



AGENDA
REGULAR MEETING OF THE
CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)
September 27, 2012, 6:00 pm
CITY COUNCIL CHAMBERS

A. CALL TO ORDER

B. ROLL CALL

John Harper, Chairman
Gerry Gamble
Angela Grillo
Linda Pringle
Kathleen Strong

C. ORAL COMMUNICATIONS

D. CONSENT CALENDAR

1. Approval of Citizen's Bond Oversight Committee Minutes – Regular Meeting of June 28, 2012.

E. DISCUSSION ITEMS

1. Consideration of an Election of a Vice Chairman for the Citizens' Bond Oversight Committee.
2. Review and Consideration of Expenditures of Measure Y Bond Proceeds for the period from April 1, 2012, through June 30, 2012; Year-to-date for Fiscal Year 2011/12 and Inception through June 30, 2012.

F. COMMITTEE/STAFF COMMENTS

G. ADJOURNMENT TO Thursday, December 13, 2012, at 6:00 pm

H. CERTIFICATION: The foregoing agenda was posted at City Hall, the San Juan Capistrano Library and the Community Center Reception Area on September 20, 2012, before 5:30 pm.

The City of San Juan Capistrano complies with the Americans with Disabilities Act. Persons with special needs should call Christine Casper at (949) 443-6343 at least 48 hours in advance to enable the City to make reasonable arrangements to ensure accessibility.

MINUTES
June 28, 2012
Regular Meeting
City of San Juan Capistrano
Citizens' Bond Oversight Committee

CALL TO ORDER:

Chairman Harper called the regular meeting of the Citizens Bond Oversight Committee Meeting to order at 6:06 p.m.

ROLL CALL:

COMMITTEE MEMBERS PRESENT: Chairman John Harper, Committee Members Gerry Gamble, Linda Pringle and Kathleen Strong.

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Cindy Russell, Chief Financial Officer/Committee Secretary and Michelle Bannigan, Assistant Finance Director.

ORAL COMMUNICATIONS: None

CONSENT CALENDAR:

Item No.1: Approval of Citizens' Bond Oversight Committee Meeting Minutes – Regular Meeting of March 22, 2012:

Committee Action: Motion was made by Committee Member Strong, seconded by Committee Member Gamble, and carried 4-0 to approve the CBOC meeting minutes from the Regular meeting of March 22, 2012.

AGENDA ITEMS:

Item No. 1: Review and Consideration of Expenditures of Measure Y Bond Proceeds, January 1, 2012, through March 31, 2012; Year-to-date for Fiscal Year 2011/12 and Inception through March 31, 2011:

Staff report presented by Cindy Russell, Chief Financial Officer. Ms. Russell reviewed the expenditures of bond proceeds over the presented period and answered Committee Members questions.

Ms. Russell stated that City staff is gearing up to move forward on the final design of the Northwest Open Space Phase 1 Park. They have been waiting to see if any Proposition 50 Grants would be awarded, which are grants from the State of California for parks and

MINUTES
June 28, 2012
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City of San Juan Capistrano
Citizens' Bond Oversight Committee

recreation, among other things. The City's project did not score enough points to receive the funds as the State was looking for projects in more urban areas. As the grants are not forthcoming, staff will resume working on the project.

Ms. Russell indicated that on July 17, 2012, staff will take the annual report to Council regarding the activities under Measure Y, and will need to get that up to date. The Measure provides for an annual report to discuss what is occurring with bond proceeds. Committee Members can contact staff for any additional information.

Public Comments: None

Committee Action: Motion was made by Committee Member Strong, seconded by Committee Member Pringle and carried 4-0.

COMMITTEE/STAFF COMMENTS:

None

ADJOURNMENT:

Chairman Harper adjourned the meeting at 6:11 p.m. to Thursday September 27, 2012, at 6:00 p.m.

Respectfully Submitted,

Prepared by,

Cindy Russell
CFO/City Treasurer

Christine M. Casper
Administrative Coordinator



Citizens' Bond Oversight Committee Agenda Report

TO: Citizens' Bond Oversight Committee

FROM: Cindy Russell, Chief Financial Officer/City Treasurer *CR*
Prepared by: Christine Casper, Administrative Coordinator *CCC*

DATE: September 27, 2012

SUBJECT: Consideration of an Election of a Vice Chairman for the Citizens' Bond Oversight Committee

RECOMMENDATION:

By motion, elect a Vice Chairman from among the Committee Members to serve for the remainder of the term.

