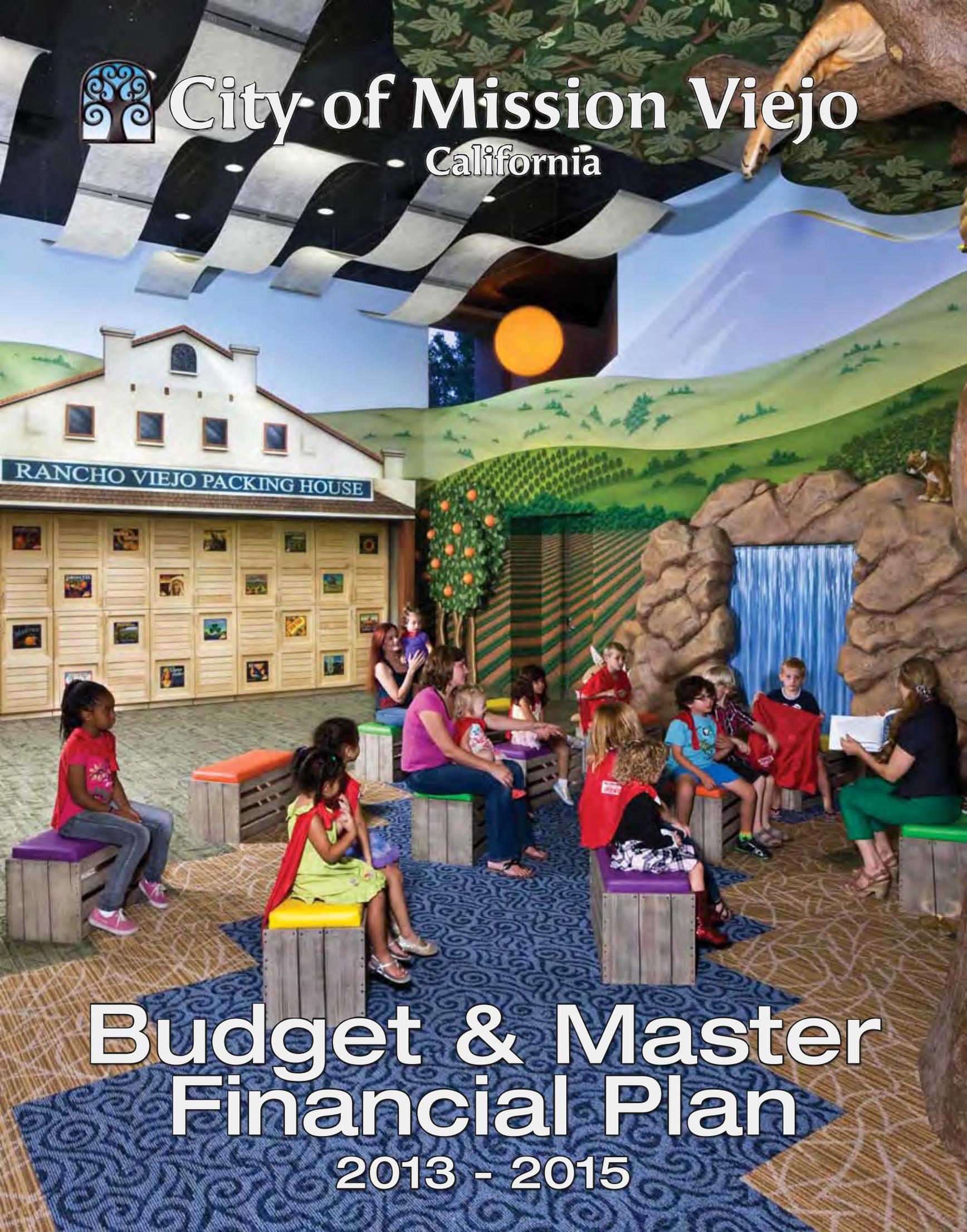




City of Mission Viejo California



Budget & Master Financial Plan 2013 - 2015

ABOUT THE COVER: *Since the library opened in 1997, the demand for storytime programs has exploded with more than 5,800 children a year attending the 171 programs sponsored by the Friends of the Mission Viejo Library. Last year, the Storytime Room was transformed from a plain meeting room into an engaging vignette of old Saddleback Valley complete with a mission façade, oak tree, orange trees, mountain scape, sun and moon and starlit ceiling.*

Cover design by Toni Nuñez, Design and Marketing Specialist for the City.

City of Mission Viejo



2013-15 ADOPTED BUDGET

CITY COUNCIL

Rhonda Reardon, Mayor
Trish Kelley, Mayor Pro Tem
Dave Leckness, Council Member
Cathy Schlicht, Council Member
Frank Ury, Council Member

CITY MANAGER

Dennis R. Wilberg

ASSISTANT CITY MANAGER/ DIRECTOR OF PUBLIC SERVICES

W. Keith Rattay

DIRECTOR OF ADMINISTRATIVE SERVICES

Cheryl Dyas

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CITY OF MISSION VIEJO
2013-15 Adopted Budget
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**City of Mission Viejo
California**

For the Biennium Beginning

July 1, 2011

Linda C. Danton Jeffrey R. Enos

President

Executive Director

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City of Mission Viejo

Office of the City of Manager

Rhonda Reardon
Mayor

Trish Kelley
Mayor Pro Tem

Dave Leckness
Council Member

Cathy Schlicht
Council Member

Frank Ury
Council Member

July 1, 2013

HONORABLE MAYOR AND CITY COUNCIL:

It is a pleasure to submit the adopted 2013-15 Budget and Master Financial Plan. The adopted budget is a \$128.9 million two year package of services, programs and projects for the benefit of Mission Viejo residents and businesses. The adopted budget essentially maintains all existing service levels and programs, and provides for \$15.9 million in funding for the capital improvement program (CIP).

This adopted 2013-15 budget is balanced in both years without the need to draw down discretionary reserves. In fact, this budget projects revenues in excess of appropriations in the General Fund group in the amount of \$0.5 million over the two year budget period. Fund balances are healthy and with \$0.5 million of additional contributions to reserves over the next two years, total discretionary reserves will remain at the City Council's target level of 50% of General Fund group revenues in FY 2013/14 and in FY 2014/15.

Over the last two year budget cycle, the City has seen an improvement in its financial condition. Actual General Fund revenues in FY 11/12 exceeded the original operating budget projections by \$1.0 million and we are currently estimating that revenues in FY 12/13 will exceed the original projections in excess of \$0.5 million. These improved revenue trends resulted in General Fund operating surpluses over the last two completed fiscal years and we anticipate ending FY 12/13 with another operating surplus. We foresee a continuation of a slowly improving economy over the next two year budget cycle and have forecasted revenues to grow at a modest pace in anticipation of this.

The adopted budget was developed by following the sound fiscal policies adopted by the City Council and a continuation of implementing organizational efficiencies and cost saving measures. The operating budget for all funds in FY 13/14 is \$0.5 million higher than the FY 12/13 mid-cycle amended budget approved by the City Council in June 2012 and is \$0.4 million lower than the final actual operating budget in FY 11/12. We are able to achieve these reductions in budget through staffing reorganizations, contract revisions, reduction in contractual services and further efforts to shift pension costs to City employees. In the second year of the two year budget, the total operating budget is projected to increase by only \$0.2 million, with more than half of this increase a result of an anticipated 3% increase in the Orange County Sheriff's contract for providing police services to city residents and businesses.

The CIP program continues to provide a significant amount of funding for the Arterial Highway and Residential Street Resurfacing projects with \$8.6 million of the total \$15.8 million two-year CIP budget going toward these projects. All CIP projects in the adopted budget rely on funding sources other than the General Fund.

Budget Highlights

Key Factors in Developing the 2013-15 Budget

The development of the 2013-15 adopted budget was guided by a continued focus on the City's organization values and strategic goals. The strategic goals were first established in 2008 and were further developed in 2011 as part of a budget prioritization process utilized by the City in developing the 2011-13 two-year budget. These same strategic goals were confirmed by the City Council during a pre-budget discussion that took place at a regular meeting of the City Council on February 4, 2013.

In developing the 2013-15 budget, the objectives were to maintain all core services and programs, maintain the General Fund discretionary reserve at or above 50%, maintain the Library Fund reserve above 10%, begin to take steps to re-establish the 30% minimum fund balance level in the Gas Tax Fund as provided by Council policy (the City Council suspended the gas tax reserve policy during the recession), and provide discretionary funds for Council consideration and direction.

The 2013-15 proposed budget met all of these objectives. Not only does this budget balance in each fiscal year while maintaining all core services and programs, but includes a specific amount of revenue sources in the General Fund group in each fiscal year that had not been appropriated prior to the Budget Workshop. In FY 13/14, this amount was \$576,000 and \$624,000 in FY 14/15. Some of these available resources were appropriated by the City Council during the Budget Workshop and Budget Adoption Meetings. At the Budget Workshop, Council requested \$73,500 of the FY 13/14 available resources to be used to continue the Wounded Warriors Softball and the Campout events, ok funding for educational reimbursements and professional development for staff, continue funding for KSBR programming and the Middle School programs at the Potocki Center. Council also directed staff to use \$63,500 in FY 14/15 to continue each of these programs (excluding the additional KSBR programming). During the Budget Adoption meeting Council added \$472,000 to the budget in FY 13/14 for additional staff and citizen requests including security lighting for the Norman P. Murray Veterans' Plaza, slope renovations, additional plant materials, I.T. equipment, facility HVAC repairs, and Library Materials. The remaining unappropriated resources in FY 14/15 are included in discretionary reserve balances at 6/30/2015.

As for fund balance reserve objectives, it is projected that the General Fund group discretionary reserve levels will be 50% of General Fund group revenue at June 30, 2014 and June 30, 2015. Other Council reserve policies involve the Library and Gas Tax Funds. Council policy for these funds state that the Library Fund will maintain a minimum fund balance of 10% of estimated Library Fund revenues. For the Gas Tax Fund, this reserve level is 30% of estimated gas tax

The 2013-15 Budget:

- *Maintains the City's discretionary reserves above the City Council target level of 50% of annual General Fund revenues*
- *Maintains all core services and programs at current service levels*
- *The proposed budget included \$1.2 million of discretionary funds for increasing reserve levels or providing increased service levels based on Council direction*
- *Maintains the Library Fund reserves above the City Council target level of 10% of annual Library Fund revenue*
- *Increases the Gas Tax reserve from 13% to 28% by June 30, 2015.*

HONORABLE MAYOR AND CITY COUNCIL
Budget Message

revenue. Based on revenue projections for FY 14/15, library and gas tax revenue is projected to be \$2.5 million and \$2.9 million respectively, calling for reserves of \$250,000 in the Library Fund and \$870,000 in the Gas Tax Fund at June 30, 2015. The Library Fund fund balance is projected to be just under \$255,000 at June 30, 2015, (which meets the fund balance policy) and the Gas Tax fund balance is projected to be at \$807,000 or 27.7% of gas tax revenues (2.3% below the reserve policy target). The current reserve is \$387,000 or 13% of revenue. The increase in reserves in the amount of \$420,000 was achieved by 1) identifying savings in current year projects that will be recommended returned to fund balance, and 2) allowing some of the estimated revenue the City anticipates receiving during the next two year budget period flow directly to fund balance and not be appropriated. Staff will also be monitoring the activity in the gas tax fund throughout the FY 13-15 budget period for additional savings with a goal of getting the Gas Tax Fund reserves up to 30% by June 30, 2015.

Revenue

Total revenues for all funds are projected to be \$70.6 million for FY 2013/14 and \$62.0 million for FY 2014/15. The City's two primary revenue sources are property and sales taxes and continued growth is projected in both of these categories. Property tax is expected to grow a modest 1.5% in FY 2013/14 as projected by the Orange County Tax Assessor's Office and 2.0% in FY 2014/15 (other forecasts project higher growth of 1.75% and 2.14%). While these increases are far from the double-digit growth that preceded the collapse of the housing market, they do seem to be more sustainable and represent five straight years of modest growth in assessed values. Retail activity has shown stronger growth. Actual sales tax received by the City in FY 10/11 was \$14.8 million as compared to the FY 14/15 projection of \$17.1 million. This is a \$2.3 million or 15.5% increase during a four year period. The City is using conservative growth in the 2013-15 budget projection of 5% and 3.4% in each year. City consultants and leading economists in the Southern California area are forecasting growth rates that range from 5.0% to 7.5%.

We are anticipating the receipt of Park Development Fees of \$5.8 million in FY 13/14. These fees are expected to be generated by the Watermarke project (\$4.8) on Oso Parkway at Country Club Drive and the Skyridge project (\$1.0) off El Toro Road. Park Developments Fees are recorded in a separate Special Revenue Fund and are restricted for park or recreation related uses. In addition to the fees expected in FY 13/14, the City has \$2.3 million in unappropriated fees received during FY 12/13. The total of these fees will provide \$8.1 million for park related projects during the next two year budget cycle. Based on a Council requested prioritization list provided by the Community Services Commission, Council appropriated \$3.6 million of the Park Development Fees to the Pavion Park Renovation, Montanoso Locker Room Renovation, Felipe Tennis Court Lighting Replacement, La Paz and Felipe Overlook, Bocce Ball Courts at Oso Viejo Community Park, Sierra Recreation Center Play Structure, and Planning and Design for the Marguerite Aquatics Center Rehabilitation. More information for each is in the CIP section of this budget document.

The largest source of grant funding of \$3.0 million expected in FY 13/14 is for the completion of the La Paz Bridge Rehabilitation project. More information on this project can be found in the Capital Improvement Project section of this document.

For a more detailed discussion of the revenues received by the City and projections and assumptions, as well as individual estimates by category and fund, please see the “Revenues Section” in this budget document.

Operating Appropriations

The adopted operating budget for all funds is \$56.4 million in FY 13/14 and \$56.6 million in FY 14/15. The operating budget was developed by starting with the FY 12/13 base budget, which is the updated budget adopted by the City Council in June 2012 as part of the mid-cycle budget update and other additional amendments that are considered to be on-going costs during the next budget cycle. From the base budget each department budget was developed by carefully reviewing current service levels and programs and identifying areas for cost cutting through operational efficiencies, contract management and containment of community building programs. These efforts resulted in a reduction in the base budget for most programs with the following exceptions:

- **Information Technology:** The base budget for this department is increasing by \$213,000 in FY 13/14 due to a request in the current budget for HST employees, increases to software licensing agreements, and replacement hardware. The budget will be static for FY 14/15.
- **Police Services:** The contract with the Orange County Sheriff’s Department (OCSD) is increasing approximately \$158,000 over the FY 12/13 contract. This program also includes funding for an HST employee that was not budgeted in prior years. The contract with OCSD is projected to increase another 3% or \$469,000 in FY 14/15.
- **Marguerite/Felipe Tennis Centers:** Demand for tennis instructors is projected to increase over the next two year budget cycle by \$100,000 annually. In addition, costs have been included to host the International Tennis Federation (ITF) Doubles Masters Championship. Tennis instructor fee revenue and sponsorship revenue for the ITF tournament are included in the revenue projections and offset these costs 100%. These costs will be static for FY 14/15.
- **Library Fund:** The base budget for this department is increasing by \$202,000 due re-organization of personnel in the department and increases in HST employees for the next two year budget cycle and an increase to the library materials budget of \$130,000.
- **Mission Viejo Television (MVTV):** The adopted budget increases MVTV programming by \$35,000. Programming will remain static for FY 14/15.
- **Animal Services:** The personnel costs are increasing approximately \$56,000 in part due to a re-organization in personnel and an FTE increase in the prior year and an additional increase in FTE’s in this adopted budget. These costs are shared with the cities of Laguna Niguel and Aliso Viejo. This budget is projected to decline slightly in FY 14/15.

The adopted operating budget also includes an amount for merit increases for employees for both FY 13/14 and 14/15. The amount included in the budget is equal to 3% of total wages. Merit increases have been frozen for all employees since July 2009. Since that time, 19 full-

time positions have been eliminated as part of the city's efforts to reduce costs while all city services and programs have remained intact.

The adopted operating budget also continues the direction by the City Council to reduce the City's retirement costs. The employee cost of these benefits is either 8% or 7%, depending upon which benefits employees are enrolled in. Since 2006, the city has been shifting the cost of this benefit back to the employees. At the start of the FY 13-15 budget cycle, employees will be paying 5.5% or 4.5% of their cost of retirement benefits. The adopted budget includes the shift of another 1.25% in both FY 13/14 and 14/15. At the end of FY 14/15, employees will be paying the full cost of their employee share of retirement costs.

Capital Improvement Program (CIP)

The adopted budget includes funding for CIP projects of \$10.6 million in FY 13/14 and \$5.2 million in FY 14/15 for a total CIP budget of \$15.8 million. Of the sixteen separate projects, \$8.6 million or 54% are for the on-going annual Arterial Highway and Residential Resurfacing programs. The largest single project appropriation is for the completion of the La Paz Bridge Rehabilitation in the amount of \$3.0 million. The largest Public Services project is for the Pavion Park Playground Renovation in the amount of \$1.3 million.

Master Financial Plan (MFP)

The City's long-range Master Financial Plan (MFP) has been updated and is included in this document. The MFP contains a seven-year General Fund revenue forecast and expenditure plan which projects revenues, operating expenditures, transfers, funding available for capital projects, and reserve requirements for the General Fund.

Change in Budget Format

In an effort to provide more comprehensive information in an easier to read format, the format of this budget has been modified from previous year presentations. The introduction, budget summary, revenue and appendices section remain relatively unchanged with only minor content and formatting changes. The most significant changes are under the operating budget section and involve the pages that encompass the program area (i.e. General Government-Legislative, General Government-Management and Support, Public Safety, Community Development, Engineering & Transportation, Infrastructure Maintenance, Recreation/Community/Library Services) and individual program (i.e. City Council Administration, Commissions, Council Support, etc.) pages. Prior budgets presented program accomplishments, performance measures and objectives together with each program budget. The program accomplishments and performance measures in the current budget have been grouped by department (i.e. City Manager, Administrative Services, Public Works, etc.) and presented together at the end of the operating budget section. For objectives, these have also been group by department and are presented in the current budget with each department budget within each program area.

For each individual program budget, the content has been expanded. Previous program budget pages limited the appropriation requests to three categories: Personnel Services, Services & Supplies and Capital Outlay. In the current budget, the categories have been expanded to sixteen; however, only those that are applicable will be displayed on each program budget

page. Additional categories include Professional/Technical Contractual Services, Maintenance/Repair Contractual Services, Utilities and Travel/Training/Meeting. New information displayed on each program budget page includes the break out of funding sources by fund (i.e. General Fund, Gas Tax Fund) and a personnel summary that reflects total FTE's for each program. Additional changes include a department summary page to summarize all the programs within a particular department for those instances when there are multiple departments included in a program area.

For the CIP section, the format of each individual project page has been modified for easier to read funding information and includes information on prior year funding, where applicable.

Pending Issues

Additional Requests for Consideration

As stated, the original proposed budget provided \$1.2 million in discretionary resources that were not budgeted during this two year budget cycle. These funds were available for placement into reserves or for appropriation at the City Council's discretion. As part of the budget development process, there were a number of requests for funding that originated from a variety of sources, including City Council, staff, the public and outside organizations. These additional requests related to special events, program operations, capital equipment purchases or facility improvements and CIP projects. A listing of these requests was provided to City Council as supplemental information to facilitate budget discussion. The City Council appropriated \$670,000 of the \$1.2 million discretionary resources during the June 17, 2013 and July 1, 2013 Council meetings. The balance of these discretionary resources of \$530,000 continues to be allowable for appropriation at the City Council's discretion.

Discretionary Reserves

The City Council General Fund discretionary reserve policy states that the city will maintain a minimum level of 40% and a maximum level of 50% of General Fund group revenues. Total discretionary reserves has exceeded the maximum level of 50% for many years and is projected to be at 50% through June 30, 2015. The current reserve policy also states that reserves for two asset replacement funds be maintained at a certain level (asset replacement funds are a component of total discretionary reserves). The asset replacement policies historically have conflicted with the overall total discretionary reserve policy. It is my recommendation that the City's reserve policy be discussed and revisions be made to resolve any conflicting language in the policy.

Unfunded Pension and OPEB Liabilities

The City Council has taken a number of actions over the past several years in an effort to reduce the cost of employee pension and retiree health benefits to the City and minimize the unfunded liabilities associated with these plans. Some of these actions include, reducing the retirement benefit plan from a 2.7%@55 plan to a 2%@60 plan, shifting the cost of the employee contributions to these plans to the employee (the implementation of this budget will result in employees picking up the full employee share of pension costs) and fixing the

HONORABLE MAYOR AND CITY COUNCIL
Budget Message

maximum monthly health benefit for the retiree health benefit plan. The City has also been proactively paying down the unfunded liability each year for the retiree health benefit plan.

If the City Council wishes to take further steps in managing the unfunded liabilities associated with these plans, staff would recommend that the liability associated with retiree health benefit plan be dealt with first since it is a smaller liability and the plan structure, assumptions, and funding level are at the total discretion of the City. There are a variety of ways that the retiree health benefit plan liability can be paid down. There are certainly enough funds available in discretionary reserves if Council chooses to reprioritize the various reserves categories. Should Council choose to pay down this reserve over a period of a few years, staff would suggest that the operational savings achieved each year over the next few years be targeted for unfunded liabilities. Once the retiree health benefit plan unfunded liability is eliminated or reduced to a level that City Council is comfortable with, our focus can be shifted to the pension liability.

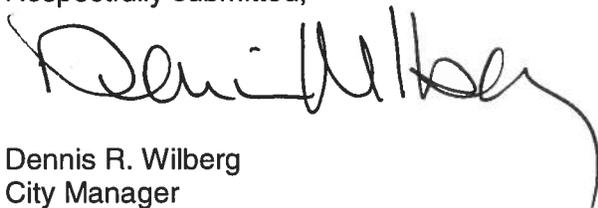
Conclusion

I believe the City coped well through the recession and over the past two years as our economy has improved. We have successfully reduced costs year over year all the while maintaining the high level of services and programs our citizens are accustomed to expect. We will continue to remain vigilante to trends in the economy and are committed to maintaining a balanced budget and healthy reserves over the next two years.

I wish to take this opportunity to thank city staff in all departments for their time and effort in developing a balanced budget for FY 2013-15. Special thanks to go the Director of Administrative Services Cheryl Dyas for her long hours and hard work on this budget. I also would like to thank the entire Administrative Services Department staff for their top-quality work in preparing this adopted budget.

I look forward during the next two years to continuing to provide the very highest level of service and responsiveness to our residents and businesses, and to ensure that Mission Viejo remains the special place that it is.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dennis Wilberg", with a long, sweeping underline that extends to the right.

Dennis R. Wilberg
City Manager

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Introduction



CITY OF MISSION VIEJO **2013-15 Adopted Budget Readers' Guide**

An agency's budget serves several distinct purposes: as a document reflecting City Council policies and priorities, as a communication tool presenting to residents the various services provided and how much those services cost, and as a financial management and planning tool for City management and staff to use in guiding spending decisions. The City of Mission Viejo prepares for City Council adoption a two-year budget, with the first year beginning in odd numbered calendar years.

INTRODUCTION

The introductory section includes a citywide organizational chart, the mission statement, an overview of strategic goals and a budget development calendar. These documents are presented in order to help the reader understand the basic priorities and operating structure of the City as well as a general timeline for budget preparation. Immediately following this reader's guide is a Budget Summary section, which summarizes projected revenue and appropriations for FY 2013-14 and FY 2014-15.

BUDGET SUMMARY

This section includes all of the summary budget data including the sources and uses of funding, budget by fund schedules, a table of discretionary reserves, and an outline of interagency and interfund transfers. In addition, a discussion of the City's reserve trends is included.

REVENUES

The Revenues section presents both summarized and detailed information about revenue sources and historical activity. Also included in this section are schedules on revenues by fund groups and by major revenue category and an explanation of revenue sources, which includes the assumptions used to project revenue for the 2013-15 budget cycle.

OPERATING BUDGET

The Operating Budget section contains the objectives for each operating program. The City of Mission Viejo prepares a "program" budget. The program budget organizes functions by program area and assists in clearly and effectively communicating the City's service and spending priorities.

Therefore, the Operating Budget section has information organized into seven distinct program areas, which identify the major services provided by the City:

- General Government – Legislative
- General Government – Management and Support
- Public Safety
- Community Development
- Engineering and Transportation
- Infrastructure Maintenance
- Recreation, Community and Library Services

The beginning of each program area provides a summary program area budget. This is followed by the program budget for each program within the program area. The program budgets are grouped by department and include organizational charts, department objectives and each program budget, which are summarized into sixteen different expenditure categories. Also included within each program budget is funding source and personnel information. At the back of the operating budget section are accomplishments for the FY 11-13 budget cycle and selected performance measures grouped by department.



CITY OF MISSION VIEJO
2013-15 Adopted Budget Readers' Guide

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) section presents an overview of anticipated infrastructure and other capital improvement needs of the community for the next two fiscal years. This section begins with a detailed matrix showing the individual capital projects by funding source. Following this information are individual project pages which present detailed information on each specific capital project, its funding source, impact of each CIP on the operating budget, photos, project locations and other pertinent information.

MASTER FINANCIAL PLAN (MFP)

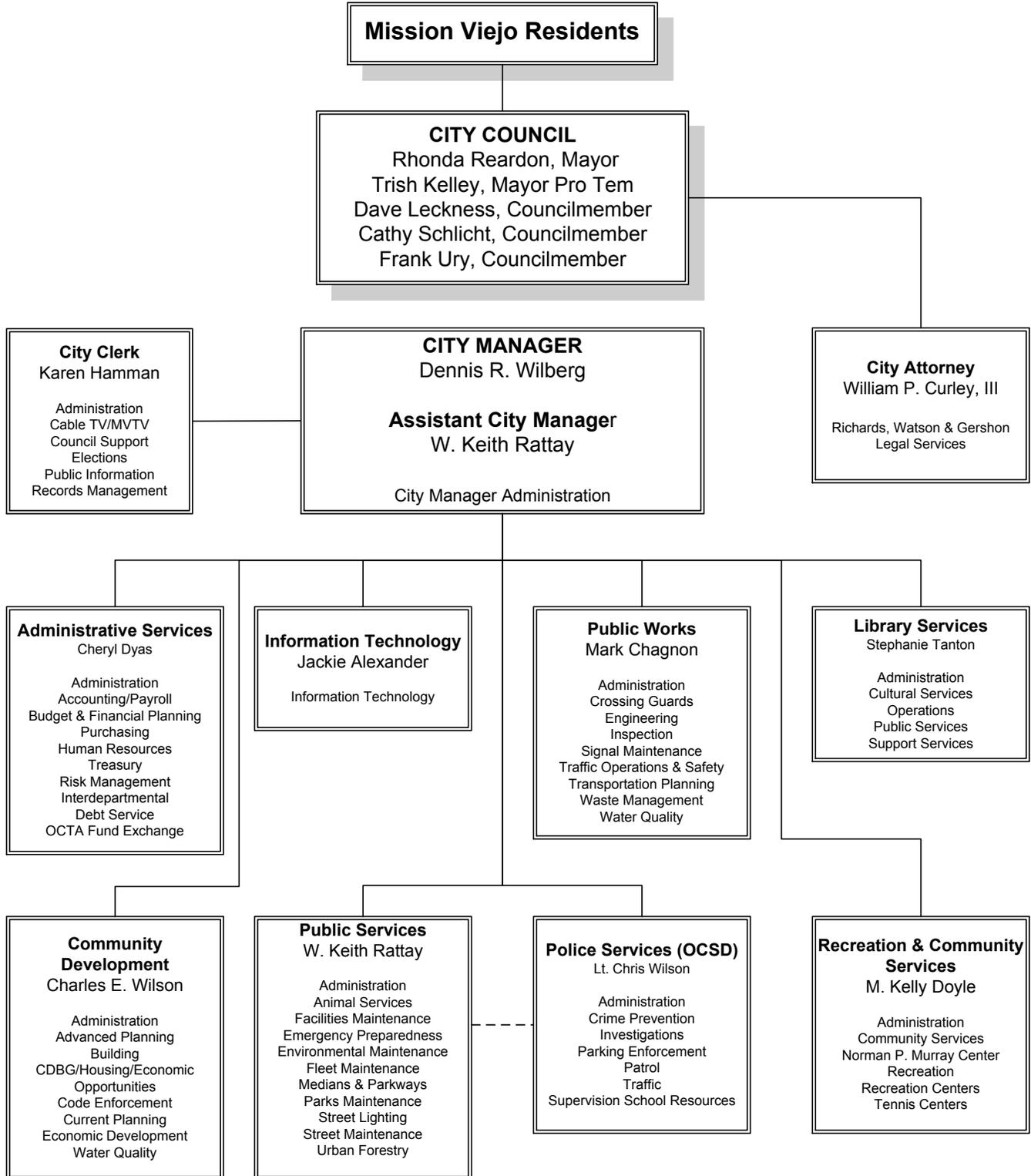
This section includes a summary of the most recent update of the City's seven-year Master Financial Plan (MFP). The MFP serves as a long-range planning tool which allows the City Council, executive management and residents to see a high-level presentation of General Fund revenue vs. expenditures. This presentation allows for a longer term view and assists with near-term planning.

APPENDICES

This section includes items intended to assist the reader in understanding the City of Mission Viejo and the budget document. Included in this section are a glossary, the authorized position schedule, a description of the accounting system and internal controls, a description of individual funds, a schedule discussing debt administration, a "Community at a Glance" presentation, the legally required appropriation limit calculation (i.e., Gann limit), and the City Council adopted management and budget policies.



CITY OF MISSION VIEJO
2013-15 Citywide Organizational Chart



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CITY OF MISSION VIEJO

2013-15 Mission, Vision and Organization Values



Mission

Our City is dedicated to creating a safe, fulfilling and unique environment that will preserve and enhance the quality of our lives and the lives of future generations. We are committed to providing services to our residents and businesses that are responsive, innovative and cost-effective, and that promote the well-being of the community. We recognize that the people who live and work in our community are our greatest asset, they make the difference.

Vision for 2015

Our City will:

- Continue to be one of the safest communities in California and the United States;
- Enhance the feel and benefits of our planned community while retaining its distinct identity;
- Preserve a vibrant, attractive, and pleasant environment in which to live and work;
- Provide an enhanced quality of life for our residents; and,
- Demonstrate good stewardship of the environment and the local economy.

Organization Values

We are dedicated providers of municipal services and stewards of the public trust. Through Public Service, Integrity, Teamwork, Innovation, and Excellence, we are committed to preserving and enhancing the quality of life within Mission Viejo.

- **Public Service:**
 - Value all segments of the community
 - View the public as a customer and as a shareholder
 - Be accessible, courteous, and responsive always
 - Strive to fix it, solve it, answer it, or do it
 - Be fiscally responsible and deliver maximum value for the time invested and the tax dollars spent
- **Integrity:**
 - Foster a safe environment for open communication
 - Believe in our values and make our actions reflect them
 - Do what is right, just, fair, and honest
 - Accept responsibility for our actions and demonstrate accountability
- **Teamwork:**
 - Demonstrate respect for the opinions and decisions of others
 - Practice humility and cooperation
 - Be willing to compromise and ready to help
 - Remember that we all work for the same organization
- **Innovation:**
 - Encourage and reward creative thinking
 - Seek better ways to do the job
 - Turn problems into opportunities
- **Excellence:**
 - Commit to superior results
 - Anticipate trends
 - Encourage long-term thinking
 - Don't just meet the standards, set them



CITY OF MISSION VIEJO
Strategic Goals Overview



On February 4, 2013, the City Council conducted a pre-budget discussion as part of a regularly scheduled Council meeting to discuss City/Community strategic goals and priorities, and provide preliminary input for the development of the 2013-15 budget. During the meeting, the City Council confirmed that the strategic goals (and their order of priority) as stated in the previous biennial budget cycle for FY 2011-13 had not changed and would continue to be the strategic goals that would guide the development of the FY 2013-15 budget process. These goals, in order of priority are:

- Public Safety and Emergency Preparedness
- Preserving and Enhancing the Beauty of the Community
- Traffic Flow and Infrastructure Improvements
- Economic Development
- Community Building

These strategic goals are further defined as follows:

<p>Public Safety & Emergency Preparedness</p> <ul style="list-style-type: none"> ❖ Builds an informed, involved & engaged community that shares responsibility for being safe & prepared for emergency situations ❖ Promotes a properly regulated community that is safe, clean & attractive ❖ Prepares & provides for a well-planned, coordinated & prompt response to emergencies & calls for service ❖ Proactively prevents & lowers the occurrence of crime through enforcement, investigation & administering justice ❖ Fosters a feeling of personal safety & maintains a visible, responsive public safety presence
<p>Preserving & Enhancing the Beauty of the Community</p> <ul style="list-style-type: none"> ❖ Provides for well-maintained, structurally sound & continually enhanced infrastructure & facilities ❖ Manages & mitigates factors that impact the environmental quality of air, land & water ❖ Promotes & encourages resource conservation through incentives, education & proactive planning that advance community sustainability goals ❖ Preserves, maintains & enhances its parks, open spaces, green spaces and public spaces ❖ Partners with the community to regulate & maintain clean, orderly & visually appealing neighborhoods, commercial areas & public spaces that meet quality standards ❖ Provides for the renew of the environment through quality refuse disposal, recycling & reuse
<p>Traffic Flow & Infrastructure Improvements</p> <ul style="list-style-type: none"> ❖ Provides safe alternatives for pedestrians & cyclists, while educating the community about alternative mobility options ❖ Proactively adopts a regional approach in planning for traffic control & mobility ❖ Strategically develops infrastructure that meets the needs of the long-term growth of the community ❖ Designs & builds an accessible, convenient transportation system that reduces congestion, improves traffic flow & enhances mobility ❖ Provides a system of safe, reliable & well-maintained roadways, sidewalks, traffic signals & street lights
<p>Economic Development</p> <ul style="list-style-type: none"> ❖ Markets the community's amenities, location & livability ❖ Enhances its public infrastructure to improve access, circulation & aesthetics ❖ Facilitates business development through community partnerships & "business-friendly" processes ❖ Provides assistance & resources to recruit & retain a well-balanced mix of businesses, in collaboration with the business community ❖ Encourages renovation & revitalization of the community



CITY OF MISSION VIEJO *Strategic Goals Overview*



Community Building

- ❖ Provides superior services that meet the unique & distinctive needs of the community, setting it apart from other cities in the area
- ❖ Cultivates & provides a variety of recreational, cultural & life-long learning opportunities and facilities
- ❖ Partners & leverages resources with community stakeholders to provide for the physical, social & cultural well-being of the community
- ❖ Offers diverse programs & activities for youth and seniors
- ❖ Creates & fosters a sense of community pride through citizen involvement, engagement & participation
- ❖ Encourages & supports neighborhood gatherings & city-wide special events that connect the community



CITY OF MISSION VIEJO
2013-15 Budget Development Calendar



The City's biennial budget development cycle began in February 2013 and concludes in July 2013 with the adoption of the FY 2013-15 budget.

FEBRUARY
<ul style="list-style-type: none"> • City Council Pre-Budget Discussion • Detailed Budget Planning Timeline Developed and Provided to Departments • Administrative Services Disseminates Instructions for Budget Development • Departments Complete Update of Staff Requests and Position Allocations

MARCH
<ul style="list-style-type: none"> • Departments Submit Program Revenue and Expenditure Estimates for Both FY 2013-14 and 2014-15 • Administrative Services Disseminates Instructions for Capital Improvement Program (CIP) Requests • Departments Submit CIP Requests • Treasury Establishes Assumptions for Master Financial Plan (MFP)

APRIL
<ul style="list-style-type: none"> • Departments Complete Update of Accomplishments, Objectives and Performance Measures • Human Resources Completes Review of Department Staffing Requests • Financial Planning and Budget Completes Department Payroll Projections • Treasury Completes Projections of Revenue. • City Manager Conducts Meetings with Departments to Review Budget Requests

MAY
<ul style="list-style-type: none"> • City Manager Reviews CIP Requests with Departments • City Manager Conducts a Second Round of Meetings with Departments to Review Budget Requests • CIP Project Requests and Descriptions Updated by Departments • Final Budget Balancing Completed • Financial Planning and Budget Completes Entry of Budget Line-Items into City's Financial Accounting System • Treasury Completes the Update of the MFP and 7 Year Projection of General fund Revenues and Expenditures • Administrative Services Assembles the Proposed Budget Document, Including the MFP

JUNE
<ul style="list-style-type: none"> • City Manager presents Proposed Budget to City Council (June 3, 2013) • City Council holds budget workshop (June 17, 2013)

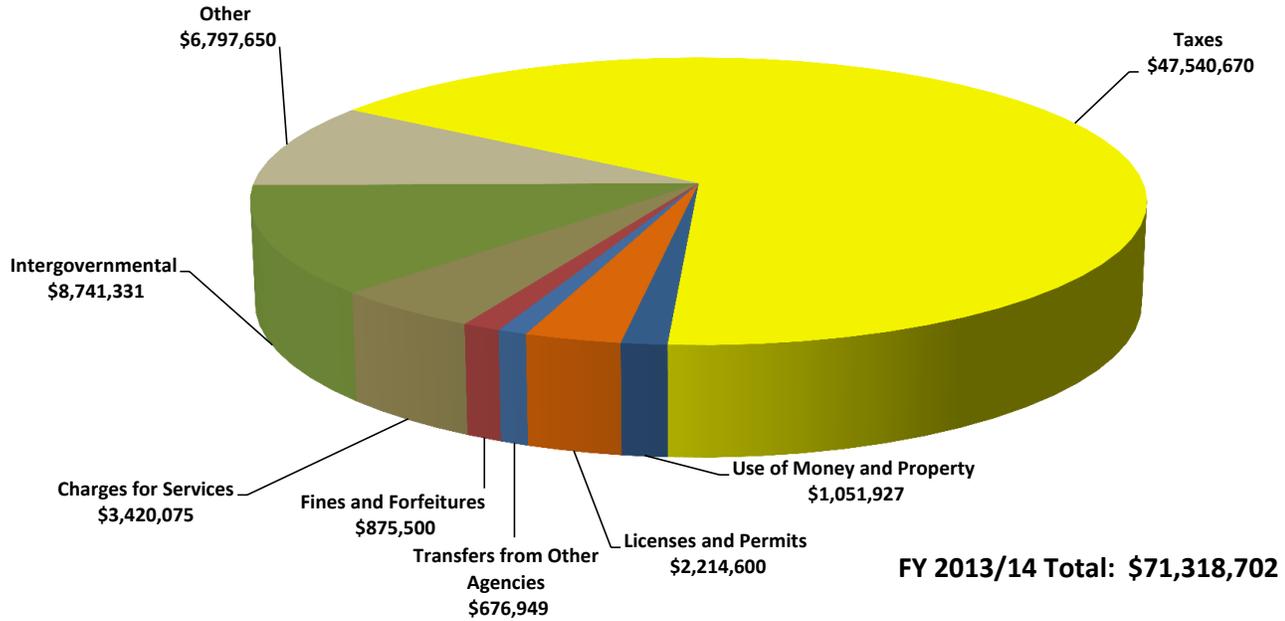
JULY
<ul style="list-style-type: none"> • City Council Adopts Two-Year Operating Budget and Capital Improvement Program (July 1, 2013)

Budget Summary

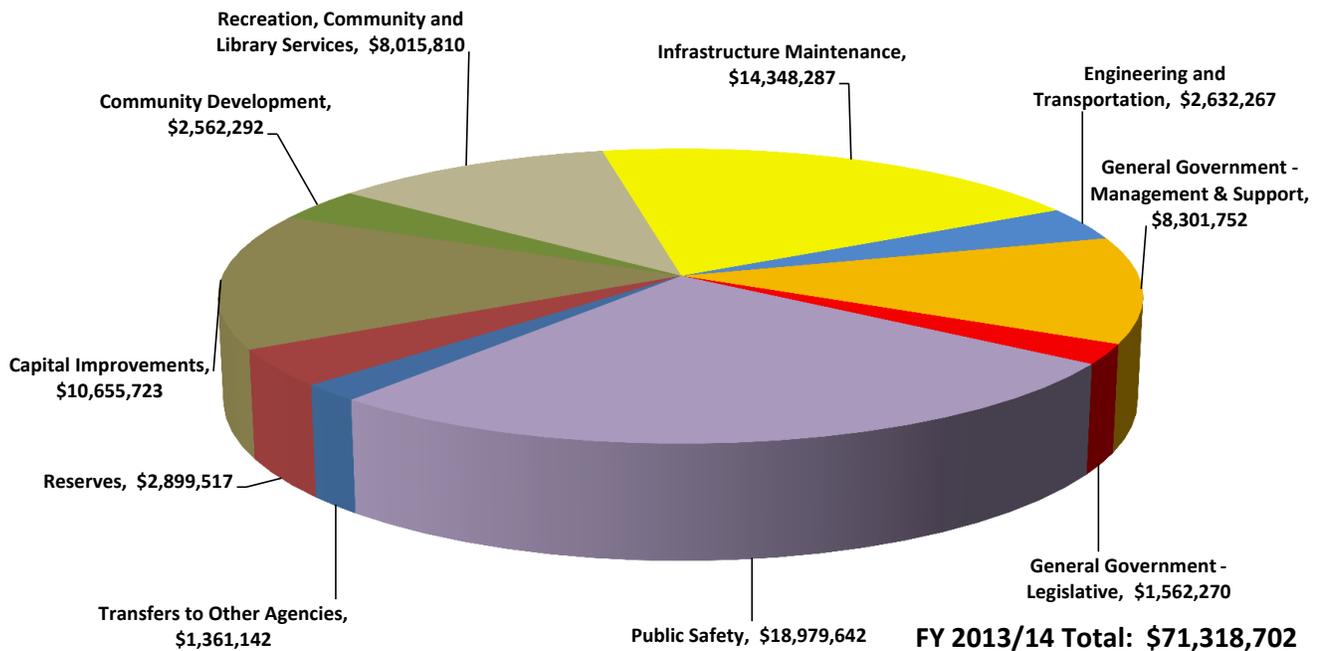


**2013-2015 Budget
Funding Sources and Uses**

**Where the Money Comes From
FY 2013/14**



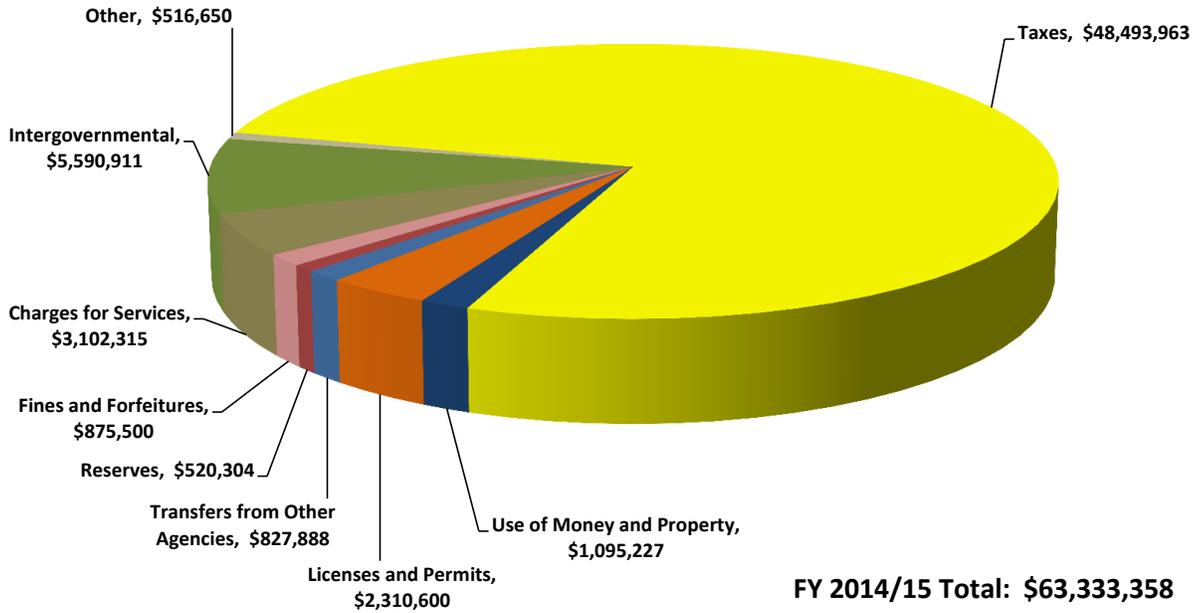
**Where the Money Goes
FY 2013/14**



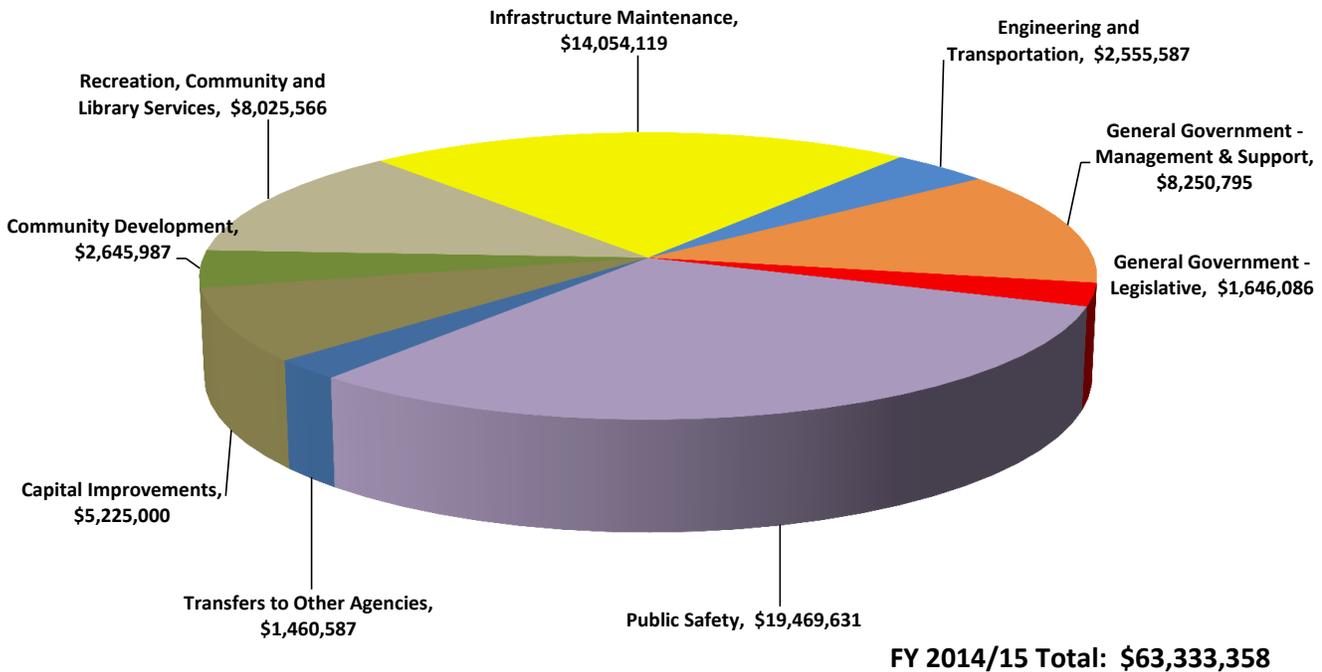


**2013-2015 Budget
Funding Sources and Uses**

**Where the Money Comes From
FY 2014/15**



**Where the Money Goes
FY 2014/15**





**2013-2015 Budget
Budget by Fund and Fund Balances**

FY 2013/14

Fund #	Fund Description	Estimated Fund Balance 06/30/2013	Estimated Revenues	Operating Budget	Capital Improvement Budget	Total Budget	Interagency/ Interfund Transfers	Contribution (from) / to Reserves	Estimated Fund Balance 06/30/14
101	General Fund	8,753,547	50,137,225	49,452,973	-	49,452,973	(683,280)	972	8,754,519
109	Successory Agency Admin Fund	-	-	73,949	-	73,949	73,949	-	-
180	Computer/Equip/Furn/Veh Repl	2,848,094	-	-	-	-	-	-	2,848,094
190	Facility Rehab/Replacement	13,378,778	-	-	-	-	-	-	13,378,778
		24,980,419	50,137,225	49,526,923	-	49,526,923	(609,331)	972	24,981,391
201	Library Fund	340,752	2,571,200	3,370,091	-	3,370,091	755,891	(43,000)	297,752
202	Suppl Law Enforcement Svcs Fd	-	150,000	150,000	-	150,000	-	-	-
211	State Gas Tax Fund	704,757	2,915,491	319,834	1,599,000	1,918,834	-	996,657	1,701,414
212	Gas Tax - 2107.5 Fund	38,939	10,000	31,515	-	31,515	-	(21,515)	17,424
218	Crown Valley Corridor Fee Fund	23,176	-	-	-	-	-	-	23,176
219	Air Quality Imprvmt Trust Fd	105,790	176,200	46,930	114,765	161,695	-	14,505	120,295
220	Measure M SlsTx-Apprtmnt Fd	64,642	-	-	61,000	61,000	-	(61,000)	3,642
223	MeasureM-Mstr Pln Artrl Hwy Fd	20,857	-	-	-	-	-	-	20,857
225	Sr Center Operations Fund	77,771	184,475	204,725	-	204,725	-	(20,250)	57,521
245	Park Development Fees Fund	2,329,017	5,815,000	-	3,583,370	3,583,370	-	2,231,630	4,560,647
258	Federal Hwy Bridge Repl/RehbFd	12,222	3,010,508	-	3,010,508	3,010,508	-	-	12,222
260	Comm Development Block Grant	196,463	350,000	358,004	-	358,004	-	(8,004)	188,459
261	MV Foundation Fund	(102,249)	-	-	-	-	-	-	(102,249)
262	SCRIP Fund	77,865	-	-	-	-	-	-	77,865
267	Measure M 2 SlsTx-Apprtmnt Fd	33,670	1,949,132	45,834	1,795,080	1,840,914	-	108,218	141,888
343	MV Mall Parking Lease Fund	7,230	1,361,142	-	-	-	(1,361,142)	-	7,230
510	Mission Viejo Television Fund	282,339	142,400	283,248	-	283,248	-	(140,848)	141,491
511	Mission Viejo TV Capital Fund	263,364	280,500	147,500	-	147,500	-	133,000	396,364
560	Animal Services Fund	1,293,821	1,588,480	1,917,717	492,000	2,409,717	530,389	(290,848)	1,002,973
	Total All Funds	30,750,845	70,641,753	56,402,321	10,655,723	67,058,044	(684,193)	2,899,517	33,650,362



**2013-2015 Budget
Discretionary Reserves***

FY 2013/14

General Fund Group	Projected Balance 06/30/2013	Current Revenues Less Expenditures	Interfund Transfers	Other Adjustments	Projected Balance 06/30/2014
Designated Reserves/Fund Balances					
General Fund					
Software Replacement Reserve	-	-	-	-	-
Computers, Equipment, Furnishings, Vehicles (CEFV) Replacement Fund	2,848,094	-	-	-	2,848,094
Facility Rehabilitation and Replacement Fund	13,378,778	-	-	-	13,378,778
Total Designated Reserves/Fund Balance	16,226,872	-	-	-	16,226,872
Undesignated Reserves/Fund Balances					
General Fund					
Contingency Reserve	7,417,231	-	-	103,353	7,520,584
<i>% of General Fund Revenues</i>	<i>15%</i>				<i>15%</i>
Unappropriated Fund Balance	1,400,000	684,252	(683,280)	(103,353)	1,297,619
Total Undesignated Reserves/Fund Balances	8,817,231	684,252	(683,280)	-	8,818,203
Grand Total, Discretionary Reserves	25,044,103	684,252	(683,280)	-	25,045,075
<i>% of General Fund Revenues</i>	<i>51%</i>				<i>50%</i>

*Discretionary Reserves represent designated and undesignated fund balances from the General Fund group only (General Fund and both asset replacement funds).



**2013-2015 Budget
Interagency/Interfund Transfers**

FY 2013/14

In / (Out) Fund	(1) Funding of Asset Replacement Funds	(2) Mall Bond Rolling Reserve Release	(3) Mall Sales Tax Pledged to Bonds	(4) Library Subsidy	(5) Animal Services Subsidy	(6) SA Admin Costs	Total Interagency /Interfund Transfers
General Fund	-	603,000	-	(755,891)	(530,389)	-	(683,280)
Successor Agency Admin	-	-	-	-	-	73,949	73,949
Computers, Equipment, Furnishings, Vehicles (CEFV)	-	-	-	-	-	-	-
Facility Rehabilitation and Replacement Fund (FR&R)	-	-	-	-	-	-	-
Library	-	-	-	755,891	-	-	755,891
Mission Viejo Mall Parking Lease	-	-	(1,361,142)	-	-	-	(1,361,142)
Animal Services	-	-	-	-	530,389	-	530,389
Total All City Funds	-	603,000	(1,361,142)	-	-	73,949	(684,193)

(1) No amounts are included as part of the adopted budget for transfer to either the CEFV for FR&R funds to increase the reserve levels in these funds.

(2) This amount represents the portion of the "Shops at Mission Viejo" property and sales tax revenue that is in excess of mall bond debt service payments which is released after one year and transferred to the General Fund. This amount fluctuates annually depending on interest rates, retail activity and assessed value of the mall property.

(3) This amount represents 50% of estimated sales tax generated by the "Shops at Mission Viejo," subject to the minimum threshold amount retained by the City, and is paid to the CDFA.

(4) The Library Department receives an annual subsidy from the General Fund, calculated as the variance between ongoing budgeted revenue and ongoing appropriations.

(5) This represents the City's estimated share of the net costs of the animal services operation that also serves the cities of Laguna Niguel and Aliso Viejo.

(6) This represents the reimbursement to the City for personnel costs related to the administration of the Successor Agency for the dissolved Community Development Agency.

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**2013-2015 Budget
Budget by Fund and Fund Balances**

FY 2014/15

Fund #	Fund Description	Estimated Fund Balance 06/30/2014	Estimated Revenues	Operating Budget	Capital Improvement Budget	Total Budget	Interagency/In terfund Transfers	Contribution (from) / to Reserves	Estimated Fund Balance 06/30/15
101	General Fund	8,754,519	50,849,750	49,704,049	-	49,704,049	(553,886)	591,815	9,346,334
109	Successor Agency Admin Fund	-	-	77,888	-	77,888	77,888	-	-
180	Computer/Equip/Furn/Veh Repl	2,848,094	-	61,500	-	61,500	-	(61,500)	2,786,594
190	Facility Rehab/Replacement	13,378,778	-	-	-	-	-	-	13,378,778
		24,981,391	50,849,750	49,843,437	-	49,843,437	(475,998)	530,315	25,511,706
201	Library Fund	297,752	2,536,823	3,356,461	-	3,356,461	776,637	(43,001)	254,751
202	Suppl Law Enforcement Srvc Fd	-	150,000	150,000	-	150,000	-	-	-
211	State Gas Tax Fund	1,701,414	2,915,491	272,710	3,537,000	3,809,710	-	(894,219)	807,195
212	Gas Tax - 2107.5 Fund	17,424	10,000	2,000	-	2,000	-	8,000	25,424
218	Crown Valley Corridor Fee Fund	23,176	-	-	-	-	-	-	23,176
219	Air Quality Imprvmnt Trust Fd	120,295	116,200	46,984	-	46,984	-	69,216	189,511
220	Measure M SlsTx-Apprtnmt Fd	3,642	-	-	-	-	-	-	3,642
223	MeasureM-Mstr Pln Artrl Hwy Fd	20,857	-	-	-	-	-	-	20,857
225	Sr Center Operations Fund	57,521	184,475	204,725	-	204,725	-	(20,250)	37,271
245	Park Development Fees Fund	4,560,647	10,000	-	-	-	-	10,000	4,570,647
258	Federal Hwy Bridge Repl/RehbFd	12,222	-	-	-	-	-	-	12,222
260	Comm Development Block Grant	188,459	350,000	357,067	-	357,067	-	(7,067)	181,392
261	MV Foundation Fund	(102,249)	-	-	-	-	-	-	(102,249)
262	SCRIP Fund	77,865	-	-	-	-	-	-	77,865
267	Measure M 2 SlsTx-Apprtnmt Fd	141,888	1,594,220	45,710	1,688,000	1,733,710	-	(139,490)	2,398
343	MV Mall Parking Lease Fund	7,230	1,460,587	-	-	-	(1,460,587)	-	7,230
510	Mission Viejo Television Fund	141,491	142,400	283,057	-	283,057	-	(140,657)	834
511	Mission Viejo TV Capital Fund	396,364	280,500	172,500	-	172,500	-	108,000	504,364
560	Animal Services Fund	1,002,973	1,384,720	1,913,120	-	1,913,120	527,249	(1,151)	1,001,822
	Total All Funds	33,650,362	61,985,166	56,647,771	5,225,000	61,872,771	(632,699)	(520,304)	33,130,058



**2013-2015 Budget
Discretionary Reserves***

FY 2014/15

General Fund Group	Projected Balance 06/30/2014	Current Revenues Less Expenditures	Interfund Transfers	Other Adjustments	Projected Balance 06/30/2015
<i>Designated Reserves/Fund Balances</i>					
General Fund					
Software Replacement Reserve	-	-	-	-	-
Computers, Equipment, Furnishings Vehicles (CEFV) Replacement Fund	2,848,094	(61,500)	-	-	2,786,594
Facility Rehabilitation and Replacement Fund	13,378,778	-	-	-	13,378,778
Total Designated Reserves/Fund Balance	16,226,872	(61,500)	-	-	16,165,372
<i>Undesignated Reserves/Fund Balances</i>					
General Fund					
Contingency Reserve	7,520,584	-	-	106,879	7,627,463
<i>% of General Fund Revenues</i>	<i>15%</i>				<i>15%</i>
Unappropriated Fund Balance	1,297,619	1,145,701	(553,886)	(106,879)	1,782,555
Total Undesignated Reserves/Fund Balances	8,818,203	1,145,701	(553,886)	-	9,410,018
Grand Total, Discretionary Reserves	25,045,075	1,084,201	(553,886)	-	25,575,390
<i>% of General Fund Revenues</i>	<i>50%</i>				<i>50%</i>

*Discretionary Reserves represent designated and undesignated fund balances from the General Fund group only (General Fund and both asset replacement funds).



**2013-2015 Budget
Interagency/Interfund Transfers**

FY 2014/15

In / (Out) Fund	(1) Funding of Asset Replacement Funds	(2) Mall Bond Rolling Reserve Release	(3) Mall Sales Tax Pledged to Bonds	(4) Library Subsidy	(5) Animal Services Subsidy	(6) SA Admin Costs	Total Interagency / Interfund Transfers
General Fund	-	750,000	-	(776,637)	(527,249)	-	(553,886)
Successor Agency Admin	-	-	-	-	-	77,888	77,888
Computers, Equipment, Furnishings, Vehicles (CEFV)	-	-	-	-	-	-	-
Facility Rehabilitation and Replacement Fund (FR&R)	-	-	-	-	-	-	-
Library	-	-	-	776,637	-	-	776,637
Mission Viejo Mall Parking Lease	-	-	(1,460,587)	-	-	-	(1,460,587)
Animal Services	-	-	-	-	527,249	-	527,249
Total All City Funds	-	750,000	(1,460,587)	-	-	77,888	(632,699)

(1) No amounts are included as part of the adopted budget for transfer to either the CEFV for FR&R funds to increase the reserve levels in these funds.

(2) This amount is the portion of the "Shops at Mission Viejo" property and sales tax revenue that is in excess of mall bond debt service payments which is released after one year and transferred to the General Fund. This amount fluctuates annually depending on interest rates, retail activity and assessed value of the mall property.

(3) This amount represents 50% of estimated sales tax generated by the "Shops at Mission Viejo," subject to the minimum threshold amount retained by the City, and is paid to the CDFA.

(4) The Library and Cultural Services Department receives an annual subsidy from the General Fund, calculated as the variance between ongoing budgeted revenue and ongoing appropriations.

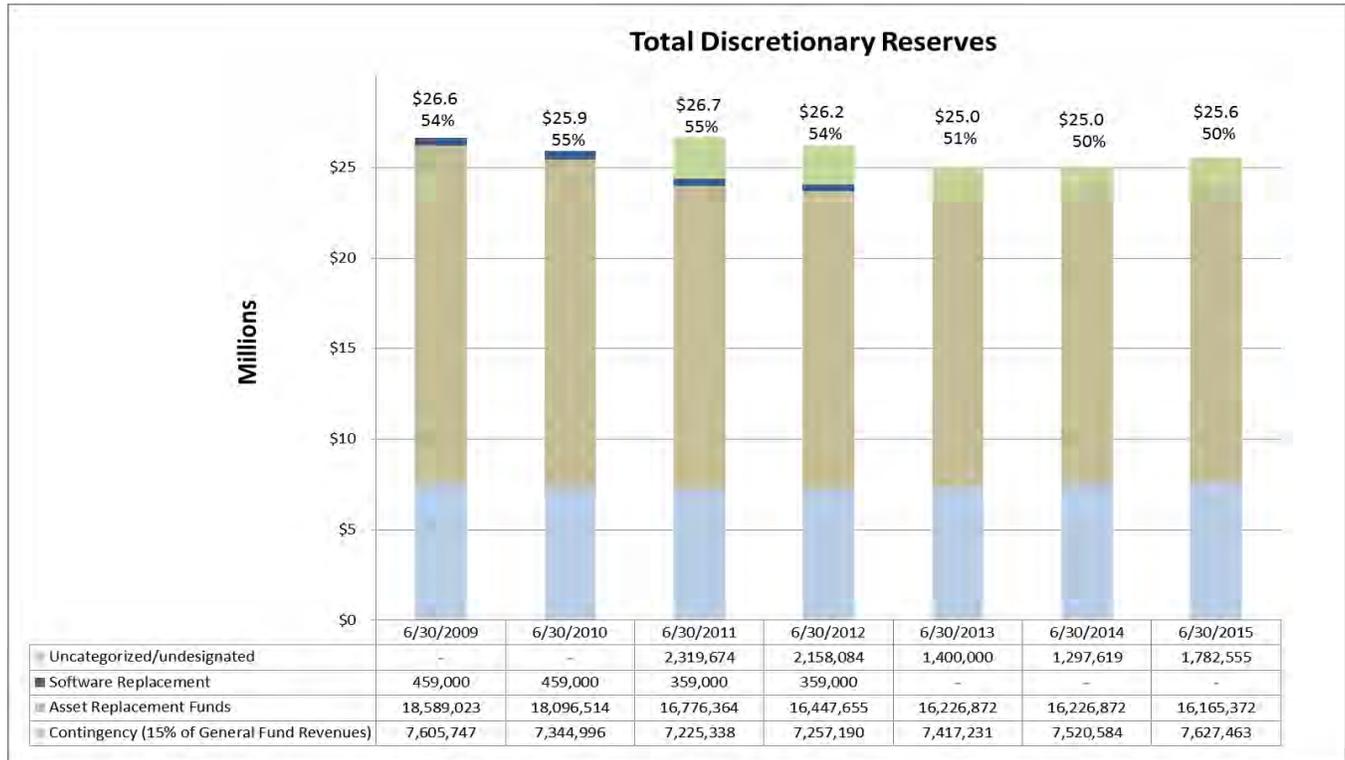
(5) This represents the City's estimated share of the net costs of the animal services operation that also serves the cities of Laguna Niguel and Aliso Viejo.

(6) This represents the reimbursement to the City for personnel costs related to the administration of the Successor Agency for the dissolved Community Development Agency.



CITY OF MISSION VIEJO Reserve Trends and Descriptions

The City Council adopted management and financial policies establishing a grouping of the City's reserves called "total discretionary reserves." (These policies can be found in the appendices.) Discretionary reserves represent fund balance amounts over which the City Council has full discretion as to their use and which are not restricted in any way by outside parties.



Total discretionary reserves include the fund balances of the General Fund and the City's two asset replacement funds – the Computer/Equipment/Furnishings/Vehicles (CEFV) Fund and the Facility Rehabilitation and Replacement (FR&R) Fund. These three funds are referred to as the "General Fund Group." The City Council reserve policies have established a minimum target level at which to maintain total discretionary reserves. This target level is defined as a minimum of 40% of annual General Fund group revenues, with a target of 50% of such revenues.

The chart above shows the actual discretionary reserve balances at June 30th for 2009 through 2012 and estimated reserve balances for June 30, 2013. The amounts for 2014 and 2015 are projected balances based upon the FY 13-15 proposed budget. Total discretionary reserves are categorized into four groups: contingency, asset replacement funds, software replacement, and uncategorized/undesignated. As the chart shows, Mission Viejo has maintained or is projecting to maintain discretionary reserves above the 50% level for each of the years shown.

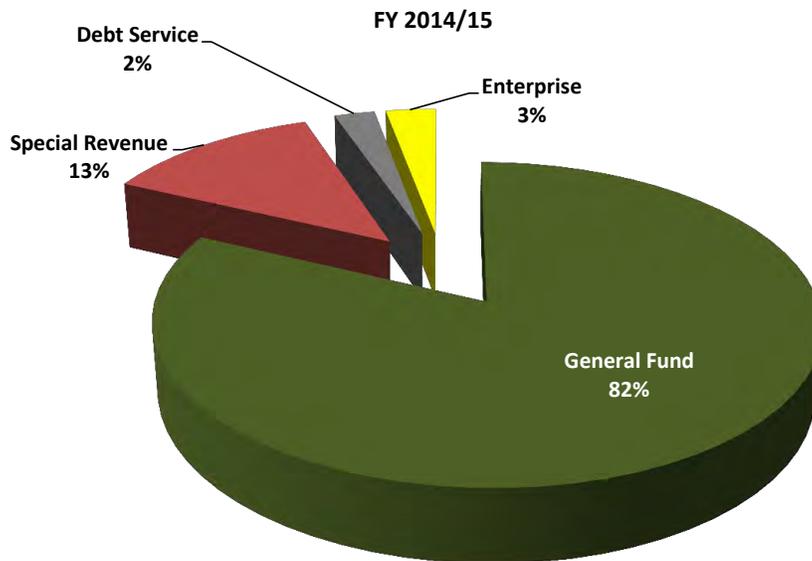
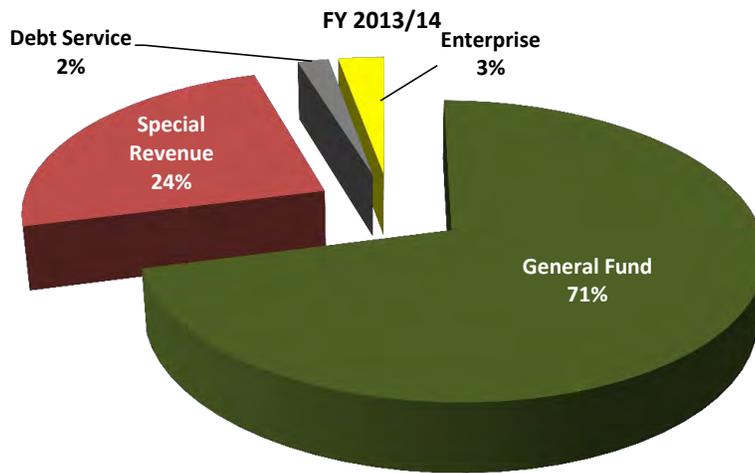
Revenues



**2013-2015 Budget
Revenue by Fund Group**

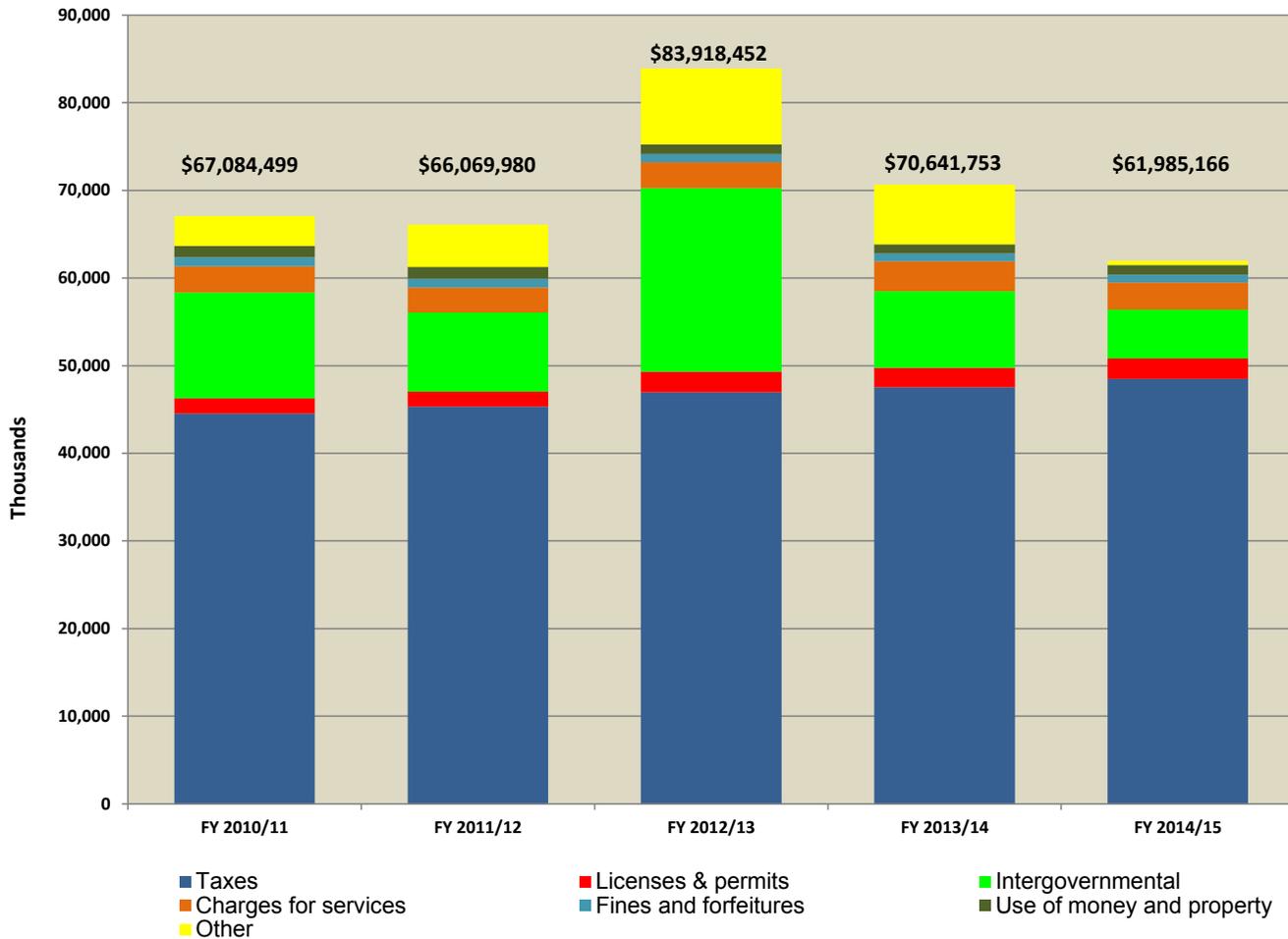
	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
General Fund	\$ 48,135,686	\$ 48,878,469	\$ 49,448,206	\$ 50,137,225	1.4%	50,849,750	1.4%
Special Revenue	\$ 16,320,498	\$ 14,365,066	\$ 31,452,046	\$ 17,132,006	-45.5%	7,867,209	-54.1%
Debt Service	\$ 1,128,584	\$ 1,137,671	\$ 1,324,000	\$ 1,361,142	2.8%	1,460,587	7.3%
Enterprise	\$ 1,499,731	\$ 1,688,774	\$ 1,694,200	\$ 2,011,380	18.7%	1,807,620	-10.1%
Total Revenues	\$ 67,084,499	\$ 66,069,980	\$ 83,918,452	\$ 70,641,753	-15.8%	\$ 61,985,166	-12.3%

Revenue by Fund Group





2013-2015 Budget
All Funds Revenue by Major Category



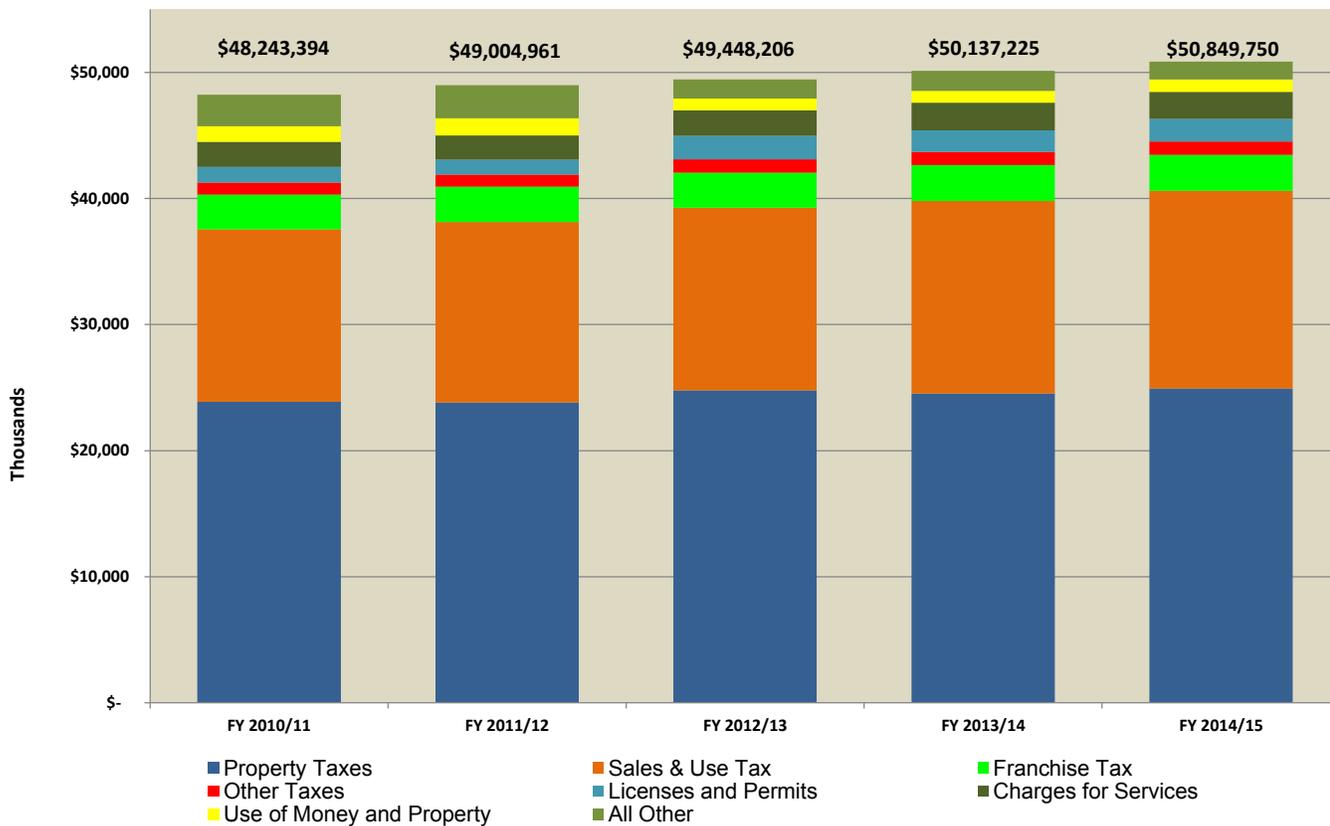
	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Taxes	\$ 44,550,800	\$ 45,339,533	\$ 46,971,872	\$ 47,540,670	1.2%	\$ 48,493,963	2.0%
Licenses & permits	1,727,416	1,704,669	2,345,400	2,214,600	-5.6%	2,310,600	4.3%
Intergovernmental	12,069,112	9,027,217	20,957,574	8,741,331	-58.3%	5,590,911	-36.0%
Charges for services	2,983,119	2,844,748	2,927,340	3,420,075	16.8%	3,102,315	-9.3%
Fines and forfeitures	1,042,462	1,001,856	938,100	875,500	-6.7%	875,500	0.0%
Use of money and property	1,291,900	1,355,389	1,123,050	1,051,927	-6.3%	1,095,227	4.1%
Other	3,419,690	4,796,568	8,655,116	6,797,650	-21.5%	516,650	-92.4%
Total Revenues	\$ 67,084,499	\$ 66,069,980	\$ 83,918,452	\$ 70,641,753	-15.8%	\$ 61,985,166	-12.3%



2013-2015 Budget
General Fund Revenue by Major Source



	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Property Taxes	\$ 23,890,732	\$ 23,821,350	\$ 24,793,492	\$ 24,524,000	-1.1%	\$ 24,935,000	1.7%
Property Transfer Tax	357,313	357,240	425,000	439,350	3.4%	443,740	1.0%
Sales & Use Tax	13,664,699	14,322,664	14,476,000	15,288,858	5.6%	15,689,413	2.6%
Transient Occupancy Tax	594,299	608,311	620,000	617,120	-0.5%	626,400	1.5%
Franchise Tax	2,753,821	2,793,042	2,790,000	2,835,000	1.6%	2,835,000	0.0%
Total Taxes	\$ 41,260,864	\$ 41,902,607	\$ 43,104,492	\$ 43,704,328	1.4%	\$ 44,529,553	1.9%
Licenses and Permits	\$ 1,241,009	\$ 1,192,492	\$ 1,881,200	\$ 1,704,200	-9.4%	\$ 1,800,200	5.6%
Intergovernmental	879,306	389,765	349,836	409,000	16.9%	233,000	-43.0%
Charges for Services	2,005,400	1,900,966	2,019,770	2,185,020	8.2%	2,134,020	-2.3%
Fines and Forfeitures	837,469	789,459	756,000	681,000	-9.9%	681,000	0.0%
Use of Money and Property	1,240,974	1,377,366	934,550	938,327	0.4%	987,627	5.3%
Other	778,372	1,452,306	402,358	515,350	28.1%	484,350	-6.0%
TOTAL General Fund	\$ 48,243,394	\$ 49,004,961	\$ 49,448,206	\$ 50,137,225	1.4%	\$ 50,849,750	1.4%





2013-2015 Budget
Revenue by Fund, Major Category and Object

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
General Fund Group							
General Fund							
Property Taxes	23,890,732	23,821,350	24,793,492	24,524,000	-1.1%	24,935,000	1.7%
Property Transfer Tax	357,313	357,240	425,000	439,350	3.4%	443,740	1.0%
Sales and Use Tax	13,664,699	14,322,664	14,476,000	15,288,858	5.6%	15,689,413	2.6%
Transient Occupancy Tax	594,299	608,311	620,000	617,120	-0.5%	626,400	1.5%
Franchise Taxes	2,753,821	2,793,042	2,790,000	2,835,000	1.6%	2,835,000	0.0%
Total Taxes Taxes	41,260,864	41,902,607	43,104,492	43,704,328	1.4%	44,529,553	1.9%
Business Licenses	8,490	11,000	9,200	9,200	0.0%	9,200	0.0%
Private Property Develop Perm	1,017,734	949,534	1,608,500	1,461,500	-9.1%	1,557,500	6.6%
Public Prop Encroach Permit	214,785	231,958	263,500	233,500	-11.4%	233,500	0.0%
Total Licenses & Permits	1,241,009	1,192,492	1,881,200	1,704,200	-9.4%	1,800,200	5.6%
Intergovtl-Federal Grants	47,999	83,439	-	-	-	-	-
Intergovtl-State Grants	129,071	49,184	79,403	176,000	121.7%	-	-100.0%
Intergovtl-State Other Subv	205,272	198,140	190,800	195,000	2.2%	195,000	0.0%
Intergovtl-St Motor Veh InLieu	459,061	49,831	51,633	-	-100.0%	-	-
Intergovtl-County- Other	37,903	9,171	28,000	38,000	35.7%	38,000	0.0%
Total Intergovernmental	879,306	389,765	349,836	409,000	16.9%	233,000	-43.0%
City Clerk Service Charges	1,892	1,020	2,150	1,000	-53.5%	1,000	0.0%
Finance Service Charges	396	290	-	-	-	-	-
Special Police Services	220	380	520	-	-100.0%	-	-
Zoning Fees and Subdiv Fees	61,480	113,406	168,800	164,320	-2.7%	170,320	3.7%
Plan Checking Fees	352,529	320,860	377,200	406,200	7.7%	366,200	-9.8%
Engineer Fees/Inspections/Othr	89,059	39,730	25,500	43,500	70.6%	28,500	-34.5%
Parks and Recreation Fees	65,606	80,212	93,200	78,000	-16.3%	78,000	0.0%
Tennis Fees	236,828	199,224	272,500	435,000	59.6%	435,000	0.0%
Recreation Center Fees	1,197,390	1,145,844	1,079,900	1,057,000	-2.1%	1,055,000	-0.2%
Total Charges for Services	2,005,400	1,900,966	2,019,770	2,185,020	8.2%	2,134,020	-2.3%
Vehicle Code Fines	581,107	521,735	500,000	500,000	0.0%	500,000	0.0%
Other Fines	5,659	6,293	1,000	1,000	0.0%	1,000	0.0%
Forfeitures	165,195	161,000	130,000	70,000	-46.2%	70,000	0.0%
Penalties	85,508	100,431	125,000	110,000	-12.0%	110,000	0.0%
Total Fines and Forfeitures	837,469	789,459	756,000	681,000	-9.9%	681,000	0.0%
Investment Earnings	499,379	574,124	206,500	172,300	-16.6%	221,600	28.6%
Rents & Concessions	741,595	803,242	728,050	766,027	5.2%	766,027	0.0%
Royalties	-	-	-	-	-	-	-
Total Use of Money and Property	1,240,974	1,377,366	934,550	938,327	0.4%	987,627	5.3%
Other Developer Fees	-	681,893	10,000	36,000	-	-	-
Reimbursements	738,323	588,192	364,058	395,250	8.6%	395,250	0.0%
Sale of Publications	110	166	-	-	-	-	-
Donations	11,325	9,694	14,800	25,600	73.0%	25,600	0.0%
Proceeds - Litigation	-	-	-	-	-	-	-
Other Miscellaneous	28,614	172,361	13,500	58,500	333.3%	63,500	8.5%
Total Other	778,372	1,452,306	402,358	515,350	28.1%	484,350	-6.0%
Total General Fund	48,243,394	49,004,961	49,448,206	50,137,225	1.4%	50,849,750	1.4%
Computer/Equip/Furn/Veh Repl							
Investment Earnings	(17,242)	(28,355)	-	-	-	-	-
Other Miscellaneous	-	24,011	-	-	-	-	-
Total Computer/Equip/Furn/Veh Repl	(17,242)	(4,344)	-	-	-	-	-
Facility Rehab/Replacement							
Investment Earnings	(90,466)	(122,148)	-	-	-	-	-
Total Facility Rehab/Replacement	(90,466)	(122,148)	-	-	-	-	-
Total General Fund Group	48,135,686	48,878,469	49,448,206	50,137,225	1.4%	50,849,750	1.4%



2013-2015 Budget
Revenue by Fund, Major Category and Object

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Special Revenue Fund Group							
Library Fund							
Taxes Property Taxes	2,017,942	2,008,733	2,119,380	2,055,200	-3.0%	2,083,823	1.4%
Total Taxes	2,017,942	2,008,733	2,119,380	2,055,200	-3.0%	2,083,823	1.4%
Intergovtl-Federal Grants	15,000	27,000	-	-	-	-	-
Intergovtl-State Other Subv	122,086	66,064	17,000	17,000	0.0%	17,000	0.0%
Intergovtl-Other Shared Rev	104,281	113,944	104,000	110,000	5.8%	110,000	0.0%
Total Intergovernmental	241,367	207,008	121,000	127,000	5.0%	127,000	0.0%
Engineer Fees/Inspections/Othr	67,374	-	-	60,000	-	-	-100.0%
Library Fees	186,444	192,543	160,670	162,000	0.8%	159,000	-1.9%
Total Charges for Services	253,818	192,543	160,670	222,000	38.2%	159,000	-28.4%
Other Fines	131,793	125,939	131,000	131,000	0.0%	131,000	0.0%
Total Fines and Forfeitures	131,793	125,939	131,000	131,000	0.0%	131,000	0.0%
Investment Earnings	12,024	17,151	8,000	3,000	-62.5%	3,000	0.0%
Rents & Concessions	14,785	12,553	15,000	15,000	0.0%	15,000	0.0%
Total Use of Money and Property	26,809	29,704	23,000	18,000	-21.7%	18,000	0.0%
Other Reimbursements	7,180	6,339	6,000	5,000	-16.7%	5,000	0.0%
Donations	401	3	-	-	-	-	-
Other Miscellaneous	14,250	14,092	10,000	13,000	30.0%	13,000	0.0%
Total Other	21,831	20,434	16,000	18,000	12.5%	18,000	0.0%
Total Library Fund	2,693,560	2,584,361	2,571,050	2,571,200	0.0%	2,536,823	-1.3%
Suppl Law Enforcement Svcs Fd							
Intergovtl-State Other Subv	100,016	154,885	151,000	150,000	-0.7%	150,000	0.0%
Investment Earnings	-	628	-	-	-	-	-
Total Suppl Law Enforcement Svcs Fund	100,016	155,513	151,000	150,000	-0.7%	150,000	0.0%
OCTA Fund Exchange Fund							
Intergovtl-County Shared Rev	1,674,970	1,667,364	1,981,000	-	-100.0%	-	-
Investment Earnings	-	-	10,000	-	-100.0%	-	-
Total OCTA Fund Exchange Fund	1,674,970	1,667,364	1,991,000	-	-100.0%	-	-
State Gas Tax Fund							
Intergovtl-State Gas Tax	2,488,044	2,792,971	2,619,308	2,913,491	11.2%	2,913,491	0.0%
Investment Earnings	(2,497)	(9,398)	20,000	2,000	-90.0%	2,000	0.0%
Other Reimbursements	39,223	212,175	309,600	-	-100.0%	-	-
Total State Gas Tax Fund	2,524,770	2,995,748	2,948,908	2,915,491	-1.1%	2,915,491	0.0%
Gas Tax - 2107.5 Fund							
Intergovtl-State Gas Tax	10,000	10,000	10,000	10,000	0.0%	10,000	0.0%
Investment Earnings	232	310	-	-	-	-	-
Total Gas Tax - 2107.5 Fund	10,232	10,310	10,000	10,000	0.0%	10,000	0.0%
Air Quality Imprvmnt Trust Fd							
Intergovtl-State Grant	-	-	-	60,000	100.0%	-	-100.0%
Intergovtl-State Other Subv	118,711	112,949	115,200	115,200	0.0%	115,200	0.0%
Investment Earnings	5,718	2,063	6,800	1,000	-85.3%	1,000	0.0%
Total Air Quality Imprvmnt Trust Fund	124,429	115,012	122,000	176,200	44.4%	116,200	-34.1%
Measure M SalesTax-Apprtmnt Fd							
Intergovtl-County Shared Rev	964,479	-	-	-	-	-	-
Investment Earnings	(2,359)	10,866	25,000	-	-100.0%	-	-
Other Reimbursements	46,493	82,598	342,856	-	-100.0%	-	-
Total Measure M SalesTax-Apprtmnt Fund	1,008,613	93,464	367,856	-	-100.0%	-	-



