

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

April 11, 2017

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, April 11, 2017

7:00 p.m.

This agenda contains a brief description of each item to be considered. Except as provided by law; no action shall be taken on any item not appearing in the agenda. To speak on an item, complete a Speaker Request Form(s) identifying the item(s) and topic and deposit it in the speaker request box. To speak on a matter not appearing in the agenda, but under the jurisdiction of the Board of Directors, you may do so during Public Comments at the beginning of the meeting. Speaker request forms must be deposited prior to the beginning of Public Comments. When addressing the Board, it is requested that you state your name for the record. Address the Board as a whole through the President. Comments to individual Directors or staff are not permitted. Speakers are limited to three (3) minutes per item with nine (9) minutes cumulative for the entire meeting. Supporting documentation is available for review in the Rush Park main office, 3001 Blume Drive, Rossmoor, 90720—9:00 am - 5:00 pm, Monday-Friday. The Agenda is available online at: <http://www.rossmoor-csd.org>. Meetings are broadcast live on LATV-3 and may also be viewed on Vimeo.com or on our website at <http://www.rossmoor-csd.org>.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, DeMarco, Kahlert, Nitikman,
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS—None

B. ADDITIONS TO AGENDA – None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD—None

E. CONSENT CALENDAR

1. MINUTES:

- a. Regular Board Meeting of March 14, 2017.

2. FEBRUARY REVENUE AND EXPENDITURE REPORT.

Consent items are expected to be routine and non-controversial, to be acted upon by the Board of Directors at one time. If any Board member requests that an item be removed from the Consent Calendar, it shall be removed by the President so that it may be acted upon separately.

F. **PUBLIC HEARING**—None

G. **RESOLUTIONS**—None

ORDINANCES-None

H. **REGULAR CALENDAR**

- 1. DISCUSSION AND POSSIBLE ACTION RE: AUTHORIZATION TO RENEW AGREEMENT WITH CITY OF BREA IT SERVICES FOR COMPUTER SERVICES AND MAINTENANCE.
- 2. DISCUSSION AND POSSIBLE ACTION RE: RESIDENT REQUEST TO WAIVE RENTAL FEES FOR USE OF THE RUSH PARK AUDITORIUM FOR A COMMUNITY MEETING RE: PROPOSED LA FITNESS HEALTH CLUB IN THE SHOPS AT ROSSMOOR IN SEAL BEACH.
- 3. DISCUSSION AND POSSIBLE ACTION RE: RECOMMENDATION OF THE CIP COMMITTEE FOR REPLACEMENT OF ROSSMOOR PARK SECURITY LIGHT POLES.

I. **GENERAL MANAGER ITEMS**

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

J. **BOARD MEMBER ITEMS**

This part of the Agenda is reserved 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 April 11, 2017, 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 April 4, 2017

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: April 11, 2017
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF MARCH 14, 2017

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of March 14, 2017 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of March 14, 2017 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of March 14, 2017 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, March 14, 2017

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. Los Alamitos Unified School District Representative Re: Foster Road Bike Lane Study

LAUSD Assistant Superintendent, Melissa Miller reported on the results of the recent online survey sent out by the school district. She opined relative to the RCSD Proposed Draft Resolution. Discussion ensued relative to the reliability of the survey results, existing school programs encouraging students to walk or ride bikes to school, community awareness of the Foster Road Bike Route as many residents were completely unaware. Discussion ensued. The Board thanked Mrs. Miller and Superintendent Dr. Kropp for conducting the survey so quickly. The report was received and filed.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Kevin Pearce reported on the status of the Bradbury Road restriping study. He stated that the County of Orange had advised him that study results showed the traffic speed on Bradbury had been reduced by 6 mph as a result of the restriping. The County advised that additional modifications were forthcoming at an undetermined date in the future. Mr. Pearce further opined relative to the LA Fitness Project in The Shops at Rossmoor in Seal Beach. He reported that the LA Fitness Coalition he had formed to oppose the project had met several times at various locations throughout the community. He announced upcoming meetings and activities planned by the coalition. He stated that attendance had grown and he was requesting that the District allow him complimentary use of the Rush Park Auditorium.

General Counsel opined that the requested facility use would amount to a gift of public funds and could appear as an act of impropriety. He added that in order to consider Mr. Pearce's request, the

matter would need to be formally agendized. The current policy and fee schedule would also need to be examined and/or modified in order to create a framework and guidance for staff if the Board chose to make an exception based on a potential determination that allowing complimentary public use of the facility was for the public good. The Board requested that staff bring the matter back on a future agenda for further consideration.

PTA President, Jody Roubanis opined relative to the Foster Road Bike Lane agenda item. She thanked the RCSD Board for placing the matter on the agenda. She stated that the PTA was opposed to removing the parking restrictions along the Foster Road Bike Lane. She further objected to language in the RCSD Draft Resolution issuing a “use or lose” ultimatum to the community and requiring the LAUSD to do a study quantifying the amount of usage of the bike lane.

Residents Jason Rousic, Jen Ochoa, Branson Pollard, John Pollard, Artis Roubanis, Shawn Wilson and Jim Hart also opined relative to their opposition to the removal of the Foster Road Bike Lane parking restrictions. The consensus was that the safety of children traveling the bike route outweighed the inconvenience of the parking restrictions. Many claimed that they regularly used the bike lane as a method of transport and also wanted to leave the route available for future generations.

Shawn Wilson also reported that he had called CR&R Waste Management several times regarding their refuse trucks leaking oil on the streets of the community. So far, they had not corrected the problem. He requested that the RCSD intervene in order to expedite a resolution. President Maynard thanked Mr. Wilson and suggested he work with District Staff to get the problem resolved.

D. REPORTS TO THE BOARD—None

E. CONSENT CALENDAR:

1a. MINUTES REGULAR BOARD MEETING—February 14, 2017

2. REVENUE AND EXPENDITURE REPORT—JANUARY 2017

Motion by Director Nitikman, seconded by Director Casey to approve the items on the Consent Calendar as submitted. Motion passed 5-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 17-03-14-01 ADOPTING THE LAUSD PARENT TEACHER ASSOCIATION’S (PTA) REQUEST TO BE GRANTED AN EXTENSION IN ORDER TO GATHER AND SUBMIT SUFFICIENT USAGE DATA IN SUPPORT OF THEIR POSITION FOR MAINTAINING EXISTING PARKING RESTRICTIONS ALONG FOSTER ROAD TO ACCOMMODATE THE FOSTER ROAD BIKE LANE IN ROSSMOOR

Approve by roll call vote, Resolution No. 17-03-14-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ADOPTING THE LAUSD PARENT TEACHER ASSOCIATION’S (PTA) REQUEST TO BE GRANTED AN EXTENSION IN ORDER TO GATHER AND SUBMIT SUFFICIENT USAGE DATA IN SUPPORT OF THEIR POSITION FOR MAINTAINING EXISTING PARKING

RESTRICTIONS ALONG FOSTER ROAD TO ACCOMMODATE THE FOSTER ROAD BIKE LANE IN ROSSMOOR

Motion by Director DeMarco, seconded by Director Kahlert to maintain the bike route as is with its current parking restrictions between the hours of 7:30 a.m. to 9:30 a.m. on the easterly side of Foster/Hedwig Road and opposing the other alternatives presented in the 2016 Rossmoor Traffic Study; approve draft Resolution No. 17-03-14-01 as further revised by General Counsel as per instructed by the Board to revise the title and “Now Therefore Be It Resolved” sections; maintain the “Whereas” portions, since they are factual findings, to accurately reflect the motion and send the final signed resolution to Supervisor Michelle Steel. A roll call vote was taken. Motion passed 3-1-1. Director Nitikman voted, No. Director Casey abstained.

ORDINANCES—None

H. REGULAR CALENDAR:

1. ADOPTION OF FY 2017-2018 BUDGET CALENDAR.

Recommendation to review and adopt the FY 2017-2018 Budget Calendar as required by Policy No. 3020 Budget Preparation and Revision.

Discussion ensued. Motion by Director Nitikman seconded by Director Kahlert to adopt the FY 2017-2018 Budget Calendar. Motion passed 5-0.

1. DISCUSSION AND POSSIBLE ACTION ON THE PROFESSIONAL SERVICES CONTRACT-HTGROUP RE: SPECIAL PROJECTS CONSULTING.

The General Manager reported that the proposed agreement for a one-year renewal of the professional services contract for special project consulting had been discussed with HTGroup and is recommended by the General Manager. The Contract has also been approved as to form by the District’s General Counsel and, if approved, would take effect on April 1, 2017.

Discussion ensued relative to removing the reference to a minimum monthly cap and replacing it with a minimum annual cap. Motion by Director Kahlert seconded by Director Nitikman to approve a one year renewal of the Professional Service Contract with HTGroup with the following amendments to page 2, number 5, Exhibit A: “guaranteed minimum of 168 work hours each year.” with a maximum number of work hours determined by the District, to take effect on April 1, 2017. Motion passed 5-0.

1. DISCUSSION AND POSSIBLE ACTION RE: RECOMMENDATION OF THE TREE COMMITTEE AFTER CONSIDERATION OF RESIDENT REQUEST TO REMOVE TREE LOCATED AT 2971 SALMON DRIVE IN ROSSMOOR

Adopt the recommendation of the Tree Committee to accept the District Arborist’s recommendation to initiate more extensive trimming of the Aleppo Pine Tree, coordinate with County Public Works on repairs resulting from root damage.

The Tree Committee reported on the results of the Tree Committee Meeting held on March 6, 2017 to discuss two items on the agenda to consider a complaint submitted by resident Lynn McCarthy requesting removal of a large Aleppo Pine tree located on Salmon Drive in Rossmoor. Mrs. McCarthy also requested that we contact the County to repair the curb, gutter and street that have been damaged by the tree roots. Committee Chair Tony DeMarco reported that after considerable discussion and testimony from the parties involved, including the owner of the property in question, all parties agreed to save the tree and direct WCA to do a more thorough trim to minimize any potential safety concerns. The residents were pleased with the outcome of the meeting. Discussion ensued relative to the condition of the tree and plans for trimming and future maintenance. The report was received and filed.

I. GENERAL MANAGER ITEMS:

The General Manager reported that there were six security light poles at Rossmoor park that needed to be replaced due to rust corrosion and metal fatigue. One of the six poles was severely damaged in our most recent winter rain and windstorm and will be replaced with our comprehensive insurance coverage. Bids are being solicited to replace all six poles and light fixtures. Recreation Superintendent, Chris Argueta is in the process of coordinating with the Rossmoor Homeowners Association in planning the Rossmoor Community Festival and is finalizing plans for the multi-faceted summer programs, movies and concerts at Rush Park. The proposed 2017-18 Budget will be presented to our Board in accordance with our approved Budget Calendar.

J. BOARD MEMBER ITEMS:

Director Kahlert thanked the community for their support. He commented that it was great to have the involvement of their constituents. He wished everyone a Happy St. Patrick's Day and urged everyone to drive safely and be alert for kids, pets and pedestrians.

Director Nitikman commented that he was pleased to see a big crowd of passionate people. He stated that the RHA Traffic Committee had attempted to gain similar support when it was discussing the bike route issue two years ago. He opined against the personal attacks that were taking place during the public comments portion of the meeting towards an individual community member he knew well and whom had done much good for the community. He further opined that while it was good to disagree and have a healthy exchange of opinions, he strongly discouraged singling out individuals for personal attacks. He added that the Board of Directors were prepared for respectful criticism and it should be directed at them. Finally, Director Nitikman encouraged staff to work with General Counsel regarding Mr. Pearce's earlier request for a fee waiver for use of the auditorium to host his Citizens Against LA Fitness Coalition. He felt that it was best to make a finding in order to guide the District in how to respond to requests of this nature.

Director Casey reported that he had spoken with two Los Alamitos City Council Members regarding the traffic concerns surrounding the Village 605 Project. Both council members were strongly in favor of the project as well as the projected revenue it would bring to the city. The council members also stated that the project had been in the general plan for some time. Director Casey opined that in response he felt that Rossmoor's commitment level for construction of the pedestrian bridge should be that it is mandatory for the safety of all. He concluded by stating that

his reason for abstaining from voting on the RCSD Resolution was no indication that he was in favor of removing the bike route parking restrictions; he just needed more information.

