

MISSION VIEJO AGENDA

City Council, Community Development Financing Authority,
Successor Agency of the Community Development Agency,
Housing Authority, and Library Board of Trustees*
April 9, 2019, at 5:00 PM (Closed Session Business)
April 9, 2019, at 6:00 PM (General Business)

City Hall, 200 Civic Center, Mission Viejo, California, 92691

City Council Chamber

CALL TO ORDER—CITY COUNCIL, COMMUNITY DEVELOPMENT FINANCING AUTHORITY, SUCCESSOR AGENCY OF THE COMMUNITY DEVELOPMENT AGENCY, HOUSING AUTHORITY, AND LIBRARY BOARD OF TRUSTEES

*Note: All Board and Agency memberships are reflected in the title “Council Member.”

ROLL CALL: Council Member Bucknum
Council Member Kelley
Council Member Sachs
Mayor Pro Tem Goodell
Mayor Rath

CLOSED SESSION

CS1. Conference with legal Counsel: Anticipated Litigation Initiation of Litigation Pursuant to Paragraph 4 of Subdivision (d) of Section 54956.9 (1 case); and threat to Public Services or Facilities; Consultation with City Attorney and Related Experts.

REPORT OF CLOSED SESSION

INVOCATION: Council Member Sachs

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Goodell

PRESENTATIONS

P1. Recognize the Spring AYSO Region 84 Girls U10 Team "Impact" as the Western State Champions

Recommended Action: Present certificates of recognition.

P2. Featured Businesses of the Month

Recommended Action: Present proclamation to Adrien Diaz of Mary Kay Cosmetics.

P3. Road to the 2020 Census

Recommended Action: Receive presentation from Partnership Specialist, Bao Nguyen of the U.S. Census Bureau.

NATIONAL ANTHEM: Capistrano Valley High School Saxophone Quartet

PUBLIC COMMENTS

Please see the City Clerk to make your request to speak. When addressing the City Council, state your name for the official record. If presenting handout materials for the City Council, please provide six copies to the City Clerk before speaking. Your materials will become public record.

NON-AGENDA ITEMS: You may address the City Council on matters NOT listed on the agenda during “Public Comments.” You will be allotted up to three (3) minutes to speak on any item in the City’s subject matter jurisdiction that is not already scheduled for discussion. Under the Ralph M. Brown Act, the City Council cannot act on items raised during public comment but may respond briefly to statements made or questions posed, request clarification or refer the item to staff.

AGENDA ITEMS: If you wish to address the Council on an item that is listed on the agenda, please make your request to speak before the Mayor announces that agenda item. When the matter is being considered, you may address the City Council after being recognized by the Mayor or Mayor Pro Tem. You will be allotted up to three (3) minutes to speak, and your remarks should be limited to the discussion of that specific agenda item.

CONSENT CALENDAR

1. City Council Minutes

Recommended Action: Approved the Minutes for the regular City Council meeting of March 26, 2019, as presented or as amended.

2. Check Register Dated March 15, 2019 in the Amount of \$2,809,639.65

Recommended Action: Ratify the accompanying check register.

3. Check Register Dated March 22, 2019 in the Amount of \$318,479.76

Recommended Action: Ratify the accompanying check register.

4. City Treasurer’s Monthly Report for February 2019

Recommended Action: Receive and file.

5. Mission Viejo Community Development Financing Authority (MVC DFA) Treasurer’s Monthly Report for February 2019

Recommended Action: Receive and file.

6. Successor Agency of the Community Development Agency Treasurer’s Monthly

Report for February 2019

Recommended Action: Receive and file.

7. Mission Viejo Housing Authority (MVHA) Treasurer's Monthly Report for February 2019

Recommended Action: Receive and file.

8. Fiscal Year 2019/20 Senate Bill 1 Road Repair and Accountability Act

Recommended Action: Adopt Resolution 19-XX Adopting a List of Projects for Fiscal Year 2019/20 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017.

ITEMS REMOVED FROM THE CONSENT CALENDAR

OLD BUSINESS

9. Saddleback Valley Unified School District Youth Services Contract 2019-2021

Recommended Action: Approve the Saddleback Valley Unified School District Youth Services Contract for 2019-2021 and increase participant fee by \$15 per school year and \$10 per summer session as recommended by the Community Services Commission.

10. Capital Improvement Program Prioritization as Recommended by the Community Services Commission

Recommended Action: Receive report from staff and file.

11. FY 2019-21 Revenue Projections

Recommended Action: Receive and file report.

NEW BUSINESS

MAYOR'S, COMMISSION, COMMITTEE REPORTS AND ACTIONS

12. Orange County Fire Authority (OCFA) Report

Recommended Action: Receive report.

13. Southern California Association of Governments (SCAG) Report

Recommended Action: Receive report.

STAFF REPORTS

14. Analysis of Contract Law Enforcement Services Costs and Methodology for Contract Cities Report

Recommended Action: Receive report.

COUNCIL MEMBER COMMENTS AND ACTIONS

15. Council Member Reports of Events and Activities Attended ~ AB1234

Recommended Action: Receive reports.

Council Member Bucknum

Council Member Kelley

Council Member Sachs

Mayor Pro Tem Goodell

Mayor Raths

Adjournment to April 23, 2019, at 5:00 PM

At the hour of 9:30 p.m., the City Council will review the remaining agenda items and make a decision regarding the items to be considered before the 11:00 p.m. adjournment and the items to be continued to the next meeting.

NOTICE TO THE PUBLIC

Supplemental material received after the posting of the Agenda

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 200 Civic Center, Mission Viejo, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at <http://cityofmissionviejo.org/> and will be available for public review at the respective meeting.

If you have any questions regarding any item of business on the Agenda for this meeting, please contact City Clerk's Office staff at (949) 470-3052 or by email – cityclerk@cityofmissionviejo.org.

Americans with Disabilities Act (ADA) Accommodations

In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk's office at (949) 470-3052 (voice) or the California Relay Service at least 48 hours prior to the meeting. If you have special accessibility needs, please notify the City Clerk's office as soon as possible before the meeting so that reasonable arrangements for accessibility can be made.



MISSION VIEJO MINUTES

City Council, Community Development Financing Authority,
Successor Agency of the Community Development Agency,
Housing Authority, and Library Board of Trustees*

March 26, 2019

A Regular Meeting of the City Council, the Community Development Financing Authority, the Successor Agency of the Community Development Agency, the Housing Authority, and the Library Board of Trustees of the City of Mission Viejo, California, was called to order by Mayor Raths at 5:02 p.m., on March 26, 2019, at 200 Civic Center, Mission Viejo, California.

A complete copy of the agenda for the meeting containing all items as shown herein was posted by 5:00 p.m. on March 21, 2019, on the outdoor bulletin board at City Hall. Copies were also posted at Montanoso Recreation and Fitness Center, 25800 Montanoso Drive, and Norman P. Murray Community and Senior Center, 24932 Veterans Way.

*All Board and Agency memberships are reflected in the title "Council Member."

Present: Council Member Bucknum
Council Member Kelley
Council Member Sachs
Mayor Pro Tem Goodell
Mayor Raths

Absent: None

Staff Present: Dennis Wilberg, City Manager
William P. Curley III, City Attorney
Keith Rattay, Assistant City Manager/Director of Public Services
Cheryl Dyas, Director of Administrative Services
Karen Hamman, City Clerk

CLOSED SESSION

CS1. Labor Negotiations - The Council Will Provide Direction to its Labor Negotiator Pursuant to Government Code Section 54957 and 54957.6. The Parties to the Negotiations Are the City and City's Unrepresented Employees. The City's Negotiator is Dennis Wilberg.

RECESS TO CLOSED SESSION AND RECONVENE

At the hour of 5:03 p.m., Mayor Raths recessed the meeting to Closed Session. The City Council reconvened at 6:01 p.m. with all five City Council Members present.

REPORT OF CLOSED SESSION

City Attorney Bill Curley announced that the Council received information on personnel matters and gave direction to staff, but no reportable action occurred.

INVOCATION: Mayor Rath

PLEDGE OF ALLEGIANCE: Council Member Bucknum

PRESENTATIONS

P1. Presentation of Checks for School Safety Improvements to Capistrano Unified and Saddleback Valley Unified School Districts

Mayor Rath presented checks to Capistrano Unified School District Board Member Judy Bullockus and Saddleback Valley Unified School District Superintendent Dr. Crystal Turner and Trustee Amanda Morrell.

*Item P4 was taken out of order.

P4. Featured Businesses of the Month

Mayor Rath presented proclamations to Michael Alarcon, Greta Windisch and Josh Vecchione of Fairhaven Memorial Services; and Edward Moon D.D.S. and his wife, Jennifer.

P2. Vector Control Board Presentation

Vector Control Board Member Bob Ruesch introduced District Manager Rick Howard who presented information on invasive Aedes mosquitos in Orange County and potential impacts to residents.

P3. 2-1-1 Orange County Presentation

Karen Williams, President & CEO of 2-1-1 Orange County, made the presentation.

PUBLIC COMMENTS

Neil A. M.V.: discussed the services and support provided by Alcoholics Anonymous (AA) and he noted that there are many options for AA meetings in Mission Viejo.

CONSENT CALENDAR

Items 7 and 11 were removed from the Consent Calendar for separate consideration.

Motion made by Council Member Bucknum, seconded by Council Member Kelley, to approve the Consent Calendar as outlined below.

On roll call, said motion carried by the following vote:

AYES: Bucknum, Goodell, Kelley, Raths and Sachs
NOES: None
ABSENT: None

1. City Council Minutes

Approved the Minutes for the regular City Council meeting of March 12, 2019, as presented.

2. Check Register Dated March 1, 2019 in the Amount of \$769,749.86

Ratified the accompanying check register.

3. Check Register Dated March 8, 2019 in the Amount of \$594,150.98

Ratified the accompanying check register.

4. General Plan Progress Report for 2018

Received and filed report.

5. Annual Routine Park, Right-of-Way, and Facility Lighting Maintenance and Electrical Repair

(1) Approved Seventh Amendment to the existing contract with C&D Electric, Inc. for the subject services; and (2) issued a change order in an amount not to exceed \$30,000.00.

6. 2018 Residential Resurfacing—Slurry Seal (CIP 19838)—Notice of Completion

(1) Certified the completion of and accepted the improvements for the subject project; (2) authorized the City Manager to sign the Notice of Completion; (3) authorized the City Clerk to record the Notice of Completion with the County of Orange and to release the faithful performance and payment bonds one year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and (4) authorized payment of the final retention 35 days after the date of recordation of the Notice of Completion.

8. Marguerite Parkway Corridor Traffic Signal Synchronization (CIP 17230)

(1) Certified the completion of and accepted the improvements for the subject project; (2) authorized the City Manager to sign the Notice of Completion; (3) authorized the City Clerk to record the Notice of Completion with the County of Orange and to release the faithful performance and payment bonds one year and 35 days, respectively, after the date of recordation of the Notice of Completion contingent upon no claims or liens being filed with the City; and (4) authorized payment of the final retention 35 days after the date of recordation of the Notice of Completion.

9. First Amendment to Agreement with Matrix Imaging for Document Scanning Services

Approved First Amendment to Agreement with Matrix Imaging for an additional \$20,000 resulting in a total not-to-exceed amount of \$50,000 for Document Scanning Services.

10. Los Alisos Boulevard & Santa Margarita Parkway Intersection Improvements (CIP 18238)

Approved the bid specifications, subject to minor revisions required by the City Engineer, and authorized staff to advertise for bids for the Los Alisos Boulevard and Santa Margarita Parkway (CIP 18238) Intersection Improvement Project.

ITEMS REMOVED FROM THE CONSENT CALENDAR

11. La Paz Bridge and Road Widening (CIP 756/761)

Director of Public Works Mark Chagnon presented the staff report and answered the Council Members' questions.

Motion made by Council Member Bucknum, seconded by Council Member Kelley, to authorize the Director of Public Works to submit a request to the Orange County Transportation Authority to extend the expenditure deadline for Measure M2 grant funds in the amount of \$3,300,843 to Fiscal Year 2019/2020 for the La Paz Bridge and Road Widening.

On roll call, said motion carried by the following vote:

AYES: Bucknum, Goodell, Kelley, Rath and Sachs
NOES: None
ABSENT: None

7. Annual Routine Tree Trimming – West Coast Arborists, Inc.

Assistant City Manager/Director of Public Services Keith Rattay presented the report and responded to the Council Members' questions.

Pat Mahoney, Owner of West Coast Arborists: answered questions about staffing during storm activity. He noted that his employees are put up in hotels during significant storms so that they are in town and able to respond to calls for service right away.

Motion made by Council Member Kelley, seconded by Council Member Bucknum, to (1) approve Twenty-Fifth Amendment to the existing contract with West Coast Arborists, Inc. for the subject services; and (2) issue a change order in an amount not to exceed \$90,000.00.

On roll call, said motion carried by the following vote:

AYES: Bucknum, Goodell, Kelley, Rath and Sachs
NOES: None
ABSENT: None

OLD BUSINESS

12. Routine Bidding of Maintenance Contracts - Updated Information

Assistant City Manager/Director of Public Services Keith Rattay presented the staff report.

Motion made by Council Member Kelley, seconded by Council Member Bucknum, to accept the Group 1 and Group 2 increases that were offered prior to the bidding process commencing (as outlined in the staff report).

On roll call, said motion carried by the following vote:

AYES: Bucknum, Goodell, Kelley, Raths and Sachs
NOES: None
ABSENT: None

MAYOR'S, COMMISSION, COMMITTEE REPORTS AND ACTIONS

13. Transportation Corridor Agency Report

Council Member Kelley presented the report.

14. Orange County Local Agency Formation Commission (LAFCO) Report

Council Member Bucknum presented the report.

STAFF REPORTS

15. Community Opinion Survey

Timothy McLarney, President of True North Research, presented results from the 2019 Community Opinion Survey.

16. Mission Viejo Shuttle

Director of Public Works Mark Chagnon presented the report and noted that Orange County Transportation Authority (OCTA) has agreed to consider a written proposal from the City regarding changes to service in order to improve shuttle productivity.

COUNCIL MEMBER COMMENTS AND ACTIONS

17. Council Member Reports of Events and Activities Attended ~ AB1234

By consensus, the City Council Members acknowledged their event and activities calendars as presented in the report and agreed to provide any changes to the City Clerk for the public record.

Council Member Bucknum

Council Member Bucknum thanked Investment Advisory Commissioner and resident, Nina Altountash, for organizing the Nowruz celebration display at the Community Center. She asked staff if the display can be kept up through the weekend next year. Council Member Bucknum also discussed her attendance at the Persian celebration of spring at Barber Park in Irvine and the Mission Viejo Comic-Con event at the Library. She said that this year's event was even more popular than last year's and she expressed her thanks to Library Director Genesis Hansen and her staff. Council Member Bucknum outlined her recent legislative advocacy trip to Sacramento with the Association of California Cities-Orange County and Orange County Business Council. She said Sacramento is not interested in cities having local control and that legislators feel they can do a better job of mandating what happens. She outlined various pending bills and expressed concern with them, especially those dealing with housing. Council Member Bucknum thanked Council Member Sachs for forming Secure OC Schools and noted that the checks presented to the school districts earlier in the evening were part of the Safe Schools Challenge, a program that Council Member Sachs helped to start. She said she looks forward to seeing Secure OC Schools continue for the benefit of the schools and public safety.

Council Member Kelley

Council Member Kelley discussed her attendance at two Orange County Mayors prayer breakfasts and the Mission Viejo Activities Committee St. Patrick's Day Irish Fest. She shared that she really enjoyed serving as Principal for a Day at La Paz Intermediate School and she noted that Jean Walker is an excellent Principal. Council Member Kelley announced that she was pleased to meet the school's teacher of the year, Jonathan Vantassell, who also won District Teacher of the Year and is up for the state title next. She thanked the school for doing an excellent job of promoting the City's character program and further announced that the student members of the City's Character Committee will be hosting a teen mentoring program for 8th graders to learn about some of the challenges they may be encountering in high school. The workshop will be held on April 10, 2019, at 3:30 p.m. at the Norman P. Murray Community Center and Council Member Kelley encouraged those with 8th graders to look into the free program.

Council Member Sachs

Council Member Sachs announced that he has been watching recent developments with the utility companies and he's seeing that more and more, they're moving away from accepting responsibility for the wildfires, many of which were caused by downed utility poles. He noted that he has never been a big proponent of CCA (Community Choice Aggregate) because of the costs involved but recently, some South County cities have begun to seriously look at options and he feels that Mission Viejo should have curiosity about the impact of these utility issues too. Council Member Sachs asked the City Manager to appoint a staff member to evaluate opportunities that may be available with other local cities and to gain a better understanding of the options and potential liabilities with CCA. Council Member Sachs said it was nice to see Orange County Fire Authority Chief Capobianco back after a few weeks' absence.

Mayor Pro Tem Goodell

Mayor Pro Tem Goodell discussed pending legislation and stated that the City should watch SB50, another housing bill that isn't favorable to local control. He said the California government has

declared that the state housing needs are behind and that 3.5 million homes must be built over the next 7 years. He expressed doubt that that is possible due to all of the environmental concerns. Council Member Goodell announced that the Olympic Promotion Committee met with Doug Ingram who has coached at the college level and served on the United States Olympic Committee. Mr. Ingram gave an amazing presentation and the committee is excited about the idea of attracting athletes from other countries to stop and train in Mission Viejo on the way to Olympic games. Mr. Ingram will be supplying the committee with a proposal for marketing in the near future. Mayor Pro Tem Member Goodell announced that the Chamber of Commerce monthly mixer will be held at city hall and next week's citizens police academy is sold out. He said that he was honored to be Principal for Day at Del Lago Elementary School. The kids were awesome and he was very impressed with the school and its principal. In closing, Mayor Pro Tem Goodell reminded residents of the Fina Diving Grand Prix at the Marguerite Aquatics Complex from April 11-14. He said it will be an amazing opportunity to come out and see some of the best divers in the world in both synchronized and individual categories. Tickets are available through a link on city's website and he encouraged residents to come out for the event.

Mayor Rath

Mayor Rath thanked Lieutenant Vuong for adding extra security around the mosque in Mission Viejo after the tragic shooting in New Zealand. He said many, including himself, paid respect at the mosque by attending a candlelight vigil. He also discussed his outing with the Meals on Wheels group and his attendance at recent events including two Mayors' prayer breakfasts; a Nowruz celebration in Irvine; the Chamber's monthly mixer at Mount of Olives Church; and his service as Principal for a Day at Mission Viejo High School. Mayor Rath thanked principal Tricia Osborne who does a fantastic job keeping the school in line. He said the agricultural center is great and the Mission Viejo High School students are amazing. Mayor Rath noted that he also toured the trauma center at Mission Hospital, one of only two in the region, and he expressed his pride for the facility and all of the people who work there.

ADJOURNMENT

At the hour of 8:52 p.m., with no further business to come before the City Council at this session, Mayor Rath adjourned the meeting to Tuesday, April 9, 2019, at 5:00 p.m.

Karen Hamman, City Clerk

Approved at the meeting of April 9, 2019



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Cheryl Dyas, Director of Administrative Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Check Register dated March 15, 2019 in the amount of \$2,809,639.65

Recommended Action

Ratify the accompanying check register.

Executive Summary

Government Code sections 37208(b) and 37209 provide that accounts payable warrants or checks drawn in payment of demands certified or approved by the finance director as conforming to a budget approved by ordinance or resolution of the legislative body need not be audited by the legislative body prior to payment. City Council Policy #300-4 authorizes the Director of Administrative Services to audit the demands prior to payment and calls for such checks to be issued on a weekly basis and the check register for each of the weekly pay cycles to be submitted to the City Council for ratification at the next regular Council meeting.

The following checks have been certified to be in accordance with the City's approved budget. The checks have been issued and the check register is presented to the City Council for ratification.

In addition, Government Code section 37208(a) provides that payroll warrants or checks need not be audited by the legislative body prior to payment. Payrolls shall be presented to the legislative body for ratification and approval at the first meeting after delivery of the payroll warrants or checks. The sum total of any payroll checks issued within the week prior to the date of the check register is also noted on the accompanying check register.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

October 22, 1990 – Approved Council policy 300-4
February 2, 2004 – Approved the revision of Council policy 300-4

Attachments

Exhibit

City of Mission Viejo
Check Register
Week Ending 3/15/2019

Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300474 Date 3/14/2019 Amaral, Mark						
140936	3/13/2019		Receipt #140936 Refund C&D Deposit	500.00	0.00	500.00
						Check # 300474 Total: 500.00
Check # 300475 Date 3/14/2019 AmeriNat						
FS-4497	2/27/2019	21900102	Loan Doc Prep:Trinh	339.00	0.00	339.00
						Check # 300475 Total: 339.00
Check # 300476 Date 3/14/2019 Animal Medical Ctr Spay/Neuter Clinic Inc						
129500	2/27/2019		Feb Veterinary Srvc	108.75	0.00	108.75
129499	2/27/2019		Feb Veterinary Srvc	108.75	0.00	108.75
						Check # 300476 Total: 217.50
Check # 300477 Date 3/14/2019 Animal Urgent Care Clinic						
175029	2/11/2019		Feb Veterinary Srvc	44.40	0.00	44.40
175196	2/17/2019		Feb Veterinary Srvc	75.42	0.00	75.42
						Check # 300477 Total: 119.82
Check # 300478 Date 3/14/2019 ARC						
10084136	2/28/2019		Outside Printing: Marg Aqua	38.29	0.00	38.29
10091625	3/5/2019		Outside Printing: Marg Aqua	60.47	0.00	60.47
						Check # 300478 Total: 98.76
Check # 300479 Date 3/14/2019 AT&T						
000012715111	3/6/2019		ME 3/5 Phones:Animal Shelter	157.11	0.00	157.11
000012715112	3/6/2019		ME 3/5 Phones:CRC	57.45	0.00	57.45
000012715110	3/6/2019		ME 3/5 Phones:City Hall	2,841.31	0.00	2,841.31
000012715076	3/6/2019		ME 3/5 Phones:CH, Sierra, NPM	1,309.85	0.00	1,309.85
						Check # 300479 Total: 4,365.72
Check # 300480 Date 3/14/2019 Athletes In Motion Sports Television Inc						
2019-MVTV-1	3/6/2019	21900216	MVTV's Coaches Corner - THHS Boys Basketball	1,250.00	0.00	1,250.00
						Check # 300480 Total: 1,250.00
Check # 300481 Date 3/14/2019 Baker & Taylor Inc.						
4012466800	2/20/2019	21900085	Assorted Library Books	40.24	0.00	40.24
4012469306	2/22/2019	21900085	Assorted Library Books	42.48	0.00	42.48
4012471768	2/28/2019	21900085	Assorted Library Books	186.57	0.00	186.57
4012473141	2/28/2019	21900085	Assorted Library Books	20.11	0.00	20.11
4012474642	2/28/2019	21900085	Assorted Library Books	122.72	0.00	122.72
4012479924	3/6/2019	21900085	Assorted Library Books	118.33	0.00	118.33
4012484443	3/8/2019	21900085	Assorted Library Books	165.78	0.00	165.78
						Check # 300481 Total: 696.23

City of Mission Viejo
Check Register
Week Ending 3/15/2019

Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300482 Date 3/14/2019 Scott Baker						
031219	3/12/2019		WE 2/17 Misc Exp Reimb	337.12	0.00	337.12
Check # 300482 Total:						337.12
Check # 300483 Date 3/14/2019 Elgitz Jane Baldonado-Wilkins						
25170	3/9/2019		1/23-2/27 Yoga Stretch	472.50	0.00	472.50
Check # 300483 Total:						472.50
Check # 300484 Date 3/14/2019 Banderas Pet Hospital						
48197	2/26/2019		Feb Veterinary Srvc	68.50	0.00	68.50
Check # 300484 Total:						68.50
Check # 300485 Date 3/14/2019 Bearcom						
4792685	2/28/2019	21900322	(10) Radios with Batteries:Oso Fit	208.11	0.00	208.11
Check # 300485 Total:						208.11
Check # 300486 Date 3/14/2019 The Bee Man						
101190	3/4/2019	21900060	February Rmv Beehive:Aurora Park	175.00	0.00	175.00
101191	3/4/2019	21900060	February Rmv Beehive:Mojave Open Space	175.00	0.00	175.00
101277	3/7/2019	21900060	February Rmv Beehive:Aquatic Center	195.00	0.00	195.00
101293	3/7/2019	21900060	February Rmv Beehive:24652 Caverna	425.00	0.00	425.00
101296	3/7/2019	21900060	February Rmv Beehive:Oso Viejo Park	175.00	0.00	175.00
101315	3/7/2019	21900060	March Rmv Beehive:27601 Cenajo	175.00	0.00	175.00
Check # 300486 Total:						1,320.00
Check # 300487 Date 3/14/2019 Ben's Asphalt Inc.						
17583	3/1/2019	21900015	February Rpr/Rpl Asphalt:Various Locations	2,500.00	0.00	2,500.00
Check # 300487 Total:						2,500.00
Check # 300488 Date 3/14/2019 Bistline Engineering						
1777	3/5/2019	21900041	March Emergency Rpr/Maint:La Paz Rd	580.00	0.00	580.00
1776	3/5/2019	21900041	March Emergency Rpr/Maint:Los Alisos & Entidada	2,136.50	0.00	2,136.50
1769	2/26/2019	21900041	February Emergency Rpr/Maint:Various Locations	1,300.00	0.00	1,300.00
1770	2/26/2019	21900041	February Emergency Rpr/Maint:Linda Vista Park	1,751.00	0.00	1,751.00
1771	2/26/2019	21900041	February Emergency Rpr/Maint:Various Locations	13,705.17	0.00	13,705.17
Check # 300488 Total:						19,472.67
Check # 300489 Date 3/14/2019 Blairs Towing						
623909	3/7/2019		3/7 Tow:Veh #409	75.00	0.00	75.00

City of Mission Viejo
Check Register
Week Ending 3/15/2019

Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
						Check # 300489 Total: 75.00
Check # 300490	Date 3/14/2019	Bonanza Steam Cleaning Inc.				
201	3/5/2019	21900110	February Graffiti Rmv:Various Locations	3,300.00	0.00	3,300.00
						Check # 300490 Total: 3,300.00
Check # 300491	Date 3/14/2019	Brian's Pool Plastering				
143172	3/13/2019		Receipt #143172 Refund Bond Deposit	500.00	0.00	500.00
						Check # 300491 Total: 500.00
Check # 300492	Date 3/14/2019	Brinks Inc				
2578063	2/28/2019	21900124	Feb Deposit Courier Srvc	613.16	0.00	613.16
						Check # 300492 Total: 613.16
Check # 300493	Date 3/14/2019	C & D Electric				
57499MV	3/7/2019	21900003	March Electrical Rpr:Avery Entrance Sign	62.00	0.00	62.00
57500MV	3/7/2019	21900003	March Electrical Rpr:Gilleran Park	653.32	0.00	653.32
84838MV	3/7/2019	21900003	March Electrical Rpr:Beebe Park	307.70	0.00	307.70
						Check # 300493 Total: 1,023.02
Check # 300494	Date 3/14/2019	Capocciana, Barbara				
64968	3/13/2019		Receipt #64968 Refund Spay/Neuter Deposit	40.00	0.00	40.00
						Check # 300494 Total: 40.00
Check # 300495	Date 3/14/2019	Carr, Barbara				
031319	3/13/2019		Refund:Membership Change	12.60	0.00	12.60
						Check # 300495 Total: 12.60
Check # 300496	Date 3/14/2019	CDW Government				
RJX7757	3/7/2019	21900339	PrinterLogic 2-Year Maintenance Renewal	3,987.50	0.00	3,987.50
						Check # 300496 Total: 3,987.50
Check # 300497	Date 3/14/2019	Charles Abbott Associates Inc.				
59313	1/31/2019		Jan Building/Safety Svcs	3,663.00	0.00	3,663.00
						Check # 300497 Total: 3,663.00
Check # 300498	Date 3/14/2019	Civic Resource Group International Inc				
23157	2/28/2019	21900257	Web Hosting February 2019	1,100.00	0.00	1,100.00
						Check # 300498 Total: 1,100.00
Check # 300499	Date 3/14/2019	Commercial Door of Orange County Inc				
23670	2/25/2019	21900025	February Repair/Maint:Animal Shelter	434.78	0.00	434.78
23686	2/28/2019	21900025	February Repair/Maint:Various Gates	624.56	0.00	624.56

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net	
			Check # 300499 Total:			1,059.34	
Check # 300500	Date 3/14/2019	Complete Office of California					
2276397-0	3/1/2019	21900088	Mar City Hall Kitchen/Coffee Suppl	39.75	0.00	39.75	
2278629-0	3/6/2019	21900088	Mar City Hall Kitchen/Coffee Suppl	178.80	0.00	178.80	
2278633-0	3/6/2019	21900088	Mar City Hall Kitchen/Coffee Suppl	415.49	0.00	415.49	
2278642-0	3/6/2019		March Coffee/Kitchen Suppl:Library	21.91	0.00	21.91	
			Check # 300500 Total:			655.95	
Check # 300501	Date 3/14/2019	Complete Office of California					
2280344-0	3/11/2019		Mar Kitchen Supplies:Shelter	120.75	0.00	120.75	
			Check # 300501 Total:			120.75	
Check # 300502	Date 3/14/2019	Control Air Conditioning Corporation					
3047831	1/30/2019	21900198	AC Maint/Service:NPMCSC	8,100.00	0.00	8,100.00	
3047800	1/28/2019	21900198	AC Maint/Service:Marg Tennis	150.00	0.00	150.00	
3048027	2/2/2019	21900198	AC Maint/Service:Potocki	964.86	0.00	964.86	
3048746	2/28/2019	21900198	AC Maint/Service:NPMCSC	687.97	0.00	687.97	
			Check # 300502 Total:			9,902.83	
Check # 300503	Date 3/14/2019	Cosco Fire Protection Inc					
1000420354	12/28/2018	21900160	Annual Sprinkler Inspection:Montanoso	290.00	0.00	290.00	
1000420349	12/28/2018	21900160	Annual Fire Alarm Inspection:Montanoso	300.00	0.00	300.00	
1000420362	12/28/2018	21900160	Annual Fire Alarm Inspection:NPMCSC	400.00	0.00	400.00	
1000420367	12/28/2018	21900160	Annual Sprinkler Inspection:NPMCSC	290.00	0.00	290.00	
1000420368	12/28/2018	21900160	Annual Fire Alarm Inspection:Potocki	200.00	0.00	200.00	
100420357	12/28/2018	21900160	Annual Sprinkler Inspection:City Hall	345.00	0.00	345.00	
			Check # 300503 Total:			1,825.00	
Check # 300504	Date 3/14/2019	County of Orange					
SH 52680	3/7/2019		March Fingerprint ID System	3,901.00	0.00	3,901.00	
SH 52615	3/5/2019	21900130	March Law Enforcement Services	1,627,876.83	0.00	1,627,876.83	
			Check # 300504 Total:			1,631,777.83	
Check # 300505	Date 3/14/2019	Cox Communications Inc.					
7601048486401*M19	3/2/2019		ME 3/31 Comm Circuit CH & SD Internet	2,217.30	0.00	2,217.30	
			Check # 300505 Total:			2,217.30	
Check # 300506	Date 3/14/2019	CA Park & Rec Society, Inc. District 10					
031219	3/12/2019		(9) CPRS D10 Banquet 4/4	495.00	0.00	495.00	
			Check # 300506 Total:			495.00	
Check # 300507	Date 3/14/2019	D & D Disposal Inc					
49589	2/28/2019	21900153	Feb Disposal Services:Shelter	1,250.00	0.00	1,250.00	

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
						Check # 300507 Total: 1,250.00
Check # 300508	Date 3/14/2019	Dell Computer Corporation				
10300427297	2/25/2019		(12) Dell Power Adapters	802.82	0.00	802.82
						Check # 300508 Total: 802.82
Check # 300509	Date 3/14/2019	Dell Financial Services				
79833456R	1/25/2019	21900220	Data Domain Year 1	41,343.89	0.00	41,343.89
						Check # 300509 Total: 41,343.89
Check # 300510	Date 3/14/2019	Delta Nursery Inc				
45121	2/27/2019	21900326	Misc Plants:Alicia Slope	4,444.69	0.00	4,444.69
						Check # 300510 Total: 4,444.69
Check # 300511	Date 3/14/2019	Demco				
6555104	2/20/2019		Book Supports:Library	611.18	0.00	611.18
						Check # 300511 Total: 611.18
Check # 300512	Date 3/14/2019	DirecTV				
35980647145	3/2/2019		ME 3/31 Cable TV:Corp Yard	91.53	0.00	91.53
						Check # 300512 Total: 91.53
Check # 300513	Date 3/14/2019	Discovery Benefits Inc				
0000987235-IN	2/28/2019		Feb Flex Benefits Admin	279.30	0.00	279.30
						Check # 300513 Total: 279.30
Check # 300514	Date 3/14/2019	DM Color Express Inc				
0835873-IN	3/6/2019	21900328	Misc Plants:Alicia Slope	22,185.30	0.00	22,185.30
0835872-IN	3/6/2019		Misc Plants:Area 6	1,761.12	0.00	1,761.12
0835869-IN	3/6/2019		Misc Plants:Area 3	1,210.25	0.00	1,210.25
0837685-IN	3/13/2019		Misc Plants:Area 6, 7, 8 & 10	1,169.84	0.00	1,169.84
0836078-IN	3/7/2019		Misc Plants:Marguerite Tennis	302.78	0.00	302.78
0836456-IN	3/8/2019		Misc Plants:City Hall	954.34	0.00	954.34
						Check # 300514 Total: 27,583.63
Check # 300515	Date 3/14/2019	Eberhard Equipment				
13207R	2/28/2019	21900321	(3) Utility Cart Rental: Oso Fit	741.75	0.00	741.75
						Check # 300515 Total: 741.75
Check # 300516	Date 3/14/2019	Eckersall LLC				
20190005	2/28/2019		Updated GIS Maps:2019 Specs	525.00	0.00	525.00
						Check # 300516 Total: 525.00
Check # 300517	Date 3/14/2019	Economy Air Conditioning				
WO-2592	3/5/2019	21900113	AC Preventative Maint:Montanoso	820.00	0.00	820.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
			Check # 300517 Total:		820.00	
Check # 300518	Date 3/14/2019	EI Toro Water District				
022519P	2/25/2019		ME 2/25 Water:Parks	868.24	0.00	868.24
022719M	2/27/2019		ME 2/27 Water:MOSS	1,173.96	0.00	1,173.96
			Check # 300518 Total:		2,042.20	
Check # 300519	Date 3/14/2019	Farmers State Bank of Hartland				
233	2/27/2019	21900137	Funds Disbursement Consulting: McLaughlin	130.00	0.00	130.00
			Check # 300519 Total:		130.00	
Check # 300520	Date 3/14/2019	The Gale Group				
66629549	2/20/2019		Assorted Library Books	64.63	0.00	64.63
66724467	3/5/2019		Assorted Library Books	64.63	0.00	64.63
			Check # 300520 Total:		129.26	
Check # 300521	Date 3/14/2019	Galls LLC/Quartermaster LLC				
012060697	2/25/2019		(5)Pants:A Ceballos	239.74	0.00	239.74
			Check # 300521 Total:		239.74	
Check # 300522	Date 3/14/2019	The Gas Company				
09695970401*M19	3/6/2019		ME 3/1 Natural Gas:Animal Shelter	13.00	0.00	13.00
05297044595*M19	3/6/2019		ME 3/1 Natural Gas:Corp Yard	287.26	0.00	287.26
			Check # 300522 Total:		300.26	
Check # 300523	Date 3/14/2019	GMU Geotechnical Inc				
52257	1/31/2019		ME 1/31 Geotech Svcs:Review Rpts	448.00	0.00	448.00
			Check # 300523 Total:		448.00	
Check # 300524	Date 3/14/2019	Granberg, Mark				
140956	3/13/2019		Receipt #140956 Refund C&D and Bond Deposit	1,250.00	0.00	1,250.00
			Check # 300524 Total:		1,250.00	
Check # 300525	Date 3/14/2019	GSL Associates				
2019CMVCD-SB375-06	3/8/2019	21900166	Feb Prof Consultant Svcs:SB375	1,320.00	0.00	1,320.00
			Check # 300525 Total:		1,320.00	
Check # 300526	Date 3/14/2019	GSOC Mission Viejo Service				
FA-9822	3/11/2019		Contract #FA-9822 Refund Deposit and Terrace Fee	200.00	0.00	200.00
			Check # 300526 Total:		200.00	
Check # 300527	Date 3/14/2019	Hoefnagels, Emma				
29587	3/12/2019		Course #25987 Refund	70.00	0.00	70.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
				Check # 300527 Total:		70.00
Check # 300528	Date 3/14/2019	Home Depot Credit Services				
3590047	3/11/2019		Misc Supplies:Work Truck Supplies	70.88	0.00	70.88
7071434	3/7/2019		Misc Supplies:Work Truck Supplies	60.91	0.00	60.91
7414171	3/7/2019		Misc Supplies:Teen Scene	81.48	0.00	81.48
1414227	3/13/2019		Misc Supplies:Area 10	208.14	0.00	208.14
				Check # 300528 Total:		421.41
Check # 300529	Date 3/14/2019	Theresa Dobbs				
Feb2019	3/5/2019	21900188	Feb Housing Rehab Consultant Svcs	1,286.50	0.00	1,286.50
				Check # 300529 Total:		1,286.50
Check # 300530	Date 3/14/2019	Huntsman, Baylie				
66420	3/13/2019		Receipt #66420 Refund Spay/Neuter Deposit	40.00	0.00	40.00
				Check # 300530 Total:		40.00
Check # 300531	Date 3/14/2019	Infogroup Library Division				
10003479453	2/6/2019		License Agreement 2/6/19-2/5/20	4,120.00	0.00	4,120.00
				Check # 300531 Total:		4,120.00
Check # 300532	Date 3/14/2019	iPROMOTEu Inc.				
1548763D13	3/5/2019		(250)Business Cards:Public Services	43.10	0.00	43.10
				Check # 300532 Total:		43.10
Check # 300533	Date 3/14/2019	iPROMOTEu				
1545705D13	2/26/2019		(500) 1 Part (500) 2 Part Membership Forms	177.63	0.00	177.63
1542816D13	2/28/2019		(500)Business Cards:Molina & Monical	58.29	0.00	58.29
				Check # 300533 Total:		235.92
Check # 300534	Date 3/14/2019	Irv Seaver Motorcycles				
20190466	3/5/2019	21900140	Mar Motorcycle Maint.Veh#794	1,532.03	0.00	1,532.03
				Check # 300534 Total:		1,532.03
Check # 300535	Date 3/14/2019	Iteris Inc				
109459	2/27/2019	21700346	PE 1/31 CIP 17230:Marguerite TSSP	43,101.03	0.00	43,101.03
				Check # 300535 Total:		43,101.03
Check # 300536	Date 3/14/2019	J & M Trophies, Inc.				
21141	2/26/2019		(2)Commissioner Badges:Knauerhaze/Ruesch	28.02	0.00	28.02
				Check # 300536 Total:		28.02
Check # 300537	Date 3/14/2019	Jamey Clark Inc				