2013-2015 Budget
Revenue by Fund, Major Category and Object

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
MeasureM-Mstr Pln Artrl Hwy Fd							
Intergovtl-County Grant	-	-	116,016	-	100.0%	-	-
Investment Earnings	-	-	-	-	-	-	-
Total MeasureM-Mstr Pln Artrl Hwy Fund	-	-	116,016	-	-100.0%	-	-
Measure M-Growth Mgmt Area9 Fd							
Intergovtl-County Grant	762,578	19,562	-	-	-	-	-
Investment Earnings	7,227	-	-	-	-	-	-
Total Measure M-Growth Mgmt Area9 Fund	769,805	19,562	-	-	-	-	-
Sr Center Operations Fund							
Intergovtl-County Grant	-	-	50,068	100,000	-	100,000	-
Recreation Center Fees	41,901	44,013	44,000	36,875	-16.2%	36,875	0.0%
Investment Earnings	1,576	1,002	3,200	800	-75.0%	800	0.0%
Rents & Concessions	45,140	39,157	51,000	43,000	-15.7%	43,000	0.0%
Donations	2,788	2,480	2,200	3,000	36.4%	3,000	0.0%
Proceeds - Litigation	282	-	-	-	-	-	-
Miscellaneous	840	764	1,250	800	-36.0%	800	0.0%
Total Sr Center Operations Fund	92,527	87,416	151,718	184,475	21.6%	184,475	0.0%
Measure M-GrowthMgmt Area10 Fd							
Intergovtl-County Grant	(1,757)	144,539	-	-	-	-	-
Investment Earnings	2,326	602	-	-	-	-	-
Total Measure M-GrowthMgmt Area10 Fund	569	145,141	-	-	-	-	-
Measure M-Intersection Fund							
Intergovtl-County Grant	1,569,058	-	386,983	-	-100.0%	-	-
Investment Earnings	7,902	-	-	-	-	-	-
Total Measure M-Intersection Fund	1,576,960	-	386,983	-	-100.0%	-	-
Measure M-Signal Fund							
Intergovtl-County Grant	-	406,960	186,638	-	-100.0%	-	-
Total Measure M-Signal Fund	-	406,960	186,638	-	-100.0%	-	-
Fed Regnl Surface Tran Prg Fd							
Intergovtl-Federal Grants	177,790	-	-	-	-	-	-
Total Fed Regnl Surface Tran Prg Fund	177,790	-	-	-	-	-	-
Used Oil Recycling Block Grant							
Investment Earnings	46	(2,890)	-	-	-	-	-
Total Used Oil Recycling Block Grant	46	(2,890)	-	-	-	-	-
Park Development Fees Fund							
Investment Earnings	109	297	-	15,000	100.0%	10,000	-33.3%
Developer Fees	2,000,000	400,000	3,236,060	5,800,000	79.2%	-	-100.0%
Total Park Development Fees Fund	2,000,109	400,297	3,236,060	5,815,000	79.7%	10,000	-99.8%
Trans Eqty Act-ISTEA Fund							
Intergovtl-Federal Grants	158,630	15,868	1,465,678	-	-100.0%	-	-
Other Reimbursements	-	120,612	-	-	-	-	-
Total Trans Eqty Act-ISTEA Fund	158,630	136,480	1,465,678	-	-100.0%	-	-
Ladera Funding							
Developer Fees	394,099	1,130,362	-	-	-	-	-
Total Ladera Funding	394,099	1,130,362	-	-	-	-	-



2013-2015 Budget
Revenue by Fund, Major Category and Object

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Fed Transprt'n Appropriat'n Fd							
Intergovtl-Federal Grants	(704)	57,962	-	-		-	
Investment Earnings	932	(2,503)	-	-		-	
Total Fed Transprt'n Appropriat'n Fund	228	55,459	-	-		-	
State Trffc Congest'n Relief Fd							
Intergovtl-State Grants	252,247	-	-	-		-	
Investment Earnings	6,862	1,708	-	-		-	
Total State Trffc Congest'n Relief Fund	259,109	1,708	-	-		-	
Federal Hwy Bridge Repl/RehbFd							
Intergovtl-Federal Grants	60,320	347,911	2,619,704	3,010,508	14.9%	-	-100.0%
Investment Earnings	539	-	-	-		-	
Reimbursements	-	10,181	-	-		-	
Total Federal Hwy Bridge Repl/Rehb Fund	60,859	358,092	2,619,704	3,010,508	14.9%	-	-100.0%
Comm Development Block Grant							
Intergovtl-Federal Grants	800,282	619,125	624,234	350,000	-43.9%	350,000	0.0%
Reimbursements	30,852	105,319	-	-		-	
Total Comm Development Block Grant	831,134	724,444	624,234	350,000	-43.9%	350,000	0.0%
MV Foundation Fund							
Other Donations	10,000	6,000	7,500	-	-100.0%	-	
Total MV Foundation Fund	10,000	6,000	7,500	-	-100.0%	-	
SCRIP Fund							
Developer Fees	-	778,612	4,331,792	-	-100.0%	-	
Reimbursements	112	25,404	-	-		-	
Total SCRIP Fund	112	804,016	4,331,792	-	-100.0%	-	
Misc Federal Grants Fund							
Intergovtl-Federal Grants	-	-	45,416	-	-100.0%	-	
Total Misc Federal Grants Fund	-	-	45,416	-	-100.0%	-	
Prop 1B/State InfrastructureBd							
Intergovtl-State Grants	395,395	119,460	573,830	-	-100.0%	-	
Investment Earnings	3,732	351	-	-		-	
Total Prop 1B/State InfrastructureBd	399,127	119,811	573,830	-	-100.0%	-	
Misc State Grants Fund							
Intergovtl-State Grants	68,229	68,644	106,734	-	-100.0%	-	
Reimbursements	33,243	24,396	-	-		-	
Total Misc State Grants Fund	101,472	93,040	106,734	-	-100.0%	-	
Measure M 2 SlsTx-Apprtnmt Fd							
Intergovtl-County Shared Rev	85,884	1,249,135	1,409,250	1,496,132	6.2%	1,592,220	6.4%
Investment Earnings	-	-	3,000	3,000	0.0%	2,000	-33.3%
Other Reimbursements	-	2,600	-	450,000	100.0%	-	-100.0%
Total Measure M 2 SlsTx-Apprtnmt Fund	85,884	1,251,735	1,412,250	1,949,132	38.0%	1,594,220	-18.2%
ARRA (Stimulus) Fund							
Intergovtl-Federal Grants	613,193	405,292	131,652	-	-100.0%	-	
Intergovtl-State Grants	(217,170)	-	-	-		-	
Total ARRA (Stimulus) Fund	396,023	405,292	131,652	-	-100.0%	-	



2013-2015 Budget
Revenue by Fund, Major Category and Object

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
CountyTrffc Congestn Relief Fd							
Intergovtl-County- Other	230,061	-	-	-		-	
Investment Earnings	1,181	59	-	-		-	
Total CountyTrffc Congestn Relief Fund	231,242	59	-	-		-	
Federal Energy Grant (EECBG) Fund							
Intergovtl-Federal Grant	638,183	237,817	-	-		-	
Total Federal Energy Grant (EECBG) Fund	638,183	237,817	-	-		-	
Measure M2-ArtrlCapEnhanceFd							
Intergovtl-County Grant	-	-	6,604,500	-	-100.0%	-	
Total Measure M2-ArtrlCapEnhance Fund	-	-	6,604,500	-	-100.0%	-	
Safe Route to School Grant							
Intergovtl-Federal Grants	-	-	270,927	-	-100.0%	-	
Reimbursements	-	362,493	-	-		-	
Total Safe Route to School Grant	-	362,493	270,927	-	-100.0%	-	
Measure M2-Env Cleanup Program (ECP) Fund							
Intergovtl-Federal Grants	-	-	100,000	-	-100.0%	-	
Intergovtl-County Grants	-	-	200,000	-	-100.0%	-	
Total Measure M2-Env Cleanup Prog (ECP) Fund	-	-	300,000	-	-100.0%	-	
Highway Safety Imp Program (HSIP) Fund							
Intergovtl-Federal Grant	-	-	718,600	-	-100.0%	-	
Total Highway Safety Imp (HSIP) Fund	-	-	718,600	-	-100.0%	-	
Total Special Revenue Fund Group	16,320,498	14,365,066	31,452,046	17,132,006	-45.5%	7,867,209	-54.1%
Debt Service Fund Group							
MV Mall Parking Lease Fund							
Sales and Use Tax	1,126,628	1,134,141	1,324,000	1,361,142	2.8%	1,460,587	7.3%
Investment Earnings	1,956	3,530	-	-		-	
Total MV Mall Parking Lease Fund	1,128,584	1,137,671	1,324,000	1,361,142	2.8%	1,460,587	7.3%
Total Debt Service Fund Group	1,128,584	1,137,671	1,324,000	1,361,142	2.8%	1,460,587	7.3%



2013-2015 Budget
Revenue by Fund, Major Category and Object

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Enterprise Fund Group							
Mission Viejo Television Fund							
Franchise Taxes	145,366	140,689	144,000	140,000	-2.8%	140,000	0.0%
Service Charges-MVTV	100	700	400	400	0.0%	400	0.0%
Investment Earnings	4,403	3,276	6,000	2,000	-66.7%	2,000	0.0%
Other Miscellaneous	60	19	-	-		-	
Total Mission Viejo Television Fund	149,929	144,684	150,400	142,400	-5.3%	142,400	0.0%
Mission Viejo TV Capital Fund							
Franchise Taxes	-	153,363	280,000	280,000	0.0%	280,000	0.0%
Investment Earnings	-	-	-	500	100.0%	500	0.0%
Total Mission Viejo TV Capital Fund	-	153,363	280,000	280,500	0.2%	280,500	0.0%
Animal Services Fund							
Animal Licenses	483,168	502,135	458,200	501,400	9.4%	501,400	0.0%
Animal Permits	3,239	10,042	6,000	9,000	50.0%	9,000	0.0%
Animal Shelter Fees & Charges	137,796	144,492	157,500	140,700	-10.7%	140,700	0.0%
Animal Svcs-Intergovtl Svc Chg	544,104	562,034	545,000	835,080	53.2%	631,320	-24.4%
Other Fines	72,345	86,358	51,100	63,500	24.3%	63,500	0.0%
Forfeitures	855	100	-	-		-	
Investment Earnings	28,909	31,464	23,000	10,000	-56.5%	10,000	0.0%
Rents & Concessions	17,891	18,300	17,500	18,300	4.6%	18,300	0.0%
Reimbursements	-	-	-	-		-	
Donations	58,832	33,166	5,000	10,000	100.0%	10,000	0.0%
Miscellaneous	2,663	3,692	500	500	0.0%	500	0.0%
Capital Asset Disposal	-	(1,056)	-	-		-	
Total Animal Services Fund	1,349,802	1,390,727	1,263,800	1,588,480	25.7%	1,384,720	-12.8%
Total Enterprise Fund Group	1,499,731	1,688,774	1,694,200	2,011,380	18.7%	1,807,620	-10.1%
Total Revenues	67,084,499	66,069,980	83,918,452	70,641,753	-15.8%	61,985,166	-12.3%



CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2013-15



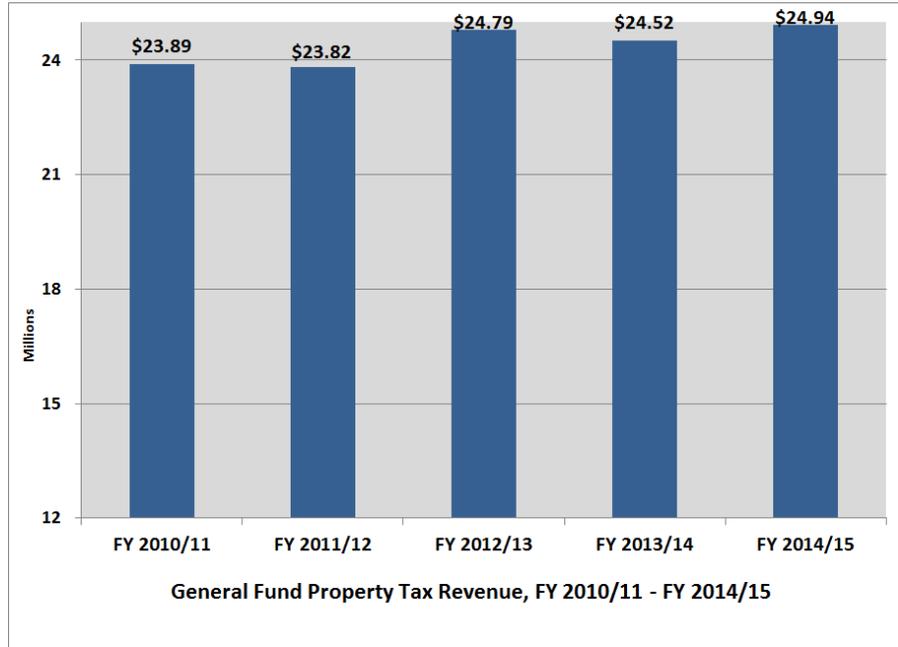
GENERAL FUND GROUP REVENUES

GENERAL FUND

Property Taxes

The constitution of the State of California, as amended by Proposition 13 in 1978 (e.g., Article XIII), sets the maximum property tax rate at 1% of assessed value. Furthermore, increases to the tax rate are limited to 2% or the annual change in inflation, whichever is less.

Property tax revenue represents the largest single source of revenue for the City of Mission Viejo. For FY 2013/14 General Fund property tax revenue is projected to be \$24.52 million, which represents 48.9% of total General Fund revenue. The following year, General Fund property tax is projected to be \$24.94 million, also 48.6% of total General Fund revenue. The amount of property tax revenue recorded in the General Fund represents 34.6% and 40.0% of total City revenues in FY 2013/14 and FY 2014/15, respectively.



Total property tax revenue – which is comprised of property tax proceeds recorded in the General Fund and the Library Services Fund – represents 40.2% of total revenue for the 2013-15 budget period (see the Library Services Fund description below for additional information on the property tax revenue recorded in that fund).

Assessed values in Orange County have grown for the past three years after two years of decline. The City's total assessed value of property (secured and unsecured) as of January 1, 2012, is approximately \$13.32 billion. This amount represents an increase of 0.71% over the prior fiscal year. Changes to total assessed value directly impact the amount of property tax revenue the City receives.

Property tax revenue is projected to decrease 1.1% in FY 2013/14 over the adopted FY 2012/13 budget and increase 1.7% in FY 2014/15. Property taxes in the FY 12/13 amended budget include a one-time redevelopment dissolution distribution of \$643,000. The City will not be receiving another distribution like this in the future. If this one-time distribution is excluded from the year-to-year comparison, property tax revenue is projected to increase 1.5% in FY 2013/14. While these changes are modest, they represent four straight years of increases in property tax revenue after the three successive years of decline caused by the recession which dramatically impacted the real estate market.

As the economy continues to improve, so should the real estate market. Staff, with the help of its property tax consultants, will continue to monitor property tax revenue.

Sales and Use Taxes

Sales and use tax revenue is the second largest revenue source for the City, behind property tax revenue. Sales tax revenue represents 30.6% of total General Fund revenue for FY 2013/14 and 31.0% for FY 2014/15.

The sales and use tax is collected and apportioned by the State Board of Equalization. Up until FY 2004/05, the City received a full 1% of the total sales tax collected, based on sales within its jurisdiction. However, as a result of Proposition 57, beginning in FY 2004/05 the local sales tax rate was reduced by 0.25% and the State rate was increased by 0.25%. This was done in order to repay the fiscal recovery bonds floated by the State.



CITY OF MISSION VIEJO Explanation of Revenue Sources, 2013-15

Under this new arrangement due to Proposition 57 (known as the “triple-flip”), cities are reimbursed dollar for dollar with additional property tax for the 0.25% “lost,” or retained by the State in order to back the economic recovery bonds. (The reimbursement is recorded in our books as sales tax, consistent with accounting guidelines.) This swapping of sales tax will last until the economic recovery bonds are paid off by the State. At that point in time, the City will again receive the full 1% of total sales tax collected from point of sales transactions within its jurisdiction.

Sales tax revenue estimates are based on input from the City’s sales tax consultant, past revenue trends and retail sales projections of anticipated new retailers within the City. Local retail activity has picked up over the past year as the economy continues to recover. Sales tax is expected to increase by 5.6% in FY 2013/14 from FY 2012/13 budget levels, to \$15.29 million. Sales tax revenue is projected to be \$15.69 million in FY 2014/15, an increase of 3.0% over the prior fiscal year as projections anticipate continued economic growth.



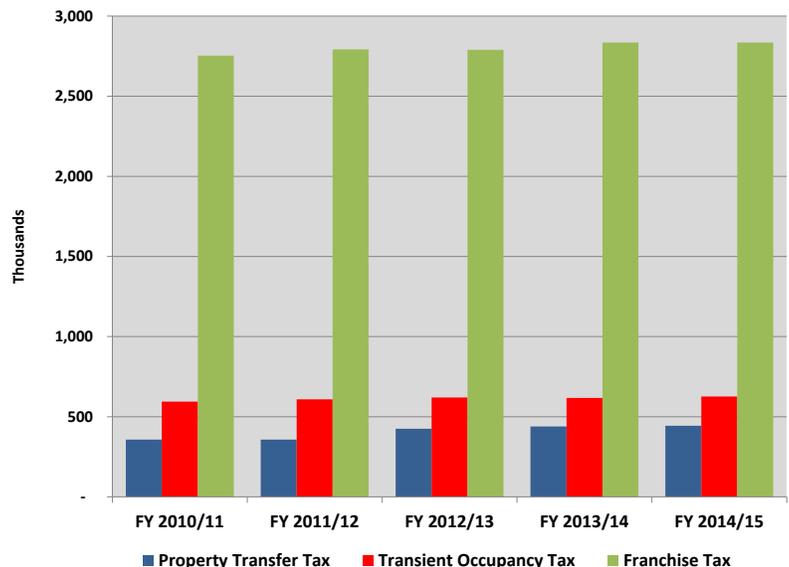
General Fund Sales and Use Tax, FY 2010/11 - FY 2014/15

In 1997 the City and the Community Development Agency of Mission Viejo formed the Mission Viejo Community Development Financing Authority (CDFA), a joint exercise of powers authority, for the purpose of issuing bonds to fund public improvements at the “Shops at Mission Viejo.” Debt service on the bonds is partially paid from available mall sales tax revenue, which is defined as an amount limited to 50% of annual sales tax revenue generated by the renovated mall subject to the City receiving at least \$1.5 million plus inflationary growth on that amount. The City’s share of mall sales tax is estimated to be \$2.16 million in FY 2013/14 and will grow to \$2.21 million by FY 2014/15. This amount is included in the above General Fund sales tax estimate. The portion of sales tax from the “Shops at Mission Viejo” to be devoted to debt service is not included in the above amounts, but rather is recorded in the separate Mission Viejo Mall Parking Lease Fund.

Franchise Taxes

Franchise Taxes are imposed by the City on gas, electric, cable television and refuse and recycling companies for the privilege of using City streets and rights-of-way for the transport of their goods and services. Each company is assessed a franchise fee that is contractually set at between one and five percent of gross receipts. This revenue source is estimated to generate a total of \$2.8 million for the City during FY 2013/14, with the same amount projected for FY 2014/15.

Franchise tax revenue has remained relatively stable over the last several years (see graph at right, green bars). This projection does not assume any significant encroachment into the existing cable television franchise by new market participants or other significant impacts





CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2013-15

resulting from the 2006 Digital Infrastructure and Video Competition Act which shifts video franchising authority from local governments to the California Public Utilities Commission.

Transient Occupancy Tax

The City of Mission Viejo Municipal Code authorizes the City to levy a tax for the privilege of occupying hotel rooms and lodgings on a transient basis. The Transient Occupancy Tax (TOT) rate has been set at 8% since the City's incorporation. As with other sources of revenue which rely on discretionary spending habits, TOT revenue was impacted by the recession in FY 2008/09 and 2009/10; however, revenue for FY 2010/11 and 2011/12 rose to above pre-recession levels. For FY 2013/14, TOT revenue is projected to be \$617,000; in FY 2014/15 this is projected to increase to \$626,000.

Property Transfer Tax

The California Government Code authorizes the County of Orange to impose a transfer tax on real property sold at the rate of \$1.10 per \$1,000 of assessed value. The proceeds from this tax are then split 50/50 between the County and the city in which the property sale occurs. This revenue source, which had seen tremendous growth in the early 2000's as the local housing market expanded, experienced serious declines resulting from the contraction of the real estate market during the recession.

This revenue source is projected to be \$439,000 for FY 2013/14 and \$444,000 for FY 2014/15. While this amount is approximately \$134,000 less than what the City received at the peak of the housing market run-up in FY 2006/07, it does represent an increase of 3.4% compared to the FY 2012/13 budgeted amount.

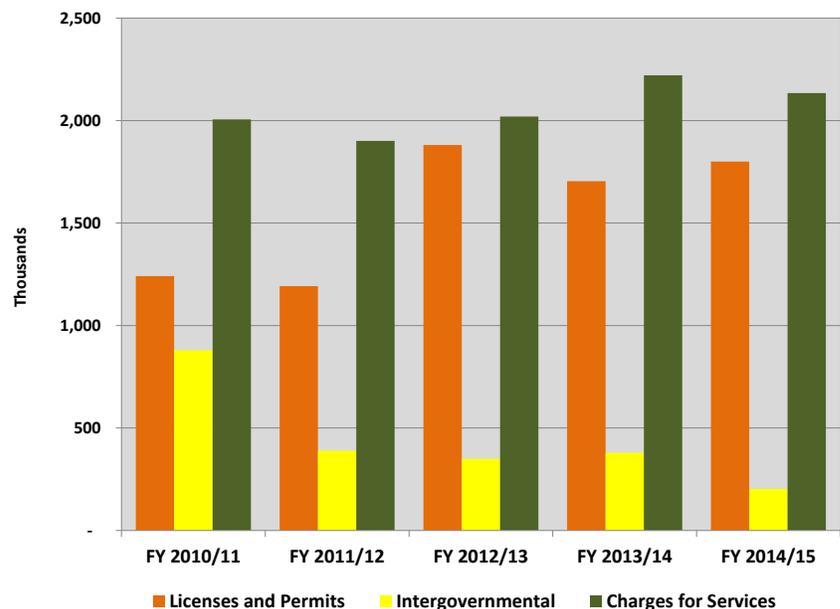
Licenses and Permits

The California Government Code and the State Constitution give cities the authority to assess certain license and permit fees as a means of recovering the cost of regulating various activities. Examples of these activities include building permits, construction permits, and engineering permits for grading and inspection services.

Revenue from the various categories of licenses and permits for FY 2013/14 is anticipated to be \$1.7 million, a 9.4% decrease from the FY 2012/13 amended budget. The following year, revenue is projected to increase 5.6% over FY 2013/14 to \$1.8 million.

License and permit revenue was also negatively impacted beginning in FY 07/08 due to the recession. The City experienced four years of declining revenue due to a slowing of building activity in the City. During FY 2011/12, the City Council approved a residential and commercial permit fee holiday to help provide some relief to residents and business owners. This program helped to jump start activity in the City and led to a significant

increase in license and permit revenue in FY 2012/13. Another contributor to the increase in 12/13 is the receipt of permit revenue from two major housing development projects: The Ridge at Jeronimo and Los Alisos and a UDR apartment complex project on Los Alisos, east of Marguerite Parkway. These types of receipts fluctuate from year to year. For FY 2013/14, permit revenue is expected for an apartment complex project at Oso Parkway and Country Club Drive and for FY 2014/15, revenue is expected for the Skyridge development off El Toro Road.





CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2013-15



Intergovernmental

Cities receive revenue from other government agencies, principally from the State and Federal governments. These revenues include monies called subventions, as well as grants for specific projects and reimbursements related to State mandated activities or disaster/emergency declarations.

Prior to FY 2011/12, the major item in the Intergovernmental revenue was revenue received from the State motor vehicle license fee (VLF). The VLF is a tax imposed by the State on the ownership of a registered vehicle in place of taxing vehicles as personal property. When the state adopted their budget for FY 11/12, they eliminated this revenue stream to cities, causing intergovernmental revenues to decrease in FY 11/12.

The estimate for total Intergovernmental revenue is \$409,000 for FY 2013/14 and \$233,000 for FY 2014/15.

Charges for Services

Service charges or fees are imposed on the user of certain services provided by the City, under the rationale that benefiting parties should pay for all or part of the cost of that service, rather than the general public. Examples include planning-related services such as design review, environmental impact review, plan check fees and variance applications; engineering services such as grading plan check, street plan check and soils reporting; building services related to construction plan check; recreation class fees; and recreation and tennis center fees.

Total Charges for Services revenue for FY 2013/14 is projected to be \$2.2 million an 8.2% increase over the FY 2012/13 amended budget. It is anticipated that monthly tennis fees and tennis lesson revenue will double over prior year levels due to increased demand at the newly renovated Marguerite Tennis Center. Revenue for FY 2014/15 is expected to be \$2.1 million, a 2.3% decrease over the prior year.

Fines & Forfeitures

Fines and penalties are imposed for vehicle and parking violations occurring within the City limits as well as for infractions of local ordinances. These revenues have been in decline since FY 2011/12. Total Fines and Forfeitures revenue is projected to be \$681,000 in both FY 2013/14 and 2014/15, a decrease of 9.9% from the prior year amended budget of \$756,000.

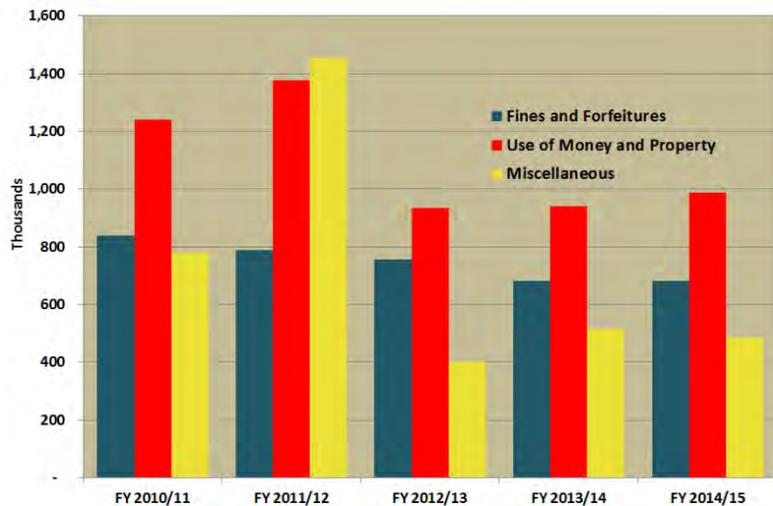
Use of Money & Property

Interest earnings and rents and concessions comprise this category of revenue, with anticipated revenue budgeted at \$938,000 for FY 2013/14, a 0.4% increase from the FY 2012/13 budget. An increase of 5.3% is projected in FY 2014/15 with an estimate of \$988,000. The minimal increase in the first year reflects the current and continued low interest rate environment. The rent and concession portion of this revenue category is projected to grow by 5.2% in FY 2013/14 due to an increase in the number of cell sites generating rental income. It is anticipated that interest rates will begin to rise in 2014, causing interest earnings to increase for FY 2014/15.

The rent and concession portion of this revenue category is projected to grow by 5.2% in FY 2013/14 due to an increase in the number of cell sites generating rental income. It is anticipated that interest rates will begin to rise in 2014, causing interest earnings to increase for FY 2014/15.

Miscellaneous Revenue

This revenue source includes reimbursements for special events, workers compensation insurance, certain Successor Agency administrative expenses, and the Nadadores Swim Team share of facility expenses. The proposed budget is \$515,000 in FY 2013/14 and \$484,000 in FY 2014/15.





CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2013-15



COMPUTERS, EQUIPMENT, FURNISHINGS, VEHICLES (CEFV) REPLACEMENT FUND

This fund is used to record expenditures related to replacing various computer, equipment, furnishings and vehicle assets. This fund is considered part of the General Fund group of funds and is included when calculating the City's total discretionary reserves.

Contribution levels into the CEFV Fund are at the discretion of the City Council and are in part based on meeting a target funding rate which equals 100% of accumulated depreciation as reported in the City's most recent Comprehensive Annual Financial Report (CAFR). Contributions to the CEFV fund are made from the General Fund and are recorded as interfund transfers. In an effort to continue to provide core municipal services to residents at levels they have come to expect, and in order to maintain the General Fund Contingency Reserve at adequate levels, there is no contribution proposed by staff to the CEFV fund in FY 2013/14 or FY 2014/15. This fund is currently at 49% of accumulated depreciation.

FACILITY REHABILITATION AND REPLACEMENT FUND

This fund is used to record expenditures related to the rehabilitation and replacement of existing City facilities as well as major playground and park equipment. It is also considered part of the General Fund group of funds and its fund balance is included when calculating the City's total discretionary reserve level.

Contribution levels into this fund are also at the discretion of the City Council with a target funding level of 50% of accumulated depreciation as reported in the City's most recent CAFR. The other 50% of funding comes directly from the General Fund or other funding source, if applicable. Contributions into the fund are recorded as interfund transfers from the General Fund. There are also no contributions proposed by staff to this fund in FY 2013/14 and FY 2014/15 for the same reasons as stated for the CEFV fund above. This fund is currently funded at 37% of accumulated depreciation.

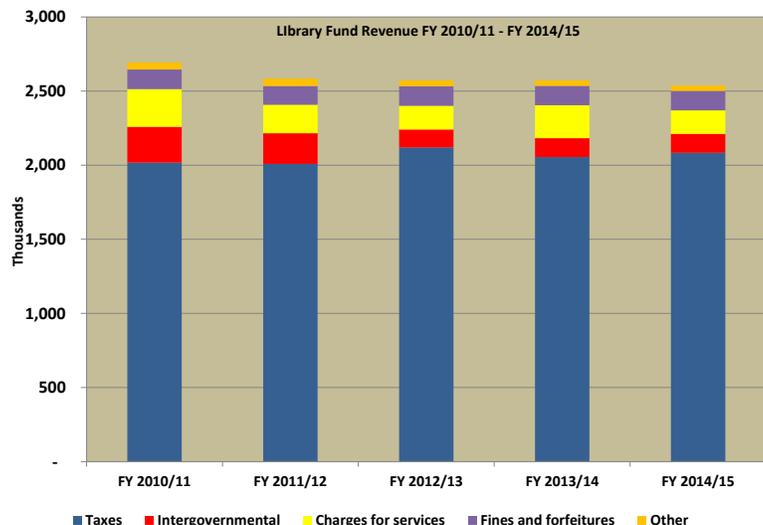
SPECIAL REVENUE FUND GROUP

LIBRARY FUND

The Library Fund is used to account for the receipt and expenditure of funds restricted for library purposes. Total Library Fund revenue for FY 2013/14 is projected to be \$2.57 million; for FY 2014/15 it is projected to decrease slightly to \$2.54 million. The majority of revenue used for Library operations comes from property tax: \$2.05 million (80%) in FY 2013/14 and \$2.08 million in FY 2014/15 (82%).

The revenue projections for FY 2013/14 include (in addition to property tax): \$17,000 in State funding; \$162,000 in Library fees; \$131,000 in Library fines; \$110,000 from the Redevelopment Property Tax Trust Fund pursuant to a tax sharing agreement with the former redevelopment agency; \$60,000 in developer fees; and additional revenue from a variety of other sources.

Due to the budget challenges faced by the State, funding for local municipal libraries across California have been significantly cut. State funding in FY 2010/11 was \$137,000. It is projected that this funding will only be \$17,000 for the next two years.





CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2013-15

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF)

The Citizens' Option for Public Safety (COPS) program was established in FY 1996-97. This is a State program requiring annual appropriation by the State Legislature for continued funding. The COPS program provides supplemental funding to local jurisdictions for front-line municipal police services. The allocation for each of the next two fiscal years is expected to be \$150,000 annually, same as current fiscal year.

GAS TAX FUNDS

The State of California assesses a tax on gasoline purchases as authorized by Sections 2105, 2106, 2107 and R&R7360 of the California Streets and Highways Code. A portion of this tax is allocated to the City of Mission Viejo based on a statutory funding formula. These funds are earmarked for maintenance, rehabilitation or improvement of public streets. The estimate for this revenue source is \$2.9 million for fiscal years 2013/14 and 2014/15.

The City also receives a flat amount of \$10,000 annually as Section 2107.5 Gas Tax revenue, based on population. The Section 2107.5 amount is restricted for engineering costs related to street improvements and is accounted for in a separate fund.

AIR QUALITY IMPROVEMENT TRUST FUND

Assembly Bill 2766 signed into law in 1990 authorized a fee on motor vehicle registrations to fund programs to reduce air pollution from cars, trucks, and buses. The South Coast Air Quality Management District (SCAQMD) administers the program, which distributes money based on population as well as for specific requests. There is no increase anticipated in this funding from the prior year with the City's per capita share expected to remain constant at \$115,200 for both FY 2013/14 and FY 2014/15.

SENIOR CENTER OPERATING FUND

This fund receives revenue collected from the operation of the Norman P. Murray Senior and Community Center (e.g., class fees, room rentals, etc.). These funds are used for activities at the Senior Center which are focused on senior citizens. Total revenues are expected to be \$184,000 in FY 2013/14 and FY 2014/15, an increase of 21.6% from the FY 2012/13 amended budget. This increase reflects the receipt of an annual senior transportation grant award from the County of Orange in the amount of \$100,000.

PARK DEVELOPMENT FEE FUND

Park Development Fees are governed under Chapter 9.85 of the City's municipal Code ("Local Park Code"). These fees are generated by new development in the City. It is anticipated that fees will be collected from the Watermarke development project on Oso Parkway at County Club Drive, in the amount of \$4,800,000 and another \$1,000,000 will be collected from the Skyridge project off El Toro Road. All fees are expected to be received during FY 2013/14. There are no Park Development Fees expected during FY 2014/15.

TRANSPORTATION FUNDS

The City relies on a variety of outside funding for street-related capital projects. In addition to the State gas tax, Orange County Transportation Authority (OCTA), Federal, State, and developer funding is available for the construction and improvement of major streets. For FY 2013/14, a total of \$4.5 million is expected from these revenue sources, and for FY 2014/15, \$1.6 million is projected. This revenue will be utilized to fund a variety of street projects over the two-year budget period.

Approximately 50% of this funding source is revenue from Measure M2 sales tax. The original Measure M was a one-half of one percent sales tax approved by Orange County voters in 1990. This sales tax was renewed in 2006 (at the one-half of one percent rate) and revenues from it are now designated as "Measure M2" and are recorded in a separate fund. The City receives an annual apportionment from OCTA of Measure M2 money and anticipates receiving \$1.5 million and \$1.6 million in Measure M2 local apportionment/sales tax funds during FY 2013/14 and FY 2014/15, respectively. The City also competes with other Orange County cities for additional funds for specific projects (i.e., competitive grants). There is no competitive grant funding as part of the proposed budget; however, staff intends to seek funding for a number of competitive grant related projects as the two year budget period progresses.



CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2013-15

The balance of transportation funding, in the amount of \$3.0 million is expected to be received in FY 2013/14 as part of a Federal Highway Bridge Rehabilitation grant and will be used toward the La Paz Bridge Rehabilitation capital improvement project.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

The City is an entitlement city and applies directly to the U.S. Department of Housing and Urban Development (HUD) for its CDBG funding. The primary objective of the CDBG program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The City's CDBG funding allocation is projected to be \$350,000 in each fiscal year of the 2013-15 adopted budget, a decline of 43.9% from the prior year. The City's allocation is based on a complex formula using ratios of population, poverty, age of housing stock, housing overcrowding and amount of growth. Budget reduction efforts by the Federal government have resulted in lower CDBG award amounts in recent years. Staff, along with the City's CDBG consultant, will continue to monitor this revenue source closely as additional efforts at the Federal level to reduce expenditures will likely impact CDBG funding in future years.

DEBT SERVICE FUND GROUP

MISSION VIEJO MALL PARKING LEASE FUND

As discussed earlier in the Sales Tax section, in 1997 the City and the former Community Redevelopment Agency formed the Mission Viejo Community Development Financing Authority (CDFA). This is a joint exercise of powers authority, for the purpose of issuing bonds to fund certain public improvements at the "Shops at Mission Viejo." Debt service on the bonds is partially paid from available mall sales tax revenue which is defined as an amount limited to fifty percent of annual sales tax revenue generated by the renovated mall, subject to the City receiving a guaranteed amount that grows each year.

This fund accounts for receipt of the portion of the mall sales tax available to pay debt service on the mall bonds, and the disbursement thereof to the Authority's bond trustee. In FY 2013/14, \$1.36 million is expected from this source, an increase of 2.8% from the prior year budget. For FY 2014/15, \$1.46 million is expected, an increase of 7.3%. The increase is due to the general improvement in retail sales activity. Due to the allocation formula related to this financing, the City's share is guaranteed and grows steadily while the bond share is subject to greater fluctuations.

ENTERPRISE FUND GROUP

MISSION VIEJO TELEVISION (MVTV) FUND

Revenue estimates for this fund consist primarily of the one-half of one percent portion of the five percent Cable TV franchise fee that is used to provide governmental access to cable television programming, and which is recorded in this separate fund. The remaining 4.5% of the franchise fee is recorded in the General Fund (see the Franchise Taxes discussion above). The franchise fee portion recorded in this fund, along with miscellaneous fees and interest revenue, provide resources for the programming and operations of MVTV, Channel 30. For both fiscal years in the 2013-15 adopted budget, MVTV projected revenue is \$142,000, a 5.3% decrease from the FY 2012/13 amended budget.

MISSION VIEJO TV CAPITAL FUND

The Mission Viejo TV Capital Fund accounts for a new source of revenue that began in FY 2011/12. State law requires that after the expiration of an existing franchise agreement, all video service providers will provide monetary support for Public, Education, and Government (PEG) TV channel equipment. This monetary support comes from an additional franchise fee of 1% of total gross receipts assessed on a community's cable providers. Mission Viejo has franchise agreements with two cable television providers: Cox Cable and AT&T. The additional revenue received from this new assessment is restricted to capital equipment purchases. For both fiscal years in the 2013-15 adopted budget, MVTV capital fund projected revenue is \$280,000, the same amount in the FY 2012/13 amended budget.

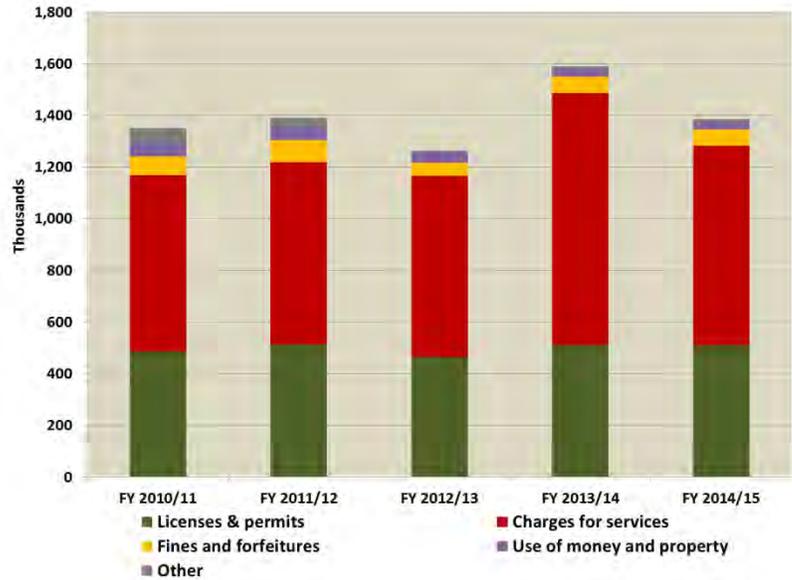


CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2013-15

ANIMAL SERVICES FUND

This fund is used to account for the City’s animal services operations. The City provides animal licensing, field patrol and shelter services to the Cities of Laguna Niguel and Aliso Viejo under contract to those cities and shares the total costs of the program on the basis of population, net of total program revenues.

Revenue for FY 2013/14 is estimated to be \$1.6 million, a 25.7% increase over FY 2012/13. This increase is due a one-time capital contribution in the amount of \$200,000 from the City of Aliso Viejo for the expansion of the cattery facility. Projected revenue includes: \$510,400 in licensing and permit revenue – a 10% increase; \$141,000 in shelter fees – a 10.7% decrease; \$835,000 in charges for services (Laguna Niguel and Aliso Viejo’s share of net operating costs and capital expenses) – a 53.2% increase; \$63,500 in fines, \$10,000 in investment earnings, \$18,300 in lease revenue from the neighboring veterinary clinic, and \$10,500 in donations and other revenue. Total Animal Services fund revenue for FY 2014/15 is projected to decrease to \$1.4 million, after the one-time capital contribution of \$200,000 is factored out.



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Operating Budget



CITY OF MISSION VIEJO 2013-15 Operating Budget Summary



Introduction

The General Fund finances the majority of the City's operations: police patrols, park maintenance, slope maintenance, street maintenance, etc. For example, during the 2013-15 budget cycle, 88% of the City's total operating budget is funded by the General Fund. Library Fund appropriations, Supplemental Law Enforcement grant, gas taxes, air quality fees, Measure M taxes, senior center operations, Community Development Block Grant, the two Mission Viejo Television (MVTV) funds, and the Animal Services enterprise fund comprise the remainder of all operating appropriations.

The City of Mission Viejo operating budget is based on a "program budget" concept. The City's twelve departments are divided among the seven program areas of: General Government – Legislative, General Government – Management and Support, Public Safety, Community Development, Engineering and Transportation, Infrastructure Maintenance, and Recreation, Community and Library Services.

Budget Expenditure Categories

Each program area then contains various programs that further organize the budget into smaller, more manageable pieces. The program budgets are further broken down into specific expenditure categories and include: salaries & wages, benefits, professional/technical contractual services, maintenance/repair contractual services, supplies, insurance, rents, utilities, dues/memberships/subscriptions, travel/training/meetings, other services/fees, housing rehabilitation loan program, contributions to agencies/organizations, depreciation, debt service and capital outlay. These categories represent the building blocks of the City's budget and serve as the foundation for internal budgetary controls.

Salaries and wages include all costs associated with full-time, part-time and temporary employee salaries and overtime. Benefits include costs for health benefits and retirement as well as other benefits. Housing rehabilitation loans are reported only in the Community Development Block Grant Fund. Contributions to agencies/organizations are reported in multiple programs and information about who is the recipient beneficiary of these contributions is reported in each program where applicable. Depreciation is only reported in the MVTV and Animal Services Funds. Debt service includes the annual payment of bonds used to construct the library and city hall facilities and is reported in the debt service program under the General Government – Management and Support program area. Capital outlay provides for the purchase of vehicles, computers, equipment and improvements to facilities. All other expenditure categories (i.e. professional/technical contractual services, maintenance/repair contractual services, supplies, insurance, rents, utilities, dues/memberships/subscriptions, travel/training/meetings, other services/fees) are reported in each program as applicable. Additional information is provided on each program page relating to these types of categories.

Summary of Expenditure Categories

Since the City of Mission Viejo is a "contract city," the majority of appropriations in any given fiscal year are for contractual services (e.g., public safety, landscape and street maintenance, and building and planning support). The 2013-15 adopted budget provides approximately 56% of total appropriations for contractual services. These expenditure categories include professional/technical contractual services, maintenance/repair contractual services and other services/fees.

Professional/Technical Contractual Services

As compared to the FY 12/13 amended budget, contractual services will decline 16.4% in FY 13/14 and increase slightly by .2% in FY 14/15. Included in the FY 12/13 amended budget is approximately \$0.4



CITY OF MISSION VIEJO 2013-15 Operating Budget Summary



million in appropriations that were carried over from FY 11/12 and not considered to be part of the base operating budget. These carried over funds are primarily in the Cable Television, Traffic Operations and Advance Planning program budgets and are available for providing additional programming for MVTV, additional resources for air quality compliance and reporting and to complete the City's General Plan update. If these appropriations are excluded from the FY 11/12 amended budget to allow for a better comparison between base budgets, the decrease in FY 13/14 would actually be \$0.2 million or 6.4%.

With the exception of a few contracts, the adopted budget for FY14/15 assumes that most contractual services in this category will remain static in the second year, which is reflected in the change from FY 13/14 of only 0.2%

Maintenance/Repair Contractual Services

This category is projected to decline 12.5% in FY 13/14 and 2.8% in FY 14/15. This category also includes appropriations carried over from FY 11/12 as part of the amended budget in the amount of \$0.6 million and another \$0.5 million appropriated during the 12/13 fiscal year that are not considered to be part of the base operating budget. These carried over and additional appropriations are recorded in the IT, Environmental Maintenance and the Medians and Parkway Maintenance programs and are available as additional resources for the implementation of IT project and software upgrades, resources for storm related repairs and slope rehabilitation. If these appropriations are excluded from the FY 12/13 amended budget to allow for a better comparison between base budgets, the decrease in FY 13/14 would be \$0.2 million or 2.0%. Contractual services in this category are also projected to remain static in the second year.

Other Services/Fees

This category is projected to increase 1.1% in FY 13/14 and 2.7% in FY 14/15. These increases are primarily attributed to the increase in the contract with the Orange County Sheriff's Department for police services. This contract is 1.5% higher in FY 13/14 over FY 12/13 and is projected to increase another 3% for FY 14/15.

The "contract city" model of expenditures can be further seen in the percentage of total appropriations attributable to personnel services. For the 2013-15 budget, personnel services, which include the salaries and wages and benefits expenditure categories represent approximately 29% of total operating budget.

Salaries and Wages

Salaries and wages are projected to increase 7.1% in FY 13/14 and 2.2% in FY 14/15. For both fiscal years, the adopted budget includes merit increases for employees equal to approximately 3% of current base salaries in each fiscal year or approximately \$270,000 in each year. The adopted budget also includes an increase for hourly, seasonal and temporary (HST) employees across several programs for approximately \$0.2 million in FY 13/14. This amount will slightly decrease in FY 14/15.

Benefits

Benefits are projected to increase 4.9% in FY 13/14 and decrease 4.6% in FY 14/15. For FY 13/14, an increase to health benefits across all programs of \$241,000 (increases to the health benefit fixed monthly contributions were approved by the City Council in March 2013) are offset with a decrease in pension contributions as a result of shifting 1.25% of employee contributions back to employees. For FY 14/15, the final shift of employee pension contributions of 1.25% will continue to reduce the city cost toward pension benefits. After this shift, employees will be contributing 100% of their employee pension contributions to their pension plan. It is also anticipated that the city's annual required



CITY OF MISSION VIEJO 2013-15 Operating Budget Summary



contribution toward the Retiree Insurance Program (RIP) will also decline by approximately \$150,000 in the second year.

The remaining expenditure categories comprise the other 15% of the operating budget. Of these categories, the most significant changes in FY 13/14 are reflected in the Insurance, Housing Rehab Loan Program, Contributions to Agencies/Organizations and Capital Outlay categories. For FY 14/15 the only significant change is reflected in the Capital Outlay category.

Insurance

This category is projected to decrease 14.9% in FY 13/14. The insurance deposits to the California Joint Powers Insurance Authority (CJPIA) are declining. The actual premiums for general liability insurance were \$137,000 higher in FY 12/13 than the amount due for FY 13/14. There are two causes for this decrease: overall claims and experience in recent years has declined compared to past years and the transition from the rolling period retrospective deposit calculation to a prospective approach ends in FY 12/13. The final payment due on the City's retrospective deposit will be paid with resources available in FY 12/13.

Housing Rehabilitation Loan Program

This category is projected to decrease 53.6% in FY 13/14 from the FY 12/13 amended budget. The adopted budget for this program is based on the estimated funding available for the fiscal year from the Community Development Block Grant (CDBG) annual award amount from the Department of Housing and Urban Development. Every year, as part of the mid-year budget review, the funding for this program is amended to include additional funds that are available from repayment of housing rehabilitation loans. The FY 12/13 amended budget includes these additional resources. It is anticipated that during the FY 13/14 mid-year review, an amendment will be made to this program.

Contributions to Agencies/Organizations

This category is projected to decrease 87.6% or \$1.95 million in FY 13/14 from the FY 12/13 amended budget. This decrease is due to the expiration of the OCTA Gas Tax Exchange agreement. Under that agreement, OCTA would allocate a portion of their state gas tax revenue to the City of Mission Viejo and the City would allocate a like amount back to OCTA from General Fund resources. The purpose of this exchange was to shift the restrictions related to gas tax funds to the City, while OCTA could then utilize the exchanged funds for any purpose. The budget for this exchange in FY 12/13 was \$1.981 million.

Capital Outlay

Capital outlay appropriations vary annually depending on the degree of facility and equipment replacement needs, coupled with the amount of funding available. Each year there is the need to replace a certain amount of fleet vehicles, park fixtures and amenities, and computer equipment. During the 13-15 budget development process, staff was able to identify specific savings in the FY 12/13 budget and will be recommending these funds be used in place of General Fund reserve resources to purchase all General Fund equipment identified for replacement during FY 13/14. Equipment identified for replacement include four vehicles used in the Public Services and Public Works departments and six pieces of fitness equipment used at the Montanoso and Sierra recreation facilities. Some of these purchases will be completed by the end of FY 12/13; however, staff will be requesting that some of these appropriations be carried over to FY 13/14. The capital outlay requests in the FY 13/14 adopted budget are limited to the Library, MVTV and Animal Services Funds. The overall decrease is 83.6% from the FY 12/13 amended budget, which includes a \$0.9 million appropriation for the purchase of a new accounting software system.



CITY OF MISSION VIEJO 2013-15 Operating Budget Summary



In FY 14/15, the decrease is projected to be 11.7% or \$0.1 million. Equipment replacement needs in this year include MVTV equipment, one police motorcycle, computer equipment and additional fitness equipment. Capital outlay requests for the adopted FY 13-15 budget represents less than one percent of the total operating budget.

Summary of Program Area Expenditures

The operating budget in FY 13/14 for all funds is decreasing 7.8% from the FY 12/13 amended budget and increasing 0.4% in FY 14/15. For FY 13/14 five of the seven program areas are declining with the largest decline projected at 29% in the General Government-Management and Support program area. For FY 14/15, four of the seven program areas are increasing with the largest increase projected at 5.4% in the General Government-Legislative program area.

General Government-Legislative

This program area is comprised of nine programs within three departments: City Council, City Clerk and City Attorney. The entire program area is decreasing 12.6% in FY 13/14 and increasing 5.4% in FY 14/15. The City Council and City Clerk department budgets are declining in FY 13/14 by 1.1% and 23% respectively, while the City Attorney budget is increasing 17.2% respectively. The primary factors contributing to the overall decline in this program area is reflected in the Cable Television and Elections programs in the City Clerk department. The FY 12/13 amended budget for the Cable Television program includes \$0.1 million carried over for additional Mission Viejo Television (MVTV) programming beyond the base budget programming. It has been determined that these additional funds are not needed and will be returned to the MVTV fund balance at the end of the year. In the Elections program, program costs decline in non-election years (odd number years). In FY 12/13, the City budgeted \$68,000 for election costs for the November 2012 election. The Election budget will increase \$55,000 in FY 14/15 for costs associated with the November 2014 election, and is a contributing factor in the overall FY 14/15 program area increase of 5.4%.

It should be noted that the cost for the level of MVTV programming over the next adopted budget period exceeds the projected revenue over the same period so operating costs in the MVTV Fund over the next two years will be partially funded with accumulated reserves in the MVTV Fund. Subsequent to the FY 13-15 budget period, in order to continue the adopted level of funding in the current adopted budget, additional funding sources will be needed beyond 14/15.

General Government-Management and Support

This program area is divided into thirteen programs within four departments: City Manager, Administrative Services, Information Technology (IT), and the Integrated Waste Management program under Public Works. The entire program area is decreasing 29% in FY 13/14 and 0.6% in FY 14/15, with the largest decrease projected in the IT program of 37.2%. The FY 12/13 amended IT budget includes \$0.5 million in appropriations carried over from FY 11/12 and another \$0.9 million appropriated during the 12/13 fiscal year for IT project and software implementation related contracts, equipment purchases and the purchase of a new accounting software system. These appropriations will continue to be carried over until all projects and equipment purchases are complete, but these amounts are not considered part of the IT base budget and therefore the FY 13-15 adopted budget excludes these types of appropriations. The single largest budget decrease is reflected under the Administrative Services department for the elimination of a \$2.0 million OCTA Gas Tax Exchange allocation to OCTA. For FY 14/15, the only program increase of 0.4% is projected in the City Manager program for a slight increase in benefits.

There are some specific issues that require noting in two individual programs in the Administrative Services department. The Human Resources (HR) budget is declining 3.3% in the first year and



CITY OF MISSION VIEJO 2013-15 Operating Budget Summary



another 4% in year two. As the City has transitioned from a full-time HR manager, costs associated with a temporary HR manager in FY 10/11 to a contracted position in FY 11/12 have declined. The first two year contract for the FY 11-13 budget period was \$96,000. This contract will be reduced to \$32,000 for the next two year budget cycle. Under the Interdepartmental program, the Other Services/Fees category includes property tax administration fees charged to the City by the County of Orange. Due to recent success by local governments against counties on how these fees are to be calculated, administrative fees have been significantly reduced beginning with FY 12/13. Actual expenditures in the current year are \$100,000 less than projected and this reduced amount is reflected in the 13-15 adopted budget.

Public Safety

This program area is divided into eleven programs within three departments: Police Services, the Crossing Guard program under Public Works, and Public Services, including Animal Services and Street Lighting programs, and represents the largest program area (by percentage and total dollar) of the City's budget. The Public Safety program area accounts for approximately 34% of the total 2013-15 operating budget with total appropriations of \$19.0 million in FY 13/14 and \$19.5 million in FY 14/15. The entire program area is increasing 1.1% in FY 13/14 and increasing 2.6% in FY 14/15, with the largest dollar increase projected in the Police Service department in both years of \$0.2 million and \$0.5 million respectively. These increases are a reflection of the actual increase in the Orange County Sheriff's contract for police services for FY 13/14 and the projected increase for FY 14/15. The largest decrease projected for a program in this area is in the Crossing Guard program in FY 13/14. The Public Works department awarded a new crossing guard services contract on July 22, 2013, which resulted in an annual savings of \$96,000.

Community Development

This program area is divided into eight programs all within the Community Development department. The entire program area is decreasing 12.7% in FY 13/14 and increasing 3.3% in FY 14/15. The programs within this area that primarily contribute to the decrease in FY 13/14 are Advance Planning and Housing, which is funded with CDBG grant funds. The FY 12/13 amended budget in the Advance Planning program includes appropriations for the General Plan update. This project is nearly complete and fully funded, so there is no need for additional funding in FY 13/14 or FY 14/15. The Housing Rehabilitation Loan Program expenditure category (previously discussed above) is reported in the Housing program contributing to the decline in this program by 49.1%. In FY 14/15, increases are projected with the building inspection contract in the Building program due to projected increases in building activity in the City and there are additional increases in professional and technical contractual services under the Advance Planning program as well.

Engineering and Transportation

This program area is divided into eight programs all within the Public Works department. The entire program area is decreasing 5.0% in FY 13/14 and decreasing 2.9% in FY 14/15. The primary factor contributing to the overall decline in this program area is reflected in the Traffic Operations program budget. The FY 12/13 amended budget in this program includes \$0.1 million in appropriations carried over from FY 11/12 for additional air quality monitoring and reporting beyond the base budget. This additional funding is not anticipated in either FY 13/14 or 14/15. In fact, it has been determined that these additional funds will not be spent during FY 11/12 and will be returned to the AQMD fund balance at the end of the year.



CITY OF MISSION VIEJO 2013-15 Operating Budget Summary



Infrastructure Maintenance

This program area is divided into eleven programs all within the Public Services department. The Public Services program area is the second largest program area and accounts for 25% of the City's total operating budget with total appropriations of \$14.0 million in each fiscal year. The entire program is declining 7.4% in FY 13/14 and 2.1% in FY 14/15. The FY 12/13 amended program area budget includes \$0.4 million in appropriations carried over from FY 11/12 and another \$0.6 million appropriated during the 12/13 fiscal year for prior year storm related repairs, slope rehabilitation and vehicle purchases. Since these appropriations are not considered to be part of the Infrastructure Maintenance base budget, the FY 13-15 adopted budget excludes these types of appropriations. If these appropriations were excluded from the FY 12/13 amended budget for a better comparison between base budgets, the decrease in FY 13/14 would be \$0.15 million or 1.07%. Comparing base year budgets the expenditure categories with the largest declines are Maintenance/Repair Contractual Services of \$0.9 million for reductions in landscape and facility maintenance contracts and Utilities of \$0.2 million for savings realized as a result of a utility audit performed on the City's two electric companies during FY 10/11.

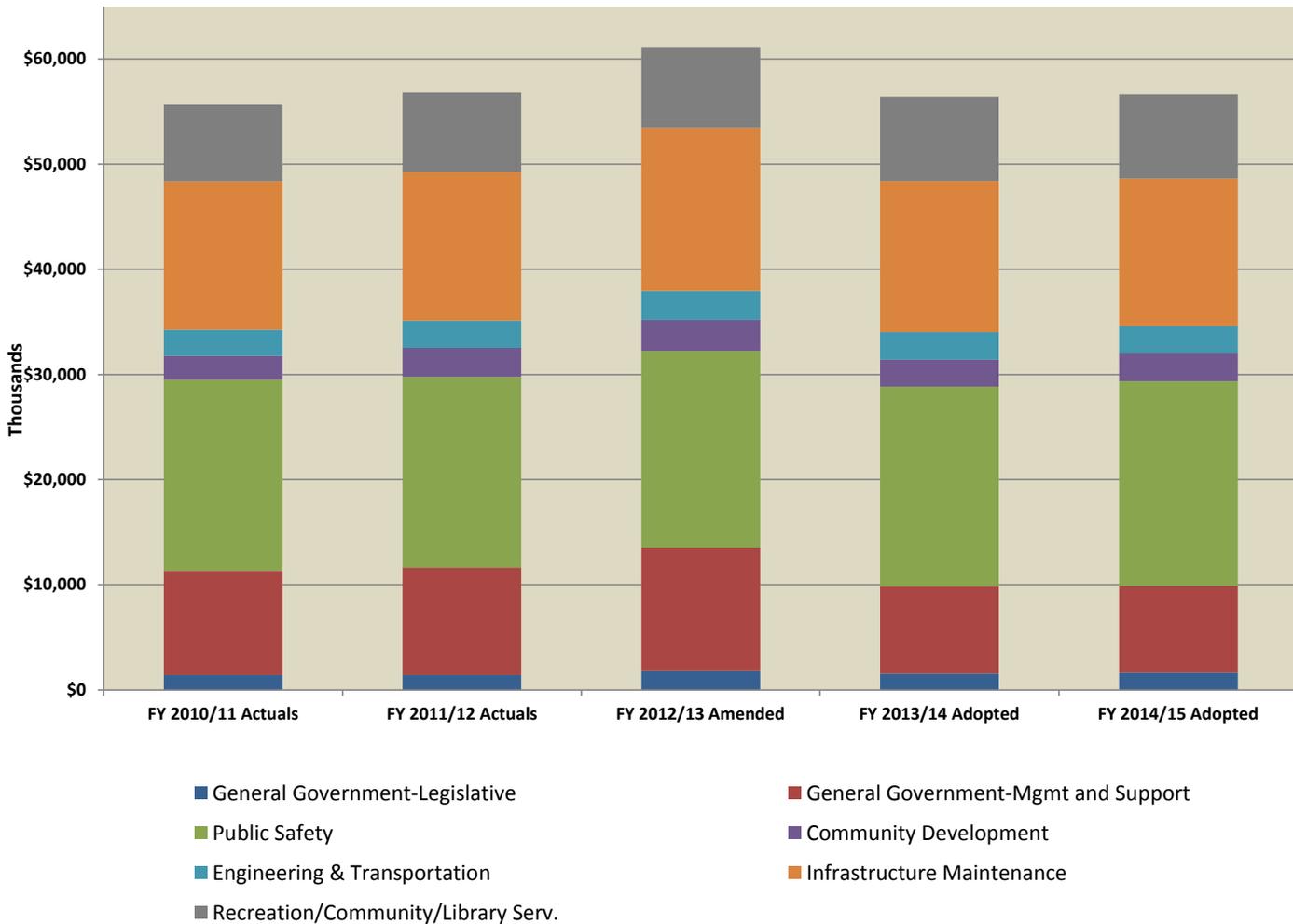
Recreation/Community/Library Services

Recreation, Community and Library Services comprises 14% of the 2013-15 adopted budget. This program area is divided into thirteen programs within the Library and Cultural Services department and the Recreation and Community Services Department and provides funding for the many special events and community programs such as Arts Alive, Pacific Symphony, 4th of July Street Faire and Kid's Factory. The Library department budget is increasing 4.9% in FY 13/14 and decreasing 0.3% in FY 14/15. The Recreation department is increasing 3.9% in FY 13/14 and 0.4% in FY 14/15. Among all the expenditure categories in the Library department, the category with the largest increase in both budget years is salaries and wages with a 6.1% increase in FY 13/14 and a 3.2% increase in FY 14/15. A 3% merit increase for all library employees is included in the projection for both budget years. The additional increase in FY 13/14 can be attributed to increases in HST employees over the previous fiscal year.

For the Recreation department, the program contributing to the overall projected increase in FY 13/14 is the Marguerite Tennis Center program due to anticipated increases in tennis instructor fees by over \$0.1 million. While these fees are expected to increase, the appropriation for these fees is offset with fee revenue. It is also this program that is recording costs associated with the International Tennis Federation Doubles Master Championships. The FY 13-15 budget anticipates that this tournament will be fully funded with sponsorship revenue. In FY 14/15, the increase for this department is nominal at 0.4% and is a result of planned fitness equipment purchases at both the Montanoso and Sierra recreation facilities.



2013-2015 Budget
Operating Budget by Program Area, All Funds

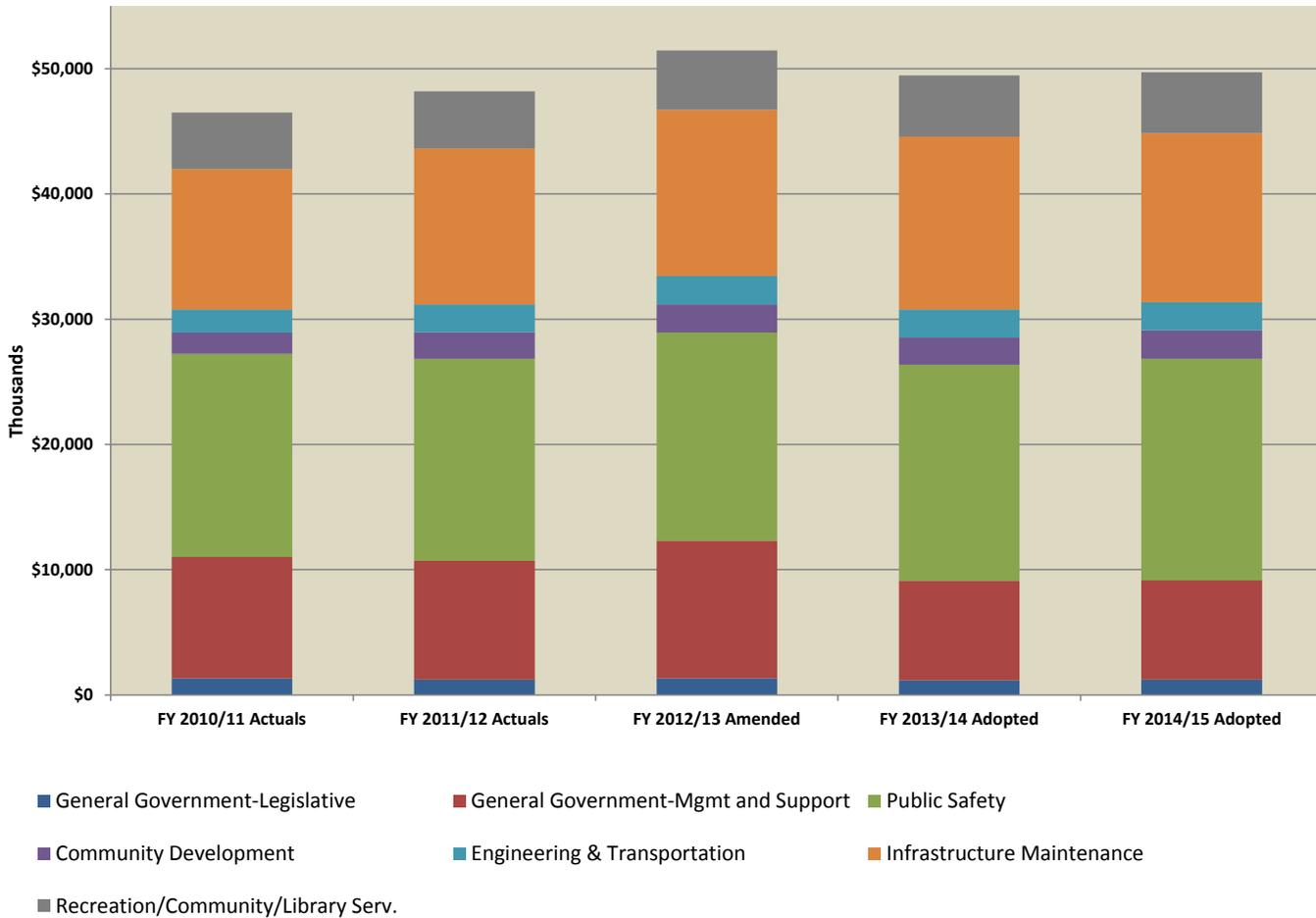


Operating Budget by Program Area, All Funds

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
General Government-Legislative	1,419,379	1,405,848	1,787,192	1,562,270	-12.6%	1,646,086	5.4%
General Government-Mgmt and Support	9,933,235	10,228,895	11,697,928	8,301,752	-29.0%	8,250,795	-0.6%
Public Safety	18,150,180	18,137,045	18,780,912	18,979,642	1.1%	19,469,631	2.6%
Community Development	2,273,961	2,769,315	2,934,813	2,562,292	-12.7%	2,645,987	3.3%
Engineering & Transportation	2,495,045	2,589,889	2,771,980	2,632,267	-5.0%	2,555,587	-2.9%
Infrastructure Maintenance	14,093,778	14,153,302	15,501,576	14,348,287	-7.4%	14,054,119	-2.1%
Recreation/Community/Library Serv.	7,279,007	7,517,893	7,682,150	8,015,810	4.3%	8,025,566	0.1%
Total Operating Budget	55,644,585	56,802,187	61,156,551	56,402,321	-7.8%	56,647,771	0.4%



2013-2015 Budget
Operating Budget by Program Area, General Fund

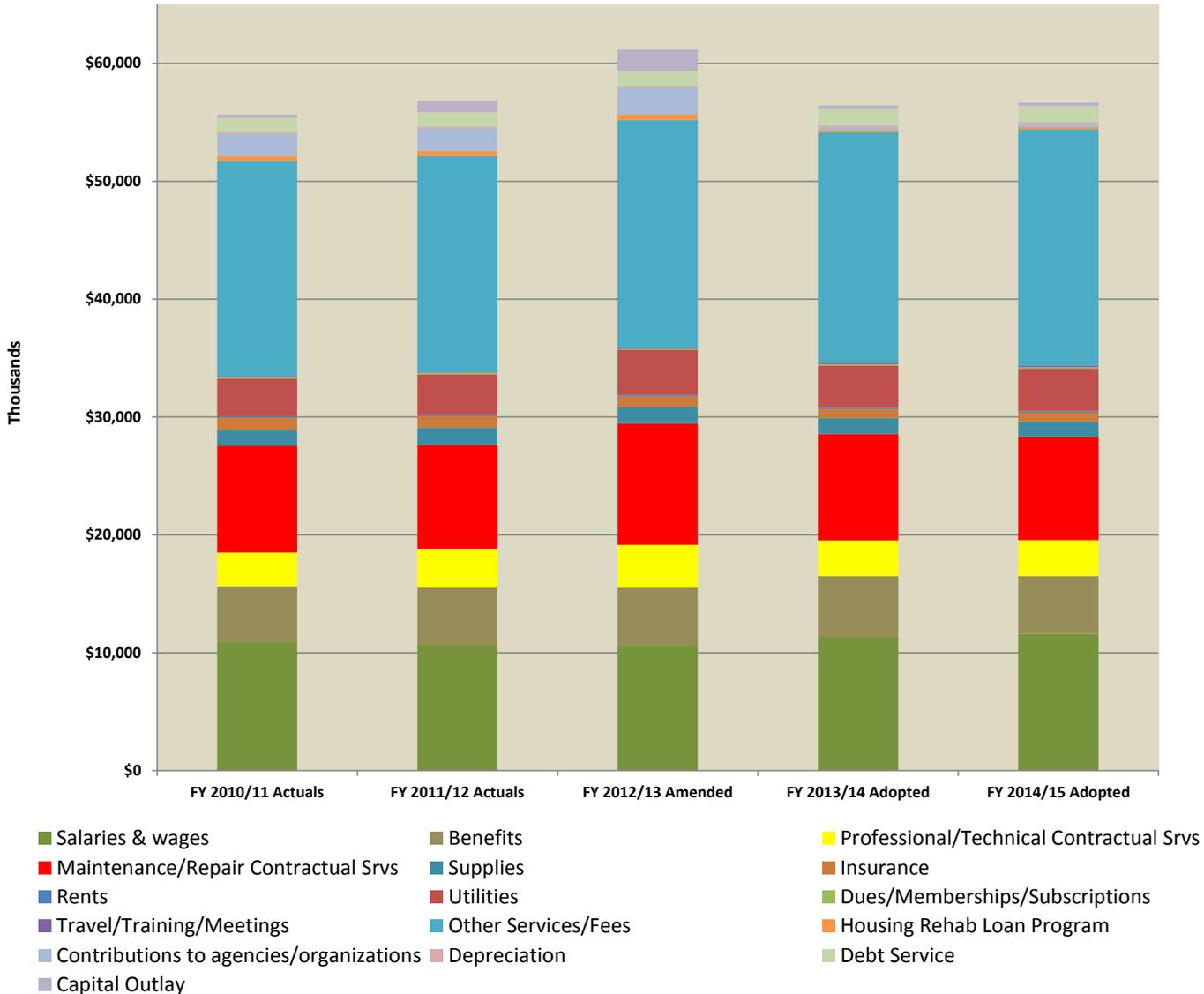


Operating Budget by Program Area, General Fund

	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
General Government-Legislative	1,325,749	1,221,899	1,321,006	1,181,112	-10.6%	1,240,119	5.0%
General Government-Mgmt and Support	9,699,680	9,489,764	10,989,139	7,956,260	-27.6%	7,911,432	-0.6%
Public Safety	16,220,882	16,121,600	16,615,551	17,227,148	3.7%	17,695,027	2.7%
Community Development	1,683,708	2,113,169	2,240,347	2,174,788	-2.9%	2,258,521	3.9%
Engineering & Transportation	1,840,138	2,220,184	2,273,433	2,236,599	-1.6%	2,237,167	0.0%
Infrastructure Maintenance	11,211,022	12,459,150	13,268,838	13,808,626	4.1%	13,509,538	-2.2%
Recreation/Community/Library Serv	4,502,297	4,568,937	4,745,422	4,868,440	2.6%	4,852,246	-0.3%
Total Operating Budget	46,483,476	48,194,703	51,453,736	49,452,973	-3.9%	49,704,049	0.5%



2013-2015 Budget Operating Budget by Major Category



	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Amended	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Salaries & wages	10,877,115	10,663,030	10,594,698	11,345,231	7.1%	11,597,689	2.2%
Benefits	4,737,130	4,865,683	4,909,122	5,147,844	4.9%	4,910,911	-4.6%
Professional/Technical Contractual Svcs	2,894,366	3,257,051	3,638,762	3,042,745	-16.4%	3,048,422	0.2%
Maintenance/Repair Contractual Svcs	9,048,443	8,864,745	10,300,304	9,009,788	-12.5%	8,759,415	-2.8%
Supplies	1,325,715	1,445,072	1,384,208	1,352,734	-2.3%	1,284,924	-5.0%
Insurance	1,044,714	968,997	920,380	782,871	-14.9%	783,772	0.1%
Rents	92,006	144,510	121,505	119,045	-2.0%	117,495	-1.3%
Utilities	3,244,558	3,421,682	3,789,143	3,554,382	-6.2%	3,604,382	1.4%
Dues/Memberships/Subscriptions	107,109	106,239	108,700	116,599	7.3%	116,500	-0.1%
Travel/Training/Meetings	56,878	57,572	102,670	118,300	15.2%	123,650	4.5%
Other Services/Fees	18,297,207	18,326,195	19,318,029	19,522,703	1.1%	20,050,032	2.7%
Housing Rehab Loan Program	393,539	449,006	490,569	227,500	-53.6%	227,500	0.0%
Contributions to agencies/organizations	1,908,976	1,927,316	2,250,460	279,580	-87.6%	279,580	0.0%
Depreciation	126,384	128,750	125,100	126,500	1.1%	126,500	0.0%
Debt Service	1,230,346	1,235,731	1,304,000	1,362,000	4.4%	1,357,000	-0.4%
Capital Outlay	260,099	940,608	1,798,901	294,500	-83.6%	260,000	-11.7%
Total Operating Budget	55,644,585	56,802,187	61,156,551	56,402,321	-7.8%	56,647,771	0.4%

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**2013-2015 Budget
Operating Budget by Program Area and Fund
Summary Table**

FY 2013/14 Operating Budget

Fund	Program							Total
	General Government - Legislative	General Government - Management & Support	Public Safety	Community Development	Engineering and Transportation	Infrastructure Maintenance	Recreation, Community and Library Services	
General	1,181,112	7,956,260	17,227,148	2,174,788	2,236,599	13,808,626	4,868,440	49,452,973
Successor Agency Admin Costs	-	73,949	-	-	-	-	-	73,949
CEFV Replacement	-	-	-	-	-	-	-	-
Library	-	91,700	-	-	-	335,746	2,942,645	3,370,091
Suppl Law Enforcement Svcs	-	-	150,000	-	-	-	-	150,000
State Gas Tax	-	-	-	-	319,834	-	-	319,834
Gas Tax 2107.5	-	1,515	-	-	30,000	-	-	31,515
Air Quality Improvement	-	1,930	-	45,000	-	-	-	46,930
Sr. Center Operations	-	-	-	-	-	-	204,725	204,725
Community Development Block Grant	-	15,500	-	342,504	-	-	-	358,004
Measure M2	-	-	-	-	45,834	-	-	45,834
Mission Viejo Cable Television	243,658	3,875	-	-	-	35,715	-	283,248
Mission Viejo TV Capital Fund	137,500	10,000	-	-	-	-	-	147,500
Animal Services	-	147,023	1,602,494	-	-	168,200	-	1,917,717
	1,562,270	8,301,752	18,979,642	2,562,292	2,632,267	14,348,287	8,015,810	56,402,321

FY 2014/15 Operating Budget

Fund	Program							Total
	General Government - Legislative	General Government - Management & Support	Public Safety	Community Development	Engineering and Transportation	Infrastructure Maintenance	Recreation, Community and Library Services	
General	1,240,119	7,911,432	17,695,027	2,258,521	2,237,167	13,509,538	4,852,246	49,704,049
Successor Agency Admin Costs	-	77,888	-	-	-	-	-	77,888
CEFV Replacement	-	-	27,000	-	-	-	34,500	61,500
Library	-	81,700	-	-	-	340,666	2,934,095	3,356,461
Suppl Law Enforcement Svcs	-	-	150,000	-	-	-	-	150,000
State Gas Tax	-	-	-	-	272,710	-	-	272,710
Gas Tax 2107.5	-	2,000	-	-	-	-	-	2,000
Air Quality Improvement	-	1,984	-	45,000	-	-	-	46,984
Sr. Center Operations	-	-	-	-	-	-	204,725	204,725
Community Development Block Grant	-	14,601	-	342,466	-	-	-	357,067
Measure M2	-	-	-	-	45,710	-	-	45,710
Mission Viejo Cable Television	243,467	3,875	-	-	-	35,715	-	283,057
Mission Viejo TV Capital Fund	162,500	10,000	-	-	-	-	-	172,500
Animal Services	-	147,315	1,597,605	-	-	168,200	-	1,913,120
	1,646,086	8,250,795	19,469,631	2,645,987	2,555,587	14,054,119	8,025,566	56,647,771



**2013-2015 Budget
Operating Budget by Department and Fund
Summary Table**

FY 2013/14 Operating Budget

Fund	Department										Total
	City Council/City Clerk/City Attorney	City Manager	Administrative Services	Community Development	Information Technology	Library and Cultural Services	Police	Public Services	Public Works	Recreation and Community Services	
General	1,181,112	429,417	5,315,518	2,174,788	2,103,437	295,964	15,857,564	14,878,210	2,644,487	4,572,475	49,452,973
Successor Agency Admin Costs	-	11,423	62,526	-	-	-	-	-	-	-	73,949
CEFV Replacement	-	-	-	-	-	-	-	-	-	-	-
Library	-	-	-	-	91,700	2,942,645	-	335,746	-	-	3,370,091
Suppl Law Enforcement Svcs	-	-	-	-	-	-	150,000	-	-	-	150,000
State Gas Tax	-	-	-	-	-	-	-	-	319,834	-	319,834
Gas Tax 2107.5	-	-	1,515	-	-	-	-	-	30,000	-	31,515
Air Quality Improvement	-	-	1,930	45,000	-	-	-	-	-	-	46,930
Sr. Center Operations	-	-	-	-	-	-	-	-	-	204,725	204,725
Community Development Block Grant	-	-	15,500	342,504	-	-	-	-	-	-	358,004
Measure M2	-	-	-	-	-	-	-	-	45,834	-	45,834
Mission Viejo Cable Television	243,658	-	-	-	3,875	-	-	35,715	-	-	283,248
Mission Viejo TV Capital	137,500	-	-	-	10,000	-	-	-	-	-	147,500
Animal Services	-	-	108,323	-	38,700	-	-	1,770,694	-	-	1,917,717
	1,562,270	440,840	5,505,312	2,562,292	2,247,712	3,238,609	16,007,564	17,020,365	3,040,155	4,777,200	56,402,321

FY 2014/15 Operating Budget

Fund	Department										Total
	City Council/City Clerk/City Attorney	City Manager	Administrative Services	Community Development	Information Technology	Library and Cultural Services	Police	Public Services	Public Works	Recreation and Community Services	
General	1,240,119	431,067	5,284,348	2,258,521	2,088,206	295,137	16,321,843	14,582,722	2,644,977	4,557,109	49,704,049
Successor Agency Admin Costs	-	11,498	66,390	-	-	-	-	-	-	-	77,888
CEFV Replacement	-	-	-	-	-	-	27,000	-	-	34,500	61,500
Library	-	-	-	-	81,700	2,934,095	-	340,666	-	-	3,356,461
Suppl Law Enforcement Svcs	-	-	-	-	-	-	150,000	-	-	-	150,000
State Gas Tax	-	-	-	-	-	-	-	-	272,710	-	272,710
Gas Tax 2107.5	-	-	2,000	-	-	-	-	-	-	-	2,000
Air Quality Improvement	-	-	1,984	45,000	-	-	-	-	-	-	46,984
Sr. Center Operations	-	-	-	-	-	-	-	-	-	204,725	204,725
Community Development Block Grant	-	-	14,601	342,466	-	-	-	-	-	-	357,067
Measure M2	-	-	-	-	-	-	-	-	45,710	-	45,710
Mission Viejo Cable Television	243,467	-	-	-	3,875	-	-	35,715	-	-	283,057
Mission Viejo TV Capital	162,500	-	-	-	10,000	-	-	-	-	-	172,500
Animal Services	-	-	108,615	-	38,700	-	-	1,765,805	-	-	1,913,120
	1,646,086	442,565	5,477,939	2,645,987	2,222,481	3,229,232	16,498,843	16,724,907	2,963,397	4,796,334	56,647,771



2013-2015 Budget
Operating Budget by Fund and Program Area

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
General Fund							
General Government-Legislative							
City Council Administration	253,932	236,630	255,072	245,825	-3.6%	249,737	1.6%
Commissions	70,945	67,640	70,858	76,487	7.9%	74,049	-3.2%
City Clerk Administration	88,563	83,570	77,198	74,369	-3.7%	75,508	1.5%
Cable Television - CC	31,488	22,425	65,800	-	0.0%	-	0.0%
Council Support	75,141	74,531	61,916	64,737	4.6%	64,574	-0.3%
Elections	62,157	55,240	112,621	43,867	-61.0%	101,052	130.4%
Public Information	274,852	251,188	285,853	260,879	-8.7%	260,258	-0.2%
Records Management	145,988	117,859	105,904	79,949	-24.5%	79,941	0.0%
Legal Services	322,683	312,816	285,784	335,000	17.2%	335,000	0.0%
Total General Government-Legislative	1,325,749	1,221,899	1,321,006	1,181,112	-10.6%	1,240,119	5.0%
General Govt-Mgmt and Support							
City Manager Administration	657,808	504,537	498,048	429,417	-13.8%	431,067	0.4%
Admin Services Administration	469,257	346,782	296,982	332,124	11.8%	327,197	-1.5%
Accounting and Payroll	615,770	526,245	520,142	516,314	-0.7%	527,189	2.1%
Financial Planning and Budget	188,643	87,665	52,547	52,859	0.6%	52,944	0.2%
Purchasing	112,082	82,236	43,098	45,339	5.2%	45,219	-0.3%
Human Resources	278,232	278,782	266,475	257,705	-3.3%	247,421	-4.0%
Treasury	302,715	356,745	312,654	342,376	9.5%	331,110	-3.3%
Risk Management	97,365	102,215	108,393	111,460	2.8%	111,170	-0.3%
Interdepartmental	2,201,373	2,189,248	2,360,179	2,283,170	-3.3%	2,276,259	-0.3%
Debt Service	1,237,953	1,247,292	1,312,767	1,374,170	4.7%	1,365,840	-0.6%
OCTA Fund Exchange	1,674,970	1,667,364	1,981,000	-	-100.0%	-	0.0%
Information Technology	1,747,737	1,861,012	3,075,720	2,103,437	-31.6%	2,088,206	-0.7%
Integrated Waste Management	115,775	239,641	161,134	107,888	-33.0%	107,810	-0.1%
Total General Govt-Mgmt and Support	9,699,680	9,489,764	10,989,139	7,956,260	-27.6%	7,911,432	-0.6%
Public Safety							
Police Administration	1,973,773	1,867,459	2,051,996	2,077,232	1.2%	1,974,627	-4.9%
Patrol Services	6,813,755	6,676,227	6,931,881	7,035,859	1.5%	7,354,032	4.5%
Traffic	2,033,871	2,148,847	2,161,352	2,275,192	5.3%	2,337,863	2.8%
Crime Prevention	1,090,038	1,106,183	1,108,765	1,126,799	1.6%	1,161,685	3.1%
Investigation	1,351,816	1,340,644	1,376,028	1,396,668	1.5%	1,459,828	4.5%
Police Services Supervision	1,702,856	1,721,303	1,708,101	1,733,722	1.5%	1,812,124	4.5%
Parking Enforcement	199,782	194,191	208,958	212,092	1.5%	221,684	4.5%
Crossing Guards	353,245	360,657	370,343	300,000	-19.0%	300,000	0.0%
Emergency Preparedness	182,963	204,994	178,127	167,084	-6.2%	170,684	2.2%
Street Lighting	518,783	501,095	520,000	902,500	73.6%	902,500	0.0%
Total Public Safety	16,220,882	16,121,600	16,615,551	17,227,148	3.7%	17,695,027	2.7%



