

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board

Agenda Package

November 11, 2014

PUBLIC COPY

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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

**Tuesday, November 11, 2014
6:30 p.m.**

A. ORGANIZATION

1. RECEPTION FOR OUTGOING BOARD MEMBER ALFRED COLETTA
2. CALL TO ORDER: 7:00 p.m.
3. ROLL CALL: Directors Casey, Coletta, DeMarco, Kahlert,
 President Maynard
4. PLEDGE OF ALLEGIANCE
5. PRESENTATIONS
 - a. Presentation of Certificate of Appreciation for Outgoing Board Member Alfred Coletta
 - b. O.C. Sheriff Lt. Robert Gunzel re: Quarterly Crime Statistics.
 - c. Proclamation in Acknowledgment of Veterans Day.

B. ADDITIONS TO AGENDA - None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD-None

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of October 14, 2014.

2. SEPTEMBER REVENUE AND EXPENDITURE REPORT.

3. MONTHLY COYOTE ACTIVITY REPORT.

4. QUARTERLY STATUS REPORT.

5. QUARTERLY RECREATION REPORT.

6. 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/ORDINANCES

1.—14. SECOND READING TO ADOPT ORDINANCES RELATING TO THE ENFORCEMENT OF DISTRICT POLICIES AND REVISIONS TO DISTRICT POLICIES RELATING TO THE USE OF DISTRICT PROPERTY.

1. ORDINANCE NO. 2014-03 CODIFYING POLICY NO. 6010.

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

3. ORDINANCE NO. 2014-04 CODIFYING POLICY NO. 6011.

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

5. ORDINANCE NO. 2014-05 CODIFYING POLICY NO. 6012.

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

7. ORDINANCE NO 2014-06 CODIFYING POLICY NO. 6020.

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

9. ORDINANCE NO. 2014-07 CODIFYING POLICY NO. 6021.

10. Policy No. 6021 Non-profit Use of District Property.

11. ORDINANCE NO. 2014-08 CODIFYING POLICY NO. 6022.

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

13. ORDINANCE NO. 2014-09 CODIFYING POLICY NO 6030.

- 14. Policy No. 6030 Dedicated Use of Specific District Buildings.
- 15. RESOLUTION No. 14-11-11-01 REJECTION OF GOVERNMENT CLAIM.
- 16. RESOLUTION No. 14-11-11-02 SUMMARIES OF ORDINANCES

H. REGULAR CALENDAR

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

a. Policy No. 3050 Purchasing.

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

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

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

2. THIRD AMENDMENT TO LANDSCAPING SERVICES AGREEMENT-VALLEYCREST.

1. GENERAL MANAGER ITEMS

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

J. BOARD MEMBER ITEMS

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

K. CLOSED SESSION-

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION.
Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: RCSD v. Steven Wickser, et al.
O.C. Superior Court Case No. 30-2013-00687577-CU-MC-CJC.

L. ADJOURNMENT

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

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

Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors.

Any such writing will be available for public inspection at the District offices located at [3001 Blume Drive, Rossmoor, CA 90720](https://www.rossmoor-ca.gov/). 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 November 11, 2014, 6:30 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:



JAMES D. RUTH
General Manager

Date 10-30-14

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5

Date November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF NOVEMBER 11, 2014

RECOMMENDATION:

Receive presentations.

BACKGROUND:

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

- a. Presentation of Certificate of Appreciation for Outgoing Board Member
- b. Presentation by O.C. Sheriff Lt. Robert Gunzel re: Quarterly Crime Statistics.
- c. Proclamation in Acknowledgement of Veterans Day.

ATTACHMENTS—None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5 a.

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: PROCLAMATION OF APPRECIATION TO OUTGOING BOARD MEMBER

RECOMMENDATION:

Make presentation and receive and file.

BACKGROUND:

Proclamation of Appreciation will be presented to outgoing Director Alfred Coletta for dedication in fulfilling his terms of office as Director and Officer on the Rossmoor Community Services District Board of Directors and in other official capacities.

ATTACHMENTS:

1. Proclamation of Appreciation.



PROCLAMATION of APPRECIATION

TO OUTGOING DIRECTOR

ALFRED COLETTA

WHEREAS, the Rossmoor Community Services District is an unincorporated Special District formed in November of 1986 as a result of a general election of Rossmoor voters, and

WHEREAS, the Board of Directors of the District consists of five members who are elected from the registered voters that reside in the District. Directors of the Board are required to give considerable personal time to perform in the duties of Director, and

WHEREAS, Director Coletta dedicated himself to service in the positions of President and Director on the RCSD Board for twelve years beginning in 2002; including service on various committees of the Board, and

WHEREAS, Alfred Coletta was instrumental in spearheading the community wall signage project in an effort to further distinguish and preserve Rossmoor, and

WHEREAS, Director Coletta's impact on policies, and capital improvements to District facilities, specifically the Rush Park Auditorium, Rossmoor Park Community Center and the Montecito Center, during his tenure will serve the community for many decades to come, and

WHEREAS, the Board of Directors wishes to acknowledge Director Coletta for his thoughtful leadership, dedicated public service and for the significant contributions he made to the Rossmoor Community Services District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Rossmoor Community Services District desires by this Proclamation to commend Director Alfred Coletta and does hereby pay tribute to him for his outstanding service to the Board of Directors as well as to the people of the Rossmoor community.

ADOPTED, This 11th day of November, 2014.

ATTEST:



Michael Maynard, President of the Board
Rossmoor Community Services District

James D. Ruth, General Manager
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5 b.

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATION FOR MEETING OF NOVEMBER 11, 2014 RE:
OCSD QUARTERLY CRIME STATISTICS

RECOMMENDATION:

Receive presentation.

BACKGROUND:

This report reflects a presentation by O.C. Sheriff Lt. Robert Gunzel re: Quarterly Crime Statistics.

ATTACHMENTS:

1. OCSD Quarterly Crime Statistics



Orange County Sheriff's Department

Rossmoor 3rd Quarterly Report July—August—September— 2014

2013 Crime Data

Offense	Jan'13	Feb'13	Mar'13	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	0	0	0	0	0	0	0	0	0
211	0	0	0	0	0	0	0	0	0	0	0	0	0
245	0	0	0	1	0	0	0	1	0	0	0	0	2
459C	1	0	0	0	0	0	0	1	0	0	0	0	2
459R	12	3	7	4	2	0	1	1	0	7	3	1	41
459V	10	4	4	0	0	1	1	2*	0	1	1	3	27*
487	1	0	1	4	1	0	0	0	0	0	5	0	12
488	3	8	2	3	5	4	5	2	1	5	6	0	44
594	0	1	3	1	1	0	2	1	0	0	2	1	12
594G	0	0	0	0	3	0	0	0	0	0	0	0	3
10851	1	2	1	0	0	0	0	0	0	1	0	0	5
Total	28	18	18	13	12	5	9	8	1	14	17	5	148

2013 Crime Data

Offense	Jan'14	Feb'14	Mar'14	Apr '14	May'14	Jun'14	Jul'14	Aug'14	Sep'14	Oct'14	Nov'14	Dec'14	Total 2014
187	0	0	0	0	0	0	0	1	0				1
211	0	0	1	0	0	0	0	0	0				1
245	0	0	0	0	0	0	0	0	0				0
459C	0	0	0	0	0	0	0	0	0				0
459R	3*	2	2	2	7	4	6*	1	0				27*
459V	0	0	0	1	0	0	1	0	0				2
487	0	1	0	0	1	0	0	0	0				2
488	3	0	1	1	1	1	0	3	2				12
594	0	0	1	0	1	2	1	0	1				6
594G	0	0	1	0	0	0	0	1	0				2
10851	2	0	0	3	0	1	0	0	0				6
Total	8	3	6	7	10	8	8	6	3				59

Penal Code Legend

211 = Robbery 459 = Burglary 245 = Assault w/ deadly weapon 487 = Grand Theft
 488 = Petty Theft 594 = Vandalism VC 10851 = Stolen Vehicle

Note: PC 459 includes burglaries from a residence, vehicles, or commercial buildings.

*Includes Attempts



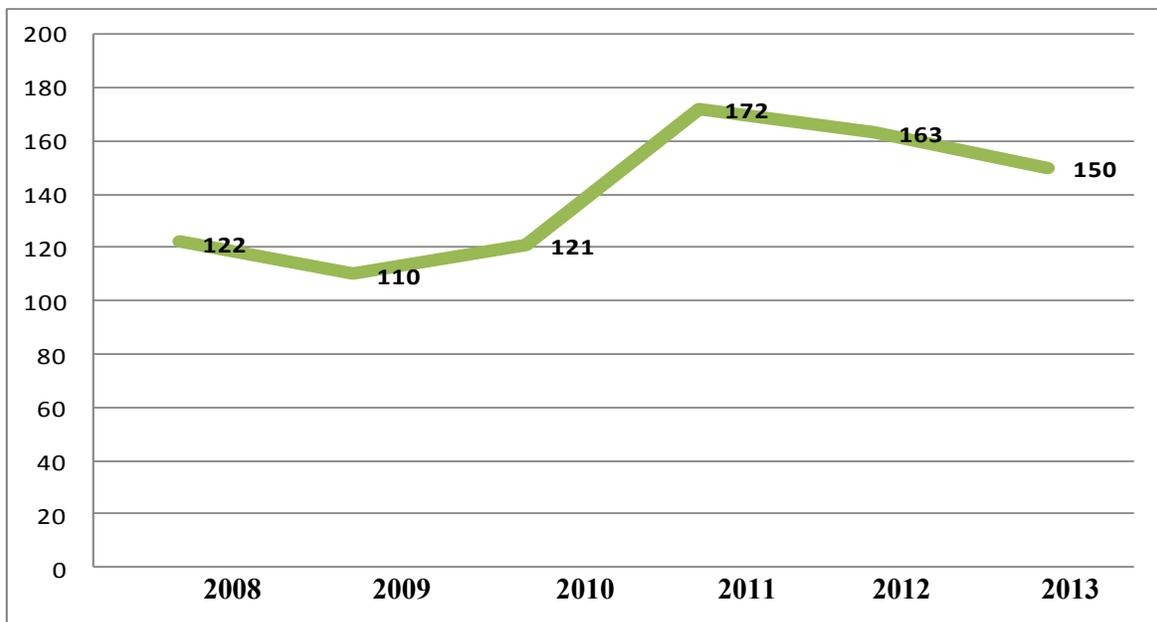
Orange County Sheriff's Department

Rossmoor Quarterly Report July—August—September— 2014

Type of Report	2008	2009	2010	2011	2012	2013
187	0	0	0	0	1*	0
211	1	1	3	3*	1	7
245	3	0	0	1	1	7
459C	5	2	2*	2	2	5
459R	26	18	30*	33	44*	16*
459V	24	15	22	27	16*	8
487	21	21	12	22	22	8
488	20	39	37*	50	37	36
594	19	9	7	26	25	22
594G	3	5	5	0	4	6
10851	0	0	0	6	6	35*
Total	122	110	121*	172*	163*	150*

* includes attempts
Tracking 10851 in 2011

**Rossmoor
Five Year Total Comparisons**





Orange County Sheriff's Department

Rossmoor Quarterly Report July—August—September— 2014

Monthly Summary of Crimes

July 2014

- There was one attempted residential burglary (PC 664/459R) on the 3000 block of Druid Lane, no loss.
- There was five residential burglaries (PC 459R):
 - 12000 block of Old Mill Road, suspect entered through an unlocked window, took a set of keys and drove the car away.
 - 12000 block of Martha Anna Drive, the kitchen window was pried open, loss of a Sony Playstation.
 - 2000 block of Walker Lee Drive, suspect entered through an unlocked door, loss of cash.
 - 11000 block of Foster Road, burglary in progress, victim was home, saw the suspect, yelled at him and he ran out the front door.
 - 12000 block of Montecito Road, suspect entered through unlocked front door, took property and left while the victim was inside a bedroom napping. Loss of a laptop, Bluetooth speaker and a Dell computer.
- There was one vehicle burglary (PC 459V) on the 3000 block of Woodstock Road. A wallet, cash, a briefcase, and a watch were taken from a vehicle. No signs of forced entry.
- There was one act of vandalism (PC 594) on the 3000 block of Yellowtail Drive. Suspect smashed a vehicle window.

August 2014

- There was one homicide (PC 187) on the 11000 block of Wallingsford drive, involving a domestic dispute.
- There was one residential burglary (PC 459R) on the 11000 block of Martha Ann Drive. Suspect entered through open window, loss of jewelry, watch, and multiple gift cards.
- There were three petty thefts (PC 488):
 - 12000 block of Montecito Road, items were taken from an unlocked vehicle.
 - 12000 block of Weatherby Road, the front license plate was removed from a vehicle.
 - 11000 block of Kensington Road, items were removed from an unlocked vehicle.



Orange County Sheriff's Department

Rossmoor Quarterly Report
July—August—September— 2014

Monthly Summary of Crimes

September 2014

- There were two petty thefts (PC 488):
 - 11000 block of Martha Ann Drive, suspect removed a package from the front porch.
 - 11000 block of Baskerville Road, suspect dropped off a package and removed a package which was already there.
- There was one act of vandalism (PC 594) on the 3000 block of Kempton Drive, a rear vehicle window was smashed.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-5 c.

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATION FOR MEETING OF NOVEMBER 11, 2014 RE:
VETERANS DAY PROCLAMATION

RECOMMENDATION:

Receive presentation.

BACKGROUND:

This report reflects a Proclamation in Acknowledgement of Veterans Day.

ATTACHMENTS:

1. Veterans Day Proclamation



BY THE ROSSMOOR COMMUNITY SERVICES DISTRICT
A PROCLAMATION
VETERANS DAY

WHEREAS: The citizens of Rossmoor and the United States of America live in freedom because of the contributions and personal sacrifices made by those who have served and by those now serving in the Armed Forces; and

WHEREAS: Our nation has fought and continues to fight battles around the world for the ideals of liberty and justice; and

WHEREAS: We remember with somber and grateful hearts those men and women who have served in the military and offer our sincere prayers for those who continue to defend the principles on which our nation was founded; and

WHEREAS: We will endeavor to always honor the contributions and sacrifices of the millions of American citizens who have, over the centuries, served in the military and the tens of thousands presently serving, both at home and abroad; and

WHEREAS: California is home to the highest percentage of veterans in America and to thousands of our nation's military families. We are proud to recognize our country's veterans and extend the appreciation of our citizens to those who wear the uniforms of the United States Armed Forces and serve on the front lines, preserving freedom and liberty; now.

THEREFORE: The Board of Directors of the Rossmoor Community Services District, does hereby pay tribute to our citizens who bravely serve in the military and encourage all citizens to observe and appreciate the sacrifices and contributions of our veterans who fought for peace and defended democracy in our land and abroad.

ADOPTED, This 11th day of November, 2014.

ATTEST:

Michael Maynard, President of the Board
 Rossmoor Community Services District

James D. Ruth, General Manager
 Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF OCTOBER 14, 2014

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of October 14, 2014 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of October 14, 2014 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of October 14, 2014 Prepared by the Board's Secretary/General Manager.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, October 14, 2014

A. ORGANIZATION

1. CALL TO ORDER: 7:05 P.M.

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. Los Alamitos Unified School District Superintendent Dr. Sherry Kropp re:
School Safety and Traffic.