EXECUTIVE SUMMARY:

In May 2012, Vice Chairman Levinson was appointed to another City Commission and left the Citizens' Bond Oversight Committee. The Vice Chairman position is currently still vacant. The Committee Secretary will begin the election by calling for nominations from the Committee Members. After the nomination is made and seconded, the Committee will vote to approve. The term will end on December 10, 2013.

DISCUSSION/ANALYSIS:

Not applicable.

FISCAL IMPACT:

Not applicable.

ENVIRONMENTAL IMPACT:

Not applicable.

PRIOR CITY COUNCIL REVIEW:

Not applicable.

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable.

NOTIFICATION:

Roy Byrnes
Lennie DeCaro
Kim Lefner

Clint Worthington
Brad Gates
Jim Reardon

ATTACHMENT(S):

Not applicable.



Citizens' Bond Oversight Committee Agenda Report

TO: Citizens' Bond Oversight Committee

FROM: Cindy Russell, Chief Financial Officer/City Treasurer *CR*
Prepared by: Michelle Bannigan, Assistant Finance Director *CWC for WB*

DATE: September 27, 2012

SUBJECT: Review and Consideration of Expenditures of Measure Y Bond Proceeds for the Period From April 1, 2012, through June 30, 2012; Year-to-Date for Fiscal Year 2011/12 and Inception through June 30, 2012.

RECOMMENDATION:

By motion,

1. Find that the financial reports and related expenditure detail project reports conform to the purposes stated in Measure Y; and,
2. Report to the City Council the Committee's findings on the review and consideration of the financial reports and project expenditures of Measure Y bond proceeds for the period from April 1, 2012, through June 30, 2012; year-to-date for Fiscal Year 2011/12 and inception through June 30, 2012.

EXECUTIVE SUMMARY:

A summary of the costs for this period and year-to-date are as follows:

<u>Summary of Expenditures</u>	<u>Period-to-Date</u>	<u>Year-to-date</u>
Project Manager Salaries and Benefits	\$282.71	\$2,676.59
Engineering/Design*	\$0.00	\$1,452.00
Supplies/Materials, Other	\$00.00	\$82.45
Improvements	\$0.00	\$0.00
Total Expenditures this fiscal year	\$282.71	\$4,211.04

DISCUSSION/ANALYSIS:

The Citizens' Bond Oversight Committee (CBOC) is charged with reviewing recommendations to the City Council for the expenditure of bond proceeds, and to report on whether such expenditures conform to the purposes stated in Ordinance 940.

The Committee will review financial reports and related expenditures of bond proceeds, and will inform the public concerning the same.

Attachment 1 is the balance sheet for the period ended June 30, 2012, for the Open Space Acquisition Fund 51, Measure Y accounts.

Attachment 2 is the income statement for the period from April 1, 2012, through June 30, 2012, for the Open Space Acquisition Fund 51, Measure Y accounts.

Revenues – The income statement reflects a summary of revenues related to the Measure Y bond proceeds. Interest income has been allocated through the quarter ended June 30, 2012.

Expenditures – The income statement also reflects a summary of expenditures related to the Measure Y bond proceeds. To date, the City Council has identified three projects for funding from Measure Y. These include the Northwest Open Space Phase I Park project (CIP 09209); the acquisition of the Eastern Open Space property (CIP 10203); and Habitat Acquisition Grant Matching Funds (Saddleback Valley Christian School Property).

CIP 10203 is complete and there are no further costs incurred beyond FY 2009/10. To date, no funds have been expended for the Habitat Acquisition Grant Matching Funds.

Attachment 3 is a detailed expenditure report for costs for the period from April 1, 2012, through June 30, 2012. For this quarter, there were only minor payroll costs related to the Northwest Open Space Phase I Park CIP Project 09209. During this reporting period, the following is a summary of the work conducted on the project:

- Development Services Department staff and the Open Space, Trails and Equestrian Commission (OSTEC) have prepared a draft Request for Proposals (RFP) for the development of revised preliminary design plans. The proposed conceptual design includes a “community garden”, a family/group picnic area, and the historic Swanner House property all supported by an 80-space decomposed granite (DG) parking lot and public restrooms which will serve both the public park improvements and events on the Swanner property. The RFP will be issued before the end of the year with design work to begin winter of 2012-2013 and construction to begin by the fall of 2013.

Attachment 4 is a summary of all Measure Y bond proceeds, interest income and expenditures from inception (November 2008) through June 30, 2012.

Staff recommends that the Citizens Bond Oversight Committee review the related financial reports and the detail of project expenditures and report to the City Council their findings as to whether the proposed project expenditures conform to the purposes stated in Ordinance 940 and the Measure Y ballot language.

