

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

August 14, 2018

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, August 14, 2018

7:00 p.m.

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

A. ORGANIZATION

1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Directors Casey, Kahlert, Maynard, Nitikman, President DeMarco
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS—None
 - a. Orange County Sheriff Lt. Pat Rich re: Quarterly Crime Statistics.

B. ADDITIONS TO AGENDA – None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD:

1. RECEIVE AND FILE: REPORT OF THE TREE COMMITTEE REGARDING UPDATE OF UNAUTHORIZED RESIDENT TREE REMOVAL AND TREE REMOVAL REQUEST
2. RECEIVE AND FILE: QUARTERLY RECREATION REPORT
3. RECEIVE AND FILE: QUARTERLY TREE REPORT
4. RECEIVE AND FILE: GENERAL MANAGER’S ANNUAL REPORT TO THE BOARD

E. CONSENT CALENDAR

1. MINUTES

a. Special Board Meeting of June 12, 2018.

2. JUNE 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:

1. PUBLIC HEARING-FISCAL YEAR 2018-2019 PROPOSED FINAL BUDGET

G. RESOLUTIONS-None:

1. RESOLUTION No. 18-07-10-01 ESTABLISHING THE ANNUAL REVENUE AND EXPENDITURE TOTAL AMOUNTS FOR FISCAL YEAR 2017-2018 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.
2. RESOLUTION No. 18-07-10-02 ADOPTING AND AMENDING THE DISTRICT’S CONFLICT OF INTEREST CODE

ORDINANCES—None

H. REGULAR CALENDAR

1. REPORT OF THE INVESTMENT COMMITTEE RE: REINVESTMENT OF THE RUSH PARK BOND RESERVES AND PURCHASING CD FROM RESERVE LAIF FUNDS
2. DISCUSSION AND POSSIBLE ACTION RE: APPROVE EXTENDED HOURS SPECIAL EVENT REQUEST FOR USE OF RUSH PARK FORBY GUS QUINONEZ AND LETI ABREGO FOR THE ANNUAL SCHOOL GHOUL 5K RUN: GUS QUINONEZ/WALK EVENT
3. FIRST READING PROPOSED POLICY NO. 2210, HARASSMENT PREVENTION.
4. DISCUSSION AND POSSIBLE ACTION REGARDING PUBLIC EMPLOYMENT, ONE POSITION, TITLE: DISTRICT GENERAL MANAGER.

1. GENERAL MANAGER ITEMS

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

J. GENERAL COUNSEL ITEMS

1. DISCUSSION REGARDING MITIGATION MEASURE IMPLEMENTATION FOR CALTRANS FREEWAY IMPROVEMENT PROJECTS.

K. BOARD MEMBER ITEMS

This part of the Agenda is reserved for individual Board members briefly to make general comments, announcementannouncements, reports onof his or her own activities, and requests of staff, including that specific items be placed on a future Agenda. The Board may not discuss or take action on items that are not on the Agenda.

L. CLOSED SESSION: None

M. 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 August 14, 2018, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date August 1, 2018

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM A-4a.

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: OCSD QUARTERLY CRIME STATISTICS

RECOMMENDATION:

Receive presentation.

BACKGROUND:

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

a. O.C. Sheriff's Department Lt. Pat Rich Re: Quarterly Crime Statistics.

ATTACHMENTS

1. Quarterly Crime Statistics

ORANGE COUNTY SHERIFF'S DEPARTMENT

Rossmoor Crime Report
2nd Quarter
 April—May—June 2018



2017—2018 Yearly Comparisons

Offense	Jan'17	Feb'17	Mar'17	Apr'17	May'17	Jun'17	Jul'17	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Total 2017
187	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
211	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
245	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
459C	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
459R	0	0	0	0	3	4	3	1	2	0	0	7	<u>20</u>
459V	0	4	2	0	0	2	3	0	2	4	2	0	<u>19</u>
487	1	1	2	0	6	1	2	0	0	1	4	1	<u>19</u>
488	3	6	3	2	2	0	0	1	1	2	1	5	<u>26</u>
594	2	0	0	0	0	0	0	0	0	0	0	0	<u>2</u>
10851	1	1	0	0	0	0	0	0	0	2*	0	0	<u>4*</u>
Total	<u>7</u>	<u>12</u>	<u>7</u>	<u>2</u>	<u>11</u>	<u>7</u>	<u>8</u>	<u>2</u>	<u>5</u>	<u>9</u>	<u>7</u>	<u>13</u>	<u>90</u>

Offense	Jan'18	Feb'18	Mar'18	Apr'18	May'18	Jun'18	Jul'18	Aug'18	Sep'18	Oct'18	Nov'18	Dec'18	Total 2018
187	0	0	0	0	0	0							<u>0</u>
211	0	0	0	0	0	0							<u>0</u>
245	0	1	0	0	0	0							<u>1</u>
459C	0	0	0	0	1	0							<u>1</u>
459R	2*	0	0	0	4*	2							<u>8*</u>
459V	1	0	2*	1	1	4							<u>9*</u>
487	0	0	1	1	4	1*							<u>7*</u>
488	0	3	0	3	3	1							<u>10</u>
594	1	2	0	0	0	0							<u>3</u>
10851	0	0	1	0	0	0							<u>1</u>
Total	<u>4*</u>	<u>6</u>	<u>4*</u>	<u>5</u>	<u>13</u>	<u>8</u>							<u>39*</u>

<u>Penal Code Legend</u>		
211 = Robbery	459C = Commercial Burglary	594 = Vandalism
187 = Murder	459R = Residential Burglary	487 = Grand Theft 245
= Assault w/ deadly weapon	459V = Vehicle Burglary	488 = Petty Theft
	VC 10851 = Stolen Vehicle	
		*Includes Attempts

ORANGE COUNTY SHERIFF'S DEPARTMENT

Rossmoor Crime Report

2nd Quarter

April—May—June 2018



Monthly Summary of Crimes

April 2018:

Vehicle burglary (PC 459V)

1. 04/06/18: 11000 Bakersville Road, window was smashed on a vehicle, loss of two handbags and a wallet including the social security card, credit cards and CA driver's license.

Grand Theft (PC 487)

1. 04/06/18: 3000 block of Kittrick Drive, an iPod, sunglasses, and money was taken from an unlocked vehicle parked on the driveway.

Petty Theft (PC 488)

1. 04/11/18: 3000 block of Martha Ann Drive, a package was taken from the front porch.
2. 04/10/18: 11000 block of Drysdale Lane, money was taken from an unlocked vehicle parked on the driveway.
3. 04/09/18: 3000 block of Salmon Drive, a package was taken from the front porch.

May 2018:

Commercial burglary (PC 459C):

1. 05/24/18: 11000 block of Los Alamitos Boulevard, items were taken from a work locker.

Attempted Residential Burglary (PC 664/459):

1. 05/24//18: 12000 block of Martha Ann Drive, female suspect knocked on the door, no answer, then male subject knocked on door, no answer, suspect kicked in the door. When both suspects were inside, they heard someone inside and fled.
2. 05/21/18: 3000 block of Oranewood Avenue, suspect attempted to pry open the back door, but was unsuccessful. Visible pry marks were on the back door.

ORANGE COUNTY SHERIFF'S DEPARTMENT

Rossmoor Crime Report

2nd Quarter

April—May—June 2018



Monthly Summary of Crimes

May 2018 continued:

Residential burglary (PC 459R):

1. 05/24/18: 3000 block of Druid Lane, suspect kicked in the door to gain entry, numerous items were taken.
2. 05/05/18: 11000 block of Wallingsford Road, suspect pried open a back door and removed numerous items.

Vehicle burglary (PC 459V)

1. 05/11/18: 3000 block of Shakespeare Drive, suspect broke a vehicle window and removed a purse which was on the front seat. Vehicle was parked in a school lot.

Grand theft (PC 487)

1. 05/24/18: 3000 block of Rowena Drive, a catalytic converter was taken from a vehicle.
2. 05/22/18: 2000 block of St. Albans Drive, a catalytic converter was taken from a vehicle.
3. 05/22/18: 12000 block of Silver Fox Road, a catalytic converter was taken from a vehicle.
4. 5/22/18: 11000 block of Harrisburg Road, a catalytic converter was taken from a vehicle.

Petty Theft (PC 488)

1. 05/30/18: 11000 block of Davenport Road, items were taken from an unlocked vehicle parked on the driveway.
2. 05/11/18: 3000 block of Quail Run Road, a package was taken from the front porch.
3. 05/10/18: 11000 block of Marth Ann Drive, a package was taken from the front porch.

ORANGE COUNTY SHERIFF'S DEPARTMENT

Rossmoor Crime Report

2nd Quarter

April—May—June 2018



Monthly Summary of Crimes

June 2018:

Residential burglary (PC 459R):

1. 06/13/18: 1000 block of Montecito Road, suspect entered through an **unsecured slider door**, loss of laptops and multiple gaming systems.
2. 06/12/18: 3000 block of Bradbury Road, entry made through rear slider, loss of bicycle equipment, victim **unsure if slider was locked**.

Vehicle burglary (PC 459V)

1. 06/22/18: 3001 block of Rowena Drive, a third row seat was taken from a vehicle.
2. 06/20/18: 3000 block of Bradbury Road, suspect smashed the window, an iPad **in plain sight** was removed.
3. 06/13/18: 11000 block of Wallingsford Road, suspect smashed the window and removed a backpack **in plain sight**. Backpack contained a passport, checkbook, and phone chargers.
4. 06/02/18: 11000 block of Los Alamitos, a vehicle was broken into and numerous items were taken.

Attempted Grand theft (PC 4664/87)

1. 06/24/18: 11000 block of Martha Ann Drive, a package was taken from the front porch. The suspect was seen, confronted and returned the package.

Petty Theft (PC 488)

1. 06/08/18: 11000 block of Weatherby Road, a package was removed from the porch.

**These statistics are not the official ones from our Crime Analysis Unit. All reports have not been turned in, thus some crimes may be changed to reflect the actual crime. These statistics were taken from our internal computer reporting system which is updated as calls come in.

***These statistics are not consistent with the blotter. The blotter are all the calls we receive through dispatch. Sometimes those calls do not result in a part 1 crime. For example, on the blotter you may have read: "home burglary alarm, audible." this can mean that it was a false

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Via: Tree Committee
Subject: REPORT OF THE TREE COMMITTEE RE: UPDATE OF UNAUTHORIZED RESIDENT TREE REMOVAL AND TREE REMOVAL REQUEST

RECOMMENDATION:

Receive and file the report of the Tree Committee.

BACKGROUND:

A Tree Committee Meeting was held on Wednesday, June 27, 2018 with two items on the Regular Calendar for the Agenda.

The first item was a resident removal request for a parkway tree made by Heather Danaher at 11142 Martha Ann Dr. The request stemmed from concern from the resident regarding the stability of the tree after a large limb failure recently occurred. After reviewing the background information that included the details of the resident's removal request, previous service request history and recommendations from District arborist Mary Kingman, the Committee voted to deny the removal request. The tree's health will continue to be monitored by Mary Kingman. The resident was not present during the meeting.

The second item was an appeal from residents Warren and Gillian Thompson at 12012 Chaucer Rd. regarding a violation letter and \$1700.00 payment penalty for the unauthorized removal of a District parkway tree and the cost to replace said tree. Ms. Thompson alleged that Rossmoor Woman's Club Board Members gave her permission to remove and replace the tree. After reviewing the background information, which included the fact that a previous violation letter

and copy of RCSD Tree Policy that was sent to the resident for an unauthorized trimming of the parkway tree and after speaking with two Woman's Club members who were present at the meeting, the Committee decided to uphold the penalty fine for the value of the tree, which is \$1380.00. Since the tree that was planted in place of the removed tree is an approved species, the Committee decided to allow the resident to keep the tree in place and that they would not be liable for the replacement tree cost of \$320.00. Warren and Gillian Thompson did not appear at the meeting until after the vote was cast by Committee members regarding their case and disagreed with the decision.

Both residents were notified that they have until September 3, 2018 to file an appeal on the Tree Committee's decision with the RCSD Board of Directors.

ATTACHMENTS: None

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ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY RECREATION REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

Attached is the Quarterly Recreation Report. This report is intended to provide the Board with the status of the activities and programs being performed in the furtherance of the District's recreation program. The report was prepared by the District's Recreation Superintendent, Chris Argueta.

ATTACHMENTS:

1. Quarterly Recreation Report.

RCSD RECREATION DEPARTMENT

QUARTERLY REPORT TO THE BOARD

2018

SUMMARY

Summer events are in full swing and the District's Recreation Department continues to offer a variety of programs and activities for Rossmoor residents and the supportive community that is here. The Recreation Department will again partner with the Los Alamitos Youth Center to provide Rossmoor Park's After School program—R.A.S.C.A.L.S. which continues to improve and grow from each previous year. The Recreation Department will also again be offering a combination of the summer series events with Concert and Movies in the Park as well as Shakespeare in the park.

Recreation staff has recently completed the following:

- Collaborated with Los Alamitos Youth Center's R.A.S.C.A.L.S. after school program
- Providing youth activities at the RCSD festival booth
- Offering Instructional Tennis lessons and camps
- Assisted in coordination of the annual Rossmoor Community Festival
- Coordinating the Youth Center's Annual Summer Day Camp Training
- Securing Sheriff presence at special events
- Coordination of pre-movie event offerings
- Monitoring the recent conclusion of LAGSL's spring season

The District's Recreation Department continues to partner with the Los Alamitos Youth Center to offer an afterschool program for up to 25 participants on weekdays after school. The program has been creatively named R.A.S.C.A.L.S. which stands for Rossmoor After School Club and Academic Learning Services. The program is always staffed by at least two (2) counselors who offer a variety of activities as well as help with homework and school projects for youth ages 5-12. The program is fully funded by the Youth Center.

For the ninth consecutive year, Recreation staff attended pre-festival committee meetings and assisted with event setup and takedown for the Annual Rossmoor Community Festival. In recent years' the festival committee has done a wonderful job in event organization, marketing, live stage performances and event offerings. The RCSD booth was once again a popular destination for youth participating in free arts and crafts activities. This year's festival seemed to have the largest crowd compared to previous years and the patrons in attendance enjoyed the great atmosphere that the festival provided.

For the 2017 Festival, the Festival Committee also again requested attendants for rides and attractions to ensure the highest quality of service for festival attendees which helps make everything seem to run smoother. A lower stage was once again brought in for this year's festivities due to the County of Orange permit regulations for special events changing that also came with an increased cost for a higher stage. The final event stage was just fine and the festival continued to bring out many of the Rossmoor residents that came out and enjoyed a great event with great weather.

The District's Tennis Instructor Fernando Molina and newly added tennis instructor Beau Berglund continue to offer private and group lessons as well as camps throughout the summer months that will focus on fundamentals, proper technique, footwork, and match play strategy. Both instructors are Certified Tennis Instructors who have been teaching the fundamentals of tennis for many years and it's a pleasure to have them on board to continue making the Rossmoor Tennis Program a success for many years to come.

The Youth Center recently welcomed new and returning Day Camp Staff to their annual staff training and orientation. New and returning staff competed in ice breakers, games and team building activities as motivators for the summer program coordinated by the Youth Center summer camp staff and district staff.

Due to the overwhelming popularity of the District's summer special event offerings, the Sheriff's Department will continue to be placing a deputy at each of the District's concerts and movies. Additionally, district staff will be offering children's activities at each of the Movies of the Park events.

The Rossmoor Women's Club recently conducted a small vendor fair and lunch following their annual Garden Tour event. District's Recreation staff was present to monitor this event as well. Fortunately, the County and OCFA informed the District that neither event would require permits from their agencies. However, some staff coordination with the OC Health Care Agency was required for food truck licensing requirements.

Pre-movie activities will continue to be coordinated and offered for the duration of the summer events including arts and crafts activities and bounce houses for the showing of Despicable Me 3, Coco, and Cars 3. The concerts prior to the movies this summer include Stone Soul, Elm Street Band and Emperors.

The LAGSL recently wrapped up their 2018 spring season. It was another successful season and the LAGSL was again in full compliance of the MOU. Due to the increasing amount of tournaments being played again this year, LAGSL decided not to have their annual tournament at Rush Park in order to focus more on other tournaments that they are a part of. The league continues to provide a great experience for girls to learn the game of softball, build up their skills and confidence, as well as camaraderie and lifelong bonds amongst the girls.

The District's Recreation Department continues to work on the following:

- Completion of the District's summer special event offerings
- Meeting for Rossmoor Winter Festival—2018
- Coordination with the Youth Center for their summer day camp and after school programs
- Ongoing training of District staff on new and current software programs

The District's Recreation Department will continue coordinating of the winter event to the District's community offerings. Currently, quotes are being gathered for staging, lighting and additional event offerings.

With the completion of the Rossmoor Park Summer Day Camp around the corner, the District's Recreation Department will soon begin monthly activity collaboration with the after school program coordinator. The Cooperative Programming Agreement (CPA) spells out that program evaluations will be conducted monthly to ensure a quality program is being offered within District Property.

As the competitive housing market continues, Rossmoor continues to see an increase of young families being added to the neighborhood. There is no time like the present to provide expanded services to these folks and the seniors that continue to make Rossmoor their forever home. As summer ends and fall begins, the District's Recreation Department will be exploring ways to add to the District's offerings for all ages of residents.

Respectfully Submitted By

Chris Argueta, RCSD Recreation Superintendent

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-3

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: QUARTERLY TREE REPORT

RECOMMENDATION:

Receive report.

BACKGROUND:

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

ATTACHMENTS:

1. Quarterly Tree Report.

2017/ 2018 Tree Trimming, Planting, Removals, Failures and Service Requests

Month	Safety Trim OCPW	Small Trim WCA	Medium Trim WCA	Large Trim WCA	24" Box Plant	Sp 24" or 36" Box Plant	Small Tree Removal	Tree Failures - Weather	Tree Removals - Parkways	Tree Removals Parks	Tree Health Care	Resident Service Request
July-17				1			3					33
August-17			46	11			2		33			37
September-17												24
3rd Quarter Totals	0	0	46	11	0	0	5	0	33	0		94
October-17	26						2		29			42
November-17			20	14	6		2					45
December-17		36	246	193	46		2		19	1		30
4th Quarter Totals	26	36	266	207	52		11		19	1		117
January-18		9	233	190	40							45
February-18										13		26
March-18		1	17	42	23		1		31	1		32
1st Quarter Totals		10	250	232	63		1		31	14		103
April-18	58				34		1			4		30
May-18				37	12				20			22
June-18			14	33								51
2nd Quarter Totals	58		14	70	46		1		20	4		103
FY 2016/2017 Totals	84	46	576	520	161	0	18	0	103	19		417

CURRENT ACTIVITIES

Key: C=Complete I/P=In Progress On/G=Ongoing P=Pending	STATUS
WCA	
Replacement Plantings	On/G
Vacant Site Planting	P
Off-Grid Maintenance Trims	On/G
OCPW	
Tree Removals	On/G
County Safety Trims	On/G
RCSD	
Tree Watering	On/G
Small Branch Pruning - Sucker Growth, etc.	On/G

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-4

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: GENERAL MANAGER ANNUAL REPORT

RECOMMENDATION:

Receive and file report.

BACKGROUND:

The General Manager is pleased to present the 2017-2018 Annual Progress Report to the Rossmoor Community Services District Board of Directors highlighting the many accomplishments of District Board and Staff over the past year. We have assembled a great team of people who work hard for the Rossmoor Community and have created many noteworthy programs, achievements, technological advancements and innovations to continue to improve our services to the Rossmoor Community and are outlined in the attached report.

ATTACHMENTS:

1. General Manager's Annual Report to the Board



General Manager's Annual Report to the Board

I am pleased to present the 2018-2019 Annual Progress Report to the Rossmoor Community Services District Board of Directors highlighting the many accomplishments of District Board and Staff over the past year. We have assembled a great team of people who work hard for the Rossmoor Community and have created many noteworthy programs, achievements, technological advancements and innovations to continue to improve our services to the Rossmoor Community. These are outlined as follows:

Community Safety

- ◆ **Orange County Sheriff's Department:** During the past Fiscal Year our Sheriff's Department Representative was promoted to Captain and replaced by Lieutenant Pat Rich. Captain Puckett, during his assignment of overseeing public safety in Rossmoor was an outstanding communicator, demonstrated strong leadership in dealing with our homeless issues and kept the community informed on crime deterrents and trends.
- ◆ **Response Times:** Thanks to our excellent response times from the Sheriff's Department and the cooperation and support from adjoining public safety agencies, Rossmoor enjoys the reputation of a very safe community. A high percentage of crimes in Rossmoor are crimes of opportunity (unlocked doors, windows, automobiles). Very little vandalism occurs in our community nor have we had many serious crimes. Petty theft and grand theft represent a majority of our crimes and many of those are the result of carelessness. Attached are copies of our quarterly crime statistics along with annual crime statistics for FY 2013-2017.

Financial Stability

- ◆ **Estimates to Close:** Estimates to Close for the 2017-2018 Fiscal Year continue to reflect a strong fiscal status for the Rossmoor Community Services District. Due to the strong conservative leadership of our Board of Directors, staff anticipates transferring \$149,524 from our current year's operating budget to our Fund Balance Reserve increasing Fund Balance Reserve to \$980,640. It is anticipated that the fund balance in the 2017-18 Fiscal Year will reach \$1,152,992.
- ◆ **Cost Saving Measures:** Several cost saving measures were implemented by staff this past year which contributed to our excellent financial position, along with our property tax income, assessments, and fees and charges to our revenue increases and operating

budget management. Several of these cost saving measures are enumerated in the individual goals addressed by staff and previously approved by the Board.

- ◆ **Hired Part-Time Staff Support Employee:** For office coverage during periods of employee vacation and sick leave. Staff initiated the contracting out of our payroll services to ADP Payroll Solutions which has proven to be very successful.
- ◆ **Presented Balanced Budget:** reflecting increased revenues and operating cost savings.
- ◆ **Received Unmodified Audit:** For the 6th consecutive year the District received an unmodified audit, the highest rating.
- ◆ **Updated Five-Year Fiscal Plan:** The Five-Year Fiscal Plan was updated and approved by the Board in February of 2018.