Director DeMarco thanked the community for showing up and speaking out on issues. It was valuable for a community to express their ideas and opinions in order to thrive. He praised Mary Kingman for her excellent work on the Tree Committee and as the arborist for the District. He urged citizens not to blame her for following board policy on tree related issues, even if they disagreed with the policies. Director DeMarco commented that he was glad the Board would be discussing Kevin Pearce’s request for use of the auditorium for a “public purpose” as it related to facility rental fee waivers for meetings on a subject where RCSD has no jurisdiction but there is a community member willing to take the lead. He looked forward to discussing and trying to find some middle ground. He concluded by reporting that he had been invited to speak and be interviewed by the Weebelos at Weaver Elementary School so they could earn their certificate and thoroughly enjoyed the experience.

President Maynard expressed condolences to the Lara Family on the passing of community member and activist, Rebecca Lara. Rebecca and her husband were passionate about causes near and dear to Rossmoor. Rebecca advocated for coyote awareness and was a tenacious protector of pets and children and defender of those lost to coyotes. The Lara’s had even succeeded in getting National Geographic to do an episode on urban coyotes. His heart went out to her family. President Maynard stated that community involvement was critical and thanked Shawn Wilson for making the District aware of the hydraulic oil stains caused by CR&R trucks. He promised that the District would contact the company about the problem. Finally, he echoed Director Casey’s comments about the strong consideration of construction of a pedestrian bridge across Katella Blvd. He urged everyone to be wary of the discussion on sites such as Nextdoor as it is not always accurate—no one was going to take land away from residents. Finally, he reminded everyone to be cognizant of the rights of one another, show dignity and respect as well as civility toward one another and Rossmoor would be better as a community.

K. CLOSED SESSION—None

L. ADJOURNMENT:

Motion by Director Casey, seconded by Director Nitikman to adjourn the regular meeting at 9:30 p.m.
Motion passed 5-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2.

Date April 11, 2017
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT - FEBRUARY, 2017

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for February, 2017.

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 February, 2017.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 February 2017 @ 66.67%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	842,112.00	848,000.00	501,713.86	879.47	346,286.14	59.2
STREET LIGHT ASSESSMENTS	298,934.00	298,934.00	175,888.65	306.61	123,045.35	58.8
USE OF MONEY AND PROPERTY	2,100.00	3,000.00	1,600.30	0.00	1,399.70	53.3
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	2,628.37	0.00	57,771.63	4.4
FEES AND SERVICES	173,500.00	167,700.00	104,506.25	11,122.00	63,193.75	62.3
OTHER REVENUE	24,500.00	23,000.00	21,706.16	20,000.00	1,293.84	94.4
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
Total Revenues	1,401,546.00	1,401,034.00	808,043.59	32,308.08	592,990.41	57.7
Expenditures						
ADMINISTRATION 1	412,980.00	428,750.00	285,818.23	39,541.97	142,931.77	66.7
RECREATION	135,065.00	129,852.00	88,082.57	7,512.73	41,769.43	67.8
ROSSMOOR PARK	185,850.00	200,456.00	135,113.12	16,173.62	65,342.88	67.4
MONTECITO CENTER	78,239.00	84,998.00	55,462.88	5,968.06	29,535.12	65.3
RUSH PARK	203,537.00	218,687.00	140,890.01	15,073.77	77,796.99	64.4
STREET LIGHTING	107,580.00	107,715.00	59,539.33	8,615.01	48,175.67	55.3
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	100.00	95.2
STREET SWEEPING	55,580.00	55,650.00	32,087.07	9,358.85	23,562.93	57.7
PARKWAY TREES	115,977.00	137,677.00	96,815.27	2,555.32	40,861.73	70.3
MINI-PARKS, MEDIANS & TRIANGLE	12,968.00	14,008.00	9,187.30	1,028.32	4,820.70	65.6
Total Expenditures	1,309,876.00	1,379,893.00	904,995.78	105,827.65	474,897.22	65.6

**Audited Fund Balance
 at June 30, 2016**

\$ 739,612.00

REVENUE REPORT
February 2017 @ 66.67%

Page: 1
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	842,112.00	848,000.00	501,713.83	879.47	0.00	346,286.17	59.2
ASSESSMENTS	298,934.00	298,934.00	175,888.65	306.61	0.00	123,045.35	58.8
USE OF MONEY AND PROPERTY	2,100.00	3,000.00	1,600.30	0.00	0.00	1,399.70	53.3
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	2,628.37	0.00	0.00	57,771.63	4.4
FEES AND SERVICES	173,500.00	167,700.00	104,506.25	11,122.00	0.00	63,193.75	62.3
OTHER REVENUE	24,500.00	23,000.00	21,706.16	20,000.00	0.00	1,293.84	94.4
Dept: 00	1,401,546.00	1,401,034.00	808,043.56	32,308.08	0.00	592,990.44	57.7
Revenues	1,401,546.00	1,401,034.00	808,043.56	32,308.08	0.00	592,990.44	57.7
Grand Total Net Effect:	1,401,546.00	1,401,034.00	808,043.56	32,308.08	0.00	592,990.44	

EXPENDITURE REPORT
February 2017 @ 66.67%

Page: 8
3/22/2017
11:10 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	269,880.00	271,914.00	183,945.39	21,295.69	0.00	87,968.61	67.6
OPERATIONS AND MAINTENANCE (1)	69,000.00	69,700.00	55,933.45	11,686.35	0.00	13,766.55	80.2
CONTRACT SERVICES	76,536.00	83,136.00	45,557.93	6,559.93	0.00	37,578.07	54.8
CAPITAL EXPENDITURES	4,000.00	4,000.00	381.46	0.00	0.00	3,618.54	9.5
ADMINISTRATION	419,416.00	428,750.00	285,818.23	39,541.97	0.00	142,931.77	66.7
Dept: 20 RECREATION							
SALARIES AND BENEFITS	95,912.00	88,632.00	58,113.19	6,937.76	0.00	30,518.81	65.6
OPERATIONS AND MAINTENANCE	35,853.00	37,920.00	29,299.20	316.50	0.00	8,620.80	77.3
CONTRACT SERVICES	2,300.00	2,300.00	670.18	258.47	0.00	1,629.82	29.1
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	135,065.00	129,852.00	88,082.57	7,512.73	0.00	41,769.43	67.8
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	74,090.00	78,750.00	54,919.82	6,064.71	0.00	23,830.18	69.7
OPERATIONS AND MAINTENANCE	72,360.00	82,306.00	56,441.91	7,045.20	0.00	25,864.09	68.6
CONTRACT SERVICES	39,400.00	39,400.00	23,751.39	3,063.71	0.00	15,648.61	60.3
ROSSMOOR PARK	185,850.00	200,456.00	135,113.12	16,173.62	0.00	65,342.88	67.4
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	54,676.00	57,056.00	39,288.05	4,282.96	0.00	17,767.95	68.9
OPERATIONS AND MAINTENANCE	16,995.00	19,842.00	10,699.64	1,075.79	0.00	9,142.36	53.9
CONTRACT SERVICES	6,700.00	6,700.00	4,116.19	609.31	0.00	2,583.81	61.4
CAPITAL EXPENDITURES	50.00	1,400.00	1,359.00	0.00	0.00	41.00	97.1
MONTECITO CENTER	78,421.00	84,998.00	55,462.88	5,968.06	0.00	29,535.12	65.3
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	79,367.00	83,517.00	56,855.63	6,112.75	0.00	26,661.37	68.1
OPERATIONS AND MAINTENANCE	84,520.00	95,520.00	60,282.99	5,897.31	0.00	35,237.01	63.1
CONTRACT SERVICES	39,400.00	39,400.00	23,751.39	3,063.71	0.00	15,648.61	60.3
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	203,537.00	218,687.00	140,890.01	15,073.77	0.00	77,796.99	64.4
Dept: 60 STREET LIGHTING							

EXPENDITURE REPORT
February 2017 @ 66.67%

Page: 21
3/22/2017
11:10 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017

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

Fund: 10 - GENERAL FUND

Expenditures

Dept: 60 STREET LIGHTING

OPERATIONS AND MAINTENANCE 580.00 715.00 451.60 50.72 0.00 263.40 63.2

CONTRACT SERVICES 107,000.00 107,000.00 59,087.73 8,564.29 0.00 47,912.27 55.2

STREET LIGHTING 107,580.00 107,715.00 59,539.33 8,615.01 0.00 48,175.67 55.3

Dept: 65 ROSSMOOR WALL

OPERATIONS AND MAINTENANCE 2,100.00 2,100.00 2,000.00 0.00 0.00 100.00 95.2

ROSSMOOR WALL 2,100.00 2,100.00 2,000.00 0.00 0.00 100.00 95.2

Dept: 70 STREET SWEEPING

OPERATIONS AND MAINTENANCE 580.00 650.00 451.60 50.72 0.00 198.40 69.5

CONTRACT SERVICES 55,000.00 55,000.00 31,635.47 9,308.13 0.00 23,364.53 57.5

STREET SWEEPING 55,580.00 55,650.00 32,087.07 9,358.85 0.00 23,562.93 57.7

Dept: 80 PARKWAY TREES

SALARIES AND BENEFITS 23,052.00 23,452.00 14,872.69 1,835.89 0.00 8,579.31 63.4

OPERATIONS AND MAINTENANCE 1,625.00 1,925.00 995.79 108.78 0.00 929.21 51.7

CONTRACT SERVICES 72,800.00 80,800.00 75,220.99 790.65 0.00 5,579.01 93.1

CAPITAL EXPENDITURES 18,500.00 31,500.00 5,725.80 -180.00 0.00 25,774.20 18.2

PARKWAY TREES 115,977.00 137,677.00 96,815.27 2,555.32 0.00 40,861.73 70.3

Dept: 90 MINI-PARKS AND MEDIANS

SALARIES AND BENEFITS 918.00 918.00 650.72 59.96 0.00 267.28 70.9

OPERATIONS AND MAINTENANCE 7,800.00 8,840.00 5,724.44 653.35 0.00 3,115.56 64.8

CONTRACT SERVICES 4,150.00 4,150.00 2,812.14 315.01 0.00 1,337.86 67.8

CAPITAL EXPENDITURES 100.00 100.00 0.00 0.00 0.00 100.00 0.0

MINI-PARKS AND MEDIANS 12,968.00 14,008.00 9,187.30 1,028.32 0.00 4,820.70 65.6

Expenditures 1,316,494.00 1,379,893.00 904,995.78 105,827.65 0.00 474,897.22 65.6

Grand Total Net Effect: -1,316,494.00 -1,379,893.00 -904,995.78 -105,827.65 0.00 -474,897.22

