

City of  
*Rancho Santa Margarita*  
California

2016 - 2017



*Adopted Operating Budget  
& Capital Improvement Plan*

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# *Introduction*

*City of Rancho Santa Margarita, California*





# CITY OF RANCHO SANTA MARGARITA

June 30, 2016

Honorable Mayor and Members of the City Council:

***Mayor***

L. Anthony Beall

***Mayor Pro Tem***

Carol A. Gamble

***Council Members***

Jerry Holloway  
Bradley J. McGirr  
Michael Vaughn

***City Manager***

Jennifer M. Cervantez

I am pleased to present the Fiscal Year 2016-17 Adopted Budget for the City of Rancho Santa Margarita. This budget document details the City's anticipated revenues and expenditure plan in accordance with City Council goals and priorities. While providing quality service to the community is the primary objective, the Fiscal Year 2016-17 Adopted Budget also allocates significant resources, through the Capital Improvement Program, to enhancing and improving the physical environment and infrastructure. Overall, this budget demonstrates the City Council's fiscal responsibility and commitment to prudent stewardship of the public treasury.

The Fiscal Year 2016-17 Adopted Budget is comprised of two primary funds, the General Fund and the Capital Improvement Projects Fund. The General Fund, which is the City's main operating fund, is balanced with a structural surplus of \$207,187. Major General Fund revenues are estimated to grow by 3.7 percent, mostly attributable to higher growth in sales tax as well as positive growth in property tax as a result of improved economic conditions. This year, the Orange County Assessor's Office based the property tax roll on a Consumer Price Index (CPI) of 1.525%. Although the CPI factor is less than the prior year of 1.998%, the current factor still reflects a positive overall growth in property tax revenue.

## General Fund

General Fund expenditures are allocated to the regular ongoing operations of the City for services such as public safety, planning and community development, general government, community services and public works. Nearly 50 percent of the City's General Fund expenditures are for public safety, specifically the contract with the Orange County Sheriff's Department for law enforcement services. Many of the City's other municipal services are also contracted out to private consulting firms, resulting in a lower-than-average percentage of the budget allocated to personnel costs. In fact, the City employs 24 full-time and six part-time employees, accounting for a uniquely low 20 percent of the General Fund budget.

The City of Rancho Santa Margarita continues to maintain a healthy reserve balance with minimal debt service. The City's total reserves, including special revenue funds restricted for specific purposes, are projected to be \$17.8 million at fiscal year-end. The General Fund reserve, including operating, emergency and restricted, total is \$14,612,192, which reflects a sizable decrease from the prior year due to the increase in the use of General Fund reserves for specific one-time and planned expenditures. This use of reserves totals \$3,469,537, and includes expenditures for a Sales Tax Mitigation payment to the County of Orange, continued upgrade and replacement of the 800 MHz radios and backbone equipment, Year 2 of the General Plan Update, the transition costs associated with the new animal care contract with Mission Viejo, as well as CIP projects.

The refinancing of the Certificates of Participation for the Civic Center buildings completed in fiscal year 2012-13 will yield an annual savings of approximately \$102,000 per year for the bond life of 19 years. Debt service accounts for 4 percent of the General Fund expenditures. Another source of financial burden

for cities is unfunded liabilities for retirement and other post-retirement benefits. The City of Rancho Santa Margarita was one of the first cities in Orange County to implement pension reform in the manner of a second tier retirement formula and a requirement that all new employees pay the entire employee share of the retirement benefit. As a result, and combined with the lower number of employees, the City's pension liabilities are very low. Overall, the City's current financial situation is sound with a promising long-term outlook.

#### Capital Improvement Program

This year's Capital Improvement Program includes a variety of maintenance projects and new initiatives to enhance the visual aesthetics in the community, most notable the repairs to City Hall and the Bell Tower Recreational Community Center as well as the adjacent areas. Thirty-one projects totaling \$5,620,000 are planned for Fiscal Year 2016-17, a decrease of \$90,000 from the previous Fiscal Year. A significant number of these projects utilize special revenue funds such as Gas Tax, AQMD or Measure M funds. Of the \$5,620,000, \$1,992,000, or 35 percent, is funded with Capital Improvement Program funds or General Fund reserves. The use of reserve funds of \$1,992,000 has been appropriated towards various CIP projects, with the largest allocation towards the building repair project. These projects encompass continued maintenance and reporting of the 80-acre habitat restoration project, Chiquita Ridge Open Space Assessment, median hardscape renovations, and \$1,434,000 towards the building repairs and other accommodating projects related to both City Hall and the Bell Tower. Other major projects with the CIP budget include road maintenance, bridge repair, as well as traffic management.

