define the User Permit procedures, conditions and its limitations.

The recommended changes to Policy No. 6011 better defines the rules and regulations for the use of District property and adds references for limitations and prohibited uses for all persons and groups.

The recommended renaming and renumbering of current Policy No. 2012 provides consistency of terms and sequencing of policies.

The proposed new Policy No. 6012 provides a grouping of procedures for group picnics, public gatherings and special events not previously addressed in other policies.

Minor changes to Policy No. 6015 update the fee schedule procedures for consistency with current operation of District property which includes a \$50 filing fee for Special Events.

Minor revisions to Policy No. 6050 update the changes to the reservation schedule of tennis play.

ATTACHMENTS:

1. Policy No. 6010 Requests for Use of District Parks and Facilities.
 - a. Current
 - b. Redline
 - c. Proposed

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

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

3. Policy No. 6012 Group Picnics, Public Gatherings and Special Events.

- a. Proposed

4. Previous Policy No. 6012 renumbered and renamed as Policy No. 6013 Joint Use of Facilities for District Sponsored Programs

- a. Current
- b. Proposed

5. Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities

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

6. Policy No. 6050 Facilities - Tennis Courts.

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

ROSSMOOR COMMUNITY SERVICES DISTRICT**Policy****No. 6010****REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: October 8, 2002
Amended: August 10, 2004
Amended: March 8, 2005
Amended: August 12, 2008
Amended: July 14, 2009

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PROPERTY PARKS AND FACILITIES

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

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

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

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

6010.10 Limitations: The General Manager shall have the authority to limit the hours ~~and/or~~ use for all events based on the type of activity planned based in accordance with Policy No. 6012— Group Picnics, Public Gatherings and Special Events. ~~proximity to homes, the noise level anticipated from the attendees and the availability of parking needed to accommodate the event.~~ Use of District Property a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. There will be no lighted reservations for courts past 9:00 p.m. ~~Preparation time includes, but is not limited to, any organized activity such as exercising, warming up, practicing, preparation of a field for play, preparation of a facility for the event, or any other activity if it generates excessive noise.~~ The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.80.

6010.20 Priority of Use: The use of District property parks and facilities shall be awarded in the following order of priority: District sponsored activities; Rossmoor community organizations; Rossmoor residents; other organizations or individuals. Also, organizations currently using District facilities will be given the right of first refusal or to renew their current usage in accordance with the

latest fee schedule. ~~The General Manager may require documentation to authenticate the addresses and identities of the requester and his/her organization.~~

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

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

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

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

6010.50 District Indemnification-: Application for a User Permit for groups of more than 50 individuals wishing to use ~~District property a field or facility~~ **must** sign the District's Hold Harmless Agreement. ~~A user permit issued by the District is required for outdoor gatherings in which more than 75 individuals will be present.~~ Applications for ~~outdoor gatherings~~ groups of 150 or more individuals must include a Certificate of Insurance naming the Rossmoor Community Services District as additional insured and also sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence. ~~Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.~~

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

District sponsored events are exempt from the permitting requirements outlined in Policy No. 6010.50—District Indemnification.

6010.60 Cancellation of Request By Applicant: In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or refundable deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled event, less use. The refund will be denied, however, if another applicant has requested the 'same reservation fee'. A cancellation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days prior to in advance of the scheduled event will result in forfeiture of hourly rate fees in addition to the reservation fee (security deposit will be refunded). If an extenuating circumstance occurs, renter, may fill out receive a partial refund application of fees and submit it to deposits only if the General Manager within 30 days of scheduled event date. General Manager may require additional documents to be submitted. finds:

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

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

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

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

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

6010.90 General Conditions for User Permits: Following are general conditions pertaining to the use of District property. These conditions are not all inclusive and the General Manager may use his or her professional and reasonable discretion, within his/her authority, concerning the safe and proper utilization of such buildings and facilities. Special conditions imposed by the General Manager shall be noted on the User Permit and are binding.

6010.91 Minors: All individuals under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned with a ratio of one adult for every ten minors.

6010.92 Temporary Modification to a Park or Facility: Routine upkeep and maintenance of fields and facilities will be provided by the District. The General Manager, at his/her discretion, may authorize a user to perform specialized temporary treatment of District property with the user responsible for all costs associated with the specialized treatment. The user shall provide written information to the General Manager describing the desired temporary treatment, the reason for the treatment and the expected outcome from the treatment. Upon expiration of the authorized date of use, the General Manager may require the user to reimburse the District for the cost of restoring the District's property to its original state or require the user to conduct such restoration. If District property is allowed to be modified for any reason, the user and all contractors retained by the user for such

modifications will be responsible to provide a Certificate of Insurance naming the District as additional insured for any and all additions, changes, and shall indemnify the District should any harm or suits be filed naming the District, the District's staff or Directors. If District property is damaged beyond normal wear and tear, the user will be billed for the additional cost required to make repairs or replacement.

6010.93 Donations: Any donation and/or installation of a building, structure, equipment or other item shall require approval by the Board and upon approval shall become property of the District. The District is responsible for the maintenance and upkeep of such item following acceptance.

6010.94 Gambling: No gambling activity is permitted within District property. This includes any activity whether organized or not which is defined by the State of California as gambling.

Adopted: October 8, 2002
Amended: August 10, 2004
Amended: March 8, 2005
Amended: August 12, 2008
Amended: July 14, 2009

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PROPERTY

6010.00 District Parks and Facilities: Rossmoor Community Services District (District) parks and facilities are managed by the District in response to the needs of the residents of Rossmoor and are made available for the use of community-based organizations, non-profit organizations, private individuals and commercial groups. The aim of the District is to provide parks and facilities that are a benefit and source of pride to the entire community.

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

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

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

6010.10 Limitations: The General Manager shall have the authority to limit the hours and/or use for all events based on the type of activity planned based in accordance with Policy No. 6012—Group Picnics, Public Gatherings and Special Events. Use of District Property by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities. There will be no lighted reservations for courts past 9:00 p.m.. The General Manager shall make such determinations, consistent with this or other applicable Board policies. Such determinations may be appealed to the Board as provided in Section 6010.80.

6010.20 Priority of Use: The use of District property shall be awarded in the following order of priority: District sponsored activities; Rossmoor community organizations; Rossmoor residents; other organizations or individuals. Also, organizations currently using District facilities will be given the right of first refusal or to renew their current usage in accordance with the latest fee schedule.