Superintendent Sherry Kropp reported on the Los Alamitos Unified School District's vision for its students which focused on their motto of Academics, Athletics, Activities and the Arts. She announced that Los Alamitos High School was ranked 87th in the Country with a focus on career and college readiness. Dr. Kropp also discussed class size reduction and educational achievements, stating that all of the schools in Rossmoor were California Distinguished Schools and National Blue Ribbon Schools and three of the six LAUSD Elementary Schools ranked in the top 10 in Orange County were located in Rossmoor. Dr. Kropp stated that the District had recently hired a Director of District Safety to respond immediately to community concerns. She reported that three task forces were also in place: substance, violence and bullying/cyberspace safety. She gave a brief overview of recent traffic and safety mitigation efforts which included, getting additional crossing guards, implementing staggered start times and reducing the number of inter district transfers which in turn had helped to reduce some of the parent drop-off related congestion. Other improvements included adding and dispersing more student drop-off points over a larger perimeter as well as the initiation of a successful "Walk to School" campaign. Dr. Kropp stated that a strong partnership had been fostered with the Orange County Sheriffs Department. Dr Kropp concluded by discussing the facilities and grounds improvements taking place at each of the four elementary school campuses, beginning with Lee Elementary school, currently the most modern of the four and finishing with Weaver Elementary. The improvements were expected to be completed at the end of this year.

b. Certificate of Recognition-Ms. Kiva Spiratos, Principal Rossmoor Elementary School
as a National Blue Ribbon School.

The RCSD Board of Directors awarded Rossmoor Elementary School Principal Kiva Spiratos

with a proclamation for her school's recent designation as a National Blue Ribbon School. Principal Spiratos thanked them for the honor. Photos were taken. Applause ensued.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Assemblyman Alan Mansoor spoke regarding the I-405 Toll Lanes issue, and the coyote issue. He stated that he was working on a regional approach to these important matters. He concluded by inviting the public to visit his website at alanmansoor.com and read his commentary.

Dr. Kropp thanked the RCSD Board of Directors for making the Rush Park Auditorium available for the LAUSD school board meetings during their 14 month modernization period. She stated that she would work with RCSD staff regarding the dates.

Mark Nitikman opined regarding the fee study report. He requested that the public be given more time to analyze it prior to adoption.

D. REPORTS TO THE BOARD:

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

Recommendation to receive the report of the Audit Committee, approve the FY 2013-2014 Annual Audit Report and approve the recommendations contained in the Management Letter. The District's Auditor will present an overview of the Audit Report and answer questions.

District Auditors Terry O'Shea and Brad Welebir with Rogers, Anderson, Malody and Scott (RAMS) addressed the Board regarding the Audit and overview of the management letter. Brad Welebir reported that he had met with the Finance Committee and touched on highlights contained in the opinion letter. He concluded by stating that the District had received an unmodified opinion which is the highest rating possible. District staff was praised for their hard work and professionalism.

Motion by Director Casey, seconded by Director Kahlert to receive the report of the Audit Committee, approve the FY 2013-2014 Annual Audit Report and approve the recommendations contained in the Management Letter. Motion passed 5-0.

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

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

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

Henry Taboada reported to the board regarding the process and methodology of the fee study. He stated that as requested by the Board, the ad hoc Committee met with staff and RHA representatives on August 30, 2014 in an informal workshop to discuss several issues related to the proposed Fee Study. After discussion, the RHA was requested to submit outstanding

issues in written form so that formal responses could be formulated.

A survey was done and a response had been formulated and sent to the RHA. At this time he recommended adopting the fee study and moving forward with codifying the ordinances in order to provide the district with crucial enforcement capabilities.

Discussion ensued. The Board had questions relative to the differences between the original and amended versions of the fee schedule. Staff stated that the classifications were changed on page two to include non profits. RHA President Mark Nitikman had comments relative to cost recovery goals and market comparisons. He opined that charging anything less than market rates amounts to a subsidy. Director Casey asked Mr. Nitikman to define the areas where he felt the fee study fell short. Mr. Nitikman responded that the recovery rates were inconsistent and residents were not given enough consideration. He asked the Board to consider whether or not the fee study met clear objectives and requested that the board delay their approval until the RHA had an additional opportunity to review the study. Further discussion ensued.

Motion by Director DeMarco, seconded by Director Kahlert to adopt the proposed fee study and the amended FY 2014-2015 Fee Schedule per the fee study. Motion passed 5-0.

E. CONSENT CALENDAR

1a. MINUTES REGULAR BOARD MEETING—September 9 , 2014

2. REVENUE AND EXPENDITURE REPORT—August 2014

3. COYOTE SIGHTINGS/ACTIVITY REPORT—September 2014

Discussion ensued relative to the coyote activity report, the regional coyote meeting in Seal Beach and the continued desire to work with the RHA and surrounding communities toward the common goal of resident and pet safety. Motion by Director Maynard, seconded by Director DeMarco to approve the consent calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING: None

G. RESOLUTIONS:

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

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-03 CODIFYING POLICY NO. 6010 REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

There was no public comment.

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-03 CODIFYING POLICY NO. 6010 REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

Motion by Director Kahlert, seconded by Director Casey to introduce Ordinance No. 2014-03 codifying Policy No. 6010, read the title only and waive further reading of the Ordinance. Motion passed 5-0

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-04 CODIFYING POLICY NO. 6011 RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

There was no public comment

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-04 CODIFYING POLICY NO. 6011 RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

Discussion ensued relative to Section 6011.111 smoking. It was the consensus of the Board that the language pertaining to no smoking be expanded to include modern smoking methods and devices. Motion by Director Coletta, seconded by Director Casey to revise Section 6011.111 by adding the following language: “no vaping, e-cigarettes or similar electronic smoking devices.” Motion passed 5-0.

Motion by Director DeMarco, seconded by Director Casey to introduce Ordinance No. 2014-04 codifying Policy No. 6011, revise Section 6011.111 by adding the following language to the effect of: “no vaping, e-cigarettes or similar electronic smoking devices”, and to read the title only and waive further reading of the Ordinance. Motion passed 5-0

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-05 CODIFYING POLICY NO. 6012 GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS

There was no public comment.

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-05 CODIFYING POLICY NO. 6012 GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS

Discussion ensued. President Maynard asked why the picnic group size permit threshold had been increased from 50 people to 75. He requested that it be restored to 50 people. Motion by Director Casey, seconded by Director DeMarco to modify the policy language to reduce the picnic group threshold from 75 to 50 people. Motion passed 5-0.

Motion by Director Coletta, seconded by Director Kahlert to introduce Ordinance No. 2014-05 codifying attached Policy No. 6012, revise the policy language to reduce the picnic group

threshold amount from 75 to 50 people, read the title only and waive further reading of the Ordinance. Motion passed 5-0.

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-06 CODIFYING POLICY NO. 6020 DISTRICT FACILITIES—LONG TERM USE

There was no public comment.

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-06 CODIFYING POLICY NO. 6020 DISTRICT FACILITIES—LONG TERM USE

Discussion ensued relative to the approval entity and approval process concerning Long Term Use. Director Coletta stated that the current policy language concerning Long Term Use was too vague, especially concerning the approval process which seemed to give either the General Manager or staff complete discretion over such matters. President Maynard opined that since Rossmoor was a small-knit community with limited facilities all requests for Long Term Use should be brought before the Board of Directors for approval. Director Kahlert agreed stating that there needed to be some sort of checks and balances written into the policy. General Counsel Tarquin Preziosi recited Section 6020.20 and indicated that the language contained therein called for the need to prove a “benefit to the community”. He suggested revisions to Section 6020.20 as follows: “Long Term Use of District Facilities shall be authorized only when there is a benefit to the community as determined by the board.” That would ensure a public hearing, allowing the board to take into evidence whether a benefit to the community exists or not and make a determination based on that evidence; resulting in the Board of Directors having control of Long Term Use. President Maynard approved of General Counsel’s suggestions, stating that this approach was good governance. The Board concurred.

Further discussion ensued relative to revisiting whether or not to allow alcohol consumption at District Facilities. President Maynard stated that under current policy, renters who reserved the facilities for weddings and similar events were not able to celebrate with a glass of champagne. He wanted to know if there was a way to incorporate language that would allow alcohol consumption at the Montecito Center with the proper permit and security in place. Henry Taboada stated that in the past, the District had allowed alcohol, but the Board voted to disallow its use due to concerns relative to noise complaints, safety, security and control of drunk drivers leaving a facility.

General Counsel stated that the subject of allowing alcohol use in district facilities was too weighty a matter to be decided on the fly and required more thorough research and analyzing by staff. He suggested directing staff to bring the matter back to the board at a future meeting for further consideration. The Board concurred and directed staff to bring the Alcohol Study back to the Board at a later date so they would have time to develop a permitting procedure and specific language regulating the use of alcohol in district facilities.

Motion by Director Kahlert, seconded by Director Casey to introduce Ordinance No. 2014-06 codifying attached Policy No. 6020, revise the policy language in Section 6020.20 to require all Long Term Use requests to be brought before the Board for approval, direct staff to bring the

matter of the use of alcohol back to the Board at a later date to give staff time to develop a permitting procedure and specific language regulating the use of alcohol, read the title only and waive further reading of the Ordinance. Motion passed 5-0.

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-07 CODIFYING POLICY NO. 6021 NON PROFIT USE OF DISTRICT COURTS AND FIELDS

Henry Taboada stated that Policy No. 6021 was a new policy. Discussion ensued relative to the definition of Non-Profit versus commercial.

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-07 CODIFYING POLICY NO. 6021 NON PROFIT USE OF DISTRICT COURTS AND FIELDS

Discussion ensued relative to consistency in the policy language. Motion by Director Kahlert, seconded by Director DeMarco to introduce Ordinance No. 2014-07 codifying attached Policy No. 6021, revise the Policy No. 6021 language as follows: strike the words “courts and fields” and replace with the word “property”, read the title only and waive further reading of the Ordinance. Motion passed 5-0, read the title only and waive further reading of the Ordinance. Motion passed 5-0.

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-08 CODIFYING POLICY NO. 6022 COMMERCIAL USE OF DISTRICT PROPERTY

Henry Taboada stated that Policy No. 6022 was a new policy. Discussion ensued relative to the policy being long overdue. Henry Taboada stated that staff would be working closely with General Counsel to draft the language of the commercial use agreements.

Mark Nitikman had questions relative to the definition of Commercial Use in Section 6021.10. He argued that Commercial Use should be defined as anything that is not Non Profit, otherwise it leaves a potential gap between the two. If an applicant is not an IRS Non Profit, then they would logically fall under the Commercial category; then there would be two exclusive groups. He opined that the current definition allows for the potential of a third group which is not an IRS Non Profit, but is not Commercial either. Director DeMarco requested an example. Mark Nitikman responded, a company that is not making any money. For Profit activity is not defined and a Commercial may not be a for-profit, i.e. an individual. He offered the boot camp fitness instructor as another example—would that individual be defined as commercial? It may be more accurate to refer to them as an enterprise.

General Counsel stated that in the proposed policy Commercial Use was currently defined as being any for profit activity or enterprise. It is an either/or, so a single person can undertake an “activity” for profit. The problem with defining Commercial as anything that is not a 501(c)(3) leaves organizations such as the boy scouts, churches and prayer groups uncategorized. Mark Nitikman stated that Non Profits have approximately 37 separate categories.

General Counsel replied that he was comfortable with the policy language as is. Non Profits have to show proof of their non-profit status; however one may encounter an informal group like a prayer group who does not have that proof; thereby running the risk of casting too wide a net or too narrow a net.

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-08 CODIFYING POLICY NO. 6022 COMMERCIAL USE OF DISTRICT PROPERTY

Discussion ensued relative to the definition of commercial versus non-profit use and possibilities for making the language more explicit. Motion by Director DeMarco, seconded by Director Coletta to introduce Ordinance No. 2014-08 codifying attached Policy No. 6022, revise Policy Section No. 6022.00 to read in substance as: “commercial use shall be defined as any for profit activity or enterprise, including but not limited to, activity camps (including boot camps), any private instruction (including personal trainers)”, read the title only and waive further reading of the Ordinance. Motion passed 5-0.

Motion by Director Kahlert, seconded by Director Casey to reopen the public hearing on Ordinance No. 2014-07 Codifying Policy No. 6021 Non Profit Use of District Courts and Fields. Motion passed 5-0.

PRESIDENT MAYNARD REOPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-07 CODIFYING POLICY NO. 6021 NON PROFIT USE OF DISTRICT PROPERTY

Brief discussion ensued regarding providing proof of 501 (C) (3).

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-07 CODIFYING POLICY NO. 6021 NON PROFIT USE OF DISTRICT PROPERTY

Motion by Director DeMarco, seconded by Director Coletta to approve as currently adopted with the exception of revision to Policy No. 6021 language as follows: Strike the “(3)” in Section No. 6021.50, “Non Profit Status pursuant to IRS Code 501(c)(3)” and change to “Non Profit Status pursuant to IRS Code 501(c)” to include a wider range of non profits. Motion passed 5-0.

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-09 CODIFYING POLICY NO. 6030 DEDICATED USE OF SPECIFIC DISTRICT FACILITIES

There was no public comment.

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-09 CODIFYING POLICY NO. 6030 DEDICATED USE OF SPECIFIC DISTRICT FACILITIES

Discussion ensued relative to rationale behind changing the term “facilities” to “buildings” in the policy. Henry Taboada stated that as an example, storage facilities are buildings rented for dedicated use, however, outdoor space such as fields and ball diamonds are not.

Motion by Director DeMarco, seconded by Director Coletta to introduce Ordinance No. 2014-09 codifying attached Policy No. 6030, revise Policy No. 6030 language as follows: Change all instances of the word “facilities” to the word “buildings” for purposes of consistency”, read the title only and waive further reading of the Ordinance. Motion passed 5-0.

PRESIDENT MAYNARD OPENED THE PUBLIC HEARING ON ORDINANCE NO. 2014-10 CODIFYING POLICY NO. 6040 ROSSMOOR WALL SIGNS

Discussion ensued. Mark Nitikman had comments relative to determinations and restrictions pertaining to commercial wall signage and resident versus non-resident wall use.

PRESIDENT MAYNARD CLOSED THE PUBLIC HEARING ON ORDINANCE NO. 2014-10 CODIFYING POLICY NO. 6040 ROSSMOOR WALL SIGNS

Discussion ensued relative to the definition of commercial versus non-profit use. Motion by Director Kahlert, seconded by Director Coletta to table the discussion on Ordinance No. 2014-10 Codifying Policy No. 6040. Motion passed 5-0.

H. REGULAR CALENDAR:

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

Recommendation to give first reading to proposed revision of Policy No. 3050 Purchasing and Policy No. 4055 District Bank and Investment Accounts. Once approved, these policy modifications would: Authorize the General Manager to implement direct deposit of bi-monthly payroll; authorize the General Manager to combine all board member stipends into one monthly payment rather than the pay-per-meeting model currently in place.

The attached policy changes have been reviewed by General Counsel and the District Auditor with no recommend changes. The proposed policies are attached for your consideration.

Motion by Director Kahlert, seconded by Director Casey to give first reading and approve proposed revisions to Policy No. 3050 Purchasing. Motion passed 5-0.

Motion by Director Kahlert, seconded by Director Casey to give first reading and approve proposed revisions to Policy No. 4055 District Bank and Investment Accounts. Motion passed 5-0.

2. RECREATION DEPARTMENT—INTERN PROGRAM

Recommendation to Authorize the General Manager to enter into a contract agreement with California State University Long Beach (CSULB) for implementation of a Recreation Intern Program. The General Manager has reviewed the proposed agreement with General Counsel and he concurred with this procedure. The Intern position is a non-paid position, but will be covered by the District Workers Compensation program at 1.3%.

