



**City of Mission Viejo
Budget and Master Financial Plan
2021—2023**



About the covers – Residents from Mission Viejo and beyond enjoy pristine rounds of golf, fabulous fare, and ambiance at Oso Creek Golf Course. To preserve more than 100 acres of open space and connect the heart of Mission Viejo, the City purchased the formerly named Casta Del Sol Golf Course, built in 1970, and neighboring open space in November 2019. Since then, the City has used revenue solely generated at the golf course – including the Birdie Bar and new Terrace on the Green restaurant – to provide much-needed facility improvements and enhancements. For more information, visit osocreekgolf.com.

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City of Mission Viejo



2021-23 ADOPTED BUDGET

CITY COUNCIL

Trish Kelley, Mayor
Wendy Bucknum, Mayor Pro Tem
Brian Goodell, Council Member
Greg Raths, Council Member
Ed Sachs, Council Member

CITY MANAGER

Dennis R. Wilberg

ASSISTANT CITY MANAGER

W. Keith Rattay

DIRECTOR OF ADMINISTRATIVE SERVICES

Cheryl Dyas



*California Society of
Municipal Finance Officers*

Certificate of Award

*Operating Budget Excellence Award
Fiscal Year 2019-2020*

Presented to the

City of Mission Viejo

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

January 31, 2020



Steve Heide

Steve Heide
CSMFO President

Yolanda Rodriguez

Yolanda Rodriguez, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

The California Society of Municipal Finance Officers (CSMFO) Association presented an Operating Budget Excellence Award to the City of Mission Viejo for its biennial budget for the fiscal year beginning July 1, 2019.

This award is valid for a period of two years only. We believe this 2021-2023 current biennial budget continues to conform to program requirements, and we are submitting it to the CSMFO to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Mission Viejo
California**

For the Biennium Beginning

July 1, 2019

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Mission Viejo for its biennial budget for the fiscal year beginning July 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for one year only. We believe our current biennial budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.



MISSION VIEJO

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2021-23 Adopted Budget
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City of Mission Viejo

Office of the City Manager

Trish Kelley
Mayor

Wendy Bucknum
Mayor Pro Tem

Brian Goodell
Council Member

Greg Rath
Council Member

Edward Sachs
Council Member

July 13, 2021

HONORABLE MAYOR AND CITY COUNCIL:

It is a pleasure to submit the adopted 2021-23 Budget and Master Financial Plan. The adopted budget is a \$171.5 million two-year package of services, programs and projects for the benefit of Mission Viejo residents and businesses. The adopted budget provides for essential service levels in the areas of public safety, infrastructure maintenance (e.g. facilities, parks, medians and slopes), engineering and transportation (e.g. traffic operations and safety), community development (e.g. planning and building) and information technology infrastructure and security. Recreation and community services and library operations are funded to the extent allowable under on-going pandemic conditions and as funding is available. The adopted budget also provides for \$17.4 million in funding for the capital improvement program (CIP).

This adopted 2021-23 budget is balanced in both years, which means that resources projected to be received in the next two years is sufficient to pay for planned operating and CIP expenditures. The budget cycle will begin with a \$26.6 million General Fund reserve balance, an amount that is slightly above the minimum reserve level of 44% of FY 2020/21 General Fund revenue of \$60.1 million. While the General Fund reserve is expected to increase to \$28.2 million by the end of FY 2022/23, the percentage of reserves in relation to General Fund revenue will decline to 43.3%. This trend is due to increasing annual revenue growth and the inability to add resources to our General Fund reserves during this next budget cycle.

While we continue to follow sound fiscal policies and implemented organizational efficiencies and cost saving measures as practical, this balanced budget could not have been accomplished without the use of American Rescue Plan (ARP) funds. The ARP of 2021 was signed into law by the President of the United States on March 11, 2021. The bill provides additional relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses. Designated as a metropolitan city, Mission Viejo will receive a direct allocation of ARP funding from the U.S Treasury in the amount of \$9.829 million. Funds will be received in two equal tranches in May 2021 and the balance distributed in May 2022. This budget reflects that \$3.777 million will be used to fund programs, services and capital improvement projects in FY 2021/22. \$420,100 is appropriated toward the cost of disinfecting city facilities to prevent the spread of COVID-19; \$1.179 million toward the operating budget to fund programs and services including the Saddleback Valley Unified School District Kid's Factory contract in the amount of \$718,000 and to provide funding for hourly, seasonal and temporary (HST) worker wages to restore operating hours at the library and recreation centers to pre-COVID-19 levels; and \$2.178 million is appropriated toward capital improvement projects, including the Coronado Park playground rehabilitation and new field lighting at Marty Russo Youth Athletic Park. For FY 2022/23, ARP funding is appropriated in the amount of \$3.237 million to fund the Madrid Fore Park playground rehabilitation and the operating budget to maintain HST wages, library and recreation center operating hours and to maintain other basic General Fund service levels.



Budget Highlights

Key Factors in Developing the 2021-23 Budget

The development of the 2021-23 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.

On February 9, 2021, a pre-budget discussion took place at a regular meeting of the City Council. The agenda for this meeting included an overview of expectations of revenue and expenditure growth and challenges we would face balancing the budget while maintaining all programs and services at current levels, as well as identifying resources for needed capital improvement projects. Staff utilized the following objectives in developing the 2021-23 budget.

- Build up core services and programs to the extent funding is available to pre-pandemic levels.
- Continue funding for economic development, specifically in support of implementing recommendations to further the Civic Core Vision Plan.
- Continue to monitor unfunded liabilities; support and participate in efforts for pension reform and the overall reduction of unfunded liabilities.
- Manage rising costs of the police services contract without reducing crime prevention and patrol service levels.
- Maintain current City infrastructure, including IT network.
- Minimize General Fund subsidy to the Library Fund.
- Prepare a golf course budget without a General Fund subsidy.
- Identify funding sources to rehabilitate 2 to 4 park playgrounds.
- Identify funding sources for needed capital improvement projects (CIP) based on a CIP priority list developed by the Community Services Commission and input from the City Council and the public in 2019.

Revenue

Total revenues for all funds are projected to be \$87.8 million for FY 2021/22 and \$86.5 million for FY 2022/23. General Fund revenue is projected to be \$63.4 million for FY 2021/22 and \$65.2 million for FY 2022/23. The City's two primary revenue sources are property and sales taxes. Property taxes are expected to grow 3.0% in both FY 2021/22 and FY 2022/23. These growth rates are lower than what we have seen over the past five years and are based on consultant projections. Sales and use taxes have been significantly impacted by the COVID-19 State restrictions limiting retail businesses ability to operate at normal capacity, contributing to a 15.1% decrease in actuals received in FY 2019/20 and an expected 7.4% decrease in FY 2020/21. Now that businesses are beginning to reopen, sales and use tax in the General Fund is expected to increase by 14.7% in FY 2021/22 to \$16.53 million and 3.4% in FY 2022/23 to \$17.09 million. In addition to sales and use tax reported in the General Fund, once certain levels of revenue generation are achieved, 50% sales tax revenue generated by the Shops at Mission Viejo is dedicated to debt service for the Mall Bonds issued by the Mission Viejo Community Development Financing Authority (CDFFA). Due to the effects of the pandemic, the Shops did not generate any sales tax revenue dedicated to debt service during FY 2020/21. It is projected that there will be

no sales tax revenues exceeding the threshold during FY 2021/22 and only \$30,660 in FY 2022/23. This loss of revenue will result in the elimination of a rolling reserve to the General Fund in FY 2022/23. In comparison, the rolling reserve transfer received in FY 2020/21 was \$0.9 million and the transfer that will be received in FY 2021/22 will be \$1.3 million.

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 and the Master Financial Plan section in this budget document.

Operating Appropriations

The adopted operating budget for all funds is \$76.7 million in FY 2021/22 and \$77.4 million in FY 2022/23. The operating budget was developed by starting with the FY 2020/21 adopted budget, which was approved by the City Council in July 2020 as part of the mid-cycle budget update and adjusted to implement certain organizational changes, respond to on-going cost increases in contracted services and restore programs and services impacted by the COVID-19 pandemic to the greatest extent possible. Overall, the FY 2021/22 budget is increasing \$879,000, or 1.2% over the FY 2020/21 amended budget. Those programs or expenditure categories reflecting the most notable increases include:

- **Police Services:** The contract with the Orange County Sheriff's Department (OCSD) is increasing approximately \$886,000 over the FY 2020/21 contract or 4.34%. This contract with OCSD is projected to increase another 4.0% in FY 2022/23.
- **Parks Maintenance:** Maintenance costs under this program are increasing \$1.06 million in FY 2021/22. All landscape and other annual maintenance contracts are increasing 2% for a total increase of \$77,000. Additionally, approximately \$360,000 for annual plant and sod replacement and \$298,000 of annual park site improvement maintenance budgets are being restored in both years after having been removed from the budget in FY 2020/21 to keep the budget balanced during the COVID-19 pandemic.
- **Urban Forestry:** Additional funding of \$200,000 has been added to increase tree removal and trimming efforts and management of tree inventory.
- **Facility Maintenance-Aquatics Center:** \$100,000 has been added to repair damaged sections of the dive tower and install additional drainage and apply protective waterproof coating to prevent future water damage.
- **Information Technology:** Additional resources were added to the budget in the amount of \$150,000 for additional annual network security measures and \$474,000 has been included in FY 2021/22 for the purchase and implementation of a new permitting software system.
- **Utilities:** The cost of electricity and water across all programs is expected to increase \$259,000 in FY 2021/22.

- Personnel Costs across all programs: Personnel costs includes all salaries, wages and benefits. Salaries and wages are increasing 6.0% in FY 2021/22 or \$770,000 and 3.1% in FY 2022/23. The adopted budget includes a 3% increase in both years on total salaries of all authorized positions to allow for merit increases based on employee performance. The cost of merit increases in year one is approximately \$258,000 and the cost is \$364,000 in year two. Additionally, over \$500,000 in HST wages removed from the budget during FY 2020/21 have been restored to allow for all facilities to open to pre-pandemic operating hours. Benefits are projected to decline 2.5% or \$168,000 in FY 2021/22 and increase in FY 2022/23 by 4.5% or \$296,000. The employer pension rate is decreasing 0.355% and 0.12% in FY 2021/22 and FY 2022/23, respectively. This decrease is offset with an increase in the fixed monthly contribution benefit for Tier 4 Employees plus dependents resulting in an approximate \$68,000 annual increase. The unfunded liability payment is also increasing by \$102,000 in FY 2021/22 and another \$187,000 in FY 2022/23. The reason for the overall decrease in benefits in FY 2021/22 is that certain positions will be kept vacant during the budget cycle and the benefit costs related to those vacant positions have been removed from the budget.

Due to the on-going pandemic, a number of programs were only partially funded or excluded from the budget in FY 2021/22. For example, while the 4th of July fireworks show is being planned in 2021, the street faire is not budgeted. The annual campout and Oso Fit 5K are also not budgeted along with the elimination of pool events (e.g. pumpkin diving) and park events (e.g. movies and concerts in the park). For FY 2022/23, most events and activities have been fully restored.

Capital Improvement Program (CIP)

The adopted budget includes funding for CIP projects of \$10.78 million in FY 2021/22 and \$6.66 million in FY 2022/23 for a total CIP budget of \$17.44 million. Of the eighteen funding requests, \$9.6 million or 55.0% are for the on-going annual Arterial Highway and Residential Road Resurfacing programs. The CIP budget also includes \$2.25 million to complete the Oso Parkway/I-5 NB On-Ramp Improvements. Non-street and road related projects include \$0.9 million for the Coronado Park playground rehabilitation, \$1.0 million for the Madrid Fore Park playground rehabilitation and \$1.0 million for lighting at Marty Russo Park.

Master Financial Plan (MFP)

The City's long-range 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 balances for the General Fund. In order to balance the 2021-23 budget, the annual transfer from the Mall Bond rolling reserve of \$1.3 million is needed in the first year (there is no available rolling reserve for the second year) along with \$7.0 million of ARP funds. Looking forward, the MFP projection reflects that General Fund operating expenditures, if retained at current program and service levels, will continue to grow at a pace that exceeds General Fund revenue growth. Balancing future budgets will likely be more challenging as very little if any special resources such as ARP funds are expected to be available to the City beyond this current budget cycle. In FY 2024/25, expenditures are projected to exceed revenues by \$2.4 million and this difference is projected to grow to \$3.7 million in FY 2027/28. The primary causes for this trend include stagnating revenue growth, rising cost of the OCSO contract due to increases in salaries and pension obligations,

increases to maintenance contracts, and the City's own rising personnel costs, including pension obligations. The MFP provides clear indication that tough decisions are ahead regarding the provision of programs and services at current levels and how those services will be paid for. If the City is to ensure that balanced budgets are adopted in the future, it will be necessary to look at ways to enhance revenue growth and modify current program and service levels to avoid creating a structural budget deficit problem.

Pending Issues

COVID-19 Federal Funding

During FY 2019/20 and 2020/21, the City has incurred almost \$2.5 million in pandemic response expenditures that have been allocated to federal Coronavirus, Aid, Relief, and Economic Security (CARES) Act and Federal Emergency Management Agency (FEMA) resources. CARES Act expenditures are subject to review, approval and audit by the County of Orange, State of California and the U.S. Department of Treasury and FEMA claims are subject to review, approval and audit by the California Department of Office of Emergency Services (Cal OES) and FEMA. Expenditures are subject to audit for five years after final disbursement on funds. While we believe that all costs are eligible for federal funding, the final decision to allow these expenditures will be determined through the claims and audit processes. Any unallowed costs will need to be backfilled by General Fund reserves. The City Council created a CARES Act reserve of \$910,000 in July 2020 as a contingency for any unallowed expenditures.

Core Area Vision Plan

The City Council approved the Vision Plan on March 28, 2017, and has continued to give direction for its implementation. In January 2021, the property owner of the former Stein Mart location on Marguerite Parkway across from City Hall approached City staff with an offer to discuss the sale of the property to the City. City staff has been in negotiations with the property owner since January 2021 to determine if fair and reasonable terms can be agreed upon for property acquisition. Negotiations are on-going and are not anticipated to be completed until after the start of the 2021-23 budget cycle. If the City is successful in purchasing the property, site development could include a paseo and central gathering space, with connection to Oso Creek, as well as reconfiguration and reuse of the former Stein Mart building. This effort may also involve coordination with SMWD to reduce the footprint of, and rehabilitate, the SMWD water treatment plant on the east side of Oso Creek. Potential funding strategies for the property purchase and subsequent development also need to be determined. There are no resources included in the 2021-23 budget for either the acquisition or development of this property.

Unfunded Pension and OPEB Liabilities

The City Council has taken a number of actions over the past seven 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. The City made a \$1.5 million payment directly to the pension plan and \$2.4 million in payments directly to the retiree health benefit plan. In May 2016, the City established a Section 115 pension trust fund with an initial contribution of \$3.0 million and supplemental contributions of \$221,000 in each of FY 2018/19, 2019/20 and 2020/21. In prior years, additional actions included: reducing the retirement benefit plan from a 2.7%@55 plan to

a 2%@60 plan; shifting the cost of the employee contributions so employees pick up the full employee share of pension costs; fixing the maximum monthly health benefit for the retiree health benefit plan; and effective January 1, 2018, employees began picking up 1.5% of the City's annual normal pension contribution. The City's pension plan is currently 81% funded, while the OPEB plan is 105% funded. However, with anticipated year-over-year rising pension costs, it is necessary for Staff to continue to review options to further reduce both pension and healthcare costs to the City. Staff actively participates in the League of California Cities, Association of California Cities-Orange County and the California Society of Municipal Finance Officers in pursuing pension reform. The pension valuation for June 30, 2020, will be available in August 2021, and is expected to provide the City with an updated perspective on the current status of the City's pension unfunded liability.

Regional Social Issues

There are a number of social issues that are present in and around the region, including sober living homes, legalization of marijuana, prescription drug abuse, homelessness, and affordable housing. These are complex issues that cross department and regional boundaries. There are no specific line items in the budget that directly focus on any one of these issues; however, Staff has and will continue to dedicate time toward these on-going issues. In addition, the City Council approved membership in the Orange County Housing Finance Trust (OCHFT) by the Mission Viejo Housing Authority. The OCHFT was created to provide innovative financial solutions for affordable housing and permanent supportive housing for the humanitarian crisis of homelessness in our local communities. If a budgetary need arises during the 2021-23 budget cycle, Staff will bring the issue to the City Council at that time.

Conclusion

I believe the adopted budget for 2021-23 successfully maintains the level of services and programs important to the community as well as addresses the priorities of the City Council while appropriately managing the ongoing pandemic crisis. I want to express my appreciation to the City Council for their leadership and support, and for their continuing efforts to maintain the City's fiscal health.

I wish to take this opportunity to thank city staff in all departments for their time and effort in developing a balanced budget for 2021-23 and their participation in the development of citywide and department objectives. Special thanks to the Director of Administrative Services Cheryl Dyas, Administrative Services Managers Susan Knudson and Andrea Pham, Administrative Services Analyst Sherry Merrifield and Accounting Information Specialist Julie Smith for their long hours and hard work in preparing another top-quality budget and MFP.

I look forward during the next two years in 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,

Dennis R. Wilberg
City Manager



Changes from Proposed to Adopted Budget





CITY OF MISISON VIEJO
Budget Changes



Proposed Budget to Adopted Budget changes

The Proposed Budget was presented for discussion at the June 22, 2021 Budget Workshop at a regularly scheduled City Council meeting. At that Workshop the City Council voted 5-0 for staff to return on July 13, 2021 with a 1% or \$1.3 million reduction in the General Fund over the two-year budget term. The Adopted Budget includes General Fund reductions in six Program Areas and six Major Categories with reductions of \$793,965 in FY 2021/22 and \$506,466 in FY 2022/23. The most significant reductions are \$410,000 for COVID cleaning for restrooms and parks in Infrastructure Maintenance in FY 2021/22. The proposed budget included cleaning through the end of December 2021. This reduction leaves an adopted budget for cleaning in July and August 2021 through the end of summer. The changes by Program Area are noted on the table below and the changes by Major Category are noted on the following page.

General Fund Operating Budget by Program Area

	FY 2021/22 Proposed	FY 2021/22 Adopted	Change Increase / (Decrease)	FY 2022/23 Proposed	FY 2022/23 Adopted	Change Increase / (Decrease)
General Government-Legislative	699,420	699,420	-	775,501	775,501	-
General Government-Mgmt and Support	10,602,022	10,598,507	(3,515)	10,291,750	10,202,580	(89,170)
Public Safety	22,787,021	22,677,021	(110,000)	23,902,256	23,792,256	(110,000)
Community Development	3,023,643	3,003,481	(20,162)	3,068,646	3,048,484	(20,162)
Engineering & Transportation	2,286,338	2,227,338	(59,000)	2,358,399	2,358,399	-
Infrastructure Maintenance	20,372,106	19,773,106	(599,000)	19,673,625	19,484,625	(189,000)
Recreation/Community/Library Serv	4,898,352	4,896,064	(2,288)	5,130,683	5,032,549	(98,134)
Total Operating Budget	64,668,902	63,874,937	(793,965)	65,200,860	64,694,394	(506,466)



CITY OF MISISON VIEJO
Budget Changes



General Fund Operating Budget by Major Category

	FY 2021/22 Proposed	FY 2021/22 Adopted	Change Increase / (Decrease)	FY 2022/23 Proposed	FY 2022/23 Adopted	Change Increase / (Decrease)
Salaries & wages	10,125,468	10,129,165	3,697	10,536,702	10,370,898	(165,804)
Benefits	4,790,636	4,790,636	-	4,969,767	4,969,767	-
Professional/Technical Contractual Svcs	4,127,337	3,956,675	(170,662)	4,022,973	3,852,311	(170,662)
Maintenance/Repair Contractual Svcs	12,710,762	12,278,762	(432,000)	11,812,104	11,790,104	(22,000)
Supplies	1,917,557	1,917,557	-	1,946,106	1,946,106	-
Insurance	1,200,097	1,200,097	-	1,208,397	1,208,397	-
Rents	66,822	66,822	-	109,622	109,622	-
Utilities	3,742,126	3,742,126	-	3,746,936	3,746,936	-
Dues/Memberships/Subscriptions	149,122	144,122	(5,000)	149,275	144,275	(5,000)
Travel/Training/Meetings	59,535	59,535	-	128,211	128,211	-
Other Services/Fees	24,576,314	24,395,814	(180,500)	25,588,614	25,455,114	(133,500)
Economic Development	50,000	50,000	-	50,000	50,000	-
Housing Rehab Loan Program	-	-	-	-	-	-
Contributions to agencies/organizations	176,300	166,800	(9,500)	218,050	208,550	(9,500)
Depreciation	-	-	-	-	-	-
Debt Service	159,952	159,952	-	157,129	157,129	-
Capital Outlay	816,874	816,874	-	556,974	556,974	-
Total Operating Budget	64,668,902	63,874,937	(793,965)	65,200,860	64,694,394	(506,466)

There were changes to two Capital Improvement Projects (CIPs).

CIP 20243 / Storm Drain Atlas Update

The proposed budget included \$11,080 in additional Gas Tax funding to continue this project. Staff identified resources in FY 2020/21 and eliminated this request from the 2021-2023 adopted budget.

CIP 22838 / Residential Resurfacing Area 1

In this project \$47,920 was shifted from the Gas Tax fund to the Measure M2 fund, the total budget was unchanged as shown in the table below.

Funding Source	FY 2021/22 Proposed	FY 2021/22 Adopted
Gas Tax (211)	\$863,376	\$815,456
SB1 Fund (213)	\$1,510,897	\$1,510,897
Measure M2 (267)	\$185,727	\$233,647
Total Cost	\$2,560,000	\$2,560,000



MISSION VIEJO

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CITY OF MISSION VIEJO 2021-23 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 Introduction section includes the fund structure, description of funds, quick guides to the budget, Capital Improvement Program (CIP) description, Master Financial Plan (MFP) overview, citywide organizational chart including the Full Time Equivalent (FTE) count by department, the budget development calendar, the mission, vision and organizational values statement, an overview of strategic goals, and the status of the 2019-21 Council Accomplishments. 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.

BUDGET SUMMARY

This section summarizes projected revenue and appropriations, including the sources and uses of funding, budget by fund schedules, schedule of interagency and interfund transfers, and a discussion of the City's reserve trends.

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 2021-23 budget cycle.

OPERATING BUDGET

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.

The Operating Budget section has information organized into eight 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
- Golf Operations
- Recreation, Community, and Library Services

The program budgets are grouped by Program Area and include organizational charts, department summaries, department objectives for the current budget cycle, accomplishments for the 2019-21 budget cycle, and a listing of performance measurements. The objectives, accomplishments, and performance measurements are each tied to one or more of the City Strategic Goals. Each program budget is summarized into sixteen possible expenditure categories. Each program budget also includes funding sources and personnel information.



CITY OF MISSION VIEJO 2021-23 Budget Readers' Guide

CAPITAL IMPROVEMENT BUDGET

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)

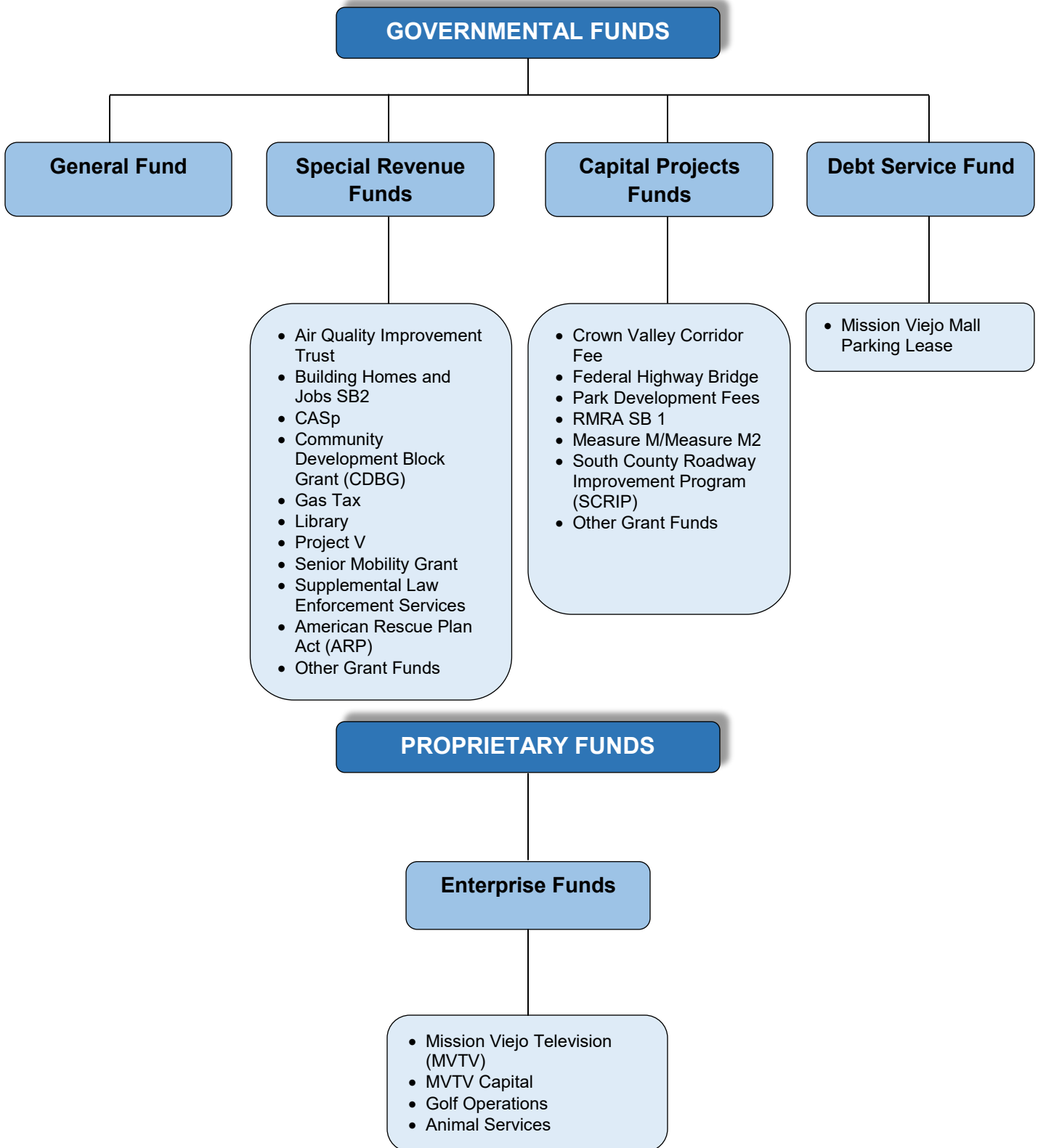
This section includes a summary of the most recent update of the City's seven-year Master Financial Plan (MFP). The MFP serves as a long-range planning tool which allows the City Council, executive management, and residents to see a high-level presentation of General Fund revenue vs. expenditures. This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





MISSION VIEJO

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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.

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 (AQMD) (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.

AMERICAN RESCUE PLAN ACT (Fund 264) – Funding from the American Rescue Plan Act signed into law on March 11, 2021. This bill provides for additional relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses. Funds can be used to support public health expenditures, address negative economic impacts caused by the public health emergency, replace lost revenue, provide premium pay for essential workers, and invest in infrastructure.

BUILDING HOMES AND JOBS ACT SB2 (Fund 204) – Funding for this program is through a document recording fee and provides a dedicated source of funding for housing related activities, including updating general plans, community plans, specific plans, and local planning related to implementation of sustainable community strategies or local coastal plans.

CASp CERTIFICATION SB1186 (Fund 217) – Local jurisdictions collect a fee from applicants. The Senate Bill (SB) 1186 fee is applied to the sale of business licenses and renewals. If no business license or equivalent instrument is issued, the fee is applied to building permits. The local jurisdictions retain the majority of the funds for use within their jurisdiction and share a portion with Division of State Architects (DSA) for program oversight. The purpose of the fee is to increase disability access and compliance with construction-related accessibility requirements at businesses and facilities that are open to the public. The fee assists local jurisdictions with hiring and retaining a Certified Access Specialist (CASp), and provides both the local jurisdiction and DSA with funds for activities that promote compliance with construction-related accessibility standards.

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.

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES) (Fund 263) – This fund accounts for the receipt and expenditure of funds resulting from the effects of COVID-19. Funding is a combination of State and County allocations received for qualifying expenses under the Federal



CITY OF MISSION VIEJO *Descriptions of Individual Funds*



Coronavirus Aid, Relief, and Economic Security (CARES) Act, approved on March 27, 2020.

GAS TAX FUNDS (Fund 211/212) – Used to account for receipts and expenditures of money apportioned under the Streets and Highways Code, sections 2103, 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.

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.

OTHER MEASURE M2 FUNDS – Includes funds received by the City from Orange County Transportation Authority (OCTA) awarded through competitive allocation, and their related expenditures. Funds are restricted for transportation purposes. These funds include:

- Measure M2-Project V (Fund 222)

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 public safety, transportation and park projects. These grant funds include:

- Regional Narcotics Suppression Grant (Fund 251)
- Systemic Safety Analysis Report Program (SSARP) (Fund 274)

SENIOR MOBILITY GRANT (Fund 278) – This fund was established to account for receipts and expenditures of funds related to the Senior Nutrition (meals-on-wheels) and Senior Transportation programs.

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.

CAPITAL PROJECTS FUND GROUP:

The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital equipment, facilities, and infrastructure.

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.

FEDERAL HIGHWAY BRIDGE REPLACEMENT AND REHABILITATION PROGRAM (Fund 258) – This fund accounts for receipts and expenditures of federal-aid funds to replace and rehabilitate deficient locally owned public highway bridges.



CITY OF MISSION VIEJO *Descriptions of Individual Funds*



MEASURE M2 SALES TAX APPORTIONMENT (Fund 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.

OTHER MEASURE M2 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 M2-Project P (Fund 221)
- Measure M2-Intersection Capacity Enhancement (ICE) (Fund 270)
- Measure M2-Arterial Capacity Enhancement (ACE) (Fund 272)
- Measure M2-Environmental Cleanup Program (ECP) (Fund 275)
- Measure M2-I-5 Widening (Fund 281)
- Measure M2 Project W (Fund 282)

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:

- MSRC Grant – Mobile Source Air Pollution clean transportation funding. Grant to be used to install electric vehicle charging stations at City Hall. (Fund 215)
- CMAQ Grant for Bicycle Corridor Improvement Project (BCIP)– Congestion Mitigation and Air Quality Improvement Program Funding under the Fixing America’s Surface Transportation Federal Transportation Act. (Fund 257)
- Miscellaneous State Grants – Parks, Environment, and Water Bond Prop 68 (Fund 266)
- Highway Safety Improvement Program (HSIP) (Fund 276)
- OC Muni Water District Grant (Fund 277)
- Federal Intermodal Surface Transportation Efficiency Act (ISTEA) Arterial Pavement Management Grant (Fund 279)

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 developed within the City.

ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) SB1 (Fund 213) – The Road Repair and Accountability Act of 2017, effective November 1, 2017, was established to address deferred maintenance on the State Highway System and local street and road system, and the Road Maintenance and Rehabilitation Account (RMRA) for the deposit of various funds for the program. Cities receiving RMRA funds must comply with all relevant federal and state laws, regulations, policies, and procedures.

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.



CITY OF MISSION VIEJO *Descriptions of Individual Funds*



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.

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 sponsored by the City.

MVTV CAPITAL FUND (Fund 511) – This fund was established in FY 2011/12 to account for a 1% Public Education Government (PEG) special tax per the State franchise agreement. This revenue can only be used for the purchase of capital equipment.

GOLF OPERATIONS FUND (Fund 530) – To account for the operation of the Oso Creek Golf Course, formerly Casta del Sol, which includes the golf course, clubhouse, maintenance yard, and slopes surrounding the golf course. Funded by user fees, merchandise, and food and beverage revenue.

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 cities of Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita 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.

TRUST FUND GROUP:

115 PENSION TRUST FUND (880) – The City established this IRS Section 115 irrevocable trust to be used to offset the unfunded liability portion of CalPERS pension obligations to eligible employees, former employees, eligible dependents and beneficiaries.



MISSION VIEJO

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CITY OF MISISON VIEJO
Program Areas and Programs
Quick Guide



The City of Mission Viejo’s operating budget is based on a “program budget” concept. The City’s thirteen departments are divided among eight program areas. The thirteen departments are:

- City Council
- City Manager (City Clerk & City Attorney)
- Administrative Services
- Community Relations
- Information Technology
- Police Services
- Animal Services
- Community Development
- Public Works
- Public Services
- Golf Operations
- Library & Cultural Services
- Recreation & Community Services

General Government – Legislative (City Council, City Manager-City Clerk, City Attorney)

- City Council Administration
- Commissions
- City Clerk Administration
- Council Support
- Elections
- Legal Services

General Government - Management and Support (City Manager, Community Relations, Administrative Services, Information Technology, Public Works)

- City Manager Administration
- Assistant City Manager Administration
- Community Relations Administration
- Cable Television
- Public Information
- Records Management
- Administrative Services Administration
- Accounting and Payroll
- Financial Planning and Budget
- Purchasing
- Human Resources
- Treasury
- Risk Management
- Interdepartmental
- Debt Service
- Information Technology
- Integrated Waste Management

Public Safety (Animal Services, Police Services, Public Works, City Manager, Public Services)

- Police Administration
- Patrol Service
- Traffic
- Crime Prevention
- Investigation
- Police Services Supervision
- Parking Enforcement
- Crossing Guards-Public Works
- Animal Services
- Emergency Preparedness-City Manager
- Street Lighting-Public Services



CITY OF MISISON VIEJO
Program Areas and Programs
Quick Guide



Community Development (Community Development)

- Community Development Administration
- Advanced Planning
- Current Planning
- Building
- Code Enforcement
- Economic Development
- Water Quality
- Housing - CDBG
- Economic Opportunity - CDBG

Engineering & Transportation (Public Works)

- Public Works Administration
- Engineering
- Inspection
- Water Quality
- Bus Operations
- Transportation Planning
- Traffic Operations
- Traffic Safety
- Signal Maintenance

Infrastructure Maintenance (Public Services)

- Public Services Administration
- Street Maintenance
- Fleet Maintenance
- Environmental Maintenance
- Parks Maintenance
- Medians and Parkways Maintenance
- Urban Forestry
- Facilities Maintenance
- Facilities Maint-Recreation Centers
- Facilities Maintenance-Library
- Facilities Maint-NPM/Potocki/ Melinda
- Facilities Maint-Marguerite Aquatics

Golf Operations

- Administration
- Debt Service
- Operations
- Information Technology
- Slopes
- Facilities and Infrastructure

Recreation/Community Services/Library Services (Recreation & Community Services, Library & Cultural Services)

- Recreation & Comm Serv Admin
- Recreation
- NPM Community and Senior Center
- Community Services
- Montanoso Recreation Center
- Sierra Recreation Center
- Marguerite Tennis Center
- Felipe Tennis Center
- Cultural Services
- Library Administration
- Library Operations
- Library Public Services
- Library Support Services



CITY OF MISSION VIEJO
Other Funding Sources (Non-General Fund)
Quick Guide



The General Fund finances the majority of the City’s operations: police patrols, park maintenance, slope maintenance, street maintenance, etc. For example, during the 2021-23 budget cycle, 84% of the City’s total operating budget is funded by the General Fund. The balance of the operating budget is funded through a variety of other resources. A summary of the most significant of these resources, along with a description of uses is described below.

Funding Source	Fund	Description of Uses
Dedicated property taxes	Library	All operating costs for the library
COPS Grant	Supplemental Law Enforcement Services	Partial funding of one motorcycle deputy
Gas taxes	Gas Tax	<ul style="list-style-type: none"> • OCTA Street Survey consulting services • Metrolink station maintenance costs • A variety of traffic signal and traffic flow consulting services, including timing/coordination issues, fiber-optic communication issues, signal and battery back-up maintenance and repairs • Traffic signal electricity • Traffic signal related equipment
Air quality fees	AQMD	Electric Vehicle lease
Senior Mobility Grant	Senior Mobility Grant	<ul style="list-style-type: none"> • Dial-a-taxi senior mobility program • Senior nutrition (meals-on-wheels) program
Community Development Block Grant	CDBG	Housing rehabilitation loans, community grants, and related program administration consulting services
Dedicated sales taxes	Mall Parking Lease	Partial funding for Mall related debt service
Cable franchise fees	MVTV	All operating cost for the MVTV station
Cable franchise PEG fees	MVTV Capital	All capital equipment purchases for the MVTV station
Intergovernmental service charges (from Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita)	Animal Services	All operating costs for Animal Services
American Rescue Plan Act (ARP)	Transfer from ARP Fund to General Fund and Library Fund	Lost revenue resources to fund programs, services, and capital improvement projects including: <ul style="list-style-type: none"> • COVID-19 disinfecting • SVUSD Kids’ Factory • Restore funding for Hourly, Seasonal, Temporary (HST) wages for Recreation and Library



CITY OF MISISON VIEJO
Capital Improvement Program Description



The purpose of the Capital Improvement Program (CIP) is to systematically plan, schedule, and finance capital projects as determined by the City Council.

A CIP is created for each project greater than \$100,000 with an expected useful life of at least three years that meets 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, and painting (other than minor repainting) of any City owned, leased, or operated facility. This does not include routine, recurring, and usual work for the preservation or protection of any publicly owned or operated facility, landscape maintenance, or minor repainting.

A CIP is generally limited to a specific location. However, if the cost for one location does not meet the \$100,000 threshold and similar work is to take place at another location or locations during the same fiscal year, then all the similar work can be defined as one CIP.

As part of the budget process, departments submit CIP requests including a detailed description of the project along with the proposed financing sources. CIP budgets are established for the life of the project with the exception the Residential Road Resurfacing, Annual Sidewalk Repair, and Arterial Pavement Rehabilitation CIPs. These three CIPs are ongoing and a budget is established each fiscal year.

The details for the CIPs included in this budget are in a separate CIP section near the end of the budget document. The first page of this section is a summary of all new budgets, by project and funding source. Each fiscal year is presented separately followed by a combined list for both fiscal years. The individual project pages that include a project description, purpose, estimated annual operating cost impact, prior year funding (if any), and the current and future budget requirements follow the summary page.

CIPs are selected based on City Council priorities, available funding sources, fulfillment of City strategic goals, and necessity.

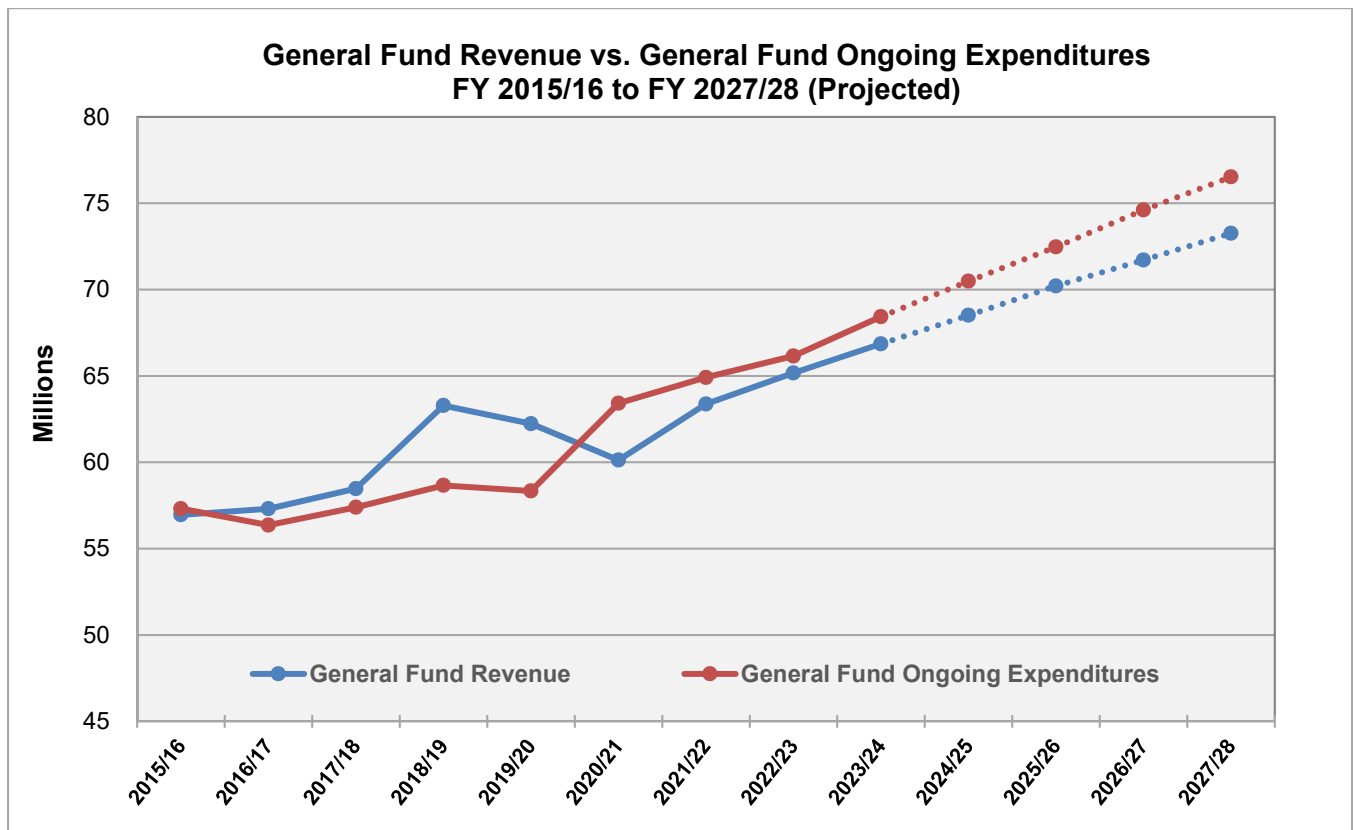


CITY OF MISSION VIEJO
2021-23 Master Financial Plan Overview

The City of Mission Viejo has prepared a Master Financial Plan (MFP) as part of its budget development process since 1993. City policy currently calls for the MFP to be updated every two years.

The MFP is a long-range forecasting model that is used to project General Fund revenues, operating expenditures, transfers, funding available for capital outlay and projects, and reserve balances for the upcoming two-year budget cycle and an additional five years out. The MFP allows staff to be more proactive in budget planning using the seven years of projections to plan for anticipated swings in revenue or expenditures, and consider how past and current spending decisions will affect future operating costs.

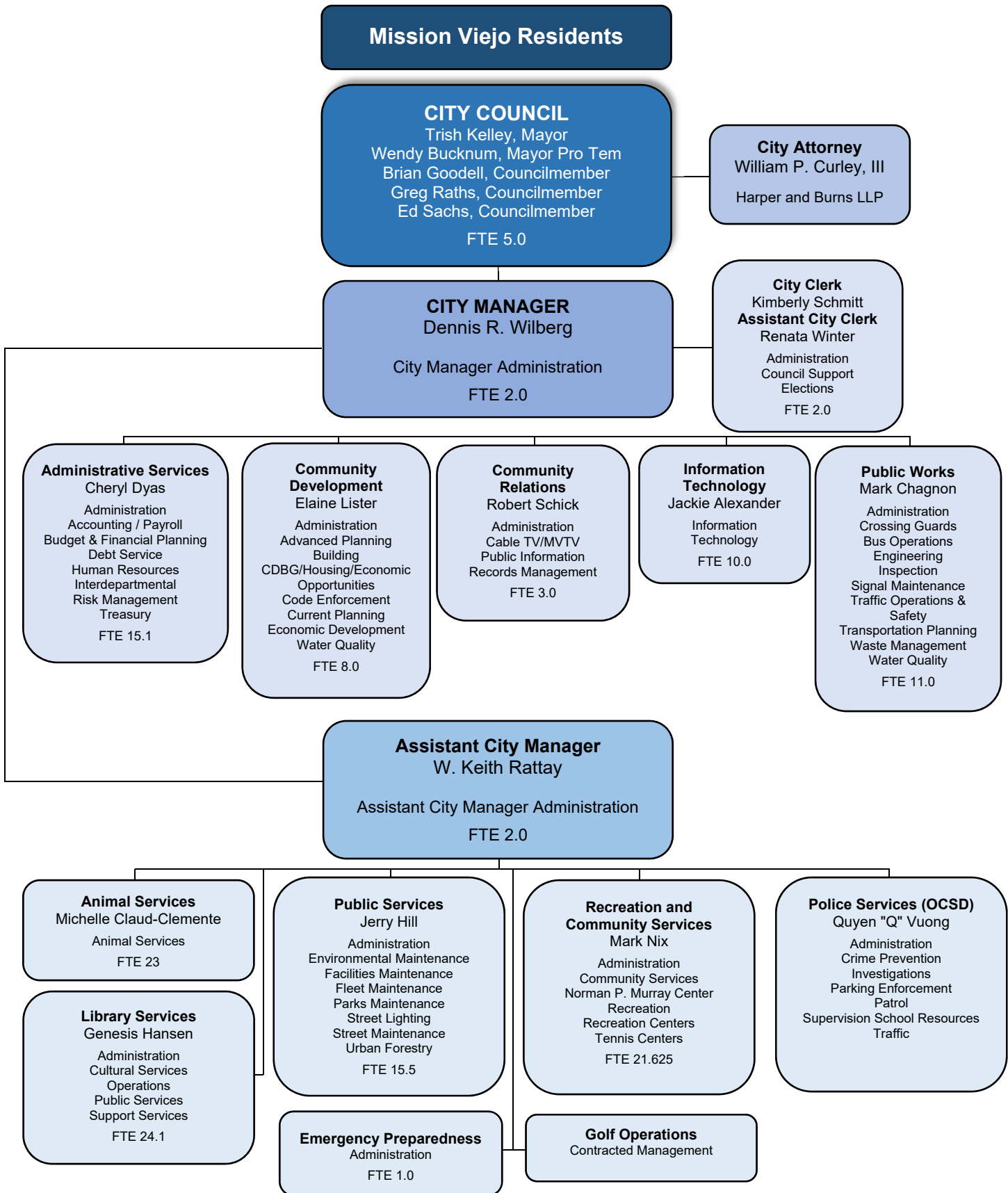
This MFP projects General Fund revenue to grow an average of 2.87% and operating expenditures to grow an average of 2.63% over the seven-year forecast period. The MFP reflects that if current program and service levels remain unchanged throughout the forecast period, expenditure growth will outpace revenue growth. The primary causes for this trend include slow revenue growth, rising cost of the OCSD contract due to increases in salaries and pension obligations and increasing unfunded pension liability. The MFP provides clear indication that tough decisions are ahead regarding the provision of programs and services at current levels and how those services will be paid for. If the City is to ensure that balanced budgets are adopted in the future, it will be necessary to look at ways to enhance revenue growth and modify current program and service levels to avoid creating a structural budget deficit problem. It will be the intention of City staff, based on City financial management policies and responsible fiscal management, to prepare and present only balanced budgets to the City Council for adoption.



For additional details of the MFP, refer to the Master Financial Plan section of the budget document.



CITY OF MISSION VIEJO
2021-23 Citywide Organizational Chart





CITY OF MISISON VIEJO *Budget Process*



The City of Mission Viejo's Operating Budget is developed on a biennial basis with appropriations for each of the two-year budget approved by the City Council annually. The two-year budget is presented in a program budget format to clearly outline the major service areas and associated expenditures. Council Policy 0300-8.

Internal Process

The two-year budget process begins in the fall preceding the beginning of the new fiscal year with a Budget Document and Workshop discussion attended by the City Manager, Assistant City Manager, Director of Administrative Services/City Treasurer, and the Administrative Services Manager-Budget. At this meeting important decisions are made to develop the City Manager's direction, assumptions, and City Council pre-budget discussion format.

The Administrative Services Manager prepares budget instructions including spending targets, assumptions, and due dates to each of the department Directors in early January. Staff from each department is trained on budget entry and they start entering budget for each of the two years into the City's financial program (Munis).

Administrative Services staff prepares the personnel budget using information from the live payroll data for all Full Time Equivalent (FTE) employees, along with budget allocation changes, Over-Time, On-Call, Call-Back, and Hourly Seasonal Temporary (HST) budget supplied by each department.

After the personnel, operating, and capital outlay budgets are entered into Munis, Administrative Services staff analyzes the data and sets appointments for department budget meetings. This budget cycle, all department budget meetings were held virtually.

After all department and public meetings, Administrative Services staff makes final adjustments to balance the budget and prepares the proposed budget document to present to the public and City Council at a budget workshop.

At the budget workshop Council directed staff to return with General Fund reductions totaling \$1.3 million over the two-year budget cycle. Staff meetings were held to determine the reductions.

The budget was adopted and the first year appropriated at the July 13, 2021 City Council meeting.

Opportunities for Public Input

On February 9, 2021 a pre-budget discussion was held at a regularly scheduled City Council meeting held over Zoom with access for public comments. At this meeting staff presented the budget assumptions along with estimated General Fund revenue. This was an opportunity for public comments and Council direction early in the budget process.

On April 13, 2021 revenue projections were presented at a regular City Council meeting held over Zoom with access for public comments. At this meeting staff presented the revenue estimates with an opportunity for public comment and Council direction.

On May 11, 2021 the Capital Improvement Program (CIP) proposed budget was presented at a regular City Council meeting held in person with access for public comments. Staff presented funding sources and descriptions for each of the proposed projects. This was an opportunity for public comments and Council direction.



CITY OF MISISON VIEJO *Budget Process*



On June 15, 2021 the 2021-2023 Proposed Budget and Master Financial Plan was posted to the City Website and the public notified through the City Blog, Facebook, Twitter, and Instagram.

On June 22, 2021 the Budget Workshop was held at a regularly scheduled City Council meeting held in person with access for public comments.

On July 13, 2021 the revised Proposed budget was presented at a regularly scheduled City Council meeting with opportunities for public comments.

Budgetary Control

There are three levels of budgetary authority to amend appropriations after the budget has been adopted. 1) Department heads (Directors) have the flexibility to move appropriations from one object to another within the budget categories of personnel, operating, or capital outlay, within each budgetary program within the same fund; 2) the City Manager has the authority to transfer appropriations between categories, and between budgetary programs within the same fund, but only within each of the six broad program areas of General Government (Legislative and Management & Support combined), Public Safety, Community Development, Engineering & Transportation and Infrastructure Maintenance combined, Golf Operations, and Recreation, Community and Library Services; and 3) City Council approval is required to transfer appropriations between funds and between program areas.

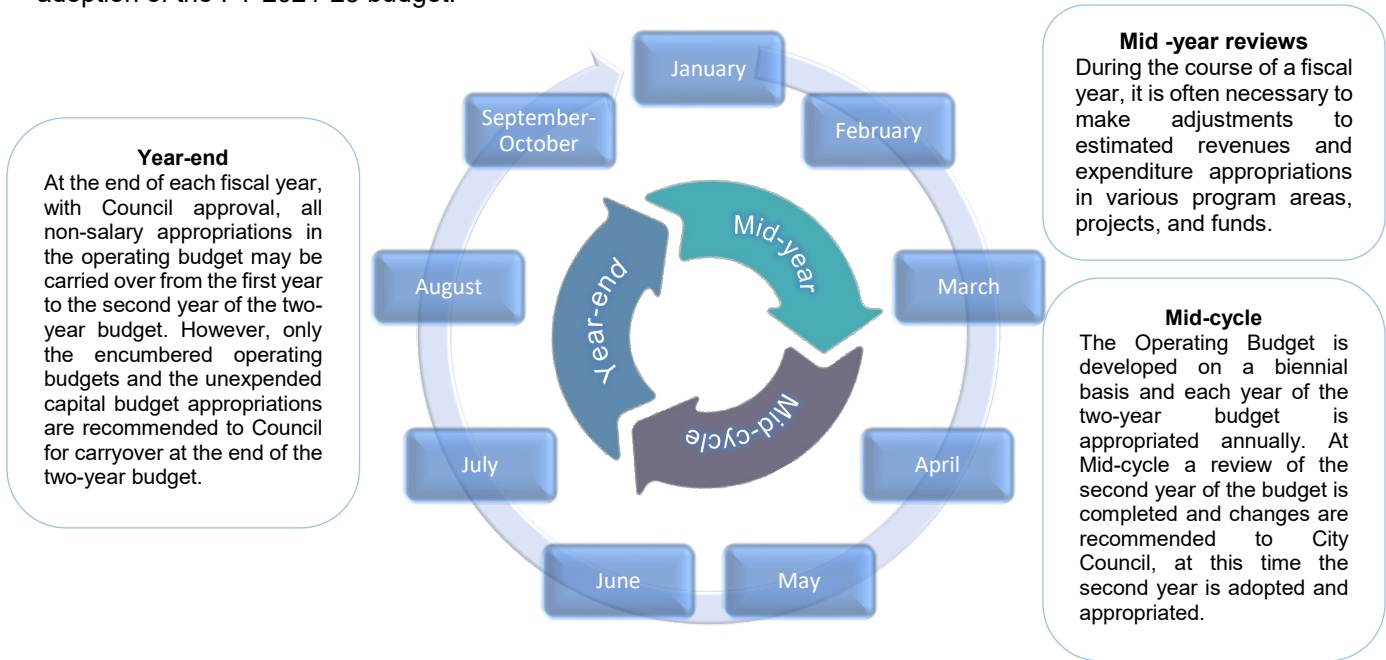
In the Capital Improvement Program (CIP) the City Manager has the authority to transfer up to \$30,000 in appropriations between capital projects within the same fund but only among projects under the responsibility of the same department. All other changes to capital project budgets must be approved by the City Council.

Council Policy 0300-8 and Budget Adoption Resolution 21-29 both of these documents are located in the Appendices.



CITY OF MISSION VIEJO 2021-23 Budget Development Calendar

The City's biennial budget development cycle began in November 2020 and concluded in July 2021 with the adoption of the FY 2021-23 budget.



NOVEMBER-DECEMBER

- Budget Workshop discussion (Staff)
- Operating assumptions set
- Administrative Services (Finance) prepares Operating budget projections for both FY 2021/22 and FY 2022/23

JANUARY

- Finance issues budget instructions with operating assumptions to departments with detailed budget planning timeline
- Determine Payroll Allocations and Hourly, Seasonal & Overtime Budgets
- Finance prepares departmental payroll and both FY 2021/22 and 2022/23
- Prepare agenda and materials for Pre-Budget discussion

FEBRUARY

- Pre-budget discussion with council
- Departments submit staffing requests
- Departments complete Munis entry of revenue and expenditure requests for both the 2021/22 and 2022/23 budget years
- Treasury establishes assumptions for MFP
- Treasury completes revenue projections

MARCH

- City Manager Conducts Meetings with Departments to Review Operating Budget Requests
- City Manager meets with CIP staff managers to review CIP requests
- Finance department finalizes payroll budget projection
- Departments submit program objectives, accomplishments, and performance measures

APRIL

- FY 2021-23 Revenue Projections presented to City Council
- Finance department completes entry of Budget Line-Items into City's Financial Accounting System

MAY

- Proposed CIP Budget presented to City Council
- Target reserve levels presented to City Council
- Final Budget Balancing completed

JUNE

- Draft MFP updated to match final 2021-23 budget numbers
- Budget document assembled
- City Manager presents Proposed 2021-23 Budget to City Council and posted to City Website
- Budget workshop date(s) set
- Council holds budget workshop(s)
- Resolution for Authorization to appropriate commencing July 1, 2021 presented to City Council

JULY

- City Council Adopts Two-Year Operating Budget and Capital Improvement Program



CITY OF MISSION VIEJO 2021-23 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 a community where caring people are the difference. We recognize that the people who live and work in our community are our greatest asset.

Vision for 2021

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.

Organizational 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:**
 - Care about and respect 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:**
 - Encourage personal initiative through positive feedback
 - Demonstrate respect for the opinions and decisions of others
 - Practice humility and cooperation
 - Be willing to compromise and ready to help
- **Innovation:**
 - Encourage and reward creative thinking
 - Seek better ways to do the job
 - Turn problems into opportunities
 - We do not know what can be done until we try it
- **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 9, 2021 the City Council participated in a pre-budget discussion to determine strategic goals and priorities and provide preliminary input for the development of the 2021-2023 budget. During the meeting, the City Council confirmed that the strategic goals as stated in previous biennial budget cycles and highlighted below had not changed. These goals were then used by each department to develop objectives for the upcoming budget cycle. Further, on May 11, 2021 City Council agreed to include the following projects in the FY 2021-2023 budget.

- Coronado Park Playground Rehabilitation
- Madrid Fore Park Playground Rehabilitation
- Marty Russo Youth Athletic Park Ball field lights
- Aquatics Center Sales Building
- Library Roof replacement

Each of the above priorities and projects can be related to the City’s strategic goals, further defined as follows:



Economic Development

- ❖ 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



Public Safety & Emergency Preparedness

- ❖ 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



Preserving & Enhancing the Beauty of the Community

- ❖ 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 renewal of the environment through quality refuse disposal, recycling & reuse



CITY OF MISSION VIEJO Strategic Goals Overview



Traffic Flow & Infrastructure Improvements



- ❖ 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

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

Governance



- ❖ Attracts, motivates and develops a high-quality workforce dedicated to public service
- ❖ Supports decision-making with timely & accurate short-term & long-range analysis
- ❖ Responsive, accessible & courteous to its customers
- ❖ Provides assurance of regulatory & policy compliance to minimize & mitigate risk
- ❖ Protects & prudently manages its financial, human, physical & technology resources
- ❖ Enables & enhances transparency, accountability, integrity, efficiency & innovation in all operations

The icons associated with each of these strategic goals are used again on the 2021-23 Department Objectives, Department Performance Measures, and 2019-21 Department Accomplishments pages to help the reader identify which strategic goal(s) each objective, accomplishment, and performance measure addresses.



CITY OF MISSION VIEJO

2019-21 Council Priority and Strategic Goals Accomplishments

COUNCIL PRIORITIES AND OTHER ACCOMPLISHMENTS:

CONSTRUCTING NEW RESTROOMS IN PARKS



In October 2020 the City constructed a new restroom, shade structure and hardscape improvements along with repurposing the existing restroom into a needed storage area at Craycraft Park. The construction of the new restroom more than tripled the capacity for the softball leagues and the improved picnic shade area creates a pleasant park experience for all park patrons.

REHABILITATE ONE PARK PLAYGROUND EACH YEAR



Christopher Park Playground Area Rehabilitation was completed in June 2020. Nestled on Valpariso, the park is unique because it's bordered entirely by single-family homes of residents who consider the site as part of their livable backyard. The playground area was renovated and updated to include new play equipment, site amenities, LED energy-efficient lighting, and ADA access.



NORMAN P. MURRAY CENTER SYCAMORE ROOM REHABILITATION



Taking advantage of the COVID-19 closure during the summer of August 2020, the Sycamore Room received upgrades, ahead of schedule, that included new flooring, painting and repair of damaged walls, room divider walls, trim boards around the stage, exterior and entry doors and lighting throughout the room. This room generates revenue from senior exercise classes, wedding receptions, and seminars.



OSO CREEK GOLF COURSE



In an effort to preserve more than 100 acres of open space, in 2019 the Council approved the purchase of Casta Del Sol Golf Course, later renamed Oso Creek Golf Course, with the goal to reinvest in the Golf Course as part of an overall transition into a more sustainable facility. The golf course is fully funded by revenue generated onsite. Since taking ownership the City has reinvested more than \$1.2 million for repairs, improvements, and upgrades to the facility, course, and technology.





CITY OF MISSION VIEJO

2019-21 Council Priority and Strategic Goals Accomplishments



STRATEGIC GOALS AND OTHER ACCOMPLISHMENTS:

COVID-19 BUSINESS RELIEF GRANT PROGRAM



In an extraordinary move to help local businesses hit hard by the ongoing pandemic, the City Council approved a \$1,000,000 relief fund program for qualified struggling small businesses located in our City. Grants up to \$25,000 were offered to businesses with 25 or fewer employees (full-time equivalent). The \$1,000,000 is a combination of \$500,000 each from the General Fund and CDBG Fund. The General Fund was increased to \$850,000 by Council action at the February 9, 2021 council meeting. The total available is \$1,350,000 with \$840,000 distributed to over 65 recipients so far.



COVID-19 STAFF RESPONSE



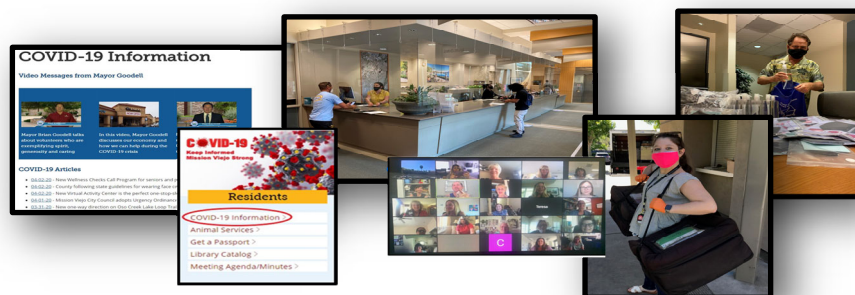
In March 2020 due to the COVID-19 pandemic, most City facilities were forced to close. In order to continue the same level of service to our residents and contractors, many staff members were sent home with laptops to work from home through the help of our Information Technology (IT) Department. IT quickly responded setting up VPN for remote access. City staff continued to keep businesses and residents of all ages updated about the impacts of novel coronavirus and available resources through our dedicated COVID-19 Information webpage. The page featured informative video messages from Mayor Brian Goodell, as well as multiple timely and essential regularly posted articles.



There were many accomplishments completed during this pandemic. A few are listed below:



- Age Well Senior Services continued during COVID-19. Requests for home-delivered food increased by 50 clients during the COVID-19 quarantine. With the community's caring response, Age Well has been able to secure the necessary drivers to assist with adjusting routes and increased program participation. City staff pitched in to fill the additional delivery routes.
- Janitorial staff increased at parks and facilities to focus on cleaning and disinfecting high-touched surfaces used throughout the day.
- Council and Commission meetings were converted to web-based meetings to ensure the continuation of city business.
- The Library created a Curbside Concierge Service to ensure book distribution to our residents and made calls to community members in vulnerable populations to connect them with needed resources.
- Recreation and Library staff made thousands of wellness calls to residents 65+.
- Emergency Operations obtained PPE supplies for OCSD, staff and the assisted living and board and care facilities in town.
- Public Services installed plexiglass barriers at the building & public works counter in order to resume business.
- City staff volunteered countless hours at the County SuperPOD sites, including Soka University, Disneyland and Anaheim Convention Center and a Mission Viejo mobile POD at NPM to proactively stop the spread of COVID-19 and bring an end to the pandemic.





MISSION VIEJO

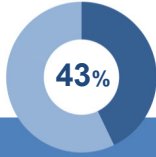
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CITY OF MISSION VIEJO Funding Sources and Uses

FY 2021/22

Where the Money Comes From



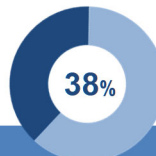
PROPERTY TAX
\$38,312,890

Property taxes are imposed on real property and tangible personal property at a rate of 1 % of a property's assessed value. The County of Orange assesses and collects property taxes and subsequently remits a portion of the tax to the City of Mission Viejo to support city services and programs, to pay city obligations, and to maintain property, building and infrastructure. Property tax revenue represents the largest single source of revenue for the City of Mission Viejo.



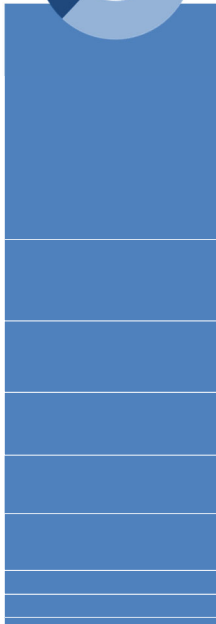
SALES TAX
\$16,528,104

Sales taxes are imposed on the purchase of tangible personal property. The sales tax rate for purchases within the City of Mission Viejo is 7.75%, of which 1.0% is allocated to the City. For online sales, the City receives approximately 2.6% of the total County pool sales tax collected or approximately \$3.6 million annually. Sales tax revenue is the second largest revenue source for the City of Mission Viejo.



ALL OTHER

- Intergovernmental
\$12,982,975
- Other Taxes
\$4,475,100
- Charges for Service
\$3,915,708
- Golf Revenue
\$3,449,185
- Other
\$3,219,514
- Licenses and Permits
\$3,108,400
- Transfers from Other Agencies
\$1,306,856
- Use of Money and Property
\$1,276,780
- Fines and Forfeitures
\$546,000



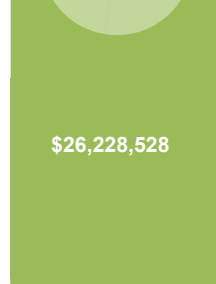
TOTAL \$89,121,512

Where the Money Goes



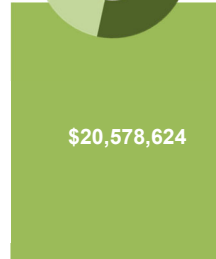
PUBLIC SAFETY
\$26,228,528

The **Public Safety** program area provides for the overall protection of the City and its residents. The major component of this program area is the Orange County Sheriff's Department (OCS) police services contract. This area also includes the operations of the Animal Services program, Emergency Preparedness program, maintenance and operation of streetlights, as well as managing the contract for crossing guard services at various school locations.



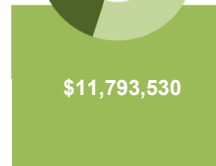
INFRASTRUCTURE MAINTENANCE
\$20,578,624

The Public Services Department is responsible for the **Infrastructure Maintenance** program area. This program area provides for the upkeep of public buildings, streets, storm drains and all landscape maintenance. Some of its major activities include street repairs, weed abatement, graffiti removal, park, median and slope landscape maintenance, tree trimming, and building maintenance.



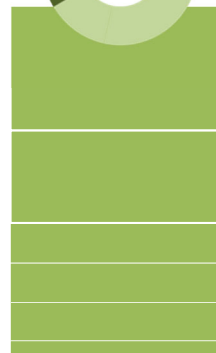
GENERAL GOVERNMENT MANAGEMENT & SUPPORT AND LEGISLATIVE
\$11,793,530

The **General Government** program areas provide for the overall administration of the City and support for all other city departments. The **Legislative** program area includes the City Council, Commissions, City Clerk, and the City Attorney programs. The **Management & Support** program area includes the City Manager, Community Relations, Administrative Services, and the Information Technology programs, as well as the program responsible for administering the City's integrated solid waste management franchise agreement.



ALL OTHER

- Capital Improvements
\$10,784,332
- Recreation, Community & Library Services
\$7,970,523
- Golf Operations
\$3,445,827
- Community Development
\$3,400,759
- Engineering and Transportation
\$3,289,338
- Transfers to Other Agencies
\$1,137,163
- Reserves
\$492,888



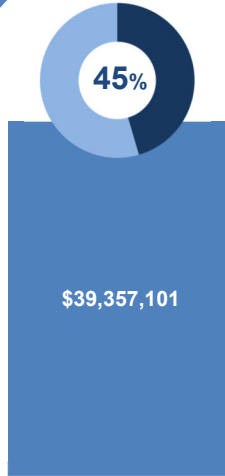
TOTAL \$89,121,512



CITY OF MISSION VIEJO Funding Sources and Uses

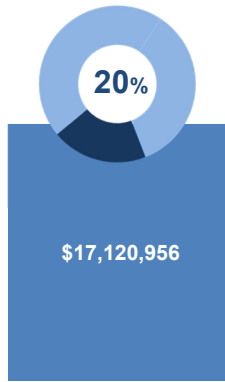
FY 2022/23

Where the Money Comes From



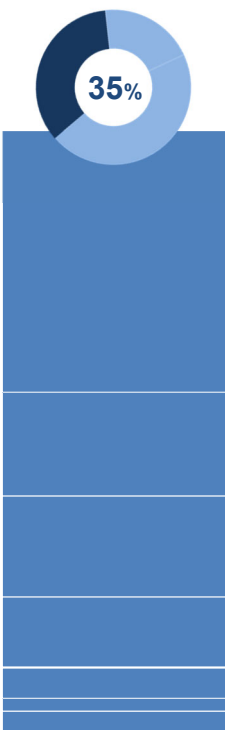
PROPERTY TAX \$39,357,101

Property taxes are imposed on real property and tangible personal property at a rate of 1% of a property's assessed value. The County of Orange assesses and collects property taxes and subsequently remits a portion of the tax to the City of Mission Viejo to support city services and programs, to pay city obligations, and to maintain property, building and infrastructure. Property tax revenue represents the largest single source of revenue for the City of Mission Viejo.



SALES TAX \$17,120,956

Sales taxes are imposed on the purchase of tangible personal property. The sales tax rate for purchases within the City of Mission Viejo is 7.75%, of which 1.0% is allocated to the City. For online sales, the City receives approximately 2.6% of the total County pool sales tax collected or approximately \$3.6 million annually. Sales tax revenue is the second largest revenue source for the City of Mission Viejo.

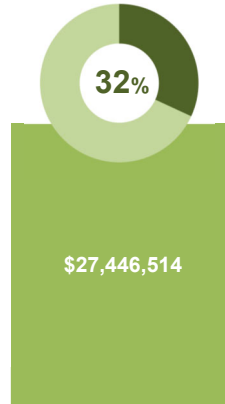


ALL OTHER

- Intergovernmental
\$11,553,953
- Other Taxes
\$4,549,100
- Charges for Service
\$4,461,911
- Golf Revenue
\$3,449,185
- Licenses and Permits
\$3,094,120
- Use of Money and Property
\$1,343,331
- Other
\$963,006
- Fines and Forfeitures
\$566,000
- Transfers from Other Agencies
\$42,550

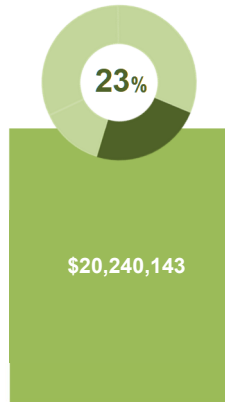
TOTAL \$86,501,213

Where the Money Goes



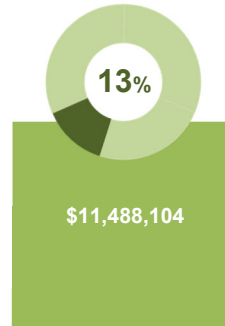
PUBLIC SAFETY \$27,446,514

The **Public Safety** program area provides for the overall protection of the City and its residents. The major component of this program area is the Orange County Sheriff's Department (OCSD) police services contract. This area also includes the operations of the Animal Services program, Emergency Preparedness program, maintenance and operation of streetlights, as well as managing the contract for crossing guard services at various school locations.



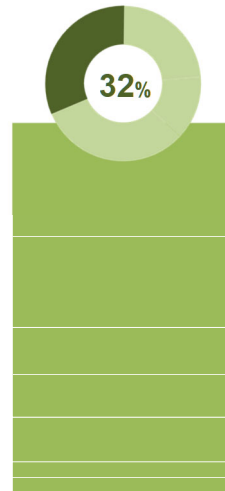
INFRASTRUCTURE MAINTENANCE \$20,240,143

The Public Services Department is responsible for the **Infrastructure Maintenance** program area. This program area provides for the upkeep of public buildings, streets, storm drains and all landscape maintenance. Some of its major activities include street repairs, weed abatement, graffiti removal, park, median and slope landscape maintenance, tree trimming, and building maintenance.



GENERAL GOVERNMENT MANAGEMENT & SUPPORT AND LEGISLATIVE \$11,488,104

The **General Government** program areas provide for the overall administration of the City and support for all other city departments. The **Legislative** program area includes the City Council, Commissions, City Clerk, and the City Attorney programs. The **Management & Support** program area includes the City Manager, Community Relations, Administrative Services, and the Information Technology programs, as well as the program responsible for administering the City's integrated solid waste management franchise agreement.



ALL OTHER

- Recreation, Community & Library Services
\$8,355,746
- Capital Improvements
\$6,659,200
- Community Development
\$3,446,683
- Engineering and Transportation
\$3,271,399
- Golf Operations
\$3,126,977
- Reserves
\$1,304,274
- Transfers to Other Agencies
\$1,162,173

TOTAL \$86,501,213



2021-2023 Budget
Budget by Fund and Fund Balances

FY 2021/22

Fund #	Fund Description	Estimated Fund Balance 06/30/2021	Estimated Revenues	Operating Budget	Capital Improvement Budget	Total Budget	Interagency / Interfund Transfers	Contribution (from) / to Reserves	Estimated Fund Balance 06/30/22
101	General Fund	27,048,352	63,375,396	63,874,937	1,950,000	65,824,937	3,041,506	591,965	27,640,317
201	Library Fund	1,028,709	3,379,271	3,576,051	-	3,576,051	196,780	-	1,028,709
202	Suppl Law Enforcement Srvcs Fd	103,957	201,000	200,000	-	200,000	-	1,000	104,957
204	Building Homes and Jobs SB 2	-	206,000	206,000	-	206,000	-	-	-
211	State Gas Tax Fund	25,000	2,282,539	779,000	1,503,539	2,282,539	-	-	25,000
212	Gas Tax - 2107.5 Fund	42,108	7,500	17,232	-	17,232	-	(9,732)	32,376
213	RMRA SB1	240,349	1,810,897	-	1,810,897	1,810,897	-	-	240,349
215	Mobile Source Air Pollution MSRC Fund	-	67,000	-	67,000	67,000	-	-	-
217	CASp Certification Fund	9,654	6,000	-	-	-	-	6,000	15,654
218	Crown Valley Corridor Fee Fund	1,118	-	-	-	-	-	-	1,118
219	Air Quality Imprvmnt Trust Fd	275,257	125,300	4,913	115,000	119,913	-	5,387	280,644
221	Project P Fund	548	-	-	-	-	-	-	548
222	Project V Fund	-	300,000	300,000	-	300,000	-	-	-
245	Park Development Fees Fund	375,577	-	-	375,000	375,000	-	(375,000)	577
251	Regional Narcotics Suppression	1,793	-	-	-	-	-	-	1,793
258	Federal Hwy Bridge Repl/RehbFd	2,659	-	-	-	-	-	-	2,659
260	Comm Development Block Grant	(91,788)	598,901	453,901	-	453,901	-	145,000	53,212
262	SCRIP Fund	-	2,250,000	-	2,250,000	2,250,000	-	-	-
263	CARES Act Fund	(472,573)	472,573	-	-	-	-	472,573	-
264	American Rescue Plan Act Fund*	-	3,777,301	-	-	-	(3,777,301)	-	-
267	Measure M 2 SlsTx-Apprtnmt Fd	640,508	1,583,373	33,000	2,108,647	2,141,647	-	(558,274)	82,234
270	Measure M2 ICE Fund	1,324	444,249	-	444,249	444,249	-	-	1,324
275	Measure M2 EnvCleanupProg (ECP)	-	160,000	-	160,000	160,000	-	-	-
276	Highway Safety Improvemnt Program (HSIP)	-	-	-	-	-	-	-	-
277	OC Muni Water District Grant	145	-	-	-	-	-	-	145
278	Senior Mobility Grant	317,851	121,214	58,655	-	58,655	-	62,559	380,410
343	MV Mall Parking Lease Fund	7,583	-	-	-	-	-	-	7,583
510	Mission Viejo Television Fund	2,600	232,130	235,630	-	235,630	-	(3,500)	(900)
511	Mission Viejo TV Capital Fund	1,972,931	291,300	59,500	-	59,500	-	231,800	2,204,731
530	Golf Course Operations Fund	10,633,728	3,449,185	3,445,827	-	3,445,827	-	3,358	10,637,086
560	Animal Services Fund	4,389,017	2,673,527	3,462,483	-	3,462,483	708,708	(80,248)	4,308,769
	Total All Funds	46,556,407	87,814,656	76,707,129	10,784,332	87,491,461	169,693	492,888	47,049,295

*American Rescue Plan Act lost revenue is recognized in the fiscal year the money is expected to be obligated or spent. In FY 2021/22 the City expects to expend \$3.8 million of the total \$9.8 million allocation.



**2021-2023 Budget
Interagency/Interfund Transfers**

FY 2021/22

In / (Out) Fund	(1) American Rescue Plan Act (ARP)	(2) Mall Bond Rolling Reserve Release	(3) Mall Sales Tax Pledged to Bonds	(4) Library Subsidy	(5) Animal Services Subsidy	(6) CDFA	Total Interagency /Interfund Transfers
General Fund	3,588,851	1,306,856	-	(8,330)	(708,708)	(1,137,163)	3,041,506
Library Fund	188,450	-	-	8,330	-	-	196,780
American Rescue Plan Act (ARP)	(3,777,301)	-	-	-	-	-	(3,777,301)
Mission Viejo Mall Parking Lease	-	-	-	-	-	-	-
Animal Services Fund	-	-	-	-	708,708	-	708,708
Total All City Funds	-	1,306,856	-	-	-	(1,137,163)	169,693

(1) This amount represents the lost revenue resources from the American Rescue Plan Act (ARP) accounted for in the ARP fund and transferred to the General Fund and the Library Fund.

(2) This amount represents the portion of the Shops at Mission Viejo 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 retail activity.

(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 Community Development Financing Authority (CDFA).

(4) The Library and Cultural Service 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 Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita.

(6) This represents the transfer to the CDFA from for principal and interest payments toward the 2016 Lease Revenue Refunding Bonds.



