

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board

Agenda Package

February 10, 2015

BOARD OF DIRECTORS

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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, February 10, 2015

7:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Burgess, Casey, DeMarco, Maynard
President Kahlert
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS:
 - a. Orange County Sheriff's Department Lieutenant Rob Gunzel: Quarterly Crime Statistics
 - b. Orange County Emergency Management Presentation

B. ADDITIONS TO AGENDA - None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD

1. BUDGET COMMITTEE: FY 2014-2015 MID-YEAR BUDGET ADJUSTMENTS

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular Board Meeting of January 13 2015.
- b. PIFC Meeting of January 13, 2015.
- c. Special Board Meeting of January 29, 2015.

2. DECEMBER REVENUE AND EXPENDITURE REPORT.

3. QUARTERLY COYOTE SIGHTINGS/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:

1. DISTRICT MISSION STATEMENT, GOALS AND OBJECTIVES.

G. RESOLUTIONS

1. RESOLUTION NO. 15-02-10-01 ESTABLISHING THE MID-YEAR ADJUSTED BUDGET REVENUE AND EXPENDITURES TOTALS AMOUNT FOR FISCAL YEAR 2014-2015.

ORDINANCES

2. SECOND READING OF DRAFT ORDINANCE 2015-01 RULES AND REGULATIONS FOR THE USE OF DISTRICT PROPERTY-ALCOHOL.

H. REGULAR CALENDAR

1. ADJUSTMENT OF COMPENSATION FOR UNREPRESENTED EMPLOYEE-GENERAL MANAGER

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 - None

L. ADJOURNMENT

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

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

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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the February 10, 2015, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date Feb 3, 2015

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF FEBRUARY 10, 2015

RECOMMENDATION:

Receive presentations.

BACKGROUND:

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

- a. OCSD Lt. Robert Gunzel re: Quarterly Crime Statistics
- b. Director of County Emergency Management re: Disaster Preparedness and Emergency Management

ATTACHMENTS:

1. Quarterly Crime Statistics



Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October—November—December 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

2014 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	1*	1	0	0	0	0	2
211	0	0	1	0	0	0	0	0	0	0	0	0	1
245	0	0	0	0	0	0	0	0	0	0	0	0	0
459C	0	0	0	0	0	0	0	0	0	0	0	0	0
459R	3*	2	2	2	7	4	6*	1	0	0	0	3	30*
459V	0	0	0	1	0	0	1	0	0	1	2	3	8
487	0	1	0	0	1	0	0	0	0	2	0	2	6
488	3	0	1	1	1	1	0	3	2	2	3	1	18
594	0	0	1	0	1	2	1	0	1	0	3	1	10
594G	0	0	1	0	0	0	0	1	0	0	0	0	2
10851	2	0	0	3	0	1	0	0	0	0	2	2	10
Total	8	3	6	7	10	8	9	6	3	5	10	12	87

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

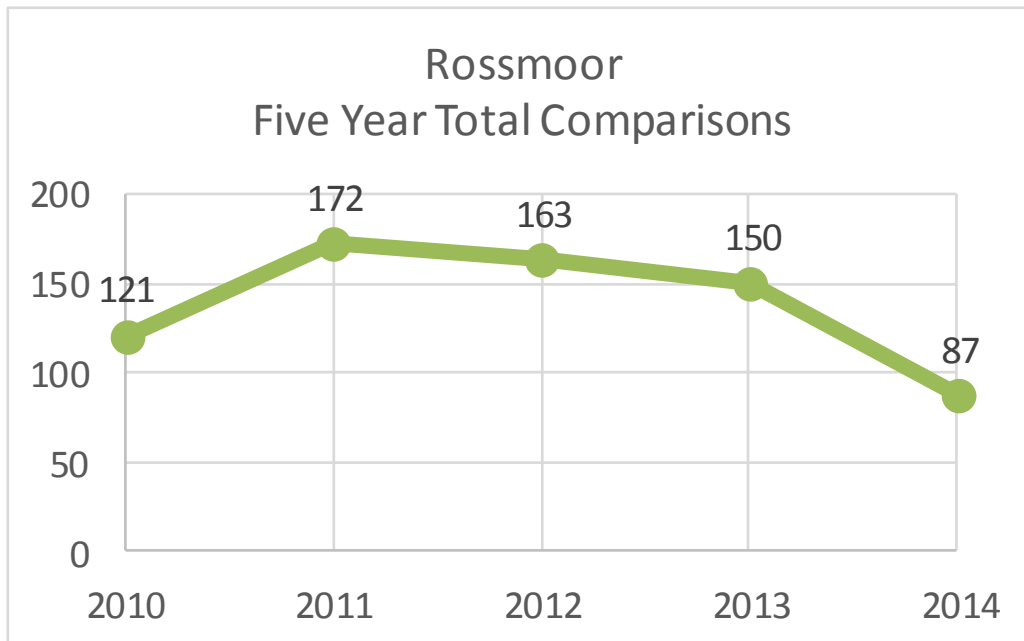


Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October—November—December 2014

Offense	2010	2011	2012	2013	2014
187	0	0	1*	0	2
211	3	3*	1	7	1
245	0	1	1	7	0
459C	2*	2	2	5	0
459R	30*	33	44*	16*	30*
459V	22	27	16*	8	8
487	12	22	22	8	6
488	37*	50	37	36	18
594	7	26	25	22	10
594G	5	0	4	6	2
10851	0	6	6	35*	10
Total	121*	172*	163*	150*	87

* includes attempts
Started tracking 10851 in 2011



Crime decreased 42% in 2014 compared to 2013



Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October—November—December 2014

Monthly Summary of Crimes

October 2014

- There was one vehicle burglary (PC 459V) on Salmon Drive. Suspect pried open a door handle to unlock. Loss of a 3rd row bench, purse wallet, currency, and gift cards.
- There were two grand thefts (PC 487):
 - On Weatherby Road, suspect was an uninvited guest at a party. Suspect took a laptop, jewelry, a watch, perfume, a tablet, sunglasses, etc.
 - On Donovan Road, a cell phone, currency and a laptop were taken from an unlocked vehicle.
- There were two petty thefts (PC 488):
 - On Orangewood Avenue, money was taken out of a wallet, possible suspect is victim's granddaughter or her boyfriend.
 - On Burney Place, a cell phone, currency and a laptop were taken from a vehicle.

November 2014

- There was one vehicle burglary (PC 459V) on Tigertail Drive. Victims were inside their home when they heard a loud noise outside, when they looked outside they saw someone near their vehicle, while the wife called 911 the husband opened the front door and yelled out to the suspect. Suspect fled the scene.
- There were three petty thefts (PC 488):
 - A wallet with cash and credit cards were taken from an unlocked vehicle parked on Kempton Drive.
 - On Montecito Road, the victim was unloading several bags when suspect removed some prescription medicine and toys from the open trunk.
 - On Montecito Road, ???
- There were three incidents of vandalism (PC 594):
 - On Kensington Road, the contents of the middle console were strewn about, owner of vehicle does not remember if he locked the vehicle or not. No signs of forced entry.
 - On Rowena, the tires of a vehicle were slashed, victim believes the suspect to be an acquaintance of his son's.
 - On Brimhall Drive, a vehicle was dented.
- There were two stolen vehicles (VC 10851):
 - Los Alamitos Boulevard, victim left his keys in his car.
 - A vehicle was taken from Foster Road.



Orange County Sheriff's Department

Rossmoor 4th Quarterly Report October—November—December 2014

Monthly Summary of Crimes

December 2014

- There were three residential burglaries (PC 459R):
 - On Bradbury Road, suspect took a bike from a garage.
 - On Yellowtail, the suspect entered through an unlocked side garage door and removed numerous items from home. Loss of a laptop, camera, etc.
 - On Bradbury, suspect cut the padlock from a garage door and removed property. Loss of a guitar foot pedal, speaker and amplifier.
- There were three vehicle burglaries (PC 459V):
 - On Rowena Drive, a vehicle was broken into and a GPS device, makeup and currency were removed along with a spare key to the other vehicle. No signs of forced entry.
 - On Rowena Drive, golf clubs, a GPS device, ipad, sunglasses and headphones were removed from a locked vehicle.
 - On Gertrude Drive, suspect smashed the window and removed wrapped presents in a bag.
- There were two grand thefts (PC 487):
 - On Ballantine Drive, a tailgate was removed from a truck.
 - On Martha Ann Drive, a catalytic converter was removed from a vehicle.
- There was one petty theft (PC 488) on Foster Road, suspect removed a Fed Ex package from the front door.
- There was one act of vandalism (PC 594) on Montecito Road suspect spray painted a vehicle door.
- There were two stolen vehicles (VC 10851) one was parked on Quail Run Road and the other one Donnie Ann Road.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: February 10, 2015

To: Honorable Board of Directors

From: Budget Committee

Via: General Manager

SUBJECT: FY 2014-2015 MID-YEAR BUDGET ADJUSTMENTS

RECOMMENDATION:

Adopt recommended Mid-Year Budget Adjustments for FY 2014-2015.

BACKGROUND:

In accordance with Policy No. 3020, the Budget Committee shall review budget adjustments prepared by the General Manager prior to the February Board meeting. It is also practical for the Public Works/CIP Committee to review the Capital Improvement Program project list and determine any reordering of project priorities and any budget implications resulting there from.

The Public Works/CIP Committee met on January 8, 2015 to discuss and make recommendations on the District's Fund 40 budget and Project List. As a result of projects already approved and/or underway, the Project List was modified in accordance with the remaining monies in this fiscal year's budget. The Committee's recommendations are to:

1. Proceed with the Rossmoor Signature Wall repair.
2. Increase the funds for the Rush Park Picnic Area Canopy to \$56,079

The Budget Committee met on January 29, 2015 to discuss and make recommendations on the District's Mid-Year Budget adjustments. The Amended Budget incorporated are the Budget Committee's recommendations, which also take into account the recommendations of the Public Works/CIP Committee. The Committee also

recommended approval of Resolution No. 15-02-10-01 establishing revenue and expenditure total amounts for the mid-year adjustments which is agendized further in this Agenda.

Revenues for this fiscal year have improved as a result of higher property tax payments to the County. This increase, however, is insufficient to cover this year's increased expenses. Therefore, a transfer of \$35,000 from the Fund 10 Reserve Account to the Fund 10 Operating Budget is needed.

Primarily, costs for legal services have exceeded the amounts in the District's approved FY 2014-2015 Budget. A substantial portion of these expenses were related to the District's lawsuit regarding the illegal removal of a parkway tree. While this was a sizeable expense, the District prevailed in establishing a precedent for recovering the cost of an illegally removed tree at the value of the mature tree. This should provide a disincentive for illegal tree removals in the future.

Other budget expenses have increased in accordance with Board initiatives such as opposing toll lanes on the I-405 Improvement Project, opposing the installation of SoCal Gas data collection units (antennas) in Rossmoor, and the implementation of District Ordinances for the enforcement of District policies regarding the use of parks and facilities. The latter will, for the first time, enable the District to enter into agreements for the for-profit use of parks and facilities and to share a portion of the funds generated by those for-profit activities.

There are sufficient unbudgeted funds to make the recommended budget adjustments and to close the fiscal year in balance. Therefore, the use of reserves will need to be authorized to cover this shortfall. As staff begins preparation for next fiscal year's budget, the Public Works/CIP Committee and Budget Committee will be kept apprised of any fiscal issues as they arise.

ATTACHMENTS:

1. Budget Committee Agenda Item C-1 re: Mid-Year Budget Adjustment Recommendations.
2. Policy No. 3020 Budget Preparation, Adoption and Revision.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: January 29, 2015
To: Budget Committee
From: General Manager
Subject: DISCUSSION WITH GENERAL MANAGER RE: FY 2014-2015 MID-YEAR BUDGET ADJUSTMENTS

RECOMMENDATION:

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

BACKGROUND:

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

The Public Works/CIP Committee has also met to discuss the current project list January 8, 2014. The Public Works/CIP Committee's and Budget recommendations are attached for you review and input.

ATTACHMENTS:

1. Report to the Budget Committee-FY 2014-2015 Mid-Year Budget Adjustments.
2. Listing of Recommended Budget Adjustments.
3. December 2014 Revenue and Expenditure Report.
4. Draft Resolution No. 15-02-10-01 w/Attachment A.
5. Policy No. 3020 Budget Preparation, Adoption and Revision.

**REPORT TO BUDGET COMMITTEE
FY 2014-2015 MID-YEAR BUDGET ADJUSTMENTS**

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GENERAL FUND SUMMARY - FUND 10

	2013-14	2014-2015	2014-2015	2014-2015	
	ACTUAL	FINAL	DECEMBER	AMENDED	VARIANCE
		BUDGET	2014 ACTUAL	BUDGET	
Fund Balance End FY 2013-2014	827,014	802,718	802,718	802,718	0
Transfer from Reserve to Fund 40	0	100,000	100,000	100,000	0
Transfer from Reserve to Fund 10	0	0	0	35,000	35,000
Fund Balance FY 2014-2015	827,014	802,718	802,718	767,718	(35,000)
<u>General Fund Revenues</u>					
Property Taxes	742,013	753,614	414,899	767,129	13,516
Street Light Assessments	260,345	258,000	144,914	265,000	7,000
Interest on Investments	2,413	2,000	387	2,500	500
From Other Govt. Agencies	57,429	57,800	806	60,800	3,000
Permit and Rental Fees	149,663	159,900	71,157	159,900	0
Miscellaneous Revenues	45,864	23,500	1,458	58,500	35,000
Total General Fund Revenues	1,257,727	1,254,814	633,621	1,313,829	59,016
<u>General Fund Expenditures</u>					
Administrative Services	409,155	391,200	240,571	426,141	34,941
Recreation	116,660	122,553	63,881	123,003	450
Rossmoor Park	193,762	170,513	96,046	193,835	23,322
Montecito Center	73,638	70,012	38,774	74,010	3,998
Rush Park	210,554	207,430	98,307	204,524	-2,906
Street Lighting	96,530	110,580	45,047	105,580	-5,000
Rossmoor Signature Wall	2,000	2,100	2,100	2,100	0
Street Sweeping	54,729	55,580	22,866	55,080	-500
Parkway Trees	107,474	104,775	75,793	108,775	4,000
Mini-Parks and Medians	17,521	15,714	6,575	15,714	0
Total General Fund Expenditures	1,282,023	1,250,457	689,960	1,308,762	58,305
Revenues Less Expenditures	-24,296	4,357	-56,338	5,067	711
Fund Balance, End of Year	802,718	802,718	802,718	767,718	

GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10

ACCOUNT NO.		2013-14 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
General Fund Revenues							
Property Taxes							
10-00-3000	Current Secured	677,831	689,313	381,297	698,000	8,688	FY 14-15 actual + FY 13-14 actual
10-00-3001	Current Unsecured	21,146	26,010	20,363	26,010	0	
10-00-3002	Prior Secured	9,217	10,200	5,222	10,200	0	
10-00-3003	Prior Unsecured	4,577	449	0	4,577	4,128	
10-00-3004	Delinquent Property Taxes	357	510	0	510	0	
10-00-3010	Current Supplemental Assmnt.	16,954	15,300	8,017	16,000	700	FY 14-15 actual + FY 13-14 actual
10-00-3020	Public Utility	11,931	11,832	0	11,832	0	
Total Property Taxes		742,013	753,614	414,899	767,129	13,516	
Street Light Assessments							
10-00-3105	Assessments	260,345	258,000	144,914	265,000	7,000	FY 14-15 actual + FY 13-14 actual
Interest on Investments							
10-00-3200	Interest	2,413	2,000	387	2,500		
From Other Governmental Agencies							
10-00-3301	State-Homeowners Prop. Tax Relief	5,429	5,800	806	5,800	0	
10-00-3305	County-Street Sweep Reimburse.	52,000	52,000	0	55,000	3,000	Contract increased by County
Total From Other Governmental Agencies		57,429	57,800	806	60,800	3,000	
Permit and Rental Fees							
10-00-3404	Tree Permits	0	0	0	0	0	
10-00-3404	Tennis Reservations	13,235	14,040	7,664	14,040	0	
10-00-3405	Wall Rental	540	520	220	520	0	
10-00-3406	Volleyball & Ball Field Reservations	27,529	28,600	11,110	28,600	0	
10-00-3410	Rossmoor Building Rental	4,430	4,680	2,244	4,680	0	
10-00-3412	Montecito Building Rental	23,937	25,220	9,683	25,220	0	
10-00-3414	Rush Building Rental	79,992	86,840	40,236	86,840	0	
Total Fees		149,663	159,900	71,157	159,900	0	
Miscellaneous Revenues							
10-00-3500	Miscellaneous	2,364	3,500	1,458	3,500	0	
10-00-3502	Admin Fees	20,000	20,000	0	20,000	0	
10-00-3600	Transfer In	17,500	0	0	35,000	35,000	Transfer from Reserve needed to balance budget
Total Miscellaneous Revenues		45,864	23,500	1,458	58,500	35,000	
Total General Fund Revenues		1,257,727	1,254,814	633,621	1,313,829	59,016	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 10 Administrative Services

ACCOUNT NO.		2013-2014 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Department 10 Administrative Services							
Salaries and Benefits							
10-10-4000	Board of Directors' Compensation	11,650	14,000	4,250	11,000	(3,000)	FY 14-15 actual + FY 13-14 actual
10-10-4001	Full Time	148,305	156,000	88,668	172,000	16,000	Additional workload/vacations cashed in/bonus
10-10-4003	Overtime	3,571	3,300	1,748	3,600	300	Additional workload
10-10-4007	Vehicle Allowance	396	500	168	500	0	
10-10-4010	Workers' Comp. Insurance	1,607	3,600	1,634	2,600	(1,000)	Premium reduced+ refunds
10-10-4011	Medical Insurance	30,572	27,500	17,446	31,000	3,500	Coverage changes/actual/premium increase
10-10-4015	Federal Payroll Taxes	9,589	8,800	7,955	12,750	3,950	Additional payroll
10-10-4018	State Payroll Taxes	399	1,100	106	500	(600)	FY 14-15 actual + FY 13-14 actual
Total Salaries and Benefits		206,090	214,800	121,975	233,950	19,150	
Operations and Maintenance							
10-10-5002	Insurance - Liability	12,389	12,500	13,187	13,187	687	Increased premium
10-10-5004	Membership & Dues	6,506	6,400	5,752	6,400	0	
10-10-5006	Travel & Meetings	402	1,500	1,345	1,500	0	
10-10-5007	Board Meetings Televised Exp	17,566	17,200	8,584	17,200	0	
10-10-5010	Publications & Legal Notices	6,589	7,200	4,198	7,200	0	
10-10-5012	Printing	748	400	318	700	300	FY 14-15 actual + FY 13-14 actual
10-10-5014	Postage	1,346	2,000	1,118	2,000	0	
10-10-5016	Office & Meeting Supplies	9,892	7,200	3,576	7,200	0	
10-10-5020	Telephone	1,177	1,000	755	1,500	500	FY 14-15 actual + FY 13-14 actual
10-10-5045	Miscellaneous Expenditures	14,585	5,500	919	5,500	0	
10-10-5046	Bank Service Charges	796	1,000	561	1,000	0	
10-10-5050	Elections	0	12,000	0	5,604	(6,396)	Actual bill received 1/15/15
10-10-5051	Equipment Rental	0	0	0	0	0	
Total Operations and Maintenance		71,996	73,900	40,313	68,991	(4,909)	
Contract Services							
10-10-5610	Legal Services	52,228	38,000	40,202	54,500	16,500	Additional legal expenses due ordinances, lawsuit, board meetings
10-10-5615	Financial Services	8,500	8,500	8,700	8,700	200	Additional time charged to address resident's concerns
10-10-5620	Miscellaneous Studies	1,591	0	0	0	0	
10-10-5670	Other Professional Services	66,022	50,000	25,316	50,000	0	
Total Contract Services		128,340	96,500	74,218	113,200	16,700	
Capital Expenditures							
10-10-6010		2,729	6,000	4,065	10,000	4,000	Printer/Copier purchased
Total Administrative Services		409,155	391,200	240,571	426,141	34,941	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 20 Recreation

ACCOUNT NO.		2013-2014 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Department 20 Recreation							
Salaries and Benefits							
10-20-4001	Full Time	51,620	51,229	25,505	51,229	0	
10-20-4002	Part Time	20,267	22,104	11,601	22,104	0	
10-20-4003	Overtime	3,666	3,640	1,291	3,640	0	
10-20-4005	Event Attendant	16	200	353	400	200	Coverage needed for summer events
10-20-4007	Vehicle Allowance	193	500	168	350	(150)	Premium reduced+ refunds
10-20-4010	Workers' Comp. Insurance	809	1,080	661	1,080	0	
10-20-4011	Medical Insurance	7,773	7,000	4,435	8,000	1,000	Coverage changes/actual/premium increase
10-20-4015	Federal Payroll Tax	5,632	5,500	2,963	5,500	0	
10-20-4018	State Payroll Taxes	491	1,100	10	600	(500)	FY 14-15 actual + FY 13-14 actual
Total Salaries and Benefits		90,467	92,353	46,987	92,903	550	
Operations and Maintenance							
10-20-5006	Travel & Meetings	130	250	220	400	150	Additional training needed
10-20-5010	Publications & Legal Notices	150	200	0	200	0	
10-20-5012	Printing	29	100	50	100	0	
10-20-5014	Postage	66	150	66	150	0	
10-20-5016	Office & Meeting Supplies	1,574	1,000	693	1,000	0	
10-20-5017	Community Events	12,288	14,000	7,338	14,000	0	
10-20-5019	Fireworks	6,200	6,200	6,200	6,200	0	
10-20-5020	Telephone	1,860	1,800	755	1,800	0	
10-20-5045	Miscellaneous Expenditures	165	500	0	500	0	
10-20-5051	Equipment Rental	0	500	0	250	(250)	FY 14-15 actual + FY 13-14 actual
Total Operations and Maintenance		22,461	24,700	15,322	24,600	(100)	
Contract Services							
10-20-5670	Other Professional Services	3,705	3,500	1,539	3,500	0	
Total Contract Services		3,705	3,500	1,539	3,500	0	
Capital Expenditures							
10-20-6010	Equipment	27	2,000	33	2,000	0	
Total Capital Expenditures		27	2,000	33	2,000	0	
Total Recreation		116,660	122,553	63,881	123,003	450	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 30 Rossmoor Park