REVENUE/EXPENDITURE REPORT
February 2017 @ 66.67%

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017	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	775,200.00	780,000.00	457,499.12	0.00	0.00	322,500.88	58.7
3001 Current unsecured prop tax	22,000.00	26,500.00	21,609.08	0.00	0.00	4,890.92	81.5
3002 Prior secured property taxes	7,500.00	7,500.00	5,299.88	332.15	0.00	2,200.12	70.7
3003 Prior unsecured prop taxes	4,500.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
3004 Delinquent property taxes	1,080.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
3010 Current supplemental assessmnt	20,000.00	18,000.00	10,595.92	547.32	0.00	7,404.08	58.9
3020 Public utility tax	11,832.00	14,000.00	6,709.83	0.00	0.00	7,290.17	47.9
PROPERTY TAXES	842,112.00	848,000.00	501,713.83	879.47	0.00	346,286.17	59.2
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	298,934.00	298,934.00	175,888.65	306.61	0.00	123,045.35	58.8
ASSESSMENTS	298,934.00	298,934.00	175,888.65	306.61	0.00	123,045.35	58.8
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	2,100.00	3,000.00	1,600.30	0.00	0.00	1,399.70	53.3
USE OF MONEY AND PROPERTY	2,100.00	3,000.00	1,600.30	0.00	0.00	1,399.70	53.3
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,400.00	5,400.00	2,628.37	0.00	0.00	2,771.63	48.7
3305 County street sweep reimburse	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.0
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	2,628.37	0.00	0.00	57,771.63	4.4
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	14,500.00	13,500.00	6,093.75	0.00	0.00	7,406.25	45.1
3405 Wall Rental	600.00	500.00	160.00	60.00	0.00	340.00	32.0
3406 Ball field reservations	29,000.00	24,000.00	14,744.50	-36.00	0.00	9,255.50	61.4
3410 Rossmoor building rental	18,200.00	17,500.00	8,954.00	1,660.00	0.00	8,546.00	51.2
3412 Montecito building rental	25,200.00	25,200.00	19,775.00	700.00	0.00	5,425.00	78.5
3414 Rush Park Building Rental	86,000.00	87,000.00	54,779.00	8,738.00	0.00	32,221.00	63.0
FEES AND SERVICES	173,500.00	167,700.00	104,506.25	11,122.00	0.00	63,193.75	62.3
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	4,500.00	3,000.00	1,706.16	0.00	0.00	1,293.84	56.9
3502 Administrative Fee	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00	100.0
OTHER REVENUE	24,500.00	23,000.00	21,706.16	20,000.00	0.00	1,293.84	94.4
Dept: 00	1,401,546.00	1,401,034.00	808,043.56	32,308.08	0.00	592,990.44	57.7
Revenues							
	1,401,546.00	1,401,034.00	808,043.56	32,308.08	0.00	592,990.44	57.7
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	10,000.00	10,000.00	4,450.00	500.00	0.00	5,550.00	44.5
4001 Salaries - Full-time	193,800.00	193,800.00	130,956.53	15,194.12	0.00	62,843.47	67.6
4003 Salaries - Overtime	5,100.00	5,100.00	2,832.45	549.26	0.00	2,267.55	55.5
4007 Vehicle Allowance	500.00	500.00	212.18	121.79	0.00	287.82	42.4
4010 Workers Compensation Insurance	2,300.00	4,334.00	2,870.69	0.00	0.00	1,463.31	66.2
4011 Medical Insurance	39,000.00	39,000.00	31,508.13	3,571.32	0.00	7,491.87	80.8
4015 Federal Payroll Tax -FICA	18,400.00	18,400.00	10,519.11	1,237.51	0.00	7,880.89	57.2
4018 State Payroll Taxes	780.00	780.00	596.30	121.69	0.00	183.70	76.4
SALARIES AND BENEFITS	269,880.00	271,914.00	183,945.39	21,295.69	0.00	87,968.61	67.6
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	12,500.00	13,000.00	12,983.10	0.00	0.00	16.90	99.9
5004 Memberships and Dues	6,400.00	6,400.00	5,728.00	200.00	0.00	672.00	89.5
5006 Travel & Meetings	1,000.00	1,000.00	943.65	0.00	0.00	56.35	94.4
5007 Televised Meeting Costs	17,000.00	17,000.00	13,356.20	1,679.50	0.00	3,643.80	78.6

REVENUE/EXPENDITURE REPORT
February 2017 @ 66.67%

Page 6
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017

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

Fund: 10 - GENERAL FUND

Expenditures

Dept: 10 ADMINISTRATION

Acct Class: 50 OPERATIONS AND MAINTENANCE

5010 Publications & Legal Notices	7,200.00	7,200.00	4,605.90	1,259.83	0.00	2,594.10	64.0
5012 Printing	700.00	700.00	550.01	0.00	0.00	149.99	78.6
5014 Postage	2,000.00	2,000.00	761.02	0.00	0.00	1,238.98	38.1
5016 Office Supplies	7,200.00	7,200.00	3,627.98	402.61	0.00	3,572.02	50.4
5020 Telephone	1,500.00	1,700.00	1,388.58	152.17	0.00	311.42	81.7
5045 Miscellaneous Expenditures	5,500.00	5,500.00	3,965.14	660.59	0.00	1,534.86	72.1
5046 Bank Service Charge	2,000.00	2,000.00	772.67	80.45	0.00	1,227.33	38.6
5050 Elections	6,000.00	6,000.00	7,251.20	7,251.20	0.00	-1,251.20	120.9

OPERATIONS AND MAINTENANCE

	69,000.00	69,700.00	55,933.45	11,686.35	0.00	13,766.55	80.2
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	28,000.00	28,000.00	11,040.00	2,900.00	0.00	16,960.00	39.4
5615 Financial Audit-Consulting	10,100.00	10,700.00	10,400.00	0.00	0.00	300.00	97.2
5620 Misc Studies	0.00	6,000.00	6,000.00	0.00	0.00	0.00	100.0
5670 Other Professional Services	38,436.00	38,436.00	18,117.93	3,659.93	0.00	20,318.07	47.1

CONTRACT SERVICES

	76,536.00	83,136.00	45,557.93	6,559.93	0.00	37,578.07	54.8
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Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	4,000.00	4,000.00	381.46	0.00	0.00	3,618.54	9.5
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CAPITAL EXPENDITURES

	4,000.00	4,000.00	381.46	0.00	0.00	3,618.54	9.5
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ADMINISTRATION

	419,416.00	428,750.00	285,818.23	39,541.97	0.00	142,931.77	66.7
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Dept: 20 RECREATION

Acct Class: 40 SALARIES AND BENEFITS

4001 Salaries - Full-time	48,960.00	48,960.00	33,076.64	3,712.17	0.00	15,883.36	67.6
4002 Salaries - Part-time	22,950.00	15,000.00	9,558.06	1,408.77	0.00	5,441.94	63.7
4003 Salaries - Overtime	5,100.00	5,100.00	2,027.82	369.62	0.00	3,072.18	39.8
4005 Salaries - Event Attendant	1,058.00	1,058.00	517.50	0.00	0.00	540.50	48.9
4007 Vehicle Allowance	350.00	350.00	0.00	0.00	0.00	350.00	0.0
4010 Workers Compensation Insurance	1,080.00	1,750.00	1,160.49	0.00	0.00	589.51	66.3
4011 Medical Insurance	10,000.00	10,000.00	8,010.77	907.91	0.00	1,989.23	80.1
4015 Federal Payroll Tax -FICA	5,814.00	5,814.00	3,454.97	419.81	0.00	2,359.03	59.4
4018 State Payroll Taxes	600.00	600.00	306.94	119.48	0.00	293.06	51.2

SALARIES AND BENEFITS

	95,912.00	88,632.00	58,113.19	6,937.76	0.00	30,518.81	65.6
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Acct Class: 50 OPERATIONS AND MAINTENANCE

5006 Travel & Meetings	400.00	400.00	0.00	0.00	0.00	400.00	0.0
5010 Publications & Legal Notices	200.00	420.00	290.35	156.77	0.00	129.65	69.1
5012 Printing	100.00	100.00	44.46	0.00	0.00	55.54	44.5
5014 Postage	150.00	150.00	27.57	0.00	0.00	122.43	18.4
5016 Office Supplies	1,000.00	1,000.00	631.33	80.77	0.00	368.67	63.1
5017 Community Events	25,253.00	27,000.00	20,716.91	73.21	0.00	6,283.09	76.7
5019 Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,900.00	1,388.58	152.17	0.00	511.42	73.1
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0

OPERATIONS AND MAINTENANCE

	35,853.00	37,920.00	29,299.20	316.50	0.00	8,620.80	77.3
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	2,300.00	2,300.00	670.18	258.47	0.00	1,629.82	29.1

CONTRACT SERVICES

	2,300.00	2,300.00	670.18	258.47	0.00	1,629.82	29.1
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Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
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CAPITAL EXPENDITURES

	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
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REVENUE/EXPENDITURE REPORT
February 2017 @ 66.67%

Page: 11
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
RECREATION	135,065.00	129,852.00	88,082.57	7,512.73	0.00	41,769.43	67.8
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	39,535.00	39,535.00	24,098.77	2,786.20	0.00	15,436.23	61.0
4002 Salaries - Part-time	12,240.00	15,000.00	13,190.38	1,529.82	0.00	1,809.62	87.9
4003 Salaries - Overtime	2,805.00	2,805.00	1,682.13	201.78	0.00	1,122.87	60.0
4010 Workers Compensation Insurance	2,400.00	4,300.00	2,870.69	0.00	0.00	1,429.31	66.8
4011 Medical Insurance	13,000.00	13,000.00	9,895.64	1,121.53	0.00	3,104.36	76.1
4015 Federal Payroll Tax -FICA	3,800.00	3,800.00	2,978.66	345.24	0.00	821.34	78.4
4018 State Payroll Taxes	310.00	310.00	203.55	80.14	0.00	106.45	65.7
SALARIES AND BENEFITS	74,090.00	78,750.00	54,919.82	6,064.71	0.00	23,830.18	69.7
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	600.00	390.31	156.77	0.00	209.69	65.1
5012 Printing	50.00	50.00	22.22	0.00	0.00	27.78	44.4
5014 Postage	50.00	50.00	4.95	0.00	0.00	45.05	9.9
5016 Office Supplies	900.00	900.00	402.47	40.38	0.00	497.53	44.7
5018 Janitorial Supplies	4,500.00	4,500.00	2,014.62	0.00	0.00	2,485.38	44.8
5020 Telephone	1,650.00	2,300.00	1,388.58	152.17	0.00	911.42	60.4
5022 Utilities	12,000.00	12,000.00	8,075.43	1,005.72	0.00	3,924.57	67.3
5023 Water	25,000.00	25,000.00	17,886.44	358.16	0.00	7,113.56	71.5
5025 SECURED PROP TAX	910.00	906.00	905.51	0.00	0.00	0.49	99.9
5030 Vehicle Maintenance	1,000.00	1,000.00	456.02	41.19	0.00	543.98	45.6
5032 Building & Grounds-Maintenance	24,000.00	33,000.00	24,004.15	5,037.62	0.00	8,995.85	72.7
5034 Alarm Systems	750.00	750.00	574.41	140.51	0.00	175.59	76.6
5045 Miscellaneous Expenditures	500.00	500.00	316.80	112.68	0.00	183.20	63.4
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	72,360.00	82,306.00	56,441.91	7,045.20	0.00	25,864.09	68.6
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	36,000.00	36,000.00	22,089.60	2,761.20	0.00	13,910.40	61.4
5656 Tree Trimming	1,100.00	1,100.00	988.89	1.10	0.00	111.11	89.9
5670 Other Professional Services	2,300.00	2,300.00	672.90	301.41	0.00	1,627.10	29.3
CONTRACT SERVICES	39,400.00	39,400.00	23,751.39	3,063.71	0.00	15,648.61	60.3
ROSSMOOR PARK	185,850.00	200,456.00	135,113.12	16,173.62	0.00	65,342.88	67.4
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	31,620.00	31,620.00	19,894.32	2,298.87	0.00	11,725.68	62.9
4002 Salaries - Part-time	6,120.00	6,500.00	5,622.20	641.93	0.00	877.80	86.5
4003 Salaries - Overtime	2,040.00	2,040.00	1,273.91	147.04	0.00	766.09	62.4
4010 Workers Compensation Insurance	2,000.00	4,000.00	2,308.75	0.00	0.00	1,691.25	57.7
4011 Medical Insurance	9,900.00	9,900.00	8,007.17	907.19	0.00	1,892.83	80.9
4015 Federal Payroll Tax -FICA	2,856.00	2,856.00	2,046.72	235.83	0.00	809.28	71.7
4018 State Payroll Taxes	140.00	140.00	134.98	52.10	0.00	5.02	96.4
SALARIES AND BENEFITS	54,676.00	57,056.00	39,288.05	4,282.96	0.00	17,767.95	68.9
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	582.00	582.00	333.58	156.77	0.00	248.42	57.3
5012 Printing	50.00	50.00	22.22	0.00	0.00	27.78	44.4
5014 Postage	50.00	50.00	4.95	0.00	0.00	45.05	9.9
5016 Office Supplies	900.00	900.00	359.06	40.38	0.00	540.94	39.9
5018 Janitorial Supplies	3,500.00	4,000.00	2,014.62	0.00	0.00	1,985.38	50.4
5020 Telephone	1,650.00	2,000.00	1,388.58	152.17	0.00	611.42	69.4
5022 Utilities	2,000.00	2,000.00	1,012.11	273.89	0.00	987.89	50.6
5023 Water	1,600.00	1,600.00	1,220.70	0.00	0.00	379.30	76.3
5025 SECURED PROP TAX	763.00	760.00	760.44	0.00	0.00	-0.44	100.1
5030 Vehicle Maintenance	1,000.00	1,000.00	612.50	41.19	0.00	387.50	61.3

