



**AGENDA**  
**SPECIAL MEETING OF THE**  
**CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)**  
**December 10, 2012, 6:00 pm**  
**CITY COUNCIL CHAMBERS**

**A. CALL TO ORDER**

**B. ROLL CALL**

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

**C. ORAL COMMUNICATIONS**

**D. CONSENT CALENDAR**

1. Approval of Citizen's Bond Oversight Committee Minutes – Regular Meeting of September 27, 2012.

**E. AGENDA ITEMS**

1. Review and Consideration of Expenditures of Measure Y Bond Proceeds for the period from July 1, 2012, through September 30, 2012; Year-to-date for Fiscal Year 2012/13 and Inception through September 30, 2012.
2. Consideration of Proposed Projects for Use of Measure Y Bond Proceeds, Reata Park and Events Center Improvements – City Costs

**F. COMMITTEE/STAFF COMMENTS**

**G. ADJOURNMENT TO** Thursday, March 28, 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 December 6, 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  
September 27, 2012  
Regular Meeting  
City of San Juan Capistrano  
Citizens' Bond Oversight Committee

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DRAFT

**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, Angela Grillo, Linda Pringle and Kathleen Strong.

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Michelle Bannigan, Assistant Finance Director.

**ORAL COMMUNICATIONS:**

Chairman Harper introduced new Committee Member Angel Grillo.

**CONSENT CALENDAR:**

**Item No. 1: Approval of Citizens' Bond Oversight Committee Meeting Minutes – Regular Meeting of June 28, 2012:**

Committee Action: Motion was made by Committee Member Strong, seconded by Committee Member Pringle, and carried 5-0 to approve the CBOC meeting minutes from the Regular meeting of June 28, 2012.

**AGENDA ITEMS:**

**Item No. 1: Consideration of an Election of a Vice Chairman for the Citizens' Bond Oversight Committee.**

Public Comments: None

Committee Action: Motion was made by Committee Member Gamble, seconded by Committee Member Pringle, and carried 3-0 to elect Committee Member Strong to the position of Vice Chairman, with Committee Member Strong abstaining from the vote.

MINUTES  
September 27, 2012  
Regular Meeting  
City of San Juan Capistrano  
Citizens' Bond Oversight Committee

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**Item No. 2:** Review and Consideration of Expenditures of Measure Y Bond Proceeds, April 1, 2012, through June 30, 2012; Year-to-date for Fiscal Year 2011/12 and Inception through June 30, 2012:

Staff report presented by Michelle Bannigan, Assistant Finance Director. Ms. Bannigan reviewed the expenditures of bond proceeds over the presented period and answered Committee Members questions.

Public Comments: None

Committee Action: Motion was made by Committee Member Pringle, seconded by Committee Member Gamble and carried 5-0.

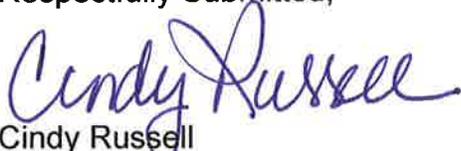
**COMMITTEE/STAFF COMMENTS:**

Committee Member Gamble asked about the Annual Report that was being compiled. Ms. Bannigan said that she would e-mail the Report to the Committee for their review.

**ADJOURNMENT:**

Chairman Harper adjourned the meeting at 6:11 p.m. to Thursday December 13, 2012, at 6:00 p.m.

Respectfully Submitted,



Cindy Russell  
CFO/City Treasurer

Prepared by,

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: Michelle Bannigan, Assistant Finance Director *MJB*

DATE: December 10, 2012

SUBJECT: Review and Consideration of Expenditures of Measure Y Bond Proceeds for the Period from July 1, 2012, through September 30, 2012; Year-to-Date for Fiscal Year 2012/13 and Inception through September 30, 2012

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## 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 July 1, 2012, through September 30, 2012; year-to-date for Fiscal Year 2012/13 and inception through September 30, 2012.
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## EXECUTIVE SUMMARY:

No Measure Y expenditures were incurred during the quarter ended September 30, 2012.

## 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 September 30, 2012, for the Open Space Acquisition Fund 51, Measure Y accounts.

Attachment 2 is the income statement for the period from July 1, 2012, through September 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 September 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.

