

AGENDA

ALISO VIEJO CITY COUNCIL REGULAR MEETING
WEDNESDAY, JUNE 3, 2015
6:15 P.M. CLOSED SESSION
6:30 P.M. STUDY SESSION
7:00 P.M. PUBLIC MEETING / PUBLIC HEARINGS

City Hall
Council Chambers
12 Journey
Aliso Viejo, CA



Mayor William A. Phillips
Mayor Pro Tem Mike Munzing
Councilmember Ross Chun
Councilmember David C. Harrington
Councilmember Phillip B. Tsunoda

WELCOME to the City of Aliso Viejo City Council meeting. Those persons wishing to address the City Council are requested to complete and submit to the City Clerk a "Request to Address City Council" form available at the entrance to the City Council Chambers. Speakers will be called at the appropriate time as their interested matter is heard. COMMENTS WILL BE LIMITED TO THREE MINUTES PER SPEAKER. Council proceedings are recorded.

It is the City's intention to comply with the Americans with Disabilities Act (ADA). If you need special assistance to participate in the meeting, the City will make reasonable arrangements to ensure accessibility and/or accommodations. [28 CFR 35.102-35.104 ADA Title II] Please contact the City Clerk's Office at (949) 425-2505 at least 48 hours prior to the meeting.

Regular meetings of the City Council are held on the first and third Wednesday of the month at the City Hall Council Chambers, 12 Journey, Aliso Viejo. Copies of the agenda are available in the lobby at City Hall on the Thursday preceding a regularly scheduled City Council meeting. Supplemental documents relating to specific agenda items are available for review in the City Clerk's office, 12 Journey, Aliso Viejo. For more information, please contact City Hall at (949) 425-2505.

DAVID A. DOYLE
CITY MANAGER

SCOTT C. SMITH
CITY ATTORNEY

MITZI ORTIZ
CITY CLERK

**PLEASE SILENCE ALL CELL PHONES AND OTHER
ELECTRONIC EQUIPMENT WHILE CITY COUNCIL IS IN SESSION**

CALL TO ORDER: Convene Meeting to Closed Session and Roll Call – 6:15 p.m.

PRESENT:

ABSENT:

PUBLIC COMMENTS: At this time members of the public may address the City Council regarding any items appearing on the Closed Session agenda. Those persons wishing to address the City Council are requested to complete a “Request to Address City Council” form available on the table adjacent to the front door of the City Council Chambers. COMMENTS ARE LIMITED TO THREE MINUTES PER SPEAKER.

CLOSED SESSION:

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code Section 54957
Title: City Manager

CALL TO ORDER: Reconvene Meeting to Study Session - 6:30 p.m.

PUBLIC COMMENTS: At this time members of the public may address the City Council regarding any items appearing on the Study Session agenda. Those persons wishing to address the City Council are requested to complete a “Request to Address City Council” form available on the table adjacent to the front door of the City Council Chambers. COMMENTS ARE LIMITED TO THREE MINUTES PER SPEAKER.

STUDY SESSION:

1. [ALISO VIEJO TOWN CENTER CONCEPT PLAN](#)

RECOMMENDATION: Accept the Staff presentation.

CALL TO ORDER: Reconvene Meeting to Open Session and Roll Call - 7:00 p.m.

PRESENT:

ABSENT:

PLEDGE OF ALLEGIANCE:

SPECIAL PRESENTATIONS

- A. [COUNCIL RECOGNITION OF DON JUAN AVILA ELEMENTARY SCHOOL
TEACHER OF THE YEAR STACY VALLEJOS](#)

B. [DROWNING PREVENTION AWARENESS PROCLAMATION](#)

C. [DROUGHT UPDATE PRESENTED BY MOULTON NIGUEL WATER DISTRICT](#)

ADDITIONS, DELETIONS, REORDERING TO THE AGENDA

CONSENT CALENDAR NOTICE: Any member of the public who wishes to discuss a Consent Calendar item should complete and submit to the City Clerk a "Request to Address City Council" form available at the entrance to the City Council Chambers. Speakers will be called at the appropriate time as their interested matter is heard. COMMENTS ARE LIMITED TO THREE MINUTES PER SPEAKER.

CONSENT CALENDAR ITEM NOS. 1-7

All matters listed on the Consent Calendar will be acted upon by one vote unless members of the City Council, staff, or the public request a matter to be discussed and/or removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be discussed and voted upon immediately following City Council action on the remainder of the Consent Calendar.

1. [WAIVE THE READING OF ALL ORDINANCES AND RESOLUTIONS](#)

RECOMMENDED ACTION: Approve the reading by title only of all ordinances and resolutions wherein the titles appear on the public agenda; said titles shall be determined to have been read by title, and further reading is waived.

2. [APPROVAL OF MINUTES – MAY 20, 2015 REGULAR MEETING](#)

RECOMMENDED ACTION: Approve the subject Minutes as submitted.

3. [ACCOUNTS PAYABLE](#)

RECOMMENDED ACTION:

1. Ratify accounts payable checks issued May 14, 2015 in the amount of \$924,420.72; and
2. Ratify accounts payable checks issued May 21, 2015 in the amount of \$217,636.76.

4. [TREASURER'S STATEMENT – APRIL 2015](#)

RECOMMENDED ACTION: Approve the April 2015 Treasurer's Statement.

5. [AGREEMENT WITH BARTELL & ASSOCIATES FOR THE ALISO VIEJO RANCH PUBLIC OUTREACH / PARTICIPATION CAMPAIGN](#)

RECOMMENDED ACTION:

1. Approve the Agreement with Bartell & Associates for the Aliso Viejo Ranch Public Outreach / Participation Campaign and authorize the City Manager to execute said Agreement; and
2. Approve an appropriation in the amount of \$80,000 for the Aliso Viejo Ranch Public Outreach / Participation Campaign.

6. [AWARD CONTRACT TO RJ NOBLE FOR THE ALISO CREEK ROAD REHABILITATION FROM PACIFIC PARK TO ALISO VIEJO PARKWAY](#)

RECOMMENDED ACTION:

1. Award a contract in the amount of \$512,956 to RJ Noble as the lowest responsible bidder for the Aliso Creek Road Rehabilitation – Pacific Park to Aliso Viejo Parkway;
2. Authorize the City Manager to execute a contract with RJ Noble; and
3. Authorize City staff to make total compensation to RJ Noble up to \$512,956 plus \$51,295.60 (10% of the contract amount) to allow for contingencies, totaling \$564,251.60.

7. [ALISO NIGUEL HIGH SCHOOL TRAFFIC ANALYSIS](#)

RECOMMENDED ACTION: Authorize staff to proceed with a traffic analysis at Aliso Niguel High School in an amount not to exceed \$10,850.

END OF CONSENT CALENDAR

DISCUSSION ITEM NOS. 8-11

8. [ALISO VIEJO TOWN CENTER CONCEPT PLAN](#)

RECOMMENDED ACTION: Staff recommends the City Council:

1. Select one of three Aliso Viejo Town Center Concept Plan alternatives for The Gateway, Retail and Neighborhood Districts provided by staff as a preferred conceptual development framework for a redeveloped Aliso Viejo Town Center;
2. Postpone until August / September consideration of future development in The Commons District for depiction in the Aliso Viejo Town Center Concept Plan; and
3. Direct staff to begin accomplishing the work program in the Aliso Viejo Town Center Implementation Strategy Plan.

9. [AUTHORIZE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE CONFERENCE CENTER MANAGEMENT, OPERATIONS AND MAINTENANCE SERVICES – ALISO VIEJO BANQUET CENTER, LLC AND WEDGEWOOD BEVERAGE, INC.](#)

RECOMMENDED ACTION: Authorize the City Manager to execute an agreement within the parameters approved by the City Council, with Aliso Viejo Banquet Center, LLC and Wedgewood Beverage, Inc. for the management, operations and maintenance services of the Conference Center.

10. [PUBLIC SAFETY SERVICE AGREEMENTS FOR FY 2015-16](#)

RECOMMENDED ACTION:

1. Approve and authorize the City Manager to execute the Agreement with the County of Orange for FY 2015-16 law enforcement services; and
2. Approve and authorize the City Manager to execute the Amendment to Agreement with All City Management Services, Inc. to provide School Crossing Guard Services.

11. [PROPOSED ANNUAL BUDGET FOR FY 2015-16](#)

RECOMMENDED ACTION:

1. Adopt the Annual Budget for FY 2015-16 and approve the Resolution; and
2. Adopt the Five-Year Strategic Plan.

COMMUNITY INPUT

Members of the public wishing to address the City Council are requested to complete and submit to the City Clerk a "Request to Address City Council" form available at the entrance to the City Council Chambers. **IN COMPLIANCE WITH THE BROWN ACT, NO DISCUSSION OR ACTION MAY BE TAKEN ON COMMENTS RECEIVED AT THIS TIME, EXCEPT THE CITY COUNCIL MAY BRIEFLY RESPOND TO STATEMENTS MADE OR QUESTIONS POSED.** Comments are limited to three (3) minutes per speaker.

CITY MANAGER'S REPORT

ANNOUNCEMENTS / COUNCIL COMMENTS / COMMITTEE UPDATES

ADJOURNMENT: The next regularly scheduled meeting is June 17, 2015.

CITY COUNCIL MEETING OF JUNE 3, 2015

STUDY SESSION:

SS1. ALISO VIEJO TOWN CENTER CONCEPT PLAN – ORAL PRESENTATION ONLY.

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015

TO: Mayor and City Council

FROM: Kelly Tokarski, KT Community Relations

SUBJECT: COUNCIL RECOGNITION TO DON JUAN AVILA ELEMENTARY SCHOOL TEACHER OF THE YEAR STACY VALLEJOS

Recommended Action:

Present Stacy Vallejos with a certificate of appreciation.

Summary:

Twenty-year teaching veteran Stacy Vallejos was named Don Juan Avila Elementary School Teacher of the Year. Stacy has spent the last 17 years teaching in the Capistrano Unified School District. She began her career at Philip J. Reilly Elementary School in Mission Viejo and transferred to Don Juan Avila Elementary School in 2010. She currently teaches second grade and says she is "continually astonished" by what her students teach her on a daily basis.

Stacy is passionate about teaching and learning and has a supportive PTA and volunteers who make her job even more rewarding.

When not at school, Stacy enjoys spending time with her husband, James, sons (Jake, 14 and Trent, 9) and two beagles, Molly and Cookie. She also loves to read, cook and support her boys during sporting events.

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL

A handwritten signature in black ink, appearing to read "David Doyle", is written over a horizontal line.

David Doyle
City Manager



Proclamation

Drowning Prevention Awareness

WHEREAS, drowning is the leading cause of death and disability in California for children under five years of age, and in 2014 there were three fatal drownings and 28 non-fatal incidents in Orange County; and

WHEREAS, drowning is a major problem for adults 35-64, and as a result there were 14 fatal drownings and six non-fatal incidents in 2014; and

WHEREAS, California leads the nation in drownings, and last year 21 children under the age of 15 died from drownings in California; and

WHEREAS, fatal and non-fatal drowning is a silent event, occurring in as little as two inches of water, including swimming pools, spas, lakes, the ocean and any other body of water; and

WHEREAS, the theme of this year's water safety campaign "Drowning is Preventable: Never Swim Alone," provides in-depth information on what Orange County residents can do to prevent drowning, including the initiatives set forth in the "ABCs of Water Safety" program that will increase public awareness regarding proper procedures to prevent this needless tragedy; and

WHEREAS, OCFA launched its water safety campaign on April 26, and from May 26 (Memorial Day) through September 1 (Labor Day), the highest percentage of drownings take place, and is designated as Water Safety Summer; and

WHEREAS, OCFA, in collaboration with community partners and Orange County hospitals, will be taking this opportunity to increase public awareness about drownings through a diverse community outreach campaign.

NOW, THEREFORE BE IT RESOLVED that the Aliso Viejo City Council does hereby proclaim its participation in the "Drowning is Preventable: Never Swim Alone," campaign by encouraging all residents, schools, recreational facilities, businesses and homeowner associations to become partners in preparedness by increasing their knowledge of proper safety measures in drowning prevention.

Dated this 3rd day of June, 2015



William A. Phillips, Mayor

CITY COUNCIL MEETING OF JUNE 3, 2015

SPECIAL PRESENTATIONS:

- C. DROUGHT UPDATE PRESENTED BY MOULTON NIGUEL WATER DISTRICT
– ORAL PRESENTATION ONLY.

CITY OF ALISO VIEJO
CITY COUNCIL MINUTES
REGULAR MEETING
MAY 20, 2015, 7:00 P.M.
Council Chambers, City Hall, 12 Journey
Aliso Viejo, California

CALL TO ORDER: Mayor Phillips called the Regular Meeting of the City Council of the City of Aliso Viejo to order at 7:04 p.m.

PRESENT: MAYOR WILLIAM A. PHILLIPS
MAYOR PRO TEM MIKE MUNZING
COUNCILMEMBER ROSS CHUN
COUNCILMEMBER DAVID C. HARRINGTON
COUNCILMEMBER PHILLIP B. TSUNODA

ABSENT: NONE

STAFF PRESENT: DAVID A. DOYLE, CITY MANAGER
SCOTT SMITH, CITY ATTORNEY
MITZI ORTIZ, CITY CLERK
GLENN YASUI, ADMINISTRATIVE SERVICES DIRECTOR
KAREN CROCKER, COMMUNITY SERVICES DIRECTOR
GINA THARANI, FINANCE DIRECTOR
SHAUN PELLETIER, PUBLIC WORKS DIRECTOR / CITY
ENGINEER
LT. JOHN MACPHERSON, CHIEF OF POLICE SERVICES

PLEDGE OF ALLEGIANCE: Led by Lt. John MacPherson.

SPECIAL PRESENTATIONS

A. COUNCIL RECOGNITION OF OAK GROVE ELEMENTARY SCHOOL
TEACHER OF THE YEAR MARY MCEWAN-MULHERN

Mayor Phillips presented Mary McEwan-Mulhern with a Certificate of Recognition.

B. COUNCIL RECOGNITION OF MEMBERS OF THE CITY'S COMMUNITY
EMERGENCY PREPAREDNESS ACADEMY

Mayor Phillips introduced Emergency Management Coordinator Sarah Barker. Emergency Management Coordinator Sarah Barker presented the Community Emergency Preparedness Academy graduates with Certificates of Recognition.

C. LIFE SAVING AWARD FOR DOUG FLEMING AND DON PEDRO BUTLER

Mayor Phillips introduced Chief Bryan Brice. Chief Brice presented the award to Coach Fleming.

D. OC HUMAN RELATIONS ANNUAL REPORT

Mayor Phillips introduced OC Human Relations Board Member Susan Reese who presented the report. Ms. Reese presented Mayor Phillips with a Certificate of Recognition.

ADDITIONS, DELETIONS, REORDERING TO THE AGENDA

None.

CONSENT CALENDAR ITEM NOS. 1-6

Mayor Phillips asked if any member of the City Council, staff or the public wished to remove an item from the Consent Calendar. Councilmember Chun requested to pull Item Nos. 4 and 6. There were no additional requests to remove items from the Consent Calendar.

MOTION: MAYOR PRO TEM MUNZING MOVED AND COUNCILMEMBER HARRINGTON SECONDED TO APPROVE CONSENT CALENDAR ITEMS 1-3 AND 5, AS PRESENTED.

1. WAIVE THE READING OF ALL ORDINANCES AND RESOLUTIONS

Approved the reading by title only of all ordinances and resolutions wherein the titles appear on the public agenda; said titles shall be determined to have been read by title, and further reading is waived.

2. APPROVAL OF MINUTES – MAY 6, 2015 REGULAR MEETING

Approved the subject Minutes as submitted.

3. ACCOUNTS PAYABLE

1. Ratified accounts payable checks issued April 30, 2015 in the amount of \$143,339.26; and
2. Ratified accounts payable checks issued May 7, 2015 in the amount of \$196,106.19.

4. AWARD CONTRACT TO SUNSET PROPERTY SERVICES FOR STREET SWEEPING SERVICES

Item was removed from the Consent Calendar.

5. OCTA M2 ENVIRONMENTAL CLEANUP TIER 1 GRANT – STORMWATER LITTER CONTROL PROJECT PHASE IV
 1. Adopted Resolution No. 2015-14 authorizing an Application for Funds for the Environmental Cleanup, Tier 1 Grant Program under Orange County Local Transportation Ordinance No. 3, for Stormwater Litter Control Project Phase IV;
 2. Authorized the City Manager to appropriate \$111,180 in matching funds from the General Fund;
 3. Authorized Staff to obtain quotes and select a contractor for the Stormwater Litter Control project Phase IV; and
 4. Authorized the City Manager to execute the Stormwater Litter Control Project Contract for selected contractor.

6. AGREEMENT WITH KOSMONT COMPANIES FOR ECONOMIC DEVELOPMENT CONSULTANT SERVICES

Item was removed from the Consent Calendar.

MOTION CARRIED UNANIMOUSLY

END OF CONSENT CALENDAR

REMOVED FROM CONSENT CALENDAR

4. AWARD CONTRACT TO SUNSET PROPERTY SERVICES FOR STREET SWEEPING SERVICES

Staff responded to questions regarding funding sources.

MOTION: COUNCILMEMBER CHUN MOVED AND COUNCILMEMBER HARRINGTON SECONDED TO:

1. **AWARD A CONTRACT TO SUNSET PROPERTY SERVICES FOR STREET SWEEPING SERVICES FOR AN INITIAL TERM OF 3 YEARS;**
2. **AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT FOR STREET SWEEPING WITH SUNSET PROPERTY SERVICES; AND**
3. **DIRECT STAFF TO FINALIZE A MODIFIED SWEEPING SCHEDULE WITH SUNSET PROPERTY SERVICES AND RETURN TO COUNCIL WITH THE ESTIMATED COSTS AND PLAN FOR IMPLEMENTATION.**

MOTION CARRIED UNANIMOUSLY

6. AGREEMENT WITH KOSMONT COMPANIES FOR ECONOMIC DEVELOPMENT CONSULTANT SERVICES

City Manager David Doyle presented the staff report. Ken Hira (Kosmont Companies) responded to questions regarding contracts with neighboring cities. Administrative Services Director Glenn Yasui provided additional information.

MOTION: COUNCILMEMBER CHUN MOVED AND MAYOR PRO TEM MUNZING SECONDED TO:

1. **APPROVED THE AGREEMENT WITH KOSMONT COMPANIES (“KOSMONT”) FOR ECONOMIC DEVELOPMENT CONSULTANT SERVICES; AND**
2. **AUTHORIZED THE CITY MANAGER TO EXECUTE THE AGREEMENT WITH KOSMONT.**

MOTION CARRIED UNANIMOUSLY

PUBLIC HEARING ITEM NOS. 7-8

7. PA15-005 – CONTINUED REVIEW OF VERIZON WIRELESS’ PROPOSED CONDITIONAL USE PERMIT FOR THE PLACEMENT OF SIX PANEL ANTENNAS ON A LIGHT POLE AT ALISO VIEJO COMMUNITY PARK PLUS A BASE STATION. THE PROJECT IS CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW UNDER CEQA GUIDELINES SECTIONS 15301 AND 15302

City Manager David Doyle presented the staff report. Mayor Phillips opened the public hearing. There were no speakers. Mayor Phillips closed the public hearing.

MOTION: COUNCILMEMBER CHUN MOVED AND MAYOR PRO TEM MUNZING SECONDED TO ADOPT RESOLUTION NO. 2015-15 APPROVING A CONDITIONAL USE PERMIT FOR THE PLACEMENT OF SIX PANEL ANTENNAS ON A LIGHT POLE AT ALISO VIEJO COMMUNITY PARK BALLFIELD PLUS A SUPPORTING BASE STATION, AND FIND THE USE CATEGORICALLY EXEMPT UNDER STATE CEQA GUIDELINES.

MOTION CARRIED UNANIMOUSLY

8. RESOLUTION RELATED TO APPEALS FEE

City Manager David Doyle presented the staff report. Mayor Phillips opened the public hearing. There were no speakers.

MOTION: MAYOR PRO TEM MUNZING MOVED AND COUNCILMEMBER CHUN SECONDED TO CONTINUE THE PUBLIC HEARING TO JUNE 17, 2015.

MOTION CARRIED UNANIMOUSLY

DISCUSSION ITEM NOS. 9-11

9. **APPROVE THE PROFESSIONAL SERVICES AGREEMENT FOR RECREATION AND COMMUNITY SERVICE PROGRAMS WITH THE BOYS & GIRLS CLUBS OF CAPISTRANO VALLEY**

City Manager David Doyle introduced Community Services Director Karen Crocker who presented the staff report. Staff responded to questions regarding funding sources.

MOTION: COUNCILMEMBER CHUN MOVED AND COUNCILMEMBER HARRINGTON SECONDED TO AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR RECREATION AND COMMUNITY SERVICE PROGRAMS WITH THE BOYS & GIRLS CLUBS OF CAPISTRANO VALLEY FOR AN ANNUAL CONTRACT AMOUNT OF \$157,500.

MOTION CARRIED UNANIMOUSLY

10. **COMMUNITY ASSISTANCE GRANT FUNDING – FY 2015-16**

City Manager David Doyle introduced Community Services Director Karen Crocker who presented the staff report. Staff responded to questions regarding the criteria for allocating funding, total grant funding from the City and TIP funding. Mayor Phillips opened for public comment and the following person spoke:

1. Bill Perkins commented on Parents for Aliso Niguel fundraising efforts.

There were no other speakers.

MOTION: COUNCILMEMBER HARRINGTON MOVED AND COUNCILMEMBER CHUN SECONDED TO AUTHORIZE THE AWARD OF COMPETITIVE GRANTS FUNDS AS PART OF THE CITY'S FY 2015-16 COMMUNITY ASSISTANT GRANT FUNDING PROGRAM.

MOTION CARRIED UNANIMOUSLY

11. FIELD USAGE AT IGLESIA PARK UPDATE

City Manager David Doyle presented the staff report. Staff responded to questions regarding future updates. No further action was taken.

COMMUNITY INPUT

None.

CITY MANAGER'S REPORT

City Manager David Doyle reported on his attendance at the Orange County Employees Retirement System (OCERS) Meeting.

ANNOUNCEMENTS / COUNCIL COMMENTS / COMMITTEE UPDATES

Councilmember Chun:

- Attended OCERS Meeting
- Attended several TCA Meetings
- Attended City / AVCA Subcommittee Meeting
- Attended SCAG Regional Council Meeting
- Attended Relay for Life Committee Meetings

Councilmember Harrington: None.

Councilmember Tsunoda:

- Attended Boys & Girls Club of Capistrano Valley Gala

Mayor Pro Tem Munzing:

- Attended Boys & Girls Club of Capistrano Valley Gala
- Attended Boys & Girls Club of Laguna Beach Gala
- Attended SCAG General Assembly Meeting

Mayor Phillips:

- Attended Library Executive Library Meeting
- Attended International Council of Shopping Centers
- Announced Aliso Viejo Chamber of Commerce Sip N Savor event
- Announced Community Cup golf Tournament

ADJOURNMENT: Mayor Phillips adjourned the meeting at 8:18 p.m. to the next regularly scheduled meeting of June 3, 2015.

Respectfully submitted:

Approved by:

MITZI ORTIZ, MMC
CITY CLERK

WILLIAM A. PHILLIPS
MAYOR

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015
TO: Mayor and City Council
FROM: Gina M. Tharani, Director of Financial Services
SUBJECT: ACCOUNTS PAYABLE

Recommended Action:

1. Ratify accounts payable checks issued May 14, 2015 in the amount of \$924,420.72 and
2. Ratify accounts payable checks issued May 21, 2015 in the amount of \$217,636.76.

Fiscal Impact:

Expenditures in the amount of \$1,142,057.48.

Background:

The City issues accounts payable checks on a bi-monthly basis and submits them to the City Council for review and approval prior to the creation of accounts payable checks. Special check runs are done on a weekly basis with the City Council ratification at its next regularly scheduled City Council Meeting.

Discussion:

The issued accounts payable checks were reviewed and approved for payment. The register is being presented to City Council for approval.

A handwritten signature in cursive script, reading "Gina M. Tharani", is written over a horizontal line.

Gina M. Tharani
Director of Financial Services

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL

A handwritten signature in cursive script, reading "David Doyle", is written over a horizontal line.

David Doyle
City Manager

Attachment: Accounts Payable Reports



Accounts Payable

101 - GENERAL FUND

Vendor Name	Description (Item)	Amount
101 - GENERAL FUND		
CALPERS RETIREMENT	PERS RETIREMENT PP 9	8,100.40
CALPERS RETIREMENT	PERS RETIREMENT PP 08	10,988.59
CALPERS RETIREMENT	CC PERS RETIREMENT PP 05	194.24
		19,283.23
CITY MANAGER		
DAVID DOYLE	DD- SCAG REG CONF TRAVEL EXP	132.25
	CITY MANAGER TOTAL:	132.25
CITY CLERK		
PACIFIC CLIPPINGS	APR'15 NEWSPAPER CLIPPINGS	87.00
MITZI ORTIZ	MO- CCAC ANNUAL CONF TRAVEL EXP	28.66
	CITY CLERK TOTAL:	115.66
FINANCE		
CALPERS RETIREMENT	GASB-68 REPORTS & SCHEDULES FEE	850.00
US BANK N.A. - CUSTODY	APR'15 CUSTODIAN CHRG ACCT#0299	23.25
	FINANCE TOTAL:	873.25
NON-DEPARTMENTAL		
SO CAL EDISON	4/3-5/5/15 AV RANCH ELECTRICITY	166.55
PV MAINTENANCE INC	AV RANCH POT HOLE REPAIRS & MAINTENANCE	1,823.60
THOMAS E BYSTRY	COUNCIL CHAMBER-VIDEO INSTALLATION	465.00
MOULTON NIGUEL WATER DIST	3/24-4/23/15 AV RANCH WATER MTR#4756	55.25
THE GAS COMPANY	4/7-5/6/15 AV RANCH GAS MTR#6257	37.30
PAULA GARROW	PG- PAPER PLATES & BEVERAGES COUNCIL MTG	43.60
COX COMMUNICATIONS ORANGE COUNTY	5/1-5/31/15 INTERNET SERVICE ACCT#8802	329.00
CDW GOVERNMENT INC	THIN CLIENT MXL5152P62	441.69
CDW GOVERNMENT INC	THIN CLIENT MXL5152P61	441.69
CDW GOVERNMENT INC	6 VEEAM BACKUP EXP 5/15/2016	1,842.06
CDW GOVERNMENT INC	10 PACK VMWARE LICENCES EXP 4/2/16	2,908.44
CDW GOVERNMENT INC	CISCO SMARTNET EXP 6/2016	90.90
	NON-DEPARTMENTAL TOTAL:	8,645.08
IGLESIA PARK		
PV MAINTENANCE INC	IP PAVER & PLAYGROUND AREA CLEANING	813.05
MIRACLE PLAYGROUND SALES OF SO CAL	DECK FOR IGLESIA PARK	835.25
ANDY GUMP INC	4/30-5/27/15 PORTABLE TOILET RENTAL & SRV	187.44
	IGLESIA PARK TOTAL:	1,835.74
IGLESIA BUILDING		
TMR SECURITY & PATROL SERVICES INC	APR'15 IP PATROL INSPECTIONS	170.00
PROTECTION ONE ALARM MONITORING INC	5/17-6/16/15 ALARM SERVICE	63.49
	IGLESIA BUILDING TOTAL:	233.49
FAMILY RESOURCE CENTER		
BOYS & GIRLS CLUB OF CAPISTRANO VALLEY	APR'15 RECREATIONAL EXPENSES	11,797.78
	FAMILY RESOURCE CENTER TOTAL:	11,797.78
PLANNING		
ENVIRONMENTAL & REGULATORY SPECIALISTS INC	APR'15 GENERAL PLAN UPDATE	3,510.00
LARRY LAWRENCE	APR'15 PA15-001 ZONING CODE AMENDMENT	218.50
	PLANNING TOTAL:	3,728.50
BUILDING		
ECS IMAGING INC	BUILDING PLANS SCANNING	9,392.71
CHARLES ABBOTT ASSOC INC	MAR'15 CAA BUILDING SVCS	54,743.28
	BUILDING TOTAL:	64,135.99
CODE ENFORCEMENT		
CHARLES ABBOTT ASSOC INC	MAR'15 CAA CODE ENFORCEMENT	10,235.80
	CODE ENFORCEMENT TOTAL:	10,235.80

Agenda Item 3-3

Vendor Name	Description (Item)	Amount
ENGINEERING (GENERAL)		
CHARLES ABBOTT ASSOC INC	MAR'15 CAA NPDES COSTS	31,174.50
CHARLES ABBOTT ASSOC INC	MAR'15 CAA SOLID WASTE	2,731.90
CHARLES ABBOTT ASSOC INC	MAR'15 CAA PW ENGINEERING	12,881.80
	ENGINEERING (GENERAL) TOTAL:	46,788.20
TRAFFIC ENGINEERING		
CHARLES ABBOTT ASSOC INC	MAR'15 CAA TRAFFIC ENGINEERING	1,362.60
	TRAFFIC ENGINEERING TOTAL:	1,362.60
STREET MAINTENANCE		
PV MAINTENANCE INC	4/25/15 TRAFFIC CTR FREE COMPOST EVT	965.00
CHARLES ABBOTT ASSOC INC	MAR'15 CAA ST MAINTENANCE	19,882.70
	STREET MAINTENANCE TOTAL:	20,847.70
LAW ENFORCEMENT-CONTRACT		
COUNTY OF ORANGE TREASURER-TAX COLLECTOR	MAY'15 LAW ENFORCEMENT	587,369.99
COUNTY OF ORANGE TREASURER-TAX COLLECTOR	MAY'15 CONTRACT PAYMENT CREDIT	(1,484.23)
	LAW ENFORCEMENT-CONTRACT TOTAL:	585,885.76
LAW ENFORCEMENT-OTHER		
ALL CITY MANAGEMENT SERVICES	4/12-4/25/15 SCHOOL CROSSING GUARD SRV	7,745.00
	LAW ENFORCEMENT-OTHER TOTAL:	7,745.00
EOC		
SARAH BARKER	S.B- FIRE EXT & HATS- CEPA CLASS	75.47
	EOC TOTAL:	75.47
	GENERAL FUND TOTAL:	783,721.50
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102 - GEN. FD-CITY HALL		
NON-DEPARTMENTAL		
SONITROL GOLD COAST LP	APR'15 CH SECURITY SYSTEM	269.96
PSG ENTERPRISES INC	APR'15 CH PROP MANAGEMENT FEE	1,784.65
	NON-DEPARTMENTAL TOTAL:	2,054.61
	GEN. FD-CITY HALL TOTAL:	2,054.61
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203 - GAS TAX		
STREET MAINTENANCE		
AEGIS ITS INC	APR'15 SIGNAL MAINTENANCE	2,728.82
AEGIS ITS INC	APR'15 ROLLING REPORT	4,413.37
SO CAL EDISON	APR'15 STREET LIGHT LS-1	14,209.38
	STREET MAINTENANCE TOTAL:	21,351.57
	GAS TAX TOTAL:	21,351.57
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215 - PUBLIC SAFETY GRANTS		
LAW ENFORCEMENT-OTHER		
COUNTY OF ORANGE TREASURER-TAX COLLECTOR	MAY'15 PVS RECURRING	1,288.78
COUNTY OF ORANGE TREASURER-TAX COLLECTOR	MAY'15 MDC RECURRING	2,260.79
COUNTY OF ORANGE TREASURER-TAX COLLECTOR	MAY'15 PVS REPLACEMENT	1,124.39
COUNTY OF ORANGE TREASURER-TAX COLLECTOR	MAY'15 MDC REPLACEMENT	1,647.17
	LAW ENFORCEMENT-OTHER TOTAL:	6,321.13
	PUBLIC SAFETY GRANTS TOTAL:	6,321.13
<hr/>		
225 - INTEGRATED WASTE MGMT FD		
GEN-BEV CONTAINER RECYCLE		
PV MAINTENANCE INC	AQU CTR TRASH CAN INSTALLATION	509.00
PV MAINTENANCE INC	VISTA PARK-DOG WASTE DISPENSER INSTALLATION	1,296.60
	GEN-BEV CONTAINER RECYCLE TOTAL:	1,805.60
	INTEGRATED WASTE MGMT FD TOTAL:	1,805.60
<hr/>		
241 - TECHNOLOGY FUND		
CHARLES ABBOTT ASSOC INC	MAR'15 CAA COMPUTER LEASE CREDITS	(550.00)
		-550.00
GEN-TECHNOLOGY GRANTS		
SIGMANET INC.	DATA CENTER PHASE 2 BILLING #3	4,695.59

Agenda Item 3-4

Vendor Name	Description (Item)	Amount
VMI INC	COUNCIL CHAMBERS CAMERA & REMOTE CTR INSTALL	11,188.80
VMI INC	COUNCIL CHAMBERS CAMERA & WALL MOUNT INST	46,043.64
VMI INC	COUNCIL CHAMBERS MONITOR INSTALLATION	6,625.32
VMI INC	COUNCIL CHAMBERS PANEL & DATAVIDEO GENERATOR I...	7,845.12
GEN-TECHNOLOGY GRANTS TOTAL:		76,398.47
TECHNOLOGY FUND TOTAL:		75,848.47

261 - CITY FAC.-AQUATIC CENTER

GEN-AQUATIC CENTER

PREMIER AQUATIC SERVICES	AQUATIC SRV SUPPLIES- DIVING RINGS	90.85
BRIAN K BOTTRELL	APR'15 AQU CTR POOL MAINTAINANCE	2,500.00
BRIAN K BOTTRELL	APR'15 AQU CTR SUPPLIES-VACUUM,HOSE,FILTER,	408.00
GEN-AQUATIC CENTER TOTAL:		2,998.85
CITY FAC.-AQUATIC CENTER TOTAL:		2,998.85

311 - STREET IMPROVEMENTS

STREETS & HIGHWAYS

CHARLES ABBOTT ASSOC INC	MAR'15 CAA #092 CIP DESIGN ALISO CREEK REHAB	327.70
CHARLES ABBOTT ASSOC INC	MAR'15 CAA #093 CIP DESIGN FY14-15 SLURRY SEAL	630.90
STREETS & HIGHWAYS TOTAL:		958.60
STREET IMPROVEMENTS TOTAL:		958.60

332 - STORM WATER

DRAINAGE IMPROVEMENTS

PV MAINTENANCE INC	APR'15 WOOD CANYON WETLAND TREE REMOVAL	1,930.00
CHARLES ABBOTT ASSOC INC	MAR'15 CAA #091CIP DESIGN DAIRY FORK WETLAND	3,087.60
DRAINAGE IMPROVEMENTS TOTAL:		5,017.60
STORM WATER TOTAL:		5,017.60

711 - DEPOSIT ACCOUNTS FUND

ROBERT BARRY	APR'15 FINANCIAL SUPPORT SRV	1,950.00
LARRY LAWRENCE	APR'15 PA15-005 VERIZON WIRELESS COMM PARK	1,713.50
FEDEX OFFICE AND PRINT SERVICES INC	#5027 4/23 FEDEX TO CAA	36.00
CHARLES ABBOTT ASSOC INC	MAR'15 CAA 5004 MNWD	1,112.50
CHARLES ABBOTT ASSOC INC	MAR'15 CAA 5027 SHEA PROPERTIES VANTIS	5,497.00
CHARLES ABBOTT ASSOC INC	MAR'15 CAA 2186 WOODFILED PARK GRADING	2,148.30
CHARLES ABBOTT ASSOC INC	MAR'15 CAA 2189 VINTAGE ALISO GRADING	1,766.40
CHARLES ABBOTT ASSOC INC	MAR'15 CAA 5005 SCE- SADDLEBACK	267.00
CHARLES ABBOTT ASSOC INC	MAR'15 CAA 5002 AT&T/SBC	977.70
CHARLES ABBOTT ASSOC INC	MAR'15 CAA 2179 VANTIS HOTEL GRADING	1,735.10
RIGHT OF WAY INC	REFUND #5028 RIGHT OF WAY	3,188.50
DANA PACIFIC LANDSCAPE CONST	REFUND- P#72871 DANA PACIFIC	3,000.00
		23,392.00
DEPOSIT ACCOUNTS FUND TOTAL:		23,392.00

721 - COMMUNITY TRUST

TRUST FUND

BOYS & GIRLS CLUB OF CAPISTRANO VALLEY	APR'15 TEEN PROGRAM	950.79
TRUST FUND TOTAL:		950.79
COMMUNITY TRUST TOTAL:		950.79

GRAND TOTAL: 924,420.72

Fund Summary

Fund	Expense Amount	Payment Amount
101 - GENERAL FUND	783,721.50	783,721.50
102 - GEN. FD-CITY HALL	2,054.61	2,054.61
203 - GAS TAX	21,351.57	21,351.57
215 - PUBLIC SAFETY GRANTS	6,321.13	6,321.13

Fund Summary

Fund	Expense Amount	Payment Amount
225 - INTEGRATED WASTE MGMT FD	1,805.60	1,805.60
241 - TECHNOLOGY FUND	75,848.47	75,848.47
261 - CITY FAC.-AQUATIC CENTER	2,998.85	2,998.85
311 - STREET IMPROVEMENTS	958.60	958.60
332 - STORM WATER	5,017.60	5,017.60
711 - DEPOSIT ACCOUNTS FUND	23,392.00	23,392.00
721 - COMMUNITY TRUST	950.79	950.79
Grand Total:	924,420.72	924,420.72



Accounts Payable

101 - GENERAL FUND

Vendor Name	Description (Item)	Amount
101 - GENERAL FUND		
CALIFORNIA JPIA	FY15-16 GEN LIAB	84,460.00
CALIFORNIA JPIA	FY15-16 WC	41,091.00
CALIFORNIA JPIA	FY15-16 WC RETRO	4,376.00
		129,927.00
CITY COUNCIL		
U.S. BANK PURCHASING CARD PROGRAM	DD- DD,KC,DH COMM CTR LUNCH	93.84
U.S. BANK PURCHASING CARD PROGRAM	DD- A/FARC/LOD-LV SHOPPING CTR	733.36
U.S. BANK PURCHASING CARD PROGRAM	DD- WP,DD,KC &MM COMM CTR LUNCH	117.44
U.S. BANK PURCHASING CARD PROGRAM	DD- RC,KL,DD CONF CTR LUNCH	71.83
		CITY COUNCIL TOTAL: 1,016.47
CITY MANAGER		
U.S. BANK PURCHASING CARD PROGRAM	DD- ULI REGISTRATION	55.00
U.S. BANK PURCHASING CARD PROGRAM	DD- DD,JM OCSD TRAILER- LUNCH	50.44
U.S. BANK PURCHASING CARD PROGRAM	DD- LAW ENF CONT CITIES LUNCHEON	280.66
OC BUSINESS JOURNAL	FY15-16 OCBJ SUBSCRIPTION	69.00
		CITY MANAGER TOTAL: 455.10
CITY CLERK		
U.S. BANK PURCHASING CARD PROGRAM	MO- CCAC ANNUAL CONF-TRAVEL EXP	414.74
FREEDOM COMMUNICATIONS INC	4/9 ORD#2015-166 ADOPTION	101.48
CODE PUBLISHING COMPANY	FY14-15 AV MUNICIPAL CODE ELECTRONIC UPDATE	433.95
		CITY CLERK TOTAL: 950.17
FINANCE		
STANLEY R. HOFFMAN ASSOC INC	APR'15 AVTC REVENUE ENCHANCEMENT STUDY	5,825.00
U.S. BANK PURCHASING CARD PROGRAM	GT- PRINTER TONER CARTRIDGES	561.56
		FINANCE TOTAL: 6,386.56
NON-DEPARTMENTAL		
CERTIFIED RECORDS MANAGEMENT	MAY'15 STORAGE FEE	330.00
CERTIFIED RECORDS MANAGEMENT	APR'15 STORAGE FEE	112.20
KONICA MINOLTA BUSINESS SOLUTIONS	MAY'15 KONICA MINOLTA C754	533.89
U.S. BANK PURCHASING CARD PROGRAM	GT- APR'15 LYNC CHGS	29.20
U.S. BANK PURCHASING CARD PROGRAM	KC- E NEWS MONTHLY	45.00
U.S. BANK PURCHASING CARD PROGRAM	GD- AV RANCH BEE REMOVAL	175.00
U.S. BANK PURCHASING CARD PROGRAM	DD- COUNCIL MEETING DINNER	163.84
CINTAS CORP.	MAY'15 FIRST AID MAINTENANCE	293.94
NIEVES LANDSCAPE INC	MAY'15 AV RANCH LANDSCAPING SRV	793.82
KONICA MINOLTA BUSINESS SOLUTIONS	APR'15 KONICA MINOLTA C250	369.18
MICROSOFT CORPORATION	MAY'15 MS 365 LICENSE FEE	850.00
COX COMMUNICATIONS ORANGE COUNTY	5/6-6/5/15 INTERNET SERVICE ACCT#1903	79.00
CDW GOVERNMENT INC	VIEWSONIC LED MONITOR SR#T71150420509	290.01
CDW GOVERNMENT INC	HP COMPUTER SR#MXL516100X	1,715.34
		NON-DEPARTMENTAL TOTAL: 5,780.42
C. S. ADMINISTRATION		
U.S. BANK PURCHASING CARD PROGRAM	GD- DVD FOR VOLUNTEER DINNER	16.19
U.S. BANK PURCHASING CARD PROGRAM	GD- VOLUNTEER DINNER INVITATIONS	97.20
U.S. BANK PURCHASING CARD PROGRAM	GD- 2 SIDED BOARD FOR VOLUNTEER PROG	151.20
U.S. BANK PURCHASING CARD PROGRAM	GD- COMM WORKSHOP NANO&AUX CABLE	165.11
U.S. BANK PURCHASING CARD PROGRAM	GD- HELIM TANK FOR VOLUNTEER PROG	43.19
		C. S. ADMINISTRATION TOTAL: 472.89
IGLESIA PARK		
NIEVES LANDSCAPE INC	MAY'15 IGLESIA PARK LANDSCAPING SRV	3,382.24
NIEVES LANDSCAPE INC	MAY'15 IG PARK APPLICATION OF RABBIT REPELLENT	176.71
		IGLESIA PARK TOTAL: 3,558.95
PLANNING		
R MATTHEW SHANNON	#801 3/4-4/30/15 AVTC IMPLEMENTATION STRATEGY	7,131.25

Agenda Item 3-7

Vendor Name	Description (Item)	Amount
U.S. BANK PURCHASING CARD PROGRAM	AA-LV SHOP CTR - TRAVEL EXP	109.52
U.S. BANK PURCHASING CARD PROGRAM	AA- 4/14 ACRE SOCIAL EVENT	45.00
LORMAN BUSINESS CENTER INC	J.L ON DEMAND WEBINAR: FORM BASED ZONING	175.20
FEDEX OFFICE AND PRINT SERVICES INC	3 SET OF ENVIRONMENTAL IMP STMT	238.25
FORMA DESIGN INC	3/28-4/24/15 AVTC SPECIFIC PLAN SRV	7,705.19
ROSENOW SPEVACEK GROUP INC	APR'15 LOAN PROCESSING	637.50

PLANNING TOTAL: 16,041.91

LAW ENFORCEMENT-OTHER

U.S. BANK PURCHASING CARD PROGRAM	JM- SNACK LOMA RIDGE MEETING	34.95
JULIA SMITH	J.M-BUS GREETERS PROG- COFFEE,DONUTS & JUICE	45.72
RAY ULMER	5/14/15 CITY STAFF MEETING/LUNCHEON	309.87
GALLS LLC/QUARTERMASTER LLC	J.M- GREEN UNIFORM PANTS	93.95
DEPT. OF MOTOR VEHICLES	DMV RENEWAL- 2014 SUBARU #7GPZ096	249.00

LAW ENFORCEMENT-OTHER TOTAL: 733.49

EOC

U.S. BANK PURCHASING CARD PROGRAM	JM- 4/16 CEPA MEAL FOR CITIZENS	171.00
U.S. BANK PURCHASING CARD PROGRAM	JM- 4/10 CEPA MEAL FOR CITIZENS	262.53
U.S. BANK PURCHASING CARD PROGRAM	JM- 4/2 CEPA MEAL FOR CITIZENS	193.32

EOC TOTAL: 626.85

GENERAL FUND TOTAL: 165,949.81

102 - GEN. FD-CITY HALL

NON-DEPARTMENTAL

JAMES J MARX	MAY'15 PLUMBING SRV- MEN'S RESTROOM	235.00
PEAK LIGHTING & ELECTRIC INC	MAY'15 CITY HALL LIGHT SERVICE	179.99
THE GAS COMPANY	4/6-5/5/15 CH GAS MTR#6544	185.45
SO CAL EDISON	4/6-5/6/15 CITY HALL ELECTRICITY	3,662.15
NIEVES LANDSCAPE INC	MAY'15 CITY HALL LANDSCAPING SRV	427.26
NIEVES LANDSCAPE INC	MAY'15 AV RANCH GOPHER BAIT STAT MAINT	300.00

NON-DEPARTMENTAL TOTAL: 4,989.85

GEN. FD-CITY HALL TOTAL: 4,989.85

203 - GAS TAX

STREET MAINTENANCE

SO CAL EDISON	APR'15 STREET LIGHT GS-1	128.83
SAN DIEGO GAS & ELECTRIC	APR'15 STREET LIGHTS ELECTRICITY	2,387.76
SO CAL EDISON	APR'15 STREET LIGHT LS-2	1,380.63
SO CAL EDISON	APR'15 STREET LIGHT TC-1	2,448.87
NIEVES LANDSCAPE INC	MAY'15 MEDIAN LANDSCAPING SRV	310.49
NIEVES LANDSCAPE INC	MAY'15 IRRIGATION CONTROLLER REPLACEMENT	1,068.53
AT&T CALIFORNIA	MAY'15 TRAFFIC SIGNAL CONTROLLER ACCT#9167	172.98

STREET MAINTENANCE TOTAL: 7,898.09

GAS TAX TOTAL: 7,898.09

215 - PUBLIC SAFETY GRANTS

LAW ENFORCEMENT-OTHER

DDL TRAFFIC INC	13 GTT 792HM OPTICOM EMITTERS	14,069.80
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LAW ENFORCEMENT-OTHER TOTAL: 14,069.80

PUBLIC SAFETY GRANTS TOTAL: 14,069.80

241 - TECHNOLOGY FUND

GEN-TECHNOLOGY GRANTS

THOMAS E BYSTRY	APR&MAY'15 STG 1-DEMOLITION OLD EQUIP & PRE INST	4,000.00
VMI INC	COUNCIL CHAMBERS-AUDIOTECH MIC MOUNT	44.28
VMI INC	COUNCIL CHAMBERS- INTELIX HDMI DIST AMPLIFIER	243.00
VMI INC	COUNCIL CHAMBERS- BLONDER HDE CSV EQUIP	2,383.56

GEN-TECHNOLOGY GRANTS TOTAL: 6,670.84

TECHNOLOGY FUND TOTAL: 6,670.84

Agenda Item 3-8

Vendor Name	Description (Item)	Amount
261 - CITY FAC.-AQUATIC CENTER		
GEN-AQUATIC CENTER		
PV MAINTENANCE INC	AQU CTR RESTROOM CLEANING	460.00
NIEVES LANDSCAPE INC	VISTA PARK-WOODCHIPS YARD INSTALLATION	1,425.00
NIEVES LANDSCAPE INC	VISTA PARK-MULCH & SENECIO MANDRALISCAE INSTALL	670.00
JOSHUA BERZANSKY	AQU CTR- ART WORK FOR LOGOS	150.00
JOSHUA BERZANSKY	AQU CTR- REVISION OF LOGO	15.00
JOSHUA BERZANSKY	AQU CTR- CREATION OF REGISTRATION FORM	45.00
JOSHUA BERZANSKY	AQU CTR - ART WORK FOR FLYER	25.00
JOSHUA BERZANSKY	AQU CTR- STAFF SHIRTS, TANKS & HOODIES	660.74
JOSHUA BERZANSKY	AQU CTR - AVAC PROG GUIDE 2015	290.80
	GEN-AQUATIC CENTER TOTAL:	3,741.54
CITY FAC.-AQUATIC CENTER TOTAL:		3,741.54
<hr/>		
311 - STREET IMPROVEMENTS		
STREETS & HIGHWAYS		
CIVIL SOURCE INC	APR'15 CIP 093 CONSTRUCTION INSPECTION	12,446.00
FREEDOM COMMUNICATIONS INC	4/9 ALISO CREEK ROAD REHAB NOTICE	86.63
	STREETS & HIGHWAYS TOTAL:	12,532.63
STREET IMPROVEMENTS TOTAL:		12,532.63
<hr/>		
711 - DEPOSIT ACCOUNTS FUND		
RJM DESIGN GROUP INC	AV 2190 VINTAGE ALISO LANDSCAPE PLANCHECK	1,591.61
FREEDOM COMMUNICATIONS INC	4/23 PA15-005 VERIZON PUBLIC HEARING NOTICE	138.60
	DEPOSIT ACCOUNTS FUND TOTAL:	1,730.21
<hr/>		
721 - COMMUNITY TRUST		
TRUST FUND		
U.S. BANK PURCHASING CARD PROGRAM	GD- FRC PHONE	53.99
	TRUST FUND TOTAL:	53.99
COMMUNITY TRUST TOTAL:		53.99
<hr/>		
GRAND TOTAL:		217,636.76

Fund Summary

Fund	Expense Amount	Payment Amount
101 - GENERAL FUND	165,949.81	165,949.81
102 - GEN. FD-CITY HALL	4,989.85	4,989.85
203 - GAS TAX	7,898.09	7,898.09
215 - PUBLIC SAFETY GRANTS	14,069.80	14,069.80
241 - TECHNOLOGY FUND	6,670.84	6,670.84
261 - CITY FAC.-AQUATIC CENTER	3,741.54	3,741.54
311 - STREET IMPROVEMENTS	12,532.63	12,532.63
711 - DEPOSIT ACCOUNTS FUND	1,730.21	1,730.21
721 - COMMUNITY TRUST	53.99	53.99
Grand Total:	217,636.76	217,636.76

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015
TO: Mayor and City Council
FROM: Gina M. Tharani, City Treasurer
SUBJECT: TREASURER'S STATEMENT – APRIL 2015

Recommended Action:

Approve the April 2015 Treasurer's Statement.

Fiscal Impact:

No Fiscal Impact.

Background:

Per City policy, the Finance Department presents the monthly Treasurer's Statement for the City Council's review and approval. This statement shows the cash balances for the various funds, with a breakdown of bank account balances, investment account balances and the effective yield earned from investments.

Discussion:

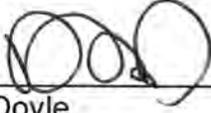
The City of Aliso Viejo is invested in the State Treasurer's Local Agency Investment Fund (LAIF). Investment in LAIF is allowed under the City's formally adopted investment policy. All funds are available for withdrawal within 24 hours. In addition, in accordance with the City's Investment Policy, the City has the option to purchase Certificate of Deposits and other investment instruments. These funds will be insured by Federal Deposit Insurance Corporation (FDIC). FDIC is an independent agency created by Congress in 1933 to supervise banks, insure deposits, and help maintain a stable and sound banking system.

As a secondary investment option, the City continues to maintain its Money Market account with J.P Morgan Chase & Co. Excess funds are invested into an investment pool of US Treasury Notes. Interest is credited to the City's bank account on a monthly basis.



Gina M. Tharani
City Treasurer

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL



David Doyle
City Manager

Attachment: Treasurer's Statement
LAIF Statement

**CITY OF ALISO VIEJO
TREASURER'S MONTHLY CASH STATEMENT**

April 30, 2015

	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	TRANSFERS IN (OUT)	ENDING BALANCE
GENERAL FUND	\$ 19,930,908.43	1,900,763.97	2,419,034.36	-	19,412,638.04
GAS TAX FUND	1,566,292.52	203,677.53	78,852.70	-	1,691,117.35
MEASURE M	1,593,367.82	-	1,094.40	-	1,592,273.42
PUBLIC SAFETY GRANTS	127,810.07	-	110,125.65	-	17,684.42 (1)
AIR QUALITY IMPRVMT FD	743,713.47	-	-	-	743,713.47
INTEGRATED WASTE MGMT FD	19,854.15	-	5,018.36	-	14,835.79
OTHER GRANTS	182,158.92	-	-	-	182,158.92
TECHNOLOGY GRANT	508,050.80	-	128,160.15	-	379,890.65
DEVELOPMENT IMPACT	8,292,345.53	-	9,970.29	-	8,282,375.24
FEDERAL GRANTS	-	-	-	-	-
CITY FACILITY	(3,771.25)	67,902.16	44,031.27	-	20,099.64
STREET IMPROVEMENTS	-	135.00	472.75	-	(337.75) (2)
CAPITAL IMPROVEMENTS	4,431.61	-	-	-	4,431.61 (2)
STORM WATER	(8,806.08)	4,170.36	12,294.15	-	(16,929.87) (2)
COP 2006/CFD 2005-01	(14,736.87)	883,633.67	871,624.23	-	(2,727.43)
REFUNDABLE DEPOSIT	795,189.37	17,540.34	22,491.63	-	790,238.08
COMMUNITY TRUST	96,615.87	-	1,650.72	-	94,965.15
TOTALS	\$ 33,833,424.36	\$ 3,077,823.03	\$ 3,704,820.66	\$ -	\$ 33,206,426.73

SUMMARY OF CASH:

DEMAND DEPOSITS:	GENERAL ACCOUNT	\$ 7,548,189.58	
	TOTAL DEMAND DEPOSITS		\$ 7,548,189.58
INVESTMENTS:	LOCAL AGENCY INVESTMENT FD	\$ 25,658,237.15	
	TOTAL INVESTMENTS		\$ 25,658,237.15
	TOTAL CASH		\$ 33,206,426.73

L.A.I.F. - Effective Yield for April 2015	0.283%
Money Market-Effective Yield for April 2015	0.030%
3 Yr Certificate of Deposit - March 19, 2018	\$ 245,000 1.300%

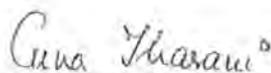
All investments are placed in accordance with the City of Aliso Viejo's Investment Policy.

The above summary provides sufficient cash flow liquidity to meet the next six month's estimated expenditures.

Other monies held include Cash with Fiscal Agent, Payroll Account, and City Facilities in the amount of \$ 4,771,638.52

(1) Public Safety Grant includes the MDC and PVS Program Costs budgeted with SLESF funds.

(2) Transfers in and out are done on a quarterly basis.
 Street Improvements include the Slurry Seal, Traffic Management and Street Improvement Projects
 Capital Improvements include park improvement and pedestrian bridge projects.
 Storm Water includes the Wood Canyon Emergent Wetland Project.



Gina M. Tharani, City Treasurer

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

www.treasurer.ca.gov/pmia-laif/laif.asp
 May 26, 2015

FINANCE DIRECTOR
 12 JOURNEY, #100
 ALISO VIEJO, CA 92656

PMIA Average Monthly Yields

Tran Type Definitions

April 2015 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
4/15/2015	4/14/2015	QRD	1465631	SYSTEM	16,444.34

Account Summary

Total Deposit:	16,444.34	Beginning Balance:	25,641,792.81
Total Withdrawal:	0.00	Ending Balance:	25,658,237.15



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
05/07/15	0.29	0.28	228
05/08/15	0.29	0.28	227
05/09/15	0.29	0.28	227
05/10/15	0.29	0.28	227
05/11/15	0.29	0.28	224
05/12/15	0.29	0.29	223
05/13/15	0.29	0.29	222
05/14/15	0.29	0.29	220
05/15/15	0.29	0.29	219
05/16/15	0.29	0.29	219
05/17/15	0.29	0.29	219
05/18/15	0.29	0.29	219
05/19/15	0.29	0.29	219
05/20/15	0.29	0.29	218

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

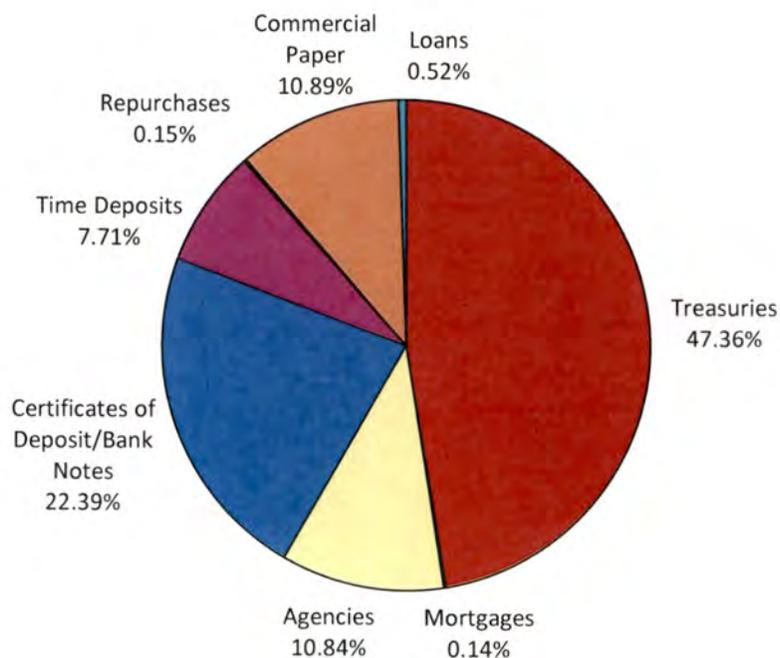
Quarter Ending 03/31/15

Apportionment Rate: 0.26%
 Earnings Ratio: 0.00000712637778462
 Fair Value Factor: 1.000383728
 Daily: 0.27%
 Quarter to Date: 0.27%
 Average Life: 191

PMIA Average Monthly Effective Yields

APR 2015 0.283%
 MAR 2015 0.278%
 FEB 2015 0.266%

**Pooled Money Investment Account
Portfolio Composition
\$67.9 billion
4/30/15**



City of Aliso Viejo

Agenda Item



DATE: June 3, 2015

TO: Mayor and City Council

FROM: Glenn Yasui, Director of Administrative Services

SUBJECT: AGREEMENT WITH BARTELL & ASSOCIATES FOR THE ALISO VIEJO RANCH PUBLIC OUTREACH/PARTICIPATION CAMPAIGN

Recommendation:

1. Approve the Agreement between Bartell & Associates and the City of Aliso Viejo for the Aliso Viejo Ranch Public Outreach/Participation Campaign and authorize the City Manager to execute said Agreement.
2. Approve an appropriation in the amount of \$80,000 for the Aliso Viejo Ranch Public Outreach/Participation Campaign.

Fiscal Impact:

The Agreement provides compensation not to exceed \$39,950 for the Aliso Viejo Ranch Public Outreach/Participation Campaign. Staff is recommending that the Council approve an appropriation up to \$80,000 to commence the Aliso Viejo Ranch Public Outreach/Participation Campaign in fiscal year 2014/15 and complete the public outreach campaign in fiscal year 2015/16. This amount will cover Bartell & Associates' professional services fees and reimbursable expenses as well as provide funding for potential enhancements to the scope of work.

Background:

The City took ownership of Aliso Viejo Ranch with the intent of developing the site to benefit the community by providing public facilities including a community center. The City embarked on a public outreach process including community meetings and charrettes to solicit input relative to the development of Aliso Viejo Ranch. The result of the multi-year process was a proposal to retain several of the existing buildings; construction of a new community center; a new small amphitheater; various outdoor uses (cultural garden, heritage garden, play field, walking trails); and new vehicular entries and parking. Subsequently, interested parties expressed different opinions regarding the proposed development of Aliso Viejo Ranch. The Council directed Staff

to develop a process to engage or re-engage the public and achieve a community consensus on the proposed development and specific uses.

Discussion:

Staff administered a Request for Proposal process relating to the Aliso Viejo Ranch Public Outreach/Participation Campaign. The City received four proposals from community relations and public affairs firms. The proposals were evaluated based on the following criteria:

- Qualifications, background and prior experience of the Consultant in conducting similar projects.
- Overall project design and methodology.
- Proposed cost as compared with the level of effort to be expended.
- Quality of references.

Staff selected the top two firms and conducted interviews with both proposers. Additionally, Staff requested and reviewed collateral materials from both proposers used in similar projects. Upon completing the evaluation process, Staff is recommending Bartell & Associates as the firm to conduct the Public Outreach/Participation Campaign.

Bartell & Associates has over 30 years of experience engaging the public and achieving community consensus on controversial development projects, including those involving historical or environmental significance. Bartell & Associates proposes to design and implement a public outreach campaign with the following goals:

- Engage or re-engage the community in the project.
- Ensure that involved community members have received adequate communication about the project.
- Gather ideas and direct feedback through a variety of channels.
- Increase awareness of the project among a broader segment of the population.
- Lay the groundwork for building a "consensus coalition" of at least 100 community members who feel strongly about the future of Aliso Viejo Ranch and whose feelings are aligned with those of the broader community.

The focus of the public outreach campaign is to increase engagement and work toward consensus as to the development of Aliso Viejo Ranch. Toward this end, Bartell & Associates submitted the attached proposal describing a two-pronged methodology. The first component is "Synchronous" (involves in-person contact) which includes:

- Outreach at community events (i.e. Founder's Day, AVCA Movie Nights, etc.).
- Interactive audio/visual presentations utilizing the City's new multimedia trailer.
- VIP tours to educate, inform and gather more in-depth feedback.

The second component is "Asynchronous" (does not involve direct in-person contact) which includes:

- Developing a community engagement website providing background information and a survey with real time results.
- Social media and electronic engagement.
- Target direct mail to areas identified as under-participating in the campaign.
- Coalition building in support of the community vision that emerges from the outreach process.

At the end of the public outreach campaign, Bartell & Associates would prepare a detailed report addressing community opinions, coalition development and recommended next steps.

The proposed cost to conduct the public outreach campaign includes professional service fees of \$33,535 plus reimbursable expenses up to \$6,415 for a total cost of \$39,950. However, as the process proceeds, City staff may elect to engage the community through additional avenues and processes. Authorizing the additional funds, will provide flexibility to achieve the best engagement with the community.

Bartell & Associates is proposing to commence work in June 2015 with a 5-month timeline to complete the public outreach campaign. It should be noted that the summer months are difficult for outreach due to vacations. It behooves us to stretch the information gathering process into early Fall. Moreover, Founder's Day in early October represents an excellent opportunity to showcase the results of the public outreach campaign and gather additional feedback.

The attached professional services agreement outlines the scope of work and compensation to be provided for Bartell & Associates' services.



Glenn Yasui
Director of Administrative Services

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL

A handwritten signature in black ink, appearing to read 'D. Doyle', is written over a horizontal line.

David A. Doyle
City Manager

Attachments: Bartell & Associates Proposal
Agreement with Bartell & Associates for the Aliso Viejo Ranch Public Outreach/
Participation Campaign

RFP RESPONSE

The Ranch Public Outreach/Participation Campaign

Prepared By:

Bartell & Associates

5333 Mission Center Rd
Suite 115
San Diego, CA

2372 Morse Avenue
Suite 351
Irvine, CA

Contact:

Jennifer Dariani
jennifer@bartellassociates.com
(619) 704-0180 | (949) 502-0954

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Separate, sealed envelope:

Estimated Costs (3 pgs)

General Company Information

Bartell & Associates is an award winning, Veteran-owned community relations and public affairs firm. We combine proven techniques and personal tenacity to create all-encompassing campaigns that extend beyond traditional agency boundaries. Our 30+ years of experience enables us to offer an across-the-board approach to overcoming challenges and achieving clients' long-term and short-term goals. We specialize in integrated marketing, public relations and community outreach campaigns for complex projects with multiple stakeholders. Our track record speaks for itself: we have a 97% success rate in meeting our clients' goals.

We serve clients with regional needs unique to Southern California. We are honored to have played a significant role in shaping the civic, business, and neighborhood culture in the region. From representing high profile clients like Carnival Corporation & PLC, San Diego State University, and the United States Department of Veterans Affairs on key initiatives, to participating in major policy campaigns like the Airport Relocation and the San Diego City Charter, our team's public relations, marketing, and communications work has played a role in shaping the face of the region as we know it today.

Key Team Members & Roles

Jim Bartell, MPA	President
<p>Jim Bartell's public relations and communications career spans more than thirty years and has included leadership positions in numerous local, regional, state and federal administrations. Jim was with Nelson Communications Group for thirteen years, where his primary responsibilities included managing the San Diego office, planning and managing public relations programs for clients, and chairing the firm's construction and land-use industry group. From 1985 to 1997 Jim served on the Board of Directors for the San Diego Metropolitan Transit System. In 2002, Jim was appointed by the San Diego City Council to the Regional Government Efficiency Commission, which provided recommendations to the California State Legislatures on the consolidation of regional transportation and land use planning agencies.</p> <p>Jim also has extensive experience as a public servant. He was a mayor and councilmember in the City of Santee for more than twenty years, from its incorporation in 1980 through 2002. He began his career in 1976 as staff assistant to a County Supervisor, and also served as chief of staff to a United States Congressman for eight years. Jim served four years in the United States Navy, including three years in Vietnam where he received numerous commendations and medals.</p>	

Jennifer Dariani, Ph.D.	Account Director
<p>Jennifer is a communications and community relations expert with more than 13 years of experience in the field. She specializes in community-based marketing, brand translation, and social media consulting. Prior to joining Bartell & Associates, she operated her own consultancy for 8 years, serving nonprofit and community oriented clients. Before that, she served as Director of Communications for a pioneering non-profit biotechnology company, building a communications team from scratch and changing public perceptions of the organization from a small research foundation to a major drug development research center. While she has broad expertise across many industries, Jennifer's particular areas of specialization are real estate development, community activism, and science & technology. Jennifer obtained both her Bachelor's Degree and Ph.D. from Harvard University and currently splits her time between San Diego and Orange County.</p>	

Other Team Members

Faith Picking	Account Manager
<p>Faith has more than a decade of experience in community affairs and public relations. Her strengths lie in her ability to build powerful coalitions, foster strong relationships with community groups and leaders, and apply her experience with all levels of government to solving complex public problems creatively.</p>	

Erin Vuong	Account Coordinator
Erin serves as an account coordinator at Bartell & Associates, ensuring that client projects proceed smoothly and on schedule, and that update reports and project tasks are delivered in a timely manner.	
Tricia Dietz	Web Development/Content Management
Tricia has experience working in both non-profit and private sectors. Her current area of specialization at Bartell & Associates is web development and web content management.	
Skyla Grimes	Social Media Specialist
Skyla lives in the marketing, social media consulting, and personal branding world. Her experience has included social media profile management, community engagement, and content creation.	

Concept for Engaging the Public

Prior public outreach on the AV Ranch Site Community Center consisted of a 400-person phone survey (AV Ranch-related questions were incorporated into the 2008 Community Survey) and two community workshops (April 20, 2008 and September 10, 2008.) These steps were not sufficient to generate consensus on project or build the coalition of support necessary to carry it swiftly through the environmental and entitlement process. Community benefit projects often end up requiring a higher degree of public outreach than traditional private development projects, due to conflicting ideas about the best "community benefit" use of the property.

Our organization has extensive experience in engaging the public and achieving community consensus on troubled, drawn-out, or controversial development projects, particularly those involving former ranch property with historic or environmental significance. We also have extensive experience in public outreach regarding the development of historically 'significant' sites that do not qualify for historic resource status, and direct experience in the unique community engagement needs of relatively recently incorporated cities.

Our goals in this public outreach campaign are to re-engage the community in the project, ensure that involved community members have received adequate communication about the project, gather ideas & direct feedback from between 500 and 1000 community members through a variety of channels, increase awareness of the project among a broader segment of the population, and lay the groundwork for building a "consensus coalition" of at least 100 community members who feel strongly about the future of the site as a Community Center and whose feelings are aligned with and informed by those of the broader community. Our work with a 48,000 resident community in San Diego County with similar demographic characteristics suggests that a minimum of three points of contact are necessary to achieve these goals and ensure a sense of adequate and sufficient communication. With roughly 50% of people being aware of each point of contact, this means a *minimum* of 6 potential avenues of engagement, which forms the basis for our outreach plan.

Our plan revolves around four core strategies:

- Creating Collective Narratives.
- Engaging New Audiences.
- Building Trust through Open Communication.
- Leveraging Existing City Resources (KT Communications, RJM Design Group, etc.)

We would implement these strategies through a portfolio of asynchronous and synchronous communications tactics targeting different information-seeking behaviors and engagement preferences. We provide a brief overview of these tactics below. Our plan specifically avoids the charrette approach – this method was used in the past (2003 & 2008) with mixed results. Focusing on creating yet another proposed site plan (when three

already exist) would not be an effective use of funds. The focus of this public outreach campaign is to increase engagement and work toward consensus on what community benefits an improved Ranch Site could provide. It is important to separate out issues of site use (which is where community input is most important) from issues of layout (which is better left to architects & planners).

ASYNCHRONOUS PUBLIC OUTREACH

- **Community Engagement Website:** A website that serves as a clearinghouse for information on the history of and current engagement efforts on a project is an invaluable tool in public outreach. We propose to establish a website for the Ranch Outreach Campaign that would be populated with background information, including site use ideas, inspiration from other community centers, past site development discussions (2003, 2004, 2008), and other relevant information. The website would include opportunities for visitors to participate in interactive surveys with real-time results, submit comments and suggestions, and sign up for or propose events, tours, or surveys. The website would be updated throughout the campaign with updates on events & activities. We would promote the website through our other outreach activities (i.e. encouraging HOA associations to include the link on their website, including the website in handouts and at community events, website 'wallet cards', direct mail, etc.)
- **Social Media & Electronic Engagement:** Aliso Viejo's 2013 Community Survey indicated that social media and electronic engagement was a major opportunity for the city to reach citizens who feel disconnected from the public process. Because prior community interest in developing a community center on the site focused on activities for children, we recommend that social media outreach should focus on social media used by parents of young children (i.e. Facebook.) We propose to create and actively manage a Facebook page related to the public outreach campaign as another avenue for public engagement and survey data collection. We will also advise the City of Aliso Viejo on the best way to use its existing Twitter feed to engage the public on this topic.
- **Targeted Direct Mail:** As the outreach campaign progresses, we will conduct a small, demographically and geographically targeted direct mail campaign to encourage immediate feedback on questions and issues that are of significant interest with regard to the development of a community center at the former Ranch site. Direct mail will target those areas that are identified as under-participating in asynchronous (website/Facebook) and synchronous (in-person) feedback.
- **Coalition Building:** An important part of our public outreach strategy is laying the groundwork for building a coalition in support of the community vision that emerges during the outreach process. We will maintain a database and email list of participants at various outreach activities, and communicate with this list on a regular basis with updates, event information, and calls to action.

SYNCHRONOUS PUBLIC OUTREACH

- **Event-based Outreach & Interactive Audiovisual Presentation:** We would work with City, AVCA, and other partners to incorporate AV Ranch Public Outreach information and public participation into a number of events, which might include July 4th, AVCA Movie Nights, AV Ranch Summer Camp, and Founders' Day. We would develop an interactive public engagement plan that uses the multimedia trailer to engage the public via an integrated community relations campaign combining digital and organic elements.
- **VIP Tours:** Providing VIP Tours to key community members and public engagement participants is an effective strategy to educate, inform, and gather more in-depth feedback. VIP tours will be important for qualitative engagement in the second phase of the campaign. We propose to work in coordination with City Staff, City Consultants, and other partners to conduct a series of VIP Tours of the existing Community Centers in Aliso Viejo and inspiration-generating Community Centers in surrounding communities.

At the end of the public outreach campaign, we would prepare a detailed report and recommendations regarding community opinion, coalition development, and recommended next steps.

Estimated Timeline

Although the RFP indicates a 3-month timeline (June – August), we recommend a 5-month timeline to allow greater space between events and more time to refine plans & survey questions. June would be spent on planning & preparation, Phase I engagement would occur in July & August, and Phase II engagement (more detailed drill-down on top community priorities) would occur in September & October. The lead-up to the Annual Founders Day event is an unparalleled opportunity to showcase the results of the Phase I outreach, and to gather additional feedback on possible community benefits of an improved Ranch Site. In addition, the summer months are notoriously difficult for outreach due to vacation schedules – while this can be mitigated by prioritizing asynchronous communications tools (websites, online surveys, email communication, document libraries, etc.), this would be further improved by extending the campaign into the fall.

Tentative Calendar

June	8	<ul style="list-style-type: none"> • Kick-off planning session with City Staff; Meetings with Consultants & 3rd Parties • Website & Facebook Setup/Initial Design
	15	<ul style="list-style-type: none"> • Website/Facebook Content & Twitter Strategy Development • Multimedia Public Information Trailer Interactive A/V Presentation Development
	22	<ul style="list-style-type: none"> • Website Content Collection (Public Records, Articles, City Agendas, Drawings) • Outreach to Premier Recreation Services re: engagement with Summer Camp parents • Initial Outreach to selected Community Organizations & HOAs
	29	<ul style="list-style-type: none"> • Initial Project Website & Facebook Page Launch • Public Information Trailer Testing; Survey load-testing and UI testing • Possible July 4th Outreach Event (TBD)
July	6	<ul style="list-style-type: none"> • Movie Night Outreach (10th) or other Public Information Outreach Event • Updates to Website (ongoing)
	13	<ul style="list-style-type: none"> • Initial Evaluation; Adjustments to Strategy & Materials
	20	<ul style="list-style-type: none"> • Movie Night Outreach (24th) or other Public Information Outreach Event • Direct Mail Phase 1
	27	<ul style="list-style-type: none"> • Additional Public Outreach (Event or Email Campaign)
August	3	<ul style="list-style-type: none"> • Movie Night Outreach (7th) or other Public Information Outreach Event
	10	<ul style="list-style-type: none"> • Direct Mail Phase 2; VIP Tour invitations • Public Information Outreach Event (TBD)
	17	<ul style="list-style-type: none"> • Movie Night Outreach (21st) or other Public Information Outreach Event
	24	<ul style="list-style-type: none"> • VIP Tours of Community Centers • Direct Mail Phase 3
	31	<ul style="list-style-type: none"> • Founders Day Outreach Preparation
September	7	<ul style="list-style-type: none"> • Engagement via Email List (ongoing in September & October)
	14	<ul style="list-style-type: none"> • VIP Tours of Community Centers • Back-to-School outreach event(s)
	21	<ul style="list-style-type: none"> • HOA Follow-Up Communications; Community Organization Follow-Up
	28	<ul style="list-style-type: none"> • Founders Day Outreach Preparation • Neighborhood coffees or focus groups (drill-down feedback)
October	5	<ul style="list-style-type: none"> • Neighborhood coffees or focus groups (drill-down feedback) • Review of Outreach To Date and Final Consultation with City Staff • Direct Mail Phase 4
	12	<ul style="list-style-type: none"> • Founder’s Day Outreach Event (Date TBD)
	19	<ul style="list-style-type: none"> • Final Wrap-Up and Recommendations for Future Action

Selected Experience & References

Fanita Ranch Development (Barratt American)
 Served as public outreach & coalition building consultants for development of this troubled 3,000+ acre parcel. For nearly 30 years, development efforts on the property had stalled due to strong opposition from neighbors and conservation interests. Our public outreach efforts resulted in community consensus on mitigation measures, and approval of a 1,400 unit master planned community and avoidance of a citywide referendum attempting to limit development of the site (as occurred in 1998, 1999, and 2005.)

The Corky McMillin Companies – Liberty Station
 We engaged in public outreach after the entitlement process was completed - a delay between project approval and the start of construction resulted in widespread community amnesia regarding the prior entitlement process. The developer found themselves facing strong community opposition, escalating complaints, and threats of lawsuits. Using a variety of public outreach strategies to engage the ~48,000 person community, we were able to eliminate opposition and maintain a timely construction schedule.

US Veterans Administration – Aspire Center
 Provided public relations, communications, and community marketing consulting for this unique PTSD residential treatment center in Old Town San Diego. The project was initially highly controversial due to public misconceptions over PTSD.

San Diego State University – Viejas (Cox) Arena
 Conducted an extensive and successful public relations and community engagement campaign surrounding the planning and construction of the Viejas Arena (formerly Cox Arena) at SDSU, a controversial project that was initially strongly opposed by the surrounding community.

Lake Pointe (Integral Communities)
 We provided public outreach services for this highly controversial mixed-use development. The project was immediately adjacent to two other developments whose HOA's were strongly opposed the project. Through community workshops, direct mail, and neighborhood meetings, we resolved issues and built a coalition of support for the project and convinced both HOA Presidents to reverse their positions and support the project.

Water Reliability Coalition
 Unprecedented coalition of business and environmental groups formed to promote indirect potable reuse as a viable water source. Community outreach included forums, press conferences, presentations, letter writing campaigns, public testimony, and an educational website. Awarded "Advocacy Coalition of the Year".

SDG&E – Natural Gas Pipeline
 Community relations, public engagement, and coalition building related to the installation of a highly controversial 33-mile natural gas pipeline from Poway to the Border, to improve capacity and lower utility costs.

References

Client Northgate Gonzalez Markets (Anaheim CA)
Contact Carl Middleton, Senior Vice President
Phone/Email (714) 687-7186 / carl.middleton@northgatemarkets.com

Client CityLink Investment Corporation (San Diego)
Contact William Jones, Principal
Phone/Email (619) 220-7168 / wjones@cityscenecompany.com

Client Integral Communities (Encinitas CA)
Contact Lance Waite, Principal
Phone/Email ((760) 944 7511 / lwaite@integralcommunities.com

Client U.S. Veterans Administration (San Diego CA)
Contact Jeffrey T. Gering, Director/CEO
Phone/Email (858) 642 3201 / Jeffrey.gering@va.gov

Estimated Costs

Overall Estimated Cost: Up to \$33,535 in Professional Services Fees
Up to \$6,415 in Reimbursable Costs

Component Cost Estimates:

Project Component	Professional Services Fees	Reimbursable Costs
Initial Planning Meetings	\$1,660	
Asynchronous		
Website & Social Media Setup	\$4,875	\$1,150
Website Updates	\$3,200	\$780
Social Media	\$2,400	\$260
Targeted "Instant Engagement" Direct Mail	\$1,100	Up to \$1,650
Coalition Building/Mailing List Communications	\$3,550	\$390
Synchronous		
Event-based Outreach	\$9,900	Up to \$1050
Multimedia Public Information Trailer – Interactive Audiovisual Presentation*	\$4,150	\$675
VIP Tours	\$2,700	\$460
Total**	\$33,535	\$6,415

* Since this campaign is one of the first situations where the multimedia public information trailer would be utilized, our goal is to create an interactive A/V presentation format, strategy & resources that can be adapted (with minimal effort) to future public engagement needs. Materials & files would be delivered to the city upon completion, with technical documentation on adapting them to other uses.

** The cost of preparing the final report on Public Outreach activities and public opinion/consensus on the AV Ranch Project is prorated into the cost of each individual campaign component.

Cost Timeline

Type of Cost	June	July	August	September	October
Professional Services	\$9,670	\$5,600	\$6,150	\$5,800	\$6,315
Reimbursable Costs	\$2,170	\$1,050	\$1,130	\$1,290	\$775
Total	\$11,840	\$6,650	\$7,280	\$7,090	\$7,090

Billing Methodology & Hourly Rates

Our billing methodology varies based on the specific area of marketing communications and the project. Our goal is to simplify billing when possible, establish clear expectations on costs, and ensure fairness for both the client and consultant. Our communications and community relations services are billed on an hourly basis, with hours-to-complete and project budgets established with clients ahead of time. Clients are invoiced on a monthly basis, with an accounting of hourly charges and expenses. Billable hours are estimated in advance based on project assignments and are tracked in 15-minute increments. Clients are notified on a biweekly basis if the billable hours on their account are approaching a pre-defined limit or are exceeding expectations.

	Principal	Director	Manager	Coordinator	Associate/ Specialist	Graphic Design/ Audiovisual/Web
Professional Level						
Hourly Fee	\$200/hr	\$85/hr	\$70/hr	\$50/hr	\$40/hr	\$50/hr - \$80/hr

Project Component Participation (✓ = Participates)

Strategic Planning	✓	✓	✓	-	-	-
Website	-	✓	✓	✓	✓	✓
Social Media	-	✓	-	-	✓	-
Direct Mail	-	✓	✓	✓	-	✓
Coalition Building	✓	✓	-	✓	-	-
Event-Based Outreach	-	✓	-	✓	✓	-
VIP Tours	✓	✓	-	✓	-	-
Multimedia Public Engagement	-	✓	✓	✓	-	✓

Reimbursable Costs

Printing & Overhead: Our hourly fees include overhead. We do not charge a fee for ordinary office-related printing (such as the printing of plans or agendas for client meetings, printing of articles or research information for internal office use, etc.) Printing costs at an offset printer, business center, or other specialized printing facility are charged at cost to the client and are included in our estimated costs. *Expenditures over \$100 must be approved by the client.*

Events: Whenever possible, payments for event venues, catering, vehicles, and other event expenses should be paid by the client. In the event that Bartell & Associates makes an expenditure on behalf of a client (with their prior authorization), this expense is charged at cost to the client.

Website & Technology: Domain names, hosting, email services, and other basic technology services are paid for by Bartell and invoiced to the client. Login & account information is provided at close of project to enable the client to continue maintaining/supporting the initiatives past the end of the contract.

Supplies: Supplies are charged at cost. Basic office supplies (paper, clips, staples, etc.) are included in our hourly service fees. Special office supplies that must be obtained to execute client projects (for example: specialized address labels for a community outreach mailing) are charged at cost to the client.

Late Invoices: Undisputed invoices not paid within 30 days are subject to a 1% interest charge per month (beginning on the date that the invoice was rendered.)

Project-Specific Reimbursable Costs

Project Component	Reimbursable Costs Included in Estimate
Community Engagement Website	<ul style="list-style-type: none"> • Website Hosting Fees • Domain Name Acquisition • Template & Plugin License Fees • Stock Photography License Fees • Survey Tool License Fees
Social Media & Electronic Engagement	<ul style="list-style-type: none"> • Facebook advertising fees • Twitter advertising fees
Targeted Direct Mail	<ul style="list-style-type: none"> • Printing fees for direct mail materials • Postage • Fees for Demographic Data
Coalition Building	<ul style="list-style-type: none"> • License fees for CAN-SPAM compliant email list management/CRM program • Stock photography license fees • Printing & postage costs for 'snail mail' communication
Event-Based Outreach	<ul style="list-style-type: none"> • Printing & production costs related to materials • Costs related to conducting giveaways and acquiring prizes for giveaways • Mileage for selected team members
Interactive Audiovisual Presentation	<ul style="list-style-type: none"> • License fees related to interactive multimedia presentation • License fees for stock videos • Equipment costs related to in-person interactivity (touchscreens/iPad)
VIP Tours	<ul style="list-style-type: none"> • Printing and production costs related to materials • Postage costs related to invitations • Light Catering (bottled water, snack packs, etc.) • Mileage for selected team members • DOES NOT INCLUDE: Vehicle transportation costs and/or insurance

**CITY OF ALISO VIEJO
PROFESSIONAL SERVICES AGREEMENT
FOR
ALISO VIEJO RANCH PUBLIC OUTREACH/PARTICIPATION CAMPAIGN**

1. PARTIES AND DATE.

This Agreement is made and entered into this ____ day of _____, 2015, by and between the City of Aliso Viejo, a municipal organization organized under the laws of the State of California with its principal place of business at 12 Journey, Suite 100, Aliso Viejo, California 92656 ("City") and Bartell & Associates with its principal place of business at 5333 Mission Center Road, Suite 115, San Diego, CA 92108 ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of professional public outreach/participation campaign consultant services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing professional public outreach/participation campaign consultant services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Consultant to render such services for the Public Outreach/Participation Campaign Project ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional public outreach/participation campaign consultant services necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from **June 1, 2015 to June 30, 2016**, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant shall complete, execute, and submit to City a Request for Taxpayer Identification Number and Certification (IRS Form W-9) prior to commencement of any Services under this Agreement. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: **Jennifer Dariani.**

3.2.5 City's Representative. The City hereby designates the City Manager, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. The City Manager or his or her designee, is the City's contact for

the implementation of the Services hereunder. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates **Jennifer Dariani**, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence Work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

3.2.10.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (a) **Commercial General Liability:** Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.

- (b) **Automobile Liability Insurance:** Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.
- (c) **Professional Liability:** Professional Liability insurance with minimum limits of \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.).

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

- (d) **Workers' Compensation:** Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

3.2.10.3 Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

(A) The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability shall be endorsed to provide the following:

- (1) **Additional Insured:** The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

- (2) **Cancellation:** Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(B) The policy or policies of insurance required by Section 3.2.10.2 (b) Automobile Liability and (c) Professional Liability shall be endorsed to provide the following:

- (1) **Cancellation:** Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(C) The policy or policies of insurance required by Section 3.2.10.2 (d) Workers' Compensation shall be endorsed to provide the following:

- (1) **Waiver of Subrogation:** A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.
- (2) **Cancellation:** Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

3.2.10.4 Primary and Non-Contributing Insurance. All insurance coverages shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.2.10.5 Waiver of Subrogation. Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

3.2.10.6 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.2.10.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.10.8 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Services because of production lost during suspension.

3.2.10.9 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.2.10.10 Insurance for Subconsultants. All Subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing Subconsultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City as an Additional Insured to the Subconsultant's policies.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.12 Verification of Funds. Pursuant to City Council Policy 300-5, if the Services are for an applicant-initiated project for which a deposit account has been established with the City, Consultant shall verify with the City's Representative that sufficient funds are available in City's deposit account for that project before the commencement of any work or services and periodically as the Services progress.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed **Thirty-Nine Thousand Nine Hundred Fifty (\$39,950.00)** ("Total Compensation") without written approval of City Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from the City. The City Manager may approve Extra Work, provided the cost of the Extra Work, does not exceed ten percent (10%) of the Total Compensation as set forth in Section 3.3.1, for a

total increase of \$3,995.00. Any Extra Work in excess of this amount shall be approved by the City Council.

3.3.5 Rate Increases. In the event that this Agreement is renewed pursuant to Section 3.1.2, the rates set forth in Exhibit "C" may be adjusted each year at the time of renewal as set forth in Exhibit "C."

3.3.6 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of

Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant: Bartell & Associates
5333 Mission Center Road, Suite 115
San Diego, CA 92108
Attn: Jennifer Dariani

City: City of Aliso Viejo
12 Journey, Suite 100
Aliso Viejo, CA 92656
Attn: David A. Doyle

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in

connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.5.3.3 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the Release Notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of the Objection Notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

3.5.4 Fraud Policy. Consultant shall provide a copy of the City's Fraud Prevention Policy to each of its employees assigned to perform the tasks under this Agreement. Consultant shall submit to the City's Representative a statement signed by Consultant and by each of its employees who are assigned to perform the Services under this Agreement certifying receipt of and that they have read the City's Fraud Prevention Policy. A finding by the City that Consultant or any of Consultant's employees have committed fraud against the City or have violated the City's Fraud Prevention Policy shall be grounds for appropriate discipline, up to and including such employee's removal from performance of this Agreement at City's request and/or termination of this Agreement. Consultant shall reimburse the City for any costs and expenses associated with fraud against the City.

3.5.5 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.6 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.7 Indemnification.

3.5.7.1 Scope of Indemnity. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

3.5.7.2 Additional Indemnity Obligations. Consultant shall defend, with Counsel of City's choosing and at Consultant's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.5.7.1 that may be brought or instituted against City or its directors, officials, officers, employees, volunteers and agents. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse City for the cost of any settlement paid by City or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Consultant shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, agents, or volunteers.

3.5.8 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.9 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

3.5.10 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.11 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.5.12 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.13 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.14 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.15 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.16 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.18 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.19 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.20 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff

or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.21 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.22 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.23 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.24 Declaration of Political Contributions. Consultant shall, throughout the term of this Agreement, submit to City an annual statement in writing declaring any political contributions of money, in-kind services, or loan made to any member of the City Council within the previous twelve-month period by the Consultant and all of Consultant's employees, including any employee(s) that Consultant intends to assign to perform the Services described in this Agreement.

3.6 Subcontracting.

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

[Signatures on following page.]

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement for public outreach/participation campaign consultant services on this ____ day of _____, 2015.

CITY OF ALISO VIEJO

BARTELL & ASSOCIATES

By: _____
David A. Doyle
City Manager

By: _____

Name: _____

Title: _____

Attest: Corporation, TWO SIGNATURES,
President **OR**
Vice President **AND** Secretary, **AND** CORPORATE
SEAL OF CONSULTANT REQUIRED]

By: _____
Mitzi Ortiz, MMC
City Clerk

By: _____

Name: _____

Approved as to Form:

Title: _____

BEST BEST & KRIEGER LLP

By: _____
Best Best & Krieger LLP
City Attorney

Approved as to Compliance with Budget:

By: _____
Gina Tharani
Director of Financial Services

EXHIBIT "A"
SCOPE OF SERVICES

[See Attached]

Concept for Engaging the Public

Prior public outreach on the AV Ranch Site Community Center consisted of a 400-person phone survey (AV Ranch-related questions were incorporated into the 2008 Community Survey) and two community workshops (April 20, 2008 and September 10, 2008.) These steps were not sufficient to generate consensus on project or build the coalition of support necessary to carry it swiftly through the environmental and entitlement process. Community benefit projects often end up requiring a higher degree of public outreach than traditional private development projects, due to conflicting ideas about the best “community benefit” use of the property.

Our organization has extensive experience in engaging the public and achieving community consensus on troubled, drawn-out, or controversial development projects, particularly those involving former ranch property with historic or environmental significance. We also have extensive experience in public outreach regarding the development of historically ‘significant’ sites that do not qualify for historic resource status, and direct experience in the unique community engagement needs of relatively recently incorporated cities.

Our goals in this public outreach campaign are to re-engage the community in the project, ensure that involved community members have received adequate communication about the project, gather ideas & direct feedback from between 500 and 1000 community members through a variety of channels, increase awareness of the project among a broader segment of the population, and lay the groundwork for building a “consensus coalition” of at least 100 community members who feel strongly about the future of the site as a Community Center and whose feelings are aligned with and informed by those of the broader community. Our work with a 48,000 resident community in San Diego County with similar demographic characteristics suggests that a minimum of three points of contact are necessary to achieve these goals and ensure a sense of adequate and sufficient communication. With roughly 50% of people being aware of each point of contact, this means a *minimum* of 6 potential avenues of engagement, which forms the basis for our outreach plan.

Our plan revolves around four core strategies:

- Creating Collective Narratives.
- Engaging New Audiences.
- Building Trust through Open Communication.
- Leveraging Existing City Resources (KT Communications, RJM Design Group, etc.)

We would implement these strategies through a portfolio of asynchronous and synchronous communications tactics targeting different information-seeking behaviors and engagement preferences. We provide a brief overview of these tactics below. Our plan specifically avoids the charrette approach – this method was used in the past (2003 & 2008) with mixed results. Focusing on creating yet another proposed site plan (when three already exist) would not be an effective use of funds. The focus of this public outreach campaign is to increase engagement and work toward consensus on what community benefits an improved Ranch Site could provide. It is important to separate out issues of site use (which is where community input is most important) from issues of layout (which is better left to architects & planners).

ASYNCHRONOUS PUBLIC OUTREACH

Community Engagement Website: A website that serves as a clearinghouse for information on the history of and current engagement efforts on a project is an invaluable tool in public outreach. We propose to establish a website for the Ranch Outreach Campaign that would be populated with background information, including site use ideas, inspiration from other community centers, past site development discussions (2003, 2004, 2008), and other relevant information. The website would include opportunities for visitors to participate in interactive surveys with real-time results, submit comments and suggestions, and sign up for or propose events, tours, or surveys. The website would be updated throughout the campaign with updates on events & activities. We would promote the website through our other outreach activities (i.e. encouraging HOA associations to include the link on their website, including the website in handouts and at community events, website ‘wallet cards’, direct mail, etc.)

- **Social Media & Electronic Engagement:** Aliso Viejo's 2013 Community Survey indicated that social media and electronic engagement was a major opportunity for the city to reach citizens who feel disconnected from the public process. Because prior community interest in developing a community center on the site focused on activities for children, we recommend that social media outreach should focus on social media used by parents of young children (i.e. Facebook.) We propose to create and actively manage a Facebook page related to the public outreach campaign as another avenue for public engagement and survey data collection. We will also advise the City of Aliso Viejo on the best way to use its existing Twitter feed to engage the public on this topic.
- **Targeted Direct Mail:** As the outreach campaign progresses, we will conduct a small, demographically and geographically targeted direct mail campaign to encourage immediate feedback on questions and issues that are of significant interest with regard to the development of a community center at the former Ranch site. Direct mail will target those areas that are identified as under-participating in asynchronous (website/Facebook) and synchronous (in-person) feedback.
- **Coalition Building:** An important part of our public outreach strategy is laying the groundwork for building a coalition in support of the community vision that emerges during the outreach process. We will maintain a database and email list of participants at various outreach activities, and communicate with this list on a regular basis with updates, event information, and calls to action.

SYNCHRONOUS PUBLIC OUTREACH

- **Event-based Outreach & Interactive Audiovisual Presentation:** We would work with City, AVCA, and other partners to incorporate AV Ranch Public Outreach information and public participation into a number of events, which might include July 4th, AVCA Movie Nights, AV Ranch Summer Camp, and Founders' Day. We would develop an interactive public engagement plan that uses the multimedia trailer to engage the public via an integrated community relations campaign combining digital and organic elements.
- **VIP Tours:** Providing VIP Tours to key community members and public engagement participants is an effective strategy to educate, inform, and gather more in-depth feedback. VIP tours will be important for qualitative engagement in the second phase of the campaign. We propose to work in coordination with City Staff, City Consultants, and other partners to conduct a series of VIP Tours of the existing Community Centers in Aliso Viejo and inspiration-generating Community Centers in surrounding communities.

At the end of the public outreach campaign, we would prepare a detailed report and recommendations regarding community opinion, coalition development, and recommended next steps.

EXHIBIT "B"
SCHEDULE OF SERVICES

[See Attached]

Estimated Timeline

Although the RFP indicates a 3-month timeline (June – August), we recommend a 5-month timeline to allow greater space between events and more time to refine plans & survey questions. June would be spent on planning & preparation, Phase I engagement would occur in July & August, and Phase II engagement (more detailed drill-down on top community priorities) would occur in September & October. The lead-up to the Annual Founders Day event is an unparalleled opportunity to showcase the results of the Phase I outreach, and to gather additional feedback on possible community benefits of an improved Ranch Site. In addition, the summer months are notoriously difficult for outreach due to vacation schedules – while this can be mitigated by prioritizing asynchronous communications tools (websites, online surveys, email communication, document libraries, etc.), this would be further improved by extending the campaign into the fall.

Tentative Calendar

June	8	<ul style="list-style-type: none"> • Kick-off planning session with City Staff; Meetings with Consultants & 3rd Parties • Website & Facebook Setup/Initial Design
	15	<ul style="list-style-type: none"> • Website/Facebook Content & Twitter Strategy Development • Multimedia Public Information Trailer Interactive A/V Presentation Development
	22	<ul style="list-style-type: none"> • Website Content Collection (Public Records, Articles, City Agendas, Drawings) • Outreach to Premier Recreation Services re: engagement with Summer Camp parents • Initial Outreach to selected Community Organizations & HOAs
	29	<ul style="list-style-type: none"> • Initial Project Website & Facebook Page Launch • Public Information Trailer Testing; Survey load-testing and UI testing • Possible July 4th Outreach Event (TBD)
July	6	<ul style="list-style-type: none"> • Movie Night Outreach (10th) or other Public Information Outreach Event • Updates to Website (ongoing)
	13	<ul style="list-style-type: none"> • Initial Evaluation; Adjustments to Strategy & Materials
	20	<ul style="list-style-type: none"> • Movie Night Outreach (24th) or other Public Information Outreach Event • Direct Mail Phase 1
	27	<ul style="list-style-type: none"> • Additional Public Outreach (Event or Email Campaign)
August	3	<ul style="list-style-type: none"> • Movie Night Outreach (7th) or other Public Information Outreach Event
	10	<ul style="list-style-type: none"> • Direct Mail Phase 2; VIP Tour invitations • Public Information Outreach Event (TBD)
	17	<ul style="list-style-type: none"> • Movie Night Outreach (21st) or other Public Information Outreach Event
	24	<ul style="list-style-type: none"> • VIP Tours of Community Centers • Direct Mail Phase 3
	31	<ul style="list-style-type: none"> • Founders Day Outreach Preparation
September	7	<ul style="list-style-type: none"> • Engagement via Email List (ongoing in September & October)
	14	<ul style="list-style-type: none"> • VIP Tours of Community Centers • Back-to-School outreach event(s)
	21	<ul style="list-style-type: none"> • HOA Follow-Up Communications; Community Organization Follow-Up
	28	<ul style="list-style-type: none"> • Founders Day Outreach Preparation • Neighborhood coffees or focus groups (drill-down feedback)
October	5	<ul style="list-style-type: none"> • Neighborhood coffees or focus groups (drill-down feedback) • Review of Outreach To Date and Final Consultation with City Staff • Direct Mail Phase 4
	12	<ul style="list-style-type: none"> • Founder's Day Outreach Event (Date TBD)
	19	<ul style="list-style-type: none"> • Final Wrap-Up and Recommendations for Future Action

EXHIBIT "C"
COMPENSATION

[See Attached]

Estimated Costs

Overall Estimated Cost: Up to \$33,535 in Professional Services Fees
Up to \$6,415 in Reimbursable Costs

Component Cost Estimates:

Project Component	Professional Services Fees	Reimbursable Costs
Initial Planning Meetings	\$1,660	
Asynchronous		
Website & Social Media Setup	\$4,875	\$1,150
Website Updates	\$3,200	\$780
Social Media	\$2,400	\$260
Targeted "Instant Engagement" Direct Mail	\$1,100	Up to \$1,650
Coalition Building/Mailing List Communications	\$3,550	\$390
Synchronous		
Event-based Outreach	\$9,900	Up to \$1050
Multimedia Public Information Trailer – Interactive Audiovisual Presentation*	\$4,150	\$675
VIP Tours	\$2,700	\$460
Total**	\$33,535	\$6,415

* Since this campaign is one of the first situations where the multimedia public information trailer would be utilized, our goal is to create an interactive A/V presentation format, strategy & resources that can be adapted (with minimal effort) to future public engagement needs. Materials & files would be delivered to the city upon completion, with technical documentation on adapting them to other uses.