<u>ACCOUNT NO.</u>		<u>2013-2014</u>	<u>2014-2015</u>	<u>DECEMBER</u>	<u>2014-2015</u>		
		<u>ACTUAL</u>	<u>FINAL</u>	<u>2014</u>	<u>AMENDED</u>	<u>VARIANCE</u>	<u>FOOTNOTE</u>
		<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
Department 30 Rossmoor Park							
Salaries and Benefits							
10-30-4001	Full Time	35,350	31,252	19,103	37,500	6,248	Additional workload/vacation cashed in/bonus
10-30-4002	Part Time	10,425	6,851	5,431	10,600	3,749	Additional workload/vacation cashed in
10-30-4003	Overtime	1,938	1,900	1,113	2,200	300	Additional workload
10-30-4005	Event Attendant	164	250	0	250	0	
10-30-4010	Workers' Comp. Insurance	1,923	3,800	1,634	2,800	(1,000)	Premium reduced+ refunds
10-30-4011	Medical Insurance	9,602	8,700	5,479	10,000	1,300	Coverage changes/actual/premium increase
10-30-4015	Federal Payroll Taxes	3,395	3,600	1,959	4,000	400	Additional payroll
10-30-4018	State Payroll Taxes	178	660	15	260	(400)	FY 14-15 actual + FY 13-14 actual
Total Salaries and Benefits		62,975	57,013	34,734	67,610	10,597	0
Operations and Maintenance							
10-30-5010	Publications & Legal Notices	150	300	0	300	0	
10-30-5012	Printing	14	50	25	50	0	
10-30-5014	Postage	22	50	23	50	0	
10-30-5016	Office & Meeting Supplies	1,180	900	347	900	0	
10-30-5018	Janitorial Supplies	4,688	4,500	1,628	4,500	0	
10-30-5020	Telephone	1,872	1,600	755	1,600	0	
10-30-5022	Utilities	65,795	48,000	28,794	55,000	7,000	Unable to have planned 20% reduction in water due leaks in park
10-30-5025	Sewer Tax	853	900	0	875	(25)	invoice Received
10-30-5030	Vehicle Maintenance	860	1,000	373	1,000	0	
10-30-5032	Buildings & Grounds-Maintenance.	17,722	16,000	10,645	22,000	6,000	Repairs needed on playground, roll-up door, all tennis locks changed; lights installed to deter climbing on roof; field repair
10-30-5034	Alarm Systems/Security	742	750	201	750	0	
10-30-5045	Miscellaneous/Expenditures	135	500	118	500	0	
10-30-5051	Equipment Rental	0	500	0	500	0	
10-30-5052	Minor Facility Repairs/Tools	0	500	0	500	0	
Total Operations and Maintenance		94,035	75,550	42,909	88,525	12,975	
Contact Services							
10-30-5655	Landscape Maintenance	31,860	33,000	15,930	33,000	0	
10-30-5656	Park Tree Trimming	1,053	1,200	878	950	(250)	No further tree trimming planned this FY
10-30-5670	Other Professional Services	3,804	3,500	1,472	3,500	0	
Total Contract Services		36,716	37,700	18,280	37,450	(250)	
Capital Expenditures							
10-30-6010	Equipment	35	250	123	250		
Total Capital Expenditures		35	250	123	250	0	
Total Rossmoor Park		193,762	170,513	96,046	193,835	23,322	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 40 Montecito Center

ACCOUNT NO.		2013-2014 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Department 40 Montecito Center							
Salaries and Benefits							
10-40-4001	Full Time	30,174	26,137	16,407	31,000	4,863	Additional workload/vacation cashed in/bonus
10-40-4002	Part Time	3,798	3,425	2,298	4,000	575	Additional workload/vacation cashed in
10-40-4003	Overtime	1,162	1,000	737	1,200	200	Additional workload
10-40-4005	Event Attendant	0	0	0	0	0	
10-40-4010	Workers' Comp. Insurance	1,486	3,000	1,314	2,250	(750)	Premium reduced+ refunds
10-40-4011	Medical Insurance	7,771	7,100	4,433	8,100	1,000	Coverage changes/actual/premium increase
10-40-4015	Federal Payroll Taxes	2,597	2,500	1,485	2,750	250	Additional payroll
10-40-4018	State Payroll Taxes	115	600	5	125	(475)	FY 14-15 actual + FY 13-14 actual
Total Salaries and Benefits		47,103	43,762	26,679	49,425	5,663	
Operations and Maintenance							
10-40-5010	Publications & Legal Notices	100	200	0	200	0	
10-40-5012	Printing	14	50	25	50	0	
10-40-5014	Postage	22	50	23	50	0	
10-40-5016	Office & Meeting Supplies	2,062	900	347	900	0	
10-40-5018	Janitorial Supplies	3,606	3,000	1,628	3,000	0	
10-40-5020	Telephone	1,872	1,650	755	1,650	0	
10-40-5022	Utilities	3,903	4,000	2,002	4,000	0	
10-40-5025	Sewer Tax	716	750	0	735	(15)	Invoice Received
10-40-5030	Vehicle Maintenance	840	1,000	373	1,000	0	
10-40-5032	Buildings & Grounds-Maintenance.	4,188	3,000	2,399	4,000	1,000	
10-40-5034	Alarm Systems/Security	379	500	205	400	(100)	FY 14-15 actual + FY 13-14 actual
10-40-5045	Miscellaneous/Expenditures	135	50	10	50	0	
10-40-5051	Equipment Rental	0	250	0	250	0	
10-40-5052	Minor Facility Repairs/Tools	0	3,000	208	500	(2,500)	Kitchen remodel moved to Fund 40
Total Operations and Maintenance		17,839	18,400	7,975	16,785	(1,615)	
Contract Services							
10-40-5655	Landscape Maintenance	3,540	3,300	1,770	3,300	0	
10-40-5656	Tree Trimming	1,053	1,000	878	950	(50)	No further tree trimming planned this FY
10-40-5670	Other Professional Services	3,804	3,500	1,472	3,500	0	
Total Contract Services		8,396	7,800	4,120	7,750	(50)	
Capital Expenditures							
10-40-6010	Equipment	300	50	0	50	0	
Total Capital Expenditures		300	50	0	50	0	
Total Montecito Center		73,638	70,012	38,774	74,010	3,998	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 50 Rush Park

ACCOUNT NO.		2013-2014	2014-2015	DECEMBER	2014-2015	VARIANCE	FOOTNOTE
		ACTUAL	FINAL BUDGET	2014	AMENDED BUDGET		
Department 50 Rush Park							
Salaries and Benefits							
10-50-4001	Full Time	35,350	34,034	19,103	37,000	2,966	Additional workload/vacation cashed in/bonus
10-50-4002	Part Time	8,915	8,200	5,431	9,000	800	Additional workload/vacation cashed in
10-50-4003	Overtime	1,853	1,650	1,134	2,000	350	Additional workload
10-50-4005	Event Attendant	3,953	2,000	2,753	4,000	2,000	Auditorium attendants/paid by permits
10-50-4010	Workers' Comp. Insurance	1,923	3,500	1,634	2,600	(900)	Premium reduced+ refunds
10-50-4011	Medical Insurance	9,602	8,700	5,479	10,000	1,300	Coverage changes/actual/premium increase
10-50-4015	Federal Payroll Taxes	3,644	3,800	2,171	4,200	400	Additional payroll
10-50-4018	State Payroll Taxes	281	775	80	375	(400)	FY 14-15 actual + FY 13-14 actual
Total Salaries and Benefits		65,522	62,659	37,785	69,175	6,516	
Operations and Maintenance							
10-50-5010	Publications & Legal Notices	412	500	0	500	0	
10-50-5012	Printing	14	500	25	250	(250)	FY 14-15 actual + FY 13-14 actual
10-50-5014	Postage	22	100	23	100	0	
10-50-5016	Office & Meeting Supplies	1,180	900	347	900	0	
10-50-5018	Janitorial Supplies	4,299	4,500	1,633	4,000	(500)	FY 14-15 actual + FY 13-14 actual
10-50-5020	Telephone	1,872	1,800	755	1,800	0	
10-50-5022	Utilities	70,782	67,771	32,652	66,000	(1,771)	Planned 20% reduction in water accurate
10-50-5025	Sewer Tax	3,421	3,500	0	3,349	(151)	Invoice Received
10-50-5030	Vehicle Maintenance	860	1,000	373	1,000	0	
10-50-5032	Buildings & Grounds-Maintenance	24,414	23,500	6,048	18,000	(5,500)	Lower than expected maintenance items. FY 14-15 actual + FY 13-14 actual
10-50-5034	Alarm Systems/Security	649	750	205	750	0	
10-50-5045	Miscellaneous/Expenditures	355	250	59	250	0	
10-50-5051	Equipment Rental	0	250	0	250	0	
10-50-5052	Minor Facility Repairs/Tools	0	1,500	0	500	(1,000)	No unexpected repairs FY 14-15 actual + FY 13-14 actual
Total Operations and Maintenance		108,281	106,821	42,120	97,649	(9,172)	
10-50-5655	Landscape Maintenance	31,860	33,000	15,930	33,000	0	
10-50-5656	Tree Trimming	1,053	1,200	878	950	(250)	No further tree trimming planned this FY
10-50-5670	Other Professional Services	3,804	3,500	1,472	3,500	0	
Total Contract Services		36,716	37,700	18,280	37,450	(250)	
Capital Expenditures							
10-50-6010	Equipment	35	250	122	250	0	
Total Capital Expenditures		35	250	122	250	0	
Total Rush Park		210,554	207,430	98,307	204,524	(2,906)	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 60 Street Lighting, 65 Signature Wall, and 70 Street Sweeping

ACCOUNT NO.	2013-2014 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Department 60 Street Lighting						
Operations and Maintenance						
10-60-5020 Telephone	638	580	252	580	0	
Contract Services						
10-60-5650 Lighting & Maintenance	95,892	110,000	44,795	105,000	(5,000)	FY 14-15 actual + FY 13-14 actual
Total Street Lighting	96,530	110,580	45,047	105,580	(5,000)	
Department 65 Rossmoor Signature Wall						
Operations and Maintenance						
10-65-5002 Insurance - Liability	2,000	2,000	2,000	2,000	0	
10-65-5032 Buildings & Grounds-Maintenance	0	100	0	100	0	
Total Rossmoor Signature Wall	2,000	2,100	2,100	2,100	0	
Department 70 Street Sweeping						
Operations and Maintenance						
10-70-5020 Telephone	638	580	252	580	0	
Total Operations and Maintenance	638	580	252	580	0	
Contract Services						
10-70-5642 Street Sweeping	54,091	55,000	22,614	54,500	(500)	FY 14-15 actual + FY 13-14 actual
Total Street Sweeping	54,729	55,580	22,866	55,080	(500)	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 80 Parkway Trees

ACCOUNT NO.		2013-2014 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Department 80 Parkway Trees							
Salaries and Benefits							
10-80-4002	Salaries Part Time	15,777	15,800	8,646	15,800	0	
10-80-4007	Vehicle Allowance	335	400	243	400	0	
10-80-4015	Federal Payroll Tax -FICA	1,207	1,000	661	1,000	0	
10-80-4018	State Payroll Taxes	175	200	0	200	0	
Total Salaries and Benefits		17,494	17,400	9,550	17,400	0	
Operations and Maintenance							
10-80-5012	Printing	1	25	0	25	0	
10-80-5014	Postage	9	300	10	300	0	
10-80-5016	Office & Meeting Supplies	241	200	63	200	0	
10-80-5020	Telephone	974	1,000	503	1,000	0	
10-80-5030	Vehicle Maintenance	230	200	50	200	0	
10-80-5051	Equipment Rental	-	50	30	50	0	
Total Operations and Maintenance		1,455	1,775	656	1,775	0	
Contract Services							
10-80-5656	Tree Trimming	68,330	67,000	55,400	64,000	-3000	Majority of tree trimming done this FY
10-80-5660	Tree Removals	1,582	700	0	700	0	
10-80-5656	Tree Watering Program	348	400	0	400	0	
10-80-5670	Other Professional Services	6,432	5,500	2,929	5,500	0	
Total Contract Services		76,691	73,600	58,329	70,600	-3000	
Capital Expenditures							
10-80-6015	Trees	11,833	12,000	7,258	19,000	7000	Increased tree replacement due old, diseased and storm damaged trees
Total Parkway Trees		107,474	104,775	75,793	108,775	4000	

GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10

Department 90 Mini-Parks & Medians

<u>ACCOUNT NO.</u>	<u>2013-2014 ACTUAL</u>	<u>2014-2015 FINAL BUDGET</u>	<u>DECEMBER 2014 ACTUAL</u>	<u>2014-2015 AMENDED BUDGET</u>	<u>VARIANCE</u>	<u>FOOTNOTE</u>
Department 90 Mini-Parks & Medians						
Salaries and Benefits						
10-90-4001 Full Time	680	639	337	639	0	
10-90-4003 Overtime	40	60	24	60	0	
10-90-4010 Workers' Comp. Insurance	81	180	77	180	0	
10-90-4015 Federal Payroll Taxes	55	70	27	70	0	
10-90-4018 State Payroll Taxes	2	15	0	15	0	
Total Salaries and Benefits	858	964	465	964	0	
Operations and Maintenance						
10-90-5020 Telephone	633	500	252	500	0	
10-90-5022 Utilities	10,720	8,500	3,075	8,500	0	
10-90-5030 Vehicle Maintenance	0	100	0	100	0	
10-90-5032 Building & Grounds Maintenance.	1,360	1,000	593	1,000	0	
10-90-5045 Miscellaneous/Expenditures	0	100	0	100	0	
10-90-5051 Equipment Rental	0	100	0	100	0	
10-90-5052 Minor Facility Repairs/Tools	0	200	0	200	0	
Total Operations and Maintenance	12,713	10,500	3,920	10,500	0	
Contract Services						
10-90-5655 Landscape Maintenance	3,540	3,600	1,770	3,600	0	
10-90-5656 Tree Trimming	351	500	293	500	0	
10-90-5670 Other Professional Services	59	50	27	50	0	
Total Contract Services	3,950	4,150	2,090	4,150	0	
Capital Expenditures						
10-90-6010 Equipment	0	100	0	100	0	
Total Capital Expenditures	0	100	100	100	0	
Total Mini-Parks & Medians	17,521	15,714	6,575	15,714	0	
TOTAL GENERAL FUND EXPENDITURES	1,282,023	1,250,457	689,960	1,308,762	58,305	

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

ACCOUNT NO.	TITLE	2013-14 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Assigned Fund Balance, Beginning		0	0	0	0		
Rush Park AD Revenues							
Assessments							
20-00-3100	Current Year Secured	378,856	380,000	216,318	380,000	0	
20-00-3101	Prior Year Secured	3,747	3,400	2,455	3,400	0	
20-00-3500	Transfer in other funds						
20-00-3500	Other Misc. Rev.		-	-	-		
Total Rush Park AD Revenues		382,603	383,400	218,773	383,400	0	
Rush Park AD Expenditures							
20-50-5619	Bond Trustee	2,875	2,875	3,048	3,048		173 Trustee Rates Increased
20-50-5617	Admin Fee	20,000	20,000	-	20,000	0	
Total Contract Services		22,875	22,875	3,048	23,048	173	
Annual Debt Service							
20-50-5800	Principal	220,000	230,000	230,000	230,000	0	
20-50-5801	Interest	131,089	121,210	64,170	121,210	0	
Total Annual Debt Service		351,089	351,210	294,170	351,210	0	
Total Rush Park AD Expenditures		373,964	374,085	297,218	374,258	173	
Revenues Less Expenditures		8,639	9,315	(78,445)	9,142		
Transfers Out							
(1) Transfer Out - (To Fund 50 as directed by auditor)		8,639	9,315	-	9,142		
Fund Balance, End of Year		-	-				

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

ACCOUNT NO.	TITLE	2013-14 ACTUAL	2014-2015 FINAL BUDGET	DECEMBE R 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Restricted Fund Balance, Beginning		175,257	105,202	105,202	105,202		
Rossmoor Wall Revenues							
30-00-3100	Current Year Secured	85,131	87,700	48,518	87,700	0	
30-00-3101	Prior Year Secured	1,049	780	472	780	0	
30-00-3200	Interest	0	1,000	0	1,000	0	
30-00-3500	Other Misc. Rev.						
Total Rossmoor Wall Revenues		86,180	89,480	48,990	89,480	0	
Rossmoor Wall Expenditures							
30-65-5619	Bond Trustee	2,530	2,530	2,640	2,640		110 Trustee Rates Increased
Annual Debt Service						0	
30-65-5800	Principal	65,000	65,000	65,000	65,000	0	
30-65-5801	Interest	18,705	14,935	8,410	14,935	0	
30-65-6005	Buildings and Improvements	0	0	0	0	0	
Total Annual Debt Service		83,705	79,935	73,410	79,935	0	
30-65-6622	Transfer Out/Fund 40 for wall repair	70,000	0	0	0	0	
Total Rossmoor Wall Expenditures		156,235	82,465	76,050	82,575	110	
Revenues Less Expenditures		-70,055	7,015	-27,060	6,905	-110	
Fund Balance, End of Year		105,202	112,217	78,142	112,107	-110	

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

ACCOUNT NO.	TITLE	2013-14 ACTUAL	2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	VARIANCE	FOOTNOTE
Assigned Fund Balance, Beginning		226,319	97,685	97,685	97,685	0	
Revenues							
40-00-3600	Transfer In Fund 10	0	100,000	100,000	100,000	0	
40-00-3600	Transfer In Fund 20	0	0	0	0	0	
40-00-3600	Transfer In Fund 30	70,000	0	0	0	0	
Total Capital Improvement Program Revenues		70,000	197,685	197,685	197,685	0	
Expenditures							
Dept.	Rossmoor Park	0	0	0	0	0	
	Montecito Center	3,759	0	10,957	10,957	10,957	Kitchen remodel moved from fund 10 to fund 40 due ADA increased costs Permits, drawings, and replacement tiles added to original estimate for emergency lighting and lamp fixtures
	Rush Park	153,570	67,000	33,689	128,768	61,768	Canopy location changed from playground to larger area Site A
	Rossmoor Wall	6,595	20,000	5,384	19,300	(700)	Repair report finalized; Quote for repair received
	General	17,210	7,000	1,730	1,730	(5,270)	
	Transfer Out	17,500	0	0	0	0	
Total Expenditures		198,634	94,000	51,760	160,755	66,755	
Revenues Less Expenditures		(128,634)	103,685	145,925	36,930		
Fund Balance, End of Year		97,685	103,685	145,925	36,930		

FOUR-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET
2014-2015 AMENDED BUDGET - FUND 40

PROJECT TITLE	ACTUAL 2013-2014	FY 2014-2015 FINAL BUDGET	DECEMBER 2014 ACTUAL	2014-2015 AMENDED BUDGET	2014-2015 VARIANCE	Information Only FY 2015-2016	Information Only FY 2016-2017
REVENUES							
Beginning Fund Balance	\$226,319	\$97,685	\$97,685	\$97,685	(\$128,634)	\$36,930	(\$8,070)
Transfer from Fund 10 Reserve		\$100,000	\$100,000	\$100,000	\$100,000		
Transfer from Fund 30	70,000	0	0	0	\$0	0	0
TOTAL REVENUES	\$296,319	\$197,685	\$197,685	\$197,685	(\$28,634)	\$36,930	(\$8,070)
EXPENSES							
ROSSMOOR PARK							
Field 1 Replace w/Dustless Dirt	\$0	\$0	\$0	\$0	\$0		
Community Room Cabinets TBD	\$0	\$0	\$0	\$0	\$0		
Additional Horseshoe Pit and Basketball Court TBD	\$0	\$0	\$0	\$0	\$0		
ROSSMOOR PARK SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MONTECITO							
Montecito Remodel-COMPLETED	\$3,759	\$0	\$10,957	\$10,957	\$10,957		
MONTECITO SUBTOTAL	\$3,759	\$0	\$10,957	\$10,957	\$10,957	\$0	\$0
RUSH PARK							
Tot Lot Equipment - Swing Set and Hooded Slides (2) to be consistent with safety regulations. COMPLETED FY 2013-2014	151,319	0	0	0	\$0		
Parking Lot Repair	\$0	\$25,000	\$0	\$25,000	\$0		
Upgrade Auditorium Lamp Fixtures and Install Emergency Lighting	\$2,251		\$33,689	\$33,689	\$33,689		
Baseball Field - Replace Dustless dirt.						\$40,000	
Rehabilitate and Upgrade Outdoor Men's Restrooms (including waterless urinals) (\$667 spent on design in FY 2011-12)		\$14,000	\$0	\$14,000	\$0		
Replace Site A shade canopy		\$28,000	\$0	\$56,079	\$28,079		
RUSH PARK SUBTOTAL	\$153,570	\$67,000	\$33,689	\$128,768	\$61,768	\$40,000	\$28,000
ROSSMOOR WALL							
Trans from Fund 30/Evaluate and Repair Damaged Bricks	\$6,595	\$20,000	\$5,384	\$19,300	(\$700)		
ROSSMOOR WALL SUBTOTAL	\$6,595	\$20,000	\$5,384	\$19,300	(\$700)		
GENERAL							
Last sign at Car Wash- WORK COMPLETED	\$17,210	\$2,000	\$1,730	\$1,730	(\$270)		
Re-landscape Rossmoor Triangle w/drought resistance plants and drip system		\$5,000	\$0	\$0	(\$5,000)	\$5,000	
Transfer to Fund 10 for Computer Upgrade	\$17,500	\$0	\$0	\$0	\$0		
GENERAL SUBTOTAL	\$34,710	\$7,000	\$1,730	\$1,730	(\$5,270)	\$5,000	\$0
TOTAL EXPENSES	\$198,634	\$94,000	\$51,760	\$160,755	\$66,755	\$45,000	\$28,000
ENDING FUND BALANCE	\$97,685	\$103,685	\$145,925	\$36,930	\$36,930	(\$8,070)	(\$36,070)

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF JANUARY 13, 2015

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of January 13, 2015 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Regular January 13, 2015 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of January 13, 2015 Prepared by the Board's Secretary/General Manager.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 13, 2015

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. President Michael Maynard (2014) State of the District Address

President Michael Maynard presented an overview of the district's accomplishments for 2014. The address was received and filed.