Discussion ensued relative to language in the attachments referring to paying prospective interns a

stipend. Director Kahlert said the language in the attachments made reference to a stipend, which made it seem as though the District was agreeing to pay a stipend. Director Coletta concurred, stating he opposed the stipend. President Maynard agreed that the intern positions should be unpaid.

Motion by Director Coletta, seconded by Director Casey to authorize the General Manager to enter into a contract agreement with California State University Long Beach for implementation of a Recreation Intern Program conditioned upon the interns working without a stipend to gain work experience. Motion passed 5-0.

3. ELECTION OF INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY OFFICERS

Recommendation to authorize the General Manager to submit a ballot for the election of ISDOC officers.

As a member agency of ISDOC, the District is eligible to submit a ballot for the election of its officers. Attached is a letter from the President of ISDOC asking each member District to submit its ballot even though there is only one candidate for each office. ISDOC bylaws require a majority vote of the member districts in order to certify the election. With approval of the Board, the General Manager will submit a ballot prior to the posted deadline.

Motion by Director DeMarco, seconded by Director Casey to vote for all candidates as listed on the ISDOC ballot and direct the General Manager to submit ballot for the election of ISDOC Officers. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

The General Manager stated that staff was currently researching permanent canopy structure options for the picnic area at Rush Park. He added that the District would be implementing a credit card machine in order to allow credit cards to be accepted as a form of payment. Director Kahlert had questions as to the parties involved in the implementing the credit card system. The Administrative Assistant responded that the Accountant/Bookkeeper, IT Contractor and the bank would be coordinating the effort and ensuring the proper encryption.

J. BOARD MEMBER ITEMS

Director Coletta encouraged residents to visit Alan Mansoor's website and read the Legislative Analyst's Office (LAO) analysis of the toll road issue and SB1298 which helps fund CalTrans objectives to have toll lanes—and if the analysis is correct, much of the money derived from the toll lanes would be going in part to pay for CalTrans overhead to pay for some 3500 employees. He further opined regarding the lack of transparency surrounding the toll roads issue and suggested that citizens research where the money goes. Director Coletta concluded by applauding Assemblyman Mansoor for his efforts in that regard and making this information available to the public.

Director Casey encouraged the community to get out and vote this November as there were some very important issues on the ballot. He reported on the I-405 Town Hall Meeting in Costa Mesa and reiterated that Rossmoor still supports Alternative 1 opposing toll lanes. He asked that citizens and businesses begin to evaluate their transportation decisions more carefully. Flexible hours,

staggered schedules, work-at-home solutions, and alternative transportation and work schedules could go a long way toward resolving some of the gridlock.

Director Kahlert thanked Henry Taboada for his outstanding work on the fee study. He thanked the Rossmoor Homeowners Association for hosting a successful Candidates Night which drew exceptional attendance.

Director DeMarco thanked Superintendent Dr. Sherry Kropp for her presentation this evening and complimented her on her outstanding State of the District address which he attended the week prior. He announced several upcoming events such as the Weaver School Carnival, Taste of Los Al, and the School Ghoul Run this Sunday; reminded residents to be aware of road closures.

President Maynard thanked the staff, Henry Taboada and his fellow colleagues for all the hard work done on the policies, ordinances and fee study. He reminded everyone about the upcoming election and encouraged them to get out and vote.

AT 10:02 P.M. THE BOARD ADJOURNED TO CLOSED SESSION

K. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION.

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

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

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

AT 10:02 P.M. THE BOARD RECONVENED FROM CLOSED SESSION

General Counsel reported that at approximately 10:02 p.m. the Board recessed from open session and convened to closed session to discuss one matter of RCSD v. Steve Wickser on the agenda. At approximately 10:30 p.m. the board reconvened to open session. There was no reportable action.

L. ADJOURNMENT:

Motion by Director Casey, seconded by Director Coletta to adjourn the regular meeting at 10:35 p.m. Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT - SEPTEMBER, 2014

RECOMMENDATION:

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

BACKGROUND:

The Revenue & Expenditure Report is submitted on a monthly basis as an indication of the District's unaudited year-to-date revenues and expenses. Where appropriate, footnotes provide information which explains current anomalies.

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of September, 2014.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 September 2014 @ 25%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	753,614.00	753,614.00	26,892.80	22,498.80	726,721.20	3.6
STREET LIGHT ASSESSMENTS	258,000.00	258,000.00	9,376.15	7,844.19	248,623.85	3.6
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	0.00	0.00	2,000.00	0.0
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	52,000.00	57,800.00	0.0
FEES AND SERVICES	159,900.00	159,900.00	42,632.25	21,153.00	117,267.75	26.7
OTHER REVENUE	23,500.00	23,500.00	102.36	102.36	23,397.64	0.4
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
Total Revenues	1,254,814.00	1,254,814.00	79,003.56	103,598.35	1,175,810.44	6.3
Expenditures						
ADMINISTRATION 1, 2	391,332.00	391,332.00	112,098.89	31,183.14	279,233.11	28.6
RECREATION 2, 3	122,553.00	122,553.00	39,475.47	7,755.52	83,077.53	32.2
ROSSMOOR PARK	170,513.00	170,513.00	47,127.41	18,036.37	123,385.59	27.6
MONTECITO CENTER	70,052.00	70,052.00	19,039.13	7,354.78	51,012.87	27.2
RUSH PARK	207,496.00	207,496.00	51,730.81	18,658.83	155,765.19	24.9
STREET LIGHTING	110,580.00	110,580.00	18,029.83	9,029.75	92,550.17	16.3
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	100.00	95.2
STREET SWEEPING	55,580.00	55,580.00	9,057.03	4,566.55	46,522.97	16.3
PARKWAY TREES	104,775.00	104,775.00	11,559.32	9,001.44	93,215.68	11.0
MINI-PARKS, MEDIANS & TRIANGLE	15,716.00	15,716.00	2,233.82	1,148.63	13,482.18	14.2
Total Expenditures	1,250,697.00	1,250,697.00	312,351.71	106,735.01	938,345.29	25.0

Please note: Audit adjustments for FY 2013-2014 are shown in this report.

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

\$ 802,718.00

REVENUE REPORT
September 2014 @ 25%

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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014

Fund: 10 - GENERAL FUND

Revenues

Dept: 00

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
PROPERTY TAXES	753,614.00	753,614.00	26,892.80	22,498.80	0.00	726,721.20	3.6
ASSESSMENTS	258,000.00	258,000.00	9,376.15	7,844.19	0.00	248,623.85	3.6
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	0.00	52,000.00	0.00	57,800.00	0.0
FEES AND SERVICES	159,900.00	159,900.00	42,632.25	21,153.00	0.00	117,267.75	26.7
OTHER REVENUE	23,500.00	23,500.00	102.36	102.36	0.00	23,397.64	0.4
Dept: 00	1,254,814.00	1,254,814.00	79,003.56	103,598.35	0.00	1,175,810.44	6.3
Revenues	1,254,814.00	1,254,814.00	79,003.56	103,598.35	0.00	1,175,810.44	6.3
Grand Total Net Effect:	1,254,814.00	1,254,814.00	79,003.56	103,598.35	0.00	1,175,810.44	

EXPENDITURE REPORT
September 2014 @ 25%

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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1,2	214,932.00	214,932.00	62,642.26	22,274.32	0.00	152,289.74	29.1
OPERATIONS AND MAINTENANCE	73,900.00	73,900.00	23,217.74	2,539.03	0.00	50,682.26	31.4
CONTRACT SERVICES	96,500.00	96,500.00	24,724.72	4,855.62	0.00	71,775.28	25.6
CAPITAL EXPENDITURES	6,000.00	6,000.00	1,514.17	1,514.17	0.00	4,485.83	25.2
ADMINISTRATION	391,332.00	391,332.00	112,098.89	31,183.14	0.00	279,233.11	28.6
Dept: 20 RECREATION							
SALARIES AND BENEFITS 2,3	92,353.00	92,353.00	24,620.55	7,803.69	0.00	67,732.45	26.7
OPERATIONS AND MAINTENANCE	24,700.00	24,700.00	14,428.65	-126.71	0.00	10,271.35	58.4
CONTRACT SERVICES	3,500.00	3,500.00	428.27	78.54	0.00	3,073.73	12.2
CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
RECREATION	122,553.00	122,553.00	39,475.47	7,755.52	0.00	83,077.53	32.2
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	57,013.00	57,013.00	17,933.74	6,067.37	0.00	39,079.26	31.5
OPERATIONS AND MAINTENANCE	75,550.00	75,550.00	20,807.90	9,220.61	0.00	54,742.10	27.5
CONTRACT SERVICES	37,700.00	37,700.00	8,385.77	2,748.39	0.00	29,314.23	22.2
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
ROSSMOOR PARK	170,513.00	170,513.00	47,127.41	18,036.37	0.00	123,385.59	27.6
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	43,802.00	43,802.00	13,975.77	4,932.36	0.00	29,826.23	31.9
OPERATIONS AND MAINTENANCE	18,400.00	18,400.00	3,757.59	2,034.03	0.00	14,642.41	20.4
CONTRACT SERVICES	7,800.00	7,800.00	1,305.77	388.39	0.00	6,494.23	16.7
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	70,052.00	70,052.00	19,039.13	7,354.78	0.00	51,012.87	27.2
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	62,725.00	62,725.00	19,258.38	6,298.62	0.00	43,466.62	30.7
OPERATIONS AND MAINTENANCE	106,821.00	106,821.00	24,086.66	9,611.82	0.00	82,734.34	22.5
CONTRACT SERVICES	37,700.00	37,700.00	8,385.77	2,748.39	0.00	29,314.23	22.2
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	207,496.00	207,496.00	51,730.81	18,658.83	0.00	155,765.19	24.9

EXPENDITURE REPORT
September 2014 @ 25%

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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	580.00	580.00	106.95	70.46	0.00	473.05	18.4
CONTRACT SERVICES	110,000.00	110,000.00	17,922.88	8,959.29	0.00	92,077.12	16.3
STREET LIGHTING	110,580.00	110,580.00	18,029.83	9,029.75	0.00	92,550.17	16.3
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	580.00	580.00	106.95	70.46	0.00	473.05	18.4
CONTRACT SERVICES	55,000.00	55,000.00	8,950.08	4,496.09	0.00	46,049.92	16.3
STREET SWEEPING	55,580.00	55,580.00	9,057.03	4,566.55	0.00	46,522.97	16.3
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,400.00	17,400.00	4,681.82	1,654.74	0.00	12,718.18	26.9
OPERATIONS AND MAINTENANCE	1,775.00	1,775.00	237.68	147.71	0.00	1,537.32	13.4
CONTRACT SERVICES	73,600.00	73,600.00	3,061.02	2,300.19	0.00	70,538.98	4.2
CAPITAL EXPENDITURES	12,000.00	12,000.00	3,578.80	4,898.80	0.00	8,421.20	29.8
PARKWAY TREES	104,775.00	104,775.00	11,559.32	9,001.44	0.00	93,215.68	11.0
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	966.00	966.00	243.82	90.98	0.00	722.18	25.2
OPERATIONS AND MAINTENANCE	10,500.00	10,500.00	1,078.83	744.61	0.00	9,421.17	10.3
CONTRACT SERVICES	4,150.00	4,150.00	911.17	313.04	0.00	3,238.83	22.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,716.00	15,716.00	2,233.82	1,148.63	0.00	13,482.18	14.2
Expenditures	1,250,697.00	1,250,697.00	312,351.71	106,735.01	0.00	938,345.29	25.0
Grand Total Net Effect:	-1,250,697.00	-1,250,697.00	-312,351.71	-106,735.01	0.00	-938,345.29	

REVENUE/EXPENDITURE REPORT
September 2014 @ 25%

Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014		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	689,313.00	689,313.00	0.00	0.00	0.00	689,313.00	0.0
3001	Current unsecured prop tax	26,010.00	26,010.00	20,363.25	20,363.25	0.00	5,646.75	78.3
3002	Prior secured property taxes	10,200.00	10,200.00	2,360.21	1,236.24	0.00	7,839.79	23.1
3003	Prior unsecured prop taxes	449.00	449.00	0.00	0.00	0.00	449.00	0.0
3004	Delinquent property taxes	510.00	510.00	0.00	0.00	0.00	510.00	0.0
3010	Current supplemental assessmt	15,300.00	15,300.00	4,169.34	899.31	0.00	11,130.66	27.3
3020	Public utility tax	11,832.00	11,832.00	0.00	0.00	0.00	11,832.00	0.0
PROPERTY TAXES		753,614.00	753,614.00	26,892.80	22,498.80	0.00	726,721.20	3.6
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	258,000.00	258,000.00	9,376.15	7,844.19	0.00	248,623.85	3.6
ASSESSMENTS		258,000.00	258,000.00	9,376.15	7,844.19	0.00	248,623.85	3.6
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on Investments	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
USE OF MONEY AND PROPERTY		2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
3305	County street sweep reimburse	52,000.00	52,000.00	0.00	52,000.00	0.00	52,000.00	0.0
OTHER GOVERNMENT AGENCIES		57,800.00	57,800.00	0.00	52,000.00	0.00	57,800.00	0.0
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	14,040.00	14,040.00	4,535.25	1,722.00	0.00	9,504.75	32.3
3405	Wall Rental	520.00	520.00	100.00	100.00	0.00	420.00	19.2
3406	Ball field reservations	28,600.00	28,600.00	9,368.00	3,856.00	0.00	19,232.00	32.8
3410	Rossmoor building rental	4,680.00	4,680.00	839.00	409.00	0.00	3,841.00	17.9
3412	Montecito building rental	25,220.00	25,220.00	3,281.00	2,957.00	0.00	21,939.00	13.0
3414	Rush Park Building Rental	86,840.00	86,840.00	24,509.00	12,109.00	0.00	62,331.00	28.2
FEES AND SERVICES		159,900.00	159,900.00	42,632.25	21,153.00	0.00	117,267.75	26.7
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	3,500.00	3,500.00	102.36	102.36	0.00	3,397.64	2.9
3502	Administrative Fee	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
OTHER REVENUE		23,500.00	23,500.00	102.36	102.36	0.00	23,397.64	0.4
Dept: 00		1,254,814.00	1,254,814.00	79,003.56	103,598.35	0.00	1,175,810.44	6.3
Dept: 20 RECREATION								
Acct Class: 35 OTHER REVENUE								
3558	Seal Beach Run Grant	0.00	0.00	805.54	0.00	0.00	-805.54	0.0
OTHER REVENUE		0.00	0.00	805.54	0.00	0.00	-805.54	0.0
RECREATION		0.00	0.00	805.54	0.00	0.00	-805.54	0.0
Revenues		1,254,814.00	1,254,814.00	79,809.10	103,598.35	0.00	1,175,004.90	6.4
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	14,000.00	14,000.00	2,650.00	700.00	0.00	11,350.00	18.9
4001	Salaries - Full-time	156,000.00	156,000.00	45,395.74	16,577.65	0.00	110,604.26	29.1
4003	Salaries - Overtime	3,432.00	3,432.00	965.80	93.86	0.00	2,466.20	28.1
4007	Vehicle Allowance	500.00	500.00	47.30	0.00	0.00	452.70	9.5
4010	Workers Compensation Insurance	3,600.00	3,600.00	1,086.09	662.52	0.00	2,513.91	30.2
4011	Medical Insurance	27,500.00	27,500.00	8,704.26	2,901.42	0.00	18,795.74	31.7
4015	Federal Payroll Tax -FICA	8,800.00	8,800.00	3,726.82	1,321.37	0.00	5,073.18	42.4
4018	State Payroll Taxes	1,100.00	1,100.00	66.25	17.50	0.00	1,033.75	6.0

