

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

May 14, 2013

PUBLIC COPY

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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, May 14, 2013

7:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Coletta, Casey, Kahlert, Rips
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS:
 - a. President Maynard Re: RCSD Presentation of Proclamations to OC Sheriff's Department Investigators.
 - b. Lt. Robert Gunzel, OC Sheriff's Department Re: Rossmoor Quarterly Crime Statistics.

B. ADDITIONS TO AGENDA – None

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

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

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

C. PUBLIC FORUM

Any person may address the Board of Directors at this time upon any subject within

the jurisdiction of the Rossmoor Community Services District; however, any matter that requires action may be referred to Staff at the discretion of the Board for a report and action at a subsequent Board meeting.

D. REPORTS TO THE BOARD

1. CIP/PUBLIC WORKS COMMITTEE REPORT RE: FY 2012-2013 PROJECT LIST AND RECOMMENDATIONS FOR FY 2013-2014 PROJECT LIST.

2. BUDGET COMMITTEE REPORT RE: FY 2013-2014 PRELIMINARY BUDGET AND ANNUAL SALARY PLAN.

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of April 9, 2013.

2. MARCH 2013 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. EXECUTE AGREEMENT WITH MUSCO LIGHTING—ROSSMOOR PARK REMOTE LIGHTING SYSTEM.

2. EXECUTE AGREEMENT WITH MARINA SECURITY GATE AND IRON WORKS TO INSTALL NEW MONTECITO CENTER SECURITY GATE.

3. EXECUTE AGREEMENT WITH SOUTH BAY HEATING AND AIR CONDITIONING FOR REPLACEMENT OF VARIOUS COMPONENTS OF THE AUDITORIUM'S HVAC SYSTEM.

4. FIRST READING OF POLICY NO. 3097 EMAIL AND ELECTRONIC COMMUNICATIONS RETENTION.

5. CITIZEN REQUEST-VAN ZEITZ, RALPH VARTABEDIAN RE: MODIFICATION OF BOARD POLICY /REGULATIONS FOR USE OF ROSSMOOR AND RUSH PARKS FOR ORGANIZED GIRLS SOFTBALL (LAGSL).

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 14, 2013, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

Chris Montana
Chris Montana
General Manager

Date 5/8/2013

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF MAY 14, 2013

BACKGROUND:

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

- a. President Maynard Re: RCSD Presentation of Proclamations to OC Sheriff's Department Investigators.
- b. Lt. Robert Gunzel, OC Sheriff's Department Re: Rossmoor Quarterly Crime Statistics.

RECOMMENDATION:

Receive presentations.

ATTACHMENTS:

1. Proclamations
2. Rossmoor Quarterly Crime Statistics.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a.

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: PRESIDENT MAYNARD RE: RCSD PRESENTATION OF
PROCLAMATIONS TO OC SHERIFF'S DEPARTMENT INVESTIGATORS

BACKGROUND:

The report reflects the order of presentations for your Regular May Meeting of the Board. President Michael Maynard will present proclamations to Orange County Investigators Joseph Ferrante, Kenneth Olszewski, Lavinia Vega, and Margie Sheehan. The Rossmoor Community Services District wishes to recognize these individuals for their part in conducting an investigation into a highly publicized attempted murder case in the unincorporated community of Rossmoor.

- a. President Maynard Re: RCSD Presentation of Proclamations to OC Sheriff's Department Investigators.

RECOMMENDATION:

Receive presentation.

ATTACHMENTS:

1. Proclamations: Orange County Sheriff's Department Investigators



PROCLAMATION



IN RECOGNITION of PROFESSIONAL EXCELLENCE

Investigator Lavinia Vega

WHEREAS, The Rossmoor Community Services District wishes to recognize Investigator Lavinia Vega with the Orange County Sheriff's Department for her part in conducting an investigation into a highly publicized attempted murder case in the unincorporated community of Rossmoor; and

WHEREAS, the District also wishes to honor the exceptional skill and service of those in the Orange County Sheriff's Department who investigate and solve crimes with sincere passion, dedication and expertise, thereby protecting our communities and safeguarding our democracy; and

WHEREAS, thanks to Investigator Vega's efforts and the efforts of her fellow investigators, the suspect has been arrested and awaiting trial; and

WHEREAS, Investigator Vega's thoroughness and commitment have brought positive recognition to the Sheriff's Department and peace of mind to the Community of Rossmoor ; and

WHEREAS, the Community of Rossmoor, its Board of Directors and staff do hereby extend our sincere gratitude for the teamwork and steadfast resolve that went into solving this crime; and

WHEREAS, The service and sacrifice of law enforcement personnel is very much appreciated by the citizens of this community; and

NOW, THEREFORE, I, Michael Maynard, serving as President of Rossmoor Community Services District in Rossmoor, California, do hereby award this proclamation in recognition of professional excellence to Investigator Lavinia Vega and thank her for her exemplary public service:

ADOPTED, This 14th day of May 2013.

ATTEST:

Michael Maynard, President of the Board
Rossmoor Community Services District

Chris Montana, General Manager
Rossmoor Community Services District



PROCLAMATION



IN RECOGNITION of PROFESSIONAL EXCELLENCE

Investigator Kenneth Olszewski

WHEREAS, The Rossmoor Community Services District wishes to recognize Investigator Kenneth Olszewski with the Orange County Sheriff's Department for his part in conducting an investigation into a highly publicized attempted murder case in the unincorporated community of Rossmoor; and

WHEREAS, the District also wishes to honor the exceptional skill and service of those in the Orange County Sheriff's Department who investigate and solve crimes with sincere passion, dedication and expertise, thereby protecting our communities and safeguarding our democracy; and

WHEREAS, thanks to Investigator Olszewski's efforts and the efforts of his fellow investigators, the suspect has been arrested and awaiting trial; and

WHEREAS, Investigator Olszewski's thoroughness and commitment have brought positive recognition to the Sheriff's Department and peace of mind to the Community of Rossmoor ; and

WHEREAS, the Community of Rossmoor, its Board of Directors and staff do hereby extend our sincere gratitude for the teamwork and steadfast resolve that went into solving this crime; and

WHEREAS, The service and sacrifice of law enforcement personnel is very much appreciated by the citizens of this community; and

NOW, THEREFORE, I, Michael Maynard, serving as President of Rossmoor Community Services District in Rossmoor, California, do hereby award this proclamation in recognition of professional excellence to Investigator Kenneth Olszewski and thank him for his exemplary public service:

ADOPTED, This 14th day of May 2013.

ATTEST:

Michael Maynard, President of the Board
Rossmoor Community Services District

Chris Montana, General Manager
Rossmoor Community Services District



PROCLAMATION



IN RECOGNITION of PROFESSIONAL EXCELLENCE

Investigator Joseph Ferrante

WHEREAS, The Rossmoor Community Services District wishes to recognize Investigator Joseph Ferrante with the Orange County Sheriff’s Department for his part in conducting an investigation into a highly publicized attempted murder case in the unincorporated community of Rossmoor; and

WHEREAS, the District also wishes to honor the exceptional skill and service of those in the Orange County Sheriff’s Department who investigate and solve crimes with sincere passion, dedication and expertise, thereby protecting our communities and safeguarding our democracy; and

WHEREAS, thanks to Investigator Ferrante’s efforts and the efforts of his fellow investigators, the suspect has been arrested and awaiting trial; and

WHEREAS, Investigator Ferrante’s thoroughness and commitment have brought positive recognition to the Sheriff’s Department and peace of mind to the Community of Rossmoor ; and

WHEREAS, the Community of Rossmoor, its Board of Directors and staff do hereby extend our sincere gratitude for the teamwork and steadfast resolve that went into solving this crime; and

WHEREAS, The service and sacrifice of law enforcement personnel is very much appreciated by the citizens of this community; and

NOW, THEREFORE, I, Michael Maynard, serving as President of Rossmoor Community Services District in Rossmoor, California, do hereby award this proclamation in recognition of professional excellence to Investigator Joseph Ferrante and thank him for his exemplary public service:

ADOPTED, This 14th day of May 2013.

ATTEST:

Michael Maynard, President of the Board
Rossmoor Community Services District

Chris Montana, General Manager
Rossmoor Community Services District



PROCLAMATION



IN RECOGNITION
of
PROFESSIONAL EXCELLENCE

Investigator Margie Sheehan

WHEREAS, The Rossmoor Community Services District wishes to recognize Investigator Margie Sheehan with the Orange County Sheriff's Department for her part in conducting an investigation into a highly publicized attempted murder case in the unincorporated community of Rossmoor; and

WHEREAS, the District also wishes to honor the exceptional skill and service of those in the Orange County Sheriff's Department who investigate and solve crimes with sincere passion, dedication and expertise, thereby protecting our communities and safeguarding our democracy; and

WHEREAS, thanks to Investigator Sheehan's efforts and the efforts of her fellow investigators, the suspect has been arrested and awaiting trial; and

WHEREAS, Investigator Sheehan's thoroughness and commitment have brought positive recognition to the Sheriff's Department and peace of mind to the Community of Rossmoor ; and

WHEREAS, the Community of Rossmoor, its Board of Directors and staff do hereby extend our sincere gratitude for the teamwork and steadfast resolve that went into solving this crime; and

WHEREAS, The service and sacrifice of law enforcement personnel is very much appreciated by the citizens of this community; and

NOW, THEREFORE, I, Michael Maynard, serving as President of Rossmoor Community Services District in Rossmoor, California, do hereby award this proclamation in recognition of professional excellence to Investigator Margie Sheehan and thank her for her exemplary public service:

ADOPTED, This 14th day of May 2013.

ATTEST:

Michael Maynard, President of the Board
Rossmoor Community Services District

Chris Montana, General Manager
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4b.

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: LT. ROBERT GUNZEL, OC SHERIFF'S DEPARTMENT RE: ROSSMOOR QUARTERLY CRIME STATISTICS

BACKGROUND:

The report reflects the order of presentations for your Regular May Meeting of the Board. Lieutenant Robert Gunzel with the OC Sheriff's Department will report on the District's Quarterly Crime Statistics.

b. Lt. Robert Gunzel, OC Sheriff's Department Re: Rossmoor Quarterly Crime Statistics.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

1. Quarterly Crime Statistics



Orange County Sheriff's Department

Rossmoor Quarterly Report 2013—1st Quarter

Crime Trends - Yearly Comparison

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

Violent Crimes of Interest

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

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

*Includes Attempts

2013 Crime Data

Offense	Jan'13	Feb'13	13-Mar	Apr '13	May'13	Jun'13	Jul'13	Aug'13	Sep'13	Oct'13	Nov'13	Dec'13	Total 2013
187	0	0	0										0
211	0	0	0										0
245	0	0	0										0
459C	1	0	0										1
459R	11	3	7										21
459V	10*	4	4										18
487	1	0	1										2
488	3	8	2										13
594	0	1	3										4
594G	0	0	0										0
10851	1	2	1										4
RecStln	1	0	0										1
Total	28	18	18										64



Orange County Sheriff's Department

Rossmoor Quarterly Report 2013—1st Quarter

Monthly Summary of Crimes

January 2013

- There was one commercial burglary at a school on Kesington Road, no loss.
- There were two residential burglaries with unforced entries:
 - On Harrisburg Road, entry was through a door, no signs of forced entry, loss of jewelry.
 - On Brimhall Drive, entry was made through a rear dog door, loss of currency, and watch.
- There were nine residential burglaries with forced entries:
 - On Hillrose Drive, a bedroom window was pried open, loss of cell phone.
 - On Loch Lomond Road, the kitchen door was pried open, loss of 2 ipods, sports trading cards, jewelry, and currency.
 - On Wembley Road, a door was pried open, loss of jewelry.
 - On Harisburg Road, entry was made through a door, loss of jewelry.
 - On Silver Fox Road, a window was pried open, loss of jewelry.
 - On Main Way, entry was made through a door, loss of ipod and jewelry.
 - On Chaucer Road, a window was pried open, loss of jewelry and checkbooks.
 - On Martha Ann Drive, entry was made through a window, loss of laptop, currency, and a backpack.
 - On Rowena Drive, entry was made through a door, loss of two watches.
- There were ten vehicle burglaries:
 - In a parking lot/parking structure on Wallingsford Road, there were two vehicle burglaries and one attempted. Loss was ipod, wallet, and lunch box.
 - In a parking lot/parking structure on Montecito Road, three vehicles were burglarized. Loss of makeup, purse, sunglasses, laptop, and wallet.
 - On Kempton Drive, a window smash, loss of a laptop.
 - On Montecito Road, a window was forced open, loss of sunglasses, and earrings.
 - On Woodstock Road, two vehicles had smashed windows, loss of laptop, currency, and cell phone.
- There was one grand theft from a residence on St. Albans Drive, jewelry was taken possibly by a caretaker.
- There were three petty thefts:
 - A bike was taken from an open garage on Walker Lee Drive.
 - Loss of registration book, bag, jeans, wallet, and a book was taken from an unsecured vehicle on Weatherby Road.
 - The spare tire was taken from a car parked on Mainway Drive.
- A vehicle parked in front of a residence on Montecito Road was reported stolen. Victim's brother took the vehicle without permission.
- One stolen vehicle was recovered on Hedwig Road and Wallingsford Road.

February 2013

- There were three residential burglaries:
 - On Wallingsford Road, entry was made through an unlocked sliding door. Loss of clothing and flat iron.
 - On Orangewood Avenue, a window was pried open, loss of jewelry.
 - On Wallingsford Road, entry was made through the unlocked front door, loss of jewelry.



Orange County Sheriff's Department

Rossmoor Quarterly Report 2013—1st Quarter

Monthly Summary of Crimes

February 2013 Conintued

- There were four forced vehicle burglaries:
 - On Brimhall, loss of miscellaneous tools, binoculars, jacket, boots, currency.
 - Two vehicles were burglarized on Yellowtain Drive, the rear seat and softball equipment was taken.
 - On Christy Lane, the vehicle was locked but alarm was not turned on, sunglasses were taken.
- There were eight petty thefts from unsecured vehicles:
 - On Druid Lane, a digital camera was taken.
 - On Kempton Drive, a laptop and currency was taken.
 - On Chianti Drive, an Ipod, LCD projector and coins were taken.
 - On Christy Lane, two cars had petty thefts, a guitar. case and currency were taken.
 - Two vehicles on St. Albans Drive, loss of ipad, coins, cds.
 - On Oak Knoll Dive, eyeglasses were taken.
- There was one act of malicious mischief on Rowena Drive. A razor blade was used to flatten the tire on a vehicle.
- There were two stolen vehicles, one was Donovan Road with a forced entry and loss of cell phone, sunglasses, personal papers. One vehicle was taken from Wallingsford Road, the keys of the vehicle were taken from the unlocked residence.

March 2013

- There were seven residential burglaries with forced entries:
 - On Yellowtail Drive, entry though front door, broke glass, unlocked the deadbolt. A loss of laptop computers, and jewelry.
 - On Foster Road, window was pried open, loss of handgun.
 - On Coleridge Drive, entry through bathroom window, loss of currency and jewelry.
 - On Argyle Drive, window was pried open, loss of duffel bag, garage door opener, and jewelry.
 - On Martha Ann Drive, entry made through a door which was pried open. A loss of a wallet, jewelry, and silverware.
 - On Copa D Oro Drive, a window door was pried open, no loss.
 - On Drysdale Lane, entry through the back of a locked sliding door. A loss of checkbooks.
- There were four forced vehicle burglaries on Oak Grove Road. The loss was backpack, notebook, music books, currency, cell phone, laptop, purse, and a wallet.
- There was one grand theft, the catalytic converter was removed from a parked vehicle on Shakespeare.
- There were two petty thefts from vehicles, both spare tires were removed.
- There were three acts of miscellaneous mischief:
 - On St. Albans Drive, suspect cut and damaged a vinyl pool.
 - On Pemberton Road, eggs were thrown at a vehicle.
 - On St. Albans Drive, paint was poured into a pool.
- There was one stolen vehicle on Kempton Drive.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: May 14, 2013
To: Honorable Board of Directors
From: CIP/Public Works Committee
Via: General Manager
Subject: COMMITTEE REPORT RE: FY 2012-2013 PROJECT LIST AND RECOMMENDATIONS FOR FY 2013-2014 PROJECT LIST.

BACKGROUND:

The CIP/Public Works Committee met on April 18, 2013 to review the current state of the District's FY 2012-2013 CIP Project List and Fund 40 budget. The Committee also reviewed the staff's recommended FY 2013-2014 CIP Project List for inclusion with the FY 2013-2014 Preliminary Budget.

Total Fund 40 Funds Available per the Amended FY 2012-2013 Budget were \$289,788. It should be noted that Increases to Funds Available are made from Transfers from General Fund 10. No Property Taxes or Assessments are attributable to this Fund as Revenue.

Based on the limited Fund 40 balance available, the Committee had to re-prioritize projects to be completed during FY 2012-2013, also keeping in mind which funds would be needed to fund FY 2013-2014 projects.

After review, discussion and analysis, the Committee recommends the following projects be authorized to be completed in FY 2012-2013:

1. Rossmoor Park Remote Lighting by Musco - \$9,276

The Board's consideration and possible approval of this expenditure is included as Agenda Item H-1.

- 2a. Replacement of Montecito Center gate by Marina Security - \$8,900, or
- 2b. Replacement of Montecito Center gate by Marina Security w/powder coating - \$10,900.

The Committee was split on whether to go forward with powder coating option. The Board's consideration and possible approval of this expenditure is included as Agenda Item H-2.

3. Replacement of peripheral HVAC by South Bay Heating & A/C - \$24,400
The Board's consideration and possible approval of this expenditure is included as Agenda Item H-3.

4. Construction of Rossmoor sign at Arco station – estimated at \$8,000

To be included on future agenda.

After further review, discussion and analysis, the CIP/Public Works Committee also recommends the Cancellation and/or Carry-Forward of other FY 2012-2013 projects as discussed in detail in the attached Committee Agenda reports. This would leave \$225,573 in funds available for FY 2013-2014 budgeted projects.

In regards to FY 2013-2014, the CIP/Public Works Committee had to consider which projects should take precedent given budget constraints. Projects which were required for safety and/or regulatory compliance were given a higher priority.

Accordingly, the CIP/Public Works Committee recommends the following projects to be included in the FY 2013-2014 Project List and Budget:

1. Upgrade Auditorium Lamp Fixtures/Emergency Lighting - \$19,950
2. Tot Lot Rehab to bring into ADA compliance and resolve safety issues - \$150,000
3. Parking Lot Repair / Rehab Reserve - \$25,000
4. Rossmoor Shopping Village Signage - \$16,050

Furthermore, the Committee recommended the cancellation and future reconsideration of other projects to a time when funds become available.

As mentioned above, increased funding in Fund 40 would have to come from a Transfer of Unrestricted Funds in Fund 10 which would require Board action.

RECOMMENDATION:

Receive the report of the CIP/Public Works Committee recommending revised FY 2012-2014 Project Lists and Proposed Budgets for inclusion with the FY 2013-2014 Preliminary Budget.

ATTACHMENTS:

1. CIP/Public Works Committee Agenda Item C-1 re: DISCUSSION WITH GENERAL MANAGER RE: FY 2012-2013 CIP PROJECT LIST.
2. CIP/Public Works Committee Agenda Item C-2 re: DISCUSSION WITH GENERAL MANAGER RE: FY 2013-2014 CIP PROJECT LIST.
3. C-3 re: DISCUSSION WITH GENERAL MANAGER RE: MONTECITO CENTER QUESTIONNAIRE

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: April 18, 2013

To: CIP/Public Works Committee

From: General Manager

Subject: DISCUSSION WITH GENERAL MANAGER RE: FYEAR 2012-2013 CIP PROJECT LIST

BACKGROUND:

At the February 12, 2013 Meeting of the Board, the FY 2012-2013 Budget for Fund 40 was amended to add additional projects.

As the fiscal year is coming to a close, and the preparation of the FY 2013-2014 Budget is approaching, now is the time to assess the FY 2012-2013 CIP Project List to determine what should be authorized by fiscal year-end, what should be carried forward or reserved, and what projects should be cancelled.

Attached is an updated Fund 40 CIP Project List and Budget, with the below recommendations incorporated, for your review. Also attached are staff reports which provide the Committee with project information.

RECOMMENDATIONS:

Review and recommend the following to the Board of Directors regarding management of the District’s Fund 40 FY 2012-2013 Capital Improvement Program (CIP) Project List and Budget as follows:

Authorize

- in 2012-2013:
- (1) Installation of Rossmoor Park Lighting by Musco \$8,700 + 576 (sales tax on Equipment) = 9,276
 - (2) Replacement of the MC Gate by Marina Security - \$8,150 + 750 (estimated permits costs) = \$8,900.
 - (3) Replacement of peripheral HVAC by South Bay Heating and A/C - \$24,400
 - (4) Construction of Rossmoor sign at Arco Station - est. \$8,000

- Cancel: (1) Redesign of Montecito Center Interior - \$(20,000)
 (2) Parking Lot Repair - \$(25,000)
 (3) Rehab and Upgrade of Indoor Men's Restrooms - \$(3,120)
 (4) Rehab of Rush Park Field Rehab - \$(35,000)
 (5) Irrigation Box at Triangle Park - \$(5,400)
- Carry Forward to 2013-2014: (1) Upgrade Auditorium Lamp Fixtures/Lighting - \$19,950
 (2) Construction of Rossmoor signs - \$16,050
- Reserve: (1) Transfer to "Reserve for Parking Lot Repairs" - \$25,000

The recommendation to cancel MC Interior Project, Parking Lot Repair (partial), and Indoor Men's Restrooms Projects will enable funding of Tot Lot improvements and Canopies as discussed in Agenda Item C-2. There are no current outstanding plans to proceed with these projects.

The recommendation to cancel the Rush Park Field Rehab is based on circumstances discussed in the Rush Park Field 1 Upgrade Report, Attachment 5. However, \$3,860 was spent to add backstop for increased safety.

The recommendation to cancel the Irrigation Box is due to lack of need, since staff has decided to plant drought-free plants and remove the meter after nearby OCTA construction is complete.

ATTACHMENTS:

1. Fund 40 CIP Project List and Budget with Recommended Adjustments.
2. Report on Rossmoor Park Remote Lighting System
3. Report on Montecito Center Gate
4. Report on HVAC in Auditorium
5. Report on Rush Park Field 1 Upgrade

Rossmoor Community Services District FY 2012-2013 Fund 40 CIP Project List and Budget with Recommended Adjustments

Funds Available per 2012-2013 Amended Budget \$ 289,788

<u>Fund 40 Projects Budgeted</u>	<u>2012-2013 Budget</u>		<u>2013-2014 Carry Forward</u>
Rossmoor Park:			
Lighting System	\$ 8,500	A	\$ (9,276)
Montecito Center:			
Redesign Interior	20,000	C	-
Replace Gate		A	(8,900)
Rush Park:			
Parking Lot Repair	50,000	C & R	(25,000)
Rehab Indoor Men's Restrooms	3,120	C	-
Upgrade Auditorium Lighting	19,950	CF	-
Replace Peripheral HVAC	32,400	A	(24,400)
Rehab Rush Park Field 1	35,000	P & C	(3,860)
General:			
Rossmoor Shopping Village Signage	24,050	A & CF:	(8,000)
Replace Trashcans at Parks	5,241	P	(4,800)
Irrigation Box at Triangle Park	5,400	C	-
Ipads for Board and Staff	5,279	P	(4,980)
Total Projects per Amended Budget	<u><u>208,940</u></u>		
Decreases in Fund 40 Funds Available per Recommendation			<u>(89,216)</u>
Projected Fund 40 Funds Available for CF to FY 2013-2014 after Recommendations			<u><u>200,572</u></u>

- A = Authorize
- C = Cancel
- CF = Carry Forward to 2013-2014
- P = Purchased in 2012-2013
- CF = Carried Forward from FY 2012-2013 Project List
- R = Reconsider after Final Fund Balances Determined at Year-End

ROSSMOOR COMMUNITY SERVICES DISTRICT

Rossmoor Park Remote Lighting System

DATE: April 12, 2013

SUBJECT: Rossmoor Park Remote Lighting System

FROM: Emily Gingras, Recreation Superintendent

TO: Chris Montana, General Manager

PURPOSE:

To update the General Manager on the status of the Rossmoor Park Remote Lighting System and provide additional information as requested by the Board.

BACKGROUND:

At the January 2013 CIP Committee meeting, the CIP Committee recommended moving forward with a project that would update the current Rossmoor Park lighting system. At that time, research was still ongoing and several failed attempts to have the existing lighting company provide tech support resulted in Recreation staff reaching out to an alternate lighting company. A highly recommended company, Musco Lighting, provided a quote in the amount of \$8,500 which would make the lighting system controlled via satellite. This would give staff remote access to control the lighting system from any location including smart phone capabilities and provide 24/7 operator support who could remotely schedule the lights to turn on within 7 seconds of placing the call.

The project was placed on the March 12, 2013 agenda for approval. Several questions were raised by the Board and the item was tabled until further information was provided.

SUMMARY:

Recreation staff has been conducting continued research of this project as recommended by the Board. Records indicate the current Blue Box which controls the lighting function at Rossmoor Park, is manufactured and distributed by Acuity Lighting Brands and was installed in 1995. The current Blue Box housed at Rossmoor Park has the option for 16 schedules (or zones) in which 7 are utilized (Tennis Court #1, #2, #3, #4, walkway lights, basketball lights and volleyball lights). All Blue Boxes (both older and newer models) require manual setting of the lights or remotely from a PC. There are no smart phone capabilities at this point in

time. Acuity Lighting provides lighting for mostly universities, shopping centers and commercial properties. District staff was unable to confirm recreational utilization of the Blue Box.

Acuity Brand Lighting does not provide on-site tech support which has caused staff and the District's IT department several hours of troubleshooting when the dial-up capabilities failed sometime in 2011. Acuity Lighting has poor customer service and research of other users confirms staff's poor customer service experience. Additionally, Recreation staff met with a sales rep from Acuity Lighting following the Board's recommendation to receive additional quotes. The rep informed Recreation staff that the current system is outdated and could lose functionality at any time. He also added the 16 schedule Blue Box was large for its daily function and the site would be functional with an 8 schedule (or zone) Blue Box. Since that meeting, the Acuity rep has failed to submit a quote and has failed to respond to several communication attempts.

In early April, a Rossmoor Park neighbor notified staff the walkway lights were failing to come on each night. The override option to manually turn the lights on failed as well. An electrician was able to fix the issue the following day. With the current system, District staff has no way of determining whether or not lights actually turn themselves on as scheduled unless present to observe. It is especially difficult during Daylight Savings for staff to be present due to dusk occurring after staff hours. Musco Lighting provides immediate notification to District staff in the event the lighting function fails to turn on.

In response to the Board's recommendation, Recreation staff conducted a lighting assessment of Rossmoor Park. The assessment found that the only additional lighting that could potentially be added would be to the walkway lights near the age 2-5 Tot Lot structure. Any addition of lighting to that particular area could be tied into the current walkway lighting zone.

Musco Lighting has provided a quote in the amount of \$8,700 which includes installation and a 10 year service agreement for 24/7 access. After the 10 year period, there will be an annual fee associated with the service. Currently, the annual fee is \$400. The quote includes 7 zones (the same amount we currently use and operate). Musco has informed District staff that additional lighting would be able to be added to the current zones if the District decides to add any lights in the future to either the walkway, volleyball, basketball or tennis lights.

Musco has been highly recommended by the cities of Long Beach, Cypress and Los Alamitos. Musco also provides recreational lighting to Irvine and Mission Viejo.

Fund 40 currently has \$8,500 located in FY2012-2013 for completion of this project.

RECOMMENDATIONS:

1. Recommend the General Manager to place this item on a future Board agenda for approval.

ATTACHMENTS:

1. Quote from Musco in the amount of \$8,700
2. Rossmoor Park Lighting Assessment
3. Pros list for the installation of Musco lighting
4. CIP January Report regarding Rossmoor Park's current lighting system

Respectfully submitted by,

Emily Gingras, Recreation Superintendent



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

January 22, 2013

Rossmoor Community Services District
Attn: Emily Gingras
3001 Blume Drive
Rossmoor, CA 90720

Re: Control-Link Cost Estimate – Rossmoor Community Park

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

Equipment

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

Zone 1: Basketball	Zone 2: Tennis Courts #1-4
Zone 3: Walkway	Zone 4: Volleyball
Zone 5: Spare	Zone 6:
Zone 7:	

- 10 year parts and labor warranty on all equipment
- All freight costs

Equipment Price \$7200.00

Equipment Installation

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

Installation Price \$1500.00**

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

10 Years Control Link Central Service (CLC)

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

Total Equipment & Installation with 10 years of Service: \$8,700.00*

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

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

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

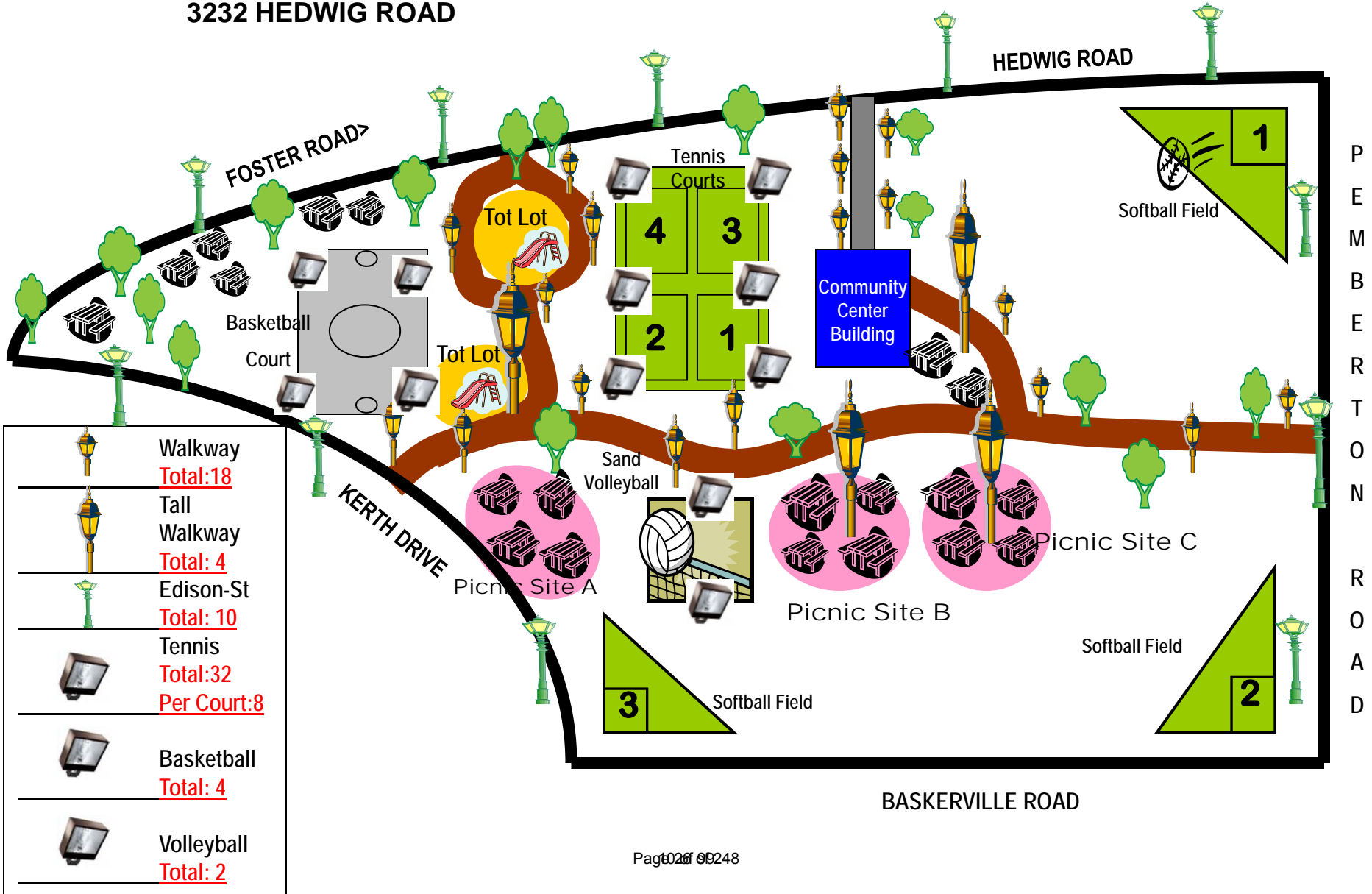
Sincerely,


Troy Shilling
Service and Parts Sales Manager
Musco Lighting


ROSSMOOR PARK


PARK LIGHTING


3232 HEDWIG ROAD





-  Walkway
Total: 18

-  Tall Walkway
Total: 4

-  Edison-St
Total: 10

-  Tennis
Total: 32
Per Court: 8

-  Basketball
Total: 4

-  Volleyball
Total: 2

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ROSSMOOR COMMUNITY SERVICES DISTRICT

Rossmoor Park Remote Lighting System

MUSCO Pros
• Remote access to control-link schedule
• Smart phone capabilities
• 24/7 access
• Notification of lighting system failures
• Daylight savings automatically changes
• Recommended by Los Al, Cypress and Long Beach
• Favored lighting for recreational use
• Used Nationally by NCAA, NFL, MLB
• Tracking of use by different user groups
• On-site tech support
• Controlled via satellite

ROSSMOOR COMMUNITY SERVICES DISTRICT

Rossmoor Park Remote Lighting System

DATE: January 10, 2013

SUBJECT: Rossmoor Park Remote Lighting System

FROM: Emily Gingras, Recreation Superintendent

TO: Chris Montana, General Manager

PURPOSE:

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

BACKGROUND:

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

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

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

SUMMARY:

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

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

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

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

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

ADDITIONAL INFORMATION:

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

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

Respectfully submitted by,

Emily Gingras, Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

Montecito Center Security Gate

Date: April 18, 2013
To: CIP/Public Works Committee
From: General Manager
Subject: MONTECITO CENTER SECURITY GATE

RECOMMENDATION:

Authorize General Manager to execute agreement with Marina Security Gate and Iron Works for installation of a new wrought iron gate, including Doorlocking Operator with timer, KNOX box fire department over-ride, and Omron Photo Eye, as well as estimated permit fees, for a total of \$8,900.

BACKGROUND:

The existing Montecito Center gate was installed over 20 years ago. Over the past several years, the District's Parks Superintendent has fabricated parts to make the gate operational.

This Project was presented to the Board at the March 12, 2013 Board Meeting and was tabled until additional proposals were sought and powder-coated options were researched.

There are now a total of 3 proposals. Please see Attachment 1, Summary of Proposals with actual proposals attached.

Based upon my research, powder-coating is not recommended due to the additional cost (\$1,000-\$2,000) and future inconveniences caused by the fact that powder-coating may not be done on site but at a factory facility.

After reviewing all three proposals and speaking to representatives of each company, Marina Security Gate and Iron Works is the preferable vendor. In addition, I have been referred to them by another agency. They are professional, knowledgeable, helpful and have been in business for over 60 years.

While their pricing is higher than Garage Doors 4 Less, it is preferable in my opinion to contract with a company that deals exclusively with security gates and not garage doors as well.

ATTACHMENTS:

1. Summary of Proposals

**Rossmoor Community Services District
Montecito Center Security Gate
Summary of Proposals**

<u>Marina Security Gate & Iron Works</u>	<u>Himco Security Products</u>	<u>Garage Doors 4 Less</u>
Fabricate and install approx. 30' x 5' wrought iron slide gate. 2" square frame and 3/4# pickets 4 3/4" on center. To	Manufacture and install 30' x 6' gate with 2" x 4" bottom rail and 2' x 2' frame	Install one new 28' x 6' wrought iron gate Includes power-coating
	\$ 5,200	\$ 4,200
6" Power Wheel		Rollers/wheels
Doorking model #9000 1/2 HP, UL-approved Operator with timer for automatic close, safety reverse device and an electrical hook-up to 120 volts.	Ramset motor #1000 with 7 yr warranty; 1 yr labor	All-o-matic motor and electrical hook-up
	2,489	3,185
Warranty: 1 yr part and labor/ 5 yr on Doorking factory warranty		Not mentioned
Uses existing stub and concrete pad.	Pouring concrete 30' x 12" x 4" deep. Saw cut curb and build retainer wall	Uses existing stub and concrete pad.
1 Multicode Radio Receiver & 0 transmitters for r/c	Per Mel Greer, receiver included	receiver included
KNOX KS2 Fire Dept emergency override	KNOX Box	475 Included
1 Omron Photo Eye to prevent closing when obstruction present - 1 yr warranty	Safety Loop - detects cars only	Photo cell
Permit and permit fees not included	Permit and permit fees not included	Permit and permit fees not included
	<u>\$ 8,150.00</u>	<u>\$ 7,385</u>

Notes:

1. Powder coating is not recommended based on discussions with contractors. Powder coating would add an additional \$1,000-2,000 in cost. Cannot be powder-coated at site. Also, would most likely just eventually paint over, due to additional costs of removal, transport and re-coating at factory.

2. Additional Expanded Metal Meshing is required by UL standards, per Marina, and they recommend for safety reasons. Optional at additional \$900.00

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

Pg. 1

13650 Cimarron Avenue, Gardena, Ca. 90249
 (310) 329-1919 1-800-339-5931 Fax : (310) 329-9090
 STATE LICENSED CONTRACTOR NO. 383132

562-430-3707

SUBMITTED TO: Omero Perez / *Chris Montana* **PHONE:** **DATE:**
 Rossmoor Community Services District 562-381-3137 02/27/13

STREET
 3001 Blume Drive

JOB NAME
 Rossmoor Community Services Dist.

CITY, STATE, ZIP
 Rossmoor, Calif. 90720

JOB LOCATION
 3001 Blume Drive

SLSPRSN CUST. FAX. E-Mail: FAX 562-431-3710 **JOB CITY, STATE, ZIP. PHONE**
 Mike Radis operez@rossmoor-csd.org Rossmoor, Calif. 90720

gmmontana@rossmoor-csd.org

The material in our construction is all high-quality. Our selections range from .065-.085 at standard prices to special gauges priced upon request. All of our welds are high-quality arc welds and are performed under commercial and Industrial standards. The finished product is ground, smoothed and steam washed. We PRIME with grey oxide. Our paint job meets EPA standards and our finished coat is top quality paint. Our installers are all trained journeymen. The jobsites are left clean.

Marina Security Gate proposes to provide the following:

1. Fabricate and install (1) approx. 30' wide X 5' high, wrought iron slide gate. To be constructed with 2" square tubular frame and 3/4" square tubular pickets approx. 4 3/4" on center. Includes (1) 6" power wheel.

OPTION: COVER THE GATE WITH EXPANDED METAL "MESH".
ADD: \$900.00 **INITIAL TO ACCEPT: _____**

NOTE: DUE TO THE LIABILITY OF CHILDREN RIDING GATES OR SOMEONE REACHING THROUGH, MARINA SECURITY STRONGLY SUGGESTS EXPANDED METAL BE PLACED ON ALL SLIDING GATES. WE MUST DOCUMENT THESE FACTS TO SATISFY LEGAL REQUIREMENTS. TO COMPLY WITH UL-325 REQUIREMENTS IN EFFECT MARCH OF 2000.

2. The gate to roll on approx. 30' of surface mounted V-track, bolted to existing concrete across driveway and to have (3) point suspension in rear.
3. The gate to be powered with a Doorking model # 9000 1/2 HP, UL-approved Operator with a timer for automatic close, a safety reverse device and an electrical hook-up to 120 Volts. Stub-out provided by others.

WARRANTY; One year parts, One year labor, 5 year limited Doorking factory warranty.

NOTE: Marina to utilize the existing stubout and concrete pad.

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

Pg. 2

13650 Cimarron Avenue, Gardena, Ca. 90249
(310) 329-1919 1-800-339-5931 Fax : (310) 329-9090
STATE LICENSED CONTRACTOR NO. 383132

5. Install KNOX KS2 Fire Department operated switch for emergency over-ride.
6. Install an Omron Photo Eye to further prevent the gate from closing when the opening is obstructed.

WARRANTY; One year parts and labor on the Omron Photo Eye.

COLOR DISCLAIMER: Our standard colors are Pacific Brown, Wrought Iron Black and White is "CLEAN WHITE". Any other colors are considered custom and we will prime only. NO GUARANTEE ON WHITE PAINT. If a custom color is needed, buyer will supply paint & Marina will apply. Limited guarantee on paint to manufacturer's specifications, weather conditions, water damage or salt areas.

NOTE: IT IS THE CUSTOMERS RESPONSIBILITY TO CONTACT RESPONDING FIRE STATION TO CONFIRM CITY/COUNTY JURISDICTION.

NOTE: Extreme weather conditions such as salt or heat and water can cause damage to painted metal. Therefore, rust and corrosion are not covered by a Guarantee.

It is the owner's responsibility to check with the city for approval of location of gate; set back laws; Fire Department regulations; and/or height restrictions.

Permit and permit fees are not included.

Note: Marina assumes no responsibility or liability for damages to water pipes, gas lines, or electrical conduits.

WHEN APPROVING THIS PROPOSAL, PLEASE WRITE COLOR SPECIFIED IN TEXT (ABOVE) BEFORE RETURNING TO MARINA. THIS WILL HELP EXPEDITE PROCESSING. (IF A "CUSTOM" COLOR IS BEING REQUESTED, PLEASE BE PREPARED TO PROVIDE COLOR INFORMATION AND/OR PAINT.)

PLEASE WRITE IN THE CHOICE OF EITHER STANDARD PAINT COLOR OR "CUSTOM COLOR PROVIDED BY CLIENT"

CHOICE OF COLOR IS _____

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

Pg. 3

13650 Clmarron Avenue, Gardena, Ca. 90249
(310) 329-1919 1-800-339-5931 Fax : (310) 329-9090
STATE LICENSED CONTRACTOR NO. 383132

DUE TO THE CURRENT, EXISTING UNSTABLE STEEL SHORTAGE, THE PRICES IN THIS PROPOSAL WILL BE GOOD FOR A PERIOD OF 30-DAYS ONLY.

Price includes Tax and Labor

DATE, SIGN AND RETURN WHITE COPY WITH DEPOSIT KEEP WHITE COPY FOR YOUR RECORDS.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: **\$8,150.00**
EIGHT THOUSAND, ONE HUNDRED AND FIFTY DOLLARS.

Payment to be made as follows: **50% DEPOSIT AND BALANCE DUE UPON COMPLETION**

In the State of California : Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar of the Board whose address is:

Contractors' State License Board - 9835 Goethe Road, Sacramento, CA. 95827 - MAILING ADDRESS P.O. Box 26000, Sacramento, CA. 95826

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. Attorney's Fees: Should either party commence any action of law under this contract, the successful party to such litigation shall be entitled to recover from the other party, all costs and expenses incurred therein, including reasonable attorney's fees.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge in addition to the sum stated in this proposal. All changes must be described on reverse side of this proposal sheet and signed for by client.

Authorized Signature _____
Reg. E74484

Note: This proposal may be withdrawn by us if not accepted within _____ **SIXTY** _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance _____ Signature _____ Signature _____

Marina Security Gates and Iron Works

We do it right the first time...

[Home]
[Iron products]
[Electronics]
[Services]
[General information]
[Contact Us]

We look forward to being of service to you.....

Please feel free to call us at:
(310) 329-1919

Toll free at:
(800) 339-5931.

Fax:
(310) 329-9090

email us at:
info@marinasecuritygates.com

If you want a sales person to call you please fill our estimate form [here](#).

Marina Security Gate and Iron Works has been in business in Southern California since 1950. We are members of the California State Licensed Contractors Association and leading industry groups.

There has never been a valid complaint logged against our company from the Contractor's Board nor any other agency.

We are legitimately insured (for over one Million dollars), properly bonded, carry Workers Compensation and willing to offer written endorsed proof.

The Surety Company of the Pacific awarded us a plaque for a 10-year perfect record. We won first place in our division for safety.

Three full-time salesmen are available to respond to calls for new business.

We offer the finest, most efficient after-sale service in the industry. Radio-dispatched, fully-equipped trucks are on call for same-day or next-day electronics repairs. In addition, larger, heavier trucks with welders, torches, etc. are available for installation and heavy ironwork repairs.

Marina provides installation/service for several large builders/contractors and property management companies in addition to self-managed complexes and private homes.

WE ARE A TURN-KEY CONTRACTOR which means everything is under one roof -- iron fabrication, telephone entry, electronics, lock shop as well as the ability to provide concrete and accessory work needed for your job. **WE ARE COMPETITIVE!**

Marina Security Gate and Ironworks is a family-owned business. Our prices reflect the best work, the best parts and the best service-after-sale in the business. We invite customers to inspect our factory.

- Competitive prices.
- Knowledgeable personnel.
- The best in the business.

026600



Himco
security products

E-MAIL Address
OPEREZ@ROSSMOOR-CD.ORG
3326 S. MAIN ST.
LOS ANGELES, CALIFORNIA 90007
(323) 232-2222 LIC. NO. 297000

PROPOSAL AND AGREEMENT

SUBMITTED TO MR OMERD PEREZ PHONE (562) 981-3137 DATE 3/20/2013

STREET _____ JOB NAME ROSS MOOR Community Services District

CITY, STATE AND ZIP CODE _____ JOB LOCATION 17341 Montezito Rd

We Heraby Submit Specifications and Estimates

DESIGN UTAH 3/4" Vitreal Pocket COLOR Black Power Coated ADDENDUM NO. _____

Window Guard(s)	Remotes	Railings	Motor
Window Emergency Release	Patio Gate	Folding Gate	Fencing
Surface Mount Doors	Door Closers	Driveway Gates	Lineal Feet
Sets of Keys	Enclosure	Walkway Gates	Height
Custom in Jam Doors	Conversions	Smoke Detectors	Stepped
Roll Up Door	Certificate of Compliance	Mail Slot	Stoped
Entry System	Safety Devices		Level

We Propose heraby to furnish material and labor in accordance with above specifications for the sum of: 1 Dollars (\$ 8,164.00)

Payments to be made as follows: M/C VISA DISCOVER CREDIT C.O.D. OTHER

\$ _____ Dollars (\$ _____)

(DEPOSIT) (BALANCE IN FULL OR AS PRESCRIBED IN PAYMENT PLAN)

Himco with Manufacturer Gate 30 Ft Long X 72" Tall - with 2" X 4" Bottom Rail AND 2X2 FRAME - Also pouring Concrete 30 Ft Long X 12" wide X 4" deep - 5 in cut curb and build and retained wall with Blocks to Retain Dirt. That will Slope.

1 Remot motor #1000 installed with 7 year warranty - 1 year labor 2,489.00

1 Knob Box for Fire Department with key switch 475.00

REMOVAL OF EXISTING Gate and Hardware, MOTOR AND Haul Away

Legend
W- Window Guard B- Bal Air Door F- Fence SD- Smoke Detector WWG- Walkway Gate
E- Emergency Release Window D- Security Screen Door G- Gate M/S- Mesh Screen

Work will begin approximately 20 days from the date shown herein and will be substantially complete within 90 days thereafter unless a different estimated completion date is shown having Approximate starting date, _____ Approximate completion date _____

I understand that this is only an estimated date and will be contacted prior to this date to approve the actual installation date.

Authorized Signature: _____ (Seller)
_____ (Buyer)

Date of Acceptance 3/20/2013 (Buyer)

Fig. No. AA032545

Note: This proposal is withdrawn if not accepted within 30 days.

See reverse side for conditions of agreement.

Acceptance of Proposal and Agreement by Buyer
The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

NOTICE TO CALIFORNIA RESIDENCE ONLY: IF THIS CONTRACT IS IN EXCESS OF \$500, YOU AS OWNER OR TENANT HAVE THE RIGHT TO REQUIRE THE CONTRACT TO HAVE A PERFORMANCE AND PAYMENT

COMPANY ACCEPTANCE



www.AvivRemodeling.com
www.GarageDoor4Less.com

OVERHEAD GATES
BY
PROPOSAL / INVOICE

4570 Van Nuys Blvd. #525
Sherman Oaks CA 91403
Ph. 888.341.7199 Fax. 818.474.7421
Email: service@garagedoor4less.com

29059

INVOICE / PROPOSAL SUBMITTED TO <i>OMERO PEREZ</i>	PHONE <i>(562) 381-3137</i>	START DATE	END DATE
STREET	JOB NAME		
CITY, STATE, ZIP CODE	JOB LOCATION <i>12341 MONTECITO RD. LOS ANIMITOS, CA</i>		
Representative <i>MITCH FIELDS</i>	DATE OF PLANS <i>3/20/13</i>	E-Mail	JOB PHONE <i>90720</i>

WARRANTY POINTS	QTY.	OPERATOR TYPE	ITEM / DESCRIPTION	UNIT PRICE	DISCOUNT	TOTAL
<small>CIRCLE IF APPLIES</small>		MODEL _____ <input type="checkbox"/> SCREWDRIVE <input type="checkbox"/> CHAINDRIVE <input type="checkbox"/> BELTDRIVE OTHER _____				
NO WARRANTY LABOR PARTS		DOOR SIZE _____ x _____ R _____ L _____ H _____ MODEL _____ Door Type: _____				
LABOR 30 DAYS	/		INSTALL ONE NEW 28'X6' WROUGHT IRON SLIDING DRIVE WAY IN UTAH STYLE IN BLACK. 5/8" PICKETS, 1 1/2" FRAME, TYPE "B" TRACK, "A" FRAME/GUIDE ROLLERS, WHEELS. GATE WILL BE POWDER COATED BLACK.	4200 ⁰⁰		4200 00
PARTS 1•2•5•10 YEARS			INCLUDES KNOX BOX ON GOOSE NECK POST FOR FIRE DEPT. ACCESS. PHOTO CELL FOR SAFETY			
LIFETIME WARRANTY	/		INSTALL ONE NEW 1/2HP ALL-O-MATIC MOTOR. INCLUDES ELECTRICAL HOOKUP.	3185 ⁰⁰		3185 00
DOORS & SECTIONS RUST & CORROSION LIMITED LIFETIME	/		REMOVE OLD GATE + MOTOR AND HAVE AWAY.			