** The cost of preparing the final report on Public Outreach activities and public opinion/consensus on the AV Ranch Project is prorated into the cost of each individual campaign component.

Cost Timeline

Type of Cost	June	July	August	September	October
Professional Services	\$9,670	\$5,600	\$6,150	\$5,800	\$6,315
Reimbursable Costs	\$2,170	\$1,050	\$1,130	\$1,290	\$775
Total	\$11,840	\$6,650	\$7,280	\$7,090	\$7,090

Billing Methodology & Hourly Rates

Our billing methodology varies based on the specific area of marketing communications and the project. Our goal is to simplify billing when possible, establish clear expectations on costs, and ensure fairness for both the client and consultant. Our communications and community relations services are billed on an hourly basis, with hours-to-complete and project budgets established with clients ahead of time. Clients are invoiced on a monthly basis, with an accounting of hourly charges and expenses. Billable hours are estimated in advance based on project assignments and are tracked in 15-minute increments. Clients are notified on a biweekly basis if the billable hours on their account are approaching a pre-defined limit or are exceeding expectations.

	Principal	Director	Manager	Coordinator	Associate/ Specialist	Graphic Design/ Audiovisual/Web
Professional Level						
Hourly Fee	\$200/hr	\$85/hr	\$70/hr	\$50/hr	\$40/hr	\$50/hr - \$80/hr

Project Component Participation (✓ = Participates)

Strategic Planning	✓	✓	✓	-	-	-
Website	-	✓	✓	✓	✓	✓
Social Media	-	✓	-	-	✓	-
Direct Mail	-	✓	✓	✓	-	✓
Coalition Building	✓	✓	-	✓	-	-
Event-Based Outreach	-	✓	-	✓	✓	-
VIP Tours	✓	✓	-	✓	-	-
Multimedia Public Engagement	-	✓	✓	✓	-	✓

Reimbursable Costs

Printing & Overhead: Our hourly fees include overhead. We do not charge a fee for ordinary office-related printing (such as the printing of plans or agendas for client meetings, printing of articles or research information for internal office use, etc.) Printing costs at an offset printer, business center, or other specialized printing facility are charged at cost to the client and are included in our estimated costs. *Expenditures over \$100 must be approved by the client.*

Events: Whenever possible, payments for event venues, catering, vehicles, and other event expenses should be paid by the client. In the event that Bartell & Associates makes an expenditure on behalf of a client (with their prior authorization), this expense is charged at cost to the client.

Website & Technology: Domain names, hosting, email services, and other basic technology services are paid for by Bartell and invoiced to the client. Login & account information is provided at close of project to enable the client to continue maintaining/supporting the initiatives past the end of the contract.

Supplies: Supplies are charged at cost. Basic office supplies (paper, clips, staples, etc.) are included in our hourly service fees. Special office supplies that must be obtained to execute client projects (for example: specialized address labels for a community outreach mailing) are charged at cost to the client.

Late Invoices: Undisputed invoices not paid within 30 days are subject to a 1% interest charge per month (beginning on the date that the invoice was rendered.)

Project-Specific Reimbursable Costs

Project Component	Reimbursable Costs Included in Estimate
Community Engagement Website	<ul style="list-style-type: none"> • Website Hosting Fees • Domain Name Acquisition • Template & Plugin License Fees • Stock Photography License Fees • Survey Tool License Fees
Social Media & Electronic Engagement	<ul style="list-style-type: none"> • Facebook advertising fees • Twitter advertising fees
Targeted Direct Mail	<ul style="list-style-type: none"> • Printing fees for direct mail materials • Postage • Fees for Demographic Data
Coalition Building	<ul style="list-style-type: none"> • License fees for CAN-SPAM compliant email list management/CRM program • Stock photography license fees • Printing & postage costs for 'snail mail' communication
Event-Based Outreach	<ul style="list-style-type: none"> • Printing & production costs related to materials • Costs related to conducting giveaways and acquiring prizes for giveaways • Mileage for selected team members
Interactive Audiovisual Presentation	<ul style="list-style-type: none"> • License fees related to interactive multimedia presentation • License fees for stock videos • Equipment costs related to in-person interactivity (touchscreens/iPad)
VIP Tours	<ul style="list-style-type: none"> • Printing and production costs related to materials • Postage costs related to invitations • Light Catering (bottled water, snack packs, etc.) • Mileage for selected team members • DOES NOT INCLUDE: Vehicle transportation costs and/or insurance

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015

TO: Mayor and City Council

FROM: Shaun Pelletier, City Engineer

SUBJECT: AWARD CONTRACT TO RJ NOBLE FOR THE ALISO CREEK ROAD REHABILITATION FROM PACIFIC PARK TO ALISO VIEJO PARKWAY

Recommended Action:

1. Award a contract in the amount of \$512,956.00 to RJ Noble as the lowest responsible bidder for the Aliso Creek Road Rehabilitation – Pacific Park to Aliso Viejo Parkway; and
2. Authorize the City Manager to execute a contract with RJ Noble; and
3. Authorize City staff to make total compensation to RJ Noble up to \$512,956.00 plus \$51,295.60 (10% of the contract amount) to allow for contingencies, totaling \$564,251.60.

Fiscal Impact:

Total fiscal impact will be approximately \$647,000 including design, construction management, construction cost, and contingency. Staff included \$695,050 in the FY 2014-15 budget for this project. The construction management, construction and contingency costs will be reallocated in FY 2015-16 due to the project timing. The costs will be paid from Measure M funds.

Background:

The City advertised for bids through May 14, 2015. The Orange County Register advertised the notice inviting bids on April 9, 2015, and multiple online plan rooms were used. Five contractors requested and received construction documents for the work.

The City received and opened four bids at 2:00 P.M. on May 14, 2015. The total amounts for each of the bids received are as follows:

<u>Contractor</u>	<u>Base Bid</u>
1. RJ Noble	\$512,956.00
2. All American Asphalt	\$523,973.00
3. Hardy & Harper	\$528,000.00
4. Excel Paving	\$551,237.00
5. Eagle Engineering	\$607,727.37

City staff has reviewed the bid from RJ Noble and the bid appears to be responsive and complete.

Discussion:

The engineer's estimate for this work was \$535,000. The average bid item costs were comparable to the engineer's estimate.

RJ Noble satisfactorily completed the FY 2014-15 rehabilitation project on Pacific Park Drive from Cheyenne to Chase. In previous years, RJ Noble satisfactorily completed the rehabilitation projects on Aliso Creek Road from Eastwing to Aliso Viejo Parkway and Aliso Creek Road from El Toro to Eastwing. They have also performed similar work in Fullerton, San Clemente, San Juan Capistrano and other surrounding cities with favorable references.

Staff requests authorization for payments to RJ Noble up to \$564,251.60 (10% above the contract amount) to cover for contingencies such as overages on quantities and additional work requested by the City.

All operations will be coordinated during the Aliso Niguel High School summer break to ensure traffic impact is minimized at the Aliso Creek Road/Wolverine intersection.

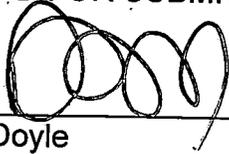
The schedule for this project is as follows:

- | | |
|---|------------------------|
| - Advertise for bids | April 9 – May 14, 2015 |
| - Bids due | 2:00 pm May 14, 2015 |
| - Council approves award of contract | June 3, 2015 |
| - Notice to Proceed | July 6, 2015 |
| - Start construction | July 6, 2015 |
| - Complete construction (25 working days) | August 7, 2015 |



Shaun S. Pelletier
City Engineer

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL



David A. Doyle
City Manager

Attachment: Agreement with RJ Noble
RJ Noble Submitted Bid

SECTION 00500

CONTRACT

ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

CONTRACT

THIS CONTRACT is made this ____ day of _____, 20__, in the County of Orange, State of California, by and between the City of Aliso Viejo hereinafter called City, and R.J. Noble, hereinafter called Contractor. City and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1. SCOPE OF WORK. The Contractor shall perform all Work within the time stipulated the Contract and shall provide all labor, materials, equipment, tools, utility services, and transportation to complete all of the Work required in strict compliance with the Contract Documents as specified in Article 5 below for the following Project:

Aliso Creek Road Rehabilitation – Pacific Park to Aliso Viejo Parkway

The Contractor and its surety shall be liable to City for any damages arising as a result of the Contractor's failure to comply with this obligation.

ARTICLE 2. TIME FOR COMPLETION. The Work shall be commenced on the date stated in City's Notice to Proceed. The Contractor shall complete all Work required by the Contract Documents within twenty-five (25) working days from the commencement date stated in the Notice to Proceed. By its signature hereunder, Contractor agrees the time for completion set forth above is adequate and reasonable to complete the Work.

ARTICLE 3. CONTRACT PRICE. City shall pay to the Contractor as full compensation for the performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, and including all applicable taxes and costs, the sum of Five Hundred Twelve Thousand Nine Hundred Fifty Six and 00/100 Dollars (\$512,956.00). Payment shall be made as set forth in the General Conditions.

At any time during the term of the Contract, City may, pursuant to the terms and provisions of the Contract Documents, request that the Contractor perform additional work. Contractor shall not perform, nor be compensated for, additional work without written authorization from the City pursuant to the terms and provisions of the Contract Documents. Notwithstanding any other provisions of the Contract Documents, for contracts in excess of \$25,000.00, the City Manager may approve additional work not to exceed 10% of the original Contract amount, (\$564,251.60), as set forth in this Article 3. Any additional work in excess of this amount shall be approved by the City Council.

ARTICLE 4. LIQUIDATED DAMAGES. In accordance with Government Code section 53069.85, it is agreed that the Contractor will pay City the sum of **\$500** for each and every calendar day of delay beyond the time prescribed in the Contract Documents for finishing the Work, as Liquidated Damages and not as a penalty or forfeiture. In the event this is not paid, the Contractor agrees City may deduct that amount from any money due or that may become

SECTION 00500

CONTRACT

CONTRACT - 1

SECTION 00500

CONTRACT

ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

due the Contractor under the Contract. This Article does not exclude recovery of other damages specified in the Contract Documents.

ARTICLE 5. COMPONENT PARTS OF THE CONTRACT. The "Contract Documents" include the following:

- Notice Inviting Bids
- Instructions to Bidders
- Bid Form
- Contractor's Certificate Regarding Workers' Compensation
- Bid Bond
- Designation of Subcontractors
- Information Required of Bidders
- Noncollusion Declaration form
- Contract
- Performance Bond
- Payment Bond
- General Conditions
- Special Conditions
- Technical Specifications
- Addenda
- Plans and Drawings
- Approved and fully executed change orders
- Any other documents contained in or incorporated into the Contract

The Contractor shall complete the Work in strict accordance with all of the Contract Documents.

All of the Contract Documents are intended to be complementary. Work required by one of the Contract Documents and not by others shall be done as if required by all. This Contract shall supersede any prior agreement of the parties.

ARTICLE 6. PROVISIONS REQUIRED BY LAW. Each and every provision of law required to be included in these Contract Documents shall be deemed to be included in these Contract Documents. The Contractor shall comply with all requirements of the California Labor Code applicable to this Project.

ARTICLE 7. INDEMNIFICATION. Contractor shall provide indemnification as set forth in the General Conditions.

ARTICLE 8. PREVAILING WAGES. Contractor shall be required to pay the prevailing rate of wages in accordance with the Labor Code which such rates shall be made available at the office of the City Engineer or may be obtained online at <http://www.dir.ca.gov/dlsr>. and which must be posted at the job site.

SECTION 00500

CONTRACT

CONTRACT - 2

SECTION 00500

CONTRACT

ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

ARTICLE 9. DECLARATION OF POLITICAL CONTRIBUTIONS. Prior to the City's approval of this Contract, Contractor shall submit to City a statement in writing declaring any political contributions of money, in-kind services, or loan made to any member of the City Council within the previous twelve-month period by the Contractor and all of Contractor 's employees, including any employee(s) that Contractor intends to assign to perform work on the Project.

IN WITNESS WHEREOF, this Contract has been duly executed by the above-named parties, on the day and year above written.

CITY OF ALISO VIEJO

R.J. Noble

By: _____
David Doyle

By: _____
Name, Title

If Corporation, TWO SIGNATURES, President OR Vice President
AND Secretary OR Treasurer REQUIRED]

Attest:

By: _____
Name, Title

By: _____
Mitzi Ortiz
City Clerk

Classification of Contractor's License

Approved as to Form:

By: _____
Best Best & Krieger LLP
City Attorney

SECTION 00500

CONTRACT

ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

CITY OF ALISO VIEJO

DECLARATION OF POLITICAL CONTRIBUTIONS

Using the space provided below, please list any political contributions of money, in-kind services, or loans made to any member of the City Council within the last twelve (12) months by Contractor and all of Contractor's employees, including any employee(s) that applicant intends to assign to perform work on the Project:

To the best of my knowledge, I declare under penalty of perjury that the foregoing is true and was executed at:

City/County/State

Date

Name of Business

Print Name

Signature

NOTE: THIS DECLARATION IS INCLUDED AS PART OF THE CONTRACT AND MUST BE SIGNED AND ATTACHED HERETO.

END OF CONTRACT

SECTION 00500
CONTRACT
CONTRACT - 4

SECTION 00610
PERFORMANCE BOND
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the City of Aliso Viejo (hereinafter referred to as "City") has awarded to _____, (hereinafter referred to as the "Contractor") _____ an agreement for _____ (hereinafter referred to as the "Project").

WHEREAS, the work to be performed by the Contractor is more particularly set forth in the Contract Documents for the Project dated _____, (hereinafter referred to as "Contract Documents"), the terms and conditions of which are expressly incorporated herein by reference; and

WHEREAS, the Contractor is required by said Contract Documents to perform the terms thereof and to furnish a bond for the faithful performance of said Contract Documents.

NOW, THEREFORE, we, _____, the undersigned Contractor and _____ as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto City in the sum of _____ DOLLARS, (\$_____), said sum being not less than one hundred percent (100%) of the total amount of the Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Contractor, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill all obligations including the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless City, its officers and agents, as stipulated in said Contract Documents, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees including reasonable attorney's fees, incurred by City in enforcing such obligation.

As a condition precedent to the satisfactory completion of the Contract Documents, unless otherwise provided for in the Contract Documents, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by City, during which time if Contractor shall fail to make full, complete, and satisfactory repair and replacements and totally protect City from loss or damage resulting from or caused by defective materials or faulty workmanship, the above obligation in penal sum thereof shall remain in full force and effect.

**SECTION 00610
PERFORMANCE BOND
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY**

The obligations of Surety hereunder shall continue so long as any obligation of Contractor remains. Nothing herein shall limit City's rights or the Contractor or Surety's obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

Whenever Contractor shall be, and is declared by City to be, in default under the Contract Documents, the Surety shall remedy the default pursuant to the Contract Documents, or shall promptly, at City's option:

- (1) Take over and complete the Project in accordance with all terms and conditions in the Contract Documents; or
- (2) Obtain a bid or bids for completing the Project in accordance with all terms and conditions in the Contract Documents and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a Contract between such bidder, the Surety and City, and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by City under the Contract and any modification thereto, less any amount previously paid by City to the Contractor and any other set offs pursuant to the Contract Documents.
- (3) Permit City to complete the Project in any manner consistent with California law and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by City under the Contract and any modification thereto, less any amount previously paid by City to the Contractor and any other set offs pursuant to the Contract Documents.

Surety expressly agrees that City may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Contractor.

Surety shall not utilize Contractor in completing the Project nor shall Surety accept a bid from Contractor for completion of the Project if City, when declaring the Contractor in default, notifies Surety of City's objection to Contractor's further participation in the completion of the Project.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project.

**SECTION 00610
PERFORMANCE BOND
CONTRACT - 6**

SECTION 00610
PERFORMANCE BOND
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20__.

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____
Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title _____

The rate of premium on this bond is _____ per thousand. The total amount of premium charges, \$_____.
(The above must be filled in by corporate attorney.)

THIS IS A REQUIRED FORM

Any claims under this bond may be addressed to:

(Name and Address of Surety)

(Name and Address of Agent or Representative for service of process in California, if different from above)

(Telephone number of Surety and Agent or Representative for service of process in California)

**SECTION 00620
PAYMENT BOND
ALISO CREEK REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY**

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS that:

WHEREAS, the City of Aliso Viejo (hereinafter designated as "City"), by action taken or a resolution passed _____, 20____ has awarded to _____ hereinafter designated as the "Principal," a contract for the work described as _____ follows:

(the "Project"); and

WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and _____ as Surety, are held and firmly bound unto City in the penal sum of _____ Dollars (\$_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 3181 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified, and also, in case suit is brought upon this bond, all litigation expenses incurred by City in such suit, including reasonable attorneys' fees, court costs, expert witness fees and investigation expenses.

This bond shall inure to the benefit of any of the persons named in Section 3181 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement

SECTION 00620

PAYMENT BOND

ALISO CREEK REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or City and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 3110 or 3112 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20__.

(Corporate Seal)

Contractor/ Principal

By _____

Title _____

(Corporate Seal)

Surety

By _____

Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title _____



City of Aliso Viejo

COUNCIL POLICY

SUBJECT	RES. NO.	POLICY NO.	EFF. DATE	PAGE
FRAUD PREVENTION POLICY	2005-056	400-15	10/01/2008	1 of 8

PURPOSE

To establish Policy and procedures for the prevention and detection of fraud and other related dishonest activities against the City and, when appropriate, to pursue legal remedies available under the law.

This Policy has been established to ensure that elected officials, officers, employees, and members of advisory boards, commissions and committees of the City of Aliso Viejo are aware of the following:

1. Acts that are considered to be fraudulent;
2. Procedures for reporting suspected fraudulent acts;
3. Steps to be taken when fraud or other related dishonest activities are suspected; and
4. Consequences to expect when a dishonest act is reported.

Further, this Policy delineates management's responsibility for instituting and maintaining a system of internal control to prevent and detect fraud, misappropriations and other irregularities, and to be alert for any indications of such misconduct.

POLICY

1. GENERAL

The City of Aliso Viejo is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the City to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City and, when appropriate, to pursue legal remedies available under law.

2. DEFINITIONS

- a. Fraud – Fraud and other similar irregularities including, but not limited to:
 - i. claim for reimbursement of expenses that are not job-related or authorized by current policy;
 - ii. forgery or unauthorized alteration of documents (checks, time sheets, independent contractor agreements, purchase orders, budgets, etc.);



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- iii. misappropriation of City assets (funds, securities, supplies, furniture, equipment, etc.);
- iv. improprieties in the handling or reporting of money or financial transactions;
- v. authorizing or receiving payment for goods not received or services not performed;
- vi. computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of City-owned software;
- vii. misrepresentation of information on documents;
- viii. any violation of Federal, State, or Local laws related to dishonest activities or fraud;
- ix. seeking or accepting anything of material value from those doing business with the City, including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the City's Conflict of Interest Code, which incorporates the Fair Political Practices Commission's regulations;
- x. obtaining profit or personal gain as a result of "insider" knowledge of City activities;
- xi. disclosing confidential and proprietary information to outside parties; or
- xii. Intentional, false representation or concealment of material fact for the purpose of personal gain.

b. Employee – Any individual or group of individuals who receive compensation, either full or part-time, from the City of Aliso Viejo for employment or providing services. The term also includes any volunteer who provides services to the City through an official arrangement with the City or a City organization, as well as consultants, vendors, contractors, outside agencies and/or any other parties with a business relationship with the City of Aliso Viejo.

c. Official - Elected officials, officers, and members of advisory or appointed boards, commissions and committees.

d. Management – Any administrator, manager, director, supervisor, or other individual who manages or supervises funds or other resources, including human resources.



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e. Internal Auditor – Any person or persons assigned by the City Manager to investigate any fraud or similar activity.

f. External Auditor – Independent audit professionals who perform annual audits of the City's financial statements.

3. INVESTIGATION

a. It is the City's intent to fully investigate any suspected acts of fraud. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the City of any party who might be or become involved in or becomes the subject of such investigation.

b. Each department of the City is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

c. The Internal Auditor, in conjunction with the City Attorney, has the primary responsibility for the investigation of fraud.

d. Throughout the investigation, the Internal Auditor will inform the City Manager of pertinent investigative findings.

e. Employees will be granted "whistle-blower protection," as described below when acting in accordance with this Policy. When informed of suspected fraud, neither the City nor any person acting on behalf of the City shall:

- i. dismiss or threaten to dismiss the Employee reporting the suspected fraud;
- ii. discipline, suspend, or threaten to discipline or suspend the Employee reporting the suspected fraud;
- iii. impose any penalty upon the Employee reporting the suspected fraud, or;
- iv. intimidate or coerce the Employee reporting the suspected fraud.



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Violations of these "whistle-blower protections" may result in discipline up to and including dismissal.

- f. Upon conclusion of the investigation, the results will be reported to the City Manager.
- g. The City Manager, following review of investigation results, will take appropriate disciplinary action regarding Employee misconduct. Disciplinary action can include termination of employment or a contract, and referral of the case to the District Attorney's Office for possible prosecution.
- h. The City will pursue every reasonable effort, including court ordered restitution, to obtain recovery of City losses from the offender, or other appropriate sources.

PROCEDURE

1. RESPONSIBILITIES OF OFFICIALS

- a. If an Official has reason to suspect that a fraud has occurred, he or she shall immediately contact the City Manager.
- b. An Official shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the City Manager.
- c. The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the City Manager in consultation with the City Attorney and the Internal Auditor.

2. MANAGEMENT RESPONSIBILITIES

- a. Management is responsible for detecting, preventing and reporting fraud in their areas of responsibility.
- b. Each manager should be familiar with the types of fraud that might occur in his or her area and be alert for any indication that fraud is or was in existence in his or her area.
- c. When fraud is detected or suspected, Management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.



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COUNCIL POLICY

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- d. If Management determines a suspected activity may involve fraud, they should contact their immediate supervisor. In the event the activity involves the immediate supervisor, the activity should be reported to the Department Director.
- e. Upon being notified of suspected fraud, Department Directors shall inform the City Manager.
- f. Management should not attempt to conduct individual investigations, interviews, or interrogations. However, Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrences of fraud.
- g. Management shall cooperate fully with the Internal Auditor, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of fraud, including the prosecution of offenders.
- h. Management will have full and unrestricted access to all necessary records and personnel. All City furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
- i. In dealing with suspected fraud, great care must be taken. Management should not:
 - i. make accusations;
 - ii. alert individuals suspected of committing fraud that an investigation is underway;
 - iii. treat individuals suspected of committing fraud unfairly, or;
 - iv. make statements that could lead to claims of false accusations or other offenses.
- j. In handling suspected fraud activities, Management has the responsibility to:
 - i. make no contact (unless requested) with the individual suspected of committing fraud to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.;
 - ii. avoid discussing the case, facts, suspicions, or allegations with anyone outside the City, unless specifically directed to do so by the City Attorney;



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- iii. avoid discussing the case with anyone inside the City other than the City Manager, Internal Auditor, or City Attorney or law enforcement personnel;
- iv. direct all inquiries from the individual suspected of committing fraud, or his or her representative, to the City Manager or City Attorney. All inquiries by an attorney representing the individual suspected of committing fraud should be directed to the City Attorney. All inquiries from the media should be directed to the City Manager, and;
- v. take appropriate corrective and disciplinary action, up to and including dismissal, if authorized by and in conformance with the City's personnel policies.

3. EMPLOYEE RESPONSIBILITIES

- a. Employees should report detected or suspected fraud to the Employee's supervisor.
- b. In the event the suspected fraud involves the Employee's immediate supervisor, the Employee shall make the report directly to the next higher level of Management and/or the City Manager.
- c. The reporting Employee shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the City Manager, Internal Auditor, City Attorney, or law enforcement personnel.

4. INTERNAL AUDITOR RESPONSIBILITIES

- a. Upon assignment by the City Manager, the Internal Auditor will promptly investigate the fraud.
- b. In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Internal Auditor, in consultation with the City Attorney, will contact appropriate law enforcement personnel.
- c. The Internal Auditor shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
- d. If evidence is uncovered showing possible fraud, the Internal Auditor will proceed as follows:



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- i. discuss the findings with Management and the City Manager to determine if disciplinary actions should be taken;
- ii. report to the External Auditor such activities in order to assess the effect of the fraud activity on the City's financial statements;
- iii. coordinate with Management regarding notification to insurers and filing of insurance claims;
- iv. take immediate action, in consultation with the City Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - (A) removing the records and placing them in a secure location, or limiting access to the location where the records currently exist, and;
 - (B) preventing the individual suspected of committing the fraud from having access to the records.
- e. In consultation with the City Attorney and appropriate law enforcement personnel, the Internal Auditor may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- f. If the Internal Auditor is contacted by the media regarding an alleged fraud or investigation, the Internal Auditor will direct all inquiries to the City Manager.
- g. At the conclusion of the investigation, the Internal Auditor will document the results in a confidential memorandum report to the City Manager and the City Attorney. If the report concludes that the allegations are supported by evidence, the report will be forwarded to appropriate law enforcement personnel.
- h. Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the investigation. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Internal Auditor no later than seven (7) calendar days after notice is received.
- i. The Internal Auditor shall make recommendations to the appropriate department for



City of Aliso Viejo

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assistance in the prevention of future similar occurrences.

- j. Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Internal Auditor to that department.

DISCIPLINARY ACTIONS

Any Employee found to be responsible for fraud or who knowingly makes false allegations in violation of this Policy shall be subject to appropriate disciplinary action, up to and including termination of employment and/or termination of the contract. The severity of the disciplinary action will be based upon the circumstances of the violation and in accordance with the City's personnel policies. The City will assess any remedial measures necessary to address and correct the circumstance and prevent reoccurrence in the future. Remedial measures may include, but are not limited to, disciplinary action, reorganization of personnel, training and education, counseling and/or other employee assistance.

EXCEPTIONS

There will be no exceptions to this Policy unless provided and approved by the City Manager and the City Attorney.

CITY OF ALISO VIEJO

ACKNOWLEDGMENT OF RECEIPT OF FRAUD POLICY

I hereby acknowledge that I have received a copy of the City's "Fraud Prevention Policy" dated October 1, 2008. I understand that I am to promptly read its contents and distribute copies to employees assigned to perform Services for the City of Aliso Viejo.

To the extent that provisions of this policy conflict with previously issued policies or practices, whether or not such policies and practices were contained in written policies, this policy shall prevail.

Name of Business

Print Name

Signature

Date

SECTION 00400

BID FORM

ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

BID FORM

NAME OF BIDDER: R.J. NOBLE COMPANY

The undersigned, hereby declare that we have carefully examined the location of the proposed Work, and have read and examined the Contract Documents, including all plans, specifications, and all addenda, if any, for the following Project:

Aliso Creek Road Rehabilitation – Pacific Park to Aliso Viejo Parkway

We hereby propose to furnish all labor, materials, equipment, tools, transportation, and services, and to discharge all duties and obligations necessary and required to perform and complete the Project for the following UNIT PRICES:

BID SCHEDULE

NO.	ITEM DESCRIPTION	UNIT OF MEASURE	EST. QTY.	UNIT PRICE	ITEM COST
1.	Mobilization	LS	1	22,400. ⁰⁰	22,400. ⁰⁰
2.	Traffic Control and Temporary Striping	LS	1	8,000. ⁰⁰	8,000. ⁰⁰
3.	SWPPP/WQMP	LS	1	4,500. ⁰⁰	4,500. ⁰⁰
4.	Project Information Signs	EA	4	500. ⁰⁰	2,000. ⁰⁰
5.	Cold Mill Existing A.C. (3" Uniform)	SF	254,700	0.18	45,846. ⁰⁰
6.	AC Leveling Binder Course (1")	TON	1,595	70. ⁰⁰	111,650. ⁰⁰
7.	ARHM Overlay (2")	TON	3,190	79. ⁰⁰	252,010. ⁰⁰
8.	Install 4'x3' Surface Mounted Tactile/Detectable Warning Surface Tile with Truncated Domes on Existing ADA Ramp	EA	7	700. ⁰⁰	4,900. ⁰⁰
9.	Adjust Manhole to Finished Grade	EA	19	625. ⁰⁰	11,875. ⁰⁰
10.	Adjust Water Valve to Finished Grade	EA	11	675. ⁰⁰	7,425. ⁰⁰
11.	Install Thermoplastic Striping and Markers, and Raised Pavement Markers	LS	1	23,000. ⁰⁰	23,000. ⁰⁰

SECTION 00400

BID FORM

BID - 1

SECTION 00400

BID FORM

ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

12.	Installation and Connection of Traffic Loop Detectors (Type D)	EA	12	225. ⁰⁰	2,700. ⁰⁰
13.	Installation and Connection of Traffic Loop Detectors (Type C)	EA	10	725. ⁰⁰	7,250. ⁰⁰
14.	Installation and Connection of Traffic Loop Detectors (Type E)	EA	47	200. ⁰⁰	9,400. ⁰⁰

In case of discrepancy between the unit price and the item cost set forth for a unit-basis item, the unit price shall prevail and, shall be utilized as the basis for determining the lowest responsive, responsible bidder. However, if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Item Cost" column, then the amount set forth in the "Item Cost" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price. Final payment shall be determined by the Engineer from measured quantities of work performed based upon the unit price.

TOTAL BID PRICE (BASED ON BID SCHEDULE TOTAL OF UNIT PRICES):

\$ 512,956.⁰⁰
 Total Bid Price in Numbers

five hundred twelve thousand nine hundred fifty six dollars and no cents.
 Total Bid Price in Written Form

In case of discrepancy between the written price and the numerical price, the written price shall prevail.

The undersigned agrees that this Bid Form constitutes a firm offer to City which cannot be withdrawn for the number of calendar days indicated in the Notice Inviting Bids from and after the bid opening, or until a Contract for the Work is fully executed by City and a third party, whichever is earlier.

The Contract duration shall commence on the date stated in City's Notice to Proceed, and shall be completed by the Contractor in the time specified in the Contract Documents. In no case shall the Contractor commence construction prior to the date stated in City's Notice to Proceed.

Bidder certifies that it is licensed in accordance with the law providing for the registration of Contractors, License No: 782908, Expiration Date 08/31/2016 class of license A & C-12. If the bidder is a joint venture, each member of the joint venture must include the above information.

The undersigned acknowledges receipt, understanding and full consideration of the following addenda to the Contract Documents.

SECTION 00400

BID FORM

BID - 2

SECTION 00400

BID FORM

ALISO CREEK ROAD REHABILITATION—PACIFIC PARK TO ALISO VIEJO PARKWAY

Addenda No. _____

Addenda No. _____

Addenda No. _____

1. Attached is the required bid security in the amount of not less than 10% of the Total Bid Price.
2. Attached is the fully executed Noncollusion Declaration form.
3. Attached is the completed Designation of Subcontractors form.
4. Attached is the completed Bidder Information Form.
5. Attached is the completed Contractor's Certificate Regarding Workers' Compensation form.

I hereby certify under penalty of perjury under the laws of the State of California, that all of the information submitted in connection with this Bid and all of the representations made herein are true and correct.

Name of Bidder R.J. NOBLE COMPANY

Signature X *Steve Mendoza*

Name and Title STEVE MENDOZA, SECRETARY

Dated 5/14/15

END OF BID FORM

SECTION 00400

BID FORM

BID - 3

**SECTION 00405
CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION
ALISO CREEK REHABILITATION - PACIFIC PARK TO ALISO VIEJO PARKWAY**

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Name of Bidder R.J. NOBLE COMPANY

Signature X 

Name STEVE MENDOZA

Title SECRETARY

Dated 5/14/15

END OF CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

**SECTION 00405
CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION
BID - 4**

SECTION 00410

BID BOND

ALISO CREEK ROAD REHABILITATION - PACIFIC PARK TO ALISO VIEJO PARKWAY

BID BOND

The makers of this bond are R.J. NOBLE COMPANY as Principal, and Western Surety Company as Surety and are held and firmly bound unto the City of Aliso Viejo, hereinafter called City, in the penal sum of TEN PERCENT (10%) OF THE TOTAL BID PRICE of the Principal submitted to City for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying bid dated 5/14, 2015, for ["**INSERT PROJECT NAME**"]. Aliso Creek Road Rehabilitation - Pacific Park to Aliso Viejo Parkway

If the Principal does not withdraw its bid within the time specified in the Contract Documents; and if the Principal is awarded the Contract and provides all documents to City as required by the Contract Documents; then this obligation shall be null and void. Otherwise, this bond will remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents shall in affect its obligation under this bond, and Surety does hereby waive notice of any such changes.

In the event a lawsuit is brought upon this bond by City and judgment is recovered, the Surety shall pay all litigation expenses incurred by City in such suit, including reasonable attorneys' fees, court costs, expert witness fees and expenses.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this 6 day of May, 2015, the name and corporate seal of each corporation.

(Corporate Seal)

R.J. NOBLE COMPANY

Contractor/ Principal

By X

STEVE MENDOZA, SECRETARY

Western Surety Company

(Corporate Seal)

Surety

By X

Attorney-in-Fact

(Attach Attorney-in-Fact Certificate)

Title James Scott Salandi, Attorney-in-Fact

SECTION 00410

BID BOND

BID - 5

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of ORANGE)

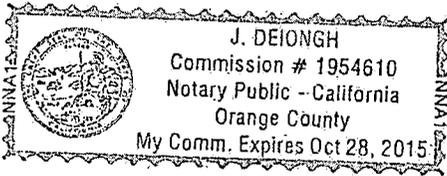
On 05/07/2015 before me, J. DEIONGH, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer

personally appeared STEVE MENDOZA.
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public
J. DEIONGH

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Document Date:

Number of Pages: Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name:
Corporate Officer -- Title(s):
Partner -- Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other:
Signer Is Representing:

Signer's Name:
Corporate Officer -- Title(s):
Partner -- Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other:
Signer Is Representing:

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange

On May 6, 2015 before me, Lauren Emily Bierman, A Notary Public
(insert name and title of the officer)

personally appeared James Scott Salandi, Attorney-in-Fact
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~
subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in
his/~~her~~/~~their~~ authorized capacity(ies), and that by his/~~her~~/~~their~~ signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Lauren Emily Bierman (Seal)



POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

James Scott Salandi, Leonard Ziminsky, David Jacobson, Individually

of Irvine, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature.

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 27th day of March, 2015.

WESTERN SURETY COMPANY

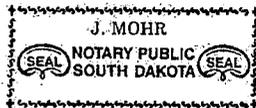


Paul T. Bruflat, Vice President

State of South Dakota } ss
County of Minnehaha }

On this 27th day of March, 2015, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
June 23, 2015



J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 10 day of May, 2015.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

SECTION 00420
NONCOLLUSION DECLARATION
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

NONCOLLUSION DECLARATION

The undersigned declares:

I am the SECRETARY of R.J. NOBLE COMPANY, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 5/14/15 [date], at 15505 E. LINCOLN AVE [city], ORANGE, CA [state].

Name of Bidder	<u>R.J. NOBLE COMPANY</u>
Signature	<u>X </u>
Name	<u>STEVE MENDOZA</u>
Title	<u>SECRETARY</u>
Dated	<u>5/14/15</u>

END OF NONCOLLUSION DECLARATION

SECTION 00420
NONCOLLUSION DECLARATION
BID - 7

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of ORANGE)

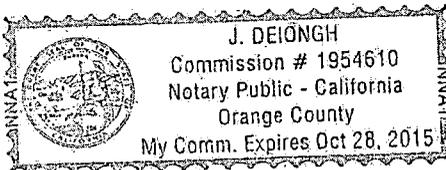
On 05/14/2015 before me, J. DEIONGH, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer

personally appeared STEVE MENDOZA
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public
J. DEIONGH

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Document Date:
Number of Pages: Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name:
Corporate Officer - Title(s):
Partner - Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other:
Signer Is Representing:

Signer's Name:
Corporate Officer - Title(s):
Partner - Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other:
Signer Is Representing:

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CONTRACTOR INFORMATION AND EXPERIENCE FORM
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

7.0 If an individual or a partnership, answer the following:

7.1 Date of Organization: N/A

7.2 Name and address of all partners (state whether general or limited partnership):

N/A

8.0 If other than a corporation or partnership, describe organization and name principals:

N/A

9.0 List other states in which Bidder's organization is legally qualified to do business.

N/A

10.0 What type of work does the Bidder normally perform with its own forces?

ASPHALT PAVING

EXCAVATION

11.0 Has Bidder ever failed to complete any work awarded to it? If so, note when, where, and why:

NO

12.0 Within the last five years, has any officer or partner of Bidder's organization ever been an officer or partner of another organization when it failed to complete a contract? If so, attach a separate sheet of explanation:

NO

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ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

14.0 List Trade References:

PLEASE SEE ATTACHED

15.0 List Bank References (Bank and Branch Address):

PLEASE SEE ATTACHED

16.0 Name of Bonding Company and Name and Address of Agent:

WESTERN SURETY COMPANY

915 WILSHIRE BLVD STE. 1650

LOS ANGELES, CA 90017



Billing Address:

Company Name: R.J. Noble Company
Street: P.O. Box 620
City: Orange
State/Zip Code: CA 92856-6620

Shipping Address:

Street: 15505 E. Lincoln Ave.
City: Orange
State/Zip Code: CA 92865

Type of Business: Corporation Partnership Proprietorship

In Business Since: 1950

President: Michael J. Carver
CFO James N. Ducote

Fed ID # 33-0866299

Business References:

Name: Oxnard Refinery
Street: P.O. Box 258
City: Oxnard **State/Zip Code:** CA 93032
Telephone: (805) 487-4798 **Customer/Acct#**

Name: I.T.L Incorporated
Street: 8330 S. Atlantic Ave.
City: Cudahy **State/Zip Code:** CA 90201
Telephone: 323-562-3230 **Customer/Acct#**

Name: Chandler Aggregates
Street: P.O. Box 78450
City: Corona **State/Zip Code:** CA 92877
Telephone: (951) 277-3900 **Customer/Acct#**

Bank: First Foundation Bank
Street: 18101 VonKarman Ave., Suite 750
City: Irvine **State/Zip Code:** CA 92612
Telephone: (949) 202-4158
Contact: Ryan Wilkinson
Account# 2010001126

Bonding Information:

Western Surety Company
 6300 Canoga Ave., Suite 1150 W
 Woodland Hills, CA 91367
 (818) 713-2031

Dun & Bradstreet
 #004862686

91480	18140	2250	CITY OF HEMET	2014 CITYWIDE PAVEMENT REHABILITATION	HEMET	\$2,076,636.00	9/11/2014
91481	0	0	COUNTY OF ORANGE	MOJESKA CYN OVERLAY	ORANGE COUNTY	\$0.00	9/18/2014
91482	0	0	COUNTY OF ORANGE	NORTH EAST TUSTIN PHASE 2	TUSTIN	\$0.00	9/22/2014
91483	3500	0	CITY OF WHITTIER	HADLEY STREET	WHITTIER	\$449,905.54	9/28/2014
91484	4110	0	CITY OF LA PALMA	PAVEMENT REHABILITATION OF RESIDENTIAL STREETS	LA PALMA	\$426,945.00	9/30/2014
91485	1800	0	CITY OF BREA	WILDCAT WAY REHABILITATION	BREA	\$215,902.50	10/20/2014
91486	2066	0	CITY OF WESTMINSTER	VARIOUS STREETS PROJECT NO.CDBG 14-15	WESTMINSTER	\$366,287.24	10/22/2014
91487	11334	0	CITY OF ANAHEIM	RESIDENTIAL STREETS YORBA REGIONAL	ANAHEIM	\$1,237,689.33	10/23/2014
91488	0	0	CITY OF TUSTIN	EDINGER LOOP RAMP VACANT LOT PREPARATION CIP NO. 10072	TUSTIN	\$122,420.70	10/29/2014
91489	27900	3500	COUNTY OF RIVERSIDE	RANCHO CALIFORNIA ROAD	COUNTY OF RIVERSIDE	\$2,697,316.00	10/29/2014
91490	12300	0	CITY OF SEAL BEACH	WESTMINSTER BICYCLE LANE RESURFACING CIP ST1409 CML 5229(015)	SEAL BEACH	\$1,462,242.50	11/25/2014
91491	0	0	CITY OF BUENA PARK	REMOVAL OF LANDSCAPE MEDIAN/AC PAVING BEACH BLVD	BUENA PARK	\$69,655.75	11/27/2014
91497	10300	0	CITY OF ANAHEIM	RESIDENTIAL STREETS YORBA REGIONAL	ANAHEIM	\$856,558.56	11/27/2014
ADD-ON							
91492	0	0	COUNTY OF ORANGE	LA COLINA CROWN IMP	TUSTIN	\$0.00	12/15/2014
91493	4086	145	CITY OF LAGUNA NIGUEL	CROWN VALLEY HIGHLANDS & NORTHERLY MARINA HILLS NEIGHBORHOODS PAVEMENT REHAB	LAGUNA NIGUEL	\$405,687.00	1/7/2015
91494	12590	0	CITY OF SAN JACINTO	WARREN ROAD & RAMONA EXPRESS WAY	SAN JACINTO	\$1,214,945.00	1/8/2015
91496	33000	0	CITY OF RIVERSIDE	2014-2015 MINOR STREET MAINTENANCE PH 1	RIVERSIDE	\$4,423,875.38	1/20/2015
91497	6466	0	CITY OF RANCHO CUCAMONGA	2014-15 LOCAL STREET OVERLAY	RANCHO CUCAMONGA	\$575,911.25	2/24/2015
91498	0	0	COUNTY OF ORANGE	ANTONIO PARKWAY 6" AC REMOVE & REPLACE PART OF 91453 CONTRACT	COUNTY OF ORANGE	\$0.00	3/4/2015
91499	15900		CITY OF COSTA MESA	2014-15 STREET REHABILITATION PROJECT 15-05	COSTA MESA	\$1,536,928.00	3/9/2015
91500	11980	0	CITY OF CYPRESS	ANNUAL OVERLAY PROJECT NO. 130	CYPRESS	\$1,178,564.50	3/10/2015
91501	4210	1986	COUNTY OF ORANGE	FRANK R. BOWERMAN LANDFILL INTERIOR ACCESS ROAD RESURFACING	ORANGE	\$789,006.00	3/11/2015
91502	9419	420	CITY OF LA MIRADA	CAPITAL IMPROVEMENTS PROJECT NO. 2015-05 ST. REHAB WITHIN INDUSTRIAL AREA BOUND BY I-5 VALLEY VIEW AVENUE AND STAGE ROAD	LA MIRADA	\$2,808,048.14	3/18/2015
91503	24,000	0	CITY OF HUNTINGTON BEACH	RESIDENTIAL OVERLAY OF MAINTENANCE ZONE 8 CC-1503	HUNTINGTON BEACH	\$1,978,000.00	3/24/2015
91504	9832	0	CITY OF IRVINE	JEFFREY ROAD REHABILITATION FROM WALNUT TO TRABUCO CIP 311405	IRVINE	\$1,069,928.00	3/24/2015
91505	1824	0	CITY OF RIVERSIDE	PERMANENT TRENCH RESURFACING FOR CENTRAL & SUNNYSIDE WATER DISTRIBUTION MAIN	RIVERSIDE	\$282,964.00	3/31/2015
91506	14210	0	CITY OF LA MIRADA	CAPITOL IMPROVEMENTS MEASURE 1	LA MIRADA	\$2,938,408.00	4/15/2015
91507	6360	4460	CITY OF FULLERTON	GILBERT STREET RECONSTRUCTION PIONEER AVE TO ROSECRANS AVENUE	FULLERTON	\$968,943.90	4/20/2015

91508	3100	0 CITY OF TUSTIN	ARHM CAP TUSTIN RANCH ROAD PARK TO BARRANCA	TUSTIN	\$364,671.00	4/23/2015
91509	7420	0 CITY OF FULLERTON	SUNNYCREST DRIVE RECONSTRUCTION	FULLERTON	\$1,168,299.75	4/23/2015
91510	10675	0 CITY OF NORWALK	REHABILITATION OF ALONDRA BLVD FROM PIONEER BLVD TO SHOEMAKER AVE PROJ. 7166	NORWALK	\$1,446,259.00	4/28/2015
91511	43000	0 CITY OF ORANGE	ANNUAL PAVEMENT MAINTENCE VARIUOS LOCATIONS	ORANGE	\$3,864,175.00	4/30/2015
91512	4042	0 CITY OF RANCHO CUCAMONGA	8TH STREET	RANCHO CUCAMONGA	\$458,813.20	5/6/2015

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C. LIST OF COMPLETED PROJECTS - LAST THREE YEARS

[**Duplicate Page if needed for listing additional completed projects.**]

Please include only those projects which are similar enough to demonstrate Bidder's ability to perform the required Work.

Project Client	Description of Bidder's Work	Period of Performance	Cost of Bidder's Work
PLEASE SEE ATTACHED			

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91359 ADD ON	773	CITY OF CYPRESS KAMRAN DADBEN 714-229-6740	2011/12 OVERLAY PROJECT NO 2011-18	CYPRESS	\$98,203.85	5/7/2012
91369	1860	0 COUNTY OF ORANGE HIRAM T. DOWNARD 714-567-7812	LAMBERT ROAD IMPTS	ORANGE	\$234,166.25	5/18/2012
91370	5315	0 ORANGE UNIFIED SCHOOL DIST KAREN HUNDERFORD 714-628-4440	BID NO. 637 AC REPLACEMENT AT FRED KELLY STADIUM PARKING/EL MODENA HIGH SCHOOL	ORANGE	\$735,000.00	5/18/2012
91371	1035	0 COUNTY OF ORANGE HIRAM T. DOWNARD 714-567-7812	GILBERT STREET REMEDIAL REPAIRS	ANAHEIM	\$254,696.10	5/29/2012
91372	3600	0 CITY OF LAKEWOOD MAX WITHROW 562-866-9771	VARIOUS RESIDENTIAL STREET REHABILITATION	LAKEWOOD	\$669,940.25	5/31/2012
91373	9990	0 CITY OF YORBA LINDA FREDY CASTILLO 714-961-7170	2011/12 STREET REHABILITATION OF VARIOUS STREETS	YORBA LINDA	\$997,251.00	6/7/2012
91374	26000	0 CITY OF PLACENTIA MICHAEL MC CONAHA 714-993-8131	CITY WIDE RESIDENTIAL STREET REHABILITATION PROJECT NO. 61105	PLACENTIA	\$4,211,154.70	6/18/2012
91375	3265	0 CITY OF WHITTIER DAVID PELSER 562-567-9500	VILLAVERDE DRIVE	WHITTIER	\$731,079.31	6/28/2012
91376	1990	0 CITY OF STANTON SEAN CRUMBY 714-379-9222	FY 12-13 CITYWIDE STREET RECONSTRUCTION (KC12018)	STANTON	\$217,966.00	7/11/2012
91377	125	0 COUNTY OF ORANGE HIRAM T. DOWNARD 714-567-7812	HIDDEN RANCH REMEDAL REPAIRS	ORANGE COUNTY	\$32,338.82	7/31/2012
91378	8224	0 CITY OF BUENA PARK WOOD NOUSOME 714-562-3800	FIRESTONE BLVD AND ARTESIA	BUENA PARK	\$1,497,039.25	8/15/2012
91379	1225	110 CITY OF WESTMINSTER THERESA TRAN 714-898-3311	15TH STREET & JACKSON STREET BEACH TO WESTMINSTER CDBG 12-13	WESTMINSTER	\$248,868.25	8/29/2012
91380	50	50 COUNTY OF ORANGE HIRAM T. DOWNARD 714-567-7812	OC WASTE & RECYCLING 6411 OAK CANYON	IRVINE	\$14,207.00	8/29/2012
91381	16672	0 CITY OF RANCHO CUCAMONGA SHELLY HAYES 909-477-2740	ARROW ROUTE, BAKER AVE TO ARCHIBALD	RANCHO CUCAMONGA	\$1,556,259.30	9/18/2012
91382	2881	1330 CITY OF LA HABRA HEIGHTS JORDAN CHAMBERLIN 562-694-8302	ZONE 4 & 5 STREET PAVING & DRAINAGE IMPTS	LA HABRA HEIGHTS	\$543,603.80	9/25/2012
91383	7000	0 CITY OF LAKEWOOD public works/engineering 562-866-9771	ALTERNATE SCHEDULE RESIDENTIAL STREET REHABILITATION	LAKEWOOD	\$1,283,935.00	10/17/2012
91384	87500	0 CALTRANS 08-448304 IMAD ABUGHARBIEH 951-277-8579	STATE HIGHWAY IN RIVERSIDE COUNTY NEAR CORONA FROM N. OF TEMESCAL CYN RD	RIVERSIDE COUNTY	\$10,483,960.45	10/18/2012
91385	2685	0 CITY OF SAN CLEMENTE GARY VOBORSKY 949-361-6138	MAJOR STREET MAINT FOR VARIOUS STREETS	SAN CLEMENTE	\$526,689.50	11/20/2012
91386	6923	0 CITY OF DOWNEY DESI GUTIERREZ 562-622-3468	PARAMOUNT BLVD	DOWNEY	\$753,894.65	12/20/2012
91387	9095	0 CITY OF PLACENTIA MICHAEL MC CONAHA 714-993-8131	CITYWIDE REHABILITATION ZONES 5 & 7	PLACENTIA	\$1,144,250.00	1/2/2013
91388	3900	0 CITY OF NORWALK JULIA JIMENEZ 562-929-5345	REHABILITATION OF HOXIE AVE	NORWALK	\$428,151.00	1/3/2013
91389	3400	20 CITY OF GARDENA JOHN FELIX 310-217-9500	MARINE WAY	GARDENA	\$476,966.85	2/5/2013
91390	20,323	16,000 CITY OF LA MIRADA GARY SANUI 562-902-2373	CC2012-04 STREET REHABILITATION IMPTS	LA MIRADA	\$2,773,660.58	2/8/2013
91391	8050	0 CITY OF STANTON SEAN CRUMBY 714-379-9222	CITYWIDE STREET REHABILITATION	STANTON	\$844,774.80	2/27/2013
91392	4400	0 CITY OF SEAL BEACH KAREN WALTON 562-431-2527	ARTERIAL & LOCAL RESURFACING 2012	SEAL BEACH	\$613,974.63	2/28/2013
91393	30500	0 CITY OF ORANGE ALAN TRUONG 714-744-5544	ANNUAL PAVEMENT MAINTENANCE	ORANGE	\$2,842,495.00	2/28/2013
91394	5000	0 CITY OF GARDEN GROVE NAVIN MARU 714-741-5192	LOCAL STREET REHAB (ADD ON FROM 91355)	GARDEN GROVE	\$692,318.50	3/1/2013
91395	12800	0 CITY OF COSTA MESA IRINA GUROVICH 714-754-5324	REDHILL AVENUE REHABD PROJECT CITY PROJECT NO. 13-02	COSTA MESA	\$1,376,998.74	3/4/2013
91396	42250	0 CITY OF COSTA MESA IRINA GUROVICH 714-754-5324	2012-2013 STREET REHABILITATION PROJECT CITY PROJECT NO. 13-01	COSTA MESA	\$3,687,155.00	3/4/2013
91397	4275	0 CITY OF LA HABRA CHUCK STEPHAN 562-905-9720	IDAHO STREET REHABILITATION	LA HABRA	\$392,932.50	3/7/2013
91398	9410	0 CITY OF LA PALMA JEFF MONEDA 714-690-3310	PAVEMENT REHABILITATION OF RESIDENTIAL STREETS CITY PROJECT NO. ST-325	LA PALMA	\$886,860.50	3/12/2013
91399	10610	0 CITY OF IRVINE REZA JAFARI 949-724-6000	JAMBOREE ROAD PAVEMENT REHAB	IRVINE	\$1,161,916.25	3/20/2013
91400	11500	0 CITY OF NORWALK JULIA JIMENEZ 562-929-5345	1-5 MITIGATION PH 2 STREET IMPTS	NORWALK	\$1,386,625.00	3/21/2013
91401	10350	0 CITY OF TEMECULA CHRIS WHITE 951-694-6444	PAVEMENT REHABILITATION RANCHO VISTA ROAD	TEMECULA	\$1,386,910.00	3/25/2013
91402	3800	CITY OF CYPRESS KAMRAN DADBEN 714-229-6740	VALLEY VIEW & LINCOLN OVERLAY	CYPRESS	\$403,910.00	3/26/2013

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91403	12447	CITY OF MISSION VIEJO MARK CHAGNON 949-470-3091	JERONIMO ROAD PAVEMENT REHAB CIP 837	MISSION VIEJO	\$1,478,115.00	3/27/2013
91404	8000	0 CITY OF CYPRESS KAMRAN DADBEN 714-229-6740	2012-13 ARTERIAL OVERLAY PROJECT	CYPRESS	\$896,310.00	4/2/2013
91405	19440	0 CITY OF ANAHEIM RICHARD AGUIRRE 714-765-6864	SUNKIST & BALL ROAD	ANAHEIM	\$1,764,803.15	4/11/2013
91406	16840	0 CITY OF ORANGE ALAN TRUONG 714-744-5544	JAMBOREE ROAD REHABILITATION	ORANGE	\$1,559,443.59	4/18/2013
91407	5687	0 CITY OF ANAHEIM RICHARD AGUIRRE 714-765-6864	ANAHEIM BLVD STREET IMPROVEMENTS	ANAHEIM	\$701,247.08	4/18/2013
91408	3559	0 CITY OF ANAHEIM RICHARD AGUIRRE 714-765-6864	BROADWAY STREET IMPROVEMENTS	ANAHEIM	\$555,340.86	4/18/2013
91409	7802	0 CITY OF ANAHEIM RICHARD AGUIRRE 714-765-6864	KNOTT AVENUE	ANAHEIM	\$1,032,592.87	4/18/2013
91410	38675	0 COUNTY OF ORANGE HIRAM T. DOWNARD 714-567-7812	ASPHALT OVERLAY RESURFACING	ORANGE COUNTY	\$5,088,225.70	5/1/2013
91411	2185	0 CITY OF BUENA PARK WOOD NOUSOME 714-562-3600	DOLLY AVENUE IMPROVEMENTS	BUENA PARK	\$427,752.00	5/6/2013
91412	686	0 COUNTY OF ORANGE HIRAM T. DOWNARD 714-567-7812	DAWN WAY PAVEMENT RECONSTRUCTION	ORANGE	\$174,866.82	5/8/2013
91413	22200	0 CITY OF HUNTINGTON BEACH JOHN GRIFFIN 714-375-5011	RESIDENTIAL OVERLAY OF MAINTANCE ZONE 7 CC 1442	HUNTINGTON BEACH	\$1,531,725.00	5/21/2013
91414	1310	0 CITY OF RIVERSIDE ART TORRES 951-826-5561	PERMANENT TRENCH RESURFACING FOR MOUND ST	RIVERSIDE	\$277,610.00	5/22/2013
91415	11400	CITY OF BUENA PARK WOOD NOUSOME 714-562-3600	LA PALMA AVENUE STREET IMPTS	BUENA PARK	\$1,486,372.67	5/29/2013
91416	3500	0 COUNTY OF ORANGE EPOY PASCUAL 714-955-0221	JOB ORDER CONTRACT O & M FY 2013-14 EARTHWORK & PAVING ROAD PROJECTS	ORANGE COUNTY	\$2,000,000.00	5/29/2013
91417	2800	0 CITY OF TEMECULA CHRIS WHITE 951-694-6444	RANCHO CALIFORNIA ROAD	TEMECULA	\$564,838.00	6/27/2013
91418	9875	0 CITY OF TUSTIN BEN TENKEAN 714-673-3161	CHANGE ORDER CONTRACT FOR TUSTIN RANCH RD	TUSTIN	\$15,127,428.00	6/28/2013
91419	6250	0 CITY OF GARDEN GROVE NAVIN MARU 714-741-5192	2013 RESIDENTIAL STREET REHABILITATION	GARDEN GROVE	\$632,699.99	7/1/2013
91420	7850	0 CITY OF COSTA MESA IRINA GUROVICH 714-754-5324	ARTERIAL STREETS REHABILITATION CITY PROJECT NO. 13-08	COSTA MESA	\$933,305.00	7/15/2013
91421	18400	0 CITY OF GARDEN GROVE NAVIN MARU 714-741-5192	THREE ARTERIAL STREETS REHAB NO. 7266	GARDEN GROVE	\$2,373,880.00	7/29/2013
91422	8100	0 CITY OF LAKEWOOD MAX WITHROW 562-866-9771	2013 INDUSTRY AREA PAVING	LAKEWOOD	\$734,641.35	7/31/2013
91423	400	45 CITY OF HUNTINGTON BEACH JOHN GRIFFIN 714-375-5011	SLATER PUMP STATION ACCES ROAD REHAB CC 1446	HUNTINGTON BEACH	\$284,603.00	7/23/2013
91424	3800	0 CITY OF SAN CLEMENTE GARY VOBORSKY 949-361-6138	STREET REHAB FOR CALLE HIDALGO & VIDALGO PROJECT 14333 & FY 14 MAJOR STREET MAINT	SAN CLEMENTE	\$537,834.50	8/7/2013
91425	1582	0 CITY OF DANA POINT ARCHIE REMPFER 949-248-3558	ANNUAL ROADWAY RESURFACING PROJECT PH I	DANA POINT	\$786,563.00	8/15/2013
91426	8060	1895 CITY OF SAN JUAN CAPISTRANO SLPPL-5372(014) JOE MANKAWICH 949-487-4313	PAVEMENT REHAB IMPTS PLANS CIP 13105	SAN JUAN CAPISTRANO	\$1,074,842.45	8/16/2013
91427	2880	4580 CITY OF FULLERTON ERIC VILLAGRACIA 714-738-6853	ROSECRANS AVENUE PROJECT NO. 44012	FULLERTON	\$448,826.00	8/29/2013
91428	7246	0 CITY OF VILLA PARK AKRAM HINDIYEH 714-998-1500	12/13 Street Rehab Project State Local Program	VILLA PARK	\$818,246.30	9/16/2013
91429	0	0 COUNTY OF ORANGE EPOY PASCUAL 714-955-0221	CRACK SEAL NORTH WEST TUSTIN WO #326447	ORANGE	\$0.00	10/28/2013
91430	3500	0 CITY OF HUNTINGTON BEACH JOHN GRIFFIN 714-375-5011	CITY BEACH PARKING LOT CC-1462	HUNTINGTON BEACH	\$449,344.90	11/19/2013
91431	4725	0 COUNTY OF ORANGE EPOY PASCUAL 714-955-0221	AC OVERLAY RESURFACING/SLURRY SEAL FOR YORBA LINDA ISLANDS	YORBA LINDA	\$500,000.00	11/26/2013
91432	863	0 CITY OF RIVERSIDE ART TORRES 951-826-5561	PERMANENT TRENCH RESURFACING FOR WAYFIELD	RIVERSIDE	\$167,981.00	11/27/2013
91433	29700	0 CITY OF COSTA MESA IRINA GUROVICH 714-754-5324	2013-2014 STREET REHABILITATION PROJ. 13-16	COSTA MESA	\$2,583,978.00	12/23/2013
91434	3600	0 COUNTY OF ORANGE OC WASTE & RECYCLING EPOY PASCUAL 714-955-0221	VARIOUS OC WASTE & RECYCLING LANDFILL SITES	ORANGE COUNTY	\$214,983.30	1/23/2014
91435	7870	293 CITY OF WESTMINSTER THERESA TRAN 714-898-3311	STREET IMPROVEMENTS FOR BOLSA, PEGG, ALLEY 44	WESTMINSTER	\$1,176,852.43	2/4/2014
91436	225	0 COUNTY OF ORANGE EPOY PASCUAL 714-955-0221	O & M 008-005.01 MODJESKA CANYON SLURRY SEAL	ORANGE	\$45,686.74	2/7/2014
91437	1256	0 COUNTY OF ORANGE	SOUTH BRISTOL 2 nd COLD MILL OVERLAY	COSTA MESA	\$274,759.40	2/12/2014

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		EPOY PASCUAL 714-955-0221	BRISTOL & CAMPUS			
91438	2550	0 CITY OF ALISO VIEJO MARC FERNANDEZ 949-425-2531	PACIFIC PARK DRIVE	ALISO VIEJO	\$287,280.00	2/19/2014
91416 ADDON	10000	0 COUNTY OF ORANGE EPOY PASCUAL 714-955-0221	JOB ORDER CONTRACT O & M FY 2013-14 EARTHWORK & PAVING ROAD PROJECTS	ORANGE COUNTY	\$1,800,000.00	3/4/2014
91439	39220	0 CITY OF TUSTIN BEN TENKEAN 714-573-3161	ARMSTRONG AVE & WARNER AVE EXTENSION PH 2 CIP NOS 70201 & 70202	TUSTIN	\$10,552,982.00	3/4/2014
91440	4423	CITY OF RANCHO CUCAMONGA SHELLY HAYES 909-477-2740	FY 2013-14 LOCAL STREET PAVEMENT REHABILITATION OVERLAY OF VARIOUS STREETS	RANCHO CUCAMONGA	\$397,765.25	3/11/2014
91441	35500	0 CITY OF ORANGE ALAN TRUONG 714-744-5544	ANNUAL PAVEMENT MAINTENANCE PROJECT AT VARIOUS LOCATIONS	ORANGE	\$3,264,950.00	3/27/2014
91433 ADD ON	3000	0 CITY OF COSTA MESA IRINA GUROVICH 714-754-5324	2013-2014 STREET REHABILITATION PROJ. 13-16	COSTA MESA	\$500,000.00	3/31/2014
91442	31160	0 CITY OF IRVINE REZA JAFARI 949-724-6000	STREET REHAB & SLURRY SEAL	IRVINE	\$5,005,388.00	4/7/2014
91443	7840	0 CALTRANS 12-0N2904 PROJECT HAS NOT BEEN ASSIGNED AN ENGINEER AS OF YET.	VARIOUS LOCATIONS IN ORANGE COUNTY	ORANGE COUNTY	\$884,354.50	4/3/2014
91444	8559	0 CITY OF HUNTINGTON BEACH JOHN GRIFFIN 714-375-5011	ARGOSY DRIVE/YORKTOWN AVE	HUNTINGTON BEACH	\$1,666,614.70	4/15/2014
91445	6750	0 CITY OF CHINO NAGHMEH IMANI 909-334-3409	EL PRADO STREET REHAB	CHINO	\$1,096,585.50	4/22/2014
91446	8800	0 CITY OF SAN CLEMENTE GARY VOBORSKY 949-361-6138	CALLE SARMENTOSO	SAN CLEMENTE	\$1,248,901.15	4/22/2014
91447	4131	0 CITY OF BUENA PARK WOOD NOUSOME 714-562-3600	VALLEY VIEW REHABILITATION	BUENA PARK	\$392,968.50	4/22/2014
91448	3652	1156 CITY OF FOUNTAIN VALLEY ALEX SALAZAR 714-593-4433	T-1262 REHAB & RESURFACING OF WARD STREET	FOUNTAIN VALLEY	\$529,459.96	4/24/2014
91449	600	0 CITY OF SEAL BEACH KAREN WALTON 962-431-2527	LOCAL STREET RESURFACING PROGRAM	SEAL BEACH	\$89,720.00	4/24/2014
91450	15344	CITY OF LAGUNA NIGUEL FRANK BORGOS 949-362-4337	13-14 SUB DRAIN & PAVEMENT IMPTS CC 14-02	LAGUNA NIGUEL	\$2,469,943.62	4/29/2014
91451	4926	CITY OF LA PALMA JEFF MONEDA 714-690-3310	PAVEMENT REHAB OF RESIDENTIAL STREETS	LA PALMA	\$472,284.00	4/30/2014
91452	18600	45000 CITY OF PERRIS SHARON ERB 951-943-6504	HARLEY KNOX	PERRIS	\$4,878,726.20	4/30/2014
91453	25,000.00	0 COUNTY OF ORANGE EPOY PASCUAL 714-955-0221	JOB MAINTENANCE CONTRACT O & M 011 FY 2014-15 PAVEMENT MAINTENANCE ROAD PROJECTS	COUNTY OF ORANGE	\$3,000,000.00	5/14/2014
91454	8860	5170 CITY OF FULLERTON ERIC VILLAGRACIA 714-738-6853	STREET RECONSTRUCTION OF BERKELEY AVE HORNET WAY, DOROTHY LANE, & LONGVIEW DRIVE	FULLERTON	\$1,412,140.00	5/20/2014
91455	6155	1375 CITY OF FULLERTON ERIC VILLAGRACIA 714-738-6853	ORANGETHORPE AVENUE RECONSTRUCTION	FULLERTON	\$708,738.00	5/20/2014
91456	1390	0 CITY OF MURRIETA SARAH RUSSELL 951-461-6400	ASPHALT OVERLAY OF VARIOUS STREETS CIP 8043 CITYWIDE ASPHALT OVERLAY CITY PROJECT NO. 13-379	MURRIETA	\$1,107,469.80	5/21/2014
91457	20550	0 CITY OF FOUNTAIN VALLEY ALEX SALAZAR 714-593-4433	PROJECT NO. GT228, RESIDENTIAL ROADWAY CITY QUADRANT C8 & C7	FOUNTAIN VALLEY	\$2,177,249.80	5/21/2014

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

D. EXPERIENCE AND TECHNICAL QUALIFICATIONS QUESTIONNAIRE

Personnel:

The Bidder shall identify the key personnel to be assigned to this project in a management, construction supervision or engineering capacity.

1. List each person's job title, name and percent of time to be allocated to this project:

BRADEN PORTER, ESTIMATOR 20%

DOUG NACE, FOREMAN 100%

CHUCK SPIERS, GENERAL SUPERINTENDENT 20%

2. Summarize each person's specialized education:

BRADEN PORTER, B.A. IN BUSINESS MANAGEMENT

DOUG NACE, NO SPECIAL EDUCATION

CHUCK SPIERS, OPERATING ENGINEER'S APPRENTICE PROGRAM

3. List each person's years of construction experience relevant to the project:

BRADEN PORTER, 10 YEARS EXPERIENCE ESTIMATING/PROJECT MANAGEMENT

DOUG NACE, OVER 10 YEARS EXPERIENCE IN CONSTRUCTION

CHUCK SPIERS, 10 YEARS OPERATING ENGINEER'S, 2 YEARS FOREMAN, 12 YEARS SUPERINTENDENT, 2 GEN. SUPERINTENDENT.

4. Summarize such experience:

BRADEN PORTER, DISPATCHING, PROJECT MANAGEMENT, ESTIMATING

DOUG NACE, OVER 10 YEARS AS A FOREMAN

CHUCK SPIERS, 10 YEARS OPERATING ENGINEER'S, 2 YEARS FORMAN, 12 YEARS SUPERINTENDENT, 2 YEARS GEN. SUPERINTENDENT

Bidder agrees that personnel named in this Bid will remain on this Project until completion of all relevant Work, unless substituted by personnel of equivalent experience and qualifications approved in advance by City.

SECTION 00430
CONTRACTOR INFORMATION AND EXPERIENCE FORM
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

Additional Bidder's Statements:

If the Bidder feels that there is additional information which has not been included in the questionnaire above, and which would contribute to the qualification review, it may add that information in a statement here or on an attached sheet, appropriately marked:

E. VERIFICATION AND EXECUTION

These Bid Forms shall be executed only by a duly authorized official of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct:

Name of Bidder R.J. NOBLE COMPANY

Signature X 

Name STEVE MENDOZA

Title SECRETARY

Dated 5/14/2015

END OF CONTRACTOR INFORMATION AND EXPERIENCE FORM

SECTION 00440
LIST OF SUBCONTRACTORS FORM
ALISO CREEK ROAD REHABILITATION – PACIFIC PARK TO ALISO VIEJO PARKWAY

LIST OF SUBCONTRACTORS FORM

In compliance with the Subletting and Subcontracting Fair Practices Act of the Public Contract Code of the State of California, each bidder shall set forth below: (a) the name and the location of the place of business and (b) the portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price. Notwithstanding the foregoing, if the work involves streets and highways, then the Contractor shall list each subcontractor who will perform work or labor or render service to Contractor in or about the work in an amount in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater. No additional time shall be granted to provide the below requested information.

If no subcontractor is specified, for a portion of the work, or if more than one subcontractor is specified for the same portion of Work, to be performed under the Contract in excess of one-half of one percent (1/2%) of the Contractor's Total Bid Price or \$10,000, whichever is greater if the work involves streets or highways, then the Contractor shall be deemed to have agreed that it is fully qualified to perform that Work, and that it shall perform that portion itself.

Portion of Work	Subcontractor	Location of Business	Email Address
Loops	Smithson electric	Orange, CA	tom@smithson electric.com
Striping	BC Traffic	Orange, CA	gary@bc traffic.com
Survey/ monumentation	Case Land Survey	Orange, CA	m skyork@aol.com
Work trunkated domes	EBS	Aronda, CA	jahanci@ebs-inc.us



SECTION 00440
LIST OF SUBCONTRACTORS FORM
ALISO CREEK ROAD REHABILITATION - PACIFIC PARK TO ALISO VIEJO PARKWAY

Portion of Work	Subcontractor	Location of Business	Email Address

Name of Bidder R.J. NOBLE COMPANY

Signature X 

Name STEVE MENDOZA

Title SECRETARY

Dated 5/14/15

END OF LIST OF SUBCONTRACTORS FORM



Public Works Contractor Registration Search

This is a listing of current and active contractor registrations pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code

Enter at least one search criteria to display active registered public works contractor(s) matching your selections

Registration Number:

Contractor Legal Name: [Contractor License Lookup](#)

License Number:

Export as: [Excel](#) [PDF](#)

Public Works Contractor Registration Web Search Results

One Registered Contractor found: 1

Legal Name	Registration Number	License Type/Number(s)	Registration Date	Expiration Date
R.J. NOBLE COMPANY	100004235	CSLE:782908	12/22/2014	06/30/2015

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015
TO: Mayor and City Council
FROM: Shaun Pelletier, City Engineer
SUBJECT: ALISO NIGUEL HIGH SCHOOL TRAFFIC ANALYSIS

Recommended Action:

1. Authorize staff to proceed with a traffic analysis at Aliso Niguel High School in an amount not to exceed \$10,850.

Fiscal Impact:

The cost to complete a traffic study at the high school is estimated to be \$10,850. These funds are currently available in the budget.

Background:

Since incorporation, the traffic to and from the high school has been challenging to manage given the location of the school at the end of a cul-de-sac. Traffic is typically backed up on Wolverine Way up to Aliso Creek Road, and Deerhurst up to Pacific Park Drive. Staff has worked with Police Services and the high school staff to modify the traffic flow in and out of the school during the peak drop-off and pickup times to lessen the delay, but significant problems still exist.

Because many of the students that attend the school reside in Laguna Niguel, a drop off location was established on Aliso Creek Road several years ago just west of Alicia Parkway. Although it is functional, it is not ideal for cars to stack up along Aliso Creek Road. During this past winter break, four (4) new drop-off locations were established at Aliso Creek Road and Wolverine Way (Aliso Viejo Parkway), but they have not yet been heavily used. The City and school have been advertising the locations and will do so again at the start of the new school year.

A pedestrian bridge over Aliso Creek near the south end of the high school property has also been considered in the past to establish a new drop-off area within the Laguna Niguel Skateboard and Soccer Park parking lots. The bridge would in fact be located on County property within the City of Laguna Niguel so their cooperation would be essential.

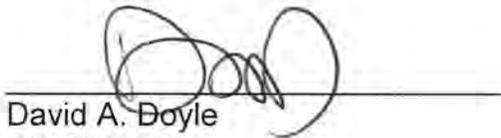
Discussion:

Staff has obtained a proposal from KOA Corporation to complete an analysis of the drop-off and pickup routines at the high school. This effort would provide the information necessary to recommend possible solutions to ease the congestion around the high school. KOA is prepared to begin work immediately if approved since data would need to be collected prior to the end of the school year. If completed now, it would then be possible to start implementation at the beginning of next school year.



Shaun S. Pelletier
City Engineer

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL



David A. Doyle
City Manager

Attachment: KOA Proposed Work Plan



ON CALL PARKING & TRAFFIC ANALYSIS

DOCUMENT REVIEW

KOA has provided staff and services to various cities as part of on-call contracts. Both Mr. Walter Okitsu, PE, PTOE, PTP, and Mr. Calad have experience working as on-call consultants to cities, performing tasks that include the review and approval of traffic control plans, traffic and parking studies, and initial consultation for citizen-requested traffic reviews and inquiries. With the passing of SB 734 that is planned to go into effect January 2016, KOA will provide guidance and plan review, conforming to its requirements of vehicle miles traveled (VMT). However, KOA will also recommend the continuation of the City's level of service (LOS) standards, which are needed to keep and maintain conformance with the City's adopted General Plan. KOA's tasks for document review will include:

- ★ Attending and participating in meetings with City staff and/or project applicants
- ★ Reviewing submitted project parking and traffic analysis documents for technical correctness
- ★ Providing City staff with comments and/or corrections, based upon City requirements
- ★ Being prepared to provide guidance and plan review conforming to SB 743 requirements of VMT
- ★ A two-week review time from the initial submittal, with a one-week review time for subsequent submittals

WORK PLAN - ALISO NIGUEL HIGH SCHOOL DROP-OFF & PICK-UP ROUTINES

KOA staff has evaluated the existing Aliso Niguel High School morning drop-off and afternoon pick-up routines. The proposed work plan for the traffic study includes:

- ★ Meeting with City staff and school officials to discuss their issues and concerns with the existing circulation and routines, as well as discuss possible scenarios or alternative routes and circulation.
- ★ Collecting intersection turning movement counts (including pedestrians) at key intersections and driveways. This task will be outsourced to one or more count companies. Typically, the count data would cover 1.5 to 2 hours and would start 30 minutes to an hour before the first period bell/last period dismissal. Typical school arrivals and dismissals do not generate unreasonable volumes of traffic, but traffic issues occur because a large percentage of this traffic occurs during 15-30 minute windows.
- ★ Analyzing and factoring the traffic count data to account for the 15-minute peak arrival/dismissal demand volumes (i.e., a driveway count shows 150 vehicles entered a driveway in a 15-minute period, but with the existing queue, the actual demand is 250 vehicles).
- ★ Utilizing vehicle GPS software capabilities to track travel through the existing student drop-off and pick-up routines for baseline "before" conditions. The GPS travel runs will be accompanied by video to document existing morning arrival and afternoon dismissal characteristics. KOA will study a minimum of three morning arrivals and afternoon dismissals each for the "before" baseline of existing conditions.
- ★ Creating detailed traffic simulation using SYNCHRO and SimTraffic software, based on the field reviews of lanes, intersections, and timings. These models will be refined to replicate the existing morning arrival drop-off and afternoon pick-up conditions that are recorded from the travel runs and video data. KOA will refine traffic volumes to account for and simulate the peak 15-minute period of the drop-off and pick-up period.
- ★ Analyzing all data to quantify existing traffic conditions based on average vehicle delay, average travel speed, and LOS at existing intersections for this 15-minute peak. KOA will then provide multiple improvement strategies created from the simulation software in a report provided to the City.
- ★ Reviewing any strategies that are implemented based on the report by using the GPS and video to document the "after" conditions.





ON CALL PARKING & TRAFFIC ANALYSIS

- ★ Finalizing the results to be presented to City staff and the City Council, including a video showing a side-by-side comparison between the “before” and “after” conditions.

From KOA’s review of the existing morning drop-off and afternoon pick-up, the following observations and recommendations are made:

- ★ There is a shortage of student parking on campus. Students are parked all along Deerhurst and Wolverine Way.
- ★ Post traffic control signage that shows “No-U turns” as well as the prohibition of other movements and turns during certain hours.
- ★ There is no on-street parking available for parents for afternoon pick-up.
- ★ During the morning student drop-off period, parents drop off students at various points along Deerhurst, Wolverine Way, and at the intersection of Aliso Creek Road and Wolverine Way, where there are turn-out areas for loading.
- ★ During the afternoon pick-up period, traffic is the most concentrated. Parents arrive well before the 2:45 PM school dismissal, already parked in the pick-up area. Parents are queued-up out of the pick-up area, back onto Wolverine Way, past Deerhurst. It takes 14 minutes to circulate through the campus during the afternoon student pick-up and exit the campus driveway back to Wolverine Way.
- ★ During morning arrival at the student parking lot entrance on Deerhurst, there is a lot of delay and queuing for vehicles heading southbound because of vehicles trying to turn left into the parking lot. The same issues and blocking occur with vehicles trying to turn left from Wolverine Way to Deerhurst.



RECOMMENDATIONS

- ★ KOA recommends improved striping and signage to clearly delineate traffic to provide a lane for exit travel and a loading area to drop off/pick up students. Signage exists on campus that currently states “Loading Zone Ahead – Keep Right” before the loading zone. This sign does not adequately direct traffic to the appropriate position for student loading and egress/exit lanes.
- ★ Provide additional off-street student parking. This would free-up on-street parking for parents to pick up and drop off students. Locations will be studied for optimal ingress and egress movements for parents.
- ★ KOA will analyze the shifting circulation and traffic to allow only right-turn in and out only at certain driveways and intersections, etc. The impacts of this shift and restriction of circulation will be analyzed and only recommended if data is supportive.





City of Aliso Viejo On-Call Traffic and Parking

Aliso Niguel High School Drop-Off & Pick Up Routine Analysis

BASE TASK / DELIVERABLE	Senior Engineer/PM	Associate Engineer/Planner	Assistant Engineer/Planner	TOTAL HOURS	Other Direct Costs	FEE ESTIMATE
	Hourly Rates (Fully Burdened):	\$155.00	\$125.00			
Project Management						
Project management and coordination: 3 meetings	6			6	\$20.00	\$950.00
SUBTOTAL	6			6	\$20.00	\$950.00
Task 1 - Field Review and Data Collection						
Field Observations/"Before" Analysis - 3 school days x 2 periods	2	6	10	18	\$1,000.00	\$3,060.00
Organize Notes, Photos, Videos	2	2	2	6		\$760.00
SUBTOTAL	4	8	12	24	\$1,000.00	\$3,820.00
Task 2 - Analysis School Circulation						
Model Simulation & Calibration	4	2	2	8		\$1,070.00
Traffic Assessment	12	4	2	18		\$2,560.00
Reccomendations	2			2		\$310.00
SUBTOTAL	18	6	4	28		\$3,940.00
Task 3 - Project Report						
Narrative	4	2	2	8		\$1,070.00
Graphics		2	2	4		\$450.00
SUBTOTAL	4	4	4	12		\$1,520.00
Task 4 - Final Presentations						
Powerpoint & Video Presentation	4			4		\$620.00
SUBTOTAL	4			4		\$620.00
TOTAL FEE	36	18	20	74	\$1,020	\$10,850

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015
TO: Mayor and City Council
FROM: Albert Armijo, Director of Planning Services
SUBJECT: ALISO VIEJO TOWN CENTER CONCEPT PLAN

Recommended Action

Staff recommends the City Council:

- 1) Select one of three Aliso Viejo Town Center Concept Plan alternatives for The Gateway, Retail and Neighborhood Districts provided by staff as a preferred conceptual development framework for a redeveloped Aliso Viejo Town Center
 - 2) Postpone until August/September consideration of future development in The Commons District for depiction in the Aliso Viejo Town Center Concept Plan
 - 3) Direct staff to begin accomplishing the work program in the Aliso Viejo Town Center Implementation Strategy Plan
-

Background

Staff presented the Market and Retail Analyses, three Concept Plan alternatives, Traffic Impact Analyses and Parking data to the Council at the April 15, 2015 Study Session and as part of the regular Agenda. The Concept Plans are described briefly below in narrative and Tabular forms.

Council and Public Comments

Council members commented about residential and non-residential uses and densities, traffic impacts on intersection, and parking. In addition, one Council member expressed concern about available financing for market condominiums or apartments that would comprise the residential component of Town Center expansion.

Those who spoke included representatives of the Building Industry Association of Orange County, CT Realty Investors, Parker Properties, Dining Out, Buie Stoddard Group, ValueRock Realty Partners and members of the public. All those commenting, with the exception of Ms. Connelly, expressed strong support for moving ahead with revitalization of Aliso Viejo Town Center. The ValueRock representatives requested the Council not take action on the Concept Plan and continue the discussion so ValueRock could work with Buie Stoddard to resolve some planning and other issues that could affect design of a project within The Commons District. The Council then continued the discussion until June 3.

Discussion

Retail and Market Analyses

The Market and Retail Analyses findings generally indicated as follows.

- Aliso Viejo Town Center (AVTC) lacks the typical general merchandise anchor most competitive centers have as a destination draw, but other large retailers (e.g. TJ Maxx, Staples, Barnes & Noble, PetSmart, etc.) have been de facto retail anchors for AVTC but tend to limit sales potential for AVTC because these stores are duplicated in other centers in the trade area. Edwards Cinema remains the most important destination anchor to AVTC's future.
- Retail sales performance has been average and could improve with greater critical mass and higher sales capture from a wider trade area. The envisioned expansion of AVTC will allow AVTC to strengthen key retail and dining categories, particularly specialty retail and sit-down dining.
- AVTC is at risk without additional retail and dining space and with continued expansion and re-positioning of nearby competitive shopping centers. AVTC would continue to provide goods and services for Aliso Viejo residents but would not sustain the Center at a sufficient sales level. It needs to continue to draw sales from beyond the City to remain relevant.
- This is a key point in time for Aliso Viejo's retail sales performance. Many cities tend to be satisfied with their past and current retail accomplishments while competitive centers (and cities) plot to cannibalize retail and dining sales from their residents. Many centers and cities find themselves getting left behind, especially in the minds of local customers.
- Market potential coupled with reasonable capture rates indicates support for approximately 95,000 to 102,000 square feet of additional retail and dining space in AVTC. There also is support for additional services and other lower taxable sales-producing space within AVTC, such as larger entertainment uses (e.g. bowling) or other entertainment uses that serve to increase the destination appeal of AVTC but do not generate similar taxable sales per square foot as other retail and dining uses.
- Additional opportunities could include a general merchandise or large apparel retailer that would improve AVTC's destination appeal. Over the long-term, the Lowe's site offers interesting possibilities for adding critical destination appeal uses and may be possible in subsequent phases of AVTC redevelopment.

Concept Plans

Concept Plan – Alternative 1 (Reference Attachment 1) development would increase overall non-residential area by approximately 233,300 square feet and 890 multi-family residential units. This Alternative depicts no additional structural development in the 15-acre The Neighborhood District and the 17-acre The Retail District, but would allow multi-family residential and additional commercial development on the Buie Stoddard Group property and various commercial retail, fitness, hospitality, office and new multi-family residential uses on the ValueRock Realty Partners property in The Commons District. Parking structures and a pedestrian-friendly Main Street, with pocket parks, are depicted. Proposed build-out of this Alternative would entail future demolishing of 219,390 square feet of existing retail use (Lowe's;

Lowe's Garden Center; Michael's; Tuesday Morning). In addition, Alternative 1 would add commercial retail, dining, office and residential uses, a pedestrian-friendly Main Street, pocket park, Festival Plaza and parking structures to existing retail/commercial, dining, entertainment and office uses within the 25-acre Gateway District.

Concept Plan – Alternative 2 (Reference Attachment 2) development would increase overall non-residential area by approximately 282,500 square feet and 565 residential units. This Alternative depicts no additional structural development in The Neighborhood District and The Retail District, but would allow additional commercial retail, dining, office and multi-family residential uses, two additional vehicular access points from Enterprise, a parking structure, pocket parks, tower element, tower signage opportunities and pedestrian-friendly Main Street. No existing buildings would be demolished. In addition, this Alternative would propose additional development identical to proposed additional development in The Gateway District depicted in Alternative 1 and add a hotel/major retail structure, parking structure, tower signage opportunity, and an arched gateway sign extending across Enterprise.

Concept Plan Alternative 3 (Reference Attachment 3) represents the most intensive development of the three alternatives and would increase overall non-residential area by approximately 408,500 square feet and 1,135 residential units. This Alternative depicts a merging of benefits of Alternatives 1 and 2, maximizes property values, and provides property owners and developers the most incentive for implementation of the Plan. Added development in The Retail District and The Commons District is identical to that noted in Alternative 1. Added development in The Neighborhood District encompasses only a 5,000 square foot building at the corner nearest the Aliso Creek Road/Pacific Park Drive intersection and tower signage opportunities at the northeast corner of the Pacific Park Drive/City Lights Drive intersection and near the northwest corner of the Aliso Creek Road/Pacific Park Drive intersection. Added development in The Gateway District is identical to that proposed for The Gateway District in Alternative 2, described above.

Table 1 – Concept Plans in Comparison

District	Land Use	Alternative 1 Exist./Prop.	Alternative 2 Exist./Prop.	Alternative 3 Exist./Prop.
COMMONS	Retail Sq. Ft.	252,800/135,400	252,800/252,800	252,800/135,400
	Dining/Entertain. Sq. Ft.	13,600/71,100	13,600/31,100	13,600/71,100
	Office Sq. Ft	NA/20,000	NA/NA	NA/20,000
	Residential Units	NA/625	NA/300	NA/625
	Other Sq. Ft.	NA/132,000	NA/NA	NA/132,000
GATEWAY	Retail Sq. Ft.	114,400/163,100	114,400/179,400	114,400/179,400
	Dining/Entertain. Sq. Ft.	64,600/108,500	64,600/129,600	64,600/129,600
	Office Sq. Ft	57,900/106,500	57,900/112,900	57,900/112,900
	Residential Units	NA/265	NA/265	NA/265
	Other Sq. Ft.	NA/NA	NA/NA	NA/87,500
	Retail Sq. Ft.	145,300/145,300	145,300/145,300	145,300/145,300

RETAIL	<i>Dining/Entertain. Sq. Ft.</i>	6,600/6,600	6,600/6,600	6,600/35,300
	<i>Office Sq. Ft.</i>	5,000/5,000	5,000/5,000	5,000/14,400
	<i>Residential Units</i>	NA/NA	NA/NA	NA/245
	<i>Other Sq. Ft.</i>	NA/NA	NA/NA	NA/NA
NEIGHBOR HOOD	<i>Retail Sq. Ft.</i>	92,500/92,500	92,500/92,500	92,500/92,500
	<i>Dining/Entertain. Sq. Ft.</i>	19,700/19,700	19,700/19,700	19,700/25,500
	<i>Office Sq. Ft.</i>	1,100/1,100	1,100/1,100	1,100/1,100
	<i>Residential Units</i>	NA/NA	NA/NA	NA/NA
	<i>Other Sq. Ft.</i>	NA/NA	NA/80,000	NA/NA
TOTAL	<i>Retail Sq. Ft.</i>	605,000/536,300	605,000/670,000	605,000/552,600
	<i>Dining/Entertain. Sq. Ft.</i>	104,500/205,900	104,500/187,000	104,500/261,500
	<i>Office Sq. Ft.</i>	64,000/132,600	64,000/119,000	64,000/148,400
	<i>Residential Units</i>	0/890	0/565	0/1,135
	<i>Other Sq. Ft.</i>	NA/132,000	NA/80,000	NA/219,500

Traffic (Intersection Capacity Utilization) and Parking Analyses

RK Engineering will present a detailed discussion of the Traffic Impact Analyses it conducted for the Concept Plan alternatives at the June 3 Study Session preceding the regular Agenda. However, the Analyses data included capturing all existing vehicular trips as well as all contemplated vehicular trips for each of the three Alternatives. Staff presented the traffic data for Alternative 1 to the Council at the February Study Session and in the Agenda Item staff report for that meeting. In summary, Alternative 1 development would result in 14,785 net daily vehicular trips, distributed nearly evenly between The Gateway District and The Commons District. Slight changes to Alternative 1 since February would result in approximately 265 fewer daily trips (total of 14,520 daily trips).

Build-out of Alternative 2 would result in an overall net decrease of 922 daily trips (total of 13,598 daily trips) from Alternative 1 with an accompanying slight decrease in impact to area intersections. Therefore, recommendations for improvements (Table 5) would apply to Alternative 2.

Build-out of Alternative 3, which assumes maximum proposed development in The Commons District, The Gateway District and The Retail District and minor added development in The Neighborhood District, would result in approximately 4,100 daily trips more than build-out of Alternative 1 (total of 18,620 daily trips). The following six nearby intersections would be affected: El Toro Road/Aliso Creek Road (morning and evening peak hours); Pacific Park Drive/SR 73 (afternoon peak hour); Aliso Creek Road/Aliso Viejo Parkway (afternoon peak hour); Aliso Creek Road/SR 73 (afternoon peak hour); Aliso Creek Road/Enterprise (morning and afternoon peak hours); and, Aliso Creek Road/Pacific Park Drive (morning and afternoon peak hours). The decrease in Levels of Service necessarily would require a few additional mitigation measures (reference Table 6 below), all of which would result in improving Levels of Service at all peak hours to C or better. In other words, the forecasted traffic impacts of Alternative 3 can be mitigated to an acceptable level.

Parking

RK Engineering conducted an observed parking study for Aliso Viejo Town Center in 2012 and updated the study in December, 2013. These studies clearly indicate overall current Town Center parking is more than adequate to serve existing uses; that is, Town Center is parked at higher numbers than the City Zoning Code requires and at much higher numbers than Urban Land Institute recommends. However, parking during peak hours in The Gateway District remains difficult. So while a limited parking area, particularly in the Entertainment District, may appear to be impacted at certain times of the day, the existing parking supply is sufficient to meet the current needs.

Although implementation of each Concept Plan alternative would result in displacement of parking spaces within all Districts, build-out of each alternative would recapture all displaced spaces and provide additional spaces within The Gateway District. Furthermore, build-out of Alternatives 1 and 3 would provide supplemental parking in The Commons District. For example, with build-out of the Concept Plan – Alternative 1 there will be 1,204 more parking spaces over the entire 85-acre Town Center than those required by the Aliso Viejo Zoning Code for the identified uses or 2,155 more parking spaces than those recommended by the Urban Land Institute. Build-out of Alternative 3 would provide supplemental parking in The Retail District. In each alternative, existing parking in The Neighborhood District would decrease slightly but would remain in excess of Zoning Code requirements.

RK Engineering will present a detailed discussion about parking for the Concept Plan alternatives at the June 3 Study Session preceding the regular Agenda.

Implementation Strategy Plan (Reference Attachment 5)

The most significant challenges to implementation of all Town Center Concept Plan Alternative are property ownership fragmentation (Reference Attachment 4) and the number of encumbrances on most Town Center properties. Other challenges could be resistance of some property owners and tenants to change and the potential drive of property owners and/or tenants to seek financial advantage.

Urbanus Group LLC (Urbanus) recommends the City deliver project entitlements and developable parcels to attract one or more sophisticated developers with the desire and capability to transform Aliso Viejo Town Center according to the selected Concept Plan alternative. The former is the easier to accomplish because the City has control over the Concept Plan and future Specific Plan. The latter is more difficult due to the potential sensitivity and complexity of City negotiations with existing property owners to consolidate some of their parking areas into new parcels that can be conveyed to a developer. To create new development parcels, the City should spearhead a lot line adjustment process by pre-negotiating arrangements with property owners before selection of a developer. In exchange for relinquishing parking lot portions of their properties, current parcel owners (and their tenants) should be assured the future developer will replace every parking space displaced with an equal number of new spaces (an adding spaces for new gross leasable area) in parking structures.

Urbanus recommends the following should be undertaken to implement the Aliso Viejo Town Center Concept Plan. Actions identified are in rough chronological order although many will be done in parallel track (rather than sequentially) to accelerate the implementation process.

- City Council tour of project(s) with similar characteristics to those proposed in the Concept Plan; that is, pedestrian-oriented, mixed-use, quasi-urban developments anchored by dining/entertainment uses.
- City Council adoption of the Aliso Viejo Town Center Concept Plan
- City Council approval of proposed developer parcels (including amount of encroachment on existing parcels) noted graphically. Timing of potential lot line adjustment negotiations involving parking lots in front of big box stores would be a judgment call. Urbanus further recommends continued discussions with big box tenants and "...if the intensification of the big box section is delayed to a future phase, keeping that portion of the concept plan intact makes sense from a long-term vision and strategy standpoint."
- City creation and adoption of Design Guidelines "...that focuses on the urban design and retail storefront elements that will create a functional and enjoyable pedestrian experience...." Also, the Guidelines "...should provide some direction for how redeveloped perimeter outparcels in the future should evolve into a more-compatible, street-oriented, walkable (i.e., urban) form relative to the adjacent new buildings."
- City consultants, after Concept Plan and Design Guidelines are adopted, creation of a set of 6-7 perspective renderings, one of which should be an aerial, to realize "...a powerful and important communication and sales tool for the present and future stakeholders...." Urbanus recommends the perspectives "...should include the Festival Plaza, the Art Plaza, City Lights Drive Extension, a Sidewalk Café ..., the Frontage on Enterprise, the Wedge Building's Rooftop Restaurant Terrace, and an Aerial of the two major structures in front of the theatre including the multiple rooftop decks and terraces."
- City commission of a Residential Market Study to determine optimal unit-type breakdowns and price points and provide guidance on absorption rates. Conventional "rearview-mirror-type" supply/demand market studies that merely chronicle what sold or rented last year are insufficient; rather, a more sophisticated target market analysis study based on geodemographic data that measures people's aspirations will be necessary. The Residential Market Study "will be needed for the Economic Model/Developer Pro Forma, for the Specific Plan unit calculations, and for the Developer RFQ/RFP."
- City commission of development of a detailed economic model and developer pro forma to accomplish the following: the City can ensure overall redevelopment feasibility remains realistic; the model/pro forma will contribute to financial modeling for lot line adjustment negotiations; the model/pro forma will provide the core financial model for developer negotiations and will help determine amount of infrastructure needed and how much may need to be constructed by the City and by the developer(s).
- City initiation of appraisals for the proposed new developer conveyance parcels to determine their fair market values, which in turn will inform lot line negotiations with the property owners and eventual developer negotiations. Urbanus further states that the estimated cost "...to construct the replacement parking will be deducted along with a reasonable deduction to be

paid to the City to help it recover some of its expenses for orchestrating this redevelopment process, before a net figure is calculated that can be split-up and paid to the impacted property owners." Furthermore, "the City should enter into disposition and development agreements and/or other appropriate documentation with every affected property owner, with the understanding that the eventual developer(s) will pay the property owners the above-calculated residual amounts, if any."

- City Attorney completion of research about total scope of title encumbrances and complete negotiation with Shea Properties and other entities for lifting restrictions to development.
- City (rather than the developer[s]), completion of negotiations with all property owners and tenants that will be directly impacted by proposed lot line adjustments because the City can orchestrate such a process quickly, effectively, and at a lower cost than a developer(s).
- City marketing of the Aliso Viejo Town Center project "...as soon as appropriate to begin creating an awareness of the project among capable developers to build it and particularly key tenants, both restaurant and retail, to occupy the new GLA [gross leasable area] that will be created." The goal is to secure the best possible tenants for the new Aliso Viejo Town Center before those tenants might go to another competing center. The annual International Council of Shopping Center RECon convention in Las Vegas (to be held in May, 2015) is the top annual event for meeting with prospective developers and many retailers to discuss a proposed project. Separate from the ICSC convention, the City can commission a tenant merchandising plan and a targeted restaurant and retail tenant outreach effort that follows the merchandising plan, with the intention to secure interest of desired restaurateurs and merchants who may be less likely to attend the ICSC convention. Timing of such marketing efforts should be carefully orchestrated in coordination with above other steps.
- City completion of an Aliso Viejo Town Center Specific Plan, but delay the adoption to allow for any potentially major changes that emanate from the previously-listed negotiations, market studies, economic modeling and stakeholder research. Delaying completion and adoption of the Specific Plan may allow for its use as leverage in property owner negotiations.
- City initiation of a competitive Request for Qualifications/Request for Proposals process to ensure a fair, open, transparent procedure that is rigorously meritocratic. Urbanus "strongly" urges the City "...to resist the efforts by any developer to shortcut the process by being declared the developer of any major City-planned portions of the concept plan in advance of a rigorous competitive RFQ/RFP process" to prevent the City losing control over direction and quality level of development. Urbanus further indicates "the AVTC development parcels, if configured as currently envisioned in the concept plan, and with the necessary entitlements (Specific Plan) in place along with the completed lot-line adjustment deals and title encumbrance eliminations, will be very highly coveted by most or all of the country's top mixed-use developers, as well as by numerous lesser developers." The City should not rule out inviting two or more developers to build portions of the Concept Plan nor exclude build-out over potentially multiple phases.
- City consideration of Urbanus's recommendation that the City acquires or secures an option to acquire, parcel number 13 (formerly On the Border) due to its considerable strategic value to the core Gateway District. This parcel will provide the developer conveyance parcels with street frontage that will be valuable to the future developer and also represent a potential site for a City community center, among other potential uses.

Work effort involved with managing the above-mentioned Implementation Strategy steps should be overseen by an experienced Project Manager with urban planning and development experience to orchestrate the many components as efficiently and effectively as possible. This wide-ranging scope is separate from the considerable work involved with the lot line adjustments negotiation and documentation process.

