

ROSSMOOR

COMMUNITY SERVICES DISTRICT



Regular Meeting of the Board Agenda Package

June 13, 2017

BOARD OF DIRECTORS

AGENDA
BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, June 13, 2017

7:00 p.m.

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

A. ORGANIZATION

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

B. ADDITIONS TO AGENDA – None

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

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

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

C. PUBLIC FORUM

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

D. REPORTS TO THE BOARD:

1. RECEIVE AND FILE THE REPORT OF THE TREE COMMITTEE

2. RECEIVE AND FILE THE REPORT OF THE GENERAL MANAGER RE: COUNTY OF ORANGE ENGINEERING DEPARTMENT PROPOSAL FOR RESTRIPING OF BRADBURY ROAD IN ROSSMOOR

E. CONSENT CALENDAR

1. MINUTES:

a. Regular Board Meeting of May 9, 2017.

2. APRIL REVENUE AND EXPENDITURE REPORT.

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

F. PUBLIC HEARING—None

G. RESOLUTIONS:

RESOLUTION NO. 17-06-13-01 APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-2018.

ORDINANCES—None

H. REGULAR CALENDAR

1. REPORT OF THE GENERAL MANAGER RE: RECOMMENDATION TO APPROVE THE 2016 UPDATE OF THE FIVE-YEAR FISCAL PLAN.

2. REPORT OF THE BUDGET COMMITTEE RE: FY 2016-2017 ESTIMATES TO CLOSE, CIP FUND 40 BUDGET AND 3-YEAR PROJECT LIST; PROPOSED FY 2017-2018 PRELIMINARY BUDGET AND SALARY PLAN

3. DISCUSSION AND POSSIBLE ACTION RE: ROSSMOOR RESIDENT REQUEST FOR EXTENDED HOURS FOR USE OF RUSH PARK AUDITORIUM

4. DISCUSSION AND POSSIBLE ACTION RE: CITY OF LOS ALAMITOS REQUEST FOR ADDITIONAL FUNDING FOR JFTB JULY 4TH FIREWORKS CELEBRATION

5. ISDOC BY-LAW AMENDMENTS: APPROVAL OF THE PROPOSED BY-LAWS OF THE ORANGE COUNTY SPECIAL DISTRICT SELECTION COMMITTEE AND AUTHORIZE THE DISTRICT'S BOARD PRESIDENT OR AUTHORIZED ALTERNATE TO SIGN AND SUBMIT BALLOT

6. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF CONTRACT REASSIGNMENT TO KAROLINA SOLTANI, A NATURAL PERSON, DBA MOTIV FITNESS, LONG BEACH BOOT CAMP, FOR FITNESS INSTRUCTION AT RUSH PARK

1. GENERAL MANAGER ITEMS

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

J. BOARD MEMBER ITEMS

This part of the Agenda is reserved for individual Board members briefly to make general comments, announcements, reports of his or 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 not on the Agenda.

K. CLOSED SESSION—None

L. ADJOURNMENT

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

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


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

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

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the June 13, 2017, 7:00 p.m. Regular Meeting of the Board of Directors of the Rossmoor Community Services District was posted at least 72 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date June 6, 2017

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-1

Date: June 13, 2017

To: Honorable Board of Directors

From: General Manager

Via: Tree Committee

Subject: REPORT OF THE TREE COMMITTEE RE: PARKWAY TREE REMOVAL REQUEST AND THE PROPOSED RUSH PARK PARKING LOT PROJECT—REMOVAL AND REPLACEMENT OF FICUS TREES

RECOMMENDATION:

Receive the report of the Tree Committee.

BACKGROUND:

The Tree Committee met on Wednesday, May 31, 2017 to discuss a Parkway Tree Removal Request and the proposed Rush Park Parking Lot Project—Removal and Replacement of Ficus Trees. There are no recommendations at this time.

ATTACHMENTS:

1. Tree Committee Agenda Packet May 31, 2017 (*information only*).
2. Tree Committee Meeting Synopsis

AGENDA

ROSSMOOR COMMUNITY SERVICES DISTRICT

TREE COMMITTEE MEETING

RUSH PARK
Administration Building
3001 Blume Drive
Rossmoor, California

Wednesday, May 31, 2017
4:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 4:00 p.m.
2. ROLL CALL: Directors DeMarco, Nitikman
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS: None

B. PUBLIC FORUM

Any person may address the members of the Tree Committee at this time upon any subject within the jurisdiction of the Tree Committee of the Rossmoor Community Services District.

C. REGULAR CALENDAR

1. COUNTY OF ORANGE REQUEST TO REMOVE PARKWAY TREE
2. RUSH PARK PARKING LOT PROJECT – REMOVAL AND REPLACEMENT OF FICUS TREES

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the Wednesday, May 31, 2017, 4:00 p.m. Rossmoor Tree Committee Meeting of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manager

Date 5/24/17_____

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: May 31, 2017

To: Tree Committee

From: General Manager

Subject: County of Orange request to remove the parkway tree at 3212 Ruth Elaine Drive

RECOMMENDATION:

After thorough review staff concurs that the tree located at 3212 Ruth Elaine Drive should not be removed and the County should be notified accordingly.

BACKGROUND:

On April 17, 2017 Rossmoor Tree Consultant Mary Kingman was contacted by Orange County Public Works Construction Inspector Dean Capalety regarding the tree located in the parkway at 3212 Ruth Elaine Dr. Mr. Capalety was at the location performing an inspection related to a home remodel construction project when he noticed the following: **“the curb and gutter cracked and separating along with the drive approach has lifted to about two inches”**. After subsequent inspections by Orange County Public Works inspectors, that agency recommended and requested removal of the tree due to what they found as **“major damage to our sidewalk, curb, and resident drive approach due to the expansive root system of the tree at the subject address.”**

RCSD TREE CONSULTANT OBSERVATIONS:

The tree in question is a mature *Platanus racemosa*, or California Sycamore. It is approximately 60' tall with a trunk diameter of 35" and a value of \$17,220. The tree appears to be healthy with no health issues observed in the trunk, crown or root area. The tree does have a large root system that extends out several feet from the trunk base, which is typical for a tree of its age, size and species. The tree is one of the original planting in Rossmoor, having been planted when the neighborhood was built and has an age of approximately 60 years.

The value of the tree is based on it being a large specimen that provides aesthetic, environmental, social and economic value to the homeowner and the community. The tree is a California native specimen, its species currently under attack from a devastating pest/disease complex that is affecting trees throughout the region. Root pruning is not an option for this tree, as the large, above-ground roots are located in extremely close proximity to the trunk base and pruning these roots could undermine the structural integrity of the tree.

OTHER OBSERVATIONS:

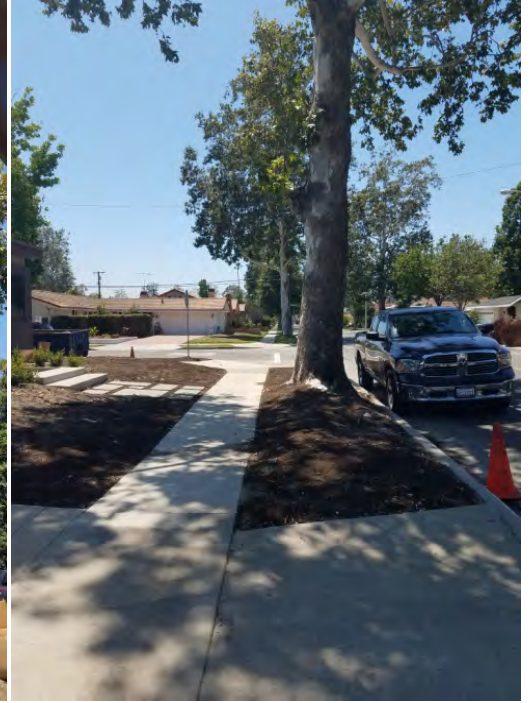
- The sidewalk has been repaired and/or replaced in recent years and there is no current uplifting or damage to the sidewalk
- The curb is pushed out by the tree root system along the gutter, causing cracks at two different locations with a 2” separation at each point
- The bottom edge of the driveway approach is 1-1.5” higher than the curb. Due to the fairly uniform height of the separation, it cannot be confirmed that tree roots are the cause.

Mary Kingman spoke with the homeowner Ricardo Banos on May 24, 2017 and he confirmed that it was his desire that the tree not be removed. He indicated that County Inspector Dean Capalety informed him during his construction inspection that the driveway approach was lifting and causing a trip hazard and that this was the reason the tree would need to be removed.

ATTACHMENTS:

1. Photos of tree located at 3212 Ruth Elaine Drive in Rossmoor.

Agenda Item C-1: 3212 Ruth Elaine Dr.



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: May 31, 2017
To: Tree Committee
From: General Manager
Subject: Rush Park Parking Lot - Removal and Replacement of Ficus Trees

RECOMMENDATION:

District Tree Consultant Recommendations:

1. Remove middle two Indian Laurel Fig (Ficus) trees from planter between parking lot and sidewalk. These trees are in decline with a limited lifespan and would likely not withstand root pruning on parking lot side.
2. Replace the two trees with an attractive species that will provide beauty, evergreen foliage and shade to the community and parking area while also reducing the 'heat island effect' of the parking lot. Replacement trees will be aesthetically compatible with remaining trees. Tree replacement selection attached. Irrigation should be installed in parkway to insure newly trees adequate water. If irrigation installation proves to be impractical then watering with RCSD water truck would be sufficient. Drought tolerant species will be planted. Mulch should be applied to planter to hold in moisture, control soil temperatures and prevent soil compaction and weeds.
3. Leave in place two Indian Laurel Fig (Ficus) trees at end of planter. Trees are healthy enough that they should react favorably to root pruning on parking lot side and will be monitored thereafter for any signs of stress.

ATTACHMENTS:

1. Photos and specifications of suggested tree species to replace Ficus Trees located in Rush Park Parking Lot

Tree Species to Replace Ficus Trees in Rush Park Parking Lot

Arbutus 'Marina' – Marina Strawberry Tree

- 20-40' x 10-30'
- Evergreen
- Low root damage potential
- Low water
- Low pest/disease occurrence





ROSSMOOR COMMUNITY SERVICES DISTRICT
3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

June 5, 2017

To: County of Orange Public Works Dept.
Attn: Joe Villa, AJ Jaime

Re: OCPW Request to Remove Parkway Tree – 3212 Ruth Elaine Dr.

Dear Mr. Villa and Mr. Jaime,

On April 17, 2017 Rossmoor Tree Consultant Mary Kingman was contacted by Orange County Public Works Construction Inspector Dean Capalety regarding the tree located in the parkway at 3212 Ruth Elaine Dr. Mr. Capalety was at the location performing an inspection related to a home remodel construction project when he noticed the following: “the curb and gutter cracked and separating along with the drive approach has lifted to about two inches”. After subsequent inspections by Orange County Public Works inspectors, your agency recommended and requested removal of the tree due to what was found as “major damage to our sidewalk, curb, and resident drive approach due to the expansive root system of the tree at the subject address.” District Tree Consultant and Certified Arborist Mary Kingman inspected the tree and observed the following:

- The sidewalk has been repaired and/or replaced in recent years and there is no current uplifting or damage to the sidewalk
- The curb is pushed out by the tree root system along the gutter, causing cracks at two different locations with a 2” separation at each point
- The bottom edge of the driveway approach is 1-1.5” higher than the curb. Due to the fairly uniform height of the separation, it cannot be confirmed that tree roots are the cause.

The tree in question is a mature *Platanus racemosa*, or California Sycamore. It is approximately 60’ tall with a trunk diameter of 35”. The tree appears to be healthy with no health issues observed in the trunk, crown or root area. The tree does have a large root system that extends out several feet from the trunk base, which is typical for a tree of its age, size and species. The tree is one of the original plantings in Rossmoor, having been planted when the neighborhood was built and has an age of approximately 60 years. The tree provides aesthetic, environmental, social and economic value to the homeowner and the community. The tree is a California native specimen, its species currently under attack from a devastating pest/disease complex that is affecting trees throughout the region. Mary Kingman spoke with the homeowner Ricardo Banos on May 24, 2017 and he confirmed that it was his desire that the tree not be removed. Extensive root pruning is not an option for this tree, as the large, above-ground roots are located in extremely close proximity to the trunk base and pruning these roots could undermine the structural integrity of the tree.

Due to the high value that is placed on this tree by the Community, Rossmoor Community Services District is requesting that it not be removed by the County of Orange Public Works Department. If the curb or surrounding infrastructure needs to be repaired, we ask that alternative methods are considered; such as concrete shaving and/or patching of the section of curb that is cracked or other methods that would seek to avoid extensive root pruning of this tree. The Orange County Planning Commission recently authorized the development of a County Tree Preservation Ordinance, which Rossmoor Community Services District strongly supports, and it is our feeling that this tree, being a large, established tree that is native to California, is a natural resource worth protecting and preserving.

Regards,

James D. Ruth

General Manager
Rossmoor Community Services District
3001 Blume Drive
Rossmoor, CA 90720
562-430-3707



<http://www.rossmoor-csd.org>

Tree Committee Meeting Synopsis

Date: May 31, 201 4:00p.m.

Directors: DeMarco and Nitikman – G.M. Jim Ruth, Tree Consultant Mary Kingman

Subject: County of Orange Request to Remove Parkway Tree - Rush Park Parking Lot Project – Removal and Replacement of Ficus Trees

Director DeMarco convened the meeting at 4:00 p.m.

1. Director DeMarco requested our tree consultant review the request by the County of Orange Public Works Department to remove a parkway Sycamore tree located at 3212 Ruth Elaine Dr. due to root damage to the curb and gutter, as well as the drive approach being lifted about 2 inches. The tree is 60” tall and 35” in diameter and appears to be in a healthy condition (see attached report for more data). Staff recommends against removal of the tree and believes the tree has many more years of life and that the cost of curb, gutter repairs is worth the investment to save the healthy tree. The homeowner supports our recommendation.

After thorough discussion by the committee members it was recommended to support staff’s recommendation to save the tree and request Supervisor Steel’s office be informed of our request and direct the Public Works Department not to remove the Sycamore located 3212 Ruth Elaine Dr.

Motion: Chair DeMarco, Second Director Nitikman – Motion to approve 2-0.

2. Rush Park parking lot repair and removal of the two Ficus trees. Tree Consultant Mary Kingman informed the tree committee that the two Ficus trees in the center of the Rush Park parkway are diseased and in a state of decline and should be removed. Mary displayed photos of proposed replacement trees and estimated the removal to cost approximately \$10,000. The trees have contributed to root damage in the parking lot which is in a need of repair.

After considerable discussion on the merits of removing all four of the parkway ficus trees it was decided to recommend to the Budget Committee to remove the two center ficus trees and to transfer funds from the reserves to repair the most damaged portions of the parking lot at an estimated cost of \$25,000-\$30,000.

Motion by DeMarco – Second by Director Nitikman to approve staff’s recommendation to remove the two center parkway ficus trees and to request a transfer from our reserves of \$50,000 to repair the parking lot. Motion approved 2-0.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM D-2

Date: June 13, 2017
To: Honorable Board of Directors
From: General Manager
Subject: REPORT OF THE GENERAL MANAGER RE: STATUS OF BRADBURY ROAD
RESTRIPING PROPOSAL

RECOMMENDATION:

Receive the report of the General Manager regarding the status of the County of Orange Engineering Department's Bradbury Road Restriping Proposal.

BACKGROUND:

On May 8, 2017 we received notification from Deepthi Arabolu, Orange County Public Works Department Traffic Division that the County had reevaluated their restriping of Bradbury Rd. and in response to citizen complaints have prepared a new striping plan for our consideration.

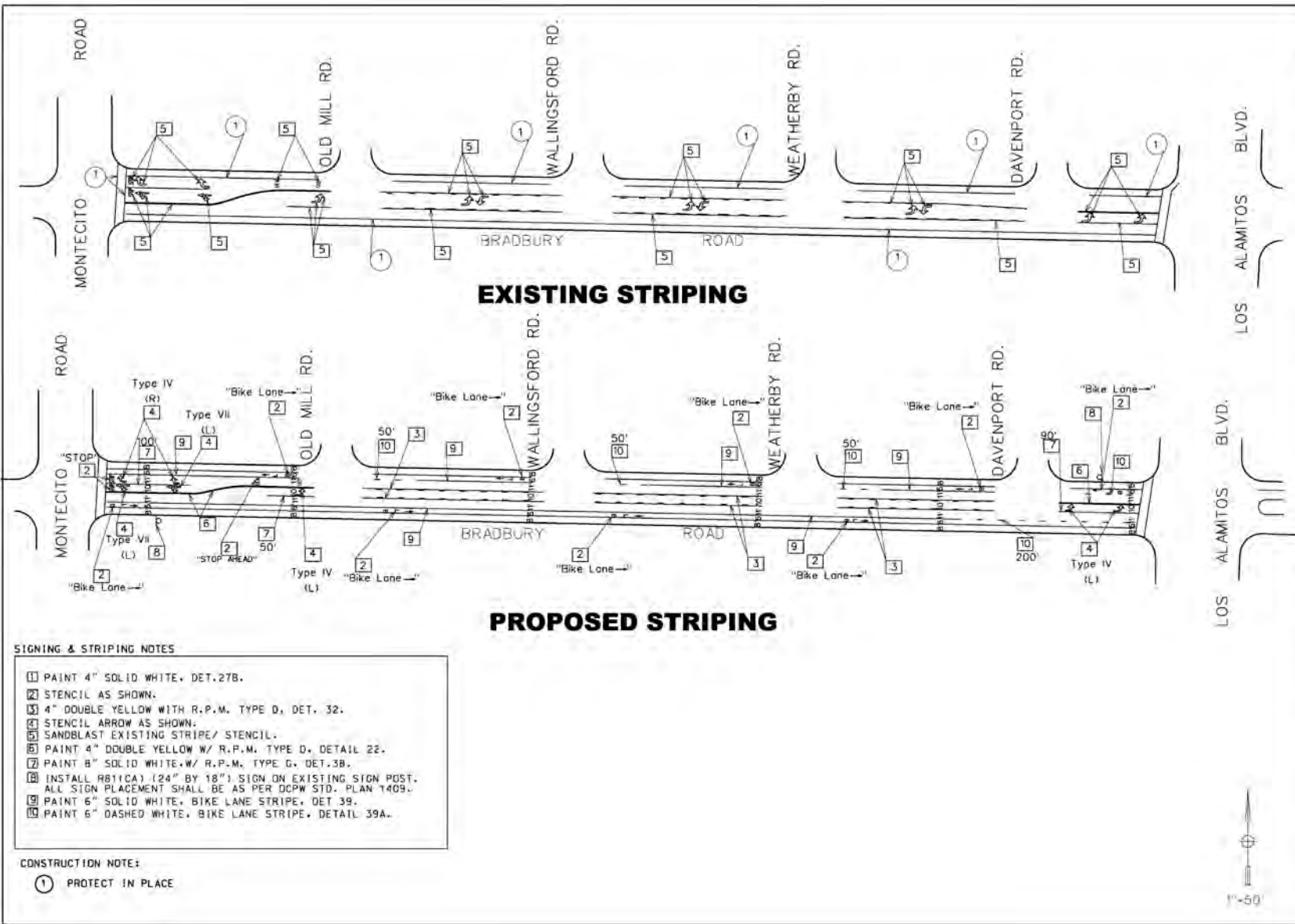
The plan has been reviewed by members of our Board's Ad Hoc Traffic Committee which concurs that the revised plan does address the public's concern by reducing the width of the median island and incorporating a bike lane on the south side of Bradbury Road.

Former RCSD President Tony DeMarco and resident Kevin Pierce had previously met with County staff on site to discuss the Community's concerns. The District has also received responses from Kevin Pierce, RHA President Bev Houghton, RHA Traffic Liaison, Ralph Vartabedian (*who has spoken to the county staff on this issue*), as well as the RCSD Board of Directors. Kevin Pierce also addressed the RHA Board of Directors on this proposal at their May 16th Meeting. All parties agree that the revised plan does address the citizens concerns and will be a considerable improvement with the additional benefit of a new bike lane.

If the RCSD Board of Directors agrees with the proposed County plan, I would recommend a letter from President Maynard be sent to Supervisor Michele Steel and Deepthi Arabolu, OCPW supporting the new design.

ATTACHMENTS:

1. Proposed Bradbury Road Restriping Project Diagram



SIGNING & STRIPING NOTES

- 1 PAINT 4" SOLID WHITE, DET.27B.
- 2 STENCIL AS SHOWN.
- 3 4" DOUBLE YELLOW WITH R.P.M. TYPE D, DET. 32.
- 4 STENCIL ARROW AS SHOWN.
- 5 SANDBLAST EXISTING STRIPE/ STENCIL.
- 6 PAINT 4" DOUBLE YELLOW W/ R.P.M. TYPE D, DETAIL 22.
- 7 PAINT 8" SOLID WHITE.W/ R.P.M. TYPE G, DET.38.
- 8 INSTALL RB11(CA) (24" BY 18") SIGN ON EXISTING SIGN POST. ALL SIGN PLACEMENT SHALL BE AS PER DCPW STD. PLAN 1409.
- 9 PAINT 6" SOLID WHITE, BIKE LANE STRIPE, DET 39.
- 10 PAINT 6" DASHED WHITE, BIKE LANE STRIPE, DETAIL 39A.

CONSTRUCTION NOTE:

- 1 PROTECT IN PLACE



NO.	DESCRIPTION	DATE	APP'D.

PREPARED UNDER THE RESPONSIBLE CHARGE OF:

DATE: _____

DESIGNED BY: _____
 CHECKED BY: _____
 DRAWN BY: _____
 DATE: _____

SCALE: AS SHOWN

ORANGE COUNTY
 DEPARTMENT OF PUBLIC WORKS
 TRAFFIC ENGINEERING SECTION

PREPARED BY: _____
 DATE: _____

BRADBURY ROAD
 BETWEEN
 MONTECITO ROAD
 AND
 LOS ALAMITOS BOULEVARD

Sheet
 Reference
 Number

STRIPING PLAN
 1/1



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-1a.

Date: June 13, 2017
To: Honorable Board of Directors
From: General Manager
Subject: MINUTES: REGULAR MEETING OF MAY 9, 2017

RECOMMENDATION:

Approve the Minutes of the Regular Meeting of May 9, 2017 as prepared by the Board's Secretary/General Manager.

BACKGROUND:

The report reflects the actions of the Board at their meeting of May 9, 2017 Meeting of the Board as recorded by the Board's Secretary/General Manager.

ATTACHMENTS:

1. Minutes-Regular Meeting of May 9, 2017 Prepared by the Board's Secretary/General Manager.



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

REGULAR MEETING

RUSH PARK
3021 Blume Drive
Rossmoor, California

Tuesday, May 9, 2017

A. ORGANIZATION

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

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

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS:

a. OC Sheriff Lt. Jeff Puckett Re: Quarterly Crime Statistics

Sergeant Feely reported the Rossmoor First Quarter Crime Statistics on behalf of Lt. Puckett. Crimes of opportunity continued to be all too frequent in the community. He urged Rossmoor residents to be more vigilant in securing their valuables. He advised them to keep their vehicles locked at all times when parked in their driveways or on the street and remove items from their cars or place them out of view in the trunk for safe keeping. He stated that catalytic converter thefts were on the rise, particularly from Toyota trucks and older model cars, due to the platinum. Law enforcement recommended parking in the garage and if that was not possible to add either motion detection lights or continuous lights to illuminate property as a deterrent. Discussion ensued relative to which car models were most vulnerable to catalytic converter thefts, prevention measures, reducing crimes of opportunity and preventing burglaries by refusing to respond to unsolicited door knockers and unannounced visitors. Sergeant Feely encouraged residents to contact the Sheriff's Department and neighborhood watch regarding any suspicious activity.

b. Lina Lumme RCSD/Youth Center Summer Day Camp 2017

Los Alamitos Youth Center Director Lina Lumme thanked the RCSD Board and staff for their ongoing partnership and support, without which, camp scholarships would not be possible. She reported to the Board on the new programming additions to the Youth Center Summer Day Camp Program and introduced the new Summer Camp Program Director, John Manley. Mr. Manley provided the Board with an overview of his background and education in Marine Science as a teacher, biologist and underwater filmmaker. He discussed the new summer camp theme "Shark Camp" with add-on classes for young children and teens, concentrated in Science, Technology, and Math (STEM), as well as art and music. The camp schedule is the most flexible and

accommodating in the area and includes add on classes and day rates so parents can enroll their children in one class, one day/week or the entire summer. The camp was old school, immersive and electronics-free providing a diverse, hands-on experience for the outdoor and sports-minded and also provided creative and scientific choices such as art, music and technology. Discussion ensued relative to shark behavior and increased sightings, camp demographics, number of attendees and statistical retention. Mr. Manley stated that “Shark Camp” was just the name of the camp; the instruction was not focused on sharks or shark behavior—only one week of camp was conservation-based. Regarding demographics, Mr. Manley stated it was his first year working with this camp; however, it was his understanding that most attendees were repeat attendees and were Rossmoor-based. The report was received and filed.

B. ADDITIONS TO AGENDA—None

C. PUBLIC FORUM:

Diane Rush opined relative to the poor condition of many of the main roads in the community, i.e. Bradbury Road and St. Cloud Road. She added that one of the potholes was so large that it prevented the city bus from stopping in the correct spot, making it unsafe for riders to board the bus. She expressed her opposition to the LA Fitness Project in the Shops at Rossmoor. She stated that there were many flaws in the Environmental Impact Report (EIR) that should be investigated. She further opined that the fitness center would increase crime and traffic in Rossmoor and cause overflow parking into the Rossmoor community. Applause ensued.

Brenda Gorman also expressed her opposition to the LA Fitness Project in Seal Beach. She was especially concerned about additional crime, traffic, youth and pedestrian safety. She stated that the LA Fitness owners were attempting to gain support for the project by offering senior discounts to Leisure World residents. She requested that the RCSD Board form a committee and hold a special meeting to strengthen Rossmoor’s position. Applause ensued.

Beverly Houghton thanked the RCSD Board and staff for its co-sponsorship and support during this year’s successful Rossmoor Community Festival. She also discussed the RHA’s position on the LA Fitness Project and the upcoming articles in the Sun and News Enterprise opposing the project. Applause ensued.

Melissa Gonzales spoke in favor of the LA Fitness Project. She opined that the fitness center would provide health benefits and dismissed the concerns of residents regarding traffic and crime.

Kat Molia proposed that a full size basketball court be constructed at Rush Park. She stated that there were many young families in the community who would use the court.

Erwin Anisman opined relative to his concerns regarding the many Rossmoor trees lost to recent activity. He stated that the value of the community’s urban forest was in the millions of dollars and he wanted to be sure that the District had budgeted for future threats to the trees like weather, insects and disease.

Owen Pearce reported that someone had been stealing the plants from his Kempton Park Eagle Scout Demonstration Project. He opined that it was incredibly discouraging and asked the Board for

their help in mitigating the culprits. President Maynard stated that he was unaware of this activity and was appalled. Director DeMarco suggested notifying the residents near the park and asking them to keep their eyes open for suspicious activity. The rest of the Board concurred and requested that the General Manager work with Owen to deter and/or locate the perpetrator.

D. REPORTS TO THE BOARD:

1. QUARTERLY STATUS REPORT

General Manager Jim Ruth reported on the quarterly status of the District’s activity in coordination with its mission, goals and objectives. He discussed the Montecito Road and District Parks and Facilities lighting upgrades, District investments, landscaping projects and contract management, communication milestones and online facility reservation target dates. The report was received and filed.

2. QUARTERLY RECREATION REPORT

Recreation Superintendent, Chris Argueta reported on the quarterly status of the District’s Recreation Program. He provided a recap of the California State University Basketball Game, Los Alamitos Girls Softball Annual Carnival and Opening Day and the Rossmoor Community Festival event. He also provided an overview of the Summer Event Schedule which included all new Movies, Concerts and Shakespeare in the Park. He remarked that this year viewers could enjoy a larger movie screen. Brief discussion ensued relative to sponsors and donations for the Shakespeare in the Park performances. The report was received and filed.

3. QUARTERLY TREE REPORT

District Tree Consultant Mary Kingman reported on the status of the Rossmoor Urban Forest. She discussed the various issues affecting the number of Rossmoor trees such as disease, drought, age and inclement weather. Lengthy discussion ensued relative to tree loss, drought, disease, stormy weather, current tree planting and watering schedule and notification procedures. Mary Kingman stated that while Rossmoor lost only 12 trees due to recent storms, those numbers paled in comparison to the nearby city of Long Beach, which lost between 250 and 300 trees. The report was received and filed.

E. CONSENT CALENDAR:

1a. MINUTES REGULAR BOARD MEETING—April 11, 2017

2. REVENUE AND EXPENDITURE REPORT—March 2017

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

F. PUBLIC HEARING—None

G. RESOLUTIONS—None

ORDINANCES—None

H. REGULAR CALENDAR:

1. DISCUSSION AND POSSIBLE ACTION RE: MONTECITO ROAD STREET LIGHTING IMPROVEMENTS.

Recommendation that the Board approve the proposal from Express Energy Savings to procure and install 26 LED streetlights on Montecito Road replacing 70 watt Edison incandescent lights at a cost of \$9,267, paid for out of Fund 40, with full cost recovery through energy savings over 50.84 months.

Discussion ensued relative to the historical background of the project and its thorough review by the CIP Committee. The CIP Committee favored the conversion to LED Lighting and directed the General Manager to explore grant options to fund the project. Staff believes that from a safety standpoint, as well as the energy and cost saving benefits, the District should proceed with the implementation of this project.

Motion by Director DeMarco seconded by Director Kahlert/Nitikman to authorize the General Manager to approve the proposal from Express Energy Savings to procure and install 26 LED streetlights on Montecito Road replacing 70 watt Edison incandescent lights at a cost of \$9,267. Motion passed 5-0.

I. GENERAL MANAGER ITEMS:

The General Manager reported that the RHA/RCS D Community Festival on Sunday, May 7th went very well due to the excellent coordination and cooperation between the respective organizations.

Express Energy Services will proceed Convert Current Lighting Systems in our parks and facilities from incandescent to LED Lighting. The contractor is attempting to incorporate Foster & Kempton Park Security Lighting and the Montecito Center & Exterior Lighting into our OBF Program for Rush and Rossmoor Park. The Edison Company is evaluating the incorporation of these upgrades to make sure they meet their criteria. This OBF proposal will be agendized for the June Board Agenda. Conversion of the walkway lights at Rossmoor Park to LED will be installed tomorrow along with the replacement of the damaged light pole resulting from storm damage. He stated that staff was working to schedule the CIP and Budget Committee Meetings by June 5th in addition to a Tree Committee Meeting.

Regarding Community issues: the Shops at Rossmoor LA Fitness Project was being followed closely The Seal Beach City Manager has advised us that the Planning Commission & City Council Hearings would be scheduled sometime in June. The City of Seal Beach Planning Commission has tentatively scheduled the hearing on the LA Fitness Center Project for Monday, June 5th.

The RCS D's Resolution opposing the removal of the parking restrictions on the Foster Road Bike Route was sent to Supervisor Michelle Steel and he anticipated a decision in the next couple of months.

The Contract Renewal with BreaIT Solutions has been executed. Staff is working with US Bank and BreaIT Solutions to upgrade our in house Point of Sale to include a credit card chip reader in order

to maintain PCI Compliance for accepting credit card payments. US Bank is coordinating with RecDesk to set up our online Registration process, which should be ready to go by summer. This will allow patrons to pay for tennis court and picnic reservations online.

The District received an email from Deepthi Arubula, with the Orange County Public Works Department stating that the County appreciated the community's input and agreed to schedule the restriping in coordination with current maintenance schedule.

J. BOARD MEMBER ITEMS:

Director Kahlert offered his sincerest condolences to General Manager Jim Ruth on the passing of his brother John. He requested that the Rush Park Basketball Court construction request be placed on the next CIP/Parks and Facilities Committee Agendas for review.

Director Nitikman also offered his condolences to General Manager Jim Ruth. Regarding the LA Fitness Project, He requested that an item be placed on the June agenda to challenge the Environmental Impact Report (EIR). He also asked the General Manager to confirm whether or not the final decision on the LA Fitness Project was to be made by the Seal Beach Planning Commission or the Seal Beach City Council.

Director Casey expressed his sincere condolences to Jim Ruth. He thanked Beverly Houghton for all of her hard work on the Rossmoor Community Festival. There was a great turnout despite the blustery weather conditions. He requested that a link to the OCTA I-405 Project survey be placed on the District website.

Director DeMarco suggested that residents consider installing surveillance doorbells devices on their doors. The device was a great crime deterrent, especially for package thefts; photos were uploaded straight to the Cloud. He also requested that residents, who did have camera surveillance installed at their homes, consider voluntarily informing law enforcement so as to utilize the cameras as part of a larger strategy to deter and solve neighborhood crimes. Director DeMarco thanked the RHA, Bev Houghton, RCSD Staff and volunteers for delivering another fantastic Rossmoor Community Festival for all to enjoy. He added that he was pleased regarding the basketball court request and encouraged residents to present their suggestions and ideas to the Board for consideration. He thanked General Manager Jim Ruth for the update on the Foster Road Bike Route issue and suggested RCSD Board Members attend as many meetings in surrounding communities as possible in order to stay informed and affect change. He also stated that he was pleased about the realization of the lighting improvements on Montecito Road and the added safety to the community.

President Maynard thanked all who attended tonight's Board meeting; even those who had opposing views regarding the LA Fitness Project. He concluded that Rossmoor encourages expression of all opinions and points of view, whether or not they are popular and it was a safe place for all to opine.

K. CLOSED SESSION—None

L. ADJOURNMENT:

Motion by Director Casey, seconded by Director DeMarco to adjourn the regular meeting at 8:50 p.m.
Motion passed 5-0.

SUBMITTED BY:
James D. Ruth
General Manager

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM E-2.