Urban Forest

- ◆ **Service Requests:** 417 resident service requests were responded to regarding Rossmoor trees.
- ◆ **Master Planting List:** 68 sites are on the Master Planting List. Tree planting will resume in the fall of 2018 when newly planted trees will benefit from cooler weather and the possibility of winter rainfall.
- ◆ **Tree Loss & Replanting Schedule:** In Fiscal Year 2017-2018 a total of 121 trees were removed from parkways, 18 of which were less than 3 yrs. old. There were 19 trees removed from Rossmoor Parks.
- ◆ **Urban Forest Health:** Many trees have been affected by Southern California's long-standing drought, climate change, invasive pests and diseases. This, along with the aging tree population has resulted in the loss of many trees. The District continues to plant replacements for the lost trees, the urban forest remains under threat from three major diseases as follows: Bacterial Scorch Disease, Root Rot Disease and Shot Hole Borer/Fusarium Dieback.
- ◆ **District Tree Removals:** Three mature trees were removed to accommodate driveway approach resolution. Limb Failures included 21 recorded large limb failures; 3 of those resulting in light to moderate vehicle damage with no injuries to individuals reported. There were no reports of complete tree failures.
- ◆ **Resident Tree Removals:** There was one recorded resident tree removal.
- ◆ **Parks & Parkway Plantings:** 161 trees were planted in the parks and parkways of Rossmoor.
- ◆ **Annual Grid Trim:** A total of 1226 trees were trimmed on through the yearly grid trim, off-grid supplemental trim lists or safety and clearance trim lists were sent to OC Public Works.
- ◆ **Trim Violations:** There were 13 recorded trim violations made by residents; 6 of which being repeat offenders.

- ◆ **Tree City USA Designation:** The District celebrated its 8th year as a Tree City USA Designee. In coordination with Parks and Recreation Staff, an Arbor Day Tree Planting Ceremony was held at Rossmoor Park and was dedicated to the children of Rossmoor and included educational children's activities.
- ◆ **Website and Community Education Strategies:** The Tree Consultant has worked with the Administrative Assistant to educate residents on the District tree policies, events, tree care and community pride, via brochures, the District newsletter and website content upgrades.

Property Maintenance

- ◆ **Facility Improvements:** Long-Term Renters Calvary Chapel Pastor John Greenroyd and Dennis Morimoto volunteered to paint the entire interior of the Rush Park Auditorium. The project was completed in May of this year. The Rossmoor Park Community Center carpeting was replaced. Replaced old refrigerator and freezer in the Rush Park Kitchen with brand new, more attractive, functional and energy-efficient models. Ordered additional picnic table and play apparatus for Foster Mini-Park.
- ◆ **District Parks Lighting Improvements:** Replaced incandescent parkway lights at Rush and Rossmoor Parks with LED lighting and installed exterior security lights at Montecito Center; installation done by staff at a cost savings of \$12,000. Installed new solar security light poles and fixtures at Kempton and Foster Mini-Parks.
- ◆ **Landscaping Maintenance Contract:** Negotiated new landscape maintenance contract with BrightView for three additional years, modifying their contract to exclude restroom maintenance, contracted out restroom responsibilities to a private contractor, CleanNet at a combined cost savings of \$24,000 annually.
- ◆ **Kempton Park Irrigation System Conversion:** Converted Kempton Park's irrigation system to a drip irrigation system to more efficiently irrigate the Native Plant and Eagle Scout Demonstration Project.
- ◆ **Montecito Center:** Major Sewer Repair at Montecito Center was completed.
- ◆ **Little Free Libraries:** In coordination with the Administrative Assistant and local Girl Scout Troop, two Little Free Libraries are scheduled to be installed at both Rush Park and Kempton Mini-Park.
- ◆ **Rossmoor Signature Wall Repair:** Through contract repaired the severely damaged Rossmoor Signature Wall at Hedwig and Los Alamitos Blvd. Damage resulted from an auto accident. All costs were offset through insurance administered by our carrier.
- ◆ **Montecito Center Sewer Repair:** Major Sewer Repair at Montecito Center was completed.
- ◆ **Park Regulation Signage:** Replaced eight faded and worn park regulation signs.

Recreation

- ◆ **Annual 4th of July Fireworks Spectacular Celebration:** Rossmoor was once again a co-sponsor at the Joint Forces Training Base event. There was an increase in the event's budget due to a loss of sponsors, vendors, and more restrictions for use of the training base again this year. The Board approved \$8,700 expenditure.
- ◆ **3rd Annual Rossmoor Winter Festival /60th Anniversary Celebration:** The 2018 event held was held on Friday, Dec. 8th. The newest attractions included a snow zone, The Dr. Seuss Grinch character photo opportunity and a petting zoo. This year's attendance was a great success with over 3,500 people attending—an increase of approximately 1,500 people from the winter festival's debut in 2016.
- ◆ **Operation Santa Claus & Senior Santa and Friends:** Holiday Toy Gift Drive in coordination with the Orange County Sheriff's Department. The Operation Santa Claus Program provides gifts and toys to children in foster care in Orange County. The Senior Santa and Friends Program provide gifts and special request items to low income individuals who are elderly or adults who are severely disabled.
- ◆ **LAGSL's Annual Carnival & Opening Day Parade:** RCSD staff had the responsibility of overseeing and coordinating the Los Alamitos Girl's Soccer Program celebration and ceremonies for this annual event which encompassed a total of 18 Teams ranging in ages 6 to 10 yrs. About the same amount of participants as last year.
- ◆ **Rossmoor Community Festival Co-sponsorship:** In addition to having a booth which provided youth activities and District promotional and community information, RCSD Staff participated in the planning/coordinating/staffing/Obtaining of County Permits and Stage for this annual event. RHA claims largest attendance to date for the event.
- ◆ **Elite Special Events Partnership:** Developed partnership and worked closely with the Elite Special Events contractor to provide entertainment for the Rossmoor Community Festival, Concerts in the Park and Rossmoor Winter Festival Events.
- ◆ **Summer Programming & Attendance—Concerts/Movies/Shakespeare:** The movies and concerts have been reduced from 6 separate summer events down to 3 by consolidating them into a Concert/Movie in the Park dual event. This strategy has proven to be very cost effective saving the District on staff, advertising and vendor costs. June's Concert/Movie attendance was estimated between 900 and 1000 people and July's Concert Movie drew approximately 1,500 attendees. We expect a comparable turnout for the August event. Food trucks and food vendors streamline County permitting requirements. The Shakespeare in the Park performances continue for one weekend each summer requiring permits, staffing, audio and setup. This year's Saturday performance had an estimated 390 attendees and the Sunday performance had an estimated 520 attendees.
- ◆ **Los Alamitos Youth Center Camp S.H.A.R.K:** Youth Center Summer Camp S.H.A.R.K. (Science/Hands on/Art/Recreation/Knowledge) was held again this year with

approximately 450 participants throughout the summer and an estimated daily attendance of 150 children ranging in ages 5-12.

- ◆ **Los Alamitos Youth Center R.A.S.C.A.L. After School Program:** Continues at the Rossmoor Park Community Center during the school year with approximately 25 attendees on any given day.
- ◆ **Ongoing Activities:** Monitor and facilitate a variety of sports camps and recreational activities throughout the year such as Friday Night Lights, Soccer Camp, Fitness Clubs/Classes, Children's Garden Preschool. Attend monthly planning meetings for the Rossmoor Community Festival and Rossmoor Winter Festival. Work with event coordinators of Annual School Ghoul 10K/5K/Run/Walk Event at Rush Park which includes a pumpkin patch, pancake breakfast and vendor area. Provide activities and schedule security as needed.
- ◆ **Tennis Program Expansion:** Hired additional tennis instructor to augment professional tennis services available to residents resulting in an annual increase in court rental fees of approximately \$12,000. Tennis lessons and summer camps for all ages.

Administration & Communication

- ◆ **American Heart Association CPR/AED Training:** Entire Staff received hands-on training in CPR and use of an AED device.
- ◆ **Fire Extinguisher Safety Training:** Entire Staff received a live demonstration and safety training on the proper use of a fire extinguisher.
- ◆ **Contract Management:** Developed and implemented comprehensive policies and procedures for the effective administration and management of the District's many contracts. During the current fiscal year, thirteen contracts were negotiated and approved by the RCSD Board of Directors. Administrative Assistant developed hard copy and cloud-based management and file sharing protocols in MS SharePoint.
- ◆ **Board and Committee Meetings:** District Staff setup and prepared agendas for 11 Board Meetings and approximately 15 Committee Meetings so far this year, including the Tree, Budget and Investment Committee Meetings, in addition to Ad Hoc, Organizational Meetings and meetings with outside agencies.
- ◆ **Voter Polling Station Setup:** District Staff coordinated and assisted with the setup of polling stations at the Rossmoor Community Center and Rush Park Auditorium.
- ◆ **Manage Short and Long Term Facility Usage:** Office Staff in coordination with Parks and Recreation Staff, maintain and manage a variety of renters and indoor/outdoor facility usage at three main locations: including two preschools, two churches, yoga and fitness classes, memorial services, wedding receptions, picnics, birthdays, company parties, and a variety of other requests.
- ◆ **So Cal Edison Contract:** Negotiated a 20 year contract with Southern California Edison, paid for out of energy savings at 0% interest to replace all street lighting with higher grade, lower cost LED bulbs.

- ◆ **RecDesk Registration Community Portal Upgrade:** Online picnic and tennis reservations launched in January of 2018. Other programs and services may migrate to an online reservation and payment model if it is simple and cost effective to do so.
- ◆ **Credit Card Payments:** In coordination with BreaIT, manage PCI Compliance requirements for point of sale and website credit card payment transactions. Worked with U.S. Bank and financial vendors to integrate new online and point of sale solutions in order to maximize convenience, increase profits and significantly reduce payment processing time.
- ◆ **Event Marketing and Promotions:** Many successful multi-level and cost-efficient social media and marketing campaigns and strategies have been utilized to advertise and promote District events and services resulting in record attendance at District events.
- ◆ **Virtual Facility Tours:** Raw video footage is currently being edited. Once finalized are set to launch in the fall of 2018.
- ◆ **District Website Management:** The District Website continues to be enhanced. Website management duties have increased considerably with the addition of the RecDesk Portal and Rossmoor Winter Festival website.
- ◆ **BreaIT Contract:** Work closely with BreaIT to manage office technology and equipment, security, compliance and data.
- ◆ **Technology Systems:** Foster relationships with Cloud Based Technology Staff and facilitate training for District Staff on system improvements.
- ◆ **Office Remodel:** Reorganized administrative office space and equipment to more effectively accommodate part-time office personnel and mobile staff members.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: SPECIAL MEETING OF JUNE 12, 2018

RECOMMENDATION:

Approve the Minutes of the Special Meeting of June 12, 2018 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their Meeting of June 12, 2018 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Special Meeting of June 12, 2018 Prepared by the Board's Secretary/General Manager.



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

SPECIAL MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, June 12, 2018

A. ORGANIZATION

1. CALL TO ORDER: 4:00 P.M.

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

3. PLEDGE OF ALLEGIANCE

AT THIS TIME ITEM A-4a. WAS MOVED DOWN IN THE AGENDA

4. PRESENTATIONS:

a. Orange County Sheriff's Department Lieutenant Pat Rich Re: Introduction and Quarterly Crime Statistics

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Resident Cindy Centano opined relative to Caltrans noise mitigation concerns. She announced that she had circulated a petition and measured decibel levels. She requested support from the RCSD.

Resident Diane Rush opined relative to her desire for a follow up report from LA Seismic regarding results of the recent seismic survey and data collection project done in Rossmoor.

Resident Heather Danaher opined relative to a parkway tree complaint she submitted last week. She was directed to follow up with the General Manager so he could determine whether to schedule the matter for review at the next Tree Committee meeting.

D. REPORTS TO THE BOARD—None

E. CONSENT CALENDAR:

ITEMS E-1a, E-1b AND E-1c WERE PULLED FROM THE CONSENT CALENDAR AT THIS TIME TO BE VOTED ON SEPARATELY, SINCE INCONSISTENT QUORUMS WERE

PRESENT FOR EACH MEETING AND VARYING MEMBERS WOULD HAVE TO ABSTAIN FROM THE VOTE. ITEM E-2 WAS MOVED AHEAD IN THE CONSENT CALENDAR

2. REVENUE AND EXPENDITURE REPORT—APRIL 2018

Motion by Director Nitikman, seconded by Director Kahlert to approve Item E-2 Revenue and Expenditure Report on the Consent Calendar as submitted. Motion passed 5-0.

1a. MINUTES REGULAR BOARD MEETING—April 2, 2018

Motion by Director Casey, seconded by Director Nitikman to approve Item E-1a Minutes of the Regular Board Meeting of April 10, 2018. Motion passed 3-0, with Directors Kahlert and Nitikman abstaining as they were not present for the meeting.

1b. MINUTES SPECIAL BOARD MEETING—March 20, 2018

Motion by Director Maynard, seconded by Director Casey to approve Item E-1b. Minutes of the Special Board Meeting of March 20, 2018. Motion passed 3-0, with Directors Maynard and Kahlert abstaining as they were not present for the meeting.

1c. MINUTES REGULAR BOARD MEETING—May 8, 2018

Motion by Director Maynard, seconded by Director Nitikman to approve Item E-1c. Minutes of the Regular Board Meeting of May 8, 2018. Motion passed 3-0, with Directors Casey and Kahlert abstaining as they were not present for the meeting.

F. PUBLIC HEARING—None

G. RESOLUTIONS:

1. RESOLUTION NO. 18-06-12-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018-2019.

Recommendation to approve, by roll call vote Resolution No. 18-06-12-01 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 2018-2019.

Motion by Director Maynard, seconded by Director Nitikman to approve Resolution No. 18-06-12-01 A Resolution Approving And Adopting The Annual Appropriations Limit For Fiscal Year 2018-2019 as documented in Exhibit A. Motion passed unanimously by roll call vote, 5-0.

ORDINANCES—None

H. REGULAR CALENDAR:

1. REPORT OF THE BUDGET COMMITTEE RE: FY 2018-2019 ESTIMATES TO CLOSE, PRELIMINARY BUDGET AND SALARY PLAN

Recommendation to receive the report of the Budget Committee, set the date of public hearing and provide direction regarding the formulation of the FY 2018-2019 Final Budget. In accordance with Board policy and the adopted Budget Calendar, the General Manager presented the FY 2017-2018 Estimates to Close Budget and a proposed Preliminary Budget at the Budget Committee meeting on June 4, 2018. A Final Budget will be presented at the July 10, 2018 Board meeting for approval. The Budget Committee recommended approval of the FY 2018-2019 Salary Plan subject to a review of the updated June Consumer Price Index (CPI). An April CPI, which is attached, was used as a basis of the proposed 4% raise. The Preliminary Budget has incorporated this increase, but will be revised based on the Board's decision of the Salary Plan.

Brief Discussion ensued. Date of the public hearing was set to July 10, 2018. The report was received and filed.

2. DISCUSSION AND POSSIBLE ACTION RE: ENTERING INTO A 20 YEAR CONTRACT WITH SOCAL EDISON TO UPGRADE ROSSMOOR COMMUNITY STREETLIGHTING TO LED.

Recommendation to receive the report of the Budget Committee and the committee's recommendation to approve the Southern California Edison Company Proposal to replace current technology high pressure sodium SCE-Owned streetlights with LED technology throughout Rossmoor.

The General Manager reported that the Budget Committee met on Wednesday, February 28, 2018 and Tuesday, March 20, 2018 to discuss the Southern California Edison Company Proposal to replace current technology high pressure sodium SCE Owned streetlights with LED technology. At its March 20, 2018 meeting, the Budget Committee voted unanimously to recommend the proposal to the full Board for its consideration. Subsequently, this item was brought before the Board at its May 8, 2018 regular meeting. As there were only three members present at the May meeting, the Board decided to postpone the item until the June 12, 2018 regular meeting of the Board, so that all Board Members could participate in the decision.

Discussion ensued relative to the 20 year term of the agreement, the potential for more advanced technology versus the potential for increased safety and energy savings.

President DeMarco and Director Maynard opined that they were pleased with the three day turnaround and the increased safety the new LED Lighting would provide as well as the ability to adjust the lumens for increased lighting at school locations and crosswalks. Director Maynard stated that he was initially undecided about moving forward with the project, however, it was determination that the District would be paying either now or later and he believed the pros outweighed the cons. Director Casey concurred. Director Nitikman opined that he did not see the urgency in making a decision and felt it was in the District's best interest to wait. He further opined that he did not see any further updates to the staff report as he had

requested and the political landscape was changing which could signal new technology and energy incentives.

Motion by Director Maynard, seconded by Director Casey, to enter into a 20 year agreement with Southern California Edison Company to replace current technology high pressure sodium SCE-Owned streetlights with LED technology throughout Rossmoor. Motion passed 4-1, with Director Nitikman voting No.

3. REPORT OF THE TREE COMMITTEE RE: DISCUSSION AND POSSIBLE ACTION RE: RENEWAL OF PROFESSIONAL SERVICES CONTRACT WITH WEST COAST ARBORIST INC. FOR TREE SERVICES IN ROSSMOOR.

Recommendation to receive the report of the Tree Committee and the Committee's recommendation that the Board approve and authorize the General Manager to enter into a new three year contract with West Coast Arborist, Inc. for tree services in Rossmoor, effective July 1, 2018 with three one-year options. Tree services include yearly grid trimming of one of four tree maintenance districts, off-grid trimming for safety and clearance issues, young tree crown shaping, tree planting, removals, tree health care and emergency call-outs for tree in parks that do not fall under County jurisdiction.

Discussion ensued relative to category changes in the price list and a few minor changes incorporated into the contract and agreed to by the parties. Mary Kingman briefly addressed the Board and answered questions relative to the new profit model which was largely based on historical usage. The General Manager stated that the operating cost would increase by \$4,000 in the first year, with no CPI increase in the 2nd year and a CPI increase in the 3rd year by July 1, 2020.

Motion by Director Nitikman, seconded by Director Casey to authorize the General Manager to enter into a new three year contract with West Coast Arborist Inc. for tree services in Rossmoor, effective July 1, 2018 with three one-year options and the minor modifications outlined by General Manager Ruth. Motion passed 5-0.

AT 5:10 P.M. PRESIDENT DEMARCO LEFT THE DAIS AND DEPARTED FOR AN EXCUSED ABSENCE.

AT 5:11 P.M. THE BOARD RECONVENED THE MEETING. DIRECTOR NITIKMAN PRESIDED OVER THE REMAINDER OF THE MEETING.

ITEM A-4a. WHICH HAD BEEN TAKEN OUT OF ORDER EARLIER IN THE MEETING WAS ACTED UPON AT THIS TIME

A-4. PRESENTATIONS:

a. Orange County Sheriff's Department Lieutenant Pat Rich Re: Introduction and Quarterly Crime Statistics

Lieutenant Pat Rich introduced himself to the Board and presented the Quarterly Crime Statistics for Rossmoor. He encouraged residents to be vigilant, secure their homes and vehicles and report all suspicious activity to the Sheriff's Department. The report was received and filed.

I. GENERAL MANAGER ITEMS:

The General Manager reported that he was in the process of scheduling a street sweeping meeting with R.F. Dickson Company to explore additional service options and afterwards would schedule a follow up meeting with Orange County Supervisor Michelle Steel to present any proposed street sweeping service changes. He reported that the District exterior park lighting had been successfully upgraded to LED technology.

J. GENERAL COUNSEL ITEMS

1. DISCUSSION REGARDING MITIGATION MEASURE IMPLEMENTATION FOR CALTRANS FREEWAY IMPROVEMENT PROJECTS.

General Counsel Preziosi discussed the three freeway improvement projects in the vicinity of the District, the I-605/Katella Ave interchange, the I-405 widening, and the I-22/West County Connector Project. General Counsel reported that as to the mitigation measures to be completed for the West County Connector Project, the finalized Mitigation Monitoring Plan showing the required Verification of Compliance for the mitigation measures was missing from Caltrans' website. As such, General Counsel stated that he had filed a request with Caltrans under the Public Records Act to obtain this and other related documents. General Counsel stated that Caltrans had invoked the 14 day extension of time to respond, and that he was hopeful that documents would be available by the end of the week for review. In response to comments by members of the Board, General Counsel opined that generally the failure of a completed mitigation measure to actually mitigate the effects of the project on the environment in the manner projected would not in and of itself necessarily be a violation of CEQA; however, the failure to implement a mitigation measure altogether could in some situations be a violation of CEQA. Further, a violation of CEQA might occur if false or misleading studies were relied upon, however, General Counsel cautioned the Board that spending District resources to challenge the underlying engineering reports could be a costly undertaking.

General Counsel stated that he would provide a further report to the Board at the next meeting.

K. BOARD MEMBER ITEMS:

Director Kahlert remarked that tonight's meeting was very informative. He opined that he was pleased the Board had decided to approve the Southern California Edison Contract for installation of new LED lights throughout the community. He urged residents who opposed the various Caltrans freeway projects to organize, attend public hearings, and utilize social media to bring visibility to their cause. Finally, he reminded everyone that school would soon be out this week and cautioned them to be safe and mindful of the many local celebrations taking place.

Director Casey stated that he was grateful for Ms. Cindy Centano's comments this evening regarding Caltrans noise mitigation. He stated that he shared her concerns and as District Liaison to OCTA, he had met with agency representatives from Caltrans, OCTA as well as Supervisor

Steel to advocate for Rossmoor, but so far no solutions were forthcoming. Director Casey requested the General Manager to add the freeway noise mitigation concern to the agenda for the street sweeping meeting he intended to schedule with Orange County Supervisor Michelle Steel. He assured his colleagues and residents that he would not give up and would follow up with Caltrans regarding their responses to the EIR comments. In conclusion, he thanked Lieutenant Pat Rich for his attendance this evening and reminded everyone that when they “see something, say something.”