PAYMENT TERMS _____

VISA MasterCard DISCOVER Cash Check # _____

GRAND TOTAL \$	3385.00
PAID:	
BALANCE:	

WARRANTY SERVICE: *INVOICE MUST BE PRESENT TO VALIDATE WARRANTY. NO EXCEPTIONS*
WARRANTY CALLS AVAILABLE TUESDAY THRU FRIDAY 9AM TO 5 PM.

WARRANTY INFORMATION ON BACK OF INVOICE

X NO WARRANTY ON REHUNG OPENERS!
No warranty on misaligned infrareds. No guarantee of a complete seal when garage opening (jambs, header, concrete) is bowed, crowned or crooked. No guarantee of a water tight seal. When wood is used to build in or furr back opening, it will be unfinished. Customer will have to paint. New garage door openers do not come with light bulbs. Customer must supply 60 w bulbs and power to unit. The total price can vary 25%-35% additional labor *IMPORTANT PRE-INSTALLATION NOTE: GARAGE MUST BE CLEARED OUT TO 12 FEET BACK! \$35.00 FEE ON RETURN CHECKS.

ACCEPTANCE OF ORDER
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be Signature made as outlined above. _____

• PLEASE ALLOW UP TO 48 HOURS FOR WARRANTY SERVICE •
• SPECIAL ORDERS ARE NON REFUNDABLE , A 25% - 50% RESTOCKING FEE FOR ALL CANCELLED ORDERS •

ROSSMOOR COMMUNITY SERVICES DISTRICT
Auditorium HV/AC

Date: April 18, 2013
To: General Manager
From: Henry Taboada
Subject: AUDITORIM COMPLEX HV/AC

BACKGROUND:

The District's Auditorium Complex is a combination of permanent and moveable wall spaces. The northeast end of the building includes the East Room and adjacent fixed wall storage spaces. The northwest corner of the building includes the West Room, Public Works office, RHA office and several fixed wall storage rooms and rented meeting rooms.

The south end of the building is a large open space meeting room of a large capacity (650 persons). The space can be reconfigured into four smaller spaces through the use of moveable walls.

The HV/AC system consists of a one 15-ton roof mounted HV/AC unit, which were it not for the fixed spaces, could heat and cool the entire complex. The unit was replaced four years ago at a cost of \$24,500. That unit has many years of remaining service life. The peripheral spaces are environmentally controlled by six outside furnaces attached to the west and east outside walls of the complex. Those spaces are also served by six outside floor mounted AC units working in tandem with the furnaces.

From time to time, the outside AC compressor units have been replaced due to becoming inoperable and in one case, a unit was stolen. The furnace units have been repeatedly repaired and last year one unit had to be replaced because it was unserviceable and was spewing carbon monoxide into the northwest office and storage spaces.

South Bay Heating and Air Conditioning, Inc. (South Bay) has been providing maintenance to the Auditorium's HV/AC system since the installation of the 15-ton roof mounted unit on a tri-annual basis. They have also installed and repaired individual units as described above. Their service has been responsive, reliable and cost effective.

Due to the evolving age and condition of the remaining system a CIP project has been on the Project List for several years. Due to the cost of total system replacement (except for recently replaced units) the project has been on a wait and see basis. Currently, the west AC compressor unit has been inoperable for many months and needs replacing. The remaining furnace and heating units are at the end of their service life.

Staff's recommendation is that project be authorized for completion in this fiscal year at a cost of \$24, 400. Should the CIP Committee recommend going ahead with the project, it is also recommended that South Bay be awarded the project since they have a intimate working knowledge of the system though their maintenance program and equipment replacement work. South Bay's bid is attached.

If the CIP Committee recommends proceeding with the project, the matter will be placed on the Board's May Agenda for their consideration and approval.

South Bay Heating & Air Conditioning, Inc.

3300 East 59th Street, Long Beach, CA 90805

Ph (310) 835-3300 Fax (310) 835-6923

Contract Proposal

Date: March 6, 2013
Phone: 562-430-3707
Fax: 562-431-3710

To: Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Attn.: Omero Perez

AMOUNT QUOTED: \$24,400.00

(Twenty four thousand four hundred dollars)

Job Name: Replace HVAC System

Job Address: same

Equipment: One 3 1/2-ton Carrier Day/Night split system, 208 volt, single phase and three 5-ton Carrier Day/Night split system, 208 volt, three phase, up flow furnaces 80% AFUE, 13 SEER condensing units

We propose to provide all material and labor to disconnect and remove four existing systems and install new furnaces and coils in closets. Reconnect ductwork, vent pipe, controls, electrical, gas lines and drain lines. Set condensing units and reconnect refrigeration lines and electrical for a complete operating system.

Notes:

1) Alternate Add #1: \$3,200 for the use of 14 SEER equipment (all higher efficiency equipment is 208 volt, single phase).

Exclusions: Alterations to interior duct system

Work shall start in approximately 4-8 days and be complete in 4-6 days

Warranty: One year parts and labor on new material. Five years on compressor with the manufacturer.

Terms: Net 30.

I do hereby enter into this agreement this _____ day of _____, 2013

Accepted by: _____ Title: _____

Submitted by: *Steve Miller*
State Lic. No. 439779

ROSSMOOR COMMUNITY SERVICES DISTRICT**Rush Park Field 1 Upgrade**

DATE: April 12, 2013

SUBJECT: Rush Park Field 1 Upgrade

FROM: Emily Gingras, Recreation Superintendent

TO: Chris Montana, General Manager

PURPOSE:

To update the General Manager on the status of the Rush Park Field 1 upgrade project including revised project costs and potential contributions from LAGSL and RHA.

BACKGROUND:

At the September 8, 2011 LAGSL MOU Committee meeting, the District agreed to include the RPN's suggestion to turn Field 1 at Rush into an all dirt infield on the District's CIP Committee agenda for consideration. As a result, \$35,000 was placed in the FY2012-2013 for the potential project. The upgrade would make Field 1 suitable for all ages of play and include the addition of Hilltopper infield mix (a dustless infield mix which repels water). The RPN hoped the upgrade would offload even more games from Rossmoor Park to Rush Park. The project seemed feasible with the original quote received at \$24,505 and with an LAGSL contribution valued at \$10,000. This would result in total fees to the District of \$14,505. However, due to miscalculations by the Hilltopper supplier, the project doubled in cost to \$48,675 just before being taken to the Board for consideration.

The Board requested a survey be distributed to Rush Park area neighbors for comments. Eighty-six notices were distributed but only six responses were received. Four strongly opposed any upgrades. One resident supported the upgrade and one resident raised several questions regarding the upgrade. These findings were reported to the CIP Committee at their January meeting. At that time, the CIP Committee recommended no action be taken until the next LAGSL MOU Committee was held later that month.

SUMMARY:

As a result of the LAGSL MOU Committee meeting, District staff agreed to gather additional field upgrade quotes and consider adding fencing to the existing backstop as a separate project.

Also discussed was LAGSL's possible contribution to donating volunteers to provide the demolition. LAGSL President, John Giacomini informed the District LAGSL would be able to provide roughly 22 volunteers for labor, but could only contribute around \$1,500 for hard costs (equipment rental, etc). Additionally, he advised the committee that LAGSL would be able to maintain the field during the spring season if the District provided the equipment and storage of the equipment.

The RPN offered to submit a request to the RHA to provide additional financial support for hard costs. The District agreed to get breakdown of demolition costs in order for the RPN to present to the RHA Board. Additionally, the District agreed to inquire about fencing costs which would add additional height to the existing backstop.

In order to fulfill the RPN's fencing request, the District spent \$3,860 from the \$35,000 budgeted in FUND 40 to extend the backstop height. The updated amount in FUND 40 for the project after fencing costs is \$31,140.

A less expensive option would be to replace the field with a general infield mix (non dustless dirt) but ultimately not recommended by District staff due to maintenance requirements. Staff research has concluded that the only supplier of the Hilltopper infield mix is located in Arizona and the only recommended contractor to perform the laser and sub-grade and installation of the mix is Sports Field Services.

The RPN reports the RHA is willing to contribute up to \$5,000 for the project if LAGSL is willing to decrease Saturday games but confirmation is yet to be received. Incorporating the donations from the RHA and LAGSL, project costs incurred by the District would amount to \$31,985 requiring the project to go out to public bid.

This project would also only be worth-while to the District if the MOU Committee is willing to reopen MOU negotiations to meet the RPN's request to play a maximum of seven games per Saturday at Rossmoor Park. This would be a decrease of two games on Saturdays. The LAGSL Board has decided the reduction is not beneficial to the league considering the loss of snack shack revenue and due to the fact most parents have children playing in different age levels and sharing a common facility for games is more appealing to those parents.

RECOMMENDATIONS:

1. Considering the project would only be worthwhile with contributions by both the RHA and LAGSL and the RHA will not be contributing without a reduction of Saturday games, direct the General Manager on how to proceed with the project and its location in the CIP three-year plan.

ATTACHMENTS:

1. Field Cost Breakdown
2. Updated quote from Stabilizer Solutions for 100 tons of Hilltopper Infield Mix totaling \$27,580
3. Updated quote from Sports Field Services. Total reflects \$8,550 however, there is a 10% markup after April 1 making the new total, \$9,405

Respectfully submitted by,

Emily Gingras, Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

Rush Park Field 1 Upgrade

COST BREAKDOWN

Original amount budgeted in FUND 40	\$35,000
Fencing added in February	-\$3,860
	<hr/>
New FUND 40 Total	\$31,140

QUOTES

Stablizer Solutions

- Hilltopper Infield Mix (Dustless Dirt) \$27,580
Revised 3/5/2013

Sports Field Services

- Demolition (\$10,000)
- Subgrade and laser-grade \$9,405

Project Total **\$36,985**

Possible RHA Contribution -\$5,000

\$31,985**

**Reflects total project cost including a \$5,000 RHA contribution



Stabilizer Solutions Inc.
33 South 28th Street
Phoenix, AZ 85034 USA
P 602.225.5900 F 602.225.5902
Toll Free 800.336.2468
www.StabilizerSolutions.com
info@StabilizerSolutions.com

March 5, 2013

City of Rossmoor
3001 Blume Dr
Rossmoor, CA 90720

QUOTATION 8-3CA

PRODUCT DESCRIPTION:

96 tons of Hilltopper® Infield Mix @ \$250.00 per ton	\$24,000.00
4 truck Freight @ \$895.00 per truck	\$ 3,580.00
TOTAL	\$27,580.00

Quantities are approximate and are billed for actual tonnage received.
Price is based on full truck loads of 23 to 24-tons.
Freight prices subject to change.
Product prices are good for 30-days.

Quote submitted by: Jim Greer



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

PROPOSAL & CONTRACT 2/27/13

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

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

**RUSH PARK
SOFTBALL INFIELD RENOVATION**

- 1. DEMOLITION N I C.
 - Layout new infield.
 - Cap and/or relocate existing irrigation heads.
 - Remove all existing base anchors, pitching rubbers and home plate.
 - Sodcut and excavate infield and wing turf at a depth of 2-1/2" with an infield radius of 60 ft from the pitching rubber.
 - Dispose of all waste.
- 2. SUBGRADE \$ 1,950.
 - Laser and compact the subgrade using the existing baseline infield mix as a base 2" below proposed finish elevation.
- 3. INFIELD MIX \$ 6,600.
 - All mix supplied by others and stockpiled in parking lot prior to our arrival.
 - SFS to transport infield mix to infield by tractor.
 - Laser-grade then compact using a 1 ton smooth double-drum roller.
 - Re-install homeplate, base anchors, and pitching rubber by others.
 - Final sweep, pressure wash, blow, clean infield mix from parking lot by others.

TOTAL PRICE: **\$ 8,550.00***

*This price is good if SFS starts this project before April 8, 2013. After this date the price will increase by 10%.

PAYMENT SCHEDULE:

100% \$ 8,850 Due upon project completion.

RCSD RESPONSIBILITIES:

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: April 18, 2013
To: CIP/Public Works Committee
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: 2013-2014 CAPITAL IMPROVEMENT PROJECTS

BACKGROUND:

As you are aware, the District will soon begin preparing the 2013-2014 Fund 40 CIP budget. The amount of CIP Projects to be budgeted is limited to Beginning Funds Available. This amount has been estimated as part of Agenda Item C-1, and serves as the starting point for the 2013-2014 Fund 40 CIP budgeted expenditures.

At the last CIP Committee meeting on January 22, 2013, it was decided to engage the District's Playground Consultant J.C. Boushh to prepare a Tot Lot Master Plan in order to better assess Tot Lot safety requirements and various options available. Attachment 2, report prepared by District Recreation Supt. Emily Gringas, summarizes staff's findings regarding the Tot Lot Master Plan as well as well as Canopies to replace Temporary Shade Structures.

Based on Attachment 2 it appears that the Playground Consultant has adequately researched the costs of Tot Lot Rehab and installation of Permanent Canopies.

Due to safety issues involved (as outlined in report), the research and quotes obtained, and Estimated Funding Available, Option 2 of Supt. Gringas' report, the Update of 5-12 structure only in the amount of \$126,783, as well as the installation of Permanent Canopies in the amount of \$47,517 is recommended.

The Option 2 and Permanent Canopies recommendations have been included on Fund 40 CIP Project List and Budget, Attachment 1.

Per your review of Attachment 1, you will notice that in order to fund these projects, items previously budgeted for 2013-2014 were cancelled in order to balance the budget. Furthermore, it is recommended that RHA be

requested to contribute approximately \$9,700 to the Tot Lot Rehab in order fully fund project.

However, as the budget process proceeds, it may be determined that a General Fund surplus is available at the end of June 30, 2013, of which the Committee may wish to transfer a certain amount to Fund 40. Therefore, projects cancelled in the following recommendation should be Reconsidered as funding becomes available.

RECOMMENDATION:

Review and recommend to the Board of Directors regarding inclusion or deletion of projects in the District's FY 2013-2014 Capital Improvement Program (CIP) Fund 40 Budget and Project List as follows:

- | | |
|----------------------|--|
| Budget in 2013-2014: | (1) Upgrade Auditorium Lamp Fixtures/Emer. Lighting - \$19,950 |
| | (2) Tot Lot Rehab Option 2 - \$126,783 |
| | (3) Tot Lot/Picnic Area Permanent Shade Structures - \$47,517 |
| | (4) Rossmoor Signs CF from FY 2012-2013 - \$16,050 |
| Cancel & Reconsider: | (1) MC Redesign Interior - \$(95,000) |
| | (2) MC Redesign Courtyard - \$(49,800) |
| | (3) Rehab Outdoor Men's Restroom - \$(14,000) |
| | (4) Revise Landscape - \$(20,700) |
| | (5) Canopy Entrance for Auditorium - \$(37,800) |
| | (6) Scissor Lift & Trailer - \$(14,750) |

ATTACHMENTS:

1. Fund 40 CIP Project List and Budget with Recommended Adjustments for FY 2013-2014 Capital Improvement Program.
2. Report on Rush Park Tot Lot Master Plan

**Rossmoor Community Services District
FY 2013-2014 Fund 40 CIP Project List and Budget with Recommended Adjustments**

Beginning Estimated Funds Available, FY 2013-2014 \$ 200,572

<u>Fund 40 Projects Budgeted</u>	<u>2013-2014 Budget</u>			
Montecito Center:				
Redesign Interior	\$ 95,000	C	R	-
Redesign Courtyard	49,800	C	R	-
Rush Park:				
Rehab Outdoor Men's Restrooms	14,000	C	R	-
Upgrade Auditorium Lighting		CF	B	(19,950)
Revise Landscape	20,700	C	R	-
Canopy Entrance for Auditorium	37,800	C	R	-
Tot Lot Upgrade - Pour-in-place rubber-safety	28,736	A	B	(126,783)
Tot Lot - Permanent Shade Structure	39,000	A	B	(47,517)
General:				
Rossmoor Shopping Village Signage	-	CF	B	(16,050)
Scissor Lift & Trailer	14,750	C	R	-
 Total Projects per Amended Budget	 <u><u>299,786</u></u>			
 Decreases in Fund 40 Funds Available per Recommendation				 <u><u>(210,300)</u></u>
 Projected Fund 40 Funds to Be Requested to Balance FY 2013-2014 after Recommendations				 <u><u>(9,728)</u></u>

- A = Authorize
- B = Include in FY 2013-2014 Budget
- C = Cancel
- CF = Carried Forward from FY 2012-2013 Project List
- R = Reconsider after Final Fund Balances Determined at Year-End

ROSSMOOR COMMUNITY SERVICES DISTRICT

Rush Park Tot Lot

DATE: April 12, 2013

SUBJECT: Rush Park Tot Lot Master Plan

FROM: Emily Gingras, Recreation Superintendent

TO: Chris Montana, General Manager

PURPOSE:

To update the General Manager on options submitted by the District's Playground Consultant to upgrade the Rush Park Tot Lot.

BACKGROUND:

At the January 2013 CIP Committee meeting, the committee asked the District's Playground Consultant, Mr. J.C. Boushh to provide a Master Plan of the Rush Park Tot Lot and submit his recommendation for the upgrade. There is currently \$28,736 budgeted in FY 2012-2014 for pour-in-place rubber surfacing in the CIP budget.

District staff had previously reported to the Board and CIP Committee the need to update the Rush Park Tot Lot to meet ADA and safety requirements. The ADA guidelines require surfacing options other than sand. Staff research suggests the preferred surface is pour-in-place rubber. ADA guidelines require 50% of the structure to be an accessible surface.

While researching the compliance requirements, District staff found that the existing 5-12 age play structure was installed over 15 years ago by a company that is no longer in business resulting in difficulty finding replacement parts. Maintenance has had to modify newer replacement parts to properly fit in the provided fittings. Replacement parts are costly and the District is spending nearly \$4,000 a year in parts and installation.

Mr. Boushh reports the existing 5-12 structure may only have 5-10 years life left in it. Financially, it would make more sense to replace the structure with a new structure and then install the surfacing rather than pouring the surface with the playground as is and having to demo the surfacing with the addition of a new playground in 5-10 years since the cost of surfacing is nearly \$30,000.

The existing 2-5 age structure is newer but records do not indicate which year it was installed. Overall, this structure is in good shape however, the District has

been required to place buckling decks more recently which may be a beginning sign of deterioration.

Additionally, District staff has already replaced the outdated 2-bay swing set with one that meets current safety guidelines.

Historically the Rossmoor Homeowner's Association (RHA) has provided funding and coordinated both the Rossmoor Park and Rush Park Tot Lot upgrades over a decade ago. In mid to late 2012, the District's then General Manager reached out to the RHA for funding assistance. At that time the RHA required more information and the District's Recreation Superintendent provided requested information to the RHA Board.

Subsequently, RHA Board Member, Lee Lindquist began a fundraiser to repair the broken Tot Lot tiles and add new tiles to the existing tile wall surrounding the Rush Park Tot Lot. Proceeds from the fundraiser would benefit the Tot Lot upgrade. An estimated \$70 from each tile sold would be donated to the District. In the first round of tile painting, the project yielded the sale of 55 tiles. The second round of the fundraiser will begin in the summer months.

The inclusion of the project to update the temporary picnic canopy with a permanent shade structure has also been grouped with this project. There is currently \$39,000 placed in the FY2013-2014 CIP budget for this project.

SUMMARY:

The District's Recreation Superintendent has been working closely with Mr. Boushh to provide several Master Plan options varying in cost. Mr. Boushh has also provided quotes to replace both temporary shade structures (one located at Picnic Site A, and one located at the Tot Lot) which fall within the current allotted budget set aside in Fund 40 for the project (excluding permitting costs). There is currently \$39,000 budgeted for the replacement of one canopy. Mr. Boushh has provided quotes totaling \$47,517.00 for both (2) canopies including installation.

It should be taken into consideration that while submitting special event applications for the District's Movies, Concerts and Shakespeare in the Park to the Orange County Fire Authority (OCFA), it came to the District's attention that the current temporary canopies are not flame retardant. Hazardous tents and canopies that are not flame retardant are restricted by the OCFA. Maintenance staff reports one canopy has already been replaced due to it catching fire.

RHA President, Gary Stewart recently requested the District to submit a formal request to the RHA Board asking for a contribution once a decision had been reached regarding the design of the Tot Lot. The contribution (to be voted on by the RHA Board) would be in addition to any fees received from the Tot Lot Tile fundraiser.

RECOMMENDATIONS:

Direct the General Manager on how to proceed with the project based on the following options. Keep in mind, Mr. Boushh's recommendation is to update the entire Tot Lot including the 2-5 and 5-12 structure.

1. Upgrade the Tot Lot surface to meet the minimum ADA surfacing guidelines also meeting safety compliance guidelines and replace (2) temporary canopies with permanent shade structures. The quote received to comply with ADA surfacing guidelines is within the District's Fund 40 FY 2013-2014 budget not including any required County permits. The total to meet the minimum ADA surfacing guidelines including demo and installation of pour-in-place surfacing totals \$26,357.50. The total for the addition of (2) canopies is \$47,517. Neither quotes include County permits/licensing fees.
2. Update the 5-12 structure only, leaving the existing 2-5 ship structure in place while updating the ADA surfacing as well. By not replacing the 2-5 structure, the District could potentially save \$20,000 to \$60,000 for the cost of a structure, and also save on demo and installation costs. This option would place a new structure next to an older structure. This option would also require the CIP Committee to review the four-year CIP project list and reevaluate and/or remove some projects from the four-year plan in order to relocate funds into this project. This option was not included as part of the CIP's recommended Master Plan process, however, a quote has previously been submitted in the amount of \$126,783 which includes demo and installation and pour-in-place surfacing. This option also includes inclusive components for children with disabilities.
3. Complete an over-haul of the playground updating both the 2-5 and 5-12 structures and replacing the (2) temporary shade structures with permanent shade structures and install ADA surfacing. Based on 2 Master Plan options provided by Mr. Boushh, quotes to complete this option range from \$172,423.38 to \$258,764.55. Quotes do not include County permitting/licensing fees. This again would require some shuffling of the four-year CIP plan and possible elimination of certain projects. If this is the direction the CIP Committee recommends, Master Plan Option 1 would be the recommendation by Mr. Boushh.

ATTACHMENTS:

1. Rush Park Remodel spreadsheet
2. Project Cost Breakdown (2 pages)
3. Tot Turf Quote for 50% Pour in Place Surfacing totaling \$16,357.50 (demo included separately in Attachment 9 and totals \$10,000). Total project cost is \$26,357.50

4. Inclusive Play Option totaling \$126,783 including demo and installation and 50% pour in place surfacing
5. Master Plan Option 1 Rendering and Quote totaling \$216,534.78
6. Master Plan Option 2 Rendering and Quote totaling \$258,764.55
7. Master Plan Option 3 Rendering and Quote totaling \$172,423.764.55
8. Tot Turf Pour in Place Surfacing Quote for Master Plan Options 1, 2 & 3 in the amount of \$51,966.90.
9. Demo and installation Quote for Master Plan Options 1,2 & 3. Keep in mind that based on the calculations provided in this quote, Mr. Boushh is able to calculate the demo for ADA surfacing only and the installation of the temporary shade structures.
10. Grounds for Play Canopy Quote in the amount of \$28,017 (cost for 2)
11. CIP Fund 40 Four-Year Plan budget

Attachment 1

RUSH PARK PLAYGROUND REMODEL COST SPREADSHEET

	OPTION 1	OPTION 2	OPTION 3	ADA SURFACING *	5-12 PLAYGROUND *
Playground Equipment (includes Shipping & Tax)	\$101,250.03	\$138,094.58	\$72,862.73	\$0.00	\$52,179.65
Installation	\$40,725.00	\$46,110.00	\$25,000.00	\$0.00	\$19,470.00
Site Work (Demo, Excavation, & Sub base)	\$22,593.75	\$22,593.75	\$22,593.75	\$10,000.00	\$33,165.64
Surfacing	\$51,966.90	\$51,966.00	\$51,966.00	\$16,357.50	\$21,967.53
TOTAL	\$216,534.78	\$258,764.55	\$172,423.78	\$26,357.50	\$126,783.24

* (Includes only providing minimum ADA Access pad to playground equipment to meet Current ADA Guidelines)

* (Includes replacement of 5-12 Play Structure only with Full ADA Surfacing under Entire Playground)

RUSH PARK SHADE STRUCTURE COST SPREADSHEET

SHADE SHELTERS (includes Shipping & Tax)*	\$28,017.00
Installation	\$19,500.00
TOTAL	\$47,517.00

* (Includes 20'x35' Steel Shelter \$14,350 and 16'X16' Steel Shelter \$8,425)

**ROSSMOOR COMMUNITY SERVICES DISTRICT
Rush Park Tot Lot**

COST BREAKDOWN

FUND 40 BUDGET

- Pour in Place Rubber Surfacing \$28,736
- Replace Temp Picnic Canopy w/ Permanent Shade Structure \$39,000

Surfacing Only

Upgrade Surfacing to meet ADA requirements

- Tot Turf (Installation) \$16,357.50
- demolition \$10,000 (verbal)

Project Total \$26,357.50

New 5-12 Structure and 50% ADA Surfacing (2-5 structure would remain)

- Inclusive Structure including demo and installation and surfacing

Project Total \$126,783.24

New 2-5 & 5-12 Structure & 100% ADA Surfacing

Option 1—Blue & Yellow Ship & Fish Component

- Game Time (2-5 & 5-12 structure) \$101,250.03
- Installation \$40,725.00
- Site Work-Demo \$22,593.75
- Tot Turf (100% ADA Surfacing) \$51,966.90

Project Total \$216,534.78

Option 2—Blue & Yellow Ship w/ Custom Tree House

- Game Time (2-5 & 5-12 structure) \$138,094.58
- Installation \$46,110.00
- Site Work-Demo \$22,593.75
- Tot Turf (100% ADA Surfacing) \$51,966.90

Project Total \$258,764.55

Option 3—Green & Brown Tree Structure w/ Ship

- Game Time (2-5 & 5-12 structure) \$72,862.73
- Installation \$25,000.00
- Site Work-Demo \$22,593.75
- Tot Turf (100% ADA Surfacing) \$51,966.90

Project Total

\$197,923.38

Permanent Shade Structure

- **Canopy A Picnic Site** **\$12,900**
- **Canopy at Tot Lot** **\$6,975**
- **Installation** **\$19,500**
 - Drawings **\$2,900**
 - Sales Tax **\$1,822**
 - Freight **\$3,420**

Total for 2 Canopies

\$47,517.00

Robertson Industries, Inc. is an IPEMA (International Play Equipment Manufacturers Association) certified manufacturer.

Our Products meet or exceed all ASTM F-1292 and ASTM F-1951 standards, as well as all CDC and ADA standards, as they apply to safety surfacing and playgrounds.

Robertson Industries' installers have been drug-screened, background checked and E-Verified. Installers have successfully undergone safety and OSHA training. Records available upon request.

See product specifications for specific detailed product and installation information. Product specifications are available from your Sales Contact. Material samples will be provided upon request.

1. Quote is based on the information provided here within and is subject to change based on final installation unless otherwise indicated in writing. Any changes or additions to this proposal will affect pricing.
2. In the event that a change in color, color percentage, thickness, or square footage is requested, a revised proposal and/or purchase order will be required before installation can begin.
3. Changes to the proposed scope not agreed to here within or separately in writing may result in additional charges (change order). Work cannot commence until the Change Order(s) are fully executed .
4. ANY additional site work not included here within, including sub base, is the responsibility of the owner.
5. Job site access must be at a maximum of 25' for trucks and mixer, with no stairs. Irrigation, sprinkler, and/or water systems must be shut off 24 hours before install and remain off until 24 hours after the installation has completed.
6. Additional charges for downtime/stand-by may be assessed in the event that installation is delayed due to the site not being ready as scheduled or if installation is interrupted for reasons other than those related to weather or general public emergencies.
7. Security during install and upon completion is the responsibility of the owner, unless specified otherwise in Project Scope.
8. Any excess material at the job site upon completion is property of Robertson Industries, Inc., unless otherwise noted here within.
9. Installations scheduled after 90 days of proposal acceptance may be subject to price adjustments.
10. Scheduling and crew deployment is subject to local weather conditions.
11. Warranty will NOT be issued unless "Completion Sheet" is signed.
12. All projects over \$2,500.00 will be issued a preliminary lien.

Installation Exclusions, unless otherwise noted in Project Scope (page 3).

Permits/Licensing
 Builders Risk Insurance/
 Additionally Insured
 OCIP
 Waivers of Subrogation
 Bonding

State or Federal (Davis Bacon) Wages
 Union Fees (PLA/PSA Contracts)
 Engineering
 Fall Height/Attenuation Testing
 Fencing/Security
 Excavation and Site Work/Preparation

Demolition
 Drainage
 Waste/Dumpsters
 Rooftop Installations
 Extended Warranty
 Third-Party Playground
 Inspections

INITIALS

PROPOSAL ACCEPTANCE

PROPOSAL # 13-10288

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

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

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **TITLE:** _____

COMPANY NAME: _____ **BILLING CONTACT:** _____

ADDRESS: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

CONTRACT **PURCHASE ORDER** **OTHER** _____
will follow this signed proposal.

PAYMENT TERMS:

Payment may be made via Check, Cash, or Credit Card. Contractors and private agencies requesting a line of credit must apply and be approved by Robertson Industries prior to proposal acceptance (credit applications may be obtained from your sales rep). A 50% deposit is required on private residence projects with the balance due upon completion. The company reserves the right to require a 50% deposit on any other project.

Please attach a copy of your **TAX EXEMPT CERTIFICATE** if you or your company is claiming tax exemption.

TOTAL PURCHASE AMOUNT: \$16,357.50

CREDIT CARD INFORMATION:	
Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card Card #: _____	Exp Date: _____
Name (as it appears on card): _____	
Authorized Amount and Date for Charge: _____	
Signature: _____	Date: _____

Issue all POs, Contracts, and payments to **ROBERTSON INDUSTRIES, INC.**
Send ALL completed forms back to your TotTurf Sales Representative:
David Purcell
Fax: (858) 274-3125
dpurcell@totturf.com

"A healthier world begins with a playground"

Rossmoor Park
Rossmoor Community
Services District

Inclusive
Option

Attachment 4

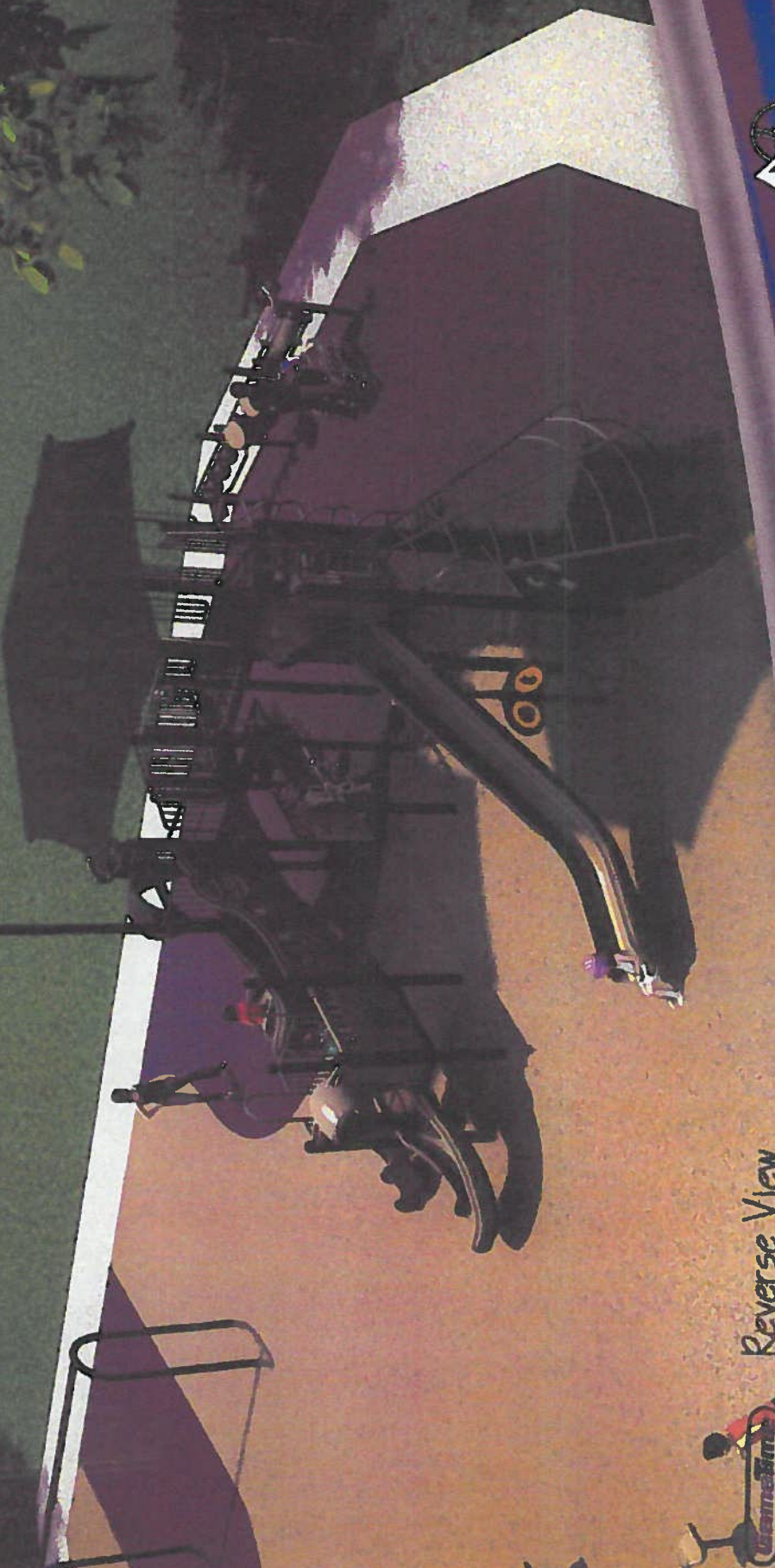


Eric Molano
800.453.2735
eric@gwpark.com

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

"A better world begins with a playground"

Rossmoor Park
Rossmoor Community
Services District



Reverse View



Eric Molano
800.453.2735
eric@gwpark.com

Colors shown are approximate. Ask your representative for our art color samples.



A PLAYCORE Company

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

QUOTE
#66840

06/08/2012

Rossmoor Park Inclusive

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

Ship To Zip: 90720

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



Rossmoor Park Inclusive

**QUOTE
#66840**

06/08/2012

Shipping to Site:
3001 Blume Drive
Rossmoor CA, 90720

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

INSTALLATION AT PREVAILING WAGES.

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

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

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



Rossmoor Park Inclusive

QUOTE
#66840

06/08/2012

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

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa or Mastercard. If this payment option is selected a 2.5% processing fee may be imposed. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested.

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Rossmoor Park Inclusive

**QUOTE
#66840**

06/08/2012

*****Orders cannot be processed without color options. Please list your color choice below.**

Color Palette Name _____

Enter Desired Color

Uprights _____ **Decks** _____ **Accents** _____

Roofs, Tubes _____ **Slides/Panels** _____

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O GREAT WESTERN.

Installation: shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs.

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Project Name: _____

Attn: _____

Attn: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Contact: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____

Salesman's Signature _____

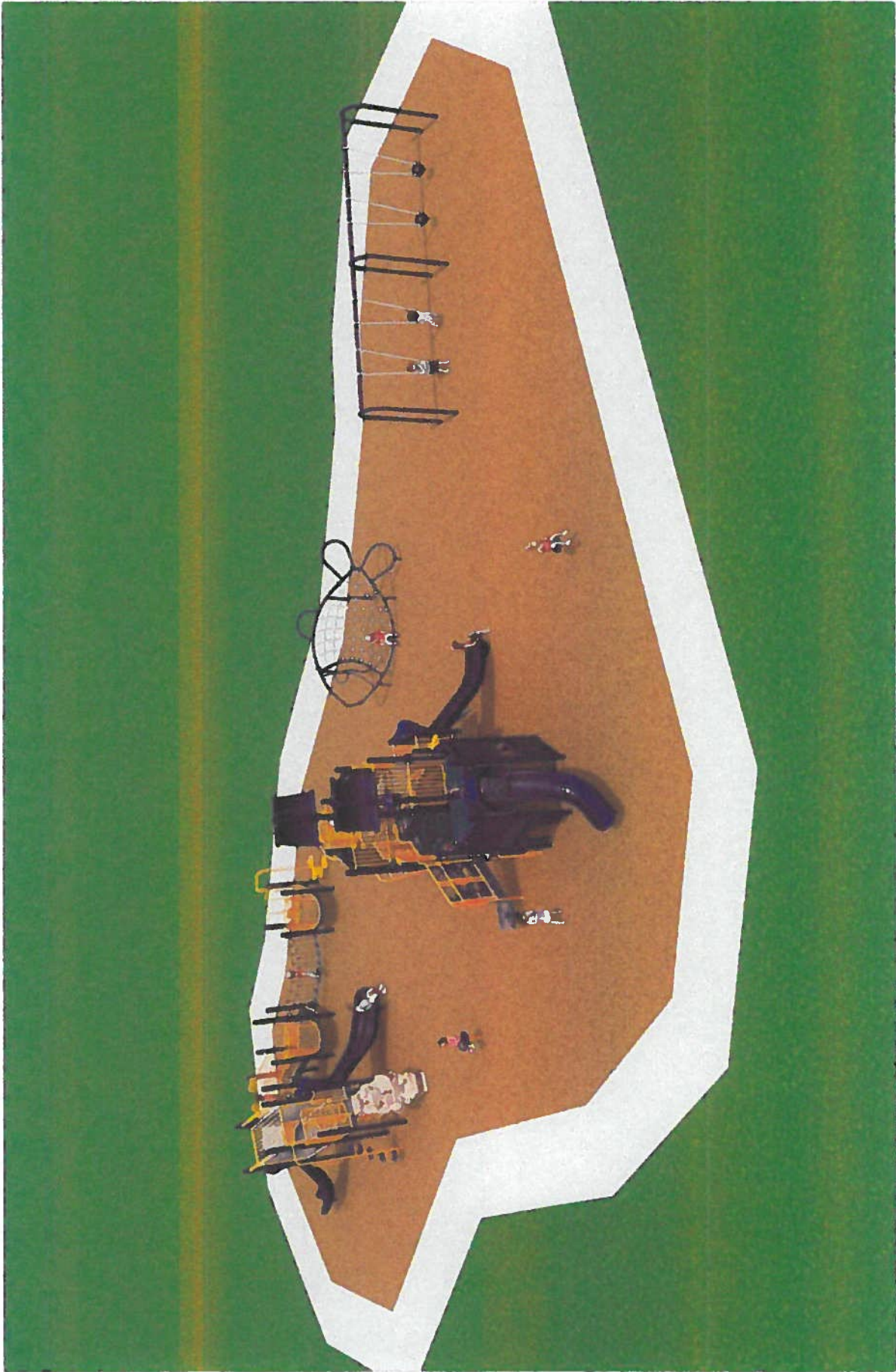
Customer's Signature _____

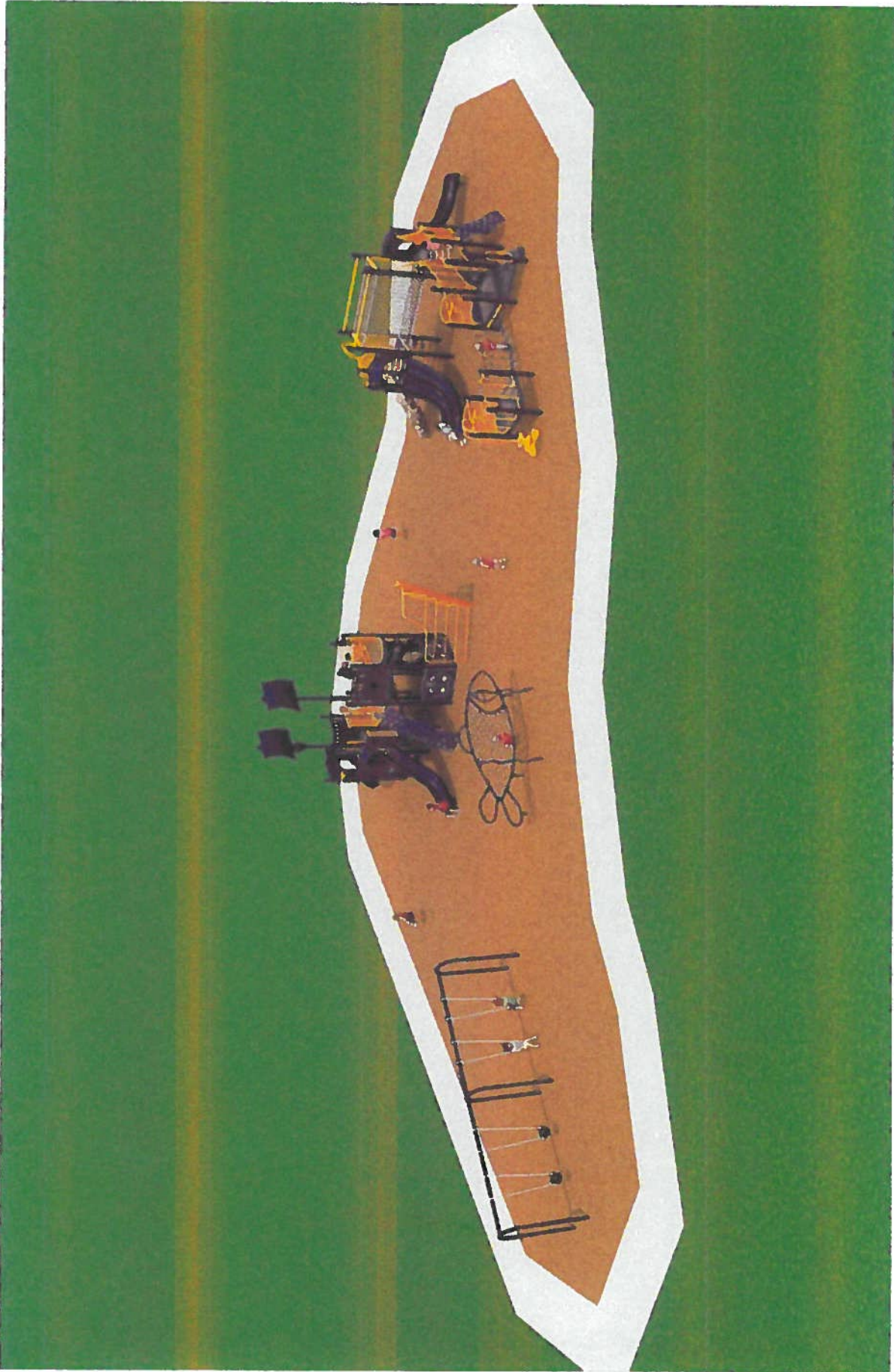


Master Plan
Option 1



ATTACHMENT 5+







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

QUOTE
 #70095

04/05/2013

Rush Park Revised 4.3.2013

Rossmoor Community Services District
 Attn: Emily Gingras
 3001 Blume Drive
 Rossmoor, CA 90720
 Phone: 562-431-0525
 egingras@rossmoor-csd.org

Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Custom 5-12 Play Structure	\$47,584.00	\$47,584.00
1	RDU	Game Time - Custom 2-5 Play Structure	\$57,116.00	\$57,116.00
1	RDU	Game Time - Swings - 2 Bays	\$2,395.00	\$2,395.00
1	38005	Game Time - Fish Climber	\$8,067.00	\$8,067.00
2	38029	Game Time - Turtle Spinner	\$569.00	\$1,138.00
1	178749	Game Time - Owner's Kit	\$49.00	\$49.00

Shipping to Rossmoor, CA 90720

CUSTOMER IS RESPONSIBLE FOR OFFLOADING ALL EQUIPMENT FROM DELIVERY TRUCK.

THIS QUOTE DOES NOT INCLUDE INSTALLATION, SAFETY SURFACING OR SITE WORK OF ANY KIND.

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

SubTotal: \$116,349.00
 Discount: (\$29,507.81)
 Tax: \$6,947.30
 Estimated Freight: \$7,461.54
Total Amount: \$101,250.03



Rush Park Revised 4.3.2013

QUOTE
#70095

04/05/2013

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

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa or Mastercard. If this payment option is selected a 2.5% processing fee may be imposed. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested.

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.

Rush Park Revised 4.3.2013

**QUOTE
#70095**

04/05/2013

*****Orders cannot be processed without color options. Please list your color choice below.**

Color Palette Name _____

Enter Desired Color

Uprights _____ Decks _____ Accents _____

Roofs, Tubes _____ Slides/Panels _____

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Project Name: _____

Attn: _____

Attn: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Contact: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____

Salesman's Signature _____

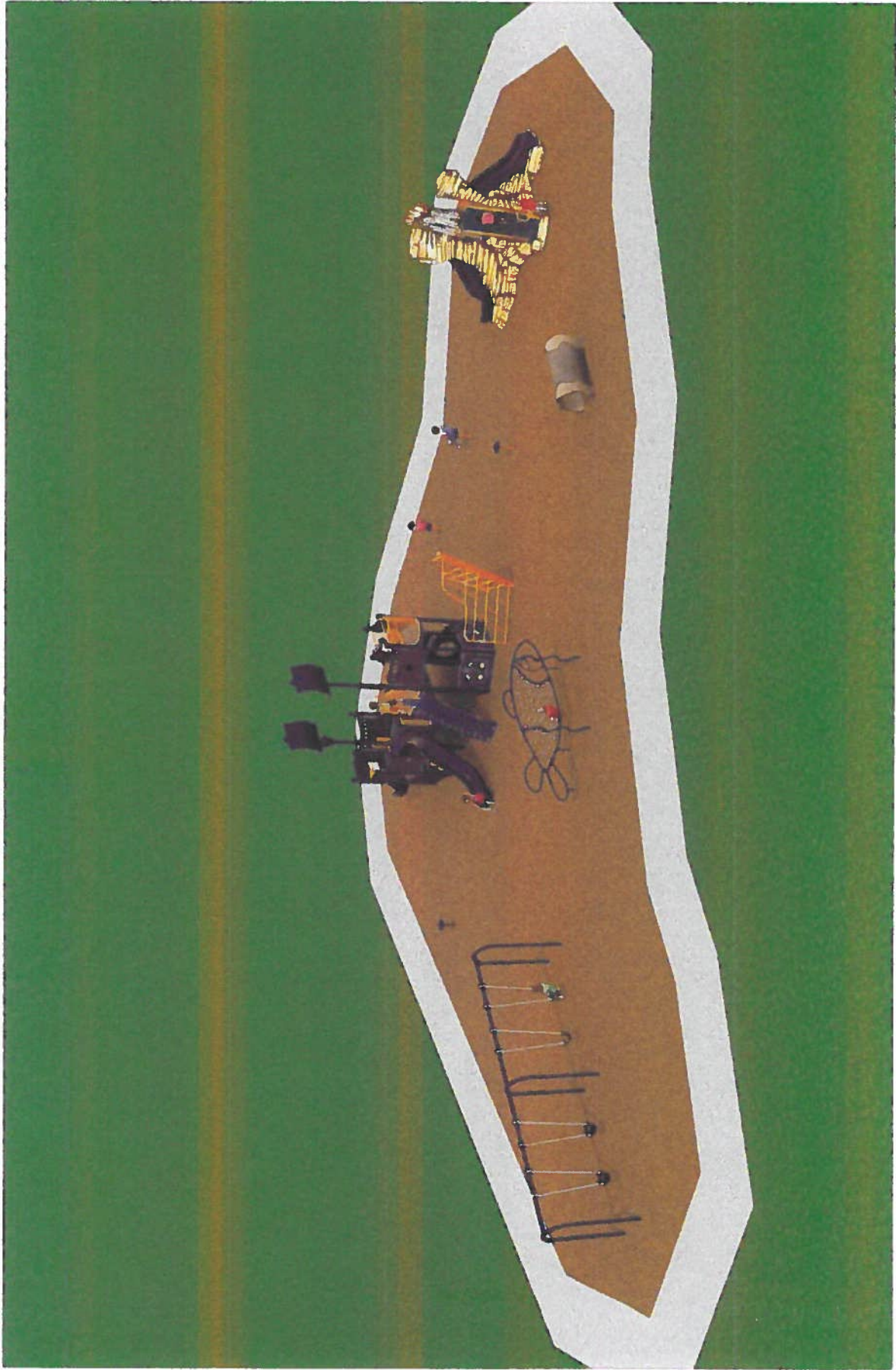
Customer's Signature _____



Master Plan
Option 2



ATTACHMENT 6





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

QUOTE
 #70123

04/08/2013

Rush Park Option 2 Rev 4.8.13

Rossmoor Community Services District
 Attn: Emily Gingras
 3001 Blume Drive
 Rossmoor, CA 90720
 Phone: 562-431-0525
 egingras@rossmoor-csd.org

Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Swings - 2 Bays --- - 5-12 Play Area	\$2,395.00	\$2,395.00
1	RDU	Game Time - Custom 5-12 Play Structure	\$55,210.00	\$55,210.00
1	38005	Game Time - Fish Climber	\$8,067.00	\$8,067.00
2	38029	Game Time - Turtle Spinner --- - 2-5 Play Area	\$569.00	\$1,138.00
1	GFRC	PlayWorx GT - 2-5 Custom Tree/Stone Design	\$59,000.00	\$59,000.00
1	38112	Game Time - Log Crawl Thru	\$4,722.00	\$4,722.00
2	38009	Game Time - Spinning Leaf Seat (straight)	\$582.00	\$1,164.00
1	178749	Game Time - Owner's Kit	\$49.00	\$49.00

Shipping to Rossmoor, CA 90720

CUSTOMER IS RESPONSIBLE FOR OFFLOADING ALL EQUIPMENT FROM DELIVERY TRUCK.

THIS QUOTE DOES NOT INCLUDE INSTALLATION, SAFETY SURFACING OR SITE WORK OF ANY KIND.

\$18,000 MINIMUM DEPOSIT REQUIRED ON ALL GFRC

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

SubTotal: \$131,745.00
 Discount: (\$16,394.75)
 Tax: \$9,228.02
 Estimated Freight: \$13,516.31
Total Amount: \$138,094.58



Rush Park Option 2 Rev 4.8.13

QUOTE
#70123

04/08/2013

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

Payment Options

Credit Orders - Complete a Gametime Credit Application in order to receive approved credit. Allow 7-10 business days for processing time. An order deposit may be required.