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014

Fund: 10 - GENERAL FUND

Expenditures

Dept: 10 ADMINISTRATION

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
SALARIES AND BENEFITS	214,932.00	214,932.00	62,642.26	22,274.32	0.00	152,289.74	29.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability 1	12,500.00	12,500.00	13,186.91	0.00	0.00	-686.91	105.5
5004 Memberships and Dues	6,400.00	6,400.00	2,331.85	159.45	0.00	4,068.15	36.4
5006 Travel & Meetings 2	1,500.00	1,500.00	1,171.15	1,130.00	0.00	328.85	78.1
5007 Televised Meeting Costs	17,200.00	17,200.00	1,496.95	0.00	0.00	15,703.05	8.7
5010 Publications & Legal Notices	7,200.00	7,200.00	2,010.78	0.00	0.00	5,189.22	27.9
5012 Printing	400.00	400.00	307.14	294.20	0.00	92.86	76.8
5014 Postage	2,000.00	2,000.00	228.98	0.00	0.00	1,771.02	11.4
5016 Office Supplies	7,200.00	7,200.00	1,410.15	480.09	0.00	5,789.85	19.6
5020 Telephone	1,000.00	1,000.00	320.84	211.39	0.00	679.16	32.1
5045 Miscellaneous Expenditures	5,500.00	5,500.00	447.42	156.42	0.00	5,052.58	8.1
5046 Bank Service Charge	1,000.00	1,000.00	305.57	107.48	0.00	694.43	30.6
5050 Elections	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
OPERATIONS AND MAINTENANCE	73,900.00	73,900.00	23,217.74	2,539.03	0.00	50,682.26	31.4
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	38,000.00	38,000.00	16,650.34	3,739.26	0.00	21,349.66	43.8
5615 Financial Audit-Consulting	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
5670 Other Professional Services	50,000.00	50,000.00	8,074.38	1,116.36	0.00	41,925.62	16.1
CONTRACT SERVICES	96,500.00	96,500.00	24,724.72	4,855.62	0.00	71,775.28	25.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	6,000.00	6,000.00	1,514.17	1,514.17	0.00	4,485.83	25.2
CAPITAL EXPENDITURES	6,000.00	6,000.00	1,514.17	1,514.17	0.00	4,485.83	25.2
ADMINISTRATION	391,332.00	391,332.00	112,098.89	31,183.14	0.00	279,233.11	28.6
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	51,229.00	51,229.00	12,805.40	4,301.26	0.00	38,423.60	25.0
4002 Salaries - Part-time	22,104.00	22,104.00	6,135.20	1,753.78	0.00	15,968.80	27.8
4003 Salaries - Overtime	3,640.00	3,640.00	991.74	147.26	0.00	2,648.26	27.2
4005 Salaries - Event Attendant 3	200.00	200.00	352.50	0.00	0.00	-152.50	176.3
4007 Vehicle Allowance	500.00	500.00	121.59	121.59	0.00	378.41	24.3
4010 Workers Compensation Insurance	1,080.00	1,080.00	439.07	267.83	0.00	640.93	40.7
4011 Medical Insurance	7,000.00	7,000.00	2,212.98	737.66	0.00	4,787.02	31.6
4015 Federal Payroll Tax -FICA	5,500.00	5,500.00	1,551.33	474.31	0.00	3,948.67	28.2
4018 State Payroll Taxes	1,100.00	1,100.00	10.74	0.00	0.00	1,089.26	1.0
SALARIES AND BENEFITS	92,353.00	92,353.00	24,620.55	7,803.69	0.00	67,732.45	26.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	250.00	250.00	220.00	220.00	0.00	30.00	88.0
5010 Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5012 Printing 2	100.00	100.00	47.95	47.95	0.00	52.05	48.0
5014 Postage	150.00	150.00	0.00	0.00	0.00	150.00	0.0
5016 Office Supplies	1,000.00	1,000.00	261.27	74.70	0.00	738.73	26.1
5017 Community Events	14,000.00	14,000.00	7,287.29	-772.05	0.00	6,712.71	52.1
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	320.84	211.39	0.00	1,479.16	17.8
5045 Miscellaneous Expenditures	500.00	500.00	91.30	91.30	0.00	408.70	18.3
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	24,700.00	24,700.00	14,428.65	-126.71	0.00	10,271.35	58.4
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	3,500.00	3,500.00	426.27	78.54	0.00	3,073.73	12.2
CONTRACT SERVICES	3,500.00	3,500.00	426.27	78.54	0.00	3,073.73	12.2
Acct Class: 60 CAPITAL EXPENDITURES							

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 20 RECREATION							
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
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CAPITAL EXPENDITURES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
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RECREATION	122,553.00	122,553.00	39,475.47	7,755.52	0.00	83,077.53	32.2
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	31,252.00	31,252.00	9,464.50	3,268.93	0.00	21,787.50	30.3
4002 Salaries - Part-time	6,851.00	6,851.00	2,838.93	831.49	0.00	4,012.07	41.4
4003 Salaries - Overtime	1,900.00	1,900.00	796.94	74.26	0.00	1,103.06	41.9
4005 Salaries - Event Attendant	250.00	250.00	0.00	0.00	0.00	250.00	0.0
4010 Workers Compensation Insurance	3,800.00	3,800.00	1,086.09	662.52	0.00	2,713.91	28.6
4011 Medical Insurance	8,700.00	8,700.00	2,733.72	911.24	0.00	5,966.28	31.4
4015 Federal Payroll Tax -FICA	3,600.00	3,600.00	1,000.86	318.93	0.00	2,599.14	27.8
4018 State Payroll Taxes	660.00	660.00	12.70	0.00	0.00	647.30	1.9
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SALARIES AND BENEFITS	57,013.00	57,013.00	17,933.74	6,067.37	0.00	39,079.26	31.5
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5012 Printing	50.00	50.00	23.98	23.98	0.00	26.02	48.0
5014 Postage	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5016 Office Supplies	900.00	900.00	130.63	37.35	0.00	769.37	14.5
5018 Janitorial Supplies	4,500.00	4,500.00	859.92	578.02	0.00	3,640.08	19.1
5020 Telephone	1,600.00	1,600.00	320.84	211.39	0.00	1,279.16	20.1
5022 Utilities	48,000.00	48,000.00	14,775.51	7,609.98	0.00	33,224.49	30.8
5025 SECURED PROP TAX	900.00	900.00	0.00	0.00	0.00	900.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	212.60	165.20	0.00	787.40	21.3
5032 Building & Grounds-Maintenance	16,000.00	16,000.00	4,401.29	586.56	0.00	11,598.71	27.5
5034 Alarm Systems	750.00	750.00	83.13	8.13	0.00	666.87	11.1
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
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OPERATIONS AND MAINTENANCE	75,550.00	75,550.00	20,807.90	9,220.61	0.00	54,742.10	27.5
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	7,965.00	2,655.00	0.00	25,035.00	24.1
5656 Tree Trimming	1,200.00	1,200.00	32.70	32.70	0.00	1,167.30	2.7
5670 Other Professional Services	3,500.00	3,500.00	388.07	60.69	0.00	3,111.93	11.1
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CONTRACT SERVICES	37,700.00	37,700.00	8,385.77	2,748.39	0.00	29,314.23	22.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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ROSSMOOR PARK	170,513.00	170,513.00	47,127.41	18,036.37	0.00	123,385.59	27.6
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	26,137.00	26,137.00	8,165.97	2,836.09	0.00	17,971.03	31.2
4002 Salaries - Part-time	3,425.00	3,425.00	1,460.65	504.93	0.00	1,964.35	42.6
4003 Salaries - Overtime	1,040.00	1,040.00	486.91	61.35	0.00	553.09	46.8
4010 Workers Compensation Insurance	3,000.00	3,000.00	873.50	532.84	0.00	2,126.50	29.1
4011 Medical Insurance	7,100.00	7,100.00	2,211.90	737.30	0.00	4,888.10	31.2
4015 Federal Payroll Tax -FICA	2,500.00	2,500.00	772.36	259.85	0.00	1,727.64	30.9
4018 State Payroll Taxes	600.00	600.00	4.48	0.00	0.00	595.52	0.7
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SALARIES AND BENEFITS	43,802.00	43,802.00	13,975.77	4,932.36	0.00	29,826.23	31.9
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0

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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014	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							
5012 Printing	50.00	50.00	23.98	23.98	0.00	26.02	48.0
5014 Postage	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5016 Office Supplies	900.00	900.00	130.63	37.35	0.00	769.37	14.5
5018 Janitorial Supplies	3,000.00	3,000.00	859.92	578.02	0.00	2,140.08	28.7
5020 Telephone	1,650.00	1,650.00	320.84	211.39	0.00	1,329.16	19.4
5022 Utilities	4,000.00	4,000.00	1,055.23	683.90	0.00	2,944.77	26.4
5025 SECURED PROP TAX	750.00	750.00	0.00	0.00	0.00	750.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	212.60	165.20	0.00	787.40	21.3
5032 Building & Grounds-Maintenance	3,000.00	3,000.00	1,068.50	326.30	0.00	1,931.50	35.6
5034 Alarm Systems	500.00	500.00	85.89	7.89	0.00	414.11	17.2
5045 Miscellaneous Expenditures	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
OPERATIONS AND MAINTENANCE	18,400.00	18,400.00	3,757.59	2,034.03	0.00	14,642.41	20.4
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	885.00	295.00	0.00	2,415.00	26.8
5656 Tree Trimming	1,000.00	1,000.00	32.70	32.70	0.00	967.30	3.3
5670 Other Professional Services	3,500.00	3,500.00	388.07	60.69	0.00	3,111.93	11.1
CONTRACT SERVICES	7,800.00	7,800.00	1,305.77	388.39	0.00	6,494.23	16.7
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	50.00	50.00	0.00	0.00	0.00	50.00	0.0
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	70,052.00	70,052.00	19,039.13	7,354.78	0.00	51,012.87	27.2
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	34,034.00	34,034.00	9,464.50	3,268.93	0.00	24,569.50	27.8
4002 Salaries - Part-time	8,200.00	8,200.00	2,838.93	831.49	0.00	5,361.07	34.6
4003 Salaries - Overtime	1,716.00	1,716.00	817.70	74.26	0.00	898.30	47.7
4005 Salaries - Event Attendant	2,000.00	2,000.00	1,185.00	210.00	0.00	815.00	59.3
4010 Workers Compensation Insurance	3,500.00	3,500.00	1,086.09	662.52	0.00	2,413.91	31.0
4011 Medical Insurance	8,700.00	8,700.00	2,733.72	911.24	0.00	5,966.28	31.4
4015 Federal Payroll Tax -FICA	3,800.00	3,800.00	1,092.96	334.93	0.00	2,707.04	28.8
4018 State Payroll Taxes	775.00	775.00	39.48	5.25	0.00	735.52	5.1
SALARIES AND BENEFITS	62,725.00	62,725.00	19,258.38	6,298.62	0.00	43,466.62	30.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5012 Printing	500.00	500.00	23.97	23.97	0.00	476.03	4.8
5014 Postage	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5016 Office Supplies	900.00	900.00	130.63	37.35	0.00	769.37	14.5
5018 Janitorial Supplies	4,500.00	4,500.00	862.53	579.77	0.00	3,637.47	19.2
5020 Telephone	1,800.00	1,800.00	320.84	211.39	0.00	1,479.16	17.8
5022 Utilities	67,771.00	67,771.00	20,024.81	7,378.94	0.00	47,746.19	29.5
5025 SECURED PROP TAX	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
5030 Vehicle Maintenance	1,000.00	1,000.00	212.61	165.20	0.00	787.39	21.3
5032 Building & Grounds-Maintenance	23,500.00	23,500.00	2,425.39	1,207.32	0.00	21,074.61	10.3
5034 Alarm Systems	750.00	750.00	85.88	7.88	0.00	664.12	11.5
5045 Miscellaneous Expenditures	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
OPERATIONS AND MAINTENANCE	106,821.00	106,821.00	24,086.66	9,611.82	0.00	82,734.34	22.5
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	7,965.00	2,655.00	0.00	25,035.00	24.1
5656 Tree Trimming	1,200.00	1,200.00	32.70	32.70	0.00	1,167.30	2.7

REVENUE/EXPENDITURE REPORT
September 2014 @ 25%

Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	3,500.00	3,500.00	388.07	60.69	0.00	3,111.93	11.1
CONTRACT SERVICES		37,700.00	37,700.00	8,385.77	2,748.39	0.00	29,314.23	22.2
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES		250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK								
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	106.95	70.46	0.00	473.05	18.4
OPERATIONS AND MAINTENANCE		580.00	580.00	106.95	70.46	0.00	473.05	18.4
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	110,000.00	110,000.00	17,922.88	8,959.29	0.00	92,077.12	16.3
CONTRACT SERVICES		110,000.00	110,000.00	17,922.88	8,959.29	0.00	92,077.12	16.3
STREET LIGHTING		110,580.00	110,580.00	18,029.83	9,029.75	0.00	92,550.17	16.3
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL		2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	106.95	70.46	0.00	473.05	18.4
OPERATIONS AND MAINTENANCE		580.00	580.00	106.95	70.46	0.00	473.05	18.4
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,000.00	55,000.00	8,950.08	4,496.09	0.00	46,049.92	16.3
CONTRACT SERVICES		55,000.00	55,000.00	8,950.08	4,496.09	0.00	46,049.92	16.3
STREET SWEEPING		55,580.00	55,580.00	9,057.03	4,566.55	0.00	46,522.97	16.3
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time	15,800.00	15,800.00	4,224.23	1,473.95	0.00	11,575.77	26.7
4007	Vehicle Allowance	400.00	400.00	134.46	68.04	0.00	265.54	33.6
4015	Federal Payroll Tax -FICA	1,000.00	1,000.00	323.13	112.75	0.00	676.87	32.3
4018	State Payroll Taxes	200.00	200.00	0.00	0.00	0.00	200.00	0.0
SALARIES AND BENEFITS		17,400.00	17,400.00	4,681.82	1,654.74	0.00	12,718.18	26.9
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	25.00	25.00	0.00	0.00	0.00	25.00	0.0
5014	Postage	300.00	300.00	0.00	0.00	0.00	300.00	0.0
5016	Office Supplies	200.00	200.00	23.77	6.78	0.00	176.23	11.9
5020	Telephone	1,000.00	1,000.00	213.91	140.93	0.00	786.09	21.4
5030	Vehicle Maintenance	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE		1,775.00	1,775.00	237.68	147.71	0.00	1,537.32	13.4
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	67,000.00	67,000.00	1,859.29	1,859.29	0.00	65,140.71	2.8