Director Maynard thanked Diane Rush for her update on the LA Seismic Study and thanked Cindy Centano for her survey and decibel data study. Regarding the resident with the tree complaint, he opined that staff is here to help and there is a process and a path to follow prior to appealing the matter to the Board. He also thanked Lieutenant Rich for his report and for his pleasant, likeable demeanor. He praised the Orange County Sheriff’s Department for their good work.

Director Nitikman thanked all the people who attended the meeting and opined. He encouraged all to attend the upcoming Movies and Concerts in the Park and the Fourth of July Fireworks Spectacular event at the Joint Forces Training Base.

L. CLOSED SESSION—None

M. ADJOURNMENT:

Motion by Director Casey, seconded by Director Nitikman to adjourn the regular meeting at 5:50 p.m.
Motion passed 4-0.

SUBMITTED BY:

James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2.

Date August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT -JUNE, 2018

RECOMMENDATION:

Receive and file the Revenue and Expenditure Report for June, 2018.

BACKGROUND:

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

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of June, 2018.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 June 2018 @ 100%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	908,835.00	914,835.00	932,235.98	7,264.29	-17,400.98	101.9
STREET LIGHT ASSESSMENTS	314,600.00	314,600.00	326,539.59	2,799.70	-11,939.59	103.8
USE OF MONEY AND PROPERTY	3,000.00	3,000.00	6,552.26	1,027.16	-3,552.26	218.4
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	5,161.74	774.27	55,238.26	8.5
FEES AND SERVICES	158,700.00	178,000.00	177,980.75	2,639.50	19.25	100.0
OTHER REVENUE	22,000.00	22,000.00	27,084.59	0.00	-5,084.59	123.1
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
Total Revenues	1,467,535.00	1,492,835.00	1,475,554.91	14,504.92	17,280.09	98.8
Expenditures						
ADMINISTRATION 1	420,275.00	421,630.00	403,287.70	34,202.32	18,342.30	95.6
RECREATION 2	138,628.00	138,828.00	144,633.33	12,313.46	-5,805.33	104.2
ROSSMOOR PARK	196,335.00	199,537.00	187,126.56	13,626.68	12,410.44	93.8
MONTECITO CENTER 3	84,950.00	86,550.00	91,751.06	8,971.26	-5,201.06	106.0
RUSH PARK	219,750.00	221,200.00	222,771.50	23,972.31	-1,571.50	100.7
STREET LIGHTING	107,715.00	103,715.00	99,112.91	8,739.43	4,602.09	95.6
ROSSMOOR WALL	2,100.00	2,100.00	2,098.67	0.00	1.33	99.9
STREET SWEEPING	53,650.00	53,650.00	50,878.67	9,151.82	2,771.33	94.8
PARKWAY TREES	133,737.00	133,737.00	124,851.56	4,530.02	8,885.44	93.4
MINI-PARKS, MEDIANS & TRIANGLE 4, 5	14,562.00	15,762.00	17,814.66	1,946.84	-2,052.66	113.0
Total Expenditures	1,371,702.00	1,376,709.00	1,344,326.62	117,454.14	32,382.38	97.6

**Audited Fund Balance
 at June 30, 2017**

\$ 833,116.00

REVENUE REPORT

June 2018 @ 100%

Page: 2
8/6/2018
3:23 pm

Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Revenues							
Dept: 00							
PROPERTY TAXES	908,835.00	914,835.00	932,235.98	7,264.29	0.00	-17,400.98	101.9
ASSESSMENTS	314,600.00	314,600.00	326,539.59	2,799.70	0.00	-11,939.59	103.8
USE OF MONEY AND PROPERTY	3,000.00	3,000.00	6,552.26	1,027.16	0.00	-3,552.26	218.4
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	5,161.74	774.27	0.00	55,238.26	8.5
FEES AND SERVICES	158,700.00	178,000.00	177,980.75	2,639.50	0.00	19.25	100.0
OTHER REVENUE	22,000.00	22,000.00	27,084.59	0.00	0.00	-5,084.59	123.1
Dept: 00	1,467,535.00	1,492,835.00	1,475,554.91	14,504.92	0.00	17,280.09	98.8
Revenues	1,467,535.00	1,492,835.00	1,475,554.91	14,504.92	0.00	17,280.09	98.8
Grand Total Net Effect:	1,467,535.00	1,492,835.00	1,475,554.91	14,504.92	0.00	17,280.09	

EXPENDITURE REPORT
June 2018 @ 100%

Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS (1)	283,205.00	284,830.00	275,110.78	25,495.00	0.00	9,719.22	96.6
OPERATIONS AND MAINTENANCE	75,350.00	78,500.00	65,764.44	2,751.78	0.00	12,735.56	83.8
CONTRACT SERVICES	57,720.00	54,300.00	60,955.29	5,955.54	0.00	-6,655.29	112.3
CAPITAL EXPENDITURES	4,000.00	4,000.00	1,457.19	0.00	0.00	2,542.81	36.4
ADMINISTRATION	420,275.00	421,630.00	403,287.70	34,202.32	0.00	18,342.30	95.6
Dept: 20 RECREATION							
SALARIES AND BENEFITS	95,408.00	97,458.00	97,762.19	9,217.22	0.00	-304.19	100.3
OPERATIONS AND MAINTENANCE (2)	41,220.00	40,070.00	45,795.29	3,008.46	0.00	-5,725.29	114.3
CONTRACT SERVICES	1,000.00	800.00	837.11	87.78	0.00	-37.11	104.6
CAPITAL EXPENDITURES	1,000.00	500.00	238.74	0.00	0.00	261.26	47.7
RECREATION	138,628.00	138,828.00	144,633.33	12,313.46	0.00	-5,805.33	104.2
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	83,120.00	83,520.00	80,497.00	6,804.18	0.00	3,023.00	96.4
OPERATIONS AND MAINTENANCE	75,115.00	78,117.00	72,195.05	3,837.57	0.00	5,921.95	92.4
CONTRACT SERVICES	38,100.00	37,900.00	34,195.77	2,984.93	0.00	3,704.23	90.2
CAPITAL EXPENDITURES	0.00	0.00	238.74	0.00	0.00	-238.74	0.0
ROSSMOOR PARK	196,335.00	199,537.00	187,126.56	13,626.68	0.00	12,410.44	93.8
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	61,530.00	63,330.00	59,646.93	5,008.47	0.00	3,683.07	94.2
OPERATIONS AND MAINTENANCE (3)	17,220.00	17,220.00	26,643.24	3,560.74	0.00	-9,423.24	154.7
CONTRACT SERVICES	5,700.00	5,500.00	5,460.89	402.05	0.00	39.11	99.3
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	84,950.00	86,550.00	91,751.06	8,971.26	0.00	-5,201.06	106.0
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	86,770.00	88,770.00	84,167.50	7,084.95	0.00	4,602.50	94.8
OPERATIONS AND MAINTENANCE	94,880.00	94,530.00	104,408.23	13,902.43	0.00	-9,878.23	110.4
CONTRACT SERVICES	38,100.00	37,900.00	34,195.77	2,984.93	0.00	3,704.23	90.2
RUSH PARK	219,750.00	221,200.00	222,771.50	23,972.31	0.00	-1,571.50	100.7
Dept: 60 STREET LIGHTING							

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	715.00	715.00	740.49	65.92	0.00	-25.49	103.6
CONTRACT SERVICES	107,000.00	103,000.00	98,372.42	8,673.51	0.00	4,627.58	95.5
STREET LIGHTING	107,715.00	103,715.00	99,112.91	8,739.43	0.00	4,602.09	95.6
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,098.67	0.00	0.00	1.33	99.9
ROSSMOOR WALL	2,100.00	2,100.00	2,098.67	0.00	0.00	1.33	99.9
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	650.00	650.00	725.56	65.92	0.00	-75.56	111.6
CONTRACT SERVICES	53,000.00	53,000.00	50,153.11	9,085.90	0.00	2,846.89	94.6
STREET SWEEPING	53,650.00	53,650.00	50,878.67	9,151.82	0.00	2,771.33	94.8
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	23,562.00	23,562.00	21,654.27	1,978.72	0.00	1,907.73	91.9
OPERATIONS AND MAINTENANCE	1,675.00	1,675.00	1,595.72	133.75	0.00	79.28	95.3
CONTRACT SERVICES	83,500.00	83,500.00	75,445.57	262.35	0.00	8,054.43	90.4
CAPITAL EXPENDITURES	25,000.00	25,000.00	26,156.00	2,155.20	0.00	-1,156.00	104.6
PARKWAY TREES	133,737.00	133,737.00	124,851.56	4,530.02	0.00	8,885.44	93.4
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	1,122.00	1,122.00	1,058.86	85.09	0.00	63.14	94.4
OPERATIONS AND MAINTENANCE	9,290.00	10,490.00	12,741.05	1,535.33	0.00	-2,251.05	121.5
CONTRACT SERVICES	4,050.00	4,050.00	4,014.75	326.42	0.00	35.25	99.1
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	14,562.00	15,762.00	17,814.66	1,946.84	0.00	-2,052.66	113.0
Expenditures	1,371,702.00	1,376,709.00	1,344,326.62	117,454.14	0.00	32,382.38	97.6
Grand Total Net Effect:	-1,371,702.00	-1,376,709.00	-1,344,326.62	-117,454.14	0.00	-32,382.38	

REVENUE/EXPENDITURE REPORT

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018	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	842,400.00	842,400.00	858,767.41	0.00	0.00	-16,367.41	101.9
3001 Current unsecured prop tax	26,000.00	26,000.00	28,267.67	5,150.93	0.00	-2,267.67	108.7
3002 Prior secured property taxes	7,100.00	7,100.00	6,323.99	305.48	0.00	776.01	89.1
3003 Prior unsecured prop taxes	535.00	535.00	394.59	394.59	0.00	140.41	73.8
3004 Delinquent property taxes	800.00	800.00	0.00	0.00	0.00	800.00	0.0
3010 Current supplemental assessmnt	18,000.00	24,000.00	24,283.42	1,413.17	0.00	-283.42	101.2
3020 Public utility tax	14,000.00	14,000.00	14,198.90	0.12	0.00	-198.90	101.4
PROPERTY TAXES	908,835.00	914,835.00	932,235.98	7,264.29	0.00	-17,400.98	101.9
Acct Class: 31 ASSESSMENTS							
3105 Street light assessments	314,600.00	314,600.00	326,539.59	2,799.70	0.00	-11,939.59	103.8
ASSESSMENTS	314,600.00	314,600.00	326,539.59	2,799.70	0.00	-11,939.59	103.8
Acct Class: 32 USE OF MONEY AND PROPERTY							
3200 Interest on investments	3,000.00	3,000.00	6,552.26	1,027.16	0.00	-3,552.26	218.4
USE OF MONEY AND PROPERTY	3,000.00	3,000.00	6,552.26	1,027.16	0.00	-3,552.26	218.4
Acct Class: 33 OTHER GOVERNMENT AGENCIES							
3301 State homeowner proptax relief	5,400.00	5,400.00	5,161.74	774.27	0.00	238.26	95.6
3305 County street sweep reimburse	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.0
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	5,161.74	774.27	0.00	55,238.26	8.5
Acct Class: 34 FEES AND SERVICES							
3404 Court reservations	12,500.00	22,500.00	21,453.75	903.50	0.00	1,046.25	95.4
3405 Wall Rental	500.00	500.00	580.00	0.00	0.00	-80.00	116.0
3406 Ball field reservations	23,000.00	25,000.00	25,133.50	128.00	0.00	-133.50	100.5
3410 Rossmoor building rental	16,500.00	18,500.00	16,718.50	165.00	0.00	1,781.50	90.4
3412 Montecito building rental	25,200.00	26,500.00	29,057.50	28.00	0.00	-2,557.50	109.7
3414 Rush Park Building Rental	81,000.00	85,000.00	85,037.50	1,415.00	0.00	-37.50	100.0
FEES AND SERVICES	158,700.00	178,000.00	177,980.75	2,639.50	0.00	19.25	100.0
Acct Class: 35 OTHER REVENUE							
3500 Other miscellaneous revenue	2,000.00	2,000.00	7,084.59	0.00	0.00	-5,084.59	354.2
3502 Administrative Fee	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
OTHER REVENUE	22,000.00	22,000.00	27,084.59	0.00	0.00	-5,084.59	123.1
Dept: 00	1,467,535.00	1,492,835.00	1,475,554.91	14,504.92	0.00	17,280.09	98.8
Revenues	1,467,535.00	1,492,835.00	1,475,554.91	14,504.92	0.00	17,280.09	98.8
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 40 SALARIES AND BENEFITS							
4000 Board of Directors Compensatn	10,000.00	10,000.00	8,650.00	1,600.00	0.00	1,350.00	86.5
4001 Salaries - Full-time	200,175.00	192,000.00	176,757.03	15,860.33	0.00	15,242.97	92.1
4002 Salaries - Part-time	0.00	8,000.00	16,969.67	2,080.00	0.00	-8,969.67	212.1
4003 Salaries - Overtime	5,300.00	5,300.00	6,393.55	349.20	0.00	-1,093.55	120.6
4007 Vehicle Allowance	450.00	250.00	230.65	80.54	0.00	19.35	92.3
4010 Workers Compensation Insurance	5,500.00	7,500.00	6,555.28	420.34	0.00	944.72	87.4
4011 Medical Insurance	44,000.00	44,000.00	42,775.81	3,555.64	0.00	1,224.19	97.2
4015 Federal Payroll Tax -FICA	17,000.00	17,000.00	15,851.46	1,516.45	0.00	1,148.54	93.2
4018 State Payroll Taxes	780.00	780.00	927.33	32.50	0.00	-147.33	118.9
SALARIES AND BENEFITS	283,205.00	284,830.00	275,110.78	25,495.00	0.00	9,719.22	96.6
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	15,900.00	15,900.00	15,699.79	0.00	0.00	200.21	98.7
5004 Memberships and Dues	6,400.00	6,400.00	5,658.99	15.00	0.00	741.01	88.4
5006 Travel & Meetings	1,000.00	1,000.00	974.69	0.00	0.00	25.31	97.5

REVENUE/EXPENDITURE REPORT

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5007 Televised Meeting Costs	21,000.00	21,000.00	20,851.05	1,757.60	0.00	148.95	99.3
5010 Publications & Legal Notices	7,200.00	7,200.00	3,591.95	0.00	0.00	3,608.05	49.9
5012 Printing	1,000.00	1,000.00	791.50	0.00	0.00	208.50	79.2
5014 Postage	1,800.00	1,800.00	2,712.33	0.00	0.00	-912.33	150.7
5016 Office Supplies	7,200.00	7,200.00	7,033.52	255.47	0.00	166.48	97.7
5020 Telephone	1,950.00	2,300.00	2,176.77	197.78	0.00	123.23	94.6
5021 Computer Costs	3,700.00	3,700.00	3,559.62	307.50	0.00	140.38	96.2
5045 Miscellaneous Expenditures	6,500.00	9,000.00	467.13	42.74	0.00	8,532.87	5.2
5046 Bank Service Charge	1,700.00	2,000.00	2,247.10	175.69	0.00	-247.10	112.4
OPERATIONS AND MAINTENANCE	75,350.00	78,500.00	65,764.44	2,751.78	0.00	12,735.56	83.8
Acct Class: 56 CONTRACT SERVICES							
5610 Legal Counsel	21,000.00	21,000.00	30,557.90	4,637.90	0.00	-9,557.90	145.5
5615 Financial Audit-Consulting	10,720.00	11,300.00	11,300.00	0.00	0.00	0.00	100.0
5670 Other Professional Services	26,000.00	22,000.00	19,097.39	1,317.64	0.00	2,902.61	86.8
CONTRACT SERVICES	57,720.00	54,300.00	60,955.29	5,955.54	0.00	-6,655.29	112.3
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	4,000.00	4,000.00	1,457.19	0.00	0.00	2,542.81	36.4
CAPITAL EXPENDITURES	4,000.00	4,000.00	1,457.19	0.00	0.00	2,542.81	36.4
ADMINISTRATION	420,275.00	421,630.00	403,287.70	34,202.32	0.00	18,342.30	95.6
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	50,500.00	46,500.00	47,109.06	4,220.42	0.00	-609.06	101.3
4002 Salaries - Part-time	18,600.00	24,000.00	26,326.90	3,017.40	0.00	-2,326.90	109.7
4003 Salaries - Overtime	5,200.00	5,200.00	3,453.31	216.43	0.00	1,746.69	66.4
4005 Salaries - Event Attendant	1,000.00	1,000.00	716.25	75.00	0.00	283.75	71.6
4007 Vehicle Allowance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
4010 Workers Compensation Insurance	2,350.00	3,000.00	2,854.64	169.92	0.00	145.36	95.2
4011 Medical Insurance	11,270.00	11,270.00	10,874.67	903.94	0.00	395.33	96.5
4015 Federal Payroll Tax -FICA	5,988.00	5,988.00	5,935.31	575.81	0.00	52.69	99.1
4018 State Payroll Taxes	400.00	400.00	492.05	38.30	0.00	-92.05	123.0
SALARIES AND BENEFITS	95,408.00	97,458.00	97,762.19	9,217.22	0.00	-304.19	100.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006 Travel & Meetings	200.00	550.00	166.64	0.00	0.00	383.36	30.3
5010 Publications & Legal Notices	420.00	420.00	425.68	0.00	0.00	-5.68	101.4
5012 Printing	100.00	100.00	637.65	0.00	0.00	-537.65	637.7
5014 Postage	150.00	150.00	142.22	0.00	0.00	7.78	94.8
5016 Office Supplies	1,000.00	1,000.00	1,091.04	51.25	0.00	-91.04	109.1
5017 Community Events	28,000.00	26,500.00	32,410.46	2,759.43	0.00	-5,910.46	122.3
5019 Fireworks	8,700.00	8,700.00	8,700.00	0.00	0.00	0.00	100.0
5020 Telephone	1,900.00	1,900.00	2,221.60	197.78	0.00	-321.60	116.9
5045 Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	41,220.00	40,070.00	45,795.29	3,008.46	0.00	-5,725.29	114.3
Acct Class: 56 CONTRACT SERVICES							
5670 Other Professional Services	1,000.00	800.00	837.11	87.78	0.00	-37.11	104.6
CONTRACT SERVICES	1,000.00	800.00	837.11	87.78	0.00	-37.11	104.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	1,000.00	500.00	238.74	0.00	0.00	261.26	47.7
CAPITAL EXPENDITURES	1,000.00	500.00	238.74	0.00	0.00	261.26	47.7

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018

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

Fund: 10 - GENERAL FUND

Expenditures

RECREATION	138,628.00	138,828.00	144,633.33	12,313.46	0.00	-5,805.33	104.2
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,000.00	37,000.00	35,572.68	2,994.17	0.00	1,427.32	96.1
4002 Salaries - Part-time	19,000.00	18,400.00	17,330.45	1,556.68	0.00	1,069.55	94.2
4003 Salaries - Overtime	2,500.00	2,500.00	3,066.27	330.38	0.00	-566.27	122.7
4010 Workers Compensation Insurance	5,500.00	7,500.00	6,553.61	420.34	0.00	946.39	87.4
4011 Medical Insurance	13,500.00	13,500.00	13,433.38	1,116.63	0.00	66.62	99.5
4015 Federal Payroll Tax -FICA	4,370.00	4,370.00	4,278.93	373.14	0.00	91.07	97.9
4018 State Payroll Taxes	250.00	250.00	261.68	12.84	0.00	-11.68	104.7
SALARIES AND BENEFITS	83,120.00	83,520.00	80,497.00	6,804.18	0.00	3,023.00	96.4
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	425.68	0.00	0.00	74.32	85.1
5012 Printing	50.00	50.00	37.82	0.00	0.00	12.18	75.6
5014 Postage	50.00	50.00	48.61	0.00	0.00	1.39	97.2
5016 Office Supplies	700.00	700.00	722.08	25.62	0.00	-22.08	103.2
5018 Janitorial Supplies	4,500.00	4,500.00	4,288.34	0.00	0.00	211.66	95.3
5020 Telephone	2,300.00	2,300.00	2,221.60	197.78	0.00	78.40	96.6
5022 Utilities	12,000.00	12,000.00	13,034.26	1,161.46	0.00	-1,034.26	108.6
5023 Water	25,000.00	25,000.00	22,765.91	1,591.93	0.00	2,234.09	91.1
5025 SECURED PROP TAX	915.00	917.00	916.58	0.00	0.00	0.42	100.0
5030 Vehicle Maintenance	600.00	600.00	863.87	56.94	0.00	-263.87	144.0
5032 Building & Grounds-Maintenance	27,000.00	30,000.00	25,992.45	788.17	0.00	4,007.55	86.6
5034 Alarm Systems	750.00	750.00	734.18	15.67	0.00	15.82	97.9
5045 Miscellaneous Expenditures	250.00	250.00	143.67	0.00	0.00	106.33	57.5
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	75,115.00	78,117.00	72,195.05	3,837.57	0.00	5,921.95	92.4
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	36,000.00	36,000.00	32,326.75	2,905.75	0.00	3,673.25	89.8
5656 Tree Trimming	1,100.00	1,100.00	1,139.40	0.00	0.00	-39.40	103.6
5670 Other Professional Services	1,000.00	800.00	729.62	79.18	0.00	70.38	91.2
CONTRACT SERVICES	38,100.00	37,900.00	34,195.77	2,984.93	0.00	3,704.23	90.2
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	0.00	0.00	238.74	0.00	0.00	-238.74	0.0
CAPITAL EXPENDITURES	0.00	0.00	238.74	0.00	0.00	-238.74	0.0
ROSSMOOR PARK	196,335.00	199,537.00	187,126.56	13,626.68	0.00	12,410.44	93.8
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	32,520.00	32,520.00	29,216.18	2,473.51	0.00	3,303.82	89.8
4002 Salaries - Part-time	8,500.00	8,500.00	8,665.29	778.34	0.00	-165.29	101.9
4003 Salaries - Overtime	2,150.00	2,150.00	2,394.80	241.87	0.00	-244.80	111.4
4010 Workers Compensation Insurance	4,200.00	6,000.00	5,253.91	338.06	0.00	746.09	87.6
4011 Medical Insurance	11,000.00	11,000.00	10,866.39	903.28	0.00	133.61	98.8
4015 Federal Payroll Tax -FICA	3,000.00	3,000.00	3,078.37	266.98	0.00	-78.37	102.6
4018 State Payroll Taxes	160.00	160.00	171.99	6.43	0.00	-11.99	107.5
SALARIES AND BENEFITS	61,530.00	63,330.00	59,646.93	5,008.47	0.00	3,683.07	94.2
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	400.00	400.00	425.68	0.00	0.00	-25.68	106.4
5012 Printing	50.00	50.00	37.82	0.00	0.00	12.18	75.6
5014 Postage	50.00	50.00	48.61	0.00	0.00	1.39	97.2
5016 Office Supplies	700.00	700.00	700.62	25.62	0.00	-0.62	100.1
5018 Janitorial Supplies	4,000.00	4,000.00	4,288.34	0.00	0.00	-288.34	107.2
5020 Telephone	2,000.00	2,000.00	2,221.61	197.79	0.00	-221.61	111.1