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

6010.40 User Permit Procedures: An applicant for a User Permit must be 18 years of age (See Policy No. 6060.30) in order to apply for the use of a park or facility. The permittee shall make the application on forms provided by the District, accompanied by a processing fee. See Policy No. 6015

Establishment of Fees And Charges For Use Of District Property. It is the responsibility of the person in charge of the event, as identified on the User Permit, to enforce the rules of this policy. Failure to enforce the rules of the District's policies is immediate grounds for revocation of a User Permit.

6010.41 Permit Requests and Deposits: A request for a User Permit should be received by the District a minimum of ten (10) calendar days prior to the requested date and may be submitted six (6) months prior to the requested date. A "reservation" fee will be required to be paid at the time the User Permit is submitted and all other required fees, in accordance with Policy 6015, must be paid at least ten (10) calendar days prior to the scheduled event or the request is invalid.

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

6010.50 District Indemnification- Application for a User Permit for groups of more than 50 individuals wishing to use District property **must** sign the District's Hold Harmless Agreement. A user permit issued by the District is required for outdoor gatherings in which more than 75 individuals will be present. Applications for outdoor gatherings of 150 or more individuals must include a Certificate of Insurance naming the Rossmoor Community Services District as additional insured and also sign the District's standard Hold Harmless Agreement. Insurance coverage shall include Personal Injury, Property Damage and Automobile Liability in an amount of not less than one million dollars (\$1,000,000) per occurrence. Insurance coverage shall also include Worker's Compensation and Employer's Liability with limits as required by the Labor Code of the State of California, if applicable.

Groups requesting multiple dates of use must then provide a Certificate of Insurance naming the District as additional insured regardless of the size of the group.

District sponsored events are exempt from the permitting requirements outlined in Policy No. 6010.50—District Indemnification.

6010.60 Cancellation of Request By Applicant: In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or refundable deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled event, less the 'reservation fee'. A cancellation made less than 10 days prior to the scheduled event will result in forfeiture of hourly rate fees in addition to the reservation fee (security deposit will be refunded). If an extenuating circumstance occurs, renter may fill out a refund application and submit it to the General Manager within 30 days of scheduled event date. General Manager may require additional documents to be submitted.

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

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

6010.90 General Conditions for User Permits: Following are general conditions pertaining to the use of District property. These conditions are not all inclusive and the General Manager may use his or her professional and reasonable discretion, within his/her authority, concerning the safe and proper utilization of such buildings and facilities. Special conditions imposed by the General Manager shall be noted on the User Permit and are binding.

6010.91 Minors: All individuals under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned with a ratio of one adult for every ten minors.

6010.92 Temporary Modification to a Park or Facility: Routine upkeep and maintenance of fields and facilities will be provided by the District. The General Manager, at his/her discretion, may authorize a user to perform specialized temporary treatment of District property with the user responsible for all costs associated with the specialized treatment. The user shall provide written information to the General Manager describing the desired temporary treatment, the reason for the treatment and the expected outcome from the treatment. Upon expiration of the authorized date of use, the General Manager may require the user to reimburse the District for the cost of restoring the District's property to its original state or require the user to conduct such restoration. If District property is allowed to be modified for any reason, the user and all contractors retained by the user for such modifications will be responsible to provide a Certificate of Insurance naming the District as additional insured for any and all additions, changes, and shall indemnify the District should any harm or suits be filed naming the District, the District's staff or Directors. If District property is damaged beyond normal wear and tear, the user will be billed for the additional cost required to make repairs or replacement.

6010.93 Donations: Any donation and/or installation of a building, structure, equipment or other item shall require approval by the Board and upon approval shall become property of the District. The District is responsible for the maintenance and upkeep of such item following acceptance.

6010.94 Gambling: No gambling activity is permitted within District property. This includes any activity whether organized or not which is defined by the State of California as gambling.

Adopted: October 8, 2002
Amended: August 10, 2004
Amended: March 8, 2005
Amended: August 12, 2008

Amended: July 14, 2009

CURRENT

Rossmoor Community Services District

Policy

No. 6011

RULES AND REGULATIONS FOR THE USE OF DISTRICT PROPERTY

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

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

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

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

6011.13 District: The Rossmoor Community Services District

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

6011.15 Eviction: Revocation of any permit or permission to use a park and expulsion from such park or facility.

6011.16 General Manager: The General Manager of the District.

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

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

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

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

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

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

6011.60 Eviction:

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

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

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

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

6011.70 Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic or public gathering involving the attendance of more than fifty (50) individuals to be held in any park without first obtaining a User Permit and signing the District's Indemnification form. User Permits will be issued on a first come, first served basis. Permits will continue to be issued until previously issued permits have exhausted the capacity of the park sought to be used.

6011.71 Group Picnics or Public Gatherings-District Certificate of Insurance Required: Picnics or public gatherings numbering 150 attendees or more must also secure a User Permit from the District on a first come, first served basis. Such groups must also obtain a certificate of insurance policy of at least \$1,000,000 naming the District as an additional insured.

6011.72 Reserving Park Spaces: Any user groups desiring to reserve a designated space in a park for a picnic or public gathering may do so by obtaining a User Permit, paying the fees called out in the District's Fee Schedule and signing the District's indemnification form. Groups of 150 or more persons must also meet the insurance requirements indicated above. Reservations may be made no more than six (6) months in advance for residents and no more than (3) months in advance for non-residents.

* An unlawful assembly is defined as follows: Whenever two or more person assemble and acting together to do an unlawful act, or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly

6011.80 Denial of a User Permit: The General Manager may decline to issue a permit when he/she determines that the Person or Group applying, has within the preceding twelve (12) months conducted previous similar events in parks operated by the District and such events have resulted in noise or other activities which disturbed other users of the parks or residents adjacent to the park, or where the applicant has, or members of his/her Group have, been evicted from a park, or where there was substantial damage to the park. If the General Manager declines to issue a permit he/she shall so notify the applicant in writing and set forth the reasons why a permit was not issued.

6011.81 Appeal to the Board: An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting, and paying a reasonable fee.

6011.90 General Conditions for User Permits: Following are general conditions pertaining to the use of District Buildings and Facilities. These conditions are not all inclusive and the General Manager may use his or her professional and reasonable discretion, within his/her authority, concerning the safe and proper utilization of such buildings and facilities. Special conditions imposed by the General Manager shall be noted on the User Permit and are binding.