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
70972	2/20/2019	21900019	February Rpr/Maint:Various Parks	1,298.97	0.00	1,298.97
70977	2/20/2019	21900019	February Rpr/Maint:Alicia Park	412.50	0.00	412.50
70978	2/21/2019	21900019	February Rpr/Maint:Melinda Park	262.50	0.00	262.50
70979	2/25/2019	21900019	February Rpr/Maint:Various Parks	131.25	0.00	131.25
70980	2/25/2019	21900019	February Rpr/Maint:Corp Yard	112.50	0.00	112.50
70981	2/25/2019	21900019	February Rpr/Maint:Various Parks	805.06	0.00	805.06
70984	2/26/2019	21900019	February Rpr/Maint:Gilleran Park	1,250.00	0.00	1,250.00
70987	2/26/2019	21900019	February Rpr/Maint:Various Parks	995.00	0.00	995.00
70988	2/26/2019	21900019	February Rpr/Maint:Potocki Center	970.25	0.00	970.25
70990	2/26/2019	21900019	February Rpr/Maint:Alicia Park	225.00	0.00	225.00
70991	2/26/2019	21900019	February Rpr/Maint:Castille Park	150.00	0.00	150.00
70992	2/26/2019	21900019	February Rpr/Maint:Gilleran Park	93.75	0.00	93.75
70994	2/27/2019	21900019	February Rpr/Maint:Christopher Park	93.75	0.00	93.75
70998	3/1/2019	21900019	February Rpr/Maint:Marguerite Aquatics	993.75	0.00	993.75
71000	3/1/2019	21900019	February Rpr/Maint:Pavion Park	150.00	0.00	150.00
71001	3/1/2019	21900019	March Rpr/Maint:Gilleran Park	243.75	0.00	243.75
71004	3/5/2019	21900019	March Rpr/Maint:Beebe Park	419.85	0.00	419.85
71005	3/5/2019	21900019	March Rpr/Maint:Various Locations	1,021.75	0.00	1,021.75
71006	3/5/2019	21900019	March Rpr/Maint:Cordova Park	225.00	0.00	225.00
71007	3/5/2019	21900019	February Rpr/Maint:Marguerite Aquatics	1,286.15	0.00	1,286.15
71008	3/5/2019	21900019	March Rpr/Maint:Various Locations	1,259.50	0.00	1,259.50
71009	3/5/2019	21900026	February Park Inspections	13,750.00	0.00	13,750.00
70983	2/26/2019	21900019	February Rpr/Maint:YAP	618.40	0.00	618.40
70993	2/27/2019	21900019	February Rpr/Maint:YAP	558.85	0.00	558.85
70997	3/1/2019	21900019	February Rpr/Maint:YAP	364.30	0.00	364.30
				Check # 300537 Total:		27,691.83
Check # 300538 Date 3/14/2019 Janane's Studio						
2601/19	3/10/2019	21900120	Design Options for MV Outlook Spread Changes	375.00	0.00	375.00
				Check # 300538 Total:		375.00
Check # 300539 Date 3/14/2019 Jeter Systems Corporation						
2426713	3/4/2019		(1) Roll Year Labels 2020	33.48	0.00	33.48
				Check # 300539 Total:		33.48
Check # 300540 Date 3/14/2019 Kelley, Patricia						
133943	3/13/2019		Receipt #133943 Refund C&D Deposit	500.00	0.00	500.00
				Check # 300540 Total:		500.00
Check # 300541 Date 3/14/2019 Kidz Love Soccer						
26679	3/9/2019		1/29-3/5 Mommy/Daddy & Me Soccer	382.20	0.00	382.20
26680	3/9/2019		1/29-3/5 Tot/Pre Soccer	392.00	0.00	392.00
				Check # 300541 Total:		774.20

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300542 Date 3/14/2019 Lonnie Kojima						
25554	3/12/2019		1/25-2/23 Pickleball Beginners Clinics:Instr Fee	508.79	0.00	508.79
						Check # 300542 Total: 508.79
Check # 300543 Date 3/14/2019 Krinsky, Robert J						
138368	3/13/2019		Receipt #138368 Refund C&D and Bond Deposit	1,250.00	0.00	1,250.00
						Check # 300543 Total: 1,250.00
Check # 300544 Date 3/14/2019 Le, Lauren						
25646	3/8/2019		Course #25646 Refund	40.00	0.00	40.00
						Check # 300544 Total: 40.00
Check # 300545 Date 3/14/2019 Le, ThuHanh						
25646	3/7/2019		Course #25646 Refund	20.00	0.00	20.00
						Check # 300545 Total: 20.00
Check # 300546 Date 3/14/2019 LPA Inc.						
88670	3/5/2019	21900147	PE 2/22 Prof Srvs:Office Space Reconfiguration	487.50	0.00	487.50
						Check # 300546 Total: 487.50
Check # 300547 Date 3/14/2019 Matrix Imaging Products Inc						
0319-3120	2/8/2019	21900239	Document Scanning	17,117.68	0.00	17,117.68
						Check # 300547 Total: 17,117.68
Check # 300548 Date 3/14/2019 Merchants Landscape Services Inc						
53572	1/31/2019	21900094	January Landscape Maint:Area 8	2,175.00	0.00	2,175.00
53630	2/28/2019	21900093	February Landscape Maint:Area 7	30,061.44	0.00	30,061.44
53641	2/28/2019	21900094	February Landscape Maint:Area 8	42,840.00	0.00	42,840.00
53709	2/28/2019	21900094	February Landscape Maint:Area 8	960.00	0.00	960.00
53710	2/28/2019	21900094	February Landscape Maint:Area 8	900.00	0.00	900.00
						Check # 300548 Total: 76,936.44
Check # 300549 Date 3/14/2019 Midwest Tape LLC						
97053340	3/1/2019	21900039	Audiobook Discs	24.23	0.00	24.23
97019892	2/22/2019	21900039	Audiobook Discs	169.12	0.00	169.12
						Check # 300549 Total: 193.35
Check # 300550 Date 3/14/2019 Monogram Magic						
56917	3/11/2019		(2) Caps:OCSD	45.77	0.00	45.77
						Check # 300550 Total: 45.77
Check # 300551 Date 3/14/2019 Montross Companies						

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
14896	2/28/2019	21900293	Rain Gutter Install:Marg Aqua	2,390.00	0.00	2,390.00
				Check # 300551 Total:		2,390.00
Check # 300552 Date 3/14/2019 Moulton Niguel Water						
030119P	2/28/2019		ME 2/25 Water:Parks	186.80	0.00	186.80
030119M	2/28/2019		ME 2/25 Water:MOSS	497.87	0.00	497.87
				Check # 300552 Total:		684.67
Check # 300553 Date 3/14/2019 Mowry, Kristy						
62415, 6	3/13/2019		Receipts #62415, 6 Refund Spay/Neuter Deposit	100.00	0.00	100.00
				Check # 300553 Total:		100.00
Check # 300554 Date 3/14/2019 Mr. Plant						
FEB 10475	2/1/2019	21900199	Feb Interior Plant Maintenance:Various	1,103.00	0.00	1,103.00
				Check # 300554 Total:		1,103.00
Check # 300555 Date 3/14/2019 Wendie Lee Newmyer						
ARDM20450	1/24/2019		Overpaid Invoice ARDM20450 Reimb	248.22	0.00	248.22
				Check # 300555 Total:		248.22
Check # 300556 Date 3/14/2019 Nieves Landscape Inc						
64708	2/1/2019	21900021	February Landscape Maint:Area 4	23,962.66	0.00	23,962.66
64709	2/1/2019	21900029	February Landscape Maint:Area 5	25,926.56	0.00	25,926.56
				Check # 300556 Total:		49,889.22
Check # 300557 Date 3/14/2019 OCLC Online Computer Library Center Inc.						
0000650714	2/28/2019	21900023	Cataloging Subscription Renewal	891.90	0.00	891.90
				Check # 300557 Total:		891.90
Check # 300558 Date 3/14/2019 On Call Event Rentals						
01-403027-0	3/8/2019	21900323	Table/Chair/Linen/Stage Rental:Oso Fit	3,485.18	0.00	3,485.18
				Check # 300558 Total:		3,485.18
Check # 300559 Date 3/14/2019 Orange County Register/Press Enterprise						
0011238846	2/28/2019		2/28 Public Ntc: CUP2018-389/MM2018-467	171.00	0.00	171.00
0011238828	2/28/2019		2/28 Public Ntc: CDBG	273.00	0.00	273.00
0011228292	1/31/2019		1/31 Public Ntc: CUP2019-392	198.00	0.00	198.00
0011217526	1/31/2019		1/3 Public Ntc: CUP2017-370	207.00	0.00	207.00
0011217493	1/31/2019		1/3 Public Ntc: AR2018-112	195.00	0.00	195.00
0011238853	2/28/2019		2/28 Public Ntc: CUP2019-393	165.00	0.00	165.00
0011238867	2/28/2019		2/28 Public Ntc: CUP2019-305	216.00	0.00	216.00
				Check # 300559 Total:		1,425.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300560 Date 3/14/2019 Paradise Drinking Water						
936915	2/21/2019		2WE 2/21 Water:Shelter	44.70	0.00	44.70
930484	2/6/2019		2WE 2/6 Water:Shelter	40.25	0.00	40.25
Check # 300560 Total:						84.95
Check # 300561 Date 3/14/2019 Pluralsight, LLC						
INV03903137	3/6/2019	21900337	(7) Pluralsight Business Licenses	3,143.00	0.00	3,143.00
Check # 300561 Total:						3,143.00
Check # 300562 Date 3/14/2019 Bill Priebe						
143110	3/13/2019		Receipt #143110 Refund C&D Deposit	500.00	0.00	500.00
142340	3/13/2019		Receipt #142340 Refund C&D Deposit	500.00	0.00	500.00
Check # 300562 Total:						1,000.00
Check # 300563 Date 3/14/2019 Ramirez, Joe						
141667	3/13/2019		Receipt #141667 Refund C&D and Bond Deposit	1,250.00	0.00	1,250.00
Check # 300563 Total:						1,250.00
Check # 300564 Date 3/14/2019 RD Systems Inc						
WO-1014	3/7/2019	21900126	Security/Fire Alarm Monitoring:Library	472.50	0.00	472.50
Check # 300564 Total:						472.50
Check # 300565 Date 3/14/2019 Redhive, Inc.						
136786	8/8/2018		Receipt #136786 Refund Bond Deposit	300.00	0.00	300.00
Check # 300565 Total:						300.00
Check # 300566 Date 3/14/2019 Repipe 1						
144163	3/13/2019		Receipt #144163 Refund Duplicate Permit	183.05	0.00	183.05
Check # 300566 Total:						183.05
Check # 300567 Date 3/14/2019 RCS Safety LLC						
A32051	3/6/2019		Traffic Control Equipment Purchase: (200)Cones	1,357.80	0.00	1,357.80
A32813	3/11/2019		Traffic Control Equipment Rental:Little League	1,880.00	0.00	1,880.00
Check # 300567 Total:						3,237.80
Check # 300568 Date 3/14/2019 S. Parker Engineering Inc.						
PP#19C-21900006-00	3/10/2019	21900006	March Rpr/Rpl Concrete:Various Locations	14,857.50	0.00	14,857.50
Check # 300568 Total:						14,857.50
Check # 300569 Date 3/14/2019 Saddleback Valley Unified School District						

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
031219	3/12/2019	21900072	January SVUSD Kids Factory Program 201	59,016.52	0.00	59,016.52
				Check # 300569	Total:	59,016.52
Check # 300570 Date 3/14/2019 San Diego Gas & Electric						
90496859841*M19	3/7/2019		ME 3/5 Electric:Sierra	3,499.37	0.00	3,499.37
56778259059*M19	3/8/2019		ME 3/6 Electric:Montanoso	5,173.90	0.00	5,173.90
20909017075*F19	3/1/2019		ME 2/28 Electric:Street Lights	11,703.62	0.00	11,703.62
32159017085*F19	3/1/2019		ME 2/28 Electric:Street Lights	5,859.53	0.00	5,859.53
88408943570*F19	3/1/2019		ME 2/28 Electric:Street Lights	2,407.91	0.00	2,407.91
99658943566*F19	3/1/2019		ME 2/28 Electric:Street Lights	7,325.43	0.00	7,325.43
44596483341*F19	3/4/2019		ME 2/28 Electric:Parks	10.00	0.00	10.00
16320092275*M19	3/7/2019		ME 3/5 Electric:City Hall	11,668.06	0.00	11,668.06
01466881731*M19	3/7/2019		ME 3/5 Electric:Library	14,750.28	0.00	14,750.28
54171768891*M19	3/7/2019		ME 3/5 Electric:Parks	16.83	0.00	16.83
22991567843*M19	3/7/2019		ME 3/5 Electric:Parks	11.01	0.00	11.01
39788521791*M19	3/6/2019		ME 3/4 Electric:MOSS	11.61	0.00	11.61
74521878133*M19	3/8/2019		ME 3/6 Electric:MOSS	17.45	0.00	17.45
48087447962*M19	3/8/2019		ME 3/6 Electric:Parks	24.14	0.00	24.14
82759276078*M19	3/8/2019		ME 3/6 Electric:MOSS	11.81	0.00	11.81
13465326717*M19	3/8/2019		ME 3/6 Electric:MOSS	13.61	0.00	13.61
14539196714*M19	3/7/2019		ME 3/5 Electric:MOSS	40.54	0.00	40.54
38311902254*M19	3/7/2019		ME 3/5 Electric:MOSS	11.20	0.00	11.20
38485791566*M19	3/7/2019		ME 3/5 Electric:MOSS	11.41	0.00	11.41
42617953623*M19	3/7/2019		ME 3/5 Electric:MOSS	32.31	0.00	32.31
44958957403*M19	3/7/2019		ME 3/5 Electric:MOSS	11.22	0.00	11.22
71412700434*M19	3/7/2019		ME 3/5 Electric:MOSS	41.94	0.00	41.94
72796010234*M19	3/7/2019		ME 3/5 Electric:MOSS	12.61	0.00	12.61
93200094424*M19	3/7/2019		ME 3/5 Electric:MOSS	15.44	0.00	15.44
				Check # 300570	Total:	62,681.23
Check # 300571 Date 3/14/2019 Santa Margarita Water District						
915080459535*F19	3/7/2019		ME 3/6 Water:Animal Shelter	587.70	0.00	587.70
915080459545*F19	3/7/2019		ME 3/6 Water:Animal Shelter	117.52	0.00	117.52
022819P	2/28/2019		ME 2/27 Water:Parks	2,816.38	0.00	2,816.38
022819M	2/28/2019		ME 2/27 Water:MOSS	2,565.68	0.00	2,565.68
				Check # 300571	Total:	6,087.28
Check # 300572 Date 3/14/2019 Sarshar, Sep						
141172	3/13/2019		Receipt #141172 Refund C&D Deposit	500.00	0.00	500.00
				Check # 300572	Total:	500.00
Check # 300573 Date 3/14/2019 Signature Control Systems Inc						
P49475	10/22/2018	21900240	Smart Controllers:Alicia & Jeronimo	2,607.55	0.00	2,607.55

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P49476	10/22/2018	21900240	Smart Controllers:Alicia & Jeronimo	2,607.55	0.00	2,607.55
P49477	10/22/2018	21900240	Smart Controllers:Alicia & Trabuco	2,607.55	0.00	2,607.55
P49478	10/22/2018	21900240	Smart Controllers:Alicia & Trabuco	2,607.55	0.00	2,607.55
P49479	10/22/2018	21900240	Smart Controllers:Alicia & Via Leon	2,826.28	0.00	2,826.28
P49480	10/22/2018	21900240	Smart Controllers:Alicia & Coronel	2,826.28	0.00	2,826.28
P49481	10/22/2018	21900240	Smart Controllers:Alicia & Via Linda	2,826.28	0.00	2,826.28
P49482	10/22/2018	21900240	Smart Controllers:Alicia & Muirlands	2,826.28	0.00	2,826.28
P49483	10/22/2018	21900240	Smart Controllers:Alicia & Muirlands	2,717.46	0.00	2,717.46
P49484	10/22/2018	21900240	Smart Controllers:Alicia & Via Fabricante	2,936.19	0.00	2,936.19
P49485	10/22/2018	21900240	Smart Controllers:Alicia & Jeronimo	2,607.55	0.00	2,607.55
				Check # 300573 Total:		29,996.52

Check # 300574 Date 3/14/2019 SiteOne Landscape Supply, LLC

89377344-001	3/1/2019	21900028	March Landscape/Irrig Materials:Area 8	1,337.03	37.23	1,299.80
89380677-001	3/1/2019	21900028	March Landscape/Irrig Materials:Area 6	2,563.20	71.37	2,491.83
89420502-001	3/5/2019	21900028	March Landscape/Irrig Materials:Area 4	1,153.30	32.11	1,121.19
89435937-001	3/5/2019	21900028	March Landscape/Irrig Materials:Area 6	25.69	0.72	24.97
89490415-001	3/8/2019	21900028	March Landscape/Irrig Materials:Area 7	551.53	15.36	536.17
89498845-001	3/8/2019	21900028	March Landscape/Irrig Materials:Area 9	294.88	8.21	286.67
89421406-001	3/11/2019	21900028	March Landscape/Irrig Materials:Area 4	586.85	16.34	570.51
89519466-001	3/11/2019	21900028	March Landscape/Irrig Materials:Area 4	215.10	5.99	209.11
				Check # 300574 Total:		6,540.25

Check # 300575 Date 3/14/2019 Southern California Edison

2232475517*M19	3/8/2019		ME 3/1 Electric:Street Lights	48,381.86	0.00	48,381.86
2040272304*M19	3/7/2019		ME 3/6 Electric:Melinda	31.09	0.00	31.09
2183658491*M19	3/7/2019		ME 3/6 Electric:Parks	22.65	0.00	22.65
2350787461*M19	3/7/2019		ME 3/6 Electric:MOSS	22.65	0.00	22.65
2285525663*M19	3/5/2019		ME 3/4 Electric:MOSS	27.06	0.00	27.06
2222838567*M19	3/5/2019		ME 3/4 Electric:MOSS	24.46	0.00	24.46
				Check # 300575 Total:		48,509.77

Check # 300576 Date 3/14/2019 Speedpro South OC

INV-13866	2/13/2019		(2)Name Plates:City Hall	67.32	0.00	67.32
				Check # 300576 Total:		67.32

Check # 300577 Date 3/14/2019 Spurlin, Ashton

29633	3/11/2019		Course #29633 Refund	89.00	0.00	89.00
				Check # 300577 Total:		89.00

Check # 300578 Date 3/14/2019 Stantec Consulting Services Inc

1481139	3/8/2019	21700382	PE 2/22 CIP 16226 Oso Pkwy/I-5	1,513.40	0.00	1,513.40
				Check # 300578 Total:		1,513.40

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300579 Date 3/14/2019 Staples Advantage						
3406376317	2/28/2019		(17) APC Surgearrest Protectors	151.30	0.00	151.30
3406376320	2/28/2019		(1)Defender Case for iPad	53.30	0.00	53.30
3406376337	2/28/2019		Feb Office Supplies:Library	64.97	0.00	64.97
3406376335	2/28/2019		Feb Office Supplies:Library	18.32	0.00	18.32
3406376336	2/28/2019		Feb Office Supplies:Library	115.26	0.00	115.26
3406376334	2/28/2019		Feb Office Supplies:Library	14.69	0.00	14.69
3406376338	2/28/2019		Feb. Art Install Supplies	68.64	0.00	68.64
3406376330	1/30/2019		Jan Office Supplies:Library	39.15	0.00	39.15
3406376331	1/30/2019		Jan Office Supplies:Library	10.06	0.00	10.06
3406376325	2/28/2019		Feb Office/Kitchen Supplies:Marg Tennis	2.95	0.00	2.95
3406376326	2/28/2019		Office Supplies:Mercy House	127.11	0.00	127.11
3406376321	2/28/2019		Feb Office Supplies:Recreation	121.22	0.00	121.22
Check # 300579 Total:						786.97
Check # 300580 Date 3/14/2019 State of California - Dept of Consumer Affairs						
2019 LA 6154	3/12/2019		Landscape Architect Renewal:Lockwood	220.00	0.00	220.00
Check # 300580 Total:						220.00
Check # 300581 Date 3/14/2019 Storage West						
12021710	3/5/2019		Apr Storage Unit Rental:Marine Adoption Committee	299.95	0.00	299.95
Check # 300581 Total:						299.95
Check # 300582 Date 3/14/2019 Team One Management						
93	2/28/2019	21900175	Feb Janitorial Services:Various Locations	27,000.00	0.00	27,000.00
Check # 300582 Total:						27,000.00
Check # 300583 Date 3/14/2019 Tier One						
141956	3/13/2019		Receipt #141956 Refund C&D Deposit	500.00	0.00	500.00
Check # 300583 Total:						500.00
Check # 300584 Date 3/14/2019 Tyler Technologies Inc						
045-251820	2/5/2019		(2) Secure Signature Keys	850.00	0.00	850.00
Check # 300584 Total:						850.00
Check # 300585 Date 3/14/2019 Unique Management Services Inc.						
501323	3/1/2019	21900114	Feb Core Charges	62.65	0.00	62.65
Check # 300585 Total:						62.65
Check # 300586 Date 3/14/2019 Victor Medical Company						
4751320	2/28/2019		Feb Shelter Supplies	664.69	0.00	664.69
Check # 300586 Total:						664.69

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300587 Date 3/14/2019 Villegas, Rafael						
143780	3/13/2019		Receipt #143780 Refund C&D Deposit	500.00	0.00	500.00
				Check # 300587 Total:		500.00
Check # 300588 Date 3/14/2019 Waste Management of Orange County						
0000739-4793-9	3/1/2019	21900317	ME 2/28 Pharma/Sharps Disposal	1,053.70	0.00	1,053.70
				Check # 300588 Total:		1,053.70
Check # 300589 Date 3/14/2019 Weatherline Reroofing & Repairs Inc						
143148	3/13/2019		Receipt #143148 Refund C&D Deposit	500.00	0.00	500.00
				Check # 300589 Total:		500.00
Check # 300590 Date 3/14/2019 Willdan Financial Services						
010-39908	12/18/2018	21900233	Cost Allocation Plan Update	2,662.00	0.00	2,662.00
010-40230	1/11/2019	21900233	CAP/User Fee Study Update	4,145.00	0.00	4,145.00
010-39784	11/9/2018		2016 CAP/User Fee Study	300.00	0.00	300.00
				Check # 300590 Total:		7,107.00
Check # 300591 Date 3/14/2019 Eric Winter						
2746	3/4/2019	21900005	MVTVs SportsZone, 3/4/19	1,204.00	0.00	1,204.00
				Check # 300591 Total:		1,204.00
Check # 300592 Date 3/14/2019 WM Vandergeest Landscape Care Inc						
14191	3/5/2019	21900081	February Landscape Maint:Area 10	31,116.86	0.00	31,116.86
14192	3/5/2019	21900080	February Landscape Maint:Area 3	32,888.75	0.00	32,888.75
14193	3/5/2019	21900082	February Landscape Maint:Area 6	41,370.38	0.00	41,370.38
14186	3/4/2019	21900079	February Landscape Maint:Area 2	14,824.00	0.00	14,824.00
				Check # 300592 Total:		120,199.99
Check # 300593 Date 3/14/2019 Yousefian, Shahla						
141566	3/13/2019		Receipt #141566 Refund C&D Deposit	750.00	0.00	750.00
				Check # 300593 Total:		750.00
Check # 4432 Date 3/15/2019 Marga Dill						
24107	3/9/2019		2/14-3/7 Intro to Facebook	189.00	0.00	189.00
24106	3/9/2019		2/14-3/7 Everything Google	252.00	0.00	252.00
24104	3/9/2019		2/14-3/7 Intro to Smart Phones & Tablets-Beg Level	283.50	0.00	283.50
				Check # 4432 Total:		724.50
Check # 4433 Date 3/15/2019 Valerie Jacqueline Gutierrez						
031119	3/11/2019		February Beginners & Advanced Ceramics Workshops	280.00	0.00	280.00
019	3/6/2019	21900139	Professional Services Contract	1,485.00	0.00	1,485.00
				Check # 4433 Total:		1,765.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 4434 Date 3/15/2019 Linda Rush (Helfman)						
21992	3/9/2019		2/6-3/6 After-School Sewing Kids/Teens	932.40	0.00	932.40
Check # 4434 Total:						932.40
Check # 4435 Date 3/15/2019 Sapna Sareen						
031119	3/11/2019		February Beginners & Advanced Ceramics Workshops	350.00	0.00	350.00
Check # 4435 Total:						350.00
Check # 4436 Date 3/15/2019 U.S. Bank						
7810F19*1	2/24/2019		(2)Reception Chairs:Montanoso	191.80	0.00	191.80
7810F19*2	2/24/2019		Jan Rpr/Maint Supplies:Sierra	408.70	0.00	408.70
7810F19*3	2/24/2019		Feb Rpr/Maint Supplies:Felipe	18.66	0.00	18.66
7810F19*4	2/24/2019		Feb Coffee/Kitchen Supplies:City Hall	124.20	0.00	124.20
7810F19*5	2/24/2019		Feb Coffee/Kitchen Supplies:City Hall	8.08	0.00	8.08
7810F19*6	2/24/2019		Feb Rpr/Maint Supplies:Montanoso	115.53	0.00	115.53
8566F19*1	2/24/2019		Crime Prevention Meeting Refreshments	18.51	0.00	18.51
8566F19*2	2/24/2019		Crime Prevention Meeting Refreshments	22.42	0.00	22.42
8566F19*3	2/24/2019		EOC Exercise Refreshments	46.00	0.00	46.00
8566F19*4	2/24/2019		Oso Fit Volunteer Refreshments	214.99	0.00	214.99
8566F19*5	2/24/2019		Oso Fit Volunteer Refreshments	37.87	0.00	37.87
8566F19*6	2/24/2019		EFAX for OCSD Crime Prevention	16.95	0.00	16.95
8566F19*7	2/24/2019		EOC Meeting Refreshments	45.95	0.00	45.95
8566F19*8	2/24/2019		Red Cross Shelter Training Refreshments	148.63	0.00	148.63
8566F19*9	2/24/2019		Red Cross Shelter Training Refreshments	33.90	0.00	33.90
3051F19*1	2/24/2019		1/30 Planning Meeting Refreshments	102.83	0.00	102.83
3051F19*2	2/24/2019		Homeless Outreach Bus Passes	366.75	0.00	366.75
3051F19*3	2/24/2019		(1)Staff Award	12.93	0.00	12.93
3051F19*4	2/24/2019		3/22 CPRS Awards Banquet:Nix	80.00	0.00	80.00
3051F19*5	2/24/2019		3/22 CPRS Awards Banquet:Matson	80.00	0.00	80.00
3051F19*6	2/24/2019		Reimbursement Non-City Expense	80.00	0.00	80.00
8167F19*1	2/24/2019		(1)Business Card Holder:Montanoso	16.94	0.00	16.94
8167F19*2	2/24/2019		(3)Cardio Receiver Kits:Montanoso	461.26	0.00	461.26
5353F19*1	2/24/2019		Wheelchair Tennis Festival Refreshments:Marg Tennis	68.31	0.00	68.31
5353F19*2	2/24/2019		Wheelchair Tennis Festival Refreshments:Marg Tennis	177.79	0.00	177.79
5353F19*3	2/24/2019		TNT Night League Refreshments:Marg Tennis	11.08	0.00	11.08
5353F19*4	2/24/2019		TNT Night League Refreshments:Marg Tennis	301.68	0.00	301.68
5353F19*5	2/24/2019		Supplies for Resale:Marg Tennis	11.48	0.00	11.48
5722F19*1	2/24/2019		Misc Supplies:Cultural Arts	103.04	0.00	103.04

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6962F19*1	2/24/2019		ArchiveSocial Monthly Fee	199.00	0.00	199.00
6962F19*2	2/24/2019		2/5 Agenda Review Mtg Lunch	53.96	0.00	53.96
6962F19*3	2/24/2019		(6)Memory Cards;(4)Card Readers:MVTV	87.50	0.00	87.50
6962F19*4	2/24/2019		2/19 Agenda Review Mtg Lunch	117.60	0.00	117.60
7423F19*1	2/24/2019		Office supplies:SCOR	57.56	0.00	57.56
7423F19*2	2/24/2019		Office supplies:SCOR	14.07	0.00	14.07
7423F19*3	2/24/2019		2/7 Meeting Lunch:Lower Curtis Park	109.73	0.00	109.73
7423F19*4	2/24/2019		Office supplies:PS	349.80	0.00	349.80
7423F19*5	2/24/2019		Office supplies:OCSD	142.28	0.00	142.28
7423F19*6	2/24/2019		Refund Office Supplies:PS	(406.76)	0.00	(406.76)
7423F19*7	2/24/2019		Office supplies:PS	406.76	0.00	406.76
3710F19*1	2/24/2019		(150)Business Cards:Kang	56.69	0.00	56.69
3710F19*2	2/24/2019		(1)Car Charger;(1)iPhone Case:OSCD	45.85	0.00	45.85
3710F19*3	2/24/2019		2/14 Monthly Conf. Meeting Reg:Nakawaki	20.00	0.00	20.00
3710F19*4	2/24/2019		Charger for Microsoft Surface	25.99	0.00	25.99
3710F19*5	2/24/2019		(1)Surface Laptop 2	1,184.18	0.00	1,184.18
3710F19*6	2/24/2019		(1)Yr Quest Active Administrator Renewal	1,994.80	0.00	1,994.80
3710F19*7	2/24/2019		(1)HMDI Cable (1) Logitech Keyboard/Mouse	63.55	0.00	63.55
3710F19*8	2/24/2019		(1)Yr TreeSize Professional License Renewal	21.98	0.00	21.98
3710F19*9	2/24/2019		Feb Office Supplies	23.65	0.00	23.65
3710F19*10	2/24/2019		(125)Adapters/Cables	993.03	0.00	993.03
3710F19*11	2/24/2019		Misc Supplies:IT	32.90	0.00	32.90
3710F19*12	2/24/2019		Misc Office Equipment:IT	527.05	0.00	527.05
7526F19*1	2/24/2019		(200)Business Cards:Ruesch	66.49	0.00	66.49
7526F19*2	2/24/2019		(200)Business Cards:Knauerhaze	66.49	0.00	66.49
7526F19*3	2/24/2019		(200)Business Cards:Lagura	66.49	0.00	66.49
7526F19*4	2/24/2019		(200)Business Cards:Berry	66.49	0.00	66.49
7526F19*5	2/24/2019		(200)Business Cards:Ruesch	66.49	0.00	66.49
7526F19*6	2/24/2019		2019 CE Training Course:Muratalla	80.30	0.00	80.30
7526F19*7	2/24/2019		(200)Business Cards:Tsen	66.49	0.00	66.49
6466F19*1	2/24/2019		Misc Supplies:Shelter	8.62	0.00	8.62
6466F19*2	2/24/2019		Shelter Volunteer Refreshments	158.41	0.00	158.41
6466F19*3	2/24/2019		Shelter Volunteer Refreshments	5.39	0.00	5.39
6466F19*4	2/24/2019		Misc Supplies:Foster Program	39.03	0.00	39.03
6960F19*1	2/24/2019		Bike Faire Refreshments	239.95	0.00	239.95
6960F19*2	2/24/2019		4/15-4/16 Grant Mgmt Training Reg:Patterson	595.00	0.00	595.00
6960F19*3	2/24/2019		(200)Business Cards:Claud-Clemente	66.49	0.00	66.49
8153F19*1	2/24/2019		(200)Business Cards:Tokarski	66.49	0.00	66.49
8153F19*2	2/24/2019		(1)PowerPoint Template	16.00	0.00	16.00

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6109F19*1	2/24/2019		Refund:Meeting Refreshments	(40.60)	0.00	(40.60)
6109F19*2	2/24/2019		2/12 City Council Dinner	42.01	0.00	42.01
6109F19*3	2/24/2019		Refreshments:Various Meetings	192.42	0.00	192.42
6109F19*4	2/24/2019		2/12 City Council Dinner	161.03	0.00	161.03
6109F19*5	2/24/2019		Feb Office Supplies	70.74	0.00	70.74
3400F19*1	2/24/2019		(1)Keyboard/Mouse:NPMCSC	47.41	0.00	47.41
3400F19*2	2/24/2019		Movie License Renewal:NPMCSC	584.13	0.00	584.13
3400F19*3	2/24/2019		Facebook Advertisement:Marg Tennis	291.98	0.00	291.98
3400F19*4	2/24/2019		Facebook Advertisement:Montanoso	3.53	0.00	3.53
4159F19*1	2/24/2019		(500)Environmental Water Bottles	834.26	0.00	834.26
2576F19*1	2/24/2019		Misc Supplies:Children's Programming	17.13	0.00	17.13
2576F19*2	2/24/2019		(1)Prize Gift Card:Adult Programming	10.00	0.00	10.00
2576F19*3	2/24/2019		Misc Supplies:Children's Programming	10.71	0.00	10.71
2576F19*4	2/24/2019		Misc Supplies:Children's Programming	96.17	0.00	96.17
4777F19*1	2/24/2019		YE 3/20 Movie License Fee	595.24	0.00	595.24
4777F19*2	2/24/2019		YE 12/19 Music License Fee	723.19	0.00	723.19
4777F19*3	2/24/2019		YE 12/19 Music License Fee	723.19	0.00	723.19
4777F19*4	2/24/2019		(100)Business Cards:Sullivan	37.79	0.00	37.79
8875F19*1	2/24/2019		(2)Pks Laminating Sheets:EE Recognition	31.42	0.00	31.42
8875F19*2	2/24/2019		Jan Office Supplies	14.45	0.00	14.45
8875F19*3	2/24/2019		Report Covers/Binding Materials	102.18	0.00	102.18
8875F19*4	2/24/2019		(200)Business Cards:Dyas	66.49	0.00	66.49
8875F19*5	2/24/2019		2/28 CSMFO Conf Reg:Knudson	30.00	0.00	30.00
8875F19*6	2/24/2019		2019 Member Dues:Knudson	130.00	0.00	130.00
8875F19*7	2/24/2019		2019 Member Dues:Merrifield	130.00	0.00	130.00
8875F19*8	2/24/2019		Copier Paper	757.57	0.00	757.57
8875F19*9	2/24/2019		Feb Office Supplies:HR	4.90	0.00	4.90
8875F19*10	2/24/2019		(1000)AP Printed Checks	109.21	0.00	109.21
4680F19*1	2/24/2019		Refreshments:Bike Rodeo	263.33	0.00	263.33
4680F19*2	2/24/2019		Misc Décor:Various Locations	1,059.51	0.00	1,059.51
4680F19*3	2/24/2019		Misc Décor:Various Locations	268.30	0.00	268.30
4680F19*4	2/24/2019		Misc Décor:Various Locations	609.12	0.00	609.12
1857F19*1	2/24/2019		Passports Appointment Software	50.00	0.00	50.00
1857F19*2	2/24/2019		Jan Postage:Passport Services	42.00	0.00	42.00
1857F19*3	2/24/2019		Jan Postage:Passport Services	7.00	0.00	7.00
1857F19*4	2/24/2019		Jan Postage:Passport Services	28.00	0.00	28.00
1857F19*5	2/24/2019		Jan Postage:Passport Services	30.60	0.00	30.60
1857F19*6	2/24/2019		Jan Postage:Passport Services	7.65	0.00	7.65
1857F19*7	2/24/2019		Jan Postage:Passport Services	45.90	0.00	45.90
1857F19*8	2/24/2019		Jan Postage:Passport Services	45.90	0.00	45.90
1857F19*9	2/24/2019		Feb Postage:Passport Services	7.65	0.00	7.65
1857F19*10	2/24/2019		Feb Postage:Passport Services	38.25	0.00	38.25
1857F19*11	2/24/2019		Feb Postage:Passport Services	30.60	0.00	30.60

City of Mission Viejo
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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
1857F19*12	2/24/2019		Feb Postage:Passport Services	38.25	0.00	38.25
1857F19*13	2/24/2019		Feb Postage:Passport Services	38.25	0.00	38.25
1857F19*14	2/24/2019		Feb Postage:Passport Services	15.30	0.00	15.30
1857F19*15	2/24/2019		Feb Postage:Passport Services	22.95	0.00	22.95
1857F19*16	2/24/2019		Feb Postage:Passport Services	30.60	0.00	30.60
1857F19*17	2/24/2019		Feb Postage:Passport Services	38.25	0.00	38.25
1857F19*18	2/24/2019		Feb Postage:Passport Services	45.90	0.00	45.90
1857F19*19	2/24/2019		Feb Postage:Passport Services	15.30	0.00	15.30
1857F19*20	2/24/2019		Feb Postage:Passport Services	22.95	0.00	22.95
1857F19*21	2/24/2019		Feb Postage:Passport Services	30.60	0.00	30.60
1857F19*22	2/24/2019		Feb Postage:Passport Services	53.55	0.00	53.55
1857F19*23	2/24/2019		Feb Postage:Passport Services	45.90	0.00	45.90
1857F19*24	2/24/2019		Feb Postage:Passport Services	7.65	0.00	7.65
1857F19*25	2/24/2019		Feb Postage:Passport Services	53.55	0.00	53.55
1070F19*1	2/24/2019		Misc Supplies:Food Rescue Program	12.50	0.00	12.50
1070F19*2	2/24/2019		Misc Supplies:Drug Prevention Coalition	62.68	0.00	62.68
1070F19*3	2/24/2019		5/16 2019 FaCT Conf Reg:Rea-McDonald	110.00	0.00	110.00
1070F19*4	2/24/2019		5/16 2019 FaCT Conf Reg:Vecchione	110.00	0.00	110.00
9730F19*1	2/24/2019		(1)Pr Work Boots:Gonyea	175.00	0.00	175.00
9730F19*2	2/24/2019		2/25-3/1 Conf Reg:Hill	105.00	0.00	105.00
9730F19*3	2/24/2019		209 CAPCA Member Dues:Hill	160.00	0.00	160.00
9730F19*4	2/24/2019		(1)Pr Work Boots:Robinson	126.05	0.00	126.05
9730F19*5	2/24/2019		(1)Pr Work Boots:VanCott	175.00	0.00	175.00
9730F19*6	2/24/2019		4/18 PAPA Conf Reg:Ratanabhoka	80.00	0.00	80.00
9730F19*7	2/24/2019		5/21 PAPA Conf Reg:Ratanabhoka	80.00	0.00	80.00
9730F19*8	2/24/2019		6/25 PAPA Conf Reg:Ratanabhoka	80.00	0.00	80.00
9730F19*9	2/24/2019		7/24 PAPA Conf Reg:Ratanabhoka	80.00	0.00	80.00
9730F19*10	2/24/2019		2019 PAPA Member Dues:Ratanabhoka	45.00	0.00	45.00
9730F19*11	2/24/2019		Misc Supplies:Arbor Day	83.70	0.00	83.70
8883F19*1	2/24/2019		Supplies:Various events	12.57	0.00	12.57
8883F19*2	2/24/2019		Supplies:Comic Con	23.68	0.00	23.68
8883F19*3	2/24/2019		Supplies:Teen Hamilton F.E. Grant	131.48	0.00	131.48
8883F19*4	2/24/2019		Supplies:Comic Con	22.51	0.00	22.51
8883F19*5	2/24/2019		(1000)Bookmarks:Kinder-Ready Grant	108.83	0.00	108.83
8883F19*6	2/24/2019		(500)Spring Program Juv Bookmarks	155.16	0.00	155.16
8883F19*7	2/24/2019		(500)Spring Program Teen Bookmarks	155.16	0.00	155.16
8883F19*8	2/24/2019		(500)Spring Program Adult Bookmarks	155.16	0.00	155.16
8883F19*9	2/24/2019		Supplies:Teen Hamilton F.E. Grant	195.35	0.00	195.35
8883F19*10	2/24/2019		Supplies:Comic Con	19.95	0.00	19.95
8883F19*11	2/24/2019		Supplies:Ceramic Studio	117.44	0.00	117.44
8883F19*12	2/24/2019		Supplies:5K	55.34	0.00	55.34
8883F19*13	2/24/2019		(200)Business Cards:Jones	66.49	0.00	66.49
8883F19*14	2/24/2019		Program supplies- teen TAB	48.14	0.00	48.14

City of Mission Viejo
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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
8883F19*15	2/24/2019		Supplies:Audiobooks Collection	45.26	0.00	45.26
8883F19*16	2/24/2019		Supplies:Teen Hamilton F.E. Grant	172.96	0.00	172.96
8883F19*17	2/24/2019		Supplies:Teen Hamilton F.E. Grant	124.42	0.00	124.42
8883F19*18	2/24/2019		Supplies:Comic Con	32.28	0.00	32.28
8883F19*19	2/24/2019		Supplies:Kinder-Ready Grant	36.60	0.00	36.60
8883F19*20	2/24/2019		Supplies:Childrens Program	71.51	0.00	71.51
8883F19*21	2/24/2019		Supplies:Adult Hamilton F.E. Grant	30.14	0.00	30.14
8883F19*22	2/24/2019		(25)CalVet Grant Booklets	125.00	0.00	125.00
8883F19*23	2/24/2019		Supplies:Adult Hamilton F.E. Grant	122.38	0.00	122.38
8642F19*1	2/24/2019		2/13 OCTax Member Luncheon:Goodell	45.00	0.00	45.00
8642F19*2	2/24/2019		2/13 OCTax Member Luncheon:Raths	45.00	0.00	45.00
8642F19*3	2/24/2019		3/18-3/19 ACC-OC Advocacy Conf Reg:Bucknum	700.00	0.00	700.00
8642F19*4	2/24/2019		3/18-3/19 ACC-OC Advocacy Conf Reg:Goodell	700.00	0.00	700.00
8642F19*5	2/24/2019		2/22 Contribution OCFA Best & Bravest Host Dinner	750.00	0.00	750.00
8642F19*6	2/24/2019		2/13 LOCC Annual CM Conf Expense:Wilberg	15.50	0.00	15.50
8642F19*7	2/24/2019		2/13 LOCC Annual CM Conf Hotel:Wilberg	648.34	0.00	648.34
8642F19*8	2/24/2019		Refund:4/10 CA Cannabis Control Conf Reg:Sachs	(595.00)	0.00	(595.00)
8701F19*1	2/24/2019		Misc Supplies:Special Event Props	11.96	0.00	11.96
8701F19*2	2/24/2019		Misc Supplies:Special Event Props	132.34	0.00	132.34
8701F19*3	2/24/2019		Jan Rpr/Maint Supplies:Marg Aquatics	151.96	0.00	151.96
8701F19*4	2/24/2019		Jan Rpr/Maint Supplies:Montanoso	20.83	0.00	20.83
8701F19*5	2/24/2019		Jan Rpr/Maint Supplies:Montanoso	42.77	0.00	42.77
8701F19*6	2/24/2019		Feb Office Supplies:City Hall	41.31	0.00	41.31
8701F19*7	2/24/2019		Feb Office Supplies:City Hall	35.53	0.00	35.53
8701F19*8	2/24/2019		Feb Rpr/Maint Supplies:Sierra	46.05	0.00	46.05
8701F19*9	2/24/2019		Feb Rpr/Maint Supplies:Marg Aquatics	61.63	0.00	61.63
8701F19*10	2/24/2019		Feb Rpr/Maint Supplies:Muirlands Wall	(199.34)	0.00	(199.34)
8701F19*11	2/24/2019		Feb Rpr/Maint Supplies:Sierra	67.72	0.00	67.72
8701F19*12	2/24/2019		Feb Rpr/Maint Supplies:Marg Aquatics	17.89	0.00	17.89
8701F19*13	2/24/2019		Feb Rpr/Maint Supplies:Marg Aquatics	52.59	0.00	52.59
8701F19*14	2/24/2019		Misc Supplies:Special Event Props	9.41	0.00	9.41
8701F19*15	2/24/2019		Feb Rpr/Maint Supplies:Sierra	78.50	0.00	78.50
8701F19*16	2/24/2019		Feb Rpr/Maint Supplies:Sierra	76.85	0.00	76.85
8701F19*17	2/24/2019		Feb Rpr/Maint Supplies:Sierra	13.18	0.00	13.18
8701F19*18	2/24/2019		Misc Tools:Rec Centers	98.80	0.00	98.80
2461F19*1	2/24/2019		Feb Office Supplies:Shelter	26.93	0.00	26.93
2461F19*2	2/24/2019		(2)First Response Body Armor	184.45	0.00	184.45
2461F19*3	2/24/2019		Feb Office Supplies:Shelter	14.63	0.00	14.63
2461F19*4	2/24/2019		(2)Door Mats:Shelter	67.77	0.00	67.77

City of Mission Viejo
Check Register
Week Ending 3/15/2019

Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
2461F19*5	2/24/2019		(4)Door Mats:Shelter	35.43	0.00	35.43
				Check # 4436	Total:	26,802.20
			TOTAL ALL ACCOUNTS PAYABLE CHECKS			2,447,759.84
3/15/2019 PAYROLL, CK #'S 1596-1611			INCLUDES DIRECT DEPOSIT AND PAYROLL TAX DEPOSITS			361,879.81
			GRAND TOTAL			<u>\$2,809,639.65</u>

I hereby certify and attest that the above listed demands are in accordance with the City's Budget, and, in accordance with Section 37202 of the Government Code, I certify and attest to the accuracy and availability of funds for the payment thereof.