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018

Fund: 10 - GENERAL FUND

	Original Bud:	Amended Bud:	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 40 MONTECITO CENTER							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5022 Utilities	1,700.00	1,700.00	1,771.51	142.71	0.00	-71.51	104.2
5023 Water	2,200.00	2,200.00	2,249.75	0.00	0.00	-49.75	102.3
5025 SECURED PROP TAX	770.00	770.00	769.74	0.00	0.00	0.26	100.0
5030 Vehicle Maintenance	600.00	600.00	863.54	56.77	0.00	-263.54	143.9
5032 Building & Grounds-Maintenance	3,800.00	3,800.00	9,120.92	3,122.64	0.00	-5,320.92	240.0
5034 Alarm Systems	400.00	400.00	596.99	15.21	0.00	-196.99	149.2
5045 Miscellaneous Expenditures (3)	50.00	50.00	3,548.11	0.00	0.00	-3,498.11	7096.2
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	17,220.00	17,220.00	26,643.24	3,560.74	0.00	-9,423.24	154.7
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	3,591.87	322.87	0.00	8.13	99.8
5656 Tree Trimming	1,100.00	1,100.00	1,139.40	0.00	0.00	-39.40	103.6
5670 Other Professional Services	1,000.00	800.00	729.62	79.18	0.00	70.38	91.2
CONTRACT SERVICES	5,700.00	5,500.00	5,460.89	402.05	0.00	39.11	99.3
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	500.00	500.00	0.00	0.00	0.00	500.00	0.0
CAPITAL EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
MONTECITO CENTER	84,950.00	86,550.00	91,751.06	8,971.26	0.00	-5,201.06	106.0
Dept: 50 RUSH PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	38,000.00	37,000.00	35,572.68	2,994.17	0.00	1,427.32	96.1
4002 Salaries - Part-time	17,400.00	18,400.00	17,330.45	1,556.68	0.00	1,069.55	94.2
4003 Salaries - Overtime	2,800.00	2,800.00	3,066.29	330.38	0.00	-266.29	109.5
4005 Salaries - Event Attendant	4,800.00	4,800.00	3,345.00	255.00	0.00	1,455.00	69.7
4010 Workers Compensation Insurance	5,500.00	7,500.00	6,553.61	420.34	0.00	946.39	87.4
4011 Medical Insurance	13,500.00	13,500.00	13,433.50	1,116.64	0.00	66.50	99.5
4015 Federal Payroll Tax -FICA	4,370.00	4,370.00	4,533.96	392.55	0.00	-163.96	103.8
4018 State Payroll Taxes	400.00	400.00	332.01	19.19	0.00	67.99	83.0
SALARIES AND BENEFITS	86,770.00	88,770.00	84,167.50	7,084.95	0.00	4,602.50	94.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	500.00	500.00	425.68	0.00	0.00	74.32	85.1
5012 Printing	50.00	50.00	37.83	0.00	0.00	12.17	75.7
5014 Postage	100.00	100.00	48.61	0.00	0.00	51.39	48.6
5016 Office Supplies	700.00	700.00	750.22	25.62	0.00	-50.22	107.2
5018 Janitorial Supplies	4,500.00	4,500.00	4,301.20	0.00	0.00	198.80	95.6
5020 Telephone	2,300.00	1,950.00	2,221.60	197.78	0.00	-271.60	113.9
5022 Utilities	22,000.00	22,000.00	26,215.05	4,135.55	0.00	-4,215.05	119.2
5023 Water	34,000.00	36,000.00	35,746.42	3,648.76	0.00	253.58	99.3
5025 SECURED PROP TAX	3,630.00	3,630.00	3,507.82	0.00	0.00	122.18	96.6
5030 Vehicle Maintenance	600.00	600.00	864.85	56.77	0.00	-264.85	144.1
5032 Building & Grounds-Maintenance	25,000.00	23,000.00	29,374.83	5,822.73	0.00	-6,374.83	127.7
5034 Alarm Systems	750.00	750.00	770.45	15.22	0.00	-20.45	102.7
5045 Miscellaneous Expenditures	250.00	250.00	143.67	0.00	0.00	106.33	57.5
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	250.00	250.00	0.00	0.00	0.00	250.00	0.0
OPERATIONS AND MAINTENANCE	94,880.00	94,530.00	104,408.23	13,902.43	0.00	-9,878.23	110.4
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	36,000.00	36,000.00	32,326.75	2,905.75	0.00	3,673.25	89.8
5656 Tree Trimming	1,100.00	1,100.00	1,139.40	0.00	0.00	-39.40	103.6
5670 Other Professional Services	1,000.00	800.00	729.62	79.18	0.00	70.38	91.2
CONTRACT SERVICES	38,100.00	37,900.00	34,195.77	2,984.93	0.00	3,704.23	90.2

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Expenditures								
	RUSH PARK	219,750.00	221,200.00	222,771.50	23,972.31	0.00	-1,571.50	100.7
	Dept: 60 STREET LIGHTING							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020	Telephone	715.00	715.00	740.49	65.92	0.00	-25.49	103.6
	OPERATIONS AND MAINTENANCE	715.00	715.00	740.49	65.92	0.00	-25.49	103.6
	Acct Class: 56 CONTRACT SERVICES							
5650	Lighting and Maintenance	107,000.00	103,000.00	98,372.42	8,673.51	0.00	4,627.58	95.5
	CONTRACT SERVICES	107,000.00	103,000.00	98,372.42	8,673.51	0.00	4,627.58	95.5
	STREET LIGHTING	107,715.00	103,715.00	99,112.91	8,739.43	0.00	4,602.09	95.6
	Dept: 65 ROSSMOOR WALL							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002	Insurance - Liability	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0
5032	Building & Grounds-Maintenance	100.00	100.00	98.67	0.00	0.00	1.33	98.7
	OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,098.67	0.00	0.00	1.33	99.9
	ROSSMOOR WALL	2,100.00	2,100.00	2,098.67	0.00	0.00	1.33	99.9
	Dept: 70 STREET SWEEPING							
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020	Telephone	650.00	650.00	725.56	65.92	0.00	-75.56	111.6
	OPERATIONS AND MAINTENANCE	650.00	650.00	725.56	65.92	0.00	-75.56	111.6
	Acct Class: 56 CONTRACT SERVICES							
5642	Street Sweeping	53,000.00	53,000.00	50,153.11	9,085.90	0.00	2,846.89	94.6
	CONTRACT SERVICES	53,000.00	53,000.00	50,153.11	9,085.90	0.00	2,846.89	94.6
	STREET SWEEPING	53,650.00	53,650.00	50,878.67	9,151.82	0.00	2,771.33	94.8
	Dept: 80 PARKWAY TREES							
	Acct Class: 40 SALARIES AND BENEFITS							
4002	Salaries - Part-time	21,012.00	21,012.00	19,211.82	1,774.59	0.00	1,800.18	91.4
4003	Salaries - Overtime	100.00	100.00	14.47	0.00	0.00	85.53	14.5
4007	Vehicle Allowance	750.00	750.00	782.07	68.37	0.00	-32.07	104.3
4015	Federal Payroll Tax -FICA	1,525.00	1,525.00	1,470.90	135.76	0.00	54.10	96.5
4018	State Payroll Taxes	175.00	175.00	175.01	0.00	0.00	-0.01	100.0
	SALARIES AND BENEFITS	23,562.00	23,562.00	21,654.27	1,978.72	0.00	1,907.73	91.9
	Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012	Printing	25.00	25.00	0.00	0.00	0.00	25.00	0.0
5014	Postage	100.00	100.00	22.91	0.00	0.00	77.09	22.9
5016	Office Supplies	150.00	150.00	92.21	1.89	0.00	57.79	61.5
5020	Telephone	1,300.00	1,300.00	1,480.60	131.86	0.00	-180.60	113.9
5030	Vehicle Maintenance	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051	Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
	OPERATIONS AND MAINTENANCE	1,675.00	1,675.00	1,595.72	133.75	0.00	79.28	95.3
	Acct Class: 56 CONTRACT SERVICES							
5656	Tree Trimming	73,000.00	73,000.00	72,162.34	0.00	0.00	837.66	98.9
5657	Tree Care/Treatments	5,000.00	5,000.00	234.00	0.00	0.00	4,766.00	4.7
5660	TREE REMOVAL	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
5670	Other Professional Services	3,000.00	3,000.00	3,049.23	262.35	0.00	-49.23	101.6
	CONTRACT SERVICES	83,500.00	83,500.00	75,445.57	262.35	0.00	8,054.43	90.4
	Acct Class: 60 CAPITAL EXPENDITURES							
6015	Trees	25,000.00	25,000.00	26,156.00	2,155.20	0.00	-1,156.00	104.6

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 80 PARKWAY TREES							
CAPITAL EXPENDITURES	25,000.00	25,000.00	26,156.00	2,155.20	0.00	-1,156.00	104.6
PARKWAY TREES	133,737.00	133,737.00	124,851.56	4,530.02	0.00	8,885.44	93.4
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	685.00	685.00	682.34	55.33	0.00	2.66	99.6
4003 Salaries - Overtime	64.00	64.00	59.77	5.43	0.00	4.23	93.4
4010 Workers Compensation Insurance	300.00	300.00	257.67	19.67	0.00	42.33	85.9
4015 Federal Payroll Tax -FICA	58.00	58.00	56.92	4.66	0.00	1.08	98.1
4018 State Payroll Taxes	15.00	15.00	2.16	0.00	0.00	12.84	14.4
SALARIES AND BENEFITS	1,122.00	1,122.00	1,058.86	85.09	0.00	63.14	94.4
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	640.00	640.00	740.53	65.93	0.00	-100.53	115.7
5022 Utilities	1,150.00	1,150.00	885.99	125.49	0.00	264.01	77.0
5023 Water	6,400.00	6,400.00	7,386.15	938.77	0.00	-986.15	115.4
5032 Building & Grounds-Maintenance	800.00	2,000.00	3,204.97	405.14	0.00	-1,204.97	160.2
5045 Miscellaneous Expenditures	100.00	100.00	523.41	0.00	0.00	-423.41	523.4
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	9,290.00	10,490.00	12,741.05	1,535.33	0.00	-2,251.05	121.5
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	3,591.98	322.98	0.00	8.02	99.8
5656 Tree Trimming	400.00	400.00	379.81	0.00	0.00	20.19	95.0
5670 Other Professional Services	50.00	50.00	42.96	3.44	0.00	7.04	85.9
CONTRACT SERVICES	4,050.00	4,050.00	4,014.75	326.42	0.00	35.25	99.1
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	14,562.00	15,762.00	17,814.66	1,946.84	0.00	-2,052.66	113.0
Expenditures	1,371,702.00	1,376,709.00	1,344,326.62	117,454.14	0.00	32,382.38	97.6
Net Effect for GENERAL FUND	95,833.00	116,126.00	131,228.29	-102,949.22	0.00	-15,102.29	113.0
Change in Fund Balance:			131,228.29				

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REVENUE/EXPENDITURE REPORT

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Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	380,000.00	380,000.00	379,843.51	0.00	0.00	156.49	100.0
3101	Property assessments-prior yr	3,400.00	3,400.00	2,370.03	0.00	0.00	1,029.97	69.7
ASSESSMENTS		383,400.00	383,400.00	382,213.54	0.00	0.00	1,186.46	99.7
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	0.00	1,058.00	1,057.76	0.00	0.00	0.24	100.0
USE OF MONEY AND PROPERTY		0.00	1,058.00	1,057.76	0.00	0.00	0.24	100.0
Dept: 00		383,400.00	384,458.00	383,271.30	0.00	0.00	1,186.70	99.7
Revenues		383,400.00	384,458.00	383,271.30	0.00	0.00	1,186.70	99.7
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 56 CONTRACT SERVICES								
5617	Administrative Fees	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
5619	Bond Trustee	3,048.00	3,048.00	3,047.50	0.00	0.00	0.50	100.0
CONTRACT SERVICES		23,048.00	23,048.00	23,047.50	0.00	0.00	0.50	100.0
Acct Class: 58 DEBT SERVICE								
5800	Principal	260,000.00	280,000.00	280,000.00	0.00	0.00	0.00	100.0
5801	Interest	80,600.00	74,090.00	72,316.60	0.00	0.00	1,773.40	97.6
DEBT SERVICE		340,600.00	354,090.00	352,316.60	0.00	0.00	1,773.40	99.5
RUSH PARK		363,648.00	377,138.00	375,364.10	0.00	0.00	1,773.90	99.5
Expenditures		363,648.00	377,138.00	375,364.10	0.00	0.00	1,773.90	99.5
Net Effect for ASSESSMENT DISTRICT FUND-RUSH		19,752.00	7,320.00	7,907.20	0.00	0.00	-587.20	108.0
Change in Fund Balance:				7,907.20				

REVENUE/EXPENDITURE REPORT
June 2018 @ 100%

Rossmoor Community

For the Period: 7/1/2017 to 6/30/2018		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
2999	FY Begin Fund Balance	32,450.00	32,450.00	0.00	0.00	0.00	32,450.00	0.0
	PROPERTY TAXES	32,450.00	32,450.00	0.00	0.00	0.00	32,450.00	0.0
Dept: 00								
	Revenues	32,450.00	32,450.00	0.00	0.00	0.00	32,450.00	0.0
Expenditures								
Dept: 50 RUSH PARK								
Acct Class: 60 CAPITAL EXPENDITURES								
6005	Buildings and Improvements	13,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
	CAPITAL EXPENDITURES	13,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
RUSH PARK								
	Revenues	13,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Dept: 75 CAPITAL PROJECTS								
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5045	Miscellaneous Expenditures	6,500.00	6,500.00	6,485.21	538.25	0.00	14.79	99.8
	OPERATIONS AND MAINTENANCE	6,500.00	6,500.00	6,485.21	538.25	0.00	14.79	99.8
	CAPITAL PROJECTS	6,500.00	6,500.00	6,485.21	538.25	0.00	14.79	99.8
	Expenditures	19,500.00	16,500.00	6,485.21	538.25	0.00	10,014.79	39.3
Net Effect for CAPITAL PROJECTS CONTRIBUTIONS		12,950.00	15,950.00	-6,485.21	-538.25	0.00	22,435.21	-40.7
Change in Fund Balance:				-6,485.21				
Grand Total Net Effect:		128,535.00	139,396.00	132,650.28	-103,487.47	0.00	6,745.72	

ROSSMOOR COMMUNITY SERVICES DISTRICT
 FOOTNOTES - FINANCIAL REPORT
 JUNE 2018
 EXPENDITURES

* #1 Salaries - Full time/Part time 10-10-4001, 10-10-4002	Part-time employee hired to cover full time employee medical leave of absence. Will be adjusted in 2018-2019 ETC.
* #2 Printing 10-20-5012	Brochure and banner printing for Winter Festival. Will be adjusted in 2018-2019 ETC.
* #3 Miscellaneous Expenses 10-40-5045	New chairs purchased for Montecito Center. Will be adjusted in 2018-2019 ETC.
* #4 10-90-5032 Mini-Parks Maintenance	Maintenance and irrigation needed for Kempton Park upkeep. Will be adjusted in 2018-2019 ETC.
* #5 10-90-5045 Mini-Parks Miscellaneous Expenses	Plaque designed and purchased for Kempton Park. Will be adjusted in 2018-2019 ETC.
* #6	

* *Noted in previous month(s). However, explanation is still warranted and valid.*

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM F-1

Date: July 10, 2018
To: Honorable Board of Directors
From: General Manager
Subject: PUBLIC HEARING-FISCAL YEAR 2018-2019 PROPOSED FINAL BUDGET

RECOMMENDATION:

Open hearing, receive presentation from General Manager, take public testimony, close hearing, deliberate and approve Fiscal Year 2018-2019 Proposed Final Budget.

BACKGROUND:

A Fiscal Year 2018-2019 Preliminary Budget was presented to the Board at your June 12, 2018 regular board meeting. After deliberation of the Preliminary Budget, the General Manager was directed to publish a Notice of Public Hearing for this evening's meeting. SB 135 requires that the hearing be noticed and a hearing be held prior to adoption of the Final Budget. The Notice was published as required and copy of that Notice of Public Hearing is attached.

The budget document before you was prepared before final year 2018-2019 budget numbers have been audited by the District's Auditor. This is due to the timing of the budget calendar required by SB 135 which does not provide sufficient time to complete an audit before the Final Budget must be adopted. The Final Budget will be fully reconciled when the District's Annual Audit is completed, at which time it will be presented to the Audit Committee and the Board at a future meeting.

The Budget Estimates to Close, however, are considered sufficiently accurate for adoption of the Final Budget. The Final Budget has also been adjusted to account for changes recommended by the Committee and approved by the Board during the intervening period since your review of the Preliminary Budget.

These changes include the Annual Salary Plan, as recommended by the Budget Committee and Capital Improvement budget and Project Lists adjustments, as recommended by the Public Works/CIP Committee.

Upon the Board's approval of the Proposed Final Budget, you will be asked to adopt Annual Budget Revenues and Expenditures Total Amounts by resolution.

ATTACHMENTS:

1. Fiscal Year 2018-2019 Proposed Final Budget including annual Salary Plan.
2. Notice of Public Hearing.
3. Policy No. 3020 Budget Preparation, Adoption and Revision.

FY 2018-2019 PROPOSED FINAL BUDGET
Department Accounts Combined
TOTAL FUND SUMMARY

	Proposed Final Budget Fund 10	Proposed Final Budget Fund 20	Proposed Final Budget Fund 10
Fund Balance, Beginning FY 2018-2019	980,637	0	26,196
General Fund Revenues			
Transfer In from other funds			
Property Taxes	954,930	384,458	
Street Light Assessments	339,900		
Interest on Investments	8,000		
From Other Govt. Agencies	60,400		
Permit and Rental Fees	190,000		
Miscellaneous Revenues	22,000		0
Total General Fund Revenues	1,575,230	384,458	26,196
			0
Total General Fund Expenditures	1,402,875	374,313	11,500
Revenues Less Expenditures	172,355	10,145	14,696
Transfer Out - (To Fund 50 as directed by auditor)		(10,145)	
Fund Balance, End FY	1,152,992	0	14,696

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND SUMMARY - FUND 10

	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Fund Balance End	739,612	833,116	833,116	833,116	980,637
Transfer from Reserve to Fund 40	0	0	0	0	0
Transfer from Reserve to Fund 10	0	0	0	0	0
Fund Balance	739,612	833,116	833,116	833,116	980,637
General Fund Revenues					
Property Taxes	883,446	908,835	914,835	929,250	954,930
Street Light Assessments	309,594	314,600	314,600	330,000	339,900
Interest on Investments	4,684	3,000	3,000	8,000	8,000
From Other Govt. Agencies	59,467	60,400	60,400	60,400	60,400
Permit and Rental Fees	157,300	158,700	178,000	187,500	190,000
Miscellaneous Revenues	22,493	22,000	22,000	22,000	22,000
Total General Fund Revenues	1,436,984	1,467,535	1,492,835	1,537,150	1,575,230
General Fund Expenditures					
Transfer Out to Fund 40	0	0	0	0	0
Administrative Services	415,653	420,275	421,630	414,950	815,914
Recreation	128,678	138,628	138,828	142,578	42,400
Rossmoor Park	192,384	196,335	199,537	201,037	107,900
Montecito Center	86,758	84,950	86,550	94,250	20,624
Rush Park	219,450	219,750	221,200	225,850	127,480
Street Lighting	98,499	107,715	103,715	103,715	103,715
Rossmoor Signature Wall	2,000	2,100	2,100	2,100	2,300
Street Sweeping	54,864	53,650	53,650	53,650	55,770
Parkway Trees	131,213	133,737	133,737	133,737	113,380
Mini-Parks and Medians	13,981	14,562	15,762	17,762	13,392
Total General Fund Expenditures	1,343,480	1,371,702	1,376,709	1,389,629	1,402,875
Revenues Less Expenditures	93,504	95,833	116,126	147,521	172,355
Fund Balance, End of Year	833,116	928,949	949,242	980,637	1,152,992