**2021-2023 Budget
Budget by Fund and Fund Balances**

FY 2022/23

Fund #	Fund Description	Estimated Fund	Estimated		Capital		Interagency/	Contribution	Estimated
		Balance 06/30/2022	Revenues	Operating Budget	Improvement Budget	Total Budget	Interfund Transfers	(from) / to Reserves	Fund Balance 06/30/23
101	General Fund	27,640,317	65,171,051	64,694,394	1,000,000	65,694,394	1,089,800	566,457	28,206,774
201	Library Fund	1,028,709	3,463,864	3,762,803	400,000	4,162,803	298,939	(400,000)	628,709
202	Suppl Law Enforcement Svcs Fd	104,957	201,000	200,000	-	200,000	-	1,000	105,957
204	Building Homes and Jobs SB 2	-	206,000	206,000	-	206,000	-	-	-
211	State Gas Tax Fund	25,000	2,317,126	645,000	1,540,000	2,185,000	-	132,126	157,126
212	Gas Tax - 2107.5 Fund	32,376	7,500	2,232	-	2,232	-	5,268	37,644
213	RMRA SB1	240,349	1,863,413	-	1,655,000	1,655,000	-	208,413	448,762
215	Mobile Source Air Pollution MSRC Fund	-	-	-	-	-	-	-	-
217	CASp Certification Fund	15,654	6,000	-	-	-	-	6,000	21,654
218	Crown Valley Corridor Fee Fund	1,118	-	-	-	-	-	-	1,118
219	Air Quality Imprvmt Trust Fd	280,644	125,300	4,913	115,000	119,913	-	5,387	286,031
221	Project P Fund	548	-	-	-	-	-	-	548
222	Project V Fund	-	300,000	300,000	-	300,000	-	-	-
245	Park Development Fees Fund	577	-	-	-	-	-	-	577
251	Regional Narcotics Suppression	1,793	-	-	-	-	-	-	1,793
258	Federal Hwy Bridge Repl/RehbFd	2,659	-	-	-	-	-	-	2,659
260	Comm Development Block Grant	53,212	598,901	404,822	-	404,822	-	194,079	247,291
262	SCRIP Fund	-	-	-	-	-	-	-	-
263	CARES Act Fund	-	-	-	-	-	-	-	-
264	American Rescue Plan Act Fund	-	3,237,055	-	-	-	(3,237,055)	-	-
267	Measure M2 SisTx-Apprntmt Fd	82,234	1,630,998	33,000	1,541,000	1,574,000	-	56,998	139,232
270	Measure M2 ICE Fund	1,324	-	-	-	-	-	-	1,324
275	Measure M2 EnvCleanupProg (ECP)	-	160,000	-	160,000	160,000	-	-	-
276	Highway Safety Improvemnt (HSIP)	-	248,200	-	248,200	248,200	-	-	-
277	OC Muni Water District Grant	145	-	-	-	-	-	-	145
278	Senior Mobility Grant	380,410	124,164	110,641	-	110,641	-	13,523	393,933
343	MV Mall Parking Lease Fund	7,583	30,660	-	-	-	(30,660)	-	7,583
510	Mission Viejo Television Fund	(900)	241,630	240,658	-	240,658	-	972	72
511	Mission Viejo TV Capital Fund	2,204,731	291,300	59,500	-	59,500	-	231,800	2,436,531
530	Golf Operations Fund	10,637,086	3,449,185	3,126,977	-	3,126,977	-	322,208	10,959,294
560	Animal Services Fund	4,308,769	2,785,316	3,584,626	-	3,584,626	759,353	(39,957)	4,268,812
Total All Funds		47,049,295	86,458,663	77,375,566	6,659,200	84,034,766	(1,119,623)	1,304,274	48,353,569

**American Rescue Plan Act lost revenue is recognized in the fiscal year the money is expected to be obligated or spent. In FY 2022/23 the City expects to expend \$3.2 million of the total \$9.8 million allocation.*



**2021-2023 Budget
Interagency/Interfund Transfers**

FY 2022/23

In / (Out) Fund	(1) American Rescue Plan Act (ARP)	(2) Mall Bond Rolling Reserve Release	(3) Mall Sales Tax Pledged to Bonds	(4) Library Subsidy	(5) Animal Services Subsidy	(6) C DFA	Total Interagency / Interfund Transfers
General Fund	3,061,698	42,550	-	(123,582)	(759,353)	(1,131,513)	1,089,800
Library	175,357	-	-	123,582	-	-	298,939
American Rescue Plan Act (ARP)	(3,237,055)	-	-	-	-	-	(3,237,055)
Mission Viejo Mall Parking Lease	-	-	(30,660)	-	-	-	(30,660)
Animal Services	-	-	-	-	759,353	-	759,353
Total All City Funds	-	42,550	(30,660)	-	-	(1,131,513)	(1,119,623)

(1) This amount represents the lost revenue resources from the American Rescue Plan Act (ARP) accounted for in the ARP fund and transferred to the General Fund and the Library Fund.

(2) This amount represents the portion of the Shops at Mission Viejo 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 retail activity.

(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 Community Development Financing Authority (C DFA).

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

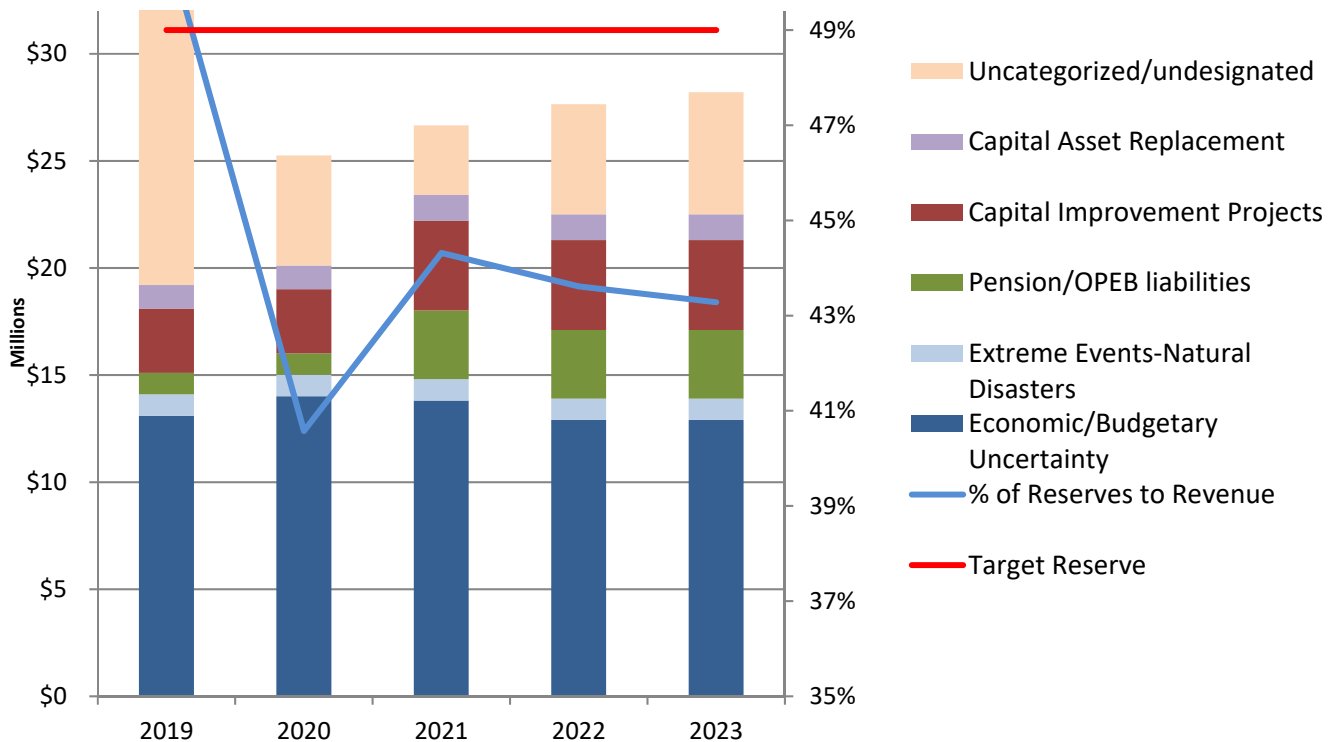
(5) This represents the City's estimated share of the net costs of the animal services operation that also serves the cities of Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita.

(6) This represents the transfer to the C DFA from for principal and interest payments toward the 2016 Lease Revenue Refunding Bonds.



CITY OF MISSION VIEJO General Fund Reserves

The General Fund reserves policy is adopted under the Management and Budget City Council Policy No. 0300-8. Beginning in 2017, a General Fund reserve target level will be calculated based on a bi-annual risk analysis of risk factors applicable to the City of Mission Viejo. Further, a minimum General Fund reserve level shall be set at no less than five (5) full percentage points below the target reserve level. The risk analysis prepared in 2021 established the target General Fund reserve level should be set at \$29.5 million or 49% of General Fund FY 2020/21 revenue, with a minimum reserve balance of 44% throughout the 2021-23 budget cycle. Further, based on the risk analysis, reserves were categorized into specific categories as displayed in the chart below.



The General Fund reserves balance is projected to be \$26.6 million at June 30, 2021, or 44.0% of General Fund revenue. The 2021-23 budget projects the General Fund reserves balances will be approximately \$27.6 million at June 30, 2022 and increase to \$28.2 million at June 30, 2023. Due to increasing revenue, the percentage of reserves to General Fund revenue will decline to 43.6% in 2022 and 43.3% in 2023.

The Management and Budget City Council Policy No. 0300-8 and the resolution setting the 2021-23 General Fund reserve target level can be found in the appendices.



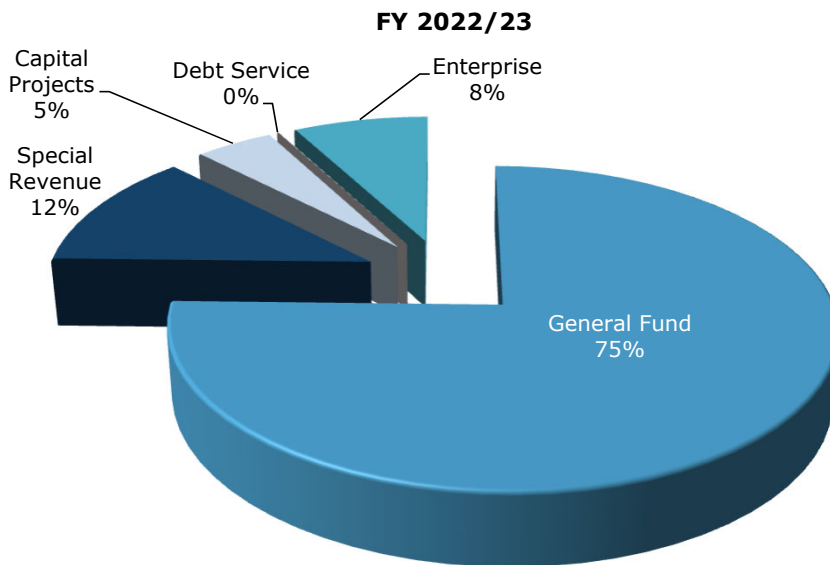
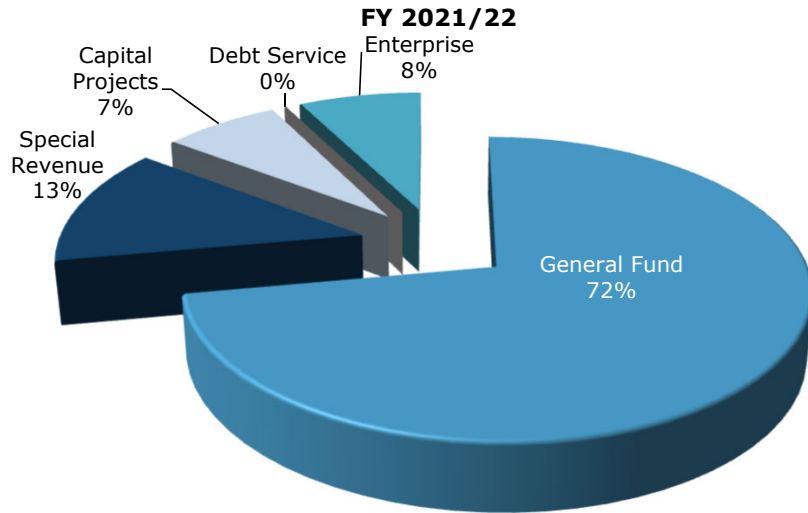
MISSION VIEJO

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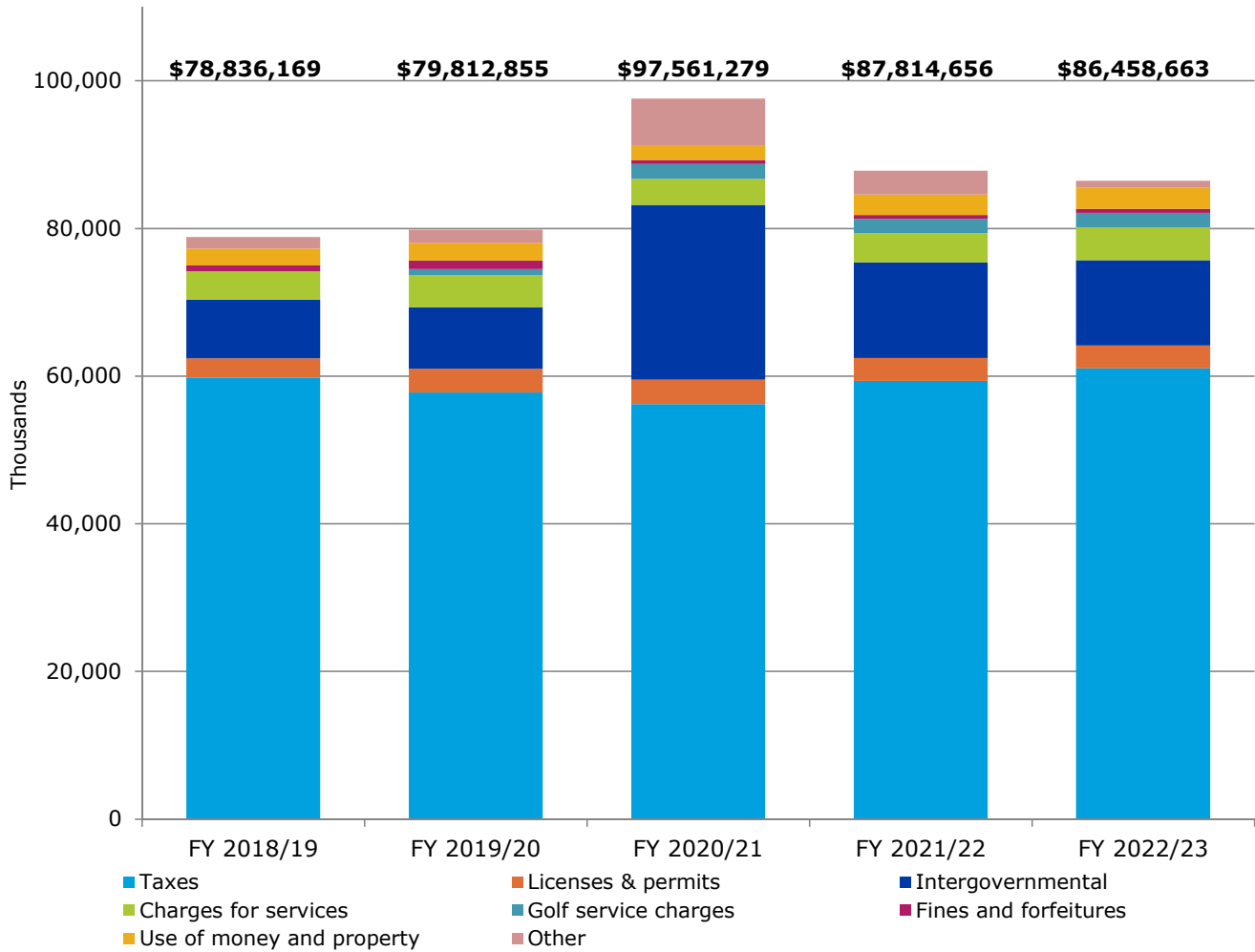
**2021-2023 Budget
Revenue by Fund Group**

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
General Fund	\$ 63,308,781	\$ 62,242,144	\$ 60,145,614	\$ 63,375,396	5.4%	\$ 65,171,051	2.8%
Special Revenue	\$ 6,239,257	\$ 7,113,194	\$ 9,495,685	\$ 11,477,599	20.9%	\$ 10,586,910	-7.8%
Capital Projects	\$ 4,419,787	\$ 4,386,749	\$ 21,926,766	\$ 6,315,519	-71.2%	\$ 3,902,611	-38.2%
Debt Service	\$ 1,417,114	\$ 1,451,914	\$ -	\$ -	0.0%	\$ 30,660	100.0%
Enterprise	\$ 3,158,434	\$ 4,308,403	\$ 5,993,214	\$ 6,646,142	10.9%	\$ 6,767,431	1.8%
Trust	\$ 292,796	\$ 310,451	\$ -	\$ -	0.0%	\$ -	0.0%
Total Revenues	\$ 78,836,169	\$ 79,812,855	\$ 97,561,279	\$ 87,814,656	-10.0%	\$ 86,458,663	-1.5%





2021-2023 Budget
All Funds Revenue by Major Category

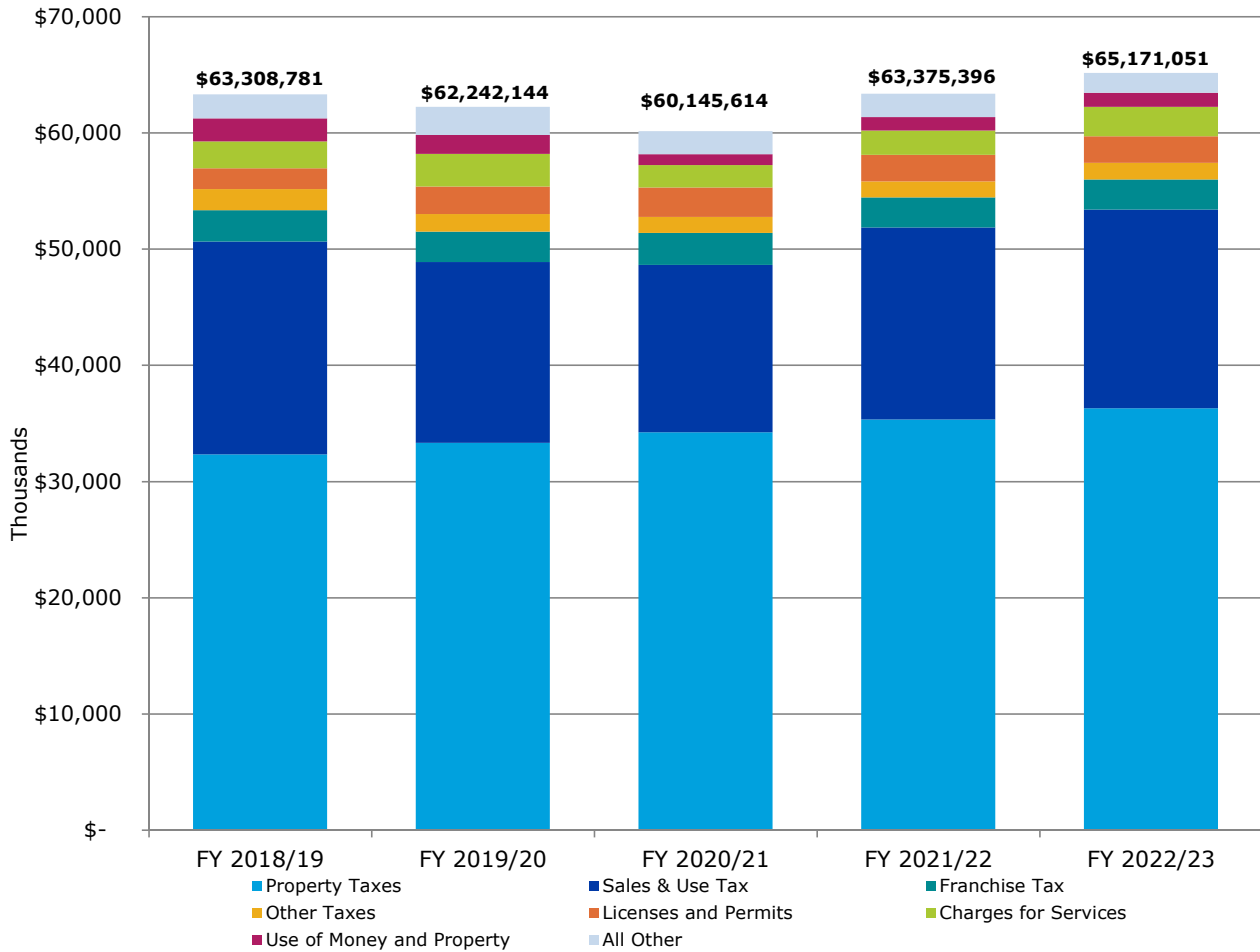


	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Taxes	\$ 59,800,422	\$ 57,778,374	\$ 56,200,493	\$ 59,316,094	5.5%	\$ 61,027,157	2.9%
Licenses & permits	2,596,102	3,196,099	3,308,799	3,108,400	-6.1%	3,094,120	-0.5%
Intergovernmental	7,933,961	8,341,300	23,679,914	12,982,975	-45.2%	11,553,953	-11.0%
Charges for services	3,856,928	4,319,229	3,518,741	3,915,708	11.3%	4,461,911	13.9%
Golf services charges	-	848,821	2,007,600	1,945,000	-3.1%	1,945,000	0.0%
Fines and forfeitures	771,258	1,140,635	532,750	546,000	2.5%	566,000	3.7%
Use of money and property	2,301,833	2,424,039	1,908,921	2,780,965	45.7%	2,847,516	2.4%
Other	1,575,665	1,764,358	6,404,061	3,219,514	-49.7%	963,006	-70.1%
Total Revenues	\$ 78,836,169	\$ 79,812,855	\$ 97,561,279	\$ 87,814,656	-10.0%	\$ 86,458,663	-1.5%



2021-2023 Budget
General Fund Revenue by Major Source

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Property Taxes	\$ 32,328,044	\$ 33,322,438	\$ 34,233,147	\$ 35,339,919	3.2%	\$ 36,299,537	2.7%
Property Transfer Tax	570,352	602,031	700,000	630,000	-10.0%	630,000	0.0%
Sales & Use Tax	18,318,824	15,552,767	14,409,000	16,528,104	14.7%	17,090,296	3.4%
Transient Occupancy Tax	1,220,925	899,256	675,309	744,000	10.2%	818,000	9.9%
Franchise Tax	2,709,516	2,628,532	2,757,941	2,590,000	-6.1%	2,590,000	0.0%
Total Taxes	\$ 55,147,661	\$ 53,005,024	\$ 52,775,397	\$ 55,832,023	5.8%	\$ 57,427,833	2.9%
Licenses and Permits	\$ 1,816,832	\$ 2,383,270	\$ 2,535,699	\$ 2,289,380	-9.7%	\$ 2,273,880	-0.7%
Intergovernmental	676,213	467,291	443,026	705,128	59.2%	409,696	-41.9%
Charges for Services	2,290,836	2,792,644	1,917,981	2,088,451	8.9%	2,529,585	21.1%
Fines and Forfeitures	547,470	962,607	375,000	387,000	3.2%	402,000	3.9%
Use of Money and Property	1,994,869	1,628,478	930,394	1,154,700	24.1%	1,225,851	6.2%
Other	834,900	1,002,830	1,168,117	918,714	-21.4%	902,206	-1.8%
TOTAL General Fund	\$ 63,308,781	\$ 62,242,144	\$ 60,145,614	\$ 63,375,396	5.4%	\$ 65,171,051	2.8%





2021-2023 Budget
Revenue by Fund, Major Category and Object

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
General Fund Group							
General Fund							
Property Taxes	32,328,044	33,322,438	34,233,147	35,339,919	3.2%	36,299,537	2.7%
Property Transfer Tax	570,352	602,031	700,000	630,000	-10.0%	630,000	0.0%
Sales and Use Tax	18,318,824	15,552,767	14,409,000	16,528,104	14.7%	17,090,296	3.4%
Transient Occupancy Tax	1,220,925	899,256	675,309	744,000	10.2%	818,000	9.9%
Franchise Taxes	2,709,516	2,628,532	2,757,941	2,590,000	-6.1%	2,590,000	0.0%
Total Taxes	55,147,661	53,005,024	52,775,397	55,832,023	5.8%	57,427,833	2.9%
Special Licenses	11,200	9,600	9,200	9,200	0.0%	9,200	0.0%
Private Property Develop Perm	1,352,833	1,877,454	2,034,899	1,837,500	-9.7%	1,822,000	-0.8%
Public Prop Encroach Permit	452,799	496,216	491,600	442,680	-10.0%	442,680	0.0%
Total Licenses & Permits	1,816,832	2,383,270	2,535,699	2,289,380	-9.7%	2,273,880	-0.7%
Intergovtl-Federal Grants	13,977	12,027	12,027	12,864	7.0%	12,864	0.0%
Intergovtl-State Grants	248,023	22,568	-	300,000	100.0%	-	-100.0%
Intergovtl-State Other Subv	176,140	143,669	156,000	151,395	-3.0%	151,395	0.0%
Intergovtl-St Motor Veh InLieu	46,074	76,323	50,000	50,000	0.0%	50,000	0.0%
Intergovtl-County- Other	191,999	212,704	224,999	190,869	-15.2%	195,437	2.4%
Total Intergovernmental	676,213	467,291	443,026	705,128	59.2%	409,696	-41.9%
City Clerk Service Charges	1,747	1,709	-	-	0.0%	-	0.0%
Finance Service Charges	509	210	-	-	0.0%	-	0.0%
Shared Services	78,908	68,378	65,424	64,896	-0.8%	64,896	0.0%
Special Police Services	-	200	200	240	20.0%	240	0.0%
Zoning Fees and Subdiv Fees	202,217	215,262	199,695	242,320	21.3%	242,320	0.0%
Plan Checking Fees	461,211	1,174,405	1,026,260	725,200	-29.3%	707,700	-2.4%
Engineer Fees/Inspections/Othr	53,688	97,749	73,500	73,250	-0.3%	58,250	-20.5%
Parks and Recreation Fees	48,612	25,596	-	22,500	100.0%	45,000	100.0%
Tennis Fees	307,714	286,947	305,350	311,350	2.0%	331,350	6.4%
Recreation Center Fees	1,136,230	922,188	247,552	648,695	162.0%	1,079,829	66.5%
Total Charges for Services	2,290,836	2,792,644	1,917,981	2,088,451	8.9%	2,529,585	21.1%
Vehicle Code Fines	247,757	189,767	133,000	130,000	-2.3%	145,000	11.5%
Other Fines	16,676	7,345	6,000	2,000	-66.7%	2,000	0.0%
Forfeitures	156,958	622,007	145,000	145,000	0.0%	145,000	0.0%
Penalties	126,079	143,488	91,000	110,000	20.9%	110,000	0.0%
Total Fines and Forfeitures	547,470	962,607	375,000	387,000	3.2%	402,000	3.9%
Investment Earnings	950,428	691,257	252,000	200,000	-20.6%	200,000	0.0%
Rents & Concessions	1,044,441	937,221	678,394	954,700	40.7%	1,025,851	7.5%
Total Use of Money and Property	1,994,869	1,628,478	930,394	1,154,700	24.1%	1,225,851	6.2%
Reimbursements	491,456	734,220	996,233	776,881	-22.0%	746,373	-3.9%
Sale of Publications	2,200	1,284	100	1,000	900.0%	1,000	0.0%
Donations	143,660	41,417	53,000	58,500	10.4%	67,500	15.4%
Other Miscellaneous	173,859	220,259	98,784	82,333	-16.7%	87,333	6.1%
Capital Asset Disposal	23,725	5,650	20,000	-	-100.0%	-	0.0%
Total Other	834,900	1,002,830	1,168,117	918,714	-21.4%	902,206	-1.8%
Total General Fund	63,308,781	62,242,144	60,145,614	63,375,396	5.4%	65,171,051	2.8%
Total General Fund Group	63,308,781	62,242,144	60,145,614	63,375,396	5.4%	65,171,051	2.8%



2021-2023 Budget
Revenue by Fund, Major Category and Object

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Special Revenue Fund Group							
Library Fund							
Taxes Property Taxes	2,703,385	2,821,850	2,886,442	2,972,971	3.0%	3,057,564	2.8%
Total Taxes	2,703,385	2,821,850	2,886,442	2,972,971	3.0%	3,057,564	2.8%
Intergovtl-Federal Grants	44,650	47,807	-	-	0.0%	-	0.0%
Intergovtl-State Grants	3,000	5,314	22,525	5,000	-77.8%	5,000	0.0%
Intergovtl-State Other Subv	13,965	13,659	14,000	13,000	-7.1%	13,000	0.0%
Intergovtl-Other Shared Rev	152,018	160,846	145,000	145,000	0.0%	145,000	0.0%
Total Intergovernmental	213,633	227,626	181,525	163,000	-10.2%	163,000	0.0%
Library Fees	219,697	154,823	58,280	213,000	265.5%	213,000	0.0%
Total Charges for Services	219,697	154,823	58,280	213,000	265.5%	213,000	0.0%
Other Fines	38,937	29,958	6,250	18,000	188.0%	18,000	0.0%
Total Fines and Forfeitures	38,937	29,958	6,250	18,000	188.0%	18,000	0.0%
Investment Earnings	18,028	12,606	6,600	5,000	-24.2%	5,000	0.0%
Rents & Concessions	40	-	-	-	0.0%	-	0.0%
Total Use of Money and Property	18,068	12,606	6,600	5,000	-24.2%	5,000	0.0%
Other Reimbursements	25,973	6,292	3,000	6,000	100.0%	6,000	0.0%
Donations	113,240	30	-	-	0.0%	-	0.0%
Other Miscellaneous	4,854	3,487	1,500	1,300	-13.3%	1,300	0.0%
Total Other	144,067	9,809	4,500	7,300	62.2%	7,300	0.0%
Total Library Fund	3,337,787	3,256,672	3,143,597	3,379,271	7.5%	3,463,864	2.5%
Suppl Law Enforcement Svcs Fd							
Intergovtl-State Other Subv	218,019	227,853	200,000	200,000	0.0%	200,000	0.0%
Investment Earnings	962	2,494	547	1,000	82.8%	1,000	0.0%
Total Suppl Law Enforcement Svcs Fund	218,981	230,347	200,547	201,000	0.2%	201,000	0.0%
Building Homes and Jobs Act SB2							
Intergovtl-State	-	-	516,000	206,000	-60.1%	206,000	0.0%
Total Building Homes and Jobs SB2 Fund	-	-	516,000	206,000	-60.1%	206,000	0.0%
State Gas Tax Fund							
Intergovtl-State	1,963,916	2,228,872	2,273,827	2,266,539	-0.3%	2,305,726	1.7%
Investment Earnings	39,701	49,775	11,400	16,000	40.4%	11,400	-28.8%
Total State Gas Tax Fund	2,003,617	2,278,647	2,285,227	2,282,539	-0.1%	2,317,126	1.5%
Gas Tax - 2107.5 Fund							
Intergovtl-State	7,500	7,500	7,500	7,500	0.0%	7,500	0.0%
Investment Earnings	975	1,064	-	-	0.0%	-	0.0%
Total Gas Tax - 2107.5 Fund	8,475	8,564	7,500	7,500	0.0%	7,500	0.0%
CASp Certification Fund							
Reimbursements	4,554	7,009	6,000	6,000	0.0%	6,000	0.0%
Total CASp Certification Fund	4,554	7,009	6,000	6,000	0.0%	6,000	0.0%
Air Quality Imprvmnt Trust Fd							
Intergovtl-State Grant	-	10,000	-	-	0.0%	-	0.0%
Intergovtl-State Other Subv	124,501	122,288	120,000	122,300	1.9%	122,300	0.0%
Investment Earnings	4,013	6,612	2,700	3,000	11.1%	3,000	0.0%
Total Air Quality Imprvmnt Trust Fund	128,514	138,900	122,700	125,300	2.1%	125,300	0.0%



2021-2023 Budget
Revenue by Fund, Major Category and Object

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Project V Fund							
Intergovtl-County Grant	-	-	461,453	300,000	-35.0%	300,000	0.0%
Other Reimbursements	43,863	-	-	-	0.0%	-	0.0%
Total Project V Fund	43,863	-	461,453	300,000	-35.0%	300,000	0.0%
Senior Mobility Grant							
Intergovtl-County Shared Revenue	125,789	126,809	107,425	118,214	10.0%	121,164	2.5%
Investment Earnings	2,767	5,460	1,500	3,000	100.0%	3,000	0.0%
Total Senior Mobility Grant Fund	128,556	132,269	108,925	121,214	11.3%	124,164	2.4%
Regional Narcotics Suppression							
Investment Earnings	77	36	-	-	0.0%	-	0.0%
Total Regional Narcotics Suppression Fund	77	36	-	-	0.0%	-	0.0%
Comm Development Block Grant							
Intergovtl-Federal Grants	364,833	220,862	975,040	598,901	-38.6%	598,901	0.0%
Total Comm Development Block Grant	364,833	220,862	975,040	598,901	-38.6%	598,901	0.0%
CARES Act Fund							
Intergovtl-Federal Grants	-	839,888	1,418,696	472,573	-66.7%	-	-100.0%
Total CARES Act Fund	-	839,888	1,418,696	472,573	-66.7%	-	-100.0%
American Rescue Plan Act Fund							
Intergovtl-Federal Grants	-	-	-	3,777,301	100.0%	3,237,055	-14.3%
Total American Rescue Plan Act Fund	-	-	-	3,777,301	100.0%	3,237,055	-14.3%
Federal SSARP Grant							
Intergovtl-Federal Grants	-	-	250,000	-	-100.0%	-	0.0%
Total Federal SSARP Grant	-	-	250,000	-	-100.0%	-	0.0%
Total Special Revenue Fund Group	6,239,257	7,113,194	9,495,685	11,477,599	20.9%	10,586,910	-7.8%



2021-2023 Budget
Revenue by Fund, Major Category and Object

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Capital Projects Fund Group							
RMRA SB1 Fund							
Intergovtl-State	1,760,228	1,670,225	1,657,377	1,810,897	9.3%	1,863,413	2.9%
Investment Earnings	2,271	22,593	-	-	0.0%	-	0.0%
Total RMRA SB1 Fund	1,762,499	1,692,818	1,657,377	1,810,897	9.3%	1,863,413	2.9%
MSRC Grant Fund							
Intergovtl-State Grant	-	-	-	67,000	100.0%	-	-100.0%
Total MSRC Grant Fund	-	-	-	67,000	100.0%	-	-100.0%
Crown Valley Corridor Fee Fund							
Investment Earnings	614	699	-	-	0.0%	-	0.0%
Total Crown Valley Corridor Fee Fund	614	699	-	-	0.0%	-	0.0%
Project P Fund							
Intergovtl-County Grant	304,926	-	814,532	-	-100.0%	-	0.0%
Total Project P Fund	304,926	-	814,532	-	-100.0%	-	0.0%
Park Development Fees Fund							
Developer Fees	-	-	1,370,000	-	-100.0%	-	0.0%
Investment Earnings	243	19	-	-	0.0%	-	0.0%
Total Park Development Fees Fund	243	19	1,370,000	-	-100.0%	-	0.0%
CMAQ Grant for BCIP							
Intergovtl-Federal Grants	-	-	220,000	-	-100.0%	-	0.0%
Total CMAQ Grant for BCIP Fund	-	-	220,000	-	-100.0%	-	0.0%
Federal Hwy Bridge Repl/RehbFd							
Intergovtl-Federal Grants	-	-	5,420,509	-	-100.0%	-	0.0%
Total Federal Hwy Bridge Repl/Rehb Fund	-	-	5,420,509	-	-100.0%	-	0.0%
SCRIP Fund							
Developer Fees	-	448,975	3,822,944	2,250,000	-41.1%	-	-100.0%
Total SCRIP Fund	-	448,975	3,822,944	2,250,000	-41.1%	-	-100.0%
Misc State Grants Fund - Prop 68							
Intergovtl-State Grants	-	-	236,891	-	-100.0%	-	0.0%
Total Misc State Grants Fund - Prop 68	-	-	236,891	-	-100.0%	-	0.0%
Measure M 2 SisTx-Apprntmt Fd							
Intergovtl-County Shared Rev	1,657,113	1,669,498	1,392,310	1,563,373	12.3%	1,610,998	3.0%
Investment Earnings	18,842	52,152	8,400	20,000	138.1%	20,000	0.0%
Other Reimbursements	158,260	-	-	-	0.0%	-	0.0%
Total Measure M 2 SisTx-Apprntmt Fund	1,834,215	1,721,650	1,400,710	1,583,373	13.0%	1,630,998	3.0%
Measure M2 Intersection Capacity Enhancement Fund							
Intergovtl-County Grants	-	44,353	612,132	444,249	-27.4%	-	-100.0%
Total Measure M2-IntersCapEnhanc Fund	-	44,353	612,132	444,249	-27.4%	-	-100.0%
Measure M2-Arterial Capacity Enhancement Fund							
Intergovtl-County Grant	-	-	3,406,715	-	-100.0%	-	0.0%
Total Measure M2-ArtrlCapEnhance Fund	-	-	3,406,715	-	-100.0%	-	0.0%



2021-2023 Budget
Revenue by Fund, Major Category and Object

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Measure M2-Env Cleanup Program (ECP) Fund							
Intergovtl-County Grants	-	478,235	680,000	160,000	-76.5%	160,000	0.0%
Total Measure M2-Env Cleanup Prog (ECP) Fund	-	478,235	680,000	160,000	-76.5%	160,000	0.0%
Highway Safety Imp Program (HSIP) Fund							
Intergovtl-Federal Grant	29,000	-	456	-	-100.0%	248,200	100.0%
Total Highway Safety Imp (HSIP) Fund	29,000	-	456	-	-100.0%	248,200	100.0%
OC Muni Water District Grant							
Intergovtl-County Grants	-	-	50,000	-	-100.0%	-	0.0%
Total OC Muni Water District Grant Fund	-	-	50,000	-	-100.0%	-	0.0%
Federal ISTEAP-APM Grant							
Intergovtl-Federal Grants	488,290	-	-	-	0.0%	-	0.0%
Total ISTEAP-APM Grant Fund	488,290	-	-	-	0.0%	-	0.0%
Measure M2-I-5 Widening							
Intergovtl-County Grants	-	-	2,200,000	-	-100.0%	-	0.0%
Total M2 I-5 Widening Grant Fund	-	-	2,200,000	-	-100.0%	-	0.0%
Measure M2-Project W							
Intergovtl-County Grants	-	-	34,500	-	-100.0%	-	0.0%
Total M2 Project W	-	-	34,500	-	-100.0%	-	0.0%
Total Capital Projects Fund Group	4,419,787	4,386,749	21,926,766	6,315,519	-71.2%	3,902,611	-38.2%
Debt Service Fund Group							
MV Mall Parking Lease Fund							
Sales and Use Tax	1,417,029	1,451,856	-	-	0.0%	30,660	100.0%
Investment Earnings	85	58	-	-	0.0%	-	0.0%
Total MV Mall Parking Lease Fund	1,417,114	1,451,914	-	-	0.0%	30,660	100.0%
Total Debt Service Fund Group	1,417,114	1,451,914	-	-	0.0%	30,660	100.0%



2021-2023 Budget
Revenue by Fund, Major Category and Object

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Enterprise Fund Group							
Mission Viejo Television Fund							
Franchise Taxes	248,347	234,019	244,624	231,800	-5.2%	231,800	0.0%
Service Charges-MVTV	100	140	100	150	50.0%	150	0.0%
Investment Earnings	529	335	180	180	0.0%	180	0.0%
Rents & Concessions	-	200	-	-	0.0%	-	0.0%
Other Miscellaneous	9,030	9,405	9,500	-	-100.0%	9,500	100.0%
Total Mission Viejo Television Fund	258,006	244,099	254,404	232,130	-8.8%	241,630	4.1%
Mission Viejo TV Capital Fund							
Franchise Taxes	284,000	265,625	294,030	279,300	-5.0%	279,300	0.0%
Investment Earnings	27,568	41,065	9,000	12,000	33.3%	12,000	0.0%
Total Mission Viejo TV Capital Fund	311,568	306,690	303,030	291,300	-3.9%	291,300	0.0%
Golf Operations Fund							
Other Fines	-	1,272	-	-	0.0%	-	0.0%
Investment Earnings	-	435	-	-	0.0%	-	0.0%
Rents & Concessions	-	367,957	861,300	1,504,185	74.6%	1,504,185	0.0%
Other Miscellaneous	-	137	-	-	0.0%	-	0.0%
Golf Service Charges	-	848,821	2,007,600	1,945,000	-3.1%	1,945,000	0.0%
Total Golf Operations Fund	-	1,218,622	2,868,900	3,449,185	20.2%	3,449,185	0.0%
Animal Services Fund							
Animal Licenses	756,245	797,039	752,100	797,600	6.0%	799,000	0.2%
Animal Permits	23,025	15,790	21,000	21,420	2.0%	21,240	-0.8%
Finance Service Charges	350	220	-	-	0.0%	-	0.0%
Animal Shelter Fees & Charges	154,330	132,500	144,500	143,060	-1.0%	143,060	0.0%
Animal Svcs-Intergovtl Svc Chg	1,191,615	1,238,902	1,397,880	1,471,047	5.2%	1,576,116	7.1%
Other Fines	184,811	146,798	151,500	141,000	-6.9%	146,000	3.5%
Forfeitures	40	-	-	-	0.0%	-	0.0%
Investment Earnings	99,580	121,388	55,000	40,000	-27.3%	40,000	0.0%
Rents & Concessions	18,873	21,162	21,900	21,900	0.0%	21,900	0.0%
Reimbursements	1,434	-	-	-	0.0%	-	0.0%
Donations	155,984	63,011	20,000	35,000	75.0%	35,000	0.0%
Miscellaneous	2,573	2,182	3,000	2,500	-16.7%	3,000	20.0%
Total Animal Services Fund	2,588,860	2,538,992	2,566,880	2,673,527	4.2%	2,785,316	4.2%
Total Enterprise Fund Group	3,158,434	4,308,403	5,993,214	6,646,142	10.9%	6,767,431	1.8%
115 Pension Trust Fund							
Investment Earnings	71,796	89,451	-	-	0.0%	-	0.0%
Miscellaneous	221,000	221,000	-	-	0.0%	-	0.0%
Total 115 Pension Trust Fund	292,796	310,451	-	-	0.0%	-	0.0%
Total Revenues	78,836,169	79,812,855	97,561,279	87,814,656	-10.0%	86,458,663	-1.5%



MISSION VIEJO

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CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2021-2023

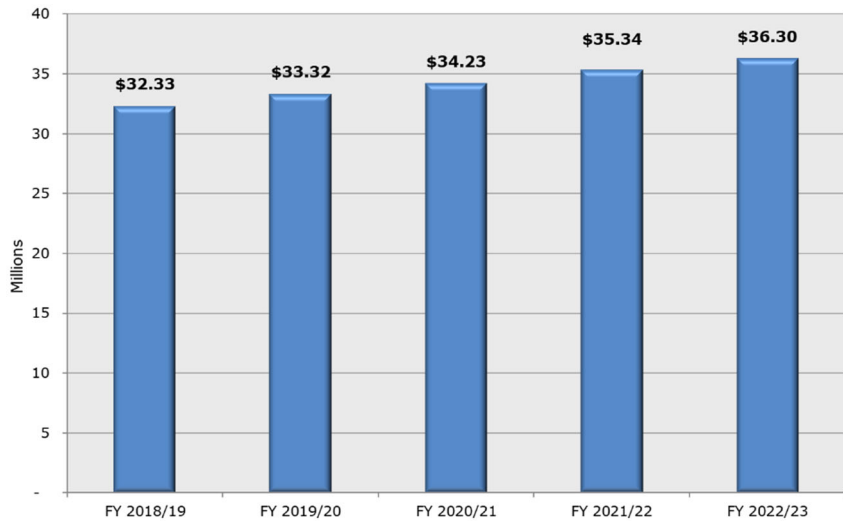
GENERAL FUND GROUP REVENUES

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 2021/22 General Fund property tax revenue is projected to be \$35.34 million, which represents 55.8% of total General Fund revenue. The following year, General Fund property tax is projected to be \$36.3 million, or 55.7% of total General Fund revenue. The amount of property tax revenue recorded in the General Fund represents 40.0% of total City revenues in FY 2021/22 and 42.0% in FY 2022/23.



General Fund Property Tax Revenue, FY 2018/19 - FY 2022/23

Total property tax revenue, which is comprised of property tax proceeds recorded in the General Fund and the Library Services Fund, represents 44.5% of total revenue for the 2021-23 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 steadily over the past five years. The City's total assessed value of property (secured and unsecured) as of January 1, 2020, is approximately \$18.7 billion. This amount represents an increase of 3.67% over the prior year. Changes to total assessed value directly impact the amount of property tax revenue the City receives.

Property tax revenue is projected to increase 3.2% in FY 2021/22 over the amended FY 2020/21 budget and increase 2.8% in FY 2022/23. While these changes are modest, they represent eleven straight years of growth in property tax revenue after three successive years of decline caused by the recession.

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 26.1% of total General Fund revenue for FY 2021/22 and 26.2% for FY 2022/23.

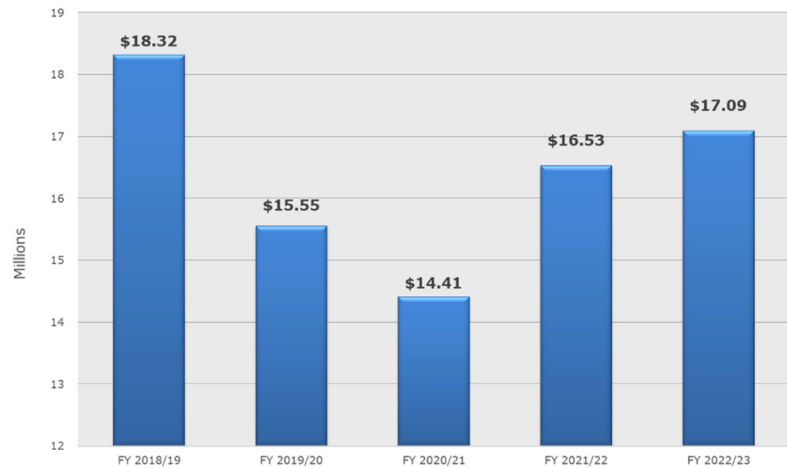
The sales and use tax is collected and apportioned by the California Department of Tax and Fee Administration. The City receives a full 1% of the total sales tax collected, based on sales within its jurisdiction. For online sales, the City receives approximately 2.6% of the total County pool sales tax collected or approximately \$3.6 million annually.

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. Sales tax revenue was impacted by the COVID-19 State restrictions limiting retail businesses ability to operate at normal capacity, contributing to a 15.1% decrease in actuals received in FY 2019/20 and an expected 7.4% decrease in FY 2020/21. Now that businesses are beginning to reopen, sales tax is expected to increase by 14.7% in FY 2021/22 to \$16.53 million and 3.4% in FY 2022/23 to \$17.09 million.



CITY OF MISSION VIEJO *Explanation of Revenue Sources, 2021-2023*

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 \$2.06 million in FY 2021/22 and FY 2022/23. This amount is included in the above General Fund sales tax estimate. The portion of sales tax from the Shops at Mission Viejo devoted to debt service is not included in the above amounts, but rather is recorded in the separate Mission Viejo Mall Parking Lease Fund.

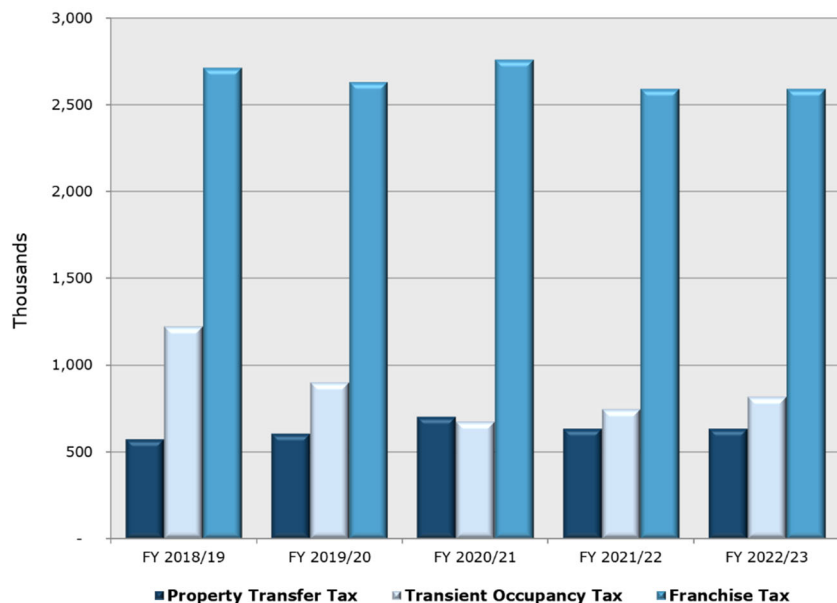


General Fund Sales and Use Tax, FY 2018/19 - FY 2022/23

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 between one and eight percent of gross receipts. This revenue source is estimated to generate a total of \$2.6 million for the City during FY 2021/22 which is a decrease from FY 2020/21 of \$167,941. This revenue source remains flat for FY 2022/23.

Franchise tax revenue remains relatively stable from year to year (see right, turquoise bars) and generally will reflect increases as population increases occur. Shifts from cable television to internet streaming may cause declines of this revenue source.



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 has a correlation with the health of the economy. TOT revenue had grown each year over the last nine years until the industry was significantly impacted by COVID-19 and travel restrictions. For FY 2019/20 and FY 2020/21 TOT revenue decreased 26.3% and 24.9% respectively. With COVID-19 restrictions lifting, TOT revenue is projected to be \$744,000 in FY 2021/22 and \$818,000 in FY 2022/23. This is still 36% below pre-COVID-19 levels.



CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2021-2023

Property Transfer Tax

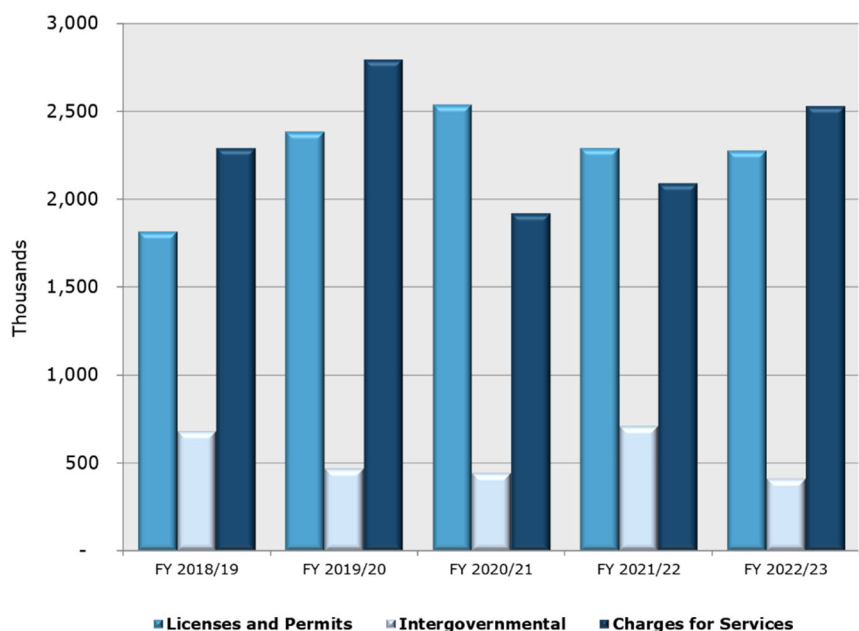
The California Government Code authorizes the County of Orange to impose a transfer tax on real property sold at the rate of \$1.10 per \$1,000 of assessed value. The proceeds from this tax are then split 50/50 between the County and the City in which the property sale occurs. This revenue source is tied to the health of the real estate market and the City had experienced growth year over year between FY 2011/12 and FY 2019/20, and is now expected to remain flat for the next two years at \$630,000 for both FY 2021/22 and FY 2022/23, which is a 10.0% decrease over the FY 2020/21 amended budget 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 2021/22 and FY 2022/23 is projected to be \$2.3 million.

License and permit revenue will fluctuate from year to year and is based upon the level of residential and commercial building improvement and new development activity. The activity in this revenue category is expected to remain stable.



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. This revenue can fluctuate from year to year and is generally not relied upon to fund on-going programs and activities.

The estimate for total Intergovernmental revenue is \$705,128 for FY 2021/22 and \$409,696 for FY 2022/23.

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.

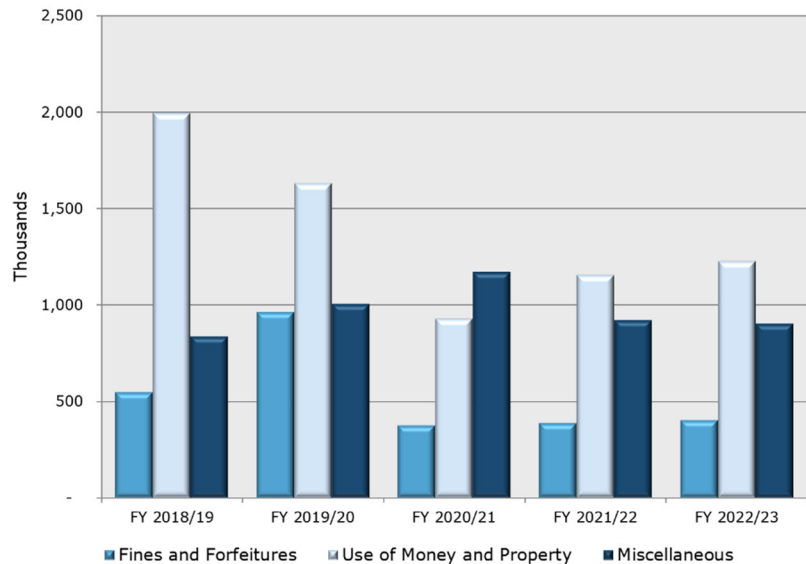
This is another revenue source significantly impacted by COVID-19 restrictions resulting in a projected decrease of 31.3% in the FY 2020/21 amended budget. Total Charges for Services revenue is expected to rebound to pre-COVID-19 levels during the second year of this budget period. An 8.9% increase to \$2.1 million is projected in FY 2021/22 compared to the FY 2020/21 amended budget. A 21.1% increase to \$2.5 million is projected in FY 2022/23.



CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2021-2023

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. Also included in this category is the forfeiture of deposits collected by the City for encroachment, building, and other activity. Revenue for vehicle fines is projected to decrease 2.3% in FY 2021/22 before increasing 11.5% to \$145,000 in FY 2022/23. Parking penalties is projected to increase 20.9% in FY 2021/22 and remain flat in year two of this budget cycle. Forfeited deposit revenues can fluctuate year to year but tends to remain fairly steady. The substantial increase in FY 2019/20 is due to the recognition of several older construction related deposits that were determined to be forfeit. For projection purposes, a conservative approach is used and forfeitures for FY 2021/22 and FY 2022/23 are projected at \$145,000 each year.



Use of Money & Property

Interest earnings and rents and concessions comprise this category of revenue, with anticipated revenue budgeted at \$1.15 million for FY 2021/22, a 24.1% increase from the FY 2020/21 budget. An increase of 6.2% is projected in FY 2022/23 with an estimate of \$1.23 million. In response to the COVID-19 pandemic, the Federal Open Market Committee (FOMC) lowered the Federal Funds rate to the 0-0.25% range in March 2020. Additionally, interest rates dropped to historically low levels. Interest rates are expected to remain at low levels for an extended period resulting in lower investment income in the two-year budget cycle. This budget includes a projected decline of 20.6% in FY 2021/22 and no anticipated change in FY 2022/23. The rent and concession portion of this revenue category was severely impacted in FY 2020/21 by facility and field closures due to COVID-19 restrictions and is projected to rebound 40.7% in FY 2021/22 over FY 2020/21 and another 7.5% in FY 2022/23.

Miscellaneous Revenue

This revenue source includes reimbursements for special events, donations, and other miscellaneous sources. These types of revenues are inconsistent from year to year or are generally one-time in nature. In FY 2021/22 miscellaneous revenue is estimated at \$918,714 and \$902,206 in FY 2022/23.



CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2021-2023

SPECIAL REVENUE FUND GROUP

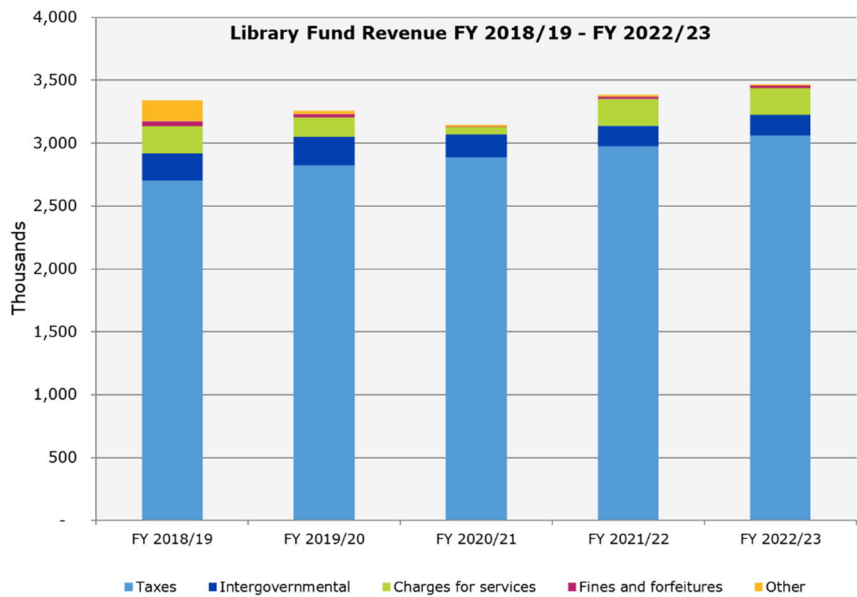
LIBRARY FUND

The Library Fund is used to account for the receipt and expenditure of funds restricted for library purposes. Total Library Fund revenue for FY 2021/22 is projected to be \$3.4 million; for FY 2022/23 revenue is projected to increase slightly to \$3.5 million. The majority of revenue used for Library operations comes from property tax estimated at \$2.97 million in FY 2021/22 and \$3.06 million in FY 2022/23. Property tax revenue represents approximately 88% of all Library Fund revenue.

The revenue projections for FY 2021/22 and FY 2022/23 include (in addition to property tax): \$163,000 in Intergovernmental funding; \$213,000 in Library fees; \$18,000 in Library fines; and additional nominal revenue from a variety of other sources.

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 \$200,000 annually.



BUILDING HOMES AND JOBS ACT SB2 FUND

On September 29, 2017 the Governor approved the Building Homes and Jobs Act to establish funding dedicated to affordable housing development. This funding source is available as a grant to update planning documents and land-use ordinances, and assist with homelessness issues. Revenue from this source is estimated at \$206,000 in both FY 2021/22 and FY 2022/23.

GAS TAX FUNDS

The State of California assesses a tax on gasoline purchases as authorized by Sections 2103, 2105, 2106 and 2107 of the California Streets and Highways Code. Revenue of \$2.3 million is expected in both FY 2021/22 and FY 2022/23.

The City also receives a flat amount of \$7,500 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.

CERTIFIED ACCESS SPECIALIST PROGRAM (CASp) FUND

In 2017 Assembly Bill (AB) 1379 (Chapter 667, Statutes of 2017) was signed into law. Effective January 2, 2018, this legislation required an additional fee (commonly called the SB 1186 fee) described in Government Code Section 4467 which is used to facilitate compliance with construction-related accessibility requirements and for the training



CITY OF MISSION VIEJO ***Explanation of Revenue Sources, 2021-2023***

and retention of certified access specialists within the local jurisdiction. The City is expected to receive \$6,000 in fees in each year of this budget cycle.

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. The funding will remain the same as the prior year with the City's per capita share expected to be \$122,300 per year for both FY 2021/22 and FY 2022/23.

PROJECT V FUND

In October 2016, the City entered into an agreement with the Orange County Transportation Authority (OCTA) to provide local shuttle services. A local transit shuttle connects the Laguna Niguel/Mission Viejo Metrolink Station, The Shops at Mission Viejo, Mission Hospital, Saddleback Hospital, Saddleback College, residential areas, community centers, and Mission Viejo and Capistrano Valley High Schools. The OCTA grant anticipated revenue to cover City expenses is \$300,000 for each of FY 2021/22 and FY 2022/23.

SENIOR MOBILITY GRANT FUND

This fund was established beginning with FY 2015/16 to account for a grant received from OCTA to provide transportation assistance to seniors. Revenue for FY 2021/22 is \$118,214 and FY 2022/23 is \$121,164.

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 and program revenue is projected to be \$598,901 in both FY 2021/22 and FY 2022/23 a decrease of 38.6% from FY 2020/21 where an additional \$524,000 was received for COVID-19 and used towards the business relief grant program. 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.

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES) FUND

Funding from a combination of State and County allocations for qualifying expenses under the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, approved on March 27, 2020 was received in FY 2019/20 in the amount of \$839,888 from the County of Orange, and in FY 2020/21 the City received an additional \$1.17 million from the State. Costs exceeding these allocations will be submitted to the Federal Emergency Management Agency (FEMA) for reimbursement in the FY 2021/22 budget in the amount of \$472,573.

AMERICAN RESCUE PLAN (ARP) FUND

The American Rescue Plan of 2021 was signed into law by the President of the United States on March 11, 2021. The bill provides additional relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses. Designated as a metropolitan city, Mission Viejo will receive a direct allocation of ARP funding from the U.S Treasury in the amount of \$9.829 million. Funds will be received in two equal tranches in May 2021 and the balance distributed in May 2022. ARP funds may be used to (1) support public health expenditures; (2) address negative economic impacts caused by the public health emergency; (3) replace lost public sector revenue; (4) provide premium pay for essential workers; and (5) invest in water, sewer, and broadband infrastructure. In May 2021, the City received its first distribution in the amount of \$4.915 million. Of this amount, \$3.777 million will be used to fund programs, services and capital improvement projects in FY 2021/22. \$420,100 is appropriated toward the cost of disinfecting city facilities to prevent the spread of COVID-19; \$1.179 million toward the operating budget to fund programs and services including the Saddleback Valley Unified School



CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2021-2023

District Kid's Factory contract in the amount of \$718,000 and to provide funding for hourly, seasonal and temporary (HST) worker wages to restore operating hours at the library and recreation centers to pre-COVID levels; and \$2.178 million is appropriated toward capital improvement projects, including the Coronado Park playground rehabilitation and new field lighting at Marty Russo Youth Athletic Park. For FY 2022/23, ARP funding is appropriated in the amount of \$3.237 million to fund the Madrid Fore Park playground rehabilitation in the amount of \$1.0 million with the balance of \$2.237 million appropriated toward the operating budget to maintain HST wages, library and recreation center operating hours and to maintain other basic General Fund service levels. The City has until December 31, 2024 to obligate ARP funds. Any unspent funds at the end of the 2021-23 budget cycle will be used during the 2023-25 budget cycle.

CAPITAL PROJECTS FUND GROUP

ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) SB1 FUND

On April 28, 2017, the Governor signed SB1, the Road Repair and Accountability Act of 2017 that provides substantial new and more stable funding for state and local streets and roads. A portion of these taxes 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 \$1.8 million in FY 2021/22 and \$1.9 million in FY 2022/23.

MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE (MSRC) FUND

The City expects to receive a grant from the Mobile Source Air Pollution Reduction Review Committee in the amount of \$67,000 in FY 2021/22 to be used to install electric vehicle charging stations in the Civic Center parking lot.

TRANSPORTATION FUNDS

The City relies on a variety of outside funding for street-related capital projects. In addition to the state gas tax, OCTA, Federal, State, and developer funding is available for the construction and improvement of major streets. For FY 2021/22, a total of \$4.41 million is expected from these revenue sources, and for FY 2022/23, \$2.02 million is projected. This revenue will be used to fund a variety of street projects over the two-year budget period.

Approximately 49.3% of these funding sources 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 funds and anticipates receiving \$1.56 million in Measure M2 local apportionment/sales tax funds in FY 2021/22 and \$1.61 million FY 2022/23. The City also competes with other Orange County cities for additional funds for specific projects (e.g., competitive grants). There is \$604,249 in competitive grant funding as part of the FY 2021/22 budget and \$408,200 included in the FY 2022/23 budget. Developer fee revenue in the SCRIP fund is projected at \$2.25 million in FY 2021/22.

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.



CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2021-2023

This fund accounts for receipts 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. Sales tax revenues from the Mission Viejo mall in excess of the predefined threshold is used for debt service payments. The shutdown due to COVID-19 restrictions substantially affected sales tax revenue at the mall. It is projected that there will be no sales tax revenues exceeding the threshold during FY 2021/22 and only \$30,660 in FY 2022/23.

ENTERPRISE FUND GROUP

MISSION VIEJO TELEVISION (MVTV) FUND

Revenue estimates for this fund consist primarily of the nine-tenths 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 4.1% of the franchise fee is recorded in the General Fund (see the Franchise Taxes discussion on a previous page). 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 FY 2021/22 these amounts are \$232,130, and \$241,630 in FY 2022/23. The additional \$9,500 in FY 2022/23 is to resume the SportsZone programming partially funded by the City of Aliso Viejo.

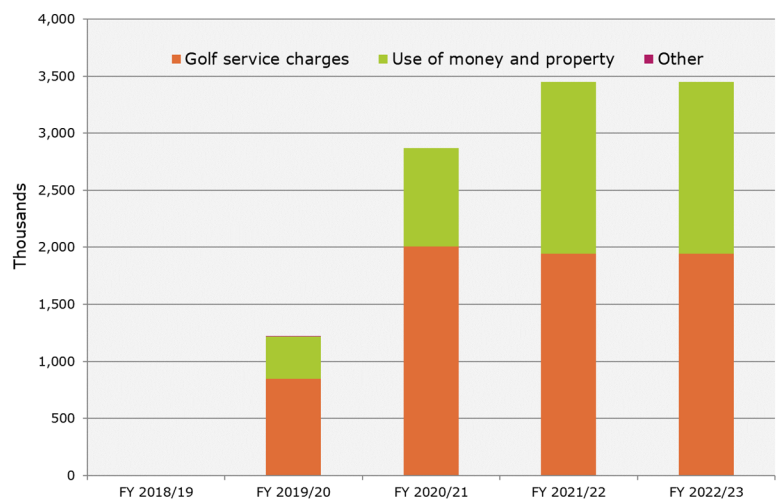
MVTV CAPITAL FUND

The MVTV Capital Fund accounts for the 1% Public, Education, and Government (PEG) franchise fee assessed on total gross receipts of cable providers. State law requires that under the existing State franchise agreement, all video service providers will provide monetary support for PEG TV channel equipment. Mission Viejo receives fees from two cable television providers: Cox Cable and AT&T. The revenue received from this assessment is restricted to capital equipment uses. The projected revenue including investment earnings in the MVTV Capital Fund in each FY 2021/22 and FY 2022/23 is \$291,300, a decrease of \$11,730 from the prior year budget.

GOLF OPERATIONS FUND

The City purchased the Casta del Sol Golf Course in November 2019, subsequently changing the name to Oso Creek Golf Course. This fund is used to account for revenues generated by the golf course, Birdie Bar, and Terrace on the Green. Total projected revenue for this fund is \$3.45 million in each of FY 2021/22 and FY 2022/23 a 20.2% increase over FY 2020/21. Revenue sources that make up this fund are in the categories of Golf Service Charges and Use of Money and Property which include Rents & Concessions.

Golf Service Charges include Green Fees and make up 56.4% of the revenue in this fund. Rents & Concessions include golf cart rentals, and merchandise, food, and beverage purchases. By contract the management company provides budgets in April/May of each year. This budget reflects no changes in revenue from FY 2021/22 to FY 2022/23 and will be adjusted during the Mid-cycle review of the FY 2022/23 budget.



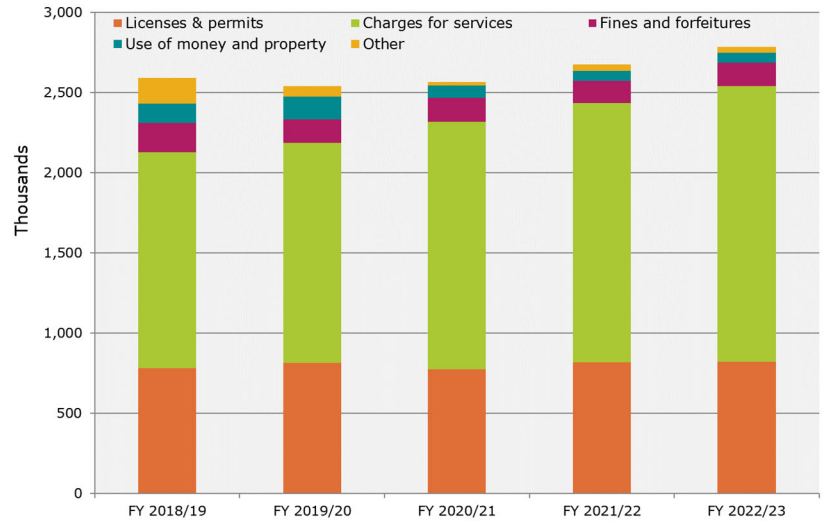


CITY OF MISSION VIEJO
Explanation of Revenue Sources, 2021-2023

ANIMAL SERVICES FUND

This fund is used to account for the City’s animal services operations. The City also provides animal licensing, field patrol, dispatch, and shelter services to the Cities of Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita. Under contract to those cities the total costs of the program are shared on the basis of population, net of total program revenues.

Revenue for FY 2021/22 is estimated to be \$2.67 million, a 4.2% increase from FY 2020/21. Projected revenue includes: \$819,200 in licensing and permit revenue – a 6% increase; \$143,060 in shelter fees – a 1.0% decrease; \$1.5 million in charges for services (Aliso Viejo, Laguna Hill, Laguna Niguel, and Rancho Santa Margarita’s share of net operating costs and capital expenses) – a 5.2% increase; \$141,000 in fines a 6.9% decrease, \$40,000 in investment earnings, \$21,900 in lease revenue from the neighboring veterinary clinic, and \$37,000 in donations and other revenue. Total Animal Services fund revenue for FY 2022/23 is projected to remain static with the exception of charges for services to service cities. The total Animal Services fund revenue for FY 2022/23 is estimated at \$2.8 million for an overall increase of 4.2%.





MISSION VIEJO

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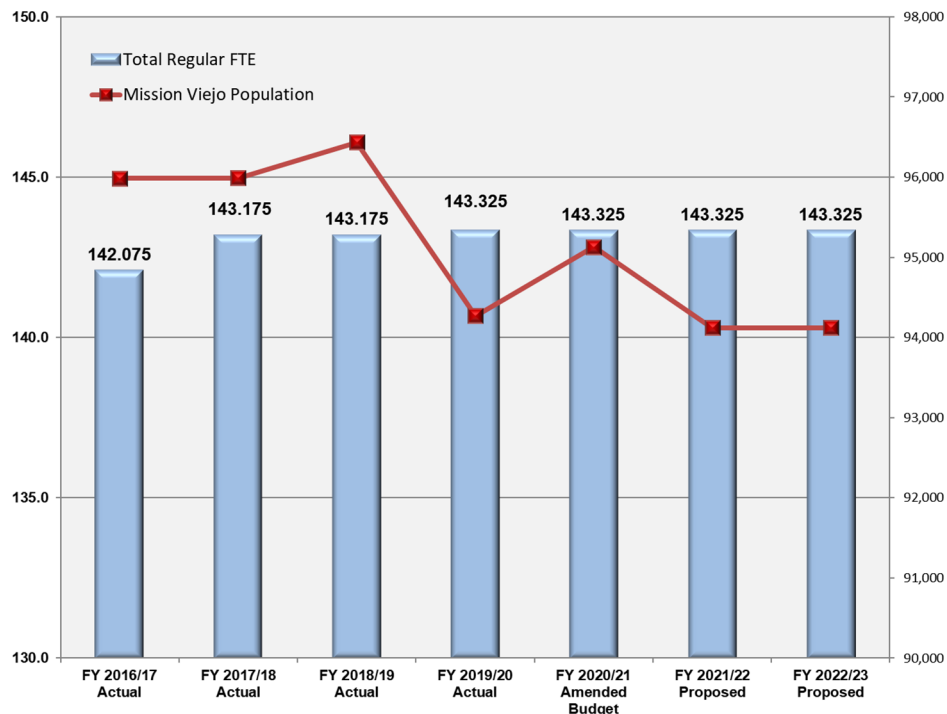
CITY OF MISSION VIEJO 2021-2023 Operating Budget Summary

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 (e.g., salaries, benefits).

This approach allows the City to adjust spending more easily during times of fiscal austerity. To balance the budget during the recession, the total number of full-time equivalent (FTE) positions was reduced from 156.175 in FY 2008/09 to 137.275 in FY 2012/13. FTEs were temporarily increased in FY 2013/14, but reduced back to the low of 137.275 in both FY 2014/15 and 2015/16. All reductions in FTE since FY 2008/09 were made through attrition.

During FY 2016/17 the FTE count rose to 142.075 when the City expanded Animal Service operations to the cities of Laguna Hills and Rancho Santa Margarita beginning January 1, 2017. Increases in FTEs in the Animal Services operation were necessary to properly staff the expanded program. In FY 2017/18 1.0 FTE was added in the Public Services Department for a Management Analyst, and 0.10 FTE was added to Administrative Services to increase the Treasury Manager position from 0.9 FTE. In FY 2019/20 0.15 FTE was added to increase the part-time hours of a Senior Department Assistant in the Public Services Department. The FTE count has remained unchanged at 143.325 since FY 2019/20. The budget for 2021-2023 includes department reorganizations for City Manager, Animal Services, and Public Services departments without adding new FTEs.



Mission Viejo is dedicated to maintaining a balanced budget 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.



CITY OF MISSION VIEJO 2021-2023 Operating Budget Summary

Budget Expenditure Categories

Each program area contains various programs that 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 all benefits costs, including health and retirement, which comprise the largest components of 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 on each program summary page where applicable. Depreciation is only reported in the MVTV, Golf Operations, and Animal Services Funds. Debt service includes the annual interest and principal payments for leases paid to third parties in the Debt Service program under the Administrative Services Department and General Government – Management and Support program area. Capital outlay provides for the purchase of vehicles, computers, equipment and minor improvements to facilities. All other expenditure categories (e.g. 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 summary 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 2021-2023 proposed budget provides approximately 59.6% 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 2020/21 amended budget, contractual services will decline 14.7% in FY 2021/22 and 3.7% in FY 2022/23. Included in the FY 2020/21 amended budget is approximately \$0.7 million in appropriations that were carried over from FY 2019/20 for open purchase orders at June 30, 2020, or other continued use, and not considered to be part of the base operating budget. The largest carryover was \$250,000 in the Traffic Safety program for the Systemic Safety Analysis. There are also one-time amendments of \$250,000 for services specific to the Stein Mart purchase negotiation and due diligence process and \$50,000 for IT services in golf operations. If carryover appropriations and one-time amendments are excluded from the FY 2020/21 amended budget to allow for a better comparison between base budgets, there is an increase in FY 2021/22 of approximately \$0.2 million. There are several professional services contracts included in the FY 2021/22 and FY 2022/23 budgets that were not included in the FY 2020/21 budget. These professional services are included in table on the next page:



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Program	Description	Budgeted Amount in FY 2021/22	Budgeted Amount in FY 2022/23
Integrated Waste Mgmt	SB 1383 consultant	\$30,000	\$30,000
Integrated Waste Mgmt	State Diversion Compliance consult	77,204	79,520
Elections	California Voters' Rights legal	50,000	-
Information Technology (IT)	Cybersecurity service	100,000	40,000
Information Technology (IT)	Cybersecurity consultant	50,000	-
Engineering	Pavement Management Plan (PMP)	75,000	-
Traffic Safety	Circulation studies	5,000	5,000
Traffic Safety	Citizen requests consultant	5,000	5,000
Traffic Safety	Citywide speed limit update	20,000	20,000
Parks Maintenance	Engineering services – Sunrise Park	-	40,000
Golf Operations IT	Cameras cabling and installation	27,850	-
Golf Operations Facilities	Pest control service	4,000	4,000
Golf Operations Facilities	Ice machine installation	6,000	-
	Total	\$450,054	\$223,520

Maintenance/Repair Contractual Services

This category is projected to increase 2.1% in FY 2021/22 and decline 4.8% in FY 2022/23. This category also includes appropriations carried over from FY 2019/20 as part of the amended budget in the amount of \$1.5 million. A total of \$396,100 was added to the FY 2020/21 budget for COVID cleaning for playgrounds and facilities in the Parks Maintenance, Facilities Maintenance-Recreation Centers, and Facilities Maintenance-NPM/Potocki/Melinda programs. An additional appropriation of \$375,000 was added to Medians and Parkways in FY 2020/21 for rehabilitation of the Alicia Parkway, Trabuco Road, and Muirlands slopes. An additional \$267,500 was added to the FY 2020/21 budget to facilitate the move from the Corp Yard. Carryover encumbrances and the one-time appropriations for isolated events are not considered to be part of the base operating budget for this category. If these appropriations are excluded from the FY 2020/21 amended budget to allow for a better comparison between base budgets, the increase in FY 2021/22 would be \$1.8 million or 15.5%. There are appropriations for maintenance costs included in the FY 2021/22 and FY 2022/23 budgets that were not included in the FY 2020/21 budget. These maintenance services include:

Program	Description	FY 2021/22	FY 2022/23	
Police Services Traffic	Tires and brakes for CSO vehicles	\$3,800	\$3,800	*
Street Maintenance	Sidewalk grinding displacements	45,000	25,000	*
Street Maintenance	Parking lot sealing and striping	45,000	45,000	*
Parks Maintenance	Plant replacement areas 4 & 5	60,000	60,000	
Parks Maintenance	Plant & sod replacement areas 6, 7, & 8	300,000	200,000	
Parks Maintenance	Field change-out laser grade areas 9 & 10	60,000	60,000	
Parks Maintenance	COVID restroom and playground cleaning	206,000	-	
Parks Maintenance	Sidewalk replacement and ADA improve	200,000	200,000	
Parks Maintenance	Basketball court resurfacing	30,000	30,000	*
Parks Maintenance	Parks site electrical	75,000	75,000	
Parks Maintenance	Infrastructure repairs	100,000	100,000	
Medians	Jeronimo slope rehabilitation	228,000	228,000	
Medians	Plant replacement areas 1, 2, & 3	160,000	160,000	



**CITY OF MISSION VIEJO
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Medians	Electrical repairs, Irrigation retrofits	50,000	50,000	
Urban Forestry	Increase tree removal, trimming, inventory	200,000	200,000	
Facilities Maintenance	HVAC maintenance, equip replacement	40,000	40,000	*
Facilities Maintenance	Replace hydronic hot water components	50,000	-	
Facilities Maint-Variou	COVID day porters and cleaning	151,400	-	
Facilities Maint-Variou	Contract carpentry and repairs	15,300	15,300	*
Facilities Maint-Animal	Replace cattery air conditioning units	-	20,000	
Fac Maint-Rec Centers	Tennis court repairs and striping touch up	7,000	7,000	*
Fac Maint-NPM/Ptk/Mel	NPM restroom drainage & handsfree	25,000	-	
Fac Maint-NPM/Ptk/Mel	Day porter to replace FTE	45,900	45,900	*
Fac Maint-Aquatics	Village Green sod	10,000	10,000	*
Golf Operations Slopes	Tree trimming, clearing, irrigation, & plants	130,000	-	
Golf Operations Facilities	Cart path repair	15,000	-	
Golf Operations Facilities	Equipment preventative maintenance	87,000	87,000	*
Golf Operations Facilities	Repairs paint, flooring, & lot striping	12,500	12,500	*
	Total	\$2,351,900	\$1,674,500	

* Line item is expected to be included in future operating budgets.