6011.91 Minors: All individuals under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned with a ratio of one adult for every ten minors.

6011.92 Designated Areas: Groups are confined to the area(s) designated in the permit such as ball diamonds, soccer fields and reserves park spaces, as determined by the General Manager.

6011.93 Facility Use: No objects are to be attached to ceilings windows or walls nor are any type of nails, staples, tape, etc. permitted on ceilings, windows or walls of any District facility.

6011.94 Temporary Modification to a Park or Facility: Routine upkeep and maintenance of fields and facilities will be provided by the District. The General Manager, at his/her discretion, may authorize a user to perform specialized temporary treatment of a District park or facility with the user responsible for all costs associated with the specialized treatment. The user shall provide written information to the General Manager describing the desired temporary treatment, the reason for the treatment and the expected outcome from the treatment. Upon expiration of the authorized date of use, the General Manager may require the user to reimburse the District for the cost of restoring the District's park or facility to its original state or require the user to conduct such restoration. If a park or facility is allowed to be modified for any reason, the user and all contractors retained by the user for such modifications will be responsible to provide a Certificate of Insurance naming the District as additional insured for any and all additions, changes, and shall indemnify the District should any harm or suits be filed naming the District, the District's staff or Directors. If District parks or facilities are damaged beyond normal wear and tear, the user will be billed for the additional cost required to make repairs or replacement.

6011.95 Donations: Any donation and/or installation of a building, structure, equipment or other item shall require approval by the Board and upon approval shall become property of the District. The District is responsible for the maintenance and upkeep of such item following acceptance.

6011.96 Vehicles: No vehicles, motor-driven cycles, motorcycles, trucks or other vehicles are permitted within a park or on the sidewalk adjacent to any park without the prior authorization of the General Manager or Park Superintendent.

6011.97 Clean-up Following Use: Clean up of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used,

wipe counters and equipment, clean up any spillage and remove all supplies not provided by the District. Users should report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount will be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs. See Policy No. 6015 Establishment of Fees and Charges for Use of District Buildings and Facilities.

6011.98 Skateboards, Roller Skates: No person shall ride a skateboard, roller skates or other conveyance whether propelled by motorized or human power or cause or permit same to roll or coast within any park area where the District has posted signs to prohibit such activity.

6011.99 Alcoholic Beverages: No Person shall consume any alcoholic beverage within the limits of any park, building, or building.

6011.100 Firearms, Weapons, Fireworks: No person shall have any fireworks, rockets, explosives, firearms, air gun, BB gun, slingshot, bow, hunting arrow or any weapon in his/her possession while within any park, or in any vehicle other than in a closed trunk or storage compartment while such vehicle is within the jurisdiction of the District. Nor shall any person discharge any fireworks, rockets, explosives, or weapons in any park or building.

6011.101 Domestic Animals: No person having custody of a cat, dog, or other domestic animal shall allow such animal in any park area without the ability to produce evidence that the animal is currently licensed as required by any other provision of law and provided such animal is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a person competent to restrain such animal. All persons having charge of such animals shall immediately remove and dispose of in a sanitary manner, by placing in a closed or sealed container and depositing in a trash receptacle, any feces deposited by such animal upon any park property. The provisions of the section shall not apply to unsighted persons being accompanied by a guide dog.

This section shall not prevent the District from holding supervised public events in its parks in which domestic animals participate, nor shall this section prohibit the General Manager from issuing User Permits for group activities wherein dogs or cats will be under the responsible care of a person while not restrained by a leash while participating in a permitted event. Approvals for events in which animals other than dogs and cats participate are subject to specific approvals and conditions as determined by the General Manager.

6011.102 Golfing: No person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

6011.103 Unsafe Activity: No person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

6011.104 Rental Fees and Charges: See Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

6011.105 Amplified Sound: The use of amplification of sound is not permitted except as authorized by the General Manager.

6011.106 Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted in any park, building or facility. Use of barbeques at Rossmoor Park and Rush Park is permitted.

6011.107 Gambling: No gambling activity is permitted in any District facility or park. This includes any activity whether organized or not which is defined by the State of California as gambling.

6011.108 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called “bouncers” or “jumpers” are not permitted in any District park or facility unless the Group has provided to the District a certificate of insurance for at least \$1,000,000, naming the District as an additional insured. Helium filled balloons are not permitted in the Rush Park Auditorium.

Adopted: Resolution 94-4, April 13, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: June 10, 2003
Amended: August 12, 2008
Amended: September 8, 2009
Amended: October 13, 2009

ROSSMOOR COMMUNITY SERVICES DISTRICT**Policy****No. 6011****RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY**

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

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

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

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

6011.13 ~~District or RCSD:~~ The Rossmoor Community Services District

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

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

6011.16 ~~owned, managed or controlled by the District.~~

6011.15 ~~Eviction:~~ Revocation of any permit or permission to use a park and expulsion from District property, such park or facility.

6011.17 ~~16~~ **General Manager:** The General Manager of the District RCSD.

6011.18 ~~17~~ **Group** "Group" means all Persons subject to the same permit.

6011.19 ~~18~~ **Person:**— Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.

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

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

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

Violation of any provision of this policy shall subject the Person violating to eviction from the park or facility in which the violation occurs and other [District property parks or facilities](#), if deemed necessary.

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

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

6011.60 Eviction:

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

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

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

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

6011.78 [Unauthorized Motor Vehicles:](#) No Person shall operate an unauthorized motor vehicle, four-wheel drive vehicle, motorcycle, motorbike, motor dirt bike, all-terrain vehicle, off highway vehicle or any other motorized vehicle within District property except as authorized by the General Manager.