Future Work

- If the Council sanctions a Concept Plan alternative for The Gateway District, Staff can begin work on parcel consolidation imminently.
- Upon City Council approval of a Concept Plan that would include depiction of potential development within The Commons District, consulting staff will finalize technical studies. Planning staff will insert information related to the approved Concept Plan into the narrative about the Town Center Focus Area in the 2035 General Plan and complete the General Plan and attendant EIR by the end of calendar year 2015.
- Once a Concept Plan is approved for the entire 85-acre study area, Staff can begin composition of the Town Center Specific Plan. The Town Center Specific Plan will be used not only to implement General Plan Land Use policies, but also as an Economic Development tool for improving the financial status of Town Center businesses.

Conclusion

Staff's preferred Concept Plan alternative for The Gateway District, The Retail District and the Neighborhood District is Alternative 3. This land use concept indicates the greatest opportunity for property owners and developers within those Districts to add uses that would revitalize Aliso Viejo Town Center. To sanction Alternative 3 for those Districts would not require build-out as depicted, but would provide the most flexibility for consideration of development parameters in the future. In addition, Council sanctioning of Alternative 3 for these Districts would enable Staff to begin to work with property owners to assemble developable parcels as indicated in the Implementation Strategy Plan. Staff will be presenting Concept Plan alternatives for The Commons District to the Council in August/September of this year.

Prepared by:



Albert Armijo
Director of Planning Services

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL



David A. Doyle
City Manager

Attachments:

- #1 – Town Center Concept Plan – Alternative 1
- #2 – Town Center Concept Plan – Alternative 2
- #3 – Town Center Concept Plan – Alternative 3
- # 4 – Property Ownership
- #5 – Implementation Strategy Plan







PROPERTY OWNERS

1 Staples Properties, Inc	10 Aliso Investment #3, LLC	19 Todd Schiffman, Todd I Schiffman Living Trust	28 Donahue Schriber
2 ARMOUR PROPERTIES CV, LLC	11 Aliso Viejo Park Plaza Owners Association	20 Aliso Investment No 2, LLC	29 Donahue Schriber
3 Davos, LLC	12 Hoag Memorial Hospital	21 Aliso Investment No 2, LLC	30 CLF Aliso Viejo Business Trust
4 RPM Catalina & Tanque Verde LLC	13 LCGI Mortgage Fund, LLC	22 Aliso Investment No 2, LLC	31 AV Commons II LLC
5 John & Sons, LLC	14 MG AVC LLC	23 Aliso Investment No 2, LLC	32 Todd Schiffman, Todd I Schiffman Living Trust
6 Aliso Investment No 1, LLC	15 Brinker Restaurant	24 Aliso Viejo Company	33 Zamindari Real Estate Investment 2
7 Winkler Properties	16 Aliso Medical Properties, LLC	25 Donahue Schriber	34 AV Commons I LLC
8 AVTC Partners, L P	17 JP Morgan Chase Bank, E National Association	26 Donahue Schriber	35 AV Commons II LLC
9 EPT Aliso Viejo, Inc.	18 TIS Equities II LLC	27 Donahue Schriber	36 AV Commons II LLC

Aliso Viejo Town Center
Concept Plan 3
 June 3, 2015

AN IMPLEMENTATION STRATEGY FOR THE
ALISO VIEJO TOWN CENTER CONCEPT PLAN

DRAFT



R. MATTHEW SHANNON

URBANUS GROUP

REVISED APRIL 2015



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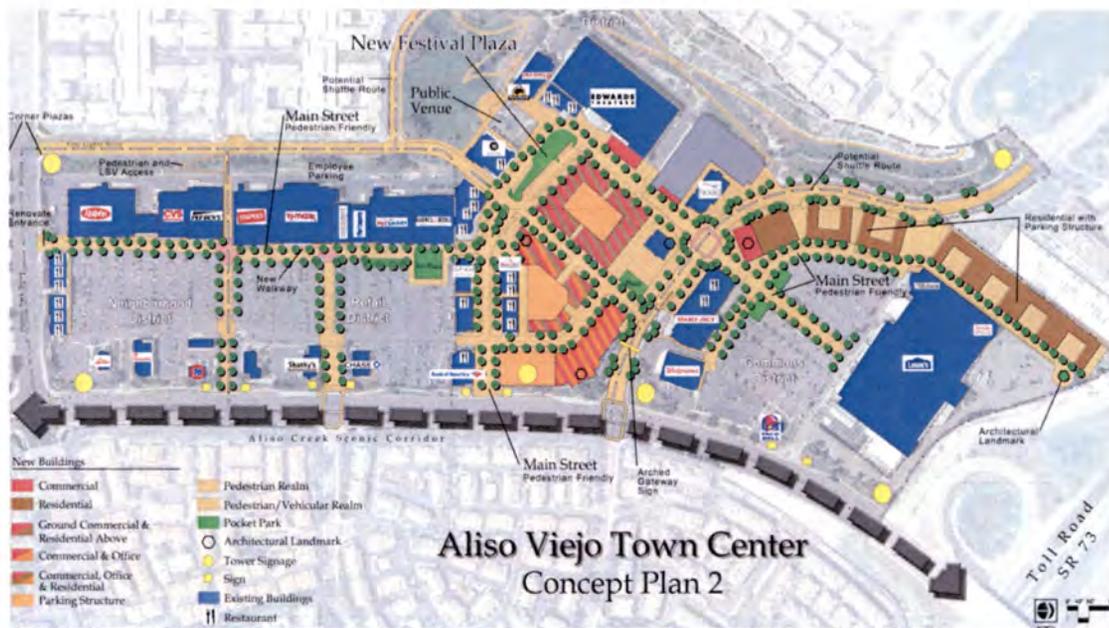
This report is provided to the City of Aliso Viejo, California, with the author's professional recommendations for a strategy to implement the concept plan that will underpin the Aliso Viejo Town Center Specific Plan. The author has studied Aliso Viejo Town Center (AVTC) and the South County marketplace in which it serves and competes, and also has reviewed the work of other consultants on the AVTC Specific Plan team, including working with FORMA to refine the proposed concept plan.

First, the AVTC's concept plan will be discussed from a strategy standpoint. Then AVTC's existing context will be reviewed, including a candid discussion of some of the center's advantages and challenges, which include competitive threats that have the potential to damage the center and/or stifle its ability to evolve into a better place. Finally, the steps that, if followed, should have the highest likelihood of success for the implementation of the concept plan will be presented. Throughout this discussion, the author will be wearing the hat of a risk manager, which every good redevelopment strategist must be, but enlightened by the pragmatism that is necessary to get things done in real estate development. This is a conceptual strategy report, which means there will be far more text than numbers.

THE CONCEPT PLAN

The City of Aliso Viejo is to be commended for taking the initiative to begin the visioning process, which has led to the creation of a sophisticated opportunities-identifying concept plan for how Town Center can evolve into a downtown through intensification over the next 10+ years (see illustration, below). Given the significant long-term challenges that the center faces, it

is highly appropriate for the City to be proactive and taking these steps to make this center a more-attractive investment proposition for a sophisticated future developer. Doing so is necessary to maintain the long-term vitality and relevance of this important community and regional amenity.



A key feature of the concept plan is that new streets will be the public-realm element that is utilized as the organizing structure for most new development. This is consistent with industry best practices and also is being done because walkability is a top goal for the revitalized AVTC. Streets featuring great urbanism (buildings shaping outdoor spaces with interesting, occupied facades fronting on the sidewalks' edges) are optimal for pedestrian functionality and enjoyment. Parallel parking on the street is encouraged to provide a vehicle safety buffer for walkers and seated people in sidewalk cafes and plazas, but most other parking should be located in new structures situated behind the new buildings. Ground floors of the new buildings will have

retailers and restaurants, and the upper floors will contain residential units of varying sizes, office space, and eventually a boutique hotel. The City also should give serious long-term consideration to eventually moving its City Hall to the Town Center, which is the traditional location for such an important civic structure in many cities. The additional daytime office presence downtown will help support the retail and restaurants.

Important features of the concept plan's proposed street and block structure are compactness and modularity. This will allow certain blocks of the plan to be built in advance of other sections, which may be necessary if it is estimated that the market will not be able to absorb all of the new square footage at one time and to lessen construction impacts to existing tenants. It also is recommended that the finalized concept plan include a sufficient level of intensity in the 'Gateway District' (the section of AVTC that includes the Edwards Theatre, Chili's, etc.) to provide the eventual developer(s) with sufficient square footage and unit entitlements to build a project with a powerful and impressive sense of place that will allow the revitalized AVTC to provide Aliso Viejo residents with an outstanding amenity and to fully compete with the impressive projects planned for Laguna Niguel, Laguna Hills, and elsewhere.

The City's relatively modest steps to date appear to already have had a significant catalytic effect. ValueRock Realty is the relatively new owner of the large Lowe's parcel in The Commons; following a stakeholder interview with this author and City staff, the firm commenced a site planning process in conjunction with a neighboring property owner, Buie Stoddard Group, to bring significant new leasable space into The Commons portion of AVTC. Importantly, ValueRock oriented their plan to dovetail seamlessly with the City-generated plan, including extending the Main Street (currently Town Center Drive) and its pedestrian orientation north

across Enterprise. Subsequent investigations by ValueRock determined that Lowe's long-term lease would make the redevelopment plan very difficult to implement at this time, thus putting the plan on hold, but Buie Stoddard plans to move forward with their plan for approximately 300 residential units north of Enterprise. To provide an important, centrally located lifestyle amenity for the 500+ proposed new units of residential on both sides of Enterprise, it is recommended that Buie Stoddard augment their plans with an upscale health club of approximately 45,000+ s.f. fronting Enterprise and the Main Street extension. The building should be at least two stories, with signature architecture and a sizable rooftop deck. All great town centers have a health club, which is the ultimate "third place" between home and work.

THE PROBLEM

If Aliso Viejo Town Center does not receive significant new investment over time, it "will die a natural death" according to Gul Jaisinghani, owner of the Walgreens parcel at The Commons. Such is the nature of shopping centers. They exist in a brutally competitive marketplace environment that requires continuous maintenance and occasional revisions in order to remain relevant to consumers. Unfortunately, AVTC has a significant handicap relative to many other centers because of its unusually fractured ownership structure comprising about 36 parcels that are owned by approximately 24 different entities.

The original developer was primarily a residential builder that appeared to be focused on chopping-up and selling-off the large AVTC site's commercial parcels for short-term financial gain without any intention to maintain a long-term stake in the center. Today, there is no

dominant owner or developer of the center. The fragmented parcel layout, which resembles gerrymandered Congressional districts in places, means that the concept plan's larger proposed structures will cross over multiple property lines based on how those lines currently are drawn (see illustration).



This is a huge disincentive to redevelopment and to major new investment. Developers and their financing sources require their new buildings be located on single parcels, rather than bridging multiple parcels of varying ownerships. Most developers have neither the interest nor the time for a protracted parcel assembly process, which easily can be held-up by a greedy property owner hold-out or two due to the perception of a developer's deep pockets, etc.

In addition to the fragmented ownership pattern, AVTC's properties are encumbered by a large number of development and other restrictions via Covenants, Conditions & Restrictions

(CC&Rs), Reciprocal Easement Agreements (REAs), Development Agreements (DAs), Grant Deed Restrictions, and Use Agreements. Left in place, this web of title encumbrances will prevent the construction of the concept plan vision. The City Attorney is doing a good job of identifying this tangled mess of restrictions, and his firm is working on a legal strategy to get these encumbrances lifted. This work is essential and must continue.

Given that AVTC is virtually 100% leased, is it really at risk for long-term decline? Yes. At eighteen (18) years old, AVTC already is considered to be middle-aged. A near-term problem is that a major new town center called Five Lagunas is being planned about 3.5 miles north, across the street from Laguna Hills city hall at the Laguna Hills Mall site, and a second one, Agora (Downtown Laguna Niguel), is planned for the former South County Courthouse site about 3.5 miles to the south, adjacent to Laguna Niguel's city hall and library. An Aliso Viejo advantage is that it has a better site than Laguna Niguel's, though Aliso's is encumbered with fragmented ownership and other issues. A third project, the Gateway Specific Plan, is envisioned about 4-5 miles east (depending on the travel route) in Laguna Niguel at Crown Valley Parkway and I-5.

Laguna Hills Mall sold two years ago to a new developer, Merlone Geier Partners, that intends to redevelop and reposition the mall to create a vibrant outdoor pedestrian experience in Five Lagunas, including the addition of 350 residential units, in accordance with the City's adopted Urban Village Specific Plan. In the case of the South County Courthouse site, the County Board of Supervisors selected a development team co-led by Shaheen Sadeghi, the creative developer of Anaheim's Packing House and Costa Mesa's The Lab and The Camp. Both specific plans envision mixed-use, walkable, Main Street-like realms, and Agora envisions urban plazas or squares (the AVTC concept plan envisions both Main Streets and urban plazas/squares).

Indeed, the Agora team is utilizing some world-class urban places for planning and design inspiration. In the case of Gateway, the development process is dispersed among several developers that independently are doing different components. Some high-density apartments are under construction, and a high-end health club, Life Time Athletic, which will appeal to some of the future AVTC target demographic, has been built. Because the City of Laguna Niguel has an inadequately structured implementation process for Gateway, the City is not getting the development mix (including more non-residential uses) that it wants and had been promised by the developers. Disappointingly, the early projects also are not yet contributing to the creation of an attractive, urban, walkable street, which usually is key to great-placemaking.

Thus far, these are the three projects (especially Five Lagnas and Agora) of greatest concern because of their joint potential to snag some stellar retail and restaurant tenants that would be ideal fits for the repositioned AVTC. Both projects are targeting the better non-chain, unique retailers and restaurants that AVTC covets. The tenant merchandising of a town center-type lifestyle center is critical to such places' success. If AVTC's currently robust 100%-leased status slowly slips to the 85-93% range in coming years, it will become much harder at that time to orchestrate a major revitalization and repositioning program for the center. This situation should reinforce a sense of urgency in the City of Aliso Viejo to keep different elements of the AVTC planning and implementation process moving as quickly as possible on parallel tracks over the coming 6-12 months in order to get to the point of tenant solicitation as fast as possible. The strengthening economy and a favorable leasing environment, with many tenants that want to be in AVTC but cannot due to the lack of any vacant space, make now the ideal time to move this revitalization project forward.

It should be noted that Aliso Viejo needs a walkable, mixed-use town center for another reason—to give younger people, ages 18-44, another reason to stay in South County. According to demographer research, from 2000-2010, 86,000 of this key workforce segment have either left Orange County or decided not to relocate here as originally expected. When this phenomenon was investigated more thoroughly via a MindMixer crowdsourcing website earlier this year, it was found that the 18-44 set feels that the following are the top-four characteristics needed in Orange County's future: More housing options, walkable communities, urban stimulation, and more transportation options. All of these are O.C. (and Aliso Viejo) weaknesses, but the proposed AVTC Concept Plan, if properly implemented, will directly address the first three of these deficiencies in a powerful way by providing living, shopping, dining, lifestyle, and mobility options that don't have a substantial presence yet in South County.

Many O.C. residents want to live in a single-family home on a cul-de-sac or in a garden apartment, and shop in a strip shopping center. But not everyone. Based on past research, in every major market, there is a large percentage, estimated to range from 30-70%, of people that would be happiest in a pedestrian-scaled realm where a top amenity is being walking distance from many destinations worth walking to. The widely quoted Walk Score website, <http://www.walkscore.com>, was started to provide people with an objective rating system for walkable places to live and visit. And while many other people still will be happiest in a subdivision, a lot of them will relish a walkable, urban town center amenity that they can drive to and explore on foot on weekends. Most property values in the area surrounding the revitalized AVTC can be expected to go up.

THE SOLUTION – IMPLEMENTATION STRATEGY

As discussed, the implementation challenges facing the City of Aliso Viejo and its Town Center are significant due to the extent of the property ownership fragmentation and to the large number of title encumbrances that most of its properties have. Other challenges will be the resistance of some parcel owners and tenants to change and/or the drive to seek financial advantage, both of which are common human reactions. Charting the right course amidst these issues will be essential if AVTC is to be allowed to evolve into the City's vibrant, walkable downtown.

There are two things that the City needs to deliver to attract one or more top developer(s) with the capability to transform AVTC into an outstanding place: (1) project entitlements based on a great vision, and (2) developable parcels. Both of these deliverables will be extremely important and valuable to a developer. The first one is relatively easy because the City has a lot of control over the process. When the Town Center Specific Plan is completed and adopted by City Council, the bulk of the project entitlements will be done. But that critical step will be of relatively little usefulness unless the City also has negotiated with the existing property owners to consolidate some of their parking areas into new parcels that can be conveyed to the developer. Securing street frontage for these parcels also will be very desirable and potentially important because most developers of a major, \$150-200+ million commercial/residential development will want their project to have some frontage on existing streets (including heavily traveled Aliso Creek Road if possible), rather than being partially obscured by someone else's building(s).

To create these new development parcels, the City should spearhead a lot line adjustment process by pre-negotiating deals with the property owners before developer selection. In exchange for giving-up the parking-lot portions of their properties, the current parcel owners (and their tenants) will be assured that the future developer will replace every parking space that is taken away with an equal number of new spaces in the parking structures, in addition to the spaces needed for the developer's new GLA. At an approximate construction cost of \$25,000-40,000 per structured parking space, the parking space replacement cost for the existing owners and tenants will require a significant outlay to be borne by the developer.

The following is a discussion of the discrete steps and tasks that need to be undertaken in order to implement the AVTC concept plan. The actions roughly are in chronological order, but keep in mind that many steps will be done in parallel track, not sequentially, to accelerate the process.



- **Project Tour for City Council Members – Orchestrate**

To facilitate the Council Members' decision-making, it would be very helpful due diligence for them to visit the model project which most-inspires the AVTC concept plan: Santana Row in San Jose, California. Santana Row is one of the best-designed and –executed walkable, mixed-use projects in the U.S. Due to its sophisticated planning, design, and urbanism, this benchmark project has a powerful sense of place and an unusually authentic feel, plus a coveted element that few town centers have: nightlife. Santana Row is especially worth touring (on foot, of course) on a Friday or Saturday night (preferably staying at the centrally located Hotel Valencia) to see how this type of walkable, mixed-use, urban development can become a vibrant and dynamic district within a mostly suburban metropolitan area. It is anchored by many restaurants and by a movie theatre, consistent with AVTC's current and proposed programming. The median household income level of the surrounding area (\$81,000-89,000 in San Jose-Santa Clara) is similar to Aliso Viejo's \$99,000. *(ESTIMATES: Timeframe: 2-3 months; Cost: avg. \$500-650/person travel expenses + limited hours; Responsibility: City Staff, Urbanus Group)*

- **Concept Plan – Refine Further; Delineate the Developer Parcels; Adopt**

The concept plan needs to be refined and made more detailed as part of its natural evolution. In addition, the proposed developer parcels, including the amount of encroachment on existing parcels, need to be delineated. And the City Council needs to adopt the finalized concept plan (thereby transforming it into a master plan) in conjunction with the form-based design guidelines. (See next item; NOTE: Finalizing the concept plan should not take place without the input of the creator of the form-based design guidelines.)

The concept plan's/master plan's goal will be to transform AVTC from an assemblage of four auto-oriented strip shopping centers into a vibrant, stimulating, pedestrian experience that is unique to South County and that enhances Aliso Viejo residents' quality of life, ultimately becoming the most beloved place in the City—its downtown. The additional leasable area and the street-oriented urban form will allow AVTC and the City to capture many restaurant concepts and specialty retailers that currently are not located in this market. And the new walkability will increase the length of visitor stays, which should correlate directly with increased sales for the existing tenants. Locating both residential units and office space on floors above the new retail spaces will contribute significantly to the placemaking and to providing additional leasing or selling opportunities for the future developer(s).

The two proposed parking structures wrapped by new GLA in the Edwards Theatre parking lot constitute the core of the AVTC concept plan and are the most important elements, with a focus on dining, entertainment, specialty retail, and community events. A third major, angled building will have frontage along both Aliso Creek Road and Enterprise and underground parking; it will house a boutique hotel and more retail, residential, and office. It will be located primarily on the current Macaroni Grill and Chili's parcels, and it will be needed to give the new town center greater long-term critical mass and depth. Regarding the big box portion of AVTC, a judgment call will have to be made regarding the timing of the proposed lot line adjustment negotiations involving the parking lots in front of these stores in light of the early tenant resistance in that section. Even if the intensification of the big box section is delayed to a future phase, keeping that portion of the concept plan intact makes sense from a long-term vision and strategy standpoint.

As part of the concept plan's refinement process, it is important for the City to coordinate its planning with the efforts of Buie Stoddard Group (and ValueRock if the firm resumes planning) to ensure that pedestrian functionality and placemaking opportunities throughout AVTC are maximized, and the cohesiveness of AVTC is maintained. If one side of Enterprise eventually develops the reputation of being the "bad" or "boring" side, that will be a weakness and vulnerability for the entire downtown. The design guidelines that the City will be commissioning should apply to the entire AVTC, not just south of Enterprise. *(ESTIMATES: Timeframe: 2-3 months; Cost: (Mostly FORMA contract); Responsibility: City Staff, FORMA with input from Urbanus Group, Design Guidelines Consultant)*

- **Form-Based Design Guidelines – Create and Adopt**

To help ensure that a great place is built by the eventual developer, form-based guidelines that focus on the urban design elements that will create a functional and enjoyable pedestrian experience and successful retailers and restaurants are essential. World-class walkable, mixed-use environments require excellent urbanism, which results from the interaction of a strong master plan with great urban design regulations; both are equally-necessary. The guidelines also should provide some direction for how redeveloped perimeter outparcels in the future should evolve into a more-compatible, street-oriented, walkable (i.e., urban) form relative to the adjacent new buildings. After the guidelines have been created in coordination with the master plan, the City Council should adopt both. The combination of a great master plan with excellent design guidelines plus a robust design review process will provide both predictability and an assurance of quality control by the City that will help attract higher-quality developer investment.

(ESTIMATES: Timeframe: 2-3 months; Cost: \$15,000-20,000; Responsibility: Consultant TBD with input from Urbanus Group, FORMA, City Staff)

- **Perspective Renderings – Create**

A set of 6-7 excellent perspective renderings, likely to include one aerial, will be a powerful and important communication and sales tool for the present and future stakeholders, including property owners, tenants, developers, residents, and City officials. The imagery will convey the strong sense of place and compelling pedestrian experience that the revitalized AVTC will have and also can be used for the Specific Plan. The choice of artist, and the direction that he/she receives, will be critical to ensure that the unique, more-urban nature of the future AVTC will be properly presented. Vignettes should include the Festival Plaza, the Hotel Entrance and Deflected Vista, City Lights Drive Extension, a Sidewalk Café, the Frontage on Enterprise or on Aliso Creek Road at the Enterprise corner, the Wedge Building's Rooftop Restaurant Terrace, and an Aerial of the two major structures in front of the theatre including the multiple rooftop decks and terraces. An additional image to consider would be the iconic Health Club. The renderings should be created after the concept plan and form-based design guidelines are completed. *(ESTIMATES: Timeframe: 3-4 months; Cost: \$2,500/rendering; Responsibility: Consultant TBD with input from Urbanus Group, Design Guidelines Consultant, FORMA, City Staff)*

- **Residential Market Study – Commission**

Since the housing types that are proposed to be built in Aliso Viejo Town Center are relatively new to South County, conventional “rearview-mirror-type” supply/demand market studies that merely chronicle what sold or rented last year are insufficient. A more-sophisticated target market analysis-type study based on geodemographic data that measures people's aspirations will be necessary. This market study will determine the optimal unit-type breakdowns and price points and provide guidance on absorption rates, which can be expected to be brisk due to the uniqueness of the product in this market. This market study will be needed for the Economic

Model/Developer Pro Forma, for the Specific Plan unit calculations, and for the Developer RFQ/RFP. The appraiser also may utilize the study, as may Buie Stoddard Group for their project. *(ESTIMATES: Timeframe: 2-3 months; Cost: \$35,000; Responsibility: Consultant TBD with input from FORMA, Urbanus Group, Design Guidelines Consultant, City Staff)*

- **Economic Model/Developer Pro Forma – Create**

The City should have a detailed economic model and developer pro forma created: (1) so that the City can ensure that the overall redevelopment feasibility remains realistic, (2) to contribute to the financial modeling for the lot line adjustment negotiations, (3) to provide the core financial model for the developer negotiations, and (4) to help determine the amount of infrastructure that needs to be constructed and how much of it, if any, will need to be built by the City vs. by the developer(s). *(ESTIMATES: Timeframe: 3-4 months; Cost: \$25,000; Responsibility: Consultant TBD with input from Urbanus Group, Residential Market Study, FORMA, Design Guidelines Consultant, City Staff)*

- **Developer Parcel Appraisals and Value Allocation, Impact Calculations – Order**

The proposed new developer conveyance parcels need to be appraised to determine their fair market values. These figures will inform the lot line adjustment negotiations and eventual developer negotiations. As part of the appraisal process, the allocation of (developer conveyance parcel) value to the approximately 14 impacted parcels needs to be calculated, and the anticipated impacts to the values of the 14 parcels (from the development process) also need to be estimated in order to fully inform the property owner negotiation process. A very good, MAI-certified appraiser with commercial property experience is recommended to bolster the credibility of the value calculations.

After the market value for the developer parcels is calculated, the cost to construct the replacement parking will be deducted along with a reasonable deduction to be paid to the City to help it recover some of its expenses for orchestrating this redevelopment process, before a net figure is calculated that can be split-up and paid to the impacted property owners. The City should enter into disposition and development agreements and/or other appropriate documentation with every affected property owner, with the understanding that the eventual developer(s) will pay the property owners the above-calculated residual amounts, if any.

(ESTIMATES: Timeframe: 3-4 months; Cost: \$50,000-75,000; Responsibility: Consultant TBD with input from Urbanus Group, FORMA, Design Guidelines Consultant, City Staff)

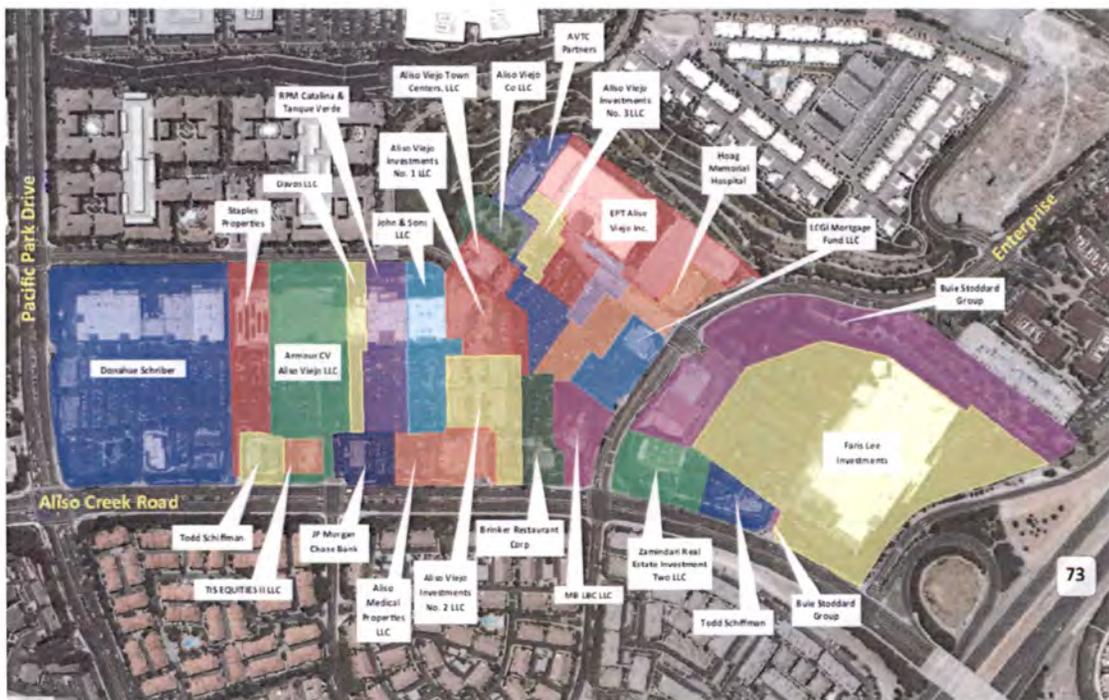
- **Title Encumbrances – Complete the Removal Process**

The City Attorney should complete the research into the total scope of title encumbrances and complete the negotiation with Shea Properties and other entities for the restrictions' lifting. This is an essential process because the title encumbrances, as they currently exist, will prevent the implementation of the concept plan. *(ESTIMATES: Timeframe: 3-4 months? (Verify with City Attorney); Cost: (Mostly City Attorney contract); Responsibility: City Attorney with input from City Staff, Urbanus Group, FORMA)*

- **Lot Line Adjustments – Negotiate and Document**

Negotiations with all of the property owners and tenants that will be directly impacted by the proposed lot line adjustments need to be completed and formalized with the appropriate documentation. Keeping these parties informed of the process will improve the chances of success for the negotiation process.

The City, as an interested third party but without the future developer's enormous financial stake in the project and deep pockets, will be in a far better position than the developer to pre-negotiate these deals. A developer will expect to be "held-up" by one or more property owners that will hold out for unreasonable, above-market deals, and that can cause the negotiation process to bog down to a halt. Developers cannot pay unlimited amounts to acquire sites and still have the project be sufficiently profitable to offset the tremendous development risk that they take. Nor do developers have the time or patience to orchestrate complicated multi-owner land acquisition processes like this. The City should be able to orchestrate such a process much more quickly and at lower total cost. While the use of eminent domain is not currently anticipated, the City should retain the right (subject to verification by the City Attorney) to utilize this tool as a last resort in certain circumstances such as if a parcel, or portion thereof, is needed for utilities or infrastructure construction in what will be a public right-of-way.



The property owners stand to gain from the major proposed intensification; indeed, their properties can be expected to go up in value once the new buildings are constructed and occupied, creating a more-urban environment where property values tend to be higher (the highest real estate values in most cities are in their highest-density areas, i.e., in their central business districts/urban cores). Contributing to the existing property owners' expected value escalation will be a zoning change to allow multi-level and --use buildings, a change that may be granted, at the City's discretion (subject to verification by the City Attorney), in exchange for the property owners' cooperation with the lot line adjustment process. The lot line adjustment process will work if property owners act in their own enlightened best interests.

To inform the many stakeholders about the concept plan and to procure their feedback, the author and (in most cases) City staff have met or talked on the phone with either the owner or owner's representative for all 36 parcels that comprise Aliso Viejo Town Center. A number of the key tenants also has been contacted. To date, a strong majority has praised the plan and agreed that it is the right thing to do. This includes nearly all stakeholders that have property located in the Edwards Theatre-anchored shopping center as well as in The Commons. At the south end of Town Center, Donahue Schriber liked the plan.

The only resistance so far has been felt from some of the property owners and tenants in the south-central, "big-box" section of the center, ranging from Staples to Barnes & Noble. Their concerns have involved a worry over perceived lost visibility, less-convenient parking, and operating disruption during construction. The reduced-visibility concern arguably is the least valid one because current sight lines from Aliso Creek Road, from the entry drive ramps, and from outer ring road intersections are nonexistent or frequently poor due to topography, mature

parking lot landscaping, and other issues. Many customers these days find shops via retailer website “store locator” features, and some decades-old retail site location rules have dwindling relevance today. Many tenant concerns may be ameliorated through the proposed lot line adjustment negotiation process. For example, a tasteful, high-visibility Town Center-wide wayfinding signage program implemented in conjunction with the new buildings—*in exchange for approval of the new buildings by the major tenants*—would dramatically improve customers’ ability to find their preferred big box store relative to the current condition.

In light of the resistance of several of the big box retailers to the proposed concept plan, the City has removed both of the two proposed parking structures and surrounding retail space and residential units from this section of the plan. As noted earlier, it is hoped that these planning elements will remain in the concept plan and Specific Plan. The features are important long-term components of the vision because they provide a logical “road map” for the extension of the “Main Street” that will run through the northern sections of the revitalized AVTC.

Furthermore, it is quite possible that “carrots” (such as up-zoning) offered during the lot line negotiation process may sway some property owners to favor the proposed site plan changes at some point. Of course, these property owners and tenants retain significant control by virtue of the need for them to approve the necessary lot line adjustments before the proposed structures are built. They have significant leverage, and they should not feel threatened. (*ESTIMATES: Timeframe: 5-6+ months; Cost: \$40,000+ (5-6 months)(plus City Attorney cost to formulate documentation); Responsibility: Urbannus Group with input from City Attorney, City Staff, Concept Plan, Design Guidelines, Perspective Renderings, Residential Market Study, Economic Model/ Developer Pro Forma, Appraisals with Value Calculations and Impact Analyses*)

- **Key Outparcels with Street Frontage – Procure Control**

As noted previously, the future developer(s) of a major, \$150-200+ million mixed-use development will have a strong preference that their developable parcels feature frontage on existing streets, and preferably on Aliso Creek Road due to its high traffic counts and visibility. Enterprise frontage also will be very desirable. Three restaurant outparcels, Chili's, Macaroni Grill, and the former On the Border, possess the bulk of this street frontage. To further bolster the desirability of what the City can deliver to the eventual developer(s), it would be prudent for the City to gain control of as many of these three strategic outparcels as possible. To do this, the City should explore alternative strategies. An option agreement mechanism or an outright acquisition by the City are two potential techniques. In the case of the Chili's, which owns its parcel (a rare situation for Brinker's California properties), a sale-leaseback scenario might be an attractive option for the chain. Macaroni Grill is reputed to be doing poorly, both as a chain and at this location. The recently purchased On the Border parcel reportedly is not yet leased and likely will go up in price as soon as it is leased. For all three parcels, in the case of an acquisition, it is conceivable that the City could maintain sufficient lease income from three operating restaurants to cover the carry cost of holding the properties for eventual sale to a developer.

Is it essential that the City take the additional step of securing control of one or more of these key outparcels? It is too soon to tell, but it would be a very good idea: It will improve the chances of project success and will further reduce acquisition risk and hassle to the eventual developer(s), thus making Aliso's development opportunity even more attractive. Assuming parallel-tracking with the lot-line negotiation process, it also will save time in a very competitive environment (Laguna Hills and Agora). No decision needs to be made now. But it is recommended that the City Council authorize an exploration by Staff into the potential

strategies and associated costs to secure control of these three key outparcels as well as into the current owners' willingness to either sell or to have their properties optioned for a future sale.

(ESTIMATES: Timeframe: 2-3 months; Cost: \$3,000 or less; Responsibility: Urbanus Group with input from Outside Broker TBD, City Staff)

- **Stakeholder and Community Outreach – Expand**

Edwards Theater's desire to sell alcoholic beverages was not a part of this concept plan/Specific Plan process, but the recent emotional protests by organized members of the community that do not want to see alcoholic beverages served in the theater were a reminder that an effective community outreach program is important to AVTC. Perceptions and reality frequently differ, and there is a potential concern that the above protest group, or some other group, may oppose some aspect(s) of the AVTC revitalization plan based on incorrect perceptions. The City should identify who is against the Edwards Theater alcoholic beverage control license and try to fully understand their concern(s). Stakeholder outreach efforts need to be modified and expanded in an effort to identify potential support groups for the AVTC concept plan. The primary supporters are the AVTC property owners, most of whom already have been contacted. Secondary supporters may include the Chamber of Commerce, Aliso Viejo Community Association, nearby businesses, county-wide organizations, and other groups to be identified.

To extend the support-building process further and after we have a fuller idea of all of the supporters out there, it may be helpful to form a Town Center Committee of key community members and stakeholders who support the vision and who represent assorted constituencies, both within AVTC and outside of it; meetings could be 3-4 times per year or on an as-needed basis. This group would help spread support for the Town Center to their respective

organizations in the case of the outside community members, and also act as a sounding board for ideas as needed. From a risk-management standpoint, it is essential that steps be taken to expand the pool of supporters for AVTC's revitalization and repositioning so that more individuals will speak-up for the project and counter any potential future negative comments.

(ESTIMATES: Timeframe: 6-8 months; Cost: TBD; Responsibility: City Staff with assistance by Urbanus Group)

- **Developer and Key Tenant Outreach/Marketing – ICSC RECon**

One of the top reasons for the parallel sequencing of several implementation steps is the need to get the AVTC redevelopment project “to the market” as soon as possible to begin soliciting both developers to build it and particularly key tenants, both restaurant and retail, to occupy the new GLA that will be created. Some tenant contact can be done in advance of the developer selection. The goal is to get the best possible tenants for AVTC before they might go to another competing center. Many better tenants will open only a single location in South County. The annual International Council of Shopping Centers RECon convention in Las Vegas (33,000+ attendance) is the top annual event for meeting with prospective developers and many retailers to vet a proposed project. The convention in May, 2016, would be a good target for the official roll-out—subject to sufficient progress in various areas of this strategy. Ideally, you want to present the project to key prospective developers and tenants shortly before the City commences the developer RFQ. The first impression to them should be positive and followed-up with an opportunity to act (via RFQ) in the near future. A visit by key City personnel at the May, 2015, convention can be helpful preparation to the City in terms of understanding the daunting scope of this huge annual event as well as seeing the predominantly urban nature of other major mixed-use projects that are being proposed around the country. A 2015 trip also

would be helpful to Urbanus Group to meet some of the existing tenant real estate officers that have been involved in recent AVTC stakeholder conference calls.

The following factors provide reassurance that AVTC has significant potential for additional upscale retailers and restaurants—if the City can find a way to get the space built! (1) Stoffel & Associates' 2012 report states that Aliso Viejo can absorb a significant amount of new, higher-end restaurants and specialty retail, both of which are under-represented in the City; (2) Despite its large size, AVTC essentially is 100% leased, which is impressive (the two recently vacated outparcels, Burger King and On the Border, stem from the restaurants owner's isolated financial problems); (3) The landlords of the two vacant outparcels are being inundated with expressions of interest by various parties; (4) Aliso Viejo's median household income is a robust \$99,000, which is quite affluent and highly desirable for retailers of all types; and (5) The fact that the City and its neighbors are mostly built-out means that there are virtually no development sites for new shopping centers for miles around. This location can be expected to be very attractive to both developers and prospective tenants at ICSC.

Separate from the ICSC convention, the City can commission a tenant merchandising plan and a targeted restaurant and retail tenant outreach effort that follows the merchandising plan, with the intention to catch the interest of desired restaurateurs and merchants that may be less likely to be present at RECon. *(ESTIMATES (ICSC Convention only): Timeframe: May 17-20, 2015; Cost: \$4,000 or less; Responsibility: Urbanus Group with input from City Staff, Concept Plan, Design Guidelines, Perspective Renderings, Residential Market Study, Economic Model/Developer Pro Forma, Appraisals with Value Calculations and Impact Analyses)*

- **Town Center Specific Plan – Finish and Adopt**

While the prior timeline anticipated completing and adopting the Specific Plan by early Spring, 2015, it makes sense to push back this goal to 2016 to allow for any potentially major changes that emanate from the above-listed negotiations, market studies, economic modeling, and stakeholder outreach. Delaying the completion and adoption may allow for use of the Specific Plan as leverage in the property owner negotiations. *(ESTIMATES: Timeframe: 2016; Cost: (City contracts with consultants); Responsibility: City Staff with input from multiple consultants, Concept Plan, Design Guidelines, Perspective Renderings)*

- **Developer RFQ – Orchestrate**

For selecting the developer(s), a competitive Request for Qualifications/Request for Proposals (RFQ/RFP) process is recommended in order to ensure a fair, open, transparent procedure that is rigorously meritocratic. The AVTC development parcels, if configured as currently envisioned in the concept plan, and with the necessary entitlements (Specific Plan) in place along with the completed lot-line adjustment deals and title encumbrance eliminations, will be very highly coveted by most or all of the country's top mixed-use developers, as well as by numerous lesser developers. The City is strongly urged to resist the efforts by any developer to shortcut the process by being declared the developer of any major City-planned portions of the concept plan in advance of a rigorous competitive RFQ/RFP process. Doing so may sound convenient, but the City actually will lose substantial control over the direction and quality level of the project if it allows a future competitive RFQ/RFP process to be circumvented.

A Request for Qualifications targeting the top mixed-use developers in the country and incorporating a transparent, professional selection process that is merit-based should garner a

robust response if the above steps have been successfully completed. *(ESTIMATES: Timeframe: Late 2016; Cost: (Mostly City Staff + limited consultant hours); Responsibility: City Staff with input from Urbanus Group, Concept Plan, Design Guidelines, Perspective Renderings, Residential Market Study, Economic Model/ Developer Pro Forma, Appraisals with Value Calculations and Impact Analyses)*

- **Developer RFP – Orchestrate**

A Request for Proposals from the top finalist mixed-use developers in the country that responded to the RFQ, involving a transparent, professional selection process that is merit-based, should garner a robust response if the above steps have been successfully completed. See additional comments about the RFP process under Developer RFQ, above. The possibility of inviting two or more developers to build-out portions of the concept plan, and doing so over potentially multiple phases, cannot be ruled-out. *(ESTIMATES: Timeframe: Late 2016; Cost: (Mostly City Staff + limited consultant hours); Responsibility: City Staff with input from Urbanus Group, Concept Plan, Design Guidelines, Perspective Renderings, Residential Market Study, Economic Model/ Developer Pro Forma, Appraisals with Value Calculations and Impact Analyses)*

- **Design Review Process for AVTC – Create and Adopt**

Developers crave predictability, and the best developers want to know that their big investment will be protected from nearby future, lower-quality buildings by other developers. The City can provide a predictable, quality-ensuring environment by adopting an excellent master plan and associated design guidelines as described before in conjunction with a structured, multi-stage design review process that ensures that future AVTC projects evolve consistent with the City's standards and with what the developers promise in the beginning (thus preventing the all-too-common "bait-and-switch" or over-promising that some developers do). Developers and their

planners/architects will know up-front the exact pathway that they need to follow. This new AVTC design review process is intended to activate following the adoption of the concept plan (master plan) and design guidelines, and it will apply to projects of all sizes including future outparcel redevelopments, existing big box reconfigurations, etc. The RFQ/RFP process for AVTC's core redevelopment will utilize some aspects of the new design review process to ensure conformance with developer promises made in the RFP. *(ESTIMATES: Timeframe: 3-4 months; Cost: \$10,000 to set-up; Responsibility: Consultant TBD with input from Urbanus Group, Design Guidelines Consultant, FORMA, City Staff)*

- **Implementation Strategy – Project Management and Coordination**

The work effort involved with managing the above implementation strategy steps for an estimated 12+ months period is going to be significant and intense, particularly during the initial 6-8 months. The work volume in conjunction with the need for both broad-based and specialized real estate expertise and judgment to ensure the most-professional process, with the highest probability for a successful outcome, mean that the City of Aliso Viejo should retain an experienced project manager with urban planning and development experience to orchestrate the many moving parts as efficiently and effectively as possible. This wide-ranging scope is separate from the considerable work involved with the narrower Lot Line Adjustments – Negotiate and Document process. In terms of time requirements, the Implementation Strategy – Project Management and Coordination work scope likely will ease somewhat as the Lot Line Adjustments – Negotiate and Document scope intensifies. *(ESTIMATES: Timeframe: Initial 12 months; Cost: \$25,000 (for initial 5-6 months); Responsibility: Urbanus Group with input from City Staff)*

CONCLUSION

The City of Aliso Viejo has elite demographic and site location fundamentals that allow it to plan for an ambitious repositioning of Aliso Viejo Town Center. AVTC's assemblage of four shopping centers has some major legacy issues that need to be dealt with before a developer can be selected, but if the City is willing to commit the resources, the potential to build a compact, walkable, mixed-use downtown that elevates real estate values and creates an important quality-of-life-enhancing amenity for Aliso Viejo residents and visitors is exciting. Aliso Viejo's somewhat greater density relative to neighboring cities is a strategic advantage that allows the City to be able to justify the intensification and transformation of its current strip shopping center core into a unique, special place. The urban, pedestrian-oriented feel of AVTC's new streets will be very appealing to upscale restaurants and specialty retailers, most of which prefer to locate on a street over a mall or strip center.

A critical goal is to maintain high standards and to take steps to ensure that the place that is created is world-class and authentic. Doing so will lessen the risk of a revitalized and repositioned AVTC that only delays the start of a long, slow decline and instead will help ensure that the new downtown becomes a beautiful, vibrant, long-term amenity that is one of the finest city centers in Orange County.



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BIOGRAPHY OF THE AUTHOR

Matt Shannon is the Founder and Managing Director of Urbanus Group, LLC, a real estate strategy consulting firm that focuses on assisting public agencies, developers, property owners, and others in establishing and implementing transformative development/redevelopment visions that maximize value creation and quality of life. Such asset repositioning projects range from walkable, mixed-use downtowns, town centers, Main Streets, shopping centers, and neighborhoods to single-use properties.

Previously, Matt was a Senior Development Director at General Growth Properties, the owner of over 130 malls in 41 states and the second-largest REIT in the United States. Matt led all redevelopment activities at twelve retail properties located in California, Wyoming, and other states and was an early proponent for LEED certification of such projects. He mentored the

planning of the firm's most-sophisticated mixed-use redevelopment project ever, Cottonwood, and was asked to formulate a high-profile strategic mixed-use intensification initiative for the firm's shopping center portfolio. Before GGP, Matt worked for Duany Plater-Zyberk & Company (DPZ), the internationally recognized urban planning firm best known for its pioneering Seaside resort town and for its central role in founding and leading the influential New Urbanism movement, including the creation of the SmartCode form-based code and of countless master plans in many countries.

Prior to DPZ, Matt worked for Trammell Crow Company as a landlord-rep leasing agent for twelve institutionally owned office and industrial properties in Florida. He also was an apartment development project manager for Altman Development Corporation and assisted with the entitlements for Westinghouse Communities' large Pelican Landing master-planned community. He started his real estate career in California working for the City of Glendale's redevelopment agency as a project coordinator and analyst. Matt earned a Bachelor of Arts in economics from Haverford College and a Master of Business Administration in real estate from The Wharton School at the University of Pennsylvania.

Matt is a LEED AP (Accredited Professional); a licensed real estate broker; an associate member of the Urban Land Institute (ULI), where he has helped lead several Orange County initiatives; a member of the International Council of Shopping Centers (ICSC); a charter member of the Congress for the New Urbanism (CNU) and a founding boardmember of the CNU's California Chapter. He lives in Orange County, California, and can be reached at (714) 505-4433 (work), (312) 330-8811 (cell), or at urbanus.matt@gmail.com.

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015

TO: Mayor and City Council

FROM: Karen Crocker, Community Services Director

SUBJECT: AUTHORIZE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE CONFERENCE CENTER MANAGEMENT, OPERATIONS AND MAINTENANCE SERVICES – ALISO VIEJO BANQUET CENTER, LLC AND WEDGEWOOD BEVERAGE, INC.

Recommendation:

Authorize the City Manager to execute an agreement within the parameters approved by the City Council, with Aliso Viejo Banquet Center, LLC and Wedgewood Beverage, Inc. (Manager) for the management, operations and maintenance services of the Conference Center.

Fiscal Impact:

The Management Fee paid to Manager for the first year only shall be One Hundred Thousand Dollars (\$100,000) with a maximum City subsidy (loss) of \$200,000. Should expenditures exceed revenues in the first year by more than \$200,000 the City will recoup the difference through a deduction in the annual management fee.

Beginning in the second year, the annual Management Fee shall be Two Hundred and Fifty Thousand Dollars (\$250,000) with no City subsidy. In other words, the City has no risk of losing money beginning in the second year of the agreement. For the subsequent years, the Management Fee shall be an annual fee of Two Hundred and Fifty Thousand Dollars (\$250,000) with a guaranteed minimum surplus of \$50,000 paid to the City.

Once the City is assured the minimum surplus of funds, then, Manager will be awarded an incentive management fee of up to 10% of revenues over one million dollars (\$1,000,000). The remaining surplus, if any, will be retained by the City.

The City will retain twenty percent (20%) of the monthly management fees as a retention fee, to assure any monies owed to the City are available.

Background:

The Conference Center will be in operation for six years, as of July 1, 2015. During the first year (FY 2009-10) of operation ClubCorp, who currently owns and operates the Aliso Viejo Country Club was the City's contractor to manage and operate the Conference and Aquatic Center. In July 1, 2010, the City changed contractors and entered into a management agreement with KemperSports. The current management agreement with KemperSports will be expiring June 30, 2015. At the January 7, 2015, the City Council authorized staff to request proposals from other companies who manage and operate food and beverage banquet type of facilities, such as the Conference Center. As a result of the Request for Proposal Process, the City Council at their April 15, 2015 meeting authorized the City Manager to negotiate a management agreement with ZGolf Banquet and Food Services.

Discussion:

Staff has been meeting with ZGolf Banquet and Food Services to negotiate the management agreement for the management, maintenance and operations of the Conference Center. As part of the negotiation meeting, ZGolf would like to have the name of the management agreement be Aliso Viejo Banquet Center, LLC and Wedgewood Beverage, Inc. This is still the same company as ZGolf; however, they are subsidiaries of the company.

During the contract negotiations, ZGolf requested information regarding the number of bookings to date. For a facility such as ours, events are typically booked 6-9 months in advance. So as the new operator, ZGolf will be assuming operations and management and the associated costs for nearly an entire year with little hope that they can improve the number of events booked for the first 6-9 months.

As a result of a lower than expected number of events currently booked at the Center, ZGolf requested the City negotiate the terms of the first year of the contract. The result of these negotiations is the Year One financial terms previously discussed. Under the current operator the annual loss of the facility averaged approximately \$200,000 a year. By capping the City's financial risk exposure at \$200,000 in year one, the City is guaranteed to be no worse than the average yearly loss over the past 4-5 years. However, beginning in Year Two and the subsequent years the City has no financial risk and will generate a minimum of \$150,000 through the life of the contract.

While both parties have recently agreed to these "deal Points" the final agreement still requires legal review from both parties. Staff is recommending that the City Council authorize the City Manager to execute the management

agreement as long as the following parameters of the agreement are met or exceeded to the benefit of the City:

1. Term of Agreement- The term of five years, with the option for two (2) additional one (1) year terms; which includes management fees; capital improvement funds and scope of services.
2. Management Fees- The Management Fee shall be an annual fee of One Hundred Thousand Dollars (\$100,000) for year one with a maximum City subsidy of \$200,000. Should an additional subsidy be required; the Manager will pay the difference as a deduction in management fee. The Management Fee shall be an annual fee of Two Hundred and Fifty Thousand Dollars (\$250,000) for year 2 with no City subsidy. Should an additional subsidy be required the Manager will pay the difference as a deduction in management fee. During year 3 -5, the Management Fee shall be an annual fee of Two Hundred and Fifty Thousand Dollars (\$250,000) with a minimum surplus of \$50,000 for the City.

Once the City is assured a surplus of funds, then, Manager will be awarded an incentive management fee of up to 10% of revenues over one million dollars (\$1,000,000).

The City will retain twenty percent (20%) of the monthly management fees as a retention fee, which assures the City's portion of any subsidy's owed to the City per the agreement.

3. Outdoor Ceremonial Site- The Manager will maintain a master calendar and be responsible for scheduling the outdoor ceremonial event site which is located at the Aquatic Center. The outdoor ceremonial event site is exclusively available to the Manager starting at 6:00 p.m. on Friday, Saturday and Sunday evenings, during the summer season, which is Memorial Day Weekend through Labor Day; and 4:00 p.m. on Friday, Saturday and Sunday evenings, during the non-seasonal months of the year. The Manager is not to book events during the daytime hours without the approval of the Aquatic Center Operator and the City. If there is a conflict in scheduling, the City reserves the right to make the final decision on scheduling of the outdoor ceremonial event site.
4. Capital Improvement Funds- Starting in year two (2) of agreement, July 1, 2016, the Manager shall transfer on August 1 and on the first of each month thereafter an amount equal to one and one half percent (1.5%) of Gross Revenue for the preceding month to the Capital Reserve account. The parties hereby acknowledge and agree that the Capital Improvement Funds shall be used for expenditures, such as, but not limited to, furniture, fixtures and equipment to enhance the Conference Center or unforeseen maintenance or equipment emergencies.

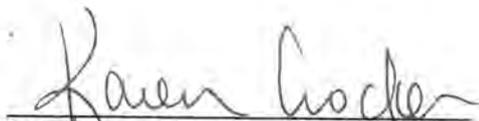
By authorizing the City Manager to execute the final agreement within the "deal points" outlined above, the transition to the new operator can be as quick and effective as possible with minimum interruption of the daily operations

Other Issues/Concerns Currently Being Addressed

Two of the site challenges that were discussed through negotiations were the sharing of the outdoor ceremony site between the City and the Golf Course and sharing between AVBC and the Aquatic Center outdoor ceremony site. This has not been a major issue in the past; however, the new Contractor anticipates a large volume of event bookings which is a potential concern about sharing and coordinating the calendars of the two (2) separate outdoor ceremony sites. Staff along with AVBC and the Aquatic Contractor has met to agree upon set hours of pool operations not to interfere with weddings and the outdoor ceremony site at the Aquatic Center.

In addition to negotiations of the agreement there have been discussions regarding the transition between KemperSports and AVBC. As part of the transition phase, staff along with AVBC will be conducting an inventory of equipment and supplies within the Conference Center. AVBC has also had a preliminary meeting with KemperSports regarding the transition, current contracts and interviewing current employees who would like to be retained by AVBC. Current employees are not guaranteed employment with AVBC; however, through the interview process they will be considered.

Current event rental contracts prepared and signed by KemperSports will be honored by the new Contractor by providing the same service and amenities for the cost identified in the Event Contract. Upon execution of the Management Agreement, AVBC and the City would like to have AVBC's Sales Manager on site at the Conference Center to transition with the KemperSports staff. It is anticipated that the new operator will be in full control of the facility effective July 1, 2015.



Karen Crocker
Community Services Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL



David Doyle
City Manager

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015
TO: Mayor and City Council
FROM: Lieutenant John MacPherson, Chief of Police Services
SUBJECT: PUBLIC SAFETY SERVICE AGREEMENTS FOR FY 2015-16

Recommendation:

1. Approve and authorize the City Manager to execute the "Agreement between the City of Aliso Viejo and the County of Orange" for FY 2015-16 law enforcement services.
2. Approve and authorize the City Manager to execute the "Amendment to Agreement between All City Management Services, Inc. and the City of Aliso Viejo for providing School Crossing Guard Services."

Fiscal Impact:

1. The cost for the "Agreement between the City of Aliso Viejo and the County of Orange" for FY 2015-16 law enforcement services is \$7,281,149. This represents a 2.49% increase from the FY 2014-15 law enforcement contract.
2. The cost for the crossing guard services contract will be \$151,110.00 for a one-year contract. This is an 8.39% increase from the FY 2014-15 contract which was \$139,410. This increase is due to an 8.39% wage increase from \$15.49/hr. to \$16.79/hr.

Background:

The City of Aliso Viejo has contracted with the County of Orange for the Sheriff-Coroner to provide law enforcement services since 2001. Law enforcement costs for FY 2015-16 are proposed to increase overall by 2.49%. Overall, staffing is proposed to have the following changes:

Positions	2014-15	2015-16
Lieutenant	1	1
Administrative Sergeant	1	1
Patrol Sergeants	1.97	1.33
Investigators	2	2
Patrol Deputies (DSII)	13	12
Special Enforcement Team	2	2
School Resource Officer	0.65	0.65
Motorcycle Deputies	2	2
Directed Enforcement Deputy	1	1
<u>Sworn Compliment</u>	24.62	22.98
Community Service Officer	2	2
Crime Prevention Specialist	1	1.5
Emergency Manager	0.5	0.5
Investigator Asst.	0.3	0.5
<u>Non-Sworn</u>	3.5	4

Discussion:

Proposed changes in the FY 2015-16 Orange County Sheriff's contract include the reduction of (.64) of a Patrol Sergeant position and reassignment of (1) Deputy Sheriff II (DS II) position. The one (1) DSII position shown in FY 2014-15 will be reassigned and funded exclusively by the City of Laguna Woods. The decrease in Patrol Sergeant expense is a direct result of the reassignment of the DS II position to Laguna Woods.

For the past 10 years the cities of Aliso Viejo and Laguna Hills have been funding 100% of the public safety costs to service the City of Laguna Woods during the overnight hours. Last year Laguna Hills and Aliso Viejo initiated discussions with Laguna Woods about the financial inequity of the current policing model for our region. These discussions culminated in the proposed redistribution of public safety costs and positions as recommended by the Orange County Sheriff's Department and are included in the proposed FY 2015-16 contract.

As a result of this change, Aliso Viejo will save approximately \$350,000 annually while the overall number of Deputies servicing the 3 cities will remain the same. This reassignment of personnel and the associated financial burden more accurately reflects the cost of police services for the 3 cities based on the service received. The savings achieved by this redistribution of existing personnel will offset the significant cost increase of approximately \$527,000 originally presented to the City by the Sheriff's

Department for the FY 2015-16 law enforcement contract. By enacting this change, the cost increase is reduced to approximately \$176,000.

These increased contract costs includes salary and benefit increases for sworn personnel approved by the County Board of Supervisors as well as the impact of decisions of the Orange County Employee Retirement System (OCERS) Board. In addition new additional costs the Sheriff's Department has assigned to the upcoming contract includes costs associated with a new Field Training Bureau program (\$157,864), costs associated with the opening of the new Saddleback Station (\$39,475), and an enhance E-Citation program (\$3,465).

The only cost increases initiated by the City which enhances service to the community is the creation of a half-time (.5) Crime Prevention Specialist position (CPS) The CPS was added to assist City staff with Crime Prevention through Environmental Design (CEPTED) plan approval and construction site verification. In addition, the opening of the new Sheriff Substation has resulted in an increase in our investigator costs from a (.33) position to a (.5) position. Formally the city shared the cost of the Investigator Assistant with Rancho Santa Margarita and unincorporated County area. However, Rancho Santa Margarita and unincorporated areas will now receive investigator services from personnel at the new Saddleback Station. As a result, we now share the Investigator Assistant with Laguna Niguel resulting in a slight cost increase.

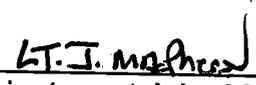
The proposed agreement continues the cost sharing model with the City of Laguna Niguel for the School Resource Officer at Aliso Niguel High School. This cost sharing model was formalized last year and results in a 35% reduction in the City costs for this position.

Crossing Guard Amendment:

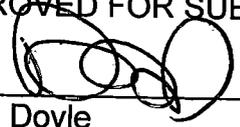
The City has used "All City Management Services" as the crossing guard vendor for the past 12 years. Staff has been pleased with this firm and continues to see this service as critical, given the high number of school children leaving and returning home from school during the school year. The City has a general population of approximately 50,175; and almost one quarter of these residents, many on foot, attend the public schools in town. This firm, which also provides crossing guards to most of the South County Cities, provides the City of Aliso Viejo with eleven crossing guards per school day. Staff will continue to monitor key crossings throughout the community and will report back to the City Council if circumstances change and changes in coverage are warranted.

A complete copy of the proposed FY 2015-16 contract between the City and the Orange County Sheriff's Department is available for review in the Office of the City Clerk.

Respectfully Submitted by:


Lieutenant John MacPherson
Chief of Police Services

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL


David Doyle
Aliso Viejo City Manager

Attachments: Professional Services Agreement entitled "AGREEMENT BETWEEN THE CITY OF ALISO VIEJO AND THE COUNTY OF ORANGE".

Excel Spreadsheet entitled "CITY OF ALISO VIEJO FISCAL YEAR 2014-2015 FINAL".

Crossing guard contract entitled "Amendment to Agreement between All City Management Services and the City of Aliso Viejo for providing School Crossing Guard Services".

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**AGREEMENT
BETWEEN THE
CITY OF ALISO VIEJO
AND THE
COUNTY OF ORANGE**

THIS AGREEMENT is entered into this First day of May 2015, which date is enumerated for purposes of reference only, by and between the CITY OF ALISO VIEJO, hereinafter referred to as "CITY", and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY".

RECITALS:

WHEREAS, CITY wishes to contract with COUNTY for law enforcement services; and

WHEREAS, COUNTY is agreeable to the rendering of such services, as authorized in Government Code Sections 51301 and 55632, on the terms and conditions hereinafter set forth,

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

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1 **A. TERM:**

2 The term of this Agreement shall commence July 1, 2015 and terminate
3 June 30, 2016 unless earlier terminated by either party or extended in the
4 manner set forth herein.

5 **B. OPTIONAL TERMINATION OR EXTENSION:**

6 1. COUNTY or CITY may terminate this Agreement, without cause, upon one
7 hundred and eighty (180) days written notice to the other party.

8 2. If COUNTY and CITY have not entered into a written agreement by June
9 30, 2016 for COUNTY to provide to CITY, during all or part of the period
10 between July 1, 2016 and June 30, 2017, law enforcement services similar
11 to those specified herein, then SHERIFF, on behalf of COUNTY, and CITY's
12 Manager, on behalf of CITY, are authorized to execute a written amendment
13 to this Agreement that provides as follows and does not materially alter
14 other terms of the Agreement: SHERIFF shall continue to provide to CITY
15 all or a designated part of the law enforcement services specified herein, for
16 a specified time period between July 1, 2016 and August 31, 2016, and
17 CITY shall pay COUNTY the full costs of providing such services. Such full
18 costs may be greater than those listed herein for the period July 1, 2015
19 through June 30, 2016. SHERIFF and CITY Manager shall file copies of
20 any such amendments to this Agreement with the Clerk of COUNTY's
21 Board of Supervisors and CITY's Clerk.

22 **C. REGULAR SERVICES BY COUNTY:**

23 1. COUNTY, through its Sheriff-Coroner and deputies, officers and employees,
24 hereinafter referred to as "SHERIFF", shall render to CITY law enforcement
25 services as hereinafter provided. Such services shall include the
26 enforcement of lawful State statutes and lawful municipal ordinances of
27 CITY other than licensing ordinances.

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C. REGULAR SERVICES BY COUNTY: (Continued)

2. The night, day and evening patrol and supervisory shifts will be established by SHERIFF. Personnel of each shift may work varying and different times and may be deployed to other shifts when, in the opinion of SHERIFF and CITY Manager, the need arises. Any long-term shift deployment change will be reported to the CITY's Council.

3. The level of service, other than for licensing, to be provided by the COUNTY for the period July 1, 2015 through June 30, 2016, shall be as follows:

Management:

- One (1) Lieutenant

Supervision:

- One (1) Sergeant - Administrative
(80 hours per two-week pay period)
- One (1) Sergeant – Patrol.
(80 hours per two-week pay period)
- Thirty-three one hundredths of one (0.33) Sergeant - Patrol
(26.40 hours per two-week pay period)

Investigation Services:

- Two (2) Investigators
(each 80 hours per two-week pay period)
- One half of one (0.50) Investigative Assistant
(40 hours per two-week pay period)

Patrol Services:

- Fifteen (15) Deputy Sheriff IIs - Patrol
(each 80 hours per two-week pay period)
Deployment to be determined by SHERIFF in cooperation with CITY
Manager

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C. REGULAR SERVICES BY COUNTY: (Continued)

Traffic Services:

- Two (2) Deputy Sheriff IIs - Motorcycle
(each 80 hours per two-week pay period)
Deployment to be determined by SHERIFF in cooperation with CITY
Manager.

Crime Prevention:

- One (1) Crime Prevention Specialist
(80 hours per two-week pay period)

Parking Control:

- Two (2) Community Service Officers
(each 80 hours per two-week pay period)

Community Support Unit:

- Sixty-five one hundredths of one (0.65) Deputy Sheriff II –
School Resource Officer (Shared)
(52 hours per two-week pay period)

Additional Services:

- One half of one (0.50) Senior Emergency Management
Program Coordinator
(40 hours per two-week pay period)
- Extra Help services as needed

Regional / Shared Staff:

- 4.89 percent of sixty one hundredths of one (0.60) Sergeant – Traffic
- 4.89 percent of four (4) Deputy Sheriff IIs – Traffic
- 4.89 percent of two (2) Investigative Assistants – Traffic
- 4.89 percent of one (1) Office Specialist – Traffic
- 2.57 percent of thirty one hundredths of one (0.30) Sergeant –
Auto Theft

1 **C. REGULAR SERVICES BY COUNTY: (Continued)**

- 2 • 2.57 percent of two (2) Investigators – Auto Theft
- 3 • 2.57 percent of one (1) Investigative Assistant – Auto Theft
- 4 • 2.57 percent of one (1) Office Specialist – Auto Theft
- 5 • 8.38 percent of one (1) Sergeant – Directed Enforcement Team (DET)
- 6 • 8.38 percent of one (1) Investigator – Directed Enforcement Team (DET)
- 7 • 6.88 percent of one (1) Office Specialist - Subpoena
- 8 • 8.79 percent of two (2) Investigative Assistants - Courts
- 9 • 6.25 percent of one half of one (0.50) Motorcycle Sergeant
- 10 • Services Ins/Service Out

11 (Shared Services with Cities of Laguna Woods and Laguna Hills)

12 4. For any service listed in Subsection C-3 of this Agreement that is provided
13 to CITY at less than 100% of a full-time SHERIFF position, COUNTY retains
14 the option to terminate such service in the event the other city or cities that
15 contract(s) for the balance of the time of the employee providing the service
16 no longer pay(s) for such service and CITY does not request the Agreement
17 be amended to provide for payment of 100% of the cost of the employee
18 providing such service. The Maximum Obligation of CITY set forth in
19 Subsection G-3 will be adjusted accordingly.

20 5. All services contracted for in this Agreement may not be operational on the
21 precise date specified in this Agreement. In those instances, SHERIFF shall
22 notify CITY Manager of the date or dates such service or services are to be
23 implemented. COUNTY shall reduce the monthly charges to CITY, based
24 on the actual date of implementation of the service or services. Charges
25 shall be reduced on the next monthly billing tendered in accordance with
26 Subsection G-4 of this Agreement.

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C. REGULAR SERVICES BY COUNTY: (Continued)

6. During emergencies, such as mutual aid situations, SHERIFF will attempt to leave in CITY the Lieutenant in charge of CITY Police Services. If SHERIFF determines that the Lieutenant is needed elsewhere, SHERIFF will notify CITY's Manager within four (4) hours. SHERIFF will return the Lieutenant to CITY as soon as possible once the emergency situation is under control.
7. With respect to the licensing ordinances of CITY listed in Attachment A hereto, which is incorporated herein by this reference, SHERIFF shall receive applications for CITY licenses pursuant to said ordinances and complete investigations relating to such applications. Said investigations shall be forwarded to CITY Manager. COUNTY shall not provide any advisory, administrative, hearing or litigation attorney support or services related to licensing. COUNTY shall not provide any administrative or investigatory services related to the licensing ordinances listed in Attachment A hereto, except the investigations relating to initial applications for which this subsection provides.
8. With the limitations set forth below, SHERIFF, on behalf of COUNTY, and CITY Manager, on behalf of CITY, are authorized to execute written amendments to this Agreement to increase or decrease the level of service set forth in Subsection C-3, when SHERIFF and CITY Manager mutually agree that such increase or decrease in the level of service is appropriate. Any such amendment to the Agreement shall concomitantly increase or decrease the cost of services payable by CITY set forth in Subsection G-2 and the Maximum Obligation of CITY set forth in Subsection G-3, in accordance with the current year's COUNTY law enforcement cost study. SHERIFF and CITY Manager shall file copies of any such amendments to this Agreement with the Clerk of COUNTY's Board of Supervisors and CITY's Clerk. Amendments to this Agreement executed by SHERIFF and

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C. REGULAR SERVICES BY COUNTY: (Continued)

CITY Manager may not, in the aggregate, increase or decrease the cost of services payable by CITY by more than one percent (1%) of the total cost originally set forth in Subsection G-2 and the Maximum Obligation originally set forth in Subsection G-3.

Prior approval by COUNTY's Board of Supervisors and CITY's Council is required before execution of any amendment that brings the aggregate total of changes in costs payable by CITY to more than one percent (1%) of the total cost originally set forth in Subsection G-2 and the Maximum Obligation originally set forth in Subsection G-3 of this Agreement.

D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:

1. Enhanced services for events on CITY property. At the request of CITY, through its City Manager, SHERIFF may provide enhanced law enforcement services for functions, such as community events, conducted on property that is owned, leased or operated by CITY. SHERIFF shall determine personnel and equipment needed for such enhanced services. To the extent the services provided at such events are at a level greater than that specified in Subsection C-3 of this Agreement, CITY shall reimburse COUNTY for such additional services, at an amount computed by SHERIFF, based on the current year's COUNTY law enforcement cost study. The cost of these enhanced services shall be in addition to the Maximum Obligation of CITY set forth in Subsection G-3 of this Agreement. SHERIFF shall bill CITY immediately after each such event.

2. Supplemental services for occasional events operated by private individuals and entities on non-CITY property. At the request of CITY, through its City Manager, and within the limitations set forth in this Subsection D-2, SHERIFF may provide supplemental law enforcement services to preserve the peace at special events or occurrences that occur on an occasional

1. **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY: (Continued)**
 2 basis and are operated by private individuals or private entities on non-CITY
 3 property. SHERIFF shall determine personnel and equipment needed for
 4 such supplemental services, and will provide such supplemental services
 5 only if SHERIFF is able to do so without reducing the normal and regular
 6 ongoing services that SHERIFF otherwise would provide to CITY pursuant
 7 to this Agreement. Such supplemental services shall be provided only by
 8 regularly appointed full-time peace officers, at rates of pay governed by a
 9 Memorandum of Understanding between COUNTY and the bargaining
 10 unit(s) representing the peace officers providing the services. Such
 11 supplemental services shall include only law enforcement duties and shall
 12 not include services authorized to be provided by a private patrol operator,
 13 as defined in Section 7582.1 of the Business and Professions Code. Law
 14 enforcement support functions, including, but not limited to, clerical
 15 functions and forensic science services, may be performed by non-peace
 16 officer personnel if the services do not involve patrol or keeping the peace
 17 and are incidental to the provision of law enforcement services. CITY shall
 18 reimburse COUNTY its full, actual costs of providing such supplemental
 19 services at an amount computed by SHERIFF, based on the current year's
 20 COUNTY law enforcement cost study. The cost of these supplemental
 21 services shall be in addition to the Maximum Obligation of CITY set forth in
 22 Subsection G-3 of this Agreement. SHERIFF shall bill CITY immediately
 23 after each such event.

24 3. Supplemental services for events operated by public entities on non-CITY
 25 property. At the request of CITY, through its City Manager, and within the
 26 limitations set forth in this Subsection D-3, SHERIFF may provide
 27 supplemental law enforcement services to preserve the peace at special
 28 events or occurrences that occur on an occasional basis and are operated

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D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY: (Continued)

by public entities on non-CITY property. SHERIFF shall determine personnel and equipment needed for such supplemental services, and will provide such supplemental services only if SHERIFF is able to do so without reducing services that SHERIFF otherwise would provide to CITY pursuant to this Agreement. CITY shall reimburse COUNTY its full, actual costs of providing such supplemental services at an amount computed by SHERIFF, based on the current year's COUNTY law enforcement cost study. The cost of these supplemental services shall be in addition to the Maximum Obligation of CITY set forth in Subsection G-3 of this Agreement. SHERIFF shall bill CITY immediately after each such event.

4. Notwithstanding the foregoing, CITY, through its permit process, may utilize the services of SHERIFF at events, for which CITY issues permits, that are operated by private individuals or entities or public entities. SHERIFF shall determine personnel and equipment needed for said events. If said events are in addition to the level of services listed in Subsection C-3 of this Agreement, CITY shall reimburse COUNTY for such additional services at an amount computed by SHERIFF, based upon the current year's COUNTY law enforcement cost study. The cost of these services shall be in addition to the Maximum Obligation of CITY set forth in Subsection G-3 of this Agreement. SHERIFF shall bill CITY immediately after said services are rendered.

5. In accordance with Government Code Section 51350, COUNTY has adopted Board Resolution 89-1160 which identifies Countywide services, including but not limited to helicopter response. SHERIFF through this contract provides enhanced helicopter response services. The cost of enhanced helicopter response services is included in the cost of services set forth in Subsection G-2 and in the Maximum Obligation of CITY set forth

1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

2 in Subsection G-3. COUNTY shall not charge any additional amounts for
3 enhanced helicopter services after the cost of services set forth in
4 Subsection G-2 and in the Maximum Obligation set forth in Subsection G-3
5 has been established without written notification to the CITY.

6 **E. PATROL VIDEO SYSTEMS:**

- 7 1. As part of the law enforcement services to be provided to CITY, COUNTY
8 has provided, or will provide, patrol video systems (hereinafter called "PVS")
9 that are or will be mounted in patrol vehicles designated by COUNTY for
10 use within CITY service area.
- 11 2. SHERIFF has the exclusive right to use said PVS for law enforcement
12 services related to this Agreement.
- 13 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition and
14 installation of Patrol Video Systems that are or will be mounted in patrol
15 vehicles assigned to CITY, and b) recurring costs, as deemed necessary by
16 COUNTY, including the costs of maintenance and contributions to a fund for
17 replacement and upgrade of such PVS when they become functionally or
18 technologically obsolete.
- 19 The costs to be paid by CITY for recurring costs, including maintenance and
20 replacement/upgrade of PVS, are included in the costs set forth in
21 Subsection G-2 and the Maximum Obligation of CITY set forth in Subsection
22 G-3 of this Agreement unless CITY has already paid such costs. CITY shall
23 not be charged additional amounts for maintenance or replacement/upgrade
24 of said PVS during the period July 1, 2015 through June 30, 2016.
- 25 4. If, following the initial acquisition of PVS referenced above, CITY requires
26 PVS for additional patrol cars designated for use in the CITY service area,
27 COUNTY will purchase said additional PVS. Upon demand by COUNTY,
28 CITY will pay to COUNTY a) the full costs of acquisition and installation of

1 **E. PATROL VIDEO SYSTEMS: (Continued)**

2 said additional PVS, and b) the full recurring costs for said PVS, as deemed
3 necessary by COUNTY, including the costs of maintenance, and
4 contributions to a fund for replacement and upgrade of such PVS when they
5 become functionally or technologically obsolete. Said costs related to
6 additional PVS are not included in, and are in addition to, the costs set forth
7 in Subsection G-2 and the Maximum Obligation of CITY set forth in
8 Subsection G-3 of this Agreement.

9 5. COUNTY will replace and/or upgrade PVS as needed. The costs of
10 replacing/upgrading PVS shall be paid by COUNTY from the
11 replacement/upgrade funds to be paid by CITY in accordance with the
12 foregoing. CITY shall not be charged any additional charge to replace or
13 upgrade PVS.

14 **F. LICENSING SERVICES BY CITY:**

15 Upon receipt from COUNTY of investigations of applications for licenses
16 referred to in Subsection C-7 of this Agreement, CITY Manager shall determine
17 whether to grant or deny the licenses and will issue the licenses or notify the
18 applicants of denial. CITY shall provide all attorney services related to the
19 granting, denial, revocation and administration of said licenses and the
20 enforcement of CITY ordinances pertaining to said licenses.

21 **G. PAYMENT:**

22 1. Pursuant to Government Code Section 51350, CITY agrees to pay to
23 COUNTY the full costs of performing the services mutually agreed upon in
24 this Agreement. The costs of services include salaries, wages, benefits,
25 mileage, services, supplies, equipment, and divisional, departmental and
26 COUNTY General overhead.

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1 **G. PAYMENT: (Continued)**

2 2. Unless the level of service described in Subsection C-3 is increased or
 3 decreased by mutual agreement of the parties, or CITY is required to pay
 4 for increases as set forth in Subsection G-5, the full cost of services
 5 described in Subsection C-3 of this Agreement, other than Licensing
 6 Services, to be provided by the COUNTY for the period July 1, 2015 through
 7 June 30, 2016, shall be as follows:

8 **SERVICE** **COST OF SERVICE**

9 **Management:**

- 10 • One (1) Lieutenant
 11 @ \$319,245/each \$ 319,245

12 **Supervision:**

- 13 • One (1) Sergeant - Administrative
 14 @ \$277,869/each \$ 277,869
 15 • One (1) Sergeant - Patrol
 16 @ \$277,869/each \$ 277,869
 17 • Thirty-three one hundredths of one (0.33) Sergeant - Patrol
 18 @ \$277,869/each \$ 91,697

19 **Investigation Services:**

- 20 • Two (2) Investigators
 21 @ \$275,999/each \$ 551,998
 22 • One half of one (0.50) Investigative Assistant
 23 @ \$152,891/each \$ 76,449

24 **Patrol Services:**

- 25 • Fifteen (15) Deputy Sheriff IIs – Patrol
 26 @ \$230,739/each \$ 3,461,085

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1 **G. PAYMENT: (Continued)**

2 **SERVICE**

COST OF SERVICE

3 **Traffic Services:**

- 4 • Two (2) Deputy Sheriff IIs - Motorcycle
- 5 @ \$235,922/each

\$ 471,844

6 **Crime Prevention:**

- 7 • One (1) Crime Prevention Specialist
- 8 @ \$92,906/each

\$ 92,906

9 **Parking Control:**

- 10 • Two (2) Community Service Officers
- 11 @ \$114,356/each

\$ 228,712

12 **Community Support Unit:**

- 13 • Sixty-five one hundredths of one (0.65) Deputy Sheriff II –
- 14 School Resource Officer
- 15 @ \$230,739/each

\$ 149,980

16 **Additional Services:**

- 17 • One half of one (0.50) Senior Emergency Management
- 18 Program Coordinator
- 19 @ \$107,314/each
- 20 • Extra Help services as needed

\$ 53,657

\$ 21,092

21 **Regional / Shared Staff:**

- 22 • 4.89% of sixty one hundredths of one (0.60) Sergeant – Traffic
- 23 @ \$281,289/each
- 24 • 4.89% of four (4) Deputy Sheriff IIs – Traffic
- 25 @ \$245,706/each
- 26 • 4.89% of two (2) Investigative Assistants – Traffic
- 27 @ \$115,074/each

\$ 8,253

\$ 48,060

\$ 11,254

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G. PAYMENT: (Continued)

<u>SERVICE</u>	<u>COST OF SERVICE</u>
----------------	------------------------

- | | |
|---|-------------|
| • 4.89% of one (1) Office Specialist – Traffic
@ \$92,928/each | \$ 4,544 |
| • 2.57% of thirty one hundredths of one (0.30) Sergeant – Auto Theft
@ \$280,513/each | \$ 2,163 |
| • 2.57% of two (2) Investigators – Auto Theft
@ \$251,035/each | \$ 12,903 |
| • 2.57% of one (1) Investigative Assistant – Auto Theft
@ \$119,265/each | \$ 3,065 |
| • 2.57% of one (1) Office Specialist – Auto Theft
@ \$91,980/each | \$ 2,364 |
| • 8.38% of one (1) Sergeant – Directed Enforcement Team (DET)
@ \$379,854/each | \$ 31,832 |
| • 8.38% of one (1) Investigator – Directed Enforcement Team (DET)
@ \$300,961/each | \$ 25,221 |
| • 6.88% of one (1) Office Specialist – Subpoena
@ \$84,796/each | \$ 5,834 |
| • 8.79% of two (2) Investigative Assistants - Courts
@ \$116,732/each | \$ 20,521 |
| • 6.25% of one half of one (0.50) Motorcycle Sergeant
@ \$308,496/each | \$ 9,641 |
| • Services Ins/Services Outs (Credit for Shared Services
with Cities of Laguna Woods and Laguna Hills) | (\$ 19,030) |

Other Charges and Credits	\$ 1,040,121
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Charges: Annual leave paydowns and apportionment of cost of leave balances paid at end of employment; premium pay for bilingual staff; contract administration; data line charges; direct services and

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supplies; E-citation; enhanced helicopter response services; facility lease; holiday pay: comp and straight time; Integrated Law & Justice Agency of Orange County; mobile data computer (MDC) recurring costs; on-call pay; overtime; patrol training cost allocation; patrol video system (PVS) recurring costs; retirement rate discount expenses (interest and cost of issuance); training; transportation costs including vehicle fuel, mileage interest for replacement vehicles and maintenance.

Credits: Local assistance funding; false alarm fees; overtime rate adjustment; reimbursement for training and miscellaneous programs; retirement rate discount FY 2015-16.

TOTAL COST OF SERVICES \$ 7,281,149

- 3. Unless the level of service described in Subsection C-3 is increased, or CITY is required to pay increases as set forth in Subsection G-5, the Maximum Obligation of CITY for services, other than Licensing Services, described in Subsection C-3 of this Agreement, to be provided by the COUNTY for the period July 1, 2015 through June 30, 2016, is \$7,281,149.
- 4. COUNTY shall invoice CITY monthly. During the period July 1, 2015 through June 30, 2016, said invoices will require payment by CITY of one-twelfth (1/12) of the Maximum Obligation of CITY set forth in Subsection G-3 of this Agreement, as said Maximum Obligation may have been increased or decreased pursuant to mutual agreement of the parties. In addition, if a determination is made that increases described in Subsection G-5 must be paid, COUNTY thereafter shall include the pro-rata charges for such increases in its monthly invoices to CITY for the balance of the period between July 1, 2015 and June 30, 2016.
- 5-a. At the time this Agreement is executed, there are unresolved issues pertaining to potential changes in salaries and benefits for COUNTY

1 **G. PAYMENT: (Continued)**

2 employees. The costs of such potential changes are not included in the
3 Fiscal Year 2015-16 costs set forth in Subsection G-2 nor in the Fiscal Year
4 2015-16 Maximum Obligation of City set forth in Subsection G-3 of this
5 Agreement. If the changes result in the COUNTY incurring or becoming
6 obligated to pay for increased costs for or on account of personnel whose
7 costs are included in the calculations of costs charged to CITY hereunder,
8 CITY shall pay COUNTY, in addition to the Maximum Obligation set forth in
9 Subsection G-3 of this Agreement, the full costs of said increases to the
10 extent such increases are attributable to work performed by such personnel
11 after July 1, 2015, and CITY's Maximum Obligation hereunder shall be
12 deemed to have increased accordingly. CITY shall pay COUNTY in full for
13 such increases on a pro-rata basis over the portion of the period between
14 July 1, 2015 and June 30, 2016 remaining after COUNTY notifies CITY that
15 increases are payable. If the changes result in the COUNTY incurring or
16 becoming obligated to pay for decreased costs for or on account of
17 personnel whose costs are included in the calculations of costs charged to
18 CITY hereunder, COUNTY shall reduce the amount owed by the CITY to
19 the extent such decreases are attributable to work performed by such
20 personnel during the period July 1, 2015 through June 30, 2016, and CITY's
21 Maximum Obligation hereunder shall be deemed to have decreased
22 accordingly. COUNTY shall reduce required payment by CITY in full for
23 such decreases on a pro-rata basis over the portion of the period between
24 July 1, 2015 and June 30, 2016 remaining after COUNTY notifies CITY that
25 the Maximum Obligation has decreased.

26 5-b. If CITY is required to pay for increases as set forth in Subsection G-5a
27 above, COUNTY, at the request of CITY, will thereafter reduce the level of
28 service to be provided to CITY pursuant to Subsection C-3 of this

1 **G. PAYMENT: (Continued)**

2 Agreement to a level that will make the Maximum Obligation of CITY
 3 hereunder for the period July 1, 2015 through June 30, 2016 an amount
 4 specified by CITY that is equivalent to or higher or lower than the Maximum
 5 Obligation set forth in Subsection G-3 for said period at the time this
 6 Agreement originally was executed. The purpose of such adjustment of
 7 service levels will be to give CITY the option of keeping its Maximum
 8 Obligation hereunder at the pre-increase level or at any other higher or
 9 lower level specified by CITY.. In the event of such reduction in level of
 10 service and adjustment of costs, the parties shall execute an amendment to
 11 this Agreement so providing. Decisions about how to reduce the level of
 12 service provided to CITY shall be made by SHERIFF with the approval of
 13 CITY.

- 14 6. CITY shall pay COUNTY in accordance with COUNTY Board of
 15 Supervisors' approved County Billing Policy, which is attached hereto as
 16 Attachment B and incorporated herein by this reference.
- 17 7. COUNTY shall charge CITY late payment penalties in accordance with
 18 County Billing Policy.
- 19 8. As payment for the Licensing Services described in Subsection C-7 of this
 20 Agreement, COUNTY shall retain all fees paid by applicants for licenses
 21 pursuant to CITY ordinances listed in Attachment A hereto. Retention of
 22 said fees by COUNTY shall constitute payment in full to COUNTY for costs
 23 incurred by COUNTY in performing the functions related to licensing
 24 described in Subsection C-7; provided, however, that if any of said fees are
 25 waived or reduced by CITY, CITY shall pay to COUNTY the difference
 26 between the amount of fees retained by COUNTY and the fees that were
 27 set forth in the ordinances listed in Attachment A at the time this Agreement
 28 was executed. If CITY increases the fee schedule for the licensing

1 **G. PAYMENT: (Continued)**

2 ordinances set forth in Attachment A, either party shall have the right to
3 seek amendment of this Agreement with respect to the division of the
4 increased fees between CITY and COUNTY.

- 5 9. Fees generated or collected by SHERIFF contract personnel for copying of
6 documents related to the services provided in this Agreement will be at
7 COUNTY established rates and will be credited to CITY on an annual basis.
8 10. Narcotic asset forfeitures will be handled pursuant to Attachment C hereto,
9 which is incorporated herein by this reference.

10 **H. NOTICES:**

- 11 1. Except for the notices provided for in Subsection 2 of this Section, all
12 notices authorized or required by this Agreement shall be effective when
13 written and deposited in the United States mail, first class postage prepaid
14 and addressed as follows:

15 **CITY:** ATTN: CITY MANAGER
16 12 JOURNEY, SUITE #100
17 ALISO VIEJO, CA 92656 - 5335

18 **COUNTY:** ATTN: LAW ENFORCEMENT CONTRACT MANAGER
19 SHERIFF-CORONER DEPARTMENT
20 320 NORTH FLOWER STREET, SUITE 108
21 SANTA ANA, CA 92703

- 22 2. Termination notices shall be effective when written and deposited in the
23 United States mail, certified, return receipt requested and addressed as
24 above.

25 **I. STATUS OF COUNTY:**

26 COUNTY is, and at all times shall be deemed to be, an independent contractor.
27 Nothing herein contained shall be construed as creating the relationship of
28 employer and employee, or principal and agent, between CITY and COUNTY

1 **I. STATUS OF COUNTY: (Continued)**

2 or any of COUNTY's agents or employees. COUNTY and its SHERIFF shall
3 retain all authority for rendition of services, standards of performance, control of
4 personnel, and other matters incident to the performance of services by
5 COUNTY pursuant to this Agreement. COUNTY, its agents and employees
6 shall not be entitled to any rights or privileges of CITY employees and shall not
7 be considered in any manner to be CITY employees.

8 **J. STATE AUDIT:**

9 Pursuant to Government Code Section 8546.7, CITY and COUNTY shall be
10 subject to examination and audit by the State Auditor for a period of three (3)
11 years after final payment by CITY to COUNTY under this Agreement. CITY
12 and COUNTY shall retain all records relating to the performance of this
13 Agreement for said three-year period, except that those records pertaining to
14 any audit then in progress, or to any claims or litigation, shall be retained
15 beyond said three-year period, until final resolution of said audit, claim or
16 litigation.

17 **K. ALTERATION OF TERMS:**

18 This Agreement fully expresses all understanding of CITY and COUNTY with
19 respect to the subject matter of this Agreement and shall constitute the total
20 Agreement between the parties for these purposes. No addition to, or
21 alteration of, the terms of this Agreement shall be valid unless made in writing,
22 formally approved and executed by duly authorized agents of both parties.

23 **L. INDEMNIFICATION:**

24 1. COUNTY, its officers, agents, employees, subcontractors and independent
25 contractors shall not be deemed to have assumed any liability for the
26 negligence or any other act or omission of CITY or any of its officers,
27 agents, employees, subcontractors or independent contractors, or for any
28 dangerous or defective condition of any public street or work or property of

1 **L. INDEMNIFICATION: (Continued)**

2 CITY, or for any illegality or unconstitutionality of CITY's municipal
3 ordinances. CITY shall indemnify and hold harmless COUNTY, and its
4 elected and appointed officials, officers, agents, employees, subcontractors
5 and independent contractors from any claim, demand or liability whatsoever
6 based or asserted upon the condition of any public street or work or
7 property of CITY, or upon the illegality or unconstitutionality of any municipal
8 ordinance of CITY that SHERIFF has enforced, or upon any act or omission
9 of CITY, or its elected and appointed officials, officers, agents, employees,
10 subcontractors or independent contractors related to this Agreement,
11 including, but not limited to, any act or omission related to the maintenance
12 or condition of any vehicle or motorcycle that is owned or possessed by
13 CITY and used by COUNTY personnel in the performance of this
14 Agreement, for property damage, bodily injury or death or any other element
15 of damage of any kind or nature, and CITY shall defend at its expense
16 including attorney fees, and with counsel approved in writing by COUNTY,
17 COUNTY and its elected and appointed officials, officers, agents,
18 employees, subcontractors and independent contractors in any legal action
19 or claim of any kind based upon or asserted upon such condition of public
20 street or work or property, or illegality or unconstitutionality of a municipal
21 ordinance, or alleged acts or omissions. If judgment is entered against
22 CITY and COUNTY by a court of competent jurisdiction because of the
23 concurrent active negligence of either party, CITY and COUNTY agree that
24 liability will be apportioned as determined by the court. Neither party shall
25 request a jury apportionment.

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1 **L. INDEMNIFICATION: (Continued)**

2 2. COUNTY shall indemnify and hold harmless CITY and its elected and
3 appointed officials, officers, agents, employees, subcontractors and
4 independent contractors from any claim, demand or liability whatsoever
5 based or asserted upon any act or omission of COUNTY or its elected and
6 appointed officials, officers, agents, employees, subcontractors or
7 independent contractors related to this Agreement, for property damage,
8 bodily injury or death or any other element of damage of any kind or nature,
9 and COUNTY shall defend, at its expense, including attorney fees, and with
10 counsel approved in writing by CITY, CITY and its elected and appointed
11 officials, officers, agents, employees, subcontractors and independent
12 contractors in any legal action or claim of any kind based or asserted upon
13 such alleged acts or omissions.

14 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:**

15 1. COUNTY has established a Traffic Violator Apprehension Program [“the
16 Program”], which is operated by SHERIFF, and is designed to reduce
17 vehicle accidents caused by unlicensed drivers and drivers whose licenses
18 are suspended and to educate the public about the requirements of the
19 Vehicle Code and related safety issues with regard to driver licensing,
20 vehicle registration, vehicle operation, and vehicle parking. The Program
21 operates throughout the unincorporated areas of the COUNTY and in the
22 cities that contract with COUNTY for SHERIFF’s law enforcement services,
23 without regard to jurisdictional boundaries, because an area-wide approach
24 to reduction of traffic accidents and driver education is most effective in
25 preventing traffic accidents. In order for CITY to participate in the Program,
26 CITY has adopted a fee pursuant to Vehicle Code Section 22850.5, in the
27 amount and under the terms and conditions set forth in the resolution that is
28 attached hereto as Attachment D and incorporated into this Agreement by

1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM: (Continued)**

2 reference [hereinafter called a "TVAP resolution"], and has directed that the
 3 revenue from such fee be used for the Program. CITY's participation in the
 4 Program may be terminated at any time by rescission or amendment of its
 5 TVAP resolution that is attached hereto as Attachment D. In the event CITY
 6 1) amends said TVAP resolution, or rescinds said TVAP resolution and
 7 adopts a new resolution TVAP pertaining to the above-referenced fee and
 8 the Program, and 2) remains a participant in the Program thereafter, CITY's
 9 Manager, on behalf of CITY, and SHERIFF, on behalf of COUNTY, have
 10 authority to execute an amendment of this Agreement to substitute CITY's
 11 amended or new TVAP resolution for Attachment D hereto, as long as said
 12 amendment to this Agreement does not materially change any other
 13 provision of this Agreement.

- 14 2. COUNTY will make available for review, at the request of CITY, all financial
 15 data related to the Program as may be requested by CITY.
- 16 3. Fee revenue generated by COUNTY and participating cities will be used to
 17 fund the following positions, which will be assigned to the Program:
- 18 • Ten one hundredths of one (0.10) Sergeant
 - 19 (8 hours per two-week pay period)
 - 20 • One (1) Staff Specialist
 - 21 (80 hours per two-week pay period)
 - 22 • One (1) Office Specialist
 - 23 (80 hours per two-week pay period)
- 24 4. Fee revenue generated by CITY may be used to reimburse CITY for
 25 expenditures for equipment and/or supplies directly in support of the
 26 Program. In order for an expenditure for equipment and/or supplies to be
 27 eligible for reimbursement, CITY shall submit a request for and obtain pre-
 28 approval of the expenditure by using the form as shown in Attachment E.

1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM: (Continued)**

2 The request shall be submitted within the budget schedule established by
 3 SHERIFF. SHERIFF shall approve the expenditure only if both of the
 4 following conditions are satisfied: 1) there are sufficient Program funds,
 5 attributable to revenue generated by CITY's fee, to pay for the requested
 6 purchase, and 2) CITY will use the equipment and/or supplies, during their
 7 entire useful life, only for purposes authorized by its TVAP resolution in
 8 effect at the time of purchase. In the event that CITY terminates its
 9 participation in the Program, CITY agrees that the equipment purchased by
 10 CITY and reimbursed by Program funds will continue to be used, during the
 11 remainder of its useful life, exclusively for the purposes authorized by CITY's
 12 TVAP resolution in effect at the time of purchase.

- 13 5. In the event the fees adopted by COUNTY, CITY and other participating
 14 jurisdictions are not adequate to continue operation of the Program at the
 15 level at which it operated previously, COUNTY, at the option of CITY, will
 16 reduce the level of Program service to be provided to CITY or will continue
 17 to provide the existing level of Program services. COUNTY will charge CITY
 18 the cost of any Program operations that exceed the revenue generated by
 19 fees. Such charges shall be in addition to the Maximum Obligation of CITY
 20 set forth in Subsection G-3 of this Agreement. The amount of any revenue
 21 shortfall charged to CITY will be determined, at the time the revenue
 22 shortfall is experienced, according to CITY's share of Program services
 23 rendered. In the event of a reduction in level of Program service, termination
 24 of Program service or adjustment of costs, the parties shall execute an
 25 amendment to this Agreement so providing. Decisions about how to reduce
 26 the level of Program service provided to CITY shall be made by SHERIFF
 27 with the approval of CITY.

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1 **N. MOBILE DATA COMPUTERS:**

- 2 1. As part of the law enforcement services to be provided to CITY, COUNTY
3 has provided, or will provide, mobile data computers (hereinafter called
4 "MDCs") that are or will be mounted in patrol vehicles and motorcycles,
5 designated by COUNTY for use within CITY limits.
- 6 2. SHERIFF has the exclusive right to use said MDCs for law enforcement
7 services related to this Agreement.
- 8 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition and
9 installation of MDCs that are or will be mounted in patrol vehicles and
10 motorcycles assigned to CITY, and b) recurring costs, as deemed
11 necessary by COUNTY, including the costs of maintenance and
12 contributions to a fund for replacement and upgrade of such MDCs when
13 they become functionally or technologically obsolete.

14 The costs to be paid by CITY for recurring costs, including maintenance and
15 replacement/upgrade of MDCs, are included in the costs set forth in
16 Subsection G-2 and the Maximum Obligation of CITY set forth in Subsection
17 G-3 of this Agreement unless CITY has already paid such costs. CITY shall
18 not be charged additional amounts for maintenance or replacement/upgrade
19 of said MDCs during the period July 1, 15 through June 30, 16.

- 20 4. If, following the initial acquisition of MDCs referenced above, CITY requires
21 MDCs for additional patrol cars or motorcycles designated for use in the
22 CITY, or for CITY's Emergency Operations Center, COUNTY will purchase
23 said additional MDCs. Upon demand by COUNTY, CITY will pay to
24 COUNTY a) the full costs of acquisition and installation of said additional
25 MDCs, and b) the full recurring costs for said MDCs, as deemed necessary
26 by COUNTY, including the costs of maintenance, and contributions to a
27 fund for replacement and upgrade of such MDCs when they become
28 functionally or technologically obsolete. Said costs related to additional

1 **N. MOBILE DATA COMPUTERS: (Continued)**

2 MDCs are not included in, and are in addition to, the costs set forth in
3 Subsection G-2 and the Maximum Obligation of CITY set forth in Subsection
4 G-3 of this Agreement.

- 5 5. COUNTY will replace and/or upgrade MDCs as needed. The costs of
6 replacing/upgrading MDCs shall be paid by COUNTY from the replacement/
7 upgrade funds to be paid by CITY in accordance with the foregoing. CITY
8 shall not be charged any additional charge to replace or upgrade MDCs.

9 **O. E-CITATION UNITS:**

- 10 1. As part of the law enforcement services to be provided to CITY, COUNTY
11 has provided, or will provide, E-Citation units designated by COUNTY for
12 use within CITY limits.
13 2. SHERIFF has the exclusive right to use said E-Citation units for law
14 enforcement services related to this Agreement.
15 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition of
16 E-Citation units that are assigned to CITY, and b) recurring costs, as
17 deemed necessary by COUNTY, including the costs of maintenance and
18 contributions to a fund for replacement and upgrade of such E-Citation units
19 when they become functionally or technologically obsolete.

20 The costs to be paid by CITY for recurring costs, including maintenance and
21 replacement/upgrade of E-Citation units, are included in the costs set forth
22 in Subsection G-2 and the Maximum Obligation of CITY set forth in
23 Subsection G-3 of this Agreement unless CITY has already paid such costs.
24 CITY shall not be charged additional amounts for maintenance or
25 replacement/upgrade of said E-Citation units during the period July 1, 2015
26 through June 30, 2016.