REVENUE/EXPENDITURE REPORT
September 2014 @ 25%

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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
Acct Class: 56 CONTRACT SERVICES							
5660 TREE REMOVAL	700.00	700.00	0.00	0.00	0.00	700.00	0.0
5664 Tree Watering Program	400.00	400.00	0.00	0.00	0.00	400.00	0.0
5670 Other Professional Services	5,500.00	5,500.00	1,201.73	440.90	0.00	4,298.27	21.8
CONTRACT SERVICES	73,600.00	73,600.00	3,061.02	2,300.19	0.00	70,538.98	4.2
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	12,000.00	12,000.00	3,578.80	4,898.80	0.00	8,421.20	29.8
CAPITAL EXPENDITURES	12,000.00	12,000.00	3,578.80	4,898.80	0.00	8,421.20	29.8
PARKWAY TREES	104,775.00	104,775.00	11,559.32	9,001.44	0.00	93,215.68	11.0
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	639.00	639.00	162.31	54.10	0.00	476.69	25.4
4003 Salaries - Overtime	62.00	62.00	16.99	1.62	0.00	45.01	27.4
4010 Workers Compensation Insurance	180.00	180.00	50.87	31.03	0.00	129.13	28.3
4015 Federal Payroll Tax -FICA	70.00	70.00	13.65	4.23	0.00	56.35	19.5
4018 State Payroll Taxes	15.00	15.00	0.00	0.00	0.00	15.00	0.0
SALARIES AND BENEFITS	966.00	966.00	243.82	90.98	0.00	722.18	25.2
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	500.00	106.96	70.49	0.00	393.04	21.4
5022 Utilities	8,500.00	8,500.00	808.87	674.12	0.00	7,691.13	9.5
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	163.00	0.00	0.00	837.00	16.3
5045 Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	10,500.00	10,500.00	1,078.83	744.61	0.00	9,421.17	10.3
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	885.00	295.00	0.00	2,715.00	24.6
5656 Tree Trimming	500.00	500.00	10.91	10.91	0.00	489.09	2.2
5670 Other Professional Services	50.00	50.00	15.26	7.13	0.00	34.74	30.5
CONTRACT SERVICES	4,150.00	4,150.00	911.17	313.04	0.00	3,238.83	22.0
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	15,716.00	15,716.00	2,233.82	1,148.63	0.00	13,482.18	14.2
Expenditures	1,250,697.00	1,250,697.00	312,351.71	106,735.01	0.00	938,345.29	25.0
Net Effect for GENERAL FUND	4,117.00	4,117.00	-232,542.61	-3,136.66	0.00	236,659.61-5,648.4	
Change in Fund Balance:			-232,542.61				

REVENUE/EXPENDITURE REPORT
September 2014 @ 25%

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Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	9,436.00	9,436.00	0.00	0.00	0.00	9,436.00	0.0
PROPERTY TAXES								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	380,000.00	380,000.00	3,909.60	0.00	0.00	376,090.40	1.0
3101	Property assessments-prior yr	3,400.00	3,400.00	1,327.46	398.77	0.00	2,072.54	39.0
ASSESSMENTS								
		383,400.00	383,400.00	5,237.06	398.77	0.00	378,162.94	1.4
Dept: 00								
		392,836.00	392,836.00	5,237.06	398.77	0.00	387,598.94	1.3
Revenues								
		392,836.00	392,836.00	5,237.06	398.77	0.00	387,598.94	1.3
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5617	Administrative Fees	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
5619	Bond Trustee	2,875.00	2,875.00	3,047.50	0.00	0.00	-172.50	106.0
CONTRACT SERVICES								
		22,875.00	22,875.00	3,047.50	0.00	0.00	19,827.50	13.3
Acct Class: 58 DEBT SERVICE								
5800	Principal	230,000.00	230,000.00	230,000.00	0.00	0.00	0.00	100.0
5801	Interest	121,210.00	121,210.00	64,170.00	0.00	0.00	57,040.00	52.9
DEBT SERVICE								
		351,210.00	351,210.00	294,170.00	0.00	0.00	57,040.00	83.8
RUSH PARK								
		374,085.00	374,085.00	297,217.50	0.00	0.00	76,867.50	79.5
Dept: 95 CONTINGENCY/RESERVES								
Acct Class: 59 RESERVES/CONTINGENCIES								
5730	Reserves - general	0.00	0.00	10,498.30	0.00	0.00	-10,498.30	0.0
RESERVES/CONTINGENCIES								
		0.00	0.00	10,498.30	0.00	0.00	-10,498.30	0.0
CONTINGENCY/RESERVES								
		0.00	0.00	10,498.30	0.00	0.00	-10,498.30	0.0
Expenditures								
		374,085.00	374,085.00	307,715.80	0.00	0.00	66,369.20	82.3
Net Effect for ASSESSMENT DISTRICT FUND-RUSH								
Change in Fund Balance:		18,751.00	18,751.00	-302,478.74	398.77	0.00	321,229.74	-1,613.1
				-302,478.74				

REVENUE/EXPENDITURE REPORT
September 2014 @ 25%

Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014

Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	107,052.00	107,052.00	0.00	0.00	0.00	107,052.00	0.0
PROPERTY TAXES	107,052.00	107,052.00	0.00	0.00	0.00	107,052.00	0.0
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	87,700.00	87,700.00	0.00	0.00	0.00	87,700.00	0.0
3101 Property assessments-prior yr	780.00	780.00	194.86	88.12	0.00	585.14	25.0
ASSESSMENTS	88,480.00	88,480.00	194.86	88.12	0.00	88,285.14	0.2
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	196,532.00	196,532.00	194.86	88.12	0.00	196,337.14	0.1
Revenues	196,532.00	196,532.00	194.86	88.12	0.00	196,337.14	0.1
Expenditures							
Dept: 65 ROSSMOOR WALL							
Acct Class: 56 CONTRACT SERVICES							
5619 Bond Trustee	2,530.00	2,530.00	2,640.00	2,640.00	0.00	-110.00	104.3
CONTRACT SERVICES	2,530.00	2,530.00	2,640.00	2,640.00	0.00	-110.00	104.3
Acct Class: 58 DEBT SERVICE							
5800 Principal	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	100.0
5801 Interest	14,935.00	14,935.00	8,410.00	0.00	0.00	6,525.00	56.3
DEBT SERVICE	79,935.00	79,935.00	73,410.00	0.00	0.00	6,525.00	91.8
ROSSMOOR WALL	82,465.00	82,465.00	76,050.00	2,640.00	0.00	6,415.00	92.2
Expenditures	82,465.00	82,465.00	76,050.00	2,640.00	0.00	6,415.00	92.2
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL	114,067.00	114,067.00	-75,855.14	-2,551.88	0.00	189,922.14	-66.5
Change in Fund Balance:			-75,855.14				

REVENUE/EXPENDITURE REPORT
September 2014 @ 25%

Rossmoor Community

For the Period: 7/1/2014 to 9/30/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	84,574.00	84,574.00	0.00	0.00	0.00	84,574.00	0.0
PROPERTY TAXES								
		84,574.00	84,574.00	0.00	0.00	0.00	84,574.00	0.0
Acct Class: 35 OTHER REVENUE								
3600	TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
OTHER REVENUE								
		100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Dept: 00								
		184,574.00	184,574.00	0.00	0.00	0.00	184,574.00	0.0
Revenues								
		184,574.00	184,574.00	0.00	0.00	0.00	184,574.00	0.0
Expenditures								
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	0.00	10,616.69	982.31	0.00	-10,616.69	0.0
CAPITAL EXPENDITURES								
		0.00	0.00	10,616.69	982.31	0.00	-10,616.69	0.0
MONTECITO CENTER								
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	67,000.00	67,000.00	33,688.61	3,347.61	0.00	33,311.39	50.3
CAPITAL EXPENDITURES								
		67,000.00	67,000.00	33,688.61	3,347.61	0.00	33,311.39	50.3
RUSH PARK								
Dept: 65 ROSSMOOR WALL								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	20,000.00	20,000.00	4,930.00	4,930.00	0.00	15,070.00	24.7
CAPITAL EXPENDITURES								
		20,000.00	20,000.00	4,930.00	4,930.00	0.00	15,070.00	24.7
ROSSMOOR WALL								
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	7,000.00	7,000.00	1,305.00	0.00	0.00	5,695.00	18.6
OPERATIONS AND MAINTENANCE								
		7,000.00	7,000.00	1,305.00	0.00	0.00	5,695.00	18.6
CAPITAL PROJECTS								
		7,000.00	7,000.00	1,305.00	0.00	0.00	5,695.00	18.6
Expenditures								
		94,000.00	94,000.00	50,540.30	9,259.92	0.00	43,459.70	53.8
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS								
Change in Fund Balance:								
		90,574.00	90,574.00	-50,540.30	-9,259.92	0.00	141,114.30	-55.8
				-50,540.30				
Grand Total Net Effect:		227,509.00	227,509.00	-661,416.79	-14,549.69	0.00	888,925.79	

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

Please note: Audit adjustments have been made for FY 2013-2014

* #1 Insurance-Liability 10-10-5002	Annual premium paid for 2014-2015. Slight increase will be added to Amended Budget.
#2 Travel & Meetings 10-10-5006, 10-20-5006	Red Cross training for staff in September
* #3 Event Attendant 10-20-4005	Additional event attendants needed for Summer Movies and Concerts in the Park due to large turnouts. Will be adjusted in Amended Budget.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: MONTHLY COYOTE SIGHTINGS/ACTIVITY REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

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

ATTACHMENTS:

1. October Coyote Sightings/Activity Report.

Monthly Coyote Sightings Activity Report

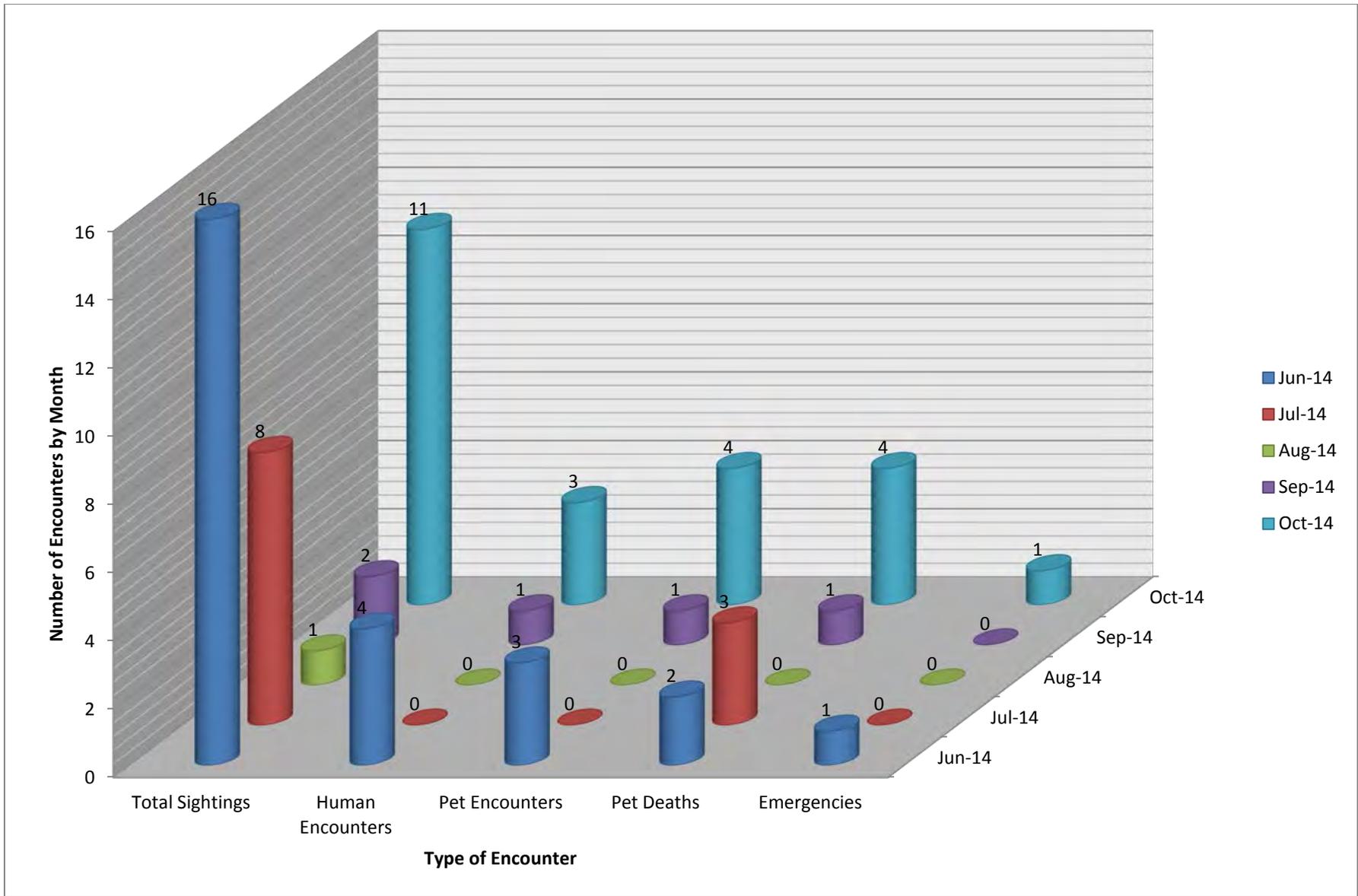
Elizabeth Deering

2014



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

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



MONTHLY COYOTE SIGHTINGS/ACTIVITY REPORT LEGEND DESCRIPTION

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

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

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

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

Emergencies = All total occurrences resulting in 911 calls and/or warranting 911 calls.



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-4

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY STATUS REPORT

RECOMMENDATION:

Receive 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.

ATTACHMENTS:

1. First Quarter FY 2014-15 Status Report.
2. RCSD Mission Statement, Goals and Objectives.

FIRST QUARTER FY 2014-2015 STATUS REPORT

1. RECREATION/FACILITIES REPORT

a. Montecito Center—this facility is fully operational with no significant issues. A facility upgrade was completed during the quarter.

b. Rush Park—the Rush Park upgrade of the playground is being heavily used by the public.

c. Movies/Concerts in the Park—Recreation staff is once again planning a summer schedule of three movies, two concerts and a Shakespeare play for the coming year.

d. Rossmoor Park—there are no current issues.

e. LAGSL—the Fall Ball season is underway with no issues. MOU matters will now fall under the jurisdiction of the Parks and Facilities Committee of the Board.

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

g. Grounds Maintenance—there are no significant issues. The renewal of the landscaping agreement is a part of your Agenda.

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—no issues reported.

2. **TREE PROGRAM**—the Tree/Parkway Committee has met and discussed tree issues. The Committee is now discussing the District's policies and procedures as a prelude to making new policy recommendations to the Board.

3. STREET SWEEPING

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

4. STREET LIGHTING

a. Street Lighting—there are no reportable issues.

5. COUNTY/CITIZEN MEETING OR REQUESTS

a. Meetings with County Sheriff—meetings/phone calls were conducted on a regular basis with Lt. Robert Gunzel during the Quarter. Subjects at these meetings range from crime statistics to individual calls for service or information. His quarterly crime statistics presentation is on your Agenda.

b. Meetings with OCFA—meetings/phone calls are conducted on an as needed basis. There have not been any issues in the last year relating to fire/emergency response.

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 closed the year with a balance of over one million dollars in cash and investments. Cash flow is still being 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 2014-2015 Final Budget —the Final Budget Booklet will be presented to the Board at your December meeting.

e. Annual Audit—the District's annual audit was concluded with the highest rating possible. The Board approved the transfer of \$100K in reserves to Fund 10, an amount which will be reflected in next year's audit.

7. COMMUNICATION WITH THE PUBLIC

a. Quarterly Newsletter—the Quarterly Newsletter was distributed in October. A growing number of residents are requesting that they receive the newsletter electronically. The print version is now full color. With the addition of the RHA's email list, electronically sent newsletters should continue to increase.

b. Web Site—our upgraded web site is increasingly being used to notify residents of developing issues.

c. Community Email Data Base -is growing steadily. The email database from the RHA when combined with ours greatly increases our list of email recipients. As we obtain new email addresses, they are being added to the current list. New subscribers regularly volunteer to sign up for our newsletter. The District website and social media presence has grown significantly in the past few years. Social media has proven to be a powerful branding tool and cost effective communication tool for the District. It has not only broadened our media and public outreach, but has also played a major role in increasing attendance at District events.

8. REFUSE COLLECTION

a. There are no reportable issues.