2013-2015 Budget
Operating Budget by Fund and Program Area

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Community Development							
Community Development Admin	148,352	167,365	149,405	151,989	1.7%	151,607	-0.3%
Advanced Planning	133,766	276,076	334,328	169,854	-49.2%	189,519	11.6%
Current Planning	224,388	228,114	231,549	294,139	27.0%	293,637	-0.2%
Building	727,065	906,444	978,760	985,225	0.7%	1,053,985	7.0%
Code Enforcement	242,933	249,168	259,291	249,030	-4.0%	246,434	-1.0%
Economic Development	99,196	175,572	174,843	207,361	18.6%	206,462	-0.4%
Water Quality- Comm. Developmt	108,008	110,430	112,171	117,190	4.5%	116,876	-0.3%
Total Community Development	1,683,708	2,113,169	2,240,347	2,174,788	-2.9%	2,258,521	3.9%
Engineering & Transportation							
Public Works Administration	327,886	320,487	319,164	336,713	5.5%	335,850	-0.3%
Engineering	384,590	354,784	340,328	353,981	4.0%	321,328	-9.2%
Inspection	321,994	264,414	233,517	253,563	8.6%	252,902	-0.3%
Water Quality - Public Works	459,128	454,018	562,519	544,160	-3.3%	545,049	0.2%
Transportation Planning	134,197	139,177	126,723	117,244	-7.5%	116,950	-0.3%
Traffic Operations	100,903	85,359	97,262	105,175	8.1%	99,726	-5.2%
Traffic Safety	84,003	59,606	75,110	83,040	10.6%	82,838	-0.2%
Signal Maintenance	27,437	542,339	518,810	442,723	-14.7%	482,523	9.0%
Total Engineering & Transportation	1,840,138	2,220,184	2,273,433	2,236,599	-1.6%	2,237,167	0.0%
Infrastructure Maintenance							
Public Services Administration	310,338	234,446	228,180	269,495	18.1%	268,440	-0.4%
Street Maintenance	375,355	894,523	1,263,155	2,226,084	76.2%	2,225,112	0.0%
Fleet Maintenance	192,242	137,046	136,487	146,643	7.4%	146,547	-0.1%
Environmental Maintenance	536,669	528,303	970,708	662,358	-31.8%	662,190	0.0%
Parks Maintenance	5,281,004	5,562,183	5,567,864	5,340,805	-4.1%	5,337,404	-0.1%
Medians and Parkways Maint	1,843,991	2,546,478	2,473,605	2,481,358	0.3%	2,293,363	-7.6%
Urban Forestry	849,208	694,734	744,559	668,548	-10.2%	668,397	0.0%
Facilities Maintenance	445,054	461,539	414,504	459,487	10.9%	445,153	-3.1%
Facilities Maintenance-RecCtrs	454,147	423,157	466,422	491,463	5.4%	445,160	-9.4%
Fac Maint-Aqua/NPM/Ptki/Melnd	811,191	856,446	895,723	952,688	6.4%	908,363	-4.7%
Facilities Maintenance-Library	111,823	120,295	107,631	109,697	1.9%	109,409	-0.3%
Total Infrastructure Maintenance	11,211,022	12,459,150	13,268,838	13,808,626	4.1%	13,509,538	-2.2%
Recreatn/Commnty/Library Svcs							
Rec&Comm Services Admin	314,128	342,264	361,029	357,061	-1.1%	357,528	0.1%
Recreation	830,684	836,403	883,391	853,188	-3.4%	852,843	0.0%
NPM Community and Sr Center	857,810	839,395	919,605	907,061	-1.4%	895,090	-1.3%
Community Services	254,671	307,514	332,775	333,290	0.2%	332,935	-0.1%
Montanoso Recreation Center	849,518	873,946	875,404	821,736	-6.1%	820,371	-0.2%
Sierra Recreation Center	585,634	581,371	507,773	575,371	13.3%	574,343	-0.2%
Marguerite Tennis Center	277,915	222,241	316,247	466,630	47.6%	466,231	-0.1%
Felipe Tennis Center	223,389	239,488	244,600	258,139	5.5%	257,768	-0.1%
Cultural Services	308,548	326,315	304,598	295,964	-2.8%	295,137	-0.3%
Total Recreatn/Commnty/Library Svcs	4,502,297	4,568,937	4,745,422	4,868,440	2.6%	4,852,246	-0.3%
Total General Fund	46,483,476	48,194,703	51,453,736	49,452,973	-3.9%	49,704,049	0.5%



2013-2015 Budget
Operating Budget by Fund and Program Area

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Successor Agency Admin Costs							
General Govt-Mgmt and Support							
City Manager	-	873	15,000	11,423	-23.8%	11,498	0.7%
Admin Services Administration	-	5,734	52,429	29,689	-43.4%	33,646	13.3%
Treasury	-	9,920	30,389	32,837	8.1%	32,745	-0.3%
Total General Govt-Mgmt and Support	-	16,527	97,818	73,949	-24.4%	77,888	5.3%

Community Development							
Community Development Admin	-	-	24,205	-	-100.0%	-	
Total Successor Agency Admin Costs	-	16,527	122,023	73,949	-39.4%	77,888	5.3%

Computer/Equip/Furn/Veh Repl

General Govt-Mgmt and Support							
Interdepartmental	24,771	39,772	2,120	-	-100.0%	-	
Information Technology	-	471,762	113,584	-	-100.0%	-	
Total General Govt-Mgmt and Support	24,771	511,534	115,704	-	-100.0%	-	

Public Safety

Traffic	-	79,431	-	-		27,000	100.0%
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Infrastructure Maintenance

Parks Maintenance	-	-	11,300	-	-100.0%	-	
Street Maintenance	-	-	11,300	-	-100.0%	-	
Total Infrastructure Maintenance	-	-	22,600	-	-100.0%	-	

Recreatn/Commnty/Library Svcs

Montanoso Recreation Center	9,497	46,655	-	-		19,000	100.0%
Sierra Recreation Center	-	20,850	-	-		15,500	100.0%
Marguerite Tennis Center	-	5,300	-	-		-	
Felipe Tennis Center	-	3,550	-	-		-	
Total Recreatn/Commnty/Library Svcs	9,497	76,355	-	-	100.0%	34,500	100.0%
Total Computer/Equip/Furn/Veh Repl	34,268	667,320	138,304	-	-100.0%	61,500	100.0%

Facility Rehab/Replacement

Infrastructure Maintenance							
Parks Maintenance	5,104	-	-	-		-	
Total Facility Rehab/Replacement	5,104	-	-	-		-	

Library Fund

General Govt-Mgmt and Support							
Information Technology	82,411	49,633	345,267	91,700	-73.4%	81,700	-10.9%
Total General Govt-Mgmt and Support	82,411	49,633	345,267	91,700	-73.4%	81,700	-10.9%

Infrastructure Maintenance

Facilities Maintenance-Library	302,758	277,488	408,345	335,746	-17.8%	340,666	1.5%
Total Infrastructure Maintenance	302,758	277,488	408,345	335,746	-17.8%	340,666	1.5%



2013-2015 Budget
Operating Budget by Fund and Program Area

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Recreatn/Commnty/Library Svcs							
Library Administration	505,687	530,030	522,774	583,710	11.7%	641,824	10.0%
Library Operations	677,168	699,234	698,582	712,300	2.0%	710,933	-0.2%
Library Public Services	1,103,274	1,120,178	1,175,812	1,258,360	7.0%	1,193,917	-5.1%
Library Support Services	353,934	376,683	384,245	388,275	1.0%	387,421	-0.2%
Total Recreatn/Commnty/Library Svcs	2,640,063	2,726,125	2,781,413	2,942,645	5.8%	2,934,095	-0.3%
Total Library Fund	3,025,232	3,053,246	3,535,025	3,370,091	-4.7%	3,356,461	-0.4%

Suppl Law Enforcement Svcs Fd

Public Safety

Traffic	100,000	100,000	228,000	150,000	-34.2%	150,000	0.0%
Total Suppl Law Enforcement Svcs Fd	100,000	100,000	228,000	150,000	-34.2%	150,000	0.0%

OCTA Fund Exchange Fund

Public Safety

Street Lighting	402,149	402,500	402,500	-	-100.0%	-	
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Infrastructure Maintenance

Street Maintenance	737,719	1,264,992	1,019,855	-	-100.0%	-	
Medians and Parkways Maint	639,451	-	535,000	-	-100.0%	-	
Total Infrastructure Maintenance	1,377,170	1,264,992	1,554,855	-	-100.0%	-	
Total OCTA Fund Exchange Fund	1,779,319	1,667,492	1,957,355	-	-100.0%	-	

State Gas Tax Fund

Engineering & Transportation

Public Works Administration	-	9,575	4,425	5,000	13.0%	5,000	0.0%
Engineering	925	28,300	11,700	24,000	105.1%	-	-100.0%
Insepection	-	56,981	69,230	45,834	100.0%	45,710	-0.3%
Traffic Operations	35,061	63,044	90,482	65,000	-28.2%	65,000	0.0%
Signal Maintenance	504,310	163,224	192,510	180,000	-6.5%	157,000	-12.8%
Total Engineering & Transportation	540,296	321,124	368,347	319,834	-13.2%	272,710	-14.7%

Infrastructure Maintenance

Street Maintenance	962,028	48,325	-	-		-	
Medians and Parkways Maint	54,407	(111,995)	-	-		-	
Total Infrastructure Maintenance	1,016,435	(63,670)	-	-		-	
Total State Gas Tax Fund	1,556,731	257,454	368,347	319,834	-13.2%	272,710	-14.7%

Gas Tax - 2107.5 Fund

General Govt-Mgmt and Support

Accounting and Payroll	1,500	-	1,500	1,515	1.0%	2,000	32.0%
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Engineering & Transportation

Public Works Administration	-	-	-	14,000	100.0%	-	-100.0%
Engineering	-	-	-	16,000	100.0%	-	-100.0%
Total Engineering & Transportation	-	-	-	30,000	100.0%	-	-100.0%
Total Gas Tax - 2107.5 Fund	1,500	-	1,500	31,515	100.0%	2,000	-93.7%



2013-2015 Budget
Operating Budget by Fund and Program Area

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Air Quality Imprvmt Trust Fd							
General Govt-Mgmt and Support							
Accounting and Payroll	1,955	2,319	1,910	1,930	1.0%	1,984	2.8%
Community Development							
Advanced Planning	42,850	41,050	50,975	45,000	-11.7%	45,000	0.0%
Engineering & Transportation							
Traffic Operations	-	-	130,200	-	-100.0%	-	0.0%
Total Air Quality Imprvmt Trust Fd	44,805	43,369	183,085	46,930	-74.4%	46,984	0.1%

Measure M-Growth Mgmt Area9 Fd

Engineering & Transportation							
Public Works Administration	4,508	-	-	-	-	-	-
Total Measure M-Growth Mgmt Area9 Fd	4,508	-	-	-	-	-	-

Sr Center Operations Fund

Recreatn/Commnty/Library Svcs							
NPM Community and Sr Center	127,150	146,476	155,315	204,725	31.8%	204,725	0.0%
Total Sr Center Operations Fund	127,150	146,476	155,315	204,725	31.8%	204,725	0.0%

Comm Development Block Grant

General Govt-Mgmt and Support							
Accounting and Payroll	8,597	8,468	7,493	13,241	76.7%	12,345	-6.8%
Treasury	2,101	2,126	1,900	2,260	18.9%	2,255	-0.2%
Total General Govt-Mgmt and Support	10,698	10,594	9,393	15,500	65.0%	14,601	-5.8%

Community Development

Community Development Admin	95,373	85,576	69,557	62,504	-10.1%	62,466	-0.1%
Housing/Economic Opportunity	452,030	529,520	549,729	280,000	-49.1%	280,000	0.0%
Total Community Development	547,403	615,096	619,286	342,504	-44.7%	342,466	0.0%
Total Comm Development Block Grant	558,101	625,690	628,679	358,004	-43.1%	357,067	-0.3%

Misc State Grants Fund

Engineering & Transportation							
Engineering	110,103	34,691	-	-	-	-	-
Total Misc Federal Grants Fund	110,103	34,691	-	-	-	-	-

Measure M2 Fund

Engineering & Transportation							
Inspection	-	13,890	-	45,834	100.0%	45,710	-0.3%
Total Measure M2 Fund	-	13,890	-	45,834	100.0%	45,710	-0.3%



2013-2015 Budget
Operating Budget by Fund and Program Area

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Mission Viejo Television Fund							
General Govt-Legislative							
City Clerk-Cable Television	93,630	165,451	314,684	243,658	-22.6%	243,467	-0.1%
General Govt-Mgmt and Support							
Information Technology	349	11,198	7,126	3,875	-45.6%	3,875	0.0%
Infrastructure Maintenance							
Facilities Maintenance-Library	37,159	29,694	35,715	35,715	0.0%	35,715	0.0%
Total Mission Viejo Television Fund	131,138	206,343	357,525	283,248	-20.8%	283,057	-0.1%
Mission Viejo TV Capital Fund							
General Govt-Legislative							
City Clerk-Cable Television	-	18,498	151,502	137,500	-9.2%	162,500	18.2%
General Govt-Mgmt and Support							
Information Technology	-	-	-	10,000	100.0%	10,000	0.0%
Total Mission Viejo TV Capital Fund	-	18,498	151,502	147,500	-2.6%	172,500	16.9%
Animal Services Fund							
General Govt-Mgmt and Support							
Administrative Services Admin	6,447	-	-	-	-	-	-
Treasury	83,532	87,738	89,916	108,323	20.5%	108,615	0.3%
Information Technology	21,892	49,588	40,155	38,700	-3.6%	38,700	0.0%
Total General Govt-Mgmt and Support	111,871	137,326	130,071	147,023	13.0%	147,315	0.2%
Public Safety							
Public Safety Animal Services	1,427,149	1,433,514	1,534,861	1,602,494	4.4%	1,597,605	-0.3%
Infrastructure Maintenance							
Fleet Maintenance	30,551	41,819	29,500	35,500	20.3%	35,500	0.0%
Parks Maintenance	87,238	104,426	84,500	87,500	3.6%	87,500	0.0%
Facilities Maintenance	26,341	39,403	97,223	45,200	-53.5%	45,200	0.0%
Total Infrastructure Maintenance	144,130	185,648	211,223	168,200	-20.4%	168,200	0.0%
Total Animal Services Fund	1,683,150	1,756,488	1,876,155	1,917,717	2.2%	1,913,120	-0.2%
Total Operating Budget	55,644,585	56,802,187	61,156,551	56,402,321	-7.8%	56,647,771	0.4%



CITY OF MISSION VIEJO Staffing

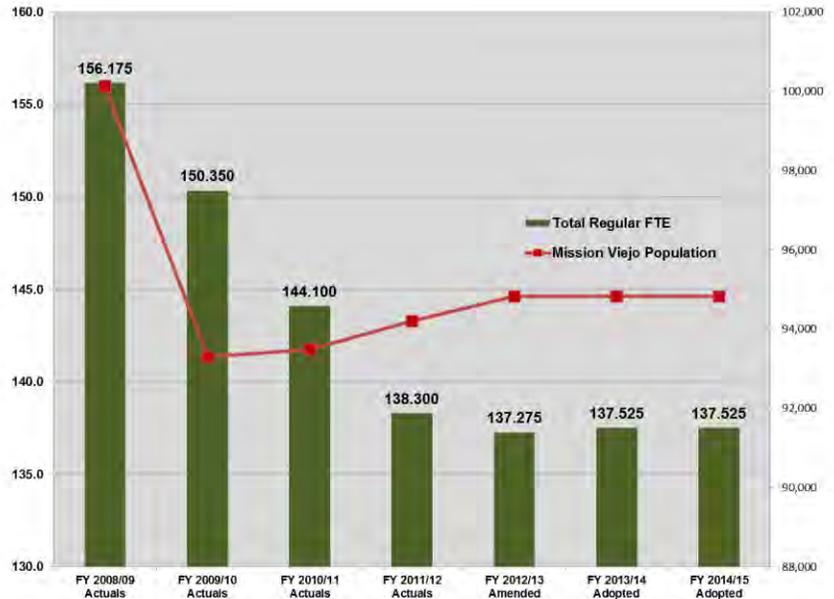
Since incorporation, the City of Mission Viejo has used a “contract city” approach for the delivery of most municipal services. This approach has allowed the City to minimize the portion of the budget allocated for personnel costs and to thereby maintain greater budget flexibility. For example, most “full-service” cities (e.g., those with their own fire and police departments) spend upwards of two-thirds of their budgets on personnel costs. However, the City of Mission Viejo has historically spent less than thirty percent of appropriations on personnel (i.e., salaries, benefits, etc.).

This approach allows the City to adjust spending more easily during times of fiscal austerity. The last several years have proven challenging in terms of budget balancing as the City has managed the effects of a recession. In addition to targeted reductions to operating appropriations, the total number of full-time equivalent (FTE) positions has been reduced each year since FY 2008/09.

As the chart on this page illustrates, over the last four fiscal years, staffing levels have continually dropped from their peak in FY 2008/09 of 156.175 FTE to 137.275 FTE in the most recent fiscal year.

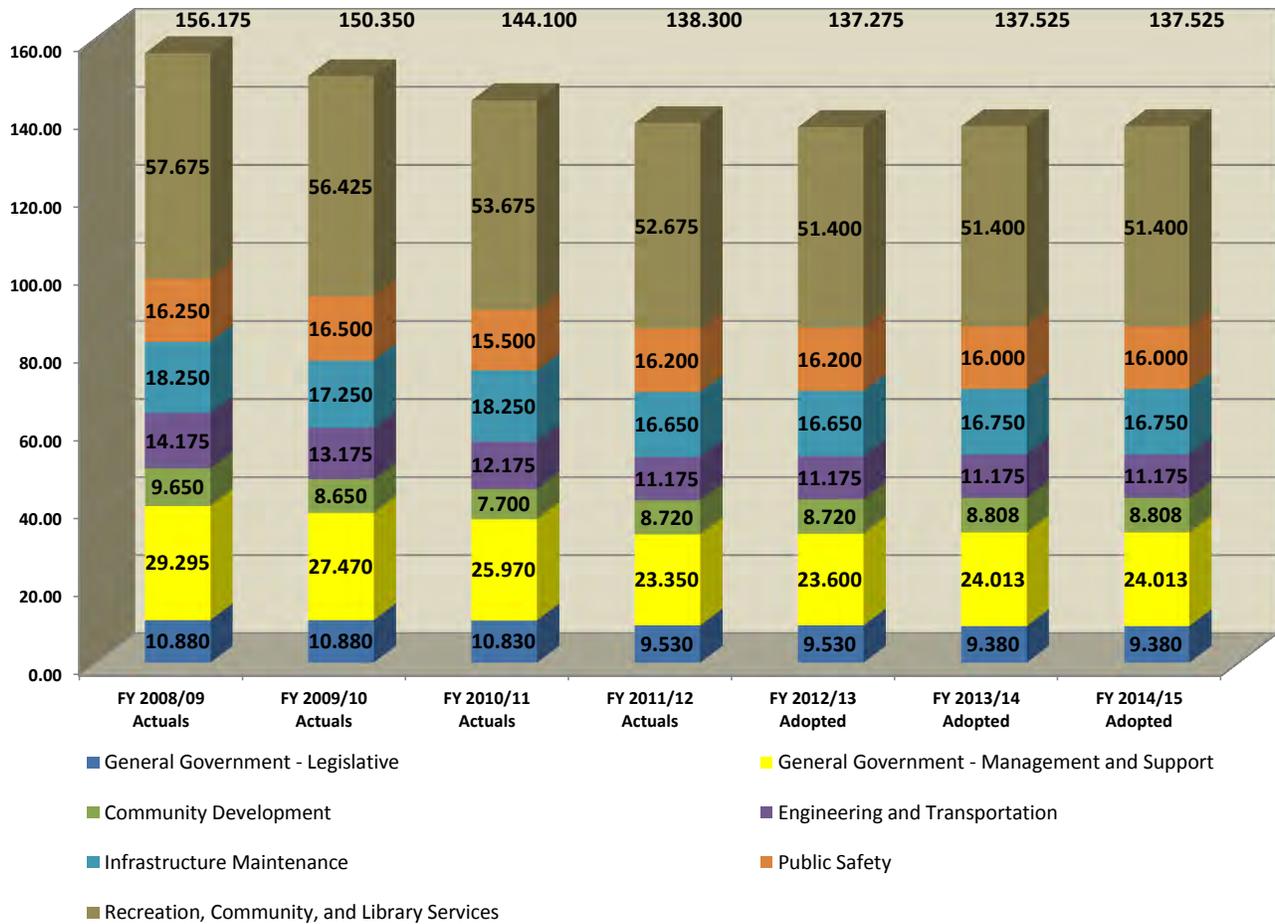
This is a total decrease of 18.9 positions over four fiscal years. The 2013-2015 adopted budget includes a total increase of 0.25 FTE. This will result in 137.525 FTE in FY 2013/14 and 2014/15.

Mission Viejo is dedicated to maintaining a balanced budget and “doing more with less” in an effort to continue its long tradition of responsible fiscal management. Part of this effort is to review staffing levels in each program as part of the budget process and then adjust them accordingly.





2013-2015 Budget Summary of Authorized Positions



Program Area	FY 2008/09 Actuals	FY 2009/10 Actuals	FY 2010/11 Actuals	FY 2011/12 Actuals	FY 2012/13 Adopted	FY 2013/14 Adopted	Change from Prior Year	FY 2014/15 Adopted	Change from Prior Year
General Government - Legislative	10.880	10.880	10.830	9.530	9.530	9.380	-0.150	9.380	0.000
General Government - Management and Support	29.295	27.470	25.970	23.350	23.600	24.013	0.413	24.013	0.000
Community Development	9.650	8.650	7.700	8.720	8.720	8.808	0.088	8.808	0.000
Engineering and Transportation	14.175	13.175	12.175	11.175	11.175	11.175	0.000	11.175	0.000
Infrastructure Maintenance	18.250	17.250	18.250	16.650	16.650	16.750	0.100	16.750	0.000
Public Safety	16.250	16.500	15.500	16.200	16.200	16.000	-0.200	16.000	0.000
Recreation, Community, and Library Services	57.675	56.425	53.675	52.675	51.400	51.400	-0.001	51.400	0.000
FTE TOTALS	156.175	150.350	144.100	138.300	137.275	137.525	0.250	137.525	0.000

General Government Legislative



**2013-2015 Budget
Program Area Summary
General Government - Legislative
Expenditures, All Funds: FY 2010/11 - FY 2014/15**

The General Government – Legislative Program Area provides overall policy and legal direction to the City of Mission Viejo. This program area is comprised of three departments: City Council, City Clerk, and City Attorney. These three departments oversee a total of nine different programs.

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
City Council Department							
City Council Administration	253,932	236,630	255,072	245,825	-3.6%	249,737	1.6%
Commissions	70,945	67,640	70,858	76,487	7.9%	74,049	-3.2%
Total City Council	324,877	304,270	325,930	322,312	-1.1%	323,786	0.5%
City Clerk Department							
City Clerk Administration	88,563	83,570	77,198	74,369	-3.7%	75,508	1.5%
Cable Television	125,118	206,374	531,986	381,158	-28.4%	405,967	6.5%
Council Support	75,141	74,531	61,916	64,737	4.6%	64,574	-0.3%
Elections	62,157	55,240	112,621	43,867	-61.0%	101,052	130.4%
Public Information	274,852	251,188	285,853	260,879	-8.7%	260,258	-0.2%
Records Management	145,988	117,859	105,904	79,949	-24.5%	79,941	0.0%
Total City Clerk	771,819	788,762	1,175,478	904,958	-23.0%	987,300	9.1%
City Attorney Department							
Legal Services	322,683	312,816	285,784	335,000	17.2%	335,000	0.0%
Total City Attorney	322,683	312,816	285,784	335,000	17.2%	335,000	0.0%
Total General Government - Legislative	1,419,379	1,405,848	1,787,192	1,562,270	-12.6%	1,646,086	5.4%

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**2013-2015 Budget
City Council
Department Summary**

Department Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Administration	253,932	236,630	255,072	245,825	-3.6%	249,737	1.6%
Commissions	70,945	67,640	70,858	76,487	7.9%	74,049	-3.2%
Total Department Budget	324,877	304,270	325,930	322,312	-1.1%	323,786	0.5%
Department Expenditures by Category							
Salaries & wages	178,171	155,089	154,998	149,294	-3.7%	149,292	0.0%
Benefits	90,254	79,753	96,887	105,363	8.7%	104,809	-0.5%
Professional/Technical Contractual Svcs	4,902	18,860	20,000	20,000	0.0%	21,380	6.9%
Maintenance/Repair Contractual Svcs	331	-	-	-	0.0%	-	0.0%
Supplies	14,469	8,461	11,000	11,250	2.3%	11,250	0.0%
Rents	1,728	-	2,000	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	264	5,346	175	190	8.6%	190	0.0%
Travel/Training/Meetings	11,599	11,654	11,435	14,560	27.3%	13,260	-8.9%
Other services/fees	20,364	16,091	17,260	16,630	-3.7%	18,580	11.7%
Contributions to agencies/organizations	2,795	9,016	12,175	5,025	-58.7%	5,025	0.0%
Total Department Budget	324,877	304,270	325,930	322,312	-1.1%	323,786	0.5%
Funding Source							
General Fund	324,877	304,270	325,930	322,312		323,786	
Total Department Budget	324,877	304,270	325,930	322,312		323,786	
Personnel Summary	6.83	6.53	6.53	6.38		6.38	



**2013-2015 Budget
Program Summary
City Council-Administration**

Program Description:

The City Council/Administration program sets policies that are implemented by the City Manager and staff.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	142,102	118,119	119,852	111,646	-6.8%	111,645	0.0%
Benefits	75,697	64,403	82,695	89,804	8.6%	89,386	-0.5%
Professional/Technical Contractual Svcs	4,902	18,860	20,000	20,000	0.0%	21,380	6.9%
Maintenance/Repair Contractual Svcs	331	-	-	-	0.0%	-	0.0%
Supplies	11,399	7,897	7,800	9,500	21.8%	9,500	0.0%
Rents	1,728	-	2,000	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	89	5,171	-	-	0.0%	-	0.0%
Travel/Training/Meetings	11,499	10,866	10,750	10,000	-7.0%	11,000	10.0%
Other services/fees	3,390	2,298	300	350	16.7%	2,300	557.1%
Contributions to agencies/organizations	2,795	9,016	11,675	4,525	-61.2%	4,525	0.0%
Total Program Area Budget	253,932	236,630	255,072	245,825	-3.6%	249,737	1.6%

Funding Source

General Fund	253,932	236,630	255,072	245,825	249,737
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Personnel Summary

	6.20	5.90	5.90	5.75	5.75
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes a contract with Blais and Associates for grant development services.
 Travel/Training/Meetings includes a \$2,000 training, education and mileage reimbursement budget for each Council member for each year.
 Contributions to agencies/organizations includes support for Vocational Visions, Mission Viejo Chamber of Commerce, Rotary Club and Trauma Intervention Program.



**2013-2015 Budget
Program Summary
City Council-Commissions**

Program Description:

This program is comprised of: the Planning and Transportation Commission, Community Services Commission, and the Investment Advisory Commission. All three of these commissions make recommendations to the City Council on a variety of issues specific to their focus. Commission members are appointed by the City Council and serve two-year terms. Each commission meets regularly and all commission meetings are open to the public.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13		% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
			Amended Budget	FY 2013/14 Adopted			
Salaries & wages	36,069	36,970	35,146	37,648	7.1%	37,647	0.0%
Benefits	14,557	15,350	14,192	15,559	9.6%	15,423	-0.9%
Supplies	3,070	564	3,200	1,750	-45.3%	1,750	0.0%
Dues/Memberships/Subscriptions	175	175	175	190	8.6%	190	0.0%
Travel/Training/Meetings	100	788	685	4,560	565.7%	2,260	-50.4%
Other services/fees	16,974	13,793	16,960	16,280	-4.0%	16,280	0.0%
Contributions to agencies/organizations	-	-	500	500	0.0%	500	0.0%
Total Program Area Budget	70,945	67,640	70,858	76,487	7.9%	74,049	-3.2%
Funding Source							
General Fund	70,945	67,640	70,858	76,487		74,049	
Personnel Summary	0.63	0.63	0.63	0.63		0.63	

Significant Changes or Other Notes:

Travel/Training/Meetings includes conference registration for all seven Community Services Commissioners to attend the California Park and Recreation Society Conference in FY 13/14.
Other services/fees includes Commission stipends.
Contribution to agencies/organizations includes the purchase of shirts for the Community of Character program.



CITY OF MISSION VIEJO
2013-15 Department Objectives
City Council/Commissions



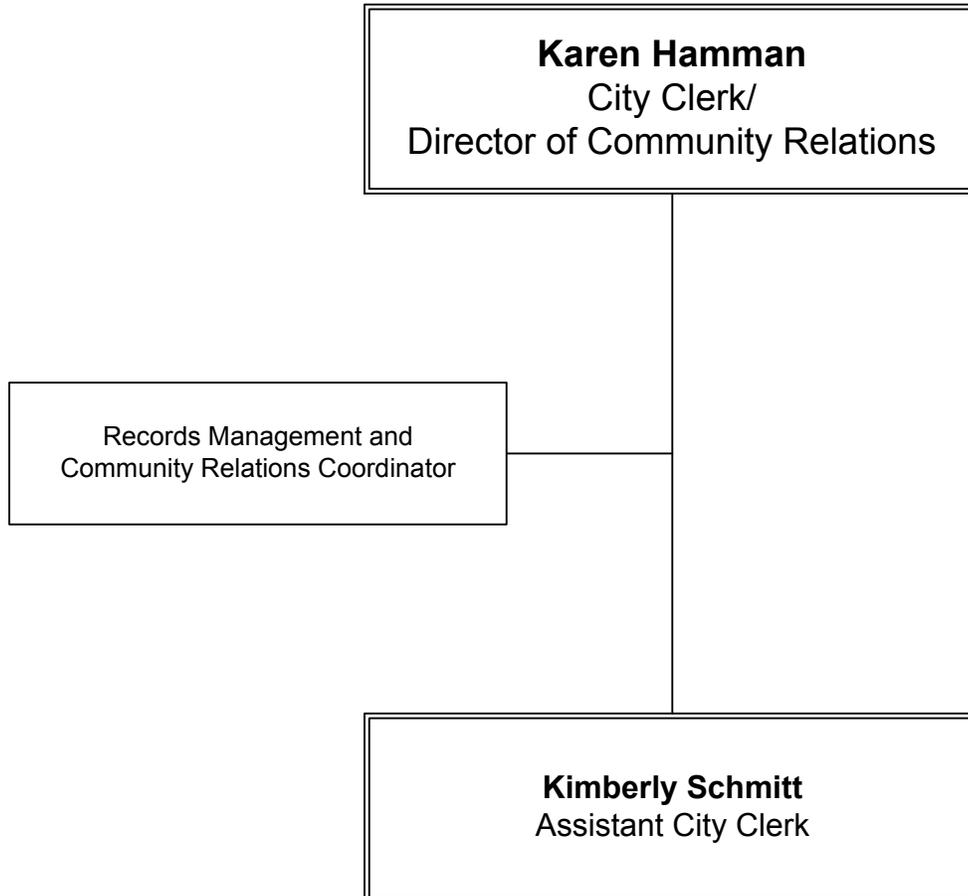
Objectives, 2013-15:

- Review the comprehensive update to the City's General Plan and related Master Environmental Impact Report by October, 2013. (City Council & Planning and Transportation Commission)
- Review Investment Policies before September, 2013 and September, 2014. (Investment Advisory Commission)
- Approve the list of authorized broker-dealers before June, 2015. (Investment Advisory Commission)
- Serve on the League of California Cities Administrative Services Policy Committee through December, 2013. (City Council)
- Serve as the Mission Viejo representative on regional boards and committees including the Orange County Fire Authority (OCFA), the Transportation Corridor Agency (TCA), the Orange County Council of Governments (OCCOG), California Joint Powers Insurance Authority (CJPIA), the Orange County Transportation Authority (OCTA), Southern California Association of Governments (SCAG), South Orange County Watershed Management Area Executive Committee, the League of California Cities and the Association of California Cities-Orange County through June, 2015. (City Council)



CITY OF MISSION VIEJO
2013-15 Department Organizational Chart

CITY CLERK



Department Description:

This department is responsible for the functions and duties prescribed by State law for general law cities and as set forth by the Mission Viejo Municipal Code. The department is composed of six programs: Administration, Council Support, Cable Television, Elections, Public Information, and Records Management. (Beginning in FY 2011/12, responsibility for cable television [i.e., MVTv] was transferred to the City Clerk from the City Manager's office.)



**2013-2015 Budget
City Clerk
Department Summary**

Department Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Administration	88,563	83,570	77,198	74,369	-3.7%	75,508	1.5%
Cable Television	125,118	206,374	531,986	381,158	-28.4%	405,967	6.5%
Council Support	75,141	74,531	61,916	64,737	4.6%	64,574	-0.3%
Elections	62,157	55,240	112,621	43,867	-61.0%	101,052	130.4%
Public Information	274,852	251,188	285,853	260,879	-8.7%	260,258	-0.2%
Records Management	145,988	117,859	105,904	79,949	-24.5%	79,941	0.0%
Total Department Budget	771,819	788,762	1,175,478	904,958	-23.0%	987,300	9.1%

Department Expenditures by Category

Salaries & wages	342,821	318,711	309,904	312,476	0.8%	312,476	0.0%
Benefits	118,030	124,513	96,293	102,778	6.7%	101,794	-1.0%
Professional/Technical Contractual Svcs	110,017	133,512	307,679	181,300	-41.1%	181,300	0.0%
Maintenance/Repair Contractual Svcs	3,176	1,948	21,200	6,000	-71.7%	8,000	33.3%
Supplies	6,804	1,540	17,900	12,100	-32.4%	11,800	-2.5%
Insurance	38	38	50	40	-20.0%	500	1150.0%
Rents	3,734	3,647	3,500	-	-100.0%	-	0.0%
Utilities	-	-	1,200	360	-70.0%	360	0.0%
Dues/Memberships/Subscriptions	2,844	3,013	3,175	4,219	32.9%	4,295	1.8%
Travel/Training/Meetings	1,636	716	2,400	3,220	34.2%	4,270	32.6%
Other services/fees	170,224	171,331	248,175	144,965	-41.6%	200,005	38.0%
Depreciation	12,495	14,254	12,500	12,500	0.0%	12,500	0.0%
Capital outlay	-	15,539	151,502	125,000	-17.5%	150,000	0.0%
Total Department Budget	771,819	788,762	1,175,478	904,958	-23.0%	987,300	9.1%

Funding Source

General Fund	678,189	604,813	709,292	523,800		581,333
MVTV Fund	93,630	165,451	314,684	243,658		243,467
MVTV Capital Fund	-	18,498	151,502	137,500		162,500
Total Department Budget	771,819	788,762	1,175,478	904,958		987,300

Personnel Summary	4.05	4.00	3.00	3.00		3.00
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**2013-2015 Budget
Program Summary
City Clerk-Administration**

Program Description:

The Administration program provides overall direction to staff and maintains the department budget; posts, mails, and publishes public notices and ordinances; advertises for and conducts bid openings; processes documents necessary for contract approval; maintains the Contract Status Database; maintains the City of Mission Viejo Municipal Code; records documents; performs duties related to City commissions; acts as filing officer for the City's Conflict of Interest Code; and coordinates legal documents such as liability claims and subpoenas.

The City Clerk's department also responds to public information requests; provides research services and reference assistance; maintains a computerized legislative history; and acts as the City's Notary Public.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	57,577	55,292	48,620	49,840	2.5%	49,840	0.0%
Benefits	22,187	25,174	20,318	18,960	-6.7%	18,773	-1.0%
Professional/Technical Contractual Srvs	5,341	1,190	3,810	2,500	-34.4%	2,500	0.0%
Maintenance/Repair Contractual Srvs	-	-	100	-	-100.0%	-	0.0%
Supplies	345	202	1,500	800	-46.7%	800	0.0%
Insurance	38	38	50	40	-20.0%	500	1150.0%
Dues/Memberships/Subscriptions	604	632	675	644	-4.6%	720	11.8%
Travel/Training/Meetings	1,606	206	1,200	1,020	-15.0%	1,770	73.5%
Other services/fees	865	836	925	565	-38.9%	605	7.1%
Total Program Area Budget	88,563	83,570	77,198	74,369	-3.7%	75,508	1.5%
Funding Source							
General Fund	88,563	83,570	77,198	74,369		75,508	
Personnel Summary							
	0.75	0.80	0.55	0.55		0.55	

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
City Clerk-Cable Television**

Program Description:

The Cable Television program administers the City's cable television franchise agreement with Cox Communications, Inc. (Channels 30 and 39) and coordinates the State franchise agreement with AT&T Communications. This program also has responsibility for managing the professional services agreements for the production, direction, editing and coordination of Mission Viejo Television (MVTV) productions and associated freelance crews which broadcasts 24 hours a day, seven days a week on the government channel.

This program also oversees locally produced programs including the State of the City Address, MVTV News, City Talk, Storytime Theatre, Cultural Arts programs, special events coverage, special feature programs and live broadcasts of each City Council meeting. In addition, it manages the graphic design, message posting, and playback system for MVTV; and, manages the development of specifications, bid documents and contracts for the repair, maintenance, engineering and integration of the audio/visual equipment in the MVTV facility and the Council Chamber.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	6,117	30,875	28,390	50,749	78.8%	50,748	0.0%
Benefits	2,196	12,200	11,235	20,549	82.9%	20,360	-0.9%
Professional/Technical Contractual Svcs	69,045	99,591	257,459	155,700	-39.5%	155,700	0.0%
Maintenance/Repair Contractual Svcs	3,176	1,948	19,100	6,000	-68.6%	6,000	0.0%
Supplies	4,991	699	13,200	8,600	-34.8%	8,600	0.0%
Utilities	-	-	1,200	360	-70.0%	360	0.0%
Travel/Training/Meetings	-	-	-	1,200	100.0%	1,200	0.0%
Other services/fees	27,098	31,268	37,400	500	-98.7%	500	0.0%
Depreciation	12,495	14,254	12,500	12,500	0.0%	12,500	0.0%
Capital outlay	-	15,539	151,502	125,000	-17.5%	150,000	20.0%
Total Program Area Budget	125,118	206,374	531,986	381,158	-28.4%	405,967	6.5%

Funding Source							
General Fund	31,488	22,425	65,800	-		-	
MVTV Fund	93,630	165,451	314,684	243,658		243,467	
MVTV Capital Fund	-	18,498	151,502	137,500		162,500	
Total Program Area Budget	125,118	206,374	531,986	381,158		405,967	

Personnel Summary							
	0.05	0.40	0.40	0.60		0.60	

Significant Changes and Other Notes:

The Cable Television program was reported under the City Manager's department in FY 10/11. Activity for that year is being reported in the City Clerk department for comparative purposes.

The MVTV fund is funded with .5% of Cox Communications total taxable revenue and Public/Education/Government (PEG) special fees.

Under Professional/Technical Contractual Services, unspent funds in prior years has been carried over to FY 12/13 resulting in a significantly higher amended budget. It is anticipated that total expenditures in the category for FY 12/13 will be approximately \$100,000. Any unspent appropriations will be returned to fund balance at year end. This expenditure category includes all MVTV production services for all programming.

Other services/fees in prior years included temporary help used for productions contracted directly by the City. This help is now obtained directly by the City's professional and technical contractors.

Capital outlay for FY 13/14 and 14/15 includes studio and production equipment purchases, including a new studio teleprompter, field lighting system and audio wireless mic system. All capital outlays are paid with restricted PEG fees.



**2013-2015 Budget
Program Summary
City Clerk-Council Support**

Program Description:

The City Clerk's office also provides support to the City Council. This support includes providing legal notification of meetings and hearings; managing the agenda process and attending all meetings of the City Council, Community Development Financing Authority (CDFA) Library Board of Trustees (LBT), Housing Authority (HA) and Successor Agency (SA). Additional support tasks include providing notice of agenda items; recording, communicating and maintaining the official record of Council legislative actions; and preparing and coordinating various City Council ceremonial items.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Salaries & wages	52,220	49,319	42,588	43,656	2.5%	43,657	0.0%
Benefits	19,612	22,498	15,228	16,131	5.9%	15,967	-1.0%
Supplies	137	102	1,000	1,300	30.0%	1,300	0.0%
Travel/Training/Meetings	-	-	50	50	0.0%	50	0.0%
Other services/fees	3,172	2,612	3,050	3,600	18.0%	3,600	0.0%
Total Program Area Budget	75,141	74,531	61,916	64,737	4.6%	64,574	-0.3%

Funding Source

General Fund	75,141	74,531	61,916	64,737		64,574
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Personnel Summary	0.65	0.70	0.45	0.45		0.45
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Significant Changes and Other Notes:

Other services/fees includes advertising for public notices and posting of council agendas.



**2013-2015 Budget
Program Summary
City Clerk-Elections**

Program Description:

The Elections program administers campaign provisions of the Political Reform Act, as well as manages Federal, State, and local procedures through which local government representatives are selected. This program also assists candidates in meeting their legal responsibilities before, during, and after an election. The City Clerk also acts as the Filing Officer for the Fair Political Practices Commission (FPPC) which regulates the filing of Campaign Disclosure Statements and committee and officeholder Economic Interest Statements.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13		% Change		% Change	
			Amended Budget	FY 2013/14 Adopted	from Prior Year	FY 2014/15 Adopted	from Prior Year	
Salaries & wages	52,479	36,527	29,900	30,650	2.5%	30,650	0.0%	
Benefits	19,707	17,706	10,821	11,517	6.4%	11,402	-1.0%	
Maintenance/Repair Contractual Srvs	-	-	2,000	-	-100.0%	2,000	100.0%	
Supplies	21	386	800	700	-12.5%	700	0.0%	
Dues/Memberships/Subscriptions	-	141	100	150	50.0%	150	0.0%	
Travel/Training/Meetings	-	480	1,000	850	-15.0%	1,150	35.3%	
Other services/fees	(10,050)	-	68,000	-	-100.0%	55,000	100.0%	
Total Program Area Budget	62,157	55,240	112,621	43,867	-61.0%	101,052	130.4%	
Funding Source								
General Fund	62,157	55,240	112,621	43,867		101,052		
Personnel Summary								
	0.65	0.60	0.35	0.35		0.35		

Significant Changes and Other Notes:

Other services/fees includes general municipal election costs which are held in even numbered years. The negative number in FY 10/11 is due to actual costs for the June 8, 2010 Special Election being less than the amount estimated. Actual costs for the November 2010 general municipal election were \$60,408.



**2013-2015 Budget
Program Summary
City Clerk-Public Information**

Program Description:

The Public Information program coordinates and implements the public information and community relations program for the City. This program prepares, reviews and approves news releases and other materials for distribution to the media as well as schedules press conferences and informational meetings with members of the press as needed. This program also oversees various print and electronic media in order to communicate news about the City of Mission Viejo. For example, Public Information produces and distributes a bi-annual newsletter, a quarterly recreation and community services brochure, and an annual report to Mission Viejo residents and businesses. This program also prepares and posts blog articles, eNews articles, news releases and timely updates to the City's web page; coordinates and provides marketing for city-sponsored special events; and develops Public Service Announcements (PSAs) for citywide events.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	73,994	67,865	87,658	82,196	-6.2%	82,196	0.0%
Benefits	14,307	12,371	11,010	12,783	16.1%	12,662	-0.9%
Professional/Technical Contractual Svcs	34,475	32,300	45,310	22,000	-51.4%	22,000	0.0%
Supplies	950	-	1,000	500	-50.0%	-	-100.0%
Dues/Memberships/Subscriptions	2,025	2,025	2,175	3,200	47.1%	3,200	0.0%
Travel/Training/Meetings		30	-	-	0.0%	-	0.0%
Other services/fees	149,101	136,597	138,700	140,200	1.1%	140,200	0.0%
Total Program Area Budget	274,852	251,188	285,853	260,879	-8.7%	260,258	-0.2%
Funding Source							
General Fund	274,852	251,188	285,853	260,879		260,258	
Personnel Summary	0.40	0.30	0.30	0.30		0.30	

Significant Changes and Other Notes:

The decrease in Professional/Technical Contractual Services is due to a decrease in consulting services for graphic design services in the production of the City Outlook and Leisure Time publications.
Other services/fees include outside printing for the Annual Report, Leisure Time and City Outlook publications.



**2013-2015 Budget
Program Summary
City Clerk-Records Management**

Program Description:

Records Management preserves and protects public records by coordinating a citywide records management program that is based on routine purging, imaging and transfer of department files to inactive storage. This program scans and catalogs records requiring permanent storage, including the semi-annual processing of the City's vital records. This program has responsibility for conducting an annual citywide purge of inactive records; provides City staff with guidelines and training for records retention and disposition; and manages the document imaging system.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	100,434	78,833	72,748	55,385	-23.9%	55,385	0.0%
Benefits	40,021	34,564	27,681	22,839	-17.5%	22,630	-0.9%
Professional/Technical Contractual Svcs	1,156	431	1,100	1,100	0.0%	1,100	0.0%
Supplies	360	151	400	200	-50.0%	400	100.0%
Rents	3,734	3,647	3,500	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	215	215	225	225	0.0%	225	0.0%
Travel/Training/Meetings	30	-	150	100	-33.3%	100	0.0%
Other services/fees	38	18	100	100	0.0%	100	0.0%
Total Program Area Budget	145,988	117,859	105,904	79,949	-24.5%	79,941	0.0%

Funding Source

General Fund	145,988	117,859	105,904	79,949		79,941
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Personnel Summary

	1.55	1.20	0.95	0.75		0.75
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Significant Changes and Other Notes:

Rents in the prior years was for off-site record storage of City documents.



CITY OF MISSION VIEJO
2013-15 Department Objectives
City Clerk



Objectives, 2013-15:

- Update the City's Conflict of Interest Code to identify the new and/or modified positions required to file a Statement of Economic Interest (Form 700.) Obtain Conflict of Interest Statements from elected officials and designated employees by April 1, 2014 and April 1, 2015.
- Update and maintain the City's Agency Report of Ceremonial Role Events and Ticket Distribution (FPPC Form 802) database on the website pursuant to FPPC guidelines and regulations.
- Study for, take exam and renew Notary Commission (City Clerk) by January 2015, and maintain active Notary status in order to acknowledge City documents as required.
- Advertise and coordinate the appointment of new Planning and Transportation, Economic Development, Community Services Commissioners and IAC (following the November 2014) election by January 2015.
- Continue to find ways of utilizing and promoting MVTV and the studio; explore other avenues of using and growing the channel. Evaluate the feasibility of partnering with other Cities to share suitable and beneficial programming.
- Continue to expanded and improve the quality of MVTV programs.
- Complete and post the Agency Report of Public Official Appointments (FPPC Form 806) on the City's website by January 2014 and January 2015 pursuant to new FPPC guidelines and regulations.
- Continue to participate as a member of the Orange County Registrar of Voters Community Election Working Group to provide a forum for updating the entire community on elections issues and to promote community involvement in elections within Orange County.
- Coordinate the November 2014 general municipal election by conducting candidate orientations, issuing and processing Nomination Papers, supervising the assembly of the sample ballot publication, conducting voter outreach, publishing and posting election notices as required by law, and posting campaign documents on the City website within 24 hours of receipt.
- Conduct briefings for newly elected Council Members, if any, on City Council Meeting protocol, the agenda process and regulations under the Brown Act, AB1234 and Conflict of Interest Laws.
- Maintain a high level of communication via the website, blog articles, Outlook, Leisure Time and the Annual Report to to inform the community and the media of the City's programs and special events.
- Begin designing Outlook and the Annual Report in-house to save on design costs and to gain greater control of content and images.
- Evaluate feasibility and opportunities for serving the IT department as a backup for posting blog articles, eNewsletters and social media posts when IT staff is unavailable.
- Assess departmental web pages and make recommendations to each department for content improvement, updates, additions, deletions, etc.
- Train for and serve as lead Public Information officer/office during a declared local emergency.
- In collaboration with the City Attorney's office, revise the Citywide Records Retention Schedule and obtain City Council approval in 2014.
- Work with the IT Department to update and make revisions to the Sire document management system as necessary.



**2013-2015 Budget
Program Summary
City Attorney-Legal Services**

Program Description:

The City Attorney's Office provides legal advice to the City Council, City Manager and other City Departments as needed. The City Attorney's Office is responsible for the preparation of ordinances, contracts and other legal documents and represents the City in litigation.

Legal services are provided under contract by the law firm, Richards, Watson and Gershon.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Svcs	322,662	312,816	285,784	335,000	17.2%	335,000	0.0%
Other services/fees	21	-	-	-	0.0%	-	0.0%
Total Program Area Budget	322,683	312,816	285,784	335,000	17.2%	335,000	0.0%
Funding Source							
General Fund	322,683	312,816	285,784	335,000		335,000	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

None



CITY OF MISSION VIEJO
2013-15 Department Objectives
City Attorney

Objectives, 2013-2015:

- Review the comprehensive update to the City's General Plan and related Master Environmental Impact Report and oversee processing through Planning Commission and City Council by September, 2013.
- Provide legal services for the City Council and matters under consideration by the Planning and Transportation Commission (ongoing).
- Review and update as necessary the General form of Contracts and Professional Services Agreements Bid Packages.
- Review and update, provide clarification and remove redundant provisions in the City's Municipal Code.
- Review and recommend updates and changes to City Council Policies, Procedures, and Practices.
- Provide oversight and legal advice related to the negotiations of a new operating agreement with the MV Nadadores and possibly the YMCA.
- Review and recommend policies and best practices associated with the City's online presence.
- Continue code enforcement and criminal prosecution as assigned.

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General Government Management & Support



**2013-2015 Budget
Program Area Summary
General Government - Management and Support
Expenditures, All Funds: FY 2010/11 - FY 2014/15**

The General Government - Management and Support Program Area includes the operations of thirteen different programs under the City Manager, Administrative Services, Information Technology and Public Works departments.

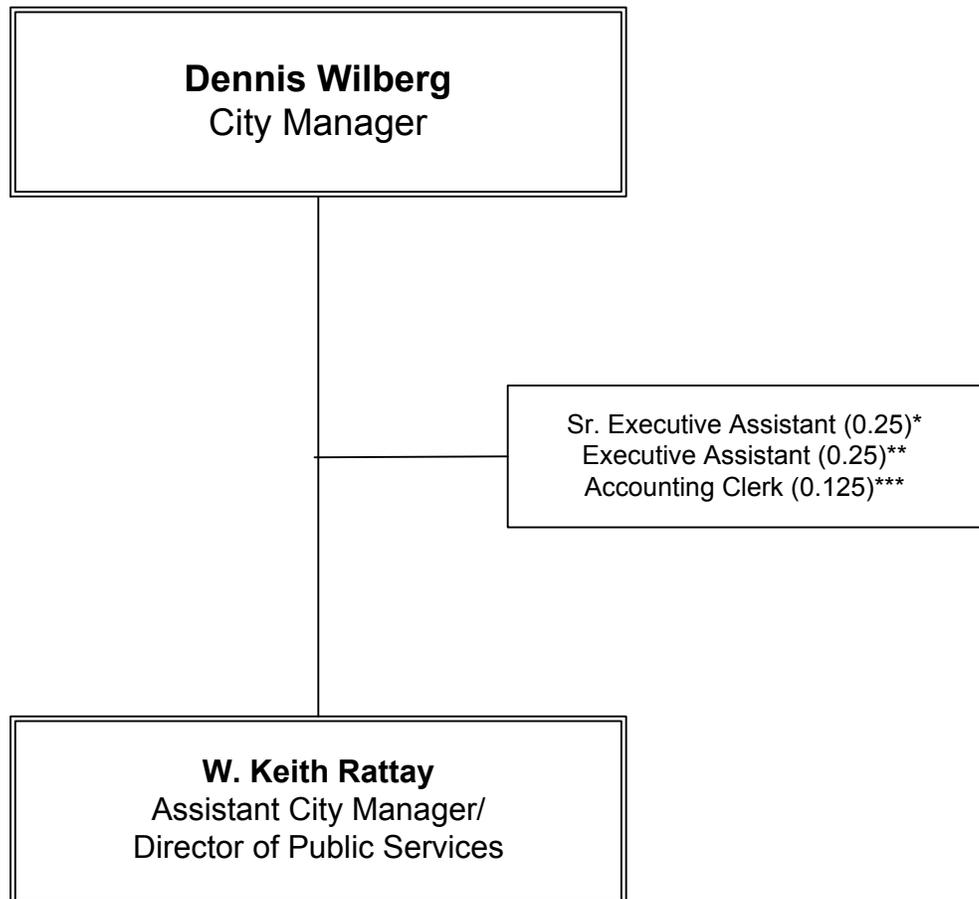
	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
City Manager Department							
City Manager Administration	657,808	505,410	513,048	440,840	-14.1%	442,565	0.4%
Administrative Services Dept							
Administrative Serv Administration	475,704	352,516	349,411	361,813	3.5%	360,842	-0.3%
Accounting and Payroll	627,822	537,032	531,045	533,000	0.4%	543,518	2.0%
Financial Planning and Budget	188,643	87,665	52,547	52,859	0.6%	52,944	0.2%
Purchasing	112,082	82,236	43,098	45,339	5.2%	45,219	-0.3%
Human Resources	278,232	278,782	266,475	257,705	-3.3%	247,421	-4.0%
Treasury	388,348	456,529	434,859	485,796	11.7%	474,725	-2.3%
Risk Management	97,365	102,215	108,393	111,460	2.8%	111,170	-0.3%
Interdepartmental	2,226,144	2,229,020	2,362,299	2,283,170	-3.3%	2,276,259	-0.3%
Debt Service	1,237,953	1,247,292	1,312,767	1,374,170	4.7%	1,365,840	-0.6%
OCTA Fund Exchange	1,674,970	1,667,364	1,981,000	-	-100.0%	-	0.0%
Total Administrative Services	7,307,263	7,040,651	7,441,894	5,505,312	-26.0%	5,477,939	-0.5%
Information Technology Deptmt							
Information Technology	1,852,389	2,443,193	3,581,852	2,247,712	-37.2%	2,222,481	-1.1%
Public Works Department							
Integrated Waste Management	115,775	239,641	161,134	107,888	-33.0%	107,810	-0.1%
Total General Govt - Mgmt & Suppt	9,933,235	10,228,895	11,697,928	8,301,752	-29.0%	8,250,795	-0.6%

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CITY OF MISSION VIEJO
2013-15 Department Organizational Chart

CITY MANAGER



Department Description:

The City of Mission Viejo operates under a Council-Manager form of government where the City Council is the legislative policy making body and the City Manager serves as the administrative head of government. The City Manager appoints and directs all employees of the City, except for the City Attorney, who is appointed by the City Council. The City Manager provides leadership to City staff and promotes the effective and efficient delivery of municipal services through prudent management of City operations, legislative affairs, negotiation of agreements, and administration of contracts.

The City Manager also advises the City Council on policy matters, the adoption of measures and ordinances, and on fiscal matters; provides staff support for the Mayor and City Council as the City's representative on regional boards, committees, planning and transportation, and joint power authorities. This department also provides a leadership role in the Mission Viejo Community Foundation and the Marine Adoption Committee.

**The remaining 0.75 FTE for this position is in the City Council Department, Police Services, and Public Services.*

***The remaining 0.5 FTE for this position is in the City Council Department and Public Services*

****The remaining 0.875 FTE for this position is in the Administrative Services Department.*



**2013-2015 Budget
Program Summary
City Manager-Administration**

Program Description:

Specifically, the Administration program provides information necessary for the City Council to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the City Council on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services, and oversees the service request system which tracks the status of requests from residents and businesses.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	381,699	286,193	271,116	252,980	-6.7%	252,980	0.0%
Benefits	146,052	113,726	110,442	88,030	-20.3%	89,755	2.0%
Professional/Technical Contractual Svcs	111,565	90,000	100,010	89,000	-11.0%	89,000	0.0%
Supplies	2,291	1,064	1,700	1,700	0.0%	1,700	0.0%
Dues/Memberships/Subscriptions	4,339	2,499	3,700	2,700	-27.0%	2,700	0.0%
Travel/Training/Meetings	6,508	6,505	2,120	3,800	79.2%	3,800	0.0%
Other services/fees	4,504	5,073	23,960	2,630	-89.0%	2,630	0.0%
Contributions to agencies/organizations	850	350	-	-	0.0%	-	0.0%
Total Program Budget	657,808	505,410	513,048	440,840	-14.1%	442,565	0.4%
Funding Source							
General Fund	657,808	504,537	498,048	429,417		431,067	
Successor Agency	-	873	15,000	11,423		11,498	
Total Program Budget	657,808	505,410	513,048	440,840		442,565	
Personnel Summary							
	3.15	2.10	2.10	1.710		1.710	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes contracts with GSL & Associates for regional planning issues and Townsend Public Affairs for legislative advocacy services.



CITY OF MISSION VIEJO
2013-15 Department Objectives
City Manager

Objectives, 2013-15:

Provide on-going staff support for the Mayor and City Council on policy issues, budget matters, legislative questions, community relations and public affairs as outlined by department area as follows:

Administrative Services

- Continue to identify cost savings & efficiencies in City staffing, services and supplies.
- Complete a Request for Proposal process for the replacement of the City's Financial System SunGard's IFAS by July 2013 and complete the implementation of the core modules of the new system by July 2014.
- Continue to address the numerous and ever-changing requirements associated with the dissolution of the City's Community Development Agency.
- Complete and update the actuarial studies for the City's pension plans and retiree medical plans.
- Refine and update the City's Personnel Evaluation process and develop a plan for implementing merit increases.

Police Services

- Maintain national ranking as one of the safest cities in America.
- Maintain Police Services budget at essentially current costs.
- Expand the Business Watch Program.

Public Services

- Develop a list of pending CIPs that the City Council can consider that would include projects such as the dog park, neighborhood park rehabilitations, the expansion to the cattery, playground equipment at Sierra Recreation Center, and renovation to the Marguerite Aquatics Center, in addition to projects identified in budget discussions. The list would assist the Council in setting a course of prioritization to meet established city goals.
- Develop a list of slopes for the next two budget cycles that identifies the slopes to be renovated, their estimated cost, and a prioritization for council consideration.
- Develop a list of ongoing and future projects all aimed at reducing consumption of resources. The purpose of the list is to inform the Council of the ongoing efforts on behalf of staff, as well as to share some potential new ideas and concepts with Council that could be used to reduce consumption and save costs.

Public Works

- Oversee the completion of the following capital improvement projects:
 - Asphalt pavement overlay of Jeronimo Road (Los Alisos Boulevard to Marguerite Parkway).
 - Resurfacing of all public residential streets in the area bounded by Marguerite Parkway, La Paz Road and Felipe Road.
 - Median rehabilitation on Marguerite Parkway between Mesilla and Venado using OCTA Tier 1 Environmental Cleanup grant funds.
- Commence construction on the Oso Parkway Widening (I-5 to country Club).
- Procure federal authorization to proceed with construction of the La Paz Bridge Rehabilitation and Road Widening (Chrisanta to Muirlands).



CITY OF MISSION VIEJO
2013-15 Department Objectives
City Manager

- Continue the partnership with the County of Orange and the Discovery Science Center to provide Eco-Challenge field trips to all Mission Viejo sixth grade classes.

City Clerk

- Continue to find ways of utilizing and promoting MVTV and the studio. Explore other avenues of using and growing the channel. Additionally, find a way to identify the most watched programs on MVTV.
- Identify the most effective method of communication – internet (blog, website, e-newsletter,) print media, electronic message board, television, etc.

Library & Cultural Services

- Identify opportunities for the Library to take a leadership role in civic engagement through consistent and purposeful outreach to the community.
- Work with the Information Technology Department to identify potential technology enhancements for library patrons and expand our social networking opportunities available with the upgrade of our library catalog.
- Continue efforts to assist local school districts in providing library services/resources, given the school district budget problems.

Recreation and Community Services

- Continue to provide support and financial assistance to the City's adopted Marine Corps Battalion.
- Identify opportunities to enhance the City's reputation as a location that promotes and supports an active, family oriented lifestyle.
- Continue to provide programs that enrich the lives of our senior citizen community.

Community Development

- Secure City Council adoption of the comprehensive Update to the City's General Plan and Sustainability Action Plan, and obtain certification of the associated Environmental Impact Report (EIR).
- Complete the review of proposals received for the Affordable Housing Site C as required by the Housing Element.

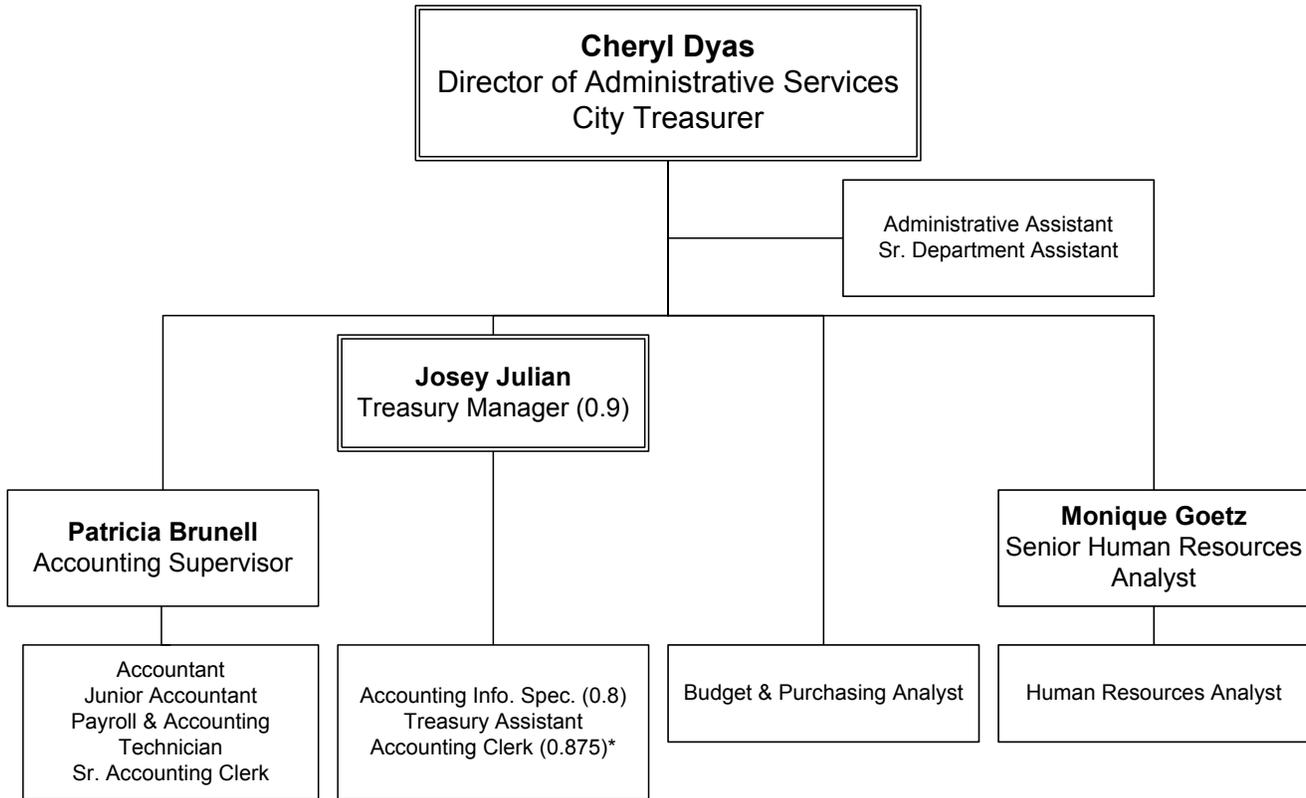
Information Technology

- Continue to identify opportunities for shared services/I.T. expertise with other jurisdictions.
- Integrate the City's Geographic Information System (GIS) with the Electronic Document Management System to provide centralized access to documents for each address location.
- Evaluate and move I.T. systems and applications to Cloud Services when appropriate.



CITY OF MISSION VIEJO
2013-15 Department Organizational Chart

ADMINISTRATIVE SERVICES DEPARTMENT



Department Description:

The Administrative Services Department manages all of the financial, human resources and risk management affairs of the City. The overall goal of the financial management function is to preserve and promote the long-range fiscal health of the City. Financial management responsibilities include: developing financial policies and monitoring compliance; coordinating the long-range financial planning and two-year budget efforts of the City; monitoring revenues; billing, collecting, investing and disbursing all funds; accounting, financial reporting and serving as liaison to the City's external auditors; overseeing the City's de-centralized purchasing activities; coordinating the issuance of debt and managing outstanding debt; processing animal licenses; overseeing the financial information software (IFAS) with assistance from the Information Technology Department; providing financial services to the Community Development Financing Authority (CDFA), Housing Authority, and the Successor Agency; and providing staff support to the City's Investment Advisory Commission (IAC).

In the area of human resources, the department's goal is to provide effective and efficient human resource services to the organization, including recruitment, classification and compensation, benefit administration, training, and employee relations. The goal of risk management is to protect the City's physical and human assets through proper risk identification and avoidance, employee training, and risk-sharing mechanisms.

**The remaining 0.125 FTE for this position is in the City Manager's Department*



**2013-2015 Budget
Administrative Services
Department Summary**

Department Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Administration	475,704	352,516	349,411	361,813	3.5%	360,842	-0.3%
Accounting & Payroll	627,822	537,032	531,045	533,000	0.4%	543,518	2.0%
Financial Planning & Budget	188,643	87,665	52,547	52,859	0.6%	52,944	0.2%
Purchasing	112,082	82,236	43,098	45,339	5.2%	45,219	-0.3%
Human Resources	278,232	278,782	266,475	257,705	-3.3%	247,421	-4.0%
Treasury	388,348	456,529	434,859	485,796	11.7%	474,725	-2.3%
Risk Management	97,365	102,215	108,393	111,460	2.8%	111,170	-0.3%
Interdepartmental	2,226,144	2,229,020	2,362,299	2,283,170	-3.3%	2,276,259	-0.3%
Debt Services	1,237,953	1,247,292	1,312,767	1,374,170	4.7%	1,365,840	-0.6%
OCTA Gas Tax Exchange	1,674,970	1,667,364	1,981,000	-	-100.0%	-	0.0%
Total Department Budget	7,307,263	7,040,651	7,441,894	5,505,312	-26.0%	5,477,939	-0.5%

Department Expenditures by Category

Salaries & wages	1,338,577	1,128,830	1,130,284	1,307,622	15.7%	1,498,288	14.6%
Benefits	1,216,261	1,239,168	1,295,000	1,340,197	3.5%	1,137,921	-15.1%
Professional/Technical Contractual Svcs	263,437	281,533	263,160	252,850	-3.9%	232,387	-8.1%
Maintenance/Repair Contractual Svcs	58,152	41,336	46,250	44,956	-2.8%	44,660	-0.7%
Supplies	29,011	26,201	29,760	27,515	-7.5%	29,185	6.1%
Insurance	1,043,227	968,926	919,430	782,831	-14.9%	783,272	0.1%
Rents	835	828	880	880	0.0%	880	0.0%
Dues/Memberships/Subscriptions	77,544	74,681	74,335	79,720	7.2%	79,745	0.0%
Travel/Training/Meetings	10,264	12,336	25,640	31,245	21.9%	34,045	9.0%
Other services/fees	339,868	323,945	370,035	275,495	-25.5%	280,555	1.8%
Contributions to agencies/organizations	1,674,970	1,667,364	1,981,000	-	-100.0%	-	0.0%
Debt Service	1,230,346	1,235,731	1,304,000	1,362,000	4.4%	1,357,000	-0.4%
Capital outlay	24,771	39,772	2,120	-	-100.0%	-	0.0%
Total Department Budget	7,307,263	7,040,651	7,441,894	5,505,312	-26.0%	5,477,939	-0.5%

Funding Source

General Fund	7,184,807	6,900,228	7,337,055	5,315,518		5,284,348
CEFV Replacement Fund	24,771	39,772	2,120	-		-
Gas Tax Fund	1,500	-	1,500	1,515		2,000
AQMD	1,955	2,319	1,910	1,930		1,984
CDBG	10,698	10,594	9,393	15,500		14,601
Successor Agency	-	-	-	62,526		66,390
Animal Services	83,532	87,738	89,916	108,323		108,615
Total Department Budget	7,307,263	7,040,651	7,441,894	5,505,312		5,477,939

Personnel Summary	15.470	15.470	14.420	14.545		14.545
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**2013-2015 Budget
Program Summary
Administrative Services-Administration**

Program Description:

The Administration program develops and implements department policies; advises the City Manager, Investment Advisory Commission (IAC) and City Council on financial matters; provides leadership, coordination and support to the department manager; and represents the City in professional organizations involved in local government finance, such as the League of California Cities and the California Society of Municipal Finance Officers (CSMFO).

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13		% Change		% Change	
			Amended Budget	FY 2013/14 Adopted	from Prior Year	FY 2014/15 Adopted	from Prior Year	
Salaries & wages	276,716	253,050	246,102	259,586	5.5%	259,586	0.0%	
Benefits	159,227	89,652	88,254	92,662	5.0%	91,692	-1.0%	
Professional/Technical Contractual Svcs	30,907	-	3,500	-	-100.0%	-	0.0%	
Maintenance/Repair Contractual Svcs	337	135	125	125	0.0%	125	0.0%	
Supplies	1,114	2,021	1,450	1,350	-6.9%	1,350	0.0%	
Dues/Memberships/Subscriptions	1,686	2,353	2,430	1,990	-18.1%	1,990	0.0%	
Travel/Training/Meetings	2,490	1,923	4,000	2,700	-32.5%	2,700	0.0%	
Other services/fees	3,227	3,382	3,550	3,400	-4.2%	3,400	0.0%	
Total Program Budget	475,704	352,516	349,411	361,813	3.5%	360,842	-0.3%	
Funding Source								
General Fund	469,257	346,782	296,982	332,124		327,197		
Successor Agency	-	5,734	52,429	29,689		33,646		
Animal Services Fund	6,447	-	-	-		-		
Total Program Budget	475,704	352,516	349,411	361,813		360,842		
Personnel Summary	2.87	2.87	2.82	2.82		2.82		

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Administrative Services-Accounting & Payroll**

Program Description:

The Accounting and Payroll program operates a governmental accounting, reporting and records maintenance system that provides financial information to both external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies, which includes financial reporting leading to the production of the City's Comprehensive Annual Financial Report (CAFR). Accounting and Payroll is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all City employees including interfacing with the City's payroll service provider (Automated Data Processing) and assuring compliance with all regulatory requirements, laws and City policies pertaining to payroll.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13		% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
			Amended Budget	FY 2013/14 Adopted			
Salaries & wages	380,639	313,178	308,297	311,156	0.9%	309,156	-0.6%
Benefits	151,482	132,973	122,385	125,788	2.8%	126,440	0.5%
Professional/Technical Contractual Svcs	89,476	83,843	93,353	89,160	-4.5%	99,272	11.3%
Maintenance/Repair Contractual Svcs	371	374	375	381	1.6%	385	1.0%
Supplies	287	213	275	315	14.5%	315	0.0%
Dues/Memberships/Subscriptions	1,562	1,288	1,795	1,745	-2.8%	1,770	1.4%
Travel/Training/Meetings	753	1,204	2,140	1,495	-30.1%	3,195	113.7%
Other services/fees	3,252	3,959	2,425	2,960	22.1%	2,985	0.8%
Total Program Budget	627,822	537,032	531,045	533,000	0.4%	543,518	2.0%

Funding Source

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	FY 2014/15 Adopted
General Fund	615,770	526,245	520,142	516,314	527,189
Gas Tax 2107.5 Fund	1,500	-	1,500	1,515	2,000
AQMD	1,955	2,319	1,910	1,930	1,984
CDBG	8,597	8,468	7,493	13,241	12,345
Total Program Budget	627,822	537,032	531,045	533,000	543,518

Personnel Summary

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	FY 2014/15 Adopted
Personnel Summary	5.40	5.40	5.10	5.10	5.10

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes independent audit contract, bank fees and payroll processing services.



**2013-2015 Budget
Program Summary
Administrative Services-Financial Planning and Budget**

Program Description:

This program manages the biennial budget preparation process, including the production of a proposed and final budget document and its presentation to City Council. In addition, it develops and implements budget policies, provides ongoing financial analyses and control, prepares semi-annual budget adjustments reports and annual preliminary and final carryover reports. This program has primary responsibility for updating and maintaining the City's Master Financial Plan (MFP), which is used in budget development. In addition, Financial Planning and Budget monitors reserve levels and makes recommendations for adjustments to reserve accounts, manages the budget modules of the City's financial information software (IFAS), and conducts or oversees other special projects, such as progress reports on the City's strategic planning goals, community opinion surveys and budget prioritization work.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	111,020	61,069	35,850	37,227	3.8%	37,227	0.0%
Benefits	30,742	23,873	12,687	13,797	8.7%	13,657	-1.0%
Professional/Technical Contractual Svcs	44,830	-	-	-	0.0%	-	0.0%
Supplies	1,208	120	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	355	445	260	260	0.0%	260	0.0%
Travel/Training/Meetings	345	1,436	2,000	650	-67.5%	1,500	130.8%
Other services/fees	143	722	1,750	925	-47.1%	300	-67.6%
Total Program Budget	188,643	87,665	52,547	52,859	0.6%	52,944	0.2%

Funding Source

General Fund	188,643	87,665	52,547	52,859	52,944
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Personnel Summary

	0.75	0.75	0.55	0.55	0.55
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Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Administrative Services-Purchasing**

Program Description:

The Purchasing program administers the procurement of materials, equipment and services, including purchase order management and bidding controls within a decentralized City purchasing system. This program also manages a vendor database, including screening and setup of new vendors; maintains central inventories and supplies and other materials; seeks alternative methods of procurement, such as cooperative purchasing agreements, to improve the economy and effectiveness of materials and supplies acquisition; and recommends, updates and implements purchasing policies and procedures. The Purchasing function provides staff training on general purchasing procedures, supply ordering systems, and the purchasing modules of the City's financial information software (IFAS). The disposal of surplus property by sale, trade-in, auction or other means is another responsibility of Purchasing.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget		Adopted		from Prior Year
Salaries & wages	84,598	60,406	30,954	32,208	4.1%	32,210	0.0%
Benefits	24,902	21,815	10,509	11,496	9.4%	11,375	-1.1%
Professional/Technical Contractual Svcs	1,884	-	-	-	0.0%	-	0.0%
Supplies	78	-	500	500	0.0%	500	0.0%
Dues/Memberships/Subscriptions	-	-	135	135	0.0%	135	0.0%
Travel/Training/Meetings	15	15	500	500	0.0%	500	0.0%
Other services/fees	605	-	500	500	0.0%	500	0.0%
Total Program Budget	112,082	82,236	43,098	45,339	5.2%	45,219	-0.3%
Funding Source							
General Fund	112,082	82,236	43,098	45,339		45,219	
Personnel Summary	0.90	0.90	0.45	0.45		0.45	

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Administrative Services-Human Resources**

Program Description:

This program serves as the centralized human resource function for the City. The functions provided by this program include managing recruitments for vacant positions, conducting classification and compensation studies, administering the employee benefit program, providing appropriate and required training, and overseeing employee relations.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	176,910	125,764	112,902	115,731	2.5%	115,731	0.0%
Benefits	42,100	45,889	47,953	58,723	22.5%	58,289	-0.7%
Professional/Technical Contractual Svcs	32,140	80,827	74,240	40,975	-44.8%	24,975	-39.0%
Maintenance/Repair Contractual Svcs	-	-	3,000	450	-85.0%	150	-66.7%
Supplies	1,204	1,564	1,550	1,775	14.5%	3,375	90.1%
Dues/Memberships/Subscriptions	4,348	2,959	1,500	1,850	23.3%	1,850	0.0%
Travel/Training/Meetings	6,541	6,931	11,450	22,250	94.3%	21,950	-1.3%
Other services/fees	14,989	14,848	13,880	15,950	14.9%	21,100	32.3%
Total Program Budget	278,232	278,782	266,475	257,705	-3.3%	247,421	-4.0%
Funding Source							
General Fund	278,232	278,782	266,475	257,705		247,421	
Personnel Summary	1.40	1.40	1.40	1.40		1.40	

Significant Changes and Other Notes:

Professional/Technical Contractual Services include a contract for Human Resources Management services.
 Travel/Training/Meetings includes citywide training for supervisors and managers.
 Other services/fees includes advertising costs associated with job recruitment and costs associated with employee recognition.



**2013-2015 Budget
Program Summary
Administrative Services-Treasury**

Program Description:

The Treasury program provides for the collection, custody, cash management and investment of all funds received by the City. In addition, this program provides overall revenue management and debt administration in support of citywide financial management functions. Preparing user fee/cost allocation studies, providing Mission Viejo Housing Authority, Community Development Financing Authority (CDFA) and Successor Agency financial administration, conducting cash handling reviews, administering a centralized accounts receivable function, and administering dog licensing are also responsibilities of the Treasury function. This program also conducts revenue audits of property and sales tax apportionments, transient occupancy tax, and franchise fees, as well as prepares monthly and annual Treasurer's reports, and recommends and implements investment policies and procedures.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	225,083	232,158	239,554	252,075	5.2%	252,075	0.0%
Benefits	82,461	95,535	89,550	98,976	10.5%	98,030	-1.0%
Professional/Technical Contractual Svcs	56,593	105,302	79,800	104,945	31.5%	93,700	-10.7%
Maintenance/Repair Contractual Svcs	65	-	150	200	33.3%	200	0.0%
Supplies	1,786	532	1,910	2,050	7.3%	2,120	3.4%
Dues/Memberships/Subscriptions	378	713	675	1,000	48.1%	1,000	0.0%
Travel/Training/Meetings	120	752	2,600	2,100	-19.2%	2,650	26.2%
Other services/fees	21,862	21,537	20,620	24,450	18.6%	24,950	2.0%
Total Program Budget	388,348	456,529	434,859	485,796	11.7%	474,725	-2.3%
Funding Source							
General Fund	302,715	356,745	312,654	342,376		331,110	
CDBG	2,101	2,126	1,900	2,260		2,255	
Successor Agency	-	9,920	30,389	32,837		32,745	
Animal Services	83,532	87,738	89,916	108,323		108,615	
Total Program Budget	388,348	456,529	434,859	485,796		474,725	
Personnel Summary	3.20	3.20	3.20	3.325		3.325	

Significant Changes and Other Notes:

Professional/Technical Contractual Services include contracts with banking institutions, investment management services, parking citation administration and property and sales tax auditing services.

Other services/fees includes monthly postage for animal license billing invoices and armored transport services.



**2013-2015 Budget
Program Summary
Administrative Services-Risk Management**

Program Description:

The Risk Management program oversees the protection of the City's physical, human and financial assets against accidental losses, through proper exposure identification, risk evaluation and the use of effective risk control techniques. Risk control techniques include risk avoidance and reduction, the transfer of risk to other parties, and risk financing through the purchase of insurance and the setting aside of appropriate reserves. Employee safety training and effective security measures are ways to avoid and reduce risk; while the efficient management of workers compensation and general liability claims helps control the cost of risk.

The City is a member of the California Joint Powers Insurance Authority (CJPIA), which provides insurance programs and risk management services to cities and other agencies throughout the State of California.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	72,714	73,978	75,272	77,148	2.5%	77,147	0.0%
Benefits	24,440	28,062	25,431	27,072	6.5%	26,783	-1.1%
Professional/Technical Contractual Svcs	-	-	3,500	4,750	35.7%	4,750	0.0%
Supplies	-	-	950	400	-57.9%	400	0.0%
Dues/Memberships/Subscriptions	174	-	290	540	86.2%	540	0.0%
Travel/Training/Meetings	-	75	2,950	1,550	-47.5%	1,550	0.0%
Other services/fees	37	100	-	-	0.0%	-	0.0%
Total Program Budget	97,365	102,215	108,393	111,460	2.8%	111,170	-0.3%

Funding Source

General Fund	97,365	102,215	108,393	111,460	111,170
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Personnel Summary	0.80	0.80	0.80	0.80	0.80
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Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Administrative Services-Interdepartmental**

Program Description:

The Interdepartmental budget includes those expenditures not allocable to specific operating departments, such as general office supplies, copier maintenance and operation, insurance, and property tax administrative charges.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	10,897	9,227	81,353	222,491	173.5%	415,156	86.6%
Benefits	700,907	801,369	898,231	911,683	1.5%	711,656	-21.9%
Professional/Technical Contractual Svcs	-	-	-	850	100.0%	850	0.0%
Maintenance/Repair Contractual Svcs	57,379	40,827	42,600	43,800	2.8%	43,800	0.0%
Supplies	23,334	21,751	23,125	21,125	-8.6%	21,125	0.0%
Insurance	1,043,227	968,926	919,430	782,831	-14.9%	783,272	0.1%
Rents	835	828	880	880	0.0%	880	0.0%
Dues/Memberships/Subscriptions	69,041	66,923	67,250	72,200	7.4%	72,200	0.0%
Other services/fees	295,753	279,397	327,310	227,310	-30.6%	227,320	0.0%
Capital outlay	24,771	39,772	2,120	-	-100.0%	-	0.0%
Total Program Budget	2,226,144	2,229,020	2,362,299	2,283,170	-3.3%	2,276,259	-0.3%

Funding Source

General Fund	2,201,373	2,189,248	2,360,179	2,283,170		2,276,259	
CEFV Replacement Fund	24,771	39,772	2,120	-		-	
Total Program Budget	2,226,144	2,229,020	2,362,299	2,283,170		2,276,259	

Personnel Summary	0.15	0.15	0.10	0.10		0.10	
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Significant Changes and Other Notes:

Salaries for FY 13/14 and FY 14/15 includes a request for the reinstatement of merit increases to all city employees for both fiscal years. Benefits include the General Fund portion of Post Employment Medical Insurance cost allocated to each fiscal year. Insurance includes the general liability deposit to the California Joint Powers Insurance Authority, as well as insurance premiums for environmental liability, special event insurance, property insurance and employee fidelity insurance. Dues/Memberships/Subscriptions includes annual membership fees for Local Agency Formation Commission, Orange County Council of Governments, Southern California Association of Governments, League of California Cities and Association of California Cities-Orange County. Other services/fees includes annual County of Orange property tax administration fees.



**2013-2015 Budget
Program Summary
Administrative Services-Debt Service**

Program Description:

The Debt Service budget is used to account for the payment of interest and principal on bonded debt of the City. Prior to FY 2009/10, this budget included just the debt service on the 1996 Mission Viejo Library Certificates of Participation (COP's). Resources of the General Fund were also used to pay the debt service on the Community Development Financing Authority (CDFA) 2001 City Hall/Library Expansion Lease Revenue Bonds. This payment of debt service took the form of a lease payment to the CDFA that was accounted for as an operating transfer. In FY 2009/10, these two bond issues were refunded and replaced with the 2009 Lease Revenue Refunding Bonds, the debt service for which is now accounted for in this program.