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O. E-CITATION UNITS: (Continued)

- 4. If, following the initial acquisition of E-Citation units referenced above, CITY requires E-Citation units designated for use in CITY, COUNTY will purchase said additional E-Citation units. Upon demand by COUNTY, CITY will pay to COUNTY a) the full costs of acquisition of said additional E-Citation units, and b) the full recurring costs for said E-Citation units, as deemed necessary by COUNTY, including the costs of maintenance, and contributions to a fund for replacement and upgrade of such E-Citation units when they become functionally or technologically obsolete. Said costs related to additional E-Citation units are not included in, and are in addition to, the costs set forth in Subsection G-2 and the Maximum Obligation of CITY set forth in Subsection G-3 of this Agreement.
- 5. COUNTY will replace and/or upgrade E-Citation units as needed. The costs of replacing/upgrading E-Citation units shall be paid by COUNTY from the replacement/upgrade funds to be paid by CITY in accordance with the foregoing. CITY shall not be charged any additional charge to replace or upgrade E-Citation units.

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ATTACHMENT A

**CITY OF ALISO VIEJO
ORDINANCE NO. 2010-126**

LICENSING

ADULT BUSINESS ENTERTAINER PERMIT INCLUDES DANCE INSTRUCTOR (NUDE), DANCE STUDIO (NUDE), FIGURE MODEL (NUDE), FIGURE MODEL STUDIO (NUDE), INTERLOCUTRIX (NUDE), INTRODUCTORY SERVICE, AND RAP SESSION (NUDE)

BINGO GAME

CANVASSER/SOLICITOR

ESCORT SERVICES

JUNK COLLECTOR

JUNK DEALER

MESSAGE ESTABLISHMENT (Includes FBI fees)

MESSAGE PRACTITIONER/TECHNICIAN (Includes FBI fees)

PEDDLER

POOL ROOM

PUBLIC DANCE

RETAIL SALE OF FIREARMS/GUN DEALER

SECONDHAND DEALER (PAWNBROKER)

SECURITY SYSTEM

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ATTACHMENT B

COUNTY BILLING POLICY
APPROVED BY BOARD MINUTE ORDER DATED OCTOBER 27, 1992

I. POLICY

All County agencies/departments/districts (County) governed by the Board of Supervisors shall bill contracting entities for materials and/or services provided under contract in accordance with the following standardized billing and collection policy. Billing frequency is dependent on whether the contract is a fixed price or actual cost contract. Payment due date is designed to be both responsive to the County's cash flow needs and reasonable enough as to not require special processing by the contracting entity. If payments are not received by the required due dates, a late payment fee shall be computed and billed to the contracting entity in accordance with the requirements of this procedure.

Nothing herein shall affect the liability, including pre-judgment interest, of the contracting party for services or materials in as much as this is a policy to enact standard billing practices.

II. DEFINITIONS

- A. Contract for the purposes of this policy - A contract is a formal written agreement, a purchase order from the contracting entity, or any other acceptable mutual understanding between the contracting parties.
- B. Received by the County - The phrase "received by the County", as used in Section VI of this policy, refers to the date a payment is received by the County. It is defined as the date the payment is in the County's possession. It is not the date the payment is posted or deposited by the County.

III. FIXED PRICE CONTRACTS

- A. Fixed Price (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued no later than five (5) working days after delivery by the County of the materials and/or services. Examples of such one-time, non-recurring provision of materials and/or services might be a city contracting with the Sheriff for security service at a parade or sporting event; or, a city purchasing a computer listing containing certain city-requested data. Payment due date shall be invoice date plus 30 days.
- B. Fixed Price (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued according to the following frequency:
1. Annual Billings that total \$10,000 or less per 12-month period shall be billed via one (1) annual invoice. Annual invoices will be issued for each 12-month period of the contract, or portions thereof. Invoices shall be issued no later than five working days after the beginning of each 12-month period. Payment due date shall be invoice date plus 30 days.

2. Quarterly Billings that are greater than \$10,000 but not more than \$200,000 per 12-month period, shall be billed in quarterly installments. Quarterly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into four (4) installments. Invoices shall be issued no later than 30 days after the beginning of each quarter. Payment due date shall be 60 days after the beginning of each calendar quarter.
3. Monthly Billings that are greater than \$200,000 per 12-month period shall be billed in monthly installments. Monthly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into 12 installments. Invoices shall be issued on or before the first day of each service month. Payment due date shall be 30 days after the beginning of each service month.

An example of a fixed price contract for ongoing, recurring provision of materials and/or services might be a city contracting with the Sheriff for law enforcement services.

IV. ACTUAL COST CONTRACTS

- A. Actual Cost (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued after delivery by the County of the materials and/or services and no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.
- B. Actual Cost (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued on a monthly basis and shall represent the cost of materials and/or services provided to the contracting entity during the previous calendar month. Such invoices shall be issued no later than 15 days after the close of the monthly billing period. If the County agency/department/district does not utilize a monthly billing cycle, the invoice shall be issued no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.

Examples of actual cost contracts for the ongoing, recurring provision of materials and/or services might be a city contracting with the County for communications equipment repair or waste disposal at a County landfill.

V. PAYMENT DUE DATES

Notwithstanding the provisions of Sections II and III above, payment due date shall be at least invoice date plus 30 days. If the County is late in issuing an invoice, the contracting entity would always have at least invoice date plus 30 days to pay. If the County is early in issuing an invoice, the contracting entity would still have a payment due date of either 60 days after the beginning of the quarter (quarterly invoices) or 30 days after the beginning of the service month (monthly invoices).

(EXAMPLES: An invoice for October service, dated and issued October 8 (late) would have a payment due date of November 7. An invoice for August service, dated and issued July 20 (early) would have a payment due date of August 30.)

VI. LATE CHARGES

The late payment of any invoiced amount by a contracting entity will cause the County to incur costs not contemplated by the County/contracting entity agreement, the exact amount of such cost will be extremely difficult to ascertain. Such costs include, but are not limited to, costs such as administrative follow-up and processing of delinquent notices, increased accounting costs, etc.

Late charges will be assessed in the following situations:

- Over-the-counter payments will be assessed a late charge if any payment is not received by the County by the payment due date.
- Payments transmitted to the County via the U.S. Mail that have the payer's postage meter mark will be assessed a late charge if any payment is not received by the County by the payment due date plus one day.
- Payments transmitted to the County via the U.S. Mail that have a U.S. Post Office postmark dated after the payment due date will be assessed a late charge.

The late charge assessed in each of these situations shall be three-quarters of one percent (0.75%) of the payment due and unpaid plus \$100.00 for late payments made within 30 days of the payment due date. An additional charge of three-quarters of one percent (0.75%) of said payment shall be added for each additional 30-day period that the payment remains unpaid. Late charges shall be added to the payment and invoiced to the contracting entity in accordance with this policy.

VII. COLLECTIONS

Any invoice remaining unpaid 90 days after the invoice date shall be referred to the Auditor-Controller for subsequent collection action, such as deduction from contracting entity moneys on deposit with the County Treasurer in accordance with Government Code Section 907 and any other applicable provision of law. Non-payment of invoices and applicable late charges will constitute a breach of contract for which the County retains all legal remedies including termination of the contract.

VIII. DISCOUNT FOR EARLY PAYMENT

Any payment received by the County from a contracting entity 20 days or more before the payment due date shall be entitled to a discount of one-quarter of one percent (0.25%). If the contracting entity takes a discount, and the payment is received by the County less than 20 days before the payment due date, County staff shall immediately notify the contracting entity by telephone that the discount should not have been taken and that the balance is due by the original payment due date.

If the balance is not received by the County in accordance with the dates as specified in Section VII, applicable late charges shall be calculated on the balance due.

IX. DEFERRED REVENUE

At fiscal year end, any portion of revenue invoiced (not necessarily received) during the fiscal year being closed out that represents charges or prepayment for materials and/or services for the upcoming fiscal year shall be reclassified from a revenue account to a deferred revenue account (liability). In the new fiscal year the deferred revenue shall be reclassified to a revenue account. (EXAMPLE: On June 1, 19X1, a city is invoiced \$48,000 which represents charges for the 12-month period June 1, 19X1 to May 31, 19X2. The amount to be reclassified to deferred revenue would be \$44,000, representing 11/12ths of the total amount. In July 19X1, the \$44,000 would be reclassified to revenue.) Reclassification entries shall be made by Auditor-Controller Agency Accounting units, or for those agencies/departments/districts without such a unit, the agency/department/district shall notify the Auditor-Controller of the amounts to be reclassified.

X. COST RECOVERY

All County agencies/department/districts shall include all costs of providing contracted services in contract rates. Including all direct costs, allocated indirect costs such as departmental and County (CWCAP) overhead, and cost of capital financing.

XI. EXISTING CONTRACTS

Billing terms and provisions contained in existing contracting entity agreements (existing as of the date this policy is approved by the Board of Supervisors) shall remain in effect for the life of the contract. However, when these existing contracts are renegotiated, they shall contain the billing provisions as set forth in this policy.

XII. DEVIATIONS FROM POLICY

Deviations from this policy shall be approved by the Board of Supervisors. Proposed deviations by agencies/departments/districts shall be submitted to the CEO for concurrence in advance of filing an Agenda Item Transmittal (AIT) with the Clerk of the Board. The CEO, or his/her designee, shall advise the agency/department/district of approval or disapproval of the proposed deviations. If a County agency/department/district submits a contract to the Board of Supervisors for approval, and the billing provisions in the contract deviate from this policy, the agency/department/district shall specifically advise the Board of Supervisors in the AIT of the deviation, the reason for the deviation, and of the CEO's recommendation relative thereto.

ATTACHMENT C

POLICY FOR DISTRIBUTION OF FORFEITED AND SEIZED ASSETS

BACKGROUND

The Orange County Sheriff's Department provides contract law enforcement services to cities in Orange County. Because of the increased likelihood that contracted patrol or investigation personnel may become involved in significant narcotic seizures, which could affect law enforcement services provided by the Sheriff's Department to contract cities, the following policy is in effect.

1. NON-RNSP CONTRACTED PATROL AND INVESTIGATION OFFICERS

When assets (cash or property) are seized in CITY by contracted patrol or investigation personnel other than RNSP personnel, and subsequently forfeited to COUNTY, the forfeited assets shall be shared with CITY as set forth below, for the purpose of augmenting law enforcement services in CITY, subject to approval by the forfeiting agency (U.S. Attorney or State) of such sharing and use of forfeited assets. A portion of forfeited assets may be retained by COUNTY's Sheriff Department, hereinafter referred to as "SHERIFF", to pay for departmental expenses not recovered through law enforcement contracts.

In such cases, SHERIFF shall apply to the forfeiting agency for the return of a share of the assets to COUNTY. In his application, SHERIFF shall specify the percentage of shared assets returned to COUNTY that will be used to augment law enforcement services in CITY and the use of said assets by CITY.

In those cases in which assets are seized within CITY by non-RNSP personnel assigned to CITY pursuant to this Agreement, without the involvement of other law enforcement personnel, and in which the seizure is a result solely of activities self-initiated by non-RNSP SHERIFF personnel assigned to CITY or initiated by said personnel in response to calls for service within CITY, SHERIFF shall apply to have all of the assets used to augment CITY law enforcement services.

In those cases in which non-RNSP SHERIFF personnel assigned to CITY pursuant to this Agreement play an ancillary role in a seizure or in which other law enforcement personnel are involved in a seizure, SHERIFF shall determine the percentage of the total forfeited assets for which he will apply to augment CITY's law enforcement services. This determination will be based on the circumstances of the seizure, including the pro-rata involvement of all personnel, including those assigned to CITY.

Each seizure will be evaluated on an individual and independent basis, and said evaluations will be available for review to CITY's manager. Examples of those incidents which would be evaluated as set forth in this section include situations in which a contract patrol deputy provides uniformed backup at a SHERIFF's Narcotic Bureau search warrant location or in which contract investigators participate in the service of a search warrant that was initiated by non-contract law enforcement personnel.

NON-RNSP CONTRACTED PATROL AND INVESTIGATION OFFICERS (Continued)

Assets (cash or property) that are returned to COUNTY by the forfeiting agency with the understanding that they will be used to augment CITY law enforcement services shall be used by CITY and COUNTY only for such purposes. If the forfeiting agency attaches additional or more specific conditions to the use of said assets, CITY and COUNTY shall also abide by those conditions. SHERIFF and CITY's manager shall determine the specific use of said assets within the conditions imposed by the forfeiting agency.

Subject to conditions imposed by the forfeiting agency and to the requirement that forfeited assets be used to augment law enforcement services, COUNTY shall place forfeited cash, or cash from the sale of forfeited assets in an interest-bearing account for use in CITY in compliance with the forfeiting agency's regulations.

2. CONTRACTED REGIONAL NARCOTICS SUPPRESSION PROGRAM (RNSP) OFFICERS

Assets forfeited as a result of activities conducted by contracted RNSP officers will be used to augment CITY's law enforcement services. Because activities of this type result from the efforts of both contracted officers and other RNSP officers, the percentage of sharing will be determined pursuant to the RNSP Memorandum of Understanding in effect at the time of the seizure. Said Memorandum of Understanding provides that assets are distributed according to percentage amounts based on the number of sworn personnel participating in the RNSP at the time of the seizure. The number of personnel in RNSP, as well as the number of participating agencies in RNSP, may fluctuate during the course of a contract year, thereby affecting the percentage amounts distributed to participating agencies. The percentage amounts distributed to participating agencies may also be affected by action taken by the RNSP Executive Board.

CITY will use RNSP forfeited assets only to augment CITY's law enforcement services. If the forfeiting agency or applicable RNSP Memorandum of Understanding attaches any additional or more specific conditions on the use of said assets, CITY shall abide by those conditions. SHERIFF and CITY's manager shall determine the specific use of said assets within the conditions imposed by the forfeiting agency and the RNSP Memorandum of Understanding.

Subject to conditions imposed by the forfeiting agency and the RNSP Memorandum of Understanding and to the requirement that RNSP forfeited assets be used to augment law enforcement services, COUNTY shall place forfeited cash or cash from the sale of forfeited assets in an interest-bearing account for use in CITY in compliance with the forfeiting agency's regulations and the RNSP Memorandum of Understanding.

RESOLUTION NO. 2001 - 046

**A RESOLUTION OF THE CITY COUNCIL OF ALISO VIEJO ADOPTING A
TRAFFIC VIOLATOR APPREHENSION PROGRAM AND LEVYING A FEE IN
CONNECTION THEREWITH**

WHEREAS, the Orange County Sheriff-Coroner (hereinafter "the Sheriff") has instituted a Traffic Violator Apprehension Program designed to reduce vehicle accidents caused by unlicensed drivers and drivers licenses are suspended and to educate the public about the requirements of the Vehicle Code and related safety issues with regard to driver licensing, vehicle registration, vehicle operation, and vehicle parking; and

WHEREAS, the Sheriff operates said Traffic Violator Apprehension Program in the unincorporated areas of Orange County and in the cities in Orange County that contract for the Sheriff's law enforcement services, including this city; and

WHEREAS, the operation of the Traffic Violator Apprehension Program on an area-wide basis, without regard to jurisdictional boundaries between the County and the cities, serves the public purpose of the City of Aliso Viejo because drivers routinely cross jurisdictional boundaries, making an area-wide approach to reduction of traffic accidents and driver education most effective in preventing traffic accidents in all participating jurisdictions; and

WHEREAS, the Orange County Board of Supervisors already has adopted fees for the unincorporated areas of the County that are identical to those described herein; and

WHEREAS, the Orange County Board of Supervisors has directed the establishment in the County Treasury of an interest-earning, budgeted special revenue fund, called "the Traffic Violator Fund" and designated as Fund No. 13B, to be controlled by the Sheriff; and

WHEREAS, the Orange County Board of Supervisors has directed that the proceeds of the County fees that are identical to the fees described herein be deposited in the Traffic Violator Fund; and

WHEREAS, the Orange County Board of Supervisors has directed that the Traffic Violator Fund be used exclusively for the Traffic Violator Apprehension Program operated by the Sheriff in the unincorporated areas of Orange County and the cities that contract for the Sheriff's law enforcement services; and

WHEREAS, the Orange County Board of Supervisors has directed that permissible expenditures from the Traffic Violator Fund include, but are not limited to, the costs of personnel who perform duties for the Traffic Violator Apprehension Program, and the purchase and maintenance of equipment, materials and supplies utilized in the Traffic Violator Apprehension Program; and

WHEREAS, the Orange County Board of Supervisors has directed that until further order of that Board, the balance in the Traffic Violator Fund at the close of any fiscal year shall be carried forward and accumulated in said Fund for the above-described purposes; and

WHEREAS, the Sheriff has advised the Council of his plans to seek adoption, by the city councils of each of the other cities that contract for the Sheriff's law enforcement services, of fees identical to those described herein, to be used for the Traffic Violator Apprehension Program; and

WHEREAS, the Sheriff impounds numerous and various vehicles removed from highways, public property, or private property in this city during normal course of duty; and

WHEREAS, the Sheriff impounds said vehicles pursuant to his authority under the California Vehicle Code as follows:

Vehicle Code Section and Impound Ground

- 14602.6 Suspended, revoked or unlicensed driver/ 30-day hold
- 22651 (a) Unattended vehicle on bridge
- 22651 (d) Vehicle blocking driveway
- 22651 (e) Vehicle blocking fire hydrant
- 22651 (f) Vehicle blocking freeway
- 22651 (h) (1) Driver arrested
- 22651 (h) (2) Order of suspension or revocation pursuant to section 13388
- 22651 (i) (1) Multiple parking citations
- 22651 (j) Lack of vehicle registration
- 22651 (k) Parking over seventy-two hours
- 22651 (l) Parking in construction zone
- 22651 (m) Violation of special events restriction
- 22651 (n) No parking zone
- 22651 (o) (1) Delinquent vehicle registration
- 22651 (p) Driver unlicensed or license suspended
- 22651 (r) Vehicle blocking another vehicle
- 22651 (t) Notice to appear/illegal amber lights
- 22655.3 Removal for investigation
(fleeing in violation of Section 2800.1 or 2800.2)
- 22655.5 (b) Vehicle is evidence of crime
- 22669 Abandoned vehicle;

WHEREAS, Vehicle Code section 22850.5 authorizes this Council, by resolution, to establish a fee equal to the administrative costs relating to the removal, impound, storage or release of properly impounded vehicles; and

WHEREAS, the Sheriff is proposing adoption of the following fees pursuant to Vehicle Code section 22850.5:

- (a) \$152.00 when a vehicle is impounded pursuant to or on account of violation of Vehicle Code section 14602.6, which relates to the licensing status of the driver, and

(b) \$50.00 when a vehicle is impounded pursuant to or on account of violation of any other Vehicle Code provisions listed above;

WHEREAS, a cost study conducted by the Sheriff shows that the administrative costs relating to the removal, impound, storage or release of vehicles properly impounded pursuant to or on account of violation of Vehicle Code section 14602.6 exceed \$152.00 per impound; and

WHEREAS, a cost study conducted by the Sheriff shows that the administrative costs relating to the removal, impound, storage or release of vehicles properly impounded pursuant to or on account of violations of the other Vehicle Code provisions listed above exceed \$50.00 per impound; and

WHEREAS, the above-described difference in costs is attributable to the additional costs of ascertaining the licensing status of the driver and complying with the complex requirements of Vehicle Code section 14602.6; and

WHEREAS, persons whose vehicles are impounded, rather than the public as a whole, should bear the administrative costs such impounds; and

WHEREAS, Vehicle Code section 22850.5 imposes the following restrictions on the imposition of an administrative fee:

- (a) The fee may only be imposed on the registered owner or the agents of that owner and may not include any vehicle towed under an abatement program or sold at a lien sale pursuant to Sections 3068.1 to 3074, inclusive of, and Section 22851 of, the Civil Code unless the sale is sufficient in amount to pay the lien holder's total charges and proper administrative costs; and
- (b) The fee may not be imposed for any hearing or appeal relating to the removal, impound, storage, or release of a vehicle unless that hearing or an agent of that registered or legal owner, and the fee may be imposed only upon the person requesting that hearing or appeal; and

WHEREAS, it also is unfair to impose the administrative fee authorized by Vehicle Code section 22850.5 in the following circumstances: (1) when the vehicle was left because it became inoperable while being driven, if the owner makes good faith attempts to remove the vehicle from a location where it is not permitted, (2) when the vehicle was stolen, (3) when the vehicle was left by an ill or injured driver, and (4) when it is demonstrated to the satisfaction of the Sheriff or his designee that neither the registered owner of the vehicle nor his agent, if any, was at fault in creating the circumstances leading to the impounding of the vehicle.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALISO VIEJO AS FOLLOWS:

This Council finds, in accordance with California Public Resources Code section 21080 (b)(8), that the charges listed herein below are only for the purposes of meeting operating expenses and are, therefore, exempt from compliance with the California Environmental Quality Act.

BE IT FURTHER RESOLVED that on August 9, 2001, the administrative fees indicated below shall become effective for the removal, impound, storage or release of vehicles properly impounded after removal from locations in this city in accordance with or on account of violation of the provisions of the Vehicle Code listed below.

- (a) A fee of \$152.00 for each impound of a vehicle in accordance with or on account of violation of Vehicle Code section 14602.6, and
- (b) A fee of \$50.00 for each impound of a vehicle in accordance with or on account of violation of Vehicle Code section

- 22651 (a),
- 22651 (d),
- 22651 (e),
- 22651 (f),
- 22651 (h) (1),
- 22651 (h) (2),
- 22651 (i) (1),
- 22651 (j),
- 22651 (k),
- 22651 (l),
- 22651 (m),
- 22651 (n),
- 22651 (o) (1),
- 22651 (p),
- 22651 (r),
- 22651 (t),
- 22655.3,
- 22655.5 (b), or
- 22669.

BE IT FURTHER RESOLVED that the Sheriff is authorized to collect said fees, on behalf of this City, at the time of vehicles that are subject to the fees.

BE IT FURTHER RESOLVED that said fees shall only be imposed on the registered owner or the agent of the owner of the impounded vehicle and shall not include any vehicle towed under an abatement program or sold at a lien sale pursuant to Sections 3068.1 to 3074, inclusive, of, and Section 22851 of, the Civil Code unless the sale is sufficient in amount to pay the lien holder's total charges and proper administrative costs.

BE IT FURTHER RESOLVED that said fees shall not be imposed for any hearing or appeal relating to the removal, impound, storage, or release of a vehicle unless that hearing or appeal was requested in writing by the registered or legal owner of the vehicle or an agent of that registered or legal owner, and such fees, if otherwise applicable, shall be imposed only upon the person requesting that hearing or appeal.

BE IT FURTHER RESOLVED that said fees shall not be imposed in any of the following circumstances: (a) when the vehicle was left because it became inoperable while being driven, if the owner made good faith attempts promptly to remove the vehicle from a location where it is not permitted; (b) when the vehicle was stolen; (c) when the vehicle was left by an ill or injured driver; or (d) when it is demonstrated to the satisfaction of the Sheriff or his designee that neither the registered owner of the vehicle nor his agent, if any, was at fault in creating the circumstances leading to the impounding of the vehicle.

BE IT FURTHER RESOLVED that at Sheriff headquarters or at any Sheriff substation, a registered owner or an agent of a registered owner who believes he/she/it is exempt from either of said fees in accordance with any of the above-listed criteria may apply in writing for a waiver of the fee and shall present such supporting information or documentation as the Sheriff may request.

BE IT FURTHER RESOLVED that upon presentation of a written application for waiver of either of said fees, together with such supporting documentation as the Sheriff may request, the Sheriff's shall determine promptly whether the applicant meets the above-listed criteria for waiver of the fee, and if so, shall waive the fee.

BE IT FURTHER RESOLVED that until further order of this Council, the Sheriff is directed to deposit the proceeds of the fees established by this Resolution in the above-described Traffic Violator Fund in the County Treasury, to be used exclusively for the Traffic Violator Apprehension operated by the Sheriff in the unincorporated areas of Orange County and the cities in Orange County that contract for the Sheriff's law enforcement services.

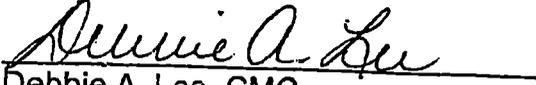
BE IT FURTHER RESOLVED that expenditures of said fee proceeds from the Traffic Violator Fund may include, but are not limited to, the cost of personnel who perform duties for the Traffic Violator Apprehension Program, and the purchase and maintenance of equipment, materials and supplies utilized in the Traffic Violator Apprehension Program.

BE IT FURTHER RESOLVED that until further order of this Council, the Orange County Board of Supervisors is authorized to carry forward in the Traffic Violator Fund and accumulate any balance of proceeds of fees imposed by this Resolution that is remaining at the end of a fiscal year, as long as such fee proceeds will be used for the purposes recited herein.

PASSED, APPROVED, AND ADOPTED this 7th day of August, 2001.


Carmen L. Vali, Ph.D.
Mayor

ATTEST:


Debbie A. Lee, CMC
City Clerk

STATE OF CALIFORNIA)

COUNTY OF ORANGE)

CITY OF ALISO VIEJO)

I, DEBBIE A. LEE, CMC, City Clerk of the City of Aliso Viejo, California, do hereby certify Resolution No. 2001 - 046 was duly and regularly adopted by the City Council of the City of Aliso Viejo, California, at a regular meeting thereof held on the 7th day of August, 2001, by the following vote:

AYES: Ficke, Phillips, Pickett, Warkowski, Mayor Vali

NOES: None

ABSTAIN: None

ABSENT: None


Debbie A. Lee, CMC, City Clerk

The foregoing instrument is a full, true and correct copy of the original on file in this office
Debbie A. Lee, City Clerk
City of Aliso Viejo

By  Date: 06/20/02

**ORANGE COUNTY SHERIFF-CORONER
TRAFFIC VIOLATOR APPREHENSION PROGRAM**

REQUEST	CONTRACT CITY			
	Participating City Request to Purchase From the TVA in FY	Date		
	<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>	<u>APPLICABILTY TO TVA PROGRAM</u>	<u>ESTIMATED COST</u>
CERTIFICATION	<p>THE CITY CERTIFIES THAT THE EQUIPMENT PURCHASED BY CITY AND TO BE REIMBURSED BY PROGRAM FUNDS WILL BE USED FOR ITS ENTIRE USEFUL LIFE EXCLUSIVELY FOR THE PURPOSES OF THE TRAFFIC VIOLATOR APPREHENSION PROGRAM</p> <p>CITY MANAGER REQUEST:</p> <p>Printed Name _____</p> <p>Signature: _____ DATE _____</p>			
	ORANGE COUNTY SHERIFF-CORONER DEPARTMENT			
APPROVALS				
	<p>Recommended For Approval</p> <p>CITY POLICE SERVICES CHIEF</p>	<p>MANAGER – TVA PROGRAM</p>		

OCSD BUDGET USE ONLY

CITY OF ALISO VIEJO

FISCAL YEAR 2015 - 2016

Final (5-12-15)

Add: Allocation for E-Citation Units, FTB Administrative Costs & New Facility Cost
 Delete: One (1) DSII Patrol
 Modification: Reallocate Sharing of 4 Sergeants to 1/3 AV, 1/3 LH, 1/3 LW
 Eliminate Relief & Midnight Shift Factors and Establish Service Ins / Outs Factor
 Increase: Extra Help Hours to 960 for Crime Prevention Specialist
 Reclass: Shared staff includes a reclassification of regional groups previously included in division overhead.

NO	DIRECT PURCHASE POSITIONS	O/T HOURS	SALARIES & EMPLOYEE BENEFITS					INDIRECT COSTS					REVENUE	TOTAL		
			SALARY	RELIEF TIME	OVERTIME	BENEFITS	POST PAY	SERVICES & SUPPLIES	TRANSP.	DEPT. OH	DIV. OH	TRAINING			COUNTY OH	OTHER
1	Lieutenant		143,602	0	0	138,191	0	5,462	0	5,909	20,185	2,478	3,418	0	0	319,245
1	Sergeant - Administrative		118,948	0	0	108,395	10,952	5,462	0	5,909	22,633	2,478	3,092	0	0	277,869
1.33	Sergeant - Patrol (Share with LW)		158,201	0	0	144,165	14,566	7,264	0	7,859	30,102	3,296	4,113	0	0	369,566
2	Investigator		209,306	0	0	193,884	18,838	10,924	0	11,818	96,842	4,956	5,430	0	0	551,998
15	DS II Patrol		1,438,380	0	0	1,334,550	104,205	81,930	0	88,635	339,495	37,170	36,720	0	0	3,461,085
0.65	DS II School Resource Officer (Share with LN)		62,330	0	0	57,831	4,516	3,551	0	3,841	14,711	1,611	1,589	0	0	149,980
2	DS II Motorcycle		197,784	0	0	182,164	13,894	10,924	0	11,818	45,266	4,956	5,038	0	0	471,844
22.98	Subtotal Safety		\$2,328,551	\$0	\$0	\$2,159,180	\$166,971	\$125,517	\$0	\$135,789	\$569,234	\$56,945	\$59,400	\$0	\$0	\$5,601,587
2	Community Services Officer		96,332	0	0	62,080	0	10,924	0	11,818	45,266	0	2,292	0	0	228,712
1	Crime Prevention Specialist		49,361	0	0	29,411	0	5,462	0	5,909	1,588	0	1,175	0	0	92,906
0.5	Investigative Assistant (Share with LN)		27,416	0	0	18,542	0	2,731	0	2,955	24,152	0	653	0	0	76,449
0.5	Emergency Mgt. Prog. Coord. (Share with RSM)		29,805	0	0	16,662	0	2,731	0	2,955	794	0	710	0	0	53,657
	Extra Help													21,092	0	21,092
4.00	Subtotal Professional		\$202,914	\$0	\$0	\$126,695	\$0	\$21,848	\$0	\$23,637	\$71,800	\$0	\$4,830	\$21,092	\$0	\$472,816
26.98	TOTAL STAFF															
REGIONAL / SHARED STAFF																
0.6	Traffic - Sergeant	4.89%	3,590	0	166	3,151	322	160	181	174	347	73	89	0	0	8,253
4	Traffic - Deputy Sheriff II	4.89%	19,552	0	3,441	17,212	1,360	1,069	933	1,157	2,313	485	538	0	0	48,060
2	Traffic - Investigative Assistant	4.89%	5,491	0	41	3,582	0	535	0	578	905	0	122	0	0	11,254
1	Traffic - Office Specialist	4.89%	2,204	0	15	1,268	0	267	0	289	453	0	48	0	0	4,544
0.3	Auto Theft - Sergeant	2.57%	941	0	44	826	84	43	47	46	84	19	29	0	0	2,163
2	Auto Theft - Investigator	2.57%	5,436	0	327	4,842	483	286	368	303	561	127	170	0	0	12,903
1	Auto Theft - Investigative Assistant	2.57%	1,445	0	24	938	0	253	0	152	214	0	39	0	0	3,065
1	Auto Theft - Office Specialist	2.57%	1,154	0	4	666	0	143	0	152	214	0	31	0	0	2,364
1	DET Sergeant	8.38%	10,367	0	6,737	9,504	918	458	0	495	2,726	208	419	0	0	31,832
1	DET Investigator	8.38%	9,138	0	2,936	8,172	790	458	0	495	2,726	208	298	0	0	25,221
1	Subpoena - Office Specialist	6.88%	3,079	0	0	1,778	0	375	0	406	109	0	87	0	0	5,834
2	Courts - Investigative Assistant	8.79%	10,093	0	1,098	6,667	0	961	126	1,038	279	0	259	0	0	20,521
0.5	Motorcycle Sergeant (Share with MV)	6.25%	3,811	0	744	3,504	342	171	0	185	690	77	117	0	0	9,641
	Service-Ins / Service-Outs (AV/LH/LW)		0	(19,030)	0	0	0	0	0	0	0	0	0	0	0	(19,030)
	Shared DSII (LW Relief)		0	0	0	0	0	0	0	0	0	0	0	0	0	0
17.40	Subtotal		\$76,301	(\$19,030)	\$15,577	\$62,110	\$4,299	\$5,179	\$1,655	\$5,470	\$11,621	\$1,197	\$2,246	\$0	\$0	\$166,625

CITY OF ALISO VIEJO

FISCAL YEAR 2015 - 2016

Final (5-12-15)

Add: Allocation for E-Citation Units, FTB Administrative Costs & New Facility Cost
 Delete: One (1) DSII Patrol
 Modification: Reallocate Sharing of 4 Sergeants to 1/3 AV, 1/3 LH, 1/3 LW
 Eliminate Relief & Midnight Shift Factors and Establish Service Ins / Outs Factor
 Increase: Extra Help Hours to 960 for Crime Prevention Specialist
 Reclass: Shared staff includes a reclassification of regional groups previously included in division overhead.

NO	ADDITIONAL COSTS/REVENUE	SALARIES & EMPLOYEE BENEFITS						INDIRECT COSTS					REVENUE	TOTAL	
		SALARY	RELIEF TIME	OVERTIME	BENEFITS	POST PAY	SERVICES & SUPPLIES	TRANSP.	DEPT. OH	DIV. OH	TRAINING	COUNTY OH			OTHER
	Annual Leave (Pay Downs & Termination Pay)												47,042		47,042
	Bilingual Pay												18,194		18,194
	BSCC Local Assistance Funding													(57,669)	(57,669)
	Contract Administration												23,013		23,013
	Data Line/ Mo. Charge						1,885								1,885
	Direct S & S						36,078								36,078
	Enhanced Helicopter Response Services							17,935							17,935
5	E - Citation												3,465		3,465
	Facility Lease						39,475								39,475
	Holiday Pay: Comp & Straight Time												111,090		111,090
	Integrated Law & Justice Agency of Orange County												2,680		2,680
	MDC - Acquisition														0
14.5	MDC - Recurring Costs												56,215		56,215
	On-Call Pay												8,965		8,965
	Overtime			410,107	28,081							9,761			447,949
	Overtime Rate Adjustment			(43,307)											(43,307)
	Patrol Training Cost Allocation (FTB)												157,864		157,864
	Patrol Video System (PVS) - Acquisition														0
10.5	Patrol Video System (PVS) - Recurring Cost												29,553		29,553
	Retirement Rate Discount, FY 2015-16 (Gross)				(78,873)										(78,873)
	Retirement Rate Discount (Expenses for Interest and Issuance)				12,560										12,560
	Revenue/False Alarms													(7,616)	(7,616)
	Revenue/Training Reimbursement													(54,232)	(54,232)
	Transportation - Vehicle Fuel, Maintenance, Mileage Interest etc.							267,855							267,855
	Subtotal	\$0	\$0	\$366,800	(\$38,232)	\$0	\$77,438	\$285,790	\$0	\$0	\$157,864	\$9,761	\$300,217	(\$119,517)	\$1,040,121
	FY 2015-16 FINAL CONTRACT TOTAL	\$2,607,766	(\$19,030)	\$382,377	\$2,309,753	\$171,270	\$229,982	\$287,445	\$164,896	\$652,655	\$216,006	\$76,237	\$321,309	(\$119,517)	\$7,281,149
	FY 2014-15 - FINAL ADJUSTED CONTRACT TOTAL	\$2,548,283	(\$18,514)	\$304,995	\$2,428,372	\$165,360	\$168,711	\$275,517	\$144,967	\$594,448	\$165,718	\$67,369	\$270,967	(\$11,507)	\$7,104,686
		2.33%	2.79%	25.37%	-4.88%	3.57%	36.32%	4.33%	13.75%	9.79%	30.35%	13.16%	18.58%	938.65%	2.48%
		\$59,483	(\$516)	\$77,382	(\$118,619)	\$5,910	\$61,271	\$11,928	\$19,929	\$58,207	\$50,288	\$8,868	\$50,342	(\$108,010)	\$176,463



ALL CITY MANAGEMENT SERVICES

Amendment to Agreement between All City Management Services, Inc. and the City of Aliso Viejo for providing School Crossing Guard Services

The **City of Aliso Viejo** hereinafter referred to as the "City", and **All City Management Services, Inc.**, located at 10440 Pioneer Blvd., Suite 5, Santa Fe Springs, CA 90670, hereinafter referred to as the "Contractor", mutually agree to amend the existing Agreement entered into on July 1, 2002 as follows:

- Item #1** The City and the Contractor agree to extend the term of this Agreement beginning July 1, 2015 through June 30, 2016.

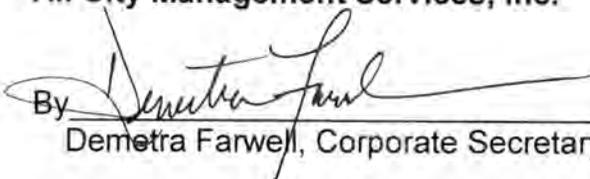
- Item #16** The City agrees to pay Contractor for services rendered pursuant to the Agreement for the 2015 - 2016 Fiscal Year, Sixteen Dollars and Seventy-Nine Cents, (\$16.79) per hour of guard service provided. The cost of providing Nine Thousand (9,000) hours of service shall not exceed One Hundred and Fifty-One Thousand, One Hundred and Ten Dollars (151,110.00) for this year.

Except as provided for in Item #1 and Item #16, all other terms and conditions of the original Agreement and Amendments thereto between the City and the Contractor remain in effect.

City of Aliso Viejo

All City Management Services, Inc.

By _____
Signature

By 
Demetra Farwell, Corporate Secretary

Name and Title

Date March 18, 2014

Date _____

Attest:

Name and Title

Date _____

City of Aliso Viejo

Agenda Item



DATE: June 3, 2015
TO: Mayor and City Council
FROM: Gina Tharani, Dir. of Financial Services/City Treasurer
SUBJECT: PROPOSED ANNUAL BUDGET FOR FY 2015-16

Recommended Action:

1. Adopt the Annual Budget for FY 2015-16 and approve the attached Resolution.
2. Adopt the Five Year Strategic Plan.

Fiscal Impact:

The Annual Budget is the basis upon which the City Council allocates anticipated financial resources for use in the coming fiscal year.

Background:

The City estimates that year-end operations for FY 2014-15 will result in a positive cash flow to the General Fund in the amount of \$629,444 for a projected ending Fund balance of \$20,787,691.

In preparation for the adoption of this year's Annual Budget, the Council held multiple budget discussions. Council comments received during these workshops have been incorporated into the Proposed Budget as directed.

Revisions to the Draft 2015-16 Annual Budget:

The FY 2015-16 Proposed Budget is balanced and maintains service levels in all areas of operation. Factors used to prepare the annual budget are based on growth rates, market trends, economic forecasts, and conservative assumptions of moderate economic growth and construction activity. Net General Fund operations for FY 2015-16 are estimated to result in a positive cash flow to the General Fund fund balance in the amount of \$780,455 for a projected ending fund balance of \$21.5 million.

Changes presented and approved by Council at the Draft Budget presentation have been incorporated into the Proposed Budget. General Fund appropriations are anticipated to decrease by an additional \$47,725, resulting in a positive fund balance change of \$780,455.

Adjustments approved by Council included an increase for the Joint Cooperative Agreement with the County of Orange for the Outfall Urban Runoff Treatment Facility (\$91,200) and for animal services contract costs provided by the City of Mission Viejo (\$17,000).

Other minor adjustments entailed the addition of an intern in the City Manager's Office (\$10,500), Octane Gold Membership (\$10,000), a retrospective adjustment for workers compensation insurance (\$4,400), public safety training and equipment repair (\$3,000), and additional landscape at the Aquatics Center (\$5,000).

The proposed budget includes the third estimate provided by the Sheriff's Department. The final contract incorporates the redeployment of existing resources within the cities of Aliso Viejo, Laguna Woods, and Laguna Hills. The Sheriff's Department has proposed that a position from Aliso Viejo and Laguna Hills be allocated to the Laguna Woods contract, thereby creating equity in the contract costs. There will be no change in the number of deputies patrolling the three cities. However, the City will be able to realize an annual savings of approximately \$350,000 to help offset the current contract increase. Contract costs for FY 2015-16 are \$7,281,149, a 2.48% increase compared to FY 2014-15.

With these changes, net General Fund operations for FY 2015-16 are estimated to result in a positive cash flow for the City. The projected General Fund fund balance of \$21.5 million includes reserves of \$16.1 million and is assigned for replacement of the 800 MHz units, unanticipated Emergency Projects, Asset Replacement, and Contingencies. Reserves have been assigned in accordance with the City's Management and Budget Policy adopted in 2005. These reserves are determined annually and are maintained to offset unanticipated revenue shortfalls or unexpected expenditure increases, avoid the need for service level reductions in the event of an economic downturn, or used for unforeseen emergencies with catastrophic impacts to the City. The unassigned portion of the fund balance, which is available for any governmental purpose, totals \$5.4 million.

As negotiations are still currently underway with the selected operator for the Conference Center, the proposed budget does not include potential changes to the Conference Center's operational costs.

To recap, programs and initiatives presented in the FY 2015-16 General Fund Proposed Budget include:

- Economic Development \$135,000
- State of the City \$7,500

- Town Center Specific Plan Implementation \$240,000
- General Plan Environmental Impact Report \$62,500
- Outfall Urban Runoff Agreement with County \$91,200
- 800 MHz Next Generation Upgrade – Phase 1 \$7,260

Special revenue funds are also budgeted for the following projects:

- Annual Slurry Seal \$750,000
- Pacific Park Rehabilitation \$884,000
- Dairy Fork Constructed Wetland construction \$787,000
- Wayfinding Signs \$150,000
- Conference Center Patio Improvements \$150,000
- Welcome Signs at 73 Toll Road \$200,000
- ADA Curb Improvements \$171,850
- Fencing at the Aquatic Center \$215,000
- Security Cameras and Window Retrofit-AQ Ctr. \$90,000

Gas Tax expenditures were increased by \$35,000 for a Pavement Management Study, \$5,000 was added to the Aquatics Center budget for additional landscaping, and an additional \$5,000 was allocated to the Teen Keystone Club in the Community Trust Fund.

Five Year Strategic Plan:

The City's Five Year Strategic Plan is updated every two years and assesses the General Fund and Special Revenue Funds' ability to deliver necessary service levels and preserve the City's long-term fiscal stability by aligning operating revenues and costs and maintaining the fund balance at established levels.

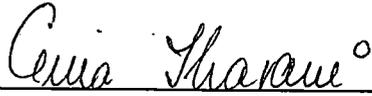
Based on the assumptions for resources and appropriations, the five year forecast indicates a positive outlook for the City. The City foresees a balanced budget throughout the forecast period and a 3% average increase in the fund balance of the General Fund, assuming no unforeseen significant capital expenditures or enhancements to operations.

Summary:

The FY 2015-16 Proposed Annual Budget is balanced and maintains service levels in all areas of City operations. The Proposed Annual Budget was developed taking current economic conditions and Council-directed programs and projects into consideration. General Fund operations are expected to result in a positive change to the fund balance of the General Fund of \$780,455 for a projected year-end fund balance of \$21.5 million.

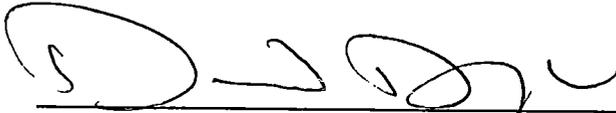
The City has maintained its excellent fiscal standing using conservative budgeting practices and reserve policies. Continuing these practices will allow the City to retain its

current AA+ rating, remain fiscally strong, and be able to continue current programs and projects while maintaining reserves above the minimum policy level.



Gina M. Tharani
Director of Financial Services/City Treasurer

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:



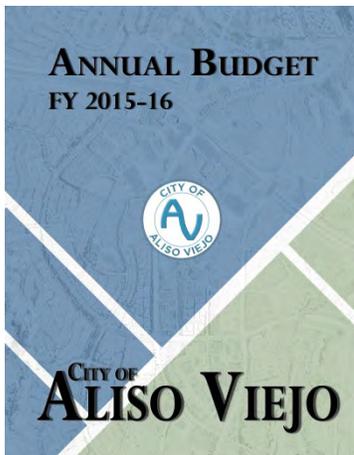
David Doyle
City Manager

Attachments: FY 2015-16 Proposed Budget
Budget Resolution
Five Year Strategic Plan

PROPOSED ANNUAL BUDGET FY 2015-16



CITY OF
ALISO VIEJO



About the Cover:

In the foreground of the cover, the blue and green represent the official colors of Aliso Viejo. The background image is an achromatic satellite photo of Aliso Viejo.

CITY OF **ALISO VIEJO**



ANNUAL BUDGET FISCAL YEAR 2015-2016

WILLIAM A. PHILLIPS
Mayor

MIKE MUNZING
Mayor Pro Tem

ROSS CHUN
Council Member

DAVE HARRINGTON
Council Member

PHILLIP B. TSUNODA
Council Member

DAVID DOYLE
City Manager

GINA M. THARANI
Director of Financial Services
City Treasurer

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City of Aliso Viejo

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Introductory Section

Annual Budget Fiscal Year 2015-2016

Presented to:

The Mayor and Members of the City Council
City of Aliso Viejo, California

June 3, 2015

It is my privilege to present the Annual Budget for the City of Aliso Viejo for fiscal year 2015-16. The budget is balanced and includes appropriations for programs and projects as directed by Council and provides the resources necessary to continue to meet the community's vision of being a premier place to live, work, learn, shop and play. The City Council's prudent approach towards the budget and reserves since incorporation has allowed the City to position itself for long-term fiscal health and continue the projects and programs vital to our community.

The Annual Budget describes the resources that are available and necessary to deliver the scope and level of services deemed essential or desirable by the City Council and the community for the coming fiscal year, which begins on July 1, 2015. Furthermore, the Budget represents staff's best effort at translating legislative priorities into a financial plan that constitutes the level of operating performance required by the City Council and the laws of our State and Federal governments.

The latest data from the California Department of Finance estimated Aliso Viejo's population to be 50,204 as of January 1, 2015. Aliso Viejo's unemployment rate continues to be among the lowest of any Orange County city, at 3.4%, based on EDD estimates as of March 2015. Given the mix of high tech, medical/pharmaceutical, and retail companies within the City, Aliso Viejo's diverse business base has benefited from the steady growth in the economy and office buildings with first-rate amenities and low lease rates continue to draw in lucrative tenants.

Over the past couple of years, Town Center has received several enhancements, including some new monument signs, exterior painting, and other renovations. Construction of the remaining monument signs is planned for FY 2015-16 as is the implementation of the plan for Town Center. Last year, a Visioning and Opportunities Plan for the Aliso Viejo Plaza shopping center at Pacific Park and La Paz was completed.

The City's economic development team continues to work with property owners and commercial real estate professionals to assist in marketing currently available units and development sites.

Construction has begun on the final phase of the Vantis development, bringing the City a new 129-room hotel catering to business travelers and a 435-unit luxury apartment complex. The proximity of the new hotel and apartments to Town Center and Vantis' City Walk allows residents and visitors to explore Aliso Viejo's walkable shopping and dining opportunities. Also anticipated to begin the approval process in FY 2015-16 are the Renaissance Hotel expansion, the 202-unit senior apartment project at 2C Liberty, the 200-unit apartment at 4 Liberty, and the 300,000 square feet office space project at 4 Liberty.

The Council-directed project for FY 2015-16 is the development of the Town Center Specific Plan. This plan will include developing an overall plan description, a listing of related policies, an Economic Development Plan, development standards, design guidelines, infrastructure associated with the plan, and implementation procedures.

Also approved in the FY 2015-16 budget were improvements to the Conference Center and the installation of bike racks at popular destinations in the City. At the Aquatics Center, new fencing, retrofitting of the ticket window, and the installation of security cameras were all approved. In addition, the City will install Welcome signs at the 73 toll road off-ramps and updated way finding signs at key locations around the City.

Street improvements include a pavement rehabilitation project on Pacific Park from Chase to the 73 toll road and slurry sealing of Wolverine Way, Deerhurst, Foxborough, Glenhurst, Enterprise, Summerfield, Autumn Glen, Springdale, Boundary Oak, and Wood Canyon Drive, along with residential streets in the neighborhoods of Pacific Grove, Memory Lane, and California Summit. Slurry Seals add years of life to our road system and forestalls additional costs in roadway reconstruction.

The preparation of the Annual Budget represents the culmination of a process involving the City Council, City staff, and the community. Based on input from the community, the City Council sets policy, which is incorporated by staff into the budget document. The Budget Transmittal provides a detailed analysis of the resources, appropriations, projects and initiatives. The City's practice of conservative spending ensures long-term financial stability while addressing current needs and initiatives.

We greatly appreciate the Council's input and support throughout the budget process, and for its fiscally responsible leadership and direction, resulting in significant achievements and financial stability for the City.

The compilation of the City's annual budget represents the collective efforts of the entire management team. In particular, I would like to recognize the support of Gina Tharani, Director of Financial Services/City Treasurer and her staff, in preparing the budget and the accounting expertise required to ensure that the numbers presented to the City Council accurately reflect our financial condition.



David Doyle
City Manager

Budget Transmittal

Budget Overview:

The budget for FY 2015-16 is balanced and includes appropriations for programs and projects as directed by the Council. Net General Fund operations for FY 2015-16 are estimated to result in a positive cash flow to the fund balance in the amount of \$780,455. The projected fund balance for the General Fund at the end of operations is estimated to reach \$21.5 million. In accordance with the City's Reserve Policy, \$16.1 million is assigned for projects and reserves. The unassigned portion of the fund balance, which is available for any governmental purpose, totals \$5.4 million. Revenue projections are based on conservative assumptions to account for the continued growth of the economy, but overall, receipts are anticipated to be about \$0.7 million higher in FY 2015-16 than in FY 2014-15. The cost of operations increased approximately \$0.6 million from FY 2014-15 to accommodate the continuation of current City services, activities, and projects as well as additional appropriations as directed by the Council.

There are over 20 different funds that make up the City's budget. The City's largest fund, the General Fund, is vital to the operation of the City as these are discretionary resources that can be allocated by the City Council toward any project or need within the community. Special revenue funds each contain their own spending restrictions and, as such, can only be allocated toward specific projects or purposes.

Creation of the Annual Budget:

The Annual Budget is developed using the following principles:

- Services are budgeted at realistic levels.
- The budget maintains service levels in every area of operation.
- Revenues are estimated based on historical data, a reasonable (though conservative) forecast of economic conditions over the next fiscal year, and the latest legislative developments.
- To the extent practicable, one-time monies are *not* used for recurring expenditures.

Resources:

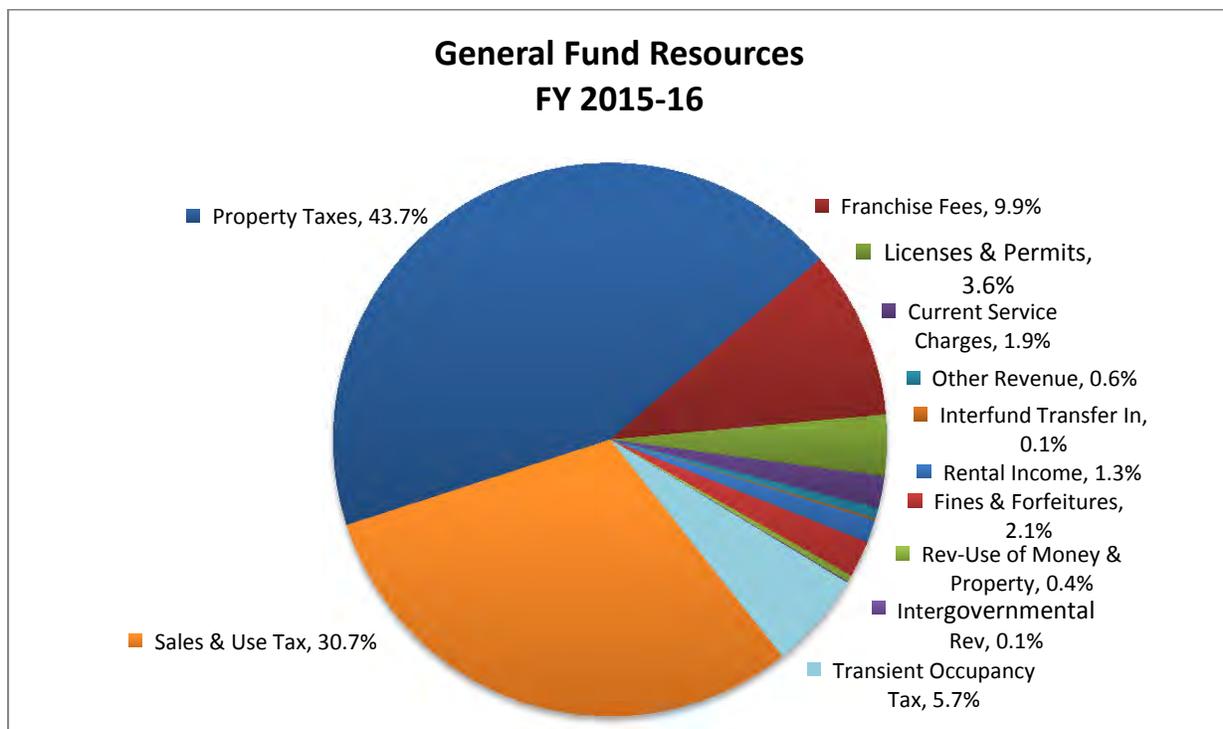
An essential step in the budget process is estimating revenues for the upcoming fiscal year. This process is vital, as appropriations are based on these projections. In order to ensure accuracy in our projections, several factors are considered: historical trends, population projections/growth, economic indicators, and inflationary factors. With this

information, the City can closely estimate the amount of revenues available for allocation. Additionally, the City utilizes long-range financial planning to ensure long-term solvency.

Proposed General Fund revenues for FY 2015-16 total \$15,891,805, which reflects an overall increase of \$710,066, or 4.7%, compared to the FY 2014-15 projected year-end budget. Expected growth in the General Fund includes an increase in overall Taxes by \$392,805, an increase in Licenses and Permits of \$103,975, an increase of \$60,000 in Fines and Forfeitures, an increase of \$7,000 in Use of Money & Property, an increase of \$96,331 for Service Charges, and an increase of \$69,830 in Other Revenue. These increases will be partially offset by a decrease in Intergovernmental Revenue of \$21,530 due to the last payment from the State for vehicle license fees being received in FY 2014-15. City Hall rental income is expected to increase slightly by \$1,655, or 0.8%, as a result of stable occupancy and minor rent increases from the prior year.

Chart I indicates the composition of the FY 2015-16 General Fund Revenue Budget by funding source.

CHART I



Property taxes have been the most reliable local government revenue stream for decades and are the primary revenue source for the General Fund. The City's property tax consultant, HdL, is estimating an overall 2.5% growth in property taxes to be received by the City in FY 2015-16 when compared to the prior year. This increase is higher than the 2% factor allowed under Proposition 13 due to the recovery of the reductions previously granted to homeowners under Proposition 8 and the higher prices on the homes being sold. Property taxes, including all secured and unsecured property

taxes, property tax in lieu, real property transfer tax, and homeowner's exemption revenues, are anticipated to increase in FY 2015-16 for a total of \$6,943,220. As seen in Chart I, Property Taxes are 43.7% of the total estimated General Fund revenue.

Sales Tax comprises 30.7% of the total budgeted revenue and is the second major source of revenue in the General Fund. Sales tax revenue forecasts indicate an overall increase from FY 2014-15 of \$106,300, or 2.2%, from the prior year. This increase assumes that the local economy continues to grow, personal incomes increase, and consumer spending rises. Aliso Viejo's diverse tax base is expected to remain strong in the coming year. It should be noted that the "triple flip" implemented by the State will be ending in FY 2015-16. This will result in the increase that is currently projected for sales tax this year, due to the "catch up" of the 3 month lag in the "triple flip" payments.

Franchise Fees represent 9.9% of the total budgeted revenues and are collected from companies that provide electric, gas, cable, internet, and solid waste collection services within the City. Collectively, Franchise Fees are estimated to increase by 4.3% due to new homes within the City initiating cable service and increases in electricity rates and usage.

Overall, these three revenues sources represent 84.3% of all estimated general fund revenues for fiscal year 2015-16. In fiscal year 2014-15, these three revenues were 86.1% of total revenues.

Transient Occupancy Tax has become a stable revenue source for the City and has grown to 5.9% of total budgeted General Fund revenues. These taxes are mainly derived from a 174-room luxury hotel that caters to business travelers during the week, in addition to vacationers during the weekends. An increase in Transient Occupancy Taxes of 5.9%, or \$50,000, is projected based on positive trends in occupancy rates, as well as growth in business travel. In addition, the new hotel within the Vantis development is expected to open in late FY 2015-16 and is projected to have a minimal impact this year.

Licenses and Permits and Charges for Current Services are estimated to be 5.5% of General Fund resources. These categories fluctuate with construction activity within the community. Licenses and Permits and Current Service Charges are expected to increase \$200,306, or 30.0%, in FY 2015-16. This increase is the result of several new projects that are anticipated to begin the approval process in fiscal year 2015-16. These projects include the new hotel and apartment project in the Vantis development, the 200-unit apartment building and 300,000 square feet office space project at 4 Liberty, the 202-unit senior apartment project at 2C Liberty, and the Renaissance Hotel expansion.

Current Service Charges also include Housing Administration fees, which are collected when affordable units within the Glenwood and Vantis projects are sold. All affordable units from the completed phases of these developments have been sold. The City will receive additional revenue in this category in the future when these units are resold. The 435-unit Vantis apartment development project is currently planned to begin

construction in fiscal year 2015-16 and will include 20 affordable rental units. Affordable status for these rental units will be monitored by the property management company, and documentation will be submitted to the City to monitor compliance with the program.

Revenue sources not included in the City's General Fund include Development Impact fees, Gas Tax, Measure M, Air Quality Management District, Integrated Waste Management, and federal and state grants. To date, the City has collected \$10.1 million in Development Impact fees, and about \$2.4 million has been spent or encumbered. Fees have been collected for community enhancement projects, affordable housing programs, and traffic mitigation. The current schedule for the final phase of the Vantis development indicates that \$490,250 will be collected in FY 2015-16. After projects scheduled in FY 2015-16 are completed, the fund balance at year-end is projected to be \$6.8 million.

Other special revenue funds with revenues estimated at roughly \$2.7 million are restricted funding sources and support various programs, projects, and services. In addition to the ongoing Gas Tax and Measure M2 Fair Share funds expected to be received, the City has also secured a Measure M2 Comprehensive Transportation Funding Programs (CTFP) grant in the total amount of \$568,100 for the Dairy Fork Wetlands Project. The total cost of this project is estimated at \$874,000 and will be funded by the aforementioned grant, contributions from neighboring cities totaling \$155,100, and the City's portion of \$150,800. Senior Mobility grant funds are also expected, totaling \$24,300 in FY 2015-16. The Senior Mobility program began in 2013-14 and provides door-to-door bus service for any senior citizen residing in Aliso Viejo to attend programs at nearby senior centers.

Appropriations:

Adopted General Fund Appropriations for FY 2015-16 total \$15,111,350 and include funding for operations, contingencies, and transfers to other funds. The budget reflects a 3.84% increase in expenditures when compared to the FY 2014-15 projected year-end budget. The FY 2015-16 Annual Budget provides for desired service levels to the community and carries forward all activities and programs already underway. Contracts due for renewal have been budgeted in accordance with the terms specified in the contracts, including any required cost of living increases. Any other additions to the budget were kept to a minimum and only include expenditures necessary to maintain service levels and implement projects and programs approved by the Council.

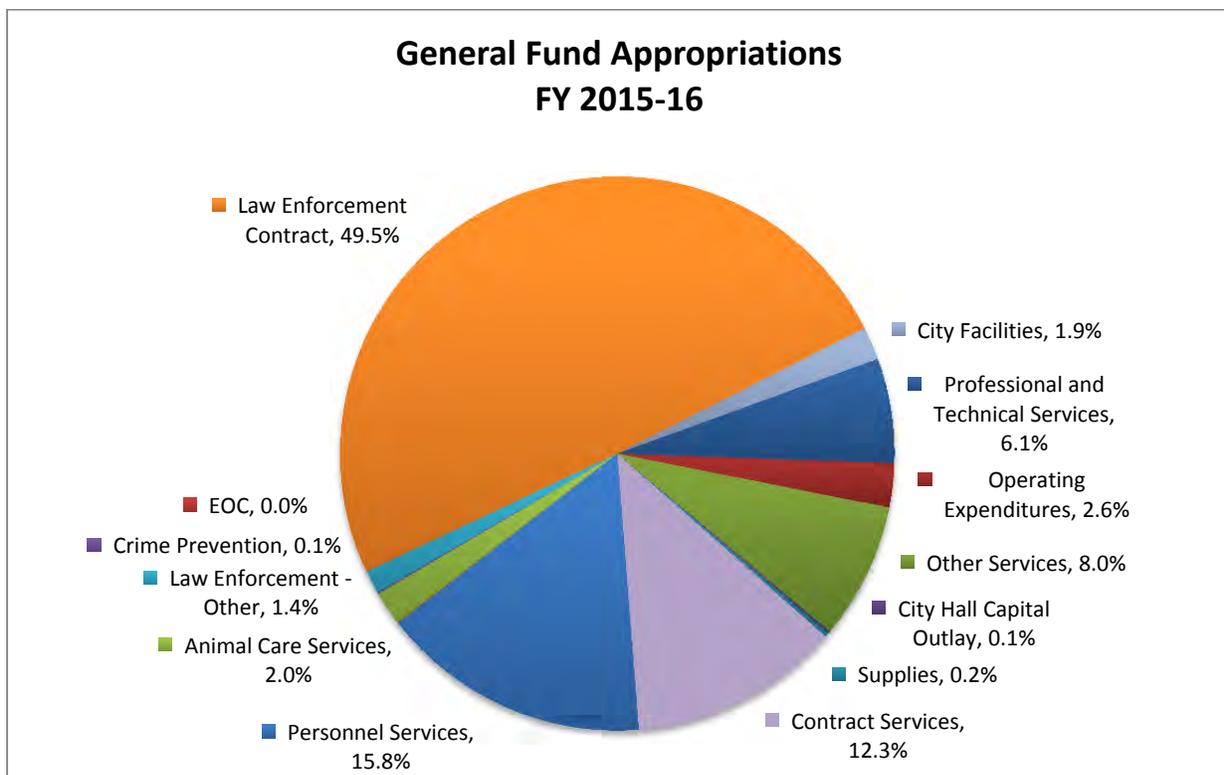
The largest General Fund Expenditure category is Public Safety, followed by Personnel and Contract Services. The contract for Law Enforcement services will see an overall increase of 3.0% in FY 2015-16, primarily due to higher costs for retirement benefits, overtime, and other indirect overhead costs. Crossing guard services, which are included in the budget under Other Law Enforcement Services, is also increasing by 8.4%. The City's contract with Mission Viejo Animal Services for animal care services is estimated to increase 6.6% from the prior year to a total of \$307,000.

City Personnel, which composes 15.8% of appropriations, was adjusted to incorporate cost of living adjustments, performance reviews, and year-end accruals. Other Contract Services total 12.3% of the City's appropriations. These services include staffing and resources for Public Works, Code Enforcement, Building & Safety, and Environmental Services.

IT projects completed over the last few years have included virtualization of the City's servers, deployment of thin client devices to reduce downtime and replacement costs, migration of the City's Exchange server data to the Microsoft 365 email service on the cloud, and replacement of the City's battery backup system that had reached the end of its useful life. The Data Center Rebuild project completed this year improved network reliability and speed, application performance, and user interface by enhancing the VSphere and VDI environment. In addition, an update and data migration for the City's financial software were also completed this year.

Chart II indicates the composition of the FY 2015-16 Budget by category.

CHART II



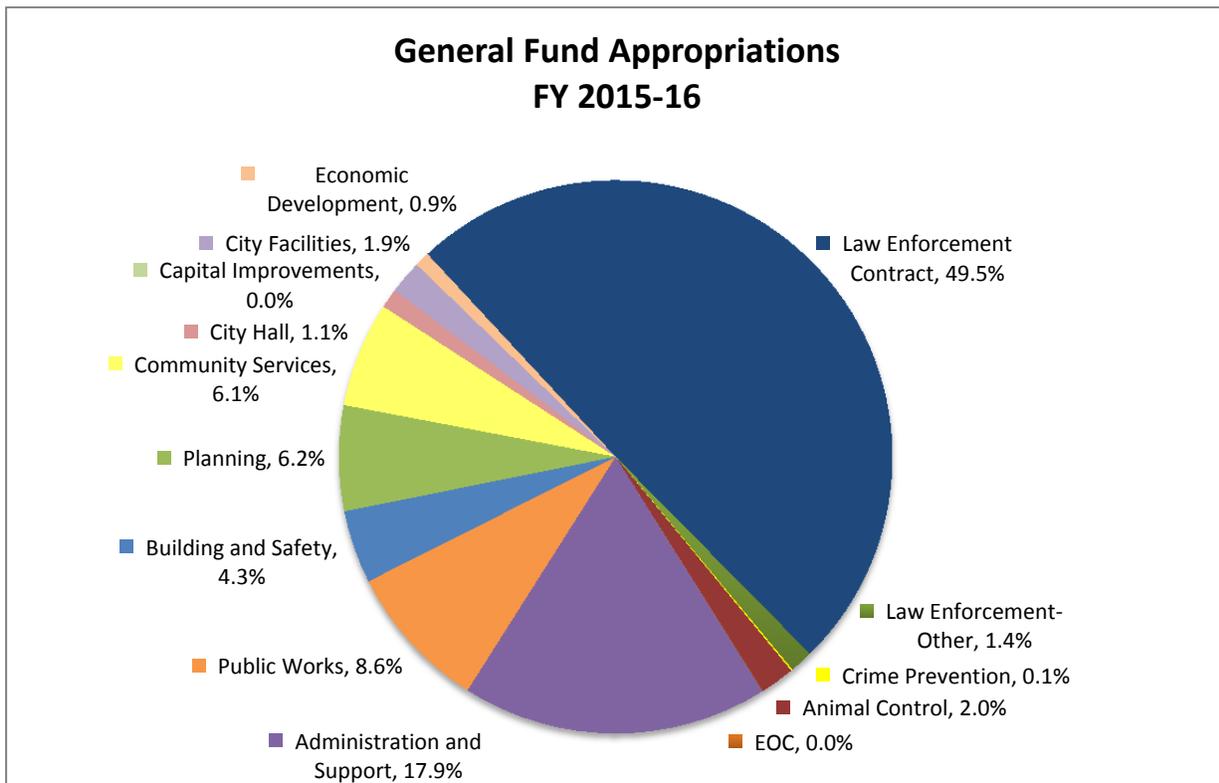
Several popular programs and initiatives are being continued from prior years. City-sponsored annual special events that are budgeted at prior-year levels include Founder's Day, Snow Fest, and Twilight Camp. The budgets for recreation activities and services, including after-school homework clubs and programs for elementary and middle school age children, pre-teens, and teens, were also maintained at prior year

levels. In addition to the ongoing senior mobility program that provides transportation to and from nearby senior centers for Aliso Viejo residents, other senior programs and classes related to nutrition, fitness, balance, and memory were also included. Community Grants were maintained at prior year levels and are evaluated every year based on community needs and the availability of funds.

Other General Fund obligations include transfers for capital improvements and to support net operations of the City facilities. Capital improvements supported by the General Fund include \$5,000 for ongoing monitoring of the Wood Canyon Wetlands monitoring costs and \$135,795 to the Storm Water fund for the City's portion of the Dairy Fork Wetlands project. City facilities transfers total \$155,045 for operational costs of the Aquatic Center.

Chart III indicates appropriations by department.

CHART III



General Fund Reserves:

As a result of the Council's leadership and conservative approach to the budget, the City has been successful in maintaining strong reserve levels. Strong reserves are critical in the case of an emergency or unforeseen opportunity. General Fund Reserves at the end of operations for FY 2015-16 are estimated to be \$21.5 million. In accordance with the City's Reserve Policy, \$16.1 million is assigned for replacement of

800 MHz radio units, unanticipated Emergency Projects, Asset Replacement, and Contingencies. The unassigned portion of the fund balance, which is available for any governmental purpose, totals \$5.4 million.

Special Revenues:

The aforementioned Special Revenue resources (e.g. Gas Tax, Measure M, AQMD, Integrated Waste Management, Development Impact, etc.) are budgeted to support capital improvement projects, traffic and street maintenance and rehabilitation projects, outreach for environmental programs, and other front-line services and equipment. Regularly expending these funds is important to accommodate requirements that they be spent within the time frames stipulated by each source of revenue.

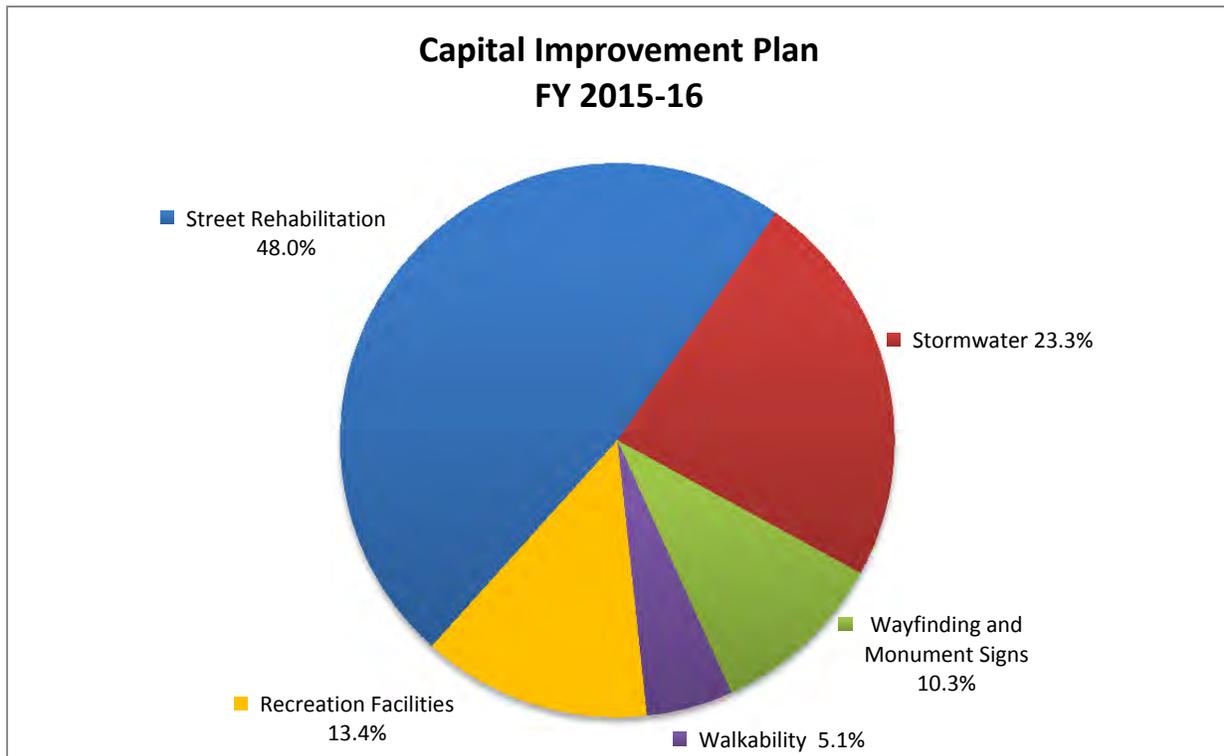
Community Enhancement fund reserves have been appropriated for improvements to the Conference Center patio, installation of bike racks at popular destinations in the City, capital improvements to include fencing and retrofitting the ticket window, and installation of security cameras at the Aquatics Center. Funds have also been appropriated for welcome signs at key locations in the City and installation of way finding signs. Construction of the cattery expansion at Mission Viejo Animal Services (MAS) has also been completed. The City expended \$150,000 in Community Enhancement funds for the project, with the final contribution of \$50,000 due in FY 2015-16.

Capital Improvement Projects:

The Capital Improvement Program is a key component of this document and the community as a whole. Representing a balanced approach for meeting the community's current and future needs, it accomplishes the City's major goals for projects while maintaining critical ongoing maintenance. The Capital Improvement Program for FY 2015-16 totals roughly \$3.4 million. Street improvements total \$1.6 million and include a pavement rehabilitation project on Pacific Park from Chase to the 73 toll road and slurry sealing of Wolverine Way, Deerhurst, Foxborough, Glenhurst, Enterprise, Summerfield, Autumn Glen, Springdale, Boundary Oak, and Wood Canyon Drive, along with residential streets in the neighborhoods of Pacific Grove, Memory Lane and California Summit. The City operates a five-year schedule of slurry sealing the entire roadway system.

The City received a federal grant in the amount of \$189,680 that will be used to make Americans Disability Act (ADA) improvements to 54 curb ramps within the City and partially reimburse the City for administration costs incurred on this project (\$17,830). Other projects included in the Capital Plan are the Dairy Fork project and improvements at the City Facilities.

CHART IV



Community Enhancement projects planned in FY 2015-16 include construction of Aliso Viejo Welcome signs at the 73 toll road off-ramps (\$200,000) and the updating of way finding signs at various key locations throughout the City (\$150,000). Also to be funded in FY 2015-16 are patio improvements at the Conference Center (\$150,000), the installation of fencing (\$215,000), the ticket window retrofit (\$15,000), and the installation of security cameras (\$75,000) at the Aquatics Center. Community Enhancement fund reserves will be utilized for these projects.

The Dairy Fork Wetland project will commence construction in FY 2015-16. The estimated total cost of the Dairy Fork Wetland project is estimated at \$874,000, which includes design and construction costs. It will be funded by the Measure M2 Comprehensive Transportation Funding Programs (CTFP) grant in the amount of \$568,100, contributions from the neighboring cities of Laguna Woods, Lake Forest, and Laguna Hills totaling \$155,100, and by Aliso Viejo's portion of \$150,800. The four cities' local match totals 35% of the total project costs. Aliso Viejo's match portion will be expended from existing Rule 20A funds. The amount budgeted in FY 2015-16 for construction costs is \$792,000. Ongoing maintenance costs will also be shared by the partnering cities.

In an effort to fund all desired capital improvement projects, staff has attempted to maximize the use of special revenues by actively pursuing grants and other funding opportunities from county, state, and federal sources. The entire Capital Improvement Program represents a proactive and tangible effort toward enhancing the quality of life

of our residents, while continuing to address priority issues expressed by the community and the City Council. A detailed description of all projects planned within the FY 2015-16 Capital Improvement Projects budget can be found in the Capital Projects section of this document.

Long Term Debt and Obligations:

In March of 2014, staff coordinated the refinancing of the Community Facilities District (CFD) bonds issued in conjunction with the Glenwood development and paid off all debt incurred with the issuance of Certificates of Participation (COP) used to purchase City Hall. Based on the final pricing of the CFD bonds, Glenwood property owners will save an average of \$899 per year. General Fund reserves of about \$6.6 million were used for the redemption of the COP, relieving the City of its outstanding debt. There is currently no planned debt activity in FY 2015-16.

Five Year Strategic Plan:

Please refer to the City's Five Year Strategic Plan for the years 2015 to 2020 for information on the City's long term financial forecast.

On the Horizon:

The CalPERS Board of Administration recently approved changes to pension risk pools with the intention of mitigating the consequences from the 2013 Public Employees' Pension Reform Act of 2013 (PEPRA). PEPRA essentially closed all existing "classic" pools and created two replacement pools for new employees. The adopted changes modified both smoothing and amortization policies and impacted employer rates beginning in FY 2015-16. Based on the City's employee demographics, the City will realize approximately \$37,000 in pension obligations.

This report is designed to provide our residents with a general overview of the City's finances and to show the City's accountability for monies it receives. Please contact the City's Financial Services Department for any inquiries or clarifications.



Gina Tharani
Director of Financial Services
City Treasurer

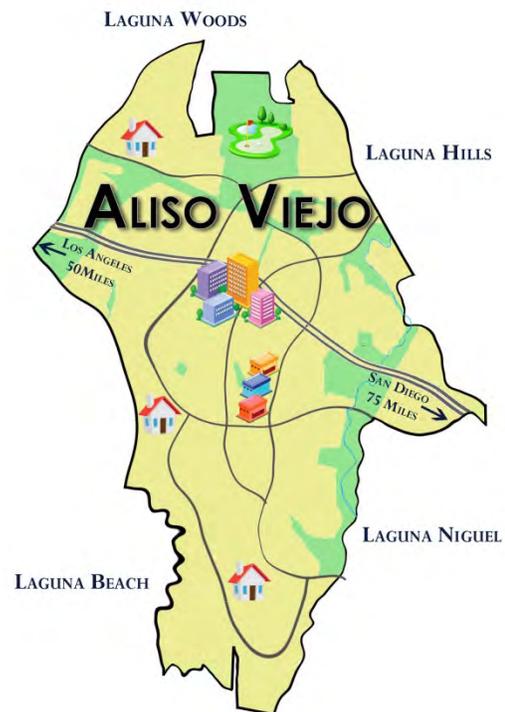
Budget Guide

The purpose of the City of Aliso Viejo's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the fiscal year. It also represents the official organizational plan by which City policies, priorities, and programs are implemented. It provides the means to communicate to the residents, businesses, and employees how the City's financial resources are used to provide services to the community. The budget includes both the operating costs to manage the City and the capital improvement projects that the City plans to undertake during the fiscal year.

A BRIEF OVERVIEW

Location

Aliso Viejo encompasses approximately seven square miles and is located at the southern end of Orange County. Aliso Viejo is approximately 50 miles southeast of downtown Los Angeles, 75 miles northwest of San Diego, 15 miles south of John Wayne International Airport, and 2.7 miles inland from the Pacific Ocean. Neighboring communities include the cities of Laguna Beach, Laguna Niguel, Laguna Hills and Laguna Woods.



History

Aliso Viejo was originally part of the 22,000-acre Moulton Ranch. In the 1890s, the Moulton family took ownership of land the Mexican government originally granted to Juan Avila in 1842. In 1976, Mission Viejo Company purchased the last 6,600 acres for a new master-planned community. The ultimate vision for Aliso Viejo was to feature neighborhoods that mix homes, workplaces, stores and services. A transit-friendly, energy-conscious and land-conserving community, Aliso Viejo was to foster a sense of community by creating a friendlier streetscape, quality infrastructure like parks, schools and new roads, shopping close to home, community services and neighbors that genuinely feel connected to the community and to one another in some fashion.

The county approved the master plan for the community in 1979 – and by March of 1982 – the first residential units were offered for sale. About eight months later, the first residents arrived.

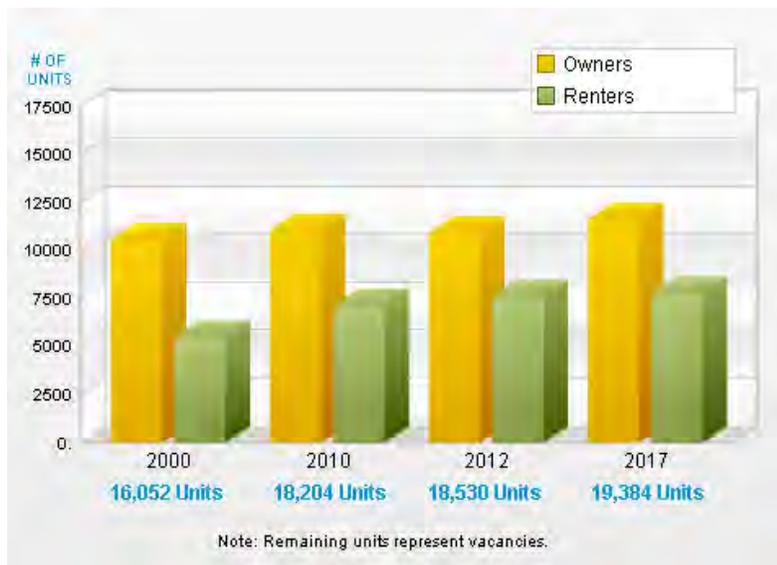
In February of 1995, the Self-Governance Subcommittee of Governmental Affairs, an offshoot of the Aliso Viejo Community Association (AVCA), which was the first community-wide property owner's association of its kind in the state, began its push to

Budget Guide

make Aliso Viejo a city. Two years later, “Aliso Viejo Cityhood 2000” was born. In March of 1999, “Aliso Viejo Cityhood 2000” launched a petition drive to put the question of cityhood to a community vote. On March 6, 2001, voters (more than 90 percent) overwhelmingly decided to make Aliso Viejo a city. The City of Aliso Viejo was officially incorporated on July 1, 2001, and operates as a general law City.

Demographics

Aliso Viejo was the first planned community in California to provide a balance between its estimated 18,000 on-site jobs and the resident workforce. With a population of 50,204, all residents live within 2.5 miles of Aliso Viejo Town Center, which is located near the geographic center of the City. This "downtown" includes over 800,000 square feet of retail shops and specialty stores, restaurants, medical offices, business offices, and entertainment venues.



Aliso Viejo housing is comprised of single-family homes, condos, and luxury apartments with a mixture of retail, light industrial, and service entities providing a diverse tax base for the City. The median home price in Aliso Viejo is \$480,000 and the median rental rate is \$2,115 per month. The net taxable property value during the FY 14-15 assessment period was \$8.4 Billion, representing a 7.15% increase over the previous year.

Aliso Viejo residents have a median age of 35 and an average household income of \$92,500, with 50% of households earning over \$100,000. The City is home to over 27,000 employed individuals and has an unemployment rate of 3%.

More than 500 businesses are located in Aliso Viejo, which has roughly five million square feet of low and mid-rise office, research and development, technology, and light industrial space. The City is recognized for hosting fast-growing entrepreneurial industries such as medical device, technology, biotech, pharmaceutical, electronic gaming, healthcare and insurance.

Employer	# of Employees
United Parcel Service	1,000
Pacific Life	811
Capistrano Unified School District	679
Fluor	630
Quest Software	600
QLogic	490
Renaissance ClubSport	259
Pepsi Beverages Company	215

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FORM OF GOVERNMENT

The City operates under the Council-Manager form of government. The City Council is comprised of five members elected at large to four-year terms with elections staggered every two years. The Mayor and Mayor Pro Tem are selected by the Council from among its members to serve one-year terms. The Council acts as the legislative and policy-making body of the City, enacting all laws and directing such actions as required to provide for the general welfare of the community. City Council meetings are held on a regular basis and are open to the public. The City Council also serves as the governing body of the Aliso Viejo Public Financing Corporation. The City Manager is appointed by the City Council and is responsible for overseeing the operations of the City and implementing the policy decisions made by the City Council. The City Attorney, City Treasurer, and the City Clerk are also appointed by the City Council. All other department heads and employees are appointed by the City Manager.

The City provides municipal services through in-house staffing for administration, finance, planning, and community services and contracts for the services of police, fire, public works, engineering, building, code enforcement, trash removal, street sweeping, recreation, and legal services. The City owns and manages Iglesia Park, Vista Park, and the Aliso Viejo Ranch property in addition to maintaining all public roads. The Orange County Library System provides public library services. The Aliso Viejo Community Association, a master community association, owns and manages 20 of the 23 local parks within the City limits. This association also maintains most of the landscaped slopes and parkways.

BUDGET ORGANIZATION

As indicated in the Table of Contents, the City of Aliso Viejo's Budget document consists of several sections. A corresponding title page divides each section.

Introductory Section

The City Manager's Budget Message to the City Council highlights key priorities and issues for the upcoming budget year.

The Budget Transmittal provides an overview of significant budgetary items and trends for the City as a whole.

The Budget User's Guide provides the reader with a brief overview and introduction to the City of Aliso Viejo as well as an explanation on how to understand, read, and use this Budget document.

The Budget Summaries section provides an easy-to-read overview of the City's expenditures/expenses and various other financial matters.

Budget Guide

Budget Details

This Section provides a more detailed overview of each fund's estimated revenue and appropriations. It is important to note that the City's revenue estimates are fairly conservative and make assumptions based on actual experience and current knowledge of impending circumstances. Appropriations, in turn, are based on these assumed revenues and current service levels.

General Fund: This section represents the main body of the Budget document. It contains details for revenue and department budgets for the General Fund. Department details include the following departments: City Council, City Manager, Economic Development, City Clerk, City Attorney, Financial Services, Non-Departmental, Community Services, Planning, Public Works, Public Safety, and City Hall.

Special Revenue Funds: This section contains funds that provide "Special Revenue" activities. In most cases, these funds represent activities that are grant funded or provided for via specific fees, charges, and taxes. These revenues are usually legally restricted to expenditures for specific purposes. Examples include: Gas Tax (Fund 203), Measure M (Fund 204), Air Quality Improvement Fund (Fund 221), and Integrated Waste management Fund (Fund 225).

Capital Improvement Funds: This section contains funds that provide for street improvement, storm water, or capital improvement projects that are general in nature. Examples include: Street Improvement Fund (Fund 311), Capital Improvements Fund (Fund 331), and Storm Water (Fund 332).

Trust and Agency Fund: This section contains the City's Community Trust Fund. Funding for this fund is received from the Aliso Viejo Community Foundation, a non-profit organization. The foundation holds fundraisers and provides opportunities for donors to contribute to Aliso Viejo's community programs.

Appendices

City Council Management and Budget Policies

Fund Balance Policy

Glossary: The glossary of Budget Terms is provided to better familiarize the reader with some of the budgetary and financial vocabulary found throughout the Budget document. The Glossary contains descriptions of all the fund types, budget terms, and acronyms used within the budget document.

Chart of Accounts: This section outlines the various funds, general ledger, revenue, and expenditure accounts.

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BUDGET PROCESS

The responsibility for preparation of the Annual Budget is set forth in Ordinance No. 2001-005, whereby the City Manager is tasked with the preparation and submittal of the Annual Budget for its approval by City Council. The Financial Services Department prepares budget reports and provides detailed instructions and assistance to each department with respect to the preparation of their particular department budgets. The budgeting process is generally an incremental one which starts with a historical based budget. Requests for changes in appropriations are made at the departmental level and initially are compiled and reviewed by the Director of Financial Services. A draft budget is then presented to the City Manager, who reviews all of the requests and ensures that all budget decisions are in full accordance with stated City Council policies and all applicable federal, state, and local laws and regulations.

PREPARATION OF THE BUDGET DOCUMENT

Altogether, budget preparation takes approximately three months. Departments begin preparing their budget requests/revenue estimates in March. All budget submissions for new and additional services, positions, capital outlay, and capital improvement projects are reviewed. The overall picture of estimated revenues and proposed appropriations is also carefully studied. In addition to providing the most efficient, effective and economical service levels possible, public safety, legal requirements, and adherence to City Council financial policies are also major considerations throughout the budget process.

Budget workshops are open to the public and are held starting in March. As soon as the final details are worked out and approved by the City Manager, a Draft Budget document is printed. The City Manager then presents the Draft Budget to the City Council and the public for review during the month of May. Changes to the budget as directed by the City Council are incorporated into the Proposed Budget and presented for adoption in June. The budget is adopted annually by the City Council prior to the beginning of the fiscal year and serves as the foundation for the City's financial planning and control. A majority vote is required to pass, approve, and adopt the final Budget by resolution at a City Council meeting.

BUDGET CALENDAR – SUMMARY

The following calendar highlights some of the key deadlines used for the preparation of the FY 2015-16 Budget:

- March 2, 2015 Budget Kickoff-Memo, budgeting materials, and financial reports to departments
- March 6, 2015 Council Workplan Workshop

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March 16, 2015	Budget reports due to Financial Services
March 18, 2015	Budget Workshop – Revenue Projections/Discussion
Mar 23-Mar 25, 2015	Budget meetings-Dept Heads/Financial Services
April 2, 2015	1st Draft to City Manager
April 13, 2015	Budget meetings- City Manager/Dept Heads/Financial Services
May 6, 2015	2nd Budget Workshop Meeting (Including Draft of Annual Budget)
May 12, 2015	City Council approved Budget amendments/Strategic Initiatives due to Financial Services
May 18, 2015	2nd Draft to City Manager
June 3, 2015	Present FY 2015-16 Budget to City Council for adoption
June 15, 2015	Publish FY 2015-16 Budget

BUDGET IMPLEMENTATION, TRANSFERS AND CONTROL

Upon adoption of the budget by the City Council, the responsibility of implementing each department's budget lies with each Department Head, with oversight by the Director of Financial Services and ultimate responsibility resting with the City Manager. Department Heads are expected to operate their departments within the appropriations established in the budget.

The budget is arranged by fund, function, and department. The level of budgetary control is established at the fund level. Transfers of appropriations between department budgets can be made with City Manager and Director of Financial Services approval. The City Council's approval is required for all budget amendments that result in a change to any fund balance in the adopted budget. The budget is reviewed mid-year in January by the City Manager and the Director of Financial Services to ensure compliance with City Council direction. The Mid-Year budget is reviewed by the City Council and consideration is given to necessary adjustments for new programs, projects and other adjustments to ensure that expenditures and revenues are in line with the budgeted projections.

A carefully designed system of internal accounting and budgetary controls is used to ensure that revenues and expenditures/expenses are tracked and used as intended. These controls are designed to provide reasonable, but not necessarily absolute, assurance with respect to the reliability of financial and budgetary records for use in the preparation of financial statements as well as accountability for all City assets. The concept of reasonable assurance recognizes that the cost of control should not exceed the benefits and that the evaluation of costs and benefits likely to be derived thereof require estimates and judgments by management. The system is reviewed as regularly as possible and as required by law, by either internal audit staff and/or independent, certified public accountants. The City also maintains an encumbrance accounting system as an additional method of accomplishing budgetary control. Estimated

Budget Guide

purchase amounts are encumbered prior to the release of purchase orders to a vendor. At fiscal year-end, all operating budget appropriations lapse and are re-appropriated in the next year's budget.

BUDGETARY BASIS OF ACCOUNTING

The City of Aliso Viejo's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP), using the modified accrual basis of accounting. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current fiscal period, while expenditures are recognized in the accounting period in which the liability is incurred. Budgets for proprietary funds (Internal Service Funds and Enterprise Funds) are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred. Each of the City's funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenue & expenditures. Funds are established & segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The General Fund accounts for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to rendering the general services provided by the City. The City of Aliso Viejo has twelve Special Revenue Funds that are used to account for specific revenues that are legally restricted to expenditure for particular purposes. The Capital Project Funds are used to account for the acquisition or construction and improvement of major capital projects. Internal Service Funds are used to account for the financing of services provided by one department to other departments of the government, on a cost reimbursement basis, including depreciation. The budget is prepared on a line item basis by fund and department. The City currently does not have any Enterprise or Internal Service funds.

FINANCIAL REPORTS

Comprehensive Annual Financial Report (CAFR): The CAFR is a detailed report that covers the financial statements for the City prepared in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB). This report, pursuant to GASB 34, includes an introductory section, the Independent Auditors' Report, and the Management's Discussion and Analysis (MD&A), which offers readers a narrative description as well as an analysis of the financial activity of the City for the fiscal year ended. The report continues with the government-wide statements, fund financial statements, and notes to the financial statements. Statements for major funds are then presented, followed by all non-major fund activity, and finally the statistical section. As part of the GASB Statement Number 34 Implementation, a citywide valuation of infrastructure assets was initiated. The City prepared its first CAFR in 2001 in the GASB Statement Number 34 format. The City has consistently received the prestigious "Certificate of Achievement for Excellence in

Budget Guide

Financial Reporting” award presented by Government Finance Officers Association since 2001.

Five-Year Strategic Plan: The Strategic Plan is a detailed planning document to assist the City Council in assessing the impact of local decision making on the City’s future quality of life. Developed as a blueprint for the City’s future, the Strategic Plan defines the City Council’s goals and assesses the City’s financial ability to achieve them. The plan identifies fiscal issues and opportunities, establishes goals, examines fiscal trends and provides for feasible solutions. The plan includes fund balances, expenditures, and revenue projections, as well as goals and objectives. This allows the City to focus its efforts on initiatives, including funding for necessary infrastructure, maintenance and capital needs, without compromising the financial future.

The City’s financial reports are available on the City’s website at www.cityofalisoviejo.com.

STAFFING

Position Summary Schedule			
Full Time Equivalents			
Last Three Fiscal Years			
Department	FY 2013-2014 FTE	FY 2014-2015 FTE	FY 2015-2016 FTE
City Council	5	5	5
City Clerk	1	1	1
City Manager	4	4	4
Community Services	3.125	3.125	3.125
Financial Services	4	4	4
Planning Services	4.25	4.25	4.75
TOTAL	21.375	21.375	21.875

The Planning Services Department is increasing its current part-time employee to full-time. This increase is due to the reorganization of duties within the department. The additional hours will be used to assume the responsibilities of becoming the primary point of contact for the department at the public counter, to respond to planning inquires and information request, along with processing various types of discretionary applications. Currently, these tasks are being performed by the City’s contracted Planning staff.

All other staffing levels will remain unchanged in FY 15-16.

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EMPLOYEE COMPENSATION/BENEFITS

The City of Aliso Viejo provides an array of benefits to employees in addition to maintaining competitive salaries.

Work Schedule: The City operates on a 9/80 work schedule, with every other Friday off.

Salary: The City has a Pay-For-Performance Compensation System. Salaries are based on experience and knowledge of job responsibilities. Each classification title has a corresponding salary range. As part of the budget preparation for salaries and benefits, an estimated base increase has been budgeted for FY 2015-16.

Retirement Benefits: The City formally joined the California Public Employees Retirement System (CalPERS) in December 2002 under the CalPERS 2% @ 55 Plan. It is a multiple-employer public employee defined benefit pension plan. Each year, an independent actuary engaged by the pension plan calculates the amount of the annual contribution that the City must make to the pension plan to ensure that the plan will be able to fully meet its obligations to retired employees on a timely basis. The City received its actuarial valuation as of October 2014. This valuation includes changes to the actuarial assumptions and mandatory pooling for plans with less than 100 active members. The CalPERS employer rate stabilization policy reassesses the assumptions of how assets are valued actuarially. This method will result in a more moderate fluctuation of rates rather than radical shifts to weather market impacts. The City's annual contribution employer rate for FY 2014-15 is 11.032% of base wages and is expected to be 8.003% for fiscal year 2015-16. The City also pays the employees' portion of the retirement contribution of 7% of base wages.

On January 1, 2013 the Public Employees' Pension Reform Act was implemented by CalPERS. This legislation created a benefit group for new members in CalPERS. All employees, hired by the city on or after January 1, 2013, who have a lapse in membership or no prior membership with CalPERS, are placed into the new Tier 2 benefit group. The defined benefit formula is 2% @ 62 for the new benefit group. Currently, the annual contribution employer rate is 6.25% of base wages. Employees in the new benefit group are required to contribute as least 50% of the total normal cost rate for their defined benefit plan. As such, the current employee contribution rate is 6.25% of base wages.

Medicare: All employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

Annual Leave: Employees earn 176 hours of annual leave per year, after completion of an orientation period. Accrual of annual leave and maximum accrual amounts increase based upon number of years of service. The City also allows an annual cash

Budget Guide

payout of accrued leave in the amount of 40 hours for 1-5 years of service and 80 hours for 6+ years of service.

Cafeteria Benefits Plan: The City provides its employees a specific dollar amount which can be applied toward medical, dental, vision insurance and/or other benefits offered on a pre-tax basis through the City's Section 125 Cafeteria Plan. Part-time employees receive a specific dollar amount in the Cafeteria Benefits Plan based on their FTE and may use the amount provided to purchase medical, dental and/or vision insurance plans. A variety of medical insurance plans are available to select from through the CalPERS Health Benefits program.

Other Benefits: In addition, the City provides life and long-term disability insurance. An optional Deferred Compensation program, Flexible Spending Accounts and Credit Union membership are also available to employees.

OTHER INFORMATION

Capital Improvement Program (CIP): The Capital Improvement Program (CIP) Budget is submitted to the City Council with the budget document in order to provide more detailed descriptions of projects scheduled to take place over the next five years. A CIP project is defined as an addition or improvement to the City's infrastructure or public facilities. Financial Services coordinates the budget preparation including review of fund cash flows to ensure adequate funding over the project life. Many projects span multiple fiscal years and have multiple funding sources, including grant funding and special revenue funds. Special attention is paid to projects requiring General Fund dollars and typically reflects previously identified Council goals. The CIP document is designed to give an easily understandable overview of the multi-year projects to which the City Council has made a long-term commitment.

Debt: On August 15, 2006, the Aliso Viejo Public Facilities Corporation issued \$8,155,000 in 2006 Certificates of Participation that was used to finance the acquisition of a building primarily used as City Hall and for certain tenant improvements to City Hall. Certificates of Participation (COP) are special obligations of the issuer and are payable from specific pledged revenues of the issuing agency. The certificates are not payable from any other revenues or assets of the City.

On March 1, 2014 the City of Aliso Viejo paid off the outstanding balance of the 2006 Certificates of Participation. General Fund reserves were used to fund the redemption of the bonds. As of June 30, 2015, the City of Aliso Viejo has no outstanding debt obligations.

LEGAL DEBT MARGIN

The general laws of the State of California for municipalities provide for a legal debt limit of 15% of grossed assessed valuation. However, this provision was enacted when

Budget Guide

assessed valuation was established based on 25% of market value. Effective with fiscal year 1981-82, taxable property is assessed at 100% of market value. Although the debt limit provision has not been amended by the State since this change, the percentage has been proportionately modified to 3.75% for the purpose of this calculation for consistency with the original intent of the State’s debt limit.

The following chart details the calculation of the City’s Legal Debt Margin.