 Cheryl Dyas
 Director of Administrative Services



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Cheryl Dyas, Director of Administrative Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Check Register dated March 22, 2019 in the amount of \$318,479.76

Recommended Action

Ratify the accompanying check register.

Executive Summary

Government Code sections 37208(b) and 37209 provide that accounts payable warrants or checks drawn in payment of demands certified or approved by the finance director as conforming to a budget approved by ordinance or resolution of the legislative body need not be audited by the legislative body prior to payment. City Council Policy #300-4 authorizes the Director of Administrative Services to audit the demands prior to payment and calls for such checks to be issued on a weekly basis and the check register for each of the weekly pay cycles to be submitted to the City Council for ratification at the next regular Council meeting.

The following checks have been certified to be in accordance with the City's approved budget. The checks have been issued and the check register is presented to the City Council for ratification.

In addition, Government Code section 37208(a) provides that payroll warrants or checks need not be audited by the legislative body prior to payment. Payrolls shall be presented to the legislative body for ratification and approval at the first meeting after delivery of the payroll warrants or checks. The sum total of any payroll checks issued within the week prior to the date of the check register is also noted on the accompanying check register.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. No Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

October 22, 1990 – Approved Council policy 300-4
February 2, 2004 – Approved the revision of Council policy 300-4

Attachments

Exhibit

City of Mission Viejo
Check Register
Week Ending 3/22/2019

Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300594	Date 3/22/2019	A & M Catering Provision				
91817	3/14/2019		Lunch Supplies:Arbor Day	1,422.24	0.00	1,422.24
				Check # 300594 Total:		1,422.24
Check # 300595	Date 3/22/2019	A.C. Landscape Inc.				
00019087	2/15/2019	21900027	February Landscape/Irrig:Area #1	210.00	0.00	210.00
				Check # 300595 Total:		210.00
Check # 300596	Date 3/22/2019	Julie Anne Adamo				
031519	3/15/2019		2WE 3/15 Aerobics Fee	126.00	0.00	126.00
				Check # 300596 Total:		126.00
Check # 300597	Date 3/22/2019	Age Well Senior Services Inc.				
0219A	3/5/2019	21900071	Feb Transportation for Senior Citizens	1,488.37	0.00	1,488.37
0219B	3/5/2019	21900071	Feb Grant Match Senior Citizen Transportation	(297.67)	0.00	(297.67)
				Check # 300597 Total:		1,190.70
Check # 300598	Date 3/22/2019	American Guard Services Inc.				
203414	2/28/2019	21900036	ME 2/28 Public Safety:Crossing Guards	34,288.92	0.00	34,288.92
				Check # 300598 Total:		34,288.92
Check # 300599	Date 3/22/2019	American Red Cross				
22170925	2/28/2019		(8)CPR/AED/Pediatric/First Aid Class	240.00	0.00	240.00
				Check # 300599 Total:		240.00
Check # 300600	Date 3/22/2019	AmeriNat				
19-00181	3/11/2019	21900102	Feb Monthly Svc Fee	309.60	0.00	309.60
FS-4511	3/12/2019	21900102	Loan Doc Prep: Hinzo	190.00	0.00	190.00
FS-4513	3/13/2019	21900102	Loan Doc Prep: Agraviador	339.00	0.00	339.00
FS-4515	3/14/2019	21900102	Loan Doc Prep: Davis-Teti	190.00	0.00	190.00
				Check # 300600 Total:		1,028.60
Check # 300601	Date 3/22/2019	Melissa Aquino				
031519	3/15/2019		2WE 3/15 Aerobics Fee	38.00	0.00	38.00
				Check # 300601 Total:		38.00
Check # 300602	Date 3/22/2019	Arnda, Irma				
FA-7285	12/20/2018		Contract #FA-7285 Refund Deposit	100.00	0.00	100.00
				Check # 300602 Total:		100.00
Check # 300603	Date 3/22/2019	Susan Assad				
031519	3/15/2019		2WE 3/15 Aerobics Fee	36.00	0.00	36.00
				Check # 300603 Total:		36.00

City of Mission Viejo
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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300604 Date 3/22/2019 AT&T						
000012732196	3/10/2019		ME 3/9 NPM 50MB Internet	483.36	0.00	483.36
Check # 300604 Total:						483.36
Check # 300605 Date 3/22/2019 Victoria Lynne Avery						
031919	3/19/2019		March Community Srvc Stipend	100.00	0.00	100.00
Check # 300605 Total:						100.00
Check # 300606 Date 3/22/2019 Baker & Taylor Inc.						
4012482704	3/11/2019	21900085	Assorted Library Books	84.95	0.00	84.95
4012486630	3/13/2019	21900085	Assorted Library Books	82.09	0.00	82.09
Check # 300606 Total:						167.04
Check # 300607 Date 3/22/2019 Roxanne Bell						
031519	3/15/2019		2WE 3/15 Aerobics Fee	80.00	0.00	80.00
Check # 300607 Total:						80.00
Check # 300608 Date 3/22/2019 Joseph C. Blum						
March2019	3/20/2019		March Planning Comm Stipend	100.00	0.00	100.00
Check # 300608 Total:						100.00
Check # 300609 Date 3/22/2019 Robert D. Breton						
March2019	3/20/2019		March Planning Comm Stipend	100.00	0.00	100.00
Check # 300609 Total:						100.00
Check # 300610 Date 3/22/2019 Michele Brosch						
031519	3/15/2019		2WE 3/15 Aerobics Fee	38.00	0.00	38.00
Check # 300610 Total:						38.00
Check # 300611 Date 3/22/2019 Wendy Bucknum						
031219	3/13/2019		2WE 3/12 Mileage Exp Reimb	21.00	0.00	21.00
Check # 300611 Total:						21.00
Check # 300612 Date 3/22/2019 C & D Electric						
84839MV	3/7/2019	21900003	March Electrical Rpr:Gilleran Park	4,240.24	0.00	4,240.24
84850MV	3/11/2019	21900003	March Electrical Rpr:World Cup	1,231.09	0.00	1,231.09
84851MV	3/11/2019	21900003	March Electrical Rpr:YAP	101.58	0.00	101.58
84858MV	3/11/2019	21900003	March Electrical Rpr:Marguerite Tennis	124.00	0.00	124.00
84853MV	3/11/2019	21900003	March Electrical Rpr:Civic Center	177.03	0.00	177.03
84852MV	3/11/2019	21900003	March Electrical Rpr:Christopher Park	323.35	0.00	323.35
81587MV	3/13/2019	21900003	March Electrical Rpr:Felipe Tennis Center	581.94	0.00	581.94
884859MV	3/13/2019	21900003	March Electrical Rpr:World Cup	1,430.77	0.00	1,430.77
884858MV	3/13/2019	21900003	March Electrical Rpr:Corp Yard	62.00	0.00	62.00

City of Mission Viejo
Check Register
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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
				Check # 300612 Total:		8,272.00
Check # 300613	Date 3/22/2019	Calhoun, Suzanne				
0131419	3/14/2019		Membership Refund	67.50	0.00	67.50
				Check # 300613 Total:		67.50
Check # 300614	Date 3/22/2019	CDW Government				
RKG2951	3/7/2019		(1) HP Color Laserjet M477FDW Printer	623.53	0.00	623.53
				Check # 300614 Total:		623.53
Check # 300615	Date 3/22/2019	Charles Abbott Associates Inc.				
59355	2/28/2019	21900186	ME 2/28 Inspection:Water Quality	2,252.00	0.00	2,252.00
				Check # 300615 Total:		2,252.00
Check # 300616	Date 3/22/2019	Casey K. Chavez				
031519	3/15/2019		2WE 3/15 Aerobics Fee	304.00	0.00	304.00
				Check # 300616 Total:		304.00
Check # 300617	Date 3/22/2019	Angela Cipolla				
031519	3/15/2019		2WE 3/15 Aerobics Fee	378.00	0.00	378.00
				Check # 300617 Total:		378.00
Check # 300618	Date 3/22/2019	City of Tustin				
2019	3/14/2019		2019 OCHRC Membership Renewal	250.00	0.00	250.00
				Check # 300618 Total:		250.00
Check # 300619	Date 3/22/2019	civTEC				
110.06.02	2/28/2019	21900285	Field Survey Park Ramp Improvements:YAP	2,000.00	0.00	2,000.00
				Check # 300619 Total:		2,000.00
Check # 300620	Date 3/22/2019	Coast Recreation, Inc.				
12771	3/5/2019	21900298	Play Equipment:Flo Jo Park	9,671.14	0.00	9,671.14
				Check # 300620 Total:		9,671.14
Check # 300621	Date 3/22/2019	County of Orange				
PW190610	3/11/2019		FY 18/19 Agmt D04-050	7,889.33	0.00	7,889.33
				Check # 300621 Total:		7,889.33
Check # 300622	Date 3/22/2019	CPAC Inc.				
SI-1287266	3/12/2019	21900345	Barracuda 6-Month Renewal	5,100.00	0.00	5,100.00
				Check # 300622 Total:		5,100.00
Check # 300623	Date 3/22/2019	Kelley Crawford				
031519	3/15/2019		2WE 3/15 Aerobics Fee	320.00	0.00	320.00

City of Mission Viejo
Check Register
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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
				Check # 300623 Total:		320.00
Check # 300624	Date 3/22/2019	Delta Nursery Inc				
030519	3/14/2019	21900342	Misc Plants:Trabuco & Via Bahia	11,744.75	0.00	11,744.75
021919	3/14/2019	21900333	Misc Plants:Marguerite & Avery	4,175.31	0.00	4,175.31
				Check # 300624 Total:		15,920.06
Check # 300625	Date 3/22/2019	Denault's True Value Hardware				
568674	3/15/2019		Misc Supplies:Work Truck #410	19.38	0.00	19.38
				Check # 300625 Total:		19.38
Check # 300626	Date 3/22/2019	Dennis Roger Reed				
2019-4 13 MV	3/15/2019		2019 Arbor Day Entertainment	400.00	0.00	400.00
				Check # 300626 Total:		400.00
Check # 300627	Date 3/22/2019	Department of Justice				
360016	3/4/2019		Feb Fingerprint Filing Fee	128.00	0.00	128.00
				Check # 300627 Total:		128.00
Check # 300628	Date 3/22/2019	Direct Mail Network				
TDMN18630	3/19/2019		May Animal License Renewals	3,115.00	0.00	3,115.00
				Check # 300628 Total:		3,115.00
Check # 300629	Date 3/22/2019	DM Color Express Inc				
0839704-IN	3/19/2019		Misc Plants:Area 3	2,219.06	0.00	2,219.06
0839707-IN	3/19/2019		Misc Plants:Area 7	1,093.61	0.00	1,093.61
0839708-IN	3/19/2019		Misc Plants:Area 7	746.93	0.00	746.93
				Check # 300629 Total:		4,059.60
Check # 300630	Date 3/22/2019	Efficient X-Ray Inc.				
322133	2/27/2019		Feb Bio-Hazard Disposal:Shelter	75.00	0.00	75.00
				Check # 300630 Total:		75.00
Check # 300631	Date 3/22/2019	Ilknur Erbas-White				
031519	3/15/2019		2WE 3/15 Aerobics Fee	152.00	0.00	152.00
				Check # 300631 Total:		152.00
Check # 300632	Date 3/22/2019	Farmers State Bank of Hartland				
20190311	3/11/2019		Paint Grant: Hinzo	5,000.00	0.00	5,000.00
				Check # 300632 Total:		5,000.00
Check # 300633	Date 3/22/2019	Farmers State Bank of Hartland				
20190218	2/18/2019		Paint Grant: Teti	5,000.00	0.00	5,000.00
				Check # 300633 Total:		5,000.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300634	Date 3/22/2019	Farmers State Bank of Hartland				
031119	3/11/2019		Housing Rehab Loan: Agraviador	25,000.00	0.00	25,000.00
				Check # 300634 Total:		25,000.00
Check # 300635	Date 3/22/2019	Federal Express Corp				
6-483-90047	3/8/2019		Express Mail:S Ardrey	35.29	0.00	35.29
				Check # 300635 Total:		35.29
Check # 300636	Date 3/22/2019	Foley-Grubert, Christine				
R19-540626	3/15/2019		U18-066345 Animal License Refund	50.00	0.00	50.00
				Check # 300636 Total:		50.00
Check # 300637	Date 3/22/2019	Andreas Frank				
29702	3/16/2019		3/16 St Patrick's Themed Fairy Home Workshop	171.50	0.00	171.50
				Check # 300637 Total:		171.50
Check # 300638	Date 3/22/2019	Fuji Wholesale Flowers				
41566	3/6/2019		Marine Baby Shower Supplies	471.40	0.00	471.40
				Check # 300638 Total:		471.40
Check # 300639	Date 3/22/2019	Suzy Galaz				
031519	3/15/2019		2WE 3/15 Aerobics Fee	572.00	0.00	572.00
				Check # 300639 Total:		572.00
Check # 300640	Date 3/22/2019	Good Times Travel Inc				
MV030219	3/8/2019		3/2 Trip Bal:Temple & Teppan	3,157.00	0.00	3,157.00
				Check # 300640 Total:		3,157.00
Check # 300641	Date 3/22/2019	GSL Associates				
2019_CMVCM_SCAG-007	3/8/2019	21900151	Feb SCAG Staff Support for FY 2018/19	3,217.50	0.00	3,217.50
2019_CMVCM_RHNARC-03	3/8/2019	21900279	Feb OCCOG-SCAG RC-RHNA FY18/19	1,760.00	0.00	1,760.00
2019_CMVCM_TC-06	3/8/2019	21900150	Feb SCAG Transportation Support FY18/19	1,017.50	0.00	1,017.50
				Check # 300641 Total:		5,995.00
Check # 300642	Date 3/22/2019	Hill's Pet Nutrition Sales Inc.				
231947695	1/20/2019		Jan Shelter Supplies	13.36	0.00	13.36
				Check # 300642 Total:		13.36
Check # 300643	Date 3/22/2019	Nicole Hill				
031519	3/15/2019		2WE 3/15 Aerobics Fee	121.50	0.00	121.50
				Check # 300643 Total:		121.50

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300644 Date 3/22/2019 HLP Inc.						
16036	3/15/2019	21800103	ME 3/15 WebLicensing Transactions	278.60	0.00	278.60
Check # 300644 Total:						278.60
Check # 300645 Date 3/22/2019 Home Depot Credit Services						
0420074	3/14/2019		Misc Supplies:Work Truck #410	53.81	0.00	53.81
9414252	3/15/2019		Misc Supplies:Area 7 & 8	46.75	0.00	46.75
6414276	3/18/2019		Misc Supplies:Park Signs	36.87	0.00	36.87
5420076	3/19/2019		Misc Supplies:Arbor Day	158.39	0.00	158.39
6573904	3/18/2019		Misc Supplies:Monument Sign Materials	13.96	0.00	13.96
Check # 300645 Total:						309.78
Check # 300646 Date 3/22/2019 IDEXX Distribution, Inc.						
0219101864	2/28/2019		Feb Veterinary Srvc	352.46	0.00	352.46
Check # 300646 Total:						352.46
Check # 300647 Date 3/22/2019 Jamey Clark Inc						
71016	3/6/2019	21900019	March Rpr/Maint:NPMCSC	168.75	0.00	168.75
71017	3/6/2019	21900019	March Rpr/Maint:Various Locations	653.38	0.00	653.38
71019	3/7/2019	21900019	March Rpr/Maint:Coronado Park	610.00	0.00	610.00
71030	3/11/2019	21900019	March Rpr/Maint:Olympiad Park	309.38	0.00	309.38
71031	3/11/2019	21900019	March Rpr/Maint:Various Parks	533.57	0.00	533.57
71032	3/11/2019	21900019	March Rpr/Maint:Beebe Park	616.00	0.00	616.00
71035	3/12/2019	21900019	February Rpr/Maint:Library & City Hall	544.00	0.00	544.00
71037	3/12/2019	21900019	March Rpr/Maint:Pavion Park	168.75	0.00	168.75
71038	3/12/2019	21900019	March Rpr/Maint:O'Neill Park	188.36	0.00	188.36
71039	3/12/2019	21900019	March Rpr/Maint:Sycamore Park	56.25	0.00	56.25
71025	3/8/2019	21900019	March Rpr/Maint:YAP	112.50	0.00	112.50
71033	3/12/2019	21900019	February Rpr/Maint:Olympiad Park	150.00	0.00	150.00
71034	3/12/2019	21900019	February Rpr/Maint:Various Locations	545.00	0.00	545.00
Check # 300647 Total:						4,655.94
Check # 300648 Date 3/22/2019 Jeannette, Roberta						
FA-11769	3/18/2019		Contract #FA-11769 Refund Deposit	202.00	0.00	202.00
Check # 300648 Total:						202.00
Check # 300649 Date 3/22/2019 Pounciana Kaylor						
25525	3/15/2019		PE 3/21 TRX Instructor Commission	274.40	0.00	274.40
Check # 300649 Total:						274.40
Check # 300650 Date 3/22/2019 Carol Jean King						
031519	3/15/2019		ZWE 3/15 Aerobics Fee	38.00	0.00	38.00
Check # 300650 Total:						38.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300651	Date 3/22/2019	LaBell Exchange				
190305204101	3/14/2019		ME 4/10 Answering Srvc	142.09	0.00	142.09
				Check # 300651 Total:		142.09
Check # 300652	Date 3/22/2019	Landscape West Management Services Inc.				
8378	2/28/2019	21900133	February Landscape Maint:Area 9	29,299.98	0.00	29,299.98
				Check # 300652 Total:		29,299.98
Check # 300653	Date 3/22/2019	David K. Leckness				
March2019	3/20/2019		March Planning Comm Stipend	100.00	0.00	100.00
				Check # 300653 Total:		100.00
Check # 300654	Date 3/22/2019	Linen X Press				
323601	3/7/2019		Linen Drycleaning: MVAC, CPRS, MV Foundation	319.80	0.00	319.80
				Check # 300654 Total:		319.80
Check # 300655	Date 3/22/2019	Karen Lipetsky				
031519	3/15/2019		2WE 3/15 Aerobics Fee	108.00	0.00	108.00
				Check # 300655 Total:		108.00
Check # 300656	Date 3/22/2019	Marina Hills Animal Hospital Inc.				
151435	3/4/2019		Mar Veterinary Srvc	100.00	0.00	100.00
				Check # 300656 Total:		100.00
Check # 300657	Date 3/22/2019	Carlos Nieto III				
001	3/19/2019		3/23 Comic Con Performer:Library	300.00	0.00	300.00
				Check # 300657 Total:		300.00
Check # 300658	Date 3/22/2019	Marisa Montoya Marken				
031519	3/15/2019		2WE 3/15 Aerobics Fee	152.00	0.00	152.00
				Check # 300658 Total:		152.00
Check # 300659	Date 3/22/2019	Carrie Ann Moore				
031519	3/15/2019		2WE 3/15 Aerobics Fee	152.00	0.00	152.00
				Check # 300659 Total:		152.00
Check # 300660	Date 3/22/2019	Yanine Moran Custodian Petty Cash				
031519*1	3/15/2019		ME 3/15 Petty Cash Reimb	24.00	0.00	24.00
031519*2	3/15/2019		ME 3/15 Petty Cash Reimb	21.50	0.00	21.50
031519*3	3/15/2019		ME 3/15 Petty Cash Reimb	88.00	0.00	88.00
031519*4	3/15/2019		ME 3/15 Petty Cash Reimb	6.68	0.00	6.68
031519*5	3/15/2019		ME 3/15 Petty Cash Reimb	14.00	0.00	14.00
031519*6	3/15/2019		ME 3/15 Petty Cash Reimb	33.07	0.00	33.07
031519*7	3/15/2019		ME 3/15 Petty Cash Reimb	11.85	0.00	11.85

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
031519*8	3/15/2019		ME 3/15 Petty Cash Reimb	54.04	0.00	54.04
031519*9	3/15/2019		ME 3/15 Petty Cash Reimb	4.00	0.00	4.00
031519*10	3/15/2019		ME 3/15 Petty Cash Reimb	48.86	0.00	48.86
031519*11	3/15/2019		ME 3/15 Petty Cash Reimb	40.00	0.00	40.00
031519*12	3/15/2019		ME 3/15 Petty Cash Reimb	51.69	0.00	51.69
031519*13	3/15/2019		ME 3/15 Petty Cash Reimb	6.54	0.00	6.54
031519*14	3/15/2019		ME 3/15 Petty Cash Reimb	57.28	0.00	57.28
031519*15	3/15/2019		ME 3/15 Petty Cash Reimb	26.50	0.00	26.50
031519*16	3/15/2019		ME 3/15 Petty Cash Reimb	71.82	0.00	71.82
Check # 300660 Total:						559.83
Check # 300661 Date 3/22/2019 Move Barefoot LLC						
031519	3/15/2019		2WE 3/15 Aerobics Fee	38.00	0.00	38.00
Check # 300661 Total:						38.00
Check # 300662 Date 3/22/2019 MV Service Centers Inc.						
14247	2/27/2019	21900009	February Rpr/Maint:Veh #505	3,669.46	0.00	3,669.46
14276	3/8/2019	21900009	March Rpr/Maint:Veh #803	199.89	0.00	199.89
14287	3/11/2019	21900009	March Rpr/Maint:Veh #402	359.56	0.00	359.56
14312	3/16/2019	21900009	March Rpr/Maint:Veh #301	42.95	0.00	42.95
14311	3/16/2019	21900009	March Rpr/Maint:Veh #101	42.95	0.00	42.95
14282	3/9/2019	21900009	March Rpr/Maint:Veh #413	21.55	0.00	21.55
14278	3/8/2019	21900009	March Rpr/Maint:Veh #507	21.55	0.00	21.55
14309	3/16/2019	21900009	March Rpr/Maint:Veh #505	21.55	0.00	21.55
14302	3/14/2019	21900009	March Rpr/Maint:Veh #410	1,498.92	0.00	1,498.92
Check # 300662 Total:						5,878.38
Check # 300663 Date 3/22/2019 National Econ Corporation						
66439	3/18/2019	21900105	Lead Base Paint Inspection:Le	325.00	0.00	325.00
Check # 300663 Total:						325.00
Check # 300664 Date 3/22/2019 Krista Oberholtzer						
031419	3/14/2019		3/14 Mileage Exp Reimb	24.01	0.00	24.01
Check # 300664 Total:						24.01
Check # 300665 Date 3/22/2019 Orange County Sheriff's Advisory Council						
041119	3/20/2019		4/11 Medal of Valor Luncheon	800.00	0.00	800.00
Check # 300665 Total:						800.00
Check # 300666 Date 3/22/2019 Patriots and Paws						
050619	3/13/2019		Hole Sponsorship ~ Golf Tournament 5-6-19	1,500.00	0.00	1,500.00
Check # 300666 Total:						1,500.00
Check # 300667 Date 3/22/2019 Pitney Bowes Inc.						

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
1011591624	3/11/2019		3ME 3/31 Postage Meter Rental	184.25	0.00	184.25
				Check # 300667 Total:		184.25
Check # 300668	Date 3/22/2019		Premier Aquatic Services, LLC			
1830	2/28/2019	21900287	Jan/Feb Lifeguard Services: Marguerite	4,500.00	0.00	4,500.00
				Check # 300668 Total:		4,500.00
Check # 300669	Date 3/22/2019		Quench USA, Inc.			
INV01702498	3/7/2019		Water Cooler Rental:Various Locations	206.88	0.00	206.88
				Check # 300669 Total:		206.88
Check # 300670	Date 3/22/2019		Richard Fisher Associates			
4203	3/1/2019	21900318	PE 3/1 Design Services:Christopher Park	10,405.75	0.00	10,405.75
				Check # 300670 Total:		10,405.75
Check # 300671	Date 3/22/2019		Roto Rooter Plumbing and Service			
AN231921	3/8/2019		Plumbing & Drain Srvc:Alicia Park	456.16	0.00	456.16
				Check # 300671 Total:		456.16
Check # 300672	Date 3/22/2019		Maria Elena Ruiz			
022319	2/23/2019		Balloon Arch for Oso Fit 5K	275.00	0.00	275.00
				Check # 300672 Total:		275.00
Check # 300673	Date 3/22/2019		Sonia Salloum			
031519	3/15/2019		2WE 3/15 Aerobics Fee	77.00	0.00	77.00
				Check # 300673 Total:		77.00
Check # 300674	Date 3/22/2019		San Diego Gas & Electric			
98789699139*M19	3/8/2019		ME 3/6 Electric:MOSS	11.81	0.00	11.81
10262431864*M19	3/13/2019		ME 3/5 Electric:Parks & MOSS	8,043.30	0.00	8,043.30
				Check # 300674 Total:		8,055.11
Check # 300675	Date 3/22/2019		San Diego Gas & Electric			
63817343050*MR19	3/18/2019		ME 3/12 Electric:Traffic Signals	3,656.96	0.00	3,656.96
				Check # 300675 Total:		3,656.96
Check # 300676	Date 3/22/2019		Santa Margarita Water District			
00276885*M19	3/7/2019		ME 3/6 Water:Shelter	646.03	0.00	646.03
				Check # 300676 Total:		646.03
Check # 300677	Date 3/22/2019		Santa Margarita Water District			
030619P	3/6/2019		ME 3/5 Water:Parks	1,715.28	0.00	1,715.28
030619M	3/6/2019		ME 3/5 Water:MOSS	123.54	0.00	123.54
				Check # 300677 Total:		1,838.82

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 300678 Date 3/22/2019 SiteOne Landscape Supply. LLC						
89378711-001	3/12/2019	21900028	March Landscape/Irrig Materials:Area 8	192.09	5.35	186.74
89546108-001	3/12/2019	21900028	March Landscape/Irrig Materials:Area 7	733.34	20.42	712.92
89566259-001	3/13/2019	21900028	March Landscape/Irrig Materials:Area 10	158.56	4.41	154.15
89566918-001	3/13/2019	21900028	March Landscape/Irrig Materials:Area 10	21.54	0.60	20.94
89566558-001	3/13/2019	21900028	March Landscape/Irrig Materials:Area 3	25.72	0.72	25.00
89582341-001	3/13/2019	21900028	March Landscape/Irrig Materials:Area 3	69.38	1.93	67.45
89589251-001	3/14/2019	21900028	March Landscape/Irrig Materials:Area 2	630.18	17.55	612.63
89597072-001	3/14/2019	21900028	March Landscape/Irrig Materials:Area 6	61.43	1.71	59.72
89464708-0013	3/15/2019	21900028	March Landscape/Irrig Materials:Area 2	17,428.78	456.30	16,972.48
Check # 300678 Total:						18,812.03
Check # 300679 Date 3/22/2019 Southern California Edison						
2014161343*MR19	3/16/2019		ME 3/14 Electric:Traffic Signals	4,367.05	0.00	4,367.05
2301889184*M19	3/13/2019		ME 3/12 Electric:Parks	380.85	0.00	380.85
2219411030*M19	3/13/2019		ME 3/11 Electric:MOSS	42.70	0.00	42.70
2014158653*M19	3/13/2019		ME 3/11 Electric:MOSS	3,935.61	0.00	3,935.61
2014157077*M19	3/8/2019		ME 3/6 Electric:Parks	3,790.25	0.00	3,790.25
2117614776*M19	3/15/2019		ME 3/14 Electric:MOSS	19.10	0.00	19.10
Check # 300679 Total:						12,535.56
Check # 300680 Date 3/22/2019 Steven W. Spillman						
031919	3/19/2019		March Community Svcs Stipend	100.00	0.00	100.00
Check # 300680 Total:						100.00
Check # 300681 Date 3/22/2019 Staples Advantage						
3406376322	2/28/2019		Feb Office/Kitchen Supplies:Marg Tennis	124.32	0.00	124.32
3406376341	2/28/2019		February Office/Kitchen Supplies:Corp Yard	195.86	0.00	195.86
3406376340	2/28/2019		February Office Supplies:Corp Yard	18.45	0.00	18.45
3406376339	2/28/2019		February Office/Kitchen Supplies:Corp Yard	165.79	0.00	165.79
3406376332	2/28/2019		Feb Office Supplies:Library	431.52	0.00	431.52
Check # 300681 Total:						935.94
Check # 300682 Date 3/22/2019 Maureen Catherine Stewart						
031519	3/15/2019		2WE 3/15 Aerobics Fee	72.00	0.00	72.00
Check # 300682 Total:						72.00
Check # 300683 Date 3/22/2019 Melisa Ann Stoner						
031519	3/15/2019		2WE 3/15 Aerobics Fee	738.00	0.00	738.00
Check # 300683 Total:						738.00
Check # 300684 Date 3/22/2019 Gayle Townsend						
031519	3/15/2019		2WE 3/15 Aerobics Fee	152.00	0.00	152.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
				Check # 300684 Total:		152.00
Check # 300685	Date 3/22/2019	United Pacific Pet LLC				
1819170	3/5/2019		Mar Shelter Supplies	519.42	0.00	519.42
				Check # 300685 Total:		519.42
Check # 300686	Date 3/22/2019	Urban Land Institute				
2830317	2/26/2019		1 Yr Member Dues	560.00	0.00	560.00
				Check # 300686 Total:		560.00
Check # 300687	Date 3/22/2019	TreeSap Farms LLC				
503453	2/27/2019	21900327	Misc Plants:Alicia Slope	4,871.19	0.00	4,871.19
				Check # 300687 Total:		4,871.19
Check # 300688	Date 3/22/2019	Tania A. Villalbazo				
030919	3/9/2019		Oso Fit:Event Warm Up	35.00	0.00	35.00
				Check # 300688 Total:		35.00
Check # 300689	Date 3/22/2019	Waxie Sanitary Supply.				
78123181	3/11/2019		Janitorial Supplies:Melinda Park	889.34	0.00	889.34
				Check # 300689 Total:		889.34
Check # 300690	Date 3/22/2019	Katie Wilcox				
25527	3/15/2019		PE 3/21 TRX Instructor Commission	196.80	0.00	196.80
031519	3/15/2019		2WE 3/15 Aerobics Fee	160.00	0.00	160.00
				Check # 300690 Total:		356.80
Check # 300691	Date 3/22/2019	Willdan Financial Services				
010-40515	2/28/2019	21900233	Jan User Fee Study	2,260.00	0.00	2,260.00
010-40708	3/6/2019	21900233	Feb User Fee Study	3,692.00	0.00	3,692.00
				Check # 300691 Total:		5,952.00
Check # 300692	Date 3/22/2019	WM Vandergeest Landscape Care Inc				
14246	3/12/2019	21900082	March Landscape Maint:Area 6	2,762.00	0.00	2,762.00
14194	3/5/2019	21900079	February Landscape Maint:Area 2	42,640.28	0.00	42,640.28
				Check # 300692 Total:		45,402.28
Check # 300693	Date 3/22/2019	Xerox Corporation				
096231981	3/1/2019	21900042	1/30-2/21 Copy Charges:Shelter	666.88	0.00	666.88
				Check # 300693 Total:		666.88
Check # 300694	Date 3/22/2019	Jane Zeiger				
031519	3/15/2019		2WE 3/15 Aerobics Fee	76.00	0.00	76.00
				Check # 300694 Total:		76.00

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Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 4437	Date 3/22/2019	Catherine J Allen				
031919	3/19/2019		March Community Srvc's Stipend	100.00	0.00	100.00
				Check # 4437 Total:		100.00
Check # 4438	Date 3/22/2019	Gia A Anderson				
031519	3/15/2019		2WE 3/15 Aerobics Fee	160.00	0.00	160.00
				Check # 4438 Total:		160.00
Check # 4439	Date 3/22/2019	Brian Stuart Goodell				
031219	3/13/2019		2WE 3/12 Mileage Exp Reimb	29.58	0.00	29.58
				Check # 4439 Total:		29.58
Check # 4440	Date 3/22/2019	Donna Gowen-Moon				
031519	3/15/2019		2WE 3/15 Aerobics Fee	560.00	0.00	560.00
				Check # 4440 Total:		560.00
Check # 4441	Date 3/22/2019	Trish Kelley				
031219	3/13/2019		2WE 3/12 Mileage Exp Reimb	43.62	0.00	43.62
				Check # 4441 Total:		43.62
Check # 4442	Date 3/22/2019	Cameron Knauerhaze				
March2019	3/20/2019		March Planning Comm Stipend	100.00	0.00	100.00
				Check # 4442 Total:		100.00
Check # 4443	Date 3/22/2019	Jeannine E. Lattime				
031519	3/15/2019		2WE 3/15 Aerobics Fee	120.00	0.00	120.00
				Check # 4443 Total:		120.00
Check # 4444	Date 3/22/2019	Dara L Linson				
19953	3/13/2019		2/12-3/12 Chair Yoga-Serenity, Stretch & Strength	736.40	0.00	736.40
				Check # 4444 Total:		736.40
Check # 4445	Date 3/22/2019	Gary Lee Magill				
031919	3/19/2019		March Community Srvc's Stipend	100.00	0.00	100.00
				Check # 4445 Total:		100.00
Check # 4446	Date 3/22/2019	Amy Pence				
031519	3/15/2019		2WE 3/15 Aerobics Fee	76.00	0.00	76.00
				Check # 4446 Total:		76.00
Check # 4447	Date 3/22/2019	Cynthia L Price				
031519	3/15/2019		2WE 3/15 Aerobics Fee	209.00	0.00	209.00
				Check # 4447 Total:		209.00

City of Mission Viejo
Check Register
Week Ending 3/22/2019

Invoice #	Inv Date	PO #	Description	Gross	Discount	Net
Check # 4448 Date 3/22/2019 Gregory G. Raths						
031219	3/13/2019		2WE 3/12 Mileage Exp Reimb	130.04	0.00	130.04
031419	3/14/2019		(1) Custom Frame Exp Reimb	177.11	0.00	177.11
Check # 4448 Total:						307.15
Check # 4449 Date 3/22/2019 Debra Jean Ruesch						
031919	3/19/2019		March Community Svcs Stipend	100.00	0.00	100.00
Check # 4449 Total:						100.00
Check # 4450 Date 3/22/2019 Robert John Ruesch Jr						
March2019	3/20/2019		March Planning Comm Stipend	100.00	0.00	100.00
Check # 4450 Total:						100.00
Check # 4451 Date 3/22/2019 Edward Sachs						
031219	3/13/2019		2WE 3/12 Mileage Exp Reimb	33.29	0.00	33.29
Check # 4451 Total:						33.29
Check # 4452 Date 3/22/2019 Pamela K Smith						
031919	3/19/2019		March Community Svcs Stipend	100.00	0.00	100.00
Check # 4452 Total:						100.00
Check # 4453 Date 3/22/2019 Nathaniel Tuttle						
25523	3/15/2019		PE 3/21 TRX Instructor Commission	264.60	0.00	264.60
Check # 4453 Total:						264.60
Check # 4454 Date 3/22/2019 Grant Voss						
031919	3/19/2019		March Community Svcs Stipend	100.00	0.00	100.00
Check # 4454 Total:						100.00
TOTAL ALL ACCOUNTS PAYABLE CHECKS						318,479.76
GRAND TOTAL						\$318,479.76

I hereby certify and attest that the above listed demands are in accordance with the City's Budget, and, in accordance with Section 37202 of the Government Code, I certify and attest to the accuracy and availability of funds for the payment thereof.