Credit Card Orders - Visa or Mastercard. If this payment option is selected a 2.5% processing fee may be imposed. Your credit card will be charged by Gametime.

Cash on Delivery(COD) - Cashiers Check ONLY made out to Gametime C/O of Great Western

This quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o Great Western. Kindly issue one order for the equipment and a separate order for surfacing and/or equipment installation services.

Pricing: f.o.b. factory, firm for 10 days from date of quotation.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. Damaged goods and/or shortages must be reported within 30 days of receipt of shipment in order to receive full credit. Please inspect and inventory all items received and list all damaged and missing goods on the bill of lading provided by the freight driver. Credit will not be given on items reported outside the 30 day time period.

Freight charges: Prepaid and added at time of invoicing.

Taxes: State and local taxes, if applicable, will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Receipt of goods: Customer shall receive, unload and inspect goods upon arrival, noting any discrepancies on the Delivery Receipt prior to written acceptance of the shipment.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions. Unless specifically included, this quotation also excludes drawings and permits. This quotation also excludes impact testing and independent audits unless specifically included.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. When requested we shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

To order: Please complete the acceptance portion of this quotation and provide color selections, purchase order copy and other key information requested.

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Site Dimensions: Confirmation of final site dimensions and use zones are the responsibility of the owner.

Use Zones: Use zones shown are minimum safety zones required and should be clear of any overhead obstructions and any other encroachments. Please refer to ASTM 1487-07 a e1 for additional information regarding using zones and placement of playground equipment.



Rush Park Option 2 Rev 4.8.13

**QUOTE
#70123**

04/08/2013

*****Orders cannot be processed without color options. Please list your color choice below.**

Color Palette Name _____

Enter Desired Color

Uprights _____ **Decks** _____ **Accents** _____

Roofs, Tubes _____ **Slides/Panels** _____

Order Information:

Bill To: _____

Ship To: _____

Company: _____

Project Name: _____

Attn: _____

Attn: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Contact: _____

Contact: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____

Salesman's Signature _____

Customer's Signature _____



"A healthier world begins with a playground"



Rush Park
Rossmoor, CA

master plan
option 3

ATTACHMENT 7



Eric Molano
800.453.2735
eric@gwpark.com

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



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

QUOTE
 #69597

02/25/2013

Rush Park

Rossmoor Community Services District
 Attn: Emily Gingras
 3001 Blume Drive
 Rossmoor, CA 90720
 Phone: 562-431-0525
 egingras@rossmoor-csd.org

Ship To Zip: 90720

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Rush Park Playground	\$81,105.00	\$81,105.00

Shipping to Rossmoor, CA 90720

CUSTOMER IS RESPONSIBLE FOR OFFLOADING ALL EQUIPMENT FROM DELIVERY TRUCK.

THIS QUOTE DOES NOT INCLUDE INSTALLATION, SAFETY SURFACING OR SITE WORK OF ANY KIND.

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

SubTotal: \$81,105.00
 Discount: (\$20,264.00)
 Tax: \$4,867.28
 Freight: \$7,154.45
Total Amount: \$72,862.73



PO Box 17 Wellsville, UT 84339 p: 800.453.2735 www.gwpark.com
 Eric Molano Chase Nielsen
 eric@gwpark.com chase@gwpark.com



A PLAYCORE Company

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

Date Issued: 2/26/2013
Project Name: Rush Park - Rossmoor
Address: Rossmoor Park, CA 90720

TotTurf Sales Representative

Name: David Purcell
Phone: (760) 809-1875
Fax: (858) 274-3125
Email: dpurcell@totturf.com

Site Contact: JC Boushh
Contact Ph#:
Contact Email:
Fax#:

Scope: See page 3 for detailed scope information

Table with 5 columns: Product Name, Line Description, Quantity, Sales Price, Total Price. Rows include Sales Tax, Use Tax, Aromatic, and Grand Total.

PRICE EXPIRES: 6/28/2013

CONTRACTOR'S LICENSE NUMBERS:

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



To verify product certification, visit www.ipema.org



Reseller

Robertson Industries, Inc. is an IPEMA (International Play Equipment Manufacturers Association) certified manufacturer.

Our Products meet or exceed all ASTM F-1292 and ASTM F-1951 standards, as well as all CDC and ADA standards, as they apply to safety surfacing and playgrounds.

Robertson Industries' installers have been drug-screened, background checked and E-Verified. Installers have successfully undergone safety and OSHA training. Records available upon request.

See product specifications for specific detailed product and installation information. Product specifications are available from your Sales Contact. Material samples will be provided upon request.

1. Quote is based on the information provided here within and is subject to change based on final installation unless otherwise indicated in writing. Any changes or additions to this proposal will affect pricing.
2. In the event that a change in color, color percentage, thickness, or square footage is requested, a revised proposal and/or purchase order will be required before installation can begin.
3. Changes to the proposed scope not agreed to here within or separately in writing may result in additional charges (change order). Work cannot commence until the Change Order(s) are fully executed.
4. ANY additional site work not included here within, including sub base, is the responsibility of the owner.
5. Job site access must be at a maximum of 25' for trucks and mixer, with no stairs. Irrigation, sprinkler, and/or water systems must be shut off 24 hours before install and remain off until 24 hours after the installation has completed.
6. Additional charges for downtime/stand-by may be assessed in the event that installation is delayed due to the site not being ready as scheduled or if installation is interrupted for reasons other than those related to weather or general public emergencies.
7. Security during install and upon completion is the responsibility of the owner, unless specified otherwise in Project Scope.
8. Any excess material at the job site upon completion is property of Robertson Industries, Inc., unless otherwise noted here within.
9. Installations scheduled after 90 days of proposal acceptance may be subject to price adjustments.
10. Scheduling and crew deployment is subject to local weather conditions.
11. Warranty will NOT be issued unless "Completion Sheet" is signed.
12. All projects over \$2,500.00 will be issued a preliminary lien.

Installation Exclusions, unless otherwise noted in Project Scope (page 3).

Permits/Licensing
 Builders Risk Insurance/
 Additionally Insured
 OCIP
 Waivers of Subrogation
 Bonding

State or Federal (Davis Bacon) Wages
 Union Fees (PLA/PSA Contracts)
 Engineering
 Fall Height/Attenuation Testing
 Fencing/Security
 Excavation and Site Work/Preparation

Demolition
 Drainage
 Waste/Dumpsters
 Rooftop Installations
 Extended Warranty
 Third-Party Playground
 Inspections

INITIALS

PROJECT SCOPE

PROPOSAL # 13-9977

PROJECT NAME: <u>Rush Park - Rossmoor</u>	Requested Install: <u>2/4/2013</u>
PROJECT ADDRESS: <u>Rossmoor Park, CA 90720</u>	
PROJECT CONTACT: <u>JC Boushh</u>	PHONE: _
EMAIL ADDRESS: _	FAX: _

- | | |
|--|--|
| 1. PRODUCT: Aromatic
Additional Products: | 8. SITE ACCESSIBILITY: More than 25', No Stairs |
| 2. URETHANE: Aromatic | 9. SUB BASE TYPE: ? |
| 3. TOTAL SQUARE FOOTAGE: 5,065
Total # of Pads: 1 | 10. DEMOLITION: No |
| Pad #1 SF: 3,350 Pad #3 SF: | 11. EXCAVATION: No |
| Pad #2 SF: 1,715 Pad #4 SF: | 12. SAWCUTTING: No |
| 4. TURNDOWN: No if YES, LF: 0.00 | 13. WASTE DISPOSAL: N/A |
| 5. DEPTH OF SYSTEM: Various | 14. SECURITY: N/A |
| Pad #1 Depth: 3.5 Pad #3 Depth: | 15. FALL HEIGHT/ATTENUATION TESTING: N/A |
| Pad #2 Depth: 2.5 Pad #4 Depth: | 16. WAGE TYPE: State Prevailing |
| 6. WEAR COURSE COLORS: 50/50 std color/blk | 17. UNION CONTRACT: N/A |
| Pad #1 Color: | 18. BONDING REQUIRED: N/A |
| Pad #2 Color: | Bond Type(s): |
| Pad #3 Color: | |
| Pad #4 Color: | |
| 7. LAYOUT/DESIGN: N/A / N/A | 19. WARRANTY: 5 year |

PROJECT SCOPE NOTES:
 Large Pad with swings, 5-12 structure, and 2-5 structure

Install new TotTurf Aromatic Poured in Place Playground Surfacing in various depths according to CFH requirements of equipment

*5,065 SF total: 3,350 SF at 3.5" thick and 1,715 SF at 2.5" thick
 * 50/50 std color/black mix with aromatic urethane in wear course
 * Prevalling Wages
 * Based on good access and no designs/patterns

TOTAL PRICE: \$51,966.90

Customer Signature/Title: _____ Date: _____
(Payor)

Upon full acceptance of all items contained herein, your TOTTURF SCHEDULING AND INSTALLATION CONTACT is:

NAME: _	EMAIL: _
PHONE: _	FAX: _

PROPOSAL ACCEPTANCE

PROPOSAL # 13-9977

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

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

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **TITLE:** _____

COMPANY NAME: _____ **BILLING CONTACT:** _____

ADDRESS: _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

CONTRACT **PURCHASE ORDER** **OTHER** _____
will follow this signed proposal.

PAYMENT TERMS:

Payment may be made via Check, Cash, or Credit Card. Contractors and private agencies requesting a line of credit must apply and be approved by Robertson Industries prior to proposal acceptance (credit applications may be obtained from your sales rep). A 50% deposit is required on private residence projects with the balance due upon completion. The company reserves the right to require a 50% deposit on any other project.

Please attach a copy of your TAX EXEMPT CERTIFICATE if you or your company is claiming tax exemption.

TOTAL PURCHASE AMOUNT: \$51,966.90

CREDIT CARD INFORMATION:

Type: Visa Master Card Card #: _____ Exp Date: _____

Name (as it appears on card): _____

Authorized Amount and Date for Charge: _____

Signature: _____ Date: _____

Issue all POs, Contracts, and payments to **ROBERTSON INDUSTRIES, INC.**

Send ALL completed forms back to your TotTurf Sales Representative:

David Purcell

Fax: (858) 274-3125

dpurcell@totturf.com

Attachment 9



179 Roymar Rd., Suite E
 Oceanside, CA 92058
 License #864076
 Phone: 760.721.2993
 Fax: 760.721.3837
 info@playfoundations.com

Proposal * Contract

Date	Proposal #
2/28/2013	2089

Customer
Rossmoor Community Services District 3001 Blume Drive Rossmoor, CA 90720

Project Location:
Rossmoor, CA

Wage Rate	Terms	Project
Prevailing Wage	Net 30	Rush Park

Description	Qty	Rate	Total
Remove and dispose of existing (2) Little Tikes Play Structures & (2) Spring Rockers		3,600.00	3,600.00
Remove existing sand 5065 sq ft and dispose of off-site	5,065	2.00	10,130.00
Furnish and install Class II recycled base compacted up to 9" thick over 5065 sf.	5,065	1.75	8,863.75
Provide materials and labor for installation only of customer provided GameTime Structures & 2 Spinners (Based on GameTime Quote #69597)		25,000.00	25,000.00
Provide materials and labor for installation only of (1) 16' SQ (AS) Shade Shelter and (1) 20'x35' (AS) Hip End Structure in existing concrete slab		19,500.00	19,500.00
Total			\$67,093.75

EXCLUSIONS (UNLESS NOTED ABOVE) PERMITS, BOND FEES, DAMAGE TO LANDSCAPE, SPRINKLERS, FLATWORK OR UNMARKED UNDERGROUND UTILITIES DUE TO INSTALLATION OR REMOVAL PROCESS.

Note following conditions: Price includes all labor, material, taxes, etc necessary to complete job. Field measured upon completion and billed to agreed prices. Work must be commenced within 30 days of acceptance.

I HAVE READ, DISCUSSED AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT AND AGREE THERETO: SIGNED PERSONALLY AND FOR THE CUSTOMER.

Signature _____
 Title _____
 Date _____

*All work to be completed according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.

**In the event that either party becomes involved in litigation, arbitration or any other alternate dispute resolution arising out of or relating to this contract or the performance of it, the court or tribunal in such arbitration or litigation shall award reasonable fees and costs incurred to the prevailing party including attorneys fees, expert witness fees, court costs and other costs arising out of or relating to resolution of the dispute.

Attachment 10





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

February 7, 2013

Attention:

Emily Gingras
3001 Blume Rd.
Rossmoor , CA 90720

Shelters:

\$22,775.00

- 20x35x8 All Steel Hip End
- Price: \$12,900.00
- Installation: \$0.00
- 16x16x8 All Steel Hip End
- Price: \$6,975.00
- Installation: \$0.00

Installation not included.

Engineered Drawings: \$2,900.00

*Shelter pricing does not include Permitting and/or Engineer Drawings. Please contact your Design Consultant if this needs to be included in the scope of your project.

Sales Tax Estimate:

\$1,822.00

Customers that are sales tax exempt must submit official sales tax exempt letter to Grounds for Play for this charge to be removed.

Freight Estimate:

\$3,420.00

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: **\$28,017.00**

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, marking, 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.

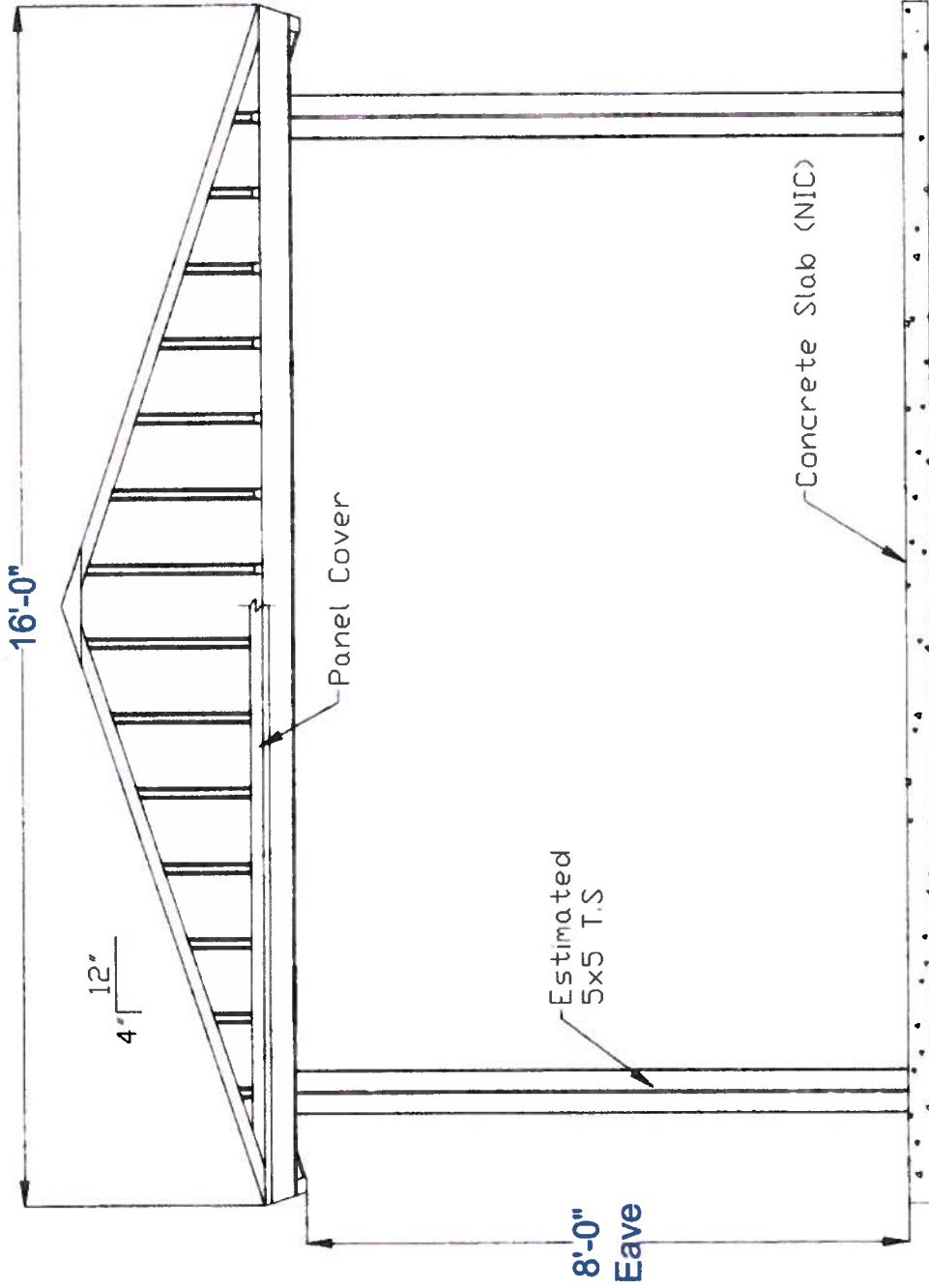
This warranty exists in lieu of all other warranties of merchantability or fitness for a particular purpose.

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.

Litchfield

All quotation drawings are preliminary only,
not to be used for installation of any kind.

PRELIMINARY



Elements

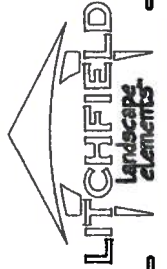
Landscape

MODEL: 16' (AS) Square Structure

QUOTE #: L3411SN-1

SHEET: 1

Ph: 678 839 5700
F: 678 839 5732



206 Adamson Ind Blvd
Carrollton, GA 30117

DATE: 07/06/2010

DRAWN BY: M.R.i.

TITLE: Elevation

Litchfield

All quotation drawings are preliminary only,
not to be used for installation of any kind.

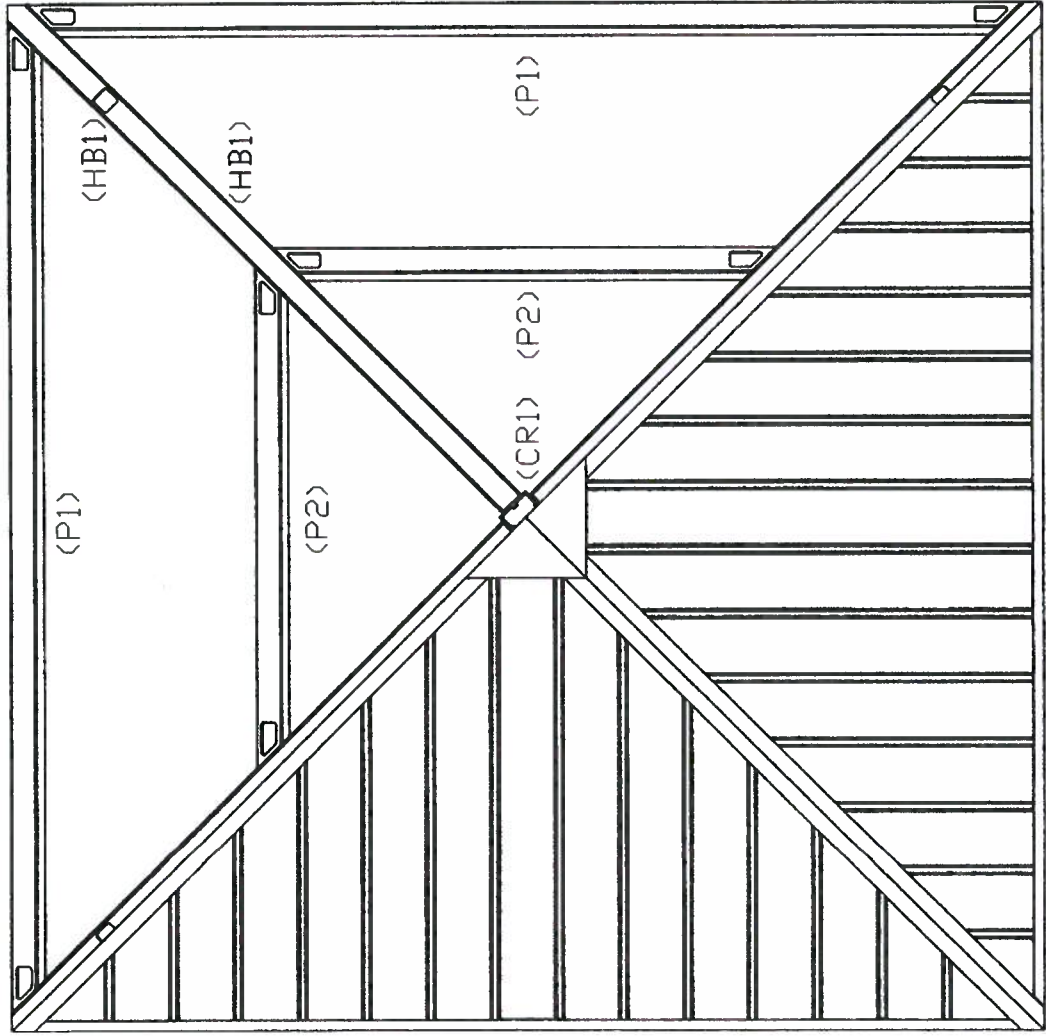
Part #	DESCRIPTION:	QTY:
CR1	Compression Ring #1	1
HB1	Hip Beam #1 Estimated 7'x5' T.S.	4
P1	Purlin #1 Estimated 5'x5' T.S.	4
P2	Purlin #2 Estimated 5'x5' T.S.	4
C1	Column #1 Estimated 5'x5' T.S.	4

GENERAL NOTES:

-Structures Are Designed To Meet Standard Criteria. And Should Be Considered As Estimates Until Shelter Has Been Designed To Meet The Areas Calculations.

Scandiscape

Elements



TITLE: Elevation

DRAWN BY: M.R.I.

DATE: 07/06/2010

206 Adairson Ind Blvd
Carrollton, GA 30117



MODEL: 16' (AS) Square Structure

SHEET: 2

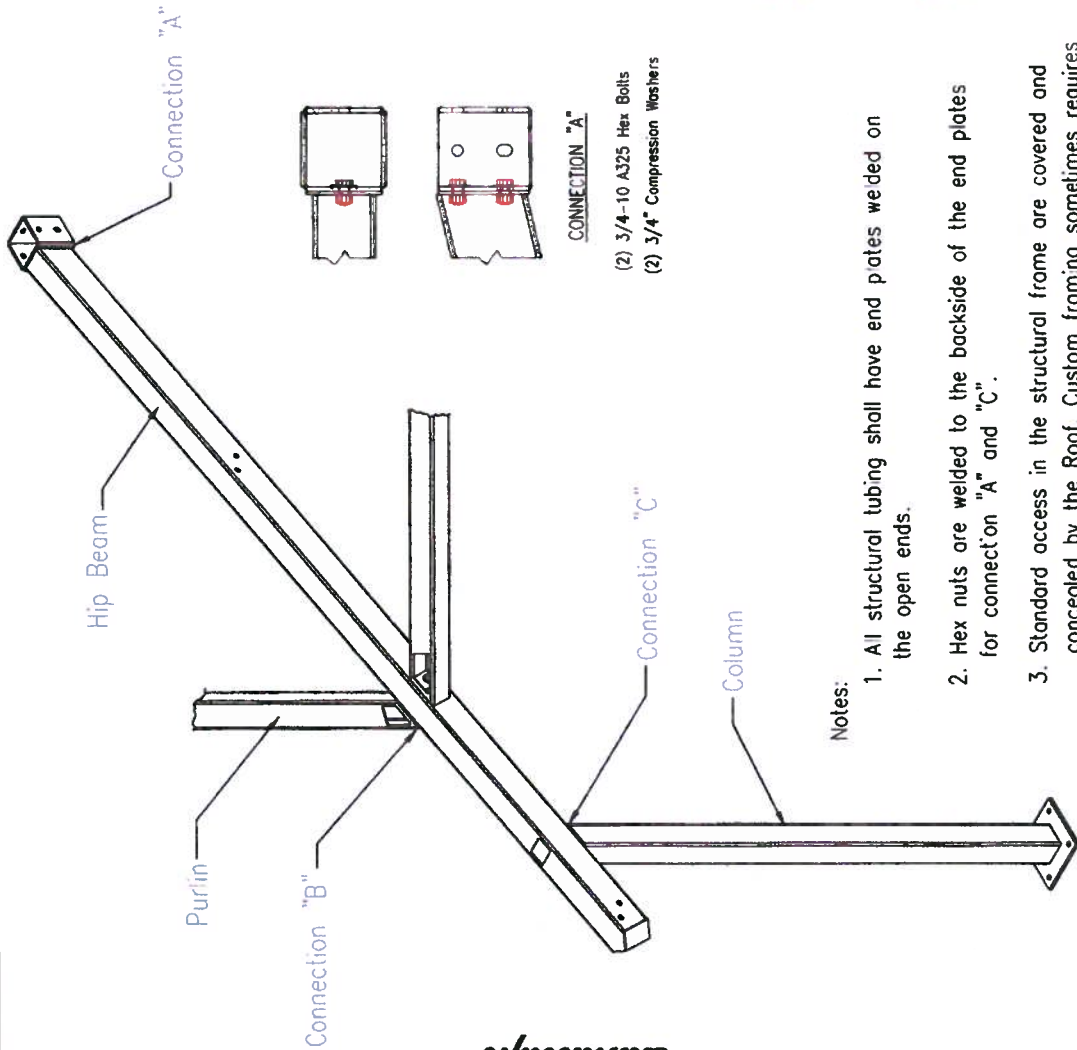
QUOTE #: L3411SN-1

Ph: 678 839 5700
Fx: 678 839 5732

PRELIMINARY

Elements

All quotation drawings are preliminary only, not to be used for installation of any kind.



CONNECTION "B"

- (2) 3/4"-10 B7 Threaded Rods
- (4) 3/4" Compression Washers
- (4) 3/4"-10 A325 Hex Nuts

CONNECTION "A"

- (2) 3/4"-10 A325 Hex Bolts
- (2) 3/4" Compression Washers

CONNECTION "C"

- (2) 3/4"-10 A325 Hex Bolts
- (2) 3/4" Compression Washers

TITLE: Connection Detail

DRAWN BY: M.R.I. **DATE:** 07/06/2010 206 Adairson Ind Blvd
Carrollton, GA 30117

MODEL: MODEL:

SHEET: 3

QUOTE #: L3411SN-1

Ph: 678 639 6700
F: 678 639 6732



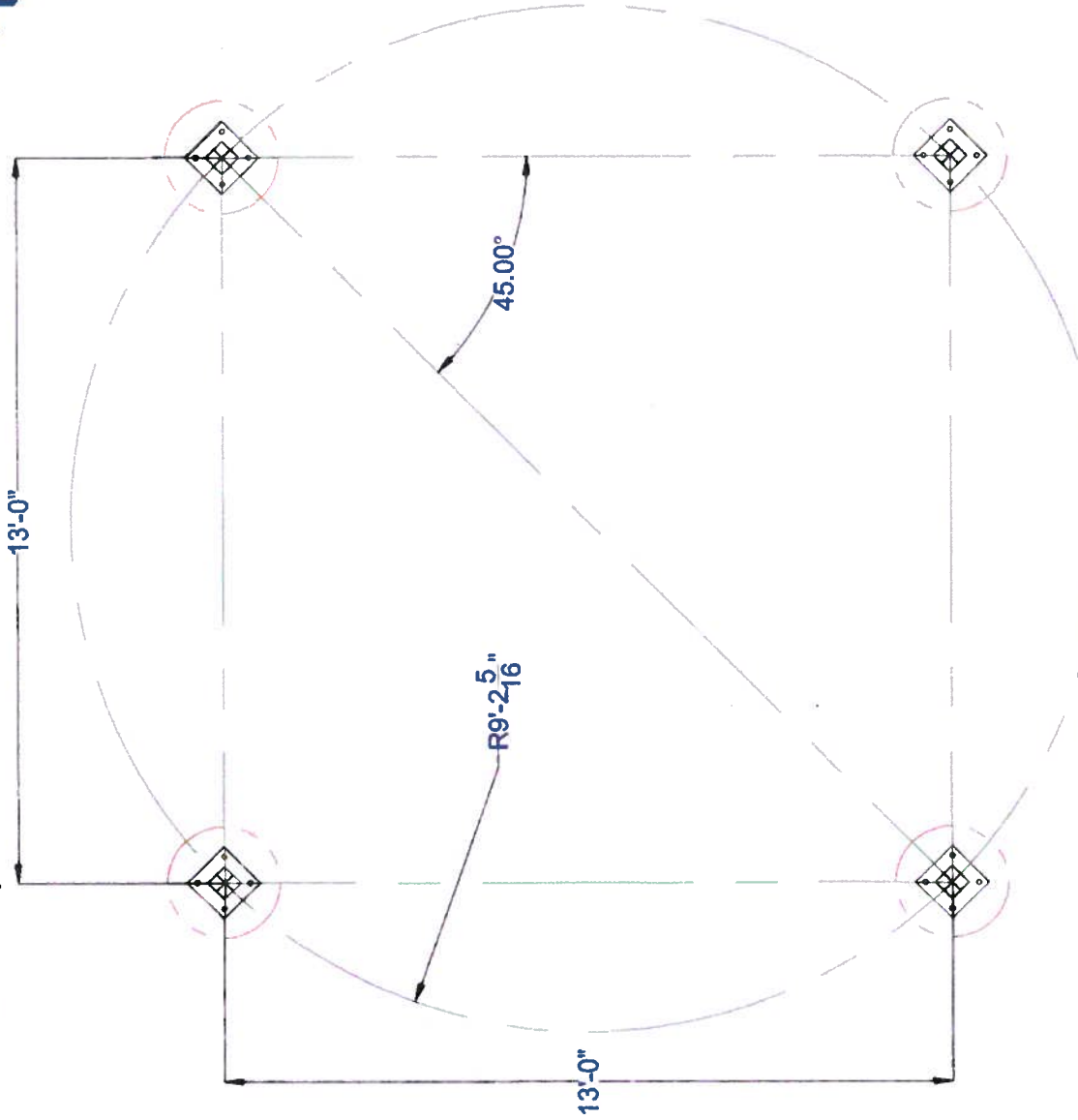
Landscapes

PRELIMINARY

Elements

Litchfield

All quotation drawings are preliminary only,
not to be used for installation of any kind.



13'-0"

R9'-2 ⁵/₁₆"

45.00°

13'-0"

Landscape

MODEL: 16' (AS) Square Structure

QUOTE #: L3411SN-1

SHEET: 4

Ph: 678 838 5700
Fx: 678 838 5732



TITLE: Ground Plan

206 Adamson Ind Blvd
Carrollton, GA 30117

DRAWN BY: M.R.I.

DATE: 07/06/2010

PRELIMINARY

Elements

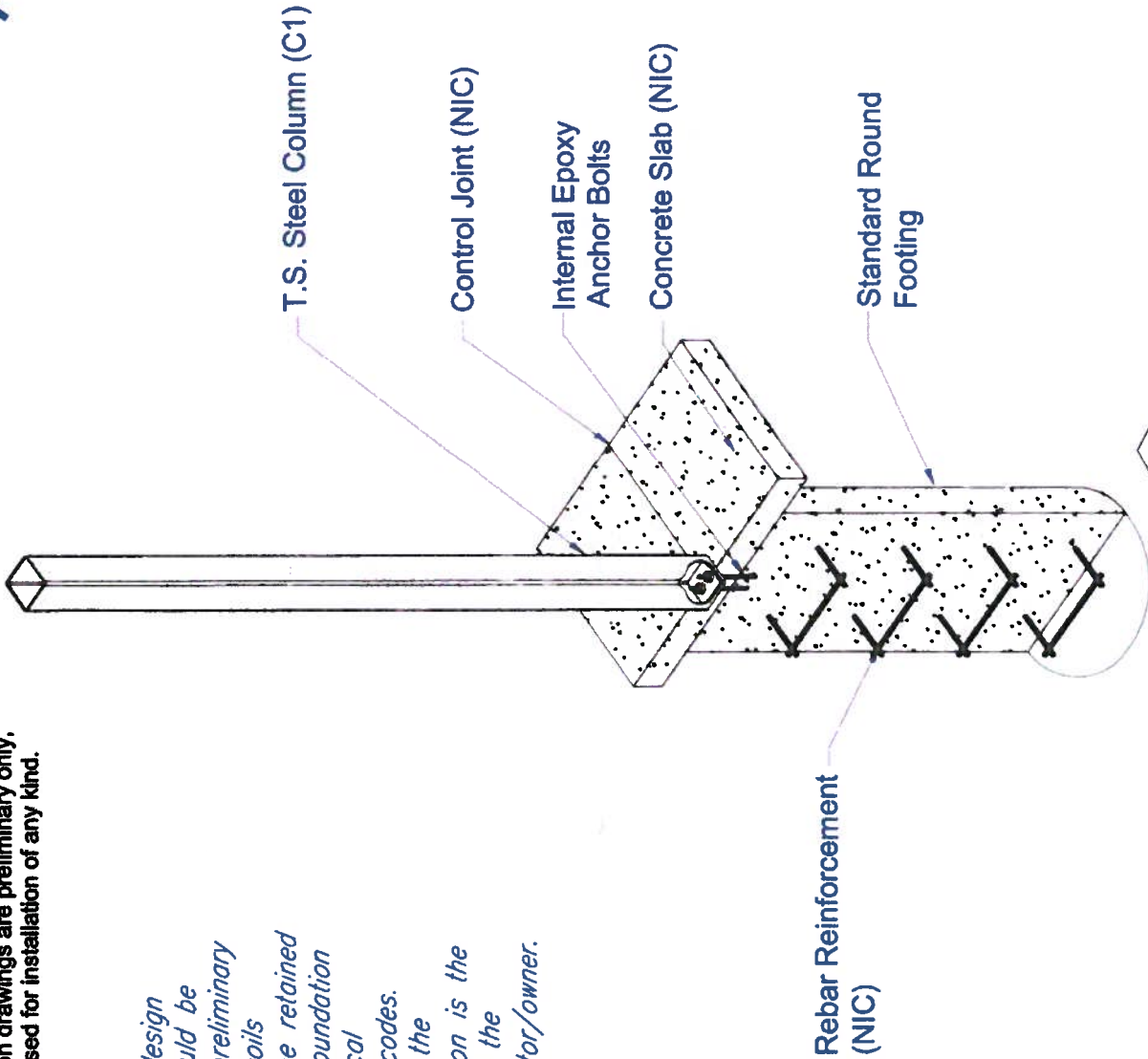
Litchfield

All quotation drawings are preliminary only, not to be used for installation of any kind.

***DESIGN NOTE:**

All foundation design information should be considered as preliminary only. A local soils engineer shall be retained to design the foundation according to local conditions and codes. Final design of the footing/foundation is the responsibility of the general contractor/owner.

Scandscape



MODEL: 16' (AS) Square Structure

QUOTE #: L3411SN-1

SHEET: 5

Ph: 678 839 5700
F: 678 839 6732



TITLE: Column Detail

DRAWN BY: M.R.I. DATE: 07/06/2010 206 Adamson Ind Blvd
Carrollton, GA 30117

Litchfield

All quotation drawings are preliminary only,
not to be used for installation of any kind.

STEEL & HARDWARE SHOP NOTES:

1. All structural steel tubing shall be ASTM A-500 Grade B.
2. All other steel (plates, gussets, etc.) shall be ASTM A-36.
3. All welding is to be done in accordance with latest AWS standards. All welds are to develop full strength of component parts. (E7081 Electrodes)
4. All bolts to be ASTM A-325 & threaded rod to be ASTM B-7.
5. All fabricated steel & structural tubes to be sand blasted to a white condition. Then Powder Coated To Meet Industry Standards.

ROOF MATERIAL:

24 Gauge R-Panel Pre-Cut Metal Roofing

ERECTION NOTES:

All members must be properly braced until the complete structural system has been constructed.

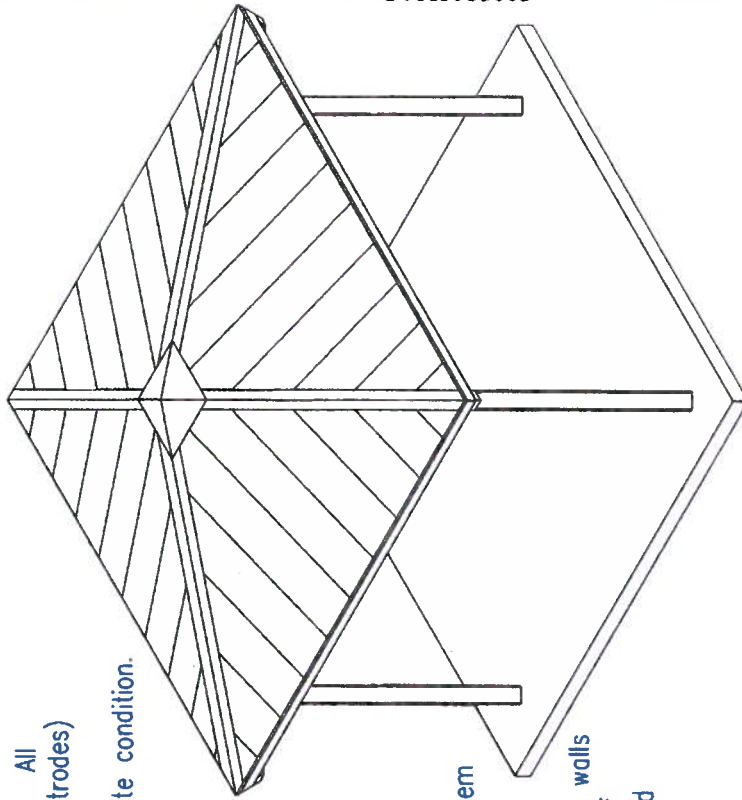
NOTE:

This building has been designed as a free standing, open structure. If walls are to be added, or if the building is to adjoin another structure, or if other modifications are to be made, the structure must be reengineered prior to these modifications.

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND IS NOT TO BE REPRODUCED WITHOUT THE WRITTEN PERMISSION FROM LITCHFIELD INDUSTRIES, INC. AND/OR IS NOT TO BE USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF LITCHFIELD INDUSTRIES, INC.

N.I.C. = NOT IN CONTRACT

Landscape



TITLE: General Notes

DRAWN BY: M.R.I. **DATE: 07/08/2010** 208 Adamean Ind Blvd
Carrollton, GA 30117



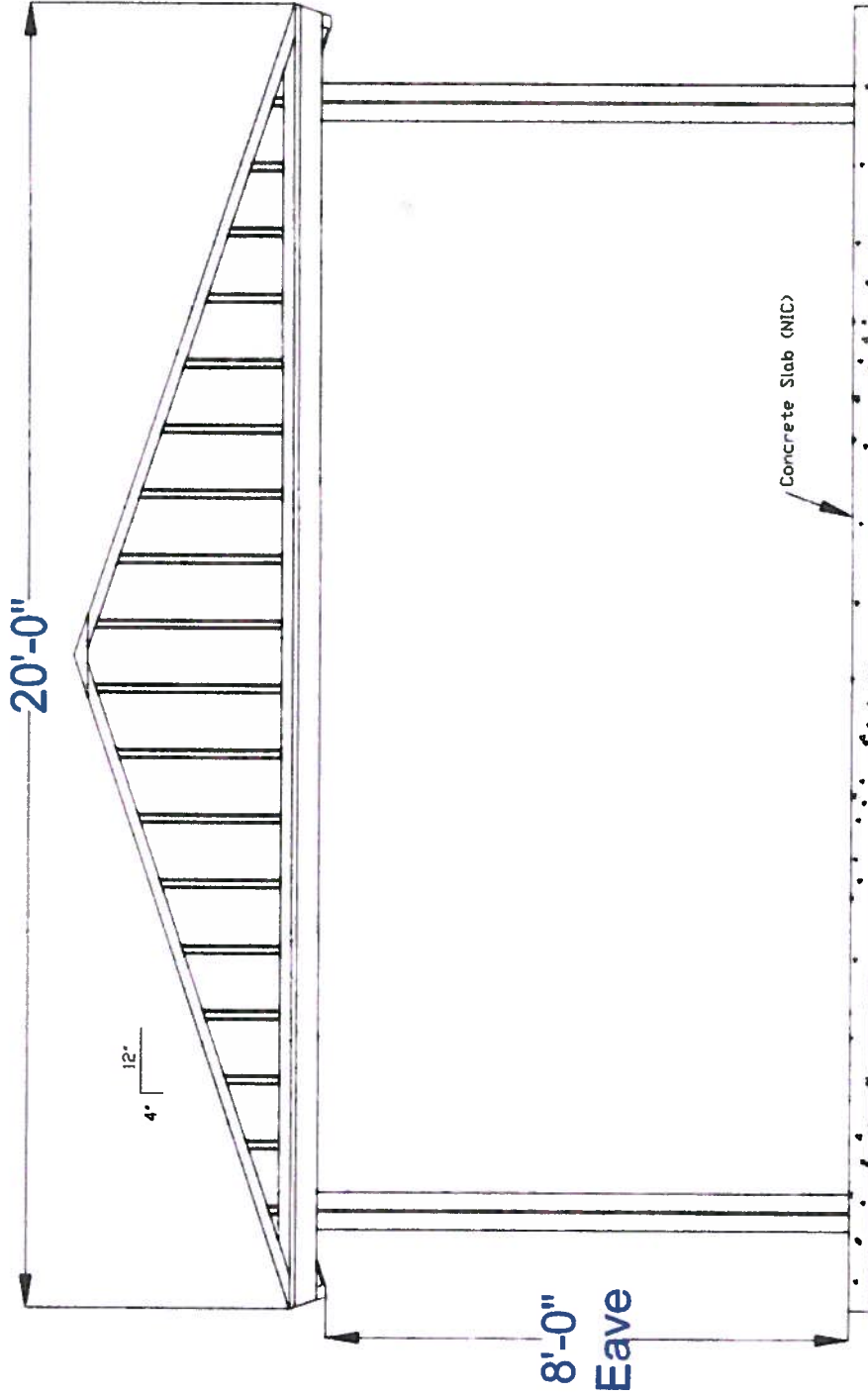
MODEL: 16' (AS) Square Structure

Ph: 678 639 5700
F: 678 639 5732

SHEET: 6

QUOTE #: L3411SN-1

All quotation drawings are preliminary only,
not to be used for installation of any kind.



TITLE: Elevation

DRAWN BY: M.R.I.

DATE: 01/17/2013

205 Adamson Inc.
Carrollton, GA 30117



MODEL: 20'x35' (AS) Hip End Structure

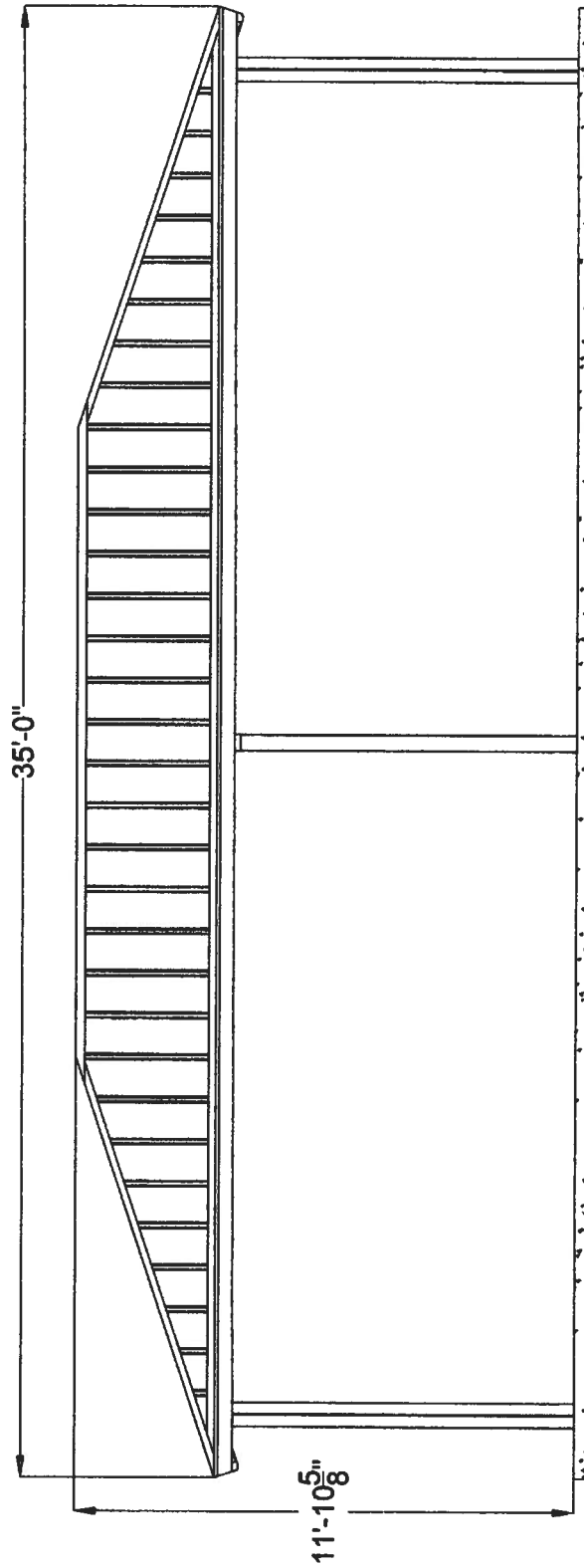
Ph. 678 839 5700
F.x. 678 839 5732

SHEET: 1

QUOTE #: 12735

Sii Structures

All quotation drawings are preliminary only,
not to be used for installation of any kind.



TITLE: Elevation

DRAWN BY: M.R.I.

DATE: 01/17/2013

205 Adamson Ind.
Carrollton, GA 30117



SII Structures
Architectural Elegance

MODEL: 20'x35' (AS) Hip End Structure

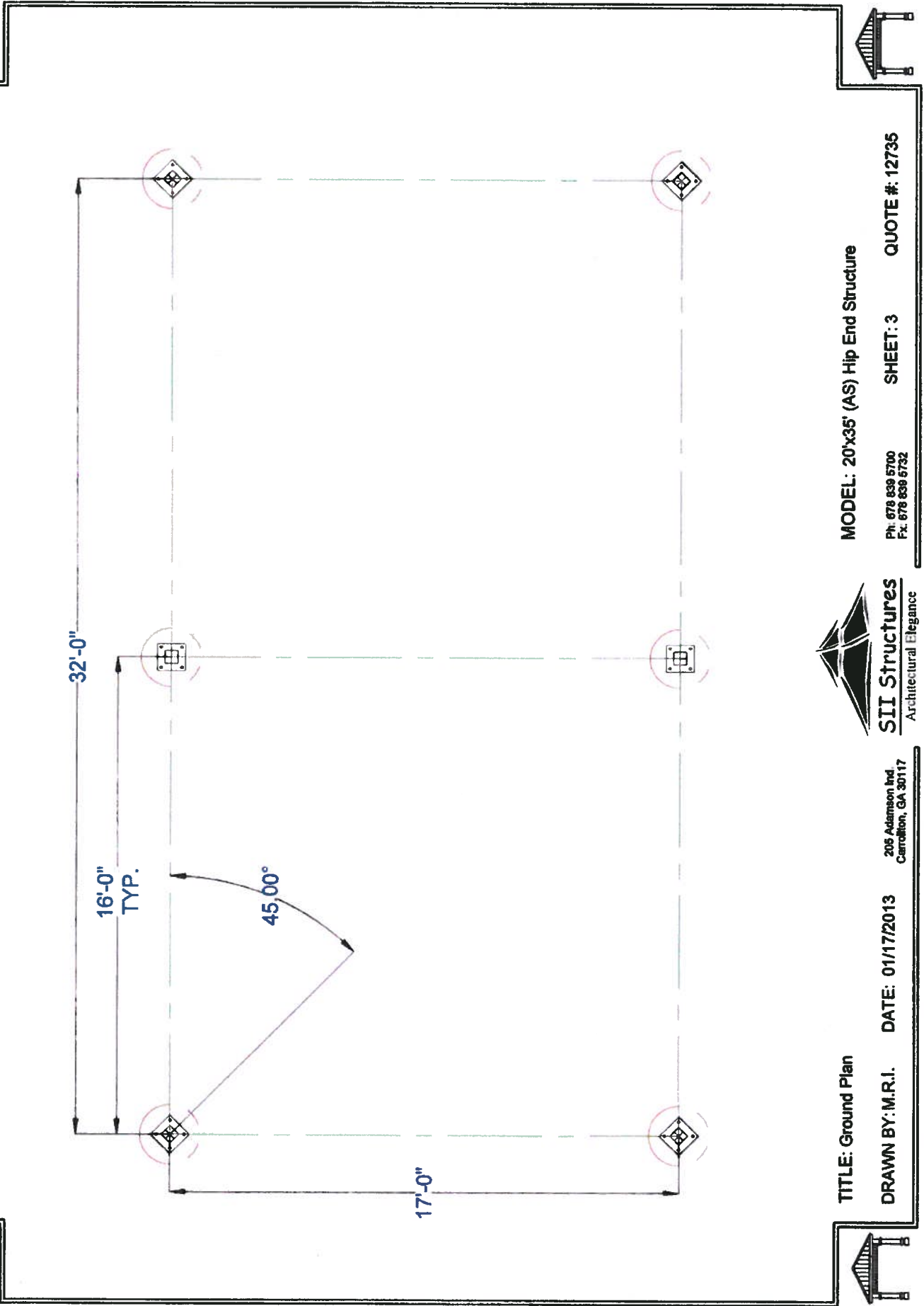
Ph: 678 838 5700
Fx: 678 838 5732

SHEET: 2

QUOTE #: 12735

Sii Structures

All quotation drawings are preliminary only,
not to be used for installation of any kind.



MODEL: 20'x35' (AS) Hip End Structure

QUOTE #: 12735

SHEET: 3

Ph: 678 638 5700
Fx: 678 638 5732



SII Structures
Architectural Elegance

TITLE: Ground Plan

205 Adamson Ind.
Carrollton, GA 30117

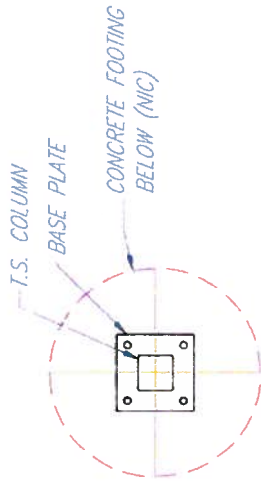
DATE: 01/17/2013

DRAWN BY: M.R.I.