Computation of Legal Debt Margin				
Fiscal Years Ending 2012 through 2015				
	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>
Assessed Valuations:	\$7,511,408,344	\$7,605,524,301	\$7,877,812,008	\$8,440,740,446
Legal Debt Limit - 3.75% of Assessed Valuations	\$281,677,813	\$285,207,161	\$295,417,950	\$316,527,767
Amount of Debt Applicable to Limit	\$7,490,000	\$7,335,000	-0-	-0-
Legal Debt Margin	\$274,187,813	\$277,872,161	\$295,417,950	\$316,527,767

GANN APPROPRIATION LIMIT

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution. Informally known as the “Gann Initiative,” Article XIII-B provides limits regarding the total amount of appropriations in any fiscal year from “the proceeds of taxes.” Every year the City Council adopts an appropriations limit, via resolution, for the proposed fiscal year.

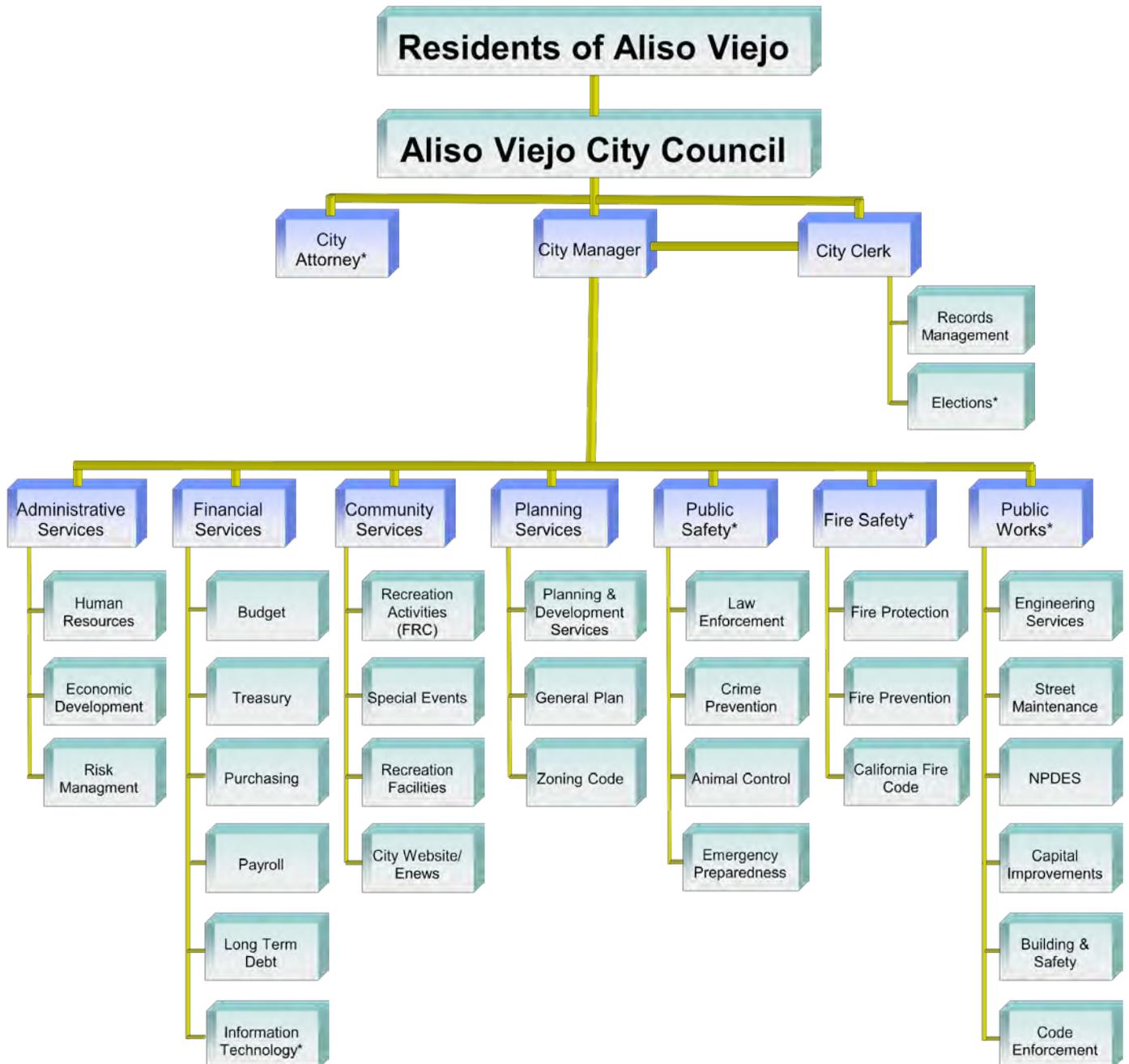
The State Legislature, in 1980, added Section 9710 to the Government Code, providing that the governing body of each local jurisdiction must establish, by resolution, an appropriations limit for the following year. The appropriation limit for any fiscal year was equal to the previous year’s limit, adjusted for population changes and the changes in the US Consumer Price Index (or California per capita personal income, if smaller). The necessary statistical information is provided by the California Department of Finance.

However, the original Article XIII-B (Proposition 4) and its implementing legislation were modified by Proposition 111 and SB 88 by the voters in June 1980. The changes were incorporated into the FY 1990-91 and FY 1991-92 Appropriations Limits. Beginning with the FY 1990-91 Appropriations Limit, a city may choose annual adjustment factors. The adjustment factors include growth in the California Per Capita Income or growth in the non-residential assessed valuation due to construction within the City and the population growth within the county or the city.

Budget Guide

The following chart details the City's Annual Appropriation Limit history.

CITY OF ALISO VIEJO					
ANNUAL APPROPRIATIONS LIMIT					
Fiscal Year		Appropriations Limit	Percentage Change	Subject to Limit	Variance
2001-2002	Base Year	6,002,726	Base Yr.	3,771,367	2,231,359
2002-2003	Adjusted Base	9,774,092	62.83%	8,323,792	1,450,300
2003-2004	Adjusted Base	10,341,870	5.81%	8,399,829	1,942,041
2004-2005	Adjusted Base	10,910,727	5.50%	9,832,043	1,078,684
2004-2005	Actual	10,493,809	-3.82%	9,832,043	661,766
2005-2006	Adjusted Base	12,795,601	21.93%	8,813,169	3,982,432
2006-2007	Adjusted Base	13,334,344	4.21%	11,334,138	2,000,206
2007-2008	Adjusted Base	13,954,603	4.65%	12,032,227	1,922,376
2008-2009	Adjusted Base	14,985,870	7.39%	10,557,513	4,428,357
2009-2010	Actual	18,492,058	23.40%	9,526,525	8,965,533
2010-2011	Actual	18,215,199	-1.5%	9,402,508	8,812,691
2011-2012	Actual	18,870,328	3.60%	10,031,085	8,839,243
2012-2013	Actual	27,710,088	46.84%	10,115,604	17,594,484
2013-2014	Actual	29,396,830	6.09%	10,609,460	18,787,370
2014-2015	Actual	32,633,003	11.01%	11,522,733	21,110,270



* Contract Services

CITY OF ALISO VIEJO

BUDGET PHILOSOPHY AND OPERATING GUIDELINES

1. The City of Aliso Viejo's budget is designed to serve four major purposes:
 - Define **policy** in compliance with legal requirements for General Law cities in the State of California, the Governmental Accounting Standards Board (GASB) financial reporting requirements and auditing standards, and direction of the City Council. Prepare the Budget in conformity with Generally Accepted Accounting Principles using the modified accrual basis of accounting.
 - Provide an **operations guide** for management and staff responsible for fiscal resources.
 - Present the City's **financial plan** for the ensuing fiscal year, itemizing projected resources and estimated appropriations. The financial plan will be developed using strategic multi-year fiscal planning and conservative revenue forecasts.
 - Provide a **communications** document for citizens who wish to understand the operations and costs of City services.
2. The Financial Plan consists of budgets that originate within each department, are consolidated by financial services, and approved by the City Manager prior to submittal to the City Council.
3. The City Manager is responsible for ensuring compliance with the budget authorized by City Council.
4. The City Council has the legal authority to amend the budget at any time during the fiscal year. The City Manager and the Director of Financial Services have the authority to transfer appropriations within department budgets. City Council's approval is required for all budget amendments that result in a change to the adopted budget.
5. Reserves will be evaluated annually for long-term adequacy and use requirements in conjunction with development of the City's financial forecasts. Balances will be maintained at levels that protect the City from future uncertainties.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Aliso Viejo
California**

For the Fiscal Year Beginning

July 1, 2014

A handwritten signature in black ink, which appears to read "Jeffrey R. Egan". The signature is written in a cursive style.

Executive Director

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**CITY
RESOURCES
AND
APPROPRIATIONS
SUMMARY**

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CITY OF ALISO VIEJO
SUMMARY OF FUND BALANCE
FY 2015-2016

Fund	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
101 General Fund	24,424,794	25,902,841	20,158,246	20,630,976	20,787,691	21,568,146
203 Gas Tax	1,879,939	1,357,622	1,309,252	703,627	821,352	742,092
204 Measure M	819,974	1,225,932	1,247,912	1,141,087	1,023,712	120,222
215 Public Safety Grants	48,733	57,694	84,886	109,131	17,231	21,061
221 AQMD Air Quality	657,840	717,632	741,122	161,337	133,337	196,237
225 Integrated Waste Management	34,540	31,247	29,462	27,787	12,787	4,087
231 Other Grants	613,206	203,649	182,160	182,160	182,160	182,160
241 Technology Grant	572,416	540,134	519,386	505,986	328,986	315,586
245 Development Impact	7,280,597	7,387,912	8,144,311	7,940,271	8,119,271	7,459,396
251 Federal Grant	-	-	-	-	-	-
260 Conference Center	6,679	766	-	-	-	1,190
261 Aquatic Center	2,064	933	-	-	-	-
311 Street Improvements	-	-	-	-	-	-
331 Capital Improvements	-	-	-	-	-	-
332 Storm Water	-	-	-	-	-	-
Sub-Total	36,340,785	37,426,362	32,416,737	31,402,362	31,426,527	30,610,177
Long Term Financing	2,138,855	1,178,096	8,617	8,617	8,622	8,622
Sub-Total	2,138,855	1,178,096	8,617	8,617	8,622	8,622
Total City Fund Balance	38,479,638	38,604,460	32,425,353	31,410,978	31,435,149	30,618,799

CITY OF ALISO VIEJO
CONSOLIDATED FUNDS RESERVES
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
FUND BALANCE						
Non Spendable:	90,624	161,592	141,607	-	-	-
Restricted for:						
Special Revenue Funds	11,858,515	11,458,828	12,173,605	10,662,255	10,621,605	9,020,970
Public Safety	48,733	57,694	84,886	109,131	17,231	21,061
Long Term Financing	2,138,855	1,178,096	8,617	8,617	8,622	8,622
Assigned to:						
Contingency Reserves	4,693,673	4,000,331	4,127,631	4,357,859	4,365,689	4,533,405
Self-Insurance/Benefit Obligations	471,450	570,000	570,000	570,000	570,000	581,400
Asset Replacement	8,288,000	8,657,715	9,065,735	9,085,215	9,493,715	10,043,715
Long Term Debt	5,000,000	7,335,000	-	-	-	-
Asset Replacement	-	-	262,000	262,000	262,000	-
Emergencies & Unanticipated CIP Projects	2,500,000	500,000	1,500,000	1,500,000	1,500,000	1,000,000
Unassigned:	3,389,790	4,685,204	4,491,273	4,855,902	4,596,287	5,409,626
Total Fund Balance	38,479,638	38,604,460	32,425,353	31,410,978	31,435,149	30,618,799

CITY OF ALISO VIEJO
CONSOLIDATED SUMMARY OF RESOURCES & APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
RESOURCES						
Property Tax	5,995,738	6,411,180	6,475,260	6,718,715	6,803,715	6,975,220
Sales Tax	4,180,372	4,685,598	4,814,561	4,720,800	4,770,700	4,877,000
Franchise Tax	1,479,665	1,487,395	1,511,449	1,501,000	1,502,000	1,567,000
Transient Occupancy Tax	711,136	780,075	862,294	835,000	850,000	900,000
Development Impact	1,731,352	355,137	992,783	665,960	753,460	245,125
Permits & Charges for Services	850,791	750,277	674,042	672,300	667,094	867,400
Fines and Forfeitures	392,231	327,174	271,644	230,000	280,000	340,000
Rev-Use of Money & Property	1,183,875	1,066,834	1,180,990	1,207,030	1,145,980	1,398,390
Intergovernmental Revenue	3,230,923	2,032,927	2,809,109	2,127,300	2,153,750	2,827,575
Other Revenue	116,089	73,224	48,369	22,410	44,780	75,250
Total Estimated Resources	19,872,172	17,969,821	19,640,501	18,700,515	18,971,479	20,072,960
APPROPRIATIONS						
Administration & Support	2,149,989	2,502,453	2,610,641	2,888,770	3,106,815	3,075,480
City Hall	149,147	148,081	152,573	168,300	173,200	175,940
Community Services	747,462	785,514	885,486	928,590	940,755	965,775
Building & Safety	563,774	502,298	489,030	506,000	509,700	655,000
Public Works	2,062,876	2,124,419	2,048,980	2,267,700	2,235,100	2,476,400
Public Safety	6,640,087	6,651,838	7,014,725	7,557,490	7,708,145	7,825,405
City Facilities	1,110,736	1,141,721	1,264,538	1,380,045	1,265,610	1,722,380
Capital Improvement Projects	4,905,497	2,354,876	2,573,135	2,833,550	2,723,050	2,947,850
Community Development	1,060,859	1,119,735	1,093,912	1,184,445	1,299,310	1,045,080
Long Term Financing	517,765	514,065	7,686,590	-	-	-
Total Appropriations	19,908,191	17,845,000	25,819,608	19,714,890	19,961,685	20,889,310
NET CHANGE IN FUND BALANCE	(36,019)	124,821	(6,179,108)	(1,014,375)	(990,206)	(816,350)
Beginning Fund Balance	38,515,655	38,479,638	38,604,460	32,425,353	32,425,353	31,435,149
PROJECTED ENDING FUND BALANCE	38,479,638	38,604,460	32,425,353	31,410,978	31,435,149	30,618,799

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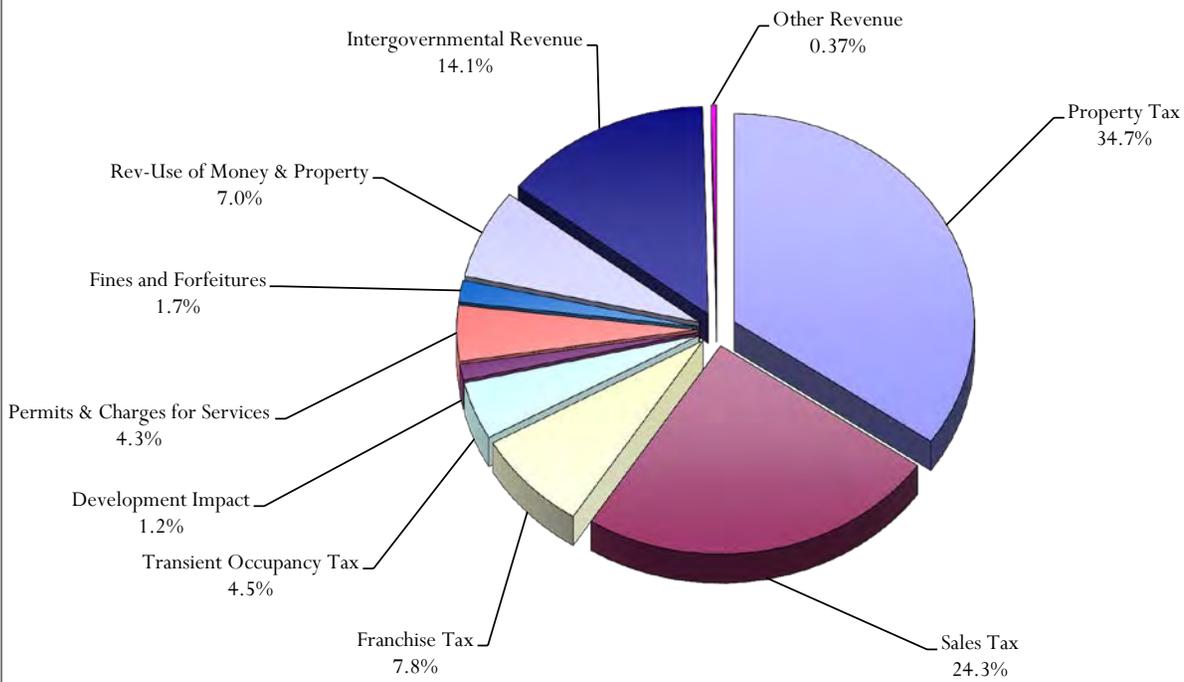
CITY OF ALISO VIEJO
SUMMARY OF RESOURCES & APPROPRIATIONS BY FUND
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
RESOURCES¹						
101 General Fund	14,066,957	14,812,483	14,893,560	14,998,925	15,181,740	15,891,805
202 Traffic Congestion Relief	-	-	-	-	-	-
203 Gas Tax	1,357,024	1,116,805	1,552,451	1,233,375	1,267,200	1,061,740
204 Measure M	602,124	749,395	802,350	668,825	651,450	1,266,360
215 Public Safety Grants	103,323	100,065	103,319	100,100	110,100	100,100
221 AQMD Air Quality	62,807	59,792	63,336	61,900	61,900	62,900
225 Integrated Waste Management	13,366	13,416	13,262	13,325	13,325	13,300
231 Other Grants	600,103	-	282,424	56,950	56,950	-
241 Technology Grant	-	3,300	6,600	6,600	6,600	6,600
245 Development Impact	1,731,352	355,137	992,783	665,960	753,460	245,125
251 Federal Grant	506,174	897	-	-	-	189,680
260 City Facilities	1,162,407	1,134,678	1,262,838	1,380,045	1,265,610	1,723,570
Total Resources	20,205,638	18,345,968	19,972,923	19,186,005	19,368,335	20,561,180
APPROPRIATIONS¹						
101 General Fund	13,147,910	13,334,436	13,642,194	14,526,195	14,552,295	15,111,350
202 Traffic Congestion Relief	2	-	-	-	-	-
203 Gas Tax	1,629,718	1,639,122	1,600,821	1,839,000	1,755,100	1,141,000
204 Measure M	830,806	343,436	780,370	775,650	875,650	2,169,850
215 Public Safety Grants	124,259	91,104	76,126	75,855	177,755	96,270
221 AQMD Air Quality	-	-	39,847	641,685	669,685	-
225 Integrated Waste Management	9,980	16,709	15,048	15,000	30,000	22,000
231 Other Grants	860	409,557	303,914	56,950	56,950	-
241 Technology Grant	12,875	35,582	27,348	20,000	197,000	20,000
245 Development Impact	974,671	247,822	236,385	870,000	778,500	905,000
251 Federal Grant	507,241	897	-	-	-	189,680
260 City Facilities	1,110,736	1,141,721	1,264,538	1,380,045	1,265,610	1,722,380
Total Appropriations	18,349,058	17,260,386	17,986,590	20,200,380	20,358,545	21,377,530
NET CHANGE IN FUND BALANCE	1,856,580	1,085,582	1,986,333	(1,014,375)	(990,205)	(816,350)
Beginning Fund Balance	38,515,655	38,479,638	38,604,461	32,425,353	32,425,353	31,435,149
Long Term Financing	(1,892,599)	(960,760)	(8,165,441)	-	-	-
PROJECTED ENDING FUND BALANCE	38,479,638	38,604,461	32,425,353	31,410,978	31,435,149	30,618,799

¹ Data includes interfund transfers.

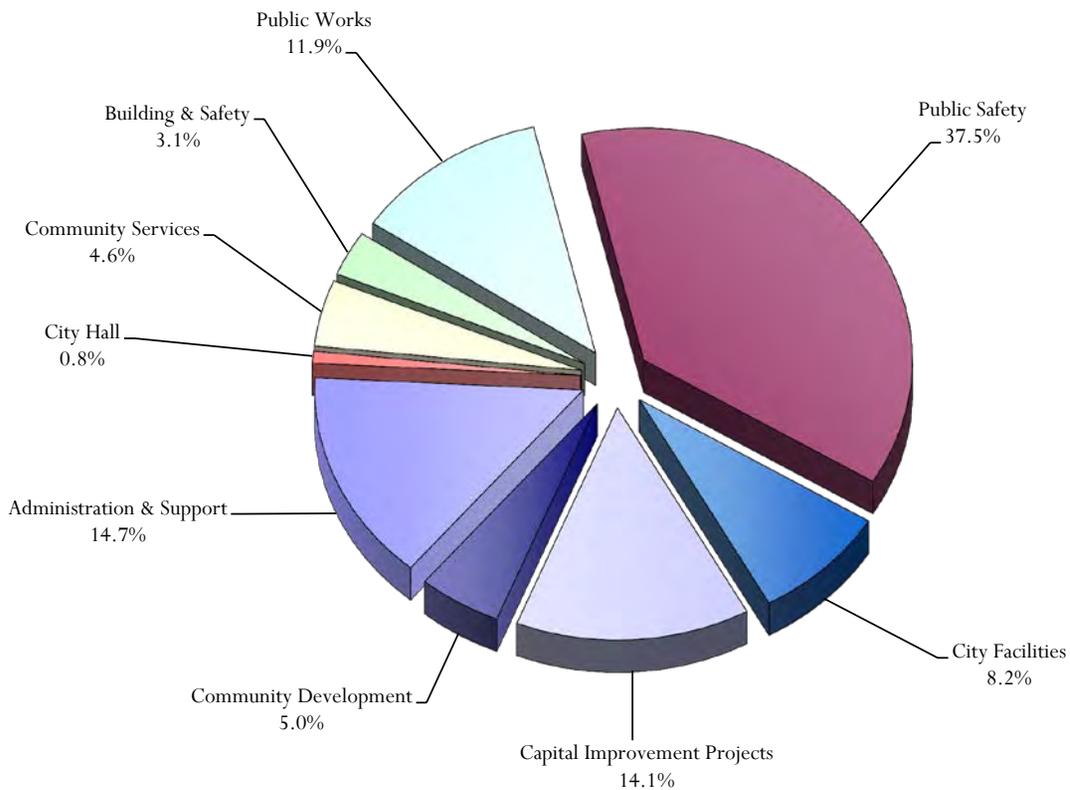
Total City Resources

FY 2015-2016

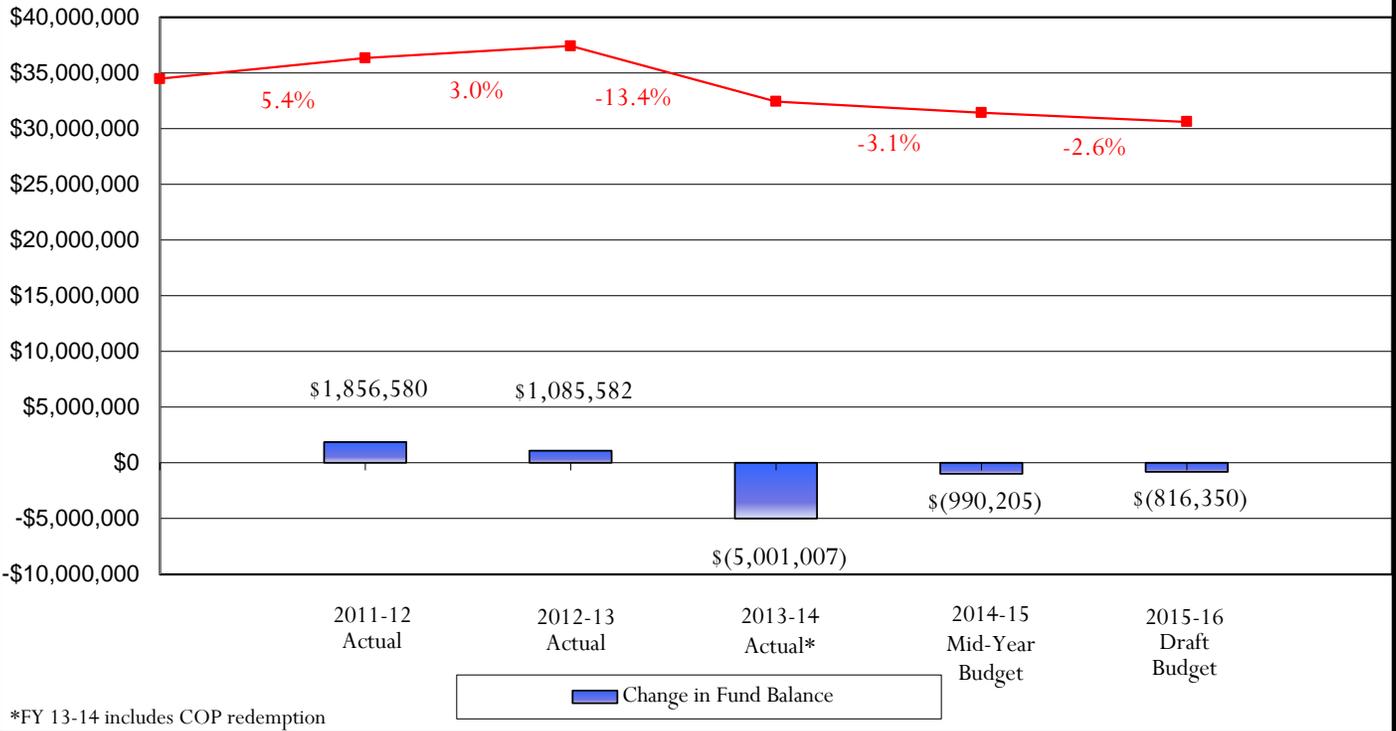


Total City Appropriations

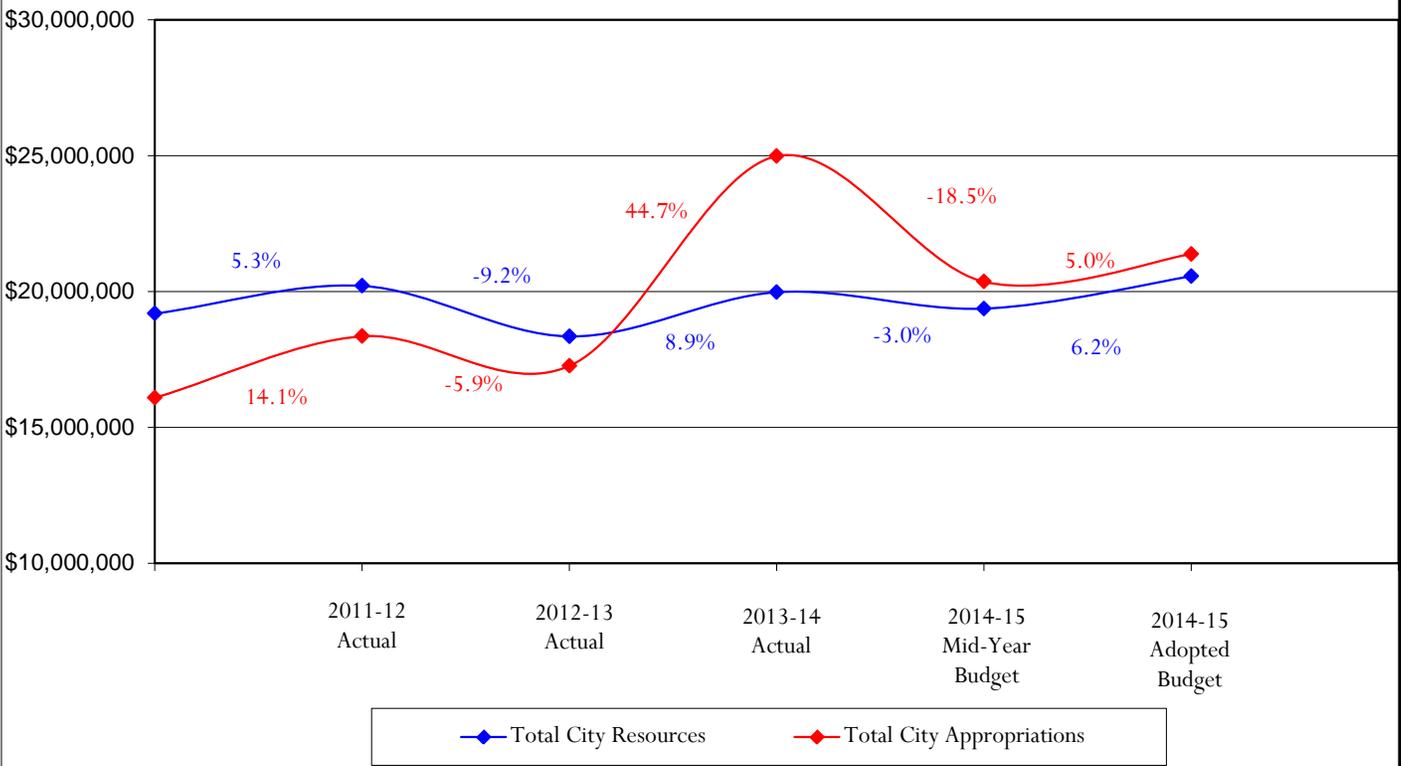
FY 2015-2016



Total City Fund Balance FY 2015-2016



Total City Resources & Appropriations FY 2015-16



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**GENERAL FUND
BUDGET
SUMMARY**

CITY OF ALISO VIEJO
GENERAL FUND RESERVES
FY 2015-2016

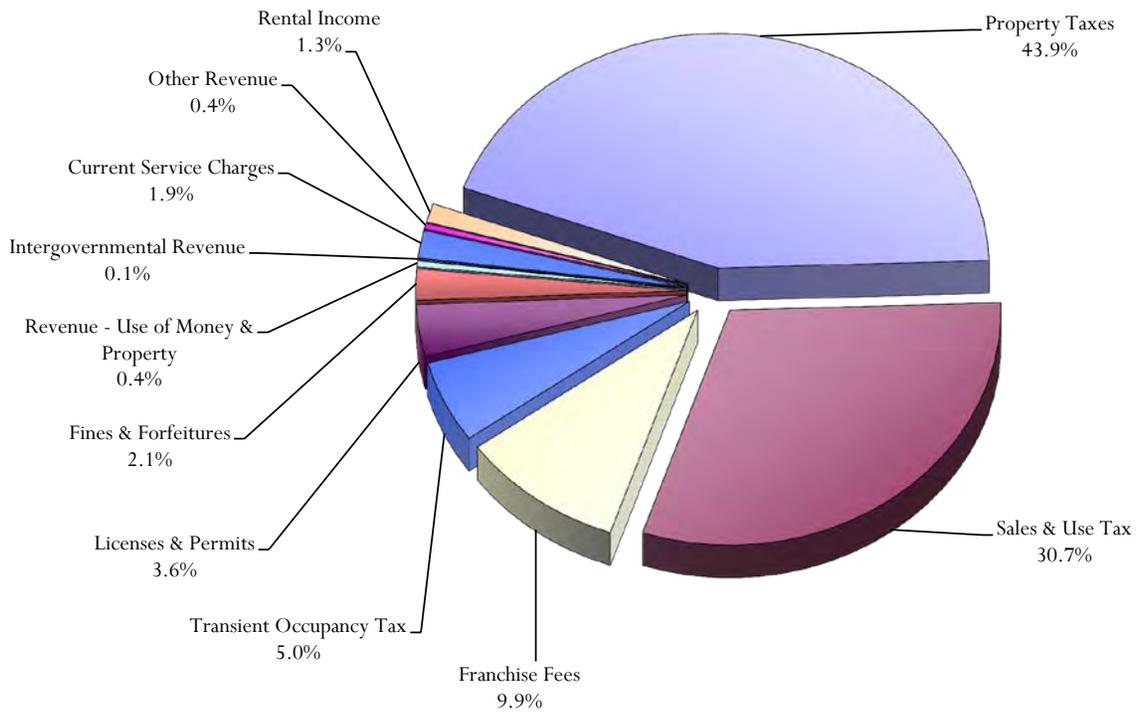
	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
FUND BALANCE						
Non Spendable:	86,492	130,620	111,045	-	-	-
Assigned to:						
Contingency Reserves	4,693,673	4,000,331	4,127,631	4,357,859	4,365,689	4,533,405
Self-Insurance/Benefit Obligations	471,450	570,000	570,000	570,000	570,000	581,400
Asset Replacement	8,288,000	8,657,715	9,065,735	9,085,215	9,493,715	10,043,715
Long Term Debt	5,000,000	7,335,000	-	-	-	-
800 MHZ replacement and upgrade	-	-	262,000	262,000	262,000	-
Emergencies & Unanticipated CIP Projects	2,500,000	500,000	1,500,000	1,500,000	1,500,000	1,000,000
Unassigned:						
Unassigned General Fund	3,385,179	4,709,175	4,521,835	4,855,902	4,596,287	5,409,626
Total Fund Balance	24,424,794	25,902,841	20,158,246	20,630,976	20,787,691	21,568,146

CITY OF ALISO VIEJO
SUMMARY OF GENERAL FUND RESOURCES & APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
RESOURCES						
Taxes	12,367,051	13,364,354	13,663,703	13,775,665	13,926,565	14,319,370
Licenses & Permits	493,122	482,730	377,459	454,750	463,915	567,890
Fines and Forfeitures	392,231	327,174	271,644	230,000	280,000	340,000
Rev-Use of Money & Property	104,969	69,260	72,178	95,250	60,000	67,000
Intergovernmental Revenue	7,970	41,961	33,494	13,560	34,030	12,500
Current Services Charges	357,944	267,694	296,641	217,700	203,229	299,560
Other Revenue	107,704	31,011	14,677	8,550	10,550	62,550
Interfund Transfers In	1,170	-	-	-	-	17,830
General Fund Sub-Total	13,832,161	14,584,184	14,729,796	14,795,475	14,978,289	15,686,700
Rental Income	234,796	228,299	163,764	203,450	203,450	205,105
Rental Income Sub-Total	234,796	228,299	163,764	203,450	203,450	205,105
Total Resources	14,066,957	14,812,482	14,893,561	14,998,925	15,181,740	15,891,805
APPROPRIATIONS						
Administration & Support	2,137,114	2,466,871	2,583,293	2,868,770	2,909,815	3,055,480
Community Services	747,462	785,514	866,052	904,540	916,705	941,475
Planning	1,060,859	888,892	1,004,912	884,445	977,810	945,080
Building & Safety	563,774	502,298	489,030	506,000	509,700	655,000
Public Works	1,113,172	1,089,986	1,083,707	1,163,700	1,100,000	1,313,400
Public Safety	6,515,828	6,560,734	6,938,599	7,481,635	7,502,390	7,729,135
Interfund Transfers Out	860,555	892,060	124,028	548,805	462,675	295,840
General Fund Sub-Total	12,998,763	13,186,355	13,089,620	14,357,895	14,379,095	14,935,410
City Hall	149,147	148,081	552,573	168,300	173,200	175,940
City Hall Sub-Total	149,147	148,081	552,573	168,300	173,200	175,940
Total Appropriations	13,147,910	13,334,437	13,642,194	14,526,195	14,552,295	15,111,350
NET CHANGE IN FUND BALANCE	919,046	1,478,045	1,251,368	472,730	629,445	780,455
Beginning Fund Balance	23,505,748	24,424,794	25,902,841	20,158,246	20,158,246	20,787,691
COP Redemption	-	-	(6,995,961)	-	-	-
PROJECTED ENDING FUND BALANCE	24,424,794	25,902,841	20,158,246	20,630,976	20,787,691	21,568,146

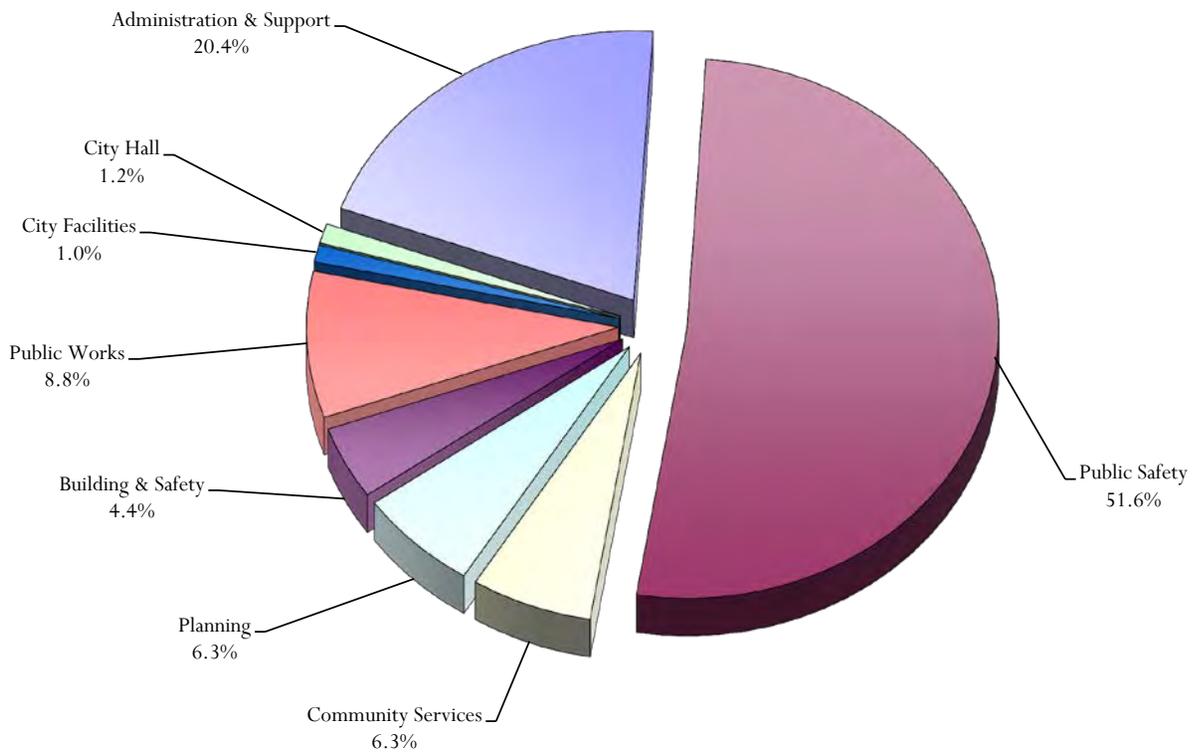
General Fund Resources

FY 2015-16



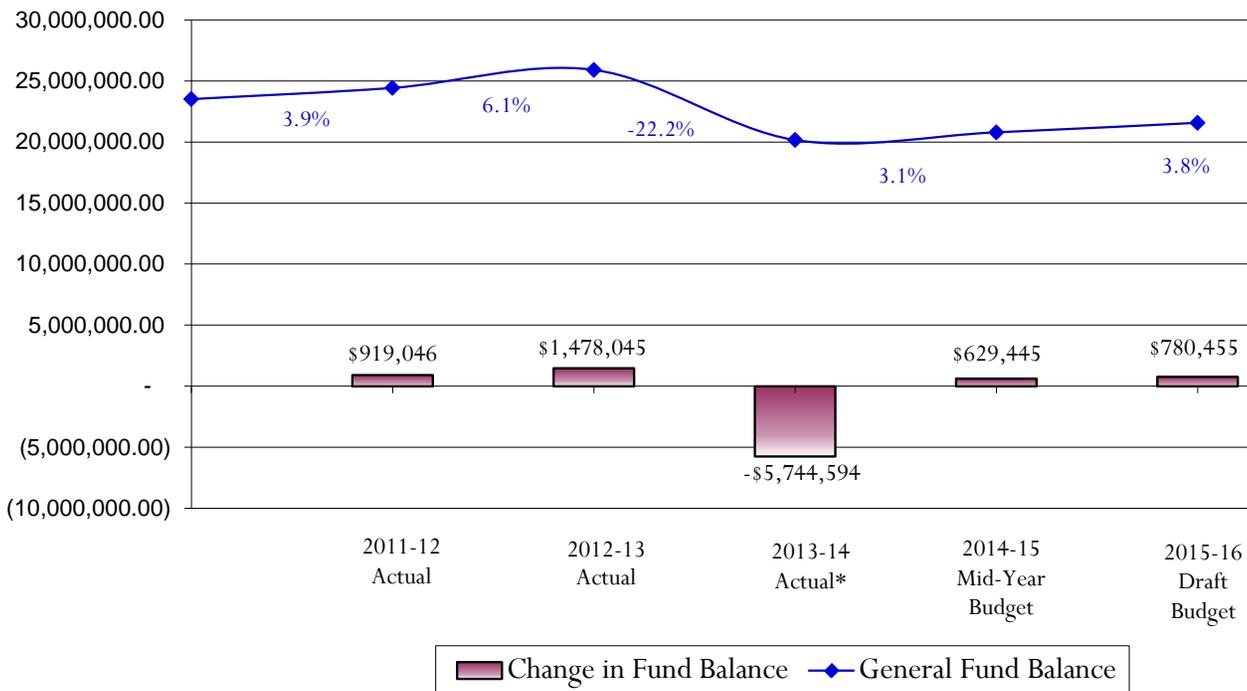
General Fund Appropriations

FY 2015-16



General Fund Balance

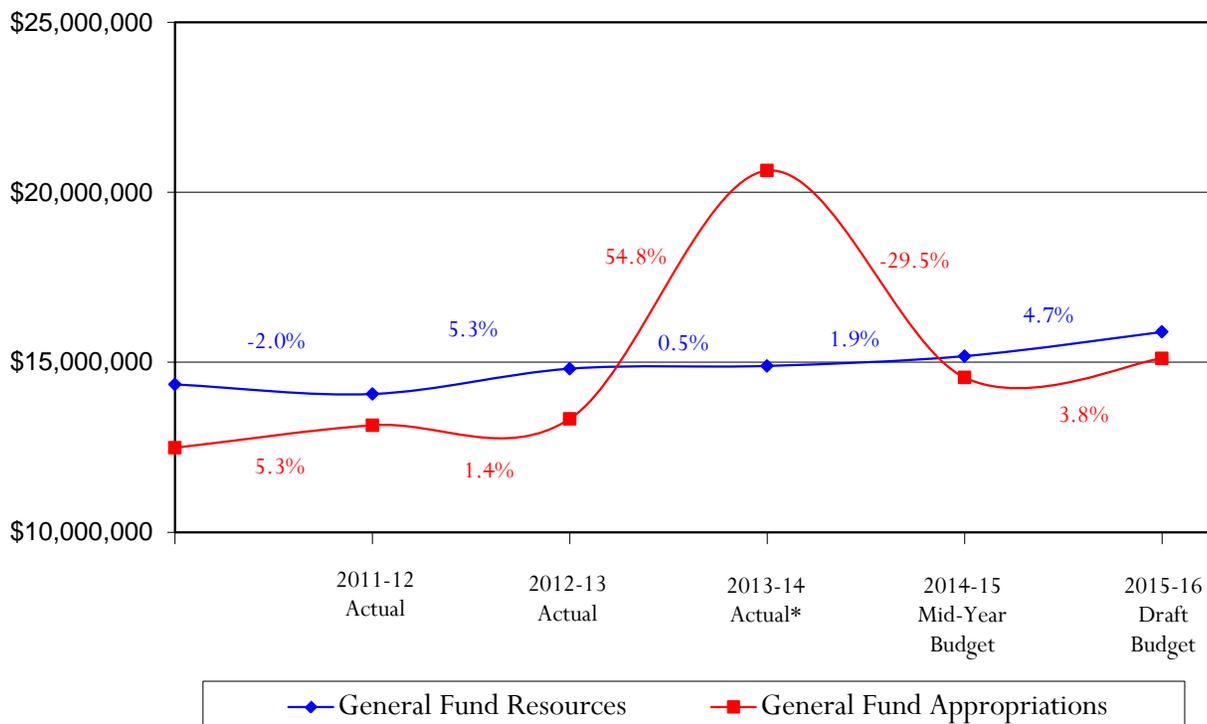
FY 2015-2016



*FY 13-14 includes COP redemption

General Fund Resources & Appropriations

FY 2015-2016



*FY 13-14 includes COP redemption

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CITY OF ALISO VIEJO
GENERAL FUND RESOURCES AND APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
RESOURCES						
Taxes						
General Property Taxes						
Current Secured	1,772,948	2,084,573	1,925,103	2,050,000	2,100,000	2,142,000
Current Unsecured	75,981	69,832	73,452	85,000	72,000	73,500
Prior Year Property Tax	40,073	37,843	26,570	40,000	30,000	25,000
Supplemental Roll	36,389	77,724	142,590	65,000	58,000	58,000
Misc. Property Taxes	5,529	1,453	1,207	1,000	6,000	6,000
Property Tax In Lieu	3,735,546	3,782,351	3,917,764	4,089,000	4,149,000	4,282,000
Total General Property Taxes	5,666,466	6,053,775	6,086,686	6,330,000	6,415,000	6,586,500
Sales & Use Tax						
General Sales Tax	3,251,892	3,558,376	3,523,767	3,566,800	3,566,800	4,272,000
Sales Tax In Lieu	928,481	1,127,222	1,290,793	1,154,000	1,203,900	605,000
Total Sales & Use Taxes	4,180,372	4,685,598	4,814,561	4,720,800	4,770,700	4,877,000
Franchise Fees						
Franchise - Electric	357,300	375,654	389,146	380,000	380,000	410,000
Franchise - Gas	83,198	64,296	82,797	82,000	82,000	82,000
Franchise - Cable TV	838,399	842,500	837,194	835,000	835,000	870,000
Franchise - Waste Collection	200,769	204,945	202,313	204,000	205,000	205,000
Franchise - Other	-	-	-	-	-	-
Total Franchise Fees	1,479,665	1,487,395	1,511,449	1,501,000	1,502,000	1,567,000
Other Taxes						
Real Property Transfer Tax	280,494	309,361	338,713	340,000	340,000	340,000
County Fire Tax Credit	139	105	140	150	150	150
Public Utility Tax	32,112	31,954	34,238	32,000	32,000	32,000
Homeowner Prop Tax Relief	16,667	16,091	15,622	16,715	16,715	16,720
Transient Occupancy Tax	711,136	780,075	862,294	835,000	850,000	900,000
Total Other Taxes	1,040,548	1,137,586	1,251,007	1,223,865	1,238,865	1,288,870
Total Taxes	12,367,051	13,364,354	13,663,703	13,775,665	13,926,565	14,319,370
Licenses & Permits						
Construction Permits						
Building Permits	335,626	300,615	192,268	300,750	280,750	400,000
Electrical Permits	36,292	28,642	10,777	25,000	20,000	18,000
Plumbing Permits	33,454	54,704	86,100	50,000	80,000	65,000
Mechanical Permits	22,765	21,078	13,696	16,000	21,000	17,000
Grading Permits	-	-	-	-	-	-
C & D Permits	6,480	7,740	7,920	7,000	7,000	7,000
Sign Permits	1,735	2,490	-	1,000	-	-
Use Permit	9,127	15,589	12,429	8,000	12,000	12,720

CITY OF ALISO VIEJO
GENERAL FUND RESOURCES AND APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
Issuance Fee	28,154	33,083	34,712	30,000	30,000	30,000
Massage License Fees	-	165	165	-	165	170
Water Quality	19,488	18,624	19,392	17,000	13,000	18,000
Total Construction Permits	493,122	482,730	377,459	454,750	463,915	567,890
Total Licenses & Permits	493,122	482,730	377,459	454,750	463,915	567,890
Fines & Forfeitures						
<u>Vehicle Code Fines</u>						
Vehicle Code Fines	212,104	215,987	135,189	130,000	130,000	140,000
Total Vehicle Code Fines	212,104	215,987	135,189	130,000	130,000	140,000
<u>Other Fines & Forfeitures</u>						
Other Fines & Forfeitures	22,519	5,424	-	-	-	-
Parking Citations	157,608	105,763	136,455	100,000	150,000	200,000
Total Other Fines & Forfeitures	180,127	111,187	136,455	100,000	150,000	200,000
Total Fines & Forfeiture	392,231	327,174	271,644	230,000	280,000	340,000
Revenue-Use of Money & Property						
<u>Investment Earnings</u>						
Investment Earnings	99,060	63,435	66,373	89,250	55,000	60,000
Total Investment Earnings	99,060	63,435	66,373	89,250	55,000	60,000
<u>Rents & Concessions</u>						
Rent-Iglesia Park	-	-	-	-	-	1,000
Program Revenue	5,908	5,825	5,805	6,000	5,000	6,000
Total Rents & Concessions	5,908	5,825	5,805	6,000	5,000	7,000
Total Rev-Use of Money & Property	104,969	69,260	72,178	95,250	60,000	67,000
Intergovernmental Revenues						
<u>State Shared Taxes</u>						
Motor Vehicle License Fee	-	25,112	20,990	-	20,470	-
State Mandated Reimburse	7,970	16,849	12,504	13,560	13,560	12,500
Total State Shared Taxes	7,970	41,961	33,494	13,560	34,030	12,500
Total Intergovernmental Revenues	7,970	41,961	33,494	13,560	34,030	12,500
Current Services Charges						
<u>General Govt. Charges</u>						
Sales of Publications	275	147	58	150	50	50
Total General Govt. Charges	275	147	58	150	50	50
<u>Engineering Charges</u>						
Misc. Engineering Fees	-	-	-	-	129	-
Transportation Permit	994	830	404	500	850	750
Encroachment Permit	4,911	6,086	5,739	6,000	6,000	6,000
Storm Water Permit	19,776	19,776	19,584	19,800	19,800	19,000
Total Engineering Charges	25,681	26,692	25,727	26,300	26,779	25,750

CITY OF ALISO VIEJO
GENERAL FUND RESOURCES AND APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
<u>Planning & Zoning Charges</u>						
Planning Fees	15,201	20,724	16,699	12,500	12,500	13,250
Site Plan Review	800	2,000	1,000	1,000	500	530
General Plan	74,199	61,401	38,679	60,125	55,125	58,430
Housing Administration	52,070	36,918	11,775	7,850	-	7,000
Special Events Fees	758	1,137	190	500	-	1,000
Misc. Planning Fees	463	73	190	-	-	150
Total Planning & Zoning Charges	143,491	122,253	68,532	81,975	68,125	80,360
<u>Building Regulation Charges</u>						
Building Plan Check Fees	174,925	105,412	189,784	95,000	90,000	180,000
SMIP	369	236	103	50	50	50
Building Standard Fee (CBSC)	228	180	95	150	150	150
Microfilm	12,875	12,532	12,243	13,875	17,875	13,000
Code Enforcement Citations	100	242	100	200	200	200
Total Building Regulation Charges	188,497	118,602	202,324	109,275	108,275	193,400
Total Current Services Charges	357,944	267,694	296,641	217,700	203,229	299,560
Other Revenue						
<u>Miscellaneous Revenues</u>						
Miscellaneous Revenue	101,874	29,184	4,437	7,500	7,500	45,000
Administrative Revenue	5,705	1,827	10,115	1,000	3,000	17,500
Returned Check Charges	125	-	125	50	50	50
Total Miscellaneous Revenues	107,704	31,011	14,677	8,550	10,550	62,550
Total Other Revenue	107,704	31,011	14,677	8,550	10,550	62,550
City Hall						
<u>Revenue-Use of Money & Property</u>						
Rent-City Hall Lease	234,796	228,299	163,764	203,450	203,450	205,105
Total Rev-Use of Money & Property	234,796	228,299	163,764	203,450	203,450	205,105
Total City Hall	234,796	228,299	163,764	203,450	203,450	205,105
Transfers In						
<u>Interfund Transfers</u>						
Interfund Transfers	1,170	-	-	-	-	17,830
Total Interfund Transfers	1,170	-	-	-	-	17,830
Total Transfers In	1,170	-	-	-	-	17,830
TOTAL RESOURCES	14,066,957	14,812,483	14,893,560	14,998,925	15,181,739	15,891,805

CITY OF ALISO VIEJO
GENERAL FUND RESOURCES AND APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
APPROPRIATIONS						
Administrative Services						
<u>City Council</u>						
Professional & Technical Services	124,157	132,090	133,411	141,135	141,135	141,030
Other Services	5,919	10,546	8,698	13,470	14,845	15,430
Total City Council	130,076	142,636	142,108	154,605	155,980	156,460
<u>City Manager</u>						
Personnel-Wages & Benefits	592,482	615,863	518,334	673,585	677,510	719,930
Professional & Technical Services	1,428	-	136,190	4,000	4,000	4,000
Other Services	6,498	8,150	26,286	12,270	11,270	16,075
Supplies	1,395	1,368	1,434	1,900	1,900	2,100
Total City Manager	601,802	625,381	682,244	691,755	694,680	742,105
<u>Economic Development</u>						
Professional & Technical Services	13,559	49,389	56,903	90,950	90,950	90,000
Other Services	7,836	5,100	25,172	30,000	30,000	45,000
Total Economic Development	21,395	54,489	82,075	120,950	120,950	135,000
<u>City Clerk</u>						
Personnel-Wages & Benefits	159,818	167,670	172,419	174,970	167,615	162,785
Professional & Technical Services	9,480	9,478	14,099	12,890	12,890	12,890
Other Services	5,862	26,381	2,792	38,600	38,600	5,050
Supplies	1,789	1,864	1,384	2,000	2,000	2,000
Contract Services	9,454	6,477	2,654	3,500	3,500	3,500
Total City Clerk	186,403	211,870	193,349	231,960	224,605	186,225
<u>City Attorney</u>						
Professional & Technical Services	235,587	243,097	236,553	268,000	268,000	268,000
Other Services	108,061	179,047	205,531	96,500	149,000	149,000
Total City Attorney	343,648	422,144	442,084	364,500	417,000	417,000
<u>Finance</u>						
Personnel-Wages & Benefits	361,889	380,896	426,130	523,370	495,785	527,090
Professional & Technical Services	81,085	88,502	86,027	128,980	155,465	91,650
Other Services	6,822	5,250	4,186	7,840	7,840	8,410
Supplies	1,572	2,265	1,837	1,500	2,600	2,600
Total Finance	451,369	476,913	518,180	661,690	661,690	629,750
<u>Non-Departmental</u>						
Professional & Technical Services	164,789	207,746	219,154	260,135	272,635	247,385
Operating Expenditures	87,435	94,952	86,479	147,960	162,060	130,440
Other Services	140,342	215,438	200,604	215,715	167,115	387,615
Supplies	9,854	15,302	17,016	19,500	33,100	23,500
Total Non-Departmental	402,421	533,438	523,254	643,310	634,910	788,940
Total Administrative Services	2,137,114	2,466,871	2,583,293	2,868,770	2,909,815	3,055,480

CITY OF ALISO VIEJO
GENERAL FUND RESOURCES AND APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
Community Services						
<u>Community Services Administration</u>						
Personnel-Wages & Benefits	320,305	333,206	359,978	388,005	389,080	380,520
Other Services	184,785	231,530	277,773	245,875	238,175	242,680
Supplies	34,621	14,869	23,023	56,500	61,500	69,140
Total Community Services Administration	539,711	579,605	660,774	690,380	688,755	692,340
<u>Iglesia Park</u>						
Operating Expenditures	83,515	77,421	75,848	84,085	92,085	95,525
Total Iglesia Park	83,515	77,421	75,848	84,085	92,085	95,525
<u>Iglesia Building</u>						
Professional & Technical Services	2,825	2,789	3,107	3,560	3,560	3,560
Operating Expenditures	21,411	25,699	26,323	26,515	32,305	32,845
Total Iglesia Building	24,235	28,488	29,430	30,075	35,865	36,405
<u>Family Resource Center</u>						
Personnel-Wages & Benefits	-	-	-	-	-	12,205
Other Services	100,000	100,000	100,000	100,000	100,000	105,000
Total Family Resource Center	100,000	100,000	100,000	100,000	100,000	117,205
Total Community Services	747,462	785,514	866,052	904,540	916,705	941,475
Planning Services						
<u>Planning</u>						
Personnel-Wages & Benefits	437,379	454,139	505,548	549,945	568,310	612,830
Professional & Technical Services	5,325	23,588	8,978	19,500	19,500	20,000
Other Services	8,018	66,536	222,407	203,000	278,000	248,000
Supplies	2,955	2,156	2,720	2,000	2,000	1,750
Contract Services	607,181	342,473	265,259	110,000	110,000	62,500
Total Planning	1,060,859	888,892	1,004,912	884,445	977,810	945,080
Total Planning Services	1,060,859	888,892	1,004,912	884,445	977,810	945,080
Building & Safety						
<u>Building</u>						
Other Services	10,282	6,463	7,079	10,000	10,000	10,000
Supplies	643	502	658	1,000	1,000	1,000
Contract Services	423,618	387,660	368,418	380,000	380,000	524,000
Total Building	434,544	394,625	376,155	391,000	391,000	535,000
<u>Code Enforcement</u>						
Contract Services	129,231	107,673	112,874	115,000	118,700	120,000
Total Code Enforcement	129,231	107,673	112,874	115,000	118,700	120,000
Total Building & Safety	563,774	502,298	489,030	506,000	509,700	655,000

CITY OF ALISO VIEJO
GENERAL FUND RESOURCES AND APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
Public Works						
<u>Engineering (General)</u>						
Professional & Technical Services	23,900	22,600	30,394	30,650	30,650	31,000
Other Services	117,285	145,947	141,731	178,500	118,500	221,150
Supplies	675	460	818	1,250	1,250	1,250
Contract Services	571,309	519,351	508,742	543,500	539,800	650,200
Total Engineering (General)	713,169	688,358	681,685	753,900	690,200	903,600
<u>Traffic Engineering</u>						
Contract Services	24,121	18,931	15,961	20,000	20,000	20,000
Total Traffic Engineering	24,121	18,931	15,961	20,000	20,000	20,000
<u>Street Maintenance</u>						
Contract Services	375,883	382,697	386,062	389,800	389,800	389,800
Total Street Maintenance	375,883	382,697	386,062	389,800	389,800	389,800
Total Public Works	1,113,172	1,089,986	1,083,707	1,163,700	1,100,000	1,313,400
Public Safety						
<u>Law Enforcement-Contract</u>						
Professional & Technical Services	6,141,511	6,162,062	6,493,575	6,992,915	6,992,915	7,195,380
Total Law Enforcement-Contract	6,141,511	6,162,062	6,493,575	6,992,915	6,992,915	7,195,380
<u>Law Enforcement-Other</u>						
Operating Expenditures	14,109	13,205	11,346	16,990	16,990	19,835
Other Services	18,860	16,155	15,499	19,000	19,000	22,000
Supplies	8,984	9,592	12,102	10,000	15,000	15,000
Contract Services	100,486	109,745	124,036	154,630	155,665	151,110
Total Law Enforcement-Other	142,438	148,697	162,984	200,620	206,655	207,945
<u>Crime Prevention</u>						
Operating Expenditures	1,020	1,020	1,045	1,050	3,000	4,140
Other Services	1,733	1,295	65	3,970	3,970	3,970
Supplies	5,279	5,917	5,644	4,980	4,980	5,700
Total Crime Prevention	8,032	8,232	6,754	10,000	11,950	13,810
<u>Animal Control</u>						
Contract Services	220,000	238,782	276,740	275,100	287,870	307,000
Total Animal Control	220,000	238,782	276,740	275,100	287,870	307,000
<u>Emergency Operations Center</u>						
Supplies	3,847	2,961	(1,455)	3,000	3,000	5,000
Total Emergency Operations Center	3,847	2,961	(1,455)	3,000	3,000	5,000
Total Public Safety	6,515,828	6,560,734	6,938,599	7,481,635	7,502,390	7,729,135

CITY OF ALISO VIEJO
GENERAL FUND RESOURCES AND APPROPRIATIONS
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
Transfers Out						
<u>Capital Improvements</u>						
Project Expenses	-	-	-	-	-	-
Total Capital Improvements	-	-	-	-	-	-
<u>Transfers Out</u>						
Transfers Out	860,555	892,060	124,028	548,805	462,675	295,840
Total Transfers Out	860,555	892,060	124,028	548,805	462,675	295,840
Total Transfers Out	860,555	892,060	124,028	548,805	462,675	295,840
City Hall						
<u>City Hall</u>						
Professional & Technical Services	19,128	19,822	22,068	21,190	20,290	21,270
Operating Expenditures	111,112	110,724	112,272	130,910	136,710	134,470
Capital Outlay	18,906	17,535	18,234	16,200	16,200	20,200
Total City Hall	149,147	148,081	152,573	168,300	173,200	175,940
<u>Transfers Out</u>						
Transfers Out	-	-	400,000	-	-	-
Total Transfers Out	-	-	400,000	-	-	-
Total City Hall	149,147	148,081	552,573	168,300	173,200	175,940
TOTAL APPROPRIATIONS	13,147,910	13,334,436	13,642,194	14,526,195	14,552,295	15,111,350
Resources over/(under) Appropriations	919,047	1,478,047	1,251,367	472,730	629,445	780,455
Beginning Fund Balance	23,505,746	24,424,794	25,902,841	20,158,246	20,158,246	20,787,691
COP Redemption	-	-	(6,995,961)	-	-	-
Projected Ending Fund Balance	24,424,794	25,902,841	20,158,246	20,630,976	20,787,691	21,568,146

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Budget Detail

ADMINISTRATION AND SUPPORT

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CITY OF ALISO VIEJO

City Council

FY 2015-2016

Description

The City Council is the legislative and policy-making body of the City of Aliso Viejo. Five Council Members are elected at-large for four-year, staggered terms of office. The Council annually elects one of its members to serve as Mayor. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions.

As Aliso Viejo's elected representatives, the City Council expresses the values of the electorate in keeping pace with viable community needs and for establishing the quality of municipal services. The Council determines service levels and expenditure obligations through the adoption of an annual budget, authorizes City contracts and expenditures, establishes City service and operating policies, and adopts such regulatory measures as may be necessary for the benefit and protection of the community.

Council members also represent the City on various intergovernmental organizations to achieve governmental cooperation, support legislation, and create programs that are consistent with the needs of the community.

Staff Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
	Actual	Actual	Actual	Adopted Budget	Proposed Budget
City Council					
Mayor	1	1	1	1	1
Mayor Pro Tem	1	1	1	1	1
City Council Members	3	3	3	3	3
Total City Council	5	5	5	5	5

Administration & Support

CITY OF ALISO VIEJO

City Council

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL 101-1101	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PROFESSIONAL & TECH. SERVICES						
4103 City Council Compensation	31,200	31,200	31,200	31,200	31,200	31,200
TOTAL PROFESSIONAL & TECH. SERVICES	31,200	31,200	31,200	31,200	31,200	31,200
PERSONNEL-BENEFITS						
4201 Retirement	4,435	3,737	4,162	4,595	4,595	2,530
4202 FICA/Medicare	1,668	2,438	2,885	2,305	2,305	3,100
4203 State Unemployment/SDI	1,934	1,934	1,798	2,170	2,170	2,170
4206 Medical Insurance	-	8,720	21,823	24,920	21,400	17,850
4207 Dental Insurance	1,869	2,860	4,175	4,410	4,410	3,860
4208 Vision Insurance	324	486	741	815	815	710
4224 Deferred Compensation	82,727	80,715	66,627	70,720	74,240	79,610
TOTAL PERSONNEL-BENEFITS	92,957	100,890	102,211	109,935	109,935	109,830
OTHER SERVICES						
4502 Awards & Recognition	91	58	74	150	1,350	930
4514 Travel	365	-	570	1,600	1,600	1,000
4520 Mtgs/Conf./Trng & Dev.	4,862	9,769	7,454	11,000	11,000	12,600
4521 Membership & Dues	600	719	600	720	720	650
TOTAL OTHER SERVICES	5,919	10,546	8,698	13,470	14,670	15,180
Supplies						
4610 Supplies	-	-	-	-	175	250
TOTAL Supplies	-	-	-	-	175	250
TOTAL CITY COUNCIL	130,076	142,636	142,108	154,605	155,980	156,460

Administration & Support

CITY OF ALISO VIEJO

Budget Detail

City Council

FY 2015-2016

TOTAL CITY COUNCIL BUDGET		156,460
101-1101		
PROFESSIONAL & TECH. SERVICES		Amount Budgeted
4103	City Council Compensation <i>Compensation for City Council Members per State statute.</i>	31,200
PERSONNEL-BENEFITS		
	Benefits	109,830
OTHER SERVICES		
4502	Award & Recognition <i>Outgoing Mayor recognition, Misc. Recognition</i>	930
4514	Travel <i>Council specific regional activities attendance. Includes: League Travel</i>	1,000
4520	Mtgs/Conf./Trng & Dev. <i>Council training and development. Includes expenses incurred to attend conferences and meetings, such as registration, lodging, transportation and meals; and SOCAM Hosting.</i>	12,600
4521	Membership & Dues <i>Dues to organizations enabling the City to receive updated information & training opportunities. Includes: Local Government Commission and LOCC</i>	650
4601	Supplies <i>Office supplies.</i>	250

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CITY OF ALISO VIEJO

City Manager

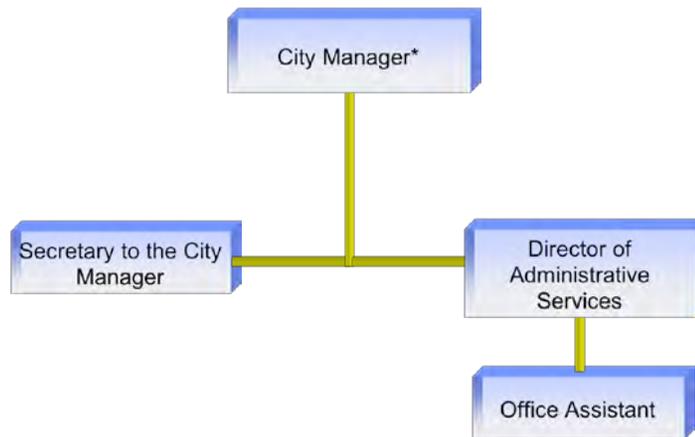
FY 2015-2016

The City Manager's Office provides for continued administrative direction to all departments. This Office is responsible for the execution of Council policy and the enforcement of all laws and ordinances.

Under Council's direction, the City Manager implements Council policy. The City Manager is the director of all City personnel and, as such, the City Manager establishes and maintains appropriate controls to ensure that all operating departments adhere to Council and other legally mandated policies and regulations. The City Manager also oversees the preparation of the Annual Budget and its administration.

Additionally, the City Manager's Office is responsible for the administration of Human Resources. This includes salary and benefit administration, as well as review of personnel policies, administrative and clerical support to the City Council Members, Risk Management, Economic Development, and Cable TV Programming.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2015-2016 Proposed Budget
STAFF SUMMARY:					
City Manager	1	1	1	1	1
Director of Administrative Services	1	1	1	1	1
Secretary to the City Manager	1	1	1	1	1
Office Assistant	1	1	1	1	1
Total	4	4	4	4	4



* Office appointed by the City Council

Administration & Support

CITY OF ALISO VIEJO

City Manager

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL

101-1501

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PERSONNEL-SALARIES						
4101 Regular Employees	430,479	446,816	372,253	486,830	490,200	518,210
4102 Part-Time Wages	-	-	-	-	-	10,500
4104 Overtime Pay	231	319	716	1,105	1,105	1,205
TOTAL PERSONNEL-SALARIES	430,710	447,135	372,969	487,935	491,305	529,915
PERSONNEL-BENEFITS						
4201 Retirement	70,293	72,360	60,363	84,500	85,050	87,555
4202 FICA/Medicare	6,788	6,984	5,910	7,900	7,950	8,365
4203 State Unemployment/SDI	1,736	1,736	1,597	1,740	1,740	1,740
4206 Medical Insurance	39,794	42,845	35,091	42,665	42,760	43,300
4207 Dental Insurance	4,584	5,603	5,369	6,430	6,445	6,445
4208 Vision Insurance	966	966	830	1,035	1,035	1,070
4209 Life Insurance	2,173	2,324	1,922	2,430	2,430	2,440
4221 Flex Benefits	1,348	1,447	1,447	1,450	1,450	1,450
4224 Deferred Compensation	24,991	26,763	28,793	29,100	28,945	29,250
4225 Vehicle/Cell Allowance	9,100	7,700	4,043	8,400	8,400	8,400
TOTAL PERSONNEL-BENEFITS	161,772	168,728	145,364	185,650	186,205	190,015
PROFESSIONAL & TECH. SERVICES						
4301 Professional Services	1,428	-	136,190	4,000	4,000	4,000
TOTAL PROFESSIONAL & TECH. SERVICES	1,428	-	136,190	4,000	4,000	4,000
OTHER SERVICES						
4512 Postage	-	-	-	50	50	50
4520 Mtgs/Conf./Trng & Dev.	4,373	5,825	2,357	9,530	8,530	13,330
4521 Membership & Dues	2,125	2,325	1,165	2,690	2,690	2,695
4531 Community Outreach	-	-	22,764	-	-	-
TOTAL OTHER SERVICES	6,498	8,150	26,286	12,270	11,270	16,075
SUPPLIES						
4601 Supplies	757	549	716	1,000	1,000	1,000
4611 Publications/Reference Materials	638	819	719	900	900	1,100
TOTAL SUPPLIES	1,395	1,368	1,434	1,900	1,900	2,100
TOTAL CITY MANAGER	601,802	625,381	682,244	691,755	694,680	742,105

Administration & Support

CITY OF ALISO VIEJO

Budget Detail

City Manager

FY 2015-2016

TOTAL CITY MANAGER BUDGET		731,605
101-1501		
PERSONNEL-SALARIES		Amount Budgeted
4101	Regular Employees	518,210
4104	Overtime Pay	1,205
PERSONNEL-BENEFITS		
	Benefits	190,015
PROFESSIONAL & TECH. SERVICES		
4301	Professional Services <i>Contractual services for temporary services.</i>	4,000
OTHER SERVICES		
4512	Postage <i>Postage and/or courier services.</i>	50
4520	Mtgs/Conf./Trng & Dev. <i>Expenses incurred for Training & Development, Conferences, and Meetings. These expenses are comprised of registration, lodging, transportation and meal costs. Conferences included are: LOCC, LOCC CITY MANAGERS CONF, LCW EMPLOYMENT LAW CONF, ICMA, CJPIA, CALPERS, and PARMA. Also included are the OCCMA monthly meetings, other miscellaneous meetings, and mileage reimbursement. Miscellaneous meetings include those with city council, marketing & development, and meetings held offsite.</i>	13,330
4521	Membership & Dues <i>Dues to organizations enabling the City to receive updated information & training opportunities. Included are: CALPELRA, CALPACS, Municipal Information Systems Association of California (MISAC), and International City/County Management Association (ICMA).</i>	2,695
4531	Community Outreach <i>Included costs for Citizens Leadership Academy (CLA) and Community Survey. CLA has since been merged with the Citizens Emergency Preparedness Academy (CEPA).</i>	-
SUPPLIES		
4601	Supplies <i>Office supplies.</i>	1,000
4611	Publications/Reference Materials <i>Reference books and publications. Included are newspaper & journal subscriptions and miscellaneous research material.</i>	1,100

Administration & Support

CITY OF ALISO VIEJO

Economic Development

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
101-1502		Actual	Actual	Actual	Adopted	Mid-Year	Proposed
					Budget	Budget	Budget
PROFESSIONAL & TECH. SERVICES							
4302	Economic Development & Marketing	13,559	49,389	56,903	90,950	90,950	90,000
TOTAL PROFESSIONAL & TECH SERVICES		13,559	49,389	56,903	90,950	90,950	90,000
OTHER SERVICES							
4520	Mtgs/Conf./Trng & Dev.	2,686	-	172	5,000	5,000	5,000
4521	Membership & Dues	5,150	5,100	25,000	25,000	25,000	40,000
TOTAL OTHER SERVICES		7,836	5,100	25,172	30,000	30,000	45,000
TOTAL ECONOMIC DEVELOPMENT		21,395	54,489	82,075	120,950	120,950	135,000

Administration & Support

CITY OF ALISO VIEJO

Budget Detail

Economic Development

FY 2015-2016

TOTAL ECONOMIC DEVELOPMENT BUDGET	135,000
101-1502	

PROFESSIONAL & TECH. SERVICES	Amount Budgeted
--	------------------------

- | | | |
|------|--|--------|
| 4302 | Economic Development & Marketing
<i>Costs associated with economic development & marketing. Initiatives included are the Town Center Opportunities & Vision Plan, City Marketing, Business Retention/Attraction Program, Business Assistance Program, and Development Opportunities Analysis.</i> | 90,000 |
| 4520 | Mtgs/Conf./Trng & Dev.
<i>Miscellaneous economic development workshops and conferences. Included is the International Council of Shopping Centers Conference.</i> | 5,000 |
| 4521 | Membership & Dues
<i>Dues and/or contributions to organizations enabling the City to receive updated information and stay current on recent developments in the local business community. Included are the Orange County Business Council, the OC Visitors Association, OCTANE, and the AV Chamber of Commerce.</i> | 40,000 |

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CITY OF ALISO VIEJO

City Clerk

FY 2015-2016

The City Clerk's Office is the depository for all official documents and records. The City Clerk has the statutory duty to record the official minutes of all City Council meetings, maintains original resolutions and ordinances, and acts as the custodian of the City seal. The Clerk's Office prepares all necessary documents for public hearings and posts notices and copies of ordinances as required by law.

This Office assists and supports both the public and City departments by making available the records necessary for the City to advance its administrative, legal and legislative functions. Additionally, the Clerk is responsible for municipal elections, maintenance of the Municipal Code, and the records management system for the City.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2015-2016 Proposed Budget
<u>STAFF SUMMARY:</u>					
City Clerk	1	1	1	1	1
Total	1	1	1	1	1

Administration & Support

CITY OF ALISO VIEJO

City Clerk

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-1601

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PERSONNEL-SALARIES						
4101 Regular Employees	119,696	124,868	127,151	128,820	122,175	118,600
TOTAL PERSONNEL-SALARIES	119,696	124,868	127,151	128,820	122,175	118,600
PERSONNEL-BENEFITS						
4201 Retirement	19,874	20,938	22,039	22,730	21,560	20,740
4202 FICA/Medicare	1,990	2,081	2,134	2,155	2,055	2,010
4203 State Unemployment/SDI	434	434	385	435	435	435
4206 Medical Insurance	-	-	-	-	7,240	7,260
4207 Dental Insurance	-	-	-	-	555	565
4208 Vision Insurance	-	-	-	-	135	140
4209 Life Insurance	630	652	655	660	660	610
4221 Flex Benefits	581	581	581	585	300	-
4224 Deferred Compensation	16,614	18,116	19,475	19,585	12,500	12,425
TOTAL PERSONNEL-BENEFITS	40,122	42,802	45,269	46,150	45,440	44,185
PROFESSIONAL & TECH. SERVICES						
4303 Legal Notices	2,195	1,896	4,651	5,000	5,000	5,000
4305 Technology Services	5,387	5,737	5,389	5,390	5,390	5,390
4309 Other Contractual Services	1,897	1,845	4,059	2,500	2,500	2,500
TOTAL PROFESSIONAL & TECH. SERVICES	9,480	9,478	14,099	12,890	12,890	12,890
OTHER SERVICES						
4502 Awards & Recognitions	3,078	3,809	413	1,000	1,000	1,500
4520 Mtgs/Conf./Trng & Dev.	2,369	2,122	1,779	2,200	2,200	3,000
4521 Membership & Dues	415	380	480	400	400	550
4525 Election	-	20,070	121	35,000	35,000	-
TOTAL OTHER SERVICES	5,862	26,381	2,792	38,600	38,600	5,050
SUPPLIES						
4601 Supplies	367	291	-	500	500	500
4611 Publications/Reference Materials	1,422	1,573	1,384	1,500	1,500	1,500
TOTAL SUPPLIES	1,789	1,864	1,384	2,000	2,000	2,000
CONTRACT SERVICES						
4734 Codification	9,454	6,477	2,654	3,500	3,500	3,500
TOTAL CONTRACT SERVICES	9,454	6,477	2,654	3,500	3,500	3,500
TOTAL CITY CLERK	186,403	211,870	193,349	231,960	224,605	186,225

Administration & Support

CITY OF ALISO VIEJO

Budget Detail

City Clerk
FY 2015-2016

TOTAL CITY CLERK BUDGET		186,225
101-1601		
PERSONNEL-SALARIES		Amount Budgeted
4101	Regular Employees	118,600
PERSONNEL-BENEFITS		
	Benefits	44,185
PROFESSIONAL & TECH. SVCS		
4303	Legal Notices <i>Notices in the newspaper to inform the public of Public Hearings, bids, etc. as required by law.</i>	5,000
4305	Technology Services <i>Laserfiche software annual maintenance and updates.</i>	5,390
4309	Other Contractual Services <i>Annual document shredding event and contract staff to assist with scanning of documents for the City's document imaging software.</i>	2,500
OTHER SERVICES		
4502	Awards & Recognitions <i>Proclamations and Certificates for the recognition of community members.</i>	1,500
4520	Mtgs/Conf./Trng & Dev. <i>Expenses incurred for Training & Development, Conferences, and Meetings. These expenses are comprised of registration, lodging, transportation, and meal costs. Conferences included are: LOCC City Clerks Conf and CCAC annual conferences. Also included are SCCCA meetings, and other misc. training.</i>	3,000
4521	Membership & Dues <i>Dues to organizations enabling the City to receive updated information & training opportunities. Included are: City Clerks Association, International Institute of Municipal Clerks, and notary membership.</i>	550
4525	Election <i>Municipal election expenses.</i>	-
SUPPLIES		
4601	Supplies <i>Office Supplies.</i>	500
4611	Publications/Reference Materials <i>Newspaper clippings service and miscellaneous publications.</i>	1,500
CONTRACT SERVICES		
4734	Codification <i>Aliso Viejo Municipal Code supplement, web hosting and online search expenses.</i>	3,500

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CITY OF ALISO VIEJO

City Attorney

FY 2015-2016

The City Attorney acts as the City's legal counsel and prepares resolutions, ordinances, and agreements. The City Attorney advises the City Council and staff on all legal matters relating to the operation of the City. This service is provided through a contract with the law firm of Best Best & Krieger LLP.

STAFF SUMMARY:

Contract Services: Best Best and Krieger LLP

Administration & Support

CITY OF ALISO VIEJO

Estimated Expenditures

City Attorney

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
101-2101		Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget
PROFESSIONAL & TECH. SERVICES							
4304	Legal Services	235,587	243,097	236,553	268,000	268,000	268,000
TOTAL PROFESSIONAL & TECH. SERVICES		235,587	243,097	236,553	268,000	268,000	268,000
OTHER SERVICES							
4532	Special Projects	-	-	67,000	25,000	35,000	35,000
4701	NPDES	12,334	41,050	12,214	10,000	17,500	17,500
4702	AB939-Solid Waste	183	-	-	-	-	-
4731	General Plan	24,900	60,563	69,259	25,000	25,000	25,000
4733	Zoning Code	37,700	60,529	42,615	15,000	25,000	25,000
4734	Codification	1,914	-	-	1,500	1,500	1,500
4735	Litigation	31,030	16,905	14,443	20,000	45,000	45,000
TOTAL OTHER SERVICES		108,061	179,047	205,531	96,500	149,000	149,000
TOTAL CITY ATTORNEY		343,648	422,144	442,084	364,500	417,000	417,000

Administration & Support

CITY OF ALISO VIEJO

Budget Detail

City Attorney

FY 2015-2016

TOTAL CITY ATTORNEY BUDGET		417,000
101-2101		
PROFESSIONAL & TECH. SERVICES		Amount Budgeted
4304	Legal Services <i>Services provided that are general in nature, such as issues regarding projects, personnel, research, policy reviews, code enforcement, negotiations, and attendance at council meetings.</i>	268,000
OTHER SERVICES		
4532	Special Projects <i>Services provided for projects that fall outside the general scope of legal services.</i>	35,000
4701	NPDES <i>Storm water research and ordinance preparation.</i>	17,500
4702	AB939-Solid Waste <i>Includes solid waste notices, urban run-off research, and CEQA documentation.</i>	-
4731	General Plan <i>General Plan update services.</i>	25,000
4733	Zoning Code <i>Aliso Viejo Zoning Code Updates.</i>	25,000
4734	Codification <i>Aliso Viejo Municipal Code codification.</i>	1,500
4735	Litigation <i>Litigation Services as needed for city associated services.</i>	45,000

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CITY OF ALISO VIEJO

Financial Services

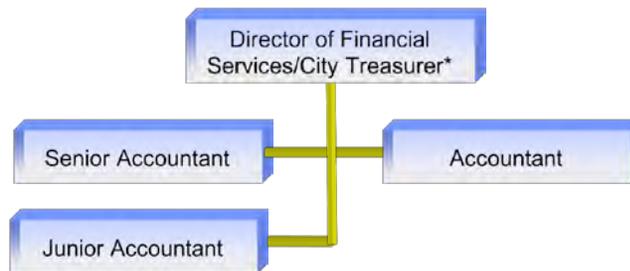
FY 2015-2016

The Financial Services Department administers the financial operations of the City through Accounting, Treasury, Purchasing, and Payroll functions. This department is responsible for safeguarding the City's financial assets through prudent internal control policies, providing responsive accounting services within Generally Accepted Accounting Principles, providing strategic and financial planning support, and maintaining budgetary control over all City funds including the city facilities. The Financial Services Department is also responsible for the preparation and administration of the City's annual budget as well as the safety, liquidity, and maximization of the yields of the City's financial resources in accordance with the City's Investment Policy.

In addition, long term debt management & reporting and Information Technology services & management are also provided through this department.

Specific functions include: annual financial report preparation, financial audits, treasury portfolio administration, ledger reconciliation, receipt, custody and recordation of all revenues, banking services, accounts payable, accounts receivable, payroll, fixed assets management, budget preparation, maintenance of the financial system, maintenance and support of the City's hardware and software.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2015-2016 Proposed Budget
<u>STAFF SUMMARY:</u>					
Director of Financial Services/City Treasurer					
Treasurer	1	1	1	1	1
Senior Accountant	0	0	0	1	1
Accountant	2	2	2	1	1
Junior Accountant	0	0	0	1	1
Total	3	3	3	4	4



* Office appointed by the City Council

Administration & Support

CITY OF ALISO VIEJO

Financial Services

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL 101-2501

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PERSONNEL-SALARIES						
4101 Regular Employees	259,955	273,991	295,327	367,450	348,000	370,715
TOTAL PERSONNEL-SALARIES	259,955	273,991	295,327	367,450	348,000	370,715
PERSONNEL-BENEFITS						
4201 Retirement	42,518	45,252	52,556	65,225	61,700	64,665
4202 FICA/Medicare	4,363	4,546	5,138	6,470	6,200	6,530
4203 State Unemployment/SDI	1,302	1,302	1,540	1,740	1,740	1,740
4206 Medical Insurance	12,529	13,820	7,954	7,460	10,850	21,670
4207 Dental Insurance	1,617	1,645	1,665	1,690	1,410	2,260
4208 Vision Insurance	374	374	385	400	335	555
4209 Life Insurance	1,303	1,444	1,690	1,820	1,550	1,940
4224 Deferred Compensation	37,928	38,522	59,875	71,115	64,000	57,015
TOTAL PERSONNEL-BENEFITS	101,935	106,905	130,803	155,920	147,785	156,375
PROFESSIONAL & TECH. SERVICES						
4301 Professional Services	65,891	74,757	71,531	114,580	141,065	76,240
4305 Technology Services	10,103	9,125	9,830	9,845	9,845	10,370
4309 Other Contractual Services	5,092	4,620	4,666	4,555	4,555	5,040
TOTAL PROFESSIONAL & TECH. SERVICES	81,085	88,502	86,027	128,980	155,465	91,650
OTHER SERVICES						
4512 Postage	140	31	88	200	200	200
4513 Printing	1,603	1,164	1,692	1,650	1,650	1,650
4520 Mtgs/Conf./Trng & Dev.	4,281	3,293	1,403	4,900	4,900	5,450
4521 Membership & Dues	799	762	1,002	1,090	1,090	1,110
TOTAL OTHER SERVICES	6,822	5,250	4,186	7,840	7,840	8,410
SUPPLIES						
4601 Supplies	1,108	1,923	1,428	1,000	2,000	2,000
4611 Publications/Reference Materials	465	342	408	500	600	600
TOTAL SUPPLIES	1,572	2,265	1,837	1,500	2,600	2,600
TOTAL FINANCE	451,369	476,913	518,180	661,690	661,690	629,750

Administration & Support

CITY OF ALISO VIEJO

Financial Services

Budget Detail

FY 2015-2016

TOTAL FINANCE BUDGET		629,750
101-2501		
PERSONNEL-SALARIES		Amount Budgeted
4101	Regular Employees	370,715
PERSONNEL-BENEFITS		
	Benefits	156,375
PROFESSIONAL & TECH. SERVICES		
4301	Professional Services <i>Contract services for professional consultant services. Included expenses are the AV Ranch Analysis, Sales & Property Tax services and recovery, and City tax recovery costs, as well as application fees for the Investment Policy certification, CAFR award, Budget award, and State mandated filings.</i>	76,240
4305	Technology Services <i>Financial system hardware and software support services.</i>	10,370
4309	Other Contractual Services <i>Non-professional contractual services for payroll processing, banking services and charges, and benefit administration services.</i>	5,040
OTHER SERVICES		
4512	Postage <i>Postage and/or courier services.</i>	200
4513	Printing <i>Printing costs includes preparation of the CAFR and Budgets as well as printing of purchase orders, checks, and 1099 forms.</i>	1,650
4520	Mtgs/Conf./Trng & Dev. <i>Expenses incurred for Meetings, Conferences, and Training & Development. These expenses are comprised of registration, lodging, transportation, and meal costs. Conferences included are: CSMFO and CMTA annual conferences. Also includes attendance at: Government Finance Officers Association (GFOA) training seminars, California Municipal Treasurers Association (CMTA) meetings, Cal St. Fullerton & Chapman Economic Forecasts, GASB update classes, Intermediate Government Accounting classes, and Tax Training.</i>	5,450
4521	Membership & Dues <i>Dues to organizations enabling the City to receive updated information & training opportunities. Included are: GFOA, CMTA, CSMFO, APT-USA, and MISAC.</i>	1,110
SUPPLIES		
4601	Supplies <i>Office supplies.</i>	2,000
4611	Publications/Reference Materials <i>Reference books and publications. Included are GASB publications and related update subscription, GFOA subscriptions, OC Business Journal, Wallstreet Journal, and other reference materials.</i>	600

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CITY OF ALISO VIEJO

Non-Departmental

FY 2015-2016

This Non-Departmental budget provides for the accounting of expenditures that are essential to the operation of the City that do not fall within the jurisdiction of any single department or are expenditures of an organization-wide nature.

Included in this budget are the costs for the maintenance of the City's Web Site, E-News, maintenance and support of the City's IT hardware and software, Audio Visual equipment maintenance, city-wide community outreach, AV Ranch grounds maintenance, and the rental & lease of City Hall equipment.

Additionally, Memberships to LOCC, SCAG, ACCOC, OCCOG, and LAFCO, Insurance costs, Human Resources related costs, and office supplies are also budgeted within this department.

Administration & Support

CITY OF ALISO VIEJO

Non-Departmental

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
101-3501		Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget
PROFESSIONAL & TECH. SERVICES							
4301	Professional Services	87,266	99,848	100,453	107,500	107,500	102,500
4305	Technology Services	36,506	44,459	49,503	86,610	86,610	76,200
4306	Website Services	37,344	59,250	36,169	54,925	54,925	49,425
4309	Other Contractual Services	3,673	4,189	33,031	11,100	23,600	19,260
TOTAL PROFESSIONAL & TECH. SERVICES		164,789	207,746	219,154	260,135	272,635	247,385
OPERATING EXPENDITURES							
4401	Equipment Maintenance	727	1,400	2,696	3,000	3,000	4,000
4411	Utilities	20,696	22,564	25,701	30,500	30,500	32,100
4421	Equipment Rental	18,907	19,783	18,242	19,750	19,750	19,750
4431	Building & Ground Maintenance	13,454	8,510	9,926	16,720	20,820	16,720
4471	Rent	8,647	9,171	9,048	10,440	10,440	10,620
4481	Computer Expense	25,004	33,524	20,865	67,550	77,550	47,250
TOTAL OPERATING EXPENDITURES		87,435	94,952	86,479	147,960	162,060	130,440
OTHER SERVICES							
4501	Advertising & Promotions	115	51	354	650	650	650
4512	Postage	5,920	6,166	8,130	8,500	8,500	8,500
4513	Printing	14,907	15,917	19,777	21,000	21,000	10,800
4520	Mtgs/Conf./Trng & Dev.	3,419	2,894	3,095	3,540	3,540	3,750
4521	Membership & Dues	29,759	29,746	43,690	44,720	45,520	46,315
4522	Insurance Expenses	86,222	160,664	125,559	137,305	87,905	137,600
4553	Community Preservation	-	-	-	-	-	180,000
TOTAL OTHER SERVICES		140,342	215,438	200,604	215,715	167,115	387,615
SUPPLIES							
4601	Supplies	9,954	14,164	11,925	14,500	16,000	22,000
4620	Minor Equipment	(100)	1,138	5,091	5,000	17,100	1,500
TOTAL SUPPLIES		9,854	15,302	17,016	19,500	33,100	23,500
TOTAL NON-DEPARTMENTAL		402,421	533,438	523,254	643,310	634,910	788,940

Administration & Support

CITY OF ALISO VIEJO

Budget Detail

Non-Departmental

FY 2015-2016

		788,940
TOTAL NON-DEPARTMENTAL BUDGET		
101-3501		
 PROFESSIONAL & TECH. SERVICES		Amount Budgeted
4301	Professional Services <i>Contract services for professional consultant services concerning grant writing & advocacy and community relations services.</i>	102,500
4305	Technology Services <i>Network maintenance, Support Services, and Internet access charges.</i>	76,200
4306	Website Services <i>Includes domain renewal, trademark fees, website maintenance & redesign, and Aliso Viejo Exchange marketing & maintenance.</i>	49,425
4309	Other Contractual Services <i>Recruitment costs, including advertising, background checks, and physicals as well as costs for cable programming, televised council meetings, employee wellness, and the employee assistance program.</i>	19,260
 OPERATING EXPENDITURES		
4401	Equipment Maintenance <i>Maintenance for the audio visual equipment, printers, and fax machine. Also included are phone system maintenance.</i>	4,000
4411	Utilities <i>Costs related to City Hall phone lines, fire alarm lines, conference calls, and fax usage.</i>	32,100
4421	Equipment Rental <i>Postage and Copier machine leases.</i>	19,750
4431	Building & Grounds Maintenance <i>Costs related to A.V. Ranch, including landscaping, utilities, pest control, building maintenance, and repairs. These costs are partially offset by the caretaker's rent.</i>	16,720
4471	Rent <i>Costs related to the off-site storage of City equipment and records.</i>	10,620
4481	Computer Expense <i>Miscellaneous computer hardware equipment, renewal of software licenses, software upgrades, and updates & training.</i>	47,250
 OTHER SERVICES		
4501	Advertising & Promotions <i>City employee recognition.</i>	650
4512	Postage <i>Bulk rate permit, city-wide postage costs, and courier services.</i>	8,500
4513	Printing <i>City Hall letterhead, envelopes, business cards, council agendas, and other City-related printing expenses.</i>	10,800
4520	Mtgs/Conf./Trng & Dev. <i>Human Resources related staff development costs. Includes quarterly safety training and Liebert Cassidy Whitmore HR Conference.</i>	3,750

Administration & Support

CITY OF ALISO VIEJO

Budget Detail

Non-Departmental

FY 2015-2016

4521	Membership & Dues	46,315
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Membership dues for LAFCO, SCAG, ACC-OC, OCCOG, League of CA Cities, and music licenses.

4522	Insurance Expenses	137,600
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CJPIA-General Liability, Workers Compensation, Crime Bond, Property Insurance, and Environmental Insurance.

4553	Community Preservation	180,000
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Community outreach for AV Branding and the AV Ranch.

SUPPLIES

4601	Supplies	22,000
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Office supplies - Copy paper, toner, first aid, water, and kitchen supplies.

4620	Minor Equipment	1,500
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Includes replacement of minor audio/visual equipment related to programming requirements & misc. office equipment.

COMMUNITY SERVICES

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CITY OF ALISO VIEJO

Community Services

FY 2015-2016

The Community Services Department serves our diverse community by enhancing the quality of life through a variety of recreational, cultural and educational opportunities and maximizes City resources through collaborative partnerships within the community. Additionally, the department provides oversight of the use and maintenance of Iglesia Park, the Aliso Viejo Ranch, as well as the day-to-day operation of the City's Family Resource Center.