The City's other bond issues are secured by specific revenue streams rather than by resources of the General Fund. The portion of the sales tax generated at the Shops at Mission Viejo that is used to support the 1999 Series A and B Mission Viejo Mall Improvement Project bonds issued by the CDFA is also transferred to the CDFA in the form of a lease payment and accounted for as an operating transfer.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Svcs	7,607	11,561	8,767	12,170	38.8%	8,840	-27.4%
Debt Service	1,230,346	1,235,731	1,304,000	1,362,000	4.4%	1,357,000	-0.4%
Total Program Budget	1,237,953	1,247,292	1,312,767	1,374,170	4.7%	1,365,840	-0.6%
Funding Source							
General Fund	1,237,953	1,247,292	1,312,767	1,374,170		1,365,840	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Administrative Services-OCTA Gas Tax Exchange Fund**

Program Description:

This program was established as a result of an agreement with the Orange County Transportation Authority (OCTA) to exchange City general funds with OCTA Gas Tax funds. This agreement was entered into between the City of Mission Viejo and other cities in Orange County to maintain countywide public bus services, the funding for which was partially diverted to help resolve the Orange County bankruptcy of 1994. This funding agreement terminates on June 30, 2013.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Contributions to agencies/organizations	1,674,970	1,667,364	1,981,000	-	-100.0%	-	0.0%
Total Program Budget	1,674,970	1,667,364	1,981,000	-	-100.0%	-	0.0%
Funding Source							
General Fund	1,674,970	1,667,364	1,981,000	-		-	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

The OCTA Gas Tax Exchange agreement expires on June 30, 2013. There will be no exchange of funds in FY 13/14 and 14/15.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Administrative Services

Objectives, 2013-2015:

- Continue with the redevelopment dissolution process, including the preparation of Recognized Obligation Payment Schedules, Submission of Request for Finding of Completion and Final Determinations on Specific Enforceable Obligations.
- Support the City Attorney on legal remedies as they pertain to the redevelopment dissolution process.
- Perform a physical inventory of all capital assets at the library, all recreation centers, the corporate yard and one half of the City parks by June, 2014.
- Perform a physical inventory of all capital assets at City Hall, the Norman P. Murray Community and Senior Center, the animal shelter and one half of the City parks by June, 2015.
- Complete agreed upon procedures for calendar year 2013 and 2014 as selected by City Council by June 2014 and June 2015 respectively.
- Implement GASB Statement #63 – Financial Reporting of Deferred Outflows or Resources, Deferred Inflows of Resources, and Net Positions for the fiscal year ended June 30, 2013 by November, 2013.
- In conjunction with the IT department, implement a new Enterprise Resource Planning software system including General Ledger, Cash Receipts, Accounts Payable, Purchasing, Budgeting and Capital Assets by July, 2014.
- Prepare the final adopted FY 2013-15 budget package for submission to the Government Finance Officers Association and the California Society of Municipal Finance Officers Association for budget award by October 2013.
- Prepare and submit a proposed Operating and Capital Improvement Budget and Master Financial Plan (MFP) for FY 2015-17 by June, 2015.
- Review and evaluate the process of determining funding needs for Facility Rehabilitation and Replacement (FR&R) and Computer, Equipment, Furnishings, Equipment (CEFV) capital assets and implement a process that is efficient for identifying funding needs, depreciation amounts and recommended reserve levels by June, 2014.
- Review and update the City's purchasing policy by April, 2014.
- Assist with data collection for Other Post-Employment Benefit (OPEB) Valuation by outside consultant by November, 2013.
- Implement an Internship Program, in cooperation with educational institutions, to provide college students with meaningful work experience and exposure to public service careers by March, 2014.
- Examine the current employee performance evaluation policy, process and forms and identify alternative strategies by December, 2013.
- Assist departments with implementing all functions of the NEOGOV recruitment software in their recruitment processes by December, 2013.
- Implement all applicable healthcare reform measures generated by the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act by January, 2014.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Administrative Services

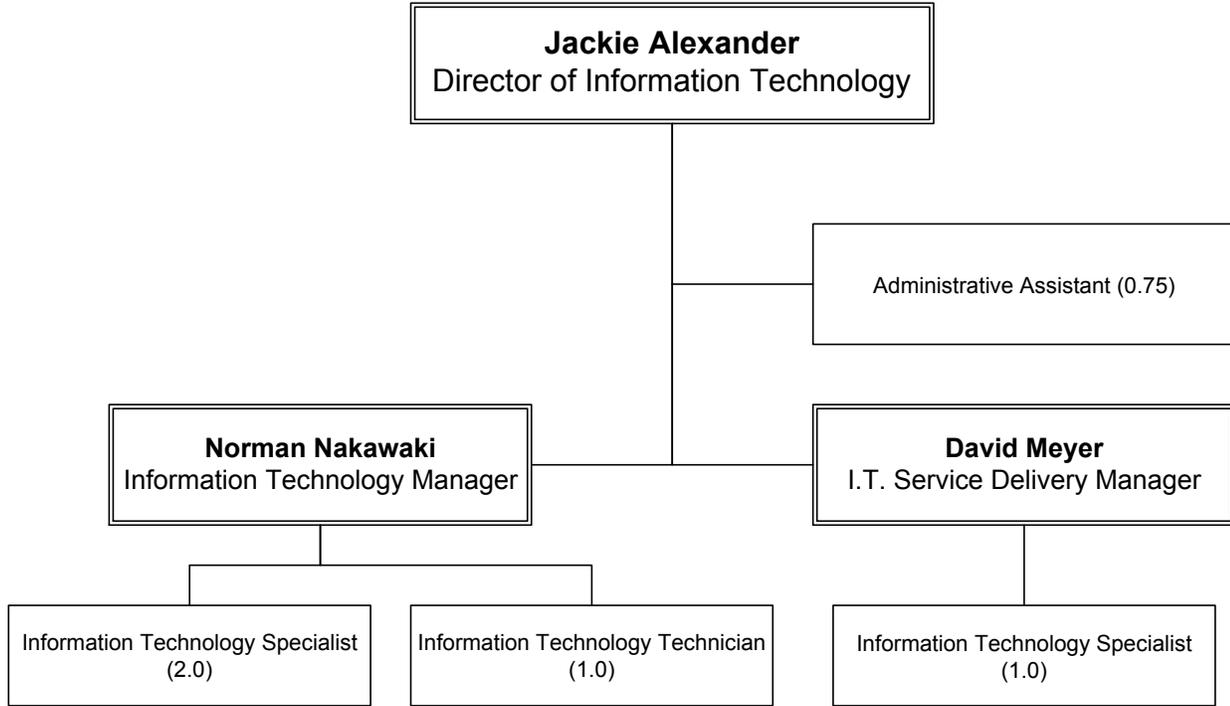
- Collaborate with Executive Management to design and implement an employee disclosure and whistleblower program by March 2014.
- Identify and implement additional employee recognition processes and methods by June, 2014.
- Evaluate and implement revised Personnel Policies by September, 2014
- Examine current benefit program design to ensure the City is in compliance with all applicable healthcare reform measures generated by the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act by March, 2014
- Develop an instructional website link to assist applicants with completing their online application to be posted on the City website by June, 2014.
- Continue to examine alternative strategies to reduce benefit program costs and enhance efficiency by June, 2014.
- Continue to work with Department Heads to identify worthwhile education and training opportunities by June, 2014.
- In conjunction with the IT department, implement a new payroll and human resource information system that integrates with the new financial management system by June, 2015.
- Complete the transition of banking services from Bank of the West to U.S. Bank, the bank that was selected from the banking RFP process by September, 2013.
- Collaborate with Medix and the City's Recreation and Community Services Department to ensure employees are timely and properly certified in CPR, AED, and First Aid.
- Collaborate with all departments to identify required and best-practice education and training opportunities and implement a master training calendar by March 2014.
- Develop employee safety new hire orientation checklist to be used by each department by June, 2014.
- Develop employee safety manual incorporating current safety policies by September, 2014.
- Make timely debt service payments on outstanding bonds within five days of receipt of the invoice.



CITY OF MISSION VIEJO
2013-15 Department Organizational Chart



INFORMATION TECHNOLOGY DEPARTMENT



Department / Program Description:

The Information Technology (IT) Department provides the City with leadership in both tactical and strategic planning, implementation, and maintenance of information technology, utilizing industry best practices and committing to fiscal responsibility.

Information Technology provides consistent, timely and reliable technology tools and services to support the City's staff, City Council members and residents. The IT staff manages the City's network infrastructure; telecommunication services (including voice, data and video communications); email systems; MVTV Channel 30 cable television equipment; radio communications; printing and digital photocopying; wireless network (Wi-Fi); and audio/video and voting systems. In addition, IT is responsible for managing and maintaining the City's internal and external web and social media sites, coordinating training services, providing support to end users of all IT systems, and supporting emergency preparedness activities.



**2013-2015 Budget
Program Summary
Information Technology**

Program Description:

The Information Technology (IT) Department provides the City with leadership in both tactical and strategic planning, implementation, and maintenance of information technology, utilizing industry best practices and committing to fiscal responsibility.

Information Technology provides consistent, timely and reliable technology tools and services to support the City's staff, City Council members and residents. The IT staff manages the City's network infrastructure; telecommunication services (including voice, data and video communications); email systems; MVTV Channel 30 cable television equipment; radio communications; printing and digital photocopying; wireless network (Wi-Fi); and audio/video and voting systems. In addition, IT is responsible for managing and maintaining the City's internal and external web and social media sites, coordinating training services, providing support to end users of all IT systems, and supporting emergency preparedness activities.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	627,516	638,839	643,735	768,119	19.3%	768,119	0.0%
Benefits	230,841	246,595	239,739	270,603	12.9%	267,872	-1.0%
Professional/Technical Contractual Svcs	50,769	49,784	40,000	49,000	22.5%	64,000	30.6%
Maintenance/Repair Contractual Svcs	351,738	277,648	466,928	278,920	-40.3%	321,420	15.2%
Supplies	61,210	120,293	141,758	78,400	-44.7%	78,400	0.0%
Utilities	143,357	147,625	192,650	174,875	-9.2%	174,875	0.0%
Dues/Memberships/Subscriptions	1,380	635	1,050	1,295	23.3%	1,295	0.0%
Travel/Training/Meetings	5,133	1,650	27,500	21,700	-21.1%	21,700	0.0%
Other services/fees	357,949	407,575	431,229	480,300	11.4%	480,300	0.0%
Capital outlay	22,496	552,549	1,397,263	124,500	-91.1%	44,500	-64.3%
Total Program Budget	1,852,389	2,443,193	3,581,852	2,247,712	-37.2%	2,222,481	-1.1%

Funding Source

General Fund	1,747,737	1,861,012	3,075,720	2,103,437		2,088,206	
CEV Replacement Fund	-	471,762	113,584	-		-	
Library Fund	82,411	49,633	345,267	91,700		81,700	
MVTV Fund	349	11,198	7,126	3,875		3,875	
MVTV Capital Fund	-	-	-	10,000		10,000	
Animal Services Fund	21,892	49,588	40,155	38,700		38,700	
Total Program Budget	1,852,389	2,443,193	3,581,852	2,247,712		2,222,481	

Personnel Summary	7.50	7.50	7.75	7.75		7.75	
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Significant Changes and Other Notes:

Salaries & wages includes a request for two temporary employees to assist with the implementation of various system upgrades and projects.

Under Maintenance/Repair Contractual Services, unspent funds in prior years has been carried over to FY 12/13 resulting in a significantly higher amended budget. This expenditure category includes maintenance cost for all software and hardware systems, including the cost of warranties on equipment.

Supplies is decreasing as a result of shifting the maintenance responsibility of all printers to an outside service. Under a printer maintenance service, all toner and printer supplies are included in the contracts. This line item includes the cost for small equipment necessary to maintain the network, including switches, routers, hard drives and other miscellaneous parts and components.

Utilities includes the cost of landline phones and internet at all City facilities.

Travel/Training/Meetings includes the cost of computer training to all city employees.

Other services/fees includes software licensing for approximately 30 separate software applications used by City staff and the public.

Capital Outlay for FY 12/13 includes the appropriation for the purchase of a new accounting software system.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Information Technology

Objectives, 2013-15

- Implement a new financial system for accounting, payroll and human resources. Phase one to be completed in July 2014 and phase two to be completed by January, 2015.
- Introduce a new website <http://DiscoverMissionViejo.com> to serve as a destination for finding out things to do in Mission Viejo relating to activities, events and related resources by July, 2013.
- Provide an upgrade to the City's virtual network and storage environments to meet capacity needs by August, 2013.
- Upgrade the City's email system and add archival storage capacity by January, 2014.
- Deploy a system to allow for filming and broadcasting while in the field for MVTV programming by December, 2013.
- Continue to provide enhancements and management to maintain a stable network for users and for residents accessing online services (ongoing).
- Assist the City Clerk with the Community Relations function by providing online services such as communication through the City's website and blog, YouTube, Facebook, and Twitter (ongoing).
- Maintain, schedule and conduct testing of the disaster recovery setup at the San Diego Collocation site.

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**2013-2015 Budget
Program Summary
Public Works-Integrated Waste Management**

Program Description:

This program is responsible for administering the City's integrated solid waste management franchise agreement for both residential and commercial services, including the City's curbside household hazardous waste (HHW) collection efforts. This program also oversees the City's Construction and Demolition (C&D) Waste Recycling Program; implements a variety of recycling programs to meet state recycling mandates; and offers public education and outreach on recycling and solid waste services, including assistance to local schools and businesses.

The Integrated Waste Management program prepares and submits the annual Source Reduction and Recycling Element to the California Department of Resources, Recycling and Recovery (CalRecycle) each year as required by AB 939. It also monitors solid waste legislation and new recycling programs being implemented in other cities; administers special waste management grants; and oversees the "Sharps Needle Disposal by Mail" and medication drop off programs.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13	FY 2013/14 Adopted	% Change	FY 2014/15 Adopted	% Change
			Amended Budget		from Prior Year		from Prior Year
Salaries & wages	19,943	20,256	20,417	20,929	2.5%	20,930	0.0%
Benefits	6,387	6,703	6,654	7,059	6.1%	6,980	-1.1%
Professional/Technical Contractual Svcs	11,225	35,119	80,968	46,000	-43.2%	46,000	0.0%
Supplies	15,851	34,797	30,000	30,000	0.0%	30,000	0.0%
Rents	944	-	-	-	0.0%	-	0.0%
Travel/Training/Meetings	-	-	200	500	150.0%	500	0.0%
Other services/fees	-	128	10,800	3,400	-68.5%	3,400	0.0%
Capital outlay	61,425	142,638	12,095	-	-100.0%	-	0.0%
Total Program Budget	115,775	239,641	161,134	107,888	-33.0%	107,810	-0.1%

Funding Source

General Fund	115,775	239,641	161,134	107,888	107,810
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Personnel Summary	0.20	0.20	0.20	0.20	0.20
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Significant Changes and Other Notes:

The Integrated Waste Management program is 100% funded with restricted revenues from a state grant, forfeited construction and demolition deposits, and fees from Waste Management of Orange County.

Professional/Technical Contractual Services includes the cost for the medication and sharps disposal by mail program as well as consulting services to assist staff with school and community recycling and education programs.

Supplies includes materials used as educational tools for programs and other items for recycling education outreach.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Works
Integrated Waste Management

Objectives, 2013-15:

- Continue to provide education and outreach to the community to reduce the use of single-use plastic and paper bags in the City by encouraging residents to use reusable shopping bags.
- Continue to expand the City's bottle and can recycling program in parks and open spaces by increasing the number of recycling collection containers in these locations each year.
- To comply with Assembly Bill 341, Mandatory Commercial Recycling, continue to work with the City's solid waste hauler to increase business recycling programs by conducting waste audits and implementing recycling programs that will give 100 businesses access to on-site recycling by June, 2015.
- Explore the feasibility of implementing a Green Business program in the City to recognize businesses that integrate environmental responsibility in their business operations by June, 2015.
- Explore the feasibility of implementing a food waste diversion program at local restaurants, grocery stores, and other businesses that have large volumes of food waste by June, 2015.

Public Safety



2013-2015 Budget
Program Area Summary
Public Safety
Expenditures, All Funds: FY 2010/11 - FY 2014/15

The Public Safety Program Area provides for the overall protection and safety of the City and its residents. The major component of this program area is the Police Services Department (Orange County Sheriff's Department). The Public Works Department manages the contract for crossing guard services at various school crossings citywide. The Public Services Department oversees the operations of the Animal Services, Emergency Preparedness, and Street Lighting programs. While the maintenance and operation of the City's streetlights is the responsibility of the utility companies, the City pays for the costs of electricity, conducts inspections, and serves as a liaison with the utility companies.

Police Services are provided through a contract with the Orange County Sheriff's Department (OCSD). The Sheriff's staff provides patrol services, traffic enforcement and traffic accident investigation, emergency operations services, general investigative functions, and special event planning and operations. The City provides funding for Community Resources programming and the Senior Community Activity Team (SCAT).

The Animal Services program provides animal field services, humane shelter services and public education for Mission Viejo and the cities of Laguna Niguel and Aliso Viejo. These two cities contract with Mission Viejo and pay a share of the costs for animal services provided to them.

The Emergency Preparedness responsibilities include updating the City's Emergency Operations Plan, acting as liaison with other public sector emergency agencies, training City staff in emergency preparedness duties, conducting a citizens emergency preparedness academy and managing the supply inventory and system readiness of the City's Emergency Operations Center at City Hall.

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Police Services Department							
Police Administration	1,973,773	1,867,459	2,051,996	2,077,232	1.2%	1,974,627	-4.9%
Patrol Services	6,813,755	6,676,227	6,931,881	7,035,859	1.5%	7,354,032	4.5%
Traffic	2,133,871	2,328,278	2,389,352	2,425,192	1.5%	2,514,863	3.7%
Crime Prevention	1,090,038	1,106,183	1,108,765	1,126,799	1.6%	1,161,685	3.1%
Investigation	1,351,816	1,340,644	1,376,028	1,396,668	1.5%	1,459,828	4.5%
Police Services Supervision	1,702,856	1,721,303	1,708,101	1,733,722	1.5%	1,812,124	4.5%
Parking Enforcement	199,782	194,191	208,958	212,092	1.5%	221,684	4.5%
Total Police Services	15,265,891	15,234,285	15,775,081	16,007,564	1.5%	16,498,843	3.1%
Public Works Department							
Crossing Guards	353,245	360,657	370,343	300,000	-19.0%	300,000	0.0%
Total Public Works	353,245	360,657	370,343	300,000	-19.0%	300,000	0.0%
Public Services Department							
Animal Services	1,427,149	1,433,514	1,534,861	1,602,494	4.4%	1,597,605	-0.3%
Emergency Preparedness	182,963	204,994	178,127	167,084	-6.2%	170,684	2.2%
Street Lighting	920,932	903,595	922,500	902,500	-2.2%	902,500	0.0%
Total Public Services	2,531,044	2,542,103	2,635,488	2,672,078	1.4%	2,670,788	0.0%
Total Public Safety	18,150,180	18,137,045	18,780,912	18,979,642	1.1%	19,469,631	2.6%



**2013-2015 Budget
Program Summary
Public Safety-Police Services**

Department Description:

Police services in the City of Mission Viejo are provided by contract with the Orange County Sheriff's Department (OCSD). Law enforcement protection is provided through a variety of components: patrol services, traffic enforcement (including parking enforcement and traffic accident investigation), emergency operations services, community resource officers, general and specialized investigative functions, special events planning and operation, and the volunteer Seniors' Community Activity Team (SCAT).

Program Descriptions:

Administration

The Sheriff's lieutenant, serving as Chief of Police Services for the City of Mission Viejo, directs the daily operations of all the law enforcement personnel assigned to the City. The Chief of Police serves as the liaison between the administration of the City of Mission Viejo and the Orange County Sheriff's Department, and ensures the policies and procedures of both the Sheriff's Department and the City of Mission Viejo are carried out. The Chief of Police is an on-site contact, which facilitates communication between the community and its police department.

Patrol Services

The primary responsibilities of the deputy sheriffs assigned to patrol services are preventing criminal conduct, detecting and apprehending criminal violators, and responding to calls for service. They accomplish these duties by the use of visible patrols in marked units and the enforcement of all City, County, and State statutes.

Traffic Enforcement Services

Traffic Enforcement Services endeavors to provide a safe atmosphere for the motoring public through proactive education and directed traffic law enforcement programs. This unit is comprised of deputies working on motorcycles, community service officers enforcing parking and abandoned vehicle laws and providing initial traffic accident investigation, and deputies providing follow-up traffic accident investigation and accident reconstruction services.

Crime Prevention

The staff in this program coordinate crime prevention programs and community outreach activities, make presentations to community groups, and facilitate crime prevention efforts. Their responsibilities include coordinating Neighborhood and Business Watch programs and the "Child-Safe ID" program; providing information to the community regarding crime trends and events; conducting school safety programs; providing safety and educational programs to seniors, parents, residents, businesses, teens and children; and participating in community events.

Investigation Services

Investigation Services provides critical follow up to reported criminal activity, initiates investigations, and works in undercover capacities as needed. The detectives assigned to the City of Mission Viejo work all the criminal activity in the City, except for specialty disciplines, such as homicide and narcotics.

Supervision

Sergeants supervise and provide ongoing training to deputies, professional staff, and community service officers. These first line supervisors are on duty around the clock and immediately respond to significant events that require tactical operations. They are also charged with monitoring employee performance during routine duties.



**2013-2015 Budget
Program Summary
Public Safety-Police Services**

Program Descriptions (Cont):

Parking Enforcement

This program enforces parking regulations, which enhances public safety, such as handicapped parking and fire lane restrictions.

School Resources

The School Resources Program is designed to develop partnerships between law enforcement and the school community to provide a safe learning environment at schools in Mission Viejo. School Resources Officers (SROs) are assigned to high schools and middle schools. The officers' duties include providing safety, security, emergency preparedness planning, and guidance and direction to students, parents and staff. This is accomplished by being a visible presence on campus and by participating in classroom activities, counseling sessions, assemblies, staff meetings, disciplinary hearings, and educational programs. This program funds five Deputy Sheriffs at an annual cost of approximately \$1.0 million.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	15,804	16,052	16,178	43,005	165.8%	38,005	-11.6%
Benefits	5,313	5,562	5,523	6,490	17.5%	6,428	-1.0%
Professional/Technical Contractual Svcs	1,687	1,484	7,000	3,000	-57.1%	3,000	0.0%
Maintenance/Repair Contractual Svcs	165,814	105,290	226,587	200,477	-11.5%	200,600	0.1%
Supplies	39,795	54,353	50,580	56,380	11.5%	56,380	0.0%
Rents	8,700	8,880	1,000	2,000	100.0%	2,000	0.0%
Utilities	-	2,465	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	30	150	7,000	-	-100.0%	-	0.0%
Travel/Training/Meetings	162	598	300	300	0.0%	300	0.0%
Other services/fees	14,984,584	14,938,554	15,450,413	15,679,582	1.5%	16,148,800	3.0%
Contributions to agencies/organizations	1,650	5,067	-	16,330	0.0%	16,330	0.0%
Capital outlay	42,352	95,830	10,500	-	-100.0%	27,000	100.0%
Total Program Budget	15,265,891	15,234,285	15,775,081	16,007,564	1.5%	16,498,843	3.1%

Funding Source

General Fund	15,165,891	15,054,854	15,547,081	15,857,564		16,321,843
CEV Replacement Fund	-	79,431	-	-		27,000
Supplemental Law Enforcement Fund	100,000	100,000	228,000	150,000		150,000
Total Program Budget	15,265,891	15,234,285	15,775,081	16,007,564		16,498,843

Personnel Summary	0.15	0.15	0.15	0.15		0.15
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Significant Changes and Other Notes:

Salaries & wages has increased due to the allocation of an hourly employee to administer the drug education program.
 Maintenance/Repair Contractual Services includes the City's annual maintenance cost toward the County's mobile data computer system and 800 MHZ system as well as maintenance of all police motorcycles.
 Supplies includes costs associated with various programs and events, including Red Ribbon week and Neighborhood Watch.
 Other services/fees includes the Orange County Sheriff's contract.
 Capital outlay in FY 2014/15 is for the purchase of a replacement motorcycle.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Police Services

Objectives, 2013-15:

- Enhance school safety throughout the city by strengthening our partnership with public and private schools and increasing our presence on school grounds through the use of our five School Resource Deputies. It is our intention to implement a "Patrol Beat School Deputy" where deputies visit the elementary schools within their patrol areas at least once every two weeks through December 2015.
- Decrease the occurrence of property crimes such as burglary and theft from vehicles through both directed and proactive enforcement and through public education by December 2014.
- Continue to support the Drug Enforcement Agency's "National Take Back Day" through semi-annual prescription drug collections in the city and continued education efforts with our parents and students through December 2015.
- Increase Driver Under the Influence (DUI) enforcement patrols which have a positive impact on injury accidents and community safety through December 2015.
- Promote Business Watch program in our business community in an effort to increase awareness of crime trends and to build a network of information sharing to enhance community safety by January 2014.
- Ensure all personnel assigned to Police Services are trained and compliant with the standards set forth by POST (Peace Officers Standards and Training) through December 2015.
- Partner with the newly formed OCSD Public Relations Divisions to expand our social media capabilities by June 2015.
- Enhance the safety and security of the public by deploying bicycle patrol teams on walking trails throughout the city and in business retail areas through December 2015.
- Work collectively with our citizenry through public education and community based policing efforts to maintain the national ranking as one of the ten safest cities in America continuously through 2015.
- Provide Drug Awareness programs to the community on topics such as illegal prescription drug use and teen drug abuse in order to increase parental involvement and awareness and provide parents with tools for early intervention by June 2014.



**2013-2015 Budget
Program Summary
Public Works-Crossing Guards**

Program Description:

This program manages the contract which provides crossing guard services at eligible school crossings in the City. This management includes resolving any crossing guard, traffic problems or related issues with the contractor. This program also responds to request for adding crossing guards to new intersections and evaluates existing assignments of guards. These request and evaluation findings are reported to the Planning and Transportation Commission.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Svcs	353,245	360,657	370,343	300,000	-19.0%	300,000	0.0%
Total Program Budget	353,245	360,657	370,343	300,000	-19.0%	300,000	0.0%
Funding Source							
General Fund	353,245	360,657	370,343	300,000		300,000	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

A new contract was awarded in July 2013, resulting in a significant savings in crossing guard services for the next two years.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Works
Crossing Guards



Objectives, 2013-15:

- Recognize, through a City Council resolution, the Outstanding Crossing Guard(s) for the 2013-14 school year and the 2014-15 school year, by July, 2014 and July, 2015, respectively.
- Review existing crossing guard locations for continuing need and staffing levels by December, 2013 and December, 2014.
- Submit proposed crossing guard location changes to the Traffic Committee for review and recommendation to the Planning and Transportation Commission.



**2013-2015 Budget
Program Summary
Public Services-Animal Services**

Program Description:

The Animal Services Program provides animal field services, humane shelter services, and public education programs to the residents of Mission Viejo, Laguna Niguel and Aliso Viejo. Through an in-house animal services staff, supplemented by volunteers and contract services, the City provides animal control, regulation, and prevention of rabies for both wild and domestic animals. The City of Mission Viejo provides quality animal care services for the residents of the three cities through community awareness and outreach programs focusing on proper pet care, spay/neuter programs, and animal licensing services. Additionally, the City supports the Dedicated Animal Welfare Group (DAWG) that raises funds to support animal care and education at the Center.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	772,027	749,861	769,412	851,249	10.6%	851,249	0.0%
Benefits	358,873	378,628	404,628	417,345	3.1%	416,056	-0.3%
Professional/Technical Contractual Svcs	58,796	74,040	72,800	62,600	-14.0%	62,600	0.0%
Maintenance/Repair Contractual Svcs	2,909	11,677	3,200	6,000	87.5%	6,000	0.0%
Supplies	67,905	62,234	57,100	77,000	34.9%	73,700	-4.3%
Rents	2,041	2,123	1,800	2,100	16.7%	1,800	-14.3%
Utilities	30,377	26,608	37,200	37,200	0.0%	37,200	0.0%
Dues/Memberships/Subscriptions	462	815	800	900	12.5%	900	0.0%
Travel/Training/Meetings	1,361	289	3,300	5,300	60.6%	5,300	0.0%
Other services/fees	13,509	12,743	11,800	28,800	144.1%	28,800	0.0%
Contributions to agencies/organizations	5,000	-	-	-	0.0%	-	0.0%
Depreciation	113,889	114,496	112,600	114,000	1.2%	114,000	0.0%
Capital outlay	-	-	60,221	-	-100.0%	-	0.0%
Total Program Budget	1,427,149	1,433,514	1,534,861	1,602,494	4.4%	1,597,605	-0.3%

Funding Source

Animal Services Fund	950,538	1,023,064	1,059,861	1,072,105	1,070,356
General Fund Subsidy	476,611	410,450	475,000	530,389	527,249
Total Program Budget	1,427,149	1,433,514	1,534,861	1,602,494	1,597,605

Personnel Summary	14.55	14.40	14.80	14.30	14.30
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes veterinarian services, citation administration and miscellaneous animal disposal services.

Supplies includes dog tags, animal medications and kennel cleaning supplies and pet food.

Other services/fees includes postage for outreach and licensing efforts.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Services
Animal Services



Objectives, 2013-15:

- Update codes under Title 10 – Animals in Mission Viejo, Laguna Niguel and Aliso Viejo, and add new codes such as: 1) dogs not allowed on school property, 2) potentially dangerous dogs, 3) require a pet store who allows other organizations to sell animals at their store location to be held responsible for the health and safety of the animals sold, and 4) require the organization to have a permit through Animal Service by December, 2013.
- Increase public presentations in the communities of Mission Viejo, Laguna Niguel, and Aliso Viejo focusing on neighborhood association meetings to increase public education of wildlife safety, animal laws and regulations, emergency preparedness for pets and Animal Services volunteer opportunities by January, 2014.
- Work with local elementary schools to educate young children on responsible pet care, bite prevention and wildlife safety by January, 2015.
- Continue holding quarterly vaccination and microchip clinics at the Animal Services Center.
- Continue educating volunteers and public about the Dedicated Animal Welfare Group (DAWG) and the support they give contributing to the medical care and training of Mission Viejo Animal Services Center animals.



**2013-2015 Budget
Program Summary
Public Services-Emergency Preparedness**

Program Description:

The Emergency Preparedness Program is responsible for the development, maintenance and implementation of the City's Emergency Operations Plan. Staff coordinates emergency preparedness training exercises for City staff as well as public and private groups within the City. The Emergency Preparedness coordinator also serves as the City's liaison with local, state and federal emergency organizations. The operation of the Emergency Operations Center (EOC) is the responsibility of designated emergency preparedness staff members as set forth by the Standard Emergency Management System (SEMS).

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	100,499	104,207	104,675	106,511	1.8%	106,510	0.0%
Benefits	35,801	37,647	37,997	38,823	2.2%	38,424	-1.0%
Professional/Technical Contractual Svcs	6,900	1,110	5,000	4,000	-20.0%	4,000	0.0%
Maintenance/Repair Contractual Svcs	176	21,121	9,905	-	-100.0%	-	0.0%
Supplies	9,885	23,318	7,800	7,800	0.0%	7,800	0.0%
Rents	437	-	-	-	0.0%	-	0.0%
Utilities	2,484	2,657	2,200	3,400	54.5%	3,400	0.0%
Dues/Memberships/Subscriptions	-	-	200	200	0.0%	200	0.0%
Travel/Training/Meetings	2,657	73	4,250	5,250	23.5%	5,250	0.0%
Other services/fees	465	1,501	2,100	1,100	-47.6%	1,100	0.0%
Capital outlay	23,659	13,360	4,000	-	-100.0%	4,000	100.0%
Total Program Budget	182,963	204,994	178,127	167,084	-6.2%	170,684	2.2%
Funding Source							
General Fund	182,963	204,994	178,127	167,084		170,684	
Personnel Summary							
	0.80	0.80	0.80	0.80		0.80	

Significant Changes and Other Notes:

Travel/Training/Meetings is for California Specialized Training Institute intense emergency training for staff.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Services
Emergency Preparedness

Objectives, 2013-15:

- Conduct a “Family Community Emergency Preparedness Academy” (CEPA) for Mission Viejo families in cooperation with the Orange County Sheriff’s Department, the Orange County Fire Authority and the American Red Cross by September, 2013.
- Complete the update of the City’s Local Hazard Mitigation Plan in order to allow the City to be eligible for Local Hazard Mitigation Grant Programs by December, 2013.
- Conduct a review of the City’s evacuation routes and review the City’s available resources, such as traffic control, arrow boards and detour signage, to make sure they are adequate to support evacuation related activities by December, 2013.
- Participate in the State of California Golden Guardian exercises in May, 2014 and May, 2015 in conjunction with the Orange County Emergency Management Organization (OCEMO).
- Update the inventory of critical facilities maps for the Emergency Operations Center by June, 2014.
- Evaluate storage solutions for the emergency operations storage area by June, 2014.
- Evaluate the use of internet based mapping products that integrate real-time weather information and other resources to increase situational awareness during disasters by June, 2014.
- Participate as the host site for the South Orange County Disaster Preparedness Expo in conjunction with the annual Walk Against Drugs/Red Ribbon Event by December, 2013 and December, 2014.
- Conduct staff development training related to emergency preparedness and disaster response in order to increase staff response capabilities by June, 2015.
- Complete the update of the City’s Emergency Operations Plan (EOP) by December, 2015.
- Continue to send Emergency Operations Center staff to the California Standardized Emergency Management Earthquake course in San Luis Obispo, including the re-certifications and first-time attendees by June, 2015.
- Pursue opportunities to use volunteers through the Orange County Fire Authority’s Fire Corp Program to increase the sustainability of the Smoke Alarm Program by July, 2014.
- Develop activities and programs to keep the Community Emergency Preparedness Academy (CEPA) graduates engaged in emergency preparedness activities in their neighborhoods by June, 2015.
- Increase activity on the City blog and other social media outlets to communicate emergency preparedness activity as an ongoing objective.
- Increase partnerships with local faith-based organizations in emergency preparedness planning to increase community involvement and resource sharing by June 2014.
- Facilitate Public Information Officer Emergency Operations Center (EOC) training in order to increase proficiency in crisis communication with the media and general public by June 2015.



**2013-2015 Budget
Program Summary
Public Services-Street Lighting**

Program Description:

The operation and maintenance of all street lights within the City is the responsibility of the local utility companies which provide service to Mission Viejo: Southern California Edison (SCE) for the northern part of the City and San Diego Gas & Electric (SDG&E) for the southern part of the City (La Paz Road serves as the demarcation line for this north-south division). The City pays for the monthly rental cost of street lights; processes all service requests received for street light maintenance, provides a liaison to the utility companies; and conducts routine inspections of street lights. The City also conducts inspection of all City arterial street lights three times per year.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Utilities	914,602	903,595	922,500	902,500	-2.2%	902,500	0.0%
Capital outlay	6,330	-	-	-	0.0%	-	0.0%
Total Program Budget	920,932	903,595	922,500	902,500	-2.2%	902,500	0.0%
Funding Source							
General Fund	518,783	501,095	520,000	902,500		902,500	
OCTA Exchange Fund	402,149	402,500	402,500	-		-	
Total Program Budget	920,932	903,595	922,500	902,500		902,500	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Due to the expiration of the OCTA Gas Tax Exchange Fund agreement, all costs previously budgeted in the OCTA Exchange Fund have been shifted to the General Fund.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Services
Street Lighting



Objectives, 2013-15:

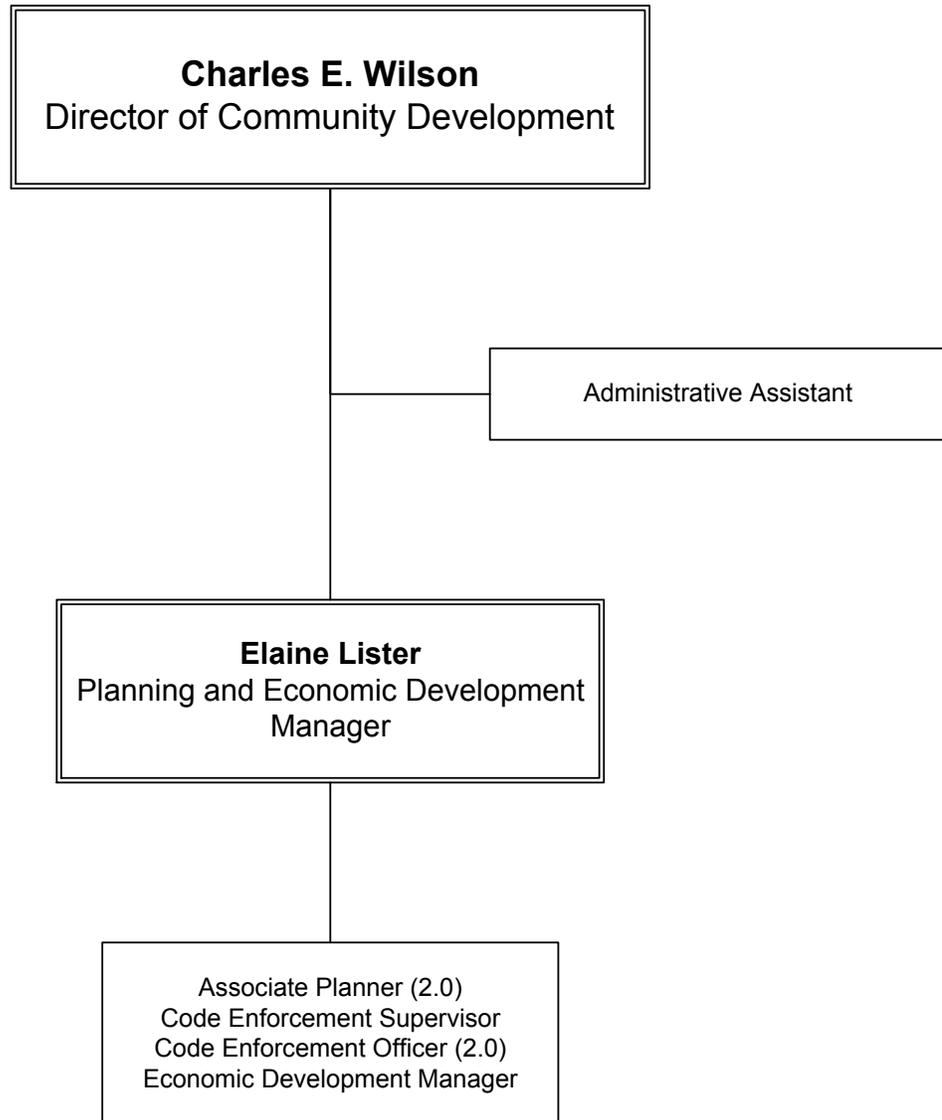
- Research and evaluate the current value of the existing street light assets. Determine if it would be feasible for the City to consider purchasing the asset and the practicality and potential long term maintenance cost by December, 2014.
- Prepare quarterly press releases about street light reporting by September, 2013.
- Meet with San Diego Gas & Electric (SDG&E) and Southern California Edison (SCE) to discuss annual routine response times, improved light replacement and repair intervals, identify trouble spots and upcoming maintenance procedures by May of each fiscal year. Prepare a report to City Council by June of each year summarizing the performance and potential action items for the coming year for each provider.
- Conduct night inspections of arterial street lights and log and report outages to electric companies; inspect northern portion of the City by June, 2014 and southern portion of the City by June, 2015.
- Continue to update inventory of missing scrolls and bonnets and replace as needed by June, 2014 and June, 2015. (This effort will include the need to coordinate with the two utility companies as damaged street lights are replaced.)

Community Development



CITY OF MISSION VIEJO
2013-15 Department Organizational Chart

COMMUNITY DEVELOPMENT DEPARTMENT



Department Description:

The Community Development Department administers the City's land use policies, including zoning, building, subdivision and environmental regulations, to ensure the orderly physical growth of the community. Program activities range from advance and current planning to permit inspection, code enforcement and economic development.

This department also oversees the Community Development Block Grant (CDBG) and Housing Rehabilitation programs.



**2013-2015 Budget
Program Area Summary
Community Development
Expenditures, All Funds: FY 2010/11 - FY 2014/15**

The Community Development Department administers all of the Community Development programs for the City. The department is structured around four divisions, which include the eight programs referenced in the following pages.

Community Development provides leadership in the administration of the City's land use policies, including zoning, building, subdivision and environmental regulations. It coordinates and administers activities and programs to provide orderly physical growth in the community. Program activities range from advance and current planning to permit inspection, code enforcement and economic development. Code Enforcement staff, in conjunction with the Public Works Department, also performs water quality compliance activities.

Community Development staff provides technical assistance and disseminates information to the Planning and Transportation Commission, developers, and to the public. Staff time to support the Planning and Transportation Commission is shown under the General Government-Legislative Program Area Summary.

<i>Department Summary</i>	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Community Dev Administration	243,725	252,941	243,167	214,493	-11.8%	214,073	-0.2%
Advance Planning	176,616	317,126	385,303	214,854	-44.2%	234,519	9.2%
Current Planning	224,388	228,114	231,549	294,139	27.0%	293,637	-0.2%
Building	727,065	906,444	978,760	985,225	0.7%	1,053,985	7.0%
Code Enforcement	242,933	249,168	259,291	249,030	-4.0%	246,434	-1.0%
Economic Development	99,196	175,572	174,843	207,361	18.6%	206,462	-0.4%
Water Quality - Community Development**	108,008	110,430	112,171	117,190	4.5%	116,876	-0.3%
Housing/Economic Opportunity	452,030	529,520	549,729	280,000	-49.1%	280,000	0.0%
Total Department Budget	2,273,961	2,769,315	2,934,813	2,562,292	-12.7%	2,645,987	3.3%

Department Expenditures by Category

Salaries & wages	654,752	792,741	799,767	828,705	3.6%	828,704	0.0%
Benefits	232,418	286,538	287,926	312,747	8.6%	309,983	-0.9%
Professional/Technical Contractual Svcs	905,942	1,127,563	1,266,911	1,092,950	-13.7%	1,181,710	8.1%
Maintenance/Repair Contractual Svcs	136	322	350	350	0.0%	350	0.0%
Supplies	6,687	4,487	4,750	9,375	97.4%	7,075	-24.5%
Rents	-	902	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	4,073	3,400	3,580	13,515	277.5%	13,515	0.0%
Travel/Training/Meetings	1,459	5,864	5,825	7,675	31.8%	7,675	0.0%
Other services/fees	3,721	7,131	8,750	9,750	11.4%	9,750	0.0%
Housing rehab loan program	393,539	449,006	490,569	227,500	-53.6%	227,500	0.0%
Contributions to agencies/organizations	71,234	91,361	66,385	59,725	-10.0%	59,725	0.0%
Total Department Budget	2,273,961	2,769,315	2,934,813	2,562,292	-12.7%	2,645,987	3.3%

Funding Source

General Fund	1,683,708	2,113,169	2,240,347	2,174,788		2,258,521
Successor Agency	-	-	24,205	-		-
AQMD	42,850	41,050	50,975	45,000		45,000
CDBG	547,403	615,096	619,286	342,504		342,466
Total Department Budget	2,273,961	2,769,315	2,934,813	2,562,292		2,645,987

Personnel Summary	8.05	8.60	8.60	8.70		8.70
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**Additional expenditures to the Water Quality program can be found in the Public Works Department.



**2013-2015 Budget
Program Summary
Community Development-Administration**

Program Description:

The Administration program oversees the operations of the Current Planning, Advance Planning, Code Enforcement, building and Economic Development divisions. In addition to the coordination function, the Director of Community Development is responsible for advising the City Manager, Planning and Transportation Commission, and City Council on planning, building and code enforcement matters.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	151,401	163,147	157,129	125,730	-20.0%	125,730	0.0%
Benefits	53,213	57,680	58,426	51,583	-11.7%	51,163	-0.8%
Professional/Technical Contractual Svcs	26,158	17,596	13,807	22,000	59.3%	22,000	0.0%
Supplies	633	1,003	900	2,400	166.7%	2,400	0.0%
Dues/Memberships/Subscriptions	1,247	588	1,480	1,255	-15.2%	1,255	0.0%
Travel/Training/Meetings	723	1,357	1,600	1,600	0.0%	1,600	0.0%
Other services/fees	2,350	4,345	2,600	2,700	3.8%	2,700	0.0%
Contributions to agencies/organizations	8,000	7,225	7,225	7,225	0.0%	7,225	0.0%
Total Program Budget	243,725	252,941	243,167	214,493	-11.8%	214,073	-0.2%
Funding Source							
General Fund	148,352	167,365	149,405	151,989		151,607	
Successor Agency	-	-	24,205	-		-	
CDBG Fund	95,373	85,576	69,557	62,504		62,466	
Total Program Budget	243,725	252,941	243,167	214,493		214,073	
Personnel Summary	1.70	1.55	1.55	1.35		1.35	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes the CDBG general administration consulting contract.
Contributions to agencies/organizations includes the estimated contribution to the Fair Housing Foundation under the CDBG grant.



**2013-2015 Budget
Program Summary
Community Development-Advance Planning**

Program Description:

The Advance Planning program is responsible for forward and long range planning, special projects, environmental analysis and review, community development, and housing. Advance Planning processes General Plan Amendments as needed for certain development projects and zoning matters. General Plan Element updates are also processed as required by State and local law. Advance Planning works with regional agencies, such as the Air Quality Management District (AQMD), the Southern California Association of Governments (SCAG), the Center for Demographic Research, and the Orange County Council of Governments (OCCOG) on regional planning, demographic and socioeconomic issues. This program also works with the Local Agency Formation Commission (LAFCO) on regional and local sphere of influence studies and annexations. This program also oversees and conducts all environmental reviews and clearances.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	78,047	97,298	100,213	111,853	11.6%	111,852	0.0%
Benefits	25,502	33,954	35,456	40,786	15.0%	40,452	-0.8%
Professional/Technical Contractual Svcs	71,663	184,057	246,769	58,850	-76.2%	78,850	34.0%
Supplies	635	31	100	100	0.0%	100	0.0%
Dues/Memberships/Subscriptions	242	19	690	690	0.0%	690	0.0%
Travel/Training/Meetings	381	509	1,775	1,775	0.0%	1,775	0.0%
Other services/fees	146	258	300	800	166.7%	800	0.0%
Contributions to agencies/organizations	-	1,000	-	-	0.0%	-	0.0%
Total Program Budget	176,616	317,126	385,303	214,854	-44.2%	234,519	9.2%

Funding Source

General Fund	133,766	276,076	334,328	169,854	189,519
AQMD Fund	42,850	41,050	50,975	45,000	45,000
Total Program Budget	176,616	317,126	385,303	214,854	234,519

Personnel Summary	0.95	1.05	1.05	1.05	1.05
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes all professional consulting services for preparation and amendment of all elements of the General Plan. The City is in the final stages of a comprehensive update of the General Plan, which will result in a coresponding decrease in professional contractual services in the next budget cycle. In addition, \$45,000 of this line item relates to AQMD state mandated studies, monitoring and reporting.



**2013-2015 Budget
Program Summary
Community Development-Current Planning**

Program Description:

The Current Planning Program is responsible for coordinating the implementation of development applications for compliance with appropriate regulations and policies. In addition, this program reviews and processes applications for discretionary approvals pertaining to planned development permits (PDP), conditional use permits (CUP), variances, subdivisions, architectural review, and other precise development plans.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	115,183	148,996	154,444	188,636	22.1%	188,636	0.0%
Benefits	39,728	52,398	52,045	70,503	35.5%	70,001	-0.7%
Professional/Technical Contractual Svcs	68,613	23,422	22,100	30,000	35.7%	30,000	0.0%
Maintenance/Repair Contractual Svcs	136	322	350	350	0.0%	350	0.0%
Supplies	(39)	561	400	400	0.0%	400	0.0%
Dues/Memberships/Subscriptions	354	1,799	260	600	130.8%	600	0.0%
Travel/Training/Meetings	355	502	1,800	3,500	94.4%	3,500	0.0%
Other services/fees	58	114	150	150	0.0%	150	0.0%
Total Program Budget	224,388	228,114	231,549	294,139	27.0%	293,637	-0.2%

Funding Source

General Fund	224,388	228,114	231,549	294,139	293,637
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Personnel Summary

	1.65	1.70	1.70	1.950	1.950
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Significant Changes and Other Notes:

Professional/Technical Contractual Services reflects the cost of accepting credit card payments from the public.



**2013-2015 Budget
Program Summary
Community Development-Building**

Program Description:

The Building program is responsible for the review of building plans, issuance of building permits, inspection of structures, and investigation of complaints relating to building code violations. Plan review includes new construction, additions, remodeling and tenant improvements for both commercial and residential construction. This program also determines occupancy classification for new buildings and for changes in existing buildings, and enforces Title 24 (State Amendments to Uniform Code) as it relates to disabled access requirements and energy.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Svcs	724,643	902,320	975,010	982,100	0.7%	1,050,860	7.0%
Supplies	1,444	1,784	1,450	1,275	-12.1%	1,275	0.0%
Dues/Memberships/Subscriptions	-	440	450	-	-100.0%	-	0.0%
Other services/fees	978	1,900	1,850	1,850	0.0%	1,850	0.0%
Total Program Budget	727,065	906,444	978,760	985,225	0.7%	1,053,985	7.0%

Funding Source

General Fund	727,065	906,444	978,760	985,225		1,053,985	
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Personnel Summary

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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes the contract with Charles Abbott and Associates for inspection services. This contract is offset by revenues collected from building permit fees.



**2013-2015 Budget
Program Summary
Community Development-Code Enforcement**

Program Description:

The Code Enforcement Division is responsible for the enforcement of the City's zoning regulations including property maintenance, signage, nonconforming uses and structures. The code enforcement officers respond to citizen complaints and pursue violations that are observed in the field.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	176,164	180,467	184,870	172,258	-6.8%	172,258	0.0%
Benefits	65,106	67,818	68,621	68,523	-0.1%	67,877	-0.9%
Professional/Technical Contractual Svcs	577	168	-	-	0.0%	-	0.0%
Supplies	672	369	1,400	3,850	175.0%	1,900	-50.6%
Dues/Memberships/Subscriptions	225	225	400	250	-37.5%	250	0.0%
Travel/Training/Meetings	-	-	150	300	100.0%	300	0.0%
Other services/fees	189	121	3,850	3,850	0.0%	3,850	0.0%
Total Program Budget	242,933	249,168	259,291	249,030	-4.0%	246,434	-1.0%

Funding Source

General Fund	242,933	249,168	259,291	249,030	246,434
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Personnel Summary

	2.50	2.30	2.30	2.200	2.200
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Significant Changes and Other Notes:

Other services/fees includes the processing of municipal fines.



**2013-2015 Budget
Program Summary
Community Development-Economic Development**

Program Description:

The Economic Development Program encourages the retention and expansion of existing Mission Viejo businesses, and works to attract new business to the City. Other components of the Economic Development Program include promoting the community through development of relationships with businesses, property owners, developers, property managers and brokers. The City hosts a variety of special events and expos as a way to promote the City and attract new businesses. For example, the City hosts the Annual Business Showcase and the Business Roundtable. These events offer counseling services and entrepreneurial business opportunities with the Small Business Administration (SBA). The City also partners with the Orange County Small Business Development Council (OC SBDC), the Employment Development Department (EDD), and SCORE, "America's Counselors to Small Business," to provide a wide variety of low cost business workshops in Mission Viejo.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	55,088	122,581	122,000	146,344	20.0%	146,344	0.0%
Benefits	19,730	44,510	42,818	48,547	13.4%	47,998	-1.1%
Professional/Technical Contractual Svcs	14,288	-	9,225	-	-100.0%	-	0.0%
Supplies	3,085	672	500	1,350	170.0%	1,000	-25.9%
Rents	-	902	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	2,005	329	300	10,720	3473.3%	10,720	0.0%
Travel/Training/Meetings	-	3,496	-	-	100.0%	-	0.0%
Other services/fees	-	186	-	400	100.0%	400	0.0%
Contributions to agencies/organizations	5,000	2,896	-	-	0.0%	-	0.0%
Total Program Budget	99,196	175,572	174,843	207,361	18.6%	206,462	-0.4%
Funding Source							
General Fund	99,196	175,572	174,843	207,361		206,462	
Personnel Summary							
	0.45	1.00	1.00	1.150		1.150	

Significant Changes and Other Notes:

The Economic Development program was reported under the City Manager's department in FY 10/11. Activity for that year is being reported in the Community Development department for comparative purposes.

Dues/Memberships/Subscriptions includes annual membership fees for the Chamber of Commerce, Orange County Business Council and California Association for Local Economic Development.



**2013-2015 Budget
Program Summary
Community Development-Water Quality**

Program Description:

In conjunction with the Public Works department, the Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	78,869	80,252	81,111	83,885	3.4%	83,885	0.0%
Benefits	29,139	30,178	30,560	32,805	7.3%	32,491	-1.0%
Travel/Training/Meetings	-	-	500	500	0.0%	500	0.0%
Total Program Budget	108,008	110,430	112,171	117,190	4.5%	116,876	-0.3%
Funding Source							
General Fund	108,008	110,430	112,171	117,190		116,876	
Personnel Summary							
	0.80	1.00	1.00	1.00		1.00	

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Community Development-Community Development Block Grant (CDBG)**

Program Description:

The purpose of this program is to administer the Federal Housing and Urban Development (HUD) Department's Community Development Block Grant Program (CDBG). The CDBG program is intended to improve the urban living and economic environment for elderly residents or low- and/or moderate-income residents.

Activities which are eligible for CDBG funding include housing rehabilitation programs, land acquisition for new housing construction, vocational training for persons with disabilities, and other programs that improve the living environment of persons of low- and/or moderate-income. The City arranges citizen participation meetings and begins processing application requests in December of each year in order to prepare the Annual Action Plan by May of the subsequent year. A Consolidated Plan, which identifies housing and community development needs and establishes funding priorities, is required by HUD every five years.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13		% Change from Prior Year	FY 2014/15	
			Amended Budget	FY 2013/14 Adopted		Adopted	from Prior Year
Supplies	257	67	-	-	0.0%	-	0.0%
Other services/fees	-	207	-	-	0.0%	-	0.0%
Housing rehab loan program	393,539	449,006	490,569	227,500	-53.6%	227,500	0.0%
Contributions to agencies/organizations	58,234	80,240	59,160	52,500	-11.3%	52,500	0.0%
Total Program Budget	452,030	529,520	549,729	280,000	-49.1%	280,000	0.0%

Funding Source

CDBG Fund	452,030	529,520	549,729	280,000		280,000	
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Personnel Summary

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Significant Changes and Other Notes:

None



CITY OF MISSION VIEJO
2013-15 Department Objectives
Community Development

Objectives, 2013-15:

- Conduct public hearings and process the Environmental Impact Report (EIR) and Comprehensive General Plan Update through the Planning and Transportation Commission, City Council, and state agencies by December, 2013.
- Update the General Plan Public Safety Element by December, 2014.
- Update the General Plan Noise Element by December, 2014.
- Closely monitor through the Orange County Council of Government Technical Advisory Committee (OCCOG TAC) the Southern California Association of Governments (SCAG) process to develop the draft 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Environmental Impact Report (EIR), incorporating all local input and sub-regional SCSs through June, 2015.
- Update the City's Green Building and Solar Energy Education websites by December, 2014.
- Oversee the review of development proposals for "Affordable Housing Site C" by March, 2014.
- Update inventory and study of alcoholic beverage licenses by June, 2014.
- Update inventory of wireless telecommunication facilities by June, 2014.
- Implement the use of iPads for Code Enforcement Division staff to increase time in field and improve program efficiency.
- Determine the feasibility of developing permit system connectivity to inspector issued iPads to enable real time access to inspection results and permit data by December, 2013.
- Update the 2013 state Building Codes no later than January, 2014.
- Ensure that all Building Division staff are fully trained on the newly adopted codes by April, 2014.
- In conjunction with the Information Technology Department, determine the feasibility of implementing a permit tracking system by June, 2015.
- Update all handouts and forms as applicable based on changes to the 2013 Building Codes by December, 2014.
- Update all Building Division information on the city website as it relates to newly adopted codes by December, 2014.
- Continue with the implementation and reporting of the customer feedback system.
- Continue to use the Customer Relations Management (CRM) system to track complaints in coordination with Code Enforcement.
- Oversee the proposal process and selection of a consultant firm for building plan check and inspection services by June, 2015.
- Link the City's Geo Viewer software to the CRM/Code Enforcement module by January, 2014.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Community Development

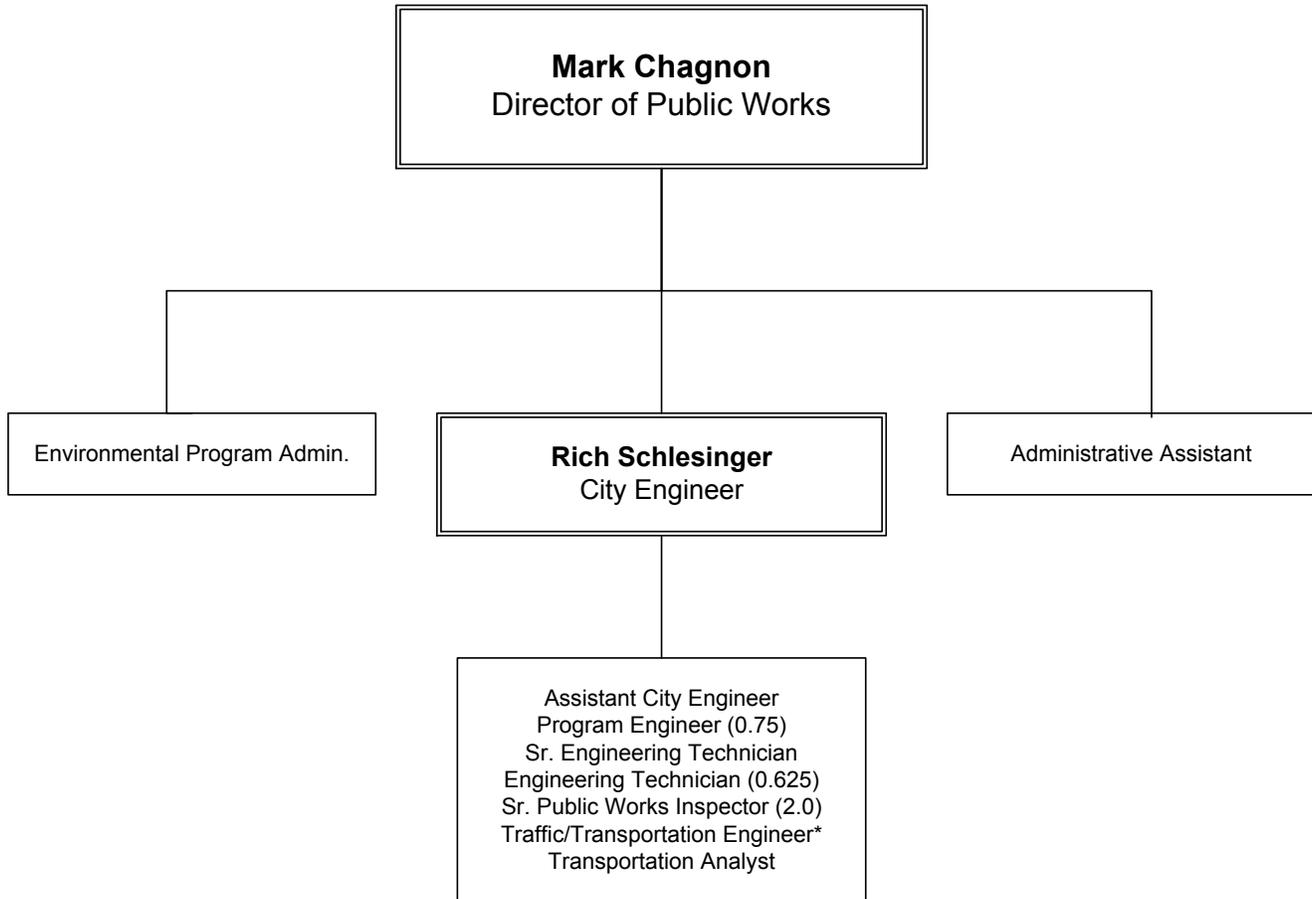
- Enhance and expand the demographic research that is available to the public on the City's website by December, 2013.
- Bring commercial real estate brokers together and enhance the working relationship with the City by March, 2014.
- Host the Annual Business and Restaurant Showcase for Mission Viejo businesses by October, 2013 and October, 2014.
- Coordinate with outside governmental agencies to offer low cost business workshops in Mission Viejo by June, 2014 and June, 2015.
- Provide staff support for the Ad Hoc Economic Development Committee of the City Council through June, 2015.
- Provide staff support for the Mission Viejo Chamber of Commerce through June, 2015.
- Develop content and update as necessary the City's Economic Development website.
- Provide water quality-related inspection and case summary information to the Public Works Department on a quarterly basis, and for the annual Jurisdictional Runoff Management Program reports for the San Diego Regional Water Quality Control Board (SDRWQCB) by September, 2013 and September, 2014.
- Prepare notification letters to and perform approximately 140 inspections of industrial and commercial businesses to ascertain compliance with the City's water quality ordinance and as prescribed by the San Diego Regional Water Quality Control Board NPDES Permit by June, 2015.
- Evaluate the existing Council Policy related to funding criteria for award of Community Development Block Grant funds to non-profit public service organizations and modify as necessary by March, 2014.
- Oversee the preparation of the federally required Action Plan for the Community Development Block Grant (CDBG) program and submit annually to the US Department of Housing and Urban Development (HUD) by June, 2014 and June, 2015.
- Oversee the preparation of the federally required five-year (2015–2019) Consolidated Plan for the Community Development Block Grant program and submit to US Department of Housing and Urban Development by May, 2015.

Engineering & Transportation



CITY OF MISSION VIEJO
2013-15 Department Organizational Chart

PUBLIC WORKS DEPARTMENT



Department Description:

The Public Works Department is responsible for the Engineering, Transportation, Integrated Waste Management, Water Quality, and Crossing Guard programs. This department reviews development proposals, manages capital improvement projects, oversees the City's entire transportation network, manages the city's solid waste contract and recycling programs, and implements environmental programs.

**Vacant Transportation Manager is currently being underfilled by Traffic/Transportation Engineer.*



**2013-2015 Budget
Program Area Summary
Engineering and Transportation
Expenditures, All Funds: FY 2010/11 - FY 2014/15**

This program area is organized around the Administration, Engineering, and Transportation Divisions of the Public Works Department. These divisions oversee the programs listed below, as well as the Crossing Guard program which is housed in the Public Safety Program Area and the Integrated Waste Management program, which can be found in the General Government - Management and Support program area.

Engineering and Transportation is responsible for: reviewing development proposals and street improvement plans; managing the City's Capital Improvement Program (CIP); inspecting private development projects, City capital projects, and right-of-way encroachments; maintaining the City's Master Drainage program and flood control systems; overseeing water quality programs in conjunction with the Community Development Department; and managing the design, construction, and operation of the City's entire transportation network.

Engineering and Transportation staff also represents the City in various intergovernmental and regional agencies, such as the League of California Cities, the Orange County Transportation Authority (OCTA), and the Transportation Corridor Agencies (TCA).

<i>Department Summary</i>	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Administration	332,394	330,062	323,589	355,713	9.9%	340,850	-4.2%
Engineering	495,618	417,775	352,028	393,981	11.9%	321,328	-18.4%
Inspection	321,994	335,285	302,747	345,231	14.0%	344,322	-0.3%
Signal Maintenance	531,747	705,563	711,320	622,723	-12.5%	639,523	2.7%
Traffic Operations	135,964	148,403	317,944	170,175	-46.5%	164,726	-3.2%
Traffic Safety	84,003	59,606	75,110	83,040	10.6%	82,838	-0.2%
Transportation Planning	134,197	139,177	126,723	117,244	-7.5%	116,950	-0.3%
Water Quality - Public Works	459,128	454,018	562,519	544,160	-3.3%	545,049	0.2%
Total Department Budget	2,495,045	2,589,889	2,771,980	2,632,267	-5.0%	2,555,587	-2.9%

Department Expenditures by Category

Salaries & wages	1,007,602	1,015,377	1,006,735	1,069,650	6.2%	1,069,652	0.0%
Benefits	345,538	358,407	364,240	398,388	9.4%	394,394	-1.0%
Professional/Technical Contractual Svcs	328,259	327,203	427,438	254,860	-40.4%	185,860	-27.1%
Maintenance/Repair Contractual Svcs	414,175	505,884	536,510	430,000	-19.9%	430,000	0.0%
Supplies	3,977	3,593	3,500	3,850	10.0%	3,850	0.0%
Rents	150	564	-	-	0.0%	-	0.0%
Utilities	89,911	87,615	90,000	90,000	0.0%	90,000	0.0%
Dues/Memberships/Subscriptions	3,421	3,948	4,875	4,075	-16.4%	4,075	0.0%
Travel/Training/Meetings	2,257	4,055	8,550	8,700	1.8%	9,700	11.5%
Other services/fees	298,255	283,243	330,132	372,744	12.9%	368,055	-1.3%
Contributions to agencies/organizations	1,500	-	-	-	0.0%	-	0.0%
Capital outlay	-	-	-	-	100.0%	-	0.0%
Total Department Budget	2,495,045	2,589,889	2,771,980	2,632,267	-5.0%	2,555,587	-2.9%

Funding Source

General Fund	1,840,138	2,220,184	2,273,433	2,236,599		2,237,167	
State Gas Tax Fund	540,296	321,124	368,347	319,834		272,710	
Gas Tax 2107.5 Fund	-	-	-	30,000		-	
AQMD Fund	-	-	130,200	-		-	
Measure M GMA 9 Fund	4,508	-	-	-		-	
Miscellaneous State Grant Fund	110,103	34,691	-	-		-	
Measure M2 Fund	-	13,890	-	45,834		45,710	
Total Department Budget	2,495,045	2,589,889	2,771,980	2,632,267		2,555,587	

Personnel Summary	12.175	11.175	11.175	11.175		11.175	
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**2013-2015 Budget
Program Summary
Public Works-Administraton**

Program Description:

The Administration program has responsibility for central administration of the department's three divisions and ten programs. This program also serves as the representative for the City at regional governmental agencies such as the Orange County Transportation Authority (OCTA) and Transportation Corridor Agencies (TCA), and in professional organizations, such as the American Public Works Association, the American Society of Civil Engineers and the Institute of Transportation Engineers. Administration monitors and supports the passage of legislation that would increase funding for local infrastructure needs, improve environmental permitting requirements, and enable local governments to provide infrastructure maintenance and improvements for water quality and flood control facilities. Management of major capital projects, including concept planning, grant funding applications, budget development and monitoring, and project coordination (design, bidding, and construction) are also handled by this program.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	209,614	219,444	209,225	229,933	9.9%	229,932	0.0%
Benefits	73,200	76,962	77,064	84,706	9.9%	83,844	-1.0%
Professional/Technical Contractual Svcs	44,756	26,750	30,525	34,000	11.4%	20,000	-41.2%
Maintenance/Repair Contractual Svcs	104	114	-	-	0.0%	-	0.0%
Supplies	901	1,800	1,000	1,700	70.0%	1,700	0.0%
Utilities	-	456	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	1,450	2,304	1,700	1,800	5.9%	1,800	0.0%
Travel/Training/Meetings	534	62	1,700	1,600	-5.9%	1,600	0.0%
Other services/fees	1,835	2,170	2,375	1,975	-16.8%	1,975	0.0%
Total Program Budget	332,394	330,062	323,589	355,713	9.9%	340,850	-4.2%
Funding Source							
General Fund	327,886	320,487	319,164	336,713		335,850	
State Gas Tax Fund	-	9,575	4,425	5,000		5,000	
Gax Tax 2107.5 Fund	-	-	-	14,000		-	
Measure M GMA 9 Fund	4,508	-	-	-		-	
Total Program Budget	332,394	330,062	323,589	355,713		340,850	
Personnel Summary	2.15	2.15	2.15	2.25		2.25	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes contracts for engineering consulting services, grant development assistance and Measure M program eligibility reporting assistance. The \$14,000 difference between FY 13/14 and 14/15 is due to the Pavement Management Update, which occurs every other year.



**2013-2015 Budget
Program Summary
Public Works-Engineering**

Program Description:

The Engineering program reviews development proposals, drainage plans, street improvement plans, grading plans, geotechnical reports, and landscape plans for conformance with all codes and ordinances adopted by the City or mandated by the State, as well as coordinates appropriate review by other agencies. In addition, it offers geotechnical and engineering support services for street and slope construction, maintenance projects and resident service requests. This program also has responsibility for conducting engineering inspections for residents with slope and/or drainage problems. Engineering also reviews and administers developer bonds and agreements, and encroachment, grading, and transportation permitting. The approval of tract maps, parcel maps, lot line adjustments, easements, and certificates of correction is also conducted by this program. Processing right-of-way acquisitions and abandonments, maintaining and updating the City's Geographical Information System (GIS) and updating the City's Pavement Management System are additional responsibilities of this program. Engineering provides support for FEMA funded repairs, administers the FEMA National Flood Insurance Program Community Rating System (which provides businesses and homeowners discounts on flood insurance), and provides staff support for the Orange County Transportation Agency (OCTA) and Transportation Corridor Agencies' (TCA) Technical Advisory Committees. It also serves as the staff liaison between the City and other agencies for multijurisdictional and externally controlled construction projects.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	182,849	172,265	170,718	174,377	2.1%	174,378	0.0%
Benefits	64,618	62,444	65,184	65,769	0.9%	65,115	-1.0%
Professional/Technical Contractual Svcs	242,334	181,830	108,251	147,860	36.6%	75,860	-48.7%
Supplies	1,144	511	1,400	1,000	-28.6%	1,000	0.0%
Dues/Memberships/Subscriptions	956	840	1,775	1,025	-42.3%	1,025	0.0%
Travel/Training/Meetings	86	1,932	2,600	3,050	17.3%	3,050	0.0%
Other services/fees	3,631	(2,047)	2,100	900	-57.1%	900	0.0%
Total Program Budget	495,618	417,775	352,028	393,981	11.9%	321,328	-18.4%

Funding Source

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15
General Fund	384,590	354,784	340,328	353,981	321,328
State Gas Tax Fund	925	28,300	11,700	24,000	-
Gax Tax 2107.5 Fund	-	-	-	16,000	-
Miscellaneous State Grant Fund	110,103	34,691	-	-	-
Total Program Budget	495,618	417,775	352,028	393,981	321,328

Personnel Summary	2.00	1.90	1.90	1.825	1.825
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes contracts for improvement, erosion control and landscape plan checks geotechnical services and pavement management program assessment services. These costs are offset by fees collected specifically for these services.



**2013-2015 Budget
Program Summary
Public Works-Inspection**

Program Description:

This program provides inspection services for development projects, encroachment permits, haul routes, and capital improvement projects to ensure compliance with City-approved plans, specifications, and regulations, including all grading activities and the construction of roads, bridges, storm drains, traffic systems, landscape improvement projects, and commercial and residential development projects. The Inspection program also assists in the development of the project scope of work for slurry seal, concrete, arterial resurfacing and the biennial update of the Pavement Management Program as required by Measure M and Proposition 111. This program inspects all grading, capital projects, and encroachment permits to ensure compliance with the City's Water Quality Ordinance and the San Diego Regional Water Quality Control Board's (SDRWQCB) Permit. This program is supported by fees charged to developers, property owners, utilities, and by certain funds within the Capital Improvement Program (CIP).

This program also reviews encroachment and haul route permit applications and development plan submittals for constructability; provides inspection services for special projects such as emergency repairs and water quality violations on an as needed basis; and serves as construction manager for certain capital improvement projects.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	240,819	253,750	222,261	247,434	11.3%	247,434	0.0%
Benefits	80,869	81,214	78,986	96,297	21.9%	95,388	-0.9%
Supplies	257	321	500	750	50.0%	750	0.0%
Travel/Training/Meetings	-	-	1,000	750	-25.0%	750	0.0%
Total Program Budget	321,994	335,285	302,747	345,231	14.0%	344,322	-0.3%
Funding Source							
General Fund	321,994	264,414	233,517	253,563		252,902	
State Gas Tax Fund	-	56,981	69,230	45,834		45,710	
Measure M2 Fund	-	13,890	-	45,834		45,710	
Total Program Budget	321,994	335,285	302,747	345,231		344,322	
Personnel Summary	2.90	2.85	2.85	2.80		2.80	

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Public Works-Signal Maintenance**

Program Description:

The Signal Maintenance program is responsible for coordinating and reviewing the annual operation, repair and upgrade of traffic signal equipment, including the payment of monthly electricity service bills and the administration of routine and extraordinary maintenance service contracts. This program also monitors annual operation and repair of traffic signal equipment provided through joint-agency cooperative agreements.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	20,430	45,530	48,513	53,414	10.1%	53,415	0.0%
Benefits	7,007	18,154	18,427	21,308	15.6%	21,108	-0.9%
Professional/Technical Contractual Svcs	-	47,456	17,870	28,000	56.7%	45,000	60.7%
Maintenance/Repair Contractual Svcs	414,071	505,770	536,510	430,000	-19.9%	430,000	0.0%
Utilities	89,862	87,159	90,000	90,000	0.0%	90,000	0.0%
Other services/fees	377	1,494	-	-	0.0%	-	0.0%
Total Program Budget	531,747	705,563	711,320	622,723	-12.5%	639,523	2.7%

Funding Source

General Fund	27,437	542,339	518,810	442,723		482,523	
State Gas Tax Fund	504,310	163,224	192,510	180,000		157,000	
Total Program Budget	531,747	705,563	711,320	622,723		639,523	

Personnel Summary	0.35	0.65	0.65	0.70		0.70	
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Significant Changes and Other Notes:

Professional/Technical and Contractual Services includes services to address traffic signal timing and coordination issues and diagnosing and repairing problems with the City's fiber-optic communications network.

Maintenance/Repair Contractual Services includes routine and on call traffic signal maintenance and repair service at 114 intersections, 427 safety lights and 400 illuminated street name signs.



**2013-2015 Budget
Program Summary
Public Works-Traffic Operations**

Program Description:

This program plans, implements and operates the citywide, regionally integrated traffic signal system. Traffic Operations monitors traffic flow patterns to determine the traffic control devices needed at signalized intersections, using traffic volume counts, turn movements at critical intersections, pedestrian counts, and speed surveys. This program collects and publishes – on an annual basis – arterial street traffic volume maps for the City. The implementation and management of the Intelligent Transportation System (ITS) falls within this program’s purview.

Traffic Operations also prepares an annual review of unsignalized intersections to determine the need for new traffic signals and investigates and addresses citizen inquiries on circulation and traffic operation problems to identify and implement corrective measures.

Reviewing and monitoring signing and striping, maintaining or replacing traffic control devices, reviewing construction, detour, and striping plans for capital projects, and reviewing encroachment, parking, special event, and transportation permits to ensure compliance with adopted City standards and policies are all responsibilities of the Traffic Operations program.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	66,569	57,913	67,148	69,325	3.2%	69,325	0.0%
Benefits	23,089	23,075	23,989	25,660	7.0%	25,400	-1.0%
Professional/Technical Contractual Svcs	14,645	23,026	181,450	20,000	-89.0%	20,000	0.0%
Other services/fees	31,661	44,389	45,357	55,189	21.7%	50,000	-9.4%
Total Program Budget	135,964	148,403	317,944	170,175	-46.5%	164,726	-3.2%
Funding Source							
General Fund	100,903	85,359	97,262	105,175		99,726	
State Gas Tax Fund	35,061	63,044	90,482	65,000		65,000	
AQMD Fund	-	-	130,200	-		-	
Total Program Budget	135,964	148,403	317,944	170,175		164,726	
Personnel Summary	1.15	0.80	0.80	0.80		0.80	

Significant Changes and Other Notes:

Under Professional/Technical Contractual Services, unspent funds in prior years has been carried over to FY 12/13 resulting in a significantly higher amended budget. This expenditure category includes contracts for annual traffic flow monitoring. Other services/fees includes Mission Viejo's 50% share of the maintenance of the LN/MV Metrolink Rail Station.



**2013-2015 Budget
Program Summary
Public Works-Traffic Safety**

Program Description:

Traffic Safety administers the Mission Viejo Accident Information System in cooperation with the Orange County Sheriff's Department. This program also monitors and analyzes reported traffic accidents to identify possible accident patterns or trends. Once these patterns or trends are identified, this program determines possible corrective measures or safety improvements to reduce accidents and improve highway safety.

This program also evaluates traffic counts, turn movement counts, radar surveys, parking studies and other field investigations for use in safety and other traffic analyses; investigates citizen requests for neighborhood traffic and other traffic safety issues; evaluates traffic circulation at various schools and/or bus stop locations; monitors the vehicular speeds at speed feedback sign locations; and responds to requests relating to vehicular, bicycle, pedestrian, and school crossing guard activities. The Traffic Safety program also provides an annual safety report, including accident trend analyses and recommended corrective measures, to the Planning and Transportation Commission.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	54,532	39,630	48,810	54,053	10.7%	54,054	0.0%
Benefits	18,406	15,476	16,300	18,987	16.5%	18,784	-1.1%
Professional/Technical Contractual Svcs	11,065	4,500	10,000	10,000	0.0%	10,000	0.0%
Total Program Budget	84,003	59,606	75,110	83,040	10.6%	82,838	-0.2%
Funding Source							
General Fund	84,003	59,606	75,110	83,040		82,838	
Personnel Summary	0.95	0.50	0.50	0.55		0.55	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes consultant services for school circulation studies.



**2013-2015 Budget
Program Summary
Public Works-Transportation Planning**

Program Description:

The Transportation Planning program reviews and makes recommendations on public and private development plans to ensure their consistency with sound transportation planning and traffic engineering principles. These activities include the review of environmental documents prepared by adjacent communities to assess potential transportation impacts on the City of Mission Viejo. This program also reviews and makes recommendations on alternative transportation strategies that can complement and enhance highway infrastructure improvements, including rail planning, transit and rideshare strategies, and provides technical support to transportation management associations and employers. Local, State, and Federal legislative actions are analyzed by this program to determine their effect on funding assistance programs. Transportation Planning also prepares applications for all applicable grant programs.

In addition, this program helps coordinate transportation planning on a regional scale with other agencies; provides technical support and analysis for the transportation studies and transportation-related issues associated with the development of the City's General Plan; monitors activities of the Orange County Transportation Authority (OCTA), attends monthly Technical Advisory Committee (TAC) meetings, and participating in other special technical advisory groups such as the Traffic Signal Roundtable; and conducts special studies as directed by City Council.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	73,171	72,327	81,573	78,316	-4.0%	78,316	0.0%
Benefits	24,940	27,463	28,517	27,678	-2.9%	27,384	-1.1%
Professional/Technical Contractual Svcs	14,279	37,481	12,508	7,500	-40.0%	7,500	0.0%
Supplies	529	321	600	400	-33.3%	400	0.0%
Dues/Memberships/Subscriptions	1,015	804	1,400	1,250	-10.7%	1,250	0.0%
Travel/Training/Meetings	415	752	2,000	2,000	0.0%	2,000	0.0%
Other services/fees	19,848	29	125	100	-20.0%	100	0.0%
Total Program Budget	134,197	139,177	126,723	117,244	-7.5%	116,950	-0.3%
Funding Source							
General Fund	134,197	139,177	126,723	117,244		116,950	
Personnel Summary	1.125	0.825	0.825	0.750		0.750	

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Public Works-Water Quality**

Program Description:

The Water Quality program ensures compliance with the National Pollutant Discharge Elimination System (NPDES) permit issued by the San Diego Regional Water Quality Control Board (SDRWQCB). This program prepares regular reports documenting the effectiveness of the City's water quality program and associated costs; reviews all new development and redevelopment proposals, construction plans, and Water Quality Management Plans and prepares conditions; provides program and educational information and performs inspections of all industrial, commercial, and restaurant/food facilities and homeowner associations to ensure compliance with the permit; and provides training to City staff and inspects municipal facilities for compliance.

This program also maintains required inventories of all commercial and industrial facilities, City facilities and field programs, and all construction projects; investigates sources of pollution and enforces all violations of the City's Water Quality Ordinance and/or NPDES Permit; and evaluates and implements Best Management Practices such as catch basin filters and erosion control measures.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	159,618	154,518	158,487	162,797	2.7%	162,797	0.0%
Benefits	53,409	53,619	55,773	57,983	4.0%	57,371	-1.1%
Professional/Technical Contractual Svcs	1,180	6,160	66,834	7,500	-88.8%	7,500	0.0%
Supplies	1,146	640	-	-	0.0%	-	0.0%
Rents	150	564	-	-	0.0%	-	0.0%
Travel/Training/Meetings	1,222	1,309	1,250	1,300	4.0%	2,300	76.9%
Other services/fees	240,903	237,208	280,175	314,580	12.3%	315,080	0.2%
Contributions to agencies/organizations	1,500	-	-	-	0.0%	-	0.0%
Total Program Budget	459,128	454,018	562,519	544,160	-3.3%	545,049	0.2%
Funding Source							
General Fund	459,128	454,018	562,519	544,160		545,049	
Personnel Summary							
	1.55	1.50	1.50	1.500		1.500	

Significant Changes and Other Notes:

Other services/fees include the annual mandatory cost-share for the NPDES permit, San Juan Creek Watershed Agreement, South Orange County Integrated Regional Water Management Group (IRWMG), State Water Resources Control Board Waste Discharge Requirement (WDR) permit, and the Water Quality Ordinance Implementation Agreement. A portion of these costs are considered to be an unfunded state mandate currently under appeal with the State Mandate Board.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Works



Objectives, 2013-15:

- Provide construction project management for the following Capital Improvement Projects:
 - La Paz Road/Bridge Widening (CIP 756/761) by October, 2013.
 - Citywide Emergency Vehicle Preemption Installation (CIP 215) by October, 2013.
 - Oso Parkway Widening – I-5 to Country Club (CIP 791) by June, 2014.
 - Los Alisos Boulevard Resurfacing – West City Limit to Santa Margarita Parkway (CIP 837) by July, 2014.
 - Residential Street Resurfacing Program (CIP 838) by June, 2014 and June, 2015.
 - Residential Concrete Repair Program (CIP 836) by June, 2014 and June, 2015.
- In conjunction with the Information Technology Department, complete the migration of the City's web based GIS Program from CityGIS to Geoviewer by December, 2013.
- Obtain required Resource Agency Permits to repair the 2011 storm damage funded by FEMA by December, 2013.
- Negotiate the sale of excess Southern California Edison Rule 20a funds by December, 2013.
- In conjunction with the Information Technology Department, implement the on-line encroachment permit application process by December, 2013, and on-line Transportation Permits by June, 2014.
- In conjunction with the County of Orange, implement revised hydro-modification program guidelines for new development projects in compliance with the adoption of the NPDES Regional MS4 Permit by June, 2014.
- Update the City's Pavement Management Program and prepare the Pavement Management Report to remain eligible for Measure M2 funds by June, 2014.
- Recertify the City's National Flood Insurance Community Ratings System Class 8 Certification to maintain eligibility for property owner discounts for the purchase of flood insurance by June, 2014.
- Form an Assessment District with the impacted homes to fund the repairs of the Ferrocarril Landslide incorporating the FEMA grant by June, 2014.
- Evaluate City bridges and create a priority list for needed preventative maintenance (such as the application of methacrylate deck seal treatment) by June, 2015.
- Update the storm drain atlas of existing and newly constructed storm drain facilities by June, 2015.
- Inspect all construction sites throughout the year and prior to the rainy season to ensure that proper erosion control devices are installed to meet the requirements of the City's National Pollutant Discharge Elimination System (NPDES) Permit by October, 2013 and October, 2014.
- Inspect residential streets and document needed repairs and resurfacing recommendations for the annual residential resurfacing program by March, 2014 and March, 2015.
- Installation of citywide Emergency Vehicle Preemption devices by June, 2014
- Install LED street name sign demonstration location by June, 2014
- Replace 8 traffic signal controller cabinets by June, 2015
- Install fiber-optic cable to replace copper on Trabuco Rd between Marguerite and Carlota by June, 2015



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Works



- Evaluate the performance of unsignalized intersections (intersection watch list) by December, 2014.
- Conduct annual turn movement counts for one-third of the City at signalized intersections in order to implement signal timing changes and revised coordination strategies by June, 2014 and June, 2015.
- Conduct annual Average Daily Traffic (ADT) counts for all arterial streets by June, 2014 and June, 2015.
- Support the Orange County Transportation Authority (OCTA) Traffic Signal Forums for renewed Measure M2 to review and revise traffic signal operations between City arterials and freeway interchanges as needed.
- In cooperation with other agencies, assist in the development and review of regional transportation projects including (ongoing):
 - Avery Parkway/Interstate 5 (I-5) Interchange Feasibility Study (OCTA/Caltrans)
 - Ortega Highway Widening (Caltrans)
 - Foothill Transportation Corridor – South Extension to Cow Camp (FTCS)
 - Interstate 5 (I-5) Widening Study (Caltrans/OCTA)
 - Implementation of any identified projects for South Orange County Major Investment Study (SOCMIS) as needed.
 - Laguna Niguel Gateway Specific Plan Update
 - I-5 Freeway HOV Lane Conversion Planning & Design Project
- Provide public outreach and education to the community about trip reduction, carpooling, and alternative means of transportation through the City's environmental webpage.
- Monitor and participate in planning and implementation of the renewed Measure M2, State Bond (Proposition 1B) and other funding programs, on an as-needed basis.
- Pursue available transportation planning grants such as the Highway Safety Improvement Program (HSIP), Safe-Route-To-School (SRTS) Program, and the Measure M2 Programs such as Project P.
- Complete a citywide collision analysis for the reporting years of 2012 and 2013, in cooperation with the Orange County Sheriff's Department, by December, 2013 and 2014.
- Review the effectiveness of all speed feedback signs in the City.
- Pursue grant funding opportunities under the Highway Safety Improvement Program (HSIP), the Safe-Route-To-School (SRTS) Program, and Measure M2 (Project P) Programs.
- Review the proposed Regional Municipal Separate Storm Sewer System (MS4) Permit, implement or modify any existing NPDES programs and/or file, with the assistance of the City Attorney and the County of Orange, a Petition for Review before the State Water Resources Control Board by December, 2013.
- Complete the Detailed Project Report for the English Creek Aquatic Habitat Restoration Project by June, 2014.
- Prepare quarterly Aliso Creek 13225 Directive reports, and annually, the Jurisdictional Runoff Management Program reports and Watershed Workplans for the San Diego Regional Water Quality Control Board (SDRWQCB).
- Apply for grant funding for water quality improvement projects under the Orange County Transportation Authority's (OCTA) Measure M2 Environmental Cleanup Program Tier 2, Round 2 by September, 2013.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Works

- Perform inspections in compliance with the City's NPDES Permit of up to 140 commercial and industrial businesses and perform follow-up inspections as needed, and document the results of those inspections in the annual Jurisdictional Runoff Management Program reports by June, 2015.
- Respond to exceedances of dry-weather and wet-weather storm water effluent pollutant numeric action levels by developing and implementing action plans to address those exceedances.
- Host an annual environmental fair at the Norman P. Murray Community and Senior Center.
- Review all City capital projects and proposed development projects for compliance with the SDRWQCB's NPDES requirements for new construction.
- Provide water quality public education program that seeks to measurably increase the knowledge and change the behavior of each target audience through outreach to Mission Viejo schools and homeowner associations at least once per year, businesses as needed during inspections and at least once per permit term, residents through at least three events per year and targeted mailings as needed, and to contractors and engineers for new development and significant redevelopment at least once during each project.

