

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

June 11, 2013

PUBLIC COPY

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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, June 11, 2013

7:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Coletta, Casey, Kahlert, Rips
President Maynard
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - a. AYSO Soccer Presentation by John Herron.

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 May 14, 2013.

2. APRIL 2013 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

1. RESOLUTION NO. 13-06-11-01 APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FY 2013-2014.

H. REGULAR CALENDAR

1. FY 2013-2014 PRELIMINARY BUDGET AND ANNUAL SALARY PLAN.

2. SECOND READING AND POSSIBLE ADOPTION OF POLICY NO. 3097 E-MAIL AND ELECTRONIC COMMUNICATIONS RETENTION.

3. REQUEST FOR LONG-TERM USAGE OF RUSH PARK AUDITORIUM, EAST & WEST ROOMS.

4. REQUEST FOR FUNDING FOR THE "4TH OF JULY FIREWORKS SPECTACULAR" AT THE JOINT FORCES TRAINING BASE.

5. NOTICE OF BOARD VACANCY

1. GENERAL MANAGER ITEMS

This part of the Agenda is reserved for the General Manager to provide information to the Board on issues that are not on the Agenda, and/or to inform the Board that

specific items may be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda

J. BOARD MEMBER ITEMS

This part of the Agenda is reserved Board members to discuss issues that are not on the Agenda, and/or to request that specific items be placed on a future Agenda. No Board action may be taken on these items that are not on the Agenda.

K. CLOSED SESSION-None

L. ADJOURNMENT

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

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

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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the June 11, 2013, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:

Chris Montana
Chris Montana
General Manager

Date 6/6/13

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4

Date: June 11, 2013
To: Honorable Board of Directors
From: General Manager
Subject: PRESENTATIONS FOR MEETING OF JUNE 11, 2013

BACKGROUND:

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

- a. John Herron of AYSO is present to discuss upcoming Fall season and to answer questions from the Community.

RECOMMENDATION:

Receive presentations.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: June 11, 2013
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF MAY 14, 2013

BACKGROUND:

The report reflects the actions of the Board at their Regular May 14, 2013 Meeting of the Board as recorded by the Board's Secretary/General Manager.

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of May 14, 2013 as prepared by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of May 14, 2013 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, May 14, 2013

A. ORGANIZATION

- 1. CALL TO ORDER: 7:02 P.M.**
- 2. ROLL CALL: Directors Coletta, Casey, Kahlert, Rips,
President Maynard**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS:**

a. President Michael Maynard-Presentation of Proclamations

President Michael Maynard stated that it was Law Enforcement Appreciation Week and a fitting time to give thanks to all of the men and women who put their lives on the line each day for our safety. He thanked the Orange County Sheriff's Department for their speed and diligence in discovering the perpetrator of last fall's stabbing of a female jogger in Rossmoor. In recognition of their exceptional service he presented Orange County Investigators Joseph Ferrante, Kenneth Olszewski, Lavinia Vega, and Margie Sheehan with an award. Applause ensued.

b. Lt. Rob Gunzel-Orange County Sheriff's Department Re: Quarterly Crime Statistics

Orange County Sheriff's Lieutenant Robert Gunzel discussed the Quarterly Crime Statistics for the first quarter of 2013. Discussion ensued relative to daytime burglaries, stolen jewelry. Lt. Gunzel clarified recent reports of a man attempting to lure local elementary students into a silver van. He discussed communications and the reasoning behind the proactive measures taken by Superintendent Sherry Kropp and the O.C. Sheriff's Department. He also announced that a Vacation Home Check link was now available on the RCSD website for residents to utilize. This free service provides residence patrol checks and aids in burglary prevention. He added that the vacation check requests are more efficient because they go directly to him. He concluded by reminding residents to keep their homes and vehicles locked at all times in order to prevent burglaries.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM

LAGSL President-Elect Mike Wilson and LAGSL Community Liaison-Elect Don Smith announced that they would be replacing John Giacomini and Chad Stewart respectively. The gentlemen introduced themselves to the Board and the community, briefly discussed their roles and stated that they looked forward to working with the District and the community.

D. REPORTS TO THE BOARD

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

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

Discussion ensued relative to the project list. Director Kahlert had questions relative to how the figure of \$150K was arrived at for the Rush Park Tot Lot Rehabilitation Project. Tot Lot Project Consultant J.C. Bousch provided a detailed explanation. He added that in order to maintain reasonable surfacing costs, a portion of the playground could be left as sand and resurfaced at a later date. Director Casey had questions relative to Rossmoor Park ADA Compliance. J.C. Bousch stated that the playground was currently in compliance. Motion by Director Kahlert, seconded by Director Casey to approve the FY 2012-2013 Project List and recommendations for the FY 2013-2014 Project List as submitted. Motion passed 5-0.

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

Recommendation to adopt the Preliminary Budget and that the Board receive FY 2013-2014 Preliminary Budget and Annual Salary Plan and direct the General Manager to bring these documents back at the June 11, 2013 Meeting, with any revisions for further review and input from the community.

Motion by Director Rips, seconded by Director Coletta to receive the FY 2013-2014 Preliminary Budget and Annual Salary Plan; Bring the FY 2013-2014 Preliminary Budget back to the board for further review and input from the community at the June 11, 2013 regular Board meeting; Direct the General Manager to publish a Notice of Public Hearing in the local newspaper. Motion passed 5-0.

E. CONSENT CALENDAR

1a. MINUTES-REGULAR BOARD MEETING OF APRIL 9, 2013

2. MARCH 2013 REVENUE AND EXPENDITURE REPORT

3. QUARTERLY STATUS REPORT

4. QUARTERLY RECREATION REPORT

5. QUARTERLY TREE REPORT

The Consent Calendar was unanimously approved as submitted, 5-0.

F. PUBLIC HEARING—None

G. RESOLUTIONS—None

H. REGULAR CALENDAR

1. EXECUTE AGREEMENT WITH MUSCO LIGHTING—ROSSMOOR PARK REMOTE LIGHTING SYSTEM

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

Brief discussion ensued. Motion by Director Rips, seconded by Director Casey to authorize the General Manager to enter into an agreement with Musco Lighting to upgrade Rossmoor Park's remote lighting system in the amount of \$9,276.00. Motion passed 5-0.

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

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

Discussion ensued relative to the pros and cons of powder coating the gate. President Maynard asked to hear from the committee members. Director Rips elaborated on his viewpoint to not powder coat the gate as it would pose an additional expense and would have to be removed for recoating at some point leaving the facility unsecured. Director Coletta provided the reasoning behind his support of the powder coating option stating it was an excellent foundation that would extend the life of the gate but it was not imperative. Both committee members agreed that a new gate was needed.

Motion by Director Coletta, seconded by Director Kahlert to order a new powder-coated gate for the Montecito Center. Chris Montana stated that Marina Security Gate and Ironworks had advised her after the agenda had already gone out that they would not be able to powder coat the gate due to its size. She stated that if the Board wanted the powder coating, she would have to recommend another vendor. Motion failed 3-2 with Director Rips, Director Casey and President Maynard voting No.

Motion by Director Rips, seconded by Director Casey to enter into an agreement with Marina Security Gate & Iron Works for installation of a new wrought iron security gate without powder

coating for \$8,150. Motion passed 3-1-1, with Director Kahlert voting No and Director Coletta Abstaining.

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

Recommendation to authorize the General Manager to enter into an agreement with South Bay Heating and Air Conditioning, Inc. for replacement of several components of the Auditorium's HVAC system. The CIP Committee has reviewed this project and is recommending that the Board authorize the General Manager to proceed with the project at a cost of \$24,400 during the current fiscal year.

Discussion ensued relative to the deterioration of the auditorium's heating and air conditioning system. Chris Montana requested that Henry Taboada address the item as he possessed more knowledge and history about the AC system. Henry Taboada stated that the system was in a declining state and replacement was long overdue. He added that there had been continuous problems over the seven years he had been with the District with continuous failures of the peripheral and roof top units, failures of compressor units, frequent carbon dioxide leaks, and even stolen units. During this period, the District had replaced the 15 ton unit on the roof with this same vendor at a very cost effective price. Henry Taboada stated that the current heating and air system had outlived its service life and now was the appropriate time to bring the entire system up to standard. He concluded that it was his recommendation to enter into an agreement with South Bay Heating and Air Conditioning, Inc. as they were able to negotiate excellent rates under the threshold for prevailing wage and competitive bidding. Motion by Director Rips, seconded by Director Coletta to authorize the General Manager to enter into an agreement with South Bay Heating and Air Conditioning, Inc. for replacement of several components of the Auditorium's HVAC system at a cost of \$24,400. Motion passed 5-0.

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

Recommendation to give first reading to draft RCSD Policy No.3097 E-Mail and Electronic Communication Retention.

Discussion ensued. Chris Montana stated that the IT Manager liked the draft policy so well that he asked to use the document as a template for other organizations. Motion by Director Rips, seconded by Director Kahlert to give first reading to draft RCSD Policy No.3097 E-Mail and Electronic Communication Retention and bring the policy back for a second reading at the next regular board meeting. Motion passed 5-0.

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

Recommendation to table the discussion for a future Board meeting. The General Manager stated that the item had not been submitted in time for the agenda deadline. She recited the board's agenda policy and asked to be given more time to prepare.

Discussion ensued relative to parking issues, field use, rainy day game make up day scheduling and general field scheduling alternatives. Ralph Vartabedian, Michele Fieldson and LAGSL Representatives provided varying viewpoints on the issue.

President Maynard agreed that the item required more preparation. Motion by President Maynard, seconded by Director Casey to table the item until the next regular board meeting. Due to the topic's complexity, Chris Montana suggested having an MOU committee meeting prior to the next board meeting. Ralph Vartabedian agreed. Motion passed 5-0.

I. GENERAL MANAGER ITEMS

Chris Montana reported on the overwhelming success of this year's Rossmoor Community Festival. She stated that there were more vendors than ever and she thoroughly enjoyed herself. She also announced that staff would be scheduling a Special Workshop in order to train the Board and Staff on use of the iPad prior to going live at the next regular board meeting.

J. BOARD MEMBER ITEMS:

President Maynard had comments relative to various exercise boot camps doing business on District Property without a permit. He stated that it was unfair to those instructors, such as Fernando Molina, who do pay their permitting fees. He asked that the matter be researched and enforcement options vetted with the OC Sheriff's Department.

Director Casey complimented staff on the Rossmoor Community Festival and the use of the iPad to gather contact data. He had particular praise for Mary Kingman's educational tree identification scavenger hunt activity for the children. He stated that it was very imaginative and that he would like to see the activity added as a regular feature of the District's Festival Booth.

Director Kahlert had announcements relative to Los Alamitos High School Grad Night and the upcoming Sugar Beet Festival debuting in Los Alamitos. He stated that the event highlighted the history of Rossmoor, Los Alamitos and nearby communities and was founded by Larry Strawther.

K. CLOSED SESSION—None

L. ADJOURNMENT

Motion by Director Casey, seconded by Director Rips to adjourn the regular meeting at 8:48 p.m. Motion passed 5-0.

SUBMITTED BY:

**Chris Montana
General Manager**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2

Date: June 11, 2013
To: Honorable Board of Directors
From: General Manager
Subject: APRIL 2013 REVENUE & EXPENDITURE REPORT

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 material variances.

RECOMMENDATION:

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

ATTACHMENTS:

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

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 April 2013 @ 83.34%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	699,400.00	695,140.00	675,944.73	241,133.57	19,195.27	97.2
STREET LIGHT ASSESSMENTS	250,000.00	244,500.00	236,947.65	84,167.39	7,552.35	96.9
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,883.25	0.00	8,116.75	18.8
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	2,780.01	0.00	54,919.99	4.8
FEES AND SERVICES	133,000.00	127,000.00	105,537.00	9,824.00	21,463.00	83.1
OTHER REVENUE	73,800.00	98,800.00	43,188.85	0.00	55,611.15	43.7
OTHER REVENUE SOURCES (Transfer In)	20,000.00	140,000.00	140,000.00	0.00	0.00	100.0
Total Revenues	1,243,400.00	1,373,140.00	1,206,281.49	335,124.96	166,858.51	87.8
Expenditures						
ADMINISTRATION	367,792.00	367,760.00	282,159.26	22,798.77	85,600.74	76.7
RECREATION	107,600.00	120,000.00	88,448.43	7,961.27	31,551.57	73.7
ROSSMOOR PARK 1, 2	169,020.00	179,135.00	135,078.73	11,763.42	44,056.27	75.4
MONTECITO CENTER 1, 2	69,310.00	72,675.00	57,615.98	5,974.09	15,059.02	79.3
RUSH PARK 1, 2, 3	196,425.00	204,541.00	155,027.78	11,695.89	49,513.22	75.8
STREET LIGHTING	102,480.00	107,480.00	80,329.77	9,190.52	27,150.23	74.7
ROSSMOOR WALL	2,300.00	4,000.00	2,509.00	0.00	1,491.00	62.7
STREET SWEEPING	51,600.00	52,600.00	40,851.48	4,434.00	11,748.52	77.7
PARKWAY TREES 1, 2, 5	131,000.00	120,025.00	99,469.60	5,166.34	20,555.40	82.9
MINI-PARKS, MEDIANS & TRIANGLE	16,035.00	15,980.00	12,894.72	2,190.81	3,085.28	80.7
Expenditures	1,213,562.00	1,244,196.00	954,384.75	81,175.11	289,811.25	76.7

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

Audited Fund Balance
 at June 30, 2012 691,498.00

REVENUE REPORT
 APRIL 2013 @ 83.34%

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Rossmoor Community

For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	699,400.00	695,140.00	675,944.73	241,133.57	0.00	19,195.27	97.2
ASSESSMENTS	250,000.00	244,500.00	236,947.65	84,167.39	0.00	7,552.35	96.9
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,883.25	0.00	0.00	8,116.75	18.8
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	2,780.01	0.00	0.00	54,919.99	4.8
FEES AND SERVICES	133,000.00	127,000.00	105,537.00	9,824.00	0.00	21,463.00	83.1
OTHER REVENUE	73,800.00	98,800.00	43,188.85	0.00	0.00	55,611.15	43.7
OTHER FINANCING SOURCES	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
Dept: 00	1,243,400.00	1,373,140.00	1,206,281.49	335,124.96	0.00	166,858.51	87.8
Revenues	1,243,400.00	1,373,140.00	1,206,281.49	335,124.96	0.00	166,858.51	87.8
Grand Total Net Effect:	1,243,400.00	1,373,140.00	1,206,281.49	335,124.96	0.00	166,858.51	

EXPENDITURE REPORT
 APRIL 2013 @ 83.34%

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Rossmoor Community

For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	202,078.00	169,350.00	131,874.28	15,320.99	0.00	37,475.72	77.9
OPERATIONS AND MAINTENANCE	53,504.00	61,200.00	52,466.41	2,915.99	0.00	8,733.59	85.7
CONTRACT SERVICES	106,210.00	131,210.00	93,440.90	4,561.79	0.00	37,769.10	71.2
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,377.67	0.00	0.00	1,622.33	73.0
ADMINISTRATION	367,792.00	367,760.00	282,159.26	22,798.77	0.00	85,600.74	76.7
Dept: 20 RECREATION							
SALARIES AND BENEFITS	86,300.00	86,000.00	66,571.49	7,372.35	0.00	19,428.51	77.4
OPERATIONS AND MAINTENANCE	13,800.00	26,000.00	16,259.84	338.00	0.00	9,740.16	62.5
CONTRACT SERVICES	5,500.00	4,500.00	3,199.07	250.92	0.00	1,300.93	71.1
CAPITAL EXPENDITURES	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
RECREATION	107,600.00	120,000.00	88,448.43	7,961.27	0.00	31,551.57	73.7
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	52,020.00	61,870.00	50,400.96	4,731.03	0.00	11,469.04	81.5
OPERATIONS AND MAINTENANCE 1	74,100.00	74,265.00	54,190.78	4,329.98	0.00	20,074.22	73.0
CONTRACT SERVICES 2	41,900.00	42,000.00	30,320.66	2,702.41	0.00	11,679.34	72.2
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK	169,020.00	179,135.00	135,078.73	11,763.42	0.00	44,056.27	75.4
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	42,210.00	46,040.00	36,756.13	4,542.02	0.00	9,283.87	79.8
OPERATIONS AND MAINTENANCE 1	16,300.00	17,235.00	13,871.48	847.01	0.00	3,363.52	80.5
CONTRACT SERVICES 2	10,200.00	8,800.00	6,988.37	585.06	0.00	1,811.63	79.4
CAPITAL EXPENDITURES	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER	69,310.00	72,675.00	57,615.98	5,974.09	0.00	15,059.02	79.3
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS 3	54,875.00	61,075.00	51,009.35	4,507.63	0.00	10,065.65	83.5
OPERATIONS AND MAINTENANCE 1	98,650.00	100,466.00	72,615.16	4,485.85	0.00	27,850.84	72.3
CONTRACT SERVICES 2	41,900.00	42,000.00	31,236.93	2,702.41	0.00	10,763.07	74.4
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK	196,425.00	204,541.00	155,027.78	11,695.89	0.00	49,513.22	75.8