Findings of Conformance – the financial reports and related expenditure detail project reports conform to the purposes stated in Measure Y by acquiring land to protect and preserve open space, natural areas, creeks and streams from potential residential and commercial development.

FISCAL IMPACT:

Not applicable.

ENVIRONMENTAL IMPACT

Not applicable.

PRIOR CITY COUNCIL REVIEW:

Not applicable.

COMMISSION/COMMITTEE/BOARD REVIEW AND RECOMMENDATIONS:

Not applicable.

NOTIFICATION:

Roy Byrnes	Clint Worthington
Lennie DeCaro	Brad Gates
Kim Lefner	Jim Reardon

ATTACHMENTS:

Attachment 1 – Balance Sheet – Fund 51 Open Space Acquisition Fund (Measure Y accounts) dated June 30, 2012

Attachment 2 – Income Statement – Fund 51 Open Space Acquisition Fund (Measure Y accounts) dated April 1, 2012, through June 30, 2012.

Attachment 3 – Expenditure Account Detail dated April 1, 2012, through April 30, 2012, for CIP Project 09209 – Northwest Open Space Phase 1 Park.

Attachment 4 – Income Statement – Fund 51 Open Space Acquisition Fund (Measure Y accounts) dated Inception (November 2008) through June 30, 2012.

CITY OF SAN JUAN CAPISTRANO
Balance Sheet
June 30, 2012

FUND 51: OPEN SPACE AQC/CONST FUND

Account Number	Account Name	Beginning Balance 1-Jul-11	Current Period To Date Actual	Current FY To date Actual	Ending Balance 31-Mar-12
ASSETS					
51-00000-10000-00000-000	CASH - POOLED	\$2,269,732.16	(\$881.21)	\$51,265.55	\$2,320,997.71
	Total Assets	<u>\$2,269,732.16</u>	<u>(\$881.21)</u>	<u>\$51,265.55</u>	<u>\$2,320,997.71</u>
LIABILITIES					
	Total Liabilities	\$0.00	\$0.00	\$0.00	\$0.00
FUND EQUITY					
51-00000-39000-00000-000	Committed Fund Balance - Bond Proceeds, Measure Y Revenues Over/(Under) Expenditures - FY 2011/12	\$2,269,732.16	(\$881.21)	\$51,265.55	\$2,269,732.16
	Total Fund Equity	<u>\$2,269,732.16</u>	<u>(\$881.21)</u>	<u>\$51,265.55</u>	<u>\$2,320,997.71</u>
	Total Liabilities and Fund Equity	<u>\$2,269,732.16</u>	<u>(\$881.21)</u>	<u>\$51,265.55</u>	<u>\$2,320,997.71</u>

CITY OF SAN JUAN CAPISTRANO
Income Statement
For the Period April 1, 2012 through June 30, 2012

FUND 51: OPEN SPACE AQC/CONST FUND

Account Number	Account Name	Original Budget	Revised Budget	Current Period to Date Actual	FY 2011/12		Percent of Budget Remaining
					Year to Date Actual	Available Budget	
REVENUES							
51-00000-46320-00000-000	INVESTMENT INTEREST	\$29,900.00	\$16,900.00	(\$598.50)	\$9,766.00	\$7,134.00	42.21%
51-00000-48502-00000-000	BOND PROCEEDS	\$0.00	\$45,000.00	\$0.00	45,710.59	(710.59)	-1.58%
	Total Revenues	29,900.00	61,900.00	(598.50)	55,476.59	6,423.41	10.38%
EXPENDITURES							
51-00000-69050-09209-000	TRANSFERS OUT-CIP - NWOS PHASE 1 PARK	\$95,500.00	\$170,000.00	\$282.71	\$4,211.04	\$165,788.96	97.52%
	Total Expenditures	\$95,500.00	\$170,000.00	\$282.71	\$4,211.04	\$165,788.96	97.52%
	Excess (Deficiency) of Revenues over Expenditures	(\$65,600.00)	(\$108,100.00)	(\$881.21)	\$51,265.55	(\$159,365.55)	

CITY OF SAN JUAN CAPISTRANO
 Project Report - NWOS Park - Phase I (CIP #09209)
 04/01/12 through 06/30/12