5. ELECTION OF OFFICERS:

a. President

The General Manager called for nominations for the office of President. Director DeMarco nominated Director Kahlert to the office of President. The nomination was seconded by Director Casey. President Maynard asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director Kahlert was unanimously elected as President, 5-0.

President Kahlert then presided over the remainder of the meeting.

b. First Vice President

President Kahlert called for nominations for the office of First Vice President. Director Casey nominated Director DeMarco to the office of First Vice President. The nomination was seconded by Director Burgess. President Kahlert asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director DeMarco was unanimously elected as First Vice President, 5-0.

c. Second Vice President

President Kahlert called for nominations for the office of Second Vice President. Director DeMarco nominated Director Casey to the office of Second Vice President. The nomination was seconded by Director Burgess. President Kahlert asked if there were any additional nominations. Seeing none the nominations were closed and a roll call vote was taken. Director Casey was unanimously elected to a second term as Second Vice President, 5-0.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM—None

D. REPORTS TO THE BOARD—None

E. CONSENT CALENDAR

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

2. REVENUE AND EXPENDITURE REPORT—November 2014

3. COYOTE SIGHTINGS/ACTIVITY REPORT—December 2014

Director Casey requested that Item E-3 Coyote Sightings and Activity Report be pulled from the consent calendar for discussion. Discussion ensued relative to the lack of sightings in December. Ms. Deering responded that while activity was definitely likely, it had just had not been reported to the District. Director Casey agreed stating that this was probably due to the busy holiday season. The report was received and filed.

Motion by Director Casey, seconded by Director DeMarco to approve Items E-1a, Minutes Regular Board Meeting of December 9, 2014 and E-2 Revenue and Expenditure Report on the consent calendar as submitted. Motion passed 5-0.

Motion Director DeMarco, seconded by Director Casey to approve Item E-3 Coyote Sightings and Activity Report on the consent calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING: None

G. RESOLUTIONS

1. RESOLUTION NO. 15-01-13-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

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

1. RESOLUTION NO. 15-01-13-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN DISTRICT OFFICIALS TO TRANSACT BUSINESS WITH FINANCIAL INSTITUTIONS WHICH HOUSE THE DISTRICT'S INVESTMENTS, SAVINGS OR OTHER FINANCIAL ACCOUNTS.

Motion by Director Maynard, seconded by Director Casey to approve by roll call vote Resolution No. 15-01-13-01 by reading the title only and waiving further reading. Motion passed unanimously by roll call vote 5-0.

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

Recommendation to give first reading to proposed ordinance relating to the enforcement of District policies and first reading to revised policy 6011.73 relating to the regulation and/or use of District Property-Alcohol. The adoption of ordinances and policies require two readings, publication of the proposed ordinances in a newspaper of general circulation and 30 days to take effect after second reading.

President Kahlert opened the public hearing to solicit public comment on Ordinance No. 2015-01 and Policy No. 6011.

RHA President Mark Nitikman addressed the board relative to errors found in the Policy 6011 as follows: 6011.73 re: Alcoholic Beverages, strike the word “unlawful” (*the last word in the sentence*) and replace it with “lawful.” Section 6011.70 Re: Change the phrase “District Parks” to “District Property” in order to remain consistent with the rest of the policy terminology. The Board and General Counsel concurred with the findings and agreed to make the changes.

Seeing no further public comments, President Kahlert closed the public hearing.

Brief discussion ensued relative the distinction between mobile food vendors and food carts, varying insurance and County permitting requirements, jurisdiction and laser tag. General Counsel provided clarification regarding the various requirements as they related to the application and user permit process. Director Maynard requested that a draft operations procedure be developed prior to the next board meeting to outline the proposed process. The General Manager agreed.

Motion by Director Maynard, seconded by Director DeMarco to commence with a roll call vote to approve first reading to proposed ordinance relating to the enforcement of District policies and to revised policy 6011.73 relating to the regulation and/or use of District Property-Alcohol, make the language changes to Sections 6011.70 and 6011.73 as discussed and bring the ordinance and policy back to the board for a second reading along with an operations and implementation outline for consideration. Motion passed by roll call vote, 5-0.

H. REGULAR CALENDAR:

1. AMERICAN CANCER SOCIETY EVENT

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

Discussion ensued relative to amplified sound concerns, safety, and potential damage to district grounds (*particularly the grass*). President Kahlert requested clarification relative to the scope of the event.

Resident Ralph Vartabedian opined stating that the district should take surveys from and provide notification to surrounding homeowners. He also expressed concerns relative to parking, noise and amplified sound extending into the late evening hours. He requested that the district be more mindful of the resident impact.

American Cancer Society Event Coordinator Maryam Ahmadinia addressed the board relative to noise and safety concerns and provided clarification regarding the scope of the event, location of the track, the runners, activities and grass damage concerns. She stated if grass damage was a concern, due to the proposed use of chalk or grass paint for the track, they would be willing to move off the grass and use the sidewalk perimeter for laps instead. She also stated that more walking took place than actual running, luminaries were lit in honor of lost loved ones and music was sporadic and would be turned off at 8:30 p.m. She concluded that the event was previously held at McAuliffe Middle School which was also surrounded by homes and she never experienced any problems.

It was the consensus of the board that the event was a low key, respectful event for a worthy cause and they did not foresee any noise or property damage issues. Motion by Director Maynard seconded by Director Casey to approve the special event request from the American Cancer Society authorizing the event to exceed the eight hour outdoor event limit required by Board Policy No. 6010.10 with a start time of 7:00 a.m. and end time of 10:00 p.m. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

The General Manager reported on the pending public hearing on a County Ordinance governing wireless communications.

He provided an overview of the projects discussed during the recent CIP Committee meeting held on January 8, 2014. He concluded by stating that the district had encouraged local contractor participation and had received considerably lower bids on the signature wall project.

The General Manager stated that a date and time was now confirmed for the Rossmoor Night Basketball Game Event which was to be held on January 31, 2015 at 4 p.m. and would be televised on ESPN. Unfortunately the reception room would not be available after all as it had already been booked by a donor. He announced that tickets would go on sale tomorrow for \$5.00 each. The district had committed to a 50 ticket minimum purchase and more could be purchased if needed.

J. BOARD MEMBER ITEMS

Director DeMarco requested a status update regarding his safety concerns on Montecito Road. He stated that the road was dimly lit at night, crosswalk striping was old and poorly visible, signage was old and did not illuminate well. He opined that the conditions were unsafe for all, but specifically youth, bike riders and pedestrians. The general manager responded that he and Omero Perez had been in regular contact with County Public Works and the County Traffic Engineer. The engineer had agreed to attend an evening tour of the Montecito Road location to identify and address the problem areas. He invited Director DeMarco to accompany them on the tour. Director DeMarco agreed.

Director Maynard stated that there had been a lot of movement on the board and in district staff over the past two years. He remarked that it had been a distinct pleasure to serve as President. He congratulated newly elected President Kahlert and his fellow colleagues Director DeMarco and Director Casey to being elected to their respective positions as officers of the board. He pledged his support to President Kahlert and agreed to work closely with him over the next year. He concluded by encouraging the board to continue the good work.

Director Casey provided an informational overview of Governor Brown's state budget relative to how it will advocate to expand CalTrans' authorization of and authority over high occupancy toll (HOT) lanes. He added that local Assemblymembers are drafting legislation to combat these measures by prohibiting the state's use of M2 dollars unless approved by a two-thirds majority vote of the people.

Director Burgess reported to the board on the meeting he had attended with the general manager and accountant/bookkeeper. He stated that he was still being educated on the district financial procedures and it was a learning process. He also stated that he had met with Ralph Vartabedian regarding local traffic issues. He also had comments relative to year round recreation activities.

President Kahlert thanked the board for the vote of confidence in electing him to serve as President. He reminded the board to provide the necessary paperwork to the district accountant so she could complete the registration process for payroll direct deposit. He encouraged the community to support the Rossmoor Night Basketball Game and invited the public to contact him via telephone or email to express any comments or concerns.

AT 8:25 P.M. THE BOARD ADJOURNED TO CLOSED SESSION

K. CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: General Manager

AT 9:00 P.M. THE BOARD RECONVENED FROM CLOSED SESSION

General Counsel reported that at approximately 8:25 p.m. the Board recessed from open session and convened to closed session to discuss one matter on the agenda: Public Employee Performance Evaluation, Pursuant to Government Code Section 54957. At approximately 9:00 p.m. the board

reconvened to into open session. The Board directed general counsel to place an item on the agenda for the next regularly scheduled meeting in February for consideration for a performance based bonus for General Manager James D. Ruth.

L. ADJOURNMENT:

Motion by Director Kahlert, seconded by Director Maynard to adjourn the regular meeting at 9:06 p.m. Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
General Manager

DRAFT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1b.

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: PUBLIC IMPROVEMENTS FINANCING CORPORATION (PIFC) MEETING OF JANUARY 13, 2015

RECOMMENDATION:

Approve the Minutes of the PIFC Meeting of January 13, 2015 as prepared by the Corporation's Secretary.

BACKGROUND:

The report reflects the actions of the Corporation at their PIFC January 13, 2015 Meeting of the Corporation as recorded by the Corporation's Secretary.

ATTACHMENTS:

1. Minutes-PIFC Meeting of January 13, 2015.

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

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, January 13, 2015

A. ORGANIZATION

- 1. CALL TO ORDER: By President Maynard at 9:10 P.M.**
- 2. ROLL CALL: Directors Burgess, Casey, DeMarco, Kahlert
President Maynard.**
- 3. PLEDGE OF ALLEGIANCE**
- 4. MINUTES:**
 - a. Regular meeting of January 14, 2014**

The Minutes of the Regular Meeting of January 14, 2014 were received and filed as submitted for informational purposes, since approved the prior year.

5. PRESENTATIONS – None

6. ELECTION OF OFFICERS

The General Manager requested nominations for office of President of the Corporation. Motion by Director Maynard, Seconded by Director DeMarco to nominate President Bill Kahlert as President of the Corporation. A roll call vote was taken. Motion to elect President Bill Kahlert as President of the Public Improvements Financing Corporation passed 5-0.

The President requested nominations for the office of Vice President of the Corporation. Motion by Director Maynard, seconded by Director Casey to nominate First Vice President Tony DeMarco as Vice President of the Corporation. A roll call vote was taken. Motion to elect First Vice President Tony DeMarco as Vice President of the Public Improvements Financing Corporation passed 5-0.

The President requested nominations to appoint General Manager, James D. Ruth as Secretary and Treasurer of the Corporation and to appoint Jenkins & Hugin as District General Counsel. A roll call vote was taken. Motion to to appoint General Manager,

James D. Ruth as Secretary and Treasurer of the Corporation and to appoint Jenkins & Hugin as District General Counsel passed 5-0.

B. ADDITIONS TO AGENDA - None

C. PUBLIC FORUM – None

D. REPORTS TO THE BOARD - None

E. CONSENT CALENDAR - None

F. PUBLIC HEARING - None

G. RESOLUTIONS

1. RESOLUTION NO. 15-01-13-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Approve by roll call vote, Resolution No. 15-01-13-1, directing the General Manager to include the names of the newly elected officers and appointees, and by reading the title only and waiving further reading as follows:

RESOLUTION NO. 15-01-13-1, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT PUBLIC IMPROVEMENTS FINANCING CORPORATION ELECTING OFFICERS, APPOINTING COUNSEL AND SECRETARY/CHIEF FINANCIAL OFFICER TO THE CORPORATION AND DESIGNATING THE TIME AND PLACE FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD.

Motion by Director Casey, seconded by Director DeMarco to approve Resolution No. 15-01-13-1. Motion to approve Resolution No. 15-01-13-1 unanimously passed by roll call vote, 5-0.

H. BIDS, CONTRACTS, AND AGREEMENTS - None

I. ADMINISTRATIVE ITEMS - None

J. INFORMATIONAL ITEMS - None

K. BOARD MEMBER ITEMS - None

L. CLOSED SESSION - None

M. ADJOURNMENT

Motion by Director Casey, seconded by Director Kahlert, to adjourn the meeting at 9:15 p.m. Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
Secretary

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1c.

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: SPECIAL MEETING OF JANUARY 29, 2015

RECOMMENDATION:

Approve the Minutes of the PIFC Meeting of January 29, 2015 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Corporation at their January 29, 2015 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Special Meeting of January 29, 2015 prepared by the Board's Secretary/General Manager.



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

SPECIAL MEETING

Rush Park Kitchen, 3001 Blume Drive, Rossmoor, CA 90720

Wednesday, January 29, 2015

A. ORGANIZATION

1. CALL TO ORDER: 4:30 P.M.

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

B. SPECIAL AGENDA

1. DISCUSSION AND POSSIBLE ACTION RE: DISTRICT MISSION STATEMENT GOALS AND OBJECTIVES

The General Manager presented the staff report.

Discussion ensued relative to the Mission Statement. The board compared the original mission statement with the mission statement proposed by staff. Director Maynard remarked that a mission statement should not contain details and objectives, but should rather be broad based. Brief discussion ensued. It was the consensus of the board that the broader based proposed version was preferred over the original and was general enough to remain relevant in future years.

Motion by Director Maynard, seconded by Director Casey to give first reading of the proposed mission statement with no changes to the language. Motion passed 5-0.

Discussion ensued relative to the prioritization of Goals. It was the consensus of the board that the proposed Goals should be reorganized and prioritized. It was also the consensus of the board that, in addition to being numbered the Goals should be labeled to match the proposed headings on the Goals worksheet.

Motion by Director Maynard, seconded by Director Casey to accept the proposed prioritization of goals for first reading and label, rename, reorganize and prioritize District Goals as follows:

Designate SAFETY as Goal 1

(moved up from proposed slot of number 4)

Designate FINANCIAL STABILITY as Goal 2

(moved up from proposed slot of number 5; revert to the original Goal language)

Designate URBAN FOREST as Goal 3

(moved down from proposed slot of number 2)

Designate FACILITIES MAINTENANCE as Goal 4; Rename "PROPERTY MAINTENANCE"

(moved up from proposed slot of number 7)

Designate RECREATION as Goal 5

(moved up from proposed slot of number 1)

Designate COMMUNICATIONS as Goal 6 *(stays the same)*

Designate proposed New Goal COOPERATIVE RELATIONSHIPS as Goal 7

(moved up from proposed slot number 8)

Designate proposed New Goal NEW INITIATIVES as Goal 8

(moved up from proposed slot number 9)

Designate STREET SWEEPING as Goal 8; Rename “CLEAN STREETS”

(moved down from proposed slot number 3)

Delete proposed New Goal X: Disaster Preparedness and combine with proposed Goal I: Safety

The board identified a total of nine Goals: Safety, Financial Stability, Urban Forest, Facilities Maintenance, Recreation, Communication, Cooperative Relationships, New Initiatives and Clean Streets. Motion passed 5-0.

Discussion ensued relative to the Objectives under Goal 1: Safety.

Motion by Director DeMarco, seconded by Director Maynard to accept the proposed Objectives under Goal 1: Safety for first reading with the following edits: Change the first Objective to read *“In coordination with the Orange County Sheriff and other law enforcement agencies, endeavor to provide law enforcement services tailored to the needs of the community.”*; add a fourth Objective to Goal 1: Safety by extracting language from the former proposed Emergency Preparedness Goal to read *“The District will establish an emergency preparedness plan for the community of Rossmoor, in coordination with local agencies.”* Motion passed 5-0.

Discussion ensued relative to the Objectives under Goal 2: Financial Stability.

Motion by Director Maynard, seconded by Director Burgess to accept the proposed Objectives under Goal 2 Financial Stability for first reading with the following edits: restore the Goal to the original language to read *“Maximize the District’s available resources and ensure financial stability by maintaining a balanced budget and adhering to all applicable financial policies.”*; transfer and add Objective 3 from the current copy to as Objective 4 in the proposed copy and reword it to read *“Review user fees periodically and recommend adjustments to the Board according to policy.”* ; to direct staff to add an additional objective regarding working with committees. Motion passed 5-0.

Discussion ensued relative to the Objectives under Goal 3: Urban Forest.

Motion by Director Casey, seconded by Director DeMarco to accept the proposed Objectives under Goal 2 Urban Forest for first reading as submitted. Motion passed 5-0.

AT APPROXIMATELY 5:45 P.M. DIRECTOR DEMARCO WAS EXCUSED DUE TO A PRIOR ENGAGEMENT

Discussion ensued relative to the Objectives under Goal 4: Property Maintenance.

Motion by Director Maynard, seconded by Director Burgess to accept the proposed Objectives under Goal 4 Property Maintenance for first reading with the following edits: in order to be consistent change all occurrences of the word facility/facilities to property/properties; edit the fourth Objective to read *“Take all necessary measures to conserve resources and to be good stewards and follow best practices as it pertains to conserving our natural resources.”* Motion passed 4-0.

Discussion ensued relative to the Objectives under Goal 5: Recreation.

Motion by Director Maynard, seconded by Director Burgess to accept the proposed Objectives under Goal 5 Recreation for first reading as submitted. Motion passed 4-0.

Discussion ensued relative to the Objectives under Goal 6: Communications.

No motion was made. It was the consensus of the Board to send Goal 6: Communications back to staff in order to add additional objectives that addressed two-way communication on how to receive community input (i.e. surveys, polling) and taking measures to utilize all forms of media and communications (i.e. traditional and electronic).

Discussion ensued relative to the Objectives under Goal 7: Cooperative Relationships.

Motion by Director Maynard, seconded by Director Casey to accept the proposed Objectives under Goal 7: Cooperative Relationships for first reading with the following edits: change the Goal language to read *“The District will endeavor to work closely with other local, state and federal agencies.”* Motion passed 4-0.

Discussion ensued relative to the Objectives under Goal 8: New Initiatives.

Motion by Director Maynard, seconded by Director Casey to accept the proposed Objectives under Goal 8: New Initiatives for first reading with the following edits: change the language in the first Objective to read *“The District will take the initiative to address new concerns expressed by the community in order to determine what, if any, options are available to address those concerns.”* Motion passed 4-0.

Discussion ensued relative to the Objectives under Goal 9: Clean Streets.

Motion by Director Maynard, seconded by Director Casey to accept the proposed Objectives under Goal 9: Clean Streets for first reading as submitted. Motion passed 4-0.

PRESIDENT KAHLERT OPENED THE MEETING FOR PUBLIC COMMENT

2. PUBLIC COMMENT: None

SEEING NONE, PRESIDENT KAHLERT CLOSED THE MEETING FOR PUBLIC COMMENT

C. ADJOURNMENT:

Motion by President Casey, seconded by Director Burgess to adjourn the meeting at 6:15 p.m.
Motion passed 4-0.