REVENUE/EXPENDITURE REPORT
February 2017 @ 66.67%

Page: 8
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017

Fund: 10 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5032 Building & Grounds-Maintenance	3,700.00	5,700.00	2,647.85	411.39	0.00	3,052.15	46.5
5034 Alarm Systems	400.00	400.00	323.03	0.00	0.00	76.97	80.8
5045 Miscellaneous Expenditures	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
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OPERATIONS AND MAINTENANCE	16,995.00	19,842.00	10,699.64	1,075.79	0.00	9,142.36	53.9
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	2,454.40	306.80	0.00	1,145.60	68.2
5656 Tree Trimming	1,100.00	1,100.00	988.89	1.10	0.00	111.11	89.9
5670 Other Professional Services	2,000.00	2,000.00	672.90	301.41	0.00	1,327.10	33.6
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CONTRACT SERVICES	6,700.00	6,700.00	4,116.19	609.31	0.00	2,583.81	61.4
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	50.00	1,400.00	1,359.00	0.00	0.00	41.00	97.1
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CAPITAL EXPENDITURES	50.00	1,400.00	1,359.00	0.00	0.00	41.00	97.1
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MONTECITO CENTER	78,421.00	84,998.00	55,462.88	5,968.06	0.00	29,535.12	65.3
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	37,740.00	37,740.00	24,098.77	2,786.20	0.00	13,641.23	63.9
4002 Salaries - Part-time	12,750.00	15,000.00	11,544.42	1,283.86	0.00	3,455.58	77.0
4003 Salaries - Overtime	2,907.00	2,907.00	1,671.52	191.17	0.00	1,235.48	57.5
4005 Salaries - Event Attendant	5,800.00	5,800.00	3,390.00	300.00	0.00	2,410.00	58.4
4010 Workers Compensation Insurance	2,400.00	4,300.00	2,870.69	0.00	0.00	1,429.31	66.8
4011 Medical Insurance	13,000.00	13,000.00	9,895.68	1,121.54	0.00	3,104.32	76.1
4015 Federal Payroll Tax -FICA	4,370.00	4,370.00	3,111.71	348.75	0.00	1,258.29	71.2
4018 State Payroll Taxes	400.00	400.00	272.84	81.23	0.00	127.16	68.2
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SALARIES AND BENEFITS	79,367.00	83,517.00	56,855.63	6,112.75	0.00	26,661.37	68.1
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	490.35	156.77	0.00	9.65	98.1
5012 Printing	250.00	250.00	22.23	0.00	0.00	227.77	8.9
5014 Postage	100.00	100.00	4.95	0.00	0.00	95.05	5.0
5016 Office Supplies	900.00	900.00	359.06	40.38	0.00	540.94	39.9
5018 Janitorial Supplies	4,500.00	4,500.00	2,020.68	0.00	0.00	2,479.32	44.9
5020 Telephone	2,000.00	2,000.00	1,388.56	152.17	0.00	611.44	69.4
5022 Utilities	26,000.00	26,000.00	13,898.68	2,010.61	0.00	12,101.32	53.5
5023 Water	20,000.00	30,000.00	22,039.96	1,042.35	0.00	7,960.04	73.5
5025 SECURED PROP TAX	3,520.00	3,520.00	3,465.44	0.00	0.00	54.56	98.5
5030 Vehicle Maintenance	1,000.00	1,000.00	455.73	41.19	0.00	544.27	45.6
5032 Building & Grounds-Maintenance	24,000.00	25,000.00	15,552.91	2,282.55	0.00	9,447.09	62.2
5034 Alarm Systems	750.00	750.00	380.32	171.29	0.00	369.68	50.7
5045 Miscellaneous Expenditures	250.00	250.00	204.12	0.00	0.00	45.88	81.6
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
<hr/>							
OPERATIONS AND MAINTENANCE	84,520.00	95,520.00	60,282.99	5,897.31	0.00	35,237.01	63.1
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	36,000.00	36,000.00	22,089.60	2,761.20	0.00	13,910.40	61.4
5656 Tree Trimming	1,100.00	1,100.00	988.89	1.10	0.00	111.11	89.9
5670 Other Professional Services	2,300.00	2,300.00	672.90	301.41	0.00	1,627.10	29.3
<hr/>							
CONTRACT SERVICES	39,400.00	39,400.00	23,751.39	3,063.71	0.00	15,648.61	60.3
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0

REVENUE/EXPENDITURE REPORT
February 2017 @ 66.67%

Page: 9
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
RUSH PARK	203,537.00	218,687.00	140,890.01	15,073.77	0.00	77,796.99	64.4
Dept: 60 STREET LIGHTING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	580.00	715.00	451.60	50.72	0.00	263.40	63.2
OPERATIONS AND MAINTENANCE	580.00	715.00	451.60	50.72	0.00	263.40	63.2
Acct Class: 56 CONTRACT SERVICES							
5650 Lighting and Maintenance	107,000.00	107,000.00	59,087.73	8,564.29	0.00	47,912.27	55.2
CONTRACT SERVICES	107,000.00	107,000.00	59,087.73	8,564.29	0.00	47,912.27	55.2
STREET LIGHTING	107,580.00	107,715.00	59,539.33	8,615.01	0.00	48,175.67	55.3
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0
5032 Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	580.00	650.00	451.60	50.72	0.00	198.40	69.5
OPERATIONS AND MAINTENANCE	580.00	650.00	451.60	50.72	0.00	198.40	69.5
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	55,000.00	55,000.00	31,635.47	9,308.13	0.00	23,364.53	57.5
CONTRACT SERVICES	55,000.00	55,000.00	31,635.47	9,308.13	0.00	23,364.53	57.5
STREET SWEEPING	55,580.00	55,650.00	32,087.07	9,358.85	0.00	23,562.93	57.7
Dept: 80 PARKWAY TREES							
Acct Class: 40 SALARIES AND BENEFITS							
4002 Salaries - Part-time	20,400.00	20,400.00	13,324.39	1,666.72	0.00	7,075.61	65.3
4003 Salaries - Overtime	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4007 Vehicle Allowance	500.00	900.00	445.69	0.00	0.00	454.31	49.5
4015 Federal Payroll Tax -FICA	1,377.00	1,377.00	1,019.27	127.50	0.00	357.73	74.0
4018 State Payroll Taxes	275.00	275.00	83.34	41.67	0.00	191.66	30.3
SALARIES AND BENEFITS	23,052.00	23,452.00	14,872.69	1,835.89	0.00	8,579.31	63.4
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	25.00	25.00	0.48	0.00	0.00	24.52	1.9
5014 Postage	300.00	300.00	2.25	0.00	0.00	297.75	0.8
5016 Office Supplies	200.00	200.00	90.33	7.34	0.00	109.67	45.2
5020 Telephone	1,000.00	1,300.00	902.73	101.44	0.00	397.27	69.4
5030 Vehicle Maintenance	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE	1,625.00	1,925.00	995.79	108.78	0.00	929.21	51.7
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	65,000.00	73,000.00	71,751.11	69.64	0.00	1,248.89	98.3
5660 TREE REMOVAL	3,500.00	3,500.00	1,294.80	0.00	0.00	2,205.20	37.0
5670 Other Professional Services	4,300.00	4,300.00	2,175.08	721.01	0.00	2,124.92	50.6
CONTRACT SERVICES	72,800.00	80,800.00	75,220.99	790.65	0.00	5,579.01	93.1
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	18,500.00	31,500.00	5,725.80	-180.00	0.00	25,774.20	18.2
CAPITAL EXPENDITURES	18,500.00	31,500.00	5,725.80	-180.00	0.00	25,774.20	18.2

REVENUE/EXPENDITURE REPORT
February 2017 @ 66.67%

Page: 10
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD Unenc. Bal. % Bud

Fund: 10 - GENERAL FUND

Expenditures

PARKWAY TREES	115,977.00	137,677.00	96,815.27	2,555.32	0.00	40,861.73	70.3
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	665.00	665.00	441.95	51.17	0.00	223.05	66.5
4003 Salaries - Overtime	62.00	62.00	35.67	3.84	0.00	26.33	57.5
4010 Workers Compensation Insurance	120.00	120.00	134.35	0.00	0.00	-14.35	112.0
4015 Federal Payroll Tax -FICA	56.00	56.00	36.52	4.23	0.00	19.48	65.2
4018 State Payroll Taxes	15.00	15.00	2.23	0.72	0.00	12.77	14.9
SALARIES AND BENEFITS	918.00	918.00	650.72	59.96	0.00	267.28	70.9
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	640.00	451.56	50.65	0.00	188.44	70.6
5022 Utilities	800.00	800.00	520.94	80.65	0.00	279.06	65.1
5023 Water	5,000.00	5,900.00	3,980.33	522.05	0.00	1,919.67	67.5
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	771.61	0.00	0.00	228.39	77.2
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	7,800.00	8,840.00	5,724.44	653.35	0.00	3,115.56	64.8
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	2,454.40	306.80	0.00	1,145.60	68.2
5656 Tree Trimming	500.00	500.00	329.57	0.36	0.00	170.43	65.9
5670 Other Professional Services	50.00	50.00	28.17	7.85	0.00	21.83	56.3
CONTRACT SERVICES	4,150.00	4,150.00	2,812.14	315.01	0.00	1,337.86	67.8
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	12,968.00	14,008.00	9,187.30	1,028.32	0.00	4,820.70	65.6
Expenditures	1,316,494.00	1,379,893.00	904,995.78	105,827.65	0.00	474,897.22	65.6
Net Effect for GENERAL FUND	85,052.00	21,141.00	-96,952.22	-73,519.57	0.00	118,093.22	-458.6
Change in Fund Balance:			-96,952.22				

REVENUE/EXPENDITURE REPORT
February 2017 @ 66.67%

Page: 71
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	380,000.00	380,000.00	226,526.89	0.00	0.00	153,473.11	59.6
3101	Property assessments-prior yr	3,400.00	3,400.00	1,490.60	0.00	0.00	1,909.40	43.8
ASSESSMENTS		383,400.00	383,400.00	228,017.49	0.00	0.00	155,382.51	59.5
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	0.00	0.00	1,908.66	1,908.66	0.00	-1,908.66	0.0
USE OF MONEY AND PROPERTY		0.00	0.00	1,908.66	1,908.66	0.00	-1,908.66	0.0
Dept: 00		383,400.00	383,400.00	229,926.15	1,908.66	0.00	153,473.85	60.0
Revenues		383,400.00	383,400.00	229,926.15	1,908.66	0.00	153,473.85	60.0
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5617	Administrative Fees	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00	100.0
5619	Bond Trustee	3,048.00	3,048.00	3,047.50	0.00	0.00	0.50	100.0
CONTRACT SERVICES		23,048.00	23,048.00	23,047.50	20,000.00	0.00	0.50	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	250,000.00	250,000.00	260,000.00	0.00	0.00	-10,000.00	104.0
5801	Interest	90,830.00	90,830.00	90,156.07	41,385.00	0.00	673.93	99.3
DEBT SERVICE		340,830.00	340,830.00	350,156.07	41,385.00	0.00	-9,326.07	102.7
RUSH PARK		363,878.00	363,878.00	373,203.57	61,385.00	0.00	-9,325.57	102.6
Expenditures		363,878.00	363,878.00	373,203.57	61,385.00	0.00	-9,325.57	102.6
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		19,522.00	19,522.00	-143,277.42	-59,476.34	0.00	162,799.42	-733.9
Change in Fund Balance:				-143,277.42				

REVENUE/EXPENDITURE REPORT

February 2017 @ 66.67%

Page: 2
3/22/2017
11:05 am

Rossmoor Community

For the Period: 7/1/2016 to 2/28/2017

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

Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL

Revenues

Dept: 00

Acct Class: 31 ASSESSMENTS

3100 Property assessments 0.00 0.00 468.00 0.00 0.00 -468.00 0.0

3101 Property assessments-prior yr 0.00 0.00 343.17 0.00 0.00 -343.17 0.0

ASSESSMENTS 0.00 0.00 811.17 0.00 0.00 -811.17 0.0

Dept: 00 0.00 0.00 811.17 0.00 0.00 -811.17 0.0

Revenues 0.00 0.00 811.17 0.00 0.00 -811.17 0.0

Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL 0.00 0.00 811.17 0.00 0.00 -811.17 0.0

Change in Fund Balance: 811.17

REVENUE/EXPENDITURE REPORT

February 2017 % 66.67%

Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017	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	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
PROPERTY TAXES	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
Dept: 00	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
Revenues	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	18,000.00	10,688.00	10,687.50	0.00	0.00	0.50	100.0
CAPITAL EXPENDITURES	18,000.00	10,688.00	10,687.50	0.00	0.00	0.50	100.0
ROSSMOOR PARK	18,000.00	10,688.00	10,687.50	0.00	0.00	0.50	100.0
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	23,000.00	28,606.00	28,606.19	0.00	0.00	-0.19	100.0
CAPITAL EXPENDITURES	23,000.00	28,606.00	28,606.19	0.00	0.00	-0.19	100.0
RUSH PARK	23,000.00	28,606.00	28,606.19	0.00	0.00	-0.19	100.0
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	5,000.00	9,451.00	7,298.77	0.00	0.00	2,152.23	77.2
OPERATIONS AND MAINTENANCE	5,000.00	9,451.00	7,298.77	0.00	0.00	2,152.23	77.2
CAPITAL PROJECTS	5,000.00	9,451.00	7,298.77	0.00	0.00	2,152.23	77.2
Expenditures	46,000.00	48,745.00	46,592.46	0.00	0.00	2,152.54	95.6
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	59,109.00	56,364.00	-46,592.46	0.00	0.00	102,956.46	-82.7
Change in Fund Balance:			-46,592.46				
Grand Total Net Effect:	59,109.00	56,364.00	-46,592.46	0.00	0.00	102,956.46	

**ROSSMOOR COMMUNITY SERVICES DISTRICT
FOOTNOTES - FINANCIAL REPORT FEBRUARY 2017
EXPENDITURES**

#1 Elections
10-10-5050

Actual billing higher than estimate based on last election costs.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: March 14, 2017
To: Honorable Board of Directors
From: General Manager
Subject: AUTHORIZATION TO RENEW AGREEMENT WITH CITY OF BREA IT SERVICES FOR COMPUTER SERVICES AND MAINTENANCE

RECOMMENDATION:

Authorize the General Manager to execute a renewed three-year Agreement with the City of Brea to maintain the District's computer system and equipment.