9. CURRENT ISSUES

a. Coyotes—are still present in the community although somewhat stable in nature. It is, however, a growing problem in the region. The monthly Coyote activity report is a part of your Agenda.

b. Water Conservation—is critical issue for the State and our community. Restrictions on watering of the District's parks are now a more serious matter. Current watering is being evaluated by staff while awaiting further restrictions to water agencies by the State. Current water usage by the District has been reduced by 20%.

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-5

Date: November 11, 2014

To: Honorable Board of Directors

From: General Manager

SUBJECT: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Recreation Report for the 4th Quarter of the 2013-2014 Fiscal Year. The report prepared by Recreation Superintendent Emily Gingras describes the District's Recreation programs, goals and activities.

ATTACHMENTS:

1. Quarterly Recreation Report.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2014

SUMMARY

As the District's Recreation Department wraps up its full summer schedule, Recreation staff reflects on another successful summer of Movies, Concerts and Shakespeare in the Park events. 2014 marked the fourteenth summer of offering free movies in the park events at Rush Park and with each year, the popularity of the event seems to grow. As a result, Recreation staff continues to look for ways to improve event offerings and staffing needs.

Some of the recent accomplishments completed by the Recreation Department include:

- Overseeing the conclusion of the 2014 summer event series at Rush Park
- Conclusion of the Youth Center's Rossmoor Park Summer Day Camp program
- Purchasing equipment with funds awarded by the Run Seal Beach Grant Committee
- Reopening of the Rossmoor Park Community Room for afterschool activities
- Co-sponsorship of the 4th of July Fireworks Spectacular at the JFTB
- Completed Park Use Surveys and compiled data
- Commencement of monthly Community Festival meetings
- Continuing Recreation Education courses

Summer Movies, Concerts and Shakespeare in the Park events were once again highly attended by the community. Popular new movie releases including Disney's ***Frozen***, ***Cloudy with a Chance of Meatballs 2*** and ***The Lego Movie*** proved to draw a large crowd. Recreation staff provided free pre-movie themed activities for each movie. ***Frozen*** activities included; photos with Princess Anna and Queen Elsa, face painting, princess crowns, Olaf activities and bounce houses. ***Cloudy With a Chance of Meatballs*** activities included spaghetti themed arts and crafts, spaghetti tag and a water balloon toss as well as bounce houses. ***The Lego Movie*** activities included Lego themed arts and crafts, build your own Lego cars, Lego car races and bounce houses. Movie attendance levels ranged from 550 guests to over 1,500, the largest turnout in RCSD's history.

Attendance levels at District Concerts in the Park events also reached record attendance levels. Rossmoor's own, ***Retro Station*** opened the summer concert series in June. July's performance of the ***Emperors*** and ***The Elm Street Band*** (August) rocked the stage and had guests on their feet throughout the evening. As an effort to increase attendance levels, District staff has opted to book popular local bands that fit within the District's special event budget.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2014

Shakespeare in the Park events included the theatrical performances of *Hamlet*; *Prince of Denmark* and *A Mid Summer Night's Dream*. As with every year, these events are highly attended. Recreation staff collected park use surveys at each summer event.

The Youth Center's Rossmoor Park Summer Day Camp recently ended their 10 week program for their 26th summer at Rossmoor Park. On average, 135 youth enjoyed daily arts and crafts, outdoor activities, special events, field trips, tournaments and contests. Under the direction of two new highly motivated Directors, the Youth Center had one of its busiest summers to date. Recreation staff worked closely with Youth Center Directors and staff to address park and facility cleanliness and participants' safety. A post-summer meeting took place between Youth Center and District staff to recommend improvements for future years'. A plan will be incorporated into a Cooperative Programming Agreement which will designate responsibilities of each organization.

Recreation staff recently received several recreation items courtesy of the Run Seal Beach grant. Items include an air hockey table, basketballs, volleyballs, tennis equipment, baseball equipment, table games and arts and crafts. Items were utilized by the Youth Center during the summer and are now being utilized by youth afterschool. This is the third consecutive year the RCSD and Youth Center have been awarded grant funds adding to recreational equipment offerings available to the community. Additionally, the District has received an increase in Community Room rentals from patrons requesting use of the equipment for children's birthday parties.

Each year the RCSD contributes a donation of \$6,000 to the Annual 4th of July Fireworks Spectacular held at the Joint Forces Training Base. As an event stakeholder, RCSD receives a vendor space to setup the RCSD booth at the VIP staging area. District Recreation staff was present at this years' event to promote summer events and collect park use surveys. This is the second year the event has taken place on the Tarmac resulting in record attendance.

In response to the RHA's resolution requesting the RCSD to conduct a park use survey, a total of 166 surveys were collected over the course of community events held in May thru August. Surveys were collected at a total of ten (10) events which included a range of seven to nine questions. In most cases, some questions were left unanswered. 52% of the surveys collected were completed by Rossmoor residents. Those that have children reported that 83% of them attend LAUSD schools. The results were split 50/50 when asked if those students participate in youth sports programs within Rossmoor's Parks (LAGSL, LAYB, NJB, etc). These results most likely mean children who do not participate in youth sports programs in Rossmoor could be utilizing facilities outside of Rossmoor such as parks in Seal Beach, schools or parks in Los Alamitos (Oak, McAuliffe, St. Hedwig, LAYB fields). The Los Alamitos Youth Center confirmed that 62% of their program participants

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2014

are in fact Rossmoor's residents confirming staff's thoughts that Rossmoor residents' utilize services in Los Alamitos. 51% of park users favor visiting Rush Park compared to Rossmoor Park (40%). The most popular attraction seems to be the District's playgrounds (92 responses) followed by District special events (71 responses) and Rossmoor's picnic areas (65 responses). While collecting surveys, verbal comments received were very positive and supportive of the District's current offerings and management of District parks.

The District's Recreation Superintendent recently attended a symposium on the importance of creating nature play spaces and reconnecting children to nature. This course offered CEU's (Continuing Education Unites) and also touched on adult fitness parks. Keeping up to date on current recreation studies, findings and trends is crucial in providing a quality recreation programs to the community. Research shows that linking children to nature in outdoor play is beneficial for children's social, physical, and cognitive development. Nature also reduces symptoms of attention deficit disorder symptoms and stress, while motivating children to be more physically active and focused. The symposium also discussed how adult fitness parks have proven to be a gathering space, create a sense of pride in the community, and have increased healthy life-style choices.

September marked the commencement of monthly Community Festival meetings with the Festival planning committee. This marks the third year for the same committee members partaking in the event planning process. Items discussed include areas for improvement such as additional volunteers, additional sponsors, setup/cleanup, etc. To gain volunteer support, the Committee discussed offering incentives for community sports groups and non-profits participation. The Rossmoor Homeowners Association will ask for the RCSD's continued support including stage rental and staffing.

Recreation staff is currently working on the following projects:

- Preparing a Cooperative Programming Agreement with the Youth Center for implementation of recreation programs at Rossmoor Park
- Collaboration with the Youth Center to offer an After School program at Rossmoor Park
- Preparing a Cooperative Programming Agreement with the RHA for the annual Community Festival
- Implementation of a Recreation Intern Program
- Coordination of the Annual School Ghouls Event at Rush Park
- Providing policy recommendations
- Scheduling the semi-annual MOU Committee meeting
- Revamping the District's Tennis Program
- Preparing quotes and information for the District's CIP program
- Offering the District's 3rd Annual Holiday Toy Drive

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2014

With the increased number of Day Camp participants, the Community Room and surrounding area is heavily utilized in the summer months. To minimize wear and tear on community buildings and insure a quality program is being provided, the Recreation Department suggests entering into a Cooperative Programming Agreement with the Youth Center. Recreation staff is in the process of creating the Agreement based on the needs of the District and the Youth Center. The agreement will also encompass the potential future After School Program staffed by the Youth Center. To build on this idea, a similar document will also be drafted for the RHA's use of Rush Park for the Annual Community Festival.

Recreation staff recently adopted a Recreation Intern Program approved by the Board. RCSD staff would offer mentoring and the ability for the Intern to learn all the functions of a Recreation Department. The program is in collaboration with CSULB's Recreation and Leisure Services Department. The Intern is expected to complete 400 hours of service during one semester. The Intern is expected to gain valuable skills in special event planning and implementation, facility reservations, policy enforcement, after school programming and many more.

The 3rd Annual School GhouL Event was held on Sunday, October 19, 2014. The Board previously approved utilization of Rush Park as early as 6:00AM for the start and finish line. The annual event is a fundraiser for LAUSD schools and promotes health and wellness in the community. The Directors of the School GhouL event provided RCSD staff with all required documentation and permitting requirements. Recreation staff worked closely with the race Directors to insure day-of-event requirements were met. Recreation staff was on-site for the duration of the event which was highly successful. Directors were pleased with the 1,000 plus runners.

With the recent adoption of the revised Fee Schedule, the District's Recreation Superintendent has been providing park policy recommendations to HT Group. A new 'non-profit' rate classification has been established to replace the long-term rate discount. The policy recommendations also restrict for-profit uses of District parks and facilities without a Board approved written agreement. The District's Recreation Superintendent is also working on providing feedback for such contract or Agreement.

Recreation staff is currently in the process of scheduling the fall MOU Committee meeting to discuss LAGSL's fall schedule of games. Since the adoption of the MOU in November, 2011 the LAGSL has been in full compliance. In fact, LAGSL has reduced games further than what the MOU calls for. Per the MOU, the LAGSL is allotted seven (7) Saturdays of play between September and November. This season, LAGSL has only scheduled games on five (5) Saturdays, a reduction of 24 games for the fall season of play. This information will be reported to the MOU Committee members.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

November 2014

As a goal of the Recreation Department to provide services to the community, Recreation staff is researching ideas to improve the District's tennis program. The District will consider evolving the program to offer instruction for all ages and skill levels including innovative workout classes and drop in play. Recreation staff will continue research and provide recommendations for implementation during the summer of 2015.

In collaboration with the Rossmoor Homeowners Association and the Orange County Sheriff's Department, the District's Recreation Department will once again conduct its 3rd Annual Holiday Toy drive within District facilities. Due to the large number of items received during the first two (2) years of offering such a program, the above organizations would like to partner together once again for a great cause. Recreation staff will be coordinating suggestions for donations with the OCSD and promotion with the RHA.

To enhance the picnic areas at Rush Park, Recreation and maintenance staff has been working closely to provide quotes and recommendations for permanent shade structures to replace the existing temporary structures. Staff has visited several park sites in order to provide a sound recommendation.

Future projects Recreation staff would like to implemented:

- Offer additional events or collaborate with existing events to provide recreational offerings
- Create a 5-year Recreation plan based on park use survey results
- Reduce special event costs by securing sponsors and utilizing volunteers
- Offering contract classes within Rossmoor's Parks.

With the recent completion of the Recreation Department's Park Use Survey, Recreation staff now has a model for the implementation of future Recreation offerings and amenities. The survey results were overwhelmingly in favor of offering contract class programs with 85% in favor of exercise, art, toddler, youth and dance classes. Additionally, several park users would like to see an online reservation system and permanent picnic shelter added to the District's many amenities. Continued praise and support by event guests is a motivating factor for the District's Recreation Department.

Respectfully Submitted By

Emily Gingras, RCSD Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-6

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Tree Report for the 1st Quarter of the 2014-2015 fiscal year. This report is intended to provide the Board with the status of the work being performed in the maintenance and preservation of the community's urban forest. The report was prepared by the District's Tree Consultant, Mary Kingman.

ATTACHMENTS:

1. Quarterly Tree Report.

2013/ 2014 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-13	42							20	23
August-13	1	132	146	95		25			29
September-13		142	239	206				2	30
1st Quarter Totals	43	274	385	301		25		22	82
October-13		90	136	84					25
November-13		31	9					20	12
December-13						29			5
2nd Quarter Totals		121	145	84		29		20	42
January-14		1	10	24					10
February-14									9
March-14	28							12	8
3rd Quarter Totals	28	1	10	24				12	27
April-14		3	41	23		17			12
May-14	26			7				2	36
June-14									10
4th Quarter Totals	26	3	3	30		17		2	58
FY 2013/2014 Totals	194	798	1124	878		142		112	418

2014/ 2015 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-14									23
August-14	34	1	4	31		20	2	4	24
September-14									31
1st Quarter Totals	34	1	4	31		20	2	4	78
October-14									
November-14									
December-14									
2nd Quarter Totals									
January-15									
February-15									
March-15									
3rd Quarter Totals									
April-15									
May-15									
June-15									
4th Quarter Totals									
FY 2014/2014 Totals									

CURRENT ACTIVITIES

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

STATUS

WCA	
Triangle - 2 dead trees removed, 6 trees pruned	C
OCPW	
Tree Removals	On/G
County Safety Trims	On/G
RCSD	
Vacant Site Planting	On/G
Tree Watering	On/G

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1—14

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: SECOND READING OF PROPOSED ORDINANCES AND
REVISION OF POLICIES RE: USE OF DISTRICT PROPERTY

RECOMMENDATION:

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

BACKGROUND:

At your October meeting, the Board gave a first reading to proposed ordinances and revised policies consistent with the proposed Fee Study and with issues of enforcement of the District's policies. The Board heard testimony from the HTGroup, staff, General Counsel and the public regarding the proposed documents. The Board approved the proposed documents with several modifications and tabled discussion on a proposed ordinance and revised policy regarding Rossmoor Wall Signs to a later date.

Attached are those amended ordinances and revised policies. Each of these has been vetted by General Counsel and are deemed to be appropriate for enforcement of District policies. Also, as required by State law, summaries of the ordinances have been published in a newspaper of general circulation.

The adoption of ordinances and policies require two readings and a further publication of the proposed ordinances in a newspaper of general circulation after second reading. Approved ordinances become effective 30 days after second reading.

ATTACHMENTS:

1. Ordinance 2014-3 Codifying Policy No. 6010.

2. Policy No. 6010 Requests for Use of District Parks and Facilities.
3. Ordinance No. 2014-4 Codifying Policy No. 6011.
4. Policy No. 6011 Rules and Regulations for the Use of District Property.
5. Ordinance No. 2014-5 Codifying Proposed Policy No. 6012.
6. Policy No. 6012 Group Picnics, Public Gatherings and Special Events.
7. Ordinance No. 2014-6 Codifying Policy No. 6020.
8. Policy No. 6020 District Facilities—Long -Term Use.
9. Ordinance No. 2014-7 Codifying Policy No. 6021.
10. Policy No. 6021 Non-profit Use of District Property.
11. Ordinance No. 2014-8 Codifying Policy No. 6022.
12. Policy No. 6022 Commercial Use of District Property.
13. Ordinance No. 2014-9 Codifying Policy No. 6030.
14. Policy No. 6030 Dedicated Use of Specific District Facilities.

**DRAFT
ORDINANCE NO. 2014-03**

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

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

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

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

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

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

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

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

SECTION 2. Severability.

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

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

SECTION 3. Compliance with California Environmental Quality Act

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

SECTION 4. Effective Date.

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

SECTION 5. Publication.

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

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

President Michael Maynard
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

PROPOSED
ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

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

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

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

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

6010.04 Non-Profit Use: Use of District parks and facilities by non-profit use shall be governed by Policy No. 6021 Non-Profit Use of District Parks and Facilities.