EXPENDITURE REPORT
APRIL 2013 @ 83.34%

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Rossmoor Community

For the Period: 7/1/2012 to 4/30/2013

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	480.00	480.00	448.04	52.17	0.00	31.96	93.3
CONTRACT SERVICES	102,000.00	107,000.00	79,881.73	9,138.35	0.00	27,118.27	74.7
STREET LIGHTING	102,480.00	107,480.00	80,329.77	9,190.52	0.00	27,150.23	74.7
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
ROSSMOOR WALL	2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	600.00	600.00	448.04	52.17	0.00	151.96	74.7
CONTRACT SERVICES	51,000.00	52,000.00	40,403.44	4,381.83	0.00	11,596.56	77.7
STREET SWEEPING	51,600.00	52,600.00	40,851.48	4,434.00	0.00	11,748.52	77.7
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS 4	0.00	13,725.00	11,675.70	1,637.59	0.00	2,049.30	85.1
OPERATIONS AND MAINTENANCE	2,300.00	2,300.00	1,339.48	107.44	0.00	960.52	58.2
CONTRACT SERVICES 25	113,700.00	86,000.00	72,420.62	3,421.31	0.00	13,579.38	84.2
CAPITAL EXPENDITURES	15,000.00	18,000.00	14,033.80	0.00	0.00	3,966.20	78.0
PARKWAY TREES	131,000.00	120,025.00	99,469.60	5,166.34	0.00	20,555.40	82.9
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	1,385.00	1,480.00	1,107.63	353.12	0.00	372.37	74.8
OPERATIONS AND MAINTENANCE	9,600.00	9,600.00	8,470.60	1,523.60	0.00	1,129.40	88.2
CONTRACT SERVICES	4,800.00	4,650.00	3,316.49	314.09	0.00	1,333.51	71.3
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS	16,035.00	15,980.00	12,894.72	2,190.81	0.00	3,085.28	80.7
Expenditures	1,213,562.00	1,244,196.00	954,384.75	81,175.11	0.00	289,811.25	76.7
Grand Total Net Effect:	-1,213,562.00	-1,244,196.00	-954,384.75	-81,175.11	0.00	-289,811.25	

REVENUE/EXPENDITURE REPORT
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Rossmoor Community

For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
3000 Current Secured Property Taxes	635,000.00	637,500.00	633,077.52	239,415.18	0.00	4,422.48	99.3
3001 Current unsecured prop tax	26,000.00	26,800.00	20,636.90	0.00	0.00	6,163.10	77.0
3002 Prior secured property taxes	18,800.00	13,000.00	10,600.19	555.61	0.00	2,399.81	81.5
3003 Prior unsecured prop taxes	1,000.00	425.00	0.00	0.00	0.00	425.00	0.0
3004 Delinquent property taxes	1,200.00	915.00	417.18	0.00	0.00	497.82	45.6
3010 Current supplemental assessmt	6,000.00	5,100.00	5,644.02	1,162.78	0.00	-544.02	110.7
3020 Public utility tax	11,400.00	11,400.00	5,568.92	0.00	0.00	5,831.08	48.9
PROPERTY TAXES	699,400.00	695,140.00	675,944.73	241,133.57	0.00	19,195.27	97.2
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	250,000.00	244,500.00	236,947.65	84,167.39	0.00	7,552.35	96.9
ASSESSMENTS	250,000.00	244,500.00	236,947.65	84,167.39	0.00	7,552.35	96.9
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	10,000.00	10,000.00	1,883.25	0.00	0.00	8,116.75	18.8
USE OF MONEY AND PROPERTY	10,000.00	10,000.00	1,883.25	0.00	0.00	8,116.75	18.8
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	4,800.00	5,700.00	2,780.01	0.00	0.00	2,919.99	48.8
3302 State Mandated Cost Reimb	500.00	0.00	0.00	0.00	0.00	0.00	0.0
3305 County street sweep reimburse	51,900.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
OTHER GOVERNMENT AGENCIES	57,200.00	57,700.00	2,780.01	0.00	0.00	54,919.99	4.8
Acct Class: 34 FEES AND SERVICES							
3402 Park way tree permits	1,500.00	3,500.00	3,069.00	180.00	0.00	431.00	87.7
3404 Court reservations	11,500.00	12,500.00	9,789.00	1,134.00	0.00	2,711.00	78.3
3405 Wall Rental	0.00	500.00	380.00	0.00	0.00	120.00	76.0
3406 Ball field reservations	22,000.00	22,000.00	19,418.00	1,555.50	0.00	2,582.00	88.3
3410 Rossmoor building rental	10,000.00	6,000.00	2,790.00	230.00	0.00	3,210.00	46.5
3412 Montecito building rental	23,000.00	22,500.00	18,962.00	3,354.00	0.00	3,538.00	84.3
3414 Rush Park Building Rental	65,000.00	60,000.00	51,129.00	3,370.50	0.00	8,871.00	85.2
FEES AND SERVICES	133,000.00	127,000.00	105,537.00	9,824.00	0.00	21,463.00	83.1
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	3,000.00	3,000.00	2,179.45	0.00	0.00	820.55	72.6
3501 Funding/Misc. Studies	0.00	25,000.00	41,009.40	0.00	0.00	-16,009.40	164.0
3611 PROP 1A STATE REPAY	70,800.00	70,800.00	0.00	0.00	0.00	70,800.00	0.0
OTHER REVENUE	73,800.00	98,800.00	43,188.85	0.00	0.00	55,611.15	43.7
Acct Class: 36 OTHER FINANCING SOURCES							
3600 TRANSFER IN/OUT OTHER FUNDS	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
OTHER FINANCING SOURCES	20,000.00	140,000.00	140,000.00	0.00	0.00	0.00	100.0
Dept: 00	1,243,400.00	1,373,140.00	1,206,281.49	335,124.96	0.00	166,858.51	87.8
Revenues	1,243,400.00	1,373,140.00	1,206,281.49	335,124.96	0.00	166,858.51	87.8
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	10,000.00	10,000.00	7,619.80	1,400.00	0.00	2,380.20	76.2
4001 Salaries - Full-time	139,253.00	112,500.00	88,637.43	10,352.52	0.00	23,862.57	78.8
4003 Salaries - Overtime	1,600.00	1,600.00	771.10	221.89	0.00	828.90	48.2
4007 Vehicle Allowance	750.00	750.00	461.22	0.00	0.00	288.78	61.5
4010 Workers Compensation Insurance	3,500.00	5,500.00	3,949.96	294.22	0.00	1,550.04	71.8
4011 Medical Insurance	35,175.00	30,000.00	22,926.70	2,250.95	0.00	7,073.30	76.4
4015 Federal Payroll Tax -FICA	10,200.00	8,000.00	6,678.73	801.41	0.00	1,321.27	83.5
4018 State Payroll Taxes	1,600.00	1,000.00	829.34	0.00	0.00	170.66	82.9

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Rossmoor Community

For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	202,078.00	169,350.00	131,874.28	15,320.99	0.00	37,475.72	77.9
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	9,704.00	14,000.00	13,509.10	50.00	0.00	490.90	96.5
5004 Memberships and Dues	6,000.00	6,300.00	6,398.82	0.00	0.00	-98.82	101.6
5006 Travel & Meetings	3,000.00	2,000.00	1,536.58	0.00	0.00	463.42	76.8
5010 Publications & Legal Notices	4,500.00	18,000.00	16,839.08	2,189.30	0.00	1,160.92	93.6
5012 Printing	500.00	1,200.00	624.58	0.00	0.00	575.42	52.0
5014 Postage	4,000.00	4,000.00	2,743.69	0.00	0.00	1,256.31	68.6
5016 Office Supplies	8,300.00	7,200.00	4,312.50	208.65	0.00	2,887.50	59.9
5020 Telephone	1,500.00	1,500.00	1,344.03	156.50	0.00	155.97	89.6
5045 Miscellaneous Expenditures	5,500.00	5,500.00	4,216.62	241.99	0.00	1,283.38	76.7
5046 Bank Service Charge	1,000.00	1,000.00	941.41	69.55	0.00	58.59	94.1
5050 Elections	9,000.00	0.00	0.00	0.00	0.00	0.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	53,504.00	61,200.00	52,466.41	2,915.99	0.00	8,733.59	85.7
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	40,000.00	40,000.00	18,580.74	360.00	0.00	21,419.26	46.5
5615 Financial Audit-Consulting	8,460.00	8,460.00	8,300.00	0.00	0.00	160.00	98.1
5620 Miscellaneous Studies	0.00	25,000.00	20,632.57	0.00	0.00	4,367.43	82.5
5670 Other Professional Services	57,750.00	57,750.00	45,927.59	4,201.79	0.00	11,822.41	79.5
CONTRACT SERVICES	106,210.00	131,210.00	93,440.90	4,561.79	0.00	37,769.10	71.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	6,000.00	6,000.00	4,377.67	0.00	0.00	1,622.33	73.0
CAPITAL EXPENDITURES	6,000.00	6,000.00	4,377.67	0.00	0.00	1,622.33	73.0
ADMINISTRATION	367,792.00	367,760.00	282,159.26	22,798.77	0.00	85,600.74	76.7
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	40,000.00	43,500.00	36,353.31	4,097.73	0.00	7,146.69	83.6
4002 Salaries - Part-time	25,500.00	23,500.00	16,341.92	1,559.04	0.00	7,158.08	69.5
4003 Salaries - Overtime	1,950.00	1,950.00	1,155.78	425.11	0.00	794.22	59.3
4005 Salaries - Event Attendant	300.00	300.00	144.00	6.00	0.00	156.00	48.0
4007 Vehicle Allowance	750.00	750.00	292.60	89.33	0.00	457.40	39.0
4010 Workers Compensation Insurance	1,350.00	2,000.00	1,596.79	118.94	0.00	403.21	79.8
4011 Medical Insurance	10,500.00	8,000.00	5,829.66	572.36	0.00	2,170.34	72.9
4015 Federal Payroll Tax -FICA	4,500.00	5,000.00	4,143.10	465.56	0.00	856.90	82.9
4018 State Payroll Taxes	1,450.00	1,000.00	714.33	38.28	0.00	285.67	71.4
SALARIES AND BENEFITS	86,300.00	86,000.00	66,571.49	7,372.35	0.00	19,428.51	77.4
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	800.00	800.00	255.00	0.00	0.00	545.00	31.9
5010 Publications & Legal Notices	150.00	150.00	85.32	0.00	0.00	64.68	56.9
5012 Printing	500.00	500.00	272.30	0.00	0.00	227.70	54.5
5014 Postage	300.00	300.00	201.87	0.00	0.00	98.13	67.3
5016 Office Supplies	1,250.00	1,250.00	765.74	71.75	0.00	484.26	61.3
5017 Community Events	8,000.00	14,000.00	6,895.43	109.75	0.00	7,104.57	49.3
5019 Fireworks	0.00	6,200.00	6,200.00	0.00	0.00	0.00	100.0
5020 Telephone	1,800.00	1,800.00	1,344.03	156.50	0.00	455.97	74.7
5045 Miscellaneous Expenditures	500.00	500.00	240.15	0.00	0.00	259.85	48.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	13,800.00	26,000.00	16,259.84	338.00	0.00	9,740.16	62.5
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	5,500.00	4,500.00	3,199.07	250.92	0.00	1,300.93	71.1
CONTRACT SERVICES	5,500.00	4,500.00	3,199.07	250.92	0.00	1,300.93	71.1

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Rossmoor Community

For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 20 RECREATION							
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
CAPITAL EXPENDITURES	2,000.00	3,500.00	2,418.03	0.00	0.00	1,081.97	69.1
RECREATION	107,600.00	120,000.00	88,448.43	7,961.27	0.00	31,551.57	73.7
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	29,200.00	32,500.00	26,314.78	2,814.83	0.00	6,185.22	81.0
4002 Salaries - Part-time	7,400.00	10,000.00	8,509.84	547.66	0.00	1,490.16	85.1
4003 Salaries - Overtime	1,150.00	1,400.00	905.09	88.84	0.00	494.91	64.6
4005 Salaries - Event Attendant	500.00	500.00	316.80	13.20	0.00	183.20	63.4
4010 Workers Compensation Insurance	2,700.00	5,000.00	3,949.96	294.22	0.00	1,050.04	79.0
4011 Medical Insurance	7,800.00	8,700.00	7,201.35	707.03	0.00	1,498.65	82.8
4015 Federal Payroll Tax -FICA	2,700.00	3,200.00	2,764.42	264.63	0.00	435.58	86.4
4018 State Payroll Taxes	570.00	570.00	438.72	0.62	0.00	131.28	77.0
SALARIES AND BENEFITS	52,020.00	61,870.00	50,400.96	4,731.03	0.00	11,469.04	81.5
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	300.00	256.55	85.72	0.00	43.45	85.5
5012 Printing	300.00	300.00	68.79	0.00	0.00	231.21	22.9
5014 Postage	100.00	100.00	69.14	0.00	0.00	30.86	69.1
5016 Office Supplies	700.00	700.00	426.07	54.57	0.00	273.93	60.9
5018 Janitorial Supplies /	2,500.00	3,000.00	3,143.72	0.00	0.00	-143.72	104.8
5020 Telephone	1,600.00	1,600.00	1,344.03	156.50	0.00	255.97	84.0
5022 Utilities	39,000.00	43,000.00	35,219.75	3,394.52	0.00	7,780.25	81.9
5025 Sewer Tax	750.00	815.00	814.12	0.00	0.00	0.88	99.9
5030 Vehicle Maintenance	1,500.00	2,000.00	1,298.70	32.79	0.00	701.30	64.9
5032 Building & Grounds-Maintenance	25,000.00	20,000.00	11,093.19	594.51	0.00	8,906.81	55.5
5034 Alarm Systems	650.00	750.00	456.72	11.37	0.00	293.28	60.9
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	700.00	700.00	0.00	0.00	0.00	700.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	74,100.00	74,265.00	54,190.78	4,329.98	0.00	20,074.22	73.0
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	38,000.00	26,550.00	2,655.00	0.00	11,450.00	69.9
5656 Tree Trimming	1,000.00	1,000.00	932.65	47.41	0.00	67.35	93.3
5670 Other Professional Services	5,400.00	3,000.00	2,838.01	0.00	0.00	161.99	94.6
CONTRACT SERVICES	41,900.00	42,000.00	30,320.66	2,702.41	0.00	11,679.34	72.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
CAPITAL EXPENDITURES	1,000.00	1,000.00	166.33	0.00	0.00	833.67	16.6
ROSSMOOR PARK	169,020.00	179,135.00	135,078.73	11,763.42	0.00	44,056.27	75.4
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	23,900.00	27,000.00	22,104.60	2,407.03	0.00	4,895.40	81.9
4002 Salaries - Part-time	3,370.00	2,000.00	1,678.60	945.60	0.00	321.40	83.9
4003 Salaries - Overtime	770.00	770.00	589.14	62.95	0.00	180.86	76.5
4005 Salaries - Event Attendant	2,500.00	2,000.00	1,209.60	50.40	0.00	790.40	60.5
4010 Workers Compensation Insurance	1,950.00	4,000.00	3,176.80	236.63	0.00	823.20	79.4
4011 Medical Insurance	6,950.00	7,500.00	5,829.66	572.36	0.00	1,670.34	77.7
4015 Federal Payroll Tax -FICA	2,250.00	2,250.00	1,907.80	264.73	0.00	342.20	84.8
4018 State Payroll Taxes	520.00	520.00	259.93	2.32	0.00	260.07	50.0
SALARIES AND BENEFITS	42,210.00	46,040.00	36,756.13	4,542.02	0.00	9,283.87	79.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							