 Cheryl Dyas
 Director of Administrative Services



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Cheryl Dyas, Director of Administrative Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

City Treasurer's Monthly Report for February 2019

Recommended Action

Receive and file.

Executive Summary

A monthly report from the City Treasurer regarding receipts, disbursements and fund balances is required by Government Code Section 41004. The accompanying report for February meets this Government Code requirement, as well as the requirements of other sections of the Government Code and the City's Investment Policy. This report excludes the investment portfolio of the Successor Agency of the Community Development Agency, the Housing Authority and the Community Development Financing Authority.

The City investment policy requires delivery to the City Council of the Treasurer's report within 30 days after the close of the reporting period. This item will be acted upon by the City at the first meeting possible after delivery to the Council. In this case, the report is scheduled for the April 9, 2019 meeting.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

Attachments

Exhibits – City's Treasurer's Report for February 2019; City Summary Report for February 2019; Graph Exhibit; City Reconciliation of Cash Disbursements for February 2019; Investment Transactions for February 2019; Investment Detail for February 2019

CITY OF MISSION VIEJO

CITY TREASURER'S MONTHLY REPORT

For the month of February 2019

Cash Activity for the Month:

Cash and Investments, Beginning of Month	34,601,020.81
Cash Receipts	4,502,038.15
Cash Disbursements	(5,485,342.54)
Cash and Investments, End of Month	\$33,617,716.42

Cash and Investment Portfolio at Month-End:	Market Value	Purchase Cost	Percent of Portfolio	Percent of Securities Managed by Treasurer		Weighted Average Remaining Life Days	Yield to Maturity for Month (Annualized)
				Actual	Maximum Policy Limit		
Investment Securities Managed by City Treasurer:							
United States Treasury Securities	2,026,710.70	2,036,067.48		6.22%	100%	601	1.992%
Federal Agency Securities	13,083,093.45	13,247,292.00		40.12%	70%	521	1.616%
Supranational Securities	987,711.00	998,770.00		3.03%	20%	272	1.090%
State Local Agency Investment Fund	9,515,945.14	9,524,983.14		29.18%	40%	1	2.392%
CAMP Local Government Investment Pool	2,086,944.91	2,086,944.91		6.40%	15%	1	2.620%
Government Money Market Funds	1,041,373.17	1,041,373.17		3.19%	20%	1	2.273%
US Corporate Notes	2,219,806.00	2,192,165.00		6.81%	20%	521	3.340%
ABS - Asset Backed Securities	1,035,687.00	1,033,046.55		3.18%	20%	895	2.891%
CMO - Collateralized Mortgage Obligation	609,905.85	607,566.41		1.87%	20%	1333	2.952%
Subtotal	32,607,177.22	32,768,208.66	97.47%	100.00%			
Grand Total - Investments	32,607,177.22	32,768,208.66	97.47%				
Checking Account US Bank	425,481.25	425,481.25		1.27%			
Checking Account Opus Bank Lease	419,371.51	419,371.51		1.25%			
Petty Cash	4,655.00	4,655.00		0.01%			
Grand Total - Cash and Investments	\$33,456,684.98	\$33,617,716.42	100.00%				

2017-2018 Actual Interest Income	\$630,049.96
2018-2019 Budgeted Interest Income	\$347,500.00
Unrealized Gain/(Loss) as of February 2019	(\$161,031.44)

I verify that this investment portfolio is in conformity with all State laws and the Treasurer's investment policy which is approved annually by the City Council. The Treasurer's cash management program provides sufficient liquidity to meet expenditure requirements for the next six months.


 Cheryl Dyas, City Treasurer

**Summary Report
City of Mission Viejo
Investment Securities Managed by City Treasurer
February 28, 2019**

Portfolio Characteristics

Characteristics	City of Mission Viejo
Market Value	\$32,607,177.22
Average maturity in years	1.02
Modified duration	0.93
Modified duration of benchmark	1.09
\$ change for 1% change in rates	\$303,247
% maturing within 90 days	41.8%

Maturity Distribution in Years

Term	0-3 Mos	3-6 Mos	6-12 Mos	1-3 Yrs	3-5 Yrs
% of portfolio	41.8%	3.7%	16.1%	34.3%	4.1%

Time Weighted Total Rate of Return

	1 month ⁽¹⁾	Prior 3 months ⁽¹⁾	Prior 12 months	Annualized Since Inception (8/31/95)
City of Mission Viejo	0.18%	1.00%	2.37%	3.21%
Benchmark ⁽²⁾ (Government Securities)	0.12%	0.92%	2.26%	3.00%
Prior Benchmark ^{(2) (4)} (Treasury Securities)	0.12%	0.98%	2.28%	2.98%

⁽¹⁾ Rates are not annualized.

⁽²⁾ From 9/1/95 to 11/30/96, the benchmark was an index of three-month Treasury bills. Beginning 12/1/96, the benchmark was an equally weighted composite of the three-month Treasury bills and the Merrill Lynch Index of one-to-three year Treasury notes. Beginning 7/1/97, the benchmark was a composite consisting of 2/3 of the three-month Treasury bills and 1/3 of the Merrill Lynch Merrill Lynch one-to-three year Treasury index, and 15% of the Merrill Lynch three-to-five year index. Effective with the September 2001 report the benchmark was an index of 50% 3-month U.S. Treasury bills; 35% of the Merrill Lynch 1-3 year Government (Treasury + Agency) index, and 15% of the Merrill Lynch 3-5 year Government index.

Beginning 9/21/09 the benchmark is an index comprised of 60% 3-month U.S. Treasury Bills; 25% of the Treasury and Agency securities with maturities greater than one year and up to three years; and 15% Treasury and Agency securities with maturities greater than three years and up to five years.

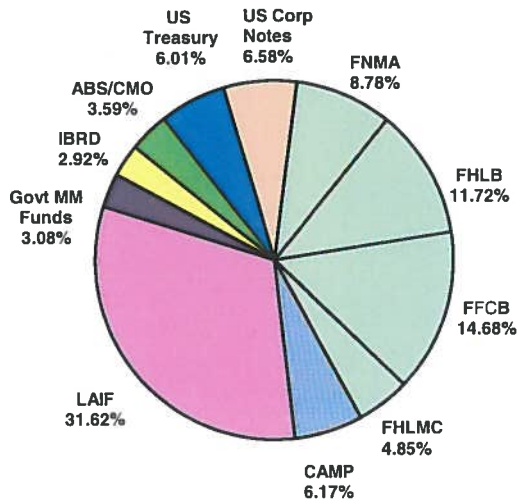
⁽³⁾ The benchmark duration has been modified to exclude callable securities, thus we are able to report modified duration.

⁽⁴⁾ Prior benchmark of Treasury Securities shown for comparative purposes only.

City of Mission Viejo

Investment Portfolio Composition

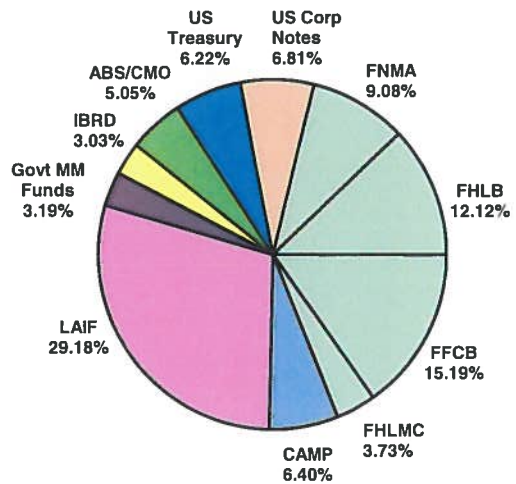
January 31, 2019



Agencies
40.03%

\$33,733,378.31

February 28, 2019

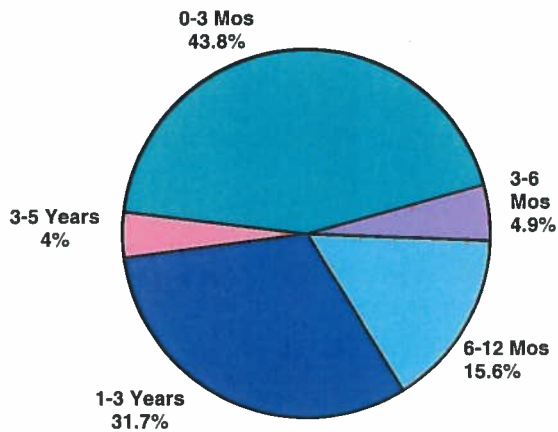


Agencies
40.12%

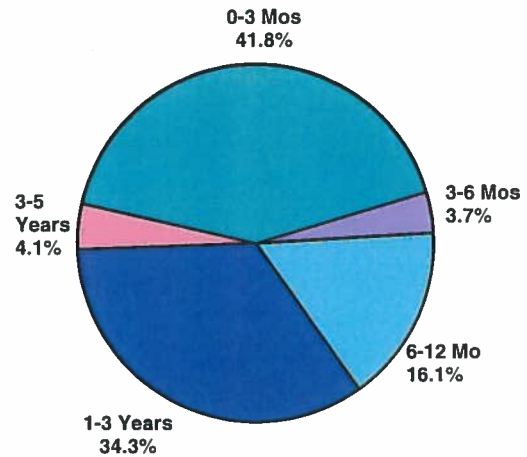
\$32,607,177.22

Maturity Distribution

January 31, 2019



February 28, 2019



**City of Mission Viejo
Reconciliation of Cash Disbursements
For the month of February 2019**

Cash Disbursements:	
Check Register Dated 2/1	651,928.90
Check Register Dated 2/5	69,727.22
Check Register Dated 2/8	788,635.81
Check Register Dated 2/15	643,152.30
Check Register Dated 2/22	2,100,603.96
CalPERS ACH	297,289.65
Payroll Disbursements	926,578.52
Void Checks	(124,009.81)
Deferred Comp Wires	96,370.99
SHARE Contributions	18,343.28
Employee Flexible Benefit Deduction	8,670.95
Credit Card Processing Charges	7,748.45
Purchased Interest	302.32
	<u>5,485,342.54</u>

**City of Mission Viejo
Investment Transactions
For the month of February 2019**

	Date	Deposits	Withdrawals	Balance
Balance at January 31, 2019				33,897,283.15
CAMP LGIP Reinvested Interest	01-Feb-19	4,637.68		33,901,920.83
LAIF Withdrawal	01-Feb-19		400,000.00	33,501,920.83
LAIF Withdrawal	05-Feb-19		450,000.00	33,051,920.83
ABS JDOT Purchase	08-Feb-19	257,349.22		33,309,270.05
FHLMC Note Sale	08-Feb-19		255,788.00	33,053,482.05
LAIF Withdrawal	11-Feb-19		550,000.00	32,503,482.05
LAIF Withdrawal	20-Feb-19		400,000.00	32,103,482.05
FHLMC Note Sale	21-Feb-19		162,327.00	31,941,155.05
LAIF Deposit	25-Feb-19	650,000.00		32,591,155.05
ABS HAROT Purchase	27-Feb-19	174,988.73		32,766,143.78
First American Government Obligation MM Fund Purchase	28-Feb-19	89.86		32,766,233.64
February Gov't Money Market Funds Reinvested Interest	28-Feb-19	1,975.02		32,768,208.66
Balance at February 28, 2019		<u>1,089,040.51</u>	<u>2,218,115.00</u>	<u>32,768,208.66</u>

**CITY OF MISSION VIEJO
INVESTMENT DETAIL
at February 28, 2019**

CUSIP	Maturity Date	Par Value	Market Value	Purchase Cost	Discount (Premium)	Settlement Date	Issuer/ Investment Type	Coupon Rate	Yield to Maturity	Duration	Life to Maturity Days	Remaining Life Days
U.S. TREASURY SECURITIES*												
9128282T6	31-Aug-19	50,000	49,679.70	49,390.62	609.38	30-Jan-18	U.S. Treasury Note	1.250%	2.037%	0.49	578	184
9128282X7	30-Sep-19	1,000,000	993,320.00	988,800.00	11,200.00	30-Jan-18	U.S. Treasury Note	1.375%	2.062%	0.57	608	214
9128286G3	30-Nov-21	1,000,000	983,711.00	997,876.86	2,123.14	14-Dec-16	U.S. Treasury Note	1.875%	1.920%	2.65	1812	1006
U.S. TREASURY TOTAL		2,050,000	2,026,710.70	2,036,067.48	13,932.52				1.992%	1.58	1197	601

*Market values obtained from Chandler Liquid Asset Management

**CITY OF MISSION VIEJO
INVESTMENT DETAIL
at February 28, 2019**

CUSIP	Maturity Date	Par Value	Market Value	Purchase Cost	Discount (Premium)	Settlement Date	Issuer/ Investment Type	Coupon Rate	Yield to Maturity	Duration	Life to Maturity Days	Remaining Life Days
FEDERAL AGENCY SECURITIES*												
FFC **												
3133EHNG	2-May-19	1,000,000	998,185.00	1,000,180.00	(180.00)	22-May-17	FFC Note	1.350%	1.340%	0.18	710	63
3133EHFO	5-Nov-19	1,000,000	995,375.00	1,019,400.00	(19,400.00)	21-Jan-15	FFC Note	1.800%	1.380%	0.67	1749	250
3133EGT8	12-Dec-19	1,000,000	991,858.00	1,000,530.00	(530.00)	28-Apr-17	FFC Note	1.450%	1.429%	0.78	958	287
3133EEW5	15-Jun-20	1,000,000	990,245.00	999,520.00	480.00	15-Jun-15	FFC Note	1.800%	1.810%	1.27	1827	473
3133EGUITO	21-Sep-20	1,000,000	978,594.00	1,003,110.00	(3,110.00)	29-Sep-16	FFC Note	1.170%	1.090%	1.53	1453	571
FHLB **												
		5,000,000	4,954,262.00	5,022,740.00	(22,740)							
313379EE5	14-Jun-19	1,000,000	997,569.00	1,004,450.00	(4,450.00)	30-Jun-17	FHLB Note	1.625%	1.393%	0.29	714	106
3130A7CV5	18-Feb-21	1,000,000	978,144.00	1,000,910.00	(910.00)	24-Feb-16	FHLB Note	1.375%	1.355%	1.93	1821	721
313378JP7	10-Sep-21	1,000,000	994,763.00	1,024,000.00	(24,000.00)	28-Apr-17	FHLB Note	2.375%	1.801%	2.41	1596	925
3130AABG2	29-Nov-21	1,000,000	982,562.00	995,060.00	4,940.00	14-Dec-16	FHLB Note	1.875%	1.960%	2.65	1811	1005
		4,000,000	3,953,038.00	4,024,420.00	(24,420.00)							
FHLMC **												
3137EABE1	19-Jul-19	225,000	223,659.45	221,355.00	3,645.00	19-Jan-18	FHLMC Note	0.875%	1.976%	0.39	546	141
3137EADM8	2-Oct-19	1,000,000	992,505.00	984,000.00	16,000.00	15-Jun-15	FHLMC Note	1.250%	1.637%	0.58	1570	216
		1,225,000	1,216,264.45	1,205,355.00	19,645.00							
FNMA **												
3135G0T80	30-Jul-20	1,000,000	985,664.00	985,000.00	15,000.00	19-Jan-18	FNMA Note	1.500%	2.112%	1.39	923	518
3135G0H55	28-Dec-20	1,000,000	988,405.00	1,008,677.00	(8,677.00)	28-Apr-17	FNMA Note	1.875%	1.630%	1.78	1340	669
3135GOS38	5-Jan-22	1,000,000	985,460.00	1,001,100.00	(1,100.00)	12-Jan-17	FNMA Note	2.000%	1.977%	2.74	1819	1042
		3,000,000	2,959,529.00	2,994,777.00	5,223.00							
FEDERAL AGENCY SECURITIES TOTAL*												521
												1393
												1,38
												1,616%

*Market values obtained from Chandler Liquid Asset Management

** No more than the greater of \$7 million or 35% of the portfolio may be invested in the securities of any single agency.

**CITY OF MISSION VIEJO
INVESTMENT DETAIL
at February 28, 2019**

CUSIP	Maturity Date	Par Value	Market Value	Purchase Cost	Discount (Premium)	Settlement Date	Issuer/ Investment Type	Coupon Rate	Yield to Maturity	Duration	Life to Maturity Days	Remaining Life Days
SUPRANATIONALS												
45905JXR0	27-Nov-19	1,000,000	987,711.00	998,770.00	1,230.00	4-Oct-16	Int'l BK for Reconstruction & Dev. (IBRD)	1.050%	1.090%	0.73	1149	272
SUPRANATIONAL TOTAL		1,000,000	987,711.00	998,770.00	1,230.00							
US CORPORATE NOTES												
46625HK47	23-Jan-20	250,000	248,672.00	247,370.00	2,630.00	31-Oct-18	JP Morgan Chase & Co	2.250%	3.128%	0.88	449	329
00440EAT4	3-Nov-20	250,000	247,575.50	246,547.50	3,452.50	11-Jan-19	Chubb INA Holdings	2.300%	3.089%	1.62	662	614
78012KKU0	19-Jan-21	250,000	248,161.50	245,745.00	4,255.00	18-Oct-18	Royal Bank of Canada	2.500%	3.289%	1.83	824	691
06051GFV4	19-Apr-21	250,000	248,370.00	245,237.50	4,762.50	28-Nov-18	Bank of America Corp	2.625%	3.461%	2.05	873	781
02665WBF7	12-Jul-21	250,000	242,433.25	239,487.50	10,512.50	30-Nov-18	American Honda Finance	1.650%	3.341%	2.30	955	865
674599CK9	15-Apr-22	250,000	246,790.00	242,850.00	7,150.00	18-Oct-18	Occidental Petroleum Corp.	2.600%	3.477%	2.95	1275	1142
69353RFE3	28-Jul-22	250,000	245,411.75	240,145.00	9,855.00	18-Oct-18	PNC Bank	2.450%	3.274%	3.24	1379	1246
89236TEL5	11-Jan-23	250,000	246,597.50	245,230.00	4,770.00	29-Jan-19	Toyota Motor Credit Corp	2.700%	3.218%	3.63	1443	1413
037833DE7	13-Jan-23	250,000	245,794.50	239,552.50	10,447.50	28-Nov-18	Apple Inc.	2.400%	3.496%	3.66	1507	1415
US CORPORATE NOTES TOTAL		2,250,000	2,219,806.00	2,192,165.00	67,836.00							
ABS - ASSET BACKED SECURITIES												
47789EAB4	15-Apr-21	305,000	305,197.34	304,142.19	857.81	3-Dec-18	John Deer Owner Trust 2018-B A2	2.630%	3.179%	0.61	864	777
43814PAC4	20-Sep-21	300,000	297,532.80	295,566.41	3,433.59	17-Jan-19	Honda Auto Receivables Owner T 17-3	1.790%	2.650%	0.87	977	935
43814WAB1	20-Sep-21	175,000	175,012.43	174,988.73	11.27	27-Feb-19	HAROT 2019-1-A2	2.750%	2.770%	1.03	936	935
47789BAD6	15-Oct-21	280,000	257,944.43	257,349.22	2,650.78	8-Feb-19	John Deer Owner Trust 2017-B A3	1.820%	2.910%	0.79	980	960
ABS TOTAL		1,040,000	1,035,687.00	1,033,045.55	6,953.45							
CMO - COLLATERALIZED MORTGAGE OBLIGATION												
3137BSDQ1	25-Sep-21	250,000	250,793.25	250,156.25	(156.25)	31-Dec-18	FHLMC K717 A2	2.991%	2.898%	2.26	998	940
3137BSJM6	25-Jul-23	350,000	359,112.60	357,410.16	(7,410.16)	24-Jan-19	FHLMC K034 A2	3.531%	2.990%	3.95	1643	1608
CMO - TOTAL		600,000	609,905.85	607,566.41	(7,566.41)							

**CITY OF MISSION VIEJO
INVESTMENT DETAIL
at February 28, 2019**

CUSIP	Maturity Date	Par Value	Market Value	Purchase Cost	Discount (Premium)	Settlement Date	Issuer/ Investment Type	Coupon Rate	Yield to Maturity	Duration	Life to Maturity Days	Remaining Life Days
GOVERNMENT MONEY MARKET FUNDS												
	1-Mar-19	517,556.32	517,556.32	517,556.32	N/A	28-Feb-19	Invesco Treasury Institutional		2.280%	*	1	1
	1-Mar-19	517,026.23	517,026.23	517,026.23	N/A	28-Feb-19	Fidelity		2.270%	*	1	1
	1-Mar-19	6,790.62	6,790.62	6,790.62	N/A	28-Feb-19	First American Government Obligations		2.020%	*	1	1
		<u>1,041,373.17</u>	<u>1,041,373.17</u>	<u>1,041,373.17</u>	<u>N/A</u>				<u>2.273%</u>			
LOCAL AGENCY INVESTMENT FUND***												
	1-Mar-19	9,524,983.14	9,515,945.14	9,524,983.14	N/A	28-Feb-19	LAIF		2.392%	*	1	1
CAMP LOCAL GOVERNMENT INVESTMENT POOL												
	1-Mar-19	2,086,944.91	2,086,944.91	2,086,944.91	N/A	28-Feb-19	CAMP		2.620%	*	1	1

* Government Money Market Funds, Local Agency Investment Fund, and Local Government Investment Pool have a duration in these reports based upon the same day availability of funds. These funds do not calculate a duration for their portfolios. They do calculate an Average Days to Maturity and these are as follows:

- Invesco Treasury Institutional 43 days
- Fidelity 18 days
- First American Government Obligations 21 days
- Local Agency Investment Fund 184 days
- CAMP Local Government Investment Pool 34 days

**Market values obtained from Chandler Liquid Asset Management

*** Market Value is based on participation factor calculated by LAIF at the end of each calendar quarter. The participation factor as of December 2018 was 0.999051127



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Cheryl Dyas, Director of Administrative Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Mission Viejo Community Development Financing Authority (MVCFDA) Treasurer's Monthly Report for February 2019

Recommended Action

Receive and file.

Executive Summary

A monthly report from the Authority Treasurer regarding receipts, disbursements and fund balances is required by Government Code Section 41004. The accompanying report for February meets this Government Code requirement, as well as the requirements of other sections of the Government Code.

The Authority investment policy requires delivery to the Authority Board of the Treasurer's report within 30 days after the close of the reporting period. This item will be acted upon by the Authority at the first meeting possible after delivery to the Authority Board. In this case, the report is scheduled for the April 9, 2019 meeting.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

Attachments

Exhibits – CDFA Treasurer's Monthly Report for February 2019; CDFA Investments Transactions Summary for February 2019; CDFA Investment Detail for February 2019

**MISSION VIEJO COMMUNITY DEVELOPMENT
FINANCING AUTHORITY
TREASURER'S MONTHLY REPORT
for the month of February 2019**

Cash Activity for the Month:

Cash and Investments, Beginning of Month	\$4,957,823.54
Cash Receipts	6,159.26
Cash Disbursements	0.00
Cash and Investments, End of Month	\$4,963,982.80

Investment Portfolio at Month-End:

	Market Value	Purchase Cost	Percent of Portfolio	Maximum Policy Limit	Weighted Average Remaining Life Days	Yield To Maturity for Month (Annualized)
Trustee-Managed Investments						
Government Money Market Funds	4,963,982.80	4,963,982.80	100.00%	N/A	1	1.980%
Grand Total - Investments	4,963,982.80	4,963,982.80	100.00%			
 Grand Total - Cash and Investments	 4,963,982.80	 \$4,963,982.80	 100.00%			

2017-2018 Actual Interest Income	\$43,547.83
2018-2019 Budgeted Interest Income	\$11,000.00
Unrealized Gain/(Loss) as of February 28, 2019	\$0.00

I verify that this investment portfolio is in conformity with all State laws and Bond Documents. The Treasurer's cash management program provides sufficient liquidity to meet expenditure requirements for the next six months.


 Cheryl Dyas, MVCDFA Treasurer

**MISSION VIEJO COMMUNITY DEVELOPMENT
FINANCING AUTHORITY
Investment Transactions Summary
for the month of February 2019**

	Date	Deposits	Withdrawals	Balance
Balance at January 31, 2019				\$4,957,823.54
Purchase Government Money Market Fund	1-Feb	0.62		4,957,824.16
Purchase Government Money Market Fund	4-Feb	6,158.64		4,963,982.80
Balance at February 28, 2019		<u>6,159.26</u>	<u>0.00</u>	<u>4,963,982.80</u>

MISSION VIEJO COMMUNITY DEVELOPMENT
 FINANCING AUTHORITY
 INVESTMENT DETAIL
 at February 28, 2019

CUSIP #	Maturity Date	Par Value	Market Value	Purchase Cost	Discount (Premium)	Purchase Date	Issuer/Investment Type	Coupon Rate	Yield to Maturity	Duration	Life to Maturity Days	Remaining Life Days
Trustee: Bank of New York Mellon Trust Company N.A. (1999 Series A & B Mission Viejo Mall Improvement Project)												
			19,026.76	19,026.76			Expense Account Dreyfus Institutional Reserves Treasury Fund		1.980%	*		
			2,106,589.16	2,106,589.16			Rolling Reserve Fund-Series A Dreyfus Institutional Reserves Treasury Fund		1.980%	*		
			2,838,067.61	2,838,067.61			Revenue Fund-Series A Dreyfus Institutional Reserves Treasury Fund		1.980%	*		
			0.63	0.63			Revenue Fund-Series B Dreyfus Institutional Reserves Treasury Fund		1.980%	*		
			<u>4,963,684.16</u>	<u>4,963,684.16</u>			Total Bank of New York Mellon Trust Company N.A. (1999 Series A & B Mission Viejo Mall Improvement Project)					

TRUSTEE-HELD INVESTMENTS

MISSION VIEJO COMMUNITY DEVELOPMENT
 FINANCING AUTHORITY
 INVESTMENT DETAIL
 at February 28, 2019

CUSIP #	Maturity Date	Par Value	Market Value	Purchase Cost	Discount (Premium)	Purchase Date	Issuer/Investment Type	Coupon Rate	Yield to Maturity	Duration	Life to Maturity Days	Remaining Life Days
Trustee: Union Bank - Lease Revenue Refunding Bonds Series 2016 Bond												
			298.64	298.64			Revenue Fund Account Blackrock FedFund (Dollar Shares)		2.0500%			
			<u>298.64</u>	<u>298.64</u>			Total Union Bank - Lease Revenue Refunding Bonds Series 2016 Bond					

* Government Money Market Funds have a duration in these reports based upon the same day availability of funds. These funds do not calculate a duration for their portfolios. They do calculate an Average Days to Maturity and these are as follows:

Dreyfus Institutional Reserves Treasury Fund	5 days
Blackrock FedFund (Dollar Shares)	23 days



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Cheryl Dyas, Director of Administrative Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Successor Agency of the Community Development Agency Treasurer's Monthly Report for February 2019

Recommended Action

Receive and file.

Executive Summary

A monthly report from the Agency Treasurer regarding receipts, disbursements and fund balances is required by Government Code Section 41004. The accompanying report for February meets this Government Code requirement.

The City investment policy requires delivery to the Agency Board of the Treasurer's report within 30 days after the close of the reporting period. This item will be acted upon by the Agency at the first meeting possible after delivery to the Agency Board. In this case, the report is scheduled for the April 9, 2019 meeting. This report excludes the activity of the former CDA Housing Fund.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

Attachments

Exhibits - SACDA Treasurer's Report for February 2019; SACDA Reconciliation of Cash Disbursements for February 2019

**SUCCESSOR AGENCY OF THE
COMMUNITY DEVELOPMENT AGENCY
OF THE CITY OF MISSION VIEJO
TREASURER'S MONTHLY REPORT
for the month of February 2019**

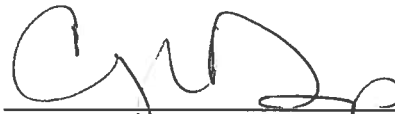
Cash Activity for the Month:

Cash and Investments, Beginning of Month Successor Agency	\$1,239,276.55
Cash Receipts	0.00
Cash Disbursements	(15,184.87)
Cash and Investments, End of Month	<u>\$1,224,091.68</u>

Cash and Investment Portfolio at Month-End:

	<u>Market Value</u>	<u>Purchase Cost</u>	<u>Percent of Portfolio</u>	<u>Actual</u>	<u>Weighted Average Remaining Life Days</u>	<u>Yield to Maturity for Month (Annualized)</u>
Checking Account	<u>1,224,091.68</u>	<u>1,224,091.68</u>	100.00%			
Grand Total - Cash and Investments	<u>\$1,224,091.68</u>	<u>\$1,224,091.68</u>	100.00%			

I verify that this investment portfolio is in conformity with all State laws and City's guidelines. Treasurer's cash management program provides sufficient liquidity to meet expenditure requirements for the next six months.


Cheryl Dyas, City Treasurer

**Successor Agency of the
Community Development Agency
Of the City of Mission Viejo
Reconciliation of Cash Disbursements
for the month of February 2019**

Cash Disbursements:

<u>Check</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1368	City of Mission Viejo	QE 12/31/18 Payroll Costs	6,934.87
1369	HdL Coren & Cone	QE 12/31/18 and 3/31/19 Property Tax Reporting	8,250.00
Total Disbursements			<u>15,184.87</u>



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Cheryl Dyas, Director of Administrative Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Mission Viejo Housing Authority (MVHA) Treasurer's Monthly Report for February 2019

Recommended Action

Receive and file.

Executive Summary

A monthly report from the Authority Treasurer regarding receipts, disbursements and fund balances is required by Government Code Section 41004. The accompanying report for February meets this Government Code requirement.

The Authority investment policy requires delivery to the Authority Board of the Treasurer's report within 30 days after the close of the reporting period. This item will be acted upon by the Authority at the first meeting possible after delivery to the Authority Board. In this case, the report is scheduled for the April 9, 2019 meeting. This report includes the activity of the former CDA Housing Fund.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

Attachments

Exhibits - MVHA Treasurer's Report for February 2019; MVHA Reconciliation of Cash Disbursements for February 2019; MVHA Investment Detail for February 2019

**MISSION VIEJO HOUSING AUTHORITY
TREASURER'S MONTHLY REPORT
for the month of February 2019**

Cash Activity for the Month:


Cash and Investments, Beginning of Month MVHA	166,164.88
Cash Receipts	0.00
Cash Disbursements	<u>(980.33)</u>
Cash and Investments, End of Month	<u><u>\$165,184.55</u></u>

Cash and Investment Portfolio at Month-End:

	Market Value	Purchase Cost	Percent of Portfolio	Maximum Policy Limit	Yield to Maturity for Month (Annualized)
Local Agency Investment Fund	66,602.42	66,665.68		100% **	2.392%
Grand Total - Investments	66,602.42	66,665.68	40.36%		
Checking Account MVHA	98,518.87	98,518.87	59.64%		
Grand Total - Cash and Investments	<u>\$165,121.29</u>	<u>\$165,184.55</u>	100.00%		

2017-2018 Actual Interest Income	\$9,063.53
2018-2019 Budgeted Interest Income	\$7,675.00

I verify that this investment portfolio is in conformity with all State laws. Treasurer's cash management program provides sufficient liquidity to meet expenditure requirements for the next six months.



Cheryl Dyas, MVHA Treasurer

**Mission Viejo Housing Authority
Reconciliation of Cash Disbursements
for the month of February 2019**

Cash Disbursements:

<u>Check</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
349	City of Mission Viejo	QE 12/31 Payroll Costs	949.33
350	Lozano Smith LLP	December 2018 Legal Services	31.00
		Total Disbursements	<u>980.33</u>

MISSION VIEJO
HOUSING AUTHORITY
INVESTMENT DETAIL
at February 28, 2019

CUSIP #	Maturity Date	Par Value	Market Value	Purchase Price	Discount (Premium)	Purchase Date	Issuer/Investment Type	Coupon Rate	Yield to Maturity	Duration	Life to Maturity Days	Remaining Life Days
N/A	1-Mar-19	66,665.68	66,602.42	66,665.68	N/A	28-Feb-19	LAIF	N/A	2.392%	**	1	1

LOCAL AGENCY INVESTMENT FUND***

** Local Agency Investment Fund (LAIF) has a duration in these reports based upon same day availability of funds. LAIF does not calculate a duration for their portfolio, however, the average life in days is 184 days in February. Market Value is based on participation factor calculated by LAIF at the end of each calendar quarter. The participation factor as of December 2018 was 0.9999051127



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Mark Chagnon, Director of Public Works
Budgetary Review By: Cheryl Dyas, Director of Administrative Services/City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Fiscal Year 2019/20 Senate Bill 1 Road Repair and Accountability Act

Recommended Action

Adopt Resolution 19-XX Adopting a List of Projects for Fiscal Year 2019/20 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017

Executive Summary

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, was passed by the California Legislature and signed into law by the governor on April 28, 2017.

SB 1 increased the per-gallon fuel excise taxes, diesel fuel sale taxes and vehicle registration fees to address road maintenance, rehabilitation and critical safety needs on both the state highway and local streets and road system.

Effective November 1, 2017, the state controller deposited various portions of the funding into a Road Maintenance and Rehabilitation Account (RMRA). A percentage of the RMRA funding is apportioned by formula to eligible cities and counties. In Fiscal Year 2019/20, the City of Mission Viejo is forecast to receive just under \$1.7 million in SB 1 funding.

In order to be eligible to receive FY2019/20 SB 1 funding from the state controller, all eligible jurisdictions are required to adopt a list of eligible projects that are proposed to be funded with SB 1 funds in FY2019/20, and to transmit a resolution adopting the SB 1 project list to the California Transportation Commission no later than May 1, 2019. The eligible projects must emphasize road maintenance, rehabilitation and critical safety projects.

Staff requests City Council adoption of the attached resolution which identifies two projects proposed for SB 1 funding:

- 1) Residential Resurfacing (CIP 838), which would resurface the 107 public residential streets in Residential Resurfacing Area 6, the next residential area scheduled for pavement resurfacing in the City's 7-year residential resurfacing schedule; and
- 2) Arterial Highway Resurfacing (CIP 837), which would overlay portions of Alicia Parkway, Jeronimo Road and La Paz Road to improve the pavement conditions of these arterials, where roadway segments have been classified as "fair" and "good" in the 2018 citywide Pavement Management Program update.

The SB 1 project list is required to identify the project description, project location, schedule for completion, and estimated useful life of each project proposed for funding with SB 1 funds. This information is provided in Exhibit One of the attached resolution.

Further, the estimated FY2019/20 SB 1 revenues will be incorporated into the City's FY19/20 budget, and the SB 1-funded projects will be included in the City's FY19/20 CIP budget and the City's Measure M2 Seven-Year Capital Improvement Program, which will be agendaized for City Council action by June 2019.

Fiscal Impact:

Amount Requested: \$0

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

- 9-26-2017 City Council adopting of a FY2017/18 list of projects funded by SB 1
4-24-2018 City Council adopting of a FY2018/19 list of projects funded by SB 1

Attachments

Draft Resolution

Draft Resolution Exhibit [City of Mission Viejo SB 1 RMRA FY19/20 Project List]

RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION VIEJO ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2019/20 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1) the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the California Legislature and signed into law by the Governor in April 2017, in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that insure that the residents of the City of Mission Viejo are advised, each fiscal year, of projects proposed for SB 1 funding, in addition to projects that have been completed and which were funded with SB 1 funding, in the community; and

WHEREAS, the City of Mission Viejo must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for each project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Mission Viejo is estimated to receive an estimated \$1.7 million in RMRA funding in Fiscal Year 2019/20 from SB 1; and

WHEREAS, this is the third year in which the City of Mission Viejo is receiving SB 1 funding, which will enable the City of Mission Viejo to continue to implement road maintenance and rehabilitation projects that would not have been otherwise possible to the same degree, without SB 1 funding; and

WHEREAS, the City of Mission Viejo utilized its 2018 Pavement Management Program Update to develop the SB 1 project list, to ensure that SB 1 revenues are being used on high-priority and cost-effective pavement management projects that also meet community priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Mission Viejo to maintain and rehabilitate 36.7 lane miles of city residential streets, in addition to 17 lane miles of arterial highways, in Fiscal Year 2019/20 and similar projects in future years; and

WHEREAS, the 2018 City of Mission Viejo Pavement Management Program Update established that the City's public streets and roads are in a "very good" pavement condition, and further, that the SB 1 revenues will assist the City to continue to maintain the overall quality of its road system in a "very good" pavement management condition in Fiscal Year 2019/20 and over the next decade; and

WHEREAS, the SB 1 project list and overall investment in City of Mission Viejo local streets and roads infrastructure will have significant positive co-benefits statewide, with the focus on roadway pavement maintenance, and where applicable, using cutting-edge technology, materials and practices;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MISSION VIEJO DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The City of Mission Viejo Fiscal Year 2019/20 list of projects to be funded with Road Maintenance and Rehabilitation Account revenues are detailed in Exhibit One, attached hereto and incorporated herein by this reference.

SECTION 3. The City Clerk shall certify the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this 9th day of April, 2019.

Greg Rath
Mayor

I, KAREN HAMMAN, City Clerk of the City of Mission Viejo, hereby certify that the foregoing resolution was duly adopted by the City Council of the City of Mission Viejo at a regular meeting thereof, held on the 9th day of April, 2019, by the following vote of the Council:

AYES:

NOES:

ABSENT:

ATTEST:

Karen Hamman
City Clerk

CITY OF MISSION VIEJO
SB 1 RMRA Fiscal Year 19/20 Project List

Project Name: **Residential Resurfacing**

Project Description:

The City of Mission Viejo has established seven, distinct geographic areas to conduct the resurfacing of public residential streets in the City. Each year, one of the seven areas is budgeted as a capital improvement program (CIP) project for public residential streets resurfacing. The program operates on a rotating, seven-year cycle.

In Fiscal Year 2019/20, Residential Resurfacing Area 6 is scheduled for residential street resurfacing. This project will resurface (overlay and slurry seal treatments) 36.7 lane miles of public residential streets in Area 6. There are 107 public residential streets in Area 6.

The purpose of the City of Mission Viejo seven-year residential resurfacing schedule is to regularly maintain and improve the pavement condition of the City's residential public streets. The seven-year cycle achieves a maximum useful life of the pavement treatments, to prevent the streets from degrading into more expensive pavement conditions that require more expensive resurfacing treatments.