SUBMITTED BY:

**James D. Ruth
General Manager**

DRAFT

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT - DECEMBER, 2014

RECOMMENDATION:

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

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 December 2014 @ 50%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	753,614.00	753,614.00	414,899.04	346,634.35	338,714.96	55.1
STREET LIGHT ASSESSMENTS	258,000.00	258,000.00	144,914.20	121,116.14	113,085.80	56.2
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	386.90	0.00	1,613.10	19.3
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	805.96	805.96	56,994.04	1.4
FEES AND SERVICES	159,900.00	159,900.00	71,156.75	14,360.50	88,743.25	44.5
OTHER REVENUE	23,500.00	23,500.00	1,457.94	96.58	22,042.06	6.2
Dept 20 REVENUE	0.00	0.00	231.37	0.00	-231.37	0.0
Total Revenues	1,254,814.00	1,254,814.00	633,852.16	483,013.53	620,961.84	50.5
Expenditures						
ADMINISTRATION 1, 2, 3, 4, 5	391,332.00	391,332.00	240,571.45	37,178.30	150,760.55	61.5
RECREATION 6	122,553.00	122,553.00	63,882.21	8,220.06	58,670.79	52.1
ROSSMOOR PARK	170,513.00	170,513.00	96,044.87	19,875.63	74,468.13	56.3
MONTECITO CENTER	70,052.00	70,052.00	38,774.49	6,620.89	31,277.51	55.4
RUSH PARK 7	207,496.00	207,496.00	98,307.19	17,920.67	109,188.81	47.4
STREET LIGHTING	110,580.00	110,580.00	45,046.18	8,988.78	65,533.82	40.7
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	22,865.38	4,647.01	32,714.62	41.1
PARKWAY TREES	104,775.00	104,775.00	75,793.60	44,689.38	28,981.40	72.3
MINI-PARKS, MEDIANS & TRIANGLE	15,716.00	15,716.00	6,474.03	1,391.65	9,241.97	41.2
Total Expenditures	1,250,697.00	1,250,697.00	689,759.40	149,532.37	560,937.60	55.2

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

\$ 802,718.00

REVENUE REPORT
December 2014 @ 50%

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Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	753,614.00	753,614.00	414,899.04	346,634.35	0.00	338,714.96	55.1
ASSESSMENTS	258,000.00	258,000.00	144,914.20	121,116.14	0.00	113,085.80	56.2
USE OF MONEY AND PROPERTY	2,000.00	2,000.00	386.90	0.00	0.00	1,613.10	19.3
OTHER GOVERNMENT AGENCIES	57,800.00	57,800.00	805.96	805.96	0.00	56,994.04	1.4
FEES AND SERVICES	159,900.00	159,900.00	71,156.75	14,360.50	0.00	88,743.25	44.5
OTHER REVENUE	23,500.00	23,500.00	1,457.94	96.58	0.00	22,042.06	6.2
Dept: 00	1,254,814.00	1,254,814.00	633,620.79	483,013.53	0.00	621,193.21	50.5
Dept: 20 RECREATION							
OTHER REVENUE	0.00	0.00	231.37	0.00	0.00	-231.37	0.0
RECREATION	0.00	0.00	231.37	0.00	0.00	-231.37	0.0
Revenues	1,254,814.00	1,254,814.00	633,852.16	483,013.53	0.00	620,961.84	50.5
Grand Total Net Effect:	1,254,814.00	1,254,814.00	633,852.16	483,013.53	0.00	620,961.84	

EXPENDITURE REPORT
December 2014 @ 50%

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Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS 1	214,932.00	214,932.00	121,975.28	20,891.36	0.00	92,956.72	56.8
OPERATIONS AND MAINTENANCE 2,3,4	73,900.00	73,900.00	40,313.23	7,339.19	0.00	33,586.77	54.6
CONTRACT SERVICES 5	96,500.00	96,500.00	74,217.77	8,947.75	0.00	22,282.23	76.9
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,065.17	0.00	0.00	1,934.83	67.8
ADMINISTRATION	391,332.00	391,332.00	240,571.45	37,178.30	0.00	150,760.55	61.5
Dept: 20 RECREATION							
SALARIES AND BENEFITS 6	92,353.00	92,353.00	46,987.80	7,517.09	0.00	45,365.20	50.9
OPERATIONS AND MAINTENANCE	24,700.00	24,700.00	15,321.80	415.64	0.00	9,378.20	62.0
CONTRACT SERVICES	3,500.00	3,500.00	1,539.92	287.33	0.00	1,960.08	44.0
CAPITAL EXPENDITURES	2,000.00	2,000.00	32.69	0.00	0.00	1,967.31	1.6
RECREATION	122,553.00	122,553.00	63,882.21	8,220.06	0.00	58,670.79	52.1
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	57,013.00	57,013.00	34,734.11	5,627.99	0.00	22,278.89	60.9
OPERATIONS AND MAINTENANCE	75,550.00	75,550.00	42,908.60	10,722.58	0.00	32,641.40	56.8
CONTRACT SERVICES	37,700.00	37,700.00	18,279.59	3,525.06	0.00	19,420.41	48.5
CAPITAL EXPENDITURES	250.00	250.00	122.57	0.00	0.00	127.43	49.0
ROSSMOOR PARK	170,513.00	170,513.00	96,044.87	19,875.63	0.00	74,468.13	56.3
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	43,802.00	43,802.00	26,679.78	4,318.63	0.00	17,122.22	60.9
OPERATIONS AND MAINTENANCE	18,400.00	18,400.00	7,975.12	1,137.20	0.00	10,424.88	43.3
CONTRACT SERVICES	7,800.00	7,800.00	4,119.59	1,165.06	0.00	3,680.41	52.8
CAPITAL EXPENDITURES	50.00	50.00	0.00	0.00	0.00	50.00	0.0
MONTECITO CENTER	70,052.00	70,052.00	38,774.49	6,620.89	0.00	31,277.51	55.4
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 7	62,725.00	62,725.00	37,785.36	6,057.55	0.00	24,939.64	60.2
OPERATIONS AND MAINTENANCE	106,821.00	106,821.00	42,119.68	8,338.06	0.00	64,701.32	39.4
CONTRACT SERVICES	37,700.00	37,700.00	18,279.59	3,525.06	0.00	19,420.41	48.5
CAPITAL EXPENDITURES	250.00	250.00	122.56	0.00	0.00	127.44	49.0
RUSH PARK	207,496.00	207,496.00	98,307.19	17,920.67	0.00	109,188.81	47.4

EXPENDITURE REPORT
December 2014 @ 50%

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Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	580.00	580.00	251.61	31.55	0.00	328.39	43.4
CONTRACT SERVICES	110,000.00	110,000.00	44,794.57	8,957.23	0.00	65,205.43	40.7
STREET LIGHTING	110,580.00	110,580.00	45,046.18	8,988.78	0.00	65,533.82	40.7
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	251.61	31.55	0.00	328.39	43.4
CONTRACT SERVICES	55,000.00	55,000.00	22,613.77	4,615.46	0.00	32,386.23	41.1
STREET SWEEPING	55,580.00	55,580.00	22,865.38	4,647.01	0.00	32,714.62	41.1
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	17,400.00	17,400.00	9,550.52	1,723.35	0.00	7,849.48	54.9
OPERATIONS AND MAINTENANCE	1,775.00	1,775.00	656.92	123.21	0.00	1,118.08	37.0
CONTRACT SERVICES	73,600.00	73,600.00	58,328.26	38,413.72	0.00	15,271.74	79.3
CAPITAL EXPENDITURES	12,000.00	12,000.00	7,257.90	4,429.10	0.00	4,742.10	60.5
PARKWAY TREES	104,775.00	104,775.00	75,793.60	44,689.38	0.00	28,981.40	72.3
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	966.00	966.00	464.57	70.89	0.00	501.43	48.1
OPERATIONS AND MAINTENANCE	10,500.00	10,500.00	3,919.49	820.85	0.00	6,580.51	37.3
CONTRACT SERVICES	4,150.00	4,150.00	2,089.97	499.91	0.00	2,060.03	50.4
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	6,474.03	1,391.65	0.00	9,241.97	41.2
Expenditures	1,250,697.00	1,250,697.00	689,759.40	149,532.37	0.00	560,937.60	55.2
Grand Total Net Effect:	-1,250,697.00	-1,250,697.00	-689,759.40	-149,532.37	0.00	-560,937.60	

REVENUE/EXPENDITURE REPORT
December 2014 @ 50%

Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014		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	381,296.75	343,872.69	0.00	308,016.25	55.3
3001	Current unsecured prop tax	26,010.00	26,010.00	20,363.25	0.00	0.00	5,646.75	78.3
3002	Prior secured property taxes	10,200.00	10,200.00	5,222.38	1,057.57	0.00	4,977.62	51.2
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	8,016.66	1,704.09	0.00	7,283.34	52.4
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	414,899.04	346,634.35	0.00	338,714.96	55.1
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	258,000.00	258,000.00	144,914.20	121,116.14	0.00	113,085.80	56.2
ASSESSMENTS		258,000.00	258,000.00	144,914.20	121,116.14	0.00	113,085.80	56.2
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	2,000.00	2,000.00	386.90	0.00	0.00	1,613.10	19.3
USE OF MONEY AND PROPERTY		2,000.00	2,000.00	386.90	0.00	0.00	1,613.10	19.3
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,800.00	5,800.00	805.96	805.96	0.00	4,994.04	13.9
3305	County street sweep reimburse	52,000.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
OTHER GOVERNMENT AGENCIES		57,800.00	57,800.00	805.96	805.96	0.00	56,994.04	1.4
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	14,040.00	14,040.00	7,664.25	1,554.00	0.00	6,375.75	54.6
3405	Wall Rental	520.00	520.00	220.00	60.00	0.00	300.00	42.3
3406	Ball field reservations	28,600.00	28,600.00	11,110.00	1,253.00	0.00	17,490.00	38.8
3410	Rossmoor building rental	4,680.00	4,680.00	2,244.00	997.00	0.00	2,436.00	47.9
3412	Montecito building rental	25,220.00	25,220.00	9,683.00	2,561.00	0.00	15,537.00	38.4
3414	Rush Park Building Rental	86,840.00	86,840.00	40,235.50	7,935.50	0.00	46,604.50	46.3
FEES AND SERVICES		159,900.00	159,900.00	71,156.75	14,360.50	0.00	88,743.25	44.5
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	3,500.00	3,500.00	1,457.94	96.58	0.00	2,042.06	41.7
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	1,457.94	96.58	0.00	22,042.06	6.2
Dept: 00		1,254,814.00	1,254,814.00	633,620.79	483,013.53	0.00	621,193.21	50.5
Dept: 20 RECREATION								
Acct Class: 35 OTHER REVENUE								
3558	Seal Beach Run Grant	0.00	0.00	231.37	0.00	0.00	-231.37	0.0
OTHER REVENUE		0.00	0.00	231.37	0.00	0.00	-231.37	0.0
RECREATION		0.00	0.00	231.37	0.00	0.00	-231.37	0.0
Revenues		1,254,814.00	1,254,814.00	633,852.16	483,013.53	0.00	620,961.84	50.5
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
1000	Board of Directors Compensatn	14,000.00	14,000.00	4,250.00	600.00	0.00	9,750.00	30.4
1001	Salaries - Full-time	156,000.00	156,000.00	88,667.54	14,797.25	0.00	67,332.46	56.8
1003	Salaries - Overtime	3,432.00	3,432.00	1,747.80	285.96	0.00	1,684.20	50.9
1007	Vehicle Allowance	500.00	500.00	168.16	120.86	0.00	331.84	33.6
1010	Workers Compensation Insurance	3,600.00	3,600.00	1,634.34	182.75	0.00	1,965.66	45.4
1011	Medical Insurance	27,500.00	27,500.00	17,446.34	2,939.24	0.00	10,053.66	63.4
015	Federal Payroll Tax -FICA	8,800.00	8,800.00	7,954.85	1,950.30	0.00	845.15	90.4
018	State Payroll Taxes	1,100.00	1,100.00	106.25	15.00	0.00	993.75	9.7

REVENUE/EXPENDITURE REPORT
December 2014 @ 50%

Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 10 - GENERAL FUND

Expenditures

Dept: 10 ADMINISTRATION

SALARIES AND BENEFITS		214,932.00	214,932.00	121,975.28	20,891.36	0.00	92,956.72	56.8
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability (2)	12,500.00	12,500.00	13,186.91	0.00	0.00	-686.91	105.5
5004	Memberships and Dues (3)	6,400.00	6,400.00	5,751.48	3,031.38	0.00	648.52	89.9
5006	Travel & Meetings (4)	1,500.00	1,500.00	1,345.15	0.00	0.00	154.85	89.7
5007	Televized Meeting Costs	17,200.00	17,200.00	8,583.95	1,404.00	0.00	8,616.05	49.9
5010	Publications & Legal Notices	7,200.00	7,200.00	4,197.96	925.46	0.00	3,002.04	58.3
5012	Printing	400.00	400.00	318.45	11.31	0.00	81.55	79.6
5014	Postage	2,000.00	2,000.00	1,118.01	189.20	0.00	881.99	55.9
5016	Office Supplies	7,200.00	7,200.00	3,576.64	1,520.49	0.00	3,623.36	49.7
5020	Telephone	1,000.00	1,000.00	754.83	94.65	0.00	245.17	75.5
5045	Miscellaneous Expenditures	5,500.00	5,500.00	919.18	118.38	0.00	4,580.82	16.7
5046	Bank Service Charge	1,000.00	1,000.00	560.67	44.32	0.00	439.33	56.1
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	40,313.23	7,339.19	0.00	33,586.77	54.6
Acct Class: 56 CONTRACT SERVICES								
5610	Legal Counsel (5)	38,000.00	38,000.00	40,201.86	4,011.86	0.00	-2,201.86	105.8
5615	Financial Audit-Consulting	8,500.00	8,500.00	8,700.00	0.00	0.00	-200.00	102.4
5670	Other Professional Services	50,000.00	50,000.00	25,315.91	4,935.89	0.00	24,684.09	50.6
CONTRACT SERVICES		96,500.00	96,500.00	74,217.77	8,947.75	0.00	22,282.23	76.9
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	6,000.00	6,000.00	4,065.17	0.00	0.00	1,934.83	67.8
CAPITAL EXPENDITURES		6,000.00	6,000.00	4,065.17	0.00	0.00	1,934.83	67.8
ADMINISTRATION		391,332.00	391,332.00	240,571.45	37,178.30	0.00	150,760.55	61.5
Dept: 20 RECREATION								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	51,229.00	51,229.00	25,504.80	4,375.96	0.00	25,724.20	49.8
4002	Salaries - Part-time	22,104.00	22,104.00	11,601.03	1,740.83	0.00	10,502.97	52.5
4003	Salaries - Overtime	3,640.00	3,640.00	1,291.44	60.71	0.00	2,348.56	35.5
4005	Salaries - Event Attendant (6)	200.00	200.00	352.50	0.00	0.00	-152.50	176.3
4007	Vehicle Allowance	500.00	500.00	167.59	46.00	0.00	332.41	33.5
4010	Workers Compensation Insurance	1,080.00	1,080.00	660.71	73.88	0.00	419.29	61.2
4011	Medical Insurance	7,000.00	7,000.00	4,435.58	747.28	0.00	2,564.42	63.4
4015	Federal Payroll Tax - FICA	5,500.00	5,500.00	2,963.41	472.43	0.00	2,536.59	53.9
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	46,987.80	7,517.09	0.00	45,365.20	50.9
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5006	Travel & Meetings	250.00	250.00	220.00	0.00	0.00	30.00	88.0
5010	Publications & Legal Notices	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5012	Printing	100.00	100.00	49.83	1.88	0.00	50.17	49.8
5014	Postage	150.00	150.00	66.16	14.08	0.00	83.84	44.1
5016	Office Supplies	1,000.00	1,000.00	693.29	305.03	0.00	306.71	69.3
5017	Community Events	14,000.00	14,000.00	7,337.69	0.00	0.00	6,662.31	52.4
5019	Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020	Telephone	1,800.00	1,800.00	754.83	94.65	0.00	1,045.17	41.9
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051	Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE		24,700.00	24,700.00	15,321.80	415.64	0.00	9,378.20	62.0
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	3,500.00	3,500.00	1,539.92	287.33	0.00	1,960.08	44.0
CONTRACT SERVICES		3,500.00	3,500.00	1,539.92	287.33	0.00	1,960.08	44.0
Acct Class: 60 CAPITAL EXPENDITURES								

REVENUE/EXPENDITURE REPORT
December 2014 @ 50%

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Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014	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	32.69	0.00	0.00	1,967.31	1.6
CAPITAL EXPENDITURES	2,000.00	2,000.00	32.69	0.00	0.00	1,967.31	1.6
RECREATION	122,553.00	122,553.00	63,882.21	8,220.06	0.00	58,670.79	52.1
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	31,252.00	31,252.00	19,102.68	3,217.49	0.00	12,149.32	61.1
4002 Salaries - Part-time	6,851.00	6,851.00	5,430.57	889.14	0.00	1,420.43	79.3
4003 Salaries - Overtime	1,900.00	1,900.00	1,113.00	92.46	0.00	787.00	58.6
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	1,634.34	182.75	0.00	2,165.66	43.0
4011 Medical Insurance	8,700.00	8,700.00	5,479.31	923.11	0.00	3,220.69	63.0
4015 Federal Payroll Tax -FICA	3,600.00	3,600.00	1,959.27	320.80	0.00	1,640.73	54.4
4018 State Payroll Taxes	660.00	660.00	14.94	2.24	0.00	645.06	2.3
SALARIES AND BENEFITS	57,013.00	57,013.00	34,734.11	5,627.99	0.00	22,278.89	60.9
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	24.92	0.94	0.00	25.08	49.8
5014 Postage	50.00	50.00	22.74	4.84	0.00	27.26	45.5
5016 Office Supplies	900.00	900.00	346.64	152.51	0.00	553.36	38.5
5018 Janitorial Supplies	4,500.00	4,500.00	1,628.34	0.00	0.00	2,871.66	36.2
5020 Telephone	1,600.00	1,600.00	754.83	94.65	0.00	845.17	47.2
5022 Utilities	48,000.00	48,000.00	28,794.39	7,137.63	0.00	19,205.61	60.0
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	372.56	37.95	0.00	627.44	37.3
5032 Building & Grounds-Maintenance	16,000.00	16,000.00	10,645.30	3,205.79	0.00	5,354.70	66.5
5034 Alarm Systems	750.00	750.00	200.88	88.27	0.00	549.12	26.8
5045 Miscellaneous Expenditures	500.00	500.00	118.00	0.00	0.00	382.00	23.6
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	75,550.00	75,550.00	42,908.60	10,722.58	0.00	32,641.40	56.8
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	15,930.00	2,655.00	0.00	17,070.00	48.3
5656 Tree Trimming	1,200.00	1,200.00	878.08	597.32	0.00	321.92	73.2
5670 Other Professional Services	3,500.00	3,500.00	1,471.51	272.74	0.00	2,028.49	42.0
CONTRACT SERVICES	37,700.00	37,700.00	18,279.59	3,525.06	0.00	19,420.41	48.5
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	122.57	0.00	0.00	127.43	49.0
CAPITAL EXPENDITURES	250.00	250.00	122.57	0.00	0.00	127.43	49.0
ROSSMOOR PARK	170,513.00	170,513.00	96,044.87	19,875.63	0.00	74,468.13	56.3
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	26,137.00	26,137.00	16,407.25	2,764.97	0.00	9,729.75	62.8
4002 Salaries - Part-time	3,425.00	3,425.00	2,297.77	334.81	0.00	1,127.23	67.1
4003 Salaries - Overtime	1,040.00	1,040.00	737.12	81.39	0.00	302.88	70.9
4010 Workers Compensation Insurance	3,000.00	3,000.00	1,314.44	146.98	0.00	1,685.56	43.8
4011 Medical Insurance	7,100.00	7,100.00	4,433.42	746.92	0.00	2,666.58	62.4
4015 Federal Payroll Tax -FICA	2,500.00	2,500.00	1,484.65	242.91	0.00	1,015.35	59.4
4018 State Payroll Taxes	600.00	600.00	5.13	0.65	0.00	594.87	0.9
SALARIES AND BENEFITS	43,802.00	43,802.00	26,679.78	4,318.63	0.00	17,122.22	60.9
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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For the Period: 7/1/2014 to 12/31/2014	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	24.92	0.94	0.00	25.08	49.8
5014 Postage	50.00	50.00	22.74	4.84	0.00	27.26	45.5
5016 Office Supplies	900.00	900.00	346.64	152.51	0.00	553.36	38.5
5018 Janitorial Supplies	3,000.00	3,000.00	1,628.34	0.00	0.00	1,371.66	54.3
5020 Telephone	1,650.00	1,650.00	754.83	94.65	0.00	895.17	45.7
5022 Utilities	4,000.00	4,000.00	2,002.40	292.49	0.00	1,997.60	50.1
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	372.56	37.95	0.00	627.44	37.3
5032 Building & Grounds-Maintenance	3,000.00	3,000.00	2,398.82	462.94	0.00	601.18	80.0
5034 Alarm Systems	500.00	500.00	205.38	90.88	0.00	294.62	41.1
5045 Miscellaneous Expenditures	50.00	50.00	10.27	0.00	0.00	39.73	20.5
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	3,000.00	3,000.00	208.22	0.00	0.00	2,791.78	6.9
OPERATIONS AND MAINTENANCE							
	18,400.00	18,400.00	7,975.12	1,137.20	0.00	10,424.88	43.3
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,300.00	3,300.00	1,770.00	295.00	0.00	1,530.00	53.6
5656 Tree Trimming	1,000.00	1,000.00	878.08	597.32	0.00	121.92	87.8
5670 Other Professional Services	3,500.00	3,500.00	1,471.51	272.74	0.00	2,028.49	42.0
CONTRACT SERVICES							
	7,800.00	7,800.00	4,119.59	1,165.06	0.00	3,680.41	52.8
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	38,774.49	6,620.89	0.00	31,277.51	55.4
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	34,034.00	34,034.00	19,102.68	3,217.49	0.00	14,931.32	56.1
4002 Salaries - Part-time	8,200.00	8,200.00	5,430.57	889.14	0.00	2,769.43	66.2
4003 Salaries - Overtime	1,716.00	1,716.00	1,133.76	92.46	0.00	582.24	66.1
4005 Salaries - Event Attendant	2,000.00	2,000.00	2,752.50	390.00	0.00	-752.50	137.6
4010 Workers Compensation Insurance	3,500.00	3,500.00	1,634.34	182.75	0.00	1,865.66	46.7
4011 Medical Insurance	8,700.00	8,700.00	5,479.31	923.11	0.00	3,220.69	63.0
4015 Federal Payroll Tax -FICA	3,800.00	3,800.00	2,171.29	350.62	0.00	1,628.71	57.1
4018 State Payroll Taxes	775.00	775.00	80.91	11.98	0.00	694.09	10.4
SALARIES AND BENEFITS							
	62,725.00	62,725.00	37,785.36	6,057.55	0.00	24,939.64	60.2
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	24.91	0.94	0.00	475.09	5.0
5014 Postage	100.00	100.00	22.74	4.84	0.00	77.26	22.7
5016 Office Supplies	900.00	900.00	346.64	152.51	0.00	553.36	38.5
5018 Janitorial Supplies	4,500.00	4,500.00	1,633.25	0.00	0.00	2,866.75	36.3
5020 Telephone	1,800.00	1,800.00	754.83	94.65	0.00	1,045.17	41.9
5022 Utilities	67,771.00	67,771.00	32,652.31	6,389.00	0.00	35,118.69	48.2
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	372.56	37.95	0.00	627.44	37.3
5032 Building & Grounds-Maintenance	23,500.00	23,500.00	6,048.07	1,645.30	0.00	17,451.93	25.7
5034 Alarm Systems	750.00	750.00	205.37	12.87	0.00	544.63	27.4
5045 Miscellaneous Expenditures	250.00	250.00	59.00	0.00	0.00	191.00	23.6
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
OPERATIONS AND MAINTENANCE							
	106,821.00	106,821.00	42,119.68	8,338.06	0.00	64,701.32	39.4
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	33,000.00	33,000.00	15,930.00	2,655.00	0.00	17,070.00	48.3
5656 Tree Trimming	1,200.00	1,200.00	878.08	597.32	0.00	321.92	73.2