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

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

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

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

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

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

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

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

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

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

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

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

6010.70 Cancellation of Request By Applicant: In the event of a cancellation by the applicant, notice to the District shall be given as far in advance of the scheduled event as possible. An applicant who cancels a reservation may receive a refund for fees or deposits made to the District if the cancellation is made at least ten (10) days prior to the scheduled use. The refund will be denied, however, if another applicant has requested the same reservation and was denied that reservation because the initial applicant was advised of the secondary request and consequently paid all deposits and fees. Cancellations that do not meet the ten (10) day calendar deadline, or applications made less than ten (10) days in advance of the scheduled event, may receive a partial refund of fees and deposits only if the General Manager finds:

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

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

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

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

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

**DRAFT
ORDINANCE NO. 2014-04**

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

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

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

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

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

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

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

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

SECTION 2. Severability.

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

SECTION 3. Compliance with California Environmental Quality Act

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

SECTION 4. Effective Date.

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

SECTION 5. Publication.

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

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

President Michael Maynard
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

PROPOSED
ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

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

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

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

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

6011.13 District: The Rossmoor Community Services District

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

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

6011.16 General Manager: The General Manager of the District.

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

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

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

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

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

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

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

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

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

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

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

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

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

6011.75 Controlling Domestic Animals:

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

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

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

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

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

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

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

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

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

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

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

6011.110 Fire Regulation:

6011.111 Smoking: Smoking of any substance by any means, including cigarettes, cigars, pipes, vaping, electronic cigarettes as defined in Health & Safety Code § 11405, or other similar electronic smoking devices, is not permitted on District property. The General Manager shall post smoking regulations at conspicuous locations.

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

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

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

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

**DRAFT
ORDINANCE NO. 2014-05**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.
6012 RULES AND REGULATIONS FOR GROUP PICNICS,
PUBLIC GATHERINGS AND SPECIAL EVENTS AS THE RULES
AND REGULATIONS THAT GOVERN GROUP PICNICS,
PUBLIC GATHERINGS AND SPECIAL EVENTS**

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

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

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

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

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

SECTION 1. Adoption of Policy No. 6012 Group Picnics, Public Gatherings and Special Events.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6012 Group Picnics, Public Gatherings and Special Events, as the rules and regulations that govern group picnics, public gatherings and special events.

SECTION 2. Severability.

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

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

SECTION 3. Compliance with California Environmental Quality Act

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

SECTION 4. Effective Date.

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

SECTION 5. Publication.

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

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

President Michael Maynard
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

PROPOSED
ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6012

GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS

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

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

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

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

6012.10 Group Picnics or Public Gatherings-User Permit Required: No Person shall cause any picnic, meeting or other public gathering involving the attendance of more than fifty -(50) individuals to be held in any park without first obtaining a User Permit from the District. User Permits may be issued when previously issued permits have not exhausted the capacity of the park sought to be used.

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

6012.30 Reserving Park Spaces-Rossmoor Residents and Community Youth Groups: Rossmoor residents, community youth groups, or any person desiring to reserve a designated space in a park for a picnic or public gathering must do so pursuant to Policy No. 6010 by obtaining a User Permit, paying the fees called out in the District's Fee Schedule and signing the District's indemnification form. Groups of 150 or more persons must also meet the insurance requirements indicated above and apply for a Special Event permit. Reservations may be made no more than six (6) months in advance.

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

6012.41 Appeal to the Board: An applicant or other interested Person who disputes the decision of the General Manager regarding a User Permit Application may appeal that decision to the Board pursuant to the procedures set forth in Policy No. 6010.90.

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

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

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

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

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

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

6012.73 Pay filing fee as established in the fee schedule

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

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

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

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

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

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

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

possible. Any person aggrieved by the General Manager's decision may appeal this decision pursuant to the procedures set forth in Policy No. 6010.90.

Adopted: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended
Readopted by Ordinance 2014

**DRAFT
ORDINANCE NO. 2014-06**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.
6020 RULES AND REGULATIONS FOR DISTRICT
FACILITIES—LONG-TERM USE, AS THE RULES AND
REGULATIONS THAT GOVERN THE USE OF DISTRICT
FACILITIES—LONG-TERM USE**

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

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

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

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

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

SECTION 1. Adoption of Policy No. 6020 District Facilities—Long-Term Use.

The Board of Directors hereby adopts, and incorporates by reference, the attached Policy No. 6020 District Facilities—Long—Term Use as the rules and regulations that govern the long-term use of District facilities.

SECTION 2. Severability.

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

SECTION 3. Compliance with California Environmental Quality Act

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

SECTION 4. Effective Date.

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

SECTION 5. Publication.

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

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

President Michael Maynard
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

PROPOSED
Rossmoor Community Services District

Policy

No. 6020

DISTRICT PARKS AND FACILITIES – LONG-TERM USE

6020.10 Long-Term Use Defined: Any person or group requesting recurring monthly or weekly use of District parks or facilities for any activity, event, meeting or gathering for a period of six (6) to twelve (12) months.

6020.20 Community Benefit Required: Long-term use of District facilities will be authorized only when there is a benefit to the community as determined by the Board.

6020.30 Use Greater Than 12 Months: The fixed period of time for long-term use shall be no more than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The General Manager shall notify the Board of each renewal of a long term use request after the first year.

6020.40 User Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for the Use of District Parks, Buildings and Facilities for the long-term use of District facilities.

6020.50 Non-profit Use: Proof of non-profit tax status is required for applicants requesting long-term use on a non-profit fee basis.

Adopted: September 14, 1994
 Approved renumbering & format: October 8, 2002
 Reaffirmed: December 10, 2002
 Amended: July 13, 2004
 Amended: August 12, 2008
 Readopted by Ordinance 2014-01: January 14, 2014
 Amended
 Readopted by Ordinance 2014

**DRAFT
ORDINANCE NO. 2014-07**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.
6021 NON-PROFIT USE OF DISTRICT FACILITIES, AS THE
RULES AND REGULATIONS THAT GOVERN THE NON-
PROFIT USE OF DISTRICT PROPERTY**

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

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

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

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

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

SECTION 1. Adoption of Policy No. 6021 Non-profit Use of District Property

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6021 Non-profit Use of District Property, as the rules and regulations that govern non-profit use of District property.

SECTION 2. Severability.

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

SECTION 3. Compliance with California Environmental Quality Act

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

SECTION 4. Effective Date.

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

SECTION 5. Publication.

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

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

President Michael Maynard
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

PROPOSED
Rossmoor Community Services District

Policy**No. 6021**

NON PROFIT USE OF DISTRICT PROPERTY

6021.10 Non -profit Use Defined: Non-profit use shall be limited to organizations who qualify for non profit status for tax purposes and who request the non-profit use of District Property. The Non-profit classification is defined as an organization that was not established for the use of making a profit through the use of District property.

6021.20 Community Benefit Required: Non-profit use of District property shall be authorized only when the applicant is proposing a program or activity that is not fully provided by the District and is considered to be a benefit to the community.

6021.30 Term for Non-profit Use: The fixed period of time for a non-profit term use shall be for any period less than twelve calendar months. Use beyond this time period will require the filing of a new application and approval consistent with the original approval criteria. The term for Non-profit use for building and meetings rooms be governed by Policy No. 6020 District Facilities—Long-Term Use. The fixed period of time for use of the basketball court shall not exceed four calendar months.

6021.40 User Fees and Deposits: Non-profit organizations will be required to pay established permit fees and hourly rates as applicable. See Policy No. 6015 Establishment of Fees and Charges for the Use of District Property for the non-profit use of District facilities.

6021.50 Proof on Non-Profit Status: Persons or groups applying for non-profit-use of District buildings and/or fields or courts shall submit proof that they qualify for non-profit status pursuant to IRS Code Section 501(c) and provide a federal tax ID for User Permit. Groups may also be asked to submit participant rosters with identifying information as determined by the District.

Adopted by Ordinance: 2014

**DRAFT
ORDINANCE NO. 2014-08**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.
6022 COMMERCIAL USE OF DISTRICT FACILITIES, AS THE
RULES AND REGULATIONS THAT GOVERN THE
COMMERCIAL USE OF DISTRICT PROPERTY**

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

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

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

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

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

SECTION 1. Adoption of Policy No. 6022 Commercial Use of District Property

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6022 Commercial Use of District Property, as the rules and regulations that govern commercial use of District property.

SECTION 2. Severability.

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

SECTION 3. Compliance with California Environmental Quality Act

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

SECTION 4. Effective Date.

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

SECTION 5. Publication.

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

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

President Michael Maynard
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth on November 11, 2014.

PROPOSED
Rossmoor Community Services District

Policy

No. 6022

COMMERCIAL USE OF DISTRICT PROPERTY

6022.00 Commercial Use Defined: “Commercial use” shall be defined in substance as any for-profit activity or enterprise including, but not limited to, activity camps (including boot camps) and/or private instruction classes (including personal trainers) for which participants are charged a fee.

6022.10 Community Benefit Required: Commercial use of District buildings, courts and fields shall be authorized only when there is a benefit to the community and the activity is limited to purposes consistent with the intended use of such facility.

6022.20 Agreement Required: Prior to issuance of a User Permit for commercial use of District property, a formal Agreement shall be negotiated between the District and the proposed user for defining the scope of the intended use and agreement on a sharing of gross revenues between the parties. Such Agreement shall be approved by the Board.

6022.30 User Fees and Deposits: In addition to a negotiated revenue sharing Agreement, commercial users shall be required to pay established permit fees and hourly rates, as applicable. See Policy No. 6015 Establishment of Fees and Charges for the Use of District Facilities for the commercial use of District property.

6022.40 Term of Agreement: The term of a revenue sharing Agreement shall be negotiated prior to the issuance of a User Permit. Any proposed term of more than one year shall require approval by the Board on an annual basis and any modification to the Agreement other than ministerial, shall also require approval by the Board.

Adopted:
 Readopted by Ordinance

**DRAFT
ORDINANCE NO. 2014-09**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT, COUNTY OF
ORANGE, STATE OF CALIFORNIA, ADOPTING POLICY NO.
6030 DEDICATED USE OF SPECIFIC DISTRICT BUILDINGS, AS
THE RULES AND REGULATIONS THAT GOVERN DEDICATED
USE OF DISTRICT BUILDINGS**

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

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

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

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

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

SECTION 1. Adoption of Policy No. 6030 Dedicated Use of Specific District Buildings.

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6030 Dedicated Use of Specific District Buildings, as the rules and regulations that govern Dedicated use of District buildings.

SECTION 2. Severability.

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

SECTION 3. Compliance with California Environmental Quality Act

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

SECTION 4. Effective Date.

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

SECTION 5. Publication.

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

Adopted by the Rossmoor Community Services District Board of Directors this 11th day of November, 2014.

President Michael Maynard
Rossmoor Community Services District Board of Directors

Attested:

I hereby certify that the foregoing Ordinance is a true copy adopted by the Rossmoor Community Services District Board of Directors regular meeting held on November 11, 2014 and signed by Board Secretary, James D. Ruth, on November 11, 2014.

PROPOSED
Rossmoor Community Services District

Policy

No. 6030

DEDICATED USE OF SPECIFIC DISTRICT BUILDINGS

6030.00 Dedicated Use Defined: Dedicated use of District buildings shall be for a fixed period of time of not less than one year and not more than two years. Continued dedicated use past the approved period of time will require the specific review and approval of the Board. The Board in its discretion may also review and/or modify an approved dedicated use when unforeseen circumstances arise after the time of approval.

6030.10 Buildings Available For Dedicated Use: Only those buildings or portion of those buildings that have been designated by the Board as not lending themselves to other forms of use shall be included in this category. The District shall develop a list of spaces which can be used in this manner, reviewed annually by the Board in June. The Board may, in its discretion, review and revise the list on a more frequent basis.

6030.20 Request For Dedicated Use: Each request for use of District buildings which has been made available for dedicated use shall be in writing and shall include the following, and shall be subject to Board review and approval.

- A. A description of proposed use.
- B. Square footage requirements.
- C. Statement of benefit to the community from the proposed use.
- D. Duration of use required.

6030.30 Rental Fees and Deposits: See Policy No. 6015 Establishment of Fees and Charges for Use of District Parks, Buildings and Facilities.

Adopted: December 14, 1994
 Approved renumbering & format: October 8, 2002
 Reaffirmed: December 10, 2002
 Amended: August 13, 2004
 Amended: August 12, 2008
 Readopted by Ordinance 2014-01: January 14, 2014
 Amended:
 Readopted by Ordinance:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-15

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
SUBJECT: RESOLUTION NO. 14-11-11-01 REJECTION OF GOVERNMENT CLAIM

RECOMMENDATION:

Approve by roll call vote, Resolution No.14-11-11-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF GOVERNMENT CLAIM

BACKGROUND:

A claim in the amount of \$1,713.41 has been filed by Mr. Roger Chan; residing at 2465 Burt St., Upland, CA 91784, alleging damage to his personal property caused by a parkway tree at 11611 Wallingsford Rd. This claim was forwarded to Special District Risk Management Authority (SDRMA) who provides insurance for the District. They are advising the District to reject this claim.

The attached Resolution formally rejects the tort claim. Further action on this matter will be conducted in accordance with established liability claim procedures as recommended by SDRMA. By rejection of this claim, the matter will be turned back over to SDRMA for their decision on whether or not to pay the claim.

ATTACHMENTS:

1. Resolution No.14-11-11-01 Rejection of Government Claim.
2. Claim: Dated October 10, 2014.
3. Email dated October 16, 2013 from SDRMA Advising the District to Reject the Claim.

ROSSMOOR COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 14-11-11-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT'S REJECTION OF
CLAIM**

WHEREAS, a claim for monetary damages (Claim) was presented by Mr. Roger Chan, dated October 10, 2014 against the Rossmoor Community Services District for property damages; and

WHEREAS, that the Board of Directors the Rossmoor Community Services District has timely considered the Claim filed by Mr. Chan.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Rossmoor Community Services District has concluded that the Claim be rejected in its entirety.

BE IT FURTHER RESOLVED that the District's General Manager is authorized to give notice to Mr. Chan of this Board's decision to reject in its entirety, the Claim, and further advise that said claimant has six (6) months from the date the rejection is deposited in the mail to file a court action on the Claim. Such notice, together with a copy of this Resolution, shall be served upon Mr. Roger Chan on or before December 1, 2014.

PASSED AND ADOPTED this 11th day of November, 2014.

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Maynard, President
Rossmoor Community Services District

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

CLAIM FORM

(Please Type or Print)

CLAIM AGAINST ROSSMOOR COMMUNITY SERVICES DISTRICT

Claimant's name: Roger Chan DOB: [REDACTED]

Claimant's address: [REDACTED] Burt St., Hayward, CA 91784

Address where notices about claim are to be sent, if different from above: Same as above

Date of incident/accident: 8/22/14

Date injuries, damages, or losses were discovered: 8/22/14

Location of incident/accident: 11611 Wallingford Rd., Los Alamitos, CA 90720

What did District or employee do to cause this loss, damage, or injury? Did not properly maintain tree branches, so big branch fell down and damaged my car.
(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? N/A

What specific injuries, damages, or losses did claimant receive? Damage to car and windshield.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]

How was this amount calculated (please itemize)? \$1,713.41 total
\$1,230.78 - auto repair \$482.43 - auto rental

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Have you filed a claim with you insurance carrier? Yes No claim # 0390382890101041

Date Signed: 10/10/14 Signature: [Signature]

If signed by representative:
Representative's Name _____ Address _____
Telephone # _____
Relationship to Claimant _____

FORM B

Jessica Verduzco

From: Karen Lafferty [REDACTED]
Sent: Thursday, October 16, 2014 11:14 AM
To: Jessica Verduzco
Subject: RE: New Claim - Roger Chan

Hi Jessica,

The claim number is PD5901 and I'll be handling the claim. By the way, Barbara no longer works for SDRMA.

Thanks!