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For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	150.00	150.00	85.32	0.00	0.00	64.68	56.9
5012 Printing	150.00	150.00	68.79	0.00	0.00	81.21	45.9
5014 Postage	200.00	200.00	69.14	0.00	0.00	130.86	34.6
5016 Office Supplies	900.00	900.00	526.07	54.57	0.00	373.93	58.5
5018 Janitorial Supplies /	2,500.00	2,900.00	3,143.72	0.00	0.00	-243.72	108.4
5020 Telephone	1,650.00	1,650.00	1,344.03	156.50	0.00	305.97	81.5
5022 Utilities	3,500.00	3,500.00	3,144.93	425.98	0.00	355.07	89.9
5025 Sewer Tax	650.00	685.00	683.70	0.00	0.00	1.30	99.8
5030 Vehicle Maintenance	1,000.00	1,500.00	950.54	32.79	0.00	549.46	63.4
5032 Building & Grounds-Maintenance	4,000.00	4,000.00	3,481.22	166.13	0.00	518.78	87.0
5034 Alarm Systems	500.00	500.00	374.02	11.04	0.00	125.98	74.8
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE							
	16,300.00	17,235.00	13,871.48	847.01	0.00	3,363.52	80.5
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,800.00	3,800.00	2,950.00	295.00	0.00	850.00	77.6
5656 Tree Trimming /	1,000.00	1,000.00	957.71	47.41	0.00	42.29	95.8
5670 Other Professional Services	5,400.00	4,000.00	3,080.66	242.65	0.00	919.34	77.0
CONTRACT SERVICES							
	10,200.00	8,800.00	6,988.37	585.06	0.00	1,811.63	79.4
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	600.00	600.00	0.00	0.00	0.00	600.00	0.0
CAPITAL EXPENDITURES							
	600.00	600.00	0.00	0.00	0.00	600.00	0.0
MONTECITO CENTER							
	69,310.00	72,675.00	57,615.98	5,974.09	0.00	15,059.02	79.3
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	29,200.00	32,500.00	26,314.79	2,814.83	0.00	6,185.21	81.0
4002 Salaries - Part-time	8,050.00	8,050.00	7,472.44	282.66	0.00	577.56	92.8
4003 Salaries - Overtime	1,150.00	1,150.00	908.36	88.84	0.00	241.64	79.0
4005 Salaries - Event Attendant	2,500.00	2,500.00	1,794.60	50.40	0.00	705.40	71.8
4010 Workers Compensation Insurance 3	2,700.00	4,000.00	3,949.96	294.22	0.00	50.04	98.7
4011 Medical Insurance	7,800.00	8,700.00	7,201.28	707.02	0.00	1,498.72	82.8
4015 Federal Payroll Tax -FICA	2,700.00	3,400.00	2,874.80	267.36	0.00	525.20	84.6
4018 State Payroll Taxes	775.00	775.00	493.12	2.30	0.00	281.88	63.6
SALARIES AND BENEFITS							
	54,875.00	61,075.00	51,009.35	4,507.63	0.00	10,065.65	83.5
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	342.04	85.71	0.00	157.96	68.4
5012 Printing	500.00	500.00	168.77	0.00	0.00	331.23	33.8
5014 Postage	100.00	100.00	69.14	0.00	0.00	30.86	69.1
5016 Office Supplies	900.00	900.00	556.64	54.55	0.00	343.36	61.8
5018 Janitorial Supplies /	2,500.00	3,600.00	3,153.15	0.00	0.00	446.85	87.6
5020 Telephone	1,800.00	1,800.00	1,300.19	156.50	0.00	499.81	72.2
5022 Utilities	50,000.00	53,000.00	43,227.80	3,354.91	0.00	9,772.20	81.6
5025 Sewer Tax	2,900.00	3,116.00	3,115.54	0.00	0.00	0.46	100.0
5030 Vehicle Maintenance	1,500.00	2,000.00	1,342.48	32.78	0.00	657.52	67.1
5032 Building & Grounds-Maintenance	30,000.00	27,000.00	18,956.39	712.36	0.00	8,043.61	70.2
5034 Alarm Systems	750.00	750.00	383.02	89.04	0.00	366.98	51.1
5045 Miscellaneous Expenditures	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
5051 Equipment Rental	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
5052 Minor Facility Repairs	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
OPERATIONS AND MAINTENANCE							
	98,650.00	100,466.00	72,615.16	4,485.85	0.00	27,850.84	72.3
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	35,500.00	38,000.00	27,466.27	2,655.00	0.00	10,533.73	72.3

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For the Period: 7/1/2012 to 4/30/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming	1,000.00	1,000.00	932.65	47.41	0.00	67.35	93.3
5670	Other Professional Services	5,400.00	3,000.00	2,838.01	0.00	0.00	161.99	94.6
CONTRACT SERVICES		41,900.00	42,000.00	31,236.93	2,702.41	0.00	10,763.07	74.4
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
CAPITAL EXPENDITURES		1,000.00	1,000.00	166.34	0.00	0.00	833.66	16.6
RUSH PARK								
Dept: 60 STREET LIGHTING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	480.00	480.00	448.04	52.17	0.00	31.96	93.3
OPERATIONS AND MAINTENANCE		480.00	480.00	448.04	52.17	0.00	31.96	93.3
Acct Class: 56 CONTRACT SERVICES								
5650	Lighting and Maintenance	102,000.00	107,000.00	79,881.73	9,138.35	0.00	27,118.27	74.7
CONTRACT SERVICES		102,000.00	107,000.00	79,881.73	9,138.35	0.00	27,118.27	74.7
STREET LIGHTING		102,480.00	107,480.00	80,329.77	9,190.52	0.00	27,150.23	74.7
Dept: 65 ROSSMOOR WALL								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	2,200.00	2,500.00	2,500.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	1,500.00	9.00	0.00	0.00	1,491.00	0.6
OPERATIONS AND MAINTENANCE		2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
ROSSMOOR WALL		2,300.00	4,000.00	2,509.00	0.00	0.00	1,491.00	62.7
Dept: 70 STREET SWEEPING								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	448.04	52.17	0.00	51.96	89.6
5030	Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE		600.00	600.00	448.04	52.17	0.00	151.96	74.7
Acct Class: 56 CONTRACT SERVICES								
5642	Street Sweeping	51,000.00	52,000.00	40,403.44	4,381.83	0.00	11,596.56	77.7
CONTRACT SERVICES		51,000.00	52,000.00	40,403.44	4,381.83	0.00	11,596.56	77.7
STREET SWEEPING		51,600.00	52,600.00	40,851.48	4,434.00	0.00	11,748.52	77.7
Dept: 80 PARKWAY TREES								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	0.00	0.00	641.55	183.30	0.00	-641.55	0.0
4002	Salaries - Part-time	0.00	12,000.00	10,005.25	1,261.50	0.00	1,994.75	83.4
4007	Vehicle Allowance	0.00	500.00	24.24	24.24	0.00	475.76	4.8
4010	Workers Compensation Insurance	0.00	250.00	0.00	0.00	0.00	250.00	0.0
4015	Federal Payroll Tax -FICA	0.00	900.00	821.47	110.52	0.00	78.53	91.3
4018	State Payroll Taxes	0.00	75.00	183.19	58.03	0.00	-108.19	244.3
SALARIES AND BENEFITS		0.00	13,725.00	11,675.70	1,637.59	0.00	2,049.30	85.1
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5012	Printing	50.00	50.00	5.87	0.00	0.00	44.13	11.7
5014	Postage	600.00	600.00	198.99	0.00	0.00	401.01	33.2
5016	Office Supplies	200.00	200.00	106.35	3.11	0.00	93.65	53.2
5020	Telephone	900.00	900.00	896.00	104.33	0.00	4.00	99.6
5030	Vehicle Maintenance	300.00	300.00	132.27	0.00	0.00	167.73	44.1
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0

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Fund: 10 - GENERAL FUND								
Expenditures								
Dept: 80 PARKWAY TREES								
OPERATIONS AND MAINTENANCE		2,300.00	2,300.00	1,339.48	107.44	0.00	960.52	58.2
Acct Class: 56 CONTRACT SERVICES								
5656	Tree Trimming 2	71,000.00	71,000.00	61,040.18	3,002.47	0.00	9,959.82	86.0
5660	TREE REMOVAL	3,700.00	3,700.00	3,326.52	0.00	0.00	373.48	89.9
5664	Tree Watering Program 5	1,000.00	1,300.00	1,270.86	0.00	0.00	29.14	97.8
5670	Other Professional Services	38,000.00	10,000.00	6,783.06	418.84	0.00	3,216.94	67.8
CONTRACT SERVICES		113,700.00	86,000.00	72,420.62	3,421.31	0.00	13,579.38	84.2
Acct Class: 60 CAPITAL EXPENDITURES								
6015	Trees	15,000.00	18,000.00	14,033.80	0.00	0.00	3,966.20	78.0
CAPITAL EXPENDITURES		15,000.00	18,000.00	14,033.80	0.00	0.00	3,966.20	78.0
PARKWAY TREES		131,000.00	120,025.00	99,469.60	5,166.34	0.00	20,555.40	82.9
Dept: 90 MINI-PARKS AND MEDIANS								
Acct Class: 40 SALARIES AND BENEFITS								
4001	Salaries - Full-time	775.00	775.00	580.93	66.58	0.00	194.07	75.0
4002	Salaries - Part-time	365.00	365.00	265.00	265.00	0.00	100.00	72.6
4003	Salaries - Overtime	25.00	25.00	24.53	2.50	0.00	0.47	98.1
4010	Workers Compensation Insurance	135.00	230.00	184.84	13.77	0.00	45.16	80.4
4015	Federal Payroll Tax -FICA	70.00	70.00	46.95	5.27	0.00	23.05	67.1
4018	State Payroll Taxes	15.00	15.00	5.38	0.00	0.00	9.62	35.9
SALARIES AND BENEFITS		1,385.00	1,480.00	1,107.63	353.12	0.00	372.37	74.8
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5020	Telephone	500.00	500.00	447.86	52.15	0.00	52.14	89.6
5022	Utilities	7,500.00	7,500.00	7,597.81	1,377.39	0.00	-97.81	101.3
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	424.93	94.06	0.00	575.07	42.5
5045	Miscellaneous Expenditures	200.00	200.00	0.00	0.00	0.00	200.00	0.0
5051	Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052	Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE		9,600.00	9,600.00	8,470.60	1,523.60	0.00	1,129.40	88.2
Acct Class: 56 CONTRACT SERVICES								
5655	Landscape Maintenance	4,000.00	4,000.00	2,950.00	295.00	0.00	1,050.00	73.8
5656	Tree Trimming	500.00	500.00	319.19	15.79	0.00	180.81	63.8
5670	Other Professional Services	300.00	150.00	47.30	3.30	0.00	102.70	31.5
CONTRACT SERVICES		4,800.00	4,650.00	3,316.49	314.09	0.00	1,333.51	71.3
Acct Class: 60 CAPITAL EXPENDITURES								
6010	Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
CAPITAL EXPENDITURES		250.00	250.00	0.00	0.00	0.00	250.00	0.0
MINI-PARKS AND MEDIANS		16,035.00	15,980.00	12,894.72	2,190.81	0.00	3,085.28	80.7
Expenditures		1,213,562.00	1,244,196.00	954,384.75	81,175.11	0.00	289,811.25	76.7
Net Effect for GENERAL FUND		29,838.00	128,944.00	251,896.74	253,949.85	0.00	-122,952.74	195.4
Change in Fund Balance:				251,896.74				
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	382,500.00	377,000.00	375,575.91	118,964.72	0.00	1,424.09	99.6
3101	Property assessments-prior yr	7,500.00	5,000.00	3,329.31	0.00	0.00	1,670.69	66.6

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Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
	ASSESSMENTS	390,000.00	382,000.00	378,905.22	118,964.72	0.00	3,094.78	99.2
	Acct Class: 32 USE OF MONEY AND PROPERTY							
3200	Interest on investments	5,000.00	0.00	0.00	0.00	0.00	0.00	0.0
	USE OF MONEY AND PROPERTY	5,000.00	0.00	0.00	0.00	0.00	0.00	0.0
	Acct Class: 35 OTHER REVENUE							
3500	Other miscellaneous revenue	13,800.00	8,800.00	0.00	0.00	0.00	8,800.00	0.0
	OTHER REVENUE	13,800.00	8,800.00	0.00	0.00	0.00	8,800.00	0.0
	Acct Class: 36 OTHER FINANCING SOURCES							
3600	TRANSFER IN/OUT OTHER FUNDS	20,000.00	0.00	0.00	0.00	0.00	0.00	0.0
	OTHER FINANCING SOURCES	20,000.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 00		428,800.00	390,800.00	378,905.22	118,964.72	0.00	11,894.78	97.0
Revenues		428,800.00	390,800.00	378,905.22	118,964.72	0.00	11,894.78	97.0
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
	CONTRACT SERVICES	2,875.00	2,875.00	2,875.00	0.00	0.00	0.00	100.0
	Acct Class: 58 DEBT SERVICE							
5801	Interest	141,980.00	141,980.00	141,980.00	0.00	0.00	0.00	100.0
	DEBT SERVICE	141,980.00	141,980.00	141,980.00	0.00	0.00	0.00	100.0
	Acct Class: 66 OTHER FINANCING USES							
6600	Transfer out to other funds	120,000.00	240,000.00	240,000.00	0.00	0.00	0.00	100.0
	OTHER FINANCING USES	120,000.00	240,000.00	240,000.00	0.00	0.00	0.00	100.0
RUSH PARK		264,855.00	384,855.00	384,855.00	0.00	0.00	0.00	100.0
Expenditures		264,855.00	384,855.00	384,855.00	0.00	0.00	0.00	100.0
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		163,945.00	5,945.00	-5,949.78	118,964.72	0.00	11,894.78	-100.1
Change in Fund Balance:				-5,949.78				
Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	85,700.00	85,700.00	84,410.82	26,844.65	0.00	1,289.18	98.5
3101	Property assessments-prior yr	2,300.00	2,300.00	765.98	0.00	0.00	1,534.02	33.3
	ASSESSMENTS	88,000.00	88,000.00	85,176.80	26,844.65	0.00	2,823.20	96.8
	Acct Class: 32 USE OF MONEY AND PROPERTY							
3200	Interest on investments	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
	USE OF MONEY AND PROPERTY	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 00		89,000.00	89,000.00	85,176.80	26,844.65	0.00	3,823.20	95.7
Revenues		89,000.00	89,000.00	85,176.80	26,844.65	0.00	3,823.20	95.7
Expenditures								
Dept: 65 ROSSMOOR WALL								

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Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL								
Expenditures								
Dept: 65 ROSSMOOR WALL								
Acct Class: 56 CONTRACT SERVICES								
5619	Bond Trustee	2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
CONTRACT SERVICES		2,530.00	2,530.00	2,530.00	0.00	0.00	0.00	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	60,000.00	60,000.00	60,000.00	0.00	0.00	0.00	100.0
5801	Interest	25,665.00	22,330.00	22,330.00	0.00	0.00	0.00	100.0
DEBT SERVICE		85,665.00	82,330.00	82,330.00	0.00	0.00	0.00	100.0
ROSSMOOR WALL		88,195.00	84,860.00	84,860.00	0.00	0.00	0.00	100.0
Expenditures		88,195.00	84,860.00	84,860.00	0.00	0.00	0.00	100.0
Net Effect for SPECIAL TAX FUND-ROSSMOOR WALL		805.00	4,140.00	316.80	26,844.65	0.00	3,823.20	7.7
Change in Fund Balance:				316.80				
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	189,788.00	189,788.00	189,788.00	0.00	0.00	0.00	100.0
PROPERTY TAXES		189,788.00	189,788.00	189,788.00	0.00	0.00	0.00	100.0
Acct Class: 36 OTHER FINANCING SOURCES								
3600	TRANSFER IN/OUT OTHER FUNDS	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	100.0
OTHER FINANCING SOURCES		100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	100.0
Dept: 00		289,788.00	289,788.00	289,788.00	0.00	0.00	0.00	100.0
Revenues		289,788.00	289,788.00	289,788.00	0.00	0.00	0.00	100.0
Expenditures								
Dept: 30 ROSSMOOR PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
CAPITAL EXPENDITURES		0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
ROSSMOOR PARK		0.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
Dept: 40 MONTECITO CENTER								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
CAPITAL EXPENDITURES		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
MONTECITO CENTER		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	140,470.00	140,470.00	5,244.75	0.00	0.00	135,225.25	3.7
CAPITAL EXPENDITURES		140,470.00	140,470.00	5,244.75	0.00	0.00	135,225.25	3.7
RUSH PARK		140,470.00	140,470.00	5,244.75	0.00	0.00	135,225.25	3.7
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	34,691.00	39,970.00	6,217.12	4,741.17	0.00	33,752.88	15.6
OPERATIONS AND MAINTENANCE		34,691.00	39,970.00	6,217.12	4,741.17	0.00	33,752.88	15.6

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Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Expenditures							
CAPITAL PROJECTS	34,691.00	39,970.00	6,217.12	4,741.17	0.00	33,752.88	15.6
Expenditures	195,161.00	208,940.00	11,461.87	4,741.17	0.00	197,478.13	5.5
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS	94,627.00	80,848.00	278,326.13	-4,741.17	0.00	-197,478.13	344.3
Change in Fund Balance:			88,538.13				
Grand Total Net Effect:	289,215.00	219,877.00	524,589.89	395,018.05	0.00	-304,712.89	

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

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: June 11, 2013
To: Honorable Board of Directors
From: General Manager
Subject: RESOLUTION No. 13-06-11-01 APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FY 2013-2014

BACKGROUND:

Article XIII B of the State Constitution requires that the District Board of Directors establish the Fiscal Year appropriations limit by calculating population and inflation factors. The 2013-2014 Fiscal Year appropriations limitation shall be \$1,830,481.