Date June 13, 2017
To: Honorable Board of Directors
From: General Manager
Subject: REVENUE & EXPENDITURE REPORT - APRIL, 2017

RECOMMENDATION:

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

BACKGROUND:

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

ATTACHMENTS:

1. Revenue & Expenditure Report for the month of April, 2017.

REVENUE / EXPENDITURE SUMMARY REPORT
 FUND 10 - GENERAL FUND
 April 2017 @ 83.34%

	Original Budget	Amended Budget	YTD Actual	Current Month	Unenc. Balance	% Budget
Revenues						
PROPERTY TAXES	842,112.00	848,000.00	839,346.96	282,892.25	8,653.04	99.0
STREET LIGHT ASSESSMENTS	298,934.00	298,934.00	293,604.08	98,630.11	5,329.92	98.2
USE OF MONEY AND PROPERTY	2,100.00	3,000.00	2,650.55	1,050.25	349.45	88.4
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	2,628.37	0.00	57,771.63	4.4
FEES AND SERVICES	173,500.00	167,700.00	135,359.25	12,785.00	32,340.75	80.7
OTHER REVENUE	24,500.00	23,000.00	21,917.64	4.52	1,082.36	95.3
TRANSFER IN OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.0
Total Revenues	1,401,546.00	1,401,034.00	1,295,506.85	395,362.13	105,527.15	92.5
Expenditures						
ADMINISTRATION 1	412,980.00	428,750.00	339,284.86	22,757.93	89,465.14	79.1
RECREATION	135,065.00	129,852.00	105,861.07	9,222.27	23,990.93	81.5
ROSSMOOR PARK	185,850.00	200,456.00	159,050.38	8,861.67	41,405.62	79.3
MONTECITO CENTER	78,239.00	84,998.00	67,790.05	5,582.99	17,207.95	79.8
RUSH PARK	203,537.00	218,687.00	176,775.40	12,425.63	41,911.60	80.8
STREET LIGHTING	107,580.00	107,715.00	76,595.85	8,383.39	31,119.15	71.1
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	100.00	95.2
STREET SWEEPING	55,580.00	55,650.00	36,617.77	44.23	19,032.23	65.8
PARKWAY TREES	115,977.00	137,677.00	110,309.63	1,645.66	27,367.37	80.1
MINI-PARKS, MEDIANS & TRIANGLE	12,968.00	14,008.00	10,640.54	608.42	3,367.46	76.0
Total Expenditures	1,309,876.00	1,379,893.00	1,084,925.55	69,532.19	294,967.45	78.6

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

\$ 739,612.00

REVENUE REPORT
 APRIL 2017 @ 83.34%

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Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017

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

Fund: 10 - GENERAL FUND

Revenues

Dept: 00

PROPERTY TAXES	842,112.00	848,000.00	839,346.96	282,892.25	0.00	8,653.04	99.0
ASSESSMENTS	298,934.00	298,934.00	293,604.08	98,630.11	0.00	5,329.92	98.2
USE OF MONEY AND PROPERTY	2,100.00	3,000.00	2,650.55	1,050.25	0.00	349.45	88.4
OTHER GOVERNMENT AGENCIES	60,400.00	60,400.00	2,628.37	0.00	0.00	57,771.63	4.4
FEES AND SERVICES	173,500.00	167,700.00	135,359.25	12,785.00	0.00	32,340.75	80.7
OTHER REVENUE	24,500.00	23,000.00	21,917.64	4.52	0.00	1,082.36	95.3

Dept: 00

1,401,546.00 1,401,034.00 1,295,506.85 395,362.13 0.00 105,527.15 92.5

Revenues 1,401,546.00 1,401,034.00 1,295,506.85 395,362.13 0.00 105,527.15 92.5

Grand Total Net Effect: 1,401,546.00 1,401,034.00 1,295,506.85 395,362.13 0.00 105,527.15

EXPENDITURE REPORT
 APRIL 2017 @ 83.34%

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Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 10 ADMINISTRATION							
SALARIES AND BENEFITS	269,880.00	271,914.00	228,659.17	21,173.19	0.00	43,254.83	84.1
OPERATIONS AND MAINTENANCE (1)	69,000.00	69,700.00	60,284.52	787.46	0.00	9,415.48	86.5
CONTRACT SERVICES	76,536.00	83,136.00	49,959.71	797.28	0.00	33,176.29	60.1
CAPITAL EXPENDITURES	4,000.00	4,000.00	381.46	0.00	0.00	3,618.54	9.5
ADMINISTRATION	419,416.00	428,750.00	339,284.86	22,757.93	0.00	89,465.14	79.1
Dept: 20 RECREATION							
SALARIES AND BENEFITS	95,912.00	88,632.00	73,704.83	7,280.45	0.00	14,927.17	83.2
OPERATIONS AND MAINTENANCE	35,853.00	37,920.00	31,377.30	1,909.94	0.00	6,542.70	82.7
CONTRACT SERVICES	2,300.00	2,300.00	778.94	31.88	0.00	1,521.06	33.9
CAPITAL EXPENDITURES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
RECREATION	135,065.00	129,852.00	105,861.07	9,222.27	0.00	23,990.93	81.5
Dept: 30 ROSSMOOR PARK							
SALARIES AND BENEFITS	74,090.00	78,750.00	67,966.36	5,981.93	0.00	10,783.64	86.3
OPERATIONS AND MAINTENANCE	72,360.00	82,306.00	61,710.01	86.66	0.00	20,595.99	75.0
CONTRACT SERVICES	39,400.00	39,400.00	29,374.01	2,793.08	0.00	10,025.99	74.6
ROSSMOOR PARK	185,850.00	200,456.00	159,050.38	8,861.67	0.00	41,405.62	79.3
Dept: 40 MONTECITO CENTER							
SALARIES AND BENEFITS	54,676.00	57,056.00	48,965.14	4,465.20	0.00	8,090.86	85.8
OPERATIONS AND MAINTENANCE	16,995.00	19,842.00	12,635.90	779.11	0.00	7,206.10	63.7
CONTRACT SERVICES	6,700.00	6,700.00	4,830.01	338.68	0.00	1,869.99	72.1
CAPITAL EXPENDITURES	50.00	1,400.00	1,359.00	0.00	0.00	41.00	97.1
MONTECITO CENTER	78,421.00	84,998.00	67,790.05	5,582.99	0.00	17,207.95	79.8
Dept: 50 RUSH PARK							
SALARIES AND BENEFITS	79,367.00	83,517.00	70,397.92	6,114.21	0.00	13,119.08	84.3
OPERATIONS AND MAINTENANCE	84,520.00	95,520.00	77,003.47	3,518.34	0.00	18,516.53	80.6
CONTRACT SERVICES	39,400.00	39,400.00	29,374.01	2,793.08	0.00	10,025.99	74.6
CAPITAL EXPENDITURES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
RUSH PARK	203,537.00	218,887.00	176,775.40	12,425.63	0.00	41,911.60	80.8
Dept: 60 STREET LIGHTING							

EXPENDITURE REPORT
APRIL 2017 @ 83.34%

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Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 60 STREET LIGHTING							
OPERATIONS AND MAINTENANCE	580.00	715.00	559.19	44.23	0.00	155.81	78.2
CONTRACT SERVICES	107,000.00	107,000.00	76,036.66	8,339.16	0.00	30,963.34	71.1
STREET LIGHTING	107,580.00	107,715.00	76,595.85	8,383.39	0.00	31,119.15	71.1
Dept: 65 ROSSMOOR WALL							
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
OPERATIONS AND MAINTENANCE	580.00	650.00	559.19	44.23	0.00	90.81	86.0
CONTRACT SERVICES	55,000.00	55,000.00	36,058.58	0.00	0.00	18,941.42	65.6
STREET SWEEPING	55,580.00	55,650.00	36,617.77	44.23	0.00	19,032.23	65.8
Dept: 80 PARKWAY TREES							
SALARIES AND BENEFITS	23,052.00	23,452.00	18,661.54	1,702.68	0.00	4,790.46	79.6
OPERATIONS AND MAINTENANCE	1,625.00	1,925.00	1,226.25	91.13	0.00	698.75	63.7
CONTRACT SERVICES	72,800.00	80,800.00	76,576.84	31.85	0.00	4,223.16	94.8
CAPITAL EXPENDITURES	18,500.00	31,500.00	13,845.00	-180.00	0.00	17,655.00	44.0
PARKWAY TREES	115,977.00	137,677.00	110,309.63	1,645.66	0.00	27,367.37	80.1
Dept: 90 MINI-PARKS AND MEDIANS							
SALARIES AND BENEFITS	918.00	918.00	824.75	73.76	0.00	93.25	89.8
OPERATIONS AND MAINTENANCE	7,800.00	8,840.00	6,386.65	228.09	0.00	2,453.35	72.2
CONTRACT SERVICES	4,150.00	4,150.00	3,429.14	306.80	0.00	720.86	82.6
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	12,968.00	14,008.00	10,640.54	608.65	0.00	3,367.46	76.0
Expenditures	1,316,494.00	1,379,893.00	1,084,925.55	69,532.42	0.00	294,967.45	78.6
Grand Total Net Effect:	-1,316,494.00	-1,379,893.00	-1,084,925.55	-69,532.42	0.00	-294,967.45	

REVENUE/EXPENDITURE REPORT
APRIL 2017 @ 83.34%

Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 10 - GENERAL FUND								
Revenues								
Dept: 00								
Acct Class: 30 PROPERTY TAXES								
3000	Current Secured Property Taxes	775,200.00	780,000.00	790,237.23	279,956.08	0.00	-10,237.23	101.3
3001	Current unsecured prop tax	22,000.00	26,500.00	21,609.08	0.00	0.00	4,890.92	81.5
3002	Prior secured property taxes	7,500.00	7,500.00	6,079.33	454.57	0.00	1,420.67	81.1
3003	Prior unsecured prop taxes	4,500.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
3004	Delinquent property taxes	1,080.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
3010	Current supplemental assessmt	20,000.00	18,000.00	14,711.49	2,481.60	0.00	3,288.51	81.7
3020	Public utility tax	11,832.00	14,000.00	6,709.83	0.00	0.00	7,290.17	47.9
PROPERTY TAXES		842,112.00	848,000.00	839,346.96	282,892.25	0.00	8,653.04	99.0
Acct Class: 31 ASSESSMENTS								
3105	Street light assessments	298,934.00	298,934.00	293,604.08	98,630.11	0.00	5,329.92	98.2
ASSESSMENTS		298,934.00	298,934.00	293,604.08	98,630.11	0.00	5,329.92	98.2
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	2,100.00	3,000.00	2,650.55	1,050.25	0.00	349.45	88.4
USE OF MONEY AND PROPERTY		2,100.00	3,000.00	2,650.55	1,050.25	0.00	349.45	88.4
Acct Class: 33 OTHER GOVERNMENT AGENCIES								
3301	State homeowner proptax relief	5,400.00	5,400.00	2,628.37	0.00	0.00	2,771.63	48.7
3305	County street sweep reimburse	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.0
OTHER GOVERNMENT AGENCIES		60,400.00	60,400.00	2,628.37	0.00	0.00	57,771.63	4.4
Acct Class: 34 FEES AND SERVICES								
3404	Court reservations	14,500.00	13,500.00	8,273.75	1,049.00	0.00	5,226.25	61.3
3405	Wall Rental	600.00	500.00	220.00	0.00	0.00	280.00	44.0
3406	Ball field reservations	29,000.00	24,000.00	19,979.50	785.00	0.00	4,020.50	83.2
3410	Rossmoor building rental	18,200.00	17,500.00	12,691.00	1,752.00	0.00	4,809.00	72.5
3412	Montecito building rental	25,200.00	25,200.00	21,611.00	756.00	0.00	3,589.00	85.8
3414	Rush Park Building Rental	86,000.00	87,000.00	72,584.00	8,443.00	0.00	14,416.00	83.4
FEES AND SERVICES		173,500.00	167,700.00	135,359.25	12,785.00	0.00	32,340.75	80.7
Acct Class: 35 OTHER REVENUE								
3500	Other miscellaneous revenue	4,500.00	3,000.00	1,917.64	4.52	0.00	1,082.36	63.9
3502	Administrative Fee	20,000.00	20,000.00	20,000.00	0.00	0.00	0.00	100.0
OTHER REVENUE		24,500.00	23,000.00	21,917.64	4.52	0.00	1,082.36	95.3
Dept: 00		1,401,546.00	1,401,034.00	1,295,506.85	395,362.13	0.00	105,527.15	92.5
Revenues								
		1,401,546.00	1,401,034.00	1,295,506.85	395,362.13	0.00	105,527.15	92.5
Expenditures								
Dept: 10 ADMINISTRATION								
Acct Class: 40 SALARIES AND BENEFITS								
4000	Board of Directors Compensatn	10,000.00	10,000.00	6,050.00	500.00	0.00	3,950.00	60.5
4001	Salaries - Full-time	193,800.00	193,800.00	162,570.94	15,194.14	0.00	31,229.06	83.9
4003	Salaries - Overtime	5,100.00	5,100.00	3,467.07	312.14	0.00	1,632.93	68.0
4007	Vehicle Allowance	500.00	500.00	212.18	0.00	0.00	287.82	42.4
4010	Workers Compensation Insurance	2,300.00	4,334.00	3,981.13	366.23	0.00	352.87	91.9
4011	Medical Insurance	39,000.00	39,000.00	38,650.77	3,571.32	0.00	349.23	99.1
4015	Federal Payroll Tax -FICA	18,400.00	18,400.00	13,098.28	1,219.36	0.00	5,301.72	71.2
4018	State Payroll Taxes	780.00	780.00	628.80	10.00	0.00	151.20	80.6
SALARIES AND BENEFITS		269,880.00	271,914.00	228,659.17	21,173.19	0.00	43,254.83	84.1
Acct Class: 50 OPERATIONS AND MAINTENANCE								
5002	Insurance - Liability	12,500.00	13,000.00	12,983.10	0.00	0.00	16.90	99.9
5004	Memberships and Dues	6,400.00	6,400.00	5,798.00	0.00	0.00	602.00	90.6
5006	Travel & Meetings	1,000.00	1,000.00	943.65	0.00	0.00	56.35	94.4
5007	Televised Meeting Costs	17,000.00	17,000.00	15,035.70	0.00	0.00	1,964.30	88.4

REVENUE/EXPENDITURE REPORT
 APRIL 2017 @ 83.34%

Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017

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

Fund: 10 - GENERAL FUND							
Expenditures							
Dept: 10 ADMINISTRATION							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010	Publications & Legal Notices	7,200.00	7,200.00	4,796.60	0.00	0.00	2,403.40 66.6
5012	Printing	700.00	700.00	550.01	0.00	0.00	149.99 78.6
5014	Postage	2,000.00	2,000.00	878.62	117.60	0.00	1,121.38 43.9
5016	Office Supplies	7,200.00	7,200.00	4,705.73	145.65	0.00	2,494.27 65.4
5020	Telephone	1,500.00	1,700.00	1,711.38	132.72	0.00	-11.38 100.7
5045	Miscellaneous Expenditures	5,500.00	5,500.00	4,687.36	294.70	0.00	812.64 85.2
5046	Bank Service Charge	2,000.00	2,000.00	943.17	96.79	0.00	1,056.83 47.2
5050	Elections	6,000.00	6,000.00	7,251.20	0.00	0.00	-1,251.20 120.9
OPERATIONS AND MAINTENANCE		69,000.00	69,700.00	60,284.52	787.46	0.00	9,415.48 86.5
Acct Class: 56 CONTRACT SERVICES							
5610	Legal Counsel	28,000.00	28,000.00	13,440.00	0.00	0.00	14,560.00 48.0
5615	Financial Audit-Consulting	10,100.00	10,700.00	10,400.00	0.00	0.00	300.00 97.2
5620	Misc Studies	0.00	6,000.00	6,000.00	0.00	0.00	0.00 100.0
5670	Other Professional Services	38,436.00	38,436.00	20,119.71	797.28	0.00	18,316.29 52.3
CONTRACT SERVICES		76,536.00	83,136.00	49,959.71	797.28	0.00	33,176.29 60.1
Acct Class: 60 CAPITAL EXPENDITURES							
6010	Equipment	4,000.00	4,000.00	381.46	0.00	0.00	3,618.54 9.5
CAPITAL EXPENDITURES		4,000.00	4,000.00	381.46	0.00	0.00	3,618.54 9.5
ADMINISTRATION							
		419,416.00	428,750.00	339,284.86	22,757.93	0.00	89,465.14 79.1
Dept: 20 RECREATION							
Acct Class: 40 SALARIES AND BENEFITS							
4001	Salaries - Full-time	48,960.00	48,960.00	41,285.04	3,776.45	0.00	7,674.96 84.3
4002	Salaries - Part-time	22,950.00	15,000.00	13,333.18	1,792.82	0.00	1,666.82 88.9
4003	Salaries - Overtime	5,100.00	5,100.00	2,384.98	213.02	0.00	2,715.02 46.8
4005	Salaries - Event Attendant	1,058.00	1,058.00	517.50	0.00	0.00	540.50 48.9
4007	Vehicle Allowance	350.00	350.00	0.00	0.00	0.00	350.00 0.0
4010	Workers Compensation Insurance	1,080.00	1,750.00	1,609.39	148.05	0.00	140.61 92.0
4011	Medical Insurance	10,000.00	10,000.00	9,826.59	907.91	0.00	173.41 98.3
4015	Federal Payroll Tax -FICA	5,814.00	5,814.00	4,398.79	442.20	0.00	1,415.21 75.7
4018	State Payroll Taxes	600.00	600.00	349.36	0.00	0.00	250.64 58.2
SALARIES AND BENEFITS		95,912.00	88,632.00	73,704.83	7,280.45	0.00	14,927.17 83.2
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5006	Travel & Meetings	400.00	400.00	125.00	125.00	0.00	275.00 31.3
5010	Publications & Legal Notices	200.00	420.00	311.45	0.00	0.00	108.55 74.2
5012	Printing	100.00	100.00	44.46	0.00	0.00	55.54 44.5
5014	Postage	150.00	150.00	27.57	0.00	0.00	122.43 18.4
5016	Office Supplies	1,000.00	1,000.00	799.53	29.22	0.00	200.47 80.0
5017	Community Events	25,253.00	27,000.00	22,157.91	1,623.00	0.00	4,842.09 82.1
5019	Fireworks	6,200.00	6,200.00	6,200.00	0.00	0.00	0.00 100.0
5020	Telephone	1,800.00	1,900.00	1,711.38	132.72	0.00	188.62 90.1
5045	Miscellaneous Expenditures	500.00	500.00	0.00	0.00	0.00	500.00 0.0
5051	Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00 0.0
OPERATIONS AND MAINTENANCE		35,853.00	37,920.00	31,377.30	1,909.94	0.00	6,542.70 82.7
Acct Class: 56 CONTRACT SERVICES							
5670	Other Professional Services	2,300.00	2,300.00	778.94	31.88	0.00	1,521.06 33.9
CONTRACT SERVICES		2,300.00	2,300.00	778.94	31.88	0.00	1,521.06 33.9
Acct Class: 60 CAPITAL EXPENDITURES							
6010	Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00 0.0
CAPITAL EXPENDITURES		1,000.00	1,000.00	0.00	0.00	0.00	1,000.00 0.0

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Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017

Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
RECREATION	135,065.00	129,852.00	105,861.07	9,222.27	0.00	23,990.93	81.5
Dept: 30 ROSSMOOR PARK							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	39,535.00	39,535.00	30,053.97	2,786.18	0.00	9,481.03	76.0
4002 Salaries - Part-time	12,240.00	15,000.00	16,004.67	1,288.76	0.00	-1,004.67	106.7
4003 Salaries - Overtime	2,805.00	2,805.00	1,890.67	100.17	0.00	914.33	67.4
4010 Workers Compensation Insurance	2,400.00	4,300.00	3,981.13	366.23	0.00	318.87	92.6
4011 Medical Insurance	13,000.00	13,000.00	12,138.70	1,121.53	0.00	861.30	93.4
4015 Federal Payroll Tax -FICA	3,800.00	3,800.00	3,664.81	319.06	0.00	135.19	96.4
4018 State Payroll Taxes	310.00	310.00	232.41	0.00	0.00	77.59	75.0
SALARIES AND BENEFITS	74,090.00	78,750.00	67,966.36	5,981.93	0.00	10,783.64	86.3
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	300.00	600.00	411.41	0.00	0.00	188.59	68.6
5012 Printing	50.00	50.00	22.22	0.00	0.00	27.78	44.4
5014 Postage	50.00	50.00	4.95	0.00	0.00	45.05	9.9
5016 Office Supplies	900.00	900.00	486.57	14.61	0.00	413.43	54.1
5018 Janitorial Supplies	4,500.00	4,500.00	2,345.98	0.00	0.00	2,154.02	52.1
5020 Telephone	1,650.00	2,300.00	1,711.38	132.72	0.00	588.62	74.4
5022 Utilities	12,000.00	12,000.00	9,148.29	0.00	0.00	2,851.71	76.2
5023 Water	25,000.00	25,000.00	18,459.32	0.00	0.00	6,540.68	73.8
5025 SECURED PROP TAX	910.00	906.00	905.51	0.00	0.00	0.49	99.9
5030 Vehicle Maintenance	1,000.00	1,000.00	558.28	61.06	0.00	441.72	55.8
5032 Building & Grounds-Maintenance	24,000.00	33,000.00	26,631.69	-254.93	0.00	6,368.31	80.7
5034 Alarm Systems	750.00	750.00	574.41	0.00	0.00	175.59	76.6
5045 Miscellaneous Expenditures	500.00	500.00	450.00	133.20	0.00	50.00	90.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0
OPERATIONS AND MAINTENANCE	72,360.00	82,306.00	61,710.01	86.66	0.00	20,595.99	75.0
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	36,000.00	36,000.00	27,612.00	2,761.20	0.00	8,388.00	76.7
5656 Tree Trimming	1,100.00	1,100.00	988.89	0.00	0.00	111.11	89.9
5670 Other Professional Services	2,300.00	2,300.00	773.12	31.88	0.00	1,526.88	33.6
CONTRACT SERVICES	39,400.00	39,400.00	29,374.01	2,793.08	0.00	10,025.99	74.6
ROSSMOOR PARK	185,850.00	200,456.00	159,050.38	8,861.67	0.00	41,405.62	79.3
Dept: 40 MONTECITO CENTER							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	31,620.00	31,620.00	24,813.50	2,298.86	0.00	6,806.50	78.5
4002 Salaries - Part-time	6,120.00	6,500.00	7,029.36	644.37	0.00	-529.36	108.1
4003 Salaries - Overtime	2,040.00	2,040.00	1,455.59	88.66	0.00	584.41	71.4
4010 Workers Compensation Insurance	2,000.00	4,000.00	3,151.82	294.54	0.00	848.18	78.8
4011 Medical Insurance	9,900.00	9,900.00	9,821.55	907.19	0.00	78.45	99.2
4015 Federal Payroll Tax -FICA	2,856.00	2,856.00	2,543.92	231.58	0.00	312.08	89.1
4018 State Payroll Taxes	140.00	140.00	149.40	0.00	0.00	-9.40	106.7
SALARIES AND BENEFITS	54,676.00	57,056.00	48,965.14	4,465.20	0.00	8,090.86	85.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5010 Publications & Legal Notices	582.00	582.00	354.68	0.00	0.00	227.32	60.9
5012 Printing	50.00	50.00	22.22	0.00	0.00	27.78	44.4
5014 Postage	50.00	50.00	4.95	0.00	0.00	45.05	9.9
5016 Office Supplies	900.00	900.00	443.16	14.61	0.00	456.84	49.2
5018 Janitorial Supplies	3,500.00	4,000.00	2,345.98	0.00	0.00	1,654.02	58.6
5020 Telephone	1,650.00	2,000.00	1,711.38	132.72	0.00	288.62	85.6
5022 Utilities	2,000.00	2,000.00	1,241.85	105.67	0.00	758.15	62.1
5023 Water	1,600.00	1,600.00	1,348.49	0.00	0.00	251.51	84.3
5025 SECURED PROP TAX	763.00	760.00	760.44	0.00	0.00	-0.44	100.1
5030 Vehicle Maintenance	1,000.00	1,000.00	714.75	61.05	0.00	285.25	71.5

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Rossmoor Community

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

Fund: 10 - GENERAL FUND

Expenditures

Dept: 40 MONTECITO CENTER

Acct Class: 50 OPERATIONS AND MAINTENANCE

5032 Building & Grounds-Maintenance	3,700.00	5,700.00	3,364.97	465.06	0.00	2,335.03	59.0
5034 Alarm Systems	400.00	400.00	323.03	0.00	0.00	76.97	80.8
5045 Miscellaneous Expenditures	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0

OPERATIONS AND MAINTENANCE

16,995.00 19,842.00 12,635.90 779.11 0.00 7,206.10 63.7

Acct Class: 56 CONTRACT SERVICES

5655 Landscape Maintenance	3,600.00	3,600.00	3,068.00	306.80	0.00	532.00	85.2
5656 Tree Trimming	1,100.00	1,100.00	988.89	0.00	0.00	111.11	89.9
5670 Other Professional Services	2,000.00	2,000.00	773.12	31.88	0.00	1,226.88	38.7

CONTRACT SERVICES

6,700.00 6,700.00 4,830.01 338.68 0.00 1,869.99 72.1

Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	50.00	1,400.00	1,359.00	0.00	0.00	41.00	97.1
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CAPITAL EXPENDITURES

50.00 1,400.00 1,359.00 0.00 0.00 41.00 97.1

MONTECITO CENTER

78,421.00 84,998.00 67,790.05 5,582.99 0.00 17,207.95 79.8

Dept: 50 RUSH PARK

Acct Class: 40 SALARIES AND BENEFITS

4001 Salaries - Full-time	37,740.00	37,740.00	30,053.97	2,786.18	0.00	7,686.03	79.6
4002 Salaries - Part-time	12,750.00	15,000.00	14,358.71	1,288.76	0.00	641.29	95.7
4003 Salaries - Overtime	2,907.00	2,907.00	1,880.06	100.17	0.00	1,026.94	64.7
4005 Salaries - Event Attendant	5,800.00	5,800.00	3,840.00	120.00	0.00	1,960.00	66.2
4010 Workers Compensation Insurance	2,400.00	4,300.00	3,981.13	366.23	0.00	318.87	92.6
4011 Medical Insurance	13,000.00	13,000.00	12,138.76	1,121.54	0.00	861.24	93.4
4015 Federal Payroll Tax -FICA	4,370.00	4,370.00	3,832.36	328.33	0.00	537.64	87.7
4018 State Payroll Taxes	400.00	400.00	312.93	3.00	0.00	87.07	78.2

SALARIES AND BENEFITS

79,367.00 83,517.00 70,397.92 6,114.21 0.00 13,119.08 84.3

Acct Class: 50 OPERATIONS AND MAINTENANCE

5010 Publications & Legal Notices	500.00	500.00	490.35	0.00	0.00	9.65	98.1
5012 Printing	250.00	250.00	22.23	0.00	0.00	227.77	8.9
5014 Postage	100.00	100.00	4.95	0.00	0.00	95.05	5.0
5016 Office Supplies	900.00	900.00	443.16	14.61	0.00	456.84	49.2
5018 Janitorial Supplies	4,500.00	4,500.00	2,353.04	0.00	0.00	2,146.96	52.3
5020 Telephone	2,000.00	2,000.00	1,711.36	132.72	0.00	288.64	85.6
5022 Utilities	26,000.00	26,000.00	18,767.12	1,543.44	0.00	7,232.88	72.2
5023 Water	20,000.00	30,000.00	22,812.35	0.00	0.00	7,187.65	76.0
5025 SECURED PROP TAX	3,520.00	3,520.00	3,465.44	0.00	0.00	54.56	98.5
5030 Vehicle Maintenance	1,000.00	1,000.00	557.99	61.05	0.00	442.01	55.8
5032 Building & Grounds-Maintenance	24,000.00	25,000.00	25,748.64	1,766.52	0.00	-748.64	103.0
5034 Alarm Systems	750.00	750.00	422.72	0.00	0.00	327.28	56.4
5045 Miscellaneous Expenditures	250.00	250.00	204.12	0.00	0.00	45.88	81.6
5051 Equipment Rental	250.00	250.00	0.00	0.00	0.00	250.00	0.0
5052 Minor Facility Repairs	500.00	500.00	0.00	0.00	0.00	500.00	0.0

OPERATIONS AND MAINTENANCE

84,520.00 95,520.00 77,003.47 3,518.34 0.00 18,516.53 80.6

Acct Class: 56 CONTRACT SERVICES

5655 Landscape Maintenance	36,000.00	36,000.00	27,612.00	2,761.20	0.00	8,388.00	76.7
5656 Tree Trimming	1,100.00	1,100.00	988.89	0.00	0.00	111.11	89.9
5670 Other Professional Services	2,300.00	2,300.00	773.12	31.88	0.00	1,526.88	33.6

CONTRACT SERVICES

39,400.00 39,400.00 29,374.01 2,793.08 0.00 10,025.99 74.6

Acct Class: 60 CAPITAL EXPENDITURES

6010 Equipment	250.00	250.00	0.00	0.00	0.00	250.00	0.0
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CAPITAL EXPENDITURES

250.00 250.00 0.00 0.00 0.00 250.00 0.0

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Fund: 10 - GENERAL FUND

Expenditures

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
RUSH PARK	203,537.00	218,687.00	176,775.40	12,425.63	0.00	41,911.60	80.8
Dept: 60 STREET LIGHTING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	580.00	715.00	559.19	44.23	0.00	155.81	78.2
OPERATIONS AND MAINTENANCE	580.00	715.00	559.19	44.23	0.00	155.81	78.2
Acct Class: 56 CONTRACT SERVICES							
5650 Lighting and Maintenance	107,000.00	107,000.00	76,036.66	8,339.16	0.00	30,963.34	71.1
CONTRACT SERVICES	107,000.00	107,000.00	76,036.66	8,339.16	0.00	30,963.34	71.1
STREET LIGHTING	107,580.00	107,715.00	76,595.85	8,383.39	0.00	31,119.15	71.1
Dept: 65 ROSSMOOR WALL							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5002 Insurance - Liability	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.0
5032 Building & Grounds-Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OPERATIONS AND MAINTENANCE	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
ROSSMOOR WALL	2,100.00	2,100.00	2,000.00	0.00	0.00	100.00	95.2
Dept: 70 STREET SWEEPING							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	580.00	650.00	559.19	44.23	0.00	90.81	86.0
OPERATIONS AND MAINTENANCE	580.00	650.00	559.19	44.23	0.00	90.81	86.0
Acct Class: 56 CONTRACT SERVICES							
5642 Street Sweeping	55,000.00	55,000.00	36,058.58	0.00	0.00	18,941.42	65.6
CONTRACT SERVICES	55,000.00	55,000.00	36,058.58	0.00	0.00	18,941.42	65.6
STREET SWEEPING	55,580.00	55,650.00	36,617.77	44.23	0.00	19,032.23	65.8
Dept: 80 PARKWAY TREES							
Acct Class: 40 SALARIES AND BENEFITS							
4002 Salaries - Part-time	20,400.00	20,400.00	16,611.00	1,479.44	0.00	3,789.00	81.4
4003 Salaries - Overtime	500.00	500.00	28.09	0.00	0.00	471.91	5.6
4007 Vehicle Allowance	500.00	900.00	583.40	73.08	0.00	316.60	64.8
4015 Federal Payroll Tax -FICA	1,377.00	1,377.00	1,272.83	113.17	0.00	104.17	92.4
4018 State Payroll Taxes	275.00	275.00	166.22	36.99	0.00	108.78	60.4
SALARIES AND BENEFITS	23,052.00	23,452.00	18,661.54	1,702.68	0.00	4,790.46	79.6
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5012 Printing	25.00	25.00	0.48	0.00	0.00	24.52	1.9
5014 Postage	300.00	300.00	2.25	0.00	0.00	297.75	0.8
5016 Office Supplies	200.00	200.00	105.61	2.66	0.00	94.39	52.8
5020 Telephone	1,000.00	1,300.00	1,117.91	88.47	0.00	182.09	86.0
5030 Vehicle Maintenance	50.00	50.00	0.00	0.00	0.00	50.00	0.0
5051 Equipment Rental	50.00	50.00	0.00	0.00	0.00	50.00	0.0
OPERATIONS AND MAINTENANCE	1,625.00	1,925.00	1,226.25	91.13	0.00	698.75	63.7
Acct Class: 56 CONTRACT SERVICES							
5656 Tree Trimming	65,000.00	73,000.00	71,751.11	0.00	0.00	1,248.89	98.3
5660 TREE REMOVAL	3,500.00	3,500.00	2,368.60	0.00	0.00	1,131.40	67.7
5670 Other Professional Services	4,300.00	4,300.00	2,457.13	31.85	0.00	1,842.87	57.1
CONTRACT SERVICES	72,800.00	80,800.00	76,576.84	31.85	0.00	4,223.16	94.8
Acct Class: 60 CAPITAL EXPENDITURES							
6015 Trees	18,500.00	31,500.00	13,845.00	-180.00	0.00	17,655.00	44.0
CAPITAL EXPENDITURES	18,500.00	31,500.00	13,845.00	-180.00	0.00	17,655.00	44.0

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Expenditures

PARKWAY TREES	115,977.00	137,677.00	110,309.63	1,645.66	0.00	27,367.37	80.1
Dept: 90 MINI-PARKS AND MEDIANS							
Acct Class: 40 SALARIES AND BENEFITS							
4001 Salaries - Full-time	665.00	665.00	551.96	51.17	0.00	113.04	83.0
4003 Salaries - Overtime	62.00	62.00	39.03	1.44	0.00	22.97	63.0
4010 Workers Compensation Insurance	120.00	120.00	186.32	17.14	0.00	-66.32	155.3
4015 Federal Payroll Tax -FICA	56.00	56.00	45.21	4.01	0.00	10.79	80.7
4018 State Payroll Taxes	15.00	15.00	2.23	0.00	0.00	12.77	14.9
SALARIES AND BENEFITS	918.00	918.00	824.75	73.76	0.00	93.25	89.8
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5020 Telephone	500.00	640.00	559.11	44.24	0.00	80.89	87.4
5022 Utilities	800.00	800.00	641.54	24.70	0.00	158.46	80.2
5023 Water	5,000.00	5,900.00	4,381.19	125.95	0.00	1,518.81	74.3
5030 Vehicle Maintenance	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5032 Building & Grounds-Maintenance	1,000.00	1,000.00	771.61	0.00	0.00	228.39	77.2
5045 Miscellaneous Expenditures	100.00	100.00	33.20	33.20	0.00	66.80	33.2
5051 Equipment Rental	100.00	100.00	0.00	0.00	0.00	100.00	0.0
5052 Minor Facility Repairs	200.00	200.00	0.00	0.00	0.00	200.00	0.0
OPERATIONS AND MAINTENANCE	7,800.00	8,840.00	6,386.65	228.09	0.00	2,453.35	72.2
Acct Class: 56 CONTRACT SERVICES							
5655 Landscape Maintenance	3,600.00	3,600.00	3,068.00	306.80	0.00	532.00	85.2
5656 Tree Trimming	500.00	500.00	329.57	0.00	0.00	170.43	65.9
5670 Other Professional Services	50.00	50.00	31.57	0.00	0.00	18.43	63.1
CONTRACT SERVICES	4,150.00	4,150.00	3,429.14	306.80	0.00	720.86	82.6
Acct Class: 60 CAPITAL EXPENDITURES							
6010 Equipment	100.00	100.00	0.00	0.00	0.00	100.00	0.0
CAPITAL EXPENDITURES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
MINI-PARKS AND MEDIANS	12,968.00	14,008.00	10,640.54	608.65	0.00	3,367.46	76.0
Expenditures	1,316,494.00	1,379,893.00	1,084,925.55	69,532.42	0.00	294,967.45	78.6

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Fund: 20 - ASSESSMENT DISTRICT FUND-RUSH								
Revenues								
Dept: 00								
Acct Class: 31 ASSESSMENTS								
3100	Property assessments	380,000.00	380,000.00	370,979.45	112,687.06	0.00	9,020.55	97.6
3101	Property assessments-prior yr	3,400.00	3,400.00	2,062.69	505.56	0.00	1,337.31	60.7
ASSESSMENTS		383,400.00	383,400.00	373,042.14	113,192.62	0.00	10,357.86	97.3
Acct Class: 32 USE OF MONEY AND PROPERTY								
3200	Interest on investments	0.00	0.00	1,908.66	0.00	0.00	-1,908.66	0.0
USE OF MONEY AND PROPERTY		0.00	0.00	1,908.66	0.00	0.00	-1,908.66	0.0
Dept: 00		383,400.00	383,400.00	374,950.80	113,192.62	0.00	8,449.20	97.8
Revenues		383,400.00	383,400.00	374,950.80	113,192.62	0.00	8,449.20	97.8
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	250,000.00	250,000.00	260,000.00	0.00	0.00	-10,000.00	104.0
5801	Interest	90,830.00	90,830.00	90,156.07	0.00	0.00	673.93	99.3
DEBT SERVICE		340,830.00	340,830.00	350,156.07	0.00	0.00	-9,326.07	102.7
RUSH PARK		363,878.00	363,878.00	373,203.57	0.00	0.00	-9,325.57	102.6
Expenditures		363,878.00	363,878.00	373,203.57	0.00	0.00	-9,325.57	102.6

REVENUE/EXPENDITURE REPORT
 APRIL 2017 @ 83.34%

Page: 12
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Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017

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

Fund: 30 - SPECIAL TAX FUND-ROSSMOOR WALL

Revenues

Dept: 00

Acct Class: 31 ASSESSMENTS

3100 Property assessments 0.00 0.00 468.00 0.00 0.00 -468.00 0.0

3101 Property assessments-prior yr 0.00 0.00 470.70 112.78 0.00 -470.70 0.0

ASSESSMENTS 0.00 0.00 938.70 112.78 0.00 -938.70 0.0

Dept: 00 0.00 0.00 938.70 112.78 0.00 -938.70 0.0

Revenues 0.00 0.00 938.70 112.78 0.00 -938.70 0.0

REVENUE/EXPENDITURE REPORT
 APRIL 2017 @ 83.34%

Page: 13
 5/18/2017
 2:03 pm

Rossmoor Community

For the Period: 7/1/2016 to 4/30/2017

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 40 - CAPITAL PROJECTS CONTRIBUTIONS							
Revenues							
Dept: 00							
Acct Class: 30 PROPERTY TAXES							
2999 FY Begin Fund Balance	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
PROPERTY TAXES	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
Dept: 00	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
Revenues	105,109.00	105,109.00	0.00	0.00	0.00	105,109.00	0.0
Expenditures							
Dept: 30 ROSSMOOR PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	18,000.00	10,688.00	8,722.50	0.00	0.00	1,965.50	81.6
CAPITAL EXPENDITURES	18,000.00	10,688.00	8,722.50	0.00	0.00	1,965.50	81.6
ROSSMOOR PARK	18,000.00	10,688.00	8,722.50	0.00	0.00	1,965.50	81.6
Dept: 50 RUSH PARK							
Acct Class: 60 CAPITAL EXPENDITURES							
6005 Buildings and Improvements	23,000.00	28,606.00	28,606.19	0.00	0.00	-0.19	100.0
CAPITAL EXPENDITURES	23,000.00	28,606.00	28,606.19	0.00	0.00	-0.19	100.0
RUSH PARK	23,000.00	28,606.00	28,606.19	0.00	0.00	-0.19	100.0
Dept: 75 CAPITAL PROJECTS							
Acct Class: 50 OPERATIONS AND MAINTENANCE							
5045 Miscellaneous Expenditures	5,000.00	9,451.00	7,837.02	0.00	0.00	1,613.98	82.9
OPERATIONS AND MAINTENANCE	5,000.00	9,451.00	7,837.02	0.00	0.00	1,613.98	82.9
CAPITAL PROJECTS	5,000.00	9,451.00	7,837.02	0.00	0.00	1,613.98	82.9
Expenditures	46,000.00	48,745.00	45,165.71	0.00	0.00	3,579.29	92.7
Grand Total Net Effect:	163,683.00	97,027.00	168,101.52	439,135.11	0.00	-71,074.52	

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

*** #1 Elections
10-10-5050**

Actual billing higher than estimate based on last election costs.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM G-1

Date: June 13, 2017
To: Honorable Board of Directors
From: General Manager
Subject: RESOLUTION NO. 17-06-13-01 APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCL YEAR 2017-2018

RECOMMENDATION:

Approved by roll call vote Resolution No. 17-06-13-01 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 2017-2018.