Projects include management of the City's website and Enews, providing support to community groups and organizations with special events, production of public information material; and administration of the Community Grant Program.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2015-2016 Proposed Budget
STAFF SUMMARY:					
Director of Community Services	1	1	1	1	1
Community Svcs. Coordinator	1	1	1	1.63	1.63
Community Svcs. Specialist	0.63	0.63	0.63	0	0
Total	2.63	2.63	2.63	2.63	2.63



Community Services

CITY OF ALISO VIEJO

Consolidated

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
Consolidated

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PERSONNEL-SALARIES						
4101 Regular Employees	190,479	194,740	213,344	229,000	229,000	230,700
4102 Part Time Wages	32,650	36,103	35,923	46,000	46,000	45,900
4104 Overtime Pay	8,314	9,020	7,534	7,840	7,840	10,000
TOTAL PERSONNEL-SALARIES	231,444	239,863	256,801	282,840	282,840	286,600
PERSONNEL-BENEFITS						
4201 Retirement	36,360	38,266	42,310	44,765	44,765	44,950
4202 FICA/Medicare	3,843	4,003	4,233	4,595	4,595	4,780
4203 State Unemployment/SDI	1,651	1,660	1,440	1,740	1,740	1,740
4206 Medical Insurance	27,883	30,200	32,030	30,050	31,115	32,000
4207 Dental Insurance	3,496	3,557	3,601	3,655	3,665	3,665
4208 Vision Insurance	574	574	590	615	615	635
4209 Life Insurance	983	1,133	1,127	1,135	1,135	1,185
4221 Flex Benefits	2,455	2,455	2,455	2,460	2,460	2,460
4224 Deferred Compensation	11,617	11,495	15,391	16,150	16,150	14,710
TOTAL PERSONNEL-BENEFITS	88,862	93,343	103,178	105,165	106,240	106,125
PROFESSIONAL & TECH. SERVICES						
4305 Technology Services	-	-	-	-	-	5,000
4309 Other Contractual Services	2,825	2,789	3,107	3,560	3,560	3,560
TOTAL PROFESSIONAL & TECH. SERVICES	2,825	2,789	3,107	3,560	3,560	8,560
OPERATING EXPENDITURES						
4411 Utilities	29,348	30,700	34,022	27,350	27,350	27,350
4431 Building & Grounds Maintenance	75,577	71,080	66,646	80,050	93,840	96,220
4461 Other Equipment Maintenance	-	1,340	1,502	3,200	3,200	4,800
TOTAL OPERATING EXPENDITURES	104,925	103,120	102,171	110,600	124,390	128,370
OTHER SERVICES						
4501 Advertising & Promotions	3,290	3,290	3,300	5,800	5,800	5,800
4520 Mtgs/Conf./Trng & Dev.	2,531	2,697	267	3,465	3,465	3,465
4521 Membership & Dues	585	690	825	990	990	1,230
4522 Insurance Expense	1,236	2,245	1,669	2,330	2,330	2,330
4526 Recreation Activities	228,974	241,416	258,912	110,860	110,860	112,725
4527 Recreation - City Special Events	-	-	-	64,305	64,305	65,825
4528 Recreation - Partner Events	-	-	-	16,300	16,300	16,300
4529 Recreation - Youth Programs	-	-	-	66,350	57,350	66,350
4530 Community Assistance Grants	26,861	41,805	86,600	30,295	30,295	21,295
4531 Community Outreach	21,307	39,387	37,682	45,180	46,480	47,360
4532 Special Projects	19,959	-	8,500	20,000	16,000	20,000
4533 Community Promotional Grants	1,000	2,000	4,000	21,000	30,000	30,000
4534 Community Events	12,809	11,996	9,260	14,500	14,500	17,500
TOTAL OTHER SERVICES	318,553	345,526	411,015	401,375	398,675	410,180
SUPPLIES						
4601 Supplies	854	873	1,263	1,000	1,000	1,640
TOTAL SUPPLIES	854	873	1,263	1,000	1,000	1,640
TOTAL COMMUNITY SVC ADMINISTRATION	747,462	785,514	877,534	904,540	916,705	941,475

Community Services

CITY OF ALISO VIEJO

C.S. Administration

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL 101-4101

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PERSONNEL-SALARIES						
4101 Regular Employees	190,479	194,740	213,344	229,000	229,000	230,700
4102 Part Time Wages	32,650	36,103	35,923	46,000	46,000	34,300
4104 Overtime Pay	8,314	9,020	7,534	7,840	7,840	10,000
TOTAL PERSONNEL-SALARIES	231,444	239,863	256,801	282,840	282,840	275,000
PERSONNEL-BENEFITS						
4201 Retirement	36,360	38,266	42,310	44,765	44,765	44,950
4202 FICA/Medicare	3,843	4,003	4,233	4,595	4,595	4,610
4203 State Unemployment/SDI	1,651	1,660	1,440	1,740	1,740	1,305
4206 Medical Insurance	27,883	30,200	32,030	30,050	31,115	32,000
4207 Dental Insurance	3,496	3,557	3,601	3,655	3,665	3,665
4208 Vision Insurance	574	574	590	615	615	635
4209 Life Insurance	983	1,133	1,127	1,135	1,135	1,185
4221 Flex Benefits	2,455	2,455	2,455	2,460	2,460	2,460
4224 Deferred Compensation	11,617	11,495	15,391	16,150	16,150	14,710
TOTAL PERSONNEL-BENEFITS	88,862	93,343	103,178	105,165	106,240	105,520
OTHER SERVICES						
4501 Advertising & Promotions	3,290	3,290	3,300	5,800	5,800	5,800
4520 Mtgs/Conf./Trng & Dev.	2,531	2,697	267	3,465	3,465	3,465
4521 Membership & Dues	585	690	825	990	990	1,230
4522 Insurance Expense	1,236	2,245	1,669	2,330	2,330	2,330
4526 Recreation - Activities	128,974	141,416	158,912	10,860	10,860	12,725
4527 Recreation - City Special Events	-	-	-	64,305	64,305	65,825
4528 Recreation - Partner Events	-	-	-	16,300	16,300	16,300
4529 Recreation - Youth Programs	-	-	-	66,350	57,350	66,350
4530 Community Assistance Grants						
O.C. Human Relations Council	3,057	3,201	3,201	3,290	3,290	3,290
Taxi Vouchers	-	-	4,415	-	-	-
Trauma Intervention Program	5,404	5,404	6,254	6,255	6,255	6,255
Trails 4 All	1,500	-	1,500	1,500	1,500	1,500
Medal of Valor Luncheon	650	700	700	650	650	650
Red Ribbon Week	-	-	1,000	1,000	1,000	1,000
Grad Night-ANHS	2,000	2,000	2,000	2,000	2,000	2,000
Soka Founders Ball	-	750	750	600	600	600
Age Well Senior Svcs	3,000	3,000	3,350	5,350	5,350	5,350
AV Little League	650	-	650	650	650	650
Laguna Canyon Foundation	-	2,500	-	-	-	-
Miscellaneous (Competitive)	10,600	24,250	62,780	-	-	-
H/C AV Library	-	-	-	9,000	9,000	-
4531 Community Outreach	21,307	39,387	37,682	45,180	46,480	47,360
4532 Special Projects	19,959	-	8,500	20,000	16,000	20,000
4533 Community Promotional Grants	1,000	2,000	4,000	21,000	30,000	30,000
4534 Community Events	12,809	11,996	9,260	14,500	14,500	17,500
TOTAL OTHER SERVICES	218,553	245,526	311,015	301,375	298,675	310,180
SUPPLIES						
4601 Supplies	854	873	1,263	1,000	1,000	1,640
TOTAL SUPPLIES	854	873	1,263	1,000	1,000	1,640
TOTAL C.SVCS ADMINISTRATION	539,711	579,605	672,256	690,380	688,755	692,340

Community Services

CITY OF ALISO VIEJO

C.S. Administration

Budget Detail

FY 2015-2016

TOTAL COMMUNITY SERVICES BUDGET		692,340
101-4101		
PERSONNEL-SALARIES		Amount Budgeted
4101	Regular Employees	230,700
4102	Part-Time Wages	34,300
4104	Overtime Pay	10,000
PERSONNEL-BENEFITS		
	Benefits	105,520
OTHER SERVICES		
4501	Advertising & Promotions <i>Expenses incurred for advertisement in the Saddleback Magazine.</i>	5,800
4520	Mtgs/Conf./Trng & Dev. <i>Expenses incurred for Meetings, Conferences, and Training & Development. These expenses are comprised of registration, lodging, transportation and meal costs. Includes CPRS Conference and mileage for city events.</i>	3,465
4521	Membership & Dues <i>Dues to organizations enabling the City to receive updated information & training opportunities. Includes membership to ASTM, the California Parks and Recreation Society, MISAC, and the National Recreation and Park Association.</i>	1,230
4522	Insurance Expense <i>Special events insurance expense. Included events are: Founders Day and Snowfest.</i>	2,330
4526	Recreation - Activities <i>Includes Senior programs and Aliso Viejo volunteer management supplies and recognition dinner.</i>	12,725
4527	Recreation - Special Events <i>Includes event management & supplies for Founders Day, Snowfest, the Walk-With-Us Program, and Twilight Camp.</i>	65,825
4528	Recreation - Partner Events <i>Includes events with Soka and AVCA.</i>	16,300
4529	Recreation - Youth Programs <i>Includes: After School Programs, Teen Programs, Homework Clubs.</i>	66,350
4530	Community Assistance Grants <i>Community and Competitive Grants approved by City Council.</i>	21,295
4531	Community Outreach <i>Costs to prepare and mail newsletters, City event flyers & posters, Citizen of the Year program, City giveaways, and Veterans Appreciation.</i>	47,360

Community Services

CITY OF ALISO VIEJO

C.S. Administration

Budget Detail

FY 2015-2016

4532	Special Projects <i>Costs for the City's Gift of History event and State of the City Event.</i>	20,000
4533	Community Promotional Grants <i>Special grants authorized by City Council to promote the community.</i>	30,000
4534	Community Events <i>Subsidized costs for community organization events at the Conference Center.</i>	17,500
 SUPPLIES		
4601	Supplies <i>Office supplies.</i>	1,640

Community Services

CITY OF ALISO VIEJO

Iglesia Park

Estimated Expenditures

FY 2015-2016

**ESTIMATED EXPENDITURES DETAIL
101-4102**

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
OPERATING EXPENDITURES						
4411 Utilities	14,917	15,428	17,906	15,300	15,300	15,300
4431 Building & Ground Maintenance	68,598	60,653	56,440	65,585	73,585	75,425
4461 Other Equipment Maintenance	-	1,340	1,502	3,200	3,200	4,800
TOTAL OPERATING EXPENDITURES	83,515	77,421	75,848	84,085	92,085	95,525
 TOTAL IGLESIA PARK	 83,515	 77,421	 75,848	 84,085	 92,085	 95,525

Community Services

CITY OF ALISO VIEJO

Budget Detail

Iglesia Park

FY 2015-2016

TOTAL IGLESIA PARK BUDGET		95,525
101-4102		
		Amount Budgeted
OPERATING EXPENDITURES		
4411	Utilities <i>Electricity and water services for Iglesia Park.</i>	15,300
4431	Building & Ground Maintenance <i>Includes ball field maintenance, BBQ grills, landscaping, sidewalk repair, park & playground maintenance, park signage, dog waste bags, graffiti removal, and portable toilets.</i>	75,425
4461	Other Equipment Maintenance <i>Field & backflow maintenance, equipment inspection, playground repair, and other maintenance.</i>	4,800

Community Services

CITY OF ALISO VIEJO

Iglesia Building

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
101-4103		Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget
PROFESSIONAL & TECH. SERVICES							
4309	Other Contractual Services	2,825	2,789	3,107	3,560	3,560	3,560
TOTAL PROFESSIONAL & TECH. SERVICES		2,825	2,789	3,107	3,560	3,560	3,560
OPERATING EXPENDITURES							
4411	Utilities	14,431	15,272	16,117	12,050	12,050	12,050
4431	Building & Ground Maintenance	6,979	10,427	10,206	14,465	20,255	20,795
TOTAL OPERATING EXPENDITURES		21,411	25,699	26,323	26,515	32,305	32,845
TOTAL IGLESIA BUILDING		24,235	28,488	29,430	30,075	35,865	36,405

Community Services

CITY OF ALISO VIEJO

Budget Detail

Iglesia Building

FY 2015-2016

TOTAL IGLESIA BUILDING BUDGET		36,405
101-4103		
PROFESSIONAL & TECH. SERVICES		Amount Budgeted
4309	Other Contractual Services <i>Non-professional contractual services. Includes security services provided by Patrol One, building alarm system, and locksmith services.</i>	3,560
OPERATING EXPENDITURES		
4411	Utilities <i>Electricity and water services for Iglesia building.</i>	12,050
4431	Building & Ground Maintenance <i>Costs for janitorial service & supplies, pest control, plumbing, carpet cleaning, first aid supplies, fire extinguishers, HVAC, and miscellaneous maintenance & repairs.</i>	20,795

Community Services

CITY OF ALISO VIEJO

Family Resource Center

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
101-4104		Actual	Actual	Actual	Adopted	Mid-Year	Proposed
					Budget	Budget	Budget
PERSONNEL-SALARIES							
4102	Part Time Wages	-	-	-	-	-	11,600
TOTAL PERSONNEL-SALARIES		-	-	-	-	-	11,600
PERSONNEL-BENEFITS							
4202	FICA/Medicare	-	-	-	-	-	170
4203	State Unemployment/SDI	-	-	-	-	-	435
TOTAL PERSONNEL-BENEFITS		-	-	-	-	-	605
PROFESSIONAL & TECH. SERVICES							
4305	Technology Services	-	-	-	-	-	5,000
TOTAL PROFESSIONAL & TECH. SERVICES		-	-	-	-	-	5,000
OTHER SERVICES							
4526	Recreation Activities	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL OTHER SERVICES		100,000	100,000	100,000	100,000	100,000	100,000
TOTAL FAMILY RESOURCE CENTER		100,000	100,000	100,000	100,000	100,000	117,205

Community Services

CITY OF ALISO VIEJO

Budget Detail

Family Resource Center

FY 2015-2016

TOTAL FAMILY RESOURCE CENTER BUDGET		117,205
101-4104		
PERSONNEL-SALARIES		Amount Budgeted
4102	Part-Time Wages	11,600
PERSONNEL-BENEFITS		
	Benefits	605
PROFESSIONAL & TECH. SERVICES		
4305	Technology Services <i>Includes data cabling services.</i>	5,000
OTHER SERVICES		
4526	Recreation Activities <i>Includes faculty management, daytime and after school programs, Teen Program, and activities provided by the Boys & Girls Club.</i>	100,000

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PLANNING

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CITY OF ALISO VIEJO

Planning Services

FY 2015-2016

The Planning Department provides the community with long and short term planning to coordinate and monitor growth and development. It is charged with the development and implementation of the General Plan. The department also prepares and administers the zoning and sign ordinances, reviews development projects for compliance with various development agreements, and development of the Green City Initiative. The Planning Department insures that all projects receive environmental review in compliance with CEQA guidelines. Further, it provides technical support to the City Council.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2015-2016 Proposed Budget
STAFF SUMMARY:					
Director of Planning Services	1	1	1	1	1
Senior Planner	1	0.75	0.75	0.75	0.75
Associate Planner	0	1	1	1	1
Assistant Planner	1	0	0	0	0
Planning Technician	0	0	0	0	1
Administrative Secretary	1	1	1	1	1
Total	4	3.75	3.75	3.75	4.75

CONTRACT STAFF:

- Lawrence & Associates
- EARSI
- FORMA
- Urbanus
- RK Engineering



Planning Services

CITY OF ALISO VIEJO

Planning Services

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL 101-4401

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PERSONNEL-SALARIES						
4101 Regular Employees	308,534	323,529	337,158	356,130	371,500	428,800
4102 Part-Time Employees	-	-	20,176	41,865	41,865	-
4104 Overtime Pay	-	-	793	-	-	-
TOTAL PERSONNEL-SALARIES	308,534	323,529	358,128	397,995	413,365	428,800
PERSONNEL-BENEFITS						
4201 Retirement	50,986	53,961	59,913	62,835	65,530	75,200
4202 FICA/Medicare	5,060	5,089	6,690	9,435	9,650	7,590
4203 State Unemployment/Claim	1,745	1,736	2,359	2,175	2,170	2,170
4206 Medical Insurance	20,114	33,027	46,975	47,120	47,200	53,435
4207 Dental Insurance	1,617	3,547	3,591	3,645	3,655	4,220
4208 Vision Insurance	374	698	719	745	745	910
4209 Life Insurance	1,660	1,729	1,854	1,885	1,885	2,300
4221 Flex Benefits	1,548	903	903	905	905	1,525
4224 Deferred Compensation	45,740	29,920	24,418	23,205	23,205	36,680
TOTAL PERSONNEL-BENEFITS	128,845	130,610	147,421	151,950	154,945	184,030
PROFESSIONAL & TECH. SERVICES						
4309 Other Contractual Services	5,325	23,588	8,978	19,500	19,500	20,000
TOTAL PROFESSIONAL & TECH. SERVICES	5,325	23,588	8,978	19,500	19,500	20,000
OTHER SERVICES						
4513 Printing	1,982	460	66	2,000	2,000	1,000
4520 Mtgs/Conf./Trng & Dev.	4,177	3,265	2,279	4,000	4,000	5,000
4521 Membership & Dues	1,859	1,000	1,375	2,000	2,000	2,000
4532 Special Projects	-	61,053	218,686	195,000	270,000	240,000
4535 Special Events	-	758	-	-	-	-
TOTAL OTHER SERVICES	8,018	66,536	222,407	203,000	278,000	248,000
SUPPLIES						
4601 Supplies	2,202	1,735	2,337	1,500	1,500	1,500
4611 Publications/Reference Materials	753	421	382	500	500	250
TOTAL SUPPLIES	2,955	2,156	2,720	2,000	2,000	1,750
CONTRACT SERVICES						
4731 C.S. - General Plan	412,707	247,423	254,837	80,000	80,000	62,500
4732 C.S. - Planning	-	-	-	-	-	-
4733 C.S. - Zoning Code	21,630	10,298	10,423	15,000	15,000	-
4781 C.S. - Other	172,845	84,752	-	15,000	15,000	-
TOTAL CONTRACT SERVICES	607,181	342,473	265,259	110,000	110,000	62,500
TOTAL PLANNING	1,060,859	888,892	1,004,912	884,445	977,810	945,080

Planning Services

CITY OF ALISO VIEJO

Budget Detail

Planning Services

FY 2015-2016

TOTAL PLANNING BUDGET		945,080
101-4401		
PERSONNEL-SALARIES		Amount Budgeted
4101	Regular Employees	428,800
4102	Part-Time Wages	-
PERSONNEL-BENEFITS		
	Benefits	184,030
PROFESSIONAL & TECH. SERVICES		
4309	Other Contractual Services <i>Contractual planning services include the consultant for the Fair and Affordable Housing Programs.</i>	20,000
OTHER SERVICES		
4513	Printing <i>Costs for miscellaneous printing and scanning of planning documents.</i>	1,000
4520	Mtgs/Conf./Trng & Dev. <i>Expenses incurred for Training & Development, Conferences, and Meetings. These expenses are comprised of registration, lodging, transportation and meal costs. Conferences include the APA California annual conference. Also included are PDAOC luncheons, UCLA Extension seminars, and other staff training & development opportunities.</i>	5,000
4521	Membership & Dues <i>Dues to organizations enabling the City to receive updated information & training opportunities. Included memberships are: ULI, APA, LEED, and OC Planning Directors Association.</i>	2,000
4528	Special Events <i>Special Events Fee Waiver.</i>	-
4532	Special Projects <i>Preparation & Implementation of the Town Center Plans.</i>	240,000
SUPPLIES		
4601	Supplies <i>Office Supplies.</i>	1,500
4611	Publications/Reference Material <i>Reference books and publications.</i>	250
CONTRACT SERVICES		
4731	C.S. - General Plan <i>General Plan and Housing Element update services.</i>	62,500

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BUILDING AND SAFETY

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CITY OF ALISO VIEJO

Building & Safety

FY 2015-2016

The Building and Safety Department's mission is to preserve life and property and protect residents' safety.

In order to ensure the health and the safety of City residents, the Building and Safety Department coordinates and enforces all building and housing regulations established by State and Local stipulations. Residents may obtain building permits, seek answers for questions related to building and safety issues, and attain copies of building plans through this Department as well.

STAFF SUMMARY:

Contract Services: Charles Abbott & Associates

Building & Safety

CITY OF ALISO VIEJO

Estimated Expenditures

Building & Safety

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-4402

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
OTHER SERVICES						
4513 Printing	10,282	6,463	7,079	10,000	10,000	10,000
TOTAL OTHER SERVICES	10,282	6,463	7,079	10,000	10,000	10,000
SUPPLIES						
4601 Supplies	643	502	658	1,000	1,000	1,000
TOTAL SUPPLIES	643	502	658	1,000	1,000	1,000
CONTRACT SERVICES						
4751 C.S. - Building	423,618	387,660	368,418	380,000	380,000	524,000
TOTAL CONTRACT SERVICES	423,618	387,660	368,418	380,000	380,000	524,000
 TOTAL BUILDING & SAFETY	 434,544	 394,625	 376,155	 391,000	 391,000	 535,000

Building & Safety

CITY OF ALISO VIEJO

Budget Detail

Building & Safety

FY 2015-2016

TOTAL BUILDING & SAFETY BUDGET		535,000
101-4402		
OTHER SERVICES		Amount Budgeted
4513	Printing <i>Code enforcement forms, printing supplies, and scanning of building plans.</i>	10,000
SUPPLIES		
4601	Supplies <i>Office supplies.</i>	1,000
CONTRACT SERVICES		
4751	C.S. - Building <i>Contract with Charles Abbott Associates. Based on percentage of revenues.</i>	524,000

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CITY OF ALISO VIEJO

Code Enforcement

FY 2015-2016

The goal of Code Enforcement is to seek City residents' voluntary compliance of City Ordinances and procedures in the areas where other residents' health and welfare are concerned.

Code Enforcement is responsible for investigating complaints against and enforcing regulations regarding zoning, signage, public nuisance, noise, and various other City codes.

STAFF SUMMARY:

Contract Services: Charles Abbott & Associates

Building & Safety

CITY OF ALISO VIEJO

Estimated Expenditures

Code Enforcement

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-4403

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
CONTRACT SERVICES						
4761 C.S. - Code Enforcement	129,231	107,673	112,874	115,000	115,000	115,000
4781 C.S. - Other	-	-	-	-	3,700	5,000
TOTAL CONTRACT SERVICES	129,231	107,673	112,874	115,000	118,700	120,000
TOTAL CODE ENFORCEMENT	129,231	107,673	112,874	115,000	118,700	120,000

Building & Safety

CITY OF ALISO VIEJO

Budget Detail

Code Enforcement

FY 2015-2016

TOTAL CODE ENFORCEMENT BUDGET		120,000
101-4403		
 CONTRACT SERVICES		 Amount Budgeted
4761	C.S. - Code Enforcement <i>Contract Services with Charles Abbott Associates to provide oversight and administration of code enforcement activities.</i>	115,000
4781	C.S. - Other <i>Hearing officer services.</i>	5,000

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PUBLIC WORKS

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CITY OF ALISO VIEJO

Public Works

FY 2015-2016

The Public Works Department includes the following Divisions:

- * Engineering (General)
- * Traffic Engineering
- * Street Maintenance

The Public Works Department oversees matters relating to City streets, public right-of-ways, capital projects, utilities, traffic-related issues, solid waste, water quality, storm water conveyance and private developments. The Department coordinates with and provides information to the general public, contractors, developers, utility companies, and other public agencies. It coordinates City projects and plans with other governmental agencies to ensure that the City's concerns are addressed (i.e. Orange County Transportation Authority, CalTrans, County of Orange).

Furthermore, Public Works is also responsible for the day-to-day maintenance of all publicly owned properties, including streets, curbs, gutters, sidewalks, traffic signals, signs, street lights, sewers, and storm drains. The Department administers various maintenance contracts to accomplish all field maintenance.

STAFF SUMMARY:

Contract Services:

Charles Abbott & Associates
PV Maintenance, Inc

Public Works

CITY OF ALISO VIEJO

P.W. Engineering

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL

101-4501

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
OPERATING EXPENDITURES						
4309 Other Contractual Services	23,900	22,600	30,394	30,650	30,650	31,000
TOTAL OPERATING EXPENDITURES	23,900	22,600	30,394	30,650	30,650	31,000
OTHER SERVICES						
4513 Printing	368	-	-	2,500	2,500	1,000
4523 Miscellaneous Expense	-	-	-	-	-	-
4562 Permits	116,917	145,947	141,731	176,000	116,000	220,150
TOTAL OTHER SERVICES	117,285	145,947	141,731	178,500	118,500	221,150
SUPPLIES						
4601 Supplies	427	397	818	1,000	1,000	1,000
4620 Minor Equipment	247	63	-	250	250	250
TOTAL SUPPLIES	675	460	818	1,250	1,250	1,250
CONTRACT SERVICES						
4701 NPDES	272,877	294,696	296,422	315,000	312,500	421,200
4702 AB939 - Solid Waste	47,793	49,975	46,068	50,000	50,000	50,000
4741 C.S. - City Engineering	250,639	174,680	166,251	178,500	177,300	179,000
TOTAL CONTRACT SERVICES	571,309	519,351	508,742	543,500	539,800	650,200
TOTAL ENGINEERING	713,169	688,358	681,685	753,900	690,200	903,600

Public Works

CITY OF ALISO VIEJO

Budget Detail

P.W. Engineering

FY 2015-2016

TOTAL PUBLIC WORKS BUDGET		903,600
101-4501		
OPERATING EXPENDITURES		Amount Budgeted
4309	Other Contractual Services <i>Includes the annual license fee for Digital Maps GIS, additional GIS layers and Community View.</i>	31,000
OTHER SERVICES		
4513	Printing <i>Costs for miscellaneous printing and scanning of engineering documents.</i>	1,000
4523	Miscellaneous Expense	-
4562	Permits <i>NPDES Waste Discharge permit, County Co-Permittee costs, South Orange County Watershed COOP, and Aliso Creek Directive.</i>	220,150
SUPPLIES		
4601	Supplies <i>Office supplies.</i>	1,000
4620	Minor Equipment <i>Miscellaneous minor equipment.</i>	250
CONTRACT SERVICES		
4701	NPDES <i>Programs to eliminate pollutants in storm water. Expenses include labor charges, water testing, water quality education and enforcement costs. Also included are costs for the construction and maintenance of an urban runoff treatment facility.</i>	421,200
4702	AB 939-Solid Waste <i>Labor costs and other expenses incurred for programs designed to encourage recycling and reduce the quantity of solid waste produced in the City.</i>	50,000
4741	C.S.-City Engineering <i>Contract with Charles Abbott Associates. Includes DBE Annual Submittal.</i>	179,000

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CITY OF ALISO VIEJO
Public Works Traffic Engineering
FY 2015-2016

The Traffic Engineering Division investigates traffic issues by conducting traffic surveys and studies and recommending solutions to the City Council and City Manager.

Responsibilities include the review and development of City traffic engineering guidelines and standards, processing citizen concerns related to the existing circulation system and implementing corrective measures when appropriate, and analyzing traffic collision records to identify accident patterns and recommending any corrective measures.

The goal of the Traffic Engineering Division is to improve the quality of life for Aliso Viejo residents by maximizing traffic safety and minimizing traffic congestion.

STAFF SUMMARY:

Contract Services: Charles Abbott & Associates

Public Works

CITY OF ALISO VIEJO

Estimated Expenditures

P.W. Traffic Engineering

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-4502

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
CONTRACT SERVICES						
4742 C.S. - Traffic Engineering	24,121	18,931	15,961	20,000	20,000	20,000
TOTAL CONTRACT SERVICES	24,121	18,931	15,961	20,000	20,000	20,000
TOTAL TRAFFIC ENGINEERING	24,121	18,931	15,961	20,000	20,000	20,000

Public Works

CITY OF ALISO VIEJO

Budget Detail

P.W. Traffic Engineering

FY 2015-2016

TOTAL TRAFFIC ENGINEERING BUDGET	20,000
101-4502	

CONTRACT SERVICES	Amount Budgeted
--------------------------	------------------------

4742	C.S. - Traffic Engineering	20,000
	<i>Contract with Charles Abbott Associates. Expenses consist of labor charges, and traffic counts.</i>	

Note: *In order to comply with the MOE for Measure M turnback money, the City is obligated to spend a minimum of \$409,360 from General Fund monies specifically for street and traffic costs and are budgeted accordingly.*

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CITY OF ALISO VIEJO
Public Works Street Maintenance
FY 2015-2016

The Street Maintenance Division's goals are maintaining a pleasant living environment for the residents of Aliso Viejo, and providing hazard-free, safe roadways for motorists, and obstruction-free access for pedestrians.

In order to obtain the above goals, the Street Maintenance Division conducts inspections of street lights, intersection lights, and traffic controllers, monitors the City's street sweeping, plus removes debris from the public right of way, and maintains and repairs streets and sidewalks.

STAFF SUMMARY:

Contract Services:

Charles Abbott & Associates
PV Maintenance, Inc

Public Works

CITY OF ALISO VIEJO

P.W. Street Maintenance

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-4503

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
CONTRACT SERVICES						
4771 C.S. - Street Maintenance	375,883	382,697	386,062	389,800	389,800	389,800
TOTAL CONTRACT SERVICES	375,883	382,697	386,062	389,800	389,800	389,800
TOTAL STREET MAINTENANCE	375,883	382,697	386,062	389,800	389,800	389,800

Public Works

CITY OF ALISO VIEJO

Budget Detail

P.W. Street Maintenance

FY 2015-2016

TOTAL STREET MAINTENANCE BUDGET	389,800
101-4503	
CONTRACT SERVICES	Amount Budgeted
4771 C.S. - Street Maintenance	389,800
<i>Contract with Charles Abbott Associates and PV Maintenance Inc. Includes: Street sweeping, maintenance, and debris removal.</i>	

Note: In order to comply with the MOE for Measure M turnback money, the City is obligated to spend a minimum of \$409,360 from General Fund monies specifically for street and traffic costs and are budgeted accordingly.

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PUBLIC SAFETY

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CITY OF ALISO VIEJO

Law Enforcement

FY 2015-2016

The Public Safety Department includes the following Divisions:

- * Law Enforcement
- * Crime Prevention
- * Animal Care Services
- * Emergency Operations Center

The City of Aliso Viejo contracts with the Orange County Sheriff's Department for law enforcement services. These services include general law enforcement and traffic safety.

General law enforcement provides an assortment of officers to provide crime prevention via around-the-clock street patrols, narcotics prevention, special investigations, and the general enforcement of laws. Traffic safety provides routine traffic patrol as a means of encouraging motorists and pedestrians to comply with traffic laws and ordinances and, when necessary, issues citations and/or warnings for violations. Traffic accidents are investigated and their circumstances recorded and analyzed. This division also includes contract services for crossing guards and the administration of the City's parking citations.

As a component of Police Services, the Crime Prevention Specialist's function involves the implementation of proactive Community Oriented Police programs such as Neighborhood Watch and Business Watch. Child safety programs, including bicycle rodeos, Walk to School Day events, and fingerprinting are additional services that are offered to the Aliso Viejo community.

Animal Care Services provides for the care, protection, and control of animals that stray from their homes or are abused by their owners. This service, currently under contract with Mission Viejo Animal Services, includes the pick up of injured animals, impounding of stray dogs/cats, issuance of citations, and the provision of a shelter for homeless animals.

The preservation of life and property is an inherent responsibility of Local, State, and Federal Governments. The City of Aliso Viejo, therefore, has prepared a comprehensive Emergency Operation Plan, which serves as the basis for the City's emergency organization and emergency operations. The primary objective of this plan is to enhance the overall capabilities of government to respond to emergencies.

STAFF SUMMARY:

ORANGE COUNTY SHERIFFS DEPARTMENT

CONTRACT STAFF:

	FY 2015-2016 Proposed Staffing
Lieutenant	1
Sergeant (Admin)	1
Sergeant	1.33
Investigator	2
DS II Patrol	15
DSII Motorcycle	2
Community Services Officer	2
Crime Prevention Specialist	1
School Resource Officer	0.65
Investigative Assistant	0.5
Emergency Mgmt. Program Coordinator	0.5
Total	26.98

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Public Safety

CITY OF ALISO VIEJO

Law Enforcement

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
101-5101		Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget
PROFESSIONAL & TECH. SERVICES							
4308	Law Enforcement	6,141,511	6,162,062	6,493,575	6,992,915	6,992,915	7,195,380
TOTAL PROFESSIONAL & TECH. SERVICES		6,141,511	6,162,062	6,493,575	6,992,915	6,992,915	7,195,380
TOTAL LAW ENFORCEMENT-CONTRACT		6,141,511	6,162,062	6,493,575	6,992,915	6,992,915	7,195,380

Public Safety

CITY OF ALISO VIEJO

Law Enforcement - Other

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-5102

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
OPERATING EXPENDITURES						
4401 Equipment Maintenance	14,109	13,205	11,346	16,990	16,990	19,835
TOTAL OPERATING EXPENDITURES	14,109	13,205	11,346	16,990	16,990	19,835
OTHER SERVICES						
4516 Fuel	16,937	13,864	14,738	15,000	15,000	18,000
4520 Mtgs/Conf./Trng & Dev.	1,923	2,291	761	4,000	4,000	4,000
TOTAL OTHER SERVICES	18,860	16,155	15,499	19,000	19,000	22,000
SUPPLIES						
4612 Operating Supplies	8,984	9,592	12,102	10,000	15,000	15,000
TOTAL SUPPLIES	8,984	9,592	12,102	10,000	15,000	15,000
CONTRACT SERVICES						
4721 C.S. - Crossing Guards	100,486	109,745	124,036	139,410	139,410	151,110
TOTAL CONTRACT SERVICES	100,486	109,745	124,036	139,410	139,410	151,110
PUBLIC SAFETY EQUIPMENT						
4803 Public Safety Equipment	-	-	-	15,220	16,255	-
	-	-	-	15,220	16,255	-
TOTAL LAW ENFORCEMENT-OTHER	142,438	148,697	162,984	200,620	206,655	207,945

Public Safety

CITY OF ALISO VIEJO

Budget Detail

Law Enforcement - Other

FY 2015-2016

TOTAL LAW ENFORCEMENT OTHER BUDGET **207,945**
101-5102

		Amount Budgeted
OPERATING EXPENDITURES		
4401	Equipment Maintenance <i>Pro rata share of the county-wide maintenance & usage costs for 32 communication radio units.</i>	19,835
OTHER SERVICES		
4516	Fuel <i>Gasoline and maintenance costs for two motorcycles and the AV PALS vehicle.</i>	18,000
4520	Mtgs/Conf./Trng & Dev. <i>Expenses incurred for Training & Development, Conferences, and Meetings. These expenses are comprised of registration, lodging, transportation and meal costs.</i>	4,000
SUPPLIES		
4612	Operating Supplies <i>Office and program supplies, miscellaneous costs, and the replacement of AED batteries.</i>	15,000
CONTRACT SERVICES		
4721	C.S. - Crossing Guard <i>Crossing Guard services to ensure school children's safety to and from school.</i>	151,110
PUBLIC SAFETY EQUIPMENT		
4803	Public Safety Equipment <i>Expenses incurred in the purchase of public safety equipment.</i>	-

Public Safety

CITY OF ALISO VIEJO

Crime Prevention

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-5103

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
OPERATING EXPENDITURES						
4471 Rent	1,020	1,020	1,045	1,050	3,000	4,140
TOTAL OPERATING EXPENDITURES	1,020	1,020	1,045	1,050	3,000	4,140
OTHER SERVICES						
4520 Mtgs/Conf./Trng & Dev.	1,568	1,075	-	3,700	3,700	3,700
4521 Membership & Dues	165	220	65	270	270	270
TOTAL OTHER SERVICES	1,733	1,295	65	3,970	3,970	3,970
SUPPLIES						
4612 Operating Supplies	5,279	5,917	5,644	4,980	4,980	5,700
TOTAL SUPPLIES	5,279	5,917	5,644	4,980	4,980	5,700
TOTAL CRIME PREVENTION	8,032	8,232	6,754	10,000	11,950	13,810

Public Safety

CITY OF ALISO VIEJO

Budget Detail

Crime Prevention

FY 2015-2016

TOTAL CRIME PREVENTION BUDGET		13,810
101-5103		
		Amount Budgeted
OPERATING EXPENDITURES		
4471	Rent <i>Crime Prevention storage unit rental.</i>	4,140
OTHER SERVICES		
4520	Mtgs/Conf./Trng & Dev. <i>Expenses incurred for Training & Development, Conferences, and Meetings. These expenses are comprised of registration, lodging, transportation and meal costs. Included are Crime Free Multi-Housing Conference, Crime Prevention Annual Training, and California Injury Prevention training.</i>	3,700
4521	Membership & Dues <i>Dues to organizations enabling the City to receive updated information & training opportunities. Included are CCPOA, NCPC, and Safety Beltsafe USA.</i>	270
SUPPLIES		
4612	Operating Supplies <i>Office and program supplies for bus greeter program, crime prevention, and child safety.</i>	5,700

Public Safety

CITY OF ALISO VIEJO

Estimated Expenditures

Animal Care Services

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-5301

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
CONTRACT SERVICES						
4722 C.S. - Animal Care Services	220,000	238,782	276,740	275,100	287,870	307,000
TOTAL CONTRACT SERVICES	220,000	238,782	276,740	275,100	287,870	307,000
TOTAL ANIMAL CARE SERVICES	220,000	238,782	276,740	275,100	287,870	307,000

Public Safety

CITY OF ALISO VIEJO

Emergency Operations Center

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
101-5401		Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget
SUPPLIES							
4612	Operating Supplies	3,847	2,961	(1,455)	3,000	3,000	5,000
	TOTAL SUPPLIES	3,847	2,961	(1,455)	3,000	3,000	5,000
TOTAL EMERGENCY OPERATIONS CENTER		3,847	2,961	(1,455)	3,000	3,000	5,000

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Transfers Out

CITY OF ALISO VIEJO

Transfers Out

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL
101-9501

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
TRANSFERS OUT						
4999 Transfers Out	860,555	892,060	7,119,990	548,805	462,675	295,840
TOTAL TRANSFERS OUT	860,555	892,060	7,119,990	548,805	462,675	295,840
 TOTAL TRANSFERS OUT	 860,555	 892,060	 7,119,990	 548,805	 462,675	 295,840

NOTE: Transfer Detail*

FD 261 - Aquatic Center	155,045
030 FD 332 - Wetlands	5,000
091 Dairy Fork Wetland	135,795
Total	295,840

General Fund - City Hall

CITY OF ALISO VIEJO

City Hall

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL 102-3501	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
Rev-Use of Money & Prop						
34120 Rent - City Hall Lease	234,796	228,299	163,764	203,450	203,450	205,105
TOTAL ESTIMATED RESOURCES	234,796	228,299	163,764	203,450	203,450	205,105
APPROPRIATIONS						
Professional & Tech. Services						
4301 Professional Services	19,128	19,822	22,068	21,190	20,290	21,270
Total Professional & Tech. Services	19,128	19,822	22,068	21,190	20,290	21,270
Operating Expenditures						
4411 Utilities	53,165	53,135	54,774	62,500	65,500	63,500
4431 Building & Grounds Maintenance	57,947	57,589	57,498	68,410	71,210	70,970
Total Operating Expenditures	111,112	110,724	112,272	130,910	136,710	134,470
TOTAL APPROPRIATIONS	130,240	130,546	134,340	152,100	157,000	155,740
CAPITAL OUTLAY						
5910 Improvements	18,906	17,535	18,234	16,200	16,200	20,200
TOTAL CAPITAL OUTLAY	18,906	17,535	18,234	16,200	16,200	20,200
TRANSFERS OUT						
4999 Transfers Out	-	-	400,000	-	-	-
TOTAL TRANSFERS OUT	-	-	400,000	-	-	-
FUND BALANCE						
2911 Fund Balance - Beginning	321,695	407,345	487,563	98,754	98,754	129,004
PROJECTED ENDING FUND BALANCE	407,345	487,563	98,754	133,904	129,004	158,169

General Fund - City Hall

CITY OF ALISO VIEJO

City Hall

Budget Detail

FY 2015-2016

TOTAL CITY HALL BUDGET		175,940
102-3501		
		Amount Budgeted
PROFESSIONAL & TECH. SERVICES		
4301	Professional Services <i>Professional Property Management costs for City Hall.</i>	21,270
OPERATING EXPENDITURES		
4411	Utilities <i>City hall expenses for gas, electricity, water, and phone line for the sprinkler system.</i>	63,500
4431	Building & Grounds Maintenance <i>Association dues, janitorial services, landscape services, elevator maintenance, fire extinguisher maintenance, HVAC maintenance, plumbing & electric maintenance, pest control, security, and miscellaneous building maintenance and repairs.</i>	70,970
CAPITAL OUTLAY		
5910	Improvements <i>Tenant Improvements, roof maintenance, fire safety inspection, parking lot light pole rust repair, and misc. building repairs.</i>	20,200

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SPECIAL REVENUE FUNDS

Special Revenue

CITY OF ALISO VIEJO

203 - Gas Tax

Estimated Expenditures

FY 2015-2016

The City receives funds from Sections 2105, 2106, 2107 and 2107.5 of the Streets and Highways code. State law requires that these revenues be recorded in a Special Revenue Fund, and that they be utilized solely for street related purposes such as new construction, rehabilitation and maintenance.

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
		Actual	Actual	Actual	Adopted	Mid-Year	Proposed
					Budget	Budget	Budget
ESTIMATED RESOURCES							
34010	Investment Earnings	6,877	3,195	3,434	2,800	2,800	2,000
35050	Gas Tax - 2105	220,134	211,958	333,702	235,350	235,350	285,380
35060	Gas Tax - 2106	157,361	162,570	168,568	187,950	187,950	151,930
35070	Gas Tax - 2107	315,815	347,322	357,046	289,175	323,000	390,170
35080	Gas Tax - Admin Tax	6,000	6,000	6,000	6,000	6,000	6,000
35090	Gas Tax - 2103	650,834	384,863	683,701	512,100	512,100	226,260
39999	Interfund Transfers	2	897	-	-	-	-
TOTAL ESTIMATED RESOURCES		1,357,024	1,116,805	1,552,451	1,233,375	1,267,200	1,061,740
APPROPRIATIONS							
4502-4301	Professional Services - Traffic Engineering	18,351	21,594	18,573	25,000	25,000	25,000
4503-4411	Utilities - Street Maintenance	221,882	232,527	238,798	245,000	261,100	262,000
4503-4771	C.S. Street Maintenance	625,450	690,422	618,722	739,000	739,000	774,000
4503-4772	C.S. Street Sweeping	73,181	73,181	74,132	80,000	80,000	80,000
TOTAL APPROPRIATIONS		938,864	1,017,724	950,225	1,089,000	1,105,100	1,141,000
TRANSFERS OUT*							
4999	Transfers - Out	690,855	621,398	650,596	750,000	650,000	-
TOTAL TRANSFERS OUT		690,855	621,398	650,596	750,000	650,000	-
FUND BALANCE							
2911	Fund Balance - Beginning	2,152,633	1,879,939	1,357,622	1,309,252	1,309,252	821,352
TOTAL PROJECTED FUND BALANCE		1,879,939	1,357,622	1,309,252	703,627	821,352	742,092
FUND BALANCE DETAIL							
Restricted for:							
	Emergencies & Unanticipated Traffic Project:	339,256	279,201	388,113	308,344	316,800	265,435
	Streets & Highways	1,540,683	1,078,421	921,139	395,283	504,552	476,657
Total Fund Balance		1,879,939	1,357,622	1,309,252	703,627	821,352	742,092

* For Capital Improvement Projects Transfer-Out detail, refer to page 133.

Special Revenue

CITY OF ALISO VIEJO

204 - Measure M

Estimated Expenditures

FY 2015-2016

Measure "M" is a one-half cent sales tax created for countywide transportation improvements. Measure M was originally approved by Orange County voters in November 1990 and ended in March 2011. Measure "M" was created to develop a varied transportation system that would relieve congestion on existing freeways, streets and roads, and ensure future mobility within Orange County. The Orange County Transportation Authority (OCTA) administers Measure "M" funds.

Orange County Voters approved the renewal of Measure M in November 2006. The Program took effect in April 2011 and will provide more than \$11.8 billion to improve transportation in Orange County over a 30 year period.

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
		Actual	Actual	Actual	Adopted	Mid-Year	Proposed
					Budget	Budget	Budget
ESTIMATED RESOURCES							
34010	Investment Earnings	4,376	2,044	2,787	2,400	2,400	2,410
35604	Measure M-Grant	597,748	557,597	583,666	642,375	625,000	671,550
35605	Measure M-Competitive	-	189,754	193,749	-	-	568,100
35606	Measure M-SMP	-	-	22,148	24,050	24,050	24,300
39999	Interfund Transfers	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES		602,124	749,395	802,350	668,825	651,450	1,266,360
APPROPRIATIONS							
6104-4309	Other Contractual Services	-	-	19,434	24,050	24,050	24,300
TOTAL APPROPRIATIONS		-	-	19,434	24,050	24,050	24,300
TRANSFERS OUT*							
4999	Transfers - Out	830,806	343,436	760,936	751,600	851,600	2,145,550
TOTAL TRANSFERS OUT		830,806	343,436	760,936	751,600	851,600	2,145,550
FUND BALANCE							
2911	Fund Balance - Beginning**	1,048,657	819,974	1,225,932	1,247,912	1,247,912	1,023,712
TOTAL PROJECTED FUND BALANCE		819,974	1,225,932	1,247,912	1,141,087	1,023,712	120,222

NOTE: Transfer Detail*

100	FD 311 - Pacific Pk Rehab-Chase-SR73	884,000
091	FD 332 - Dairy Fork Wetlands	511,550
101	FD 311 - FY 15-16 Slurry Seal	750,000
Total		2,145,550

* For Capital Improvement Projects Transfer-Out detail, refer to page 133.

Special Revenue

CITY OF ALISO VIEJO

215 - Public Safety Grants

Estimated Expenditures

FY 2015-2016

SLESF: Money funded by the State of California for law enforcement to spend on front-line services in furtherance of public safety. This money was provided to the cities and counties for "new programs" and not intended to supplement current or planned budgets. The amount awarded to each city/county is population based with a minimum grant allocation amount of \$100,000.

ESTIMATED EXPENDITURES DETAIL

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
34010 Investment Earnings	173	65	162	100	100	100
35616 SLESF	103,150	100,000	103,157	100,000	110,000	100,000
TOTAL ESTIMATED RESOURCES	103,323	100,065	103,319	100,100	110,100	100,100
APPROPRIATIONS						
5102-4803 Public Safety Equipment	124,259	91,104	76,126	75,855	177,755	96,270
TOTAL APPROPRIATIONS	124,259	91,104	76,126	75,855	177,755	96,270
FUND BALANCE						
2911 Fund Balance - Beginning	69,669	48,733	57,694	84,886	84,886	17,231
TOTAL PROJECTED FUND BALANCE	48,733	57,694	84,886	109,131	17,231	21,061

NOTE: Appropriations Detail

MDC Equip	56,215
PVS Equip	29,555
Tasers	10,500
Total	96,270

Special Revenue

CITY OF ALISO VIEJO

221 - AQMD Air Quality

Estimated Expenditures

FY 2015-2016

Since 1991, local governments have received AB2766 subvention funds to implement programs that reduce air pollution from motor vehicles. The AB2766 Subvention Program provides a funding source for cities and counties to meet requirements of federal and state Clean Air Acts. The legislation creating this revenue source provides for oversight of the use of these monies by local governments. Primary emphasis is directed towards those projects that provide cost-effective emissions reductions.

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
		Actual	Actual	Actual	Adopted	Mid-Year	Proposed
					Budget	Budget	Budget
ESTIMATED RESOURCES							
34010	Investment Earnings	2,067	1,211	1,593	1,800	1,800	1,600
35621	Air Quality Mgmt District	60,740	58,581	61,743	60,100	60,100	61,300
TOTAL ESTIMATED RESOURCES		62,807	59,792	63,336	61,900	61,900	62,900
APPROPRIATIONS							
6121-4308	Public Safety Equipment	-	-	-	-	28,000	-
TOTAL APPROPRIATIONS		-	-	-	-	28,000	-
TRANSFERS OUT							
4999	Transfers - Out	-	-	39,847	641,685	641,685	-
TOTAL TRANSFERS OUT		-	-	39,847	641,685	641,685	-
FUND BALANCE							
2911	Fund Balance - Beginning	595,033	657,840	717,632	741,122	741,122	133,337
TOTAL PROJECTED FUND BALANCE		657,840	717,632	741,122	161,337	133,337	196,237

* For Capital Improvement Projects Transfer-Out detail, refer to page 133.

Special Revenue

CITY OF ALISO VIEJO

225 - Integrated Waste Mgmt

Estimated Expenditures

FY 2015-2016

The Beverage Container Recycling and Litter Reduction Act authorizes the Department of Conservation to allocate funds on an annual basis to eligible cities and counties for beverage container recycling and litter cleanup activities.

The goal of California's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers. The recycling programs established by cities and counties assist the Department of Conservation in reaching, maintaining, and hopefully, exceeding this goal.

The California Integrated Waste Management Board's Used Oil Recycling Program was developed to promote alternatives to the illegal disposal of used oil by establishing a state-wide network of collection opportunities and undertaking outreach efforts to inform and motivate the public to recycle used oil. The City utilizes these services through a contract with the County of Orange.

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
		Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget
ESTIMATED RESOURCES							
34010	Investment Earnings	118	31	57	75	75	50
35625	Beverage Container Recycling	13,248	13,385	13,205	13,250	13,250	13,250
35626	Used Oil Recycling Grant	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES		13,366	13,416	13,262	13,325	13,325	13,300
APPROPRIATIONS							
6125-4309	Other Contractual Services	9,980	16,709	15,048	15,000	30,000	22,000
6126-4309	Other Contractual Services	-	-	-	-	-	-
TOTAL APPROPRIATIONS		9,980	16,709	15,048	15,000	30,000	22,000
TRANSFERS OUT							
4999	Transfers - Out	-	-	-	-	-	-
TOTAL TRANSFERS OUT		-	-	-	-	-	-
FUND BALANCE							
2911	Fund Balance - Beginning	31,154	34,540	31,247	29,462	29,462	12,787
TOTAL PROJECTED FUND BALANCE		34,540	31,247	29,462	27,787	12,787	4,087

NOTE: Appropriations Detail

Aquatic Center Bulletin Board	2,000
Recycling /Litter Control Promo Items	3,000
Educational Materials	1,000
Discovery Center	5,000
Dog Waste Bags-City Facilities	3,000
Benches/Tables/Trash Cans/Signs	6,000
Recycling/Trash Containers	2,000
Total	22,000

Special Revenue

CITY OF ALISO VIEJO

231 - Other Grants

Estimated Expenditures

FY 2015-2016

The Other Grants Fund is used to account for state and other grants procured by the City for projects. Grants included are Prop. 40 grants, Prop. 84 Grants, State Community Development Block Grants, and State Habitat Conservation Grants.

ESTIMATED EXPENDITURES DETAIL

		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
		Actual	Actual	Actual	Adopted Budget	Mid-Year Budget	Proposed Budget
ESTIMATED RESOURCES							
34010	Investment Earnings	283	-	-	-	-	-
35230	State Grants	2,486	-	282,424	56,950	56,950	-
35631	Other Grants	597,334	-	-	-	-	-
TOTAL ESTIMATED RESOURCES		600,103	-	282,424	56,950	56,950	-
APPROPRIATIONS							
6131-4309	Other Contractual Services	860	-	-	-	-	-
TOTAL APPROPRIATIONS		860	-	-	-	-	-
TRANSFERS OUT*							
4999	Transfers - Out	-	409,557	303,914	56,950	56,950	-
TOTAL TRANSFERS OUT		-	409,557	303,914	56,950	56,950	-
FUND BALANCE							
2911	Fund Balance - Beginning	13,964	613,206	203,649	182,160	182,160	182,160
TOTAL PROJECTED FUND BALANCE		613,206	203,649	182,160	182,160	182,160	182,160

* For Capital Improvement Projects Transfer-Out detail, refer to page 133.

Special Revenue

CITY OF ALISO VIEJO

241 - Technology Grant

Estimated Expenditures

FY 2015-2016

The Technology Grant is a result of negotiations between the City and Cox Communications for a new franchise agreement. This agreement was adopted November 19, 2003. These funds will be used for new technology purchases, provide City information on the Cable TV Government Access Channel, and provide services to its residents through technology upgrades at City Facilities.

ESTIMATED EXPENDITURES DETAIL	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
34010 Investment Earnings	-	-	-	-	-	-
34150 Other Income	-	3,300	6,600	6,600	6,600	6,600
TOTAL ESTIMATED RESOURCES	-	3,300	6,600	6,600	6,600	6,600
APPROPRIATIONS						
4481 IT/Computer Equipment	12,875	35,582	27,348	20,000	197,000	20,000
TOTAL APPROPRIATIONS	12,875	35,582	27,348	20,000	197,000	20,000
TRANSFERS OUT						
4999 Transfers - Out	-	-	-	-	-	-
TOTAL TRANSFERS OUT	-	-	-	-	-	-
FUND BALANCE						
2911 Fund Balance - Beginning	585,291	572,416	540,134	519,386	519,386	328,986
TOTAL PROJECTED FUND BALANCE	572,416	540,134	519,386	505,986	328,986	315,586

NOTE: Appropriations Detail

Server Virtualization Projects	20,000
Total	20,000

Special Revenue

CITY OF ALISO VIEJO

245 - Development Impact

Estimated Expenditures

FY 2015-2016

Through negotiated agreements with developers, the City of Aliso Viejo receives these fees for projects related to affordable housing, traffic mitigation, community enhancement, parks, trails, open space, and median improvements.

ESTIMATED EXPENDITURES DETAIL		2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
		Actual	Actual	Actual	Adopted	Mid-Year	Proposed
					Budget	Budget	Budget
ESTIMATED RESOURCES							
37010	Housing Fees	58,638	185,137	-	316,675	316,675	245,125
37020	Traffic Mitigation	78,808	-	22,408	22,410	22,410	-
37030	Community Enhancement	1,440,156	170,000	887,500	250,000	337,500	-
37050	Median Improvement	153,750	-	76,875	76,875	76,875	-
37060	Visual Art In Public Places	-	-	6,000	-	-	-
TOTAL ESTIMATED RESOURCES		1,731,352	355,137	992,783	665,960	753,460	245,125
APPROPRIATIONS							
6145-4301	Professional Services	-	-	39,000	-	-	-
6145-4581	Housing Programs	-	197,225	-	-	21,500	-
6145-5910	Improvements	-	33,618	50,000	300,000	300,000	100,000
TOTAL APPROPRIATIONS		-	230,843	89,000	300,000	321,500	100,000
TRANSFERS OUT*							
4999	Transfers - Out	974,671	16,979	147,385	570,000	457,000	805,000
TOTAL TRANSFERS OUT		974,671	16,979	147,385	570,000	457,000	805,000
FUND BALANCE							
2911	Fund Balance - Beginning	6,523,916	7,280,597	7,387,912	8,144,311	8,144,311	8,119,271
TOTAL PROJECTED FUND BALANCE		7,280,597	7,387,912	8,144,311	7,940,271	8,119,271	7,459,396

Appropriations Detail		
	Animal Services Cattery Expansion	50,000
	Bike Rack Installations	50,000
	Total	100,000

Transfer Detail*		
094	FD 331 - Wayfinding Signs	150,000
095	FD 331 - AV Welcome Signs	200,000
	FD 260-Patio Improvements	150,000
	FD 261-Aquatic Center Fencing	215,000
	FD 261-Aquatic Center Ticket Window	15,000
	FD 261 Security Cameras at Aq Ctr	75,000
	Total	805,000

* For Capital Improvement Projects Transfer-Out detail, refer to page 133.

Special Revenue

CITY OF ALISO VIEJO

251 - Federal Grants

Estimated Expenditures

FY 2015-2016

The Federal Grants Fund is used to account for Federal Grants received by the City for various projects. Grants included are FTA Grants, T.A.R.P. Funds, Federal Community Development Block Grants, and Energy Efficiency and Conservation Block Grants.

ESTIMATED EXPENDITURES DETAIL

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
34010 Investment Earnings	103	-	-	-	-	-
35430 Federal Grants	506,071	897	-	-	-	189,680
TOTAL ESTIMATED RESOURCES	506,174	897	-	-	-	189,680
TRANSFERS OUT						
4999 Transfers - Out	507,241	897	-	-	-	189,680
TOTAL TRANSFERS OUT	507,241	897	-	-	-	189,680
FUND BALANCE						
2911 Fund Balance - Beginning	1,066	-	-	-	-	-
TOTAL PROJECTED FUND BALANCE	-	-	-	-	-	-

NOTE: Transfer Detail*

FD 101 - CDBG Admin	17,830
FD 331 - ADA Improvements	171,850
Total	189,680

Special Revenue

CITY OF ALISO VIEJO

260 - Conference Center

Estimated Expenditures

FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
37810 F&B	379,435	332,423	395,249	406,000	438,300	406,330
37820 Beverage	88,696	61,487	96,207	99,850	80,600	79,480
37831 Rental Fees	41,038	33,948	81,074	80,475	42,900	71,375
37832 Equipment Rental Fees	-	-	86,265	64,650	60,600	129,295
37865 Miscellaneous Revenue	200,239	174,791	116,454	106,230	109,000	105,895
39999 Interfund Transfers	186,589	249,000	162,198	305,195	216,565	150,000
TOTAL ESTIMATED RESOURCES	895,998	851,649	937,446	1,062,400	947,965	942,375
PERSONNEL-SALARIES & BENEFITS						
7101 P/R-Salaries	193,532	218,681	218,144	246,850	200,000	150,000
7102 P/R-Wages	51,244	55,063	72,727	64,990	59,800	81,300
7103 P/R-Contract Labor	69,450	52,685	56,156	79,355	52,000	62,850
7201 P/R-Benefits	76,975	84,670	81,814	98,735	81,600	60,000
Total Personnel-Salaries & Benefits	391,201	411,099	428,841	489,930	393,400	354,150
OPERATING EXPENDITURES						
7301 Cost of F&B	103,699	83,801	111,503	129,525	134,900	140,350
7303 Misc. Expense	61,692	45,193	51,974	70,605	52,000	41,000
7401 Equipment Maintenance	8,128	5,064	12,950	10,320	12,900	10,700
7402 Computer Expense	-	-	-	9,300	9,300	3,500
7411 Utilities	41,004	40,238	39,312	45,660	45,660	39,840
7421 Building & Ground Maintenance	35,725	25,380	23,751	32,230	32,230	27,350
7431 Supplies	36,354	38,388	37,054	34,100	30,250	27,700
7441 Marketing	36,801	32,117	39,290	45,415	45,415	28,000
7445 Fees & Permits	17,714	14,271	16,778	17,705	14,300	18,760
7448 Insurance Expenses	-	-	-	-	-	-
7451 Management Fees	112,408	112,908	122,086	123,610	123,610	79,835
7452 Accounting Fees	24,000	24,000	24,000	24,000	24,000	20,000
7501 Capital Maintenance	-	25,103	30,675	30,000	30,000	150,000
Total Operating Expenditures	477,525	446,463	509,372	572,470	554,565	587,035
TOTAL APPROPRIATIONS	868,726	857,562	938,213	1,062,400	947,965	941,185
TRANSFERS OUT						
4999 Transfers - Out	-	-	-	-	-	-
TOTAL TRANSFERS OUT	-	-	-	-	-	-
FUND BALANCE						
2911 Fund Balance - Beginning	(20,592)	6,679	766	-	-	-
TOTAL PROJECTED FUND BALANCE	6,679	766	-	-	-	1,190

Note: Transfer In Detail
 FD245 - Patio Improvements
Total

150,000
150,000

Special Revenue

CITY OF ALISO VIEJO

261 - Aquatic Center

Estimated Expenditures

FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
37810 F&B	36,653	48,189	44,908	42,750	42,750	-
37835 Aquatic Fees	16,814	38,879	8,139	22,000	22,000	95,000
37840 Pool Use Fees	58,460	51,194	85,241	57,800	57,800	10,500
37845 Aquatic Classes	7,766	17,529	16,191	14,750	14,750	214,000
37860 Merchandise Sales	129	238	164	50	50	1,650
37865 Miscellaneous Revenue	-	-	-	-	-	-
39999 Interfund Transfers*	146,588	127,000	170,748	180,295	180,295	460,045
TOTAL ESTIMATED RESOURCES	266,409	283,029	325,392	317,645	317,645	781,195
PERSONNEL-SALARIES & BENEFITS						
7101 P/R-Salaries	16,898	16,750	17,392	24,340	24,340	58,335
7102 P/R-Wages	49,209	52,689	58,433	56,965	56,965	135,285
7201 P/R-Benefits	10,928	15,741	15,108	16,265	16,265	26,175
Total Personnel-Salaries & Benefits	77,034	85,180	90,932	97,570	97,570	219,795
OPERATING EXPENDITURES						
7301 Cost of F&B	12,451	18,768	16,814	14,990	14,990	-
7303 Misc. Expense	7,193	(267)	-	-	-	415
7401 Equipment Maintenance	3,192	7,897	4,318	5,520	2,820	5,300
7402 Computer Expense	-	-	-	-	4,200	1,500
7411 Utilities	44,321	46,621	51,246	47,835	47,835	80,780
7421 Building & Ground Maintenance	21,006	29,379	27,973	25,345	25,345	21,340
7425 Pool Maintenance	54,398	65,152	52,820	51,450	51,450	37,565
7431 Supplies	8,802	10,439	7,575	7,115	5,615	2,400
7441 Marketing	6,786	5,584	6,412	12,100	12,100	7,100
7445 Fees and Permits	1,984	4,441	4,689	4,650	4,650	-
7448 Insurance Expenses	4,844	6,552	6,970	6,470	6,470	-
7451 Management Fees	-	-	-	-	-	100,000
7452 Accounting Fees	-	-	-	-	-	-
7501 Capital Maintenance	-	4,413	56,576	44,600	44,600	305,000
Total Operating Expenditures	164,976	198,979	235,393	220,075	220,075	561,400
TOTAL APPROPRIATIONS	242,010	284,159	326,325	317,645	317,645	781,195
TRANSFERS OUT						
4999 Transfers - Out	-	-	-	-	-	-
TOTAL TRANSFERS OUT	-	-	-	-	-	-
FUND BALANCE						
2911 Fund Balance - Beginning	(22,336)	2,064	933	-	-	-
TOTAL PROJECTED FUND BALANCE	2,064	933	-	-	-	-

Note: *Transfer In Detail

FD 245 - Aquatic Center Fencing	215,000
FD 245 - Aquatic Center Ticket Window	15,000
FD 245 - Security Cameras at AQ CTR	75,000
FD 101 - General Fund Transfer	155,045
Total	460,045

**CAPITAL
IMPROVEMENT
FUNDS**

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CITY OF ALISO VIEJO
Capital Improvement Funds
 FY 2015-2016

The City's Capital Improvement Funds provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones. The following projects are scheduled for FY 2015-16 and budgeted accordingly.

Projects Summary:

Project	Funding Source	Amount
<u>Non-Recurring Projects</u>		
Pacific Park Rehabilitation Rehabilitation of the roadway from Chase to SR73, including full depth replacement of failed areas, pavement grinding, and asphalt overlay.	Measure M	\$884,000
Patio Improvements Patio improvements at the Aliso Viejo Conference Center.	Community Enhancement	\$150,000
General Fund Transfers Operational costs for the Aliso Viejo Aquatic Center	General Fund	\$155,045
Aquatic Center Fencing Construction of fencing at the Aliso Viejo Aquatic Center	Community Enhancement	\$215,000
Aquatic Center Ticket Window Construction of a ticket window at the Aliso Viejo Aquatic Center	Community Enhancement	\$15,000
Security Cameras Set up security cameras at the Aliso Viejo Aquatic Center.	Community Enhancement	\$75,000
Wayfinding Signs Purchase and install new wayfinding signs at key locations on arterial streets.	Community Enhancement	\$150,000
AV Welcome Signs Construct Aliso Viejo Welcome Signs at 73 toll road off-ramps using updated design guidelines.	Community Enhancement	\$200,000
ADA Improvements Citywide ADA compliance upgrades and improvements.	Federal Grant	\$171,850
Dairy Fork Wetland Project Construction of wetland near the southwest corner of Moulton Parkway and Aliso Viejo Parkway to reduce pollutant loads in urban run-off from the Dairy Fork sub-watershed.	General Fund, Measure M, & Intergov. Reimbursements	\$787,000
<u>Recurring Projects</u>		
Slurry Seal Project Annual Program for the slurry sealing of roadways. One-fifth of City streets are slurried each year in accordance with the Pavement Management System. Arterial streets are added as needed.	Measure M	\$750,000
Wetlands Monitoring Project Wetland habitat in Wood Canyon Creek leads into the detention basin constructed in FY 2005-06. Program includes ongoing mitigation, monitoring, and maintenance.	General Fund	\$5,000
Total:		\$3,557,895

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CITY OF ALISO VIEJO
SUMMARY OF CAPITAL IMPROVEMENT PROJECT
RESOURCES & APPROPRIATIONS BY SOURCE
FY 2015-2016

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
PROJECT SOURCES						
101 General Fund	10,272	2,775	16,687	63,315	462,675	295,840
202 Traffic Congestion Relief	-	-	-	-	-	-
203 Gas Tax	690,855	621,398	650,596	750,000	650,000	-
204 Measure M	830,806	343,436	760,936	751,600	851,600	2,145,550
215 Public Safety Grants	-	-	-	-	-	-
221 AQMD Air Quality	-	-	39,847	641,685	641,685	-
225 Integrated Waste Management	-	-	-	-	-	-
231 Other Grants	-	409,557	303,914	56,950	56,950	-
241 Technology Grant	-	-	-	-	-	-
245 Development Impact	974,671	16,979	147,385	570,000	457,000	805,000
251 Federal Grant	506,071	-	-	-	-	171,850
332 Storm Water	-	-	-	-	-	139,655
Total Project Sources	3,012,674	1,394,146	1,919,365	2,833,550	3,119,910	3,557,895
PROJECT USES						
260 Conference Center	-	-	-	-	216,565	150,000
261 Aquatic Center	-	-	-	-	180,295	460,045
311 Street Improvements	1,987,913	1,292,463	1,521,698	1,547,000	1,547,000	1,634,000
331 Capital Improvements	931,126	1,139	197,417	1,225,000	1,112,000	521,850
332 Storm Water	93,635	100,544	200,251	61,550	64,050	792,000
Total Project Uses	3,012,674	1,394,146	1,919,366	2,833,550	3,119,910	3,557,895

Capital Improvements

311 - Street Improvements

CITY OF ALISO VIEJO

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
39999 Interfund Transfers*	1,987,913	1,292,463	1,521,698	1,547,000	1,547,000	1,634,000
TOTAL ESTIMATED RESOURCES	1,987,913	1,292,463	1,521,698	1,547,000	1,547,000	1,634,000
APPROPRIATIONS						
Traffic Safety						
8201-5501 Design	-	-	-	-	-	-
8201-5601 Construction Management	-	510	18,828	-	-	-
8201-5701 Construction	-	-	-	-	-	-
8201-5910 Improvements	-	14,414	-	-	-	-
Street & Highways						
8301-5501 Design	59,802	114,841	37,263	65,000	65,000	70,000
8301-5601 Construction Management	156,379	68,323	88,327	121,000	121,000	110,000
8301-5701 Construction	1,759,543	1,092,949	1,377,280	1,228,000	1,228,000	1,344,000
8301-5901 Project Contingency	12,190	-	-	88,000	88,000	110,000
8301-5910 Improvements	-	1,426	-	45,000	45,000	-
8301-5911 Rehabilitation	-	-	-	-	-	-
TOTAL APPROPRIATIONS	1,987,913	1,292,463	1,521,698	1,547,000	1,547,000	1,634,000
TOTAL PROJECTED FUND BALANCE	-	-	-	-	-	-

NOTE: Interfund Transfer Project Detail*

FD 204 - Pacific Pk Rehab-Chase-SR73	884,000
FD 204 - Slurry Seal FY15-16	750,000
Total	1,634,000

* Interfund transfers are funded by Measure M. For additional Capital Improvement Projects information refer to page 133.

Capital Improvements

CITY OF ALISO VIEJO

331 - Capital Improvements

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
39999 Interfund Transfers*	931,126	1,139	197,417	1,225,000	1,112,000	521,850
TOTAL ESTIMATED RESOURCES	931,126	1,139	197,417	1,225,000	1,112,000	521,850
APPROPRIATIONS						
Parks/Recreation Project						
8701-5501 Design	-	-	167,467	190,000	190,000	-
8701-5601 Construction Management	-	-	-	50,000	60,000	-
8701-5701 Construction	-	-	-	360,000	520,000	171,850
8701-5901 Project Contingency	-	-	-	100,000	117,000	-
8701-5910 Improvements	827,442	1,139	29,950	525,000	225,000	350,000
8701-5911 Rehabilitation	103,684	-	-	-	-	-
TOTAL APPROPRIATIONS	931,126	1,139	197,417	1,225,000	1,112,000	521,850
TOTAL PROJECTED FUND BALANCE	-	-	-	-	-	-

NOTE: Interfund Transfer Project Detail*

094	FD 245 - Wayfinding Signs	150,000
095	FD 245 - AV Welcome Signs	200,000
	FD 251 - ADA Improvements	171,850
	Total	521,850

* Interfund transfers are funded by Development Impact funds and Federal Grants. For additional Capital Improvement Projects information refer to page 133.

Capital Improvements

CITY OF ALISO VIEJO

332 - Storm Water

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
39999 Interfund Transfers*	93,635	100,544	200,251	61,550	64,050	652,345
35040 Intergovernmental Reimbursements	-	-	-	-	-	139,655
TOTAL ESTIMATED RESOURCES	93,635	100,544	200,251	61,550	64,050	792,000
APPROPRIATIONS						
8601-5501 Planning & Design	-	-	-	56,550	56,550	-
8601-5601 Construction Management	1,650	2,775	6,502	5,000	7,500	90,000
8601-5701 Construction	91,985	97,769	193,749	-	-	702,000
TOTAL APPROPRIATIONS	93,635	100,544	200,251	61,550	64,050	792,000
TOTAL PROJECTED FUND BALANCE	-	-	-	-	-	-

NOTE: Interfund Transfer Project Detail

030	FD 101 - Wetlands	5,000
091	FD 101 - Dairy Fork Wetlands	135,795
091	FD 204 - Dairy Fork Wetlands	511,550
	Total	652,345

* Interfund transfers are funded by the General fund and Measure M. For additional Capital Improvement Projects information refer to page 133.

CITY OF ALISO VIEJO
CAPITAL IMPROVEMENT PLAN
FY 2015-16

Proj. #	Project Description	Total Cost	General Fund	M2 Fairshare	Meas. M Comp.	Gas Tax	State Grants/ Other	AQMD AB2766	Community Enhancement
Traffic Management/Safety Projects (311-8201)									
	Total	-							

Proj. #	Project Description	Total Cost	General Fund	M2 Fairshare	Meas. M Comp.	Gas Tax	State Grants/ Other*	AQMD AB2766	Community Enhancement
Street Improvement Projects (311-8301)									
100	Pacific Pk Rd Rehab - Chase to 73	884,000		884,000					
101	FY 2015-16 Slurry Seal	750,000		750,000					
	Total	1,634,000		1,634,000					

Proj. #	Project Description	Total Cost	General Fund	M2 Fairshare	Meas. M Comp.	Gas Tax	State Grants/ Other	AQMD AB2766	Community Enhancement
Capital Improvements (331-8701)									
049	Aliso Viejo Ranch Improvements	-							
094	Wayfinding Signs	150,000							150,000
095	AV Welcome Signs at Tolls Roads Off-Ramps	200,000							200,000
	ADA Improvements	171,850					171,850		
	Total	521,850					171,850		350,000

Proj. #	Project Description	Total Cost	General Fund	M2 Fairshare	Meas. M Comp.	Gas Tax	State Grants/ Other**	AQMD AB2766	Community Enhancement
Stormwater Improvements (332-8601)									
030	Wetlands Monitoring Project	5,000	5,000						
091	Dairy Fork Wetland Project	787,000					787,000		
	Total	792,000	5,000				787,000		
	GRAND TOTAL	2,947,850	5,000	1,634,000			958,850		350,000

CITY OF ALISO VIEJO
CAPITAL IMPROVEMENT PLAN
FY 2015-16

Transfer Detail	Total	5101 Planning	5501 Design	5601 Const. Mgmt	5701 Construction	5901 Contingency	5910 Improvements	5911 Rehabilitation
Traffic Management/Safety Projects								
Total	-							
Street Improvement Projects								
100 Pacific Pk Rd Rehab - Chase to 73	884,000		60,000	50,000	704,000	70,000		
101 FY 2015-16 Slurry Seal	750,000		10,000	60,000	640,000	40,000		
Total	1,634,000		70,000	110,000	1,344,000	110,000		
Capital Improvements								
049 Aliso Viejo Ranch Improvements	-		-	-	-	-		
094 Wayfinding Signs	150,000						150,000	
095 AV Welcome Signs at Tolls Roads Off-Ramps ADA Improvements	200,000						200,000	
	171,850				171,850			
Total	521,850		-	-	171,850	-	350,000	
Stormwater Improvements								
030 Wetlands Monitoring Project	5,000			5,000				
091 Dairy Fork Wetland Project	787,000		-	85,000	702,000			
Total	792,000		-	90,000	702,000			
GRAND TOTAL	2,947,850	-	70,000	200,000	2,217,850	110,000	350,000	-

**COMMUNITY
TRUST
FUNDS**

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Community Trust

CITY OF ALISO VIEJO

721 - Community Trust

Estimated Expenditures

FY 2015-2016

ESTIMATED EXPENDITURES DETAIL

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted Budget	2014-2015 Mid-Year Budget	2015-2016 Proposed Budget
ESTIMATED RESOURCES						
34150 Other Income	60,306	76,755	58,057	60,000	60,000	60,000
TOTAL ESTIMATED RESOURCES	60,306	76,755	58,057	60,000	60,000	60,000
APPROPRIATIONS						
7501-6101 FRC Program Costs	-	-	-	-	-	-
7501-6102 After School Fun Zone	-	-	-	-	-	-
7501-6103 Collaborative Events/Programs	48,291	53,154	57,203	72,615	72,615	80,285
7501-6104 Community Education & Programs	(846)	-	-	500	500	-
7501-6201 Building - Furniture & Equipment	604	-	702	500	500	-
TOTAL APPROPRIATIONS	48,049	53,154	57,905	73,615	73,615	80,285
FUND BALANCE						
2911 Fund Balance - Beginning	112,155	124,411	148,012	148,165	148,165	134,550
TOTAL PROJECTED FUND BALANCE	124,411	148,012	148,165	134,550	134,550	114,265

NOTE: Collaborative Program Detail

Boys & Girls Club	40,000
Teen Keystone Club	17,500
Pet & Vet Clinics	50
FRC Open House	100
Foster Care Kinship Workshop	450
FRC Collaborative Workshops	225
Health & Fitness Fair @ Iglesia Park	500
Kids Day @ Iglesia Park	350
AV Library - ESL Literacy Program	2,500
CPR Classes	140
Senior Classes	300
Mammogram Screening	100
PVM - Family Picnic	750
PVM - Health, Resource, and Safety Fair	1,320
Movies in the Park	500
Family Picnic	500
Senior Program	15,000
Total	80,285

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Appendices

CITY OF ALISO VIEJO



Appendix A

BUDGET POLICY



City of Aliso Viejo

COUNCIL POLICY

SUBJECT	RES. NO.	POLICY NO.	EFF. DATE	PAGE
MANAGEMENT AND BUDGET POLICIES	2005-056	300-3	11/16/2005 Rev 1/21/09	1 of 6

PURPOSE

The following City financial policies establish the framework for the City of Aliso Viejo’s overall fiscal planning and management. They set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. The financial policies also improve the City’s fiscal stability by helping City officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can lead to improvement in City bond ratings and lower cost of capital.

POLICY

1. Operating Management Policies

- a. All departments will participate in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources and future service requirements.
- b. All departments will notify the Director of Finance Services of all City transactions involving the receipt, transfer, appropriations and expenditure of funds prior to the commitment of such funds. All staff reports shall be submitted to the Financial Services Department for verification of financial information.

2. Revenue Policies

- a. Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited in the General Fund and appropriated by the budget process.
- b. Current revenues will fund current expenditures. The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations on revenue generation.
- c. Development impact fees, as permitted by state law for capital expenses attributable to new development, will be reviewed to ensure that such fees cover all direct and indirect development-related expenses.
- d. The City will review user fees and charges and attempt to set them at a level that fully supports the total direct and indirect cost of the activity as permitted by law.
- e. City staff will seek out, apply for and effectively administer federal, state and other grants that address the City’s priorities and policy objectives and provide a positive



City of Aliso Viejo

COUNCIL POLICY

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benefit to the City. Before any grant is pursued, staff shall provide a detailed pro-forma that addresses the immediate and long-term costs and benefits to the City.

- f. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. In the event of reduced grant funding, programs financed with grant monies will be substituted with City resources only after all program priorities and alternatives are considered during the budget process.
- g. The City will follow a policy of collecting revenues that is aggressive and consistent, but sensitive to the circumstances. The City’s goal for collections is to have no more than .5 of 1% of the total City revenue being adjusted for bad debts annually.

3. Budget Policies

- a. The budget process is intended to weigh all competing requests for City resources, within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process are discouraged.
- b. Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts. The process will include a diligent review of programs by staff, management, and City Council.
- c. Balanced revenue and expenditure forecasts will be prepared to examine the City’s ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated biennially, will focus on a three-year horizon, and will include a five-year outlook.
- d. All budgetary procedures will conform to state regulations and generally accepted accounting principles.
- e. The levels of budgetary authority to amend appropriations are as follows:
 - Department Heads can request to move appropriations from one object to another within the budget categories of operating expenditures, other services and supplies with the approval of the Director of Financial Services.
 - The Director of Financial Services will have the authority to transfer appropriations between objects, categories and departments within the same fund.
 - The City Manager will have the authority to transfer appropriations between funds.



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- City Council’s approval will be required to amend revenue or appropriations, which result in a change to the adopted budget.

4. Cash Management Policies

- a. Investments and cash management will be the responsibility of the City Treasurer.
- b. Cash and Investment programs will be maintained in accordance with the City’s adopted investment policy and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.
- c. The City invests all idle cash as determined by analysis of anticipated cash flow needs. Specific emphasis will be placed on future cash requirements when selecting maturity dates to avoid forced liquidations and the potential corresponding loss of investment earnings.
- d. In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.
- e. All investments and evaluation of such investments shall be made with regard to the "prudent investor" standard. The standard to be used by investment officials shall be that of a "prudent person" and shall be applied in the context of managing all aspects of the City’s investment portfolio. The prudent person standard is as follows: Investments will be made with the care, skill, prudence and diligence under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the professional management of their business affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- f. The investment officer, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within a timely manner and appropriate action is taken to control adverse developments.
- g. The City Treasurer shall maintain a system of internal controls designed to ensure compliance with the Investment Policy and to prevent losses due to fraud, employee error, and misrepresentations by third parties or unanticipated changes in financial markets.
- h. The City Treasurer will generate a monthly report to the City Manager and City Council in conformance with all State laws and City investment policy requirements.



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5. Capital Management Policies

- a. A five-year Capital Improvement Plan will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction, which results in a capitalized asset costing more than \$2,000 and having a useful (depreciable life) of five years or more.
- b. The capital improvement plan will include, in addition to current operating maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and avoidance of a significant unfunded liability.
- c. Capital improvement lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecast, matched to available revenue sources and included in the Operating Budget. Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.
- d. City assets shall be systematically and accurately recorded, properly classified and adequately documented in the Fixed Asset Accounting System. The City shall establish an internal control structure over all assets to provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations. Refer to the Fixed Asset Policy and Procedure for guidelines.

6. Debt Management Policies

- a. A ratio of current assets to current liabilities of at least 2/1 will be maintained to ensure the City's ability to pay short-term obligations.
- b. Debt financing should not exceed the useful life of the infrastructure improvement or project.
- c. The City will not use long-term financing for any recurring purpose such as current operating and maintenance expenditures. Short-term debt instruments such as revenue, tax, or bond anticipation notes shall be excluded from this limitation.
- d. All bond issue proposals should include an analysis showing how the new issue, combined with any current debt, impacts the City's debt capacity and conformance with City policies.
- e. Community Facility District (CFD) Bonds shall be permitted only when there is a general City benefit. Refer to the Local Goals and Policies for the Use of the Mello-Roos Community Facilities Act of 1982. Exhibit A.



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- f. A debt service fund will be maintained to account for restricted revenues and debt payments, as well as any additional debt amounts deemed to be advisable and necessary for any public or municipal purposes.

7. Reserve Policies

- a. All fund designations and reserves will be evaluated annually for long-term adequacy and use requirements in conjunction with development of the City's financial forecasts.
- b. General Fund Stabilization Reserve of 15 percent of the annual General Fund operating budget will be maintained for unforeseen emergencies or catastrophic impacts to the City.
- c. The unappropriated fund balance in the General Fund will be maintained at a level sufficient to provide adequate working capital and to accommodate required adjustments to other reserve accounts, including the reserves for advances to other funds, deposits and prepaid items.
- d. A minimum fund balance of 25 percent of estimated Gas Tax revenues for the current year will be set aside as a reserve for street repair emergencies and other unanticipated traffic safety projects.
- e. Economic Uncertainty Reserve will be budgeted and appropriated annually to avoid the need for service level reductions in the event an economic downturn that causes revenues to be less than anticipated in the budget.
- f. Self-Insurance Reserves will be maintained at a level, which, together with purchased insurance policies, will adequately indemnify the City's property, liability, and health benefit risk.
- g. Contingency Reserves to be determined annually will be maintained to offset unanticipated revenue shortfalls and/or unexpected expenditure increases. Contingency reserves may also be used for unanticipated and/or inadequately budgeted events threatening the public health or safety. Use of contingency funds should be utilized only after all budget sources have been examined for available funds, and subject to City Council approval.

8. Financial Reporting Policies

- a. The City's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP), and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).



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- b. An annual audit will be performed by an independent public accounting firm, with an audit opinion to be included with the City’s published Comprehensive Annual Financial Report (CAFR).
- c. The City’s CAFR will be submitted to the Government Finance Officers Association and California Society of Municipal Finance Officers for the Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance-related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inference.
- d. Financial systems will maintain internal controls to monitor revenues, expenditures, and program performance on an ongoing basis.
- e. The City will prepare periodic financial reports, for review by the City Council, to provide information on the status of the City’s financial condition.

9. Use of Funds

The City's accounting system is organized and operated on a "fund basis" under which each fund is a distinct self-balancing accounting entity. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, legal restrictions or limitations. The fund balance is the amount that remains in a fund at the end of the fiscal year after revenues have been received and expenditures have been paid. In the case of restricted special funds, it is not unusual for large one-time capital expenditures to exceed one-year revenues. This is because some of these funds take a number of years to build up a balance adequate to pay for large projects.

10. Asset Replacement Funds

An Improvement and Replacement Fund will be maintained as a separate fund for budgetary purposes, to fund the rehabilitation or replacement costs of existing City buildings, recreational facilities, furniture and fixtures, and equipment when they reach the end of their useful lives. Rehabilitation and replacement costs shall include design, construction and administration costs related to the projects. This fund will be categorized as a special revenue fund on the City’s audited financial statements. The fund will be analyzed by staff every two years as part of the Five-Year Strategic Plan update process, for changes in assets, useful lives, estimated replacement costs, and appropriate funding level. This fund is to be maintained at a level sufficient to fund 50% of accumulated depreciation of the assets, based on estimated replacement costs, including design, construction and administration costs.

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Appendix B

FUND BALANCE POLICY

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City of Aliso Viejo
COUNCIL POLICY

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FUND BALANCE POLICY	2012-04	300-08	02/01/2012	1 of 3

PURPOSE

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the fund financial statements. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures or other similar circumstances. The fund balance also provides cash flow liquidity for the City’s general operations. In addition, the policy authorizes the City Manager and Director of Financial services to prepare financial reports which accurately categorize fund balance per GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

POLICY

Classification of Fund Balances

Fund Balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds. Negative fund balance amounts shall not be reported for restricted, committed, or assigned funds. The fund balance of the general fund, one of the governmental fund types, is of primary significance because the general fund is the primary fund, which finances most operations in the City. In accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, fund balance will be presented using the following classifications depicting the relative strength of the spending constraints placed on the purposes for which the resources can be used:

Non-spendable Fund Balance – portion of fund balance that cannot be spent because it is either (a) not in a spendable form, such as prepaid items, inventories or supplies, or loans receivable; or (b) legally or contractually required to be maintained intact, such as the principal portion of an endowment. Included are inventories, prepaid amounts, deferred expenditures, long-term receivables, notes receivable, and outstanding encumbrances. Specifically, in the City’s annual financial reports, this component of fund balance includes:

- Prepaid amounts.

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Restricted Fund Balance – portion of fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through debt covenants) or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. Specifically, in the City’s financial reports, this component of fund balance includes:

- Funds Reserved for Debt Service
- Gas Tax Fund Balance
- M2 Fund Balance
- AQMD Fund Balance
- SLESF Fund Balance.

Committed Fund Balance – portion of fund balance that is subject to self-imposed constraints on spending due to formal action of the highest level of decision-making authority (the City Council); funds remain committed unless removed in the same manner. Historically, this category has not been previously reported in the City’s financial reports.

Assigned Fund Balance – portion of fund balance that is constrained by the City’s intent to utilize fund balance for a specific purpose, but that is neither restricted nor committed. Currently includes the following Council-designated reserves:

- Contingency Reserves
- Self-Insurance/Benefit Obligations
- Asset Replacement Reserves
- Emergencies & Unanticipated CIP Projects.

Unassigned Fund Balance – portion of fund balance that is the difference between the total fund balance and the total of the non-spendable fund balance, restricted fund balance, committed fund balance, and assigned fund balance.

Due to the already present and/or legal limitations on the use of non-spendable and restricted fund balances, they are not subject to this Fund Balance Policy. The following fund balance policies are only relevant to the unrestricted fund balances, which include committed, assigned, and unassigned.

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City of Aliso Viejo
COUNCIL POLICY

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Authorization and Action to Commit Fund Balance

The City Council is the government’s highest level of decision-making authority and the formal action that is required to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at a City Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined subsequent to fiscal year end.

Authorization and Action to Assign Fund Balance

By resolution, the Council has authorized the City Manager and Director of Financial Services to assign fund balance. Therefore, assignments of fund balance by the City Manager and Director of Financial Services do not require formal action by the City Council. The City Council maintains its authority, at all times, to assign fund balance to a specific purpose in relation to this Fund Balance Policy by providing direction to staff.

Minimum Unassigned Fund Balance

The City will strive to maintain an unassigned fund balance of between 25% and 35% of the budgeted operational expenditures in the City’s General Fund. Due to the volatile nature of a majority of City revenues, it is not deemed excessive for the City to maintain a fund balance in the General Fund at levels greater than 35% of the budgeted operational expenditures. The purpose of this unassigned balance is to provide a safety net that ensures the orderly provisions of services to citizens in the event of an unanticipated budget shortfall or emergency situation.

Should unassigned fund balance fall below the target amount, the City will seek to reduce expenditures, prior to increasing revenues, in order to replenish fund balance within a reasonable timeframe. The City will make every effort to avoid using fund balances for recurring operational expenditures. To the extent that the unassigned fund balance exceeds the minimum target, the City may draw upon fund balance to provide cash financing for capital projects or other one-time purchases.

Order of Expenditure of Funds

The spending prioritization, or flow assumption, is to use the most restricted category of funds that is available before unrestricted amounts. Within unrestricted resources, committed resources are used first, followed by assigned resources, and finally unassigned resources.

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CITY OF ALISO VIEJO



Appendix C

GLOSSARY & FUND DESCRIPTIONS

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Appendix C

GLOSSARY

Activity - The smallest unit of budgetary accountability and control, which encompasses a specific unit of work or service responsibility. A sub-unit of a Function budget.

Adoption - Formal action of the City Council, which sets the spending limits for the fiscal year.

Allocate - To divide a lump-sum appropriation, which is designated for expenditure by specific organization units and/or for specific purposes, activities, or objects.

Annual Budget - A budget applicable to a single fiscal year.

Appropriation - An authorization made by the council, which permits the City to incur obligations and to make expenditures of resources.

Appropriations Limit - Proposition 4, “The Gann Initiative” in 1979, amended Article XIII B, of the California Constitution. This Article limits growth in government spending to changes in population and inflation. The limit for the prior year is multiplied by a ratio, which is created by multiplying the percentage change in the per capita income with the percentage change in population.

Assessed Valuation - A dollar value placed upon real estate or other property, by Orange County, as a basis for levying property taxes.

Audit - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Budget - A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services.

Budget Calendar - A schedule of key dates, which the City follows in the preparation, adoption, and administration of the budget.

Budget Message - Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the City Manager.

CALPERS – California Public Employees Retirement System

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CDBG – Community Development Block Grant

CJPIA - California Joint Powers Insurance Authority

Capital Improvement Program (CIP) - A program to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

Certificates of Participation (COP) - Obligations of a public entity based on a lease agreement. The lease payments made by the local agency do not constitute a debt in contravention of the provisions of the California State Constitution. Payments to certificate holders may originate from the General Fund. This method of financing is commonly used in California for the acquisition and construction of public facilities.

Community Facilities District (CFD) - A designated area for specific capital improvements installed by the city or developer, or the maintenance of same. The property owners receiving the benefit of the improvements pay an assessment on their property tax bills.

Contingency - An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as flood emergencies, Federal Mandates, shortfalls in revenue, and similar eventualities.

Contractual Services - Services rendered to City activities by private firms, individuals or other governmental agencies. Examples of these services include traffic engineering, law enforcement, and city attorney services.

Debt Service - Payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.

Debt Service Funds - Funds used to account for the payment of, and accumulation of resources for, long-term debt principal and interest.

Department - A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Designated Fund Balance - A portion of unreserved fund balance designated by City policy for a specific future use.

Encumbrance - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Fiscal Year - The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Appendix C

Fixed Assets - Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$2,000.

Franchise Fee - A franchise fee is charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City currently receives franchise fees from cable television, waste hauler and utilities.

Fund - A self-balancing accounting entity that records all financial transactions for specific activities or government functions. The generic fund types used by the City are: General, Special Revenue, Debt Service, Capital Project, and Trust and Agency Funds.

Fund Balance - The excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

General Fund - The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

Goal - A statement of broad direction, purpose, or intent.

Grant – Contributions of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

Infrastructure - The physical assets of the City, i.e., streets, water, sewer, public buildings, and parks, and the support structures within a development.

Investment Revenue - Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Line-Item Budget - A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category.

Objects of Expenditure - The individual expenditure accounts used to record each type of expenditure City operations incur. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects of expenditure. The principle objects of expenditure used in the budget are:

Personnel Services: Salaries and benefits paid to employees.

Professional & Tech Services: Contractual services to support the services provided by the city.

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Property & Other Services:	Services to run the normal operations of the City including utilities and maintaining the equipment for the City.
Supplies:	Office supplies, materials and other items used in the normal operations of the City departments. Includes items such as books, maintenance materials and contractual services.
Capital Outlay:	Expenditures, which qualify as capital costs according to accounting standards. This includes furniture, fixtures, machinery, equipment and other relatively minor fixed assets.

Operating Budget - The portion of the budget that pertains to daily operations providing basic governmental services.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision.

Policy - A direction that must be followed to advance toward a goal. The direction can be a course of action or a guiding principle.

Property Tax - A statutory limited tax levy, which may be imposed for any purpose.

Program - A grouping of activities organized to accomplish basic goals and objectives.

Real Property Transfer Tax - Real property transfer tax is collected by the County Tax Collector and is based on the value of property transferred.

Reserve - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution - A special order of the City Council which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Revenue - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Risk Management - An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

Appendix C

Sales Tax - A tax on the purchase of goods and services.

Special Revenue Funds - Funds used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Subventions - Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu (MVLIF) and gasoline taxes.

Transfer - Monies appropriated from one fund to another, in order to reimburse the fund for expenses, or to finance the operation of the other Fund.

Trust and Agency Funds - Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations or other governmental agencies.

Working Capital - Difference between current assets and current liabilities.

Appendix C

Description of Funds

General Fund (Fund Number 101-102) is the most versatile fund and is used to account for any legal budgetary purpose not accounted for elsewhere in the budget. General Fund Revenues include property tax, sales and user taxes, licenses, permits, franchise fees, fines and forfeitures, transfers from other agencies, fees for services and use of money and property.

All revenues which, by law, do not have to be placed in a separate fund are deposited in the General Fund. All general operations of the City are charged to this fund. All expenditures must be made pursuant to appropriations, which lapse annually and at the end of the fiscal year. Unexpended balances are transferred to the un-appropriated reserve.

Special Revenue Funds (Fund Numbers 200 - 299) are used to account for certain funds, which are legally restricted to certain purposes. Special Revenue Funds include the Traffic Congestion Relief Fund (202), Gas Tax (203), Measure M (204), Public Safety Grants (215), Air Quality-AB2766 (221), Integrated Waste Management (Used Oil Recycling Grant and Beverage Recycling Grant-225), Other Grants (231), Technology Grant (241) and Federal Grant (251).

Capital Improvement Project Funds (Fund Numbers 300 - 399) are used to account for the purchase or construction of major capital (Public Works) projects, which are not financed by proprietary, special assessment or trust funds. The five categories for capital projects are Street Improvements (311), Capital Improvements (331), Storm Water Improvements (332), COP 2006 and CFD 2005-01.

Debt Service Funds (Fund Numbers 400 - 499) are used to account for debt payments owed by the City. Certificates of Participation were issued in 2006 to finance the acquisition of City Hall.

Proprietary Funds account for a government's business type activities. The costs to provide services and the revenues charged for these services are accounted for in Enterprise and Internal Service Funds.

Enterprise Funds - Enterprise Funds are accounted for on a basis similar to private enterprise. All or a part of the costs of operations are recovered through fees charged to users. The City does not have an Enterprise Fund.

Internal Service Funds (Fund Numbers (600 - 699) Internal Service Funds account for a department of a governmental agency, which provides services to other departments of the agency. The costs of all or a part of the operations and the provision of services are recovered through fees charged to the user departments. The City does not have an Internal Service Fund.

Fiduciary (Trust And Agency) Funds (Fund Numbers 700 - 799) account for assets held by the City in a trustee capacity or as agency for individuals, private organizations, other governments, and/or other funds.