~~**6011.786011.70 [Group Picnics or Public Gatherings User Permit Required:](#) No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than fifty (50) individuals to be held in any park without first obtaining a User Permit from the District. User Permits will be issued when previously issued permits have not exhausted the capacity of the park sought to be used.**~~

~~**6011.71 [Group Picnics or Public Gatherings-District Certificate of Insurance Required:](#) Picnics or**~~

~~public gatherings numbering 150 attendees or more must also secure a User Permit from the District on a first come, first served basis. Such groups must also obtain a certificate of insurance policy of at least \$1,000,000 naming the District as an additional insured.~~

~~**6011.72 Reserving Park Spaces:** Any user groups desiring to reserve a designated space in a park for a picnic or public gathering may do so by obtaining a User Permit, paying the fees called out in the District's Fee Schedule and signing the District's indemnification form. Groups of 150 or more persons must also meet the insurance requirements indicated above. Reservations may be made no more than six (6) months in advance for residents and no more than (3) months in advance for non-residents.~~

~~**6011.80 Denial of a User Permit:** The General Manager may decline to issue a permit when he/she determines that the Person or Group applying, has within the preceding twelve (12) months conducted previous similar events in parks operated by the District and such events have resulted in noise or other activities which disturbed other users of the parks or residents adjacent to the park, or where the applicant has, or members of his/her Group have, been evicted from a park, or where there was substantial damage to the park. If the General Manager declines to issue a permit he/she shall so notify the applicant in writing and set forth the reasons why a permit was not issued.~~

~~**6011.81 Appeal to the Board:** An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting, and paying a reasonable fee.~~

~~**6011.90 General Conditions for User Permits:** Following are general conditions pertaining to the use of District Buildings and Facilities. These conditions are not all inclusive and the General Manager may use his or her professional and reasonable discretion, within his/her authority, concerning the safe and proper utilization of such buildings and facilities. Special conditions imposed by the General Manager shall be noted on the User Permit and are binding.~~

~~**6011.91 Minors:** All individuals under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned with a ratio of one adult for every ten minors.~~

~~**6011.92 Designated Areas:** Groups are confined to the area(s) designated in the permit. Approval of an application for a baseball or softball diamond, for example, includes the space for the necessary outfield and does not include space between diamond outfields.~~

~~**6011.93 Facility Use:** No objects are to be attached to ceilings windows or walls nor are any type of nails, staples, tape, etc. permitted on ceilings, windows or walls of any District facility.~~

~~**6011.94 Temporary Modification to a Park or Facility:** Routine upkeep and maintenance of fields and facilities will be provided by the District. The General Manager, at his/her discretion, may authorize a user to perform specialized temporary treatment of a District park or facility with the user responsible for all costs associated with the specialized treatment. The user shall provide written information to the General Manager describing the desired temporary treatment, the reason for the treatment and the expected outcome from the treatment. Upon expiration of the authorized date of use, the General Manager may require the user to reimburse the District for the cost of restoring the District's park or facility to its original state or require the user to conduct such restoration. If a park or facility is allowed to be modified for any reason, the user and all contractors retained by the user for such modifications will be responsible to provide a Certificate of Insurance naming the District as additional insured for any and all additions, changes, and shall indemnify the District should any harm or suits be filed naming the District, the District's staff or Directors. If District parks or facilities are damaged beyond normal wear and tear, the user will be billed for the additional cost required to make repairs or replacement.~~

~~6011.95 Donations:~~ Any donation and/or installation of a building, structure, equipment or other item shall require approval by the Board and upon approval shall become property of the District. The District is responsible for the maintenance and upkeep of such item following acceptance.

~~6011.96 Vehicles:~~ No vehicles, motor-driven cycles, motorcycles, trucks or other vehicles are permitted within a park or on the sidewalk adjacent to any park without the prior authorization of the General Manager or Park Superintendent.

~~6011.97 Clean-up Following Use:~~ Clean up of indoor and outdoor park facilities and replacing tables and/or chairs is the responsibility of the user. Users are required to clean up park and facility used, wipe counters and equipment, clean up any spillage and remove all supplies not provided by the District. Users should report any malfunctioning equipment to the District Office for repair/replacement. If cleanup is not accomplished at an acceptable standard and the use of District employees is required to meet an acceptable standard, an appropriate amount will be withheld from the deposit at the discretion of the General Manager to cover the additional labor and material costs. See Policy No. 6015 Establishment of Fees and Charges for Use of District Buildings and Facilities.

~~6011.98 Skateboards: , Roller Skates:~~ No Person shall ride a skateboard, including but not limited to scooters, or similar conveyances roller skates or other conveyance whether propelled by motorized or human power other than a bicycle or cause or permit same to roll or coast. within any park area where the District has posted signs to prohibit such activity.

~~6011.7999 Alcoholic Beverages:~~ No Person shall, within the limits of District property, possess or consume any alcoholic beverage. within the limits of any park, or building.

~~6011.80400 Firearms, Weapons, Fireworks, Replica Firearms:-~~ No Person shall have any fireworks, fireworks, rockets, explosives, firearms, replica firearms, air gun, pain ball gun, BB gun, slingshot or, bow or, hunting arrow or any weapon in his/her possession on District property, nor while within any park, or in any vehicle other than in a closed trunk or storage compartment while such vehicle is within the jurisdiction of the District. Nor shall any person discharge any firearm, fireworks, rockets, explosives, or weapon or display weapons in any replica firearm on District property. park or building.

~~6011.81 Controlling~~ Domestic Animals:

~~Leash Required.~~ No Person shall allow person having custody of a cat, dog, or other domestic animal in any park unless the shall allow such animal in any park area without the ability to produce evidence that the animal is currently licensed as required by any other provision of law and provided such animal is restrained at all times by a substantial leash not to exceed six (6) feet in length and is in the control charge of a person competent to restrain the such animal, or unless the animal is restrained and enclosed in a cage, crate or similar enclosure.

~~Animal Wastes.~~ All Persons persons having charge of such animals shall immediately remove and properly dispose of animal excreta from any park in a sanitary manner, by placing in a closed or sealed container and depositing in a trash receptacle, any feces deposited by such animal upon any park property. The provisions of the section shall not apply to unsighted persons being accompanied by a guide dog.

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

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

6011.82102 Golfing: No ~~Person~~ shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

6011.83103 Unsafe Activity: No ~~Person~~ shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

6011.84 Disorderly Conduct and Noise: No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property

6011.856011.104 Rental Fees and Charges: See Policy No. 6015 Establishment of Fees and Charges for Use of District ~~Property~~Parks, Buildings and Facilities.

6011.86 Amplified Sound System, Music and Live Music-Permit Required: No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permits which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

~~6011.105 Amplified Sound: The use of amplification of sound is not permitted except by special written authorization by the General Manager.~~

6011.87 Fire Regulation:

~~106-Smoking:~~ Smoking of any substance by any means, including cigarettes, cigars, pipes or other devices is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations. ~~in any park, building or facility. Use of barbeques at Rossmoor Park and Rush Park is permitted.~~

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

6011.88

~~6011.107 Gambling: No gambling activity is permitted in any District facility or park. This includes any activity whether organized or not which is defined by the State of California as gambling.~~

6011.108 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" or "jumpers" are not permitted on District property unless the Group has provided to the District a certificate of insurance for at least \$1,000,000, naming the District as additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted in any District park or facility. Helium filled balloons are not permitted in the Rush Park Auditorium.