BACKGROUND:

Article XIII B of the State Constitution requires the District's Board of Directors establish the Fiscal Year Appropriation Limit by calculating populations and inflation factors. The 2017-2018 Fiscal Year appropriations limitations shall be \$2,149,387.

ATTACHMENTS:

1. Resolution No. 17-06-13-01 and Exhibit A.
2. May 2017 letter from the Director of the California Department of Finance and enclosures I and II.

RESOLUTION NO. 17-06-13-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ROSSMOOR COMMUNITY SERVICES DISTRICT
APPROVING AND ADOPTING THE ANNUAL
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-2018**

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

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

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

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

SECTION 1. That the 2017-2018 appropriations limitation shall be \$2,149,387 as documented in Exhibit A.

SECTION 2. That the inflation factor being utilized to determine the 2017-2018 appropriations limit is the percentage change in California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the 2017-2018 appropriations limit is the County population growth.

PASSED AND ADOPTED this 13th day of June 2017.

AYES:

NOES:

ABSTAIN:

ABSENT:

**BOARD OF DIRECTORS
ROSSMOOR COMMUNITY SERVICES DISTRICT**

By: _____
Michael Maynard, President

ATTEST:

James D. Ruth, Secretary
Rossmoor Community Services District

EXHIBIT A

2017– 2018 APPROPRIATIONS LIMITATION

January 2016 – January 2017	\$2,058,603
County Population Increase	.69%
Change in California per capita income	3.69%
Per Capita Cost of Living (converted to ratio)	$\frac{3.69 + 100}{100} = 1.0369$
Population (converted to a ratio)	$\frac{.69 + 100}{100} = 1.0069$
Increase Factor = 1.0369 x 1.0069	1.0441
2017 –2018 Limitation = 2,058,603 x 1.04441 =	\$2,149,387



May 2017

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

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

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

MICHAEL COHEN
Director
By:

AMY M. COSTA
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

2017-18:

Per Capita Cost of Living Change = 3.69 percent
Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio: $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18: $1.0369 \times 1.0085 = 1.0457$

Fiscal Year 2017-18

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017

County City	Percent Change 2016-2017	Population Minus Exclusions		Total Population
		1-1-16	1-1-17	1-1-2017
Orange				
Aliso Viejo	-0.06	50,341	50,312	50,312
Anaheim	0.80	355,675	358,529	358,546
Brea	1.39	43,606	44,214	44,214
Buena Park	1.01	83,042	83,884	83,884
Costa Mesa	-0.05	113,906	113,848	114,044
Cypress	0.24	49,535	49,655	49,655
Dana Point	0.17	33,643	33,699	33,699
Fountain Valley	-0.04	56,730	56,709	56,709
Fullerton	0.22	141,918	142,234	142,234
Garden Grove	0.00	176,285	176,277	176,277
Huntington Beach	0.51	196,564	197,574	197,574
Irvine	3.85	257,181	267,086	267,086
Laguna Beach	-0.02	23,509	23,505	23,505
Laguna Hills	2.63	30,736	31,544	31,544
Laguna Niguel	1.60	65,637	66,689	66,689
Laguna Woods	-0.06	16,329	16,319	16,319
La Habra	0.13	62,003	62,084	62,084
Lake Forest	1.87	83,376	84,931	84,931
La Palma	-0.14	16,006	15,984	15,984
Los Alamitos	-0.02	11,741	11,739	11,739
Mission Viejo	-0.05	96,763	96,718	96,718
Newport Beach	-0.15	85,045	84,915	84,915
Orange	0.09	140,761	140,882	140,882
Placentia	-0.05	52,292	52,268	52,268
Rancho Santa Margarita	-0.07	48,636	48,602	48,602
San Clemente	0.11	65,904	65,975	65,975
San Juan Capistrano	0.40	36,118	36,262	36,262
Santa Ana	0.40	339,997	341,341	341,341
Seal Beach	-0.14	24,393	24,359	24,890
Stanton	0.13	39,560	39,611	39,611
Tustin	0.44	82,015	82,372	82,372
Villa Park	-0.02	5,945	5,944	5,944
Westminster	0.17	93,375	93,533	93,533
Yorba Linda	0.38	67,632	67,890	67,890
Unincorporated	0.47	125,209	125,792	125,792
County Total	0.69	3,171,408	3,193,280	3,194,024

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-1

Date: June 13, 2017
To: Honorable Board of Directors
From: General Manager
Subject: REPORT OF THE GENERAL MANAGER RE: RECOMMENDATION TO APPROVE THE 2016 UPDATE OF THE FIVE-YEAR FISCAL PLAN

Receive the report of the Budget Committee recommending approval of the 2016 update of the District's Five -Year Fiscal Plan.

BACKGROUND:

The Budget Committee met on May 31, 2017 and reviewed the 2016 update of the Five-Year Fiscal Plan prepared by HTGroup. It was the consensus of the Committee to forward the Plan to the Board for their review and adoption. Attached is Agenda Item C-1 which was presented to the Committee.

ATTACHMENTS:

1. Budget Committee Agenda Item C-1 Discussion with General Manager Re: Five-Year Fiscal Plan.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: May 31, 2017
To: Budget Committee
From: General Manager
Subject: 2016 UPDATE OF THE RCSD FIVE-YEAR FISCAL PLAN

RECOMMENDATION:

Review and forward to the Board for review and possible action based on the 2016 Update of the Five-Year Fiscal Plan (Plan).

BACKGROUND:

The Plan's tenants were accepted by the Board by its adoption of the Specific Recommendations. A principal tenant was that the Plan would serve as a tool in the development of the District's Annual Budget. More importantly, the Plan's Specific Recommendations (attached) set forth guiding principles for maintaining a prudent reserve.

As called for in the Plan, HTGroup has updated it for 2016. The Update is based on audited 2016 data. Moreover, projections for the next five years are provided. These projections are based on past trends and an overview of the current economic conditions.

The matter before the Board is to review the update and to provide general guidance for the development of the FY 2017-2018 Annual Budget. As a guide to your review of the Update, an analysis of the differences between the projected 2016 revenues expenses and reserves and the actual figures for 2016 is attached. The Update tests the assumptions made in the development of the Plan versus actual outcomes.

Upon the Board's adoption of the 2017 Financial Audit, the process will commence for that year's update.

ATTACHMENTS:

1. 2016 Update of RCSD Five-Year Fiscal Plan.

2. Table A 2011-2016 Revenue.
3. Table D-1 2011-2016 Actual Expenses.
Table D-2 2011-2016 Adjusted Expenses.
4. Table F-1 Actual Total Revenue vs Expenses 2011-2016.
Table F-2 Adjusted Total Revenue vs Expenses 2011-2016
5. Table G 2011-2016 Fund 10 Reserves.
6. Table H 2016-2021 Projected Revenue.
7. Table I 2016-2021 Projected Expenses.
8. Table J Projected Revenues vs Expenses 2016-2021.
9. Graph A 2011-2016 Revenue/Expenses/Revenue.
10. Graph B Reserves Actual 2006-2016 and Projected 2017-2021.
11. 2015 Rossmoor Community Services District Five-Year Fiscal Plan.
12. Specific Recommendations.

**2016 UPDATE OF THE RCSD
FIVE-YEAR FISCAL PLAN**

Following is a depiction of actual revenues and expenses for 2016 versus those projected in 2015. The projections were based on 2010-2015 trend analysis and other relevant factors. What will be dramatically evident are the unanticipated increased in actual revenues and decreases in expenses.

<u>2015 Projections</u>	<u>2016 Actuals</u>	<u>2016 Delta</u>
<u>REVENUE</u>		
\$1,352,216	\$1,376,401	\$24,185
<u>EXPENSES</u>		
\$1,368,222	\$1,282,397	(-) \$85,825
<u>NET 2015-2016</u>		
(-) \$16,006	\$94,004	\$77,999

Projections in 2015 understated revenue for 2016 in the amount of \$24,185. The increase in projected revenue was primarily based on the five-year 2010-2015 trend of a 3.4% average increase. 2016 revenue actually increased by 5.63% for a net difference of 2.23%. This is considered within a reasonable margin of error. The increase is attributed to a continuing robust housing market which has increasingly added to property tax revenue. Moreover, lighting assessment revenue has correspondingly added to total revenue. Further, additional fee revenue is attributed to a second school operating in Rossmoor Park.

Projected expenses on the other hand, were overstated by \$85,825 or a net difference of 6.27%. This reduction is primarily due to an unanticipated reduction in the use of water due to the drought. Also, savings were achieved by a reduction in legal services (2014-2015 tree litigation), cost professional services (HTGroup reduction in hours), no election costs and other incidental expenses. 2016 expense reduction is considered a one-time anomaly and it is not anticipated that future years will see such a dramatic reduction.

However, due to those anomalies cited above, reserves increased from \$690,844 to \$739,612 for an additional \$48,768. This increase was in spite of a Board approved \$50,000 transfer from Fund 10 to Fund 40 for capital projects.

Attached are a series of updated tables (actuals and adjusted) which correlate to relevant tables in the original Plan and which have been updated for the 2011-2016 five-year timeframe. Due to the anomaly in expenses for 2016, Table D has been amended as D-1 2011-2016 Expenses and D-2 Adjusted Expenses. Likewise, Table F has been amended as F-1 Actual Total Revenue vs Expenses 2011-2016 and F-2 Adjusted Total Revenue and Expenses 2011-2016. This is necessary in order to adjust the trend line for 2016-2021 Expenses. Similarly, updated tables are provided as projections for the 2016-2021 timeframe. There are also two new bar graphs which depict the relationship between and among actual and projected revenues, expenses and reserves.

Table G 2011-2016 Fund 10 Reserves depicts a historical display of reserve levels. Also shown are fund transfers which track monies in and out of Fund 10 reserves; primarily for due to Fund 40 capital project expenditures and Fund 20 cost reimbursements.

Table H 2016-2021 Projected Revenue assumes a 3.46% average increase over the next five years. This estimate is primarily based on a continuing robust housing market for Orange County. Further, budget Estimates to close (ETC's) indicate a normal property tax amount. Although housing prices have increased by 5.5% and housing sales have increased by 7.3% from the previous year, it must be kept in mind that while housing prices have increased steadily, 92.7% of the housing stock will only see the annual 2.0% property tax increase authorized by Prop 13. Therefore, large increases over the next five years are considered unlikely. Thus, a more modest increase of 4.0% is considered prudent. The 2017 Update will provide a test of this assumption.

Table I 2016-2021 Projected Expenses assumes a 3.71% average annual increase. This projection is based on the adjusted expense trend line from Table D-2. It is also anticipated that the largest expense category (salaries and benefits) will continue to track CPI. The cost of water will likely settle into a more normal use as weather patterns return to a reduction in rainfall.

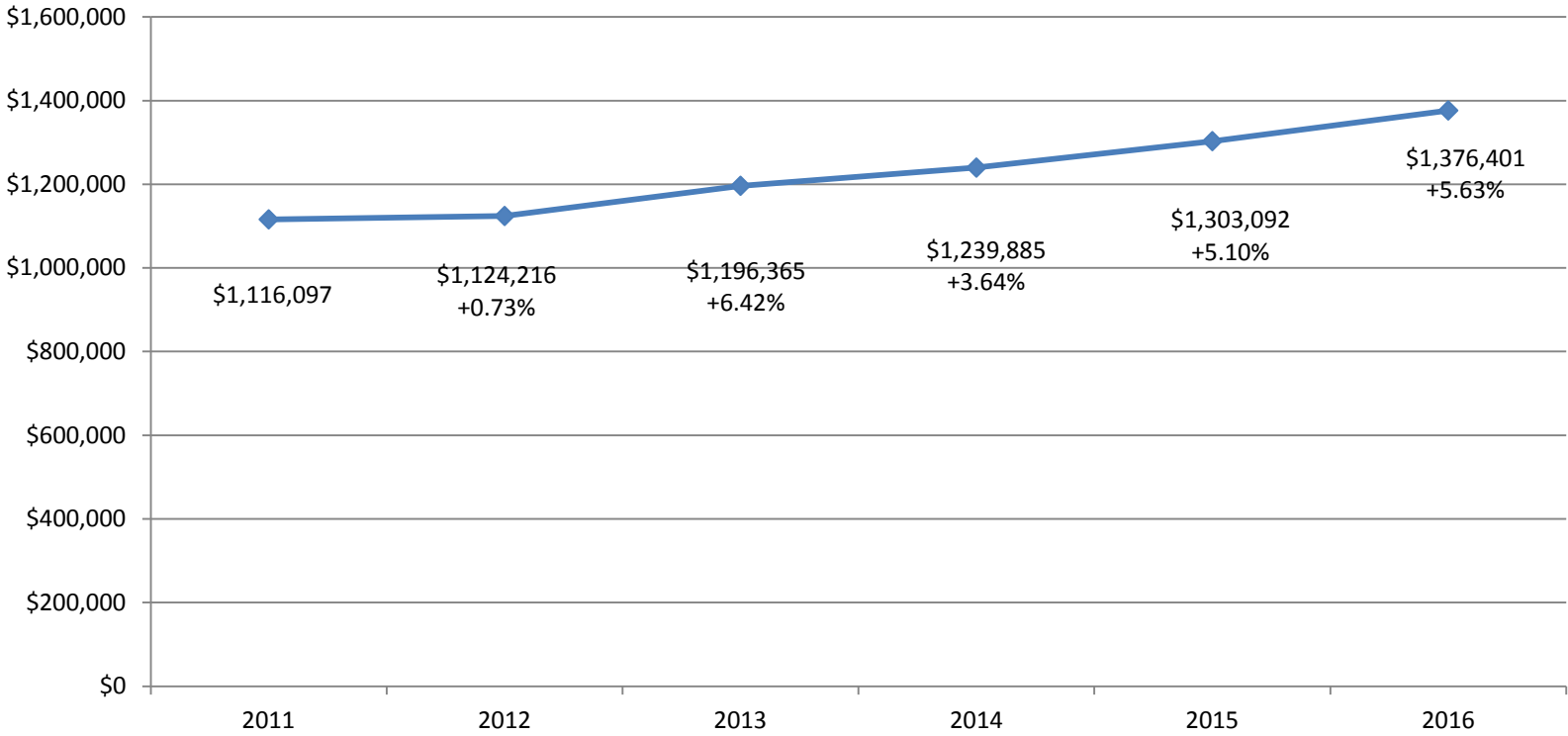
Table J Projected Revenues vs Expenses (Adjusted) 2016-2021 depicts an average of \$58,826 per year or a total of \$284,140 for the five year period.

Graph A 2011-2016 Revenues/Expenses/Reserves depicts the historical relationships among the three categories.

Graph B Reserves Actual 2006-2021 and Projected 2017-2017 depicts a trend line of actual and projected reserves based on a limited CIP. Should the Board elect to undertake high cost projects such as the Rush Park parking lot rehabilitation, reserve levels will decrease accordingly.

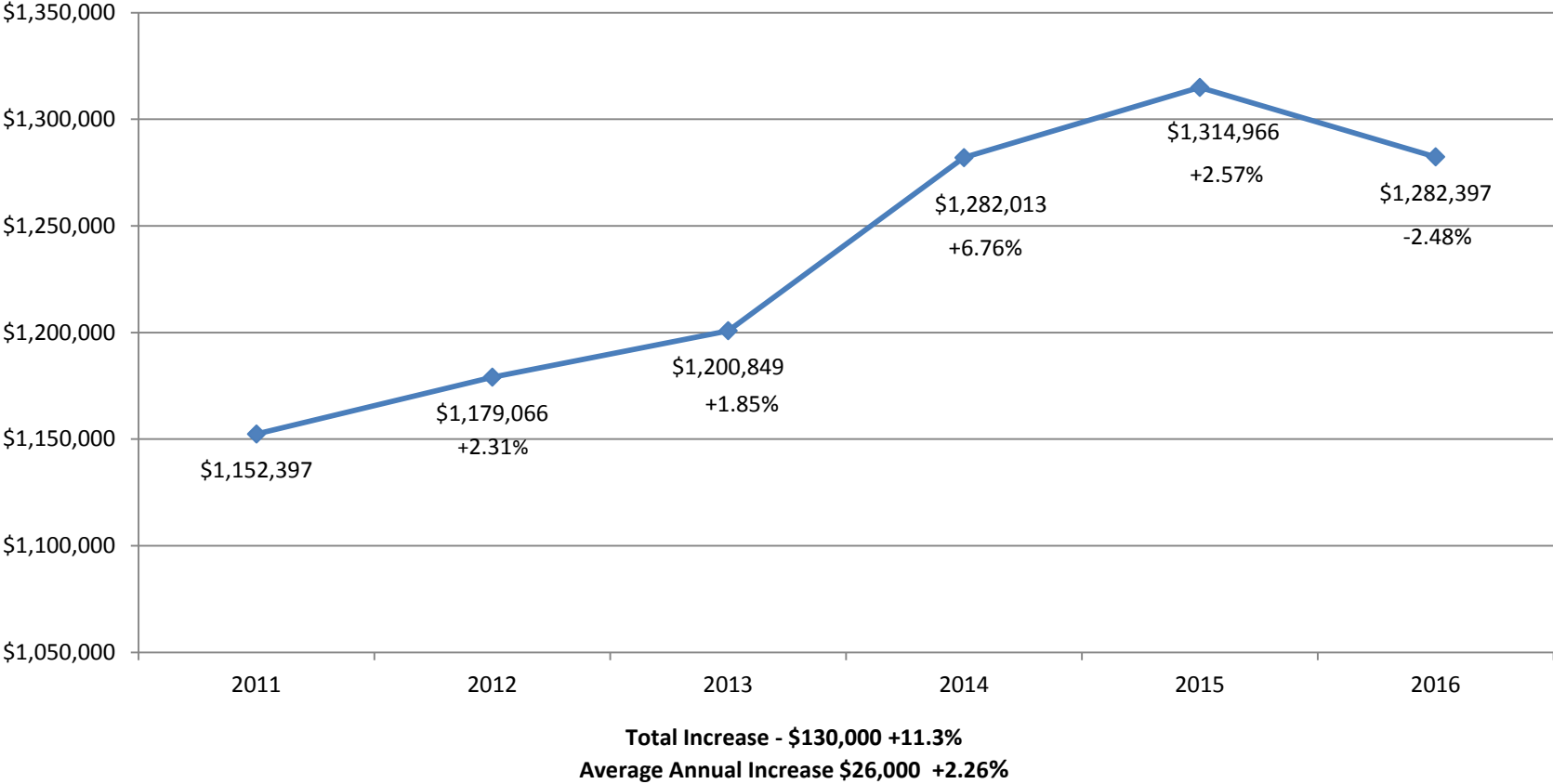
Hopefully, the information provided herein will prove useful to Board and staff with the development and assessment of the forthcoming FY 2017-2018 Annual Budget.

Table A
2011-2016 Revenue

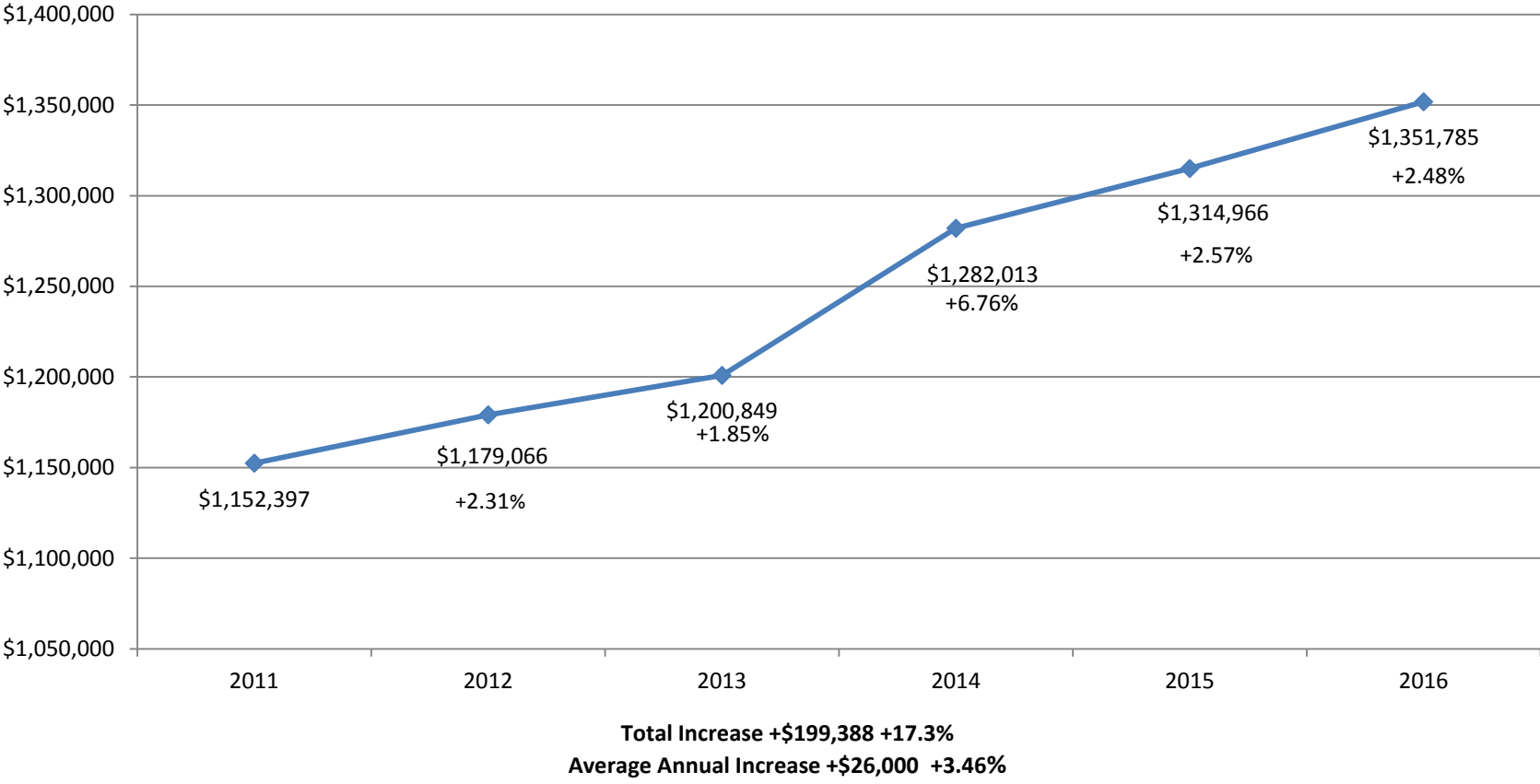


Total Increase \$260,304- 26.3%
Average Annual Increase \$52,061- 4.3%

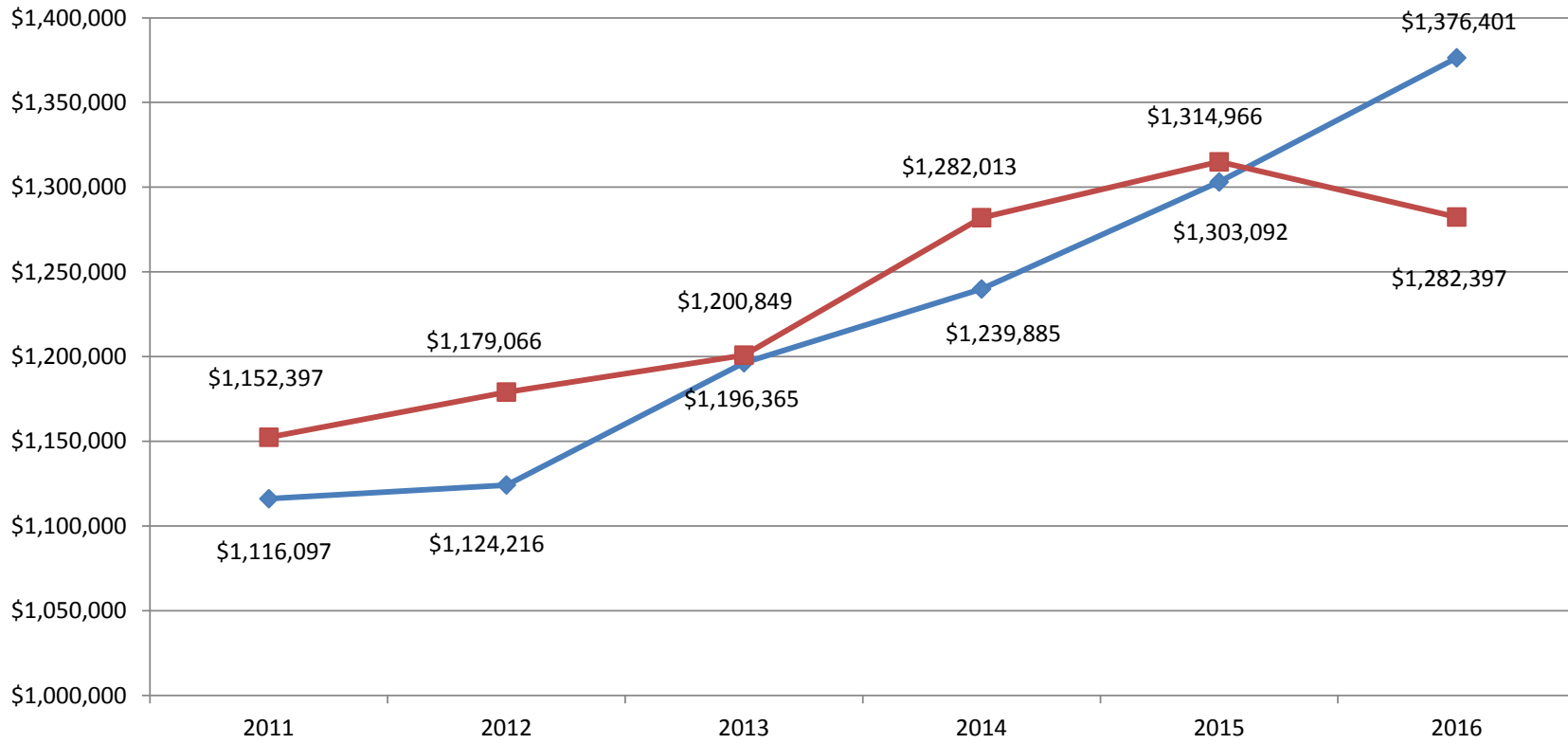
**Table D-1
2011-2016 Actual Expenses**



**Table D-2
2011-2016 Adjusted Expenses**



**Table F-1 Actual
Total Revenues vs Expenses 2011 - 2016**



**Total Expenses over Revenue from 2011 through 2016 \$55,632
Average Expenses -\$9,272 over Revenue per year**

◆ Revenues ■ Expenses

**Table F-2 Adjusted
Total Revenues vs Expenses 2011 - 2016**

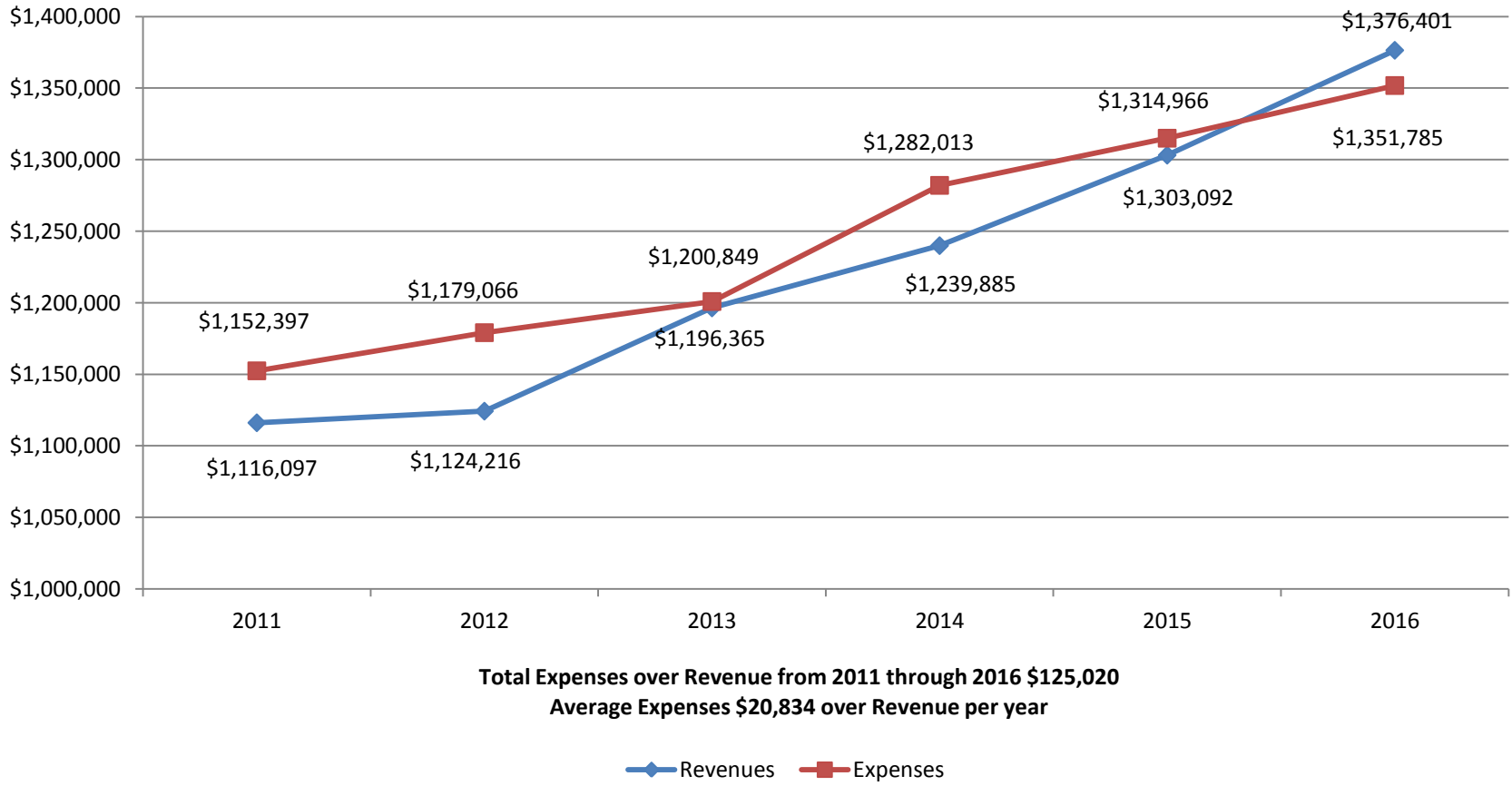


TABLE G
2011-2016 FUND 10 RESERVES

2006	\$1,206,845 (Reference only)
2009	\$981,858 (Reference only)
2010	\$742,653 (a), (Reference only)
2011	\$726,348 (b)
2012	\$691,498 (c)
2013	\$827,014 (d)
2014	\$802,718 (e)
2015	\$690,844 (f)
2016	\$739,612 (g)

(a) \$238,667 Transferred out to Fund 40

(b) \$20,000 Transferred in from Fund20

(c) \$20,000 Transferred in from Fund 20

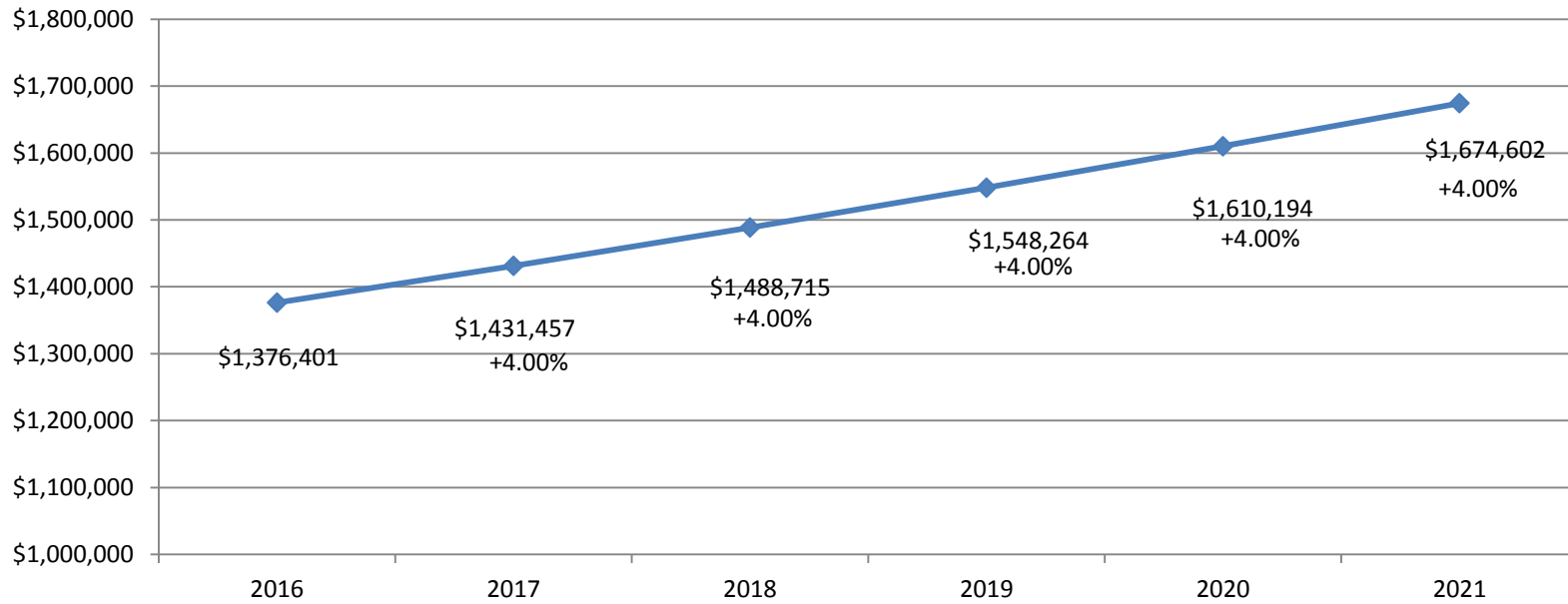
(d) \$140,000 Transferred in from Fund 20