Further, the amended landscape maintenance services contracts increased 2% from FY 2020/21 as allowed by the original bid specifications.

The adopted budget assumes that most other annual contractual services in this category are projected to remain static in the second year.

Other Services/Fees

This category is projected to increase 8.7% in FY 2021/22 and 3.7% in FY 2022/23. These increases are primarily attributed to the increase in the contract with the Orange County Sheriff's Department (OCSD) for police services, which represents \$21.3 million of the \$27.6 million budget in this category or 77.5% of the budget. The FY 2020/21 OCSD contract budget is \$20.4 million, so the OCSD budget is increasing \$0.9 million in FY 2021/22, or 4.34%. This contract is projected to increase another 4.0% for FY 2022/23.

The "contract city" model of expenditures can be further seen in the percentage of total appropriations attributable to personnel services. For the 2021-23 budget, personnel services, which include the salaries and wages and benefits expenditure categories represent approximately 26.7% of total operating budget.

Salaries and Wages

Salaries and wages are projected to increase 6.0% in FY 2021/22 and 3.1% in FY 2022/23. For both fiscal years, the adopted budget includes merit increases for employees equal to approximately 3.0% of current base salaries in each fiscal year or approximately \$248,415 in FY 2021/22 and \$363,751 in FY 2022/23. Other factors causing increases include restoring hourly, seasonal and temporary wage increases to restore hours to pre-pandemic levels so facilities can begin to reopen fully to the public in FY 2021/22, and funding certain vacant position in FY 2022/23 once the economy has time to recover.

Benefits

Benefits are projected to decline 2.5% or \$168,006 in FY 2021/22 and increase in FY 2022/23 by 4.5% or \$296,154. The employer pension rate decreased .355% for FY 2021/22 and another 0.12% in FY 2022/23. The fixed monthly contribution towards benefits was increased for Tier 4 Employees plus dependents resulting in an approximate \$68,000 annual increase. The unfunded liability payment increased by \$101,996 in FY 2021/22. The unfunded liability payment is expected to increase another \$187,000 in FY 2022/23. For certain vacant positions, benefit costs have been removed from the budget



CITY OF MISSION VIEJO 2021-2023 Operating Budget Summary

in FY 2021/22 resulting in an overall decline in total benefits.

The remaining expenditure categories comprise the other 14.0% of the operating budget in FY 2021/22 and 13.6% in FY 2022/23. The changes in Economic Development, Contributions to Agencies/Organizations, and Capital Outlay are described below:

Economic Development

This category was created to address the high priority Council assigned to the need for economic development throughout the city and specifically in the Civic Core Area. An appropriation of \$50,000 is included in FY 2021/22 and in FY 2022/23. Additionally, any unspent and unencumbered funds from FY 2020/21 will be available to carry over to the FY 2021/22 budget to further support economic development activities, including on-going property negotiations and due diligence on property located in the heart of the Civic Core area on Marguerite Parkway between La Paz Road and Estanciero Drive.

Contributions to Agencies /Organizations

The City, by and through the City Council, contributes funds to, or allocates resources to separate and independent non-profit third party organizations that provide benefits to the community. The several organizations are not under the jurisdiction of the City and have no legal affiliation with the City except as related to the activity specific funding. The City assumes no responsibility for the activities, actions or non-event general funding of any third party organization.

This category is projected to decline 85.5% in FY 2021/22 from the FY 2020/21 amended budget. The FY 2020/21 budget includes increases of \$1.4 million for Emergency Small Business Grants to provide aid to local businesses affected by COVID-19. If this were excluded from the comparison this category would increase 17.4% in FY 2021/22 and 18.1% in FY 2022/23. Each program page summarizes the recipient of contributions. The more significant contributions, included in both years of the budget are: social service agency grants funded with CDBG funds in the amount of \$57,500; fee of \$50,000 to the Pacific Symphony for the Symphony in the Park annual event; total contributions of \$32,450 to the Mission Viejo Activities Committee for various City oriented community events, including 4th of July Fireworks, Santa's Arrival and Workshop and Holly Jolly Light Tour; and total Community Services grants in the amount of \$53,000. The contribution to the Mission Viejo Activities Committee increases to \$74,200 in FY 2022/23. In FY 2021/22 there is an available deposit from the cancelled 2020 Fireworks show.



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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 office and computer equipment. Items identified for replacement include:

Program	Fund Source	Description	FY 2021/22	FY 2022/23
Cable Television	MVTV	Camera/studio equipment	\$15,000	\$15,000
IT	General	Network equipment	25,000	25,000
IT	General	iPads for public meetings	15,000	8,000
IT	General	Servers	35,000	35,000
IT	General	Battery replacement for UPS	7,500	7,500
IT	Library	Various Library equipment	14,500	14,500
IT	Animal Serv.	Misc. equipment replacement	8,000	8,000
Animal Services	Animal Serv.	Washer/dryer replacements	8,000	8,000
Signal Maint.	Gas Tax	Battery backup systems	50,000	50,000
NPM	General	Table replacements	-	7,500
Police	General	CSO vehicle lease payments	<u>43,374</u>	<u>43,374</u>
Total			\$221,374	\$221,874

In addition, new equipment purchases include:

Program	Fund Source	Description	FY 2021/22	FY 2022/23
IT	General	City Hall cabling	\$20,000	\$20,000
IT	General	Permitting software	474,000	65,000
Police	General	HLO vehicle and 1 motorcycle	-	100,000
Animal Services	Animal Serv.	Purchase 2 vehicles each year	142,000	119,000
Public Services	General	Lease 2 vehicles each year	22,000	40,600 *
Medians	General	La Paz/Marguerite message board	45,000	-
Fac Maintenance	General	Pelican wireless HVAC at City Hall	-	175,000
Fac Maint NPM	CDBG	Individual ADA restroom	50,000	-
Fac Maint Aqua	General	Dive Tower repairs	100,000	-
Golf IT	Golf	Indoor and outdoor Cameras	35,000	-
Golf IT	Golf	TightRope servers	3,750	3,750 *
Golf IT	Golf	Point of Sale system	30,000	-
Golf Facilities	Golf	Bridge Inventory and repairs	50,000	-
Golf Facilities	Golf	Purchase utility cart vehicle	<u>25,000</u>	-
Total			\$996,750	\$523,350

* Line item is expected to be included in future operating budgets.

The overall decrease in FY 2021/22 is 3.5% from the FY 2020/21 amended budget. There is a decrease of 37.9% in FY 2022/23 because the capital items for Golf Operations will not be identified until the Mid-cycle update of this budget year.



CITY OF MISSION VIEJO 2021-2023 Operating Budget Summary

Summary of Program Area Expenditures

The operating budget in FY 2021/22 for all funds is increasing 1.2% compared to the FY 2020/21 amended budget and by 0.9% in FY 2022/23. For FY 2021/22, three of the program areas are declining. The program area with the largest decline is the Community Development area followed by General Government-Legislative, and Engineering and Transportation. An analysis on the changes for each program area is described below.

General Government-Legislative

This program area is comprised of six programs within two departments: City Council and City Manager. Beginning with FY 2021/22 there will be a reorganization of the City Manager Department and the City Clerk and City Attorney will be reported as divisions within the City Manager department. The entire program area is decreasing 14.8% in FY 2021/22 and it will increase 10.9% in FY 2022/23. The City Council department budget is decreasing in FY 2021/22 by 11.6%, while the City Clerk division budgets are decreasing in FY 2021/22 by 19.2% and the City Attorney division will remain flat as compared to FY 2020/21.

In the City Council Department, decreases to Travel/Training/Meetings and Salaries and wages in the City Council program are the main reasons for the decline. Travel/Training/Meetings has been decreased to reflect less in-person opportunities in FY 2021/22. The decrease to Salaries and wages is tied to payroll allocation changes. The Commissions program is increasing in both Salaries and wages and Benefits due to payroll allocation changes for the Community Services Commission.

In the City Clerk division, the decrease in FY 2021/22 is primarily attributed to moving the remaining Records Management functions to the Community Relations program within General Government-Management and Support. Salaries and wages and Benefits are increasing in this division due to the payroll allocation changes related to City Manager reorganization. The increase in FY 2022/23 is for election costs for the 2022 election.

The City Attorney division remaining flat. The legal services budget is allocated to each department based on historical or anticipated need. The budget remaining in this program is for general litigation issues.

General Government-Management and Support

This program area is divided into seventeen programs within five departments: City Manager, Community Relations, Administrative Services, Information Technology (IT), and the Integrated Waste Management program under Public Works. The entire program area is increasing 7.5% in FY 2021/22 and declining 3.4% FY 2022/23.

Beginning with this budget a dedicated Assistant City Manager is established. Previously the Assistant City Manager was also a Department Director and most recently this was the Public Services Director. With this reorganization a new Assistant City Manager Administration program is included in the City Manager Department. The Assistant City Manager Administration program includes Salaries and wages and Benefits for the Assistant City Manager, a Management Analyst, and a percentage of the Emergency Operations Manager, all of which were previously budgeted in other programs and program areas. Overall this department is increasing 67.2% or \$485,217 in FY 2021/22, and 1.8% or \$21,691 in FY 2022/23.

In the Community Relations Department, there is an overall decrease of 16.7% or \$153,133 in FY 2021/22 and an increase of 11.0% in FY 2022/23. The primary reason for the decrease in FY 2021/22 is



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due to the retirement of the previous Director and underfilling a manager position within the department, resulting in a savings. The primary reason for the increase in FY 2022/23 is to restore the frequency of MV Life publications from two to three issues for the year.

The Administrative Services Department is decreasing 5.0% in FY 2021/22. The largest dollar decrease is 9.3% in the Interdepartmental program, or \$212,423. A contributing factor to this decrease is from the FY 2019/20 inclusion of Emergency Administrative Leave, Families First Coronavirus Response Act (FFCRA) and Emergency Family and Medical Leave Act (EFMLA) for employees from various programs covered by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Benefits in the Interdepartmental program include the General Fund portion of the Retiree Insurance Program (RIP) contribution cost allocated to each fiscal year. If the RIP program remains fully funded the budget allocated for the payments in FY 2021/22 and FY 2022/23 may be contributed to the Section 115 pension trust fund to help offset the CalPERS unfunded liability. The full amount of the RIP payment for the General Fund is budgeted in the Interdepartmental program. When actual payment is made, the cost is distributed to various programs causing a difference between actual amount in previous years and budget amounts. The largest decrease by percent is in the Treasury program with a decrease of 34.3% or \$171,356. This decrease is attributed to transferring the Animal Licensing from Treasury to the Animal Services Department in the Public Safety program area. Overall the department budget is increasing 1.9% in FY 2022/23.

The IT Department reflects an increase of 18.2% in FY 2021/22 and a decline of 13.6% in FY 2022/23. The FY 2020/21 amended IT budget includes \$237,000 in appropriations carried over from FY 2019/20 of which \$30,000 relates to open purchase orders for software licensing, \$30,000 relates to IT Technology Plan consultant, \$21,000 is for Drupal site fix, \$18,000 is for Land Management consulting, and \$14,000 is for the Sports Tourism website. The FY 2020/21 amended budget also includes appropriations of \$38,000 for computer hardware needed in response to COVID-19 remote deployment, and \$25,000 to address technology needs for the Public Services department move from the Corporation Yard. If this carryover and increased appropriation is excluded from the FY 2020/21 amended budget, there would be an increase in the FY 2021/22 budget of \$0.9 million. The increase is primarily attributed to the \$0.5 million included in the budget for permitting software purchase and implementation to be used by the Building program.

For the Integrated Waste Management program, programs are funded with state grants, forfeited construction and demolition deposits, and fees from Waste Management of Orange County. Recycling and environmental programs using these resources may increase or decrease depending upon the projected availability of this funding. This program is increasing in FY 2021/22 by 14.4% and 1.8% in FY 2022/23.

Public Safety

This program area is divided into ten programs within five departments: Police Services, the Crossing Guard program under Public Works, Animal Services, the Emergency Preparedness program under City Manager, and the Street Lighting program under Public Services. Public Safety represents the largest program area (by percentage and total dollar) of the City's operating budget, accounting for approximately 34.8% of the total 2021-23 operating budget with total appropriations of \$26.2 million in FY 2021/22 and \$27.6 million in FY 2022/23. The entire program area is increasing 5.6% in FY 2021/22 and increasing 4.6% in FY 2022/23, with the largest dollar increase projected in the Police Service Department in both years in the approximate amount of \$0.96 million for FY 2021/22 and \$1.1 million in FY 2022/23. These increases are a reflection of the budget needed for the OCSO contract for police services in both years.



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The Animal Services budget is increasing 16.3% in FY 2021/22 and 3.3% in FY 2022/23. The increases in FY 2021/22 are due to reclassing the Animal Services Manager to a department Director and adding other authorized positions as a result of an organizational analysis. This increase is also due to the purchase of two replacement vehicles. This department was previously a program under the Public Services.

Community Development

This program area is divided into eight programs all within the Community Development department. The entire program area is decreasing 43.9% in FY 2021/22 and increasing 1.4% in FY 2022/23. The programs within this area that primarily contribute to the decrease in FY 2021/22 are Economic Development and Building.

The Economic Development program budget in FY 2020/21 includes the accumulation of resources of \$260,000 carried over from previous years to fund the Civic Core Vision Plan process and implement ideas developed through the vision process, and additional appropriations during the year of \$280,000 for this process. The program also includes \$850,000 in FY 2020/21 funding for the City's Emergency Small Business Grant for local businesses affected by COVID-19 restrictions.

The Advanced Planning program budget includes an additional \$140,000 for a Housing Element update in FY 2020/21, using anticipated resources from the Building Homes and Jobs Act (SB 2).

The Housing Program is decreasing by 60.6% due to an appropriation of \$524,000 in FY 2020/21 in Community Development Block Grant (CDBG) funding for the City's Emergency Small Business Grant for local businesses affected by COVID-19 restrictions. This program is expected to remain flat in FY 2022/23.

As an additional note, Water Quality enforcement activities were moved to the Public Works department in FY 2016/17. A minimal amount of personnel support is budgeted in Community Development to provide support to Public Works in these efforts.

Engineering and Transportation

This program area is divided into nine programs all within the Public Works department. The entire program area is decreasing 3.0% in FY 2021/22 and decreasing 0.5% in FY 2022/23. The program contributing to the decrease in FY 2021/22 is Traffic Safety. The FY 2020/21 budget for Traffic Safety includes a carryover amount of \$250,000 for a systemic safety analysis. This analysis is funded with a federal grant passed through Caltrans.

Infrastructure Maintenance

This program area is divided into twelve programs all within the Public Services department. The Infrastructure Maintenance program area is the second largest program area and accounts for 26.8% of the City's total operating budget with total appropriations of \$20.6 million in FY 2021/22 and \$20.2 million in FY 2022/23. The entire program is increasing 2.2% in FY 2021/22 and decreasing 1.6% in FY 2022/23. The programs reflecting the largest increases are Parks Maintenance, Urban Forestry, and Facilities Maintenance-Aquatics.

The Parks Maintenance program has an increase of 9.4% or \$748,000 primarily related to new contracts issued for the ten landscape areas, deferred maintenance, plant and sod replacements, and \$206,000 for COVID cleaning in park restrooms and playgrounds through the end of August 2021.



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The Urban Forestry program has an increase of 20.2% or \$179,000 in FY 2021/22 due to additional tree trimming and tree removal.

The Facilities Maintenance Aquatics program is increasing 23.3% or \$155,000 due to increased costs for pool chemicals and equipment maintenance, COVID cleaning, and Dive Tower repairs. FY 2022/23 will decline by 22.2%.

Golf Operations

This program area is divided into six programs all within the Golf Operations department. The Oso Creek Golf course is operated and staffed under contract by American Golf Corporation (AGC). All of the contracted appropriations are reported under the Operations program. The other five programs; Administration, Debt Service, Information Technology, Slopes, and Facilities are supporting functions provided by the City.

The Golf Operations program budget is prepared by the contractor each April/May and presented to the City as a one-year budget. The budget presented in FY 2022/23 is a mirror of FY 2021/22 with the exception of one-time items. During the Mid-cycle review the budget for FY 2022/23 will be updated prior to adoption for July 1, 2022.

The Golf Operations program is fully funded by revenue generated at the Oso Creek Golf Course, including the Birdie Bar, and the Terrace on the Green restaurant. The entire program area is increasing 20.0% or \$0.6 million in FY 2021/22. The Operation program has the highest increase at 62.1% or \$1.0 million. Increases to Other services/fees is the main reason for the increase. This category includes the contract service fee based on 3% of revenue, costs associated with AGC staff, and costs of sales for merchandise, food, and beverages. This category is directly related to the success of the golf course.

Recreation/Community/Library Services

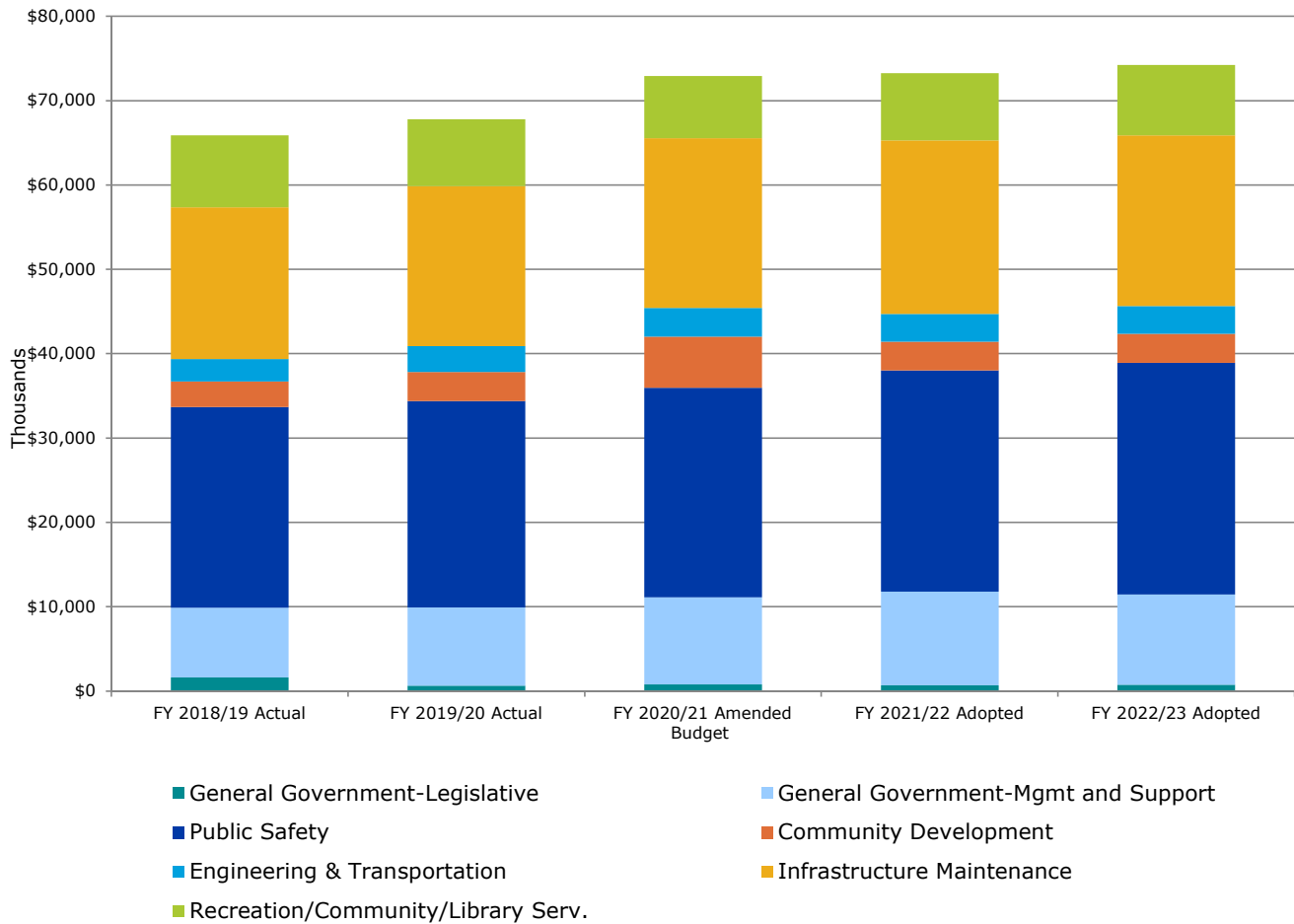
This program area is divided into thirteen programs within the Library and Cultural Services Department and the Recreation and Community Services Department and provides funding for many special events and community programs such as Family Art Days, Pacific Symphony, 4th of July Fireworks, Santa's Arrival and Workshop and Holly Jolly Light Tour, and Kids Factory.

The Library Department budget is increasing 0.3% in FY 2021/22 and 6.0% in FY 2022/23. The most significant change is the unfunding of a vacant position in the Administration program to reduce the General Fund subsidy and the restoration of hourly, seasonal and temporary staff hours to restore library operating hours to pre-pandemic levels.

The Recreation Department is increasing 14.1% in FY 2021/22 and 3.9% in FY 2022/23. The most significant change in this department budget is the Felipe Tennis Center program. Both the Felipe and Marguerite Tennis centers include increases in hourly, seasonal, temporary staff hours to restore center operating hours to pre-pandemic levels. The Recreation program includes the budget for the Saddleback Valley Unified School District (SVUSD) Kids Factory contract. This contract item, reported under Other Services/Fees is increasing 22.4% or \$131,000 in FY 2021/22 and a decrease of 32.9% or \$236,000 in FY 2022/23. The FY 2020/21 contract did not include the summer Kids Factory program resulting in a higher increase in FY 2021/22 than normal. The budget in FY 2022/23 anticipates a participant fee increase to bring the Kids Factory program in line with the City of Lake Forest in the same school district.



2021-2023 Budget
Operating Budget by Program Area, All Funds

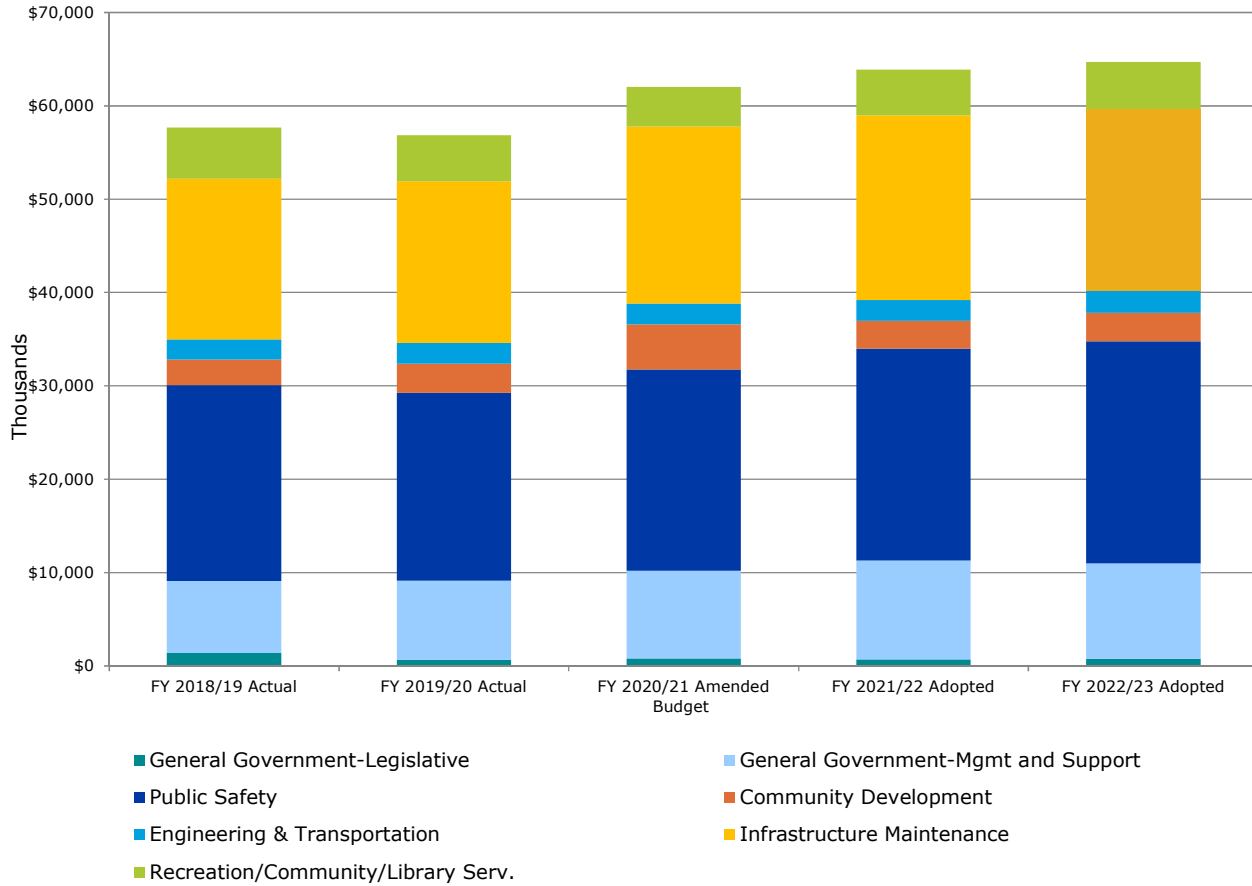


Operating Budget by Program Area, All Funds

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
General Government-Legislative	1,648,935	655,834	820,529	699,420	-14.8%	775,501	10.9%
General Government-Mgmt and Support	8,257,263	9,288,100	10,318,648	11,094,110	7.5%	10,712,603	-3.4%
Public Safety	23,788,394	24,451,842	24,832,577	26,228,528	5.6%	27,446,514	4.6%
Community Development	3,024,567	3,448,917	6,065,953	3,400,759	-43.9%	3,446,683	1.4%
Engineering & Transportation	2,670,836	3,057,158	3,391,991	3,289,338	-3.0%	3,271,399	-0.5%
Infrastructure Maintenance	17,983,714	18,965,073	20,128,634	20,578,624	2.2%	20,240,143	-1.6%
Golf Operations	-	1,202,572	2,870,666	3,445,827	20.0%	3,126,977	-9.3%
Recreation/Community/Library Serv	8,543,248	7,932,901	7,398,845	7,970,523	7.7%	8,355,746	4.8%
Total Operating Budget	65,916,957	69,002,397	75,827,843	76,707,129	1.2%	77,375,566	0.9%



2021-2023 Budget
Operating Budget by Program Area, General Fund

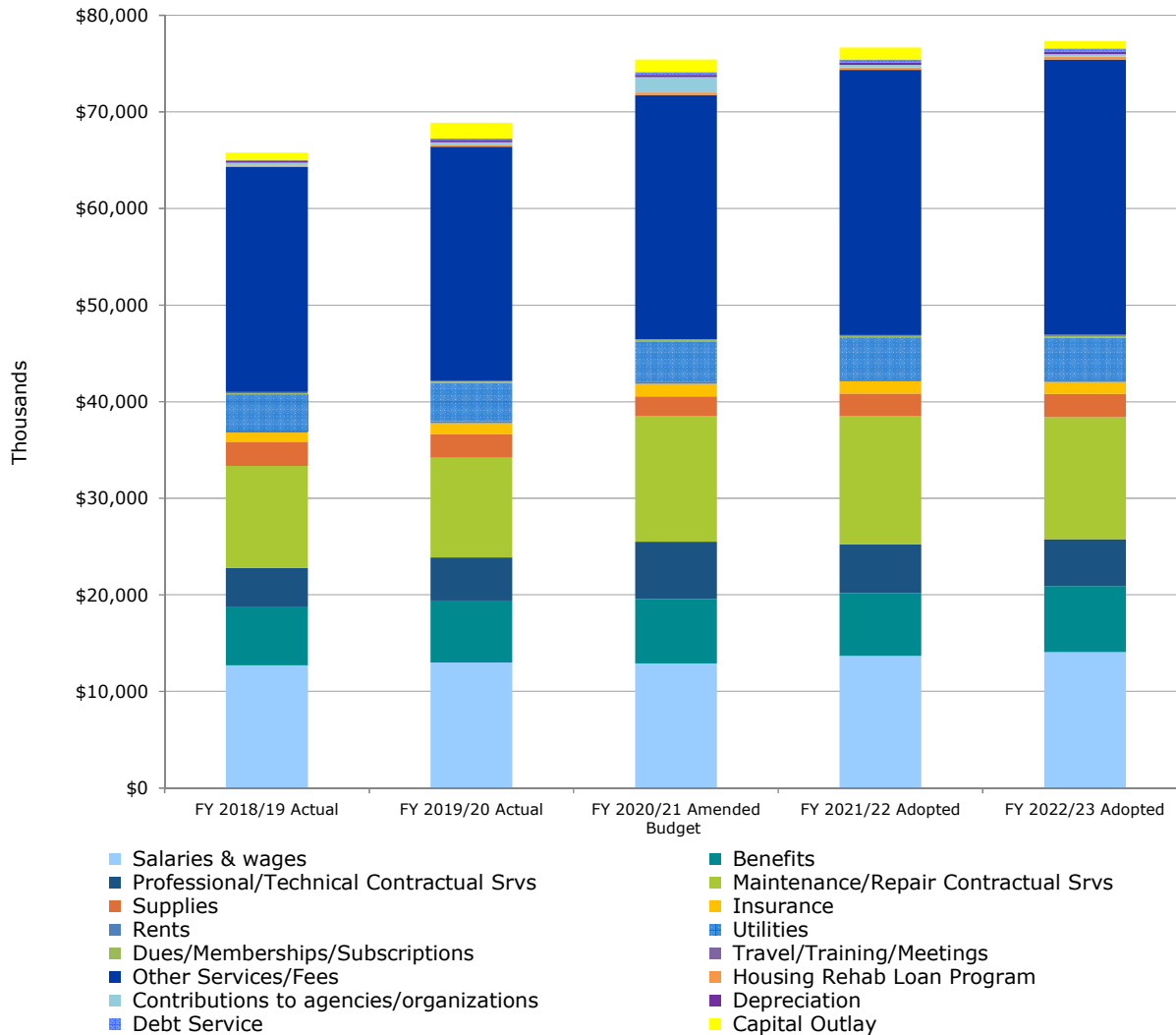


Operating Budget by Program Area, General Fund

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
General Government-Legislative	1,386,244	655,834	820,529	699,420	-14.8%	775,501	10.9%
General Government-Mgmt and Support	7,729,271	8,466,449	9,391,759	10,598,507	12.8%	10,202,580	-3.7%
Public Safety	20,975,826	20,116,798	21,544,514	22,677,021	5.3%	23,792,256	4.9%
Community Development	2,724,467	3,122,753	4,825,055	3,003,481	-37.8%	3,048,484	1.5%
Engineering & Transportation	2,157,022	2,249,147	2,226,867	2,227,338	0.0%	2,358,399	5.9%
Infrastructure Maintenance	17,221,017	17,278,064	18,963,072	19,773,106	4.3%	19,484,625	-1.5%
Recreation/Community/Library Serv	5,479,130	4,939,329	4,254,167	4,896,064	15.1%	5,032,549	2.8%
Total Operating Budget	57,672,977	56,828,374	62,025,963	63,874,937	3.0%	64,694,394	1.3%



2021-2023 Budget Operating Budget by Major Category



Operating Budget by Major Category

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	12,716,559	13,006,215	12,901,810	13,675,897	6.0%	14,097,529	3.1%
Benefits	6,074,842	6,427,858	6,693,433	6,525,427	-2.5%	6,821,581	4.5%
Professional/Technical Contractual Svcs	3,999,657	4,455,151	5,918,969	5,049,213	-14.7%	4,864,379	-3.7%
Maintenance/Repair Contractual Svcs	10,569,664	10,305,052	12,977,143	13,248,537	2.1%	12,614,879	-4.8%
Supplies	2,434,768	2,442,818	2,064,833	2,354,532	14.0%	2,396,081	1.8%
Insurance	1,009,952	1,141,546	1,286,782	1,240,129	-3.6%	1,248,429	0.7%
Rents	149,978	180,105	220,141	113,068	-48.6%	150,168	32.8%
Utilities	3,773,102	3,964,716	4,190,326	4,449,495	6.2%	4,454,305	0.1%
Dues/Memberships/Subscriptions	134,484	145,607	150,655	146,832	-2.5%	146,985	0.1%
Travel/Training/Meetings	149,024	76,373	77,142	74,775	-3.1%	143,451	91.8%
Other Services/Fees	23,258,762	24,232,907	25,262,707	27,460,874	8.7%	28,481,524	3.7%
Economic Development	133,547	147,058	420,447	50,000	-88.1%	50,000	0.0%
Housing Rehab Loan Program	156,646	195,312	251,220	270,401	7.6%	270,401	0.0%
Contributions to agencies/organizations	290,719	262,637	1,597,000	231,300	-85.5%	273,050	18.1%
Depreciation	182,733	226,096	216,734	240,701	11.1%	262,579	9.1%
Debt Service	129,578	181,707	304,928	327,824	7.5%	325,001	-0.9%
Capital Outlay	752,942	1,611,239	1,293,573	1,248,124	-3.5%	775,224	-37.9%
Total Operating Budget	65,916,957	69,002,397	75,827,843	76,707,129	1.2%	77,375,566	0.9%



2021-2023 Budget Operating Budget by Program Area and Fund Summary Table

FY 2021/22 Operating Budget

Fund	Program Area									Total
	General Government - Legislative	General Government - Management & Support	Public Safety	Community Development	Engineering & Transportation	Infrastructure Maintenance	Golf Course Operations	Recreation, Community & Library Services		
General	699,420	10,598,507	22,677,021	3,003,481	2,227,338	19,773,106	-	4,896,064	63,874,937	
Library	-	121,400	-	-	-	438,238	-	3,016,413	3,576,051	
Suppl Law Enforcement Svcs	-	-	200,000	-	-	-	-	-	200,000	
Building Homes and Jobs Act SB 2	-	-	206,000	-	-	-	-	-	206,000	
State Gas Tax	-	-	65,000	-	714,000	-	-	-	779,000	
Gas Tax 2107.5	-	2,232	-	-	15,000	-	-	-	17,232	
Air Quality Improvement	-	1,650	-	-	-	3,263	-	-	4,913	
Project V	-	-	-	-	300,000	-	-	-	300,000	
Community Development Block Grant	-	6,623	-	397,278	-	50,000	-	-	453,901	
Measure M2 Sales Tax Apportionment	-	-	-	-	33,000	-	-	-	33,000	
Senior Mobility Grant	-	609	-	-	-	-	-	58,046	58,655	
Mission Viejo Cable Television	-	199,915	-	-	-	35,715	-	-	235,630	
Mission Viejo TV Capital Fund	-	59,500	-	-	-	-	-	-	59,500	
Golf Course Operations	-	-	-	-	-	-	3,445,827	-	3,445,827	
Animal Services	-	103,674	3,080,507	-	-	278,302	-	-	3,462,483	
	699,420	11,094,110	26,228,528	3,400,759	3,289,338	20,578,624	3,445,827	7,970,523	76,707,129	

FY 2022/23 Operating Budget

Fund	Program Area									Total
	General Government - Legislative	General Government - Management & Support	Public Safety	Community Development	Engineering & Transportation	Infrastructure Maintenance	Golf Course Operations	Recreation, Community & Library Services		
General	775,501	10,202,580	23,792,256	3,048,484	2,358,399	19,484,625	-	5,032,549	64,694,394	
Library	-	131,400	-	-	-	418,238	-	3,213,165	3,762,803	
Suppl Law Enforcement Svcs	-	-	200,000	-	-	-	-	-	200,000	
Building Homes and Jobs Act SB 2	-	-	206,000	-	-	-	-	-	206,000	
State Gas Tax	-	-	65,000	-	580,000	-	-	-	645,000	
Gas Tax 2107.5	-	2,232	-	-	-	-	-	-	2,232	
Air Quality Improvement	-	1,650	-	-	-	3,263	-	-	4,913	
Project V	-	-	-	-	300,000	-	-	-	300,000	
Community Development Block Grant	-	6,623	-	398,199	-	-	-	-	404,822	
Measure M2 Sales Tax Apportionment	-	-	-	-	33,000	-	-	-	33,000	
Senior Mobility Grant	-	609	-	-	-	-	-	110,032	110,641	
Mission Viejo Cable Television	-	204,943	-	-	-	35,715	-	-	240,658	
Mission Viejo TV Capital Fund	-	59,500	-	-	-	-	-	-	59,500	
Golf Course Operations	-	-	-	-	-	-	3,126,977	-	3,126,977	
Animal Services	-	103,066	3,183,258	-	-	298,302	-	-	3,584,626	
	775,501	10,712,603	27,446,514	3,446,683	3,271,399	20,240,143	3,126,977	8,355,746	77,375,566	



2021-2023 Budget Operating Budget by Department and Fund Summary Table

FY 2021/22 Operating Budget

Department

Fund	City Council/City Clerk/City Attorney	City Manager	Administrative Services	Animal Services	Community Development	Community Relations	Golf Course Operations	Information Technology	Library and Cultural Services	Police	Public Services	Public Works	Recreation and Community Services	Total
General	699,420	1,207,130	4,564,485	-	3,003,481	530,178	-	4,044,887	390,240	21,173,941	20,877,756	2,877,595	4,505,824	63,874,937
Library	-	-	-	-	-	-	-	121,400	3,016,413	-	438,238	-	-	3,576,051
Suppl Law Enforcement Svcs	-	-	-	-	-	-	-	-	-	200,000	-	-	-	200,000
Building Homes and Jobs Act SB 2	-	-	-	-	-	-	-	-	-	206,000	-	-	-	206,000
State Gas Tax	-	-	-	-	-	-	-	-	-	-	65,000	714,000	-	779,000
Gas Tax 2107.5	-	-	2,232	-	-	-	-	-	-	-	-	15,000	-	17,232
Air Quality Improvement	-	-	1,650	-	-	-	-	-	-	-	3,263	-	-	4,913
Project V	-	-	-	-	-	-	-	-	-	-	-	300,000	-	300,000
Community Development Block Grant	-	-	6,623	-	397,278	-	-	-	-	-	50,000	-	-	453,901
Measure M2 Sales Tax App	-	-	-	-	-	-	-	-	-	-	-	33,000	-	33,000
Senior Mobility Grant	-	-	609	-	-	-	-	-	-	-	-	-	58,046	58,655
Mission Viejo Cable Television	-	-	-	-	-	194,540	-	5,375	-	-	35,715	-	-	235,630
Mission Viejo TV Capital	-	-	-	-	-	40,000	-	19,500	-	-	-	-	-	59,500
Golf Operations Fund	-	-	-	-	-	-	3,445,827	-	-	-	-	-	-	3,445,827
Animal Services	-	-	37,594	3,080,507	-	-	-	66,080	-	-	278,302	-	-	3,462,483
	699,420	1,207,130	4,613,193	3,080,507	3,400,759	764,718	3,445,827	4,257,242	3,406,653	21,579,941	21,748,274	3,939,595	4,563,870	76,707,129

FY 2022/23 Operating Budget

Department

Fund	City Council/City Clerk/City Attorney	City Manager	Administrative Services	Animal Services	Community Development	Community Relations	Golf Course Operations	Information Technology	Library and Cultural Services	Police	Public Services	Public Works	Recreation and Community Services	Total
General	775,501	1,228,821	4,653,559	-	3,048,484	609,597	-	3,454,199	399,076	22,271,646	20,600,030	3,020,008	4,633,473	64,694,394
Library	-	-	-	-	-	-	-	131,400	3,213,165	-	418,238	-	-	3,762,803
Suppl Law Enforcement Svcs	-	-	-	-	-	-	-	-	-	200,000	-	-	-	200,000
Building Homes and Jobs Act SB 2	-	-	-	-	-	-	-	-	-	206,000	-	-	-	206,000
State Gas Tax	-	-	-	-	-	-	-	-	-	-	65,000	580,000	-	645,000
Gas Tax 2107.5	-	-	2,232	-	-	-	-	-	-	-	-	-	-	2,232
Air Quality Improvement	-	-	1,650	-	-	-	-	-	-	-	3,263	-	-	4,913
Project V	-	-	-	-	-	-	-	-	-	-	-	300,000	-	300,000
Community Development Block Grant	-	-	6,623	-	398,199	-	-	-	-	-	-	-	-	404,822
Measure M2 Sales Tax App	-	-	-	-	-	-	-	-	-	-	-	33,000	-	33,000
Senior Mobility Grant	-	-	609	-	-	-	-	-	-	-	-	-	110,032	110,641
Mission Viejo Cable Television	-	-	-	-	-	199,568	-	5,375	-	-	35,715	-	-	240,658
Mission Viejo TV Capital	-	-	-	-	-	40,000	-	19,500	-	-	-	-	-	59,500
Golf Operations Fund	-	-	-	-	-	-	3,126,977	-	-	-	-	-	-	3,126,977
Animal Services	-	-	36,986	3,183,258	-	-	-	66,080	-	-	298,302	-	-	3,584,626
	775,501	1,228,821	4,701,659	3,183,258	3,446,683	849,165	3,126,977	3,676,554	3,612,241	22,677,646	21,420,548	3,933,008	4,743,505	77,375,566



2021-2023 Budget Operating Budget by Fund and Program Area

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
General Fund							
<i>General Government-Legislative</i>							
City Council Administration	287,804	274,911	304,009	249,020	-18.1%	267,078	7.3%
Commissions	78,304	76,655	85,641	95,406	11.4%	97,594	2.3%
City Clerk Administration	129,703	72,941	120,237	151,909	26.3%	164,551	8.3%
Council Support	101,132	53,237	54,450	55,936	2.7%	58,764	5.1%
Elections	106,881	17,286	170,170	112,149	-34.1%	152,514	36.0%
Public Information	367,035	-	-	-	0.0%	-	0.0%
Records Management	88,604	49,730	51,022	-	-100.0%	-	0.0%
Legal Services	226,781	111,074	35,000	35,000	0.0%	35,000	0.0%
Total General Government-Legislative	1,386,244	655,834	820,529	699,420	-14.8%	775,501	10.9%
<i>General Govt-Mgmt and Support</i>							
City Manager Administration	677,490	803,607	721,913	750,336	3.9%	756,232	0.8%
Assistant City Manager Administration	-	-	-	456,794	100.0%	472,589	3.5%
Community Relations Administration	-	130,668	150,429	97,450	-35.2%	100,760	3.4%
Public Information	-	394,768	371,165	369,959	-0.3%	444,606	20.2%
Records Management	-	92,319	102,380	62,769	-38.7%	64,231	2.3%
Admin Services Administration	360,367	369,667	391,495	430,114	9.9%	445,115	3.5%
Accounting and Payroll	545,974	571,903	605,048	662,021	9.4%	685,061	3.5%
Financial Planning and Budget	92,241	72,131	72,373	74,730	3.3%	77,101	3.2%
Purchasing	105,732	111,314	142,300	150,473	5.7%	155,786	3.5%
Human Resources	343,302	350,258	436,632	473,943	8.5%	490,604	3.5%
Treasury	360,749	356,941	284,075	290,067	2.1%	299,891	3.4%
Risk Management	279,743	281,479	311,877	308,597	-1.1%	318,844	3.3%
Interdepartmental	1,515,353	1,649,486	2,178,327	2,082,806	-4.4%	2,092,246	0.5%
Debt Service	91,629	99,863	94,496	91,734	-2.9%	88,911	-3.1%
Information Technology	3,130,460	2,950,108	3,309,025	4,044,887	22.2%	3,454,199	-14.6%
Integrated Waste Management	226,231	231,937	220,224	251,827	14.4%	256,404	1.8%
Total General Govt-Mgmt and Support	7,729,271	8,466,449	9,391,759	10,598,507	12.8%	10,202,580	-3.7%
<i>Public Safety</i>							
Police Administration	2,082,172	2,277,519	1,844,005	3,188,554	72.9%	3,683,761	15.5%
Patrol Services	9,367,052	8,992,964	10,023,044	9,834,922	-1.9%	10,129,970	3.0%
Traffic	2,293,450	1,879,817	2,296,181	2,605,381	13.5%	2,710,492	4.0%
Crime Prevention	1,625,944	1,560,608	1,821,303	1,608,295	-11.7%	1,692,530	5.2%
Investigation	1,856,521	1,859,923	1,865,243	1,806,969	-3.1%	1,861,178	3.0%
Police Services Supervision	2,266,163	2,192,702	2,210,053	2,129,820	-3.6%	2,193,715	3.0%
Crossing Guards	344,109	256,953	398,000	398,430	0.1%	405,205	1.7%
Emergency Preparedness	208,304	199,491	198,435	216,400	9.1%	227,155	5.0%
Street Lighting	932,111	896,821	888,250	888,250	0.0%	888,250	0.0%
Total Public Safety	20,975,826	20,116,798	21,544,514	22,677,021	5.3%	23,792,256	4.9%



2021-2023 Budget Operating Budget by Fund and Program Area

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Community Development							
Community Development Admin	253,639	287,168	221,057	247,083	11.8%	254,277	2.9%
Advanced Planning	199,461	233,364	316,336	307,158	-2.9%	317,601	3.4%
Current Planning	425,189	486,358	487,211	532,674	9.3%	547,179	2.7%
Building	1,235,194	1,491,819	1,735,804	1,431,054	-17.6%	1,431,054	0.0%
Code Enforcement	283,677	263,222	309,179	320,131	3.5%	329,314	2.9%
Economic Development	316,404	349,661	893,692	152,964	-82.9%	156,225	2.1%
Water Quality- Comm. Developmt	10,903	11,161	11,776	12,417	5.4%	12,834	3.4%
Housing/Economic Opportunity	-	-	850,000	-	-100.0%	-	0.0%
Total Community Development	2,724,467	3,122,753	4,825,055	3,003,481	-37.8%	3,048,484	1.5%
Engineering & Transportation							
Public Works Administration	389,109	345,632	339,655	343,980	1.3%	355,362	3.3%
Engineering	319,133	370,958	380,056	380,575	0.1%	385,288	1.2%
Inspection	352,698	390,456	283,553	298,851	5.4%	308,954	3.4%
Water Quality - Public Works	537,880	582,960	620,553	565,161	-8.9%	654,335	15.8%
Transportation Planning	129,681	127,602	136,926	144,408	5.5%	149,805	3.7%
Traffic Operations	106,166	109,274	110,287	121,147	9.8%	125,106	3.3%
Traffic Safety	77,463	81,863	85,658	99,809	16.5%	102,905	3.1%
Signal Maintenance	244,892	240,402	270,179	273,407	1.2%	276,644	1.2%
Total Engineering & Transportation	2,157,022	2,249,147	2,226,867	2,227,338	0.0%	2,358,399	5.9%
Infrastructure Maintenance							
Public Services Administration	344,810	376,736	331,056	345,843	4.5%	355,629	2.8%
Street Maintenance	2,020,635	1,991,473	1,975,105	1,835,216	-7.1%	1,847,353	0.7%
Fleet Maintenance	136,941	137,626	159,855	160,770	0.6%	161,886	0.7%
Environmental Maintenance	673,749	746,806	717,496	735,723	2.5%	739,631	0.5%
Parks Maintenance	6,948,797	7,262,004	7,583,316	8,561,576	12.9%	8,372,166	-2.2%
Medians and Parkways Maint	3,837,610	3,572,967	3,717,461	3,782,713	1.8%	3,749,502	-0.9%
Urban Forestry	921,913	861,327	888,734	1,067,846	20.2%	1,119,865	4.9%
Facilities Maintenance	561,571	581,994	1,024,520	840,171	-18.0%	951,469	13.2%
Facilities Maintenance-RecCtrs	631,202	611,656	915,677	862,247	-5.8%	842,704	-2.3%
Fac Maint-NPM/Potocki/Melinda	1,023,720	483,633	930,371	616,096	-33.8%	558,480	-9.4%
Facilities Maintenance-Aquatics	-	522,462	585,928	824,626	100.0%	641,416	-22.2%
Facilities Maintenance-Library	120,069	129,380	133,553	140,279	5.0%	144,524	3.0%
Total Infrastructure Maintenance	17,221,017	17,278,064	18,963,072	19,773,106	4.3%	19,484,625	-1.5%
Recreatn/Commnty/Library Svcs							
Rec&Comm Services Admin	445,144	427,372	411,646	449,775	9.3%	480,311	6.8%
Recreation	839,000	757,912	630,315	747,879	18.7%	512,448	-31.5%
NPM Community and Sr Center	546,941	525,238	389,542	413,837	6.2%	469,572	13.5%
Community Services	996,571	839,612	671,491	776,162	15.6%	913,128	17.6%
Montanoso Recreation Center	901,432	755,102	613,759	662,326	7.9%	716,171	8.1%
Sierra Recreation Center	692,170	600,769	561,381	692,511	23.4%	732,052	5.7%
Marguerite Tennis Center	364,832	351,664	343,852	363,450	5.7%	389,996	7.3%
Felipe Tennis Center	289,338	287,972	267,766	399,884	49.3%	419,795	5.0%
Cultural Services	403,702	393,688	364,415	390,240	7.1%	399,076	2.3%
Total Recreatn/Commnty/Library Svcs	5,479,130	4,939,329	4,254,167	4,896,064	15.1%	5,032,549	2.8%
Total General Fund	57,672,977	56,828,374	62,025,963	63,874,937	3.0%	64,694,394	1.3%



2021-2023 Budget Operating Budget by Fund and Program Area

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Library Fund							
General Govt-Mgmt and Support							
Information Technology	223,994	109,155	126,400	121,400	-4.0%	131,400	8.2%
Total General Govt-Mgmt and Support	223,994	109,155	126,400	121,400	-4.0%	131,400	8.2%
Infrastructure Maintenance							
Facilities Maintenance-Library	397,659	352,131	388,211	438,238	12.9%	418,238	-4.6%
Total Infrastructure Maintenance	397,659	352,131	388,211	438,238	12.9%	418,238	-4.6%
Recreatn/Commnty/Library Svcs							
Library Administration	395,135	419,592	520,551	373,780	-28.2%	381,223	2.0%
Library Operations	753,548	714,591	699,640	826,027	18.1%	845,240	2.3%
Library Public Services	1,452,769	1,373,146	1,410,077	1,407,985	-0.1%	1,568,996	11.4%
Library Support Services	390,788	403,187	403,068	408,621	1.4%	417,706	2.2%
Total Recreatn/Commnty/Library Svcs	2,992,240	2,910,516	3,033,336	3,016,413	-0.6%	3,213,165	6.5%
Total Library Fund	3,613,893	3,371,802	3,547,947	3,576,051	0.8%	3,762,803	5.2%
Suppl Law Enforcement Svcs Fd							
Public Safety							
Traffic	150,000	199,833	200,000	200,000	0.0%	200,000	0.0%
Total Suppl Law Enforcement Svcs Fd	150,000	199,833	200,000	200,000	0.0%	200,000	0.0%
Building Homes and Jobs SB 2							
General Govt-Mgmt and Support							
Information Technology	-	11,997	21,996	-	-100.0%	-	0.0%
Public Safety							
Police Administration	-	-	206,000	206,000	0.0%	206,000	0.0%
Community Development							
Advanced Planning	-	6,900	269,107	-	-100.0%	-	0.0%
Total Building Homes and Jobs SB 2 Fund	-	18,897	497,103	206,000	-58.6%	206,000	200.0%
State Gas Tax Fund							
Public Safety							
Street Lighting	-	65,000	65,000	65,000	0.0%	65,000	0.0%
Total Public Safety	-	65,000	65,000	65,000	0.0%	65,000	0.0%
Engineering & Transportation							
Public Works Administration	-	-	5,000	5,000	0.0%	5,000	0.0%
Engineering	-	29,975	-	75,000	100.0%	-	-100.0%
Traffic Operations	48,124	79,502	59,555	65,000	9.1%	65,000	0.0%
Traffic Safety	4,559	7,339	36,452	35,000	-4.0%	35,000	0.0%
Signal Maintenance	382,806	522,359	456,733	475,000	4.0%	475,000	0.0%
Water Quality Public Works	-	-	-	59,000	100.0%	-	-100.0%
Total Engineering & Transportation	435,489	639,175	557,740	714,000	28.0%	580,000	-18.8%
Infrastructure Maintenance							
Street Maintenance	40,000	-	-	-	0.0%	-	0.0%
Total Infrastructure Maintenance	40,000	-	-	-	0.0%	-	0.0%
Total State Gas Tax Fund	475,489	704,175	622,740	779,000	25.1%	645,000	-17.2%



2021-2023 Budget
Operating Budget by Fund and Program Area

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Gas Tax - 2107.5 Fund							
<i>General Govt-Mgmt and Support</i>							
Accounting and Payroll	1,711	4,314	2,783	2,232	-19.8%	2,232	100.0%
<i>Engineering & Transportation</i>							
Public Works Administration	4,384	9,543	-	15,000	100.0%	-	-100.0%
Total Gas Tax - 2107.5 Fund	6,095	13,857	2,783	17,232	519.2%	2,232	-87.0%
CASp Certification & Training Fund							
<i>Community Development</i>							
Building	8,687	5,843	-	-	0.0%	-	0.0%
Total CASp Certification & Training Fund	8,687	5,843	-	-	0.0%	-	0.0%
Crown Valley Corridor Fund							
<i>Infrastructure Maintenance</i>							
Medians and Parkways Maint	-	-	24,236	-	-100.0%	-	0.0%
Total Crown Valley Corridor Fund	-	-	24,236	-	-100.0%	-	0.0%
Air Quality Imprvmnt Trust Fd							
<i>General Govt-Mgmt and Support</i>							
Accounting and Payroll	1,340	1,230	1,650	1,650	0.0%	1,650	0.0%
<i>Community Development</i>							
Advanced Planning	30,440	4,758	45,000	-	-100.0%	-	0.0%
<i>Engineering & Transportation</i>							
Bus Operations	73,941	(10,502)	-	-	0.0%	-	0.0%
<i>Infrastructure Maintenance</i>							
Fleet Maintenance	-	1,856	3,333	3,263	-2.1%	3,263	0.0%
Total Air Quality Imprvmnt Trust Fd	105,721	(2,658)	49,983	4,913	-90.2%	4,913	0.0%
Project V Fund							
<i>Engineering & Transportation</i>							
Bus Operations	-	139,350	300,000	300,000	0.0%	300,000	0.0%
Total Project V Fund	-	139,350	300,000	300,000	0.0%	300,000	0.0%
Park Development Fees Fund							
<i>Infrastructure Maintenance</i>							
Medians and Parkways Maint	-	1,000,000	-	-	0.0%	-	0.0%
Total Park Development Fees Fund	-	1,000,000	-	-	0.0%	-	0.0%



2021-2023 Budget
Operating Budget by Fund and Program Area

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Regional Narcotics Suppression Fund							
Public Safety							
Patrol	4,464	-	-	-	0.0%	-	0.0%
Total Regional Narcotics Suppression Fd	4,464	-	-	-	0.0%	-	0.0%
Comm Development Block Grant							
General Govt-Mgmt and Support							
Accounting and Payroll	1,912	11,638	4,539	6,623	45.9%	6,623	0.0%
Treasury	2,359	703	-	-	0.0%	-	0.0%
Total General Govt-Mgmt and Support	4,271	12,341	4,539	6,623	45.9%	6,623	0.0%
Community Development							
Community Development Admin	43,375	59,753	71,861	69,377	-3.5%	70,298	1.3%
Housing/Economic Opportunity	217,598	245,022	832,520	327,901	-60.6%	327,901	0.0%
Total Community Development	260,973	304,775	904,381	397,278	-56.1%	398,199	0.2%
Infrastructure Maintenance							
Fac Maint-NPM/Potocki/Melinda	-	-	-	50,000	100.0%	-	-100.0%
Total Infrastructure Maintenance	-	-	-	50,000	100.0%	-	-100.0%
Total Comm Development Block Grant	265,244	317,116	908,920	453,901	-50.1%	404,822	-10.8%
CARES ACT							
General Govt-Mgmt and Support							
Cable TV	-	11,050	-	-	0.0%	-	0.0%
Interdepartmental	-	150,103	116,902	-	-100.0%	-	0.0%
Information Technology	-	28,575	60,945	-	-100.0%	-	0.0%
Total General Govt-Mgmt and Support	-	189,728	177,847	-	-100.0%	-	0.0%
Public Safety							
Police Administration	-	384	157,522	-	-100.0%	-	0.0%
Patrol Services	-	867,629	-	-	0.0%	-	0.0%
Traffic	-	145,748	-	-	0.0%	-	0.0%
Crime Prevention	-	120,451	-	-	0.0%	-	0.0%
Police Services Supervision	-	187,651	-	-	0.0%	-	0.0%
Public Safety Animal Services	-	3,109	-	-	0.0%	-	0.0%
Emergency Preparedness	-	40,613	10,005	-	-100.0%	-	0.0%
Total Public Safety	-	1,365,585	167,527	-	-100.0%	-	0.0%
Community Development							
Community Development Admin	-	3,888	22,410	-	-100.0%	-	0.0%
Total Community Development	-	3,888	22,410	-	-100.0%	-	0.0%
Infrastructure Maintenance							
Parks Maintenance	-	5,032	233,188	-	-100.0%	-	0.0%
Facilities Maintenance	-	21,815	90,255	-	-100.0%	-	0.0%
Facilities Maintenance-Library	-	1,050	-	-	0.0%	-	0.0%
Facilities Maintenance-RecCtrs	-	3,113	28,785	-	-100.0%	-	0.0%
Fac Maint-NPM/Potocki/Melinda	-	2,423	-	-	0.0%	-	0.0%
Facilities Maintenance-Aquatics	-	28,323	82,970	-	-100.0%	-	0.0%
Total Infrastructure Maintenance	-	61,756	435,198	-	-100.0%	-	0.0%



2021-2023 Budget
Operating Budget by Fund and Program Area

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Golf Operations							
Facilities and Infrastructure	-	446	-	-	0.0%	-	0.0%
Total Golf Operations	-	446	-	-	0.0%	-	0.0%
Recreatn/Commnty/Library Svcs							
Library Public Services	-	7,000	-	-	0.0%	-	0.0%
Library Support Services	-	-	-	-	0.0%	-	0.0%
NPM Community and Sr Center	-	30,973	-	-	0.0%	-	0.0%
Community Services	-	1,228	-	-	0.0%	-	0.0%
Total Recreatn/Commnty/Library Svcs	-	39,201	-	-	0.0%	-	0.0%
Total CARES ACT Fund	-	1,660,604	802,982	-	-100.0%	-	0.0%
Measure M2 Sls Tx-Apptn							
Engineering & Transportation							
Bus Operations	-	30,445	57,384	33,000	-42.5%	33,000	0.0%
Infrastructure Maintenance							
Street Maintenance	30,000	-	-	-	0.0%	-	0.0%
Total Measure M2 Sls Tx-Apptn Fund	30,000	30,445	57,384	33,000	-42.5%	33,000	0.0%
Senior Mobility Grant Fund							
General Govt-Mgmt and Support							
Accounting and Payroll	-	577	-	609	100.0%	609	0.0%
Recreatn/Commnty/Library Svcs							
NPM Community and Sr Center	71,878	43,855	111,342	58,046	-47.9%	110,032	89.6%
Total Senior Mobility Grant Fund	71,878	44,432	111,342	58,655	-47.3%	110,641	88.6%
Federal SSARP Fund							
Engineering & Transportation							
Traffic Safety	-	-	250,000	-	-100.0%	-	0.0%
Total Federal SSARP Fund	-	-	250,000	-	-100.0%	-	0.0%
Mission Viejo Television Fund							
General Govt-Legislative							
City Clerk-Cable Television	215,662	-	-	-	0.0%	-	0.0%
General Govt-Mgmt and Support							
Information Technology	2,302	4,751	5,375	5,375	0.0%	5,375	0.0%
Community Relations-Cable Television	-	218,880	253,877	194,540	-23.4%	199,568	2.6%
Total General Govt-Mgmt and Support	2,302	223,631	259,252	199,915	-22.9%	204,943	2.5%
Infrastructure Maintenance							
Facilities Maintenance-Library	43,616	36,980	35,715	35,715	0.0%	35,715	0.0%
Total Mission Viejo Television Fund	261,580	260,611	294,967	235,630	-20.1%	240,658	2.1%



2021-2023 Budget
Operating Budget by Fund and Program Area

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Mission Viejo TV Capital Fund							
<i>General Govt-Legislative</i>							
City Clerk-Cable Television	47,029	-	-	-	0.0%	-	0.0%
<i>General Govt-Mgmt and Support</i>							
Information Technology	20,751	15,879	19,500	19,500	0.0%	19,500	0.0%
Community Relations-Cable Television	-	40,460	40,000	40,000	0.0%	40,000	0.0%
Total General Govt-Mgmt and Support	20,751	56,339	59,500	59,500	0.0%	59,500	0.0%
Total Mission Viejo TV Capital Fund	67,780	56,339	59,500	59,500	0.0%	59,500	0.0%
Golf Operations Fund							
<i>Golf Operations</i>							
Administration	-	145,445	142,822	137,792	-3.5%	137,792	0.0%
Debt Service	-	16,027	142,154	167,872	18.1%	167,872	0.0%
Operations	-	697,922	1,601,419	2,596,133	62.1%	2,596,133	0.0%
Information Technology	-	6,241	59,000	115,200	95.3%	22,350	-80.6%
Slopes	-	48,192	260,000	130,000	-50.0%	-	-100.0%
Facilities and Infrastructure	-	288,299	665,271	298,830	-55.1%	202,830	-32.1%
Total Golf Operations Fund	-	1,202,126	2,870,666	3,445,827	20.0%	3,126,977	-9.3%
Animal Services Fund							
<i>General Govt-Mgmt and Support</i>							
Treasury	201,948	160,492	214,942	37,594	-82.5%	36,986	-1.6%
Information Technology	71,640	51,837	57,980	66,080	14.0%	66,080	0.0%
Total General Govt-Mgmt and Support	273,588	212,329	272,922	103,674	-62.0%	103,066	-0.6%
<i>Public Safety</i>							
Public Safety Animal Services	2,658,104	2,704,626	2,649,536	3,080,507	16.3%	3,183,258	3.3%
<i>Infrastructure Maintenance</i>							
Fleet Maintenance	59,197	58,314	66,666	63,016	-5.5%	63,016	0.0%
Parks Maintenance	107,673	112,356	125,712	128,406	2.1%	128,406	0.0%
Facilities Maintenance	84,552	63,616	86,491	86,880	0.4%	106,880	23.0%
Total Infrastructure Maintenance	251,422	234,286	278,869	278,302	-0.2%	298,302	7.2%
Total Animal Services Fund	3,183,114	3,151,241	3,201,327	3,462,483	8.2%	3,584,626	3.5%
Pension Trust Fund							
<i>General Govt-Mgmt and Support</i>							
Treasury	35	10	-	-	0.0%	-	0.0%
Total Pension Trust Fund	35	10	-	-	0.0%	-	0.0%
Total Operating Budget	65,916,957	69,002,397	75,827,843	76,707,129	1.2%	77,375,566	0.9%



**2021-2023 Budget
Program Area Summary
General Government - Legislative
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

The General Government – Legislative Program Area provides overall policy and legal direction to the City of Mission Viejo. This program area is comprised of: the City Council Department, and the City Clerk, and City Attorney Divisions of the City Manager Department. These oversee a total of seven different programs. In the 2019-2021 budget cycle Cable Television, Public Information, and portion of Records Management were moved to the General Government Management and Support Program Area under the Community Relations Department. This budget cycle the balance of Records Management was moved as well. Restructuring in this budget cycle includes incorporating both the City Clerk and City Attorney into the City Manager Department, however the program area for these two divisions remains unchanged.

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
City Council Department							
City Council Administration	287,804	274,911	304,009	249,020	-18.1%	267,078	7.3%
Commissions	78,304	76,655	85,641	95,406	11.4%	97,594	2.3%
Total City Council	366,108	351,566	389,650	344,426	-11.6%	364,672	5.9%
City Manager - City Clerk Division							
City Clerk Administration	129,703	72,941	120,237	151,909	26.3%	164,551	8.3%
Cable Television	262,691	-	-	-	0.0%	-	0.0%
Council Support	101,132	53,237	54,450	55,936	2.7%	58,764	5.1%
Elections	106,881	17,286	170,170	112,149	-34.1%	152,514	36.0%
Public Information	367,035	-	-	-	0.0%	-	0.0%
Records Management	88,604	49,730	51,022	-	-100.0%	-	0.0%
Total City Clerk	1,056,046	193,194	395,879	319,994	-19.2%	375,829	17.4%
City Manager -City Attorney Division							
Legal Services	226,781	111,074	35,000	35,000	0.0%	35,000	0.0%
Total General Government - Legislative	1,648,935	655,834	820,529	699,420	-14.8%	775,501	10.9%



MISSION VIEJO

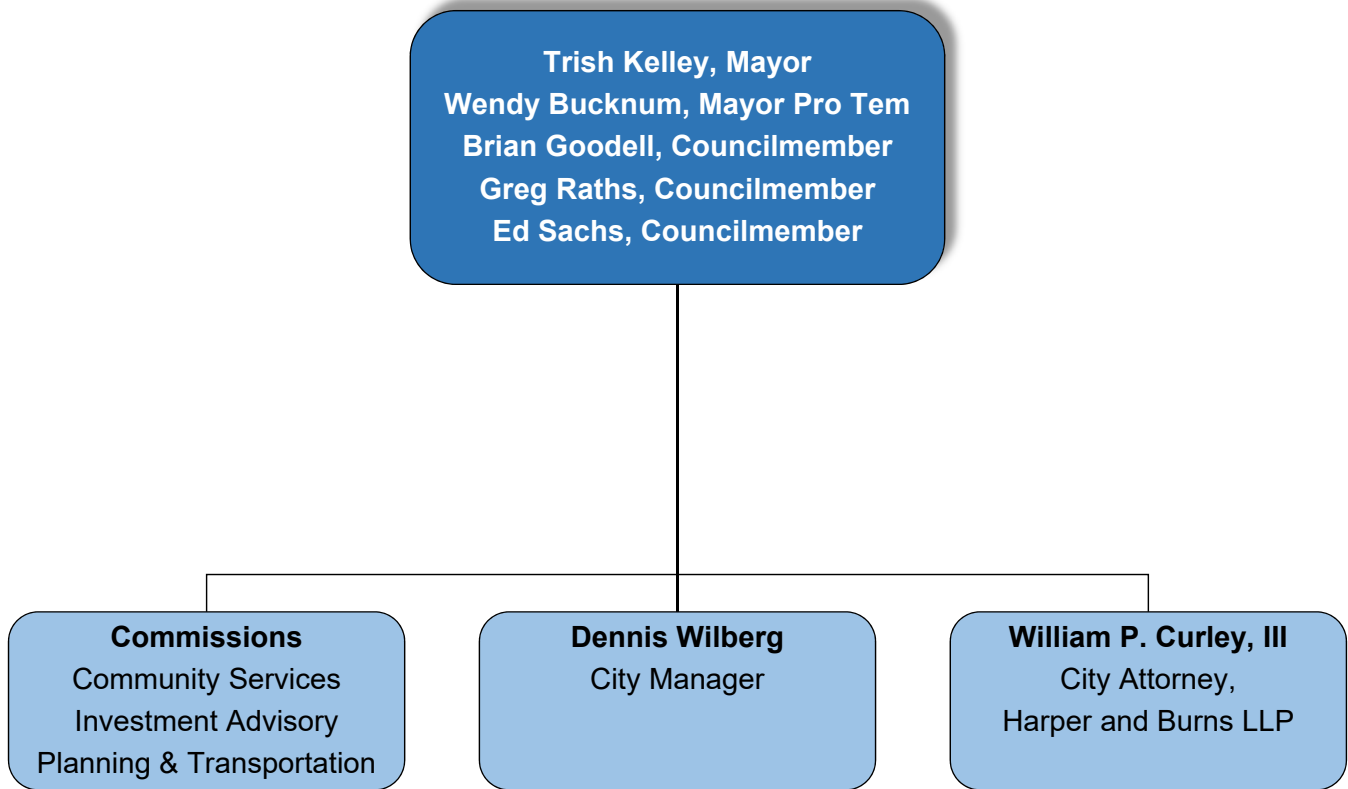
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



CITY COUNCIL



Department Description:

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



**CITY OF MISSION VIEJO
2021-23 Department Objectives
City Council/Commissions**

Strategic Goal(s)

City Council



Continue to provide guidance to staff on Economic Development initiatives including furtherance of the Core Area Vision Plan, including potential development of a paseo and central gathering space, with connection to Oso Creek, as well as reconfiguration and reuse of the former Stein Mart building. This effort may also involve coordination with SMWD to reduce the footprint of, and rehabilitate, the SMWD water treatment plant on the east side of Oso Creek. Explore potential funding strategies and catalytic projects with continued outreach to property owners, potential developers, and potential new businesses to foster economic vitality and land use renovation.



Continue to monitor the pension unfunded liabilities of the City and provide guidance to staff on funding goals for both the pension and retiree health plans.



Facilitate the continuation of work with City consultant MR-ProFun to obtain public input on the Oso Creek Golf Course and Public Space Vision Plan, provide input on the Vision Plan document and commence efforts towards implementation of the first phase of the plan. The public Vision Plan process creates and fosters a sense of community pride through citizen involvement, engagement and participation. Concepts in the Vision Plan will provide assistance & resources to recruit & retain a well-balanced mix of recreation uses and supporting hospitality uses.



Facilitate the implementation of park plans and buildout for Lower Curtis park, in an effort to preserve, maintain and enhance the City's parks, open spaces, and green spaces.



Facilitate the renovation of the play areas in various City parks including Coronado Park and Madrid Fore Park, including approving plans and specifications for public bidding, awarding construction contacts, and approving sufficient appropriation based on City Council approved scope of work.



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.

Commissions



Planning and Transportation Commission – Consider projects and strategies that facilitate implementation of the Mission Viejo Core Area Vision Plan, including consideration of physical improvements, uses, gathering and entertainment spaces, and other amenities on the creek, including cafes and restaurants overlooking the creek.



Community Services Commission – Facilitate the renovation of the dive tower at the Marguerite Aquatics facility and improvements to maintain, preserve, and enhance city park recreation and park facilities, including Coronado Park and Madrid Fore Park.



CITY OF MISSION VIEJO
2021-23 Department Objectives
City Council/Commissions

Strategic Goal(s)



Community Services Commission – Facilitate as necessary, efforts to update the Community Services Master Plan that describes the City’s existing recreational and cultural facilities, parks, programs and events, that presents the City’s community services opportunities, and that established a mission statement, followed by goals and objectives for future planning purposes.



Community Services Commission - Facilitate the continuation of work with City consultant MR-ProFun to obtain public input on the Oso Creek Golf Course and Public Space Vision Plan, provide input on the Vision Plan document and commence efforts towards implementation of the first phase of the plan. The public Vision Plan process creates and fosters a sense of community pride through citizen involvement, engagement and participation. Concepts in the Vision Plan will provide assistance & resources to recruit & retain a well-balanced mix of recreation uses and supporting hospitality uses.



Investment Advisory Commission – Monitor the City’s investment portfolio for compliance with City investment policies and provide guidance and recommendations on policy changes to the City Council.



**2021-2023 Budget
City Council
Department Summary**

Department Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	287,804	274,911	304,009	249,020	-18.1%	267,078	7.3%
Commissions	78,304	76,655	85,641	95,406	11.4%	97,594	2.3%
Total Department Budget	366,108	351,566	389,650	344,426	-11.6%	364,672	5.9%
Department Expenditures by Category							
Salaries & wages	172,245	171,470	173,432	145,113	-16.3%	147,663	1.8%
Benefits	120,974	128,572	130,536	131,936	1.1%	135,132	2.4%
Professional/Technical Contractual Svcs	14,281	14,222	21,030	17,000	-19.2%	18,800	10.6%
Supplies	9,314	6,276	17,944	12,074	-32.7%	12,274	1.7%
Dues/Memberships/Subscriptions	-	-	198	99	-50.0%	99	0.0%
Travel/Training/Meetings	28,264	10,250	22,375	13,819	-38.2%	26,319	90.5%
Other services/fees	17,280	16,551	21,385	21,385	0.0%	21,385	0.0%
Contributions to agencies/organizations	3,750	4,225	2,750	3,000	9.1%	3,000	0.0%
Total Department Budget	366,108	351,566	389,650	344,426	-11.6%	364,672	5.9%
Funding Source							
General Fund	366,108	351,566	389,650	344,426		364,672	
Personnel Summary	6.74	6.57	6.57	6.1800		6.1800	



**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21		% Change from Prior Year	FY 2022/23		% Change from Prior Year
			Amended Budget	FY 2021/22 Adopted		Adopted	Adopted	
Salaries & wages	134,246	133,882	134,482	100,515	-25.3%	101,732	1.2%	
Benefits	102,852	108,566	109,074	106,357	-2.5%	108,698	2.2%	
Professional/Technical Contractual Svcs	14,281	14,222	21,030	17,000	-19.2%	18,800	10.6%	
Supplies	8,473	5,244	16,444	10,574	-35.7%	10,774	1.9%	
Dues/Memberships/Subscriptions	-	-	198	99	-50.0%	99	0.0%	
Travel/Training/Meetings	24,202	7,250	19,556	11,000	-43.8%	23,500	113.6%	
Other services/fees	-	1,522	475	475	0.0%	475	0.0%	
Contributions to agencies/organizations	3,750	4,225	2,750	3,000	9.1%	3,000	0.0%	
Total Program Budget	287,804	274,911	304,009	249,020	-18.1%	267,078	7.3%	

Funding Source

General Fund	287,804	274,911	304,009	249,020		267,078
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Personnel Summary

	6.11	5.9375	5.9375	5.4500		5.4500
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Significant Changes and Other Notes:

Decrease in Salaries & wages and Benefits in FY 2021/22 are a result of payroll allocation changes.
 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 FY 2021/22, and \$4,500 each in FY 2022/23.
 Contributions to agencies/organizations includes support for Vocational Visions, Rotary Club, OCFA Best and Bravest Awards Dinner.



**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	37,999	37,588	38,950	44,598	14.5%	45,931	3.0%
Benefits	18,122	20,006	21,462	25,579	19.2%	26,434	3.3%
Supplies	841	1,032	1,500	1,500	0.0%	1,500	0.0%
Travel/Training/Meetings	4,062	3,000	2,819	2,819	0.0%	2,819	0.0%
Other services/fees	17,280	15,029	20,910	20,910	0.0%	20,910	0.0%
Total Program Budget	78,304	76,655	85,641	95,406	11.4%	97,594	2.3%
Funding Source							
General Fund	78,304	76,655	85,641	95,406		97,594	
Personnel Summary							
	0.63	0.63	0.63	0.73		0.73	

Significant Changes or Other Notes:

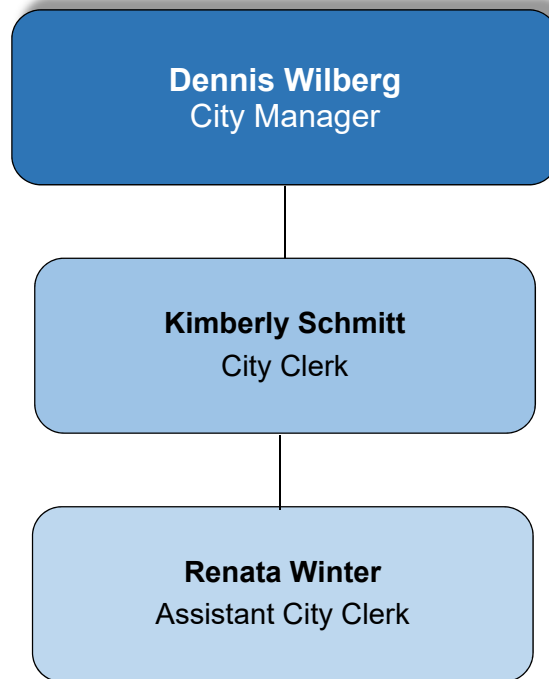
Increase in Salaries & wages and Benefits in FY 2021/22 are a result of payroll allocation changes.
Travel/Training/Meetings includes workshops and training academies for commissioners.
Other services/fees includes Commission stipends.



CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



CITY CLERK



Division Description:

This division, under the City Manager 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 division is composed of three programs: Administration, Council Support, and Elections.



CITY OF MISSION VIEJO
2021-23 Department Objectives
City Clerk

Strategic Goal(s)



Lead the 2022 election process as the City moves from at-large voting to cumulative or district elections. Revise Council Candidate materials as necessary and conduct a public outreach campaign to educate residents on election changes.



Assist the Orange County Registrar of Voters in the 2022 election. Offer to host a Vote Center in Mission Viejo and publicize the benefits of the new system to residents across South County. Promote voter awareness.



Manage, troubleshoot, and provide support/training to staff in other departments with the OnBase document management software. Maintain all vital documents and City Council actions electronically and in perpetuity. Continue to update and improve the City Clerk's webpage to provide quick access to information and accountability to the public.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
City Clerk

Strategic Goal(s)



At large voting remained for the 2020 Election since the move to cumulative or district elections was postponed to the 2022 Election. Council candidate materials were updated and steps were in place during COVID to meet with Council Candidates to provide candidate handbooks.



Assisted the Orange County Registrar of Voters in the move to "Vote Centers" with the 2020 election. During the 2020 Primaries the City had two vote centers, one at the Oso Creek Golf Course and the City Hall Saddleback Room. At the time of the 2020 Election in November there was only one vote center at City Hall due to COVID. Sprinkled throughout the City were non-city owned property vote centers.



Continuing to manage, troubleshoot, and provide support/training to staff in other departments with the OnBase document management software. Maintaining all vital documents and City Council actions electronically and in perpetuity.




In coordination with Emergency Services, assisted with staffing vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
City Clerk



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Supports decision-making with timely & accurate short-term & long-range analysis	#/% Agenda item follow-ups completed within 6 days following Council meeting	296 / 98%	331 / 98%	330 / 98%	330 / 98%
		#/% Resolutions prepared within 6 days following Council meeting	60 / 100%	60 / 100%	64 / 100%	60 / 100%
		#/% Ordinances processed within 6 days following Council meeting	9 / 100%	2 / 100%	3 / 100%	2 / 100%
		#/% Council-approved legal documents recorded without defect	9 / 100%	10 / 100%	6 / 100%	6 / 100%
		#/% City Council Minutes prepared and approved by the City Council as accurate upon presentation	20 / 100%	18 / 100%	24 / 100%	22 / 100%
	Provides assurance of regulatory & policy compliance	#/% Conflict of Interest Statements processed by stated deadlines	101 / 100%	92 / 100%	95 / 100%	100 / 100%
	Enables & enhances transparency	# Subscriptions to City Council agendas at year-end	1,576	1,875	1,925	1,975
	Responsive & accessible to its customers	#/% Contracts processed w/all required bonds/insurance w/in required timeline	38 / 95%	42 / 98%	48 / 98%	42 / 98%
		#/% campaign disclosure statements filed by deadline w/required information	23 / 100%	84 / 100%	24 / 100%	80 / 100%
		# of City Council Candidates assisted during the election process	N/A	8	N/A	8
		% of registered voters voting in general election	N/A	90.7%	N/A	78%
		# of residents registered to vote	N/A	65,011	N/A	60,000



**2021-2023 Budget
City Manager
City Clerk - Division Summary**

Division Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	129,703	72,941	120,237	151,909	26.3%	164,551	8.3%
Cable Television	262,691	-	-	-	0.0%	-	0.0%
Council Support	101,132	53,237	54,450	55,936	2.7%	58,764	5.1%
Elections	106,881	17,286	170,170	112,149	-34.1%	152,514	36.0%
Public Information	367,035	-	-	-	0.0%	-	0.0%
Records Management	88,604	49,730	51,022	-	-100.0%	-	0.0%
Total Division Budget	1,056,046	193,194	395,879	319,994	-19.2%	375,829	17.4%

Division Expenditures by Category	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	467,423	110,845	149,470	170,715	14.2%	175,843	3.0%
Benefits	208,801	64,673	54,523	77,796	42.7%	81,143	4.3%
Professional/Technical Contractual Svcs	140,298	11,952	52,250	57,525	10.1%	7,645	-86.7%
Maintenance/Repair Contractual Svcs	461	-	-	-	0.0%	-	0.0%
Supplies	1,447	1,309	3,000	1,150	-61.7%	1,450	26.1%
Insurance	99	-	138	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	5,868	371	798	808	1.3%	848	5.0%
Travel/Training/Meetings	2,879	327	1,500	1,500	0.0%	9,200	513.3%
Other services/fees	181,125	3,717	134,200	10,500	-92.2%	99,700	849.5%
Depreciation	37,213	-	-	-	0.0%	-	0.0%
Capital outlay	10,432	-	-	-	0.0%	-	0.0%
Total Division Budget	1,056,046	193,194	395,879	319,994	-19.2%	375,829	17.4%

Funding Source	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	FY 2022/23 Adopted
General Fund	793,355	193,194	395,879	319,994	375,829
MVTV Fund	215,662	-	-	-	-
MVTV Capital Fund	47,029	-	-	-	-
Total Division Budget	1,056,046	193,194	395,879	319,994	375,829

Personnel Summary	4.00	1.00	1.00	1.51	1.51
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**2021-2023 Budget
Program Summary
City Manager-City Clerk Administration**

Program Description:

The Administration program provides overall direction to staff and maintains the division 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 acts as the City's Notary Public.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	75,923	33,076	62,551	97,195	55.4%	100,116	3.0%
Benefits	46,159	26,404	16,300	44,781	174.7%	46,692	4.3%
Professional/Technical Contractual Svcs	5,554	11,952	36,750	6,525	-82.2%	6,645	1.8%
Supplies	190	889	1,800	700	-61.1%	700	0.0%
Insurance	99	-	138	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	568	314	698	708	1.4%	698	-1.4%
Travel/Training/Meetings	952	18	1,500	1,500	0.0%	9,200	513.3%
Other services/fees	258	288	500	500	0.0%	500	0.0%
Total Program Budget	129,703	72,941	120,237	151,909	26.3%	164,551	8.3%
Funding Source							
General Fund	129,703	72,941	120,237	151,909		164,551	
Personnel Summary	0.70	0.30	0.30	0.88		0.88	

Significant Changes and Other Notes:

Increase in Salaries & wages and Benefits in FY 2021/22 are a result of payroll allocation changes due to City Clerk/Community Relations reorganization.

Professional/Technical Contractual Services includes costs to maintain the municipal code and for legal services.

Travel/Training/Meetings includes City Clerk technical training for City Clerk staff in FY 2022/23.



**2021-2023 Budget
Program Summary
City Manager-City Clerk Cable Television**

Program Description:

The Cable Television program is now reported under the Community Relations department in General Government Management and Support, following reorganization beginning fiscal year 2019/2020.

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	65,070	-	-	-	0.0%	-	0.0%
Benefits	24,459	-	-	-	0.0%	-	0.0%
Professional/Technical Contractual Svcs	124,968	-	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Svcs	461	-	-	-	0.0%	-	0.0%
Supplies	88	-	-	-	0.0%	-	0.0%
Depreciation	37,213	-	-	-	0.0%	-	0.0%
Capital outlay	10,432	-	-	-	0.0%	-	0.0%
Total Program Budget	262,691	-	-	-	0.0%	-	0.0%
Funding Source							
MVTV Fund	215,662	-	-	-		-	
MVTV Capital Fund	47,029	-	-	-		-	
Total Program Budget	262,691	-	-	-		-	
Personnel Summary	0.60	-	-	-		-	

Significant Changes and Other Notes:

This program is now reported under the Community Relations department in General Government Management and Support, following reorganization beginning fiscal year 2019/2020.



**2021-2023 Budget
Program Summary
City Manager-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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	67,975	33,329	34,551	37,009	7.1%	38,120	3.0%
Benefits	31,886	16,401	16,299	16,277	-0.1%	16,994	4.4%
Supplies	125	69	600	150	-75.0%	150	0.0%
Travel/Training/Meetings	-	9	-	-	0.0%	-	0.0%
Other services/fees	1,146	3,429	3,000	2,500	-16.7%	3,500	40.0%
Total Program Budget	101,132	53,237	54,450	55,936	2.7%	58,764	5.1%

Funding Source

General Fund	101,132	53,237	54,450	55,936		58,764
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Personnel Summary

	0.60	0.30	0.30	0.30		0.30
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Significant Changes and Other Notes:

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



**2021-2023 Budget
Program Summary
City Manager-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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	25,679	11,111	17,817	36,511	104.9%	37,607	3.0%
Benefits	11,776	5,467	5,453	16,738	207.0%	17,457	4.3%
Professional/Technical Contractual Svcs	4,956	-	15,500	51,000	229.0%	1,000	-98.0%
Supplies	-	351	600	300	-50.0%	600	100.0%
Dues/Memberships/Subscriptions	-	57	100	100	0.0%	150	50.0%
Travel/Training/Meetings	-	300	-	-	0.0%	-	0.0%
Other services/fees	64,470	-	130,700	7,500	-94.3%	95,700	1176.0%
Total Program Budget	106,881	17,286	170,170	112,149	-34.1%	152,514	36.0%

Funding Source

General Fund	106,881	17,286	170,170	112,149	152,514
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Personnel Summary	0.20	0.10	0.10	0.33	0.33
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Significant Changes and Other Notes:

Increase in Salaries & wages and Benefits in FY 2021/22 are a result of payroll allocation changes due to City Clerk/Community Relations reorganization.

Professional/Technical Contractual Services increased in FY 2021/22 for additional legal fees anticipated with resolving the California Voters' Rights Act legal issue.

Other services/fees includes general municipal election costs which are held in even numbered years.



**2021-2023 Budget
Program Summary
City Manager-City Clerk Public Information**

Program Description:

The Public Information program is now reported under the Community Relations department in General Government Management and Support, following reorganization beginning fiscal year 2019/2020.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	176,728	-	-	-	0.0%	-	0.0%
Benefits	67,298	-	-	-	0.0%	-	0.0%
Professional/Technical Contractual Srvs	1,875	-	-	-	0.0%	-	0.0%
Supplies	1,044	-	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	5,300	-	-	-	0.0%	-	0.0%
Travel/Training/Meetings	1,927	-	-	-	0.0%	-	0.0%
Other services/fees	112,863	-	-	-	0.0%	-	0.0%
Total Program Budget	367,035	-	-	-	0.0%	-	0.0%
Funding Source							
General Fund	367,035	-	-	-		-	
Personnel Summary	1.30	-	-	-		-	

Significant Changes and Other Notes:

This program is now reported under the Community Relations department in General Government Management and Support, following reorganization beginning fiscal year 2019/2020.



**2021-2023 Budget
Program Summary
City Manager-City Clerk Records Management**

Program Description:

The Records Management program is now reported under the Community Relations department in General Government Management and Support, following reorganization beginning fiscal year 2019/2020.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	56,048	33,329	34,551	-	-100.0%	-	0.0%
Benefits	27,223	16,401	16,471	-	-100.0%	-	0.0%
Professional/Technical Contractual Srvs	2,945	-	-	-	0.0%	-	0.0%
Other services/fees	2,388	-	-	-	0.0%	-	0.0%
Total Program Budget	88,604	49,730	51,022	-	-100.0%	-	0.0%
Funding Source							
General Fund	88,604	49,730	51,022	-		-	
Personnel Summary							
	0.60	0.30	0.30	-		-	

Significant Changes and Other Notes:

This program is now reported under the Community Relations department in General Government Management and Support, following reorganization that began in fiscal year 2019/2020.



**2021-2023 Budget
Program Summary
City Manager-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, Harper and Burns LLP.

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
Category Expenditure Summary	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Srvs	226,781	111,074	35,000	35,000	0.0%	35,000	0.0%
Funding Source							
General Fund	226,781	111,074	35,000	35,000		35,000	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Beginning in FY 2018/19 the budget for legal services was allocated to various departments and programs to give a better representation of how the services are used. Amounts retained under this program are for general litigation issues. The total legal budget for all programs and funds is \$561,740 for FY 2021/22 and \$512,500 for FY 2022/23.



**2021-2023 Budget
Program Area Summary
General Government - Management and Support
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

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

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
City Manager Department							
City Manager Administration	677,490	803,607	721,913	750,336	3.9%	756,232	0.8%
Assistant City Manager Administration	-	-	-	456,794	100.0%	472,589	3.5%
Total City Manager	677,490	803,607	721,913	1,207,130	67.2%	1,228,821	1.8%
Community Relations Department							
Community Relations Administration	-	130,668	150,429	97,450	-35.2%	100,760	3.4%
Cable TV	-	270,390	293,877	234,540	-20.2%	239,568	2.1%
Public Information	-	394,768	371,165	369,959	-0.3%	444,606	20.2%
Records Management	-	92,319	102,380	62,769	-38.7%	64,231	2.3%
Total Community Relations	-	888,145	917,851	764,718	-16.7%	849,165	11.0%
Administrative Services Dept							
Administrative Serv Administration	360,367	369,667	391,495	430,114	9.9%	445,115	3.5%
Accounting and Payroll	550,937	589,662	614,020	673,135	9.6%	696,175	3.4%
Financial Planning and Budget	92,241	72,131	72,373	74,730	3.3%	77,101	3.2%
Purchasing	105,732	111,314	142,300	150,473	5.7%	155,786	3.5%
Human Resources	343,302	350,258	436,632	473,943	8.5%	490,604	3.5%
Treasury	565,091	518,146	499,017	327,661	-34.3%	336,877	2.8%
Risk Management	279,743	281,479	311,877	308,597	-1.1%	318,844	3.3%
Interdepartmental	1,515,353	1,799,589	2,295,229	2,082,806	-9.3%	2,092,246	0.5%
Debt Service	91,629	99,863	94,496	91,734	-2.9%	88,911	-3.1%
Total Administrative Services	3,904,395	4,192,109	4,857,439	4,613,193	-5.0%	4,701,659	1.9%
Information Technology Department							
Information Technology	3,449,147	3,172,302	3,601,221	4,257,242	18.2%	3,676,554	-13.6%
Public Works Department							
Integrated Waste Management	226,231	231,937	220,224	251,827	14.4%	256,404	1.8%
Total General Govt - Mgmt & Suppt	8,257,263	9,288,100	10,318,648	11,094,110	7.5%	10,712,603	-3.4%

The programs in the Community Relations Department were previously reported under General Government Legislative in the City Clerk Division.



MISSION VIEJO

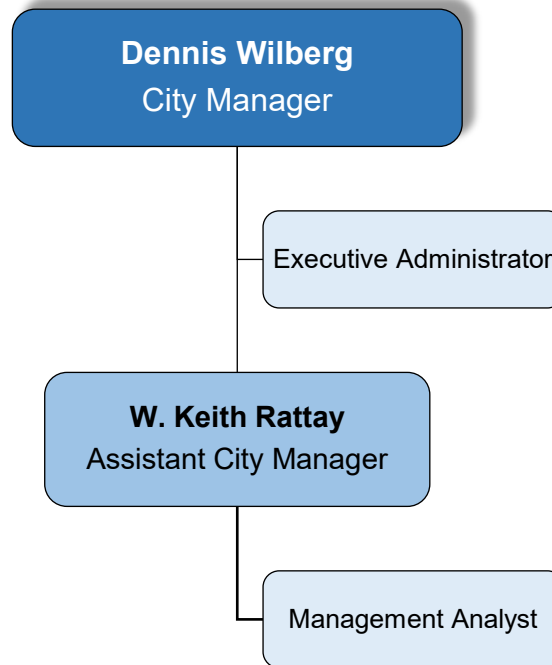
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



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.



**CITY OF MISSION VIEJO
2021-23 Department Objectives
City Manager**

Strategic Goal(s)



In coordination with the Police Services, Community Development, Administrative Services, Recreation and Community Services, and various governmental agencies and non-profit organizations, work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs Act (SB 2) and Community Development Block Grant funding.



In coordination with Administrative Services, Community Development and Public Services departments, oversee implementation of next steps for the Core Area Vision Plan. This may include development of a paseo and central gathering space, with connection to Oso Creek, as well as reconfiguration and reuse of the former Stein Mart building. This effort may also involve coordination with SMWD to reduce the footprint of, and rehabilitate, the SMWD water treatment plant on the east side of Oso Creek. Explore potential funding strategies and catalytic projects with continued outreach to property owners, potential developers, and potential new businesses to foster economic vitality and land use renovation.



In coordination with Community Development, Community Relations and Public Services departments, facilitate the continuation of work with City consultant MR-ProFun to obtain public input on the Oso Creek Golf Course and Public Space Vision Plan, provide input on the Vision Plan document and commence efforts towards implementation of the first phase of the plan. The public Vision Plan process creates and fosters a sense of community pride through citizen involvement, engagement and participation. Concepts in the Vision Plan will provide assistance & resources to recruit & retain a well-balanced mix of recreation uses and supporting hospitality uses.



In coordination with the Community Development, Public Services and Public Works departments, assist with the implementation of park plans and buildout for Lower Curtis park, in an effort to preserve, maintain and enhance the City's parks, open spaces, and green spaces.



In coordination with Community Development and Public Works departments, facilitate development of Site C, explore ideas to import fill dirt to the site to accommodate creation of a level building pad, thus making development of the site more economically feasible and attractive to potential developers.



Continue to monitor the unfunded liabilities of the City for the pension and retiree health plan and make recommendations as needed to achieve the City Council directed goal to reduce the pension unfunded liabilities and maintain the retiree health plan at 100% funded status.



In coordination with Administrative Services, identify and analyze potential executive and mid-management retirements within next two (2) fiscal years; identify and develop strategies to manage any succession challenges and organizational impacts due to potential retirements.



Provide advice and direction to the City Council as needed on policy issues, budget matters, legislative matter, community relations and public affairs in all areas of city operations.



Serve as the City's representative on South Orange County City Manager's Committee, reviewing both the police services delivery model and the Orange County Fire Authority (OCFA) organization and delivery of fire services.



CITY OF MISSION VIEJO
2021-23 Department Objectives
City Manager

Strategic Goal(s)



Provide guidance to staff on the renovation of the play areas in various City parks including Coronado Park and Madrid Fore Park, including approving plans and specifications for public bidding, awarding construction contacts, and approving sufficient appropriation based on City Council approved scope of work.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
City Manager

Strategic Goal(s)



In coordination with Administrative Services, Police Services, Community Development and Recreation and Community Services departments, and various governmental agencies and non-profit organizations, the City continued to work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs Act (SB 2) and Community Development Block Grant funding. By partnering with Families Forward to help facilitate transitional housing for homeless and at-risk families, the City helped fund two condominium units for such purposes in the community during 2020, contributing \$524,690 of CDBG funds to the effort.



Staff continues to monitor the City's unfunded liabilities. The pension funded status is 81% funded as of June 30, 2019, the date of the last pension valuation. The June 30, 2020 valuation is expected in August 2021. The retiree healthcare funded status became fully funded during the 2016/17 fiscal year. The retiree healthcare valuation for June 30, 2020 reflects a funded status of 105%. Because the healthcare plan was over funded during the entire 2019-21 budget cycle, the annual contributions of \$221,000 originally budgeted in FY 2019/20 and FY 2020/21 toward retiree healthcare plan were redirected to the pension 115 trust fund at the direction of the City Council.



Craycraft Park new restroom construction, shade structure and hardscape improvements along with repurposing the existing restroom into a needed storage area was completed in October 2020. The construction of the new restroom more than tripled the capacity for the softball leagues and the improved picnic shade area creates a pleasant park experience for all park patrons.



The rehabilitation of the playground area at Christopher Park was completed in August 2020. The project included upgrading the playground to meet current safety standards, retrofitting the security lighting to energy efficient LED lighting, constructing new picnic and seating areas as well as landscape improvement.



Provided guidance to staff to complete an extensive Solid Waste Contract procurement process with major changes addressing new state requirements associated with legislation such as AB 1594 and SB 1383. The process included a Request for Proposals, evaluation of proposals from three firms, final negotiations with the selected hauler and finally execution of the new solid waste contract, which became effective January 1, 2021 and will be in place for the next 8 to 10 years.



Provided guidance to the Community Relations, Recreation and Community Services and Information Technology staff to developed a comprehensive sports tourism website as a valuable tool to attract athletic programs and events to Mission Viejo. The website features all sports facilities in the City, with "stats" meant to appeal to those that may wish to come to Mission Viejo to train or hold competitions. <https://missionviejosports.com/>



In coordination with Administrative Services, and Community Development, implemented the Small Business Grant Program for small Mission Viejo businesses negatively impacted by the COVID-19 pandemic. Over 65 grants have been approved totaling more than \$840,000 in funds distributed to small businesses in need.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
City Manager (Continued)

Strategic Goal(s)



Oversaw the response to the COVID-19 pandemic emergency beginning in March 2020 by adapting quickly to statewide stay at home orders to ensure the safety of City employees, residents and other community members, while adapting how the City delivers services to the community. Specific accomplishments include:

- Implemented all necessary technology for City staff to work from home during the COVID-19 pandemic. All City functions were available during the work from home program.
- Developed and implemented an Emergency Administrative Leave Policy immediately following the State’s declaration of emergency to more effectively manage employees as they were transitioned out of the office under stay at home orders.
- Developed and implemented risk management policies using pandemic response safety protocols and guidelines to reduce the risk of COVID-19 exposure and community spread throughout City facilities, including performing contact tracing, scheduling disinfecting at exposure locations, COVID-19 testing, and monitoring quarantined and isolated employees.
- Managed a \$2.0 million CARES Act budget, including developing a budget, monitoring expenditures to determine allowability, preparing reports to both the State and the County of Orange, and completing an audit of expenditures under federal single audit guidelines for FY 19/20.
- Emergency Services Manager was the lead City liaison with the County Emergency Operation Center (EOC) operations throughout the pandemic response coordinating information between the agencies and maintaining the City information on WebEOC.
- Conducted daily City EOC operations meeting for the first few months of the pandemic and continued to conduct weekly EOC operations meetings throughout the pandemic emergency.
- Procured and distributed necessary Personal Protective Equipment (PPE) for all departments to ensure the safety of all City staff, contractors and other City partners throughout the pandemic.
- All departments assisted staffing vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo.



In coordination with the Administrative Services and the Director of Community Relations/City Clerk Department, completed the re-organization of this department in response to the retirement of the Director of Community Relations.



Provide guidance to staff to coordinate with the County of Orange to launch Wireless Emergency Alerts (WEA) messages through the County AlertOC platform. The City launched coordinated messages with the County during both the Silverado and Bond fires and launched several WEA evacuation warning WEA alerts.



The City purchased the former Casta Del Sol Golf Course, now renamed Oso Creek Golf Course, and adjacent open space in November of 2019. Since the purchase, the City has been performing deferred maintenance at the golf course while American Golf Corporation is contracted to manage the daily operations. The City has completed a first phase rehabilitation of the facility which included painting the building, landscape and irrigation enhancement, new furniture, updated plumbing, kitchen fixtures and site signage.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
City Manager (Continued)



Strategic Goal(s)



Provided guidance to staff to work with community groups, individuals, and City staff to launch the Diversity and Inclusion Task Force to highlight the diversity of our community and continue to promote a safe and welcoming environment for all.



**2021-2023 Budget
City Manager
Department Summary**

Department Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	677,490	803,607	721,913	750,336	3.9%	756,232	0.8%
Assistant City Manager Administration	-	-	-	456,794	100.0%	472,589	3.5%
Total Department Budget	677,490	803,607	721,913	1,207,130	67.2%	1,228,821	1.8%

Department Expenditures by Category

Salaries & wages	240,805	260,160	280,686	623,909	122.3%	635,167	1.8%
Benefits	107,687	122,467	96,412	258,846	168.5%	268,672	3.8%
Professional/Technical Contractual Svcs	292,292	388,305	312,000	292,000	-6.4%	292,000	0.0%
Supplies	6,003	5,090	1,860	2,360	26.9%	2,360	0.0%
Dues/Memberships/Subscriptions	23,168	23,024	23,549	23,594	0.2%	23,594	0.0%
Travel/Training/Meetings	7,282	4,459	5,621	5,621	0.0%	6,228	10.8%
Other services/fees	253	102	1,785	800	-55.2%	800	0.0%
Total Department Budget	677,490	803,607	721,913	1,207,130	67.2%	1,228,821	1.8%

Funding Source

General Fund	677,490	803,607	721,913	1,207,130		1,228,821
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Personnel Summary	1.00	1.00	1.00	3.96		3.96
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Prior to FY 2021/22 the Assistant City Manager was combined with the Director of Public Services. Beginning with this budget cycle these are two separate positions.



**2021-2023 Budget
Program Summary
City Manager-Administration**

Program Description:

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 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.

Beginning FY 2021/22 direct reports to the City Manager include the Assistant City Manager, City Clerk, Director of Administrative Services, Director of Community Development, Director of Community Relations, Director of Information Technology, and Director of Public Works.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	240,805	260,160	280,686	306,958	9.4%	308,711	0.6%
Benefits	107,687	122,467	96,412	119,003	23.4%	122,539	3.0%
Professional/Technical Contractual Srvs	292,292	388,305	312,000	292,000	-6.4%	292,000	0.0%
Supplies	6,003	5,090	1,860	2,360	26.9%	2,360	0.0%
Dues/Memberships/Subscriptions	23,168	23,024	23,549	23,594	0.2%	23,594	0.0%
Travel/Training/Meetings	7,282	4,459	5,621	5,621	0.0%	6,228	10.8%
Other services/fees	253	102	1,785	800	-55.2%	800	0.0%
Total Program Budget	677,490	803,607	721,913	750,336	3.9%	756,232	0.8%

Funding Source

General Fund	677,490	803,607	721,913	750,336		756,232
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Personnel Summary

	1.00	1.00	1.00	1.96		1.96
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Significant Changes and Other Notes:

Increase in Salaries & wages and Benefits in FY 2021/22 are a result of payroll allocation changes due to City Manager and City Clerk/Community Relations reorganization.
Professional/Technical Contractual Srvs includes contracts with GSL & Associates for regional planning issues and Townsend Public Affairs for legislative advocacy services.
Dues/Memberships/Subscriptions includes annual membership in Association of California Cities Orange County (ACCOC).



**2021-2023 Budget
Program Summary
Assistant City Manager-Administration**

Program Description:

Assistant City Manager Administration program provides policy guidance and program evaluation to assigned department heads and other assigned organizational units/divisions of the City while fostering cooperative working relationships among City departments and with intergovernmental and regulatory agencies. This program also provides highly complex administrative assistance to the City Manager and City Council in directing City-wide activities and operations.

Direct reports to the Assistant City Manager include the Director of Animal Services, Director of Library and Cultural Services, Director of Public Services, Director of Recreation and Community Services, and the Emergency Services Manager. The Assistant City Manager also oversees Golf Operations, Orange County Sheriff Department (OCSD) contract, and Orange County Fire Authority (OCFA) contract.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	-	-	-	316,951	100.0%	326,456	3.0%
Benefits	-	-	-	139,843	100.0%	146,133	4.5%
Total Program Budget	-	-	-	456,794	100.0%	472,589	3.5%

Funding Source

General Fund	-	-	-	456,794		472,589	
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Personnel Summary

	-	-	-	2.00		2.00	
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Significant Changes and Other Notes:

Prior to FY 2021/22 the Assistant City Manager was a combined position with the Director of Public Services and all budget and history were allocated to various programs under the Public Services Director position.



MISSION VIEJO

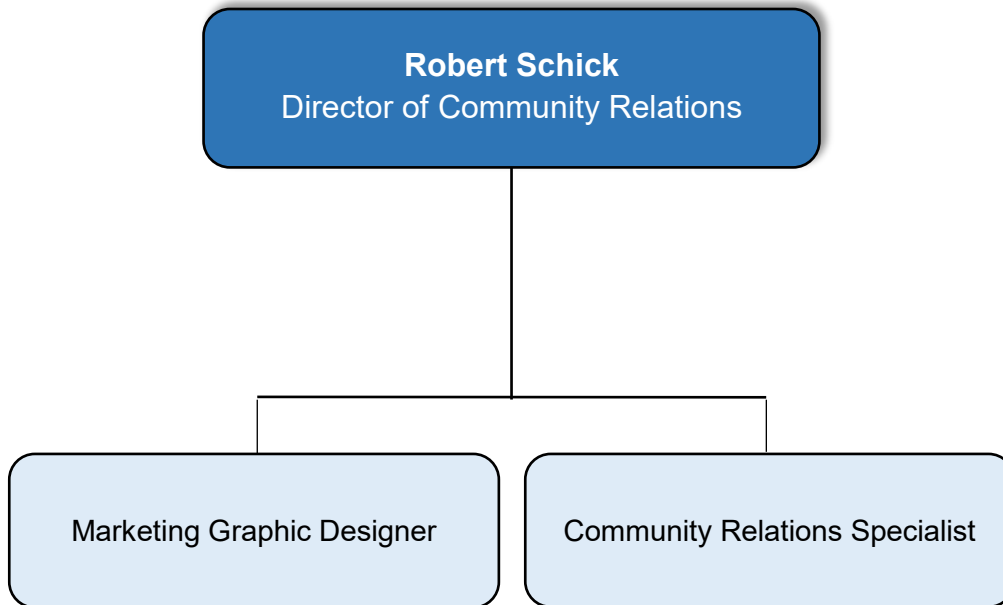
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



COMMUNITY RELATIONS



Department Description:

The Community Relations Department serves as a critical link between the City of Mission Viejo and its citizens. The department's mission is to ensure residents in both private and business sectors stay informed about City-related programs, services, priorities, issues and events. The department seeks citizen input regarding projects and initiatives and evaluates public perception and feedback from the community, so the City can address issues in a timely manner.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Community Relations

Strategic Goal(s)



The 2019 Community Opinion survey revealed that 84% of resident respondents are satisfied with the City's communication efforts. Proactively work to maintain or increase that robust level of satisfaction by continuing to produce timely news stories, press releases, eNewsletters, printed publications, content for the City website and MV Life smartphone app, and the City's social media accounts, including Facebook, Instagram, Twitter, YouTube and Nextdoor.



In coordination with Golf Operations and Information Technology, develop and manage the website and social media accounts for the Oso Creek Golf Course to communicate and promote new work and amenities at the course and highlight it as a destination for golfers and non-golfers alike.



In coordination with City Manager and the Community Development and Public Services departments, work with City consultant MR-ProFun to obtain public input on the Oso Creek Golf Course and Public Space Vision Plan, process the Vision Plan document through the Planning and Transportation Commission and City Council, and commence efforts towards implementation of the first phase of the plan. The public Vision Plan process creates and fosters a sense of community pride through citizen involvement, engagement and participation. Concepts in the Vision Plan will provide assistance & resources to recruit & retain a well-balanced mix of recreation uses and supporting hospitality uses.



Complete phase II of the wayfinding sign program for Public Services, which had been put on hold due to the pandemic and begin phase III; produce new street banners to replace worn and faded banners; create new signs, banners and other branded material for the Oso Creek Golf Course; and continue to create all graphics, branding and marketing components for large, citywide events when they resume.



Continue to provide a variety of live and pre-recorded virtual programming for residents as the public health situation dictates. Assist other departments including Recreation and Community Services, Public Services, and Police Services with programming when in-person programming resumes.



Increase MVTV programming that provides important news and resources to residents. Continue to film short videos for broadcast on the City's social media accounts.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Community Relations

Strategic Goal(s)



In 2019, a majority of survey respondents reported that they were satisfied with the City's communication efforts, and the Community Relations Department endeavored to maintain or increase that level of satisfaction. With parts of City facilities closing to the public starting in March 2020 amid the onset of COVID-19, the need for clear communication was never so vital. The team produced hundreds of articles, stories, posts and videos for the City's News page, eNewsletter, Facebook, Instagram, Nextdoor, Twitter, YouTube, MV Life smartphone app and Mission Viejo Television platforms. A dedicated COVID-19 page was developed for the City website containing hundreds of continually updated articles and links to important resources for residents.



In early 2020 partnered with Recreation and Community Services and Information Technology staff to develop a comprehensive sports tourism website as a valuable tool to attract athletic programs and events to Mission Viejo. The website features all sports facilities in the City, with "stats" meant to appeal to those that may wish to come to Mission Viejo to train or hold competitions. <https://missionviejosports.com/>



The department worked to further the streets and trails wayfinding sign program for Public Services, and though the project was put on hold due the pandemic, the department produced hundreds of signs regarding COVID health protocols, street banners, signs and banners for the Oso Creek Golf Course, banners for the Aquatics Center and signs for the OCSD to install in the parks, and other similar projects.



Producing MVTV programming to highlight the community has been a consistent effort for the department, and with the uncertainties of COVID-19, the Studio quickly shifted focus to produce videos featuring important information for residents about the pandemic and what was happening in the City. These served to illuminate the efforts of volunteers, health care workers, businesses and many others who worked so diligently during that challenging year, and the department also transformed events into a virtual format in programs such as the Memorial Day and Veterans Day Ceremonies and the Holocaust Remembrance Event.



A goal was made for FY 19-21 to produce more videos and social media posts with Police Services and Animal Services, an effort which yielded videos on the OCSD's Explorer and Childhood Watch Safety Programs, and videos about living with coyotes and snakes. COVID-19 took those plans in a new direction and led to the creation of a Virtual Walk Against Drugs with the OCSD and a livestream of the Animal Services Howl-o-ween Pet Costume Contest, as well as assisting Animal Services in posting a series of videos with informational tips for pet owners and highlighting a variety of animals available for adoption.






In coordination with Emergency Services, assisted with staffing vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Community Relations



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Facilitate business development through community partnerships	# of MVTV bulletin board pages created for businesses/residents	9	10	12	15
			Encourages & supports city-wide special events that connect the community	# views on the website "News" page (formerly the Mission Viejo Life blog)	282,499	315,608
# of programs produced by MVTV	84	55		90	100	
# of eNewsletter subscribers	27,548	27,949		28,500	29,000	
% Timeliness of posting News articles within 5 days of request/receipt	100%	100%		100%	100%	
		# of visitor sessions to City's website	992,259	994,369	1,000,000	1,005,000
	Enables & enhances transparency	#/% of Public Records Act requests processed within ten days	648 / 99%	676 / 98%	650 / 98%	675 / 98%
	Provides assurance of regulatory & policy compliance	# of boxes of records processed for inactive storage	74	50	70	65
		# of boxes of records purged	200	115	80	75



**2021-2023 Budget
Community Relations
Department Summary**

Department Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	-	130,668	150,429	97,450	-35.2%	100,760	3.4%
Cable Television	-	270,390	293,877	234,540	-20.2%	239,568	2.1%
Public Information	-	394,768	371,165	369,959	-0.3%	444,606	20.2%
Records Management	-	92,319	102,380	62,769	-38.7%	64,231	2.3%
Total Department Budget	-	888,145	917,851	764,718	-16.7%	849,165	11.0%
Department Expenditures by Category							
Salaries & wages	-	447,775	486,133	356,030	-26.8%	366,716	3.0%
Benefits	-	197,186	170,808	138,758	-18.8%	144,544	4.2%
Professional/Technical Contractual Svcs	-	108,620	145,435	141,710	-2.6%	145,190	2.5%
Maintenance/Repair Contractual Svcs	-	471	4,000	4,000	0.0%	4,000	0.0%
Supplies	-	1,466	3,275	3,675	12.2%	3,675	0.0%
Dues/Memberships/Subscriptions	-	5,300	5,700	5,800	1.8%	5,900	1.7%
Travel/Training/Meetings	-	-	1,075	1,050	-2.3%	3,050	190.5%
Other services/fees	-	86,251	61,425	73,695	20.0%	136,090	84.7%
Depreciation	-	36,217	25,000	25,000	0.0%	25,000	0.0%
Capital outlay	-	4,859	15,000	15,000	0.0%	15,000	0.0%
Total Department Budget	-	888,145	917,851	764,718	-16.7%	849,165	11.0%
Funding Source							
General Fund	-	617,755	623,974	530,178		609,597	
CARES Act Fund	-	11,050	-	-		-	
MVTV Fund	-	218,880	253,877	194,540		199,568	
MVTV Capital Fund	-	40,460	40,000	40,000		40,000	
Total Department Budget	-	888,145	917,851	764,718		849,165	
Personnel Summary	-	3.00	3.00	3.00		3.00	

Significant Changes and Other Notes:

This department was created in FY 2019/20 to focus on public relations and community engagement. The programs and responsibilities were previously reported and managed in General Government Legislative under a combined City Clerk/Community Relations Department.



**2021-2023 Budget
Program Summary
Community Relations-Administration**

Program Description:

The Community Relations Administration program oversees the operations of the division including short- and long-range planning and development, and oversight for both internal and external marketing and branding strategies for the entire organization. The department manages publicity for events, projects and City initiatives; plans and implements social media management strategies; oversees the city-wide branding systems, marketing campaigns, graphic design and photography. This program is responsible for all functions and activities relating to public relations and community engagement; television franchise administration and television studio management; brand system oversight; emergency situation communications (Public Information Officer); custody of and access to public records; and organization-wide communications efforts.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	-	91,979	112,284	67,508	-39.9%	69,534	3.0%
Benefits	-	38,312	35,645	29,942	-16.0%	31,226	4.3%
Professional/Technical Contractual Svcs	-	377	2,500	-	-100.0%	-	0.0%
Total Program Budget	-	130,668	150,429	97,450	-35.2%	100,760	3.4%
Funding Source							
General Fund	-	130,668	150,429	97,450		100,760	
Personnel Summary	-	0.50	0.50	0.60		0.60	

Significant Changes and Other Notes:

Prior to FY 2019/20 this program was reported in the City Clerk Division.
Salaries & wages, and Benefits decrease is attributed to a retirement and underfilling the manager position.



**2021-2023 Budget
Program Summary
Community Relations-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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	-	77,588	79,748	33,755	-57.7%	34,768	3.0%
Benefits	-	49,177	33,294	14,975	-55.0%	15,610	4.2%
Professional/Technical Contractual Svcs	-	102,078	132,635	137,610	3.8%	140,990	2.5%
Maintenance/Repair Contractual Svcs	-	471	4,000	4,000	0.0%	4,000	0.0%
Supplies	-	-	2,000	2,000	0.0%	2,000	0.0%
Travel/Training/Meetings	-	-	900	900	0.0%	900	0.0%
Other services/fees	-	-	1,300	1,300	0.0%	1,300	0.0%
Depreciation	-	36,217	25,000	25,000	0.0%	25,000	0.0%
Capital outlay	-	4,859	15,000	15,000	0.0%	15,000	0.0%
Total Program Budget	-	270,390	293,877	234,540	-20.2%	239,568	2.1%
Funding Source							
CARES Act Fund	-	11,050	-	-		-	
MVTV Fund	-	218,880	253,877	194,540		199,568	
MVTV Capital Fund	-	40,460	40,000	40,000		40,000	
Total Program Budget	-	270,390	293,877	234,540		239,568	
Personnel Summary	-	0.60	0.60	0.30		0.30	

Significant Changes and Other Notes:

Prior to FY 2019/20 this program was reported in the City Clerk Division.

The MVTV fund is funded with a portion of cable franchise fee revenue and Public/Education/Government (PEG) special fees.

Salaries & wages, and Benefits decrease is attributed to a retirement, underfilling the manager position and reallocation of staff.

Professional/Technical Contractual Services includes all MVTV production services for all programming.

Capital outlay include funds for replacement equipment needs.



**2021-2023 Budget
Program Summary
Community Relations-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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	-	219,387	232,774	214,810	-7.7%	221,259	3.0%
Benefits	-	85,009	73,341	75,129	2.4%	78,232	4.1%
Professional/Technical Contractual Srvs	-	-	800	600	-25.0%	1,200	100.0%
Supplies	-	1,408	1,025	1,425	39.0%	1,425	0.0%
Dues/Memberships/Subscriptions	-	5,300	5,500	5,600	1.8%	5,700	1.8%
Travel/Training/Meetings	-	-	-	-	0.0%	2,000	100.0%
Other services/fees	-	83,664	57,725	72,395	25.4%	134,790	86.2%
Total Program Budget	-	394,768	371,165	369,959	-0.3%	444,606	20.2%
Funding Source							
General Fund	-	394,768	371,165	369,959		444,606	
Personnel Summary							
	-	1.40	1.40	1.70		1.70	

Significant Changes and Other Notes:

Prior to FY 2019/20 this program was reported in the City Clerk Division.
Other services/fees include outside printing for the Annual Report, MV Life and City Outlook publications.



**2021-2023 Budget
Program Summary
Community Relations-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.

This program also prepares and reviews responses to inquiries regarding public records, the California Public Records Act, and the Brown Act; accepts, reviews, and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	-	58,821	61,327	39,957	-34.8%	41,155	3.0%
Benefits	-	24,688	28,528	18,712	-34.4%	19,476	4.1%
Professional/Technical Contractual Srvs	-	6,165	9,500	3,500	-63.2%	3,000	-14.3%
Supplies	-	58	250	250	0.0%	250	0.0%
Dues/Memberships/Subscriptions	-	-	200	200	0.0%	200	0.0%
Travel/Training/Meetings	-	-	175	150	-14.3%	150	0.0%
Other services/fees	-	2,587	2,400	-	-100.0%	-	0.0%
Total Program Budget	-	92,319	102,380	62,769	-38.7%	64,231	2.3%
Funding Source							
General Fund	-	92,319	102,380	62,769		64,231	
Personnel Summary							
	-	0.50	0.50	0.40		0.40	

Significant Changes and Other Notes:

Prior to FY 2019/20 this program was reported in the City Clerk Division.
Salaries & wages, and Benefits decrease is attributed to a retirement and underfilling the manager position.



MISSION VIEJO

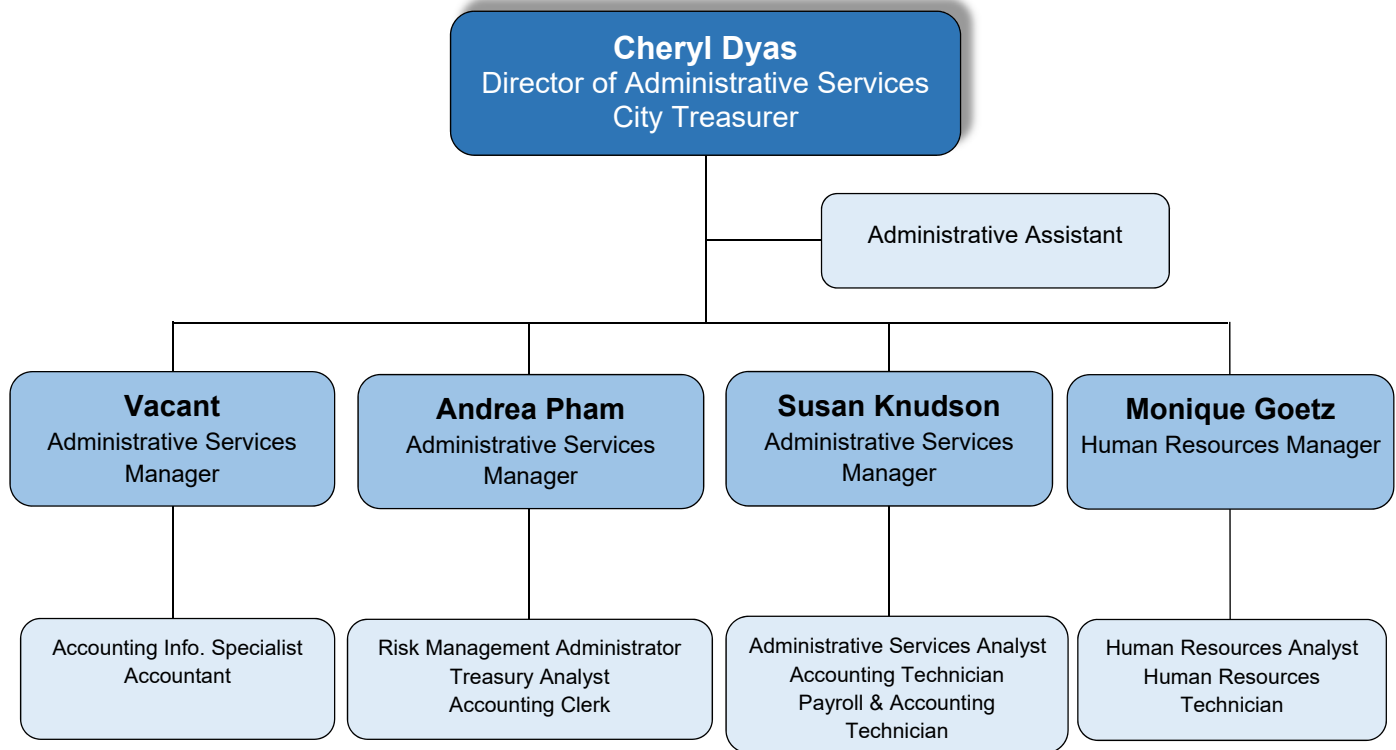
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



ADMINISTRATIVE SERVICES



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; overseeing the financial information software (Tyler Munis) 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.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Administrative Services

Strategic Goal(s)



Continue to monitor the City's unfunded liabilities for the pension and retiree health plan and make recommendations as needed to achieve the City Council directed goal to reduce the pension unfunded liabilities and maintain the retiree health plan at 100% funded status.



Monitor the distribution and use of American Rescue Plan Act (ARP) federal funding to ensure that resources are utilized in accordance with ARP legislation.



In coordination with the City Manager's office, Police Services, Community Development, Recreation and Community Services, and various governmental agencies and non-profit organizations, work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs Act (SB 2) and Community Development Block Grant funding.



In coordination with City Manager's office, Community Development and Public Services departments, oversee implementation of next steps for the Core Area Vision Plan. This may include development of a paseo and central gathering space, with connection to Oso Creek, as well as reconfiguration and reuse of the former Stein Mart building. This effort may also involve coordination with SMWD to reduce the footprint of, and rehabilitate, the SMWD water treatment plant on the east side of Oso Creek. Explore potential funding strategies and catalytic projects with continued outreach to property owners, potential developers, and potential new businesses to foster economic vitality and land use renovation.



In coordination with City Manager's office, identify and analyze potential executive and mid-management retirements within next two (2) fiscal years; identify and develop strategies to manage any succession challenges and organizational impacts due to potential retirements.



In coordination with Community Development and Information Technology departments, upgrade the Community Development Department's permit tracking software system including electronic plan-checking capabilities and permit approval process, including building permits and certificates of occupancy. Electronic plan-checking services provide a valuable and innovative resource to the Department's customers, including homeowners, business owners, architects, and developers. Upgraded permit approval and tracking software will facilitate an efficient and business-friendly permit approval process, enabling and enhancing transparency, accountability, integrity, efficiency, and innovation within the Department's operations.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Administrative Services

Strategic Goal(s)



In coordination with the City Manager and all other City departments, responded to the COVID-19 pandemic emergency beginning in March 2020 by adapting quickly to statewide stay at home orders to ensure the safety of City employees, residents and other community members, while adapting how the City delivers services to the community. Specific accomplishments with Administrative Services as lead department include:

- Developed and implemented an Emergency Administrative Leave Policy immediately following the State’s declaration of emergency to more effectively manage employees as they were transitioned out of the office under stay at home orders.
- Developed and implemented risk management policies using pandemic response safety protocols and guidelines to reduce the risk of COVID-19 exposure and community spread throughout City facilities, including performing contact tracing, scheduling disinfecting at exposure locations, COVID-19 testing, and monitoring quarantined and isolated employees.
- Managed a \$2.0 million CARES Act budget, including developing a budget, monitoring expenditures to determine allowability, preparing reports to both the State and the County of Orange, and completing an audit of expenditures under federal single audit guidelines for FY 19/20.



In coordination with the Community Development Department, implemented the Small Business Grant Program for small Mission Viejo businesses negatively impacted by the COVID-19 pandemic. Over 65 grants have been approved totaling more than \$840,000 in funds distributed to small businesses in need.



Staff continues to monitor the City’s unfunded liabilities. The pension funded status is 81% funded as of June 30, 2019, the date of the last pension valuation. The June 30, 2020 valuation is expected in August 2021. The retiree healthcare funded status became fully funded during the 2016/17 fiscal year. The retiree healthcare valuation for June 30, 2020 reflects a funded status of 105%. Because the healthcare plan was over funded during the entire 2019-21 budget cycle, the annual contributions of \$221,000 originally budgeted in FY 2019/20 and FY 2020/21 toward retire healthcare plan were redirected to the pension 115 trust fund at the direction of the City Council.



In coordination with the City Manager and the Director of Community Relations/City Clerk Department, completed the re-organization of this department in response to the retirement of the Director of Community Relations.



In coordination with the Information Technology Department, upgraded the Tyler Munis financial software system in May 2020.



In coordination with the City Manager's office, Police Services, Community Development and Recreation and Community Services departments, and various governmental agencies and non-profit organizations, the City continued to work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs Act (SB 2) and Community Development Block Grant funding. By partnering with Families Forward to help facilitate transitional housing for homeless and at-risk families, the City helped fund two condominium units for such purposes in the community during 2020, contributing \$524,690 of CDBG funds to the effort.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Administrative Services (Continued)

Strategic Goal(s)



In coordination with Information Technology and Community Development departments, the City has begun the process of upgrading the permit tracking software system including electronic plan-checking capabilities and permit approval process, including building permits and certificates of occupancy. Electronic plan-checking services provide a valuable and innovative resource to the Department's customers, including homeowners, business owners, architects, and developers. In December 2019, the City hired Client First, and is working closely with the consultant to choose and negotiate with a vendor to build and install permit tracking software tailored specifically for the City of Mission Viejo. An RFP was provided to vendors in early 2020, interviews were conducted in August 2020, and City staff is in negotiations with the preferred vendor, with a final selection anticipated by July 2021.



In coordination with Emergency Services, assisted with staffing vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo.



In an effort to better serve the residents of Mission Viejo and the four contract cities Animal Services has been working diligently on the restructuring of the division. Animal Services and Administrative Services worked with Management Partners during FY 2019/20 to conduct a study of the animal services operations. The findings of this study are in the process of being strategically implemented. The biggest achievement this year was the streamlining and integration of all animal licensing duties to the licensing staff at the Animal Services Center. Historically these duties were split between Administrative Services and the staff at the Animal Services Center.





Due to COVID-19 Animal Services staff implemented and hosted several drive thru rabies vaccination clinics at the Animal Services Center, providing this important function to hundreds of residents in a safe and well organized manner. Animal Services worked with Administrative Services to develop procedures and procure the equipment to enable payments by credit card from the drive thru clinics. The drive thru clinics were so successful the other cities are now looking to implement these functions at their clinics.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Administrative Services

Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Provides superior services that meet the unique & distinctive needs of the community, setting it apart from other cities in the area	# of total dog licenses processed (including Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita) *	54,473	55,222	N/A	N/A
		Attracts, motivates and develops a high-quality workforce dedicated to public service	% of FTE turnover excluding retirements	2.27%	0.70%	2.5%
#/% of recruitments resulting in a hiring			25 / 80%	11 / 90%	15 / 95%	20 / 95%
Average # of days from close of recruitment to conditional offer of employment			54 (3 positions placed on hiring freeze)	25	30	30
Average service time (in years) for FTE employees			10.88	11.64	12.74	13.74
Provides assurance of regulatory & policy compliance to minimize & mitigate risk		#/% of required payroll reports filed timely	92 / 100%	92 / 100%	92 / 100%	92 / 100%
		#/% of investments made in compliance with Investment Policy	13 / 100%	34 / 100%	25 / 100%	25 / 100%
Protects & prudently manages its financial resources		Twelve-month total rate of return/City portfolio	2.83%	4.56%	2.5%	2.5%
		Average duration of City portfolio	.80	.81	1.11	1.11
		Total cost of risk (insurance premiums, claim costs, program administration)	\$1,319,978	\$1,454,128	\$1,516,190	\$1,528,384
		Total cost of risk as % of operating budget	1.76%	1.94%	2.80%	2.76%
		# of liability claims filed	31	28	25	25
		Net direct debt per capita	\$105.39	\$96.64	\$87.57	\$78.29
	Net direct debt per assessed valuation (i.e., net debt burden)	0.18%	0.21%	0.23%	0.27%	
	Debt service on General Fund obligations as a percent of General Fund revenues (i.e., net lease burden)	1.83%	1.88%	1.84%	1.77%	
Protects & prudently manages its human resources	# of Workers' Compensation claims filed	9	18 (10 COVID cases)	10	13	
	# of calendar days missed from work due to work-related injuries	14 (14 COVID days)	135 (125 COVID days)	5	5	
Enables & enhances transparency, accountability & integrity	# of audits/reviews conducted / # of additional agreed upon procedure audits performed	2 / 2	2 / 0	2 / 2	2 / 2	
	# of calendar days following year-end until ACFR issued	157	159	158	157	

*Total issued by Animal Services and Treasury combined for FY 2019/20 and partial FY 2020/21. Fully transferred to Animal Services in FY 2020/21.



**2021-2023 Budget
Administrative Services
Department Summary**

<i>Department Summary</i>	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	360,367	369,667	391,495	430,114	9.9%	445,115	3.5%
Accounting & Payroll	550,937	589,662	614,020	673,135	9.6%	696,175	3.4%
Financial Planning & Budget	92,241	72,131	72,373	74,730	3.3%	77,101	3.2%
Purchasing	105,732	111,314	142,300	150,473	5.7%	155,786	3.5%
Human Resources	343,302	350,258	436,632	473,943	8.5%	490,604	3.5%
Treasury	565,091	518,146	499,017	327,661	-34.3%	336,877	2.8%
Risk Management	279,743	281,479	311,877	308,597	-1.1%	318,844	3.3%
Interdepartmental	1,515,353	1,799,589	2,295,229	2,082,806	-9.3%	2,092,246	0.5%
Debt Services	91,629	99,863	94,496	91,734	-2.9%	88,911	-3.1%
Total Department Budget	3,904,395	4,192,109	4,857,439	4,613,193	-5.0%	4,701,659	1.9%

Department Expenditures by Category

Salaries & wages	1,352,466	1,483,312	1,472,057	1,445,287	-1.8%	1,487,655	2.9%
Benefits	840,638	931,138	1,376,797	1,179,678	-14.3%	1,208,206	2.4%
Professional/Technical Contractual Svcs	237,937	190,336	245,312	307,228	25.2%	306,713	-0.2%
Maintenance/Repair Contractual Svcs	29,934	17,697	36,775	27,788	-24.4%	27,788	0.0%
Supplies	38,121	37,448	40,100	38,571	-3.8%	40,045	3.8%
Insurance	1,009,712	1,141,357	1,243,582	1,200,097	-3.5%	1,208,397	0.7%
Rents	1,385	7,474	750	7,474	896.5%	7,474	0.0%
Dues/Memberships/Subscriptions	64,175	65,822	66,394	67,545	1.7%	67,183	-0.5%
Travel/Training/Meetings	25,747	9,696	22,075	19,114	-13.4%	24,585	28.6%
Other services/fees	216,046	213,868	262,541	232,177	-11.6%	238,202	2.6%
Debt Service	88,234	93,961	91,056	88,234	-3.1%	85,411	-3.2%
Total Department Budget	3,904,395	4,192,109	4,857,439	4,613,193	-5.0%	4,701,659	1.9%

Funding Source

General Fund	3,695,090	3,863,042	4,516,623	4,564,485		4,653,559	
CARES ACT Fund	-	150,103	116,902	-		-	
Gas Tax 2107.5 Fund	1,711	4,314	2,783	2,232		2,232	
AQMD	1,340	1,230	1,650	1,650		1,650	
CDBG	4,271	12,341	4,539	6,623		6,623	
Animal Services	201,948	160,492	214,942	37,594		36,986	
115 Pension Trust	35	10	-	-		-	
Senior Mobility Grant	-	577	-	609		609	
Total Department Budget	3,904,395	4,192,109	4,857,439	4,613,193		4,701,659	

Personnel Summary	16.520	16.520	16.520	15.070		15.070	
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**2021-2023 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 staff; 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	244,684	263,765	272,247	300,518	10.4%	309,529	3.0%
Benefits	103,868	98,429	105,768	116,717	10.4%	122,207	4.7%
Professional/Technical Contractual Svcs	2,226	1,035	4,000	4,000	0.0%	4,000	0.0%
Maintenance/Repair Contractual Svcs	-	-	125	125	0.0%	125	0.0%
Supplies	912	1,138	1,700	1,510	-11.2%	1,510	0.0%
Dues/Memberships/Subscriptions	2,423	1,860	1,555	1,184	-23.9%	1,184	0.0%
Travel/Training/Meetings	2,548	850	2,600	2,560	-1.5%	3,060	19.5%
Other services/fees	3,706	2,590	3,500	3,500	0.0%	3,500	0.0%
Total Program Budget	360,367	369,667	391,495	430,114	9.9%	445,115	3.5%
Funding Source							
General Fund	360,367	369,667	391,495	430,114		445,115	
Personnel Summary	2.99	2.27	2.27	2.22		2.22	

Significant Changes and Other Notes:

Salaries & wages and Benefits is fully budgeted in FY 2021/22 and FY 2022/23 for the Director of Administrative Services under this program. Actual hours worked by the Director on Successor Agency and CDBG matters is charged directly to those funds for FY 2018/19, FY 2019/20 and FY 2020/21 resulting in lower actuals and amended budget in prior years.



**2021-2023 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 Annual Comprehensive Financial Report (ACFR). 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 using in-house payroll software and assures compliance with all regulatory requirements, laws, and City policies pertaining to payroll.

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21		% Change from Prior Year	% Change	
			Amended Budget	FY 2021/22 Adopted		FY 2022/23 Adopted	from Prior Year
Salaries & wages	334,650	352,538	368,003	411,266	11.8%	423,367	2.9%
Benefits	163,483	187,731	189,374	193,303	2.1%	201,346	4.2%
Professional/Technical Contractual Svcs	40,750	37,214	44,943	57,500	27.9%	56,500	-1.7%
Supplies	320	982	1,250	1,150	-8.0%	1,150	0.0%
Dues/Memberships/Subscriptions	3,695	4,089	5,149	5,120	-0.6%	4,145	-19.0%
Travel/Training/Meetings	4,078	3,491	1,726	1,666	-3.5%	6,137	268.4%
Other services/fees	3,961	3,617	3,575	3,130	-12.4%	3,530	12.8%
Total Program Budget	550,937	589,662	614,020	673,135	9.6%	696,175	3.4%

Funding Source

General Fund	545,974	571,903	605,048	662,021		685,061
Gas Tax 2107.5 Fund	1,711	4,314	2,783	2,232		2,232
AQMD	1,340	1,230	1,650	1,650		1,650
CDBG	1,912	11,638	4,539	6,623		6,623
Senior Mobility Grant Fund	-	577	-	609		609
Total Program Budget	550,937	589,662	614,020	673,135		696,175

Personnel Summary	5.10	5.20	5.20	5.67		5.67
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Significant Changes and Other Notes:

Salaries & wages increase in FY 2021/22 is due to department allocation changes.

Professional/Technical Contractual Services includes independent audit services, bank fees and services to prepare annual State Controllers Report and mandated claims.

Travel/Training/Meetings increases in FY 2022/23 to pre-COVID-19 levels.



**2021-2023 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 Tyler Munis, 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	44,437	48,283	49,758	51,237	3.0%	52,772	3.0%
Benefits	17,489	21,114	20,785	21,358	2.8%	22,319	4.5%
Professional/Technical Contractual Svcs	28,850	-	-	-	0.0%	-	0.0%
Supplies	104	26	550	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	323	453	325	455	40.0%	455	0.0%
Travel/Training/Meetings	1,038	1,461	955	955	0.0%	1,555	62.8%
Other services/fees	-	794	-	725	100.0%	-	-100.0%
Total Program Budget	92,241	72,131	72,373	74,730	3.3%	77,101	3.2%
Funding Source							
General Fund	92,241	72,131	72,373	74,730		77,101	
Personnel Summary	0.55	0.45	0.45	0.45		0.45	

Significant Changes and Other Notes:

Travel/Training/Meetings increases in FY 2022/23 to pre-COVID-19 levels.



**2021-2023 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 Tyler Munis. The disposal of surplus property by sale, trade-in, auction or other means is another responsibility of Purchasing.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22 Adopted	% Change	FY 2022/23 Adopted	% Change
	Actual	Actual	Amended Budget		from Prior Year		from Prior Year
Salaries & wages	74,327	77,184	98,336	104,739	6.5%	107,884	3.0%
Benefits	30,103	33,725	42,634	44,648	4.7%	46,627	4.4%
Supplies	223	145	500	311	-37.8%	500	60.8%
Dues/Memberships/Subscriptions	335	205	260	205	-21.2%	205	0.0%
Travel/Training/Meetings	355	55	570	570	0.0%	570	0.0%
Other services/fees	389	-	-	-	0.0%	-	0.0%
Total Program Budget	105,732	111,314	142,300	150,473	5.7%	155,786	3.5%

Funding Source

General Fund	105,732	111,314	142,300	150,473	155,786
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Personnel Summary

	0.45	0.88	0.88	1.08	1.08
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Significant Changes and Other Notes:

Increase in personnel in FY 2021/22 is due to department allocation changes.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	199,496	198,485	203,280	226,188	11.3%	232,981	3.0%
Benefits	78,375	91,088	114,072	124,975	9.6%	130,133	4.1%
Professional/Technical Contractual Svcs	21,139	27,986	41,255	41,375	0.3%	41,100	-0.7%
Maintenance/Repair Contractual Svcs	-	163	200	200	0.0%	200	0.0%
Supplies	1,900	2,804	4,675	6,175	32.1%	7,110	15.1%
Dues/Memberships/Subscriptions	817	1,970	1,900	2,150	13.2%	2,250	4.7%
Travel/Training/Meetings	16,156	2,744	12,424	11,063	-11.0%	11,063	0.0%
Other services/fees	25,419	25,018	58,826	61,817	5.1%	65,767	6.4%
Total Program Budget	343,302	350,258	436,632	473,943	8.5%	490,604	3.5%
Funding Source							
General Fund	343,302	350,258	436,632	473,943		490,604	
Personnel Summary							
	1.40	1.60	1.60	2.20		2.20	

Significant Changes and Other Notes:

The increase to personnel is from the addition of a part-time Human Resources Technician. The increase is offset by a reduction in staffing in the Treasury program.
 Professional/Technical Contractual Services include consulting and legal 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.



**2021-2023 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 and administering a centralized accounts receivable function 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	271,001	247,579	229,427	146,054	-36.3%	149,668	2.5%
Benefits	129,731	112,717	113,268	68,144	-39.8%	70,946	4.1%
Professional/Technical Contractual Svcs	120,873	115,689	109,562	104,413	-4.7%	104,413	0.0%
Maintenance/Repair Contractual Svcs	2,251	1,309	2,450	200	-91.8%	200	0.0%
Supplies	1,610	3,122	3,500	1,500	-57.1%	1,500	0.0%
Dues/Memberships/Subscriptions	1,398	748	730	750	2.7%	750	0.0%
Travel/Training/Meetings	872	772	2,000	500	-75.0%	900	80.0%
Other services/fees	37,355	36,210	38,080	6,100	-84.0%	8,500	39.3%
Total Program Budget	565,091	518,146	499,017	327,661	-34.3%	336,877	2.8%
Funding Source							
General Fund	360,749	356,941	284,075	290,067		299,891	
CDBG	2,359	703	-	-		-	
Animal Services	201,948	160,492	214,942	37,594		36,986	
115 Pension Trust Fund	35	10	-	-		-	
Total Program Budget	565,091	518,146	499,017	327,661		336,877	
Personnel Summary	4.11	4.12	4.12	1.50		1.50	

Significant Changes and Other Notes:

Decreases in all areas including personnel are primarily a result of a reorganization analysis in the Animal Services function. Most animal licensing costs previously reported in Treasury have been shifted to the Public Safety Animal Services program beginning FY 2021/22. A minimal budget has been retained in Treasury for Animal Services to provide support for animal licensing.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	178,806	189,399	190,410	199,592	4.8%	205,590	3.0%
Benefits	78,659	88,414	92,855	95,065	2.4%	99,054	4.2%
Professional/Technical Contractual Svcs	20,704	2,510	26,112	11,440	-56.2%	12,200	6.6%
Supplies	551	676	350	350	0.0%	350	0.0%
Dues/Memberships/Subscriptions	189	150	350	350	0.0%	350	0.0%
Travel/Training/Meetings	700	323	1,800	1,800	0.0%	1,300	-27.8%
Other services/fees	134	7	-	-	0.0%	-	0.0%
Total Program Budget	279,743	281,479	311,877	308,597	-1.1%	318,844	3.3%
Funding Source							
General Fund	279,743	281,479	311,877	308,597		318,844	
Personnel Summary	1.82	1.95	1.95	1.90		1.90	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes funding for legal services and ergonomic consultants.



**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	5,065	106,079	60,596	5,693	-90.6%	5,864	3.0%
Benefits	238,930	297,920	698,041	515,468	-26.2%	515,574	0.0%
Professional/Technical Contractual Srvs	-	-	16,000	85,000	431.3%	85,000	0.0%
Maintenance/Repair Contractual Srvs	27,683	16,225	34,000	27,263	-19.8%	27,263	0.0%
Supplies	32,501	28,555	27,575	27,575	0.0%	27,925	1.3%
Insurance	1,009,712	1,141,357	1,243,582	1,200,097	-3.5%	1,208,397	0.7%
Rents	1,385	7,474	750	7,474	896.5%	7,474	0.0%
Dues/Memberships/Subscriptions	54,995	56,347	56,125	57,331	2.1%	57,844	0.9%
Other services/fees	145,082	145,632	158,560	156,905	-1.0%	156,905	0.0%
Total Program Budget	1,515,353	1,799,589	2,295,229	2,082,806	-9.3%	2,092,246	0.5%
Funding Source							
General Fund	1,515,353	1,649,486	2,178,327	2,082,806		2,092,246	
CARES Act Fund	-	150,103	116,902	-		-	
Total Program Budget	1,515,353	1,799,589	2,295,229	2,082,806		2,092,246	
Personnel Summary	0.10	0.05	0.05	0.05		0.05	

Significant Changes and Other Notes:

Salaries & wages in FY 2019/20 and FY 2020/21 include Emergency Administrative Leave, Families First Coronavirus Response Act (FFCRA), and Emergency Family and Medical Leave Act (EFMLA) for employees from various programs covered by the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Benefits include the General Fund portion of Retiree Insurance Program (RIP) contribution cost allocated to each fiscal year. If the RIP program remains fully funded, the budget for this program will be contributed to the Section 115 Pension Trust to offset the CalPERS unfunded liability.

Professional/Technical Contractual Services includes funding for legal services.

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 and League of California Cities.

Other services/fees includes annual County of Orange property tax administration fees.



**2021-2023 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 and capital leases of the City.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Svcs	3,395	5,902	3,440	3,500	1.7%	3,500	0.0%
Debt Service	88,234	93,961	91,056	88,234	-3.1%	85,411	-3.2%
Total Program Budget	91,629	99,863	94,496	91,734	-2.9%	88,911	-3.1%
Funding Source							
General Fund	91,629	99,863	94,496	91,734		88,911	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Debt Service includes lease principal and related interest for a lease on all personal computers used in the City.



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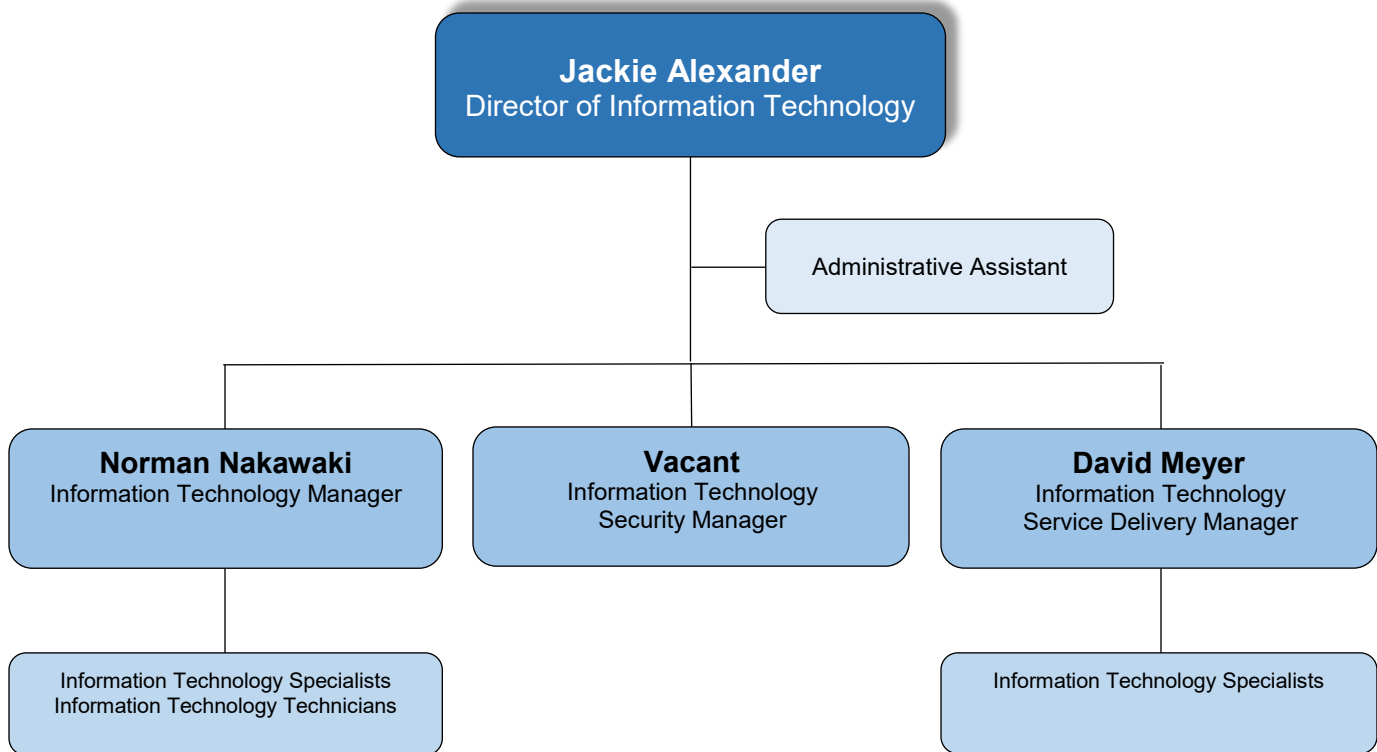
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



INFORMATION TECHNOLOGY



Department Description:

Mission Viejo’s Information Technology Department (I.T.) is responsible for providing technology solutions to meet the business needs of the City. The department scope includes managing services for over 400 users at 12 City sites (City Hall; Library; Norman P. Murray Community Center; Animal Services Center; Corp Yard; Marguerite and Felipe Tennis Centers; Marguerite Aquatics Center; Montanoso and Sierra Recreation Centers; Potocki Center for the Arts; and Oso Creek Golf Course) through a Wide Area Network (WAN) connected via 35 miles of City-owned fiber and some leased circuits. The network is comprised of over 1700 nodes (computers, network components, IoT, mobile devices, etc.).

I.T.’s responsibilities include cyber security management, disaster preparedness, infrastructure management, network implementation and support, private and public cloud management, telecommunications and VoIP, building security and video surveillance, audio/visual and room control systems, website development, mobile app development and support, social media and electronic newsletter support, project management, software application management, and user support and training.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Information Technology

Strategic Goal(s)



Implement recommendations from the updated Technology Strategic Plan addressing citywide technology goals and priorities for this budget cycle.



Continue to maintain the City network infrastructure to minimize downtime and to maintain high levels of operation and security. This includes upgrading hardware and software for all computers and at both data centers:

- Maintain the latest versions of all network components (firewall, switches, routers, appliances and servers including the virtual environment). Also maintain latest versions on operating systems and software patches for all systems.



Migrate the City's Microsoft Office products including Office, Exchange, SharePoint to the Cloud by implementing Microsoft 365 to provide better availability and security.



Implement security initiatives to continue to insure the safety of the City's network, data, and operations. These will include:

- Conduct bi-annual security assessments by external consultants to report any external or internal risks.
- Continue to train staff on cybersecurity to improve the knowledge and response and to minimize risks of such cybersecurity incidents.



Continue to expand and maintain the City's fiber network by adding new segments, which provide both redundancy and expanded services to new areas. The additions will include Los Alisos Road between Marguerite and Los Alisos to Muirlands and Los Alisos.



In coordination with Community Development and Administrative Services, upgrade the Community Development Department's Land Management System including electronic plan-checking capabilities and permit approval process, including building permits and certificates of occupancy. Electronic plan-checking services provide a valuable and innovative resource to the Department's customers, including homeowners, business owners, architects, and developers. Upgraded permit approval and tracking software will facilitate an efficient and business-friendly permit approval process, enabling and enhancing transparency, accountability, integrity, efficiency, and innovation within the Department's operations.



In coordination with Public Works, upgrade the City's traffic and transportation network elements including traffic controllers, switches, and software. This will insure the signal coordination and uninterrupted operations of the traffic system.



In coordination with Golf Operations and Community Relations, develop and manage the website and social media accounts for the Oso Creek Golf Course to communicate and promote new work and amenities at the course and highlight it as a destination for golfers and non-golfers alike.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Information Technology

Strategic Goal(s)



Completed development of a 5-year Technology Strategic Plan detailing the citywide technology priorities, goals and budget.



Successfully maintained the City network infrastructure to minimize downtime and to maintain high levels of operation and security. This includes upgrading hardware and software for all computers and at both data centers. Maintained the latest versions of all network components (firewall, switches, routers, appliances and servers including the virtual environment). Also maintained latest versions on operating systems and software patches for all systems. An independent audit rated the I.T. operations as excellent.



In early 2020 partnered with Recreation and Community Services and Community Relations staff to develop a comprehensive sports tourism website as a valuable tool to attract athletic programs and events to Mission Viejo. The website features all sports facilities in the City, with “stats” meant to appeal to those that may wish to come to Mission Viejo to train or hold competitions. <https://missionviejosports.com/>



Conducted regular security assessments and remediated security concerns to insure the safety of the City’s network, data and operations. Continued to train staff on cybersecurity to improve the knowledge and response and to minimize risks of such cybersecurity incidents.



Completed the upgrade of the MV Life app to a new version taking advantage of latest technology.



Provided the Oso Creek Golf Course with technology upgrades including high-speed internet access, free guest Wi-Fi, telephone services, and other upgrades. Developed <https://OsoCreekGolf.com> website to represent the newly acquired City golf course, provide citizen tee-time registration, promote the restaurant and events information.



Improved the City’s fiber infrastructure by adding new segments and creating additional redundancies to reduce down time.



Implemented all necessary technology for City staff to work from home during the COVID-19 pandemic. All City functions were available during the work from home program.




In coordination with Community Development and Administrative Services, the City has begun the process of upgrading the permit tracking software system including electronic plan-checking capabilities and permit approval process for building permits and certificates of occupancy. Electronic plan-checking services provide a valuable and innovative resource to the Department’s customers, including homeowners, business owners, architects, and developers. In December 2019, the City hired Client First, and is working closely with the consultant to choose and negotiate with a vendor to build and install permit tracking software tailored specifically for the City of Mission Viejo. An RFP was provided to vendors in early 2020, interviews were conducted in August 2020, and City staff is in negotiations with the preferred vendor, with a final selection anticipated by July 2021.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Information Technology

Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Responsive, accessible & courteous to its customers	# of nodes supported in total / Information Technology Specialist & Technician	1,738 / 353	1,945 / 389	1,945 / 389	1,945 / 389
		# of applications supported	295	302	305	305
		# of user accounts	357	320	360	360
		# of user requests submitted	6,867	5,808	6,800	6,800



**2021-2023 Budget
Program Summary
Information Technology**

Program Description:

The Information Technology (I.T.) Department is responsible for providing technology solutions to meet the business needs of the City. The department scope includes managing services for over 400 users at 12 City sites through Wide Area Network (WAN) connected via 35 miles of fiber and circuits.