RECOMMENDATION:

Approve by roll call vote, Resolution No. 13-06-11-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013-2014.

ATTACHMENTS:

1. Resolution No. 13-06-11-01 and Exhibit A.
2. May 2013 Letter from Director of the California Department of Finance and Attachments A, B & C.

RESOLUTION NO. 13-06-11-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT
APPROVING AND ADOPTING THE ANNUAL
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013-2014**

WHEREAS, on November 6, 1979, the voters of California added Article XIII B to the State Constitution placing limitations on the appropriations of State and local government; and

WHEREAS, Article XIII B was amended by voters in November 1990 through the passage of Proposition 111; and

WHEREAS, Article XIII B now requires the District Board to select population and inflation factors for the year's appropriations limit calculation.

NOW, THEREFORE, the Board of Directors of the Rossmoor Community Services District does hereby resolve as follows:

SECTION 1. That the 2013-2014 appropriations limitation shall be \$1,830,481 as documented in Exhibit A.

SECTION 2. That the inflation factor being utilized to determine the 2013-2014 appropriations limit is the percentage change in California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the 2013-2014 appropriations limit is the County population growth.

PASSED AND ADOPTED this 11th day of June 2013.

AYES:

NOES:

ABSTAIN:

ABSENT:

**BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

By: _____
Michael Maynard, President

ATTEST:

Chris Montana, Secretary
Rossmoor Community Services District

EXHIBIT A

2013– 2014 APPROPRIATIONS LIMITATION

2012 – 2013	\$1,727,847
County Population Increase	0.78%
Change in California per capita income	5.12%
Per Capita Cost of Living (converted to ratio)	$\frac{5.12 + 100}{100} = 1.0512$
Population (converted to a ratio)	$\frac{0.78 + 100}{100} = 1.0078$
Increase Factor = 1.0512 x 1.0078	1.0594
2013 –2014 Limitation = 1,727,847 x 1.0594 =	\$1,830,481



DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. • GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2013

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2013, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2013-14. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2013-14 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website:

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2013.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

ANA J. MATOSANTOS

Director

By:

MICHAEL COHEN

Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2013-14 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2013-14	5.12

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2013-14 appropriation limit.

2013-14:

Per Capita Cost of Living Change = 5.12 percent
Population Change = 0.79 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.12 + 100}{100} = 1.0512$

Population converted to a ratio: $\frac{0.79 + 100}{100} = 1.0079$

Calculation of factor for FY 2013-14: $1.0512 \times 1.0079 = 1.0595$

**Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2012 to January 1, 2013 and Total Population, January 1, 2013**

County City	Percent Change	Population Minus Exclusions		Total Population
	2012-2013	1-1-12	1-1-13	1-1-2013
Orange				
Aliso Viejo	0.92	49,025	49,477	49,477
Anaheim	0.62	344,000	346,144	346,161
Brea	1.06	40,960	41,394	41,394
Buena Park	0.54	81,515	81,953	81,953
Costa Mesa	0.50	110,448	110,996	111,358
Cypress	0.50	48,305	48,547	48,547
Dana Point	0.51	33,690	33,863	33,863
Fountain Valley	0.60	55,847	56,180	56,180
Fullerton	0.49	137,572	138,251	138,251
Garden Grove	0.18	172,763	173,075	173,075
Huntington Beach	0.50	192,654	193,616	193,616
Irvine	3.24	223,870	231,117	231,117
Laguna Beach	0.54	22,981	23,105	23,105
Laguna Hills	0.45	30,564	30,703	30,703
Laguna Niguel	0.52	63,734	64,065	64,065
Laguna Woods	0.44	16,427	16,500	16,500
La Habra	0.48	60,912	61,202	61,202
Lake Forest	0.53	78,089	78,501	78,501
La Palma	0.68	15,711	15,818	15,818
Los Alamitos	0.53	11,565	11,626	11,626
Mission Viejo	0.60	94,262	94,824	94,824
Newport Beach	0.45	86,048	86,436	86,436
Orange	0.50	138,100	138,792	138,792
Placentia	1.29	51,119	51,776	51,776
Rancho Santa Margarita	0.49	48,311	48,550	48,550
San Clemente	0.45	64,252	64,542	64,542
San Juan Capistrano	0.78	35,046	35,321	35,321
Santa Ana	0.59	327,988	329,915	329,915
Seal Beach	0.47	23,810	23,921	24,487
Stanton	0.62	38,524	38,764	38,764
Tustin	1.78	76,618	77,983	77,983
Villa Park	0.49	5,871	5,900	5,900
Westminster	0.47	90,738	91,169	91,169
Yorba Linda	0.94	65,821	66,437	66,437
Unincorporated	0.52	119,779	120,396	120,396
County Total	0.78	3,056,919	3,080,859	3,081,804

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2012 to January 1, 2013**

County	<u>Percent Change</u> 2012-13	<u>Population</u> 1-1-12	<u>Minus Exclusions</u> 1-1-13
Marin			
Incorporated	0.45	185,651	186,479
County Total	0.42	248,608	249,652
Mariposa			
Incorporated	0.00	0	0
County Total	0.44	17,852	17,931
Mendocino			
Incorporated	0.26	28,644	28,718
County Total	0.41	87,750	88,112
Merced			
Incorporated	0.93	169,183	170,751
County Total	0.93	258,491	260,898
Modoc			
Incorporated	-0.54	2,769	2,754
County Total	-0.19	9,433	9,415
Mono			
Incorporated	0.45	8,270	8,307
County Total	0.55	14,282	14,361
Monterey			
Incorporated	0.85	299,137	301,667
County Total	0.81	399,930	403,167
Napa			
Incorporated	0.48	110,262	110,788
County Total	0.47	135,539	136,174
Nevada			
Incorporated	-0.11	31,679	31,644
County Total	-0.35	97,279	96,938
Orange			
Incorporated	0.79	2,937,140	2,960,463
County Total	0.78	3,056,919	3,080,859

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: June 11, 2013
To: Honorable Board of Directors
From: General Manager
Subject: FY 2013-2014 PRELIMINARY BUDGET AND ANNUAL SALARY PLAN

BACKGROUND:

In accordance with Board policy, the General Manager presented a Preliminary FY 2013-2014 Budget and Annual Salary Plan at the May meeting of the Board. The CIP/Public Works Committee and the Budget Committee had previously met, reviewed and made recommendations which had been incorporated into the Preliminary FY 2013-2014 budget.

At its May 2013 meeting, the Board unanimously voted to receive the FY 2013-2014 Preliminary Budget and Annual Salary Plan and to bring the FY 2013-2014 Preliminary Budget documents back to the Board for further review and input from the community at this meeting. The General Manager was also directed to publish a Notice of Public Hearing in the local newspaper.

RECOMMENDATION:

Receive the report of the General Manager, review and discuss as necessary, provide direction regarding any changes (if necessary), and set Public Hearing date for when Board will meet to adopt the FY 2013-2014 Final Budget.

ATTACHMENTS:

1. May 14, 2013 Regular Meeting Agenda Item D-2 Budget Committee Report Re: FY 2013-2014 Preliminary Budget and Salary Plan.
2. Notices of Public Hearing.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: May 14, 2013
To: Honorable Board of Directors
From: Budget Committee
Via: General Manager
Subject: BUDGET COMMITTEE REPORT RE: FY 2013-2014 PRELIMINARY BUDGET AND ANNUAL SALARY PLAN

BACKGROUND:

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

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

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

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

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

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

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

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

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

Also, at the June 11, 2013 meeting, the Board will be asked to approve a "Notice" for publication, stating that the General Manager is preparing a proposed Final Budget and that the Final Budget will be available for inspection, specifying date, time and place, when the Board will meet and adopt the Final Budget.

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

RECOMMENDATION:

It is recommended that the Board receive FY 2013-2014 Preliminary Budget and Annual Salary Plan and direct the General Manager to bring these documents back at your June 11, 2013 meeting, with any revisions for further review and input from the community. Attached are the Agenda reports presented to the Committee with budget details for your review.

ATTACHMENTS:

1. FY 2013-2014 Preliminary Budget
2. Budget Committee Agenda Item C-1 re: FY 2012-2013 ESTIMATES TO CLOSE AND FY 2013-2014 PRELIMINARY BUDGET.
3. Budget Committee Agenda Item C-2 re: PROPOSED FY 2013-2014 SALARY PLAN.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2013-2014 PROPOSED BUDGET - FUND 40

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

APPORTIONMENTS COMPARISON

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

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

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

Assessed Valuations

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

COMMUNITY SERVICE DISTRICTS

CAPISTRANO BAY COMMUNITY SERVICE DIST

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

EMERALD BAY COMMUNITY SERVICE DISTRICT

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

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

SURFSIDE COLONY COMMUNITY SERVICE DIST

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

THREE ARCH BAY COMMUNITY SERVICES DIST

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

Ⓐ 2.37. Increase

Rossmoor Community Services District

Policy

No. 3020

BUDGET PREPARATION, ADOPTION AND REVISION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Amended: November 9, 2004

Amended: January 11, 2005

Amended: April 10, 2007

Amended: October 9, 2007

Amended: January 13, 2009

Amended: January 10, 2012

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

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

BACKGROUND:

As required by Board policy, the General Manager has formulated a Preliminary Budget including Estimates to Close (ETC's) for review by the Committee.

The CIP Committee has met and discussed adjustments to the current year's Fund 40 Project List and the 2013-2014 Budget. The recommendations of the CIP Committee have been incorporated into the 2013 Budget.

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

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

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

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

Fund 20 (Rush Park) includes the Transfer Out of \$20,000 admin fee to Fund 40 (Capital Improvements) as well as a \$200,000 Transfer Out to Agency Fund, as recommended by the Auditors.

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

Both Funds 20 and 30 are fully funded from property tax assessments paid directly by property owners. Beginning and ending fund balances for these funds are also shown for both funds.

A positive change to Fund 20 occurred in 2011 due the previous Board action to pay down debt from excess reserves. That action resulted in not having to pay \$205,000 in principal payments plus \$27,695 less in lower interest payments this fiscal year. This enabled the transfer \$240,000 to Fund 10 with the \$100,000 then transferred to Fund 40 in order to maintain the District's capital plan.

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

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

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

RECOMMENDATION:

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

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

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

ATTACHMENTS:

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

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

RECOMMENDATION:

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

BACKGROUND:

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

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

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

Due to the current economy and public employee compensation environment, proposed salary increases are based solely on the Los Angeles/Riverside/Orange County Region Consumer Price Index which indicates a 3.054% increase from a year ago. The CPI adjustment only applies to full- and part-time employees. The proposed Salary Plan is adjusted by the amounts indicated in comparison to this year's Plan.

ATTACHMENTS:

1. FY 2012-2013 Salary Plan.
2. Proposed FY 2013-2014 Salary Plan.
3. Los Angeles/Riverside/Orange County Consumer Price Index.

**ROSSMOOR COMMUNITY SERVICES
DISTRICT
EMPLOYEE SALARY PLAN**

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

* 1/2 Time 20 hrs a week

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

**ROSSMOOR COMMUNITY SERVICES
DISTRICT
EMPLOYEE SALARY PLAN**

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

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

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

Databases, Tables & Calculators by Subject

FONT SIZE: +

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include graphs

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Data extracted on: April 30, 2013 (4:30:19 PM)

Consumer Price Index - All Urban Consumers

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

Download: .xls

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

TOOLS

- Areas at a Glance
- Industries at a Glance
- Economic Releases
- Databases & Tables
- Maps

CALCULATORS

- Inflation
- Location Quotient
- Injury And Illness

HELP

- Help & Tutorials
- FAQs
- Glossary
- About BLS
- Contact Us

INFO

- What's New
- Careers @ BLS
- Find It! DOL
- Join our Mailing Lists
- Linking & Copyright Info

RESOURCES

- Inspector General (OIG)
- Budget and Performance
- No Fear Act
- USA.gov
- Benefits.gov
- Disability.gov

**NOTICE OF
PREPARATION OF FINAL BUDGET
HEARING ON PROPOSED FINAL BUDGET
OF ROSSMOOR COMMUNITY SERVICES DISTRICT
FOR FISCAL YEAR 2013-2014**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of June 11, 2013 for fiscal year 2013-2014, and the General Manager of the District has prepared a proposed Final Budget for the District for fiscal year 2013-2014. The proposed Final Budget is available for inspection at the District office between the hours of 9:00 A.M. and 5:00 PM, Monday through Friday. Persons wishing to inspect the proposed final budget should ask for Chris Montana, the District's General Manager, and state that they wish to review the proposed Final Budget for fiscal year 2013-2014. The District office is located at 3001 Blume Drive, Rossmoor, CA 90720.

NOTICE IS ALSO GIVEN that the Board of Directors of the District will conduct a hearing on the proposed Final Budget on July 9, 2013, commencing at 7:00 P.M., at the District Auditorium, 3021 Blume Drive, Rossmoor, CA 90720. Any person may appear at the time of the hearing and be heard regarding any item in the proposed Final Budget, or regarding the addition of other items. Following the hearing, the Board of Directors may adopt the proposed Final Budget as the District's Final Budget for fiscal year 2013-2014.

Chris Montana
Board Secretary

June 12, 2013
Date

**NOTICE OF
PREPARATION OF FINAL BUDGET
HEARING ON PROPOSED FINAL BUDGET
OF ROSSMOOR COMMUNITY SERVICES DISTRICT
FOR FISCAL YEAR 2013-2014**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Rossmoor Community Services District has reviewed a preliminary budget as of June 11, 2013 for fiscal year 2013-2014, and the General Manager of the District has prepared a proposed Final Budget for the District for fiscal year 2013-2014. The proposed Final Budget is available for inspection at the District office between the hours of 9:00 A.M. and 5:00 PM, Monday through Friday. Persons wishing to inspect the proposed final budget should ask for Chris Montana, the District's General Manager, and state that they wish to review the proposed Final Budget for fiscal year 2013-2014. The District office is located at 3001 Blume Drive, Rossmoor, CA 90720.

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Chris Montana
Board Secretary

June 19, 2013
Date

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: June 11, 2013

To: Honorable Board of Directors

From: General Manager

Subject: SECOND READING AND POSSIBLE ADOPTION OF POLICY NO. 3097 E-MAIL AND ELECTRONIC COMMUNICATIONS RETENTION

BACKGROUND:

The Board gave first reading to Policy No. 3097 and Electronic Communications Retention Policy at its May 14, 2013 regular board meeting. On June 6, 2013 the Board attended a District iPad Training Workshop where they received comprehensive training on the iPad device. At that time members signed Policy No. 3096 Paperless Agenda and Tablet Device Use and were issued a District iPad for use. Members also received training relative to accessing District e-mail on the iPad. It has been advised that the Board implement a comprehensive set of policies to oversee the operations and management of electronic devices, electronic communications and public records requests. Creating and implementing an email retention policy is also strongly recommended by the California Special District's Association.

The electronic workplace is rapidly advancing and the law is woefully behind in dealing with technology issues. Therefore, it is recommended that the Board take a pioneering and proactive stance in its District policy-making role. As a next step toward this objective, it is recommended that the Board give second reading and adopt RCSD Policy No.3097 E-Mail and Electronic Communications Retention Policy. We have composed a second draft e-mail retention policy for your review and discussion. The Board President, General Manager, External Affairs Consultant, Administrative Assistant, and District General Counsel have reviewed and revised the Email Retention Policy to be comparable to surrounding government organizations and comply with existing laws.

Draft Policy No. 3097 E-Mail and Electronic Communications Retention, is attached for second reading.

RECOMMENDATION:

Give second reading and adopt RCSD Policy No.3097 E-Mail and Electronic Communications Retention Policy.

ATTACHMENTS:

1. Second Draft Policy No.3097 E-Mail and Electronic Communications Retention
2. Sample E-Mail Retention Policies

Rossmoor Community Services District

Policy

No. 3097

E-MAIL AND ELECTRONIC COMMUNICATIONS

3097.10 Purpose of Policy: The purpose of this Policy is the establishment of guidelines and policy for preserving Rossmoor Community Services District (RCSD) records created using E-mail, Instant Messaging and Text Messaging. This e-mail retention policy is secondary to District policy on Freedom of Information and Business Record Keeping. Any e-mail that contains information in the scope of Business Record Keeping Policy should be treated in that same manner.