Project Location:

Public residential streets in Residential Resurfacing Area 6, which is bounded by La Paz Road to the north, Felipe Road to the south and east, and Marguerite Parkway to the west, in the City of Mission Viejo, as illustrated on the next page.

Estimated Useful Life:

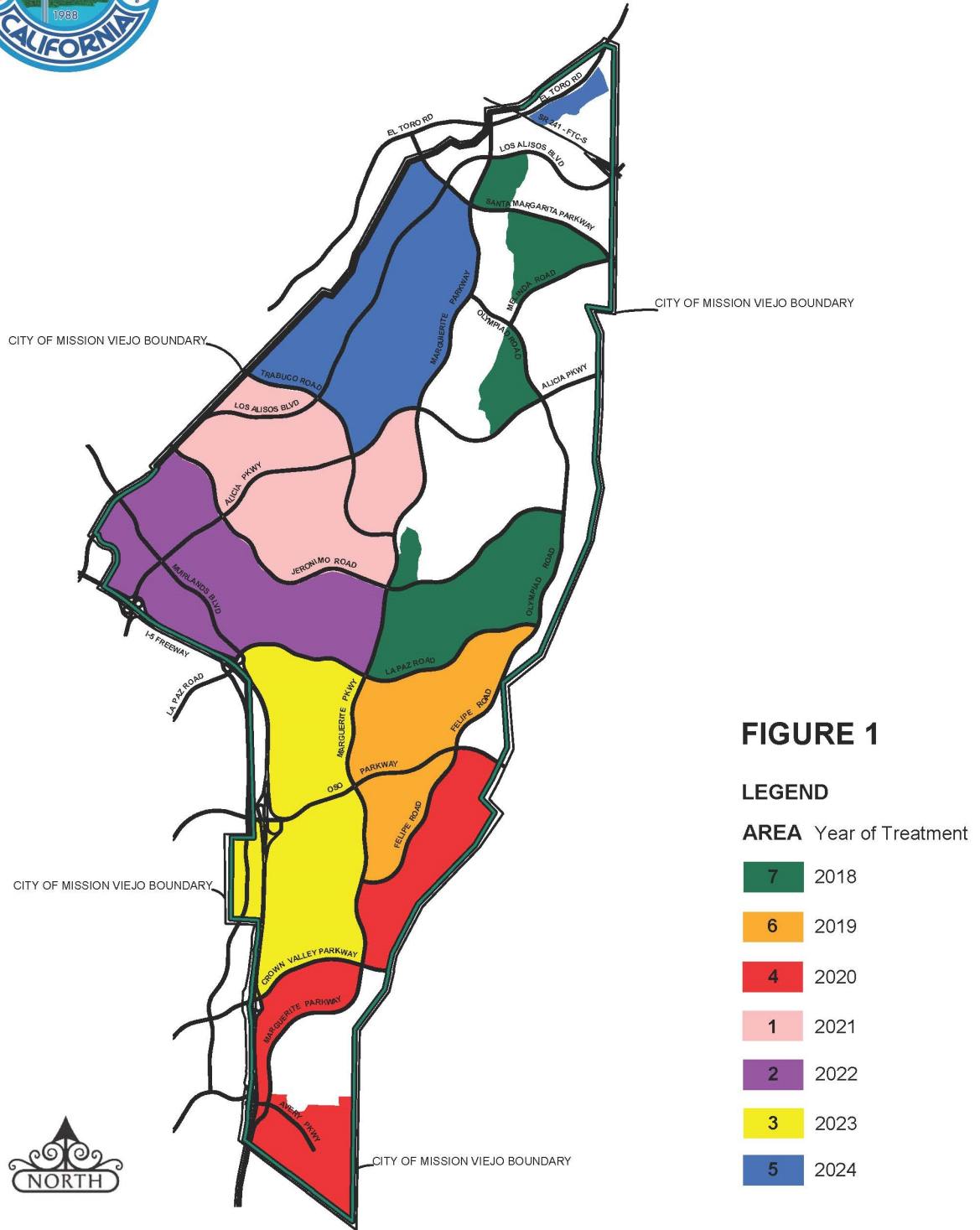
- Minimum: 7 years
- Maximum: 20 years

Estimated Completion Date:

- October 2019



CITY OF MISSION VIEJO RESIDENTIAL RESURFACING PROGRAM



**CITY OF MISSION VIEJO
SB 1 RMRA Fiscal Year 19-20 Project List**

Project Name: Arterial Highway Resurfacing

Project Description:

In Fiscal Year 2019/20, portions of the arterial streets of Alicia Parkway, Jeronimo Road and La Paz Road in the City of Mission Viejo will be resurfaced with overlay treatment. The resurfacing project will overlay 17 lane miles of streets, and will tackle pavement conditions on roadway segments which have been classified as “fair” and “good” in the 2018 Citywide Pavement Management Program Update.

Project Location:

On Alicia Parkway, from Marguerite Parkway east to Olympiad Road; on Jeronimo Road, from Arbolitos east to Olympiad Road; and on La Paz Road, from Marguerite Parkway east to Olympiad Road, in the City of Mission Viejo.

Estimated Useful Life:

- Minimum: 15 years
- Maximum: 20 years

Estimated Completion Date:

- May 2020



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Mark Nix, Director of Recreation and Community Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Saddleback Valley Unified School District Youth Services Contract 2019-2021

Recommended Action

Approve the Saddleback Valley Unified School District Youth Services Contract for 2019-2021 and increase participant fee by \$15 per school year and \$10 per summer session as recommended by the Community Services Commission.

Executive Summary

On Tuesday, March 17, 2019 the Saddleback Valley Unified School District (SVUSD) contract was presented to the Community Services Commission for review and recommendation. With a unanimous vote, the Commission recommended to approve the contract and SVUSD's recommendation to increase participant fees by \$15 per school year and \$10 per summer session.

The current SVUSD contract to provide Youth Services to the City of Mission Viejo was approved by the City Council in 2003. Since that time, ten (10) Amendments have been approved to provide Youth Services.

Kid's Factory is a drop-in after school recreation program for children in kindergarten through sixth grade. Activities are designed to promote the development of social and physical skills, as well as foster creativity, self-esteem and self-confidence. Activities include organized games, crafts, sport options, walking excursions, guest speakers, and special events. Kid's Factory is offered at all Mission Viejo Elementary Schools. Kid's Factory operates for 37 weeks during the school year for a minimum of 2 hours after school. Summer Kid's Factory operates 9 weeks at 11 locations in Mission Viejo for 4 hours with morning sessions and afternoon sessions provided.

Goal Zone is a fee-based after school program offered through Kid's Factory. Goal Zone is designed to promote teamwork and offer beginner sports basics. Goal Zone is active at 9 Viejo Elementary Schools. Each Goal Zone session is 1 hour per day, 1 day a week for 5 weeks, totaling 4 sessions offered per school year.

The Kid's Factory component of the contract currently has 1,200 children registered in the school year program and 730 registered in the summer program through the 12 Capistrano Unified School District (CUSD) and SVUSD elementary schools serving Mission Viejo. The highest daily attendance is 655 during the school year at 12 sites, and 320 during the summer months at 11 sites. The Goal Zone component of Kid's Factory has an average of 100 participants. The special events component of the contract includes Hometown Halloween, two (2) Visits with Santa, and Bunny Days. The combined attendance for all four special events is approximately 10,600 with Hometown Halloween attracting approximately 4,000 attendees and Bunny Days attracting approximately 6,000 attendees.

The proposed contract cost increase in FY 2019-2020 (Exhibit C) is a 10% increase, which is similar to the increase experienced in the prior fiscal year due mainly to the \$1.00 minimum wage increase (from \$12.00 to \$13.00). FY 2020-2021 (Exhibit C) includes a 17% increase resulting from a \$1.00 minimum wage increase (from \$13.00 to \$14.00).

The proposed 2019-2021 contract (Exhibit A) was updated to reflect an amended scope of work provided by SVUSD to the City of Mission Viejo for its Youth Services Program (Exhibit B). The cost to conduct the program in FY 2019-2020 will be \$930,108 and \$991,538 in FY 2020-2021. The projected costs are written to reflect max attendance for each program, wage and step increases, and contract increases for administrative staff. Staff have worked with SVUSD to refine program supply costs, review appropriate staffing needs and identify inefficiencies in programming. Changes to the scope of work include:

- Staffing for all day Kindergarten.
- Taking steps to create a more kinder-friendly afterschool and summer program.

In an effort to reduce city subsidy with the contract increases, staff and the CS Commission are recommending to increase the Kid's Factory school year participant fee by \$15, going from \$65 to \$80, and by \$10 for the summer session, going from \$50 to \$60. The SVUSD Kids Factory program experienced a participant fee increase in 2017 when pricing changed from \$50 to \$65 per school year and \$40 to \$50 for the summer session. Participation for this program continued to climb even with the fee change. With this

recommended fee increase, there is an additional estimated revenue of \$23,449 per fiscal year. Should the fee increase be approved, the proposed cost to conduct the program in FY 2019 – 2020 will be \$906,659 and the cost for FY 2020-2021 will be \$968,089. The program will continue to offer payment plans and scholarships to those families experiencing financial hardships.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: 661101 Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

April 25, 2017: 2017-2019 SVUSD Contract

Attachments

Exhibit A: 2019-2021 Saddleback Valley Unified School District Contract

Exhibit B: Scope of Services

Exhibit C: Budget summary and detail report for Fiscal Year 2019-2021

RECREATION & COMMUNITY SERVICES PROGRAMS AGREEMENT

BETWEEN

CITY OF MISSION VIEJO

AND

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

THIS AGREEMENT is entered into this 1st day of July, 2019, by and between the CITY OF MISSION VIEJO (hereinafter “City”) and the SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT (hereinafter “District”).

The parties hereto mutually agree as follows:

1. Recreation and Community Services Programs

District shall provide recreational and community services activities using facilities designated by the City. The location, scope, and nature of the recreational and community services programs are as specified in Exhibit B, which are attached hereto and incorporated herein as though set forth in full. City and District may from time to time amend, modify, and/or delete the specific recreational and community services activities to be provided pursuant to this Agreement in writing and signed by both parties.

2. Advertising of Recreation and Community Services Programs

District shall, at a minimum, submit press releases to the local newspapers and City blog with the locations and scheduled hours of programs and activities, and publish the same in the quarterly brochure, and flyers distributed to local residents, employees, and students. District shall promote City sponsored programs at local community events as requested by the City when possible. Copies of all publications will be provided to City at least 3 weeks prior to printing for approval. District will acknowledge City as sponsor of programs provided pursuant to this Agreement.

3. Designated Representatives

City and District shall each designate one (1) person to be responsible for the terms and conditions of this Agreement. Furthermore, the District Director of Recreation & Community Services, or his/her designee, will attend those City Staff, Committee, Community Services Commission, or City Council meetings as reasonably requested by the City.

4. Compensation and Accounting

- A. City agrees to compensate District for services provided pursuant to this Agreement at a sum not to exceed that set forth in the Program Plan Budget, attached hereto as Exhibit C and incorporated herein as though set forth in full, payable on a cost reimbursement basis upon District's submission of a monthly detailed invoice in accordance with subparagraph B. Should any program offsetting revenue projections exceed actual revenue, District shall provide a revised Program Plan Budget not to exceed original Program Plan Budget amount, for City approval. Such payments include overhead administrative support costs as specified in the Program Plan Budget.
- B. District shall maintain sufficient accounting records, time cards, and other documentation as deemed necessary in order to adequately document costs for the provisions of recreational and community services under this Agreement. Said documents shall be maintained in a safe and secure location with the District for three (3) years following the termination of this Agreement. Within sixty (60) days after the conclusion of each month of the fiscal year (July 1 through June 30), the contractor shall invoice City for City's share of District's actual costs of conducting the community recreational and community services programs provided for in this Agreement. Said invoice shall include line item detail referencing expenditures and revenues for each program areas outlined in the budget. The total amount invoiced by District shall not exceed that amount shown in the Program Plan Budget attached hereto as Exhibit C.

5. Evaluation Reports

District shall provide City with monthly reports in a format containing such information about the programs as specified by the Director of Recreation & Community Services, which are due to the City ten (10) days prior to the monthly Community Services Commission meetings. City shall provide dates of monthly Community Services Commission meetings on July 1, and notify District of any date changes twenty (20) days prior to the meeting. A semi-annual report for the period of July 1 through December 31 is due to the City no later than the following February 15, and for the period of January 1 through June 30 no later than the following August 15, informing the City of the activities and accomplishments for the preceding evaluation period, focusing on how the recreational and community services programs met the goals and objectives set for that period, as established by District and City.

6. Accident/Incident Reports

District shall report to City any accident or incident requiring emergency response that occurs at the programs specified in Exhibit B within twelve (12) hours of the occurrence. Official reports must be completed and submitted to the City within forty-eight (48) hours of the occurrence Monday through Friday, and the following Monday if occurrence is Friday

night through Sunday. City shall provide District with a designee and telephone number for notification of occurrence after normal working hours.

7. Inspection of Records and Activities

City may review and inspect recreational and community services activities offered under this Agreement. City may also review and inspect District's accounting records related to this Agreement during normal business hours while this Agreement is in force, provided that City give District two (2) business days written notice of its request to inspect District's records.

8. Use and Purchase of Equipment and Service Contracts

District is responsible to ensure that programs, events and activities do not exceed the budget outlined in Exhibit C or deviations therefrom unless approved in writing by the City's representative in accordance with Section 3. The City understands and agrees that should a special or scheduled event(s) fail to occur due to poor weather, acts of God, civil disturbance, or similar unavoidable circumstances, and the contract between the event providers or performers and the District require the payment of a cancellation fee up to but not exceeding the contract amount, the District may include such amount in the invoices the District presents to the City for payment.

City and District agree that title to, and possession of, any and all equipment purchased by District with funds that are subsequently fully reimbursed by City pursuant to this Agreement shall revert to City upon termination of recreational and community services programs authorized by this Agreement. Due to the uniqueness of District's recreational programs, District and City agree to the interchangeable use of equipment and supplies purchased pursuant to this Agreement and under other District recreation and community services programs. Purchase of any individual piece of equipment costing more than Five Hundred Dollars (\$500.00) or any Service Contract of more than Five Hundred Dollars (\$500.00) must have prior approval by City documented in writing.

9. Facility Use

Neither party shall charge any facility cost or fee to the other party for use of the facilities specified under this Agreement. Each party to this Agreement shall be responsible for maintenance of its own facilities. City agrees that no recreational or community services programs may be offered under this Agreement which disrupts the programs on any District facility.

10. Indemnification

The District agrees to, and shall defend, indemnify, protect, and hold harmless the City, its elective and appointive boards, officers, officials, employees, agents, and volunteers from and against any and all claims, demands, losses, defense costs, fines, penalties, expenses, causes of action and judgments at law or in equity, or liability for any kind or nature which

the City, its elective and appointive boards, officers, officials, employees, agents, and volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of District's negligent or wrongful act(s) or omission(s) under the terms of this Agreement, excepting only liability arising out of the sole negligence of the City.

The City agrees to, and shall defend, indemnify, protect, and hold harmless the District, its elective and appointive boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, losses, defense costs, fines, penalties, expenses, causes of action and judgments at law or in equity, or liability of any kind or nature which the District, its elective and appointive boards, officers, officials, employees, agents and volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, damage to property arising out of the City's negligent or wrongful act(s) or omission(s) under the terms of this Agreement, excepting only liability arising out of the sole negligence of the District.

11. Insurance Requirements

City and SVUSD agree to each maintain commercial general liability insurance, either through an insurance carrier licensed to do business in the state of California or a joint powers insurance authority, with the amount of said insurance required to be at least \$1 million per occurrence and \$2 million in the aggregate. The City and SVUSD each agree to provide thirty (30) days written notice to the other party if it proposes any substitution, change, or other modification of the aforementioned insurance coverage, which will result in a decrease in the scope or amount of such coverage.

SVUSD shall provide a Certificate of General Liability Insurance in the amount of not less than \$1 million per occurrence and \$2 million in the aggregate and an additional insured endorsement naming the City of Mission Viejo, its officers, officials, employees, agents, and volunteers as additional insured.

City shall provide SVUSD with a Certificate of General Liability insurance in an amount not less than \$1 million per occurrence and \$2 million in the aggregate and list SVUSD as an additional protected party.

12. Employees and Volunteers under this Agreement

District shall not discriminate in violation of the law in the recruiting, hiring, promotion, demotion, or termination practices on the basis of race, color, national origin, religious creed, ancestry, sex, age, physical handicap, or sexual orientation in the performance of the Agreement and shall comply with all applicable state and federal statutes and regulations pertaining to such matters.

District shall conduct background checks for all potential employees and volunteers secured by District so as to enable District to make an informed decision on whether such person should be allowed to work on the recreation and community services programs being

provided by the District. District shall comply with all state and federal laws regarding fingerprinting of employees. To the best of its ability, District shall, in the operation of the programs and services of this Agreement, employ, hire or permit the employment of only such personnel or volunteers as will assure a high standard of service to the public and cooperation to the City. District shall provide City with a copy of its staff training policies and procedures for All City-sponsored programs, and provide City with updated training information as necessary. All such personnel or volunteers, while in the performance of this Agreement, shall be clean, neat in appearance, courteous at all times, and appropriately attired with a City of Mission Viejo logo displayed on staff shirt as approved by City and District. Badges or other suitable means of identification must also be worn, in such instances as appropriate. No personnel employed or volunteers hired by District, while performing services and programs under this Agreement, shall be under the influence of illegal drugs, narcotics, other controlled substances or alcohol, or use improper language, act in a loud, boisterous or otherwise improper manner. In the event an employee or volunteer is not satisfactory, as herein defined, the City may recommend District to remove him/her from performing services and programs under this Agreement immediately after written notice is received by District.

Persons employed or hired by District in connection with the City recreation and community services programs under this Agreement shall be employees or volunteers of the District, employed or volunteering in whatever capacity and employment or volunteer categories the District shall choose. The District shall not be required to secure approval from the City prior to employment or hiring of such persons.

13. Term of Agreement

The term of this Agreement shall commence July 1, 2019 but not extend beyond June 30, 2021. By mutual agreement of the parties in writing, this Agreement may be extended from year-to-year.

14. Termination

Either party may terminate this Agreement with or without cause at any time upon ninety (90) days prior written notice to the other of its intention to terminate this Agreement. In the event this Agreement is terminated with cause, the non-terminating party shall be liable for all cancellation costs, which may be incurred as a result of executed contracts. In the event this Agreement is terminated without cause, the terminating party shall be liable for all cancellation costs, which may be incurred as a result of executed contracts.

15. Calendar Days

All references to days to act, respond or be calculated shall mean calendar days, not business days, and shall be calculated on a consecutive uninterrupted basis.

16. Breach of Contract

In the event either party breaches a material provision of this Agreement (“Breach”), the non-breaching party shall give the other party notice of such Breach. In the event the Breach is remedied within thirty (30) days, the notice shall be null and void. If such Breach is not remedied within the specified period, the non-breaching party may elect to terminate this Agreement. The rights of termination referred to herein in Section 14 and this Section 15 are not intended to be exclusive, and are in addition to any other rights available to either party at law or in equity. In the case of termination under Section 14 or this Section 15 hereof, the City will not be obligated to provide funding beyond actual District’s expense or obligations incurred for the period of the Agreement including any cancellation or termination charges, which may be incurred.

17. Notices and payments shall be sent to District addressed as follows:

SVUSD Community Services Department
Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, CA 92691
Attention: District Supervisor, Community Services

Notices and invoices shall be sent to City as follows:

City of Mission Viejo
200 Civic Center
Mission Viejo, CA 92691
Attention: Director of Recreation and Community Services

18. Integration

This Agreement contains the entire Agreement between the parties, and neither party relies on any warranty or representation not contained herein.

19. Binding Effect

City and District have the right, power, legal capacity, and authority to enter into and perform their obligations under this Agreement. Both persons executing this Agreement on behalf of District and City are authorized to do so, and by so executing this Agreement, hereby bind District and City to the terms hereof.

20. Attorney’s Fees

In the event of any action or proceeding instituted between District and City in connection with this Agreement, the prevailing party shall be entitled to recover from the other party all

of its costs and expenses, including, without limitation, court costs, all costs of appeals, and reasonable attorneys' fees.

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

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

Dated: _____, 2019_ _____

Crystal Turner, Ed.D.
Superintendent

APPROVED AS TO FORM:

CITY OF MISSION VIEJO

Dated: _____, 2019_ _____

Greg Raths
Mayor

ATTEST:

Dated: _____, 2019 _____

Karen Hamman
City Clerk

APPROVED AS TO FORM:

Dated: _____, 2019 _____

William Curley
City Attorney

Scope of Services: Exhibit B

Saddleback Valley Unified School District 2019-2021

The current contract with Saddleback Valley Unified School District (SVUSD) to provide Youth Services to the City of Mission Viejo:

Kid's Factory is a drop-in after school recreation program for children in kindergarten through sixth grade. Activities are designed to promote the development of social and physical skills, as well as foster creativity, self-esteem and self-confidence. Activities include organized games, crafts, sport options, walking excursions, guest speakers and special events. Kid's Factory provides services at 12 Mission Viejo Elementary Schools. Kid's Factory operates for 37 weeks during the school year for a minimum of two hours after school. Summer Kid's Factory operates for nine weeks at 11 locations in Mission Viejo. Locations provide 4 hours of programming splitting AM and PM options.

Goal Zone is a fee based after school program offered through Kid's Factory. Goal Zone is designed to promote teamwork and offer beginner sports basics. Goal Zone is active at nine Mission Viejo Elementary Schools. Each Goal Zone session is 1-hour per day, one day a week, for five weeks, a total of four sessions are offered per school year.

The special events component of the contract includes Hometown Halloween, A Visit with Santa, and Bunny Days. The combined attendance for all four special events is approximately 10,600, with Hometown Halloween having approximately 4,000 attendees and Bunny Days having approximately 6,000 attendees.

The proposed contract cost increase in FY 2019-2020(Exhibit B) is a 10% increase which is similar to the increase experienced in the prior fiscal year due mainly to the \$1.00 minimum wage increase (from \$12.00 to \$13.00). FY 2020 – 2021 (Exhibit C) includes a 17% increase resulting from a \$1.00 minimum wage increase (from \$13.00-\$14.00).

The proposed 2019 – 2021 contract (Exhibit A) has been updated to reflect an amended scope of work provided by SVUSD to the City of Mission Viejo for its Youth Services Program (Exhibit B). The cost to conduct the program in FY 2019-2020 will be \$930,108 and \$991,538 in FY 2020-2021. The projected costs are written to reflect max attendance for each program, wage and step increases and contract increases for administrative staff. Staff have worked with SVUSD to refine program supply costs, review appropriate staffing needs and identify inefficiencies in programming. Changes to scope of work and cost saving measures include:

- Staffing for all day Kindergarten
- Taking steps to create a more kinder-friendly afterschool and summer program

Mission Viejo
 BUDGET PROPOSAL - YOUTH SERVICES PROGRAMS 2019-2020

PROGRAM SUMMARY	Proposed
Administration	253,739
Kid's Factory - summer	120,846
Kid's Factory - school year	506,604
Goal Zone	4,946
Halloween	17,037
Visits with Santa	8,426
Bunny Days	18,511
TOTAL	\$ 930,108

* With the proposed fee increase the new total for the 2019-2020 contract will be \$906,659

ADMINISTRATION

Management Team - 2.0 FTE

Proposed

Program Mgmt - Community Services Supervisor	90,510
Program Mgmt - Community Services Assistant Coordinator	54,187
Benefits /Employee processing - Supervisor	45,352
Benefits/Employee processing - Assistant Coordinator	34,347
Supplies	1,000
Training and Development	300
Mileage	2,100
Promotion	10,200
Cell phones	1,380
Support Services 6%	14,363
TOTAL NET COST - ADMINISTRATION	253,739

KIDS FACTORY

Summer (11 Sites)

Proposed

Rec. Leaders	84,725
Staff Training including CPR/First Aid	3,379
Benefits - 5.47% (non-PERS) Rec Leaders	4,819
Sr. Rec. Leader	12,038
Benefits - 23.39% (PERS) Sr Rec Ldr	2,816
Supplies - Crafts	5,500
Supplies - Games/Equipment	3,800
Supplies - Office, First Aid, Uniforms, Manuals, Forms	3,800
Support Services - 25%	30,219
Revenue: Registration fee	(31,750)
Activenet Fees	1,500
TOTAL NET COST - KIDS FACTORY SUMMER	120,846

KIDS FACTORY

School Year (12 sites)

Proposed

Rec. Leaders	367,712
Staff Training including CPR/First Aid	7,588
Benefits - 5.47% (non-PERS) Rec Leaders	20,529
Sr. Rec. Leader	18,360
Benefits - 23.39% (PERS) Sr Rec Ldr	4,294
Supplies - Crafts	30,500
Supplies - Games/Equipment	5,000
Supplies - Office, First Aid, Uniforms, Manuals, Forms, Cell Phones	9,860
Support Services - 25%	115,961
Revenue	(78,000)
Activenet Fees	4,800
TOTAL NET COST - KIDS FACTORY SCHOOL YEAR	506,604

GOAL ZONE

School Year

Proposed

Rec Leader II	5,056
Benefits - 5.47%	277
Supplies - Tshirts	3,120
Supplies - Equipment/Promotion Materials	1,200
Support Services - 25%	2,413
Revenue: Registration fee	(7,600)
Activenet Fees	480
TOTAL NET COST - GOAL ZONE	4,946

HALLOWEEN

(3 hours of programming)

Proposed

(5) Rec. Leaders - event prep (3 hours)	203
(20) Rec. Leaders - event set-up (5 hours)	1,288
(30) Rec. Leaders - event operation (3 hours)	1,159
(20) Rec. Leaders - event break down (3 hours)	773
Benefits - (non-PERS) 5.47%	187
Sr. Rec. Leader	600
Benefits - (PERS) 23.39%	140
Supplies	12,000
25% Support Services	4,087
Revenue: (crafts, games, etc.)	(3,400)
TOTAL NET COST - HALLOWEEN	17,037

VISITS WITH SANTA
(6 hours of programming)

Proposed

(20) Rec. Leaders - Fri set-up and event (4 hours)	1,030
(20) Rec. Leaders - Sat event and break down (5 hours)	1,288
Benefits - (non-PERS) 5.47%	127
Sr. Rec. Leader	411
Benefits - (PERS) 23.39%	96
Supplies - Decorations, crafts, candy, etc.	1,875
Food/Food Services	3,000
Santa Payment	1275
25% Support Services	2,275
Revenue:	(3,400)
Activenet Fees	450
TOTAL NET COST - VISITS WITH SANTA	8,426

BUNNY DAYS

(3 hours of programming)

Proposed

(5) Rec. Leaders - event prep (3 hours)	218
(20) Rec. Leaders - event set-up (5 hours)	1,400
(30) Rec. Leaders - event operation (3 hours)	1,260
(20) Rec. Leaders - event break down (3 hours)	840
Benefits - (non-PERS) 5.47%	203
Sr. Rec. Leader	638
Benefits - (PERS) 23.39%	149
Supplies - Prizes, candy, decorations, crafts	12,000
Pony rides/hayrides/roving entertainer	2,500
25% Support Services	4,802
Revenue: (crafts, games, etc.)	(5,500)
TOTAL NET COST - BUNNY DAYS	18,511

Mission Viejo
BUDGET PROPOSAL - YOUTH SERVICES PROGRAMS 2020-2021

PROGRAM SUMMARY	Proposed
Administration	261,956
Kid's Factory - summer	130,833
Kid's Factory - school year	548,204
Goal Zone	5,478
Halloween	17,445
Visits with Santa	8,704
Bunny Days	18,919
TOTAL	\$ 991,538

* With the proposed fee increase the new total for the 2020-2021 contract will be \$968,089

ADMINISTRATION

Management Team - 2.0 FTE

Proposed

Program Mgmt - Community Services Supervisor	90,510
Program Mgmt - Community Services Assistant Coordinator	58,032
Benefits /Employee processing - Supervisor	47,796
Benefits/Employee processing - Assistant Coordinator	35,810
Supplies	1,000
Training and Development	300
Mileage	2,100
Promotion	10,200
Cell phones	1,380
Support Services 6%	14,828
TOTAL NET COST - ADMINISTRATION	261,956

KIDS FACTORY

Summer (11 Sites)

Proposed

Rec. Leaders	91,187
Staff Training including CPR/First Aid	3,615
Benefits - 5.47% (non-PERS) Rec Leaders	5,186
Sr. Rec. Leader	12,788
Benefits - 23.39% (PERS) Sr Rec Ldr	2,991
Supplies - Crafts	5,500
Supplies - Games/Equipment	3,800
Supplies - Office, First Aid, Uniforms, Manuals, Forms	3,800
Support Services - 25%	32,217
Revenue: Registration fee	(31,750)
Activenet Fees	1,500
TOTAL NET COST - KIDS FACTORY SUMMER	130,833

KIDS FACTORY

School Year (12 sites)

Proposed

Rec. Leaders	396,859
Staff Training including CPR/First Aid	8,193
Benefits - 5.47% (non-PERS) Rec Leaders	22,156
Sr. Rec. Leader	19,900
Benefits - 23.39% (PERS) Sr Rec Ldr	4,655
Supplies - Crafts	30,500
Supplies - Games/Equipment	5,000
Supplies - Office, First Aid, Uniforms, Manuals, Forms, Cell Phones	9,860
Support Services - 25%	124,281
Revenue	(78,000)
Activenet Fees	4,800
TOTAL NET COST - KIDS FACTORY SCHOOL YEAR	548,204

GOAL ZONE

School Year

Proposed

Rec Leader II	5,460
Benefits - 5.47%	299
Supplies - Tshirts	3,120
Supplies - Equipment/Promotion Materials	1,200
Support Services - 25%	2,520
Revenue: Registration fee	(7,600)
Activenet Fees	480
TOTAL NET COST - GOAL ZONE	5,478

HALLOWEEN

(3 hours of programming)

Proposed

(5) Rec. Leaders - event prep (3 hours)	218
(20) Rec. Leaders - event set-up (5 hours)	1,388
(30) Rec. Leaders - event operation (3 hours)	1,249
(20) Rec. Leaders - event break down (3 hours)	833
Benefits - (non-PERS) 5.47%	202
Sr. Rec. Leader	638
Benefits - (PERS) 23.39%	149
Supplies	12,000
25% Support Services	4,169
Revenue: (crafts, games, etc.)	(3,400)
TOTAL NET COST - HALLOWEEN	17,445

VISITS WITH SANTA
(6 hours of programming)

Proposed

(20) Rec. Leaders - Fri set-up and event (4 hours)	1,110
(20) Rec. Leaders - Sat event and break down (5 hours)	1,388
Benefits - (non-PERS) 5.47%	137
Sr. Rec. Leader	437
Benefits - (PERS) 23.39%	102
Supplies - Decorations, crafts, candy, etc.	1,875
Food/Food Services	3,000
Santa Payment	1275
25% Support Services	2,331
Revenue:	(3,400)
Activenet Fees	450
TOTAL NET COST - VISITS WITH SANTA	8,704

BUNNY DAYS

(3 hours of programming)

Proposed

(5) Rec. Leaders - event prep (3 hours)	233
(20) Rec. Leaders - event set-up (5 hours)	1,500
(30) Rec. Leaders - event operation (3 hours)	1,350
(20) Rec. Leaders - event break down (3 hours)	900
Benefits - (non-PERS) 5.47%	218
Sr. Rec. Leader	676
Benefits - (PERS) 23.39%	158
Supplies - Prizes, candy, decorations, crafts	12,000
Pony rides/hayrides/roving entertainer	2,500
25% Support Services	4,884
Revenue: (crafts, games, etc.)	(5,500)
TOTAL NET COST - BUNNY DAYS	18,919



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Mark Nix, Director of Recreation and Community Services
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Capital Improvement Program Prioritization as Recommended by the Community Services Commission

Recommended Action

Receive report from staff and file.

Executive Summary

At the February 12, 2019 City Council meeting, the Council requested the Community Services (CS) Commission to review a listing of potential Capital Improvement Projects (CIP) in preparation for the development of the 2019-21 budget. At the February 19, 2019 CS Commission Meeting, the Commission was asked to review and prioritize the list of projects and make a recommendation to the City Council during their March 19, 2019 Community Services Commission Meeting.

The CS Commission had an opportunity to research project concepts, visit sites, and hear comments from the public prior to approving their recommended CIP priority list based solely on public need and benefit. Renovating existing facilities prior to adding new facilities was a common theme among the Commissioners. Below is the prioritized listing of projects unanimously approved by the Commission at their March 19, 2019 meeting. As part of their motion, the CS Commission is recommending this list become a multi-year plan and unedited until it is exhausted.

1. Montanoso Rehabilitation
2. Fitness Equipment/Gym Flooring (Montanoso/Sierra)
3. Sierra Recreation Center Rehabilitation
4. Norman P. Murray: Sycamore Room Rehabilitation
5. Craycraft Park: Expanded Parking
6. Craycraft Park: Restroom/Snack Bar Renovation
7. Norman P. Murray: Individual Handicap Accessible Restroom
8. Pavion Park Picnic Shelter
9. 2 New Bocce Ball Courts
10. Felipe Tennis Center – Phase 2
11. Marty Russo Youth Athletic Park: Ballfield Lights
12. Lake Loop Connectivity
13. Marty Russo Youth Athletic Park Ballfield: Additional Restroom
14. La Mancha Park Playground
15. Shade Structures at Various Parks
16. World Cup Soccer Center Parking Lot Lights
17. Upgrade Trail between Potocki & Newhart
18. Lakeside Park/Memorial
19. La Paws Dog Park: Park Lighting
20. La Paws Dog Park: Parking Lot Paving
21. La Paws Dog Park: Security Cameras
22. Craycraft Park: Scoreboards*
23. La Paws Dog Park: Gate Card Readers*

*The Community Services Commission requested these items to be removed from the list based on previous recommendations made by the Commission and input received by the Mission Viejo Girls Softball Organization (MVGS). MVGS recognized the City has many projects on this list and indicated the scoreboards would be nice to have, but was no longer a priority when compared to the other projects.

This list will be used when preparing the 2019-2021 budget and when (if any) additional funding becomes available for CIP projects. For this reason, the City Council should modify the list at this time should their prioritization differ from the Community Services Commission's recommendation.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

February 12, 2019: 2019-2021 Pre-Budget Discussion

Attachments

Exhibit A: March 19, 2019 Capital Improvement Program Prioritization Staff Report

Exhibit B: March 19, 2019 Community Services Commission Meeting Minutes

Exhibit C: CIP Public Feedback



AGENDA REPORT

COMMUNITY SERVICES COMMISSION

TO: Community Services Commission

MEETING DATE: March 19, 2019

FROM: Mark Nix, Director of Recreation and Community Services

SUBJECT: **Capital Improvement Program Prioritization**

RECOMMENDED ACTION:

Approve and recommend to City Council a prioritized Capital Improvement Projects listing.

DISCUSSION:

At the February 12, 2019 City Council meeting, the Council requested the Community Services Commission review a listing of potential Capital Improvement Projects (CIPs) in preparation for the development of the 2019-21 budget. At the February 19, 2019 CS Commission Meeting, the Commission was asked to review and prioritize the list of projects and make a recommendation to the City Council. At this meeting, the Community Services Commission added an individual use handicap accessible restroom at the Norman P. Murray Community & Senior Center to be considered with the other projects.

Staff is not anticipating available revenue in the General Fund to cover CIPs, but does acknowledge there are projects that should be considered if additional funding sources become available. In the FY 2017-2019 budget certain projects were identified as Council priorities. There are three projects remaining on the priority list that have not been funded and are as follows:

- Montanoso Recreation Center Rehabilitation
 - Pool equipment replacement
 - Pool and spa re-plaster
 - Facility signage
 - Window replacement
 - LED lighting upgrade
 - Deck work
 - Outdoor showers
 - Patio improvements
- Craycraft Park improvements
 - Expanded parking
 - Restroom/snack bar renovation
 - Scoreboards
- Lakeside Park

There are a number of projects that have been recommended by Council, Commission, residents, and staff

for consideration. They are listed in alphabetical order by facility.

- Shade Structures at Various Parks
- Replacement of Fitness Equipment & Gym Flooring at Montanoso & Sierra Recreation Centers
- Felipe Tennis Center
 - Add 2nd community building
 - Fencing
 - Replace tennis court lights
- Lake Loop Connectivity
 - This item was approved as part of the Master Plan and identified as worthwhile to pursue by the Council
- La Mancha Park
 - Add playground
- La Paws Dog Park
 - Gate card readers
 - Park lighting
 - Parking lot paving
 - Security cameras
- Marty Russo Youth Athletic Park
 - Ballfield lights
 - Restroom
- Norman P. Murray Community and Senior Center
 - Individual handicap accessible restroom
 - Sycamore Room rehabilitation
 - Two new Bocce Ball courts
 - Upgrade trail between Potocki and Newhart
- Pavion Park Picnic Shelter
- Sierra Recreation Center rehabilitation
 - Facility signage
 - Paint facility
 - Playground shade structure
 - Pool equipment replacement
 - Pool and spa re-plaster
 - Replace tennis court fencing
 - Reposition wall near spa
 - Restroom and locker room renovation
 - Restroom door replacement
 - Wood trim repair and paint
- World Cup Soccer Center
 - Replace parking lot lights

While staff does not have current estimates to complete all the projects listed above, based on previous reviews we can reasonably estimate that it would cost no less than \$6 million to complete all the above listed projects. The Community Services Commission should solely base their prioritization on public need and benefit and not the project cost.



CITY OF MISSION VIEJO

**Meeting of the
COMMUNITY SERVICES COMMISSION
3/19/2019 6:00:00 PM**

AGENDA

**Council Chamber
200 Civic Center**

CALL TO ORDER *3/19/2019 6:00:00 PM*
Council Chamber

PLEDGE OF ALLEGIANCE – Vice Chairperson Avery

ROLL CALL

Present: *Chairperson Smith*
Vice Chairperson Avery
Commissioner Allen
Commissioner Magill
Commissioner Ruesch
Commissioner Spillman
Commissioner Voss

Absent: *None*

STAFF PRESENT

Mark Nix, Director of Recreation and Community Services
Genesis Hansen, Director of Recreation and Community Services
Drew Fine, Community Services Manager
Kaitlyn Luxton, Administrative Assistant
Dennis Wilberg, City Manager
Keith Rattay, Assistant City Manager/Director of Public Services
Cheryl Dyas, Director of Administrative Services

PUBLIC COMMENTS

Public Comments were heard from the following individuals:

Michael Ojeda in favor of renovating the Montanoso lockers and correcting drainage issues.

CONSENT CALENDAR

1 Mission Viejo Community Services Commission Meeting Minutes

Recommended Action: Approve the Minutes of the regular Community Services Commission Meeting of February 19, 2019 as presented or amended.

2 SVUSD Recreation and Community Services Monthly Report

Recommended Action: Receive and file.

3 Recreation and Tennis Centers Monthly Report

Recommended Action: Receive and file.

4 Community & Senior Center Monthly Report

Recommended Action: Receive and file.

5 Library Services Monthly Report

Recommended Action: Receive and file.

6 Community of Character Committee Applications

Recommended Action: Approve applications for membership for Dehnke and Scrimsher.

Motion made by Commissioner Allen, seconded by Commissioner Ruesch to approve the Consent Calendar.

On roll call, said motion carried by the following vote:

- AYES: Allen, Avery, Magill, Ruesch, Smith, Spillman, Voss
- NOES: None
- ABSENT: None
- ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

DIRECTOR'S REPORT

7 Library and Cultural Services Update

Recommended Action: Receive and file.