Responsibilities include cyber security management, disaster preparedness, infrastructure management, network implementation and support, private and public cloud management, telecommunications and VoIP, flexible workplace support, building security and video surveillance, audio/visual and room control systems, website development, mobile app development and support, social media and electronic newsletter support, project management, software application management, and user support and training.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	1,058,522	1,131,797	1,131,188	1,190,324	5.2%	1,152,485	-3.2%
Benefits	459,764	512,768	542,773	547,175	0.8%	570,676	4.3%
Professional/Technical Contractual Svcs	193,846	144,514	325,714	362,000	11.1%	245,700	-32.1%
Maintenance/Repair Contractual Svcs	201,901	187,557	298,437	346,620	16.1%	354,620	2.3%
Supplies	18,275	33,103	27,500	100,000	263.6%	40,000	-60.0%
Utilities	151,778	156,704	144,555	195,755	35.4%	195,755	0.0%
Dues/Memberships/Subscriptions	1,040	5,500	1,000	2,650	165.0%	2,650	0.0%
Travel/Training/Meetings	24,169	10,376	500	500	0.0%	20,700	4040.0%
Other services/fees	716,895	806,076	705,848	811,500	15.0%	809,250	-0.3%
Debt Service	41,344	71,719	71,718	71,718	0.0%	71,718	0.0%
Capital outlay	581,613	112,188	351,988	629,000	78.7%	213,000	-66.1%
Total Program Budget	3,449,147	3,172,302	3,601,221	4,257,242	18.2%	3,676,554	-13.6%

Funding Source

General Fund	3,130,460	2,950,108	3,309,025	4,044,887		3,454,199
Building Homes & Jobs Act SB2 Fund	-	11,997	21,996	-		-
CARES Act Fund	-	28,575	60,945	-		-
Library Fund	223,994	109,155	126,400	121,400		131,400
MVTV Fund	2,302	4,751	5,375	5,375		5,375
MVTV Capital Fund	20,751	15,879	19,500	19,500		19,500
Animal Services Fund	71,640	51,837	57,980	66,080		66,080
Total Program Budget	3,449,147	3,172,302	3,601,221	4,257,242		3,676,554

Personnel Summary	10.00	10.00	10.00	10.00		10.00
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Significant Changes and Other Notes:

Salaries & wages decrease in FY 22/23 due to pending retirement with position filled at a lower rate.
Professional/Technical Contractual Services includes funds for website support and development, cybersecurity support and cloud storage.
Maintenance/Repair Contractual Services includes maintenance cost for all software and hardware systems, including the cost of warranties on equipment.
Supplies includes the cost for small equipment necessary to maintain the network, including switches, routers, hard drives and other miscellaneous parts and components. Increase in FY 2021/22 is to provide additional funding due to deferred equipment replacements during the pandemic.
Utilities includes the cost of landline phones and internet at all City facilities.
Travel/Training/Meetings in FY 2022/23 increased to return to pre-COVID-19 levels.
Other services/fees includes software licensing for approximately 295 separate software applications used by City staff and the public.
Capital Outlay includes \$474,000 in FY 2021/22 for Building Permit Software using a \$300,000 Local Early Action Planning (LEAP) grant and \$145,000 of accumulated Technology Fees; an additional \$65,000 for the Building Permit Software is included in the FY 2022/23 budget.



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**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21		% Change from Prior Year	FY 2022/23	
			Amended Budget	FY 2021/22 Adopted		FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	35,984	45,838	54,422	45,739	-16.0%	47,112	3.0%
Benefits	16,524	37,207	17,157	21,239	23.8%	22,127	4.2%
Professional/Technical Contractual Svcs	104,146	142,838	120,795	146,204	21.0%	148,520	1.6%
Supplies	49,663	5,649	23,600	33,645	42.6%	33,645	0.0%
Rents	2,291	405	2,500	2,500	0.0%	2,500	0.0%
Travel/Training/Meetings	1,138	-	500	500	0.0%	500	0.0%
Other services/fees	1,561	-	1,250	2,000	60.0%	2,000	0.0%
Capital outlay	14,924	-	-	-	0.0%	-	0.0%
Total Program Budget	226,231	231,937	220,224	251,827	14.4%	256,404	1.8%

Funding Source

General Fund	226,231	231,937	220,224	251,827		256,404
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Personnel Summary

	0.20	0.65	0.65	0.50		0.50
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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.



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**2021-2023 Budget
Program Area Summary
Public Safety
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

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 Corps of Retirees (SCOR).

The Animal Services Department provides animal field services, humane shelter services and public education for Mission Viejo and the cities of Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita. These four 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 (EOC) at City Hall.

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Police Services Department							
Police Administration	2,082,172	2,277,903	2,207,527	3,394,554	53.8%	3,889,761	14.6%
Patrol Services	9,371,516	9,860,593	10,023,044	9,834,922	-1.9%	10,129,970	3.0%
Traffic	2,443,450	2,225,398	2,496,181	2,805,381	12.4%	2,910,492	3.7%
Crime Prevention	1,625,944	1,681,059	1,821,303	1,608,295	-11.7%	1,692,530	5.2%
Investigation	1,856,521	1,859,923	1,865,243	1,806,969	-3.1%	1,861,178	3.0%
Police Services Supervision	2,266,163	2,380,353	2,210,053	2,129,820	-3.6%	2,193,715	3.0%
Total Police Services	19,645,766	20,285,229	20,623,351	21,579,941	4.6%	22,677,646	5.1%
Public Works Department							
Crossing Guards	344,109	256,953	398,000	398,430	0.1%	405,205	1.7%
Animal Services Department							
Animal Services	2,658,104	2,707,735	2,649,536	3,080,507	16.3%	3,183,258	3.3%
City Manager Department							
Emergency Preparedness	208,304	240,104	208,440	216,400	3.8%	227,155	5.0%
Public Services Department							
Street Lighting	932,111	961,821	953,250	953,250	0.0%	953,250	0.0%
Total Public Safety	23,788,394	24,451,842	24,832,577	26,228,528	5.6%	27,446,514	4.6%



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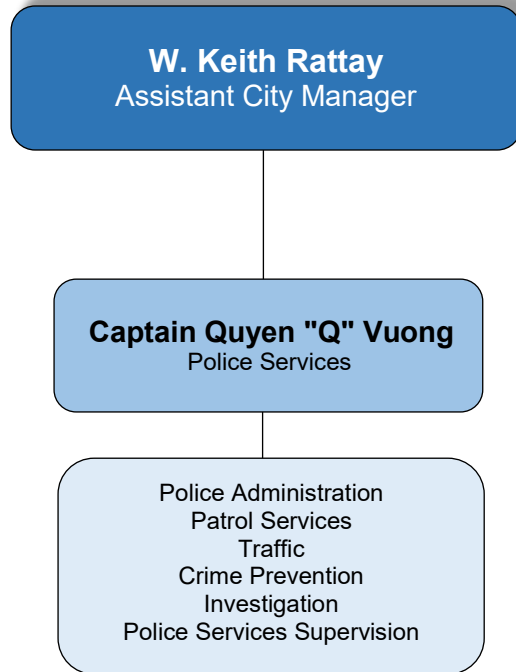
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



POLICE SERVICES



Division Description:

The City of Mission Viejo contracts with the Orange County Sheriff's Department (OCSD) for Police Services. The Sheriff's Department is responsible for the protection of citizens, enforcement of laws, and crime prevention. Law enforcement services include patrol, general and special crime investigations, a Special Enforcement Team (S.E.T.), six School Resource Officers (SROs), traffic enforcement, collision investigation, parking enforcement, one Quality of Life deputy (QOL), one Behavioral Health Bureau (BHB) deputy formally Homeless Liaison Officer (HLO), and a crime prevention unit.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Police Services

Strategic Goal(s)



Increase public safety awareness through a traffic safety initiative. Offer on-line public education to community members and students through a Defensive Driving Workshop created by our traffic officers. The goal would be to provide participants timely data, traffic trends, and safety tactics for situational awareness. Continue working with the city traffic engineer to identify any concerns while increasing road safety.



Enhance school safety through continuous training and education. Promote participation in the Safe Schools Challenge, Walk Against Drugs, and Defensive Driving Workshop. Identify training opportunities for active shooter drills that includes breaching doors, searching tactics, and tactical first aid. Acquire further emergency equipment (stop the bleed kits, patrol rifles) to prepare for mass casualty incidents. Provide critical incident response training for patrol deputies and School Resource Officers (SRO). Identify new technology to increase communication and decrease reaction time for school emergencies such as lockdowns and shelter-in-place notifications.



Create Public Service Announcements (PSA)/social media posts that focus on current crime trends and proactive crime prevention education. Included would be home and vehicle burglary awareness and recognizing and reporting suspicious activity. Continued awareness of current police activity and traffic hazards through all social media accounts.



In coordination with the City Manager's office, Community Development, Recreation and Community Services, Administrative Services, and various governmental agencies and non-profit organizations, work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs (SB 2) Act and Community Development Block Grant funding.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Police Services

Strategic Goal(s)



Implemented the traffic safety initiative resulting in a reduction of injury traffic collisions each year. Traffic officers held Defensive Driving Workshops for the community and students at our high schools. Police Services worked with the city traffic engineer to increase road safety.



School safety was enhanced through training and education programs, as well as through the addition of a sixth School Resource Officer (SRO) position. Police Services continued student outreach education with the Safe Schools Challenge, Dump the Vape Campaign, and a Defensive Driving Workshop. Emergency preparedness efforts were enhanced by holding active shooter drills and through the purchase of emergency equipment, including stop the bleed kits and patrol rifles, including rifles for all six SRO positions. Provided critical incident response training for patrol deputies and SROs. Provided 6 SROs with cellular phones to increase their direct communication with school administrators.



Created PSAs/social media posts that focus on current crime trends, proactive crime prevention education and positive and responsible pet ownership. This includes home and vehicle burglary awareness, recognizing and reporting suspicious activity, and a wildlife interface. We currently have the highest social media followers of all the contract cities in Orange County.



In coordination with Recreation and Community Services, our Behavioral Health Bureau and Quality of Life Deputy strengthened our connections with non-profit agencies, including Mercy House, Mission Hospital and the OC Health Care Agency on working with the homeless.



In coordination with Public Works, identified three locations on Via Fabricante and Oso Parkway for electronic speed feedback sign installation. Signs encourage speed limit compliance and are especially effective in areas with higher rates of citations and/or accidents.



In coordination with Public Works, identified four key signalized intersections for improved red-light enforcement. These were Marguerite/Oso, Marguerite/Crown Valley, Crown Valley/Puerta Real, and Alicia/Jeronimo. At each intersection, red-light indicators were installed, which enable motor deputies to see exactly when each signal turns red from one strategic vantage point.





In coordination with City staff, work closely with non-profit organizations such as Mercy House and Families Forward to help address homelessness in Mission Viejo. A Quality of Life Officer was hired to outreach with homeless and at-risk persons in the community and connect them with appropriate resources. The City also contracts with Mercy House to work with homeless and at-risk persons and coordinate field outreach in conjunction with the Quality of Life Officer and the County of Orange Health Care Agency, to reduce the number of unsheltered individuals living in the community. In February 2021 the City was awarded an SB2 Permanent Local Housing Allocation (PLHA) grant to fund the City's homeless outreach services, provided by both Mercy House and the Sheriff's Department, over a five-year period from 2019-2023.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Police Services



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Promotes a properly regulated community that is safe	# of calls for service	37,159	34,168	30,000	34,000
	Lowers the occurrence of crime through enforcement	# of arrests made citywide	570	486	500	570
		# of Part 1 crimes**	1,047	929	950	1,000
		Traffic enforcement index (citations/accidents)	14.3	12.6	16.0	16.0
	Proactively prevents crime	Average preventative patrol time ***	53.87%	51.62%	51%	50%
Provides prompt response to emergencies & calls for service	Average response time for Priority 1 calls from dispatch to scene (minutes)****	4.45	4.23	4.40	4.40	
	Creates a sense of community pride through citizen involvement	# of volunteer hours	4,580	1,042	1,200	4,400

* Measures are based on calendar year statistics (i.e. FY 2019/20 reflects calendar year 2020).

**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.

****Response time is measured by the time a call for service is received by Sheriff's Dispatch to the time the first responder arrives on scene. Part of this time includes the dispatcher discerning if it's a law enforcement or fire response being requested. The dispatcher enters the information, determines the priority level of the call, and broadcasts the call to the deputy in the field. At times, the processing of the call could take up to 2 minutes due to information received. Our deputies are reminded to respond to calls as quickly as possible but drive with due regard for others on the road.



**2021-2023 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 Senior Corps of Retirees (SCOR).

Program Descriptions:

Administration

The Sheriff's captain, 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 OCSD, 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 OCSD 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.



**2021-2023 Budget
Program Summary
Public Safety-Police Services**

Program Descriptions (Cont.):

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 and one Deputy split between SRO and traffic enforcement at an annual cost of approximately \$1.7 million.

Quality of Life and Behavioral Health Bureau

These positions work to engage the community and tackle issues associated with homelessness, sober-living facilities, day laborers, and problem houses in the City. The Quality of Life (QOL) Deputy and the Behavioral Health Bureau (BHB) Deputy, formerly Homeless Liaison Officer (HLO), work closely with Mercy House to assist the at risk community including people facing mental illness, displaced veterans, homeless, and people suffering from drug and alcohol addiction. Both the QOL and BHB Deputies also work closely to address mental health issues within the community. This program funds one QOL and one BHB at an annual cost of approximately \$600,000. The BHB position is partially offset by grant revenue from SB2 Building Homes and Jobs Act.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	25,171	30,720	26,245	4,912	-81.3%	5,059	3.0%
Benefits	13,375	13,921	11,974	2,028	-83.1%	2,115	4.3%
Professional/Technical Contractual Svcs	108,982	114,424	113,838	90,000	-20.9%	133,000	47.8%
Maintenance/Repair Contractual Svcs	152,016	130,771	147,198	150,998	2.6%	150,998	0.0%
Supplies	98,496	68,469	42,000	42,000	0.0%	54,580	30.0%
Insurance	-	189	-	-	0.0%	-	0.0%
Rents	8,599	8,203	-	-	0.0%	7,000	100.0%
Utilities	3,838	769	3,600	3,600	0.0%	3,600	0.0%
Dues/Memberships/Subscriptions	119	129	-	-	0.0%	-	0.0%
Travel/Training/Meetings	-	2,008	300	300	0.0%	300	0.0%
Other services/fees	19,189,103	19,823,758	20,192,496	21,227,029	5.1%	22,161,920	4.4%
Contributions to agencies/organizations	16,132	33,213	15,700	15,700	0.0%	15,700	0.0%
Capital outlay	29,935	58,655	70,000	43,374	-38.0%	143,374	230.6%
Total Program Budget	19,645,766	20,285,229	20,623,351	21,579,941	4.6%	22,677,646	5.1%

Funding Source

General Fund	19,491,302	18,763,533	20,059,829	21,173,941		22,271,646	
CARES Act Fund	-	1,321,863	157,522	-		-	
Supplemental Law Enforcement Fund	150,000	199,833	200,000	200,000		200,000	
Regional Narcotics Suppression	4,464	-	-	-		-	
Building Homes and Jobs SB 2	-	-	206,000	206,000		206,000	
Total Program Budget	19,645,766	20,285,229	20,623,351	21,579,941		22,677,646	

Personnel Summary

0.46	0.2625	0.2625	0.080	0.080
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Significant Changes and Other Notes:

Salaries & wages and Benefits decreases are due to reallocation of City staff into other programs.

Professional/Technical Contractual Services includes the Mercy House contract. In FY 2021/22, a portion of this contract is paid with a Homeless Emergency Aid Program (HEAP) grant. Unless HEAP funding is approved in FY 2022/23, the City will pay the full contract amount.

Maintenance/Repair Contractual Services includes the City's annual maintenance cost toward the County's 800 MHZ system and automated fingerprinting system as well as maintenance of all police motorcycles and bicycles.

Supplies includes costs associated with various programs and events, including Red Ribbon week and Neighborhood Watch. Funding will increase in FY 2022/23 as restrictions for events lessen.

Other services/fees includes the Orange County Sheriff's contract.

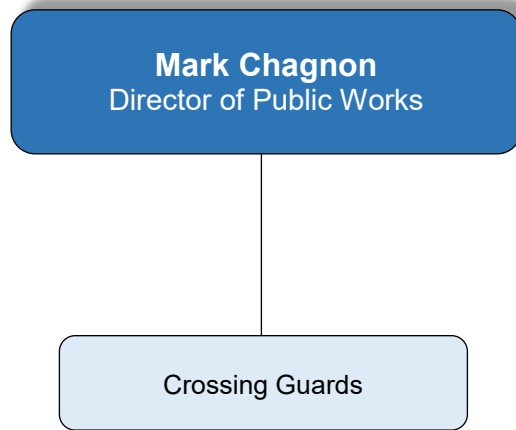
Capital outlay in FY 2021/22 and FY 2022/23 includes lease payments for four CSO vehicles. FY 2022/23 also includes one BHB truck and one replacement motorcycle.



CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



PUBLIC WORKS
CROSSING GUARDS



Program Description:


The Public Works Department manages the contract for crossing guard services at various school crossings citywide.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Public Works-Crossing Guards



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Fosters a feeling of personal safety	# of crossing guards provided to serve schools	37	37	34	34



**2021-2023 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 requests 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Professional/Technical Contractual Srvs	344,109	256,953	398,000	398,430	0.1%	405,205	1.7%
Funding Source							
General Fund	344,109	256,953	398,000	398,430		405,205	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Annual increases are due to increases in State minimum wage. For FY 2021/22 the increase is offset by the closure of one elementary school in the Saddleback Valley Unified School District and the elimination of 3 crossing guards from the annual contract.



MISSION VIEJO

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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



ANIMAL SERVICES

Michelle Claud-Clemente
Director of Animal Services

Animal Services Supervisors
Animal Services Volunteer Coordinator
Senior Animal Services Officer
Animal Services Officers
Animal Services Reps
Animal Care Technicians

Department Description:

Mission Viejo Animal Services provides protection of public health against contagious, infectious, or communicable animal diseases for Mission Viejo and four surrounding cities which include: City of Aliso Viejo, City of Laguna Hills, City of Laguna Niguel and City of Rancho Santa Margarita. This pro-humane facility provides an array of services including animal licensing, rabies control, pet adoption, community outreach presentations, patrol of public streets and parks, picking up injured wildlife, impounding stray dogs/cats, issuing citations, and providing a shelter for homeless animals. The facility has dogs, cats and rabbits available for adoption year-round.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Animal Services

Strategic Goal(s)



In cooperation with the five cities Animals Services serves, conduct review and assessments to identify municipal codes in need of revision. Updated codes will enhance coordination and operations within the five cities to ensure municipal codes are consistent and help with uniform application of ordinances throughout the entire service area.



Support local businesses by hosting bi-annual workshops, and creating videos to explain standards of care, conditions for business permits, and detail licensing procedures. Work alongside businesses to set up a network of support and collaboration with Animal Services to expand opportunities to engage a broader community, and respond to emergencies.



Increase opportunities for local youth to engage in service, and explore career paths in the animal services field by facilitating and implementing an Explorer Program, and developing an Animal Services Explorer Post at the Mission Viejo Animal Services Center.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Animal Services

Strategic Goal(s)



Supporting community engagement with education programs addressing animal related public safety issues and shelter services has been a primary area of focus for Animal Services this budget cycle. Animal Services significantly increased its social media presence, produced numerous educational videos and hosted several online zoom meetings with community members.



In order to better respond to emergencies, Animal Services has created an internal committee focusing on disaster preparedness and shelter evacuation. Staff has completed an initial plan on responding to emergencies requiring the evacuation of the animal services center. Staff has also developed a detailed plan coordinating a response to an emergency in one of the five cities. Staff was able to put the plan into action during the recent fires approaching Mission Viejo. Staff also provided emergency mutual aid to Butte County during a wildfire and developed additional experience and skills working disasters. Staff has completed a grant with the American Kennel Club and has taken delivery of an Emergency Response Trailer that is capable of setting up a temporary animal shelter that can house up 150 animals during an emergency event.



In an effort to better serve the residents of Mission Viejo and the four contract cities Animal Services has been working diligently on the restructuring of the division. Animal Services and Administrative Services worked with Management Partners during FY 2019/20 to conduct a study of the animal services operations. The finding of this study are in the process of being strategically implemented. The biggest achievement this year was the streamlining and integration of all animal licensing duties to the licensing staff at the Animal Services Center. Historically these duties were split between Administrative Services and the staff at the Animal Services Center.






Due to COVID-19 Animal Services staff implemented and hosted several drive thru rabies vaccination clinics at the Animal Services Center, providing this important function to hundreds of residents in a safe and well organized manner. Animal Services worked with Administrative Services to develop procedures and procure the equipment to enable payments by credit card from the drive thru clinics. The drive thru clinic were so successful the other cities are now looking to implement these functions at their clinics.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Animal Services



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Maintain a visible, responsive public safety presence	# of field service calls responses	12,143	13,809	14,000	14,500
	Promote a properly regulated community that is safe, clean & attractive	# of animals at vaccination clinics	305	700	1,000	1,000
		# of licenses issued*	54,473	55,222	55,000	55,000
	Provide superior services that meet the unique & distinctive needs of the community, setting it apart from other cities in the area	Total domestic animals impounded	1,067	1,109	1,100	1,100
		#/% of animals adopted	663 / 58%	675 / 58%	600 / 58%	600 / 58%
		#/% of animals returned to owner	398 / 40%	452 / 41%	450 / 40%	450 / 41%
		# of education programs conducted	46	35	50	75
	Create a sense of community pride through citizen involvement	# of rescue adoptions into our service area	148	114	175	200
		# of volunteers	152	135	130	150
	Total volunteer hours	10,003	2,726	5,000	20,000	
	Responsive to its customers	# of public contacts at Animal Service Center and field	190,000	125,000	150,000	200,000

*Total issued by Animal Services and Treasury combined for FY 2019/20 and partial FY 2020/21. Fully transferred to Animal Services in FY 2020/21.



**2021-2023 Budget
Department Summary
Animal Services**

Department Description:

The Animal Services Department provides animal field services, humane shelter services, and public education programs to the residents of Mission Viejo, Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita. 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 five cities through community awareness and outreach programs focusing on proper pet care, spay/neuter programs, and animal licensing services. Additionally, the City is supported by the Dedicated Animal Welfare Group (DAWG) that raises funds to support animal care and education at the Center.

The Animal Services program was previously under the Public Services Department. Beginning July 1, 2021 the Animal Services Department will be a separate department with a dedicated department Director.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	1,278,487	1,311,277	1,346,819	1,565,970	16.3%	1,628,185	4.0%
Benefits	987,010	942,003	769,790	864,334	12.3%	903,692	4.6%
Professional/Technical Contractual Svcs	85,019	134,036	130,793	116,425	-11.0%	116,425	0.0%
Maintenance/Repair Contractual Svcs	7,640	2,889	11,200	13,450	20.1%	13,450	0.0%
Supplies	71,422	94,923	110,115	93,550	-15.0%	101,550	8.6%
Rents	10,453	14,843	11,800	13,093	11.0%	7,393	-43.5%
Utilities	37,421	38,752	41,759	41,759	0.0%	41,759	0.0%
Dues/Memberships/Subscriptions	640	569	1,000	1,000	0.0%	1,000	0.0%
Travel/Training/Meetings	3,621	3,359	3,840	3,840	0.0%	3,840	0.0%
Other services/fees	24,676	21,368	18,850	48,350	156.5%	48,350	0.0%
Depreciation	145,520	143,716	145,570	168,736	15.9%	190,614	13.0%
Capital outlay	6,195	-	58,000	150,000	158.6%	127,000	-15.3%
Total Department Budget	2,658,104	2,707,735	2,649,536	3,080,507	16.3%	3,183,258	3.3%

Funding Source

Animal Services Fund	2,048,916	2,120,451	2,088,411	2,371,799		2,423,905
General Fund Subsidy	609,188	584,175	561,125	708,708		759,353
CARES ACT Fund	-	3,109	-	-		-
Total Department Budget	2,658,104	2,707,735	2,649,536	3,080,507		3,183,258

Personnel Summary

	20.55	20.55	20.55	23.00		23.00
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Significant Changes and Other Notes:

Salaries & wages and Benefits increases are for adding a dedicated Director position and changes in staffing following a department reorganization in December 2020.

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

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

Rents include \$5,700 for a storage unit in FY 2021/22.

Other services/fees increase is due to transition of costs related to monthly animal licensing processing from Treasury in Administrative Services.

Capital outlay includes purchase of two replacement vehicles in FY 2021/22 and two replacement vehicles in FY 2022/23.



MISSION VIEJO

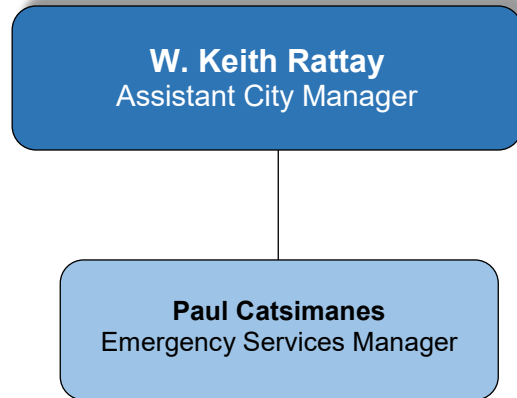
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



EMERGENCY PREPAREDNESS



Program Description:

Emergency Preparedness organizes and marshals resources for emergency preparedness, and strives to provide exceptional volunteer opportunities for community groups and organizations.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Emergency Preparedness

Strategic Goal(s)



Re-establish Community Emergency Preparedness Academy (CEPA) Program. All in-person classes were postponed due to COVID-19, including refresher training for the purposes of re-engaging previous CEPA graduates. Refresher classes will include earthquake safety and neighborhood coordination and preparedness.



Complete the Operations Plan rewrite and submit to the California Office of Emergency Services (Cal OES) for approval.



Prepare final Federal Emergency Management Agency (FEMA) claim and submit to Cal OES for reimbursement of COVID-19 response expenditures.



Prepare a marketing plan for emergency preparedness activities to engage both residents and employees on emergency preparedness topics. This will include utilizing social media, email and the City website to conduct public outreach.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Emergency Preparedness

Strategic Goal(s)



In coordination with the City Manager and all other City departments, responded to the COVID-19 pandemic emergency beginning in March 2020 by adapting quickly to statewide stay at home orders to ensure the safety of City employees, residents and other community members, while adapting how the City delivers services to the community. Specific accomplishments include:

- Emergency Services Manager was the lead City liaison with the County Emergency Operation Center (EOC) operations throughout the pandemic response coordinating information between the agencies and maintaining the City information on WebEOC.
- Conducted daily City EOC operations meeting for the first few months of the pandemic and continued to conduct weekly EOC operations meetings throughout the pandemic emergency.
- Procured and distributed necessary Personal Protective Equipment (PPE) for all departments to ensure the safety of all City staff, contractors and other City partners throughout the pandemic.
- Coordinated efforts to staff vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo.



Coordinated with the County of Orange to launch Wireless Emergency Alerts (WEA) messages through the County AlertOC platform. The City launched coordinated messages with the County during both the Silverado and Bond fires and launched several WEA evacuation warning WEA alerts.



With cooperation from the American Red Cross, Recreation & Community Services, Public Services, and Library & Cultural Services the City conducted a functional sheltering exercise, deploying the City's sheltering trailer at the Norman P. Murray Community and Senior Center.



**2021-2023 Budget
Program Summary
City Manager-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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	118,094	123,480	123,099	134,241	9.1%	138,266	3.0%
Benefits	48,186	52,792	53,304	58,127	9.0%	60,739	4.5%
Maintenance/Repair Contractual Svcs	454	-	-	-	0.0%	-	0.0%
Supplies	27,053	50,135	21,805	13,800	-36.7%	11,800	-14.5%
Utilities	4,324	4,585	4,000	4,000	0.0%	4,000	0.0%
Dues/Memberships/Subscriptions	110	75	200	200	0.0%	200	0.0%
Travel/Training/Meetings	7,434	9,023	4,932	4,932	0.0%	11,050	124.0%
Other services/fees	2,649	14	1,100	1,100	0.0%	1,100	0.0%
Total Program Budget	208,304	240,104	208,440	216,400	3.8%	227,155	5.0%

Funding Source

General Fund	208,304	199,491	198,435	216,400		227,155
CARES Act Fund	-	40,613	10,005	-		-
Total Program Budget	208,304	240,104	208,440	216,400		227,155

Personnel Summary	0.80	0.80	0.80	0.90		0.90
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Significant Changes and Other Notes:

Increase in Salaries & wages and Benefits in FY 2021/22 are a result of payroll allocation changes due to Public Services reorganization.

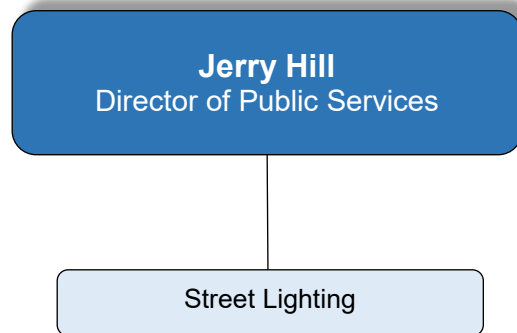
Supplies increased in FY 2019/20 and FY 2020/21 for personal protection equipment (PPE) due to the pandemic.



CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



PUBLIC SERVICES
STREET LIGHTING



Program Description:



The Public Services Department oversees the operations of 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.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Public Services-Street Lighting



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo’s goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Promote a properly regulated community that is safe, clean & attractive	# of bonnets and scrolls added to electric street lights on arterial streets	28	15	18	18
	Responsive to its customers	#/% of resident requests for street light outages received & reported to utility companies within 24 hours of notification	265 / 90%	460 / 90%	360 / 90%	360 / 90%



**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Utilities	932,111	961,821	953,250	953,250	0.0%	953,250	0.0%
Funding Source							
General Fund	932,111	896,821	888,250	888,250		888,250	
State Gas Tax Fund	-	65,000	65,000	65,000		65,000	
Total Program Budget	932,111	961,821	953,250	953,250		953,250	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

None



MISSION VIEJO

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**2021-2023 Budget
Program Area Summary
Community Development
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

The Community Development Department administers all of the Community Development programs for the City. The department is structured around five 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 advanced 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.

Department Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Community Development Administration	297,014	350,809	315,328	316,460	0.4%	324,575	2.6%
Advanced Planning	229,901	245,022	630,443	307,158	-51.3%	317,601	3.4%
Current Planning	425,189	486,358	487,211	532,674	9.3%	547,179	2.7%
Building	1,243,881	1,497,662	1,735,804	1,431,054	-17.6%	1,431,054	0.0%
Code Enforcement	283,677	263,222	309,179	320,131	3.5%	329,314	2.9%
Economic Development	316,404	349,661	1,743,692	152,964	-91.2%	156,225	2.1%
Water Quality - Community Development**	10,903	11,161	11,776	12,417	5.4%	12,834	3.4%
Housing/Economic Opportunity	217,598	245,022	832,520	327,901	-60.6%	327,901	0.0%
Total Department Budget	3,024,567	3,448,917	6,065,953	3,400,759	-43.9%	3,446,683	1.4%

Department Expenditures by Category	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	848,622	902,215	955,793	917,758	-4.0%	943,917	2.9%
Benefits	353,772	385,931	380,960	362,139	-4.9%	378,428	4.5%
Professional/Technical Contractual Srvs	1,422,182	1,685,429	2,520,361	1,655,304	-34.3%	1,655,304	0.0%
Maintenance/Repair Contractual Srvs	-	-	350	350	0.0%	350	0.0%
Supplies	1,883	2,047	5,175	2,550	-50.7%	2,550	0.0%
Utilities	912	836	1,132	1,132	0.0%	1,132	0.0%
Dues/Memberships/Subscriptions	26,662	28,438	32,166	27,466	-14.6%	27,466	0.0%
Travel/Training/Meetings	5,477	4,722	4,199	4,149	-1.2%	7,625	83.8%
Other services/fees	6,912	40,219	55,850	45,010	-19.4%	45,010	0.0%
Economic Development	133,547	147,058	420,447	50,000	-88.1%	50,000	0.0%
Housing rehab loan program	156,646	195,312	251,220	270,401	7.6%	270,401	0.0%
Contributions to agencies/organizations	67,952	56,710	1,438,300	64,500	-95.5%	64,500	0.0%
Total Department Budget	3,024,567	3,448,917	6,065,953	3,400,759	-43.9%	3,446,683	1.4%

Funding Source	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	FY 2022/23 Adopted
General Fund	2,724,467	3,122,753	4,825,055	3,003,481	3,048,484
Building Homes and Jobs SB 2	-	6,900	269,107	-	-
CASp Certification & Training Fund	8,687	5,843	-	-	-
AQMD	30,440	4,758	45,000	-	-
CDBG	260,973	304,775	904,381	397,278	398,199
CARES ACT Fund	-	3,888	22,410	-	-
Total Department Budget	3,024,567	3,448,917	6,065,953	3,400,759	3,446,683

Personnel Summary	7.55	8.05	8.05	7.70	7.70
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Personnel Summary - additional 0.3 in Commissions in General Government Management and Support.

**Additional expenditures for the Water Quality program can be found in the Public Works Department.



MISSION VIEJO

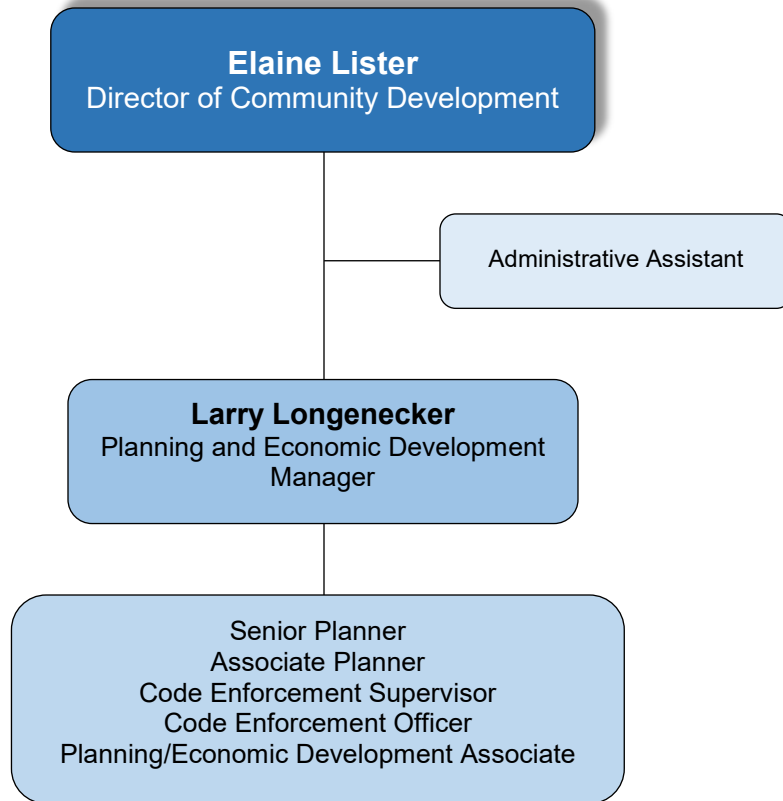
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



COMMUNITY DEVELOPMENT



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 advanced and current planning to permit inspection, code enforcement and economic development.

In addition, this department provides staff support to the Planning and Transportation Commission and also oversees the Community Development Block Grant (CDBG) and Housing Rehabilitation programs.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Community Development

Strategic Goal(s)



In coordination with the City Manager's office, Police Services, Recreation and Community Services, Administrative Services, and various governmental agencies and non-profit organizations, work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs (SB 2) Act and Community Development Block Grant (CDBG) funding.



Oversee the plan review and entitlement processing of new and significant development proposals including: the new medical office building proposed on Center Drive and the new Chick-fil-A building proposed in the Village Center. This discretionary review effort is a partnership with the development community to regulate and maintain orderly and visually appealing neighborhoods and commercial areas within the City.



Conduct public outreach, identify and rezone sites (including California Environmental Quality Act (CEQA)) to accommodate the City's 2,217-unit Regional Housing Needs Assessment (RHNA), and prepare and process the General Plan Housing Element through the City Council, with submittal of the adopted Housing Element to California Department of Housing and Community Development (HCD) for certification by the October 15, 2021 deadline. The public Housing Element update process creates and fosters a sense of community pride through citizen involvement, engagement and participation. The updated and certified Housing Element will support future decision-making with timely & accurate short-term & long-range analysis.



Following General Plan Housing Element certification by HCD, prepare a Request for Proposal (RFP) package to solicit interested developers for the City-owned Site C.



In an effort to facilitate development of Site C, explore ideas to import fill dirt to the site to accommodate creation of a level building pad, thus making development of the site more economically feasible and attractive to potential developers.



In coordination with the City Manager and the Community Relations and Public Services departments, work with City consultant MR-ProFun to obtain public input on the Oso Creek Golf Course and Public Space Vision Plan, process the Vision Plan document through the Planning and Transportation Commission and City Council, and commence efforts towards implementation of the first phase of the plan. The public Vision Plan process creates and fosters a sense of community pride through citizen involvement, engagement and participation. Concepts in the Vision Plan will provide assistance & resources to recruit & retain a well-balanced mix of recreation uses and supporting hospitality uses.



Oversee plan-check review, construction, and inspection of new and significant development projects including the MorningStar assisted living project; the Trumark Homes Residential project, called Saddleback Place; the Shea Residential projects, called Haven and Neo; the grocery store and Raising Cane's site on Crown Valley Parkway, called Gateway Mission Viejo; and the new pad buildings on Alicia Parkway, called Viejo Court. This plan check and inspection effort is a partnership with the development community to regulate and maintain orderly and visually appealing neighborhoods and commercial areas within the City.



In conjunction with the Public Services and Public Works departments, assist with the implementation of park plans and buildout for Lower Curtis park, in an effort to preserve, maintain and enhance the City's parks, open spaces, and green spaces.



Track and manage recently awarded state grants, including: 1) SB2 Year 1 grant; 2) SB2 Permanent Local Housing Allocation (PLHA) grant, and 3) Local Early Action Planning (LEAP) grant, meeting project milestones for each grant program and submitting reimbursement requests to the state in accordance with established timeframes for each



CITY OF MISSION VIEJO
2021-23 Department Objectives
Community Development

Strategic Goal(s)

grant program. These three state-awarded grants represent a partnership with the State that leverages state and City resources with community stakeholders to provide for the physical, social & cultural well-being of the community.



In coordination with City Manager's office, Administrative Services and Public Services departments, oversee implementation of next steps for the Core Area Vision Plan. This may include development of a paseo and central gathering space, with connection to Oso Creek, as well as reconfiguration and reuse of the former Stein Mart building. This effort may also involve coordination with SMWD to reduce the footprint of, and rehabilitate, the SMWD water treatment plant on the east side of Oso Creek. Explore potential funding strategies and catalytic projects with continued outreach to property owners, potential developers, and potential new businesses to foster economic vitality and land use renovation.



Maintain the newly established Citywide Business Inventory. This effort should include exploring a voluntary business registration program to help maintain the business inventory given limited staffing and resources. A reliable business inventory enhances outreach and correspondence efforts with the business community and facilitates strong business community relationships.



Facilitate business outreach and development through community partnerships and business-friendly events, such as: the Chamber's Annual Buy Local Business Showcase; low-cost business workshops; Ad Hoc Economic Development Committee staff support; and keeping the City's Economic Development website current and relevant. These efforts facilitate business development through community partnerships and "business-friendly" processes, and provide aid and resources to recruit and retain a well-balanced mix of businesses, in collaboration with the business community.



Encourage and support the Chamber of Commerce with their business-related activities and programs to foster economic activity and to provide resources for the City's business community. Encourage and facilitate the Chamber's continued involvement with the community in general, including the Oso Fit 5K and other City events the chamber can be involved in.



Through the City's Code Enforcement Division and Housing Rehabilitation program, encourage investment in, and maintenance of real property to ensure regulatory and policy compliance that maintain clean, orderly and visually appealing neighborhoods and commercial areas. These efforts preserve and enhance the quality and enjoyment of the community for both residents and visitors.



Provide fee waivers for temporary banners and new business certificates of occupancy. Continue to offer same day plan check services through the Building Services Division. Fee waivers and expedient permit processes provide incentives for new businesses to locate in Mission Viejo, bolstering the City's Economic Development and business attraction efforts.



In coordination with Administrative Services and Information Technology departments, upgrade the Community Development Department's permit tracking software system including electronic plan-checking capabilities and permit approval process, including building permits and certificates of occupancy. Electronic plan-checking services provide a valuable and innovative resource to the Department's customers, including homeowners, business owners, architects, and developers. Upgraded permit approval and tracking software will facilitate an efficient and business-friendly permit approval process, enabling and enhancing transparency, accountability, integrity, efficiency, and innovation within the Department's operations.



**CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Community Development**

Strategic Goal(s)



Oversaw the plan review and entitlement processing of new development proposals including:

- Shea Mission Foothill. The Shea Homes project, Haven single family homes and Neo multifamily homes, was approved by the City Council in June 2019. Model homes were open to the public in December 2020 and building construction is underway with approximately half of the 105 approved units under construction or completed.
- Housing Site A. The City Lane project on Housing Site A was approved by the Planning and Transportation Commission on October 14, 2019. Shea Homes purchased Site A to be developed as an extension of their Neo attached housing product approved on the adjacent site to the northwest, adhering to the approved City Lane site layout. Building construction on Site A is anticipated to commence in late 2021 with all units completed in by February 2023.
- New Retail at Alicia Parkway Target Site. The two new retail/restaurant buildings at the Alicia Parkway Target site were approved by the Planning and Transportation Commission in May 2019. The Target renovation is complete. Grading and construction of the new retail site, called Viejo Court, is anticipated to commence very soon, with minor design modifications approved by the City in February 2021.
- Assisted Living at Avery Business Plaza. The assisted living facility on South Marguerite Parkway was approved by the City Council on January 14, 2020. The developer, MorningStar, has made minor modifications to the project such that building permit plan check was delayed. The plan check review process is underway and grading permits are anticipated to be issued before summer 2021.
- Staff continues to work with the respective property owners and development community regarding reuse of the vacant OSH and Michael's buildings.



Oversaw construction and inspection of significant development projects such as:

- Mission Hospital Cancer Center. The four-story Leonard Cancer Institute shell building and related site work was completed in October 2019. Tenant improvements on the first three floors are complete with those floors fully occupied. Final tenant improvements for the fourth floor are ongoing with that floor approximately 75 percent occupied.
- Gateway Shopping Center. The Gateway shopping center upgrades are complete and the Greenstreet center is complete with most tenants now open for business. The Jaguar/Land Rover building renovation is complete.
- First Citizen's Bank Building. The new First Citizen's bank building on south Marguerite Pkwy. is complete with a certificate of occupancy issued in February 2021.
- Guardian Storage. The new Guardian self-storage facility on Center Drive was completed in December 2020.



In coordination with the Administrative Services Department, implemented the Small Business Grant Program for small Mission Viejo businesses negatively impacted by the COVID-19 pandemic. Over 65 grants have been approved totaling more than \$840,000 in funds distributed to small businesses in need.



In coordination with the City Manager's office, Police Services, Administrative Services and Recreation and Community Services departments, and various governmental agencies and non-profit organizations, the City continued to work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs Act (SB 2) and Community Development Block Grant funding.

City staff works closely with the Orange County Sheriff's Department and non-profit organizations such as Mercy House and Families Forward to help address homelessness in Mission Viejo. A Quality of Life Officer was hired to outreach with homeless and at-risk persons in the community and connect them with appropriate resources. The City also contracts with Mercy House to work with homeless and at-risk persons and coordinate field outreach in conjunction with the Quality of Life Officer and the County of Orange Health Care Agency, to reduce the number of unsheltered individuals living in the community. In February 2021 the City was awarded an SB2 Permanent Local Housing Allocation (PLHA) grant to fund the City's homeless outreach services, provided by both Mercy House and the Sherriff's Department, over a five-year period from 2019-2023.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Community Development (Continued)

Strategic Goal(s)

Over the last few years the City has also partnered with the nonprofit group Food Finders to rescue food left-over from City and private party banquets and to connect donated perishable food to hundreds of nonprofit pantries and shelters throughout Southern California to help reduce hunger and food waste, simultaneously. Lastly, the City continues to partner with Families Forward to help facilitate transitional housing for homeless and at-risk families. The City previously helped fund condominium units for such purposes in the community, including two additional units in 2020, contributing \$524,690 of CDBG funds to the effort.



Staff engaged in negotiations with Brinshore Development LLC for Affordable Housing Site C. The housing developer claimed difficulty making the project financially feasible due to the state affordability requirements for low and very-low-income dwelling units and negotiations ended.



As a key component to implement the Core Area Vision Plan, City staff engaged SWA, the consultant team that prepared the Vision Plan, to prepare design guidelines for the Core Area. The guidelines will ensure future development within the Core Area meets specific design criteria including building mass, articulation, design details, and related site improvements consistent with the Core Area Vision Plan, and providing design continuity as individual properties are renovated over time. The draft guidelines are essentially complete and have been provided to various property owners and developers considering renovation and other improvements within the Core Area.



Staff oversaw the Building Code adoption process including a public hearing before the City Council in November 2019. The new Code became effective January 1, 2020.



Efforts to explore ways to facilitate implementation of the Core Area Vision Plan are ongoing. Staff continues to discuss potential funding and improvement strategies with property owners and the development community as opportunities arise. In early 2020 one of the Village Center property owners constructed a new sidewalk from Marguerite Parkway into the shopping center, providing enhanced pedestrian access that did not previously exist. Similar efforts are being explored.

Recently the City Council authorized the City Manager to enter into discussions and negotiations for potential purchase of the Stein Mart property. This property is centrally located within the Village Center and is the principal location for a pedestrian paseo, as envisioned in the Core Area Vision Plan, providing pedestrian, seating, and socializing amenities that connect from Marguerite Parkway at the front of the site to the Oso Creek and trail system at the rear of the site.



In an effort to leverage retail match data to help attract desired retail business to City of Mission Viejo, the City contracted with Buxton in 2019 and then Retail Strategies in late 2019 and 2020. In addition to providing market data and specific retail matches for Mission Viejo, Retail Strategies conducted direct outreach to preferred businesses, on the City's behalf, a service Buxton did not provide. The City Council voted to not hire Retail Strategies in 2021, primarily based on retail attraction constraints due to COVID-19.



Staff routinely engages in discussion with property owners, brokers, developers, and other interested parties regarding renovation and redevelopment of the City's commercial centers. The City has engaged the developer of the two new retail pad buildings, totaling 12,000 square feet, located at the Alicia Parkway Target site (approved by the Planning and Transportation Commission in May 2019). The new buildings, with generous outdoor dining space, as well as a façade remodel to the Target building, will spur economic vitality in the shopping center. Furniture City now occupies the former Toys-R-Us building in the Freeway Center, and an Amazon distribution center now occupies the former Unisys building that was recently home to RV Storage Depot. Dick's Sporting Goods now occupies the former Forever 21 space at The Shops mall. Staff continues to work with property owners in the Marguerite Center with the vacant OSH building, Town Center with the vacant DSW and Jos. A. Bank buildings, and Village Center with the vacant Michael's building.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Community Development (Continued)

Strategic Goal(s)



Facilitated business outreach and development through community partnerships and business-friendly events. The Chamber's Annual Buy Local Showcase, held on September 19, 2019, saw participation of approximately 40 vendors, including retailers, service providers, food service, and other local businesses and entrepreneurs. Two food trucks provided food and refreshment, and a local band provided entertainment. The event was well attended by other businesses, chamber members, and residents. The City typically hosts low or no-cost business workshops on a monthly basis (or more often) and again in FY19-20 participated in an annual Entrepreneur Program with several neighboring cities hosting related workshops culminating in award of a certificate to attendees who complete the program. City staff updates the Economic Development website regularly to ensure all information provided is current and accurate. All in-person Chamber events and business workshops were cancelled during 2020 and will be started again when it is completely safe to do so.



The Chamber of Commerce continued its role in Economic Development and business attraction and retention efforts, as well as local business and membership advocacy in 2019. These efforts were significantly hampered by the COVID pandemic. During this time the Chamber established a new Community Affairs Committee, with monthly meetings focused on regional and political issues that affect the business community. The meetings have been well attended by local businesses and received positive feedback. The chamber also began holding periodic 'lunch-and-learn' online seminars offering business advice and guidance, and virtual happy hours to provide social opportunities during COVID. The Chamber also continued their weekly Daybreakers meetings on Zoom throughout the pandemic.

The Chamber continues to be involved in local community events, such as the Oso Fit 5K run, which was held virtually in 2020, with a drive-through health fair. This year, anticipated Chamber events such as a car show at the Norman P Murray Center, open to the entire community, and the annual Local Business Showcase, had to be cancelled due to COVID. The Chamber is eager to schedule in-person community events and other in-person chamber activities, as soon as it is completely safe to do so.



The first half of FY19/20 was busier than usual for Code Enforcement staff, with the closing of RV Storage Depot displacing hundreds of RVs in the area. Code Enforcement coordinates with the Sheriff's Office to resolve violations in a timely and thoughtful manner, with sensitivity to the homeowner's challenges. In 2019 the Code Enforcement staff also worked on several project areas identified by Councilmember Greg Rath, who was concerned about Code violations in some of the City's residential neighborhoods. The Code Enforcement team inspected the areas and worked with property owners to resolve a majority of the violations, with some of the more challenging properties greatly improved. These efforts preserve and enhance the quality and enjoyment of the community for both residents and visitors.



The City continues to implement the certificate of occupancy fee waiver program, initiated by the City Council, for change of ownership applications. The Council also amended the City's energy efficient permit fee waiver program, extending fee waivers for new homeowners (within 1-year of purchase) and senior citizens (62 years or greater). The City offered formal same day plan check service every Wednesday, with a scheduled appointment, but that service has been placed on hold during the pandemic. While plan check procedures have been altered due to COVID, the department's plan check, permitting, and inspection services never ceased operation during the pandemic. Building staff conducts 'over the counter' plan check services when feasible, based on counter activity on any given day.







In coordination with Information Technology and Administrative Services, Community Development has begun the process of upgrading the permit tracking software system including electronic plan-checking capabilities and permit approval process for building permits and certificates of occupancy. Electronic plan-checking services provide a valuable and innovative resource to the Department's customers, including homeowners, business owners, architects, and developers. In December 2019, the City hired Client First, and is working closely with the consultant to choose and negotiate with a vendor to build and install permit tracking software tailored specifically for the City of Mission Viejo. An RFP was provided to vendors in early 2020, interviews were conducted in August 2020, and City staff is in negotiations with the preferred vendor, with a final selection anticipated by July 2021.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Community Development

Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21* Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Facilitates business development through community partnerships & "business-friendly" processes	# of Business Workshops hosted in Mission Viejo	15	--	16	25
	Provides assistance & resources to recruit & retain a well-balanced mix of businesses	# of businesses participating in Business Showcase	40	--	45	50
		# of grand openings/ribbon cuttings	15	--	24	24
		% Sales tax leakage	11.0%	11.0%	10.5%	10.0%
	Partners with the community to regulate & maintain visually appealing neighborhoods	# Housing Rehabilitation loans/grants processed	7	4	4	5
		# Paint Program grants processed	3	1	3	4
	Partners & leverages resources with community stakeholders to provide for the social well-being of the community	# of social service organizations funded	7	6	8	7
	Responsive, accessible & courteous to its customers	#/% of zoning plan checks approved within 72 hours	980 / 98%	960 / 99%	1,300 / 100%	1,300 / 100%
		#/% of requested inspections completed within 24 hours	11,883 / 100%	14,280 / 100%	15,000 / 100%	15,000 / 100%
		#/% of building permits issued within 24 hours of application	3,880 / 95%	4,000 / 95%	4,500 / 95%	4,500 / 95%
		#/% of inquiries responded to within 24 hours	6,800 / 100%	7,500 / 100%	6,600 / 100%	6,600 / 100%
		#/% of plan checks completed within 5 working days	1,500 / 80%	1,800 / 80%	2,100 / 80%	2,100 / 80%
		#/% of solar and green building permits issued with expedited service (less than 5-day service)	490 / 100%	560 / 100%	580 / 100%	580 / 100%
		# of cases closed within 30 days	988	1,121	1,050	1,050
	Provide assurance of regulatory & policy compliance	#/% of environmental reviews processed within State mandated periods	83 / 100%	82 / 100%	87 / 100%	95 / 100%
		# of Discretionary permits fully processed	78	80	87	95
		#/% of Code Enforcement cases investigated within 72 hours	737 / 98%	690 / 98%	857 / 98%	977 / 98%
		#/% of Code Enforcement cases resolved without City Attorney involvement	752 / 99%	704 / 99%	857 / 98%	857 / 98%
		# of Notification of Violations sent to property owner	674	503	650	650

*In-person events/activities cancelled due to COVID-19.



**2021-2023 Budget
Program Summary
Community Development-Administration**

Program Description:

The Administration program oversees the operations of the Advanced Planning, Current Planning, Building, Code Enforcement, and Economic Development divisions and oversees the management of the CDBG grant. 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	148,182	157,588	186,075	154,442	-17.0%	158,965	2.9%
Benefits	73,461	75,198	64,249	60,527	-5.8%	63,393	4.7%
Professional/Technical Contractual Svcs	65,625	107,848	51,000	88,062	72.7%	88,062	0.0%
Supplies	646	595	1,225	1,150	-6.1%	1,150	0.0%
Dues/Memberships/Subscriptions	-	728	1,255	1,255	0.0%	1,255	0.0%
Travel/Training/Meetings	195	185	1,824	1,824	0.0%	2,550	39.8%
Other services/fees	1,905	1,667	2,700	2,200	-18.5%	2,200	0.0%
Contributions to agencies/organizations	7,000	7,000	7,000	7,000	0.0%	7,000	0.0%
Total Program Budget	297,014	350,809	315,328	316,460	0.4%	324,575	2.6%

Funding Source

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
General Fund	253,639	287,168	221,057	247,083	254,277
CDBG Fund	43,375	59,753	71,861	69,377	70,298
CARES Act Fund	-	3,888	22,410	-	-
Total Program Budget	297,014	350,809	315,328	316,460	324,575

Personnel Summary	1.35	1.35	1.35	1.20	1.20
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Significant Changes and Other Notes:

Salaries & wages includes funding for the concierge position in FY 2020/21. This position will be funded in Current Planning in FY 2021/22 and FY 2022/23.

Professional/Technical Contractual Services includes the CDBG general administration consulting contract and legal services.

Contributions to agencies/organizations includes the estimated contribution to the Fair Housing Foundation under the CDBG grant.



**2021-2023 Budget
Program Summary
Community Development-Advanced Planning**

Program Description:

The Advanced Planning program is responsible for forward and long range planning, special projects, environmental analysis and review, community development, and housing. Advanced 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. Advanced 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	132,292	156,393	162,621	175,640	8.0%	180,909	3.0%
Benefits	52,948	68,066	71,590	76,905	7.4%	80,279	4.4%
Professional/Technical Contractual Svcs	41,828	17,658	394,107	52,838	-86.6%	52,838	0.0%
Supplies	-	-	100	100	0.0%	100	0.0%
Dues/Memberships/Subscriptions	1,319	1,388	950	950	0.0%	950	0.0%
Travel/Training/Meetings	1,306	853	275	225	-18.2%	2,025	800.0%
Other services/fees	208	664	800	500	-37.5%	500	0.0%
Total Program Budget	229,901	245,022	630,443	307,158	-51.3%	317,601	3.4%
Funding Source							
General Fund	199,461	233,364	316,336	307,158		317,601	
Building Homes and Jobs SB 2	-	6,900	269,107	-		-	
AQMD Fund	30,440	4,758	45,000	-		-	
Total Program Budget	229,901	245,022	630,443	307,158		317,601	
Personnel Summary	1.00	1.00	1.00	1.55		1.55	

Significant Changes and Other Notes:

Salaries & wages and Benefits increases in FY 2021/22 are due to department allocation changes. Professional/Technical Contractual Services includes professional consulting services for preparation and amendment of all elements of the General Plan in each year, and \$140,000 in FY 2020/21 for the State mandated Housing Element Update funded with Building Homes and Jobs SB2 resources.



**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	272,993	293,541	315,949	338,100	7.0%	346,991	2.6%
Benefits	110,042	121,204	124,346	124,158	-0.2%	129,722	4.5%
Professional/Technical Contractual Svcs	37,779	66,390	42,800	66,000	54.2%	66,000	0.0%
Maintenance/Repair Contractual Svcs	-	-	350	350	0.0%	350	0.0%
Supplies	464	217	400	400	0.0%	400	0.0%
Dues/Memberships/Subscriptions	603	1,132	1,016	1,316	29.5%	1,316	0.0%
Travel/Training/Meetings	3,093	3,659	2,100	2,100	0.0%	2,150	2.4%
Other services/fees	215	215	250	250	0.0%	250	0.0%
Total Program Budget	425,189	486,358	487,211	532,674	9.3%	547,179	2.7%
Funding Source							
General Fund	425,189	486,358	487,211	532,674		547,179	
Personnel Summary							
	2.30	2.55	2.55	2.55		2.55	

Significant Changes and Other Notes:

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



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Svcs	1,239,427	1,465,986	1,692,604	1,389,204	-17.9%	1,389,204	0.0%
Supplies	251	839	1,750	400	-77.1%	400	0.0%
Other services/fees	4,203	30,837	41,450	41,450	0.0%	41,450	0.0%
Total Program Budget	1,243,881	1,497,662	1,735,804	1,431,054	-17.6%	1,431,054	0.0%

Funding Source

General Fund	1,235,194	1,491,819	1,735,804	1,431,054		1,431,054	
CASp Certification & Training	8,687	5,843	-	-		-	
Total Program Budget	1,243,881	1,497,662	1,735,804	1,431,054		1,431,054	

Personnel Summary

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Significant Changes and Other Notes:

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

Other services/fees includes funding for a Public Works Technician through the CAA contact.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	174,654	169,850	173,088	184,076	6.3%	189,587	3.0%
Benefits	71,775	67,298	73,384	74,988	2.2%	78,260	4.4%
Professional/Technical Contractual Svcs	35,492	24,516	60,400	59,200	-2.0%	59,200	0.0%
Supplies	499	396	700	300	-57.1%	300	0.0%
Utilities	912	836	1,132	1,132	0.0%	1,132	0.0%
Dues/Memberships/Subscriptions	190	190	225	225	0.0%	225	0.0%
Travel/Training/Meetings	80	-	-	-	0.0%	400	100.0%
Other services/fees	75	136	250	210	-16.0%	210	0.0%
Total Program Budget	283,677	263,222	309,179	320,131	3.5%	329,314	2.9%
Funding Source							
General Fund	283,677	263,222	309,179	320,131		329,314	
Personnel Summary							
	2.25	2.50	2.50	2.00		2.00	

Significant Changes and Other Notes:

None



**2021-2023 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) 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	112,656	116,831	109,677	56,671	-48.3%	58,372	3.0%
Benefits	42,488	51,016	43,998	21,973	-50.1%	23,033	4.8%
Professional/Technical Contractual Svcs	2,031	3,031	279,450	-	-100.0%	-	0.0%
Supplies	23	-	1,000	200	-80.0%	200	0.0%
Dues/Memberships/Subscriptions	24,550	25,000	28,720	23,720	-17.4%	23,720	0.0%
Travel/Training/Meetings	803	25	-	-	0.0%	500	100.0%
Other services/fees	306	6,700	10,400	400	-96.2%	400	0.0%
Contributions to agencies/organizations	-	-	850,000	-	-100.0%	-	0.0%
Economic Development	133,547	147,058	420,447	50,000	-88.1%	50,000	0.0%
Total Program Budget	316,404	349,661	1,743,692	152,964	-91.2%	156,225	2.1%

Funding Source

General Fund	316,404	349,661	1,743,692	152,964		156,225
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Personnel Summary

	0.55	0.55	0.55	0.30		0.30
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Significant Changes and Other Notes:

Salaries & wages and Benefits decreases in FY 2021/22 are due to department allocation changes.

Professional/Technical Contractual Services in FY 2020/21 includes funding for legal and consulting services related to the furtherance of the Civic Core Vision Plan and a True North Community Survey.

Dues/Memberships/Subscriptions includes annual membership fees for the Chamber of Commerce, Orange County Business Council, and California Association for Local Economic Development, and includes funding for Chamber of Commerce State of the City event and other signature Chamber events.

Contributions to agencies/organizations in FY 2020/21 includes \$850,000 for small business grants in response to COVID-19. Another \$524,000 is reported under the CDBG Fund.

Economic Development includes money for hiring of external consultants and other economic development needs. FY 2020/21 includes over \$260,000 of unspent funds carried over from prior years causing a higher amended budget in that year.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	7,845	8,012	8,383	8,829	5.3%	9,093	3.0%
Benefits	3,058	3,149	3,393	3,588	5.7%	3,741	4.3%
Total Program Budget	10,903	11,161	11,776	12,417	5.4%	12,834	3.4%
Funding Source							
General Fund	10,903	11,161	11,776	12,417		12,834	
Personnel Summary	0.10	0.10	0.10	0.10		0.10	

Significant Changes and Other Notes:

Primary responsibility for on-going water quality enforcement has been moved to the Public Works Department beginning FY 2016/17. A minimal amount of personnel support will remain in this program to support Public Works efforts.



**2021-2023 Budget
Program Summary
Community Development-Community Development Block Grant (CDBG)-Housing**

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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Housing rehab loan program	156,646	195,312	251,220	270,401	7.6%	270,401	0.0%
Contributions to agencies/organizations	60,952	49,710	581,300	57,500	-90.1%	57,500	0.0%
Total Program Budget	217,598	245,022	832,520	327,901	-60.6%	327,901	0.0%
Funding Source							
CDBG Fund	217,598	245,022	832,520	327,901		327,901	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Contributions to other agencies/organizations includes annual CDBG grants to support organizations. Additionally, the FY 2020/21 amended budget includes \$524,000 for small business grants in response to COVID-19. Another \$850,000 is reported in the General Fund on the Economic Development page.



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**2021-2023 Budget
Program Area Summary
Engineering and Transportation
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change from	FY 2022/23	% Change from
	Actual	Actual	Amended Budget	Adopted	Prior Year	Adopted	Prior Year
Administration	393,493	355,175	344,655	363,980	5.6%	360,362	-1.0%
Engineering	319,133	400,933	380,056	455,575	19.9%	385,288	-15.4%
Inspection	352,698	390,456	283,553	298,851	5.4%	308,954	3.4%
Signal Maintenance	627,698	762,761	726,912	748,407	3.0%	751,644	0.4%
Traffic Operations	154,290	188,776	169,842	186,147	9.6%	190,106	2.1%
Traffic Safety	82,022	89,202	372,110	134,809	-63.8%	137,905	2.3%
Transportation Planning	129,681	127,602	136,926	144,408	5.5%	149,805	3.7%
Water Quality - Public Works	537,880	582,960	620,553	624,161	0.6%	654,335	4.8%
Bus Operations	73,941	159,293	357,384	333,000	-6.8%	333,000	0.0%
Total Department Budget	2,670,836	3,057,158	3,391,991	3,289,338	-3.0%	3,271,399	-0.5%

<i>Department Expenditures by Category</i>							
Salaries & wages	1,087,578	1,097,167	1,077,486	1,073,182	-0.4%	1,105,392	3.0%
Benefits	476,348	515,000	450,006	455,261	1.2%	475,062	4.3%
Professional/Technical Contractual Svcs	203,504	226,409	500,240	372,300	-25.6%	275,000	-26.1%
Maintenance/Repair Contractual Svcs	406,048	567,674	465,000	465,000	0.0%	465,000	0.0%
Supplies	2,363	2,601	2,750	3,250	18.2%	3,250	0.0%
Utilities	98,381	98,659	101,000	111,000	9.9%	111,000	0.0%
Dues/Memberships/Subscriptions	2,677	6,200	8,500	4,300	-49.4%	4,300	0.0%
Travel/Training/Meetings	5,948	3,365	2,850	2,850	0.0%	8,200	187.7%
Other services/fees	387,989	534,705	734,159	752,195	2.5%	774,195	2.9%
Capital outlay	-	5,378	50,000	50,000	0.0%	50,000	0.0%
Total Department Budget	2,670,836	3,057,158	3,391,991	3,289,338	-3.0%	3,271,399	-0.5%

<i>Funding Source</i>							
General Fund	2,157,022	2,249,147	2,226,867	2,227,338		2,358,399	
State Gas Tax Fund	435,489	639,175	557,740	714,000		580,000	
Gas Tax 2107.5 Fund	4,384	9,543	-	15,000		-	
AQMD Fund	73,941	(10,502)	-	-		-	
Project V Fund	-	139,350	300,000	300,000		300,000	
Measure M2 Sales Tx-Apprtnmet Fd	-	30,445	57,384	33,000		33,000	
Federal SSARP Fund	-	-	250,000	-		-	
Total Department Budget	2,670,836	3,057,158	3,391,991	3,289,338		3,271,399	

Personnel Summary	10.80	10.35	10.35	10.50		10.500	
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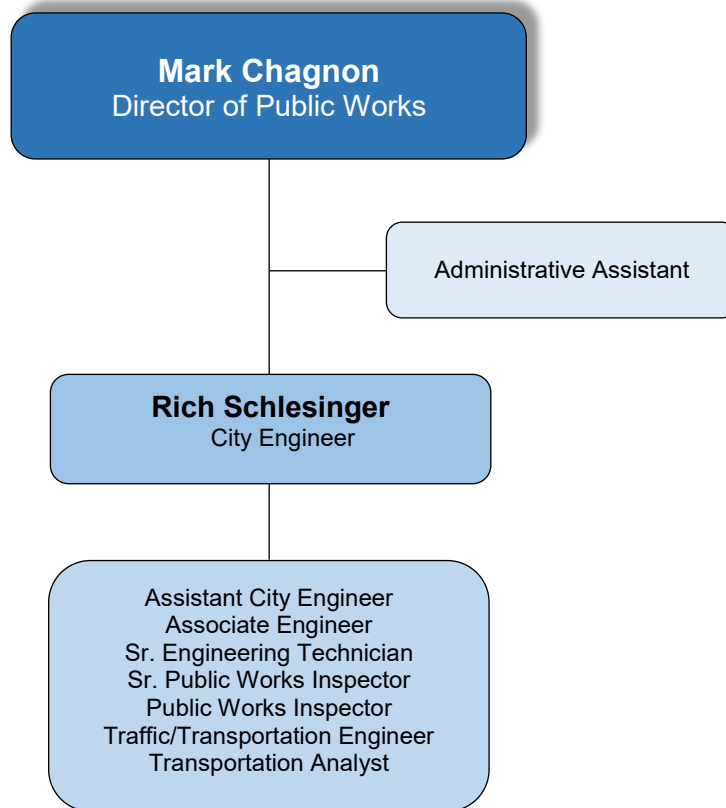


MISSION VIEJO

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**PUBLIC WORKS
 ENGINEERING AND TRANSPORTATION**



Department Description:

The Public Works Department is responsible for the Engineering, Transportation, Integrated Waste Management, Water Quality, Bus Operations, 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. The Integrated Waste Management program is in the General Government Management and Support program area and Crossing Guards is in the Public Safety program area.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Public Works

Strategic Goal(s)



Complete pavement rehabilitation in a continued effort of keeping well-maintained arterial roadways throughout the City on the following arterials:

- Santa Margarita Parkway
- Los Alisos Boulevard
- Marguerite Parkway
- Muirlands Boulevard
- Olympiad Road
- Melinda Road
- Alicia Parkway



Complete Measure M2-funded intersection capacity improvements at the intersection of Jeronimo Road and Marguerite Parkway to reduce traffic congestion and improve safety.



Restore operation of the MV Shuttle and explore the possibility of providing morning service to Mission Viejo High School.



Install at least 100 catch basin debris screens citywide using Measure M2 Environmental Cleanup grant funds to keep the City in compliance with the mandates of the Regional Water Board.



Complete a federal grant-funded Citywide Systemic Safety Analysis which will become the basis for future transportation safety grant applications.



Complete the installation of Air Quality Management District (AQMD)/Mobile Source Air Pollution Reduction Review Committee (MSRC) grant-funded electric vehicle (EV) charging stations at the Civic Center to accommodate and encourage the use of environmentally beneficial electric vehicles.



In conjunction with the Community Development and Public Services, assist with the implementation of park plans and buildout for Lower Curtis Park, in an effort to preserve, maintain and enhance the City's parks, open spaces, and green spaces. Procure environmental permits from California Department of Fish and Wildlife, the Army Corps of Engineers and the Regional Water Board and execute a land swap with the County of Orange such that the entire Lower Curtis Park super-pad grading can proceed and place at least 500,000 cubic yards of imported soil at no cost to the City.



In coordination with the Community Development department, facilitate development of Site C, explore ideas to import fill dirt to the site to accommodate creation of a level building pad, thus making development of the site more economically feasible and attractive to potential developers.



Procure property owner approval for and complete the final design of a Measure M2 grant-funded sound wall along Interstate 5 behind the homes between Madrid Fore and Mission Viejo High School.



Complete right-of-way acquisition and final design for capacity improvements to the Oso Parkway Northbound Interstate 5 On-Ramp and commence construction.



In coordination with Information Technology, upgrade the City's traffic and transportation network elements including traffic controllers, switches, and software. This will insure the signal coordination and uninterrupted operations of the traffic system.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Public Works

Strategic Goal(s)



In coordination with Orange County Sheriff's Department (OCSD), Public Works identified and installed electronic speed feedback signs at three locations on Via Fabricante and Oso Parkway. These signs encourage speed limit compliance and are especially effective in areas with higher rates of citations and/or accidents.



In coordination with OCSD, Public Works identified four key signalized intersections for improved red-light enforcement. These were Marguerite/Oso, Marguerite/Crown Valley, Crown Valley/Puerta Real, and Alicia/Jeronimo. At each of these intersections, red-light indicators were installed, which enable motor deputies to see exactly when each signal turns red from one strategic vantage point.



Staff completed an extensive Solid Waste Contract procurement process with major changes addressing new state requirements associated with legislation such as AB 1594 and SB 1383. The process included a Request for Proposals, evaluation of proposals from three firms, final negotiations with the selected hauler and finally execution of the new solid waste contract, which became effective January 1, 2021 and will be in place for the next 8 to 10 years.



Achieved general consensus of the Comprehensive Human Waste Source Reduction Strategy (CHWSRS) Work Plan developed in conjunction with the County of Orange and the other eleven South Orange County Co-Permittees to reduce bacteria outputs from the Municipal Separate Storm Sewer System into local creeks. While the main elements of the CHWSRS have generally been agreed to, there are still some unresolved comments. In the meantime, Public Works committed to implementing a series of actions contained in its Water Quality Improvement Plan and is reporting on those annually.



Successfully assumed operation of the MV Shuttle from Orange County Transportation Authority (OCTA), and after implementing several route/schedule modifications including new stops at The Shops at Mission Viejo and the Civic Center, achieved ridership of 11-12 riders per vehicle-hour under the new service provider before operation was halted in March 2020 due to the pandemic.



In the ongoing effort of keeping well-maintained arterial roadways throughout the City, pavement rehabilitation projects were completed on Felipe Road, Olympiad Road, and portions of Alicia Parkway, Marguerite Parkway and Jeronimo Road.



Successfully procured Measure M2 grant funding and completed the design for capacity improvements to the intersection of Jeronimo/Marguerite.



Executed a no-cost agreement for the import and placement of soil below Curtis Park to create a super-pad for future park expansion.






In coordination with Emergency Services, assisted with staffing vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Public Works

Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Partners with the community to regulate & maintain visually appealing commercial areas & public spaces	# of landscape plan checks performed	8	9	10	10
		# of development applications/plan checks performed	15	20	15	15
	Provides for the renewal of the environment through quality refuse disposal, recycling & reuse	Annual City diversion/recycling rate (mandated minimum 50%)	66%	62%	70%	70%
		Pounds of hazardous household waste (HHW) collected annually	227,958	243,687	215,000	215,000
		Mission Viejo residential trash rate/county average	\$17.41 / \$18.27	\$21.78 / \$19.98	\$24.07 / \$25.00	\$24.67 / \$25.62
		# of water quality/recycling and waste reduction outreach events with staff participation	20	8	20	20
	Proactively adopts a regional approach in planning for traffic control & mobility	# of school and resident traffic improvement requests reviewed	50	50	50	50
	Provides a system of safe, reliable & well-maintained roadways, sidewalks, traffic signals & street lights	# of intersections with battery back-up systems	112	115	115	115
	Responsive, accessible & courteous to its customers	# of special events permit applications processed	87	40	75	75
		# of transportation permit applications processed	191	170	190	190
		# of encroachment permit applications processed	615	502	550	550
	Provides assurance of regulatory & policy compliance	# of construction site inspections for compliance with NPDES Permit	758	330	500	500
		# of high priority commercial/industrial and restaurant/food facility sites inspected for water quality compliance	120	43	140	140
		# of new water quality cases investigated within 72 hours	28	11	30	30
	Protects & prudently manages its financial resources	# of grant applications submitted	8	8	8	8
Inspection Revenue: • Development • Encroachment		\$740,251 \$436,989	\$338,918 \$425,008	\$450,000 \$425,000	\$450,000 \$425,000	



**2021-2023 Budget
Program Summary
Public Works-Administraton**

Program Description:

The Administration program has responsibility for central administration of the department's three divisions and nine 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	240,789	195,579	208,795	218,439	4.6%	224,998	3.0%
Benefits	124,981	127,461	90,560	99,441	9.8%	103,664	4.2%
Professional/Technical Contractual Svcs	19,276	19,563	35,000	40,000	14.3%	25,000	-37.5%
Supplies	1,150	1,440	1,000	1,500	50.0%	1,500	0.0%
Utilities	798	818	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	-	2,303	7,000	2,000	-71.4%	2,000	0.0%
Travel/Training/Meetings	2,536	62	1,400	1,400	0.0%	2,000	42.9%
Other services/fees	3,963	7,949	900	1,200	33.3%	1,200	0.0%
Total Program Budget	393,493	355,175	344,655	363,980	5.6%	360,362	-1.0%
Funding Source							
General Fund	389,109	345,632	339,655	343,980		355,362	
State Gas Tax Fund	-	-	5,000	5,000		5,000	
Gax Tax 2107.5 Fund	4,384	9,543	-	15,000		-	
Total Program Budget	393,493	355,175	344,655	363,980		360,362	
Personnel Summary	2.18	1.85	1.85	1.80		1.80	

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 \$15,000 difference between FY 2021/22 and 2022/23 is due to the Pavement Management Update, which occurs every other year.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget		Adopted		from Prior Year
Salaries & wages	168,521	173,683	184,375	183,927	-0.2%	189,446	3.0%
Benefits	67,316	78,014	79,881	79,598	-0.4%	83,092	4.4%
Professional/Technical Contractual Svcs	79,467	143,552	113,500	189,300	66.8%	107,000	-43.5%
Supplies	631	612	800	800	0.0%	800	0.0%
Dues/Memberships/Subscriptions	2,137	2,840	800	1,250	56.3%	1,250	0.0%
Travel/Training/Meetings	677	1,393	100	100	0.0%	3,100	3000.0%
Other services/fees	384	839	600	600	0.0%	600	0.0%
Total Program Budget	319,133	400,933	380,056	455,575	19.9%	385,288	-15.4%
Funding Source							
General Fund	319,133	370,958	380,056	380,575		385,288	
State Gas Tax Fund	-	29,975	-	75,000		-	
Total Program Budget	319,133	400,933	380,056	455,575		385,288	
Personnel Summary	1.54	1.60	1.60	2.45		2.45	

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. FY 2021/22 includes \$75,000 for the Pavement Management Update, which occurs every other year. Travel/Training/Meetings increases in FY 2022/23 to pre-pandemic levels. Personnel Summary includes 1.0 FTE unfunded Associate Engineer vacancy.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	220,787	277,042	208,791	218,822	4.8%	225,391	3.0%
Benefits	92,880	101,200	72,762	78,029	7.2%	81,313	4.2%
Professional/Technical Contractual Svcs	38,350	11,236	-	-	0.0%	-	0.0%
Supplies	582	549	750	750	0.0%	750	0.0%
Utilities	-	-	1,000	1,000	0.0%	1,000	0.0%
Dues/Memberships/Subscriptions	-	317	-	-	0.0%	-	0.0%
Travel/Training/Meetings	-	-	250	250	0.0%	500	100.0%
Other services/fees	99	112	-	-	0.0%	-	0.0%
Total Program Budget	352,698	390,456	283,553	298,851	5.4%	308,954	3.4%
Funding Source							
General Fund	352,698	390,456	283,553	298,851		308,954	
Personnel Summary	1.74	1.75	1.75	1.75		1.75	

Significant Changes and Other Notes:

None



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	59,791	59,738	61,485	64,732	5.3%	66,672	3.0%
Benefits	27,019	29,781	28,694	28,675	-0.1%	29,972	4.5%
Professional/Technical Contractual Svcs	12,807	1,798	21,733	30,000	38.0%	30,000	0.0%
Maintenance/Repair Contractual Svcs	406,048	567,674	465,000	465,000	0.0%	465,000	0.0%
Utilities	97,583	97,841	100,000	110,000	10.0%	110,000	0.0%
Other services/fees	24,450	551	-	-	0.0%	-	0.0%
Capital outlay	-	5,378	50,000	50,000	0.0%	50,000	0.0%
Total Program Budget	627,698	762,761	726,912	748,407	3.0%	751,644	0.4%
Funding Source							
General Fund	244,892	240,402	270,179	273,407		276,644	
State Gas Tax Fund	382,806	522,359	456,733	475,000		475,000	
Total Program Budget	627,698	762,761	726,912	748,407		751,644	
Personnel Summary	0.70	0.70	0.70	0.70		0.70	

Significant Changes and Other Notes:

Professional/Technical 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.
 Capital Outlay includes funding for new and replacement battery back-up systems for City traffic signals, audible pedestrian push-button systems, and portable generators.



**2021-2023 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, by 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	71,419	72,852	74,240	78,906	6.3%	81,273	3.0%
Benefits	32,265	36,422	36,047	37,241	3.3%	38,833	4.3%
Professional/Technical Contractual Svcs	8,650	8,605	19,555	20,000	2.3%	20,000	0.0%
Other services/fees	41,956	70,897	40,000	50,000	25.0%	50,000	0.0%
Total Program Budget	154,290	188,776	169,842	186,147	9.6%	190,106	2.1%

Funding Source							
General Fund	106,166	109,274	110,287	121,147		125,106	
State Gas Tax Fund	48,124	79,502	59,555	65,000		65,000	
Total Program Budget	154,290	188,776	169,842	186,147		190,106	

Personnel Summary	0.75	0.75	0.75	0.75		0.75	
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes contracts for annual traffic flow monitoring.
Other services/fees includes Mission Viejo's 50% share of the maintenance of the Laguna Niguel/Mission Viejo Metrolink Rail Station.