(e) \$17,500 Transferred in from Fund 40
\$20,000 Transferred in from Fund 20

(f) \$20,000 Transferred in from Fund 20
\$100,000 Transferred out to Fund 40

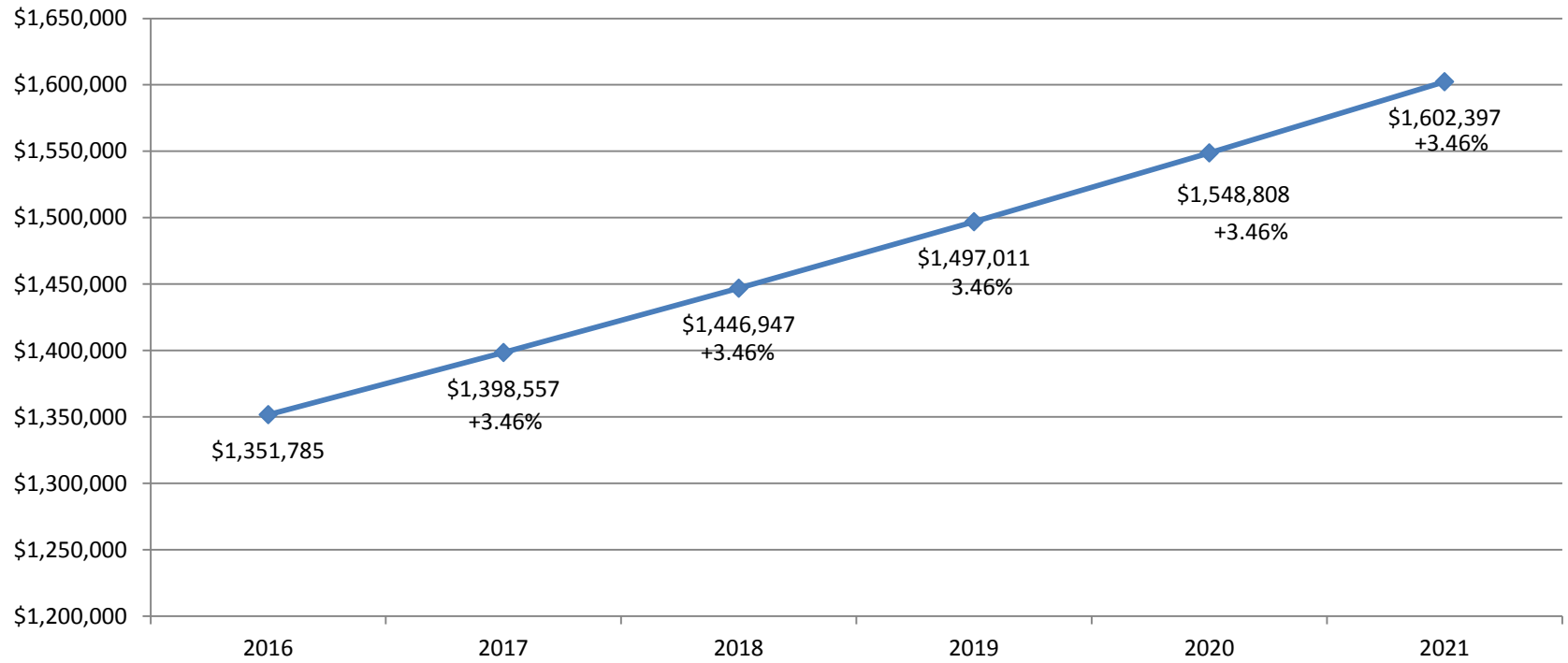
(g) \$50,000 Transferred out to Fund 40
\$4,764 Transferred in from Fund 30

Table H
2016-2021 Projected Revenue



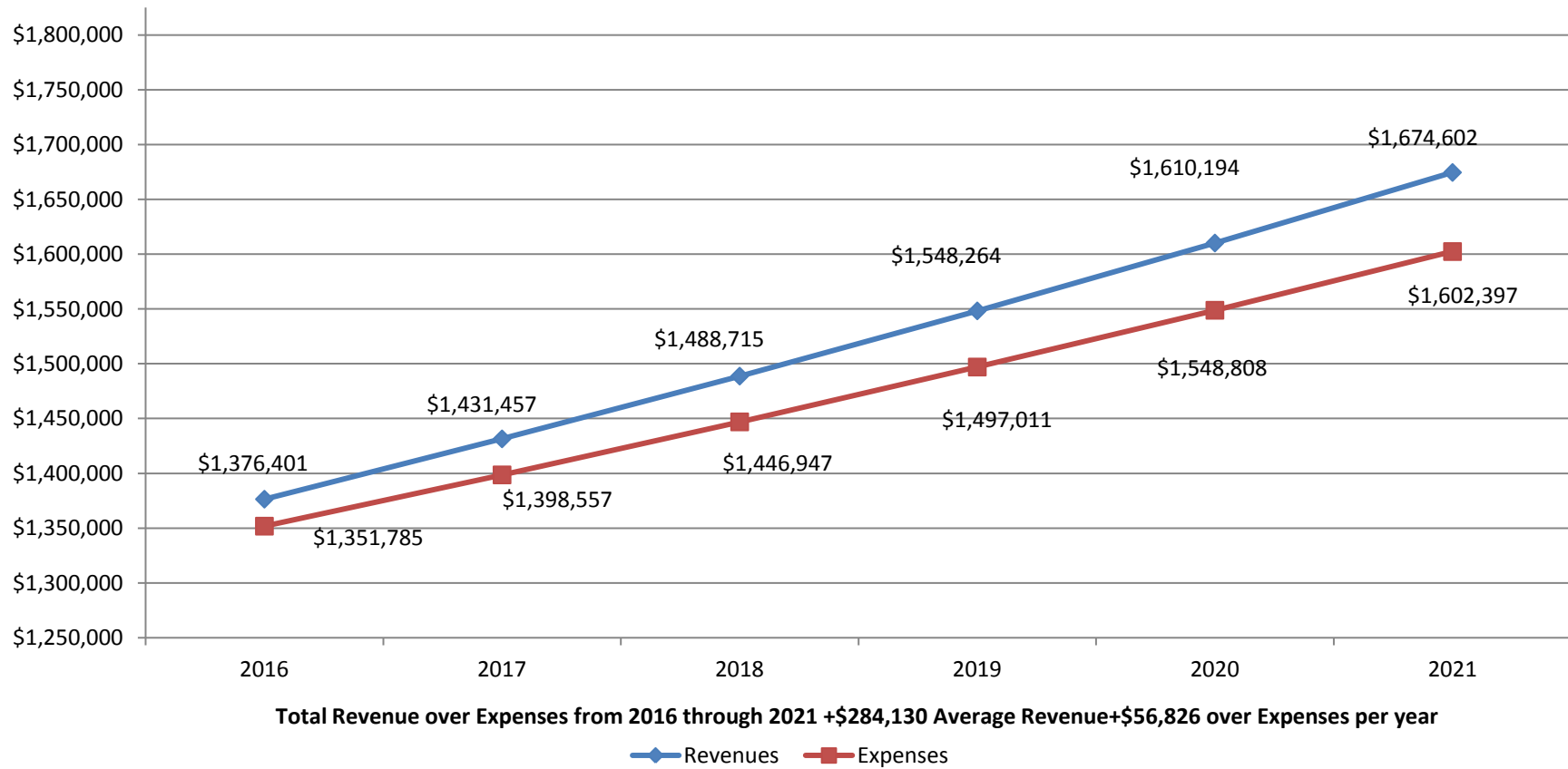
Total Increase \$298,201 +21.7%
Average Annual Increase +\$59,640 +4.00%

Table I
2016-2021 Projected Expenses

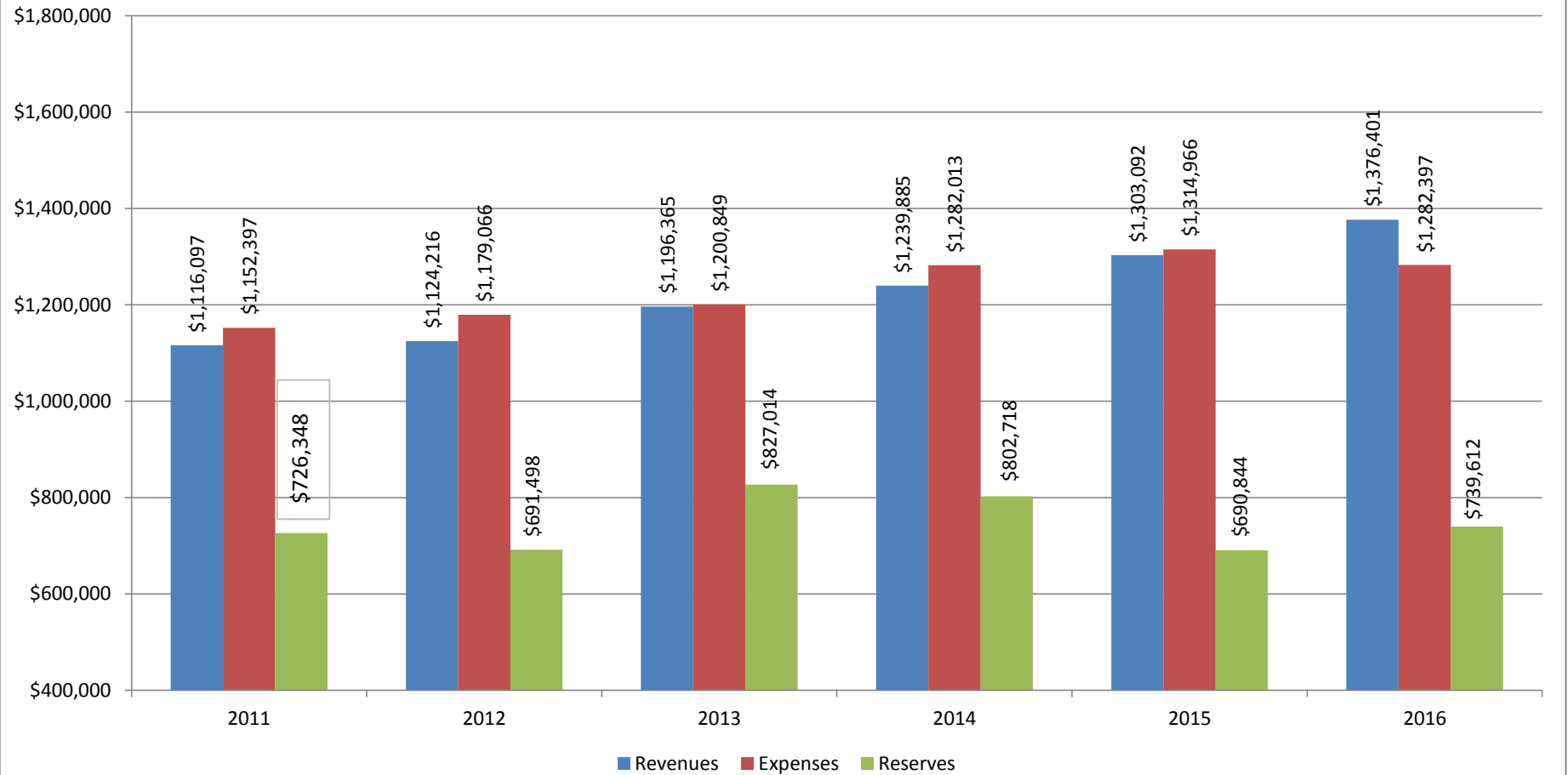


Total Increase + \$250,612 +18.5%
Average Annual Increase +\$50,122 +3.46%

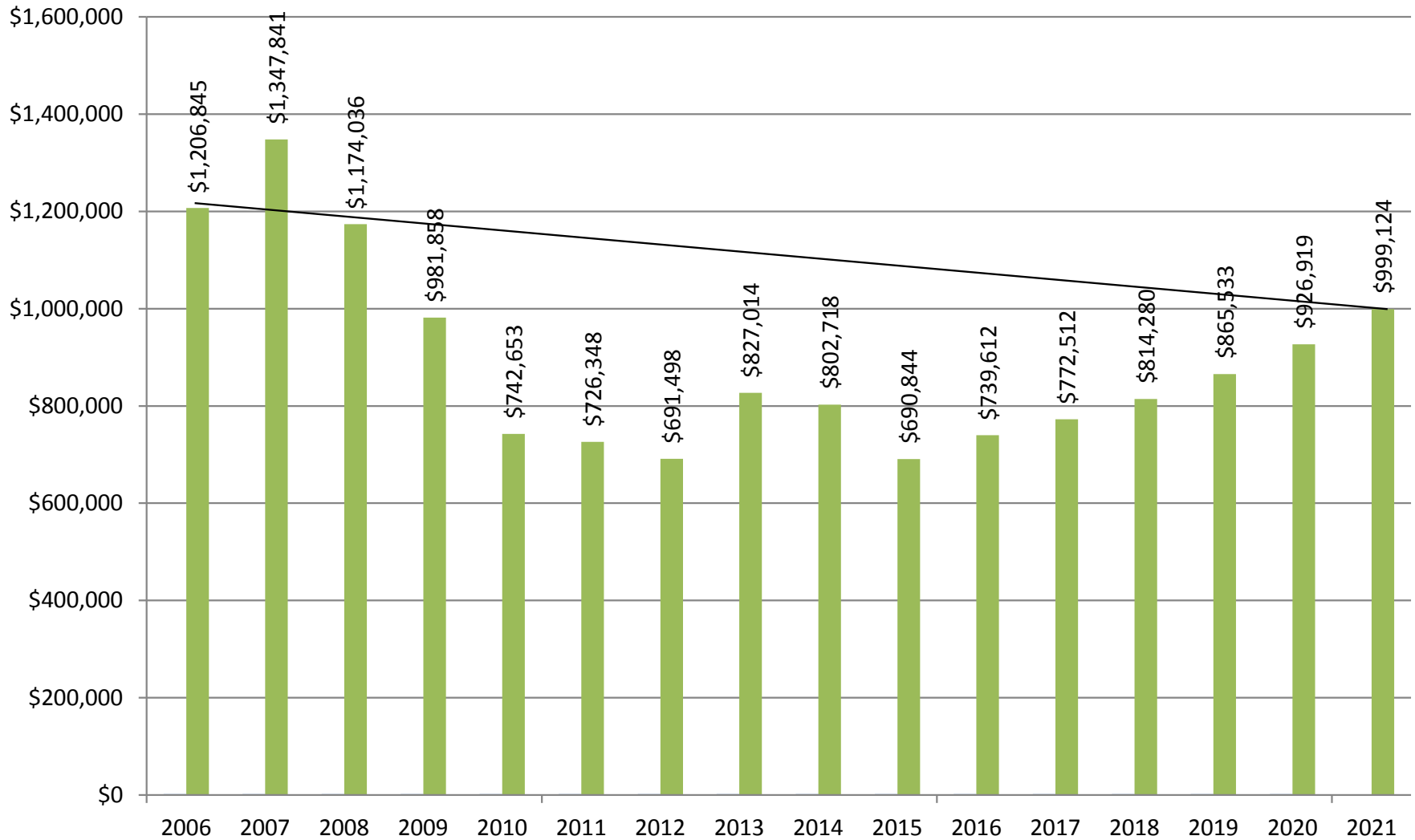
Table J
Projected Revenues vs Expenses 2016 - 2021



Graph A
2011-2016 Revenues/Expenses/Reserves



Graph B Reserves
Actual 2006 - 2016 and Projected 2017 - 2021



SPECIFIC RECOMMENDATIONS BASED
ON THE
RCSD FIVE-YEAR FISCAL PLAN

1. Establish a minimum reserve level of \$500,000 which includes the \$250,000 “rainy day” amount.
2. Establishing Board policy for review by the Board of any unbudgeted initiative proposed by the Board **which would draw down reserves** by more than \$5,000 for each occurrence with a maximum of \$25,000 annually subject to emergency situations.
3. Update the Fiscal Plan by staff on an annual basis prior to the development of the Preliminary Annual Budget.
4. Establish Board policy stating that Fund transfers to Fund 10 be allocated to Fund Balance (reserves), not revenue except as indicated in No. 5, below.
5. Eliminate the budgeting of one-time unanticipated (wind fall) monies into Fund 10 revenue without a specific review by the Board to determine if such transfers would result in an on-going rather than a one-time expenditure.
6. Eliminate the budgeting or transfer of one-time monies from other Funds into Fund 10 revenue without a specific review by the Board to determine if such transfers would result in an on-going rather than a one-time expenditure.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-2

Date: June 13, 2017

To: Honorable Board of Directors

From: General Manager

Subject: REPORT OF THE BUDGET COMMITTEE RE: FY 2016-2017 ESTIMATES TO CLOSE, CIP FUND 40 BUDGET AND 3-YEAR PROJECT LIST; PROPOSED FY 2017-2018 PRELIMINARY BUDGET AND SALARY PLAN

RECOMMENDATION:

Receive the reports of the CIP and Budget Committees, set date of public hearing and provide direction regarding the formulation of FY 2017-2018 Final Budget.

BACKGROUND:

In accordance with Board policy and the adopted Budget Calendar, the General Manager presented proposed CIP Budget recommendations for the CIP Fund 40 on June 1, 2017. FY 2016-2017 Estimates to Close Budget and a proposed Preliminary Budget were reviewed at the Budget Committee meeting on May 31, 2017.

It is requested that a Budget Workshop be scheduled later this month. The Board could discuss and/or modify the recommendations of the Public Works/CIP and Budget Committees for inclusion into the Final Budget. The Final Budget would then be presented at the July 11, 2017 Board meeting for approval. Those preliminary recommendations are as follows:

1. Receive and/or modify the Fund 40 FY 2017-2018 Budget and Project List.
2. Receive and/or modify the 3-year 2017-2018 Fund 40 Budget and Project List.
3. Receive and/or modify the FY 2017-2018 Preliminary Budget.
4. Approve and/or modify the FY 2017-2018 Salary Plan.

The Budget Committee recommended approval of the FY 2017-2018 Salary Plan subject to a review of the an updated June Consumer Price Index (CPI). An April CPI, which is attached, was used as a basis of the proposed 3% raise. The Preliminary Budget has incorporated this increase, but will be revised based on the Board's decision of the Salary Plan. Other cost/revenue items discussed at this meeting and the Budget Workshop can also be incorporated into the Final Budget.

ATTACHMENTS:

1. C-1 CIP/Public Works Committee Agenda
2. FY 2016-2017 Estimates to Close
3. C-2 FY 2017-2018 Preliminary Budget
4. Policy No. 3020 Budget Preparation, Adoption and Revision
5. C-3 Proposed FY 2017-2018 Salary Plan
6. Policy No. 2155 Annual Setting of Compensation Ranges

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: June 1, 2015

To: CIP/Public Works Committee

From: RCSD, General Manager

Subject: DISCUSSION WITH GENERAL MANAGER RE:
1. FISCAL YEAR 2016-2017 FUND 40 ESTIMATES TO COMPLETE CIP BUDGET
2. FISCAL YEAR 2017-2018 FUND 40 PRELIMINARY BUDGET AND CIP PROJECT LIST

RECOMMENDATION:

Review the Estimate to Close for FY 2016-2017 and make recommendations to the Board regarding management of the District's FY 2017-2018 Capital Improvement Program (CIP) Fund 40 Preliminary Budget and Project List.

BACKGROUND:

As you know, the Board approved FY 2016-2017 mid-year budget adjustments to account for fluctuations in expenses and revenues. Attached is the Estimates to Complete budget and project list for your review.

From a budget perspective, Fund 40 will begin the FY 2017-2018 with a beginning fund balance of only \$32,450. This is due to additional board approved projects completed in FY 2016-2017. The projects included replacing the light poles at Rossmoor Park and upgrading the street lights on Montecito. This amount covers only the three listed projects. However, the parking lot must be repaired this year at an estimate of \$33,000. This can only be achieved if the funds from Reserves are transferred into Fund 40. Currently, the balance of the Reserve Fund is \$739,612, of which \$239,612 is available to be used. (\$500,000 is designated at the "Rainy Day Fund" and cannot be used unless the Board determines there is an emergency). It is recommended that \$50,000 be transferred into Fund 40 to cover the Rush Park parking lot along with unanticipated project in the coming fiscal year. Staff is looking for direction on the current status of the current Fund 40 budget and project list.

ATTACHMENTS:

1. Estimate to Complete FY 2016-2017 Budget for Fund 40 Capital Improvement Projects
2. Preliminary Budget for Fund 40 CIP FY 2017-2018

2016-2017 ESTIMATES TO CLOSE
CAPITAL IMPROVEMENT PROGRAM - FUND 40
REVENUES / EXPENDITURES BY ACCOUNT NUMBER

ACCOUNT NO.	TITLE	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL 2017 ACTUAL	2016-2017 ESTIMATES TO CLOSE	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Assigned Fund Balance, Beginning		129,602	105,109	105,109	105,109	105,109	0	
Revenues								
	Golden State Water Reimbursement	18,092	0	0	0	0	0	0.0%
	40-00-3600 Transfer In Fund 10	50,000	0	0	0	0	0	0.0%
	40-00-3600 Transfer In Fund 20	0	0	0	0	0	0	0.0%
	40-00-3600 Transfer In Fund 30	0	0	0	0	0	0	0.0%
Total Capital Improvement Program Revenues		197,694	105,109	105,109	105,109	105,109	0	
Expenditures								
	Dept.							
	Rossmoor Park *	10,778	18,000	8,723	10,688	25,060	14,372	134.5%
	Montecito Center	0	0	0	0	0	0	0.0%
	Rush Park	44,816	23,000	28,606	28,606	28,606	0	0.0%
	General **	36,991	5,000	7,837	9,451	18,993	9,542	101.0%
Total Expenditures		92,585	46,000	45,166	48,745	72,659	23,914	49.1%
Revenues Less Expenditures		105,109	59,109	59,943	56,364	32,450		
Fund Balance, End of Year		105,109	59,109	59,943	56,364	32,450		

* Lights and poles at Rossmoor Park were replaced/Board Approved

** Montecito street lights upgraded to LED/Board Approved

CAPITAL IMPROVEMENT PROGRAM BUDGET
2016-2017 ESTIMATES TO CLOSE

PROJECT TITLE	2016-2017 APPROVED BUDGET	2016-2017 ETC's	2017-2018 INFORMATION ONLY	2018-2019 INFORMATION ONLY	2019-2020 INFORMATION ONLY
REVENUES					
Beginning Fund Balance	\$156,819	\$105,109	\$32,450	(\$20,050)	(\$54,050)
Transfer from Fund 10		\$0			
Golden State Water Reimbursement for Water Conservation		0			
TOTAL REVENUES	\$156,819	\$105,109	\$32,450	(\$20,050)	(\$54,050)
EXPENSES					
ROSSMOOR PARK					
Lighting Repaired and Replaced (\$16,338 - Insurance Payment \$1,965= \$14,373)		\$14,373			
Community Room Cabinets	\$10,000	\$1,236			
Rossmoor Park Playground (Estimate)					
Basketball and Tennis Courts Resurfacing (Estimate)				\$20,000	
3 Drinking Fountains	\$8,000	\$9,451			
ROSSMOOR PARK SUBTOTAL	\$18,000	\$25,060	\$0	\$20,000	\$0
MONTECITO					
Outdoor Security Lighting (Estimate)					
Upgrade Counter Tops and Drop Ceiling (Estimate)				\$2,500	
Carpeting (Estimate)				\$5,000	
MONTECITO SUBTOTAL	\$0	\$0	\$0	\$7,500	\$0
RUSH PARK					
Parking Lot Repair	\$0		\$33,000		
Rush Park Playground Landscape Shade	\$23,000	\$28,606			
Auditorium & Room Carpeting (Estimate)					\$10,000
Electrical Lighting For Winter Festival (Estimate)			\$5,000		
Roll Coat Maintenance Pour-in-Place (Estimate \$8000 both parks)			\$8,000		
RUSH PARK SUBTOTAL	\$23,000	\$28,606	\$46,000	\$0	\$10,000
ROSSMOOR WALL					
ROSSMOOR WALL SUBTOTAL	\$0		\$0	\$0	\$0
GENERAL					
Work Truck (Finance for 4 years)	\$5,000	\$9,486	\$6,500	\$6,500	\$6,500
Montecito Street Lighting Improvements		\$9,507			
GENERAL SUBTOTAL	\$5,000	\$18,993	\$6,500	\$6,500	\$6,500
TOTAL EXPENSES	\$46,000	\$72,659	\$52,500	\$34,000	\$16,500
ENDING FUND BALANCE	\$110,819	\$32,450	(\$20,050)	(\$54,050)	(\$70,550)

2017-2018 PRELIMINARY BUDGET
CAPITAL IMPROVEMENT PROGRAM - FUND 40
REVENUES / EXPENDITURES BY ACCOUNT NUMBER

ACCOUNT NO.	TITLE	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
<u>Assigned Fund Balance, Beginning</u>		129,602	105,109	105,109	105,109	32,450
<u>Revenues</u>						
	Golden State Water Reimbursement	18,092	0	0	0	0
	40-00-3600 Transfer In Fund 10	50,000	0	0	0	0
	40-00-3600 Transfer In Fund 20	0	0	0	0	0
	40-00-3600 Transfer In Fund 30	0	0	0	0	0
<u>Total Capital Improvement Program Revenues</u>		197,694	105,109	105,109	105,109	32,450
<u>Expenditures</u>						
	Dept.					
	Rossmoor Park	10,778	18,000	10,688	25,060	0
	Montecito Center	0	0	0	0	0
	Rush Park	44,816	23,000	28,606	28,606	13,000
	General	36,991	5,000	9,451	18,993	6,500
<u>Total Expenditures</u>		92,585	46,000	48,745	72,659	19,500
<u>Revenues Less Expenditures</u>		105,109	59,109	56,364	32,450	12,950
<u>Fund Balance, End of Year</u>		105,109	59,109	56,364	32,450	12,950

2017-2018 PRELIMINARY BUDGET

PROJECT TITLE	ACTUAL 2015-2016	2016-2017 APPROVED BUDGET	2017-2018 PRELIMINARY BUDGET	2016-2017 ETC	2017-2018 PRELIMINARY BUDGET	2018-2019 INFORMATION ONLY	2019-2020 INFORMATION ONLY	2020-2021 INFORMATION ONLY
REVENUES								
Beginning Fund Balance	\$129,602	\$105,109	\$105,109	\$105,109	\$32,449	\$12,949	(\$21,051)	(\$37,551)
Transfer from Fund 10	\$50,000		\$0					
Golden State Water Reimbursement for Water Conservation	18,092		0					
TOTAL REVENUES	\$197,694	\$105,109	\$105,109	\$105,109	\$32,449	\$12,949	(\$21,051)	(\$37,551)
EXPENSES								
ROSSMOOR PARK								
Lighting Repaired and Replaced (\$16,338 - Insurance Payment \$1,965= \$14,373)				\$14,372				
Community Room Cabinets	\$10,778	\$10,000	\$1,236	\$1,236				
Rossmoor Park Playground (Estimate)								\$100,000
Basketball and Tennis Courts Resurfacing (Estimate)						\$20,000		
3 Drinking Fountains		\$8,000	\$9,452	\$9,452				
ROSSMOOR PARK SUBTOTAL	\$10,778	\$18,000	\$10,688	\$25,060	\$0	\$20,000	\$0	\$100,000
MONTECITO								
Outdoor Security Lighting (Estimate)								\$5,000
Upgrade Counter Tops and Drop Ceiling (Estimate)						\$2,500		
Carpeting (Estimate)						\$5,000		
MONTECITO SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$5,000
RUSH PARK								
Parking Lot Repair \$33000	\$0	\$0						
Rush Park Playground Landscape Shade	\$44,816	\$23,000	\$28,606	\$28,606				
Auditorium & Room Carpeting (Estimate)							\$10,000	
Electrical Lighting For Winter Festival (Estimate)					\$5,000			
Roll Coat Maintenance Pour-in-Place (Estimate \$8000 both parks)					\$8,000			
RUSH PARK SUBTOTAL	\$44,816	\$23,000	\$28,606	\$28,606	\$13,000	\$0	\$10,000	\$0
ROSSMOOR WALL								
ROSSMOOR WALL SUBTOTAL	\$0	\$0	\$0		\$0	\$0	\$0	\$0
GENERAL								
Work Truck (Finance for 4 years)		\$5,000	\$9,451	\$9,486	\$6,500	\$6,500	\$6,500	
Rossmoor Park Smart Meter	\$9,450							
Landscape Rush and Rossmoor for Water Conservation	\$18,091							
Rush Park Smart Meter	\$9,450							
Montecito Street Lighting Improvements				\$9,507				
GENERAL SUBTOTAL	\$36,991	\$5,000	\$9,451	\$18,993	\$6,500	\$6,500	\$6,500	\$0
TOTAL EXPENSES	\$92,585	\$46,000	\$48,745	\$72,659	\$19,500	\$34,000	\$16,500	\$105,000
ENDING FUND BALANCE	\$105,109	\$59,109	\$56,365	\$32,450	\$12,949	(\$21,051)	(\$37,551)	(\$142,551)

FY 2016-2017 ESTIMATES TO CLOSE

TOTAL FUND SUMMARY

	Fund 10	Fund 20	Fund 40
Fund Balance End FY 2015-2016	769,312	0	105,109
Fund Balance, Beginning FY 2016-2017	756,797	0	105,109
General Fund Revenues			
Transfer In from other funds			
Property Taxes	876,435	385,309	
Street Light Assessments	302,500		
Interest on Investments	3,000		
From Other Govt. Agencies	60,400		
Permit and Rental Fees	157,550		
Miscellaneous Revenues	22,000		0
Total General Fund Revenues	1,421,885	385,309	0
			0
Total General Fund Expenditures	1,383,651	363,878	72,659
Revenues Less Expenditures	38,234	21,431	32,450
Transfer Out - (To Fund 50 as directed by auditor)		(21,431)	
Fund Balance, End FY	795,031	0	32,450

**2016-2017 ESTIMATES TO CLOSE
GENERAL FUND SUMMARY - FUND 10**

	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Fund Balance End	690,844	769,312	756,797	756,797	756,797		
Transfer from Reserve to Fund 40	0	0	0	0	0		
Transfer from Reserve to Fund 10	0	0	0	0	0		
Fund Balance FY 2014-2015	690,844	769,312	756,797	756,797	756,797		
General Fund Revenues							
Property Taxes	836,578	842,361	839,347	848,000	876,435	28,435	3.4%
Street Light Assessments	292,276	298,934	293,604	298,934	302,500	3,566	1.2%
Interest on Investments	3,144	2,100	2,651	3,000	3,000	0	0.0%
From Other Govt. Agencies	59,906	60,400	2,628	60,400	60,400	0	0.0%
Permit and Rental Fees	161,840	173,500	135,359	167,700	157,550	(10,150)	-6.1%
Miscellaneous Revenues	27,419	24,500	21,918	23,000	22,000	(1,000)	-4.3%
Total General Fund Revenues	1,381,162	1,401,795	1,295,507	1,401,034	1,421,885	20,851	1.5%
General Fund Expenditures							
Transfer Out to Fund 40	50,000	0	0	0	0	0	0
Administrative Services	409,772	410,860	339,285	428,750	424,923	(3,827)	-0.9%
Recreation	132,750	135,065	105,861	129,852	130,437	585	0.5%
Rossmoor Park	172,353	185,850	159,050	200,456	203,446	2,990	1.5%
Montecito Center	74,793	78,421	64,638	84,998	85,670	672	0.8%
Rush Park	197,997	203,537	176,775	218,687	232,847	14,160	6.5%
Street Lighting	106,819	107,580	76,596	107,715	107,715	0	0.0%
Rossmoor Signature Wall	2,000	2,100	2,000	2,100	2,100	0	0.0%
Street Sweeping	55,145	55,580	36,618	55,650	55,650	0	0.0%
Parkway Trees	101,138	115,977	110,310	137,677	126,225	(11,452)	-8.3%
Mini-Parks and Medians	12,441	12,968	10,641	14,008	14,638	630	4.5%
Total General Fund Expenditures	1,315,209	1,307,939	1,081,774	1,379,893	1,383,651	3,758	0.3%
Revenues Less Expenditures	65,953	93,856	213,733	21,141	38,234		
Fund Balance, End of Year	756,797	863,169	n/a	777,938	795,031		

**2016-2017 ESTIMATES TO CLOSE
GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10**

ACCOUNT NO.	2015-2016 ACTUALS	2016-2017 APPROVED BUDGET	APRIL 2017 ACTUALS	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
General Fund Revenues							
Property Taxes							
10-00-3000 Current Secured	766,602	775,200	790,237	780,000	810,000	30,000	3.8%
10-00-3001 Current Unsecured	26,247	22,000	21,609	26,500	26,000	(500)	-1.9%
10-00-3002 Prior Secured	7,256	7,500	6,079	7,500	7,100	(400)	-5.3%
10-00-3003 Prior Unsecured	536	4,500	0	1,000	535	(465)	-46.5%
10-00-3004 Delinquent Property Taxes	789	1,329	0	1,000	800	(200)	-20.0%
10-00-3010 Current Supplemental Assmnt.	20,563	20,000	14,711	18,000	18,000	0	0.0%
10-00-3020 Public Utility	14,586	11,832	6,710	14,000	14,000	0	0.0%
Total Property Taxes	836,578	842,361	839,347	848,000	876,435	28,435	3.4%
Street Light Assessments							
10-00-3105 Assessments	292,276	298,934	293,604	298,934	302,500	3,566	1.2%
Interest on Investments							
10-00-3200 Interest	3,144	2,100	2,651	3,000	3,000	0	0.0%
From Other Governmental Agencies							
10-00-3301 State-Homeowners Prop. Tax Relief	5,392	5,400	2,628	5,400	5,400	0	0.0%
10-00-3305 County-Street Sweep Reimburse.	54,514	55,000	0	55,000	55,000	0	0.0%
Total From Other Governmental Agencies	59,906	60,400	2,628	60,400	60,400	0	0.0%
Permit and Rental Fees							
10-00-3404 Tennis Reservations	12,729	14,500	8,274	13,500	11,500	(2,000)	-14.8%
10-00-3405 Wall Rental	480	600	220	500	350	(150)	-30.0%
10-00-3406 Volleyball & Ball Field Reservations	24,658	29,000	19,980	24,000	23,000	(1,000)	-4.2%
10-00-3410 Rossmoor Building Rental	17,371	18,200	12,691	17,500	16,500	(1,000)	-5.7%
10-00-3412 Montecito Building Rental	24,630	25,200	21,611	25,200	25,200	0	0.0%
10-00-3414 Rush Building Rental	81,972	86,000	72,584	87,000	81,000	(6,000)	-6.9%
Total Fees	161,840	173,500	135,359	167,700	157,550	(10,150)	-6.1%
Miscellaneous Revenues							
10-00-3500 Miscellaneous	2,655	4,500	1,918	3,000	2,000	(1,000)	-33.3%
10-00-3502 Admin Fees	20,000	20,000	20,000	20,000	20,000	0	0.0%
10-00-3600 Transfer IN	4,764	0	0	0	0	0	0.0%
Total Miscellaneous Revenues	27,419	24,500	21,918	23,000	22,000	(1,000)	-4.3%
Total General Fund Revenues	1,381,162	1,401,795	1,295,507	1,401,034	1,421,885	20,851	1.5%