3097.20 Persons, Groups, Systems Affected: This policy applies to all full-time, part-time and temporary District employees, volunteers, elected officials, contractors, consultants and other individuals provided with access to the District's email and internet systems. It also encompasses all computers, cellular phones, tablets and other electronic devices owned or maintained by the District.

3097.30 Ownership and Privacy: All electronic data placed on the District's network is under the control of, and is the sole property of, the District. Use of the District's network is a privilege, not a right. There should be no expectation of privacy with e-mail messages (or any other data files residing on the District's network), whether sent or received. This includes any file that may be designated as private or confidential. The District reserves the right for authorized staff to review all e-mail messages and data files on the District's network at any time. Downloading any work-related e-mail or data onto portable recording media for the purpose of removing from District property is strictly prohibited.

3097.40 E-Mail and the Public Records Act: All e-mail that exists and pertains to District business is considered a public record for purposes of the Public Records Act (PRA) and must be disclosed in response to a PRA request unless otherwise exempt from disclosure. E-mail "exists" if it has not been deleted or purged from the network and the local device in a manner that renders it inaccessible to the user. Questions regarding the applicability of PRA exemptions should be directed to the District's counsel.

3097.50 Retention: Electronic mail systems can transmit a wide variety of information; therefore, the length of time an e-mail has to be retained varies according to the content of the e-mail. In short, the *content* and not the *medium* determines how long an e-mail must be retained.

E-mail messages fall within two broad categories:

1. **Transitory messages or casual and routine communications** – No retention requirement. Retain until read and destroy. Public officials and employees sending or receiving such communications may delete them immediately. Most e-mails are transitory communications that have taken the place of brief phone conversations. These types of e-mail should be regularly deleted. E-mails of this type that are not deleted, and which exist at the time of a public records request, will be subject to disclosure unless exempt under the PRA. Some examples of transitory e-mail communications include:

- Incoming list serve messages
- Personal emails unrelated to District business
- Spam or unsolicited advertisements or sales promotions
- Non-policy announcements

- Telephone messages
- Published reference materials
- Invitations and responses to meetings, etc.
- Thank you messages
- Replies to routine questions, “we’re open 8 – 5”, “our address is...”, “the deadline is...”
- Scheduling meetings
- Out of Office auto-replies

2. Public records subject to retention – The District has prepared a records retention schedule in accordance with State law. The retention schedule identifies various classes of documents and indicates the minimum time period that the District is required to retain copies of them. Most e-mails will not comprise documents that are required to be retained, either because they do not fit within a defined category of such documents or because the e-mail merely attaches a copy of a document that is already maintained by the District in accordance with the schedule. However, all persons using the District’s e-mail system should become familiar with the records retention schedule and be mindful of it when managing the contents of their e-mail. Questions regarding the retention schedule may be directed to the District Manager. E-mail that falls within a category of documents required to be retained for a minimum period must be retained for that period and should not be deleted.

E-mails and attachments to e-mail that are identical to records that are stored and managed outside the e-mail system pursuant to the District’s record retention schedule need not be retained.

3097.60 Responsibilities: All full-time, part-time and temporary District employees, volunteers, elected officials, contractors, consultants and other individuals provided with access to the District’s email are responsible for reading, understanding, and following the E-Mail and Electronic Communications Policy.

3097.70 Procedures for Managing E-Mail That Must Be Retained: Each division of the District is responsible for ascertaining the appropriate retention period for its commonly created and received records, including e-mail.

Each employee, official, volunteer, contractor and consultant with access to the District’s e-mail system is exclusively responsible for managing the e-mail he/she sends and receives. Managing those e-mails means that each person must sort, file, retrieve, and archive or delete the e-mail in accordance with these procedures.

- Sorting** involves promptly deleting e-mail when allowed by District Policy and the applicable record retention schedule. Sorting also involves routinely filing e-mail that must be retained for the applicable retention period (see Appendix A for guidance on which record retention schedule may apply to a particular e-mail). To avoid wasting computer storage space, e-mail should be deleted promptly if it is not subject to retention and if it has no further value.
- Filing** e-mail for short-term storage involves moving the e-mail into folders created within the e-mail software. For e-mails that must be retained for longer timeframes, it may also mean printing and filing hard copies of e-mail in a paper file or converting the e-mail into another software format for long-term electronic filing.

When filing e-mail that qualifies for confidential or privileged (e.g., attorney-client privilege) treatment, it is a good idea to file them in a separately-labeled

“confidential” or “privileged” folder so that such documents are not inadvertently produced in response to a request or subpoena.

E-mail that qualifies as a retainable record must be retained in accordance with the applicable record retention schedule. The content of the e-mail will determine which record retention schedule applies.

- c) **Retrieving** e-mail means that, upon request, employees, officials, consultants, contractors and volunteers with District e-mail access must promptly retrieve e-mail for which they are exclusively responsible (that is, sent or received from outside RCSD). E-mail that is retrieved must include the transmission properties of the e-mail. Upon receipt of a public records request, discovery request, or subpoena, the person responsible for the requested e-mail must find and retrieve it in a timely manner just as he or she must be able to quickly retrieve and produce paper documents in his or her possession or control. Each area of the District will develop its own specific system for uniform file-folder creation and filing. This system should be based on, or consistent with, the area’s paper filing system. Each area should also develop a system for how and when to convert e-mail to paper or electronic records for long-term storage. The long-term storage may be required based on applicable record retention schedules. These area-specific procedures will allow staff to more easily locate and retrieve e-mails.
- d) **Archiving or deleting** filed e-mail must be done according to the District’s record retention schedule. Archiving involves the long-term storage of a record, including e-mail, for the applicable retention period. RCSD requires all long-term archiving of records to be done in paper or electronic format. The transmission properties of the e-mail are considered part of the e-mail and must be archived with the e-mail.
- e) **Procedures for managing e-mail when employees leave.**
 - a. Each employee is responsible for organizing, filing and archiving e-mail before leaving his or her position at the District.
 - b. Supervisors in coordination with the IT Department are responsible for ensuring that their staff completes the final organization of e-mail before leaving. The Administrative Assistant in coordination with the IT Department is responsible for managing, filing, retrieving and archiving the e-mail of their former staff.

3097.80 Compliance with law. Immediately upon receiving a public records request, subpoena, or court order which identifies electronic communication, District officials, employees, consultants, contractors and others with access to the District’s e-mail system shall use their best efforts, and use all reasonable means practicable, to preserve such electronic communications. Records relevant to pending or reasonably anticipated litigation must be preserved even if a record retention schedule allows for its destruction. Such records may be subject to a litigation hold by the General Counsel.

3097.90 Enforcement: Management reserves the right to monitor and/or log all employee use of District Information Resources with or without prior notice to ensure all complies with this policy. Violations of this E-mail and Electronic Communications Policy will be documented and can lead to revocation of system privileges and/or disciplinary action up to and including termination. Additionally, the District may, at its discretion, seek legal remedies for damages incurred because of any violation. The company may also be required by law to report certain illegal activities to the proper enforcement agencies.

San Jose ordered to disclose electronic messages

By PAUL ELIAS
THE ASSOCIATED PRESS

SAN FRANCISCO • A judge has ruled that private text messages, emails and other electronic communications sent and received by San Jose officials about city affairs are public records.

The ruling Friday in Santa Clara County has the potential to settle a debate that has simmered over access to such records since

the advent of email.

The Public Record Acts and other laws require that communications of elected officials and other public officials on public issues be retained and turned over on request, but activists and others have been battling officials for years over whether public issues discussed on private devices are covered.

While 26 states view the use of private emails for

What's ahead
San Jose City Attorney Rick Doyle said the San Jose City Council will discuss Tuesday night whether to appeal.
The ruling Friday was prompted by a lawsuit filed by environmental activist Ted Smith. Neither Smith nor his attorney James McManus returned phone calls.

government business as public records, California and the rest have no clear rules or prevailing case law, according to the Reporters

Committee for the Freedom of the Press.

In California, a Court of Appeal in 2008 tossed out on technical grounds a

newspaper's lawsuit seeking such records from the Tracy City Council. The city of Auburn last year settled a lawsuit filed by the First Amendment Coalition when it set up a special government email account for city officials to forward all official correspondence done on private devices with personal accounts.

"You now have to worry about every employee when a request for records comes

in," San Jose City Attorney Rick Doyle said. "The Public Records Act has never been interpreted this broadly. The ruling goes too far."

Peter Scheer, executive director of the First Amendment Coalition, conceded that "there are practical problems."

Still, he said policies can be developed to safeguard officials from disclosures of private communications.



Email Retention Policy

Created by or for the SANS Institute. Feel free to modify or use for your organization. If you have a policy to contribute, please send e-mail to stephen@sans.edu

1.0 Purpose

The Email Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All employees should familiarize themselves with the email retention topic areas that follow this introduction.

Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to Infosec.

2.0 Scope

This email retention policy is secondary to <Company Name> policy on Freedom of Information and Business Record Keeping. Any email that contains information in the scope of the Business Record Keeping policy should be treated in that manner. All <Company Name> email information is categorized into four main classifications with retention guidelines:

Administrative Correspondence (4 years)

Fiscal Correspondence (4 years)

General Correspondence (1 year)

Ephemeral Correspondence (Retain until read, destroy)

3.0 Policy

3.1 Administrative Correspondence

<Company Name> Administrative Correspondence includes, though is not limited to clarification of established company policy, including holidays, time card information, dress code, work place behavior and any legal issues such as intellectual property violations. All email with the information sensitivity label Management Only shall be treated as Administrative Correspondence. To ensure Administrative Correspondence is retained, a mailbox admin@<Company Name> has been created, if you copy (cc) this address when you send email, retention will be administered by the IT Department.

3.2 Fiscal Correspondence

<Company Name> Fiscal Correspondence is all information related to revenue and expense for the company. To ensure Fiscal Correspondence is retained, a mailbox fiscal@<Company Name> has been created, if you copy (cc) this address when you send email, retention will be administered by the IT Department.

3.3 General Correspondence

<Company Name> General Correspondence covers information that relates to customer interaction and the operational decisions of the business. The individual employee is responsible for email retention of General Correspondence.

3.4 Ephemeral Correspondence

<Company Name> Ephemeral Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to product development, updates and status reports.

3.5 Instant Messenger Correspondence

<Company Name> Instant Messenger General Correspondence may be saved with logging function of Instant Messenger, or copied into a file and saved. Instant Messenger conversations that are Administrative or Fiscal in nature should be copied into an email message and sent to the appropriate email retention address.

3.6 Encrypted Communications

<Company Name> encrypted communications should be stored in a manner consistent with <Company Name> Information Sensitivity Policy, but in general, information should be stored in a decrypted format.

3.7 Recovering Deleted Email via Backup Media

<Company Name> maintains backup tapes from the email server and once a quarter a set of tapes is taken out of the rotation and they are moved offsite. No effort will be made to remove email from the offsite backup tapes.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

Terms and Definitions

Approved Electronic Mail

Includes all mail systems supported by the IT Support Team. These include, but are not necessarily limited to, [insert corporate supported mailers here...]. If you have a business need to use other mailers contact the appropriate support organization.

Approved Encrypted email and files

Techniques include the use of DES and PGP. DES encryption is available via many different public domain packages on all platforms. PGP use within <Company Name> is done via a license. Please contact the appropriate support organization if you require a license.

Approved Instant Messenger

The Jabber Secure IM Client is the only IM that is approved for use on <Company Name> computers.

Individual Access Controls

Individual Access Controls are methods of electronically protecting files from being accessed by people other than those specifically designated by the owner. On UNIX machines, this is accomplished by careful use of the chmod command (use *man chmod* to find out more about it). On Mac's and PC's, this includes using passwords on screensavers, such as Disklock.

Insecure Internet Links

Insecure Internet Links are all network links that originate from a locale or travel over lines that are not totally under the control of <Company Name>.

Encryption

Secure <Company Name> Sensitive information in accordance with the *Acceptable Encryption Policy*. International issues regarding encryption are complex. Follow corporate guidelines on export controls on cryptography, and consult your manager and/or corporate legal services for further guidance.

6.0 Revision History

28 July, 2003 Added discussion of backup media

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10 Steps to a Sanction-Proof Email Retention Policy

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In order to address growing e-discovery, compliance and knowledge management requirements, organizations must retain a greater number of emails than ever before. Yet with such a large percentage of internal and external business communications performed via email, this is becoming an increasingly difficult task, one with which many struggle to keep pace. Additionally, as the volumes of messages requiring retention grow, so too, do the related storage, retrieval and administrative costs. To address these challenges and prepare for litigation and compliance reviews, enterprises need a standardized, policy-based email retention system that ensures all relevant messages are stored safely and in accordance with any pertinent industry laws and governing bodies.

Developing a well-planned, enterprise-wide email retention policy helps establish uniform and consistent rules for all email and electronic records. Such a policy outlines email content, sets retention and deletion criteria and provides the flexibility to accommodate litigation holds and enable role-based user access. Leveraging a robust information governance solution also helps simplify the management of this process. The ideal solution should automate retention policy enforcement and task documentation, while providing an archiving and retrieval engine that streamlines an organization's ability to locate messages for audits, litigation and e-discovery in a timely and cost-effective manner. By doing so, organizations can reduce e-discovery costs, improve regulatory compliance, enhance data access, reduce the risk of litigation and improve IT performance without increasing costs.

To make email management procedures a cost-effective business asset, enterprises need to develop, actively enforce and audit comprehensive retention guidelines. These rules should specify consistent, enterprise-wide data archive windows and define permissions for who can access, change or delete messages, attachments and other records. To this end, organizations should guide themselves through the process of developing, implementing, monitoring and auditing a comprehensive email retention policy using the following 10 steps.

1. Define an Email Retention Policy

In order to fully understand its retention obligations, an organization must first have a clear understanding of the types of content it transmits electronically. To provide this insight, the email retention policy should specify:

- **Document types** that employees can send via email, as well as the specific files, such as sensitive business contracts, that must be transmitted using a different method.
- **Content guidelines** defining what should or should not go into emails, including policies around what constitutes sexual harassment or other unacceptable language.
- **Enforcement measures** and best practices that automatically scan for policy violations and designate an internal authority to periodically review content.

2. Eliminate the Variables Hindering Centralization

Without formal archiving guidelines and an automated system to manage the process, employees often save old messages and attachments on local storage systems, such as a PC hard drive. This lack of standardization makes tracking and protecting archived messages problematic. For example, a judge can request messages saved on personal archives during litigation and e-discovery. But if an employee saves these on a hard drive, which then fails, the information is lost and the enterprise becomes vulnerable to legal and regulatory penalties around the spoliation of data.

Moreover, locating the necessary data on all local hard drives throughout a large organization is a difficult, time-consuming and expensive process that often fails to discover every message saved on a nonstandardized source. To avoid the possibility of missing a message, email retention policies should include specific, centralized archiving methods that prohibit employees from saving messages in personal folders.

3. Educate Employees about the Retention Policy

Even though a formal email retention policy may be defined and in place, many employees may remain unaware that such guidelines exist. To ensure that archiving rules are followed across the enterprise, all employees must be trained on the policy and able to demonstrate that they understand content and storage procedures, as well as any rules restricting the use of personal folders. Moreover, education should:

- Detail the reasons why these rules are in place,
- Offer instructions for using any supporting archiving technology and
- Outline the consequences of noncompliance at both a business and personal level.

4. Incorporate Relevant Regulations into the Retention Policy

It is critical that all email retention policies incorporate the requirements of the mandates governing the industry in which an organization operates. There are many common regulations to consider:

- **Sarbanes-Oxley** regulations apply to public companies across all industries and impose severe penalties on any business that deliberately alters or deletes documents in order to defraud customers or other third parties. To comply with SOX guidelines, companies must retain auditable emails for a minimum of five years from the end of their last fiscal year.
- **FINRA** rules demand that financial services firms establish formal, written policies and procedures that detail their email retention policies. After outlining these policies, a business must then demonstrate that all retention processes are in full compliance with FINRA guidelines.
- **HIPAA** regulations apply to any email message or other electronic records that contain sensitive information about an individual's medical history. The preservation period for a medical record is a minimum of five years, though some related statutes dictate that certain information be retained for the life of the patient.

Although many regulations exist beyond the three listed above, all regulatory bodies — regardless of industry — make meeting the following requirements a key aspect of compliance:

- **Data permanence**, where data must be in its original state without being altered or deleted.
- **Data security**, where all retained information must be protected against security threats, including access by unauthorized persons and any outside forces that could physically damage or endanger the availability of archived messages.
- **Availability**, where organizations must prove that all emails subject to the retention policy can be easily accessed by authorized personnel in a timely manner.