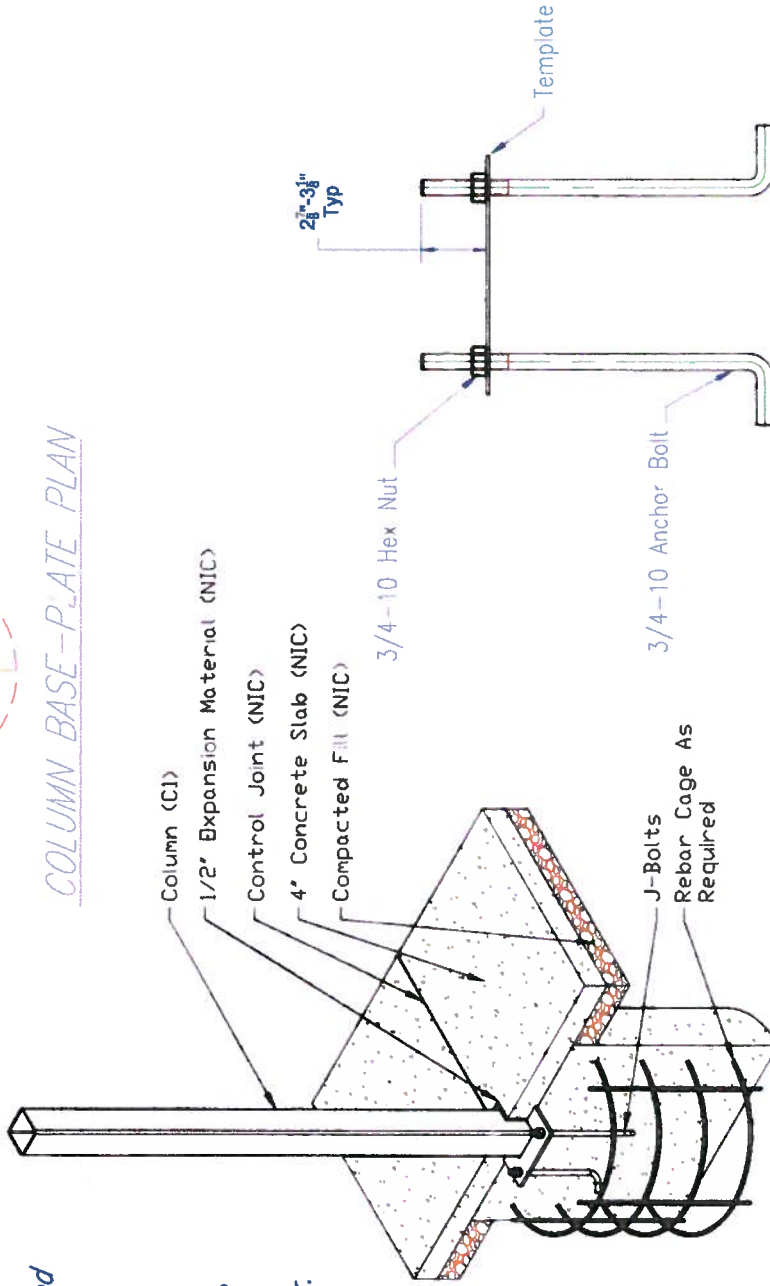
All quotation drawings are preliminary only, not to be used for installation of any kind.

***DESIGN NOTE:**

All foundation design information should be considered as preliminary only. A local soils engineer shall be retained to design the foundation according to local conditions and codes. Final design of the footing/foundation is the responsibility of the general contractor/owner.



COLUMN BASE-PLATE PLAN



ANCHOR BOLT TEMPLATE ASSEMBLY



SII Structures
Architectural Elegance

TITLE: Column Dtl.

DRAWN BY: M.R.J.

DATE: 01/17/2013

205 Adamson Ind.
Carrollton, GA 30117

MODEL: 20'x35' (AS) Hip End Structure

SHEET: 4

QUOTE #: 12735

Sii Structures

All quotation drawings are preliminary only,
not to be used for installation of any kind.

Material Specifications and Notes:

1. All structural steel tubing shall be ASTM A-500 Grade B.
2. All other steel (plates, gussets, etc.) shall be ASTM A-36.
3. All welding is to be done in accordance with latest AWS standards. All welds are to develop full strength of component parts. (E7081 Electrodes)
4. All bolts to be ASTM A-325 & threaded rod to be ASTM B-7.
5. All fabricated steel & structural tubes to be sand blasted to a white condition
Electrostatic Special Epoxy TGIC Primer Applied - 3 mils.
Electrostatic Epoxy TGIC "Top Coat" Powder Coat Applied - 3 mils.
Final cure of coating at 450 degrees for 30 to 45 minutes.
6. Metal roofing shall be pre-cut 24ga x 1 3/16" dp x 36" wide,
Fy=50ksi steel panels.

ERECTION NOTES:

All members must be properly braced until the complete structural system has been constructed.

This building has been designed as a free standing, open structure. If walls are to be added, or if the building is to adjoin another structure, or if other modifications are to be made, the structure must be reengineered prior to these modifications.

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND IS NOT TO BE REPRODUCED WITHOUT THE WRITTEN PERMISSION FROM SUPERIOR INTERNATIONAL INDUSTRIES, INC. AND/OR IS NOT TO BE USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF SII, INC.

N.I.C. = NOT IN CONTRACT

TITLE: General Notes

DRAWN BY: M.R.I. DATE: 01/17/2013

205 Adamson Inc.
Carrollton, GA 30117



MODEL: 20'x35' (AS) Hip End Structure

Ph: 678 838 5700
F: 678 838 5732

SHEET: 5

QUOTE #: 12735

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

ACCOUNT NO.	TITLE	2011-12	2012-13	2012-13	2013-2014	2014-2015	2015-2016
		ACTUAL	FINAL BUDGET	ADJUSTED BUDGET	(INFO ONLY)	(INFO ONLY)	(INFO ONLY)
Revenues							
Dept.							
	Previous Transferred Available Funds	147,838	189,788	189,788	0	80,848	(218,938)
	Other Government Agencies	0	0	0	0	0	0
	Interfund Transfer	100,000	100,000	100,000	0	0	0
	Other Financing Sources (Improvement Fund)	0	0	0	0	0	0
	Reserve/Contingencies	0	0	0	0	0	0
	Total Capital Improvement Program Revenues	247,838	289,788	289,788	0	80,848	(218,938)
Expenditures							
Dept.							
	Rossmoor Park	46,693	0	8,500	8500	0	0
	Montecito Center	28	0	20,000	0	144,800	0
	Rush Park	11,019	0	140,470	0	140,236	0
	General	310	0	34,691	5279	14,750	0
	Total Expenditures	68,050	0	208,940	13,779	299,786	0
	Revenues Less Expenditures	189,788	189,788	94,627	(13,779)	(218,938)	(218,938)
Projects added to Adjust Budget 2/12/13							
	Security Cameras at Rossmoor entrances.						
	Rossmoor Park Remote Lighting Project						
	IPads for Board including storage safe.						
	TOTAL						
	ENDING FUND BALANCE FY 2012-13						\$80,848

Attachment II
Page 66 of 248

**FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET
2012-2013 APPROVED BUDGET - FUND 40**

PROJECT TITLE	Actual FY 2011-2012	Final Budget FY 2013-2013	Adjusted Budget FY 2013-2013	Information Only FY 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016
REVENUES						
Previous Transferred Available Funds	\$147,638	\$189,768	\$189,768	\$80,048	(\$218,938)	(\$218,938)
Transfer from Fund 10	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Fund 20 (thru Fund 10)	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0
Prop 1A Payback and Interest from State	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$247,638	\$289,768	\$289,768	\$80,048	(\$218,938)	(\$218,938)
EXPENSES						
ROOSEMOOR PARK						
with safety regulations.	\$964					
Resurface Baseball Courts.	\$4,654					
Tennis Repaired & Resurfaced	\$41,075					
Repairs Chain Link Fencing Around Backstops		TBD	TBD			
Remold Lighting System Aerial (2/12/13)		\$8,500	\$8,500			
ROOSEMOOR PARK SUBTOTAL	\$46,733	\$9	\$8,500	\$0	\$0	\$0
MONTECITO						
Redesign Interior	\$28	\$29,000	\$29,000	\$85,000		
Redesign Courtyard				\$49,000		
New Gate				TBD		
Install Electronic Message Board (Eliminate)				\$144,000		
MONTECITO SUBTOTAL	\$28	\$29,000	\$29,000	\$144,000	\$0	\$0
RUSH PARK						
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) Design and improve project to FY 2013-14	\$657					
Parking Lot Repair	\$4,000	\$87,000	\$87,000			
1st lot equipment - swing set and toddler subject (27 to be constructed with safety regulations.	\$6,352					
Rehabilitate and Upgrade Indoor Men's Restrooms (including waterless urinals)		\$3,120	\$3,120			
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting		\$19,950	\$19,950			
Replace Peripheral HVAC System in Auditorium		\$32,400	\$32,400			
Baseball Field - Replace with dualless dirt		\$35,000	\$35,000			
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (part spent on design in FY 2011-12)				\$14,000		
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (part spent on design in FY 2011-12)				\$20,700		
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (part spent on design in FY 2011-12)				\$28,738		
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (part spent on design in FY 2011-12)				\$37,890		
Canopy Entrance for Auditorium				\$39,000		
Replace Temporary Plastic Canopy with Permanent Shade Structure				TBD		
Install Solar Panels						
Install and Circuit Breaker for Movies and Computers in the Park. (TBD in which FY.) = \$10,000						
RUSH PARK SUBTOTAL	\$11,019	\$149,770	\$149,770	\$149,236	\$0	\$0
GENERAL						
Roosemoor Shopping Village Signage (requested by Board Jan. 2012)	\$310	\$24,050	\$24,050			
Replace Round Trash Cans for Rush, Roosemoor and Mini Parks.		\$5,241	\$5,241			
Irrigation Box for Roosemoor Triangle		\$5,400	\$5,400			
IPads for Board including storage safe (added 2/12/13)				\$6,279		
Security Cameras at Roosemoor Entrances (added 2/12/13)				TBD		
Scissor Lift and Utility Trailer (Recommend Removal)				\$14,750		
GENERAL SUBTOTAL	\$310	\$34,691	\$39,970	\$14,750	\$0	\$0
TOTAL EXPENSES	\$88,080	\$189,161	\$208,940	\$259,786	\$0	\$0
ENDING FUND BALANCE	\$169,788	\$94,627	\$80,828	(\$218,938)	(\$218,938)	(\$218,938)

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-3

Date: April 18, 2013
To: CIP/Public Works Committee
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: MONTECITO
RENOVATION QUESTIONNAIRE

RECOMMENDATION:

Review and complete attached Montecito Center Renovation questionnaire.

BACKGROUND:

Over the past couple of years, the RCSD Board of Directors has considered various options in regards to renovating the Montecito Center.

In order to assist the RCSD CIP Committee in the planning of future renovations as funding becomes available, a Design Programming Questionnaire is attached for your completion. The purpose of this questionnaire is to identify and prioritize various options.

ATTACHMENTS:

1. Montecito Center Renovation Design Programming Questionnaire

Bathrooms:

- Renovate the bathrooms, in place
- Renovate the bathrooms to include some child-sized plumbing fixtures.
- Re-locate the bathrooms, as part of the renovation

Comments:

Walls & Ceilings:

- Remove a little of the wall between the two buildings
- Remove all of the wall between the two buildings
- Install sound-absorption materials in walls
- Install false ceiling (with lighting) for energy conservation and sound absorption

Comments:

Amenities/Aesthetics:

- Build shelves/closets for the tenant's (school) storage & the RCSD's storage
- Build a small addition, like a walk-in closet, for either the tenant/RCSD storage.
- Build a small storage addition that has additional functions like providing a covered porch-type entrance with its roof.
- Replace all of the interior finishes, like the flooring, painting the walls and ceilings
- Add more electrical for things like audio/visual equipment
- Install Energy-efficient windows and/or treatments

Comments:

Landscaping/Outdoor Improvements:

_____ Add outdoor water feature such as a fountain

_____ Install permanent outdoor tables w/seating

_____ Make improvements to landscaping of property

Comments:

Other Questions:

How do you see the MC as part of the District's overall asset portfolio?

Thinking about many types of potential facility renters, and where they would rent now, please list what amenities that the RCSD should consider to have MC appeal to other facility renters.

If the project were to be done in phases, to work around the school's calendar, what would be your preference for the order of the work to be done, for development of a Schedule and a Master Plan?

Are you in favor of allowing renters to serve alcohol, in order to increase events?

What concerns do you have regarding the proximity of residents to the MC?

USER PERMIT

NO: 2001721

ROSSMOOR
COMMUNITY SERVICES DISTRICT
 3001 Blume Drive
 Rossmoor, California 90720
(562) 430-3707



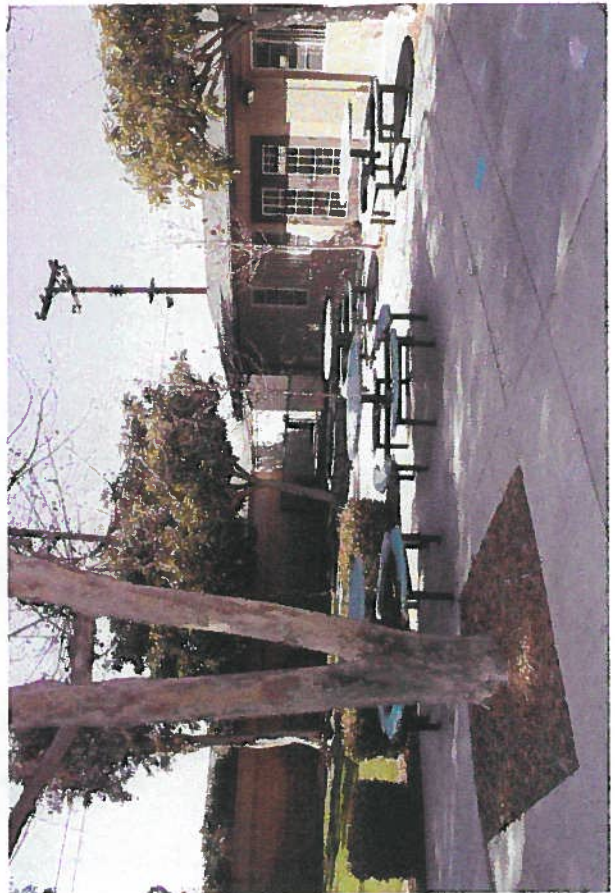
Applicant	Sarah Sandvig	Organization	Lil Cottonwood
Contact		Contact	
Phone	(562) 234-0733	E-Mail	sarahsandvig@gmail.com
Description	<p>2012/2013 LIL COTTONWOOD SCHOOL YEAR - 1st day of school is September 6, 2012 through June 11, 2013- Monday through Friday 8am to 12pm. Lil Cottonwood Set up begins Monday, August 27, 2012. Graduation Ceremony will be on Friday, June 14, 2013 from 3:00pm to 8:00 pm. Monthly meetings to take place on the 1st Thursday of the month from 6:00pm to 8:00pm. Roll Over Deposit.</p> <p>PERMIT TOTAL \$16,168.00 + \$20.00 processing fee = \$16,188.00 (hourly rate is \$21.50)</p> <p>added 4 hrs. on 4/13/13 - Movie Night - additional \$86.00 added 6 hrs. 3 hrs. on 5/28 & 3hrs on 5/29 - Additional \$129.00</p> <p>Pd. \$322.50 Aug. Pd. \$1,612.50 Sept. Pd. \$2,193.00 Oct. Pd. \$1,591.00 Nov. Pd. \$1,204.00 Dec. Pd. \$1,591.00 Jan. Pd. \$1,591.00 Feb.</p>		

Facility	Area	Rental Date	From	To	Attendance	Fee's
Montecito Center	Both Rooms	9/6/2012	8:00 AM	12:00 PM		Both Rooms \$0.00
Montecito Center	Both Rooms	6/12/2013	8:00 AM	12:00 PM		Both Rooms \$215.00
						Both Rooms \$16168.00
						Reservation Fee \$20.00
						Total Fees \$16403.00
						<u>Refundable Deposits</u>
						Key \$0.00
						Cleaning \$0.00
						Other \$0.00
						Other \$0.00
						Total Ref. Dep. \$0.00
						<u>Totals</u>
						Deposit Held
						Amount Paid \$10105.00
						Balance Due \$6298.00

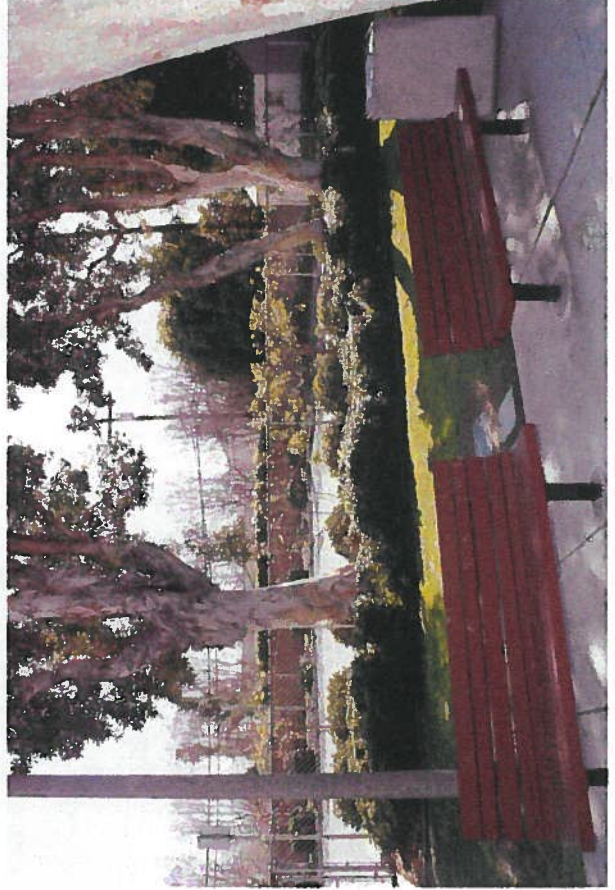
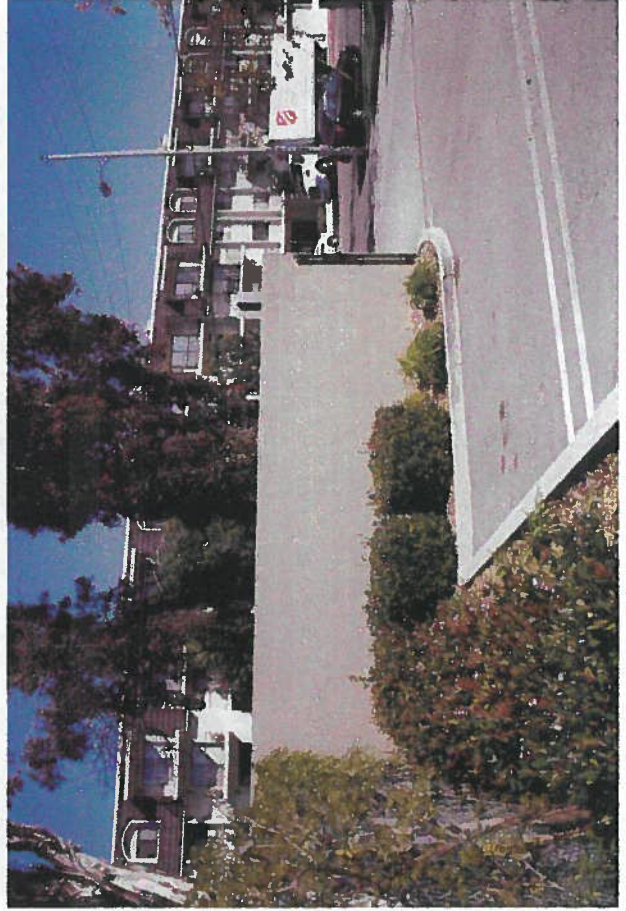
RCSD Montecito Center: Interior and Exterior Photographs – February 2013



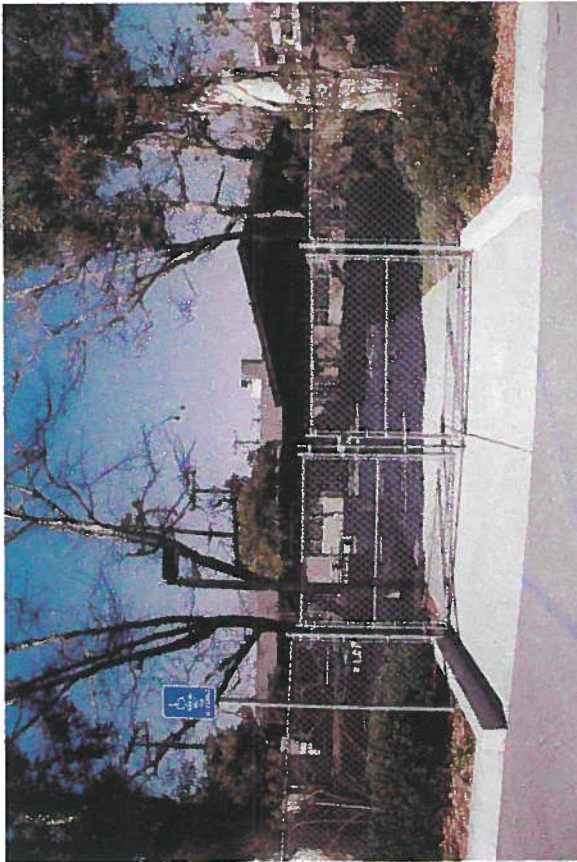
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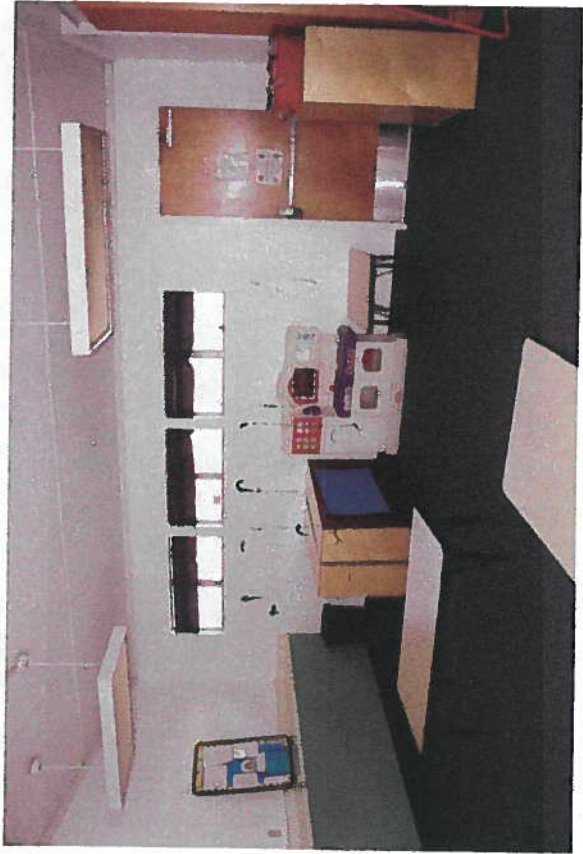
E. Deering 2013



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E. Deering 2013



E. Deering 2013



E. Deering 2013



E. Deering 2013

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: May 14, 2013

To: Honorable Board of Directors

From: Budget Committee

Via: General Manager

Subject: BUDGET COMMITTEE REPORT RE: FY 2013-2014 PRELIMINARY
BUDGET AND ANNUAL SALARY PLAN

BACKGROUND:

In accordance with Board policy, the General Manager has presented a Preliminary Budget for FY 2013-2014 to the Budget Committee. In doing so, the General Manager has developed Estimates to Close (ETC's), which are part of the FY 2013-2014 Preliminary Budget.

For FY 2012-2013, Fund 10, General Fund, is estimated to close with \$304,859 of revenue in excess of expenses, leaving an estimated FY 2013-2014 beginning Unrestricted Fund Balance of \$896,357.

For FY 2012-2013, Fund 20, Rush Park Assessment District, is estimated to close with \$(1,525) of revenue in excess of expenses, leaving an estimated FY 2013-2014 beginning Fund Balance of \$201,604.

For FY 2012-2013, Fund 30, Rossmoor Wall Special Tax Fund, is estimated to close with \$2,906 of revenue in excess of expenses, leaving an estimated FY 2013-2014 beginning Fund Balance of \$176,051.

For FY 2012-2013, Fund 40, Capital Improvement Program, is estimated to close with \$(64,216) of revenue in excess of expenses, leaving an estimated FY 2013-2014 beginning Fund Balance of \$225,573.

The CIP/Public Works Committee has made recommendations for the FY 2013-2014 budgeted Project List, which are included in Agenda Item D-1, and are incorporated into the FY 2013-2014 Preliminary Budget.

The FY 2013-2014 Preliminary Budget is primarily based on known trends or estimates. However, there are always substantial unknown elements resulting from the State's and/or County's ongoing budget process.

This year's Preliminary Budget includes beginning and ending fund balances for each fund, as well as a Total Fund Summary. The Board has the option of transferring amounts from one Fund to another. Transferring balances from one Fund to another requires the adoption of a Board Resolution. The FY 2013-2014 Preliminary Budget as attached does not include any recommended transfers, with the exception of \$200,000 from Fund 20, Rush Park Assessment Fund, to the Fiduciary Agency Fund, as recommended by the Auditors.

After the review of the FY 2013-2014 Preliminary Budget and Salary Plan at the May 14, 2013 General Meeting of the Board, it will be re-submitted at the June 11, 2013 meeting, with amendments if any, for further review.

Also, at the June 11, 2013 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.

The Budget Committee has reviewed the ETC's, FY 2013-2014 Preliminary Budget, and Salary Plan. After review, discussion, and analysis, the Budget Committee recommends that the Board receive FY 2013-2014 Preliminary Budget as attached.

RECOMMENDATION:

It is recommended that the Board receive FY 2013-2014 Preliminary Budget and Annual Salary Plan and direct the General Manager to bring these documents back at your June 11, 2013 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. FY 2013-2014 Preliminary Budget
2. Budget Committee Agenda Item C-1 re: FY 2012-2013 ESTIMATES TO CLOSE AND FY 2013-2014 PRELIMINARY BUDGET.
3. Budget Committee Agenda Item C-2 re: PROPOSED FY 2013-2014 SALARY PLAN.

ROSSMOOR COMMUNITY SERVICES DISTRICT
FY 2013-2014 Preliminary Budget
TOTAL FUND SUMMARY

	Fund 10	Fund 20	Fund 30	Fund 40	Total
<u>Unrestricted Fund Balance, Beginning</u>	896,357	201,604	176,051	225,573	1,499,585
<u>General Fund Revenues</u>					
Property Taxes	712,540	383,400	88,480		1,184,420
Street Light Assessments	249,000			-	249,000
Interest on Investments	2,100		1,000	-	3,100
From Other Govt. Agencies	57,800	-	-	-	57,800
Permit and Rental Fees	126,000	-			126,000
Miscellaneous Revenues	23,000				23,000
Total General Fund Revenues	1,170,440	383,400	89,480	-	1,643,320
Total General Fund Expenditures	1,164,076	378,035	86,235	211,000	1,839,346
Revenues Less Expenditures	6,364	5,365	3,245	(211,000)	(196,026)
<u>Transfers In</u>	-	-	-	-	-
<u>Transfers (Out)</u>	-	(200,000)	-	-	-
<u>Unrestricted Balance, End of Year</u>	902,721	6,969	179,296	14,573	1,303,559

**ROSSMOOR COMMUNITY SERVICES DISTRICT
GENERAL FUND SUMMARY - FUND 10**

	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Unrestricted Fund Balance, Beginning</u>	742,653	726,348	691,498	691,498	691,498	896,357
<u>General Fund Revenues</u>						
Property Taxes	671,445	679,967	699,400	695,140	699,040	712,540
Street Light Assessments	236,699	239,533	250,000	244,500	244,500	249,000
Interest on Investments	12,389	7,069	10,000	10,000	5,000	2,100
From Other Govt. Agencies	48,494	57,643	128,000	128,500	128,500	57,800
Permit and Rental Fees	123,013	129,206	133,000	127,000	126,000	126,000
Miscellaneous Revenues	34,912	30,798	23,000	268,000	284,000	23,000
Total General Fund Revenues	1,126,952	1,144,216	1,243,400	1,473,140	1,487,040	1,170,440
<u>General Fund Expenditures</u>						
Administrative Services - Dept. 10	319,241	349,830	367,792	367,760	341,950	316,375
Recreation - Dept. 20	104,078	114,379	107,600	120,000	115,450	115,300
Rossmoor Park - Dept. 30	161,003	163,059	169,020	179,135	172,835	176,815
Montecito Center - Dept. 40	63,627	66,535	69,310	72,675	70,175	69,020
Rush Park - Dept. 50	185,597	190,187	196,425	204,541	195,241	200,391
Street Lighting - Dept. 60	107,213	114,320	102,480	107,480	107,480	107,480
Rossmoor Signature Wall - Dept. 65	1,809	2,056	2,300	4,000	4,000	2,600
Street Sweeping - Dept. 70	53,009	52,911	51,600	52,600	52,600	52,600
Parkway Trees - Dept. 80	134,096	112,311	131,000	120,025	107,450	108,450
Mini-Parks and Medians - Dept. 90	13,584	13,478	16,035	15,980	15,000	15,045
Total General Fund Expenditures	1,143,257	1,179,066	1,213,562	1,244,196	1,182,181	1,164,076
Revenues Less Expenditures	(16,305)	(34,850)	29,838	228,944	304,859	6,364
<u>Transfers In</u>	-	-	-	-	-	-
<u>Transfers (Out)</u>	-	-	-	(100,000)	(100,000)	-
<u>Unrestricted Balance, End of Year</u>	726,348	691,498	721,336	820,442	896,357	902,721

GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
General Fund Revenues						
Property Taxes						
10-00-3000 Current Secured	609,215	625,001	635,000	637,500	642,500	655,000
10-00-3001 Current Unsecured	25,922	26,266	26,000	26,800	24,800	25,200
10-00-3002 Prior Secured	18,004	12,801	18,800	13,000	13,000	13,250
10-00-3003 Prior Unsecured	317	416	1,000	425	425	440
10-00-3004 Delinquent Property Taxes	1,237	897	1,200	915	915	950
10-00-3010 Current Supplemental Assmnt.	6,503	3,426	6,000	5,100	6,000	6,100
10-00-3020 Public Utility	10,247	11,160	11,400	11,400	11,400	11,600
Total Property Taxes	671,445	679,967	699,400	695,140	699,040	712,540
Street Light Assessments						
10-00-3105 Assessments	236,699	239,533	250,000	244,500	244,500	249,000
Interest on Investments						
10-00-3200 Interest	12,389	7,069	10,000	10,000	5,000	2,100
From Other Governmental Agencies						
10-00-0101 Taxes Receivable (Prop 1A Suspend)	0	0	70,800	70,800	70,800	0
10-00-3301 State-Homeowners Prop. Tax Relief	5,633	5,643	4,800	5,700	5,700	5,800
10-00-3302 State Mandated Cost Reimb.	(9,139)	0	500	0	0	0
10-00-3305 County-Street Sweep Reimburse.	52,000	52,000	51,900	52,000	52,000	52,000
Total From Other Governmental Agencies	48,494	57,643	128,000	128,500	128,500	57,800
Permit and Rental Fees						
10-00-3402 Parkway Tree Permits	354	4,058	1,500	3,500	4,000	4,000
10-00-3404 Tennis Reservations	10,772	11,632	11,500	12,500	12,500	12,500
10-00-3405 Wall Rental	0	0	0	500	500	500
10-00-3406 Volleyball & Ball Field Reservations	21,437	26,681	22,000	22,000	22,000	22,000
10-00-3410 Rossmoor Building Rental	6,319	11,027	10,000	6,000	4,500	4,500
10-00-3412 Montecito Building Rental	20,692	21,766	23,000	22,500	22,500	22,500
10-00-3414 Rush Building Rental	63,439	54,042	65,000	60,000	60,000	60,000
Total Fees	123,013	129,206	133,000	127,000	126,000	126,000
Miscellaneous Revenues						
10-00-3500 Miscellaneous	4,612	3,535	3,000	3,000	3,000	3,000
10-00-3501 Funding/Miscellaneous Studies	10,300	7,263	0	25,000	41,000	0
10-00-XXXX Admin Fees	20,000	20,000	20,000	240,000	240,000	20,000
Total Miscellaneous Revenues	34,912	30,798	23,000	268,000	284,000	23,000
Total General Fund Revenues	1,126,952	1,144,216	1,243,400	1,473,140	1,487,040	1,170,440

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 10

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 10 Administrative Services						
Salaries and Benefits						
10-10-4000 Board of Directors Compensation	7,700	12,100	10,000	10,000	8,500	8,500
10-10-4001 Full Time	89,755	91,500	139,253	112,500	112,500	115,875
10-10-4003 Overtime	1,302	1,120	1,600	1,600	1,600	1,650
10-10-4007 Vehicle Allowance	451	343	750	750	750	750
10-10-4010 Workers' Comp. Insurance	2,966	3,215	3,500	5,500	4,500	4,500
10-10-4011 Medical Insurance	20,796	25,717	35,175	30,000	27,500	27,500
10-10-4015 Federal Payroll Taxes	6,733	6,956	10,200	8,000	8,000	8,000
10-10-4018 State Payroll Taxes	732	608	1,600	1,000	1,000	1,000
Total Salaries and Benefits	130,435	141,559	202,078	169,350	164,350	167,775
Operations and Maintenance						
10-10-5002 Insurance - Liability	8,559	13,644	9,704	14,000	13,500	13,500
10-10-5004 Membership & Dues	5,863	5,541	6,000	6,300	6,400	6,400
10-10-5006 Travel & Meetings	2,689	3,004	3,000	2,000	2,000	2,000
10-10-XXXX Board Meetings Televised Exp	0	0	0	0	0	16,800
10-10-5010 Publications & Legal Notices	2,858	5,090	4,500	18,000	19,000	4,000
10-10-5012 Printing	4,034	913	500	1,200	1,200	1,200
10-10-5014 Postage	3,390	3,200	4,000	4,000	3,000	3,000
10-10-5016 Office & Meeting Supplies	7,499	7,201	8,300	7,200	7,200	7,200
10-10-5020 Telephone	1,651	1,889	1,500	1,500	1,500	1,500
10-10-5045 Miscellaneous Expenditures	5,364	7,230	5,500	5,500	5,500	5,500
10-10-5046 Bank Service Charges	1,394	972	1,000	1,000	1,000	1,000
10-10-5050 Elections	0	0	9,000	0	0	0
10-10-5051 Equipment Rental	1,952	354	500	500	0	0
Total Operations and Maintenance	45,253	49,038	53,504	61,200	60,300	62,100
Contract Services						
10-10-5610 Legal Services	44,577	49,991	40,000	40,000	30,000	30,000
10-10-5615 Financial Services	8,400	8,460	8,460	8,460	8,300	8,500
10-10-5620 Miscellaneous Studies	10,301	27,640	0	25,000	21,000	0
10-10-5670 Other Professional Services	78,411	68,327	57,750	57,750	52,000	42,000
Total Contract Services	141,689	154,418	106,210	131,210	111,300	80,500
Capital Expenditures						
10-10-6010	1,864	4,815	6,000	6,000	6,000	6,000
Total Administrative Services	319,241	349,830	367,792	367,760	341,950	316,375

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 20

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 20 Recreation						
Salaries and Benefits						
10-20-4001 Full Time	43,932	42,318	40,000	43,500	43,500	44,800
10-20-4002 Part Time	17,853	27,081	25,500	23,500	21,500	22,000
10-20-4003 Overtime	1,902	1,472	1,950	1,950	1,950	2,000
10-20-4005 Event Attendant	270	208	300	300	200	200
10-20-4007 Vehicle Allowance	643	462	750	750	500	500
10-20-4010 Workers' Comp. Insurance	1,195	1,430	1,350	2,000	1,800	1,800
10-20-4011 Medical Insurance	5,288	6,739	10,500	8,000	7,000	7,000
10-20-4015 Federal Payroll Tax	5,143	5,407	4,500	5,000	5,000	5,000
10-20-4018 State Payroll Taxes	1,150	804	1,450	1,000	1,000	1,000
Total Salaries and Benefits	77,376	85,921	86,300	86,000	82,450	84,300
Operations and Maintenance						
10-20-5006 Travel & Meetings	365	802	800	800	500	500
10-20-5010 Publications & Legal Notices	76	124	150	150	200	200
10-20-5012 Printing	384	407	500	500	500	500
10-20-5014 Postage	147	212	300	300	300	300
10-20-5016 Office & Meeting Supplies	1,300	1,005	1,250	1,250	1,000	1,000
10-20-5017 Community Events	8,998	13,625	8,000	14,000	14,000	14,000
10-20-5019 Fireworks	6,200	6,200	-	6,200	6,200	6,200
10-20-5020 Telephone	1,651	1,889	1,800	1,800	1,800	1,800
10-20-5045 Miscellaneous Expenditures	150	85	500	500	500	500
10-20-5051 Equipment Rental	270	240	500	500	500	500
Total Operations and Maintenance	19,541	24,589	13,800	26,000	25,500	25,500
Contract Services						
10-20-5670 Other Professional Services	5,584	4,532	5,500	4,500	4,000	3,500
Total Contract Services	5,584	4,532	5,500	4,500	4,000	3,500
Capital Expenditures						
10-20-6010 Equipment	1,577	(663)	2,000	3,500	3,500	2,000
Total Capital Expenditures	1,577	(663)	2,000	3,500	3,500	2,000
Total Recreation	104,078	114,379	107,600	120,000	115,450	115,300

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 30

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 30 Rossmoor Park						
<u>Salaries and Benefits</u>						
10-30-4001 Full Time	28,205	28,837	29,200	32,500	32,500	33,500
10-30-4002 Part Time	5,678	7,353	7,400	10,000	10,000	10,300
10-30-4003 Overtime	824	1,458	1,150	1,400	1,400	1,450
10-30-4005 Event Attendant	460	467	500	500	500	500
10-30-4010 Workers' Comp. Insurance	2,678	2,942	2,700	5,000	4,500	4,500
10-30-4011 Medical Insurance	6,532	7,813	7,800	8,700	8,700	8,700
10-30-4015 Federal Payroll Taxes	2,618	2,907	2,700	3,200	3,200	3,300
10-30-4018 State Payroll Taxes	420	418	570	570	570	600
Total Salaries and Benefits	47,415	52,195	52,020	61,870	61,370	62,850
<u>Operations and Maintenance</u>						
10-30-5010 Publications & Legal Notices	151	267	300	300	300	300
10-30-5012 Printing	192	76	300	300	300	300
10-30-5014 Postage	82	91	100	100	100	100
10-30-5016 Office & Meeting Supplies	643	500	700	700	700	700
10-30-5018 Janitorial Supplies	1,969	2,478	2,500	3,000	3,500	3,500
10-30-5020 Telephone	1,501	1,849	1,600	1,600	1,600	1,600
10-30-5022 Utilities	38,659	41,667	39,000	43,000	43,000	43,000
10-30-5025 Sewer Tax	675	739	750	815	815	815
10-30-5030 Vehicle Maintenance	480	1,265	1,500	2,000	2,000	1,500
10-30-5032 Buildings & Grounds-Maintenance.	27,720	17,351	25,000	20,000	17,000	17,000
10-30-5034 Alarm Systems/Security	650	639	650	750	750	750
10-30-5045 Miscellaneous/Expenditures	23	435	500	500	500	500
10-30-5051 Equipment Rental	680	265	700	700	500	500
10-30-5052 Minor Facility Repairs/Tools	0	0	500	500	500	500
Total Operations and Maintenance	73,425	67,622	74,100	74,265	71,565	71,065
10-30-5655 Landscape Maintenance	32,739	37,259	35,500	38,000	35,000	38,000
10-30-5656 Park Tree Trimming	1,201	866	1,000	1,000	1,000	1,000
10-30-5670 Other Professional Services	5,470	4,766	5,400	3,000	3,400	3,400
Total Contract Services	39,410	42,891	41,900	42,000	39,400	42,400
<u>Capital Expenditures</u>						
10-30-6010 Equipment	753	351	1,000	1,000	500	500
Total Capital Expenditures	753	351	1,000	1,000	500	500
Total Rossmoor Park	161,003	163,059	169,020	179,135	172,835	176,815

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 40 Montecito Center

<u>ACCOUNT NO.</u>	<u>2010-11 ACTUAL</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 ORIGINAL BUDGET</u>	<u>2012-13 AMENDED BUDGET</u>	<u>2012-2013 ESTIMATE TO CLOSE</u>	<u>2013-2014 PROPOSED BUDGET</u>
Department 40 Montecito Center						
<u>Salaries and Benefits</u>						
10-40-4001 Full Time	23,205	24,093	23,900	27,000	27,000	27,800
10-40-4002 Part Time	3,107	3,182	3,370	2,000	2,000	2,100
10-40-4003 Overtime	643	1,094	770	770	770	785
10-40-4005 Event Attendant	2,360	1,786	2,500	2,000	1,500	0
10-40-4010 Workers' Comp. Insurance	2,124	2,274	1,950	4,000	3,600	3,600
10-40-4011 Medical Insurance	5,288	6,869	6,950	7,500	7,100	7,100
10-40-4015 Federal Payroll Taxes	2,160	2,276	2,250	2,250	2,250	2,250
10-40-4018 State Payroll Taxes	389	341	520	520	520	550
Total Salaries and Benefits	39,276	41,914	42,210	46,040	44,740	44,185
<u>Operations and Maintenance</u>						
10-40-5010 Publications & Legal Notices	76	124	150	150	200	200
10-40-5012 Printing	132	76	150	150	150	150
10-40-5014 Postage	82	91	200	200	150	150
10-40-5016 Office & Meeting Supplies	643	500	900	900	900	900
10-40-5018 Janitorial Supplies	1,969	2,478	2,500	2,900	3,600	3,600
10-40-5020 Telephone	1,743	1,889	1,650	1,650	1,650	1,650
10-40-5022 Utilities	3,689	3,672	3,500	3,500	3,500	3,500
10-40-5025 Sewer Tax	567	621	650	685	685	685
10-40-5030 Vehicle Maintenance	481	805	1,000	1,500	1,500	1,500
10-40-5032 Buildings & Grounds-Maintenance.	3,822	4,287	4,000	4,000	4,000	4,000
10-40-5034 Alarm Systems/Security	458	475	500	500	500	500
10-40-5045 Miscellaneous/Expenditures	23	435	500	500	250	250
10-40-5051 Equipment Rental	68	60	500	500	250	250
10-40-5052 Minor Facility Repairs/Tools	0	0	100	100	100	100
Total Operations and Maintenance	13,753	15,513	16,300	17,235	17,435	17,435
10-40-5655 Landscape Maintenance	3,540	3,540	3,800	3,800	3,300	3,300
10-40-5656 Tree Trimming	1,201	866	1,000	1,000	1,000	1,000
10-40-5670 Other Professional Services	5,469	4,765	5,400	4,000	3,400	2,800
Total Contract Services	10,210	9,171	10,200	8,800	7,700	7,100
<u>Capital Expenditures</u>						
10-40-6010 Equipment	388	(63)	600	600	300	300
Total Capital Expenditures	388	(63)	600	600	300	300
Total Montecito Center	63,627	66,535	69,310	72,675	70,175	69,020

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 50

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 50 Rush Park						
<u>Salaries and Benefits</u>						
10-50-4001 Full Time	28,205	28,837	29,200	32,500	32,500	33,500
10-50-4002 Part Time	5,678	8,626	8,050	8,050	8,050	8,200
10-50-4003 Overtime	888	1,567	1,150	1,150	1,150	1,150
10-50-4005 Event Attendant	2,378	2,758	2,500	2,500	2,500	4,000
10-50-4010 Workers' Comp. Insurance	2,679	2,942	2,700	4,000	4,500	4,500
10-50-4011 Medical Insurance	6,533	7,813	7,800	8,700	8,700	8,700
10-50-4015 Federal Payroll Taxes	2,751	3,210	2,700	3,400	3,400	3,400
10-50-4018 State Payroll Taxes	510	491	775	775	775	775
Total Salaries and Benefits	49,622	56,244	54,875	61,075	61,575	64,225
<u>Operations and Maintenance</u>						
10-50-5010 Publications & Legal Notices	239	266	500	500	500	500
10-50-5012 Printing	272	76	500	500	500	500
10-50-5014 Postage	82	90	100	100	100	100
10-50-5016 Office & Meeting Supplies	643	500	900	900	900	900
10-50-5018 Janitorial Supplies	1,974	2,485	2,500	3,600	3,600	3,600
10-50-5020 Telephone	1,743	1,972	1,800	1,800	1,800	1,800
10-50-5022 Utilities	52,984	53,243	50,000	53,000	53,000	53,000
10-50-5025 Sewer Tax	2,586	2,830	2,900	3,116	3,116	3,116
10-50-5030 Vehicle Maintenance	528	1,282	1,500	2,000	2,000	1,500
10-50-5032 Buildings & Grounds-Maintenance	25,939	25,830	30,000	27,000	25,000	25,000
10-50-5034 Alarm Systems/Security	593	487	750	750	750	750
10-50-5045 Miscellaneous/Expenditures	963	785	1,200	1,200	500	500
10-50-5051 Equipment Rental	449	565	1,500	1,500	500	500
10-50-5052 Minor Facility Repairs/Tools	4,060	0	4,500	4,500	1,500	1,500
Total Operations and Maintenance	93,055	90,411	98,650	100,466	93,766	93,266
10-50-5655 Landscape Maintenance	35,839	37,067	35,500	38,000	35,000	38,000
10-50-5656 Tree Trimming	1,201	866	1,000	1,000	1,000	1,000
10-50-5670 Other Professional Services	5,469	4,765	5,400	3,000	3,400	3,400
Total Contract Services	42,509	42,698	41,900	42,000	39,400	42,400
<u>Capital Expenditures</u>						
10-50-6010 Equipment	411	834	1,000	1,000	500	500
Total Capital Expenditures	411	834	1,000	1,000	500	500
Total Rush Park	185,597	190,187	196,425	204,541	195,241	200,391

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 60, 65, and 70

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 60 Street Lighting						
Operations and Maintenance						
10-60-5020 Telephone	551	630	480	480	480	480
Contract Services						
10-60-5650 Lighting & Maintenance	106,662	113,690	102,000	107,000	107,000	107,000
Total Street Lighting	107,213	114,320	102,480	107,480	107,480	107,480
Department 65 Rossmoor Signature Wall						
Operations and Maintenance						
10-65-5002 Insurance - Liability	1,800	2,047	2,200	2,500	2,500	2,500
10-65-5032 Buildings & Grounds-Maintenance	9	9	100	1,500	1,500	100
Total Rossmoor Signature Wall	1,809	2,056	2,300	4,000	4,000	2,600
Department 70 Street Sweeping						
Operations and Maintenance						
10-70-5020 Telephone	551	630	500	500	500	500
10-70-5030 Vehicle Maintenance	43	0	100	100	100	100
Total Operations and Maintenance	594	630	600	600	600	600
Contract Services						
10-70-5642 Street Sweeping	52,415	52,281	51,000	52,000	52,000	52,000
Total Street Sweeping	53,009	52,911	51,600	52,600	52,600	52,600

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 80

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 80 Parkway Trees						
Salaries and Benefits						
10-80-4002 Salaries Part Time	-	-	-	12,000	13,000	15,500
10-80-4007 Vehicle Allowance	-	-	-	500	500	500
10-80-4010 Workers' Comp. Insurance	-	-	-	250	250	250
10-80-4015 Federal Payroll Tax -FICA	-	-	-	900	900	900
10-80-4018 State Payroll Taxes	-	-	-	75	300	300
Total Salaries and Benefits	-	-	-	13,725	14,950	17,450
Operations and Maintenance						
10-80-5012 Printing	14	-	50	50	50	50
10-80-5014 Postage	23	470	600	600	300	300
10-80-5016 Office & Meeting Supplies	146	79	200	200	200	200
10-80-5020 Telephone	1,061	1,239	900	900	900	900
10-80-5030 Vehicle Maintenance	197	-	300	300	300	300
10-80-5051 Equipment Rental	67	60	250	250	250	250
Total Operations and Maintenance	1,508	1,848	2,300	2,300	2,000	2,000
Contract Services						
10-80-5656 Tree Trimming	76,058	54,415	71,000	71,000	60,000	60,000
10-80-5660 Tree Removals	1,665	2,750	3,700	3,700	3,700	3,700
10-80-5656 Tree Watering Program	600	-	1,000	1,300	1,300	1,300
10-80-5670 Other Professional Services	38,259	30,711	38,000	10,000	7,500	6,000
Total Contract Services	116,582	87,876	113,700	86,000	72,500	71,000
Capital Expenditures						
10-80-6015 Trees	16,006	22,587	15,000	18,000	18,000	18,000
Total Parkway Trees	134,096	112,311	131,000	120,025	107,450	108,450

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 90 Mini-Parks & Medians

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 90 Mini-Parks & Medians						
<u>Salaries and Benefits</u>						
10-90-4001 Full Time	562	596	775	775	775	800
10-90-4002 Part Time	274	316	365	365	365	375
10-90-4003 Overtime	14	39	25	25	50	60
10-90-4010 Workers' Comp. Insurance	128	142	135	230	200	200
10-90-4015 Federal Payroll Taxes	65	73	70	70	70	70
10-90-4018 State Payroll Taxes	12	13	15	15	15	15
Total Salaries and Benefits	1,055	1,179	1,385	1,480	1,475	1,520
<u>Operations and Maintenance</u>						
10-90-5020 Telephone	528	590	500	500	500	500
10-90-5022 Utilities	6,795	6,908	7,500	7,500	7,500	7,500
10-90-5030 Vehicle Maintenance	43	0	100	100	100	100
10-90-5032 Building & Grounds Maintenance.	631	672	1,000	1,000	750	750
10-90-5045 Miscellaneous/Expenditures	12	0	200	200	100	100
10-90-5051 Equipment Rental	67	60	100	100	100	100
10-90-5052 Minor Facility Repairs/Tools	0	191	200	200	200	200
Total Operations and Maintenance	8,076	8,421	9,600	9,600	9,250	9,250
<u>Contract Services</u>						
10-90-5655 Landscape Maintenance	3,727	3,540	4,000	4,000	3,600	3,600
10-90-5656 Tree Trimming	400	289	500	500	500	500
10-90-5670 Other Professional Services	326	49	300	150	75	75
Total Contract Services	4,453	3,878	4,800	4,650	4,175	4,175
<u>Capital Expenditures</u>						
10-90-6010 Equipment	0	0	250	250	100	100
Total Capital Expenditures	0	0	250	250	100	100
Total Mini-Parks & Medians	13,584	13,478	16,035	15,980	15,000	15,045
TOTAL GENERAL FUND EXPENDITURES	1,143,257	1,179,066	1,213,562	1,244,196	1,182,181	1,164,076

**ROSSMOOR COMMUNITY SERVICES DISTRICT
RUSH PARK ASSESSMENT DISTRICT - FUND 20
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-13 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Assigned Fund Balance, Beginning</u>		271,199	207,154	203,129	203,129	203,129	201,604
<u>Rush Park AD Revenues</u>							
Assessments							
20-00-3100	Current Year Secured		376,607	382,500	377,000	380,000	380,000
20-00-3101	Prior Year Secured		4,745	7,500	5,000	3,330	3,400
20-00-3200	Interest	-	-	5,000	-	-	-
20-00-3500	Other Misc. Rev.	25,671		13,800	8,800		-
Total Rush Park AD Revenues		25,671	381,353	408,800	390,800	383,330	383,400
<u>Rush Park AD Expenditures</u>							
20-50-5619	Bond Trustee		2,875	2,875	2,875	2,875	2,875
20-50-XXXX	Admin Fee		20,000		240,000	240,000	20,000
Total Contract Services		-	22,875	2,875	242,875	242,875	22,875
Annual Debt Service							
20-50-5800	Principal		111,183	-	-	-	220,000
20-50-5801	Interest		146,555	141,980	141,980	141,980	135,160
	Increase due in Bond Reserve		4,765				
Total Annual Debt Service		-	262,503	141,980	141,980	141,980	355,160
Total Rush Park AD Expenditures		-	285,378	144,855	384,855	384,855	378,035
Revenues Less Expenditures		25,671	95,975	263,945	5,945	(1,525)	5,365
<u>Transfers Out</u>		0	(100,000)	0	0	0	0
<u>Transfers Out - Improvement Funds Disbursed</u>		(89,716)		0	0	0	0
<u>Transfers Out - To Agency</u>			0	0	0	0	(200,000)
<u>Assigned Fund Balance, End of Year</u>		207,154	203,129	467,074	209,074	201,604	6,969

(1) Transfer out to Agency Fund per Auditor Recommendation.