6011.89 Electrical Outlets: No person shall use any outdoor electrical outlets in District parks.

~~*An unlawful assembly is defined as follows: Whenever two or more persons assemble and acting together to do an unlawful act, or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly~~

Adopted: Resolution 94-4, April 13, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: June 10, 2003
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Amended: September 8, 2009
| Amended: October 13, 2009

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

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

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

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

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

6011.13 District: The Rossmoor Community Services District

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

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

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

6011.17 General Manager: The General Manager of the District.

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

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

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

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

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

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

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

6011.60 Eviction:

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

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

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

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

6011.78 Unauthorized Motor Vehicles: No Person shall operate an unauthorized motor vehicle, four-wheel drive vehicle, motorcycle, motorbike, motor dirt bike, all-terrain vehicle, off highway vehicle or any other motorized vehicle within District property except as authorized by the General Manager.

6011.78 Skateboards: No Person shall ride a skateboard, including but not limited to scooters, or similar conveyances propelled by human power other than a bicycle or cause or permit same to roll or coast.

6011.79 Alcoholic Beverages: No Person shall, within the limits of District property, possess or consume any alcoholic beverage.

6011.80 Firearms, Weapons, Fireworks, Replica Firearms: No Person shall have any fireworks, fireworks, firearms, replica firearms, air gun, pain ball gun, BB gun, slingshot or bow or hunting arrow or any

weapon in his/her possession on District property, nor shall any person discharge any firearm, fireworks or weapon or display any replica firearm on District property.

6011.81 Controlling Domestic Animals:

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

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

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

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

6011.82 Golfing: No Person shall use a golf club or similar device to strike, hit, or similarly propel a golf ball within the boundaries of any park.

6011.83 Unsafe Activity: No Person shall engage in any activity in any park which may endanger the health, safety or welfare of any other person in a park.

6011.84 Disorderly Conduct and Noise: No Person shall fight or challenge another person to fight or maliciously and willfully disturb another person by loud and unreasonable noise or who uses offensive language that is inherently likely to provoke an immediate violent reaction within District property

6011.85 Rental Fees and Charges: See Policy No. 6015 Establishment of Fees and Charges for Use of District Property.

6011.86 Amplified Sound System, Music and Live Music-Permit Required: No Person or Group shall setup, use, operate or maintain an amplified sound system, music and live music within any park without first obtaining a User Permits which specifies such is permitted. The General Manager or staff are expressly given the authority to determine the maximum amplification permissible in areas designated consistent with other persons' enjoyment of District property.

6011.87 Fire Regulation:

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

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

6011.88 Inflatable Devices: Devices which require inflation by mechanical means or compressed gas containers, commonly called "bouncers" or "jumpers" are not permitted on District property unless the Group has provided to the District a certificate of insurance for at least \$1,000,000, naming the District as additional insured. "Bouncers" or "jumpers" which require the use of water are not permitted. Helium filled balloons are not permitted in the Rush Park Auditorium.

6011.89 Electrical Outlets: No person shall use any outdoor electrical outlets in District parks.

Adopted: Resolution 94-4, April 13, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: June 10, 2003
Amended: August 12, 2008
Amended: September 8, 2009
Amended: October 13, 2009

ROSSMOOR COMMUNITY SERVICES DISTRICT**Policy****No. 6012**

GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS

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

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

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

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

6012.10 Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than fifty (75) individuals to be held in any park without first obtaining a User Permit from the District. User Permits will be issued when previously issued permits have not exhausted the capacity of the park sought to be used.

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

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

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

6012.41 Appeal to the Board: An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting, and paying fees established in fee schedule.

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

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

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

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

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

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

6012.73 Pay filing fee as established in the fee schedule

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

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

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

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

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

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

6012.90 Special Event Permit Revocation: The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as possible.

Adopted:

Rossmoor Community Services District

Policy

No. 6012

JOINT USE OF FACILITIES FOR DISTRICT SPONSORED PROGRAMS

6012.00 Joint Use Of Facilities: It is the District's objective to provide recreational, cultural and sports programs. The Board may enter into partnerships, or other joint use arrangements, with individuals or organizations to jointly provide such programs in furtherance of this objective.

6012.10 District Contribution To Jointly Sponsored Program Activities: The District's share of the cost of a partnership or joint use agreement may be covered partially or in full by providing the necessary facilities. At the Board's discretion, the established cost (see Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities) for the use of District facilities to the program's partner may be waived or reduced depending on the benefit of the program to the District.

6012.11 Joint Use Agreements: Partnerships or joint use arrangements approved by the Board shall be formalized into a written agreement which covers the terms and conditions of the partnership or joint use, as well as the responsibilities of the respective parties.

Adopted: June 14, 2005
Amended: August 12, 2008

Rossmoor Community Services District

Policy

No. 6013

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

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

6013.10 District Contribution To Jointly Sponsored Program Activities: The District's share of the cost of a partnership or joint use agreement may be covered partially or in full by providing the necessary facilities. At the Board's discretion, the established cost (see Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities) for the use of District facilities to the program's partner may be waived or reduced depending on the benefit of the program to the District.

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Adopted: June 14, 2005
Amended: August 12, 2008

CURRENT

Rossmoor Community Services District

Policy

No. 6015

ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT PARKS, BUILDINGS AND FACILITIES

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

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

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

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

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

6015.14 Event Deposit: The District may determine, in its sole discretion, to require the payment of an Event Deposit in the amount set forth in the applicable District policy. The Event Deposit shall be applied toward any costs and expenses incurred by the District in responding to issues/questions which arise from the activity or event and/or otherwise taking action to bring the event, use or activity into compliance with the applicable District policy. For example, and not by way of limitation, the District may incur expenses in connection with assisting, and/or performing, activities related to (a) use and treatment of the facility; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system.

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

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

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

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

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

6015. 20 Fee Schedule The schedule of fees and charges is attached and is a part of this policy.