This budget document also serves as a policy document to outline the City Council's desired service levels, programs, priorities and staffing for the City over the coming year. Information related to the City's community profile, demographics, and organizational structure is included to accompany the budgetary policies and priorities, which are a demonstration of the City's commitment to its residents and businesses. In addition, the budget document includes combined and individual fund summary data on estimated revenues, appropriations, transfers, fund balances, and capital projects, organized as operational and budgetary divisions of the various governmental functions. Lastly, detailed Capital Improvement Plan information and appendices of budgetary policies, procedures and related budgetary presentation items are presented. City staff places a high priority on transparency throughout the budgeting process, and this document is designed to provide the public with accurate accessible information in an easy-to-read format.

In summary, the City staff and I are proud of the thoughtful and thorough work that has gone into the preparation of the Fiscal Year 2016-17 budget, and we appreciate the City Council's careful consideration and adoption of the City's spending plan for the coming year. With this budget, Rancho Santa Margarita is poised to continue the delivery of essential services to residents and businesses in a prudent and fiscally responsible manner that captures the City Council's vision and direction.

Respectfully submitted,



Jennifer M. Cervantez  
City Manager

# CITY OF RANCHO SANTA MARGARITA

## CITY COUNCIL

MAYOR .....	L. ANTHONY BEALL
MAYOR PRO TEM .....	CAROL A. GAMBLE
COUNCIL MEMBER .....	JERRY HOLLOWAY
COUNCIL MEMBER .....	BRADLEY MCGIRR
COUNCIL MEMBER .....	MICHAEL VAUGHN

## CITY OFFICIALS

CITY MANAGER/CITY TREASURER.....	JENNIFER CERVANTEZ
FINANCE DIRECTOR .....	STEFANIE TURNER
PUBLIC WORKS DIRECTOR/CITY ENGINEER .....	EHAB (MAX) MAXIMOUS
PLANNING/COMMUNITY DEV. DIRECTOR .....	CHERYL KUTA
CITY CLERK .....	AMY DIAZ
CITY ATTORNEY .....	GREGORY E. SIMONIAN
CHIEF OF POLICE SERVICES .....	LIEUTENANT RON KENNEDY
COMMUNITY SERVICES SUPERVISOR .....	WENDI REDINGTON

FIRE SERVICES .....	ORANGE COUNTY FIRE AUTHORITY
LIBRARY SERVICES.....	ORANGE COUNTY PUBLIC LIBRARY SYSTEM



## COMMUNITY PROFILE

Date of Incorporation .....	January 1, 2000
Location .....	South Orange County, California
Form of Government.....	Council – Manager
Population (1) .....	48516
Incorporation Election, November 2, 1999:	
Registered Voters (2) .....	21,656
Voter Turnout (2) .....	26.9%
Number of Parcels (3) .....	16,289
Police .....	contract with Orange County Sheriff's Department
Fire .....	One Station; contract with Orange County Fire Authority
Library .....	One Branch, Orange County Public Library System
Parks:	
County owned and operated .....	1
Privately owned and operated .....	21
Schools:	
Elementary Schools .....	11
Middle Schools .....	2
High Schools .....	1
Number of Master Home Owners Associations .....	7