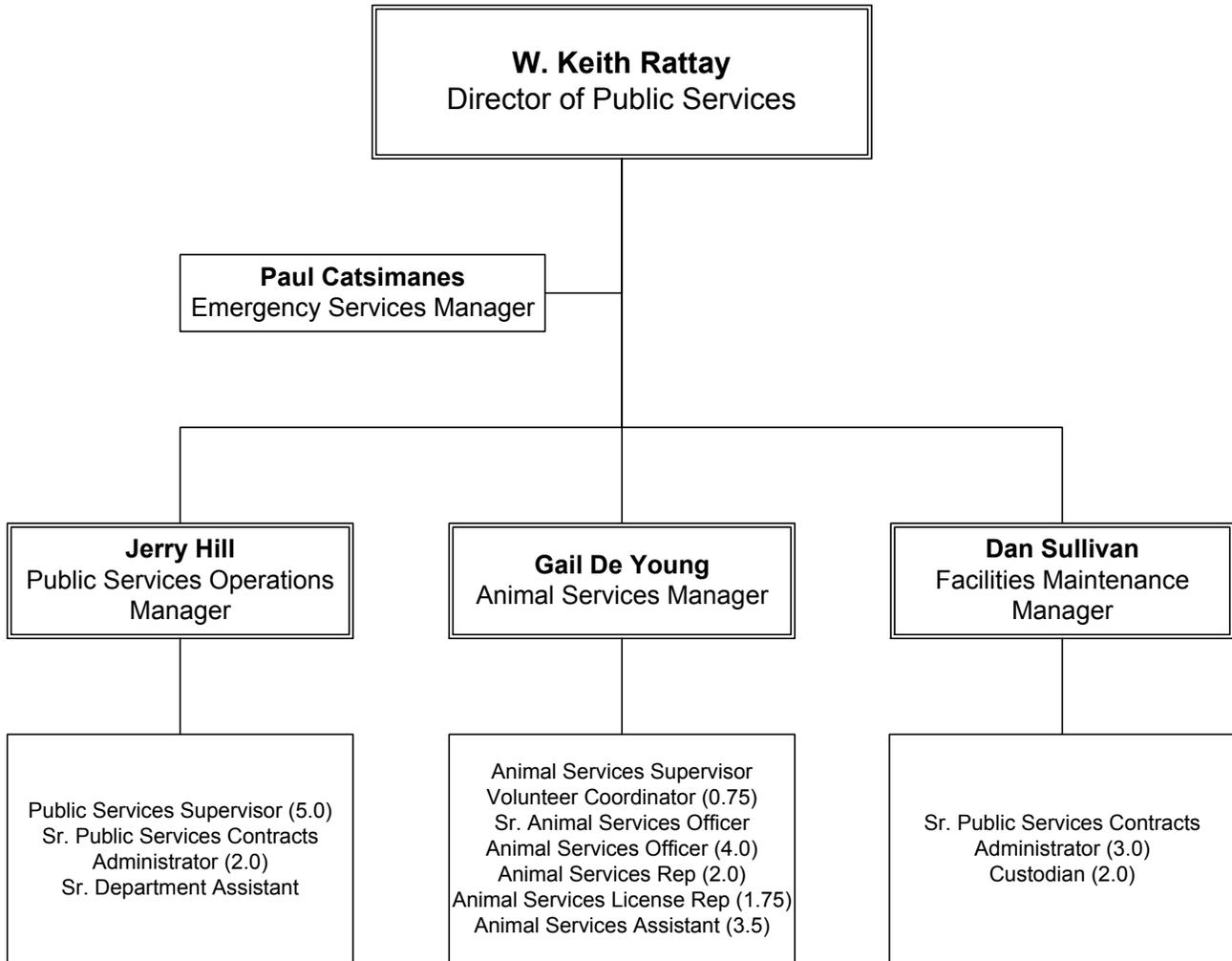
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Infrastructure Maintenance



CITY OF MISSION VIEJO
2013-15 Department Organizational Chart

PUBLIC SERVICES DEPARTMENT



Department Description:

The Public Services Department is responsible for the Infrastructure Maintenance program area as well as several programs in the Public Safety program area (e.g., Animal Services, Emergency Preparedness, and Police Services). This department oversees the upkeep of public buildings, streets, landscape right-of-ways, storm drains, striping, and the urban forest. Some of its major activities include street repairs and street sweeping, weed abatement, graffiti removal, fleet maintenance, park maintenance, tree trimming, building maintenance, storm drain maintenance, and street striping. The programs in the Public Safety program area under Public Services' direction include ongoing maintenance of streetlights, emergency preparedness, police, and animal services, as well as annual inspections of commercial properties and general aesthetics of the community.



**2013-2015 Budget
Program Area Summary
Infrastructure Maintenance
Expenditures, All Funds: FY 2010/11 - FY 2014/15**

<i>Department Summary</i>	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Administration	310,338	234,446	228,180	269,495	18.1%	268,440	-0.4%
Environmental Maintenance	536,669	528,303	970,708	662,358	-31.8%	662,190	0.0%
Facilities Maintenance	471,395	500,942	511,727	504,687	-1.4%	490,353	-2.8%
Facilities Maintenance-Library	451,740	427,477	551,691	481,158	-12.8%	485,790	1.0%
Facilities Maint-Recreation Ctrs	454,147	423,157	466,422	491,463	5.4%	445,160	-9.4%
Fac Maint-Aqua/NPM/Ptki/MeInd	811,191	856,446	895,723	952,688	6.4%	908,363	-4.7%
Fleet Maintenance	222,793	178,865	165,987	182,143	9.7%	182,047	-0.1%
Medians and Parkways Maint	2,537,849	2,434,483	3,008,605	2,481,358	-17.5%	2,293,363	-7.6%
Parks Maintenance	5,373,346	5,666,609	5,663,664	5,428,305	-4.2%	5,424,904	-0.1%
Street Maintenance	2,075,102	2,207,840	2,294,310	2,226,084	-3.0%	2,225,112	0.0%
Urban Forestry	849,208	694,734	744,559	668,548	-10.2%	668,397	0.0%
Total Department Budget	14,093,778	14,153,302	15,501,576	14,348,287	-7.4%	14,054,119	-2.1%

Department Expenditures by Category

Salaries & wages	1,495,289	1,498,485	1,445,425	1,517,036	5.0%	1,518,030	0.1%
Benefits	556,097	568,980	538,520	563,585	4.7%	560,553	-0.5%
Professional/Technical Contractual Svcs	207,283	231,189	216,000	194,000	-10.2%	194,000	0.0%
Maintenance/Repair Contractual Svcs	8,009,092	7,858,995	8,951,096	8,006,585	-10.6%	7,711,885	-3.7%
Supplies	829,438	813,187	705,732	703,824	-0.3%	702,244	-0.2%
Rents	67,228	110,594	99,275	83,575	-15.8%	82,575	-1.2%
Utilities	1,914,517	2,104,103	2,377,393	2,190,547	-7.9%	2,240,547	2.3%
Dues/Memberships/Subscriptions	2,990	5,427	3,735	3,935	5.4%	3,735	-5.1%
Travel/Training/Meetings	2,215	3,738	5,500	4,700	-14.5%	5,300	12.8%
Other services/fees	939,260	953,239	1,030,900	1,035,500	0.4%	1,035,250	0.0%
Contributions to agencies/organizations	800	800	-	-	0.0%	-	0.0%
Capital outlay	69,569	4,565	128,000	45,000	100.0%	-	0.0%
Total Department Budget	14,093,778	14,153,302	15,501,576	14,348,287	-7.4%	14,054,119	-2.1%

Funding Source

General Fund	11,211,022	12,459,150	13,268,838	13,808,626		13,509,538	
CEFV Replacement Fund	-	-	22,600	-		-	
Facility R&R Fund	5,104	-	-	-		-	
OCTA Exchange Fund	1,377,170	1,264,992	1,554,855	-		-	
Library Fund	302,758	277,488	408,345	335,746		340,666	
State Gas Tax Fund	1,016,435	(63,670)	-	-		-	
MVTV Fund	37,159	29,694	35,715	35,715		35,715	
Animal Services Fund	144,130	185,648	211,223	168,200		168,200	
Total Department Budget	14,093,778	14,153,302	15,501,576	14,348,287		14,054,119	

Personnel Summary	18.25	16.45	16.45	16.75		16.75	
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**2013-2015 Budget
Program Summary
Public Services-Administration**

Program Description:

The Public Services Department is responsible for the Infrastructure Maintenance program area as well as several programs in the Public Safety program area (e.g., Animal Services, Emergency Preparedness, and Police Services). This department oversees the upkeep of public buildings, streets, landscape right-of-ways, storm drains, striping, and the urban forest. Some of its major activities include street repairs and street sweeping, weed abatement, graffiti removal, fleet maintenance, park maintenance, tree trimming, building maintenance, storm drain maintenance, and street striping. The programs in the Public Safety program area under Public Services' direction include ongoing maintenance of streetlights, emergency preparedness, police, and animal services, as well as annual inspections of commercial properties and general aesthetics of the community.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13		% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
			Amended Budget	FY 2013/14 Adopted			
Salaries & wages	204,678	160,266	147,293	189,487	28.6%	189,485	0.0%
Benefits	93,600	65,514	75,137	73,108	-2.7%	72,405	-1.0%
Professional/Technical Contractual Svcs	600	-	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Svcs	2,751	2,675	1,500	1,600	6.7%	1,600	0.0%
Supplies	419	89	200	300	50.0%	300	0.0%
Rents	245	549	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	1,004	581	550	750	36.4%	550	-26.7%
Travel/Training/Meetings	1,505	1,619	1,000	400	-60.0%	1,000	150.0%
Other services/fees	5,536	3,153	2,500	3,850	54.0%	3,100	-19.5%
Total Program Budget	310,338	234,446	228,180	269,495	18.1%	268,440	-0.4%
Funding Source							
General Fund	310,338	234,446	228,180	269,495		268,440	
Personnel Summary							
	2.10	0.90	0.90	1.60		1.60	

Significant Changes and Other Notes:

None



**2013-2015 Budget
Program Summary
Public Services-Environmental Maintenance**

Program Description:

The Environmental Maintenance program administers the annual weed abatement program for vacant properties within the City; monitors and responds to emergency storm conditions such as street flooding, downed trees, and debris removal requests; removes graffiti from public facilities and applies anti-graffiti coatings to selected surfaces citywide; and provides staff support and assistance in hazardous waste activities. Additionally, this program monitors yearly erosion control devices on all City property during the winter season and monitors the County contract for road striping, signage, storm channel and drain inlet maintenance.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13	FY 2013/14 Adopted	% Change	FY 2014/15 Adopted	% Change
			Amended Budget		from Prior Year		from Prior Year
Salaries & wages	35,075	49,327	48,057	47,631	-0.9%	47,631	0.0%
Benefits	13,241	17,762	17,479	18,077	3.4%	17,908	-0.9%
Professional/Technical Contractual Svcs	-	-	5,000	5,000	0.0%	5,000	0.0%
Maintenance/Repair Contractual Svcs	156,750	116,006	460,022	150,500	-67.3%	150,500	0.0%
Supplies	150	144	150	150	0.0%	150	0.0%
Other services/fees	331,453	345,064	440,000	441,000	0.2%	441,000	0.0%
Total Program Budget	536,669	528,303	970,708	662,358	-31.8%	662,190	0.0%
Funding Source							
General Fund	536,669	528,303	970,708	662,358		662,190	
Personnel Summary	0.65	0.65	0.65	0.65		0.65	

Significant Changes and Other Notes:

Maintenance/Repair Contractual Services includes weed abatement and storm drain maintenance. FY 12/13 includes the balance of the unexpended contract related to the FY 10/11 winter storms resulting in a significantly higher amended budget. Other services/fees includes the County contract for underground storm drain and open channel inspection and clean-up.



**2013-2015 Budget
Program Summary
Public Services-Facilities Maintenance-City Hall**

Program Description:

Facilities Maintenance provides custodial, janitorial and building maintenance services for the following City buildings and facilities: City Hall, Community Resource Center, Animal Services Center, Corporation Yard and the Preciados Storage Building. Facility maintenance services include carpentry, heating/air conditioning system repair and maintenance, electrical, plumbing, general facility repairs, meeting room set-ups, preventative maintenance, inspections and routine operational services. For the Animal Services Center, this program includes repair and maintenance needs for the cattery and dog kennel. This program also supervises the replacement and rehabilitation of capital improvement program items identified in the City Facility Rehabilitation and Replacement Fund (FR&R) schedule and inspects all of the City's facilities for compliance with National Pollutant Discharge Elimination System (NPDES) regulations and other health department codes.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget		Adopted		from Prior Year
Salaries & wages	89,190	95,983	112,214	100,352	-10.6%	101,351	1.0%
Benefits	33,688	42,874	41,716	37,185	-10.9%	36,852	-0.9%
Maintenance/Repair Contractual Svcs	144,609	167,555	187,259	178,625	-4.6%	163,625	-8.4%
Supplies	44,797	50,711	45,875	46,550	1.5%	46,550	0.0%
Rents	13,273	14,509	13,275	13,275	0.0%	13,275	0.0%
Utilities	145,038	126,709	109,888	126,200	14.8%	126,200	0.0%
Dues/Memberships/Subscriptions	-	197	-	-	0.0%	-	0.0%
Travel/Training/Meetings	-	1,185	1,500	1,500	0.0%	1,500	0.0%
Other services/fees	800	1,219	-	1,000	100.0%	1,000	0.0%
Total Program Budget	471,395	500,942	511,727	504,687	-1.4%	490,353	-2.8%
Funding Source							
General Fund	445,054	461,539	414,504	459,487		445,153	
Animal Services Fund	26,341	39,403	97,223	45,200		45,200	
Total Program Budget	471,395	500,942	511,727	504,687		490,353	
Personnel Summary	1.15	1.55	1.55	1.15		1.15	

Significant Changes and Other Notes:

Maintenance/Repair Contractual Services includes all repair and maintenance of the building and building related equipment such as elevators, automatic doors, plumbing, HVAC, as well as all custodial services.
Supplies includes all janitorial and paper supplies needed for both staff and public spaces.



**2013-2015 Budget
Program Summary
Public Services-Facilities Maintenance-Library**

Program Description:

Provides custodial and janitorial services and building maintenance for the City Library building. Facility maintenance services include carpentry, heating/air conditioning system repair and maintenance, electrical, plumbing, general facility repairs, meeting room set-ups, preventative maintenance, and routine operational services. This program also supervises the replacement and rehabilitation of capital assets and inspects the library facility for compliance with National Pollutant Discharge Elimination System (NPDES) regulations and other health department codes.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	81,817	83,030	78,691	77,597	-1.4%	77,597	0.0%
Benefits	30,006	37,265	28,940	32,100	10.9%	31,812	-0.9%
Maintenance/Repair Contractual Svcs	111,057	98,316	145,789	103,190	-29.2%	108,190	4.8%
Supplies	7,543	10,236	25,466	25,466	0.0%	25,386	-0.3%
Utilities	220,837	197,891	272,805	242,805	-11.0%	242,805	0.0%
Other services/fees	480	739	-	-	0.0%	-	0.0%
Total Program Budget	451,740	427,477	551,691	481,158	-12.8%	485,790	1.0%
Funding Source							
General Fund	111,823	120,295	107,631	109,697		109,409	
Library Fund	302,758	277,488	408,345	335,746		340,666	
MVTV Fund	37,159	29,694	35,715	35,715		35,715	
Total Program Budget	451,740	427,477	551,691	481,158		485,790	
Personnel Summary	1.00	1.00	1.00	1.00		1.00	

Significant Changes and Other Notes:

Maintenance/Repair Contractual Services includes all repair and maintenance of the building and building related equipment such as automatic doors, plumbing, HVAC, as well as all custodial services.
Supplies includes all janitorial and paper supplies needed for both staff and public spaces.



**2013-2015 Budget
Program Summary
Public Services-Facilities Maintenance-Recreation Centers**

Program Description:

Provides custodial and janitorial services, pool cleaning and equipment maintenance, and building maintenance for the following City buildings and recreational facilities: Marguerite Recreation Center, Montanoso and Sierra Recreation Centers, and Marguerite and Felipe Tennis Centers. Facility maintenance services include carpentry, heating/air conditioning system maintenance, electrical, plumbing, pool cleaning and aquatic equipment operations, general facility repairs and improvements, preventative maintenance, inspections and routine operational services. This program also supervises the replacement and rehabilitation of those capital improment project items identified in the City Facility Rehabilitation and Replacement Fund (FR&R) schedule and inspects all of the City's facilities for compliance with National Pollutant Discharge Elimination System (NPDES) regulations and other health department codes.

The City owns the Marguerite Recreation Center but leases a portion of the Center to the Saddleback YMCA. The lease stipulates that the lessee pay a designated portion of the costs associated to operate the facilities. These costs include a portion of the pool maintenance expenses and monthly landscape maintenance charges.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	81,760	87,372	83,467	91,530	9.7%	91,530	0.0%
Benefits	30,016	38,857	30,587	33,951	11.0%	33,647	-0.9%
Professional/Technical Contractual Srvs	-	1,854	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Srvs	283,642	235,755	271,385	305,982	12.7%	259,982	-15.0%
Supplies	58,495	59,214	62,983	59,500	-5.5%	59,500	0.0%
Other services/fees	234	105	-	500	100.0%	500	0.0%
Capital outlay	-	-	18,000	-	-100.0%	-	0.0%
Total Program Budget	454,147	423,157	466,422	491,463	5.4%	445,160	-9.4%

Funding Source

General Fund	454,147	423,157	466,422	491,463		445,160
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Personnel Summary	1.10	1.10	1.10	1.10		1.10
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Significant Changes and Other Notes:

Maintenance/Repair Contractual Service includes all landscape maintenance at all facilities as well as repair and maintenance of all buildings and related equipment such as HVAC, pool equipment and plumbing.

Supplies includes pool chemicals as well as janitorial and paper supplies for all staff and public spaces.



**2013-2015 Budget
Program Summary
Public Services-Facilities Maintenance, NPM/Aquatics/Potocki/Melinda**

Program Description:

Provides custodial and janitorial services, pool cleaning and equipment maintenance, and building maintenance for the following City buildings and recreational facilities: Norman P. Murray Community and Senior Center, Aquatics Center, Thomas R. Potocki Conference Center, and Melinda Center (Heritage House). Facility maintenance services include carpentry, heating/air conditioning system maintenance, electrical, plumbing, pool cleaning and aquatic equipment operations, general facility repairs and improvements, meeting room set-ups, preventative maintenance, inspections and routine operational services. This program also supervises the replacement and rehabilitation of capital improvement program items identified in the City Facility Rehabilitation and Replacement Fund (FR&R) schedule and inspects all of the City's facilities for compliance with National Pollutant Discharge Elimination System (NPDES) regulations and other health department codes.

The City owns the Aquatics Center but leases the facility to the Mission Viejo Nadadores Foundation. The lease stipulates that the lessee pay a designated portion of the costs associated to operate the facilities. These costs include a portion of the janitorial and pool maintenance expenses and a proportional share of utility charges.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	198,824	208,394	200,013	215,677	7.8%	215,676	0.0%
Benefits	66,992	78,026	68,251	79,412	16.4%	78,787	-0.8%
Professional/Technical Contractual Svcs	10,264	6,990	10,000	10,000	0.0%	10,000	0.0%
Maintenance/Repair Contractual Svcs	164,079	203,670	206,795	232,900	12.6%	234,200	0.6%
Supplies	88,411	89,240	88,464	91,500	3.4%	91,500	0.0%
Rents	-	153	-	-	0.0%	-	0.0%
Utilities	281,679	260,995	321,700	277,700	-13.7%	277,700	0.0%
Dues/Memberships/Subscriptions	-	2,006	-	-	0.0%	-	0.0%
Travel/Training/Meetings	219	174	-	300	100.0%	300	0.0%
Other services/fees	723	6,798	500	200	-60.0%	200	0.0%
Capital outlay	-	-	-	45,000	100.0%	-	-100.0%
Total Program Budget	811,191	856,446	895,723	952,688	6.4%	908,363	-4.7%

Funding Source

General Fund	811,191	856,446	895,723	952,688		908,363	
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Personnel Summary

	3.10	3.10	3.10	3.10		3.10	
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Significant Changes and Other Notes:

Maintenance/Repair Contractual Service includes all landscape maintenance at all facilities as well as repair and maintenance of all buildings and related equipment such as HVAC, pool equipment and plumbing.

Supplies includes pool chemicals as well as janitorial and paper supplies for all staff and public spaces.



**2013-2015 Budget
Program Summary
Public Services-Fleet Maintenance**

Program Description:

The Fleet Maintenance program maintains and repairs twenty-nine City vehicles, seven light towers, a mobile Emergency Operations Center (EOC) command vehicle, and related fleet equipment. This program also has responsibility for acquiring all new automotive equipment, managing the City's fueling sites for City vehicles (which include two compressed natural gas [CNG] stations), and maintaining rental/leased automotive equipment. This program also oversees an ongoing fleet replacement schedule in conjunction with the City's Computer/Equipment/Furnishings/Vehicle (CEFV) fund.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	18,241	25,127	24,900	25,606	2.8%	25,605	0.0%
Benefits	6,563	9,220	8,887	9,837	10.7%	9,742	-1.0%
Maintenance/Repair Contractual Srvs	137,166	84,743	78,600	81,600	3.8%	81,600	0.0%
Supplies	60,823	59,199	53,600	65,100	21.5%	65,100	0.0%
Utilities	-	456	-	-	0.0%	-	0.0%
Travel/Training/Meetings	-	120	-	-	0.0%	-	0.0%
Total Program Budget	222,793	178,865	165,987	182,143	9.7%	182,047	-0.1%
Funding Source							
General Fund	192,242	137,046	136,487	146,643		146,547	
Animal Services Fund	30,551	41,819	29,500	35,500		35,500	
Total Program Budget	222,793	178,865	165,987	182,143		182,047	
Personnel Summary	0.30	0.30	0.30	0.30		0.30	

Significant Changes and Other Notes:

Supplies includes gasoline or compressed natural gas cost for all pool, maintenance and animal services vehicles.



**2013-2015 Budget
Program Summary
Public Services-Medians and Parkways**

Program Description:

The Medians and Parkways program develops and implements a comprehensive maintenance program for 300 acres of landscaped medians and slopes adjacent to major thoroughfares throughout the City, including all slope renovation efforts. This program is designed to align the environmental impacts and benefits of landscapes with the functional and safety goals of the maintenance program. This program also assists in monitoring the National Pollutant Discharge Elimination System (NPDES) to prevent pesticides and herbicides from entering the City storm drain system. This program also manages the annual holiday lighting program and the City's banner program.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	173,895	78,982	90,360	158,194	75.1%	158,194	0.0%
Benefits	61,359	28,732	27,138	58,414	115.2%	58,919	0.9%
Professional/Technical Contractual Svcs	4,696	2,750	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Svcs	1,632,810	1,594,407	2,058,457	1,506,550	-26.8%	1,306,550	-13.3%
Supplies	172,491	177,703	176,300	156,850	-11.0%	155,350	-1.0%
Rents	2,500	485	-	-	0.0%	-	0.0%
Utilities	486,936	548,199	656,000	601,000	-8.4%	614,000	2.2%
Dues/Memberships/Subscriptions	140	-	350	350	0.0%	350	0.0%
Travel/Training/Meetings	3	-	-	-	0.0%	-	0.0%
Other services/fees	5,219	3,225	-	-	0.0%	-	0.0%
Capital outlay	(2,200)	-	-	-	0.0%	-	0.0%
Total Program Budget	2,537,849	2,434,483	3,008,605	2,481,358	-17.5%	2,293,363	-7.6%
Funding Source							
General Fund	1,843,991	2,546,478	2,473,605	2,481,358		2,293,363	
OCTA Exchange Fund	639,451	-	535,000	-		-	
State Gas Tax Fund	54,407	(111,995)	-	-		-	
Total Program Budget	2,537,849	2,434,483	3,008,605	2,481,358		2,293,363	
Personnel Summary	2.05	0.75	0.75	1.65		1.65	

Significant Changes and Other Notes:

Maintenance/Repair Contractual Services includes monthly landscape maintenance contracts in addition to other miscellaneous maintenance and repairs related to irrigation systems. During FY 12/13, the City Council approved additional funding for slope renovations in the amount of \$491,000, causing the amended budget to be higher in this fiscal year.

Supplies includes miscellaneous landscape and irrigation parts and materials.



**2013-2015 Budget
Program Summary
Public Services-Parks Maintenance**

Program Description:

The development and implementation of a comprehensive maintenance program for 822 acres of neighborhood, community, wilderness and open space parklands is the responsibility of the Parks Maintenance program. Currently, the City has forty-two parks, providing 8.4 acres of parks for every 1,000 residents. This program is responsible for: ensuring the preservation of the natural environment, developing and protecting public lands, maintaining the landscaped areas and park amenities (i.e., site furniture, basketball hoops, restrooms, etc.), and encouraging the full recreational use of these areas in a creative and safe manner. This program also oversees the inspections of high priority park sites for conformance with water quality compliance, and performs necessary corrections identified during inspection.

Parks Maintenance also manages a public awareness program that communicates the purpose of City maintenance functions and encourages public appreciation for the landscaped environment through quarterly articles in City publications. This program also manages an annual facility rehabilitation program for all City parks and supports special events at various facilities.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	337,274	373,637	337,745	297,659	-11.9%	297,659	0.0%
Benefits	112,548	132,207	122,664	104,561	-14.8%	104,661	0.1%
Professional/Technical Contractual Svcs	188,417	216,262	190,000	175,000	-7.9%	175,000	0.0%
Maintenance/Repair Contractual Svcs	3,434,333	3,518,628	3,636,934	3,602,933	-0.9%	3,562,933	-1.1%
Supplies	391,653	358,763	234,061	240,300	2.7%	240,300	0.0%
Rents	43,733	72,146	64,500	57,500	-10.9%	56,500	-1.7%
Utilities	780,027	969,169	1,017,000	942,842	-7.3%	979,842	3.9%
Dues/Memberships/Subscriptions	1,425	1,390	1,560	1,560	0.0%	1,560	0.0%
Travel/Training/Meetings	488	640	1,600	1,600	0.0%	1,600	0.0%
Other services/fees	10,879	18,402	2,600	4,350	67.3%	4,850	11.5%
Contributions to agencies/organizations	800	800	-	-	0.0%	-	0.0%
Capital outlay	71,769	4,565	55,000	-	-100.0%	-	0.0%
Total Program Budget	5,373,346	5,666,609	5,663,664	5,428,305	-4.2%	5,424,904	-0.1%

Funding Source

General Fund	5,281,004	5,562,183	5,567,864	5,340,805		5,337,404	
CEFV Replacement Fund	-	-	11,300	-		-	
Facility R & R Fund	5,104	-	-	-		-	
Animal Services Fund	87,238	104,426	84,500	87,500		87,500	
Total Program Budget	5,373,346	5,666,609	5,663,664	5,428,305		5,424,904	

Personnel Summary	3.30	3.50	3.50	2.80		2.80	
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes risk management park inspection costs.

Maintenance/Repair Contractual Services includes monthly landscape maintenance contracts as well as other park site repair and maintenance needs.

Supplies includes miscellaneous parts and materials for landscape, irrigation and other park amenities.



**2013-2015 Budget
Program Summary
Public Services-Street Maintenance**

Program Description:

The Street Maintenance program administers a comprehensive right-of-way maintenance and rehabilitation program for over five hundred lane miles of City streets. This maintenance and rehabilitation program includes the repair of roadways, curbs, gutters, medians, sidewalks, roadway bridges, and underpasses as well as the regular sweeping of all arterial and residential streets. This program conducts preventative maintenance on City streets, which includes street sealing and resurfacing, and grades and maintains unimproved road shoulders and medians to ensure safe driving and parking conditions as well as proper drainage.

This program also oversees the annual repainting of existing City roadway striping and the repainting of existing and new traffic pavement messages, painted curb, reflective pavement markers, and parking control markings at City facilities. This program maintains and replaces street signs, as well as maintains and updates curb, gutter, and sidewalk inventory lists annually to project funding and scheduling of future repairs and replacement.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	154,235	275,355	265,014	271,499	2.4%	271,499	0.0%
Benefits	58,283	96,013	97,508	101,871	4.5%	100,900	-1.0%
Professional/Technical Contractual Svcs	3,306	3,333	11,000	4,000	-63.6%	4,000	0.0%
Maintenance/Repair Contractual Svcs	1,262,953	1,226,613	1,238,655	1,232,005	-0.5%	1,232,005	0.0%
Supplies	4,656	7,888	18,633	18,108	-2.8%	18,108	0.0%
Rents	7,477	22,752	21,500	12,800	-40.5%	12,800	0.0%
Utilities	-	684	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	256	668	700	700	0.0%	700	0.0%
Travel/Training/Meetings	-	-	1,000	500	-50.0%	500	0.0%
Other services/fees	583,936	574,534	585,300	584,600	-0.1%	584,600	0.0%
Capital outlay	-	-	55,000	-	-100.0%	-	0.0%
Total Program Budget	2,075,102	2,207,840	2,294,310	2,226,084	-3.0%	2,225,112	0.0%

Funding Source

General Fund	375,355	894,523	1,263,155	2,226,084		2,225,112	
CEV Replacement Fund	-	-	11,300	-		-	
OCTA Exchange Fund	737,719	1,264,992	1,019,855	-		-	
State Gas Tax Fund	962,028	48,325	-	-		-	
Total Program Budget	2,075,102	2,207,840	2,294,310	2,226,084		2,225,112	

Personnel Summary	2.30	3.00	3.00	3.00		3.00	
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes underground service alerts.
 Maintenance/Repair Contractual Services includes sidewalk and street repair as well as street sweeping services.
 Rent includes materials for traffic control needs during special events.
 Other services/fees includes services for pressuring washing, algae removal, striping and sign maintenance.



**2013-2015 Budget
Program Summary
Public Services-Urban Forestry**

Program Description:

The focus of the Urban Forestry program is the annual maintenance of approximately 45,000 trees located in the parks, open space, medians and slopes throughout the City. This program is designed to maintain the health and vigor of the City's trees and to provide the community with an ecologically and environmentally balanced landscape. This program also annually updates the tree inventory and manages the urban forest through the aggressive thinning, removal and replacement of trees that are in a declining state or present a danger to the public. This program will continue to reintroduce the City tree – the Coast Live Oak – into the City's urban forest. Additionally, this program strives to educate the public about Arbor Day and the importance of maintaining the urban forest.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	120,300	61,012	57,671	41,804	-27.5%	41,803	0.0%
Benefits	49,801	22,510	20,213	15,070	-25.4%	14,920	-1.0%
Maintenance/Repair Contractual Svcs	678,942	610,627	665,700	610,700	-8.3%	610,700	0.0%
Dues/Memberships/Subscriptions	165	585	575	575	0.0%	575	0.0%
Travel/Training/Meetings	-	-	400	400	0.0%	400	0.0%
Total Program Budget	849,208	694,734	744,559	668,548	-10.2%	668,397	0.0%
Funding Source							
General Fund	849,208	694,734	744,559	668,548		668,397	
Personnel Summary	1.20	0.60	0.60	0.40		0.40	

Significant Changes and Other Notes:

Maintenance/Repair Contractual Services includes tree management control services.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Services



Objectives, 2013-15:

- Perform annual landscape inspections on commercial properties to ensure that basic landscape standards are being met and that property owners continue to improve the environment around their properties by June of each year.
- Continue to seek alternative funding and grant opportunities for additional citywide retrofit and water reduction programs for landscape programs.
- Continue to seek funding opportunities for enhanced trail improvements & connections along the Oso Creek Trail by December, 2015.
- Pursue the adoption of a trail access easement from American Golf to extend the Oso Creek Trail north from Jeronimo Road to Casta Del Sol Road by June, 2015.
- Continue to work with local groups to implement public art projects throughout the community as budgeted funds are available.
- Conduct visits and prepare the annual municipal fixed facility inventory report, in conjunction with the Public Works Department in support of the water quality program, by October, 2013 and October, 2014.
- Develop a biannual press release for the City blog to alert the public about weed abatement removal dates by April, 2014 and follow up and file all non-compliant parcels with the Orange County Tax Assessors Officers.
- Continue to conduct annual meetings with Casta del Sol Golf Course and the Mission Viejo Country Club Golf Course and Homeowner Association to resolve resident complaints regarding perimeter landscape maintenance and continued weed abatement issues by June, 2014 and June, 2015.
- Research the feasibility of realizing additional energy savings through the installation of co-generation turbines for pool motors by June, 2014.
- Paint the outside trim of the Sierra & Montanoso Recreation Centers and Potocki Conference Center by June, 2015.
- Continue to research and develop plans to curtail electrical costs by reducing the hours of lighting and heating/air conditioning use and to install LED lighting in City buildings (where applicable) by June, 2015.
- Install additional automated door opener for Sycamore Room B entrance at the Norman P. Murray Community Center by June, 2015.
- Replace exterior windows, doors, and frames at the Melinda Building by June, 2015 based on available budget.
- Manage the construction of the Animal Service Center Cattery expansion beginning March, 2014.
- Manage and complete the renovations to the public restrooms and kitchen/medication and food prep room at the Mission Viejo Animal Service Center Building by December, 2014.
- Replace four scheduled vehicles with alternative fuel vehicles to include hybrid electric, dedicated compressed natural gas (CNG) and bi-fuel vehicles by April, 2015.
- Install four electric charging stations for hybrid electric vehicles for public access by June, 2014.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Services



- Implement landscape maintenance management for newly constructed La Paz Road Landscape Improvements from freeway to Chrisanta Drive, medians, quads and parkways by November, 2014 and Oso Parkway Landscape Improvements from the freeway to Country Club Drive including medians, quads and right of way by June, 2015.
- Continue to apply for grant funding in an effort to rehabilitate the median islands on Marguerite Parkway to reduce water consumption by March, 2014.
- Complete rehabilitation of slopes on Marguerite Parkway and progress to Alicia Parkway as funds become available.
- Continue to replace incandescent holiday lighting with energy efficient Light Emitting Diode (LED) light stands, focusing on the completion of the La Paz Road median by December, 2015.
- Expand the use of recycled water for irrigation purposes by converting Aurora Park to recycled water usage by August, 2013.
- Coordinate volunteer projects with the Boy Scouts of America and other local non-profit groups and organizations that focus on landscape rehabilitation projects in parks with a goal of completing four acres of landscape rehabilitation by June, 2014 and an additional four acres by June, 2015.
- Replace "palm tree up lighting" at the Civic Center with energy efficient Light Emitting Diode (LED) lighting by June, 2015.
- Replace assets that are prioritized and budgeted in the Facility Repair and Replacement (FR&R) fund which are scheduled for replacement by June, 2015, as funds become available.
- Replace baseball scoreboards at Gilleran and Curtis Parks with energy efficient Light Emitting Diode (LED) scoreboards by January, 2015.
- Begin maintenance of Dog Park by December, 2014.
- Develop a facility use brochure for sports group rentals and tournaments by December, 2013.
- Distribute "Operation Clean Street" courtesy notices to vehicles parked on streets on designated sweep days, focusing on problematic areas in the City. Increase awareness of program through quarterly articles; MVTV & blog pieces.
- Coordinate replacement of City street signs in residential neighborhoods that are scheduled for slurry sealing as part of the City's seven-year slurry program by June, 2014 and June, 2015.
- Repair and slurry seal parking lots at, Florence Joyner Olympiad Park, and Alicia Park by June, 2014.
- Repair and slurry seal asphalt walking trails along Oso Trail from the Marguerite Parkway Trail Head to Arbolitos Road by June, 2014.
- Replace "No Parking" signs along Jeronimo Road and Olympiad Road by June, 2015.
- Update City tree inventory to include tree additions and deletions resulting from landscape rehabilitation and tree failures by June, 2014.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Public Services



- Qualify for and maintain “Tree City USA” designation by June, 2014 and June, 2015.
- Conduct Earth Day / Arbor Day Celebration and community volunteer landscape planting activities April, 2014 and April, 2015.
- Continue to update the city’s website in order to focus on public education of optimum tree health, and provide information regarding tree selection and maintenance by February, 2014

Recreation, Community & Library Services



**2013-2015 Budget
Program Area Summary
Recreation, Community and Library Services
Expenditures, All Funds: FY 2010/11 - FY 2014/15**

	FY 2010/11	FY 2011/12	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
<i>Library and Cultural Services Department*</i>							
Administration	505,687	530,030	522,774	583,710	11.7%	641,824	10.0%
Cultural Services	308,548	326,315	304,598	295,964	-2.8%	295,137	-0.3%
Operations	677,168	699,234	698,582	712,300	2.0%	710,933	-0.2%
Public Services	1,103,274	1,120,178	1,175,812	1,258,360	7.0%	1,193,917	-5.1%
Support Services	353,934	376,683	384,245	388,275	1.0%	387,421	-0.2%
Library Department	2,948,611	3,052,440	3,086,011	3,238,609	4.9%	3,229,232	-0.3%
<i>Recreation & Community Services Dept*</i>							
Administration	314,128	342,264	361,029	357,061	-1.1%	357,528	0.1%
Community Services	254,671	307,514	332,775	333,290	0.2%	332,935	-0.1%
Norman P. Murrery Center	984,960	985,871	1,074,920	1,111,786	3.4%	1,099,815	-1.1%
Recreation	830,684	836,403	883,391	853,188	-3.4%	852,843	0.0%
Felipe Tennis Center	223,389	243,038	244,600	258,139	5.5%	257,768	-0.1%
Marguerite Tennis Center	277,915	227,541	316,247	466,630	47.6%	466,231	-0.1%
Montanoso Recreation Center	859,015	920,601	875,404	821,736	-6.1%	839,371	2.1%
Sierra Recreation Center	585,634	602,221	507,773	575,371	13.3%	589,843	2.5%
Recreation & Community Services Dept	4,330,396	4,465,453	4,596,139	4,777,200	3.9%	4,796,334	0.4%
Recreation/Community/Library Serv	7,279,007	7,517,893	7,682,150	8,015,809	4.3%	8,025,567	0.1%

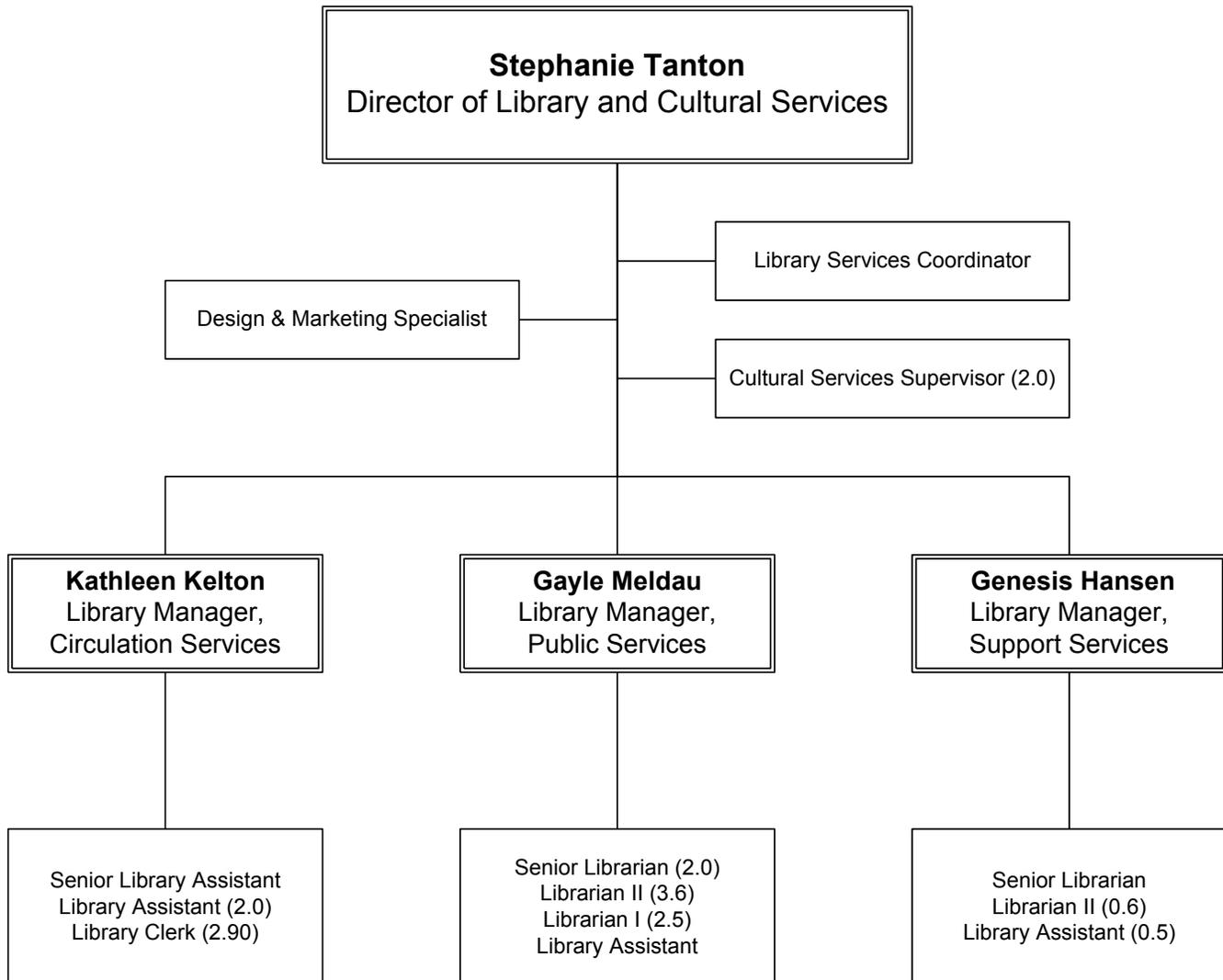
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CITY OF MISSION VIEJO
2013-15 Department Organizational Chart



LIBRARY AND CULTURAL SERVICES DEPARTMENT



Department Description:

The Library and Cultural Services department manages and operates a full-service City library in a 41,400 square foot facility. Ongoing responsibilities include developing and maintaining print and non-print materials collections and a stand-alone integrated library system and catalog featuring patron-self-service features. Library Services is also responsible for evaluating and implementing current library technology, including web site access to library resources and wireless internet access; providing a variety of information and research tools for patrons; developing and evaluating policies and procedures; and developing and implementing information programs and entrepreneurial services for diverse patron populations.

The City's Library is open sixty hours per week, seven days per week, and serves a South Orange County population of approximately 400,000 people, including residents of Mission Viejo and surrounding cities and unincorporated areas in and around Orange County.



**2013-2015 Budget
Library and Cultural Services
Department Summary**

Department Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Administration	505,687	530,030	522,774	583,710	11.7%	641,824	10.0%
Cultural Services	308,548	326,315	304,598	295,964	-2.8%	295,137	-0.3%
Operations	677,168	699,234	698,582	712,300	2.0%	710,933	-0.2%
Public Services	1,103,274	1,120,178	1,175,812	1,258,360	7.0%	1,193,917	-5.1%
Support Services	353,934	376,683	384,245	388,275	1.0%	387,421	-0.2%
Total Department Budget	2,948,611	3,052,440	3,086,011	3,238,609	4.9%	3,229,232	-0.3%

Department Expenditures by Category

Salaries & wages	1,930,344	1,908,602	1,934,826	2,052,146	6.1%	2,117,947	3.2%
Benefits	678,949	719,886	746,365	788,868	5.7%	774,940	-1.8%
Professional/Technical Contractual Svcs	96,369	111,711	69,529	52,500	-24.5%	52,500	0.0%
Maintenance/Repair Contractual Svcs	11,127	10,584	10,228	13,000	27.1%	13,000	0.0%
Supplies	150,567	191,500	240,413	242,475	0.9%	180,475	-25.6%
Insurance	1,449	33	900	-	-100.0%	-	0.0%
Rents	-	8,031	4,750	4,750	0.0%	4,500	-5.3%
Dues/Memberships/Subscriptions	8,305	5,262	5,025	3,950	-21.4%	3,950	0.0%
Travel/Training/Meetings	2,484	1,658	1,900	2,900	52.6%	2,900	0.0%
Other services/fees	49,017	75,173	52,075	48,020	-7.8%	49,020	2.1%
Contributions to agencies/organizations	20,000	20,000	20,000	30,000	50.0%	30,000	0.0%
Total Department Budget	2,948,611	3,052,440	3,086,011	3,238,609	4.9%	3,229,232	-0.3%

Funding Source

General Fund	308,548	326,315	304,598	295,964		295,137
Library Fund	1,972,646	2,385,675	2,269,963	2,186,754		2,157,458
General Fund Subsidy	667,417	340,450	511,450	755,891		776,637
Total Department Budget	2,948,611	3,052,440	3,086,011	3,238,609		3,229,232

Personnel Summary	25.50	25.25	25.25	25.10		25.10
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**2013-2015 Budget
Program Summary
Library and Cultural Services-Administration**

Program Description:

The Administration program is responsible for advising the City Manager, developing and monitoring the Library and Cultural Services Department budget, developing policies for Library Board of Trustee approval, developing and implementing staffing plans, and developing, implementing, and evaluating library programs and services. The Administration program also has responsibility for coordinating the Department's volunteer program, gathering, evaluating, and disseminating library and cultural arts use statistics, directing library promotions and marketing efforts, coordinating strategic planning, advising and serving as liaison with the Friends of the Mission Viejo Library, and developing and fostering collaborations with community groups and stakeholders.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14 Adopted	% Change	FY 2014/15 Adopted	% Change
	Actual	Actual	Amended Budget		from Prior Year		from Prior Year
Salaries & wages	280,818	247,394	241,672	298,426	23.5%	364,227	22.0%
Benefits	166,429	202,104	213,949	230,534	7.8%	221,847	-3.8%
Professional/Technical Contractual Svcs	-	2,340	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Svcs	7,546	6,167	6,603	9,500	43.9%	9,500	0.0%
Supplies	19,180	21,089	34,500	14,500	-58.0%	14,500	0.0%
Insurance	33	33	-	-	0.0%	-	0.0%
Rents	-	6,481	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	4,056	4,512	4,100	2,200	-46.3%	2,200	0.0%
Travel/Training/Meetings	-	175	200	200	0.0%	200	0.0%
Other services/fees	27,625	39,735	21,750	28,350	30.3%	29,350	3.5%
Total Program Budget	505,687	530,030	522,774	583,710	11.7%	641,824	10.0%

Funding Source

Library Fund	505,687	530,030	522,774	583,710	641,824
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Personnel Summary

	3.00	3.00	3.00	3.00	3.00
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Significant Changes and Other Notes:

Salaries & Wages includes an amount for merit increases for all Library employees in both fiscal years.
Benefits includes the Library Fund portion of Post Employment Medical Insurance cost allocated to each fiscal year.
Other services/fees includes annual County of Orange property tax administration fees.



**2013-2015 Budget
Program Summary
Library and Cultural Services-Cultural Services**

Program Description:

The Cultural Services program coordinates and partners with community organizations, educational institutions and the private sector to offer cultural arts programs and community-wide special events. The cultural art programs offered include musical performances such as the South Coast Symphony, "Lord of the Strings," "Timeless Melodies Musical Documentaries," "Connections Chamber Series," and many others. This program also oversees gallery exhibitions and the Art in Public Places program at the Mission Viejo Library, Norman P. Murray Community Center, Heritage House, Oso Viejo Village Green, and Crown Valley Parkway. Additional community-wide events include: "Target Symphony in the Park" (featuring the Pacific Symphony Orchestra), and the "Arts Alive and Street Painting Festival."

Cultural Services also facilitates and coordinates the program/project efforts of the Cultural Arts and Heritage Committees. This program also offers support services to community organizations and other City departments as needed.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	142,452	149,035	150,218	153,982	2.5%	153,982	0.0%
Benefits	51,839	54,830	60,605	59,162	-2.4%	58,584	-1.0%
Professional/Technical Contractual Svcs	54,490	57,384	22,250	16,000	-28.1%	16,000	0.0%
Maintenance/Repair Contractual Svcs	252	375	375	1,000	0.0%	1,000	0.0%
Supplies	19,326	10,984	18,650	14,650	-21.4%	14,650	0.0%
Insurance	1,416	-	900	-	-100.0%	-	0.0%
Rents	-	1,550	4,750	4,750	0.0%	4,500	-5.3%
Dues/Memberships/Subscriptions	250	250	250	250	0.0%	250	0.0%
Travel/Training/Meetings	42	-	200	200	0.0%	200	0.0%
Other services/fees	18,481	31,907	26,400	15,970	-39.5%	15,970	0.0%
Contributions to agencies/organizations	20,000	20,000	20,000	30,000	50.0%	30,000	0.0%
Total Program Budget	308,548	326,315	304,598	295,964	-2.8%	295,137	-0.3%
Funding Source							
General Fund	308,548	326,315	304,598	295,964		295,137	
Library Fund	-	-	-	-		-	
Total Program Budget	308,548	326,315	304,598	295,964		295,137	
Personnel Summary	2.00	2.00	2.00	2.00		2.00	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes artist and performers for the Arts Alive and Pacific Symphony events.
 Supplies includes supplies for Arts Alive and Pacific Symphony events.
 Rents includes sound and lighting equipment for cultural arts series and South Coast Symphony program.
 Other services/fees includes instructor fees for art, music and ceramics classes, which are offset 100% by revenue.
 Contributions to agencies/organization is the fee provided to the Pacific Symphony for the annual Symphony event.



**2013-2015 Budget
Program Summary
Library and Cultural Services-Library Operations**

Program Description:

The Library Operations program is responsible for managing the library's circulation function. Library circulation includes: the checking in and out of materials, issuance of library cards, collecting fines and fees, and managing patron accounts. In addition, this program is responsible for shelving library materials, overseeing the maintenance and repair of the library facility, and managing and evaluating Department's Passport Acceptance Service.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	491,315	503,614	510,217	518,656	1.7%	518,656	0.0%
Benefits	147,286	155,597	150,090	155,119	3.4%	153,752	-0.9%
Professional/Technical Contractual Svcs	27,497	27,862	27,000	27,000	0.0%	27,000	0.0%
Maintenance/Repair Contractual Svcs	3,329	3,742	3,250	2,500	-23.1%	2,500	0.0%
Supplies	4,830	6,366	4,100	5,325	29.9%	5,325	0.0%
Other services/fees	2,911	2,053	3,925	3,700	-5.7%	3,700	0.0%
Total Program Budget	677,168	699,234	698,582	712,300	2.0%	710,933	-0.2%

Funding Source

Library Fund	677,168	699,234	698,582	712,300		710,933
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Personnel Summary	7.25	7.00	7.00	6.90		6.90
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes financial services fees for credit card processing and collection agency fees.



**2013-2015 Budget
Program Summary
Library and Cultural Services-Public Services**

Program Description:

The Public Services Division is responsible for selecting and ordering library materials; providing reference, information, and readers' advisory services; providing public support in the library's Technology Center; planning, implementing, and evaluating library programs and services for the public; developing and fostering collaborative relations with community groups and schools; and, ensuring that the library's collection is relevant and accessible to all patrons.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Salaries & wages	757,978	742,901	764,291	799,508	4.6%	799,508	0.0%
Benefits	238,055	228,902	235,758	256,452	8.8%	254,010	-1.0%
Professional/Technical Contractual Srvs	6,500	2,250	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Srvs	-	300	-	-	0.0%	-	0.0%
Supplies	96,747	145,423	175,163	200,000	14.2%	138,000	-31.0%
Dues/Memberships/Subscriptions	3,909	400	600	1,400	133.3%	1,400	0.0%
Travel/Training/Meetings	85	-	-	1,000	100.0%	1,000	0.0%
Other services/fees	-	2	-	-	0.0%	-	0.0%
Total Program Budget	1,103,274	1,120,178	1,175,812	1,258,360	7.0%	1,193,917	-5.1%
Funding Source							
Library Fund	435,857	779,728	664,362	502,469		417,280	
General Fund Subsidy	667,417	340,450	511,450	755,891		776,637	
Total Program Budget	1,103,274	1,120,178	1,175,812	1,258,360		1,193,917	
Personnel Summary	10.125	10.125	10.125	10.100		10.100	

Significant Changes and Other Notes:

Supplies includes library materials such as books, online resources and periodicals.



**2013-2015 Budget
Program Summary
Library and Cultural Services-Support Services**

Program Description:

The Support Services program is responsible for selecting and managing the library's integrated library system (ILS); acquiring, cataloging and processing all library materials; maintaining the library collection; managing the library's online resources, computer equipment, and internet/WiFi presence; supporting the library's digital resources; and supervising the Cultural Services program.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13	FY 2013/14 Adopted	% Change	FY 2014/15 Adopted	% Change
			Amended Budget		from Prior Year		from Prior Year
Salaries & wages	257,781	265,658	268,428	281,575	4.9%	281,575	0.0%
Benefits	75,340	78,453	85,963	87,600	1.9%	86,746	-1.0%
Professional/Technical Contractual Svcs	7,882	21,875	20,279	9,500	-53.2%	9,500	0.0%
Supplies	10,484	7,638	8,000	8,000	0.0%	8,000	0.0%
Dues/Memberships/Subscriptions	90	100	75	100	33.3%	100	0.0%
Travel/Training/Meetings	2,357	1,483	1,500	1,500	0.0%	1,500	0.0%
Other services/fees	-	1,476	-	-	0.0%	-	0.0%
Total Program Budget	353,934	376,683	384,245	388,275	1.0%	387,421	-0.2%

Funding Source

Library Fund	353,934	376,683	384,245	388,275	387,421
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Personnel Summary	3.125	3.125	3.125	3.100	3.100
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes the fees for the Online Computer Library Center.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Library



Objectives, 2013-15:

Administration

Objectives, 2013-14

- Conduct onsite presentations of library resources with all Mission Viejo schools.
- Provide a staff member for each Mission Viejo school.
- Evaluate effectiveness of our school initiative by measuring growth in online resource use, growth in library card children and teen card holders
- Incorporate parental apps for reading readiness into our story time sessions.
- Increase support of Arts Alive by the Friends of the Arts.
- Develop a plan for Radio Frequency Identification (RFID) system implementation in coordination with the IT department, dependent upon available funding.
- Assist Friends of the Library in increasing the Friends' Bookstore revenue.
- Evaluate and adjust library websites and marketing to increase our presence in the community.
- Develop script and film segments for prehistory of Mission Viejo film.

Objectives, 2014-15

- Propose joint programming with schools, including art and library events.
- Implement RFID installation and training in coordination with IT staff, dependent upon available funding.
- Evaluate and adjust our online website visits to increase both resource and reference/information usage.
- Review our library collection and usage to adjust as needed to digital and hard copy demands.
- Complete prehistory of Mission Viejo film.

Cultural Services

- Organize and facilitate two community public art projects and two joint school district (Saddleback Valley Unified School District and Capistrano Unified School District) art media collaborations or art shows by June, 2013
- Partner, annually, with ten community organizations and stakeholders, and City Departments, to present two citywide cultural events: "Target Symphony in the Cities" (Pacific Symphony Orchestra) and "Arts Alive and Street Painting Festival" by June, 2013.
- Partner with five local schools to provide on-site programming related to a nationwide learning event such as "Read Across America," and educate attendees about library and cultural resources by June, 2014.
- Finalize and develop cultural content for the proposed Cultural Arts website by June, 2013.
- Partner with museums to promote passes and outreach for community enrichment opportunities by November, 2013.
- Explore and develop two joint school district library and cultural arts programs for grades 1 – 4 by May, 2014.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Library

- Establish the Melinda House museum as a destination spot for Mission Viejo history, cultural arts, programs and exhibits.
- Develop and implement an invitational public art program which would showcase and rotate artworks every two years by June, 2014.

Library Operations

Objectives, 2013-14:

- Survey and develop implementation plan for RFID in coordination with Support Services, dependent upon available funding.
 - Onsite survey of libraries with RFID
 - Research current RFID vendors for security gates, self-check out systems and book return/handling.
- Evaluate current circulation desk area for efficiency and ergo configurations to incorporate RFID and self-check capabilities, dependent upon available funding.
- Testing and measuring the effectiveness of the Orange County (OC) Library book pick up at Rancho Santa Margarita (RSM) branch.
- Testing and measuring of the retro-fit book collection cart that enables use by physically challenged staff as well as reduce fatigue, employee injuries and strains from the current system.
- Measure effectiveness of online renewals (Telecirc vs online) to see if the shift is heading towards more online usage.
- Testing and measuring the effectiveness of the Passport automated appointment booking system versus agents' time spent on phone or scheduling appointments on computer.

Objectives, 2014-15:

- Increasing patron self-serve opportunities, self-checkout, improving workflow efficiency (e.g., materials check-in and check-out and collection inventory) through the installation and implementation of RFID (Radio Frequency Identification system) by June, 2015, dependent upon available funding.
- RFID implementation, train staff to maximize efficiencies and establish procedures, dependent upon available funding.

Public Services

Objectives, 2013-14:

- Promote the new social networking features of the library's ILS system. Measure increase in remote access, text reference questions and online library access.
- Evaluate the success of the Teen Blog team in terms of book reviews submitted, engagement in teen programming and visits to Teen blog page.
- Conference each semester with District Curriculum Superintendents and principals to keep library resources current with the school curriculum.

Objectives, 2014-15

- Digitize, index and coordinate with IT to make local history films available on the library website.
- Collaborate with MVTV to use some of the footage for local history spots.
- Continue school outreach with addition of attending a PTA meeting in each District.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Library



Support Services

Objectives, 2013-14:

- Support implementation of digital storytime and curation of early literacy app collection to help young children develop traditional and media literacy skills.
- RFID tagging of library collection in preparation for full RFID implementation in 2014/15, dependent upon available funding.
- Coordinate with IT to enhance services to customers through use of current technology.
- Work with IT and other City departments to implement City-wide Social Media strategy.
- Improve customer access to library resources via mobile devices.
- Develop website content strategy to ensure timely, accurate information and ease of use for library customers.
- Review Web Trends report monthly to identify pages most frequently viewed and make recommendations to staff.
- Continue to acquire, catalog and process library materials accurately and efficiently with quarterly quality audits.
- Consult monthly with Cultural Services Supervisor on the development of the Cultural Services website.

Objectives, 2014-15:

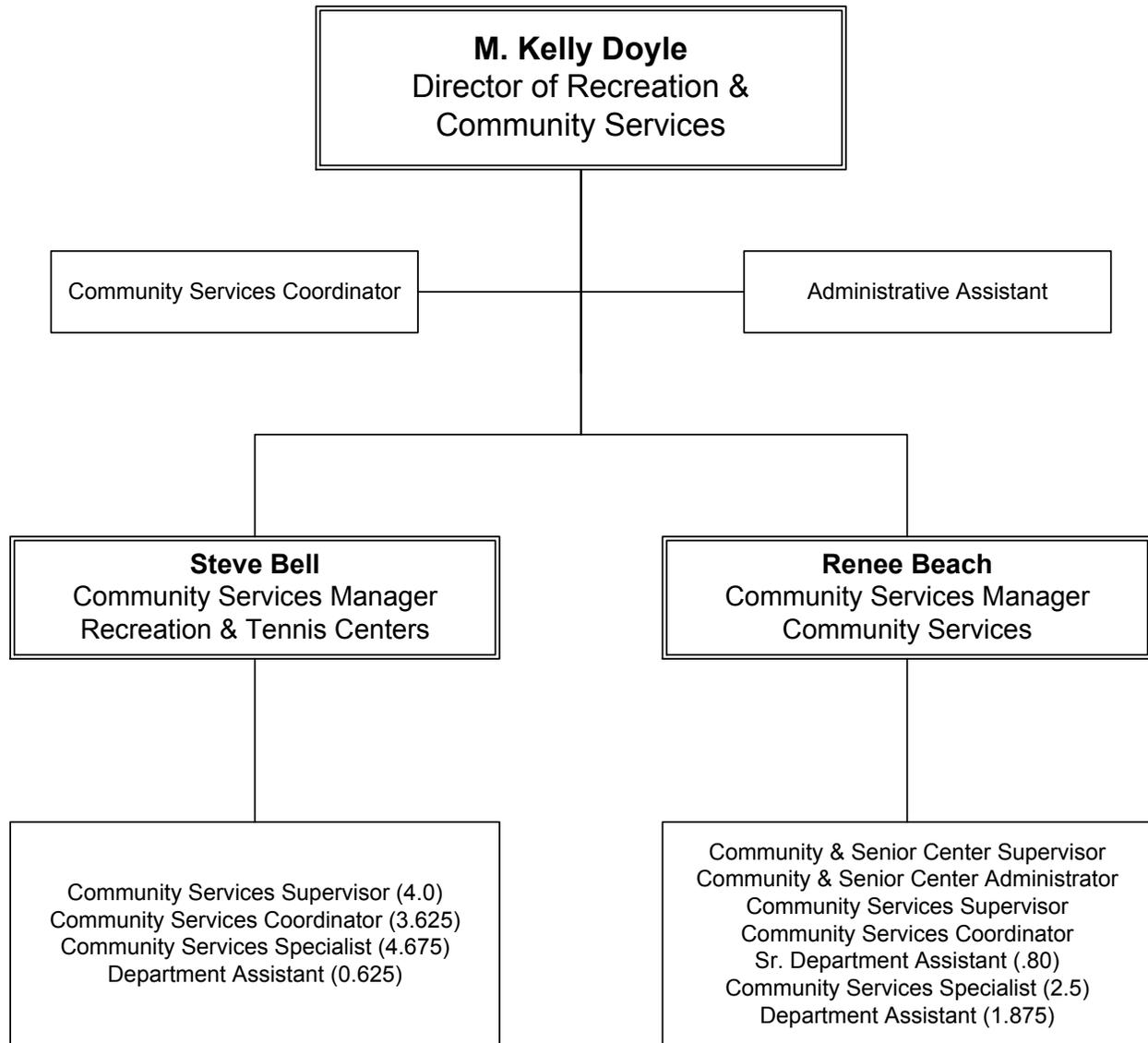
- Work with Circulation department and City IT to complete RFID implementation & integrate with existing library services, dependent upon available funding:
 - Self-checkout
 - Security gates
 - Book return/materials handling
 - Inventory control
 - Re-configuration of circulation area
- Continue to acquire, catalog and process library materials accurately and efficiently.
- Coordinate with IT to enhance services to customers through use of current technology.



CITY OF MISSION VIEJO
2013-15 Department Organizational Chart



RECREATION & COMMUNITY SERVICES DEPARTMENT



Department Description:

The Recreation and Community Services Department manages the City's contracts for recreation classes, community services, youth services, senior programs, volunteer service program, and numerous special events. It also oversees the Norman P. Murray Community and Senior Center, two recreation centers, and two tennis centers. In addition, this department provides staff support to the Community Services Commission and four citizen committees.



**2013-2015 Budget
Recreation and Community Services
Department Summary**

<i>Department Summary</i>	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Amended Budget	FY 2013/14 Adopted	% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
Administration	314,128	342,264	361,029	357,061	-1.1%	357,528	0.1%
Community Services	254,671	307,514	332,775	333,290	0.2%	332,935	-0.1%
Norman P. Murray Center	984,960	985,871	1,074,920	1,111,786	3.4%	1,099,815	-1.1%
Recreation	830,684	836,403	883,391	853,188	-3.4%	852,843	0.0%
Felipe Tennis Center	223,389	243,038	244,600	258,139	5.5%	257,768	-0.1%
Marguerite Tennis Center	277,915	227,541	316,247	466,630	47.6%	466,231	-0.1%
Montanoso Recreation Center	859,015	920,601	875,404	821,736	-6.1%	839,371	2.1%
Sierra Recreation Center	585,634	602,221	507,773	575,371	13.3%	589,843	2.5%
Total Department Budget	4,330,396	4,465,453	4,596,139	4,777,200	3.9%	4,796,334	0.4%
Department Expenditures by Category							
Salaries & wages	2,012,071	2,029,787	1,987,226	2,065,506	3.9%	2,065,506	0.0%
Benefits	716,316	699,577	678,908	707,567	4.2%	701,001	-0.9%
Professional/Technical Contractual Svcs	61,308	100,470	106,140	105,685	-0.4%	95,685	-9.5%
Maintenance/Repair Contractual Svcs	31,617	29,940	28,050	23,500	-16.2%	23,500	0.0%
Supplies	87,825	100,044	82,215	91,065	10.8%	91,065	0.0%
Rents	6,209	8,941	8,300	25,740	210.1%	25,740	0.0%
Utilities	149,310	147,014	166,000	155,500	-6.3%	155,500	0.0%
Dues/Memberships/Subscriptions	1,457	1,063	1,050	1,900	81.0%	1,900	0.0%
Travel/Training/Meetings	9,143	8,436	3,750	8,450	125.3%	9,650	14.2%
Other services/fees	1,115,466	1,130,468	1,330,400	1,423,787	7.0%	1,423,787	0.0%
Contributions to agencies/organizations	130,177	133,358	170,900	168,500	-1.4%	168,500	0.0%
Capital outlay	9,497	76,355	33,200	-	-100.0%	34,500	0.0%
Total Department Budget	4,330,396	4,465,453	4,596,139	4,777,200	3.9%	4,796,334	0.4%
Funding Source							
General Fund	4,193,749	4,242,622	4,440,824	4,572,475		4,557,109	
CEFV Replacement Fund	9,497	76,355	-	-		34,500	
Senior Center Operations Fund	127,150	146,476	155,315	204,725		204,725	
Total Department Budget	4,330,396	4,465,453	4,596,139	4,777,200		4,796,334	
Personnel Summary	28.175	27.425	27.05	25.80		25.80	



**2013-2015 Budget
Program Summary
Recreation and Community Services-Administration**

Program Description:

The Administration program is responsible for the central management of the Department's two divisions and eight major programs. This program provides the direction and support for developing partnerships and creating community building with individuals, organizations, groups and public entities. Administration provides staff support to the City's Community Services Commission, four citizen committees and serves as liaison to citizen groups and the City Council. Certain capital improvement projects are administered through this program. The Community Calendar, City recreation newsletter ("Leisure Time"), and departmental information on the City's web page are all updated on an ongoing basis through the Administration program.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	190,431	193,159	193,221	195,592	1.2%	195,593	0.0%
Benefits	80,927	79,133	68,808	68,919	0.2%	68,186	-1.1%
Professional/Technical Contractual Svcs	197	9,757	2,000	1,175	-41.3%	1,175	0.0%
Supplies	19,383	22,653	13,500	35,775	165.0%	35,775	0.0%
Rents	5,367	8,345	6,400	7,200	12.5%	7,200	0.0%
Dues/Memberships/Subscriptions	450	450	450	1,050	133.3%	1,050	0.0%
Travel/Training/Meetings	2,155	1,153	650	1,150	76.9%	2,350	104.3%
Other services/fees	13,218	27,614	74,000	44,200	-40.3%	44,200	0.0%
Contributions to agencies/organizations	2,000	-	2,000	2,000	0.0%	2,000	0.0%
Total Program Budget	314,128	342,264	361,029	357,061	-1.1%	357,528	0.1%
Funding Source							
General Fund	314,128	342,264	361,029	357,061		357,528	
Personnel Summary							
	1.70	1.70	1.70	1.70		1.70	

Significant Changes and Other Notes:

Supplies includes items needed for various events including Memorial and Veteran's Day as well as Marine Adoption Committee events. This category also includes the cost of the military banner program, which is 100% offset by outside revenue.

Rents includes chair and table rentals for various events.

Contribution to agencies/organization includes donation toward support of Marine events.



**2013-2015 Budget
Program Summary
Recreation and Community Services-Community Services**

Program Description:

The Community Services program coordinates and partners with community organizations, educational institutions and the private sector to offer community-wide programs, classes and special events. These activities include Saddleback College's KSBR 88.5 FM Jazz Radio Station "KSBR Birthday Bash," American Cancer Society's "Relay for Life"; the Mission Viejo Activities Committee's "Santa's Arrival and Celebration," Fourth of July Street Fair, Gifts and Goodies Boutique, and Up In The Air.

This program also facilitates and coordinates the various citizen committee sponsored programs: Community of Character, Community of Character Youth sub-committee, Student Advisory Committee and the Senior Citizen Activities Committee. Community Services also provides support to the Mission Viejo Activities Committee; administers the Community Services funding program and Citizen Committee special events plus offers support services to community organizations and other City departments.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	78,916	83,752	92,394	94,702	2.5%	94,702	0.0%
Benefits	27,537	29,595	31,781	33,163	4.3%	32,808	-1.1%
Professional/Technical Contractual Svcs	2,521	30,737	19,700	4,840	-75.4%	4,840	0.0%
Maintenance/Repair Contractual Svcs	255	250	-	200	100.0%	200	0.0%
Supplies	6,688	5,831	3,700	4,200	13.5%	4,200	0.0%
Rents	228	325	900	1,000	11.1%	1,000	0.0%
Dues/Memberships/Subscriptions	150	-	-	400	100.0%	400	0.0%
Travel/Training/Meetings	3,288	1,596	100	1,800	1700.0%	1,800	0.0%
Other services/fees	6,911	22,070	20,300	26,485	30.5%	26,485	0.0%
Contributions to agencies/organizations	128,177	133,358	163,900	166,500	1.6%	166,500	0.0%
Total Program Budget	254,671	307,514	332,775	333,290	0.2%	332,935	-0.1%

Funding Source

General Fund	254,671	307,514	332,775	333,290		332,935
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Personnel Summary

	1.75	1.00	1.00	1.00		1.00
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Significant Changes and Other Notes:

Supplies includes items needed for Student Advisory Committee events as well as the Community of Character Committee mentoring program.

Other Services/fees includes instructors fees for youth, teen, adult and exercise classes, which are 100% offset by revenue.

Contributions to agencies/organizations includes support to the Mission Viejo Activities Committee for various events, including Up in the Air, 4th of July Street Faire, Santa's Arrival and Workshop, Holly Jolly Light Tour and Holiday Boutique.



**2013-2015 Budget
Program Summary
Recreation and Community Services-Norman P. Murray Community Center**

Program Description:

The primary use of the Norman P. Murray Community and Senior Center is to promote recreational, cultural, educational, and social programs for all age groups. Individuals and community groups are encouraged to use this center, which is available on a reservation basis. The Center recruits and manages an active citizen volunteer program and provides staff support to the Senior Citizen Activities Committee.

The Mission Viejo Senior Program offers planned activities, special events, classes and social support services for the community's seniors; partnerships are also developed with outside agencies and individuals to provide activities in education, creative arts, recreation, employment, health, nutrition, social services, and intergenerational events. The Center provides facility space and funding to Age Well Senior Services for on-site and home delivered meals as well as a case management program. Discounted taxi services and support of group transportation service to the on-site meal program is provided to qualified older adult residents. The Center also publishes a Crisis Resource Guide for caregivers of aging parents and administers an Emergency Watch Registry service for frail or homebound seniors and/or disabled residents.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget		Adopted		from Prior Year
Salaries & wages	579,709	553,444	589,200	593,676	0.8%	593,676	0.0%
Benefits	208,039	200,078	223,855	212,848	-4.9%	210,877	-0.9%
Professional/Technical Contractual Svcs	24,205	30,692	30,300	65,530	116.3%	55,530	-15.3%
Maintenance/Repair Contractual Svcs	13,516	20,149	18,200	16,200	-11.0%	16,200	0.0%
Supplies	21,805	25,437	25,565	18,890	-26.1%	18,890	0.0%
Rents	84	271	500	540	8.0%	540	0.0%
Dues/Memberships/Subscriptions	554	430	300	150	-50.0%	150	0.0%
Travel/Training/Meetings	90	540	500	1,500	200.0%	1,500	0.0%
Other services/fees	136,958	154,830	181,500	202,452	11.5%	202,452	0.0%
Contributions to agencies/organizations	-	-	5,000	-	-100.0%	-	0.0%
Total Program Budget	984,960	985,871	1,074,920	1,111,786	3.4%	1,099,815	-1.1%

Funding Source

General Fund	857,810	839,395	919,605	907,061		895,090
Senior Center Operations Fund	127,150	146,476	155,315	204,725		204,725
Total Program Budget	984,960	985,871	1,074,920	1,111,786		1,099,815

Personnel Summary	8.10	8.175	8.175	8.175		8.175
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes financial service fees for credit card processing as well as services for various events including the Korean War veteran's event, twilight dinners and Age Well Senior Meals program.

Maintenance/Repair Contractual Services includes building related maintenance as well as copier maintenance.

Rents includes table, chair and linen rental for special events.

Other services/fees includes Instructor fees for contract classes and excursion program costs, which are 100% offset by revenue.

Senior transportation program costs are also included in the category. These costs are funded by outside grant resources.



**2013-2015 Budget
Program Summary
Recreation and Community Services-Recreation**

Program Description:

This program plans, organizes and conducts, via contract services, a variety of Citywide recreational programs for youth. Examples of some of the programs include year-round Kids Factory drop-in recreational activities (e.g., games, crafts, sports, walking excursions, etc.) for elementary school-age children, plus youth special events (e.g., "Bunny Days," "Hometown Halloween," "A Visit with Santa," and "North Pole Calling") as well as inclusionary programs for youths with special needs. The Recreation program is also responsible for one hundred and twenty-five scheduling matrices for City game fields, practice fields, and turf areas for over 9,000 registered youth sports participants in Mission Viejo.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	87,504	88,339	89,588	91,834	2.5%	91,834	0.0%
Benefits	32,350	33,278	33,803	36,354	7.5%	36,009	-0.9%
Professional/Technical Contractual Svcs	-	847	-	-	0.0%	-	0.0%
Supplies	110	230	-	-	0.0%	-	0.0%
Rents	216	-	-	-	0.0%	-	0.0%
Travel/Training/Meetings	913	1,598	-	-	0.0%	-	0.0%
Other services/fees	709,591	712,111	760,000	725,000	-4.6%	725,000	0.0%
Total Program Budget	830,684	836,403	883,391	853,188	-3.4%	852,843	0.0%

Funding Source

General Fund	830,684	836,403	883,391	853,188	852,843
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Personnel Summary	1.30	1.30	1.30	1.30	1.30
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Significant Changes and Other Notes:

Other services/fees includes contract with Saddleback Valley Unified School District for Kid's Factory and other afterschool programs and community-wide special events, including Bunny Days and Hometown Halloween.



**2013-2015 Budget
Program Summary
Recreation and Community Services-Felipe Tennis Center**

Program Description:

Felipe Tennis Center has a total of six tennis courts and provides year-round tennis opportunities and programs to meet the varying needs of the community.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13	FY 2013/14 Adopted	% Change	FY 2014/15 Adopted	% Change
			Amended Budget		from Prior Year		from Prior Year
Salaries & wages	113,454	113,426	115,075	117,024	1.7%	117,024	0.0%
Benefits	43,830	38,853	38,675	41,265	6.7%	40,894	-0.9%
Professional/Technical Contractual Svcs	371	407	600	600	0.0%	600	0.0%
Maintenance/Repair Contractual Svcs	-	-	-	750	100.0%	750	0.0%
Supplies	860	2,135	2,250	2,000	-11.1%	2,000	0.0%
Utilities	10,005	19,898	18,000	16,500	-8.3%	16,500	0.0%
Other services/fees	54,869	64,769	70,000	80,000	14.3%	80,000	0.0%
Capital outlay	-	3,550	-	-	0.0%	-	0.0%
Total Program Budget	223,389	243,038	244,600	258,139	5.5%	257,768	-0.1%

Funding Source

General Fund	223,389	239,488	244,600	258,139		257,768
CEFV Replacement Fund	-	3,550	-	-		-
Total Program Budget	223,389	243,038	244,600	258,139		257,768

Personnel Summary	1.55	1.55	1.55	1.531		1.531
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Significant Changes and Other Notes:

Other services/fees includes tennis instructor fees, which are 100% offset with tennis fee revenue.



**2013-2015 Budget
Program Summary
Recreation and Community Services-Marguerite Tennis Center**

Program Description:

Marguerite Tennis Center has a total of eight tennis courts and provides year-round tennis opportunities and programs to meet the varying needs of the community.

Category Expenditure Summary	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13		% Change from Prior Year	FY 2014/15 Adopted	% Change from Prior Year
			Amended Budget	FY 2013/14 Adopted			
Salaries & wages	147,457	150,678	147,555	160,486	8.8%	160,486	0.0%
Benefits	51,219	41,393	45,902	44,354	-3.4%	43,955	-0.9%
Professional/Technical Contractual Svcs	371	407	540	540	0.0%	540	0.0%
Maintenance/Repair Contractual Svcs	632	474	750	250	-66.7%	250	0.0%
Supplies	4,547	4,972	6,000	6,000	0.0%	6,000	0.0%
Rents	314	-	-	17,000	100.0%	17,000	0.0%
Utilities	5,237	1,486	20,000	22,000	10.0%	22,000	0.0%
Other services/fees	68,138	22,831	95,500	216,000	126.2%	216,000	0.0%
Capital outlay	-	5,300	-	-	0.0%	-	0.0%
Total Program Budget	277,915	227,541	316,247	466,630	47.6%	466,231	-0.1%

Funding Source

General Fund	277,915	222,241	316,247	466,630		466,231	
CEFV Replacement Fund	-	5,300	-	-		-	
Total Program Budget	277,915	227,541	316,247	466,630		466,231	

Personnel Summary	1.50	1.50	1.50	1.488		1.488	
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Significant Changes and Other Notes:

Other services/fees includes tennis instructor fees, which are 100% offset by tennis fee revenue. Costs for the International Tennis Federation Doubles Masters Championships are also included in this category. FY 13/14 is the first year this tournament will be hosted in the City of Mission Viejo.



**2013-2015 Budget
Program Summary
Recreation and Community Services-Montanoso Recreation Center**

Program Description:

The Montanoso Recreation and Fitness Center provides diversified programs such as fitness training, aerobics, babysitting, recreational and lap swimming, martial arts, tennis and basketball.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	455,288	472,483	451,790	440,506	-2.5%	440,505	0.0%
Benefits	148,308	157,472	148,114	154,530	4.3%	153,166	-0.9%
Professional/Technical Contractual Svcs	33,248	27,192	53,000	33,000	-37.7%	33,000	0.0%
Maintenance/Repair Contractual Svcs	12,067	6,812	3,000	3,000	0.0%	3,000	0.0%
Supplies	29,235	34,144	26,700	21,700	-18.7%	21,700	0.0%
Utilities	71,655	70,334	67,000	65,000	-3.0%	65,000	0.0%
Dues/Memberships/Subscriptions	303	183	300	300	0.0%	300	0.0%
Travel/Training/Meetings	2,697	3,549	2,500	4,000	60.0%	4,000	0.0%
Other services/fees	96,717	101,777	99,000	99,700	0.7%	99,700	0.0%
Capital outlay	9,497	46,655	24,000	-	-100.0%	19,000	100.0%
Total Program Budget	859,015	920,601	875,404	821,736	-6.1%	839,371	2.1%
Funding Source							
General Fund	849,518	873,946	875,404	821,736		820,371	
CEFV Replacement Fund	9,497	46,655	-	-		19,000	
Total Program Budget	859,015	920,601	875,404	821,736		839,371	
Personnel Summary	6.742	6.675	7.175	6.00		6.00	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes financial services for processing credit cards.
 Supplies includes items needed for fitness center and aerobics studio, pool and lifeguard supplies, babysitting supplies, and staff uniforms.
 Other services/fees includes exercise instructor fees, which are 100% offset by instructor fee revenue.
 Capital outlay includes fitness equipment replacements for treadmills, ellipticals and presses.



**2013-2015 Budget
Program Summary
Recreation and Community Services-Sierra Recreation Center**

Program Description:

The Sierra Recreation and Fitness Center provides fitness training, public tennis courts, aqua aerobics, recreation and lap swimming and basketball.

Category Expenditure Summary	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	% Change	FY 2014/15	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	359,312	374,506	308,403	371,687	20.5%	371,687	0.0%
Benefits	124,106	119,775	87,970	116,133	32.0%	115,106	-0.9%
Professional/Technical Contractual Svcs	395	431	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Svcs	5,147	2,255	6,100	3,100	-49.2%	3,100	0.0%
Supplies	5,197	4,642	4,500	2,500	-44.4%	2,500	0.0%
Rents	-	-	500	-	-100.0%	-	0.0%
Utilities	62,413	55,296	61,000	52,000	-14.8%	52,000	0.0%
Other services/fees	29,064	24,466	30,100	29,950	-0.5%	29,950	0.0%
Capital outlay	-	20,850	9,200	-	-100.0%	15,500	100.0%
Total Program Budget	585,634	602,221	507,773	575,371	13.3%	589,843	2.5%

Funding Source

General Fund	585,634	581,371	507,773	575,371		574,343	
CEFV Replacement Fund	-	20,850	-	-		15,500	
Total Program Budget	585,634	602,221	507,773	575,371		589,843	

Personnel Summary	5.533	5.525	4.650	4.606		4.606	
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Significant Changes and Other Notes:

Supplies includes items needed for the fitness center and pool as well as lifeguard supplies and staff uniforms.

Other services/fees includes exercise instructor fees, which are 100% offset by instructor fee revenue.

Capital outlay includes fitness equipment replacements for treadmills, ellipticals and stepmills.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Recreation and Community Services

Objectives, 2013-15:

- Conduct a Korean War Veterans recognition program and a Vietnam War Veterans recognition program.
- Conduct two annual “Tee It Up Fore Marines” benefit golf tournaments in 2014 and 2015.
- Sponsor two Wounded Warriors softball games in 2014 and 2015.
- Establish a banner program for active military personnel by November, 2013.
- Engage the Community of Character Committee, Community of Character youth sub-committee and Student Advisory Committee to develop youth-based activities and services by January, 2014 and January, 2015.
- Provide low cost community programs such as a Ping Pong Tournament, dance program for special needs children, and Grandparent’s Day by collaborating with the Citizen Committee by February, 2014.
- Update and maintain monthly the citywide Community Events Calendar and Leisure Time publication for effective and efficient community event planning to avoid duplication of efforts (ongoing).
- Partner with community organizations such as Saddleback College, American Cancer Society, KSBR, Kiwanis Club of Mission Viejo, Saddleback Valley Unified School District (SVUSD), Capistrano Unified School District (CUSD), Mission Viejo Activities Committee, O.C. Crimestoppers, Mission Viejo Garden Club Mission Viejo Chamber of Commerce and others to provide citywide special events (ongoing).
- Provide educational and leadership opportunities for members of the Senior Citizen Activity Committee by encouraging attendance at 2 senior conferences or events including the Senior Citizen Transportation Workshop (October 2013), County of Orange Senior Summit (February 2014) and Orange County Senior Citizen Advisory Council meeting (SCAC) (June 2014).
- Provide quarterly in-service training and job orientation for front desk staff and volunteers by September, 2013, December 2013, March, 2014 and June, 2014.
- Recruit 5 new Senior Citizen Activities Committee members by August, 2013 and August, 2014.
- Establish a working relationship with Lions Heart Volunteer Organization and staff 2 Sunday Concerts and 2 Twilight Dinners (June, 2015).
- Establish an educational “Go Green” program targeted to Community Senior Citizens by May, 2014.
- Collaborate with OCTA and Dayle McIntosh Center for the Disabled to offer a Bus Riders Orientation Workshop and training program by June, 2014.
- Create an online 360 degree facility tour of the Center for public viewing on the City Webpage by June, 2014.
- Establish a physical fitness-based, after-school middle school/junior high school program for 2 hours per day, 2 days per week at the four MV schools, by September 2014, dependent on available funding.
- Conduct an after school middle school enrichment program. (Dependent on available funding)
- Manage the 2013-15 Kid’s Factory/Special Events portion of the Youth Services Contract to maintain it at or below \$725,000 thru June, 2015.
- Increase attendance at Bunny Days and Hometown Halloween by 5% each year by April, 2015.



CITY OF MISSION VIEJO
2013-15 Department Objectives
Recreation and Community Services

- Secure community and business partnerships to underwrite the cost of hosting the ITF Wheelchair Doubles Masters by December, 2014.
- Evaluate the feasibility of increasing Tennis and Recreation Center membership fees by June, 2014.
- Complete the renovation and expansion of the Montanoso locker rooms by June, 2014, dependent on available funding.
- Increase overall attendance at the Recreation Centers to 235,000 by June, 2015.
- Increase overall attendance at the Tennis Centers to 37,000 by June, 2015.
- Implement a community service recognition program by Fall, 2013.
- Develop a conceptual plan for trails in Mission Viejo by May, 2013.
- Complete an update of the Community Services Master Plan by Fall, 2013.
- Conduct Memorial Day and Veterans Day programs annually.

Accomplishments



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



City Council and Commissions

- The City Staff has completed the updates to the City's General Plan and related Master Environmental Impact Report and will present the updated documents to the Planning Commission in June 2013 and City Council in August 2013.
- The Recreation and Community Services updated Master Plan has been completed and is currently planned for review by the Commission on August 2013 and City Council in early Fall 2013.
- The Community Services and Recognition Policy was approved by City Council in January 2013 and implementation strategies are being developed by City Staff.
- In an on-going effort, the City has remained familiar with the current issues of AB 375 (Redesigning Communities to Reduce Greenhouse Gases) and has identified some AQMD funding resources to assist in managing this on-going effort.
- The City adopted its Housing Element in March 2012, received the new RHNA and continues to monitor the allocation process on a regional basis.
- The Planning and Transportation Commission reviewed and recommended approval of environmental documentation and design/development plans for the Oso Parkway Widening Project between the Interstate 5 Freeway and Country Club Drive, and the Marguerite Tennis Center Renovation and Master Plan project.
- The Planning and Transportation Commission reviewed and approved several new or substantially remodeled commercial projects that included strong emphasis on quality upgrades to exterior building architecture and on-site hardscape/landscape improvements, including: the LA Fitness/Alicia Towne Plaza shopping center renovation; Fairhaven Memorial Center; Gateway Center renovation; new Bravo Burgers restaurant, and remodeled Carl's Jr. (La Paz Road) and McDonald's restaurants (Santa Margarita Parkway).
- The Commission conducts public hearings for wireless telecommunication facilities on an as needed routine basis.
- The Recreation and Community Services Commission updated their Master Plan and has been completed and is currently planned for review by the Commission and a public hearing in August 2013 and City Council in early Fall of 2013.
- The Community Services and Recognition Policy was approved by City Council in January 2013.
- The Investment Policies were reviewed by the Investment Advisory Commission (IAC) prior to September of 2012 and 2013 respectively.
- Bi-annual selection of broker/dealers were approved by the IAC, in May 2013.