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

ACCOUNT NO.	TITLE	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-13 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Restricted Fund Balance, Beginning</u>		168,182	169,450	173,145	173,145	173,145	176,051
<u>Rossmoor Wall Revenues</u>							
30-00-3100	Current Year Secured	85,020	86,026	85,700	85,700	86,000	87,700
30-00-3101	Prior Year Secured	2,633	864	2,300	2,300	766	780
30-00-3200	Interest	-	-	1,000	1,000	1,000	1,000
30-00-3500	Other Misc. Rev.	-	-	-	-	-	-
Total Rossmoor Wall Revenues		87,653	86,890	89,000	89,000	87,766	89,480
<u>Rossmoor Wall Expenditures</u>							
30-65-5619	Bond Trustee	2,530	2,530	2,530	2,530	2,530	2,530
Annual Debt Service							
30-65-5800	Principal	55,000	55,000	60,000	60,000	60,000	65,000
30-65-5801	Interest	28,855	25,665	25,665	22,330	22,330	18,705
Total Annual Debt Service		83,855	80,665	85,665	82,330	82,330	83,705
Total Rossmoor Wall Expenditures		86,385	83,195	88,195	84,860	84,860	86,235
<u>Revenues Less Expenditures</u>		1,268	3,695	805	4,140	2,906	3,245
<u>Restricted Fund Balance, End of Year</u>		169,450	173,145	173,950	177,285	176,051	179,296

**ROSSMOOR COMMUNITY SERVICES DISTRICT
CAPITAL IMPROVEMENT PROGRAM - FUND 40
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	2012-13 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Assigned Fund Balance, Beginning</u>		129,048	147,839	189,789	189,789	189,789	225,573
<u>Revenues</u>							
	Other Financing Sources (Improvement Fund)	-	-	-	-	-	-
	Total Capital Improvement Program Revenues	-	-	-	-	-	-
<u>Expenditures</u>							
	Dept.						
	Rossmoor Park	-	46,693	-	8,500	9,276	-
	Montecito Center	28,471	28	20,000	20,000	8,900	-
	Rush Park	13,434	11,019	140,470	140,470	28,260	194,950
	General	9,020	310	34,691	39,970	17,780	16,050
	Total Expenditures	50,925	58,050	195,161	208,940	64,216	211,000
<u>Revenues Less Expenditures</u>		(50,925)	(58,050)	(195,161)	(208,940)	(64,216)	(211,000)
<u>Transfers In</u>		69,716	100,000	100,000	100,000	100,000	0
<u>Transfers Out</u>							
<u>Assigned Fund Balance, End of Year</u>		147,839	189,789	94,628	80,849	225,573	14,573

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET**

2013-2014 PROPOSED BUDGET - FUND 40

PROJECT TITLE	Original Budget FY 2012-2013	Amended Budget FY 2012-2013	Estimate to Close 2012-2013	Proposed Budget 2013-2014	Information Only FY 2014-2015	Information Only FY 2015-2016	Information Only FY 2016-2017
REVENUES							
Previous Transferred Available Funds	\$189,788	\$189,789	\$189,789	\$225,573	\$80,849	\$14,573	\$14,573
Transfer from Fund 10	\$0	0	0	0	0	0	0
Transfer from Fund 20 (thru Fund 10)	\$100,000	100,000	100,000	0	0	0	0
Prop 1A Payback and Interest from State	\$0	0	0	0	0	0	0
TOTAL REVENUES	\$289,788	\$289,789	\$289,789	\$225,573	\$80,849	\$14,573	\$14,573
EXPENSES							
ROSSMOOR PARK							
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.							
Resurface Basketball Courts.							
Tennis Repaired & Resurfaced							
Replace Chain Link Fencing Around Backstops	TBD	TBD	TBD				
Remote Lighting System Added (2/12/13)		\$8,500	\$9,276				
ROSSMOOR PARK SUBTOTAL	\$0	\$8,500	\$9,276		\$0	\$0	\$0
MONTECITO							
Redesign Interior	\$20,000	\$20,000			\$95,000		
Redesign Courtyard					\$49,800		
New Gate			\$8,900		TBD		
Install Electronic Message Board (Eliminate)							
MONTECITO SUBTOTAL	\$20,000	\$20,000	\$8,900		\$144,800	\$0	\$0
RUSH PARK							
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) Design paid/moved project to FY 2013-14							
Parking Lot Repair	\$50,000	\$50,000		\$25,000			
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations.				150,000			
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		19,950			
Replace Peripheral HVAC System in Auditorium	\$32,400	32,400	24,400				
Baseball Field - Replace with dustless dirt	\$35,000	35,000	3,860				
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (\$667 spent on design in FY 2011-12)					14,000		
Revise Landscape					20,700		
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.					28,736		
Canopy Entrance for Auditorium					37,800		
Replace Temporary Picnic Canopy with Permanent Shade Structure					39,000		
Install Solar Panels					TBD		
Outlet and Circuit Breaker for Movies and Concerts in the Park. (TBD in which FY.) = \$10,500							
RUSH PARK SUBTOTAL	\$140,470	\$140,470	\$28,260	\$194,950	\$140,236	\$0	\$0
GENERAL							
Rossmoor Shopping Village Signage (requested by Board Jan. 2012)	\$24,050	\$24,050	\$8,000	\$16,050			
Replace Round Trash Cans for Rush, Rossmoor and Mini Parks.	\$5,241	5,241	4,800				
Irrigation Box for Rossmoor Triangle	\$5,400	5,400					
IPads for Board including storage safe (added 2/12/13)		5,279	4,980				
Security Cameras at Rossmoor Entrances (added 2/12/13)		TBD					
Scissor Lift and Utility Trailer (Recommend Removal)					\$14,750		
GENERAL SUBTOTAL	\$34,691	\$39,970	\$17,780	\$16,050	\$14,750	\$0	\$0
TOTAL EXPENSES	\$195,161	\$208,940	\$64,216	\$211,000	\$299,786	\$0	\$0
ENDING FUND BALANCE	\$94,627	\$80,849	\$225,573	\$14,573	(\$218,937)	\$14,573	\$14,573

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: May 2, 2013
To: Budget Committee
From: General Manager
Subject: FY 2012-2013 ESTIMATES TO CLOSE AND FY 2013-2014 PRELIMINARY BUDGET

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 the 2013-2014 Budget. The recommendations of the CIP Committee have been incorporated into the 2013-2014 Budget.

This year, our ETC's for Fund 10 are projected to close at approximately \$50,159 in revenue over expenses. After taking into account the net transfer of \$140,000 (\$240,000 less \$100,000 transferred to Fund 40 for capital improvements) from Fund 20 to cover the administration costs, and the Beginning Unrestricted Fund Balance of \$691,498, Fund 10 is projected to have an estimated ending unrestricted balance of \$881,657.

2012-2013 Fund 10 ETC's General Fund Revenues also includes the payback of the Prop 1A cancellation in the amount of \$70,800. This payment is scheduled to be received by the District in June 2013. Another non-recurring item in total Fund 10 General Fund Revenues is the funding of miscellaneous studies in the amount of \$41,000.

Property Tax Revenues, as well as Assessed Values, have increased approximately 2%. Accordingly, 2013-2014 Budgeted Property Taxes include an approximate 2% increase.

Fund 40 ETC shows a positive ending fund balance of \$225,573. This balance is primarily due to the scaling back of projects this year and the \$100,000 Transfer In from Fund 20 Admin Fees. A three-year CIP is also included for discussion.

Fund 20 (Rush Park) includes the Transfer Out of \$20,000 admin fee to Fund 10, as well as a \$200,000 Transfer Out to Agency Fund, as recommended by the Auditors.

Fund 30 (Wall) has a projected ETC of \$176,051. Further research needs to be done to determine if these funds may be used for much-needed Wall repairs.

Both Funds 20 and 30 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 occurred due the previous Board action to pay down debt from excess reserves. That action resulted in not having to pay \$205,000 in principal payments plus \$27,695 less in lower interest payments this fiscal year. This enabled the transfer \$240,000 to Fund 10 with the \$100,000 then transferred to Fund 40 in order to maintain the District's capital plan.

In summary, the starting point for Fund 10 is a basically flat budget, with minimal projected increases/decreases in revenue or expenses, and a healthy Beginning Fund Balance. 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.

While it is possible that some projects will carried out this year, adjustments to Fund 10 and/or Fund 40 can be made during the Board's deliberation of the FY 2013-2014 Preliminary Budget during the months of May through July or even August, if necessary.

Finally, many Government Agencies often set aside, or commit, adequate levels of Unrestricted Fund Balances to mitigate current and future risks (e.g. revenue shortfalls and unanticipated expenditures) to a General Reserve. The Committed funds are usually based on a formula such as two to six months of the entity's annual budgeted expenditures. The Budget Committee may want to consider an amendment to the District's Reserve Policy to commit a portion of unrestricted funds to a General Reserve for such purpose.

RECOMMENDATION:

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

It is further recommended that the Committee consider committing a portion of Unrestricted Funds to a General Reserve in an amount ranging from 2 to 6 months of annual budgeted expenses.

Also, based on the substantial ending balance in General Fund 10, the Committee should consider transferring a portion of the balance to Fund 40, Capital Improvement Fund, in order to fund future capital projects.

ATTACHMENTS:

1. FY 2012-2013 Estimates to Close.
2. FY 2013-2014 Preliminary Budget.
 - a. Three-year Fund 40 CIP.
 - b. FY 2013-2014 Assessments received through April.
 - c. Assessed Valuations
3. Policy No. 3020 Budget Preparation, Adoption and Revision.

**ROSSMOOR COMMUNITY SERVICES DISTRICT
2013-2014 PROPOSED BUDGET
GENERAL FUND SUMMARY - FUND 10**

	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Unrestricted Fund Balance, Beginning</u>	742,653	726,348	691,498	691,498	881,657
<u>General Fund Revenues</u>					
Property Taxes	671,445	679,967	695,140	699,040	711,540
Street Light Assessments	236,699	239,533	244,500	244,500	248,000
Interest on Investments	12,389	7,069	10,000	5,000	5,000
From Other Govt. Agencies	48,494	57,643	128,500	128,500	57,800
Fees	123,013	129,206	127,000	126,000	126,000
Miscellaneous Revenues	4,612	3,535	3,000	3,000	3,000
Funding Miscellaneous Studies/Other	10,300	7,263	25,000	41,000	-
Total General Fund Revenues	1,106,952	1,124,216	1,233,140	1,247,040	1,151,340
<u>General Fund Expenditures</u>					
Administrative Services	319,241	349,830	367,760	342,950	329,875
Recreation	104,078	114,379	120,000	115,450	120,500
Rossmoor Park	161,003	163,059	179,135	174,535	179,015
Montecito Center	63,627	66,535	72,675	70,475	69,320
Rush Park	185,597	190,187	204,541	195,941	201,091
Street Lighting	107,213	114,320	107,480	107,480	107,480
Rossmoor Signature Wall	1,809	2,056	4,000	4,000	2,600
Street Sweeping	53,009	52,911	52,600	52,600	52,600
Parkway Trees	134,096	112,311	120,025	118,450	117,200
Mini-Parks and Medians	13,584	13,478	15,980	15,000	15,045
Total General Fund Expenditures	1,143,257	1,179,066	1,244,196	1,196,881	1,194,726
Revenues Less Expenditures	(36,305)	(54,850)	(11,056)	50,159	(43,386)
<u>Transfers In</u>	20,000	20,000	240,000	240,000	20,000
<u>Transfers (Out)</u>			(100,000)	(100,000)	-
<u>Unrestricted Balance, End of Year</u>	726,348	691,498	820,442	881,657	858,271

**ROSSMOOR COMMUNITY SERVICES DISTRICT
2013-2014 PROPOSED BUDGET
GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
General Fund Revenues					
Property Taxes					
10-00-3000 Current Secured	609,215	625,001	637,500	642,500	654,000
10-00-3001 Current Unsecured	25,922	26,266	26,800	24,800	25,200
10-00-3002 Prior Secured	18,004	12,801	13,000	13,000	13,250
10-00-3003 Prior Unsecured	317	416	425	425	440
10-00-3004 Delinquent Property Taxes	1,237	897	915	915	950
10-00-3010 Current Supplemental Assmnt.	6,503	3,426	5,100	6,000	6,100
10-00-3020 Public Utility	10,247	11,160	11,400	11,400	11,600
Total Property Taxes	671,445	679,967	695,140	699,040	711,540
Street Light Assessments					
10-00-3105 Assessments	236,699	239,533	244,500	244,500	248,000
Interest on Investments					
10-00-3200 Interest	12,389	7,069	10,000	5,000	5,000
From Other Governmental Agencies					
10-00-0101 Taxes Receivable (Prop 1A Suspend)	n/a	n/a	70,800	70,800	0
10-00-3301 State-Homeowners Prop. Tax Relief	5,633	5,643	5,700	5,700	5,800
10-00-3302 State Mandated Cost Reimb.	(9,139)	0	0	0	0
10-00-3305 County-Street Sweep Reimburse.	52,000	52,000	52,000	52,000	52,000
Total From Other Governmental Agencies	48,494	57,643	128,500	128,500	57,800
Fees					
10-00-3402 Parkway Tree Permits	354	4,058	3,500	4,000	4,000
10-00-3404 Tennis Reservations	10,772	11,632	12,500	12,500	12,500
10-00-3405 Wall Rental	n/a	n/a	500	500	500
10-00-3406 Volleyball & Ball Field Reservations	21,437	26,681	22,000	22,000	22,000
10-00-3410 Rossmoor Building Rental	6,319	11,027	6,000	4,500	4,500
10-00-3412 Montecito Building Rental	20,692	21,766	22,500	22,500	22,500
10-00-3414 Rush Building Rental	63,439	54,042	60,000	60,000	60,000
Total Fees	123,013	129,206	127,000	126,000	126,000
Miscellaneous Revenues					
10-00-3500 Miscellaneous	4,612	3,535	3,000	3,000	3,000
10-00-3501 Funding/Miscellaneous Studies	10,300	7,263	25,000	41,000	0
Total Miscellaneous Revenues	14,912	10,798	28,000	44,000	3,000
Total General Fund Revenues	1,106,952	1,124,216	1,233,140	1,247,040	1,151,340

2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.		2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 10 Administrative Services						
Salaries and Benefits						
10-10-4000	Board of Directors Compensation	7,700	12,100	10,000	8,500	9,000
10-10-4001	Full Time	89,755	91,500	112,500	112,500	115,875
10-10-4003	Overtime	1,302	1,120	1,600	1,600	1,650
10-10-4007	Vehicle Allowance	451	343	750	750	750
10-10-4010	Workers' Comp. Insurance	2,966	3,215	5,500	5,500	5,500
10-10-4011	Medical Insurance	20,796	25,717	30,000	27,500	27,500
10-10-4015	Federal Payroll Taxes	6,733	6,956	8,000	8,000	9,500
10-10-4018	State Payroll Taxes	732	608	1,000	1,000	1,000
Total Salaries and Benefits		130,435	141,559	169,350	165,350	170,775
Operations and Maintenance						
10-10-5002	Insurance - Liability	8,559	13,644	14,000	13,500	14,000
10-10-5004	Membership & Dues	5,863	5,541	6,300	6,400	6,400
10-10-5006	Travel & Meetings	2,689	3,004	2,000	2,000	2,000
10-10-XXXX	Board Meetings Televised Exp	0	0	0	0	16,800
10-10-5010	Publications & Legal Notices	2,858	5,090	18,000	19,000	4,000
10-10-5012	Printing	4,034	913	1,200	1,200	1,200
10-10-5014	Postage	3,390	3,200	4,000	3,000	3,000
10-10-5016	Office & Meeting Supplies	7,499	7,201	7,200	7,200	7,200
10-10-5020	Telephone	1,651	1,889	1,500	1,500	1,500
10-10-5045	Miscellaneous Expenditures	5,364	7,230	5,500	5,500	5,500
10-10-5046	Bank Service Charges	1,394	972	1,000	1,000	1,000
10-10-5050	Elections	0	0	0	0	0
10-10-5051	Equipment Rental	1,952	354	500	0	0
Total Operations and Maintenance		45,253	49,038	61,200	60,300	62,600
Contract Services						
10-10-5610	Legal Services	44,577	49,991	40,000	30,000	40,000
10-10-5615	Financial Services	8,400	8,460	8,460	8,300	8,500
10-10-5620	Miscellaneous Studies	10,301	27,640	25,000	21,000	0
10-10-5670	Other Professional Services	78,411	68,327	57,750	52,000	42,000
Total Contract Services		141,689	154,418	131,210	111,300	90,500
Capital Expenditures						
10-10-6010		1,864	4,815	6,000	6,000	6,000
Total Administrative Services		319,241	349,830	367,760	342,950	329,875

**2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 20 Recreation					
Salaries and Benefits					
10-20-4001 Full Time	43,932	42,318	43,500	43,500	44,800
10-20-4002 Part Time	17,853	27,081	23,500	21,500	22,000
10-20-4003 Overtime	1,902	1,472	1,950	1,950	2,000
10-20-4005 Event Attendant	270	208	300	200	200
10-20-4007 Vehicle Allowance	643	462	750	500	500
10-20-4010 Workers' Comp. Insurance	1,195	1,430	2,000	1,800	2,000
10-20-4011 Medical Insurance	5,288	6,739	8,000	7,000	7,000
10-20-4015 Federal Payroll Tax	5,143	5,407	5,000	5,000	5,000
10-20-4018 State Payroll Taxes	1,150	804	1,000	1,000	1,000
Total Salaries and Benefits	77,376	85,921	86,000	82,450	84,500
Operations and Maintenance					
10-20-5006 Travel & Meetings	365	802	800	500	500
10-20-5010 Publications & Legal Notices	76	124	150	200	200
10-20-5012 Printing	384	407	500	500	500
10-20-5014 Postage	147	212	300	300	300
10-20-5016 Office & Meeting Supplies	1,300	1,005	1,250	1,000	1,000
10-20-5017 Community Events	8,998	13,625	14,000	14,000	19,000
10-20-5019 Fireworks	6,200	6,200	6,200	6,200	6,200
10-20-5020 Telephone	1,651	1,889	1,800	1,800	1,800
10-20-5045 Miscellaneous Expenditures	150	85	500	500	500
10-20-5051 Equipment Rental	270	240	500	500	500
Total Operations and Maintenance	19,541	24,589	26,000	25,500	30,500
Contract Services					
10-20-5670 Other Professional Services	5,584	4,532	4,500	4,000	3,500
Total Contract Services	5,584	4,532	4,500	4,000	3,500
Capital Expenditures					
10-20-6010 Equipment	1,577	(663)	3,500	3,500	2,000
Total Capital Expenditures	1,577	(663)	3,500	3,500	2,000
Total Recreation	104,078	114,379	120,000	115,450	120,500

**2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 30 Rossmoor Park					
Salaries and Benefits					
10-30-4001 Full Time	28,205	28,837	32,500	32,500	33,500
10-30-4002 Part Time	5,678	7,353	10,000	10,000	10,300
10-30-4003 Overtime	824	1,458	1,400	1,400	1,450
10-30-4005 Event Attendant	460	467	500	500	500
10-30-4010 Workers' Comp. Insurance	2,678	2,942	5,000	4,500	5,000
10-30-4011 Medical Insurance	6,532	7,813	8,700	8,700	8,700
10-30-4015 Federal Payroll Taxes	2,618	2,907	3,200	3,200	3,300
10-30-4018 State Payroll Taxes	420	418	570	570	600
Total Salaries and Benefits	47,415	52,195	61,870	61,370	63,350
Operations and Maintenance					
10-30-5010 Publications & Legal Notices	151	267	300	300	300
10-30-5012 Printing	192	76	300	300	300
10-30-5014 Postage	82	91	100	100	100
10-30-5016 Office & Meeting Supplies	643	500	700	700	700
10-30-5018 Janitorial Supplies	1,969	2,478	3,000	3,500	3,500
10-30-5020 Telephone	1,501	1,849	1,600	1,600	1,600
10-30-5022 Utilities	38,659	41,667	43,000	43,000	43,000
10-30-5025 Sewer Tax	675	739	815	815	815
10-30-5030 Vehicle Maintenance	480	1,265	2,000	2,000	1,500
10-30-5032 Buildings & Grounds-Maintenance.	27,720	17,351	20,000	18,000	18,000
10-30-5034 Alarm Systems/Security	650	639	750	750	750
10-30-5045 Miscellaneous/Expenditures	23	435	500	500	500
10-30-5051 Equipment Rental	680	265	700	700	700
10-30-5052 Minor Facility Repairs/Tools	0	0	500	500	500
Total Operations and Maintenance	73,425	67,622	74,265	72,765	72,265
10-30-5655 Landscape Maintenance	32,739	37,259	38,000	35,000	38,000
10-30-5656 Park Tree Trimming	1,201	866	1,000	1,000	1,000
10-30-5670 Other Professional Services	5,470	4,766	3,000	3,400	3,400
Total Contract Services	39,410	42,891	42,000	39,400	42,400
Capital Expenditures					
10-30-6010 Equipment	753	351	1,000	500	500
Total Capital Expenditures	753	351	1,000	1,000	1,000
Total Rossmoor Park	161,003	163,059	179,135	174,535	179,015

**2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 40 Montecito Center					
Salaries and Benefits					
10-40-4001 Full Time	23,205	24,093	27,000	27,000	27,800
10-40-4002 Part Time	3,107	3,182	2,000	2,000	2,100
10-40-4003 Overtime	643	1,094	770	770	785
10-40-4005 Event Attendant	2,360	1,786	2,000	1,500	0
10-40-4010 Workers' Comp. Insurance	2,124	2,274	4,000	3,600	3,600
10-40-4011 Medical Insurance	5,288	6,869	7,500	7,100	7,100
10-40-4015 Federal Payroll Taxes	2,160	2,276	2,250	2,250	2,250
10-40-4018 State Payroll Taxes	389	341	520	520	550
Total Salaries and Benefits	39,276	41,914	46,040	44,740	44,185
Operations and Maintenance					
10-40-5010 Publications & Legal Notices	76	124	150	200	200
10-40-5012 Printing	132	76	150	150	150
10-40-5014 Postage	82	91	200	150	150
10-40-5016 Office & Meeting Supplies	643	500	900	900	900
10-40-5018 Janitorial Supplies	1,969	2,478	2,900	3,600	3,600
10-40-5020 Telephone	1,743	1,889	1,650	1,650	1,650
10-40-5022 Utilities	3,689	3,672	3,500	3,500	3,500
10-40-5025 Sewer Tax	567	621	685	685	685
10-40-5030 Vehicle Maintenance	481	805	1,500	1,500	1,500
10-40-5032 Buildings & Grounds-Maintenance.	3,822	4,287	4,000	4,000	4,000
10-40-5034 Alarm Systems/Security	458	475	500	500	500
10-40-5045 Miscellaneous/Expenditures	23	435	500	250	250
10-40-5051 Equipment Rental	68	60	500	250	250
10-40-5052 Minor Facility Repairs/Tools	0	0	100	100	100
Total Operations and Maintenance	13,753	15,513	17,235	17,435	17,435
Contract Services					
10-40-5655 Landscape Maintenance	3,540	3,540	3,800	3,600	3,600
10-40-5656 Tree Trimming	1,201	866	1,000	1,000	1,000
10-40-5670 Other Professional Services	5,469	4,765	4,000	3,400	2,800
Total Contract Services	10,210	9,171	8,800	8,000	7,400
Capital Expenditures					
10-40-6010 Equipment	388	(63)	600	300	300
Total Capital Expenditures	388	(63)	600	300	300
Total Montecito Center	63,627	66,535	72,675	70,475	69,320

**2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 50 Rush Park					
<u>Salaries and Benefits</u>					
10-50-4001 Full Time	28,205	28,837	32,500	32,500	33,500
10-50-4002 Part Time	5,678	8,626	8,050	8,050	8,200
10-50-4003 Overtime	888	1,567	1,150	1,150	1,150
10-50-4005 Event Attendant	2,378	2,758	2,500	2,500	4,000
10-50-4010 Workers' Comp. Insurance	2,679	2,942	4,000	4,500	4,500
10-50-4011 Medical Insurance	6,533	7,813	8,700	8,700	8,700
10-50-4015 Federal Payroll Taxes	2,751	3,210	3,400	3,400	3,400
10-50-4018 State Payroll Taxes	510	491	775	775	775
Total Salaries and Benefits	49,622	56,244	61,075	61,575	64,225
<u>Operations and Maintenance</u>					
10-50-5010 Publications & Legal Notices	239	266	500	500	500
10-50-5012 Printing	272	76	500	500	500
10-50-5014 Postage	82	90	100	100	100
10-50-5016 Office & Meeting Supplies	643	500	900	900	900
10-50-5018 Janitorial Supplies	1,974	2,485	3,600	3,600	3,600
10-50-5020 Telephone	1,743	1,972	1,800	1,800	1,800
10-50-5022 Utilities	52,984	53,243	53,000	53,000	53,000
10-50-5025 Sewer Tax	2,586	2,830	3,116	3,116	3,116
10-50-5030 Vehicle Maintenance	528	1,282	2,000	2,000	1,500
10-50-5032 Buildings & Grounds-Maintenance	25,939	25,830	27,000	25,000	25,000
10-50-5034 Alarm Systems/Security	593	487	750	750	750
10-50-5045 Miscellaneous/Expenditures	963	785	1,200	600	600
10-50-5051 Equipment Rental	449	565	1,500	600	600
10-50-5052 Minor Facility Repairs/Tools	4,060	0	4,500	2,000	2,000
Total Operations and Maintenance	93,055	90,411	100,466	94,466	93,966
10-50-5655 Landscape Maintenance	35,839	37,067	38,000	35,000	38,000
10-50-5656 Tree Trimming	1,201	866	1,000	1,000	1,000
10-50-5670 Other Professional Services	5,469	4,765	3,000	3,400	3,400
Total Contract Services	42,509	42,698	42,000	39,400	42,400
<u>Capital Expenditures</u>					
10-50-6010 Equipment	411	834	1,000	500	500
Total Capital Expenditures	411	834	1,000	500	500
Total Rush Park	185,597	190,187	204,541	195,941	201,091

**2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 60 Street Lighting					
Operations and Maintenance					
10-60-5020 Telephone	551	630	480	480	480
Contract Services					
10-60-5650 Lighting & Maintenance	106,662	113,690	107,000	107,000	107,000
Total Street Lighting	107,213	114,320	107,480	107,480	107,480
Department 65 Rossmoor Signature Wall					
Operations and Maintenance					
10-65-5002 Insurance - Liability	1,800	2,047	2,500	2,500	2,500
10-65-5032 Buildings & Grounds-Maintenance	9	9	1,500	1,500	100
Total Rossmoor Signature Wall	1,809	2,056	4,000	4,000	2,600
Department 70 Street Sweeping					
Operations and Maintenance					
10-70-5020 Telephone	551	630	500	500	500
10-70-5030 Vehicle Maintenance	43	0	100	100	100
Total Operations and Maintenance	594	630	600	600	600
Contract Services					
10-70-5642 Street Sweeping	52,415	52,281	52,000	52,000	52,000
Total Street Sweeping	53,009	52,911	52,600	52,600	52,600

**2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 80 Parkway Trees					
Salaries and Benefits					
10-80-4002 Salaries Part Time	-	-	12,000	13,000	13,250
10-80-4007 Vehicle Allowance	-	-	500	500	500
10-80-4010 Workers' Comp. Insurance	-	-	250	250	250
10-80-4015 Federal Payroll Tax -FICA	-	-	900	900	900
10-80-4018 State Payroll Taxes	-	-	75	300	300
Total Salaries and Benefits	-	-	13,725	14,950	15,200
Operations and Maintenance					
10-80-5012 Printing	14	-	50	50	50
10-80-5014 Postage	23	470	600	300	300
10-80-5016 Office & Meeting Supplies	146	79	200	200	200
10-80-5020 Telephone	1,061	1,239	900	900	900
10-80-5030 Vehicle Maintenance	197	-	300	300	300
10-80-5051 Equipment Rental	67	60	250	250	250
Total Operations and Maintenance	1,508	1,848	2,300	2,000	2,000
Contract Services					
10-80-5656 Tree Trimming	76,058	54,415	71,000	71,000	71,000
10-80-5660 Tree Removals	1,665	2,750	3,700	3,700	3,700
10-80-5656 Tree Watering Program	600	-	1,300	1,300	1,300
10-80-5670 Other Professional Services	38,259	30,711	10,000	7,500	6,000
Total Contract Services	116,582	87,876	86,000	83,500	82,000
Capital Expenditures					
10-80-6015 Trees	16,006	22,587	18,000	18,000	18,000
Total Parkway Trees	134,096	112,311	120,025	118,450	117,200

**2013-2014 PROPOSED BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-2013 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
Department 90 Mini-Parks & Medians					
<u>Salaries and Benefits</u>					
10-90-4001 Full Time	562	596	775	775	800
10-90-4002 Part Time	274	316	365	365	375
10-90-4003 Overtime	14	39	25	50	60
10-90-4010 Workers' Comp. Insurance	128	142	230	200	200
10-90-4015 Federal Payroll Taxes	65	73	70	70	70
10-90-4018 State Payroll Taxes	12	13	15	15	15
Total Salaries and Benefits	1,055	1,179	1,480	1,475	1,520
<u>Operations and Maintenance</u>					
10-90-5020 Telephone	528	590	500	500	500
10-90-5022 Utilities	6,795	6,908	7,500	7,500	7,500
10-90-5030 Vehicle Maintenance	43	0	100	100	100
10-90-5032 Building & Grounds Maintenance.	631	672	1,000	750	750
10-90-5045 Miscellaneous/Expenditures	12	0	200	100	100
10-90-5051 Equipment Rental	67	60	100	100	100
10-90-5052 Minor Facility Repairs/Tools	0	191	200	200	200
Total Operations and Maintenance	8,076	8,421	9,600	9,250	9,250
<u>Contract Services</u>					
10-90-5655 Landscape Maintenance	3,727	3,540	4,000	3,600	3,600
10-90-5656 Tree Trimming	400	289	500	500	500
10-90-5670 Other Professional Services	326	49	150	75	75
Total Contract Services	4,453	3,878	4,650	4,175	4,175
<u>Capital Expenditures</u>					
10-90-6010 Equipment	0	0	250	100	100
Total Capital Expenditures	0	0	250	100	100
Total Mini-Parks & Medians	13,584	13,478	15,980	15,000	15,045
TOTAL GENERAL FUND EXPENDITURES	1,143,257	1,179,066	1,244,196	1,196,881	1,194,726

**ROSSMOOR COMMUNITY SERVICES DISTRICT
2013-2014 PROPOSED BUDGET
2013-2014 RUSH PARK ASSESSMENT DISTRICT - FUND 20
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-13 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Assigned Fund Balance, Beginning</u>		271,199	207,154	203,129	203,129	201,604
<u>Rush Park AD Revenues</u>						
Assessments						
20-00-3100	Current Year Secured		376,607	377,000	380,000	380,000
20-00-3101	Prior Year Secured		4,745	5,000	3,330	3,400
20-00-3200	Interest	-	-	-	-	-
20-00-3500	Other Misc. Rev.	25,671		8,800		-
Total Rush Park AD Revenues		25,671	381,353	390,800	383,330	383,400
<u>Rush Park AD Expenditures</u>						
20-50-5619	Bond Trustee		2,875	2,875	2,875	2,875
Total Contract Services		-	2,875	2,875	2,875	2,875
Annual Debt Service						
20-50-5800	Principal		111,183	-	-	220,000
20-50-5801	Interest		146,555	141,980	141,980	135,160
	Increase due in Bond Reserve		4,765			
Total Annual Debt Service		-	262,503	141,980	141,980	355,160
Total Rush Park AD Expenditures		-	265,378	144,855	144,855	358,035
Revenues Less Expenditures		25,671	115,975	245,945	238,475	25,365
<u>Transfers In</u>		0	0	0	0	0
<u>Transfers Out - Improvement Funds Disbursed</u>						
<u>Transfers Out - To Agency</u>						(200,000)
<u>Transfers Out - Admin Fees</u>		(89,716)	(120,000)	(240,000)	(240,000)	(20,000)
<u>Assigned Fund Balance, End of Year</u>		207,154	203,129	209,074	201,604	6,969

(1) Transfer out to Agency Fund per Auditor Recommendation.

**ROSSMOOR COMMUNITY SERVICES DISTRICT
2013-2014 PROPOSED BUDGET
ROSSMOOR WALL SPECIAL TAX - FUND 30
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-13 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Restricted Fund Balance, Beginning</u>		168,182	169,450	173,145	173,145	176,051
<u>Rossmoor Wall Revenues</u>						
30-00-3100	Current Year Secured	85,020	86,026	85,700	86,000	87,700
30-00-3101	Prior Year Secured	2,633	864	2,300	766	780
30-00-3200	Interest	-	-	1,000	1,000	1,000
30-00-3500	Other Misc. Rev.	-	-	-	-	-
Total Rossmoor Wall Revenues		87,653	86,890	89,000	87,766	89,480
<u>Rossmoor Wall Expenditures</u>						
30-65-5619	Bond Trustee	2,530	2,530	2,530	2,530	2,530
<u>Annual Debt Service</u>						
30-65-5800	Principal	55,000	55,000	60,000	60,000	65,000
30-65-5801	Interest	28,855	25,665	22,330	22,330	18,705
Total Annual Debt Service		83,855	80,665	82,330	82,330	83,705
Total Rossmoor Wall Expenditures		86,385	83,195	84,860	84,860	86,235
<u>Revenues Less Expenditures</u>		1,268	3,695	4,140	2,906	3,245
<u>Restricted Fund Balance, End of Year</u>		169,450	173,145	177,285	176,051	179,296

**ROSSMOOR COMMUNITY SERVICES DISTRICT
2013-2014 PROPOSED BUDGET**

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

ACCOUNT NO.	TITLE	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 ADJUSTED BUDGET	2012-13 ESTIMATE TO CLOSE	2013-2014 PROPOSED BUDGET
<u>Assigned Fund Balance, Beginning</u>		129,048	147,839	189,789	189,789	225,573
<u>Revenues</u>						
	Other Financing Sources (Improvement Fund)	-	-	-	-	-
	Total Capital Improvement Program Revenues	-	-	-	-	-
<u>Expenditures</u>						
	Dept.					
	Rossmoor Park	-	46,693	8,500	9,276	-
	Montecito Center	28,471	28	20,000	8,900	-
	Rush Park	13,434	11,019	140,470	28,260	194,950
	General	9,020	310	39,970	17,780	16,050
	Total Expenditures	50,925	58,050	208,940	64,216	211,000
<u>Revenues Less Expenditures</u>		(50,925)	(58,050)	(208,940)	(64,216)	(211,000)
<u>Transfers In</u>		69,716	100,000	100,000	100,000	
<u>Transfers Out</u>						
<u>Assigned Fund Balance, End of Year</u>		147,839	189,789	80,849	225,573	14,573

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET**

2013-2014 PROPOSED BUDGET - FUND 40

PROJECT TITLE	Adjusted Budget FY 2012-2013	Estimate to Close 2012-2013	Proposed Budget 2013-2014	Information Only FY 2015-2016	Information Only FY 2016-2017
REVENUES					
Previous Transferred Available Funds	\$189,789	\$189,789	\$225,573	\$14,573	\$14,573
Transfer from Fund 10	0	0	0	0	0
Transfer from Fund 20 (thru Fund 10)	100,000	100,000		0	0
Prop 1A Payback and Interest from State	0	0	0	0	0
TOTAL REVENUES	\$289,789	\$289,789	\$225,573	\$14,573	\$14,573
EXPENSES					
ROSSMOOR PARK					
Tot Lot Equipment - Swing Set and Hooded Slide (1) to be consistent with safety regulations.					
Resurface Basketball Courts.					
Tennis Repaired & Resurfaced					
Replace Chain Link Fencing Around Backstops	TBD	TBD			
Remote Lighting System Added (2/12/13)	\$8,500	\$9,276			
ROSSMOOR PARK SUBTOTAL	\$8,500	\$9,276		\$0	\$0
MONTECITO					
Redesign Interior	\$20,000				
Redesign Courtyard					
New Gate		\$8,900			
Install Electronic Message Board (Eliminate)					
MONTECITO SUBTOTAL	\$20,000	\$8,900		\$0	\$0
RUSH PARK					
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) Design paid/moved project to FY 2013-14					
Parking Lot Repair	\$50,000		\$25,000		
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations.			150,000		
Rehabilitate and Upgrade Indoor Men's Restrooms (including waterless urinals)	3,120				
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting	19,950		19,950		
Replace Peripheral HVAC System in Auditorium	32,400	24,400			
Baseball Field - Replace with dustless dirt	35,000	3,860			
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (\$667 spent on design in FY 2011-12)					
Revise Landscape					
Pour-in-Place Rubber Surfacing (Partial 2,132 sq.ft.) for Tot Lot to be consistent with safety regulations.					
Canopy Entrance for Auditorium					
Replace Temporary Picnic Canopy with Permanent Shade Structure					
Install Solar Panels					
Outlet and Circuit Breaker for Movies and Concerts in the Park. (TBD in which FY.) = \$10,500					
RUSH PARK SUBTOTAL	\$140,470	\$28,260	\$194,950	\$0	\$0
GENERAL					
Rossmoor Shopping Village Signage (requested by Board Jan. 2012)	\$24,050	\$8,000	\$16,050		
Replace Round Trash Cans for Rush, Rossmoor and Mini Parks.	5,241	4,800			
Irrigation Box for Rossmoor Triangle	5,400				
IPads for Board including storage safe (added 2/12/13)	5,279	4,980			
Security Cameras at Rossmoor Entrances (added 2/12/13)	TBD				
Scissor Lift and Utility Trailer (Recommend Removal)					
GENERAL SUBTOTAL	\$39,970	\$17,780	\$16,050	\$0	\$0
TOTAL EXPENSES	\$208,940	\$64,216	\$211,000	\$0	\$0
ENDING FUND BALANCE	\$80,849	\$225,573	\$14,573	\$14,573	\$14,573

APPORTIONMENTS COMPARISON

Please Note: The first month of the Fiscal Year is July. However, taxes collected in a month are paid to us the following month. Therefore, the first month of the Fiscal Year in this report is being shown as August, with the ending month being shown as July.

	FY 11/12	FY 12/13	DIFFERENCE	%
FY 11-12 VS 12-13 (TOTALS)	\$1,346,274.18	\$1,375,008.51	\$28,734.33	2.13%
SUPP TAX 1985 #1	\$124.36	\$135.24	\$10.88	8.75%
SECURED PY TAX #1	\$3,658.68	\$1,903.20	-\$1,755.48	-47.98%
SECURED PY PENALTIES #1	\$639.50	\$311.40	-\$328.10	-51.31%
MONTH OF AUGUST	\$4,422.54	\$2,349.84	-\$2,072.70	-46.87%
SUPP TAX 1985 #2	\$437.88	\$1,245.30	\$807.42	184.39%
SECURED PY TAX #2	\$2,980.09	\$3,445.15	\$465.06	15.61%
SECURED PY PENALTIES #2	\$589.86	\$635.75	\$45.89	7.78%
UNSECURED COLLECT #1	\$25,571.71	\$21,321.88	-\$4,249.83	-16.62%
MONTH OF SEPTEMBER	\$29,579.54	\$26,648.08	-\$2,931.46	-9.91%
SUPP TAX 1985 #3	\$2,602.44	\$466.88	-\$2,135.56	-82.06%
SECURED PY TAX #3	\$2,076.62	\$3,760.81	\$1,684.19	81.10%
SECURED PY PENALTIES #3	\$431.82	\$759.68	\$327.86	75.93%
MONTH OF OCTOBER	\$5,110.88	\$4,987.37	-\$123.51	-2.42%
SUPP TAX 1985 #4	\$158.82	\$2,135.77	\$1,976.95	N/A
SECURED PY TAX #4	\$1,573.29	\$2,767.59	\$1,194.30	75.91%
SECURED PY PENALTIES #4	\$358.16	\$819.72	\$461.56	128.87%
SECURED COLL PAID #1	\$109,820.05	\$28,462.24	-\$81,357.81	-74.08%
SECURED COLL TAX #2 (2012 paid 11/29)	\$0.00	\$199,918.80	\$199,918.80	N/A
MONTH OF NOVEMBER	\$111,910.32	\$234,104.12	\$122,193.80	109.19%
SECURED COLL TAX #2	\$183,563.29	\$0.00	-\$183,563.29	N/A
STATE HOX SUBVENT #1	\$1,142.10	\$1,125.09	-\$17.01	-1.49%
SECURED PY PENALTIES #5	\$565.02	\$321.04	-\$243.98	-43.18%
SECURED PY TAX PAID #5	\$1,875.77	\$1,230.74	-\$645.03	-34.39%
SECURED COLL TAX #3	\$425,002.24	\$492,319.21	\$67,316.97	15.84%
SUPPL TAX PAID 1985 #5	\$453.20	\$1,988.61	\$1,535.41	338.79%
MONTH OF DECEMBER	\$612,601.62	\$496,984.69	-\$115,616.93	-18.87%

	FY 11/12	FY 12/13	DIFFERENCE	%
STATE HOX SUBVENT #2	\$2,664.90	\$2,625.23	-\$39.67	-1.49%
REG RAILROAD PAID #1	\$55.73	\$54.24	-\$1.49	-2.67%
PUBLIC UTILITY PAID #1	\$7,500.22	\$7,503.50	\$3.28	0.04%
INTEREST ON UNAPPORT TAX	\$79.19	\$86.80	\$7.61	9.61%
SEC PY PENALTY #6	\$336.20	\$153.48	-\$182.72	-54.35%
SUPPL TAX PAID 1985 # 6	\$93.55	\$73.54	-\$20.01	-21.39%
SECURED PY TAX PAID #6	\$1,035.10	\$470.32	-\$564.78	-54.56%
SECURED COLLECT PAID #4	\$24,401.99	\$36,229.42	\$11,827.43	48.47%
UNSECURED TAX COLLECT PAID #2	\$4,295.69	\$6,516.89	\$2,221.20	51.71%
MONTH OF JANUARY	\$40,462.57	\$53,713.42	\$13,250.85	32.75%
SECURED PY PENALTY PAID #7	\$159.21	\$229.70	\$70.49	44.27%
SECURED PY TAX PAID #7	\$439.20	\$711.99	\$272.79	62.11%
SUPPL TAX PAID 1985 #6	\$0.00	\$0.00	\$0.00	0.00%
MONTH OF FEBRUARY	\$598.41	\$941.69	\$343.28	57.37%
SECURED PY PENALTY PAID #8	\$154.94	\$199.57	\$44.63	28.80%
SECURED COLLECT PAID #5	\$78,042.72	\$83,478.82	\$5,436.10	6.97%
SECURED PY TAX PAID #8	\$470.92	\$490.58	\$19.66	4.17%
SUPPL TAX PAID 1985 #7	\$0.00	\$0.00	\$0.00	0.00%
MONTH OF MARCH	\$78,668.58	\$84,168.97	\$5,500.39	6.99%
SECURED PY PAID #9	\$921.16	\$494.06	-\$427.10	-46.37%
SUPPL TAX PAID 1985 #9	\$0.00	\$1,568.64	\$1,568.64	100.00%
SECURED PY PENALTIES #9	\$458.21	\$255.59	-\$202.62	-44.22%
SECURED COLLECT PAID #6	\$461,540.35	\$468,792.04	\$7,251.69	1.57%
MONTH OF APRIL	\$462,919.72	\$471,110.33	\$8,190.61	1.77%

Assessed Valuations

[{TOC}](#) [{Index Notes}](#) [{Excel Download}](#)

COMMUNITY SERVICE DISTRICTS

CAPISTRANO BAY COMMUNITY SERVICE DIST

	2012 - 2013	2011 - 2012	2010 - 2011	2009 - 2010	2008 - 2009
Locally Assessed	326,673,304	314,322,004	310,440,526	305,201,330	288,867,360
State Assessed	0	0	0	0	0
Total Secured	326,673,304	314,322,004	310,440,526	305,201,330	288,867,360
Unsecured Values	525,563	2,485,279	3,939,352	820,462	754,093
Total Values	327,198,867	316,807,283	314,379,878	306,021,792	289,621,453

EMERALD BAY COMMUNITY SERVICE DISTRICT

	2012 - 2013	2011 - 2012	2010 - 2011	2009 - 2010	2008 - 2009
Locally Assessed	1,366,640,233	1,326,674,492	1,312,349,526	1,263,339,521	1,204,389,632
State Assessed	0	0	0	0	0
Total Secured	1,366,640,233	1,326,674,492	1,312,349,526	1,263,339,521	1,204,389,632
Unsecured Values	781,971	696,263	2,036,913	2,974,249	2,246,524
Total Values	1,367,422,204	1,327,370,755	1,314,386,439	1,266,313,770	1,206,636,156

ROSSMOOR COMMUNITY SERVICES DISTRICT

	2012 - 2013	2011 - 2012	2010 - 2011	2009 - 2010	2008 - 2009
Locally Assessed	1,640,250,833	1,601,186,226	1,559,597,560	1,513,168,227	1,497,631,448
State Assessed	1,157,120	997,370	997,370	997,370	997,370
Total Secured	1,641,407,953	1,602,183,596	1,560,594,930	1,514,165,597	1,498,628,818
Unsecured Values	5,539,819	7,786,947	9,465,059	12,225,924	5,954,871
Total Values	1,646,947,772	1,609,970,543	1,570,059,989	1,526,391,521	1,504,583,689

SURFSIDE COLONY COMMUNITY SERVICE DIST

	2012 - 2013	2011 - 2012	2010 - 2011	2009 - 2010	2008 - 2009
Locally Assessed	197,803,253	190,702,324	188,426,799	192,405,771	187,497,175
State Assessed	0	0	0	0	0
Total Secured	197,803,253	190,702,324	188,426,799	192,405,771	187,497,175
Unsecured Values	2,913,782	2,544,644	5,672,705	3,800,460	2,937,249
Total Values	200,717,035	193,246,968	194,099,504	196,206,231	190,434,424

THREE ARCH BAY COMMUNITY SERVICES DIST

	2012 - 2013	2011 - 2012	2010 - 2011	2009 - 2010	2008 - 2009
Locally Assessed	812,288,848	786,631,613	751,480,086	757,182,450	705,642,332
State Assessed	0	0	0	0	0
Total Secured	812,288,848	786,631,613	751,480,086	757,182,450	705,642,332
Unsecured Values	1,411,518	10,188,187	6,744,125	1,694,488	1,950,339
Total Values	813,700,366	796,819,800	758,224,211	758,876,938	707,592,671

Ⓐ 2.37. Increase

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: May 2, 2013
To: Budget Committee
From: RCSD, General Manager
Subject: PROPOSED FY 2013-2014 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.

Four 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.

Due to the current economy and public employee compensation environment, proposed salary increases are based solely on the Los Angeles/Riverside/Orange County Region Consumer Price Index which indicates a 3.054% 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 2012-2013 Salary Plan.
2. Proposed FY 2013-2014 Salary Plan.
3. Los Angeles/Riverside/Orange County Consumer Price Index.