BACKGROUND:

The Proposal provides for a three-year, two-days per month (8 hour minimum) on-site presence to handle minor computer issues, server backup, security and equipment management with an on-call help desk to deal with unexpected circumstances.

The proposed increases to our current costs are a slight increase in the hourly rate of \$105 to \$108 (\$144 annually) and an increase in the monthly website hosting fee from \$40 to \$50 per month (\$120 annually), for a total annual increase of \$264; The only other increase to our current costs, would be for the next, second and third year of the Agreement are costs based the annual Orange County CPI index.

BreaIT is a full service organization with a staff of 24 individuals whose breadth and depth of experience provides a valuable resource for whatever needs should arise. Moreover, their response rate for emergency service is superior.

ATTACHMENTS:

1. Current Information Technology Support Services Agreement from City of Brea, IT Services.
1. Proposed Information Technology Support Services Agreement from City of Brea, IT Services.
3. City of Brea, IT Services Price increase letter, dated February 16, 2017
4. City of Brea IT Web Hosting services price increase letter, dated February 16, 2017.

**INFORMATION TECHNOLOGY
SUPPORT SERVICES AGREEMENT**

This AGREEMENT made and entered into this 13th day of May, 2014, by and between the CITY OF BREA, a Municipal Corporation, hereinafter sometimes referred to as "BreaIT," and THE ROSSMOOR COMMUNITY SERVICES DISTRICT, hereinafter sometimes referred to as "Client."

A. Recitals.

(i) Brea has heretofore established an Information Technology (IT) Division for the purpose of providing IT services, which include support of personal computers (PC), LAN, hardware, software, and general integration ("IT Services"). This Division shall be hereinafter referred to as BreaIT.

(ii) BreaIT has heretofore obtained all the necessary technical staff and equipment, and is experienced in the provision of IT Services.

(iii) Client desires to utilize BreaIT as an independent contractor under the management and control of Randy Hornsby, Brea's IT Manager, and subject to the terms and conditions set forth in this Agreement for the purpose of providing IT Services to upgrade and maintain Client's IT system.

B. Agreement.

NOW, THEREFORE, it is hereby mutually agreed by and between BreaIT and Client that as consideration for the following promises, the parties agree as follows:

1. Term. The term of this Agreement shall be three (3) years ending on May 13, 2017 unless extended or earlier terminated, as provided herein. In the event written notice of ninety (90) days is not given by either party, and provided the parties have met and agreed upon terms and compensation rates for

extension thereafter, this agreement shall continue for one-year periods based upon any new terms or fees agreed upon.

2. Compensation. As consideration for the use of BrealT, Client shall pay to BrealT:
 - a) Year One – Ending 5/13/2015 a fee of, \$105 per hour worked.
 - b) Year Two – Ending 5/13/2016 a fee of , \$105 per hour worked plus an increase not to exceed the February 2016 LA/Orange County CPI Index .
 - c) Year Three – Ending 5/13/2017 a fee of year two hourly rate plus an increase not to exceed the February 2017 LA/Orange County CPI Index.
3. Contracted Hours. The contracted 10 hours represents a technician visiting the Client's site 1 time a week for 2 hours per visit. BrealT will, in its sole reasonable discretion, determine which personnel shall be assigned to task/service requests.
 - a) Regularly scheduled Technician work for personal computer issues. Included will be hardware and standard software support, as well as simple and routine network maintenance and trouble-shooting. Technician work is more fully described in the job description attached hereto as Exhibit A and made a part hereof by reference.
 - b) Additionally, 10 hours per month of telephone support via BrealT's telephone hotline (714-990-7777) is available to Client as a condition of this agreement during BrealT's standard hours of operations, which are Monday through Thursday, 7:30 a.m. to 5:30 p.m., and alternate Fridays from 8:00 a.m. to 5:00 p.m. (City Hall is closed on alternate Fridays).
 - c) Emergency call-out and off-hours work will be billed at \$115.00 per hour with a two hour minimum. Hourly rates are subject to modification annually as may be agreed between the parties in writing.
 - d) Client agrees to pay all undisputed invoice amounts within forty-five (45) days of the invoice date. Client agrees to notify BrealT of any disputed invoice amounts within ten (10) days of receipt of the invoice..

4. Independent Contractor. BrealT is an independent contractor and not an employee of Client. Neither Client nor any of its employees shall have any control over the conduct of BrealT or any of their employees, except as herein set forth. BrealT expressly warrants not to, at any time or in any manner, represent that they, or any of their officers, employees or agents, are in any manner officers, employees, or agents of Client. It is expressly understood that said BrealT is and shall at all times remain as to Client wholly an independent contractor, and that BrealT's obligations to Client are solely such as are prescribed by this agreement.
5. Indemnity.
- a) All officers, agents, employees, subcontractors, their agents, officers and employees who are hired by or engaged by BrealT in the performance of this Agreement shall be deemed officers, agents and employees and subcontractors of BrealT, and Client shall not be liable or responsible to them for anything whatsoever.
 - b) BrealT agrees to defend and hold harmless Client and all of its officers and employees from all claims, damages, costs or expenses in law and in equity, including costs of suit and expenses for legal services, that may at any time allegedly received or suffered by reason of any wrongful or negligent act or omission on the part of BrealT or any of its agents, officers and employees and subcontractors in the performance of this Agreement.
 - c) BrealT shall not be deemed to assume any liability for wrongful or negligent acts of Client or its officers, agents, employees and subcontractors, and Client shall defend and hold BrealT harmless against any such claims.
 - d) BrealT agrees to defend and hold harmless Client from all claims, demands, liability fines and penalties made by BrealT's employees from health, retirement, workers' compensation, or any other benefits attributable to services performed pursuant to this Agreement.

- e) Client agrees to indemnify and hold harmless BreaIT, the City of Brea, its elected officials, officers, agents, employees and volunteers, as to any and all claims, liability or loss, damage or injury to persons or property, which arise from Client's performance of this Agreement.
6. Familiarity with Work. By execution of this agreement, BreaIT warrants that:
- a) It has thoroughly investigated and considered the work to be performed.
 - b) It has expertise in the area of information technology.
 - c) It has carefully considered how the work should be performed, and
 - d) It fully understands the difficulties and restrictions attending the performance of the work under this Agreement.
7. Exclusions. BreaIT shall not be responsible for providing support for any software that has been obtained illegally, is unlicensed or for which Client does not have proper certifications to run on Client's IT system.
8. Obligations of Client. Client shall be responsible for providing the following:
- a) Client will provide a networked PC on their site on which BreaIT staff can maintain utilities and gain access via modem to necessary support forums.
 - b) Client will maintain not less than one set of original media and manuals on site for all software supported by BreaIT.
 - c) Client acknowledges that the use of the PCs, operating systems and software programs are and shall be subject to the Client's exclusive management and control and Client shall at all times be solely responsible for assuring their proper use Client's officers, officials, employees, agents, consultants, guests or any other third parties.
9. Coordination of Work
- a) Selection of Representatives. The following person is hereby designated as the principal and representative of BreaIT authorized to act in its behalf with

respect to the work specified in this Agreement and to make all decisions in connection therewith:

Name: Mike Ryan

Title: IT Supervisor

- b) **Contract Representative.** The Contract Representative shall be **James Ruth**, or such other person as designated. It shall be BrealT's responsibility to assure that the Contract Representative is kept informed of the progress of the performance of the services, and BrealT shall refer any decision that must be made by Client to the Contract Representative. Unless otherwise specified herein, any approval of Client required hereunder shall mean the approval of the Contract Representative.
10. **Insurance.** BrealT shall procure and maintain insurance for the duration of this Agreement against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by BrealT, its agents, representatives, or employees. All such insurances shall serve as primary to any insurance coverage carried by Client.
- a) **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

 - i. Insurance Services Office Commercial General Liability coverage
 - ii. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
 - iii. Workers' compensation insurance as required by the State of California and employer's liability insurance.
 - b) **Minimum Limits of Insurance**

Consultant shall maintain limits no less than:

 - i. General Liability: \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage.

- ii. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- iii. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

c) Other Requirements


- i. BrealT shall provide, at Client's request, an endorsement establishing that Client has been added as an additional insured to the General and Automobile liability insurance policies required under this Agreement. The above policy/policies shall not terminate, nor shall they be canceled, nor the coverage reduced, until after thirty (30) days written notice is given to the Client.

- 11. Governing Law. This Agreement shall be construed and interpreted as to both validity, and performance of the parties, in accordance with the Laws of the State of California.
- 12. Notices. Any notices required or permitted to be given by the terms of this Agreement, or by any law or statute, may be given by a party by depositing said notice in the U.S. mail, postage prepaid, addressed to the other party at the address of the party's respective City Hall. Service of said notice shall be deemed complete five (5) days after deposit of said notice in the mail.
- 13. Entire Agreement. This agreement shall constitute the entire agreement between BrealT and Client with respect to matters herein, and the same shall be deemed to supersede any and all other oral or written representations or agreements which may have been made by or entered into between BrealT and Client.
- 14. Modifications and Amendments. No modification or amendment to this agreement shall be deemed effective unless the same is in writing and executed by BrealT and Client subject to all requirements of law.

15. Execution of Agreement. This agreement may be executed in two (2) counterparts, each of which shall, for all purposes, be deemed an original, and all of which shall constitute one and the same agreement of BreaIT and Client.
16. Prohibition Against Transfer or Assignment. Client shall not assign or attempt to transfer any rights which it might have which arise from this agreement, without the prior written consent of BreaIT, any action in furtherance of any transfer or assignment.
17. Termination. This Agreement may be terminated with or without cause by either party at any time by providing the other party with ninety (90) days written notice of termination. In the event of such termination, BreaIT shall be compensated for services rendered as of the date of termination.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first set forth above.

CITY OF BREA

By: 
William Gallardo,
Administrative Services Director

THE ROSSMOOR COMMUNITY SERVICES DISTRICT

By: 
James D. Ruth, General Manager

Exhibit A

Job Description of Technician

Communicate, in an effective way, with non-technical users to resolve their computer problems.

Ability to coordinate the resolution of computer systems problems in a multi-vendor situation.

Work "off-hours" to implement systems upgrades and maintenance.

Diagnose and resolve PC hardware problems e.g. diagnose and replace a malfunctioning hard drive or any other major component of the PC.

Install, configure printers on PC's and in a simple LAN environment.

Diagnose and resolve basic LAN infrastructure problems e.g. bad network cards, HUB port problems, patch cords.

Diagnose and resolve Windows workstation operating system problems.

Assist end-users with their questions or problems with Microsoft Word, Excel, PowerPoint, Internet Explorer and Outlook.

Perform research and analysis to resolve technical problems with the above named software and hardware systems.

Add users to a Microsoft network operating system and change user's passwords when necessary.

Perform systems backups and maintain backup tape rotations.

Diagnose and resolve advanced LAN problems that may involve network switches, firewalls, routers, DNS servers, DHCP, WINS and TCP/IP.

Perform advanced procedures with the Microsoft network operating system e.g. install and configure PDC/BDC's.

Monitor and tune performance of servers and networking systems.

Test new equipment and software programs to determine compatibility with current equipment and standards. Detect errors and suggest possible improvements and alternatives.

Analyze current computing environment and recommend more efficient processes.