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10

		2016-2017	2017-2018 APPROVED FINAL BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
		ACTUAL				
General Fund Revenues						
Property Taxes						
10-00-3000	Current Secured	812,466	842,400	842,400	856,000	881,680
10-00-3001	Current Unsecured	25,773	26,000	26,000	27,000	27,000
10-00-3002	Prior Secured	7,669	7,100	7,100	7,100	7,100
10-00-3003	Prior Unsecured	354	535	535	350	350
10-00-3004	Delinquent Property Taxes	701	800	800	800	800
10-00-3010	Current Supplemental Assmnt.	23,803	18,000	24,000	24,000	24,000
10-00-3020	Public Utility	12,680	14,000	14,000	14,000	14,000
Total Property Taxes		883,446	908,835	914,835	929,250	954,930
Street Light Assessments						
10-00-3105	Assessments	309,594	314,600	314,600	330,000	339,900
Interest on Investments						
10-00-3200	Interest	4,684	3,000	3,000	8,000	8,000
From Other Governmental Agencies						
10-00-3301	State-Homeowners Prop. Tax Relief	5,257	5,400	5,400	5,400	5,400
10-00-3305	County-Street Sweep Reimburse.	54,210	55,000	55,000	55,000	55,000
Total From Other Governmental Agencies		59,467	60,400	60,400	60,400	60,400
Permit and Rental Fees						
10-00-3404	Tennis Reservations	10,218	12,500	22,500	22,500	25,000
10-00-3405	Wall Rental	280	500	500	500	500
10-00-3406	Volleyball & Ball Field Reservations	23,957	23,000	25,000	25,000	25,000
10-00-3410	Rossmoor Building Rental	17,844	16,500	18,500	18,500	18,500
10-00-3412	Montecito Building Rental	22,947	25,200	26,500	27,000	27,000
10-00-3414	Rush Building Rental	82,054	81,000	85,000	94,000	94,000
Total Fees		157,300	158,700	178,000	187,500	190,000
Miscellaneous Revenues						
10-00-3500	Miscellaneous	2,493	2,000	2,000	2,000	2,000
10-00-3502	Admin Fees	20,000	20,000	20,000	20,000	20,000
10-00-3600	Transfer IN	0	0	0	0	0
Total Miscellaneous Revenues		22,493	22,000	22,000	22,000	22,000
Total General Fund Revenues		1,436,984	1,467,535	1,492,835	1,537,150	1,575,230

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 10 Administrative Services

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 10 Administrative Services					
Salaries and Benefits					
10-10-4000 Board of Directors' Compensation	7,500	10,000	10,000	8,000	8,000
10-10-4001 Full Time	195,041	200,175	192,000	176,000	0
10-10-4001 Part Time	0	0	8,000	17,000	0
10-10-4003 Overtime	4,392	5,300	5,300	5,700	0
* 10-10-4006 Salaries - Administrative (ETC 17-18 \$234,175)	0	0	0	0	236,000
* 10-10-4008 Salaries - Recreation (ETC 17-18 \$110,000)	0	0	0	0	113,764
* 10-10-4009 Salaries - Maintenance Tree & Park (ETC 17-18 \$137,400)	0	0	0	0	142,800
10-10-4007 Vehicle Allowance	222	450	250	250	250
* 10-10-4010 Workers' Comp. Insurance	5,572	5,500	7,500	7,500	27,000
* 10-10-4011 Medical Insurance	45,793	44,000	44,000	44,000	91,000
* 10-10-4015 Federal Payroll Taxes	15,754	17,000	17,000	16,000	34,000
* 10-10-4018 State Payroll Taxes	659	780	780	900	2,400
Total Salaries and Benefits	274,933	283,205	284,830	275,350	655,214
Operations and Maintenance					
10-10-5002 Insurance - Liability	12,983	15,900	15,900	15,900	17,500
10-10-5004 Membership & Dues	5,798	6,400	6,400	6,400	6,400
10-10-5006 Travel & Meetings	1,077	1,000	1,000	1,500	1,000
10-10-5007 Board Meetings Televised Exp	20,217	21,000	21,000	21,000	21,100
* 10-10-5010 Publications & Legal Notices	6,368	7,200	7,200	6,000	6,500
* 10-10-5012 Printing	601	1,000	1,000	800	1,000
* 10-10-5014 Postage	1,051	1,800	1,800	2,000	2,000
* 10-10-5016 Office & Meeting Supplies	6,012	7,200	7,200	7,200	9,000
* 10-10-5020 Telephone	2,305	1,950	2,300	2,300	13,000
10-10-5021 Computer/E-mail/Server Costs	0	3,700	3,700	3,700	3,700
10-10-5045 Miscellaneous Expenditures	11,304	6,500	9,000	9,000	9,000
10-10-5046 Bank Service Charges	1,054	1,700	2,000	2,000	2,000
10-10-5050 Elections	7,251	0	0	0	7,500
Total Operations and Maintenance	76,021	75,350	78,500	77,800	99,700
Contract Services					
10-10-5610 Legal Services	22,280	21,000	21,000	23,000	23,000
10-10-5615 Financial Audit-Consulting	10,400	10,720	11,300	11,300	12,000
10-10-5620 Miscellaneous Studies	6,000	0	0	0	0
10-10-5670 Other Professional Services	24,657	26,000	22,000	23,500	24,000
Total Contract Services	63,337	57,720	54,300	57,800	59,000
Capital Expenditures					
10-10-6010 Equipment	1,362	4,000	4,000	4,000	2,000
Total Administrative Services	415,653	420,275	421,630	414,950	815,914

* Totals for combined departments

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 20 Recreation

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 20 Recreation					
Salaries and Benefits					
* 10-20-4001 Full Time	49,566	50,500	46,500	46,500	0
* 10-20-4002 Part Time	17,342	18,600	24,000	24,000	0
* 10-20-4003 Overtime	3,401	5,200	5,200	5,200	0
10-20-4005 Event Attendant	758	1,000	1,000	1,000	1,000
10-20-4007 Vehicle Allowance	-	100	100	100	100
* 10-20-4010 Workers' Comp. Insurance	2,252	2,350	3,000	3,000	0
* 10-20-4011 Medical Insurance	11,642	11,270	11,270	11,270	0
* 10-20-4015 Federal Payroll Tax	5,435	5,988	5,988	5,988	0
* 10-20-4018 State Payroll Taxes	355	400	400	400	0
Total Salaries and Benefits	90,751	95,408	97,458	97,458	1,100
Operations and Maintenance					
10-20-5006 Travel & Meetings	125	200	550	550	550
* 10-20-5010 Publications & Legal Notices	468	420	420	420	0
* 10-20-5012 Printing	44	100	100	350	0
* 10-20-5014 Postage	41	150	150	150	0
* 10-20-5016 Office & Meeting Supplies	1,062	1,000	1,000	1,000	0
10-20-5017 Community Events	26,963	28,000	26,500	30,000	30,000
10-20-5019 Fireworks	6,200	8,700	8,700	8,700	8,700
* 10-20-5020 Telephone	1,930	1,900	1,900	1,900	0
10-20-5045 Miscellaneous Expenditures	0	500	500	500	500
10-20-5051 Equipment Rental	0	250	250	250	250
Total Operations and Maintenance	36,833	41,220	40,070	43,820	40,000
Contract Services					
10-20-5670 Other Professional Services	1,094	1,000	800	800	800
Total Contract Services	1,094	1,000	800	800	800
Capital Expenditures					
10-20-6010 Equipment	0	1,000	500	500	500
Total Capital Expenditures	0	1,000	500	500	500
Total Recreation	128,678	138,628	138,828	142,578	42,400

* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 30 Rossmoor Park

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 30 Rossmoor Park					
<u>Salaries and Benefits</u>					
* 10-30-4001 Full Time	36,623	38,000	37,000	37,000	0
* 10-30-4002 Part Time	18,842	19,000	18,400	18,400	0
* 10-30-4003 Overtime	2,562	2,500	2,500	2,500	0
* 10-30-4010 Workers' Comp. Insurance	5,571	5,500	7,500	7,500	0
* 10-30-4011 Medical Insurance	14,382	13,500	13,500	13,500	0
* 10-30-4015 Federal Payroll Taxes	4,435	4,370	4,370	4,370	0
* 10-30-4018 State Payroll Taxes	232	250	250	250	0
Total Salaries and Benefits	82,647	83,120	83,520	83,520	0
<u>Operations and Maintenance</u>					
* 10-30-5010 Publications & Legal Notices	568	500	500	500	0
* 10-30-5012 Printing	22	50	50	50	0
* 10-30-5014 Postage	9	50	50	50	0
* 10-30-5016 Office & Meeting Supplies	620	700	700	700	0
10-30-5018 Janitorial Supplies	3,319	4,500	4,500	4,500	4,500
* 10-30-5020 Telephone	2,261	2,300	2,300	2,500	0
10-30-5022 Utilities	13,369	12,000	12,000	14,000	14,000
10-30-5023 Water (3% Increase)	22,066	25,000	25,000	25,000	25,750
10-30-5025 Sewer Tax	906	915	917	917	950
10-30-5030 Vehicle Maintenance	702	600	600	800	800
10-30-5032 Buildings & Grounds-Maintenance	29,420	27,000	30,000	30,000	30,000
10-30-5034 Alarm Systems/Security	841	750	750	850	850
10-30-5045 Miscellaneous/Expenditures	450	250	250	250	450
10-30-5051 Equipment Rental	0	250	250	250	250
10-30-5052 Minor Facility Repairs/Tools	0	250	250	250	250
Total Operations and Maintenance	74,553	75,115	78,117	80,617	77,800
<u>Contact Services</u>					
10-30-5655 Landscape Maintenance	33,134	36,000	36,000	35,000	28,000
10-30-5656 Tree Trimming	1,013	1,100	1,100	1,100	1,300
10-30-5670 Other Professional Services	1,037	1,000	800	800	800
Total Contract Services	35,184	38,100	37,900	36,900	30,100
<u>Capital Expenditures</u>					
10-30-6010 Equipment	0	0	0	0	0
Total Capital Expenditures	0	0	0	0	0
Total Rossmoor Park	192,384	196,335	199,537	201,037	107,900

* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 40 Montecito Center

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 40 Montecito Center					
<u>Salaries and Benefits</u>					
* 10-40-4001 Full Time	30,203	32,520	32,520	32,520	0
* 10-40-4002 Part Time	8,448	8,500	8,500	8,500	0
* 10-40-4003 Overtime	1,958	2,150	2,150	2,150	0
* 10-40-4010 Workers' Comp. Insurance	4,431	4,200	6,000	6,000	0
* 10-40-4011 Medical Insurance	11,636	11,000	11,000	11,000	0
* 10-40-4015 Federal Payroll Taxes	3,103	3,000	3,000	3,000	0
* 10-40-4018 State Payroll Taxes	149	160	160	160	0
Total Salaries and Benefits	59,928	61,530	63,330	63,330	0
<u>Operations and Maintenance</u>					
* 10-40-5010 Publications & Legal Notices	355	400	400	400	0
* 10-40-5012 Printing	22	50	50	50	0
* 10-40-5014 Postage	9	50	50	50	0
* 10-40-5016 Office & Meeting Supplies	577	700	700	850	0
10-40-5018 Janitorial Supplies	3,319	4,000	4,000	4,500	4,500
* 10-40-5020 Telephone	1,930	2,000	2,000	2,500	0
10-40-5022 Utilities	1,704	1,700	1,700	2,000	2,000
10-40-5023 Water (3% Increase)	1,626	2,200	2,200	2,200	1,834
10-40-5025 Sewer Tax	760	770	770	770	790
10-40-5030 Vehicle Maintenance	859	600	600	800	800
10-40-5032 Buildings & Grounds-Maintenance.	8,214	3,800	3,800	4,000	4,000
10-40-5034 Alarm Systems/Security	364	400	400	500	500
10-40-5045 Miscellaneous/Expenditures	0	50	50	3,550	500
10-40-5051 Equipment Rental	0	250	250	250	250
10-40-5052 Minor Facility Repairs/Tools	0	250	250	2,500	250
Total Operations and Maintenance	19,739	17,220	17,220	24,920	15,424
10-40-5655 Landscape Maintenance	3,682	3,600	3,600	3,600	2,800
10-40-5656 Tree Trimming	1,013	1,100	1,100	1,100	1,100
10-40-5670 Other Professional Services	1,037	1,000	800	800	800
Total Contract Services	5,732	5,700	5,500	5,500	4,700
<u>Capital Expenditures</u>					
10-40-6010 Equipment	1,359	500	500	500	500
Total Capital Expenditures	1,359	500	500	500	500
Total Montecito Center	86,758	84,950	86,550	94,250	20,624

* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 50 Rush Park

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 50 Rush Park					
Salaries and Benefits					
* 10-50-4001 Full Time	36,623	38,000	37,000	37,000	0
* 10-50-4002 Part Time	17,196	17,400	18,400	18,400	0
* 10-50-4003 Overtime	2,552	2,800	2,800	2,800	0
* 10-50-4005 Event Attendant	4,440	4,800	4,800	4,800	0
* 10-50-4010 Workers' Comp. Insurance	5,571	5,500	7,500	7,500	0
* 10-50-4011 Medical Insurance	14,382	13,500	13,500	13,500	0
* 10-50-4015 Federal Payroll Taxes	4,649	4,370	4,370	4,370	0
* 10-50-4018 State Payroll Taxes	328	400	400	400	0
Total Salaries and Benefits	85,741	86,770	88,770	88,770	0
Operations and Maintenance					
* 10-50-5010 Publications & Legal Notices	490	500	500	500	0
* 10-50-5012 Printing	122	50	50	50	0
* 10-50-5014 Postage	9	100	100	100	0
* 10-50-5016 Office & Meeting Supplies	577	700	700	850	0
10-50-5018 Janitorial Supplies	3,329	4,500	4,500	4,500	4,500
* 10-50-5020 Telephone	1,930	2,300	1,950	2,500	0
10-50-5022 Utilities	22,925	22,000	22,000	22,000	22,000
10-50-5023 Water (3% Increase)	33,801	34,000	36,000	36,000	37,080
10-50-5025 Sewer Tax	3,465	3,630	3,630	3,630	3,700
10-50-5030 Vehicle Maintenance	703	600	600	800	800
10-50-5032 Buildings & Grounds-Maintenance	30,326	25,000	23,000	26,000	28,000
10-50-5034 Alarm Systems/Security	656	750	750	750	750
10-50-5045 Miscellaneous/Expenditures	204	250	250	2,000	250
10-50-5051 Equipment Rental	0	250	250	250	250
10-50-5052 Minor Facility Repairs/Tools	0	250	250	250	250
Total Operations and Maintenance	98,537	94,880	94,530	100,180	97,580
10-50-5655 Landscape Maintenance	33,134	36,000	36,000	35,000	28,000
10-50-5656 Tree Trimming	1,001	1,100	1,100	1,100	1,100
10-50-5670 Other Professional Services	1,037	1,000	800	800	800
Total Contract Services	35,172	38,100	37,900	36,900	29,900
Capital Expenditures					
10-50-6010 Equipment	0	0	0	0	0
Total Capital Expenditures	0	0	0	0	0
Total Rush Park	219,450	219,750	221,200	225,850	127,480

* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 60 Street Lighting, 65 Signature Wall, and 70 Street Sweeping

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 60 Street Lighting					
Operations and Maintenance					
10-60-5020 Telephone	684	715	715	715	715
Contract Services					
10-60-5650 Street Lights	97,815	107,000	103,000	103,000	103,000
Total Street Lighting	98,499	107,715	103,715	103,715	103,715
Department 65 Rossmoor Signature Wall					
Operations and Maintenance					
10-65-5002 Insurance - Liability	2,000	2,000	2,000	2,000	2,200
10-65-5032 Buildings & Grounds-Maintenance	0	100	100	100	100
Total Rossmoor Signature Wall	2,000	2,100	2,100	2,100	2,300
Department 70 Street Sweeping					
Operations and Maintenance					
10-70-5020 Telephone	654	650	650	650	650
Total Operations and Maintenance	654	650	650	650	650
Contract Services					
10-70-5642 Street Sweeping (+4% New Contract)	54,210	53,000	53,000	53,000	55,120
Total Street Sweeping	54,864	53,650	53,650	53,650	55,770

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 80 Parkway Trees

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 80 Parkway Trees					
Salaries and Benefits					
* 10-80-4002 Salaries Part Time	19,851	21,012	21,012	21,012	0
* 10-80-4003 Salaries Overtime	28	100	100	100	0
10-80-4007 Vehicle Allowance	716	750	750	750	780
* 10-80-4015 Federal Payroll Tax -FICA	1,521	1,525	1,525	1,525	0
* 10-80-4018 State Payroll Taxes	175	175	175	175	0
Total Salaries and Benefits	22,291	23,562	23,562	23,562	780
Operations and Maintenance					
* 10-80-5012 Printing	0	25	25	25	0
* 10-80-5014 Postage	7	100	100	100	0
* 10-80-5016 Office & Meeting Supplies	122	150	150	150	0
* 10-80-5020 Telephone	1,337	1,300	1,300	1,300	0
10-80-5030 Vehicle Maintenance	0	50	50	50	50
10-80-5051 Equipment Rental	0	50	50	50	50
Total Operations and Maintenance	1,466	1,675	1,675	1,675	100
Contract Services					
10-80-5656 Tree Trimming	75,801	73,000	73,000	73,000	76,000
* 10-80-5657 Tree Health Care	0	5,000	5,000	5,000	5,000
10-80-5660 Tree Removals	2,369	2,500	2,500	2,500	2,500
10-80-5670 Other Professional Services	3,804	3,000	3,000	3,000	3,000
Total Contract Services	81,974	83,500	83,500	83,500	86,500
Capital Expenditures					
10-80-6015 Trees	25,482	25,000	25,000	25,000	26,000
Total Parkway Trees	131,213	133,737	133,737	133,737	113,380

* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 90 Mini-Parks & Medians

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Department 90 Mini-Parks & Medians					
Salaries and Benefits					
* 10-90-4001 Full Time	679	685	685	685	0
* 10-90-4003 Overtime	54	64	64	64	0
* 10-90-4010 Workers' Comp	261	300	300	300	0
* 10-90-4015 Federal Payroll Taxes	56	58	58	58	0
* 10-90-4018 State Payroll Taxes	2	15	15	15	0
Total Salaries and Benefits	1,052	1,122	1,122	1,122	0
Operations and Maintenance					
* 10-90-5020 Telephone	669	640	640	640	0
10-90-5022 Utilities	895	1,150	1,150	1,150	1,150
10-30-5023 Water (3% Increase)	5,904	6,400	6,400	6,400	6,592
10-90-5032 Building & Grounds Maintenance.	1,211	800	2,000	4,000	2,000
10-90-5045 Miscellaneous/Expenditures	33	100	100	100	100
10-90-5051 Equipment Rental	0	100	100	100	100
10-90-5052 Minor Facility Repairs/Tools	0	100	100	100	100
Total Operations and Maintenance	8,712	9,290	10,490	12,490	10,042
Contract Services					
10-90-5655 Landscape Maintenance	3,682	3,600	3,600	3,600	2,800
10-90-5656 Tree Trimming	483	400	400	400	400
10-90-5670 Other Professional Services	52	50	50	50	50
Total Contract Services	4,217	4,050	4,050	4,050	3,250
Capital Expenditures					
10-90-6010 Equipment	0	100	100	100	100
Total Capital Expenditures	0	100	100	100	100
Total Mini-Parks & Medians	13,981	14,562	15,762	17,762	13,392
TOTAL GENERAL FUND EXPENDITURES	1,343,480	1,371,702	1,376,709	1,389,629	1,402,875

* Departments combined fy 2018-2019. Totals moved to Administrative - Department 10

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
RUSH PARK ASSESSMENT DISTRICT - FUND 20

ACCOUNT NO.	TITLE	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 AMENDED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
Assigned Fund Balance, Beginning		0	0	0		
<u>Rush Park AD Revenues</u>						
Assessments						
20-00-3100	Current Year Secured	380,265	380,000	380,000	380,000	380,000
20-00-3101	Prior Year Secured	2,198	3,400	3,400	3,400	3,400
20-00-3200	Interest on investments	0	0	1,058	1,058	1,058
20-00-3500	Other Misc. Rev.	0	0	0	0	0
Total Rush Park AD Revenues		382,463	383,400	384,458	384,458	384,458
<u>Rush Park AD Expenditures</u>						
20-50-5617	Administrative Fees	20,000	20,000	20,000	20,000	20,000
20-50-5619	Bond Trustee	3,048	3,048	3,048	3,048	3,048
Total Contract Services		23,048	23,048	23,048	23,048	23,048
<u>Annual Debt Service</u>						
20-50-5800	Principal	260,000	280,000	280,000	280,000	295,000
20-50-5801	Interest	90,156	74,090	74,090	74,090	56,265
20-50-5045	Miscellaneous	0	0	0	0	0
Total Annual Debt Service		350,156	354,090	354,090	354,090	351,265
Total Rush Park AD Expenditures		373,204	377,138	377,138	377,138	374,313
Revenues Less Expenditures		9,259	6,262	7,320	7,320	10,145
Transfers Out		0	0	0	0	0
(1) Transfer Out - (To Fund 50 as directed by auditor)		9,259	6,262	7,320	7,320	10,145
Fund Balance, End of Year		0	0	0	0	0

FY 2018- 2019 PROPOSED FINAL BUDGET
(Department Accounts Combined)
CAPITAL IMPROVEMENT PROGRAM - FUND 40

ACCOUNT NO.	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017-2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET
<u>Assigned Fund Balance, Beginning</u>	105,109	32,696	32,696	26,196
<u>Revenues</u>				
40-00-3600 Transfer In Fund 10	0	0	0	0
40-00-3600 Transfer In Fund 20	0	0	0	0
40-00-3600 Transfer In Fund 30	0	0	0	0
Total Capital Improvement Program Revenues	105,109	32,696	32,696	26,196
<u>Expenditures</u>				
Dept.				
Rossmoor Park	25,060	0	0	0
Montecito Center	0	0	0	0
Rush Park Roll in Place and Lighting Charged to Fund 10	28,606	13,000	0	0
General	18,747	6,500	6,500	11,500
Total Expenditures	72,413	19,500	6,500	11,500
<u>Revenues Less Expenditures</u>	32,696	13,196	26,196	14,696
Fund Balance, End of Year	32,696	13,196	26,196	14,696