**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.

**ROSSMOOR COMMUNITY SERVICES
DISTRICT
EMPLOYEE SALARY PLAN**

F/Y 2013-2014						
Position	2013-2014 Current Salary		Consumer Price Index 2013 3.1%		2013-2014 Recommended Salary	
	Yearly	Hourly	Annually	Hourly	Annually	Hourly
*General Manager	n/a		n/a		\$46,800.00	\$45.00
Accountant/Bookkeeper	\$51,480.00	\$24.75	\$1,572.20	\$0.7559	\$53,052.20	\$25.51
Administrative Assistant	\$48,505.60	\$23.32	\$1,481.36	\$0.7122	\$49,986.96	\$24.03
General Clerk	\$36,878.40	\$17.73	\$1,126.27	\$0.5415	\$38,004.67	\$18.27
Park Superintendent	\$48,193.60	\$23.17	\$1,471.83	\$0.7076	\$49,665.43	\$23.88
Recreation Superintendent	\$42,432.00	\$20.40	\$1,295.87	\$0.6230	\$43,727.87	\$21.02
*Tree Consultant	\$15,080.00	\$14.50	\$460.54	\$0.4428	\$15,540.54	\$14.94
*Maintenance Assistant	\$16,390.40	\$15.76	\$500.56	\$0.4813	\$16,890.96	\$16.24
*Recreation Leader	\$16,390.40	\$15.76	\$500.56	\$0.4813	\$16,890.96	\$16.24
**Recreation Leader	\$9,547.20	\$12.24	\$291.57	\$0.3738	\$9,838.77	\$12.61
Event/Facility Attendant	n/a	\$15.00				\$15.00

* 1/2 Time 20 hrs a week/1,040 hrs per year.

** Weekend Rec.15 hrs per week/780 hrs per year.

Databases, Tables & Calculators by Subject

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Consumer Price Index - All Urban Consumers

Series Id: CUURA421SA0, CUUSA421SA0
 Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Download: .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2003	185.2	186.5	188.2	187.6	186.4	186.3	186.3	186.9	188.2	187.8	187.1	187.0	187.0	186.7	187.2
2004	188.5	190.1	191.5	191.9	193.3	193.7	193.4	193.1	194.5	196.3	196.9	195.2	193.2	191.5	194.9
2005	195.4	197.4	199.2	201.1	201.5	200.7	201.4	203.1	205.8	206.9	205.6	203.9	201.8	199.2	204.5
2006	206.0	207.5	208.5	210.5	212.4	211.1	211.4	211.9	212.9	211.4	211.1	210.6	210.4	209.3	211.6
2007	212.584	214.760	216.500	217.845	218.596	217.273	217.454	217.330	217.697	218.696	219.943	219.373	217.338	216.260	218.416
2008	220.918	221.431	223.606	224.625	226.651	229.033	229.886	228.484	227.449	226.159	222.229	219.620	225.008	224.377	225.638
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.010	224.507	225.226	225.264	224.317	223.643	223.219	221.943	224.495
2010	224.610	224.620	225.483	225.916	226.438	225.877	225.991	226.373	226.048	226.794	225.941	226.639	225.894	225.491	226.298
2011	228.652	229.729	232.241	233.319	233.367	232.328	231.303	231.833	233.022	233.049	232.731	231.567	231.928	231.606	232.251
2012	233.441	234.537	236.941	236.866	237.032	236.025	235.776	237.222	238.104	240.111	237.675	236.042	236.648	235.807	237.488
2013	238.015	239.753	239.995												

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF APRIL 9, 2013

BACKGROUND:

The report reflects the actions of the Board at their Regular April 9, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of April 9, 2013 as prepared by the Board's Secretary/General Manager.

ATTACHMENTS:

1.Minutes-Regular Meeting of April 9, 2013 as 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 9, 2013

A. ORGANIZATION

- 1. CALL TO ORDER: 7:01 P.M.**
- 2. ROLL CALL: Directors Coletta, Casey, Rips,
President Maynard
Director Kahlert had an excused absence**

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. Orange County Sheriff's Department, K-9 Demonstration

Orange County Sheriff's Deputy Mike Burke debuted his Rookie K-9 Partner, Sando, a three-year old Dutch Shepherd. He stated that Sando would soon be trained as a drug dog for the County of Orange. Deputy Burke took questions from the Board and the audience relative to police dog breeding, training, housing, temperament, care and lifespan. Director Coletta asked the Deputy why the County imported their police dogs from Europe. Deputy Burke replied that due to over-breeding issues resulting in frequent occurrences of hip dysplasia in the German Shepherd dog, most police agencies now utilized the European-bred Dutch Shepherd and Belgian Malinois for police work. These breeds displayed superior health and endurance and the European breeders were dedicated to retaining the natural drive and working temperament in the line. He added that all of these breeds were herding dogs with high energy levels and required training and a job to do to keep their intelligent minds active. K-9 Units are on call 24/7.

General Manager Montana asked whether the recent Supreme Court decision mandating police agencies to obtain a warrant prior to using police dogs on private property had influenced the way in which the OC Sheriff's K-9's were now used. Deputy Burke stated that he and the County were familiar with the Florida case and were watching it closely. He concluded by saying that the Sheriff's Department does not utilize K-9s in neighborhoods and around homes unless they have reasonable cause to do so, and/or a crime has already taken place. Their procedures were comparable to those of other agencies.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM

Mary Holsgang had announcements relative to the Friends of the Library Front Porch Project Fundraiser. She stated that the funds were being raised to rehabilitate the library and expand the outdoor space into additional meeting space. She showed a poster depicting the finished project.

Del Clark from the Rossmoor Women’s Club added that the fundraising goal was \$100K to cover projected construction costs of \$75-\$80K with the remaining funds to be put in reserve for future maintenance and repairs. She stated that bricks available for purchase at \$100 each and pavers were also available for \$150 each.

D. REPORTS TO THE BOARD

1. REPORT ON TREE PLANTINGS IN PARKWAYS – STATUS UPDATE

Recommendation to receive the report and provide direction to General Manager and General Counsel on future plantings in covered parkways and parkways where resident requests that no tree be planted.

Tree Program Specialist Mary Kingman gave a general status update to the Board. Discussion ensued relative to County enforcement, the Vacant Site List, the Tree Planting Refusal list and the Board’s recollection of the County agreeing to support the District’s enforcement of the paved over parkways. The General Manager stated that General Counsel stated that the District still had the option of applying for an encroachment permit with the County for enforcement purposes. Motion by Director Coletta, seconded by Director Casey to file an application with the County of Orange for an encroachment permit for hardscape removal and tree planting at the four resident-protested sites. Motion passed 3-1, with Director Rips voting No.

It was the consensus of the Board to transfer the remaining 20 tree planting refusals to an active planting list by writing letters to the residents in order to update and re-qualify the status of the 20 sites from a refreshed starting point (as residents may have moved or may be open to selecting a different species). Director Coletta requested that staff research the minutes of the meeting containing the decisions regarding the tree planting appeals listed in the report. The report was received and filed.

E. CONSENT CALENDAR

1a. MINUTES-REGULAR BOARD MEETING OF MARCH 12, 2013

2. FEBRUARY 2013 REVENUE AND EXPENDITURE REPORT

The Consent Calendar was unanimously approved as submitted, 4-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS—None

H. REGULAR CALENDAR

1. SECOND READING AND POSSIBLE ADOPTION OF PAPERLESS AGENDA PROGRAM POLICY

Recommendation to give second reading and adopt RCSD Policy No.3096 (*Former Policy No. 5025*) Agenda Program.

President Maynard opened up the floor to public comment. A resident suggested that the Board should try out the iPads prior to purchase. President Maynard stated that he currently owned an iPad, knew how to use it, was a paperless advocate and was secure in the hard work of District staff and General Counsel in developing the policy as well as the Board's decision to move forward. President Maynard closed public comment.

Discussion ensued. Director Casey had questions relative to some minor grammatical nuances in 3026.23. He suggested removing the words "issue ipads" appearing in line four. Director Coletta suggested having General Counsel reword 3026.23. Director Rips disagreed. Motion by Director Coletta to resubmit the policy to General Counsel, seconded by Director Casey. More discussion ensued with President Maynard stated that he felt strongly that the policy should be adopted as written. The General Manager stated that the Paperless Agenda Policy was a fluid document that would likely come back to the Board at a future date for revisions to meet the District's evolving needs. Director Coletta withdrew the motion. New Motion by Director Coletta, seconded by Director Casey to adopt Policy No. 3096 Paperless Agenda Program Policy. Motion passed 4-0.

It was the consensus of the Board to purchase the iPads and have the District's Paperless Agenda Program fully implemented by the summer of 2013.

2. RESIDENT'S APPEAL OF GENERAL MANAGER'S DECISION RE: PLANTING OR REMOVAL OF PARKWAY TREES

Recommendation to receive report and adhere to RCSD Policy No. 3080 by rejecting appeal.

Resident Erlene Minton stated that she had been ignorant of the District policy and therefore apologized for removing the original Chinese Flame Tree from the parkway. She stated that she was appealing the District's decision to fine her in the amount of \$260 for her transgression. She concluded that she was willing to plant a replacement tree, preferably a Crape Myrtle. Discussion ensued relative to resident actions, District policy and the actual cost of the replacement tree.

Motion by President Maynard, seconded by Director Rips to waive the cost of the February 2005 tree planting in the amount of \$80 and charge resident Erlene Minton for the replacement planting of a new 24" box tree for her parkway at the wholesale price of \$180; have District Tree Care Specialist Mary Kingman work with Mrs. Minton to select and desirable species. Motion passed 4-0.

3. YOUTH CENTER ROSSMOOR PARK SUMMER DAY CAMP-PARTNERSHIP PROPOSAL

Recommendation to Approve the request of Lina Lumme, Executive Director of the Youth Center, to continue a partnership with the RCSD in providing the annual Summer Day Camp Program at Rossmoor Park weekdays from 7:00 a.m. to 7:00 p.m. (an extension of 3 hours to prior years' requests). Also, to authorize approval of policy limitations including exceeding the 8:00 a.m. start time and the eight hours per day limit pursuant to Policy No. 6010—Requests for Use of District Parks and Facilities.

Youth Center Director, Lina Lumme addressed the Board. She thanked them for their support in providing a place for the Youth Center to thrive for over 23 years. She added that the District's donation of the Community Center facility had enabled the Youth Center to provide scholarships to many families who would not otherwise be able to afford it.

Discussion ensued. Director Coletta had questions relative to the impact on District Staff. Recreation Superintendent Emily Gingras stated that the Youth Center staff was provided with keys and access to the Community Center and kitchen in order to prepare breakfast and lunch for the children and that District staff was not involved. Director Rips had questions relative to whether or not the District had received any past complaints from residents. Emily Gingras replied that impact on neighbors was minimal and she did not recall any complaints. President Maynard and General Manager Montana had questions relative to the extended hour pickup locations, times and traffic safety with children crossing on busy Hedwig Road. Lina Lumme responded that the pickups were staggered and that parents usually utilized parking around Rossmoor Park to pick up their children. She added that 75% of the Youth Center children were Rossmoor residents.

Motion by President Maynard, seconded by Director Casey to approve the request of Lina Lumme, Executive Director of the Youth Center, to continue a partnership with the RCSD in providing the annual Summer Day Camp Program at Rossmoor Park, weekdays from 7:00 a.m. to 7:00 p.m. and to authorize approval of policy limitations including exceeding the 8:00 a.m. start time and the eight hours per day limit pursuant to Policy No. 6010—Requests for Use of District Parks and Facilities. Motion Passed 4-0.

4. DISCUSSION WITH EXTERNAL AFFAIRS CONSULTANT AND POSSIBLE ACTION RE: RENEWAL OF PROFESSIONAL SERVICES AGREEMENT-MANAGEMENT CONSULTANT

Recommendation to authorize Board President to execute a Professional Services Agreement with the HTGroup as an external affairs consultant for an additional 12 months (1 year) on the same terms and conditions as the current Agreement.

Brief discussion ensued. Motion by Director Coletta, seconded by Director Casey to approve the renewal of HTGroup Professional Services Agreement for Management Consultant, under the same terms and conditions for a period of one year. Motion passed 4-0.

I. GENERAL MANAGER ITEMS

Chris Montana reported that the District had applied for and received a \$1000 grant from District insurance carrier SDRMA for the installation of a security camera at Rossmoor Park in order to minimize theft. The camera would be installed soon. She also reported that the Shops at Rossmoor Ad Hoc Committee had held their first meeting on April 8th to discuss the overflow parking issues and progress had been made toward a solution.

J. BOARD MEMBER ITEMS:

President Maynard thanked the members of the public for attending, thanked the staff for their hard work and professionalism, and encouraged the community to support the Los Alamitos/Rossmoor Library and the Front Porch Project Fundraiser. He also invited everyone to attend the Rossmoor Community Festival on Sunday, May 5th, visit the RCSD Booth and get to know the District Board and staff.

Director Coletta thanked the General Manager, Staff and District Counsel for their hard work revising the Paperless Agenda Policy. He encouraged the community to support the Friends of the Library Front Porch Project and asked the General Manager to research the feasibility and legality of making a District contribution to the cause.

Director Casey had comments relative to the Shops at Rossmoor and Rossmoor Condo overflow parking issues. He stated that if the four condominium property managers had discussed the parking concerns directly with the Shops at Rossmoor property management from the beginning, the situation would never have escalated to the level of having Rossmoor residential streets packed with nonresident vehicles. He added that both the condos and the shopping center are located in Seal Beach and therefore should be a Seal Beach issue. Finally, he stated that even though it was unfair that Rossmoor's leadership was being asked to facilitate the problem solving process, reviving the SAR Ad Hoc Committee was the right thing to do because the meeting had initiated the process of finding solutions. He suggested that the management from each of the four condominiums step up and write a letter to Seal Beach and the Shops at Rossmoor.

Director Rips requested status on the security camera bids. Henry Taboada replied that the first company had not responded; the second vendor bid came in at \$100K; a third bid at \$150K; and the only viable source of electricity is power poles. Southern California Edison no longer allows the use of their light poles.

Director Rips also requested that the Mayor's Consortium Committee be resurrected in order to address the City of Cypress trucking issue. President Maynard added that the City of Cypress is known as a hidden city because it has absolutely no freeway access. He opined that going forward with the truck project would be, in effect, equivalent to Cypress thumbing their noses at their neighboring communities; all of which would be severely impacted by this venture. Henry Taboada agreed stating that the 32 acre project would include bays for over 100 trucks. He stated he had contacted the cities of Los Alamitos, Seal Beach and Garden Grove to discuss the issue and the City of Cypress was offered a seat at the table (still pending). He concluded that once he heard back from all agencies, he would schedule a meeting of the Mayor's Consortium.

K. CLOSED SESSION:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: General Manager

At 9:10 p.m. the Board adjourned to a closed session.

At 9:28 p.m. the Board returned from closed session. There was no reportable action.

L. ADJOURNMENT

Motion by President Maynard, seconded by Director Rips to adjourn the regular meeting at 9:29 p.m. Motion passed 4-0.

SUBMITTED BY:

Chris Montana
General Manager

DRAFT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT – MARCH, 2013

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 explain current material variances.

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for March, 2013.

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of March, 2013.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 March 2013 @ 75%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	699,400.00	695,140.00	434,811.16	36,778.91	260,328.84	62.6
STREET LIGHT ASSESSMENTS	250,000.00	244,500.00	152,780.26	12,837.18	91,719.74	62.5
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,883.25	0.00	8,116.75	18.8
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	2,780.01	0.00	54,919.99	4.8
FEES AND SERVICES	133,000.00	127,000.00	95,247.50	11,495.10	31,752.50	75.0
OTHER REVENUE	73,800.00	98,800.00	43,188.85	30,025.62	55,611.15	43.7
OTHER REVENUE SOURCES (Transfer In)	20,000.00	140,000.00	140,000.00	0.00	0.00	100.0
Total Revenues	1,243,400.00	1,373,140.00	870,691.03	91,136.81	502,448.97	63.4
Expenditures						
ADMINISTRATION	367,792.00	367,760.00	259,360.49	18,496.35	108,399.51	70.5
RECREATION	107,600.00	120,000.00	80,487.16	8,076.21	39,512.84	67.1
ROSSMOOR PARK 1, 2	169,020.00	179,135.00	123,315.31	15,883.47	55,819.69	68.8
MONTECITO CENTER 1, 2	69,310.00	72,675.00	51,641.89	6,500.88	21,033.11	71.1
RUSH PARK 1, 2, 3	196,425.00	204,541.00	143,331.89	11,335.16	61,209.11	70.1
STREET LIGHTING	102,480.00	107,480.00	71,139.25	9,188.17	36,340.75	66.2
ROSSMOOR WALL	2,300.00	4,000.00	2,509.00	0.00	1,491.00	62.7
STREET SWEEPING	51,600.00	52,600.00	36,417.48	4,489.16	16,182.52	69.2
PARKWAY TREES 1, 2, 5	131,000.00	120,025.00	94,303.26	7,169.65	25,721.74	78.6
MINI-PARKS, MEDIANS & TRIANGLE	16,035.00	15,980.00	10,703.91	857.58	5,276.09	67.0
Expenditures	1,213,562.00	1,244,196.00	873,209.64	81,996.63	370,986.36	70.2

FYI - We received approximately \$471,000 in Property Tax Revenue in April 2013

Audited Fund Balance
 at June 30, 2012 691,498.00

REVENUE REPORT
MARCH 2013 @ 75%

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Dorset Community

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	699,400.00	695,140.00	434,811.16	36,778.91	0.00	260,328.84	62.6
ASSESSMENTS	250,000.00	244,500.00	152,780.26	12,837.18	0.00	91,719.74	62.5
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,883.25	0.00	0.00	8,116.75	18.8
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	2,780.01	0.00	0.00	54,919.99	4.8
FEES AND SERVICES	133,000.00	127,000.00	95,247.50	11,495.10	0.00	31,752.50	75.0
OTHER REVENUE	73,800.00	98,800.00	43,188.85	30,025.62	0.00	55,611.15	43.7
OTHER FINANCING SOURCES	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
Dept: 00	1,243,400.00	1,373,140.00	870,691.03	91,136.81	0.00	502,448.97	63.4
Revenues	1,243,400.00	1,373,140.00	870,691.03	91,136.81	0.00	502,448.97	63.4
Grand Total Net Effect:	1,243,400.00	1,373,140.00	870,691.03	91,136.81	0.00	502,448.97	

EXPENDITURE REPORT
MARCH 2013 @ 75%

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Rossmoor Community

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	202,078.00	169,350.00	116,553.29	10,374.61	0.00	52,796.71	68.8
OPERATIONS AND MAINTENANCE	53,504.00	61,200.00	49,550.42	3,910.25	0.00	11,649.58	81.0
CONTRACT SERVICES	106,210.00	131,210.00	88,879.11	4,211.49	0.00	42,330.89	67.7
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,377.67	0.00	0.00	1,622.33	73.0
ADMINISTRATION	367,792.00	367,760.00	259,360.49	18,496.35	0.00	108,399.51	70.5
Dept: 20 RECREATION							
SALARIES AND BENEFITS	86,300.00	86,000.00	59,199.14	5,888.45	0.00	26,800.86	68.8
OPERATIONS AND MAINTENANCE	13,800.00	26,000.00	15,921.84	1,803.24	0.00	10,078.16	61.2
CONTRACT SERVICES	5,500.00	4,500.00	2,948.15	384.52	0.00	1,551.85	65.5
CAPITAL EXPENDITURES	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
RECREATION	107,600.00	120,000.00	80,487.16	8,076.21	0.00	39,512.84	67.1
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	52,020.00	61,870.00	45,669.93	4,581.39	0.00	16,200.07	73.8
OPERATIONS AND MAINTENANCE 1	74,100.00	74,265.00	49,860.80	8,280.07	0.00	24,404.20	67.1
CONTRACT SERVICES 2	41,900.00	42,000.00	27,618.25	3,021.96	0.00	14,381.75	65.8
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK	169,020.00	179,135.00	123,315.31	15,883.42	0.00	55,819.69	68.8
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	42,210.00	46,040.00	32,214.11	3,769.62	0.00	13,825.89	70.0
OPERATIONS AND MAINTENANCE 1	16,300.00	17,235.00	13,024.47	2,069.30	0.00	4,210.53	75.6
CONTRACT SERVICES 2	10,200.00	8,800.00	6,403.31	661.96	0.00	2,396.69	72.8
CAPITAL EXPENDITURES	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER	69,310.00	72,675.00	51,641.89	6,500.88	0.00	21,033.11	71.1
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 3	54,875.00	61,075.00	46,501.72	3,989.23	0.00	14,573.28	76.1
OPERATIONS AND MAINTENANCE 1	98,650.00	100,466.00	68,129.31	4,323.97	0.00	32,336.69	67.8
CONTRACT SERVICES 2	41,900.00	42,000.00	28,534.52	3,021.96	0.00	13,465.48	67.9
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK	196,425.00	204,541.00	143,331.89	11,335.16	0.00	61,209.11	70.1

EXPENDITURE REPORT
MARCH 2013 @ 75%

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Rossmoor Community

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	395.87	49.82	0.00	84.13	82.5
CONTRACT SERVICES	102,000.00	107,000.00	70,743.38	9,138.35	0.00	36,256.62	66.1
STREET LIGHTING	102,480.00	107,480.00	71,139.25	9,188.17	0.00	36,340.75	66.2
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
ROSSMOOR WALL	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	395.87	49.82	0.00	204.13	66.0
CONTRACT SERVICES	51,000.00	52,000.00	36,021.61	4,439.34	0.00	15,978.39	69.3
STREET SWEEPING	51,600.00	52,600.00	36,417.48	4,489.16	0.00	16,182.52	69.2
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS 1	0.00	13,725.00	10,038.11	1,513.56	0.00	3,686.89	73.1
OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	1,232.04	151.68	0.00	1,067.96	53.6
CONTRACT SERVICES 25	113,700.00	86,000.00	68,999.31	1,912.41	0.00	17,000.69	80.2
CAPITAL EXPENDITURES	15,000.00	18,000.00	14,033.80	3,592.00	0.00	3,966.20	78.0
PARKWAY TREES	131,000.00	120,025.00	94,303.26	7,169.65	0.00	25,721.74	78.6
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	1,385.00	1,480.00	754.51	90.07	0.00	725.49	51.0
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	6,947.00	457.61	0.00	2,653.00	72.4
CONTRACT SERVICES	4,800.00	4,650.00	3,002.40	309.90	0.00	1,647.60	64.6
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	15,980.00	10,703.91	857.58	0.00	5,276.09	67.0
Expenditures	1,213,562.00	1,244,196.00	873,209.64	81,996.58	0.00	370,986.36	70.2
Grand Total Net Effect:	-1,213,562.00	-1,244,196.00	-873,209.64	-81,996.58	0.00	-370,986.36	

REVENUE/EXPENDITURE REPORT
MARCH 2013 @ 75%

Rossmoor Community

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	635,000.00	637,500.00	393,662.34	36,267.39	0.00	243,837.66	61.8
3001 Current unsecured prop tax	26,000.00	26,800.00	20,636.90	0.00	0.00	6,163.10	77.0
3002 Prior secured property taxes	18,800.00	13,000.00	10,044.58	511.52	0.00	2,955.42	77.3
3003 Prior unsecured prop taxes	1,000.00	425.00	0.00	0.00	0.00	425.00	0.0
3004 Delinquent property taxes	1,200.00	915.00	417.18	0.00	0.00	497.82	45.6
3010 Current supplemental assessmt	6,000.00	5,100.00	4,481.24	0.00	0.00	618.76	87.9
3020 Public utility tax	11,400.00	11,400.00	5,568.92	0.00	0.00	5,831.08	48.9
PROPERTY TAXES	699,400.00	695,140.00	434,811.16	36,778.91	0.00	260,328.84	62.6
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	250,000.00	244,500.00	152,780.26	12,837.18	0.00	91,719.74	62.5
ASSESSMENTS	250,000.00	244,500.00	152,780.26	12,837.18	0.00	91,719.74	62.5
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	10,000.00	10,000.00	1,883.25	0.00	0.00	8,116.75	18.8
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,883.25	0.00	0.00	8,116.75	18.8
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	4,800.00	5,700.00	2,780.01	0.00	0.00	2,919.99	48.8
3302 State Mandated Cost Reimb	500.00	0.00	0.00	0.00	0.00	0.00	0.0
3305 County street sweep reimburse	51,900.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	2,780.01	0.00	0.00	54,919.99	4.8
Acct Class: 34 FEES AND SERVICES							
3402 Park way tree permits	1,500.00	3,500.00	2,889.00	179.60	0.00	611.00	82.5
3404 Court reservations	11,500.00	12,500.00	8,655.00	846.00	0.00	3,845.00	69.2
3405 Wall Rental	0.00	500.00	380.00	60.00	0.00	120.00	76.0
3406 Ball field reservations	22,000.00	22,000.00	17,862.50	4,889.00	0.00	4,137.50	81.2
3410 Rossmoor building rental	10,000.00	6,000.00	2,560.00	280.00	0.00	3,440.00	42.7
3412 Montecito building rental	23,000.00	22,500.00	15,608.00	408.00	0.00	6,892.00	69.4
3414 Rush Park Building Rental	65,000.00	60,000.00	47,293.00	4,832.50	0.00	12,707.00	78.8
FEES AND SERVICES	133,000.00	127,000.00	95,247.50	11,495.10	0.00	31,752.50	75.0
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	3,000.00	3,000.00	2,179.45	0.00	0.00	820.55	72.6
3501 Funding/Misc. Studies	0.00	25,000.00	41,009.40	30,025.62	0.00	-16,009.40	164.0
3611 PROP 1A STATE REPAY	70,800.00	70,800.00	0.00	0.00	0.00	70,800.00	0.0
OTHER REVENUE	73,800.00	98,800.00	43,188.85	30,025.62	0.00	55,611.15	43.7
Acct Class: 36 OTHER FINANCING SOURCES							
3600 TRANSFER IN/OUT OTHER FUNDS	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
OTHER FINANCING SOURCES	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
Dept: 00	1,243,400.00	1,373,140.00	870,691.03	91,136.81	0.00	502,448.97	63.4
Revenues	1,243,400.00	1,373,140.00	870,691.03	91,136.81	0.00	502,448.97	63.4
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	10,000.00	10,000.00	6,219.80	0.00	0.00	3,780.20	62.2
4001 Salaries - Full-time	139,253.00	112,500.00	78,284.91	8,698.14	0.00	34,215.09	69.6
4003 Salaries - Overtime	1,600.00	1,600.00	549.21	188.05	0.00	1,050.79	34.3
4007 Vehicle Allowance	750.00	750.00	461.22	127.00	0.00	288.78	61.5
4010 Workers Compensation Insurance	3,500.00	5,500.00	3,655.74	588.44	0.00	1,844.26	66.5
4011 Medical Insurance	35,175.00	30,000.00	20,675.75	0.00	0.00	9,324.25	68.9
4015 Federal Payroll Tax -FICA	10,200.00	8,000.00	5,877.32	762.21	0.00	2,122.68	73.5
4018 State Payroll Taxes	1,600.00	1,000.00	829.34	10.77	0.00	170.66	82.9

REVENUE/EXPENDITURE REPORT
MARCH 2013 @ 75%

Rossmoor Community

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	202,078.00	169,350.00	116,553.29	10,374.61	0.00	52,796.71	68.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	9,704.00	14,000.00	13,459.10	0.00	0.00	540.90	96.1
5004 Memberships and Dues	6,000.00	6,300.00	6,398.82	229.29	0.00	-98.82	101.6
5006 Travel & Meetings	3,000.00	2,000.00	1,536.58	250.00	0.00	463.42	76.8
5010 Publications & Legal Notices	4,500.00	18,000.00	14,649.78	1,746.46	0.00	3,350.22	81.4
5012 Printing	500.00	1,200.00	624.58	0.00	0.00	575.42	52.0
5014 Postage	4,000.00	4,000.00	2,743.69	0.00	0.00	1,256.31	68.6
5016 Office Supplies	8,300.00	7,200.00	4,103.85	1,168.48	0.00	3,096.15	57.0
5020 Telephone	1,500.00	1,500.00	1,187.53	149.42	0.00	312.47	79.2
5045 Miscellaneous Expenditures	5,500.00	5,500.00	3,974.63	271.10	0.00	1,525.37	72.3
5046 Bank Service Charge	1,000.00	1,000.00	871.86	95.50	0.00	128.14	87.2
5050 Elections	9,000.00	0.00	0.00	0.00	0.00	0.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	53,504.00	61,200.00	49,550.42	3,910.25	0.00	11,649.58	81.0
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	40,000.00	40,000.00	18,220.74	67.50	0.00	21,779.26	45.6
5615 Financial Audit-Consulting	8,460.00	8,460.00	8,300.00	0.00	0.00	160.00	98.1
5620 Miscellaneous Studies	0.00	25,000.00	20,632.57	0.00	0.00	4,367.43	82.5
5670 Other Professional Services	57,750.00	57,750.00	41,725.80	4,143.99	0.00	16,024.20	72.3
CONTRACT SERVICES	106,210.00	131,210.00	88,879.11	4,211.49	0.00	42,330.89	67.7
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	6,000.00	6,000.00	4,377.67	0.00	0.00	1,622.33	73.0
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,377.67	0.00	0.00	1,622.33	73.0
ADMINISTRATION	367,792.00	367,760.00	259,360.49	18,496.35	0.00	108,399.51	70.5
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	40,000.00	43,500.00	32,255.58	3,525.78	0.00	11,244.42	74.2
4002 Salaries - Part-time	25,500.00	23,500.00	14,782.88	1,546.72	0.00	8,717.12	62.9
4003 Salaries - Overtime	1,950.00	1,950.00	730.67	46.43	0.00	1,219.33	37.5
4005 Salaries - Event Attendant	300.00	300.00	138.00	20.25	0.00	162.00	46.0
4007 Vehicle Allowance	750.00	750.00	203.27	0.00	0.00	546.73	27.1
4010 Workers Compensation Insurance	1,350.00	2,000.00	1,477.85	237.88	0.00	522.15	73.9
4011 Medical Insurance	10,500.00	8,000.00	5,257.30	0.00	0.00	2,742.70	65.7
4015 Federal Payroll Tax -FICA	4,500.00	5,000.00	3,677.54	406.99	0.00	1,322.46	73.6
4018 State Payroll Taxes	1,450.00	1,000.00	676.05	104.40	0.00	323.95	67.6
SALARIES AND BENEFITS	86,300.00	86,000.00	59,199.14	5,888.45	0.00	26,800.86	68.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	800.00	800.00	255.00	250.00	0.00	545.00	31.9
5010 Publications & Legal Notices	150.00	150.00	85.32	0.00	0.00	64.68	56.9
5012 Printing	500.00	500.00	272.30	0.00	0.00	227.70	54.5
5014 Postage	300.00	300.00	201.87	0.00	0.00	98.13	67.3
5016 Office Supplies	1,250.00	1,250.00	693.99	278.82	0.00	556.01	55.5
5017 Community Events	8,000.00	14,000.00	6,785.68	1,125.00	0.00	7,214.32	48.5
5019 Fireworks	0.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	1,187.53	149.42	0.00	612.47	66.0
5045 Miscellaneous Expenditures	500.00	500.00	240.15	0.00	0.00	259.85	48.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	13,800.00	26,000.00	15,921.84	1,803.24	0.00	10,078.16	61.2
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	5,500.00	4,500.00	2,948.15	384.52	0.00	1,551.85	65.5
CONTRACT SERVICES	5,500.00	4,500.00	2,948.15	384.52	0.00	1,551.85	65.5

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2012 to 3/31/2013

Fund: 10 - GENERAL FUND

Expenditures

Dept: 20 RECREATION

Acct Class: 60 CAPITAL EXPENDITURES

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
5010 Equipment	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
CAPITAL EXPENDITURES	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
RECREATION	107,600.00	120,000.00	80,487.16	8,076.21	0.00	39,512.84	67.1
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	29,200.00	32,500.00	23,499.95	2,531.28	0.00	9,000.05	72.3
4002 Salaries - Part-time	7,400.00	10,000.00	7,962.18	1,033.96	0.00	2,037.82	79.6
4003 Salaries - Overtime	1,150.00	1,400.00	816.25	51.37	0.00	583.75	58.3
4005 Salaries - Event Attendant	500.00	500.00	303.60	44.55	0.00	196.40	60.7
4010 Workers Compensation Insurance	2,700.00	5,000.00	3,655.74	588.44	0.00	1,344.26	73.1
4011 Medical Insurance	7,800.00	8,700.00	6,494.32	0.00	0.00	2,205.68	74.6
4015 Federal Payroll Tax -FICA	2,700.00	3,200.00	2,499.79	292.20	0.00	700.21	78.1
4018 State Payroll Taxes	570.00	570.00	438.10	39.59	0.00	131.90	76.9
SALARIES AND BENEFITS	52,020.00	61,870.00	45,669.93	4,581.39	0.00	16,200.07	73.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	170.83	0.00	0.00	129.17	56.9
5012 Printing	300.00	300.00	68.79	0.00	0.00	231.21	22.9
5014 Postage	100.00	100.00	69.14	0.00	0.00	30.86	69.1
5016 Office Supplies	700.00	700.00	371.50	172.41	0.00	328.50	53.1
5018 Janitorial Supplies	2,500.00	3,000.00	3,143.72	789.58	0.00	-143.72	104.8
5020 Telephone	1,600.00	1,600.00	1,187.53	149.42	0.00	412.47	74.2
5022 Utilities	39,000.00	43,000.00	31,825.23	3,432.77	0.00	11,174.77	74.0
5025 Sewer Tax	750.00	815.00	814.12	0.00	0.00	0.88	99.9
5030 Vehicle Maintenance	1,500.00	2,000.00	1,265.91	61.00	0.00	734.09	63.3
5032 Building & Grounds-Maintenance	25,000.00	20,000.00	10,498.68	3,662.43	0.00	9,501.32	52.5
5034 Alarm Systems	650.00	750.00	445.35	12.46	0.00	304.65	59.4
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	700.00	700.00	0.00	0.00	0.00	700.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	74,100.00	74,265.00	49,860.80	8,280.07	0.00	24,404.20	67.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	38,000.00	23,895.00	2,655.00	0.00	14,105.00	62.9
5656 Tree Trimming	1,000.00	1,000.00	885.24	10.74	0.00	114.76	88.5
5670 Other Professional Services	5,400.00	3,000.00	2,838.01	356.22	0.00	161.99	94.6
CONTRACT SERVICES	41,900.00	42,000.00	27,618.25	3,021.96	0.00	14,381.75	65.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK	169,020.00	179,135.00	123,315.31	15,883.42	0.00	55,819.69	68.8
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	23,900.00	27,000.00	19,697.57	2,142.02	0.00	7,302.43	73.0
4002 Salaries - Part-time	3,370.00	2,000.00	733.00	733.00	0.00	1,267.00	36.7
4003 Salaries - Overtime	770.00	770.00	526.19	42.68	0.00	243.81	68.3
4005 Salaries - Event Attendant	2,500.00	2,000.00	1,159.20	170.10	0.00	840.80	58.0
4010 Workers Compensation Insurance	1,950.00	4,000.00	2,940.17	473.26	0.00	1,059.83	73.5
4011 Medical Insurance	6,950.00	7,500.00	5,257.30	0.00	0.00	2,242.70	70.1
4015 Federal Payroll Tax -FICA	2,250.00	2,250.00	1,643.07	192.24	0.00	606.93	73.0
4018 State Payroll Taxes	520.00	520.00	257.61	16.32	0.00	262.39	49.5
SALARIES AND BENEFITS	42,210.00	46,040.00	32,214.11	3,769.62	0.00	13,825.89	70.0
Acct Class: 50 OPERATIONS AND MAINTENANCE							

REVENUE/EXPENDITURE REPORT
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Rossmore Community

For the Period: 7/1/2012 to 3/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	150.00	150.00	85.32	0.00	0.00	64.68	56.9
5012 Printing	150.00	150.00	68.79	0.00	0.00	81.21	45.9
5014 Postage	200.00	200.00	69.14	0.00	0.00	130.86	34.6
5016 Office Supplies	900.00	900.00	471.50	272.41	0.00	428.50	52.4
5018 Janitorial Supplies	2,500.00	2,900.00	3,143.72	789.58	0.00	-243.72	108.4
5020 Telephone	1,650.00	1,650.00	1,187.53	149.42	0.00	462.47	72.0
5022 Utilities	3,500.00	3,500.00	2,718.95	410.37	0.00	781.05	77.7
5025 Sewer Tax	650.00	685.00	683.70	0.00	0.00	1.30	99.8
5030 Vehicle Maintenance	1,000.00	1,500.00	917.75	61.00	0.00	582.25	61.2
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	3,315.09	374.43	0.00	684.91	82.9
5034 Alarm Systems	500.00	500.00	362.98	12.09	0.00	137.02	72.6
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	16,300.00	17,235.00	13,024.47	2,069.30	0.00	4,210.53	75.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,800.00	3,800.00	2,655.00	295.00	0.00	1,145.00	69.9
5656 Tree Trimming	1,000.00	1,000.00	910.30	10.74	0.00	89.70	91.0
5670 Other Professional Services	5,400.00	4,000.00	2,838.01	356.22	0.00	1,161.99	71.0
CONTRACT SERVICES	10,200.00	8,800.00	6,403.31	661.96	0.00	2,396.69	72.8
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	600.00	600.00	0.00	0.00	0.00	600.00	0.0
CAPITAL EXPENDITURES	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER	69,310.00	72,675.00	51,641.89	6,500.88	0.00	21,033.11	71.1
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	29,200.00	32,500.00	23,499.96	2,531.28	0.00	9,000.04	72.3
4002 Salaries - Part-time	8,050.00	8,050.00	7,189.78	300.96	0.00	860.22	89.3
4003 Salaries - Overtime	1,150.00	1,150.00	819.52	51.37	0.00	330.48	71.3
4005 Salaries - Event Attendant	2,500.00	2,500.00	1,744.20	170.10	0.00	755.80	69.8
4010 Workers Compensation Insurance	2,700.00	4,000.00	3,655.74	588.44	0.00	344.26	91.4
4011 Medical Insurance	7,800.00	8,700.00	6,494.26	0.00	0.00	2,205.74	74.6
4015 Federal Payroll Tax -FICA	2,700.00	3,400.00	2,607.44	301.75	0.00	792.56	76.7
4018 State Payroll Taxes	775.00	775.00	490.82	45.33	0.00	284.18	63.3
SALARIES AND BENEFITS	54,875.00	61,075.00	46,501.72	3,989.23	0.00	14,573.28	76.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	256.33	0.00	0.00	243.67	51.3
5012 Printing	500.00	500.00	168.77	0.00	0.00	331.23	33.8
5014 Postage	100.00	100.00	69.14	0.00	0.00	30.86	69.1
5016 Office Supplies	900.00	900.00	502.09	22.41	0.00	397.91	55.8
5018 Janitorial Supplies	2,500.00	3,600.00	3,153.15	791.94	0.00	446.85	87.6
5020 Telephone	1,800.00	1,800.00	1,143.69	149.42	0.00	656.31	63.5
5022 Utilities	50,000.00	53,000.00	39,872.89	3,492.88	0.00	13,127.11	75.2
5025 Sewer Tax	2,900.00	3,116.00	3,115.54	0.00	0.00	0.46	100.0
5030 Vehicle Maintenance	1,500.00	2,000.00	1,309.70	61.00	0.00	690.30	65.5
5032 Building & Grounds-Maintenance	30,000.00	27,000.00	18,244.03	-205.78	0.00	8,755.97	67.6
5034 Alarm Systems	750.00	750.00	293.98	12.10	0.00	456.02	39.2
5045 Miscellaneous Expenditures	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
5051 Equipment Rental	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
5052 Minor Facility Repairs	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
OPERATIONS AND MAINTENANCE	98,650.00	100,466.00	68,129.31	4,323.97	0.00	32,336.69	67.8
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	38,000.00	24,811.27	2,655.00	0.00	13,188.73	65.3

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For the Period: 7/1/2012 to 3/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming 2	1,000.00	1,000.00	885.24	10.74	0.00	114.76	88.5
5670	Other Professional Services	5,400.00	3,000.00	2,838.01	356.22	0.00	161.99	94.6
CONTRACT SERVICES		41,900.00	42,000.00	28,534.52	3,021.96	0.00	13,465.48	67.9
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
CAPITAL EXPENDITURES		1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK								
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	480.00	480.00	395.87	49.82	0.00	84.13	82.5
OPERATIONS AND MAINTENANCE		480.00	480.00	395.87	49.82	0.00	84.13	82.5
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	102,000.00	107,000.00	70,743.38	9,138.35	0.00	36,256.62	66.1
CONTRACT SERVICES		102,000.00	107,000.00	70,743.38	9,138.35	0.00	36,256.62	66.1
STREET LIGHTING		102,480.00	107,480.00	71,139.25	9,188.17	0.00	36,340.75	66.2
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,200.00	2,500.00	2,500.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	1,500.00	9.00	0.00	0.00	1,491.00	0.6
OPERATIONS AND MAINTENANCE		2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
ROSSMOOR WALL		2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	395.87	49.82	0.00	104.13	79.2
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		600.00	600.00	395.87	49.82	0.00	204.13	66.0
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	51,000.00	52,000.00	36,021.61	4,439.34	0.00	15,978.39	69.3
CONTRACT SERVICES		51,000.00	52,000.00	36,021.61	4,439.34	0.00	15,978.39	69.3
STREET SWEEPING		51,600.00	52,600.00	36,417.48	4,489.16	0.00	16,182.52	69.2
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	0.00	0.00	458.25	91.65	0.00	-458.25	0.0
4002	Salaries - Part-time	0.00	12,000.00	8,743.75	1,254.25	0.00	3,256.25	72.9
4007	Vehicle Allowance	0.00	500.00	0.00	0.00	0.00	500.00	0.0
4010	Workers Compensation Insurance	0.00	250.00	0.00	0.00	0.00	250.00	0.0
4015	Federal Payroll Tax -FICA	0.00	900.00	710.95	109.97	0.00	189.05	79.0
4018	State Payroll Taxes 4	0.00	75.00	125.16	57.69	0.00	-50.16	166.9
SALARIES AND BENEFITS		0.00	13,725.00	10,038.11	1,513.56	0.00	3,686.89	73.1
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	50.00	50.00	5.87	0.00	0.00	44.13	11.7
5014	Postage	600.00	600.00	198.99	0.00	0.00	401.01	33.2
5016	Office Supplies	200.00	200.00	103.24	52.06	0.00	96.76	51.6
5020	Telephone	900.00	900.00	791.67	99.62	0.00	108.33	88.0
5030	Vehicle Maintenance	300.00	300.00	132.27	0.00	0.00	167.73	44.1
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 80 PARKWAY TREES								
OPERATIONS AND MAINTENANCE		2,300.00	2,300.00	1,232.04	151.68	0.00	1,067.96	53.6
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming 2	71,000.00	71,000.00	58,037.71	1,440.90	0.00	12,962.29	81.7
5660	TREE REMOVAL	3,700.00	3,700.00	3,326.52	0.00	0.00	373.48	89.9
5664	Tree Watering Program 5	1,000.00	1,300.00	1,270.86	0.00	0.00	29.14	97.8
5670	Other Professional Services	38,000.00	10,000.00	6,364.22	471.51	0.00	3,635.78	63.6
CONTRACT SERVICES		113,700.00	86,000.00	68,999.31	1,912.41	0.00	17,000.69	80.2
Acct Class: 60 CAPITAL EXPENDITURES								
6015	Trees	15,000.00	18,000.00	14,033.80	3,592.00	0.00	3,966.20	78.0
CAPITAL EXPENDITURES		15,000.00	18,000.00	14,033.80	3,592.00	0.00	3,966.20	78.0
PARKWAY TREES		131,000.00	120,025.00	94,303.26	7,169.65	0.00	25,721.74	78.6
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	775.00	775.00	514.35	56.46	0.00	260.65	66.4
4002	Salaries - Part-time	365.00	365.00	0.00	0.00	0.00	365.00	0.0
4003	Salaries - Overtime	25.00	25.00	22.03	1.09	0.00	2.97	88.1
4010	Workers Compensation Insurance	135.00	230.00	171.07	27.54	0.00	58.93	74.4
4015	Federal Payroll Tax -FICA	70.00	70.00	41.68	4.98	0.00	28.32	59.5
4018	State Payroll Taxes	15.00	15.00	5.38	0.00	0.00	9.62	35.9
SALARIES AND BENEFITS		1,385.00	1,480.00	754.51	90.07	0.00	725.49	51.0
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	395.71	49.83	0.00	104.29	79.1
5022	Utilities	7,500.00	7,500.00	6,220.42	407.78	0.00	1,279.58	82.9
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032	Building & Grounds-Maintenance	1,000.00	1,000.00	330.87	0.00	0.00	669.13	33.1
5045	Miscellaneous Expenditures	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051	Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052	Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE		9,600.00	9,600.00	6,947.00	457.61	0.00	2,653.00	72.4
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	303.40	3.58	0.00	196.60	60.7
5670	Other Professional Services	300.00	150.00	44.00	11.32	0.00	106.00	29.3
CONTRACT SERVICES		4,800.00	4,650.00	3,002.40	309.90	0.00	1,647.60	64.6
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES		250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS		16,035.00	15,980.00	10,703.91	857.58	0.00	5,276.09	67.0
Expenditures		1,213,562.00	1,244,196.00	873,209.64	81,996.58	0.00	370,986.36	70.2
Net Effect for GENERAL FUND		29,838.00	128,944.00	-2,518.61	9,140.23	0.00	131,462.61	-2.0
Change in Fund Balance:				-2,518.61				
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	382,500.00	377,000.00	256,611.19	28,072.92	0.00	120,388.81	68.1
3101	Property assessments-prior yr	7,500.00	5,000.00	3,329.31	0.00	0.00	1,670.69	66.6

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Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
	ASSESSMENTS	390,000.00	382,000.00	259,940.50	28,072.92	0.00	122,059.50	68.0
	Acct Class: 32 USE OF MONEY AND PROPERTY							
3200	Interest on investments	5,000.00	0.00	0.00	0.00	0.00	0.00	0.0
	USE OF MONEY AND PROPERTY	5,000.00	0.00	0.00	0.00	0.00	0.00	0.0
	Acct Class: 35 OTHER REVENUE							
3500	Other miscellaneous revenue	13,800.00	8,800.00	0.00	0.00	0.00	8,800.00	0.0
	OTHER REVENUE	13,800.00	8,800.00	0.00	0.00	0.00	8,800.00	0.0
	Acct Class: 36 OTHER FINANCING SOURCES							
3600	TRANSFER IN/OUT OTHER FUNDS	20,000.00	0.00	0.00	0.00	0.00	0.00	0.0
	OTHER FINANCING SOURCES	20,000.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 00		428,800.00	390,800.00	259,940.50	28,072.92	0.00	130,859.50	66.5
Revenues		428,800.00	390,800.00	259,940.50	28,072.92	0.00	130,859.50	66.5
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
	CONTRACT SERVICES	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
	Acct Class: 58 DEBT SERVICE							
5801	Interest	141,980.00	141,980.00	141,980.00	0.00	0.00	0.00	100.0
	DEBT SERVICE	141,980.00	141,980.00	141,980.00	0.00	0.00	0.00	100.0
	Acct Class: 66 OTHER FINANCING USES							
6600	Transfer out to other funds	120,000.00	240,000.00	240,000.00	0.00	0.00	0.00	100.0
	OTHER FINANCING USES	120,000.00	240,000.00	240,000.00	0.00	0.00	0.00	100.0
RUSH PARK		264,855.00	384,855.00	384,855.00	0.00	0.00	0.00	100.0
Expenditures		264,855.00	384,855.00	384,855.00	0.00	0.00	0.00	100.0
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		163,945.00	5,945.00	-124,914.50	28,072.92	0.00	130,859.50-2,101.2	
Change in Fund Balance:				-124,914.50				
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	85,700.00	85,700.00	57,566.17	6,479.96	0.00	28,133.83	67.2
3101	Property assessments-prior yr	2,300.00	2,300.00	765.98	0.00	0.00	1,534.02	33.3
	ASSESSMENTS	88,000.00	88,000.00	58,332.15	6,479.96	0.00	29,667.85	66.3
	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	58,332.15	6,479.96	0.00	30,667.85	65.5
Revenues		89,000.00	89,000.00	58,332.15	6,479.96	0.00	30,667.85	65.5
Expenditures								
Dept: 65 ROSSMOOR WALL								

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Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	60,000.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
5801	Interest	25,665.00	22,330.00	22,330.00	0.00	0.00	0.00	100.0
DEBT SERVICE		85,665.00	82,330.00	82,330.00	0.00	0.00	0.00	100.0
ROSSMOOR WALL		88,195.00	84,860.00	84,860.00	0.00	0.00	0.00	100.0
Expenditures		88,195.00	84,860.00	84,860.00	0.00	0.00	0.00	100.0
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		805.00	4,140.00	-26,527.85	6,479.96	0.00	30,667.85	-640.8
Change in Fund Balance:				-26,527.85				
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	189,788.00	189,788.00	189,788.00	0.00	0.00	0.00	100.0
PROPERTY TAXES		189,788.00	189,788.00	189,788.00	0.00	0.00	0.00	100.0
Acct Class: 36 OTHER FINANCING SOURCES								
3600	TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	100.0
OTHER FINANCING SOURCES		100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	100.0
Dept: 00		289,788.00	289,788.00	289,788.00	0.00	0.00	0.00	100.0
Revenues		289,788.00	289,788.00	289,788.00	0.00	0.00	0.00	100.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
CAPITAL EXPENDITURES		0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
ROSSMOOR PARK		0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
CAPITAL EXPENDITURES		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
MONTECITO CENTER		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	140,470.00	140,470.00	5,244.75	0.00	0.00	135,225.25	3.7
CAPITAL EXPENDITURES		140,470.00	140,470.00	5,244.75	0.00	0.00	135,225.25	3.7
RUSH PARK		140,470.00	140,470.00	5,244.75	0.00	0.00	135,225.25	3.7
Dept: 65 ROSSMOOR WALL								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	34,691.00	39,970.00	0.00	-1,475.95	0.00	39,970.00	0.0
CAPITAL EXPENDITURES		34,691.00	39,970.00	0.00	-1,475.95	0.00	39,970.00	0.0

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Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Expenditures							
ROSSMOOR WALL	34,691.00	39,970.00	0.00	-1,475.95	0.00	39,970.00	0.0
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	34,691.00	39,970.00	1,475.95	1,475.95	0.00	38,494.05	3.7
OPERATIONS AND MAINTENANCE	34,691.00	39,970.00	1,475.95	1,475.95	0.00	38,494.05	3.7
CAPITAL PROJECTS	34,691.00	39,970.00	1,475.95	1,475.95	0.00	38,494.05	3.7
Expenditures	229,852.00	248,910.00	6,720.70	0.00	0.00	242,189.30	2.7
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	59,936.00	40,878.00	283,067.30	0.00	0.00	-242,189.30	692.5
Change in Fund Balance:			93,279.30				
Grand Total Net Effect:	254,524.00	179,907.00	129,106.34	43,693.11	0.00	50,800.66	

**ROSSMOOR COMMUNITY SERVICES DISTRICT
 FOOTNOTES - FINANCIAL REPORT
 MARCH 2013
 EXPENDITURES**

#1 Janitorial Supplies 10-30-5018, 10-40-5018, 10-50-5018	Use of parks increased due additional events, etc. Also new soap dispensers were purchased this year to decrease cost of soap refills. ETC amount will be increased.
* #2 Tree Trimming 10-30-5656, 10-40-5656, 10-50-5656, 10-80-5656	Majority of tree trimming is scheduled during fall months.
#3 Workers Comp Insurance 10-50-4010	Deposits higher than expected. ETC amount will be increased for this department.
#4 State Payroll Taxes 10-80-4018	Change from contract labor to employee. ETC amount will be increased for this department.
* #5 Tree Watering Program 10-80-5664	Sprayer purchased to water parkway trees. Amount has been increased in Amended Budget. No further expenditures expected this FY.
* Noted in previous month(s). However, explanation is still warranted and valid.	