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 10 Administrative Services

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 10 Administrative Services								
Salaries and Benefits								
10-10-4000	Board of Directors' Compensation	10,300	10,000	6,050	10,000	8,000	(2,000)	-20.0%
10-10-4001	Full Time	187,797	193,800	162,571	193,800	196,800	3,000	1.5%
10-10-4003	Overtime	5,014	5,100	3,467	5,100	5,100	0	0.0%
10-10-4007	Vehicle Allowance	480	500	212	500	400	(100)	-20.0%
10-10-4010	Workers' Comp. Insurance	2,682	2,300	3,981	4,334	5,500	1,166	26.9%
10-10-4011	Medical Insurance	36,112	39,000	38,651	39,000	42,222	3,222	8.3%
10-10-4015	Federal Payroll Taxes	15,851	18,400	13,098	18,400	16,500	(1,900)	-10.3%
10-10-4018	State Payroll Taxes	779	780	629	780	780	0	0.0%
Total Salaries and Benefits		259,016	269,880	228,659	271,914	275,302	3,388	1.2%
Operations and Maintenance								
10-10-5002	Insurance - Liability	12,392	12,500	12,983	13,000	13,000	0	0.0%
10-10-5004	Membership & Dues	5,855	6,400	5,798	6,400	6,400	0	0.0%
10-10-5006	Travel & Meetings	503	1,000	944	1,000	1,000	0	0.0%
10-10-5007	Board Meetings Televised Exp	18,203	17,000	15,036	17,000	20,200	3,200	18.8%
10-10-5010	Publications & Legal Notices	6,107	7,200	4,797	7,200	7,020	(180)	-2.5%
10-10-5012	Printing	1,170	700	550	700	700	0	0.0%
10-10-5014	Postage	1,835	2,000	879	2,000	1,500	(500)	-25.0%
10-10-5016	Office & Meeting Supplies	7,367	7,200	4,706	7,200	7,200	0	0.0%
10-10-5020	Telephone	1,717	1,500	1,711	1,700	1,950	250	14.7%
10-10-5045	Miscellaneous Expenditures	6,597	5,500	4,687	5,500	5,500	0	0.0%
10-10-5046	Bank Service Charges	1,775	2,000	943	2,000	1,500	(500)	-25.0%
10-10-5050	Elections	0	6,000	7,251	6,000	7,251	1,251	20.9%
Total Operations and Maintenance		63,520	69,000	60,285	69,700	73,221	3,521	5.1%
Contract Services								
10-10-5610	Legal Services	22,735	28,000	13,440	28,000	22,000	(6,000)	-21.4%
10-10-5615	Financial Audit-Consulting	10,100	10,100	10,400	10,700	10,400	(300)	-2.8%
10-10-5620	Miscellaneous Studies	2,000	0	6,000	6,000	6,000	0	0.0%
10-10-5670	Other Professional Services	49,970	29,880	20,120	38,436	34,000	(4,436)	-11.5%
Total Contract Services		84,805	67,980	49,960	83,136	72,400	(10,736)	-12.9%
Capital Expenditures								
10-10-6010	Equipment	2432	4000	381	4000	4,000	0	0.0%
Total Administrative Services		409,772	410,860	339,285	428,750	424,923	(3,827)	-0.9%

Unanticipated Projects or price increases that raised the Budget's amount (estimated):

Medical insurance; Workers' Comp; Board Meetings Televised +\$3,200; Elections +\$1,251; OCSD Funds refunded \$6,000

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 20 Recreation

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 20 Recreation								
Salaries and Benefits								
10-20-4001	Full Time	47,400	48,960	41,285	48,960	48,960	0	0.0%
10-20-4002	Part Time	21,254	22,950	13,333	15,000	15,000	0	0.0%
10-20-4003	Overtime	4,593	5,100	2,385	5,100	5,100	0	0.0%
10-20-4005	Event Attendant	1,193	1,058	518	1,058	1,058	0	0.0%
10-20-4007	Vehicle Allowance	312	350	0	350	100	(250)	-71.4%
10-20-4010	Workers' Comp. Insurance	1,122	1,080	1,609	1,750	2,350	600	34.3%
10-20-4011	Medical Insurance	9,181	10,000	9,827	10,000	10,735	735	7.4%
10-20-4015	Federal Payroll Tax	5,701	5,814	4,399	5,814	5,814	0	0.0%
10-20-4018	State Payroll Taxes	571	600	349	600	600	0	0.0%
Total Salaries and Benefits		91,327	95,912	73,705	88,632	89,717	1,085	1.2%
Operations and Maintenance								
10-20-5006	Travel & Meetings	335	400	125	400	400	0	0.0%
10-20-5010	Publications & Legal Notices	417	200	311	420	420	0	0.0%
10-20-5012	Printing	137	100	44	100	100	0	0.0%
10-20-5014	Postage	99	150	28	150	150	0	0.0%
10-20-5016	Office & Meeting Supplies	1,027	1,000	800	1,000	1,000	0	0.0%
10-20-5017	Community Events	27,844	25,253	22,158	27,000	27,000	0	0.0%
10-20-5019	Fireworks	6,200	6,200	6,200	6,200	6,200	0	0.0%
10-20-5020	Telephone	1,927	1,800	1,711	1,900	1,900	0	0.0%
10-20-5045	Miscellaneous Expenditures	150	500	0	500	500	0	0.0%
10-20-5048	Run Seal Beach Grant	0	-	0	0	0	0	0.0%
10-20-5051	Equipment Rental	0	250	0	250	250	0	0.0%
Total Operations and Maintenance		38,135	35,853	31,377	37,920	37,920	0	0.0%
Contract Services								
10-20-5670	Other Professional Services	3,288	2,300	779	2,300	1,800	(500)	-21.7%
Total Contract Services		3,288	2,300	779	2,300	1,800	-500	-21.7%
Capital Expenditures								
10-20-6010	Equipment	0	1,000	0	1,000	1,000	0	0.0%
Total Capital Expenditures		0	1,000	0	1,000	1,000	0	0.0%
Total Recreation		132,750	135,065	105,861	129,852	130,437	585	0.5%

Lower total than budgeted.

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 30 Rossmoor Park

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 30 Rossmoor Park							
Salaries and Benefits							
10-30-4001 Full Time	35,635	39,535	30,054	39,535	36,000	(3,535)	-8.9%
10-30-4002 Part Time	12,012	12,240	16,005	15,000	19,000	4,000	26.7%
10-30-4003 Overtime	2,877	2,805	1,891	2,805	2,805	0	0.0%
10-30-4010 Workers' Comp. Insurance	2,885	2,400	3,981	4,300	5,800	1,500	34.9%
10-30-4011 Medical Insurance	11,341	13,000	12,139	13,000	13,300	300	2.3%
10-30-4015 Federal Payroll Taxes	3,873	3,800	3,665	3,800	4,300	500	13.2%
10-30-4018 State Payroll Taxes	265	310	232	310	310	0	0.0%
Total Salaries and Benefits	68,888	74,090	67,966	78,750	81,515	2,765	3.5%
Operations and Maintenance							
10-30-5010 Publications & Legal Notices	382	300	411	600	600	0	0.0%
10-30-5012 Printing	34	50	22	50	50	0	0.0%
10-30-5014 Postage	33	50	5	50	50	0	0.0%
10-30-5016 Office & Meeting Supplies	609	900	487	900	900	0	0.0%
10-30-5018 Janitorial Supplies	4,775	4,500	2,346	4,500	4,500	0	0.0%
10-30-5020 Telephone	2,290	1,650	1,711	2,300	2,300	0	0.0%
10-30-5022 Utilities	13,018	12,000	9,148	12,000	12,000	0	0.0%
10-30-5023 Water (Prev inc. in Utilities 5022)	16,009	25,000	18,459	25,000	25,000	0	0.0%
10-30-5025 Sewer Tax	892	910	906	906	906	0	0.0%
10-30-5030 Vehicle Maintenance	638	1,000	558	1,000	1,000	0	0.0%
10-30-5032 Buildings & Grounds-Maintenance	27,138	24,000	26,632	33,000	33,000	0	0.0%
10-30-5034 Alarm Systems/Security	794	750	574	750	975	225	30.0%
10-30-5045 Miscellaneous/Expenditures	242	500	450	500	500	0	0.0%
10-30-5051 Equipment Rental	0	250	0	250	250	0	0.0%
10-30-5052 Minor Facility Repairs/Tools	0	500	0	500	500	0	0.0%
Total Operations and Maintenance	66,854	72,360	61,710	82,306	82,531	225	0.3%
Contact Services							
10-30-5655 Landscape Maintenance	32,497	36,000	27,612	36,000	36,000	0	0.0%
10-30-5656 Tree Trimming	967	1,100	989	1,100	1,100	0	0.0%
10-30-5670 Other Professional Services	3,146	2,300	773	2,300	2,300	0	0.0%
Total Contract Services	36,610	39,400	29,374	39,400	39,400	0	0.0%
Capital Expenditures							
10-30-6010 Equipment	0	0	0	0	0	0	0.0%
Total Capital Expenditures	0	0	0	0	0	0	0.0%
Total Rossmoor Park	172,353	185,850	159,050	200,456	203,446	2,990	1.5%

Unanticipated Projects or price increases that raised the Budget's amount (estimated):

Medical insurance; Workers' Comp; Storage Container and cement slab added \$4,900; Entrance door due to Preschool classes (\$4,000); Hand dryers installed in restrooms (\$2,500); Ice machine repair (\$1,276).

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 40 Montecito Center

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 40 Montecito Center								
Salaries and Benefits								
10-40-4001	Full Time	29,340	31,620	24,814	31,620	30,000	(1,620)	-5.1%
10-40-4002	Part Time	5,537	6,120	7,029	6,500	7,800	1,300	20.0%
10-40-4003	Overtime	2,095	2,040	1,456	2,040	2,040	0	0.0%
10-40-4010	Workers' Comp. Insurance	2,305	2,000	9,822	4,000	4,500	500	12.5%
10-40-4011	Medical Insurance	9,177	9,900	2,544	9,900	10,728	828	8.4%
10-40-4015	Federal Payroll Taxes	2,832	2,856	149	2,856	3,000	144	5.0%
10-40-4018	State Payroll Taxes	136	140	0	140	160	20	14.3%
Total Salaries and Benefits		51,422	54,676	45,813	57,056	58,228	1,172	2.1%
Operations and Maintenance								
10-40-5010	Publications & Legal Notices	382	582	355	582	582	0	0.0%
10-40-5012	Printing	34	50	22	50	50	0	0.0%
10-40-5014	Postage	33	50	5	50	50	0	0.0%
10-40-5016	Office & Meeting Supplies	609	900	443	900	800	(100)	-11.1%
10-40-5018	Janitorial Supplies	4,137	3,500	2,346	4,000	4,000	0	0.0%
10-40-5020	Telephone	1,957	1,650	1,711	2,000	2,000	0	0.0%
10-40-5022	Utilities	1,594	2,000	1,242	2,000	1,700	(300)	-15.0%
10-30-5023	Water (Prev inc. in Utilities 5022)	1,293	1,600	1,348	1,600	2,000	400	25.0%
10-40-5025	Sewer Tax	749	763	760	760	760	0	0.0%
10-40-5030	Vehicle Maintenance	627	1,000	715	1,000	1,000	0	0.0%
10-40-5032	Buildings & Grounds-Maintenance.	3,827	3,700	3,365	5,700	5,700	0	0.0%
10-40-5034	Alarm Systems/Security	405	400	323	400	400	0	0.0%
10-40-5045	Miscellaneous/Expenditures	0	50	0	50	50	0	0.0%
10-40-5051	Equipment Rental	0	250	0	250	250	0	0.0%
10-40-5052	Minor Facility Repairs/Tools	0	500	0	500	500	0	0.0%
Total Operations and Maintenance		15,647	16,995	12,636	19,842	19,842	0	0.0%
Contract Services								
10-40-5655	Landscape Maintenance	3,611	3,600	3,068	3,600	3,600	0	0.0%
10-40-5656	Tree Trimming	967	1,100	989	1,100	1,100	0	0.0%
10-40-5670	Other Professional Services	3,146	2,000	773	2,000	1,500	(500)	-25.0%
Total Contract Services		7,724	6,700	4,830	6,700	6,200	(500)	-7.5%
Capital Expenditures								
10-40-6010	Equipment	0	50	1,359	1,400	1,400	0	0.0%
Total Capital Expenditures		0	50	1,359	1,400	1,400	0	0.0%
Total Montecito Center		74,793	78,421	64,638	84,998	85,670	672	0.8%

Unanticipated Projects or price increases that raised the Budget's amount (estimated):

Part time hours; Medical insurance; Workers' Comp; Vents adjusted for air conditioning (\$3,000); AED installed (\$1,400)

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 50 Rush Park

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 50 Rush Park								
Salaries and Benefits								
10-50-4001	Full Time	35,635	37,740	30,054	37,740	37,740	0	0.0%
10-50-4002	Part Time	12,179	12,750	14,359	15,000	17,000	2,000	13.3%
10-50-4003	Overtime	2,973	2,907	1,880	2,907	2,907	0	0.0%
10-50-4005	Event Attendant	5,482	5,800	3,840	5,800	5,800	0	0.0%
10-50-4010	Workers' Comp. Insurance	2,685	2,400	3,981	4,300	5,500	1,200	27.9%
10-50-4011	Medical Insurance	11,341	13,000	12,139	13,000	13,260	260	2.0%
10-50-4015	Federal Payroll Taxes	4,315	4,370	3,832	4,370	4,370	0	0.0%
10-50-4018	State Payroll Taxes	405	400	313	400	400	0	0.0%
Total Salaries and Benefits		75,014	79,367	70,398	83,517	86,977	3,460	4.1%
Operations and Maintenance								
10-50-5010	Publications & Legal Notices	382	500	490	500	500	0	0.0%
10-50-5012	Printing	48	250	22	250	250	0	0.0%
10-50-5014	Postage	33	100	5	100	100	0	0.0%
10-50-5016	Office & Meeting Supplies	609	900	443	900	900	0	0.0%
10-50-5018	Janitorial Supplies	4,789	4,500	2,353	4,500	4,500	0	0.0%
10-50-5020	Telephone	2,298	2,000	1,711	2,000	2,000	0	0.0%
10-50-5022	Utilities	27,934	26,000	18,767	26,000	26,000	0	0.0%
10-50-5023	Water (Prev inc. in Utilities 5022)	19,343	20,000	22,812	30,000	34,000	4,000	13.3%
10-50-5025	Sewer Tax	3,412	3,520	3,465	3,520	3,520	0	0.0%
10-50-5030	Vehicle Maintenance	627	1,000	558	1,000	1,000	0	0.0%
10-50-5032	Buildings & Grounds-Maintenance *	25,969	24,000	25,749	25,000	32,500	7,500	30.0%
10-50-5034	Alarm Systems/Security	787	750	423	750	750	0	0.0%
10-50-5045	Miscellaneous/Expenditures	142	250	204	250	250	0	0.0%
10-50-5051	Equipment Rental	0	250	0	250	250	0	0.0%
10-50-5052	Minor Facility Repairs/Tools	0	500	0	500	500	0	0.0%
Total Operations and Maintenance		86,373	84,520	77,003	95,520	107,020	11,500	12.0%
Contract Services								
10-50-5655	Landscape Maintenance	32,497	36,000	27,612	36,000	36,000	0	0.0%
10-50-5656	Tree Trimming	967	1,100	989	1,100	1,100	0	0.0%
10-50-5670	Other Professional Services	3,146	2,300	773	2,300	1,500	(800)	-34.8%
Total Contract Services		36,610	39,400	29,374	39,400	38,600	(800)	-2.0%
Capital Expenditures								
10-50-6010	Equipment	0	250	0	250	250	0	0.0%
Total Capital Expenditures		0	250	0	250	250	0	0.0%
Total Rush Park		197,997	203,537	176,775	218,687	232,847	14,160	6.5%

* Unanticipated Projects or price increases that raised the Budget's amount (estimated):

Part time hours; Medical insurance; Workers' Comp; increased water; restroom partitions replaced (\$3,949), heater repair (\$1,800), ice maker replaced (\$3,500).

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 60 Street Lighting, 65 Signature Wall, and 70 Street Sweeping

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 60 Street Lighting							
Operations and Maintenance							
10-60-5020 Telephone	699	580	559	715	715	0	0.0%
Contract Services							
10-60-5650 Lighting & Maintenance	106,120	107,000	76,037	107,000	107,000	0	0.0%
Total Street Lighting	106,819	107,580	76,596	107,715	107,715	0	0.0%
Department 65 Rossmoor Signature Wall							
Operations and Maintenance							
10-65-5002 Insurance - Liability	2,000	2,000	2,000	2,000	2,000	0	0.0%
10-65-5032 Buildings & Grounds-Maintenance	0	100	0	100	100	0	0.0%
Total Rossmoor Signature Wall	2,000	2,100	2,000	2,100	2,100	0	0.0%
Department 70 Street Sweeping							
Operations and Maintenance							
10-70-5020 Telephone	632	580	559	650	650	0	0.0%
Total Operations and Maintenance	632	580	559	650	650	0	0.0%
Contract Services							
10-70-5642 Street Sweeping	54,514	55,000	36,059	55,000	55,000	0	0.0%
Total Street Sweeping	55,145	55,580	36,618	55,650	55,650	0	0.0%

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 80 Parkway Trees

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 80 Parkway Trees							
Salaries and Benefits							
10-80-4002 Salaries Part Time	19,801	20,400	16,611	20,400	20,400	0	0.0%
10-80-4003 Salaries Overtime	131	500	28	500	100	(400)	-80.0%
10-80-4007 Vehicle Allowance	437	500	583	900	900	0	0.0%
10-80-4015 Federal Payroll Tax -FICA	1,525	1,377	1,273	1,377	1,525	148	10.7%
10-80-4018 State Payroll Taxes	157	275	166	275	275	0	0.0%
Total Salaries and Benefits	22,052	23,052	18,662	23,452	23,200	(252)	-1.1%
Operations and Maintenance							
10-80-5012 Printing	1	25	0	25	25	0	0.0%
10-80-5014 Postage	15	300	2	300	100	(200)	-66.7%
10-80-5016 Office & Meeting Supplies	147	200	106	200	200	0	0.0%
10-80-5020 Telephone	1,315	1,000	1,118	1,300	1,300	0	0.0%
10-80-5030 Vehicle Maintenance	0	50	0	50	50	0	0.0%
10-80-5051 Equipment Rental	0	50	0	50	50	0	0.0%
Total Operations and Maintenance	1,478	1,625	1,226	1,925	1,725	(200)	-10.4%
Contract Services							
10-80-5656 Tree Trimming	65,660	65,000	71,751	73,000	73,000	0	0.0%
10-80-5660 Tree Removals	2,837	3,500	2,369	3,500	3,000	(500)	-14.3%
10-80-5670 Other Professional Services	6,344	4,300	2,457	4,300	4,300	0	0.0%
Total Contract Services	74,841	72,800	76,577	80,800	80,300	(500)	-0.6%
Capital Expenditures							
10-80-6015 Trees	19,952	18,500	13,845	31,500	21,000	(10,500)	-33.3%
Total Parkway Trees	101,138	115,977	110,310	137,677	126,225	(11,452)	-8.3%

Unanticipated Projects or price increases that raised the Budget's amount (estimated):
Additional tree trimming (\$8,000); additional tree replacements.

2016-2017 ESTIMATES TO CLOSE
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 90 Mini-Parks & Medians

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL ACTUAL	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Department 90 Mini-Parks & Medians							
<u>Salaries and Benefits</u>							
10-90-4001 Full Time	670	665	552	665	665	0	0.0%
10-90-4003 Overtime	69	62	39	62	62	0	0.0%
10-90-4010 Workers' Comp. Insurance	130	120	186	120	300	180	150.0%
10-90-4015 Federal Payroll Taxes	57	56	45	56	56	0	0.0%
10-90-4018 State Payroll Taxes	2	15	2	15	15	0	0.0%
Total Salaries and Benefits	927	918	825	918	1,098	180	19.6%
<u>Operations and Maintenance</u>							
10-90-5020 Telephone	640	500	559	640	640	0	0.0%
10-90-5022 Utilities	1,107	800	642	800	1,150	350	43.8%
10-30-5023 Water (Prev inc. in Utilities 5022)	5,430	5,000	4,381	5,900	6,000	100	1.7%
10-90-5030 Vehicle Maintenance	0	100	0	100	100	0	0.0%
10-90-5032 Building & Grounds Maintenance.	356	1,000	772	1,000	1,000	0	0.0%
10-90-5045 Miscellaneous/Expenditures	0	100	33	100	100	0	0.0%
10-90-5051 Equipment Rental	0	100	0	100	100	0	0.0%
10-90-5052 Minor Facility Repairs/Tools	0	200	0	200	200	0	0.0%
Total Operations and Maintenance	7,533	7,800	6,387	8,840	9,290	450	5.1%
<u>Contract Services</u>							
10-90-5655 Landscape Maintenance	3,611	3,600	3,068	3,600	3,600	0	0.0%
10-90-5656 Tree Trimming	322	500	330	500	500	0	0.0%
10-90-5670 Other Professional Services	47	50	32	50	50	0	0.0%
Total Contract Services	3,980	4,150	3,429	4,150	4,150	0	0.0%
<u>Capital Expenditures</u>							
10-90-6010 Equipment	0	100	0	100	100	0	0.0%
Total Capital Expenditures	0	100	0	100	100	0	0.0%
Total Mini-Parks & Medians	12,441	12,968	10,641	14,008	14,638	630	4.5%
TOTAL GENERAL FUND EXPENDITURES	1,265,209	1,307,939	1,081,774	1,379,893	1,383,651	3,758	0.3%

2016-2017 ESTIMATES TO CLOSE
RUSH PARK ASSESSMENT DISTRICT - FUND 20
REVENUES / EXPENDITURES BY ACCOUNT NUMBER

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL 2017 ACTUALS	AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Assigned Fund Balance, Beginning	0	0	0	0	0	0	
Rush Park AD Revenues							
Assessments							
20-00-3100 Current Year Secured	381,588	380,000	370,979	380,000	380,000	0	0%
20-00-3101 Prior Year Secured	2,565	3,400	2,063	3,400	3,400	0	0%
20-00-3200 Interest on investments	0	0	1,909	0	1,909	1,909	100%
20-00-3500 Other Misc. Rev.	0	0	-	0	0	0	0%
Total Rush Park AD Revenues	384,153	383,400	374,951	383,400	385,309	1,909	0%
Rush Park AD Expenditures							
20-50-5617 Aministrative Fees	20,000	20,000	20,000	20,000	20,000	0	0%
20-50-5619 Bond Trustee	3,048	3,048	3,048	3,048	3,048	0	0%
Total Contract Services	23,048	23,048	23,048	23,048	23,048	0	0%
Annual Debt Service							
20-50-5800 Principal	245,000	250,000	260,000	250,000	250,000	0	0%
20-50-5801 Interest	106,485	90,830	90,156	90,830	90,830	0	0%
20-50-5045 Miscellaneous	0	0	0	0	0	0	0%
Total Annual Debt Service	351,485	340,830	350,156	340,830	340,830	0	0%
Total Rush Park AD Expenditures	374,533	363,878	373,204	363,878	363,878	0	0%
Revenues Less Expenditures	9,620	19,522	1,747	19,522	21,431		
Transfers Out	0	0	0	0	0	0	
(1) Transfer Out - (To Fund 50 as directed by auditor)	9,620	19,522	1,747	19,522	21,431	0	
Fund Balance, End of Year	0	0	0	0	0	0	0

**2016-2017 ESTIMATES TO CLOSE
CAPITAL IMPROVEMENT PROGRAM - FUND 40
REVENUES / EXPENDITURES BY ACCOUNT NUMBER**

ACCOUNT NO.	TITLE	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	APRIL 2017 ACTUAL	2016-2017 ESTIMATES TO CLOSE	2016-2017 ESTIMATES TO CLOSE	2016-2017 ETC VS. AMENDED BUDGET	% INCREASE (DECREASE)
Assigned Fund Balance, Beginning		129,602	105,109	105,109	105,109	105,109	0	
Revenues								
	Golden State Water Reimbursement	18,092	0	0	0	0	0	0.0%
	40-00-3600 Transfer In Fund 10	50,000	0	0	0	0	0	0.0%
	40-00-3600 Transfer In Fund 20	0	0	0	0	0	0	0.0%
	40-00-3600 Transfer In Fund 30	0	0	0	0	0	0	0.0%
Total Capital Improvement Program Revenues		197,694	105,109	105,109	105,109	105,109	0	
Expenditures								
	Dept.							
	Rossmoor Park	10,778	18,000	8,723	10,688	25,060	14,372	134.5%
	Montecito Center	0	0	0	0	0	0	0.0%
	Rush Park	44,816	23,000	28,606	28,606	28,606	0	0.0%
	General	36,991	5,000	7,837	9,451	18,993	9,542	101.0%
Total Expenditures		92,585	46,000	45,166	48,745	72,659	23,914	49.1%
Revenues Less Expenditures		105,109	59,109	59,943	56,364	32,450		
Fund Balance, End of Year		105,109	59,109	59,943	56,364	32,450		

Unanticipated Projects or price increases that raised the Budget's amount (estimated):

Lights and poles at Rossmoor Park were replaced/Board Approved (\$14,373); ADA requirements for Rush Playground Landscape Shade; Down payment required for District Vehicle/Board Approved; Montecito street lights upgraded to LED/Board Approved (\$9,507).

CAPITAL IMPROVEMENT PROGRAM BUDGET
2016-2017 ESTIMATES TO CLOSE

PROJECT TITLE	2016-2017 APPROVED BUDGET	2016-2017 ETC's	2017-2018 INFORMATION ONLY	2018-2019 INFORMATION ONLY	2019-2020 INFORMATION ONLY
REVENUES					
Beginning Fund Balance	\$156,819	\$105,109	\$32,450	(\$20,050)	(\$54,050)
Transfer from Fund 10		\$0			
Golden State Water Reimbursement for Water Conservation		0			
TOTAL REVENUES	\$156,819	\$105,109	\$32,450	(\$20,050)	(\$54,050)
EXPENSES					
ROSSMOOR PARK					
Lighting Repaired and Replaced (\$16,338 - Insurance Payment \$1,965= \$14,373)		\$14,373			
Community Room Cabinets	\$10,000	\$1,236			
Rossmoor Park Playground (Estimate)					
Basketball and Tennis Courts Resurfacing (Estimate)				\$20,000	
3 Drinking Fountains	\$8,000	\$9,451			
ROSSMOOR PARK SUBTOTAL	\$18,000	\$25,060	\$0	\$20,000	\$0
MONTECITO					
Outdoor Security Lighting (Estimate)					
Upgrade Counter Tops and Drop Ceiling (Estimate)				\$2,500	
Carpeting (Estimate)				\$5,000	
MONTECITO SUBTOTAL	\$0	\$0	\$0	\$7,500	\$0
RUSH PARK					
Parking Lot Repair	\$0		\$33,000		
Rush Park Playground Landscape Shade	\$23,000	\$28,606			
Auditorium & Room Carpeting (Estimate)					\$10,000
Electrical Lighting For Winter Festival (Estimate)			\$5,000		
Roll Coat Maintenance Pour-in-Place (Estimate \$8000 both parks)			\$8,000		
RUSH PARK SUBTOTAL	\$23,000	\$28,606	\$46,000	\$0	\$10,000
ROSSMOOR WALL					
ROSSMOOR WALL SUBTOTAL	\$0		\$0	\$0	\$0
GENERAL					
Work Truck (Finance for 4 years)	\$5,000	\$9,486	\$6,500	\$6,500	\$6,500
Montecito Street Lighting Improvements		\$9,507			
GENERAL SUBTOTAL	\$5,000	\$18,993	\$6,500	\$6,500	\$6,500
TOTAL EXPENSES	\$46,000	\$72,659	\$52,500	\$34,000	\$16,500
ENDING FUND BALANCE	\$110,819	\$32,450	(\$20,050)	(\$54,050)	(\$70,550)

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-2

Date: May 31, 2017
To: Budget Committee
From: RCSD, General Manager
Subject: FY 2017-2018 PRELIMINARY BUDGET

RECOMMENDATION:

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

BACKGROUND:

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

The CIP Committee will meet tomorrow, June 1, to discuss adjustments to the 2017-2018 Fund 40 Preliminary Budget and Project List. It will be requested that the CIP Committee recommend transferring \$50,000 from the Reserve Fund to Fund 40 to cover next year's CIP projects. This will influence projected total revenues, expenses, carryover amounts and possible interfund transfers for next fiscal year. While some projects have been carried out this year, adjustments to Fund 10 and/or Fund 40 can be made during the Board's deliberation of the FY 2017-2018 Preliminary Budget during June, July or even August, if necessary.

This year, our ETC's for Fund 10 are projected to close at approximately \$1,421,885 in revenue over \$1,383,651 in expenses with \$38,234 being added to the Reserve Fund, which will increase it to \$795,031. These amounts are primarily based on our receipt of the May property tax apportionment which is a substantial portion, but not a final amount of the District's annual revenue. While our estimate of revenue over expenses is very modest, our year-end fund balance ratio to budget is quite substantial.

These actions, plus prudent fiscal management should maintain the District's financial position regarding revenue and expenses in good stead. This should enable the District to continue its normal expenditure patterns consistent with the service delivery levels that the community has come to expect. However, as the Preliminary Budget shows,

expenses are raising. SDRMA will raise the liability insurance 10% for FY 2017-2018, water is expected to increase 10%, and in FY 2016-2017 our Worker's Comp insurance rose approximately 80%. Also, a new account in the Department 10, Administrative Services has been formed to keep track computer/server/email costs, and a new account in Department 80, Parkway Trees, has been added to cover Tree Health Care for our aging trees.

At another level, our Current Secured Tax and lighting assessment district revenue has continued to increase each of the last five years. From 2015-2016 to 2016-2017 they increased 5.66%. These two categories of taxes are the only ones that have been increased in the FY2017-2018 Budget. The increase is shown as a conservative 4.0%.

In summary, the starting point for Fund 10 is a fiscally conservative budget increase, with only modest projected increases in revenue and expenses. Expenses will only be increased by whatever recommendations are made by the Committee to the Board and by any recommendations to the proposed Salary Plan to be discussed in Agenda Item C-3, further on in this Agenda.

In spite of our economic environment, our reserve ratio to budget remains healthy and the District is in a better fiscal condition than a number of other local governments in our area. Staff will continue to monitor closely, any developments which might adversely affect the District.

ATTACHMENTS:

1. FY 2016-2017 Estimates to Close
2. FY 2017-2019 Preliminary Budget
 - a. Three-year Fund 40 CIP Budget and Project List
4. C-1 CIP/Public Works Committee Agenda
5. Policy No. 3020 Budget Preparation, Adoption and Revision.

FY 2017-2018 Preliminary Budget

TOTAL FUND SUMMARY

	Fund 10	Fund 20	Fund 40
Fund Balance, Beginning FY 2017-2018	795,031	0	32,450
General Fund Revenues			
Transfer In from other funds			
Property Taxes	908,835	383,400	
Street Light Assessments	314,600		
Interest on Investments	3,000		
From Other Govt. Agencies	60,400		
Permit and Rental Fees	157,550		
Miscellaneous Revenues	22,000		0
Total General Fund Revenues	1,466,385	383,400	0
			0
Total General Fund Expenditures	1,410,585	357,138	19,500
Revenues Less Expenditures	55,800	26,262	12,950
Transfer Out - (To Fund 50 as directed by auditor)		(26,262)	
Fund Balance, End FY	850,831	0	12,950

2017-2018 Preliminary Budget:

Revenues: 4% increase in current secured taxes and 4% increase in assessments.

Expenditures: 10% increase in liability insurance costs, 10% increase in water costs, 3% increase in hourly salaries.