During this reporting period, no costs were incurred for the Northwest Open Space Phase I Park CIP Project 09209. A status of the project is provided below.

- Development Services Department staff prepared revisions to the Request for Proposals (RFP) for the preliminary design of the Northwest Open Space, Phase 1 improvements and met with the Open Space, Trails and Equestrian Commission's "Northwest Open Space Working Group" to review and revise the Draft RFP.

Attachment 3 is a summary of all Measure Y bond proceeds, interest income and expenditures from inception (November 2008) through September 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  
Lennie DeCaro  
Kim Lefner

Clint Worthington  
Brad Gates  
Jim Reardon

ATTACHMENTS:

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

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

Attachment 3 – Income Statement – Fund 51 Open Space Acquisition Fund (Measure Y accounts) dated Inception (November 2008) through September 30, 2012.

**CITY OF SAN JUAN CAPISTRANO**  
**Balance Sheet**  
**September 30, 2012**

**FUND 51: OPEN SPACE AQC/CONST FUND**

Account Number	Account Name	Beginning Balance 1-Jul-12	Current Period To Date Actual	Current FY To date Actual	Ending Balance 30-Sep-12
<b>ASSETS</b>					
51-00000-10000-00000-000	CASH - POOLED	\$2,320,997.71	\$1,967.70	\$1,967.70	\$2,322,965.41
Total Assets		\$2,320,997.71	\$1,967.70	\$1,967.70	\$2,322,965.41
<b>LIABILITIES</b>					
Total Liabilities		\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND EQUITY</b>					
51-00000-39000-00000-000	Committed Fund Balance - Bond Proceeds, Measure Y	\$2,320,997.71	\$1,967.70	\$1,967.70	\$2,320,997.71
Revenues Over/(Under) Expenditures - FY 2012/13		\$0.00	\$1,967.70	\$1,967.70	\$1,967.70
Total Fund Equity		\$2,320,997.71	\$1,967.70	\$1,967.70	\$2,322,965.41
Total Liabilities and Fund Equity		\$2,320,997.71	\$1,967.70	\$1,967.70	\$2,322,965.41

**CITY OF SAN JUAN CAPISTRANO**  
**Income Statement**  
**For the Period July 1, 2012 through September 30, 2012**

FUND 51: OPEN SPACE AQC/CONST FUND

Account Number	Account Name	Original Budget	Revised Budget	Current Period to Date Actual	FY 2012/13		Percent of Budget Remaining
					Year to Date Actual	Available Budget	
REVENUES							
51-00000-46320-00000-000	INVESTMENT INTEREST	\$11,000.00	\$11,000.00	\$1,967.70	\$1,967.70	\$9,032.30	82.11%
Total Revenues		\$11,000.00	\$11,000.00	\$1,967.70	\$1,967.70	\$9,032.30	82.11%
EXPENDITURES							
51-00000-69050-09209-000	TRANSFERS OUT-CIP - NWOS PHASE I PARK	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Total Expenditures		\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
Excess (Deficiency) of Revenues over Expenditures		(\$39,000.00)	(\$39,000.00)	\$1,967.70	\$1,967.70	(\$40,967.70)	