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY STATUS REPORT

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.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

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

THIRD QUARTER FY 2012-2013 STATUS REPORT

1. RECREATION/FACILITIES REPORT

- a. Montecito Center—this facility is fully operational with no significant issues. A modified facility upgrade has been removed from this year's CIP.
- b. Rush Park—the Rush Park facility is fully operational.
- c. Movies/Concerts in the Park—Staff is planning a summer schedule of three movies, three concerts and a Shakespeare play for the summer.
- d. Rossmoor Park—there are no current issues.
- e. LAGSL—the Fall Ball season and the All Star Tournament was completed with no neighborhood issues. The new MOU adopted by the Board is working as intended. The annual meeting of the MOU Committee resulted in no reportable issues.
- f. Tennis Courts—there are no major issues to report.
- g. Grounds Maintenance—there are no significant issues.
- h. Tennis Pro—there are no issues to report.
- i. Fields and Courts—the use of our courts and fields continues at a high level.
- j. Reserved Picnic Sites—continue to be used at a reduced level due to weather.

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

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

4. STREET LIGHTING—there are no reportable issues.

5. COUNTY/CITIZEN MEETING OR REQUESTS

- a. Meetings with County Sheriff—North Operations Captain Doan has retired. Last week, we met with Lt. Gunzel and Captain Doan's replacement, Captain Mark Long. Otherwise, meetings/phone calls were conducted on a regular basis with Lt. Robert Gunzel during the Quarter. Subjects at these meetings range from crime

statistics to individual calls for service or information. Lt. Robert Gunzel's quarterly crime statistics presentation is on your Agenda.

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

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

6. DISTRICT'S FINANCIAL RESOURCES

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

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

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

d. FY 2013-2014 Preliminary Budget —is on your Agenda

7. COMMUNICATION WITH THE PUBLIC

a. Quarterly Newsletter—the Quarterly Newsletter was distributed in April. A growing number of residents are requesting that they receive the newsletter electronically.

b. Website—our website has been upgraded in cooperation with BreaIT. In cooperation with the OC Sheriff's Lt. Gunzel, a "Request a Home Vacation Check" been added to our website.

c. Community Email Database -Email lists must be on an opt-in basis. We are currently at 1,107. We added approximately 50 email addresses at the annual Community Festival. Also, we added an "opt in" check box on the Facilities Rental Application in order to increase database.

d. Paperless Agenda - is being tested for implementation at a future Board meeting.

8. REFUSE COLLECTION—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 14, 2013
To: Honorable Board of Directors
From: General Manager
SUBJECT: QUARTERLY RECREATION REPORT

BACKGROUND:

Attached is the Quarterly Recreation Report for the 3rd quarter of the 2012-2013 Fiscal Year. The report prepared by Recreation Superintendent Emily Gingras describes the District's Recreation programs, goals and activities.

RECOMMENDATION:

Receive report.

ATTACHMENTS:

1. Quarterly Recreation Report.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

May 2013
Emily Gingras

SUMMARY

Little rainfall this past winter kept park use steady. Tennis patrons and youth sports leagues endured little rainouts resulting in their continued use of District property. Recreation staff remains busy as the department continues to fill other necessary roles to meet the needs of the District and public.

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

- Collaborating with LAGSL and the County on their annual carnival at Rush Park
- Attending and monitoring LAGSL's opening ceremonies
- Coordinating a weekly instruction schedule process with the District's Tennis Instructor, Fernando Molina
- Securing dates and entertainment for the District's summer event series
- Securing a co-sponsorship request from Shakespeare by the Sea
- Coordinating an LAGSL MOU Committee Meeting
- Attending the Seal Beach Parks and Recreation Master Plan information meeting
- Offering drop-in activities in the Rossmoor Park Community Center

As part of the MOU negotiations between the Rossmoor Park Neighbors (RPN), the Los Alamitos Girls Softball League (LAGSL) and the District, the LAGSL held their carnival at Rush Park for the second straight year. League representatives distributed notices to Rush Park area neighbors prior to the event. This was also the first year the District required the league to pull necessary special event permits with the County of Orange. The County of Orange processed the league's request quickly and required a \$166 permit fee. The event, which was open to the public, received no complaints from residents or staff. Two recreation leaders were present to monitor the event throughout the day. The league will continue to utilize Rush Park for future carnivals.

Late February marked Opening Day for the LAGSL) spring season. Tradition continued as league participants and their parents paraded from Rossmoor School to Rossmoor Park to celebrate the beginning of the season. League representatives as well as District staff were present to ensure a smooth event. The ceremony lasted approximately thirty minutes as teams were introduced and the league president, John Giacomini reminded spectators to be courteous to the RPN.

In an effort to improve communication between District staff and the District's contract Tennis Professional, Fernando Molina, a new court scheduling procedure has been established. District staff now meets with Mr. Molina on a weekly basis to collect the upcoming weekly instruction schedule and update one another on any upcoming future needs.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

May 2013
Emily Gingras

As of March, 2013 all summer movie and concert entertainment choices have been determined and secured. Movie choices include, *Madagascar 3*, *Wreck-It Ralph* and *Dr. Suess' The Lorax*. The locally famous, **Elm Street Band** and **Robby Armstrong Band** and Rossmoor's own, **Retro Station** will be rockin' out in Rush Park. Additionally, the co-sponsorship request submitted by Shakespeare by the Sea received unanimous approval and is included in Rossmoor's summer event offerings. The District's Recreation Department will soon be planning pre-movie activities to accompany the movie experience.

This past January, District staff conducted the bi-annual, LAGSL MOU Committee meeting. Representatives from the District, LAGSL and RPN met to discuss the status of the potential Rush Park Field 1 upgrade and LAGSL's spring season schedule. The RPN stated no issues with the fall or spring season and commended John Giacomini's efforts in displaying signage weekly asking participants to reduce noise, trash, etc.

The District's Recreation Superintendent was asked to be a guest at the City of Seal Beach's Master Plan meeting which took place in late January. The meeting focused on potential future recreation projects which would take place over the next ten years. The purpose of the meeting was for Seal Beach's Recreation Department and contract Architect, to gather feedback from the community as to what projects may benefit all three communities including Rossmoor and Los Alamitos. Some projects discussed included the revitalization of the beach playground to meet ADA standards, the addition of outdoor restrooms at Arbor Park off of Lampson, and a new community pool. Seal Beach's Recreation staff was disappointed to report little feedback had been received from the community. Seal Beach's master plan will be presented to the Council for feedback.

In June 2012, \$1,500 was awarded to the District's Recreation Department and the Youth Center based on an allocation from the Run Seal Beach Grant program. In collaboration with the Youth Center, Recreation staff applied for grant funds for recreational equipment promoting outdoor recreation. The Run Seal Beach Grant program is a non-profit, volunteer organization that coordinates the annual 5k run in Seal Beach. The organization gives back 100% of their proceeds to the local community every year. In 2012, nearly \$156,750 was awarded back to the community. Recreation equipment purchased from grant funds, including a ping pong table and sports equipment are available to the public and utilized on a daily basis at the Rossmoor Park Community Center. On average, eight to ten children challenge one another to ping pong after school daily or check-out basketballs, dodge balls or tennis equipment.

Recreation staff is currently working on the following projects:

- Coordinating special event requests with the County of Orange including District summer event offerings
- Coordinating a winter special event & Holiday Toy Drive in collaboration with the RHA and OCSD

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

May 2013
Emily Gingras

- Continued communication with LAGSL and the RPN throughout the spring softball season
- Creating a cost breakdown of the potential Rush Park Field 1 upgrade
- Coordination with the Youth Center for the Rossmoor Park Summer Day Camp
- Continued attendance at monthly Community Festival meetings
- Continued research-Rossmoor Park Remote Lighting System upgrade
- Continued coordination with the District's playground consultant in obtaining quotes and recommendations regarding the Rush Park Tot Lot upgrade

Following the Board's approval to co-sponsor the Shakespeare by the Sea performances, Recreation staff was able to submit all necessary applications and required documentation to the County of Orange and Orange County Fire Authority (OCFA) for special event permits. Recreation staff has remained in contact with the County's permitting department to answer any questions and provide requested information in a timely manner in order to determine additional costs associated with the District's summer event offerings. At this point, the County cannot provide the District with exact pricing for the event. Recreation staff will continue to work closely with the County to reduce any required fees.

With the success of the first annual Holiday Toy Drive in collaboration with the RHA and OC Sheriff's Department, the Recreation department hopes amplify the event for next year and add a Snow Day in coordination with the RHA's annual light post workshop which takes place at Rush Park. Quotes have been received which would include a sled run and snow play area.

Recreation staff continues to monitor the LAGSL spring season and remain in contact with the league president. The league has complied with all MOU guidelines since its approval in November, 2011 and is happy to report no complaints have been received this season from the RPN. Recreation staff will continue to work closely with the league as league leadership appoints a new president this upcoming June/July and continue to coordinate bi-annual LAGSL MOU Committee meetings. The current spring season will conclude on Saturday, May 11. The All-Star season will begin the following week. Recreation staff has also continued to research options for upgrading field 1 at Rush Park due to a request by the RPN for consideration by the CIP Committee. Several options have been considered which will be outlined in a cost breakdown to determine project feasibility.

The Board recently approved the Youth Center's annual co-sponsorship request of the Youth Center's Rossmoor Park Summer Day Camp. Additionally, the Youth Center will be extending their use of the park from 7:00AM to 7:00PM (a three hour increase from previous years'). Recreation staff continues to work directly with the Youth Center's Director, Lina Lumme regarding advertisement collaboration for events and camps. The District's Recreation

RCSD RECREATION DEPARTMENT
QUARTERLY REPORT TO THE BOARD
May 2013
Emily Gingras

Department will also be co-applying for the Run Seal Beach Grant monies available beginning in early May.

Recreation staff continues to attend monthly Community Festival Committee meetings and relay any prevalent information to District staff and the Board. This year's festival looks to be the most exciting event in years with several offerings including pony rides, a Ferris wheel, bounce houses and games. This year, the High Heel Dash event will be taking place on the grass in front of the stage to avoid costly road encroachment permit fees that nearly cancelled last year's event. Additionally, food trucks have been added to avoid health department on-site inspections and fees associated with such. The car show is expected to have even more cars than in years' past and the dog parade has an enthusiastic new coordinator who is making the popular event even more attractive to participants. This festival also marks the first festival in which special event permits are required to go through the County's Building and Planning Department for approval. Required applications and documents were submitted by the RHA to the County in mid-January and at this point have yet to receive approval. Recreation staff continues to follow up with RHA for any progress. In addition, the Orange County Fire Authority waived all on-site inspections. However, the OCFA did require an event fee of \$191.00 payable prior to the festival.

In an effort to upgrade Rossmoor Park's current recreational lighting system, District staff has been researching a variety of remote lighting systems. Recreation staff is in the process of weighing benefits of the District's options and checking on recommendations from local recreation departments. The information will be provided to the CIP Committee for feedback.

As recommended by the CIP Committee in January, the District's Playground Consultant, Mr. Boushh has been obtaining quotes and renderings for a Rush Park Master Plan which would update all playground components and provide ADA compliant surfacing. Several options will be presented to the CIP Committee for a recommendation.

The goal of the Recreation Department following the conclusion of the May Community Festival will be collaborate with the County permitting department in hopes of coming to an agreement on event permitting requirements for Rossmoor. District staff also hopes County permitting fees will not deter future Rossmoor events from taking place.

Respectfully Submitted By

Emily Gingras
RCSD Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-5

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY TREE REPORT

BACKGROUND:

Attached is the Quarterly Tree Report for the 3rd Quarter of the 2012-2013 fiscal year. This report is intended to provide the Board with the status of the work being performed in the maintenance and preservation of the community's urban forest. The report was prepared by the District's Tree Program Assistant, Mary Kingman.

RECOMMENDATION:

Receive report.

ATTACHMENTS:

1. Quarterly Tree Report.

2011/ 2012 Tree Trimming, Planting and Removals

Month	Safety Trim	Small Trim	Medium Trim	Large Trim	Small Tree Removal	24" Box Plant	Sp 24" Box Plant	Tree & Stump Removal	In House S/Request
July-11	42	2	8	4	0	5	0	0	24
August-11	30	113	216	151	0	0	0	34	7
September-11	38	288	294	171	0	4	0	22	11
1st Quarter Totals	110	403	518	326	0	9	0	56	42
October-11	37	0	0	0	0	40	7	0	1
November-11	25	0	0	0	0	0	0	0	1
December-11	0	1	0	0	0	1	0		0
2nd Quarter Totals	62	1	0	0	0	44	7	0	2
January-12	0	3	0	0	0	2	0	0	28
February-12	18	0	0	0	0	0	0	0	0
March-12	27	0	0	0	0	0	0	37	0
3rd Quarter Totals	45	3	0	0	0	2	0	37	28
April-12	0	0	0	0	1	59	0	32	0
May-12	0	0	0	0	0	0	0	0	0
June-12	0	0	0	0	0	0	0	0	0
4th Quarter Totals	0	0	0	0	1	0	0	32	0
FY 2011/2012 Totals	217	407	518	326	1	114	7	125	72

2012/ 2013 Tree Trimming, Planting and Removals

Month	Safety Trim	Small Trim	Medium Trim	Large Trim	Small Tree Removal	24" Box Plant	Sp 24" or 36" Box Plant	Tree & Stump Removal	In House S/Request
July-12	20				1	7		5	25
August-12	12	87	131	94	1			18	33
September-12	21	84	103	93	3			1	19
1st Quarter Totals	53	171	234	187	5	7		24	77
October-12	6	32	195	96	1				20
Large Hedge Trimming Encroaching Wall 10/4/12									
November-12	19			16	2				18
December-12				21		21	1		8
2nd Quarter Totals	25	32	195	133	3	21			46
January-13	22	1	1	20		21			19
February-13		4	12	8				1	19
March-13			23	8				1	13
3rd Quarter Totals	22	5	36	36	0	21	0	2	51
April-13									
May-13									
June-13									
4th Quarter Totals									
FY 2012/2013 Totals									

CURRENT ACTIVITIES

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

STATUS

WCA

April Plantings 17 Trees	I/P
--------------------------	-----

OCPW

Removals	P
April/May Safety Trims	On/G

RCSD

Vacant Site Planting	On/G
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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

DATE: May 14, 2013

TO: Honorable Board of Directors

FROM: General Manager

SUBJECT: EXECUTE AGREEMENT WITH MUSCO LIGHTING—ROSSMOOR PARK
REMOTE LIGHTING SYSTEM

BACKGROUND:

At the March 12, 2013 regularly scheduled Board meeting, the General Manager recommended approval of Musco Lighting to upgrade Rossmoor Park's remote lighting system. The upgrade removes the dial-up function, makes remote access possible for controlling park lighting via satellite, and provides smart-phone capabilities. The upgrade would also include on-site tech support and 24/7 access to live scheduling operators. Some questions were raised by the Board and the item was tabled until further information was provided.

Staff conducted recommended research including the preparation of a Rossmoor Park lighting assessment and reaching out to other lighting providers for quotes. Based on additional findings regarding the age of the current lighting system and the recent lighting system failure that caused the walkway lights to lose functionality for over a week, the need for the update has become more urgent. Several failed attempts to receive a quote for an upgrade from our current lighting provider confirms District's staff poor customer-service history with LC&D of Acuity Lighting. The cities of Los Alamitos, Cypress and Long Beach highly recommend Musco Lighting. Musco Lighting is also the leading provider in recreational lighting throughout southern California.

These findings were presented to the CIP Committee on April 12, 2013 (Agenda Item D-1). Based on the information provided, the CIP Committee recommended approval of the upgrade in the amount of \$9,276.00 (includes sales tax).

RECOMMENDATION:

Authorize the General Manager to enter into an agreement with Musco Lighting to upgrade Rossmoor Park's remote lighting system in the amount of \$9,276.00.

ATTACHMENTS:

1. Musco Lighting quote in the amount of \$9,276.00
2. Board Agenda Item H-5 dated March 12, 2013



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

April 22, 2013

Rossmoor Community Services District
Attn: Emily Gingras
3001 Blume Drive
Rossmoor, CA 90720

Re: Control-Link Cost Estimate – Rossmoor Community Park

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

Equipment

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

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

Equipment Price \$7200.00

Sales Tax@ 8% -- \$576.00

Equipment Installation

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

Installation Price \$1500.00

10 Years Control Link Central Service (CLC)

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

Total Equipment, Sales Tax & Installation with 10 years of Service: \$9,276.00*

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

*Freight has been included.

**** IMPORTANT:** By signing below, you agree to the price indicated above, which does include sales tax. You are also agreeing to the terms of NET 30 days as discussed. **Late payment will be subject to service charges of 1 ½% per month (18% APR).** Please be aware that a copy of this signed quotation is needed before your order can be placed.

Please contact me at the number listed below if you have any questions or concerns regarding this quotation/agreement.

Musco Sports Lighting, LLC

Troy Shilling
Services & Parts Sales Representative
100 1st Avenue West
PO Box 808
Oskaloosa, IA 52577
(888) 397-8736 (Fax)

**** Authorized by:**

Rossmoor Community Services District

Name: Emily Gingras
Title:
Address: 3001 Blume Drive
Rossmoor, CA 90720
PH : 562/431-0525
FX : 562/431-3710

ROSSMOOR COMMUNITY SERVICES DISTRICT

Agenda Item H-5

Date: March 12, 2013
To: Honorable Board of Directors
From: Chris Montana, General Manager
Subject: ROSSMOOR PARK REMOTE LIGHTING SYSTEM UPGRADE

RECOMMENDATION:

Authorize the General Manager to execute an agreement with Musco Lighting (Musco) to upgrade the Rossmoor Park Remote Lighting System in the amount of \$8,700.

BACKGROUND:

Recently a need was identified to upgrade the current lighting system at Rossmoor Park due to the inability to find replacement parts for the existing lighting system. The current lighting system is responsible for controlling the walkway, volleyball, tennis and basketball court lighting. An upgrade would eliminate the current dial-up function and utilize cellular technology to access the lighting system remotely.

Musco is the top provider of sports lighting in the industry and is responsible for providing lighting for National sporting events. Local agencies utilizing Musco's Control-Link system highly recommended Musco's 24/7 access to any agency providing recreational facilities.

Musco Lighting has prepared an estimate for \$8,700 making the system accessible with satellite capabilities for 10 years. There is currently \$8,500 budgeted in the FY 2012-2013 CIP Project List and Fund 40 Budget. The CIP Committee is recommending that we proceed with this project as part of the FY 2012-2013 Project List. The Board approved mid-year budget adjustments at February Board meeting which included the addition of this project.

ATTACHMENTS:

1. Musco Lighting quote in the amount of \$8,700
2. FUND 40 Four-Year Capital Improvement Budget
3. Remote Lighting System Report which was presented to the CIP Committee



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

January 22, 2013

Rossmoor Community Services District
Attn: Emily Gingras
3001 Blume Drive
Rossmoor, CA 90720

Re: Control-Link Cost Estimate – Rossmoor Community Park

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

Equipment

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

Zone 1: Basketball	Zone 2: Tennis Courts #1-4
Zone 3: Walkway	Zone 4: Volleyball
Zone 5: Spare	Zone 6:
Zone 7:	

- 10 year parts and labor warranty on all equipment
- All freight costs

Equipment Price \$7200.00

Equipment Installation

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

Installation Price \$1500.00**

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

10 Years Control Link Central Service (CLC)

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

Total Equipment & Installation with 10 years of Service: \$8,700.00*

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

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

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

Sincerely,

Troy Shilling
Service and Parts Sales Manager
Musco Lighting

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: EXECUTE AGREEMENT WITH MARINA SECURITY GATE & IRON WORKS TO INSTALL NEW MONTECITO CENTER SECURITY GATE

BACKGROUND:

This project was presented to the Board at your March 12, 2013 meeting. At that time, the Board tabled the matter, asking for additional bids and information regarding the option of a powder-coat finish. Staff reviewed the matter with the CIP Committee (Agenda Item D-1), recommending that it was both financially and operationally effective to not powder coat the gate.

Staff reasoned that while powder coating the gate would reduce maintenance; the gate would first have to be installed and then disassembled and taken back to the paint shop for application of the powder coat. That would mean that that the Montecito Center would be without a gate for perhaps an extended period of time. Thereafter, each time the gate needed a reapplication of powder coating, the facility would be without a gate which creates a safety and security issue, particularly with regard to children attending the Lil Cottonwood School. Moreover, the repainting of the gate by staff on a bi-annual basis is a minimal expense for labor and paint.

Other bids were also obtained, as documented in Agenda D-1, and after removing the expanded metal mesh option, Marina Security Gate & Iron Works emerged as the preferred contractor, at a revised Proposed Cost of \$8,150.

RECOMMENDATION:

Authorize General Manager to enter into an agreement with Marina Security Gate & Iron Works for installation of a new wrought iron security gate for \$8,150.

ATTACHMENTS:

1. Proposal from Marina Security Gate & Iron Works
2. Board Agenda Item H-6 dated March 12, 2013

From: [Henry Taboada](#)
To: [Elizabeth Deering](#)
Subject: FW: Marina Security Gate
Date: Thursday, May 09, 2013 10:11:59 AM

Henry Taboada
External Affairs Consultant
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

From: Jessica Verduzco
Sent: Thursday, May 09, 2013 9:58 AM
To: Chris Montana; Omero Perez; Henry Taboada
Subject: Marina Security Gate

Good Morning,

Mike with Marina Security Gate called yesterday afternoon, he wanted you to know that he cannot provide a quote for the powder coating because the gate at Montecito is too long. If you have any questions, please call him back at 310-329-1919.

Thanks,
Jessica Verduzco
General Clerk
Rossmoor Community Services
3001 Blume Dr.
Rossmoor, CA 90720
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.

Proposal

MARINA SECURITY GATE & IRON WORKS

Pg. 1

MARINA ELECTRONICS
 13650 Cimarron Avenue, Gardena, Ca. 90249
 (310) 329-1919 1-800-339-5931 Fax: (310) 329-9090
 STATE LICENSED CONTRACTOR NO. 383132

562-430-3707

SUBMITTED TO: Omaro Perez / Chris Montana PHONE: DATE:
 Rossmoor Community Services District 562-381-3137 02/27/13

STREET JOB NAME
 3001 Blume Drive Rossmoor Community Services Dist.

CITY, STATE, ZIP JOB LOCATION
 Rossmoor, Calif. 90720 3001 Blume Drive

SLSPRSN CUST. FAX. E-Mail: FAX 562-431-3710 JOB CITY, STATE, ZIP. PHONE
 Mike Radis operez@rossmoor-csd.org Rossmoor, Calif. 90720

gmmontana@rossmoor-csd.org

The material in our construction is all high-quality. Our selections range from .065-.085 at standard prices to special gauges priced upon request. All of our welds are high-quality arc welds and are performed under commercial and Industrial standards. The finished product is ground, smoothed and steam washed. We PRIME with grey oxide. Our paint job meets EPA standards and our finished coat is top quality paint. Our installers are all trained journeymen. The jobsites are left clean.

Marina Security Gate proposes to provide the following:

1. Fabricate and install (1) approx. 30' wide X 5' high, wrought iron slide gate. To be constructed with 2" square tubular frame and 3/4" square tubular pickets approx. 4 3/4" on center. Includes (1) 6" power wheel.

OPTION: COVER THE GATE WITH EXPANDED METAL "MESH".
ADD: \$900.00 INITIAL TO ACCEPT: _____

NOTE: DUE TO THE LIABILITY OF CHILDREN RIDING GATES OR SOMEONE REACHING THROUGH, MARINA SECURITY STRONGLY SUGGESTS EXPANDED METAL BE PLACED ON ALL SLIDING GATES. WE MUST DOCUMENT THESE FACTS TO SATISFY LEGAL REQUIREMENTS. TO COMPLY WITH UL-325 REQUIREMENTS IN EFFECT MARCH OF 2000.

2. The gate to roll on approx. 30' of surface mounted V-track, bolted to existing concrete across driveway and to have (3) point suspension in rear.
3. The gate to be powered with a Doorking model # 9000 1/2 HP, UL-approved Operator with a timer for automatic close, a safety reverse device and an electrical hook-up to 120 Volts. Stub-out provided by others.

WARRANTY; One year parts, One year labor, 5 year limited Doorking factory warranty.

NOTE: Marina to utilize the existing stubout and concrete pad.

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

Pg. 2

13650 Cimarron Avenue, Gardena, Ca. 90249
(310) 329-1919 1-800-339-5931 Fax : (310) 329-9090
STATE LICENSED CONTRACTOR NO. 383132

5. Install KNOX KS2 Fire Department operated switch for emergency over-ride.
6. Install an Omron Photo Eye to further prevent the gate from closing when the opening is obstructed.

WARRANTY; One year parts and labor on the Omron Photo Eye.

COLOR DISCLAIMER: Our standard colors are Pacific Brown, Wrought Iron Black and White is "CLEAN WHITE". Any other colors are considered custom and we will prime only. NO GUARANTEE ON WHITE PAINT. If a custom color is needed, buyer will supply paint & Marina will apply. Limited guarantee on paint to manufacturer's specifications, weather conditions, water damage or salt areas.

NOTE: IT IS THE CUSTOMERS RESPONSIBILITY TO CONTACT RESPONDING FIRE STATION TO CONFIRM CITY/COUNTY JURISDICTION.

NOTE: Extreme weather conditions such as salt or heat and water can cause damage to painted metal. Therefore, rust and corrosion are not covered by a Guarantee.

It is the owner's responsibility to check with the city for approval of location of gate; set back laws; Fire Department regulations; and/or height restrictions.

Permit and permit fees are not included.

WHEN APPROVING THIS PROPOSAL, PLEASE WRITE COLOR SPECIFIED IN TEXT (ABOVE) BEFORE RETURNING TO MARINA. THIS WILL HELP EXPEDITE PROCESSING. (IF A "CUSTOM" COLOR IS BEING REQUESTED, PLEASE BE PREPARED TO PROVIDE COLOR INFORMATION AND/OR PAINT.)

PLEASE WRITE IN THE CHOICE OF EITHER STANDARD PAINT COLOR OR "CUSTOM COLOR PROVIDED BY CLIENT"

CHOICE OF COLOR IS _____

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

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13650 Cimarron Avenue, Gardena, Ca. 90249
(310) 329-1919 1-800-339-5931 Fax (310) 329-9090
STATE LICENSED CONTRACTOR NO. 383132

DUE TO THE CURRENT, EXISTING UNSTABLE STEEL SHORTAGE, THE PRICES IN THIS PROPOSAL WILL BE GOOD FOR A PERIOD OF 30-DAYS ONLY.

Price includes Tax and Labor

DATE, SIGN AND RETURN WHITE COPY WITH DEPOSIT KEEP WHITE COPY FOR YOUR RECORDS.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: **\$8,150.00**
EIGHT THOUSAND, ONE HUNDRED AND FIFTY DOLLARS.

Payment to be made as follows: **50% DEPOSIT AND BALANCE DUE UPON COMPLETION**

In the State of California : Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar of the Board whose address is:

Contractors' State License Board - 9835 Goethe Road, Sacramento, CA. 95827 - MAILING ADDRESS P.O. Box 26000, Sacramento, CA. 95826

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. Attorney's Fees: Should either party commence any action of law under this contract, the successful party to such litigation shall be entitled to recover from the other party, all costs and expenses incurred therein, including reasonable attorney's fees.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge in addition to the sum stated in this proposal. All changes must be described on reverse side of this proposal sheet and signed for by client.

Authorized Signature _____

Reg. E74484

Note: This proposal may be withdrawn by us if not accepted within SIXTY days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance _____ Signature _____ Signature _____

P30018LU.PRO

Marina Security Gates and Iron Works

We do it right the first time...

[Home]
[Iron products]
[Electronics]
[Services]
[General information]
[Contact Us]

We look forward to being of service to you.....

Please feel free to call us at (310) 329-1919

Toll free at (800) 339-5931.

Fax: (310) 329-9090

email us at: info@marinasecuritygates.com

If you want a sales person to call you please fill our estimate form [here](#).

Marina Security Gate and Iron Works has been in business in Southern California since 1950. We are members of the California State Licensed Contractors Association and leading industry groups.

There has never been a valid complaint logged against our company from the Contractor's Board nor any other agency.

We are legitimately insured (for over one Million dollars), properly bonded, carry Workers Compensation and willing to offer written endorsed proof.

The Surety Company of the Pacific awarded us a plaque for a 10-year perfect record. We won first place in our division for safety.

Three full-time salesmen are available to respond to calls for new business.

We offer the finest, most efficient after-sale service in the industry. Radio-dispatched, fully-equipped trucks are on call for same-day or next-day electronics repairs. In addition, larger, heavier trucks with welders, torches, etc. are available for installation and heavy ironwork repairs.

Marina provides installation/service for several large builders/contractors and property management companies in addition to self-managed complexes and private homes.

WE ARE A TURN-KEY CONTRACTOR which means everything is under one roof -- iron fabrication, telephone entry, electronics, lock shop as well as the ability to provide concrete and accessory work needed for your job. **WE ARE COMPETITIVE!**

Marina Security Gate and Ironworks is a family-owned business. Our prices reflect the best work, the best parts and the best service-after-sale in the business. We invite customers to inspect our factory.

- Competitive prices.
- Knowledgeable personnel.
- The best in the business.

026600

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-6

Date: March 12, 2013
To: Honorable Board of Directors
From: General Manager
Subject: EXECUTE AGREEMENT WITH MARINA SECURITY GATE AND IRON WORKS TO INSTALL NEW MONTECITO CENTER SECURITY GATE

RECOMMENDATION:

Authorize General Manager to execute agreement with Marina Security Gate and Iron Works for installation of a new wrought iron gate.

BACKGROUND:

The existing Montecito Center gate was installed over 20 years ago. Over the past several years, the District's Parks Superintendent has fabricated parts to make the gate operational.

If the gate becomes non-operational, replacement is the District's only option. Two quotes have been received ranging from \$8,000 to \$9,050. Based on staff research and company evaluation, the District recommends executing an agreement with Marina Security Gate and Iron Works in the amount of \$9,050. The quote includes the addition of a Fire Department operated switch for emergency override.

ATTACHMENTS:

1. Estimate provided by Marina Security Gate and Iron Works
2. FUND 40 Four-Year Capital Improvement Budget

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

13650 Cimarron Avenue, Gardena, Ca. 90249
(310) 329-1919 1-800-339-5931 Fax : (310) 329-9090
STATE LICENSED CONTRACTOR NO. 383132

SUBMITTED TO: Omero Perez Rossmoor Community Services District	PHONE: 562-381-3137	DATE: 02/27/13
STREET 3001 Blume Drive	JOB NAME Rossmoor Community Services Dist.	
CITY, STATE, ZIP Rossmoor, Calif. 90720	JOB LOCATION 3001 Blume Drive	
LSPRSN CUST. FAX. E-Mail: Mike Radis operez@rossmoor-csd.org	JOB CITY, STATE, ZIP. PHONE Rossmoor, Calif. 90720	

The material in our construction is all high-quality. Our selections range from .065-.085 at standard prices to special gauges priced upon request. All of our welds are high-quality arc welds and are performed under commercial and Industrial standards. The finished product is ground, smoothed and steam washed. We PRIME with grey oxide. Our paint job meets EPA standards and our finished coat is top quality paint. Our installers are all trained journeymen. The jobsites are left clean.

Marina Security Gate proposes to provide the following:

1. Fabricate and install (1) approx. 30' wide X 5' high, wrought iron slide gate. To be constructed with 2" square tubular frame and 3/4" square tubular pickets approx. 4 3/4" on center. To be covered with expanded metal. Includes (1) 6" power wheel.
2. The gate to roll on approx. 30' of surface mounted V-track, bolted to existing concrete across driveway and to have (3) point suspension in rear.
3. The gate to be powered with a Doorking model # 9000 1/2 HP, UL-approved Operator with a timer for automatic close, a safety reverse device and an electrical hook-up to 120 Volts. Stub-out provided by others.

WARRANTY; One year parts, One year labor, 5 year limited Doorking factory warranty.

NOTE: Marina to utilize the existing stubout and concrete pad.

4. A Multi-Code Radio Receiver and (0) transmitters are included for remote control.

Transmitters (NOT included in Proposal total)
can be purchased at the cost of \$26.00/ea + tax.

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

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5. Install KNOX KS2 Fire Department operated switch for emergency over-ride.
6. Install an Omron Photo Eye to further prevent the gate from closing when the opening is obstructed.

WARRANTY; One year parts and labor on the Omron Photo Eye.

COLOR DISCLAIMER: Our standard colors are Pacific Brown, Wrought Iron Black and White is "CLEAN WHITE". Any other colors are considered custom and we will prime only. NO GUARANTEE ON WHITE PAINT. If a custom color is needed, buyer will supply paint & Marina will apply. Limited guarantee on paint to manufacturer's specifications, weather conditions, water damage or salt areas.

NOTE: IT IS THE CUSTOMERS RESPONSIBILITY TO CONTACT RESPONDING FIRE STATION TO CONFIRM CITY/COUNTY JURISDICTION.

NOTE: Extreme weather conditions such as salt or heat and water can cause damage to painted metal. Therefore, rust and corrosion are not covered by a Guarantee.

It is the owner's responsibility to check with the city for approval of location of gate; set back laws; Fire Department regulations; and/or height restrictions.

Permit and permit fees are not included.

Note: Marina assumes no responsibility or liability for damages to water pipes, gas lines, or electrical conduits.

WHEN APPROVING THIS PROPOSAL, PLEASE WRITE COLOR SPECIFIED IN TEXT (ABOVE) BEFORE RETURNING TO MARINA. THIS WILL HELP EXPEDITE PROCESSING. (IF A "CUSTOM" COLOR IS BEING REQUESTED, PLEASE BE PREPARED TO PROVIDE COLOR INFORMATION AND/OR PAINT.)

PLEASE WRITE IN THE CHOICE OF EITHER STANDARD PAINT COLOR OR "CUSTOM COLOR PROVIDED BY CLIENT"

CHOICE OF COLOR IS _____

Proposal

MARINA SECURITY GATE & IRON WORKS

MARINA ELECTRONICS

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STATE LICENSED CONTRACTOR NO. 383132

DUE TO THE CURRENT, EXISTING UNSTABLE STEEL SHORTAGE, THE PRICES IN THIS PROPOSAL WILL BE GOOD FOR A PERIOD OF 30-DAYS ONLY.

Price includes Tax and Labor

DATE, SIGN AND RETURN WHITE COPY WITH DEPOSIT KEEP WHITE COPY FOR YOUR RECORDS.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

\$9,050.00.....

Payment to be made as follows: 50% DEPOSIT AND BALANCE DUE UPON COMPLETION

In the State of California : Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Registrar of the Board whose address is:

Contractors' State License Board - 9835 Goethe Road, Sacramento, CA. 95827 - MAILING ADDRESS P.O. Box 26000, Sacramento, CA. 95826

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation insurance. Attorney's Fees: Should either party commence any action of law under this contract, the successful party to such litigation shall be entitled to recover from the other party, all costs and expenses incurred therein, including reasonable attorney's fees.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge in addition to the sum stated in this proposal. All changes must be described on reverse side of this proposal sheet and signed for by client.

Authorized Signature _____

Reg. E74484

Note: This proposal may be withdrawn by us if not accepted within _____ SIXTY _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance _____ Signature _____ Signature _____

P3001BLU.PRO

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: May 14, 2013

To: Honorable Board of Directors

From: General Manager

Subject: EXECUTE AGREEMENT WITH SOUTH BAY HEATING AND AIR
CONDITIONING FOR REPLACEMENT OF VARIOUS
COMPONENTS OF THE AUDITORIUM'S HVAC SYSTEM

RECOMMENDATION:

Authorize General Manager to enter into an agreement with South Bay Heating and Air Conditioning, Inc. for replacement of several components of the Auditorium's HVAC system.

BACKGROUND:

This project is the culmination of periodic upgrades to the system. Previously, the 15-ton roof mounted unit was replaced by South Bay. This unit provides HVAC to the Auditorium center section used by the District for its Board meetings. Without partitions in place, the unit is capable of servicing the entire complex except for the East Room, West Room and adjacent office and storage spaces. These spaces along with partitioned perimeter auditorium spaces are serviced by external HVAC units along the west and east external walls of the building.

In addition to the 15-ton unit, several peripheral units have been replaced as they failed. One unit was stolen and replaced; others were replaced at the end of their life cycle. Remaining are the units which are deemed to be at the end of their service life and are described in the attached proposal from South Bay. This vendor has provided replacement and service to the system for several years and is deemed competent, reliable and price competitive. Moreover, the project cost is below the competitive bidding requirement which would require prevailing wages; adding additional cost to the project.

The CIP Committee has reviewed this project and is recommending that the Board authorize the General Manager to proceed with the project at a cost of \$24,400 during the current fiscal year.

ATTACHMENTS:

1. Contract Proposal from South Bay Heating and Air Conditioning, Inc. dated March 6, 2013.

PHOTO COPY OF THIS DOCUMENT IS NOT VALID FOR ANY PURPOSES
PHONE NO. 310 835 6923

South Bay Heating & Air Conditioning, Inc.

3300 East 59th Street, Long Beach, CA 90805
Ph (310) 835-3300 Fax (310) 835-6923

Contract Proposal

Date: March 6, 2013
Phone: 562-430-3707
Fax: 562-431-3710

To: Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Attn.: Omero Perez

AMOUNT QUOTED: \$24,400.00
(Twenty four thousand four hundred dollars)

Job Name: Replace HVAC System
Job Address: same

Equipment: One 3 1/2-ton Carrier Day/Night split system, 208 volt, single phase and three 5-ton Carrier Day/Night split system, 208 volt, three phase, up flow furnaces 80% AFUE, 13 SEER condensing units

We propose to provide all material and labor to disconnect and remove four existing systems and install new furnaces and coils in closets. Reconnect ductwork, vent pipe, controls, electrical, gas lines and drain lines. Set condensing units and reconnect refrigeration lines and electrical for a complete operating system.

Notes:

1) Alternate Add #1: \$3,200 for the use of 14 SEER equipment (all higher efficiency equipment is 208 volt, single phase).

Exclusions: Alterations to interior duct system

Work shall start in approximately 4-8 days and be complete in 4-6 days

Warranty: One year parts and labor on new material. Five years on compressor with the manufacturer.

Terms: Net 30.

I do hereby enter into this agreement this _____ day of _____, 2013

Accepted by: _____ Title: _____

Submitted by: *Steve Miller*
State Lic. No. 439779

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: May 14, 2013
To: Honorable Board of Directors
From: General Manager
Subject: FIRST READING OF POLICY NO.3097 E-MAIL AND ELECTRONIC COMMUNICATIONS RETENTION

RECOMMENDATION

Give first reading and approve RCSD Policy No.3097 E-Mail and Electronic Communications Retention Policy.

BACKGROUND

The ever-increasing growth of technology and its use in the workplace has created the need to define procedures and provide oversight regarding the use of District electronic media, records, and correspondence in the workplace. It has been advised that the Board implement a comprehensive set of policies to oversee the operations and management of electronic devices, electronic communications and public records requests. Creating and implementing an email retention policy is also strongly recommended by the California Special District's Association. At your April meeting the Board approved Policy No. 3096 Paperless Agenda and Tablet Device Use as a first step toward this objective. We have composed a first draft e-mail retention policy for your review and discussion.

The electronic workplace is rapidly advancing and the law is woefully behind in dealing with technology issues. Therefore, it is recommended that the Board take a pioneering and proactive stance in its District policy-making role. The Board President, General Manager, External Affairs Consultant, Administrative Assistant, and District General Counsel have reviewed and revised the Email Retention Policy to be comparable to surrounding government organizations and comply with existing laws.

The draft policy, Policy No. 3097 E-Mail and Electronic Communications Retention, is attached for review.

ATTACHMENTS

1. First Draft Policy No.3097 E-Mail and Electronic Communications Retention
2. Sample E-Mail Retention Policies

Rossmoor Community Services District

Policy

No. 3097

E-MAIL AND ELECTRONIC COMMUNICATIONS

3097.10 Purpose of Policy: The purpose of this Policy is the establishment of guidelines and policy for preserving Rossmoor Community Services District (RCSD) records created using E-mail, Instant Messaging and Text Messaging. This e-mail retention policy is secondary to District policy on Freedom of Information and Business Record Keeping. Any e-mail that contains information in the scope of Business Record Keeping Policy should be treated in that same manner.

3097.20 Persons, Groups, Systems Affected: This policy applies to all full-time, part-time and temporary District employees, volunteers, elected officials, contractors, consultants and other individuals provided with access to the District's email and internet systems. It also encompasses all computers, cellular phones, tablets and other electronic devices owned or maintained by the District.

3097.30 Ownership and Privacy: All electronic data placed on the District's network is under the control of, and is the sole property of, the District. Use of the District's network is a privilege, not a right. There should be no expectation of privacy with e-mail messages (or any other data files residing on the District's network), whether sent or received. This includes any file that may be designated as private or confidential. The District reserves the right for authorized staff to review all e-mail messages and data files on the District's network at any time. Downloading any work-related e-mail or data onto portable recording media for the purpose of removing from District property is strictly prohibited.

3097.40 E-Mail and the Public Records Act: All e-mail that exists and pertains to District business is considered a public record for purposes of the Public Records Act (PRA) and must be disclosed in response to a PRA request unless otherwise exempt from disclosure. E-mail "exists" if it has not been deleted or purged from the network and the local device in a manner that renders it inaccessible to the user. Questions regarding the applicability of PRA exemptions should be directed to the District's counsel.

3097.50 Retention: Electronic mail systems can transmit a wide variety of information; therefore, the length of time an e-mail has to be retained varies according to the content of the e-mail. In short, the content and not the medium determines how long an e-mail must be retained.

E-mail messages fall within two broad categories:

1. Transitory messages or casual and routine communications – No retention requirement. Retain until read and destroy. Public officials and employees sending or receiving such communications may delete them immediately. Most e-mails are transitory communications that have taken the place of brief phone conversations. These types of e-mail should be regularly deleted. E-mails of this type that are not deleted, and which exist at the time of a public records request, will be subject to disclosure unless exempt under the PRA. Some examples of transitory e-mail communications include:

- Incoming list serve messages
• Personal emails unrelated to District business
• Spam or unsolicited advertisements or sales promotions
• Non-policy announcements

- Telephone messages
- Published reference materials
- Invitations and responses to meetings, etc.
- Thank you messages
- Replies to routine questions, “we’re open 8 – 5”, “our address is...”, “the deadline is...”
- Scheduling meetings
- Out of Office auto-replies

2. Public records subject to retention – The District has prepared a records retention schedule in accordance with State law. The retention schedule identifies various classes of documents and indicates the minimum time period that the District is required to retain copies of them. Most e-mails will not comprise documents that are required to be retained, either because they do not fit within a defined category of such documents or because the e-mail merely attaches a copy of a document that is already maintained by the District in accordance with the schedule. However, all persons using the City’s e-mail system should become familiar with the records retention schedule and be mindful of it when managing the contents of their e-mail. Questions regarding the retention schedule may be directed to the District Manager. E-mail that falls within a category of documents required to be retained for a minimum period must be retained for that period and should not be deleted.

E-mails and attachments to e-mail that are identical to records that are stored and managed outside the e-mail system pursuant to the District’s record retention schedule need not be retained.

3097.60 Responsibilities: All full-time, part-time and temporary District employees, volunteers, elected officials, contractors, consultants and other individuals provided with access to the District’s email are responsible for reading, understanding, and following the E-Mail and Electronic Communications Policy.

3097.70 Procedures for Managing E-Mail That Must Be Retained: Each division of the District is responsible for ascertaining the appropriate retention period for its commonly created and received records, including e-mail.

Each employee, official, volunteer, contractor and consultant with access to the District’s e-mail system is exclusively responsible for managing the e-mail he/she sends and receives. Managing those e-mails means that each person must sort, file, retrieve, and archive or delete the e-mail in accordance with these procedures.

- a) **Sorting** involves promptly deleting e-mail when allowed by District Policy and the applicable record retention schedule. Sorting also involves routinely filing e-mail that must be retained for the applicable retention period (see Appendix A for guidance on which record retention schedule may apply to a particular e-mail). To avoid wasting computer storage space, e-mail should be deleted promptly if it is not subject to retention and if it has no further value.
- b) **Filing** e-mail for short-term storage involves moving the e-mail into folders created within the e-mail software. For e-mails that must be retained for longer timeframes, it may also mean printing and filing hard copies of e-mail in a paper file or converting the e-mail into another software format for long-term electronic filing.

When filing e-mail that qualifies for confidential or privileged (e.g., attorney-client privilege) treatment, it is a good idea to file them in a separately-labeled

“confidential” or “privileged” folder so that such documents are not inadvertently produced in response to a request or subpoena.

E-mail that qualifies as a retainable record must be retained in accordance with the applicable record retention schedule. The content of the e-mail will determine which record retention schedule applies.

- c) **Retrieving** e-mail means that, upon request, employees, officials, consultants, contractors and volunteers with District e-mail access must promptly retrieve e-mail for which they are exclusively responsible (that is, sent or received from outside RCSD). E-mail that is retrieved must include the transmission properties of the e-mail. Upon receipt of a public records request, discovery request, or subpoena, the person responsible for the requested e-mail must find and retrieve it in a timely manner just as he or she must be able to quickly retrieve and produce paper documents in his or her possession or control. Each area of the District will develop its own specific system for uniform file-folder creation and filing. This system should be based on, or consistent with, the area’s paper filing system. Each area should also develop a system for how and when to convert e-mail to paper or electronic records for long-term storage. The long-term storage may be required based on applicable record retention schedules. These area-specific procedures will allow staff to more easily locate and retrieve e-mails.
- d) **Archiving or deleting** filed e-mail must be done according to the District’s record retention schedule. Archiving involves the long-term storage of a record, including e-mail, for the applicable retention period. RCSD requires all long-term archiving of records to be done in paper or electronic format. The transmission properties of the e-mail are considered part of the e-mail and must be archived with the e-mail.
- e) **Procedures for managing e-mail when employees leave.**
 - a. Each employee is responsible for organizing, filing and archiving e-mail before leaving his or her position at the District.
 - b. Supervisors in coordination with the IT Department are responsible for ensuring that their staff complete the final organization of e-mail before leaving. The Administrative Assistant in coordination with the IT Department is responsible for managing, filing, retrieving and archiving the e-mail of their former staff.

3097.80 Compliance with law. Immediately upon receiving a public records request, subpoena, or court order which identifies electronic communication, District officials, employees, consultants, contractors and others with access to the District’s e-mail system shall use their best efforts, and use all reasonable means practicable, to preserve such electronic communications. Records relevant to pending or reasonably anticipated litigation must be preserved even if a record retention schedule allows for its destruction. Such records may be subject to a litigation hold by the General Counsel.

3097.90 Enforcement: Management reserves the right to monitor and/or log all employee use of District Information Resources with or without prior notice to ensure all complies with this policy. Violations of this E-mail and Electronic Communications Policy will be documented and can lead to revocation of system privileges and/or disciplinary action up to and including termination. Additionally, the District may, at its discretion, seek legal remedies for damages incurred because of any violation. The company may also be required by law to report certain illegal activities to the proper enforcement agencies.

San Jose ordered to disclose electronic messages

By PAUL ELIAS
THE ASSOCIATED PRESS

SAN FRANCISCO • A judge has ruled that private text messages, emails and other electronic communications sent and received by San Jose officials about city affairs are public records.

The ruling Friday in Santa Clara County has the potential to settle a debate that has simmered over access to such records since

the advent of email.

The Public Record Acts and other laws require that communications of elected officials and other public officials on public issues be retained and turned over on request, but activists and others have been battling officials for years over whether public issues discussed on private devices are covered.

While 26 states view the use of private emails for

What's ahead

San Jose City Attorney Rick Doyle said the San Jose City Council will discuss Tuesday night whether to appeal.

The ruling Friday was prompted by a lawsuit filed by environmental activist Ted Smith. Neither Smith nor his attorney James McManus returned phone calls.

government business as public records, California and the rest have no clear rules or prevailing case law, according to the Reporters

Committee for the Freedom of the Press.

In California, a Court of Appeal in 2008 tossed out on technical grounds a

newspaper's lawsuit seeking such records from the Tracy City Council. The city of Auburn last year settled a lawsuit filed by the First Amendment Coalition when it set up a special government email account for city officials to forward all official correspondence done on private devices with personal accounts.

"You now have to worry about every employee when a request for records comes

in," San Jose City Attorney Rick Doyle said. "The Public Records Act has never been interpreted this broadly. The ruling goes too far."

Peter Scheer, executive director of the First Amendment Coalition, conceded that "there are practical problems."

Still, he said policies can be developed to safeguard officials from disclosures of private communications.