**2017-2018 PRELIMINARY BUDGET
GENERAL FUND SUMMARY - FUND 10**

	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Fund Balance End	690,844	769,312	756,797	756,797	795,031
Transfer from Reserve to Fund 40	0	0	0	0	0
Transfer from Reserve to Fund 10	0	0	0	0	0
Fund Balance FY 2014-2015	690,844	769,312	756,797	756,797	795,031
<u>General Fund Revenues</u>					
Property Taxes	836,578	842,361	848,000	876,435	908,835
Street Light Assessments	292,276	298,934	298,934	302,500	314,600
Interest on Investments	3,144	2,100	3,000	3,000	3,000
From Other Govt. Agencies	59,906	60,400	60,400	60,400	60,400
Permit and Rental Fees	161,840	173,500	167,700	157,550	157,550
Miscellaneous Revenues	27,419	24,500	23,000	22,000	22,000
Total General Fund Revenues	1,381,162	1,401,795	1,401,034	1,421,885	1,466,385
<u>General Fund Expenditures</u>					
Transfer Out to Fund 40	50,000	0	0	0	0
Administrative Services	409,772	410,860	428,750	424,923	428,275
Recreation	132,750	135,065	129,852	130,437	137,881
Rossmoor Park	172,353	185,850	200,456	203,446	202,839
Montecito Center	74,793	78,421	84,998	85,670	89,090
Rush Park	197,997	203,537	218,687	232,847	230,390
Street Lighting	106,819	107,580	107,715	107,715	107,715
Rossmoor Signature Wall	2,000	2,100	2,100	2,100	2,300
Street Sweeping	55,145	55,580	55,650	55,650	55,650
Parkway Trees	101,138	115,977	137,677	126,225	141,183
Mini-Parks and Medians	12,441	12,968	14,008	14,638	15,262
Total General Fund Expenditures	1,315,209	1,307,938	1,379,893	1,383,651	1,410,585
Revenues Less Expenditures	65,953	93,857	21,141	38,234	55,800
	756,797	863,169	777,938	795,031	850,831

2017-2018 PRELIMINARY BUDGET
GENERAL FUND REVENUES BY ACCOUNT NUMBER - FUND 10

		2015-2016 ACTUALS	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
General Fund Revenues						
Property Taxes						
10-00-3000	Current Secured	766,602	775,200	780,000	810,000	842,400
10-00-3001	Current Unsecured	26,247	22,000	26,500	26,000	26,000
10-00-3002	Prior Secured	7,256	7,500	7,500	7,100	7,100
10-00-3003	Prior Unsecured	536	4,500	1,000	535	535
10-00-3004	Delinquent Property Taxes	789	1,329	1,000	800	800
10-00-3010	Current Supplemental Assmnt.	20,563	20,000	18,000	18,000	18,000
10-00-3020	Public Utility	14,586	11,832	14,000	14,000	14,000
Total Property Taxes		836,578	842,361	848,000	876,435	908,835
Street Light Assessments						
10-00-3105	Assessments	292,276	298,934	298,934	302,500	314,600
Interest on Investments						
10-00-3200	Interest	3,144	2,100	3,000	3,000	3,000
From Other Governmental Agencies						
10-00-3301	State-Homeowners Prop. Tax Relief	5,392	5,400	5,400	5,400	5,400
10-00-3305	County-Street Sweep Reimburse.	54,514	55,000	55,000	55,000	55,000
Total From Other Governmental Agencies		59,906	60,400	60,400	60,400	60,400
Permit and Rental Fees						
10-00-3404	Tennis Reservations	12,729	14,500	13,500	11,500	11,500
10-00-3405	Wall Rental	480	600	500	350	350
10-00-3406	Volleyball & Ball Field Reservations	24,658	29,000	24,000	23,000	23,000
10-00-3410	Rossmoor Building Rental	17,371	18,200	17,500	16,500	16,500
10-00-3412	Montecito Building Rental	24,630	25,200	25,200	25,200	25,200
10-00-3414	Rush Building Rental	81,972	86,000	87,000	81,000	81,000
Total Fees		161,840	173,500	167,700	157,550	157,550
Miscellaneous Revenues						
10-00-3500	Miscellaneous	2,655	4,500	3,000	2,000	2,000
10-00-3502	Admin Fees	20,000	20,000	20,000	20,000	20,000
10-00-3600	Transfer IN	4,764	0	0	0	0
Total Miscellaneous Revenues		27,419	24,500	23,000	22,000	22,000
Total General Fund Revenues		1,381,162	1,401,795	1,401,034	1,421,885	1,466,385

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 10 Administrative Services

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 10 Administrative Services						
Salaries and Benefits						
10-10-4000	Board of Directors' Compensation	10,300	10,000	10,000	8,000	10,000
10-10-4001	Full Time	187,797	193,800	193,800	196,800	200,175
10-10-4003	Overtime	5,014	5,100	5,100	5,100	5,300
10-10-4007	Vehicle Allowance	480	500	500	400	450
10-10-4010	Workers' Comp. Insurance	2,682	2,300	4,334	5,500	5,500
10-10-4011	Medical Insurance	36,112	39,000	39,000	42,222	44,000
10-10-4015	Federal Payroll Taxes	15,851	18,400	18,400	16,500	17,200
10-10-4018	State Payroll Taxes	779	780	780	780	780
Total Salaries and Benefits		259,016	269,880	271,914	275,302	283,405
Operations and Maintenance						
10-10-5002	Insurance - Liability	12,392	12,500	13,000	13,000	14,300
10-10-5004	Membership & Dues	5,855	6,400	6,400	6,400	6,400
10-10-5006	Travel & Meetings	503	1,000	1,000	1,000	1,000
10-10-5007	Board Meetings Televised Exp	18,203	17,000	17,000	20,200	21,000
10-10-5010	Publications & Legal Notices	6,107	7,200	7,200	7,020	7,200
10-10-5012	Printing	1,170	700	700	700	1,000
10-10-5014	Postage	1,835	2,000	2,000	1,500	1,800
10-10-5016	Office & Meeting Supplies	7,367	7,200	7,200	7,200	7,200
10-10-5020	Telephone	1,717	1,500	1,700	1,950	1,950
* 10-10-5026	Computer/E-mail/Server Costs	0	0	0	0	3,700
10-10-5045	Miscellaneous Expenditures	6,597	5,500	5,500	5,500	6,500
10-10-5046	Bank Service Charges	1,775	2,000	2,000	1,500	2,100
10-10-5050	Elections	0	6,000	6,000	7,251	0
Total Operations and Maintenance		63,520	69,000	69,700	73,221	74,150
Contract Services						
10-10-5610	Legal Services	22,735	28,000	28,000	22,000	22,000
10-10-5615	Financial Audit-Consulting	10,100	10,100	10,700	10,400	10,720
10-10-5620	Miscellaneous Studies	2,000	0	6,000	6,000	0
10-10-5670	Other Professional Services	49,970	29,880	38,436	34,000	34,000
Total Contract Services		84,805	67,980	83,136	72,400	66,720
Capital Expenditures						
10-10-6010	Equipment	2,432	4,000	4,000	4,000	4,000
Total Administrative Services		409,772	410,860	428,750	424,923	428,275

* New Account

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 20 Recreation

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 20 Recreation					
Salaries and Benefits					
10-20-4001 Full Time	47,400	48,960	48,960	48,960	50,500
10-20-4002 Part Time	21,254	22,950	15,000	15,000	18,600
10-20-4003 Overtime	4,593	5,100	5,100	5,100	5,253
10-20-4005 Event Attendant	1,193	1,058	1,058	1,058	1,500
10-20-4007 Vehicle Allowance	312	350	350	100	100
10-20-4010 Workers' Comp. Insurance	1,122	1,080	1,750	2,350	2,350
10-20-4011 Medical Insurance	9,181	10,000	10,000	10,735	11,270
10-20-4015 Federal Payroll Tax	5,701	5,814	5,814	5,814	5,988
10-20-4018 State Payroll Taxes	571	600	600	600	600
Total Salaries and Benefits	91,327	95,912	88,632	89,717	96,161
Operations and Maintenance					
10-20-5006 Travel & Meetings	335	400	400	400	400
10-20-5010 Publications & Legal Notices	417	200	420	420	420
10-20-5012 Printing	137	100	100	100	100
10-20-5014 Postage	99	150	150	150	150
10-20-5016 Office & Meeting Supplies	1,027	1,000	1,000	1,000	1,000
10-20-5017 Community Events	27,844	25,253	27,000	27,000	28,000
10-20-5019 Fireworks	6,200	6,200	6,200	6,200	6,200
10-20-5020 Telephone	1,927	1,800	1,900	1,900	1,900
10-20-5045 Miscellaneous Expenditures	150	500	500	500	500
10-20-5051 Equipment Rental	0	250	250	250	250
Total Operations and Maintenance	38,135	35,853	37,920	37,920	38,920
Contract Services					
10-20-5670 Other Professional Services	3,288	2,300	2,300	1,800	1,800
Total Contract Services	3,288	2,300	2,300	1,800	1,800
Capital Expenditures					
10-20-6010 Equipment	0	1,000	1,000	1,000	1,000
Total Capital Expenditures	0	1,000	1,000	1,000	1,000
Total Recreation	132,750	135,065	129,852	130,437	137,881

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 30 Rossmoor Park

ACCOUNT NO.		2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 30 Rossmoor Park						
<u>Salaries and Benefits</u>						
10-30-4001	Full Time	35,635	39,535	39,535	36,000	39,100
10-30-4002	Part Time	12,012	12,240	15,000	19,000	19,000
10-30-4003	Overtime	2,877	2,805	2,805	2,805	2,889
10-30-4010	Workers' Comp. Insurance	2,885	2,400	4,300	5,800	5,800
10-30-4011	Medical Insurance	11,341	13,000	13,000	13,300	13,700
10-30-4015	Federal Payroll Taxes	3,873	3,800	3,800	4,300	4,300
10-30-4018	State Payroll Taxes	265	310	310	310	310
Total Salaries and Benefits		68,888	74,090	78,750	81,515	85,099
<u>Operations and Maintenance</u>						
10-30-5010	Publications & Legal Notices	382	300	600	600	600
10-30-5012	Printing	34	50	50	50	50
10-30-5014	Postage	33	50	50	50	50
10-30-5016	Office & Meeting Supplies	609	900	900	900	900
10-30-5018	Janitorial Supplies	4,775	4,500	4,500	4,500	4,800
10-30-5020	Telephone	2,290	1,650	2,300	2,300	2,300
10-30-5022	Utilities	13,018	12,000	12,000	12,000	12,000
10-30-5023	Water (Prev inc. in Utilities 5022)	16,009	25,000	25,000	25,000	27,500
10-30-5025	Sewer Tax	892	910	906	906	915
10-30-5030	Vehicle Maintenance	638	1,000	1,000	1,000	1,000
10-30-5032	Buildings & Grounds-Maintenance	27,138	24,000	33,000	33,000	26,000
10-30-5034	Alarm Systems/Security	794	750	750	975	975
10-30-5045	Miscellaneous/Expenditures	242	500	500	500	500
10-30-5051	Equipment Rental	0	250	250	250	250
10-30-5052	Minor Facility Repairs/Tools	0	500	500	500	500
Total Operations and Maintenance		66,854	72,360	82,306	82,531	78,340
<u>Contact Services</u>						
10-30-5655	Landscape Maintenance	32,497	36,000	36,000	36,000	36,000
10-30-5656	Tree Trimming	967	1,100	1,100	1,100	1,100
10-30-5670	Other Professional Services	3,146	2,300	2,300	2,300	2,300
Total Contract Services		36,610	39,400	39,400	39,400	39,400
<u>Capital Expenditures</u>						
10-30-6010	Equipment	0	0	0	0	0
Total Capital Expenditures		0	0	0	0	0
Total Rossmoor Park		172,353	185,850	200,456	203,446	202,839

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 40 Montecito Center

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 40 Montecito Center					
<u>Salaries and Benefits</u>					
10-40-4001 Full Time	29,340	31,620	31,620	30,000	32,520
10-40-4002 Part Time	5,537	6,120	6,500	7,800	8,500
10-40-4003 Overtime	2,095	2,040	2,040	2,040	2,150
10-40-4010 Workers' Comp. Insurance	2,305	2,000	4,000	4,500	4,500
10-40-4011 Medical Insurance	9,177	9,900	9,900	10,728	11,200
10-40-4015 Federal Payroll Taxes	2,832	2,856	2,856	3,000	3,090
10-40-4018 State Payroll Taxes	136	140	140	160	160
Total Salaries and Benefits	51,422	54,676	57,056	58,228	62,120
<u>Operations and Maintenance</u>					
10-40-5010 Publications & Legal Notices	382	582	582	582	600
10-40-5012 Printing	34	50	50	50	50
10-40-5014 Postage	33	50	50	50	50
10-40-5016 Office & Meeting Supplies	609	900	900	800	800
10-40-5018 Janitorial Supplies	4,137	3,500	4,000	4,000	4,000
10-40-5020 Telephone	1,957	1,650	2,000	2,000	2,000
10-40-5022 Utilities	1,594	2,000	2,000	1,700	1,700
10-30-5023 Water (Prev inc. in Utilities 5022)	1,293	1,600	1,600	2,000	2,200
10-40-5025 Sewer Tax	749	763	760	760	770
10-40-5030 Vehicle Maintenance	627	1,000	1,000	1,000	1,000
10-40-5032 Buildings & Grounds-Maintenance.	3,827	3,700	5,700	5,700	5,000
10-40-5034 Alarm Systems/Security	405	400	400	400	400
10-40-5045 Miscellaneous/Expenditures	0	50	50	50	50
10-40-5051 Equipment Rental	0	250	250	250	250
10-40-5052 Minor Facility Repairs/Tools	0	500	500	500	500
Total Operations and Maintenance	15,647	16,995	19,842	19,842	19,370
10-40-5655 Landscape Maintenance	3,611	3,600	3,600	3,600	3,600
10-40-5656 Tree Trimming	967	1,100	1,100	1,100	1,100
10-40-5670 Other Professional Services	3,146	2,000	2,000	1,500	1,500
Total Contract Services	7,724	6,700	6,700	6,200	6,200
<u>Capital Expenditures</u>					
10-40-6010 Equipment	0	50	1,400	1,400	1,400
Total Capital Expenditures	0	50	1,400	1,400	1,400
Total Montecito Center	74,793	78,421	84,998	85,670	89,090

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 50 Rush Park

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 50 Rush Park					
Salaries and Benefits					
10-50-4001 Full Time	35,635	37,740	37,740	37,740	37,740
10-50-4002 Part Time	12,179	12,750	15,000	17,000	17,000
10-50-4003 Overtime	2,973	2,907	2,907	2,907	3,000
10-50-4005 Event Attendant	5,482	5,800	5,800	5,800	5,800
10-50-4010 Workers' Comp. Insurance	2,685	2,400	4,300	5,500	5,500
10-50-4011 Medical Insurance	11,341	13,000	13,000	13,260	13,700
10-50-4015 Federal Payroll Taxes	4,315	4,370	4,370	4,370	4,370
10-50-4018 State Payroll Taxes	405	400	400	400	400
Total Salaries and Benefits	75,014	79,367	83,517	86,977	87,510
Operations and Maintenance					
10-50-5010 Publications & Legal Notices	382	500	500	500	500
10-50-5012 Printing	48	250	250	250	250
10-50-5014 Postage	33	100	100	100	100
10-50-5016 Office & Meeting Supplies	609	900	900	900	900
10-50-5018 Janitorial Supplies	4,789	4,500	4,500	4,500	4,500
10-50-5020 Telephone	2,298	2,000	2,000	2,000	2,000
10-50-5022 Utilities	27,934	26,000	26,000	26,000	26,000
10-50-5023 Water (Prev inc. in Utilities 5022)	19,343	20,000	30,000	34,000	37,400
10-50-5025 Sewer Tax	3,412	3,520	3,520	3,520	3,630
10-50-5030 Vehicle Maintenance	627	1,000	1,000	1,000	1,000
10-50-5032 Buildings & Grounds-Maintenance	25,969	24,000	25,000	32,500	26,000
10-50-5034 Alarm Systems/Security	787	750	750	750	750
10-50-5045 Miscellaneous/Expenditures	142	250	250	250	250
10-50-5051 Equipment Rental	0	250	250	250	250
10-50-5052 Minor Facility Repairs/Tools	0	500	500	500	500
Total Operations and Maintenance	86,373	84,520	95,520	107,020	104,030
10-50-5655 Landscape Maintenance	32,497	36,000	36,000	36,000	36,000
10-50-5656 Tree Trimming	967	1,100	1,100	1,100	1,100
10-50-5670 Other Professional Services	3,146	2,300	2,300	1,500	1,500
Total Contract Services	36,610	39,400	39,400	38,600	38,600
Capital Expenditures					
10-50-6010 Equipment	0	250	250	250	250
Total Capital Expenditures	0	250	250	250	250
Total Rush Park	197,997	203,537	218,687	232,847	230,390

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 60 Street Lighting, 65 Signature Wall, and 70 Street Sweeping

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 60 Street Lighting					
Operations and Maintenance					
10-60-5020 Telephone	699	580	715	715	715
Contract Services					
10-60-5650 Lighting & Maintenance	106,120	107,000	107,000	107,000	107,000
Total Street Lighting	106,819	107,580	107,715	107,715	107,715
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	632	580	650	650	650
Total Operations and Maintenance	632	580	650	650	650
Contract Services					
10-70-5642 Street Sweeping	54,514	55,000	55,000	55,000	55,000
Total Street Sweeping	55,145	55,580	55,650	55,650	55,650

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 80 Parkway Trees

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 80 Parkway Trees					
Salaries and Benefits					
10-80-4002 Salaries Part Time	19,801	20,400	20,400	20,400	21,012
10-80-4003 Salaries Overtime	131	500	500	100	100
10-80-4007 Vehicle Allowance	437	500	900	900	1,000
10-80-4015 Federal Payroll Tax -FICA	1,525	1,377	1,377	1,525	1,571
10-80-4018 State Payroll Taxes	157	275	275	275	275
Total Salaries and Benefits	22,052	23,052	23,452	23,200	23,958
Operations and Maintenance					
10-80-5012 Printing	1	25	25	25	25
10-80-5014 Postage	15	300	300	100	300
10-80-5016 Office & Meeting Supplies	147	200	200	200	200
10-80-5020 Telephone	1,315	1,000	1,300	1,300	1,300
10-80-5030 Vehicle Maintenance	0	50	50	50	50
10-80-5051 Equipment Rental	0	50	50	50	50
Total Operations and Maintenance	1,478	1,625	1,925	1,725	1,925
Contract Services					
10-80-5656 Tree Trimming	65,660	65,000	73,000	73,000	73,000
* 10-80-5657 Tree Health Care	0	0	0	0	5,000
10-80-5660 Tree Removals	2,837	3,500	3,500	3,000	3,000
10-80-5670 Other Professional Services	6,344	4,300	4,300	4,300	4,300
Total Contract Services	74,841	72,800	80,800	80,300	85,300
Capital Expenditures					
10-80-6015 Trees	19,952	18,500	31,500	21,000	30,000
Total Parkway Trees	101,138	115,977	137,677	126,225	141,183

* New Account

2017-2018 PRELIMINARY BUDGET
GENERAL FUND EXPENDITURES BY ACCOUNT NUMBER - FUND 10
Department 90 Mini-Parks & Medians

ACCOUNT NO.	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Department 90 Mini-Parks & Medians					
Salaries and Benefits					
10-90-4001 Full Time	670	665	665	665	685
10-90-4003 Overtime	69	62	62	62	64
10-90-4010 Workers' Comp. Insurance	130	120	120	300	300
10-90-4015 Federal Payroll Taxes	57	56	56	56	58
10-90-4018 State Payroll Taxes	2	15	15	15	15
Total Salaries and Benefits	927	918	918	1,098	1,122
Operations and Maintenance					
10-90-5020 Telephone	640	500	640	640	640
10-90-5022 Utilities	1,107	800	800	1,150	1,150
10-30-5023 Water (Prev inc. in Utilities 5022)	5,430	5,000	5,900	6,000	6,600
10-90-5030 Vehicle Maintenance	0	100	100	100	100
10-90-5032 Building & Grounds Maintenance.	356	1,000	1,000	1,000	1,000
10-90-5045 Miscellaneous/Expenditures	0	100	100	100	100
10-90-5051 Equipment Rental	0	100	100	100	100
10-90-5052 Minor Facility Repairs/Tools	0	200	200	200	200
Total Operations and Maintenance	7,533	7,800	8,840	9,290	9,890
Contract Services					
10-90-5655 Landscape Maintenance	3,611	3,600	3,600	3,600	3,600
10-90-5656 Tree Trimming	322	500	500	500	500
10-90-5670 Other Professional Services	47	50	50	50	50
Total Contract Services	3,980	4,150	4,150	4,150	4,150
Capital Expenditures					
10-90-6010 Equipment	0	100	100	100	100
Total Capital Expenditures	0	100	100	100	100
Total Mini-Parks PRE	12,441	12,968	14,008	14,638	15,262
TOTAL GENERAL FUND EXPENDITURES	1,315,209	1,307,938	1,379,893	1,383,651	1,410,585

2017-2018 PRELIMINARY BUDGET
RUSH PARK ASSESSMENT DISTRICT - FUND 20
REVENUES / EXPENDITURES BY ACCOUNT NUMBER

ACCOUNT NO.	TITLE	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
Assigned Fund Balance, Beginning		0	0	0	0	0
<u>Rush Park AD Revenues</u>						
Assessments						
20-00-3100	Current Year Secured	381,588	380,000	380,000	380,000	380,000
20-00-3101	Prior Year Secured	2,565	3,400	3,400	3,400	3,400
20-00-3200	Interest on investments	0	0	0	1,909	-
20-00-3500	Other Misc. Rev.	0	0	0	0	0
Total Rush Park AD Revenues		384,153	383,400	383,400	385,309	383,400
<u>Rush Park AD Expenditures</u>						
20-50-5617	Aministrative 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	245,000	250,000	250,000	250,000	260,000
20-50-5801	Interest	106,485	90,830	90,830	90,830	74,090
20-50-5045	Miscellaneous	0	0	0	0	0
Total Annual Debt Service		351,485	340,830	340,830	340,830	334,090
Total Rush Park AD Expenditures		374,533	363,878	363,878	363,878	357,138
Revenues Less Expenditures		9,620	19,522	19,522	21,431	26,262
<u>Transfers Out</u>		0	0	0	0	0
(1) Transfer Out - (To Fund 50 as directed by auditor)		9,620	19,522	19,522	21,431	26,262
Fund Balance, End of Year		0	0	0	0	0

2017-2018 PRELIMINARY BUDGET
CAPITAL IMPROVEMENT PROGRAM - FUND 40
REVENUES / EXPENDITURES BY ACCOUNT NUMBER

ACCOUNT NO.	TITLE	2015-2016 ACTUAL	2016-2017 APPROVED BUDGET	2016-2017 AMENDED BUDGET	2016-2017 ESTIMATES TO CLOSE	2017-2018 PRELIMINARY BUDGET
<u>Assigned Fund Balance, Beginning</u>		129,602	105,109	105,109	105,109	32,450
<u>Revenues</u>						
	Golden State Water Reimbursement	18,092	0	0	0	0
	40-00-3600 Transfer In Fund 10	50,000	0	0	0	0
	40-00-3600 Transfer In Fund 20	0	0	0	0	0
	40-00-3600 Transfer In Fund 30	0	0	0	0	0
Total Capital Improvement Program Revenues		197,694	105,109	105,109	105,109	32,450
<u>Expenditures</u>						
	Dept.					
	Rossmoor Park	10,778	18,000	10,688	25,060	0
	Montecito Center	0	0	0	0	0
	Rush Park	44,816	23,000	28,606	28,606	13,000
	General	36,991	5,000	9,451	18,993	6,500
Total Expenditures		92,585	46,000	48,745	72,659	19,500
<u>Revenues Less Expenditures</u>		105,109	59,109	56,364	32,450	12,950
<u>Fund Balance, End of Year</u>		105,109	59,109	56,364	32,450	12,950

**CAPITAL IMPROVEMENT PROGRAM
2017-2018 PRELIMINARY BUDGET**

PROJECT TITLE	ACTUAL 2015-2016	2016-2017 APPROVED BUDGET	2017-2018 PRELIMINARY BUDGET	2016-2017 ETC	2017-2018 PRELIMINARY BUDGET	2018-2019 INFORMATION ONLY	2019-2020 INFORMATION ONLY	2020-2021 INFORMATION ONLY
REVENUES								
Beginning Fund Balance	\$129,602	\$105,109	\$105,109	\$105,109	\$32,450	\$12,950	(\$21,050)	(\$37,550)
Transfer from Fund 10	\$50,000		\$0					
Golden State Water Reimbursement for Water Conservation	18,092		0					
TOTAL REVENUES	\$197,694	\$105,109	\$105,109	\$105,109	\$32,450	\$12,950	(\$21,050)	(\$37,550)
EXPENSES								
ROSSMOOR PARK								
Lighting Repaired and Replaced (\$16,338 - Insurance Payment \$1,965= \$14,373)				\$14,372				
Community Room Cabinets	\$10,778	\$10,000	\$1,236	\$1,236				
Rossmoor Park Playground (Estimate)								\$100,000
Basketball and Tennis Courts Resurfacing (Estimate)						\$20,000		
3 Drinking Fountains		\$8,000	\$9,452	\$9,452				
ROSSMOOR PARK SUBTOTAL	\$10,778	\$18,000	\$10,688	\$25,060	\$0	\$20,000	\$0	\$100,000
MONTECITO								
Outdoor Security Lighting (Estimate)								\$5,000
Upgrade Counter Tops and Drop Ceiling (Estimate)						\$2,500		
Carpeting (Estimate)						\$5,000		
MONTECITO SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$5,000
RUSH PARK								
Parking Lot Repair \$33000	\$0	\$0						
Rush Park Playground Landscape Shade	\$44,816	\$23,000	\$28,606	\$28,606				
Auditorium & Room Carpeting (Estimate)							\$10,000	
Electrical Lighting For Winter Festival (Estimate)					\$5,000			
Roll Coat Maintenance Pour-in-Place (Estimate \$8000 both parks)					\$8,000			
RUSH PARK SUBTOTAL	\$44,816	\$23,000	\$28,606	\$28,606	\$13,000	\$0	\$10,000	\$0
ROSSMOOR WALL								
ROSSMOOR WALL SUBTOTAL	\$0	\$0	\$0		\$0	\$0	\$0	\$0
GENERAL								
Work Truck (Finance for 4 years)		\$5,000	\$9,451	\$9,486	\$6,500	\$6,500	\$6,500	
Rossmoor Park Smart Meter	\$9,450							
Landscape Rush and Rossmoor for Water Conservation	\$18,091							
Rush Park Smart Meter	\$9,450							
Montecito Street Lighting Improvements				\$9,507				
GENERAL SUBTOTAL	\$36,991	\$5,000	\$9,451	\$18,993	\$6,500	\$6,500	\$6,500	\$0
TOTAL EXPENSES	\$92,585	\$46,000	\$48,745	\$72,659	\$19,500	\$34,000	\$16,500	\$105,000
ENDING FUND BALANCE	\$105,109	\$59,109	\$56,365	\$32,450	\$12,950	(\$21,050)	(\$37,550)	(\$142,550)

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 C-3

Date: May 31, 2017
To: Budget Committee
From: General Manager
Subject: PROPOSED FY 2017-2018 SALARY PLAN

RECOMMENDATION:

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

BACKGROUND:

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

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

Due to the current economy and public employee compensation environment, this year, I am recommending an adjustment to salary ranges (for hourly employees only) of a 3% increase to keep up with the Consumer Price Index. The total of this increase for all hourly employees adds just \$9,598 to the annual budget.

ATTACHMENTS:

1. Proposed FY 2017-2018 Salary Plan
2. US Department of Labor Consumer Price Index April 2017
3. Policy No. 2155 Salary Ranges

SALARY PLAN F/Y 2017-2018

Position	2016-2017 Current Salary		2017-2018 Midpoint (Includes 3% Increase CPI Over 2016-2017)	2017-2018 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	\$56,455.78	\$27.1422	\$58,149.45	\$58,149.45	\$0.81	\$27.96
Administrative Assistant	\$55,946.59	\$26.8974	\$57,624.99	\$57,624.99	\$0.81	\$27.70
General Clerk	\$42,219.84	\$20.2980	\$43,486.44	\$43,486.44	\$0.61	\$20.91
Park Superintendent	\$53,209.73	\$25.5816	\$54,806.02	\$54,806.02	\$0.77	\$26.35
Recreation Superintendent	\$44,553.60	\$21.4200	\$45,890.21	\$45,890.21	\$0.64	\$22.06
*Tree Consultant	\$19,476.29	\$18.7272	\$20,060.58	\$20,060.58	\$0.56	\$19.29
*Maintenance Assistant	\$15,158.83	\$14.5758	\$15,613.60	\$15,613.59	\$0.44	\$15.01
*Recreation Leader	\$15,158.83	\$14.5758	\$15,613.60	\$15,613.59	\$0.44	\$15.01
* Asst. Recreation Leader	\$10,035.55	\$12.7904	\$13,701.08	\$10,336.62	\$0.13	\$12.92
Event/Facility Attendant	n/a	\$15.00			n/a	\$15.00

* 1/2 Time 20 hrs per week/1040 hrs per year

LOS ANGELES-RIVERSIDE-ORANGE CO. CA

Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

SEMIANNUAL

YEAR													SEMIANNUAL		ANNUAL AVERAGE
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	1ST HALF	2ND HALF	
1998	161.0	161.1	161.4	161.8	162.3	162.2	162.1	162.6	162.6	163.2	163.4	163.5	161.6	162.9	162.3
1999	164.2	164.6	165.0	166.6	166.2	165.4	165.8	166.3	167.2	167.2	167.1	167.3	165.3	166.8	166.1
2000	167.9	169.3	170.7	170.6	171.1	171.0	171.7	172.2	173.3	173.8	173.5	173.5	170.1	173.0	171.6
2001	174.2	175.4	176.2	176.6	177.5	178.9	178.3	178.4	178.8	178.3	178.1	177.1	176.5	178.2	177.3
2002	178.9	180.1	181.1	182.2	182.6	181.9	182.2	183.0	183.4	183.7	184.0	183.7	181.1	183.3	182.2
2003	185.2	186.5	188.2	187.6	186.4	186.3	186.3	186.9	188.2	187.8	187.1	187.0	186.7	187.2	187.0
2004	188.5	190.1	191.5	191.9	193.3	193.7	193.4	193.1	194.5	196.3	196.9	195.2	191.5	194.9	193.2
2005	195.4	197.4	199.2	201.1	201.5	200.7	201.4	203.1	205.8	206.9	205.6	203.9	199.2	204.5	201.8
2006	206.0	207.5	208.5	210.5	212.4	211.1	211.4	211.9	212.9	211.4	211.1	210.6	209.3	211.6	210.4
2007	212.584	214.760	216.500	217.845	218.596	217.273	217.454	217.330	217.697	218.696	219.943	219.373	216.260	218.416	217.338
2008	220.918	221.431	223.606	224.625	226.651	229.033	229.886	228.484	227.449	226.159	222.229	219.620	224.377	225.638	225.008
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.010	224.507	225.226	225.264	224.317	223.643	221.943	224.495	223.219
2010	224.610	224.620	225.483	225.916	226.438	225.877	225.991	226.373	226.048	226.794	225.941	226.639	225.491	226.298	225.894
2011	228.652	229.729	232.241	233.319	233.367	232.328	231.303	231.833	233.022	233.049	232.731	231.567	231.606	232.251	231.928
2012	233.441	234.537	236.941	236.866	237.032	236.025	235.776	237.222	238.104	240.111	237.675	236.042	235.807	237.488	236.648
2013	238.015	239.753	239.995	239.043	239.346	239.223	238.920	239.219	239.611	239.940	238.677	238.742	239.229	239.185	239.207
2014	239.857	241.059	242.491	242.437	243.362	243.528	243.727	243.556	243.623	243.341	241.753	240.475	242.122	242.746	242.434
2015	239.724	241.297	243.738	243.569	246.093	245.459	247.066	246.328	245.431	245.812	245.711	245.357	243.313	245.951	244.632
2016	247.155	247.113	247.873	248.368	249.554 ^R	249.789 ^R	249.784 ^R	249.700 ^R	250.145	251.098	250.185	250.189	248.309 ^R	250.184	249.246
2017	252.373	253.815	254.525	254.971											

Table of over-the-year percent increases. An entry for Feb. 2006 indicates the percentage increase from Feb. 2005 to Feb. 2006.

1999	2.0	2.2	2.2	3.0	2.4	2.0	2.3	2.3	2.8	2.5	2.3	2.3	2.3	2.4	2.3
2000	2.3	2.9	3.5	2.4	2.9	3.4	3.6	3.5	3.6	3.9	3.8	3.7	2.9	3.7	3.3
2001	3.8	3.6	3.2	3.5	3.7	4.6	3.8	3.6	3.2	2.6	2.7	2.1	3.8	3.0	3.3
2002	2.7	2.7	2.8	3.2	2.9	1.7	2.2	2.6	2.6	3.0	3.3	3.7	2.6	2.9	2.8
2003	3.5	3.6	3.9	3.0	2.1	2.4	2.3	2.1	2.6	2.2	1.7	1.8	3.1	2.1	2.6
2004	1.8	1.9	1.8	2.3	3.7	4.0	3.8	3.3	3.3	4.5	5.2	4.4	2.6	4.1	3.3
2005	3.7	3.8	4.0	4.8	4.2	3.6	4.1	5.2	5.8	5.4	4.4	4.5	4.0	4.9	4.5
2006	5.4	5.1	4.7	4.7	5.4	5.2	5.0	4.3	3.4	2.2	2.7	3.3	5.1	3.5	4.3
2007	3.2	3.5	3.8	3.5	2.9	2.9	2.9	2.6	2.3	3.5	4.2	4.2	3.3	3.2	3.3
2008	3.9	3.1	3.3	3.1	3.7	5.4	5.7	5.1	4.5	3.4	1.0	0.1	3.8	3.3	3.5
2009	-0.1	0.0	-1.0	-1.3	-1.8	-2.2	-2.6	-1.7	-1.0	-0.4	0.9	1.8	-1.1	-0.5	-0.8
2010	1.8	1.4	1.9	1.9	1.8	0.9	0.9	0.8	0.4	0.7	0.7	1.3	1.6	0.8	1.2
2011	1.8	2.3	3.0	3.3	3.1	2.9	2.4	2.4	3.1	2.8	3.0	2.2	2.7	2.6	2.7
2012	2.1	2.1	2.0	1.5	1.6	1.6	1.9	2.3	2.2	3.0	2.1	1.9	1.8	2.3	2.0
2013	2.0	2.2	1.3	0.9	1.0	1.4	1.3	0.8	0.6	-0.1	0.4	1.1	1.5	0.7	1.1
2014	0.8	0.5	1.0	1.4	1.7	1.8	2.0	1.8	1.7	1.4	1.3	0.7	1.2	1.5	1.3
2015	-0.1	0.1	0.5	0.5	1.1	0.8	1.4	1.1	0.7	1.0	1.6	2.0	0.5	1.3	0.9
2016	3.1	2.4	1.7	2.0	1.4 ^R	1.8 ^R	1.1 ^R	1.4 ^R	1.9	2.2	1.8	2.0	2.1 ^R	1.7	1.9
2017	2.1	2.7	2.7	2.7											

R = Revised

Rossmoor Community Services District

Policy

No. 2155

ANNUAL SETTING OF COMPENSATION RANGES

- 2155.10** Salary: Salary shall be reviewed annually as a part of preparation and adoption of the Final Budget by the Board.
- 2155.11** Salary Ranges: Ranges of compensation shall be established for all regular employee classifications. Salary ranges shall be reviewed annually based upon a salary comparison of similar classifications for special districts or other comparable source of salary data as determined by the General Manager.
- 2155.12** Salary Mid-point: Salary ranges are established @ 80% and 120% of the mid-point or average of the ranges as determined from the salary comparison study.
- 2155.13** Salary Setting: Actual salary for an employee shall be based upon qualifications, previous salary history and be within the approved salary range. Beginning salary for a new employee will be below mid-point of the salary range except in extraordinary situations, as determined by the General Manager to be in the best interest of the District.
- 2155.20** District Employee Salary Plan: The Preliminary and Final Budget shall contain a salary plan which calls out the Position, Current Salary, Survey Average and Salary Range for each regular employee classification. Temporary or on-call classifications shall only require an hourly rate. The Salary Plan may contain recommended adjustments as deemed appropriate by the General Manager based on a salary survey or other market conditions.

Adopted: May 12, 2009

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-3

Date: June 13, 2017

To: Honorable Board of Directors

From: General Manager

Subject: DISCUSSION AND POSSIBLE ACTION RE: ROSSMOOR RESIDENT
REQUEST FOR EXTENDED HOURS FOR USE OF RUSH PARK
AUDITORIUM

RECOMMENDATION:

Approve resident's request for extended hours for use of the Rush Park Auditorium for a 70th Anniversary Celebration, of 150 participants, on Saturday, October 21, 2017 from 12:00 noon until 10 p.m.

BACKGROUND:

Policy No. 6010.10 governs the administration of the Facility Usage. Section 6010.10 "General Manager Authority" states:

"Use of a park or facility by any group or individual shall not exceed eight (8) hours including preparation time, on any one day. Unless otherwise approved by the Board, no outdoor events, including preparation time or clean up time, in Rush or Rossmoor Park shall be scheduled to begin before 8:00 a.m. or conclude after dusk on non-lighted parks and facilities or 10.00 p.m. on lighted parks and facilities."

Esther and Dave Zawolkow have submitted a request for use of the Rush Park Auditorium for a 70th Anniversary Celebration, of 150 participants, on Saturday, October 21, 2017 from 12:00 noon until 10 p.m. The request meets the District's requirements for placement of an Agenda Item.

Policy No. 6010 governs Requests for Use of District Parks and Facilities. District Staff has reviewed the application and does not anticipate any issues with the request. It is therefore, recommended that the request be approved.