CITY OF ALISO VIEJO



Appendix D CHART OF ACCOUNTS

Revised July 1, 2015

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CITY OF ALISO VIEJO

CHART OF ACCOUNTS

FUNDS

GENERAL FUND

- 101 General Fund
- 102 General Fund - City Hall

SPECIAL REVENUE FUND

- 202 Traffic Congestion Relief Fund (AB 2928)
- 203 Gas Tax
(2103, 2105, 2106, 2107 & Gas Tax Admin)
- 204 Measure M
- 215 Public Safety Grants (CLEEP, SLESF)
- 221 AQMD Air Quality (AB2766)
- 225 Integrated Waste Management
- 231 Other Grants
- 241 Technology Grant
- 245 Development Impact
- 251 Federal Grants
- 260 City Facilities - Conference Center
- 261 City Facilities - Aquatic Center

CAPITAL PROJECTS FUND

- 311 Street Improvements
- 331 Capital Improvements
- 332 Storm Water
- 340 COP 2006
- 341 CFD 2005-01

DEBT SERVICE FUND

411 Debt Service

INTERNAL SERVICE FUND

611 Equipment Replacement

TRUST AND AGENCY FUND

711 Refundable Deposit

721 Community Trust

731 CFD 2005-01

ACCOUNT GROUPS

805 General Fixed Asset Account Group

807 General Long Term Debt Account Group

999 Pooled Cash

DEPARTMENTS

DEPARTMENT	PROGRAM	DEPARTMENT #	PROGRAM#
Elected Officials	City Council	11XX	1101
City Manager	City Manager	15XX	1501
	Economic Development		1502
City Clerk	City Clerk	16XX	1601
City Attorney	City Attorney	21XX	2101
Finance	Finance	25XX	2501
Non-Departmental	Central Services	35XX	3501
Community Services & Recreation		41XX	
	Community Services Administration		4101
	Iglesia Park		4102
	Iglesia Building		4103
	Family Resource Center		4104
Community Development		44XX	
	Planning		4401
	Building		4402
	Code Enforcement		4403
Public Works		45XX	
	Engineering (General)		4501
	Traffic Engineering		4502
	Street Maintenance		4503
Public Safety		5XXX	
	Law Enforcement - Contract		5101
	Law Enforcement - Other		5102
	Crime Prevention		5103
	Animal Control		5301
	EOC		5401

Special Revenue		61XX	
	General-AB2928		6102
	General-Gas Tax		6103
	General-Measure M		6104
	General-COPS		6111
	General-Public Safety		6115
	General-AB2766		6121
	General-Beverage Container Recycling Grant		6125
	General-Used Oil Recycling Grant		6126
	General-Other Grants		6131
	General-Technology Grant		6141
	General-Development Impact		6145
	General-Federal Grant		6151
	General-Conference Center		6160
	General-Aquatic Center		6161
Debt Service		71XX	
	Debt Service		7101
Trust & Agency		75XX	
	Trust Fund		7501
Capital Improvement		8XXX	
	Government Buildings		8101
	Traffic Safety		8201
	Streets & Highways		8301
	Sewer Improvements		8401
	Water Improvements		8501
	Drainage Improvements		8601
	Capital Projects		8701
	Miscellaneous Projects		8901
Transfers Out		95XX	
	Transfers Out		9501

GENERAL LEDGER

ASSETS

Current Assets	11XX - 15XX
1101 Cash	
1102 Petty Cash	
1103 Flex One Cash Account	
1104 Payroll Account	
1105 Cash with Fiscal Agent	
1201 Interest Receivable	
1202 Taxes Receivable	
1203 Accounts Receivable	
1301 Prepaid Expenses	
1401 Due from Other Funds	
1402 Due from Other Governments	

Fixed Assets	16XX - 17XX
1601 Land	
1602 Buildings	
1603 Improvements Other than Buildings	
1604 Vehicles & Equipment	
1605 Furniture & Fixtures	
1606 Construction in Progress	
1607 Infrastructure	
1608 Land - Streets	
1699 Accumulated Depreciation	

Other	18XX - 19XX
1801 Amount available for Compensated Absences	
1802 Amount to be provided for Compensated Absences	
1803 Amount available for Long Term Debt	
1804 Amount to be provided for Long Term Debt	

LIABILITIES

Current Liabilities	21XX - 25XX
2101	Accounts Payable
2102	Vouchers Payable
2103	Retentions Payable
2104	Interest Payable
2105	Deposits Payable
2201	Due to Other Funds
2202	Due to Other Governments
2301	Sales Tax Payable
2401	Deferred Revenue
2501	Accrued Payroll/Compensated Absences
2502	Federal Withholding Payable
2503	State Withholding Payable
2504	Medicare Payable
2505	Dental Insurance Payable
2506	Medical Insurance Payable
2507	Life Insurance Payable
2508	Vision Insurance Payable
2509	Deferred Compensation Payable
2510	PERS Payable
2511	SDI Payable
2512	Worker's Compensation Payable
2513	Flex Benefits
2514	FICA Withholding Payable
2599	Miscellaneous Payable

Deposits

26XX

- 2601 Refundable Deposits
- 2602 Planning Deposit
- 2603 Engineering Deposit
- 2604 Building Deposit
- 2605 Grading Bond Deposit
- 2606 C & D Deposit
- 2607 Miscellaneous Deposits Payable
- 2608 Finance Deposit
- 2609 Security Deposit

Long Term Liabilities

27XX

- 2701 Bonds Payable
- 2702 Compensated Absences Payable
- 2704 Long Term Debt

Fixed Assets

28XX

- 2801 Investment in Fixed Assets - General Fund
- 2802 Investment in Fixed Assets - Public Safety
- 2803 Investment in Fixed Assets - CIP Fund
- 2804 Investment in Fixed Assets - Equipment Improvement & Replacement
- 2805 Investment in Fixed Assets - CIP
- 2899 Depreciation Expense

FUND EQUITY

29XX

2911	Fund Balance
2921	Budgetary Fund Balance
2931	Revenue
2941	Estimated Revenue
2951	Expenditures
2961	Appropriations
2971	Encumbrances
2981	Reserve for Encumbrances
2985	Reserve for Contingencies
2991	Reserve for CIP
2995	Reserve for Debt Service

REVENUE ACCOUNTS

TAXES

31XXX

General Property Taxes

- 31010 Current, Secured
- 31020 Current, Unsecured
- 31030 Prior Year Taxes
- 31040 Supplemental Roll
- 31050 Miscellaneous Property Tax
- 31060 CSA 4
- 31070 Property Tax in Lieu
- 31075 Real Property Transfer Tax
- 31076 Homeowner's Property Tax Relief
- 31080 CFD 2005-01 Assessments

Sales & Use Tax

- 31210 General Sales Tax
- 31211 Sales Tax in Lieu

Franchise Taxes

- 31310 Franchise - Electric
- 31320 Franchise - Gas
- 31330 Franchise - Cable TV
- 31340 Franchise - Waste Collection
- 31350 Franchise - Other

Other Taxes

- 31520 County Fire Tax Credit
- 31530 Public Utility Tax
- 31540 Transient Occupancy Tax

LICENSE & PERMIT FEES **32XXX**

Construction Permits

- 32010 Building Permits
- 32020 Electrical Permits
- 32030 Plumbing Permits
- 32040 Mechanical Permits
- 32050 Grading Permits
- 32055 C & D Permit
- 32060 Certificate of Occupancy
- 32070 Sign Permits
- 32080 Re-Inspection/Special Inspection Permits
- 32085 Use Permit
- 32090 Issuance Fee
- 32091 Massage License Fees
- 32095 Water Quality

FINES & FORFEITURES **33XXX**

Vehicle Code Fines

- 33010 Vehicle Code Fines

Other Fines & Forfeitures

- 33150 Other Fines & Forfeitures
- 33160 Parking Citations

REVENUE - USE OF MONEY & PROPERTY **34XXX**

Investment Earnings

- 34010 Investment Earnings

Rents & Concessions

- 34120 Rent - City Hall Lease
- 34130 Rent - Iglesia Park
- 34150 Other Income
- 34160 Program Revenue

INTERGOVERNMENTAL REVENUES

35XXX

State Shared Taxes

- 35010 Motor Vehicle License Fee
- 35020 Miscellaneous VLF
- 35030 Off Highway Tax
- 35050 Gas Tax - 2105
- 35060 Gas Tax - 2106
- 35070 Gas Tax - 2107
- 35080 Gas Tax - Admin Tax
- 35090 Gas Tax - R&T 7360

State grants & Reimbursement

- 35220 State Mandated Reimbursement
- 35230 State Grants

Federal Grants & Reimbursements

- 35430 Federal Grants

From Other Agencies

- 35602 AB 2928-Traffic Congestion Relief
- 35603 Prop. 1B
- 35604 Measure M
- 35605 Measure M Competitive
- 35606 Measure M-SMP
- 35615 CLEEP
- 35616 SLESF
- 35621 AB2766-Air Quality Mgmt District
- 35625 Beverage Container Recycling Fund
- 35626 Used Oil Recycling Grant
- 35631 Other Grants
- 35632 State Habitat Conservation Fund
- 35633 U.S. Fish & Wildlife Service

CURRENT SERVICE CHARGES

36XXX

General Government Charges

36010 Sales of Publications
(Maps, Plans, Bid documents, Budgets etc)

Engineering Charges

36210 Subdivision & Parcel Map Fees
 36220 Engineering Inspection Fees
 36270 Engineering Fees
 36280 Transportation Permit
 36290 Encroachment Permits
 36295 WQMP

Planning & Zoning Charges

36310 Planning Fees
 36320 Environmental Fees
 36330 Development Agreement
 36340 Site Plan Review
 36345 Tentative Tract/Parcel Map
 36350 General Plan
 36355 Housing Administration
 36360 Special Events Fees
 36390 Misc Planning Fees

Building Regulation Charges

36410 Building Plan Check Fees
 36420 SMIP
 36430 Building Standard Fee (CBSC)
 36440 Microfilm
 36450 Code Enforcement Citations

Quasi-External Charges

36640 Business Registration Fees

OTHER REVENUES

37XXX

Sales of Property

- 37010 Housing in Lieu Fee
- 37020 Traffic Mitigation
- 37030 Community Enhancement
- 37040 Parks/Trails/Open Space
- 37050 Median Improvement
- 37060 Visual Art In Public Places

Miscellaneous Revenues

- 37510 Insurance Reimbursements
- 37530 Miscellaneous Revenue
- 37540 Administrative Revenue
- 37560 Returned Check Charges

City Facility Revenue

- 37810 Food & Beverage
- 37820 Beverage
- 37830 F&B-Tourney
- 37831 Rental Fees
- 37832 Equipment Rental Fees
- 37835 Aquatic Fees
- 37836 Use Fees
- 37840 Pool Use Fees
- 37845 Aquatic Classes
- 37860 Merchandise Sales
- 37865 Miscellaneous Revenue

OTHER FINANCING SOURCES

38XXX

- 38010 Bond Proceeds

TRANSFERS IN

39XXX

- 39999 Interfund transfers

EXPENDITURE ACCOUNTS

4XXX

4100 PERSONNEL SERVICES - WAGES & SALARIES

- 4101 Regular Employees
Salaries paid to regular City employees.
- 4102 Part Time Wages
- 4103 City Council Compensation
- 4104 Overtime Pay
Additional wages paid to employees for overtime hours worked

4200 PERSONNEL SERVICES - BENEFITS

- 4201 Retirement
PERS & Survivor benefit contributions for regular employees
- 4202 FICA/Medicare
City paid FICA & Medicare for all employees
- 4203 State Unemployment Insurance/Claims
- 4206 Medical Insurance
- 4207 Dental Insurance
- 4208 Vision Insurance
- 4209 Life Insurance
- 4221 Flex Benefits
- 4222 COBRA
- 4224 Deferred Compensation
- 4225 Vehicle Allowance/Cell Allowance
- 4226 Pension Plan

4300 PROFESSIONAL & TECHNICAL SERVICES

- 4301 Professional Services
Contractual services for independent professional assistance (i.e. health, accounting, appraisal and consultant services).
- 4302 Economic Development - Marketing
- 4303 Legal Notices
- 4304 Legal Services
- 4305 Technology Services
Contractual services for network support, website support and any other technology services

- 4306 Website Services
- 4308 Law Enforcement
- 4309 Other Contractual Services
Contractual planning services, building services, and any other contracted services not covered under another object.
- 4310 Contractual Employment Services
Temporary employees obtained through a service

4400 OPERATING EXPENDITURES

- 4401 Equipment Maintenance
Contracts and charges for equipment maintenance
- 4411 Utilities
Charges for utility services, such as electric, gas, water, sewer & waste disposal
- 4421 Equipment Rental
- 4431 Building & Ground Maintenance
Contracts and charges for building & ground maintenance
- 4461 Other Equipment Maintenance
Contracts and charges for maintenance of equipment, other than vehicles and office equipment
- 4471 Rent
- 4481 Computer Expenses
Charges for computer & computer accessories

4500 OTHER SERVICES

- 4501 Advertising & Promotions
- 4502 Awards & Recognition
- 4511 Communication
Charges for cell phones, smart phones or other communication services
- 4512 Postage
Charges for postage & messenger services
- 4513 Printing
Charges for printing, microfilming, photographic and reproduction services
- 4514 Travel
- 4516 Fuel
- 4520 Meetings/Conferences/Training & Development
- 4521 Membership & Dues
- 4522 Insurance Expenses
- 4523 Miscellaneous Charges
Any minor charges not covered under any of the above object codes
- 4525 Election
Any charges to the county and others in connection with a municipal election

- 4526 Recreation Activities
- 4527 Recreation - City Special Events
- 4528 Recreation - Partner Events
- 4529 Recreation - Youth Programs
- 4530 Community Assistance Grants
Competitive programs and those supported with line items
- 4531 Community Outreach
Newsletter, New Business Info
- 4532 Special Projects
- 4533 Community Promotion Grants
Enhance community relations
- 4534 Community Events
- 4535 Special Events
Special Events fees
- 4540 Cost of Issuance
- 4541 Principal Payment
- 4542 Interest & Fiscal Charges
- 4543 Special Tax
- 4551 O.C Revenue Neutrality Payment
- 4552 Transition Year Costs
- 4553 Community Preservation
- 4561 Taxes/Fees
- 4562 Permits
Special permits -NPDES

4600 SUPPLIES

- 4601 Supplies
- 4611 Publications/Reference Material
- 4612 Operating Supplies
- 4620 Minor Equipment

4700 CONTRACT SERVICES

- 4701 NPDES
- 4702 AB939-Solid Waste
- 4721 C.S-Crossing Guards
- 4722 C.S-Animal Care Services

- 4731 C.S-General Plan
- 4732 C.S-Planning
- 4733 C.S.-Zoning Code
- 4734 C.S.-Codification
- 4735 Litigation
- 4736 C.S.-Master Plans
- 4741 C.S-City Engineering
- 4742 C.S-Traffic Engineering
- 4751 C.S-Building
- 4761 C.S-Code Enforcement
- 4771 C.S-Street Maintenance
- 4772 C.S-Street Sweeping
- 4781 C.S-Other

4800 CAPITAL EXPENDITURES

- 4802 Office Equipment
- 4803 Public Safety Equipment

4900 TRANSFERS OUT

- 4999 Transfers Out

5000 CIP PROJECT EXPENDITURES

- 5101 Planning
- 5202 Community Enhancement
- 5203 County Road Fees
- 5501 Design
- 5601 Construction Management
- 5701 Construction
- 5901 Project Contingency
- 5910 Improvements
- 5911 Rehabilitation
- 5912 Water District Improvements
- 5920 Acquisition

6000 TRUST ACCOUNT EXPENDITURES

- 6101 FRC Program Costs
- 6102 After School Fun Zone
- 6103 Collaborative Events/Programs
- 6104 Community Education & Programs
- 6201 Building - Furniture & Equipment
- 6202 Park - Furniture & Equipment

7000 FACILITIES EXPENDITURES

- 7101 P/R Salaries
- 7102 P/R Wages
- 7103 Contract Labor
- 7201 P/R Benefits
- 7301 Cost of Food & Beverage
- 7302 Misc. P/R Reimbursement
- 7303 Miscellaneous Expense
- 7401 Equipment Maintenance
- 7402 Computer Expenses
- 7411 Utilities
- 7421 Building & Ground Maintenance
- 7425 Pool Maintenance
- 7431 Supplies
- 7435 Merchandise
- 7441 Marketing
- 7445 Fees & Permits
- 7448 Insurance Expenses
- 7451 Management Fees
- 7452 Accounting Fees
- 7501 Capital Maintenance

PROJECT CODES

001	NPDES
002	General Plan
003	Median Design
004	FRC-Prop 10
005	Journey/Aliso Creek Right Turn
006	Median Construction
007	Motor Officer
008	Cable Negotiations
009	AB 939-Solid Waste
010	Slurry Seal-FY 2002-03
011	General Plan-Amendment #1
012	Park Improvements
013	Slurry Seal-FY 2003-04
014	Aliso Creek/El Toro-East Wing
015	Aliso Creek/Laguna Hills-East Wing
016	Aliso Creek @ El Toro/Alicia
017	Aliso Creek @ Glenwood
018	AV Ranch
019	Slurry Seal-FY 2004-05
020	Pacific Park/La Paz/Wood Canyon
021	Glenwood-Moulton/Enterprise-IIP
022	Wood Canyon/Pacific Park-Northbound-IIP
023	School Traffic Improvement
024	El Toro/Aliso Creek-Right Turn
025	Bikeway Master Plan
026	Wood Canyon Traffic
027	Pacific Park Median Project
028	AV Parkway-Moulton/Enterprise
029	Town Center Loop

- 030 Wetlands Project
- 031 SR73 Park-N-Ride
- 032 Slurry Seal FY 2005-2006
- 033 Traffic Congestion Mitigation
- 034 SR73 Enhancement Master Plan
- 035 Pacific Park Bridge
- 036 Pacific Park @ Chase - IIP
- 037 Aliso Creek SR73 Traffic Island
- 038 Aliso Creek Median - SR73 to Windsong
- 039 Aliso Creek Median - El Toro to Eastwing
- 040 Calle Cortez Median
- 041 Slurry Seal FY 2006-2007
- 042 Transportation Plan - Go Local
- 043 Iglesia Park - Prop 40 Improvements
- 044 SEEP Project
- 045 Slurry Seal -FY 2007-08
- 046 Aliso Creek at Pacific Park Intersection
- 047 Bike Trail on SCE R-O-W
- 048 AV Parkway Median (Grand to Enterprise)
- 049 Aliso Viejo Ranch Master Plan
- 050 Aliso Viejo Pkwy Median (Pacific Park to Grand)
- 051 Slurry Seal - FY 2008-09
- 052 USPS
- 053 Pacific Park Rehab (La Paz to Alicia)
- 054 Pacific Park Rehab (Mareblu to La Paz)
- 055 Alicia Parkway Rehab (Pacific Park to City Limit)
- 056 Pacific Park Rehab (Cheyenne to Aliso Viejo Parkway)
- 057 City Facility Rehab
- 058 Slurry Seal - FY 2009-10
- 059 Aliso Creek Median (SR73 to Enterprise)
- 060 Emergency Debris & Tree Removal

- 061 Woodfield Dr. - Emergency Rehab
- 062 AV Pkwy Slope & Storm Drain
- 063 City Hall HVAC Renovation
- 064 FY 2010-11 Slurry Seal
- 065 Town Center Loop - Phase 2
- 066 Mareblu Rehab - North End
- 067 Wood Canyon Rehab - West
- 068 Pacific Park - North Canyon Vistas
- 069 Laurelmont Rehab
- 070 Aliso Creek Rehab - SR73
- 071 2010 Street Rehabilitation Project
- 072 La Paz Rehab - SR 73 to Pacific Park
- 073 FY 2011-12 Slurry Seal
- 074 Rec Ad Hoc - Lights at ANHS Batting Cages
- 075 Rec Ad Hoc - Lights at Foxborough Park
- 076 Rec Ad Hoc - Restrooms at Foxborough Park
- 077 Rec Ad Hoc - Shade Structures at Woodfield Park
- 078 Rec Ad Hoc - Goal Posts/Striping at Creekside Park
- 079 Rec Ad Hoc - Shade Structures at AV Community Park
- 080 M2 Pacific Park/Oso Corridor
- 081 M2 Tier 1 Environmental Cleanup Program
- 082 Pacific Park Rehab - Aliso Creek Rd to Alicia Pkwy
- 083 FY 2012-13 Slurry Seal
- 084 Aliso Creek Rd Rehab - Enterprise to Pacific Park
- 085 Traffic Signal Modifications
- 086 M2 Tier 1 Environmental Clean Up
- 087 FY 2013-14 Slurry Seal
- 088 Alicia Pedestrian Bridge
- 089 Pacific Park Rehab - Cheyenne to Chase
- 090 M2 Tier 1 Environmental Clean-up

- 091 Dairy Fork Rehab
- 092 Aliso Creek Rehab - Pacific Park to AV Parkway
- 093 FY 2014-15 Slurry Seal
- 094 Wayfinding Signs
- 095 Aliso Viejo Welcom Signs off SR73
- 096 Town Center Monument Signs
- 097 Aliso Niguel High School LED Scoreboards
- 699 Reimbursable Emergency Projects
- 700 IT - Virtualization Project
- 701 Software Renewals
- 800 Green City Initiative
- 900 Senior Mobility Program
- 995 Twilight Camp
- 996 Branding & Marketing
- 997 Summer Camp
- 998 Snow Fest
- 999 Founder's Day

CITY OF
ALISO VIEJO



Financial Services Department
(949) 425-2522

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALISO VIEJO, CALIFORNIA, ADOPTING THE 2015-16 FISCAL YEAR BUDGET FOR THE CITY OF ALISO VIEJO.

WHEREAS, the City Council of the City of Aliso Viejo requires a fiscal plan for the City's operation; and

WHEREAS, a proposed budget for the City of Aliso Viejo for the fiscal year commencing July 1, 2015, and ending June 30, 2016, was submitted to the City Council, as required by Ordinance 2001-005; and

WHEREAS, the City Council has conducted budget study sessions and public hearings, has heard and considered public comments, has modified the preliminary budget accordingly, and wishes to adopt such budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016; and

WHEREAS, preparation of the fiscal year 2015-16 Annual Budget conforms to the Management and Budget Policies adopted by the City Council on November 16, 2005 by Resolution No. 2005-056; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALISO VIEJO AS FOLLOWS:

SECTION 1. That the fiscal year 2015-16 Annual Budget is hereby adopted.

SECTION 2. That the City Manager and the Director of Financial Services are hereby authorized to make expenditures in accordance with the fiscal year 2015-16 Annual Budget, as adopted, with the exception of those expenditures that require City Council approval in accordance with the ordinances and regulations of the City.

SECTION 3. That a copy of said fiscal year 2015-16 Annual Budget is on file in the office of the City Clerk, and is incorporated by reference into this resolution.

SECTION 4. That the Director of Financial Services is directed to enter the fiscal year 2015-16 Annual Budget into the City's financial system in

accordance with appropriate accounting practices, and the City Manager, with the Director of Financial Services' assistance, shall assure compliance therewith.

SECTION 5. That the Mayor of the City of Aliso Viejo shall sign and the City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 3rd of June, 2015.

William A. Phillips
Mayor

ATTEST:

Mitzi Ortiz, MMC
City Clerk

APPROVED AS TO FORM:

Scott C. Smith
City Attorney

5 YEAR

STRATEGIC PLAN

2015-2020



**CITY OF
ALISO VIEJO**

CITY OF **ALISO VIEJO**



DRAFT

5 YEAR STRATEGIC PLAN

FISCAL YEARS 2015-2020

WILLIAM A. PHILLIPS
Mayor

MIKE MUNZING
Mayor Pro Tem

ROSS CHUN
Council Member

DAVID C. HARRINGTON
Council Member

PHILLIP B. TSUNODA
Council Member

DAVID A. DOYLE
City Manager

GINA M. THARANI
Director of Financial Services
City Treasurer

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City of Aliso Viejo Five Year Strategic Plan

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EXECUTIVE SUMMARY

FY 2014-15 THROUGH FY 2019-20

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History

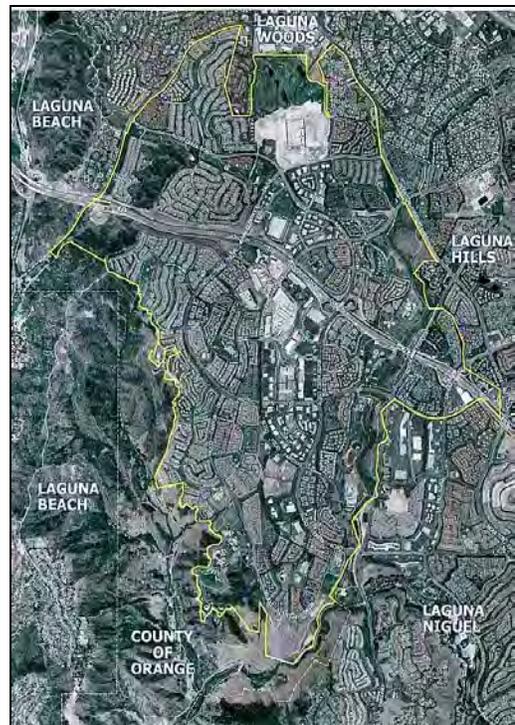
The City of Aliso Viejo was incorporated on July 1, 2001, and operates as a general law City. The City encompasses approximately seven square miles and is located at the southern end of Orange County. It is approximately 50 miles southeast of downtown Los Angeles, 19.4 miles south of Santa Ana, and 2.7 miles inland of the Pacific Ocean. Neighboring communities include the Cities of Laguna Beach, Laguna Niguel, Laguna Hills, and Laguna Woods.

Aliso Viejo is comprised of single-family homes, condominiums, and apartments with a mix of retail, light industrial, office, and service entities providing a diverse tax base for the City. The City is well-recognized as a robust and dynamic community designed to meet the growing needs of young families, professionals, and enterprising businesses.

Aliso Viejo was the first planned community in California to provide a balance between its estimated 22,000 on-site jobs and the resident workforce. With a population over 50,000, all residents live within 2.5 miles of Aliso Viejo Town Center, which is located near the geographic center of the City. This "downtown" includes over 800,000 square feet of retail shops and specialty stores, restaurants, medical offices, business offices, and entertainment venues. Potential improvements on the horizon could add approximately 382,000 additional square feet of entertainment, retail, and dining options and 1,135 residential units, making Town Center a shopping, dining, and entertainment destination.

More than 500 businesses are located in Aliso Viejo, which has roughly five million square feet of low and mid-rise office, research and development, technology, and light industrial space. Major employers operating within the City are UPS, Pacific Life, Fluor Corporation, Quest Software, QLogic Corporation, Renaissance ClubSport, and Pepsi Bottling Group.

Since incorporation, the City has negotiated \$10.6 million in development impact fees for community enhancement, affordable housing, traffic mitigation, and open spaces/trails plans. The City's Aquatic Center provides the community with a 25-meter pool, recreation pool, toddler wading pool, and splash pad. The City's Conference Center offers a ballroom and meeting spaces designed to accommodate an array of functions, including business workshops, events, dances, and holiday banquets. The City is nearly built out, with limited future opportunities for new residential or commercial construction. New businesses continue to seek retail space within the City, and some existing businesses have plans to expand or revitalize their existing space, which bodes well for the future economic condition of the City.



Facts and Information

The City operates under the Council-Manager form of government. The City Council is comprised of five members elected at large for four-year terms, with elections staggered every two years. The Mayor and Mayor Pro Tem are selected by the Council from among its members to serve one-year terms. The Council acts as the legislative and policy-making body of the City. The City Manager is appointed by the City Council and is responsible for overseeing the operations of the City and implementing the policy decisions made by the City Council. The City Attorney, City Treasurer, and the City Clerk are also appointed by the City Council. All other department heads and employees are appointed by the City Manager.

The City provides municipal services through a mix of in-house staffing and contracts for police and fire services, public works, engineering, building services, code enforcement, trash removal, street sweeping, recreation, and legal services. The Orange County Library System provides public library services.

Education

The City is included within the boundaries of the Capistrano Unified School District, Saddleback Valley Unified School District, and Laguna Beach Unified School District. This City has in its boundaries four public elementary schools, two middle schools and one high school. There are three private schools. Higher education is available within the City at SOKA University of America.

Transportation

The City is served by a variety of land and air transportation facilities. Light rail commuter service is provided by Metrolink to Los Angeles and throughout Orange County. Interstate bus service is available via Greyhound and local bus service is provided by the OCTA. Most major trucking firms serve the City in addition to numerous local carriers. Amtrak-operated passenger train service is available in Laguna Niguel and San Juan Capistrano, south of the City. Scheduled air transportation is available from the Orange County International Airport, approximately 10 miles to the north.

Utilities

Utility services are provided to Aliso Viejo residents and businesses by: Sempra Energy Utilities, doing business as San Diego Gas & Electric and The Gas Company (natural gas and electric), Southern California Edison (electric), Moulton Niguel Water District (water), El Toro Water District (water), AT & T (telecommunications) and Cox Communication (telecommunications).

Parks and Open Space

There are currently 23 community parks within the City that offer a variety of recreational opportunities. Many parks also connect to the regional trails system. Grand Park, which is centrally located and near the Town Center Loop Trail, sits adjacent to the Aliso Viejo Town Center and also includes an outdoor amphitheater.

Mission Statement

Overarching Philosophy: Continuous Innovation

The City of Aliso Viejo excels at being a regional leader in the introduction of high quality, innovative practices and programs. We can continue to maintain this culture of continuous innovation in the provision of existing City services by reflecting upon, and retooling if necessary, the “best practices” currently available or those that point to the future.

- **Public Safety**

- ❖ Provide for the personal safety needs of the citizens of Aliso Viejo through active law enforcement, passive police presence at major public venues, control of naturally occurring threats to human health and safety (i.e., vectors), preparation for natural disasters, and educating our residents on being prepared and self sufficient for the first 3-5 days following a major natural disaster.

- **Community Enhancement**

- ❖ Enhance the livability and attraction value for citizens and others interested in relocating to the City through projects and programs focusing on beautification, healthy living, recreation, youth initiatives, and improved mobility within the community – the “soft infrastructure”.

- **Local Sustainability**

- ❖ Improve the community’s ability to be self-sufficient by creating “people-centric” communities, maintaining the live-work-play-shop-learn balance, providing a variety of housing types, improving citizens’ ability to conserve natural resources, and assisting the business community in improving economic opportunities.

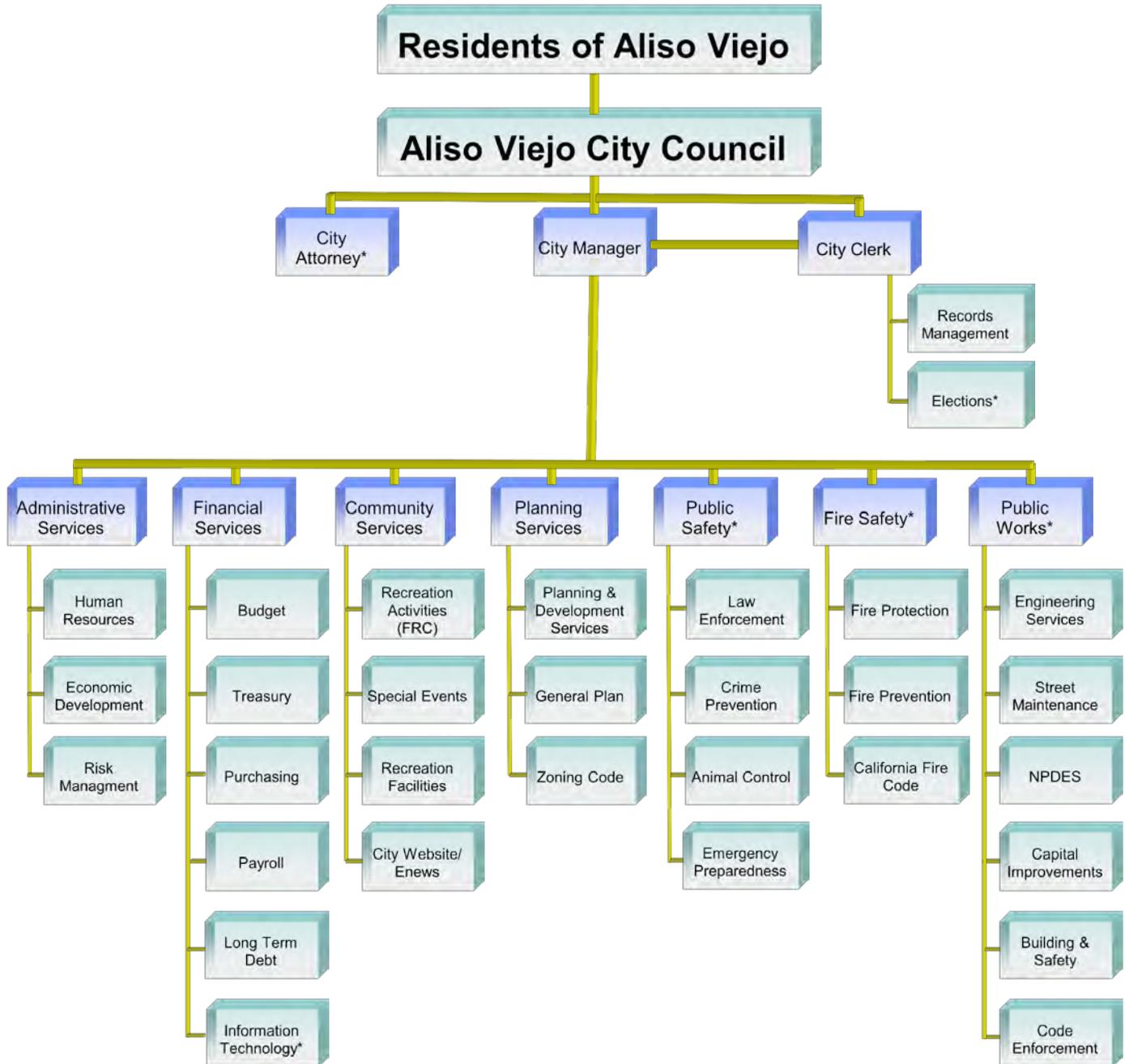
- **Interactive Communication**

- ❖ Provide systems and programs that allow interactive and dynamic communication between the City and its citizens through the use of such systems as the City’s website, Cable Government Access Channel, smartphone app, social media, and other media available in the future.

- **Relationship Building**

- ❖ Enlarge the community’s capacity to provide services by creating, building, and maintaining relationships that collaboratively leverage the assets, talents, knowledge, and constituencies of other governmental and non-governmental organizations.

Organization Chart of The City of Aliso Viejo June 30, 2015



* Contract Services

Executive Summary

National Economy

The national economy continued its slow growth into 2015. The first estimate for Gross Domestic Product (GDP) growth for the first quarter of 2015 is expected to be flat or negative, due to the severe winter weather affecting business activity in most parts of the country. In the fourth quarter of 2014, GDP grew by 2.2%, and for all of 2014 the rate of growth was 3.7%. In spite of a sluggish first quarter, the estimates for the rest of the year remain positive with the projection of growth for the entire year of 3%. The economic situation for consumers continues to improve in the housing and capital markets. Gains in jobs were strong in all of 2014 and for the first two months of 2015 and then slowed to its lowest rate since December of 2013. The national unemployment rate has dropped to 5.5% and has held steady for the last couple of months. Private sector firms continue to have healthy balance sheets with substantial amounts of cash and are expected to invest more in labor and equipment over the next few years.

Markets continue to closely monitor the unemployment rate, inflation rate, and discussions by the Federal Reserve concerning the timing of an increase in interest rates. The Federal Reserve recently stated there is now the possibility of a rate increase sometime in the second half of 2015. However, any increases in the rate will be slow and small. The stimulus programs used by the Federal Reserve over the last few years to prop up the economy have now ended.

California Economy

The economic outlook for California has dramatically reversed course since 2011. Proposition 30 took effect January 1, 2013, imposing a 0.25% sales tax increase through 2016 and increased income tax rates on high-income earners through the end of 2018. The State's Legislative Analyst Office (LAO) is currently projecting a budget surplus for FY 2014-15 as a result of these temporary tax measures and due to increased tax collections overall as a result of the improving economy. The Governor's proposed budget for FY 2015-16 also includes a surplus. This surplus will allow the State to make a transfer to its Rainy Day fund and allows the State to make a payment to reduce the balance of the Economic Recovery Bonds. The proposed budget also maintains many of the spending cuts from recent years, with increases occurring only where required by Proposition 98, the funding formula for schools and community colleges.

Economic forecasts predict the state's unemployment rate will continue to trend lower through 2015. According to the most recent available data from the California Employment Development Department (EDD), California's unemployment rate for March 2015 was 6.5%, down from 7.9% at the same time last year.

Orange County

The County of Orange remains a driving force in California's improving economy, with a relatively low unemployment rate in March of 4.4%, as estimated by the EDD. Orange

County has now recovered all of the jobs lost during the great recession. According to the Orange County Register, the median price of a home in Orange County for the month of February was \$590,750 which was up approximately 4.2% from a year earlier.

The latest economic forecast by California State University, Fullerton estimates Orange County's economy is expected to perform about at its long-term average growth rate for the next three years, with improvement in every sector of the economy. The strength in the County's employment base is expected to help the recovering housing market move forward as well.

Aliso Viejo

Aliso Viejo's unemployment rate remains among the lowest of Orange County cities, at 3.4%, based on preliminary EDD estimates for March 2015. Aliso Viejo's population was estimated at 50,204 as of January 2015 based on information received from the Department of Finance, Demographic Research Unit. These updates are provided every year in May.

Given the mix of high tech, medical/pharmaceutical, and retail companies within the City, Aliso Viejo's diverse business base has benefited from steady growth in the local economy. Additionally, office buildings with first-rate amenities and low lease rates continue to draw and retain lucrative tenants. Over the last year, Shea Homes' Vantis development, consisting of condominiums and townhomes and the City Walk project, was completed, and construction has begun on a new 129-room upscale extended-stay hotel and 425 luxury apartments. Other projects on the horizon include the Renaissance Hotel expansion, the 202-unit senior apartment project at 2C Liberty, and the 200-unit apartment and 300,000 square feet office space project at 4 Liberty. The City's economic development team continues to work with property owners and commercial real estate professionals to assist in marketing currently available units and development sites.

The Strategic Plan is a tool for assessing the impact of local decision making on the City's future quality of life. Developed as a blueprint for the City's future, the Strategic Plan defines the Council's goals and assesses the City's financial ability to achieve them. The plan identifies fiscal opportunities and potential issues, establishes goals, examines fiscal trends, and provides for feasible solutions. The plan includes projections for revenues, expenditures, and fund balances, as well as goals and objectives. This allows the City to focus its efforts on top priorities, including necessary infrastructure, maintenance, and capital needs, without compromising the community's financial future.

The purpose of the City's Five Year Strategic plan is to assess the ability of the General Fund and Special Revenue Funds to achieve the following:

- Deliver desired service levels
- Maintain the City's low crime rate
- Develop community awareness and involvement through enhanced community participation and partnerships

- Maintain and improve the City's infrastructure and streets
- Implement traffic safety and school safety projects
- Preserve the City's long-term fiscal stability by aligning operating revenues and costs, and maintaining fund balances at established levels.

The Strategic Plan does not include:

- Funding for new or enhanced programs or projects not approved by Council
- Funding for CIP projects identified in the Strategic Initiatives wish list
- Potential state impacts that are unknown at this time
- Potential increases from City Contracts nearing the end of the contract period are unknown at this time and have instead been adjusted only by inflation
- Potential Grant funding the City may receive

The strategic plan achieves its goals by projecting resources and appropriations for operating costs, debt service, and maintenance of existing assets (equipment, facilities and infrastructure). The undesignated fund balance, if positive, is available to fund "new initiatives." However, if negative, it shows the likely "budget gap" needed to maintain existing service levels.

The City is currently in an excellent fiscal situation due to its prudent planning and commitment to maintaining reserve levels above the minimum policy requirement. The combination of a structurally balanced budget and strong reserves improves the City's ability to fund community priorities. Even though resources are available, it is important to note that they are not unlimited, which requires us to always stay abreast of changing market conditions and community circumstances.

It is also important to stress that this is a strategic plan and not a budget. The plan does not make expenditure or revenue decisions, but it does help identify the key factors affecting the City's fiscal outlook. Its sole purpose is to provide an "order of magnitude" of the City's ability to continue current service levels, maintain existing assets, and fund new initiatives.

Economic and Demographic Assumptions

Economic and demographic assumptions used in the plan measure the anticipated changes in economic activity and population growth. Sources include long and short-term trends in key City revenues, economic trends as reported in the national media, economic and fiscal information developed by the State Controller's Office, Department of Finance, and Legislative Analyst's Office, as well as materials prepared by the League of California Cities. Additional materials include economic forecasts developed by California State University, Fullerton; Chapman University; University of California, Irvine; and University of California, Los Angeles.

In summary, the projections reflect staff's best judgment of the national and state economic climate, the State budget process, the performance of the local economy over the next five years, and the overall impacts on the City's revenues.

The following is a description of key indicators used in developing the Strategic Plan:

Assessed Valuation: This is the value placed on residential and commercial property by the County Tax Assessor. It is an indicator of the value of property that drives the City's major revenue source, Property Tax.

Property Tax: Property tax is a state tax administered by counties. Under Proposition 13, the maximum tax rate permitted on real property for general purposes is one percent of the property's assessed value. Counties and cities do not impose and cannot increase the property tax, except to pay for the acquisition or improvement of real property if the voters approve such an increase by a two-thirds margin. The maximum rate cannot be increased to cover operating expenses, even with voter approval. Taxable property includes "real property" (land and the buildings that are on it), as well as items like boats, aircraft, and business equipment. The City receives 2.1% of the basic levy.

Consumer Price Index (Inflation): Inflation is the measure of the increase in cost of goods and services. Inflation impacts many revenues and most expenditure categories throughout the plan.

Franchise Fees: A franchise fee is charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City currently receives franchise fees from cable television, waste hauling services, and utilities.

Per Capita Personal Income: A measure of the amount of money that is being earned per person in a certain area. Per capita income can apply to the average per-person income for a city, county, state, or country and is used as a means of evaluating the living conditions and quality of life in different areas. It is calculated by dividing the income by the population for the selected area.

Population: Population size is the primary basis for the allocation of subvention funds and is reflective of the scale of residential and commercial development within the City. Year-to-year population growth is a useful factor in predicting increases in several other revenue categories, such as Franchise Fees and State Subventions (Highways Uses Tax – Gas Tax). Population estimates used were developed by the City's Department of Financial Services with projections provided by the State Department of Finance.

Taxable Sales: Taxable sales are a measure of the total retail sales in Orange County. This indicator has a direct relationship with the City's retail sales tax revenue, which is 1% of taxable sales in Aliso Viejo. The "base" sales tax rate of 8.0% has a number of components with monies being distributed to the state's general fund, counties to fund health, social service and mental health programs, local governments, and for counties and cities to fund public safety services. An additional component exists in certain counties and cities which have increased the use tax rate to fund programs such as transportation, criminal justice facilities, and the acquisition of open space.

Transient Occupancy Tax (TOT): Revenue and Taxation Code Section 7280(a) allows cities to levy occupancy taxes. The City currently imposes a transient occupancy tax on

persons occupying hotels in the City at a rate of ten percent of the rent charged by the hotel. TOT is an additional source of revenue to local government. TOT funds are discretionary and may be used for any legitimate city expense.

Strategic Plan Summaries and Results

Based on the assumptions for resources and appropriations, the City foresees a balanced budget throughout the forecast period and a 3.0% average increase in General Fund fund balance, assuming no significant capital expenditures or enhancements to operations. Over the forecast period, General Fund resources average a growth rate of 2.5% and appropriations average a growth rate of 2.8%.

The City's major revenue sources are Property Taxes, Sales Taxes, Franchise Fees, and Transient Occupancy Taxes. These revenues make up approximately 85% to 90% of the City's revenues. The City also receives significant revenue streams through the State of California. These include gasoline taxes, which are apportioned by the State based upon population, and property taxes in-lieu of motor vehicle license fees, which are apportioned similarly to property taxes. Income received from City Hall tenants is primarily used to offset maintenance costs for City Hall.

Projected General Fund expenditures assume that current service levels, as approved by the Council, for FY 2015-16 will remain constant throughout the forecast period. No new programs, or expansions of current programs, are assumed. The growth rate does, however, assume that overall costs for present staffing levels, operations, maintenance, and contractual services will increase due to inflation. Also included in the expenditures are operational costs (net of operational revenues) for the City's Aquatic and Conference Center.

Special revenue funds have been fine-tuned to reflect current trends in the collection of receipts and expenditures incurred. These funds are expended in compliance with their funding stipulations and should be drawn down to prevent confiscation of these resources. However, it is common to accumulate Special Revenue funds for multiple years to expend in a single year on larger capital projects.

Since incorporation, the City has negotiated \$10.6 million in development impact fees for community enhancement, affordable housing, traffic mitigation, and open spaces/trails plans. Development Impact fees collected to date total \$10.1 million with the final payment of \$490,250 due in FY 2015-16.

The City has relied on Gas Tax and Measure M revenues to fund street and traffic improvement projects. Approximately 90% of incoming Gas Tax revenues are used for ongoing Street Maintenance and Street Sweeping, with the balance going toward CIP projects. Measure M revenues have primarily been used for street rehabilitation and trail improvement projects. The City's seven year CIP plan and Strategic Initiatives include projects for the construction of medians, street rehabilitation, traffic improvement, urban trails, and pedestrian bridges. However, rising costs and the use of the accumulated funds over the past years has resulted in the City receiving just enough funds to cover ongoing maintenance projects. In order to maintain the current level of service for street

rehabilitation and the City's current standard for roads, we expect a need to utilize General Fund dollars.

The City's Five Year Strategic Plan presents two scenarios. Scenario 1 as shown in the attached document reduces the level of service to avoid use of the General Fund dollars. Scenario 2 maintains the current service levels for pavement standards and road improvements. In Scenario 2, expenses exceed revenue beginning in FY 17-18 and the City would supplement the street projects with General fund monies.

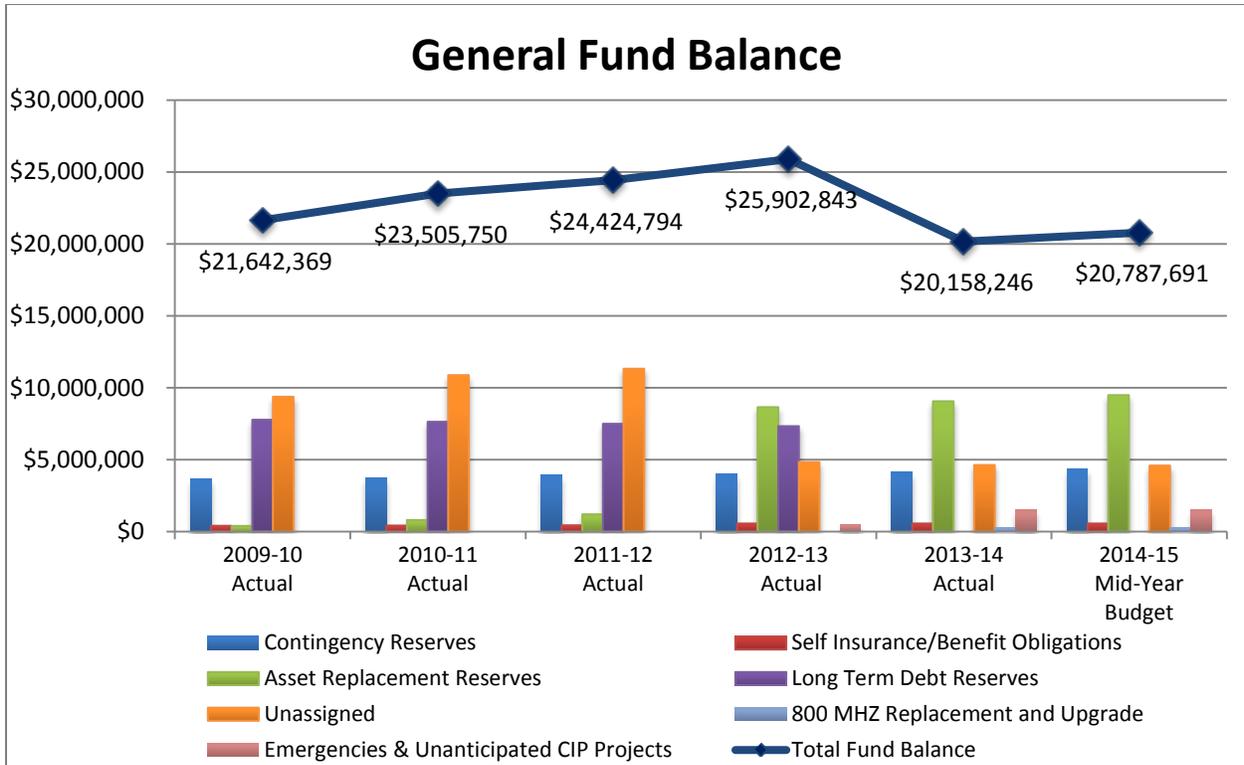
Long Term Debt

Long Term Debt obligations of the City included the Certificates of Participation (COPS) issued in 2006 to finance the purchase of City Hall. In March of 2014, staff coordinated the refinancing of the Community Facilities District (CFD) bonds issued in conjunction with the Glenwood development and paid off all debt incurred with the issuance of Certificates of Participation (COP). Based on the final pricing of the CFD bonds, Glenwood property owners will save an average of \$899 per year. General Fund reserves of about \$6.6 million were used for the redemption of the COP, relieving the City of its outstanding debt. There is no planned debt activity for FY 2015-16

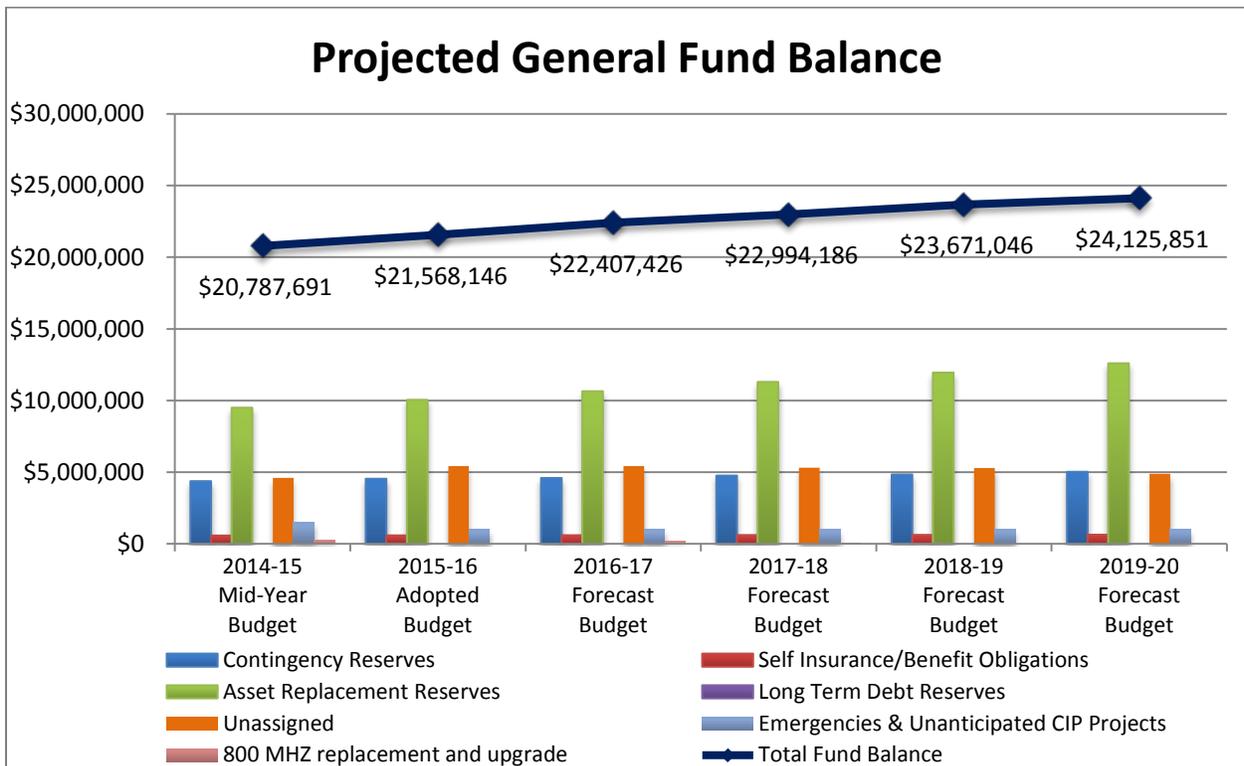
Fund Balances and Reserves

One of the main goals of the Council is to maintain a healthy fund balance by ensuring that adequate resources will be available to fund ongoing operations and future needs of the City. As of June 30, 2014, the City had \$20.2 million in reserves in the General Fund fund balance, as detailed in the City's FY 2013-14 Comprehensive Annual Financial Report (CAFR). Fund balance at the end of fiscal year 2014-15 operations is projected to be \$20.8 million. Designated reserves include \$9.5 million for asset replacement, \$4.4 million for contingencies, \$0.6 million for self-insurance and future benefit obligations, \$0.3 million for 800MHZ replacement and upgrade, and \$1.5 million for emergencies and unanticipated CIP projects. The remaining \$4.5 million is undesignated and therefore available to fund or offset the cost of future projects. The average projected fund balance over the plan period is estimated to be \$22.9 million and is anticipated to increase by an average of 3.0%.

The following chart provides the trend in fund balance reserves, as well as the designated assigned and unassigned reserves on an annual basis.



The following chart illustrates the projected fund balance reserves over the plan period including the forecasted change in total fund balance.



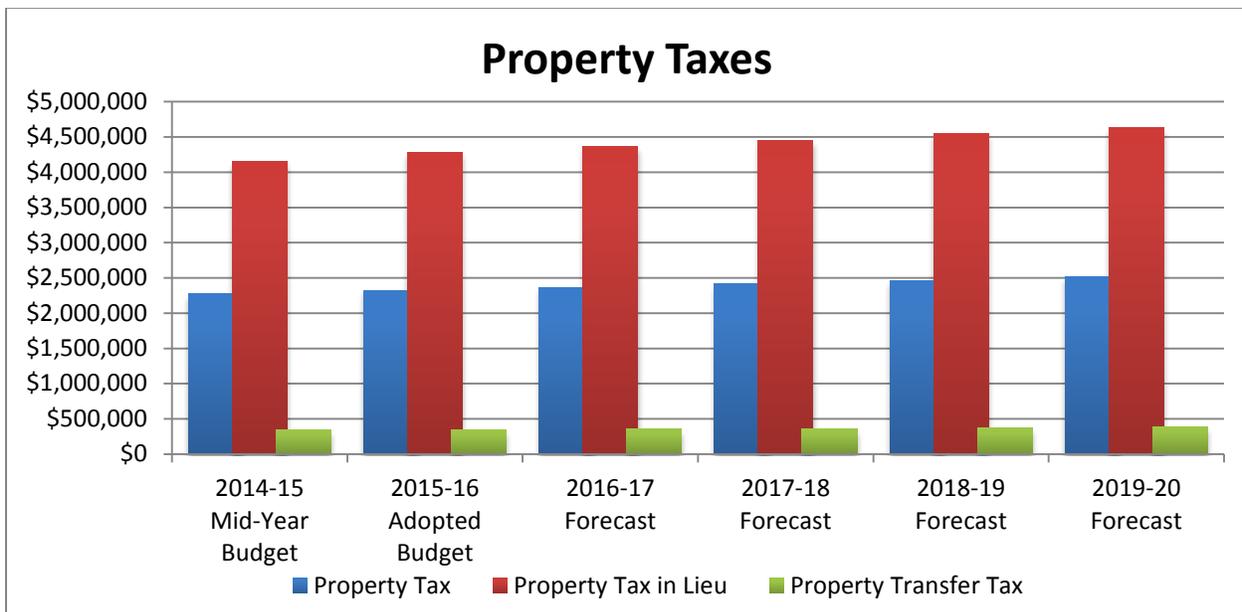
General Fund Resources

General Fund resources are projected to increase at an annual average rate of 2.5%. This is primarily due to anticipated gradual growth in property taxes, sales taxes, franchise fees, fines and forfeitures, and investment income. The plan also recognizes the beginning of construction for the new 129-room upscale extended-stay hotel. All negotiated development-related fees will come to an end in FY 2015-16. While there are developments expected during the forecast period, the forecast does not reflect the fiscal impacts of future negotiations. The forecast takes into account the vacant sites where several development projects have been identified and are anticipated to occur in the near future. Based on recent developer discussions, construction can commence during the forecast period in FY 2016-17.

Property Tax:

Property Tax has been the most reliable local government revenue for decades. The City enjoyed an average increase of 20.8% annually for the first five years after incorporation, largely due to the housing market boom. In addition, the swap of Motor Vehicle License Fees for Property Tax in Lieu augmented the property tax revenue for the City, as these revenues grew at the same rate as assessed property values.

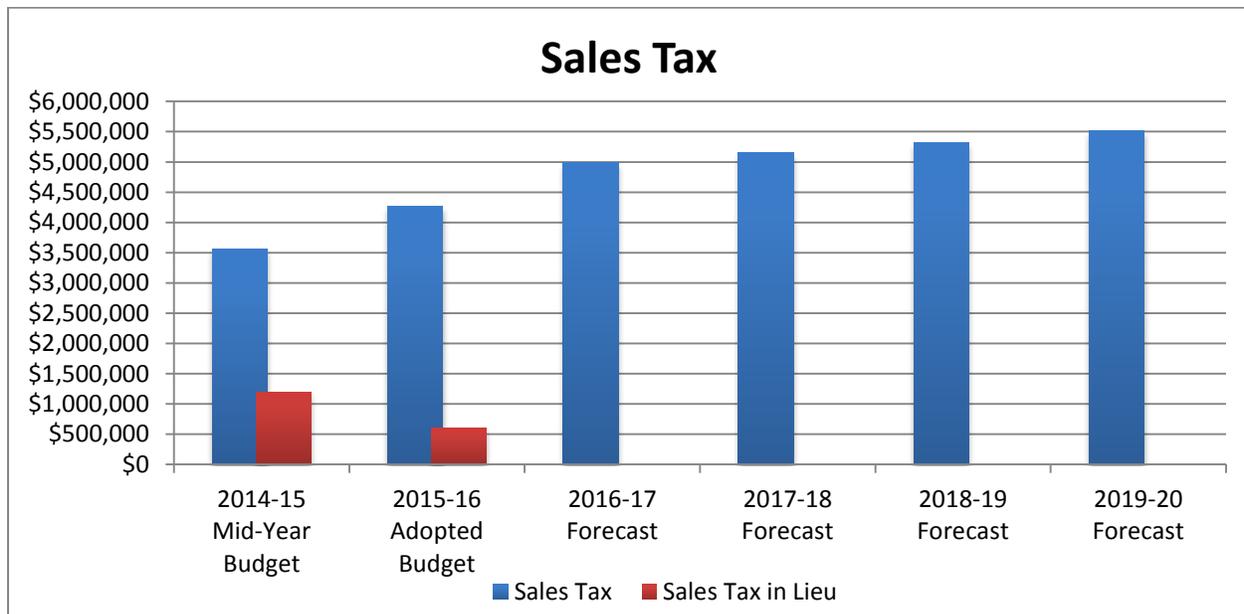
Impacts of the rebounding housing market and reassessments of property values are anticipated to stabilize the rate of growth in property tax revenues over the next five years. Current upward trends in property transfer taxes and prior year penalties and collections are also positive indicators for the City. Property taxes are anticipated to increase by an average of 2.1% over the next five years. The anticipated increase in property taxes includes increases in assessed valuations, as allowed by Proposition 13, new construction and resale activity throughout the City, and Property Tax in Lieu monies. Property Taxes average 40% to 45% of total General Fund revenue.



Sales Tax:

There are a number of very complex components that make up a sales tax base. While assuming the conservative underlying baseline growth of 2.9%, the plan is optimistic about revenues from developments in the City. The modest growth rate assumes the overall economic recovery continues and there is not a restructuring of this revenue source over the next five years. Assumptions about the performance of this tax play a major role in assessing the City’s long-term fiscal health. Sales Tax averages 30% to 35% of total General Fund revenue.

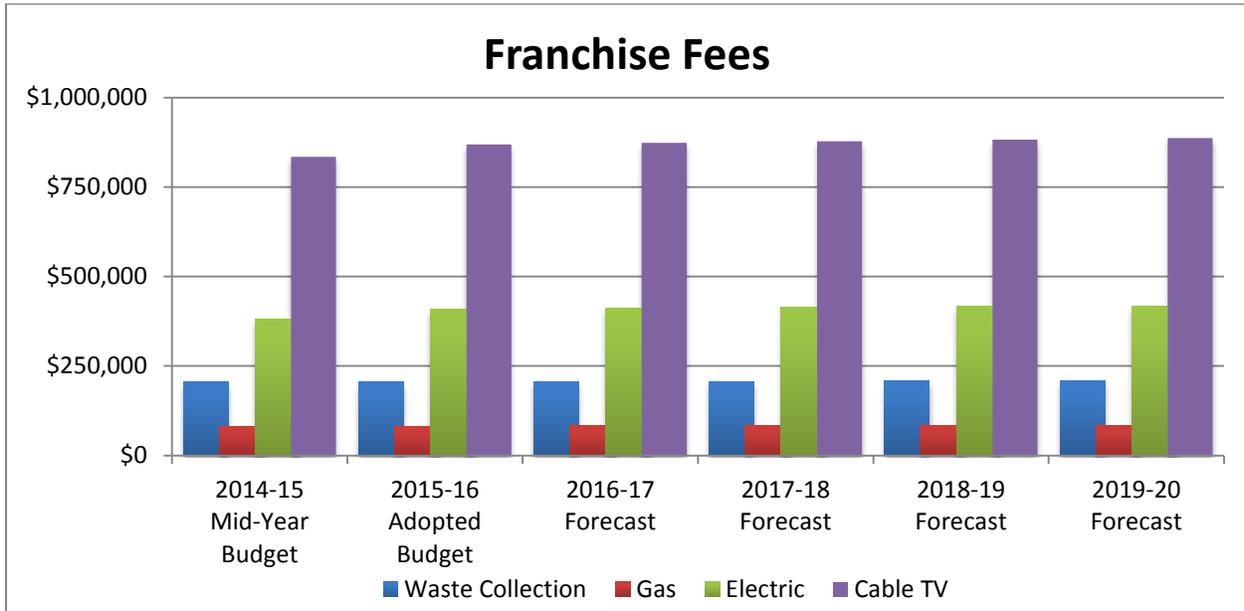
Sales Tax in Lieu (redirected by 25% for State Bonds) revenues are a direct result of Proposition 57, the California Economic Recovery Bond Act, which allowed the State to purchase bonds to reduce the State’s budget deficit. Though made whole by each fiscal year end, the City experiences fluctuations in this revenue, as catch up payments for current and prior year corrections are included in the January and May payments. The “Triple Flip” will remain in effect until the State’s bond obligations have been satisfied. Recent communications from the State indicate that the bonds will be paid off in FY 2016-17, and Sales Tax in Lieu payments to local governments will thereafter be eliminated since the City will again receive the entire one percent Sales Tax.



Franchise Fees:

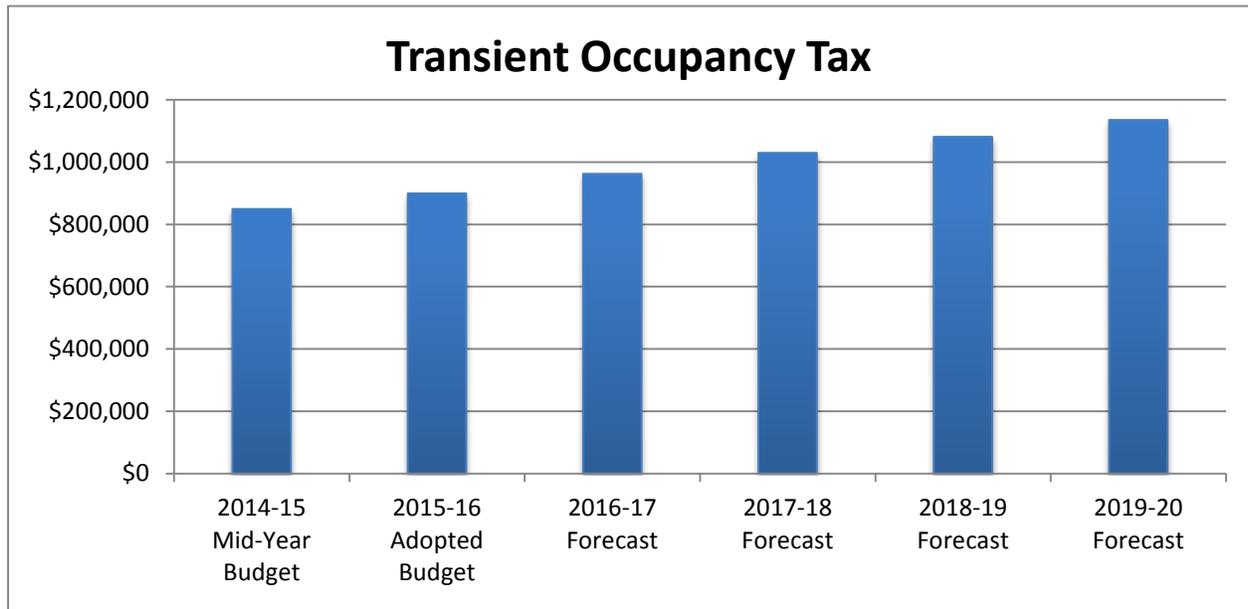
Franchise Fee revenue is derived from fees paid to a municipality from a franchisee for the use of City streets and right-of-ways. No person, unless exempted, may construct, install, or operate facilities in the public right-of-ways or provide service-using facilities installed in the public right-of-ways without a franchise agreement that authorizes each and every service provided. In consideration of the cost incurred to construct, install, operate, or provide services using facilities in the public right-of-ways, franchises pay the City a fee expressed as a percentage of gross revenues. The franchise agreement (a contractual obligation) specifies the fee to be paid. Franchise Fees have remained stable with only minor fluctuations primarily due to the volatility in energy prices in the

utilities sector. Franchise fees average 9% to 10% of General Fund revenue and is anticipated to increase by an average of 1.2% over the next five years.



Transient Occupancy Tax:

Transient Occupancy Tax (TOT) is an added charge to room rates at local hotels. It is an elastic revenue source affected by swings in the economy. The current TOT rate is 10%. The City's first hotel, Renaissance ClubSport, opened in 2008, and TOT has since become a stable revenue source, averaging 5% of total General Fund revenue. The plan assumes an average increase of 6.0% over the forecast period. The forecast also takes into account the completion of a second hotel in FY 2015-16, which should increase the TOT revenue during the remainder of the forecast period.



Licenses and Permits:

License and Permit revenues include Construction Permits and miscellaneous licenses and permits. Construction Permits, which include building, electrical, mechanical, plumbing, and grading permits, are projected to increase in FY 2015-16 as the Vantis apartments construction concludes and construction of the new hotel begins. Other projects have been identified, but their construction timeline is uncertain at this time. As these projects complete construction, revenues will decline through the rest of the forecast years. Therefore, growth in an average year is projected to moderately increase around 3.6%.

Current Service Charges:

Service Charges include a variety of fees charged for specific services provided by the City. They include engineering, planning, and building regulation fees. The projected growth for these revenues averages 1% due to the aforementioned increase and subsequent drop in construction activities beginning in FY 2017-18.

Fines and Forfeitures:

The Fines and Forfeitures category consists of all fines levied by the City for parking, vehicle code violations, and other code violations. The projected growth rate is based on inflation and population growth in the City and averages 5% growth over the forecast period.

Revenue – Use of Money and Property:

Investment earnings have been hurt by the Federal Reserve's ongoing policy of maintaining interest rates at historically low levels. In March 2015, the Fed indicated rates would be kept at the current near-zero levels until the labor market improves and inflation moves closer to 2%. Based on the current economic outlook, the Fed anticipates that the rates may be kept below normal levels. In order to match the forecast from the Fed, interest earnings growth has been adjusted accordingly.

Rental Income:

Since the acquisition of City Hall in 2006, office space on the second floor has been leased to tenants at market rates. Rental income is anticipated to increase over the forecast period by an average of 1.8%. Lease agreements are negotiated based on the current market conditions, taking into consideration factors such as vacancy rates and market levels, in order to stay competitive.

General Fund Appropriations

General Fund appropriations are estimated to have a growth rate of 2.8% over the plan period. Ongoing City services and operations are included, as well as debt service payments for the acquisition of City Hall, operating and maintenance costs for City Hall and other City facilities, and estimated contractual costs.

Staff continues to make progress on the City's Economic Development Work Plan. Appropriations for FY 2015-16 total \$90,000 for efforts covering Town Center, Marketing, Business Retention and Attraction, Business Assistance, and Development Opportunities, as well as several smaller ongoing efforts like the iApp, social media, and economic development website.

The forecast assumes the completion of the Comprehensive General Plan by January 2016. Work efforts include restructuring the format and preparing a comprehensive update to the land use information, projects, new housing element, and the environmental responsibility section. The plan includes four major elements: Community Development, Design, Open Space and Recreation, and Public Safety. They have been structured to meet state-mandated regulations.

Town Center Concept Plan will be completed by June 2015, and the Specific Plan and related environmental documents are scheduled for completion by March 2016. The Plan will provide updates to the current elements as well as other components still pending, including the Housing Element, a new Healthy Community element, and the Town Center Vision and Opportunities Plan.

In compliance with the Measure M Maintenance of Effort (MOE), the City is required to expend \$409,800 from the General Fund for Traffic Engineering and Street Maintenance Services every year Measure M funds are received. Orange County Transportation Authority (OCTA) began their annual adjustment to the MOE amount by the CalTrans construction cost index starting in FY 2014-15. The forecast adjusts the MOE amount by inflation to coincide with the timeframe provided by OCTA.

No changes to service levels were anticipated in the following categories, but adjustments were made for inflation:

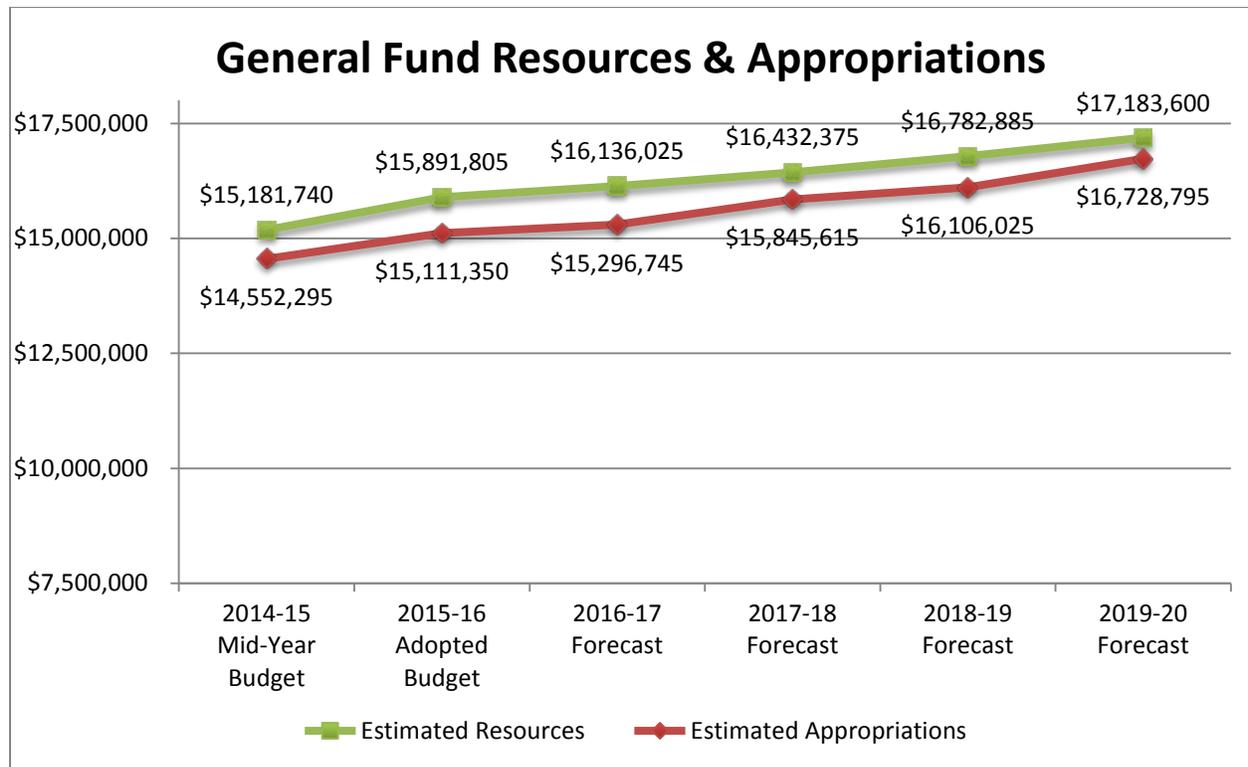
- Professional Services – Included in this category are City Attorney services, technology contracts, website and software maintenance, and financial services related contracts.
- Operating Expenditures – Included in this category are computer replacements, technology enhancement, equipment maintenance, utilities, and building and ground maintenance.
- Contractual Services – Included are all major contracts for Public Works (Building & Safety, Engineering, Code Enforcement, NPDES, Solid Waste), Traffic Engineering, Planning Consultant Services (General Plan, Zoning Code, Affordable Housing), Crossing Guards, and Animal Care services.
- Other Services – This category includes communication, printing, membership & dues, meetings & conferences, postage, and insurance costs.

- Supplies - Included are supplies, publications and reference materials, and minor equipment purchases.

The average annual growth rate for Wages and Benefits is 6%. Included in this calculation are anticipated increases in health premiums, employer taxes, the City’s Pay-For-Performance program, and year-end accruals. Retirement costs average 16.1% over the forecast. Estimates received from the County for the Law Enforcement contract reflect an average increase of 3.4% over the plan period.

The CalPERS Board of Administration recently approved changes to pension risk pools with the intention of mitigating the consequences from the 2013 Public Employees’ Pension Reform Act of 2013 (PEPRA). PEPRA essentially closed all existing “classic” pools and created two replacement pools for new employees. The adopted changes modified both smoothing and amortization policies and impacted employer rates beginning in FY 2015–16. Based on the City’s employee demographics, the City will realize savings of approximately \$37,000 in pension obligations.

The following chart includes all General Fund Revenues and Appropriations projected over the five year period.



Special Revenue Funds

Gas Tax Subventions:

The state imposes an 18-cent per gallon excise tax on gasoline, which is in addition to the gasoline tax the federal government imposes. These funds are apportioned to cities and counties, primarily on the basis of their populations, with the stipulation that local gas tax receipts must be spent on the research, planning, construction, improvement, or maintenance of public streets, highways, and mass transit. Revenues are expected to decrease by an average of 1.7% during the forecast period. Funds not expended for the maintenance of streets, which is averaging a growth rate of 2.1%, are expended on one-time street improvement or rehabilitation projects.

Measure M:

Measure M, a half-cent local transportation sales tax, was first approved by voters in 1990. In 2006, nearly 70% of Orange County voters approved the renewal of Measure M for an additional 30 years, beginning in 2011 until 2041. The renewed Measure M is expected to provide \$15.5 billion of improvements to Orange County's transportation system. The renewed Measure M provides the City with greater revenues than previously received under M1 funding formulas for an average increase of \$746,380 annually. Measure M funds will be used to fund street rehabilitation projects over the plan period.

Integrated Waste Management Fund:

The State's Integrated Waste Management budget is in a deficit. Impacts to local funding are unknown at this time since the State budget has not yet been finalized. Funding for the Beverage Container Grant has been included throughout the forecast period at the current funding level of \$13,250. These funds are used every year on pet waste bags, trash and recycling containers made of recycled materials, creek and neighborhood cleanup events, and educational programs and public outreach materials.

Supplemental Law Enforcement Services Funds (SLESF):

SLESF funding has been included in the five year strategic plan at the current funding level of \$100,000, assuming the State continues to allocate these funds to local governments providing law enforcement services. The City uses these grant funds to partially offset law enforcement contract costs to the General Fund. Currently, the City utilizes SLESF funding to pay for its Mobile Data Computer (MDC) system, Patrol Video System (PVS), and other front-line law enforcement equipment.

Aliso Viejo Aquatic and Conference Centers:

The forecast period assumes a continuation of current programs and events at the City facilities. The management team continues to use innovative approaches to marketing community events and programs in order to draw guests and new groups to the Conference Center. Enhanced marketing and swim programs at the Aquatic Center

have also raised awareness of the facility and brought in new and returning guests. Trends in recent operations exhibit a growing demand for both facilities.

Assumptions over the forecast period include a steady growth in revenues for the Conference Center, averaging 7% over the five year period. The Aquatic Center has a higher average of 29.3% due to the increase in the portion of the year that the facility will be open and also due to the new operator offering more classes, programs, and events. This operational change will provide for higher revenue in the first year and should stabilize during the rest of the forecast period. Operational costs have been adjusted for CPI increases and average a decrease of 0.06% for the Conference Center and an increase of 7.3% for the Aquatic Center over the plan period. The gap in operating revenues and expenditures is estimated to average \$169,500 for the Aquatic Center. Capital Improvement costs average \$30,000 for the Conference Center and \$81,000 for the Aquatic Center. As negotiations are still currently underway with the selected operator for the Conference Center, the proposed budget does not include potential changes to the Conference Center’s operational costs.

Development Impact Fees:

Development Impact fees collected to date total \$10.1 million, with the final payment of \$490,250 due in FY 2015-16. Community Enhancement funds spent to date total \$1.7 million and include expenditures for the Recreation Ad Hoc projects, Conference Center Kitchen remodel and equipment, Phase II of the Town Center Loop Trail, and minor improvements at the AV Ranch. Several community enhancement projects have been added to the FY 2015-16 Proposed Budget, as directed by Council. Included are construction of Aliso Viejo Welcome signs at the 73 toll road off-ramps (\$200,000) and the updating of way finding signs at various key locations throughout the City (\$150,000). Also to be funded in FY 2015-16 are patio improvements at the Conference Center (\$150,000), the installation of fencing (\$215,000), the ticket window retrofit (\$15,000), and the installation of security cameras (\$75,000) at the Aquatics Center. Community Enhancement fund reserves will be utilized for these projects.

Development Impact Fees	Collected To Date	FY 2014-15 Balance of Budgeted Revenues		FY 2015-16 Forecast	Spent to Date	FY 2014-15 Budgeted Expenditures	FY 2015-16 Budgeted Expenditures	Available (Coll. less Spent/Budget)
		Vantis	Vantis					
	(as of 3/31/15)				(as of 3/31/15)			
Housing in Lieu Fee	1,967,116	245,125	245,125	2,457,366	40,005	-		1,927,111
Traffic Mitigation	716,788	-	-	716,788	-	-		716,788
Community	6,322,526	-	-	6,322,526	1,483,163	702,405	905,000	3,231,958
Parks/Trails/Open Space	209,196	-	-	209,196	-	-		209,196
Median Improvement	777,750	-	-	777,750	-	-		777,750
Art in Public Places	6,000	-	-	6,000	-	-		6,000
Crossing Guard (General Fund)	164,435	-	-	164,435	164,435	-		-
	10,163,811	245,125	245,125	10,654,061	1,687,603	702,405	905,000	6,868,803

* Includes Foxborough Park Lighting Improvements reserve of \$421,684

Grants:

The forecast does not account for the receipt of any competitive grant revenues over the next five years. Though the City has been successful in obtaining grants from OCTA, FTA, Measure M Competitive funding, and CDBG, it would not be prudent to rely on grant funding as a regular revenue source.

Capital Improvement Projects

Included in the strategic plan is a schedule for the Capital Improvement Projects (CIP) scheduled over the next five years. The CIP plan includes Council-approved projects and priorities compiled from the Seven Year CIP plan. General Fund surpluses, as well as outside funding sources when available, have been used to fund projects as directed by the City Council. City staff continues to actively pursue outside grants and funding opportunities when possible to uphold the City's reputation of excellent amenities for residents and businesses.

The City elects to use the modified approach of accounting to report on its streets and roads network. Using the modified approach, infrastructure assets are considered to be non-depreciable. To be in compliance with GASB 34, the City is required to adopt a minimum condition level and perform periodic condition assessments to prove that the assets have been maintained at the targeted condition levels. The Council reviewed the findings of the Pavement Management System performed in 2002 and adopted a condition rating of 80, or Good, as the minimum acceptable Pavement Condition Index (PCI). The results of the condition assessment completed in 2014 reported an average condition rating of 86.9. The Council may change the acceptable PCI through direction to staff at any time, although changing the PCI level could have a long-term adverse impact on the condition of the City's streets. Under the modified approach, GASB 34 requires that condition assessments be performed every three years. Last completed in May 2014, the City traditionally performs an assessment every two years. It is the City's intention to have another complete assessment performed on or before the fiscal year ending June 30, 2016. A street with surface defects that are apparent to drivers and/or showing signs of significant cracking and raveling of the asphalt surface would fall in the next lowest category of Fair. To maintain the targeted PCI, it is important to continue with the scheduled street rehabilitation projects.

CIP projects average \$1.5 million over the five year period. Included in the CIP plan are:

- Street Improvement Projects
- Storm Water Improvements

The CIP budget consists of street overlay projects, median projects, and the annual slurry seal project. The median projects will increase traffic safety, enhance appearances, and provide "greener" landscaping and irrigation improvements in medians that are currently unimproved. The slurry seal project is a preventative maintenance measure to prolong the life of a roadway. The slurry sealing program rotates every year to maintain approximately one-fifth of City-owned streets each year.

In addition, scheduled for FY 2015-16 is the Dairy Fork Wetland project, a part of the larger Aliso Creek Watershed project. In an effort to naturally treat the water before it reaches the creek, the project will collect runoff from about 1,500 acres in parts of four cities (Aliso Viejo, Laguna Hills, Laguna Woods, and Lake Forest) and is estimated to cost \$874,000. Urban runoff picks up pesticides from lawns, oils from streets, and other pollutants as it makes its way through the watershed.

Summary

This Five Year Strategic Plan includes forecasts for City operations based on conservative revenue projections and a continuation of current services. Revenues are stable and steadily increasing, thanks to the City's diverse tax base and sought-after real estate. Aliso Viejo continues to be a desirable community for businesses small and large, local and multi-national alike. The strong business community has drawn a skilled workforce, which helped sustain the City during the economic downturn. The City has maintained among the lowest unemployment rates in the county, proving the master-planned community concept a success.

Since incorporation, the City has sustained a practice of living within its means. In fiscal year 2005-06, the Council formally adopted a Management and Budget policy to promote sound financial management. In 2012, Council Policy 300-08 *Fund Balance Policy* was adopted to be in compliance with Government Accounting Standards Board (GASB) Statement 54 for the reporting of unrestricted fund balance in the City's fund financial statements. Together, these policies serve as a guide for sound financial management which, in turn, leads to improvement in City bond ratings and a lower cost of capital. The City continues to be conservative with expenditures while maintaining adequate reserves in accordance with these City policies.

Adopting regular updates to the City's Five Year Strategic Plan enables the City to match goals and initiatives with available funds. The City's financial practices have placed Aliso Viejo in strong financial standing since incorporation, and by developing a long-term outlook, continued fiscal stability will be secured for the future.

Respectfully submitted,



Gina M. Tharani
Dir. Of Financial Services/City Treasurer

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FIVE YEAR

FINANCIAL PLAN

FY 2014-15 THROUGH FY 2019-20

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GROWTH FACTORS FOR PROJECTIONS

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
FACTORS						
Consumer Price Index (CPI)	0.80%	2.00%	2.00%	2.00%	2.00%	2.00%
Population	49,952	50,451	50,956	51,466	51,980	52,500
Population % Change	0.96%	1.00%	1.00%	1.00%	1.00%	1.00%
CA Per Capita	-0.23%	2.00%	2.00%	2.00%	2.00%	2.00%
Growth Factor	1.007	1.030	1.030	1.030	1.030	1.030
Assessed Valuation	7.15%	2.00%	2.00%	2.00%	2.00%	2.00%
Property Transfer Tax	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%
Sales Tax	-0.91%	2.00%	2.50%	3.00%	3.50%	3.50%
Transient Occupancy Tax	-1.43%	0.50%	7.00%	7.00%	5.00%	5.00%
Franchise Taxes	-0.63%	0.50%	0.50%	0.50%	0.50%	0.50%
Permits, Fees and Service Charges	-1.00%	6.00%	5.00%	4.00%	3.00%	3.00%
Interest Earnings	0.35%	0.40%	0.50%	0.60%	0.70%	1.00%
Salary & Benefits	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Law Enforcement	6.10%	7.91%	3.00%	2.00%	2.00%	2.00%
City Fac-Conf Ctr Revenues	-5.66%	8.34%	9.21%	6.75%	5.29%	5.30%
City Fac-Aq Ctr Revenues	-11.18%	133.82%	2.79%	3.30%	3.31%	3.32%

CONSOLIDATED FUND RESERVES

FUND BALANCE	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
Nonspendable:						
Restricted for:						
Special Revenue Funds	2,190,580	1,265,860	1,353,590	1,336,779	1,356,703	1,410,824
Long Term Financing	8,621	8,621	8,621	8,621	8,621	8,621
Committed to:						
Special Revenue Funds	8,344,407	7,672,322	7,091,667	7,142,177	7,216,342	7,316,077
Assigned to:						
Contingency Reserves	4,365,689	4,533,405	4,589,024	4,753,685	4,831,808	5,018,639
Self-Insurance/Benefit Obligations	570,000	581,400	593,028	604,889	616,986	629,326
Asset Replacement	9,493,715	10,043,715	10,643,715	11,293,715	11,943,715	12,593,715
Long Term Debt	-	-	-	-	-	-
800 MHZ replacement and upgrade	262,000	-	155,600	43,600	-	-
Emergencies & Unanticipated CIP Projects	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Unassigned:						
Unassigned General Fund	4,596,287	5,409,626	5,426,059	5,298,299	5,278,543	4,884,182
Total Fund Balance	\$ 31,331,299	\$ 30,514,949	\$ 30,861,304	\$ 31,481,764	\$ 32,252,719	\$ 32,861,384

CONSOLIDATED

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
General Fund	15,181,740	15,891,805	16,136,025	16,432,375	16,782,885	17,183,600
Traffic Congestion Relief	-	-	-	-	-	-
Gas Tax	1,267,200	1,061,740	1,082,825	1,104,330	1,126,270	1,148,655
Measure M	651,450	1,266,360	737,275	774,410	810,610	843,245
Public Safety Grants	110,100	100,100	100,100	100,100	100,100	100,100
AQMD Air Quality	61,900	62,900	64,135	65,395	66,680	68,000
Integrated Waste Management	13,325	13,300	13,300	13,300	13,300	13,300
Other Grants	56,950	-	-	-	-	-
Technology Grant	6,600	6,600	6,600	6,600	6,600	6,600
Development Impact	753,460	245,125	-	-	-	-
Federal Grant	-	189,680	-	-	-	-
Conference Center	947,965	942,375	865,365	923,775	972,620	1,024,120
Aquatic Center	467,645	781,195	533,575	541,110	548,785	556,620
Street Improvements	1,547,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000
Capital Improvements	1,112,000	521,850	-	-	-	-
Storm Water	64,050	792,000	5,000	5,000	5,000	5,000
Total Estimated Resources	\$ 22,241,385	\$ 23,509,030	\$ 21,074,200	\$ 21,318,395	\$ 21,682,850	\$ 22,449,240
APPROPRIATIONS						
General Fund	14,552,295	15,111,350	15,296,745	15,845,615	16,106,020	16,728,790
Traffic Congestion Relief	-	-	-	-	-	-
Gas Tax	1,755,100	1,141,000	1,162,320	1,184,065	1,206,250	1,228,875
Measure M	875,650	2,169,850	632,585	775,280	775,785	776,305
Public Safety Grants	177,755	96,270	100,000	100,000	100,000	100,000
AQMD Air Quality	669,685	-	-	-	-	-
Integrated Waste Management	30,000	22,000	15,000	15,000	15,000	14,000
Other Grants	56,950	-	-	-	-	-
Technology Grant	300,850	20,000	15,500	15,500	15,500	15,500
Development Impact	778,500	905,000	597,200	-	-	-
Federal Grant	-	189,680	-	-	-	-
Conference Center	947,965	941,185	864,920	889,370	914,550	940,485
Aquatic Center	467,645	781,195	508,575	516,105	523,790	531,620
Street Improvements	1,547,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000
Capital Improvements	1,112,000	521,850	-	-	-	-
Storm Water	64,050	792,000	5,000	5,000	5,000	5,000
Total Appropriations	\$ 23,335,445	\$ 24,325,380	\$ 20,727,845	\$ 20,697,935	\$ 20,911,895	\$ 21,840,575
NET CHANGE IN FUND BALANCE	\$ (1,094,060)	\$ (816,350)	\$ 346,355	\$ 620,460	\$ 770,955	\$ 608,665
Beginning Fund Balance	32,425,354	31,331,299	30,514,949	30,861,304	31,481,764	32,252,719
Long Term Financing	5	-	-	-	-	-
PROJECTED ENDING FUND BALANCE	\$ 31,331,299	\$ 30,514,949	\$ 30,861,304	\$ 31,481,764	\$ 32,252,719	\$ 32,861,384
RESOURCES						
Percentage increase(decrease)	1.59%	5.70%	-10.36%	1.16%	1.71%	3.53%
APPROPRIATIONS						
Percentage increase(decrease)	-13.26%	4.24%	-14.79%	-0.14%	1.03%	4.44%
FUND BALANCE						
Percentage increase(decrease)	-3.37%	-2.61%	1.14%	2.01%	2.45%	1.89%

GENERAL FUND

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Taxes	13,926,565	14,319,370	14,654,275	15,024,615	15,412,360	15,812,090
Licenses & Permits	463,915	567,890	543,525	469,060	419,475	369,905
Fines and Forfeitures	280,000	340,000	342,800	345,655	348,570	351,540
Rev-Use of Money & Property	60,000	67,000	93,000	113,400	136,200	197,000
Intergovernmental Revenue	34,030	12,500	12,500	12,500	12,500	12,500
Current Services Charges	203,230	299,560	253,170	226,205	208,570	191,005
Other Revenue	10,550	62,550	27,550	27,550	27,550	27,550
Transfers-In Other Funds	-	17,830	-	-	-	-
Rental Income	203,450	205,105	209,205	213,390	217,660	222,010
Total Estimated Resources	\$ 15,181,740	\$ 15,891,805	\$ 16,136,025	\$ 16,432,375	\$ 16,782,885	\$ 17,183,600
APPROPRIATIONS						
Administration & Support	2,909,815	3,055,480	3,013,535	3,094,385	3,241,865	3,393,420
Community Services	916,705	941,475	955,305	987,080	1,022,200	1,058,445
Planning Services	977,810	945,080	736,430	794,265	842,340	892,065
Building & Safety	509,700	655,000	600,770	524,590	474,710	424,885
Public Works	1,100,000	1,313,400	1,339,270	1,365,655	1,392,565	1,420,020
Public Safety	7,502,390	7,729,135	7,932,150	8,084,620	8,240,140	8,398,765
Capital Outlay/Long Term Debt	462,675	295,840	533,480	807,120	701,505	947,640
City Hall	173,200	175,940	185,805	187,900	190,700	193,555
Total Appropriations	\$ 14,552,295	\$ 15,111,350	\$ 15,296,745	\$ 15,845,615	\$ 16,106,025	\$ 16,728,795
NET CHANGE IN FUND BALANCE	\$ 629,445	\$ 780,455	\$ 839,280	\$ 586,760	\$ 676,860	\$ 454,805
Beginning Fund Balance	\$ 20,158,246	\$ 20,787,691	\$ 21,568,146	\$ 22,407,426	\$ 22,994,186	\$ 23,671,046
PROJECTED ENDING FUND BALANCE	\$ 20,787,691	\$ 21,568,146	\$ 22,407,426	\$ 22,994,186	\$ 23,671,046	\$ 24,125,851
RESOURCES						
Percentage increase(decrease)	1.93%	4.68%	1.54%	1.84%	2.13%	2.39%
APPROPRIATIONS						
Percentage increase(decrease)	-29.49%	3.84%	1.23%	3.59%	1.64%	3.87%
FUND BALANCE						
Percentage increase(decrease)	3.12%	3.75%	3.89%	2.62%	2.94%	1.92%

GENERAL FUND REVENUES

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
TAXES						
<u>General Property Taxes</u>						
31010 Current Secured	2,100,000	2,142,000	2,184,840	2,228,535	2,273,110	2,318,570
31020 Current Unsecured	72,000	73,500	74,970	76,470	78,000	79,560
31030 Prior Year Property Tax	30,000	25,000	25,500	26,010	26,530	27,060
31040 Supplemental Roll	58,000	58,000	59,160	60,345	61,550	62,780
31050 Misc. Property Taxes	6,000	6,000	6,000	6,000	6,000	6,000
31060 CSA 4	-	-	-	-	-	-
31070 Property Tax In Lieu	4,149,000	4,282,000	4,367,640	4,454,995	4,544,095	4,634,975
31075 Real Property Transfer Tax	340,000	340,000	350,200	360,705	371,525	382,675
31076 Homeowner Prop Tax Relief	16,715	16,720	17,055	17,395	17,745	18,100
Total General Property Taxes	6,771,715	6,943,220	7,085,365	7,230,455	7,378,555	7,529,720
<u>Sales & Use Tax</u>						
31210 General Sales Tax	3,566,800	4,272,000	4,998,925	5,148,895	5,329,105	5,515,625
31211 Sales Tax In Lieu	1,203,900	605,000	-	-	-	-
Total Sales & Use Taxes	4,770,700	4,877,000	4,998,925	5,148,895	5,329,105	5,515,625
<u>Franchise Fees</u>						
31310 Franchise - Electric	380,000	410,000	412,050	414,110	416,180	418,260
31320 Franchise - Gas	82,000	82,000	82,410	82,820	83,235	83,650
31330 Franchise - Cable TV	835,000	870,000	874,350	878,720	883,115	887,530
31340 Franchise - Waste Collection	205,000	205,000	206,025	207,055	208,090	209,130
31350 Franchise - Other	-	-	-	-	-	-
Total Franchise Fees	1,502,000	1,567,000	1,574,835	1,582,705	1,590,620	1,598,570
<u>Other Taxes</u>						
31520 County Fire Tax Credit	150	150	150	150	150	150
31530 Public Utility Tax	32,000	32,000	32,000	32,000	32,000	32,000
31540 Transient Occupancy Tax	850,000	900,000	963,000	1,030,410	1,081,930	1,136,025
Total Other Taxes	882,150	932,150	995,150	1,062,560	1,114,080	1,168,175
TOTAL TAXES	13,926,565	14,319,370	14,654,275	15,024,615	15,412,360	15,812,090
LICENSES & PERMITS						
<u>Construction Permits</u>						
32010 Building Permits	280,750	400,000	375,000	300,000	250,000	200,000
32020 Electrical Permits	20,000	18,000	18,000	18,000	18,000	18,000
32030 Plumbing Permits	80,000	65,000	65,000	65,000	65,000	65,000
32040 Mechanical Permits	21,000	17,000	17,000	17,000	17,000	17,000
32050 Grading Permits	-	-	-	-	-	-
32055 C & D Permits	7,000	7,000	7,000	7,000	7,000	7,000
32060 Certificate of Occupancy	-	-	-	-	-	-
32070 Sign Permits	-	-	-	-	-	-
32080 Re-Insp/Special Insp Permits	-	-	-	-	-	-
32085 Use Permit	12,000	12,720	13,355	13,890	14,305	14,735
32090 Issuance Fee	30,000	30,000	30,000	30,000	30,000	30,000
32091 Massage License Fees	165	170	170	170	170	170
32095 Water Quality	13,000	18,000	18,000	18,000	18,000	18,000
Total Construction Permits	463,915	567,890	543,525	469,060	419,475	369,905
TOTAL LICENSE & PERMITS	463,915	567,890	543,525	469,060	419,475	369,905
FINES & FORFEITURES						
<u>Vehicle Code Fines</u>						
33010 Vehicle Code Fines	130,000	140,000	142,800	145,655	148,570	151,540
Total Vehicle Code Fines	130,000	140,000	142,800	145,655	148,570	151,540
<u>Other Fines & Forfeiture</u>						
33150 Other Fines & Forfeitures	-	-	-	-	-	-
33160 Parking Citations	150,000	200,000	200,000	200,000	200,000	200,000
Total Other Fines & Forfeitures	150,000	200,000	200,000	200,000	200,000	200,000

GENERAL FUND REVENUES

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
TOTAL FINES & FORFEITURES	280,000	340,000	342,800	345,655	348,570	351,540
REVENUE-USE OF MONEY & PROPERTY						
<u>Investment Earnings</u>						
34010 Investment Earnings	55,000	60,000	87,000	107,400	130,200	191,000
Total Investment Earnings	55,000	60,000	87,000	107,400	130,200	191,000
<u>Rents & Concessions</u>						
34130 Rental - Iglesia Park	-	1,000	-	-	-	-
34150 Other Income	-	-	-	-	-	-
34160 Program Fees	5,000	6,000	6,000	6,000	6,000	6,000
Total Rents & Concessions	5,000	7,000	6,000	6,000	6,000	6,000
TOTAL REV-USE OF MONEY & PROP	60,000	67,000	93,000	113,400	136,200	197,000
INTERGOVERNMENTAL REVENUES						
<u>State Shared Taxes</u>						
35010 Motor Vehicle License Fee	20,470	-	-	-	-	-
35020 Miscellaneous VLF	-	-	-	-	-	-
35030 Off Highway Tax	-	-	-	-	-	-
35220 State Mandated Costs	13,560	12,500	12,500	12,500	12,500	12,500
Total State Shared Taxes	34,030	12,500	12,500	12,500	12,500	12,500
TOTAL INTERGOVERNMENTAL REV	34,030	12,500	12,500	12,500	12,500	12,500
CURRENT SERVICE CHARGES						
<u>General Govt. Charges</u>						
36010 Sales of Publications	50	50	50	50	50	50
Total General Govt. Charges	50	50	50	50	50	50
<u>Engineering Charges</u>						
36210 Subdivision & Parcel Map Fee	-	-	-	-	-	-
36220 Engineering Inspection Fees	-	-	-	-	-	-
36270 Misc. Engineering Fees	130	-	-	-	-	-
36280 Transportation Permit	850	750	750	750	750	750
36290 Encroachment Permit	6,000	6,000	6,000	6,000	6,000	6,000
36295 WQMP	19,800	19,000	19,000	19,000	19,000	19,000
Total Engineering Charges	26,780	25,750	25,750	25,750	25,750	25,750
<u>Planning & Zoning Charges</u>						
36310 Planning Fees	12,500	13,250	13,915	14,470	14,905	15,350
36320 Environmental Fees	-	-	-	-	-	-
36330 Development Agreement	-	-	-	-	-	-
36340 Site Plan Review	500	530	555	580	595	615
36345 Tentative Tract /Parcel Fee	-	-	-	-	-	-
36350 General Plan	55,125	58,430	61,350	63,805	65,720	67,690
36355 Housing Administration	-	7,000	7,000	7,000	7,000	7,000
36360 Special Event Fees	-	1,000	1,000	1,000	1,000	1,000
36390 Misc. Planning Fees	-	150	150	150	150	150
Total Planning & Zoning Charges	68,125	80,360	83,970	87,005	89,370	91,805
<u>Building Regulation Charges</u>						
36410 Building Plan Check Fees	90,000	180,000	130,000	100,000	80,000	60,000
36420 SMIP	50	50	50	50	50	50
36430 Building Standard Fee (CBSC)	150	150	150	150	150	150
36440 Microfilm	17,875	13,000	13,000	13,000	13,000	13,000
36450 Code Enforcement Citations	200	200	200	200	200	200
Total Building Regulation Charges	108,275	193,400	143,400	113,400	93,400	73,400
TOTAL CURRENT SERVICE CHARGES	203,230	299,560	253,170	226,205	208,570	191,005

GENERAL FUND REVENUES

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
OTHER REVENUE						
<u>Miscellaneous Revenues</u>						
37510 Insurance Reimbursements	-	-	-	-	-	-
37530 Miscellaneous Revenue	7,500	45,000	10,000	10,000	10,000	10,000
37540 Administrative Revenue	3,000	17,500	17,500	17,500	17,500	17,500
37560 Returned Check Charges	50	50	50	50	50	50
Total Miscellaneous Revenues	10,550	62,550	27,550	27,550	27,550	27,550
TOTAL OTHER REVENUE	10,550	62,550	27,550	27,550	27,550	27,550
CITY HALL						
<u>Revenue-Use of Money & Property</u>						
34120 Rent-City Hall Lease	203,450	205,105	209,205	213,390	217,660	222,010
Total Rev-Use of Money & Property	203,450	205,105	209,205	213,390	217,660	222,010
TOTAL CITY HALL	203,450	205,105	209,205	213,390	217,660	222,010
TRANSFERS IN						
<u>Interfund Transfers</u>						
39999 Interfund Transfers	-	17,830	-	-	-	-
Total Interfund Transfers	-	17,830	-	-	-	-
TOTAL TRANSFERS IN	-	17,830	-	-	-	-
TOTAL RESOURCES	15,181,740	15,891,805	16,136,025	16,432,375	16,782,885	17,183,600

GENERAL FUND EXPENDITURES

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ADMINISTRATIVE SERVICES						
<u>City Council</u>						
Salary & Benefits	141,135	141,030	147,535	154,420	161,710	169,350
Other Services	14,670	15,180	14,620	14,900	15,180	15,470
Supplies	175	250	255	260	265	270
Total City Council	155,980	156,460	162,410	169,580	177,155	185,090
<u>City Manager</u>						
Salary & Benefits	677,510	719,930	764,160	813,485	869,020	926,420
Professional & Technical Services	4,000	4,000	4,000	4,000	4,000	4,000
Other Services	11,270	16,075	18,495	18,820	19,155	19,495
Supplies	1,900	2,100	2,140	2,185	2,230	2,275
Total City Manager	694,680	742,105	788,795	838,490	894,405	952,190
<u>Economic Development</u>						
Professional & Technical Services	90,950	90,000	90,000	90,000	90,000	90,000
Other Services	30,000	45,000	45,900	46,820	47,755	48,710
Total Economic Development	120,950	135,000	135,900	136,820	137,755	138,710
<u>City Clerk</u>						
Salary & Benefits	167,615	162,785	171,995	183,255	195,930	209,030
Professional & Technical Services	12,890	12,890	13,600	13,810	14,025	14,245
Other Services	38,600	5,050	36,620	5,695	5,765	5,845
Supplies	2,000	2,000	2,040	2,080	2,120	2,165
Contract Services	3,500	3,500	4,500	4,500	4,500	4,500
Total City Clerk	224,605	186,225	228,755	209,340	222,340	235,785
<u>City Attorney</u>						
Professional & Technical Services	268,000	268,000	278,360	293,925	309,805	326,000
Other Services	149,000	149,000	126,000	101,000	101,000	101,000
Total City Attorney	417,000	417,000	404,360	394,925	410,805	427,000
<u>Finance</u>						
Salary & Benefits	495,785	527,090	556,029	586,695	619,200	652,340
Operating Expenditures	-	-	-	-	-	-
Professional & Technical Services	155,465	91,650	93,485	95,355	97,260	99,205
Other Services	7,840	8,410	8,580	8,750	8,925	9,105
Supplies	2,600	2,600	2,650	2,705	2,760	2,815
Total Finance	661,690	629,750	660,745	693,505	728,145	763,465
<u>Non-Departmental</u>						
Professional & Technical Services	272,635	247,385	247,785	250,740	253,755	256,830
Operating Expenditures	162,060	130,440	149,050	144,030	138,910	133,690
Other Services	167,115	387,615	211,765	232,505	253,655	275,225
Supplies	33,100	23,500	23,970	24,450	24,940	25,435
Total Non-Departmental	634,910	788,940	632,570	651,725	671,260	691,180
TOTAL ADMINISTRATIVE SERVICES	2,909,815	3,055,480	3,013,535	3,094,385	3,241,865	3,393,420

GENERAL FUND EXPENDITURES

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
COMMUNITY SERVICES						
<u>Community Services Administration</u>						
Salary & Benefits	389,080	380,520	403,580	429,890	459,445	490,020
Operating Expenditures	-	-	-	-	-	-
Other Services	298,675	310,180	315,485	318,225	321,010	323,845
Supplies	1,000	1,640	1,675	1,705	1,740	1,775
Total Community Services Admin	688,755	692,340	720,740	749,820	782,195	815,640
<u>Iglesia Park</u>						
Professional & Technical Services	-	-	-	-	-	-
Operating Expenditures	92,085	95,525	97,435	99,385	101,370	103,400
Total Iglesia Park	92,085	95,525	97,435	99,385	101,370	103,400
<u>Iglesia Building</u>						
Professional & Technical Services	3,560	3,560	3,630	3,705	3,780	3,855
Operating Expenditures	32,305	32,845	33,500	34,170	34,855	35,550
Total Iglesia Building	35,865	36,405	37,130	37,875	38,635	39,405
<u>Family Resource Center</u>						
Personnel-Wages & Salaries	-	11,600	-	-	-	-
Personnel-Benefits	-	605	-	-	-	-
Professional & Technical Services	-	5,000	-	-	-	-
Operating Expenditures	-	-	-	-	-	-
Other Services	100,000	100,000	100,000	100,000	100,000	100,000
Supplies	-	-	-	-	-	-
Total Family Resource Center	100,000	117,205	100,000	100,000	100,000	100,000
TOTAL COMMUNITY SERVICES	916,705	941,475	955,305	987,080	1,022,200	1,058,445
PLANNING SERVICES						
<u>Planning</u>						
Salary & Benefits	568,310	612,830	666,085	708,310	755,770	804,860
Professional & Technical Services	19,500	20,000	20,400	20,810	21,225	21,650
Operating Expenditures	-	-	-	-	-	-
Other Services	278,000	248,000	8,160	8,325	8,490	8,660
Supplies	2,000	1,750	1,785	1,820	1,855	1,895
Contract Services	110,000	62,500	40,000	55,000	55,000	55,000
Total Planning	977,810	945,080	736,430	794,265	842,340	892,065
TOTAL PLANNING SERVICES	977,810	945,080	736,430	794,265	842,340	892,065
BUILDING & SAFETY						
<u>Building</u>						
Other Services	10,000	10,000	10,200	10,405	10,610	10,825
Supplies	1,000	1,000	1,020	1,040	1,060	1,080
Contract Services	380,000	524,000	467,250	388,500	336,000	283,500
Total Building	391,000	535,000	478,470	399,945	347,670	295,405
<u>Code Enforcement</u>						
Contract Services	118,700	120,000	122,300	124,645	127,040	129,480
Total Code Enforcement	118,700	120,000	122,300	124,645	127,040	129,480
TOTAL BUILDING & SAFETY	509,700	655,000	600,770	524,590	474,710	424,885

GENERAL FUND EXPENDITURES

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
PUBLIC WORKS						
<u>Engineering (General)</u>						
Professional & Technical Services	30,650	31,000	31,620	32,250	32,895	33,555
Operating Expenditures	-	-	-	-	-	-
Other Services	118,500	221,150	225,575	230,085	234,685	239,380
Supplies	1,250	1,250	1,275	1,300	1,325	1,355
Contract Services	539,800	650,200	663,205	676,470	690,000	703,800
Total Engineering (General)	690,200	903,600	921,675	940,105	958,905	978,090
<u>Traffic Engineering</u>						
Contract Services	20,000	20,000	20,000	20,000	20,000	20,000
Total Traffic Engineering	20,000	20,000	20,000	20,000	20,000	20,000
<u>Street Maintenance</u>						
Contract Services	389,800	389,800	397,595	405,550	413,660	421,930
Total Street Maintenance	389,800	389,800	397,595	405,550	413,660	421,930
TOTAL PUBLIC WORKS	1,100,000	1,313,400	1,339,270	1,365,655	1,392,565	1,420,020
PUBLIC SAFETY						
<u>Law Enforcement-Contract</u>						
Professional & Technical Services	6,987,415	7,195,380	7,411,240	7,559,465	7,710,655	7,864,870
Total Law Enforcement-Contract	6,987,415	7,195,380	7,411,240	7,559,465	7,710,655	7,864,870
<u>Law Enforcement-Other</u>						
Operating Expenditures	16,990	19,835	20,230	20,635	21,050	21,470
Other Services	24,500	22,000	22,440	22,890	23,345	23,815
Supplies	15,000	15,000	15,300	15,605	15,920	16,235
Contract Services	139,410	151,110	154,130	157,215	160,360	163,565
Equipment	16,255	-	-	-	-	-
Total Law Enforcement-Other	212,155	207,945	212,100	216,345	220,675	225,085
<u>Crime Prevention</u>						
Operating Expenditures	3,000	4,140	4,140	4,140	4,140	4,140
Other Services	3,970	3,970	3,970	3,970	3,970	3,970
Supplies	4,980	5,700	5,700	5,700	5,700	5,700
Total Crime Prevention	11,950	13,810	13,810	13,810	13,810	13,810
<u>Animal Control</u>						
Contract Services	287,870	307,000	290,000	290,000	290,000	290,000
Total Animal Control	287,870	307,000	290,000	290,000	290,000	290,000
<u>EOC</u>						
Professional & Technical Services	-	-	-	-	-	-
Supplies	3,000	5,000	5,000	5,000	5,000	5,000
Total EOC	3,000	5,000	5,000	5,000	5,000	5,000
TOTAL PUBLIC SAFETY	7,502,390	7,729,135	7,932,150	8,084,620	8,240,140	8,398,765
TRANSFERS OUT						
<u>Capital Outlay</u>						
Improvements	-	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-	-

GENERAL FUND EXPENDITURES

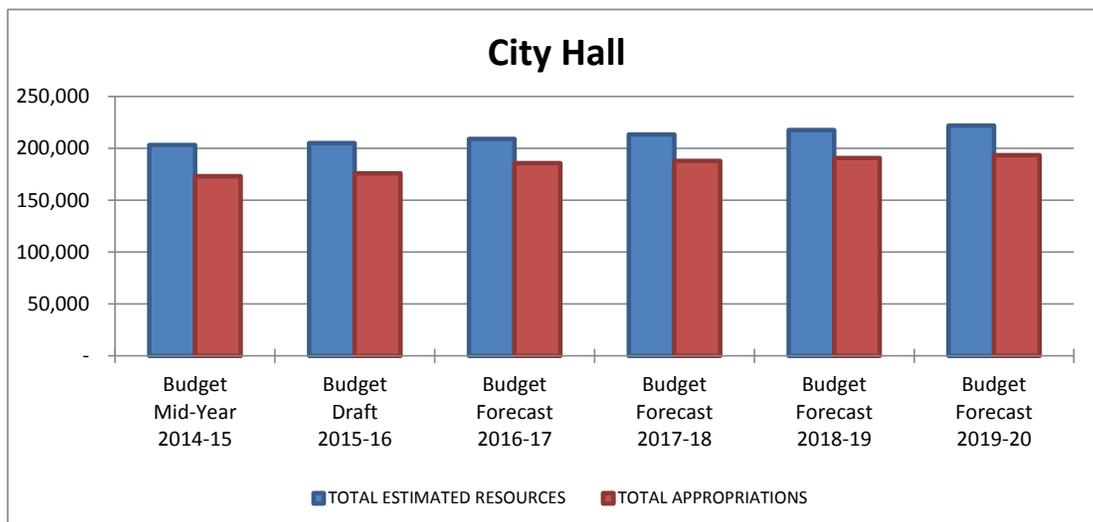
	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
<u>Transfers Out</u>						
Transfers Out**	462,675	295,840	533,480	807,120	701,505	947,640
Total Transfers Out	462,675	295,840	533,480	807,120	701,505	947,640
TOTAL TRANSFERS OUT	462,675	295,840	533,480	807,120	701,505	947,640
CITY HALL						
<u>City Hall</u>						
Professional & Tech Services	20,290	21,270	21,695	21,695	21,695	21,695
Operating Expenditures	136,710	134,470	137,160	139,905	142,700	145,555
Other Services	-	-	-	-	-	-
Capital Outlay	16,200	20,200	26,950	26,300	26,300	26,300
Transfers Out	-	-	-	-	-	-
Total City Hall	173,200	175,940	185,805	187,900	190,695	193,550
TOTAL CITY HALL	173,200	175,940	185,805	187,900	190,695	193,550
TOTAL EXPENDITURES	14,552,295	15,111,350	15,296,745	15,845,615	16,106,020	16,728,790
** TRANSFER DETAIL						
Capital Improvement Funds	65,815	140,795	330,000	607,000	505,000	755,000
City Facilities	546,860	155,045	203,480	200,120	196,505	192,640
	612,675	295,840	533,480	807,120	701,505	947,640

CITY HALL

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Rent - City Hall Lease	203,450	205,105	209,205	213,390	217,660	222,010
TOTAL ESTIMATED RESOURCES	203,450	205,105	209,205	213,390	217,660	222,010
APPROPRIATIONS						
Professional & Technical Services	20,290	21,270	21,695	21,695	21,695	21,695
Operating Expenditures	136,710	134,470	137,160	139,905	142,700	145,555
Other Services	-	-	-	-	-	-
Capital Outlay *	16,200	20,200	26,950	26,300	26,300	26,300
Transfers Out **	-	-	-	-	-	-
TOTAL APPROPRIATIONS	173,200	175,940	185,805	187,900	190,695	193,550
FUND BALANCE						
Fund Balance - Beginning	98,753	129,003	158,168	181,570	207,063	234,025
TOTAL FUND BALANCE	98,753	129,003	158,168	181,570	207,063	234,025
TOTAL PROJECTED FUND BALANCE	129,003	158,168	181,568	207,060	234,028	262,485

* Capital Outlay includes maintenance costs and facility improvements.