Adopted: Resolution 99-12-8-1, December 8, 1999
Adopted: Resolution 00-12-14-01, December 14, 2000
Adopted: Policy 6015, June 10, 2003
Amended: November 8, 2005
Amended: August 12, 2008
Amended: October 13, 2009
Amended: September 14, 2010

REDLINE

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6015

**ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT
PROPERTY PARKS, BUILDINGS AND FACILITIES**

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

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

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

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

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

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

6015.1643 Return of Deposits: At the termination of the User Permit period, all applicable deposits will be returned to the renters within a reasonable time period for processing payment and to determine if all deposit conditions have been met. The General Manager shall have the discretion to determine if all or only part of a deposit shall be returned based on his/her assessment of the condition of the building or facility at the end of the fixed period of time. See Policy No. 6010 Requests for Use of District ~~Property,Parks, Buildings and Facilities~~, for other conditions.

6015.1744 Hourly Rates: Hourly rates posted in the Schedule of Fees and Charges are for full hour usage. Any usage for less than an hour, or any usage that exceeds an hour, shall be rounded up to, and charged for, the full hour. Hourly fees apply to each hour of usage including set up and tear down time. Fees for tennis court reservations which are designated as one and one half hours are per reservation and cannot be rolled up.

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

6015.1945 Appeal to the Board: A user who disputes the decision of the General Manager regarding the refund of deposits or calculation of fees may appeal that decision to the Board by filing a written request to the General Manager for the matter to be placed on the agenda for the next scheduled Board meeting.

6015.2046 Fee Schedule: The current fee schedule is attached to and made a part of this policy.

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

PROPOSED

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6015

ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT PROPERTY

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Amended: November 8, 2005
Amended: August 12, 2008
Amended:

Rossmoor Community Services District

Policy

No. 6050

FACILITIES – TENNIS COURTS

6050.10 Appropriate Etiquette: All persons playing on or visiting the Rossmoor tennis courts shall use commonly accepted tennis etiquette. All attempts shall be made not to disturb other players. The Rossmoor courts are primarily intended for the playing of games by two or more persons. A reservation does not take effect until two or more persons are present and ready to play.

6050.20 Use Limitation For Non-Reservation Players: Court use is limited to one hour for non-reservation players when there are people waiting. This does not mean that someone has to wait one hour, only that the party occupying the court has to surrender the court after one hour of use whenever anyone else appears and wishes to use the court to play or immediately if someone appears with a reservation in hand or posted on the Court Tennis Schedule at the east entrance to the tennis courts.

6050.30 Use Limitation For Players With Reservation: Court use for persons making a reservation is limited to a maximum of one and one-half hours (per day on Saturdays, Sundays, holidays and after 3:00 p.m. on weekdays).

6050.40 Expiration of Reserved Time: Courts shall be surrendered to the next waiting party when their playing time has expired. When a game is in progress at the time of expiration, play may continue up to a maximum of five (5) minutes to complete the game in progress. No new game, other than the concluding game of a set, should commence with less than five (5) minutes remaining on the allowable playing time.

6050.50 Advance Reservation: All reservations must be made no later than 4:00 p.m. PST. for use that evening or 4:00 p.m. on Friday for use that evening or the weekend through Monday at 4:00 p.m. Times during PDT shall be 3:00 p.m. The posting of the Court Tennis Schedule shall be done in a manner so as give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

6050.51 Reservation Limit: No reservations may be made for more than two weeks in advance by residents and one week in advance by non-residents.

6050.52 Method of Payment: Payment for the use of reserved play time may be made at the District office during normal business hours or by placing the fee in an envelope provided at the District's Recreation office, and placing the envelope in the slot on the north wall of the Rossmoor Park Community Center building.

6050.53 Rain Check: A "rain check" or refund may be given, upon request, for a reservation that is not usable due to inclement weather, acts of God or other reasons deemed sufficient by the General Manager. A refund will be given for a reservation that is cancelled no less than twenty-four hours prior to the reserved time.

6050.60 Use By A Single Player: A single player may occupy a court for practice so long as it is available and there are no groups of two or more waiting. The court shall be vacated by the single player upon determination that there is a group of two or more waiting to play.

6050.70 Challenge Match: A challenge match, that may consist of up to six persons playing doubles, shall occupy a court for no more than two hours when there are persons waiting to play.

6050.80 Appropriate Footwear Required: All players shall use footwear which is appropriate for the hard court surface found at the Rossmoor courts. Such footwear shall not mark, chip, or otherwise damage the surface of the courts.

6050.90 Court Maintenance: The tennis courts will be closed for washing or maintenance each Wednesday morning from 7:00 a.m. to 10:00 a.m.. This provision is in effect even if there is no one actually washing or performing maintenance during this time.

6050.100 Court Reserved For Instruction: Courts may be reserved at various times for use in both private and group classes sponsored by the District. Reserved times will be posted on the reservations board adjacent to the courts.

6050.110 Prohibited Uses on Courts: Tennis courts are for tennis play only. The courts may not be used for other sports, rollerblading or skating, skate boarding, bicycling or any other wheeled device. Courts may not be used for picnicking, barbequing, or any other group activity. Dogs, whether leased or unleashed are not permitted within the tennis court complex. Failure to comply with these restrictions will subject the person or persons to eviction from the courts and the park facility in accordance with Policy No. 6010.60.

6050.120 Tennis Instruction: Tennis instruction by any individual shall not be offered for compensation without a permit approved by the General Manager pursuant to a written agreement approved by the Board.

Adopted: July 14, 1993
Amended: August 6, 1997
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: April 13, 2004
Amended: March 11, 2008

ROSSMOOR COMMUNITY SERVICES DISTRICT**Policy****No. 6050****FACILITIES – TENNIS COURTS**

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6050.50 Advance Reservation: All reservations must be made no later than 14:00 p.m. PST. for use that ~~day evening~~ or 14:00 p.m. on Friday for use that evening or the weekend through Monday at 14:00 p.m. ~~Times during PDT shall be 3:00 p.m.~~ The posting of the Court Tennis Schedule shall be done in a manner so as give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

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ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6050

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6050.50 Advance Reservation: All reservations must be made no later than 1:00 p.m. PST. for use that day or 1:00 p.m. on Friday for use that evening or the weekend through Monday at 1:00 p.m. The posting of the Court Tennis Schedule shall be done in a manner so as give proper notice of courts and times reserved. The charge for reservations shall be established by Policy No. 6015 Establishment of Fees and Charges for use of District Parks, Buildings and Facilities.