City Clerk

- Implemented an E-Verify program policy and originated a Sire database for tracking purposes; provided bi-annual reports to the City Council. This program is no longer in existence due to a change in State Law.
- The City Clerk continued working towards the Master Municipal Clerk (MMC) designation by actively pursuing training and education and participating in professional activities/programs.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- The Assistant City Clerk monitored Orange County Redistricting Committee meetings and the boundary adjustment proposals. Updates/reports were provided to the City Manager and City Council on proposed changes.
- Administered the transition from the Cable Television Franchise Agreement to a State Franchise Agreement and secured 1% of additional franchise fee revenue.
- Monitor performance of open video system providers for compliance with terms of the new State Franchise Agreement and coordinated with State Franchise Agreement holders the additional 1% in franchise fee revenue.
- Reviewed the audio/visual equipment needs for the MVTV facility and the Council Chamber and completed the purchase and installation of new equipment, including new Council Chamber cameras.
- Created a new logo for Mission Viejo television.
- Obtained a commitment from AT&T and began airing MVTV programming on Uverse Channel 99 for Mission Viejo's AT&T customers in February 2013.
- Expanded and improved the number and quality of MVTV programs.
- Coordinated the process for Mayoral appointment of committee representatives to regional agencies, boards and committees in December 2011 and December 2012.
- Promoted the City Council ceremonial recognition program by photographing the presentations and posting a follow-up blog article with photos on the Mission Viejo Life blog following the 2011 City Council Meetings (per the request of the Mayor that year).
- Provided reminders and tracked compliance with AB1234 ethics training requirements for City Council Members and Commissioners (ongoing).
- In conjunction with the City Attorney's office, provided City Council Members with annual Brown Act and Conflict of Interest updates by July of each year.
- The City Clerk participated as a member of the Orange County Registrar of Voters Community Election Working Group to provide a forum for updating the entire community on elections issues and to promote community involvement in elections within Orange County (ongoing).
- Coordinated the November 2012 General Municipal Election by publishing official election notices, issuing and processing nomination papers, coordinating sample ballot publication and voter outreach, and certifying election results.
- Updated the City Council Candidate Handbook to incorporate legislative changes for the 2012 Municipal Election.
- Ensured that Campaign Finance Disclosure Statements and other pertinent election information is posted to the City's web site for public viewing within five days of receipt of these filings (ongoing).
- Ensured that information about eNewsletter sign-up opportunities (a registration card) and blog information is provided at all major City events on an ongoing basis.
- Published an Outlook article to further expose the Mission Viejo Life blog, website and smartphone apps as regular sources for news and information.
- Published several blog articles and an Outlook article to inform and engage residents in the City's YouTube channel.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Implemented a “Business of the Month” feature on the blog to assist with economic development efforts and to provide businesses an avenue to publicize their community support.
 - Assisted the City Manager with speeches and PowerPoint presentations for service clubs and professional associations.
 - Investigated conversion of Public Records Act Request processing to the City’s Service Request System (CRM). Staff had concerns with confidentiality and decided against this.
 - Processed citywide records for annual purges and destroyed appropriate records in accordance with the retention schedule.
 - Continued to make records available to staff and the public electronically; raised resident awareness that City records are accessible and marketed their availability via a City Outlook, an MVTV bulletin board and the 2011 State of the City address
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City Attorney

- Prepared all required ordinances, resolutions and agreements.
 - Reviewed City personnel policies and recommended appropriate updates.
 - Enforced municipal code violations, emphasized code enforcement solutions, negotiated settlements, injunctions and civil prosecution.
 - Developed cost containment measures in all aspects of legal representations.
 - Assessed and advised on potential cost and revenue impacts related to new State of California legislation.
 - Provided on-going guidance and legal advice related to the dissolution of redevelopment agencies.
 - Provided legal advice and recommendations related to the ownership change at The Shops at Mission Viejo Mall.
 - Provided legal oversight related to the update of the City’s Housing Element and preparation of new policies for the General Plan update.
 - Provided legal oversight related to the adoption of the special Fire Prevention Areas.
 - The City Attorney’s office completed their review of the City’s General Plan and related Master Environmental Impact Report and provide City Staff comments for incorporation into the General Plan and Master Environmental Impact Report.
 - The City Attorney’s office continues to remain familiar with the current issues of AB 375 (Redesigning Communities to Reduce Greenhouse Gases).
 - The City Attorney has provided ongoing legal services for the City Council and matters under consideration by the Planning and Transportation Commission.
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CITY OF MISSION VIEJO 2011-13 Department Accomplishments



City Manager

- Successfully finished FY 2011/12 with a \$1.0 million operating budget surplus.
 - Successfully retained \$5.5 million in Redevelopment funds the State attempted to claim back from the City.
 - The City staff updated the Seven Year Master Financial Plan and was presented to City Council for review and consideration at the same time as the 2013/15 operating budget in June 2013.
 - The City staff provides ongoing Mayor and City Council support relative to policy issues, budget matters, legislative questions, community relations, and public affairs.
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Administrative Services

- Successfully realigned the duties and responsibilities within the department resulting from the reduction of 1 FTE and the resignation of the Budget and Research Manager.
- Responded to four Orange County Grand Jury reports on public employee compensation, redevelopment agencies and equal opportunity employment and anti-harassment policies.
- Conducted eight Investment Advisory Commission (IAC) meetings.
- Conducted thirteen additional Agreed Upon Audit Procedures for various accounting and financial related processes by June 2013.
- Completed the actuarial valuation on Other Post-Employment Benefits for June 30, 2011.
- Completed the implementation of major upgrade to ADP Payroll software including the addition of job costing capabilities.
- Performed a physical inventory of all capital assets during the last two-year budget cycle.
- Completed implementation of new cash receipts reporting and procedures related to the Library Symphony and Envisionware software.
- Published old outstanding refundable bonds and deposits and recognized over \$100,000 from forfeitures.
- Implemented the section of the Patient Protection and Affordable Care Act of 2010 requiring the disclosure to employees of the cost of their employer-sponsored group health plan coverage on their IRS form W-2.
- Implemented GASB Statement #54 – Fund Balance Reporting and Governmental Fund type Definitions – for the fiscal year ended June 30, 2011.
- Continued to provide the same level of service with reduced staff.
- Assisted departments with implementing various human resource related organizational changes.
- Completed multiple surveys and analyses on behalf of City Council and Executive Management in the areas of total compensation, fixed monthly contribution levels, paid time off, merit increases and retirement plans.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Implemented the 2%@ age 60 retirement formula for new hires after July 9, 2011, and implemented the 2%@ age 62 retirement formula for new CalPERS employees hired after January 1, 2013 in accordance with the 2012 pension reform act.
- Revised the Flexible Benefits Plan and Fixed Monthly Contribution Schedule to include a medical opt-out provision for both Tier 2 and Tier 4 and a fixed monthly contribution increase for all Tiers.
- Revised the City's Section 125 Basic Plan Document, Adoption Agreement, and Summary Plan Description to incorporate changes mandated by the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act.
- Completed over 240 Personnel Action Notices on time to implement city-wide salary increases in January 2012 and 2013.
- Manually processed Open Enrollment for 141 active employees and 29 retirees while either meeting or exceeding all benefit carrier and payroll deadlines.
- Implemented additional educational workshops on-site regarding retirement planning and personal financial issues.
- Created and adopted a Child Abuse and Neglect Reporting Personnel Policy and implemented related training and procedures.
- Implemented strategies to have all employees complete their required AB1825 anti-harassment training via no-cost methods.
- Coordinated the data collection for the Other Post-Employment Benefit (OPEB) Valuation with an outside consultant and CalPERS.
- Planned, coordinated, and implemented an all employee benefit fair during open enrollment 2012.
- Assisted with the development of the RFP for an integrated human resources, payroll, and financial management software system.
- Successfully coordinated both annual employee recognition luncheons under budget.
- Coordinated and completed the hiring for 18 external and 9 internal recruitments for FY 2011/12 and 20 external and 10 internal recruitments for FY 2012/13.
- Coordinated and participated in 17 interview panels for FY 2011/12 and 6 for FY 2012/13.
- Reviewed 1,391 applications for minimum qualifications for FY 2011/12 and 1,606 applications for FY 2012/13.
- Implemented the utilization of California Joint Power Insurance Authority (CJPIA) Resource Center for safety and risk management related online training at no cost to the City.
- Coordinated ergonomic workstation evaluations and the purchase of ergonomic equipment for employees.
- Worked with designated departments to determine sunscreen protection needs and arranged for purchase of items as part of the Heat Stress Program.
- Coordinated with Medix Ambulance Service for the purchase and distribution of Automated External Defibrillator (AED) replacement batteries to be used at City off-site facilities.
- Conducted annual safety and risk management inspection of City facilities.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Provided off-site facilities with workers' compensation claim packets and refresher training to Supervisors and Managers.
- Submitted workers' compensation claims to third party administrator within 36 hours of employee injury.
- Assisted departments in preparation of responses to demands for information related to claims.
- Conducted broker/dealer selection process and established new eligibility list in May/June 2013.
- Conducted banking services selection process and selected new bank in May/June 2013.
- Implemented offsite event credit card transaction processing using tablet application.
- Successfully dissolved the Community Development Agency based on redevelopment dissolution law effective February 1, 2012.
- Successfully oversaw the creation of the Successor Agency Oversight Board and created a separate legal entity (Successor Agency) to manage the assets and obligations of the former Community Development Agency (redevelopment agency).
- Conducted ten Oversight Board meetings to manage the dissolution of the former redevelopment agency.
- Completed all redevelopment dissolution reports and audits by due dates as required by dissolution law, including the Enforceable Obligation Payment Schedule (EOPS), all Recognized Obligation Payment Schedules (ROPS), Housing Asset Transfer Form, Housing Due Diligence Review (DDR) Report and the Non-Housing DDR Report.
- Refunded 1999 Special Tax Refunding Bonds for Community Facilities District (CFD) No. 92-1 to secure lower interest rates and achieve \$91,000 in debt service savings to the CFD business owners while maintaining the same period to maturity. This refunding also defeased the Community Development Financing Authority 1999 Series C Revenue Bonds.
- Debt service payments on Mall improvement project bonds, City Hall bonds, and CFD bonds were paid in advance of due dates and all bond compliance requirements were met.
- Completed Standard & Poor's credit rating review process which resulted in affirmation of the City's AAA issuer credit rating.
- Successfully negotiated Letter of Credit extension related to Mall improvement project bonds.

Information Technology

- I.T. provided free public wireless access (Wi-Fi) at all the remaining City facilities including the recreation centers, corporate yard, and animal services center. City Hall, Mission Viejo Library and the Norman Murray Community Center had Wi-Fi access since 2008.
- Introduced a website to serve as an informational and marketing resource for the business community - <http://MissionViejoMeansBusiness.com>.
- Implemented a new Library circulation system that enhanced online resources available to patrons including the ability to communicate with library staff via text messaging, integration with social media such as Facebook, and online access to the catalog and personal profile.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Introduced an online plan-checking system which allows easy and quick online access to submit, pay and communicate with planners thus expediting the process.
 - Enhanced and managed the City's website – <http://CityofMissionViejo.org>, blog – <http://MissionViejoLife.org>, and social media usage to insure timely communication with residents.
 - Introduced the “Access MV” mobile app for the iPhone and the Android platforms. This app allows users to have access at their fingertips to communicate and report any service requests and access the latest news and information.
 - Enhanced broadcast capabilities for the MVTV channel by managing the network and equipment for the MVTV studio. Began an upgrade of the broadcast equipment which allowed the City better capabilities to broadcast innovative programming on the MVTV channel. These upgrades included a new camera system in the Council Chamber, new servers for broadcast streaming, new editing equipment, new digital storage for remote in the field filming and broadcasting.
 - Completed an update to the Technology Strategic Plan. Deployed new computers to all City staff and in the Library's Technology Center for Patron use. Enhanced the City's fiber network for better redundancy. Enhanced the City's disaster planning and recovery to insure the City's data and services are available in case of an emergency. Enhanced security systems to insure proper protection of data.
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Police Services

- Maintained the City's “Safest City” ranking in the state of California according to the CQ Press based on the Federal Bureau of investigation Part I crime statistics.
 - Implemented the “Text a Tip” program in Mission Viejo schools in November, 2011. The program allows students a confidential method to report problems directly to the School Resource Deputies and school administrators through text messaging.
 - Hosted three prescription medicine collection “National Take Back Day” events, collecting a total of 798 pounds of unused, expired or unwanted prescription medications
 - Hosted two drive-thru document “Shred Events”, in September 2011 and 2012, to highlight the importance of shredding personal documentation to protect against identity theft. The events produced over 54,000 lbs of paper that was recycled.
 - Launched a “Crime Alert Posting” program in April, 2012 in which the crime prevention staff and volunteers post neighborhoods with information cards to alert residents when there has been theft from residences or vehicles. A total of 1,097 Residential Alerts and 1,421 Vehicle Alerts were posted since the program was implemented.
 - Hosted two “National Night Out” community crime prevention safety fairs in cooperation with Target in August 2011 and 2012.
 - Hosted the “Red Ribbon/Walk Against Drugs” event and South Orange County Emergency Preparedness Expo in October 2011 and 2012.
 - Increased the percentage of DUI (Driving Under the Influence) arrests in Mission Viejo by twenty percent in 2011 and 2012 from the previous year through targeted enforcement patrols.
 - Hosted two prescription drug awareness and overdose prevention programs for Mission Viejo. The intent is to raise awareness of parents about the growing illegal use of prescription drugs by children and young adults.
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CITY OF MISSION VIEJO 2011-13 Department Accomplishments



Community Development

- Secured City Council approval of updated Housing Element and subsequent certification by the California Department of Housing and Community Development. The City was the first municipality in the Southern California Association of Governments (SCAG) region to have a state certified housing element for the 2013-2021 planning period.
 - Secured City Council approval the Skyridge Annexation project, a request by Standard Pacific Homes to annex into the City of Mission Viejo approximately 38.4 acres of undeveloped land along El Toro Road for 84 single family homes and dedicated open space.
 - Attended initial stakeholder meetings and assisted with the creation of the new Mission Viejo Chamber of Commerce.
 - Secured City Council approval of the Watermarke and UDR apartment projects.
 - Assisted with the creation and implementation of the “Improve Don’t Move” residential building permit fee waiver program and “Commercial Fee Reduction” program in the Building Services Division.
 - Conducted public hearings and secured Planning and Transportation Commission approval for several development projects, including: a new Chase bank, Five Guys restaurant, a Recreation Vehicle and Mini Storage facility, Chipotle and Panera Bread remodel, the Italian Collection (Fiat, Maserati, and Alpha Romeo automotive dealerships), and the Shops at Mission Viejo freeway sign.
 - Collaborated with the IT Department to create a new Economic Development website.
 - Secured Planning and Transportation Commission approval of a Mitigated Negative Declaration for the proposed dog park south of Gilleran Park.
 - Secured Planning and Transportation Commission approval of a Mitigated Negative Declaration for the proposed Camino Capistrano / Cabot Road Bridge project.
 - Implemented the Building Division’s Home Improvement Permitting Day at Home Depot, and Homeowner’s Night at City Hall.
 - City received recognition from the Orange County Taxpayers Association by receiving their Rose Award for the City’s “Improve Don’t Move” residential building permit fee waiver program.
 - City received recognition from the Orange County Business Council for the City’s “Improve Don’t Move” residential building permit fee waiver program and “Commercial Fee Reduction” partial fee waiver program.
 - City received recognition from the Association of California Cities - Orange County by receiving their Golden Hub of Innovation Award for Technology and E-Government for the City’s Sire electronic plan check system.
 - City received a Certificate of Recognition for the Orange County Business Council on Green Practices.
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CITY OF MISSION VIEJO 2011-13 Department Accomplishments



Public Works

- Completed the following Capital Improvement Projects:
 - Montanoso Drive Traffic Calming Improvements,
 - Asphalt pavement overlay of Avery Parkway (Marguerite Pkwy. to Camino Capistrano).
 - Resurfacing of all public residential streets in the area east of Marguerite Parkway between La Paz Road and Los Alisos Boulevard, and in the area bounded by Marguerite Parkway, La Paz Road and Felipe Road.
 - Resurfacing of 13 residential streets in Aegean Hills using CDBG funds.
 - The Oso Parkway Storm Drain.
 - The Citywide traffic signal upgrade project.
 - Median rehabilitation on Marguerite Parkway between Mesilla and Venado using OCTA Tier 1 Environmental Cleanup grant funds.
 - Construction of sidewalk on Napoli Way for Bathgate Elementary School, as well as the construction of access ramps in the vicinities of various schools throughout the City using Safe-Route-To-School grant funds.
 - Crown Valley Parkway Widening (Cabot Road to I-5) – Joint project with Laguna Niguel.
- Launched an environmental E-Newsletter on the City's website.
- Procured Measure M Project P grant funding for five traffic signal synchronization projects for the Crown Valley Parkway, Marguerite Parkway, Los Alisos Boulevard, Santa Margarita Parkway and Oso Parkway corridors.
- Constructed a crosswalk and sidewalk at Via Fabricante and Peter Hartman Way to improve safety for Silverado High School.
- Procured \$718,000 in Highway Safety Improvement Program (HSIP) grant funds to install emergency vehicle pre-emption (EVP) devices on traffic signals throughout the City.
- Commenced construction of the Jeronimo Road Resurfacing Project from Los Alisos Boulevard to Arbolitos.
- Commenced construction of the La Paz Road Median Rehabilitation – Chrisanta to Oso Creek.
- Provided plan check and engineering oversight for the following major development projects: UDR/Los Alisos Apartments, Lennar Condominiums, Chase Bank, Five Guys Burgers at Alicia Towne Plaza, McDonalds on Santa Margarita Parkway, Bravo Burger, Fairhaven Memorial, 7-Eleven at Trabuco/Marguerite, Arco on Crown Valley, Marguerite Tennis Center, Church of Latter Day Saints-Mission Viejo Institute, Mission Viejo Dog Park, and St. Kilian Church-Phase 2.
- Completed the 2012 update of the City's Pavement Management Program in order to establish eligibility to receive OCTA Measure M2 Funding.
- Reviewed preliminary hydro-modification plans for the Skyridge single-family home development on El Toro Road for compliance with the City's NPDES Permit.
- Reviewed geotechnical reports and plans for the establishment of new building pads at the Andulucia Apartments development at Montanoso Drive/Oso Parkway.
- Created Geographical Information System (GIS) maps displaying flood inundation areas for critical infrastructure and facilities such as Lake Mission Viejo, El Toro Reservoir, and Upper Oso Reservoir.
- Obtained approval of a grant in the amount of \$850,000 from FEMA for the Ferrocarril landslide.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Recertified the City's National Flood Insurance Community Ratings System Class 8 Certification to maintain eligibility for property owner discounts for the purchase of flood insurance.
- Negotiated and completed the sale of excess Southern California Edison Rule 20a funds to the City of Newport Beach.
- Obtained required Resource Agency Permits and completed the emergency repairs to Oso Creek at Oso Parkway overcrossing.
- Provided inspection services for major development projects including: UDR/Los Alisos Apartments, Lennar Condominiums, Chase Bank, Five Guys Burgers at Alicia Towne Plaza, McDonalds on Santa Margarita Parkway, Bravo Burger, Fairhaven Memorial, 7-Eleven at Trabuco/Marguerite Arco on Crown Valley, Marguerite Tennis Center, , Church of Latter Day Saints-Mission Viejo Institute, Mission Viejo, and St. Kilian Church-Phase 2.
- Provided inspection services for the following Capital Improvement Projects:
 - Montanoso Drive Traffic Calming Improvements
 - Asphalt pavement overlay of Avery Parkway (Marguerite Parkway to Camino Capistrano).
 - Resurfacing of all public residential streets in the area east of Marguerite Parkway between La Paz Road and Los Alisos Boulevard, and in the area bounded by Marguerite Parkway, La Paz Road and Felipe Road.
 - Resurfacing of 13 residential streets in Aegean Hills using CDBG grant funds.
 - The Oso Parkway Storm Drain.
 - The Citywide traffic signal upgrade project.
 - Median rehabilitation on Marguerite Parkway between Mesilla and Venado using OCTA Tier 1 Environmental Cleanup grant funds.
 - Construction of sidewalk on Napoli Way for Bathgate Elementary School, as well as the construction of access ramps in the vicinities of various schools throughout the City using Safe-Route-To-School grants funds.
 - Crown Valley Parkway Widening (Cabot Road to I-5) – Joint project with Laguna Niguel.
- Provided inspection services for 428 encroachment permit projects in FY 2011-12 and 540 permit projects in FY 2012-13.
- Established communications through fiber-optic and copper networks to 111 traffic signal locations.
- Conducted citywide replacement of yellow incandescent traffic signal locations with LED based indications.
- Replaced 92 deteriorated Illuminated Street Name Sign panels.
- Installed LED safety lights at the intersection of Olympiad and San Marcos as demonstration project.
- Upgraded vehicle detection systems at 5 locations to extend cabinet life.
- Completed the annual intersection turn movement counts for Oso Parkway, Los Alisos Boulevard and Santa Margarita Parkway.
- Implemented the traffic signal synchronization plan along the Marguerite Parkway and Crown Valley Parkway corridors as part of the Orange County Transportation Authority (OCTA) Measure M2-Funded Project P Program.
- Installed thirteen emergency vehicle preemption (EVP) devices along Marguerite Parkway; constructed a new northbound right-turn overlap phase at the intersection of Marguerite Parkway and Felipe Road; and constructed countdown pedestrian signal indications to all thirty signalized intersections along Marguerite Parkway as part of the Marguerite Parkway Corridor Project P Program.



CITY OF MISSION VIEJO
2011-13 Department Accomplishments



- Constructed countdown pedestrian signal indications to all seven signalized intersection along Crown Valley Parkway and completed the fiber gap closure along Medical Center as part of the Crown Valley Parkway Corridor Project P Program
- Provided traffic/transportation related reviews for various development projects and environmental documents such as the Continuing Life Communities/Rancho Capistrano Project, Laguna Niguel Gateway Specific Plan, and Lake Forest Portola Center Project.
- Reviewed Traffic Impact Studies for the following proposed major development projects: Sky Ridge Annexation Project on El Toro Road, UDR's proposed apartment complex on Los Alisos Boulevard, Watermarke's proposed apartment complex on Oso Parkway, and Proposed Dog Park Site along Felipe Road.
- Reviewed regional transportation projects including:
 - Avery/Interchange widening (Laguna Niguel/Caltrans)
 - Crown Valley Widening – I-5 to Cabot (Laguna Niguel/Caltrans)
 - Cabot Road/Camino Capistrano Connection
 - Foothill Transportation Corridor – South (FTCS)
- Completed the mandatory City-Wide update of Engineering and Transportation Speed Surveys to justify the posted speed limits on all of the city's arterial and collector streets, and prepared certified copies for use by Police Services and Courts.
- Completed the City-Wide Safe-Route-To-School Plans to encourage non-motorized transportation to all 17 elementary and middle schools and developed infrastructure recommendations to improve pedestrian infrastructure, bicycle infrastructure, and reduce vehicular speeds near schools.
- Reviewed Capistrano Valley Unified School District traffic circulation plans and traffic operations for Oxford Preparatory Academy (OPA) establishment at the former Barcelona Hills Elementary School.
- Conducted various special studies and developed recommendations regarding traffic operations along Bathgate Elementary School which resulted in the application for an infrastructure Safe-Route-To-School Plan.
- Obtained \$142,000 infrastructure Safe-Route-To-Schools (SRTS) grant that resulted in the construction of a new 300-foot sidewalk along Napoli Way and the construction of 34 new curb ramps to improve pedestrian infrastructure for students walking to school.
- Established a no cost pilot program from a participating vendor to install two variable speed feedback signs along southbound Marguerite Parkway just south of Felipe Road and along southbound Felipe Road just south of La Paz Road to monitor vehicular speeds and inform drivers to "SLOW DOWN" when the posted speed limit is exceeded.
- Updated Resolution 12-15 establishing a policy for the installation "Deaf Child Near" signs in residential neighborhoods.
- Obtained \$300,000 in Environmental Cleanup Program competitive grant funds under Orange County Transportation Authority (OCTA) Measure M2 for landscape and irrigation renovations to prevent water runoff from medians on Marguerite Parkway and La Paz Road.
- Constructed a storm water treatment vault on Oso Parkway using grant funds from the State Water Resources Control Board for the Oso Creek Restoration and Protection Project.
- Implemented the development planning component of the SDRWQCB's fourth-term NPDES Permit and modified the City's existing NPDES programs by increasing inspections of commercial and industrial businesses, responding to exceedances of dry- and wet-weather storm water effluent pollutant numeric



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



action levels, ensuring new developments implemented interim hydro-modification plans, and developing new reporting metrics for the City's annual NPDES reports.

- Held the City's annual Environmental Fair. Steadily increasing attendance each year, the 2013 Environmental Fair served over 750 students. This is a 66% increase over the original 500 students served.
 - In partnership with the Army Corps of Engineers' identified funding under the Section 206 Aquatic Restoration Program to complete the Detailed Project Report for the English Creek Aquatic Habitat Restoration Project.
 - Developed a Comprehensive Load Reduction Plan to comply with the SDRWQCB's Total Maximum Daily Load requirements for discharges of pollutants from the storm drain system.
 - Provided technical support in the development of an Unfunded Mandates Test Claim before the State Commission of Unfunded Mandates to review onerous and burdensome requirements of the NPDES permit.
 - In conjunction with the County of Orange, studied total dissolved solids numeric action level exceedances in the Oso Creek Watershed and determined rising groundwater is the likely culprit thereby setting the stage for a "natural sources exclusion" from SDRWQCB target levels.
 - Provided outreach presentations to various community groups and local schools.
 - Implemented recycling programs at four multi-family facilities so that 100% of the City's multi-family facilities now have on-site recycling. The final program was implemented in March 2012.
 - In partnership with the City's waste hauler, conducted 41 solid waste audits at commercial properties and implemented 8 new recycling programs which added a total of 19 new recycling bins at commercial centers in the City.
 - In partnership with Public Services, hosted an Earth Day/Arbor Celebration which included a Green Expo, compost giveaway, home composting workshop, and volunteer planting in April 2012 and April 2013.
 - In partnership with Discovery Science Center and OC Waste & Recycling, sponsored an environmental education program called the Eco Challenge. This innovative program geared toward sixth grade science curriculum reinforces the concepts of waste reduction, recycling, and pollution prevention through interactive classroom assemblies and a hands-on visit to Discovery Science Center.
 - Provided oversight for the Citywide Crossing Guard program that provides assistance to students at 17 schools.
 - Re-evaluated the crossing warrants at existing crossing guard locations and validated the needs for each location.
 - Extended the crossing guard service hours for two guards at the intersection of El Retiro and Felipe Road to accommodate the late afternoon dismissal schedule for Carl Hankey School.
 - Conducted a crossing guard survey to calculate county-wide hourly pay rate, total number of hours worked per day, and identify other existing crossing guard companies.
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CITY OF MISSION VIEJO 2011-13 Department Accomplishments



Public Services

- Created opportunities for community engagement through public art and began the implementation of the “Bears About Town” project. This project is part of CIP 799 and will be incorporated into the median islands along Marguerite Parkway once completed. The staff secured free work space at Kaleidoscope and a weekly work effort at the Mission Viejo Farmers Market.
- Completed the land swap for the Mission Viejo Dog Park in November 2012, initiated the annexation process in April, 2013 and bids are due to the City at the end of June 2013.
- The City of Mission Viejo did not receive the grant funding for the “way-finding” program but is continuing to research funding sources for future applications
- The Public Services Department provides routine inspections as time is available. During this 2 year cycle numerous commercial properties were rehabilitated and upgraded as a result of the ongoing inspection process. These locations included Mc Kena Commercial Center, Saddleback Bowling Lanes, CVS on Alicia Parkway, Men’s Where House and many other commercial properties within the City of Mission Viejo.
- In conjunction with the Public Works Department, inspected sites and prepared the annual municipal fixed facility inventory report.
- Followed all weed abatement procedures and sent the proper notices to the various property owners throughout Mission Viejo during the month of April.
- Met with Casta Del Sol golf course Superintendent and Orange County Fire Authority (OCFA), and toured golf course identifying areas of the perimeter slopes needing to be weed abated. Worked with Homeowners Associations assisting property managers and landscape staff of boundaries and associated maintenance responsibilities.
- Met with Orange County Fire Authority (OCFA), and inspected and evaluated all City maintained open spaces and fuel modification zones fire hazard potential. Completed all OCFA recommended vegetation removals and trimming.
- Conducted research with various pool equipment suppliers and determined the expense of a Variable Frequency Drive (VFD) had a long cost pay-back time frame in addition to the high up-front purchasing price for the unit. We are currently researching a different method to cut energy use and save budget dollars.
- Mission Viejo continued to keep the buildings in a safe and healthy manner by completing repairs and projects in a timely manner as budgets allowed.
- Painted inside the Library study rooms and public areas as needed.
- Continued the SDG&E Critical Peak Pricing (CPP) program at City Hall which scales back energy use during high temperature timeframes throughout the year. Explored using this program at other City buildings however, residents and patrons are reluctant to endure higher internal temperature in the buildings during peak time as well as some locations are officially designated as “cool zones”. The City has also been very active replacing higher energy use bulbs and fixtures with more efficient LED lighting as permitted by budget.
- Installed ASA compatible automated doors to all restrooms inside the NPM Community & Senior Center. Added “auto” doors to Oso Lounge restrooms in addition to current Sycamore Room “auto” doors.
- Successfully received funding for three alternative fuel electric vehicle charging stations to be installed at city facilities for public use.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Competitively bid and awarded the purchase of two new 2013 compressed natural gas (CNG) bi-fuel replacement fleet trucks for public services department.
- Staff met with Southern California Gas Company discussing potential interest in bidding on the annual maintenance contract for the (CNG) stations. Southern California Gas Company has indicated initial interest. Subsequent bid is pending.
- Began maintenance management of Oso Parkway medians, quads and parkways.
- Completed the recycle water conversion of the following landscape irrigated areas: La Paz Road medians and slopes between Chrisanta and Marguerite Parkway, Jeronimo Road medians and slopes between Alicia Parkway and Marguerite Parkway, and Marguerite slopes at Alicia parkway.
- Successfully procured grant funding for the construction rehabilitation of Marguerite Parkway medians in the Civic Core area between Estanciero Drive and Via Florecer. Construction completed June 2013.
- Completed 8 acres of slope rehabilitation along Marguerite Parkway, beginning from Jeronimo Road moving southward on Marguerite Parkway, to Via Florecer. Implemented the usage of the Orange County Conservations Corps. (OCCC), for the clearing and grubbing efforts as a cost saving measure.
- Rehabilitated Casta Del Sol median. Installed drought tolerant plant material and renovated existing irrigation systems to drip irrigation. Installed new monument sign for Marguerite Recreation Center.
- Removed displaced portions of sidewalk along Alicia Parkway between Trabuco Road and Via Leon. Installed landscape buffer, trees and drip irrigation.
- Replaced incandescent holiday lighting with energy efficient Light Emitting Diode (LED) light strands from Pradera to Floresta along La Paz Road.
- Coordinated Community Service projects with the Boy Scouts of America. Completed all of the landscape slopes in the rear parking area of the Marguerite Tennis Center as well as landscape areas at Applegate, Pine Crest Parks and Animal Shelter and Jeronimo Open Space slopes.
- Completed the construction of the landscape renovations at the Marguerite Tennis Center.
- Replaced restroom fixtures at Beebe, Curtis, Gilleran, Alicia, and Oso Viejo Parks with water conserving waterless urinals.
- Completed the conversion of M.M. O'Neill, Aurora Park and the Marguerite Tennis Center landscapes to recycled water.
- Constructed shade covers at NPM Center, Village Green exercise equipment, Animal Shelter, Curtis Park, Gilleran Park and Marty Russo Youth Athletic Park.
- Renovated the Playground equipment at Minaya Park.
- Distributed Operation Clean Street courtesy notices in problematic neighborhoods to vehicles parked on streets on sweep days and mailed street sweeping calendars to data base of residents and residents inquiring about sweep days.
- Replaced street signs in residential neighborhoods associated with the seven-year slurry seal and overlay program.
- Repaired and slurry sealed parking lots at Thomas R. Potocki Center, Melinda Park, Florence Joyner Park and the Norman P. Murray Community and Senior Center.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Repaired and slurry sealed asphalt walking trails in Wilderness Glen and trails along the Oso Creek from the Marguerite Parkway Trail head to Arbolitos street.
- Replaced “No Parking” signs in need of replacement along Marguerite Parkway.
- Updated City tree inventory data base of failed and hazardous trees that were removed.
- Successfully qualified for the fourteenth consecutive year as Tree City USA.
- Coordinated and hosted Arbor Day celebration in conjunction with Public Works Department Earth Day celebration.
- Continually update the City’s website, as staff time permits, to include public awareness and education of Public Services related issues.
- Received City Council approval to decrease the cat adoption fee from \$100.00 to \$50.00 in April 2012.
- Attended Aliso Viejo vaccine clinics given by the City of Aliso Viejo’s Recreation Department; 2 attended in 2011 and 2 in 2012. Animal Services sent letters to local veterinarians in January, 2011 that were not in compliance with State regulations requiring them to notify their local animal services agency after administering a rabies vaccine to ensure dog licenses were obtained. This has been successful; dog licensing has increased as a result.
- Animal Services sent letters to residents in Mission Viejo, Laguna Niguel, and Aliso Viejo who currently have not applied and or obtained an additional animal license and have over the number of animals allowed by City ordinance. Animal Services Officers have been conducting inspections, and issuing permits on a regular basis.
- Completed the coordination planning efforts to establish a second Point of Dispensing (POD) site in Mission Viejo at Saddleback College in cooperation with the Orange County Health Care Agency.
- Conducted a Teen Community Emergency Preparedness Academy for Mission Viejo youth in cooperation with the Orange County Sheriff’s Department, the Orange County Fire Authority and the American Red Cross, in Summer of 2011 and 2012.
- Increased secondary registration of the Alert OC System at special events, including the South Orange County Emergency Preparedness Expo, the Latter Day Saints Preparedness Expo, and the Pacific Symphony Orchestra events during FY 2011-12 and FY 2012-13.
- Participated in the State of California Golden Guardian exercises in May 2012 in conjunction with the County Emergency Management Organization (OCEMO).
- Hosted the countywide Joint Information Center (JIC) emergency public information officer excursive held in May 2013. This took the place of the Golden Guardian Exercise in the County for 2013.
- Received funding for emergency supplies and equipment in the amount of \$18,000 for the City’s Emergency Operations Center in May 2012.
- Sent staff to Federal Emergency Management Agency (FEMA) approved training on the use of social media in order to better increase the scope of emergency communications during a disaster.
- Hosted the annual South Orange County Emergency Preparedness Expo at the Norman P. Murray Community and Senior Center in conjunction with Red Ribbon Walk Against Drugs event.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Met with representatives from SCE and evaluated current asset values of the street light inventory and met with vendor representatives to determine feasibility of and programs for considering the City operating these lights. This effort is ongoing.
 - Worked with SCE and SDGE in ensuring maintenance of street light outages are resolved in acceptable time frames.
 - Conducted citywide inspection of street lights, inventoried all outages, reported and initiated work orders for repairs with utility companies.
 - Coordinated the replacement of architectural street light scrolls and bonnets with SCE and SDGE when poles are damaged due to traffic accidents.
-

Library and Cultural Services

- Coordinated our 3rd and 4th Mission Viejo Readers' Festivals. Transitioned author recruitment support to Cultural Services. Recruited new bookstore partner to support and recruit adult authors.
- Collaborated with RCS Department and middle school principals to create the initial after school programs at the Potocki Center. Presented library resource support of schools to Superintendents, principals and teachers including two class visits to the library. Piloted onsite library card signup campaign.
- Gained support for the Storytime Room remodel by reaching out to community groups and child psychology experts.
- Increased the visibility of the Friends of the Library through displaying their photo at signature events and throughout the library staff area, bookstore and at the volunteer sign in station. Also assigning them key roles at Readers' Festival events when possible.
- Cross trained library staff to work at all three public service desks. This increased staff knowledge and improved scheduling flexibility.
- Voted best library and best story time for both 2011 and 2012 by Parenting Magazine subscribers.
- Received a 98% customer satisfaction rating from Mission Viejo residents on the annual Community Survey and a 4.5 rating from Yelp.
- Worked with individual artists, local arts groups, museums, galleries, schools and organizations to schedule ongoing exhibits at the Norman P. Murray Community & Senior Center (Sycamore Gallery) and Mission Viejo Library Gallery. Trained community volunteers to organize and schedule upcoming exhibits.
- Oversaw the creation and installation of three new permanent outdoor murals created at the Arts Alive Festival and the facilitation of the "Bears About Town" (9 pre formed resin bears), a community public art project and collaboration still in progress.
- Completed 10 community public art text panels designed to be installed along the Oso Creek Trail.
- Oversaw 3 signature events for City of Mission Viejo, in each fiscal year; Arts Alive, Target Symphony in the Cities, and Readers' Festival.
- Monthly cultural arts series which showcased music, lectures, performance art, film documentaries, theatre arts and guest speakers.



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- In collaboration with the Mission Viejo Heritage Committee, created exhibits for the Heritage House the history of Mission Viejo and scheduled special tours with scouts, seniors and home schools.
- Hosted the Strategic Plan for Arts Education Planning Meetings for SVUSD. Liaison member to the California Alliance for Art Education.
- Imagination Celebration; served as judge for poster contest; judge for student art work for ICOC 2012 and 2013 festival; served as member of planning committee for ICOC 2012 and 2013.
- Collaboration with the California Art Project – National Scholastic Art & Writing award exhibit and reception at the City of Mission Viejo.
- Collaboration with Kaleidoscope mall management to host “Sneak Peek” into the Arts Alive program.
- Collaboration with Saddleback College set design team for City events.
- Created art and craft component to weekly Farmers’ Market and scheduled weekly entertainment.
- In collaboration with Newhart and La Paz middle schools, defined objective and curriculum for the Potocki Center after school programs. In collaboration with RCS Department, recruited initial instructors for the programs.
- Achieved recognition by Saddleback and Capistrano district teachers and principals of the key role library resources play in supplementing the new Core Curriculum. Made ten outreach visits to the districts and schools with two classes attending a tutorial at the library.
- Coordinated the recruitment and communication with the Writers Present and the Readers’ Festival authors.
- Conducted an email signup campaign to reduce the number of mailers sent out by the library.
- Coordinated with OC libraries and tested a new interlibrary loan pick up procedure to reduce library delivery service budget.
- Implemented new passport reservation software to reduce staff time and decrease no shows.
- Investigated a book collection cart that enables use by physically challenged staff to perform this job duty.
- Awarded a Library Services and Technology Act (LSTA) grant for the creation of Teen Blog Team. Forty teens signed up for the program and have written book reviews, interviewed authors and received training on creating a positive web presence.
- Public Services staff was part of the planning and implementation team for the library’s ILS migration. Public Services attended 20 training sessions from August through October to prepare for the setup of the library catalog, acquisitions and patron front end to the catalog. The team spent a week testing the software prior to the library launch in December. Continuous improvement of the customer and staff use of the software was conducted from January through June.
- Established and organized a monthly family night for Barcelona Hills Elementary School students and parents.
- Provided onsite training for La Paz and Newhart teachers and Capistrano principals in the use of the library electronic resources.
- Grew children’s book collection by 6% over 2008/09



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



- Implemented new Integrated Library System software (SirsiDynix Symphony). The new ILS continues to support our work of maintaining library collections and services, but allowed us to improve the catalog interface and usability for our customers and add some desired features such as a mobile app for catalog search, Facebook integration, federated search (including databases in catalog search results), and SMS notifications.
 - Oral History project completed with nine interviews conducted, filmed and digitized as an online and in-house resource. Subject headings were tagged for ease of searching on our website. The script for the interviews and interviewing was conducted in coordination with the Heritage Committee and volunteer Robert Breton.
-

Recreation and Community Services

- Updated and refined the Community Events Calendar to identify and address programming gaps, options for event consolidation and/or community collaboration, staff scheduling constraints and volunteer needs.
- Completed a Walking Trails map in Mission Viejo in April, 2013.
- Conducted two annual "Tee It Up Fore Marines" benefit golf tournaments in March, 2012 and April, 2013, drawing over 144 golfers and raising over \$20,000 for the Headquarters Battalion of the First Marine Division for each of the tournaments.
- Conducted the World War II Veteran's Recognition in August 2012 with over 450 attending.
- Conducted Memorial Day and Veterans Day programs for 2012 and 2013.
- Sponsored two Wounded Warriors softball games in 2012 and 2013.
- Conducted two Annual "Camp Out on the Oso Creek Trail" in October 2012 and 2013, drawing over 350 campers.
- The Student Advisory Committee developed "Art Beat," a student art competition in November 2011 to promote art with teens 14 years and older.
- Recreation and Community Services staff expressed interest and participated in a variety of community building activities/events including Pacific Symphony, Reader's Festival, Walk Against Drugs, Hometown Halloween, Visit with Santa, Santa's Arrival, Holly Trolley, Up In The Air, Bunny Days, Arts Alive, KSBR Birthday Bash, Relay For Life, Campout on the Oso Creek Trail.
- Vologistics was utilized to track Student Advisory Committee and Community of Character volunteer hours and also to recruit volunteers for special events, such as Arts Alive and the PSO.
- The Norman Murray Center has been identified as a Care and Sheltering location by the American Red Cross and included in the City's EOC plan, as confirmed by EOC by December 2011. The RCS Department completed the COOP Plan for emergency operations for all recreational facilities in January 2012.
- Conducted and/or supported over 12 major events in the community each fiscal year including: Pacific Symphony, Reader's Festival, Walk Against Drugs, Hometown Halloween, Visit with Santa, Santa's Arrival, Holly Trolley, Up In The Air, Bunny Days, Arts Alive, KSBR Birthday Bash, Relay For Life, Campout on the Oso Creek Trail, Waiter's Race, World War II Veterans, Earth Day Festival, and Children's Environmental Fair.
- Developed partnerships and/or provided support with the following groups and events: Saddleback College's "KSBR Jazz Festival, Mission Viejo Activities Committee's "4th of July Street Faire and



CITY OF MISSION VIEJO 2011-13 Department Accomplishments



Fireworks Spectacular, Holiday Boutique, Santa's Arrival, Holly Trolley, & Up In The Air events, S.O.L.A.C.E. (Surviving our Loss with Awareness, Compassion, and Empathy), American Legion, SOARA (South Orange Amateur Radio Association), O.C. Crimestoppers, Mission Viejo Garden Club, National Charity League (Saddleback & Canyon), and Mission Viejo Chamber of Commerce.

- Established a partnership with Saddleback College's radio station, KSBR Jazz FM 88.5 and hosted twenty-one Livecasts at the Norman P. Murray Community and Senior Center which were aired on MVTV.
- The Community of Character Committee and Community of Character youth sub-committee organized and implemented "Grandparents' Day" in September 2012.
- Planned and implemented the first Waiters Race event with twenty-four waiters from twelve restaurants that participated in the event.
- Recruited and scheduled Senior Citizens Activities Committee members to host more than 12 activities/events per month and 20 activities/events per month.
- Recruited and trained 5 Community Center front counter volunteers and 7 substitute volunteers to address increased volume of telephone calls and public interaction.
- Initiated a Senior Survey through members of Senior Citizens Activities Committee to identify program and service interests.
- Solicited and secured in-kind sponsorships for two Tea at Three Concerts and two Twilight Dinners.
- Added a customer needs assessment to the Senior Database form; tallied responses to identify program interest areas.
- Collaborated with OCTA and Office on Aging to offer senior transportation workshops/programs.
- Implemented the OCTA Senior Mobility Program as funding for the Senior Dial-a-Taxi Program and Age Well Senior Services nutrition transport service to \$100,000 annually.
- Finalized a policy regarding Community Booths at City special events allowing only City sponsored groups to host a booth.
- Implemented an increase in the Kid's Factory registration fees that will lower the net operating cost of the program which was approved by the City Council and will take effect in June 2013.
- Bunny Days attendance increased from 6,000 in 2011 to 8,000 in 2013.
- Completed the renovation of the Marguerite Tennis Pavilion.
- The City was awarded the 2013 Wheelchair Doubles Masters championships by the International Tennis Federation, becoming the first US city to do so.
- Entered into partnerships with the senior wellness programs Silver and Fit, and Silver Sneakers. The partnership resulted in 300+ enrollments.
- Implemented programs such as a community health fair, children's fitness programs, and an employee wellness blog that resulted in Mission Viejo being the first south Orange County city to be name a Healthy Eating, Active Living (HEAL) community.
- Negotiated contracts with new tennis instructors to increase the amount of net revenue realized by the City.

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Performance Measures



CITY OF MISSION VIEJO
2013-15 Performance Measures



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives. In this section, performance measures are presented by the City's major department and reflect operations of all City funds.

Measure	FY 2011/12 Actual	FY 2012/13 Actual	FY 2013/14 Projected	FY 2014/15 Projected
City Clerk				
##% Conflict of Interest Statements processed by stated deadlines	105 / 100%	101 / 100%	100 / 100%	100 / 100%
##% Contracts processed w/ all necessary bonds/insurance w/in required timeline	114 / 98%	101 / 98%	100 / 98%	100 / 98%
##% Legal notices published by stated deadlines	34 / 100%	24 / 100%	35 / 100%	35 / 100%
# Of programs produced by MVTV	69	76	70	72
# of bulletin board pages created for MVTV	210	130	150	175
##% agenda item follow-ups completed within 6 days following each Council meeting	456 / 95%	508 / 95%	475 / 95%	510 / 95%
##% resolutions prepared within 6 days following Council meeting	89 / 100%	85 / 100%	87 / 100%	87 / 100%
##% ordinances processed within 6 days following Council meeting	2 / 100%	5 / 100%	6 / 100%	6 / 100%
##% Council-approved legal documents recorded without defect between portfolio return and benchmark	17 / 100%	18 / 100%	18 / 100%	16 / 100%
##% City Council Minutes prepared and approved by the City Council as accurate upon presentation	23 / 95%	23 / 75%	23 / 95%	23 / 95%
# Subscriptions to City Council agendas at year-end	465	540	550	560
% of registered voters voting in general election	N/A	74%	N/A	60%
# of residents registered to vote	62,000	63,792	62,000	63,000
##% campaign disclosure statements filed by deadline with required information	43 / 95%	81 / 90%	40 / 95%	85 / 95%
# of City Council candidates assisted during the election process	N/A	12	N/A	10
# of visitor sessions to City's website	598,383	511,285	600,000	605,000
# of views on the Mission Viejo Life blog	261,527	189,379	225,000	230,000
# eNewsletter subscribers	6,187	11,313	11,800	12,000
% timeliness of posting blog or other news articles within 5 days of request/receipt	100%	100%	100%	100%
Residents' % of overall satisfaction with City communications	N/A	87%	N/A	N/A
##% of Public Records Act requests processed within ten days	431 / 98%	380 / 98%*	360 / 98%*	340 / 98%*
# of boxes of records processed for inactive storage	140	110**	100**	100**
# of boxes of records purged	141	120	110	110

Administrative Services

Bond rating – Issuer credit rating from Moody's and Standard & Poor's	Aa2/AAA	Aa2/AAA	Aa2/AAA	Aa2/AAA
% of invoices paid within 30 days of invoice date	83%	80%	%80	80%
# of audits conducted	5	8	6	6
# of additional agreed upon procedures performed	-	13	4	4
% of legally required reports completed and filed timely	100%	100%	100%	100%
# of calendar days following year-end until CAFR issued	144	138	135	135
# of awards received for Financial Reporting / # of award applications since 1988	40/40	41/41	42/42	43/43
% of payroll checks issued timely	100%	100%	100%	100%
# of budget awards received since 1988	38	38	39	39
# of budget adjustments processed/%	512/100%	543/100%	575/100%	575/100%
# of purchase orders and change orders processed	417	314	300	300
# of surplus property items processed*	413	185	100	100
\$ from sale of surplus property items**	\$29,478	\$4,402	\$10,000	\$5,000
% of FTE turnover	5.5%	4.4%	4.0%	4.0%
# of employees on payroll	239	250	252	255
% of recruitments resulting in a hiring	93%	91%	92%	93%
# of days from close of recruitment to conditional offer of employment	25	16	25	28
Average service time (in years) for permanent/regular employees	9.97	10.38	10.79	11.20
% of investments made in compliance with Investment Policy	100%	100%	100%	100%
Twelve month total rate of return/City portfolio	0.96%	0.68%	1.50%	1.60%
Average duration of City portfolio	1.06	.91	1.0	0.9
Basis point (BP) spread between portfolio return and benchmark	(10)	10	10	10
# of active dog licenses	22,750	23,000	23,200	23,300
% population with dog licenses	11%	11%	11%	11%
% of dog license renewals issued timely	100%	100%	100%	100%
Total cost of risk (insurance premiums, claim costs, program administration) in millions	\$1.43	\$1.37	\$1.30	\$1.30



**CITY OF MISSION VIEJO
2013-15 Performance Measures**



Total cost of risk as % of operating budget	2.8%	2.8%	2.3%	2.3%
# of liability claims filed	22	20	18	18
# of Workers' Compensation claims filed	9	6	8	7
# of calendar days missed from work due to work-related injuries	34	4	5	5
# of vehicle accidents involving City Employees	2	3	2	1
% of debt service payments paid timely	100%	100%	100%	100%
Net direct debt per capita	172.62	166.0	160.0	152.0
Net direct debt per assessed valuation (i.e., net debt burden)	0.12%	0.12%	0.11%	0.10%
Debt service on General Fund obligations as a percent of General Fund revenues (i.e., net lease burden)	2.60%	2.63%	2.72%	2.67%

*A surplus of 250 computers was processed in FY 11/12

**\$23,000 in trade-in allowances for replacement equipment in Recreation, IT, and copiers for FY 11/12. FY 13/14 assumes surplus of 4 trucks.

Information Technology

Number of nodes supported in total and per Information Technology Specialist/Technician	819 / 164	1061 / 176	1277 / 212	1493 / 248
Number of applications supported	334	348	352	366
Number of user accounts	318	317	318	319
Number of user requests submitted	5,373	5,306	5,844	6,382
Number of users without a desktop for more than two hours	0	0	0	0
Unplanned network down time in hours	0	0	0	0

Police Services*

# of calls for service	38,009	37,064	33,930	35,000
# of arrests made citywide	2,223	1,824	1,546	1,700
# of Part 1 crimes**	1,206	1,295	1,270	1,250
Average preventative patrol time***	35%	42%	45%	45%
Average response time for Priority 1 calls from dispatch to scene (minutes)	5:31	5:06	5:10	5:20
Traffic enforcement Index (citations / accident ratio)	41%	30%	19%	30%
# of volunteer hours	6,476	6,700	6,600	6,600

* Measures are based on calendar year statistics (i.e., FY 2011/12 reflects calendar year 2012).

**Part 1 crimes include reports of homicide, rape, robbery, assault, residential and commercial burglary, theft and automobile theft.

***The goal of the Orange County Sheriff's Department is a preventative patrol time between 40% - 50%, with a higher percentage indicating more deputies are available for service.

Community Development

#/% of environmental reviews processed within State mandated periods	85/100%	70/100%	72/100%	75/100%
# of Discretionary permits fully processed	85	70	75	75
#/% of zoning plan checks approved within 72 hours	1,778/98%	1,765/98%	1,800/98%	1,850/98%
#/% of requested inspections completed within 24 hours	9,947/100%	12,000/100%	12,600/100%	12,600/100%
#/% of building permits issued within 24 hours of application	950/89%	2349/89%	2500/89%	2,500/89%
#/% of inquiries responded to within 24 hours	4,700/100%	4,700/100%	4,700/100%	4,750/100%
#/% of complaints responded to within 24 hours	200/95%	200/95%	200/95%	200/95%
#/% of plan checks completed within 5 working days	450/92%	450/92%	450/92%	500/92%
#/% of solar and green building permits issued with expedited service (less than 5-day service)	150/100%	152/100%	200/100%	200/100%
#/% of new Code Enforcement cases investigated within 72 hours	1,568/95%	1,500/95%	1,600/95%	1,650/95%
#/% of Code Enforcement cases resolved without City Attorney involvement	1,560/99.5%	1,493/99.5%	1,590/99%	1,633/99%
# of Notification of Violations sent to property owner	550	615	650	675
# of cases closed within 30 days	1,510	1,180	1,250	1,300
# of businesses participating in Business Showcase	60	50	80	80
% Sales Tax Leakage	13%	12%	11%	11%
# of Business Workshops Hosted in Mission Viejo	28	40	40	40
% Retail Only Sales Tax Leakage	7%	6%	5%	5%
# of grand openings/ribbon cuttings	65	75	80	80
# of new water quality cases investigated within 72 hours	162	120	130	130
# of training/educational workshops attended	5	5	5	5
# of Notice of Violation letters sent to property owners	15	15	20	20
#/% of CDBG applications awarded within HUD time guidelines	14/100%	12/100%	11/100%	13/100%
# Housing Rehabilitation loans/grants processed	18	9	12	12
# Social Service Organizations funded	10	9	8	10
# Paint Program grants processed	8	5	6	6



CITY OF MISSION VIEJO 2013-15 Performance Measures



Public Works

# of professional organizations / % of staff time participating as members	10/2%	10/2%	10/2%	10/2%
# of projects completed	6	6	10	9
#/% of development plan checks completed within stated turn-around time*	47/100%	18/100%	35/100%	35/100%
#/% of landscape plan checks completed within stated turn-around time*	30/100%	10/100%	20/100%	20/100%
# of encroachment permits issued	428	540	500	500
# of responses to citizen requests related to geotechnical and ground water issues	11	17	15	15
#/% of annual transportation permits issued within 24 hours	40/100%	25/100%	40/100%	40/100%
#/% of three-day transportation permits issued within 24 hours	73/100%	60/100%	75/100%	75/100%
Inspection Revenue:				
• Development	\$167,670	\$78,812	\$150,000	\$150,000
• Encroachment	\$119,140	\$100,162	\$125,000	\$125,000
% of inspections completed within 24 hours of request:				
• Grading	100%	100%	100%	100%
• CIP	100%	100%	100%	100%
• Encroachment Permits	100%	100%	100%	100%
# / % of intersections on the City's interconnect system	111	111	112	112
% of signal outages/malfunctions responded to within four hours	100%	100%	100%	100%
# / % of intersections with battery back-up systems	86	86	88	90
# of traffic signal timing/coordination reviews or updates	40	40	50	50
#/% of responses to citizen requests within 5 working days	500/100%	500/100%	500/100%	500/100%
# of encroachment, transportation, parking, special event, haul route permits processed	300	300	300	300
#/% of intersections operating within adopted General Plan service levels	110/96%	110/96%	111/97%	111/97%
# of un-signalized intersections evaluated for performance	15	15	15	15
# of fund/grant applications submitted	2	9	10	10
# of transportation planning documents reviewed	15	15	15	15
# of special studies/projects conducted	5	10	10	10
# of development applications reviewed	55	50	50	50
# of school traffic improvement requests reviewed	15	15	15	15
# of speed hump petition & parking permit packages sent to residents	10	10	10	10
# of warrant requests reviewed	5	5	5	5
# of high priority commercial/industrial and restaurant/food facility sites inspected for water quality compliance	187	245	350	350
# of water quality monitoring sites	4	4	4	4
# of water quality outreach events with staff participation	25	25	25	25
# of private treatment control BMPs inspected/verified for post-construction maintenance	50	53	60	60
# of non-stormwater action level (NAL) numeric exceedances investigated	N/A*	27	25	25
Annual City diversion/recycling rate (mandated minimum 50%)	68%	68%	68%	68%
Pounds of hazardous household waste (HHW) collected annually	30,792	32,348	33,900	35,000
Mission Viejo residential trash rate/county average	\$12.11 / \$16.53	\$12.40 / \$16.75	\$12.71 / \$17.00	\$13.35 / \$17.27
# of "Sharps Disposal by Mail" kits issued	284	294	305	315
Dollars donated to the Library by the City's franchise waste hauler	\$4,243	\$4,500	\$4,600	\$4,700
% of eligible schools where crossing guard service is provided	100%	100%	100%	100%
# of crossing guards serving school	36	36	37	37
# of crossing guards locations	29	29	30	30
# of crossing guard requests reviewed by Traffic Committee	2	5	5	5

Public Services

% / # of hours per week spent coordinating review of private development site improvements	65% / 26	65% / 26	50% / 20	50% / 20
# of annual commercial landscape inspections	5	5	5	4
Average # of parcels inspected for weeds annually	300	300	300	300
# of parcels weed abated	1	2	2	2
# of after-hours calls/emails received/ average # requiring emergency response	800 / 250	800 / 250	800 / 250	800 / 250
# of responses to graffiti removal calls within 24 hours	995	1,300	1,200	1,200
#/% of miles of open channels cleaned and cleared of debris and vegetation	5 / 75%	5 / 75%	5 / 75%	5 / 75%
# of repairs performed on damaged open channels	1	4	6	6
#/% of catch basins, inlets and parkway culverts inspected	2,000/100%	2,000/100%	2,000/100%	2,000/100%
# /% of catch basins, inlets and parkway culverts cleaned and cleared of debris and vegetation	300 / 15%	300 / 15%	300 / 15%	300 / 15%
# / % of building service requests completed within 5 days	3,650 / 95%	3,650 / 95%	3,650 / 95%	3650 / 95%
# of room setups (at all building facilities)	2,700	2,750	2,800	2,800
# of large scale special events and weekly City Program set ups	55	55	55	55
Average age (in years) of fleet 1	8.13	9.82	8.0	8.0
Average # of miles per vehicle 2	55,000	60,000	60,000	55,000
% of CNG vehicles in fleet	45%	45%	50%	50%



CITY OF MISSION VIEJO 2013-15 Performance Measures



# of semi-annual tune-ups on City-owned police motorcycles	22	22	22	22
% of medians/slopes irrigated with reclaimed water	75%	78%	80%	82%
# of medians/parkways landscape service requests responded to within two weeks ³	150	150	150	150
# of acres of landscape renovated ⁴	8	8	7	8
% of parks connected to central irrigation system	47%	47%	50%	50%
% of parks irrigated with reclaimed water	70%	80%	80%	82%
% of parks / playgrounds upgraded to comply with AB 1055 standards ⁵	52%	55%	55%	55%
# of park landscape / # of park amenity services requests resolved within two weeks	30 / 250	30 / 250	30 / 250	30 / 250
# of sports field usage permits issued	550	550	550	550
# of special sports tournaments/clinics supported by Public Services Operations staff	20	20	20	20
# of volunteer hours coordinated by the Public Services Operations Division ⁶	8,500	8,500	8,500	8,500
# of hours of special events support requiring site logistics, setup, take down and traffic control	2,100	2,200	2,200	2,200
% of arterial street miles swept weekly	100%	100%	100%	100%
% of residential street miles swept bi-weekly	100%	100%	100%	100%
% of potholes repaired within 5 days of notification	100%	100%	100%	100%
# of signs replaced/added/changed	515	600	600	600
# / % of street, curb and sidewalk repairs completed within 30 days	300 / 90%	300 / 90%	300 / 90%	300 / 90%
# of miscellaneous water problems (i.e., groundwater seepage) resolved ⁷	6	7	6	6
# of street sweeping courtesy notices distributed to cars parked on street sweeping day	200	200	200	200
% of total City trees trimmed annually	20%	20%	20%	20%
# of trees replaced within the City through reforestation ⁸	250	350	300	300
# of tree-related service requests addressed within two weeks	50	50	50	50
Total domestic animals impounded	1,410	1,300	1,300	1,300
Total dead animals & wildlife impounded	995	1,000	1,000	1,000
% of animals adopted	46%	53%	53%	53%
% of animals returned to owner	37%	37%	37%	37%
# Field service calls responses	7,132	7,000	7,000	7,000
# of barking dog complaints	860	800	800	800
# of kittens & puppies fostered by volunteers	200	200	200	200
Total # volunteers/Total hours	151/15,152	150/15,000	150/15,000	150/15,000
Animal medical care provided by the Dedicated Animal Welfare Group (DAWG)	\$79,000	\$79,000	\$79,000	\$79,000
# of resident requests for street light outages received and reported to utility companies within 24 hours of notification	280	280	280	280
# of bonnets and scrolls added to electric street lights on arterial streets	25%	25%	20%	20%

1 The average age of the City's fleet is projected to increase due to reduced funding levels available for fleet asset replacements.

2 Figures reflect the anticipated replacement of two fleet light duty trucks during the 2012-13 budget and 4 fleet light duty trucks in 2013-15 budget.

3 Examples include trimming trees, replacing plant material, replacing irrigation systems, adding plant material, etc. Staff anticipates that as additional slopes are rehabilitated requests for service will continue to decline.

4 Number of acres based on renovated slopes and medians; numbers assume available funding.

5 State Assembly Bill AB1055 requires park playground areas to abide by State and Federal accessibility guidelines.

6 Volunteers provide assistance with landscape beautification efforts, fencing installation, debris removal from drainage creeks, and birdhouse installations for the blue bird restoration program.

7 This measure fluctuates based on actual water problems identified in the field and the ultimate cost to remediate.

8 The number of tree replacements assumes funding of ongoing median island and slope renovations along Marguerite Parkway and Alicia Parkway.

Library and Cultural Services

Materials budget / amount per capita	\$145,000/\$1.45	\$175,000/\$1.87	\$70,000/\$.75	\$70,000/\$.75
# of volunteer service hours donated / value of hours donated (in thousands)	17,996/\$410,129	16,561/\$377,425	18,000/\$410,220	19,000/\$433,010
#visits to library online resources	177,210	240,826	252,867	265,510
# of music and art classes / # of attendees	30/247	24 / 500	24/500	24/500
# of exhibits and cultural arts programs / # of attendees	43 / 7,080	45 / 7,270	16 / 6,500	18 / 8,000
# of general cultural events / # of attendees	45/3,800	45/4,500	36 / 4,000	40 / 5,000
# of signature cultural/community events / # of attendees (e.g., Arts Alive, Pacific Symphony Orchestra, Readers' Festival)	3/18,000	3/18,000	3 / 20,000	3 / 20,000
# of volunteers / # of hours donated	400/1,000	410/1,900	500/2,000	500/2,000
# of promotional items distributed (e.g., blog articles, E-newsletters, etc.)	100	125	140	150
# library patrons / % MV residents	152,158/56%	67,413/56%	77,000/60%	80,000/65%
Annual circulation (in millions) / circulation per capita	.9 / 9	.9 / 9.7	.9 / 9.7	.98 / 5.5
# of annual visits / # visits per capital	791,141 / 7.9	795,000 / 8.5	800,000 / 8.5	800,000 / 8.5
New borrowers registered	7,982	8,517	8,772	9,035
# of reference/information requests / % online	186,342 /	190,000 /	191,000/	192,000 /
# of programs (Adult, Young Adult, Children's, All Other) /	410 / 27,914	350 / 15,858	400 / 20,000	425 / 30,000



CITY OF MISSION VIEJO
2013-15 Performance Measures



total attendance				
# of online reference requests	962	850	900	950
# of remote database users	167,210	177,000	185,850	190,000
# of eBook check-outs	24,751	48,933	51,380	53,949
# of outreach/# of attendees	7/5,154	10/214	20/400	25/425
# of web page visits	414,863	320,003	336,003	352,803
Collection size / collection per capita	182,502/1.9	184,000 / 2	186,000/2	188,000/2

Recreation and Community Services

# Partnerships to create community building	20	30	35	40
# Marine families adopted for the holidays	85	85	35	50
# Marines and family members attending the "Lake Event"	1,600	938	1,600	1,600
# holiday toys donated for Marine children	750	800	1,000	1,000
\$ amount of funds raised for Marines "Formal Ball"	\$15,000	\$40,000	\$40,000	\$40,000
# picnic permits issued	150	300	300	300
# of Community classes / # of attendees	40/383	42/430	45/480	47/500
# of Citywide hosted special events / # of attendees	16/56,140	17/60,000	18/62,000	18/64,000
# of KSBK Livecasts / # of attendees	11/1,755	10/1,980	10/2,000	10/2,100
# of on-site meals served	10,571	11,600	11,700	11,800
# of registered seniors	10,033	10,500	10,900	11,100
# of senior activities / # of attendees	2,791/ 62,729	2,940/74,196	2,960/74,700	2,980/75,000
# of volunteer hours donated	34,641	35,000	35,500	36,000
Value of donated services/products	\$932,902	\$935,000	\$940,000	\$950,000
# of facility bookings/attendees	5,273/155,605	5,315/160,000	5,400/165,000	5,500/170,000
Facility rental revenue	\$216,257	\$235,000	\$240,000	\$245,000
# senior home delivered meals	51,531	52,000	52,100	52,200
# of taxi trips/photo IDs issued	3,949/567	4,000/610	4,500/650	5,000/700
# of rental turn-aways	636	650	670	690
# of staff on-line facility reservation requests	130	140	145	150
% City fields utilized by sports leagues	99%	99%	99%	99%
Sports field rental revenue	\$65,000	\$41,000	\$50,000	\$60,000
# youth participants on City sports fields	9,000	9,000	9,000	9,000
Kids' Factory After School total attendance	120,552	115,000	110,057	110,000
Kids' Factory summer total attendance	10,358	13,000	12,755	12,000
Youth special events attendance	13,840	12,000	10,727	11,000
Youth program total attendance / net contract cost per participant	144,750/\$4.76	140,000/\$5.00	133,539/\$5.44	133,000/\$5.85
Montanoso Recreation Center attendance	157,000	155,000	155,000	162,000
Combined Tennis Centers attendance	31,000	30,000	35,000	37,000
Average # monthly Recreation Centers members	5,665	5,500	5,800	5,900
Average # monthly Tennis Centers members	331	330	350	375
% Recreation and Tennis Centers members who are Mission Viejo residents	87%	87%	87%	87%
Sierra Recreation Center Attendance	72,000	70,000	70,000	73,000

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Capital Improvement Program



2013-15 Budget
Adopted Capital Improvement Program and Funding Summary

FY 2013/14

CIP #	CIP Description	Gas Tax Fund 211	AQMD Fund 219	Measure M Fund 220	Park Development Fees 245	HBR 258	Measure M2 Fund 267	Animal Services Fund 560	TOTALS
210	Marguerite Pkwy Traffic Signal Synch	-	18,578	-	-	-	-	-	18,578
217	Muirlands Traffic Signal Synch	-	32,778	-	-	-	10,000	-	42,778
218	Jeronimo Traffic Signal Synch	10,000	36,010	-	-	-	-	-	46,010
219	Trabuco Traffic Signal Synch	-	27,399	-	-	-	10,080	-	37,479
303	Playground Renovations/Pavion Park	-	-	-	1,303,125	-	-	-	1,303,125
318	Cattery Expansion	-	-	-	-	-	-	492,000	492,000
323	Sierra Recreation Play Structure	-	-	-	357,160	-	-	-	357,160
324	Bocce Ball Courts/Oso Viejo Park	-	-	-	363,085	-	-	-	363,085
325	Marguerite Aquatics Complex Rehab	-	-	-	70,000	-	-	-	70,000
500	Montanoso Locker Room Renovation	-	-	-	940,000	-	-	-	940,000
502	Felipe Tennis Lights Replacement	-	-	-	400,000	-	-	-	400,000
503	La Paz and Felipe Overlook	-	-	-	150,000	-	-	-	150,000
756/761	La Paz Bridge/Road Widening	-	-	-	-	3,010,508	-	-	3,010,508
836	Sidewalk Repair	-	-	-	-	-	25,000	-	25,000
837	Arterial HWY Resurfacing Program	-	-	-	-	-	1,750,000	-	1,750,000
838	Residential Resurfacing	1,589,000	-	61,000	-	-	-	-	1,650,000
TOTALS		\$ 1,599,000	\$ 114,765	\$ 61,000	\$ 3,583,370	\$ 3,010,508	\$ 1,795,080	\$ 492,000	\$ 10,655,723

FY 2014/15

CIP #	CIP Description	Gas Tax Fund 211	AQMD Fund 219	Measure M Fund 220	Park Development Fees 245	HBR 258	Measure M2 Fund 267	Animal Services Fund 560	TOTALS
836	Sidewalk Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
837	Arterial HWY Resurfacing Program	-	-	-	-	-	1,200,000	-	1,200,000
838	Residential Resurfacing	3,537,000	-	-	-	-	463,000	-	4,000,000
TOTALS		\$ 3,537,000	\$ -	\$ -	\$ -	\$ -	\$ 1,688,000	\$ -	\$ 5,225,000

Combined, 2013-15

CIP #	CIP Description	Gas Tax Fund 211	AQMD Fund 219	Measure M Fund 220	Park Development Fees 245	HBR 258	Measure M2 Fund 267	Animal Services Fund 560	TOTALS
210	Marguerite Pkwy Traffic Signal Synch	-	18,578	-	-	-	-	-	18,578
217	Muirlands Traffic Signal Synch	-	32,778	-	-	-	10,000	-	42,778
218	Jeronimo Traffic Signal Synch	10,000	36,010	-	-	-	-	-	46,010
219	Trabuco Traffic Signal Synch	-	27,399	-	-	-	10,080	-	37,479
303	Playground Renovations/Pavion Park	-	-	-	1,303,125	-	-	-	1,303,125
318	Cattery Expansion	-	-	-	-	-	-	492,000	492,000
323	Sierra Recreation Play Structure	-	-	-	357,160	-	-	-	357,160
324	Bocce Ball Courts/Oso Viejo Park	-	-	-	363,085	-	-	-	363,085
325	Marguerite Aquatics Complex Rehab	-	-	-	70,000	-	-	-	70,000
500	Montanoso Locker Room Renovation	-	-	-	940,000	-	-	-	940,000
502	Felipe Tennis Lights Replacement	-	-	-	400,000	-	-	-	400,000
503	La Paz and Felipe Overlook	-	-	-	150,000	-	-	-	150,000
756/761	La Paz Bridge/Road Widening	-	-	-	-	3,010,508	-	-	3,010,508
836	Sidewalk Repair	-	-	-	-	-	50,000	-	50,000
837	Arterial HWY Resurfacing Program	-	-	-	-	-	2,950,000	-	2,950,000
838	Residential Resurfacing	5,126,000	-	61,000	-	-	463,000	-	5,650,000
TOTALS		\$ 5,136,000	\$ 114,765	\$ 61,000	\$ 3,583,370	\$ 3,010,508	\$ 3,483,080	\$ 492,000	\$ 15,880,723

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 210 / Marguerite Parkway Traffic Signal Synchronization
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Through OCTA's Project P Program, the cities of Mission Viejo and San Juan Capistrano will be implementing the corridor-wide traffic signal synchronization of Marguerite Parkway from El Toro Road to Via Escolar. The proposed project will synchronize 31 traffic signals spanning 9.25 miles.

Marguerite Parkway is an important, high-traffic-volume arterial that functions as the main north-south roadway for Mission Viejo.

PURPOSE

The purpose of the Marguerite Parkway Traffic Signal Synchronization Project is to coordinate the 31 traffic signals along the Marguerite Parkway corridor. These improvements will improve traffic flow and alleviate congestion along Mission Viejo's main north-south arterial highway.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is expected to have an insignificant impact on the operating budget.

PRIOR YEAR FUNDING

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Land	-	-	-	-
Planning/Design	-	-	-	-
Construction	\$58,300	\$6,949	\$51,351	\$51,351
Total Cost	\$58,300	\$6,949	\$51,351	\$51,351

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Measure M (220)	\$58,300	\$6,949	\$51,351	\$51,351
Total Cost	\$58,300	\$6,949	\$51,351	\$51,351

CITY OF MISSION VIEJO
2013-15 Capital Improvement Program

CURRENT AND FUTURE FUNDING

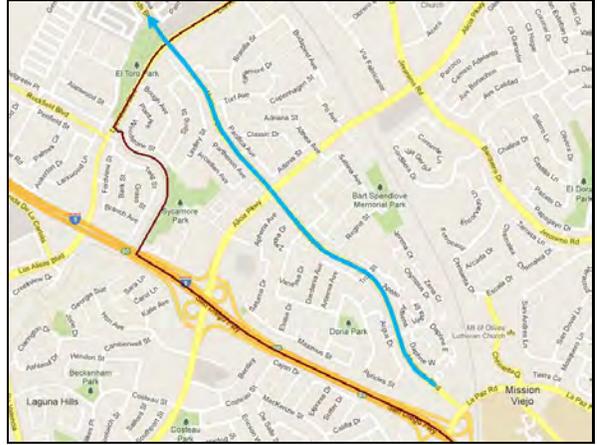
Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-		-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$18,578	-	-	-	-	-	-	\$18,578
Total Cost	\$18,578	-	-	-	-	-	-	\$18,578

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
AQMD (219)	\$18,578	-	-	-	-	-	-	\$18,578
Total Cost	\$18,578	-	-	-	-	-	-	\$18,578

Note: 80% of the funding for this \$384,500 project consists of Measure M2 Project P grant funds, administered by OCTA. The figures shown herein reflect only the City's required 20% matching funds.

CITY OF MISSION VIEJO 2013-15 Capital Improvement Program

PROJECT NUMBER/NAME: CIP 217 / Muirlands Boulevard Traffic Signal Synchronization
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Through OCTA's Project P Program, the cities of Irvine, Lake Forest and Mission Viejo, as well as Caltrans, will be implementing the corridor-wide traffic signal synchronization of Barranca Parkway/Muirlands Boulevard from Red Hill to Robin Circle. This proposed project will synchronize 44 traffic signals spanning 13.25 miles.

The Barranca Parkway/Muirlands Boulevard corridor is a key north-south arterial, which often serves as an overflow route for the I-5 Freeway.

Planning/Design is expected to begin in the fall of 2013.

PURPOSE

The purpose of the Muirlands Boulevard Parkway Traffic Signal Synchronization Project is to coordinate the 44 traffic signals along the Muirlands Boulevard/Barranca Parkway corridor. These improvements will improve traffic flow and alleviate congestion along one of Mission Viejo's key north-south arterial highways.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is expected to have an insignificant impact on the operating budget.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$42,778	-	-	-	-	-	-	\$42,778
Total Cost	\$42,778	-	-	-	-	-	-	\$42,778

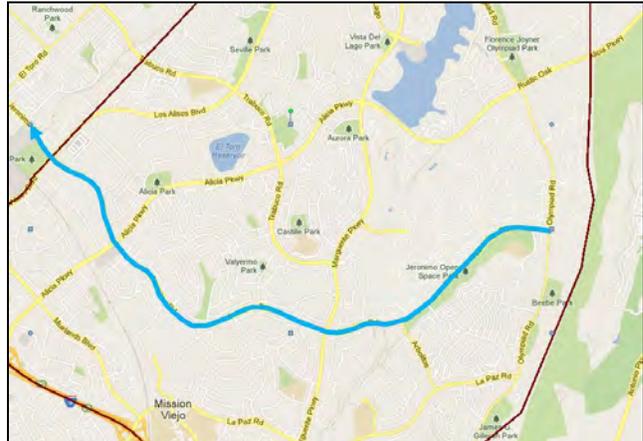
Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
AQMD (219)	\$32,778	-	-	-	-	-	-	\$32,778
Measure M2 (267)	\$10,000	-	-	-	-	-	-	\$10,000
Total Cost	\$42,778	-	-	-	-	-	-	\$42,778

Note: 80% of the funding for this \$214,000 project consists of Measure M2 Project P grant funds, administered by OCTA. The figures shown herein reflect only the City's required 20% matching funds.

CITY OF MISSION VIEJO

2013-15 Capital Improvement Program

PROJECT NUMBER/NAME: CIP 218 / Jeronimo Road Traffic Signal Synchronization
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Through OCTA's Project P Program, the cities of Lake Forest and Mission Viejo will be implementing the corridor-wide traffic signal synchronization of Jeronimo Road from Bake Parkway to Olympiad Road. The proposed project will synchronize 15 traffic signals spanning 6.2 miles.

The Jeronimo Road corridor is an integral east-west connector. There are major traffic land use generators throughout the Jeronimo Road corridor, including the Gateway Town Center, Saddleback Valley Unified School District (SVUSD) headquarters, Silverado High School, High Park Business Center, Serrano Intermediate School, Forest Glen Apartment Community, and the proposed Lennar Community. These land uses produce high volumes of traffic throughout the day.

Planning/Design is expected to begin in the fall of 2013.

PURPOSE

The purpose of the Jeronimo Road Traffic Signal Synchronization Project is to coordinate the 15 traffic signals along the Jeronimo Road corridor. These improvements will improve traffic flow and alleviate congestion along one of Mission Viejo's key east-west arterial highways.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is not expected to have an impact on the operating budget.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

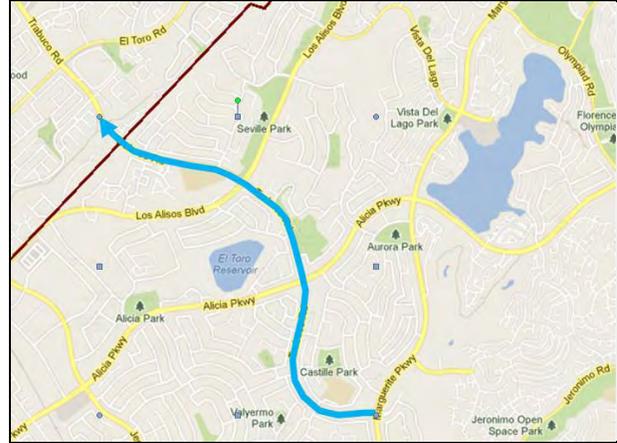
Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$46,010	-	-	-	-	-	-	\$46,010
Total Cost	\$46,010	-	-	-	-	-	-	\$46,010

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Gas Tax (211)	\$10,000	-	-	-	-	-	-	\$10,000
AQMD (219)	\$36,010	-	-	-	-	-	-	\$36,010
Total Cost	\$46,010	-	-	-	-	-	-	\$46,010

Note: 80% of the funding for this \$230,000 project consists of Measure M2 Project P grant funds, administered by OCTA. The figures shown herein reflect only the City's required 20% matching funds.

CITY OF MISSION VIEJO 2013-15 Capital Improvement Program

PROJECT NUMBER/NAME: CIP 219 / Trabuco Road Traffic Signal Synchronization
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Through OCTA’s Project P Program, the cities of Lake Forest and Mission Viejo will be implementing the corridor-wide traffic signal synchronization of Trabuco Road from Paseo Sombra to Marguerite Parkway. This proposed project will synchronize 14 traffic signals spanning 4.4 miles.

The Trabuco Road corridor is an important east-west connector. There are major traffic land use generators throughout the Trabuco Road corridor, including the Church of Latter-Day Saints, Ascension Cemetery, Public Storage, three (3) shopping centers, Saddleback Valley Church, Glen Yermo Elementary School, restaurants, and a number of condos and single-family home lots. These land uses produce high volumes of traffic throughout the day.

Planning/Design is expected to begin in the fall of 2013.

PURPOSE

The purpose of the Trabuco Road Traffic Signal Synchronization Project is to coordinate the 14 traffic signals along the Trabuco Road corridor. These improvements will improve traffic flow and alleviate congestion along one of Mission Viejo’s key east-west arterial highways.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is expected to have an insignificant impact of the operating budget.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$37,479	-	-	-	-	-	-	\$37,479
Total Cost	\$37,479	-	-	-	-	-	-	\$37,479

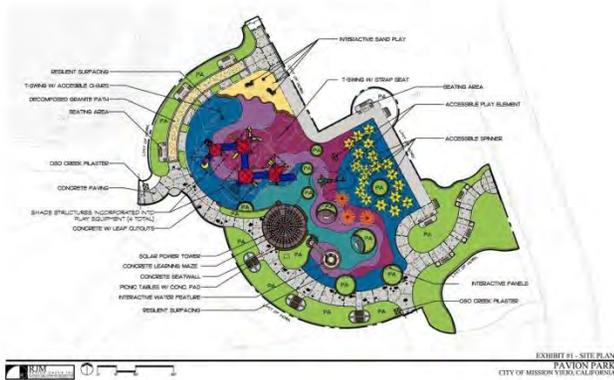
Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
AQMD (219)	\$27,399	-	-	-	-	-	-	\$27,399
Measure M2 (267)	\$10,080	-	-	-	-	-	-	\$10,080
Total Cost	\$37,479	-	-	-	-	-	-	\$37,479

Note: 80% of the funding for this \$187,500 project consists of Measure M2 Project P grant funds, administered by OCTA. The figures shown herein reflect only the City’s required 20% matching funds.

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CITY OF MISSION VIEJO 2013-15 Capital Improvement Program

PROJECT NUMBER/NAME: CIP 303 / Playground Renovations / Pavion Park
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

Pavion Park was the original Universally Designed Park in Orange County. The initial development occurred in 1986 and included 2 play areas a plaza space and accessible parking. The current CIP effort will include rehabilitating the original improvements to the updated Universal Design standards. These standards include increased accessibility for park users, new playground equipment, safety surfacing, hardscape, security lighting, site furniture, and modifications to irrigation, drainage and landscape.

The design phase of construction was completed in 2009 but due to the economy was placed on hold. Staff will update the specifications and drawings prior to advertising for bids. Construction could begin in winter 2013 and be completed in the spring of 2014.

PURPOSE

Improve accessibility to park and rehabilitate the 27 year old play equipment and surrounding amenities.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

There are no anticipated increases to the city operating budget.

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PRIOR YEAR FUNDING

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	Expected FY 2013/14 Carryover
Land	-	-	-	-
Planning/Design	\$112,000	\$112,000	-	-
Construction	\$61,481	-	\$61,481	\$61,481
Total Cost	\$173,481	\$112,000	\$61,481	\$61,481

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	Expected FY 2013/14 Carryover
General Fund (101)	\$123,481	\$112,000	\$11,481	\$11,481
Facilities R/R Fund (190)	\$50,000	-	\$50,000	\$50,000
Total Cost	\$173,481	\$112,000	\$61,481	\$61,481

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$1,303,125	-	-	-	-	-	-	\$1,303,125
Total Cost	\$1,303,125	-	-	-	-	-	-	\$1,303,125

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Park Fees Fund (245)	\$1,303,125	-	-	-	-	-	-	\$1,303,125
Total Cost	\$1,303,125	-	-	-	-	-	-	\$1,303,125

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 318/ Cattery Expansion

RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

On October 6th, 2008 Mission Viejo contracted with the City of Aliso Viejo to provide Animal Services. The agreement stated that at some point in the future if the cattery needed to be expanded Aliso Viejo would be responsible to pay a larger portion of the expansion cost for the project. In 2009 Mission Viejo hired an Architect to complete the construction documents. The increase in incoming cats has steadily risen from 380 in 2008 to an estimated 500 in 2013. The expansion will double the size of the Isolation Ward, create a separate Kitten Ward, reconfigure a few existing interior walls to increase the Adoption Ward and the Holding Ward and a third ward will be added for additional adoption space increasing cage space from 68 total cages to 96 total cages. Additionally the HVAC systems will be split between the various wards to create clean air systems between the Isolation Ward and the remaining portion of the Cattery building. Finally, other elements in the building will be rehabilitated including flooring, painting and case work. The expansion project is anticipated to begin in November 2013 and completed in early spring 2014.

The funds not supplied from Aliso Viejo will come from a generous donation to the shelter and unappropriated fund balance.

PURPOSE

Increase the capacity of the Cattery building to meet an increased demand for cat space.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

Additional annual building and other operational costs are estimated to be \$8,000.

PRIOR YEAR FUNDING

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Land	-	-	-	-
Planning/Design	\$52,420	\$40,993	\$11,427	\$11,427
Construction	-	-	-	-
Total Cost	\$52,420	\$40,993	\$11,427	\$11,427

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Animal Services Fund (560)	\$52,420	-	\$11,427	\$11,427
Total Cost	\$52,420	-	\$11,427	\$11,427

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$40,000	-	-	-	-	-	-	\$40,000
Construction	\$452,000	-	-	-	-	-	-	\$452,000
Total Cost	\$492,000	-	-	-	-	-	-	\$492,000

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
City of Aliso Viejo Capital Contribution Fund (560)	\$200,000	-	-	-	-	-	-	\$200,000
Fund Balance Reserves Fund (560)	\$292,000	-	-	-	-	-	-	\$292,000
Total Cost	\$492,000	-	-	-	-	-	-	\$492,000

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 323 / Sierra Recreation Center Play Area
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

Install a play structure at Sierra Recreation Center. Prior to the rehabilitation of the Sierra Recreation Center there was a small play structure on site. When the building was rebuilt and a new master plan was generated a water play element was proposed along the east side of the recreation center. This capital project will install a typical park play structure in lieu of a water play element. The actual space is limited and the current ADA and California Product Safety Commission guidelines significantly restrict the actual usable space for the structure.

The project design can begin in fall 2013 and construction begin in early spring 2014

PURPOSE

Install a small play structure at the Sierra Recreation Center to provide the local neighborhood a small play structure accessible to the local community.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project will increase the annual operating budget by approximately \$3,000.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$60,000	-	-	-	-	-	-	\$60,000
Construction	\$297,160	-	-	-	-	-	-	\$297,160
Total Cost	\$357,160	-	-	-	-	-	-	\$357,160

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Park Development Fees Fund (245)	\$357,160	-	-	-	-	-	-	\$357,160
Total Cost	\$357,160	-	-	-	-	-	-	\$357,160

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 324 / Bocce Ball Courts at the Oso Viejo Community Park
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

The proposed project will consist of 4 Bocce Ball courts located in the Oso Viejo Community Park. The 4 courts are being proposed at the north end of the Village Green adjacent to the outdoor workout equipment. The courts will be designed with artificial turf and with accommodations for lighting and a shade structure for a future phase. Project costs do not include lighting or shade structures.