CITY OF SAN JUAN CAPISTRANO

Income Statement

For Measure Y Bond Issue

November 2008 through September 30, 2012

FUND 51: OPEN SPACE AGC/CONST FUND

Account Number	Account Name	Current Period		Fiscal Year 2012/13		Fiscal Year 2011/12		Fiscal Year 2010/11		Fiscal Year 2009/10		Fiscal Year 2008/09		Measure Y Inception to Date Actual
		To Date Actual		To Date Actual	To Date Actual	To Date Actual								
REVENUES		\$0.00		\$0.00	\$45,710.59	\$0.00	\$30,000,000.00	\$0.00	\$30,045,710.59	\$0.00	\$29,719.85	\$0.00	\$30,075,430.44	
51-00000-48502-00000-000	BOND PROCEEDS	\$1,967.70		\$1,967.70	\$9,766.00	\$11,818.53	\$6,167.62	\$0.00	\$29,719.85	\$0.00	\$0.00	\$0.00	\$29,719.85	
51-00000-46320-00000-000	INVESTMENT INTEREST	\$1,967.70		\$1,967.70	\$55,476.59	\$11,818.53	\$30,006,167.62	\$0.00	\$30,075,430.44	\$0.00	\$0.00	\$0.00	\$30,075,430.44	
Total Revenues		\$1,967.70		\$1,967.70	\$55,476.59	\$11,818.53	\$30,006,167.62	\$0.00	\$30,045,710.59	\$0.00	\$0.00	\$0.00	\$30,075,430.44	
EXPENDITURES		\$0.00		\$0.00	\$0.00	\$0.00	\$27,639,255.18	\$0.00	\$27,639,255.18	\$0.00	\$0.00	\$0.00	\$27,639,255.18	
51-00000-69050-10203-000	TRANSFERS OUT-CIP - EASTERN OPEN SPACE ACQUISITION	\$0.00		\$0.00	\$4,211.04	\$58,587.59	\$50,411.22	\$0.00	\$113,209.85	\$0.00	\$0.00	\$0.00	\$113,209.85	
51-00000-69050-09209-000	TRANSFERS OUT-CIP - NWOS PHASE I PARK	\$0.00		\$0.00	\$4,211.04	\$58,587.59	\$27,689,666.40	\$0.00	\$27,752,465.03	\$0.00	\$0.00	\$0.00	\$27,752,465.03	
Total Expenditures		\$0.00		\$0.00	\$4,211.04	\$58,587.59	\$27,689,666.40	\$0.00	\$27,752,465.03	\$0.00	\$0.00	\$0.00	\$27,752,465.03	
Excess (Deficiency) of Revenues over Expenditures		\$1,967.70		\$1,967.70	\$51,265.55	(\$46,769.06)	\$2,316,501.22	\$0.00	\$2,316,501.22	\$0.00	\$0.00	\$0.00	\$2,316,501.22	



# City of San Juan Capistrano Agenda Report

TO: Citizens' Bond Oversight Committee

FROM: Cindy Russell, Chief Financial Officer/City Treasurer *CR*

DATE: December 10, 2012

SUBJECT: Consideration of Proposed Projects for Use of Measure Y Bond Proceeds, Reata Park and Events Center Improvements – City Costs

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## RECOMMENDATION:

By motion, report to the City Council the Committee's findings on whether the expenditure of bond proceeds for Reata Park and Events Center Improvements conform to the purposes stated in the Measure Y Ordinance 940.

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## EXECUTIVE SUMMARY:

The Citizens' Bond Oversight Committee (CBOC) is charged with reviewing recommendations to the City Council for expenditure of bond proceeds, and to report on whether such expenditures conform to the purposes stated in the Ordinance. The Committee will also review the audits and reports of expenditures of bond proceeds, and will inform the public concerning the same. The City Council will be considering funding options for proposed City costs associated with the improvements to be made by the San Juan Capistrano Open Space Foundation for Reata Park and Event Center. One of the funding options is to reprogram Measure Y bond proceeds previously allocated for Habitat Acquisition Grant Matching Funds – Saddleback Valley Christian School Property to the Reata Park and Events Center Project (CIP 12201).

## DISCUSSION/ANALYSIS:

The San Juan Capistrano Open Space Foundation has proposed to construct improvements at the Reata Park and Events Center property in the Eastern Open Space area. The proposed plan, to be considered by the City Council on December 11, 2012, is outlined in Attachment 1 to this report. Among other things, the Open Space Foundation is requesting the City bring water service to the property and waive all fees associated with the improvements of the property.

As part of a City Capital Improvement Program, the cost to construct the water line to bring water service to the property would be included in the project costs. Additionally, the San Juan Capistrano Open Space Foundation has requested all fees for the project be waived by the City Council. These costs include and engineering and building permit fees associated with the project improvements. However, if the City Council waives the engineering and building permit fees, there are outside costs (non-City staff time) associated with certain plan checking and review costs that would normally be charged to a City capital improvement project as well. If the City Council approves the construction of the water line and waiver of fees, these costs are proposed to be considered for funding from Measure Y bond proceeds.

As provided in Measure Y, the CBOC will review the proposed project and report to the City Council their findings on whether or not project conforms to the purposes stated in Ordinance 940.