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: MAY 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: ENGAGEMENT OF ARCHITECTURAL CONSULTANT FOR THE DISTRICT'S CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION:

Authorize General Manager to engage the services of Pardigm Design to provide architectural consulting services.

BACKGROUND:

As you know, the District has used the firm of Conklin Group for several years to provide architectural services to the District. The firm has recently terminated their engagement with the District. The firm of Pardigm Design has been identified as a highly qualified firm headed by Ms. Cheryl Williamsen, Principal, to perform those services. Rates for these services are reasonable and customary. A further attribute is that Ms. Williamsen has an intimate knowledge of the Rossmoor community and has worked with the County and surrounding communities.

Attached is a proposal from Pardigm Design to perform the services and the rates for those services.

ATTACHMENTS:

1. Proposal from Pardigm Design.
2. Resume-Ms. Cheryl Williamsen.

Cheryl Williamsen, Principal
Paradigm Design
3192 Kittrick Drive
Rossmoor, CA 90720
CWilliamsen@ParadigmDsn.com

Mr. Henry Taboada, General Manager
Rossmoor Community Services District
3110 Blume Drive
Rossmoor, CA 90720

April 23, 2012

Re: Proposal for Architectural Services, Project Management and Facilities Management
Consulting for the RCSD Capital Improvements' Fund 40 Project List

This letter serves as a proposal for "as-needed" architectural services, including but not limited to, architectural design, project management and architectural consulting, for the 2011-2012 RCSD Capital Improvements' Fund 40 project list and other RCSD facilities management operations.

These services are for the projects listed on the Four-Year Capital Improvement Program Budget, dated, April 13, 2012, as well as future projects and services relating to capital improvements and facilities management of the RCSD-managed assets, until FY 2016.

The following is a list of the anticipated architectural and facilities management "Base Services" that are included in this proposal:

- 1.) C.I.P. Committee Meetings participation and project progress updates
- 2.) Due Diligence and Discovery processes, for each project, as required
- 3.) Plans Check / Building Permit processes at County Planning, Building, Fire & Health Departments
- 4.) Project Bid Administration:
 - A. Producing & distributing Request for Quote/Bid notices
 - B. Recruiting qualified contractors to bid the job
 - C. Conduct bidding conferences and site walk-throughs
 - D. Address Requests for Clarification and issue Addenda
 - E. Expedite timely return of bid proposals
 - F. Obtain bids and bid deposits from qualified contractors
 - G. Review the bids for adherence to the RFQ criteria
 - H. Present the qualified bid(s) to the RCSD
 - I. Negotiate with the successful bidder on the conduct of the project

- 5.) Project Construction Administration: (after Permits are obtained)
 - A. Conduct periodic project walk-throughs, to ascertain if the project is progressing in accordance to the intent of the construction documents
 - B. Document and report apparent deviation(s) of the Construction Docs. to the RCSD
 - C. Respond to Requests for Clarification and Instruction Notices, notifying the RCSD
 - D. Negotiate Change Orders and/or Field Fixes for resolving corrections, notifying the RCSD
 - E. Verify Inspections' Compliance, "Final" and Notice of Completion with the County
 - F. Authorize Applications for (Contractor) Payment or "draws", if requested by the RCSD
 - G. Document "As-Built" conditions for archival drawings and maintenance manuals
- 6.) Coordinate with other RCSD staff on issues of Facilities Management, as required
- 7.) The development of formal Construction Documents or Bid Documents will be detailed and proposed, on a per-project-basis, dependent on that project's Scope of Work.

Due to the "as-needed" nature of these services, and per our conversation, April 19th, 2012, the proposed compensation structure, for the services outlined above, will typically be hourly. Please note: a To-Not-Exceed figure can be applied to hourly-services, where a finite Scope of Work is provided. Examples of such are: Plans Check & Permitting or Bid Administration or Construction Administration for specific projects. A fixed fee will be provided for projects or duties that have a finite Scope of Work, such as Construction Documents. Below is a "Time and Materials" Schedule for your reference.

Time		Materials	
Project Management	\$85 per hour	Large Format Printing, B&W	\$1.20 sq. ft.
Architectural Services	\$85 per hour	Large Format Printing, Color	\$6.00 sq. ft.
Value Engineering	\$85 per hour	Courier, Expedited Mailing	Cost + 20%
CIP Committee Meetings	\$100 per month	Large Format copies & scanning	Cost + 20%
Licensed Architect Time	\$120 per hour	Mileage	Federal Rate
Additional Services	Quoted per job		

Thank you for requesting this proposal for architectural services, project management and facilities management services for the RCSD's Capital Improvement projects. I certainly appreciate this opportunity to serve my Rossmoor in a professional capacity.

Cheryl Williamsen

Cheryl Williamsen, principal
 Paradigm Design
 714-381-3459

adapt architecture, inc.

1001 North Street, Suite 100
 P.O. Box 1001
 Newport Beach, CA 92660
 Phone: (949) 261-1800

Newport Beach, CA 92660
 Fax: (949) 752-9399

Cheryl Williamsen
Senior Project Manager
Adapt Architecture, Inc.
Cheryl@adaptarchinc.com

Professional Strengths

A self-starter, who analyzes challenges, develops solutions and follows the project through to completion.

Experience

Ms. Williamsen has 29 years of professional experience in architectural design and project management, for commercial and custom residential buildings throughout North America. Cheryl has extensive experience in corporate facilities management, mixed-use, retail, restaurants, healthcare and office/administrative building types. Her positions of responsibility are outlined below.

Project Management

Although Cheryl is passionate about great design, she is known for her Project Management skills. She has managed the staff & resources needed to rollout 200+ large projects concurrently, on a nationwide basis, utilizing staff from three satellite offices. Her creation of proprietary client databases for scheduling and producing these 200+ projects has been recognized and made a standard. Cheryl's project management specialty is in working well with local government agencies, thereby making the clients' projects progress quickly and efficiently, saving those clients permitting and processing fees and construction costs.

Corporate Facilities and Real Estate Management

As a Facilities Manager, for a Fortune 500 Company, Cheryl maximized resources: land, built space and staff, for \$8B-worth of North American properties. She supervised extensive project teams, vendors, subcontractors & consultants, as well as managed warehouses of construction materials, FF&E, and their national archives of record drawings and project manuals. She also developed detailed Master Plans in coordination with corporate Strategic Plans for short and long term Capital Improvements, for complex renovations and new construction. Cheryl became known for her judicious balance and cross-company cooperation in dealing with the Board of Directors, committees, end-users and government entities.