Genesis Hansen presented the report.

8 Recreation and Community Services Update

Recommended Action: Receive and file.

Mark Nix presented the report.

NEW BUSINESS

9 Saddleback Valley Unified School District Youth Services Contract 2019-2021

Recommended Action: Recommend to City Council to approve the youth services contract with the Saddleback Valley Unified School District (SVUSD) in the amount of \$930,108 in FY 2019-2020 and \$991,538 in 2020-2021.

Motion made by Commissioner Voss, seconded by Vice Chairperson Avery to recommend to City Council to approve the youth services contract with the Saddleback Valley Unified School District.

On roll call, said motion carried by the following vote:

AYES: Allen, Avery, Magill, Ruesch, Smith, Spillman, Voss
NOES: None
ABSENT: None
ABSTAIN: None

Motion made by Commissioner Magill, seconded by Commissioner Allen to recommend to City Council to approve the increase in program fees as follows: School Year fees \$65 increase to \$80; Summer fees \$50 increase to \$60.

On roll call, said motion carried by the following vote:

AYES: Allen, Avery, Magill, Ruesch, Smith, Spillman, Voss
NOES: None
ABSENT: None
ABSTAIN: None

OLD BUSINESS

10 Capital Improvement Program Prioritization

Recommended Action: Approve and recommend to City Council a prioritized Capital Improvement Projects listing.

The following individuals addressed the Commission:

- Nino Fiorentino in favor of additional Bocce courts.
- Michelle Julian in favor of Craycraft Park and parking lot renovations.
- Erica Kang in favor of Craycraft Park and parking lot renovations.
- Chris Welsh in favor of Craycraft Park and parking lot renovations, but recommended removing the addition of scoreboards as they are not as important as the snack bar and restroom remodeling needs.
- Cienna Pugmire in favor of Craycraft Park and parking lot renovations.
- Garrett Mitton in favor of Marty Russo Youth Athletic Park renovations.
- Anna T. Boyce in favor of additional Bocce courts.
- Hazel Johnson in favor of Craycraft Park and parking lot renovations.
- Kraig Erickson in favor of adding a playground to La Mancha Park.
- Judy Bullockus left comments for Vice Chairperson Avery to read, asking the Commission to focus on the Capital Improvement Projects based on need from our community and infrastructure, prioritizing the City facilities first.

Motion made by Commissioner Allen to approve the CIP list as prioritized by the Community Services Commission and recommend their CIP prioritization to City Council.

Motion amended by Commissioner Voss, seconded by Commissioner Ruesch to approve the CIP list as prioritized by the Community Services Commission with the recommendation to remove Craycraft scoreboard and La Paws Dog Park card readers, and further recommend to make the prioritization a multi-year plan.

On roll call, said motion carried by the following vote:

- AYES: Allen, Avery, Magill, Ruesch, Smith, Spillman, Voss
- NOES: None
- ABSENT: None
- ABSTAIN: None

COMMISSIONER COMMENTS

COMMISSIONER ALLEN

Commissioner Allen attended the Potocki art exhibit by Marilyn Brame. She also enjoyed Writers Present with Alan Brennert. Commissioner Allen also attended and enjoyed the Irish Festival put on by the Mission Viejo Activities Committee.

VICE CHAIRPERSON AVERY

Vice Chairperson Avery thanked all the speakers that attended the meeting stating their comments really do make a difference. She is looking forward to the California Park and Recreation Society conference, and ended her comments by saying parks make life great.

COMMISSIONER MAGILL

Commissioner Magill thanked the speakers for attending, especially the young girls from Mission Viejo Girls Softball that spoke, mentioning it takes courage at that age to do that. He also thanked the Commission for putting in time and effort to prioritize the Capital Improvement Projects and felt they came up with a great consensus.

COMMISSIONER RUESCH

Commissioner Ruesch toured the Library with Genesis, which was informative and educational. She also toured the Potocki Center for the Arts to see how much it has changed and improved in the last 5 years since she was last asked for input. Commissioner Ruesch said it has come a long way with kids' programs and art classes. She thanked Genesis and her team and concluded her comments by saying she loves our town.

CHAIRPERSON SMITH

Chairperson Smith attended the Oso Fit 5K Fun Run and Community Health Fair and even helped start the race. She attended the Marine Adoption Committee's Wine Tasting Music fundraiser. Chairperson Smith also attended Writers Present with Alan Brennert, the Irish Festival, and Friends of the Library's event with author Gretchen Ruby where she helped by serving wine to VIPs. Chairperson Smith is looking forward to the California Park and Recreation Conference.

COMMISSIONER SPILLMAN

Commissioner Spillman stated there is an effort being made to create an outreach program to reach citizens about Bocce. It would involve reaching out to dozens of organizations within the City. He is disappointed that thousands of residents want to be active and engage with each other, but we do not have the facilities to do so.

COMMISSIONER VOSS

Commissioner Voss thanked everyone for coming to the meeting. He is curious to see what Council does with the Commission's recommendation. Commissioner Voss concluded by stating he loves Mission Viejo and "Parks Make Life Better."

ADJOURNMENT

At the hour of 7:37 p.m., there being no further business to come before the Commission, Chairperson Smith adjourned the meeting to the next regular scheduled meeting on Tuesday, April 16, 2019 at 6:00 p.m.

Kaitlyn Luxton
Community Services Commission Secretary
Recreation and Community Services

EXHIBIT C

**CAPITAL IMPROVEMENT PROJECT PRIORITIZATION
RESIDENT FEEDBACK**

MULTIPLE FACILITIES / PROJECTS

RESIDENT: Taig Higgins

COMMENT:

Please include improvements in the City's CIP list:

Montanoso Recreation Center- pool equipment replacement; pool, spa, deck, outdoor shower, patio, lighting, signage and window improvements

Felipe Tennis Center- community building and fencing

Sierra Recreation Center - pool equipment replacement; pool, spa, restroom and locker room improvements. Thanks for your consideration.

RESIDENT: Bart Keuning

COMMENT:

My wife and I frequent the Sierra and Montanoso recreation centers and enjoy the amenities offered to the residents of Mission Viejo. We realize that the Sierra facility seems to attract the more "Mature" crowd (not sure if it was intended that way) and the workout equipment seems to reflect that. Is it possible to supplement the dumbbell sets with additional Free Weights and bars? I understand that space is at a premium at Sierra so maybe it is time to expand the facility into the underutilized grassy area.

RESIDENT: Tony and Cora Jackson

COMMENT:

Montanoso and Sierra Recreation Fitness Center has been my second home for 47 years. In that time they have aged and are again in need of some tender loving care.

Maintenance is always mandatory to protect your investment. PAY NOW OR PAY MORE LATER!
With Montanoso pool closed almost every week for repairs, it is time to put some money into the pool equipment and protecting M V's future.

Thank you for your consideration.

RESIDENT: Nick Hoffman and Faith Lawson

COMMENT:

We are long time members of Montanoso and La Sierra. We love working out there and are proud that

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Mission Viejo has their own gyms! We hope that the facilities can be maintained and even upgraded to keep them in excellent condition and up to date with current trends.

Thank you for your consideration of these requests.

RESIDENT: Carol and Harry Hafer

COMMENT:

I understand that the City Council is considering funding improvements for the Recreation Centers. We would like to add are names in support of such funding!

My wife and I are longtime residents of Mission Viejo (1970) and we've used the Sierra Center over the years as are children grew up and grandchildren. In the last several years as senior citizens we've been using the Sierra Center regularly (and on occasion Montanoso when there are scheduling conflicts).

We are most familiar with the Sierra Center and consider it a wonderful asset provided by the City. We primarily use the fitness center and it is ideally suited for our needs and many of the patrons we see there have expressed the same feelings. The staff is first rate and the center is well maintained. There are several exercise machines that are perfect for us seniors. The fitness area is light and airy - kudos to the use of windows, etc. from the remodel, but could probably use some brightening up with lighter paint and new floor. Since it is 15 or so years since the remodel, some of the equipment and the facility is showing the wear and tear you'd expect and I suspect there are many things that could be done to make it better.

That said, we don't have any specific recommendations (maybe an additional recumbent bike?) but are confident that Mark and his staff (specially the Sierra staff) would know where facility improvements and what machine upgrades or replacements should be made. So we encourage the Council to seriously consider funding that will not only maintain a wonderful asset but improve it for the benefit of not only us seniors but all Mission Viejo residents.

RESIDENT: Dennis Ramsey

COMMENT:

I read your information sheet regarding proposed capital improvement projects for certain city parks and facilities. I would like to know if this is the entire list or if there is room for suggestions from the public. If so, I recommend the following:

1. **Montanoso Rec Center** – Repaint entire interior walls; clean windows; replace/update workout equipment.
2. **Sierra Rec Center** – Replace/update workout equipment.
3. **Pacific Hills Park** – Replace playground equipment. The current equipment is extremely outdated and, in some instances, unsafe, offers unimaginative (boring!) play options and is probably why this park is underutilized by neighborhood families, especially when compared with other Mission Viejo neighborhood parks (e.g., the recently revamped Cordova Park). The park is over 20 years old and, to my knowledge, has never been updated since it was opened (I have lived in my Pacific Hills home since 1994; the park opened shortly thereafter). I was previously told that the best Pacific Hills homeowners (and taxpayers!) can hope for is hand-me-

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down play equipment from other city parks as they are revamped, but I don't even see that occurring at our neighborhood's park. I am attaching two photos of play equipment at the Laguna Niguel Community Park for your review.

I appreciate your attention to my input and welcome your response.



RESIDENT: Tom Giffin and Debbie Kilpatrick

COMMENT:

I congratulate on seeking community input in the prioritization of the 12 proposed Capital Improvement Projects for the City of Mission Viejo. My personal preference would be the Montanoso Rec Rehabilitation followed by the Sierra Rec Rehabilitation.

There are certain needs which do not need prioritization, that being the maintenance of the existing recreation centers. In particular, I would like to address the continuing issues with the showers in both the men's and women's locker rooms at the Montanoso Rec Center. Since the poorly designed and constructed 2014 renovation/expansion of the locker rooms/restrooms at Montanoso, something as simple as the delivery of hot water to the showers has been a daunting challenge. There are 5 showers each in the men's and women's shower areas and 4 tankless water heaters, hooked up in series, to deliver hot water to the 10 shower stalls. To my knowledge, only 1 of the 4 tankless water heaters has ever been working and, as a result, the water temperature in the showers ranges from iceberg cold to tepid, and on very rare occasions, hot.

And speaking of the shower stalls, with the exception of the handicapped stalls, all the stalls are absolutely claustrophobic, leaving little room to maneuver and dress. Why dress in the shower stall? Because there is NO BENCH SPACE in either locker room. And from the women's locker room perspective – 1 hair dryer and very limited mirror space? Really? I've been told it's like trying to put on your makeup inside a clown car. My wife, Debora Kilpatrick, recently suffered a major traumatic injury and found the women's locker room to be an unfriendly and unaccommodating environment during her long recovery period. With all the classes promoted by the recreation center, this has caused the women's locker room has become over-crowded at peak times in the mornings as women jostle for mirror, shower, and bench positions.

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Along with the water temperature of the showers and the poor design of the shower stalls and locker rooms in particular, there is the safety issue of the poorly designed floor drains in the shower areas. Excess water commonly pools in areas of the shower rooms with high traffic, exposing the City to liability issues with member slip-and-trip incidents. Often the driest area in the shower rooms is the area immediately around the floor drains.

Before the City engages in the proposed Capital Improvement Projects, I would suggest the above enumerated concerns be addressed first.

RESIDENT: Sam Afshar

COMMENT:

Hi Kaitlyn and Mark,

Thanks for additional clarification on the projects today. I have the most familiarity with Montanoso and Sierra or over the last three decades, and was happy to see a comprehensive list.

My request/input for consideration is for the prioritization process to includes the following:

- 1) Cost benefit analysis ROI to help best allocate city resources. For the proposed projects, and any other preventative projects that are on road map.
- 2) Health safety prioritization as a relates to the Pool Jacuzzi and showers. We have an opportunity to mitigate current risks.
- 3) Business case to include opportunity in reducing reoccurring support, maintenance and service.

SHADE STRUCTURES – VARIOUS PARKS

No comments submitted.

PAVION PARK

COMMENT FROM STAFF:

We received 10 emails and over 50 phone calls this past year with requests to reserve Pavion Park as a private rental.

WILLIAM S. CRAYCRAFT PARK

RESIDENT: Michelle Julian

COMMENT:

My name is Michelle Julian and I am currently serving as the President of Mission Viejo Girls Softball (MVGGS). We are so grateful for the amazing fields we get to use at William S. Craycraft Park. We are so

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appreciative of the way the city maintains the fields and how supportive they have been with Mission Viejo Girls Softball. William S. Craycraft has really offered a great “home” for so many girls to get involved with softball and enjoy youth sports.

There are a few challenges however that I would like to bring to your attention. The first is the parking situation. We are very limited on spaces with only about 85 spaces for parking in the lot and about 20 of those spots are already taken up by ride share vehicles. During the seasons, the ride share people do not seem very happy when people are lingering and waiting for their spots. It makes it difficult for them to get the vehicles parked or back into their own cars. When we have games at the park, we do stagger the start times, but that does very little to alleviate the parking issue. We will have approximately 160 girls at the fields at a time, which means about 275 to 300 parents and about 180 cars plus the 20 cars in rideshare. We are really short on parking. In addition, we only have 4 handicap spaces available and with so many grandparents coming to watch granddaughters play those fill up pretty quickly. We do have street parking around, however that impacts the nearby businesses and residences. In addition, the short parking lot has no area to turn around. If you pull in on a busy day only to find that there is no parking, it is very difficult to turn around.

The other main issue is the snack bar and bathrooms. During weekend games and tournaments, the snack bar is a little small and the bathrooms don't have enough stalls and frequently get clogged. We currently order porta-potties for any weekend when we expect a larger crowd to help alleviate the bathroom issues. As you can imagine, little girls won't often use the porta-potties which causes even more of a wait at the bathrooms. We also share the snack bar with High School or travel teams when they have tournaments and have clean our items out. With more space and some additional cabinets, we would be able to just pack our items away until they were done with the facility and make it more workable for everybody. I think this would draw more interest in travel teams wanting to rent the facilities for their tournaments. We often have families coming from surrounding areas and you would be surprised to hear how many people remember a park based upon a nice snack bar!

My last item is scoreboards, we often are asked why we don't have scoreboards. We have many families that participate in Little League and want to know why we don't also have scoreboards. We have brainstormed for some time about different ideas on how we can help make this happen. Offering some advertisement on the scoreboards has often been discussed as a source of revenue. I think this would also be a great addition to the park.

Thank you again for taking the time to hear us and we hope you will consider these items. We really appreciate the partnership we have with the City of Mission Viejo and want to do our best to help represent the city of Mission Viejo the best we can.

In closing, I just want to reiterate how much we appreciate the support of everyone at the city. We view our relationship as a partnership and want to help promote and support the city of Mission Viejo as much as you support MVGS.

RESIDENT: Amy Ciftcikara

COMMENT:

My name is Amy Ciftcikara and I am a Mission Viejo resident. In addition, we have just moved our office to the city of Mission Viejo after being in Laguna Hills for nineteen years and couldn't be more thrilled. We absolutely LOVE this city and the support it gives its residents.

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I am writing specifically regarding Craycraft Park. I grew up playing softball in the '80's and '90's at "Alicia Fields" and am aware of how fortunate our youth girls were, and still are, to play at those fields. Even when playing in college I remember coming back "home" and playing at these fields. Craycraft is hands down the best facility in the area. My ten-year-old daughter has played with Mission Viejo Girls Softball (MVGS) since the Fall of 2016 and has loved every minute of it. She plays during the Fall, Spring and Allstar seasons, basically year-round. Craycraft is our second home. This is VERY convenient for us as we live just above the fields on Via Galicia. The Saturday 8am call time isn't so bad for us as we can walk down the street to the fields.

I wanted to bring up a few challenges with the facilities in hopes that some improvements may be considered.

Parking – The parking lot is extremely tight. If the surrounding businesses would open up their lots, especially on weekends, this would alleviate the parking situation. There are also ride share vehicles parked in the lot that take up spots. Any chance the ride share vehicles can park somewhere close? The Target parking lot off of Jeronimo is never filled. Just a thought. Our neighbors closer to the fields get a little testy with cars parked on Via Logrono. And this is understandable. More parking for Craycraft events would be ideal.

Bathrooms – The bathrooms are always having issues. They often times get backed up, and with the amount of people at the field on the weekdays and weekend days, the line is long. I know MVGS pays for portable bathrooms for some weekends and for tournaments, but it would be amazing to have more updated and working stalls in each of the bathrooms.

Snack Bar – Our Snack Bar rep from MVGS has done an amazing job. MVGS families all volunteer for shifts so that the families can have access to snacks and drinks while at Craycraft. The unfortunate part is that because MVGS is not the only host for softball. When the host is an entity other than MVGS all of the drinks, snacks, equipment, supplies have to be moved somewhere. This is an extremely burdensome job for our Snack Bar rep. If there were cabinets or other storage then each host would be able to store these items without having to move them each time.

Scoreboards – It would be AMAZING to get scoreboards for the girls. When I see MV baseball fields with the scoreboards I wonder why those fields and not Craycraft? Scoreboards would be a fabulous addition to Craycraft.

Thank you for taking the time to read through my email. We truly appreciate all of the support you and the city of Mission Viejo gives to MVGS! If you have any questions please feel free to contact me.

Have a wonderful weekend!

RESIDENT: Dan and Karen Mitchell

COMMENT:

It is my understanding that there is an upcoming City Council meeting where there will be a discussion of possible upgrades to Craycraft Park. My daughter played softball there for 5 years and we loved the beautiful, well maintained fields that she was able to play on. Now that she is in high school, we really appreciate how good those fields are compared to the high school fields. There is always a need for improvement though and I remember often having to hike down and then up to the fields from several

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of the neighboring streets as the parking lots would be filled. A lot of the neighborhoods did not like us to park there but there was no other place to park to watch our girls play. More parking spaces would be a great thing for this park. Also, there were only 2 stalls in the women's bathroom and with all those girls playing softball in the park, it didn't seem to be nearly enough. Often the girls need to go quickly between innings and cannot wait in a long line. Nicer and more bathrooms would definitely be a benefit to the park. One other thing I have observed in other softball fields and baseball fields is that they often have electronic scoreboards. So often during the game it is easy to lose track of the score. It would be awesome to have a scoreboard on at least some of the fields so that we would be on an even par with what the boy's fields have. I appreciate your consideration in possible funding for these items. The park is so nice to have close by for the girls to play. These things will only make the park better and easier for the girls and their parents.

RESIDENT: Shelli Mire

COMMENT:

Hello, my daughters have enjoyed the usage of the Craycraft Park to play softball for many years, we would greatly appreciate your consideration in helping to improve the parking as well as the bathrooms. When we have tournaments and every Saturday regular scheduled games it is very congested and limited parking. The restrooms tend to back up and the ladies restroom tends to get clogged. We would greatly appreciate your consideration in renovating the park for better use age for the community.

RESIDENT: Gladis Hayes

COMMENT:

Thank you for your reply. Unfortunately it does not really help. There is nothing I can do about the carpool situation. I spoke to someone who deals with the carpooling at CALTRANS. They informed me that the city of Mission Viejo and CALTRANS has an agreement of exactly 40 spaces on the right side parking lot, the smaller parking lot section only allowed for carpooling. They informed me that if the carpoolers are in violation of that agreement, the city is supposed to address it. There are more than 40 vehicles there, and they take up spaces on both of the parking lot sections. I was told by CALTRANS to make the Parks department and or the City aware of the situation as only they can help with facilitating parking locations. I don't understand why this park that is #3 on the list to increase parking due to necessity issues is allowing carpool parking when its already so highly impacted for softball field use. As I was informed, this was done by the city with CALTRANS. Isn't there anything that can be done by the city to find a less used parking lot? This is the only softball field in Mission Viejo and the only park in Mission Viejo to also accommodate carpool.

So, here is our weekend...This past weekend, May 19,20 & 21, there was a tournament. Friday night games ended at 845pm per the softball schedule. There was no parking on our street. I had to block my driveway to park one of my cars. Half of our street was impacted by softball player parking. Saturday morning and Sunday it starts before 630am even though park hours start at 7am. The softball teams are loud, screaming their warm up counts and it travels as if they were in front of our windows. This is a weekend alarm we can all do without. So we start our weekends waking at 630am by force, then no parking for residents unless we left our cars out and didn't leave our homes. We have no space for our visitors all day on weekends. All this happens along with the congestion of the volleyball court users and

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parking taken up by vanpool and carpool. It's very disruptive to our street.

As you can tell, this routine is not accommodating to the residents who buy or rent the homes and actually live there. It accommodates the softball field and volleyball court users, and carpoolers. There is not much we can do except ask for your help at the parks and city departments. We personally cannot enforce anything. If we call and complain enough to the police department, that becomes an issue too. The last time a few neighbors and I complained consistently over a short time period, we all ended up with fix-it tickets cited after midnight addressing minor issues, but the park users were left without consequence during the day. We cannot facilitate contracts with CALTRANS, only the city can. We cannot enforce use of park, only the city can. All we can do is ask for help. Maybe even making our street parking permit during certain hours? Please help.

RESIDENT: Theresa Hause

COMMENT:

I Theresa M. Hause have been a resident of Mission Viejo since 1985. My daughters and now my granddaughters have played softball at this field for years. Lately while trying to get my grandchildren to and from practice the parking lot is totally congested. Mainly with carpoolers who drop their car in the lot and return between 4:30 – 6:30 pm, high children traffic time.

On Saturday March 4, 2017 while not finding any parking for my granddaughters' game, I noticed lots of Vanpool parked for the weekend. I photographed a sign in the entrance that reads: No Parking 11pm to 7am. The following vans have been permanently parked since Friday night 3-3-2017:

White Ford 7AOG725 VANPOOL.COM
Silver Explorer 7SIZ807 VANPOOL.COM
Grey T & C 7REU821 OCTA.NET/VANPOOL
White Ford 6VRK211 OCTAVANPOOL.COM
Grey Dodge 7WBG070 VANPOOL.COM
White Dodge 7WBB347 VANPOOL.COM
Black Traverse 7TWV116 VRIDE.COM
White Chevy 7HHL008 VRIDE.COM

With less than 100 parking spots... 4 fields of players, approx. 96 players. Needed parking for players, coaches, snack bar and umpires, approx. 200. With 8 Carpool Vans and at least 4-6 per van driving to the meeting point... 32-48 spots are already being taken.

This is a parking nightmare without the Van Pools. As a resident of Mission Viejo for 30+ years, now trying to get my grandchildren to and from practices and games with a handicap placard, I ask that the parking of Van Pools stop at this location. Might I suggest the Alicia Target parking lot!

I might also add that we pay fees to play MVGS and I'm sure that parking is/should be included with the use of the park. Please move ALL Vanpools to another location.

On 3-8-17 at 3:30 in the afternoon there were 56 cars in the parking lot, one in handicap and 2 coaches and 3 children present. The last Vanpool pulled in at 6:30pm as our game was ending with 5 people in the van.

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RESIDENT: Orange County Islamic Foundation (23581 Madero Drive)

COMMENT:

It is heartening to know that the City of Mission Viejo is considering several Capital Improvement Projects (CIP) throughout the city and make it more beautiful, attractive, convenient, accessible, comfortable, and enjoyable for the residents of the city. Thank you.

In particular we noted the improvements being considered to William S. Craycraft (WSC) Park. It would greatly help renovate the restrooms & snack bar. I would like to bring two items to the attention of the Commission: 1) evaluate the adequacy / placement of lighting for night games / activities, 2) lack of parking spaces, and 3) traffic speeding in the vicinity of the Park.

1) The lighting may or may not be adequate on the fields (we are not experts and are not suggesting anything here); however, we noticed that the lighting in the parking lot may not be adequate. We simply suggest evaluating parking lot lighting as well as lighting at crosswalks.

2) We have noticed that when there are games / activities in the park, not only the parking lot is full but most of the street parking nearby is taken. People walk quite a distance from their vehicles to the park. Occasionally OCIF has classes / seminars in the evening and the attendees spill over on the street. There is definitely a need to expand parking spaces in the park. Please note that OCIF attendees use the WSC parking lot on Friday afternoon between 12:30Pm through 2:30PM. Occasionally on weekend mornings our parents use these parking spaces as well. OCIF has advised people to not park their vehicles in WSC park if games are in progress. In addition, please note that there are times when there is nobody at OCIF, people attending a game / event at the WSC Park will park in OCIF parking, a gesture OCIF is happy to extend.

3) There is not ample lighting on the streets around the WSC Park. Families walk from their vehicles to the park and / or OCIF and invariably they have to cross a street (Madero or Via Linda). They have children with them. There is dim lighting at cross walks. The vehicles along Via Linda travel at speeds much higher than they should which causes dangerous situation. We have witnessed accidents about to happen few times, thank God it didn't. We strongly suggest evaluation and installation of speed reduction measures at three cross walks at the intersection of Via Linda and Madero.

OCIF is very appreciative of this opportunity to provide input. We care for the community we live in and we appreciate all the City of Mission Viejo does for its residents.

RESIDENT: Valerie and John with High Park Tap House

COMMENT:

We are very much in favor of expanding parking availability at Craycraft Park. Often when there is activity in the park, the overflow parking ends up in our lot. When people drive by to visit our restaurant and see the lot full, they assume our restaurant is packed and they move on to another restaurant. As a result, we lose business. When there are tournaments in the park we have to hire a private security company to monitor our parking lot to prevent park participants from using it as overflow parking. We understand they are just trying to get to their programmed activity; however, they do sometimes become confrontational when we try to educate them on why we need to reserve our parking spaces. We are also aware of the parking needs from our neighboring mosque. When they host religious services they often need overflow parking, which frequently impacts our facility. By having additional parking at Craycraft Park, it would alleviate much of the adjacent parking problems.

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RESIDENT: David Connally

COMMENT:

We spend a lot of weekends at Alicia Park watching our grandkids play softball.

This park is packed on weekends, but:

-There is only a single bathroom for each gender, with two stalls for women and one for men. More or expanded facilities are needed.

-Parking is always difficult due to limited spaces. Parked cars snake up the adjacent streets, but the High Park Taphouse lot directly across Via Linda doesn't allow outside parking, and I've heard people say they were ticketed or towed there. My wife uses a walker or wheelchair and only limited handicapped parking spaces are available at Alicia Park. Even dropping her off to park offsite is difficult as the existing lot is very narrow and a drop-off snarls traffic. I know that finding additional space for parking would be a challenge, but it is sorely needed.

-This past weekend several valuable parking spots in the lot were taken up the entire weekend by vanpool vehicles that are left over the weekend in the lot. Parking is so limited at the park that these spots cannot be sacrificed through the weekend for these vehicles not being used.

Thank you for your attention to these matters.

FELIPE TENNIS & RECREATION CENTER

RESIDENT: Toni Hayes

COMMENT:

I understand the city is looking at dedicating some funds to improving the recreation centers. There are a few things at the Felipe facility I think would benefit from an upgrade. First, the lights could be upgraded. That would improve the quality of light for players, it can be difficult to follow the ball and see the lines on the court under the current lighting system. As a bonus it would be a more efficient use of electricity.

Replacing the small covered area would be a big improvement; it is pretty small at this point. We need a bigger space. Secondly, it would enable us to use it during cold or rainy weather. The current covered area is really not practical in a lot of weather. The best solution would be to replace the small covered area with a permanent building that can be used year-round, both night and day. It would be much more practical and useful.

I hope the commission considers some of the suggestions.

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RESIDENT: Greg Hogan

COMMENT:

I would like to express my strong support for the proposed improvements to the Felipe Tennis and Recreation Center, specifically:

1. New fencing
2. Construction of a community room and club house
3. LED lighting

These renovations would not only modernize the facility, but would also greatly enhance the enjoyment and usage of the facility by the members of our community.

Also, in my opinion as well as that of many tennis players, it is equally urgent that the tennis courts be resurfaced. The courts are in terrible shape and should be brought up to the standards of the Marguerite Tennis Center and the Sierra/Montanoso Recreation Centers.

Collectively these long neglected improvements would create the facility our community desires and deserves.

RESIDENT: Dale Babb

COMMENT:

Our volleyball group is aware that council is considering upgrades to several facilities. We are number one extremely happy that we have an opportunity to play Volleyball at Felipe. Second we appreciate the upgrades to the facility that occurred last summer. We would like to advocate for improved lighting and the possibility of having a structure that could be used to gather in especially with the recent inclement weather.

RESIDENT: Dennis Leong

COMMENT:

I understand that the fencing around Felipe Tennis Center is need of work. In the short time I've been playing pickleball at the center, I have had instances where the ball had gone under the fence. Once, I recall that when I went to pick it up, it was no longer there. Fortunately, Dennis found it and took it inside. I hope that the fencing can be updated soon.

RESIDENT: Wayne Iba

COMMENT:

Hello –

I just wanted to drop a line to say how beautiful the Felipe Tennis and Recreation Center has become! I've been playing with the various Volleyball groups for about 5 years now. It's enjoyable knowing we have a court(s) we can reserve and not have to fight over or wait for. Especially when there are relatively few courts with lights within the neighboring cities. Thank you so much for the beautiful upgrades!

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Not to look a gift horse in the mouth, but I can hardly wait for the 2nd Community Building area to be completed, as it's nice to sit back and relax after our evening games...but would be even nicer to have it enclosed for the cooler winter months.

Again, my thanks to the Community Services Commission, the Recreation & Community Services Department, and the many others responsible for the improvements!

RESIDENT: Tom Tillotson

COMMENT:

I want to thank the City of Mission Viejo for its support of Pickleball. It's been rewarding to see the growth and the increased popularity of the sport under the direction of Amanda Bassett. Amanda is a tireless advocate for the support and the players she directs.

From a constructive perspective it would be great to see dual use tennis/pickleball courts converted to exclusive Pickleball Courts. This would improve the layout, design, and functionality of the Courts as well as provide increased safety and utilization. I'd also suggest that lightning on the Felipe Courts be improved as scours coverage is inadequate and inconsistent.

Again, we appreciate all that the city and Amanda has done to promote Pickleball.

LAKESIDE PARK

No comments submitted.

LAKE LOOP CONNECTIVITY

No comments submitted.

LA MANCHA PARK

RESIDENT: Agnes & Kraig Erickson

COMMENT:

I am writing to you to for City Council consideration of play equipment at La Mancha Park.

We have been in coordinating with Mr. Keith Rattay since July 2017 who has been very helpful. We understand the City is just in the beginning phases of developing the budget for the next fiscal year and there will be many competing requests that the City Council will need to consider. We ask that the Council review and consider the needs for La Mancha Park for the upcoming budget cycle. We understand that playgrounds cost money as well as maintenance and ADA compliance.

Of the 40+ parks in the City, La Mancha is the only park without a playground or other dedicated service (soccer, trail, etc.). We find ourselves needing to drive to other parks to utilize the play equipment and can only assume that many others must do the same. La Mancha Park borders 3 HOA communities: La Mancha, Mission Ridge and Baja Oso. The Park is also within 1/4-mile of 3 large apartment communities:

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Sunrise Senior Living, Heritage Villas Senior Apartments, and Adagio on the Green Apartments. Improvements to La Mancha Park would greatly serve these 6 communities. With the large number of multi-family housing in that vicinity and the new apartment complex on Oso, there is a need for a playground nearby. Tract 320.13 has the numerous multi-family residences in La Mancha as well as the noted apartment communities (senior living) which would have considerably lower average household income. Our goal is to get play-equipment installed at La Mancha Park so these families do not need to drive to other parks.

Per discussions, with Mr. Rattay, La Mancha Park has typically not been considered due to steep slopes all around the park and ADA compliance improvements required. We recently visited Davis Park that is of similar size & make-up with steep-slopes all around and only 1-point of entry with a very long ADA ramp-up to the park. La Mancha Park is just under 4 acres with slopes and over 2 acres of usable flat surface. I would like to think that the size of a park site does not limit its value and importance to the local communities that use it. Other parks in the City of similar size under 3 acres of usable space include Barbadnes Park, Granada Park, Marid Fore Park, and Minaya Park. These parks all have playgrounds with the average playground size with pavement of approximately less than ½-acre.

Please let me know what we can do to drum-up support for the project. Thank you.

RESIDENT: Kraig Erickson

COMMENT:

I recently attended the City Council meeting earlier this week to request the Council consider installation of play equipment at La Mancha Park. I understand the Community Services Commission will be removing a list of potential CIPs and prioritizing for funding.

I do plan to attend the next Commission meeting on Tuesday, 2/19, at 6pm to make my case for La Mancha Park improvements.

For your information, of the 48+ parks in the City, La Mancha is the only park without a playground or other dedicated service (ballfields, walking trails, wilderness, etc.). We find ourselves needing to drive to other parks to utilize the play equipment and can only assume that many others must do the same. La Mancha Park borders 3 communities: La Mancha, Mission Ridge and Baja Oso. The Park is also within 1/4-mile of 3 large apartment communities: Sunrise Senior Living, Heritage Villas Senior Apartments, and Adagio on the Green Apartments. Improvements to La Mancha Park would greatly serve these 6 communities. With the large number of multi-family housing in that vicinity and the new apartment complex on Oso, there is a need for a playground nearby. Tract 320.13 has the numerous multi-family residences in La Mancha as well as the noted apartment communities (senior living) which would have considerably lower average household income and mobility to drive to other parks. Our goal is to get play-equipment installed at La Mancha Park so these families do not need to drive to other parks or cross the very busy Oso & Marguerite Parkways.

La Mancha Park is just under 5 acres in size with slopes, but has over 2 acres of usable flat surface. I fully understand the high cost of the project (from planning, design, bid-construction, permitting, ADA compliance) and limitations on City funds, as well as restrictions for grant funding. We are simply asking the Commission consider the needs of La Mancha Park and the 6 communities it serves.

EXHIBIT C

Please let me know what we can do to drum-up support for the project. Thank you.

LA PAWS DOG PARK

No comments submitted.

MARTY RUSSO YOUTH ATHLETIC PARK

RESIDENT: Tori Yokoyama

COMMENT:

My parents originally moved to Mission Viejo when I was 6-years old in 1986. We lived off of La Barca and I went to Deportola, then Los Alisos, then Trabuco. I grew up playing Little League baseball at YAP from when I was 6 through my senior year playing for Trabuco's varsity baseball team. Now my wife and three boys live on Ladera Drive and my kids go to Deportola and play Little League for South Mission Viejo. It's nothing short of special to see my boys playing baseball at the same field I grew up playing on.

I've been the Chief Umpire on the Board at SMVLL for the last 3 years. It's a lot of work, but I love giving back and contributing to a healthy little league experience for my boys and all the SMVLL families. We have a very special group of families and the community feeling that is created down at YAP is beyond what I remember experiencing even as a kid.

I wanted to express my support for a couple things I've heard the City is considering. Adding lights to more YAP fields would greatly improve our league's accessibility for families. With the high cost of living, most families have both parents working and it's simply very difficult to get your child to practice and games, when they have to start by 4:00 or earlier in order to beat the setting sun. Another is bathrooms near the far end of the parking lot. Besides kids, we have a lot of parents and grandparents that enjoy coming to watch our games. The walk to the one bathroom from those far fields is quite a distance. So having another set on that end would add a big level of convenience for the fans and kids.

And lastly, thank you so much for all you do for our league and our families. I wouldn't want to be playing baseball anywhere else. There's nothing better than a Saturday down at YAP seeing these kids making memories. We're so grateful to be living in this community. Thanks again.

RESIDENT: Dave Towers

COMMENT:

I'm writing on behalf of South Mission Viejo Little League, a community of 400+ families that uses Youth Athletic Park. My 8 year old son sees it as the hub of his life - far beyond school, the lake or even Fortnite, which is HUGE.

We're hoping to get lights on the field and restrooms on the opposite side of the park. It will keep our kids playing there and our families engaged. We have hundreds of kids and parents using the facilities - I've never been in a community organization with the passion and fervor of little league, it's really amazing. If you get the opportunity to support our cause, we'd really appreciate it!!!

Thank you for your service to the MV community.

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RESIDENT: Shannon Lechuga

COMMENT:

My name is Shannon Lechuga and I have been a resident of Mission Viejo since 2007. My children are 8 and 10 years old and both have been very active in the sports programs throughout the City since they were 4 years old. We really feel blessed to have a community like Mission Viejo to raise our two boys. One of those sports leagues is South Mission Viejo Little League (SMVLL). SMVLL is an all-volunteer organization that has over 350 live scanned volunteers who live in Mission Viejo. I feel that SMVLL creates a fun and safe environment for our kids to be kids and make lifelong friends. We have such a special community at SMVLL and it has really become a safe place for our kids to spend many days and evenings playing and watching baseball. SMVLL is a true community which sets itself apart from others with its Snack Bar and grotto area for all families to spend quality time.

I understand that the Mission Viejo Community Services Commission is in due diligence on some important improvements to the Youth Athletic Park (YAP). The first is additional lights for the ball fields. This would be a tremendous improvement for our league and its growth. This will allow us to have more practices and games, but more importantly recruit more outstanding volunteers to assist in our organization that have a direct impact on our kids' lives whose work schedules do not allow the flexibility to be at the ball fields at 3:30 during the week. The second improvement of additional bathrooms at the Batting Cages would also be very well received. The Batting Cages are an important part of our program and when children need to use the restroom they need to go a very far distance to do so. From a safety and continuity perspective, it would be excellent if there were rest rooms located by the cages. Every night, we have at least 40 kids at those cages, working hard and having fun.

Thank you very much for your time reading my email. We really appreciate all that you do for the City and we would like your support for these improvements in your upcoming commission meetings.

RESIDENT: Michael Michota

COMMENT:

My name is Michael Michota and I have been a resident of Mission Viejo since 1998. My wife Jennifer and I own a home near Aurora Park and also own and operate our family business here in Mission Viejo. Our oldest son Jaden is 12 and attends Newhart Middle School. Our youngest son Evan is 10 and attends Philip J Reilly Elementary School. We love our lives here in the City of Mission Viejo and couldn't imagine living anywhere else. We enjoy the Lake, Oso Creek, the parks, the special events, the shopping and restaurants and most of all...we LOVE South Mission Viejo Little League Baseball!

This is our 8th year as members of South Mission Viejo Little League. Jaden is playing in his Majors season right now, and Evan is playing AAA. Both my wife and I are very involved with the league having served on the Board of Directors, as coaches and managers, and I recently served as President of the league in 2017 and 2018. We are lucky to call Marty Russo Youth Athletic Park our league home and fortunate to play all of our games there, host tournaments and enjoy the community spirit that Little League and the City of Mission Viejo provide.

Mr. Sachs, as you and the other Council members consider future options for improvements in our neighborhood parks, we ask that you consider 2 key improvements to our home fields at Marty Russo Youth Athletic Park.

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1) Currently only 3 of the 8 fields at the Park have permanent lighting, causing restrictions in the scheduling of baseball games and creating the necessity for expensive temporary lighting during peak playing months at the Park. Safety concerns are also raised with the temporary lights as we must restrict our teams to conduct only infield play when these lights are in operation. No outfield play is allowed. As you can imagine, this can be challenging.

Proposed Improvement: Add permanent field lighting to fields #2 and #3 to expand the use of the Park and create safer playing conditions after dark.