Email Retention Policy

Created by or for the SANS Institute. Feel free to modify or use for your organization. If you have a policy to contribute, please send e-mail to stephen@sans.edu

1.0 Purpose

The Email Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All employees should familiarize themselves with the email retention topic areas that follow this introduction.

Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to Infosec.

2.0 Scope

This email retention policy is secondary to <Company Name> policy on Freedom of Information and Business Record Keeping. Any email that contains information in the scope of the Business Record Keeping policy should be treated in that manner. All <Company Name> email information is categorized into four main classifications with retention guidelines:

- Administrative Correspondence (4 years)
- Fiscal Correspondence (4 years)
- General Correspondence (1 year)
- Ephemeral Correspondence (Retain until read, destroy)

3.0 Policy

3.1 Administrative Correspondence

<Company Name> Administrative Correspondence includes, though is not limited to clarification of established company policy, including holidays, time card information, dress code, work place behavior and any legal issues such as intellectual property violations. All email with the information sensitivity label Management Only shall be treated as Administrative Correspondence. To ensure Administrative Correspondence is retained, a mailbox admin@<Company Name> has been created, if you copy (cc) this address when you send email, retention will be administered by the IT Department.

3.2 Fiscal Correspondence

<Company Name> Fiscal Correspondence is all information related to revenue and expense for the company. To ensure Fiscal Correspondence is retained, a mailbox fiscal@<Company Name> has been created, if you copy (cc) this address when you send email, retention will be administered by the IT Department.

3.3 General Correspondence

<Company Name> General Correspondence covers information that relates to customer interaction and the operational decisions of the business. The individual employee is responsible for email retention of General Correspondence.

3.4 Ephemeral Correspondence

<Company Name> Ephemeral Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to product development, updates and status reports.

3.5 Instant Messenger Correspondence

<Company Name> Instant Messenger General Correspondence may be saved with logging function of Instant Messenger, or copied into a file and saved. Instant Messenger conversations that are Administrative or Fiscal in nature should be copied into an email message and sent to the appropriate email retention address.

3.6 Encrypted Communications

<Company Name> encrypted communications should be stored in a manner consistent with <Company Name> Information Sensitivity Policy, but in general, information should be stored in a decrypted format.

3.7 Recovering Deleted Email via Backup Media

<Company Name> maintains backup tapes from the email server and once a quarter a set of tapes is taken out of the rotation and they are moved offsite. No effort will be made to remove email from the offsite backup tapes.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

Terms and Definitions

Approved Electronic Mail

Includes all mail systems supported by the IT Support Team. These include, but are not necessarily limited to, [insert corporate supported mailers here...]. If you have a business need to use other mailers contact the appropriate support organization.

Approved Encrypted email and files

Techniques include the use of DES and PGP. DES encryption is available via many different public domain packages on all platforms. PGP use within <Company Name> is done via a license. Please contact the appropriate support organization if you require a license.

Approved Instant Messenger

The Jabber Secure IM Client is the only IM that is approved for use on <Company Name> computers.

Individual Access Controls

Individual Access Controls are methods of electronically protecting files from being accessed by people other than those specifically designated by the owner. On UNIX machines, this is accomplished by careful use of the `chmod` command (use `man chmod` to find out more about it). On Mac's and PC's, this includes using passwords on screensavers, such as Disklock.

Insecure Internet Links

Insecure Internet Links are all network links that originate from a locale or travel over lines that are not totally under the control of <Company Name>.

Encryption

Secure <Company Name> Sensitive information in accordance with the *Acceptable Encryption Policy*. International issues regarding encryption are complex. Follow corporate guidelines on export controls on cryptography, and consult your manager and/or corporate legal services for further guidance.

6.0 Revision History

28 July, 2003 Added discussion of backup media

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10 Steps to a Sanction-Proof Email Retention Policy

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In order to address growing e-discovery, compliance and knowledge management requirements, organizations must retain a greater number of emails than ever before. Yet with such a large percentage of internal and external business communications performed via email, this is becoming an increasingly difficult task, one with which many struggle to keep pace. Additionally, as the volumes of messages requiring retention grow, so too, do the related storage, retrieval and administrative costs. To address these challenges and prepare for litigation and compliance reviews, enterprises need a standardized, policy-based email retention system that ensures all relevant messages are stored safely and in accordance with any pertinent industry laws and governing bodies.

Developing a well-planned, enterprise-wide email retention policy helps establish uniform and consistent rules for all email and electronic records. Such a policy outlines email content, sets retention and deletion criteria and provides the flexibility to accommodate litigation holds and enable role-based user access. Leveraging a robust information governance solution also helps simplify the management of this process. The ideal solution should automate retention policy enforcement and task documentation, while providing an archiving and retrieval engine that streamlines an organization's ability to locate messages for audits, litigation and e-discovery in a timely and cost-effective manner. By doing so, organizations can reduce e-discovery costs, improve regulatory compliance, enhance data access, reduce the risk of litigation and improve IT performance without increasing costs.

To make email management procedures a cost-effective business asset, enterprises need to develop, actively enforce and audit comprehensive retention guidelines. These rules should specify consistent, enterprise-wide data archive windows and define permissions for who can access, change or delete messages, attachments and other records. To this end, organizations should guide themselves through the process of developing, implementing, monitoring and auditing a comprehensive email retention policy using the following 10 steps.

1. Define an Email Retention Policy

In order to fully understand its retention obligations, an organization must first have a clear understanding of the types of content it transmits electronically. To provide this insight, the email retention policy should specify:

- **Document types** that employees can send via email, as well as the specific files, such as sensitive business contracts, that must be transmitted using a different method.
- **Content guidelines** defining what should or should not go into emails, including policies around what constitutes sexual harassment or other unacceptable language.
- **Enforcement measures** and best practices that automatically scan for policy violations and designate an internal authority to periodically review content.

2. Eliminate the Variables Hindering Centralization

Without formal archiving guidelines and an automated system to manage the process, employees often save old messages and attachments on local storage systems, such as a PC hard drive. This lack of standardization makes tracking and protecting archived messages problematic. For example, a judge can request messages saved on personal archives during litigation and e-discovery. But if an employee saves these on a hard drive, which then fails, the information is lost and the enterprise becomes vulnerable to legal and regulatory penalties around the spoliation of data.

Moreover, locating the necessary data on all local hard drives throughout a large organization is a difficult, time-consuming and expensive process that often fails to discover every message saved on a nonstandardized source. To avoid the possibility of missing a message, email retention policies should include specific, centralized archiving methods that prohibit employees from saving messages in personal folders.

3. Educate Employees about the Retention Policy

Even though a formal email retention policy may be defined and in place, many employees may remain unaware that such guidelines exist. To ensure that archiving rules are followed across the enterprise, all employees must be trained on the policy and able to demonstrate that they understand content and storage procedures, as well as any rules restricting the use of personal folders. Moreover, education should:

- Detail the reasons why these rules are in place,
- Offer instructions for using any supporting archiving technology and
- Outline the consequences of noncompliance at both a business and personal level.

4. Incorporate Relevant Regulations into the Retention Policy

It is critical that all email retention policies incorporate the requirements of the mandates governing the industry in which an organization operates. There are many common regulations to consider:

- **Sarbanes-Oxley** regulations apply to public companies across all industries and impose severe penalties on any business that deliberately alters or deletes documents in order to defraud customers or other third parties. To comply with SOX guidelines, companies must retain auditable emails for a minimum of five years from the end of their last fiscal year.
- **FINRA** rules demand that financial services firms establish formal, written policies and procedures that detail their email retention policies. After outlining these policies, a business must then demonstrate that all retention processes are in full compliance with FINRA guidelines.
- **HIPAA** regulations apply to any email message or other electronic records that contain sensitive information about an individual's medical history. The preservation period for a medical record is a minimum of five years, though some related statutes dictate that certain information be retained for the life of the patient.

Although many regulations exist beyond the three listed above, all regulatory bodies — regardless of industry — make meeting the following requirements a key aspect of compliance:

- **Data permanence**, where data must be in its original state without being altered or deleted.
- **Data security**, where all retained information must be protected against security threats, including access by unauthorized persons and any outside forces that could physically damage or endanger the availability of archived messages.
- **Availability**, where organizations must prove that all emails subject to the retention policy can be easily accessed by authorized personnel in a timely manner.

5. Identify Roles with Unique Retention Requirements

Specific organizational roles have unique archiving requirements, which must be captured in the larger retention policy. For example, brokers at financial services firms are obligated to keep all of their electronic correspondence for up to six years. Likewise, in pharmaceutical companies, scientists or physicians who perform drug tests must keep test-related emails on hand for even longer, as these may contain highly sensitive information that can be requested as evidence in e-discovery. Finally, it is common practice in most enterprises to save the emails of CEOs indefinitely, even after their tenures have ended.

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Establishing an Email Retention Policy: The Legal Perspective

B. K. Winstead | *Windows IT Pro*

Mar. 5, 2009

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This week, a lot of my coworkers across Penton Media, *Windows IT Pro's* parent company, are waking up to a new—and potentially shocking—reality. No, I'm not talking about changes or layoffs because of the poor economy. I'm talking about a huge volume of saved email messages that suddenly isn't there anymore due to the implementation of a comprehensive document-retention policy. The policy covers all company documents, but it's the rules regarding email that are going to be most difficult for people to adjust to.

The gist of Penton's new policy is that any email message older than six months will be automatically deleted—unless users move the message to one of a set of **managed folders** set up in Microsoft Office Outlook 2007 by the company's IT department. Each folder has a set time limit for retention, and only documents with specific legal or business requirements are allowed in those folders.

I recently spoke with members of Penton's legal department and IT department about the development and implementation of the new policy. Look for my interview with Ken Savoy and Ben Vargas of the Penton IT department in "[Establishing an Email Retention Policy: The IT Perspective](#)." And for some technical articles about setting up managed folders in Microsoft Exchange Server 2007 and other email retention and archiving issues, see the [Related Reading section](#) at the end of this article.

To get the legal perspective, I spoke to Elise Zealand, vice president and corporate counsel for Penton Media, who led the process for the policy's development. Elise spent ten years as a commercial litigator in New York before coming to Penton early in 2008.

Q: What was the situation at Penton before establishing the recent document-retention policy? What policies—if any—were in place?

A: There were some policies and procedures in place, and we were certainly very careful about enacting litigation holds when there was a potential claim or litigation. There were appropriate procedures in place to ensure that we retained data related to that litigation or claim. But with regard to email, we didn't have a system in place to manage email automatically. We left it to users to determine when emails would be discarded or retained.

Q: What's wrong with letting users decide what to keep? How does the company benefit by implementing a policy such as this?

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A: When you have users who are longtime employees who are storing data in email for basically years on end, that's a cost problem and that's a litigation risk problem. So what we wanted to do was just to make sure that everybody would be on the same page, that they would understand that there were clearly defined rules about data that needed to be retained, and data that, if it's unnecessary, would be deleted within a specified period of time.

So we wanted to make sure that users were aware of statutory and legal obligations to keep their data. So, for example, with regard to accounting and finance records or employment data or contracts or drafts of contracts, we wanted to make sure that we retained certain records for an appropriate period of time.

Part of my job function in my prior life as a big-firm litigator was to help companies manage risk. One of the things that we always advised our clients was that they should have a strong document-retention policy in place. And you do that for several reasons. One is, in general, the cost of retaining data—unnecessary data—can be quite high just in terms of storage space electronically and in storing tapes offsite.

The other issue, and it's sort of the larger issue, is based on litigation risk and litigation expense. There were recently changes to the federal rules that require companies to engage in electronic discovery. Having been through electronic discovery in numerous lawsuits as an outside lawyer, I really got to know firsthand the expense and business interruption that that can create.

When you review electronic documents, basically you run a search, and both you and your adversary will agree on certain filters, certain parameters of the search. When you're a lawyer, you really hope that your client has a good document-retention policy in place so that you're not searching through years and years of unrelated, unnecessary data.

And you're required, once you have a litigation in place, to preserve your data—to not delete any emails at all that relate to the subject matter of the lawsuit. That process of reviewing documents, electronic documents, can literally cost millions and tens of millions in a federal lawsuit because you have to have attorneys review the data to ensure that you're not producing anything that would constitute privileged information or confidential, proprietary information.


You also want to make sure, though, that you're retaining data that you must retain, either based on federal or state laws or regulations, or based on a litigation hold. You really need a process in place that protects the data that you must retain, that discards unnecessary data, and that ensures that we're not opening ourselves up to unwarranted expense and risk.


Q: How did you develop the policy for Penton? What resources did you consult?

A: We actually got some outside help just to make sure that we were appropriately covering our bases. So we used an outside law firm to give us some of the parameters with regard to accounting and finance, tax, employment, legal issues like contracts—just to make sure that we had a policy where we would have exceptions for automatic deletions for those kinds of documents.

So we used our outside lawyers as a resource. We went online—there's a group called the [Corporate Legal Exchange](#) and there are other online databases and associations that we use to sort of benchmark where we are compared to other companies of our size. And then as lawyers, we talked to peers. We talked to vendors of electronic discovery software to get a sense from them as to where they thought the appropriate parameters should be.

So we really reached out to lots of different sources. We looked back through our company's prior practices and procedures, and used all of those things to come up with a policy that would fit our needs but would also ensure that we were in compliance

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with applicable rules and regulations. I think we have a program that's going to be very comparable to companies of this size.

Q: How long did that process take?

A: I would say that we really seriously started the process probably in the fall, and it probably took from October/November until February to draft and implement the policy. And that was certainly with a lot of help and support from our IT department.

One of the things that we decided in creating a policy for our company was that we wanted it be as user-friendly as possible, and as simple as possible, because a policy that no one's using is going to be worthless. So we wanted to streamline the policy as much as we could while still keeping it effective for our purposes.

Q: The policy states that the default hold period for email is six months, but other types of documents can be held for up to two years. Why is there a distinction between email and other documents?

A: The bottom line is that most of the data that comes into a company now is on email. So the vast amount of data that we have is electronic data, which also means that the greatest amount of waste is probably going to be on electronic data.

I think people generally tend to retain email for a longer period of time than they do for their hardcopy documents because there's a limit to physical space and I think that people are sort of loath to create complicated filing systems for their hardcopy documents, whereas it's really easy to create files online and to store emails within your Inbox and subfolders, which is what we found most of our employees tended to do.

So email was a big focus. There's a tension because you want to make sure that critical data is retained no matter what, and we wanted to keep the rules fairly simple for email because we know that people are responding and reacting quickly.

We tried to make the distinction so that it would be easier for people to follow the rules with regard to email, but we also wanted to make sure that emails were being purged and cleaned out appropriately because that's the data that we tend to keep around and the majority of the data is noncritical data. So that's why email is a little trickier than hardcopy documents, and that may not have been the case years ago.

Q: Many organizations take a conservative approach to email retention and archive everything, but Penton's policy puts the responsibility on each employee to move required messages to the appropriate retention folder. What are the training issues and other implications of such a policy?

A: We wanted to have a policy that was fairly aggressive—basically, the default rule is that your emails disappear in six months unless you are proactive in moving them into one of these exceptions folders, and the exceptions folders are very, very narrowly defined. There really has to be a legitimate business need or a legitimate legal or regulatory need for us to maintain that data. Otherwise the data goes.

The cost of sifting through that volume of data is enormous. In cases where we don't have insurance coverage for attorney fees and costs, you could be looking at spending tens of millions of dollars on discovery in a lawsuit. It really hinders our ability to prosecute claims where we feel that there's been some business injury to Penton, or to be very aggressive in defending ourselves in a court action because we're afraid of the amount of attorney fees and costs that we would incur by having this massive amount of data reviewed and produced.

Definitely, I think there are greater risks to maintaining unnecessary data, but when you're going to be aggressive about deleting emails within a certain timeframe, and when the message to your company is that we do not retain unnecessary data, there does need to be quite a lot of training and information around the areas where we must keep critical data. In the areas that we're most concerned about, the personnel are very

well trained about maintaining critical data. Within the business units where you're not accustomed to having to really sort through your information and decide what's critical and what's not—that's going to be painful in the short term as we learn to do that as a company.

We're saying that emails must be deleted and that documents should only be maintained for a certain period of time, but we're allowing documents to be moved onto a network folder or a shared folder. We're not just saying that all data will disappear. We just want people to be smart about how they're managing their data, and to be conscious and aware of it.

Q: Are you confident employees will save what they're required to?

A: I really have very little doubt that we won't save what we need to save. As far as really, truly deleting unnecessary stuff, I think that this policy will take us half of the way there or more, I hope. And having an automatic deletion function on email is very, very helpful—that goes a long way. And then we will be auditing the managed folders just to make sure that we don't have users who are just moving everything in their Inbox into the managed folders.

Q: How much did you work with the IT department to establish the policy and to set up things such as managed folders or other technical points of the implementation?

A: In doing something like this, first you have your period of development of the policy where you're doing research, you're looking at other companies, you're talking to your IT department to decide how we're best going to implement this. Once I had a draft policy in place, then I went back to the IT department, gave them the policy, had them review it, got their feedback, and then we really designed the implementation of the policy together. And it's been a work-in-progress. We've been tweaking it. Even after the rollout of the policy, we've had to make some changes.

And then you implement the policy. You go through the training and communications with the company. There's constant interaction between legal and IT to talk about how it's going, what's the messaging from our Help desk. And then we send out communications as needed to our employee base so that they're on top of things.

And the employees certainly have been interacting with us, and based on their concerns, we have made some changes to the policy. So for example, we were not going to have an exception folder for ordinary business communications that didn't relate to one of the specific required exceptions. But we found that we have business cycles for certain products and certain projects that are longer than the six months that email Inbox rule would allow. Some people really need to have active emails for a little bit longer than that, so we created an 18-month exception folder for those very limited circumstances where you have a show cycle or a product cycle or an editorial cycle that's going to be longer than six months. So that'll help alleviate some of the problems we had in the field. And we hope that that will be used judiciously and not misused. But we'll see.

I'll say this: We have a phenomenal IT department at Penton, so this has been a very collaborative effort from the very beginning. Legal and IT have been on the same page through every step of the process. And of course when it comes to the technical capabilities and limitation of our systems, I'm going to defer to the IT department. And they've gone to extraordinary lengths to make this policy happen. I think the sort of constant communication between legal and IT has been critical.

Q: Whose responsibility will it be to audit the managed folders to ensure users are using them correctly?

A: If we're going to conduct an audit, we'll do it together. We'll talk about the parameters of the audit together—that will be something legal and IT discuss before it's implemented. And then, although IT would have the technical responsibility to

perform the audit, because I don't have that capacity, we would sort of create the audit parameters together.

It's been a real partnership between legal and IT as we've gone through this. The Help desk has been involved every step of the way because they're on the front line answering questions. I shoot them questions by email every day, they shoot me questions, we talk about it over the phone. And we just try to make sure we're constantly giving employees the same message.

I think that kind of collaborative effort or spirit between legal and IT is vital to having this kind of policy be successfully implemented.

Like I said, employees are going to have to go through the pain of a change in the way that they do business and manage their data. But once this painful period of implementation is over, it's going to be much better for our company.

Q: Do you think employees will come around to see the benefits of the policy?

A: Yes. It's a hassle to constantly be going sifting through data. It will become automatic. You'll save the things that must be saved, and the rest of it, let it go—it's just junk. And I'm probably one of the worst offenders. I still haven't cleaned out my Inbox, but I will.

But also, this is a time for businesses to think about their own best practices. You know—is it best practice to maintain all of your sales data on email? Probably not. It's time to think about other ways of managing our data. Data is critical to our company, so it should be one of the highest priorities. So this is really forcing people, I think, to do things in a better, more efficient way, but it does come with the pain of change.

Q: Do you think that companies in general are doing a good job with document retention?

A: This policy is really an attempt to be proactive—to ensure that we're not going to be one of the companies that's spending tens of millions of dollars in attorneys' fees. But having been a litigator for ten years, I have numerous stories of clients who didn't implement a policy until after they learned the hard way. I myself have managed teams of temporary attorneys at law firms who are working in shifts so that there's almost 24-hours a day of reviewing time for federal court litigation and for justice department investigations that cost the client tens of millions of dollars. And it's wasteful, and it's a business interruption for the client. And it happens over and over again.

It's something that should be on every inhouse lawyer's radar, but I think because the change can be difficult to implement, there's a lot of pushback from employees. And so you really need to have an executive team that's supportive, which we certainly had, and an IT department that's not only supportive but has the capacity and the capability to get it done, which we have. So I was lucky—we had the perfect complement of factors to get this done fairly quickly.

But I could tell you many horror stories. I can't give you the names of clients, but I've worked on many investigations and many litigations where the tab for the review of documents was astronomical.

Q: Any last words for IT pros on what they need to know or should be doing with records retention?

A: I think that in companies where there isn't an inhouse legal department, they can certainly be proactive in talking with their executive team about the need for a policy like this. They should focus on the benefits to the company in terms of cost-savings and risk management. Maybe it's not a burden that should fall on IT, but it really may be on them in the first instance to start talking to their executive committee about the need for a program like this.

If they have an inhouse legal department, then being good partners with the legal department—that's everything. If you partner with legal, and you have an open flow of communication, and you're being supportive of each other, then you'll get through creating and implementing a policy like this one.

Related Reading:

For more articles about email retention with Microsoft Exchange Server 2007:

- [Establishing an Email Retention Policy: The IT Perspective](#)
- [Meet Email-Retention Needs with Exchange 2007](#)
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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-5

Date: May 14, 2013

To: Honorable Board of Directors

From: General Manager

Subject: CITIZEN REQUEST-VAN ZEITZ, RALPH VARTABEDIAN RE:
MODIFICATION OF BOARD POLICY/REGULATIONS FOR USE OF
ROSSMOOR AND RUSH PARKS FOR ORGANIZED GIRLS SOFTBALL
(LAGSL)

BACKGROUND:

In accordance with Board policy Messrs Zeitz and Vartebedian have made separate, but like matters, regarding the use of Rossmoor and Rush Park softball diamonds by the Los Alamitos Girls Softball League (LAGSL). Attached are two emails from the two gentlemen. Mr. Vartebedian's email spells out his position regarding the intent and/or language of the current 2011 Memorandum of Understanding. Further, Mr. Zeitz is requesting that the Board review his previous presentation to the Board regarding his analysis of parking requirements for public recreational facilities.

However, the request for placement on your May Agenda is not timely. Board policy requires no less than two weeks notice. Nonetheless, this matter is being brought to your attention with a recommendation that the Board table discussion until a future Board meeting. This will enable staff to gather all of the documentation which pertains to this issue and to present a thorough comprehensive report to the Board.

RECOMMENDATION:

Table discussion for a future Board meeting.

ATTACHMENTS:

1. Email dated May 5, 2013 from Mr. Van Zeitz Requesting that the Matter of his Parking Analysis be Reviewed by the Board.
2. Email dated May 4, 2013 from Mr. Ralph Vartebedian Requesting that the Board's Policy and Regulations Regarding the Use of Rossmoor and Rush Park for Organized Softball be Amended.
3. 2011 Memorandum of Understanding.
4. Policy No. 5020 Board Meeting Agenda.

From: [Van Zeitz](#)
To: [Elizabeth Deering](#)
Cc: gmmontan@rossmoor-csd.org; mfieldson@gmail.com; RalphV9@aol.com
Subject: Re: item for the agenda
Date: Sunday, May 05, 2013 4:55:57 PM
Attachments: [Rossmoor Park Parking Analysis.ppt](#)

Liz,

Attached is the Parking Analysis which I researched, compiled, and presented to the RCSD at a Board Meeting last year. Ralph referred to this analysis (below) and I was not sure if you had seen it.

All parking codes and requirements for a tennis court, basketball court, etc, etc, were based on The City of Long Beach requirements due to its proximity to Rossmoor and due to the comprehensive set of parking-requirements they have in their Code.

I was also assisted by of the Orange County Public Works department and The Orange County Parking Administration. These departments reviewed the Development -vs- Parking Ratio of our park and, although "Grand-Fathered" and not subject to review, there was unanimous agreement that such a park would never be approved for construction given today's parking requirements.

I know you've heard the complains of congestion, trash and noise in "our end of Rossmoor". Perhaps you've heard of the Realtor's stories of people deciding to look elsewhere when they experience the spectacle of a Spring-Saturday morning at the park (a primary entrance-point to the North-End of our community). I have personally felt the stinging condemnation of the situation when the Rush Park neighbors told the RCSD "don't do to "our" park what you've allowed to happen at Rossmoor Park".

I appreciate your thought and consideration of this long-standing, and long-recognized issue.

Van Zeitz

From: "RalphV9@aol.com" <RalphV9@aol.com>
To: ideering@rossmoor-csd.org
Cc: gmmontan@rossmoor-csd.org; mfieldson@gmail.com; vz111@yahoo.com
Sent: Saturday, May 4, 2013 12:00 PM
Subject: Re: item for the agenda

Liz,

I am asking the board to modify future softball permits by policy or directive to the general manager to allow two games per field on Field 1 and Field 2 on Saturdays at Rossmoor Park. The document record for this includes the MOU that was signed last year; the minutes of a meeting this spring between the RCSD representatives, LAGSL and Rossmoor homeowners; the invoices and other records for field improvements this year and in past years at the Rush Park softball fields; and the recent communication to RCSD by the LAGSL that they will not play any additional games at Rush Park, even after agreeing to such a plan at the spring meeting.

We believe that RCSD has made every reasonable attempt to meet the LAGSL's needs and spent

taxpayer money predicated on assurances by the LAGSL, monies that were wasted by the organization's later change in position. At the same time, the Rossmoor Park neighborhood has demonstrated in its parking and traffic analysis that we have presented earlier to the board that Rossmoor Park has been overdeveloped for the amount of available off street parking, based on city and county codes that should be followed here.

The 2012 MOU set forth a plan to shift as many games as possible to Rush Park, if the field could be improved. The RCSD included a large budget for such improvements. And the Rossmoor Homeowners Association pledged \$5,000 to the effort.

At the same time, the LAGSL's enrollment has dropped so sharply that it is not fully utilizing fields at Rossmoor and Rush Parks during the weekday. It would not harm the league in the least to shift two games from Saturdays to weekdays, either at Rush Park, Rossmoor Park or an alternative field of its choosing. We consider this a minimal and reasonable solution to a problem that has vexed the community for a long time.

I hope this helps. I am available by cell to discuss my request at 213-300-1719. Thanks.

Ralph

In a message dated 5/3/2013 2:38:01 P.M. Pacific Daylight Time, Ideering@rossmoor-csd.org writes:

Thank You Ralph. I'm certain Chris will require more specifics, i.e. Which recent developments? Are they CIP-related? use related? What action are you requesting that the Board take on this item? Can it be addressed in public forum instead? Also, any backup paperwork would be helpful. I will forward this e-mail to Chris for her review on Monday. I can't promise that she will add the item. It all depends on how full the agenda is already. The more complete information you provide, the better. Thanks.

Liz

From: RalphV9@aol.com [mailto:RalphV9@aol.com]
Sent: Friday, May 03, 2013 2:24 PM
To: Elizabeth Deering
Subject: item for the agenda

Liz,

I would like to request that an item be put on the upcoming RCSD board meeting agenda to discuss and act upon recent developments involving the Rush Park softball field improvement. If the request for an agenda items needs to be more specific, please let me know.

Ralph Vartabedian

Analysis of Parking

Rossmoor Park: 3232 Hedwig Road



- Rossmoor Park offers a number of recreational activities, all of which compete for the same limited off-street parking spaces.
- All Cities, Counties, and States only use off-street parking when analyzing land-use requirements. Inclusion of On-Street parking is never allowed into any analysis.

Parking Need vs Availability

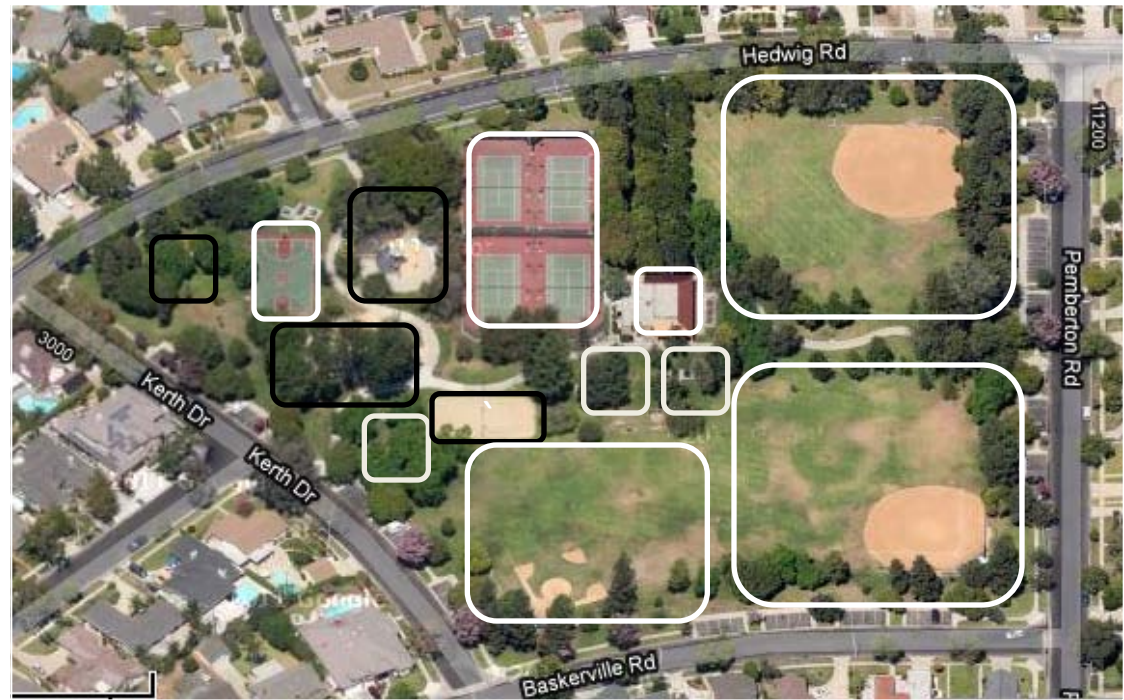
.33 Parking Spaces per Field

Who needs Parking?

- 4 Tennis Courts
- 4 Picnic Areas
- 2 Basketball Courts
- 2 Play Areas
- 1 Volleyball Court
- 1 Staffed Community Center
- 3 Softball Fields

How many do we have?

- 59 Parking Spaces as follows:
 - 28 Pemberton (includes 1 HC, 1 RCSD)
 - 15 Kerth (includes 1 HC)
 - 16 Baskerville



How much do we need?

	# of Spaces
4 Tennis Courts	16
4 Picnic Areas	12
2 Basketball Courts	10
2 Play Areas	10
1 Volleyball Court	5
1 Community Center	2

TOTAL NEEDED (less Ball Fields) 58 Spaces

Softball Fields:

3 Softball Fields (See page 5)

of Spaces

~ 118

TOTAL Park Needs

~ 176 Spaces

When Next Team is warming up ~ 294 Spaces

We have grossly over subscribed our parking

Los Alamitos JFTB Comparison

42 Parking Spaces per Field



- The JFTB has 1 Adult-size field, 2 Youth-size fields and one small T-ball field.
- There are over 166 dedicated parking spaces, yielding 42 spaces per field.
- When viewed on-line you can see that all fields are in play at time of Google picture.
- The parking lot is at maximum capacity with illegally parked cars throughout the area.
- 166 spaces (42/field) is **not** adequate.

Arnold Park, Cypress Comparison

56 Parking Spaces per Field

- 3 softball fields
- 2 basketball courts
- 1 roller hockey rink

There are 189 dedicated parking spaces

- Allocate 10 spaces for basketball
- Allocate 10 spaces for Hockey
- This yields +56 spaces per field (169/3)



Background

The Rossmoor community has always been proud of the high quality-of-life it offers residents. Does Rossmoor benefit from affording high quality-of-life for all residents except for those who live near Rossmoor Park?

The Park Residents (including adjacent streets) have been voicing concerns for years regarding the Congestion, Noise, and Trash which is a direct result of the RCSD permitting practices.

The RCSD is directly responsible for allowing too many people to congregate into the available space, creating many issues for a residential community.

Traffic Congestion an RCSD Park-Use issue. It is the heart of all Safety, Quality of Life, and Property Use/Value issues. Solve the Traffic Congestion issue and 95% of all Park Use issues will be addressed.

- Minor improvements have been made, but conditions are still unacceptable (see page 6)
- Other Issues:
 - The introduction of aluminum bats and affordable pitching machines has dramatically increased the noise coming from current park use, and placement creates a safety issue
 - Although once self-policed, after-game trash pick-up has ceased
 - Enforcement of existing park policies and agreements is lax
 - Penalties for violations are nil

Recommended Solution

- The only effective way to solve Traffic Congestion is to dramatically reduce the number of cars attempting to use the road network and parking over the same period of time.
- The only fair, cost effective, defensible/justifiable method is to determine, then apply, reasonable off-street Parking standards against Permit requests.
- Assuming it is agreed that the non-field uses of the park (tennis, basketball, etc.) will not be shut down to accommodate Field-Use permits: Only the Field-Use permits will require analysis and constraints.
- Park Use Policy needs to established Parking standards. Once approved by the RCSD the Park Policy can be fairly applied to any/all Park Use Permit Applicants.
- The RCSD must require a public presentation of the transparent analysis which will establish the revised Park Use Policy. Analysis must consider what the complete parking impact of the Permit is to the community.

Softball Field Parking Requirements

Basis of Estimate

	<u>Per Team</u>	<u>Total</u>	<u>TOTAL</u>
Number of Players	~13	26	26
Number of Coaches	1	2	2
Number of Score Keepers	1	2	2
Number of Equipment Mgrs	?		?
Number of Field Workers	?		?
Number of Referees		1	1
Number of Spectators*	+20	+40	<u>+40</u>
			+71 People per Field
		1.8/Persons per Vehicle	<u>~ 39.4 Spaces per Field</u>

Back-up data not included: recent, weekday photos, to document the number of spectators.

NOTE: Weekends pull even more spectators.

http://wikitravel.org/en/Driving_in_Los_Angeles_County

Parking is an issue at Rossmoor Park. Just a few examples:



Carnival Day! Bumper to Bumper at Rossmoor Park



Red Zone



Double Parked

Spectators get desperate for parking and are willing to be extremely rude to residents



**MEMORANDUM OF UNDERSTANDING
2011**

PREAMBLE

There has been ongoing history and relationship between the Los Alamitos Girls Softball League (LAGSL), the Rossmoor Park Neighbors (RPN) and the Rossmoor Community Services District (RCSD) regarding impacts to the surrounding Rossmoor Park neighborhood during the LAGSL seasons. A Mitigation Agreement was entered into in 2002 among the parties and approved by the RCSD Board. The Agreement was promulgated in an attempt to reduce LAGSL's field use as a means of reducing noise, traffic congestion and litter and was agreed to by all parties. It was approved by the RCSD Board on June 11, 2002. In March of 2005, a request was submitted by the LAGSL to modify the provisions of the 2002 Agreement. The modified Agreement was approved by the RCSD Board on March 8, 2005.

As the RCSD Board and staff have turned over and LAGSL has appointed new leaders and positions, these mitigation agreements became lost in the transition. Communication between exiting and entering parties was minimal which caused a lack of insight regarding the previous agreements. In 2007 a three-year Memorandum of Understanding (MOU) was entered into by the three parties and approved by the RCSD Board on December 11, 2007. Input was solicited from the RPN, the LAGSL and District staff in the development of the MOU which was intended to provide guidance to last through the 2010 Spring Season.

With the third year of the MOU now complete and with a need for better dialogue between the RPN, the LAGSL and the RCSD, now is the time to combine all previous agreements, revisions and omissions into one comprehensive document for all parties to adopt and adhere to. This should improve the understanding of what are and are not acceptable activities throughout the LAGSL seasons. This should also minimize what the RPN calls a 'creep' in scheduling games and practices and a 'creep' in the length of a season. This document will set forth clear and identifiable parameters that can easily be interpreted by not only the LAGSL Board, but by coaches as well. The agreement should also serve as a means of documentation which can easily be accessed by incoming League leadership and staff turnover within the District. The following agreement will rescind all previous agreements and can only be superseded by District policies.

**MEMORANDUM OF UNDERSTANDING
2011**

The parties to this Memorandum of Understanding: The Rossmoor Community Services District, the Los Alamitos Girls Softball League and the Rossmoor Park Neighborhood agree to the following:

User Permit Procedures

1. Prior to District approval for any LAGSL User Permits, a complete schedule of all practices and games will be submitted to the District as an attachment to the User Permit prior to final approval. A copy of that schedule will be posted in the Rossmoor Park Snack Shack window and made available at the request of any member of the public from the District's office.

Sunday Use

1. No permits will be issued for either games or practices on Sundays (with the exception of the Annual All-Star Tournament). LAGSL will encourage members of their league to support no play on the fields on Sundays.

Fall Ball

1. Practices will be limited to Tuesday through Thursday beginning no earlier than the Tuesday after the 3rd Saturday in August. There will be no Saturday practices held at Rossmoor Park. Practice times shall be 4:00pm to 7:00pm and 3:30pm-5:30pm during Daylight Savings.
2. A maximum of (7) Saturdays will be authorized for games over the course of the Fall Ball Season. Games shall begin no earlier than the 3rd Saturday in September and must conclude no later than the Saturday prior to the Thanksgiving Holiday.
3. Games will be played on (some, not every) Saturdays 8:00am-4:00pm, with no weekday games. One Saturday in October must remain dark.
4. All umpires will be made aware of the strict 4:00pm cut-off time on Saturdays.
5. Fall Ball games may be played in a double-header format.

Spring Season

1. Try-outs shall be no earlier than the 2nd Saturday of January (subject to weather).
2. Practices shall begin no earlier than the last Saturday in January.
3. The LAGSL Carnival must be included as part of the nine-week regular season Saturday game schedule, if held at Rossmoor Park..
4. The LAGSL agrees to play no more than three games per Saturday on fields 1, 2, &3 during its **nine-week** Spring Season. Saturday games will be spaced out 45 minutes apart. There is to be no warming up prior to 8:00am and all games must conclude by 4:00pm (even if a game is tied or not in final inning). It is the responsibility of the LAGSL's leadership to inform coaches of the strict cut-off times. LAGSL will ask coaches and players to limit the pre-game warm-up to no more than 45 minutes.

5. As a means of controlling creep, the LAGSL agrees to adhere to no more than 81 regular season games allowed at Rossmoor Park on Saturdays.
6. The LAGSL will utilize Rush Park Field No. 1 for 6U & 8U games on Saturdays from 8:00am to 4:00pm and for weekday practices from 4:00pm to 7:00pm
7. All umpires will be made aware of the strict 4:00pm cut-off time on Saturdays.
8. RCSD agrees to include improvements for Field 1 at Rush Park as part of the District's Capital Improvement Project (CIP) Committee agenda for FY 2012-2013.
9. LAGSL agrees that if the above improvements occur, LAGSL intends to transfer the maximum feasible amount of games from Rossmoor Park to Rush Park on Saturdays.

10. Rain Make Ups

- a. In the event that rain causes a cancellation of games during the Spring Season, the league will schedule 2 games on a weekday (Monday through Thursday only). First game will start at 3:45pm. There will be no Sunday rain make-ups. The District will require prior authorization for rain make-ups. The District agrees to inform the RPN of these dates.

11. Playoffs

- a. The LAGSL will be allowed to use fields 1,2 and 3 for **two** weeks in May from Monday through Saturday for its playoffs. During the second week of playoffs, the LAGSL may only schedule two games per fields 1, 2 and 3 Monday thru Thursday. This totals an eleven-week Spring Season. The LAGSL agrees not to extend the season into additional weeks. Playoffs shall end by the second Saturday in May.
- b. Hours of use are to be the same as the regular Spring Ball season; 8:00am to 4:00pm with no warming up prior to 8:00am. Games will continue to be spaced 45 minutes apart. The League will make a concerted effort for a 4:00pm cut-off time; however, in the instance of a tie, games will be played until a winner is announced (only on the last Saturday of the Spring Ball season). Playoff games in which no winner has been determined by 4:00pm on the first Saturday of playoffs may be finished during the 2nd week of playoffs on a weekday.

Opening Day

1. The Opening Day Parade/Carnival will require a separate User Permit and shall be included as part of the nine-week Spring Ball season. LAGSL must provide written documentation defining the scope of the event and meet with District staff prior to approval of the User Permit. Set-up of the Carnival may not take place prior to

8:00am and must conclude by 4:00pm. LAGSL will hold 2 games on fields 1 and 2 in connection with the carnival.

- a. LAGSL agrees to limit the hours of the Carnival from 10am-3pm.
- b. LAGSL agrees to hold team pictures at a location other than Rossmoor Park.
- c. DJ music be limited to 10:00am to 1:00pm and remain at a reasonable sound level. Speakers must face inwards towards the interior of the park and away from houses.
- d. Trackless train, if used must reduce noise from music and horn and adhere to a fixed route.
- e. The LAGSL agrees to distribute notices to the RPN informing them of their event.

Scrimmages

1. All scrimmages are to be considered games. A scrimmage is when two teams are sharing the field, regardless of uniforms or umpires. Scrimmages may not take place at Rossmoor Park during any season of play.

All-Star Season

1. A User Permit will be required for All Star Practices beginning the Monday following the conclusion of Playoffs. The permit will stipulate that practices will be from 4:00pm-7:00pm Monday thru Thursday only, with no Fridays or weekend usage. Practices will end once teams have completed their play.
2. LAGSL agrees that there will be no scrimmages, "friendlies" or games during the All-Star season with the exception of the Annual All-Star Tournament.
3. Annual All Star Tournament
 - a. A User Permit will be required for the LAGSL Annual All-Star Tournament, to take place on the weekend prior to Father's Day. Games will conclude on Friday by 7:00pm, Saturday by 5:30pm and Sunday by 5:00pm. There are to be no teams warming up prior to 7:00am with preparation time no earlier than 7:00am. This must be a separate User Permit and a meeting must take place between Recreation Staff and the LAGSL Tournament Director and President to ensure time requirements are adhered to. The District will provide staff coverage for the duration of the tournament.
 - b. LAGSL agrees to inform coaches of the strict 7:00am start time and provide Board member coverage at Rossmoor Park each morning to enforce this provision.

- c. LAGSL agrees to monitor trash, restrooms and parking as well as water the fields prior to dragging and in between each game.
- d. LAGSL agrees to the following game scheduling format:
 - Friday:
 - 1 game on RP3 1 game on RP2 No games RP1
 - Saturday:
 - 4 games on RP3 4 games on RP2 5 games on RP1
 - First game scheduled no earlier than 8:00am
 - Last game scheduled for 3:30pm
 - Sunday:
 - 4 games on RP3 4 games on RP2 1 game on RP1
 - First game scheduled no earlier than 8:00am
 - Last game scheduled for 2:30pm
- e. The League will make a concerted effort to have games conclude by time outlined in permit. However, in the instance of a tie at the conclusion of the championship game(s), game(s) will be played until a winner is announced.

Snack Shack

1. The RCSD agrees to continue its co-sponsorship Agreement with the LAGSL and also agrees to waive fees for the use of the Snack Shack.
2. The LAGSL will have use of the Snack Shack on weekdays from 4:00pm to 7:00pm and Saturdays from 8:00am to 5:00pm from the first week of February thru the second Saturday of Playoffs. All items belonging to the LAGSL must be removed by 5:00pm the Monday following playoffs.
3. The LAGSL agrees to pay for the cost of the syrup and Co2 for the soda machine. The League will also follow all District guidelines for maintaining a clean, operable kitchen. Cleaning guidelines are posted in the Snack Shack and are to be adhered to daily.
4. The LAGSL will have access to the Snack Shack for the weekend of the All-Star Tournament. Items belonging to the LAGSL must be removed by 5:00pm of the Monday following the Tournament.

Field Maintenance

1. The District will continue their field maintenance agreement with the league to maintain the fields to their parent organization and to the District's requirements (including infield dirt, cleaning of the dugouts, dugout coverings, bat and helmet racks and screens). The District will maintain backstops and benches. The District

has no intention of allowing the league to add lights, bleachers, electronic signs, etc.

- a. Sprinklers: The District will maintain the timed sprinkler around the pitching mound that is scheduled to water the fields at least two times per day. LAGSL will be charged for the replacement of any broken sprinkler heads or valves damaged during field maintenance or dragging of the fields.
- b. Dragging Fields: prior to the dragging of any field, sprinklers must be turned on for at least 10 minutes to minimize dust.
- c. Backstop Maintenance: The District will maintain the backstops and associated dugouts and other appurtenances attached to the backstops.
- d. Signage: The District agrees to research alternate locations and options for displaying National Championship signage. RCSD policy signage shall continue to be displayed, as necessary.

Los Alamitos Girls Softball League

1. LAGSL agrees to reasonably limit any changes it seeks in the future.

Rossmoor Park Neighbors (RPN)

1. The RPN recognize the unique and important contribution that LAGSL provides to our community, giving girls and young women a healthy recreation activity and social organization.
2. The RPN agrees to help support the league by providing a welcome atmosphere and a pleasant setting for the players and their families and it recognizes the voluntary nature of the league's maintenance activities, as well.
3. The RPN agrees to reasonable limit any new issues it raises under the MOU.

Parks Partnership

1. The LAGSL agrees to coordinate with the District in establishing an agreement regarding the maintenance of Field 1 at Rush Park.
2. The LAGSL agrees to continue to pay fees established in the District's fee schedule for use of fields and facilities for LAGSL practices, games, meetings and events.
3. The LAGSL and the District will continue to communicate their ideas for solutions minimizing the dust on Fields 1 and 2 at Rossmoor Park.

4. The District agrees to conduct semi-annual meetings (in December and August) with representatives from all parties to discuss upcoming season scheduling.

This MOU is entered into by the parties as an expression of agreement reached and by the action of the Rossmoor Board of Directors (Board) at their meeting of November 15, 2011. The term of this agreement is only subject to termination or modification by a formal action of the RCSD Board of Directors. Each party may request modification by requesting the Board to reopen negotiations stating reasons which are deemed irresolvable by other means. The Board shall act on such requests solely upon their discretion. In all cases, Board policy shall govern the operation of the RCSD's facilities.

LAGSL *John M. Guerin*

Date *1/8/2012*

RPN *Robert M. ...*

Date *1/4/12*

RCSD *[Signature]*

Date *1/9/12*

Rossmoor Community Services District

Policy

No. 5020

BOARD MEETING AGENDA

5020.10 Development Procedure: The General Manager, in cooperation with the Board President shall prepare an Agenda for each Regular and Special Meeting of the Board. Any Director may contact the Board President to ask that an item be placed on Agenda (no later than two weeks prior to the meeting). The Board President shall determine either to direct the General Manager to place the item on the Agenda or to ask the Director to request that it be considered at the next Regular Meeting for placement at the subsequent meeting of the Board.

5020.20 Public Requests: Any member of the public may request that a matter directly related to District business be placed on the Agenda of a regularly scheduled meeting of the Board, subject to the following conditions:

5020.21 Request in Writing: The request must be in writing and be submitted to the General Manager together with supporting documents and information no later than two weeks prior to the meeting.

5020.22 District Jurisdiction: The General Manager shall be the sole judge of whether the public request is a matter related to the District's jurisdiction or business. No matter which is legally a proper subject for consideration by Board in closed session will be accepted under this policy.

5020.23 Appeal of Rejection: All decisions of the General Manager not to include an item on the Agenda may be appealed to the Board, at a subsequent Regular or Special Meeting of the Board.

5020.24 Time Limitations: The Board Chair may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 Agenda Format: The Board shall use a standardized and consistent Agenda format for all Regular Meetings. The Regular Meeting Agenda shall contain the following items and order of business:

- A. ORGANIZATION
 - 1. Call to Order
 - 2. Roll Call
 - 3. Pledge of Allegiance
 - 4. Presentations
 - 5. Board Elections (As required pursuant to Policy 5010.80.)
- B. ADDITIONS TO AGENDA
- C. PUBLIC COMMENT [three (3) minute limit per individual unless time is extended by the Board Chair and no time may be ceded from one speaker to the other unless approved by the Board Chair]
- D. REPORTS TO THE BOARD (Board Committees, Board Appointed Citizen Committees)
- E. CONSENT CALENDAR (All items approved in a single motion unless otherwise requested by a Director or a member of the public.)
 - 1. Minutes
 - 2. Routine Matters (Project Schedule, Revenue & Expense Report, Quarterly Tree Report, etc)

- F. PUBLIC HEARINGS
- G. RESOLUTIONS/ORDINANCES
- H. REGULAR CALENDAR
- I. GENERAL MANAGER ITEMS
- J. BOARD MEMBER ITEMS
- K. CLOSED SESSION*

*Closed sessions requiring District General Counsel will be held at the beginning of the Regular Meeting, starting at 6:30pm. Closed sessions that do not require District General Counsel will be held at this point in the agenda.

- L. ADJOURNMENT

5020.40 Staff Reports: All Items placed on the Agenda by the General Manager will be accompanied by a staff report. The staff report is intended to identify and summarize the issue. The staff report will offer recommendations for Board action, as appropriate.

5020.50 Special Meetings: The Special Meeting Agenda shall contain the specific subject matter as necessary for calling the Special Meeting.

5020.60 Posting of Agenda: In addition to the posting of the Agenda at the District Office, it shall be posted at Rossmoor Park and Montecito Center. Regular meeting agendas are to be posted at least seventy-two (72) hours prior to the scheduled meeting. The Agenda will also be noticed on the District's website as soon as practicable after the Agenda is delivered to the Board. The agenda for a Special Meeting or Committee meetings shall be posted at these locations at least twenty- four (24) hours prior to the meeting.

5020.70 Agenda Mailing: The Agenda is to be sent to all newspapers requesting it. In addition, it is to be sent to all individuals who so request and provide a stamped, self-addressed envelope and as otherwise required by the Brown Act.

5020.80 Executing Documents: The Board President (or Vice President, in the absence of the President) shall sign ordinances, resolutions, and contracts approved by the Board. The Secretary shall attest to the signature of the President or Vice President. When authorized by the Board, the General Manager may execute Agreements for services.

Adopted: December 8, 1993, February 14, 1996
 Amended: February 9, 2000, June 8, 2000
 Approved renumbering & format: October 8, 2002
 Reaffirmed: March 11, 2003
 Amended: April 13, 2004
 Amended: March 13, 2007
 Amended: March 8, 2011