PURPOSE

The courts can be used by the general population and provides another unique and fun activity for both the senior and adult population of the community. The courts will be built in a similar fashion to the current courts at Casta Del Sol homeowners Assoc. The four courts that are being proposed would have an artificial playing surface.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project will increase the operating budget by approximately \$2,000 annually for maintenance.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$45,000	-	-	-	-	-	-	\$45,000
Construction	\$318,085	-	-	-	-	-	-	\$318,085
Total Cost	\$363,085	-	-	-	-	-	-	\$363,085

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Park Development Fees (245)	\$363,085	-	-	-	-	-	-	\$363,085
Total Cost	\$363,085	-	-	-	-	-	-	\$363,085

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 325 / Marguerite Aquatics Complex Pool Decking and Facility Rehabilitation
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

Portions of the Marguerite Aquatics Complex were rehabilitated after the fire re-build several years ago. The building was rebuilt along with a portion of new decking on the eastern edge of the of the 50 meter pool. This new portion of the project is anticipated to include the replacement of all underground utilities at the warm up pool, 50 meter pool and the dive well. Additionally the pool decking will be replaced surrounding all of the 3 pools. Shade structures will be replaced, activity lighting surrounding the pools will be replaced and other related site amenities to address ADA accessibility will be added. Nadadores' sales and swim lesson trailers will be replaced with new modular units.

** The actual scope of work has yet to be determined with the current Nadadores Board of Directors and is subject to change based on final input and the updated operating agreement to be renewed in 2014. This CIP request is for Conceptual Design and Scope clarification only. Once the design has been finalized with input from the board then city staff would come back to City Council with a request to fund a portion or all of the requested improvements.

PURPOSE

Rehabilitate an out dated and antiquated aquatics facility.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

There is no expected increase to operating expenses once these improvements have been completed.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$70,000	-	-	-	-	-	-	\$70,000
Construction	-	-	-	-	-	-	-	-
Total Cost	\$70,000	-	-	-	-	-	-	\$70,000

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Park Fees Fund (245)	\$70,000	-	-	-	-	-	-	\$70,000
Total Cost	\$70,000	-	-	-	-	-	-	\$70,000

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 500 / Montanoso Locker Room Renovation
RESPONSIBLE DEPARTMENT: RECREATION & COMMUNITY SERVICES



PROJECT DESCRIPTION

Renovation of the men's and women's locker rooms at the Montanoso Recreation and Fitness Center. This project is expected to begin in January 2014.

PURPOSE

Increase functionality of locker rooms, improve ADA accessibility, and safety by separating showers and changing area from restroom area.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is expected to have a significant positive impact on Recreation fee revenues as it will make the Montanoso Center more competitive in the local health club market. It will also address ongoing safety issues that can have an impact on the facility users.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$20,000	-	-	-	-	-	-	\$20,000
Construction	\$920,000	-	-	-	-	-	-	\$920,000
Total Cost	\$940,000	-	-	-	-	-	-	\$940,000

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Park Development Fees Fund (245)	\$940,000	-	-	-	-	-	-	\$940,000
Total Cost	\$940,000	-	-	-	-	-	-	\$940,000

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 502 / Felipe Tennis Lights Replacement

RESPONSIBLE DEPARTMENT: RECREATION & COMMUNITY SERVICES



PROJECT DESCRIPTION

Replace all tennis court lighting at the Felipe Tennis Center. January 2015 is the estimated start date for this project.

PURPOSE

Lighting on the six tennis courts is 35+ years old. It is not energy efficient and of poor quality, limiting the facility's competitiveness in the marketplace and reducing programming opportunities. A site master plan will address other long-term improvements including parking, the building, and volleyball courts.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is expected to reduce overall electricity expenditures due to more efficient lighting. It will also provide a higher quality of play for evening use and increase overall Tennis Centers' revenue due to its increased marketability.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$40,000	-	-	-	-	-	-	\$40,000
Construction	\$360,000	-	-	-	-	-	-	\$360,000
Total Cost	\$400,000	-	-	-	-	-	-	\$400,000

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Park Development Fees Fund (245)	\$400,000	-	-	-	-	-	-	\$400,000
Total Cost	\$400,000	-	-	-	-	-	-	\$400,000

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 503 / La Paz and Felipe Overlook
RESPONSIBLE DEPARTMENT: RECREATION & COMMUNITY SERVICES



PROJECT DESCRIPTION

Establish a trailhead and overlook area on what is now a vacant piece of City property at La Paz and Felipe Roads. The estimated start date for this project is September 2014.

PURPOSE

Providing trail connections with the trailhead and building an overlook area for the Arroyo Trabuco Trail and O'Neill Park to create a recreational benefit.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is expected to have an insignificant impact on the operating budget.

NO PRIOR YEAR FUNDING FOR THIS PROJECT

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$50,000	-	-	-	-	-	-	\$50,000
Construction	\$100,000	-	-	-	-	-	-	\$100,000
Total Cost	\$150,000	-	-	-	-	-	-	\$150,000

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Park Development Fees Fund (245)	\$150,000	-	-	-	-	-	-	\$150,000
Total Cost	\$150,000	-	-	-	-	-	-	\$150,000

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 756/761 / La Paz Bridge Rehabilitation
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

This project will correct deficiencies and upgrade both the geometry and safety features of the existing bridge structures over the railroad tracks. The bridge decks will be rehabilitated and the approaches reconstructed. A new travel lane, bike lane and wider pedestrian walkway will be added to each bridge, as well as improved safety barriers. To accommodate the additional bridge lanes, the adjacent roadway will also be widened in each direction to the nearest intersections at Muirlands Boulevard and Chrisanta Drive. Right-of-way acquisition and final design have been completed and construction is scheduled to commence in the fall of 2013.

PURPOSE

Bridge inspection reports indicate that the existing bridge decks are deficient, there is embankment slope erosion beneath the abutments, the current geometry is inadequate for the traffic volume, and the existing bridge railings are substandard. The bridge rehabilitation is needed to restore an adequate "Sufficiency Rating" for the bridges, and the additional lane capacity will also reduce traffic congestion.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is expected to have an insignificant impact on the operating budget.

PRIOR YEAR FUNDING

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Land	\$790,705	\$673,531	\$117,174	\$117,174
Planning/Design	\$2,039,783	\$2,186,137	(\$146,354)	(\$146,354)
Construction	\$5,140,646	-	\$5,140,646	\$5,140,646
Total Cost	\$7,971,134	\$2,859,668	\$5,111,466	\$5,111,466

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Measure M1 (220)	\$1,076,593	\$923,525	\$153,068	\$153,068
GMA 9 (224)	\$200,000	\$200,000	-	-
HBRR (258)	\$3,950,041	\$1,542,697	\$2,407,344	\$2,407,344
ACE (272)	\$2,744,500	\$193,446	\$2,551,054	\$2,551,054
Total Cost	\$7,971,134	\$2,859,668	\$5,111,466	\$5,111,466

CITY OF MISSION VIEJO
2013-15 Capital Improvement Program

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$3,010,508	-	-	-	-	-	-	\$3,010,508
Total Cost	\$3,010,508	-	-	-	-	-	-	\$3,010,508

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
HBRR (258)	\$3,010,508	-	-	-	-	-	-	\$3,010,508
Total Cost	\$3,010,508	-	-	-	-	-	-	\$3,010,508

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

PROJECT NUMBER/NAME: CIP 836 / Sidewalk Repair
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Each year, a certain portion of the City's total sidewalk repair/replacement program is budgeted as a capital project to track with the residential resurfacing program. The resurfacing and sidewalk repair/replacement efforts are coordinated to minimize disruption to the community. The FY 2013/14 sidewalk repair/replacement program will focus on the residential area bounded by Oso Parkway, City boundary, Crown Valley Parkway and Felipe Road. The FY 2014/15 program will focus on the area bounded by Jeronimo Road, City boundary, Trabuco Road, Alicia Parkway and Marguerite Parkway.

PURPOSE

Regular sidewalk repair provides a high-quality pedestrian circulation system. Smooth, unbroken pavement reduces incidences of tripping and falling, and is thus safer for pedestrians.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project will provide preventive maintenance, which will help control or reduce street maintenance and risk management operating costs.

PRIOR YEAR FUNDING

Prior year funding is for Fiscal Year 2012/13 only.

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Land	-	-	-	-
Planning/Design	-	-	-	-
Construction	\$21,900	-	\$21,900	\$21,900
Total Cost	\$21,900	-	\$21,900	\$21,900

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Gas Tax (211)	\$21,900	-	\$21,900	\$21,900
Total Cost	\$21,900	-	\$21,900	\$21,900

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
Total Cost	\$25,000	\$175,000						

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Measure M2 (267)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
Total Cost	\$25,000	\$175,000						

CITY OF MISSION VIEJO 2013-15 Capital Improvement Program

PROJECT NUMBER/NAME: CIP 837 / Arterial Highway Resurfacing Program
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Arterial roadways are non-residential streets, which consist of four or more lanes, and typically carry larger volumes of traffic. The Arterial Highway Resurfacing Program is an ongoing project, which resurfaces one or more of the City's arterial roadways each year. The FY 2013/14 program will address Los Alisos Boulevard from the westerly City boundary to Trabuco Road, and the FY 2014/15 program will address Los Alisos Boulevard from Trabuco Road to Santa Margarita Parkway. For FY 2013/14, a portion of the westbound lanes lies within Lake Forest, which will reimburse the City of Mission Viejo for work associated with said portion.

PURPOSE

General roadway rehabilitation maintains the service life of the road, thereby reducing rehabilitation costs in the future.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project will provide preventive maintenance and/or rehabilitation, which will reduce annual maintenance costs over the life of the pavement by an estimated average of 30% (Source – American Public Works Association).

PRIOR YEAR FUNDING

Prior year funding is for Fiscal Year 2012/13 only.

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Land	-	-	-	-
Planning/Design	\$9,648	\$57,508	(\$47,860)	-
Construction	\$1,605,307	\$7,210	\$1,598,097	\$1,532,157
Inspection	-	\$18,080	(\$18,080)	-
Total Cost	\$1,614,955	\$82,798	\$1,532,157	\$1,532,157

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
General Fund (101)	\$4,701	\$1,790	\$2,911	\$2,911
Gas Tax (211)	\$397,957	\$75,331	\$322,626	\$322,626
Measure M1 (220)	\$32,789	-	\$32,789	\$32,789
Prop 1B (265)	\$573,830	-	\$573,830	\$573,830
Measure M2 (267)	\$605,677	\$5,677	\$600,000	\$600,000
Total Cost	\$1,614,955	\$82,798	\$1,532,157	\$1,532,157

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$100,000	\$60,000	-	-	-	-	-	\$160,000
Construction	\$1,650,000	\$1,140,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,790,000
Total Cost	\$1,750,000	\$1,200,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,950,000

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Measure M2 (267)	\$450,000	-	-	-	-	-	-	\$450,000
Measure M2 (267)	\$1,300,000	\$1,200,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,500,000
Total Cost	\$1,750,000	\$1,200,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,950,000

Note: The \$450,000 portion represents the estimated cost of work to be performed within the City of Lake Forest, for which the City of Lake Forest will reimburse the City of Mission Viejo.

CITY OF MISSION VIEJO 2013-15 Capital Improvement Program

PROJECT NUMBER/NAME: CIP 838 / Residential Resurfacing
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

This program operates on a seven-year cycle, intended to prolong the pavement life of the City's residential streets and reduce major roadway rehabilitation costs in the future. Each year, one of the seven areas of the City's residential resurfacing program is budgeted as a capital project. The FY 2013/14 program will focus on the residential area bounded by Oso Parkway, City boundary, Crown Valley Parkway and Felipe Road. The FY 2014/15 program will focus on the area bounded by Jeronimo Road, City boundary, Trabuco Road, Alicia Parkway and Marguerite Parkway.

PURPOSE

This program maintains the City's roadways, thereby lowering rehabilitation and replacement costs in the future.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project will provide preventive maintenance and/or rehabilitation, which will help reduce annual maintenance costs over the life of the pavement by 30% (Source – American Public Works Association). Recurring resurfacing also reduces risk management costs.

PRIOR YEAR FUNDING

Prior year funding is for Fiscal Year 2012/13 only.

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
Land	-	-	-	-
Planning/Design	-	-	-	-
Construction	\$3,447,685	\$2,884,326	\$563,359	\$505,348
Inspection	-	\$58,011	(\$58,011)	-
Total Cost	\$3,447,685	\$2,942,337	\$505,348	\$505,348

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2013/14 Carryover
General Fund (101)	\$34,711	\$30,435	\$4,276	\$4,273
Gas Tax Exchange (207)	\$2,445	\$2,445	-	-
Gas Tax (211)	\$2,246,591	\$1,901,364	\$345,227	\$345,227
Measure M1 (220)	\$412,877	\$543,536	(\$130,659)	(\$130,659)
Measure M2 (267)	\$751,060	\$464,557	\$286,503	\$286,503
Total Cost	\$3,447,685	\$2,942,337	\$505,347	\$505,347

**CITY OF MISSION VIEJO
2013-15 Capital Improvement Program**

CURRENT AND FUTURE FUNDING

Project Cost	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$20,000	\$20,000	-	-	-	-	-	\$40,000
Construction	\$1,630,000	\$3,980,000	\$3,500,000	\$3,500,000	\$2,000,000	\$2,000,000	\$2,000,000	\$18,610,000
Total Cost	\$1,650,000	\$4,000,000	\$3,500,000	\$3,500,000	\$2,000,000	\$2,000,000	\$2,000,000	\$18,650,000

Funding Source	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total
Gas Tax (211)	\$1,589,000	\$3,537,000	\$3,500,000	\$3,500,000	\$2,000,000	\$2,000,000	\$2,000,000	\$18,12600
Measure M1 (220)	\$61,000	-	-	-	-	-	-	\$61,000
Measure M2 (267)	-	\$463,000	-	-	-	-	-	\$463,000
Total Cost	\$1,650,000	\$4,000,000	\$3,500,000	\$3,500,000	\$2,000,000	\$2,000,000	\$2,000,000	\$18,650,000

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Master Financial Plan



CITY OF MISSION VIEJO *2013-15 Master Financial Plan*



The City of Mission Viejo has been preparing a Master Financial Plan (MFP) as part of its budget development process since 1993. City Council policy currently calls for the MFP to be updated every two years.

This long-range forecasting model is an integral part of the City's budget process. It is used to project General Fund revenue, expenditures, transfers and capital outlay for the upcoming two-year budget cycle and an additional five years out. The MFP allows for a deeper analysis of how past and current spending decisions will affect future operating costs.

This MFP was prepared as part of the 2013-2015 budget process and focuses on General Fund revenue and expenditures for 2013-15 plus an additional five years of projections, out to FY 2019/20.

The Master Financial Plan is not only used to help develop a balanced budget, it provides essential information on projected General Fund group fund balances ("discretionary reserves") and allows for analysis of the amount of resources available to fund equipment replacement as well as asset rehabilitation and repair. The long-range nature of the MFP also allows management and staff to be more proactive in budget planning, using the seven years of projections to plan for anticipated swings in revenue or expenditures.

The Value of "The Longer Look"

The two year budget document focuses on the upcoming two-year fiscal period in detail. It is comprehensive and presents information for all City departments and all City funds on a program and detailed object level. Programmatic accomplishments and goals as well as financial results and estimates to accomplish the goals are presented. Historical data is presented for both revenue and expenditure appropriations, along with information for the current budget year and the upcoming two years.

The MFP on the other hand takes a longer look, both in retrospect and prospectively. The longer look back provides greater historical context and helps to substantiate the estimates and projections going forward. The longer planning horizon going forward better illustrates the impact of current decisions and assumptions on future financial positions. For example, the impact of seemingly small differences in current growth rates will magnify over time and their impact will be seen more clearly in a plan with a longer horizon than that of a two-year budget.

What the 2013-2020 Revenue Forecast Tells Us

The 2013-20 revenue forecast included in this master financial plan update indicates that the effects of the worst recession in seventy years are still being felt. We have seen a gradual increase in tax receipts following the decline during FY 2008 through FY 2010. Property tax and sales tax receipts represent 80% of General Fund revenue. Slowly increasing tax receipts are a sign of economic improvement. However, in the long-term, most economic models project that tax revenues will grow modestly. This MFP anticipates a slow recovery. Overall, the 2013-2020 revenue forecast is positive when compared to prior historical periods. For example, total General Fund revenue is projected to grow an average of 2.2% over the seven-year forecasting period (FY 2013/14 through FY 2019/20). This compares favorably to the -0.70% average rate of change for the prior six year period. The forecast shows revenue will not return to pre-recession levels (i.e., FY 2006/07) until FY 2015/16 at the earliest when General Fund revenue is projected to total \$52 million.



CITY OF MISSION VIEJO 2013-15 Master Financial Plan



What the 2013-2020 Expenditure Plan Will Accomplish

Staff has developed a seven-year expenditure plan that allows the City to successfully navigate the challenging economic times which still lie ahead. While the recession officially ended in June, 2009, the City is maintaining a conservative approach to future expenditure planning. Given the current global economic malaise, this is a prudent approach as the economy moves forward at a very slow pace.

The first two years of the plan (the current 2013-15 adopted budget) presents a balanced budget that does not dip into reserves. This was accomplished through continued reductions in staffing and operating expenditures. Each year thereafter the plan remains balanced and generates revenues in excess of operating expenditures and operating transfers. The City Council policy of maintaining a reserve level at 50% of General Fund revenues is maintained every year of the plan and there are no draws on reserves. In fact, the plan shows that as revenue begins to grow at a faster rate than expenditures there will be an availability of funds to 1) surpass the 50% target level, or 2) fund one-time projects.

Expenditures are carefully controlled every year of the plan within available resources. Public safety is given priority and continues to be the program area receiving the greatest portion of General Fund resources over the next seven years. Personnel expenditures will be tightly managed and, for the seven years covered by the plan, there is no increase to current staffing levels. A minimum amount of funding from the General Fund has been made available for asset replacement beginning in FY 2016/17 (e.g., computer, vehicle and fitness equipment replacement).

The City's reserve level going forward of 50% of annual General Fund revenues will give us a substantial cushion for absorbing unforeseen events as the economy continues its slow recovery. The City's reserves can also shield the City if the recovery stalls or another recession occurs. In addition, given the continued problems the State has been experiencing with its own budget, these reserves could be necessary should the State attempt to fix its financial problems at the expense of local municipalities.

GENERAL FUND REVENUE FORECAST AND EXPENDITURE PLAN – 2013-2020

Orange County Economic Forecast

Mission Viejo's financial forecasting method is based on assessments made by local economists of the local, regional and national economies. These assessments and assumptions set the baseline for projecting the rates of change of Mission Viejo's revenues and expenditures. The City utilizes Chapman University and UCLA's Anderson School local economic forecast presentations and publications.

Given the timing of the 2013-2020 MFP update, and its use in developing the 2013-15 budget, the November, 2012 Chapman University economic update was utilized as the primary basis for the revenue and expenditures projections contained herein. The basic tenets of that forecast, along with additional research conducted by Finance staff were utilized for the current master financial plan update.

The theme of Chapman University's November, 2012 forecast could be summed up as slow, gradual growth. The weak national recovery will continue at its slow pace. Job growth is improving slowly and



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the housing sector shows signs of recovery. Looking locally, the same trends hold as on the national scale: job creation is weak but steady.

Orange County employment growth was 1.1 percent in 2011. The Chapman forecast projects Orange County job growth of 1.8 percent and 2.0 percent in 2012 and 2013, respectively. Orange County's labor force increases at an annual average of one percent. Based on Chapman's projected employment growth rates, a gradual decline in the unemployment rate is expected. Projected job growth along with declining unemployment rates will have a positive impact on personal income and consumer spending. However, the cost of living continues to increase as seen in increasing gasoline prices. Chapman projects that Orange County consumers will be able to absorb higher costs of living resulting in more discretionary income to save or spend. Overall, taxable sales in Orange County are forecast to increase by 6.0 percent and 6.2 percent in 2012 and 2013 respectively.

The decline in home prices combined with low mortgage rates increased housing affordability in Orange County and improved housing demand. However, credit is tight due to more stringent loan qualification requirements. Tougher credit requirements make it difficult for those who experienced foreclosures and short-sales to qualify for a mortgage to purchase a home. These factors have led to an increase in rents in Orange County. Higher demand and shrinking supply are cited as reasons to expect median home prices to increase by 2.0 percent in 2012 and 7.1 percent in 2013.

Bottom line, this recovery will continue along a steady path of growth. In light of this forecast for slow economic growth, Chapman projects that interest rates will stay generally low with some pickup starting at year-end 2013.

Measurement Period	Annual CPI-U Rate United States	Annual CPI-U Rate LA Riverside - OC	Annual CPI-U Rate California
Average 2000-2012	2.5%	2.8%	2.7%
Average 2007-2012	2.2%	2.0%	2.1%
2013 Chapman Univ Forecast	3.1%	2.8%	2.9%

The one bright spot of most recent economic forecasts is that near-term inflation is forecasted to remain at low levels. The November, 2012 Chapman University forecast projects Orange County inflation to be 2.8% in 2013, this compares with a historical average (2000-2012) of 2.8% for the Los Angeles-Orange County-Riverside area (see table). The expenditure projections of the MFP will reflect this level of inflation projection for the major contract services such as the monthly landscaping, and street maintenance. The growth in other expenditures will be tightly controlled and is projected to grow at a slower 2% rate.

Mission Viejo and other South Orange County cities are likely to fare better than many other cities and areas of the State and nation during the current economic period. The fact that we are still a relatively new community, that we operate as a contract city, and that our financial management policies and levels of reserves provide a greater degree of flexibility than older, non-contract cities to respond to changing conditions, provide a modicum of optimism looking forward.

Methodology/Assumptions

The master financial plan projects revenues, expenditures and discretionary reserves in the General Fund, which finances the bulk of the City's major operations. The period of the revenue forecast and



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expenditure plan includes the two years of the 2013-15 adopted budget, and then five additional years through FY 2019/20. Each major individual area of revenue and expenditure is accompanied by seven years of historical data in order to provide context for the forecasts and related discussions.

Many of the revenue and expenditure forecasts in the plan are driven by key assumptions about inflation rates, projected changes to the City’s population and interest rate forecasts. As stated in the previous section, the Chapman University forecast (as well as supporting data from the UCLA Anderson School) is that inflation rates will remain relatively low. The inflation rate forecast for 2013-2020 averages 2.8%. Historical Bureau of Labor Statistics “Los Angeles-Riverside-Orange County” consumer price index (CPI) data shows the average inflation rate was 2.8% from 2000-2012 and 2.0% from 2007-2012 (see table above).

The City’s population, which was 94,824 as of January 1, 2013 per the State Department of Finance, is projected to grow to 98,285 by 2020. The current city limits are essentially built-out, with only limited capability of increases in population. There are three residential housing projects underway, Lennar, UDR and Watermarke, and one planned project - Skyridge. Skyridge required an annexation of unincorporated Orange County land in the northern part of the City. These are relatively small developments and should not require a significant increase in services.

Interest rates are also projected to stay low over the course of the next seven years. The Federal Reserve has held its key interest rate near zero but loosening is expected over the next seven years of this plan. While this is a good thing for consumers of credit, it unfortunately keeps a lid on the amount of interest revenue the City can earn in its investment portfolio. The forecast is for gradual increases in the rate of return of the City’s investment portfolio, topping out at approximately 3.5% in 2020.

Other assumptions in this forecast are based on historical trends of revenues and expenditures, and/or on information from other agencies or consulting groups, including the County of Orange (property tax estimates), the Public Employees Retirement System (retirement rates), and HdL Companies (sales and property tax data).

General Fund Revenue

2007-2013 Average Annual Growth Rate:	-0.06%
2014-2020 Projected Average Annual Growth Rate:	2.20%

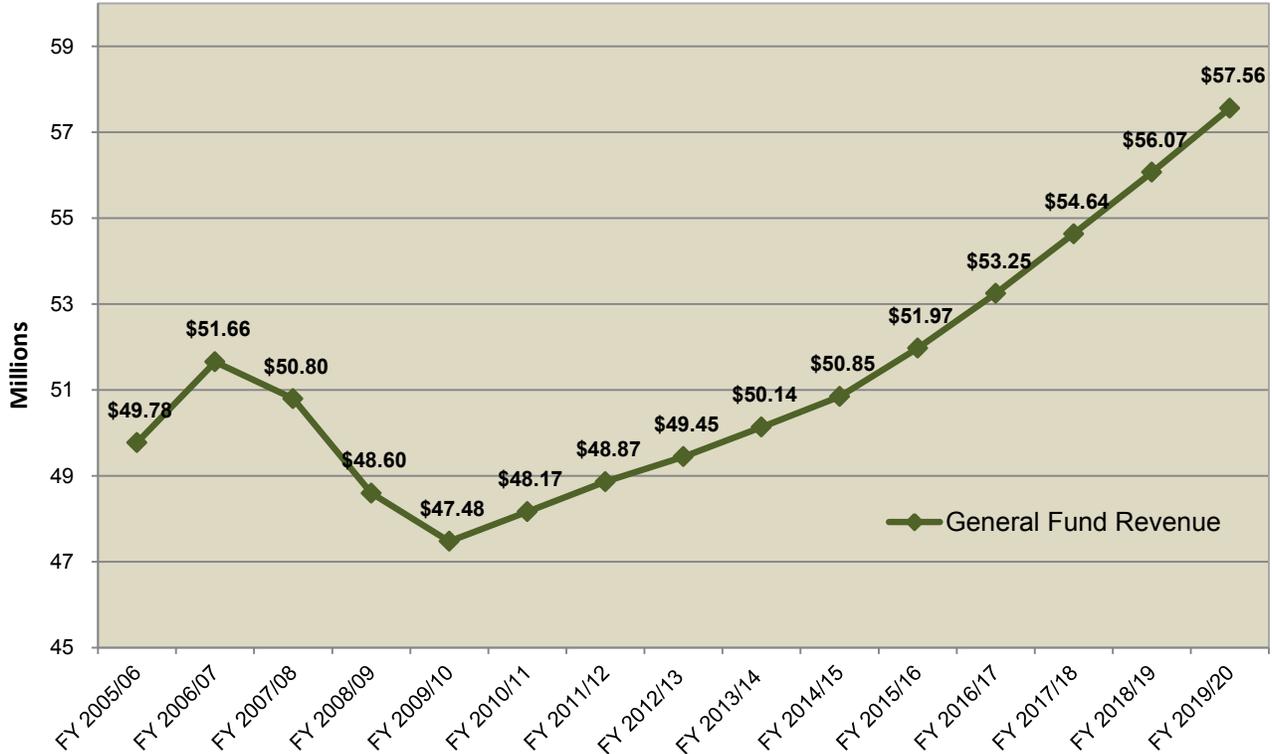
General Fund revenues are comprised of various individual revenue sources, the most significant being property tax and sales tax. Those two revenue sources combined account for 79.6% of all General Fund revenue in the 2013-15 adopted budget.



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General Fund Revenue
FY 2005/06 to FY 2019/20 (Projected)



The City has been fortunate to have a very strong and diversified revenue base since incorporation. However, even this diversification was not enough to shield the city from the Great Recession. For FY 2008/09 and FY 2009/10, General Fund revenues decreased by 4.3% and 2.3% respectively, compared to the previous year (see the graph above). The FY 2010/11 budget saw General Fund revenues begin to recover. In that year, General Fund revenue was 1.5% higher than the previous year.

As with the two-year budget, the General Fund revenue forecast forms the foundation of the Master Financial Plan. The 2013-15 proposed budget projects revenues to grow an average of 1.4%, when compared to the FY 2012/13 amended budget. For the out years of the MFP forecast (FY 2015/16 to FY 2019/20), annual revenue growth is projected to be approximately 2.5%.

Should these projections hold, General Fund revenue will return to pre-recession levels by FY 2015/16 (see graph above). The seven-year forecast – which includes the 2013-15 adopted budget – presents a modest growth outlook. It should be noted that these projections are predicated on the assumption that the economy continues to recover and another recession in the near-term is avoided.

Within total General Fund revenues, the five most significant individual revenue sources to watch during the next seven years are: (1) property tax revenue; (2) sales tax revenue; (3) franchise tax revenue; (4) development-related revenues, and (5) recreation revenues. These revenue streams will be discussed in greater detail in the following pages.



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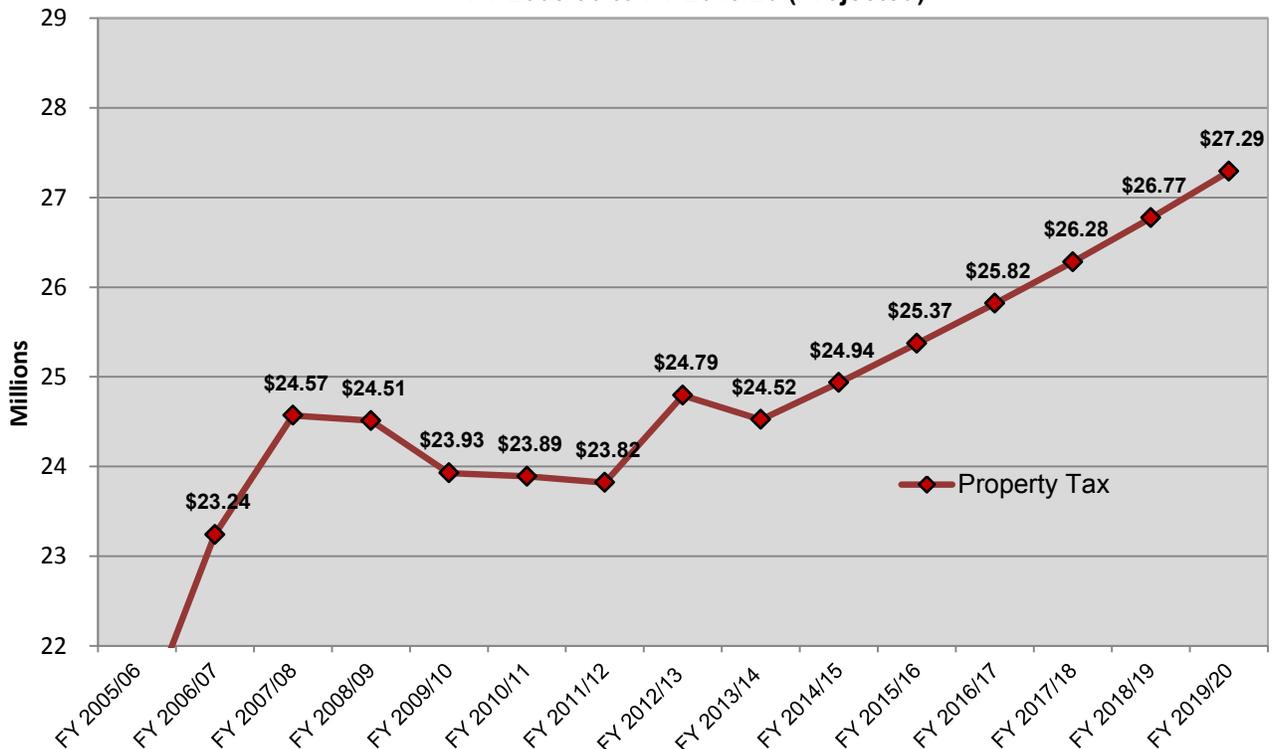
Property Tax Revenue

2007-2013 Average Annual Growth Rate:	2.50%
2014-2020 Projected Average Annual Growth Rate:	1.39%

Property tax revenue accounts for 49% of total General Fund revenues, representing the City’s largest single revenue source. The strength of the City’s underlying property tax base has been a prime factor in the City’s financial stability over the years. Assessed values in Orange County have stabilized after several years of decline. The City’s total assessed value of property (secured and unsecured) is approximately \$13.32 billion (as recorded by the Orange County Auditor/Controller and updated for the 2012/13 fiscal year which began July 1, 2012).

This amount represents a slight increase of 0.71% over the prior fiscal year. The City’s assessed value increased an average of 1.2% from FY 2007/08 to FY 2012/13. This average includes a **decline** in FY 2009/10 of 1.9%, the lowest point of the local housing market. In terms of property tax revenue, FY 2007/08 reached a high of \$24.6 million. FY 2011/12 represents the low point at \$23.8 million, a difference of three percent or about \$750,000.

**General Fund Property Tax Revenue
FY 2005/06 to FY 2019/20 (Projected)**



Property tax revenue is projected to decrease 1.1% in FY 2013/14 over the amended FY 2012/13 budget and increase 1.7% in FY 2014/15. The decrease in FY 2013/14 is due to a large one-time residual property tax revenue payment received in FY 2012/13 resulting from redevelopment agency dissolution. Without this one-time receipt, FY 2013/14 property tax revenue increases 1.5% over the prior year. While these changes are modest, they represent ongoing increases in property tax revenue. The worst recession in over seventy years dramatically impacted the national and local real estate



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markets. After a year-over-year 5.7% increase in property tax revenue in FY 2007/08, the City of Mission Viejo saw four successive years of property tax revenue declines.

As the economy improves, so should the real estate market. The 2014-20 MFP forecasts General Fund property tax revenue to increase an average of 1.4% annually. By FY 2014/15, property tax revenue should return to the levels of FY 2007/08, prior to the housing market downturn.

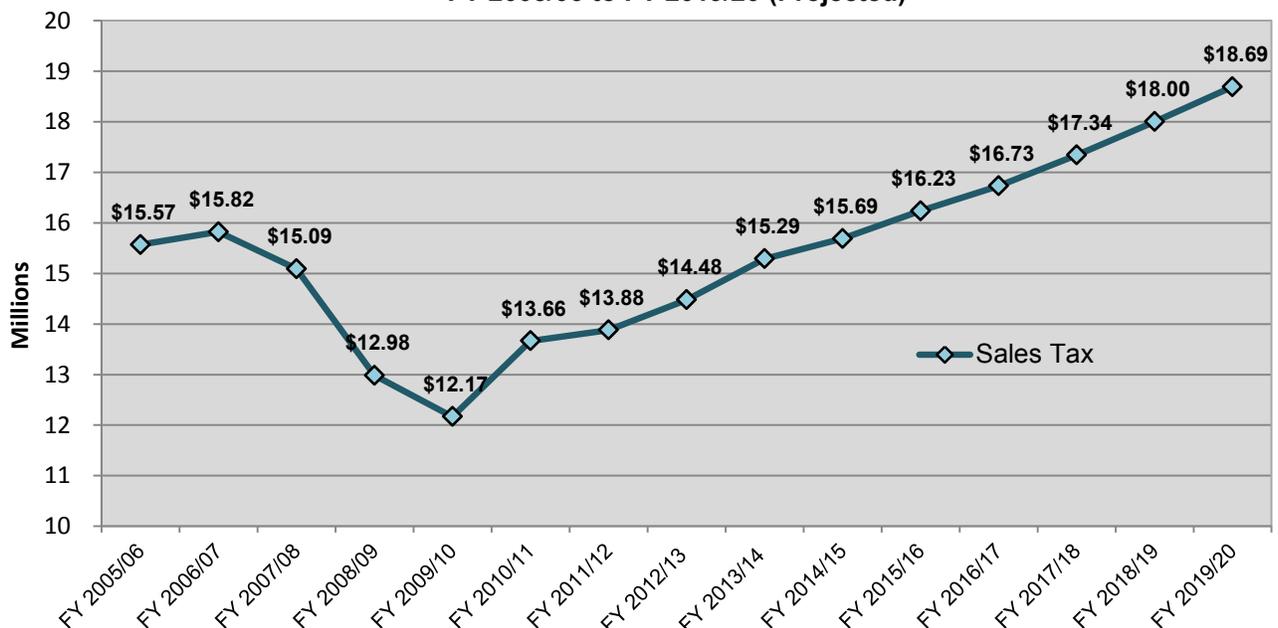
Sales Tax Revenue

2007-2013 Average Annual Growth Rate:	-0.72%
2014-2020 Projected Average Annual Growth Rate:	3.72%

Sales and use tax is the second largest revenue source for the City, behind property tax revenue. Sales tax represents 30.6% of total General Fund revenue for FY 2013/14 and 31% for FY 2014/15. The sales tax recorded in the General Fund includes the sales tax generated by all retail and other sales tax producers in the City, except for the share of the sales tax generated at the Shops at Mission Viejo that is dedicated for the repayment of the bonds issued in 1999 to finance parking improvements. It also includes the ¼-cent sales tax in-lieu payments that have resulted from the State’s “triple flip” program which is expected to sunset after FY 2016/17.

The past seven years (see graph below) show the obvious effects of the economic downturn. The average annual growth rate from 2007-2013 was a negative 0.7%. This figure includes three successive years of declines in sales tax revenue: a -4.6% change in FY 2007/08 (the recession officially began in December, 2007) a -14.0% change in FY 2008/09, and a -6.3% change in FY 2009/10. To say the recession affected Mission Viejo’s sales tax would be an understatement when looking at those fiscal years. The three years prior to FY 2007/08 averaged an annual rate of change of positive 5.0%.

**General Fund Sales Tax Revenue
FY 2005/06 to FY 2019/20 (Projected)**



For the 2013-15 budget period, the expectation is modest growth levels in sales and use tax. The adopted 2013-15 budget projects a 4.1% average increase. These forecasts are based on the



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assumption that the local economy will continue to grow and consumers will start spending again, visiting our retail establishments, purchasing vehicles within the city limits, etc.

Annual sales tax revenue growth rates from FY 2015/16 going forward are expected to average 3.6% per year. By FY 2015/16, sales tax revenue is expected to surpass pre-recession levels of FY 2006/07 (see graph). Again, it is important to stress that this latest master financial plan update assumes the economy continues its recovery – albeit slow – and does not slip back into another recession.

Franchise Tax

2007-2013 Average Annual Growth Rate:	-0.25%
2014-2020 Projected Average Annual Growth Rate:	2.0%

Franchise taxes are imposed by the City on gas, electric, cable television and refuse collection companies for the privilege of using City streets. Each company is assessed a rate of between one and five percent of their gross receipts. Franchise taxes account for 5.6% of the City’s General Fund revenues in the 2013-15 budget.

From FY 2006/07 to FY 2012/13, total franchise taxes decreased from \$2.9 million to \$2.8 million. The decrease represents a decline in utility franchise payments. Revenue from the cable television franchises meanwhile has been steady. Franchise tax revenue is expected to grow by 2% annually over the course of the next seven years.

Development-Related Revenues

2007-2013 Average Annual Growth Rate:	2.86%
2014-2020 Projected Average Annual Growth Rate:	0.82%

For the purposes of this MFP forecast, development related revenue includes all License and Permit revenue and a large portion of revenue described as “Charges for Services.” Specifically, the development related revenue includes the fees collected for building, mechanical and electrical permits, as well as plan check, plan review, conditional use permits and related planning and building activities.

Coinciding with the building boom of the early 2000’s, the City’s development-related revenues saw tremendous growth from 2005 to 2007. At the peak of the housing and building boom, this combined source of revenue was \$2.48 million in FY 2006/07, or 4.8% of total General Fund revenue. For the period from FY 2006/07 to FY 2012/13, this source of revenue averaged \$1.9 million annually, or 4% of total General Fund revenue.

It should be noted that much of the staff work associated with development activity is contracted out to a private firm (Charles Abbot and Associates), and the firm is compensated on a percentage-of-revenue basis. Accordingly, changes – whether positive or negative – in development-related revenue included in this forecast will be primarily reflected in changes to the Community Development Department’s expenditures, since approximately 60% of the revenues are paid to contract staff and inspectors.



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For the 2013-15 budget, development related revenue is expected to decrease slightly due to one-time fees from residential development projects during FY 2012/13. Going forward, this source of revenue is projected to remain relatively stable, given the City’s built-out nature.

Recreation Revenues

2007-2013 Average Annual Growth Rate:	2.96%
2014-2020 Projected Average Annual Growth Rate:	1.93%

Recreation revenues are comprised of recreation and tennis center fees, senior activity fees, and selected special event revenue. Over the past six years, recreation revenues have been declining. These fees have averaged \$1.5 million annually, or 3.0% of General Fund revenue. Over the years, the City has invested significant resources into the recreation centers. Staff anticipates an overall growth trend resulting from the upgrades, in particular to the Marguerite Tennis Center.

For FY 2013/14 through FY 2019/20 it is anticipated that this source of revenue will continue to experience stable and moderate growth, averaging approximately 2% annually. As with all fees, they will be studied regularly and a future cost recovery study may suggest changes. In addition, continued improvements to our recreational class offerings and recreational amenities should increase consumption of these resources by residents.

Operating Budget Expenditures

2007-2013 Average Annual Growth Rate:	2.11%
2014-2020 Projected Average Annual Growth Rate:	1.50%

For the purposes of budget planning and updating the master financial plan, certain expenditures are classified as “non-discretionary,” or ongoing. That is, in order to maintain the levels of service Mission Viejo residents have come to enjoy as well as meet the City’s contractual, State and Federal obligations, a set “menu” of set expenditures occurs every fiscal year. For this analysis, the “non-discretionary” expenditures (also referred to as General Fund operating expenditures) include ***personnel costs, services and supplies, debt service on the Library and City Hall bonds, and the subsidies to the animal services and library operations.*** Capital outlay (but not capital projects) and transfers to the asset replacement funds are not included in operating (i.e., ongoing) expenditures, but instead are listed on the MFP as “discretionary” or one-time expenditures. (Even though they may be considered discretionary, they are still included in all bottom-line analyses of ending fund balance.)

Since incorporation, the City has provided a very high level of service while providing a wide variety of services. Over these years there has been a major period of expansion in terms of City facilities, with the construction of City Hall, the expansion of the Library, the lease of the Corporation Yard, the development of Florence Joyner Olympiad Park, renovations of City recreation centers, and the expansion of the Norman P. Murray Community Center. In addition, there has been an increased focus on facility maintenance, landscape maintenance, slope rehabilitation, park and playground renovations, and other infrastructure upgrades.

The expanded and improved facilities along with increased utility costs and our emphasis on increased levels of maintenance and rehabilitation have impacted operating costs. As a result, from FY 2006/07 through FY 2012/13, operating expenditures have increased at an annual average rate of 2.1%.



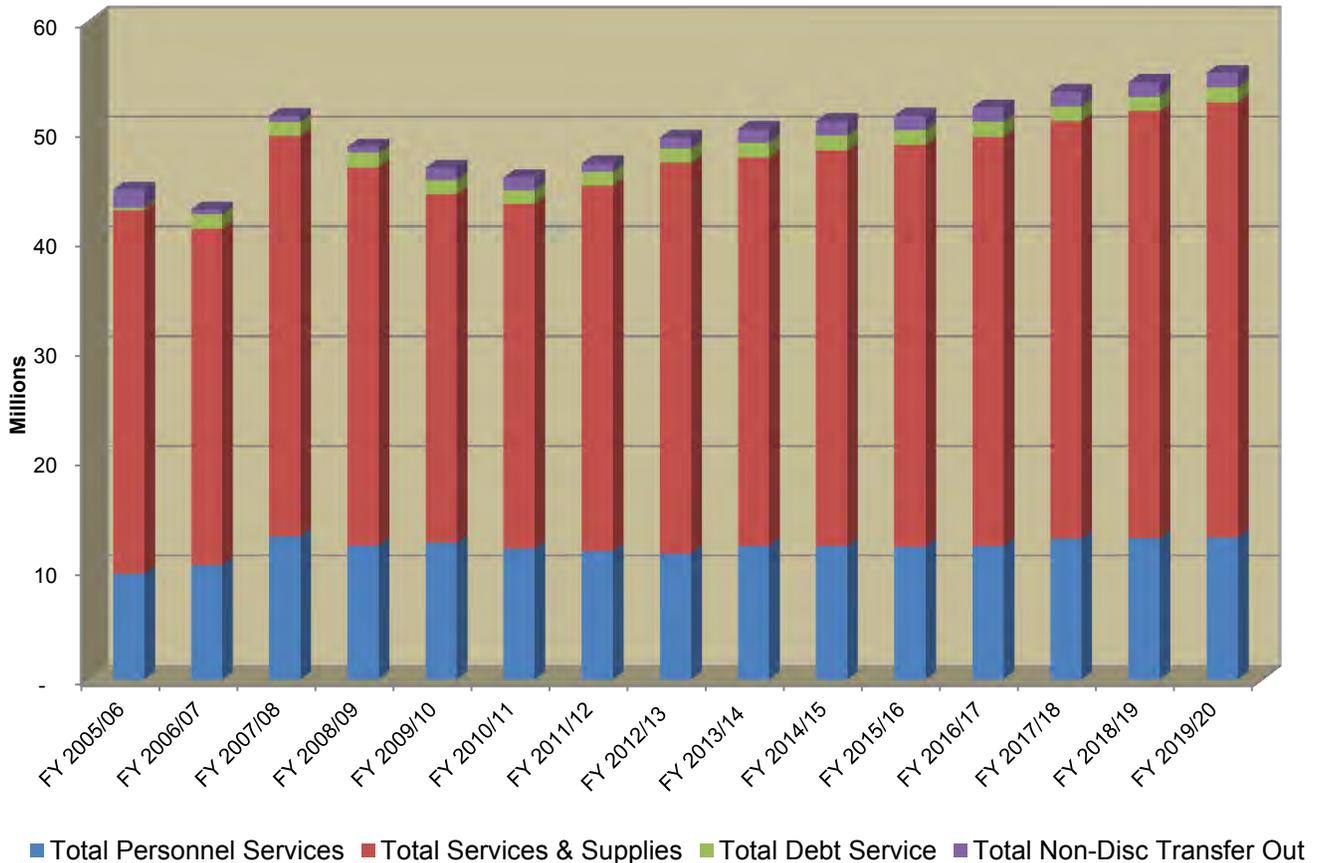
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With recessionary effects first being felt during FY 2008/09, operating expenditures were reduced significantly to offset the decline in General Fund revenues and keep the budget balanced without any significant drawdown of reserves. Actual operating expenditures for FY 2008/09 were \$3 million less than the previous year. In an effort to maintain reserves and balance ongoing expenditures with revenue, the City continued to reduce its operating budget in subsequent years.

Continued efforts to reduce expenditures and increase efficiencies have translated into a 0.59% decrease in FY 2013/14 General Fund proposed ongoing appropriations when compared to FY 2012/13 amended operating budget. The FY 2014/15 budget reflects a modest increase of 1.5%, over the FY 2013/14 adopted budget.

The following graph shows the four components of the operating budget (e.g., personnel, services and supplies, debt service and non-discretionary transfers out) for the past seven years and then from FY 2013/14 through FY 2019/2020. The largest single component by far continues to be services and supplies (the red section of the bar graph), representing 71% of total adopted General Fund operating budget expenditures in FY 2013/14. Given the degree to which Mission Viejo relies on contract services, this high percentage is to be expected. Personnel costs account for 24% of total operating expenditures in FY 2013/14. The remaining 5% goes toward debt service and non-discretionary transfers. A separate and more detailed discussion of personnel and services and supplies costs is presented below.





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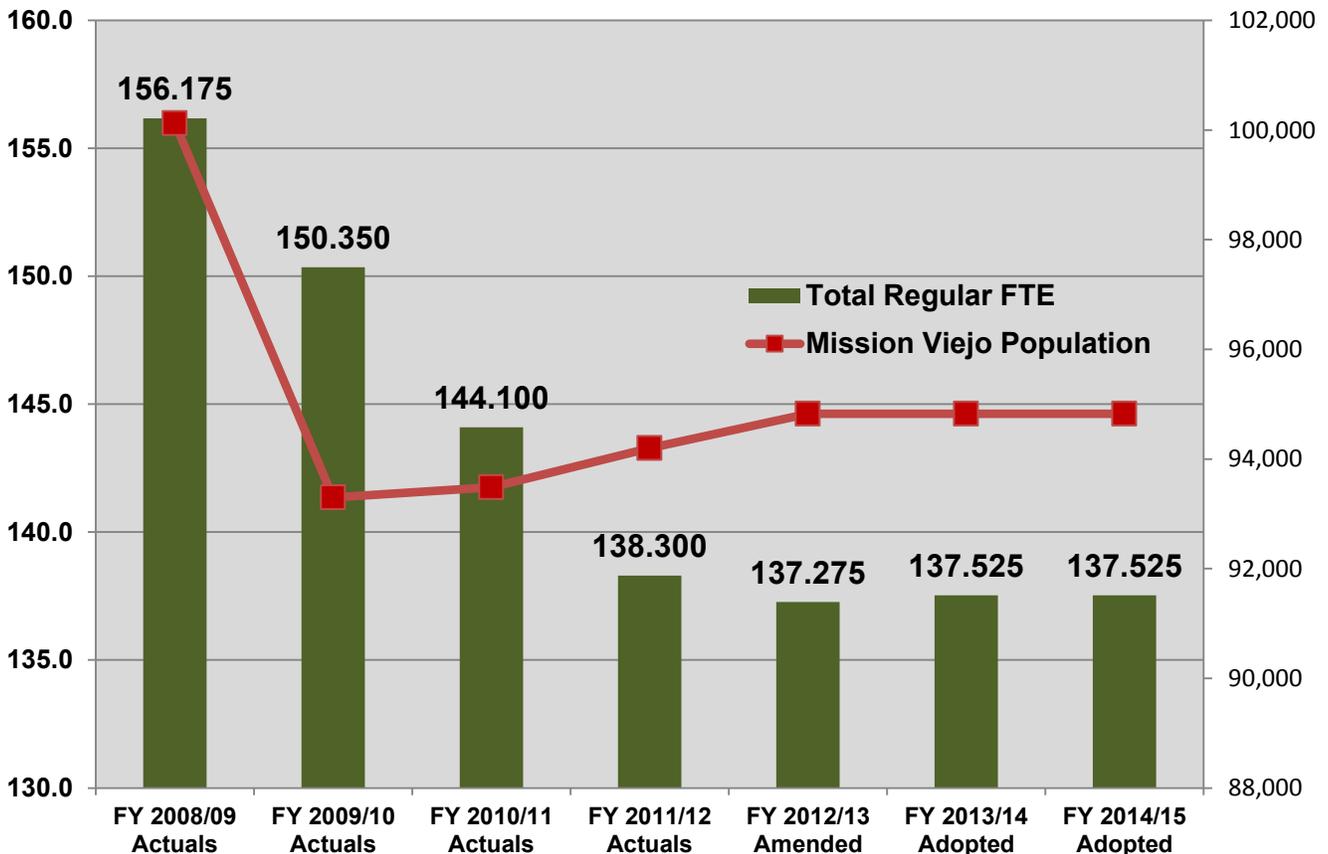
Personnel Costs

2007-2013 Average Annual Growth Rate:	3.04%
2014-2020 Projected Average Annual Growth Rate:	1.72%

For most cities, personnel costs comprise the largest part of their operating budgets. But for “contract cities,” those that rely significantly on contracts with private entities or other public agencies to provide municipal services, personnel costs make up a much smaller portion of the budget. Because personnel costs are often very difficult to control, contract cities are generally better positioned to respond to economic slowdowns than their “full-service” counterparts.

Personnel costs are driven by the number of authorized positions as well as the cost per position. The latter has increased over time due to the need to maintain a competitive compensation level for attracting and retaining employees, coupled with increasing benefit and retirement costs. The City Council’s policy for many years had been to pay above average total compensation in order to attract and retain the best individuals. However, in response to the recent economic downturn, wages have been frozen. This means that no merit increases have been provided for the past four years. FY 2013/14 proposes a two percent increase to each salary range and restoration of merit increases.

In addition to the wage freeze, from FY 2008/09 to FY 2012/13, almost nineteen full-time equivalent (FTE) positions have been eliminated citywide (this includes positions funded by the Animal Services and Library Services funds). (The graph below shows total FTE counts for a seven-year period.)



In an ongoing effort to decrease the cost per position, the City Council approved a plan which will have employees paying the full eight percent share of their retirement by FY 2014/15. This will decrease the



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City's retirement costs by shifting a greater burden directly onto the employees. The City Council has also approved a second tier retirement program for all new employees hired after July 9, 2011. Another retirement tier was enacted by State action in 2013. This change will not provide immediate, near-term savings, but will decrease costs over the long-run, hence placing Mission Viejo on even stronger financial footing for several decades into the future.

For the 2007-2013 period, total General Fund personnel costs have grown on average at a rate of three percent per year. The same reasons previously mentioned to explain the overall growth of operating expenditures apply to the growth in personnel costs as well: new City facilities, existing facilities expanded, increased focus on facility and landscape maintenance, expansion of cultural arts and recreation programming, and addition of staff to the transportation and information technology areas. (It should be kept in mind however that this forecast just addresses personnel costs funded from the General Fund. A number of City staff positions are funded from other sources, most notably the Library Fund and the Animal Services Fund.)

General Fund personnel costs will increase 6% in FY 2013/14 compared to the FY 2012/13 amended budget due to the proposed increase. For FY 2014/15, personnel costs are projected to fall 0.31% reflecting the shift to employees of their retirement costs.

The proposed increase reflects a desire to remain competitive in the Orange County job market. In an effort to maintain our workforce and remunerate employees fairly for the increased workloads they had taken on in recent years, a modest cost of living increase and restoration of merit increases is included in the adopted FY 2013/14 budget. The two year budget includes employees paying an additional 1.25% of retirement costs in each fiscal year.

There are no plans to further reduce staffing levels. However, management is always looking at ways to increase efficiency throughout the organization and future reductions in staffing could occur. For FY 2013/2014 through FY 2019/20, the MFP projects a 1.72% average annual increase in total personnel costs. The slight increase allows for continued modest cost of living adjustments and potential increases to benefit costs.

The City's retirement plan is with the California Public Employee Retirement Systems (CalPERS). Due to the recession and subsequent stock market crash of 2008-2009, CalPERS lost a significant amount of its investment portfolio. Member agency contribution rates are determined by many factors, but one of them is dependent upon the assumption that CalPERS investments will grow at an annual rate of 7.50% (also known as the "discount rate"). During the market turmoil of 2007-2008, CalPERS investments did not grow anywhere near the discount rate.

Recent stock market gains have replaced the sense of urgency for CalPERS to continue raising member rates. In addition, recent actions by CalPERS to further smooth investment gains and losses will likely moderate any future rate increases.

To address CalPERS rate increases attributable to smoothing, a reduction in the discount rate, and mortality factors, this plan includes annual increases of 2% in employer paid CalPERS costs. The employer rate in FY 2012/13 is 16.82%. CalPERS has set the rate at 17.725 for FY 2013/14, and at 18.6% in FY 2014/15. While CalPERS employer contribution rates will increase in coming years, Mission Viejo should not be impacted as severely given its continued commitment to right-sizing its workforce.



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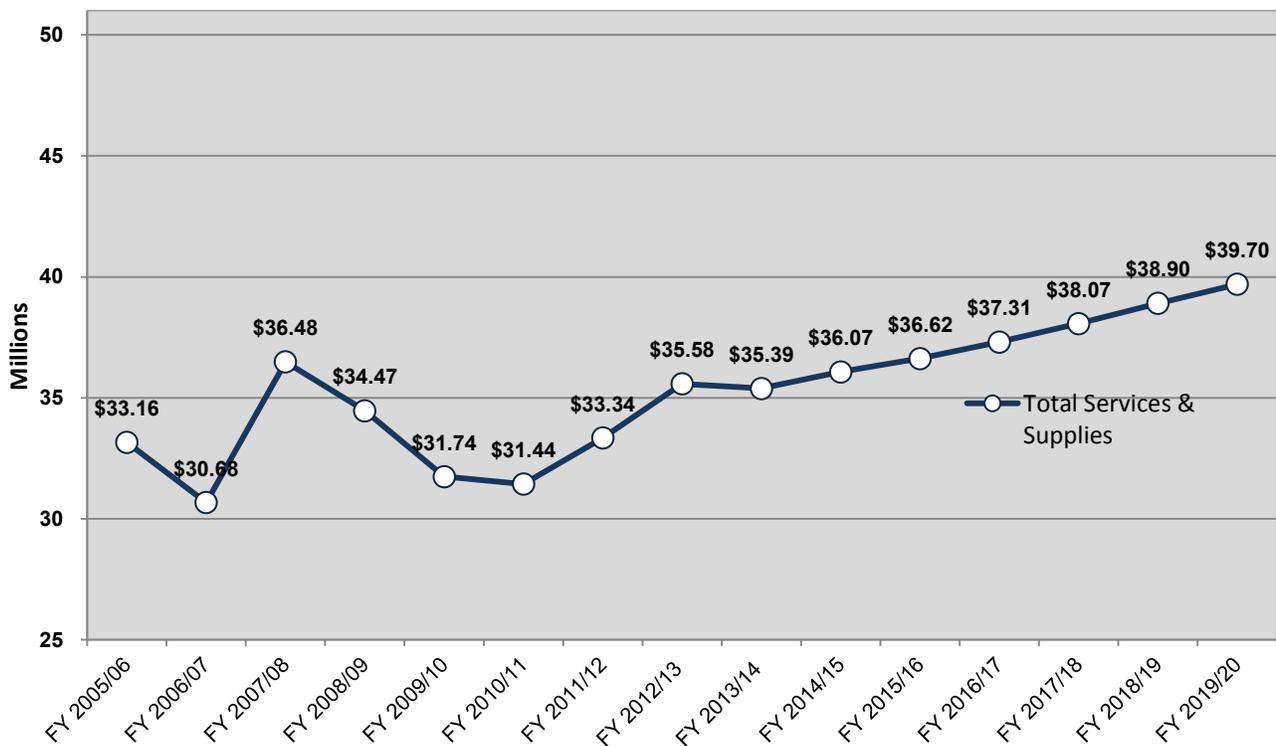


Services & Supplies

2007-2013 Average Annual Growth Rate:	1.40%
2014-2020 Projected Average Annual Growth Rate:	1.58%

Services and supplies make up the single largest component of total General Fund operating expenditures (71% in FY 2013/14) and include all of the non-personnel, non debt serve, and non-capital costs of providing City services. Some examples of services and supplies are: landscape and road maintenance contracts, consulting services, utilities (i.e., water and electricity) office supplies, travel, training, software licensing, and small furniture and equipment items.

**General Fund Services & Supplies Expenditures
FY 2005/06 to FY 2019/20 (Projected)**



As the graph above indicates, from FY 2006/07 through FY 2012/13 (amended budget), the cost of all services and supplies grew from \$30.7 million, or 71.6% of total operating expenditures, to \$35.6 million, or 72% of operating expenditures. For the upcoming two-year budget period, services and supplies will decrease 0.54% to \$35.4 million in FY 2013/14 and increase by 1.9% to \$36.1 million in FY 2014/15. The out years of the forecast assumes for the most part that large contractual services will grow at the forecasted rate of inflation, an annual average of 2.8% every other year to coincide with the contract renewal process from FY 2015/16 to FY 2019/20.

Certain spending categories within services and supplies have been broken out individually and are highlighted in the following sections since they represent the largest portions of the total General Fund operating budget.



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The two largest areas of spending within services and supplies are the police services contract with the Orange County Sheriff's Department and the Infrastructure Maintenance program area. The General Fund portion of the Sheriff's contract for FY 2012/13 was \$15.3 million, which represented 37% of the services and supplies adopted budget, or 28% of total adopted General Fund operating appropriations. Infrastructure maintenance programs, which include the street, landscape, building, and fleet maintenance programs, totaled \$11.2 million in FY 2012/13, and represented 27% of the adopted budget for services and supplies, or 20.2% of the General Fund operating adopted budget in FY 2012/13.

Police Services Contract

2007-2013 Average Annual Growth Rate:	3.91%
2014-2020 Projected Average Annual Growth Rate:	2.49%

The average annual growth rate of 3.91% for police services contract costs for the period of FY 2006/07 to FY 2012/13 was the result of a combination of additions of sworn and non-sworn positions to our contract with the Orange County Sheriff's Department (OCSD), as well as higher costs for salaries and benefits, services and supplies, transportation and overhead. This plan does not contemplate adding any sworn or non-sworn personnel through FY 2019/20. From FY 2013/14 through FY 2019/20, it assumed that the polices services contract will grow at the rate of 2.49%.

Infrastructure Maintenance

2007-2013 Average Annual Growth Rate:	2.60%
2014-2020 Projected Average Annual Growth Rate:	1.27%

As noted earlier, infrastructure maintenance consists of street, landscape, building, environmental, and fleet maintenance programs. Landscape maintenance, which includes the street, environmental, parks, medians and parkways and urban forestry maintenance programs, represents the largest cost component within the infrastructure maintenance program area. Landscape maintenance has remained steady at approximately \$7.7 million annually during FY 2006/07 through FY 2012/13.

In response to the economic downturn, total infrastructure maintenance program area expenditures were reduced beginning in FY 2009/10. For a three year period, the average annual growth rate for this program area was a negative 12.4%. However despite the reductions, this program area still averaged 23% of total services and supplies expenditures.

Overall, this program area will see an increase of 5.02% in FY 2013/14 when compared to the FY 2012/13 amended budget, and a slight increase of 0.15% in FY 2014/15. The primary reason for this increase is the shifting of street maintenance to the General Fund as the Orange County Transportation Authority (OCTA) Gas Tax Exchange Fund (Fund 207) ends in FY 2013. For the planning period of FY 2013/14 through FY 2019/20, it is expected that infrastructure maintenance appropriations will grow at the rate of 1.27%.

All Other Program Areas

2007-2013 Average Annual Growth Rate:	-2.54%
2014-2020 Projected Average Annual Growth Rate:	1.28%



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The “All Other Program Areas” total for services and supplies reflects the non-personnel and non-capital outlay costs for the operations of General Government (City Council, City Attorney, City Clerk, City Manager, Administrative Services and Information Technology), Community Development, Public Works, the non-Sheriff contract portion of Police Services, and Recreation and Community Services program areas (for FY 2009/10 and later, the General Fund portion of the Library and Cultural Services Department’s Cultural Services program is included).

This category of costs experienced a -2.54% average annual growth rate from FY 2006/07 through FY 2012/13. The peak year for services and supplies for these program areas was FY 2007/08, when they totaled \$9.4 million. Since then, in response to the recession and simultaneous decline in revenues, expenditures have dropped to \$8.5 million in FY 2012/13 (amended budget). The 2013-15 budget continues this cost containment by cutting services and supplies appropriations by -1.8% in FY 2013/14 (compared to the FY 2012/13 amended budget); there is a projected 2.4% increase in FY 2014/15.

Operating Transfers

General Fund subsidies represent annual transfers to the Animal Services and Library functions. These two operations record their revenue and expenditure appropriations in separate funds. However, given the high priority of these functions, and their importance to the residents of Mission Viejo, additional support is needed from the General Fund.

Animal Services Subsidy

The Animal Services program, part of the public safety program area and organizationally a division within the Public Services department, operates as an enterprise function. That is, all revenue and expenditure appropriations are recorded in a fund separate from the General Fund. The City of Mission Viejo currently provides animal services support to the cities of Aliso Viejo and Laguna Niguel. These contract cities in turn provide pro-rata support based on the ratio of their populations to the total population of the three cities combined.

Even with this support, as well as revenue from animal licensing, impound and adoption fees, it is still necessary for the General Fund to subsidize animal services operations. For each two-year budget cycle, the General Fund subsidy is calculated as the net difference between revenue (which includes the support from the two contract cities) and expenditures.

From FY 2007/08 to FY 2012/13, the General Fund transfer to the Animal Services fund averaged \$479,000. The 2013-15 budget has the General Fund subsidy at approximately \$530,000 for each fiscal year. The future years in the master financial plan keep the subsidy at the \$530,000 level through FY 2019/20. It is felt that, given recent cost recovery changes to various animal services fees, as well as a stable staffing level, the General Fund will not have to increase its subsidy to this program.

Library Services Subsidy

The subsidy to the Library and Cultural Services department represents the amount of General Fund support provided to the Mission Viejo Library. Most library related costs are paid from the Library Fund (Fund 201), in which revenue from property tax earmarked for library services, State subventions for library services and the various library fees and charges are recorded.

The Library and Cultural Services Department provides one of most popular services to residents and usage remains high. While the Library and Cultural Services Department receives revenue from



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various sources (passport processing, passport photos, late fees, etc.), property tax remains the largest, single source of revenue. For the 2013-15 budget, property tax accounts for 80% of total Library Services fund revenue. For the 2012-13 fiscal year, the General Fund transfer to the Library Services fund is approximately \$542,000. In FY 2013-14 that amount increases to \$756,000. The subsidy increases again in FY 2014-15 to \$777,000. The future years of the MFP project the subsidy to remain at that amount through FY 2019/20.

City Hall Bond Debt Service

Lease Revenue Bonds were issued to fund construction of City Hall and expansion of the library. Debt service on the 2009 Series A bonds is \$1,362,000 in FY 2013/14, and \$1,357,000 in FY 2014/15. These payments comprise approximately 2.7% of General Fund revenue in each fiscal year. From FY 2015/16 until the loan is paid off in FY 2030/31, debt service payments are approximately \$1.35 million annually (these are fixed amounts per the amortization schedule).

Revenue Less Ongoing Expenditures and Non-Discretionary Transfers

The difference between General Fund revenues and the sum of General Fund personnel, services and supplies, debt service and non-discretionary transfer expenditures is an important figure. This amount represents the difference (surplus or deficit) between ongoing revenue and ongoing (non-discretionary) expenditures. In other words, this variance presents a good indication of whether the City's day to day operations are costing more than the ongoing, expected revenue.

One indication of how severely the recession affected revenues of Mission Viejo is to look at the "net operating funds" amount for the fiscal years of 2007/08 to 2008/09. As a result, the General Fund had operating budget expenditures and operating transfers that were greater than revenues that averaged approximately \$800,000 for that period. The graph below illustrates revenue less mandatory expenditures.

Given the revenue and expenditure projections included in this MFP update, the General Fund will start generating "net operating funds" again in FY 2015/16 and the amounts are forecast to increase each year through FY 2019/20. In fact, the average net operating funds amount for the fiscal years of 2015/16 through 2019/20 is approximately \$800,000. Beginning in FY 2015/16, there are sufficient positive "net operating funds" to fund capital outlay.

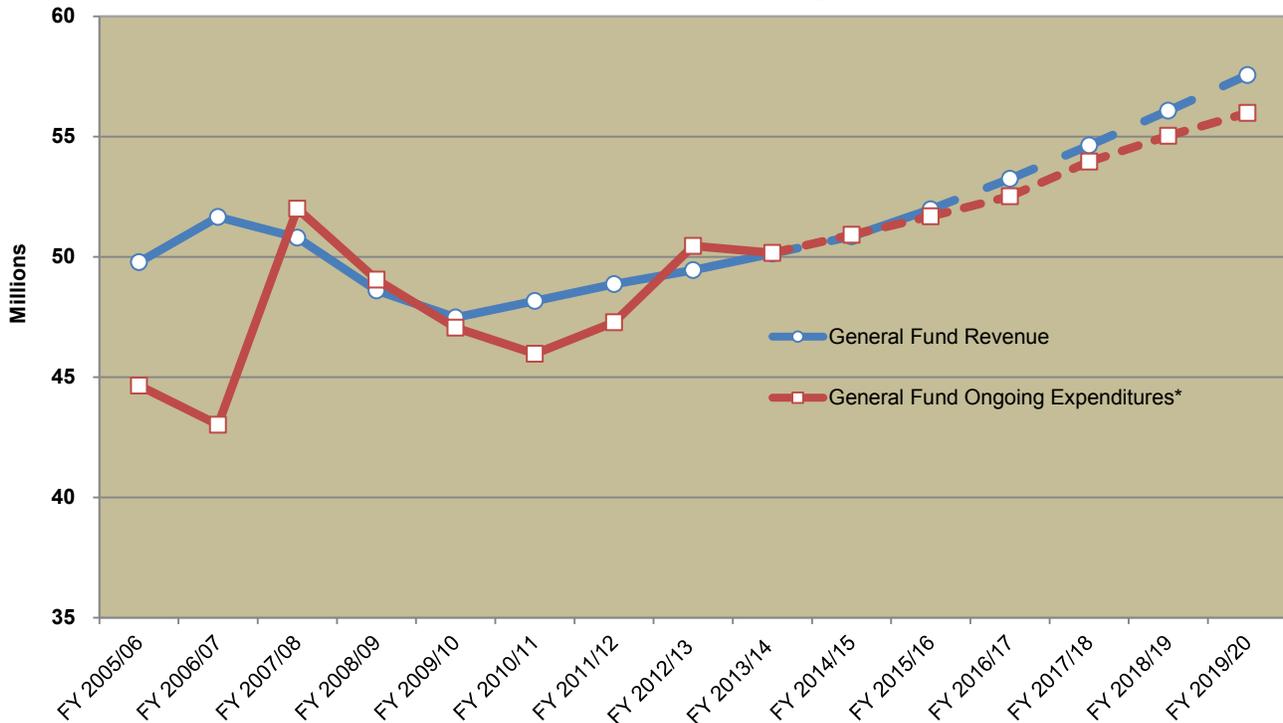
As the graph below indicates, the positive variance between ongoing revenues and expenditures continues to grow through FY 2019/20. In fact, one can see the rate of growth in revenues outpaces the rate of growth in ongoing expenditures (i.e., the slope of the graph) beginning in FY 2015/16.



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**General Fund Revenue vs. General Fund Operating Expenditures
FY 2005/06 to FY 2020/19 (Projected)**



*Ongoing, or operating, expenditures include Personnel (salary and benefits), Services and Supplies, Debt Service and Non-discretionary transfers out (e.g., Animal Services and Library Fund subsidies).

Other Transfer: Mall Bond Rolling Reserve Release

The Mall Bond Rolling Reserve Release represents the portion of sales tax revenue generated by “The Shops at Mission Viejo” mall not needed to pay the debt service on the mall’s Series A bonds. These funds are held for a year to provide extra security for payment of annual debt service. After the year holding period, the excess funds are released and used either to pay the Series B mall bond debt service or to be returned to the City’s General Fund.

The City is entitled to retain these funds to first make up any shortfall in the City’s guaranteed portion of mall sales tax revenue up to a total of two million dollars for the year. In addition, the City may retain funds representing the interest rate savings of variable rate bonds vs. fixed rate bonds and to cover the City’s share of the foregone sales tax revenue resulting from the delay in the previously planned expansion of the mall. Then, remaining funds are used to extinguish Series B bond debt service and are retained by the City, under prior agreement with the mall owner who holds all the Series B bonds, to cover administrative costs related to the Series A bonds (such as letter of credit fees).

Accordingly, the size of the rolling reserve release that is kept by the City each year and the amount of funds repaid to the City by the mall owner are dependent on the level of sales tax generated by “The Shops at Mission Viejo,” interest rates and the amount of administrative fees incurred in the current and prior years. All of these variables makes the amounts “released” in any given year subject to wide fluctuations and are an unpredictable source of General Fund revenue.



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That is why this source of revenue is not included as part of “ongoing revenue.” In an effort to get a better grasp of one-time vs. ongoing revenue, this update of the MFP places a greater focus on identifying items such as the rolling reserve release revenue that fluctuate widely and which should not be part of the baseline MFP forecast.

Because of the unpredictability of this revenue source, it is most appropriate to consider it useful for funding only one-time expenditures, such as capital items or transfers to other reserve funds. For FY 2015/16 through FY 2019/20, a minimal amount of \$500,000 in rolling reserve release revenue is included as discretionary/one-time revenue. This amount was decided upon by analyzing prior year rolling reserve releases and finding a reasonable, average minimum dollar amount.

Contributions to Asset Replacement Funds

The City maintains two asset replacement funds: the Computers/Equipment/Furnishings/Vehicles (CEFV) Fund, and the Facility Rehabilitation and Repair (FR&R) Fund. Due to the recessionary effects on the City’s revenue, there have been no net operating funds available in the General Fund to make transfers to either asset replacement fund. This master financial plan update projects available balances to be used at City Council’s discretion.

Capital Improvement Projects

Capital improvement project spending from the General Fund has varied greatly over the past seven years, from a low of \$449,076 in FY 2009/10 to a high of \$8.2 million in FY 2007/08. Over seven million dollars of the FY 2007/08 expenditures were related to the Norman P. Murray Community and Senior Center expansion. A total of \$20.5 million of General Fund appropriations was spent from FY 2006/07 to FY 2012/13 on capital projects. This is an average of \$2.9 million per year.

For the two-year budget of 2013-15, there is no General Fund funding for capital projects. Park Fees will be used to primarily fund projects such as the Dog Park and the Marguerite Aquatics Complex rehabilitation design. Looking beyond FY 2013/15, General Fund funding for capital projects is planned beginning in FY 2016/17.

A Discussion of Reserves

A policy update in FY 2007/08 established a minimum level and a target level at which to maintain *discretionary reserves*. Discretionary reserves are comprised of the fund balances and reserve accounts set aside in the General Fund and the City’s two asset replacement funds. We include the asset replacement fund balances as part of “total discretionary reserves” because, even though the fund balances of the two asset replacement funds have been identified by the City Council for a specific use, these funds can be re-designated and are available for any other purpose that the City Council deems appropriate.

The minimum target level for General Fund group fund balance has been established by City Council action to be 40% of General Fund group revenues, with an ideal target level of 50% of General Fund group revenues.

Ending Fund Balances and Reserves

As noted earlier, one of the reasons for developing and regularly updating a master financial plan is to have an analytic tool that assists management in making decisions aimed at maintaining reserves at City Council established levels. In this update of the MFP, the focus has been to maintain “total

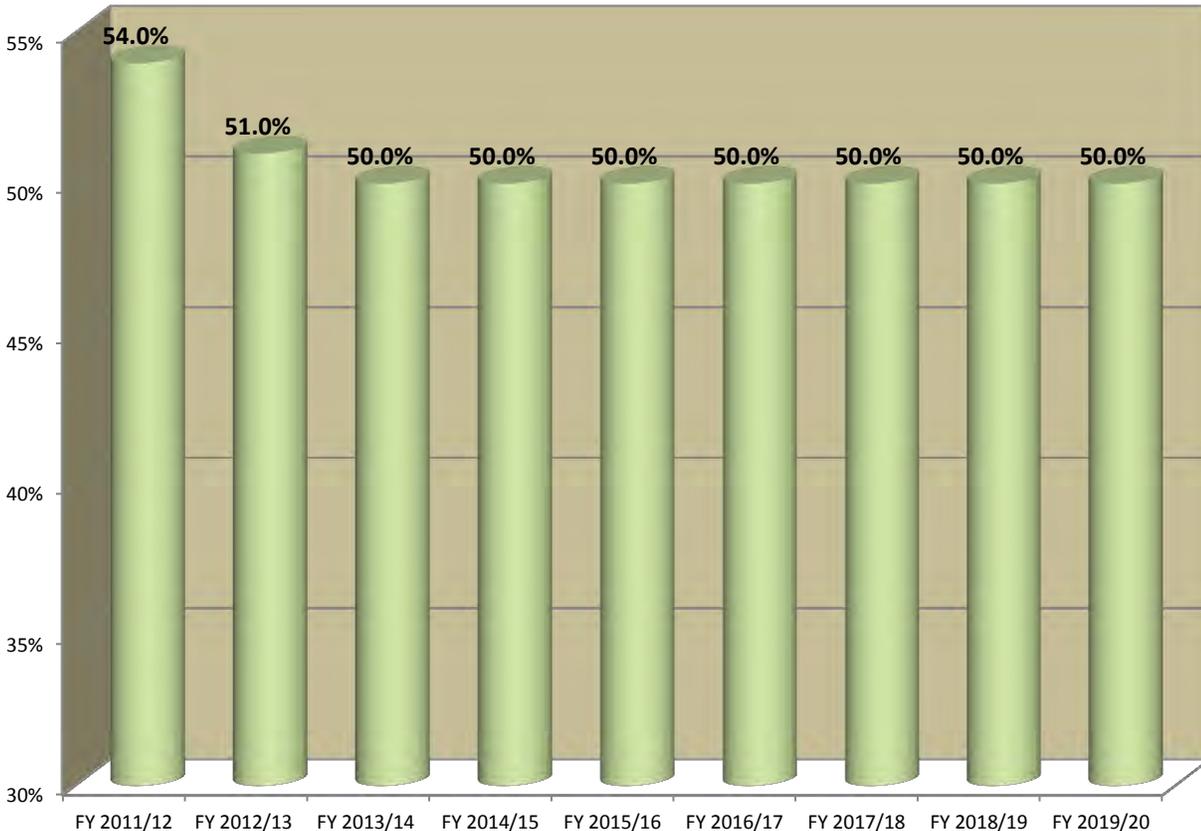


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discretionary reserves” at or above the City Council adopted 50% of General Fund group revenue target level. For the 2013-15 adopted budget, the levels are 50% for each fiscal year. The following years, beginning with FY 2015/16, General Fund group fund balance is projected to be at least 50% each year. It is at the discretion of the City Council how best to use projected excess available funding.

Discretionary Reserves as Percentage of General Fund Group Revenues



Closing Observations and Recommendations

As with any forecast, many of the projections are outdated the moment they are printed. While this MFP update does not deem itself perfect, it is useful in plotting out future budget decisions based on a “big picture” view of the City’s projected income and expenses. The dynamic nature of this master financial plan allows management to make near-term and long-term decisions and immediately see their projected impact on expenditures, revenue, and ultimately fund balances.

Whether it is increasing equipment replacement or facility repairs, shifting funds from one program area to another, further pension funding issues, or contemplating changes to staffing levels, this MFP can forecast the ripple effects on the bottom line. Keeping the City Council target reserve level amount in sight is much easier when a useful analytic tool such as this MFP is available. Furthermore, depending on what might happen to the economy in the coming weeks and months, any changes related to revenue the City receives (property and sales tax for example) can immediately be placed in the MFP and the effects on future fiscal years analyzed in detail.

The slow economic recovery is the biggest variable weighing on the accuracy of the baseline MFP projections. Should the nation slip back into another recession, or if the “recovery” stalls even more,



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then the revenue projections contained in this updated MFP will need to be re-evaluated. Or, if the State of California continues to suffer from budget deadlock and “fixes” its financial issues on the backs of local agencies, then the effects of whatever legislative machinations Sacramento conjures up will need to be faced.

Staff will continue to work diligently to monitor ongoing revenue and expenditures and make whatever budgetary changes are necessary in order to maintain a balanced budget while keeping General Fund group fund balances at or above the City Council determined target levels.