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For the Period: 7/1/2014 to 12/31/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5670	Other Professional Services	3,500.00	3,500.00	1,471.51	272.74	0.00	2,028.49	42.0
CONTRACT SERVICES		37,700.00	37,700.00	18,279.59	3,525.06	0.00	19,420.41	48.5
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	250.00	122.56	0.00	0.00	127.44	49.0
CAPITAL EXPENDITURES		250.00	250.00	122.56	0.00	0.00	127.44	49.0
RUSH PARK		207,496.00	207,496.00	98,307.19	17,920.67	0.00	109,188.81	47.4
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	580.00	580.00	251.61	31.55	0.00	328.39	43.4
OPERATIONS AND MAINTENANCE		580.00	580.00	251.61	31.55	0.00	328.39	43.4
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	110,000.00	110,000.00	44,794.57	8,957.23	0.00	65,205.43	40.7
CONTRACT SERVICES		110,000.00	110,000.00	44,794.57	8,957.23	0.00	65,205.43	40.7
STREET LIGHTING		110,580.00	110,580.00	45,046.18	8,988.78	0.00	65,533.82	40.7
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	251.61	31.55	0.00	328.39	43.4
OPERATIONS AND MAINTENANCE		580.00	580.00	251.61	31.55	0.00	328.39	43.4
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	55,000.00	55,000.00	22,613.77	4,615.46	0.00	32,386.23	41.1
CONTRACT SERVICES		55,000.00	55,000.00	22,613.77	4,615.46	0.00	32,386.23	41.1
STREET SWEEPING		55,580.00	55,580.00	22,865.38	4,647.01	0.00	32,714.62	41.1
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4002	Salaries - Part-time	15,800.00	15,800.00	8,646.08	1,556.30	0.00	7,153.92	54.7
4007	Vehicle Allowance	400.00	400.00	243.06	48.00	0.00	156.94	60.8
4015	Federal Payroll Tax -FICA	1,000.00	1,000.00	661.38	119.05	0.00	338.62	66.1
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	9,550.52	1,723.35	0.00	7,849.48	54.9
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	25.00	25.00	0.19	0.19	0.00	24.81	0.8
5014	Postage	300.00	300.00	10.34	2.20	0.00	289.66	3.4
5016	Office Supplies	200.00	200.00	63.03	27.72	0.00	136.97	31.5
5020	Telephone	1,000.00	1,000.00	503.24	63.10	0.00	496.76	50.3
5030	Vehicle Maintenance	200.00	200.00	50.12	0.00	0.00	149.88	25.1
5051	Equipment Rental	50.00	50.00	30.00	30.00	0.00	20.00	60.0
OPERATIONS AND MAINTENANCE		1,775.00	1,775.00	656.92	123.21	0.00	1,118.08	37.0
Acct Class: 56 CONTRACT SERVICES								
656	Tree Trimming	67,000.00	67,000.00	55,399.60	37,830.25	0.00	11,600.40	82.7

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For the Period: 7/1/2014 to 12/31/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 80 PARKWAY TREES								
Acct Class: 56 CONTRACT SERVICES								
5660	TREE REMOVAL	700.00	700.00	0.00	0.00	0.00	700.00	0.0
5664	Tree Watering Program	400.00	400.00	0.00	0.00	0.00	400.00	0.0
5670	Other Professional Services	5,500.00	5,500.00	2,928.66	583.47	0.00	2,571.34	53.2
CONTRACT SERVICES		73,600.00	73,600.00	58,328.26	38,413.72	0.00	15,271.74	79.3
Acct Class: 60 CAPITAL EXPENDITURES								
6015	Trees	12,000.00	12,000.00	7,257.90	4,429.10	0.00	4,742.10	60.5
CAPITAL EXPENDITURES		12,000.00	12,000.00	7,257.90	4,429.10	0.00	4,742.10	60.5
PARKWAY TREES		104,775.00	104,775.00	75,793.60	44,689.38	0.00	28,981.40	72.3
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	639.00	639.00	336.93	56.57	0.00	302.07	52.7
4003	Salaries - Overtime	62.00	62.00	23.67	1.38	0.00	38.33	38.2
4010	Workers Compensation Insurance	180.00	180.00	76.55	8.56	0.00	103.45	42.5
4015	Federal Payroll Tax -FICA	70.00	70.00	27.42	4.38	0.00	42.58	39.2
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	464.57	70.89	0.00	501.43	48.1
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	251.62	31.56	0.00	248.38	50.3
5022	Utilities	8,500.00	8,500.00	3,074.72	789.29	0.00	5,425.28	36.2
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032	Building & Grounds-Maintenance	1,000.00	1,000.00	593.15	0.00	0.00	406.85	59.3
5045	Miscellaneous Expenditures	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5051	Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052	Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE		10,500.00	10,500.00	3,919.49	820.85	0.00	6,580.51	37.3
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	3,600.00	3,600.00	1,770.00	295.00	0.00	1,830.00	49.2
5656	Tree Trimming	500.00	500.00	292.66	199.09	0.00	207.34	58.5
5670	Other Professional Services	50.00	50.00	27.31	5.82	0.00	22.69	54.6
CONTRACT SERVICES		4,150.00	4,150.00	2,089.97	499.91	0.00	2,060.03	50.4
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	6,474.03	1,391.65	0.00	9,241.97	41.2
Expenditures		1,250,697.00	1,250,697.00	689,759.40	149,532.37	0.00	560,937.60	55.2
Net Effect for GENERAL FUND		4,117.00	4,117.00	-55,907.24	333,481.16	0.00	60,024.24	-1,358.0
Change in Fund Balance:				-55,907.24				

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Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH							
Revenues							
Dept: 00							
Acct Class: 31 ASSESSMENTS							
3100 Property assessments	380,000.00	360,000.00	216,318.49	171,412.39	0.00	163,681.51	56.9
3101 Property assessments-prior yr	3,400.00	3,400.00	2,455.07	319.20	0.00	944.93	72.2
ASSESSMENTS	383,400.00	383,400.00	218,773.56	171,731.59	0.00	164,626.44	57.1
Dept: 00	383,400.00	383,400.00	218,773.56	171,731.59	0.00	164,626.44	57.1
Revenues	383,400.00	383,400.00	218,773.56	171,731.59	0.00	164,626.44	57.1
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	9,315.00	9,315.00	-88,942.24	171,731.59	0.00	98,257.24	-954.8
Change in Fund Balance:			-88,942.24				

REVENUE/EXPENDITURE REPORT
December 2014 @ 50%

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Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	105,202.00	105,202.00	0.00	0.00	0.00	105,202.00	0.0
PROPERTY TAXES		105,202.00	105,202.00	0.00	0.00	0.00	105,202.00	0.0
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	87,700.00	87,700.00	48,517.70	39,205.70	0.00	39,182.30	55.3
3101	Property assessments-prior yr	780.00	780.00	471.88	70.62	0.00	308.12	60.5
ASSESSMENTS		88,480.00	88,480.00	48,989.58	39,276.32	0.00	39,490.42	55.4
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
USE OF MONEY AND PROPERTY		1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 00		194,682.00	194,682.00	48,989.58	39,276.32	0.00	145,692.42	25.2
Revenues		194,682.00	194,682.00	48,989.58	39,276.32	0.00	145,692.42	25.2
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	2,640.00	0.00	0.00	-110.00	104.3
CONTRACT SERVICES		2,530.00	2,530.00	2,640.00	0.00	0.00	-110.00	104.3
Acct Class: 58 DEBT SERVICE								
5800	Principal	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	100.0
5801	Interest	14,935.00	14,935.00	8,410.00	0.00	0.00	6,525.00	56.3
DEBT SERVICE		79,935.00	79,935.00	73,410.00	0.00	0.00	6,525.00	91.8
ROSSMOOR WALL		82,465.00	82,465.00	76,050.00	0.00	0.00	6,415.00	92.2
Expenditures		82,465.00	82,465.00	76,050.00	0.00	0.00	6,415.00	92.2
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		112,217.00	112,217.00	-27,060.42	39,276.32	0.00	139,277.42	-24.1
Change in Fund Balance:				-27,060.42				

REVENUE/EXPENDITURE REPORT
December 2014 @ 50%

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1/14/2015
1:58 pm

Rossmoor Community

For the Period: 7/1/2014 to 12/31/2014		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	97,685.00	97,685.00	0.00	0.00	0.00	97,685.00	0.0
PROPERTY TAXES		97,685.00	97,685.00	0.00	0.00	0.00	97,685.00	0.0
Acct Class: 35 OTHER REVENUE								
3600	TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
OTHER REVENUE		100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Dept: 00		197,685.00	197,685.00	0.00	0.00	0.00	197,685.00	0.0
Revenues		197,685.00	197,685.00	0.00	0.00	0.00	197,685.00	0.0
Expenditures								
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	0.00	10,956.69	340.00	0.00	-10,956.69	0.0
CAPITAL EXPENDITURES		0.00	0.00	10,956.69	340.00	0.00	-10,956.69	0.0
MONTECITO CENTER		0.00	0.00	10,956.69	340.00	0.00	-10,956.69	0.0
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	67,000.00	67,000.00	33,688.61	0.00	0.00	33,311.39	50.3
CAPITAL EXPENDITURES		67,000.00	67,000.00	33,688.61	0.00	0.00	33,311.39	50.3
RUSH PARK		67,000.00	67,000.00	33,688.61	0.00	0.00	33,311.39	50.3
Dept: 65 ROSSMOOR WALL								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	20,000.00	20,000.00	5,383.75	0.00	0.00	14,616.25	26.9
CAPITAL EXPENDITURES		20,000.00	20,000.00	5,383.75	0.00	0.00	14,616.25	26.9
ROSSMOOR WALL		20,000.00	20,000.00	5,383.75	0.00	0.00	14,616.25	26.9
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	7,000.00	7,000.00	1,730.00	425.00	0.00	5,270.00	24.7
OPERATIONS AND MAINTENANCE		7,000.00	7,000.00	1,730.00	425.00	0.00	5,270.00	24.7
CAPITAL PROJECTS		7,000.00	7,000.00	1,730.00	425.00	0.00	5,270.00	24.7
Expenditures		94,000.00	94,000.00	51,759.05	765.00	0.00	42,240.95	55.1
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		103,685.00	103,685.00	-51,759.05	-765.00	0.00	155,444.05	-49.9
Change in Fund Balance:				-51,759.05				
Grand Total Net Effect:		229,334.00	229,334.00	-223,668.95	543,724.07	0.00	453,002.95	

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

* #1 Federal Payroll Tax 10-10-4015	Additional Payroll/Adjustment made in December. Amended Budget will be adjusted.
* #2 Insurance-Liability 10-10-5002	Annual premium paid for 2014-2015. Slight increase will be added to Amended Budget.
#3 Memberships and Dues 10-10-5004	Annual memberships have been paid.
* #4 Travel & Meetings 10-10-5006, 10-20-5006	Red Cross training for entire staff in September
* #5 Legal Counsel 10-10-5610	Additional legal expenses due ordinance implementation, litigation, etc. Amended Budget will be adjusted.
* #6 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.
* #7 Event Attendant	Use of Rush Park Auditorium attendants has increased. This does not impact budget.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-3

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY COYOTE SIGHTINGS/ACTIVITY REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

The board has asked that staff keep track of coyote sightings reported to the District including any activities related thereto. Attached is the Quarterly Coyote Sightings/Activity Report. 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. Quarterly Coyote Sightings/Activity Report.
2. City of Seal Beach Proposed Coyote Plan
3. Department of Fish and Wildlife, *Keep Them Wild!* Campaign Information and Literature
3. Department of Fish and Wildlife Reporting Procedures

Quarterly Coyote Sightings Activity Report

Elizabeth Deering

2015

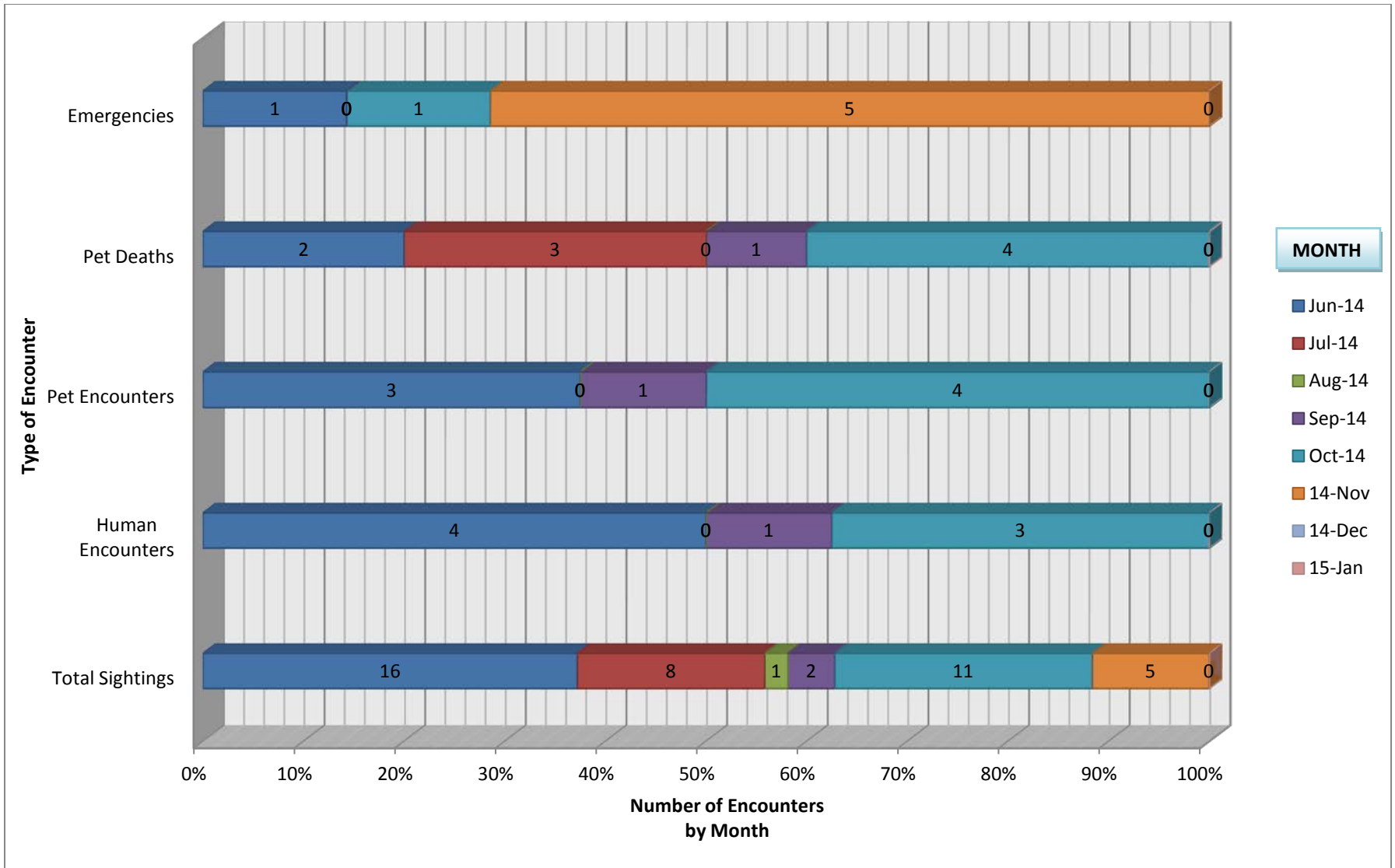


June 2014-January 2015

The Quarterly 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.

Since this is the first Quarterly Coyote Activity Report, data has been provided from June 2014 through January 2015. Henceforth, only data occurring during the actual quarter will be presented.

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



43 Total reported sightings over a 7 month span
 7 Human Encounters
 8 Pet Encounters

10 Pet Deaths
 7 Emergencies

QUARTERLY 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 an imminent threat and/or 911 calls.

California Department of Fish and Wildlife classifies public safety wildlife incidents into three types as follows:

- **A. Type Green (sighting)**
A report (confirmed or unconfirmed) of an observation that is perceived by the public to be a public safety wildlife problem. The mere presence of the wildlife species does not in itself constitute a threat.
- **B. Type Yellow (threat)**
A report where the presence of the public safety wildlife is confirmed by a field investigation and the responding person (law enforcement officer or Department employee) perceives the animal to be an imminent threat to public health or safety. Imminent threat means there is a likelihood of human injury based on the totality of the circumstances.
- **C. Type Red (attack)**
An attack by a public safety wildlife species on a human resulting in physical contact, injury, or death.

These guidelines are not intended to address orphaned, injured, or sick wildlife which have not threatened public safety. To achieve the intent of these guidelines, the following procedures shall be used.



Seal Beach News

A look at proposed coyote plan

Wed, Jan 28 2015 03:39 PM Posted By: By Charles M. Kelly

The City of Seal Beach recently released a draft of the proposed coyote management plan. The Coyote Committee will meet at 10 a.m., Friday, Jan. 30, to discuss the draft. The 22-page document was drawn up by city staff with help from Long Beach Animal Care Services and the Humane Society of the United States. The Long Beach agency has the contract to provide animal control services to Seal Beach.

The plan said it is intended to balance public safety with protection for wildlife. The plan emphasizes educating the public on how to avoid attracting coyotes and on hazing, which is supposed to re-instill a fear of humans in coyotes.

The plan does not include trapping, to which the Humane Society is adamantly opposed. Late last year, in response to complaints from some residents about coyote activity, the City Council authorized a four-week trapping program that began in early October and ran its course.

"It is not economically, ecologically or in other ways efficient to attempt to remove all coyotes from the urban ecosystem," the Draft Coyote Management Plan said.

While the Coyote Plan opposes trapping generally, Appendix B recommends locating and killing individual coyotes that are responsible for specific behaviors such as attacks on humans, nipping at or growling at a human without touching one or when a coyote attacks a pet on a leash less than 6 feet long.

Last year, then-Councilman Michael Levitt said there had been documented cases of coyotes coming up behind Leisure World residents as they walked their dogs and snatching the pets off their leashes.

In at least two instances, coyotes darted into open doorways in Leisure World units and killed pets. Animal rights activists have dismissed such reports as false or exaggerated. The Coyote Plan includes a warning that some reports of coyote sightings might become exaggerated because of fear.

The Coyote Plan argues that coyotes are important to the environment.

"They are predators of geese, eggs, squirrels, mice, rabbits, rats, gophers and other small animals. Rodents make up a majority of their diet," the plan said.

The Coyote Plan did not cite a source for that statement.

According to "Urban Coyote Research, Urban Coyote Ecology and Management, Cook County, Illinois," a study of coyote waste determined that small rodents made up 42 percent of a coyote's diet, fruit 23 percent, deer 22 percent and rabbits 18 percent.