5. Identify Roles with Unique Retention Requirements

Specific organizational roles have unique archiving requirements, which must be captured in the larger retention policy. For example, brokers at financial services firms are obligated to keep all of their electronic correspondence for up to six years. Likewise, in pharmaceutical companies, scientists or physicians who perform drug tests must keep test-related emails on hand for even longer, as these may contain highly sensitive information that can be requested as evidence in e-discovery. Finally, it is common practice in most enterprises to save the emails of CEOs indefinitely, even after their tenures have ended.

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Establishing an Email Retention Policy: The Legal Perspective

B. K. Winstead | *Windows IT Pro*

Mar. 5, 2009

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This week, a lot of my coworkers across Penton Media, *Windows IT Pro's* parent company, are waking up to a new—and potentially shocking—reality. No, I'm not talking about changes or layoffs because of the poor economy. I'm talking about a huge volume of saved email messages that suddenly isn't there anymore due to the implementation of a comprehensive document-retention policy. The policy covers all company documents, but it's the rules regarding email that are going to be most difficult for people to adjust to.

The gist of Penton's new policy is that any email message older than six months will be automatically deleted—unless users move the message to one of a set of **managed folders** set up in Microsoft Office Outlook 2007 by the company's IT department. Each folder has a set time limit for retention, and only documents with specific legal or business requirements are allowed in those folders.

I recently spoke with members of Penton's legal department and IT department about the development and implementation of the new policy. Look for my interview with Ken Savoy and Ben Vargas of the Penton IT department in "[Establishing an Email Retention Policy: The IT Perspective](#)." And for some technical articles about setting up managed folders in Microsoft Exchange Server 2007 and other email retention and archiving issues, see the [Related Reading section](#) at the end of this article.

To get the legal perspective, I spoke to Elise Zealand, vice president and corporate counsel for Penton Media, who led the process for the policy's development. Elise spent ten years as a commercial litigator in New York before coming to Penton early in 2008.

Q: What was the situation at Penton before establishing the recent document-retention policy? What policies—if any—were in place?

A: There were some policies and procedures in place, and we were certainly very careful about enacting litigation holds when there was a potential claim or litigation. There were appropriate procedures in place to ensure that we retained data related to that litigation or claim. But with regard to email, we didn't have a system in place to manage email automatically. We left it to users to determine when emails would be discarded or retained.

Q: What's wrong with letting users decide what to keep? How does the company benefit by implementing a policy such as this?

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A: When you have users who are longtime employees who are storing data in email for basically years on end, that's a cost problem and that's a litigation risk problem. So what we wanted to do was just to make sure that everybody would be on the same page, that they would understand that there were clearly defined rules about data that needed to be retained, and data that, if it's unnecessary, would be deleted within a specified period of time.

So we wanted to make sure that users were aware of statutory and legal obligations to keep their data. So, for example, with regard to accounting and finance records or employment data or contracts or drafts of contracts, we wanted to make sure that we retained certain records for an appropriate period of time.

Part of my job function in my prior life as a big-firm litigator was to help companies manage risk. One of the things that we always advised our clients was that they should have a strong document-retention policy in place. And you do that for several reasons. One is, in general, the cost of retaining data—unnecessary data—can be quite high just in terms of storage space electronically and in storing tapes offsite.

The other issue, and it's sort of the larger issue, is based on litigation risk and litigation expense. There were recently changes to the federal rules that require companies to engage in electronic discovery. Having been through electronic discovery in numerous lawsuits as an outside lawyer, I really got to know firsthand the expense and business interruption that that can create.

When you review electronic documents, basically you run a search, and both you and your adversary will agree on certain filters, certain parameters of the search. When you're a lawyer, you really hope that your client has a good document-retention policy in place so that you're not searching through years and years of unrelated, unnecessary data.

And you're required, once you have a litigation in place, to preserve your data—to not delete any emails at all that relate to the subject matter of the lawsuit. That process of reviewing documents, electronic documents, can literally cost millions and tens of millions in a federal lawsuit because you have to have attorneys review the data to ensure that you're not producing anything that would constitute privileged information or confidential, proprietary information.


You also want to make sure, though, that you're retaining data that you must retain, either based on federal or state laws or regulations, or based on a litigation hold. You really need a process in place that protects the data that you must retain, that discards unnecessary data, and that ensures that we're not opening ourselves up to unwarranted expense and risk.

Q: How did you develop the policy for Penton? What resources did you consult?

A: We actually got some outside help just to make sure that we were appropriately covering our bases. So we used an outside law firm to give us some of the parameters with regard to accounting and finance, tax, employment, legal issues like contracts—just to make sure that we had a policy where we would have exceptions for automatic deletions for those kinds of documents.

So we used our outside lawyers as a resource. We went online—there's a group called the [Corporate Legal Exchange](#) and there are other online databases and associations that we use to sort of benchmark where we are compared to other companies of our size. And then as lawyers, we talked to peers. We talked to vendors of electronic discovery software to get a sense from them as to where they thought the appropriate parameters should be.

So we really reached out to lots of different sources. We looked back through our company's prior practices and procedures, and used all of those things to come up with a policy that would fit our needs but would also ensure that we were in compliance

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with applicable rules and regulations. I think we have a program that's going to be very comparable to companies of this size.

Q: How long did that process take?

A: I would say that we really seriously started the process probably in the fall, and it probably took from October/November until February to draft and implement the policy. And that was certainly with a lot of help and support from our IT department.

One of the things that we decided in creating a policy for our company was that we wanted it be as user-friendly as possible, and as simple as possible, because a policy that no one's using is going to be worthless. So we wanted to streamline the policy as much as we could while still keeping it effective for our purposes.

Q: The policy states that the default hold period for email is six months, but other types of documents can be held for up to two years. Why is there a distinction between email and other documents?

A: The bottom line is that most of the data that comes into a company now is on email. So the vast amount of data that we have is electronic data, which also means that the greatest amount of waste is probably going to be on electronic data.

I think people generally tend to retain email for a longer period of time than they do for their hardcopy documents because there's a limit to physical space and I think that people are sort of loath to create complicated filing systems for their hardcopy documents, whereas it's really easy to create files online and to store emails within your Inbox and subfolders, which is what we found most of our employees tended to do.

So email was a big focus. There's a tension because you want to make sure that critical data is retained no matter what, and we wanted to keep the rules fairly simple for email because we know that people are responding and reacting quickly.

We tried to make the distinction so that it would be easier for people to follow the rules with regard to email, but we also wanted to make sure that emails were being purged and cleaned out appropriately because that's the data that we tend to keep around and the majority of the data is noncritical data. So that's why email is a little trickier than hardcopy documents, and that may not have been the case years ago.

Q: Many organizations take a conservative approach to email retention and archive everything, but Penton's policy puts the responsibility on each employee to move required messages to the appropriate retention folder. What are the training issues and other implications of such a policy?

A: We wanted to have a policy that was fairly aggressive—basically, the default rule is that your emails disappear in six months unless you are proactive in moving them into one of these exceptions folders, and the exceptions folders are very, very narrowly defined. There really has to be a legitimate business need or a legitimate legal or regulatory need for us to maintain that data. Otherwise the data goes.

The cost of sifting through that volume of data is enormous. In cases where we don't have insurance coverage for attorney fees and costs, you could be looking at spending tens of millions of dollars on discovery in a lawsuit. It really hinders our ability to prosecute claims where we feel that there's been some business injury to Penton, or to be very aggressive in defending ourselves in a court action because we're afraid of the amount of attorney fees and costs that we would incur by having this massive amount of data reviewed and produced.

Definitely, I think there are greater risks to maintaining unnecessary data, but when you're going to be aggressive about deleting emails within a certain timeframe, and when the message to your company is that we do not retain unnecessary data, there does need to be quite a lot of training and information around the areas where we must keep critical data. In the areas that we're most concerned about, the personnel are very

well trained about maintaining critical data. Within the business units where you're not accustomed to having to really sort through your information and decide what's critical and what's not—that's going to be painful in the short term as we learn to do that as a company.

We're saying that emails must be deleted and that documents should only be maintained for a certain period of time, but we're allowing documents to be moved onto a network folder or a shared folder. We're not just saying that all data will disappear. We just want people to be smart about how they're managing their data, and to be conscious and aware of it.

Q: Are you confident employees will save what they're required to?

A: I really have very little doubt that we won't save what we need to save. As far as really, truly deleting unnecessary stuff, I think that this policy will take us half of the way there or more, I hope. And having an automatic deletion function on email is very, very helpful—that goes a long way. And then we will be auditing the managed folders just to make sure that we don't have users who are just moving everything in their Inbox into the managed folders.

Q: How much did you work with the IT department to establish the policy and to set up things such as managed folders or other technical points of the implementation?

A: In doing something like this, first you have your period of development of the policy where you're doing research, you're looking at other companies, you're talking to your IT department to decide how we're best going to implement this. Once I had a draft policy in place, then I went back to the IT department, gave them the policy, had them review it, got their feedback, and then we really designed the implementation of the policy together. And it's been a work-in-progress. We've been tweaking it. Even after the rollout of the policy, we've had to make some changes.

And then you implement the policy. You go through the training and communications with the company. There's constant interaction between legal and IT to talk about how it's going, what's the messaging from our Help desk. And then we send out communications as needed to our employee base so that they're on top of things.

And the employees certainly have been interacting with us, and based on their concerns, we have made some changes to the policy. So for example, we were not going to have an exception folder for ordinary business communications that didn't relate to one of the specific required exceptions. But we found that we have business cycles for certain products and certain projects that are longer than the six months that email Inbox rule would allow. Some people really need to have active emails for a little bit longer than that, so we created an 18-month exception folder for those very limited circumstances where you have a show cycle or a product cycle or an editorial cycle that's going to be longer than six months. So that'll help alleviate some of the problems we had in the field. And we hope that that will be used judiciously and not misused. But we'll see.

I'll say this: We have a phenomenal IT department at Penton, so this has been a very collaborative effort from the very beginning. Legal and IT have been on the same page through every step of the process. And of course when it comes to the technical capabilities and limitation of our systems, I'm going to defer to the IT department. And they've gone to extraordinary lengths to make this policy happen. I think the sort of constant communication between legal and IT has been critical.

Q: Whose responsibility will it be to audit the managed folders to ensure users are using them correctly?

A: If we're going to conduct an audit, we'll do it together. We'll talk about the parameters of the audit together—that will be something legal and IT discuss before it's implemented. And then, although IT would have the technical responsibility to

perform the audit, because I don't have that capacity, we would sort of create the audit parameters together.

It's been a real partnership between legal and IT as we've gone through this. The Help desk has been involved every step of the way because they're on the front line answering questions. I shoot them questions by email every day, they shoot me questions, we talk about it over the phone. And we just try to make sure we're constantly giving employees the same message.

I think that kind of collaborative effort or spirit between legal and IT is vital to having this kind of policy be successfully implemented.

Like I said, employees are going to have to go through the pain of a change in the way that they do business and manage their data. But once this painful period of implementation is over, it's going to be much better for our company.

Q: Do you think employees will come around to see the benefits of the policy?

A: Yes. It's a hassle to constantly be going sifting through data. It will become automatic. You'll save the things that must be saved, and the rest of it, let it go—it's just junk. And I'm probably one of the worst offenders. I still haven't cleaned out my Inbox, but I will.

But also, this is a time for businesses to think about their own best practices. You know—is it best practice to maintain all of your sales data on email? Probably not. It's time to think about other ways of managing our data. Data is critical to our company, so it should be one of the highest priorities. So this is really forcing people, I think, to do things in a better, more efficient way, but it does come with the pain of change.

Q: Do you think that companies in general are doing a good job with document retention?

A: This policy is really an attempt to be proactive—to ensure that we're not going to be one of the companies that's spending tens of millions of dollars in attorneys' fees. But having been a litigator for ten years, I have numerous stories of clients who didn't implement a policy until after they learned the hard way. I myself have managed teams of temporary attorneys at law firms who are working in shifts so that there's almost 24-hours a day of reviewing time for federal court litigation and for justice department investigations that cost the client tens of millions of dollars. And it's wasteful, and it's a business interruption for the client. And it happens over and over again.

It's something that should be on every inhouse lawyer's radar, but I think because the change can be difficult to implement, there's a lot of pushback from employees. And so you really need to have an executive team that's supportive, which we certainly had, and an IT department that's not only supportive but has the capacity and the capability to get it done, which we have. So I was lucky—we had the perfect complement of factors to get this done fairly quickly.

But I could tell you many horror stories. I can't give you the names of clients, but I've worked on many investigations and many litigations where the tab for the review of documents was astronomical.

Q: Any last words for IT pros on what they need to know or should be doing with records retention?

A: I think that in companies where there isn't an inhouse legal department, they can certainly be proactive in talking with their executive team about the need for a policy like this. They should focus on the benefits to the company in terms of cost-savings and risk management. Maybe it's not a burden that should fall on IT, but it really may be on them in the first instance to start talking to their executive committee about the need for a program like this.

If they have an inhouse legal department, then being good partners with the legal department—that's everything. If you partner with legal, and you have an open flow of communication, and you're being supportive of each other, then you'll get through creating and implementing a policy like this one.

Related Reading:

For more articles about email retention with Microsoft Exchange Server 2007:

- [Establishing an Email Retention Policy: The IT Perspective](#)
- [Meet Email-Retention Needs with Exchange 2007](#)
- [Step-by-Step Email Retention in Exchange 2007](#)
- [Using MRM to Manage Mailboxes](#)
- [Get Compliant with Exchange Server 2007 Journaling](#)
- [Messaging Records Management](#)
- [Develop an Exchange Compliance Strategy](#)

For articles about email archiving:

- [Exchange Server Archiving Software](#)
- [Do Email Archiving Worries Keep You Up at Night?](#)
- [Archiving, Exchange 2007, and SharePoint Server 2007](#)
- [Email Archiving for Compliance](#)
- [Build an Email-Discovery Plan](#)

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Related Articles

- [Establishing an Email Retention Policy: The IT Perspective](#)
- [Exchange 2013 and Exchange 2010 SP2 RU4 Address Compliance Issues](#)
- [2006: A Great Year for Windows IT Innovation](#) ³
- [Exchange 2010 Architecture: Microsoft's Ankur Kothari Talks About Personal Archives](#)
- [Exchange 2010 Archive Mailbox Sizing and Scaling](#)

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: June 11, 2013

To: Honorable Board of Directors

From: General Manager

Subject: REQUEST FOR LONG-TERM USAGE OF RUSH PARK AUDITORIUM, EAST & WEST ROOMS

BACKGROUND:

On May 23, 2013 Brian Hun with GOND Community Church submitted an application for use of the Rush Park Auditorium, East Room & West Room every Sunday from 12pm to 5pm and every Friday night from 7pm to 10pm beginning July 7, 2013 through December 29, 2013. This group anticipates an approximate number of 50 attendees during each service. After December 29, 2013, the organization may want to contract and/or obtain a permit to renew on an annual basis.

The estimated permit fees to be generated from this group, if request is approved by the Board, would be \$26,432.00 for a full calendar year for use of the Auditorium, East Room & West Room. In addition, staff also researched the amount of usage on Sundays for the year 2012. The Auditorium was rented out 11 times for a total of 56 hours in the year for events such as birthday parties, church events, music recitals, memorial services and Cub Scout/Eagle Scout events. On Friday evenings, the Auditorium was rented out 4 times for a total of 21 hours in 2012 for events such as Cub Scout Blue & Gold Dinners, company gatherings, theater performances & graduation ceremonies.

Pastor John Greenroyd of Calvary Chapel was contacted to discuss the request, since his group currently reserves the Auditorium, East & West Rooms every Sunday morning from 7am to 12pm. He was informed that there may be a potential church service following their service every Sunday, beginning at 12 pm, and that they will no longer need to breakdown their set-up, as the next group can utilize the Auditorium as-is. Pastor John said that the breakdown of their set-up and departure of group is currently completed by 12:00pm. Therefore, there would not be an overlap of groups since service ends at 11:30 and they would no longer have to spend time with the breakdown.

Policy No. 6020.10 states that User Permits which exceed four days in each month and four hours in each day require Board approval.

RECOMMENDATION:

Authorize the General Manager to approve request and issue a long-term use permit to GOND Community Church for the use of the Auditorium, East & West Rooms on a long-term basis.