Assist end-users in identifying and evaluating their technology needs, and developing and implementing workable solutions.

Establish, coordinate and implement long-range information systems planning.

Monitor and analyze the efficiency and effectiveness of information systems and recommend changes that will make them better.

**AMENDMENT TO CONTACT SERVICE AGREEMENT FOR
INFORMATION TECHNOLOGY SUPPORT**

This AMENDMENT TO CONTACT SERVICE AGREEMENT (herein “Amendment”) is made and entered into this 11th day of April 2017, by and between THE ROSSMOOR COMMUNITY SERVICES DISTRICT (herein “Client”) and CITY OF BREA, a municipal corporation (herein “Contractor”).

RECITALS

WHEREAS, on or about May 13, 2014 the Client and the Contractor entered into that certain Contract Services Agreement for Information Technology Support (Agreement”);

WHEREAS, the terms of the Agreement provide the upon completion of (3) three years after its commencement, the Agreement automatically terminates;

WHEREAS, the Client and the Contractor are desirous of extending the term of the Agreement for (3) three additional years under the same terms as those set forth under the Agreement;

WHEREAS, the parties wish to extend the term of the Agreement pursuant to the provisions of this Amendment.

NOW, THEREFORE, the parties hereto agree as follows:

1. Section B.1 of the Agreement entitled “Term” shall be amended in its entirety to add the following provision to read as follows:

Section B.1 Term. The term of this Agreement shall be extended for an additional (3) three years ending on May 13, 2020 unless extended or earlier terminated, as provided herein. This Agreement may be extended by Client and BreaIT for an additional one year term, subject to all provisions herein.

2. Sections B.2 of the agreement entitled “Compensation” shall be amended in its entirety to add the following provision regarding additional compensation for the services to be performed by the Contractor pursuant to revised Section B.1 to read as follows:

Section B.2 Compensation. As consideration for the use of BreaIT services, Rossmoor Community Service District shall pay to BreaIT a fee of:

- a) Year One – Ending 5/13/18 - \$108.00 per hour for each hour worked.
- b) Year Two – Ending 5/13/19 - \$108.00 per hour for each hour worked plus an increase not to exceed the February 2019 Orange County CPI Index.
- c) Year Three – Ending 5/13/20 – year two hourly rate plus an increase not to exceed the February 2020 Orange County CPI Index.

3. Sections B.3 of the agreement entitled “Contracted Hours” shall be amended in its entirety to add additional compensation for the services to be performed by the Contractor which revised Section B.3 shall read as follows:

Section B.3 Contracted Hours. The contracted ten (10) hours per month represent a specialist visiting the Client’s site at a minimum of once every two weeks for 4 hours per visit.

4. Full Force and Effect. Except as expressly modified herein all other provisions of the Agreement shall remain unmodified and in full force and effect.

5. Corporate Authority. The persons executing the Agreement on behalf of the parties hereto warrant the (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Amendment, and (iv) the entering into the Agreement does not violate any provision of any other agreement to which the party is bound.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first set forth above.

APPROVED AS TO FORM:

CITY OF BREA

By:

Cindy Russell, Administrative Services
Director

THE ROSSMOOR COMMUNITY SERVICES DISTRICT

By:

James D. Ruth, General Manager

February 28, 2017

James Ruth
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

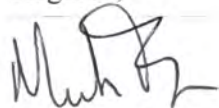
Dear James:

Your business is very important to *BreallT*. We value our partnership where we get to work closely with your organization to continue to supply the highest quality technology services you have come to expect. We stand by our services and feel confident that you are receiving the best value for the level of technology expertise we bring to the industry.

At this time, we are regretful to announce that effective July 2017, *BreallT* will be increasing prices of its services from \$105/hour to \$108/hour. As a local government agency, we feel you will agree that public agencies continue to experience unprecedented increases on all PERS costs as well as costs of medical and other employment benefits. As always, we wanted to communicate this to you very early, leaving you adequate time to plan and adjust for this increase.

BreallT continues to be committed to meet the long-term needs of our customers. As always, *BreallT* appreciates the business you have placed with us, and should you have any questions regarding this notice, please feel free to contact me.

Regards,



Mike Ryan
IT Account Manager

RECEIVED

MAR 04 2017

February 16, 2017

James Ruth
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Dear James:

Your business is very important to *BreaIT*. We value the partnership where we get to work closely with your organization to continue to supply the highest quality technology services you have come to expect. We stand by our services and feel confident that you are receiving the best value for the level of technology expertise we bring to the industry.

At this time, we are regretful to announce that effective July 2017, *BreaIT* will be increasing prices of its Web Hosting Fee from \$40/Month to \$50/Month. As a local government agency, we feel you will agree that public agencies continue to experience unprecedented increases on all PERS costs as well as costs of medical and other employment benefits. As always, we wanted to communicate this to you very early leaving you adequate time to plan and adjust for this increase.

BreaIT continues to be committed and meet the long-term needs of our customers. As always, *BreaIT* appreciates the business that you have placed with us, and should you have any questions regarding this notice, please feel free to contact me.

Regards,

Mike Ryan
IT Supervisor

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: April 11, 2017
To: Honorable Board of Directors
From: General Manager
Subject: RESIDENT REQUEST TO WAIVE RENTAL FEES FOR USE OF THE RUSH PARK AUDITORIUM FOR A COMMUNITY MEETING RE: PROPOSED LA FITNESS HEALTH CLUB IN THE SHOPS AT ROSSMOOR, SEAL BEACH

RECOMMENDATION:

Staff recommendation that the Board deny the resident request for a fee waiver as any deviation from our current policy could raise issues of inconsistency in the application of our policy, in addition to fairness, equity and preferential treatment. It has potential legal implications and would set an undesirable precedent.

BACKGROUND:

At the March 14, 2017 regular monthly Board of Directors meeting a request was made during the public comments portion of the meeting, by resident Kevin Pearce, Chairman of the Community Coalition Group opposing the proposed LA Fitness Health Club project in the Shops at Rossmoor in Seal Beach, to waive rental fees for the use of the Rush Park Auditorium for an upcoming community meeting.

It is important to note that the Rush Park Auditorium has a four-hour minimum rental requirement, mandatory attendant fees and is the District's most popular and lucrative venue. A four-hour minimum rental of the auditorium at the resident rate would typically cost \$57 per hr. + \$20 per hr. mandatory attendant, a \$20 application fee and a \$175 refundable cleaning deposit for a total cost of \$503.00 (*less the \$175 refundable deposit is \$328.00*). Equipment rentals (*i.e. podium*) are optional and would be subject to additional fees.

Facilities such as the Montecito Center, East Room or an outdoor picnic area are more reasonable alternatives that do not require hourly minimums or attendant fees (*in most cases*) and could easily accommodate the LA Fitness Coalition Group at a significantly lower rate. A no-cost Permit-to-Gather is also an option which allows the permit holder to utilize any non-reserved park space/picnic area for

free. Also, worth noting is that the District already provides local residents and verified non-profits with a discounted rate.

After Board discussion on this request and input from General Counsel relative to laws pertaining to gifts of public funds, and the General Manager regarding our facility use policies, the Board directed staff to come back at the April Meeting with more details on our facility use policies and fees.

Attached is a list of established non-profit groups who use our facilities and the fee schedule for those groups. Each of these groups do provide a service and benefit to the community in their own respective way, however, they do pay for their hourly usage consistent with our policy and fee schedule. Any deviation from our current policy could raise issues of consistency in the application of our policy, fairness, equity and preferential treatment.

General Counsel is available to answer any questions the Board may have.

ATTACHMENTS:

1. Resident Request for Fee Waiver for use of Rush Park Auditorium
2. List of Established Non-Profit Groups who pay for the use of District Facilities in accordance with our policies and fee schedule.
3. Current Facility Use Policies
4. Current Facility Use Fee Schedule



ROSSMOOR COMMUNITY SERVICES DISTRICT
 3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710
 WEBSITE: WWW.ROSSMOOR-CSD.ORG / E-MAIL: RCSD@ROSSMOOR-CSD.ORG

APPLICATION FOR FACILITY USE PERMIT

This application does not guarantee a reservation until approved by the General Manager and if applicable, the Board of Directors of the Rossmoor Community Services District or his/her designee. Please check the appropriate box(es) and indicate the facility requested.

<input checked="" type="checkbox"/> Rush Park Auditorium	<input type="checkbox"/> Rush Park Kitchen	<input checked="" type="checkbox"/> Rush Park East Room	<input checked="" type="checkbox"/> Rush Park West Room
<input type="checkbox"/> Rossmoor Park Community Room	<input type="checkbox"/> Rossmoor Park Kitchen	<input checked="" type="checkbox"/> Montecito Center	<input type="checkbox"/> Picnic Area (Reservations by Residents Only)
<input type="checkbox"/> Athletic Field(w/facility) <input type="checkbox"/> Special Use (Attach Special Use Application) <input type="checkbox"/> Other (Please Specify) <u>we will take any space that is available for free</u>			
ROSSMOOR RESIDENT: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		* Facility and Field Brochures and User Procedures can be viewed on our website	
Facility/Park Site: 1 st Choice		2 nd Choice	
Name (Individual /Organization): <u>Kevin Pearce</u>		Email:	
If Organization: <u>501 (C) (3)</u>		Private for Profit	
Responsible Person/Representative: <u>Kevin Pearce</u>			
Address:		City:	Zip: <u>90720</u>
Telephone: Home:		Cell:	Work:
Date(s) of Event: <u>any day that is available</u>		Day(s):	Time of Actual Event (Guest Arrival) <u>6:00 PM</u>
Start Time: <u>6:00 PM</u>		End Time: <u>9:00 PM</u>	Total Hours Requested:
<i>(Applicant must include set-up/decorating time and clean-up time.)</i>			
Name of Event: <u>Coalition Against LA Fitness</u>		Type of Event:	
For birthday/graduation party, indicate age of celebrant: (Attendants are assigned as required at the discretion of the District)			
Number of attendees: Adults <u>50</u> + Minors(17 and under) = Total <u>50</u>			

Please answer all questions correctly. Unanswered questions may delay your request.

- | | | |
|---|---|--|
| 1. Is the event open or advertised to the public? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is this a car club? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 3. Is this a fundraising/revenue producing event? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 4. Will there be soliciting or selling of any kind? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If YES on items 1, 2, 3, or 4 please also complete items 17-30 on pages 3 & 4 (Special Use Information)

- | | | |
|--|---|--|
| 5. Is this an organized group, such as a club, school or business? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 6. Will there be a caterer to provide the food for your event? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7. Will this event be having some type of music? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Please check: Live Band <input type="checkbox"/> Disc Jockey <input type="checkbox"/> Amplified Music <input type="checkbox"/> P.A. System <input type="checkbox"/> Radio <input type="checkbox"/> | | |
| <i>Please note that some facilities may not allow music</i> | | |
| 8. Will there be dancing? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <i>Please note that teen (13-17) years old parties will be required to have an attendant</i> | | |

9. Will you require use of the stage? Yes No
You must notify the District office if you need the stage cleared prior to your event.
10. Will the event be advertised prior to the event date? How? Yes No
 Please check: Flyer Newspaper Radio - email - Nextdoor Rossmoor
11. Will there be any type of display or advertising at the event? Yes No
12. Will you be displaying or judging any motor vehicles? Yes No
13. Will there be any promotionals or give aways/samples? Yes No
14. Will there be animals during the event? Yes No
Animal shows will require a permit from Animal Control and prior approval from the General Manager
15. Will you be having a bouncer/moonbounce? (Only on designated areas/Requires \$1 million insurance policy) Yes No

Name of authorized bouncer/moonbounce company (Refer to attached listing): _____

16. Please read and initial on the following important policies, rules and regulations:

- a. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. You will not be given access prior to the time scheduled on your User Permit. Non compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage
- b. All permittees will be required to sign, in person, a District Indemnification form, a Facility User Procedures Agreement and the User Permit.
- c. If group is an organization, issue refundable deposit check to: _____
- d. Amenities may not be adequate. Please refer to our facilities brochure or contact the General Clerk to check on amenities such as tables, chairs, kitchen, refrigerator, etc. Groups are responsible for providing additional tables and chairs as needed.
- e. Consumption of alcohol or substance abuse is not allowed on any District properties. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.
- f. Parking will only be allowed in designated areas. No parking on grass or walkways.
- g. Gambling is not allowed on Rossmoor Community Services District properties.
- h. The use of candles is not allowed inside any rental facility.
- i. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation.)
- j. Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.
- k. Applications must be received at least 15 working days prior to the date of the event. To avail of the Rossmoor residence fee, please attach a copy of your driver's license and a most recent utility bill. Requests made 10-14 working days prior to the event must be made in person and all fees paid for in full and in cash. Requests made less than 10 working days but no less than 5 working days may be accommodated on a case by case basis, subject to availability of facility and staff.
- l. Submission of the completed form does not guarantee you the facility/date. You will be notified if the facility is not available.
- m. Reservations can only be made 6 months in advance. Submit the completed application form along with the a \$20 User Permit Fee and initial deposit of \$175 if booking an indoor facility, a \$20 User Permit Fee if booking a reserveable picnic site/open space and/or ball field. \$20 User Permit Fee is due for all Permits to Gather. If facility or any other alternative is not available your deposit will be refunded to you within 7-14 business days.
- n. Permittee must sign the facility permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled and you will be refunded the deposit less the applicable service fee.
- o. For teen parties (under 18 years of age) reservations must be made at least 15 working days prior to the event. One adult shall be present for every minor under the age of 18. No event will be permitted to start without the attendant.
- p. Cancellation Policy: Applicable processing and cancellation fees will be withheld by the District as per Policy 6010.60.
- q. Any request, to extend the time of the original reservation must be made for a minimum of one hour and must be made at least 10 working days prior to the event, subject to availability of facility and staff. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit change fee of \$20.00 after the second occurrence. KP (initial)
- r. Any cost incurred due to damage to the facility or due to law enforcement intervention arising from the group's event will be billed to the group.
- s. Payments may be in the form of cash or check. All deposits and fees for reservations made within 14 working days or less must be paid in full, and must be made in cash. All balances must be paid in full no less than two weeks prior to being issued a valid User Permit.