CAPITAL IMPROVEMENT PROGRAM - FUND 40
FY 2018-2019 PROPOSED FINAL BUDGET

PROJECT TITLE	2016-2017 ACTUAL	2017-2018 APPROVED BUDGET	2017/2018 ESTIMATE TO CLOSE	2018-2019 PROPOSED FINAL BUDGET	2019-2020 INFORMATION ONLY	2020-2021 INFORMATION ONLY
REVENUES						
Beginning Fund Balance	\$105,109	\$32,696	\$32,696	\$26,196	\$14,696	(\$26,804)
Transfer from Fund 10	\$0					
Golden State Water Reimbursement for Water Conservation	0					
TOTAL REVENUES	\$105,109	\$32,696	\$32,696	\$26,196	\$14,696	(\$26,804)
EXPENSES						
ROSSMOOR PARK						
Lighting Repaired and Replaced (\$16,338 - Insurance Payment \$1,965= \$14,373)	\$14,373					
Community Room Cabinets	\$1,235					
Rossmoor Park Playground (Estimate)						\$100,000
Basketball and Tennis Courts Resurfacing (Estimate)					\$20,000	
3 Drinking Fountains	\$9,452					
ROSSMOOR PARK SUBTOTAL	\$25,060	\$0	\$0	\$0	\$20,000	\$100,000
MONTECITO						
Outdoor Security Lighting (Estimate)						\$5,000
Upgrade Counter Tops and Drop Ceiling (Estimate)						
Carpeting (Estimate)					\$5,000	
MONTECITO SUBTOTAL	\$0	\$0	\$0	\$0	\$5,000	\$5,000
RUSH PARK						
Parking Lot Repair \$33000						
Rush Park Playground Landscape Shade	\$28,606					
Auditorium & Room Carpeting (Estimate)					\$10,000	
Electrical Lighting For Winter Festival (Estimate)			\$0			
Roll Coat Maintenance Pour-in-Place		\$10,000	\$0			
RUSH PARK SUBTOTAL	\$28,606	\$10,000	\$0	\$0	\$10,000	\$0
ROSSMOOR WALL						
ROSSMOOR WALL SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL						
Work Truck (Finance for 4 years)	\$9,479	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Security Lighting/Kempton and Foster Parks				\$5,000		
Montecito Street Lighting Improvements	\$9,268					
GENERAL SUBTOTAL	\$18,747	\$6,500	\$6,500	\$11,500	\$6,500	\$6,500
TOTAL EXPENSES	\$72,413	\$16,500	\$6,500	\$11,500	\$41,500	\$111,500
ENDING FUND BALANCE	\$32,696	\$16,196	\$26,196	\$14,696	(\$26,804)	(\$138,304)

**ROSSMOOR COMMUNITY SERVICES
DISTRICT
EMPLOYEE SALARY PLAN**

SALARY PLAN F/Y 2018-2019						
Position	2017-2018 Current Salary		2018-2019 Midpoint (Includes 4% Increase CPI Over 2017-2018)	2018-2019 Recommended Salary		
	Annually	Hourly	Midpoint	Annually	Hourly Increase	Hourly
General Manager	\$93,600.00	\$45.0000	n/a	\$93,600.00	n/a	\$45.00
Accountant/Bookkeeper	\$58,149.45	\$27.9565	\$60,475.43	\$60,475.43	\$1.12	\$29.07
Administrative Assistant	\$57,624.99	\$27.7043	\$59,929.99	\$59,929.99	\$1.11	\$28.81
General Clerk	\$43,486.44	\$20.9069	\$45,225.89	\$45,225.89	\$0.84	\$21.74
*Staff Assistant	\$20,800.00	\$20.0000	\$21,632.00	\$21,632.00	\$0.80	\$20.80
Park Superintendent	\$54,806.02	\$26.3490	\$56,998.26	\$56,998.26	\$1.05	\$27.40
Recreation Superintendent	\$45,890.21	\$22.0626	\$47,725.82	\$47,725.82	\$0.88	\$22.95
*Tree Consultant	\$20,061.60	\$19.2900	\$20,864.06	\$20,864.06	\$0.77	\$20.06
Maintenance Assistant	\$31,220.80	\$15.0100	\$32,469.63	\$32,469.63	\$0.60	\$15.61
Recreation Leader	\$15,610.40	\$15.0100	\$16,234.82	\$16,234.82	\$0.60	\$15.61
* Asst. Recreation Leader	\$15,610.40	\$15.0100	\$16,234.82	\$16,234.82	\$0.60	\$15.61
Event/Facility Attendant	n/a	\$15.00			n/a	\$15.00

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

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 the date established by the adopted Budget Calendar, The Preliminary Budget shall conform to generally accepted accounting and budgeting procedures for special districts.

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

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

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

3020.31 Presentation of Preliminary Budget: The Budget Committee shall review the Preliminary Budget prepared by the General Manager and make recommended changes. The General Manager shall present the amended Preliminary Budget to the Board at a Board meeting as determined by the adopted Budget Calendar.

3020.40 Preliminary Budget: The proposed Preliminary Budget, as reviewed and amended by the Budget Committee, shall be reviewed and may be preliminarily approved by the Board at a Board meeting as determined by the adopted Budget Calendar.

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.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: RESOLUTION No. 18-08-14-01 ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT FOR FISCAL YEAR 2018-2019 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

RECOMMENDATION:

Approve Resolution No. 18-08-14-01 by reading the title only and waiving further reading as follows:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT FOR THE FISCAL YEAR 2018-2019 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT.

BACKGROUND:

At their June 12, 2018 Regular Meeting, the Board discussed the Preliminary Budget and authorized the General Manager to submit a Proposed Final Budget for the Fiscal Year 2018-2019. Approval of this resolution is in keeping with SB 135 which requires approval of the Final Budget by a Resolution of the Board of Directors. This action also establishes budgetary control by the Board at the Fund level. At the June meeting, the Board also adopted a resolution establishing the FY 2018-2019 Expenditure Limits. The proposed expenditure totals of the Final Budget are well within those limits.

ATTACHMENTS:

1. Resolution No. 18-08-14-01.
2. Attachment A - Annual Budget Expenditures Totals Amount Summary.

RESOLUTION 18-07-10-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSSMOOR COMMUNITY SERVICES DISTRICT ESTABLISHING THE ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT FOR THE FISCAL YEAR 2018-2019 FOR THE ROSSMOOR COMMUNITY SERVICES DISTRICT

WHERE AS, the Rossmoor Community Services District did discuss and approve at a public hearing, the District’s Fiscal Year 2018-2019 Final Budget at its Regular Meeting on July 10, 2018.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Rossmoor Community Services District that it hereby establishes the Annual Budget Revenue and Expenditure totals by Fund in the amounts specified in Attachment A for the Fiscal Year 2018-2019.

PASSED AND ADOPTED this 10th day of July, 2018.

BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

By: _____
Tony DeMarco, President

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District

ATTACHMENT A

ANNUAL FISCAL YEAR 2018-2019 ANNUAL BUDGET REVENUE AND EXPENDITURE TOTALS AMOUNT SUMMARY

TOTAL FUND REVENUES

FUND 10	\$1,575,230
FUND 20	\$394,458
FUND 40 (Beginning Fund Balance \$26,196)	\$0

TOTAL ALL FUNDS **\$1,969,688**

TOTAL FUND EXPENDITURES

FUND 10	\$1,402,875
FUND 20	\$374,313
FUND 40	\$11,500

TOTAL ALL FUNDS **\$1,788,688**

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-2

Date: August 14, 2018
To: Honorable Board of Directors
From: General Manager
Subject: ADOPTING AN AMENDED CONFLICT OF INTEREST CODE

RECOMMENDATION:

Staff recommendation that the Board of Directors review Policy No. 1020 Conflict of Interest and subsequently approve the amended policy by resolution at the August regular meeting of the Board.

BACKGROUND:

The Political Reform Act, Government Code Section 87100. et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. As explained by the Fair Political Practices Commission (FPPC), to ensure conflict of interest codes remain current and accurate each local agency is required to review its code at least every even-numbered year. The District received a Biennial Notice as a reminder of this obligation from the Orange County Board of Supervisors. The FPPC advises that when determining whether to amend, an agency should carefully review its current conflict of interest code and consider the following:

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the current code was adopted?
- Have any positions been eliminated or renamed since the current code was adopted?
- Have any new positions been added since the current code was adopted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?
- If an agency answers "yes" to any of the above questions, most likely its conflict of interest code will need to be amended.

Staff in consultation with General Counsel have reviewed the above factors. Policy 1020 Conflict of Interest, was last revised by the Board in August, 2010. In addition to minor citation revisions, Staff is proposing to add two new categories, Accountant Bookkeeper and Assistant General Counsel. Upon review of the Accountant Bookkeeper's duties it was determined that it is possible that this position may make or participate in the making of decisions which may foreseeably have a material effect on economic interests, within the meaning of the FPPC Regulations. See 2 Cal.Code.Reg. §§ 18704 & 18730. Because the Assistant General Counsel would act as the General Counsel in the General Counsel absence, this position was added for consistency.

Attached for the Board's review is proposed Resolution No. 18-07-10-02 which adopts these revisions.

ATTACHMENTS:

1. Resolution No. 18-08-14-02 with Exhibits A & B.
2. Policy No. 1020 Conflict of Interest.

RESOLUTION NO. 18-08-14-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE ROSSMOOR COMMUNITY SERVICES DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE WHICH
SUPERSEDES ALL PRIOR CONFLICT CODES AND
AMENDMENTS PREVIOUSLY ADOPTED**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et seq. ("the Act") requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Rossmoor Community Services District has previously adopted a Conflict of Interest Code which now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Conflict of Interest Code was provided to each designated employee and publicly posted for review at the offices of the District; and

WHEREAS, a public meeting was held upon the proposed amended Conflict of Interest Code at a regular meeting of the Board of Directors on July 10, 2018, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Rossmoor Community Services District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Rossmoor Community Services District are hereby revoked.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors as required by California Government Code Section 87303.

PASSED AND ADOPTED this 14th day of August, 2018.

President, Board of Directors
Rossmoor Community Services District

ATTEST:

Secretary, Board of Directors
Rossmoor Community Services District

APPENDIX
CONFLICT OF INTEREST CODE
OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT

EXHIBIT "A"

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.31(b), are NOT subject to the District's Code, but are subject to the disclosure requirements of the Act. (Government Code Section 87200 et seq.). [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments.¹

Members of the Board of Directors

General Manager

Financial Consultant

¹Individuals holding one of the above-listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS
GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED EMPLOYEES'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
<u>Accountant Bookkeeper</u>	<u>4</u>
Administrative Assistant	4
General Counsel	1, 2
<u>Assistant General Counsel</u>	<u>1, 2</u>
IT Supervisor	5
IT Technician	5
Park Superintendent	5
Recreation Superintendent	5
Urban Forest Manager	5
Consultant ²	

² Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based

upon that description. a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

EXHIBIT "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, including gifts, loans and travel payments, or real property which the Designated Employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions and sources of income, including gifts, loans and travel payments, that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 5: All investments and business positions and sources of income, including gifts, loans and travel payments, that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's department, unit or division.

Rossmoor Community Services District

Policy

No. 1020

CONFLICT OF INTEREST

1020.10 Policy: The Policy on Conflict of Interest is set forth in Resolution No.18-08-14-02. A copy of Resolution No. 18-068-14-02 is attached for reference purposes.

Adopted: August 12, 1994
Reaffirmation: October 17, 2000
Approved renumbering & format: October 8, 2002
Reaffirmed: April 8, 2003
Amended: November 9, 2004
Amended: October 12, 2010
Amended:

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: August 14, 2018

To: Honorable Board of Directors

From: General Manager

Subject: REPORT AND MAKE RECOMMENDATIONS RE: REINVESTMENT OF RESERVES IN THE RUSH PARK BOND FUND RESERVE ACCOUNT AND INVESTMENT OF LAIF FUNDS

RECOMMENDATION:

Receive the report and approve the recommendations of the Investment Committee regarding required reserves in the Rush Park Bond Fund Reserve Account and the investment of fund currently held in LAIF

BACKGROUND:

The Investment Committee met on July 31, 2018 to review investments and make recommendations to the Board. The Committee reviewed the recommendations of staff and the District's Financial Advisor regarding required reserves in the Fund 20 Rush Park Bond Fund and investment of LAIF

A two-year US Agency Note in the amount of \$180,000 of the Reserve Funds of the Rush Park Bond matured in June 2018. Also, another US Agency Note in the amount of \$175,000 is maturing next month in September. The Committee discussed both reinvestments of the \$180,000 and \$175,000 and the term of the US Agency note. The District's financial consultant, Steve Almond of Sterne Agee Financial Services, has provided us with the follow rates:

1 year US Agency Note would yield 2.10% ytm
2 year US Agency Note would yield 2.45% ytm

Since market conditions are improving, the length of the investments was discussed. The Bond receives higher rates the longer it is purchased for. However, it was discussed to purchase a one-year US Agency note and reinvest it when it matures for possibly a better rate.

Due to increasing interest rates offered in Certificate of Deposits (CD's), the possibility of investing approximately \$160,000 of funds currently held in the LAIF account was also discussed . LAIF interest rates are raising also and are adjusted monthly, unlike CD rates which stay at the rate purchased at.

It was suggested that a CD would be purchased for only one year and that the interest rate offered is 2.5% or higher.

ATTACHMENTS:

1. Report C-1 dated July 31, 2018, Review and make recommendations on reinvestment of Rush Park Bond Issues
2. Report C-2 dated July 31, 2018, Review and make recommendations on investment of LAIF Funds to CD's.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: July 31, 2018

To: Investment Committee

From: General Manager

Subject: DISPOSITION OF EXCESS RESERVE FUNDS – LIMITED
OBLIGATION IMPROVEMENT BONDS – RUSH SCHOOL SITE
ACQUISITION, SERIES 1993

RECOMMENDATION:

Make a recommendation to the Board regarding the reinvestment Rush Park Bond Reserves.

BACKGROUND:

The two-year US Agency Note in the amount of \$180,000 matured in June 2018. Also, the District's last Bond was purchased as a one-year investment and is maturing in September, 2018. The District's financial consultant, Steve Almond of Sterne Agee Financial Services, has provided us with the follow rates:

1 year US Agency Note would yield 2.10% ytm
2 year US Agency Note would yield 2.45% ytm

The Rush Bond final payment is scheduled for September 2021. However, per the attached Rush Bond Payoff Schedule, the District will have sufficient funds to make the final payment a year early in September 2020. This early payment is attributed to investments made during the 30-year term of the Bond and a previous \$495,000 additional payment made in 2010. The 1915 Mello Roos assessment would then be canceled for the 2021 tax bill, saving the residents \$380,000.

The District needs to schedule the Rush Park Bond Reserve investments to enable this early payoff. This would limit the time period to two years maximum. However, with interest rates raising, the District would probably make more interest by reinvesting one year at time.

It is therefore recommended that \$180,000 and \$175,000 reserves be reinvested as follows:

1. The \$180,000 Bond that matured in June can be reinvested in a one-year US Agency Note. This note will then mature in August 2019.
2. \$175,000 Bond maturing in September 2018 be invested in a one-year US Agency Note maturing in September 2019.

ATTACHMENTS:

1. Investment Portfolio July 1, 2018
2. Letter from Steve Almond regarding reinvestment of Rush Park Investment Bonds
3. Email from Steve Almond regarding interest rates available
4. Policy Number 3035, Investment of District Funds

Investment Portfolio (IP)			
July 1, 2018			
CD or Bond	Amount of CD or Bond	Matures	Interest Rate
LAIF	\$1,039,655.50	N/A	1.854%
Total Investments	\$1,039,655.50		
Bank Balance 7/1/18	\$182,979.97		
Total Investments and Cash	\$1,222,635.47		
Fund 10			
Current:	By Maturity	% of IP	% of IP Policy Limit
	Up to 1 Year	0.00%	Unlimited
	More than 1 Year	0.00%	50%
	More than 2 Years	0.00%	25%
	LAIF	100.00%	Unlimited
*CD's have a 2 year limit.	By Investment Type	% of IP	% of IP Policy Limit
	*CD	0.00%	25%
	Bonds	0.00%	25%
	LAIF	100.00%	Unlimited
Status of Current Bond Investments as of July 1, 2018			
	Amount of Bond	N/A	Gain/Loss
Fund 20 Reserve Account			
Reserve Account	Matures	Amount	Interest Rate
FHLB Note	9/13/2018	\$175,000.00	1.25%
US Agency Note (recommended)	8/1/2019	\$180,000.00	2.10%
Total		\$355,000.00	



June 29, 2018

Mr. James Ruth
General Manager
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720

Dear Mr. Ruth:

Thank you for allowing Arbitrage Management Group (AMG) to be your financial consultant for the past sixteen years. Below is a recommendation for investment of the funds associated with the '93 Bonds Debt Service Reserve Fund.

**Issue: Rossmoor Community Service District, Limited Obligation Improvement Bonds
Rush School Site Acquisition, Series 1993**

Reserve Fund: Portfolio as of 06/29/2018:
➤ \$185,569 – Money market funds earning approximately 1.31%
➤ \$180,000 – FHLB Note 1.25% due 09/13/2018 (.996% ytm)

Arbitrage: The average bond yield (arbitrage yield) for the 1993 Bonds is 6.05%. Significant amounts of negative arbitrage have accumulated since the issuance of the Bonds. Negative arbitrage is defined as the difference between the yield of the Bonds (6.05%) and the yield on the investments from proceeds of the Bonds. In other words, negative arbitrage is lost income that if earned today, would be retained by the District.

Permitted Investments: U.S. Treasuries & U.S. Agency Bonds

Maturity restrictions are: ½ of portfolio may be invested only in permitted investments which mature not later than two years from their date of purchase and ½ of the portfolio may be invested only in permitted investments which mature not later than three years from their date of purchase.

Recommendation:
➤ \$180,000 – FHLB Note 1.25% due 09/13/2018 (.996% ytm)
➤ \$185,000 – U.S. Agency Note due 08/2019 (2.10% ytm)

Rationale: Due to your planned pay down on the debt next year, Kathy and I have discussed the purchase of a one year security that matures just prior to the payment date of Sept. 2, 2019. When the FHLB security matures in September this year, we'll recommend the purchase of a security that matures in August '20 to also provide the funds for pay down of additional debt.

Please feel free to call me with your questions.

Sincerely,

Steve Almond
Managing Director
Arbitrage Management Group
Prospera Financial Services, Inc.

Please Note: The information contained in this document is considered to be reliable, however Prospera Financial Services, Inc. does not represent that it is accurate or complete and it should not be relied upon as such. Investment decisions by Prospera Financial Services, Inc. are made based on a client's specific investment objective, time horizon and risk tolerance. Information included in this document may not be suitable for all investors. Past performance is not a guarantee of future results and should not be considered a guarantee. Investment products may not be FDIC insured, may lose value, and may not be guaranteed by any federal government agency. Consult your Financial Consultant at AMG for more information.

Kathy Bell

From: Stephen Almond [salmond@arbitragemanagement.com]
Sent: Thursday, July 26, 2018 8:07 AM
To: Kathy Bell
Subject: Re: CD and Bond Investment

Hi Kathy,

It's no problem. I'll answer any question I possibly can for you.

A 2 year US Agency bond will yield 2.40-2.45% today.

A 2 year CD will yield about 2.65% today.

Both of these mature around August 1, 2020.

These might change slightly from today's returns.

It sounds like to me you shouldn't go out any further than this due to cash flow issues if you did.

Thanks

Steve Almond
Managing Director
Arbitrage Management Group
Prospera Financial Services, Inc.
12601 Bee Cave Pkwy. #226
Austin, Texas 78738-6706
salmond@arbitragemanagement.com
Direct: 512-413-3103
Toll Free: 888-297-6320

From: Kathy Bell <KBell@rossmoor-csd.org>
Sent: Wednesday, July 25, 2018 9:58 PM
To: Stephen Almond
Subject: CD and Bond Investment

Hi Steve

Sorry to bother you again, but it's been so long since the District has purchased CD's, I forgot we can only invest up to 25% of the Investment Portfolio total. When taking in account our expenses until November when the District starts receiving the large tax assessments, the limit we can currently invest would be \$160,000. The CD could a two-year investment. As previously emailed to you, the final payment for the Rush Bond will be in September 2020.

Any advice?

Thanks,
Kathy

From: Stephen Almond [<mailto:salmond@arbitragemanagement.com>]
Sent: Tuesday, July 24, 2018 8:19 AM
To: Kathy Bell
Subject: Fw: August board meeting

Hi Kathy,

Just wanted to update the yields for the US Agency bond for the '93 Reserve Fund and the CD for the operating funds of the district:

Rossmoor Community Services District

Policy

No. 3035

INVESTMENT OF DISTRICT FUNDS

3035.00 Purpose: The purpose of this policy is to comply with the requirements of California Government Code Sections 53600 et. seq. and to provide clear guidance for the investment of surplus funds under the control but not required for the immediate needs of the Rossmoor Community Services District (RCSD); herein after, the District.

3035.10 Objectives: The objectives of the investment of the funds of the District is primarily to safeguard the principal of the funds under its control, secondarily, to meet the liquidity needs of the District and thirdly, to achieve a market rate of return consistent with California law.

3035.20 Responsibility: When investing public funds, the District is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing including, but not limited to, the general economic conditions and the anticipated needs of the District that a prudent person would exercise in the management of his or her own funds, not for speculation, but for investment, considering the probable safety of his or her capital, as well as the probable income to be derived.

3035.30 Investment Principles:

3035.31 The District shall invest all funds under its control that are not needed for its operations.

3035.32 The District shall have a diversified investment portfolio limited to the following types:

- a. United States Treasury Bills, Notes and Bonds.
- b. Federal Agency or United States Government sponsored enterprise obligations.
- c. Registered California State Bonds, Warrants or Treasury Notes.
- d. California Local Agency Investment Fund (LAIF).
- e. Orange County Treasury.
- f. Bonds or Notes of U.S. corporations rated "A" or better by Moody's or S&P, for terms not to exceed five years.
- g. Bankers Acceptances (Bills of Exchange, or Time Drafts), maturity not to exceed six months.
- h. Certificates of Deposit, maturity not to exceed two years.
- i. Mutual funds that consist solely of one of the following investment types noted above: a., b.,c., or f.

3035.33 The District shall not invest more than fifty percent (50%) of its investment portfolio in securities that have a maturity of more than one year. No more than twenty-five percent (25%) of its portfolio shall be invested in securities that have a maturity of more than two years. No securities can be purchased with a maturity greater than five years, unless matched to a specific asset acquisition or approved by the Board.

3035.34 The District's investment strategy is to purchase securities with the intent of holding them until maturity. However, the District may sell a security prior to its maturity in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District needs.