ATTACHMENTS:

1. Facility Use Application & Special Use Application
2. GOND Community Church Brochure
3. Policy No. 6020 – District Facilities – Long-Term Use
4. 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 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) _____			
ROSSMOOR RESIDENT: YES <input type="checkbox"/> NO <input checked="" 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>GOND COMMUNITY CHURCH</u>		Email: <u>hellenkang@hanmail.net</u>	
If Organization: 501 (C) (3)		Private for Profit	
Responsible Person/Representative: <u>Brian Hun -</u>			
Address: <u>4831 Cathy Ave</u>		City: <u>Cypress</u>	Zip: <u>90630</u>
Telephone: Home: <u>-</u>	Cel: <u>-</u>	Fax: <u>-</u>	
Date(s) of Event: Day(s): <u>SUNDAY</u>		Time of Actual Event (Guest Arrival): <u>12:00 pm -</u>	
Start Time: <u>12:00 pm</u>	End Time: <u>4:30 pm 5:00 pm</u>	Total Hours Requested: <u>4.5 5.0</u>	
<i>(Applicant must include set-up/decorating time and clean-up time.)</i>			
Name of Event:		Type of Event: <u>CHURCH SERVICE</u>	
For birthday/graduation party, indicate age of celebrant: (Attendants are assigned as required at the discretion of the District)			
Number of attendees: Adults <u>30</u> + Minors(17 and under) <u>20</u> = 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 type="checkbox"/> | No <input checked="" 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 checked="" 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 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 checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Please check: Live Band <input type="checkbox"/> Disc Jockey <input type="checkbox"/> Amplified Music <input checked="" 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> | | |

* Every Sunday - starting July 7, 2013 - December 29, 2013
Aud., E. Rm & W. Rm 12pm to 5pm

* Every Friday - Aud., E. Rm & W. Rm - 7pm to 10pm

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
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. _____ (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: _____ Date: 05/23/13

Signature of District Official: _____ Date: _____

General Manager Approval (if required): _____ Date: _____



SPECIAL USE INFORMATION (Subject to approval from the District General Manager)

Please answer all the questions and provide additional sheets if necessary.

17. Event Date(s): 7-7-13 Time: 12:00pm
12-29-13 Time: 4:30pm 5:00pm
 Time: _____

18. Set up Date(s)/Time: 7-7-13/12:00pm

19. Break Down Date(s)/Time: 12-29-13/ 4:30pm 5:00pm

20. Estimated No. of Attendance: Participants 50 Spectators _____ Staff _____
 Participants _____ Spectators _____ Staff _____

21. How will the event be advertised? (Flyers, newspapers, radio, television, etc.) Please describe.

NO ADVERTISEMENT

22. Will monies or donations be collected at the event? Yes No
 If yes, please explain types of fees or charges and amounts.

23. How will the funds generated by the event be used?
N/A

24. Will food or merchandise be sold or displayed at the event? Yes No
 If yes, anticipated number of food vendors: _____ Anticipated number of merchandise vendors: _____

25. Will food or merchandise be given away for free? Yes No
 Please explain.

26. Will you require electricity for any portion of your event? Yes No
 If yes, please explain in detail what the electricity will be used for and how it will be provided. (Electricity is only available in certain areas)

27. Will any temporary structures or equipment be brought to the site for the event? (Stages, fencing, generators, lighting, sound system, seating, bleachers, tents, booths, portable toilets, etc.) Yes No

If yes, please describe in detail and attach site plan. Tent/Canopies larger than 10 x 10 need special permits and approval.

28. Will the event include music or amplified sound? (P.A. system, live music, recorded music, DJ, etc.) Yes No

29. If yes, describe in detail. (If live performance, please include names of performers.)

Amplified music for service

30. Please provide any additional information concerning the scope of your event not addressed above. (i.e. carnivals, game booths, animal rides, moonbounces, etc.)

31. If you answered "Yes" to questions 1 through 3, the following are additional permits or approvals required from other County/District Departments depending on the type of activity:

- a. O.C. Fire Authority -For tent/canopy, open flame or site plans
- b. Health Department -Food Permit from Environmental Health Division
- c. Sheriff's Department -Special Event Coordinator for Security
- d. Public Service -Barricades/cones and "no parking" signs

The proposed event may require additional review, approval, permits, licenses and/or inspections from other City departments. I understand that if I have provided false or inaccurate information on this application, the event may be canceled prior to or during the event at the discretion of the General Manager or his/her designee, and will result in forfeiture of fees paid, deposits and/or denial of current and future applications for use of District facilities and may incur additional District charges.

I am authorized to sign on behalf of the applicant/organization. I hereby certify that to the best of my knowledge and belief the above statements are true. I agree to reimburse the District for any loss or damage caused by this usage and to hold the District safe from any liability arising out of the use of the premises or equipment. I will be present throughout the activity and will be responsible for the adherence to regulations governing use of the facilities.

Name (Please Print) KOUNGNAM KANG Organization: GOND COMMUNITY CHURCH

Signature: [Handwritten Signature] Title SECRETARY Date 05/23/13

FOR DEPARTMENT USE ONLY

Received by: Date:
General Manager Approval: Date:
Processed by: Date:

환영합니다

About GOND(GO & DISCIPLE) COMMUNITY CHURCH

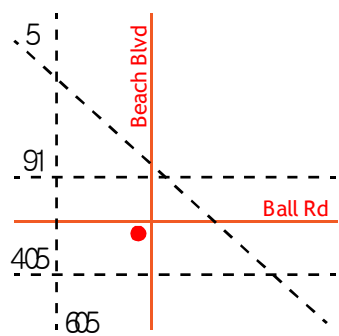
We aim at worshipping God and spreading God's Word to all nations as Jesus' disciples. God has called us that we "may declare the praises of him" who called us "out of darkness into his wonderful light" (1 Peter 2:9). God seeks people who will worship him (John 4:23) and who will love him above everything else (Matthew 4:10). The essential goal of the church is to worship God sincerely and truly.

Another purpose of *GOND Community Church* is to make disciples of Jesus and proclaim the name of Jesus. Jesus commanded, "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you." (Matthew 28:19-20). *GOND Community Church* helps people to become Jesus' disciples by teaching God's Word and facilitating the experience of the power of God's Word.

Also, the people who become Jesus' disciples.

Furthermore, *GOND Community Church* equips people to teach others to obey Jesus' commandments; develops them to be Christ-like; and helps them serve in community, help another nations, and make disciples until Jesus' second coming.

- GO&D Church SERVICE**
 Fri 7:30 pm
 Sun 11:00 am
- BIBLE STUDY**
 Wed 7:30 pm
 Sun 1:00 pm
- QUIET TIME**
 Tue 10:00 am
 Wed 8:00 pm
- GO&D Young**
 Sat 7:00 pm
 Sun 1:00 pm
- GO&D Kids BIBLE STUDY SERVICE**
 Sun 11-12 am



Attachment 2

2-21

May 26, 2013
Pastor. John Byungkyu Chung

사면이며 새이 복음산
제자되어
주의 제자됨

GO&D 지오앤디교회 **disciple Church**
www.gondisciplechurch.org

MEDITATION

Isaiah 47:1 - 47:15

Who is God?

As the sovereign ruler of all nations, God raises and lowers the position of Babylon. The reason why Babylon became a powerful nation was because of God's providence. Judah had sinned so God used Babylon as an instrument for punishment. Babylon was like a charming virgin that all neighboring nations envied; she had the power to be known as the head of all nations. However, Babylon became corrupted with a dissipated lifestyle, and when she had become too proud God judged her without hesitation. God lowered them from an image of a princess to become like a slave grinding with millstones. God tore away her position as the queen of all nations. If God makes up His mind, any powerful nation of the world can collapse completely. Therefore, depend on and lay down all your life in the hands of God who rules over all the authorities of the world.

.....

Help me to live according to the Word
with the guidance of the Holy Spirit.

Welcome And Announcements

The Apostles' Creed

Praise and Prayer

Scripture Reading

< John 4: 21-25 >

The Message

< Worshiper >

The Offering

Benediction

FAITH BOOK

< Faith Book of Pastor Rick Warren >

Pastor Rick Warren lost his lovely son, Matthew Warren. In his deep sadness, he said that,

"Your illness is not your identity.
Your chemistry is not your character.
It's not a sin to be sick".

Did God answer the question of

"Why?"

God may give his answer of

"When?"

There are no questions in heaven,
You'll understand it all there.

God also give him answer of

"What?"

If you give it to God, He transforms
your test into a testimony,
your mess into a message,
and your misery into a ministry.

**God should be still give him the answer
of "How?"**

Live by your faith, not by your past.



Praise

Sara teacher

Sermon

Pastor Lee

**2013 GO&D Kids'
Reading the Bible**

May: John

Friday Kids' Club

Group Reading &

Bible Verse Memorizing

May & June Group Reader:
Christian Hun, Ryan Gueon, Briana Song
(*Group readers, please be on Time!)

Sunday School Teachers

May 05 Outdoor Service

May 12 John, Sara, Elizabeth, Richard

May 19 John, Sam Gueon,
Elizabeth, Richard

May 26 Susanna, Sara,
Elizabeth, Richard

Rossmoor Community Services District

Policy

No. 6020

DISTRICT FACILITIES – LONG-TERM USE

6020.10 Long-Term Use Defined: Long-term use shall be limited to between six and twelve months. User Requests which do not exceed four days in each month and four hours in each day may be authorized by the General Manager. The use of fields shall not exceed 6 consecutive calendar months. User Permits which exceed these limitations will require Board approval.

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

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

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

Adopted: September 14, 1994
Approved renumbering & format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: July 13, 2004
Amended: August 12, 2008



RCSD FEE SCHEDULE 2011/2012

MISC. RENTAL FEES (per use)	
Podium	\$50
Portable Screen	\$15
Risers	\$30

RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720

FACILITIES	NON RES	RES	L/T	CAP
Auditorium ★	\$75 hr.	\$55 hr.	\$45 hr.	300-600
East Rm	\$19 hr.	\$14 hr.	\$10 hr.	30
West Rm	\$14.50 hr.	\$10.50 hr.	\$9 hr.	15
Kitchen	\$56 hr.	\$41 hr.	N/A	N/A

PICNIC SITES	RESIDENTS ONLY
Canopy A	\$20+
Site B	\$20+
Flat Rate + Permit Fee	

MINI-PARKS	RESIDENTS ONLY
Kempton Rd.	\$20+
Flat Rate + Permit Fee	

FIELDS-Hrly	NON RES	RESIDENT	L/T	Softball
Fields 1, 2, 3	\$17.50 hr.	\$11.50 hr.	\$6 hr.	Soccer

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

WALL BANNER PERMIT FEE: \$20

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

ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720

FACILITIES	NON RES	RES	L/T	CAP
Community Rm ★	\$41 hr.	\$30 hr.	\$25 hr.	40-50
Kitchen	\$24 hr.	\$16.50 hr.	\$13 hr.	N/A

PICNIC AREAS	RESIDENT ONLY
Sites A,B,C	\$20 +
MINI-PARKS	RES
Foster Road	\$20+

**\$60 Picnic Deposit
(Over 100 people)**

FIELDS	NON RES	RES
Ball Fields	\$17.50hr.	\$11.50hr.
Basketball Cts.	\$17.50 hr.	\$11.50hr.
Volleyball Cts.	\$17.50 hr.	\$11.50hr.
Tennis Courts 1, 2, 3, 4	\$8 hr.	\$6 hr.
	PER HR.	

MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720

FACILITIES	NON RES	RES	L/T	CAP
Commy. Rms ★	\$35 hr.	\$26 hr.	\$21.50	75

- 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

REFUNDABLE DEPOSITS	
★ Event Deposit	\$60
★ Picnic Deposit	\$60
Cleaning/Damage Deposit	\$175
Key/GateDeposit	\$25

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

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: June 11, 2013

To: Honorable Board of Directors

From: General Manager

Subject: REQUEST FOR FUNDING FOR THE “4TH OF JULY FIREWORKS SPECTACULAR” AT THE JOINT FORCES TRAINING BASE

BACKGROUND:

Since 2008, the RCSD has contributed funding to this event, along with the cities of Los Alamitos, Cypress, Seal Beach, the JFTB and various private sponsors.

The community of Rossmoor has viewed this event as beneficial in that it provides the public with an affordable, convenient venue to view fireworks on the 4th of July, and some may be able to view the display from their own backyards.

Last year, the RCSD was initially concerned that their contribution was resulting in a net profit from the event. Mr. Corey Lakin, Director of Recreation and Community Services for Los Alamitos, provided correspondence and budget data to RCSD’s satisfaction that this was not the case. Last year, the board approved the requested contribution of \$6,200.

The current year request is also for \$6,200 and proposed budget and prior actual data for the event was provided. The current 2013-2014 RCSD budget includes a line item for this amount.

Furthermore, if the Board approves the current year contribution, the RCSD will receive hosting-agency status which includes speaking rights and publicity.

RECOMMENDATION:

Authorize General Manager to contribute funds in the amount of \$6,200 to the 4th of July Fireworks Spectacular event at the JFTB.

ATTACHMENTS:

1. Letter from City of Los Alamitos requesting contribution of funds.
2. 2013 Budget Data for Event as provided as attachment to above letter.

CITY OF LOS ALAMITOS



Mayor:
Warren Kusumoto

Mayor Pro Tem:
Gerri L. Graham – Mejia

Council Members:
Troy D. Edgar
Dean Grose
Richard Murphy

Interim City Manager:
Gregory D. Korduner

May 16, 2013

Chris Montana, General Manager
Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90720

Dear Ms. Montana:

For many years, the cities of Los Alamitos, Cypress, Seal Beach, and the Community of Rossmoor, in cooperation with the Joint Forces Training Base have hosted the 4th of July Fireworks Spectacular event annually. Every year our event grows and touches communities and families throughout Orange and Los Angeles Counties.

As we prepare for the 26th Annual 4th of July Fireworks Spectacular, we have seen an increase in costs associated with the fireworks display, rental equipment, and staffing. Additionally this year, we have already seen an unanticipated shortfall of \$5,000 in the 4th of July event revenue budget due to a couple of sponsors reducing or eliminating their contributions. Therefore, we are seeking the support of the Rossmoor Community Services District to continue their contribution of at least \$6,200, which has been the annual contribution to the event since 2008. If there is an opportunity for RCSD to increase their contribution, that would assist in covering the increased event costs. Staff is in the process of pursuing other funding sources and would appreciate any leads the RCSD can recommend, however there is no guarantee that the necessary funding can be secured before the event is scheduled to take place.

As a partner of this event for many years, RCSD benefits by offering their residents an opportunity to enjoy a fireworks extravaganza, allowing your department to offer a tremendous event for very little effort. Thank you for your thoughtful consideration of this proposal. Please contact me at (562) 430-1073 ext. 500 to discuss this proposal in further detail.