**2021-2023 Budget
Program Summary
Public Works-Traffic Safety**

Program Description:

Traffic Safety administers the Mission Viejo Accident Information System in cooperation with the OCSD. 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 roadway 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	54,035	55,722	58,330	61,758	5.9%	63,611	3.0%
Benefits	23,428	26,141	27,328	28,051	2.6%	29,294	4.4%
Professional/Technical Contractual Svcs	4,559	7,339	286,452	45,000	-84.3%	45,000	0.0%
Total Program Budget	82,022	89,202	372,110	134,809	-63.8%	137,905	2.3%
Funding Source							
General Fund	77,463	81,863	85,658	99,809		102,905	
State Gas Tax Fund	4,559	7,339	36,452	35,000		35,000	
Federal SSARP Fund	-	-	250,000	-		-	
Total Program Budget	82,022	89,202	372,110	134,809		137,905	
Personnel Summary	0.50	0.50	0.50	0.50		0.50	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes consultant services for school circulation studies. FY 2020/21 includes \$250,000 carryover from prior years for consultants to perform a Systemic Safety Analysis, which is provided by a Federal grant passed through Caltrans.



**2021-2023 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 participates 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	85,666	87,415	93,005	98,629	6.0%	101,589	3.0%
Benefits	35,570	39,210	42,421	43,929	3.6%	45,866	4.4%
Professional/Technical Contractual Svcs	7,500	-	-	-	0.0%	-	0.0%
Supplies	-	-	200	200	0.0%	200	0.0%
Dues/Memberships/Subscriptions	540	740	700	1,050	50.0%	1,050	0.0%
Travel/Training/Meetings	287	225	500	500	0.0%	1,000	100.0%
Other services/fees	118	12	100	100	0.0%	100	0.0%
Total Program Budget	129,681	127,602	136,926	144,408	5.5%	149,805	3.7%

Funding Source

General Fund	129,681	127,602	136,926	144,408	149,805
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Personnel Summary

	0.79	0.75	0.75	0.75	0.75
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Significant Changes and Other Notes:

None



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	186,570	175,136	188,465	147,969	-21.5%	152,412	3.0%
Benefits	72,889	76,771	72,313	60,297	-16.6%	63,028	4.5%
Professional/Technical Contractual Svcs	32,895	34,316	24,000	48,000	100.0%	48,000	0.0%
Travel/Training/Meetings	2,448	1,685	600	600	0.0%	1,600	166.7%
Other services/fees	243,078	295,052	335,175	367,295	9.6%	389,295	6.0%
Total Program Budget	537,880	582,960	620,553	624,161	0.6%	654,335	4.8%
Funding Source							
General Fund	537,880	582,960	620,553	565,161		654,335	
State Gas Tax Fund	-	-	-	59,000		-	
Total Program Budget	537,880	582,960	620,553	624,161		654,335	
Personnel Summary	1.80	1.65	1.65	1.00		1.00	

Significant Changes and Other Notes:

Salaries & wages and Benefits decreases in FY 2021/22 are due to department allocation changes. 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 (IRWVG), 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.



**2021-2023 Budget
Program Summary
Public Works-Bus Operations**

Program Description:

The Bus Operations program provides funding for a local transit shuttle (MV Shuttle) that connects the Laguna Niguel/ Mission Viejo Metrolink Station, The Shops at Mission Viejo, Mission Hospital, Saddleback College, residential areas, community centers, Civic Center, Mission Viejo High School, and Capistrano Valley High School.

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Other services/fees	73,941	159,293	357,384	333,000	-6.8%	333,000	0.0%
Funding Source							
Measure M2 Sales Tx-Apprtnmet Fd	-	30,445	57,384	33,000		33,000	
Air Quality Improvement Trust	73,941	(10,502)	-	-		-	
Project V Fund	-	139,350	300,000	300,000		300,000	
Total Program Budget	73,941	159,293	357,384	333,000		333,000	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

None



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**2021-2023 Budget
Program Area Summary
Infrastructure Maintenance
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

Department Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	344,810	376,736	331,056	345,843	4.5%	355,629	2.8%
Environmental Maintenance	673,749	746,806	717,496	735,723	2.5%	739,631	0.5%
Facilities Maintenance	646,123	667,425	1,201,266	927,051	-22.8%	1,058,349	14.2%
Facilities Maintenance-Library	561,344	519,541	557,479	614,232	10.2%	598,477	-2.6%
Facilities Maint-Recreation Ctrs	631,202	614,769	944,462	862,247	-8.7%	842,704	-2.3%
Fac Maint-NPM/Potocki/Melinda	1,023,720	486,056	930,371	666,096	-28.4%	558,480	-16.2%
Facilities Maintenance- Aquatics	-	550,785	668,898	824,626	23.3%	641,416	-22.2%
Fleet Maintenance	196,138	197,796	229,854	227,049	-1.2%	228,165	0.5%
Medians and Parkways Maint	3,837,610	4,572,967	3,741,697	3,782,713	1.1%	3,749,502	-0.9%
Parks Maintenance	7,056,470	7,379,392	7,942,216	8,689,982	9.4%	8,500,572	-2.2%
Street Maintenance	2,090,635	1,991,473	1,975,105	1,835,216	-7.1%	1,847,353	0.7%
Urban Forestry	921,913	861,327	888,734	1,067,846	20.2%	1,119,865	4.9%
Total Department Budget	17,983,714	18,965,073	20,128,634	20,578,624	2.2%	20,240,143	-1.6%

Department Expenditures by Category

Salaries & wages	1,717,369	1,750,916	1,770,863	1,681,490	-5.0%	1,728,491	2.8%
Benefits	783,177	842,537	811,952	749,870	-7.6%	780,132	4.0%
Professional/Technical Contractual Svcs	496,813	590,788	435,625	438,069	0.6%	478,069	9.1%
Maintenance/Repair Contractual Svcs	9,737,051	9,080,973	11,658,669	11,951,256	2.5%	11,448,898	-4.2%
Supplies	1,727,680	1,726,229	1,367,312	1,639,350	19.9%	1,659,250	1.2%
Rents	95,053	75,285	97,946	48,816	-50.2%	71,816	47.1%
Utilities	2,318,519	2,439,261	2,603,938	2,744,299	5.4%	2,749,109	0.2%
Dues/Memberships/Subscriptions	4,717	4,403	6,325	6,325	0.0%	6,325	0.0%
Travel/Training/Meetings	8,914	796	2,875	2,875	0.0%	3,179	10.6%
Other services/fees	1,047,701	1,068,502	1,079,274	1,099,274	1.9%	1,099,274	0.0%
Contributions to agencies/organizations	800	800	-	-	0.0%	-	0.0%
Capital outlay	45,920	1,384,583	293,855	217,000	-26.2%	215,600	-0.6%
Total Department Budget	17,983,714	18,965,073	20,128,634	20,578,624	2.2%	20,240,143	-1.6%

Funding Source

General Fund	17,221,017	17,278,064	18,963,072	19,773,106		19,484,625	
Air Quality Imrvmnt Trust Fund	-	1,856	3,333	3,263		3,263	
Park Development Fees Fund	-	1,000,000	-	-		-	
Measure M2 Sls Tx Apportionment Fund	30,000	-	-	-		-	
Library Fund	397,659	352,131	388,211	438,238		418,238	
State Gas Tax Fund	40,000	-	-	-		-	
Crown Valley Corridor	-	-	24,236	-		-	
MVTV Fund	43,616	36,980	35,715	35,715		35,715	
Animal Services Fund	251,422	234,286	278,869	278,302		298,302	
CDBG Fund	-	-	-	50,000		-	
CARES ACT Fund	-	61,756	435,198	-		-	
Total Department Budget	17,983,714	18,965,073	20,128,634	20,578,624		20,240,143	

Personnel Summary	16.83	16.85	16.85	15.60		15.60	
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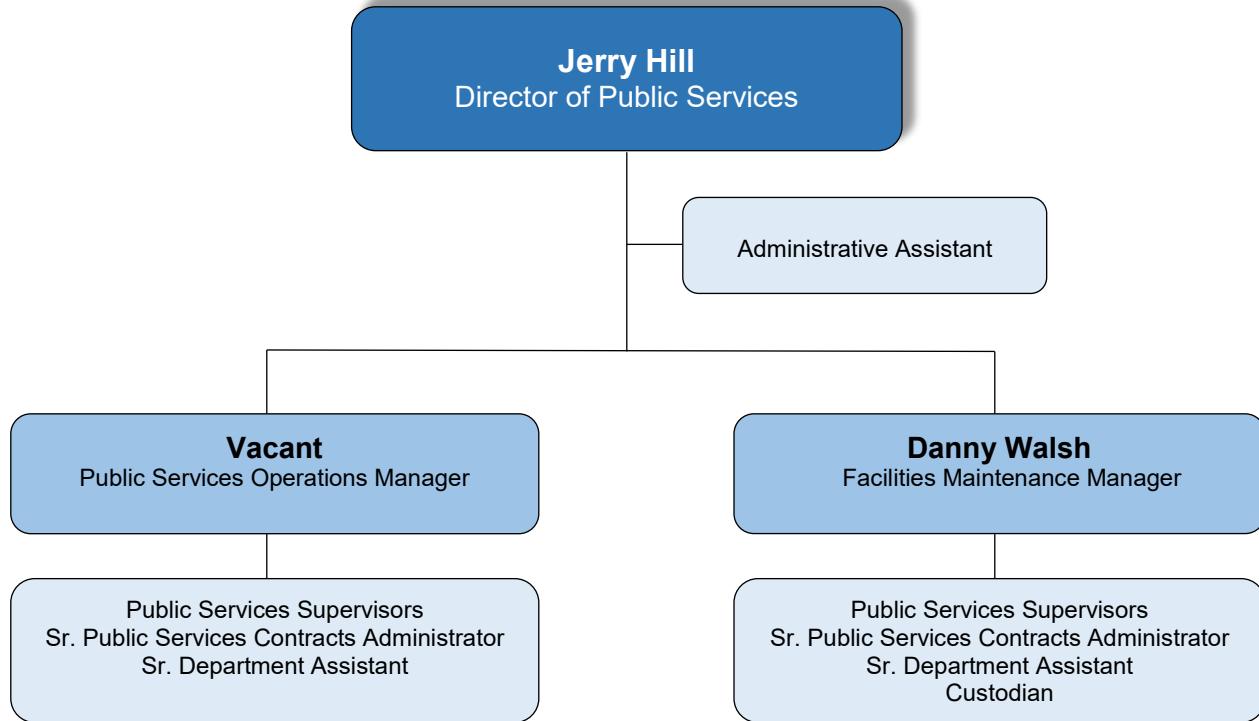
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CITY OF MISSION VIEJO
2021-23 Department Organizational Chart



PUBLIC SERVICES
INFRASTRUCTURE MAINTENANCE



Department Description:

The Public Services Department is responsible for the Infrastructure Maintenance program area. 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.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Public Services Infrastructure Maintenance

Strategic Goal(s)



Renovate play areas in various parks throughout the City including Coronado Park and Madrid Fore Park. Maintain, preserve and enhance City park facilities, as well as upgrading facilities to meet current state and federal safety guidelines and standards.



Rehabilitate the landscape slopes along Jeronimo Road from south of Los Alisos (Target) continuing to Montilla as part of the continued efforts to revitalize slope appearances throughout the City.



Continue to apply for water grants to expand water conservation efforts in replacing antiquated irrigation timers with Smart Control timers.



Coordinate Corporation Yard/water treatment facility reconstruction, working with the Santa Margarita Water District on timing. Coordinate with Information Technology on I.T. related needs for construction as well as our potential move to the new office location during this 2-year budget period.



Coordinate community volunteer improvement projects to include: Arbor Day Celebration, individual student and group community service hours, Girl Scout, Boy Scout and civic group projects in efforts to promote community involvement as well as to continue revitalizing our parks and facilities.



Update the Urban Forestry tree inventory. Evaluate and add to the database all of the trees planted through median island, park and slope renovation and other volunteer planting efforts.



Replace the roof at the library, including removing the existing copper roofing, replacing the damaged underlayment and reinstalling the copper roofing. All fasteners to also be replaced.



Rehabilitate the dive tower at the Marguerite Aquatics Center including repairing damaged sections of the tower, adding drainage to the tower and applying a protective coating to the areas that are most used.



Install Pelican Wireless HVAC Control System at City Hall thereby converting the entire HVAC control system from Johnson Controls to Pelican Wireless.



In coordination with the Community Development and Public Works departments, assist with the implementation of park plans and buildout for Lower Curtis Park, in an effort to preserve, maintain and enhance the City's parks, open spaces, and green spaces.



In coordination with the City Manager, Administrative Services and Community Development departments, oversee implementation of next steps for the Core Area Vision Plan. This may include development of a paseo and central gathering space, with connection to Oso Creek, as well as reconfiguration and reuse of the former Stein Mart building. This effort may also involve coordination with SMWD to reduce the footprint of, and rehabilitate, the SMWD water treatment plant on the east side of Oso Creek. Explore potential funding strategies and catalytic projects with continued outreach to property owners, potential developers, and potential new businesses to foster economic vitality and land use renovation.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Public Services Infrastructure Maintenance (Continued)

Strategic Goal(s)



In coordination with the City Manager, Community Development and Community Relations departments, facilitate the continuation of work with City consultant MR-ProFun to obtain public input on the Oso Creek Golf Course and Public Space Vision Plan, provide input on the Vision Plan document and commence efforts towards implementation of the first phase of the plan. The public Vision Plan process creates and fosters a sense of community pride through citizen involvement, engagement and participation. Concepts in the Vision Plan will provide assistance & resources to recruit & retain a well-balanced mix of recreation uses and supporting hospitality uses.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Public Services Infrastructure Maintenance

Strategic Goal(s)



The rehabilitation of the landscape slopes along Alicia Parkway from Trabuco Road westerly to Jeronimo road and continuing to Charlinda was completed June 2021. The efforts are part of the landscape arterial slope rehabilitation program that continues to revitalize slope appearances in the City.



Community volunteer efforts continued despite the challenges of complying with the pandemic guidelines. Boy Scouts, Girl Scouts, civic groups and individuals participated in community activities to include: planting and painting projects, library sharing mail boxes as well as policing trash along the Oso Creek Trail.



The Bikeway Master Plan was completed in October 2019. Phase I of the master trail signage installation is complete and includes signs for portions of Oso Creek Trail Lake Loop and the Trabuco Creek Trail along Olympiad Road.



Craycraft Park new restroom construction, shade structure and hardscape improvements along with repurposing the existing restroom into a needed storage area was completed in October 2020. The construction of the new restroom more than tripled the capacity for the softball leagues and the improved picnic shade area creates a pleasant park experience for all park patrons.



The rehabilitation of the playground area at Christopher Park was completed in August 2020. The project included upgrading the playground to meet current safety standards, retrofitting the security lighting to energy efficient LED lighting, constructing new picnic and seating areas as well as landscape improvement.



New street banners have been designed and installed using updated branding standards. Phase II of the wayfinding signs have been completed and are being installed on Alicia Parkway, Marguerite Parkway and Oso Parkway.



Public Services staff has been working in collaboration with the Santa Margarita Water District to develop a master plan and is currently working on preliminary design of all the District's structures. To facilitate pending construction on the Corp Yard facility, staff has vacated the facility in June 2021 and completed the installation of a remote storage barn building at the Animal Shelter location site.






Worked with Library and Cultural Services, the Cultural Arts Committee, the Friends of the Arts, and local community groups to create and install the "Gratitude Letters" projects near Mission Hospital, highlighting the work of our medical professionals during the pandemic.



CITY OF MISSION VIEJO 2021-23 Department Performance Measures Public Services Infrastructure Maintenance

Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Provides for well-maintained, structurally sound & continually enhanced infrastructure & facilities	#/% of building requests completed within 5 days	3,850 / 95%	2,500 / 95%	3,000 / 95%	3,850 / 95%
		#/% 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	0	2	1	1
		#/% 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 street, curb and sidewalk service requests and % completed within 30 days	467 / 90%	460 / 90%	500 / 90%	500 / 90%
		# of street sweeping courtesy notices distributed to cars parked on street sweeping day	300	260	250	250
	Manages & mitigates factors that impact the environmental quality of air, land & water	% of CNG / Hybrid/ Electric/Bi-Fuel vehicles in fleet	41%	48%	48%	48%
	Preserves, maintains & enhances its parks, open spaces, green spaces & public spaces	# of responses to graffiti removal calls / % removal within 24 hours	960 / 95%	950 / 95%	1,000 / 95%	1,000 / 95%
		# of landscape service requests and % responded to within two weeks	1,395 / 95%	1,510 / 95%	1,400 / 95%	1,400 / 95%
		% of trees trimmed annually *	20%	20%	20%	20%
		# of trees replaced within the City through reforestation	600	800	500	500
	Partners with the community to regulate & maintain clean, orderly & visually appealing commercial areas	# of commercial landscape inspections	415	510	300	300
		Provides for the renewal of the environment through recycling & reuse	% of medians/slopes irrigated with reclaimed water**	80%	81%	85%
	% of parks irrigated with reclaimed water		86%	86%	86%	86%
	Creates & fosters a sense of community pride through citizen involvement	# of volunteer hours coordinated by the Public Services Operations Division***	5,030	5,100	6,000	10,000
	Encourages & supports neighborhood gatherings & city-wide special events	# of room setups (at all building facilities)	5,845	1,248	3,000	5,820
		# of large scale special events and weekly City program set ups	25	1	10	50
	Provides assurance of regulatory & policy compliance	% of parks/playgrounds upgraded to comply with AB1055 standards****	78%	78%	85%	85%
	Responsive, accessible & courteous to its customers	# of park landscape / % of park amenity services requests resolved within two weeks	506 / 95%	650 / 95%	600 / 95%	600 / 95%

* Examples include trimming trees, replacing plant material, replacing irrigation systems, adding plant material, etc. 5-year trim cycle is the goal based on allowable budget. Depending upon the species/location, some trees are trimmed more frequently, some less frequently.

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

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

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



**2021-2023 Budget
Program Summary
Public Services-Administration**

Program Description:

The Public Services Department is responsible for the Infrastructure Maintenance program area as well as the Street Lighting program in the Public Safety program area. 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. This program also oversees Capital Improvement Projects related to parks and facilities.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	203,242	215,729	209,665	223,137	6.4%	229,838	3.0%
Benefits	121,067	141,930	102,191	105,291	3.0%	109,676	4.2%
Professional/Technical Contractual Svcs	6,691	9,441	7,500	7,500	0.0%	7,500	0.0%
Maintenance/Repair Contractual Svcs	5,987	1,313	3,400	3,400	0.0%	2,100	-38.2%
Supplies	970	4,308	300	300	0.0%	300	0.0%
Rents	101	1,215	3,000	1,215	-59.5%	1,215	0.0%
Dues/Memberships/Subscriptions	2,169	2,192	2,400	2,400	0.0%	2,400	0.0%
Travel/Training/Meetings	2,195	286	1,000	1,000	0.0%	1,000	0.0%
Other services/fees	2,388	322	1,600	1,600	0.0%	1,600	0.0%
Total Program Budget	344,810	376,736	331,056	345,843	4.5%	355,629	2.8%
Funding Source							
General Fund	344,810	376,736	331,056	345,843		355,629	
Personnel Summary	2.08	1.95	1.95	1.88		1.88	

Significant Changes and Other Notes:

None



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	54,155	53,962	52,561	41,522	-21.0%	42,686	2.8%
Benefits	24,383	22,747	23,815	17,598	-26.1%	18,342	4.2%
Professional/Technical Contractual Svcs	-	-	5,000	3,000	-40.0%	3,000	0.0%
Maintenance/Repair Contractual Svcs	165,724	190,999	176,570	214,053	21.2%	216,053	0.9%
Supplies	208	300	150	150	0.0%	150	0.0%
Other services/fees	429,279	478,798	459,400	459,400	0.0%	459,400	0.0%
Total Program Budget	673,749	746,806	717,496	735,723	2.5%	739,631	0.5%
Funding Source							
General Fund	673,749	746,806	717,496	735,723		739,631	
Personnel Summary	0.60	0.50	0.50	0.40		0.40	

Significant Changes and Other Notes:

Salaries & wages and Benefits decreases in FY 2021/22 are due to department allocation changes. Maintenance/Repair Contractual Services includes weed abatement, graffiti removal, and storm drain maintenance. This category also includes \$50,000 for urban wildlife interface clearing to mitigate wildfires. Other services/fees includes the County contract for underground storm drain and open channel inspection and clean-up, and County contract for annual cleaning of 1,450 catch basins and miscellaneous NPDES required permit inspections.



**2021-2023 Budget
Program Summary
Public Services-Facilities Maintenance**

Program Description:

Facilities Maintenance provides custodial, janitorial, and building maintenance services for the following City buildings and facilities: City Hall, Animal Services Center, 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 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	113,454	123,074	126,513	155,078	22.6%	159,264	2.7%
Benefits	51,443	57,530	57,574	82,245	42.9%	85,057	3.4%
Professional/Technical Contractual Svcs	3,381	1,619	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Svcs	228,324	223,463	739,859	404,933	-45.3%	364,933	-9.9%
Supplies	42,217	53,326	58,095	78,095	34.4%	58,095	-25.6%
Rents	13,473	13,548	13,275	-	-100.0%	-	0.0%
Utilities	192,283	194,423	204,950	194,700	-5.0%	194,700	0.0%
Travel/Training/Meetings	409	-	-	-	0.0%	-	0.0%
Other services/fees	1,139	442	1,000	1,000	0.0%	1,000	0.0%
Capital outlay	-	-	-	11,000	100.0%	195,300	1675.5%
Total Program Budget	646,123	667,425	1,201,266	927,051	-22.8%	1,058,349	14.2%

Funding Source

General Fund	561,571	581,994	1,024,520	840,171	951,469
Animal Services Fund	84,552	63,616	86,491	86,880	106,880
CARES ACT Fund	-	21,815	90,255	-	-
Total Program Budget	646,123	667,425	1,201,266	927,051	1,058,349

Personnel Summary

	1.15	1.10	1.10	1.80	1.80
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Significant Changes and Other Notes:

Salaries & wages and Benefits increases in FY 2021/22 are due to department allocation changes.
 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.
 Capital outlay includes the first year lease payments for one replacement Public Services truck in FY 2021/22; and FY 2022/23 includes the second lease payment along with the first year lease payment for one additional replacement Public Services truck. FY 2022/23 also includes purchase and installation of a Pelican wireless HVAC control system at City Hall.



**2021-2023 Budget
Program Summary
Public Services-Facilities Maintenance-Library**

Program Description:

This program 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	81,567	88,546	92,101	97,410	5.8%	99,905	2.6%
Benefits	38,502	40,834	41,452	42,869	3.4%	44,619	4.1%
Professional/Technical Contractual Svcs	-	568	-	-	0.0%	-	0.0%
Maintenance/Repair Contractual Svcs	160,703	134,330	154,741	179,768	16.2%	159,768	-11.1%
Supplies	7,764	7,990	23,630	28,630	21.2%	28,630	0.0%
Utilities	272,808	247,273	245,555	265,555	8.1%	265,555	0.0%
Total Program Budget	561,344	519,541	557,479	614,232	10.2%	598,477	-2.6%

Funding Source

General Fund	120,069	129,380	133,553	140,279		144,524
Library Fund	397,659	352,131	388,211	438,238		418,238
MVTV Fund	43,616	36,980	35,715	35,715		35,715
CARES ACT Fund	-	1,050	-	-		-
Total Program Budget	561,344	519,541	557,479	614,232		598,477

Personnel Summary	1.00	0.85	0.85	0.85		0.85
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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.



**2021-2023 Budget
Program Summary
Public Services-Facilities Maintenance-Recreation Centers**

Program Description:

This program 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 capital improvement project items, 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	102,353	111,014	113,200	120,539	6.5%	123,758	2.7%
Benefits	47,422	51,922	53,029	55,043	3.8%	57,281	4.1%
Maintenance/Repair Contractual Svcs	405,842	371,879	656,533	524,965	-20.0%	479,965	-8.6%
Supplies	74,025	79,954	121,200	161,200	33.0%	181,200	12.4%
Other services/fees	1,560	-	500	500	0.0%	500	0.0%
Total Program Budget	631,202	614,769	944,462	862,247	-8.7%	842,704	-2.3%
Funding Source							
General Fund	631,202	611,656	915,677	862,247		842,704	
CARES ACT Fund	-	3,113	28,785	-		-	
Total Program Budget	631,202	614,769	944,462	862,247		842,704	
Personnel Summary	1.10	1.05	1.05	1.05		1.05	

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. The increase for FY 2021/22 and FY 2022/23 is due to anticipated increases in pool chemical costs.



**2021-2023 Budget
Program Summary
Public Services-Facilities Maintenance, NPM/Potocki/Melinda**

Program Description:

This program provides custodial and janitorial services, equipment maintenance, and building maintenance for the following City buildings and recreational facilities: Norman P. Murray Community and Senior Center (NPM), the Potocki Center for the Arts, and Melinda Center (Heritage House). Facility maintenance services include carpentry, heating/air conditioning system maintenance, electrical, plumbing, 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, 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 owned Marguerite Aquatics Center was previously reported in this program. Starting FY 2019/20, the Aquatics Center is being reported in a separate Facilities Maintenance-Aquatics program.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	189,744	145,854	150,767	164,589	9.2%	167,923	2.0%
Benefits	71,423	58,582	56,646	58,214	2.8%	60,464	3.9%
Professional/Technical Contractual Srvs	12,150	6,860	6,200	11,200	80.6%	11,200	0.0%
Maintenance/Repair Contractual Srvs	347,147	159,962	371,471	255,981	-31.1%	195,981	-23.4%
Supplies	121,765	30,606	30,000	34,200	14.0%	33,000	-3.5%
Rents	107	115	-	-	0.0%	-	0.0%
Utilities	279,980	84,077	79,633	91,633	15.1%	89,633	-2.2%
Travel/Training/Meetings	-	-	79	79	0.0%	79	0.0%
Other services/fees	1,404	-	200	200	0.0%	200	0.0%
Capital outlay	-	-	235,375	50,000	-78.8%	-	-100.0%
Total Program Budget	1,023,720	486,056	930,371	666,096	-28.4%	558,480	-16.2%

Funding Source

General Fund	1,023,720	483,633	930,371	616,096		558,480
CDBG Fund	-	-	-	50,000		-
CARES ACT Fund	-	2,423	-	-		-
Total Program Budget	1,023,720	486,056	930,371	666,096		558,480

Personnel Summary

Personnel Summary	2.10	1.65	1.65	1.65		1.65
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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 and plumbing.

Supplies includes janitorial and paper supplies for all staff and public spaces.

Capital outlay includes \$50,000 in FY 2021/22 to construct an individual handicap accessible restroom at NPM using CDBG funds.



**2021-2023 Budget
Program Summary
Public Services-Facilities Maintenance-Aquatics**

Program Description:

This program provides custodial and janitorial services, pool cleaning and equipment maintenance, and building maintenance for the Marguerite Aquatics Complex. 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 capital improvement program items, 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. Prior to FY 19/20 this area was combined with Facilities Maintenance-NPM/Aquatics/Potocki/Melinda.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	-	49,022	51,274	73,644	43.6%	75,541	2.6%
Benefits	-	22,573	22,596	31,290	38.5%	32,583	4.1%
Professional/Technical Contractual Svcs	-	599	4,715	4,715	0.0%	4,715	0.0%
Maintenance/Repair Contractual Svcs	-	195,567	237,820	270,764	13.9%	184,364	-31.9%
Supplies	-	96,879	86,800	132,000	52.1%	132,000	0.0%
Rents	-	-	5,000	-	-100.0%	-	0.0%
Utilities	-	186,145	202,213	212,213	4.9%	212,213	0.0%
Capital outlay	-	-	58,480	100,000	71.0%	-	-100.0%
Total Program Budget	-	550,785	668,898	824,626	23.3%	641,416	-22.2%
Funding Source							
General Fund	-	522,462	585,928	824,626		641,416	
CARES ACT Fund	-	28,323	82,970	-		-	
Total Program Budget	-	550,785	668,898	824,626		641,416	
Personnel Summary	-	0.45	0.45	0.60		0.60	

Significant Changes and Other Notes:

Salaries & wages and Benefits increases are due to department reallocation.
 Supplies includes pool chemicals.
 Maintenance/Repair Contractual Services includes additional janitorial in FY 2020/21 and FY 2021/22 for COVID-19 cleaning.
 Capital outlay in FY 2021/22 is to repair damaged sections of the dive tower, improve drainage, and add protective waterproof coating.



**2021-2023 Budget
Program Summary
Public Services-Fleet Maintenance**

Program Description:

The Fleet Maintenance program maintains and repairs thirty-one City vehicles, eight light towers, two utility vehicles, 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.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	21,112	21,419	22,098	22,583	2.2%	23,261	3.0%
Benefits	9,044	9,199	9,707	10,137	4.4%	10,575	4.3%
Maintenance/Repair Contractual Svcs	86,287	89,972	109,266	109,266	0.0%	109,266	0.0%
Supplies	78,531	73,004	81,700	78,050	-4.5%	78,050	0.0%
Rents	-	3,632	6,171	6,101	-1.1%	6,101	0.0%
Utilities	764	570	912	912	0.0%	912	0.0%
Other services/fees	400	-	-	-	0.0%	-	0.0%
Total Program Budget	196,138	197,796	229,854	227,049	-1.2%	228,165	0.5%
Funding Source							
General Fund	136,941	137,626	159,855	160,770		161,886	
Animal Services Fund	59,197	58,314	66,666	63,016		63,016	
Air Quality Imprvmnt Trust Fund	-	1,856	3,333	3,263		3,263	
Total Program Budget	196,138	197,796	229,854	227,049		228,165	
Personnel Summary	0.20	0.15	0.15	0.20		0.20	

Significant Changes and Other Notes:

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



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	265,566	268,361	270,915	206,150	-23.9%	211,783	2.7%
Benefits	120,895	125,180	127,551	93,397	-26.8%	97,177	4.0%
Maintenance/Repair Contractual Svcs	2,299,826	1,704,944	2,277,656	2,298,285	0.9%	2,298,285	0.0%
Supplies	519,797	400,747	263,350	310,350	17.8%	310,350	0.0%
Utilities	630,921	692,735	801,875	829,181	3.4%	831,557	0.3%
Dues/Memberships/Subscriptions	-	-	350	350	0.0%	350	0.0%
Other services/fees	605	-	-	-	0.0%	-	0.0%
Capital outlay	-	1,381,000	-	45,000	100.0%	-	-100.0%
Total Program Budget	3,837,610	4,572,967	3,741,697	3,782,713	1.1%	3,749,502	-0.9%

Funding Source

General Fund	3,837,610	3,572,967	3,717,461	3,782,713		3,749,502
Crown Valley Corridor	-	-	24,236	-		-
Park Development Fees Fund	-	1,000,000	-	-		-
Total Program Budget	3,837,610	4,572,967	3,741,697	3,782,713		3,749,502

Personnel Summary	2.40	2.825	2.825	2.04		2.04
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Significant Changes and Other Notes:

Salaries & wages, Benefits, and Personnel Summary decreases are due to department reallocation and moving the Assistant City Manager allocations to the City Manager Department.

Maintenance/Repair Contractual Services includes monthly landscape maintenance contracts in addition to other miscellaneous maintenance and repairs related to irrigation systems. FY 2021/22 and FY 2022/23 each include \$228,000 for slope rehabilitation on Jeronimo Road.

Supplies includes miscellaneous landscape and irrigation parts and materials.

Capital outlay in FY 2021/22 is to replace and upgrade the message board located at La Paz and Marguerite Parkway.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	417,154	405,833	411,194	355,809	-13.5%	365,432	2.7%
Benefits	177,371	188,378	189,956	160,603	-15.5%	167,194	4.1%
Professional/Technical Contractual Svcs	471,101	566,761	407,210	402,654	-1.1%	442,654	9.9%
Maintenance/Repair Contractual Svcs	4,044,720	4,168,665	5,118,843	5,774,261	12.8%	5,472,603	-5.2%
Supplies	863,829	963,565	678,363	804,700	18.6%	825,300	2.6%
Rents	74,792	43,112	62,500	36,500	-41.6%	56,500	54.8%
Utilities	940,509	1,032,784	1,067,400	1,148,705	7.6%	1,153,139	0.4%
Dues/Memberships/Subscriptions	2,548	2,211	2,300	2,300	0.0%	2,300	0.0%
Travel/Training/Meetings	6,310	510	1,600	1,600	0.0%	1,600	0.0%
Other services/fees	11,416	3,190	2,850	2,850	0.0%	2,850	0.0%
Contributions to agencies/organizations	800	800	-	-	0.0%	-	0.0%
Capital outlay	45,920	3,583	-	-	0.0%	11,000	100.0%
Total Program Budget	7,056,470	7,379,392	7,942,216	8,689,982	9.4%	8,500,572	-2.2%

Funding Source

General Fund	6,948,797	7,262,004	7,583,316	8,561,576		8,372,166	
CARES ACT Fund	-	5,032	233,188	-		-	
Animal Services Fund	107,673	112,356	125,712	128,406		128,406	
Total Program Budget	7,056,470	7,379,392	7,942,216	8,689,982		8,500,572	

Personnel Summary	3.50	3.825	3.825	3.18		3.18	
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Significant Changes and Other Notes:

Salaries & wages, Benefits, and Personnel Summary decreases are due to department reallocation and moving the Assistant City Manager allocations to the City Manager Department.

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, including ongoing replacement of rubberized playground resurfacing.

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

Rents decrease for a decrease in support needed for events while following COVID-19 restrictions.

Capital outlay includes the first year lease for a replacement truck in FY 2022/23.



**2021-2023 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 City facility parking lots. 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	219,676	216,882	219,587	183,946	-16.2%	190,994	3.8%
Benefits	98,354	99,828	104,370	77,101	-26.1%	80,390	4.3%
Professional/Technical Contractual Svcs	3,490	4,940	5,000	9,000	80.0%	9,000	0.0%
Maintenance/Repair Contractual Svcs	1,143,197	1,053,606	998,500	901,570	-9.7%	901,570	0.0%
Supplies	18,574	15,550	23,724	11,675	-50.8%	12,175	4.3%
Rents	6,580	13,663	8,000	5,000	-37.5%	8,000	60.0%
Utilities	1,254	1,254	1,400	1,400	0.0%	1,400	0.0%
Dues/Memberships/Subscriptions	-	-	700	700	0.0%	700	0.0%
Travel/Training/Meetings	-	-	100	100	0.0%	100	0.0%
Other services/fees	599,510	585,750	613,724	633,724	3.3%	633,724	0.0%
Capital outlay	-	-	-	11,000	100.0%	9,300	-15.5%
Total Program Budget	2,090,635	1,991,473	1,975,105	1,835,216	-7.1%	1,847,353	0.7%
Funding Source							
General Fund	2,020,635	1,991,473	1,975,105	1,835,216		1,847,353	
Measure M2 Sls Tx Apportionment Fund	30,000	-	-	-		-	
State Gas Tax Fund	40,000	-	-	-		-	
Total Program Budget	2,090,635	1,991,473	1,975,105	1,835,216		1,847,353	
Personnel Summary	2.20	2.10	2.10	1.65		1.65	

Significant Changes and Other Notes:

Salaries & wages, Benefits, and Personnel Summary decreases are due to department reallocation and moving the Assistant City Manager allocations to the City Manager Department.

Professional/Technical Services includes underground service alerts.

Maintenance/Repair Contractual Services includes sidewalk and street repair.

Rent includes materials for traffic control needs during special events.

Other services/fees includes services for pressure washing, algae removal, striping, and sign maintenance.

Capital outlay is for first and second year lease payments on one replacement truck.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget		Adopted		from Prior Year
Salaries & wages	49,346	51,220	50,988	37,083	-27.3%	38,106	2.8%
Benefits	23,273	23,834	23,065	16,082	-30.3%	16,774	4.3%
Maintenance/Repair Contractual Svcs	849,294	786,273	814,010	1,014,010	24.6%	1,064,010	4.9%
Dues/Memberships/Subscriptions	-	-	575	575	0.0%	575	0.0%
Travel/Training/Meetings	-	-	96	96	0.0%	400	316.7%
Total Program Budget	921,913	861,327	888,734	1,067,846	20.2%	1,119,865	4.9%

Funding Source

General Fund	921,913	861,327	888,734	1,067,846	1,119,865
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Personnel Summary

	0.50	0.40	0.40	0.30	0.30
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Significant Changes and Other Notes:

Salaries & wages and Benefits decreases are due to department reallocation.
Maintenance/Repair Contractual Services includes tree management control services including increased tree trimming in FY 2021/22 and FY 2022/23.



MISSION VIEJO

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**2021-2023 Budget
Program Area Summary
Golf Operations
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

<i>Department Summary</i>	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21		% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
			Amended Budget	FY 2021/22 Adopted			
Administration	-	145,445	142,822	137,792	-3.5%	137,792	0.0%
Debt Service	-	16,027	142,154	167,872	18.1%	167,872	0.0%
Operations	-	697,922	1,601,419	2,596,133	62.1%	2,596,133	0.0%
Information Techechnology	-	6,241	59,000	115,200	95.3%	22,350	-80.6%
Slopes and landscape	-	48,192	260,000	130,000	-50.0%	-	-100.0%
Facilities and Infrastructure	-	288,745	665,271	298,830	-55.1%	202,830	-32.1%
Total Department Budget	-	1,202,572	2,870,666	3,445,827	20.0%	3,126,977	-9.3%
<i>Department Expenditures by Category</i>							
Professional/Technical Contractual Srvs	-	190,728	464,722	510,828	9.9%	476,978	-6.6%
Maintenance/Repair Contractual Srvs	-	294,757	325,689	244,500	-24.9%	99,500	-59.3%
Supplies	-	116,623	119,245	82,600	-30.7%	82,600	0.0%
Insurance	-	-	43,062	40,032	-7.0%	40,032	0.0%
Rents	-	29,211	74,345	27,590	-62.9%	27,590	0.0%
Utilities	-	58,735	158,220	180,900	14.3%	180,900	0.0%
Other services/fees	-	450,328	1,054,191	2,000,790	89.8%	2,000,790	0.0%
Depreciation	-	46,163	46,164	46,965	1.7%	46,965	0.0%
Debt Service	-	16,027	142,154	167,872	18.1%	167,872	0.0%
Capital outlay	-	-	442,874	143,750	-67.5%	3,750	-97.4%
Total Department Budget	-	1,202,572	2,870,666	3,445,827	20.0%	3,126,977	-9.3%
<i>Funding Source</i>							
CARES Act Fund	-	446	-	-		-	
Golf Operations Fund	-	1,202,126	2,870,666	3,445,827		3,126,977	
Total Department Budget	-	1,202,572	2,870,666	3,445,827		3,126,977	
Personnel Summary	-	-	-	-		-	



CITY OF MISSION VIEJO
2021-23 Department Objectives
Golf Operations

Strategic Goal(s)



Install a remote restroom facility near the 16th green to accommodate golfing patrons on the “back nine” of the golf course.



Inventory the bridges throughout the golf course and develop a prioritization to list for replacement and replace the 2 top priority bridges during this budget cycle.



Begin the renovation of the slopes and the removal of unplayable turf areas along the edge of the golf course.



Relocate the 10th tee adjacent to the pond at the lower lever to reduce the balls continually going into the adjacent neighboring homes.



Develop facility literature to market the Oso Creek facility to the local community and begin the security camera installation and complete the TV installation.



In coordination with Community Relations and Information Technology, develop and manage the website and social media accounts for the Oso Creek Golf Course to communicate and promote new work and amenities at the course and highlight it as a destination for golfers and non-golfers alike.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Golf Operations

Strategic Goal(s)



The City purchased the former Casta Del Sol Golf Course, now renamed Oso Creek Golf Course, and adjacent open space in November of 2019. Since the purchase, the City has been performing deferred maintenance at the golf course while American Golf Corporation is contracted to manage the daily operations. The City has completed a first phase rehabilitation of the facility which included painting the building, landscape and irrigation enhancement, new furniture, updated plumbing, kitchen fixtures and site signage.



**2021-2023 Budget
Program Summary
Golf Operations-Administration**

Program Description:

The Administration program oversees the financial aspects of the golf course including banking, accounting and auditing, legal services, and insurance.

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Professional/Technical Contractual Srvs	-	96,144	100,300	98,300	-2.0%	98,300	0.0%
Supplies	-	520	-	-	0.0%	-	0.0%
Insurance	-	-	42,522	39,492	-7.1%	39,492	0.0%
Other services/fees	-	2,618	-	-	0.0%	-	0.0%
Depreciation	-	46,163	-	-	0.0%	-	0.0%
Total Program Budget	-	145,445	142,822	137,792	-3.5%	137,792	0.0%
Funding Source							
Golf Operations Fund	-	145,445	142,822	137,792		137,792	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Professional/Technical Services includes bank service charges, auditing, and legal services.
Insurance includes the portion of the City liability and property insurance attributed to the Oso Creek Golf Course.
Depreciation is in Golf Operations after FY 2019/20.



**2021-2023 Budget
Program Summary
Golf Operations-Debt Service**

Program Description:

The Debt Service budget is used to account for the payment of interest and principal on a \$1 million loan from the City Pension 115 Trust, and leased equipment.

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Debt Service	-	16,027	142,154	167,872	18.1%	167,872	0.0%
Funding Source							
Golf Operations Fund	-	16,027	142,154	167,872		167,872	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Debt service payments to the 115 Trust began in FY 2020/21. The golf operation executed two equipment leases during FY 2020/21 for golf carts and course maintenance equipment.



**2021-2023 Budget
Program Summary
Golf Operations-Operations**

Program Description:

The Operations budget is used to track expenditures on the contracted management company. The Oso Creek Golf Course is managed under contract by American Golf Corporation (AGC). AGC manages and staffs all daily course operations including food and beverage services.

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Professional/Technical Contractual Srvs	-	88,585	318,405	374,678	17.7%	374,678	0.0%
Maintenance/Repair Contractual Srvs	-	24,265	-	-	0.0%	-	0.0%
Supplies	-	49,748	-	-	0.0%	-	0.0%
Insurance	-	-	540	540	0.0%	540	0.0%
Rents	-	29,211	23,899	10,260	-57.1%	10,260	0.0%
Utilities	-	58,735	158,220	162,900	3.0%	162,900	0.0%
Other services/fees	-	447,378	1,054,191	2,000,790	89.8%	2,000,790	0.0%
Depreciation	-	-	46,164	46,965	1.7%	46,965	0.0%
Total Program Budget	-	697,922	1,601,419	2,596,133	62.1%	2,596,133	0.0%

Funding Source

Golf Operations Fund	-	697,922	1,601,419	2,596,133	2,596,133
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Personnel Summary

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Significant Changes and Other Notes:

Professional/Technical Services includes outside consultants hired by AGC in the operation of the golf course and can include music and entertainment, information technology services, marketing, or other miscellaneous services.

Rents includes equipment leased by AGC. As equipment leases expired the City replaced equipment and/or executed new lease agreements when needed which are reported in the Golf Debt Service (leases) or Golf Facilities (purchases) programs.

Other services/fees includes the contract service fee based on 3% of revenue, costs associated with AGC staff, and Cost of Sales for Merchandise, Food, and Beverages.

Depreciation was reported in Golf Operations-Admin in FY 2019/20.



**2021-2023 Budget
Program Summary
Golf Operations-Information Technology**

Program Description:

The budget is used to track Information Technology updates and expenditures at the Oso Creek Golf Course.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	2022/23 Adopted	from Prior Year
Professional/Technical Contractual Srvs	-	5,999	45,892	27,850	-39.3%	-	-100.0%
Supplies	-	-	-	600	100.0%	600	0.0%
Utilities	-	-	-	18,000	100.0%	18,000	0.0%
Other services/fees	-	242	-	-	0.0%	-	0.0%
Capital outlay	-	-	13,108	68,750	424.5%	3,750	-94.5%
Total Program Budget	-	6,241	59,000	115,200	95.3%	22,350	-80.6%
Funding Source							
Golf Operations Fund	-	6,241	59,000	115,200		22,350	
Personnel Summary							
	-	-	-	-		-	

Significant Changes and Other Notes:

Professional/Technical Contractual Srvs includes installation and cabling for 19 cameras in FY 2021/22.
 Utilities includes an upgraded internet circuit to allow streaming from the Marguerite Aquatics Center and other streaming sources.
 Capital outlay includes \$35,000 for 11 outdoor and 8 indoor cameras with video licensing, and \$30,000 for a City managed Point of Sale System in FY 2021/22.



**2021-2023 Budget
Program Summary
Golf Operations-Slopes and Landscaping**

Program Description:

This program is for City expenditures needed to address deferred maintenance of the slopes surrounding the Oso Creek Golf Course. Slope deferred maintenance is budgeted when sufficient excess revenue is available in the Golf Operations Fund.

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Maintenance/Repair Contractual Svcs	-	48,192	75,000	130,000	73.3%	-	-100.0%
Capital outlay	-	-	185,000	-	-100.0%	-	0.0%
Total Program Budget	-	48,192	260,000	130,000	-50.0%	-	-100.0%

Funding Source

Golf Operations Fund	-	48,192	260,000	130,000	-	-	-
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Personnel Summary

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Significant Changes and Other Notes:

Maintenance/Repair Contractual Services includes slope clearing, tree trimming, slope irrigation, and plant materials.



**2021-2023 Budget
Program Summary
Golf Operations-Facilities and Infrastructure**

Program Description:

This program is for City expenditures to repair facilities and infrastructure at the Oso Creek Golf Course. Facilities and infrastructure maintenance and repairs are budgeted when sufficient excess revenue is available in the Golf Operations Fund.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Professional/Technical Contractual Svcs	-	-	125	10,000	7900.0%	4,000	-60.0%
Maintenance/Repair Contractual Svcs	-	222,300	250,689	114,500	-54.3%	99,500	-13.1%
Supplies	-	66,355	119,245	82,000	-31.2%	82,000	0.0%
Rents	-	-	50,446	17,330	-65.6%	17,330	0.0%
Other services/fees	-	90	-	-	0.0%	-	0.0%
Capital outlay	-	-	244,766	75,000	-69.4%	-	-100.0%
Total Program Budget	-	288,745	665,271	298,830	-55.1%	202,830	-32.1%
Funding Source							
Golf Operations Fund	-	288,299	665,271	298,830		202,830	
CARES Act Fund	-	446	-	-		-	
Total Department Budget	-	288,745	665,271	298,830		202,830	
Personnel Summary	-	-	-	-		-	

Significant Changes and Other Notes:

Professional/Technical Contractual Services includes \$6,000 to run water, electrical, and drainage in cart barn for ice machine installation in FY 2021/22.

Maintenance/Repair Contractual Services includes preventative maintenance for equipment, flooring repairs, parking lot striping, and painting/drywall repairs.

Capital outlay includes bridge inventory and repairs, and purchase of one utility cart vehicle in FY 2021/22.



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**2021-2023 Budget
Program Area Summary
Recreation, Community and Library Services
Expenditures, All Funds: FY 2018/19 - FY 2022/23**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Library and Cultural Services Department							
Administration	395,135	419,592	520,551	373,780	-28.2%	381,223	2.0%
Cultural Services	403,702	393,688	364,415	390,240	7.1%	399,076	2.3%
Operations	753,548	714,591	699,640	826,027	18.1%	845,240	2.3%
Public Services	1,452,769	1,380,146	1,410,077	1,407,985	-0.1%	1,568,996	11.4%
Support Services	390,788	403,187	403,068	408,621	1.4%	417,706	2.2%
Library and Cultural Services Department	3,395,942	3,311,204	3,397,751	3,406,653	0.3%	3,612,241	6.0%
Recreation & Community Services Department							
Administration	445,144	427,372	411,646	449,775	9.3%	480,311	6.8%
Community Services	996,571	840,840	671,491	776,162	15.6%	913,128	17.6%
Norman P. Murray Community Center	618,819	600,066	500,884	471,883	-5.8%	579,604	22.8%
Recreation	839,000	757,912	630,315	747,879	18.7%	512,448	-31.5%
Felipe Tennis Center	289,338	287,972	267,766	399,884	49.3%	419,795	5.0%
Marguerite Tennis Center	364,832	351,664	343,852	363,450	5.7%	389,996	7.3%
Montanoso Recreation Center	901,432	755,102	613,759	662,326	7.9%	716,171	8.1%
Sierra Recreation Center	692,170	600,769	561,381	692,511	23.4%	732,052	5.7%
Recreation & Community Services Department	5,147,306	4,621,697	4,001,094	4,563,870	14.1%	4,743,505	3.9%
Recreation/Community/Library Services	8,543,248	7,932,901	7,398,845	7,970,523	7.7%	8,355,746	4.8%

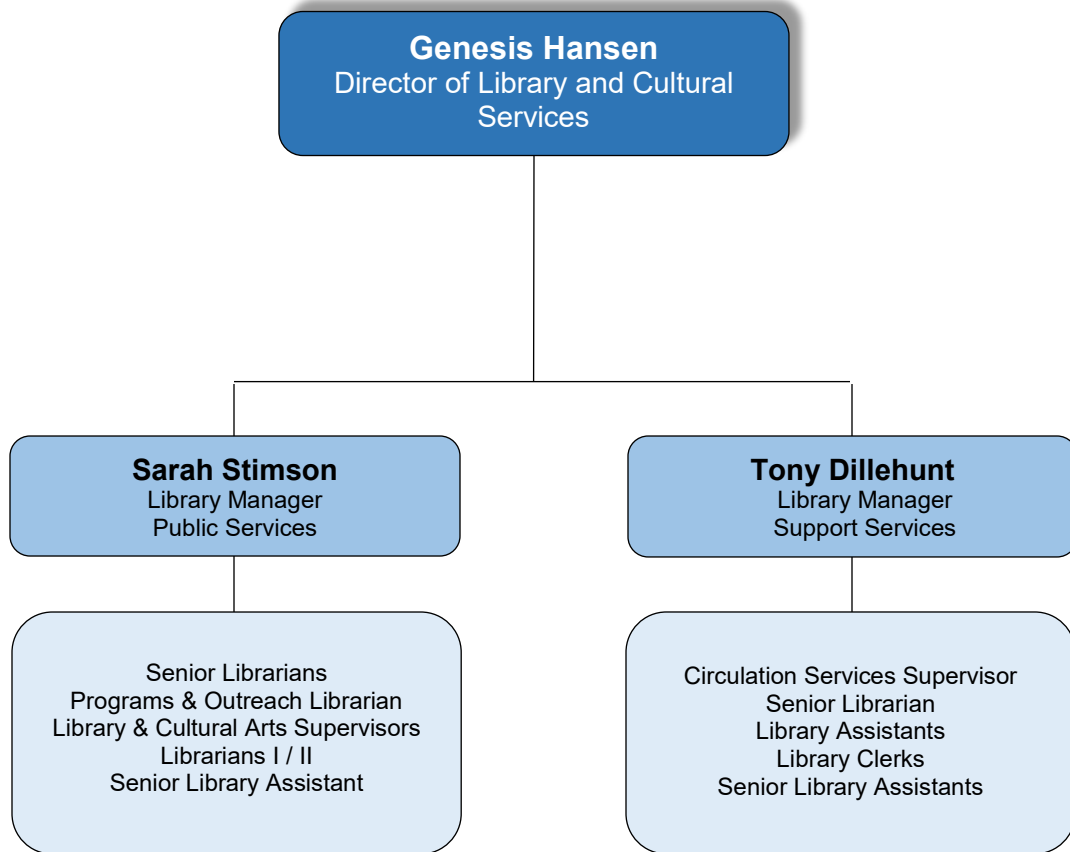


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LIBRARY AND CULTURAL SERVICES



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. In addition, this department provides staff support to three citizen committees.

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.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Library and Cultural Services

Strategic Goal(s)



Following a model of successful grant-funded early childhood art programs for children as well as early development storytimes, develop curriculum of early childhood drop-in art programming at the Potocki Center, as well as free or low-cost after-school programming.



With the Friends of the Arts, apply for Levitt AMP concert series grant to host 10 concerts during the 2022-2023 grant cycle.



In accordance with recommendations from the Disability Needs Assessment grant, form an advisory committee with representatives from the local Disability community to help develop and plan library services and programs that meet the diverse needs of people with disabilities.



In accordance with recommendations from the Disability Needs Assessment grant, develop menu of assistance services for patrons with disabilities (e.g. carrying books; opening doors; assisting with technology) and a communication strategy to create awareness of offerings.



In response to patron requests and feedback, develop permanent workflow to integrate popular services developed during the pandemic (e.g. Curbside pickup; asynchronous virtual programming) into in-person library services and programs on an ongoing basis.



Develop Science, Technology, Engineering, Mathematics (STEM) training programs for children and teens utilizing Chromebooks donated by Human-I-T in partnership with Cox Communications.



Conduct a needs assessment for family and adult literacy services in the community, and apply for the 2022 California State Library literacy grant funding opportunity if needed.



In partnership with the Mission Viejo Diversity & Inclusion Task Force, develop programs and exhibits that celebrate the diversity of Mission Viejo and support a safe, inclusive, and welcoming community.



Continue to build the Vets Connect @ the Library resource center, and work with Recreation to continue development of programs and services for Veterans.



In coordination with Recreation and Community Services, develop a dedicated website page promoting the Special Needs and Adaptive Programming (SNAP) initiative. Website should provide opportunities for all abilities to participate in positive recreational activities including but not limited to swimming, art, tennis, special events, educational programs and social activities.



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Library and Cultural Services

Strategic Goal(s)



Partnered with Space in the Gap, Friends of the Arts, and Public Services to create art installations in unused retail space in the Gateway Center and Kaleidoscope Center.



Analyzed attendance patterns for Potocki art classes and programs and developed plans for free and low-cost early childhood and family programs when the Center reopens.



Using grant funding, conducted a needs assessment for adaptive programs and services for disabled individuals and groups, including community input, staff training, and short and long-term planning for implementation.



Received multiple grant awards to improve Library facility, program, and materials offerings, including a grant-funded remodel of the Family Reading Corner; a Civil Liberties education grant; a grant for diverse Storytime Kits, and the "Give Me Space!" grant for astronomy-themed STEM programs and kits.



Conducted RFP and changed primary library materials vendor to better meet current needs and create a more efficient workflow. Completed full evaluation and analysis of adult materials collection and usage, and took advantage of library closure to shift adult materials to better locations which allocate space based on demand for the collection area.



Continued popular Writers Present author series, hosting bestselling and celebrity authors Candace Cameron Bure, Yangsze Choo, Kobe Bryant & Ivy Pachoda, and more.



Conducted over 6,000 wellness check calls to senior residents during the pandemic, providing assistance in connecting with needed resources.



Partnered with Recreation & Community Services and local service agencies such as CalVET to offer programs and services for Veterans, such as counseling services, film screenings and discussions, and started the Veterans Oral History project currently underway in partnership with the Heritage Committee and local school groups.



Implemented highly successful curbside pickup service to safely provide materials to the public during the pandemic closure. Shifted all library and arts programming to virtual delivery during the pandemic, including storytimes, art classes, trivia, book clubs, PAW readathon, Summer Reading, and more!



Added new online content to aid with reading, research, and enrichment needs during the pandemic, including more ebooks and audio books; over 3,000 digital magazines; ValueLine Investment Research; and CreativeBug virtual art & craft classes.



Worked with Public Services, the Cultural Arts Committee, the Friends of the Arts, and local community groups to create and install the "Gratitude Letters" projects near Mission Hospital, highlighting the work of our medical professionals during the pandemic.



Worked with community groups, individuals, and City staff to launch the Diversity and Inclusion Task Force to highlight the diversity of our community and continue to promote a safe and welcoming environment for all.





In coordination with Emergency Services, assisted with staffing vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo during Library & Potocki Center facility closures.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Library & Cultural Services



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Provides superior services that meet the unique & distinctive needs of the community, setting it apart from other cities in the area	# of library visits	266,450	1,049	300,000	400,000
		# of materials checkout	915,109	311,743	1,000,000	1,100,000
		# of eBooks downloaded	88,389	74,853	110,000	110,000
		# of new borrowers registered	7,039	1,012	10,000	10,000
		# of website & catalog visits	906,941	649,124	1,000,000	1,100,000
		# of passport applications processed	3,586	13	5,000	5,000
	Offers diverse programs & activities for youth and seniors	# of program attendance	26,283	9,665 (virtual)	28,000	35,000
	Creates & fosters a sense of community pride through citizen involvement	# of volunteer hours	10,240	0	12,000	12,000
	Responsive, accessible & courteous to its customers	# of reference questions answered	102,823	14,242	120,000	150,000



**2021-2023 Budget
Library and Cultural Services
Department Summary**

Department Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	395,135	419,592	520,551	373,780	-28.2%	381,223	2.0%
Cultural Services	403,702	393,688	364,415	390,240	7.1%	399,076	2.3%
Operations	753,548	714,591	699,640	826,027	18.1%	845,240	2.3%
Public Services	1,452,769	1,380,146	1,410,077	1,407,985	-0.1%	1,568,996	11.4%
Support Services	390,788	403,187	403,068	408,621	1.4%	417,706	2.2%
Total Department Budget	3,395,942	3,311,204	3,397,751	3,406,653	0.3%	3,612,241	6.0%

Department Expenditures by Category

Salaries & wages	2,102,927	2,061,594	2,066,521	2,105,766	1.9%	2,227,754	5.8%
Benefits	811,628	847,817	1,000,265	929,907	-7.0%	1,009,907	8.6%
Professional/Technical Contractual Svcs	38,105	51,991	38,064	36,100	-5.2%	36,100	0.0%
Maintenance/Repair Contractual Svcs	10,897	12,049	9,300	15,750	69.4%	15,750	0.0%
Supplies	268,605	198,743	174,525	179,250	2.7%	184,250	2.8%
Rents	2,515	6,094	500	3,400	580.0%	3,400	0.0%
Utilities	-	-	500	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	1,965	3,392	500	2,210	342.0%	2,210	0.0%
Travel/Training/Meetings	9,827	6,171	1,250	10,500	740.0%	10,750	2.4%
Other services/fees	99,473	66,353	44,470	73,770	65.9%	72,120	-2.2%
Contributions to agencies/organizations	50,000	50,000	50,000	50,000	0.0%	50,000	0.0%
Capital outlay	-	7,000	11,856	-	-100.0%	-	0.0%
Total Department Budget	3,395,942	3,311,204	3,397,751	3,406,653	0.3%	3,612,241	6.0%

Funding Source

General Fund	403,702	393,688	364,415	390,240		399,076
Library Fund	2,798,641	2,580,917	2,668,701	3,008,083		3,089,583
CARES Act Fund	-	7,000	-	-		-
General Fund Subsidy	193,599	329,599	364,635	8,330		123,582
Total Department Budget	3,395,942	3,311,204	3,397,751	3,406,653		3,612,241

Personnel Summary	24.10	24.10	24.10	24.10		24.10
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**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	210,974	218,197	240,961	138,239	-42.6%	142,327	3.0%
Benefits	125,478	130,042	223,726	169,731	-24.1%	174,736	2.9%
Professional/Technical Contractual Svcs	-	20,527	14,664	2,000	-86.4%	2,000	0.0%
Maintenance/Repair Contractual Svcs	5,862	2,838	6,550	6,500	-0.8%	6,500	0.0%
Supplies	17,416	13,216	7,100	15,000	111.3%	15,000	0.0%
Rents	190	2,276	-	2,300	100.0%	2,300	0.0%
Utilities	-	-	500	-	-100.0%	-	0.0%
Dues/Memberships/Subscriptions	1,115	2,927	-	1,710	100.0%	1,710	0.0%
Travel/Training/Meetings	6,916	4,778	1,000	9,000	800.0%	9,000	0.0%
Other services/fees	27,184	24,791	26,050	29,300	12.5%	27,650	-5.6%
Total Program Budget	395,135	419,592	520,551	373,780	-28.2%	381,223	2.0%
Funding Source							
Library Fund	395,135	419,592	520,551	373,780		381,223	
Personnel Summary							
	2.0	2.0	2.0	2.0		2.0	

Significant Changes and Other Notes:

Salaries & wages and Benefits decreases due to unfunded vacancy to reduce the General Fund Subsidy. Benefits include the Library portion of Retiree Insurance Program (RIP) contribution cost allocated to each fiscal year. The RIP program is fully funded and the budget for this program will be contributed to the Section 115 Pension Trust to offset the CalPERS unfunded liability. Professional/Technical Contractual Services included grant funded programs in FY 2019/20 and FY 2020/21. Utilities included cable TV in FY 2020/21. This cost is budgeted in the Information Technology Department during this budget cycle. Travel/Training/Meetings are expected to increase as COVID-19 restrictions lessen. Other services/fees includes annual County of Orange property tax administration fees.



**2021-2023 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," "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 and Senior Center, Heritage House, Oso Viejo Village Green, and Crown Valley Parkway. Additional community-wide events include: "Pacific Symphony/Prelude in the Park" (featuring the Pacific Symphony Orchestra), and the Family Art Days.

Cultural Services also facilitates and coordinates the program/project efforts of the Potocki Center for the Arts, and 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	193,871	198,095	197,591	196,384	-0.6%	201,647	2.7%
Benefits	74,997	79,005	82,768	84,656	2.3%	87,979	3.9%
Professional/Technical Contractual Svcs	10,235	4,881	4,100	7,100	73.2%	7,100	0.0%
Maintenance/Repair Contractual Svcs	1,050	1,394	-	1,500	100.0%	1,500	0.0%
Supplies	9,043	11,605	1,900	11,750	518.4%	11,750	0.0%
Rents	2,325	3,818	500	1,100	120.0%	1,100	0.0%
Dues/Memberships/Subscriptions	405	405	-	500	100.0%	500	0.0%
Travel/Training/Meetings	233	370	-	-	0.0%	250	100.0%
Other services/fees	61,543	37,115	15,700	37,250	137.3%	37,250	0.0%
Contributions to agencies/organizations	50,000	50,000	50,000	50,000	0.0%	50,000	0.0%
Capital outlay	-	7,000	11,856	-	-100.0%	-	0.0%
Total Program Budget	403,702	393,688	364,415	390,240	7.1%	399,076	2.3%

Funding Source

General Fund	403,702	393,688	364,415	390,240	399,076
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Personnel Summary

	2.0	2.0	2.0	2.0	2.0
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Significant Changes and Other Notes:

Professional/Technical Contractual Services includes performers for the Family Art Days and Pacific Symphony events.

Supplies includes supplies for Family Art Days and Pacific Symphony events.

Rents includes copier lease.

Other services/fees includes \$24,000 for instructor fees for art, music, and ceramics classes, which are offset 100% by revenue.

Contributions to agencies/organizations is the fee provided to the Pacific Symphony for the annual Symphony event.



**2021-2023 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 the department's Passport Acceptance Service.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	542,938	503,968	471,345	589,583	25.1%	601,069	1.9%
Benefits	189,088	187,765	210,825	208,474	-1.1%	216,201	3.7%
Professional/Technical Contractual Svcs	9,129	7,752	5,000	8,000	60.0%	8,000	0.0%
Maintenance/Repair Contractual Svcs	3,985	7,817	2,750	7,750	181.8%	7,750	0.0%
Supplies	7,065	4,813	7,000	8,500	21.4%	8,500	0.0%
Travel/Training/Meetings	454	-	-	-	0.0%	-	0.0%
Other services/fees	889	2,476	2,720	3,720	36.8%	3,720	0.0%
Total Program Budget	753,548	714,591	699,640	826,027	18.1%	845,240	2.3%
Funding Source							
Library Fund	753,548	714,591	699,640	826,027		845,240	
Personnel Summary							
	6.90	6.90	6.90	6.90		6.90	

Significant Changes and Other Notes:

Salaries and wages increase in FY 2021/22 is for the restoration of hourly, seasonal and temporary hours to restore library operating hours to pre-pandemic levels.

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



**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	882,477	866,520	887,856	922,754	3.9%	1,020,398	10.6%
Benefits	317,943	338,341	363,546	333,231	-8.3%	391,598	17.5%
Professional/Technical Contractual Srvs	8,180	6,835	3,500	7,000	100.0%	7,000	0.0%
Supplies	231,643	165,396	154,525	140,000	-9.4%	145,000	3.6%
Dues/Memberships/Subscriptions	445	60	400	-	-100.0%	-	0.0%
Travel/Training/Meetings	2,224	1,023	250	1,500	500.0%	1,500	0.0%
Other services/fees	9,857	1,971	-	3,500	100.0%	3,500	0.0%
Total Program Budget	1,452,769	1,380,146	1,410,077	1,407,985	-0.1%	1,568,996	11.4%
Funding Source							
Library Fund	1,259,170	1,043,547	1,045,442	1,399,655		1,445,414	
CARES Act Fund	-	7,000	-	-		-	
General Fund Subsidy	193,599	329,599	364,635	8,330		123,582	
Total Program Budget	1,452,769	1,380,146	1,410,077	1,407,985		1,568,996	
Personnel Summary	10.10	10.10	10.10	10.10		10.10	

Significant Changes and Other Notes:

Salaries & wages includes internally underfilling one vacancy and additional hourly, seasonal and temporary wages to backfill vacancy position so library facility operating hours can be restored to pre-pandemic levels. Vacancy position is projected to be filled in FY 2022/23.

Benefits decrease in FY 2021/22 is a result of an unfunded vacancy for the entirety of the year. It is anticipated that this position will be filled for FY 2022/23.

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

Travel/Training/Meetings is expected to increase as COVID-19 restrictions lessen.



**2021-2023 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.

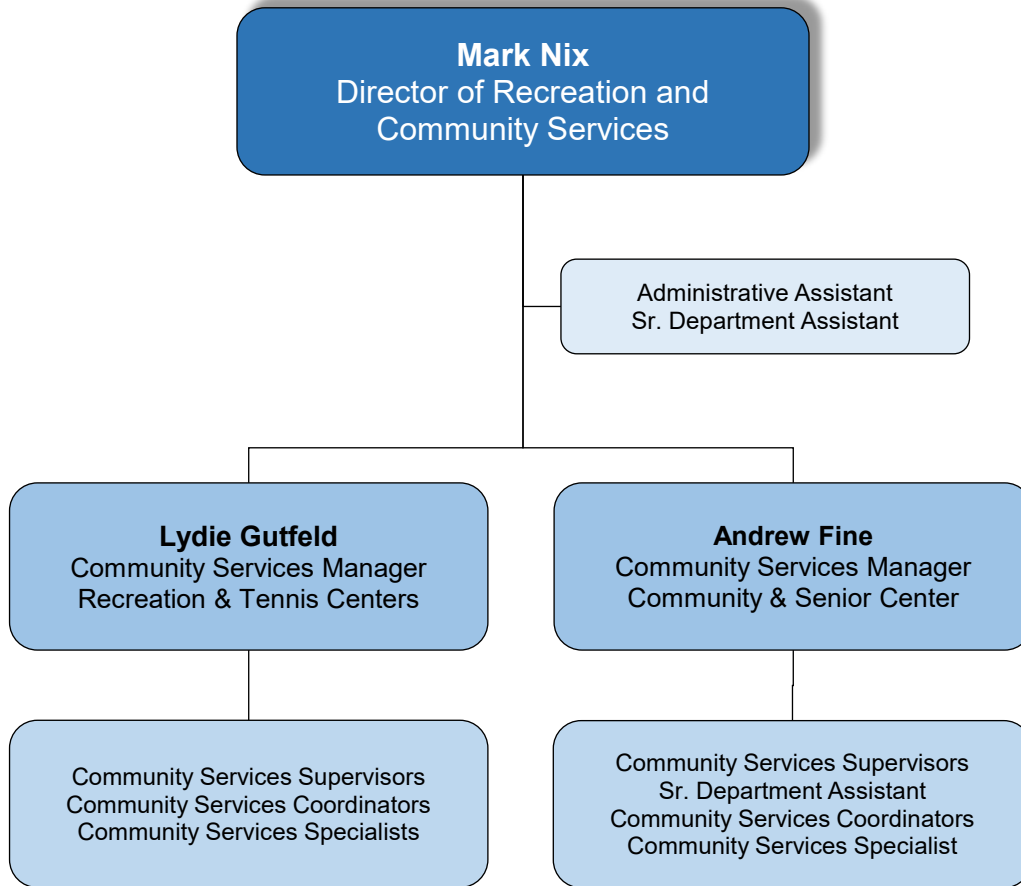
Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	272,667	274,814	268,768	258,806	-3.7%	262,313	1.4%
Benefits	104,122	112,664	119,400	133,815	12.1%	139,393	4.2%
Professional/Technical Contractual Svcs	10,561	11,996	10,800	12,000	11.1%	12,000	0.0%
Supplies	3,438	3,713	4,000	4,000	0.0%	4,000	0.0%
Dues/Memberships/Subscriptions	-	-	100	-	-100.0%	-	0.0%
Total Program Budget	390,788	403,187	403,068	408,621	1.4%	417,706	2.2%
Funding Source							
Library Fund	390,788	403,187	403,068	408,621		417,706	
Personnel Summary							
	3.10	3.10	3.10	3.10		3.10	

Significant Changes and Other Notes:

Salaries & wages decrease is due to unfunded 0.5 FTE vacancy to reduce the General Fund Subsidy.
Professional/Technical Contractual Services includes the fees for the Online Computer Library Center.



RECREATION AND COMMUNITY SERVICES



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 three citizen committees.



CITY OF MISSION VIEJO
2021-23 Department Objectives
Recreation and Community Services

Strategic Goal(s)



In coordination with the City Manager's office, Police Services, Community Development, Administrative Services, and various governmental agencies and non-profit organizations, work collaboratively to develop regional solutions for homelessness and affordable and transitional housing needs utilizing Building Homes and Jobs (SB 2) Act and Community Development Block Grant funding.



Seek opportunities to partner with the Veterans Affairs (VA) and other non-profits offering services to veterans and develop resources to educate military members and their families on issues relating to housing, legal services, counseling, disability services, health and income benefits, and career re-entry opportunities.



In coordination with Police Services, establish and strengthen connections with non-profit agencies, OCSD, Mission Hospital, OC Health Care Agency, and local legislators focused on drug prevention and homelessness education via workshops, classes, specialized events, programs at City facilities, and public presentations for students and their parents. Continue to connect residents in need of assistance with all local resources available and educate the public on where to find help. Develop increased awareness of drug prevention through specialized events within The Yard and Teen Scene programs.



Provide spaces for youth to participate in athletic activities by partnering with organizations such as AYSO, Little League, Mission Viejo Girls Softball, Nadadores, and Spirit Youth Sports in an effort to promote positive development and plan quality recreational experiences for all abilities encompassing the Special Needs Adaptive Programming (SNAP) initiative. Increase partnerships to develop enhanced special needs programming at the Tennis Centers, such as Wheelchair tennis leagues and Aging Autism tennis clinics.



In coordination with Library and Cultural Services, develop a dedicated website page promoting the Special Needs and Adaptive Programming (SNAP) initiative. Website should provide opportunities for all abilities to participate in positive recreational activities including but not limited to swimming, art, tennis, special events, educational programs and social activities.



Seek to increase social and educational opportunities for middle school aged children and teens in Mission Viejo. Seek community partnerships and revenue sources to offset expenses at various middle school sites for homework help, enrichment programs, and recreational opportunities.



In partnership with the Mission Viejo Diversity and Inclusion Task Force, bring community members, local government, public safety, and stakeholders together to further existing and new efforts in ensuring the community is safe and welcoming for all residents, workers, and visitors. Conduct and promote new and existing community-based programs and activities that foster mutual respect and understanding. Proactively communicate diversity and inclusion efforts city-wide while also supporting a healthier, more competitive, more diverse business sector.



Increase assistance to seniors with the purpose of overcoming vulnerabilities as a "high-risk" group for COVID-19 infection. This includes working with local non-profits and government agencies to engage seniors in a manner that will help them overcome isolation and provide for their increased safety, well-being, and quality of life. This also includes taking action to possibly expand transportation options and increase Dial-a-Taxi memberships as well as leveraging local partnerships for the purposes of providing food, shelter, and emotional support. Provide Wellness Checks for seniors upon request and work with Police Services to request welfare checks of residents who appear to be in distress.



**CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Recreation and Community Services**

Strategic Goal(s)



Orange County Sheriff Department (OCSD) distributed passes to homeless individuals to use recreation center shower facilities to prepare for meetings with prospective employers, landlords, or on an as-needed basis. Partnering with local non-profits conducted monthly food drives collecting over 35,000 lbs. of food, from over 1,000 cars during the drive-through events, with over 100 community volunteers. Wellness checks were done via phone call for thousands of residents isolated at home with follow-up by OCSD if needed. Calls continue by request. CDBG funding was made available to Community Services grant funding agencies offering them another opportunity to receive financial assistance. The City funded multiple non-profits who provide housing options for people experiencing homelessness or housing insecurities. Multiple agencies were able to convert funding to CDBG this year, which saved the City's General Fund approximately \$24,000.



Since June 2020 conducted 2 Lifeguard and First Aid/Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) recertifications, and 3 Lifeguard in-services for staff. Additional Rapid Response Emergency GO-Bags supplied with first aid kits and Bag Value Mask (BVM)s (used for CPR during Covid-19) were purchased. Staff was updated and trained on how to use the new GO-Bags and BVMs. The Emergency Action Plans were updated to include all evolving protocols in order to provide a safe environment for patrons and staff.

All community Lifeguard Courses including the Junior Lifeguard program were cancelled due to facility closures. Plans are in the works to create a community class adhering to new COVID-19 and American Red Cross guidelines. Tennis center staff took a CPR for Professional Rescuers course with BVM training. The Norman P. Murray Community and Senior Center (NPM) staff attended a basic First Aid/CPR/AED certification course to maintain current certification. Recreation Center staff are currently working toward completing a Lifeguard review course, as well as receiving their Title 22 certifications for the next 2 years. All courses were conducted in small groups or virtually, or through online content.

Information and virtual content are available to the community regarding Water Safety Month for May of 2020. Content from the American Red Cross and various water safety agencies were posted on the City's website. Each week during the month of May new water safety content such as videos, statistical dashboards, print outs (coloring book pages, games), and agency links were uploaded to target specific age groups – children, families, adults, and seniors with an emphasis on pool, lake, and ocean water safety.



In early 2020 partnered with Information Technology and Community Relations staff to develop a comprehensive sports tourism website as a valuable tool to attract athletic programs and events to Mission Viejo. The website features all sports facilities in the City, with "stats" meant to appeal to those that may wish to come to Mission Viejo to train or hold competitions. <https://missionviejosports.com/>



Information is continually updated on the City's Military and Veteran's page, and distributed via eNews articles for services including the Veteran's Legal Institute for free legal services, and the USA Home Ownership Foundation, for free financial workshops. A Veteran's Resource brochure is available with updated local resources for Veteran's. It is available at all facilities and the City's website. Staff hosted a Drive-Thru donation event for local Marines, in partnership with the Marine Adoption Committee, as well as a shoe drive in partnership with the American Soldier Network to provide goods and services to local Marines and their families.



Partnering with Mercy House for Homeless Outreach resulted directly in housing over 50 homeless individuals since the partnership began in 2019. Partnered with Mercy Warehouse, Patriots and Paws, and other local non-profits to secure furniture for multiple recently permanently housed individuals. Partnered with local churches to assist with property maintenance for individuals in danger of losing their homes. Staff is providing a monthly webinar series on topics relating to mental health, parenting support, drug and suicide prevention. Online wellness-related classes such as yoga, Medicare 101, and Grandparenting classes are available. Partnering with



CITY OF MISSION VIEJO
2019-21 Department Accomplishments
Recreation and Community Services (Continued)

Strategic Goal(s)

Mission Hospital, Monarch Healthcare, and Memorial Care offered virtual and drive-thru events such as the Oso Fit Health Fair and Virtual 5k and the Drive-thru Flu Shot Clinic.



Staff reviewed and refined all sports group social distancing policies before they resumed practices, and worked with Public Services to plan for additional janitorial support as groups were allowed to return to the fields. Staff has taken time to make sure the ever-changing rules are disseminated properly to get kids playing safely outdoors.



Therapy Lap Lanes were offered beginning June 2020 when the pools reopened, to enable individuals with special needs pool access and proper accommodations. A total of 2,421 reservations were made between June 2020 and February 2021.



For FY 19/20, staff at the Felipe Tennis and Recreation Center continued to find ways to adapt to the community's needs, including modifying some Yard activities, and providing more sensory friendly options. Staff created quiet areas, rotated in group "everyone plays" activities, and was able to engage all participants.



Partnering with the Southern California Tennis Association, "One More Push" and the Net Generation Program, Angel City Sports, Angels on Wings, and UCLA Recreation Department, we held quarterly free Wheelchair and Adaptive Tennis Clinics/Festivals at the Marguerite Tennis Pavilion. This translated into regular ongoing bimonthly free Wheelchair and Adaptive tennis clinics for the community throughout Southern California. As many as 200 participants, including children, benefitted from this program.

Hosted a United States Tennis Association (USTA) wheelchair tennis coaches seminar and certification workshop that had over 25 coaches, with Jason Harnett, the Director of the USTA Wheelchair Tennis Program as the featured speaker and clinician.

The City was awarded USTA grants of \$1,500 in 2019 and \$3,000 in 2020 to help with the cost of running these wheelchair and adaptive tennis programs.