If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the District Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional District charges.

I certify that I have read and understand all the rules and regulations governing the use of the facility. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the facility. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits.

Signature of Applicant: Kevin Pearce Date: 3/23/17

Signature of District Official: _____ Date: _____

General Manager Approval (if required) _____ Date: _____

The Coalition against LA Fitness Project would like to request use of any of the inside rooms at the Rossmoor Facilities. We would need it for bi-monthly meetings to keep the community informed of the progress against the LA Fitness Project and to rally the community on the next steps the group is going to take. The meetings will be taking place in April, May, June, and July. We are not sure how long this process is going to take. It could take longer than through mid-summer. We are hoping to have between 25-50 people at each meeting, so the square footage requirements is on the smaller size. The meetings will be about 2-3 hours long each time.

The community would benefit from the use of this room so we have a meeting place that is easy to find and would not cost the Coalition money. The Coalition needs to raise at least \$20,000 for legal fees and every penny counts. One of the items that we will be discussing during our meetings is how to raise that much money.

ROSSMOOR CSD

FIELD USAGE/SPORT GROUPS (Non-Profit Groups)

LAGSL – Los Alamitos Girls Softball

AYSO 159 – American Youth Soccer Organization Los Alamitos

LAYB – Los Alamitos Youth Baseball

NJB – National Jr. Basketball

FACILITY RENTALS

Youth Center Los Alamitos

National Charity League

Boy Scouts

Girl Scouts

Cub Scouts

Lil Cottonwood Pre school

Calvary Chapel Los Alamitos

GOND Church

Al-Anon

Write Away Academy

GATE Club

Math Camp

Los Alamitos High School

AYSO

LAGSL

405/605 T Party Patriots

RHA

Bridgecreek Villas HOA

Old Ranch Community Association

PICNIC RENTALS

Greater Long Beach Church

St. Hedwig Church

Grace Community Church

LAHS Wrestling Team

LAHS Track & Field

Cub Scouts

Girl Scouts

Boy Scouts

NON PROFIT/LONG TERM HOURLY RATES ARE AS FOLLOWS:

Auditorium \$45.00

East Room \$11.00

Community Room \$25.00

Montecito \$21.50

Fields \$6.00

Basketball Court \$8.00

Volleyball \$6.00

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

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

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

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

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

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

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

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

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

6010.30 Sunday Organized Use: User Permits for Sunday organized use of playing fields will require approval of the Board. Organized use is defined as any group which is a member of a league or association whose primary purpose is to participate in a recreational activity which has scheduled

or regular play and can be identified by a uniform or other recognizable apparel or equipment which would indicate that the participants are a part of organized play. Use of a facility by an informal gathering such as a family or a social gathering is not considered organized play within the meaning of this policy.

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: October 8, 2002
Amended: August 10, 2004
Amended: March 8, 2005
Amended: August 12, 2008
Amended: July 14, 2009
Amended: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended: November 11, 2014
Readopted by Ordinance 2014-03: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6012

GROUP PICNICS, PUBLIC GATHERINGS AND SPECIAL EVENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6012.73 Pay filing fee as established in the fee schedule

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

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

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

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

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

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

6012.90 Special Event Permit Revocation: The General Manager may revoke a Special Event permit if the Special Event is conducted contrary to the conditions of approval, or if, the event violates any District policy or law. In the event of such a cancellation, notice shall be given to the event organizer as far in advance of the scheduled event as soon as possible. Any person aggrieved by the General Manager's decision may appeal this decision pursuant to the procedures set forth in Policy No. 6010.90.

Adopted: July 10, 2012
Readopted by Ordinance 2014-01: January 14, 2014
Amended November 11, 2014
Readopted by Ordinance 2014-05: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6015

ESTABLISHMENT OF FEES AND CHARGES FOR USE OF DISTRICT PROPERTY

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

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

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

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

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

6015.14 Event Deposit: The District may determine, in its sole discretion, to require the payment of an Event Deposit in the amount set forth in the applicable District policy. The Event Deposit

shall be applied toward any costs and expenses incurred by the District in responding to issue/questions which arise from the activity or event and/or otherwise taking action to bring the event, use or activity into compliance with the applicable District policy. For example, and not by way of limitation, the District may incur expenses in connection with assisting, and/or performing, activities related to (a) use and treatment of District property; (b) opening/unlocking and closing/locking of the facility; and (c) setting/turning off an alarm system. If Event Attendant is not required, events with more than 100 attendees shall be required to pay the event deposit.

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

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

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

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

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

6015.20 Fee Schedule: The current fee schedule is attached to and made a part of this policy.

Adopted: Resolution 99-12-8-1, December 8, 1999
Adopted: Resolution 00-12-14-01, December 14, 2000
Adopted: Policy 6015, June 10, 2003
Amended: November 8, 2005
Amended: August 12, 2008
Amended: July 10, 2012

Rossmoor Community Services District

Policy

No. 6021

NON PROFIT USE OF DISTRICT PROPERTY

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

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

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

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

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

Adopted: November 11, 2014

Adopted by Ordinance: 2014-07: November 11, 2014



RCSD FEE SCHEDULE 2015/2016

MISC. RENTAL FEES (per use)

Podium	\$50
Portable Screen	\$15
Risers	\$30

RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720

FACILITIES	RES	NON RES	CAP
Auditorium	\$57 hr.	\$78.00 hr.	300-600
300+ Guests	\$77 hr.	\$98.00 hr.	300-600
East Rm	\$15 hr.	\$20.50 hr.	30
Kitchen	\$42.50 hr.	\$60 hr.	N/A

FIELDS	RES	NON RES	Softball
Fields 1, 2, 3,4	\$12.00 hr.	\$18.50 hr.	Soccer

HOURLY FEES: EVENT ATTENDANT (4 hr. min.) \$20

An Event Attendant may be mandatorily assigned to oversee your event as determined by the RCSD

PICNIC SITES	RESIDENTS ONLY
Canopy A	\$30+
Site B	\$21+
Flat Rate + Permit Fee	

MINI-PARKS	RESIDENTS ONLY
Kempton Rd.	\$21+
Flat Rate + Permit Fee	

BOUNCE HOUSE FEE: \$15

WALL BANNER PERMIT FEE: \$20

ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720

FACILITIES	RES	NON RES	CAP
Community Rm	\$30 hr.	\$41 hr.	40-50
Kitchen	\$16.50 hr.	\$24 hr.	N/A

PICNIC AREAS RESIDENTS ONLY

Sites A,B,C Flat Rate: \$21 +

MINI-PARKS RESIDENTS ONLY

Foster Road Flat Rate: \$21 +

Flat Rate + Permit Fee

BOUNCE HOUSE FEE: \$15

\$60 Picnic Deposit (Over 100 people)

FIELDS	RES	NON RES
Ball Fields	\$12.00hr.	\$18.50hr.
Basketball Cts.	\$12.00hr.	\$18.50 hr.
Volleyball Cts.	\$12.00hr.	\$18.50 hr.
TENNIS COURTS 1/2/3/4		
Day Rate	\$6 hr.	\$8 hr.
M-F: 5-9 pm	\$8 hr.	\$10 hr.
& Weekends	PER HR.	

Denotes Residents Only

MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720

FACILITIES	RES	NON RES	CAP
Commy. Rms	\$26 hr.	\$35 hr.	75

REFUNDABLE DEPOSITS

Event Deposit (over 100 people)	\$60
Picnic Deposit	\$60
Cleaning/Damage Deposit	\$175
Key/Gate Deposit	\$25
300+ Guest Deposit	\$350
Alcohol Cleaning/Damage Deposit	\$350

As determined by GM for special equipment/activity/staff callout in lieu of an Event Attendant.

- Applications are processed on a first come/first served basis.
 - Setup/Takedown, within reservation timeframe, is renter's responsibility.
 - Children under 18 yrs. require adult chaperones in ratio of 1 to 10.
 - User Permits/Indemnification are mandatory for all rentals & Permits for a gathering of 50 or more people.
 - A million dollar insurance policy naming RCSD as additional insured is required for gatherings of over 150 people.
- THIS LIST IS NOT ALL INCLUSIVE

FEES		FEES (Other)	
User Permit Fee	\$20	False Alarm Fee	\$74
UP Change Fee (2 nd)	\$20	Check NSF	\$25
Special Event /Alcohol Filing Fee (*Due at time of application submission)	\$50	As per Policy 6012.73	
Appeal Fee	\$50	As per Policy 6015.15	
Alcohol Event Fee	\$150	(Contingent Upon ABC Approval)	



RCSD FEE SCHEDULE

DEDICATED SPACE/NON PROFIT/FOR PROFIT RATES

2015/2016

INTERNAL USE ONLY



RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720

DEDICATED SPACE

FACILITIES	FLAT RATE
East Rm. Storage	\$650
Rm by Old Sheriff's Office	\$1,500
Aud. Storage Rm. 1	\$1,500
Aud. Storage Rm. 2	\$1,500

FACILITIES	N/P	CAP
Auditorium	\$45 hr.	299
Auditorium	\$65 hr.	300+
East Rm	\$11 hr.	30

FIELDS-Hourly	N/P	Fields
Softball & Soccer	\$6 hr.	1, 2, 3, 4

DONATED SPACE

FACILITIES	RATE
N/A	\$0

DUAL PURPOSE SPACE

FACILITIES	N/P	CAP
West Rm	\$9 hr.	15

Calvary & N/P ONLY and
RCSD Dedicated Meeting Space

FIELDS: FOR PROFIT HOURLY RATES

CONTRACT	RATE
*Long Term	\$10 hr.
Short Term	\$20 hr.
<i>*Minimum of 1 year</i>	



ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720

FACILITIES	N/P	CAP
Community Rm.	\$25 hr.	40-50
Kitchen	\$13 hr.	N/A

FIELDS-Hourly	N/P	Fields
Softball & Soccer	\$6 hr.	1, 2, 3
Basketball	\$8 hr.	Courts
Volleyball	\$6 hr.	Court

DONATED SPACE

FACILITIES	RATE
Sheriff's Office	\$0



MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720

FACILITIES	N/P	CAP
Community Rms.	\$21.50	75

DONATED SPACE

FACILITIES	RATE
Pre-School Storage Sheds	\$0
RHA Storage Shed	\$0

Rossmoor Community Services District

Policy

No. 6030

DEDICATED USE OF SPECIFIC DISTRICT BUILDINGS

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

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

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

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

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

Adopted: December 14, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: August 13, 2004
Amended: August 12, 2008
Readopted by Ordinance 2014-01: January 14, 2014
Amended: November 11, 2014
Readopted by Ordinance 2014-09: November 11, 2014

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: April 11, 2017

To: Honorable Board of Directors

From: CIP Committee/General Manager

Subject: CIP COMMITTEE REPORT-PROPOSAL REPLACE THE SECURITY LIGHTING POLES AT ROSSMOOR PARK

RECOMMENDATION:

Receive the report of the CIP Committee and approve the recommendation to accept Express Energy Services' bids in the amount of \$14,123.