** Transfers Out includes Debt Service payments.

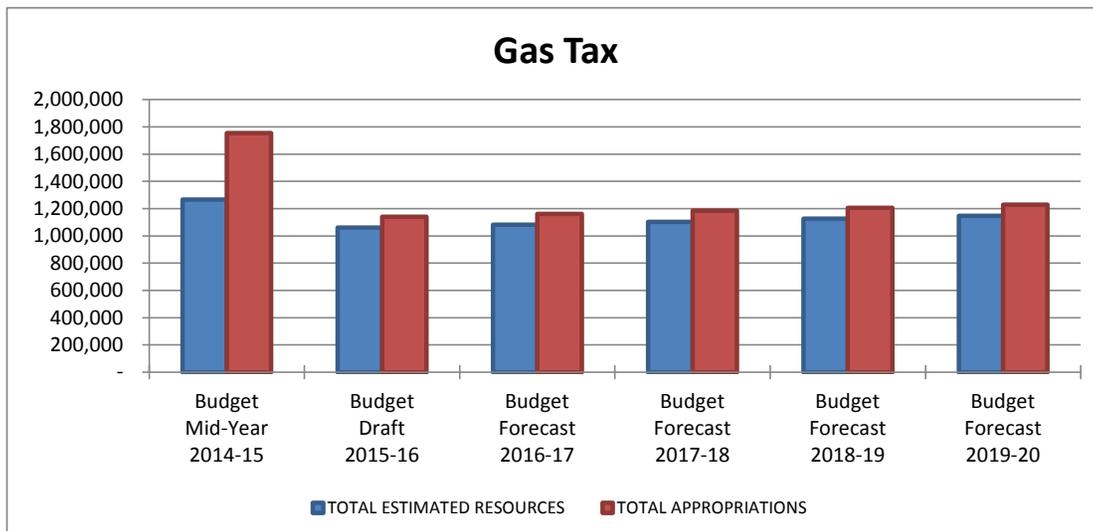


SPECIAL REVENUE FUNDS

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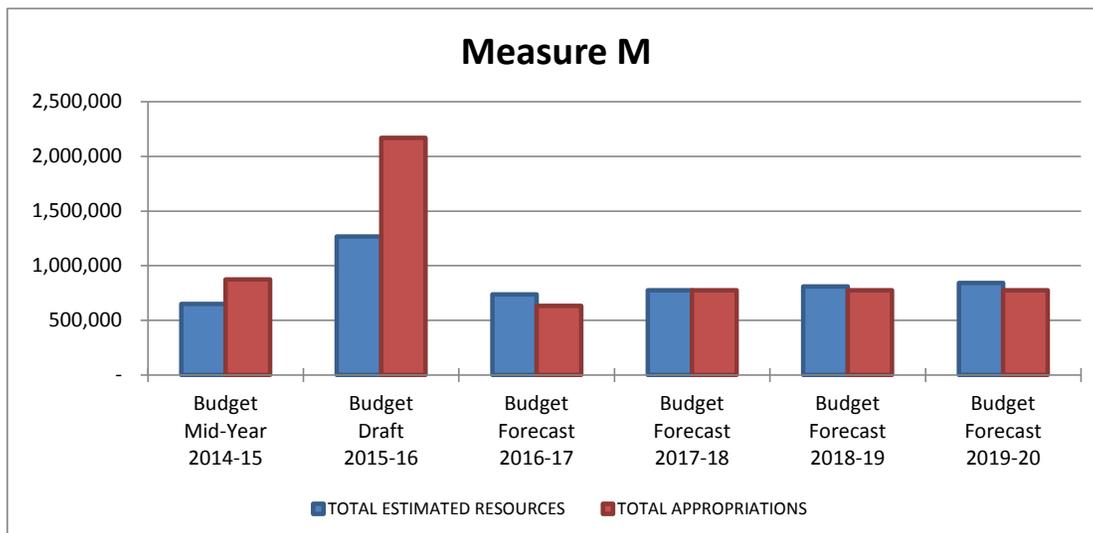
GAS TAX

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	2,800	2,000	2,010	2,020	2,035	2,055
Gas Tax	1,264,400	1,059,740	1,080,815	1,102,310	1,124,235	1,146,600
Transfers In - Gas Tax	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	1,267,200	1,061,740	1,082,825	1,104,330	1,126,270	1,148,655
APPROPRIATIONS						
Street Maintenance and Sweeping	1,105,100	1,141,000	1,162,320	1,184,065	1,206,250	1,228,875
Transfers-Out **	650,000	-	-	-	-	-
TOTAL APPROPRIATIONS	1,755,100	1,141,000	1,162,320	1,184,065	1,206,250	1,228,875
FUND BALANCE						
Fund Balance - Beginning	1,309,252	821,352	742,092	662,597	582,862	502,882
TOTAL FUND BALANCE	1,309,252	821,352	742,092	662,597	582,862	502,882
TOTAL PROJECTED FUND BALANCE	821,352	742,092	662,597	582,862	502,882	422,662



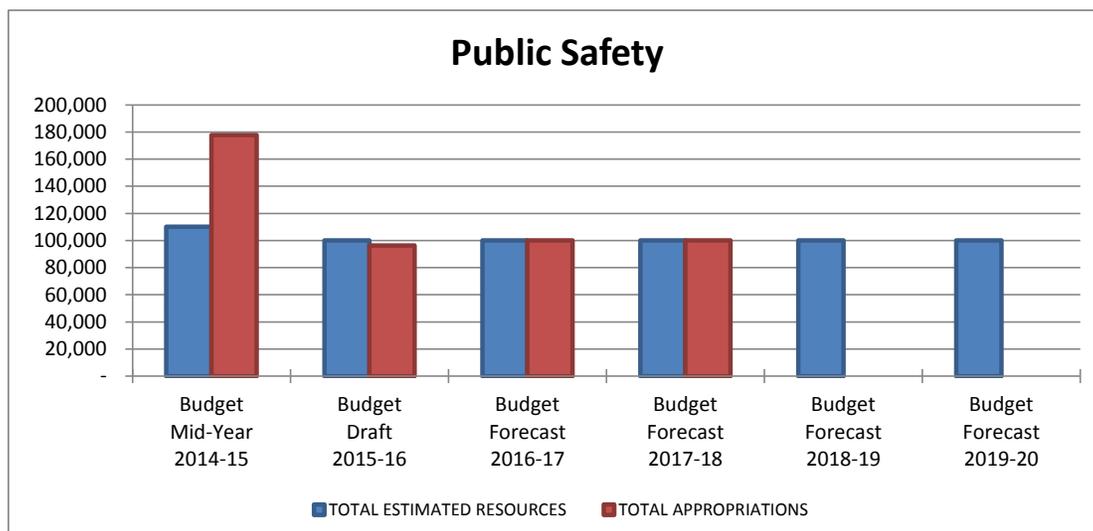
MEASURE M

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	2,400	2,410	1,210	610	615	620
Measure M	625,000	671,550	711,280	748,520	784,210	816,320
Measure M - Competitive	24,050	592,400	24,785	25,280	25,785	26,305
Transfers In - Measure M	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	651,450	1,266,360	737,275	774,410	810,610	843,245
APPROPRIATIONS						
Other Contractual Services	24,050	24,300	24,785	25,280	25,785	26,305
Transfers-Out **	851,600	2,145,550	607,800	750,000	750,000	750,000
TOTAL APPROPRIATIONS	875,650	2,169,850	632,585	775,280	775,785	776,305
FUND BALANCE						
Fund Balance - Beginning	1,247,912	1,023,712	120,222	224,912	224,042	258,867
TOTAL FUND BALANCE	1,247,912	1,023,712	120,222	224,912	224,042	258,867
TOTAL PROJECTED FUND BALANCE	1,023,712	120,222	224,912	224,042	258,867	325,807
** Transfers-Out Detail						
FD 311-AI Crk Rd Rehab-Pac Park to AV Pkwy	695,050	-	-	-	-	-
FD 311-Pacific Park Rehab-Chase to SR73	-	884,000	-	-	-	-
FD 332-Dairy Fork Wetlands	56,550	511,550	-	-	-	-
FD 311-AV Pkwy Median (Grand to Enterprise)	-	-	182,800	-	-	-
Slurry Seal	100,000	750,000	425,000	750,000	750,000	750,000
	851,600	2,145,550	607,800	750,000	750,000	750,000



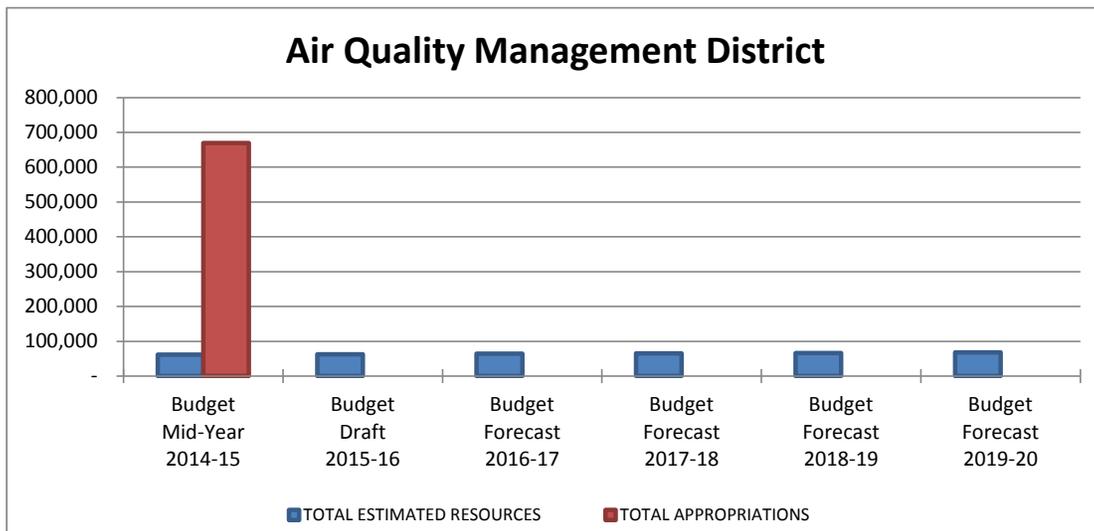
PUBLIC SAFETY

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	100	100	100	100	100	100
Public Safety Grants	110,000	100,000	100,000	100,000	100,000	100,000
Interfund Transfers	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	110,100	100,100	100,100	100,100	100,100	100,100
APPROPRIATIONS						
Public Safety Equipment	177,755	96,270	100,000	100,000	100,000	100,000
TOTAL APPROPRIATIONS	177,755	96,270	100,000	100,000	100,000	100,000
FUND BALANCE						
Fund Balance - Beginning	84,886	17,231	21,061	21,161	21,261	21,361
TOTAL FUND BALANCE	84,886	17,231	21,061	21,161	21,261	21,361
TOTAL PROJECTED FUND BALANCE	17,231	21,061	21,161	21,261	21,361	21,461



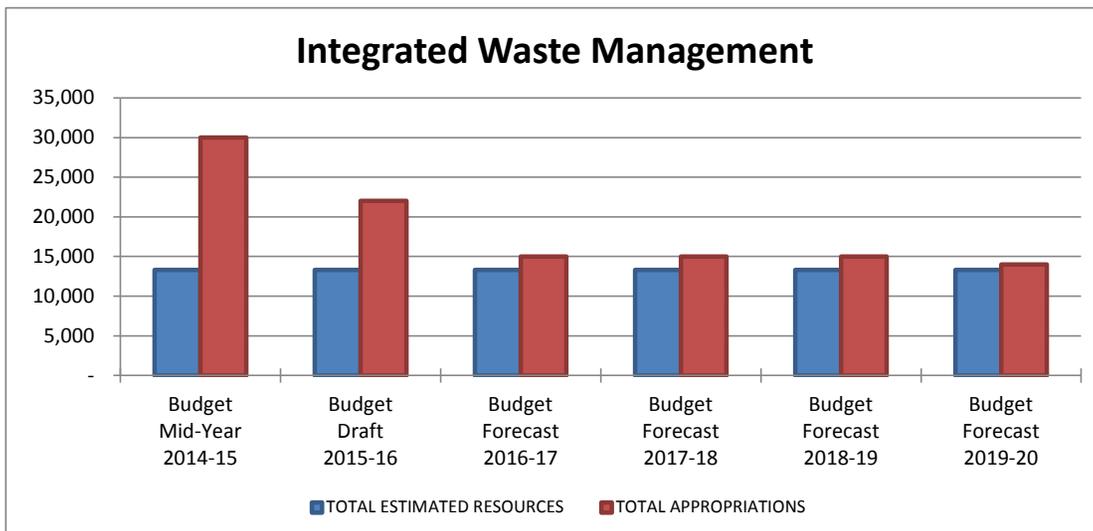
AIR QUALITY MANAGEMENT DISTRICT

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	1,800	1,600	1,610	1,620	1,630	1,645
Air Quality Mgmt District	60,100	61,300	62,525	63,775	65,050	66,355
TOTAL ESTIMATED RESOURCES	61,900	62,900	64,135	65,395	66,680	68,000
APPROPRIATIONS						
Other Contractual Services	28,000	-	-	-	-	-
Transfers-Out	641,685	-	-	-	-	-
TOTAL APPROPRIATIONS	669,685	-	-	-	-	-
FUND BALANCE						
Fund Balance - Beginning	741,122	133,337	196,237	260,371	325,765	392,446
TOTAL FUND BALANCE	741,122	133,337	196,237	260,371	325,765	392,446
TOTAL PROJECTED FUND BALANCE	133,337	196,237	260,372	325,766	392,445	460,446



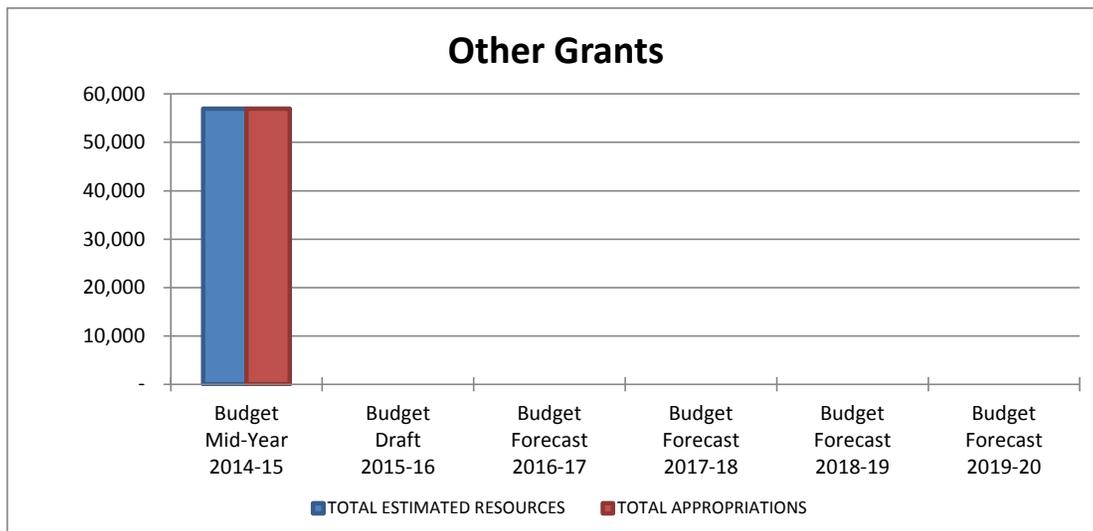
INTEGRATED WASTE MANAGEMENT

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	75	50	50	50	50	50
Used Oil & Bev. Container Recycling Grants	13,250	13,250	13,250	13,250	13,250	13,250
TOTAL ESTIMATED RESOURCES	13,325	13,300	13,300	13,300	13,300	13,300
APPROPRIATIONS						
Other Contractual Services	30,000	22,000	15,000	15,000	15,000	14,000
TOTAL APPROPRIATIONS	30,000	22,000	15,000	15,000	15,000	14,000
FUND BALANCE						
Fund Balance - Beginning	29,462	12,787	4,087	2,387	687	(1,013)
TOTAL FUND BALANCE	29,462	12,787	4,087	2,387	687	(1,013)
TOTAL PROJECTED FUND BALANCE	12,787	4,087	2,387	687	(1,013)	(1,713)



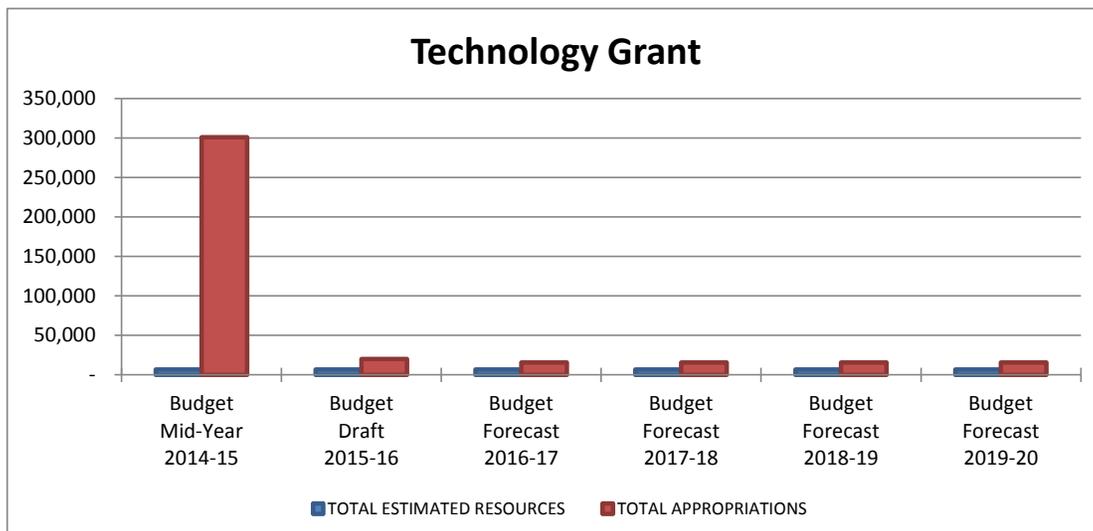
OTHER GRANTS

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	-	-	-	-	-	-
State Grants	56,950	-	-	-	-	-
Other Grants	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	56,950	-	-	-	-	-
APPROPRIATIONS						
Other Contractual Services	-	-	-	-	-	-
Transfers-Out	56,950	-	-	-	-	-
TOTAL APPROPRIATIONS	56,950	-	-	-	-	-
FUND BALANCE						
Fund Balance - Beginning	182,160	182,160	182,160	182,160	182,160	182,160
TOTAL FUND BALANCE	182,160	182,160	182,160	182,160	182,160	182,160
TOTAL PROJECTED FUND BALANCE	182,160	182,160	182,160	182,160	182,160	182,160



TECHNOLOGY GRANT

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	-	-	-	-	-	-
Other Income	6,600	6,600	6,600	6,600	6,600	6,600
Other Grants & Reimbursements	-	-	-	-	-	-
TOTAL ESTIMATED RESOURCES	6,600	6,600	6,600	6,600	6,600	6,600
APPROPRIATIONS						
Office and Minor Equipment	300,850	20,000	15,500	15,500	15,500	15,500
TOTAL APPROPRIATIONS	300,850	20,000	15,500	15,500	15,500	15,500
FUND BALANCE						
Fund Balance - Beginning	519,386	225,136	211,736	202,836	193,936	185,036
TOTAL FUND BALANCE	519,386	225,136	211,736	202,836	193,936	185,036
TOTAL PROJECTED FUND BALANCE	225,136	211,736	202,836	193,936	185,036	176,136

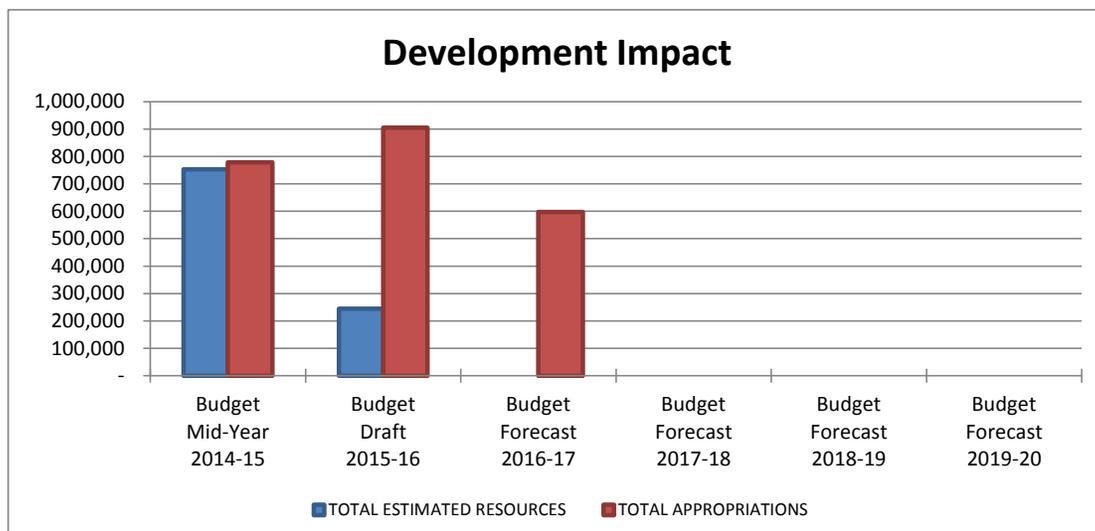


DEVELOPMENT IMPACT

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Development Impact Fees	753,460	245,125	-	-	-	-
TOTAL ESTIMATED RESOURCES	753,460	245,125	-	-	-	-
APPROPRIATIONS						
Housing Programs	21,500	-	-	-	-	-
Improvements	150,000	100,000	-	-	-	-
Transfers-Out **	607,000	805,000	597,200	-	-	-
TOTAL APPROPRIATIONS	778,500	905,000	597,200	-	-	-
FUND BALANCE						
Fund Balance - Beginning	8,144,311	8,119,271	7,459,396	6,862,196	6,862,196	6,862,196
TOTAL FUND BALANCE	8,144,311	8,119,271	7,459,396	6,862,196	6,862,196	6,862,196
TOTAL PROJECTED FUND BALANCE	8,119,271	7,459,396	6,862,196	6,862,196	6,862,196	6,862,196

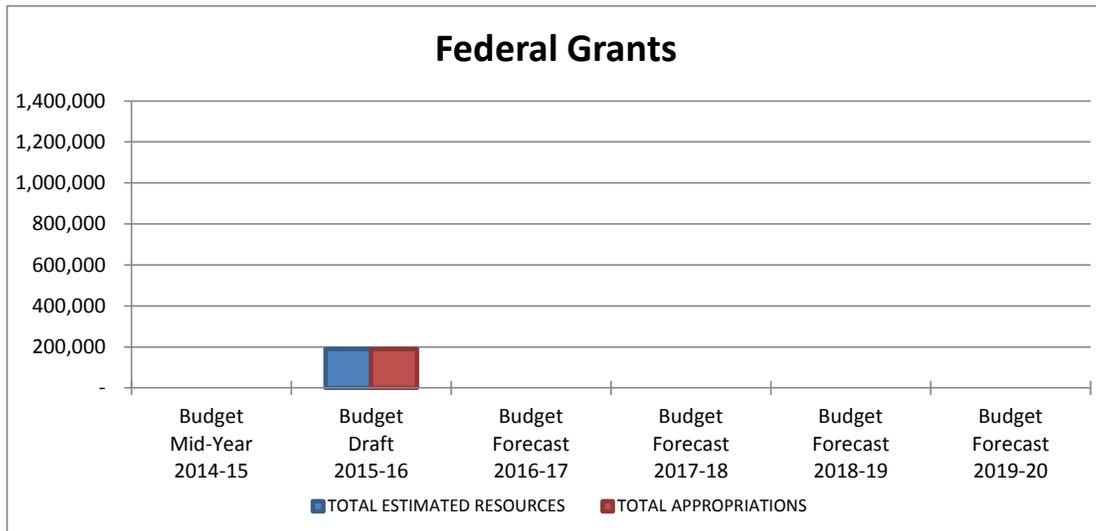
**** Transfers-Out Detail**

FD 311-Aliso Viejo Pkwy Median	-	-	597,200	-	-	-
FD 311-Town Center Loop Phase 2	45,000	-	-	-	-	-
FD 331-Wayfinding Signs	150,000	150,000	-	-	-	-
FD 331-AV Welcome Sign	-	200,000	-	-	-	-
FD331-ANHS Scoreboard	75,000	-	-	-	-	-
FD331-Iglesia Park Ball Field Rehab	187,000	-	-	-	-	-
FD260-Patio Improvements	-	150,000	-	-	-	-
FD261-Aquatic Center Splash Pad	150,000	-	-	-	-	-
FD261-Aquatic Center Fencing	-	215,000	-	-	-	-
FD261-Aquatic Center Ticket Window	-	15,000	-	-	-	-
FD261 Security Cameras at Aq Ctr	-	75,000	-	-	-	-
	607,000	805,000	597,200	-	-	-



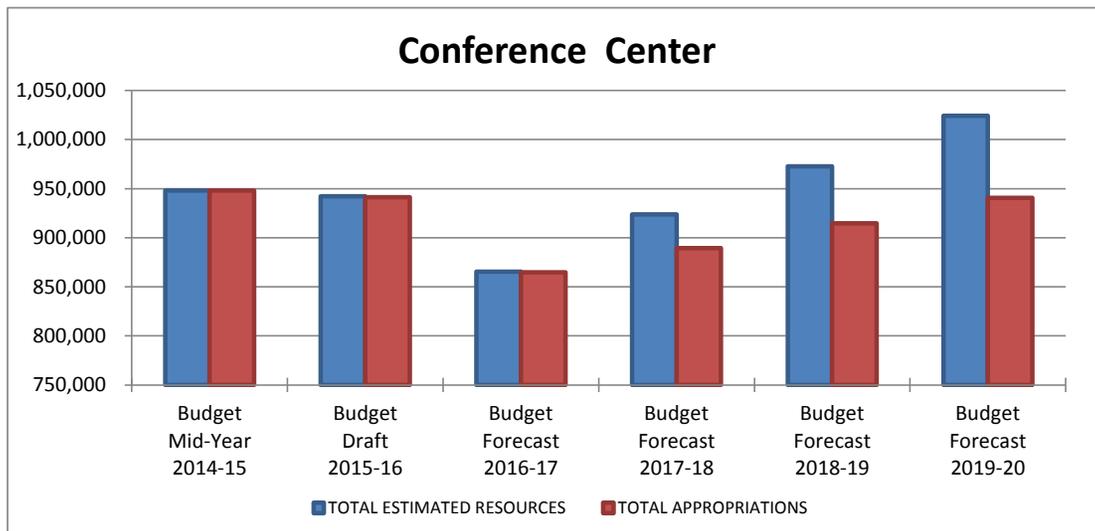
FEDERAL GRANTS

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Investment Earnings	-	-	-	-	-	-
Federal Grants	-	189,680	-	-	-	-
TOTAL ESTIMATED RESOURCES	-	189,680	-	-	-	-
APPROPRIATIONS						
Transfers-Out **	-	189,680	-	-	-	-
TOTAL APPROPRIATIONS	-	189,680	-	-	-	-
FUND BALANCE						
Fund Balance - Beginning	-	-	-	-	-	-
TOTAL FUND BALANCE	-	-	-	-	-	-
TOTAL PROJECTED FUND BALANCE	-	-	-	-	-	-
** Transfers-Out Detail						
FD 251 - CDBG - Admin to General Fund	-	17,830	-	-	-	-
FD 331 ADA Improvements	-	171,850	-	-	-	-
	-	189,680	-	-	-	-



ALISO VIEJO CONFERENCE CENTER

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Food & Beverage	438,300	406,330	451,025	482,600	506,730	532,065
Beverage	80,600	79,480	84,250	90,990	95,540	100,315
F & B Tourney	-	-	-	-	-	-
Facility Rental Fees	42,900	71,375	82,080	88,650	95,740	103,400
Equipment Rental Fees	60,600	129,295	135,760	142,550	149,675	157,160
User Fees	-	-	-	-	-	-
Miscellaneous Revenue	109,000	105,895	112,250	118,985	124,935	131,180
Interfund Transfers	216,565	150,000	-	-	-	-
TOTAL ESTIMATED RESOURCES	947,965	942,375	865,365	923,775	972,620	1,024,120
APPROPRIATIONS						
Salaries & Benefits	393,400	354,150	364,775	375,720	386,990	398,600
Operating Expenditures	554,565	587,035	500,145	513,650	527,560	541,885
TOTAL APPROPRIATIONS	947,965	941,185	864,920	889,370	914,550	940,485
FUND BALANCE						
2911 Fund Balance	-	-	1,190	1,635	36,040	94,110
TOTAL FUND BALANCE	-	-	1,190	1,635	36,040	94,110
TOTAL PROJECTED FUND BALANCE	-	1,190	1,635	36,040	94,110	177,745



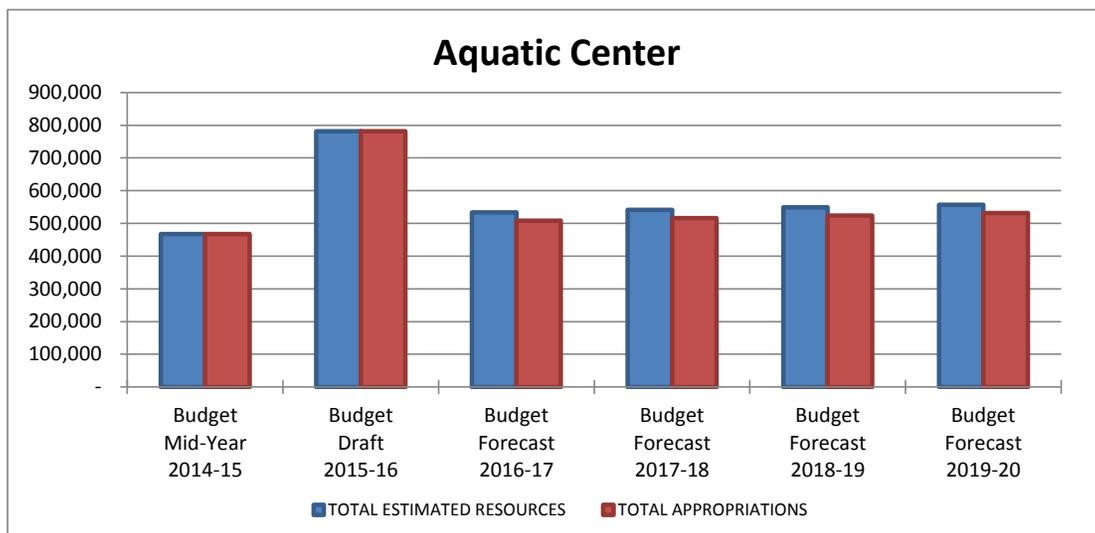
ALISO VIEJO AQUATIC CENTER

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Food & Beverage	42,750	-	-	-	-	-
Aquatic Center Fees	22,000	95,000	96,900	98,840	100,815	102,830
Pool Use Fees	57,800	10,500	10,560	10,610	10,665	10,720
Aquatic Classes	14,750	214,000	222,560	231,465	240,725	250,355
Merchandise	50	1,650	75	75	75	75
Miscellaneous Revenue	-	-	-	-	-	-
Interfund Transfers**	330,295	460,045	203,480	200,120	196,505	192,640
TOTAL ESTIMATED RESOURCES	467,645	781,195	533,575	541,110	548,785	556,620

APPROPRIATIONS						
Salaries & Benefits	97,570	219,795	224,190	228,675	233,250	237,915
Operating Expenditures	370,075	561,400	284,385	287,430	290,540	293,705
TOTAL APPROPRIATIONS	467,645	781,195	508,575	516,105	523,790	531,620

FUND BALANCE						
2911 Fund Balance	-	-	-	25,000	50,005	75,000
TOTAL FUND BALANCE	-	-	-	25,000	50,005	75,000
TOTAL PROJECTED FUND BALANCE	-	-	25,000	50,005	75,000	100,000

** TRANSFER DETAIL						
FD245 - Aquatic Center Fencing	-	215,000	-	-	-	-
FD245 - Aquatic Center Ticket Window	-	15,000	-	-	-	-
FY 2015-16 GF Transfers	180,295	155,045	178,480	175,120	171,505	167,640
FD245 - Security Cameras at AQ CTR	-	75,000	-	-	-	-
GF-Miscellaneous Capital Imp	-	-	25,000	25,000	25,000	25,000
	180,295	460,045	203,480	200,120	196,505	192,640



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CAPITAL IMPROVEMENT FUNDS

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STREET IMPROVEMENTS

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Interfund Transfers	1,547,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000
TOTAL ESTIMATED RESOURCES	1,547,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000
APPROPRIATIONS						
Traffic Management/Safety Projects**	-	-	-	-	-	-
Streets/Highways Projects**	1,547,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000
TOTAL APPROPRIATIONS	1,547,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000
 TOTAL PROJECTED FUND BALANCE	 -	 -	 -	 -	 -	 -

**** PROJECT DETAIL**

Streets/Highways

#102 Aliso Viejo Pkwy Median - Grand to Enterprise

Measure M	-	-	182,800	-	-	-
Development Impact	-	-	597,200	-	-	-

#065 Town Center Loop Phase 2

Development Impact	45,000	-	-	-	-	-
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Aliso Crk Rd Rehab (Pacific Park - AV Pkwy)

Measure M	695,050	-	-	-	-	-
Other Grants	56,950	-	-	-	-	-

Aliso Crk Rd Rehab (AV Pkwy - City Limits)

General Fund	-	-	-	500,000	750,000	-
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Pacific Park Rehab (Chase - SR73)

Measure M	-	884,000	-	-	-	-
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Glenwood Rehab (SR73 to Moulton)

General Fund	-	-	-	-	-	-
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Alicia Pkwy Rehab - Pacific Park to City Limits

General Fund	-	-	-	-	-	-
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Aliso Viejo Pkwy Rehab- Enterprise to Aliso Creek Rd

General Fund	-	-	-	-	-	-
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Aliso Viejo Pkwy Rehab - Cedarbrook to Moulton Pkwy

General Fund	-	-	-	602,000	-	-
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Slurry Seal

Gas Tax	750,000	-	-	-	-	-
General Fund	-	-	325,000	-	-	-
Measure M	-	750,000	425,000	750,000	750,000	750,000
	1,547,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000

For full project information, please see Section 3 - Capital Improvement Plan.

CAPITAL IMPROVEMENTS

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Interfund Transfers	1,112,000	521,850	-	-	-	-
TOTAL ESTIMATED RESOURCES	<u>1,112,000</u>	<u>521,850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
APPROPRIATIONS						
Capital Improvement Projects**	1,112,000	521,850	-	-	-	-
TOTAL APPROPRIATIONS	<u>1,112,000</u>	<u>521,850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PROJECTED FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**** PROJECT DETAIL**

Parks/Recreation Improvements

#088 Alicia Pedestrian Bridge-Design Only

AQMD AB2766 Subvention Funds	641,685	-	-	-	-	-
General Fund	58,315	-	-	-	-	-

#094 Wayfinding Signs

Development Impact	150,000	150,000	-	-	-	-
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#095 AV Welcome Signs

Development Impact	-	200,000	-	-	-	-
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ADA Improvements

Federal Grant	-	171,850	-	-	-	-
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#097 ANHS Scoreboard

Development Impact	75,000	-	-	-	-	-
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#098 Iglesia Park Ball Field Rehab

Development Impact	187,000	-	-	-	-	-
	<u>1,112,000</u>	<u>521,850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

For full project information, please see Section 3 - Capital Improvement Plan.

STORM WATER

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Interfund Transfers	64,050	652,345	5,000	5,000	5,000	5,000
Intergovernmental Reimbursements	-	139,655				
TOTAL ESTIMATED RESOURCES	64,050	792,000	5,000	5,000	5,000	5,000
APPROPRIATIONS						
Stormwater Improvements**	7,500	5,000	5,000	5,000	5,000	5,000
Construction	56,550	787,000	-	-	-	-
TOTAL APPROPRIATIONS	64,050	792,000	5,000	5,000	5,000	5,000
 TOTAL PROJECTED FUND BALANCE	 -	 -	 -	 -	 -	 -

**** PROJECT DETAIL**

Stormwater Improvements

#030 Wetlands Monitoring Project

General Fund	7,500	5,000	5,000	5,000	5,000	5,000
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#086 M2 Catch Basin Project (Phase II)

Measure M	-	-	-	-	-	-
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Dairy Fork Wetland

General Fund	-	135,795	-	-	-	-
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Measure M	56,550	511,550	-	-	-	-
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	64,050	652,345	5,000	5,000	5,000	5,000
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For full project information, please see Section 3 - Capital Improvement Plan.

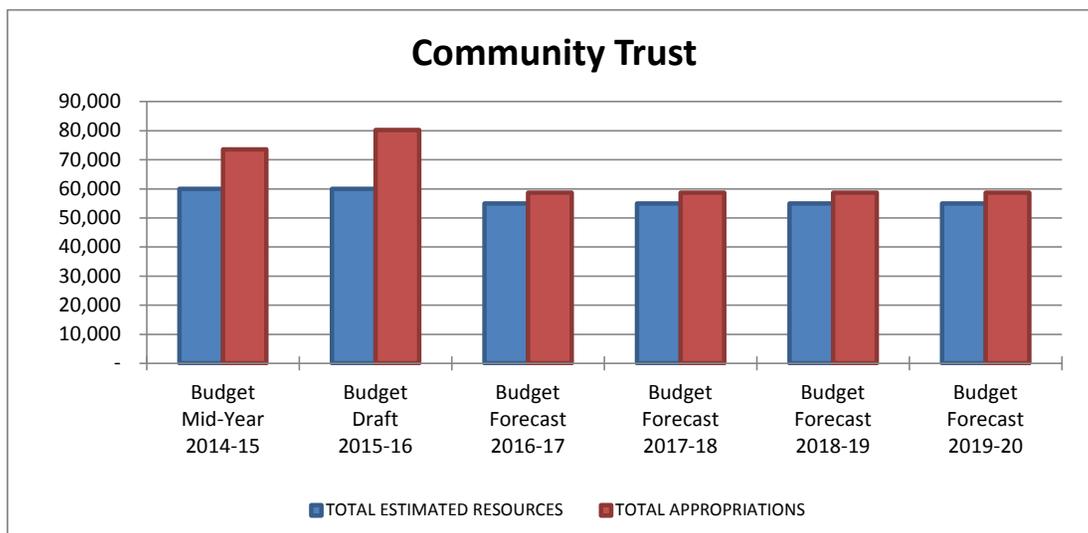
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TRUST & AGENCY ACCOUNTS

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COMMUNITY TRUST

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Other Income	60,000	60,000	55,000	55,000	55,000	55,000
TOTAL ESTIMATED RESOURCES	60,000	60,000	55,000	55,000	55,000	55,000
APPROPRIATIONS						
Programs	73,115	80,285	56,175	56,175	56,175	56,175
Furniture & Equipment	500	-	2,500	2,500	2,500	2,500
TOTAL APPROPRIATIONS	73,615	80,285	58,675	58,675	58,675	58,675
FUND BALANCE						
Fund Balance	148,165	134,550	114,265	110,590	106,915	103,240
TOTAL FUND BALANCE	148,165	134,550	114,265	110,590	106,915	103,240
TOTAL PROJECTED FUND BALANCE	134,550	114,265	110,590	106,915	103,240	99,565



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***FIVE YEAR
CAPITAL IMPROVEMENT PLAN***

FY 2014-15 THROUGH FY 2019-20

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**City of Aliso Viejo
Capital Improvement Plan
Summary Listing by Fiscal Year**

	Estimated Project Cost	Prior Year Actuals	FY 14-15 Mid-Year	FY 15-16 Budget	FY 16-17 Forecast	FY 17-18 Forecast	FY 18-19 Forecast	FY 19-20 Forecast	Future
Street Improvement Projects									
037 Aliso Creek at SR73 Traffic Islands	165,930	67,930	-	-	-	-	-	-	98,000
038 Aliso Creek Median - SR73 to Windsong	710,000	96,223	-	-	-	-	-	-	613,777
039 Aliso Creek Median - El Toro to Glenwood	600,000	-	-	-	-	-	-	-	600,000
050 AV Pkway Median (Pacific Park to Grand)	647,000	88,510	-	-	-	-	-	-	558,490
092 Aliso Creek Road Rehab - Pacific Park to AV Pkwy	752,000	-	752,000	-	-	-	-	-	-
100 Pacific Park Rehab - Chase to 73	884,000	-	-	884,000	-	-	-	-	-
102 AV Parkway Median (Grand to Enterprise)	780,000	-	-	-	780,000	-	-	-	-
Aliso Creek Road Rehab - AV Pkwy to City Limits	1,250,000	-	-	-	-	-	500,000	750,000	-
Glenwood Rehabilitation - SR73 to Moulton	1,551,000	-	-	-	-	-	-	-	1,551,000
Aliso Viejo Pkwy Rehab - Enterprise to Aliso Creek Road	1,088,000	-	-	-	-	-	-	-	1,088,000
Aliso Viejo Pkwy Rehab - Cedarbrook to Moulton	602,000	-	-	-	-	602,000	-	-	-
Slurry Seal	11,494,000	6,746,075	750,000	750,000	750,000	750,000	750,000	750,000	248,006
Total - Street Improvements	20,523,930	6,998,738	1,502,000	1,634,000	1,530,000	1,352,000	1,250,000	1,500,000	4,757,273
Traffic Management/Safety Projects									
033 Traffic Congestion Mitigation	20,000	-	-	-	-	-	-	-	20,000
Total - Traffic Mgmt/Safety Improvements	20,000	-	-	-	-	-	-	-	20,000
Parks and Recreation Improvements									
088 Alicia Pedestrian Bridge - Design Only	750,000	50,032	700,000	-	-	-	-	-	-
Total - Parks and Recreation Improvements	750,000	50,032	700,000	-	-	-	-	-	-
Storm Water Improvements									
030 Wetlands Project (Monitoring)	190,000	155,153	5,000	5,000	5,000	5,000	5,000	5,000	4,847
081 M2 Environmental Cleanup Project - Phase I	137,950	102,032	4,695	5,405	5,405	5,405	5,405	5,405	4,198
086 M2 Environmental Cleanup Project - Phase II	140,000	102,665	4,895	5,405	5,405	5,405	5,405	5,405	5,415
090 M2 Environmental Cleanup Project - Phase III	274,000	193,749	13,210	13,210	13,210	13,210	13,210	13,210	99
091 Dairy Fork Project	874,000	-	87,000	787,000	-	-	-	-	-
Total - Storm Water Improvements	1,615,950	553,599	114,800	816,020	29,020	29,020	29,020	29,020	15,455
GRAND TOTAL		7,602,369	2,316,800	2,450,020	1,559,020	1,381,020	1,279,020	1,529,020	4,792,726

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CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Creek at SR73 Traffic Islands

CITY PROJECT #: 037

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvements

FUNDING SOURCES:
Gas Tax for Design,
Construction Funding TBD

POSSIBLE OFF-SET:
TBD

TYPE OF WORK:
Aesthetic/Landscaping Impr.

DESCRIPTION:
Construct landscaping and irrigation improvements in the traffic islands at Aliso Creek Rd and SR73.
Construction schedule TBD, pending Caltrans approval of new design.



ESTIMATED PROJECT COST: \$ 165,930

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	52,522	52,522						
Construction Mgmt	15,408	15,408						
Construction	98,000							
Contingency								
Improvements								
Rehabilitation								
	\$ 165,930	67,930	-	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Creek Median - SR73 to Windsong

CITY PROJECT #: 038

FUND TYPE:
Capital Improvements

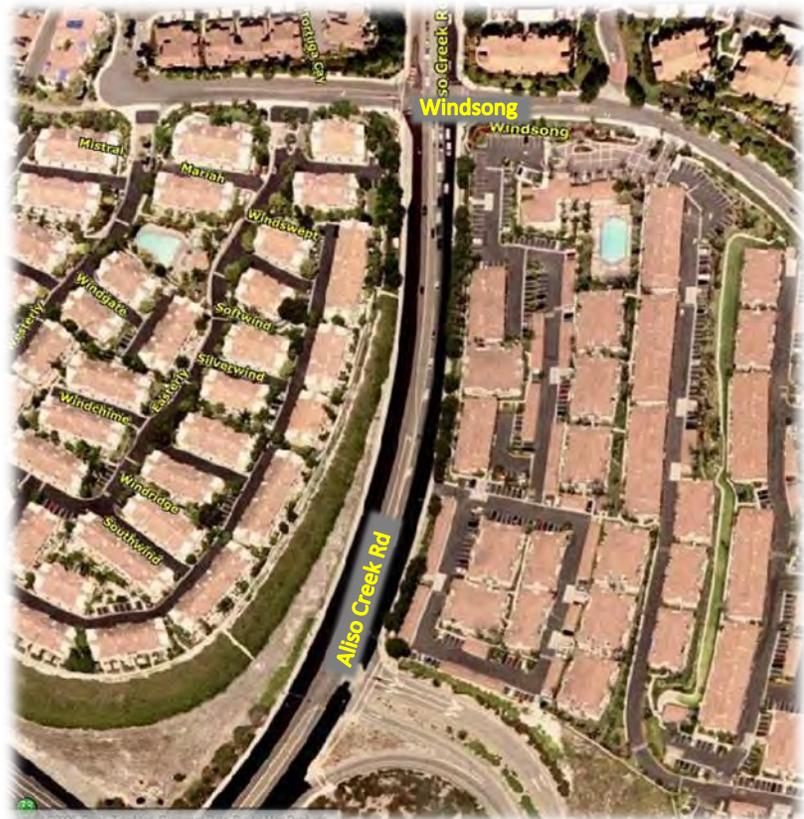
FUNCTION:
Street Improvements

FUNDING SOURCES:
Gas Tax for Design,
Construction funding TBD

POSSIBLE OFF-SET:
TBD

TYPE OF WORK:
Safety

DESCRIPTION:
Construction of a landscape median island along an arterial roadway to increase vehicular safety by separating the flow of traffic and improving aesthetics.



ESTIMATED PROJECT COST: \$ 710,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	96,223	96,223						
Construction Mgmt	24,777							
Construction	589,000							
Contingency								
Improvements								
Rehabilitation								
	\$ 710,000	96,223	-	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Creek Median - El Toro to Glenwood

CITY PROJECT #: 039

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvements

FUNDING SOURCES:
TBD

POSSIBLE OFF-SET:
TBD

TYPE OF WORK:
Safety

DESCRIPTION:
Construction of a landscape median island along an arterial roadway to increase vehicular safety by separating the flow of traffic and improving aesthetics.



ESTIMATED PROJECT COST: \$ 600,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	60,000							
Construction Mgmt	50,000							
Construction	490,000							
Contingency								
Improvements								
Rehabilitation								
	\$ 600,000	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Viejo Pkwy Median (Pacific Park to Grand)

CITY PROJECT #: 050

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvements

FUNDING SOURCES:
Design funded by Meas M and Gas Tax, Construction funding TBD

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Safety/Aesthetic Improvement

DESCRIPTION:
Construction of landscape median, including installation of curb and gutter, irrigation, and planting of shrubs and trees. Design completed in FY 09-10.



ESTIMATED PROJECT COST: \$ 647,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	88,510	88,510						
Construction Mgmt	22,490							
Construction	536,000							
Contingency								
Improvements								
Rehabilitation								
	\$ 647,000	88,510	-	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Creek Rd Rehab - Pacific Park to Aliso Viejo Pkwy

CITY PROJECT #: 092

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvement

FUNDING SOURCES:
Measure M2

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Road Maintenance/Rehab.

DESCRIPTION:
Rehabilitation of roadway, including full depth replacement of failed areas, pavement grinding, and asphalt overlay. Approximately 2,600 lf.



ESTIMATED PROJECT COST: \$ 752,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	51,000		51,000					
Construction Mgmt	58,000		58,000					
Construction	585,000		585,000					
Contingency	58,000		58,000					
Improvements								
Rehabilitation								
	\$ 752,000	-	752,000	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Pacific Park Rehab - Chase to SR73

CITY PROJECT #: 100

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvement

FUNDING SOURCES:
Measure M2

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Road Maintenance

DESCRIPTION:
Rehabilitation of an arterial roadway including full depth replacement of failed areas, pavement grinding and asphalt overlay.



ESTIMATED PROJECT COST: \$ 884,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	60,000			60,000				
Construction Mgmt	50,000			50,000				
Construction	704,000			704,000				
Contingency	70,000			70,000				
Improvements								
Rehabilitation								
	\$ 884,000	-	-	884,000	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Viejo Pkwy Median (Grand to Enterprise)

CITY PROJECT #: 102

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvements

FUNDING SOURCES:
Gas Tax for Design,
Development Impact,
General Fund

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Safety/Aesthetic

DESCRIPTION:
Construct landscape median to increase vehicular safety by separating traffic flow. Improvements include curb, landscaping and irrigation.



ESTIMATED PROJECT COST: \$ 780,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	15,000				15,000			
Construction Mgmt	50,000				50,000			
Construction	650,000				650,000			
Contingency	65,000				65,000			
Improvements								
Rehabilitation								
	\$ 780,000	-	-	-	780,000	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Creek Road Rehab - AV Pkwy to City Limits

CITY PROJECT #:

FUND TYPE:

Capital Improvements

FUNCTION:

Street Improvements

FUNDING SOURCES:

Measure M2 & TBD

POSSIBLE OFF-SET:

None

TYPE OF WORK:

Road Maintenance/Rehab.

DESCRIPTION:

Rehabilitation of roadway, including full depth replacement of failed areas, pavement grinding, and asphalt overlay. Approximately 4,500 lf.



ESTIMATED PROJECT COST: \$ 1,250,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	80,000						80,000	
Construction Mgmt	80,000						80,000	
Construction	990,000						340,000	650,000
Contingency	100,000							100,000
Improvements								
Rehabilitation								
	\$ 1,250,000	-	-	-	-	-	500,000	750,000

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Glenwood Rehabilitation - SR73 to Moulton

CITY PROJECT #:

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvement

FUNDING SOURCES:
TBD

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Road Maintenance

DESCRIPTION:
Rehabilitation of an arterial roadway including full depth replacement of failed areas, pavement grinding and asphalt overlay. 6,200LF



ESTIMATED PROJECT COST: \$ 1,551,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	130,000							
Construction Mgmt	116,000							
Construction	1,160,000							
Contingency	145,000							
Improvements								
Rehabilitation								
	\$ 1,551,000	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Viejo Parkway Rehab - Enterprise to Aliso Creek Rd

CITY PROJECT #:

FUND TYPE:
Capital Improvements

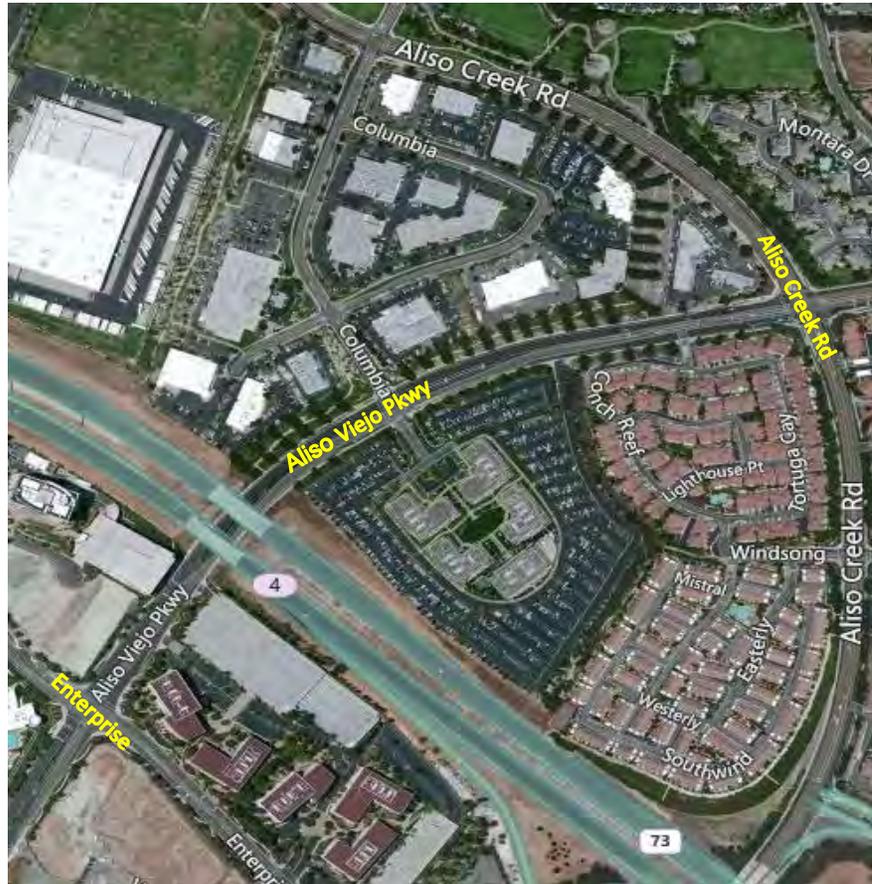
FUNCTION:
Street Improvements

FUNDING SOURCES:
TBD

POSSIBLE OFF-SET:
TBD

TYPE OF WORK:
Street Maintenance/Rehab.

DESCRIPTION:
Rehabilitation of roadway, including full depth replacement of failed areas, pavement grinding, and asphalt overlay. Approximately 3,300 lf.



ESTIMATED PROJECT COST: \$ 1,088,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	75,000							
Construction Mgmt	75,000							
Construction	853,000							
Contingency	85,000							
Improvements								
Rehabilitation								
	\$ 1,088,000	-	-	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Viejo Parkway Rehab - Cedarbrook to Moulton

CITY PROJECT #:

FUND TYPE:
Capital Improvements

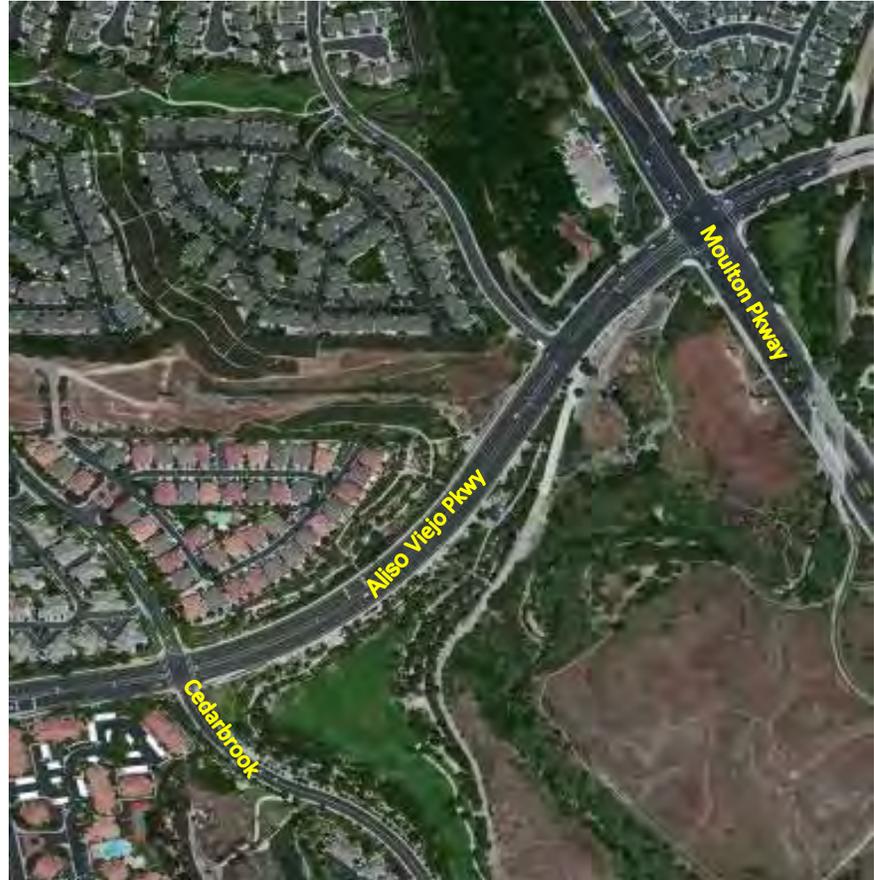
FUNCTION:
Street Improvements

FUNDING SOURCES:
General Fund

POSSIBLE OFF-SET:
TBD

TYPE OF WORK:
Street Maintenance/Rehab.

DESCRIPTION:
Rehabilitation of roadway, including full depth replacement of failed areas, pavement grinding, and asphalt overlay. Approximately 3,500 lf.



ESTIMATED PROJECT COST: \$ 602,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	45,000					45,000		
Construction Mgmt	45,000					45,000		
Construction	465,000					465,000		
Contingency	47,000					47,000		
Improvements								
Rehabilitation								
	\$ 602,000	-	-	-	-	602,000	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Slurry Seal

CITY PROJECT #:

FUND TYPE:
Capital Improvements

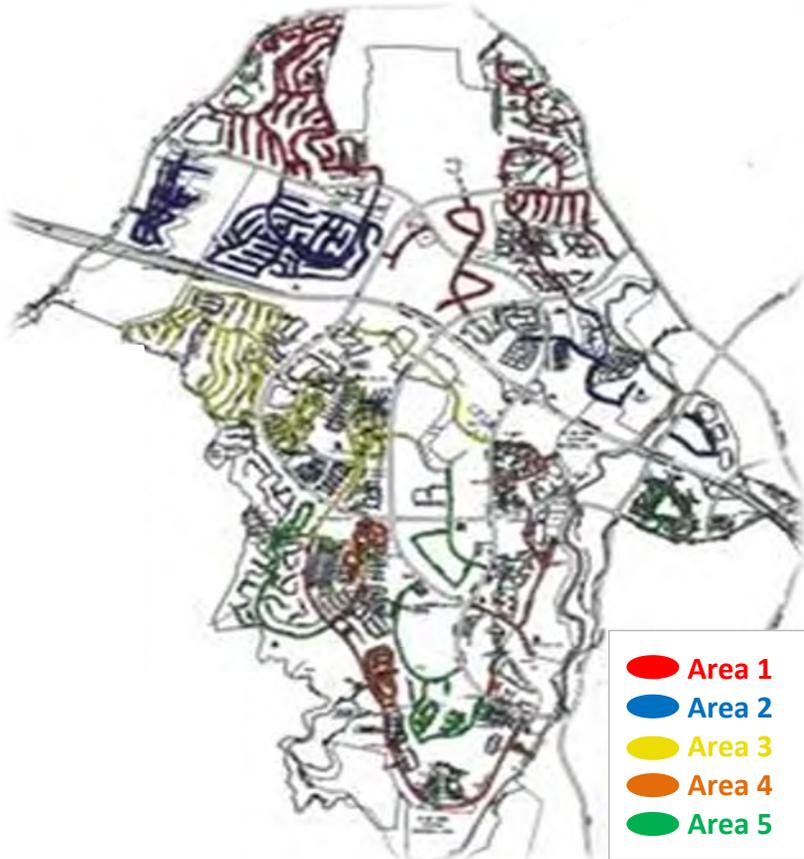
FUNCTION:
Street Improvements

FUNDING SOURCES:
Gas Tax/ General Fund
Measure M2

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Road Maintenance

DESCRIPTION:
Annual program for slurry seal of roadways on residential streets. One fifth of City streets are slurried each year in accordance with the Pavement Management System. Arterial streets are added as needed.



** Program rotates through Areas 1-5 every year.

ESTIMATED PROJECT COST: \$ 750,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design		170,124	10,000	10,000	10,000	10,000	10,000	10,000
Construction Mgmt		421,456	80,000	70,000	70,000	60,000	60,000	60,000
Construction		6,112,057	620,000	640,000	640,000	640,000	640,000	640,000
Contingency		42,438	40,000	30,000	30,000	40,000	40,000	40,000
Improvements								
Rehabilitation								
	\$ 6,746,075		750,000	750,000	750,000	750,000	750,000	750,000

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Traffic Congestion Mitigation

CITY PROJECT #: 033

FUND TYPE:
Capital Improvements

FUNCTION:
Traffic Management/Safety

FUNDING SOURCES:
TCRF

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Safety Enhancements

DESCRIPTION:
Install raised crosswalk adjacent to schools and other locations to provide safety to pedestrians.



ESTIMATED PROJECT COST: \$ 20,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	20,000							20,000
Construction Mgmt								
Construction								
Contingency								
Improvements								
Rehabilitation								
	\$ 20,000	-	-	-	-	-	-	20,000

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Alicia Pedestrian Bridge

CITY PROJECT #: 088

FUND TYPE:
Capital Improvements

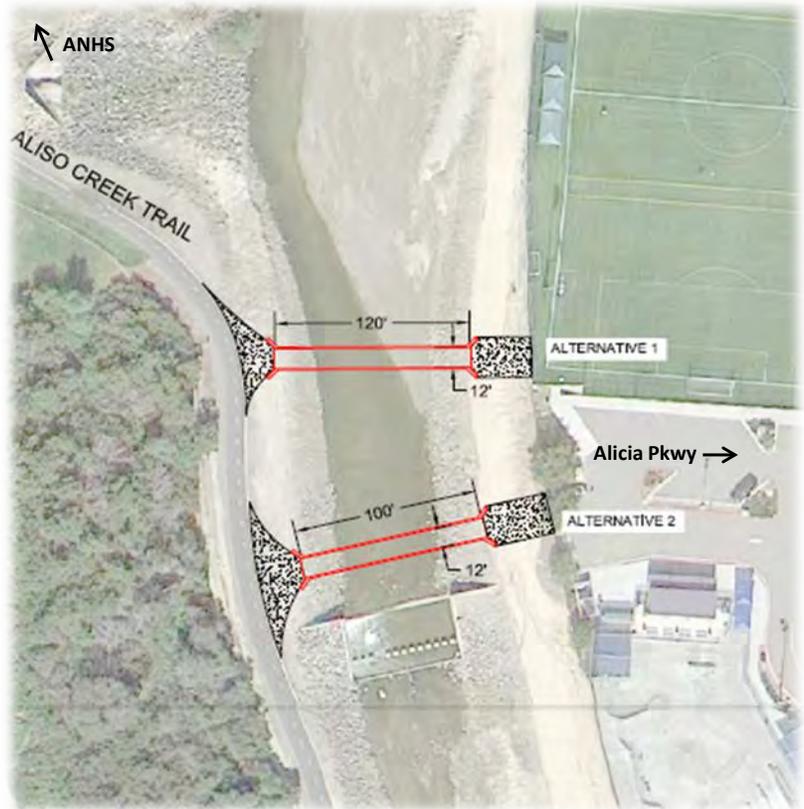
FUNCTION:
Pedestrian Facility

FUNDING SOURCES:
AQMD AB 2766 Subvention
Funds & TBD

POSSIBLE OFF-SET:
TBD

TYPE OF WORK:
Construction

DESCRIPTION:
Construction of a pedestrian bridge connecting Aliso Niguel High School to Alicia Parkway over Aliso Creek.



ESTIMATED PROJECT COST: \$ 750,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	240,000	50,032	190,000					
Construction Mgmt	50,000		50,000					
Construction	360,000		360,000					
Contingency	100,000		100,000					
Improvements								
Rehabilitation								
	\$ 750,000	50,032	700,000	-	-	-	-	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Wood Canyon Wetlands Project

CITY PROJECT #: 030

FUND TYPE:
Capital Improvements

FUNCTION:
Stormwater Improvements

FUNDING SOURCES:
State Habitat Conservation Fund,
State Parks & Recreation, and
General Fund

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Maintenance/Monitoring

DESCRIPTION:
Wetland habitat in Wood Canyon
Creek leads into the newly
constructed detention basin.
Includes ongoing mitigation,
monitoring, and maintenance.



**Detention Basin was constructed in FY 2005-06. Prior Year Actual includes original construction cost of \$96,820 and annual costs averaging \$5,000. Future costs are for ongoing monitoring activities.

ESTIMATED PROJECT COST: \$ 190,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	11,000	10,938						
Construction Mgmt	74,000	40,492	5,000	5,000	5,000	5,000	5,000	5,000
Construction	105,000	103,723						
Contingency								
Improvements								
Rehabilitation								
	\$ 190,000	155,153	5,000	5,000	5,000	5,000	5,000	5,000

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: M2 Catch Basin Project (Phase I)

CITY PROJECT #: 081

FUND TYPE:
Stormwater Improvements

FUNCTION:
Stormwater

FUNDING SOURCES:
M2 Competitive Grant

POSSIBLE OFF-SET:
None.

TYPE OF WORK:
Construction

DESCRIPTION:
Purchase and installation of 40 filters for catch basins within high priority drainage areas in the Aliso Creek Watershed.



ESTIMATED PROJECT COST: \$ 137,950

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design								
Construction Mgmt								
Construction	137,950	102,032	4,695	5,405	5,405	5,405	5,405	5,405
Contingency								
Improvements								
Rehabilitation								
	\$ 137,950	102,032	4,695	5,405	5,405	5,405	5,405	5,405

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: M2 Catch Basin Project (Phase II)

CITY PROJECT #: 086

FUND TYPE:
Stormwater Improvements

FUNCTION:
Stormwater

FUNDING SOURCES:
M2 Competitive Grant

POSSIBLE OFF-SET:
None.

TYPE OF WORK:
Construction

DESCRIPTION:
Purchase and installation of 48 filters for catch basins within high priority drainage areas in the Aliso Creek Watershed.



ESTIMATED PROJECT COST: \$ 140,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design								
Construction Mgmt								
Construction	140,000	102,665	4,895	5,405	5,405	5,405	5,405	5,405
Contingency								
Improvements								
Rehabilitation								
	\$ 140,000	102,665	4,895	5,405	5,405	5,405	5,405	5,405

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: M2 Catch Basin Project (Phase III)

CITY PROJECT #: 090

FUND TYPE:
Stormwater Improvements

FUNCTION:
Stormwater

FUNDING SOURCES:
M2 Competitive Grant

POSSIBLE OFF-SET:
None.

TYPE OF WORK:
Construction

DESCRIPTION:
Purchase and installation of 100 catch basin filter inserts within high priority drainage areas in the Aliso Creek Watershed.



ESTIMATED PROJECT COST: \$ 274,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design								
Construction Mgmt								
Construction	274,000	193,749	13,210	13,210	13,210	13,210	13,210	13,210
Contingency								
Improvements								
Rehabilitation								
	\$ 274,000	193,749	13,210	13,210	13,210	13,210	13,210	13,210

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Dairy Fork Wetland Project

CITY PROJECT #: 091

FUND TYPE:
Stormwater Improvements

FUNCTION:
Stormwater

FUNDING SOURCES:
M2 Competitive Grant
General Fund

POSSIBLE OFF-SET:
None.

TYPE OF WORK:
Construction

DESCRIPTION:
Purchase and installation of 100 catch basin filter inserts within high priority drainage areas in the Aliso Creek Watershed.



ESTIMATED PROJECT COST: \$ 874,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	87,000		87,000					
Construction Mgmt	85,000			85,000				
Construction	585,000			585,000				
Contingency	117,000			117,000				
Improvements								
Rehabilitation								
	\$ 874,000	-	87,000	787,000	-	-	-	-

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SCENARIO 2

**CITY OF
ALISO VIEJO**



DRAFT
5 YEAR STRATEGIC PLAN
FISCAL YEARS 2015-2020

WILLIAM A. PHILLIPS
Mayor

MIKE MUNZING
Mayor Pro Tem

ROSS CHUN
Council Member

DAVID C. HARRINGTON
Council Member

PHILLIP B. TSUNODA
Council Member

DAVID A. DOYLE
City Manager

GINA M. THARANI
Director of Financial Services
City Treasurer

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SCENARIO 2



FIVE YEAR

FINANCIAL PLAN

FY 2014-15 THROUGH FY 2019-20

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GROWTH FACTORS FOR PROJECTIONS

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
FACTORS						
Consumer Price Index (CPI)	0.80%	2.00%	2.00%	2.00%	2.00%	2.00%
Population	49,952	50,451	50,956	51,466	51,980	52,500
Population % Change	0.96%	1.00%	1.00%	1.00%	1.00%	1.00%
CA Per Capita	-0.23%	2.00%	2.00%	2.00%	2.00%	2.00%
Growth Factor	1.007	1.030	1.030	1.030	1.030	1.030
Assessed Valuation	7.15%	2.00%	2.00%	2.00%	2.00%	2.00%
Property Transfer Tax	3.50%	3.00%	3.00%	3.00%	3.00%	3.00%
Sales Tax	-0.91%	2.00%	2.50%	3.00%	3.50%	3.50%
Transient Occupancy Tax	-1.43%	0.50%	7.00%	7.00%	5.00%	5.00%
Franchise Taxes	-0.63%	0.50%	0.50%	0.50%	0.50%	0.50%
Permits, Fees and Service Charges	-1.00%	6.00%	5.00%	4.00%	3.00%	3.00%
Interest Earnings	0.35%	0.40%	0.50%	0.60%	0.70%	1.00%
Salary & Benefits	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Law Enforcement	6.10%	7.91%	3.00%	2.00%	2.00%	2.00%
City Fac-Conf Ctr Revenues	-5.66%	8.34%	9.21%	6.75%	5.29%	5.30%
City Fac-Aq Ctr Revenues	-11.18%	133.82%	2.79%	3.30%	3.31%	3.32%

CONSOLIDATED FUND RESERVES

FUND BALANCE	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
Nonspendable:						
Restricted for:						
Special Revenue Funds	2,190,580	1,265,860	1,353,590	1,336,779	1,356,703	1,410,824
Long Term Financing	8,621	8,621	8,621	8,621	8,621	8,621
Committed to:						
Special Revenue Funds	8,344,407	7,672,322	7,091,667	7,142,177	7,216,342	7,316,077
Assigned to:						
Contingency Reserves	4,365,689	4,533,405	4,589,024	4,903,685	5,089,355	5,243,939
Self-Insurance/Benefit Obligations	570,000	581,400	593,028	604,889	616,986	629,326
Asset Replacement	9,493,715	10,043,715	10,643,715	11,293,715	11,943,715	12,593,715
Long Term Debt	-	-	-	-	-	-
800 MHZ replacement and upgrade	262,000	-	155,600	43,600	-	-
Emergencies & Unanticipated CIP Projects	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Unassigned:						
Unassigned General Fund	4,596,287	5,409,626	5,426,059	4,645,299	3,650,406	2,515,292
Total Fund Balance	\$ 31,331,299	\$ 30,514,949	\$ 30,861,304	\$ 30,978,764	\$ 30,882,129	\$ 30,717,794

CONSOLIDATED

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
General Fund	15,181,740	15,891,805	16,136,025	16,429,375	16,773,785	17,161,600
Traffic Congestion Relief	-	-	-	-	-	-
Gas Tax	1,267,200	1,061,740	1,082,825	1,104,330	1,126,270	1,148,655
Measure M	651,450	1,266,360	737,275	774,410	810,610	843,245
Public Safety Grants	110,100	100,100	100,100	100,100	100,100	100,100
AQMD Air Quality	61,900	62,900	64,135	65,395	66,680	68,000
Integrated Waste Management	13,325	13,300	13,300	13,300	13,300	13,300
Other Grants	56,950	-	-	-	-	-
Technology Grant	6,600	6,600	6,600	6,600	6,600	6,600
Development Impact	753,460	245,125	-	-	-	-
Federal Grant	-	189,680	-	-	-	-
Conference Center	947,965	942,375	865,365	923,775	972,620	1,024,120
Aquatic Center	467,645	781,195	533,575	541,110	548,785	556,620
Street Improvements	1,547,000	1,634,000	1,530,000	1,852,000	2,108,490	2,251,000
Capital Improvements	1,112,000	521,850	-	-	-	-
Storm Water	64,050	792,000	5,000	5,000	5,000	5,000
Total Estimated Resources	\$ 22,241,385	\$ 23,509,030	\$ 21,074,200	\$ 21,815,395	\$ 22,532,240	\$ 23,178,240
APPROPRIATIONS						
General Fund	14,552,295	15,111,350	15,296,745	16,345,615	16,964,510	17,479,790
Traffic Congestion Relief	-	-	-	-	-	-
Gas Tax	1,755,100	1,141,000	1,162,320	1,184,065	1,206,250	1,228,875
Measure M	875,650	2,169,850	632,585	775,280	775,785	776,305
Public Safety Grants	177,755	96,270	100,000	100,000	100,000	100,000
AQMD Air Quality	669,685	-	-	-	-	-
Integrated Waste Management	30,000	22,000	15,000	15,000	15,000	14,000
Other Grants	56,950	-	-	-	-	-
Technology Grant	300,850	20,000	15,500	15,500	15,500	15,500
Development Impact	778,500	905,000	597,200	-	-	-
Federal Grant	-	189,680	-	-	-	-
Conference Center	947,965	941,185	864,920	889,370	914,550	940,485
Aquatic Center	467,645	781,195	508,575	516,105	523,790	531,620
Street Improvements	1,547,000	1,634,000	1,530,000	1,852,000	2,108,490	2,251,000
Capital Improvements	1,112,000	521,850	-	-	-	-
Storm Water	64,050	792,000	5,000	5,000	5,000	5,000
Total Appropriations	\$ 23,335,445	\$ 24,325,380	\$ 20,727,845	\$ 21,697,935	\$ 22,628,875	\$ 23,342,575
NET CHANGE IN FUND BALANCE	\$ (1,094,060)	\$ (816,350)	\$ 346,355	\$ 117,460	\$ (96,635)	\$ (164,335)
Beginning Fund Balance	32,425,354	31,331,299	30,514,949	30,861,304	30,978,764	30,882,129
Long Term Financing	5	-	-	-	-	-
PROJECTED ENDING FUND BALANCE	\$ 31,331,299	\$ 30,514,949	\$ 30,861,304	\$ 30,978,764	\$ 30,882,129	\$ 30,717,794
RESOURCES						
Percentage increase(decrease)	1.59%	5.70%	-10.36%	3.52%	3.29%	2.87%
APPROPRIATIONS						
Percentage increase(decrease)	-13.26%	4.24%	-14.79%	4.68%	4.29%	3.15%
FUND BALANCE						
Percentage increase(decrease)	-3.37%	-2.61%	1.14%	0.38%	-0.31%	-0.53%

GENERAL FUND

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Taxes	13,926,565	14,319,370	14,654,275	15,024,615	15,412,360	15,812,090
Licenses & Permits	463,915	567,890	543,525	469,060	419,475	369,905
Fines and Forfeitures	280,000	340,000	342,800	345,655	348,570	351,540
Rev-Use of Money & Property	60,000	67,000	93,000	110,400	127,100	175,000
Intergovernmental Revenue	34,030	12,500	12,500	12,500	12,500	12,500
Current Services Charges	203,230	299,560	253,170	226,205	208,570	191,005
Other Revenue	10,550	62,550	27,550	27,550	27,550	27,550
Transfers-In Other Funds	-	17,830	-	-	-	-
Rental Income	203,450	205,105	209,205	213,390	217,660	222,010
Total Estimated Resources	\$ 15,181,740	\$ 15,891,805	\$ 16,136,025	\$ 16,429,375	\$ 16,773,785	\$ 17,161,600
APPROPRIATIONS						
Administration & Support	2,909,815	3,055,480	3,013,535	3,094,385	3,241,865	3,393,420
Community Services	916,705	941,475	955,305	987,080	1,022,200	1,058,445
Planning Services	977,810	945,080	736,430	794,265	842,340	892,065
Building & Safety	509,700	655,000	600,770	524,590	474,710	424,885
Public Works	1,100,000	1,313,400	1,339,270	1,365,655	1,392,565	1,420,020
Public Safety	7,502,390	7,729,135	7,932,150	8,084,620	8,240,140	8,398,765
Capital Outlay/Long Term Debt	462,675	295,840	533,480	1,307,120	1,559,995	1,698,640
City Hall	173,200	175,940	185,805	187,900	190,700	193,555
Total Appropriations	\$ 14,552,295	\$ 15,111,350	\$ 15,296,745	\$ 16,345,615	\$ 16,964,515	\$ 17,479,795
NET CHANGE IN FUND BALANCE	\$ 629,445	\$ 780,455	\$ 839,280	\$ 83,760	\$ (190,730)	\$ (318,195)
Beginning Fund Balance	\$ 20,158,246	\$ 20,787,691	\$ 21,568,146	\$ 22,407,426	\$ 22,491,186	\$ 22,300,456
PROJECTED ENDING FUND BALANCE	\$ 20,787,691	\$ 21,568,146	\$ 22,407,426	\$ 22,491,186	\$ 22,300,456	\$ 21,982,261
RESOURCES						
Percentage increase(decrease)	1.93%	4.68%	1.54%	1.82%	2.10%	2.31%
APPROPRIATIONS						
Percentage increase(decrease)	-29.49%	3.84%	1.23%	6.86%	3.79%	3.04%
FUND BALANCE						
Percentage increase(decrease)	3.12%	3.75%	3.89%	0.37%	-0.85%	-1.43%

CAPITAL IMPROVEMENT FUNDS

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STREET IMPROVEMENTS

	2014-15 Mid-Year Budget	2015-16 Draft Budget	2016-17 Forecast Budget	2017-18 Forecast Budget	2018-19 Forecast Budget	2019-20 Forecast Budget
ESTIMATED RESOURCES						
Interfund Transfers	1,547,000	1,634,000	1,530,000	1,852,000	2,108,490	2,251,000
TOTAL ESTIMATED RESOURCES	1,547,000	1,634,000	1,530,000	1,852,000	2,108,490	2,251,000
APPROPRIATIONS						
Traffic Management/Safety Projects**	-	-	-	-	-	-
Streets/Highways Projects**	1,547,000	1,634,000	1,530,000	1,852,000	2,108,490	2,251,000
TOTAL APPROPRIATIONS	1,547,000	1,634,000	1,530,000	1,852,000	2,108,490	2,251,000
TOTAL PROJECTED FUND BALANCE	-	-	-	-	-	-

**** PROJECT DETAIL**

Streets/Highways

#102 Aliso Viejo Pkwy Median - Grand to Enterprise						
Measure M	-	-	182,800	-	-	-
Development Impact	-	-	597,200	-	-	-
#050 Aliso Viejo Pkwy Median - Pacific Park to Grand						
General Fund	-	-	-	-	558,490	-
#065 Town Center Loop Phase 2						
Development Impact	45,000	-	-	-	-	-
Aliso Crk Rd Rehab (Pacific Park - AV Pkwy)						
Measure M	695,050	-	-	-	-	-
Other Grants	56,950	-	-	-	-	-
Aliso Crk Rd Rehab (AV Pkwy - City Limits)						
General Fund	-	-	-	-	500,000	750,000
Pacific Park Rehab (Chase - SR73)						
Measure M	-	884,000	-	-	-	-
Glenwood Rehab (SR73 to Moulton)						
General Fund	-	-	-	500,000	300,000	751,000
Alicia Pkwy Rehab - Pacific Park to City Limits						
General Fund	-	-	-	-	-	-
Aliso Viejo Pkwy Rehab- Enterprise to Aliso Creek Rd						
General Fund	-	-	-	-	-	-
Aliso Viejo Pkwy Rehab - Cedarbrook to Moulton Pkwy						
General Fund	-	-	-	602,000	-	-
Slurry Seal						
Gas Tax	750,000	-	-	-	-	-
General Fund	-	-	325,000	-	-	-
Measure M	-	750,000	425,000	750,000	750,000	750,000
	1,547,000	1,634,000	1,530,000	1,852,000	2,108,490	2,251,000

For full project information, please see Section 3 - Capital Improvement Plan.

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SCENARIO 2



FIVE YEAR

CAPITAL IMPROVEMENT PLAN

FY 2014-15 THROUGH FY 2019-20

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**City of Aliso Viejo
Capital Improvement Plan
Summary Listing by Fiscal Year**

	Estimated Project Cost	FY 13-14							Future
		Prior Year Actuals	FY 14-15 Mid-Year	FY 15-16 Budget	FY 16-17 Forecast	FY 17-18 Forecast	FY 18-19 Forecast	FY 19-20 Forecast	
Street Improvement Projects									
037 Aliso Creek at SR73 Traffic Islands	165,930	67,930	-	-	-	-	-	98,000	
038 Aliso Creek Median - SR73 to Windsong	710,000	96,223	-	-	-	-	-	613,777	
039 Aliso Creek Median - El Toro to Glenwood	600,000	-	-	-	-	-	-	600,000	
050 AV Pkway Median (Pacific Park to Grand)	647,000	88,510	-	-	-	558,490	-	-	
092 Aliso Creek Road Rehab - Pacific Park to AV Pkwy	752,000	-	752,000	-	-	-	-	-	
100 Pacific Park Rehab - Chase to 73	884,000	-	-	884,000	-	-	-	-	
102 AV Parkway Median (Grand to Enterprise)	780,000	-	-	-	780,000	-	-	-	
Aliso Creek Road Rehab - AV Pkwy to City Limits	1,250,000	-	-	-	-	-	500,000	750,000	
Glenwood Rehabilitation - SR73 to Moulton	1,551,000	-	-	-	-	500,000	300,000	751,000	
Aliso Viejo Pkwy Rehab - Enterprise to Aliso Creek Road	1,088,000	-	-	-	-	-	-	1,088,000	
Aliso Viejo Pkwy Rehab - Cedarbrook to Moulton Slurry Seal	602,000	-	-	-	-	602,000	-	-	
	11,494,000	6,746,075	750,000	750,000	750,000	750,000	750,000	248,006	
Total - Street Improvements	20,523,930	6,998,738	1,502,000	1,634,000	1,530,000	1,852,000	2,108,490	2,647,783	
Traffic Management/Safety Projects									
033 Traffic Congestion Mitigation	20,000	-	-	-	-	-	-	20,000	
Total - Traffic Mgmt/Safety Improvements	20,000	-	-	-	-	-	-	20,000	
Parks and Recreation Improvements									
088 Alicia Pedestrian Bridge - Design Only	750,000	50,032	700,000	-	-	-	-	-	
Total - Parks and Recreation Improvements	750,000	50,032	700,000	-	-	-	-	-	
Storm Water Improvements									
030 Wetlands Project (Monitoring)	190,000	155,153	5,000	5,000	5,000	5,000	5,000	4,847	
081 M2 Environmental Cleanup Project - Phase I	137,950	102,032	4,695	5,405	5,405	5,405	5,405	4,198	
086 M2 Environmental Cleanup Project - Phase II	140,000	102,665	4,895	5,405	5,405	5,405	5,405	5,415	
090 M2 Environmental Cleanup Project - Phase III	274,000	193,749	13,210	13,210	13,210	13,210	13,210	99	
091 Dairy Fork Project	874,000	-	87,000	787,000	-	-	-	-	
Total - Storm Water Improvements	1,615,950	553,599	114,800	816,020	29,020	29,020	29,020	15,455	
GRAND TOTAL	7,602,369	2,316,800	2,450,020	1,559,020	1,881,020	2,137,510	2,280,020	2,683,236	

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CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Aliso Viejo Pkwy Median (Pacific Park to Grand)

CITY PROJECT #: 050

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvements

FUNDING SOURCES:
Design funded by Meas M and Gas Tax, Construction funding TBD

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Safety/Aesthetic Improvement

DESCRIPTION:
Construction of landscape median, including installation of curb and gutter, irrigation, and planting of shrubs and trees. Design completed in FY 09-10.



ESTIMATED PROJECT COST: \$ 647,000

PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	88,510	88,510						
Construction Mgmt	22,490						22,490	
Construction	536,000						536,000	
Contingency								
Improvements								
Rehabilitation								
	\$ 647,000	88,510	-	-	-	-	558,490	-

CAPITAL IMPROVEMENT PLAN

PROJECT TITLE: Glenwood Rehabilitation - SR73 to Moulton

CITY PROJECT #:

FUND TYPE:
Capital Improvements

FUNCTION:
Street Improvement

FUNDING SOURCES:
TBD

POSSIBLE OFF-SET:
None

TYPE OF WORK:
Road Maintenance

DESCRIPTION:
Rehabilitation of an arterial roadway including full depth replacement of failed areas, pavement grinding and asphalt overlay. 6,200LF



ESTIMATED PROJECT COST: \$ 1,551,000

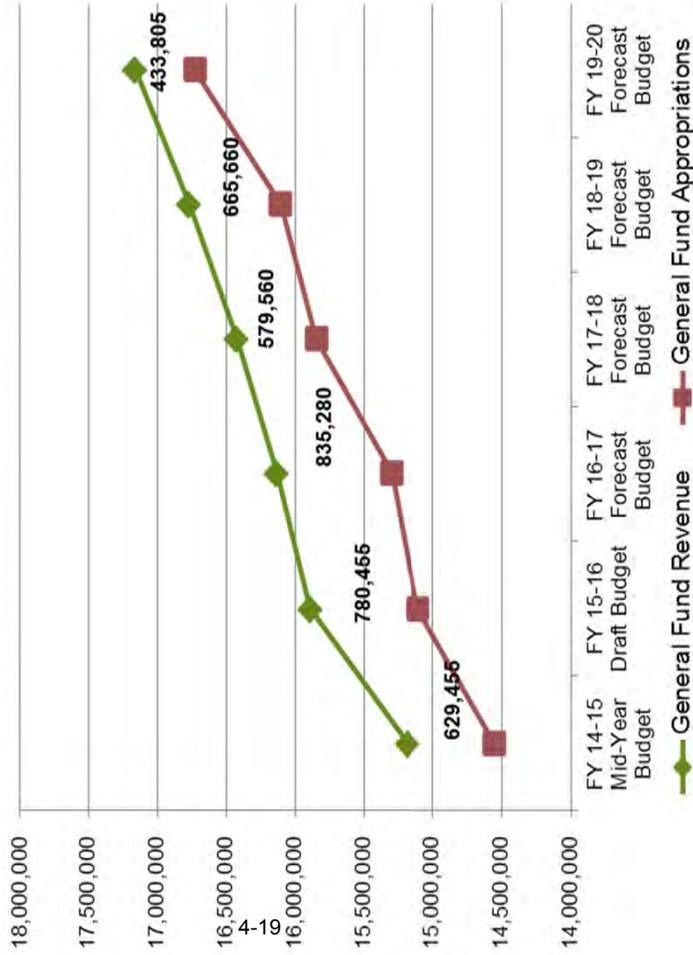
PROJECT COST DETAIL:

	Estimated Project Cost	YTD All Prior Years	2014-15 Mid-Year	2015-16 Budget	2016-17 Forecast	2017-18 Forecast	2018-19 Forecast	2019-20 Forecast
Design	130,000					130,000		
Construction Mgmt	116,000					116,000		
Construction	1,160,000					254,000	300,000	606,000
Contingency	145,000							145,000
Improvements								
Rehabilitation								
	\$ 1,551,000	-	-	-	-	500,000	300,000	751,000

5 Year Strategic Plan Revenues and Appropriations

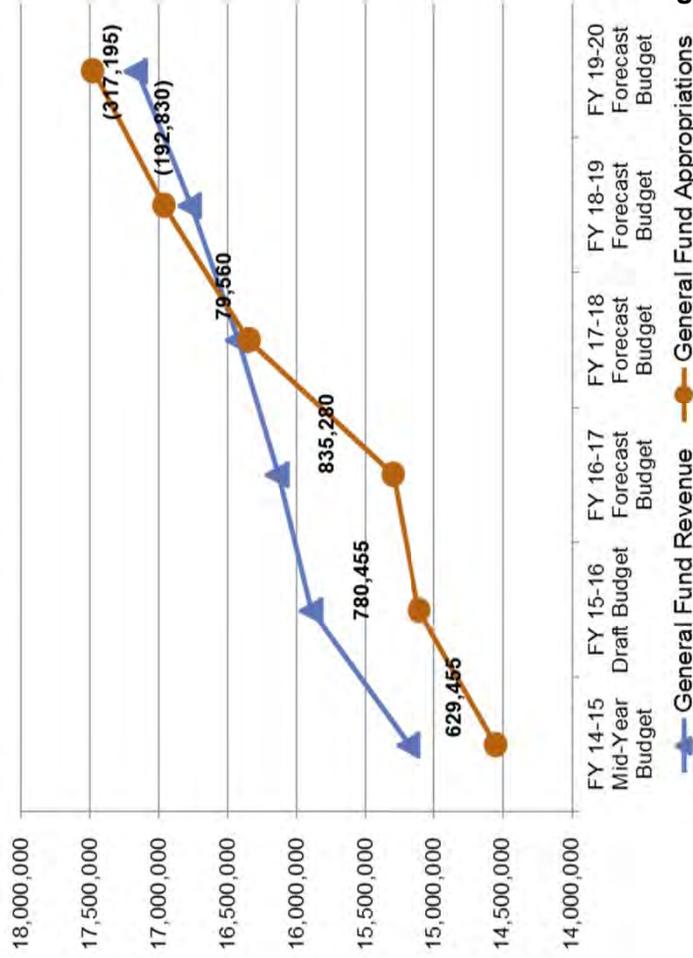
Scenario 1

Five Year forecast contemplates one Slurry Seal project and one Pavement Rehabilitation project every two years



Scenario 2

Five Year forecast contemplates one Slurry Seal project and one Pavement Rehabilitation project every year



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CITY OF
ALISO VIEJO



Financial Services Department
(949) 425-2522