In September of 2019, working with ACEing Autism, the City initiated a free weekly tennis program averaging over 10 participants per session at the Marguerite Tennis Pavilion, to introduce tennis to children with autism. Over \$24,000 for this program was raised through the "Play for A Purpose" fundraiser held at the Marguerite Tennis Pavilion by the Marguerite staff, partnering with ACEing Autism and student volunteers from Sage Hill school. The money was raised to fund free programs to teach tennis to children with autism not only in Mission Viejo, but to other tennis facilities throughout Southern California. Community involvement was a priority in running both the wheelchair and adaptive tennis programs as well as the ACEing Autism program for children. In all, over 100 volunteers, many high-school age, contributed their time to assist with these programs.



With cooperation from the American Red Cross, Public Safety, Public Services, and Library & Cultural Services the City conducted a functional sheltering exercise, deploying the City's sheltering trailer at the Norman P. Murray Community and Senior Center.



In partnership with the Orange County Fire Authority, Sherriff's Department, Orange County Health Department, and the Nadadores Foundation, continued to increase community awareness of pool and water safety. Implemented Water Safety week with the goal to increase water safety awareness and pool safety practices throughout the community. Host swim lessons, community CPR programs, and water watcher clinics. Promoted an emergency prepared workforce and community by providing instruction for certification in CPR, First Aid, Lifeguard, AED, and Title 22.





In coordination with Emergency Services, assisted with staffing vaccination SuperPOD sites at Soka University, Disneyland, Anaheim Convention Center, and the mobile POD in Mission Viejo.



CITY OF MISSION VIEJO
2021-23 Department Performance Measures
Recreation and Community Services



Performance measures are designed to determine accountability, improve service quality, allocate resources and evaluate departmental performance in meeting Mission Viejo's goals and objectives.

Strategic Goal	Objective	Measure	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Projected	FY 2022/23 Projected
	Provides superior services that meet the unique & distinctive needs of the community, setting it apart from other cities in the area	Combined Recreation Centers attendance	143,450	75,000	120,000	150,000
		Average # monthly Recreation Centers members	5,904	6,000	6,250	6,500
		Case Management Referrals	688	473	500	775
		Pounds senior food distribution	82,572	71,426	75,000	80,000
		Combined Tennis Centers attendance	58,992	35,000	48,000	55,000
		Average # monthly Tennis Centers members	461	485	485	550
		# of taxi trips under the Senior Mobility program	3,676	1,115	2,875	4,000
	Partners & leverages resources with community stakeholders	\$ amount of funds raised for Adopted Marine Battalion	\$60,000	\$25,000	\$35,000	\$50,000
	Offers diverse programs & activities for youth and seniors	# of Community classes / # of attendees	1,154 / 49,631	211 / 7,669	700 / 23,500	1,400 / 47,000
		# of on-site meals served	59,629	67,047	59,000	62,000
		# of senior activities / # of attendees	2,253 / 47,201	100 / 3,918	1,400 / 25,000	2,500 / 50,000
		Kids' Factory After School total attendance	76,700	8,560	100,000	110,000
		Kids' Factory summer total attendance	7,180	1,000	9,000	10,000
	Encourages & supports neighborhood gatherings & city-wide special events that connect the community	# of Citywide hosted special events / # of attendees	32 / 23,750	14 / 1,723	15 / 3,000	30 / 20,000
		# youth participants on City sports fields	11,174	5,604	6,200	12,400
# of sports field usage permits issued		111	67	75	150	
	Protects & prudently manages its financial resources	Facility rental revenue	155,500	0	140,000	280,000
		Sports field rental revenue	105,421	95,000	105,000	110,000
		Community Sponsorship Program	\$104,230	\$59,325	\$60,000	\$80,000
	Responsive, accessible & courteous to its customers	# of picnic permits issued	243	0	120	250
		# of facility bookings / attendees	4,272 / 142,561	311 / 11,587	3,000 / 93,000	6,000 / 180,000



**2021-2023 Budget
Recreation and Community Services
Department Summary**

Department Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Administration	445,144	427,372	411,646	449,775	9.3%	480,311	6.8%
Community Services	996,571	840,840	671,491	776,162	15.6%	913,128	17.6%
Norman P. Murray Community Center	618,819	600,066	500,884	471,883	-5.8%	579,604	22.8%
Recreation	839,000	757,912	630,315	747,879	18.7%	512,448	-31.5%
Felipe Tennis Center	289,338	287,972	267,766	399,884	49.3%	419,795	5.0%
Marguerite Tennis Center	364,832	351,664	343,852	363,450	5.7%	389,996	7.3%
Montanoso Recreation Center	901,432	755,102	613,759	662,326	7.9%	716,171	8.1%
Sierra Recreation Center	692,170	600,769	561,381	692,511	23.4%	732,052	5.7%
Total Department Budget	5,147,306	4,621,697	4,001,094	4,563,870	14.1%	4,743,505	3.9%

Department Expenditures by Category

Salaries & wages	2,210,866	2,077,649	1,787,596	2,215,461	23.9%	2,307,824	4.2%
Benefits	846,958	833,846	826,176	748,333	-9.4%	781,006	4.4%
Professional/Technical Contractual Svcs	91,362	92,532	59,790	73,090	22.2%	88,730	21.4%
Maintenance/Repair Contractual Svcs	23,262	10,214	20,525	28,825	40.4%	34,525	19.8%
Supplies	114,443	92,707	104,627	106,707	2.0%	162,802	52.6%
Insurance	141	-	-	-	0.0%	-	0.0%
Rents	29,682	38,590	32,300	10,195	-68.4%	22,995	125.6%
Utilities	225,818	204,594	178,372	213,800	19.9%	213,800	0.0%
Dues/Memberships/Subscriptions	3,343	2,384	4,325	4,835	11.8%	5,210	7.8%
Travel/Training/Meetings	18,324	11,821	3,250	3,225	-0.8%	7,925	145.7%
Other services/fees	1,367,099	1,101,095	893,883	1,061,299	18.7%	971,338	-8.5%
Contributions to agencies/organizations	152,085	117,689	90,250	98,100	8.7%	139,850	42.6%
Capital outlay	63,923	38,576	-	-	0.0%	7,500	100.0%
Total Department Budget	5,147,306	4,621,697	4,001,094	4,563,870	14.1%	4,743,505	3.9%

Funding Source

General Fund	5,075,428	4,545,641	3,889,752	4,505,824		4,633,473	
CARES Act Fund	-	32,201	-	-		-	
Senior Mobility Grant Fund	71,878	43,855	111,342	58,046		110,032	
Total Department Budget	5,147,306	4,621,697	4,001,094	4,563,870		4,743,505	

Personnel Summary	23.640	23.625	23.625	21.225		21.225	
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**2021-2023 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, three citizen committees; and serves as liaison to citizen groups and the City Council. The Community Calendar, City recreation newsletter ("MV Life"), and departmental information on the City's web page are all updated on an ongoing basis through the Administration program.

Category Expenditure Summary	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	236,867	244,152	250,393	276,123	10.3%	284,402	3.0%
Benefits	130,275	138,475	113,098	125,052	10.6%	130,259	4.2%
Professional/Technical Contractual Svcs	14,928	9,535	5,000	6,000	20.0%	6,600	10.0%
Supplies	19,631	15,088	21,350	19,450	-8.9%	23,025	18.4%
Rents	7,949	3,536	7,000	4,200	-40.0%	9,000	114.3%
Dues/Memberships/Subscriptions	1,585	1,510	3,355	3,925	17.0%	4,300	9.6%
Travel/Training/Meetings	3,103	2,271	550	525	-4.5%	3,125	495.2%
Other services/fees	24,161	5,342	10,900	6,100	-44.0%	11,200	83.6%
Contributions to agencies/organizations	6,645	7,463	-	8,400	100.0%	8,400	0.0%
Total Program Budget	445,144	427,372	411,646	449,775	9.3%	480,311	6.8%

Funding Source

General Fund	445,144	427,372	411,646	449,775		480,311
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Personnel Summary

	2.50	2.45	2.45	2.65		2.65
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Significant Changes and Other Notes:

Salaries & wages and Benefits increases are due to department reallocation.

Supplies includes items needed for various events including Memorial and Veteran's Day as well as Marine Adoption Committee events.

Rents includes chair and table rentals for various events.

Travel/Training/Meetings includes a reduction in FY 2021/22 due to COVID-19 restrictions and virtual meetings.

Other services/fees includes postage, outside printing, and advertising for Memorial Day, Veteran's Day, and Marine Adoption programs and events.



**2021-2023 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 American Cancer Society's "Relay for Life"; the Mission Viejo Activities Committee's "Santa's Arrival and Celebration," Fourth of July Fireworks, and the Holiday Boutique.

This program also facilitates and coordinates the various citizen committee sponsored programs, including 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	530,225	438,961	359,385	462,585	28.7%	492,495	6.5%
Benefits	210,237	179,027	186,266	194,837	4.6%	202,893	4.1%
Professional/Technical Contractual Svcs	10,479	18,717	4,740	3,990	-15.8%	4,740	18.8%
Maintenance/Repair Contractual Svcs	-	1,969	200	250	25.0%	250	0.0%
Supplies	17,350	20,672	8,600	6,550	-23.8%	23,900	264.9%
Rents	5,359	9,703	5,000	3,000	-40.0%	11,000	266.7%
Utilities	145	456	-	-	0.0%	-	0.0%
Dues/Memberships/Subscriptions	430	310	-	-	0.0%	-	0.0%
Travel/Training/Meetings	8,565	6,833	300	300	0.0%	1,300	333.3%
Other services/fees	59,102	53,966	16,750	14,950	-10.7%	45,100	201.7%
Contributions to agencies/organizations	145,440	110,226	90,250	89,700	-0.6%	131,450	46.5%
Capital outlay	9,239	-	-	-	0.0%	-	0.0%
Total Program Budget	996,571	840,840	671,491	776,162	15.6%	913,128	17.6%
Funding Source							
General Fund	996,571	839,612	671,491	776,162		913,128	
CARES Act Fund	-	1,228	-	-		-	
Total Program Budget	996,571	840,840	671,491	776,162		913,128	
Personnel Summary	4.38	5.375	5.375	5.375		5.375	

Significant Changes and Other Notes:

Salaries & wages was reduced in FY 2020/21 to offset revenue losses due to COVID-19 restrictions and limited programs and services.

Supplies includes items needed for the Health Fair and Concerts in the Park in FY 2022/23.

Travel/Training/Meetings are expected to resume in FY 2022/23 from COVID-19 restrictions lessening.

Other Services/fees includes instructors fees for youth, teen, adult, and exercise classes, which are 100% offset by revenue. This category includes \$15,000 for after-school enrichment programs in FY 2022/23.

Contributions to agencies/organizations includes support to the Mission Viejo Activities Committee for various events, including 4th of July Fireworks and Santa's Arrival and Workshop. FY 2021/22 will use a deposit on record from the FY 2020/21 Fireworks show cancelled due to COVID-19 restrictions.



**2021-2023 Budget
Program Summary
Recreation and Community Services-Norman P. Murray Community and Senior 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	278,605	303,546	213,961	255,121	19.2%	259,731	1.8%
Benefits	116,606	135,431	131,079	88,597	-32.4%	92,098	4.0%
Professional/Technical Contractual Svcs	33,627	32,392	28,050	29,100	3.7%	38,090	30.9%
Maintenance/Repair Contractual Svcs	19,171	4,351	11,100	15,100	36.0%	19,300	27.8%
Supplies	19,478	15,676	14,720	12,620	-14.3%	21,940	73.9%
Rents	1,590	4,676	-	2,495	100.0%	2,495	0.0%
Dues/Memberships/Subscriptions	509	34	150	150	0.0%	150	0.0%
Travel/Training/Meetings	2,521	650	400	400	0.0%	1,500	275.0%
Other services/fees	139,438	92,114	101,424	68,300	-32.7%	136,800	100.3%
Capital outlay	7,274	11,196	-	-	0.0%	7,500	100.0%
Total Program Budget	618,819	600,066	500,884	471,883	-5.8%	579,604	22.8%

Funding Source

General Fund	546,941	525,238	389,542	413,837		469,572	
CARES Act Fund	-	30,973	-	-		-	
Senior Mobility Grant Fund	71,878	43,855	111,342	58,046		110,032	
Total Program Budget	618,819	600,066	500,884	471,883		579,604	

Personnel Summary

Personnel Summary	4.50	3.50	3.50	2.50		2.50	
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Significant Changes and Other Notes:

Salaries & wages was reduced in FY 2020/21 to offset revenue losses due to COVID-19 restrictions and limited programs and services.

Benefits decrease in FY 2021/22 due to the reduction of 1.0 FTE in this program.

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 this category and are funded by outside grant resources.



**2021-2023 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, 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	12,331	62,236	13,650	23,520	72.3%	23,884	1.5%
Benefits	5,417	31,001	29,967	6,014	-79.9%	6,264	4.2%
Supplies	-	315	-	300	100.0%	300	0.0%
Other services/fees	821,252	664,360	586,698	718,045	22.4%	482,000	-32.9%
Total Program Budget	839,000	757,912	630,315	747,879	18.7%	512,448	-31.5%

Funding Source

General Fund	839,000	757,912	630,315	747,879		512,448	
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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:

Salaries & wages was reduced in FY 2020/21 to offset revenue losses due to COVID-19 restrictions and limited programs and services.

FY 2021/22 and FY 2022/23 include one unfunded vacancy and is backfilled with hourly, seasonal and temporary wages.

Other services/fees includes the contract with Saddleback Valley Unified School District for Kids Factory and other afterschool programs. The budget in FY 2022/23 for this contract anticipates a fee increase to reduce the City's subsidy for this program.



**2021-2023 Budget
Program Summary
Recreation and Community Services-Felipe Tennis Center**

Program Description:

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

Category Expenditure Summary	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	140,950	140,738	130,347	214,638	64.7%	221,620	3.3%
Benefits	55,977	61,427	64,074	71,721	11.9%	74,850	4.4%
Professional/Technical Contractual Svcs	2,254	2,442	1,900	1,900	0.0%	2,200	15.8%
Maintenance/Repair Contractual Svcs	64	64	625	625	0.0%	625	0.0%
Supplies	11,740	4,501	5,770	8,650	49.9%	9,000	4.0%
Utilities	12,524	12,321	12,012	14,300	19.0%	14,300	0.0%
Other services/fees	65,829	66,479	53,038	88,050	66.0%	97,200	10.4%
Total Program Budget	289,338	287,972	267,766	399,884	49.3%	419,795	5.0%

Funding Source

General Fund	289,338	287,972	267,766	399,884	419,795
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Personnel Summary

	1.74	1.713	1.713	1.80	1.80
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Significant Changes and Other Notes:

Salaries & wages increase in FY 2021/22 to increase hourly, seasonal and temporary (HST) wages to provide additional staffing at center.

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



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	170,678	161,101	187,393	186,710	-0.4%	202,314	8.4%
Benefits	54,468	51,082	54,422	32,003	-41.2%	34,495	7.8%
Professional/Technical Contractual Svcs	4,177	3,051	3,000	3,000	0.0%	3,000	0.0%
Maintenance/Repair Contractual Svcs	1,120	-	750	750	0.0%	750	0.0%
Supplies	7,600	7,041	9,737	13,187	35.4%	21,137	60.3%
Insurance	141	-	-	-	0.0%	-	0.0%
Rents	-	-	500	500	0.0%	500	0.0%
Utilities	30,342	29,393	26,750	35,000	30.8%	35,000	0.0%
Dues/Memberships/Subscriptions	200	220	200	200	0.0%	200	0.0%
Travel/Training/Meetings	72	-	-	-	0.0%	-	0.0%
Other services/fees	96,034	99,776	61,100	92,100	50.7%	92,600	0.5%
Total Program Budget	364,832	351,664	343,852	363,450	5.7%	389,996	7.3%

Funding Source

General Fund	364,832	351,664	343,852	363,450	389,996
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Personnel Summary

	1.58	1.525	1.525	0.80	0.80
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Significant Changes and Other Notes:

Salaries & wages decrease in FY 2021/22 is due to the elimination of FTE in this program, which was replaced with HST wages.
Benefits decrease in FY 2021/22 is due to the elimination of FTE in this program, which was replaced with HST wages.
Other services/fees includes tennis instructor fees, which are 100% offset by tennis fee revenue.



**2021-2023 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 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	% Change	FY 2022/23	% Change
	Actual	Actual	Amended Budget	Adopted	from Prior Year	Adopted	from Prior Year
Salaries & wages	443,462	374,446	308,387	368,445	19.5%	381,025	3.4%
Benefits	131,969	103,045	119,428	86,463	-27.6%	90,744	5.0%
Professional/Technical Contractual Svcs	22,466	23,364	15,634	27,634	76.8%	32,634	18.1%
Maintenance/Repair Contractual Svcs	2,053	2,590	3,250	7,500	130.8%	9,000	20.0%
Supplies	28,004	20,645	25,700	25,700	0.0%	39,000	51.8%
Rents	14,784	20,675	19,800	-	-100.0%	-	0.0%
Utilities	101,923	89,998	77,340	91,500	18.3%	91,500	0.0%
Dues/Memberships/Subscriptions	619	310	560	560	0.0%	560	0.0%
Travel/Training/Meetings	3,801	2,067	2,000	2,000	0.0%	2,000	0.0%
Other services/fees	123,246	93,670	41,660	52,524	26.1%	69,708	32.7%
Capital outlay	29,105	24,292	-	-	0.0%	-	0.0%
Total Program Budget	901,432	755,102	613,759	662,326	7.9%	716,171	8.1%

Funding Source

General Fund	901,432	755,102	613,759	662,326		716,171
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Personnel Summary

	4.73	3.94	3.94	2.25		2.25
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Significant Changes and Other Notes:

Salaries & wages was reduced in FY 2020/21 to offset revenue losses due to COVID-19 restrictions and limited programs and services. The increase in FY 2021/22 is an increase to hourly, seasonal and temporary wage hours to increase facility operations to pre-pandemic levels.

Personnel Summary decrease is a shift in FTE to other program areas.

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.

Rents for the Camp Out and bikes for spin classes have been eliminated in FY 2021/22 and FY 2022/23.

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



**2021-2023 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 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Amended Budget	FY 2021/22 Adopted	% Change from Prior Year	FY 2022/23 Adopted	% Change from Prior Year
Salaries & wages	397,748	352,469	324,080	428,319	32.2%	442,353	3.3%
Benefits	142,009	134,358	127,842	143,646	12.4%	149,403	4.0%
Professional/Technical Contractual Srvs	3,431	3,031	1,466	1,466	0.0%	1,466	0.0%
Maintenance/Repair Contractual Srvs	854	1,240	4,600	4,600	0.0%	4,600	0.0%
Supplies	10,640	8,769	18,750	20,250	8.0%	24,500	21.0%
Utilities	80,884	72,426	62,270	73,000	17.2%	73,000	0.0%
Dues/Memberships/Subscriptions	-	-	60	-	-100.0%	-	0.0%
Travel/Training/Meetings	262	-	-	-	0.0%	-	0.0%
Other services/fees	38,037	25,388	22,313	21,230	-4.9%	36,730	73.0%
Capital outlay	18,305	3,088	-	-	0.0%	-	0.0%
Total Program Budget	692,170	600,769	561,381	692,511	23.4%	732,052	5.7%

Funding Source

General Fund	692,170	600,769	561,381	692,511		732,052
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Personnel Summary

	3.11	4.019	4.019	4.75		4.75
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Significant Changes and Other Notes:

Salaries & wages and Benefits were reduced in FY 2020/21 to offset revenue losses due to COVID-19 restrictions and limited programs and services. The increase in FY 2021/22 is due to staffing reallocations.

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

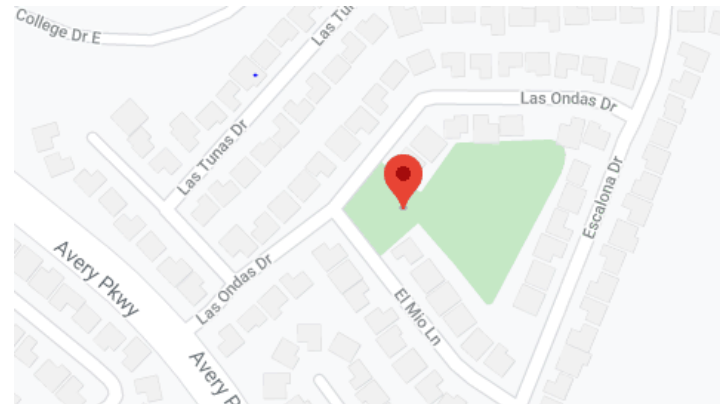
Other services/fees includes exercise instructor fees, which are 100% offset by instructor fee revenue.



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 21328 / Coronado Park Playground Area Rehabilitation
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

This project will include a complete replacement and renovation of the play area at Coronado Park. This playground is the next on the Community Services Commission priority list as needing to be renovated.

PURPOSE

The Purpose is to upgrade the existing park play area to meet current American Disabilities Act (ADA) and state Consumer Product Safety Commission (CPSC) guidelines as well as create a park atmosphere that reflects the City of Mission Viejo quality. The park is located within a neighborhood with young families and longtime residents with grandchildren.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is not expected to increase current operating expenses.

PRIOR YEAR FUNDING

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	Expected FY 2020/21 Carryover
Land	-	-	-	-
Planning/Design	\$75,000	\$40,466	\$34,534	\$16,686
Construction	-	-	-	-
Total Cost	\$75,000	\$40,466	\$34,534	\$16,686

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	Expected FY 2020/21 Carryover
Park Development (245)	\$75,000	\$40,466	\$34,534	\$16,686
Total Cost	\$75,000	\$40,466	\$34,534	\$16,686



**CITY OF MISSION VIEJO
2021-2023 Capital Improvement Program**



CURRENT AND FUTURE FUNDING – CIP 21328

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$675,000	-	-	-	-	-	-	\$675,000
Playground Shade Cover	\$250,000	-	-	-	-	-	-	\$250,000
Total Cost	\$925,000	-	-	-	-	-	-	\$925,000

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
General Fund (101)	\$550,000	-	-	-	-	-	-	\$550,000
Park Development (245)	\$375,000	-	-	-	-	-	-	\$375,000
Total Cost	\$925,000	-	-	-	-	-	-	\$925,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22331 / Marty Russo Youth Athletic Park Field Lighting
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

This Project will expand the athletic field lighting at the Marty Russo Youth Athletic Park.

PURPOSE

The purpose of this project is to expand the athletic field lighting at the Marty Russo Youth Athletic Park. This project will work toward completing the lighting by adding athletic field lighting to the baseball fields and soccer fields.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project depending on the amount of program usage will have an increase on the electrical utility budget.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$70,000	-	-	-	-	-	-	\$70,000
Construction	\$930,000	-	-	-	-	-	-	\$930,000
Total Cost	\$1,000,000	-	-	-	-	-	-	\$1,000,000

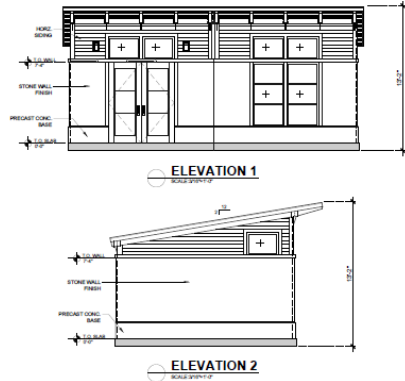
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
General Fund (101)	\$1,000,000	-	-	-	-	-	-	\$1,000,000
Total Cost	\$1,000,000	-	-	-	-	-	-	\$1,000,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22332 / Marguerite Aquatics Nadadores Sales Office Building
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

The project will include the construction of a prefabricated sales building that will be operated by MVPROSHOP.

PURPOSE

This project was part of the original Marguerite Aquatics Complex Renovation design. Electrical conduits are in place, but the building was never installed. The addition of this sales building will allow sales and local distribution of branded aquatics and tennis gear to program participants, and event patrons.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is not expected to increase operating expenses.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$300,000	-	-	-	-	-	-	\$300,000
Total Cost	\$300,000	-	-	-	-	-	-	\$300,000

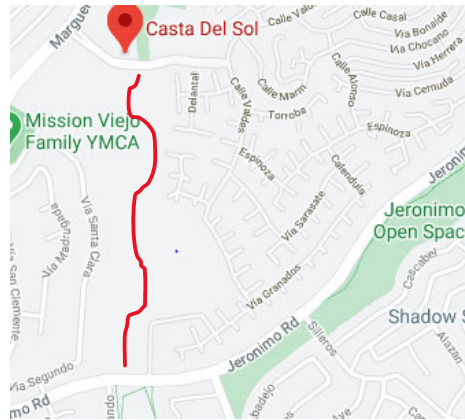
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Fund Name (101)	\$300,000	-	-	-	-	-	-	\$300,000
Total Cost	\$300,000	-	-	-	-	-	-	\$300,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22333 / North Oso Creek Bike/Pedestrian Trail Open Space Phase One Design
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

The project will include the preliminary design of the North Oso Creek Bike/Pedestrian Trail Open Space (Jeronimo Road to Cast Del Sol Road).

PURPOSE

This first phase design will include the initial bike/pedestrian trail and first improvements on the east side of the trail. The design improvements would include the extension of the Oso Creek Trail, in addition to improved drive access off of Casta Del Sol Road, trail fencing, public restroom and small quick-serve food stand and outdoor dining area to enable pedestrians and bicyclists to enjoy the natural setting of the Oso Creek.

These active transportation improvements are part of the City's open space and golf course master plan. This effort will be the conceptual design and cost estimating for the proposed improvements.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This initial effort is design only and once the design and budget are developed, costs for implementation and impact on the General Fund will be determined.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$100,000	-	-	-	-	-	-	\$100,000
Construction	-	-	-	-	-	-	-	-
Total Cost	\$100,000	-	-	-	-	-	-	\$100,000

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Measure M2 (267)	\$100,000	-	-	-	-	-	-	\$100,000
Total Cost	\$100,000	-	-	-	-	-	-	\$100,000



MISSION VIEJO

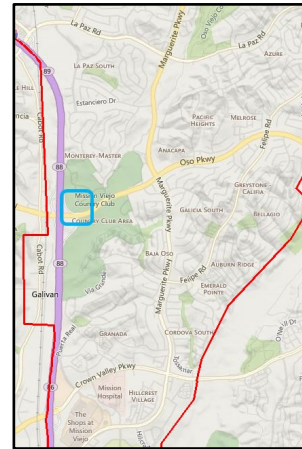
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CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 16226 / Oso Parkway/I-5 Northbound On-Ramp Improvements
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

This project will widen the entrance to the Oso Parkway northbound I-5 on-ramp from one lane to two lanes. This project will join the recently completed fourth westbound lane on Oso Parkway (CIP 791) to increase the roadway capacity at the freeway ramp entrance. The existing ramp is currently two lanes, except at the entrance, which creates a traffic chokepoint. The project will be completely developer-funded through the South County Roadway Improvement Program (SCRIP).

PURPOSE

This project will increase the capacity of the Oso Parkway northbound I-5 on-ramp entrance to alleviate traffic congestion.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is not expected to have an impact on the operating budget.

PRIOR YEAR FUNDING

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	Expected FY 2020/21 Carryover
Land	-	-	-	-
Planning/Design	\$489,726	\$489,726	-	-
Construction	\$260,274	-	\$260,274	\$160,542
Total Cost	\$750,000	\$489,726	\$260,274	\$160,542

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	Expected FY 2020/21 Carryover
SCRIP (262)	\$750,000	\$489,726	\$260,274	\$160,542
Total Cost	\$750,000	\$489,726	\$260,274	\$160,542



**CITY OF MISSION VIEJO
2021-2023 Capital Improvement Program**



CURRENT AND FUTURE FUNDING – CIP 16226

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	\$850,000	-	-	-	-	-	-	\$850,000
Planning/Design	\$200,000	-	-	-	-	-	-	\$200,000
Construction	\$1,200,000	-	-	-	-	-	-	\$1,200,000
Total Cost	\$2,250,000	-	-	-	-	-	-	\$2,250,000

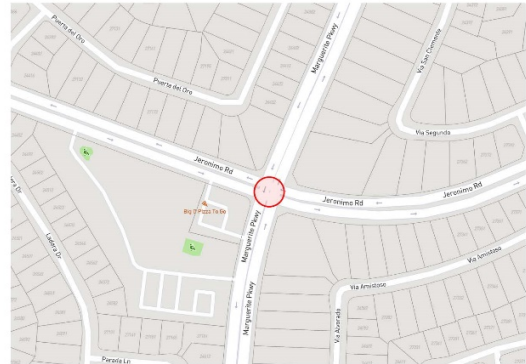
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
SCRIP (262)	\$2,250,000	-	-	-	-	-	-	\$2,250,000
Total Cost	\$2,250,000	-	-	-	-	-	-	\$2,250,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 21246 / Marguerite Pkwy & Jeronimo Road Intersection
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

This project will provide dual left turn lanes for both directions of Marguerite Parkway at Jeronimo Road to facilitate traffic flow and ease congestion.

PURPOSE

This project will improve operations and reduce traffic congestion.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is not expected to have an impact on the operating budget.

PRIOR YEAR FUNDING

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Land	-	-	-	-
Planning/Design	\$65,000	\$56,484	\$8,516	-
Construction	-	-	-	-
Total Cost	\$65,000	\$56,484	\$8,516	-

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Gas Tax (211)	\$12,500	\$5,234	\$7,266	-
Measure M2 (267)	\$15,000	\$13,750	\$1,250	-
M2 ICE Grant (270)	\$37,500	\$37,500	-	-
Total Cost	\$65,000	\$56,484	\$8,516	-

Note: The design appropriation balance is expected to be expended prior to end of FY 2020/21.



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



CURRENT AND FUTURE FUNDING – CIP 21246

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$592,332	-	-	-	-	-	-	\$592,332
Total Cost	\$592,332	-	-	-	-	-	-	\$592,332

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Gas Tax (211)	\$148,083	-	-	-	-	-	-	\$148,083
M2 ICE (270)	\$444,249	-	-	-	-	-	-	\$444,249
Total Cost	\$592,332	-	-	-	-	-	-	\$592,332



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22249 / Civic Center EV Charging Stations
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Installation of six electric vehicle charging stations in the Civic Center parking lot area.

PURPOSE

These charging stations will accommodate and promote the use of electric vehicles, which reduce harmful emissions and are environmentally beneficial.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

These charging stations will have nominal maintenance and energy costs, but these are expected to be covered by revenues collected for their use.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$93,000	-	-	-	-	-	-	\$93,000
Total Cost	\$93,000	-	-	-	-	-	-	\$93,000

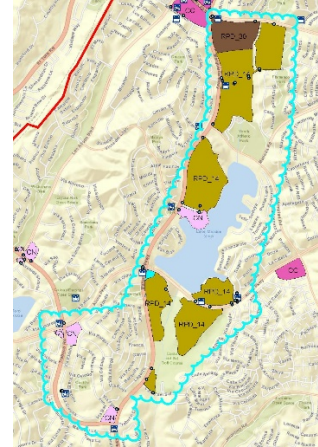
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
AQMD (219)	\$26,000	-	-	-	-	-	-	\$26,000
MSRC Grant (215)	\$67,000	-	-	-	-	-	-	\$93,000
Total Cost	\$93,000	-	-	-	-	-	-	\$93,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22250 / Catch Basin Debris Screens – Lake Area
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Installation of automated retractable screens (ARS) and connector pipe screens (CPS) in catch basins in the area around Lake Mission Viejo.

PURPOSE

The devices will prevent trash and debris from entering the City's Municipal Separate Storm Sewer System (MS4) and flowing unabated to local creeks and the Pacific Ocean in compliance with the State-issued "Trash Amendments" Order to the City of Mission Viejo.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

No new operating or maintenance costs in the initial 10-year period. The devices are cleaned through already scheduled storm drain system maintenance through the County contract. The devices are under full warranty for the first 10 years.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$200,000	-	-	-	-	-	-	\$200,000
Total Cost	\$200,000	-	-	-	-	-	-	\$200,000

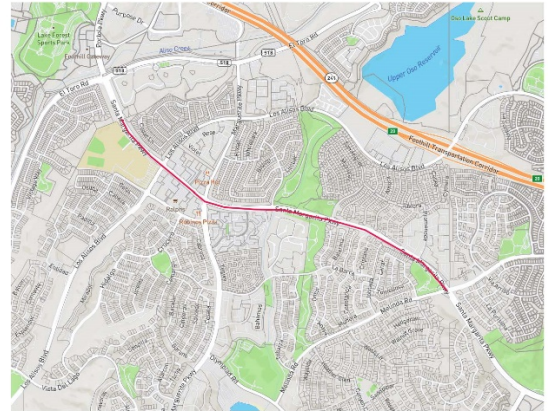
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Gas Tax (211)	\$40,000	-	-	-	-	-	-	\$40,000
M2 ECP (275)	\$160,000	-	-	-	-	-	-	\$160,000
Total Cost	\$200,000	-	-	-	-	-	-	\$200,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22251 / Portola Parkway & Santa Margarita Parkway TSSP
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

The City of Lake Forest will be the project manager for a Measure M2 Project P grant-funded regional project to synchronize 68 signals on Santa Margarita Parkway and Portola Parkway from Paloma in Lake Forest to Plano Trabuco in Rancho Santa Margarita. Mission Viejo's cost share of \$445,000 will require a 20% match of \$89,000.

PURPOSE

This project will facilitate traffic flow and reduce travel time along the Santa Margarita Parkway corridor. It will also reduce vehicular idling and emissions.

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

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$89,000	-	-	-	-	-	-	\$89,000
Total Cost	\$89,000	-	-	-	-	-	-	\$89,000

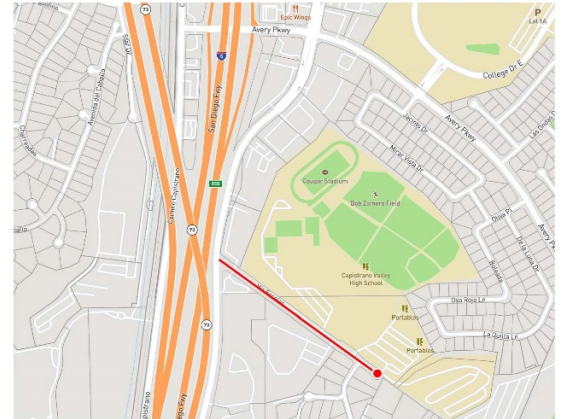
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
AQMD (219)	\$89,000	-	-	-	-	-	-	\$89,000
Total Cost	\$89,000	-	-	-	-	-	-	\$89,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22252 / Via Escolar Pavement Rehabilitation
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

This will be a cooperative effort with the City of San Juan Capistrano, which owns the southerly half of the street, to resurface Via Escolar.

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).

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$200,000	-	-	-	-	-	-	\$200,000
Total Cost	\$200,000	-	-	-	-	-	-	\$200,000

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Measure M2 (267)	\$100,000	-	-	-	-	-	-	\$100,000
General Fund (101)*	\$100,000	-	-	-	-	-	-	\$100,000
Total Cost	\$200,000	-	-	-	-	-	-	\$200,000

*Funded through the General Fund 101 with payment from City of San Juan Capistrano



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22836-23826 / Sidewalk Repair and Replacement
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 2021/22 program will focus on the public residential streets in the area bounded by Jeronimo Road, the City boundary, Trabuco Road, Alicia Parkway, and Marguerite Parkway. The FY 2022/23 program will focus on the public residential streets in the area bounded by La Paz Road, the City boundary, Jeronimo Road and Marguerite Parkway.

PURPOSE

Regular sidewalk repair provides a high-quality pedestrian circulation system. Smooth, unbroken surfaces 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 sidewalk, risk management, and operating costs.

PRIOR YEAR FUNDING

Prior year funding is for Fiscal Year 2020/21 only.

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Land	-	-	-	-
Planning/Design	-	-	-	-
Construction	\$42,969	-	\$42,969	\$42,969
Total Cost	\$42,969	-	\$42,969	\$42,969

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Gas Tax (211)	\$27,969	-	\$27,969	\$27,969
Measure M2 (267)	\$15,000	-	\$15,000	\$15,000
Total Cost	\$42,969	-	\$42,969	\$42,969



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



CURRENT AND FUTURE FUNDING – CIP 836

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	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	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000

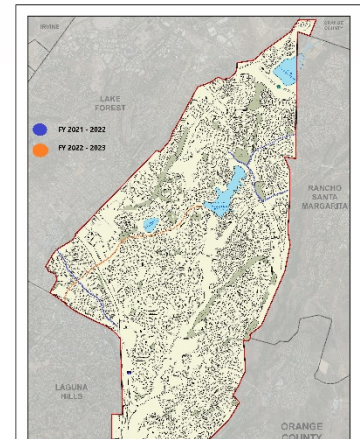
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Gas Tax (211)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$70,000
Measure M2 (267)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$105,000
Total Cost	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22837-23837 / Arterial Highway Resurfacing
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 annually. The FY 2021/22 project will be Muirlands Boulevard from Los Alisos Boulevard to La Paz Road, Olympiad Road from Marguerite Parkway to Alicia Parkway, Melinda Road from Olympiad Road to Santa Margarita Parkway, and Alicia Parkway from Olympiad Road to the east city limit. The FY 2022/23 project will address Alicia Parkway from west city limit to Marguerite Parkway.

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 FY 2020/21 only.

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Land	-	-	-	-
Planning/Design	\$200,000	\$36,434	\$163,566	\$122,400
Construction	\$4,822,526	\$2,008,739	\$2,813,787	\$2,430,226
Total Cost	\$5,022,526	\$2,045,173	\$2,977,353	\$2,552,626

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Gas Tax (211)	\$1,015,648	\$408,734	\$606,914	\$223,353
SB1 Fund (213)	\$1,909,079	\$426,430	\$1,482,649	\$1,441,483
Measure M2 (267)	\$2,097,799	\$1,210,009	\$887,790	\$887,790
Total Cost	\$5,022,526	\$2,045,173	\$2,977,353	\$2,552,626



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



CURRENT AND FUTURE FUNDING – CIP 837

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Construction	\$2,350,000	\$1,650,000	\$1,400,000	\$2,250,000	\$2,200,000	\$2,200,000	\$2,200,000	\$14,250,000
Total Cost	\$2,450,000	\$1,750,000	\$1,500,000	\$2,350,000	\$2,300,000	\$2,300,000	\$2,300,000	\$14,950,000

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Gas Tax (211)	\$490,000	\$1,000,000	-	\$1,800,000	\$1,200,000	\$1,600,000	\$1,600,000	\$7,690,000
SB1 Fund (213)	\$300,000	-	\$250,000	-	-	-	-	\$550,000
Measure M2 (267)	\$1,660,000	\$750,000	\$1,250,000	\$550,000	\$1,100,000	\$700,000	\$700,000	\$6,710,000
Total Cost	\$2,450,000	\$1,750,000	\$1,500,000	\$2,350,000	\$2,300,000	\$2,300,000	\$2,300,000	\$14,950,000

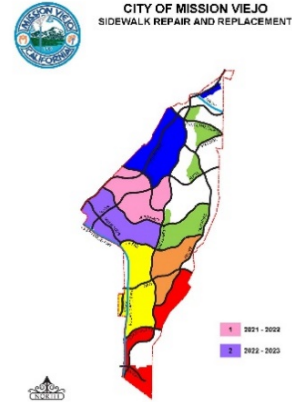
Note: The FY 2020/21 project of Santa Margarita Parkway and the portions of Los Alisos Boulevard and Marguerite Parkway north of Santa Margarita Parkway will be awarded in FY 2021/22 using carryover funds from FY 2020/21.



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 22838-23838 / 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 2021/22 program will focus on the public residential streets in the area bounded by Jeronimo Road, the City boundary, Trabuco Road, Alicia Parkway, and Marguerite Parkway. The FY 2022/23 program will focus on the public residential streets in the area bounded by La Paz Road, the City boundary, Jeronimo Road 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 FY 2020/21 only.

Prior Year Project Cost	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Land	-	-	-	-
Planning/Design	-	-	-	-
Construction	\$1,829,580	\$1,209,435	\$620,145	\$488,394
Total Cost	\$1,829,580	\$1,209,435	\$620,145	\$488,394

Prior Year Funding Source	Accumulated Budget	Actuals to Date	Appropriation Balance	FY 2020/21 Carryover
Gas Tax (211)	\$166,131	-	\$166,131	\$166,131
SB1 (213)	\$699,046	\$602,253	\$106,793	(\$16,173)
Measure M2 (267)	\$964,403	\$607,182	\$357,221	\$338,436
Total Cost	\$1,829,580	\$1,209,435	\$630,145	\$488,394



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



CURRENT AND FUTURE FUNDING – CIP 838

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	\$2,560,000	\$2,870,000	\$2,770,000	\$2,810,000	\$2,640,000	\$2,520,000	\$2,500,000	\$18,670,000
Total Cost	\$2,560,000	\$2,870,000	\$2,770,000	\$2,810,000	\$2,640,000	\$2,520,000	\$2,500,000	\$18,670,000

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Gas Tax (211)	\$815,456	\$490,000	\$1,200,000	\$95,000	\$535,000	-	-	\$3,320,000
SB1 Fund (213)	\$1,510,897	\$1,655,000	\$1,400,000	\$1,675,000	\$1,655,000	\$1,657,000	\$1,500,000	\$11,042,000
Measure M2 (267)	\$233,647	\$725,000	\$170,000	\$1,040,000	\$450,000	\$863,000	\$1,000,000	\$4,308,000
Total Cost	\$2,560,000	\$2,870,000	\$2,770,000	\$2,810,000	\$2,640,000	\$2,520,000	\$2,500,000	\$18,670,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 23334 / Madrid Fore Playground Area Rehabilitation
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

This project will include a complete replacement and renovation of the play area at Madrid Fore Park. This playground is the next on the Community Services Commission priority list after Coronado Park (FY21/22), as needing to be renovated.

PURPOSE

This project will upgrade the existing park play area to meet current American Disabilities Act (ADA) and state Consumer Product Safety Commission (CPSC) guidelines as well as create a park atmosphere that reflects the City of Mission Viejo quality. The park is located within a neighborhood with young families and longtime residents with grandchildren.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is not expected to increase current operating expenses.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	\$50,000	-	-	-	-	-	\$50,000
Construction	-	\$700,000	-	-	-	-	-	\$700,000
Playground Shade Cover	-	\$250,000	-	-	-	-	-	\$250,000
Total Cost	-	\$1,000,000	-	-	-	-	-	\$1,000,000

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
General Fund (101)	-	\$1,000,000	-	-	-	-	-	\$1,000,000
Total Cost	-	\$1,000,000	-	-	-	-	-	\$1,000,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 23335 / Library Roof Underlay Replacement
RESPONSIBLE DEPARTMENT: Public Services



PROJECT DESCRIPTION

This project will include removing the existing copper roofing, replace the damaged underlayment and reinstalling the copper roofing. All fasteners will be replaced as needed as well.

PURPOSE

The library roof is over 23 years old and has started to show signs of damage in the underlayment. In the last couple of years, staff has noticed an increase in the number of leaks that are occurring in the winter months. These leaks are causing water damage to the wood on the inside of the building and on the bookshelves, and are a nuisance to library patrons. Replacing the underlayment of the roof would stop this leaking and prevent further water damage.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

This project is not expected to increase current operating expenses.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	-	\$400,000	-	-	-	-	-	\$400,000
Total Cost	-	\$400,000	-	-	-	-	-	\$400,000

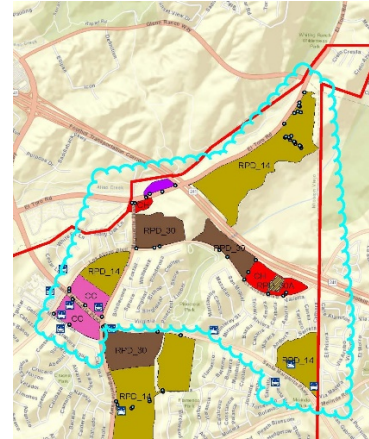
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Library Fund (201)	-	\$400,000	-	-	-	-	-	\$400,000
Total Cost	-	\$400,000	-	-	-	-	-	\$400,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 23253 / Catch Basin Debris Screens - Northerly Area
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Installation of automated retractable screens (ARS) and connector pipe screens (CPS) in catch basins in the northerly area of the City.

PURPOSE

The devices will prevent trash and debris from entering the City's Municipal Separate Storm Sewer System (MS4) and flowing unabated to local creeks and the Pacific Ocean in compliance with the State-issued "Trash Amendments" Order to the City of Mission Viejo.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

No new operating or maintenance costs in the initial 10-year period. The devices are cleaned through already scheduled storm drain system maintenance through the County contract. The devices are under full warranty for the first 10 years.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	-	\$200,000	-	-	-	-	-	\$200,000
Total Cost	-	\$200,000	-	-	-	-	-	\$200,000

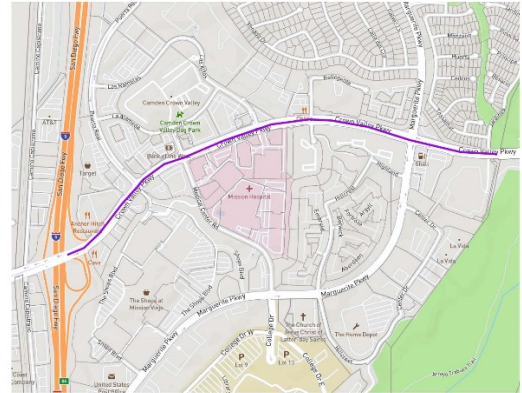
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Gas Tax (211)	-	\$40,000	-	-	-	-	-	\$40,000
M2 ECP (275)	-	\$160,000	-	-	-	-	-	\$160,000
Total Cost	-	\$200,000	-	-	-	-	-	\$200,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 23254 / Crown Valley Parkway TSSP
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

The City of Laguna Niguel will be the project manager for a Measure M2 Project P grant-funded regional project to synchronize 62 signals on Crown Valley Parkway from Pacific Coast Highway in Laguna Niguel to Antonio Parkway in the County of Orange. Mission Viejo's cost share of \$830,000 will require a 20% match of \$166,000.

PURPOSE

This project will facilitate traffic flow and reduce travel time along the Crown Valley Parkway corridor. It will also reduce vehicular idling and emissions.

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

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	-	\$166,000	-	-	-	-	-	\$166,000
Total Cost	-	\$166,000	-	-	-	-	-	\$166,000

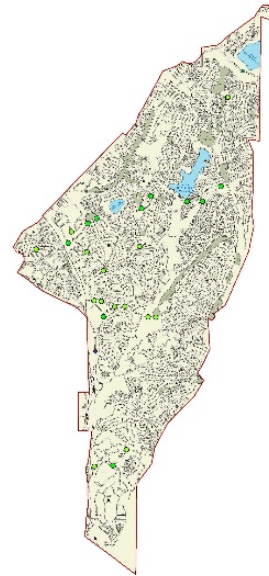
Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
AQMD (219)	-	\$115,000	-	-	-	-	-	\$115,000
Measure M (267)	-	\$51,000	-	-	-	-	-	\$51,000
Total Cost	-	\$166,000	-	-	-	-	-	\$166,000



CITY OF MISSION VIEJO 2021-2023 Capital Improvement Program



PROJECT NUMBER/NAME: CIP 23255 / Audible Pedestrian Push Button Systems
RESPONSIBLE DEPARTMENT: Public Works



PROJECT DESCRIPTION

Installation of audible pedestrian push-button systems at twenty-four traffic signals citywide using a federal Highway Safety Improvement Program (HSIP) grant.

PURPOSE

These systems provide valuable information and cues via both a vibrating arrow button and audible sounds, improving intersection safety and accessibility for all pedestrians. Features include a locator tone, a tactile feedback “bounce” to confirm the button has been pushed, announcements when the walk sign is active, and an alarm when emergency vehicles are approaching. The pushbuttons are also equipped with microphones that measure ambient noise and automatically adjust the volume of the locator tones and announcements.

ESTIMATED ANNUAL COST IMPACT OF PROJECT ON CITY OPERATING BUDGET

The project should result in a slight reduction in maintenance costs in the near term as the new systems should not require any service or repair for several years.

NO PRIOR YEAR FUNDING

CURRENT AND FUTURE FUNDING

Project Estimate	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
Land	-	-	-	-	-	-	-	-
Planning/Design	-	-	-	-	-	-	-	-
Construction	-	\$248,200	-	-	-	-	-	\$248,200
Total Cost	-	\$248,200	-	-	-	-	-	\$248,200

Funding Source	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	Total
HSIP Grant (276)	-	\$248,200	-	-	-	-	-	\$248,200
Total Cost	-	\$248,200	-	-	-	-	-	\$248,200



CITY OF MISSION VIEJO 2021-23 Master Financial Plan

The City of Mission Viejo has prepared 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 2021-2023 budget process and focuses on General Fund revenue and expenditures for 2021-2023 plus an additional five years of projections, out to FY 2027/28.

The MFP is not only used to help develop a balanced budget, it provides essential information on projected General Fund 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. This forecast sets the stage for financial planning but it does not represent formally adopted revenues and expenditures. It provides context for considering the City's ability to continue current services, maintain existing assets and/or fund new initiatives.

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 basis and at an expenditure category 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 expenditures, 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.

Methodology/Assumptions

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 California State University Fullerton's (CSUF) local economic forecast presentations and publications, and State Department of Finance (DOF) data.

The MFP projects revenues, expenditures and reserves in the General Fund, which finances the bulk of the City's major operations. The period of the revenue forecast and expenditure plan includes the two years of the 2021-23 adopted budget, and then five additional years through FY 2027/28. Each major individual area of revenue and expenditure is accompanied by five years of historical data in order to provide context for the forecasts and related discussions.



CITY OF MISSION VIEJO
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Many of the revenue and expenditure forecasts in the plan are driven by key assumptions about inflation rates and projected changes to the City’s population. Given the timing of the 2021-2028 MFP update, and its use in developing the 2021-2023 budget, the December 2020 Chapman University economic update was utilized as the primary basis for the revenue and expenditure projections contained herein. The basic tenets of that forecast, along with additional research conducted by Finance staff were utilized

Measurement Period	Annual CPI - U.S.	Annual CPI - CA	Annual CPI - Los Angeles
Average 2000-2020	2.10%	2.60%	2.50%
Average 2010-2020	1.70%	2.30%	2.10%
Dept of Finance Forecast for 2021	1.90%	2.80%	2.60%
Chapman Univ Forecast for 2021	2.00%	-	-
CSUF Forecast for 2021	1.90%	-	-

for the current master financial plan update. Chapman University forecast projects U.S. current year inflation to be 2.0%. CSUF projects current year CPI to be 1.9%. According to the Department of Finance, CPI grew an average of 2.1% between 2000 and 2020 in the U.S. During this same period California CPI grew an average of 2.6%, and the CPI for the Los Angeles area grew an average of 2.5%. The MFP uses the historical average growth rate of 2.1% for the Los Angeles area between 2000 and 2020 to

develop projections. By using historical average growth rate that includes economic conditions which are often cyclical, there is no single year in which a downturn is depicted in the projection.

The COVID-19 pandemic, which began in March 2020, ended the longest period of economic expansion in U.S. history. In Orange County, the unemployment rate jumped from 2.8% in February 2020 to 14.4% in April 2020. The labor market has gradually recovered from a peak unemployment rate of 14.9% in May 2020. According to the Employment Development Department (EDD), the unemployment rate in Orange County was 6.2% in April 2021, compared to the state and national rates of 8.1% and 6.1%, respectively. According to the most recent data from EDD, Orange County’s largest industries in terms of employment include Professional & Business Services; Trade, Transportation & Utilities; Educational & Health Services; and Leisure & Hospitality. The Chapman forecast projects Orange County job growth of 2.6% in 2021. Projected job growth and better prospects for income and wages have a positive impact on consumer spending. Sales tax revenue was substantially impacted by the pandemic due to the shutdown and stay-at-home orders. Most business industry categories were negatively impacted starting in March 2020. Chapman and CSUF projects taxable sales in Orange County to increase in 2021 by 12.5% and 6.4%, respectively. Sales tax consultant, HdL Companies, projects 7.7% growth in FY 2021/22 and 3.6% growth in FY 2022/23.

The City’s population was 94,119 as of January 1, 2021, per the State Department of Finance, slightly down from 95,130 in January 1, 2020. Population is projected to increase in the near term based on the development of Site A, the Trumark project at the corner of Marguerite Parkway and El Toro Road and the Morningstar project on Marguerite Parkway at Avery Parkway. These developments are not expected to require a significant increase in services. The current city limits are essentially built-out, with only limited capability of increases in population.

Other assumptions in this forecast are based on historical trends of revenues and expenditures, and/or information from other agencies or consulting groups, including the County of Orange (property values), the Public Employees Retirement System (retirement rates), HdL Companies (sales and property tax data), and other applicable sources.

General Fund Revenue

General Fund revenues are comprised of various individual revenue sources, the most significant being

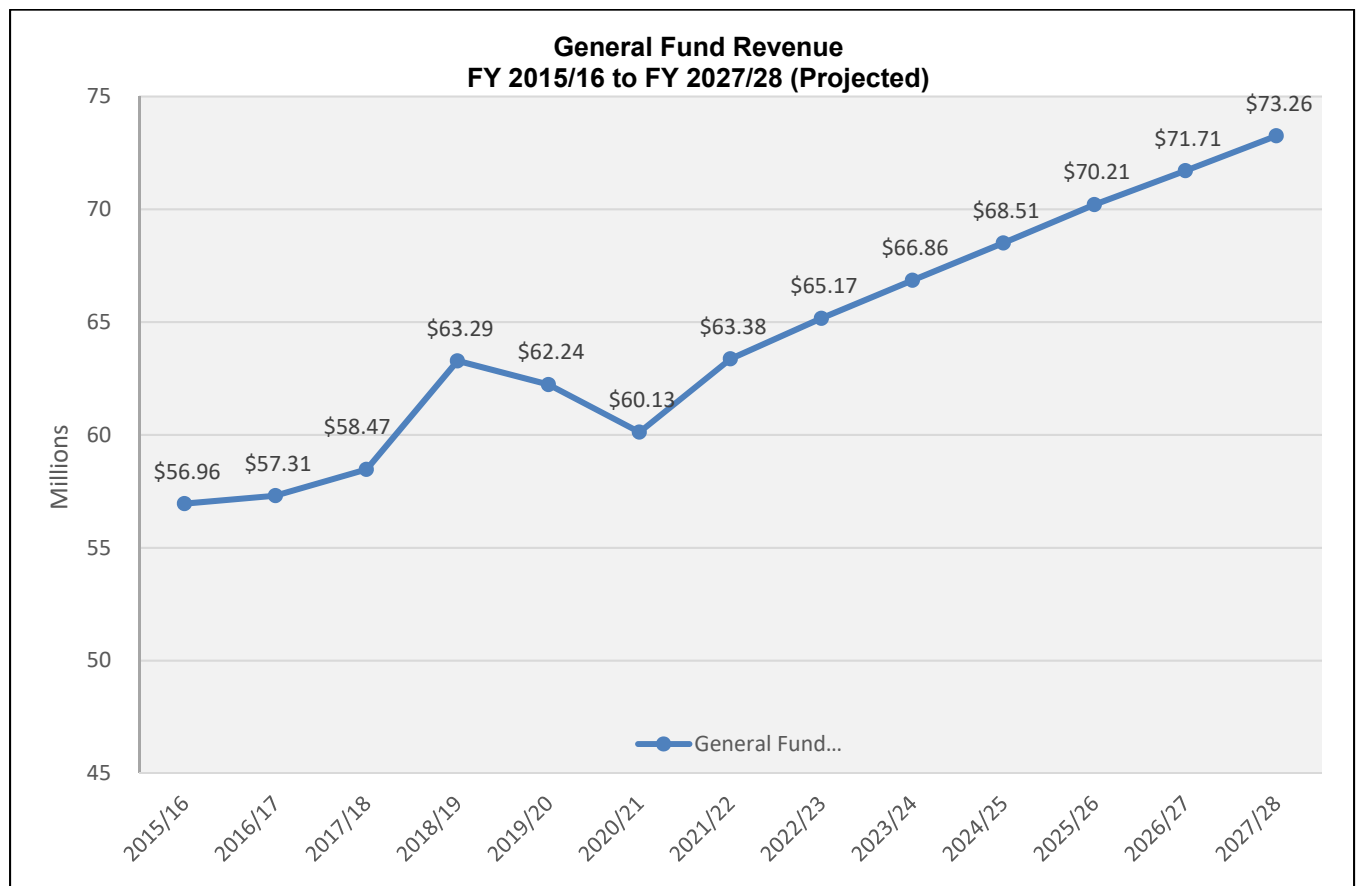


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2021-23 Master Financial Plan**

property tax and sales tax, which comprise about 82% of all General Fund revenue. The City has been fortunate to have a very strong revenue base. However, the City does have vulnerability due to a lack of revenue diversity.

The seven-year forecast – which includes the 2021-23 adopted budget – presents a conservative growth after a recovery in FY 2021/22 from the effects of the pandemic. As with the two-year budget, the General Fund revenue forecast forms the foundation of the MFP. The average rate of change for the prior five-year period is 2.88%. The 2021-23 adopted budget projects revenues to grow an average of 4.12%, when compared to the FY 2020/21 amended budget. For the five years of the MFP forecast beyond the two-year budget cycle (FY 2023/24 to FY 2027/28), average annual revenue growth is projected to be approximately 2.37%. Overall, the revenue forecast is positive with total General Fund revenue projected to grow an average of 2.87% over the seven-year forecasting period (FY 2021/22 through FY 2027/28).

Within total General Fund revenues, the five most significant revenue sources to watch are: (1) property tax revenue; (2) sales tax revenue; (3) franchise tax revenue; (4) licenses and permits, and (5) charges for services. These revenue streams will be discussed in greater detail in the following sections.



Property Tax Revenue

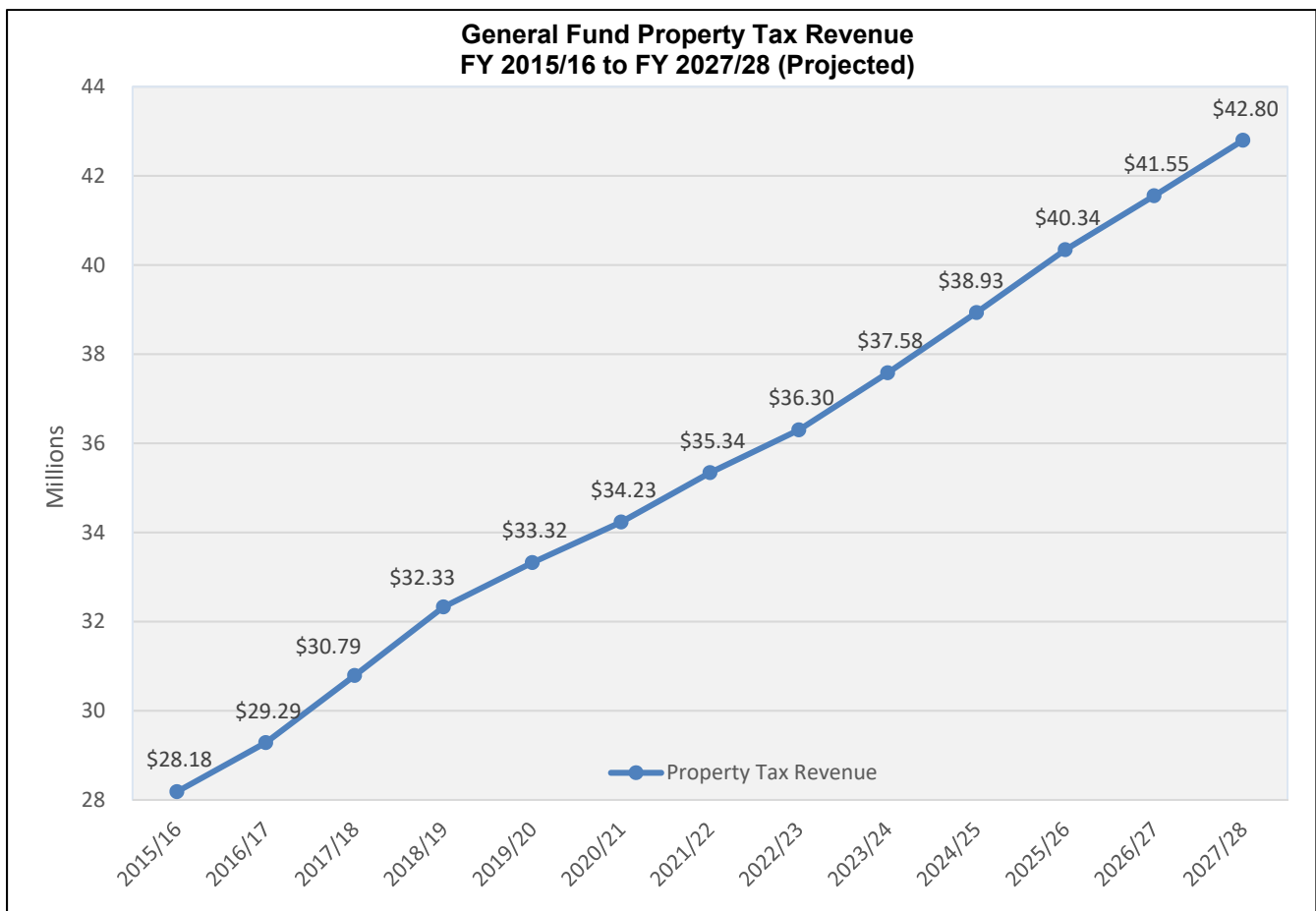
Property tax revenue accounts for approximately 56% of total General Fund revenues, representing the City’s largest single revenue source. The strength of the City’s underlying property tax base has been a prime factor in the City’s financial stability over the years. Assessed values in Orange County have been increasing since the end of the recession. The City’s total assessed value of property (secured and



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unsecured) is approximately \$18.75 billion (as recorded by the Orange County Auditor/Controller and updated for FY 2020/21, which began July 1, 2020). This amount represents an increase in assessed value of 3.67% over the prior fiscal year.

Property tax revenue is projected to increase 3.23% in FY 2021/22 over the amended FY 2020/21 budget and increase 2.72% in FY 2022/23. This category has had an average annual growth rate of 4.51% between FY 2015/16 and FY 2019/20. The housing market and home values was unaffected by the pandemic. This was largely due to historically low mortgage rates. Median home values in Mission Viejo grew 8.78% in 2020 and is above pre-recession peaks in 2006. The forecast reflects anticipated growth in assessed valuation during this period. The 2023-28 MFP forecasts General Fund property tax revenue to increase an average of 3.35% annually.



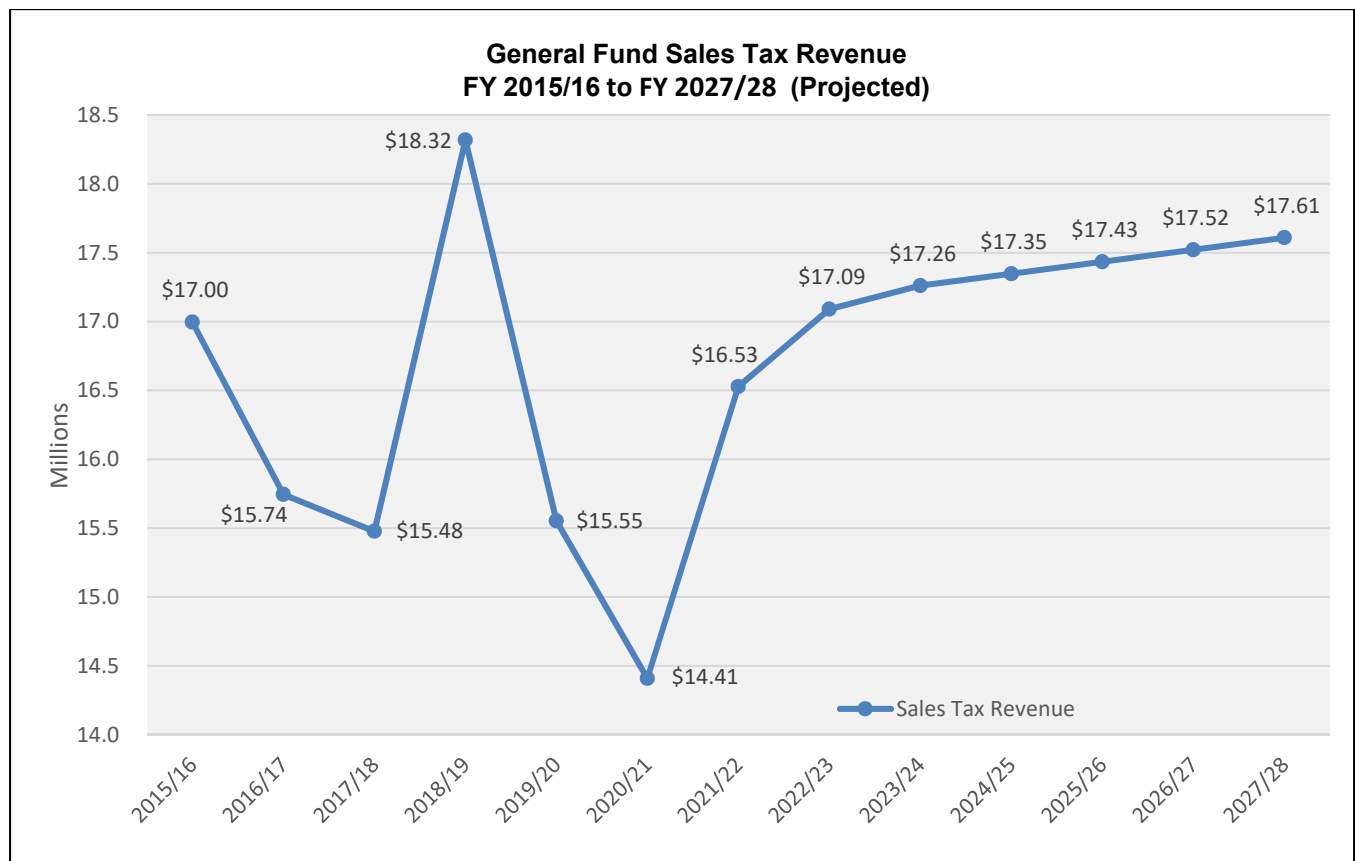
Sales Tax Revenue

Sales and use tax is the second largest revenue source for the City, behind property tax revenue. Sales tax revenue represents approximately 26% of total General Fund revenue in the two-year 2021-23 budget cycle. 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 is important to remember that through 2028, part of City sales tax revenue generated at the Shops of Mission Viejo is diverted to partially pay debt service on the Mission Viejo Mall bonds. After 2028, those funds will revert back to the General Fund. In FY 2016/17 there was a decline in sales tax revenues



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compared to FY 2015/16 due to a one-time catch up payment from the elimination of the “triple flip” sales tax exchange. In 2018, the California Department of Taxes and Fees Administration (CDTFA) implemented a new reporting software and moved up reporting deadlines. Consequently, many businesses missed the deadline for reporting sales and use tax for the third and fourth quarter of FY 2017/18. These missed payments were received during FY 2018/19 causing a one-time increase in sales and use tax revenue for FY 2018/19. Additionally, the autos and transportation category trended higher FY 2018/19. This was due to one automaker delivering on backorders during that fiscal year. Sales tax revenues were trending relatively flat if not for those anomalies until March 2020 when federal, state, and local restrictions including stay-at-home orders, limitations on public gatherings, and closures of non-essential businesses were enforced in response to the COVID-19 pandemic. The major local economic drivers of the City’s sales tax include the unemployment rate, consumer confidence, and consumer spending. As the unemployment rate spiked, consumer spending and confidence plummeted. The forecast for sales tax reflects a recovery from the COVID-19 pandemic in FY 2021/22. A growth of 1% is projected in FY 2022/23 and a 0.5% growth in FY 2023/24 through FY 2027/28.

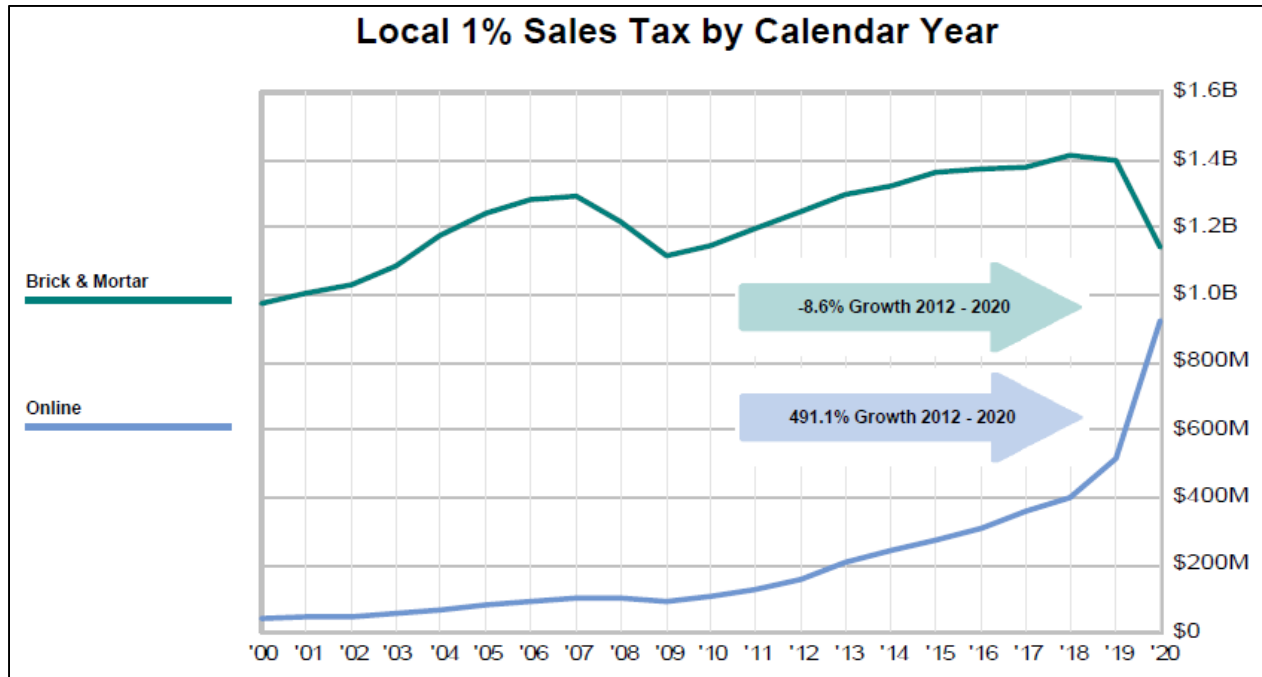


It should be noted that sales taxes are usually generated on a “situs” basis (city or area where the sale takes place). There are a variety of retail transactions that are allocated on a “pool” basis because the CDTFA believes that it would be too difficult to do otherwise. These are generally known as “use taxes.” A portion of the City’s sales tax revenue comes from the pool. Allocations from the pool are made in proportion to a city’s or county’s share of situs revenues; as such, the City receives between 2.2% and 2.8% of County pool revenues. The following graph captures point of sale sales tax receipts for general consumer goods by retailers with a physical location in town (brick and mortar locations) versus online sales for the calendar years 2000 through 2020 for the State of California. This graph shows brick and



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mortar sales declining from a high in 2006 and 2007 to a low in 2009 due to the Great Recession. Brick and mortar and online sales grew as the economy recovered and expanded until the COVID-19 recession. Shutdowns due to the pandemic caused brick and mortar sales to sharply decline. Consumers turned to e-commerce which resulted in a sharp uptick in online sales.



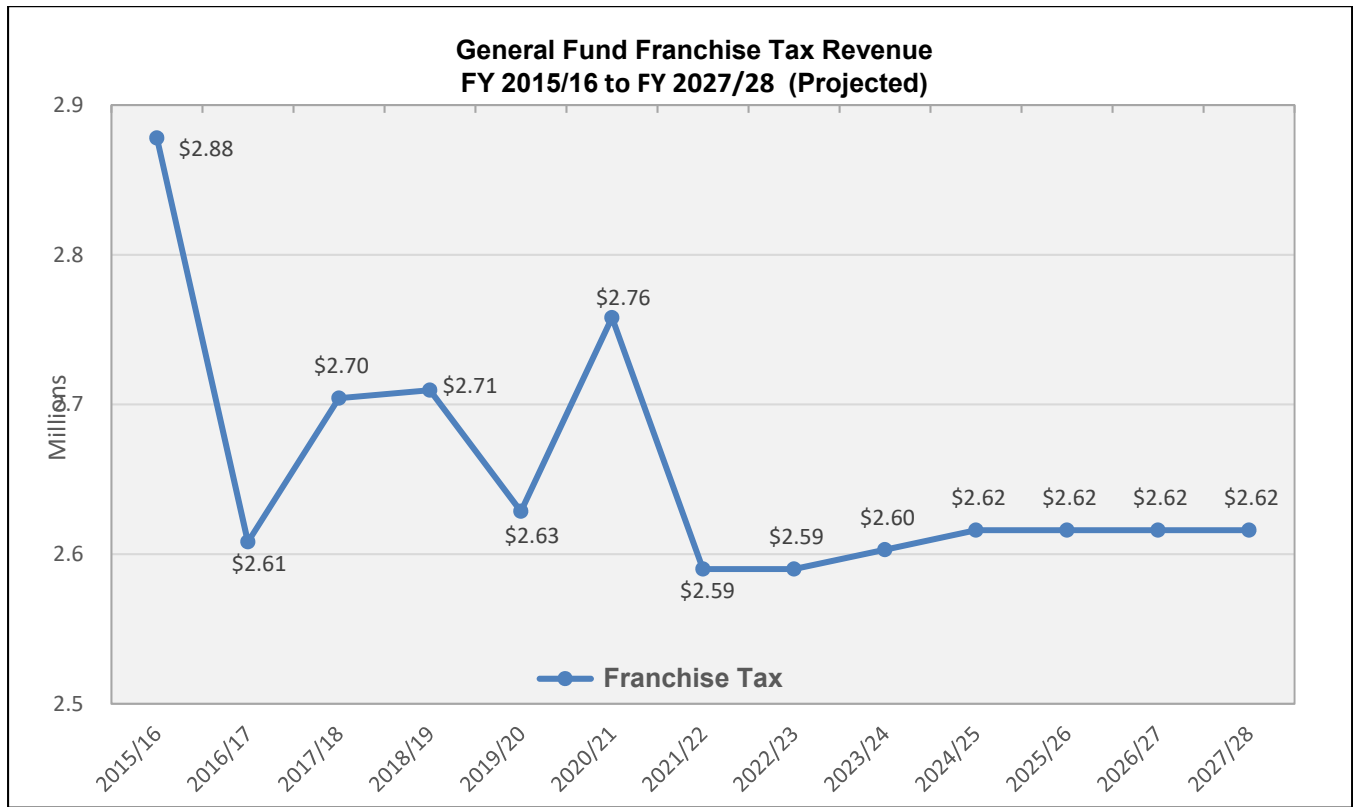
Franchise Tax

Franchise taxes are imposed by the City on gas, electric, cable television and refuse collection companies for the privilege of using City rights-of-way. Each company is assessed a rate of between one and eight percent of their gross receipts. Franchise taxes account for about 4.0% of the City’s General Fund revenues in the 2021-23 budget.

This revenue source has declined overall in the last five fiscal years. Revenues increase over time due to population and fee increases, however, it is offset by the ongoing decline in cable service revenues. The demand and choices for online streaming services have significantly increased. Consumers have been canceling their cable subscriptions and switching to streaming services such as Amazon Prime Video, Hulu, Netflix, and YouTube TV, which are not taxed. The City traditionally diverted 10% of cable franchise revenues received from Cox Communications and AT&T to the Mission Viejo Television Fund. This allocation has gradually increased to 17.4% to supplement Mission Viejo Television Fund activity. With the expected residential development previously noted, population is expected to slightly grow, therefore, there will be an increase to gas, electric, and refuse collection service needs. Franchise tax revenue is projected to grow by 0.50% in FY 2023/24 and FY 2024/25, with no growth in the following years.



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Licenses & Permits

The majority of Licenses & Permits revenue is comprised of building, plumbing, mechanical, electrical and encroachment permits. It should be noted that much of the staff work associated with development activity is contracted out to a private firm 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 an average of 60% of the revenues are paid to contract staff and inspectors.

This revenue source has averaged about \$2.12 million annually between FY 2015/16 and FY 2019/20, or 3.56% of total General Fund revenue. Revenues fluctuate with the amount of building construction projects in the City. Building, plumbing, mechanical, and electrical permit activity did not decline during the pandemic. During the pandemic, there was a surge in home improvement. It’s projected that building activity will slow down in the FY 2021-23 budget cycle. Licenses and permits revenue is projected to grow 1% annually thereafter.

Charges for Services

Charges for Services is primarily comprised of recreation and tennis center fees, and plan check fees. Prior to the pandemic, approximately 65% of this category’s revenues were recreation and tennis center fees. Revenues from recreation fees memberships were immediately affected by the pandemic’s stay-at-home orders and closures of all recreation facilities. With the approval and mass distribution of the vaccine, the Norman P. Murray Community & Senior Center and recreation facilities have been able to slowly reopen and increase services and capacity. Parks, recreation, and tennis center fee revenues are



CITY OF MISSION VIEJO 2021-23 Master Financial Plan

expected to recover by FY 2023/24. Revenues in this category are expected to grow 2.12% annually for FY 2023/24 through FY 2027/28.

Operating Budget Expenditures

Staff has developed a seven-year expenditure plan that can assist the City with successfully navigating the challenging economic times which lie ahead. The MFP compares ongoing expenditures versus revenue that is one-time in nature or of a limited duration. This metric would indicate that the City is relying on short-term revenue to balance the budget.

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 are tightly managed and there is no increase to current staffing levels.