BACKGROUND:

On Thursday, March 30 the Capital Improvement Committee met to consider replacing the security lighting poles at Rossmoor Park and to review the two proposals received from Express Energy Services and West Coast Electric.

One of the poles was severely damaged from a recent storm and is covered by insurance. The deductible for this pole is \$1,000. While investigating the damaged pole, it was discovered the other five poles were also damaged due to rust and erosion which is a safety hazard.

The CIP Committee, composed of Ron Casey and Bill Kahlert, reviewed the consultants' proposals, and after considerable discussion of the attached project detail and bid documents, have recommended to the Board of Directors that we accept the proposal from Express Energy Services.

ATTACHMENTS:

1. Minutes from the CIP Committee Meeting
2. CIP Committee Agenda C1

Rossmoor Community Services District
CIP Committee Meeting
Thursday, March 30, 2017
Minutes

- A. Meeting convened at 12:00 noon, Rush Park Kitchen
Attendance – V.P. Ron Casey, Director Bill Kahlert, G.M. James Ruth, Park Superintendent Omero Perez, Accountant/Bookkeeper Kathy Bell
- B. General Manager presented the only agenda item regarding competitive bids to replace six security light poles and fixtures at Rossmoor Park. One pole was severely damaged due to recent heavy winds and rainstorm and requires immediate replacement. The remaining five poles are also experiencing serious erosion conditions at their base and also need to be replaced. Photos of the condition of the poles were shown to the Committee members.

Two bids were received by qualified contractors as follows:

Express Energy Services - \$14,123.00

West Coast Electric - \$16,750.00

Kathy Bell informed the Committee that sufficient funds for the project are available from Fund 40 which will have a remaining balance of \$42,000 after funding this project.

- C. The Committee unanimously voted to recommend awarding the bid to Express Energy Services for Board's consideration at the April 11th Meeting.
- D. Further discussion ensued over five year C.I.P. and our limited funding sources to address future capital projects. Director Kahlert recommended we leave the wall reserves remaining as it may be needed for future wall repairs. The parking lot repair at Rush Park and the replacement of the playground at Rossmoor Park will require careful planning to address these expensive projects. Staff is already in the process of preparing plans and options to address the Rush park parking lot repairs.

Meeting adjourned at 1:00 p.m.

ROSSMOOR COMMUNITY SERVICES DISTRICT**AGENDA ITEM C-1**

Date: March 22, 2017
To: C.I.P. Committee
From: General Manager
Subject: Security Lighting Pole Replacement—Rossmoor Park

BACKGROUND:

During the recent winter rainstorm one of our 30' security light poles at Rossmoor Park was severely damaged. Upon staff investigation it was determined that the pole was actually bent in half from the heavy winds during the rainstorm and the base of the pole experienced major rust erosion at its base causing metal fatigue.

Staff obtained the bids to replace the pole and light fixture that was damaged from the wind:

Bid #1	Express Energy Services Inc.	\$3,165
Bid #2	West Coast Electric	\$4,750

Staff recommends express energy bid of \$3,165 of which \$2,165 will be offset by our comprehensive insurance coverage. District will pay \$1,000 deductible.

Further investigation of the remaining 5 poles found that they also were experiencing rust and corrosion at the base and constitute a potential safety hazard. Bids were then solicited for replacement of the 5 remaining poles:

Bid #1	<u>Express Energy Services, Inc.</u> <i>Their proposal was for 5 poles, 30' high, 5" thickness (1" thicker Than our current poles).</i>	\$13,123
Bid #2	<u>West Coast Electric</u> <i>Their proposal for 5, 25' poles With 4"x4" thickness.</i>	\$15,750

The total cost of replacing the six poles (including the insurance coverage) is as follows:

Bid #1	Express Energy Services, Inc.	\$14,123
Bid # 2	West Coast Electric	\$16,750

The current security lighting pole system, which is approximately 30 years old, is a 30' light pole the same height as the proposed Express Energy Bid. Both bids include LED lighting, prevailing wages. Staff recommends the bid from Express Energy Services, Inc.

Currently, the funds remaining in the CIP Fund 40 are \$56,364. If we chose Bid #1, \$42,241 would remain at the end of this FY. This amount would then be the beginning fund balance for the FY 2017-2018 in Fund 40. Funds needed the following fiscal year can be discussed at the next CIP meeting covering the Estimates to Close and the Preliminary Budget.

ATTACHMENTS:

1. Bid #1 from Express Energy Services, Inc.
2. Bid #2 from West Coast Electric
3. Pictures of damaged poles

Rossmoor Park Pole Rust Replacement

March 8, 2017

By



Doc Rivers

10610 Humbolt Street
Los Alamitos, CA 90720
Office: 714-650-8870
Cell: 805-501-3508
E-Fax: 714.650.8910
C10 Electrical License # 719566

Areas of Concern

Volleyball

2 poles 30ft with 2 heads each on a bullhorn

Basketball

4 poles 30ft with 1 heads each on a tenon arm

Information on Lighting Standards Pole Foundation

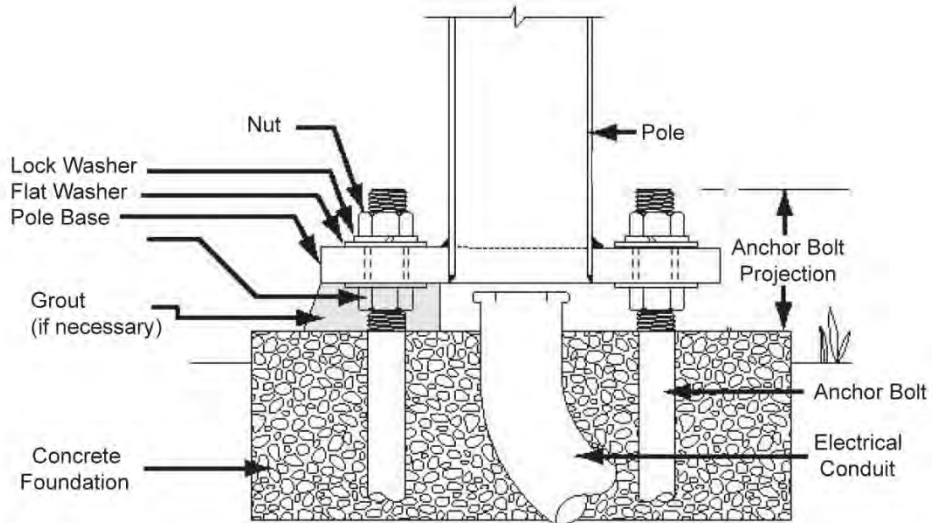


Figure 1 Standard foundational structure of a lighting pole installed

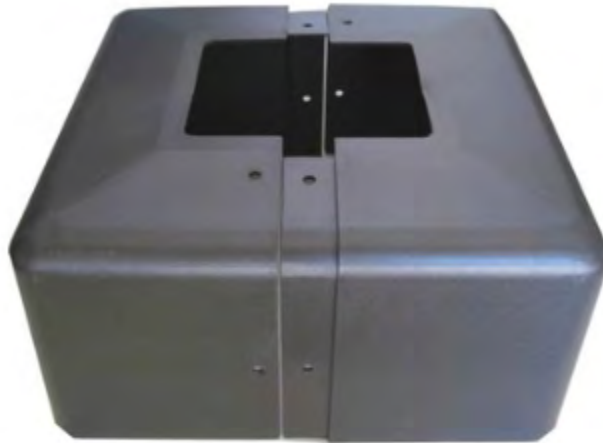


Figure 2 Standard base cover for lighting poles

Each pole should have a metal housing or base plate cover to keep safety from public injury if a child or adult falls on the metal bolts in the base if exposed. Above figures 1&2 show standard design of poles like existing at Rossmoor Parks.

The photo shows dirt accumulated on the pole base plate which allows water to saturate and then rust the hardware and metal base plate.



The pole fell when the metal base plate rusted through and the weight of the pole with the wind hitting the fixture at the top, created a force that snapped the metal plate causing the pole to fall.

Pole base should not be covered in dirt which allows water permeate the metal base and during heavy rain, causes water to pool around the steel plate. There bolts and nuts should be specified as stainless steel to anchor the plate to the concrete direct burial base underground, which will not rust like steel hardware.

Action: dig and clear dirt around pole foundations. Add bolt extensions of 3 inches to raise pole base if needed. Clean rust and coat all hardware with rust inhibitor. Install new poles. Suggest checking all poles at every park to clear each pole with dirt.

The pole in the photo shows concrete base portion above ground at a slope to allow water to run off the pole and into the landscape around the pole. See the dirt in the concrete form that should never be there, as moisture will collect and damage the plates. Suggest removing the caps, clearing the dirt and debris, seal the base with rust inhibitors periodically.

Also, check for proper drainage in adjacent landscape to prevent future pooling of water.



Rossmoor Park Rust Replacement Costs

Insurance covers the pole that fell with 2 Lighting fixture heads at the top of the 30-foot high pole at the volleyball venue. 1 pole remaining not included in this request. Remove all dirt and debris and add rust inhibitors on the hardware and baseplates. Below pricing is using prevailing wage labor rates.

The price to complete the pole and install new LED Lighting fixtures specified in the master plan for the parks is \$3,164.57

The 5 each remaining 30-foot high poles in jeopardy of potential failure due to rust identified by site staff are the remaining pole 2-head fixtures in the volleyball venue and the four poles single head fixture at the basketball court. New mounting arms for all poles bronze to match park design. Remove all dirt and debris and add rust inhibitors on the hardware and baseplates. Below pricing is using prevailing wage labor rates.

The price to complete the poles and install new LED Lighting fixtures specified in the master plan for the parks is \$13,173.11

Note: All new poles will be a stronger gauge with 5inch by 5inch square bronze to replace the old 4inch by 4inch.

Note: Public Safety Check - Integrity of all the poles in the park system should be checked to see if dirt accumulation is found, which will weaken the pole base foundation.

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Proposal

To: James Ruth, R.C.S.D. General Manager

From: West Coast Electric

Date: 3/29/2017

Re: Rossmoor Park lighting repairs

Jim-Following is pricing to replace the (1) fallen pole and (2) fixtures in Rossmoor Park (adjacent to the volleyball court) with LED lamp sources:

#1 "off road" capable lift

#2 repair / re-thread existing anchor bolts, provide new nuts and washers

#3 Provide and install a new 4" square steel pole x 25' high with handhole and tenon mount. Includes a double "bullhorn" mount for twin fixtures. Includes (2) LED 400-watt Metal Halide equivalent "shoebox" style fixtures with natural color light.

#4 Repair existing wiring at pole base and re-connect power source to the new fixtures

Project Total for Items #1 - 4 is estimated to be **\$4,750.00**

Price does not include Planning/Permit fees as we consider this to be a maintenance-related project.

We do not become involved with purported SCE rebate programs.

The new pole will be 25' high, not a 30' 4" square steel pole per the original being replaced as it is not considered to be a safe installation.

The new fixture heads are in a modern "shoe box" style. While they do not match the existing park fixtures exactly, they have a similar "look."

Price includes prevailing wage payments to installers.

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Proposal

To: James Ruth, R.C.S.D. General Manager
From: West Coast Electric
Date: 3/29/2017
Re: Rossmoor Park lightingpole lighting replacement

Jim-Following is pricing to upgrade the (5) poles and (6) fixtures in Rossmoor Park (adjacent to the basketball and volleyball courts) with LED lamp sources:

#1 Lift

#2 Repair / re-thread existing anchor bolts, provide new nuts and washers

#3 Provide and install a new 4" square steel pole x 25' high with handhole and tenon mount. Includes a double "bullhorn" mount for twin fixtures adjacent to the volleyball court. Includes (6) LED 400-watt Metal Halide equivalent "shoebox" style fixtures with a natural color light source [(2) adjacent to the volleyball court, (4) adjacent to the basketball court as they are single heads.]

#4 Repair existing wiring at pole base and re-connect power source to the new fixtures

Project Total for Items #1 - 4 is estimated to be **\$15,750.00**

Price does not include Planning/Permit fees as we consider this to be a maintenance-related project.

We do not become involved with purported SCE rebate programs.

The new poles will be 25' high, not 30' per the original being replaced. A 30', 4" square steel pole is not considered to be a safe installation.

The new fixture heads are in a modern "shoe box" style. While they do not match the existing park fixtures exactly, they have a similar "look."

Price includes prevailing wage payments to installers.