Account # / Name	Type	Date	Description	Hourly Breakdown	Current Period Amount	Year-to-date Account Total
50-62199-61111-09209-000 FULL-TIME SALARIES					Beginning Balance	\$1,510.62
	1274 PR	5/25/2012	PAYROLL FOR 051812 ASSISTANT DEVELOPMENT SERVICES DIRECTOR	1.7	\$76.45	
	1279 PR	6/8/2012	PAYROLL FOR 060112 ASSISTANT DEVELOPMENT SERVICES DIRECTOR	2.2	\$101.94	
			Account Total		\$178.39	\$1,689.01
50-62199-61287-09209-000 WORKER'S COMP CHARGES					Beginning Balance	\$32.62
	1278 JE	5/25/2012	RECORD OH PD 5/25/12		\$1.65	
	1304 JE	6/8/2012	RECORD OH PD 6/8/12		\$2.20	
			Account Total/Ending Balance		\$3.85	\$36.47
50-62199-61288-09209-000 HEALTH INSURANCE CHGS					Beginning Balance	\$297.59
	1278 JE	5/25/2012	RECORD OH PD 5/25/12		\$15.07	
	1304 JE	6/8/2012	RECORD OH PD 6/8/12		\$20.09	
			Account Total/Ending Balance		\$35.16	\$332.75
50-62199-61289-09209-000 OTHER BENEFITS CHGS					Beginning Balance	\$57.71
	1278 JE	5/25/2012	RECORD OH PD 5/25/12		\$2.92	
	1304 JE	6/8/2012	RECORD OH PD 6/8/12		\$3.89	
			Account Total/Ending Balance		\$6.81	\$64.52
50-62199-61290-09209-000 RETIREMENT					Beginning Balance	\$495.33
	1278 JE	5/25/2012	RECORD OH PD 5/25/12		\$25.07	
	1304 JE	6/8/2012	RECORD OH PD 6/8/12		\$33.43	
			Account Total/Ending Balance		\$58.49	\$553.82
50-62199-62250-09209-000 ENGINEERING/ARCH/DESIGN SVCS					Beginning Balance	\$1,452.00
			Account Total/Ending Balance		\$0.00	\$1,452.00
50-62199-63503-09209-000 POSTAGE/MESSENGER SUPPLIES					Beginning Balance	\$5.95
			Account Total/Ending Balance		\$0.00	\$5.95

CITY OF SAN JUAN CAPISTRANO
 Project Report - NWOS Park - Phase I (CIP #09209)
 04/01/12 through 06/30/12

Account # / Name	Type	Date	Description	Hourly Breakdown	Current Period Amount	Year-to-date Account Total
50-62199-63704-09209-000					Beginning Balance	\$76.50
OTHER SUPPLIES						
					\$0.00	\$0.00
Account Total/Ending Balance					\$282.71	\$4,134.53
Totals					\$282.71	\$4,134.53

Summary of Expenditures

	Period-to-Date	Year-to-date
Project Manager Salaries and Benefits	\$282.71	\$2,676.59
Engineering/Design*	\$0.00	\$1,452.00
Supplies/Materials, Other	\$0.00	\$82.45
Improvements	\$0.00	\$0.00
Total Expenditures this fiscal year	\$282.71	\$4,211.04

CITY OF SAN JUAN CAPISTRANO
Income Statement
For Measure Y Bond Issue
November 2008 through June 30, 2012

FUND 51: OPEN SPACE AQC/CONST FUND

Account Number	Account Name	Current Period		Fiscal Year 2011/12		Fiscal Year 2010/11		Fiscal Year 2009/10		Fiscal Year 2008/09		Measure Y	
		To Date	Actual	To Date	Actual	To Date	Actual	To Date	Actual	To Date	Actual	Inception to Date	Actual
REVENUES													
51-00000-48502-00000-000	BOND PROCEEDS	\$0.00	\$45,710.59	\$0.00	\$30,000,000.00	\$0.00	\$30,000,000.00	\$0.00	\$30,045,710.59				
51-00000-46320-00000-000	INVESTMENT INTEREST	(598.50)	9,766.00	11,818.53	6,167.62	0.00	27,752.15						
	Total Revenues	(\$598.50)	\$55,476.59	\$11,818.53	\$30,006,167.62	\$0.00	\$30,073,462.74						
EXPENDITURES													
51-00000-69050-10203-000	TRANSFERS OUT-CIP - EASTERN OPEN SPACE ACQUISITION	0.00	0.00	0.00	27,639,255.18	0.00	27,639,255.18						
51-00000-69050-09209-000	TRANSFERS OUT-CIP - NWOS PHASE I PARK	282.71	4,211.04	58,587.59	50,411.22	0.00	113,209.85						
	Total Expenditures	282.71	4,211.04	58,587.59	27,689,666.40	0.00	27,752,465.03						
	Excess (Deficiency) of Revenues over Expenditures	(881.21)	51,265.55	(46,769.06)	2,316,501.22	0.00	2,320,997.71						