(1) - Source: California Department of Finance, Demographic Research Unit 1/1/16

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller

## City of Rancho Santa Margarita

### Demographic Information Federal Census Data

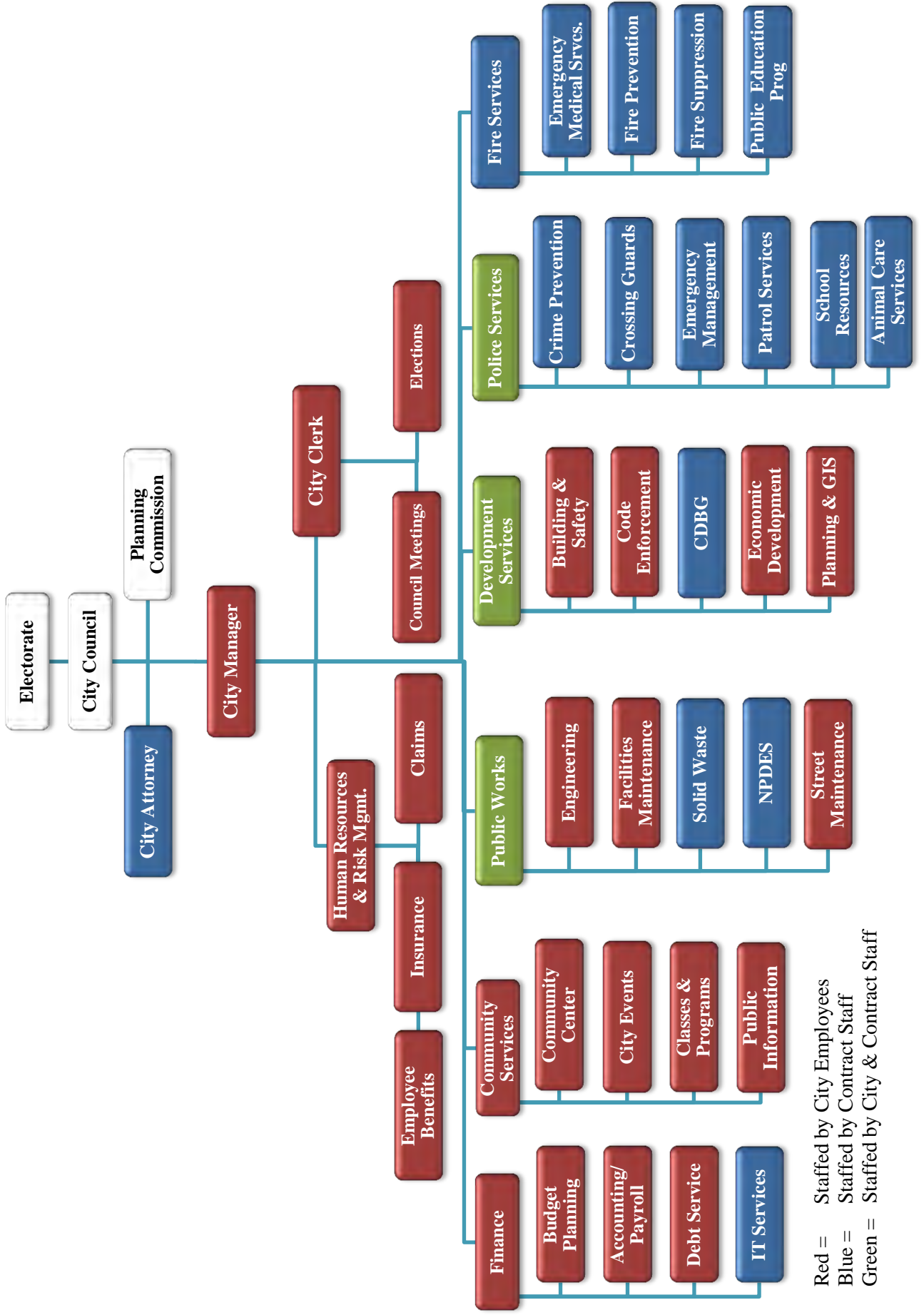
	Fiscal Year 2010
Population: (1) (2)	47,853
Median Age:	36
Number of Households:	16,665
Average Household Size:	2.87
Average Family Size:	3.33
Home-Ownership Rate	71%
Total Workforce	24,812
Race:	
Asian	8.9
Black	1.6
Hispanic	18.6
White	67.0
Other	3.9
Sex:	
Female	51.1
Male	48.9

(1) As of 4/10/10 census data release. **Estimated population as of 1/1/16 is 48,516**  
Per the California Department of Finance, Demographic Research Unit.

(2) The California Department of Finance population estimates incorporate 2010 Census counts as the benchmark. Therefore, the population estimates for 2010, and 2015 published in this report might be noticeably different from the previous year estimates.