**Findings of Conformance** – this project conforms to the purposes stated in Measure Y as follows:

1. The improvements to the Reata Park and Events Center property will enhance and improve the City's existing open space land by providing additional amenities to support general outdoor gatherings, group events such as picnics, weddings, etc., historical and interpretive gardens, access to multi-use trails and equestrian staging.
2. The enhancement of the existing citrus grove furthers the preservation of agricultural in our community.
3. The Heritage Garden and Native Interpretive Garden will expand the opportunities for the community to access this open space area as well as provide access to educational opportunities for our residents.

FISCAL IMPACT:

The City Council has earmarked \$500,000 of the General Obligation Bond- Measure Y 2008 Proceeds for the acquisition of the Saddleback Valley Christian School and may consider reprogramming these funds to the Reata Park and Events Center project. These funds are currently in the Open Space Construction Fund reserves.

ENVIRONMENTAL IMPACT:

Not applicable.

PRIOR CITY COUNCIL REVIEW:

Not applicable.

NOTIFICATION:

Dr. Roy Byrnes  
Lennie DeCaro  
Brad Gates

Kim Lefner  
Jim Reardon  
Clint Worthington

ATTACHMENT:

Attachment 1 – Project Description and City Capital Improvement and One-Time Costs

## **Project Description for Reata Park & Event Center**

The project is located at 28632 - 28652 Ortega Highway, San Juan Capistrano, California. The 18.4 acre site is on the south side of Ortega Highway, at the eastern limits of the City of San Juan Capistrano.

The 18.4 acre project site, part of a 132-acre open space acquisition, was purchased in January 2010 by the City of San Juan Capistrano from Rancho Mission Viejo with bond funding provided by the City's 2008 Open Space Bond effort (Measure Y) approved by City voters. The site was formerly part of the Rancho Mission Viejo's Ranch Plan (a 7,694 acre planned development approved by the County of Orange in 2004), which designated the site for future development as senior housing. (At the same time, the City also purchased Parcel 7, known as the "Riding Park", a 70.6 acre parcel immediately to the east of San Juan Creek.) The entire 132-acre property including the project site, along with Parcel 7, was annexed to the City in 2009.

Existing features onsite include:

- A small orange grove (218 Valencia orange trees) has been planted on approximately 1.2 acres along the frontage on Ortega Highway;
- A gravel road leading from the access driveway at Ortega Highway and Reata Road into the site's interior;
- Eight existing structures: two vacant residences (formerly occupied by employees of Rancho Mission Viejo) each with a garage and shed; three enclosed barns; and one open-framed pavilion with a metal roof and concrete slab floor.

The intent of this amenity is to provide multi-use areas for general outdoor gathering, group events such as picnics, weddings, etc., historical and interpretive gardens, access to multi-use trails and equestrian staging. This area is not intended to provide facilities for organized sports. Parking is planned for various areas adjacent to each use area. The SCE easement is also planned to provide future space for overflow parking.

Additional measure are planned to protect the native riparian vegetation that exists within the central and southern portion of the site. Fencing and plant massings will be implemented to provide physical barriers. Any undesirable plant species will be removed from these areas. The southern portion of the site also falls within a Sensitive Resource Area.

Additional amenities that are being proposed for this site are as follows:

- Heritage Garden with a historical walk which will incorporate interpretive signage, indigenous plantings, plaques, western artifacts and farm implements. An outdoor presentation and display area is also planned for this area.
- Additional planting of a citrus orchard on the south side of the primary access road.
- Staging area for equestrian use to provide access to the future riding and hiking trail located on the south side of San Juan Creek. Facilities planned for this area include a multiple horse coral, individual horse pens and restrooms.
- Open space / event areas with walkable mulch surfaces to provide facilities for group events, picnicking, weddings, performances, etc.
- Native interpretive garden
- Access to the regional bike trail
- Amenity locator signs throughout the site
- Interpretive signs throughout the various gardens

**Estimated City Funded Improvement and One-Time Costs  
Requested for Funding with Measure Y Bond Proceeds**

- Construction of Domestic Water Line to serve domestic water and irrigation services (\$227,040.00)
- Third Party Plan Check, Review and Inspection Costs related to Improvement Plan processing (\$12,583.68)