However, a 2009 article in the Journal of Wildlife Management, "Observations of Coyote-Cat Interactions," said in 42 percent of 45 observed coyote feedings, the coyotes were eating cats.

According to the American Bird Conservancy, other studies found that cats made up 13 percent of a coyote's diet.

The Coyote Plan says it is illegal to feed wild animals. However, there is no recommendation of a specific penalty for feeding coyotes. Starting on page 8, the Coyote Plan discusses hazing. Basic hazing includes making noise to frighten city-dwelling coyotes. "More aggressive" hazing may include throwing objects such as rocks. However, that appears to contradict a direct quotation from the California Code of Regulation that prohibits harassing, herding or driving wildlife.

Ted Stevens, manager of Animal Care Services, explained the distinction.

"It is legal to haze with any non-lethal method," Stevens said. "I would recommend throwing rocks or other objects toward coyotes, not necessarily at them with the intent of trying to seriously injure them or kill them," Stevens said.

"To hit a coyote with pepper spray they would need to be pretty close to you, so I would say it is reasonable to assume that if the coyote was that close to you, you are justified to protect yourself or your pet as the pepper spray is not lethal," Stevens said.

[California](#) > [DFG](#) > [Education](#)



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[MULE DEER](#)

[KIT FOX](#)

[COYOTES](#)

[WILD TURKEYS](#)

[WILD PIG](#)

[WILDLIFE-PROOF
PRODUCTS](#)

[EDUCATIONAL
MATERIALS](#)

Wild Animals Ruined, Even Killed, by People's Carelessness!

Wild animals are in trouble, and the problem is people who are careless with food and garbage.

Coyotes play an important role in the ecosystem, helping to keep rodent populations under control. They are by nature fearful of humans.

If coyotes are given access to human food and garbage, their behavior changes. They lose caution and fear. They may cause property damage. They might threaten human safety. They might be killed.

Relocating a problem coyote is not an option because it only moves the problem to someone else's neighborhood.

Help prevent deadly conflicts for these beautiful wild animals.

"Coyote country" precautions

- Never feed or attempt to tame coyotes. The result may be deadly conflicts with pets or livestock, or serious injuries to small children.
- Do not leave small children or pets outside unattended.
- Install motion-sensitive lighting around the house.
- Trim ground-level shrubbery to reduce hiding places.
- Be aware that coyotes are more active in the spring, when feeding and protecting their young.
- If followed by a coyote, make loud noises. If this fails, throw rocks in the animal's direction.
- If a coyote attacks a person, immediately contact the nearest Department of Fish and Game or law enforcement office.

Stash Your Food and Trash

Allowing coyotes access to human food and garbage is reckless and deadly.

Coyotes primarily hunt rodents and rabbits for food, but will take advantage of whatever is available, including garbage, pet food, and domestic animals.

- Put garbage in tightly closed containers that cannot be tipped over.
- Remove sources of water, especially in dry climates.
- Bring pets in at night, and do not leave pet food outside.
- Put away bird feeders at night to avoid attracting rodents and other coyote prey.
- Provide secure enclosures for rabbits, poultry, etc.
- Pick up fallen fruit and cover compost piles.
- Ask your neighbors to follow these tips.

**Please respect and protect wild animals.
Keep them wild.**



New Laws

Feeding coyotes is illegal in some communities. Many local ordinances make wildlife feeding punishable by fines and requirements to install wildlife-proof garbage containers.



Coyote-Proof Containers

Use garbage cans that have a locking mechanism on the lid. Use a rope or elastic cord to secure the can to a fence or other solid object so that it cannot be tipped over. A variety of products are available to keep wildlife away from human food sources.

[Click here for a list](#)



[click to enlarge](#)

The coyote's range covers the entire state of California. Most conflicts occur along borders between urban and wild areas.



[download Coyote Brochure](#)



[download Coyote Poster](#)



A campaign supported by the
California Department of Fish and Game

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Website concept by OneWorld Communications, San Francisco www.owcom.com

CDFW Public Safety Wildlife Guidelines 2072 (Excluding mountain lions)

[\(For mountain lions, see policy updated February 28, 2013\)](#)

Consistent with Section 1801 of the Fish and Game Code, these Public Safety Wildlife Guidelines provide procedures to address public safety wildlife problems. Black bears, deer, coyotes, and large exotic carnivores which have threatened or attacked humans are wildlife classified as public safety problems.

Department employees may deploy less-than-lethal ammunition or devices to assist in alleviating a wildlife incident as determined by the employee. If a Department law enforcement officer deploys such methods it is the officer's responsibility to ensure any firearm used is unloaded with the less-than-lethal ammunition, checked and reloaded with the proper ammunition for that firearm. When there are multiple officers on an incident, at least one other officer if readily available, should assist the primary officer in ensuring firearms are checked and loaded with the proper ammunition.

Public safety wildlife incidents are classified into three types:

- **A. Type Green (sighting)**
A report (confirmed or unconfirmed) of an observation that is perceived by the public to be a public safety wildlife problem. The mere presence of the wildlife species does not in itself constitute a threat.
- **B. Type Yellow (threat)**
A report where the presence of the public safety wildlife is confirmed by a field investigation and the responding person (law enforcement officer or Department employee) perceives the animal to be an imminent threat to public health or safety. Imminent threat means there is a likelihood of human injury based on the totality of the circumstances.
- **C. Type Red (attack)**
An attack by a public safety wildlife species on a human resulting in physical contact, injury, or death.

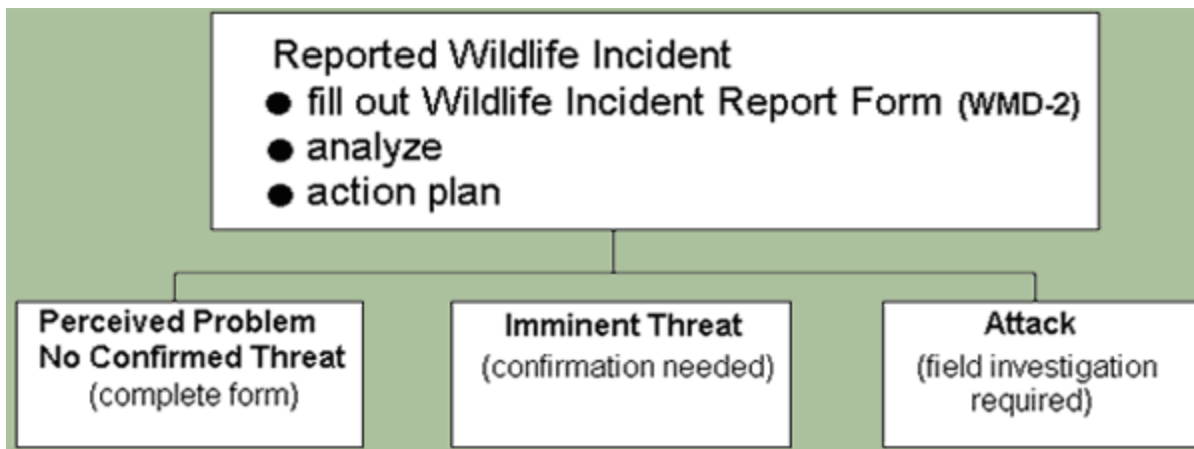
These guidelines are not intended to address orphaned, injured, or sick wildlife which have not threatened public safety. To achieve the intent of these guidelines, the following procedures shall be used.

I. Wildlife Incident Report Form

Fill out a Wildlife Incident Report Form (WMD-2) for all reports of public safety wildlife incidents. The nature of the report will determine the response or investigative action to the public safety problem. For those reports which require a follow-up field investigation, the Wildlife Incident Report Form will be completed by the field investigator. All completed Wildlife Incident Report Forms shall be forwarded through the regional offices to the Chief, Wildlife Branch (WB) and the Chief of Enforcement.

II. Response to Public Safety Wildlife Problems

The steps in responding to a public safety wildlife incident are diagramed below:



Any reported imminent threats or attacks on humans by wildlife will require a follow-up field investigation. If a public safety wildlife species is outside its natural habitat or in an area where it could become a public safety problem, and if approved by the Deputy Director for the Wildlife and Fisheries Division (WFD), it may be captured using restraint techniques approved by the Wildlife Investigations Laboratory (WIL). The disposition of the captured wildlife may be coordinated with WIL. Public safety wildlife species confirmed by Department field staff to pose an imminent threat to public safety shall not be relocated for release. CDFW will utilize reasonable means to take a public safety animal. However, when reasonable means to take the animal have been attempted, and the imminent threat no longer exists, the Department shall reassess the public safety status of the animal.

A. Type Green (sighting)

If the investigator determines that no imminent threat to public safety exists, the incident is considered a Type Green. The appropriate action may include providing wildlife behavior information and mailing public educational materials to the reporting party.

B. Type Yellow (threat)

Once the field investigator finds evidence of the public safety wildlife and perceives the animal to be an imminent threat to public health or safety, the incident is considered a Type Yellow. In the event of threat to public safety, any Department employee responding to a reported public safety incident may take whatever action is deemed necessary within the scope of the employee's authority to protect public safety. When evidence shows that a wild animal is an imminent threat to public safety, that wild animal shall be humanely euthanized (shot, killed, dispatched, destroyed, etc.).

For Type Yellow incidents the following steps should be taken:

1. Initiate the Incident Command System. The Incident Commander (IC) consults with the regional manager, assistant chief or designee to decide on the notification process on a case-by-case basis. Full notification includes: the field investigator's supervisor, the appropriate regional manager and assistant chief, the Deputy Director, WFD, Chief, of Enforcement, Chief, WB, WIL, Wildlife Forensics Lab (WFL), the designated regional information officer, and the local law enforcement agency.
2. Notify the appropriate Dispatch Center. Dispatch shall notify the above-mentioned personnel.
3. Secure the scene as appropriate. Take all practical steps to preserve potential evidence. The IC holds initial responsibility and authority over the scene, locating the animal, its resultant carcass, and any other physical evidence from the attack. The IC will ensure proper transfer and disposition of all physical evidence.
4. In most situations, it is important to locate the offending animal as soon as practical. WIL may be of assistance. The services of USDA, Wildlife Services (WS) can be arranged by the regional manager, assistant chief or designee contacting the local WS District Supervisor. If possible, avoid shooting the animal in the head to preserve evidence.
5. If an animal is killed, the IC will decide on the notification process and notify Sacramento Dispatch if appropriate. Use clean protective gloves while handling the carcass. Place the carcass inside a protective durable body bag (avoid dragging the carcass, if possible).

C. Type Red (attack)

In the event of an attack, the responding Department employee may take any action necessary that is within the scope of the employee's authority to protect public safety. When evidence shows that a wild animal has made an unprovoked attack on a human, that wild animal shall be humanely euthanized (shot, killed, dispatched, destroyed, etc.).

For Type Red incidents the following steps should be taken:

1. Ensure proper medical aid for the victim. Identify the victim (obtain the following, but not limited to: name, address, phone number).
2. Notify the appropriate Dispatch Center. Dispatch shall notify the field investigator's supervisor, the appropriate regional manager and assistant chief, the Deputy Director, WFD, Chief of Enforcement, Chief, WB, WIL, WFL, the designated regional information officer, and the local law enforcement agency.
3. Initiate the Incident Command System. If a human death has occurred, an Enforcement Branch supervisor or specialist will respond to the Incident Command Post and assume the IC responsibilities. The IC holds initial responsibility and authority over the scene, locating the animal, its resultant carcass, and any other physical evidence from the attack. The IC will ensure proper transfer and disposition of all physical evidence.
4. Secure the area as needed. Treat the area as a crime scene. In order to expedite the capture of the offending animal and preserve as much on-scene evidence as possible, the area of the incident must be secured immediately by the initial responding officer. The area should be excluded from public access by use of flagging tape or similar tape (e.g., "Do Not Enter") utilized at crime scenes by local law enforcement agencies. One entry and exit port should be established. Only essential authorized personnel should be permitted in the excluded area. A second area outside the area of the incident should be established as the command post.
5. In cases involving a human death, WFL personnel will direct the gathering of evidence. Secure items such as clothing, tents, sleeping bags, objects used for defense during the attack, objects chewed on by the animal, or any other materials which may possess the attacking animal's saliva, hair, or blood.
6. If the victim is alive, advise the attending medical personnel about the Carnivore Attack-Victim Sampling Kit for collecting possible animal saliva stains or hair that might still be on the victim. If the victim is dead, advise the medical examiner of this evidence need. This sampling kit may be obtained from the WFL.
7. It is essential to locate the offending animal as soon as practical. WIL may be of assistance. The services of WS can be arranged by the regional manager, assistant chief or designee contacting the local WS District Supervisor. If possible, avoid shooting the animal in the head to preserve evidence.
8. If an animal is killed, the IC will notify the appropriate Dispatch Center. Treat the carcass as evidence. Use clean protective gloves and (if possible) a face mask while handling the carcass. Be guided by the need to protect the animal's external body from: loss of bloodstains or other such physical evidence originating from the victim; contamination by the animal's own blood; and contamination by the human handler's hair, sweat, saliva, skin cells, etc. Tape paper bags over the head and paws, then tape plastic bags over the paper bags. Plug wounds with tight gauze to minimize contamination of the animal with its own blood. Place the carcass inside a protective durable body bag (avoid dragging the carcass, if possible).
9. WFL will receive from the IC and/or directly obtain all pertinent physical evidence concerning the primary questions of authenticity of the attack and identity of the offending animal. WFL has first access and authority over the carcass after the IC. WFL will immediately contact and coordinate with the county health department the acquisition of appropriate samples for rabies testing. Once WFL has secured the necessary forensic samples, they will then release authority over the carcass to WIL for disease studies.
10. An independent diagnostic laboratory approved by WIL will conduct necropsy and disease studies on the carcass. The WIL will retain primary authority over this aspect of the carcass.

D. Responsibilities of WIL

WIL investigates wildlife disease problems statewide and provides information on the occurrence of both enzootic and epizootic disease in wildlife populations. Specimens involved in suspected disease problems are submitted to WIL for necropsy and disease studies. Most animals killed for public safety reasons will be necropsied to assess the status of health and whether the presence of disease may have caused the aggressive and/or unusual behavior.

Type Yellow public safety animals killed may be necropsied by WIL or an independent diagnostic laboratory approved by WIL. Contact WIL immediately after a public safety animal is killed to determine where it will be necropsied. Arrangements are to be made directly with WIL prior to submission of the carcass to any laboratory.

Type Red public safety animals killed will be necropsied by an independent diagnostic laboratory approved by WIL. Contact WIL prior to submission of the carcass to any laboratory to allow the Department veterinarian to discuss the disease testing requirements with the attending pathologist. A disease testing protocol has been developed for use with Type Red public safety wildlife.

E. **Responsibilities of WFL**

WFL has the statewide responsibility to receive, collect, examine and analyze physical evidence, issue reports on evidence findings, and testify in court as to those results. WFL's primary function in public safety incidents is to verify or refute the authenticity of the purported attack and to corroborate or refute the involvement of the suspected offending animal.

Type Yellow public safety animals killed may be examined by WFL personnel. The examination of the carcass will be coordinated with WIL.

All **Type Red** public safety animals killed must be examined by WFL personnel or a qualified person approved by WFL supervisor using specific procedures established by WFL.

If a human death occurs, coordination of the autopsy between the proper officials and WFL is important so that WFL personnel can be present during the autopsy for appropriate sampling and examination. In the event of human injury, it is important for WFL to gather any relevant physical evidence that may corroborate the authenticity of a wildlife attack, prior to the treatment of injuries, if practical. If not practical, directions for sampling may be given over the telephone to the emergency room doctor by WFL.

F. **Media Contact**

Public safety wildlife incidents attract significant media attention. Issues regarding site access, information dissemination, the public's safety, carcass viewing and requests to survey the scene can be handled by a designated employee. Each region and the Chief of Enforcement shall designate an employee with necessary ICS training to respond as a regional information officer to public safety wildlife incidents.

Type Yellow public safety wildlife incidents may require the notification of a designated employee previously approved by the regional manager, assistant chief or designee to assist the IC in responding to the media and disseminating information. The IC has the authority to decide if the designated employee should be dispatched to the site.

All **Type Red** public safety wildlife incidents require that a designated employee, previously approved by the regional manager, assistant chief or designee, shall be called to the scene to assist the IC in responding to the media and disseminating information, is called to the scene.

The Department will develop and provide training for designated employees to serve as information officers for public safety wildlife incidents.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-4

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY STATUS REPORT

RECOMMENDATION:

Receive and file.

BACKGROUND:

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

ATTACHMENTS:

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

SECOND QUARTER FY 2014-2015 STATUS REPORT

1. RECREATION/FACILITIES REPORT

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

b. Rush Park—the Rush Park facility is fully operational. The playground continues to be heavily used by children.

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

d. Rossmoor Park—there are no current issues.

e. LAGSL—the Fall Ball season was completed with no neighborhood issues.

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

g. Grounds Maintenance—there are no significant issues.

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

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

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

2. **TREE PROGRAM**—Discussions are ongoing with the LAUSD regarding the future planting of parkway trees around the Rossmoor's four elementary schools. A major activity was the successful prosecution for the illegal removal of a healthy street tree. This sets a precedent for dealing with illegal tree removals in the future. The Quarterly Tree Report is on your Agenda

3. STREET SWEEPING

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

4. STREET LIGHTING

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

5. COUNTY/CITIZEN MEETING OR REQUESTS

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

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

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

6. DISTRICT'S FINANCIAL RESOURCES

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

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

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

d. FY 2014-2015 Mid-Year Adjusted Budget —is on your Agenda

e. Annual Audit—the District's annual is scheduled for the first quarter of next fiscal year.

7. COMMUNICATION WITH THE PUBLIC

a. Quarterly Newsletter—the Quarterly Newsletter was distributed during the quarter. A growing number of residents are requesting that they receive the newsletter electronically. Electronic subscribers continue to increase.

b. Website—our website continues to be upgraded in cooperation with BreaIT and is being increasingly used by residents for receiving updates on District

activities. 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.

c. Community Email Data Base—has grown 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. E-Blast campaigns undertaken this quarter: *On A Mission!*, *Rossmoor Night Basketball!*, *Mission, Goals, and Objectives Public Hearing*. District communications have continued to see high open rates.

8. REFUSE COLLECTION

- a. There are no reportable issues.

9. CURRENT ISSUES

a. Coyotes—are still present in the community although sightings in the community have decreased. It is, however, a continuing problem in the region. The quarterly Coyote activity report is a part of your Agenda.

b. Water Conservation—remains a critical issue for the State and our community although there has been a significant increase in rain during the quarter. However, restrictions on watering of the District's parks remain in place. 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: February 10, 2015

To: Honorable Board of Directors

From: General Manager

SUBJECT: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Recreation Report for the 2nd quarter of the 2014-2015 Fiscal Year. The report prepared by Recreation Superintendent Emily Gingras describes the District's Recreation programs, goals and activities.

ATTACHMENTS:

1. Quarterly Recreation Report.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

February 2015

SUMMARY

As the District's Recreation Department looks forward to a new year and new program offerings, Recreation staff reflects on the successes of 2014. A cold and wet winter season has not deterred park users and Recreation staff continues to be busier than ever meeting the demands of the community.

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

- Collaboration with the Annual School Ghouls Run/Walk coordinators
- Offering a successful Holiday Toy and Gift Drive
- Establishing a Recreation Intern program
- Securing stage rental for the May Community Festival
- Establishing an MOU with the Rossmoor's Homeowner's Association and the festival committee for the Community Festival
- Adoption of new park ordinances relating to rules and regulations within District Property
- Coordination with the Long Beach State Athletic Department for a Men's Basketball Rossmoor Night.

The District's Recreation Department once again assisted with the coordination of the Annual School Ghouls 5k/10k Run Walk event held at Rush Park. The 4th annual event received over 500 participants supporting LAUSD schools. Event coordinators were successful in receiving road encroachment and special event permits from the County at a significantly discounted rate resulting in a higher proceed amount for the schools. The event had an extreme outpour of volunteer support, resulting in a highly successful event. Participants enjoyed a pumpkin patch, pancake breakfast, vendor fair and costume contest following the race through Rossmoor's beautiful tree-lined streets.

For the third straight year, Rossmoor residents showed tremendous generosity this Holiday season. Rossmoor's third annual Holiday Toy and Gift Drive and Senior Santa programs were once again highly successful. In collaboration with the Rossmoor Homeowners Association and the OC Sheriff Department, the District's Recreation Department collected gifts for infants, youth and seniors in need. The District collected over 100 gifts which were donated to the OC Sheriffs' Department for distribution of over 42,000 toys and 2,100 gifts for seniors.

At a recent Board meeting, the RCSD Board of Directors unanimously approved the implementation of a Recreation Internship Program for the District in collaboration with CSULB's Recreation Department. District staff provided extensive research and proposed a detailed outline of the District's goals and objectives for any Intern. The District is looking forward to the partnership with CSULB's Recreation Intern Program and will soon begin to accept applications for the 2015 summer Intern program.

District staff has recently secured the rental of the City of Chino Hills Show Mobile wagon (stage) for the May Community Festival. Unfortunately, this will be the last year the City of Chino Hills will be offering their show mobile for rent. The District's Recreation Department is researching other options for 2016 events and will be meeting with plan checkers from the County to determine permitting fees for a variety of stage options.