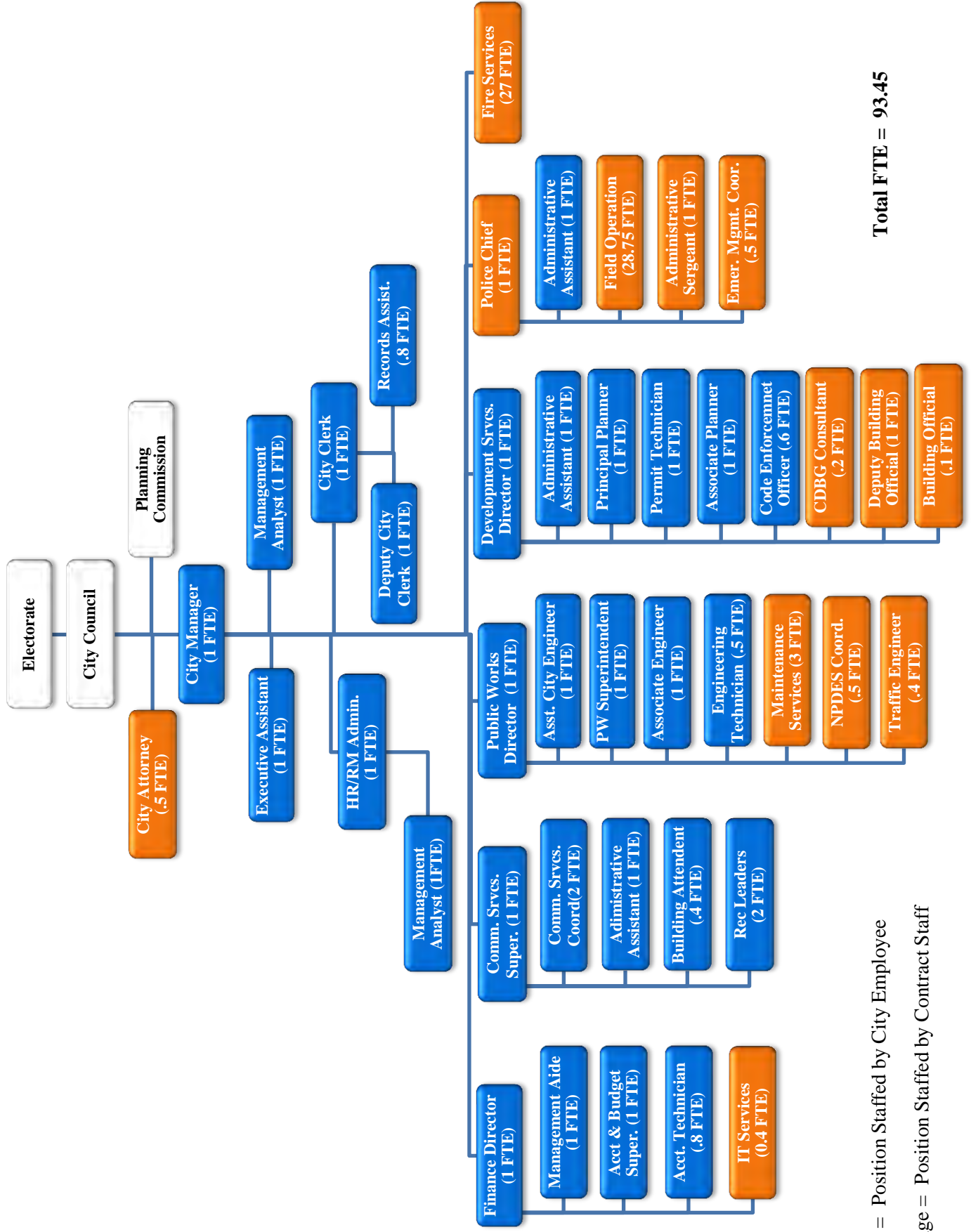
As of May 2015, total unemployment was 2.2%

City of Rancho Santa Margarita  
**ORGANIZATION CHART BY DEPARTMENT FUNCTION**  
as of Fiscal Year 2016-2017





City of Rancho Santa Margarita  
**ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF**  
as of Fiscal Year 2016-2017