MASTER FINANCIAL PLAN - GENERAL FUND

GENERAL FUND	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	BUDGET Amended 2012/13	FY 2013/14 Budget	FY 2014-15 Budget	FY 2015-16 Projection	FY 2016-17 Projection	FY 2017-18 Projection	FY 2018-19 Projection	FY 2019-20 Projection
REVENUES:														
Taxes:														
Property Tax	23,240,356	24,569,778	24,511,907	23,927,664	23,890,732	23,821,350	24,793,492	24,524,000	24,935,000	25,372,400	25,819,200	26,281,400	26,773,860	27,290,809
Sales Tax/Non-Mall (see also Sales Tax in Lieu)	9,233,462	8,817,931	7,395,262	7,569,033	7,972,854	8,449,128	8,505,000	9,027,411	9,332,484	9,806,399	10,253,969	15,005,773	15,622,851	16,303,592
Sales Tax in Lieu (Mall and Non-Mall)	4,532,640	4,490,743	3,863,059	2,718,259	3,731,802	3,834,165	3,900,000	4,100,000	4,150,000	4,175,000	4,175,000			
Sales Tax - Mall	2,055,602	1,780,818	1,725,022	1,880,795	1,960,043	2,039,371	2,071,000	2,161,447	2,206,929	2,253,427	2,300,142	2,334,227	2,377,149	2,386,408
Franchise Tax	2,927,803	2,880,671	2,953,524	2,851,736	2,753,821	2,793,042	2,790,000	2,835,000	2,835,000	2,892,000	2,924,600	2,983,100	3,012,900	3,043,000
Transient Occupancy Tax	581,347	589,199	475,577	520,095	594,299	608,311	620,000	617,120	626,400	632,600	645,000	661,000	674,000	687,000
Real Property Transfer Tax	573,226	335,253	311,863	448,100	357,313	357,240	425,000	439,350	443,740	429,300	433,600	442,300	451,100	460,100
Subtotal, Taxes	43,144,436	43,464,393	41,236,214	39,915,682	41,260,864	41,902,607	43,104,492	43,704,328	44,529,553	45,561,126	46,551,511	47,707,800	48,911,860	50,170,909
Licenses & Permits:														
Private Prop Development	1,165,422	927,463	860,915	948,771	931,363	862,633	1,556,500	1,386,500	1,482,500	1,512,200	1,542,400	1,573,200	1,604,700	1,636,800
Public Prop Encroachment/Other CD & PW	508,434	460,997	404,624	295,924	309,646	329,859	324,700	317,700	317,700	321,000	323,000	325,000	327,000	329,000
Subtotal, Licenses & Permits	1,673,856	1,388,460	1,265,539	1,244,695	1,241,009	1,192,492	1,881,200	1,704,200	1,800,200	1,833,200	1,865,400	1,898,200	1,931,700	1,965,800
Intergovernmental Revenues:														
Motor Vehicle In Lieu	611,463	438,534	337,213	294,366	459,061	49,831	51,633	0	0					
Homeowner's Property Tax Relief	154,367	150,141	142,234	140,373	140,047	137,532	140,000	140,000	140,000	141,400	143,000	144,000	145,000	146,000
Other State/County/Fed	166,535	260,898	133,383	1,158,583	280,198	202,402	158,203	269,000	93,000					
Subtotal, Intergovernmental	932,365	849,573	612,830	1,593,322	879,306	389,765	349,836	409,000	233,000	141,400	143,000	144,000	145,000	146,000
Charges for Services:														
Rec, Tennis & Comm Center Revenues	1,449,891	1,590,051	1,686,438	1,577,602	1,499,824	1,425,280	1,445,600	1,570,000	1,568,000	1,584,000	1,600,000	1,616,000	1,632,000	1,648,000
Development Related Fees	805,564	452,952	319,748	342,455	503,278	474,374	572,020	614,020	565,020	576,000	588,000	601,000	613,000	625,000
Other Fees & Charges	2,351	2,162	1,709	2,822	2,298	1,310	2,150	1,000	1,000	1,020	1,040	1,100	1,100	1,100
Subtotal, Charges for Services	2,257,806	2,045,165	2,007,895	1,922,879	2,005,400	1,900,963	2,019,770	2,185,020	2,134,020	2,161,020	2,189,040	2,218,100	2,246,100	2,274,100
Fines & Forfeitures:														
Court Fines (Vehicle Code)	628,266	616,799	496,820	556,263	581,107	521,735	500,000	500,000	500,000	510,000	520,200	531,000	542,000	553,000
Parking Penalties/All Other	161,303	164,704	155,142	171,468	256,360	267,724	256,000	181,000	181,000	184,600	188,300	192,100	195,900	199,800
Subtotal, Fines & Forfeitures	789,569	781,503	651,962	727,731	837,467	789,459	756,000	681,000	681,000	694,600	708,500	723,100	737,900	752,800
Use of Money & Property:														
Interest Earnings	1,679,062	1,384,076	633,534	705,041	424,902	436,115	206,500	172,300	221,600	307,700	492,400	615,500	738,600	861,700
Rents and Concessions	541,141	465,645	761,498	705,607	741,595	803,242	728,050	766,027	766,027	781,300	796,900	816,800	837,200	858,100
Subtotal, Use of Money & Property	2,220,203	1,849,721	1,395,032	1,410,648	1,166,497	1,239,357	934,550	938,327	987,627	1,089,000	1,289,300	1,432,300	1,575,800	1,719,800
Miscellaneous Revenues:														
Total All Other Reimbursements	546,978	360,477	1,344,708	630,183	738,323	1,270,085	374,058	431,250	395,250	403,200	409,200	417,400	425,700	434,200
Other Miscellaneous	92,842	60,671	87,487	34,493	40,049	182,221	28,300	84,100	89,100	90,900	92,700	95,000	96,900	98,800
Subtotal, Miscellaneous	639,820	421,148	1,432,195	664,676	778,372	1,452,306	402,358	515,350	484,350	494,100	501,900	512,400	522,600	533,000
TOTAL REVENUES	51,658,055	50,799,963	48,601,667	47,479,633	48,168,915	48,866,949	49,448,206	50,137,225	50,849,750	51,974,446	53,248,651	54,635,900	56,070,960	57,562,409
OPERATING BUDGET EXPENDITURES:														
PERSONNEL														
Current Personnel:														
Salaries	6,265,035	6,982,884	6,752,063	7,067,730	6,912,127	6,656,332	7,247,378	7,714,029	7,904,348	7,904,348	7,904,348	8,404,348	8,404,348	8,404,348
Temporary Wages	225,231	263,414	302,262	464,670	471,320	394,625	398,050	507,426	502,426	500,000	500,000	500,000	500,000	500,000
Overtime	110,023	131,050	130,460	106,895	141,081	162,646	97,400	105,675	104,675	105,000	105,000	105,000	105,000	105,000
Leave Payouts/Compensated Absences	726,419	784,198	955,644	1,086,021	945,453	904,207	200,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Benefits: PERS/Employer (6250)	1,025,933	1,162,003	1,266,885	1,118,253	1,075,868	1,216,040	1,229,981	1,326,742	1,391,794	1,419,630	1,448,022	1,476,983	1,506,523	1,536,653
Benefits: PERS/Employee (6251)	510,871	533,367	569,266	473,793	362,696	317,250	283,387	182,963	93,095	0	0	0	0	0

MASTER FINANCIAL PLAN - GENERAL FUND

GENERAL FUND	Actual	Actual	Actual	Actual	Actual	Actual	BUDGET	FY 2013/14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	Amended 2012/13	Budget	Budget	Projection	Projection	Projection	Projection	Projection
Benefits: Cafeteria Plan	1,031,924	1,096,740	1,126,445	1,054,592	999,269	921,725	940,634	1,138,807	1,138,787	1,138,787	1,138,787	1,262,987	1,262,987	1,262,987
Benefits: All Other (401A, Medicare, Life/LTD)	452,917	568,401	697,049	674,904	591,717	549,276	513,260	370,011	316,830	323,167	329,630	336,223	342,947	349,806
Workers Comp (6495)								181,128	181,128	184,751	188,446	192,214	196,059	199,980
Benefits: RIP Employee Cost (6395)	57,013	1,520,824	390,639	389,864	413,843	549,188	562,000	575,000	428,000	436,560	445,291	454,197	463,281	472,547
Benefits: Post Retirement Medical (Includes SHARE)	0	1,813	10,921	21,572	22,479	23,554	27,130	27,307	30,108	31,613	33,194	34,854	36,596	38,426
TOTAL, PERSONNEL	10,405,366	13,044,694	12,201,634	12,458,294	11,935,853	11,694,843	11,499,220	12,229,088	12,191,191	12,143,855	12,192,718	12,866,806	12,917,741	12,969,747
SERVICES & SUPPLIES														
Gen Govt/Admin Svcs:														
Administrative Services	368,912	408,819	307,665	198,794	285,545	303,587	299,198	285,486	276,468	306,468	287,637	293,390	299,258	305,243
Interdepartmental/Debt Service	1,254,722	1,308,740	1,439,907	1,442,086	1,497,175	1,390,211	1,389,362	1,161,166	1,158,287	1,181,453	1,214,533	1,248,540	1,283,499	1,319,437
City Council	122,358	133,139	452,800	68,599	56,451	69,428	74,045	67,655	69,685	71,079	72,500	73,950	75,429	76,938
City Manager	469,271	436,116	362,188	132,915	178,051	105,491	131,990	99,830	99,830	101,827	103,863	105,940	108,059	110,220
City Attorney	612,791	716,714	774,481	581,124	322,683	312,816	285,784	335,000	335,000	340,000	345,000	350,000	355,000	360,000
City Clerk	93,759	18,972	132,750	686,177	194,164	204,664	342,220	179,844	238,170	184,340	250,079	188,949	262,582	193,672
Information Technology	775,464	1,364,435	1,033,238	803,058	866,884	894,791	1,268,567	1,064,715	1,027,215	1,086,009	1,107,729	1,129,884	1,152,482	1,175,531
Subtotal Gen Govt	3,697,278	4,386,935	4,503,029	3,912,753	3,400,953	3,280,988	3,791,166	3,193,696	3,204,655	3,271,175	3,381,342	3,390,654	3,536,310	3,541,042
Police Contract: OC Sheriff	12,178,060	13,426,504	14,126,908	14,742,633	14,952,291	14,769,635	15,312,136	15,609,359	16,078,700	16,480,668	16,892,684	17,315,001	17,747,876	18,191,573
Police: Support Services/All Other	102,543	440,049	168,700	144,503	150,131	247,206	185,744	198,710	198,710	200,000	200,000	200,000	200,000	200,000
Subtotal Police Services	12,280,603	13,866,553	14,295,608	14,887,136	15,102,422	15,016,841	15,497,880	15,808,069	16,277,410	16,680,668	17,092,684	17,515,001	17,947,876	18,391,573
Public Services:														
Administration/Emergency Preparedness	88,580	75,594	50,821	24,413	35,064	58,446	58,205	28,650	28,300	28,866	30,000	30,000	30,000	30,000
Park Maintenance/Monthly Contract	2,301,034	3,702,903	3,046,232	2,551,109	2,574,547	2,618,319	2,704,434	2,619,025	2,629,025	2,707,896	2,707,896	2,789,133	2,789,133	2,872,807
Parks Maintenance / All Other	2,580,307	2,867,847	2,618,919	2,162,629	2,189,969	2,438,020	2,355,321	2,319,560	2,306,060	2,306,000	2,306,000	2,306,000	2,306,000	2,306,000
Medians & Parkways/Monthly Contract	1,448,892	2,007,486	1,749,857	1,139,164	743,840	1,151,214	1,266,799	1,135,350	1,135,350	1,169,411	1,169,411	1,204,493	1,204,493	1,240,628
Medians & Parkways / All Other	1,110,016	1,214,092	1,496,179	862,147	867,096	1,287,550	1,089,308	1,129,400	940,900	940,000	940,000	940,000	940,000	940,000
Urban Forestry / Tree Maint Contract	675,149	689,534	654,420	632,539	679,107	611,212	666,675	611,675	611,675	611,000	628,108	645,695	663,774	682,360
Street Maintenance	334,473	589,506	100,679	130,682	162,837	523,155	836,933	1,852,713	1,852,713	1,853,000	1,904,884	1,958,221	2,013,051	2,069,416
Fleet Maintenance	138,270	153,442	148,696	158,216	167,437	102,699	122,700	111,200	111,200	110,000	113,080	116,246	119,501	122,847
Environmental Maintenance	796,248	861,346	649,041	686,348	488,352	461,214	905,172	596,650	596,650	590,000	590,000	606,520	623,503	640,961
Facilities Maintenance	369,573	421,483	366,392	339,369	322,175	322,682	295,574	321,950	306,950	300,000	300,000	308,400	317,035	325,912
Facilities Maintenance-Rec Centers	386,035	447,489	370,662	318,621	342,370	296,928	369,367	365,985	319,982	320,000	320,000	328,960	338,171	347,640
Facilities Maint-Aquatics/NPM/Potki/Melinda	467,095	632,393	606,343	557,556	545,374	570,026	557,459	657,600	613,900	600,000	600,000	616,800	634,070	651,824
Street Lighting	-	-	112,646	512,453	501,095	520,000	520,000	902,500	902,500	920,550	938,961	957,740	976,895	996,433
Subtotal Public Services	10,695,672	13,663,115	11,858,241	9,675,439	9,630,621	10,942,560	11,747,947	12,652,258	12,355,205	12,456,722	12,548,339	12,808,208	12,955,626	13,226,828
Public Works:														
Public Works Admin	48,753	39,210	50,003	20,158	45,072	24,079	32,875	22,075	22,075	23,000	24,000	25,000	26,000	27,000
Engineering/Inspection	324,549	216,603	148,388	91,311	137,429	120,394	105,926	115,335	83,335	85,002	86,702	88,436	90,204	92,009
Water Quality-PW	272,342	273,016	262,990	239,869	246,101	245,881	348,259	323,380	324,880	325,000	325,000	325,000	325,000	325,000
Crossing Guards	323,539	372,472	374,597	350,830	353,245	360,657	370,343	300,000	300,000	306,000	312,120	315,241	318,394	321,578
Integrated Waste Management	30,408	47,128	74,907	145,491	28,020	70,044	121,968	79,900	79,900	80,000	80,000	80,000	80,000	80,000
Transportation Planning/Safety/Ops	272,953	299,634	77,043	88,234	58,396	48,258	32,759	31,439	26,250	26,775	27,311	27,857	28,414	28,982
Traffic Signal Maintenance	135,824	111,496	36,251	-	478,655	451,870	478,655	368,000	408,000	416,160	424,483	432,973	441,632	450,465
Subtotal Public Works	1,408,369	1,359,559	1,024,179	935,893	868,263	1,347,968	1,464,000	1,240,129	1,244,440	1,261,937	1,279,615	1,294,507	1,309,644	1,325,033
Community Development:														
Water Quality-CD	-	-	-	-	-	-	500	500	500	500	500	500	500	500
CD Administration	23,296	7,462	5,698	6,081	3,834	6,683	6,580	7,855	7,855	8,000	8,000	8,000	8,000	8,000
Advanced Planning	71,838	369,929	84,553	35,303	30,216	144,824	198,659	17,215	37,215	37,959	38,718	39,493	75,283	76,088
Current Planning	62,225	131,679	106,420	12,481	69,475	26,720	25,060	35,000	35,000	36,000	37,000	38,000	39,000	40,000
Economic Development	-	-	-	-	-	8,481	10,025	12,470	12,120	13,000	13,000	13,000	13,000	13,000
Building	825,266	695,259	617,388	652,046	727,065	906,444	978,760	985,225	1,053,985	1,075,065	1,096,566	1,118,497	1,140,867	1,163,685

MASTER FINANCIAL PLAN - GENERAL FUND

GENERAL FUND	Actual	Actual	Actual	Actual	Actual	Actual	BUDGET	FY 2013/14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	Amended 2012/13	Budget	Budget	Projection	Projection	Projection	Projection	Projection
Code Enforcement	6,425	5,973	3,158	1,409	1,663	883	5,800	8,250	6,300	7,000	7,000	7,000	7,000	7,000
Subtotal Community Development	989,049	1,210,302	817,217	707,320	832,253	1,094,035	1,225,384	1,066,515	1,152,975	1,177,524	1,200,784	1,224,490	1,283,650	1,308,273
Recreation and Community Services:														
Rec Admin	27,014	61,667	56,065	32,355	42,770	69,972	99,000	92,550	93,750	53,000	53,000	53,000	53,000	53,000
Recreation (SVUSD Contract)	538,151	615,236	686,259	688,004	710,830	714,786	760,000	725,000	725,000	739,500	754,290	769,376	784,763	800,459
Community Services	252,794	352,749	271,223	210,892	148,218	194,167	208,600	205,425	205,425	205,000	210,000	215,000	220,000	225,000
Recreation & Tennis Centers	570,970	638,051	615,579	555,200	493,482	448,460	567,340	675,890	675,890	689,408	703,196	717,260	731,605	746,237
Norman P. Murray Sr. Center	115,106	97,975	120,398	100,384	91,358	111,349	125,550	119,537	109,537	110,000	110,000	110,000	110,000	110,000
Subtotal Recreation and Community Svcs	1,504,035	1,765,678	1,749,524	1,586,835	1,486,658	1,538,734	1,760,490	1,818,402	1,809,602	1,796,908	1,830,486	1,864,636	1,899,368	1,934,696
Library Services:														
Library Services		232,356	218,053		1,341									
Cultural Services	100,117			37,615	114,257	122,449	93,400	82,820	82,570	83,000	83,000	85,000	85,000	85,000
Subtotal Library	100,117	232,356	218,053	37,615	115,598	122,449	93,400	82,820	82,570	83,000	83,000	85,000	85,000	85,000
TOTAL, SERVICES & SUPPLIES	30,675,123	36,484,498	34,465,851	31,742,991	31,436,768	33,343,575	35,580,267	35,861,889	36,126,857	36,727,934	37,416,251	38,182,495	39,017,475	39,812,445
TOTAL, CAPITAL OUTLAY	194,459	642,062	510,199	428,383	220,727	253,184	1,088,874		29,000	300,000	400,000	400,000	600,000	700,000
EXISTING DEBT SERVICE:														
2009 Bond Refinance Debt Service		-	-	-	1,230,346	1,235,731	1,304,000	1,362,000	1,357,000	1,354,112	1,362,313	1,357,062	1,355,313	1,356,812
1996 Library COPs	231,305	232,498	233,350	238,577				-	-					
TOTAL, DEBT SERVICE COSTS	231,305	232,498	233,350	238,577	1,230,346	1,235,731	1,304,000	1,362,000	1,357,000	1,354,112	1,362,313	1,357,062	1,355,313	1,356,812
TOTAL OPERATING BUDGET EXPENDITURES **	41,506,253	50,403,752	47,411,034	44,868,245	44,823,694	46,527,333	49,472,361	49,452,977	49,704,048	50,525,901	51,371,283	52,806,363	53,890,529	54,839,004
REVENUES LESS OPERATING EXPENDITURES:	10,151,802	396,211	1,190,633	2,611,388	3,345,221	2,339,616	(24,155)	684,248	1,145,702	1,448,545	1,877,369	1,829,537	2,180,431	2,723,405
NON-DISCRETIONARY TRANSFERS OUT:														
Animal Services	(432,705)	(552,488)	(521,260)	(482,831)	(476,611)	(410,450)	(475,000)	(530,389)	(527,249)	(527,249)	(527,249)	(527,249)	(527,249)	(527,249)
City Hall Debt Service	(1,084,178)	(1,049,896)	(1,118,112)	(1,053,251)				-	-					
Library Services Subsidy				(647,138)	(667,417)	(340,450)	(511,450)	(755,891)	(776,637)	(776,637)	(776,637)	(776,637)	(776,637)	(776,637)
TOTAL, TRANSFERS OUT	(1,516,883)	(1,602,384)	(1,639,372)	(2,183,220)	(1,144,028)	(750,900)	(986,450)	(1,286,280)	(1,303,886)	(1,303,886)	(1,303,886)	(1,303,886)	(1,303,886)	(1,303,886)
REVENUES LESS MANDATORY EXPENDITURES	8,634,918	(1,206,173)	(448,739)	428,168	2,201,193	1,588,716	(1,010,605)	(602,032)	(158,184)	144,659	573,483	525,651	876,545	1,419,519
TRANSFERS IN:														
Mall Bond Rolling Reserve Release	1,315,432	822,329	664,347	668,613	978,483	681,351	486,605	603,000	750,000	500,000	500,000	500,000	500,000	500,000
2009 Bond Refinancing Impact	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Appropriated Reserves Transfer In	-	186,262		552,772	1,192,548			-	-	-	-	-	-	-
TOTAL, TRANSFERS IN	1,315,432	1,008,591	664,347	1,221,385	2,171,031	681,351	486,605	603,000	750,000	500,000	500,000	500,000	500,000	500,000
TRANSFERS OUT:														
Reserve Contribs and One-Time Transfers to Replc Funds:														
CEV Fund	(636,536)	-	(127,749)			500,000	-							
Fac Rehab/Repl Fund	(1,981,345)	(6,130,987)	(2,830,987)			202,000								
TOTAL, TRANSFERS OUT	(2,617,881)	(6,130,987)	(2,958,736)	0	0	702,000	0							
TOTAL, TRANSFERS	(2,819,332)	(6,724,780)	(3,933,761)	(961,835)	1,027,003	632,451	(499,845)	(683,280)	(553,886)	(803,886)	(803,886)	(803,886)	(803,886)	(803,886)
CAPITAL PROJECTS														
Cash-Financed Capital Projects:														
Public Works/Streets		57,739	179,581	32,305	1,123,612	25,992	287,655	-	-					
Parks & Playgrounds	43,564	52,586	135,246	37,331	2,135		11,481	-	-					

MASTER FINANCIAL PLAN - GENERAL FUND

GENERAL FUND	Actual	Actual	Actual	Actual	Actual	Actual	BUDGET	FY 2013/14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	Amended 2012/13	Budget	Budget	Projection	Projection	Projection	Projection	Projection
Medians/Slopes/Open Spaces	1,246,301	9,403	-	-	-	-	-	-	-	-	-	-	-	-
Recreation, Tennis & Aquatics Centers	-	190,920	198,842	32,518	127,045	5,769	1,982	-	-	-	-	-	-	-
All Other Facilities	1,696,790	430,681	7,349	37,808	(27,010)	9,215	26,764	-	-	-	-	-	-	-
Melinda Park Restroom	14,995	381,828												
Bleacher Shade Covers				64,781	41,396	21,669	118,154							
Dog Park		5,450		43,652	103,866	49,258	61,284	-	-					
Marguerite Tennis Center		3,457	45,867	200,681	61,689	4,167,446	346,198							
Norman P. Murray Center Expansion		7,106,017	158,040											
	1,555,621													
TOTAL CAPITAL PROJECTS	4,557,271	8,238,081	724,925	449,076	1,432,733	4,279,349	853,518	-	-		400,000	400,000	500,000	1,000,000
Available Balance	2,775,198	(14,566,650)	(3,468,053)	1,200,477	2,939,491	(1,307,282)	(1,377,518)	968	591,816	644,659	673,483	625,651	876,545	919,519
Discretionary Reserves (\$ millions)	34.0	29.9	26.6	25.9	26.7	26.2	25.0	25.0	25.5	26.0	26.6	27.3	28.0	28.8
Target Level = 50%	64%	57%	54%	55%	55%	54%	51%	50%	50%	50%	50%	50%	50%	50%

Appendices



RESOLUTION 13-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION VIEJO, CALIFORNIA, APPROVING A BUDGET FOR 2013-15, AND APPROPRIATING FUNDS FOR FISCAL YEAR 2013/14 ONLY

WHEREAS, the City Manager presented to the City Council on June 3, 2013, a Proposed Budget for the 2013-15 fiscal years; and

WHEREAS, one budget workshop was duly scheduled, and held, and there was an opportunity for all persons to be heard and their suggestions or objections considered.

WHEREAS, City staff and the City Council have recommended certain changes be made to the Proposed Budget to reflect revised appropriations; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MISSION VIEJO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the 2013-15 Budget for the City of Mission Viejo is hereby adopted.

SECTION 2. That appropriations are hereby authorized and revenue estimates confirmed for FY 2013/14 only, in accordance with the Proposed Budget dated June 3, 2013, as further modified by Council and staff on June 17, 2013, and July 1, 2013, as reflected on Exhibits A, B, C, D, E, and F to this Resolution.

SECTION 3. That regular staff positions are hereby authorized for FY 2013/14 in accordance with Exhibit G to this Resolution.

SECTION 4. That, for FY 2013/14, Department Heads are hereby authorized to overspend individual operating budget object accounts within the budget categories of personnel services, operations, and capital outlay, and are authorized to move appropriations from one object to another, within each budgetary program and within the same fund, provided that total appropriations for a budget program and within the same fund are not exceeded.

SECTION 5. That, for FY 2013/14, the City Manager is hereby authorized to transfer operating budget appropriations within the same fund between categories, budgetary departments and budgetary programs, but only within each of the five broad program areas of: General Government (Legislative and Management & Support combined); Public Safety; Community Development; Engineering & Transportation and Infrastructure Maintenance combined; and Recreation, Community and Library Services; provided that total appropriations for a program area by fund are not changed.

SECTION 6. That, for FY 2013/14, the City Manager is hereby authorized to transfer capital improvement project appropriations between projects up to a limit of \$30,000 per transfer, within the same fund and within the responsibility of the same

department.

SECTION 7. That changes to total program area appropriations, changes to total fund appropriations, all other changes to capital improvement project appropriations not specified in Section 6 of this Resolution, changes to the number of regular positions by classification, transfers to and/or from appropriated reserves, cancellation of appropriations, and appropriations of fund balances shall require the majority approval of the City Council.

SECTION 8. That encumbrances at the end of FY 2012/13 will be re-appropriated for continued use in FY 2013/14.

SECTION 9. That all active capital project appropriation balances that existed at the end of FY 2012/13 will be re-appropriated for continued use in the FY 2013/14.

SECTION 10. That unencumbered balances in the Cable Television program, in the Mission Viejo TV Capital Fund be re-appropriated for continued use in FY 2013/14.

SECTION 11. That unencumbered balances in the Information Technology program in all funds be re-appropriated for continued use in FY 2013/14; however, the unencumbered balance in object 8100, program 233, fund 201 will not be carried forward, but returned to the Library Fund fund balance.

SECTION 12. That unencumbered balances in object 6480, program 001, fund 101 be re-appropriated for continued use in FY 2013/14 for payment of outstanding prior period pension contributions to CalPERS as directed by resolution 2013-33.

SECTION 13. That \$67,000 of unencumbered balances from Capital Improvement Project 837, Arterial Highway Resurfacing & Slurry in the General Fund be re-appropriated to the Inspection program for continued use in FY 2013/14 for the replacement of two inspection vehicles.

SECTION 14. That \$33,000 of unencumbered balances from Capital Improvement Project 838, Residential Resurfacing in the General Fund be re-appropriated to the Inspection program for continued use in FY 2013/14 for the replacement of two inspection vehicles.

SECTION 15. That \$50,000 of unencumbered balances in the Environmental Maintenance program in the General Fund be re-appropriated to the Street Maintenance for continued use in FY 2013/14 for the replacement of a maintenance vehicle.

SECTION 16. That \$50,000 of unencumbered balances in the Environmental Maintenance program in the General Fund be re-appropriated to the Park Maintenance for continued use in FY 2013/14 for the replacement of a maintenance vehicle.

SECTION 17. That unencumbered balances in the Medians & Parkways program in the General Fund be re-appropriated for continued use in FY 2013/14 for slope maintenance and rehabilitation.

SECTION 18. That \$8,000 of unencumbered balances in object 8400, program 552, fund 101 be re-appropriated to the Facilities Maintenance-Recreation Centers program for the purchase of ADA pool lifts.

SECTION 19. That unencumbered balances in the Facilities Maintenance-Library program in the Library Fund be re-appropriated for continued use in FY 2013/14.

SECTION 20. That unencumbered balances in object 8100, program 314, fund 560 be re-appropriated to the Animal Services program for the replacement of donor wall recognition.

SECTION 21. That unencumbered balances in the Facility Maintenance-Animal Services program in the Animal Services Fund be re-appropriated for continued use in FY 2013/14.

SECTION 22. That \$211,000 of unencumbered balances from the Interdepartmental program in the General Fund be re-appropriated for continued use in FY 2013/14 as a contingency for the implementation of the Affordable Health Care Act, unanticipated changes in the Annual Required Contribution of the Retiree Insurances Program and unanticipated changes to health benefit enrollment by employees during open enrollment.

SECTION 23. The Budget contains appropriations for the funding of the following community service organizations/projects: (1) Orange County Sheriff's Department Medal of Valor ceremony (\$1,500); (2) Fair Housing Foundation (\$7,225); (3) Social Service agencies identified as part of the Community Development Block Grant allocation (\$52,500); (4) Marine and Sailors Adoption Committee (\$20,800); (5) Pacific Symphony (\$30,000); (6) Mission Viejo Activities Committee (\$78,500); (7) Capistrano Valley, Trabuco Hills, Mission Viejo, Silverado, and Tesoro High Schools for graduation nights (\$8,500); (8) Community Service organizations (\$75,000); (9) American Cancer Society's Relay for Life (\$8,000); (10) Vocational Visions ceremony (\$1,250); and (11) Trauma Intervention Program (\$12,000). In making these appropriations, and any additional appropriations to community service organizations/projects on July 1, 2013, the City Council finds, determines and declares that with respect to each matter: (1) the project provides a service for the City that complements or enhances a service that the City may lawfully provide itself; (2) the project provides a secondary benefit to the citizens of the City within the City's authority; and (3) the project provides a specific service to the City that the City could perform, but chooses not to perform or not to perform fully. Council hereby approves the contributions totaling over \$30,000 to the organizations/projects listed above or added on July 1, 2013.

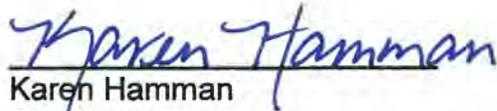
PASSED, APPROVED, AND ADOPTED this 1st day of July, 2013.


Rhonda Reardon, Mayor

I hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Mission Viejo at a regularly scheduled meeting thereof, held on the 1st day of July, 2013, by the following vote of the Council:

AYES: Kelley, Reardon, and Ury
NOES: Leckness and Schlicht
ABSENT: None

ATTEST:



Karen Hamman
City Clerk



CITY OF MISSION VIEJO
Adopted Appropriations Limit
Article XIII B Gann Initiative



Article XIII B of the California State Constitution, more commonly referred to as the Gann Initiative or Gann Limit, was adopted by California voters in 1980. This Article placed annual limits on the amount of tax proceeds that State and local governmental agencies can receive and appropriate (i.e., authorize to spend). The limit is different for each agency and changes each fiscal year. The limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978/79 in each agency, modified for changes in inflation and population in subsequent years.

For Mission Viejo and other cities that incorporated after FY 1978/79, the voters set the initial appropriations limit. Mission Viejo voters established the initial appropriations limit for the City at \$35,000,000. Each subsequent year the limit is increased or decreased for changes in inflation and population according to calculation methods prescribed by Proposition 111, which was passed by the State's voters in June, 1990.

The law now requires a governing body to annually adopt, by resolution, an appropriations limit for the following year, along with a recorded vote regarding which of the annual adjustment factors have been selected. The City's FY 2013/14 appropriations limit and annual adjustment factor, which are shown below, were adopted by the City Council at the July 1, 2013 meeting along with the 2013-2015 budget.

<u>I. 2013-14 APPROPRIATIONS LIMIT:</u>		
2012-13 Limit		\$296,380,303
x Annual Adjustment Factors:		
Population Increase (for County)	0.783%	1.00783
Inflation Change (Growth Non-Resid Construction)	39.230%	1.39230
		1.40320
2013-14 Limit		\$415,881,931
<u>II. APPROPRIATIONS SUBJECT TO LIMIT AND APPROPRIATIONS MARGIN:</u>		
Proceeds of Taxes		45,073,498
Less Exclusions:		
Federal Mandates		348,572
Total Exclusions		<u>348,572</u>
	Appropriations Subject To Limit	<u>44,724,926</u>
Appropriations Margin		<u><u>\$371,157,005</u></u>

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CITY OF MISSION VIEJO *Glossary*



GLOSSARY OF BUDGET-RELATED TERMS

ACCRUAL BASIS: The method of accounting under which revenues and expenses are recorded when they occur, regardless of the timing of related cash flows. Expenses are recorded at the time liabilities are incurred and revenues are recorded when earned.

AMERICANS WITH DISABILITIES ACT (ADA): The Americans with Disabilities Act is a Federal law that gives civil rights protections to individuals with disabilities. The law guarantees equal opportunity for individuals with disabilities in State and local government services, public accommodations, employment, transportation, and telecommunications.

APPROPRIATION: A legal authorization granted by the City Council to make expenditures or incur obligations for specific purposes.

ATTRITION: A reduction in staff due to resignation or retirement.

ASSESSED VALUATION: The value assigned to real property (land and buildings) and tangible personal property (moveable property) by the Orange County Assessors Office for use as a basis in levying property taxes.

BALANCED BUDGET: The amount of budgeted expenditures is equal to or less than the amount of budgeted revenues plus other available sources.

BOND: A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

BUDGET: A financial plan that identifies revenues, and specific types and levels of services to be provided and establishes the amount of money that can be spent.

CAPITAL IMPROVEMENT PROGRAM: A multi-year financial plan for construction of physical assets such as buildings, streets, and recreational facilities.

CAPITAL OUTLAY: Expenditures that qualify as capital costs according to accounting standards. Includes items such as furniture, fixtures, machinery, equipment and other relatively minor fixed assets.

CONSUMER PRICE INDEX (CPI): A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

CONTINGENCY: A budgetary reserve set aside for emergency or unanticipated expenditures.

CSMFO: The California Society of Municipal Finance Officers, a statewide organization of municipal finance professionals. CSMFO annually sponsors a Budget Awards Program, which recognizes municipal budgets in four categories: operating budgets, capital budgets, public communications documents, and innovations in budgeting.

DEBT INSTRUMENT: Methods of borrowing funds, including general obligations (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation (COPs), and assessment district bonds.



CITY OF MISSION VIEJO Glossary



DEBT SERVICE: The payment of principal and interest on borrowed funds such as bonds and other debt instruments according to a pre-determined schedule.

DEFEASANCE: The irrevocable setting aside of sufficient funds with a third party bank to pay, together with interest earnings thereon, the principal and interest of debt obligations when they become due, such that the legal liability to pay such debt has been extinguished at the time of the set-aside.

DEPARTMENT: A major organizational unit of government that has overall management responsibility for a group of related service responsibilities or operations within a functional area. A department typically is comprised of divisions.

DIVISION: An organizational unit, which provides specific services or products within a department. Divisions may be comprised of one or more programs.

ENCUMBRANCE: An amount of money committed for the payment of goods and services not yet received or paid for. A purchase order is a common encumbrance.

EXPENDITURE: Decrease in net financial resources. Represents the actual payment for goods and services or the accrual thereof.

FIXED ASSETS: Tangible assets having a long life that are intended to be held or used, such as land, buildings, machinery, furniture and other equipment.

FISCAL YEAR: The period designated by the City for the beginning and ending of financial transactions. The City's fiscal year begins July 1 and ends June 30.

FULL-TIME EQUIVALENTS (FTE): The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. For example, a full-time employee (1 FTE) is paid for 2,080 hours per year while a .25 FTE employee would work 520 hours per year.

FUND: An accounting entity with a set of self-balancing accounts used to record the financial affairs of a governmental organization.

FUND BALANCE: The difference between the assets and liabilities for a particular fund. Also represents the amount available for future spending from a fund.

GENERAL PLAN: A comprehensive, long-term plan, required of all California cities, for the physical development of the city. Mission Viejo's General Plan was initially adopted by the City Council on October 8, 1990; its policies, goals, and objectives are implemented through the City's development standards.

GFOA: The Government Finance Officers Association of the United States and Canada, an organization of government finance officials in the United States and Canada. GFOA annually sponsors a Distinguished Budget Presentation Awards program and makes awards to those governmental budgets that meet program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

GRANT: Contributions, gifts of cash, or other assets from another government entity to be used or expended for a special purpose, activity or facility.



CITY OF MISSION VIEJO *Glossary*



INFRASTRUCTURE: The underlying physical foundation or basic framework of a city, including streets, medians, sidewalks, bridges, traffic signals, buildings, parks, and other related facilities and fixtures.

MASTER FINANCIAL PLAN: The City's long-range financial plan that, on a biennial basis, projects General Fund revenues and expenditures over a seven-year period.

MISSION STATEMENT: A statement describing the main purpose of an organization in general, timeless terms.

MODIFIED ACCRUAL BASIS: The method of accounting under which revenues are recorded when they are both measurable and available while expenditures are recognized when incurred.

OPERATING BUDGET: A budget that is based on the day-to-day costs of delivering City services.

OPERATING COSTS: Items categorized as operating costs in this budget include office supplies and other materials used in the normal operations of City departments. Includes items such as books, maintenance materials and contractual services.

ORDINANCE: A formal legislative enactment by the City Council.

PERFORMANCE MEASURE: A measure that gauges the amount or quality of work performed and results achieved. Types of measures include: input, output, efficiency, and effectiveness.

PERSONNEL COSTS: Salaries and benefits paid to City employees. Included are items such as insurance and retirement.

PROGRAM: A subsection of a division that provides a specific service or product. A program is the smallest unit of service. There may be one or more programs within a division.

PROGRAM AREA: A grouping of individual programs in one or more departments that are similar based on a broad definition of the type of service provided.

PROGRAM BUDGET: A budget wherein expenditures are displayed based on programs of work, and only secondarily by the character and object class of the expenditure.

RESERVE: A separate account maintained for restricted use, e.g. self-insurance programs, capital improvement projects, or for unrestricted use to protect the City from emergencies or unanticipated expenditures.

RESOLUTION: An order of a legislative body requiring less formality than an ordinance.

RESOURCES: The amounts available for appropriation including estimated revenues, beginning fund balances and beginning appropriated reserves.

REVENUE: Income received through such sources as taxes, fines, fees, grants or service charges which can be used to finance operations or capital assets.



CITY OF MISSION VIEJO *Glossary*



RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SUBVENTIONS: Revenues collected by the State that are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, and gasoline taxes.

TRUST & AGENCY FUNDS: These funds are used to account for assets held by the City in a trustee capacity or as an agent.

VISION: A guiding statement that describes a desirable future state toward which priority efforts should be directed.

WORKING CAPITAL: A financial measure calculated as current assets minus current liabilities; it represents the amount of day-to-day operating liquidity of an organization.



2013-15 Adopted Budget
Authorized Positions
Regular Positions/Full-Time Equivalents (FTE)

TO BE EFFECTIVE JULY 6, 2013

Eliminated Positions

Re-organization

Department	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2013/14 Adopted	Change from Prior Year	FY 2014-15 Adopted	Change From Prior Year
City Council							
Councilmembers	5.000	5.000	5.000	5.000	0.000	5.000	0.000
Total City Council	5.000	5.000	5.000	5.000	0.000	5.000	0.000
City Manager							
City Manager	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Deputy City Manager/Community Relations & Communications Manager	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Department Assistant	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Senior Executive Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Executive Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Total City Manager	5.000	3.000	3.000	3.000	0.000	3.000	0.000
Information Technology							
Director of Information Technology	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Information Technology Manager	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Information Technology Service Delivery Manager	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Information Technology Specialist	4.000	3.000	3.000	3.000	0.000	3.000	0.000
Information Technology Technician	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Administrative Assistant	0.500	0.500	0.750	0.750	0.000	0.750	0.000
Total Information Technology	7.500	7.500	7.750	7.750	0.000	7.750	0.000
City Clerk							
City Clerk	0.000	0.000	0.000	0.000	0.000	0.000	0.000
City Clerk / Director of Community Relations & Communications	1.000	0.000	0.000	0.000	0.000	0.000	0.000
City Clerk / Director of Community Relations	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Assistant City Clerk	1.000	1.000	1.000	1.000	0.000	1.000	0.000
City Clerk Specialist	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Records Management Coordinator	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Records Management and Community Relations Coordinator	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Total City Clerk	4.000	3.000	3.000	3.000	0.000	3.000	0.000
Administrative Services							
Assistant City Manager/Director of Admin Services	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Director of Admin Services/City Treasurer	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Accountant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Accounting Information Specialist	0.800	0.800	0.800	0.800	0.000	0.800	0.000
Senior Accounting Clerk	0.750	1.000	1.000	1.000	0.000	1.000	0.000
Accounting Clerk	1.750	1.000	1.000	1.000	0.000	1.000	0.000
Accounting Manager	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Accounting Supervisor	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Budget & Research Manager	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Budget & Purchasing Analyst	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Junior Accountant	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Senior Department Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Management Analyst	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Payroll Technician	1.000	1.000	0.000	0.000	0.000	0.000	0.000
Payroll & Accounting Technician	0.000	0.000	1.000	1.000	0.000	1.000	0.000
Purchasing Analyst	0.750	0.750	0.000	0.000	0.000	0.000	0.000
Senior Accountant	0.800	0.000	0.000	0.000	0.000	0.000	0.000
Treasury Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Treasury Manager	0.900	0.900	0.900	0.900	0.000	0.900	0.000
Human Resources Analyst	2.000	1.000	1.000	1.000	0.000	1.000	0.000
Sr. Human Resources Analyst	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Human Resources Manager	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total Administrative Services	15.750	15.450	14.700	14.700	0.000	14.700	0.000
Community Development							
Director of Community Development	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Associate Planner	2.000	2.000	2.000	2.000	0.000	2.000	0.000



2013-15 Adopted Budget
Authorized Positions
Regular Positions/Full-Time Equivalents (FTE)



TO BE EFFECTIVE JULY 6, 2013

Eliminated Positions
Re-organization

Department	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2013/14 Adopted	Change from Prior Year	FY 2014-15 Adopted	Change From Prior Year
Code Enforcement Officer	2.000	2.000	2.000	1.000	-1.000	1.000	0.000
Senior Code Enforcement Officer	0.000	0.000	0.000	1.000	1.000	1.000	0.000
Code Enforcement Supervisor	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Department Assistant	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Planning Manager	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Planning and Economic Development Manager	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Economic Development Manager	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Total Community Development	8.000	9.000	9.000	9.000	0.000	9.000	0.000
Library Services							
Director of Library Services	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Director of Library & Cultural Services	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Library Services Coordinator	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Librarian I/II	6.750	6.750	6.700	6.700	0.000	6.700	0.000
Senior Library Assistant	1.000	1.000	1.000	2.000	1.000	2.000	0.000
Library Assistant	3.500	3.500	3.500	2.500	-1.000	2.500	0.000
Graphic Information Specialist	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Design & Marketing Specialist	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Community Services Supervisor	2.000	0.000	0.000	0.000	0.000	0.000	0.000
Cultural Services Supervisor	0.000	2.000	2.000	2.000	0.000	2.000	0.000
Library Clerk	3.000	3.000	2.900	2.900	0.000	2.900	0.000
Senior Librarian	3.000	3.000	3.000	3.000	0.000	3.000	0.000
Library Manager	2.000	3.000	3.000	3.000	0.000	3.000	0.000
Circulation Services Manager	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Total Library Services	25.250	25.250	25.100	25.100	0.000	25.100	0.000
Public Works							
Director of Public Works	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Assistant City Engineer	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Traffic/Transportation Engineer	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Transportation Operations Engineer	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transportation Analyst	1.000	1.000	1.000	1.000	0.000	1.000	0.000
City Engineer	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Engineering Technician	0.625	0.625	0.625	0.625	0.000	0.625	0.000
Program Engineer	0.750	0.750	0.750	0.750	0.000	0.750	0.000
Senior Engineering Technician	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Sr Public Works Inspector	2.000	2.000	2.000	2.000	0.000	2.000	0.000
Senior Management Analyst	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Environmental Program Administrator	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Supervising Public Works Inspector	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transportation Manager	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Total Public Works	12.375	11.375	11.375	11.375	0.000	11.375	0.000



2013-15 Adopted Budget
Authorized Positions
Regular Positions/Full-Time Equivalents (FTE)



TO BE EFFECTIVE JULY 6, 2013

Eliminated Positions

Re-organization

Department	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2013/14 Adopted	Change from Prior Year	FY 2014-15 Adopted	Change From Prior Year
Public Services							
Assistant City Manager/Director of Public Services	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Director of Public Services	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Public Services Admin-Manager-	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Emergency Services Manager	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Public Services Operations Manager	1.000	1.000	1.000	1.000	0.000	1.000	0.000
<i>Sr Public Svcs Contracts Administrator</i>	<i>4.000</i>	<i>4.000</i>	<i>4.000</i>	<i>5.000</i>	<i>1.000</i>	<i>5.000</i>	<i>0.000</i>
Public Services Supervisor	5.000	5.000	5.000	5.000	0.000	5.000	0.000
<i>Public Svcs Contracts Administrator</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>	<i>-1.000</i>	<i>0.000</i>	<i>0.000</i>
<i>Facilities Maintenance Superintendent</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>	<i>-1.000</i>	<i>0.000</i>	<i>0.000</i>
<i>Facilities Maintenance Manager</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Custodian	2.000	2.000	2.000	2.000	0.000	2.000	0.000
Senior Department Assistant	2.000	3.000	1.000	1.000	0.000	1.000	0.000
Management Analyst	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Administrative Assistant	1.000	0.000	0.000	0.000	0.000	0.000	0.000
Animal Services Volunteer Coordinator	0.750	0.750	0.750	0.750	0.000	0.750	0.000
Animal Services Assistant	4.000	4.000	3.500	3.500	0.000	3.500	0.000
Animal Services Manager	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Senior Animal Services Officer	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Animal Services Officer	3.500	3.500	4.000	4.000	0.000	4.000	0.000
<i>Animal Services Licensing Representative</i>	<i>1.500</i>	<i>1.500</i>	<i>1.500</i>	<i>1.750</i>	<i>0.250</i>	<i>1.750</i>	<i>0.000</i>
Animal Services Representative	0.000	0.000	2.000	2.000	0.000	2.000	0.000
Animal Services Supervisor	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Department Assistant	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total Public Services	32.750	31.750	31.750	32.000	0.250	32.000	0.000
Recreation & Community Services							
Director of Recreation & Community Services	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	0.000	1.000	0.000
<i>Community Services Coordinator</i>	<i>5.750</i>	<i>4.625</i>	<i>4.625</i>	<i>5.625</i>	<i>1.000</i>	<i>5.625</i>	<i>0.000</i>
Community Services Manager	2.000	2.000	2.000	2.000	0.000	2.000	0.000
<i>Community Services Specialist</i>	<i>9.350</i>	<i>7.800</i>	<i>7.175</i>	<i>6.175</i>	<i>-1.000</i>	<i>6.175</i>	<i>0.000</i>
Community Services Supervisor	4.000	5.000	5.000	5.000	0.000	5.000	0.000
Community & Senior Center Administrator	1.000	1.000	1.000	1.000	0.000	1.000	0.000
Community & Senior Center Supervisor	0.000	1.000	1.000	1.000	0.000	1.000	0.000
Sr Department Assistant	1.000	0.800	0.800	0.800	0.000	0.800	0.000
Department Assistant	2.625	3.500	3.000	3.000	0.000	3.000	0.000
Management Analyst	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Senior Management Analyst	0.750	0.000	0.000	0.000	0.000	0.000	0.000
Total Recreation & Community Services	28.475	27.725	26.600	26.600	0.000	26.600	0.000
GRAND TOTAL	144.100	139.050	137.275	137.525	0.250	137.525	0.000

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CITY OF MISSION VIEJO *Accounting System and Internal Controls*

BASIS OF PRESENTATION

The financial transactions of the City are recorded in individual funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Descriptions of individual funds are included elsewhere in the Appendix to this budget document. In summary, the funds used by the City of Mission Viejo are grouped as follows:

Governmental Funds

General Fund

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. In addition, for budgetary purposes, the City maintains two separate replacement reserve funds, the Computer/Equipment/Furnishings/ Vehicles (CEFV) Replacement Fund and the Facility Rehabilitation/Replacement Fund, which are combined with the General Fund for purposes of the City's audited financial statements.

Special Revenue Funds

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City of Mission Viejo maintains several special revenue funds for gas taxes; library operations funded from restricted property taxes; various types of transportation funding and other grant programs; and the operations of the senior center.

Debt Service Funds

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, principal and interest general long-term debt.

Proprietary Funds

Enterprise Funds

Enterprise Funds are established for government activities that are financed and operate in a manner similar to private business. User fees primarily finance costs of providing services to the general public. The City has three enterprise funds --- one for animal services and two for the Mission Viejo Television program.

BASIS OF ACCOUNTING

The City's accounting system operates on a basis consistent with "generally accepted accounting principles" (GAAP), which requires that the "modified accrual" basis be used for all Governmental Funds. A modified accrual system is one where 1) revenues are recorded when received in cash and are accrued when they are both measurable and available within the accounting period or soon enough after the end of the period to pay liabilities of the period; and 2) expenditures, other than interest or long-term debt, are recorded when liabilities are incurred. For Proprietary Funds, the accrual basis is utilized; revenues are recognized when earned, and expenses are recognized when incurred.



CITY OF MISSION VIEJO ***Accounting System and Internal Controls***

BASIS OF BUDGETING

The budgets for all Governmental Funds are prepared on a modified accrual basis. Revenue estimates for Governmental Funds include resources expected to be received and also resources that will be measurable and available at year-end. The basis of budgeting for Governmental Funds differs from the basis of accounting for these funds in that each governmental fund's budget is based on all expected obligations to be incurred. Expected obligations include both purchase orders to be issued as well as services to be received. During the year, for budgetary control purposes, encumbrances are recorded against appropriations when a commitment is made (e.g., at the time a purchase order is issued).

Budgets for Proprietary (Enterprise) Funds are generally prepared on a full accrual basis. Revenue estimates are based on resources expected to be earned and expenses are budgeted based on the total expected obligations expected to be incurred. In the both funds, depreciation and capital outlay are budgeted. During the course of the year, for both Enterprise Funds, encumbrances are recorded against appropriations when a commitment is made (e.g., at the time a purchase order is issued).

The City's Comprehensive Annual Financial Report shows Governmental Fund expenditures on both a GAAP basis and budgetary basis for comparison purposes.

INTERNAL CONTROLS

The City is responsible for establishing and maintaining an internal control structure designed to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: 1) the cost of a control should not exceed the benefits likely to be derived, and 2) the valuation of costs and benefits requires estimates and judgments by management.



CITY OF MISSION VIEJO
Debt Administration



The City’s Management and Budget policy on capital financing and debt management (see Section 4 of these policies, which are located in their entirety in the Appendices) directs that there be a balance between pay-as-you-go financing (i.e., funding projects using available cash on hand) and debt financing of capital projects.

In addition to the City Council approved policies governing capital financing and debt management, the City is subject to a State-imposed legal debt limit. This debt limit refers to “general obligation debt,” and specifies that it cannot exceed 15% of the City’s assessed property valuation. The table below shows the City of Mission Viejo’s legal debt limit calculation, based on the FY 2011/12 assessed valuation per the County of Orange, Auditor/Controller. As the table shows, if the city chose to, it could incur more than \$495 million in debt.

However, State laws significantly limit the ability of local governments to issue general obligation debt. Accordingly, most governments, including Mission Viejo, have utilized other forms of long-term financing, including certificates of participation and lease revenue bonds, to address capital financing needs. There is no legal limit on these forms of long-term financing.

Legal Debt Limit (General Obligation Debt)	
Assesed Valuation, FY 2011/12*	\$ 13,226,115,127
Adjusted Assesed Valuation (x 0.25)	\$ 3,306,528,782
Legal Debt Limit -- 15% of Adjusted Assesed Valuation	\$ 495,979,317
Amount of Debt Applicable to Limit	\$ -
Legal Debt Margin	\$ 495,979,317
Percent of Legal Debt Limit Utilized	0%
<i>*This figure from Orange County Auditor/Controller, "Assesed Valuations" table</i>	

Since incorporation, the City has relied predominantly on pay-as-you-go financing for funding capital projects. No general obligation debt has ever been used and other forms of general bonded debt have been utilized sparingly. The City has no plans to issue new bonds during the 2013-15 budget period.

Outstanding Bond Issues

The 2009 Series A Lease Revenue Bonds were issued in 2009 for \$17.305 million to refinance the 1996 Certificates of Participation (COPs) and the 2001 Lease Revenue Bonds. Debt service on these bonds is \$1,361,862 in FY 2013/14, and \$1,356,113 in FY 2014/15 and comprise 2.7% of General Fund revenue in both FY 2013/14 and FY 2014/15. From FY 2015/16 until the loan is paid off in FY 2030/31, debt service payments are approximately \$1.30 million annually.

There are two additional outstanding bond issues – both relate to the financing of public parking improvements at the “Shops at Mission Viejo.” The table below provides details on the City’s outstanding bond debt.



**CITY OF MISSION VIEJO
Debt Administration**



The first of the two mall bond issues, the 1999 Series A bonds, are variable-rate demand revenue bonds. At June 30, 2013, \$22.9 million of these bonds were outstanding. These bonds are secured solely by mall property tax increment and 50% of mall sales tax. A rate cap of 5.5% offers interest rate protection and letters of credit assure adequate liquidity. Project revenues (e.g., property tax increment and sales tax) in excess of annual debt service requirements are, after one year, released to the City and/or are available for 1999 Series B bond debt service.

It is anticipated that approximately \$1,353,000 in excess project revenues will be returned to the City's General Fund during 2013-15 (i.e., the "rolling reserve release" amount).

The 1999 Series B bonds are subordinate bonds, held by the mall owner. Debt service is payable only from excess project revenues released from the Series A bonds. At June 30, 2013, the outstanding principal was \$7.3 million and the unpaid interest was \$1.5 million. Any unpaid debt service as of 2028 will be forgiven. There remains \$2.7 million of authorized, but unissued, Series B bonds.

Bond Debt Service Requirements to Maturity				
Year Ending June 30	CDFA**		General Fund	
	1999 Series A Revenue Bonds*	2009 Series A Lease Revenue Bonds	Total	
2014	\$ 1,111,450	\$ 1,361,863	\$ 2,473,313	
2015	\$ 1,128,340	\$ 1,356,113	\$ 2,484,453	
2016	\$ 1,126,984	\$ 1,354,113	\$ 2,481,096	
2017	\$ 1,225,480	\$ 1,362,313	\$ 2,587,793	
2018	\$ 1,223,920	\$ 1,357,063	\$ 2,580,983	
2019	\$ 1,322,360	\$ 1,355,313	\$ 2,677,673	
2020	\$ 1,320,727	\$ 1,356,813	\$ 2,677,539	
2021	\$ 1,418,980	\$ 1,351,313	\$ 2,770,293	
2022	\$ 1,517,160	\$ 1,358,569	\$ 2,875,729	
2023	\$ 1,515,210	\$ 1,348,169	\$ 2,863,379	
2024	\$ 1,613,296	\$ 1,361,769	\$ 2,975,065	
2025	\$ 1,611,180	\$ 1,358,769	\$ 2,969,949	
2026	\$ 1,609,100	\$ 1,353,519	\$ 2,962,619	
2027	\$ 1,707,020	\$ 1,361,019	\$ 3,068,039	
2028	\$ 1,804,823	\$ 1,130,519	\$ 2,935,342	
2029	\$ 1,901,245	\$ 1,134,614	\$ 3,035,859	
2030	\$ -	\$ 1,135,513	\$ 1,135,513	
2031	\$ -	\$ 1,136,700	\$ 1,136,700	
	\$ 23,157,275	\$ 23,534,057	\$ 46,691,332	
Lease Amount Representing Interest	\$ (257,275)	\$ (7,804,057)	\$ (8,061,332)	
Outstanding Principle	\$ 22,900,000	\$ 15,730,000	\$ 38,630,000	

*Debt service requirements to maturity are based on the interest rate in effect as of June 30, 2012. The interest rate is currently 0.13%, and is reset weekly per the terms of the bond issuance.

**Excluded from this table is the 1999 Series B Revenue Bonds, since these are subordinate bonds and a minimum debt service payment amount has yet to be established.



CITY OF MISSION VIEJO
Descriptions of Individual Funds



GENERAL FUND GROUP:

GENERAL FUND (Fund 101) – Used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

CDA/SUCCESSOR AGENCY (SA) ADMINISTRATIVE COSTS REVOLVING FUD (Fund 109) – Used to accumulate charges to, and revenues received from the SA, (formerly the Community Development Agency (CDA)) for SA administrative work performed by City staff.

COMPUTER/EQUIPMENT/FURNISHINGS/VEHICLES REPLACEMENT (Fund 180) – Used to account for the accumulation of resources and expenditures for the replacement of computers, office equipment, furnishings and vehicles.

FACILITY REHABILITATION/REPLACEMENT (Fund 190) – Used to account for the accumulation of resources and expenditures for the rehabilitation and replacement of existing City facilities.

SPECIAL REVENUE FUND GROUP:

Special Revenue funds are used to account for the proceeds of specific revenues sources that are restricted to expenditures for specified purposes.

AIR QUALITY IMPROVEMENT TRUST (Fund 219) - This fund was established to account for the City's share of vehicle registration fees collected under Assembly Bill 2766 passed during the 1990 State Legislative session. This fee was levied to fund programs to reduce air pollution from mobile sources such as cars, trucks and buses. Allocations to agencies are made on an apportionment basis and also through a competitive process. The South Coast Air Quality Management District distributes these funds to the City.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (Fund 260) – This fund accounts for the receipt and expenditure of funds associated with this Federal grant program. The City receives an entitlement under this program and administers its own grant award. Funds are used to revitalize neighborhoods through housing rehabilitation, expand affordable housing and economic opportunities, and improve community facilities and services, principally to benefit low- and moderate-income persons. The City carries out some of these activities itself and also awards some of the funds to outside organizations.

CROWN VALLEY CORRIDOR FEES (Fund 218) – Used to account for the receipt and expenditure of funds received from developers under the Crown Valley Corridor Fee program. This program was established by the City to provide funding for improvements to the Crown Valley Parkway corridor area, with assessments proportionate to the impact caused by new developments in that area.

GAS TAX FUNDS (Fund 211/212) – Used to account for receipts and expenditures of money apportioned under the Streets and Highways Code, sections 2105, 2106, 2107 and 2107.5, of the State of California. These funds are earmarked for maintenance, rehabilitation or improvement of public streets. Section 2107.5 funds can be used for engineering and gas tax auditing costs. In addition, beginning in FY 2010/11, the new excise tax on fuel, which took the place of State Traffic Congestion Relief/ Proposition 42 funds, is recorded in the gas tax fund.



CITY OF MISSION VIEJO *Descriptions of Individual Funds*



LADERA FUNDING (Fund 249) – The Rancho Mission Viejo Company is building Ladera Ranch, a new planned development community east of Mission Viejo. At build-out, this community will consist of approximately 8,000 dwelling units and will impact Mission Viejo's road system. Under agreement with the Rancho Mission Viejo Company, funding was provided to the City to fund the cost of widening Crown Valley Parkway (the main access route through the City from Interstate 5 to Ladera) and other roadway improvements in the City.

LIBRARY (Fund 201) – This fund is used to account for the receipts and expenditures of funds related to library activities. Library operations are funded primarily from property taxes restricted for library purposes, originally levied by the County of Orange and transferred to the City effective July 1, 1996.

MEASURE M/M2 SALES TAX APPORTIONMENT (Fund 220/267) – Represents funds apportioned by the Orange County Transportation Authority (OCTA) and received by the City as a result of the voter-approved initiative that increased sales tax by 1/2 cent in Orange County to fund transportation projects. The original Measure M funds were approved in 1990; Measure M2 represents funds since the sales tax was renewed by Orange County voters in 2006.

MISSION VIEJO COMMUNITY FOUNDATION (Fund 261) – This fund is used to account for the receipt and expenditure of funds received from the Mission Viejo Foundation that are restricted for certain capital projects.

PARK DEVELOPMENT FEES (Fund 245) – This fund was established to account for receipts and expenditures of fees collected from developers to fund park development associated with the approval of additional housing units or park improvement projects.

OCTA FUND EXCHANGE (Fund 207) – Used to account for gas tax funds received from the Orange County Transportation Authority (OCTA) under an exchange program whereby the City gives OCTA general funds of the City previously used for street purposes. This exchange program was the result of the Orange County bankruptcy recovery plan, which transferred sales taxes previously received by OCTA to the County in exchange for County gas taxes. A number of Orange County cities participated in the exchange program.

OTHER MEASURE M FUNDS – Represents funds received by the City from OCTA and their related expenditure, which are awarded through competitive allocation. Funds are restricted for transportation purposes. These funds include:

- Measure M-Master Plan of Arterial Highways (MPAH) (Fund 223)
- Measure M-Growth Management Area 9 (Fund 224)
- Measure M-Growth Management Area 10 (Fund 226)
- Measure M-Intersection (Fund 228)
- Measure M-Signal (Fund 230)
- Measure M-Arterial Capacity Enhancement (ACE) (Fund 272)
- Measure M2-Environmental Cleanup Program (Fund 275)

OTHER GRANT FUNDS – The City receives grant awards from various sources based on an application process. Currently included in these funds are monies from Federal, State and County governments that are used to fund several specific transportation and park capital improvement projects. These grant funds include:



CITY OF MISSION VIEJO
Descriptions of Individual Funds



- Federal Regional Surface Transportation Program (RSTP) (Fund 234)
- Transportation Equity Act – ISTEA (Fund 248)
- Federal Transportation Appropriations (Fund 254)
- State Traffic Congestion Relief (STCR) (Fund 255)
- Federal Highway Bridge Replacement/Rehabilitation (HBRR) (Fund 258)
- Miscellaneous Federal Grants (Fund 264)
- Miscellaneous State Grants (Fund 266)
- American Recovery and Reinvestment Act (ARRA) Stimulus (Fund 268)
- County Traffic Congestion Relief (TCR) (Fund 269)
- Federal Energy Grant (EECBG) Fund (Fund 271)
- Highway Safety Improvement Program (HSIP) (Fund 276)

SAFE ROUTES TO SCHOOL FUND (Fund 273) – The Federal Safe Routes to School (SRTS) program is a reimbursement funding program intended to reduce injuries and fatalities through capital projects that improve safety for children in grades K-8 who walk or bicycle to school.

SCRIP FUND (Fund 262) – South County Roadway Improvement Program (SCRIP) is a developer funding program for implementing transportation improvements in South Orange County necessitated by the expected traffic impacts of the Ranch Plan development.

SENIOR CENTER OPERATIONS (Fund 225) – This fund is used to account for receipts and expenditures related to activities at the City's Senior Center. The Senior Center, built in 1988, was funded in part through the State of California Senior Center Bond Act, which requires that revenues generated at the facility be used to benefit seniors.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (Fund 202) – This fund is used to account for the receipts and expenditures of funds related to the Citizens' Option for Public Safety (COPS) program. This is a State-funded program requiring annual appropriation by the State Legislature. Funds are used for front-line municipal police services.

USED OIL RECYCLING BLOCK GRANT (Fund 244) – Used to account for the receipt and expenditure of funds received from the State under a block grant program that are restricted for use by the City to assist with and promote the recycling of used oil.

DEBT SERVICE FUND GROUP:

Debt Service funds are used to account for the accumulation of resources for, and the payment of, principal and interest on general long-term debt.

MISSION VIEJO MALL PARKING LEASE (Fund 343) – This fund accounts for the receipt of sales tax revenue from the Shops at Mission Viejo (formerly the Mission Viejo Mall) that is pledged to debt service for the 1999 Series A bonds issued by the Mission Viejo Community Development Financing Authority, the proceeds of which were used to build public improvements at the mall in conjunction with the mall expansion project in 1999. Approximately 50% of the sales tax generated from the mall is pledged to debt service annually. This fund also accounts for the transfer of these funds to the Authority's bond trustee.



CITY OF MISSION VIEJO
Descriptions of Individual Funds



ENTERPRISE FUND GROUP:

The Enterprise Funds are used to account for operations that are financed and operated in a manner similar to a private business enterprise -- where the intent of the City Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City of Mission Viejo's enterprise funds are summarized below.

MISSION VIEJO TELEVISION (Fund 510) – To account for the operation of Mission Viejo Television (MVTV), an activity co-sponsored by the City and the Saddleback Valley Unified School District.

MVTV CAPITAL FUND (Fund 511) – This is a new fund established in FY 2011/12 to account for new franchise revenue (an additional 1% of gross tax receipts annually) per the State franchise agreement. This revenue can only be used for the purchase of capital equipment.

ANIMAL SERVICES (Fund 560) – To account for the City's animal services operations. The City of Mission Viejo provides animal licensing, field patrol and shelter services to the City of Laguna Niguel and the City of Aliso Viejo under contract to those cities and shares the total costs of the program with those cities, net of total program revenues, on a basis proportional to population.



CITY OF MISSION VIEJO *Community at a Glance* *and Selected Demographic Statistics*

GENERAL INFORMATION

Mission Viejo is a 17.4 square mile community located in south Orange County, California. It is located about halfway between Los Angeles and San Diego, along the east side of Interstate 5.

Mission Viejo's master plan, approved by the County of Orange in 1965, laid the foundation for the development of a community having a broad range of housing opportunities.

HISTORY

Mission Viejo is built upon what once was part of the 53,000 acre Rancho Mission Viejo. The chain of title to the land dates back to 1769, close to the beginning of Spanish rule in California. In the 1800's, an English trader, John Foster (later Don Juan Forster) purchased Rancho Mission Viejo and Rancho Trabuco. After Forster's death in 1882, his sons began selling the land holdings. A cattle rancher, James O'Neill, eventually took possession of the Rancho Mission Viejo lands in 1907. For decades, Rancho Mission Viejo was a working cattle ranch.

In 1963, the Mission Viejo Company began the purchase of 10,000 acres of Rancho Mission Viejo for a new, planned community. Three years later, this new community welcomed its first residents.

On November 3, 1987, the residents voted to incorporate. Mission Viejo officially became a city on March 31, 1988. On December 16, 1992, the Aegean Hills area was annexed to the City.

CITY GOVERNMENT

The City of Mission Viejo is a General Law city that operates under the Council- Manager form of city government.

The voters elect five "at-large" members to serve on the City Council for staggered four-year terms. There is a term limit of three terms for Council members. The Council appoints the City Manager and selects one of its members to serve as Mayor for a one-year term. The City Council holds regular public meetings on the first and third Mondays of each month.

DEMOGRAPHIC AND ECONOMIC INFORMATION

The Department of Finance as of January 2013, shows a population of approximately 94,824. The residents of the city have a median age of 35.2 years and per capital personal income is \$54,319. The median home value in Mission Viejo is \$425,000. In 2011 (latest year data is available) the City's three largest employers were Saddleback Community College, Mission Hospital Regional Medical Center, and Saddleback Unified School District. Additional, detailed information can be found in the tables on the following page.

PARKS AND RECREATIONAL FACILITIES

Mission Viejo is known for its recreational facilities and overall sports orientation. The City was the site of the 1984 Olympic long-distance cycling competition and is home to the Nadadores swim and dive team. Mission Viejo was also the training site for the 1994 World Cup USA men's soccer team.

There are forty parks in Mission Viejo, including Wilderness Glen, an 83-acre area with large sycamore and oak trees, Lake Mission Viejo, a 124-acre manmade recreational lake, and the Oso Creek Trail.

Recreational facilities include three recreation and fitness centers, two tennis facilities, and an aquatics center. Community centers include the Melinda Heritage House and the Norman P. Murray Community and Senior Center.



CITY OF MISSION VIEJO
Community at a Glance
and Selected Demographic Statistics

POPULATION*	94,824		
GENDER*		Number	% of Population
	Male	45,566	48.8%
	Female	47,739	51.2%
RACE*			
	White	64,276	68.74%
	Hispanic	15,877	16.98%
	Asian and Pacific Islander	8,312	8.89%
	African American	1,129	1.21%
	All Other	3,711	3.97%
AGE*			
	Under 5 Years	4,613	4.9%
	Under 18 years	21,270	22.8%
	21 Years and Older	68,282	73.2%
	55 Years and Older	25,887	27.7%
	60 Years and Older	19,347	20.7%
	65 Years and Older	13,532	14.5%
MEDIAN AGE*		35.2	

AREA IN SQUARE MILES	17.4
PARKS & COMMUNITY CENTERS	
	Number of Parks 41
	Acres of Parks/Open Space/Medians/Slopes 1,122
	Recreation and Community Centers 8
	Baseball/Softball fields 19
	Soccer/Football fields 35
LAND USE	
	Residential 66%
	Recreation/Open Space 19%
	Community Facility 6%
	Commercial/Office 5%
	Industrial 2%
	Transportation Corridor 2%
HOUSING DATA	
	Median Home Price \$ 425,000
	Total Number Housing Units \$ 34,254
	Median Household Income \$ 82,690
	Assessed Valuation*** (FY 2012/13) \$13.321 billion

POLICE SERVICES (Orange County Sheriff Department)

Sworn personnel	58
Non-sworn personnel	9
Patrol Units	24
Number service calls	37,064

FIRE SERVICES (Orange County Fire Authority)

Stations	3
Commissioned personnel	51
Volunteer personnel	0
Number of Incidents (2011)	6,643

EMPLOYMENT^

Total Labor Force in Mission Viejo	55,700
Total Employed	52,500
Total Unemployed	3,200
Unemployment Rate	5.7%

MAJOR EMPLOYERS** (CAFR, 06/30/2012)

Saddleback College	1,909
Mission Hospital Regional Medical Center	1,275
Saddleback Valley Unified School District	1,245
Capistrano Unified School District	846
Nordstrom	400

SCHOOLS

Elementary	13
Secondary	7
Community College	1

TOP 5 PRINCIPAL PROPERTY TAX PAYERS 2012**

Mission Hospital Regional Medical Center	\$129,127,648
Mission Viejo Associates	\$121,535,394
Mission Viejo Medical LLC	\$ 92,684,377
EQR-Del Lago Vistas Inc.	\$ 60,337,491
Laguna Cabot Road Business Park	\$ 57,814,117

*Data from State of California, Department of Finance. California State Data Center, 2010 Census Data

**Information from City of Mission Viejo Comprehensive Annual Financial Report (CAFR), 06/30/2012

***County of Orange, Auditor-Controller, Property Tax Accounting

^State of California, Employment Development Department, Labor Market Information



CITY OF MISSION VIEJO
Community at a Glance
and Selected Demographic Statistics

TOP 25 SALES TAX PRODUCERS

(In alphabetical order)

June 30, 2013

Anthony's Arco
Apple Computer
Arco Alicia Parkway Center
Audi Mission Viejo
Bed Bath & Beyond
Best Buy
Chevron
Circle K
CVS Pharmacy
Home Depot
Infiniti of Mission Viejo
Jaguar Land Rover Mission Viejo
Js Arco
Macys
Mobile
Nordstrom
Norm Reeves Acura
Ralphs
Shell
South Central Pool Supply
South County Lexus
Target
TJ Maxx
Vans
Vons

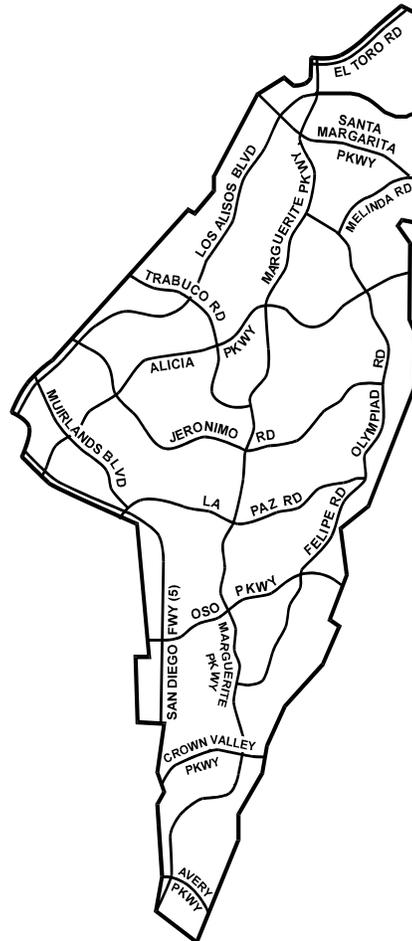
**% of Total Sales Tax Revenue
Generated by Top 5 Producers**

19%



CITY OF MISSION VIEJO
Community at a Glance
and Selected Demographic Statistics

State of California



City of Mission Viejo



City of Mission Viejo

COUNCIL POLICY



SUBJECT	RES. NO.	POLICY NO.	EFF. DATE	PAGE
MANAGEMENT AND BUDGET POLICIES	92-124 04-91 05-100 06-57 07-54 08-09 12-24	0300-8	7/31/92 7/6/04 (revised) 8/15/05 (revised) 8/21/06 (revised) 10/1/07 (revised) 2/4/08 (revised) 5/7/12 (revised)	1 of 12

PURPOSE

The purpose of this policy is to set forth the financial policies upon which the development of the City’s budget is to be based. Except as otherwise noted, the following policies will be reviewed every two years during the preparation of the City’s biennial budget; recommended changes will be presented to the City Council for consideration with the adoption of the City’s biennial budget.

1. REVENUE

A. The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations on revenue generation.

B. The City will estimate revenue using an objective, analytical process; in the case of assumption uncertainty, conservative projections will be utilized.

C. The City will fund all current expenditures from current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

D. Development process costs and related administrative expenses will be totally offset by development fees.

E. The City will identify basic tax-provided services and will establish user fees and charges for services provided in excess of basic services and/or to non-taxpaying users.

F. The Administrative Services Director will provide to the City Council quarterly reports that discuss revenue projections in light of actual collections to date. Revised revenue projections will be budgeted every six months.

G. On an ongoing basis, non-recurring revenues and fund balances will not be used to fund recurring expenditures, and regarding interest earnings, only interest generated from minimum General Fund fund balance amounts, as specified by Council policy, will be used for recurring expenditures. Each two-year budget will be evaluated for compliance with this policy. Necessary changes to these policies to achieve compliance will be evaluated at the time of each Master Financial Plan update.

City of Mission Viejo COUNCIL POLICY



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H. Gas Tax revenues, except those resulting from the Orange County Transportation Authority (OCTA) Fund exchange agreement, will be allocated between the operating and capital budget on a flexible, two-year basis. Capital projects will be funded first, and any remaining balance, less the replenishment of the minimum Gas Tax reserve, will be available to fund street-related operating costs.

2. RESERVES

Total Discretionary Reserves

A. Total discretionary reserves are composed of reserve accounts of the General Fund and asset replacement funds (these three funds are also referred to as the General Fund group), included in Sections C, D, G, J and K of this policy. Total discretionary reserves will be maintained at a minimum level of 40% of General Fund group revenues and at a maximum level of 50% of General Fund group revenues. In the event of a conflict between the policies set forth in this section A. and those in sections B. through K. of this reserves policy, the policies in this section will generally take precedence. The City Council will be apprised by staff of such conflicts and the Council may direct which policy/policies should have priority.

General Fund

B. General Fund reserve accounts will be established in the budget for two primary purposes: (1) to ensure the continued orderly operation of City government, while maintaining the stability of tax and fee structures in the event of unforeseen occurrences or emergencies outside of the City's control; and (2) to allow for the setting aside of funds for particular purposes that will be spent in the future.

C. Two General Fund reserve accounts will be established to address unforeseen occurrences or emergencies: the Contingency Reserve and undesignated fund balance. These accounts will be reported as unassigned fund balance in the City's annual audited financial statements.

1. A Contingency Reserve account will be maintained at a level of 15% of General Fund revenues, to address uncertainties related to local economic downturns, State and/or Federal actions affecting local revenues, uninsured losses, errors in actuarial liability estimates and other financial risks outside the control of the City. The level of this reserve will be re-evaluated every two years.

City of Mission Viejo

COUNCIL POLICY



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2. The undesignated fund balance in the General Fund will be maintained at a level sufficient to provide adequate working capital and to accommodate required adjustments to other reserve accounts, including the reserves for advances to other funds, deposits and prepaid items.

D. The following designated reserve accounts will be established to set aside funds for particular purposes. These accounts will be reported as assigned fund balance in the City’s annual audited financial statements.

1. A Facility Rehabilitation/Replacement Fund Match Reserve will be maintained to serve as the primary source for the 50% matching requirement for the Facility Rehabilitation and Replacement Fund (defined under Reserve Section 2.L.)

2. A Computer Software Replacement Reserve will be maintained to accumulate resources for funding the replacement of major software programs. The funding level of the reserve will take into account the estimated costs of replacement programs as well as the probabilities of the programs having to be replaced. The level of the reserve will be re-evaluated every two years.

3. A Capital Projects Reserve will be established to receive residual fund balance not apportioned to the other reserve accounts listed under Sections C and D of this policy. This reserve will be maintained to fund capital projects and other expenditures that were not anticipated in the biennial budget process or could not be entirely financed from current revenues.

E. Reserves for Encumbrances are established at the end of every fiscal year on the annual audited financial statements to restrict fund balances in amounts equal to contract or purchase order commitments.

F. A fund balance designation for continuing operations are established at year-end on the annual audited financial statements for unencumbered appropriations proposed for carryover to the following year.

G. A set aside for competitive wage and benefit adjustments for City employees may be established within the annual operating budget. The purpose of this reserve is to set aside funds for the annual review of salary ranges and other compensation (see 6. A. and B. below) occurring after the adoption of the budget. . The amount set aside in this reserve will be based on a review of previous years’ compensation adjustments and the expected rate of inflation.

H. Other reserves, such as for cash flow, in the event that current cash flow needs exceed combined fund balances, or anticipated costs for service enhancements, will be established each fiscal year as needed.

City of Mission Viejo

COUNCIL POLICY



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I. Funding levels of all General Fund reserves will be reviewed during periods of economic stagnation to avoid reductions in operating service levels.

J. To the extent that resources are insufficient in the Contingency Reserve to adequately address the unforeseen occurrence or emergency, the expenditure budget should be reduced or the revenue budget increased to fund an unanticipated need. The Capital Projects Reserve may be utilized next, if there are no viable means of reducing the expenditure budget or increasing the revenue budget. If the Capital Projects Reserve is depleted, all other reserve accounts may be utilized to address the unforeseen occurrence or emergency.

Asset Replacement Funds

K. A Computers, Equipment, Furnishings, and Vehicles (CEFV) Replacement Fund will be maintained as a separate fund for budgetary purposes, to fund the replacement costs of existing office equipment, vehicles, computers and office furnishings when they reach the end of their useful lives. This fund will be combined into the General Fund on the City's audited financial statements. The fund will be analyzed by staff every two years as part of the Master Financial Plan update process, for changes in assets, useful lives, estimated replacement costs, and appropriate funding level. This fund is to be maintained at a level sufficient to fund 100% of accumulated depreciation of the assets, based on estimated replacement costs.

L. A Facility Rehabilitation and Replacement Fund will be maintained as a separate fund for budgetary purposes, to fund the rehabilitation or replacement costs of existing City buildings, recreational facilities, and parks/sportfields fixtures when they reach the end of their useful lives. Rehabilitation and replacement costs shall include design and construction administration costs related to the projects. This fund will be combined into the General Fund on the City's audited financial statements. The fund will be analyzed by staff every two years as part of the Master Financial Plan update process, for changes in assets, useful lives, estimated replacement costs, and appropriate funding level. This fund is to be maintained at a level sufficient to fund 50% of accumulated depreciation of the assets, based on estimated replacement costs, including design and construction administration costs.

Other Funds

L. A minimum fund balance of 30% of estimated Gas Tax revenues, excluding those revenues resulting from the Orange County Transportation Authority (OCTA) Fund exchange agreement, for the current year will be set aside as a reserve for street repair emergencies and other unanticipated traffic safety projects.

City of Mission Viejo

COUNCIL POLICY



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M. A minimum fund balance of 10% of estimated Library Fund revenues for the current year will be set aside as a reserve for unanticipated economic downturns and/or one-time expenditures.

3. CASH MANAGEMENT

A. Investments and cash management will be the responsibility of the City Treasurer.

B. In accordance with Section 53646 of the Government Code, the City Council will review and update annually, a specific investment policy. The primary purpose of this policy is to set forth the City's investment philosophy and objectives. The City's investment objectives are, in order of priority: 1) safety, 2) compliance with Federal, State and local laws, 3) liquidity, and 4) yield. The policy also specifically outlines authorized investments, the acceptable percentages and maximum maturities allowed for each investment instrument and the criteria used to determine qualified depositories/dealers.

C. The City invests all idle cash as determined by analysis of anticipated cash flow needs. Specific emphasis will be placed on future cash requirements when selecting maturity dates to avoid forced liquidations and the potential corresponding loss of investment earnings.

D. In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund, including the Computer, Equipment, Furnishings, and Vehicle Replacement Fund and the Facility Rehabilitation/Replacement Fund, in accordance with generally accepted accounting principles.

E. The City will maintain the investment portfolio under the prudent person standard. The investment officer, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments. The Prudent Person Standard is as follows: Investments shall be made with judgment and care -- under circumstances then prevailing -- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

City of Mission Viejo

COUNCIL POLICY



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F. To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank trust department, acting as the City's agent.

G. The City Treasurer will generate a monthly report to the City Manager and City Council in conformance with all State laws and City investment policy requirements.

H. The City's independent auditors, in conjunction with their annual audit, will audit the cash and investment balances in conformance with generally accepted accounting principles. In addition, the Treasurer shall establish an annual process of independent review by an external auditor to assure compliance with internal controls. The City Council may at any time order an audit of the investment portfolio and/or City Treasurer's investment practices.

I. An Investment Advisory Commission (IAC) will oversee the implementation of the City's investment program, assuring its consistency with the investment policy and recommending changes to the investment policy for consideration by the City Council.

4. CAPITAL FINANCING AND DEBT MANAGEMENT

A. Capital budgeting will be consistent with the City's Master Financial Plan (MFP) and Capital Improvement Plan (CIP) which have been developed to assure the provision of adequate and complete physical facilities necessary to implement the City's General Plan and all of its components.

B. Capital projects may be funded on a pay-as-you-go basis or using debt proceeds. Capital budgeting is limited by the availability of revenues and bond proceeds. The ability to meet debt service requirements will act as a ceiling on capital programming. Because capital expenditures produce long-term benefits, they can appropriately be funded by debt. The issuance of debt can lead to a more equitable tax burden across generations of citizens and taxpayers. However, pay-as-you-go financing provides operating flexibility when the economy or revenue growth slows. Therefore, it is best that there be a balance between pay-as-you-go financing and debt financing for capital projects.

C. The City recognizes the value of external sources of capital and incorporates these into the CIP to the degree funding is available. The availability of alternative sources of funding will always be examined.

City of Mission Viejo COUNCIL POLICY



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D. When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.

E. The City will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures. Short-term debt instruments such as revenue, tax, or bond anticipation notes shall be excluded from this limitation.

F. It is critical that outstanding debt be kept at a level that is appropriate for the City's resources. To accomplish this goal, certain industry-standard measures of debt burden will be monitored regularly. The following measurements will be monitored by staff, as part of the MFP biennial update or by other means: debt service on General Fund supported debt as a percent of General Fund operating expenditures; debt service on General Fund supported debt as a percent of General Fund revenues; unreserved General Fund fund balance as a percent of General Fund operating expenditures; unreserved General Fund fund balance as a percent of General Fund revenues; debt service coverage on lease revenue bonds that are secured by specific revenue sources; gross direct debt; net direct debt; net overlapping debt; gross direct, net direct, and net overlapping debt per capita; net direct debt as a percent of per capital personal income; and net direct debt as a percent of assessed valuation. These measures will be examined for the City and for other comparable cities. Trends in these measures will be reported to the City Council. In addition, prior to the issuance of long-term debt, staff will review these measurements as well as current economic conditions including local unemployment rates, per capita and median family income trends and federal, state and county economic forecasts. Staff will analyze the impact of any potential debt on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

G. The City will generally conduct debt financing on a competitive basis. However, negotiated issues may be used due to market volatility or the use of an unusual or complex financing or security structure.

H. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.

I. The City will provide full disclosure on every financial report and bond prospectus and will strive to maintain the best possible bond rating on all debt issuances.

5. OPERATING BUDGET

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- A. The City of Mission Viejo's Operating Budget will be developed on a biennial basis. Appropriations for each year of the two-year budget will be approved by the City Council annually.
- B. The City of Mission Viejo's Two-Year Operating Budget will be presented in a program budget format. The purpose of this format is to clearly outline the major service areas and the associated expenditures.
- C. The City's Budget Document will include selected performance measures to better describe the workload of the different City programs, to gauge our effectiveness in providing services, and to ultimately be able to compare the City's overall performance with other like agencies.
- D. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets. Each adopted two-year budget will be balanced. Recurring General Fund revenues will be equal to or greater than recurring General Fund operating expenditures for each year of the two-year budget, and over the long term. It shall also be a goal to fund the required transfers to the City's two asset replacement reserve funds (CEFV Replacement Fund and Facility Rehabilitation and Replacement Fund) from recurring revenues.
- E. All budgetary procedures will conform to state regulations and generally accepted accounting principles.
- F. Three levels of budgetary authority to amend appropriations will be maintained. 1) Department Heads will have the flexibility to move appropriations from one object to another within the budget categories of personnel costs, operating costs and capital outlay, within each budgetary program within the same fund; 2) the City Manager will have the authority to transfer appropriations between categories, and between budgetary programs within the same fund, but only within each of the five broad program areas of General Government (Legislative and Management & Support combined), Public Safety, Community Development, Engineering & Transportation and Infrastructure Maintenance combined, and Recreation, Community and Library Services; and 3) City Council approval will be required to transfer appropriations between funds and between program areas.
- G. With Council approval, all non-salary appropriations in the operating budget will be carried over from the first year to the second year of the two-year budget period; however, only encumbered operating budget and all unexpended capital budget appropriations will be recommended to Council for carryover at the end of the two-year budget period.
- H. Omnibus budget adjustment reports will be presented to Council every six months.

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6. EMPLOYEE COMPENSATION

A. On an annual or biennial basis, the Human Resources Division will perform a salary and total compensation survey of selected benchmark positions for the group of comparator agencies approved by the City Council. The current approved group of comparator agencies is as follows: Brea, Carlsbad, Costa Mesa, Fullerton, Irvine, Laguna Niguel, Lake Forest, Newport Beach, Orange, Rancho Cucamonga, San Clemente, Tustin, Whittier and Yorba Linda. The survey will be conducted prior to January 1 with the goal of a January implementation. The California Public Agencies Compensation Survey (CalPACS) will serve as the primary source of information for determining the recommended salary range and total compensation level for each of the City's authorized position titles.

B. The policy of the City is to compensate its employees on a total compensation basis at a level comparable to the median plus five percent of the group of approved comparator agencies, with salary levels set at no less than the median salary level of such comparator agencies. For purposes of this policy, total compensation is defined to include salary, retirement, insurances, auto allowances and City-paid deferred compensation, as defined in the most recent citywide classification and compensation study. Retiree health insurance benefits are currently not included in total compensation, pending the availability of sufficient data from the comparator agencies for their programs.

C. The City Manager is authorized to develop a salary range structure consistent with this policy. Salary range adjustments will reflect consideration of internal differentials and the relationships among all other authorized City positions.

D. In recognition of the significant change this policy represents from the previous employee compensation policy, an implementation timeframe of up to four years (until January 2010) is authorized to reach the policy goals outlined in B. above.

E. The policy of the City is to carefully control the cost of employee retirement programs. Accordingly, the City's policy is to require employees to pay a portion of the 8% member contribution toward the 2.7% @ 55 retirement benefit.

F. The policy of the City is to promote and facilitate wellness and wellness programs for its employees. Effective July 1, 1999, the City Council authorizes free membership, with some restrictions as determined by the City Manager, to the City's Recreation and Tennis Centers for employees and their resident family members.

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G. Health care benefits are important for attracting and retaining competent and dedicated providers of municipal services and providing employer contributions toward the cost of retiree health insurance is a particularly attractive benefit. Effective July 1, 2000, the City Council authorized the City Manager to establish a Retiree Insurances Program available to City employees with at least twelve (12) years of continuous service who simultaneously retire from the City and CalPERS. The escalating cost of health care, however, requires the City to manage this benefit in a fiscally responsible manner. In light of the expected continued growth in the cost of health care premiums, as well as the requirement in FY 2008-09 to implement Governmental Accounting Standards Board (GASB) Statement No. 45 regarding post-employment benefits, the City has established the Supplemental Health Account for Retired Employees (SHARE), a defined contribution program for retiree health insurance benefits for all employees first eligible for City health benefits on or after January 1, 2007. It is the City's policy to conform to all GASB reporting requirements affecting post-employment benefits and to fully fund the actuarially determined annual required contribution (ARC) for the Retiree Insurances Program.

H. With Council approval, the City will utilize the standard mileage rate set by the Internal Revenue Service to reimburse eligible employees for any miles driven in the employees' own vehicles while on City business.

7. CAPITAL IMPROVEMENT PROGRAM

A. The purpose of the Capital Improvement Program is to systematically plan, schedule, and finance capital projects as determined by the City Council. The Capital Improvement Program will include major rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements. It is the policy of the City Council that staff inventory and assess the condition of all major capital assets every two years as part of the Master Financial Plan update and budget development processes.

B. A Capital Improvement Project (CIP) shall be established for all projects greater than \$100,000 with an expected useful life of at least three years that meet the definition of a public project per Section 22002 of the State Public Contracts Code. These include projects involving construction, reconstruction, alteration, renovation, improvement, demolition, repair work, and painting (other than minor repainting) of any City-owned, leased or operated facility. This definition excludes maintenance work as defined in Section 22002 of the State Public Contracts Code (for example: routine, recurring and usual work for the preservation or protection of any publicly owned or operated facility; landscape maintenance; minor repainting)

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For purposes of this policy, the scope of a proposed CIP may be defined as the work to be undertaken at a single location. However, if work at a specific location would not otherwise meet the cost threshold for establishing a separate CIP, and similar work is to take place at other locations(s) during the same fiscal year, then all such similar work shall be defined as one CIP.

C. The City Council shall be notified in advance, via the consent calendar, of all public projects to be undertaken as part of the operating budget that are greater than \$30,000 and less than or equal to \$100,000, and all non-landscape maintenance work (such as concrete/hardscape repairs and creek repairs) greater than \$100,000 at a single location. All other maintenance work is not subject to this notification requirement.

D. As part of the budget process, departments will submit Capital Improvement Program requests providing a detailed description of the proposed project or purchase. All requests will be reviewed by the City Manager using a formal evaluation process. The evaluation system consists of several ranking criteria, which are assigned relative weights as follows:

1. Project's impact on health and safety, weight of 10
2. Project remedies a service deficiency, 8
3. Service area served by the project, 7
4. Percent of project costs to be funded by outside (non-City) resources/funding to be lost if project not done, 7
5. Priority assigned by requesting department, 6
6. Project improves, upgrades or rehabilitates an existing facility, 9
7. Project's impact on the City's operating budget, 8
8. Other considerations, including aesthetics, feasibility, special populations served, conformance to plans (including the General Plan), interjurisdictional effects and community economic effects, 6

Once the evaluation scores are assigned, project priorities will be determined and then presented to City Council for further review. After completing their review, City Council will appropriate funding for the capital improvement plan as part of the two-year budget process.

E. The City Manager will have the authority to transfer up to \$30,000 in appropriations between capital projects within the same fund but only among projects under the responsibility of the same department. All other changes to capital project budgets must be approved by the City Council.

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F. With Council approval, unexpended project appropriations will be carried forward as continuing appropriations to future fiscal years, as required to complete the intent of the original budget.

G. The City will actively pursue grant and other outside funding sources for all capital improvement projects.

8. FIXED ASSETS

A. The “modified approach” to fixed asset infrastructure accounting, as defined by the Governmental Accounting Standards Board in their Statement No. 34, shall be utilized for the City’s street network. This policy will be reevaluated in the event there is a substantial reduction in City revenues from FY 2001-02 levels. The City Council will establish a range of acceptable condition levels for the street network on a biennial basis and the City Manager will set the actual target condition level(s) each year.

9. LONG-RANGE FINANCIAL PLANNING

A. The City will provide an update of the Master Financial Plan (MFP), which projects General Fund revenues and expenditures over a seven-year period, on a biennial basis. The MFP update will serve as the first step in the development of the City’s budget for the subsequent two-year period. The MFP will address long-term financial implications of current and proposed operating and capital budgets, budget policies, cash management and investment policies, programs and assumptions.



City of Mission Viejo

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www.cityofmissionviejo.org