Retail Development Architect

Cheryl has managed the development of multi-use retail complexes for investors, developers and landlords; as well as the development of tenant-improvement standards and as acting as the landlords' "gatekeeper" for reviewing and approving proposed tenants' improvements. She has collaborated with consulting engineers and contractors to implement creative, yet cost-effective designs for over 160 strip malls and 40 large shopping malls nationwide. In addition to new projects, Cheryl has designed "facelifts" for common spaces, ADA retrofits and Green Design retrofits.

Education

B.A. – Architecture & Design, University of Kansas, Lawrence, KS
 Self-study –LEED AP, NCARB-ARE, NCIDQ and IIDA certifications

Cheryl's architectural community service has included being Project Manager for extensive renovations of ecclesiastical work, civic work, and for organizations like Habitat for Humanity, Christmas in April/Rebuilding Together, the YMCA and the Boy Scouts of America.

Rossmoor-Specific notes:

My professional experience and relationships with the County, as well as the adjacent City's Planning/Zoning Departments as well as their Building/Safety Departments. My extensive knowledge of the State and local Codes, Statutes and Initiatives.

Rossmoor Preservation Committee – my due diligence/discovery regarding the Rothmans' "gentlemen's' agreement" on the fire lane, parking and non-restaurant development of the Block Buster/Conroy's Building.

Rossmoor Community Standards Committee – my penning of letters sent to the County Planning and Building Departments for specific recommendations regarding residential property development "reviews", at the County's request.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: MAY 8, 2012
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: NOVEMBER 6, 2012 GENERAL ELECTION RE: PAYMENT OF CANDIDATE'S STATEMENT OF QUALIFICATIONS

RECOMMENDATION:

Give direction to General Manager on response to Registrar of Voters as to whether or not the Board will authorize payment for Candidate's Statement of Qualifications.

BACKGROUND:

The Registrar of Voters is asking for information regarding the upcoming General Election. Staff will complete the questionnaire, but needs the Board's direction on whether or not the District will pay for the Candidate's Statement of Qualifications and, if so, in the amount of 200 or 400 words. The District has not paid for this option for many years, but this is a discretionary action of the Board.

ATTACHMENTS:

1. Letter and Questionnaire dated April 20, 2012 from the Registrar of Voters.



NEAL KELLEY
Registrar of Voters

REGISTRAR OF VOTERS
1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
TDD (714) 567-7608
FAX (714) 567-7627
www.ocvote.com

Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

April 20, 2012

TO: Manager/Director

FM: Kay Cotton, Candidate & Voter Services Manager *KC*

RE: Election Information for the November 6, 2012 General Election

Enclosed is a Transmittal of Election Information form to be completed and returned to the Registrar of Voters' office by May 18, 2012.

On the Transmittal of Election Information form, please list the name(s) of Director(s) whose term(s) expire and whose seat(s) will be scheduled for election on November 6, 2012. This would include any Director(s) appointed since your last election. Appointed Directors must file for the two-year unexpired term if they were appointed to fill a vacancy which would not have been scheduled for election until 2014.

We also need to know if your District **will** or **will not** pay for a Candidate's Statement of Qualifications and if the District is authorizing 200 or 400 words to be used in that statement.

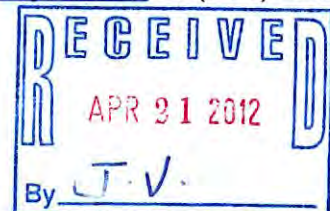
Please send the completed Transmittal of Election Information form to me at 1300 South Grand Avenue, Building C, Santa Ana, CA 92705 or email to kay.cotton@rov.ocgov.com.

Pursuant to Elections Code § 10522, the District is required to submit a map showing the current district boundary lines, with divisions (if any), regardless if changes have occurred. We would prefer to receive the map in shape file format by email to rebecca.getzen@rov.ocgov.com.

Candidate Filing for the November 6, 2012 General Election will be July 16, 2012 through August 10, 2012, 5:00 p.m. The Candidate's Handbook will be on our website at the end of May. We ask that you post these important dates.

If you have any questions, please contact me at kay.cotton@rov.ocgov.com or (714) 567-7606. Thanks for your assistance.

Enclosure



TRANSMITTAL OF ELECTION INFORMATION SPECIAL DISTRICT
(EC §10509, §10522)

Ross moor Community Services DISTRICT

DISTRICT BOUNDARIES:

Choose One:

I will send to the Registrar of Voters an electronic shape file of District boundaries and the boundaries of the Divisions of the District, if any, in which a Director is to be elected at the November 6, 2012 General Election.
(Note: This is the Registrar of Voters' preferred method of transmittal.)

Attached is a map showing the boundaries of this District and the boundaries of the Divisions of the District, if any, in which a Director is to be elected at the November 6, 2012 General Election.

Choose One:

Voters in the District will be voting: at-large by division

THE ELECTIVE OFFICES FOR WHICH AN ELECTION WILL BE HELD WITHIN THE SPECIAL DISTRICT ON NOVEMBER 6, 2012 ARE:

Choose One:

3 Director(s) to be elected at-large
(# of directors)

OR

Director(s) to be elected in the following Divisions:

_____ in Division _____
(# of directors) (# of division)

_____ in Division _____
(# of directors) (# of division)

_____ in Division _____
(# of directors) (# of division)

_____ in Division _____
(# of directors) (# of division)

Please list below the names of the Incumbents/Appointed Incumbents for the above-mentioned positions:

(Name) RONALD CASEY Elected Appointed (If appointed, the term ends in 2012)

(Name) JEFFREY T. RIPS Elected Appointed (If appointed, the term ends in 2012)

(Name) MICHAEL E. MAYNARD Elected Appointed (If appointed, the term ends in 2012)

(Name) _____ Elected Appointed (If appointed, the term ends in 20__)

The District authorizes the Candidate's Statement of Qualifications to contain no more than:

(Circle one) (200) or (400) words.

The District (will) (will not) pay for a Candidate's Statement of Qualifications.

Dated _____

(District Seal)

Ross moor Community Services District
(District Name)

None Henry Tasoada, Secretary of the Ross moor Community Services District

Note: Please send the above information and a boundary map to the Office of the Registrar of Voters by May 18, 2012.