2) The furthest northeast area of the Park houses the batting cages and these cages are heavily utilized during the 4 months of Fall baseball and the 6 months of the Spring season by all teams. However, the Park's restroom facilities are located in the furthest southwest corner of the Park, about a quarter-mile walk from one end of the Park to the other. It's not only a long walk to the facilities, but after dark it can be a little daunting walking through unlit areas of the park to get there.

Proposed improvement: Add additional restroom facilities to the northeast area of the Park to better serve those using the batting cages and Junior fields.

Thank you for your attention to these requests, and for all of your efforts and those of the entire City Council. Life in Mission Viejo is second-to-none.

RESIDENT: Shireen Malone

COMMENT:

My name is Shireen Malone and I am honored to call Mission Viejo my home since 2005. I chose this wonderful city as my residence for many reasons, one of which was the desire to raise our family in a city which embodied a sense of community. I wake up every morning and truly feel blessed to live here and enjoy all it has to offer. We have two sons, Gavin, age eleven, and Luke, age seven, who were born here. You actually met Gavin recently when you spoke to the cub scouts of troop 818.

Over the years, it has been a pleasure to enjoy all the activities available throughout the city, especially the incredible sports programs. Having two active boys, means we need to continually find an avenue to release their energy! Both of my sons have been heavily involved in baseball through South Mission Viejo Little League (SMVLL) since they were in t-ball. We have all enjoyed spending countless hours, as a family, down at the Youth Athletic Park.

This park and the people who make up the league embody what it means to be part of a community. The memories that my boys, as well as countless others, have from their years at YAP, are indelibly etched in their brains and will be remembered for years to come - memories of difficult losses and hard-fought wins, memories of a pick-up game with kids from the opposing team that they just played, memories of fun days turned into evening gatherings "*down at the field*". YAP is also the place where life-long lessons are taught – lessons of character, lessons of good sportsmanship, lessons of perseverance and digging deep to fight on, lessons of being kind to your fellow players, lessons of confidence and teamwork. These are the things that happened "*down at the field*". The field is also where long-lasting bonds of friendship are created and fostered. These are the memories that I want my boys to continue to have. When they grow up and do amazing things in this world, I want them to

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look back at their years “*down at the field*” in Mission Viejo, with a smile on their face and remember all the wonderful times they had there. I want them to look back with fondness at the time they spent “*down at the field*”.

The field and the over 350 volunteers, parents, grandparents, guardians, siblings, cousins, aunts, uncles, extended family and friends shape our future citizens and create boys and girls who will do amazing things and represent our proud city. These things happen “*down at the field*”.

As a Mission Viejo family and a “South” (SMVLL) family, we enjoyed being part of this league so much that my husband and I both joined the board of SMVLL, so that we could give back and make the next season even better than the last. To that end, I respectfully request the Mission Viejo Community Services Commission consider the acquisition of lighting for the fields at YAP that don’t already have this available. This addition would be a benefit, not only to the league in general, but also to the many future generations of young boys and girls who will be making these memories “*down at the field.*” Logistically, it would allow, the league to schedule more practices and games throughout the week. This additional time on the field would benefit the citizens of Mission Viejo by allowing them access to the field at times when they ordinarily wouldn’t be able to be there. This would allow many family members who work and can’t be at the field as early as 3:30pm, an opportunity to attend games and cheer on their baseball players. The addition of lights would have a direct impact on the citizens of Mission Viejo who enjoy YAP, as it would expand the ability to remain at the field longer and foster the sense of community, that is Mission Viejo.

Also, I request the Mission Viejo Community Services Commission consider the placement of additional bathrooms in the area of the batting cages, at the east side of YAP. The batting cages are an integral part of the practice schedule and therefore the players spend many hours at that area of the field. Currently, the players have to sprint to the bathrooms that are located on the opposite side of the field, closest to Olympiad. This causes a safety issue, as well as a being far for the young children to traverse. Having restrooms adjacent to the batting cage area would be logistically beneficial to all users of the fields.

Thank you for your time and consideration in reviewing this email regarding the requested improvements to YAP – our community field. Thank you and your colleagues for your tireless hours on the city council to ensure that our city remains the greatest city to live in! I hope you see the importance of these additions to YAP and hope for your support in this endeavor.

I hope to see YOU “down at the field” this season.

RESIDENT: Nic Hernandez

COMMENT:

My name is Nic Hernandez. My entire life I had been a Northern California resident and was very hesitant to start a family anywhere else but up North. My wife Darci had spent about five years in Mission Viejo during elementary school and just remembered how great it was to be a kid here. After a little persuasion from here we moved down to Southern California and chose the great City of Mission Viejo as a place to set our roots and build a family. Since moving to Mission Viejo in 2010 we have added two boys to the family and have been able to enjoy all the great activities that the city has to provide. Over the past three years they have been part of South Mission Viejo Little League. The facilities that are

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provided are some of the best that I have ever seen. I would like to thank you, and the members prior to you, for making it a priority to have such great facilities that attract more families to our area. Being a volunteer for the league and seeing how hard the City works to provide the best resources to our children will have a lasting effect on them as they grow.

I understand that the Mission Viejo Community Services Commission is in due diligence on some important improvements to the Youth Athletic Park (YAP). The first is additional lights for the ball fields. This would be a tremendous improvement for our league and its growth. This will allow us to have more practices and games, but more importantly recruit more outstanding volunteers to assist in our organization that have a direct impact on our kids' lives whose work schedules do not allow the flexibility to be at the ball fields at 3:30 during the week. The second improvement of additional bathrooms at the Batting Cages would also be very well received. The Batting Cages are an important part of our program and when children need to use the restroom they need to go a very far distance to do so. From a safety and continuity perspective, it would be excellent if there were rest rooms located by the cages. Every night, we have at least 40 kids at those cages, working hard and having fun.

Thank you for reading my email. The Hernandez family really appreciates all that you do for the City and we would like your support for these improvements in your upcoming commission meetings.

MONTANOSO RECREATION CENTER REHABILITATION

RESIDENT: Shannon Barton

COMMENT:

I have been a long-term member of the recreational Center and use the pool several times during the week. Over those years, I have seen the city apply the money necessary to both upgrade and maintain the Centers. The pool at Montanoso is heavily used by myself and other lap swimmers. Several years ago, the pool needed repairs and the city directed capital to do so. Since then, normal wear and tear requires the city to do so again. The deck where most people enter the pool, has for several years been cracked and has had temporary repairs.

As with any physical structure, safety is a concern. This requires appropriate expenditures. I believe the city should vote in favor of applying necessary funds to do so.

RESIDENT: Tony Elia

COMMENT:

Replace toilets in Women's restroom - often don't flush completely and seem to 'clog' easily (often shown as 'out of order')

Install overhead fans in the Jazzercise room

Install water-bottle filler in Jazzercise room (like one in the gym)

Install window shades on west-facing windows in the gym

Install dry sauna

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Avoid scheduling 'meetings' during normal 'heavy use' periods (E.g. during Jazzercise classes, Sat mornings when gym is busy, etc) - creates parking problems. Perhaps the Murray Center could be used for meetings since they have ample parking.

(The above items were 'gathered' from a variety of users - we all love the center and appreciate the hard-working staff.)

RESIDENT: Margie Mickelson

COMMENT:

To whom it may concern:

I have been a member of the Montanoso Recreation Center for close to 20 years. I am an avid swimmer and the pool is truly a refuge for me. Montanoso is one of the few places where lap swimming is available. Please consider providing the needed funding to resurface the pool to keep this asset of the community alive and well! It is such a friendly, warm-hearted community of swimmers there. I am a therapist and work a lot with trauma victims. The swimming is more than exercise for me, it is therapeutic. Please keep our pool maintained!

RESIDENT: Nathaniel Tuttle

COMMENT:

The Montanoso Recreation Center is probably the most used of all the capital improvement projects. I do believe all these locations do need improvements done to them but I think Montanoso should be at the top of this list for all improvements listed. The nine items listed for Montanoso should be addressed in the following order:

1. Pool Equipment Replacement
2. Pool and Spa Re-Plaster
3. Fitness Equipment
4. Patio Improvements
5. Deck Work
6. Window Replacement
7. LED Lighting Upgrade
8. Outdoor Showers
9. Facility Signage

Below are additional items that should be addressed at Montanoso.

- Re-cover patio for members to use as well as TRX and other classes.
 - This patio gets used all the time, and when it rains or it gets too hot outside, then members are stuck having to come inside to find somewhere to workout. If it is a class such as TRX then it has to be cancelled or another location has to be found if possible. This patio is a great escape for when it is too crowded to workout inside the gym. The current cover is ripped and is not made protect from rain or other elements.
 - By having a covered patio, TRX would not have to cancel classes during rain or excessive heat, or close down the powerlifting room to have class in there. Cancelling classes

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could lead to a loss in revenue as this is a paid class and members who pay for this class could drop out or even cancel membership completely and go to another gym. Closing down the powerlifting room for TRX does not go over well for members who want to use the powerlifting room during TRX class. The powerlifting room is designed and laid out for powerlifting and not for TRX. Doing classes in the powerlifting room is not only tight and cramped but not suitable when there is no air circulation back there.

- Additional paid classes could then be added or current classes in the aerobics room could be moved out there to help clear up room in the aerobics room for new classes or to lessen the wear and tear in that aerobics room.
- Removal of the four pillars in the patio.
 - These pillars are in the way during TRX limits the number of members we can have in this paid class. With the removal of these pillars we could add additional TRX bands and additional members to the class therefore increasing revenue for Montanoso. These pillars also limit the exercises members can do since they are in the way but it also limits the full potential of what that patio can be used for.
- New Air-conditioning unit and fans to help with temperature and circulation
 - The gym seems to have different temperature zones depending on where you stand in that gym even when there is nobody in the gym and it is not always warmer by the windows or cooler in the shaded areas. This lack of circulation also causes the gym to smell really bad and sends multiple members outside to grab a quick breath of fresh air and to also get over any light headedness they may have. Improved air quality and circulation will definitely increase member happiness and retention.

I hope the Community Services Commission takes this input into consideration when voting and prioritizing projects for the city. As previously mentioned, the Montanoso Recreation Center is the most heavily used of the locations mentioned that need improvements done. These items mentioned above are a consolidation of the top three things I have heard over the past years from people who work out at Montanoso.

RESIDENT: Ponci Kaylor

COMMENT:

Subject: Montanoso Rec Center

Hello,

As a long-time member and now fitness instructor, I would like to see the following improvements, which will enhance client experience:

1. Enclose the outdoors space where TRX is located and knock down the pillars. This will allow TRX to continue outside rain or shine. Removing the four pillars will provide more space for TRX workouts.
2. Improve the air flow inside the gym. The heavy weightlifting room is very stuffy and has a bad odor making it difficult to workout in. Also, the air flow in the main area of the gym needs improvement as well.
3. Better maintenance of the equipment so they don't break down as often.

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RESIDENT: Mike Ojeda

COMMENT:

My name is Mike Ojeda. I spoke to you by telephone last week about speaking at the capital improvement project meeting. I will speak early at the open forum starting at 6:00 p.m. I will check in with you at 5:00 p.m. The following are my proposals:

"Hello, my name is Mike Ojeda. I have been a member of Mission Recreation Center for over 10 years, using the Montanoso Rec Center. I want to discuss my suggestion for improving the design of the Men's Bathroom at the Montanoso facility, specifically the shower room area, and address the water drainage problem.

When you enter the shower room you first notice a 6-foot-long wooden bench about 1 foot wide and a row of 24 lockers, 12 on top and 12 below on the wall facing you. If you have 3 or 4 men using them and changing at the same time it is crowded and you do not have bench space available.

My proposal would be to remove all locker doors on the bottom row and open them up to create space for gym bags and clothing instead of members using the wooden bench. To your immediate right is an individual shower stall and swim suit drying apparatus on the wall. To the left are 4 shower stalls including a stall for handicap access. I would propose removing the individual shower stall completely and relocate the swim suit dryer to the other side of room. By removing this shower and dryer it would allow installation of 6-10 more lockers and open space below for clothing and bags, and another bench for seating. I estimate this would provide 40% more area for changing and securing personal belongings

On the issue of water drainage. The initial floor installation does not control water flow adequately, therefore water is consistently present in various places throughout the room outside shower stalls, so much that floor mats were installed in several places in shower room. One such mat was installed just inside entrance to room in front of bench. To me, this is not so much a drainage problem, but a liability problem. I have personally witnessed the aftermath of an elderly member entering the shower room stepping on the blue mat, the mat shifted, the man fell forward hitting his head on the wooden bench just above his eye. He quickly developed a knot above his eye the size of a golf ball and was considerably shaken up. He had a black eye for days afterward. Fortunately, he did not report his injury, and the rec center 'dodged a bullet'. The drainage problem is a lawsuit waiting to happen.

I know there are several issues and proposals you will hear this evening, but when it comes to liabilities and accompanying lawsuits that the City will face, I think this proposal should be a top priority."

RESIDENT: Robert L. Knoke

COMMENT:

Dear Community Services Commission,

I will not be able to attend your meeting on March 19, 2019 at 6PM as I will be out of town at that time but want to address my concerns regarding the Montanoso Recreation Center, that I have been a member of since 1999, regarding the Rehabilitation Capital Improvement Projects.

My primary interest is the maintenance of the swimming pool area which I use daily for lap swimming to keep myself in good spirit. Below are my major concerns that should be addressed during Capital Improvement Projects:

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Deferred Maintenance sums up my view of the pool area. It is said that it is far more expensive in the long run to let things run down to such a major point as has our Montanoso Pool.

Both the pool and spa area need to be re plastered - see attached photos

There are areas below the water line of pool where rust marks are showing through the plaster that shows rusting of the steel bars that holds the cement pool together.

The decking around the pool has many cracks and sharp edges that one could get injured while walking on said decking - see attached photos

The blue tile by the steps entering the pool is cracking and separating from the pool deck.

Lastly, the tile that marks the center line of each swim lane is black in color. The problem is that when you are swimming in the afternoon hours the shadow from the lane line that separates each lane and the center lane line are hard to tell apart. My solution would be to replace the black tile with a color that would contrast the two.

Thank you for your time considering my views.



NORMAN P. MURRAY COMMUNITY & SENIOR CENTER

No comments submitted.

OSO VIEJO COMMUNITY PARK

RESIDENT: Lezlie Schreiber

COMMENT:

I am writing this email to request that more bocce courts be built at Oso Viejo Community Park.

Bocce has changed my husband's life...he has a new set of friends and an excuse to get up and out several days a week.

But two courts cannot accommodate the number of people who want to play.

SIERRA RECREATION CENTER REHABILITATION

EXHIBIT C

RESIDENT: Vinh Le

COMMENT:

My name is Vinh Le. I am a senior and a 32-year resident of the beautiful city of Mission Viejo. I am writing today to bring to your attention one of our city's cherished amenities which helps our family grows and stay healthy throughout the years, and make us proud of the community we live in.

While we really enjoy the year-round programs offered at Sierra center and appreciate its most helpful and friendly staff, we like to share our concerns about the state of the facility. The center has not gone through any major renovation for several years and currently shows signs of aging, deteriorating, and being outdated.

I would like to request the council's thoughtful considerations during city budget planning to appropriate funds for Sierra center to address the following areas of concerns:

- Facility signage
- Painting of the facility
- Lack of shade structures in the playground area
- Pool equipment replacement
- Pool and spa re-plaster
- Tennis court fencing replacement
- Re-position wall near spa
- Exercise equipment upgrade and addition
- Restroom/locker room renovation
- Restroom door replacement
- Wood trim and paint

I know that with your help our center can again become a beautiful, modernized facility for our community to treasure.

RESIDENT: Tony Lozinski

COMMENT:

Happy Monday!! I'm a 25 year Mission Viejo resident and have had a family membership at Sierra Recreation for many years.

As a matter of fact I live directly across the street from the Sierra Recreation Center and try and use it as much as I can, when not traveling. I love the Sierra Rec center!!

I'm writing this morning to ask that the Sierra Recreation Center, I love so much gets some needed updating and attention before too long. The elliptical machines I use are really beginning to show their age....as a matter of fact it seems like one of the three is generally not working properly. Many of the weight machines I lift on are beginning to rust and show their age. Additionally, the bathrooms are definitely in need of updating and some general paint inside and out would be welcome.

Again, I'm a huge fan of the Sierra Rec center and just want to see it updated so it doesn't get to a point where it's inoperable. Thank you for all you do in the City.

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RESIDENT: Mr. and Mrs. Keith Wanser

COMMENT:

My main concern is the repositioning of the wall near the Spa. The wall near the Spa is a wonderful feature because it provides a great ambiance, wind shelter, shade from the sun. There could be a camera near the spa area for more visibility or trim the bushes back if necessary. Please do not move the wall too far back – it's only a half moon. It doesn't really block anything from the lifeguard's viewing of the spa. Montanoso's spa does not have a wall and the ambiance of Sierra's spa encourages conversation and relaxation. I love the Spa at Sierra because it provides relief to my arthritis, like many other members.

There is a low separation (very short wall) between the playground and pool. I ask our Commission to consider extending the rod iron fencing with a gate around the playground to prevent young children from leaving the play area and entering the pool. It would provide a much safer environment for young children and families. It's asking too much of the Lifeguard to watch both the playground and pool.

The women's bathroom at Sierra does not compare to Montanoso. There is no hand dryer, swimsuit dryer, or privacy. The shower setup is very poor. Not everyone is a young girl who is changing in the nude like they do in schools – I would like to shower and change in privacy. Please knock out some walls to provide more space for women. Please upgrade the jets on the Jacuzzis as the spas are used to provide relief for arthritis and joint aches.

OTHER ITEMS SUBMITTED

RESIDENT: Ian Carpe

COMMENT:

Subject: Preciados park resurfacing capital project

Please add this as a capital project. Our infant daughter plays there every day and our newborn soon will also. The playground surface is badly damaged from years of usage, is cracking and in need of replacement. It is a trip and fall hazard. Please let me know that you have added this to the City priority capital projects list for consideration.

RESIDENT: Andrew Hill

COMMENT:

To whom it may concern,

I am writing today to ask about the upcoming Capital Improvements Projects meeting on March 19th, I reviewed the list of projects in the flyer and was wondering if the meeting will just review the proposals in the flyer or if there is an ability to suggest other improvements that are important to the community that are not on the list?

Mission Viejo is home to one of the largest AYSO regions in the country, it is a completely volunteer run organization with literally 1000's of hours of volunteering by hard working residents every week, we are also home to other club soccer programs as well as flag football programs that are expanding all the time. Mission Viejo is also one of the only cities in the region who have no all-weather turf fields

EXHIBIT C

available for soccer play during the spring season and because the city does such a fantastic job in protecting our beautiful fields every week (they really do) the grass fields are rightly closed every time there is minor rainfall. This has a huge impact on the city residents who rely on these fields for practice time and exercise for their kids during the week and it has an impact on championship standings and the overall competition every time we have to cancel games that are frequently unable to make up due to weather conditions. It also has a big impact on the people who give up their time to volunteer for these programs as they are having to adjust the other commitments in their lives to accommodate the changes in practice or game times that often come with very short notice.

I am sure we can get a lot of people behind a request to install some all-weather fields in the World Cup / OSO Complex or even at YAP but I am not sure how our community would go about making such a request so guidance on this would be very much appreciated.

Thanks.



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Susan Knudson, Administrative Services Manager
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title
 FY 2019-21 Revenue Projections

Recommended Action
 Receive and File Report

The City is in the process of developing the FY 2019-21 budget, including revenue projections. Staff utilizes a variety of resources in developing revenue projections, including: Hdl Coren & Cone (Hdl), the City's property and sales tax consultant; economic forecasts developed by various business schools, including, California State University Fullerton (CSUF), University of California Los Angeles (UCLA), and Chapman University (Chapman); California Department of Tax and Fee Administration (CDTFA), State Department of Finance (DOF); Orange County Transportation Authority (OCTA); and other applicable sources as needed. It has always been the City's process to develop the most conservative projections utilizing these resources to project city revenue.

As the budget preparation process progresses, revenue projections will be updated as additional information becomes known.

Preliminary revenue projections have been developed for all funds and are reflected in the following table.

Fund	FY 18/19 Projection	FY 19/20 Projection	%Change from FY 18/19	FY 20/21 Projection	% Change from FY 19/20
General	\$59,036,907	\$60,227,433	2.0%	\$61,092,157	1.4%
Library	3,209,555	3,230,480	0.7%	3,315,010	2.6%
COPS	150,000	200,000	33.3%	200,000	0.0%
Bldg Homes & Jobs SB2	0.00	250,000	100.0%	250,000	0.0%
Gas Tax	2,057,070	2,525,353	22.8%	2,525,353	0.0%
Gas Tax RMRA-SB 1	1,522,067	1,588,742	4.4%	1,588,742	0.0%
AQMD	121,000	123,000	1.7%	123,000	0.0%
Park Development Fees	0.00	1,010,000	100.0%	0.00	-100.0%
CDBG	476,216	413,000	-13.3%	413,000	0.0%
Measure M2	1,696,976	1,664,930	-1.9%	1,706,553	2.5%
Senior Mobility Grant	119,000	124,000	4.2%	129,000	4.0%
MV Mall Parking Lease	1,250,000	1,250,000	0.0%	1,259,400	0.8%
MVTV	553,100	564,200	2.0%	558,854	-0.9%
Animal Services	2,338,872	2,450,744	4.8%	2,571,763	4.9%

Note: Library and Animal Services Fund excludes General Fund Subsidy

Overall, it is anticipated that the General Fund revenues will increase approximately \$1.2 million in FY 19/20 over the FY 18/19 amended budget and then increase another \$865,000 in FY 20/21.

Library Fund revenue is projected to slightly increase 0.7% in FY 19/20 and we expect to see a 2.6% increase in FY 20/21. While property taxes in the Library Fund are projected to increase approximately \$100,000 in the first year, this increase is offset by a federal grant received in FY 18/19 that will not be received in FY 19/20.

The COPS Fund accounts for the resources and related expenditures for a law enforcement grant. It is projected the City will receive approximately \$200,000 in both FY 19/20 and FY 20/21. This is a 33.3% increase over the FY 18/19 amended budget. The projected increase is based on actual revenue received from this grant over the past 2 years.

With the passage of Senate Bill 2, Building Homes and Jobs Act, the City anticipates receiving \$250,000 for each of FY 19/20 and FY 20/21. This amount is preliminary and this revenue and related appropriations will be adjusted once amounts are known.

Gas Tax revenue is increasing by 22.8% in FY 19/20. Estimates are not available for FY 20/21 and will be updated once received. The large increase, which will only occur in FY 19/20, is due to the stabilization of Street & Highways Code Section 2103 allocations due to the Road Repair and Accountability Act (SB 1). Previously, the State Board of Equalization had discretionary rate setting authority over this revenue source. SB 1 set this rate at 17.3 cents per gallon, up from the current 11.7 cent amount. These revenue projections are based on calculations by the State Department of Finance. Initial estimates were received in January and will be updated in May.

With the passage of SB 1 the City receives additional revenue to concentrate efforts for maintaining City roads. The City is expecting a 4.4% increase over FY 18/19 based on state estimates. Estimates are not yet available for FY 20/21 and will be updated once revised projections are received from the State.

The AQMD Fund accounts for the resources and related expenditures for air quality improvement programs and projects. These resources remain relatively consistent from year to year with small growth increases.

A new Shea development in Mission Viejo is expected to generate \$1,000,000 in Park Development fees in FY 19/20 along with \$10,000 in accumulated interest. These resources are dedicated for park related capital projects and will be further discussed at the next Council meeting as part of the capital improvement program budget agenda.

For the Community Development Block Grant (CDBG) Fund, the annual FY 19/20 grant allocation is \$413,000. At this time the same funding level is assumed for FY 20/21.

The Measure M2 Fund projections for both years are based on projections provided by the Orange County Transportation Authority (OCTA).

Senior Mobility Grant Fund accounts for the resources and related expenditures for the senior transportation program. These amounts are based on projections provided by OCTA.

The revenue projected for the MV Mall Parking Lease is from sales taxes generated by the Mall and needed for the Mall Bond debt service payment. The sales tax amount is projected to be flat for FY 19/20 with a small increase for FY 20/21.

Mission Viejo Television (MVTV) Fund revenue is derived from a portion of General Fund franchise fees. An increase is expected in FY 19/20 based on current year actual receipts. A slight decrease is projected for FY 20/21 reflecting a continuing shift of cable service to internet streaming viewership.

The Animal Service Fund revenue, which includes the charges for services to the cities of Aliso Viejo, Laguna Hills, Laguna Niguel, and Rancho Santa Margarita, is expected to increase 4.7% from the prior year. The largest increase in revenue for this fund is for animal licenses in the amount of \$50,000.

General Fund Projections

Further analysis on General Fund projections is presented in the table below.

Revenue Type	FY 18/19 Projection	FY 19/20 Projection	% Change from FY 18/19	FY 20/21 Projection	% Change from FY 19/20
Property Taxes-Secured	\$20,960,000	\$21,798,400	4.0%	\$22,452,352	3.0%
Property Taxes-In Lieu	9,250,000	9,620,000	4.0%	9,908,600	3.0%
Property Taxes-Other	1,945,000	1,959,000	0.7%	1,962,900	0.2%
Sales Taxes	15,715,900	15,857,000	0.9%	15,857,000	0.0%
Real Property Transfer Tax	500,000	500,000	0.0%	500,000	0.0%
Transient Occupancy Tax	1,100,000	1,206,000	9.6%	1,206,000	0.0%
Franchise Taxes	2,500,000	2,700,000	8.0%	2,675,250	-0.9%
Vehicle Code Fines/ Parking Penalties	390,000	410,000	5.0%	410,000	0.0%
Licenses & Permits	1,760,980	1,622,800	-7.8%	1,622,800	0.0%
Recreation Fees	1,492,705	1,490,205	-0.2%	1,489,105	-0.1%
Rents & Concessions	919,200	974,021	6.0%	989,144	1.6%
Investment Income	400,000	400,000	0.0%	400,000	0.0%
Subtotal	\$56,933,785	\$58,537,426		\$59,473,151	
Other General Fund Revenue	2,103,122	1,690,007	-19.6%	1,619,006	-4.2%
Total General Fund Revenue	\$59,036,907	\$60,227,433		\$61,092,157	

Property Taxes – Secured and In Lieu – Home values in Mission Viejo have grown steadily over the past 5 years. According to the Orange County Assessor’s Office, values in Mission Viejo have increased an average of 4.54% since 2014-15. Current median home values are slightly above pre-recession peaks in 2006; however, economists from CSUF report that home price appreciation has slowed down both locally and nationally. Staff conservatively projects a 4.0% increase for FY 19/20 and 3.0% increase for FY 20/21. Staff will continue to evaluate these projections and additional data to determine if growth rates are too conservative and will make adjustments accordingly

Property Taxes – Other – This category includes prior year secured, current and prior year unsecured, delinquent, supplemental and residual (from redevelopment dissolution) property taxes. Other property tax types are highly variable from year to year so projections are based on most recent activity and do not include a growth factor. The growth here is due to a slight increase in redevelopment dissolution residual income due to expected growth in tax increment.

Sales Taxes – Sales tax growth has been relatively flat in the past few years and we are not seeing anything in our actual activity from existing businesses this year that affects that trend. The recent Supreme Court decision in the Wayfair case and State legislation in response to that decision should have some effect on our sales tax revenue. League of California Cities analysts are predicting that local jurisdictions could see 2% to 3% increases in their sales tax base over the next few years, but caution that this growth could be delayed and recommend that increases to revenue should be delayed. The growth reflected in FY 19/20 is due to new tax revenue from the opening of the Target on Puerta Real and Floor & Décor on Muirlands. Conservatively, no growth is projected in FY 20/21.

Real Property Transfer Tax – This projection is based on housing market forecasts, prior year actuals, and current year activity levels. The number of single-family residential transfers of ownership have started to decline this year and economists have reported slowing in the market. Anticipated lower transactions for the next two years is offset with higher market values on those transactions. Therefore, Staff is projecting revenue in this category to remain unchanged from FY 18/19 for both fiscal years.

Transient Occupancy Tax (TOT) – Revenue in this category has been trending higher over the last several fiscal years. The Hampton Inn & Suites opened in September 2017, contributing to this increase. Staff’s projection for all four hotels is based on current occupancy rate trends based on recent TOT return data and current published room rates.

Franchise Fees – Staff projects an 8% growth in FY 19/20 based on current year trends, however, revenues from Cox Communications and AT&T have been declining. There is a slight decline of 0.9% in revenue projected for FY 20/21.

Vehicle Code Fines/Parking Penalties – These types of revenue remain relatively stable from year to year. Staff is projecting growth in FY 19/20 based on current year activity with no growth in the second year.

Licenses & Permits – Most of this revenue source is comprised of building, plumbing, electrical, and mechanical permits. These revenues fluctuate with the amount of building construction in the City. There have been higher permit revenues in the last two fiscal years due to several large commercial construction projects such as the NCA medical office building and Greenstreet. Community Development Staff does not anticipate any large commercial projects during the next two fiscal years. This revenue category is expected to decline by 7.8% in FY 19/20, followed by no growth in FY 20/21.

Recreation Fees – Recreation fees have remained relatively flat from year to year. Staff expects revenues to marginally decline by 0.2% and 0.1% in FY 19/20 and FY 20/21, respectively, due to projected declines in teen, adult, and senior class offerings and participation.

Rents & Concessions – Approximately 60% of this revenue source are from cell sites. Cell site revenue is expected to increase approximately 14%. The majority of the balance of this category is for facility rentals. Facility rentals tend to remain relatively flat from year to year and no growth is projected for facility rentals.

Investment Income – Interest rates have steadily increased over the last several years. In addition, the City hired an investment manager to actively manage the City’s portfolio earlier in the current fiscal year. As a result, the City increased the FY 18/19 investment income projection during the mid-year review. The current projection for FY 19/20 and FY 20/21 is based on our current year projection. Staff will continue to monitor the changes in our investment portfolio as we shift investments under our new investment strategy and make changes to this projection as appropriate. It should be noted that economists are cautioning that the economy could slow in the next year or two and if that occurs, investment income will likely be negatively impacted.

Other Revenue – The remaining revenue is comprised of reimbursements, intergovernmental revenue, donations, forfeitures and other miscellaneous sources. For FY 19/20, there is also a projected Site C loan payment from the Housing Authority in the amount of \$60,000. These types of revenues are inconsistent from year to year or are one-time in nature such as grants received. Staff projects a 19.6% decline in FY 19/20 and a decline of 4.2% in FY 20/21.

In addition, the City anticipates the return of Mall generated sales tax from the Mall bond trustee, called the rolling reserve, to be \$1,695,142 in FY 19/20 and \$1,341,827 in FY 20/21. We are required to remit Mall generated sales tax to the bond trustee based on specific calculations each year. Once the annual debt service payment is made each September, any residual sales tax amounts not needed to pay debt service is returned to the City. The rolling reserve amount in FY 18/19 was \$1,053,295.

Fiscal Impact: n/a

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

Attachments



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Dennis Wilberg, City Manager
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Analysis of Contract Law Enforcement Services Costs and Methodology for Contract Cities Report

Recommended Action

Receive report

Executive Summary

Summary:

The "Analysis of Contract Law Enforcement Services Costs and Methodology for Contract Cities" report prepared by Matrix Consulting Group in consultation with the OCSD, County of Orange, and the thirteen OCSD contract city partners, has been completed and is submitted for City Council review and information. While the analysis of the OCSD contract data was extremely detailed and often cumbersome, the attached final report presents the key findings in a summary format for ease of reading. There are several key findings/take-aways from the effort as follows:

1. The report confirmed that the contract Cities are getting quality law enforcement services at a rate lower than comparable non-OCSD contact cities.
2. Key drivers of the cost of the OCSD contract are salaries and benefits which are controlled by the County Board of Supervisors and Orange County Employees Retirement System.
3. The first recommendation, to pursue billing of personal costs based on actual salaries instead of top step salary level was included primarily because it was something everyone felt could be achieved in the coming contract year, and the Sheriff's department agreed to evaluate how best to implement the recommendation.
4. The second recommendation, a fleet maintenance cost review, will require further analysis with the County itself as it is not within the control of the OCSD.
5. There are still a number of areas that the Sheriff has identified as opportunities to generate efficiencies and cost savings. These opportunities involve further analysis of some sub-regional service delivery models, and the Sheriff has committed to re-establishing a City Manager TAC to work on these concepts.

At this point in time the next steps are:

1. Working with OCSD contract staff on the implementation of the recommendation to bill contract cities at actual salary and benefit costs as opposed to top step (next 3 months).
2. Continue discussions with the County of Orange to identify specific opportunities to reduce costs in the area of fleet maintenance (6-12 months).
3. Continue to work with the Sheriff and OCSD to identify further opportunities to create efficiencies by regionalizing certain law enforcement services (1-2 years)

Background and Discussion:

Thirteen Orange County cities currently contract with the Orange County Sheriff's Department (OCSD) for law enforcement services. OCSD consistently provides a high quality of service to its contract cities, however, costs in recent years have increased significantly, outpacing cost increases in other areas of municipal government.

To more deeply understand the cost increases, and to identify potential strategies for creating additional operational efficiencies, the 13 cities entered into a Memorandum of Understanding to retain the services of an independent third party to review and analyze existing agreements, the contract model, cost assumptions, methodologies, allocations and law enforcement strategies for cost containment. The City Managers of the 13 contract cities, collaborated on a Scope of Work and sought proposals from qualified consultants. Matrix Consulting Group was chosen to perform the work effort due to their extensive experience in conducting similar analyses and performing a similar scope of work.

For policy discussion purposes, the Analysis of Contract Law Enforcement Services Costs and Methodology for Contract Cities has been presented to the 13 cities and is included as Attachment A. The full analysis (which is available upon request) identifies the same findings and recommendations as the Executive Analysis, but includes various supporting appendices and extensive, and often cumbersome data points, thus the more readable Executive Analysis is presented to assist in leading Council discussion. Matrix worked closely with the City Managers throughout the project, and spent considerable time gathering data and interviewing OCSD and the County of Orange.

The first part of the report involved a significant work effort to perform an in-depth analysis of the contract costing model utilized by OCSD. The areas examined were: Salaries and Employment Benefits, Services and Supplies, Transportation, Indirect Costs (including Overhead), Other Costs and Revenue. Personnel Costs (Salaries and Benefits) are by far the largest cost component of the contract model, followed by Transportation Costs and various Overhead Costs that are applied.

The second part of the report is the summary of analysis and recommendations. Matrix identified two primary recommendations for cities to consider. The first is that "OCSD should consider utilizing actual hourly rates for personnel cost instead of a standardized rate." The second recommendation is that "Potential changes to the current calculation and methodology for Transportation services provided by OCPW/Fleet Services could result in overall savings." Both of these recommendations, as well as the full report and analysis, have been shared with OCSD. Sheriff Barnes has indicated that he is amenable to reviewing the information and further exploring any potential savings in these areas.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

Attachments

Attachment A ~ Executive Analysis of Contract Law Enforcement Services Costs and Methodology for Contract Cities Report by Matrix Consulting Group.

Attachment B ~ Letter from Sheriff Don Barnes.

**Analysis of Contract Law Enforcement Services Costs
and Methodology for Contract Cities**

ORANGE COUNTY CONTRACT CITIES,
CALIFORNIA

FINAL REPORT

matrix 
consulting group

March 11, 2019

Analysis of Contract Methodology

The Matrix Consulting Group was contracted by the thirteen contract agencies serviced by the Orange County Sheriff’s Department (OCSD) to conduct an in-depth analysis of the contract costing model utilized by OCSD to develop the annual contract costs. The results of the detailed and in-depth analysis conducted by the project team are summarized within this report. The following subsections provide an overview of the project scope, the methodology, the analysis conducted, and the overall results of the analysis conducted.

1 PROJECT SCOPE AND BACKGROUND

The Orange County Sheriff’s Department (OCSD) provides contracted law enforcement services to thirteen (13) cities within the County. The level of service and the contract cost are provided to the thirteen contracted cities annually. There is the ability for the cities to negotiate certain aspect of the service levels, which can result in cost changes; but, there is no ability to impact or negotiate the calculation of the baseline costs and methodology in use by OCSD. The following table shows the contracted costs by jurisdiction for the last three fiscal years:

Table 1: OCSD Contract Costs by City

City	FY16	FY17	% Increase	FY18	% Increase
Aliso Viejo	\$7,388,855	\$7,904,721	6.98%	\$8,363,251	5.80%
Dana Point	\$10,967,789	\$11,467,397	4.56%	\$12,082,258	5.36%
Laguna Hills	\$7,030,533	\$7,628,880	8.51%	\$7,985,817	4.68%
Laguna Niguel	\$10,850,120	\$11,532,654	6.29%	\$13,523,563	17.26%
Laguna Woods	\$2,483,174	\$2,642,047	6.40%	\$2,603,724	-1.45%
Lake Forest	\$14,413,254	\$14,869,720	3.17%	\$16,134,298	8.50%
Mission Viejo	\$17,792,916	\$18,678,798	4.98%	\$19,046,236	1.97%
Rancho Santa Margarita	\$8,143,090	\$8,730,420	7.21%	\$8,964,670	2.68%
San Clemente	\$12,952,563	\$13,957,890	7.76%	\$14,373,619	2.98%
San Juan Capistrano	\$8,574,888	\$8,972,187	4.63%	\$9,729,656	8.44%
Stanton	\$9,157,102	\$9,860,163	7.68%	\$10,417,166	5.65%
Villa Park	\$1,302,345	\$1,397,367	7.30%	\$1,599,034	14.43%
Yorba Linda	\$9,560,430	\$10,019,094	4.80%	\$10,662,285	6.42%

Table 1 clearly indicates that there have been consistent cost increases for all thirteen contracted jurisdictions. On average, the cities have been experiencing cost increases of approximately 6% per year. While some of these cost increases are due to service level changes – increased or decreased staffing, some of these cost increases are just part of the annual cost increases as part of the contracted costs. Therefore, the thirteen

jurisdictions contracted with the Matrix Consulting Group to conduct an in-depth review of the existing Contracting Costing Model in place and used by OCSD to identify areas for cost reductions or increased cost efficiencies.

The Contracting Costing Model is used by OCSD to generate the initial cost estimates to cities and subsequent updated estimates based upon agreed upon changes to service levels between cities and OCSD during the contract renewal process.