As a means to outline roles and responsibilities for the RCSD and RHA regarding the Annual Community Festival, District staff drafted an MOU for the Festival. The Festival committee was pleased with the document and offered their support of the MOU to the RHA. It has been signed by both parties (RHA and RCSD) and will remain in effect as District staff, festival committee members and RHA members' turnover.

New Ordinances have recently been adopted by the RCSD that would allow for greater enforcement of RCSD park policies by the Orange County Sheriff Department. In collaboration with the Park Superintendent, Recreation staff is coordinating the replacement of park rules signage to include the policy additions and revisions.

The District's Recreation Department is excited to soon host its first CSULB Men's Basketball Rossmoor Night in support of the head coach who is a Rossmoor resident. The District has purchased 50 tickets and is reselling them to the public at \$5 each. Long Beach State is playing Hawaii on Saturday, January 31, 2015 at 4:00pm in the Walter Pyramid. The District's Recreation Department is looking forward to a fun-filled evening of community support for Coach Monson and the men's basketball team.

Recreation staff is currently working on the following projects:

- Continued after school offerings and equipment rental at Rossmoor Park
- Preparing a Cooperative Programming Agreement with the Youth Center for implementation of recreation programs at Rossmoor Park
- Providing alcohol policy recommendations and procedural recommendations
- Revamping the District's Tennis Program
- Preparing quotes and information for the District's CIP program including the proposed Rush Park Picnic Shelter
- Coordination of summer special event offerings
- Securing Sheriff presence at special events
- Coordination of the American Cancer Society event

As previously reported, the Recreation Department continues to leave the Rossmoor Park Community Center doors open for youth and families seven days a week. Several children and families utilize table games, sports equipment, ping pong and foosball tables daily. Youth also utilize the Community Center as a place to complete homework. On average about fifteen youth spend between one to two hours in the Community Center after school. Parents prefer to have their children wait for them in the Community Center rather than walk or ride their bike to the Youth Center as an afterschool option which is why staff has seen such an increase in use. Young families are also using it as a way to spend afternoons with their

toddlers and preschool aged children prior to returning home for dinner as they utilize games and toys available in the center.

With the need for after school supervision growing, now seems to be the perfect time to enter into an Agreement with the Youth Center to provide supervised drop-in recreation activities. The Youth Center has agreed to provide and compensate two staff for up to four hours a day annually for the program. District staff has prepared a Cooperative Programming Agreement that will be presented at the next Parks and Facilities Committee meeting for direction. The Agreement outlines roles and responsibilities of both the District and the Youth Center for both the proposed after school program and for the Rossmoor Park Summer Day Camp Program. The Agreement also includes important water conservation procedures.

The District's Recreation Department has been assisting with policy revisions that would allow a beer tasting to be held in conjunction with the annual Rossmoor Community Festival taking place in May. The policy revisions including the adoption of an Ordinance would allow for beer or wine to be served within District Property if approved by Resolution of the Board of Directors. Recreation staff has met John Paulson with the Los Alamitos/Seal Beach Rotary who is coordinating the beer tasting. Mr. Paulson is very well aware of all permitting requirements both with the Orange County Health Department and Alcohol Beverage Consumption (ABC). Mr. Paulson is coordinating with three local microbreweries including Beachwood BBQ in Seal Beach to provide a variety of four ounce tastings. The tasting area would be fenced in at the southwest corner of the park. Tickets must be pre-purchased through a local non-profit with one hundred percent of the proceeds going to that non-profit. The Rotary will also provide security for the event. The event has been very well planned out and the District's Recreation Department is hoping to offer similar tasting events in conjunction with Concerts in the Park.

Based on the Board's recommendation asking staff to provide a procedure for addressing alcohol requests, the District's Recreation Department has provided the General Manager with recommendations for implementation based on the existing special event procedures.

Initial research has begun for a greater variety of tennis program offerings for youth. Several options will be considered for implementation and after presented to the General Manager for input, will be vetted to the Parks and Facilities Committee at a much later date as research concludes and a proposal has been prepared.

For the last several months, the District's Recreation and Parks Superintendent have been working closely to gather quotes and research for a new permanent picnic canopy. Quotes have been presented to the CIP committee. Based on high install quotes, District staff is still in the process of researching its options and will present the best option for the District shortly. Both District staff and the CIP Committee feel a cedar rectangular structure would complement Rush Park's tree canopy nicely.

As we quickly approach the District's summer of special event offerings, the District's Recreation Department is preparing options for this summer's line up of movies, concerts and Shakespeare in the Park. Based on the popularity of the 2014 events, District staff is exploring options for creating an even better fan experience. This summer the Orange County Sheriff's Department will have a booth at all of our movie events and have a Sheriff Deputy present at both the Concerts in the Park and Shakespeare in the Park events. The Sheriff's Department will use their booth as a lost and found and information center. Additional options including ID wristbands and/or tattoos are being explored to maximize child safety.

An increase in special event requests for fundraisers has come thru the District's doors. Recreation staff has been coordinating these requests with the District's General Clerk and preparing reports for consideration of the Board. Each event is carefully considered to minimize impact to neighbors and other parks users. District staff will continue to ensure that all event requests complete the District's requirements and County requirements prior to implementation.

Future projects Recreation staff would like to implement:

- 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.

As the roles and responsibilities of the Recreation Department continue to increase, staff continues to be motivated to bring more recreation opportunities into Rossmoor. The Recreation Department is exciting for what is in store for the community of Rossmoor as exciting new partnerships form maximizing the potential to create community.

Respectfully Submitted By

Emily Gingras, RCSD Recreation Superintendent



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-6

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Tree Report for the 2nd 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 Program Assistant, Mary Kingman.

ATTACHMENTS:

1. Quarterly Tree Report.

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	37	279	384	182				21	38
November-14		102	182	120		22	1		16
December-14									22
2nd Quarter Totals	37	381	566	302		22	1	21	76
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	
Annual Grid Trimming for District 4	C
Off-Grid Maintenance Trims	On/G
OCPW	
Tree Removals	On/G
CountySafety Trims	On/G
RCS	
Vacant Site Planting	On/G

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: February 10, 2015
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: PUBLIC HEARING RE: DISTRICT MISSION STATEMENT, GOALS AND OBJECTIVES.

RECOMMENDATION:

Open hearing, receive staff presentation, take testimony, close hearing, appoint and refer the matter to a Board ad hoc committee to make recommendations to the Board at a future meeting.

BACKGROUND:

At your December 2014 Board meeting, there was discussion regarding the updating of the District's Mission Statement, Goals and Objectives. The Board directed the General Manager to seek public input and to bring the matter back to the Board. Staff has solicited public input through the use of the District's website. An email blast resulted in a total of eight responses from the public and these are attached.

Board President Kahlert called a special meeting on January 29, 2015 to review and consider the public responses to the email blast.

It is deemed advisable for the Board President to appoint an ad hoc committee of the Board to work with staff in reviewing the public's input to date and any input received at this hearing and to draft recommendations for review by the Board at a future Board meeting.

ATTACHMENTS:

1. Policy No. 1015 Mission and Jurisdiction.
2. Current Goals and Objectives.
3. Staff Proposed Goals and Objectives
4. Board Proposed Goals and Objectives
3. Public Input Received to Date.

Rossmoor Community Services District

Policy

No. 1015

MISSION AND JURISDICTION

1015.00 Government Structure: The Rossmoor Community Services District (District) is a limited government authorized by Sections 61000-61140 of the Government Code governing the creation and operation of community services districts. The District is governed by an elected Board of Directors selected by the voters of the unincorporated community of Rossmoor. The Board consists of five members of the Rossmoor community who set policy and oversee the functions of the District. The powers and responsibilities of Community Services Districts are enumerated in Division 3, Community Services Districts, Part 1. General Provisions, Chapters 1-5 of the Government Code, as amended by Senate Bill SB 135.

1015.10 Mission: The current mission of the District is to provide parks and recreation services, manage the parkway tree program and oversee median landscaping, provide for street lighting and street sweeping, manage District assets, 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.

1015.20 History: The District was formed in November 1986 as a result of a general election of Rossmoor voters to replace the Rossmoor County Service Area No. 21 (CSA 21). At that election, a majority of Rossmoor voters approved an order adopted on June 25, 1986 by the Board of Supervisors of Orange County to form the District and concurrently dissolve the Rossmoor CSA 21, to establish that the boundaries of District would be the entire territory of the unincorporated Rossmoor Community CSA 21 and take over the assets and assume all liabilities and obligations of the Rossmoor CSA 21, and to elect a five member Board of Directors for the District.

1015.21 Powers Granted in 1986: The powers granted to the District as a result of the 1986 election were: public recreation facilities and services, street lighting, road rights-of-way services, sewer services and, subject to the consent of the County of Orange, the collection and disposal of garbage or refuse matter. They included the specific services previously provided by Rossmoor CSA 21 which were: local park development and maintenance, road related landscape maintenance, street sweeping and community center/recreation programs. At that time, this included Rossmoor Park, the mini-parks and Montecito Center.

1015.22 Powers Granted in 1988: The Rossmoor voters approved an ordinance which provided for the maintenance of parkway trees including, but not limited to, aesthetic trimming, treatment for diseases and/or insects, and the removal, replacement, or planting of parkway trees or the approval of trimming, treatment, removal, replacement, or planting of parkway trees by any person.

1015.23 Rush Park and Building: In November 1990, the Rossmoor voters approved a ballot measure to acquire Rush School and surrounding grounds and to tax themselves to pay for one or more bonds to acquire the property.

1015.24 Rossmoor Signature Wall: In November of 1996, the Rossmoor voters approved a ballot measure to tear down the Rossmoor Signature Wall on the east border of Rossmoor which was partially collapsed by an earthquake and to rebuild it higher and stronger to withstand future

earthquakes, and to tax themselves to pay for one or more bonds for the destruction and construction work.

1015.30 Current Jurisdiction: The District currently has jurisdiction over the following properties and services within the territorial boundaries of the Rossmoor Community:

- a. Parkway trees – trimming, planting and removal.
- b. Rossmoor Way median trees and plants, and the triangle garden adjacent to Seal Beach Blvd., Rossmoor Wall and the drainage channel at Lampson.
- c. Foster and Kempton Mini-parks.
- d. Rush Park buildings, fields, grounds and parking lot.
- e. Rossmoor Park Community Center, courts, fields and grounds
- f. Montecito Center and parking lot.
- g. Rossmoor Signature Wall.
- h. Street sweeping.
- i. Street lighting.

Adopted: March 14, 2006
Amended: June 12, 2007
Amended: November 9, 2010

CURRENT
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.

STAFF PROPOSED**ROSSMOOR COMMUNITY SERVICES DISTRICT
MISSION STATEMENT, GOALS AND OBJECTIVES**

MISSION STATEMENT: The mission of the Rossmoor Community Services District is to provide superior, cost-effective, services that enhance the quality of life for the residents of Rossmoor.

GOAL I: The District will use all possible means to ensure the safety of the community through effective utilization of its public safety resources.

Objective: In coordination with the Orange County Sheriff, endeavor to provide law enforcement services tailored to the needs of the community

Objective: Maintain effective communication with the Orange County Fire Authority to promote the dissemination of fire safety information and materials as a means of minimizing loss of life and property in the community.

Objective: Oversee the effective provision of street lighting services for the enhancement of public safety in the community.

GOAL II: The District will promote, protect and maintain a healthy urban forest in Rossmoor

Objective: Plant and maintain a diverse population of parkway and park trees by species and age in approximately as many of the 5,500 designated site locations as possible.

Objective: Manage the inventory of parkway trees in Rossmoor to assure that they are properly safety trimmed so as to not pose a hazard to the community.

Objective: Oversee its parks and parkway locations in Rossmoor to assure that all trees are properly watered, trimmed, and maintained in a healthy, safe and aesthetically pleasing condition.

GOAL III: The District will effectively manage street sweeping operations in the community

Objective: Assure that the public right-of-way within Rossmoor is regularly swept free of debris, leaves, soil, litter, and other materials.

Objective: In cooperation with the Orange County Sheriff, monitor the street sweeping enforcement program as a means of ensuring that all streets are swept in accordance with the established schedule and that residents are kept aware of the need to keep streets clear during posted hours.

GOAL IV. The District will endeavor to create a livable community and promote healthy lifestyles aimed at enhancing the quality of life through use of recreational activities.

- Objective: Provide a variety of recreational, cultural and sports programs and special events such as Movies, Concerts and Shakespeare in the Park and co-sponsor events such as the Community Festival and 4th of July Fireworks Spectacular that appeal to all segments of the community.
- Objective: Monitor recreation and athletic facilities and equipment to ensure they remain safe, clean and in good working order.
- Objective: Ensure that recreation and athletic facilities are accessible to all users.
- Objective: Promote cost-effective use of the District's parks, facilities and programs through the establishment of reasonable user fees and charges while encouraging maximum use by the public.

GOAL V: The District will maximize its available resources in Rossmoor.

- Objective: Utilize available grant funds to greatest extent possible as a means of preserving or enhancing its resources for other needed priorities.
- Objective: Invest reserve funds in accordance with the District's Investment Policy in order to maximize a safe return on investment.
- Objective: Effectively use community volunteers whenever possible in order to enhance the District's service levels and infrastructure.

GOAL VI: The District will expand upon the availability of information to Rossmoor residents by communicating important and timely information.

- Objective: Utilize to the maximum extent possible, the use of the District's website and media to inform the public about current information concerning the business and services of the district.
- Objective: Publish and distribute a quarterly newsletter for each household in the community to disseminate information about district business, programs, current events and items of interest to the community.

GOAL VII: The District will endeavor to ensure that all of its facilities are maintained in a safe and proper working order.

- Objective: Inspect all District facilities on a regular basis to determine that they are being properly maintained in accordance with industry standards and safety regulations.
- Objective: Implement maintenance schedules for each of the District's facilities. In order to ensure their maximum service life.

Objective: Monitor and maintain records of the performance of maintenance and capital project contractors.

Objective: Take all necessary measures to conserve water and to reduce the use of water for irrigation of the District's green space.

GOAL VIII The District will endeavor to work closely with other local agencies.

Objective: Develop a cooperative Agreement with the Los Alamitos Unified School District for the joint use of facilities.

Objective: Meet regularly with neighboring jurisdictions to discuss and resolve common issues.

Objective: Maintain a positive working relationship with officials and agencies of the County of Orange in order to provide the highest possible levels of services to the community.

GOAL IX The District will evaluate new initiatives as they come to the attention of the Board.

Objective: React proactively to new concerns expressed by the community in order to determine what, if any, options are available to address those concerns.

Objective: Report to community on any actions taken by the Board regarding new Initiatives whether independently undertaken by the Board or proposed by the community.

GOAL X The District will establish an emergency preparedness plan for the community of Rossmoor, in coordination with the Orange County Sheriff's Department Emergency Management Division, Orange County Fire Authority and Los Alamitos Unified School District.

Objective: Become familiar with the wide range of Disaster Services available to our community.

Objective: Identify key contact personnel and protocols for RCSD in the event of a major emergency, act of terrorism or major catastrophic event.

Objective: Provide current data through our website and newsletters and quarterly reports to all residents of Rossmoor concerning our emergency response plan.

Objective: Identify community facilities suitable to accommodate Rossmoor residents in the event of a major emergency.

BOARD PROPOSED

ROSSMOOR COMMUNITY SERVICES DISTRICT **MISSION STATEMENT, GOALS AND OBJECTIVES**

MISSION STATEMENT: The mission of the Rossmoor Community Services District is to provide superior, cost-effective, services that enhance the quality of life for the residents of Rossmoor.

GOAL I—SAFETY: The District will use all possible means to ensure the safety of the community through effective utilization of its public safety resources.

- Objective 1: In coordination with the Orange County Sheriff, and other law enforcement agencies, endeavor to provide law enforcement services tailored to the needs of the community
- Objective 2: Maintain effective communication with the Orange County Fire Authority to promote the dissemination of fire safety information and materials as a means of minimizing loss of life and property in the community.
- Objective 3: Oversee the effective provision of street lighting services for the enhancement of public safety in the community.

GOAL II—FINANCIAL STABILITY: The District will maximize its available resources and ensure financial stability by maintaining a balanced budget and adhering to all applicable financial policies.

- Objective 1: Utilize available grant funds to the greatest extent possible as a means of preserving or enhancing its resources for other needed priorities.
- Objective 2: Invest reserve funds in accordance with the district's investment policy in order to maximize a safe return on investment.
- Objective 3: Effectively use community volunteers whenever possible in order to enhance the district's service levels and infrastructure.
- Objective 4: Review user fees periodically and recommend adjustments to the Board; according to policy.
- Objective 5: Work with committees to review and evaluate district finances and related policies in order to make recommendations to the board regarding the district's financial resources.

GOAL III—URBAN FOREST: The District will promote, protect and maintain a healthy urban forest in Rossmoor.

- Objective 1: Plant and maintain a diverse population of parkway and park trees by species and age in approximately as many of the 5,500 designated site locations as possible.
- Objective 2: Manage the inventory of parkway trees in Rossmoor to assure that they are

properly safety trimmed so as to not pose a hazard to the community.

Objective 3: Oversee its parks and parkway locations in Rossmoor to assure that all trees are properly watered, trimmed, and maintained in a healthy, safe and aesthetically pleasing condition.

GOAL IV—PROPERTY MAINTENANCE: The District will endeavor to ensure that all of its properties are maintained in a safe and proper working order.

Objective 1: Inspect all District properties on a regular basis to determine that they are being properly maintained in accordance with industry standards and safety regulations.

Objective 2: Implement maintenance schedules for each of the District's properties in order to ensure their maximum service life.

Objective 3: Monitor and maintain records of the performance of maintenance and capital project contractors.

Objective 4: Take all necessary measures to conserve water and to reduce the use of water for irrigation of the District's green space.

Objective 5: Take all necessary measures to conserve resources and to be good stewards and follow best practices as it pertains to conserving our natural resources.

GOAL V—RECREATION: The District will endeavor to create a livable community and promote healthy lifestyles aimed at enhancing the quality of life through use of recreational activities.

Objective 1: Provide a variety of recreational, cultural and sports programs and special events such as Movies, Concerts and Shakespeare in the Park and co-sponsor events such as the Community Festival and 4th of July Fireworks Spectacular that appeal to all segments of the community.

Objective 2: Monitor recreation and athletic facilities and equipment to ensure they remain safe, clean and in good working order.

Objective 3: Ensure that recreation and athletic facilities are accessible to all users.

Objective 4: Promote cost-effective use of the District's parks, facilities and programs through the establishment of reasonable user fees and charges while encouraging maximum use by the public.

GOAL VI—COMMUNICATION: The District will expand upon the availability of information to Rossmoor residents by communicating important and timely information.

Objective 1: Utilize to the maximum extent possible, the use of the district website, traditional, online and social media to inform the public about current information concerning the business and services of the district.

Objective 2: Publish and distribute a quarterly newsletter for each household in Rossmoor, in either hardcopy or electronic format, in order to disseminate information about district business, programs, current events and items of interest to the community.

Objective 3: Provide a variety of opportunities for community input in a variety of formats, such as public meetings, workshops, email campaigns, polls and surveys.

Objective 4: Whenever possible, employ a variety of internal and external resources, in the form of vendors and cosponsors, to announce and promote district programs and business.

GOAL VII—COOPERATIVE RELATIONSHIPS: The District will endeavor to work closely with other local, state and federal agencies.

Objective 1: Develop a cooperative agreement with the Los Alamitos Unified School District for the joint use of facilities.

Objective 2: Meet regularly with neighboring jurisdictions to discuss and resolve common issues.

Objective 3: Maintain a positive working relationship with officials and agencies of the County of Orange in order to provide the highest possible levels of services to the community.

GOAL VIII—NEW INITIATIVES: The District will evaluate new initiatives as they come to the attention of the Board.

Objective 1: Take the initiative to address new concerns expressed by the community in order to determine what, if any options are available to address those concerns.

Objective 2: Report to the community on any actions taken by the board regarding new initiatives whether independently undertaken by the board or proposed by the community.

GOAL IX—CLEAN STREETS: The District will effectively manage street sweeping operations in the community.

Objective 1: Assure that the public right-of-way within Rossmoor is regularly swept free of debris, leaves, soil, litter and other materials.

Objective 2: In cooperation with the Orange County Sheriff, monitor the street sweeping enforcement program as a means of ensuring that all streets are swept in accordance with the established schedule and that residents are kept aware of the need to keep streets clear during posted hours.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: February 2, 2015
To: Honorable Board of Directors
From: General Manager
Subject: RESOLUTION No. 15-02-10-01 ESTABLISHING THE ANNUAL BUDGET REVENUES AND EXPENDITURES MID-YEAR BUDGET ADJUSTMENT TOTAL AMOUNTS FOR FISCAL YEAR 2014-2015 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

RECOMMENDATION:

Approve Resolution No. 15-02-10-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUES AND EXPENDITURES MID-YEAR BUDGET ADJUSTMENT TOTALS AMOUNT FOR THE FISCAL YEAR 2014-2015 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

BACKGROUND:

The Board, at their July 8, 2014 Board meeting, discussed and approved by Resolution, the Proposed Final Budget for the Fiscal Year 2014-2015. Approval of that resolution is in keeping with SB 135 which requires approval by resolution of the Final Budget by the Board of Directors. This action establishes budgetary control by the Board at the Fund level. Further, adjustments to the Final Budget also require a resolution. Attached is that Resolution and the Mid-year Final Budget Revenues and Expenditures Total Amounts Summary (Attachment A).