Yours very truly,

Corey Lakin
Recreation & Community Services Director

3191 Kalalla Avenue
Los Alamitos, CA
90720-5600

Telephone:
(562) 431-3538

FAX (562) 493-1255

www.ci.Los-Alamitos.ca.us

2013 4th of July Budget
NON-PERSONNEL EXPENDITURES

City of Los Alamitos Non-Personnel		Actuals			Proposed
Vendor	Description	2010	2011	2012	2013
So. Cal Sanitation	50 Portable Restrooms (6 Handicapped) (9 Handwashing Stations)	2,184	2,300	3,260	3,600
Oriental Trading Company	American Flags - 6" Plastic Flags		1,000		
24/7 Event Services	Parking Services/Cashiering		4,000	2,729	1,500
Hi-Way Safety	Signage (No Parking - 76.13 & Mesh Signs, Brackets & Braces - 1448.55, Flagtree - 120)		1,645	1,616	1,500
So. Cal Sanitation	3-Station Hot/Cold Sink				
Ahern Rentals	Light Towers (14), Generators (2), Spider Boxes (4), Cords (4-100')	1,449	2,123	2,281	3,000
Yale-Chase	Golf Carts		1,140	1,518	1,500
Traffic Control Service, Inc.	Delineators, Barricades	430	980	1,168	2,000
Smart & Final	Snacks for staff and volunteers		47	219	250
Los Al Public Wks	Fuel for Light Towers (diesel, 1.5 drums)	325	400	450	500
	15 Yards Fill Sand				
Vons	Ice for Water	48			
OC Register & LB Telegram	Advertising in Local Papers for Parking		1,032		
LAPW Supplies	Safety Equipment, sun block	100		50	50
	Street Signs "Residents Only"	16	20	25	25
Ganahl Lumber (LAPW)	Shrink wrap	131	43	25	25
LAPD Supplies	Food, Drinks, Sunscreen, etc. for Police	120			
JFTB	Fireworks Inspection	600	840	840	
JFTB	Flat \$2,000 to MWR		1,500	1,500	2,000
JFTB	10% of vendor booth fees (14 food, 10 vendors)	1,098	840	780	1,140
SUB-TOTAL		6,500	17,910	16,460	17,090

City of Cypress Non-Personnel		Actual			Proposed
Vendor	Description	2010	2011	2012	2013
Cypress Rec	VIP Area	80	16	20	500
Cypress PW	CNG Fuel for Street Sweeper		100	-	
Cypress PW	Fuel for Water Truck		150	-	
Cypress Rec	Roving Entertainers				
Cypress Rec	Glow Bracelets	582			
Cypress Rec	Water		102	100	200
Mix One Sound	Sound System Technician	2,450	1,605	1,650	2,000
Fireworks America	Pyrotechnic Firm	15,225	15,225	15,985	18,500
City of Cypress	Printing of VIP Parking & Tickets & Letterhead	350	500	500	500
SUB-TOTAL		18,687	17,698	18,255	21,700
NON-PERSONNEL TOTAL		25,187	35,608	34,715	38,790

2013 4th of July Budget

PERSONNEL EXPENDITURES

City of Los Alamitos Personnel

Department	Description	Actual			Proposed
		2010	2011	2012	2013
Recreation	Part time staffing for event only	682	886	1,248	2,500
Public Works	OT hours only, all other hours absorbed into budget	3,811	6,655	4,259	5,000
Police	OT for event planning and overtime for the event	4,121	4,833	4,147	5,000
SUB-TOTAL		8,614	12,374	9,653	12,500

City of Cypress Personnel

Department	Description	Actual			Proposed
		2010	2011	2012	2013
Recreation	Planning, Event, Post Event	705	481	481	1,000
Public Works	Planning, Event, Post Event	6,500	5,637	5,300	5,000
Police	Planning, Event, Post Event	3,700	4,181	4,750	5,500
SUB-TOTAL		10,905	10,299	10,531	11,500
PERSONNEL TOTAL		19,519	22,673	20,184	24,000
TOTAL EXPENDITURES		44,706	58,281	54,899	62,790

REVENUE

Organization/Company	Description	Actual			Proposed
		2010	2011	2012	2013
City of Seal Beach	Donation-City of Seal Beach	8,000	8,000	8,000	8,000
Rossmoor	Donation-Rossmoor Community District	6,200	6,200	6,200	6,200
Elite Special Events	Inflatable Jumpers & Mechanical Rides	1,967	1,744	1,521	1,500
Glow Necklaces	Glow Necklaces	846	136		
	Water Sales	170	-		
	Food Booths	8,225	8,400	7,800	7,800
	Vendor Booths	2,750	-	600	600
Cottonwood Church	Sponsorship			2,500	2,500
Los Alamitos Medical Ctr.	Sponsorship		2,500	2,500	2,500
Friday Night Lights	Sponsorship		2,500		
Sea Air Fed. Credit Union	Sponsorship	2,500	2,500	2,500	2,500
CARE Ambulance	Sponsorship	2,500	1,000	2,500	2,500
Non-Surgical Spine Care Center	Sponsorship-dropped out		1,000		
The Shops at Rossmoor	Sponsorship	1,000	1,000	1,000	500
Los Al Pop Warner	Sponsorship	1,000	1,000	1,000	
Hawaiian Gardens Casino	Sponsorship			1,000	1,000
Play It Again Sports	Sponsorship			1,000	
Shell Vacations (Kaleo Marketing)	Sponsorship			1,000	

2013 4th of July Budget

Consolidated Disposal	Sponsorship	1,000	15,000	15,000	15,000
Olson Company	Sponsorship				1,000
Kaleo Marketing	Sponsorship				1,000
Parking Fee	Proposed \$5 charge per car for parking (1821 pd, 354 free)		8,500	9,105	9,105
Consolidated Disposal	Reimbursement for American Flags		1,000		
Grating Pacific, Inc.	Donation				
Kenny Brandyberry	Donation	15,000			
Misc. Patron Donations	Donations	1,568	80	5	
TOTAL		52,726	60,560	63,231	61,705
CARRYOVER FOR FUTURE 4th of JULY EVENTS (if shortage occurs)		8,020	2,278	8,332	(1,085)

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-5

Date: June 11, 2013
To: Honorable Board of Directors
From: General Manager
Subject: NOTICE OF BOARD VACANCY

BACKGROUND:

Director Jeffrey Rips has submitted a letter of resignation of his Board seat effective July 12, 2013. Board Policy No. 4040 governs the filling of said vacancy. The Board must determine the method for filling of the vacancy either by appointment or calling for a special election within 60 days of receiving the letter of resignation. Should the Board choose to fill the vacancy by appointment, a Notice of Vacancy shall be posted at least fifteen (15) days before the appointment is made at a subsequent Board meeting.

Should the Board choose to fill the vacancy by special election, the General Manager is to notify the Orange County Registrar of Voters within sixty (60) days of the resignation date. If appointment is made, the Registrar of Voters is to be notified within fifteen (15) days.

RECOMMENDATION:

Receive and accept the resignation letter of Director Jeffrey Rips and give direction to General Manager for filling of a Board vacancy by appointment of a director by the Board or calling for a special election.

ATTACHMENTS:

1. Policy No. 4040 Terms of Office for Board Officers and Directors.
2. Letter of Resignation dated May 30, 2013 from Director Jeffrey Rips.
3. Memorandum dated June 11, 2013 from General Counsel re: Acceptance of Resignation and Filling Board Vacancy.
4. Notice of Vacancy.
5. Proposed Calendar for Filling of Board Director Vacancy (Appointment Option).

Rossmoor Community Services District

Policy

No. 4040

TERMS OF OFFICE FOR BOARD OFFICERS AND DIRECTORS

4040.10 Board Officers: The officers of the Board of Directors of the Rossmoor Community Services District shall be the President, First Vice-President and Second Vice-President.

4040.11 Term of Office: The term for Board officers shall be one year. Elections for these officers shall take place at the first Board meeting in January for the succeeding year. Officers shall serve until their successors are elected, or they resign, die or illness prevents further service as an officer.

4040.12 Officer Vacancy: If a Director elects to resign as an officer, he/she should immediately send a signed letter of resignation as an officer with an effective date to the General Manager or Board President who upon receipt of the letter will immediately notify all other members of the Board. Announcement of the resignation and replacement of the officer shall be done at the next regular meeting of the Board or as soon thereafter as possible.

4040.20 Board of Directors: The term of office for individual Directors is four (4) years. Normally, two or three Directors are elected in November of even-numbered years, and each Director takes office on the first Friday of December (Cal. Govt. Code section 61042).

4040.21 Director Vacancy: If a Director elects to resign from the Board, he/she should immediately send a signed letter of resignation with an effective date to the President and General Manager who will immediately notify all other members of the Board. At the next meeting any vacancy on the Board created by a resignation, illness or death of a Director will be made public by the General Manager or the President. The Board shall determine if the vacancy is to be filled by a Board appointment or a public election within sixty (60) days of receiving the letter of resignation or the effective date, whichever is later. If a vacancy is to be filled by Board appointment, a Notice of Vacancy is to be posted at least fifteen (15) days before appointment is made at the next Board meeting, and if by election, the General Manager is to notify the Orange County Registrar of Voters within sixty (60) days of the resignation date. If appointment is made, the Registrar of Voters is to be notified within fifteen days (Cal. Govt. Code sections 1780(a) and 61225).

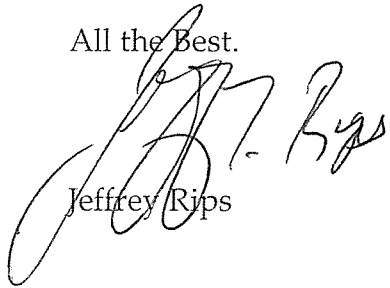
Adopted: December 8, 1993
Amended: October 17, 2000
Approved Renumbering & Format: October 8, 2002
Reaffirmed: March 11, 2003
Amended: April 13, 2004
Amended: First Reading - May 9, 2006
Amended: Second Reading and Approval - August 8, 2006

May 30, 2013

Ms. Montana

Due to a new position at work and the additional responsibilities and workload associated with it, I will unfortunately need to step down from the RCSD Board. I will do so effective July 12, 2013.

All the Best.



Jeffrey Rips

MEMORANDUM

TO: HONORABLE PRESIDENT AND MEMBERS OF THE BOARD
FROM: GENERAL MANAGER
REVIEWED BY: GENERAL COUNSEL
RE: ACCEPTANCE OF RESIGNATION AND FILLING BOARD VACANCY
DATE: JUNE 11, 2013

A. BACKGROUND

There is reason to believe that Director Rips will submit his resignation during the Board meeting on June 11, 2013 and that his resignation will be effective July 12, 2013. Director Rip's term of office will expire as of the first Friday in December following the election in November of 2014.

B. RECOMMENDATIONS

1. If a Director's resignation is submitted, it is recommended that the Board take action to accept the resignation of the subject Director. Said action is not strictly required but is recommended in order to make it clear to the Board and the public that a resignation has been submitted and accepted.

2. It is recommended that the Board take action to fill the vacancy by appointment and not by election. It is recommended that the Board authorize Staff to post a Notice of Vacancy which announces that there is a Board vacancy and requests that any interested person may submit a letter of interest by a certain date. The Notice should also set forth the date that the Board will conduct interviews and make a selection. The Board has until September 10, 2013 to appoint a person to fill the vacancy. The District is required to post a Notice of Vacancy at least 15 days prior to the appointment.

C. RESIGNATION OF DIRECTOR

The Director needs to submit a letter of resignation in order to determine the effective date of the resignation. The Director should provide such a letter in order to document that he is stepping down as of a certain date. The Director needs to resign in order for this process to begin. The resigning Director cannot participate in any part of the Board's activities for filling the vacancy.

D. FILING VACANCY BY APPOINTMENT OR ELECTION

Government Code Section 61042(a) provides that a Director serves a 4-year term. However, this section also recognizes that Directors may not always serve the full 4 years. When there is a

vacancy, Section 61042(c) requires the vacancy to be filled pursuant to Government Code Section 1780. Section 1780 provides the District with the option of filling a vacancy by appointment or election. The recommendation is to fill the vacancy by appointment and not to call an election.

E. NOTICE TO COUNTY REGISTRAR OF VOTERS

The District is required to notify the County Registrar of Voters of the vacancy no later than 15 days after the date on which the Board is notified of the vacancy, or the effective date of the vacancy, whichever date is later. Since the effective date of the vacancy is July 12, 2013, the District must then notify the County Registrar of Voters of the vacancy by July 26, 2013. The submission of the Notice of Vacancy, as mentioned below, could be sent to the Registrar of Voters to provide such notification.

F. FILLING VACANCY BY APPOINTMENT

The Board may appoint a person to fill the vacancy within 60 days after the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever date is later. As previously stated, if the effective date of vacancy is July 12, 2013, then the Board has until September 10, 2013 to appoint a person to fill the vacancy.

1. Posting Notice/Advertisement of Vacancy – The District is required to post a notice of the vacancy in 3 or more conspicuous places in the District at least 15 days prior to the appointment. For example, the Notice could be posted at the District offices, other District facilities, and a third public place (for example, a public library). It may also be beneficial to place the notice in the newspaper or otherwise publicize the fact that there is a Board vacancy to be filled. Such a notice also sets forth the deadline for interested individuals to submit letters of interest to the District and also sets forth the schedule by which the Board will interview applicants and make a decision as to who will fill the vacancy. The letter of interest can be simply a brief summary of the person's interest, qualifications and background. This does not need to be a detailed letter and this is not legally required. However, it would be beneficial to get some detail as to the candidates, at least a name and address, in order to verify that he/she is a voter of the District.

2. Board's Power To Appoint Director - The remaining Board members may, within 60 days of the effective date of the resignation, appoint a successor. Action to appoint a Director shall be by a vote of at least 3 directors. The appointee shall hold office until the next District general election that is scheduled 130 or more days after the effective date of the vacancy. Persons elected to fill a vacancy shall only hold office for the unexpired balance of the term of office. Government Code Section 1780(d)(3) provides that if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. In the present case, it is my understanding that the next general District election is in November of 2014. As a result, the person appointed to fill the vacancy would then serve out the balance of the term of the Director which expires as of the first Friday in December following the election in November of 2014. That appointee could then run for the seat and whoever is elected would start a new four-year term.

3. Notifying County Elections Official - The county elections official (registrar of voters) must be notified of the appointment no later than 15 days after the appointment.

G. INSTEAD OF MAKING AN APPOINTMENT, THE BOARD MAY CALL AN ELECTION

In lieu of making an appointment, the remaining members of the Board may, within 60 days of the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy. Such an election would then need to be held on the next established election date provided in Section 1000 et seq. of Elections Code that is 130 or more days after the date the District calls the election. The established election dates in each year are as follows:

1. Second Tuesday of April in each even-numbered year.
2. First Tuesday after the first Monday in March of each odd-numbered year.
3. First Tuesday after the first Monday in June in each year.
4. First Tuesday after the first Monday in November of each year.

In the present case, since the resignation is effective July 12 ,2013, the soonest that a special District election could be held would be 130 days after that date which would be sometime after November 20, 2013. The next established election date would then be the first Tuesday after the first Monday in November of each year, which would be November 11, 2014. Based on the timing and the cost of a special District election, it would likely make more sense for the Board to fill the seat by appointment instead of calling an election. If the Board would like to look into this option further, staff or legal counsel could obtain further information as to the cost and confirm the election dates with the county registrar of voters.

H. WHAT IF THE BOARD FAILS TO MAKE AN APPOINTMENT AND FAILS TO CALL AN ELECTION?

If the vacancy is not filled by Board appointment, or if the Board has not called an election, within 60 days, then the County Board of Supervisors may appoint a person to fill the vacancy within 90 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the County Board of Supervisors may order the District to call an election. If within 90 days of the date the District Board is notified of the vacancy or the effective date of vacancy, whichever is later, the District Board or the County Board of Supervisors have not filled the vacancy and no election has been called for, then the District Board shall call an election.

I. GUIDELINES FOR CONDUCTING SELECTION PROCESS

The following guidelines are recommended for conducting the selection process. As general guidance, the overriding requirement is to implement a system that is open to the public (no closed session) and applies the same rules and opportunities to each candidate.

Order Of Interviews - Some objective/random process should be used to determine the order of interviews. For example, interviewing candidates in alphabetical order based on their last names.

Opening Statement - Prior to the beginning of questions, the candidate should be given the opportunity to make a brief opening statement. The purpose of such a statement should be to highlight the points made in that person's letter of interest and/or resume.

Questioning By Directors - The purpose of such questions should be to inquire as to why the person feels he/she is qualified to sit on the Board and why that person is interested in the position. Questions should be framed in neutral form so as not to advocate the position on an issue of the Director who is asking the question.

Discussion - Decision By Board - Following the interviews, the Board should hold an open discussion to get an idea as to what their impressions are and how they are leaning. If the Board feels it is ready to take a vote, then any director, or multiple directors, may nominate a person or persons. The Board will then conduct as many votes as necessary until one nominee gets 3 votes.

All proceedings must be done in open session. All voting must be done by voice since no secret ballots are permitted. All candidates should be given notice of all meetings where the discussion and decision will take place so that they can be present and observe the selection process, along with members of the public.

**NOTICE OF VACANCY
ON THE
BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT**

Please take notice that Director Jeffrey Rips has resigned from the Board of Directors of the Rossmoor Community Services District effective July 12, 2013. There is now a future vacancy on the Board of Directors.

Pursuant to Government Code Section 1780, the Board of Directors may, within 60 days of July 12, 2013, appoint a successor for the office of Director.

A person appointed to the office of Director must be a resident and registered voter within the boundaries of the Rossmoor Community Services District.

Anyone interested in being appointed is required to submit a letter of interest and/or a resume setting forth a brief summary of the person's interest, qualifications, and background. Letters of interest and/or resumes should be personally delivered or mailed to the District offices so that they are received at the District offices no later than 5:00 p.m. on July 26, 2013. Letters of interest and/or resumes should be delivered or mailed to the following address:

Chris Montana, General Manager
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Dated: June 11, 2013

**PROPOSED CALENDAR FOR FILLING OF
BOARD DIRECTOR VACANCY**
(Assuming an appointment option by the Board)

May 30, 2013	Director Rips submits letter of resignation
June 11, 2013	Board accepts letter of resignation and votes to fill vacancy by an appointment by the Board
June 12, 2013	District posts Notice of Vacancy
July 9, 2013	District publishes Notice of Vacancy
July 12, 2013	Effective date of resignation
July 26, 2013	Deadline for notification of appointment option to the Registrar of Voters and for applications for Board vacancy
July 30, 2013	Special Board meeting to interview/select candidate(s) for Board vacancy
August 2, 2013	Special Board meeting (if needed) to interview/select candidate(s) for Board vacancy
August 13, 2013	First opportunity for Board to appoint new Director
August 20, 2013	Special Board meeting (if needed) to interview/select candidate(s) for Board vacancy
September 10, 2013	Final opportunity for Board to appoint new Director