The City Council has taken steps to address the rapidly escalating cost of retirement and insurance programs by making large one-time payments to reduce unfunded liabilities in both programs, including the establishment of a Section 115 pension trust fund. Other pension plan reform measures such as the establishment of a second and third tier of pension benefits further reduced the City's long-term pension plan obligations. About 51% of the City's workforce is now covered by the second and third tier benefits program. Finally, 1.5% of the City's annual normal pension cost was shifted to employees effective January 1, 2018. Despite these efforts, retirement rates are scheduled to increase over this MFP cycle.

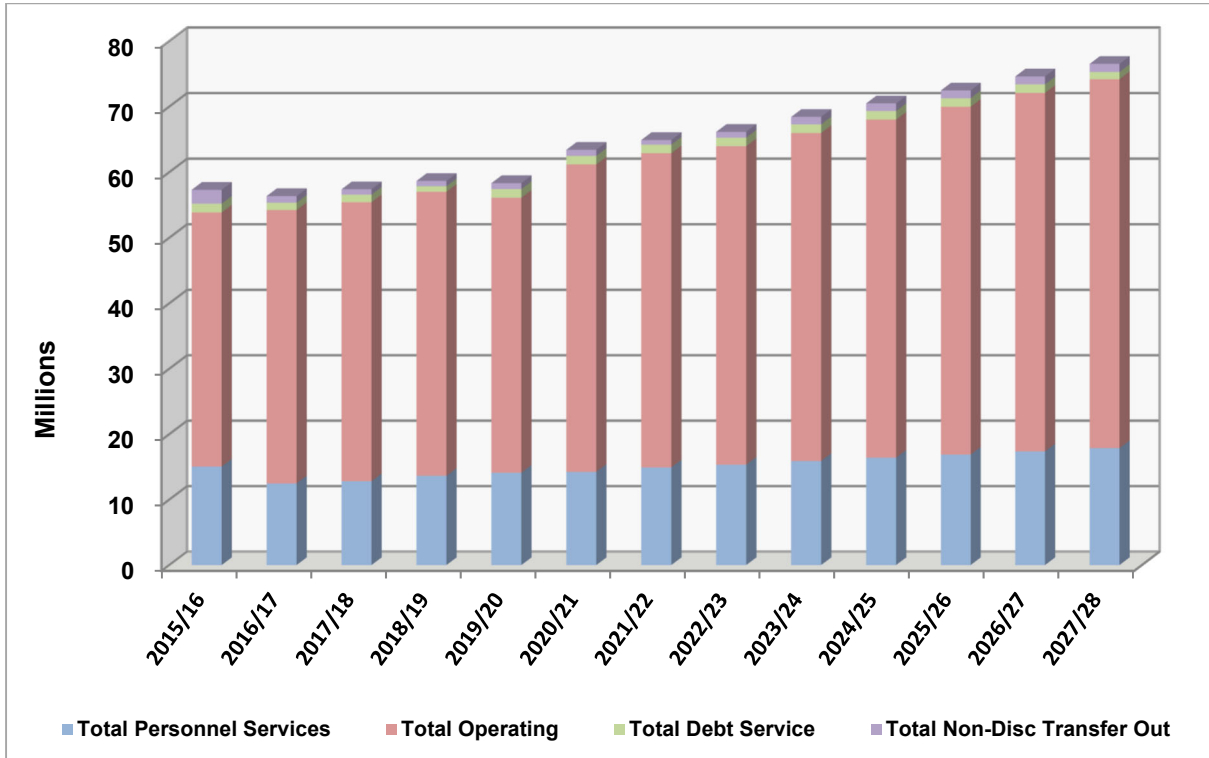
For the purposes of budget planning and updating the MFP, certain expenditures are classified as "non-discretionary," or ongoing. That is, in order to maintain the levels of service Mission Viejo residents have come to enjoy as well as meet the City's contractual, State and Federal obligations, a set "menu" of expenditures occurs every fiscal year. Non-discretionary expenditures include personnel costs, operating expenditures, debt service on the Library and City Hall bonds, and the subsidies to the animal services and library operations. Capital outlay and capital projects are not included in operating 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 the MFP forecast period, there has been a major renovation of the Marguerite Aquatics Center and Felipe Tennis Center, lighting renovations at Cordova Park, renovations at Christopher Park, construction of a new restroom and area improvements at Craycraft Park, rehabilitation of various median islands and landscape slopes, and most significantly, the purchase of Oso Creek Golf Course, formerly Casta Del Sol Golf Course.

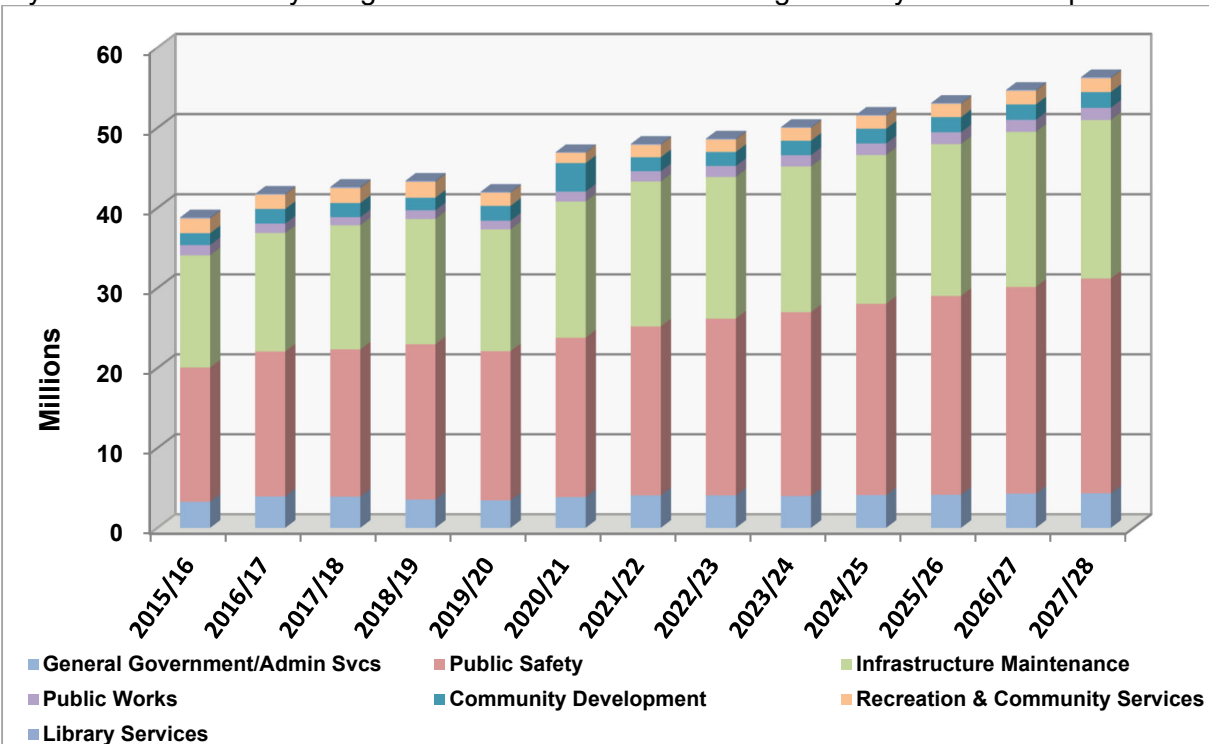
The following graph shows the four components of the operating budget - personnel, operating expenditures, debt service and non-discretionary transfers out. There was a large increase of non-discretionary transfers out in FY 2019/20; this was due to the purchase of Oso Creek Golf Course. The largest single component continues to be operating expenditures, representing about 74% of total adopted General Fund operating budget expenditures in the 2021-23 two-year budget cycle. Operating expenditures include professional and maintenance contractual services, supplies, insurance, utilities, etc. required to conduct normal business operations. Given the degree to which Mission Viejo relies on contract services, this high percentage is to be expected. Personnel costs account for 23% of total operating budget expenditures in 2021-23.



CITY OF MISSION VIEJO 2021-23 Master Financial Plan



The following graph shows operating expenditures by department. The two largest areas of spending within operating expenditures are Public Safety and the Infrastructure Maintenance program area. The majority of the Public Safety budget is the contract with the Orange County Sheriff's Department.





CITY OF MISSION VIEJO 2021-23 Master Financial Plan

Police Services Contract

The General Fund portion of the Sheriff's contract for FY 2021/22 is \$20.9 million, which represents approximately 43% of operating expenditures, or approximately 32% of total adopted General Fund operating budget. The average annual growth rate of 3.76% for police services contract costs from FY 2015/16 to FY 2020/21 for the most part represents the impact of labor contract renewals and the resulting higher costs for salaries and benefits. From FY 2023/24 through FY 2027/28, it's projected that the police services contract will grow at the rate of 4.0%.

Infrastructure Maintenance

Infrastructure maintenance programs, which include the parks, medians and parkways, trees, street, landscape, facilities, and fleet maintenance programs, totals \$18.1 million in FY 2021/22, and represents 37.7% of operating expenditures, or 27.9% of the total General Fund operating budget. Since FY 2015/16 this program area has increased at an average of 4.02% due to increasing materials costs, minimum wage and prevailing wage rates. It's anticipated that expenditures will grow in line with CPI at an average of 2.9% in FY 2023/24 and 2.1% in FY 2024/25 through FY 2027/28.

Personnel Costs

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 has been to pay at or above average total compensation in order to attract and retain the best individuals.

In an ongoing effort to decrease the cost per position, the City Council implemented a plan in which employees pay the full 8% share of their retirement by the end of FY 2014/15. This decreased the City's retirement costs by shifting a greater burden directly onto the employees. The City Council has also implemented a second-tier retirement program for all new employees hired after July 9, 2011. A third retirement tier was enacted by State action in 2013. In January 2018, 1.5% of the City's PERS employer share pension normal cost was shifted to employees. These changes will decrease costs over the long-run, hence placing Mission Viejo on even stronger financial footing for several decades into the future. 51% of the City's workforce now falls under these second and third tier retirement programs.

Personnel costs in FY 2016/17 declined by 17.06% compared to 2015/16. The City made a one-time payment against the City's unfunded liability in FY 2015/16 which resulted in a year-over-year decrease in overall personnel costs. From FY 2016/17 through FY 2019/20, total General Fund personnel costs have increased on average at a rate of 4.22% per year due to increases in salaries, healthcare costs, normal pension cost, and unfunded pension liability. (This forecast 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.)

Between FY 2021/22 and FY 2027/28 personnel costs will increase by an average of 3.29%. To remain competitive in the Orange County job market and in an effort to maintain our workforce and remunerate

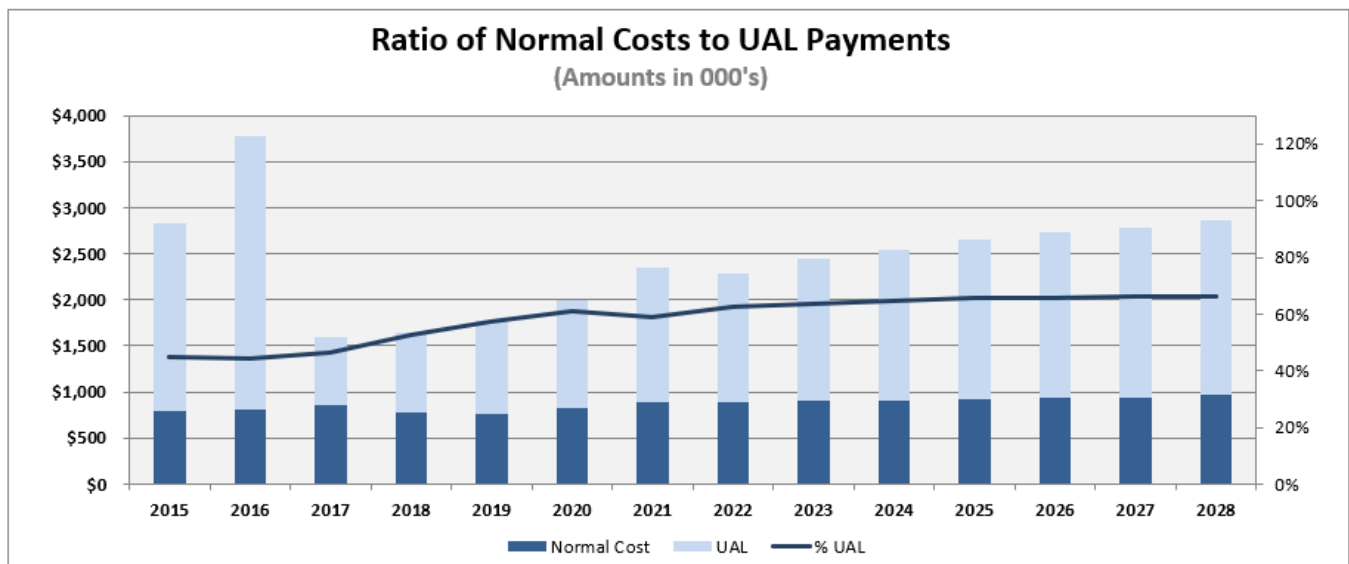


CITY OF MISSION VIEJO 2021-23 Master Financial Plan

employees fairly, the continuation of merit increases is included representing average annual increases in salaries of 3.0%. The forecast reflects 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.

The City's retirement plan is with the California Public Employee Retirement Systems (PERS). The City Council authorized a one-time payment in the amount of \$1.5 million against the City's unfunded liability in June 2015. In FY 2015/16, the Council approved a \$3.0 million payment to a Section 115 Pension Trust to reduce the pension unfunded liability by that same amount. The City has annually contributed \$221,000 to the Section 115 Pension Trust since FY 2018/19. The same contribution is included in both FY 2021/22 and FY 2022/23 budgets. Since 2013, PERS has taken several important steps to reduce risks to the retirement fund and ensure long-term stability including: changing amortization and smoothing policies that spread rate increases or decreases over a five-year period; adopting new demographic assumptions that show retirees are living longer; and approving a new funding risk mitigation policy to incrementally lower the discount rate during good economic times. In December 2016, PERS lowered the investment return estimate to 7% from 7.5%. The lower discount rate was phased in over three years with the final change in FY 2019/20. The lower discount rate increases the average "normal cost" (current year pension cost) employer rate for most miscellaneous plans and all changes have increased the City's pension unfunded liability.

Normal costs represent the value of the benefits earned by current employees. The table below estimates the portion of annual required retirement contributions that have been and will be directed toward normal costs compared to the unfunded accrued liability (UAL). This table provides a clear indication that the growth in cost is attributable to the unfunded liability. The spikes in fiscal years 2015 and 2016 reflect one-time payments discussed previously. Over the next five fiscal years, the PERS cost is projected to reach \$2.87 million by FY 2027/28. The positive impact of the Section 115 Trust Fund is not factored in this chart.



Fiscal Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Normal Cost	801	816	855	776	759	832	897	885	911	911	918	935	942	970
UAL	2,025	2,956	744	871	1,019	1,162	1,446	1,407	1,534	1,638	1,739	1,794	1,845	1,900
% UAL	45%	44%	47%	53%	57%	61%	59%	63%	64%	64%	66%	66%	66%	66%



CITY OF MISSION VIEJO 2021-23 Master Financial Plan

The City maintains a retiree health benefit program in accordance with the requirements of the PERS Health Benefit Program. The City pays a fixed amount for each eligible retired employee to purchase health coverage through the City's program with PERS Health Benefit Program. This program provides retirees who qualify with a fixed monthly benefit toward the cost of their health insurance premiums. The retiree healthcare funded status became fully funded during FY 2016/17. As of June 30, 2020, the City's total Other Post-Employment Benefit (OPEB) liability was \$9,822,763, however, fiduciary net position was \$10,357,198. The retiree healthcare valuation for June 30, 2020 reflected a funded status of 105%.

Operating Transfers

General Fund subsidies represent annual transfers to the Animal Services and Library Services functions. These two operations record their revenue and expenditures 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 operates as an enterprise function. That is, all revenue and expenditures are recorded in a fund separate from the General Fund. The City of Mission Viejo also provides animal services support to the cities of Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita. These contract cities in turn provide pro-rata support based on the ratio of their populations to the total population of the five 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 four contract cities, and expenditures.

From FY 2015/16 to FY 2020/21, the General Fund transfer to the Animal Services fund averaged \$615,026 including a payment to PERS related to retirement costs in FY 2015/16. The 2021-23 adopted budget has the General Fund subsidy at an average cost of \$734,031. The subsidy is projected to grow on average between FY 2023/24 and FY 2027/28 by 2.26% annually based on the FY 2022/23 normal subsidy amount. The average subsidy between FY 2023/24 and FY 2027/28 is \$814,888.

Library Services Subsidy

The subsidy to the Library 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 Services Department provides one of the most popular services to residents and usage remains high. While the Library Services Department receives revenue from various sources (passport processing, passport photos, library fees & fines, etc.), property tax remains the largest, single source of revenue. From FY 2015/16 through FY 2020/21, the General Fund transfer to the Library fund averaged \$445,390 including a payment to PERS related to retirement costs in FY 2015/16. For FY 2021/22, the General Fund transfer to the Library Fund will be \$8,330. For 2022/23 the subsidy will be \$123,582. The reduction in subsidy for this budget cycle is a result of available American Rescue Plan (ARP) funds from lost revenue caused by closure of the facility during the pandemic. It's projected that beginning with FY 2023/24, the subsidy will return to an amount below the 5-year average and will increase annually by



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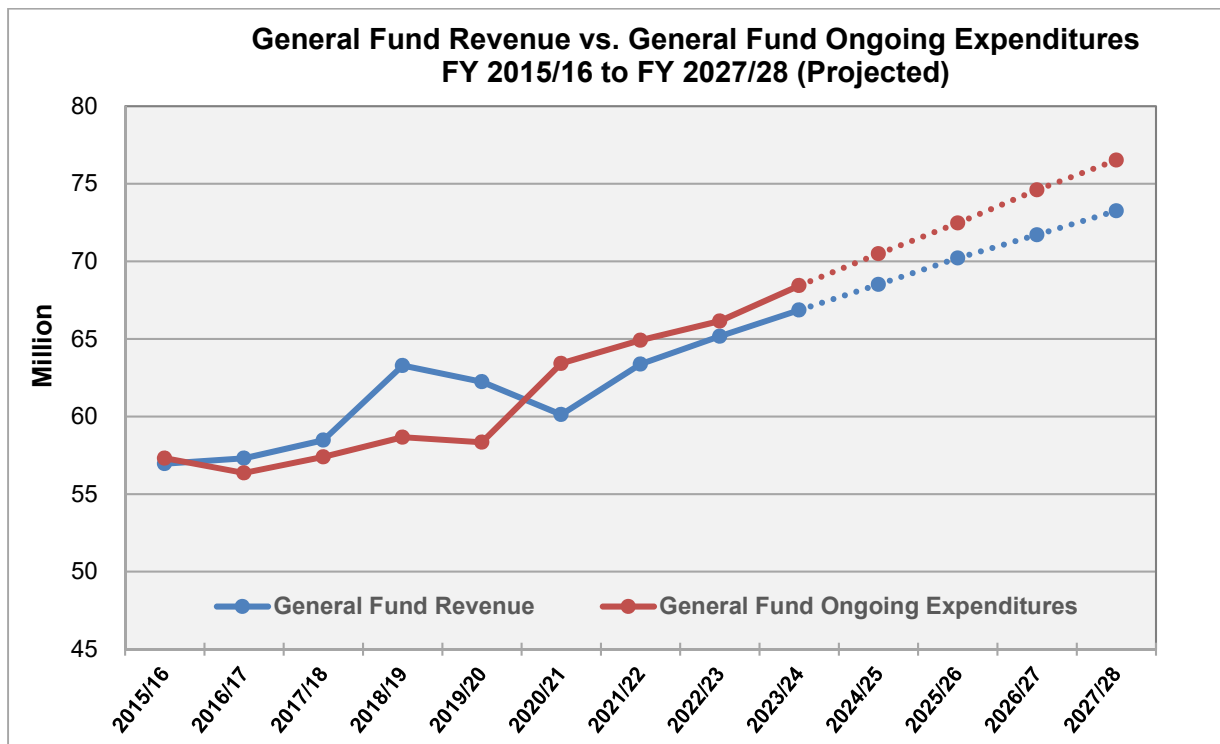
2.1% in FY 2024/25 through 2027/28.

City Hall Bond Debt Service

Lease Revenue Bonds were issued to fund construction of City Hall and expansion of the library. These bonds were refunded in 2016 to take advantage of low interest rates in order to reduce annual and total debt service costs. Debt service on the 2016 bonds is \$1,137,163 in FY 2021/22, and \$1,131,513 in FY 2022/23. These payments comprise approximately 1.8% of General Fund revenue in each fiscal year. From FY 2023/24 until the loan is paid off in FY 2030/31, debt service payments are approximately \$1.1 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, operating expenditures, 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. This variance presents a good indication of whether the City's day to day operations are costing more than the ongoing, expected revenue. The graph below illustrates revenue, not including one-time revenues, less mandatory expenditures. The 2021-23 budget relies on the one-time revenue from the release of the Mall Bond Rolling Reserve and ARP funds to maintain a balanced budget. Given the revenue and expenditure projections included in this MFP update, draws against reserves in fiscal years 2024/25 through 2027/28 will be needed to fund ongoing expenditures and balance the budget if the City were to keep all programs and services at current levels. It is important to note that the MFP projections do not include any capital improvement spending from the General Fund from FY 2023/24 through FY 2027/28.



*Ongoing expenditures include Personnel (salary and benefits), Operating Expenditures, Debt Service, and Non-discretionary transfers out (e.g., Animal Services and Library Fund subsidies)



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Other Transfers

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 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 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. All of these variables make the amounts "released" in any given year subject to wide fluctuations and are an unpredictable source of General Fund revenue. 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 can fluctuate widely and which should not be part of the baseline MFP forecast.

The Mall bonds mature in 2028 after which all sales tax generated at the Shops of Mission Viejo will flow to the General Fund. Through 2028, 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. The FY 2021/22 amount of \$1.31 million, included as discretionary/one-time revenue, is based on sales tax resources currently being retained by the bond trustee and is expected to be returned to the City. Rolling reserve release projections for FY 2022/23 and beyond are based on an analysis of sales tax projections and amounts needed for debt service payments on the Mall Series A bonds. The amount available in the rolling reserve release is known one year before it is released which provides an opportunity to adjust plans if necessary.

Other Miscellaneous Transfers In

In March 2021, the American Rescue Plan was signed into law. The bill provided additional relief to address the continued impact of the COVID-19 pandemic. The City will receive a total of \$9.829 million which is to be obligated by December 31, 2024 and spent by December 31, 2026. \$4.02 million will be used in FY 2021/22 towards disinfecting city facilities, fund programs and services, restore services at the Library and recreation centers to pre-pandemic levels, and capital improvement projects. In FY 2022/23, \$3.08 million will be used towards capital improvement projects and the operating budget to maintain service levels. The balance of the funds is projected to be spent in FY 2023/24.

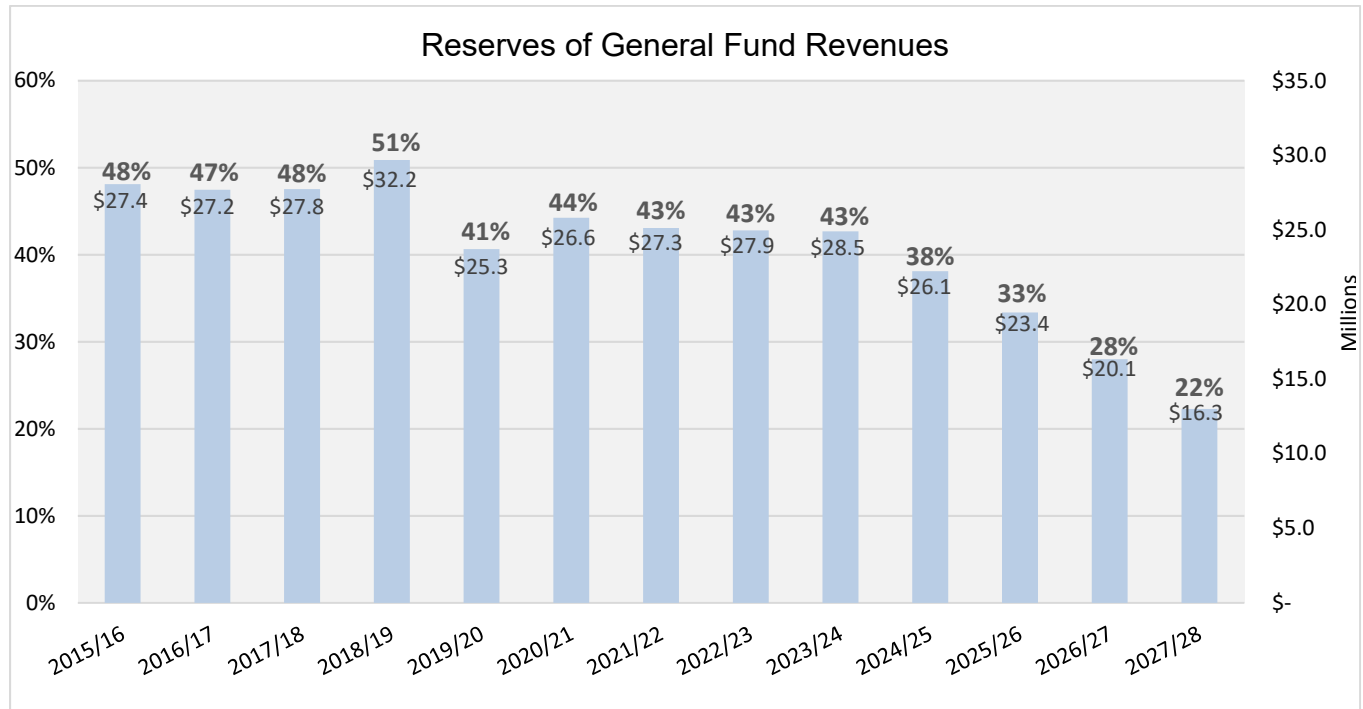
A Discussion of Reserves

The City's reserves are intended to provide a substantial cushion for absorbing unforeseen events. These reserves are an essential first line of defense against unexpected economic emergencies or natural disaster. Reserves are comprised of the fund balances set aside in the General Fund. One of the reasons for developing and regularly updating the MFP is to have an analytic tool that assists management in making decisions aimed at maintaining reserves at City Council established levels. Based on the 2021 biennial risk analysis, the target level for General Fund reserves established by City Council action is \$29.5 million, or 49% of FY 2020/21 estimated General Fund revenue of \$60.1 million. The minimum reserve level is set at \$26.4 million, or 44% of FY 2020/21 estimated General Fund revenue. For the 2021-23 adopted budget, the levels are projected to be 43% in both FY 2021/22 and FY 2022/23. The following graph shows what would happen to reserves if the City chose to continue to



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2021-23 Master Financial Plan**

fund operations at current levels and to utilize General Fund reserves to fund the operating expenditures projected in this MFP out to FY 2027/28. It will be the intention of Staff, based on City financial management policies and responsible fiscal management, to prepare and present only balanced budgets to the City Council for adoption, so we do not anticipate the following reduction in reserves to occur.



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 revenue and expenditures. The dynamic nature of this MFP 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. Long-term planning enables City Council to address issues that arise and, as the COVID-19 emergency has demonstrated, provides a foundation required to respond to unprecedented and unexpected crises.

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 reserves at or above the City Council determined target level.

MASTER FINANCIAL PLAN - GENERAL FUND

GENERAL FUND	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	FY 2020-21 Amd Budget	FY 2021-22 Budget	FY 2022-23 Budget	FY 2023-24 Projection	FY 2024-25 Projection	FY 2025-26 Projection	FY 2026-27 Projection	FY 2027-28 Projection
TOTAL OPERATING BUDGET EXPENDITURES	56,102,744	56,318,806	57,512,145	58,442,537	58,012,655	63,157,876	65,012,100	65,825,907	67,792,354	69,821,105	71,776,687	73,893,252	75,783,327
REVENUES LESS OPERATING EXPENDITURES:	855,440	989,832	961,604	4,842,518	4,223,839	(3,032,262)	(1,636,704)	(654,856)	(936,112)	(1,310,912)	(1,566,055)	(2,181,620)	(2,525,803)
NON-DISCRETIONARY TRANSFERS OUT:													
Other Misc Fund Transfers Out	(105,046)	-	(114,603)	-	(10,619,000)	-	-	-	-	-	-	-	-
Animal Services	(874,781)	(520,440)	(540,447)	(609,188)	(584,175)	(561,125)	(708,708)	(759,353)	(781,374)	(797,783)	(814,537)	(831,642)	(849,106)
Library Services Subsidy	(1,129,101)	(484,145)	(171,300)	(193,599)	(329,559)	(364,635)	(8,330)	(123,582)	(360,000)	(367,560)	(375,279)	(383,160)	(391,206)
TOTAL, TRANSFERS OUT	(2,108,928)	(1,004,585)	(826,350)	(802,787)	(11,532,734)	(925,760)	(717,038)	(882,935)	(1,141,374)	(1,165,343)	(1,189,815)	(1,214,801)	(1,240,312)
REVENUES LESS MANDATORY EXPENDITURES	(1,253,488)	(14,753)	135,254	4,039,731	(7,308,895)	(3,958,022)	(2,353,742)	(1,537,791)	(2,077,486)	(2,476,255)	(2,755,870)	(3,396,422)	(3,766,115)
TRANSFERS IN:													
Other Misc Fund Transfers In	-	-	-	-	-	-	4,020,851	3,083,698	2,724,888	-	-	-	-
Mall Bond Rolling Reserve Release	565,918	1,956,599	1,592,416	1,054,112	1,695,152	987,895	1,306,856	42,550	4,565	45,622	70,172	45,032	18,110
TOTAL, TRANSFERS IN	565,918	1,956,599	1,592,416	1,054,112	1,695,152	987,895	5,327,707	3,126,248	2,729,453	45,622	70,172	45,032	18,110
NET, TRANSFERS	(1,543,010)	952,014	766,066	251,325	(9,837,582)	62,135	4,610,669	2,243,313	1,588,079	(1,119,721)	(1,119,643)	(1,169,769)	(1,222,202)
SALE OF PROPERTY	276,465	1,791,021	135,175	23,725	5,650	20,000	-	-	-	-	-	-	-
CAPITAL PROJECTS	98,494	4,787,565	3,845,251	254,829	624,047	489,955	1,950,000	1,000,000	-	-	-	-	-
Net Available Resources	(509,599)	(1,054,698)	(1,982,406)	4,862,739	(6,232,141)	(3,440,082)	1,023,965	588,457	651,967	(2,430,633)	(2,685,698)	(3,351,390)	(3,748,005)
Reserves (\$ millions)	27.4	27.2	27.8	32.2	25.3	26.6	27.3	27.9	28.5	26.1	23.4	20.1	16.3
Percent of General Fund Revenue	48%	47%	48%	51%	41%	44%	43%	43%	43%	38%	33%	28%	22%



MISSION VIEJO

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RESOLUTION 21-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION VIEJO, CALIFORNIA, APPROVING A BUDGET FOR 2021-23, AND APPROPRIATING FUNDS FOR FISCAL YEAR 2021/22 ONLY

WHEREAS, the City held several public meetings during the budget development process, including:

- A pre-budget discussion at the February 9, 2021 City Council meeting
- Presentation and discussion of revenue projections at the April 13, 2021 City Council meeting
- Presentation and discussion of the 2021-23 proposed CIP budget at the April 13, 2021 City Council meeting
- Public comment opportunities online with the posting of the 2021-23 proposed budget the City website on June 15, 2021; and

WHEREAS, these meetings provided opportunities for all persons to be heard and their suggestions or objections considered related to these budget matters; and

WHEREAS, the City Manager presented to the City Council on June 14, 2021, a Proposed Budget for the 2021-23 fiscal years; and

WHEREAS, a budget workshop was duly scheduled, and held on June 22, 2021, providing an opportunity for all persons to be heard and their suggestions or objections considered on the final Proposed Budget for the 2021-23 fiscal years.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MISSION VIEJO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the 2021-23 Budget for the City of Mission Viejo is hereby adopted.

SECTION 2. That appropriations are hereby authorized and revenue estimates confirmed for FY 2021/22 only, in accordance with the Proposed Budget dated June 14, 2021, with incorporated modifications directed by Council on June 22, 2021, and as may be further modified by Council and staff on July 13, 2021, as reflected on Exhibits A, B, C, D, E, and F to this Resolution.

SECTION 3. That, for FY 2021/22, 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 4. That, for FY 2021/22, 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 six broad program areas of: General Government (Legislative and Management & Support combined); Public Safety; Community Development; Engineering & Transportation and Infrastructure Maintenance combined; Golf Operations; and Recreation, Community and Library Services; provided that total appropriations for a program area by fund are not changed.

SECTION 5. That, for FY 2021/22, 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 6. That changes to total program area appropriations, changes to total fund appropriations, all other changes to capital improvement project appropriations not specified in Section 5 of this Resolution, changes to the number of regular positions by classification, cancellation of appropriations, and appropriations of fund balances shall require the majority approval of the City Council.

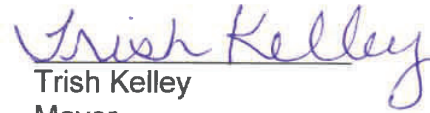
SECTION 7. That encumbrances at the end of FY 2020/21 will be re-appropriated for continued use in FY 2021/22.

SECTION 8. That all active capital project appropriation balances that existed at the end of FY 2020/21 will be re-appropriated for continued use in the FY 2021/22.

SECTION 9. The Budget contains appropriations for the funding of the following community service organizations/projects: (1) Orange County Sheriff's Department of Valor ceremony (\$1,500); (2) Fair Housing Foundation (\$7,000); (3) Social Service agencies identified as part of the Community Development Block Grant allocation (\$57,500); (4) Marine and Sailors Adoption Committee (\$23,100); (5) Pacific Symphony (\$50,000); (6) Mission Viejo Activities Committee (\$32,450); (7) Capistrano Valley, Trabuco Hills, Mission Viejo, Silverado, and Tesoro High Schools for graduation nights (\$4,250); (8) Community Service organizations (\$53,000); (9) Vocational Visions ceremony (\$1,500); (10) Trauma Intervention Program (\$11,200); (11) Orange County Fire Association Best and Bravest Dinner (\$750); (12) Rotary Club Mayor's Breakfast (\$750); (13) Orange County Human Relations Council (\$4,500); (14) Mission Viejo Chamber of Commerce (\$18,000). In making these appropriations, and any additional appropriations to community service organizations/projects on July 13, 2021, 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 13, 2021.



PASSED, APPROVED, AND ADOPTED this 13th day of July, 2021.


Trish Kelley
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 13th day of July, 20121, by the following vote of the Council:

AYES: Bucknum, Goodell, Kelley, Rath, and Sachs
NOES: None
ABSENT: None

ATTEST:


Kimberly Schmitt
City Clerk



MISSION VIEJO

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CITY OF MISSION VIEJO
Adopted Appropriations Limit
Article XIII B Gann Initiative



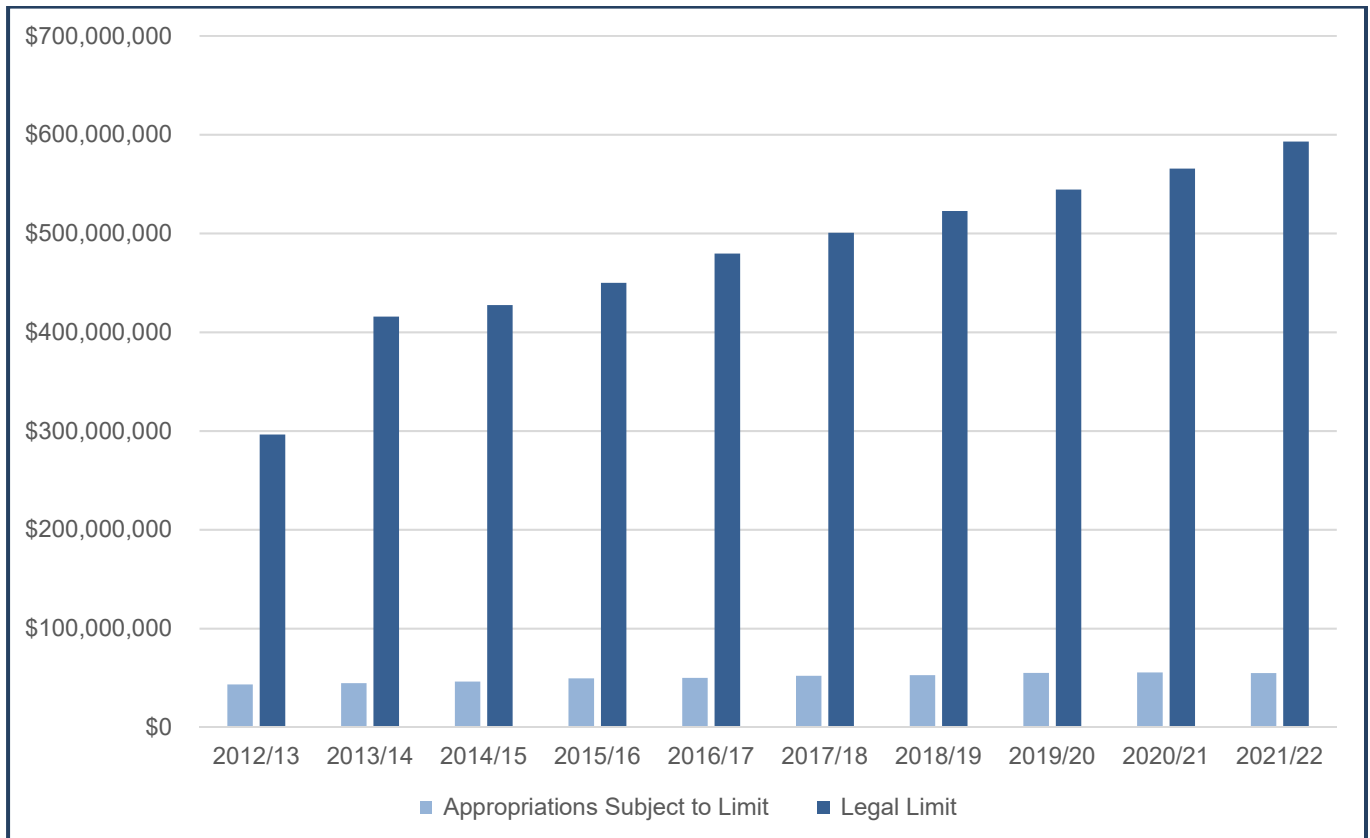
Article XIII B of the California State Constitution, more commonly referred to as the Gann Initiative or Gann Limit, was adopted by California voters in 1980. This Article placed annual limits on the amount of tax proceeds that State and local governmental agencies can receive and appropriate (i.e., 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.

Each year the City Council must adopt by resolution the appropriations limit for the following year, along with a recorded vote regarding which of the annual adjustment factors have been selected. Following is the calculation of the City's Gann Appropriations Limit for FY 2021/22:

Fiscal Year 2020/21 Appropriations Limits	\$565,557,720
County Population Growth	-0.840%
Inflation from Per Capita Personal Income Change	5.730%
Fiscal Year 2021/22 Appropriations Limit	\$592,940,093

Appropriations limits apply only to tax revenues, not to revenues that cover the costs of operations such as service charges, restricted revenues from other agencies, or grants. Appropriations subject to the limit in the FY 2021/22 budget total \$55,389,571 which is \$537,550,522 under the computed limit.





MISSION VIEJO

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FY 2021-23 Budget
Adopted Authorized Positions
Regular Positions/Full-Time Equivalents (FTE)

TO BE EFFECTIVE JULY 1, 2021 - Resolution 21-23

- FTE Increase*
- Retitle*
- New Job Classification*
- Department Transfer*
- Reclassification*
- FTE Decrease*

Department	FY 2019-21 Adopted	FY 19-21 Revised 12/10/19	FY 2020-21 Adopted	FY 20-21 Revised 08/25/20	FY 21-23 Adopted 06/22/21	Change
City Council						
Councilmembers	5.000	5.000	5.000	5.000	5.000	0.000
Total City Council	5.000	5.000	5.000	5.000	5.000	0.000
City Manager						
City Manager	1.000	1.000	1.000	1.000	1.000	0.000
<i>Assistant City Manager</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>1.000</i>	<i>1.000</i>
City Clerk	1.000	1.000	1.000	1.000	1.000	0.000
Assistant City Clerk	0.000	0.000	0.000	1.000	1.000	0.000
<i>Emergency Services Manager</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>1.000</i>	<i>1.000</i>
<i>Executive Administrator</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>0.750</i>	<i>1.000</i>	<i>0.250</i>
<i>Executive Assistant</i>	<i>0.500</i>	<i>0.500</i>	<i>0.500</i>	<i>0.300</i>	<i>0.000</i>	<i>-0.300</i>
<i>Management Analyst</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>1.000</i>	<i>1.000</i>
Total City Manager	3.500	3.500	3.500	4.050	7.000	2.950
Administrative Services						
Director of Admin Services/City Treasurer	1.000	1.000	1.000	1.000	1.000	0.000
<i>Accountant</i>	<i>2.000</i>	<i>2.000</i>	<i>1.800</i>	<i>1.800</i>	<i>1.000</i>	<i>-0.800</i>
<i>Accounting Clerk</i>	<i>1.750</i>	<i>1.750</i>	<i>1.750</i>	<i>0.750</i>	<i>0.500</i>	<i>-0.250</i>
Accounting Information Specialist	0.800	0.800	1.000	1.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000	0.000
Administrative Services Analyst	1.000	1.000	1.000	1.000	1.000	0.000
Administrative Services Manager	3.000	3.000	3.000	3.000	3.000	0.000
Human Resources Analyst	1.000	1.000	1.000	1.000	1.000	0.000
<i>Human Resources Technician</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>0.600</i>	<i>0.600</i>
Human Resources Manager	1.000	1.000	1.000	1.000	1.000	0.000
Risk Management Administrator	1.000	1.000	1.000	1.000	1.000	0.000
Senior Accounting Technician	1.000	1.000	1.000	1.000	1.000	0.000
Senior Payroll & Accounting Technician	1.000	1.000	1.000	1.000	1.000	0.000
Treasury Analyst	1.000	1.000	1.000	1.000	1.000	0.000
Total Administrative Services	16.550	16.550	16.550	15.550	15.100	-0.450
Animal Services						
<i>Director of Animal Services</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>1.000</i>	<i>1.000</i>
Animal Care Technician	0.000	5.000	5.000	5.000	5.000	0.000
Animal Services Assistant	5.000	0.000	0.000	0.000	0.000	0.000
Animal Services Licensing Representative	2.500	2.500	0.000	0.000	0.000	0.000
<i>Animal Services Manager</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>	<i>-1.000</i>
Animal Services Officer	6.000	6.000	6.000	6.000	6.000	0.000
<i>Animal Services Representative</i>	<i>2.000</i>	<i>2.000</i>	<i>4.500</i>	<i>5.500</i>	<i>6.000</i>	<i>0.500</i>
<i>Animal Services Operations Supervisor</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>	<i>-1.000</i>
<i>Animal Services Field Supervisor</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>	<i>-1.000</i>
<i>Animal Services Supervisor</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>0.000</i>	<i>3.000</i>	<i>3.000</i>
Animal Services Volunteer Coordinator	1.000	1.000	1.000	1.000	1.000	0.000
Senior Animal Services Officer	1.000	1.000	1.000	1.000	1.000	0.000
Total Animal Services	20.500	20.500	20.500	21.500	23.000	1.500



FY 2021-23 Budget
Adopted Authorized Positions
Regular Positions/Full-Time Equivalents (FTE)

TO BE EFFECTIVE JULY 1, 2021 - Resolution 21-23

- FTE Increase*
- Retitle*
- New Job Classification*
- Department Transfer*
- Reclassification*
- FTE Decrease*

Department	FY 2019-21 Adopted	FY 19-21 Revised 12/10/19	FY 2020-21 Adopted	FY 20-21 Revised 08/25/20	FY 21-23 Adopted 06/22/21	Change
Community Development						
Director of Community Development	1.000	1.000	1.000	1.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000	0.000
Associate Planner	1.000	1.000	1.000	1.000	1.000	0.000
Code Enforcement Supervisor	1.000	1.000	1.000	1.000	1.000	0.000
Planning and Economic Development Manager	1.000	1.000	1.000	1.000	1.000	0.000
Planning & Economic Development Technician	0.000	0.000	0.000	0.000	0.000	0.000
Planning & Economic Development Associate	1.000	1.000	1.000	1.000	1.000	0.000
Senior Code Enforcement Officer	1.000	1.000	1.000	1.000	1.000	0.000
Senior Planner	1.000	1.000	1.000	1.000	1.000	0.000
Total Community Development	8.000	8.000	8.000	8.000	8.000	0.000
Community Relations						
Director of Community Relations	1.000	1.000	1.000	1.000	1.000	0.000
Community Relations Manager	1.000	1.000	1.000	1.000	1.000	0.000
Community Relations Specialist	0.000	0.000	0.000	0.000	0.000	0.000
Marketing Graphics Designer	1.000	1.000	1.000	1.000	1.000	0.000
Total Community Relations	3.000	3.000	3.000	3.000	3.000	0.000
Information Technology						
Director of Information Technology	1.000	1.000	1.000	1.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000	0.000
Information Technology Manager	1.000	1.000	1.000	1.000	1.000	0.000
Information Technology Security Manager	1.000	1.000	1.000	1.000	1.000	0.000
Information Technology Service Delivery Manager	1.000	1.000	1.000	1.000	1.000	0.000
Information Technology Specialist	4.000	4.000	4.000	4.000	4.000	0.000
Information Technology Technician	1.000	1.000	1.000	1.000	1.000	0.000
Total Information Technology	10.000	10.000	10.000	10.000	10.000	0.000
Library & Cultural Services						
Director of Library & Cultural Services	1.000	1.000	1.000	1.000	1.000	0.000
Cultural Services Supervisor	0.000	0.000	0.000	0.000	0.000	0.000
Librarian I/II	6.000	6.000	6.000	6.000	6.000	0.000
Library Assistant	2.500	2.500	1.500	1.500	1.500	0.000
Library Clerk	2.900	2.900	2.900	2.900	2.900	0.000
Library Manager	3.000	3.000	3.000	3.000	3.000	0.000
Library & Cultural Arts Coordinator	0.000	0.000	0.000	0.000	0.000	0.000
Library & Cultural Arts Supervisor	3.000	3.000	3.000	3.000	3.000	0.000
Programs & Outreach Librarian	0.500	0.500	0.500	0.500	0.500	0.000
Senior Librarian	3.000	3.000	3.000	3.000	3.000	0.000
Senior Library Assistant	2.200	2.200	3.200	3.200	3.200	0.000
Total Library Services	24.100	24.100	24.100	24.100	24.100	0.000



FY 2021-23 Budget
Adopted Authorized Positions
Regular Positions/Full-Time Equivalents (FTE)

TO BE EFFECTIVE JULY 1, 2021 - Resolution 21-23

- FTE Increase*
- Retitle*
- New Job Classification*
- Department Transfer*
- Reclassification*
- FTE Decrease*

Department	FY 2019-21 Adopted	FY 19-21 Revised 12/10/19	FY 2020-21 Adopted	FY 20-21 Revised 08/25/20	FY 21-23 Adopted 06/22/21	Change
Public Services						
<i>Assistant City Manager/Director of Public Services</i>	1.000	1.000	1.000	1.000	0.000	-1.000
<i>Director of Public Services</i>	0.000	0.000	0.000	0.000	1.000	1.000
<i>Administrative Assistant</i>	0.000	0.000	0.000	0.000	0.750	0.750
Custodian	1.000	1.000	1.000	1.000	1.000	0.000
<i>Emergency Services Manager</i>	1.000	1.000	1.000	1.000	0.000	-1.000
Facilities Maintenance Manager	1.000	1.000	1.000	1.000	1.000	0.000
<i>Management Analyst</i>	1.000	1.000	1.000	1.000	0.000	-1.000
Public Services Operations Manager	1.000	1.000	1.000	1.000	1.000	0.000
<i>Public Services Supervisor</i>	8.000	8.000	8.000	8.000	9.000	1.000
Senior Department Assistant	1.750	1.750	1.750	1.750	1.750	0.000
<i>Senior Public Services Contracts Administrator</i>	2.000	2.000	2.000	2.000	0.000	-2.000
Total Public Services	17.750	17.750	17.750	17.750	15.500	-2.250
Public Works						
Director of Public Works	1.000	1.000	1.000	1.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000	0.000
Assistant City Engineer	1.000	1.000	1.000	1.000	1.000	0.000
Associate Engineer*	1.000	1.000	2.000	2.000	2.000	0.000
City Engineer	1.000	1.000	1.000	1.000	1.000	0.000
Environmental Program Administrator	1.000	1.000	0.000	0.000	0.000	0.000
Senior Engineering Technician	1.000	1.000	1.000	1.000	1.000	0.000
Senior Public Works Inspector	2.000	2.000	2.000	2.000	2.000	0.000
Transportation Analyst	1.000	1.000	1.000	1.000	1.000	0.000
Transportation Manager	1.000	1.000	1.000	1.000	1.000	0.000
Total Public Works	11.000	11.000	11.000	11.000	11.000	0.000
Recreation & Community Services						
Director of Recreation & Community Services	1.000	1.000	1.000	1.000	1.000	0.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000	0.000
<i>Community Services Coordinator</i>	8.550	8.550	8.550	8.625	7.875	-0.750
Community Services Manager	2.000	2.000	2.000	2.000	2.000	0.000
<i>Community Services Specialist</i>	3.000	3.000	3.000	3.000	2.000	-1.000
Community Services Supervisor	6.000	6.000	6.000	6.000	6.000	0.000
Senior Department Assistant	2.375	2.375	2.375	1.750	1.750	0.000
Total Recreation & Community Services	23.925	23.925	23.925	23.375	21.625	-1.750
GRAND TOTAL	143.325	143.325	143.325	143.325	143.325	0.000

*This position is shared services with Rancho Santa Margarita; .60 FTE Mission Viejo and .40 FTE RSM



MISSION VIEJO

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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 Introduction 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.

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.

Debt Service Funds

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, principal and interest of general long-term debt.

Capital Projects Funds

The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital equipment, facilities, and infrastructure. The City maintains several capital projects funds for various transportation funding, grant programs, and developer fees.

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 four enterprise funds --- one for animal services, one for golf operations, and two for the Mission Viejo Television program.



CITY OF MISSION VIEJO ***Accounting System and Internal Controls***

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 used; revenues are recognized when earned, and expenses are recognized when incurred.

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 each of the four funds, depreciation and capital outlay are budgeted. During the course of the year, for all 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 Annual Comprehensive Financial Report (ACFR) 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.

ALLOCATED COSTS

In December 2018, with assistance from a consultant, the City prepared a cost allocation plan to identify the functions, services, and allocable and non-allocable costs associated with City central support departments to determine fair and equitable distribution of those costs to the City operating departments for use in determining costs for grants and shared services. The City does not have any internal service funds, and general overhead is not allocated to city programs within the General Fund or other funds including enterprise funds.



CITY OF MISSION VIEJO
Debt Administration



The City’s Management and Budget policy on capital financing and debt management (see Section 5 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 2019/20 assessed valuation per the County of Orange, Auditor/Controller. As the table shows, if the city chose to, it could incur more than \$678 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)	
Assessed Valuation, FY 2019/20*	\$ 18,087,504,763
Adjusted Assessed Valuation (x 0.25)	\$ 4,521,876,191
Legal Debt Limit -- 15% of Adjusted Assessed Valuation	\$ 678,281,429
Amount of Debt Applicable to Limit	\$ -
Legal Debt Margin	\$ 678,281,429
Percent of Legal Debt Limit Utilized	0%

*This figure from Orange County Auditor/Controller, "Assessed Valuations" table

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 2021-23 budget period.

Outstanding Bond Issues

The 2016 Lease Revenue Refunding Bonds were issued for \$13.150 million to refinance the 2009 Series A Lease Revenue Bonds, issued in 2009 for \$17.305 million to refinance the 1996 Certificates of Participation (COPs) and the 2001 Lease Revenue Bonds. The 2009 Series A bonds were refunded for a gross savings of \$3.1 million and a net present value savings of \$1.4 million, which equates to a savings rate of about 10.25%. At June 30, 2021, \$9.11 million of these bonds are outstanding. The debt service on these bonds is \$1,137,163 in FY 2021/22, and \$1,131,513 in FY 2022/23 and comprise 1.8% of General Fund revenue in FY 2021/22 and 1.7% in FY 2022/23. From FY 2021/22 until the bonds are paid off in FY 2030/31, debt service payments average \$1.06 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, were originally issued as variable-rate demand revenue bonds. In July 2018, the bonds were converted to fixed rate bonds, at a rate of 3.34%. At June 30, 2021, \$11.34 million of these bonds are outstanding. These bonds are secured solely by mall property tax increment and 50% of mall sales tax. 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 \$1.35 million in excess project revenues will be returned to the City's General Fund during 2021-23 (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, 2021, the outstanding principal is \$7.3 million and the unpaid interest was \$1.6 million. Any unpaid debt service on the Series B bonds at the time the Series A bonds mature in 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	Total
	1999 Series A Revenue Bonds	2016 Series A Lease Revenue Bonds	
2022	\$ 1,722,651	\$ 1,137,163	\$ 2,859,814
2023	1,721,976	1,131,512	2,853,488
2024	1,724,799	1,144,012	2,868,811
2025	1,721,035	1,137,812	2,858,847
2026	1,725,684	1,135,412	2,861,096
2027	1,718,497	1,141,613	2,860,109
2028	1,724,723	947,613	2,672,335
2029	854,028	950,613	1,804,641
2030	-	950,813	950,813
2031	-	950,926	950,926
	\$ 12,913,391	\$ 10,627,487	\$23,540,878
Interest	\$ (1,573,391)	\$ (1,517,488)	\$ (3,090,878)
Outstanding Principle	\$ 11,340,000	\$ 9,110,000	\$20,450,000

**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 *Community at a Glance* *and Selected Demographic Statistics*

GENERAL INFORMATION

Mission Viejo is an 18 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 Forster (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, and on August 9, 2013 the City annexed the 40.26 acre Skyridge Development Project on El Toro Road at the northeast end of 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 consecutive 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 second and fourth Tuesday of each month.

DEMOGRAPHIC AND ECONOMIC INFORMATION

The Department of Finance as of January 2021, shows a population of 94,119. According to the United States Census Bureau, American Community Survey (ACS) for 2019, the median age in Mission Viejo is 47.9 and the median household income is \$119,798. The City's three largest employers are Mission Hospital Regional Medical Center, Saddleback Community College, 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. In 2013 Mission Viejo was the first location in the United States to host the International Tennis Federation Wheelchair Masters. Mission Viejo was also a Host Town for the 2015 Special Olympics World and the 2019 USA FINA Diving Grand Prix at the newly renovated Marguerite Aquatics Center and hosted the 2021 Pro Swim Series where athletes race for their best marks ahead of the Olympic Team trials with their eyes set on Tokyo!

There are 42 parks in Mission Viejo, plus Wilderness Glen, an 83-acre area with large sycamore and oak trees, and the Oso Creek Trail. To preserve more than 100 acres of open space, in 2019 the City purchased Casta Del Sol Golf Course, later renamed Oso Creek Golf Course, with the goal to reinvest in the Golf Course as part of an overall transition into a more sustainable facility.

Recreational facilities include two recreation and fitness centers, two tennis facilities, and an aquatics center. Community centers include the Melinda Heritage House, the Norman P. Murray Community and Senior Center, and the Thomas R. Potocki Center for the Arts.



CITY OF MISSION VIEJO
Community at a Glance
and Selected Demographic Statistics

POPULATION* (as of 1/1/21)		
		94,119
GENDER † (as of /2019)		
	Number	% of Population
Male	45,851	48.6%
Female	48,524	51.4%
RACE †		
White	61,263	64.9%
Hispanic or Latino	15,828	16.8%
Asian and Pacific Islander	10,659	11.3%
Black or African American	1,879	2.0%
All Other	4,746	5.0%
AGE †		
Under 5 Years	4,136	4.4%
Under 18 years	17,458	18.5%
21 Years and Older	74,091	78.5%
60 Years and Older	29,882	31.7%
65 Years and Older	21,743	23.0%
MEDIAN AGE †		
		47.9

AREA IN SQUARE MILES	
	18
PARKS & COMMUNITY CENTERS	
Number of Parks	42
Acres of Parks/Open Space/Medians/Slopes Recreation and Community Centers	1,236 9
Baseball/Softball fields	19
Soccer/Football fields	35
Golf Course, Restaurant, & Club House	1
LAND USE**	
Residential	60%
Recreation/Open Space	17%
Community Facility	7%
Commercial/Office	5%
Industrial	2%
Transportation Corridors	9%
HOUSING DATA	
Median Home Price^^	\$728,500
Total Number Housing Units †	35,818
Median Household Income***	\$119,798
Assessed Valuation in billions^ (FY 2020/21)	\$18.749

POLICE SERVICES (Orange County Sheriff Department)	
Sworn personnel	54
Non-sworn personnel	10
Patrol Units	26
Number service calls	28,510
FIRE SERVICES (Orange County Fire Authority)	
Stations Total	3
Commissioned personnel	51
Volunteer personnel	0
Number of Incidents (2021)	6,670
SCHOOLS	
Elementary	13
Secondary	6
Community College	1

EMPLOYMENT^^	
Labor Force in Mission Viejo	46,600
Total Employed	44,000
Total Unemployed	2,600
Unemployment Rate	5.5%
MAJOR EMPLOYERS^^^	
Mission Hospital Regional Medical Center	2,600
Saddleback College	1,210
Saddleback Valley Unified School District	914
Coldwell Banker	740
Capistrano Unified School District	690
TOP 5 PRINCIPAL PROPERTY TAX PAYERS 2019^^^	
Shops at Mission Viejo	\$222,480,100
HTA-Mission Mob, LLC	\$145,654,954
Mission Hospital Regional Medical Center	\$126,303,684
OC Los Alisos 2015, LLC	\$84,626,561
EQR-Del Lago Vista Inc.	\$69,283,192

* Data from State of California, Department of Finance, May 7, 2021.

† United States Census Bureau, American Community Survey (ACS) 2019 Demographics and Housing, based on population of 94,375.

** City of Mission Viejo General Plan, August 19, 2013

***United States Census Bureau, American Community Survey (ACS) 2019, Selected Economic Characteristics.

^County of Orange, Auditor-Controller, Property Tax Accounting

^^State of California, Employment Development Department, Labor Market Information, April 2021 - Preliminary

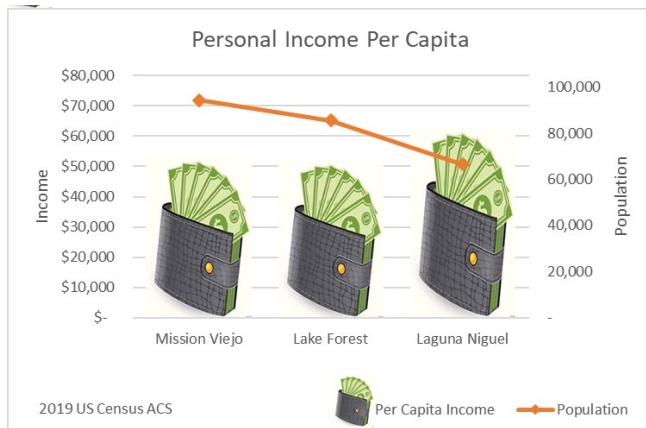
^^^Information from City of Mission Viejo Annual Comprehensive Financial Report (ACFR), 06/30/2020



CITY OF MISSION VIEJO Community at a Glance and Selected Demographic Statistics

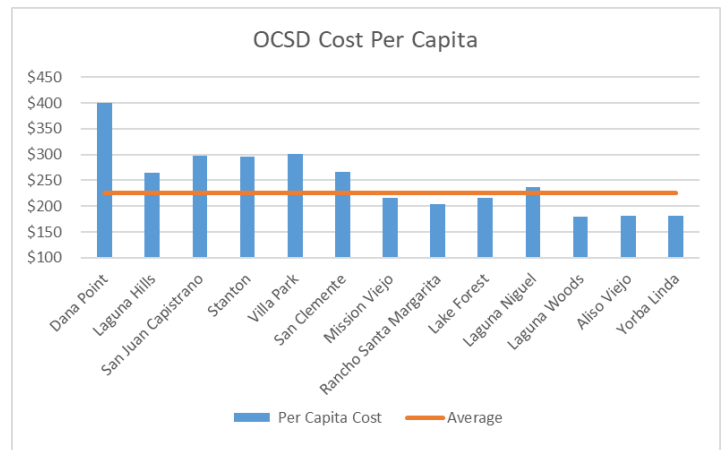
The City of Mission Viejo's closest neighbors are the cities of Aliso Viejo, Laguna Niguel, and Lake Forest. These cities are also similar because they are General Law cities that operate as Council-Manager form of city government.

In 2019 Mission Viejo had the highest population of 94,375 represented by the red line, and the personal per capita income fell between the neighboring cities of Lake Forest and Laguna Niguel at \$53,374. Information for other neighboring cities was not available for comparison.



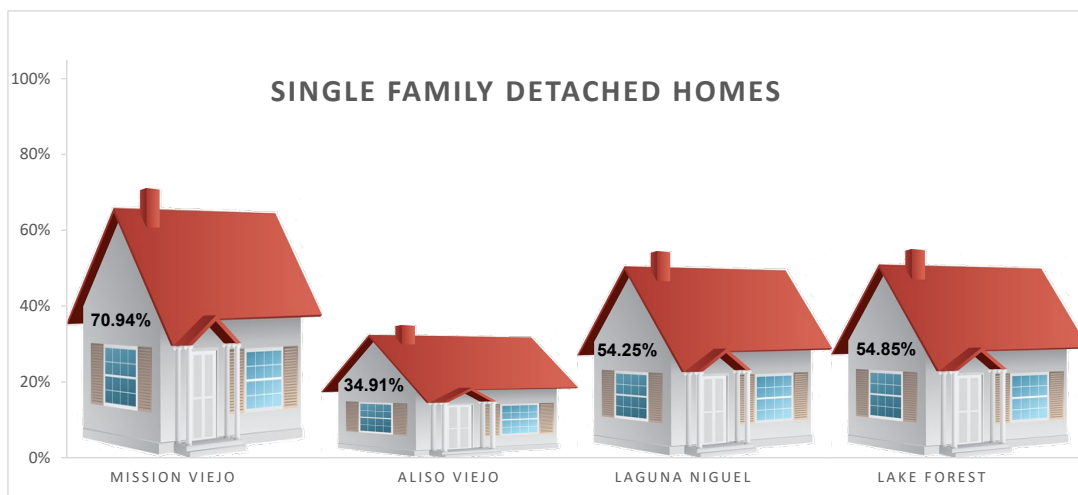
United States Census Bureau, American Community Survey (ACS), 2019 Demographics and Housing; and Selected Economic Characteristics.

Mission Viejo and twelve other South Orange County cities contract with the Orange County Sheriff's Department (OCSD) for police services. In fiscal year 2020/21 the average contract cost per capita was \$249.00 and Mission Viejo's contract cost per capita was below the average at \$217.00.



FY 20/21 Contracts

Mission Viejo is a bedroom community and is nearly built out. According to the Department of Finance of the 34,961 homes in the City 70.94% are single family detached homes. Compared to the neighboring Cities that are more densely populated by multi-family homes.





CITY OF MISSION VIEJO
Community at a Glance
and Selected Demographic Statistics

TOP 25 SALES TAX PRODUCERS

(In alphabetical order)

December 20, 2020

Apple
Arco AM PM
Audi Leasing Bentley Leasing
Audi Mission Viejo
Best Buy
CVS Pharmacy
Dell Marketing
Floor & Décor
Home Depot
Jaguar Mission Viejo & Land Rover Mission Viejo
JP Morgan Chase Bank
Macys
Magnolia Home Theater
Mission Viejo Acura
Nordstrom
Pavilions
Ralphs
Shell
South Central Pool Supply
South County Lexus at Mission Viejo
Target
Tesla Motors
TJ Maxx
Toyota Lease Trust
Volvo Cars Mission Viejo

**% of Total Sales Tax Revenue
Generated by Top 5 Producers
29%**



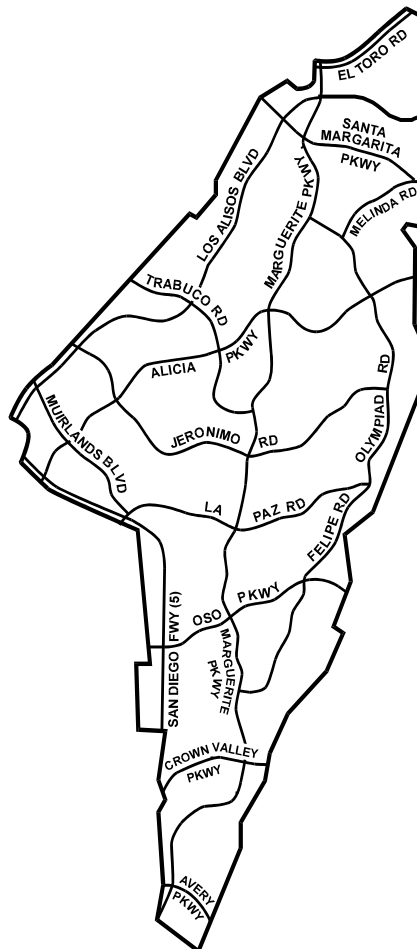
CITY OF MISSION VIEJO
Community at a Glance
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State of California

Los Angeles

San Diego



City of Mission Viejo



North



MISSION VIEJO

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City of Mission Viejo COUNCIL POLICY



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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 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. GOVERNMENTAL FUND BALANCE POLICY

A. This Fund Balance Policy establishes guidelines and procedures for allocating and reporting fund balance in the financial statements in accordance with Governmental Accounting Standard Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and as committed by City Council, effective beginning fiscal year June 30, 2011.

B. Fund balance is defined as the difference between the assets and liabilities reported in a governmental fund.

C. GASB Statement No. 54 defines five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

D. The following components defined by GASB Statement No. 54 shall constitute the City's Fund Balance for financial reporting purposes:

1. *Nonspendable Fund Balance* (inherently nonspendable) – Assets that cannot be converted to cash (e.g., prepaid items and inventories of supplies) and assets that will not be converted to cash soon enough to affect the current period.
2. *Restricted Fund Balance* (externally enforceable limitations on use) – Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments and limitations imposed by law through constitutional provisions or enabling legislation.
3. *Committed Fund Balance* (self-imposed limitations on use set in place prior to the end of the fiscal year) – Limitation imposed at the highest level of decision making that requires formal action at the same level to remove (Ordinance).
4. *Assigned Fund Balance* (limitation resulting from intended use) – Intended use established by highest level of decision making, by a body designated for that purpose, or by an official designated for that purpose (delegated by the City Council to the City Manager).

City of Mission Viejo

COUNCIL POLICY



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5. *Unassigned Fund Balance* (residual net resources) – Excess of nonspendable, restricted, committed, and assigned total fund balance.

E. For the General Fund, unless the fund balances are non-spendable or restricted, fund balances are considered to be “spendable” and available for use at the discretion of the City Council.

F. For all other Special Revenue, Capital Projects and Debt Service Funds, these resources are limited as to use by external enforceable limitations (e.g. enabling legislation), therefore fund balances in these funds will be categorized as restricted.

3. RESERVES

A. The Reserves Policy is designed to develop standards for setting reserve levels for various significant City funds. Adequate reserve levels are a necessary component of the City’s overall financial management strategy and a key factor in external agencies’ measurement of the City’s financial strength.

B. The City shall maintain reserves at a prudent level, and shall use reserves appropriately with a focus on contributing to the reserves in good times and drawing on the reserves in times of difficult budget periods to maintain a consistent level of service and quality operations.

C. Use of reserves may be used as approved by the City Council to supplement the annual budget by providing appropriate cash flow for the operation of city services, to address emergencies and unexpected opportunities, to maintain the City’s credit rating or other purposes deemed appropriate by the City Council.

D. The policy covers the General Fund, Library Fund and the Gas Tax Fund.

a. General Fund - The reserves of the General Fund will be based on an analysis of the risks that influence the need for reserves as a hedge against uncertainty and loss. A risk is defined as the probability and magnitude of a loss, disaster, or other undesirable event. The risk analysis will review the following risk factors and the City’s level of exposure to each risk factor.

b. Risk Factors:

1. Revenue Sources Stability
2. Vulnerability to Extreme Events
3. Expenditure Volatility

City of Mission Viejo COUNCIL POLICY



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- 4. Leverage
- 5. Liquidity
- 6. Other Fund's Dependency
- 7. Growth
- 8. Capital Projects
- 9. Capital Asset Replacement

- c. The analysis will identify the target reserve level for each risk factor, the recommended level of total General Fund reserves based on all risk factors, and a minimum General Fund reserve level calculated as five (5) full percentage points below the risk analysis target reserve level.
- d. The risk analysis will be performed biennially in coordination with the preparation of the two year budget. The General Fund reserves classifications and target level will be established and updated by resolution based on each biennial analysis.
- e. Library Fund - 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.
- f. Gas Tax Fund - A minimum fund balance of \$400,000 will be set aside as a reserve for street repair emergencies and other unanticipated traffic safety projects.

4. 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.

City of Mission Viejo

COUNCIL POLICY



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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 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.

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.

City of Mission Viejo COUNCIL POLICY



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5. CAPITAL FINANCING

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.

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.

6. OPERATING BUDGET

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

City of Mission Viejo COUNCIL POLICY



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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.

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 six broad program areas of General Government (Legislative and Management & Support combined), Public Safety, Community Development, Engineering & Transportation and Infrastructure Maintenance combined, Golf Operations, and Recreation, Community and Library Services; and 3) City Council approval will be required to transfer appropriations between funds and between program areas.

G. The encumbered operating budget and all unexpended capital budget appropriations will be recommended to Council for carryover at the end of each year of the two-year budget period. Non-salary unencumbered appropriations in the operating budget at the end of each fiscal year budget period, may be recommended to Council for carryover.

H. Omnibus budget adjustment reports will be presented to Council every six months.

7. 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 Human Resources Division may use alternate comparator agencies for benchmark positions in Information Technology, Animal Services, and Library Services. 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.

City of Mission Viejo

COUNCIL POLICY



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B. The policy of the City is to compensate its employees on a total compensation basis at a level comparable to the median of the group of approved comparator agencies. For purposes of this policy, total compensation is defined to include salary, retirement, insurances, retiree health insurance, auto allowances and City-paid deferred compensation, as defined in the most recent citywide classification and compensation study.

C. The City Manager is authorized to develop a salary range structure consistent with this policy. Salary range adjustments will reflect consideration of external market comparisons, internal differentials, and the classification relationships among all other authorized City positions.

D. 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 the full member contribution toward the CalPERS retirement benefit.

E. 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.

F. 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.

G. 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.

City of Mission Viejo COUNCIL POLICY



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8. 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)

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 location(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 the formal evaluation process described below or some other alternative process identified by the City Manager. One 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

City of Mission Viejo

COUNCIL POLICY



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	13-53		9/16/13 (revised)	
	17-24		6/13/17 (revised)	
	18-20		6/12/18 (revised)	
	21-24		7/13/21 (revised)	

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.

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.

9. 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.

City of Mission Viejo COUNCIL POLICY



SUBJECT	RES. NO.	POLICY NO.	EFF. DATE	PAGE
MANAGEMENT AND BUDGET POLICIES	92-124	0300-8	7/31/92	11 of 11
	04-91		7/6/04 (revised)	
	05-100		8/15/05 (revised)	
	06-57		8/21/06 (revised)	
	07-54		10/1/07 (revised)	
	08-09		2/4/08 (revised)	
	12-24		5/7/12 (revised)	
	13-53		9/16/13 (revised)	
	17-24		6/13/17 (revised)	
	18-20		6/12/18 (revised)	
	21-24		7/13/21 (revised)	

10. 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, debt management, cash management and investment policies, programs and assumptions.



MISSION VIEJO

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RESOLUTION 21-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION VIEJO, CALIFORNIA, ESTABLISHING THE GENERAL FUND TARGET AND MINIMUM RESERVE LEVELS FOR THE 2021-23 BUDGET CYCLE

WHEREAS, the City Council of the City of Mission Viejo is charged with the responsibility of overseeing City finances; and

WHEREAS, on June 13, 2017, the City Council revised the Management and Budget Policies including the General Fund reserves policy; and

WHEREAS, the revised reserves policy directs staff to calculate a recommended target General Fund reserve level and a minimum General Fund reserve level based on a biennial risk analysis; and

WHEREAS, a risk analysis was prepared in May 2021 as part of the 2021-23 budget cycle process; and

WHEREAS, the City Council does desire to establish the target General Fund reserve level and a minimum General Fund reserve level for the 2021-23 budget cycle; and

WHEREAS, the City Council does desire to direct staff to set Assigned General Fund reserve levels based on the 2021 biennial risk analysis.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MISSION VIEJO, CALIFORNIA, DOES HEREBY RESOLVE, AS FOLLOWS:

SECTION 1. That all the above recitals are true and correct.

SECTION 2. That attached hereto as Attachment A is the 2021 biennial risk analysis.

SECTION 3. That the General Fund reserve target level be set at \$29.5 million, or 49% of 2020/21 estimated General Fund revenue of \$60.1 million.

SECTION 4. That the General Fund reserve minimum level be set at \$26.4 million, or 44% of 2020/21 estimated General Fund revenue of \$60.1 million.

SECTION 5. The following Assigned General Fund reserve categories be established with the following balances, effective June 30, 2021:

- Economic/Budgetary Uncertainty – \$12,900,000
- Extreme Events – Natural Disasters - \$1,000,000
- Pension/OPEB Liabilities - \$3,200,000
- Capital Improvement Projects - \$4,200,000
- Capital Asset Replacement -\$1,200,000

PASSED, APPROVED AND ADOPTED this 11th day of May, 2021.



Trish Kelley
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 11th day of May, 2021 by the following vote of the Council:

AYES: Bucknum, Goodell, Kelley, Raths, and Sachs
NOES: None
ABSENT: None

ATTEST:



Kimberly Schmitt
City Clerk



CITY OF MISSION VIEJO *Glossary and Acronyms*

GLOSSARY OF BUDGET-RELATED TERMS AND ACRONYMS

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.

ACFR: Annual Comprehensive Financial Report

ACTUAL: Represents the actual costs of operations.

ADOPTED: Represents the budget as approved by the City Council.

AMERICAN RESCUE PLAN ACT (ARP): This bill provides for additional relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses.

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.

AQMD: Air Quality Management District

ARC: Annual Required Contribution

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 Assessor 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.

BUDGETARY CONTROL: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

CAPITAL IMPROVEMENT PROGRAM (CIP): A multi-year financial plan for construction of physical assets such as buildings, streets, and recreational facilities.



CITY OF MISSION VIEJO *Glossary and Acronyms*

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.

CDBG: Community Development Block Grant

CDFA: Mission Viejo Community Development Financing Authority

CEFV: Computers, Equipment, Furnishings, Vehicles Fund

CJPIA: California Joint Powers Insurance Authority

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.

COPS: Citizens' Option for Public Safety

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES): Federal economic stimulus bill passed in response to the COVID-19 pandemic.

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.

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.

DEPRECIATION: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

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.



CITY OF MISSION VIEJO *Glossary and Acronyms*

EOC: Emergency Operations Center

EXPENDITURE: Decrease in net financial resources. Represents the actual payment for goods and services or the accrual thereof.

FEMA: Federal Emergency Management Agency

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 (FY): 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.

FR&R: Facility Rehabilitation and Replacement Fund

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.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

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.

HA or MVHA: Mission Viejo Housing Authority

HUD: United States Department of Housing and Urban Development

IAC: Investment Advisory Commission

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.



CITY OF MISSION VIEJO *Glossary and Acronyms*

INTERFUND TRANSFER: The movement of monies between funds of the same governmental entity.

IT: Information Technology

LAFCO: Local Agency Formation Commission

MASTER FINANCIAL PLAN (MFP): 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.

MVHA or HA: Mission Viejo Housing Authority

MVTV: Mission Viejo Television

NPDES: National Pollution Discharge Elimination System

OBJECTIVE: Something to be accomplished in specific, well-defined, and measurable terms, and that is achievable within a specific time frame.

OCCOG: Orange County Council of Governments

OCFA: Orange County Fire Authority

OCSD: Orange County Sheriff's Department

OCTA: Orange County Transportation Authority

OPEB: Other Post-Employment Benefits

OPERATING BUDGET: A budget that is based on the day-to-day costs of delivering City services.

OPERATING EXPENSE: The cost for personnel, contractual services, materials, equipment, etc. required for a department to function.

OPERATING REVENUE: Funds received as income to pay for ongoing operations, including such items as taxes, user fees, and interest earnings.

ORDINANCE: A formal legislative enactment by the City Council.

PEG: Public, Educational, and Governmental programming fees.

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.

PERS/CalPERS: California Public Employees Retirement System



CITY OF MISSION VIEJO *Glossary and Acronyms*

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 transfers in.

REVENUE: Income received through such sources as taxes, fines, fees, grants or service charges which can be used to finance operations or capital assets.

RISK MANAGEMENT: An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

SA: Successor Agency to the Community Development Agency

SCAG: Southern California Associations of Governments

SCOR: Senior Corps of Retirees

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.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

TCA: Transportation Corridor Agencies

TOT: Transient Occupancy Tax

TRUST & AGENCY FUNDS: These funds are used to account for assets held by the City in a trustee capacity or as an agent.

USER FEE: The fee charged for services to the party who directly benefits from the service.



CITY OF MISSION VIEJO *Glossary and Acronyms*

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.



MISSION VIEJO

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City of Mission Viejo
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Mission Viejo, California 92691
cityofmissionviejo.org