Any revisions to the Amended Budget may be made during discussion of this Agenda Item.

ATTACHMENTS:

1. Resolution No. 15-02-10-01 with Attachment A—Mid-year Final Budget Revenue and Expenditure Totals Amount Summary.

RESOLUTION NO. 15-02-10-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR
COMMUNITY SERVICES ESTABLISHING THE MID-YEAR ADJUSTED
BUDGET REVENUE AND EXPENDITURES TOTALS AMOUNT FOR THE
FISCAL YEAR 2014-2015**

WHEREAS, the Rossmoor Community Services District Budget Committee did discuss and recommend approval of the District's Fiscal Year 2014-2015 Adjusted Budget at its Committee Meeting on January 29, 2015.

WHEREAS, the Rossmoor Community Services District Public Works/CIP Committee did discuss and recommend approval of the Fund 40 project list and Department Budget at their Committee Meeting on January 8, 2015.

WHEREAS, the Rossmoor Community Services District did discuss and approve the District's Fiscal Year 2014-2015 Mid-Year Adjusted Budget at its Regular Meeting on January 29, 2015.

WHEREAS, the Rossmoor Community Services District did discuss and approve the transfer of \$35,000 from the Fund 10 Reserve Account to the Fund 10 Operating Account.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Mid-Year Adjusted Budget Revenue and Expenditure Totals, by Fund in the amounts specified in Attachment A for the Fiscal Year 2014-2015.

PASSED, APPROVED AND ADOPTED this 10th day of February 2015.

**BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

By: _____
Bill Kahlert, President

ATTEST:

Secretary,
Rossmoor Community Services District

ATTACHMENT A

ANNUAL FISCAL YEAR 2014-2015 ANNUAL AMENDED BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY

TOTAL FUND REVENUES

FUND 10	\$1,313,829
FUND 20	\$383,400
FUND 30	\$89,480
FUND 40	\$197,685

TOTAL ALL FUNDS **\$1,984,394**

TOTAL FUND EXPENDITURES

FUND 10	\$1,308,762
FUND 20	\$351,210
FUND 30	\$82,575
FUND 40	\$160,755

TOTAL ALL FUNDS **\$1,903,302**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: February 10, 2015
To: Honorable Board of Directors
From: General Manager
Subject: SECOND READING OF DRAFT ORDINANCE AND REVISION OF POLICY RE: USE OF DISTRICT PROPERTY-ALCOHOL AND PREPARED FOOD VENDORS

RECOMMENDATION:

Give second reading and adopt proposed ordinance relating to the enforcement of District policies and to revised policy relating to the regulation and/or use of District Property-Alcohol, as well as regulation of food vendors.

BACKGROUND:

As requested by then Board President Maynard, staff and General Counsel formulated a draft ordinance and revised policy relating to the use of alcohol (beer and wine) on District property with Board approval by resolution. Also included are revisions to Policy 6011 regarding the control of food vendors on District property and other ministerial revisions.

Attached is the proposed ordinance and revised policy. Each of these has been vetted by General Counsel and is deemed to be appropriate for enforcement of District policies relating to the use of alcohol and regulation of food vendors on District property.

The adoption of ordinances and policies require two readings, publication of the proposed ordinances in a newspaper of general circulation and 30 days to take effect after second reading.

ATTACHMENTS:

1. Draft Ordinance 2015-01 Codifying Policy No. 6011.
2. Redline Policy No. 6011 Rules and Regulations for the Use of District Property.

**DRAFT
ORDINANCE NO. 2015-01**

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

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

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

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

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

WHEREAS, the District desires to amend Policy No. 6011, specifically, Policy 6011.73 contained therein, to allow for the consumption of beer and wine on District property when such consumption and possession is approved in advance by resolution of the Board of Directors.

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

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

The Board of Directors hereby adopts, and incorporates by reference, the attached policy, Policy No. 6011 Rules and Regulations for the Use of District Property, as amended to revise Policy 6011.73, 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 10th day of February, 2015.

William Kahlert President
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 February 10, 2015 and signed by Board Secretary, _____, on Month XX, 2015.

REDLINE
ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6011

RULES AND REGULATIONS FOR USE OF DISTRICT PROPERTY

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

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

- a. **Alcoholic Beverage:** Alcohol, spirits, liquor, wine, beer and every liquid or solid containing one-half of one (0.5) per cent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
- b. **Board:** The Board of Directors of the Rossmoor Community Services District.
- c. **District:** The Rossmoor Community Services District
- d. **District Property:** Every park and mini-park, building, facility, court, field or vehicle parking area owned, managed or controlled by the District.
- e. **Facility:** May include any or all of the following: Rush Park Auditorium, East Room, West Room, Administration Building, kitchens, Rossmoor Park Community Center, Montecito Center, picnic site, court or field.
- f. **General Manager:** The General Manager of the District.
- g. **Group** "Group" means all Persons subject to the same permit.
- h. **Person:** Person means every individual, corporation, partnership, limited liability company, joint venture, association, social club, fraternal organization or any other Group or combination of individuals including spectators.
- i. **User Permit:** District approved written permission for event, activity or function to take place on District property issued by the General Manager of the District pursuant to Policy No. 6010.
- j. **Mobile Food Vending Cart:** A mobile motorized or non-motorized cart, hand truck, stand of similar device that is used for the preparation, vending and/or dispensing of food and/or beverages, other than a motor vehicle as defined in Vehicle Code Section 415.

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

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

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

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

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

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

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

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

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

6011.73 Alcoholic Beverages: No Person shall, within the limits of District property, possess or consume any alcoholic beverage. **This prohibition shall not apply to beer and/or wine during specific times and locations in connection with a District approved or sponsored event where consumption and/or possession of beer and/or wine is specifically approved in advance by resolution of the Board and where such consumption and/or possession is otherwise unlawful.**

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

6011.75 Controlling Domestic Animals:

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

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

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

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

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

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

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

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

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

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

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

6011.110 Fire Regulation:

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

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

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

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

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

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

General Alcohol Beverage Control (ABC) License Information

Outdoor Park Requests:

Please read carefully prior to any ABC license request. If the group is unable to receive one of these items, the license will not be issued.

- The requesting group is solely responsible for receiving approval from the ABC District office located in Santa Ana. The District is not responsible for assisting applicant with forms. The following steps must be taken with the ABC prior the District issuance of a one day special license and **must be completed at least 30 days prior to scheduled event:**
 1. **ABC FORM 221**—Form 221 must be completed and can be found at <http://www.abc.ca.gov/forms/PDFSp.html>
 2. **PROOF OF NON-PROFIT STATUS**—Requesting group must show proof of non-profit status w/ a 501c() letter. Any type of non-profit will be accepted as long as the 501c() accompanies the application
 3. **FEES**—Requestor must include check or money order with the request. The fees range from \$25 to \$100 and are outlined on the application.
 4. **SHERIFF APPROVAL**—Each request must also have Sheriff approval. There is a required PD signature on the application. The Sheriffs' ABC Detective will need to sign this.
 5. **PROPERTY OWNER APPROVAL**—A letter from the District (property owner) must also accompany the application.
 6. **PARK DIAGRAM**—Map of location where alcohol is to be served including
 - a. Fencing around alcohol consumption area
 - b. How alcohol consumption is going to be controlled
 - c. Ticket sales
 - d. Include as much information here as possible in order to ease the permitting process

Depending on the scope provided, ABC may require additional information or requirements from the requesting group prior to issuance of an alcohol license.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: February 10, 2015

To: Honorable Board of Directors

From: Staff

Subject: CONSIDERATION OF BONUS FOR GENERAL MANAGER PURSUANT TO EMPLOYMENT AGREEMENT AND AMENDMENT TO AGREEMENT TO TIE GENERAL MANAGER EMPLOYMENT EVALUATIONS TO FISCAL YEAR CYCLE.

RECOMMENDATION:

1. Consider a bonus for General Manager in the discretion of the Board pursuant to the terms of the Employment Agreement; and
2. Approve the amendment to the Agreement to change the date of the Board's evaluation of the General Manager from December of each year to the conclusion of each fiscal year.

BACKGROUND:

The District entered into an employment agreement with James D. Ruth to act as District General Manager on November 20, 2013. The Agreement provides that "Employee is eligible to earn and receive an annual performance-based bonus, in the sole discretion of the District Board, in an amount not to exceed 10% of base salary, following an annual performance evaluation by the District Board and based on Employee's overall performance and his achievement of mutually-agreed goals." The Board concluded its annual employee evaluation in closed session on January 13, 2015. Accordingly, the Board may now determine whether or not to award a bonus, and the amount of any bonus so awarded.

Further, staff is recommending that the General Manager's Agreement be modified so that the annual employee evaluation will be undertaken at the conclusion of each fiscal year. This brings the Agreement in line with the District's budget cycle.

ATTACHMENTS:

1. November 20, 2013 Employment Agreement between Rossmoor Community Services District and James. D. Ruth.
2. Amendment No. 1 to the Employment Agreement between Rossmoor Community Services District and James. D. Ruth.

**ROSSMOOR COMMUNITY SERVICES DISTRICT
EMPLOYMENT AGREEMENT
DISTRICT GENERAL MANAGER**

THIS AGREEMENT is made and entered into as of the 20th day of November, 2013, by and between the ROSSMOOR COMMUNITY SERVICES DISTRICT (“District”), a California special district, and JAMES D. RUTH (“Employee”).

RECITALS

A. District’s Board of Directors (the “Board”) wishes to engage the services of Employee, and Employee desires to accept employment as District General Manager.

B. Employee represents that he is qualified to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Duties.

A. District hereby agrees to employ Employee as District General Manager, to serve at the pleasure of the Board. Employee shall perform the functions and duties specified in District Policy No. 2000 (“General Manager Duties and Responsibilities”), as may be amended from time to time, and such other legally permissible duties and functions as shall, from time to time, be assigned by the Board.

B. Employee shall devote such time, interest, and effort to the performance of his duties as may be reasonably necessary to fulfill the above requirements. Without limiting the generality of the foregoing, Employee agrees to a work schedule as provided in Section 5, except as otherwise provided herein.

2. Term.

A. This Agreement shall be effective as of December 2, 2013 (the “Anniversary Date”) and shall remain in effect until terminated as provided in this Section.

B. It is expressly understood that Employee, in his capacity as District General Manager, is an at-will employee serving at the pleasure of the Board, subject to termination at any time, with or without cause, and with no right to any hearing, including any so-called “Skelly” hearing.

C. In the event of termination by the Board, Employee’s sole rights shall be, in addition to any vested benefits to which Employee is entitled hereunder, the

right to received thirty days prior written notice of termination (hereinafter the "Notice Period"). Employee may be given leave during the Notice Period to search for employment, or may be required to report to work, as the case may be. The provision of such notice shall not be deemed to create a right to a hearing.

D. Notwithstanding the provisions of Paragraph C of this Section, in the event Employee is terminated by District for "cause," District may terminate this Agreement immediately and Employee shall be entitled to only the compensation accrued up to the date of termination. For purposes of this Agreement, "cause" shall mean any of the following:

- (1) Conviction of any felony.
- (2) Conviction of a misdemeanor arising directly out of the Employee's duties pursuant to this Agreement.
- (3) Conviction of any crime involving moral turpitude.
- (4) Willful breach or habitual neglect of duties.
- (5) Willful abandonment of duties.
- (6) Removal from office by the Grand Jury.

E. The severance rights provided in this Section shall be in lieu of any other notice, hearing, or severance rights Employee may have under any other code, regulation, or policy of the District, and Employee expressly waives all such rights except as provided herein.

F. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to terminate this Agreement at any time provided that, due to the sensitive nature of Employee's position and the difficulty of replacing Employee, Employee shall give thirty days written notice prior to such termination to the Board.

3. **Compensation.** District agrees to pay Employee for services rendered pursuant to this Agreement at a rate of \$93,600 annually, payable in semi-monthly installments. Employee is eligible to earn and receive an annual performance-based bonus, in the sole discretion of the District Board, in an amount not to exceed 10% of base salary, following an annual performance evaluation by the District Board and based on Employee's overall performance and his achievement of mutually-agreed goals. District further agrees to pay Employee a health insurance allowance as specified in Section 6.

4. **Performance Evaluation.**

A. At any time as desired by the Board, but at least annually, the Board shall conduct an evaluation of Employee's performance. The performance review and evaluation process is intended to provide feedback to Employee so as to facilitate more effective management of the District. Nothing herein shall be deemed to alter or

change the employment status of Employee, nor shall this Section be construed as requiring "cause" to terminate this Agreement or the services of Employee hereunder.

B. District shall prepare a written summary of each performance evaluation of Employee and include the same in Employee's personnel file within two weeks following conclusion of the review and evaluation process. The Board shall schedule a closed session with Employee to discuss the performance evaluation.

5. Hours and Benefits.

A. Hours of Work. The District Manager position is full time. However, Employee's duties may involve expenditures of time in excess of 40 hours per week. While work is generally expected to be performed at District offices during normal business hours, Employee's duties will also include time outside normal office hours such as attendance at regular and special meetings of the Board and subcommittees of the Board. Employee shall be exempt from paid overtime compensation and from Fair Labor Standards Act work hours restrictions and may modify his schedule within reason to adjust for attendance at meetings at night and during other times outside of ordinary business hours.

B. "Comp" Time. Employee shall not be eligible for compensatory time off.

C. Vacation. Employee shall be entitled to annual paid vacation in accordance with the District's Vacation Policy (District Policy No. 2020, as amended on May 12, 2009 and incorporated herein by this reference). The rate at which vacation time is earned/accrued, vacation eligibility, the vacation accrual cap, and vacation payoff shall all be governed by District Policy No. 2020. Employee shall be included in the "Full-time (40-hour)" classification for purposes of calculating all vacation benefits and entitlements pursuant to District Policy No. 2020. Notwithstanding Policy 2020.20, Employee shall be eligible to take vacation following 30 days of employment.

D. Sick/Personal Leave. Employee shall be entitled to paid sick/personal leave in accordance with the District's Sick Leave Policy (District Policy No. 2040, as amended May 12, 2009 and incorporated herein by this reference). The rate at which sick leave is accrued, the authorized uses of sick leave, and the payoff of unused sick leave upon termination of employment shall all be governed by the terms of District Policy No. 2040. Employee shall be included in the "Full-time (40-hour)" classification for purposes of calculating the accrual of sick leave.

E. Holidays. Employee shall be entitled to paid holidays in accordance with District Policy No. 2030, incorporated herein by this reference. Employee shall not be entitled to overtime compensation or compensatory time in accordance with Policy 2030.40.

F. Jury Duty. When called for jury duty and unable to be excused therefrom, Employee shall receive his regular base compensation for up to five days of service less all jury fees received excluding mileage for the time required to be spent in court provided that Employee will be so paid once every two weeks and shall endeavor to delay jury service where such would interfere with important work in progress. Whenever daily jury duty scheduling permits, Employee shall return to his regular daily job assignment to complete his regular work day.

G. Workweek. Employee shall report to District's offices for work at least four days out of each work week, during normal business hours, except on holidays, when away on business for the District, or when otherwise eligible for an excused absence pursuant to this Agreement. It is understood that Board meetings and other District activities that occur outside of regular business hours may require several hours of Employee's time. Therefore, the number of hours that Employee is present in the District offices during regular business hours in any given week and on any given day may vary. The intent of this subparagraph is to require the District Manager to report to the District offices at least four days each work week, not to require the District Manager to remain in the office for a minimum period of time on each business day.

H. Except as provided herein, Employee may, at Employee's discretion, use the leave provided in paragraphs C and D above provided, however, Employee shall take no vacation or personal leave in excess of one business day without notification to, and approval of, the Board's president, who may bring the matter to the Board for approval.

I. District shall pay for all official bonds required for the office of the General Manager.

J. Except as specifically provided herein, Employee shall not receive any other compensation or benefits for the performance of the services described hereunder.

6. Retirement and Insurance Benefits.

A. Retirement. District does not provide or subscribe to any retirement plan and Employee shall receive no retirement benefits of any kind in connection with this Agreement.

B. Health Insurance Allowance. Employee receives health insurance coverage as part of a retirement benefits package provided by a prior employer. That benefit package requires Employee to pay ten percent of the cost of his total health insurance premium. In addition to the base compensation provided under this Agreement, District agrees to pay Employee a health insurance allowance equal to ten percent of the cost of his total health insurance premium, not to exceed \$4,300 annually. The health insurance allowance shall be paid in semi-monthly installments along with the base compensation provided under this Agreement. The health insurance allowance

provided pursuant to this section shall be in lieu of any other health insurance benefit offered by the District to its employees or officers. Employee is not entitled to any health insurance benefit offered to other District employees or officers.

C. Waiver. Employee waives any other insurance benefits not specifically enumerated herein.

7. Professional Development and Business Expenses. When approved by the Board, District hereby agrees, to the extent allowed by law, to budget and to pay reasonable (i) travel and subsistence expenses of Employee for professional and official travel to and from attendance at conferences, seminars, and meetings in furtherance of District business, and (ii) professional dues, books, and subscription expenses necessary and desirable to continue the professional development of Employee and to adequately pursue necessary official and other functions for District, including national, regional, state, and local government groups and committees of which Employee and/or District serves as a member. All such expenses shall require Board approval.

8. Other Terms and Conditions of Employment. Employee shall abide by all District Policies not in conflict with this Agreement. Employee shall not be entitled to any benefits set forth in District Policies, except as otherwise specified by this Agreement. The Board may from time to time fix other terms and conditions of employment relating to the performance of Employee provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, District Policy, or other applicable law.

9. General Provisions.

A. This Agreement contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument will be of no force or effect. This Agreement may only be amended in writing signed by Employee and a District representative authorized to do so by action of the District Board.

B. This Agreement shall be governed by the laws of the State of California and venue in is the County of Orange.

C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

D. Any assignment of the rights or obligations of Employee hereunder without the express approval of District shall be void.

E. No waiver of the breach of any of the covenants, agreement, provisions, or conditions of this Agreement by either party will be construed to be a waiver of any succeeding breach of the same or other covenants, agreements, provision or conditions of this Agreement. No delay or omission of District or Employee in

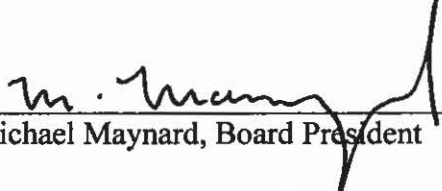
exercising any right, power, or remedy herein provided in the event of default will be construed as a waiver thereof or acquiescence therein.

F. If any provision or portion hereof contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

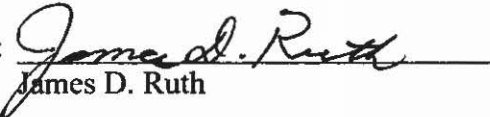
DISTRICT:

ROSSMOOR COMMUNITY SERVICES
DISTRICT

By: 
Michael Maynard, Board President

EMPLOYEE:

JAMES D. RUTH

By: 
James D. Ruth

APPROVED AS TO FORM

JENKINS & HOGIN, LLP

By: 
Gregg Kovacevich

**AMENDMENT NO. 1 TO EMPLOYMENT AGREEMENT BETWEEN ROSSMOOR
COMMUNITY SERVICES DISTRICT JAMES D. RUTH**

This Amendment No. 1 (“Amendment”) to the Employment Agreement is made and entered into this 10th day of February, 2015 by and between the Rossmoor Community Services District (“District”) and James D. Ruth (“Employee”).

RECITALS

WHEREAS, on November 20, 2013, District and Employee entered into an Employment Agreement (the “Agreement”);

WHEREAS, District and Employee desire to amend the Agreement to modify the dates for Employees evaluation to coincide with the fiscal year;

WHEREAS, at the February 10, 2015 regular meeting of the District’s Board of Directors, the Board voted to authorize the Board President to execute an amendment to the Agreement to allow the Employee to receive a performance evaluation at the conclusion of each fiscal year with no other change in its terms;

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. Paragraph 4, Performance Evaluation, is hereby amended to read:
 - A. At any time as desired by the Board, but at least annually at the conclusion of each fiscal year, the Board shall conduct an evaluation of Employee's performance. The performance review and evaluation process is intended to provide feedback to Employee so as to facilitate more effective management of the District. Nothing herein shall be deemed to alter or change the employment status of Employee, nor shall this Section be construed as requiring “cause” to terminate this Agreement or the services of Employee hereunder.
 - B. District may prepare a written summary of each performance evaluation of Employee and include the same in Employee’s personnel file within two weeks following conclusion of the review and evaluation process. The Board shall schedule a closed session with Employee to discuss the performance evaluation. .
2. All terms and conditions of the November 20, 2013 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**

JAMES D. RUTH

By: _____
William Kahlert
Board President

By: _____
James D. Ruth

APPROVED AS TO FORM

JENKINS & HOGIN, LLP

By: _____
Tarquin Preziosi
General Counsel