ATTACHMENTS:

1. Facility Application dated May 4, 2017 from Esther and Dave Zawolkow.
2. Policy No. 6010 Use of District Parks and Facilities



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

APPLICATION FOR FACILITY USE PERMIT

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

<input checked="" type="checkbox"/> Rush Park Auditorium	<input type="checkbox"/> Rush Park Kitchen	<input type="checkbox"/> Rush Park East Room	<input type="checkbox"/> Rush Park West Room
<input type="checkbox"/> Rossmoor Park Community Room	<input type="checkbox"/> Rossmoor Park Kitchen	<input type="checkbox"/> Montecito Center	<input type="checkbox"/> Picnic Area (Reservations by Residents Only)
<input type="checkbox"/> Athletic Field (w/facility) <input type="checkbox"/> Special Use (Attach Special Use Application) <input type="checkbox"/> Other (Please Specify) _____			
ROSSMOOR RESIDENT: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		* Facility and Field Brochures and User Procedures can be viewed on our website	
Facility/Park Site: 1 st Choice <i>Rush Park Auditorium</i>		2 nd Choice _____	
Name (Individual /Organization): <i>Ester + Dave Zaworkow</i>		Email: <i>ester@secenter.org</i>	
If Organization: 501 (C) (3)		Private for Profit	
Responsible Person/Representative: <i>Ester + Dave Zaworkow</i>			
Address: _____		City: <i>Rossmoor</i>	Zip: <i>90720</i>
Telephone: Home: _____	Cell: _____	Work: _____	Fax: _____
Date(s) of Event: <i>10/21/17</i> Day(s): <i>Sat.</i> Time of Actual Event (Guest Arrival) <i>2:00 P.M.</i>			
Start Time: <i>12:00 P.M.</i>		End Time: <i>10:00 P.M.</i>	
(Applicant must include set-up/decorating time and clean-up time.)			
Name of Event: <i>Ester + Dave's 70th Anniversary</i>		Type of Event: <i>Family + Friends gathering</i>	
For birthday/graduation party, indicate age of celebrant: _____ (Attendants are assigned as required at the discretion of the District)			
Number of attendees: Adults _____ + Minors(17 and under) _____ = Total <i>150</i>			

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

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

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

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

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

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

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

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

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

Signature of Applicant: Eather J. Zawolnow Date: 5/4/17

Signature of District Official _____ Date: _____

General Manager Approval (if required) _____ Date: _____

ROSSMOOR COMMUNITY SERVICES DISTRICT

Policy

No. 6010

REQUESTS FOR USE OF DISTRICT PARKS AND FACILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-4

Date: June 13, 2017
To: Honorable Board of Directors
From: General Manager
Subject: DISCUSSION AND POSSIBLE ACTION RE: CITY OF LOS ALAMITOS
REQUEST FOR ADDITIONAL FUNDING FOR JFTB JULY 4TH FIREWORKS
CELEBRATION

RECOMMENDATION:

Authorize General Manager to contribute the original \$6,200 in funds, plus additional funds in the amount of \$2,500 to the 30th Annual 4th of July Fireworks Spectacular event at the JFTB.

BACKGROUND:

Since 2008, the District has contributed funding to this event, along with the cities of Los Alamitos, Cypress, Seal Beach, the JFTB and various private sponsors. The community of Rossmoor has viewed this event as beneficial in that it provides the public with an affordable, convenient venue to view fireworks on the 4th of July, and some may be able to view the display from their own backyards.

Last year, the Board approved the requested contribution of \$6,200. The current year request is for an additional \$2,500 to cover a shortfall in the events' budget. This shortfall is due to an inability to charge for parking, the loss of one \$2,500 sponsor, added expenses for additional light towers and added security due to the new location. The current FY 2017-2018 budget includes a line item for the amount of 6,200.

With the Board's approval of the current year contribution, the District will receive hosting-agency status which includes VIP passes for the Board, public recognition and speaking by the Board President and other publicity.

ATTACHMENTS:

1. Letter dated April 27, 2017 from the City of Los Alamitos Requesting Contribution of Funds Including Budget Data for the 2017 Event.



CITY OF
Los Alamitos
California

3191 Katella Avenue
Los Alamitos, CA 90720-5600
Telephone: (562) 431-3538
FAX: (562) 493-1255
www.cityoflosalamitos.org

April 27, 2017

James D. Ruth, General Manager
Rossmoor Community Services District
3001 Blume Dr.
Rossmoor, CA 90720

Dear Mr. Ruth:

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

As we prepare for the 30th Annual 4th of July Fireworks Spectacular, we continue to face new challenges in addition to traditional increases in costs associated with the fireworks display, rental equipment, and staffing. In late March, the city of Los Alamitos was notified by the Joint Forces Training Base (JFTB) Commander that use of the airfield may be terminated pending a waiver request from the United States Army Aeronautical Services Agency (USAASA), which they would request. Use of the JFTB would still be allowed north of the airfield for parking, displays, vendors and viewing of the fireworks. He agreed that the fireworks could remain on the airfield this year. Staff is hopeful for the waiver, however, is preparing a contingent plan in the event that the waiver is not processed and received in time and/or the access to the airfield is denied prior to July 4th. Additionally, we were notified that we are no longer allowed to charge for parking on the JFTB. Access must remain free of charge for all who enter the Base, therefore causing a loss of revenue of approximately \$10,000.

With the inability to charge for parking, the loss of one \$2,500 sponsor, added expenses for additional light towers and added security due to the new location, we are seeking the support of the Rossmoor Community Services District (RCSD). Since 2008 RCSD has contributed \$6,200 annually in support of the regional community event, even with increasing expenditures:

- 2010-\$44,706
- 2011-\$58,281
- 2012-\$54,889
- 2013-\$54,170
- 2014-\$55,175
- 2015-\$63,278
- 2016-\$72,801 (includes \$12,000 from Los Alamitos for higher fireworks)

This year, we are seeking an increase to RCSD's contribution to help offset the loss of revenue and increase in event costs. Staff continues to pursue other funding sources and would appreciate any leads the RCSD can recommend.

With the Joint Forces Training Base "licensing" (renting) portions of the JFTB to the City to host the 4th of July Fireworks Spectacular, new requirements for safety and security and changing interpretations of governmental regulations, costs continue to rise, even with Los Alamitos and Cypress staff looking at opportunity to cut costs and raise revenues. Besides paying for fireworks, live entertainment, licensing fees, lights, parking and security personnel, the cities of Los Alamitos and Cypress provide policing, day-of staffing, and public works support that is all a part of the event costs. The months of full-time staff work to produce the event are not charged to the event nor are any overhead costs, only direct expenditures. Additionally, the City of Los Alamitos contributes an additional \$12,000 for a higher fireworks display independent of the event budget.

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

Sincerely,

Corey Lakin

Corey Lakin
Recreation and Community Services Director

Encl: 2017 Proposed Event Budget
Event Maps

2017 4th of July Budget

NON-PERSONNEL EXPENDITURES

City of Los Alamitos Non-Personnel		Actual	Projection	Actual	Projection
Vendor	Description	2015	2016	2016	2017
Eagle Portables	60 Portable Restrooms; 10 ADA Units; 16 Handwashing Stations)	2,688	3,500	3,475	3,650
24/7 Events Services	Parking Services (formerly included Cashiers)	3,409	3,750	4,300	4,800
24/7 Event Services	Resident Survey	500		-	
Top Sign & Print	Signage	1,480	1,000		1,400
American Rentals Inc	Light Towers, generator, two carts, misc. equipment	2,235	2,600	3,911	7,822
American Rentals Inc	Golf Carts (1 four seater, 3 two seater gas carts)	554	582		
American Rentals Inc	one 45k generator, two spider boxes, five 50' cables	683	750		
JCL	Coning service - tarmac parking			1,250	5,000
Highway Safety	Cones	1,495	1,570	1,023	
	Food, drinks, snacks for staff (Los Al & Cypress) and volunteers-donated	-	1,100		
Vision Communications	Radios	243	300	245	300
Los Al Public Works	Fuel for Light Towers (diesel, 55 gallons)	233	250	-	250
	No Parking Signs & stakes		50	-	100
	Shrink wrap	101	50	-	50
Home Depot	Misc. supplies - event(sunscreen, gloves, safety vests, batteries, etc)	195	300	-	500
Home Depot	Misc. supplies - event (tape, staple guns, flagging tape, etc)	196	300	-	500
Smart & Final	snacks, drinks	296		263	500
Vista Print	Marketing for vendors		43	43	50
Von's	sandwiches - lunch	80	100	-	500
Von's	Evaluation Luncheon - drinks	26		-	
Baja Sonora Catering	Evaluation Luncheon	465	550		
Coda Kettle Corn	Evaluation Luncheon	50	50	-	
	Contract for Rototill & Leveling of parking/seating areas				5,000
OCFA	Paramedics	1,023	1075	0	1100
JFTB - licensing	Use of installation	4,860	5,500	4,234	5,500
SUB-TOTAL		20,812	23,420	18,743	37,022

*2017-more personnel for parking and security
*2017-new signage
*2017-more towers for parking/ped
*rental of cones

City of Cypress Non-Personnel		Actual	Projection	Actual	Projection
Vendor	Description	2015	2016	2016	2017
City of Cypress - Recreation	VIP Refreshments/Decorations	169	200	260	300
	Misc. equipment - stage		100		100
	Band #1				
	Printing of VIP Parking & Tickets & Letterhead	414	1,000	95	250
Cypress PW	Misc. equipment		100		100
	Sound System Technician	1,391	1,461	2,350	3,350
Tom Lasser	Emcee	300	300	300	300
Fireworks America	Pyrotechnic Firm	18,500	18,500	19,000	19,000
SUB-TOTAL		20,774	21,661	22,004	23,400
NON-PERSONNEL TOTAL (LOS ALAMITOS & CYPRESS)		41,585	45,081	40,747	60,422

*2017-more sound coverage

PERSONNEL EXPENDITURES

City of Los Alamitos Personnel		Actual	Projections	Actual	Projections
Department	City of Los Alamitos Description	2015	2016	2016	2017
Recreation	Part time staffing for event only	3,902	4,097	1,155	1,500
Public Works	OT hours only, all other hours absorbed into budget	5,300	5,565	3,704	4,000
Police	OT for event planning and overtime for the event - PD	3,759	3,947	4,432	4,600
City Attorney	License Agreement Negotiations	563	563	713	800
SUB-TOTAL		13,523	14,172	10,003	10,900

City of Cypress Personnel		Actual	Projections	Actual	Projections
Department	City of Cypress Description	2015	2016	2016	2017
Recreation	Planning, Event, Post Event	2,079	2,183	1,793	2,000
Public Works	Planning, Event, Post Event	3,373	3,542	5,450	6,000
Police	Planning, Event, Post Event	2,361	2,479	1,943	2,250
City Attorney	License Agreement Negotiations	357	375	866	1,000
SUB-TOTAL		8,170	8,579	10,051	11,250
PERSONNEL TOTAL (LOS ALAMITOS & CYPRESS)		21,692	22,751	20,054	22,150
TOTAL EXPENDITURES (NON-PERSONNEL AND PERSONNEL FOR LOS ALAMITOS & CYPRESS)		63,278	67,832	60,801	82,572

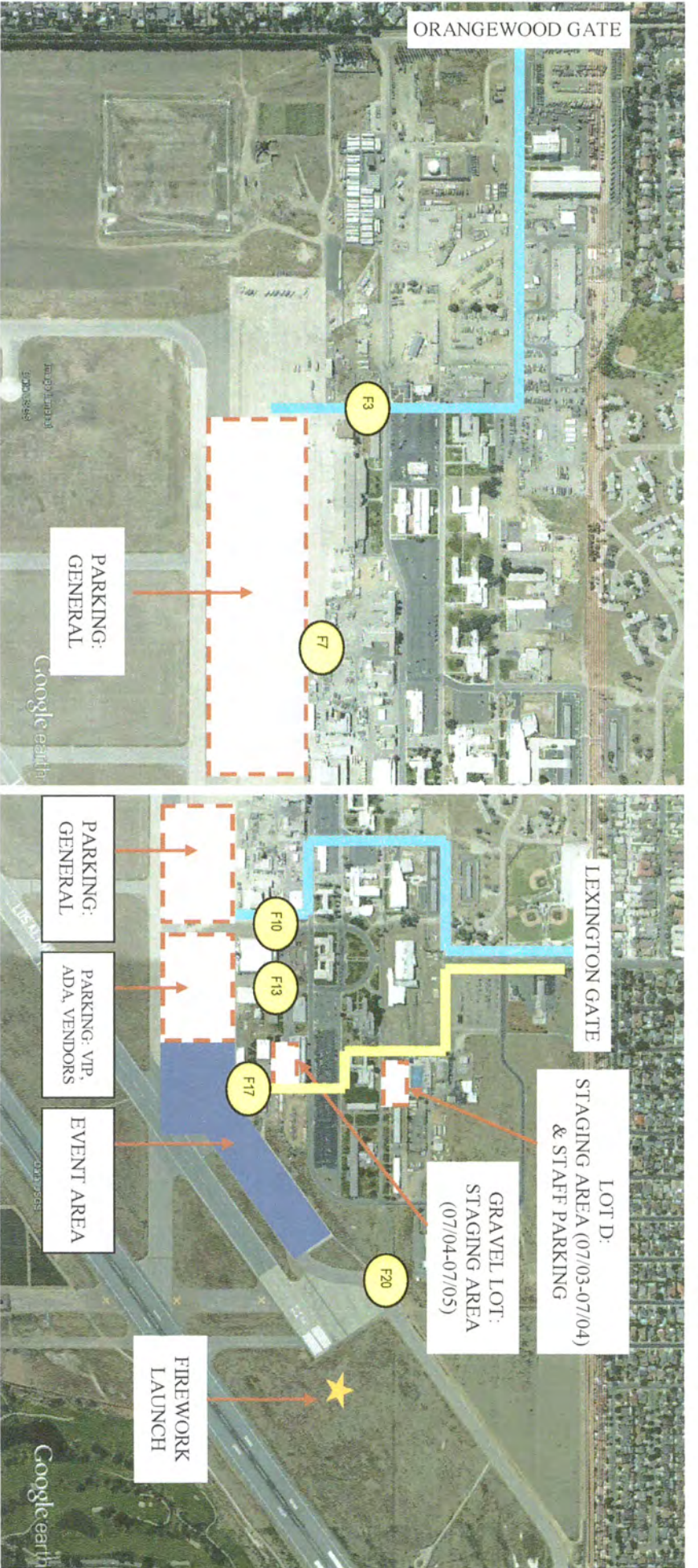
REVENUE

Organization/Company		Actual	Projection	Actual	Projection
Description		2015	2016	2016	2017
City of Seal Beach	Donation	8,000	8,000	8,000	8,000
Community of Rossmoor	Donation	6,200	6,200	6,200	6,200
Republic Services	Premier Community Sponsor	15,000	15,000	15,000	15,000
Sea Air Federal Credit Union	Shining Star Sponsor	2,500	2,500	2,500	2,500
Los Alamitos Medical Center	Shining Star Sponsor	2,500			
CARE Ambulance	Shining Star Sponsor	2,500	2,500	2,500	2,500
Southern CA Edison	Rising Star Sponsor	1,000	1,000	1,000	1,000
Cottonwood Church	Rising Star Sponsor	1,000	1,000	1,000	1,000
Navy Federal Credit Union	Rising Star Sponsor	1,000			
Charles Abbott Associates	Rising Star Sponsor	1,000	1,000	1,000	1,000
Shops at Rossmoor	Community Sponsor	500	1,000	1,000	1,000
Generation Church	Superstar Sponsor		5,000	5,000	5,000
Food Booth	8 @ \$500	8,800	8,800	4,000	8,800
Food Truck	6 @ \$650, 1 @ \$800	1,300	1,300	4,700	1,300
Vendor Booth - commercial	7 booths @ \$250 each	2,500	2,500	1,750	2,500
Vendor Booth - nonprofit	3 booths @ \$175 each	350	350	525	350
Elite Special Event	Family Fun Zone ticket sales (percentage received)	1,991	2,000	2,092	2,000
Parking	1962 tickets sold (\$5 per vehicle)	9,600	9,600	9,810	
TOTAL		65,741	67,750	66,077	58,150
(SHORTAGE) or CARRYOVER for 2017 4th of JULY EVENT		2,463	(82)	5,276	(24,422)

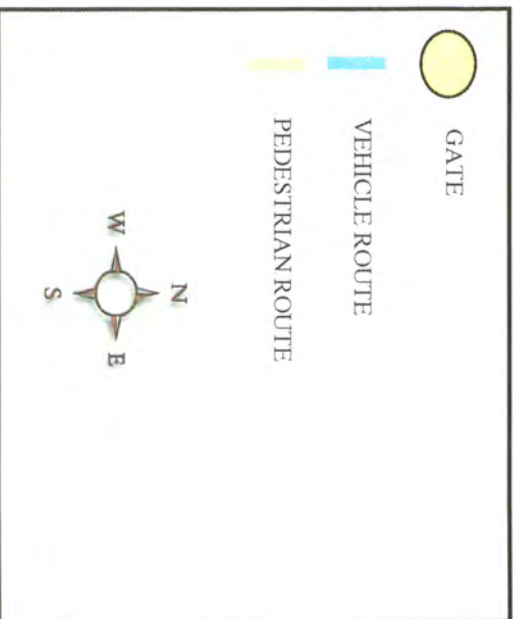
Notes:
City of Los Alamitos is responsible for \$12,000 to Fireworks America (Paid FY 16-17)

Carry over money - put into "deposit/liability" account
Money taken in before fiscal year put into "deferred" account

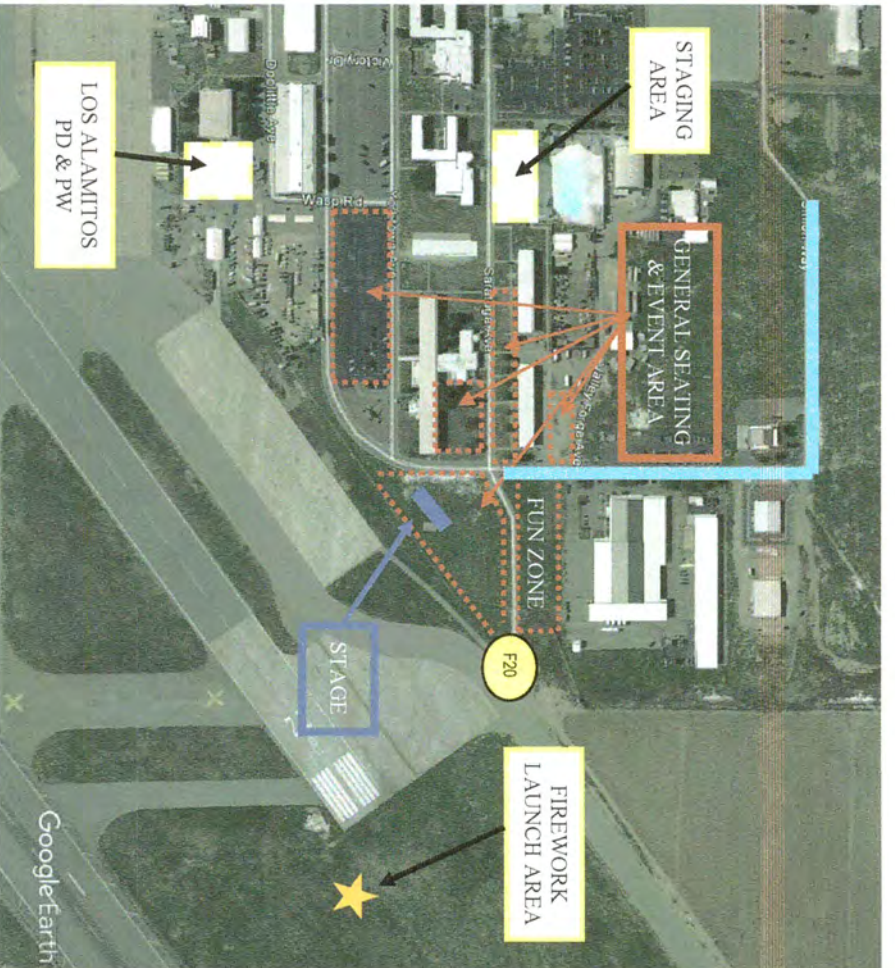
2017 4th of July - Event Day areas utilized - COMPREHENSIVE PLAN (Option 1)



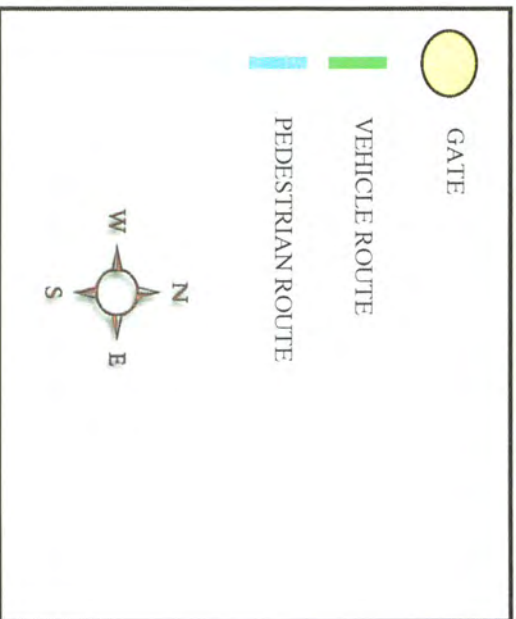
UTILIZED AREA	PURPOSE	UTILIZED AREA	PURPOSE
Lexington Ave	Vehicle traffic-delineation	Gravel Lot	Staging area (07/04-07/05)
Gettysburg	Vehicle traffic-delineation	Tarmac	Event area and vehicle parking
Liberty	Vehicle traffic-delineation	Lot D	Staging area & City Staff parking
Constitution	Vehicle traffic-no delineation	Oranewood Gate	Egress traffic
Minute Man Circle	Vehicle traffic-no delineation	F3 Gate	Vehicle traffic
Freedom Way	Vehicle traffic-no delineation	F10 Gate	Vehicle traffic
Saratoga	Vehicle traffic-no delineation	F17 Gate	Pedestrian traffic
East Ramp	Event area	F20 Gate	City Staff traffic



2017 4th of July - Event Day areas utilized - COMPREHENSIVE PLAN (Option 2)



UTILIZED AREA	PURPOSE	UTILIZED AREA	PURPOSE
Lexington Ave	Vehicle traffic-delineation	Lot A	Parking
Shiloh Ave	Vehicle traffic-delineation	Lot D	Staging area for equipment/vehicles
Shiloh Ave	Pedestrian traffic	T. A. - Sheridan	Event Area
Independence Rd	Pedestrian traffic	T. A. - Sheridan	Family Fun Zone - inflatables/games
Independence Rd	Vendors - food & commercial	Lot K	Event Area
T. A. - Alabama	Parking	Andersen DZ	Firework Launch Area
T. A. - Bradley	Parking	F20 gate	Access for firework company
T. A. - Knox	Parking	Gravel Lot	Los Alamitos PD & PW



ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-5

Date: May 13, 2017
To: Honorable Board of Directors
From: RCSD, General Manager
Subject: RATIFICATION OF BY-LAWS FOR THE ORANGE COUNTY SPECIAL DISTRICT SELECTION COMMITTEE (LAFCO SPECIAL DISTRICT REPRESENTATIVES)

RECOMMENDATION:

Approve the proposed By-Laws of the Orange County Special District Selection Committee and authorize the District's Board President or designated alternate to sign and submit ballot stating same.

BACKGROUND:

The Independent Special Districts of Orange County (ISDOC) is conducting a vote of the regular special district members on proposed changes to the bylaws. The primary purpose to these bylaw amendments is to add language pursuant to State requirements and to protect the liability of ISDOC members. The attached memo explains these revisions, the proposed amended bylaws, and a voting ballot.

The ballot must be signed by the presiding officer of the special district or an alternate designated by official action of the district. Ballots must be received by 5:00 p.m. on Tuesday, June 27, 2017. The results will be announced on Thursday, June 29, 2017 at the ISDOC Quarterly Luncheon.

ATTACHMENTS:

1. ISDOC Memorandum dated May 16, 2017 from ISDOC Executive Committee President James R. Fisler Re: Proposed Amendments to ISDOC Bylaws.
2. ISDOC Proposed Amended and Restated Bylaws and voting ballot.



DATE: May 16, 2017

TO: ISDOC Members

FROM: James R. Fisler, President, ISDOC Executive Committee

SUBJECT: Proposed Amendments to ISDOC Bylaws

ISDOC is conducting a vote of regular special district members on proposed changes to the bylaws. The primary purpose to the bylaw amendments is to add language pursuant to State requirements and to protect the liability of ISDOC members. They were discussed at the February, March, April and May Executive Committee meetings. Upon a motion and a second, the Executive Committee has unanimously approved the revisions and authorized a vote of the membership.

A ballot has been included with this memo, as well as a copy of the proposed amended bylaws. Each regular member in good standing is entitled to one vote. **The ballot must be signed by the presiding officer of the special district or an alternate designated by official action of the district. Ballots must be received by 5:00 p.m. on Tuesday, June 27, 2017; the results will be announced on Thursday, June 29, 2017 at the ISDOC Quarterly Luncheon.**

The proposed amendments are as follows:

1. Addition to Section II of Article I
This Organization will not engage in activities for the pecuniary gain or profit of the members.
2. Addition of Section IV to Article I
This new section specifies that the Independent Special Districts of Orange County is an unincorporated association.
3. Addition of Section V to Article I
This new section specifies that association members may assume responsibilities for certain association duties, but that they will not be compensated or assume any obligations.

RECEIVED

MAY 19 2017

Page 1 of 2

4. Addition of Section VI to Article II

This new section specifies that ISDOC's limitation is to only engage in activities and exercise its authority for the furtherance of the organization's purpose.

5. Addition of Section VI to Article III

This new section specifies that member agencies will not be liable for the obligations, debts or liabilities of the association unless they have expressly assumed such liability in writing. Further, no member will have the authority to enter into any obligation, debt or liability on behalf of the association unless first approved in by the Board of Directors.

6. Addition to Section III of Article III

Secretary: All official correspondence to the members will be approved in advance by the President or the President's designee.

Thank you in advance for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James R. Fidler". The signature is stylized with a large initial "J" and "F".

James R. Fidler, President
ISDOC Executive Committee

INDEPENDENT SPECIAL DISTRICTS
OF
ORANGE COUNTY

AMENDED AND RESTATED BYLAWS

Proposed May 2, 2017

Page 1 of 12

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

BYLAWS

ARTICLE I GENERAL

SECTION I. NAME

The name of the organization shall be **INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY**, herein referred to as **the Organization**.

SECTION II. PURPOSE

The purpose of the Organization is to advance the interests of Orange County special districts through its advocacy of sound public policy, its facilitation of educational opportunities to enhance special district governance and the services provided, and its collaboration with others to elevate awareness of the role special districts play as the form of government closest and most directly accountable to the people. The purpose of the Organization shall not include any duties or responsibilities held by the Orange County Special Districts Selection Committee, which is a separate and unrelated entity from the Organization. Furthermore, these Bylaws shall have no effect on, and are independent and distinct from, the Bylaws of the Orange County Special District Selection Committee. This Organization will not engage in activities for the pecuniary gain or profit of the members.

SECTION III. ADMINISTRATIVE OFFICE

The administrative office for the transaction of the business of the Organization is located at the Municipal Water District of Orange County. All official documents (agendas, minutes, voted ballots, voting authorization and financial records) of the Organization shall be maintained and stored at the administrative office. The Board of Directors is granted full power and authority to change the administrative office from one location to any place within the County of Orange, State of California, and such change shall not be considered an amendment of these bylaws.

SECTION IV. UNINCORPORATED ASSOCIATION

The Organization is an unincorporated association within the meaning of Part 1 of Title 3 of the California Corporations Code and shall have all of the powers and authority of an unincorporated association as set forth therein.

SECTION V. ADMINISTRATIVE SERVICES

One or more members may agree to provide administrative services on behalf of Organization, but except as expressly set forth in writing, such member or members will not be entitled to compensation for such services, nor will such member or members be deemed to have assumed any obligation of the Organization.

SECTION VI. LIMITATION

Notwithstanding any of powers enumerated herein or in the California Corporations Code, this Organization shall not, except to an insubstantial degree engage in any activities or exercise any powers that are not in furtherance of the specific purpose of this organization as set forth in Section II.

ARTICLE II MEMBERSHIP

SECTION I. QUALIFICATION FOR MEMBERSHIP

A. There shall be two categories of membership in the Organization:

1. **REGULAR MEMBERS:** Shall be INDEPENDENT SPECIAL DISTRICTS that are public agencies within the County of Orange, State of California, for the local performance of governmental proprietary functions within limited boundaries, governed by a publicly elected Board of Directors or those officials appointed, in whole or in part, by another governmental body. Independent

Special Districts do not include the State, the county, cities, or school districts.

Independent Special Districts shall be further defined in accordance with California Government Code Section 56044: *“Independent district” or “independent special district” includes any special district having a legislative body all of whose members are elected by registered voters or landowners within the district, or whose members are appointed to fixed terms, and excludes any special district having a legislative body consisting, in whole or in part, of ex officio members who are officers of a county or another local agency or who are appointees of those officers other than those who are appointed to fixed terms. “Independent special district” does not include any district excluded from the definition of district contained in Sections 56036 and 56036.6.*

2. ASSOCIATE MEMBERS: Shall be those persons, organizations, or governmental entities that have evidenced interest in the purposes and goals of the Organization, but are not Independent Special Districts. Officers or members of an Independent Special District are ineligible to be an Associate Member.

B. APPROVAL OF MEMBERSHIP: The Executive Committee shall review and approve all applications for membership, provided that the applicant meets the established membership criteria.

SECTION II. VOTING RIGHTS

A. Each Regular Member district, in good standing, shall be entitled to one vote on all matters brought before the membership for a vote. The presiding officer of the governing body of each Regular Member district shall be recognized by the Organization as the voting representative for his/her district. Each district shall designate in writing and submit to the Organization’s Secretary one alternate governing board member who shall have the right to vote in the absence of the presiding officer.

B. The Executive Committee may, at its discretion, authorize the voting upon any issue by written ballot which shall be sent via U.S. mail

and email to each Regular Member district or by electronic distribution/email. Such authorization shall specify the time, date and method by which the completed written ballots must be received by the Organization.

C. A majority vote of all members present at a meeting or of all written ballots received by the submission deadline shall be necessary to carry any matter voted upon.

D. Associate Members shall not have the right to vote on any matter before the Organization.

SECTION III. ANNUAL DUES

A. Annual dues shall be due and payable on or before the first day of January of each year. New members shall pay their annual dues at the time they are approved for membership in the Organization. New member dues for the initial year shall not be pro-rated.

B. The dues of the Organization shall be reviewed and set by the Executive Committee for Regular Members and Associate Members. Associate Member dues need not be the same as dues for Regular Members. A minimum of two months' notice of changes in dues will be provided to the membership.

C. No assessments, other than annual dues, shall be levied on the members of the association without an affirmative majority vote of the membership.

SECTION IV. TERMINATION OF MEMBERSHIP

A. Any member in arrears in the payment of dues for a period of thirty (30) days after said dues are due and payable shall be notified in writing by the Treasurer of such arrearage, and, if such dues shall continue unpaid for a period of another thirty (30) days, such member shall automatically cease to be a member of the Organization.

B. Any member that voluntarily terminates membership in the Organization shall not be eligible for a refund of membership dues or other assessment already paid to the Organization.

SECTION V. REINSTATEMENT OF MEMBERSHIP

Regular and Associate memberships that were previously terminated may be reinstated after the Executive Committee receives a written petition for reinstatement and payment of the petitioners annual membership dues and other assessments for the current calendar year have been received by the Organization.

SECTION VI. LIABILITY OF MEMBERS; NO AUTHORITY

No member will be liable for the obligations, debts or liabilities of the Organization unless such member has expressly assumed such liability in writing. No member will have the authority to enter into any obligation, debt or liability on behalf of the Organization unless approved in by the Board of Directors.

ARTICLE III BOARD OF DIRECTORS

SECTION I. NUMBER AND TERM OF OFFICE

A. The Board of Directors shall consist of the presiding officer from each Regular Member district, in good standing. If the presiding officer is not present, then that district's alternate representative shall act in his/her stead.

B. The members of the Board of Directors shall serve until replaced by another governing board member as the presiding officer of his/her district. Any vacancy on the Board of Directors shall be filled by the new presiding officer of the District from which the vacancy occurred.

SECTION II. DUTIES OF THE BOARD OF DIRECTORS

A. The Board of Directors shall set policy for the Organization.

B. The Board of Directors shall elect, at or before its final meeting in even years, a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary, and a Treasurer, who shall serve for two-year terms.

C. These officers, along with the Immediate Past President, shall be designated as the Executive Committee.

D. The Executive Committee shall be elected following a notice of position availability and solicitation for nominations. At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected. If two or more candidates are nominated, the Secretary shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the Secretary by the date specified in the voting instructions.

E. With the exception of the immediate past president, if a vacancy occurs on the Executive Committee, the Committee shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy shall hold office for the unexpired term of the former incumbent.

F. If the vacancy is in the offices of President or Vice President, the Executive Committee may, prior to an election to fill the vacancy, move current officers into vacant positions, and proceed then to fill the resulting vacant position in accordance with Section E above.

SECTION III OFFICERS AND DUTIES

A. The Executive Committee shall assist the Board of Directors in setting and implementing policy, and conducting the business of the Organization, as noted in the bylaws or approved at a General Membership Meeting or a Special Meeting of the membership. The members of the Executive Committee shall consist of:

1. **PRESIDENT:** The President shall be the chief executive officer of the Organization. The President shall preside at all meetings of the Board of Directors, the Executive Committee and the general membership.

The President shall appoint all committees.

The President shall represent the Organization as its official spokesperson and he/she shall also have the authority to delegate such responsibility, with approval of the Executive Committee.

The President shall be an ex-officio member of all Committees.

2. **FIRST VICE PRESIDENT:** The First Vice President, in the absence or disability of the President, shall perform all the duties of the President, and when so acting, he/she shall have the powers of and be subject to all the restrictions upon the President.

The First Vice President shall be the Chair of the Program Committee.

3. **SECOND VICE PRESIDENT:** The Second Vice President, in the absence or disability of the President and First Vice President, shall perform all the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The Second Vice President shall be Chair of the Membership Committee.

4. **THIRD VICE PRESIDENT:** The Third Vice President, in the absence or disability of the President, First Vice President, and Second Vice President, shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The Third Vice President shall be Chair of the Legislative Committee.

5. **SECRETARY:** The Secretary or his/her designee shall be responsible for all correspondence and the dissemination of information to members. All official correspondence to the

members will be approved in advance by the President or the President's designee.

6. TREASURER: The Treasurer shall maintain the complete financial records and, establish and maintain bank accounts in the name of the Organization, and pay all bills duly approved by the Executive Committee in accordance with the yearly budget.

There shall be an annual audit of the books of the Treasurer by a competent accountant or accounting agency, designated by the Executive Committee, with a report to be presented to the membership at the Organization's next membership meeting.

7. IMMEDIATE PAST PRESIDENT: The Immediate Past President shall serve as a voting, ex-officio member of the Executive Committee.

B. All officers of the Organization shall be elected or appointed officials of a Regular Member district.

C. Officials who wish to seek election or appointment as an officer of the Organization shall first secure from his/her district an official endorsement of his/her candidacy in the form of a board resolution.

D. The Executive Committee may consider removing Officers who miss three consecutive meetings. Prior to removing an Officer, the Committee shall consider the reasons for absence and the potential for continued absence. A unanimous vote of the Executive Committee shall be required to remove an officer.

ARTICLE IV MEETINGS

SECTION I BOARD OF DIRECTORS

A. The Board of Directors shall meet quarterly or no less than three times per calendar year. The last meeting of the calendar year shall be designated as the ANNUAL MEETING of the Organization.

B. The Organization shall disseminate notices of Board Meetings at least thirty (30) days prior to the Meeting. Said notices shall be disseminated via email to all Regular and Associate Members. The Notice shall give the date, time, location and any action items for the meeting.