3035.35 The transferring of investment funds will be carried out exclusively by use of telephonic or electronic wire transfers. Each entity with which the District does business shall receive, in writing, a listing which limits transfers of funds to preauthorized bank accounts only.

3035.36 The District shall maintain all funds needed for its operations within one month, together with all funds not then invested in accordance with Section 3035.32 in one or more checking accounts or savings accounts that are fully insured by FDIC in state or national banks, state or federal savings associations, or state or federal credit unions in California. Such funds may be in active deposits, inactive deposits, and/or interest bearing active deposits. The deposits cannot exceed the amount of the bank's, savings and loans', or credit union's paid up capital surplus. The funds may be in an account over \$100,000 if the FDIC limit is raised or if the bank, savings and loan or savings institution has collateralized the account by at least 110% in another bank or financial institution.

3035.37 The District may invest some or all its investment portfolio in the LAIF upon a recommendation of the Investment Committee and approval of the Board. The District shall invest no more than twenty-five percent (25%) of its investment portfolio in any one of the other types of investment as set forth in Section 3035.32 and shall not invest more than the FDIC limit (within the maturity date of the deposit/investment) in any one financial institution (bank, savings and loan, credit union), or U.S. corporation.

3035.38 All security transactions entered into by the District shall be conducted on delivery-versus payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement.

3035.39 The purchase of any investment shall be made either directly from the issuer or from an institution licensed by the state as a broker-dealer (as defined in Corporations Code Section 25004) or from a member of a federally regulated securities exchange, from a national or state-chartered bank, from a savings association or federal association (as defined in Financial Code Section 5102) or from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank.

3035.40 Investment Committee: The Investment Committee is comprised of two Board members and the General Manager. Members are appointed by the President of the Board and shall meet quarterly (unless there are no new funds to invest or investments maturing during the quarter) to review current data concerning all deposit accounts and investments, to analyze the total balance, yield percentage, interest earned, maturity dates and other relevant information for each account and investment. The Investment Committee shall make recommendations specifying the investments to be made and amounts to be transferred to the appropriate accounts. The Investment Committee may consult with the District's auditor and/or other financial advisors as reasonably necessary to implement the District's investment objectives. Following a review by the Investment Committee, the General Manager shall provide a report to the Board of Directors at its next regular meeting, or at a special meeting, as appropriate, setting forth the

components and performance of the District's current investment portfolio, together with any recommendations made by the Investment Committee.

3035.50 Investment Portfolio: The District's investment portfolio is defined as all monies invested and any reserve funds, designated or undesignated, which are available for long or short term investment, and any operating capital in excess of three months of the District's operational needs.

3035.60 Board of Directors: Upon review of the Investment Committee's report and recommendations, the Board shall make a determination regarding such recommendations. Upon such determination, the officials authorized by Policy No. 4055, shall execute the appropriate documents to transfer funds as necessary and/or to authorize the financial institution to initiate the investment, except for electronic transfers made in accordance with Resolution No.10-06-08-01.

3035.70 Policy Review: This policy shall be reviewed by the Board annually, to determine if any changes are needed and to acknowledge that it has been reviewed.

Approved: Renumbering & Format - October 8, 2002

Adopted: August 12, 2003

Amended: July 11, 2006

Amended: May 8, 2007

Amended: November 11, 2008

Amended: January 13, 2009

Amended: April 14, 2009

Amended: August 10, 2010

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: July 31, 2018
To: Investment Committee
From: General Manager
Subject: **PURCHASE CERTIFICATES OF DEPOSIT (CD'S) WITH LAIF FUNDS UP TO \$160,000**

RECOMMENDATION:

Make a recommendation to the Board regarding the purchase of CD's with LAIF Funds.

BACKGROUND

Due to the low CD interest rates offered in the past, the District had been holding excess Funds in LAIF. LAIF interest rates fluctuate monthly and have been steadily raising (see attachment 3). In current month of June, the interest rate was 1.854%, up from 0.978% a year ago.

CD interest rates are going up also. A one year CD is currently earning 2.30% and a two-year CD is earning 2.65%. However, once a CD is purchased, interest does not increase.

The Investment Policy allows only 25% of the total Investment Portfolio (IP) to be invested in CD's. A conservative forecast for expenses until the November's 2018 large assessment will be \$580,000. This would lower the total of the IP to \$642,600, which limits our CD investment total to \$160,500. This amount could be invested in a one or two year CD with set interest rates, or could be left in LAIF with interest rates increasing monthly.

It is therefore recommended that the funds be left in LAIF.

ATTACHMENTS:

1. LAIF Statement June 27, 2018
2. LAIF Monthly Interest Rates
3. US Bank Statement June 30 2018
4. Email from Steve Almond regarding interest rates available

Attachment 1

Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
 July 25, 2018

ROSSMOOR COMMUNITY SERVICES DISTRICT

GENERAL MANAGER
 3001 BLUME DRIVE
 ROSSMOOR, CA 90720

PMIA Average Monthly Yields

Account Number:
 16-30-006

Tran Type Definitions

June 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
6/28/2018	6/27/2018	RW	1573708	JAMES RUTH	-150,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,189,665.50
Total Withdrawal:	-150,000.00	Ending Balance:	1,039,665.50

Attachment 2



California State Treasurer
John Chiang



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[Home](#) ->> [PMIA](#) ->> PMIA Average Monthly Effective Yields



POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854						

Attachment 3

I

Business Statement

Account Number:

P.O. Box 1800
Saint Paul, Minnesota 55101-0800

1 654 0009 8951

Statement Period:

1986 IMG S Y ST01

Jun 1, 2018

through

Jun 30, 2018

Page 1 of 3

ROSSMOOR COMMUNITY SERVICES DISTRICT
ATTN KATHLEEN BELL, ACCOUNTANT/BOOKKEEPER
3001 BLUME DR
ROSSMOOR CA 90720-4638

To Contact U.S. Bank

Commercial Customer

Service:

1-877-295-2509

U.S. Bank accepts Relay Calls

Internet:

usbank.com

CORPORATE CHECKING

U.S. Bank National Association
Account Summary

Member FDIC

Account Number 1-654-0009-8951

	#	Items	
Beginning Balance on Jun 1			\$ 170,995.75
Other Deposits	26		164,506.92
Other Withdrawals	13		46,632.78-
Checks Paid	63		105,889.92-
Ending Balance on Jun 30, 2018			\$ 182,979.97

Other Deposits

Date	Description of Transaction	Ref Number	\$	Amount
Jun 4	Electronic Deposit From BANKCARD 8076			80.00
	REF=181550127408560N00 54978076SDMTOT DEP	554402000435925		
Jun 6	Electronic Deposit From BANKCARD 8076			45.00
	REF=181570011011910N00 54978076SDBTOT DEP	554402000435925		
Jun 6	MERCH 8028346198 ROSSMOOR DEPOSIT			70.00
Jun 7	Electronic Deposit From BANKCARD 8076			120.00
	REF=181570100672250N00 54978076SDBTOT DEP	554402000435925		
Jun 7	Electronic Deposit From County of Orange			1,043.91
	REF=181570068576520N00 7956000928EDI PYMNT	201806050114439		
Jun 8	Electronic Deposit From BANKCARD 8076			70.00
	REF=181580068557880N00 54978076SDBTOT DEP	554402000435925		
Jun 8	MERCH 8028346198 ROSSMOOR DEPOSIT			640.00
Jun11	Electronic Deposit From BANKCARD 8076			25.00
	REF=181620047227120N00 54978076SDMTOT DEP	554402000435925		
Jun11	Electronic Deposit From BANKCARD 8076			32.00
	REF=181620075245340N00 54978076SDMTOT DEP	554402000435925		
Jun11	Electronic Deposit From BANKCARD 8076			45.00
	REF=181620075245330N00 54978076SDMTOT DEP	554402000435925		
Jun12	Electronic Deposit From BANKCARD 8076			6.00
	REF=181630050291080N00 54978076SDBTOT DEP	554402000435925		
Jun13	Electronic Deposit From BANKCARD 8076			85.00
	REF=181630118530340N00 54978076SDBTOT DEP	554402000435925		
Jun13	MERCH 8028346198 ROSSMOOR DEPOSIT			120.00
Jun14	Electronic Deposit From BANKCARD 8076			922.50
	REF=181650017899730N00 54978076SDBTOT DEP	554402000435925		
Jun14	Electronic Deposit From County of Orange			2,317.29
	REF=181640098086790N00 7956000928EDI PYMNT	201806120114985		
Jun15	MERCH 8028346198 ROSSMOOR DEPOSIT			85.00
Jun18	Electronic Deposit From BANKCARD 8076			16.00
	REF=181690103791960N00 54978076SDMTOT DEP	554402000435925		
Jun18	MERCH 8028346198 ROSSMOOR DEPOSIT			36.00
Jun20	MERCH 8028346198 ROSSMOOR DEPOSIT			30.00
Jun21	Electronic Deposit From BANKCARD 8076			85.00

Kathy Bell

From: Kathy Bell
Sent: Wednesday, July 25, 2018 3:11 PM
To: Kathy Bell
Subject: FW: August board meeting

From: Stephen Almond [<mailto:salmond@arbitragemanagement.com>]
Sent: Tuesday, July 24, 2018 8:19 AM
To: Kathy Bell
Subject: Fw: August board meeting

Hi Kathy,

Just wanted to update the yields for the US Agency bond for the '93 Reserve Fund and the CD for the operating funds of the district:

\$185,000 US Agency due in late July or early August - 2.15%

\$400,000 US bank CDs maturing in one year - 2.30% (each FDIC insured up to \$250k)

Thanks and let me know what else I can do for you.

Steve Almond
Managing Director
Arbitrage Management Group
Prospera Financial Services, Inc.
12601 Bee Cave Pkwy. #226
Austin, Texas 78738-6706
salmond@arbitragemanagement.com
Direct: 512-413-3103
Toll Free: 888-297-6320

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

DATE: August 14, 2018

TO: Honorable Board of Directors

FROM: General Manager

SUBJECT: SPECIAL EVENT REQUEST FOR USE OF RUSH PARK BY GUS QUINONEZ AND LETI ABREGO FOR THE ANNUAL SCHOOL GHOUL 5K RUN WALK/EVENT

RECOMMENDATION:

Direct the General Manager on how to proceed with event request for use of Rush Park prior to 8:00am for the Annual School Ghoul 5k Run/Walk event scheduled for **for two consecutive days: Event Set Up Date, Saturday, 10/27 at 1 p.m. (*applicant will provide overnight security*) and the School Ghoul Run Event Date, Sunday, 10/28 from 7:00 a.m. to 12:00 p.m.**

BACKGROUND:

In October, 2015, the first School Ghoul 5k Run/Walk event was held at Rush Park and through the streets of Rossmoor. The scope of the event included a starting line at Rush Park, a walk/run through Rossmoor along Foster/Hedwig to Rossmoor Park and back to Rush Park where participants would cross the finish line, enjoy snacks, a vendor fair and costume contest. Event proceeds would benefit all LAUSD schools.

District staff is aware of County permitting requirements for special events conducted within Rossmoor's Parks. Due to the County's jurisdiction of public right-of-ways (*Rossmoor's streets*), the School Ghoul event is required to pull a Road Encroachment permit with required signed approval from one hundred residents residing along the race path. Additionally, the County permitting department also requires on-site building and planning inspections for the use of the generator and stage in the park.

Additionally, the RCSD required a permit for the use of the park and for additional staff to monitor the event. The District was unable to issue a fee waiver due to the fact the event was not a public service.

SUMMARY:

District staff recently received the request for the 8th Annual School Ghoul 5k Run/Walk to be held on Sunday, October 28, 2018. Due to the request exceeding event limitations with overnight hours and will begin prior to 8:00a.m. (*park's opening hours*), the General Manager is requiring their request to be approved by

the Board. Policy 6010.10 Limitations states that Board approval is required for any event that generates excessive noise prior to 8:00am. **The request is for two consecutive days: Event Set Up Date, Saturday, 10/27 at 1 p.m. (*applicant will provide overnight security*) and the School Ghoul Run Event Date, Sunday, 10/28 from 7:00 a.m. to 12:00 p.m.** This year's event will include 500 participants, several volunteers, Carnival-Style ghoulish zone, DJ, a pancake breakfast and a vendor fair. The race route will be the same as in 2017. The event end time is 12 noon.

If approved, this event would also be taking place at the same time Calvary Church has use of the Rush Park Auditorium. Due to this conflict, District staff is requiring the permittee to inform participants to park in the street.

The County requires the District's acknowledgement of the event prior to issuing required County permits to the permittee. The request is only for the use of Rush Park since the District has no jurisdiction over the public right-of-way.

ATTACHMENTS:

1. Special Event Application
2. District Indemnification For Use Of Facilities & Property
3. Scope of Event



ROSSMOOR COMMUNITY SERVICES DISTRICT
 3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710
 website: www.rossmoor-csd.org email: rcsd@rossmoor-csd.org



APPLICATION FOR PICNIC AREA/ATHLETIC FIELD PERMIT

This application does not guarantee a reservation until approved by the General Manager or his/her designee 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.

ROSSMOOR RESIDENT: YES NO * Facility and Field Brochures and User Procedures can be viewed on our website

RUSH PARK (Picnic Areas Reservations by Residents Only) Picnic Area A Picnic Area B Athletic Field: 1 2 3 *Kiteham*

ROSSMOOR PARK (Picnic Areas Reservations by Residents Only) Picnic Area A Picnic Area B Picnic Area C

Athletic Field: 1 2 3 Basketball Court Volleyball Court

Special Use Other (Please Specify) 5K, 10K EVENT Run (Some picnics may require an attendant)

Are you requesting an INFLATABLE BOUNCER at this event? (Only on designated areas/Requires \$1 million insurance policy). YES NO

*Standard-Sized Bouncers Only.
 Name of authorized bouncer/moonbounce company (Refer to attached listing): _____ No electricity available. MUST HAVE GENERATOR!

All approved applicants are required to sign this application (which includes our District Indemnification form and Park User Procedures Agreement), and the User Permit, in person. Permittees will be required to provide a valid CA Drivers License/ID and proof of residency.

Name (Individual/Organization): School Show Los Alamitos Run Race Email: LAbrego@runracelaq.com

If Organization: 501 (C) (3)

Private for Profit

Responsible Person/Representative:

Leticia Abrego / Gus Quinonez

Email: LAbrego@runracing.com

Would you like to subscribe to our email list?

Address:

City:

Los Alamitos CA

Zip:

90720

Telephone: Home:

Cell: Leticia

Work:

Fax:

Date(s) of Event:

Day(s):

Time of Actual Event (Guest Arrival)

10/28/2018

Sunday

7:00 am

Start Time:

Sat 1pm set up

End Time:

we will provide 10/28/18 overnite security Sunday 12noon

Total Hours Requested:

(Applicant must include set-up/decorating time and clean-up time.)

Name of Event:

7th Annual School Show Los Alamitos 5K 10K Run

Type of Event:

Running Fundraiser

For birthday/graduation party, indicate age of celebrant:

(Attendants are assigned as required at the discretion of the District)

Number of attendees:

300 Adults + Minors (17 and under) 200 = Total 500

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

1. Is this event open to the public?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. Is this a fundraising or fundraising event?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Will there be exposure or display of any sort?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4. Is this an organized group, such as a club, school or business?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. Will this event be having some type of music? NO AMPLIFIED SOUND ALLOWED IN ANY OF OUR PARKS Please note that teen (13-17 years old) parties will be required to have an attendant.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. Will the event be advertised prior to the event date? How?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
7. Please check: Flyer <input checked="" type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input checked="" type="checkbox"/> Social Networking <input checked="" type="checkbox"/>		
8. Will there be any type of display or advertising at the event?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
9. Will you be displaying or judging any motor vehicles?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10. Will there be any promotional or give aways/samples?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
11. Will there be animals during the event?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Animal shows will require a permit from Animal Control and prior approval from the General Manager

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

(Office Use Only) UP# Date Received: Must be submitted 14 days in advance of requested use date	(Office Use Only) Comments:
--	--------------------------------

RULES/REGULATIONS/INDEMNIFICATION

1. Please READ CAREFULLY 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. If group is an organization, issue refundable deposit check to: Aun Racing Allow at least 14 working days
- c. 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
- d. Parking will only be allowed in designated areas. No parking on grass or walkways
- e. Gambling is not allowed on Rossmoor Community Services District properties.
- f. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation)
- g. 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.
- h. 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 15 working days or less prior to the event must be made in person and all fees paid for in full and in cash. All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff
- i. Submission of the completed form does not guarantee you the site/date. You will be notified if the site is not available.
- j. Reservations can only be made 6 months in advance. Submit the completed application form along with a \$20 reservation fee if booking a reservable picnic site/open space and/or ball field. If facility or any other alternative is not available your deposit/reservation fee will be refunded to you within 7-14 business days.
- k. Permittee must sign the user 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 or sooner). 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.
- l. 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 10 minors. No event will be permitted to start without the attendant.
- m. Cancellation Policy: Applicable processing and cancellation fees will be withheld by the District as per Policy 6010.60
- n. 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 15 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)
- o. District Event Attendants and employees must be obeyed at all times. Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- p. Payments may be in the form of exact cash or check only. All deposits and fees for reservations made within 10 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 understand Policy 6010 is available at the District Office, during office hours, for my complete review.

I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. 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. _____ (initial)

ROSSMOOR COMMUNITY SERVICES DISTRICT INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Rossmoor Community Service District's ("District") application for a User Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the District as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the District and all other directives of the District.
2. That I and my organization will indemnify and hold harmless the District, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the District except that this indemnification shall not apply to any loss arising solely from the intentional or willful misconduct of the District.
3. That neither myself nor any one of my organization shall make any claim against the District, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the District.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the District facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate District representatives. My signature below signifies my agreement to the rules, regulations, policies and District indemnification.

Signature of Applicant:		Date:	<u>5/24/2018</u>
Signature of District Official		Date	
General Manager Approval (if required)		Date	



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

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): 10/28/2018 Time: 7:00am - 12 noon
 _____ Time: _____
 _____ Time: _____
18. Set up Date(s)/Time: Sat 10/27/2018 1pm We will provide overnight Security
19. Break Down Date(s)/Time: Sunday 10/28/2018 12 noon
20. Estimated No. of Attendance: Participants 500 Spectators 100 Staff 50
 Participants _____ Spectators _____ Staff _____
21. How will the event be advertised? (Flyers, newspapers, radio, television, etc.) Please describe.
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?
24. Will food or merchandise be sold or displayed at the event? Yes No
 If yes, anticipated number of food vendors: 1 Anticipated number of merchandise vendors: _____
25. Will food or merchandise be given away for free? Yes No
 Please explain.
our Annual pancake breakfast hosted by Boy Scouts
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)
DJ booth and some exhibitors request electricity
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.
Trussing, stage and canopies

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.) DJ

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

5K, 10K and kids run Kids play area, exhibitor booths, pancake Breakfast.