As a basis of comparison to assist agencies in evaluating their costs to provide law enforcement services to their jurisdictions, the project team, compared contract cities costs to those agencies that provide their own in-house police services. The following table shows by City in Orange County, the FY18 Budgeted Police Department costs, the 2017 estimated population, and the Cost per Capita:

City	FY18 Budgeted Police Costs	2017 Est. Population	Police Services Cost / Capita
Aliso Viejo	\$8,287,120	51,671	\$ 160.38
Anaheim	\$143,946,038	352,497	\$ 408.36
Brea	\$21,885,352	42,777	\$ 511.61
Buena Park	\$28,075,860	83,015	\$ 338.20
Costa Mesa	\$46,345,540	113,825	\$ 407.16
Cypress	\$16,768,617	49,064	\$ 341.77
Dana Point	\$12,324,223	33,934	\$ 363.18
Fountain Valley	\$16,870,068	56,313	\$ 299.58
Fullerton	\$45,386,989	140,392	\$ 323.29
Garden Grove	\$55,838,600	174,226	\$ 320.50
Huntington Beach	\$76,289,019	201,874	\$ 377.90
Irvine	\$76,464,486	277,453	\$ 275.59
La Habra	\$18,834,520	62,466	\$ 301.52
La Palma	\$4,835,000	15,722	\$ 307.53
Laguna Beach	\$18,581,200	23,147	\$ 802.75
Laguna Hills	\$8,393,820	31,318	\$ 268.02
Laguna Niguel	\$14,083,119	66,334	\$ 212.31
Laguna Woods	\$2,535,219	16,200	\$ 156.50
Lake Forest	\$17,598,000	84,293	\$ 208.77
Los Alamitos	\$6,198,261	11,603	\$ 534.19
Mission Viejo	\$20,423,879	96,016	\$ 212.71
Newport Beach	\$58,632,989	86,160	\$ 680.51
Orange	\$45,670,463	140,560	\$ 324.92
Placentia	\$19,122,144	52,157	\$ 366.63
Rancho Santa Margarita	\$9,271,242	48,793	\$ 190.01
San Clemente	\$14,829,830	65,267	\$ 227.22
San Juan Capistrano	\$10,211,508	36,064	\$ 283.15
Santa Ana	\$115,871,365	334,136	\$ 346.78

City	FY18 Budgeted Police Costs	2017 Est. Population	Police Services Cost / Capita
Seal Beach	\$9,535,400	24,326	\$ 391.98
Stanton	\$8,057,576	38,528	\$ 209.14
Tustin	\$26,734,040	80,498	\$ 332.11
Villa Park	\$1,614,300	5,895	\$ 273.84
Westminster	\$28,398,585	91,564	\$ 310.15
Yorba Linda	\$12,172,688	68,229	\$ 178.41

In summary, the average cost per capita for the thirteen contracted cities is approximately \$215 per person. In comparison, the average per capital for non-contracted agencies is approximately \$395 per person.

There are a variety of cost factors and assumptions that are used within the model and the purpose of this analysis was to help the contracting jurisdictions gain a better understanding of all of the different cost factors in utilization by OCSD to calculate the annual cost estimates.

2 PROJECT METHODOLOGY

In order to conduct the in-depth review of the County’s Contracting Costing model, the project team took a very detailed approach. The following points outline the overall approach utilized to conduct this in-depth analysis:

- Reviewed County’s Contracting Costing Model:** The project team worked with OCSD contracting unit staff to obtain the raw model in use by OCSD to calculate the baseline estimates for the contracted agencies. This model is created in excel and was reviewed tab-by-tab to see the different inputs and assumptions in use by County staff as they are calculating salaries (hourly rates), benefits, overhead calculations, transportation costs, etc.
- Interviewed Contracted Jurisdiction Staff:** Interviews were conducted with contracted jurisdiction City Managers to identify areas of greatest concerns within the contracting costing model, as well as priorities for each of the jurisdictions.
- Interviewed OCSD Contracts Staff:** Interviews were conducted with OCSD contract staff to discuss the current model, methodology, as well as any follow-up or specific questions that stemmed from the initial review of the costing model.
- Collected Additional Data and Costing Model Information:** The Contracting Costing Model had several elements that had been calculated by other County Departments or were based off other mini-costing studies; as such, the project team requested the backup documentation and information for those models to review that information.

- **Reviewed County Resolutions and Contracts:** Through this study any existing County resolutions and contracts were reviewed.
- **Conducted Analysis of Contract Model:** Upon collection of all of the information, the project team conducted an evaluation of each of the different costing elements included in the contract costs. The purpose of this exercise was to document all of the cost factors utilized and the source behind that information.

Utilizing the approaches above enabled a comprehensive evaluation of OCSD’s Contracting Costing Model. It is important to note that all information collected at each step in the process was obtained from OCSD and any interpretations and assumptions regarding the information was also reviewed with OCSD staff to confirm that there was an understanding of the intention behind the inclusion of these costs. All of the steps discussed above were crucial to ensure that our understanding of the contract and its components was comprehensive.

3 CONTRACT METHODOLOGY ANALYSIS

The OCSD Contracts unit annually develops a cost estimate for the contracting agency based upon the Contracting Costing Model. The model has been developed in-house and takes into account a variety of cost factors, which are updated annually by the contracts unit staff within OCSD. It is important to note that not all cost factors in use within the County’s contracting costing model are developed by OCSD, some of the cost factors are dictated by other County departments to OCSD, and the cost is just passed along to the contracting agencies. There are six (6) main sections within the contract in which all of the costs are then further categorized. The following graphic shows by major section the different cost categories that are included:

Table 2: OCSD Contract Components

Contract Section	Contract Cost Category
Salaries and Employee Benefits	Salaries
	Overtime
	Benefits
	POST Pay
Services and Supplies	Services and Supplies
	Data Line
	Direct Services and Supplies
	Facility Lease
Transportation	Transportation per Position
	Enhanced Helicopter Services
	Vehicle Maintenance, Fuel, etc.
Indirect Costs	Departmental Overhead

Contract Section	Contract Cost Category
	Divisional Overhead Training Overhead per Position Field Training Bureau Overhead Countywide Overhead
Other	Extra Help Vacancy Credit Annual Leave Pay Downs and Termination Bilingual Pay Contract Administration E-Citation Integrated Law and Justice Agency of Orange County MDC – Acquisition and Recurring Costs On-Call Pay Patrol Video System – Acquisition and Recurring Costs
Revenue	Revenue – False Alarms Revenue – Training Reimbursement

Table 2 demonstrates that there are a variety of cost factors that are included in the contracting costing model. While the project team did conduct an in-depth evaluation of all of these contract cost categories, the purpose of this document and section is to provide an overview of each of these categories and the costs that are included in those sections. The following subsections provide a condensed analysis of the costs and the assumptions included in the six major contract sections.

3.1 Salaries and Employee Benefits

The salaries and employee benefits section of the contract is where the costs are captured for not only the direct staff that are assigned to each contracted agency, but also the regional and shared staff among the contracted agencies. The salaries and employee benefits comprise the largest portion of the costs associated with the contract, and therefore, significant time and effort was spent analyzing all the different cost factors and assumptions utilized. There are essentially four main components of this calculation – salaries, overtime, benefits, and post pay. The following points will go into more detail about each of those components:

- Salary:** The salary costs included in the contracting model are calculated by taking an hourly rate and multiplying it by the hours worked for full-time employees (typically 2,080 hours). The hourly rate that’s in use in the Contracting Costing Model is a singular hourly rate for each position type, which means that all Deputy Sheriff IIs are charged out or calculated out at the same hourly rate across the agency regardless of the actual salaries paid to the individual Deputy Sheriff IIs. The hourly rate used by OCSD, is typically the top step hourly rate for each

position. Depending upon the position, the salary costs may also include premium pay and motorcycle pay.

- **Overtime:** There are two different types of Overtime costs included in the model – Regional / Shared Staff and overtime for direct staff. The overtime costs for the regional / shared staff is calculated based upon estimated hours of overtime for those positions and time and half rate on the base hourly rate (the same for all positions regardless of actual hourly rate). The overtime charges for the direct staff assigned to each jurisdiction are presented and calculated based upon a lump sum average of the past three years of overtime incurred by that agency. The current model is set up so that there is a “true-up” of overtime costs by OCSD at the end of the fiscal year. If there are unused overtime costs, those are built into the following year’s contract, and if there are additional overtime costs incurred the agencies are billed directly for those overtime charges. However, it is important to note that this actual charging of overtime only applies to direct costs, and does not apply to any verification or checking of overtime costs for the regional / shared services staff.
- **Benefits:** The benefits included are fairly standardized including unemployment, group insurance, health and welfare, workers’ compensation, Medicare, and retirement. Similar to all other local government agencies, costs for retirement are the largest component of benefit costs (approximately 70% of total benefit costs). The retirement costs are calculated by taking a retirement rate contribution percentage and applying it to the salaries, which are based off of the singular hourly rate for each position type. The retirement contribution rate is determined by Orange County Employment Retirement System (OCERS) and is provided to OCSD staff to input into the model. This retirement contribution rate continues to increase exponentially every year and the observation was made through this analysis that close coordination and communication should exist between OCERS, OCSD, and contracted agencies regarding the projected or proposed increases in these costs and possible options for smoothing the costs.
- **POST Pay:** Peace Officer Standardized Training (POST) pay is a fairly typical personnel cost associated with law enforcement agencies. There are three different levels of pay classes depending upon the POST certification. OCSD factors in the POST pay premium depending upon the position and the certification required for that position.

As the points above demonstrate, the primary observation for salary and benefit costs is related to the singular and top step hourly rate utilized by OCSD staff to calculate all personnel costs. The use of the top step hourly rate has a trickle-down effect, because not only does it affect the calculation of salaries, benefits, and overtime, but as further sections will demonstrate, it also impacts the calculations associated with indirect and overhead costs.

3.2 Services and Supplies Costs

The Services and Supplies section of the contract is a misnomer as it includes more than just the cost associated with services and supplies for operating the individual law enforcement services. The services and supplies consists of four main components – Services and Supplies, Data Line, Direct Services and Supplies, and Facility Lease. The following points provide further elaboration on each of these areas:

- **Services and Supplies:** The initial services and supplies line item is calculated on a per position basis and has two sub-categories – liability costs and services supplies. The liability costs are calculated by OCSD based upon estimates and costs calculated by the County's Risk Management department. These costs are meant to pass on the extra liability associated with law enforcement services incurred by the County. These costs are fairly typical; however, the observation is that they should be called out separately rather than bundled into services and supplies, where the liability costs are not as transparent. The remainder of the services and supplies refers to costs associated with services and supplies billed to each division, purchasing support and overhead, and facility operation overhead.
- **Data Line:** The data line charges are associated with ATandT data lines billed to OCSD and they are already calculated per jurisdiction. OCSD staff simply take the previous fiscal year's cost billed to OCSD and pass that cost directly onto the contracted agencies.
- **Direct Services and Supplies:** The direct services and supplies line item is one of the few line items in the contract that is determined by the contracted jurisdiction. This budgeted item represents the projected expenditures that will be directly paid for by the contracted agency for any supplies, materials, or services associated with their direct or regional / shared staff.
- **Facility Lease:** The Facility Lease costs represent the annual leasing costs associated with the Saddleback Station. Currently, all contracted jurisdictions (except for San Clemente who has their own substation and the North Cities) are billed Facility lease charges, even if their direct staff do not occupy the Saddleback station. However, both OCSD and contracted jurisdictions indicated that they have the potential to benefit from the use of this facility, and as such it should continue to be allocated based upon its current methodology. It is important to note, that if there are any changes to this assumption, or facility use, this should be an area that may need evaluation in the future.

The costs within the Services and Supplies section are fairly standardized with the exception of liability costs. While liability costs can still be included in this section, if liability

costs were called as a separate line item, contracting agencies could better monitor the liability costs associated with law enforcement activities on a global and granular level.

3.3 Transportation Costs

Transportation costs within the costing model includes one of the few line items that is of significant dollar value that is not personnel costs. The transportation costs within the Contracting Costing Model includes three components – Transportation cost per position (for direct and regional / shared staff), Enhanced Helicopter Services, and Transportation – Vehicle Maintenance, Mileage, Fuel, etc. The following points discuss each of these three cost components:

- **Transportation Cost Per Position:** The cost per position for transportation is only calculated for the regional / shared staff, as their transportation costs are proportionately shared among all of the agencies between which the positions are shared. The methodology utilized to calculate this transportation cost is the same as the lump sum transportation methodology, it is based on a cost per mile depending upon the type of vehicle. For FY17-18 the rate per mile for vehicle varied from a low of \$0.61 per mile for undercover vehicles to a high of \$1.60 for black and white patrol cars¹. For each regional / shared position, OCSD staff estimates the number of miles for their specific class of vehicle, and based upon the percentage allocated to the agency, the percentage of that total transportation cost is calculated.
- **Enhanced Helicopter Services:** OCSD charges all contract jurisdictions a mandatory enhanced helicopter service fee. The enhanced helicopter services differ from basic services in that it includes missing children / adults, suicidal persons, burglary and robbery alarms, domestic violence, etc. Currently, OCSD calculates this mandatory service charge based upon the number of Deputy Sheriff IIs assigned to each agency multiplied by the helicopter hourly rate. The in-depth analysis of the contracts revealed that OCSD does track the number of flight hours for each contracted agency, and that perhaps the number of flight hours would be a more relatable metric for determining charges to the contracted agencies. Additionally, the helicopter hourly rate also includes personnel costs for the Deputy Sheriff IIs who man the helicopters and those hourly rates are the same top step rate rather than the actual rate of the positions manning or flying the helicopters.
- **Transportation – Vehicle Maintenance, Fuel, Mileage, etc.:** All contracted agencies get charged a lump sum amount from OCSD as it relates to their transportation costs. As discussed in the Transportation Cost Per Position, this transportation rate is determined by taking the fully burdened rate per mile and multiplying it by the total miles driven for the class of vehicle by that contracted

¹ There are other vehicle classes in OCSD that have higher per mile rates, but those vehicle classes such as M1, M3, and M6s are not associated with any contracted jurisdictions.

jurisdiction. The fully burdened rate per mile in use by OCSD is calculated and provided by the County's Public Works Department (OCPW) and includes the cost associated with depreciation, maintenance, and fuel. The maintenance charges also include Countywide overhead charges. The observations in this area were related to the fact that typically depreciation and overhead charges are not variable charges and as such are not dependent upon the number of miles driven or not driven. Therefore, there might be potential cost savings in this area as a result of exploring recalculation of the rate per mile, to ensure that all costs are being appropriately captured. Another alternative to rate per mile is to have a fixed transportation cost per agency depending upon the actual cost incurred by each contracted jurisdiction by OCPW. The third alternative is to consider contracting out for Fleet maintenance, which would require policy implementation and discussion with OCSD and OCPW to ensure that all County-related guidelines are met, and charges are being appropriately distributed to the contracted jurisdictions.

The points indicate that Transportation was a section of the contract in which there were several observations related to potential cost savings. These observations primarily relate to OCSD working with OCPW to recalculate the transportation rates per mile, something that not only impacts OCSD costs passed onto contracted jurisdiction, but also OCSD costs for its own county-related operations.

3.4 Indirect Costs

For all services provided there are direct costs associated (salaries, benefits, overtime, services, supplies, transportation) and indirect costs such as training, countywide support, divisional overhead, and departmental overhead. To truly capture the full cost of any service both direct and indirect cost components must be captured. OCSD captures all indirect costs associated with the provision of its law enforcement services. These indirect costs are categorized into five components – Departmental Overhead, Divisional Overhead, Training Overhead, Field Training Bureau, and Countywide Overhead. The following points discuss each of these components and any observations regarding their calculations in further detail:

- **Departmental Overhead:** The Departmental overhead is calculated on a per position basis and is developed by taking the costs associated with those services that primarily provide support to the entire sheriff's department. The overhead calculation consists of the Financial Unit, Supply Detail Unit, Professional Standards Unit, Administration Unit, portions of the Assistant Sheriff, Area Commander, Secretary III, and a portion of Community Programs and Services Unit. For each of these areas, the total administrative cost is generated by estimating the annual percentage of time spent on the activities and the total number of employees that are supported by those activities (sworn and non-sworn employees) to come up with the cost per position. The observation for this area of calculation is that Government Code Section 51350 states that any administrative

costs that would be or are incurred by the operations of the County Department, regardless of whether services are provided to contract jurisdictions, should not be passed onto the contract agencies. OCSD does credit out the administration unit utilizing this code, but it does not provide credit to any other services. Additionally, the costs for this area are also calculated based upon the utilization of a singular hourly rate at the top step of the position and not based on the actual cost of the employees within the position.

- **Divisional Overhead:** Unlike the Departmental overhead which is a standardized charge per position regardless of the jurisdiction, the Divisional overhead is much more specific and varies based upon the region and the type of position. Certain positions receive greater overhead such as Investigators whereas others receive minimal overhead such as non-sworn professional staff. Divisional overhead represents about 8% of total contract costs. Divisional overhead is calculated based upon bullet proof vests, emergency communications bureau, captain overhead, patrol overhead, investigations overhead, and department commanders overhead. All of these calculations other than the bullet proof vests are based upon assumptions regarding level of effort provided by each of the staff involved in those units and areas of service. The observation exists that the Emergency Communications Bureau could be charged out as a flat rate to the contracted jurisdictions rather than being based on the number of personnel assigned to the contracted agency. Additionally, the level of effort should be reviewed by OCSD to ensure that they are capturing the appropriate amount of support of divisional staff to the contract agencies, as sometimes support can vary due to organizational shifts or shifts in priorities. Similar to the Departmental overhead, the Divisional overhead is also calculated based upon a singular hourly rate for each of the positions at the top step, rather than the actual hourly rate.
- **Training Overhead:** The Training Overhead cost is also calculated on a per position basis and captures the cost associated with POST training as well as training new police recruits. This training cost takes into account the POST certification costs, the number of hours of POST training received by OCSD employees, the cost of running the recruitment academy, and recruiting process. Unlike all of the other overhead charges, the training overhead is calculated based upon a seven year average cost, rather than the prior year actual cost. The rationalization for utilizing an average is to smooth out the years that had low turnout or high turnout; however, the observation exists that the smoothing could exist with a three or five year average. However, the same observation regarding use of top step hourly rates also applies to the training overhead calculation.
- **Field Training Bureau (FTB):** The Field Training Bureau was a new addition in 2012 and differs from the Police Academy in that it exists primarily to provide standardized training to deputies newly assigned to the Uniform Patrol Division. The purpose of the program was to develop greater consistency across contracted

jurisdictions as they utilize Deputy Sheriff IIs. The calculation for FTB is on a per Deputy Sheriff II basis and is presented as a lump sum amount in the contract based upon the number of direct Deputy Sheriff IIs assigned to the contracted jurisdiction. The rate is calculated by taking into account the top step hourly rates for the staff that run the FTB, costs for the ILJAOC, and the Countywide overhead costs. The observation is made that the ILJAOC is also charged as a separate line item; therefore OCSD should ensure that one charge is associated with the Field Training Bureau participation and training whereas the other charge is the default membership. Additionally, the Countywide overhead charges are represented as a percentage; and that percentage should be reviewed and updated by the County Auditor-Controller's office and provided to OCSD annually to ensure it corresponds to the latest Countywide Overhead Cost Allocation Plan.

- **Countywide Overhead:** The final indirect cost component is Countywide Overhead. The Countywide Overhead calculation is the only calculation in the entire Contracting Costing Model that is a percentage rather than a per position cost. The percentage is then applied to the total salaries, but it is not presented as a per position cost. The Countywide Overhead is based on the Countywide Cost Allocation Plan (CWCAP). The County Auditor-Controller's office is responsible for updating this document annually and submitting it to the State Auditor-Controller's office for approval, as well as providing OCSD with indirect cost rates to apply to the salaries. For greater consistency, the observation was made that for streamlining the costing model, OCSD may want to work with Auditor-Controller to request cost per position rather than percentage value, and may want to confirm that the percentages or per position cost ties to the submitted Countywide plan.

Overall, the in-depth analysis of the indirect costs section reveals observations associated with the use of hourly rates, levels of effort calculations, and the use of an indirect cost percentage in lieu of cost per position. While the latter two could result in some cost savings for the contracted agencies, the greatest potential exists with the use of actual hourly rates instead of the top step hourly rates for the support personnel.

3.5 Other Costs

For costs that did not fit into any of the previous four categories, the Contracts unit has developed an all-encompassing "Other" costs section. In this section these costs are itemized line item by line item. The other costs section includes the following costs:

- **Extra Help:** OCSD allows jurisdiction to ask for temporary or extra help which is calculated as a lump sum amount based upon the type of position for which the extra help is required and the number of projected hours of extra help. Similar to all other personnel related calculations, the Extra Help calculation is based upon a singular hourly rate.

- **Vacancy Credits:** If jurisdictions are unable to fill vacant but assigned positions to their jurisdiction, or there are partial vacancies throughout the year, OCSD gives a credit for those vacancies. Similar to the overtime costs, currently, the vacancy credits are based on prior year averages, and any credits are actually “trued-up” at the end of the fiscal year. This means that if the jurisdiction was over-credited for vacancy credits the credit would be reduced by the appropriate amount the following fiscal year; and vice versa, if there was insufficient credit given, the credit amount would increase the following fiscal year.
- **Pay-related adjustments:** In this section of the contract, OCSD also provides the estimated costs associated with several pay adjustments such as bilingual pay, annual leave and separation pay downs, holiday pay – comp and straight time, and on-call pay. The bilingual pay is similar to a premium pay category and could be folded into salary costs like premium pay for consistency purposes; the other observation is to ensure that bilingual pay is only being calculated for those employees who meet the eligibility per MOU agreements as well as that the pay calculated is off the actual and not the top step hourly rate. For the annual leave and separation pay down, holiday pay amounts, and the on-call pay the hourly rate utilized for calculation is also the top step hourly rate, rather than the actual hourly rate of the employees involved in the transaction. Unlike the overtime and vacancy credits these expenses are not “trued-up” to reflect the prior year actual values.
- **Equipment Acquisition and Recurring Costs:** The E-Citation, Mobile Data Center (MDC) and Patrol Video System (PVS) acquisition and recurring costs are also noted in this section. The acquisition costs are only included if there is the need for systems to be acquired because new positions have been assigned to the city; however, the recurring costs are an annual cost based upon the number of positions that require the use of the specific equipment. Currently, the recurring costs are calculated to take into account replacement of the equipment, annual maintenance costs, as well as personnel costs for doing the maintenance and managing the maintenance process. The cost is calculated on a per position / per device or equipment basis; however, the observation is that the number of devices and / or positions should be reviewed annually to ensure that all costs are being spread over the correct number of equipment.
- **Contract Administration:** OCSD has a specific contracts administration unit, whose primary function is to review, develop, and update the annual estimates for the contract agencies, as well as make any mid-year adjustments. As these costs are directly incurred due to the contracted services being provided, a portion of these costs are allocated to each contracted agency. Currently, the contract administration costs are calculated by taking the percentage of time the contracts staff spend on these contracted jurisdictions annually and distributing them to the contract cities based upon the budgeted costs for those contract cities. The only observation in this year is for OCSD to review the contract administration

percentages to ensure that they are still reflective of the time spent by the unit staff on this effort annually.

- **Integrated Law and Justice Agency of Orange County (ILJAOC):** OCSD is a member of the ILJAOC agreement that exists between the cities and the County of Orange related to criminal justice procedures and sharing of information. As a member, OCSD is charged for its participation, and it passes those costs along to the contract agencies, who by default become members of ILJAOC, due to contracting with the county for law enforcement services.

The costs included in the “other” costs section of the contract, are minimal in nature, except for the Vacancy Credits. However, the vacancy credits are charged or updated based upon actual usage, which means that its already operating at the most cost efficient level for that type of service. The only considerations for changes in this area, are in relation to ensuring that hourly rates utilized for bilingual pay, on-call pay, and holiday and comp time pay are based on actual pay rates rather than top step pay rates, which may result in inflating or deflating the cost being incurred by OCSD for those specific services.

3.6 Revenue

The revenue costs included in the contract are related to reimbursements and credits provided to the contracted jurisdictions. These costs are primarily related to two categories – False Alarms and Training Reimbursements. Both revenue categories are updated annually based upon the prior years’ actual revenue reimbursement, ensuring that each contracted jurisdiction receives the appropriate share of reimbursement based upon prior activity. The in-depth analysis of this section did not reveal any potential for increasing the reimbursements or revenue as that is based on internal jurisdictional activity and not dictated by the County.

4 SUMMARY OF ANALYSIS AND RECOMMENDATIONS

The in-depth analysis conducted by the project team of OCSD’s Contracting Costing Model identified numerous observations and suggestions for streamlining the existing model or making it more transparent. Some of these observations may also result in some cost calculation updates and changes, which could result in some cost savings; but, in terms of overall dollar value or percentage of contract costs, the impact could be minimal. Ultimately, the project team worked to identify areas with the greatest potential for cost savings. The following table provides the recommendation and the fiscal impact associated with the recommendation.

Table 3: Summary of Contract Model Recommendations

#	Recommendations Summary
1	<p>OCSD should consider utilizing actual hourly rates for personnel cost instead of a standardized rate, to ensure that each city is paying for the actual costs for all employees assigned. This change would have a trickle-down impact as it would not only impact the salaries, but benefits and overhead calculations as those are calculated as a percentage of the employees' salaries.</p> <p>Fiscal Impact: Varies depending upon the pay scale of the individuals assigned to the jurisdiction, as well as the support services staff included in the regional / shared services and overhead calculations. Some sampling of information revealed that most contracted jurisdictions have personnel assigned that are at or near the top step already, so the potential savings could be minimal.</p>
2	<p>Potential changes to the current calculation and methodology for Transportation services provided by OCPW / Fleet services could result in overall savings. These changes include the following:</p> <ul style="list-style-type: none"> - Updating the Countywide Cost Allocation Plan information. - Lowering / recalculating the mileage rates for the vehicles. - Explore policy impacts and cost benefit analysis of contracting out maintenance of OCSD vehicles. <p>Fiscal Impact: Varies depending upon the types of revisions or recalculation made to the Fleet services methodology.</p>

In conclusion, the analysis conducted by the project team revealed that generally the allocation methodology in place by OCSD was relatable to the contract agencies. However, there is the potential for improvements in the methodology which could result in cost savings for the contracted jurisdictions, depending upon the changes agreed upon between OCSD and the contracted jurisdictions. The level of cost savings would vary by jurisdiction.

Overall, the use of a contracted law enforcement service is cost effective for the thirteen contract cities, as on average it costs the contracted agencies about \$215 per capita to provide these services compared to the in-house law enforcement agencies within Orange County where it cost approximately \$395-\$400 per capita. The purpose of this study was to review the existing Contracting Costing model to identify areas for cost efficiencies and streamlining that benefit both the contracting jurisdictions, while ensuring cost recovery for OCSD. The use of actual hourly rates for personnel as well as actual billed costs by OCPW or revised methodology will enable OCSD to capture its costs more accurately and pass it onto the contracted jurisdictions.



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

OFFICE OF THE SHERIFF

March 29, 2019

Dear Contract Partners:

Thank you for the opportunity to review the final draft of the *Executive Analysis of Contract Law Enforcement Services Costs and Methodology for Contract Cities* prepared by the Matrix Group. I appreciate the manner in which our contract partners included the Orange County Sheriff's Department's participation throughout the study process. While opportunity exists for the OCSD and our contract partners to sustain our existing service delivery system based on the analysis in broad scope, I believe there are a few areas worth further evaluation, which may result in even more cost efficiencies. On that basis, I would like to share a few thoughts about possible short and intermediate-term opportunities to address the cost concerns of our contract partners.

As identified in the Matrix report, there are two specific areas related to personnel and vehicles that may result in short-term savings. The report makes the recommendation that OCSD change its personnel billing formula to actual pay rates rather than unitary top-step classifications. Modifying this formula is possible, but may present various implementation challenges. That said, I am supportive of this recommendation, but caution that savings may significantly fluctuate as assigned personnel move into and out of assignments in cities and other OCSD functions. In fact, history demonstrates the vast majority of deputies assigned to cities are at top-step pay grades or achieve that status quickly once assigned; hence the long standing pay formula in city contracts. Nevertheless, I am willing to work with city representatives to devise a new formula implementation process based on actual salary which may require an annual "true-up" reimbursement.

The other area of short-term savings promise relates to the maintenance of vehicles used in contract cities. I agree vehicle maintenance costs can be high – particularly for public safety vehicles. As the report identifies, the maintenance of OCSD vehicles is performed by the Orange County Public Works Department and, therefore, the associated costs are outside of my direct control. Nevertheless, I am supportive of further evaluating ways in which vehicle maintenance may be reduced; however such evaluation would need to be supported by the County Executive Officer and other County officials.

550 N. FLOWER STREET, SANTA ANA, CA 92703 | 714-647-1800

Looking towards the intermediate perspective, I suggest we mutually evaluate the possible modification of our service delivery model for contract cities. As previously expressed to contract city managers, I have continually considered methods to regionalize some of the services currently provided on an individual city basis, e.g., investigations and emergency preparedness among a few others. I welcome continued dialogue with the city managers to explore these ideas.

Lastly, I would like to recommend the establishment of a reinvigorated City Manager's Technical Advisory Committee (TAC). I think the TAC would be extremely useful in co-devising implementation strategies for some conclusions and recommendations in the Matrix Report similar to those identified above. I also welcome the city managers' active participation in the creation of meeting agendas, as well as follow-up on ideas and opportunities for service and contract improvements.

I truly believe OCSD provides a high level of law enforcement services in an extremely cost efficient manner to Orange County and its contract partners. The crime rates experienced by OCSD contract city partners pale in comparison to non-sheriff service areas. As evidence, OCSD contract cities experience an average of 12.59 Part 1 crimes per 1,000 residents at an average cost of \$215 per capita; comparatively, non-sheriff service areas experience an average of 22.33 Part 1 crimes per 1,000 residents at an average cost of \$395 per capita. An additional factor not quantified in the Matrix study is the value added services our contract cities benefit from at no additional cost. As fiscal stewards for our respective agencies, we can be proud of this data supported fact: Our contract partners receive the best service at the lowest cost.

The Matrix Report demonstrates the value and cost effectiveness of current OCSD contracts for law enforcement services based on the relatively few recommendations for any further substantial costs savings and affirms the many ways in which services are currently provided. I hope our contract partners continue to appreciate the effective and mutually beneficial relationship between the OCSD and their communities. It remains my intention to continue the long-standing relationship with our contract partners well into the future and look forward to working collaboratively to ensure the safety of all in the County of Orange.

Sincerely,



Don Barnes
Sheriff-Coroner



AGENDA REPORT

Meeting Date

04/09/2019

Prepared By: Dennis Wilberg, City Manager
Budgetary Review By: Cheryl Dyas, Director of Administrative Services / City Treasurer
Submitted By: Dennis Wilberg, City Manager

Agenda Title

Council Member Reports of Events and Activities Attended ~ AB1234

Recommended Action

Receive reports.

Executive Summary

AB 1234, the State law regarding expense reimbursements, requires regular reporting in a public meeting of activities and events attended by members of City legislative bodies. The law requires such reports be made at the next regular meeting following attendance at the event. (Government Code Section 53232.3(d).)

Following are brief written reports of events attended by Council members at City expense since the last City Council meeting, as taken from Councilmember calendars. Council members may wish to elaborate or add additional information at the meeting.

Fiscal Impact:

Amount Requested: \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund #: Category: Pers. Optg. Cap. -or- CIP#: Fund#:

Previous Relevant Council Actions for This Item

N/A

Attachments

Reports of Events and Activities Attended



AB 1234 Mileage Report

Greg Rath 03/27/19 - 04/09/19

Account Code **3190/101-101-7745**

Rate Per Mile **\$0.580**

Total Mileage **101**

Total Reimbursement **\$58.58**

Date	Event	Destination	Purpose	Mileage	Reimbursement
3/27/2019	Swearing In of Orange County Supervisor-elect Don Wagner	Championship Soccer Stadium, OC Great Park, 8272 Great Park Boulevard, Irvine, CA 92618	To support and participate as a city official.	25	\$14.50
3/28/2019	ACCOC Legislative Meeting	Rutan & Tucker, LLP, 611 Anton Blvd, Costa Mesa, CA 92626	To support and participate as a city official.	33.8	\$19.60
3/29/2019	Konrad Reuland VIP Mixer and Gathering	Marguerite Tennis Pavilion, 27474 Casta del Sol, MV	To support and participate as a city official.	6.6	\$3.83
4/3/2019	State of the City/Meet the Mayor Event ~ Lake Forest Chamber of Commerce Board of Directors	Kawasaki Motors Corp., USA, 26972 Burbank, Foothill Ranch, CA 92610	To support and participate as a city official.	16.6	\$9.63
4/5/2019	South OC Senior Day ~ c/o Senator Pat Bates & Assemblyman Bill Brough	Norman P. Murray Community and Senior Center, 24932 Veterans Way, Mission Viejo, CA 92692	To support and participate as a city official.	4.6	\$2.67
4/5/2019	Pre-ride "Farewell Breakfast"	Amantes Camp, 92675 San Juan Capistrano	To support and participate as a city official.	14.4	\$8.35
				101	\$58.58

City of Mission Viejo City Council Policy No. 0100-3: City officials must submit their expense reports for all expenses incurred except personal automobile mileage within 30 days of an expense being incurred, accompanied by receipts documenting each expense. For personal automobile mileage reimbursement requests, City officials must submit a monthly request for reimbursement by the last day of the month following the end of the month that the mileage was incurred.

As an example, mileage incurred in the month of January must be submitted for reimbursement no later than the last day of February. The approving authority may accept expense reports submitted up to 30 days later than the above timeframes. All expense reports submitted more than 30 days later than the above deadlines must be approved by the City Council. Expense reports submitted later than the timeframes prescribed above may result in the expense being borne by the city official.

Claimant Approval



AB 1234 Mileage Report

Brian Goodell 03/27/19 - 04/09/19

Account Code 4354/101-101-7747

\$0.580
32.4
\$18.79

Date	Event	Destination	Purpose	Mileage	Reimbursement
3/29/2019	Prop. 13 Split Roll Tax: How Will It Impact Our Region ~ South OC Economic Coalition	Orange County REALTORS®, 25552 La Paz Rd, Laguna Hills, CA 92653	To support and participate as a city official.	5.6	\$3.25
3/29/2019	Konrad Reuland VIP Mixer and Gathering	Marguerite Tennis Pavilion, 27474 Casta del Sol, MV	To support and participate as a city official.	8.4	\$4.87
4/3/2019	LOCC ~ Training Workshop ~ The Future of City Finance featuring Michael Coleman	TCA Headquarters, 125 Pacifica #120, Irvine CA 92618	To support and participate as a city official.	18.4	\$10.67
				32.4	\$18.79

City of Mission Viejo City Council Policy No. 0100-3: City officials must submit their expense reports for all expenses incurred except personal automobile mileage within 30 days of an expense being incurred, accompanied by receipts documenting each expense. For personal automobile mileage reimbursement requests, City officials must submit a monthly request for reimbursement by the last day of the month following the end of the month that the mileage was incurred.

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Claimant Approval



AB 1234 Mileage Report

Wendy Bucknum 03/27/19- 04/09/19

Account Code **3236/101-101-7746**

Rate Per Mile **\$0.580**

Total Mileage **108**

Total Reimbursement **\$62.64**

Date	Event	Destination	Purpose	Mileage	Reimbursement
3/29/2019	Konrad Reuland VIP Mixer and Gathering	Marguerite Tennis Pavilion, 27474 Casta del Sol, MV	To support and participate as a city official.	2.6	\$1.51
4/4/2019	SCAG ~ Community, Economic and Human Development Committee	SCAG Headquarters Office, 900 Wilshire Blvd., Suite 1700, Los Angeles 90017 ~ Policy Room B	To support and participate as a board member on behalf of the city.	100.8	\$58.46
4/5/2019	South OC Senior Day ~ c/o Senator Pat Bates & Assemblyman Bill Brough	Norman P. Murray Community and Senior Center, 24932 Veterans Way, Mission Viejo, CA 92692	To support and participate as a city official.	4.6	\$2.67
				108	\$62.64

City of Mission Viejo City Council Policy No. 0100-3: City officials must submit their expense reports for all expenses incurred except personal automobile mileage within 30 days of an expense being incurred, accompanied by receipts documenting each expense. For personal automobile mileage reimbursement requests, City officials must submit a monthly request for reimbursement by the last day of the month following the end of the month that the mileage was incurred.

As an example, mileage incurred in the month of January must be submitted for reimbursement no later than the last day of February. The approving authority may accept expense reports submitted up to 30 days later than the above timeframes. All expense reports submitted more than 30 days later than the above deadlines must be approved by the City Council. Expense reports submitted later than the timeframes prescribed above may result in the expense being borne by the city official.

Claimant Approval



AB 1234 Mileage Report

Trish Kelley 03/27/19 - 04/09/19

Account Code **1202/101-101-7736**

Rate Per Mile **\$0.580**

Total Mileage **123.8**

Total Reimbursement **\$71.80**

Date	Event	Destination	Purpose	Mileage	Reimbursement
3/29/2019	Prop. 13 Split Roll Tax: How Will It Impact Our Region ~ South OC Economic Coalition	Orange County REALTORS®, 25552 La Paz Rd, Laguna Hills, CA 92653	To support and participate as a city official.	7.8	\$4.52
3/29/2019	Konrad Reuland VIP Mixer and Gathering	Marguerite Tennis Pavilion, 27474 Casta del Sol, MV	To support and participate as a city official.	7.6	\$4.41
4/2/2019	Meeting with Cori Williams	Peets Coffee, 23700 El Toro Road, Lake Forest	To support and participate as a city official.	11.8	\$6.84
4/4/2019	SCAG ~ Community, Economic and Human Development Committee	SCAG Headquarters Office, 900 Wilshire Blvd., Suite 1700, Los Angeles 90017 ~ Policy Room B	To support and participate as a board member on behalf of the city.	105.6	\$61.25
4/5/2019	South OC Senior Day ~ c/o Senator Pat Bates & Assemblyman Bill Brough	Norman P. Murray Community and Senior Center, 24932 Veterans Way, Mission Viejo, CA 92692	To support and participate as a city official.	6.4	\$3.71
				123.8	\$71.80

City of Mission Viejo City Council Policy No. 0100-3: City officials must submit their expense reports for all expenses incurred except personal automobile mileage within 30 days of an expense being incurred, accompanied by receipts documenting each expense. For personal automobile mileage reimbursement requests, City officials must submit a monthly request for reimbursement by the last day of the month following the end of the month that the mileage was incurred.

As an example, mileage incurred in the month of January must be submitted for reimbursement no later than the last day of February. The approving authority may accept expense reports submitted up to 30 days later than the above timeframes. All expense reports submitted more than 30 days later than the above deadlines must be approved by the City Council. Expense reports submitted later than the timeframes prescribed above may result in the expense being borne by the city official.

Claimant Approval



AB 1234 Mileage Report

Ed Sachs 03/27/19 - 04/09/19

Account Code **3235/101-101-7744**

Rate Per Mile **\$0.580**

Total Mileage **128.2**

Total Reimbursement **\$74.36**

Date	Event	Destination	Purpose	Mileage	Reimbursement
3/27/2019	Lockdown Drill THHS	Trabuco Hills High School, 27501 Mustang Run, MV	To support and participate as a city official.	13.2	\$7.66
3/28/2019	OCFA Executive Committee Meeting and OCFA Board of Directors Meeting	OCFA, 1 Fire Authority Rd., Irvine	To support and participate as a board member on behalf of the city.	35	\$20.30
3/29/2019	LOCC ~ Revenue & Taxation meeting	Hilton Orange County, 3050 Bristol Street, Costa Mesa	To support and participate as a board member on behalf of the city.	36.6	\$21.23
4/3/2019	LOCC ~ Training Workshop ~ The Future of City Finance with Michael Coleman	TCA Headquarters, 125 Pacifica #120, Irvine CA 92618	To support and participate as a city official.	21.4	\$12.41
4/4/2019	Unified Sports Day at Trabuco Hills ~ Esperanza Education Center in Mission Viejo for Saddleback Valley Unified School District	Trabuco Hills High School, 27501 Mustang Run, Mission Viejo, CA 92691	To support and participate as a city official.	13.2	\$7.66
4/5/2019	South OC Senior Day ~ c/o Senator Pat Bates & Assemblyman Bill Brough	Norman P. Murray Community and Senior Center, 24932 Veterans Way, MV	To support and participate as a city official.	4.4	\$2.55
4/7/2019	Norman P. Murray Volunteer Appreciation Luncheon	Norman P. Murray Community and Senior Center, 24932 Veterans Way, MV	To support and participate as a city official.	4.4	\$2.55
				128.2	\$74.36

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Claimant Approval