C. Special Meetings of the Board of Directors may be called at any time by the President, any ten (10) Members of the Board of Directors or by a majority of the Executive Committee. The Organization shall disseminate notices of the Special Meeting at least five (5) business days prior to the meeting. Said notice shall give the date, time, location, and the subject matter of the Special Meeting. Action may only be taken on matters listed on the Special Meeting notice.

D. All meetings of the Board of Directors shall be held in Orange County.

E. No action shall be taken unless a quorum has first been established. A quorum shall be established when the designated representatives of fifty percent (50%) of the Regular Members are present at a duly noticed Regular or Special Meeting of the Organization, or, if a vote has been authorized by written ballot, a quorum shall be established only when the designated representatives of fifty percent (50%) of the Regular Members have submitted a ballot in the manner and by the deadline authorized by the Executive Committee.

SECTION II. EXECUTIVE COMMITTEE

A. The Executive Committee shall meet monthly at the Municipal Water District of Orange County, at a time specified by the President and announced in the meeting notice. The monthly meeting may be cancelled by the President if he/she determines that there is not sufficient business to justify a meeting.

B. A Special Meeting of the Executive Committee may be called by the President or a majority of the Executive Committee, with five (5) business days advance notice given in writing via email by the Organization. Such notice shall state the date, time, location and agenda for the Special Meeting.

C. All meetings of the Executive Committee shall take place in Orange County.

D. A quorum shall be established by 50% of the then-filled Executive Committee.

ARTICLE V AMENDMENTS

These Bylaws may be amended by a majority of the Board of Directors present at a duly noticed membership meeting or, if a vote has been authorized by written ballot, by the combined majority vote of the designated representatives present and submitting a written ballot. All proposed amendments shall be disseminated via U.S. Mail and email to each Regular Member district no less than thirty (30) days prior to the membership meeting.

ARTICLE VI ENACTMENT OF AMENDMENTS

These Amended and Restated Bylaws are to take effect immediately upon approval of the Board of Directors.

ARTICLE VII PARLIAMENTARY AUTHORITY

All matters not covered under these Bylaws shall be governed by Roberts' Rules of Order.

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

Amended and Restated Bylaws

The Question

Does your special district, as member in good standing, approve or disapprove of the amended and restated bylaws recommended by the Executive Committee on May 2, 2017.

CAST YOUR VOTE

Please cast your vote by checking the box, or printing the name, of the nominee for who you wish to vote.

Yes, we approve the amended and restate ISDOC bylaws, as recommended by the Executive Committee

No, we do not approve the proposed amended and restated bylaws

DISTRICT NAME

NAME AND TITLE OF VOTONG DELEGATE*

SIGNATURE OF VOTING REPRESENTATIVE

* If not the presiding officer, please provide written authorization documenting your ability to vote on behalf of your district.

Please send you completed and executed ballot to Laura Loewen at either:

- lloewen@mwdoc.com
- MWDOC, P.O. Box 20895, Fountain Valley, CA 92728

All ballots must be received no later than by 5 p.m., Tuesday, June 27, 2017.

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM H-6

Date: June 13, 2017

To: Honorable Board of Directors

From: General Manager

Subject: DISCUSSION AND POSSIBLE ACTION RE:APPROVAL OF CONTRACT REASSIGNMENT TO KAROLINA SOLTANI, A NATURAL PERSON, DBA MOTIV FITNESS, LONG BEACH BOOT CAMP, FOR FITNESS INSTRUCTION AT RUSH PARK

RECOMMENDATION:

Approve Shannon Paul's request to reassign her contract for Fitness Instruction at Rush Park to Karolina Soltani, a natural person, DBA Motiv Fitness, Long Beach Boot Camp, for fitness instruction at Rush Park.

BACKGROUND:

Policy No. 6022 Commercial Use of District Property governs For Profit Use of District Parks. Section 6022.40 states:

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

Shannon Paul, CEO of Fitness Through Motion, a California Corporation, DBA as Long Beach Boot Camp has transferred her business to another operator, Karolina Soltani, DBA Motiv Fitness, Long Beach Boot Camp and therefore desires to cease operating the fitness classes pursuant to the agreement (*see Amendment No. 1 to Park Use Agreement*).

Karolina Soltani wishes to enter into this Agreement to operate the exercise programs under the same terms and conditions. General Counsel has opined that this request requires Board approval. General Counsel and District Staff have reviewed the application and do not anticipate any issues with the request. It is therefore, recommended that the request be approved.

ATTACHMENTS:

1. Current Park Use Agreement with Shannon Paul, Fitness Through Motion, DBA Long Beach Boot Camp, for-profit fitness instruction at Rush Park.
2. Amendment No. 1 Park Use Agreement, Fitness Through Motion.
2. Proposed Park Use Agreement with Karolina Soltani, DBA Motiv Fitness, Long Beach Boot Camp for-profit fitness instruction at Rush Park.

ROSSMOOR COMMUNITY SERVICES DISTRICT

PARK USE AGREEMENT

FITNESS THROUGH MOTION

This Park Use Agreement (“AGREEMENT”) is made and entered into this 6th day of September, 2016 by and between Rossmoor Community Services District (“DISTRICT”), and Fitness Through Motion, a California Corporation, DBA Long Beach Boot Camp, (“USER”). The DISTRICT and USER are sometimes referred to in this AGREEMENT, each individually as a “Party,” or collectively, as the “Parties.”

RECITALS

WHEREAS, the Rossmoor Community Services District is a public agency authorized to own, operate, maintain and repair parks and facilities for public recreation;

WHEREAS, the DISTRICT has the authority to establish fees or other charges for use of the two parks operated by the DISTRICT;

WHEREAS, the DISTRICT is establishing a new fee structure for entities that use Rossmoor parks that are for-profit businesses providing exercise classes and coaching services for a fee;

WHEREAS, USER has established an exercise program for the benefit of its members, the majority of whom are residents of Rossmoor;

WHEREAS, USER has operated its exercise programs over the past three years primarily in Rossmoor Parks;

WHEREAS, USER is a for-profit business that charges its members a fee for its services;

WHEREAS, The DISTRICT and USER have mutual interest in continuing to provide exercise programs and offering them to the residents of Rossmoor and other individuals;

WHEREAS, USER desires to continue providing such exercise programs on the terms and conditions set forth in this Agreement.

WHEREAS, The DISTRICT desires to enter into this Agreement for the non- exclusive use of District parks;

NOW, THEREFORE, DISTRICT AND USER AGREE AS FOLLOWS:

1. USE

- 1.1 USER may use the Rossmoor parks as specified in Exhibit A, Use of Parks, for the provision and administration of outdoor softball instruction and related activities subject to approval by the DISTRICT’s Board of Directors.

- 1.2 USER promises and agrees to furnish all labor, materials, tools, equipment, and services necessary to fully and adequately perform its fitness programs. USER shall be responsible for offering, scheduling, and conducting all the outdoor fitness program activities set forth in Exhibit A, Use of Parks, attached hereto.
- 1.3 USER assumes all risk of loss, damage, or harm to such equipment or materials arising in connection with the provisions of such services.
- 1.4 USER is not allowed to distribute and/or sell personal items or equipment.

2. AGREEMENT

- 2.1 DISTRICT grants the USER a non-exclusive permit to utilize District property in accordance with the Use of Parks specified in Exhibit A, attached hereto, and the terms and conditions set forth herein below. The USER shall not use the facilities in any manner contrary to the terms of this AGREEMENT without DISTRICT's prior written consent.
- 2.2 No legal title or leasehold interest in the Facilities is created or vested by the USER by this AGREEMENT.
- 2.3 DISTRICT agrees that the fee charged USER under this AGREEMENT will be the same as those applied to all similar for-profit entities that charge a fee for the same or similar services in Rossmoor parks. For clarification, this provision will specifically apply to individuals or organizational entities that provide softball instruction for individuals or groups on a fee-for-service basis and are other than not-for-profit organizations. Further, if any such entity is charged a lower fee, USER will be subject to equal fee rates.

3. TERM & TERMINATION

- 3.1 The initial term of the USER permit shall be from September 6, 2016 to September 6, 2017.
- 3.2 Prior to the expiration of the initial term or an additional term, this Agreement may be extended for up to two (2) additional one (1) year terms in the sole discretion of the District General Manager, provided USER is in compliance with all of the provisions of this AGREEMENT.
- 3.3 The initial term or any additional term may be terminated by DISTRICT upon giving 30 days written notice to USER.
- 3.4 This Agreement, and the permit granted hereunder, may be terminated by the DISTRICT based upon a breach of any of the terms and conditions of this Agreement by the USER. DISTRICT will provide USER notice of the breach and be given five days to cure the breach before termination becomes effective.

- 3.5 **Termination by USER.** USER may terminate this Agreement upon giving 30 days written notice to DISTRICT. This Agreement is not transferable or assignable by USER to any other person or entity without the prior written consent of DISTRICT.

4. **SERVICES OF USER**

- 4.1 USER agrees to the following:

- a. USER will provide all required personnel and be responsible for the supervision of their class(es). USER will furnish all necessary and appropriate equipment and materials.
- b. USER is responsible for the care of all DISTRICT owned equipment and property utilized by the USER. In the event the District's equipment and property are made available through Joint-Use Agreements, USER shall be responsible for the care and proper use of said items.
- c. DISTRICT is not obligated to provide for storage for any USER owned goods, equipment, or materials. In the event that storage is made available, DISTRICT is not responsible for theft, damage, loss, fire, or other event that may cause damage to USER property.

- 4.2 **Standard of Performance.** USER agrees that all exercise classes shall be performed in a competent, professional, manner, and that all goods, materials, equipment or personal property used in the classes shall be of good quality, fit for the purpose intended.

- 4.3 USER stipulates that he/she is trained and qualified to teach or conduct courses.

- 4.4 **Professionalism.** USER agrees to treat parks patrons, passersby, DISTRICT staff and agents with respect and act in a professional manner. Inappropriate conduct or attitude towards any of the above may result in termination of this agreement.

- 4.5 **Facility Availability.** USER agrees that the DISTRICT cannot guarantee park location and assignment of such. Assignments are determined based on availability of each facility and class size.

5. **COMPENSATION:** USER may charge fees for Services rendered under this AGREEMENT as follows:

- 5.1 USER shall be solely responsible for imposing and collecting all fees charged for its fitness classes.
- 5.2 USER shall not be entitled to expense reimbursements or any other amounts in connection with performance of this AGREEMENT.

- 5.3 USER shall be responsible for registration of participants, refund processing, and marketing for all classes and programs.
- 5.4 The DISTRICT has the right to observe any instructional class conducted by USER at no charge.

6. INDEPENDENT USER

- 6.1 USER shall perform all activities described herein as an independent USER of DISTRICT's facilities and shall remain at all times wholly independent of the DISTRICT.
- 6.2 DISTRICT shall not in any way or for any purpose become or be deemed to be a partner of USER in its business or otherwise, or a joint venturer, or a member of any joint enterprise with USER.
- 6.3 USER shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of DISTRICT. Neither USER nor any of USER's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from the DISTRICT; and neither USER nor any of its employees shall be paid by DISTRICT time and one-half for working in excess of forty (40) hours in any one week.
- 6.4 DISTRICT is under no obligation to withhold State and Federal tax deductions from USER's compensation. Neither USER nor any of USER's employees shall have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

7. USE OF PREMISES

- 7.1 **Schedule of Use.** USER shall comply with the Use of Parks attached in Exhibit A. DISTRICT reserves the right to use, sublease, or issue permits for areas of the Rossmoor parks to third parties. USER is aware and acknowledges that the Schedule of Use is subject to change with 15 days notice to meet the scheduling and maintenance needs of the DISTRICT and agrees to indemnify and hold DISTRICT harmless for any such changes to the Schedule of Use.
- 7.2 **No Unlawful Uses.** USER shall only be permitted to use the Premises for instructional service activities and programs and USER agrees not to use the Premises for any immoral or unlawful purpose.
- 7.3 **Preservation of Insurance.** USER shall not commit any acts on the facilities, nor use the facilities in any manner that will cause the cancellation of any fire, liability, or other insurance policy insuring the facilities or the improvements on the facilities.

- 7.4 **No Waste or Nuisance.** USER shall not commit any waste or any public or private nuisance upon the facilities.
- 7.5 **Legal Compliance.** USER shall not violate any federal, state, or District law, rule, regulation or order of court that may be applicable to the use of the Premises.

8. INDEMNIFICATION

- 8.1 USER shall indemnify, defend (with counsel approved by DISTRICT), and hold harmless DISTRICT, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in any way connected with fitness classes and/or USER's use of District property hereunder or USER's failure to comply with any of its obligations continued in this Agreement, regardless of DISTRICT's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the DISTRICT. Should DISTRICT in its sole discretion find USER's legal counsel unacceptable, then USER shall reimburse the District its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The USER shall promptly pay any final judgment rendered against the DISTRICT (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.
- 8.2 The requirements as to the types and limits of insurance coverage to be maintained by USER as required by Section 9, below and any approval of said insurance by District are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by USER pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.


9. MISCELLANEOUS

- 9.1 **Entire Agreement.** This Agreement, dated September 6, 2016 contains the entire agreement between the parties hereto with respect to the subject matter hereof, and any other purported agreement made shall be ineffective to change, modify, discharge or effect an abandonment of this AGREEMENT in whole or in part unless such purported agreement is in writing and signed by the party against whom enforcement is sought.
- 9.2 **Applicable Law.** This AGREEMENT shall be governed and interpreted in accordance with the laws of the State of California.

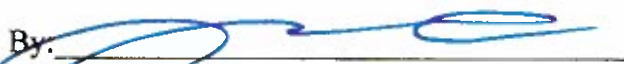
- 9.3 **No Brokers.** Each party represents to the other that it has not engaged or used the services of any broker, finder, or salesperson in connection with this AGREEMENT.
- 9.4 **Counterparts.** This AGREEMENT may be executed in multiple counterparts each of which shall be deemed an original for all purposes.
- 9.5 **The Individuals Signing this Agreement.** Individuals Represent and warrant that they have the right, power, and authorization to bind their respective entities to the terms of the AGREEMENT.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

DISTRICT:



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

By: 

Shannon Paul, CEO
Fitness Through Motion

Exhibit A: Use of Parks

I. USER Classes

A. USER will provide instructional services for outdoor athletic instruction for up to eleven, one-hour classes per week as set forth on the schedule below. The average size of the classes will not exceed fifteen.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 am-9:15 am	Rossmoor Park	Rossmoor Park	Rossmoor Park	Rossmoor Park	

B. DISTRICT agrees to make available to the USER designated space in its parks according to the schedule and the attached diagram.

C. DISTRICT and USER will meet regularly to modify the intended schedule and designate specific areas of the park for each class held by USER.

1. Requests for additional dates and/or hours of use shall be submitted within 30 days of request. Additional requests may require authorization by the General Manager and/or approval of the Board.
2. DISTRICT may modify the schedule in response to unforeseen circumstances with as much notification to USER as possible.

D. Neither DISTRICT nor USER may modify the schedule or location of the classes without giving the other party 15-days notice.

E. DISTRICT will provide USER with the schedule and location of all maintenance so that USER may avoid interference.

F. USER will maintain a record of the time, location and the number of participants for each class held by USER on DISTRICT parks. USER will submit a summary report of this data to DISTRICT each quarter.

II. USER FEES

- A. Hourly use charge of \$10.00 per hour paid within 15 days of the end of each quarter.

III. USE OF DISTRICT PROPERTY

Any violations of the following regulations may result in Termination of Agreement:

- A. Equipment provided by USER may not exceed 25 pounds in weight.
- B. Park equipment and installations may not be used for exercise activity including, but not limited to light poles, drinking fountains, bleachers, picnic tables, benches, railings, chain link fencing, trees, freestanding signs, bike racks, and barbeque grills.
 - 1. The only exception is for equipment designed for adult exercising.
 - 2. Adults may not exercise on playground equipment.
 - 3. Class participants will be permitted to place personal belongings on the benches and participants are permitted to sit on the benches. However, DISTRICT will have no liability for loss or damage to personal belongings.
- C. Walkways, sidewalks and any public shared access areas may not be blocked or used by fitness classes.
- D. Temporary marking of hard surfaces with chalk or other informative materials is prohibited. Spray chalk may not be used on the grass
- E. DISTRICT acknowledges that music is an integral part of USER's exercise program. However, no music may be played at a volume that would be a nuisance to other users of the park or nearby residents, which shall be determined in the discretion of DISTRICT.
- F. Permit holders must display a District-issued name badge or display card, printed with photograph and name, at all times while conducting instruction, classes or camps.
- G. Permit holders shall follow staff instructions regarding locations in order to avoid damage to park facilities or turf areas, and to avoid interfering with maintenance schedules.
- H. Permit holders must be at least 50 feet from sidewalks, picnic areas, playgrounds, buildings, and other user groups.
- I. Instruction is not to take place before 7:00am or after 8:00pm (5:00pm during daylight savings)
- J. Classes will not be permitted on weekends, Saturdays, or holidays.

IV. PARTICIPANT WAIVER

Each participant must sign a waiver, the form of which is included below, and maintained by USER in a file.

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I hereby release, discharge and agree not to sue Rossmoor Community Services District, including its officers, employees, and agents, (hereinafter the "District") for any injury, death or damage to or loss of personal property arising out of, or in connection with, my and/or my child's participation in the Long Beach Boot Camp from whatever cause, including the active or passive negligence of the District or any other participants in the Long Beach Boot Camp. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and /or statutory provision. In consideration of being permitted to participate in the Long Beach Boot Camp I hereby agree, for myself, my heirs, administrator, executors and assigns, that I shall defend, indemnify and hold harmless the District from any and all claims, demands, actions or suits arising out of or in connection with my and/or my child's participation in the Long Beach Boot Camp.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN OF MY OWN FREE WILL.

PARTICIPANT:

(Please Sign)

By: _____
(Please Print)

Name & Title: _____
(Please Print)

AMENDMENT NO. 1 TO PARK USE AGREEMENT

FITNESS THROUGH MOTION

This Amendment No. 1 (“Amendment”) to the Park Use Agreement is made and entered into this 13th day of June, 2017 by and between Rossmoor Community Services District (“District”), and Fitness Through Motion, a California Corporation, DBA Long Beach Boot Camp, (“User”).

RECITALS

WHEREAS, on September 6, 2016, District and User entered into a Park Use Agreement (the “Agreement”) for to allow User to conduct fitness classes within Rossmoor parks;

WHEREAS, User has transferred the business that is the subject of the Agreement to another operator, Karolina Soltani, and therefore desires to cease operating the fitness classes pursuant to the Agreement;

WHEREAS, District and User accordingly desire to amend the Agreement to provide for early termination of the Agreement on June 13, 2017;

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

- 1. Paragraph 3, sub-paragraph 3.1 is hereby amended to read as follows:

The term of the user Agreement and any permit issued thereunder shall be from September 6, 2016 to June 13, 2017.

- 2. All terms and conditions of the Agreement that have not been amended by this Amendment shall remain in full force and effect.

- 3. The individuals signing this Amendment represent and warrant that they have the right, power and authorization to bind their respective entities to the terms of this Amendment and the Agreement.

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

DISTRICT:

ROSSMOOR COMMUNITY SERVICES DISTRICT

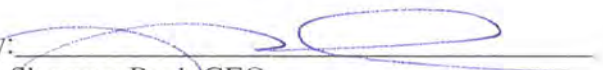
By: _____
Michael Maynard, Board President

Michael Maynard, Board President

USER:

FITNESS THROUGH MOTION

By:



Shannon Paul, CEO
Fitness Through Motion

ROSSMOOR COMMUNITY SERVICES DISTRICT
PARK USE AGREEMENT

KAROLINA SOLTANI, DBA MOTIV FITNESS, LONG BEACH BOOT CAMP

This Park Use Agreement (“Agreement”) is made and entered into this 13th day of June, 2017 by and between Rossmoor Community Services District (“DISTRICT”), and Karolina Soltani, a natural person, DBA Motiv Fitness, Long Beach Boot Camp, (“USER”). The DISTRICT and USER are sometimes referred to in this AGREEMENT, each individually as a “Party,” or collectively, as the “Parties.”

RECITALS

WHEREAS, the Rossmoor Community Services District is a public agency authorized to own, operate, maintain and repair parks and facilities for public recreation;

WHEREAS, the DISTRICT has the authority to establish fees or other charges for use of the two parks operated by the DISTRICT;

WHEREAS, USER has established an exercise program for the benefit of its members, the majority of whom are residents of Rossmoor;

WHEREAS, USER desires to operate the exercise programs currently operated by Fitness Through Motion, DBA Long Beach Boot Camp;

WHEREAS, USER desires to enter into this Agreement operate the exercise programs operated by Fitness Through Motion, DBA Long Beach Boot Camp, on the same terms and conditions;

WHEREAS, USER is a for-profit business that charges its members a fee for its services;

WHEREAS, The DISTRICT and USER have mutual interest in continuing to provide exercise programs and offering them to the residents of Rossmoor and other individuals;

WHEREAS, USER desires to continue providing such exercise programs on the terms and conditions set forth in this Agreement.

WHEREAS, The DISTRICT desires to enter into this Agreement for the non-exclusive use of District parks;

NOW, THEREFORE, DISTRICT AND USER AGREE AS FOLLOWS:

1. USE

- 1.1 USER may use the Rossmoor parks as specified in Exhibit A, Use of Parks, for the provision and administration of an outdoor fitness program and related activities subject to approval by the DISTRICT’s Board of Directors.

- 1.2 USER promises and agrees to furnish all labor, materials, tools, equipment, and services necessary to fully and adequately perform its fitness programs. USER shall be responsible for offering, scheduling, and conducting all the outdoor fitness program activities set forth in Exhibit A, Use of Parks, attached hereto.
- 1.3 USER assumes all risk of loss, damage, or harm to such equipment or materials arising in connection with the provisions of such services.
- 1.4 USER is not allowed to distribute and/or sell personal items or equipment.

2. AGREEMENT

- 2.1 DISTRICT grants the USER a non-exclusive permit to utilize District property in accordance with the Use of Parks specified in Exhibit A, attached hereto, and the terms and conditions set forth herein below. The USER shall not use the facilities in any manner contrary to the terms of this AGREEMENT without DISTRICT's prior written consent.
- 2.2 No legal title or leasehold interest in the Facilities is created or vested by the USER by this AGREEMENT.
- 2.3 DISTRICT agrees that the fee charged USER under this AGREEMENT will be the same as those applied to all similar for-profit entities that charge a fee for the same or similar services in Rossmoor parks. For clarification, this provision will specifically apply to individuals or organizational entities that provide fitness instruction for individuals or groups on a fee-for-service basis and are other than not-for-profit organizations. Further, if any such entity is charged a lower fee, USER will be subject to equal fee rates.

3. TERM & TERMINATION

- 3.1 The initial term of the USER permit shall be from June 13, 2017 to June 13, 2018.
- 3.2 Prior to the expiration of the initial term or an additional term, this Agreement may be extended for up to two (2) additional one (1) year terms in the sole discretion of the District General Manager, provided USER is in compliance with all of the provisions of this AGREEMENT.
- 3.3 The initial term or any additional term may be terminated by DISTRICT upon giving 30 days written notice to USER.
- 3.4 This Agreement, and the permit granted hereunder, may be terminated by the DISTRICT based upon a breach of any of the terms and conditions of this Agreement by the USER. DISTRICT will provide USER notice of the breach and be given five days to cure the breach before termination becomes effective.
- 3.5 **Termination by USER.** USER may terminate this Agreement upon giving 30

days written notice to DISTRICT. This Agreement is not transferable or assignable by USER to any other person or entity without the prior written consent of DISTRICT.

4. SERVICES OF USER

4.1 USER agrees to the following:

- a. USER will provide all required personnel and be responsible for the supervision of their class(es). USER will furnish all necessary and appropriate equipment and materials.
- b. USER is responsible for the care of all DISTRICT owned equipment and property utilized by the USER. In the event the District's equipment and property are made available through Joint-Use Agreements, USER shall be responsible for the care and proper use of said items.
- c. DISTRICT is not obligated to provide for storage for any USER owned goods, equipment, or materials. In the event that storage is made available, DISTRICT is not responsible for theft, damage, loss, fire, or other event that may cause damage to USER property.

4.2 **Standard of Performance.** USER agrees that all exercise classes shall be performed in a competent, professional, manner, and that all goods, materials, equipment or personal property used in the classes shall be of good quality, fit for the purpose intended.

4.3 **USER** stipulates that he/she is trained and qualified to teach or conduct courses.

4.4 **Professionalism.** USER agrees to treat parks patrons, passersby, DISTRICT staff and agents with respect and act in a professional manner. Inappropriate conduct or attitude towards any of the above may result in termination of this agreement.

4.5 **Facility Availability.** USER agrees that the DISTRICT cannot guarantee park location and assignment of such. Assignments are determined based on availability of each facility and class size.

5. **COMPENSATION:** USER may charge fees for Services rendered under this AGREEMENT as follows:

5.1 USER shall be solely responsible for imposing and collecting all fees charged for its fitness classes.

5.2 USER shall not be entitled to expense reimbursements or any other amounts in connection with performance of this AGREEMENT.

- 5.3 USER shall be responsible for registration of participants, refund processing, and marketing for all classes and programs.
- 5.4 The DISTRICT has the right to observe any instructional class conducted by USER at no charge.

6. INDEPENDENT USER

- 6.1 USER shall perform all activities described herein as an independent USER of DISTRICT's facilities and shall remain at all times wholly independent of the DISTRICT.
- 6.2 DISTRICT shall not in any way or for any purpose become or be deemed to be a partner of USER in its business or otherwise, or a joint venturer, or a member of any joint enterprise with USER.
- 6.3 USER shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of DISTRICT. Neither USER nor any of USER's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from the DISTRICT; and neither USER nor any of its employees shall be paid by DISTRICT time and one-half for working in excess of forty (40) hours in any one week.
- 6.4 DISTRICT is under no obligation to withhold State and Federal tax deductions from USER's compensation. Neither USER nor any of USER's employees shall have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

7. USE OF PREMISES

- 7.1 **Schedule of Use.** USER shall comply with the Use of Parks attached in Exhibit A. DISTRICT reserves the right to use, sublease, or issue permits for areas of the Rossmoor parks to third parties. USER is aware and acknowledges that the Schedule of Use is subject to change with 15 days notice to meet the scheduling and maintenance needs of the DISTRICT and agrees to indemnify and hold DISTRICT harmless for any such changes to the Schedule of Use.
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- 7.3 **Preservation of Insurance.** USER shall not commit any acts on the facilities, nor use the facilities in any manner that will cause the cancellation of any fire, liability, or other insurance policy insuring the facilities or the improvements on the facilities.

- 7.4 **No Waste or Nuisance.** USER shall not commit any waste or any public or private nuisance upon the facilities.
- 7.5 **Legal Compliance.** USER shall not violate any federal, state, or District law, rule, regulation or order of court that may be applicable to the use of the Premises.

8. INDEMNIFICATION

- 8.1 USER shall indemnify, defend (with counsel approved by DISTRICT), and hold harmless DISTRICT, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in any way connected with fitness classes and/or USER's use of District property hereunder or USER's failure to comply with any of its obligations continued in this Agreement, regardless of DISTRICT's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the DISTRICT. Should DISTRICT in its sole discretion find USER's legal counsel unacceptable, then USER shall reimburse the District its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. The USER shall promptly pay any final judgment rendered against the DISTRICT (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.
- 8.2 The requirements as to the types and limits of insurance coverage to be maintained by USER as required by Section 9, below and any approval of said insurance by District are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by USER pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

9. MISCELLANEOUS

- 9.1 **Entire Agreement.** This Agreement, dated June 13, 2017 contains the entire agreement between the parties hereto with respect to the subject matter hereof, and any other purported agreement made shall be ineffective to change, modify, discharge or effect an abandonment of this AGREEMENT in whole or in part unless such purported agreement is in writing and signed by the party against whom enforcement is sought.
- 9.2 **Applicable Law.** This AGREEMENT shall be governed and interpreted in accordance with the laws of the State of California.
- 9.3 **No Brokers.** Each party represents to the other that it has not engaged or used the

services of any broker, finder, or salesperson in connection with this AGREEMENT.

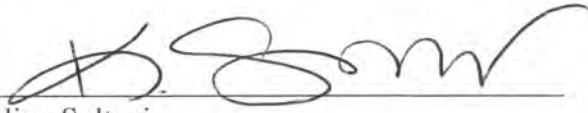
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IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

DISTRICT:

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

USER

By: 

Karolina Soltani,
DBA Motiv Fitness, Long Beach Boot Camp

Exhibit A: Use of Parks

I. USER Classes

A. USER will provide instructional services for outdoor athletic instruction for up to eleven, one-hour classes per week as set forth on the schedule below. The average size of the classes will not exceed fifteen.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 am-9:15 am	Rossmoor Park	Rossmoor Park		Rossmoor Park	

B. DISTRICT agrees to make available to the USER designated space in its parks according to the schedule and the attached diagram.

C. DISTRICT and USER will meet regularly to modify the intended schedule and designate specific areas of the park for each class held by USER.

1. Requests for additional dates and/or hours of use shall be submitted within 30 days of request. Additional requests may require authorization by the General Manager and/or approval of the Board.
2. DISTRICT may modify the schedule in response to unforeseen circumstances with as much notification to USER as possible.

D. Neither DISTRICT nor USER may modify the schedule or location of the classes without giving the other party 15-days notice.

E. DISTRICT will provide USER with the schedule and location of all maintenance so that USER may avoid interference.

F. USER will maintain a record of the time, location and the number of participants for each class held by USER on DISTRICT parks. USER will submit a summary report of this data to DISTRICT each quarter.

II. USER FEES

- A. Hourly use charge of \$10.00 per hour paid within 15 days of the end of each quarter.

III. USE OF DISTRICT PROPERTY

Any violations of the following regulations may result in Termination of Agreement:

- A. Equipment provided by USER may not exceed 25 pounds in weight.
- B. Park equipment and installations may not be used for exercise activity including, but not limited to light poles, drinking fountains, bleachers, picnic tables, benches, railings, chain link fencing, trees, freestanding signs, bike racks, and barbeque grills.
 - 1. The only exception is for equipment designed for adult exercising.
 - 2. Adults may not exercise on playground equipment.
 - 3. Class participants will be permitted to place personal belongings on the benches and participants are permitted to sit on the benches. However, DISTRICT will have no liability for loss or damage to personal belongings.
- C. Walkways, sidewalks and any public shared access areas may not be blocked or used by fitness classes.
- D. Temporary marking of hard surfaces with chalk or other informative materials is prohibited. Spray chalk may not be used on the grass
- E. DISTRICT acknowledges that music is an integral part of USER's exercise program. However, no music may be played at a volume that would be a nuisance to other users of the park or nearby residents, which shall be determined in the discretion of DISTRICT.
- F. Permit holders must display a District-issued name badge or display card, printed with photograph and name, at all times while conducting instruction, classes or camps.
- G. Permit holders shall follow staff instructions regarding locations in order to avoid damage to park facilities or turf areas, and to avoid interfering with maintenance schedules.
- H. Permit holders must be at least 50 feet from sidewalks, picnic areas, playgrounds, buildings, and other user groups.
- I. Instruction is not to take place before 7:00am or after 8:00pm (5:00pm during daylight savings)
- J. Classes will not be permitted on weekends, Saturdays, or holidays.

IV. PARTICIPANT WAIVER

Each participant must sign a waiver, the form of which is included below, and maintained by USER in a file.

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I hereby release, discharge and agree not to sue Rossmoor Community Services District, including its officers, employees, and agents, (hereinafter the "District") for any injury, death or damage to or loss of personal property arising out of, or in connection with, my and/or my child's participation in the Long Beach Boot Camp from whatever cause, including the active or passive negligence of the District or any other participants in the Long Beach Boot Camp. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and /or statutory provision. In consideration of being permitted to participate in the Long Beach Boot Camp I hereby agree, for myself, my heirs, administrator, executors and assigns, that I shall defend, indemnify and hold harmless the District from any and all claims, demands, actions or suits arising out of or in connection with my and/or my child's participation in the Long Beach Boot Camp.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN OF MY OWN FREE WILL.

PARTICIPANT:

(Please Sign)

By: _____
(Please Print)

Name & Title: _____
(Please Print)



**CITY OF LONG BEACH, CALIFORNIA
 BUSINESS LICENSE
 OWNERSHIP NON-TRANSFERABLE
 LICENSE EXPIRES: 01/14/2018**

PREPARED: 01/13/2017
 P113

THE LICENSEE NAMED BELOW IS AUTHORIZED TO OPERATE THE FOLLOWING:

ACCOUNT NUMBER: BU21600241

BUSINESS TYPE: INSTRUCTOR/PERSONAL TRAINER

OWNER: KAROLINA SOLTANI

DBA NAME: MOTIV SPORTS LA, MOTIV SPORTS, MOTIV FITNESS

LOCATED AT: 1139 E OCEAN BLVD 301

**AUTHORIZED BY: JOHN GROSS
 DIRECTOR OF FINANCIAL MANAGEMENT**

← **LICENSE HOLDER - - PLEASE NOTE** →

THE TOP PORTION OF THIS FORM IS YOUR LICENSE. YOU MUST DISPLAY THE LICENSE IN A CONSPICUOUS PLACE ON THE BUSINESS PREMISES.

THE DATE YOUR LICENSE EXPIRES IS INDICATED ON THE FACE OF THE LICENSE. IF YOU DO NOT RECEIVE A RENEWAL NOTICE BY THE EXPIRATION DATE, CONTACT THE BUSINESS LICENSE SECTION AT (562) 570-6211 OR SEND AN EMAIL TO LBBIZ@LONGBEACH.GOV.

NOTE: YOU ARE RESPONSIBLE FOR RENEWING THE LICENSE ON OR BEFORE THE LICENSE EXPIRATION DATE. (PLEASE NOTIFY THE BUSINESS LICENSE SECTION IF YOU ARE NO LONGER IN BUSINESS).

PLEASE REPORT IMMEDIATELY ANY CHANGE IN OWNERSHIP, BUSINESS LOCATION, MAILING ADDRESS, OR BUSINESS ACTIVITY TO THE BUSINESS LICENSE SECTION.

**KAROLINA SOLTANI
 Motiv Sports LA, Motiv Sports, Motiv Fit
 1139 E OCEAN BLVD #301
 LONG BEACH, CA 90802**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sports & Fitness Insurance Corporation Post Office Box 1967 Madison MS 39130		CONTACT NAME: WEB-PT PHONE (A/C, No, Ext): (800) 844-0536 E-MAIL ADDRESS: olivia@sportsfitness.com FAX (A/C, No): 601-853-6141	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: General Insurance Company of America	NAIC # 24732
INSURED		INSURER B:	
Karolina Soltani dba Motiv Fitness and Long Beach Boot Camp 1139 E Ocean Blvd Unit 301 LONG BEACH CA 90802		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

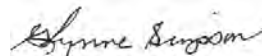
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			LPF-9648662A	12/31/2016	12/31/2017	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
	<input checked="" type="checkbox"/> Professional						PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person)	\$
<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS							BODILY INJURY (Per accident)	\$
<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident)	\$
								\$
UMBRELLA LIAB							EACH OCCURRENCE	\$
<input type="checkbox"/> OCCUR							AGGREGATE	\$
EXCESS LIAB								\$
<input type="checkbox"/> CLAIMS-MADE								\$
DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>								\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							<input type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A							E.L. EACH ACCIDENT	\$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is additional insured.

CERTIFICATE HOLDER**CANCELLATION**

Rossmoor Community Services District 3001 Blume Dr Los Alamitos CA 90720	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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