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) Leti Abrego

Organization: School Ethical Los Alamos / Run Racing LLC

Signature: *Leti Abrego*

Title Controller Date 5/25/2018

FOR DEPARTMENT USE ONLY

Received by: *[Signature]*
General Manager Approval:
Processed by:

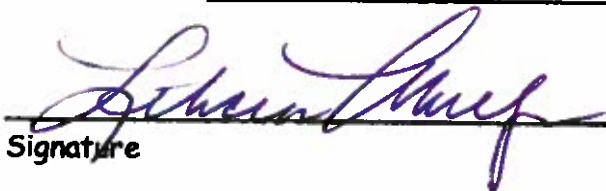
Date: 5/25/18
Date:
Date:

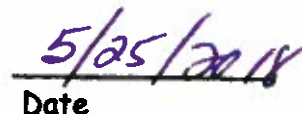
**ROSSMOOR COMMUNITY SERVICES DISTRICT
INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY**

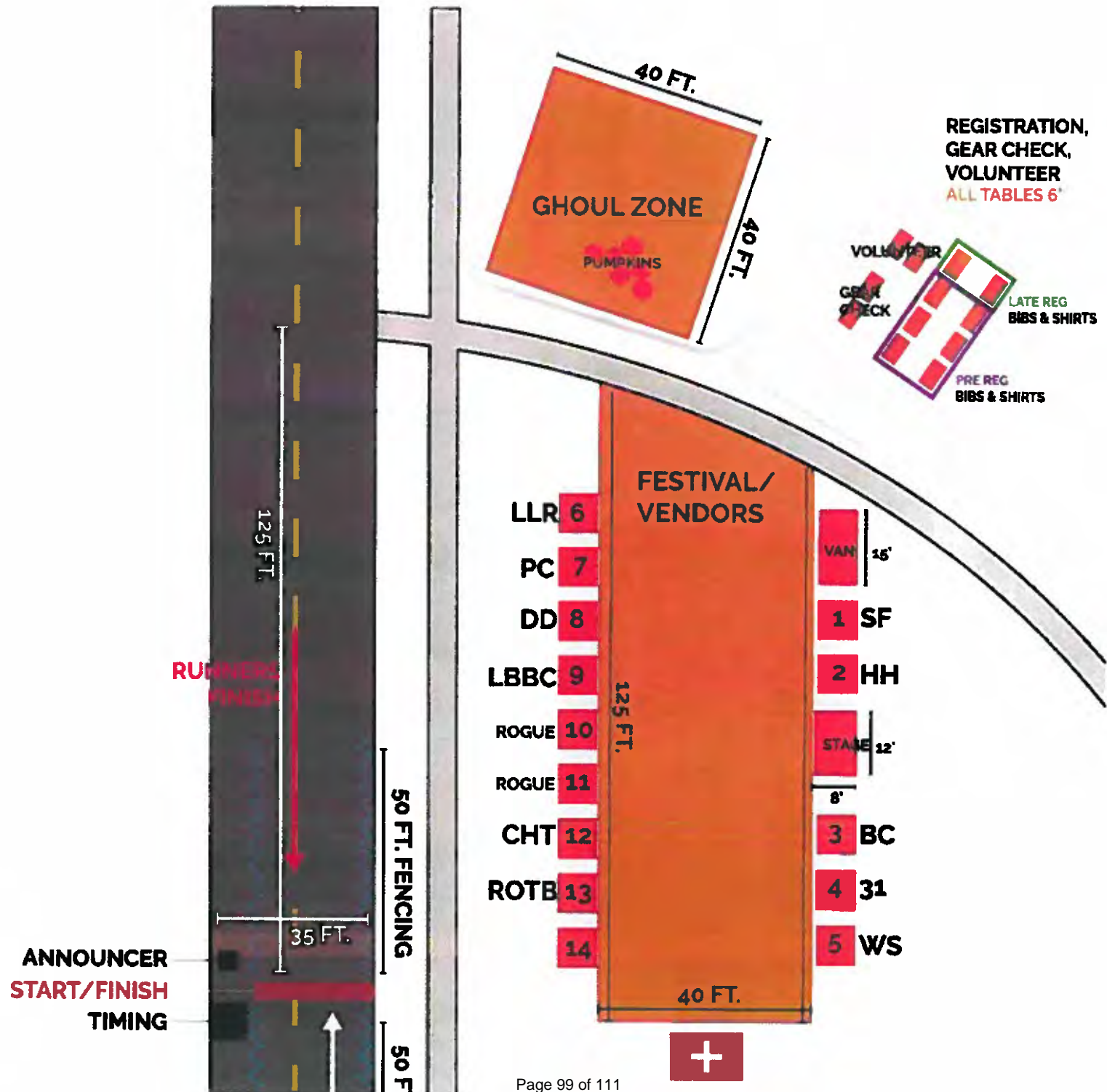
I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Rossmoor Community Service District's ("District") application for a User Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the District as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

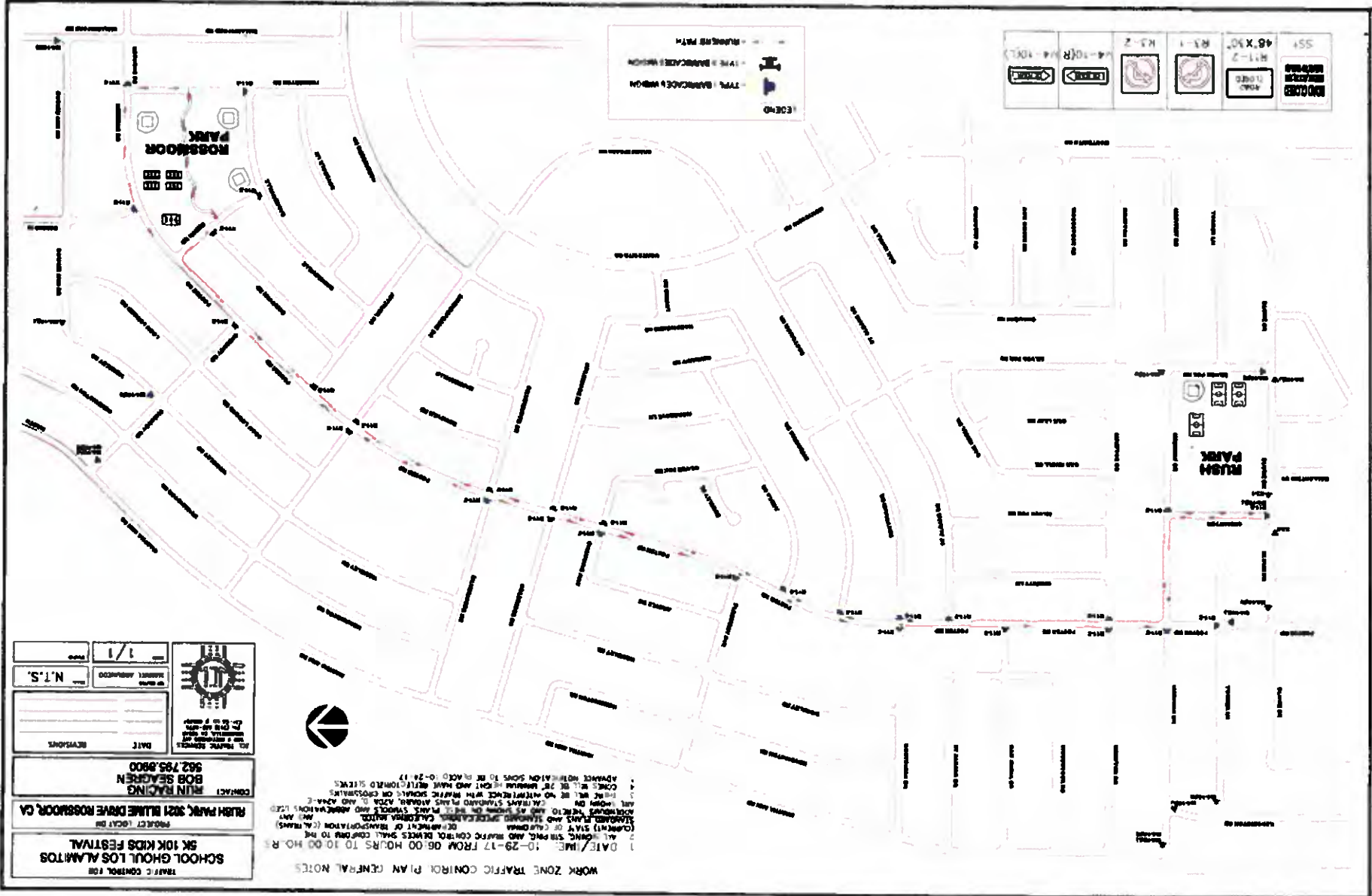
1. That I and my organization will abide by all rules and regulations of the District and all other directives of the District.
2. That I and my organization will indemnify and hold harmless the District, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the District except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the District.
3. That neither myself nor any one of my organization shall make any claim against the District, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the District.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the District facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate District representatives.

User Permit# _____


Signature


Date





WORK ZONE TRAFFIC CONTROL PLAN GENERAL NOTES

- 1 DATE/TIME: 10-29-17 FROM 06:00 HOURS TO 10:00 HOURS
- 2 ALL SIGNS, STRIPES, AND TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE (CURRENT) STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLAN AND SIGNAGE SPECIFICATIONS, CALIFORNIA MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, AND APPROVED (LSD) SIGNAGE. ALL SIGNS SHALL BE PLACED IN ACCORDANCE WITH THE MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, CALIFORNIA MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, AND APPROVED (LSD) SIGNAGE. ALL SIGNS SHALL BE PLACED IN ACCORDANCE WITH THE MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, CALIFORNIA MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, AND APPROVED (LSD) SIGNAGE.
- 3 ALL SIGNS SHALL BE PLACED IN ACCORDANCE WITH THE MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, CALIFORNIA MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, AND APPROVED (LSD) SIGNAGE.
- 4 CONTROL SHALL BE PLACED IN ACCORDANCE WITH THE MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, CALIFORNIA MUTUAL ROADSIDE SAFETY AND SIGNAGE SPECIFICATIONS, AND APPROVED (LSD) SIGNAGE.
- 5 ADVANCE NOTIFICATION SIGNS TO BE PLACED 10-24-17

TRAFFIC CONTROL FOR	
SCHOOL GHOUL LOS ALAMITOS	
5K 10K KIDS FESTIVAL	
PROJECT LOCATION:	
RUSH PARK 3021 BLAKE DRIVE ROSSWOOD, CA	
CONTACT:	
RUI NACINO	
BOB SEAGREN	
952.795.8900	
DATE:	1/1
REVISIONS:	

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: August 14, 2018

To: Honorable Board of Directors

From: RCSD, General Manager

Subject: FIRST READING PROPOSED POLICY NO. 2210 HARASSMENT
UPDATING AND RESTRUCTURE BOARD POLICIES RE:
HARASSMENT

RECOMMENDATION:

Give first reading to revised Policy No. 2210 Harassment which combines two former Board Policies, No. 2210 Sexual Harassment and Policy No. 2215 Harassment into a single updated policy.

BACKGROUND:

In compliance with AB 1661 District staff recently completed mandatory Harassment Prevention Training requiring all local agency officials to receive training in ethics and to receive sexual harassment prevention training and education, at specified intervals. Recently, California Governor Jerry Brown signed SB 396 into law which, starting January 1, 2018, requires that the harassment prevention training include content on harassment based on gender identity, gender expression and sexual orientation. In an effort to be in full compliance with these laws, General Counsel has recommended that the District restructure its policies on Sexual Harassment and Harassment in the workplace. General Counsel has reviewed existing policies No. 2210 and 2215 and combined them into a single policy labeled "Harassment".

Attached is the current Table of Contents for Board policies, Proposed Policy No. 2210 Harassment and former Policies 2210 Sexual Harassment and 2215 Harassment for the Board's consideration.

ATTACHMENTS:

1. Policy Handbook Table of Contents.
2. Proposed Policy No. 2210 Harassment.
3. Original Policy No. 2210 Sexual Harassment.
4. Original Policy No.2215 Harassment.

ROSSMOOR COMMUNITY SERVICES DISTRICT POLICY HANDBOOK

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1000	Board Policies	011414
1010	Authority of the Board of Directors	110910
1015	Mission and Jurisdiction	031015
1020	Conflict of Interest	101210
1030	Public Complaints	011403
<hr/>		
SERIES 2000 - PERSONNEL		
2000	General Manager Authority and Responsibilities	101309
2005	Treasurer	071106
2010	Categories of Employment, Positions and Hours of Work	051209
2015	Employment Probationary Period and Benefits	051209
2020	Vacation	051209
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2040	Sick Leave	051209
2050	Bereavement Leave	051209
2060	Jury Duty	051209
2100	District/Personal Vehicle Usage	071310
2150	Employee Compensation and Benefits	110811
2155	Annual Setting of Compensation Ranges	051209
2160	Deferred Compensation	011105
2170	Performance Evaluation	051209
2190	Illegal Drug, Alcohol & Controlled Substance Abuse	091410
2210	Sexual Harassment	011210
2215	Harassment	011210
2220	Non-Discrimination and Equal Opportunity	011210
2350	Use of Volunteers	041304

ROSSMOOR COMMUNITY SERVICES DISTRICT POLICY HANDBOOK

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3021	Budgetary Control	021417
3025	Annual Financial Audit	021318
3030	Fixed Asset Accounting Control	011304
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3040	Utilization of District Resources	021417
3045	Preservation of Fiscal Resources	021417
3050	District Expenditure, Purchasing, Bidding and Contracting Limits	021417
3060	Employment of Outside Contractors/Consultants	120903
3070	Risk Management/Insurance	031406
3075	Parking on District Owned Property	051209
3080	Parkway and Rossmoor Way Median Tree Maintenance	041415
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3090	Records Retention	110805
3095	Copying of Public Documents	121410
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3097	E-Mail and Electronic Communications	051413

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5010	Board/Committee Meetings	121410
5020	Board Meeting Agenda	041415
5030	Committees of the Board of Directors	090815
5050	Review of Administrative Decisions	011105
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ROSSMOOR COMMUNITY SERVICES DISTRICT POLICY HANDBOOK

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6013	Joint Use of District Property for District Sponsored Programs	081115
6015	Establishment of Fees and Charges for Use of District Property	071012
6020	District Parks and Facilities – Long Term Use	011414
6021	Non Profit Use of District Property	111114
6022	Commercial Use of District Property	111114
6030	Dedicated Use of Specific District Buildings	011414
6040	Rossmoor Wall Signs	011414
6050	Facilities – Tennis Courts	011414
6080	Signature Wall, Preservation/Protection	011414

SERIES 7000 – ORDINANCES

88-1	An Ordinance of the People of the Rossmoor Community Services District, California, Authorizing the Board of Directors To Provide for the Maintenance of Parkway Trees	060788
96-1	Authorizing the Board of Directors to Provide for the Maintenance, Repair, and/or Replacement of the Rossmoor Red Brick Wall	110596
2009-01	Adopting a Parking Policy for District Property	051209
2014-01	Adopting Rules and Regulations for the Administration, Operation and Use of Facilities and Services	011414
2014-02	RESERVED	000000
2014-03	Adopting Policy No. 6010 Requests for Use of District Parks And Facilities, as the Rules and Regulations that Govern the Requests for Use of District Parks and Facilities	111114
2014-04	Adopting Policy No. 6011 The Rules and Regulations for Use Of District Property, as the Rules and Regulations that Govern The use of District Property	111114

ROSSMOOR COMMUNITY SERVICES DISTRICT POLICY HANDBOOK

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<u>No.</u>	<u>Title</u>	<u>Approved</u>
2014-05	Adopting Policy No. 6012 Rules and Regulations for Group Picnics, Public Gatherings and Special Events as the Rules And Regulations that Govern Group Picnics, Public Gatherings And Special Events	111114
2014-06	Policy No. 6020 Rules and Regulations that Govern the Use of District Facilities—Long Term Use	111114
2014-07	Adopting Policy No. 6021 Non Profit Use of District Property, As the Rules and Regulations that Govern the Non Profit Use of District Property	111114
2014-08	Adopting Policy No. 6022 Commercial Use of District Property As the Rules and Regulations that Govern the Commercial Use Of District Property	111114
2014-09	Adopting Policy No. 6030 Dedicated Use of Specific District Buildings, as the Rules and Regulations that Govern Dedicated Use of District Buildings	111114
2015-01	Adopting Policy No. 6011 The Rules and Regulations for Use of District Property, as the Rules and Regulations that Govern the Use of District Property—Alcohol/Food Vendors	021015
2015-02	Adopting and Revising Policy No. 3080, Parkway And Rossmoor Way Median Tree Maintenance, as the Rules And Regulations That Govern the Maintenance of Parkway And Rossmoor Way Median Tree Maintenance	041415

Rossmoor Community Services District

Policy

No. 2210

HARASSMENT IN EMPLOYMENT

2210.00 Purpose. The purpose of the District's policy is to establish a strong commitment to prohibit harassment in employment, to define harassment and to set forth a procedure for investigation and resolving internal complaints of harassment.

2210.10 Harassment Prohibited. It is the policy of the District that harassment will not be tolerated in the workplace. Disciplinary action up to and including termination will be instituted for behavior described in the definition of harassment set forth below.

2010.20 Definitions. Harassment includes, but is not limited to:

2010.21 Verbal Harassment. For example, epithets, derogatory comments or slurs based on race, religious creed, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex or age. This might include inappropriate sex oriented comments on appearance, including dress or physical features or race oriented stories.

2010.22 Physical Harassment. For example, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age. This could be conduct in the form of pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

2010.22 Visual Forms of Harassment. For example, derogatory posters, notices, bulletins, cartoons, or drawings based on race, religious creed, color, national origin, ancestry, handicap, medical conditions, marital status, sex or age.

2010.23 Sexual Favors. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment.

2010.30 Policy. The District is committed to providing a work environment free of unlawful discrimination and harassment and to discrimination free hiring practices. The District's anti-discrimination policy will consist of the following provisions.

2010.31 Prohibit discriminatory and/or harassing conduct.

2010.32 Require the prompt reporting and investigation of alleged discriminatory and/or harassing conduct.

2010.33 Imposing strong sanctions against individuals who violate this policy.

2010.34 Prohibiting retaliation against those who report, or assist in the investigation of, discriminatory conduct as set forth in this policy.

2010.35 Advising persons who believe they have been the subject of discriminatory conduct of their rights under this policy as well as state and federal discrimination laws.

2010.40 Discrimination Prohibited. The District will enforce its discrimination policy by requiring the following of all District employees, officers, or officials:

2010.41 All decisions regarding recruitment, hiring, promotions, assignments, training, or any other term or condition of employment will not be based upon an individual's race, color, religion, sex, marital status, national origin, ancestry, handicap, medical condition or age.

2010.42 Prohibiting unlawful discrimination or harassment against any person on the basis of race, color, religion, sex, marital status, national origin, handicap, medical condition or age.

2010.43 Prohibiting any District employee, officer, contractor or official from harassing any applicant or employee.

2010.44 Prohibiting the aiding, abetting, or encouraging harassment or discrimination on the basis of race, color, religion, sex, marital status, national origin, ancestry, handicap, medical condition, or age.

2010.45 Prohibiting any retaliation or discrimination against any individual because that individual has:

2010.45.1 Opposed any unlawful practice.

2010.45.2 Reported any act of discrimination in accordance with this policy or the California Fair Employment and Housing Act.

2010.45.3 Cooperated with the District or a state or federal agency with authority to resolve such a complaint of discrimination in the investigation of that complaint.

2010.45.4 Filed or assisted in the filing of a discrimination complaint with the District or any state or federal agency with appropriate jurisdiction to resolve such a complaint.

2010.50 Responsibility for Enforcement. It is the responsibility of all District employees with supervisory duties to make certain that all employees and contractors under their direction or control comply with this policy. Each supervisor will be responsible for monitoring the activities of all employees and contractors under his/her supervision with the potential to lead to a violation of this policy and, after consultation with the General Manager, will take appropriate corrective action. Corrective action may include counseling and/or other disciplinary action, up to and including termination.

2010.60 Complaint Procedure. An employee or job applicant who believes he or she who has been harassed may make a complaint orally or in writing to their immediate supervisor or to the General Manager. Any supervisor who receives a complaint shall immediately notify the General Manager. In case of a complaint involving the General Manager, the complaint may be made to the Board President. Any supervisor receiving a complaint involving the General Manager shall immediately notify the Board President. Upon notification of a harassment complaint, the General Manager, or, in cases where the General Manager is involved in the complaint, the Board President, in consultation with General Counsel shall:

2010.60.1 Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation may be conducted by, and the District may retain, a third party with demonstrated knowledge and expertise in such matters. The investigation will include interviews with:

2010.60.1.1 The complainant,

2010.60.1.2 The accused harasser; and,

2010.60.1.3 Any other persons the General Manager or other person supervising the investigation has reason to believe has relevant knowledge concerning the complaint. This may include victims of similar conduct.

2010.60.2 Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incidents occurred.

2010.60.3 Report the results of the investigation and the determination as to whether harassment occurred to appropriate persons, including to the complainant, the alleged harasser, the General Manager, or other person overseeing the investigation, and the General Counsel. If discipline is imposed, the discipline will not be communicated to the complainant;

2010.60.4 If the harassment occurred, take and/or recommend to the appointing authority prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense;

2010.60.5 Take reasonable steps to protect the victim from further harassment;

2010.60.5.1 In the case of harassment by a contractor to the District, these steps may include terminating or otherwise modifying the contractual relationship with the harasser or his/or her employer.

2010.60.6 Take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint;

2010.60.7 If appropriate, take action to remedy the victim's loss, if any, which resulted from the harassment.

2010.70 Compliance with the Law. Harassment as defined, violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission. Violation of this policy shall generally constitute just and reasonable cause for discipline, up to and including termination.

2210.80 Mandatory Training. All District employees and appointed and/or elected officials shall complete two hours of harassment prevention training offered by the District within 6 months of their initial hire or assumption of office and every two years thereafter.

2210.81 Retention of Records. The District shall maintain records indicating the date that the employee and/or official received the training and the entity that provided the training, and shall retain those records for at least five years following completion of the training.

2210.90 Dissemination of Policy. All employees and elected and/or appointed officials shall be provided copies of this policy and this policy shall be posted in appropriate places.

2010.100 Prior Policies Replaced. Policy No. 2210, Sexual Harassment, and Policy No. 2215, Harassment, are hereby repealed and replaced with this single Policy No. 2210, Harassment.

Adopted: March 8, 1995

Approved renumbering and format: October 8, 2002

Reaffirmed: December 10, 2002

Amended: January 12, 2010

Revised: July 10, 2018

CURRENT**Rossmoor Community Services District****Policy****No. 2210**

SEXUAL HARASSMENT

2210.00 Sexual Harassment Prohibited: It is the policy of the District that sexual harassment will not be tolerated in the workplace.

2210.10 Definition. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work setting when:

2210.11 Submission to the conduct is made, either expressly or by implication, a term or condition of any individual's employment.

2210.12 The conduct has the purpose or effect of unreasonably interfering with individual's work or of creating an intimidating, hostile or offensive working environment or of adversely affecting the employee's performance, advancement, assigned duties or any other condition of employment or career development.

2210.13 Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding, compensation, benefits and services, honors, assignments programs, or activities available in the work environment.

2210.20 Reporting Alleged Sexual Harassment Immediately: Allegations of non-compliance with this policy should be immediately reported to the General Manager or the Board President in case of a complaint against the General Manager so that such complaints may be addressed quickly and fairly resolved, if at all possible.

Adopted: March 8, 1995
Approved renumbering and format: October 8, 2002
Reaffirmed: December 10, 2002
Amended: January 12, 2010

CURRENT**Rossmoor Community Services District****Policy****No. 2215**

HARASSMENT

2215.00 Harassment Free Work Environment: It is the policy of the District that it is committed to providing a work environment for the employees that is free of harassment.

2215.10 Definition: The District prohibits harassment because of race, religious creed, color, national origin or ancestry, physical/mental disability, medical condition, marital status, sexual orientation or preference, veteran's status, age or any other basis protected by federal, state, or local law, ordinance or regulation. This policy applies to all employees of the District.

2215.20 Reporting Alleged Harassment Immediately: Allegations of non-compliance with this policy should be reported immediately to the General Manager or the Board President in case of a complaint against the General Manager so that complaints may be addressed quickly and fairly investigated and resolved, if at all possible.

Adopted: January 11, 2005
Amended: January 12, 2010

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: August 14, 2018

To: Honorable Board of Directors

From: RCSD, General Manager

Subject: DISCUSSION AND POSSIBLE ACTION REGARDING PUBLIC EMPLOYMENT, ONE POSITION, TITLE: DISTRICT GENERAL MANAGER.

RECOMMENDATION:

Discussion and possible action regarding public employment, one position, title: District General Manager.

ATTACHMENTS: None

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM J-1

Date: August 14, 2018

To: Honorable Board of Directors

From: General Counsel

Subject: DISCUSSION REGARDING MITIGATION MEASURE IMPLEMENTATION FOR CALTRANS FREEWAY IMPROVEMENT PROJECTS.

RECOMMENDATION:

Discussion regarding mitigation measure implementation for CalTrans Freeway Improvement Projects.

ATTACHMENTS:-None