Karen

Karen Lafferty AIC
Senior Claims Examiner



Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
Tel: 916 231 4141 Fax: 916 231 4111
Toll Free: 800 537 7790
www.sdrma.org

From: Jessica Verduzco [<mailto:jverduzco@rossmoor-csd.org>]
Sent: Thursday, October 16, 2014 9:45 AM
To: Karen Lafferty; Barbara Tyler
Cc: Mary Kingman
Subject: New Claim - Roger Chan

Good Morning,

Just following up to make sure you received the insurance claim for I sent you on Tuesday... Please let us know if there is anything else you need from us.

Thanks,

Jessica Verduzco, General Clerk
Rossmoor Community Svcs. District
3001 Blume Drive
Rossmoor Ca. 90720
Phone (562) 430-3707
Fax (562) 431-3710

Jessica Verduzco

From: Karen Lafferty [REDACTED]
Sent: Friday, October 17, 2014 10:36 AM
To: Mary Kingman; Jessica Verduzco
Subject: RE: New Claim - Roger Chan

Hi Mary,

Thank you for your response. It would appear the tree was timely trimmed. If the tree was timely trimmed and if no one reported a problem then I recommend this claim be rejected. Jessica, assuming there was no notice of a problem, then please go ahead and have the claim rejected and I will contact the claimant to explain the reason why the claim is being rejected.

Thanks,

Karen

Karen Lafferty AIC
Senior Claims Examiner



Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
Tel 916.231.4141 Fax 916.231.4111
Toll Free 800.537.7790
www.sdrma.org

From: Mary Kingman [<mailto:mkingman@rossmoor-csd.org>]
Sent: Friday, October 17, 2014 9:35 AM
To: Karen Lafferty; Jessica Verduzco; Barbara Tyler
Subject: RE: New Claim - Roger Chan

Hi Karen,

The trees are on a four year trim cycle unless an extra trim is needed in between due to excess or undistributed growth, dead limbs and clearance issues. The tree involved in this claim was last trimmed in 2011. The tree is an Arizona Ash and is one of the original parkway trees, having been planted when community was established and built in the late 1950's. So tree is nearing 60 years old and this species of tree tends to have problems with large limbs breaking off on older trees. We can't predict if or when this could happen unless the tree is showing visual signs of hazard potential, apart from the normal hazard rating based on its age, size, location and condition. The trees are inspected for problems when they are trimmed and I do field inspections continuously but visual problems can appear rather suddenly and could appear in between inspections.

Let me know if you have any more questions.

Thank you,

Mary Kingman

Tree Consultant

mkingman@rossmoor-csd.org

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-16

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: RESOLUTION NO. 14-11-11-02 DESIGNATING THE OFFICIALS AUTHORIZED TO PREPARE SUMMARIES OF ORDINANCES.

RECOMMENDATION:

Approve by roll call vote, Resolution No.14-11-11-02 by reading the title only and waiving further reading as follows:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT
DESIGNATING THE OFFICIALS AUTHORIZED TO PREPARE
SUMMARIES OF ORDINANCES.**

BACKGROUND:

The Government Code allows the District to publish summaries of ordinances in the newspaper. General Counsel has opined that the Board should specifically designate the officials authorized to prepare the summaries under Government Code Section 25124. Therefore the attached resolution is recommended for your approval.

ATTACHMENTS:

1. Resolution No.14-11-11-02 Designating the Officials Authorized to Prepare Summaries of Ordinances.

ROSSMOOR COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 14-11-11-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING THE
OFFICIALS AUTHORIZED TO PREPARE SUMMARIES OF
ORDINANCES.**

WHEREAS, the Board of Directors of the Rossmoor Community Services District determines that it is more efficient and desirable to cause summaries of introduced and adopted ordinances to be prepared and published to conform to the requirements of Government Code section 25124.

WHEREAS, the Board of Directors of the Rossmoor Community Services District further desires that the General Manager, the Secretary and the General Counsel be designated as those officials that are each authorized by the Board to prepare summaries of all ordinances for publication as required by the Government Code, and to specifically ratify and approve the summaries prepared by these officials for Ordinances 2014-03 through 2014-09 inclusive.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Rossmoor Community Services District has designated the General Manager, the Secretary and the General Counsel as the officials who are each authorized to prepare summaries of introduced and adopted ordinances.

BE IT FURTHER RESOLVED that the Board of Directors of the Rossmoor Community Services District hereby ratifies and approves the summaries prepared by these officials for Ordinances 2014-03 through 2014-09 inclusive, attached hereto.

PASSED AND ADOPTED this 11th day of November, 2014.

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Maynard, President
Rossmoor Community Services District

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: SECOND READING OF REVISED POLICY NO.3050 PURCHASING AND REVISED POLICY NO. 4055 DISTRICT BANK AND INVESTMENT ACCOUNTS

RECOMMENDATION:

Give second reading and approve proposed revision of Policy No. 3050 Purchasing and Policy No. 4055 District Bank and Investment Accounts.

BACKGROUND:

The Board gave first reading to the proposed revisions these policies at your October meeting. These changes were proposed in an effort to streamline our organization and create greater efficiency in our administrative operations. This matter was discussed at the September 24, 2014 Audit Committee meeting regarding modification of Policy No 3050 and Policy No. 4055. The Committee voted to recommend approval of these revisions by the Board.

Once approved, these policy modifications would:

1. Authorize the General Manager to implement direct deposit of bi-monthly payroll.
2. Authorize the General Manager to combine all board member stipends into one monthly payment rather than the pay-per-meeting model we currently have in place.

The attached policy changes were reviewed by General Counsel and the District Auditor with no recommend changes. The proposed policies are attached.

ATTACHMENTS:

1. Policy No. 3050 Purchasing.
 - a. Current
 - b. Redline
 - c. Proposed
2. Policy No. 4055 District Bank and Investment Accounts.
 - a. Current
 - b. Redline
 - c. Proposed

Policy

No. 3050

PURCHASING

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget.

3050.20 Limits on Expenditures: The General Manager shall obtain Board approval for any ordinary expense that exceeds \$5,000.

3050.30 Required Check Signatures: All District checks require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.30 Required Payment Signatures: All District payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$500. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

3050.60 Public Works Projects: The General Manager shall conduct a competitive bid process in accordance with the Government Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project which is estimated to cost in excess of \$25,000. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000 General Manager Authority and Responsibilities.

Rossmoor Community Services District

Policy

No. 4055

DISTRICT BANK AND INVESTMENT ACCOUNTS

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

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

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

4055.12 Payment Signing Approvals: Two signatures from official signatories shall be required **on all payments** issued by the District, **either on actual checks or other documentation supporting the amount paid out.**

4055.20 Official Signatories: The following named officials of the District are authorized signatories: President, 1st Vice President, 2nd Vice President and General Manager.

4065.30 Proceeds from Closed Accounts: Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

4055.40 Reinvestment of Funds from a Closed Account: As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987
Approved renumbering & format: October
8, 2002 Reaffirmed: June 10, 2003
Amended: July 12, 2005
Amended: July 13, 2010

No Changes

Rossmoor Community Services District

Policy

No. 4030

BOARD REMUNERATION AND REIMBURSEMENT

Board Remuneration and Reimbursement: California Government Code Section 61047(a) provides that that the board may provide that each Director may receive compensation in an amount not to exceed \$100 for each day of service and a Director shall not receive compensation for more six (6) days of service in a month. Government Code Section 61047(b) provides that the Board, by ordinance adopted pursuant to Water Code Section 20200 et seq., may increase the amount of compensation that may be received by members of the Board. Government Code Section 61047(c) provides that the Board may receive their actual and necessary traveling and incidental expenses incurred while on official business.

A Director shall receive \$100 compensation for attendance at each District Board meeting and each District standing committee meeting as provided for under the Brown Act (Government Code Section 54952(b)). A Director shall receive \$50 compensation for attendance at each District ad hoc or advisory committee meeting as provided for under Brown Act (Government Code Section 54952(b)) as well as for each "Day of Service" to the District rendered as a Director when requested by the Board. In no event shall compensation paid pursuant to this policy exceed \$600 per Director per calendar month.

For the purposes of 4030.01, payment for a Day of Service to the District rendered as a Director shall be limited to Board approved:

- Representation of the District by a Director at meetings of other governmental entities if requested by this Board.
- Representation of the District by a Director at such conferences, community meetings or other events as is specifically requested by this Board.

Reasonable expenses as required or authorized by the Board, including mileage, incurred by a Director in the performance of his or her official duties as a Board member, shall be reimbursed upon submittal of documentation showing the date, amount and purpose of such expenditures. Such reasonable expenses shall include actual and necessary traveling and incidental expenses incurred while on official business. Pursuant to Government Code Section 53232.2(c), the District shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses.

Adopted: Resolution 87-6 January 28, 1987
Adopted: Policy 4030 June 10, 2003
Amended: September 14, 2004
Amended: January 13, 2009
Amended: January 11, 2011

Rossmoor Community Services District

Policy

No. 3050

PURCHASING

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

3050.20 Limits on Expenditures: The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

3050.30 Required Check Signatures: All District checks require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

3050.60 Public Works Projects: The General Manager shall conduct a competitive bid process in accordance with the Government Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project which is estimated to cost in excess of \$25,000. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003
Amended: April 10, 2007
Amended: October 9, 2007

Rossmoor Community Services District

Policy

No. 3050

PURCHASING

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

3050.20 Limits on Expenditures: The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

3050.30 Required CheckPayment Signatures: All District ~~check~~payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

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3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003

Amended: April 10, 2007

Amended: October 9, 2007

Amended:

Rossmoor Community Services District

Policy

No. 3050

PURCHASING

3050.10 Expense Authorization: The General Manager has the authority and responsibility for managing and expending District funds in accordance with the approved annual District Final Budget (see Policy No. 2000, General Manager Authority and Responsibilities).

3050.20 Limits on Expenditures: The General Manager shall report promptly to the Board any expenditure for equipment, supplies or contract services that exceeds \$5,000. Any contract for goods or services totaling \$10,000 or more, in any one year or any amendment or extension thereto involving a change of more than \$10,000 shall be subject to Board review and approval.

3050.30 Required Payment Signatures: All District payments require two signatures in accordance with Policy No. 4055. All requests for payment shall be accompanied by an invoice or other documentation supporting the claim.

3050.40 Credit Card: The District credit card shall have a limit of \$5,000. Review of the claims and payments will be performed in the manner required by Policy 3050.30, above.

3050.50 Revolving Cash Fund: The Revolving Cash Fund for incidental expenses shall be \$400. A review of these expenditures for authorization by the approved District Budget shall be performed prior to replenishment of the fund.

3050.60 Public Works Projects: The General Manager shall conduct a competitive bid process in accordance with the Government Contract Code, including noticed bidding and sealed bids for any contract for the construction of a public works project which is estimated to cost in excess of \$25,000. The General Manager shall present the competitive bid results to the Board and the Board shall award the contract, if at all, to the lowest responsive and responsible bidder.

3050.70 Emergency Expenditures: All emergency expenditures shall be in accordance with Policy No. 2000.160.

Adopted: December 9, 2003
Amended: April 10, 2007
Amended: October 9, 2007
Amended:

Rossmoor Community Services District

Policy

No. 4055

DISTRICT BANK AND INVESTMENT ACCOUNTS

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

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

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

4055.20 Official Signatories: The following named officials of the District are authorized signatories: President, 1st Vice President, 2nd Vice President and General Manager.

4065.30 Proceeds from Closed Accounts: Any proceeds from a closed banking account, investment account and interest or dividend payment shall be immediately deposited into the District's checking or LAIF account.

4055.40 Reinvestment of Funds from a Closed Account: As soon as practicable thereafter, the Investment Committee shall meet *and* recommend to the Board the *reinvestment* of proceeds *and* other monies from a closed account. The Board shall determine the final placement of such funds.

Adopted: Resolution 87-5, January 28, 1987
Approved renumbering & format: October 8, 2002
Reaffirmed: June 10, 2003
Amended: July 12, 2005
Amended: July 13, 2010

Rossmoor Community Services District

Policy

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: November 11, 2014
To: Honorable Board of Directors
From: General Manager
Subject: THIRD AMENDMENT TO LANDSCAPING PROFESSIONAL SERVICES AGREEMENT

RECOMMENDATION:

Authorize General Manager to execute a third amendment to Professional Services Agreement with ValleyCrest Landscaping Services, Inc. to provide landscaping services for the District's parks and other facilities.

BACKGROUND:

Landscaping services for the District are currently provided by ValleyCrest Landscaping Maintenance. The current term of the Agreement is for two years with an option for three (3) one (1) year extended terms. The original term expired in December, 2012.

Attached is a Draft Extended Term Professional Services Agreement which contains the contractor's proposal providing landscaping services for an additional year. The service provided by ValleyCrest has been of good quality and the pricing has been competitive. The General Manager has met with ValleyCrest and they have agreed to maintain their original bid price of \$70,800 per annum. Their staff provides adequate work hours for a level of service commensurate with Rossmoor's community standards.

ATTACHMENTS:

1. Letter dated October 29, 2014 from ValleyCrest Landscaping Services, Inc, re: Request for Extended Agreement.
2. Amendment No. 3 to Professional Services Agreement- ValleyCrest Landscaping Services, Inc.



Rossmoor Community Services District

3001 Blum Drive, Rossmoor, CA 90720

10/29/2014

James D. Ruth
Rossmoor Community Services
3001 Blume Drive
Rossmoor, CA 90720

Dear James,

Per our discussion on Thursday, October 23rd regarding the 2014-2015 service agreement, this letter is to confirm that the terms and conditions of our agreement will remain the same.

We appreciate your business and we look forward to providing you excellent service now, and in the years to come. Please feel free to contact our offices at 714-546-7843 with any questions and concerns. You may also reach me at 949-939-4392.

Please sign below as an acknowledgement 2014-2015 agreement, thank you.

James D. Ruth

A handwritten signature in black ink, appearing to read "John T. Cox", with a long horizontal flourish extending to the right.

John Cox
Operations Manager

Whittier Branch
1960 South Yale Street
Santa Ana, CA 92704
tel: 949.939.4392
fax: 714.414.0926

www.valleycrest.com

DRAFT
AMENDMENT NO. 3 TO AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES BETWEEN ROSSMOOR COMMUNITY SERVICES DISTRICT AND VALLEY CREST LANDSCAPE MAINTENANCE, INC.

This Amendment No. 3 (“Amendment”) to the Professional Services Agreement for landscape maintenance services is made and entered into this 11th day of November, 2014 by and between the Rossmoor Community Services District (“District”) and ValleyCrest Landscape Maintenance, Inc. (“Contractor”).

RECITALS

WHEREAS, on December 14, 2010, District and Contractor entered into Professional Services Agreement for landscape maintenance services (the “Agreement”);

WHEREAS, the Agreement is set to expire on December 13, 2014;

WHEREAS, District and Contractor desire to amend the Agreement to provide for a one year extension of the term;

WHEREAS, at the November 11, 2014 regular meeting of the District’s Board of Directors, the Board voted to authorize the General Manager to execute an amendment providing for a one-year extension of the Agreement;

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein and in the Agreement amended hereby, the parties agree as follows:

1. The term of the Agreement is hereby extended to and through December 13, 2015.
2. All terms and conditions of the December 14, 2010 Agreement that have not been amended by this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed and entered into this Amendment as of the date first written above.

ROSSMOOR COMMUNITY SERVICES DISTRICT

VALLEY CREST LANDSCAPE MAINTENANCE, INC.

By: _____
James D. Ruth
General Manager

By: _____
Danny McNamara
Regional Manager