Blue = Position Staffed by City Employee

Orange = Position Staffed by Contract Staff

**Total FTE = 93.45**

City of Rancho Santa Margarita City Employees and Contract Staff Summary		FY 2016/17 Full Time Equivalent Positions	
		City Staff	Contract Staff
<b><u>City Manager:</u></b>	City Manager	1.00	
	Executive Secretary	1.00	
	Management Analyst (CM)	1.00	
	City Clerk	1.00	
	Deputy City Clerk	1.00	
	Records Assistant	0.80	
	HR/RiskManagement Administrator	1.00	
	Management Analyst (HR)	1.00	
<b><u>City Attorney:</u></b>	City Attorney		0.50
<b><u>Finance:</u></b>	Finance Director	1.00	
	Management Aide	1.00	
	Accounting & Budget Supervisor	1.00	
	Accounting Technician	0.80	
	IT Services		0.40
<b><u>Community Services:</u></b>	Community Services Supervisor	1.00	
	Community Services Coordinator	2.00	
	Administrative Assistant	1.00	
	Building Attendent	0.40	
	Recreation Leaders	2.00	
<b><u>Police Services:</u></b>	Administrative Assistant	1.00	
	Police Chief		1.00
	Administrative Sergeant		1.00
	Emergency Management Coordinator		0.50
	Field Operations		28.75
<b><u>Development Services:</u></b>	Development Services Director	1.00	
	Administrative Assistant	1.00	
	Principal Planner	1.00	
	Associate Planner	1.00	
	Permit Technician	1.00	
	Code Enforcement	0.60	
	Building Official		0.10
	Deputy Building Official		1.00
	CDBG Consultant		0.20
<b><u>Public Works:</u></b>	Public Works Director	1.00	
	Assistant City Engineer	1.00	
	Engineering Technician	0.50	
	Traffic Engineer		0.40
	Associate Engineer	1.00	
	Public Works Superintendent	1.00	
	NPDES Coordinator		0.50
	Maintenance Services		3.00
<b><u>Fire Services:</u></b>	Field Operations		27.00
<b>TOTAL</b>		<b>29.10</b>	<b>64.35</b>

# *Budget Summaries*

*City of Rancho Santa Margarita, California*

BUDGET SUMMARIES



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**City of Rancho Santa Margarita**  
**Schedule of Fund Balance - All Funds**

Description	Fund Balance 06/30/12	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/13	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/14
<b>General Fund - 100</b>	15,910,392	16,887,048	16,654,597	16,142,843	15,868,122	15,094,581	16,916,384
<b>Special Revenue Funds:</b>							
Gas Tax - 210	1,604,692	1,138,991	1,112,763	1,630,920	1,567,504	1,473,435	1,724,989
Measure M - 212	548,048	601,500	703,219	446,329	629,492	748,741	327,080
Air Quality Improvement - 214	256,822	58,983	80,788	235,017	60,893	96,912	198,998
CA Law Enforcement Equip - 216	197	-	-	197	-	-	197
Traffic Congestion Relief - 218	1	-	1	-	-	-	-
Local Park Trust Fund - 220	-	440,586	-	440,586	588,948	-	1,029,534
Supplemental Law Enforce - 222	137,244	100,272	120,273	117,243	103,471	105,540	115,174
PEG Fees - 224	-	259,837	-	259,837	162,981	-	422,818
Subtotal-Special Revenue Funds	2,547,004	2,600,169	2,017,044	3,130,129	3,113,289	2,424,628	3,818,790
<b>Capital Projects Fund - 410</b>	1,083,278	1,347,327	1,999,645	430,960	1,968,527	1,798,478	601,009
<b><u>RSM DEBT SERVICE</u></b>							
<b>RSM NP Debt Svc. Fund - 500</b>	848,392	576,792	1,425,184	-	-	-	-
<b>RSM PFA Debt Svc. Fund - 530</b>	-	2,724,975	373,348	2,351,627	805,914	800,238	2,357,303
<b>GRAND TOTAL - ALL FUNDS</b>	20,389,066	24,136,311	22,469,818	22,055,559	21,755,852	20,117,925	23,693,486

**City of Rancho Santa Margarita**  
**Schedule of Fund Balance - All Funds**

Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/15	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/16	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/17
18,079,802	16,828,937	18,167,249	17,170,310	17,463,017	17,874,542	17,340,347	20,602,697	14,612,192
1,397,389	1,527,475	1,594,903	1,059,613	1,198,607	1,455,909	1,009,312	2,412,623	52,598
665,002	770,879	221,203	722,579	725,750	218,032	734,065	944,506	7,591
61,242	94,257	165,983	60,000	138,000	87,983	60,000	147,000	983
1	198	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
2,988	-	1,032,522	-	-	1,032,522	-	244,000	788,522
103,379	108,999	109,554	100,000	125,151	84,403	100,000	123,291	61,112
169,334	2,035	590,117	160,000	-	750,117	160,000	220,000	690,117
2,399,335	2,503,843	3,714,282	2,102,192	2,187,508	3,628,966	2,063,377	4,091,420	1,600,923
3,995,588	4,493,692	102,905	2,925,059	2,925,059	102,905	5,620,000	5,620,000	102,905
-	-	-	-	-	-	-	-	-
736,458	1,584,640	1,509,121	732,138	732,138	1,509,121	736,338	736,338	1,509,121
25,211,183	25,411,112	23,493,557	22,929,699	23,307,722	23,115,534	25,760,062	31,050,455	17,825,141

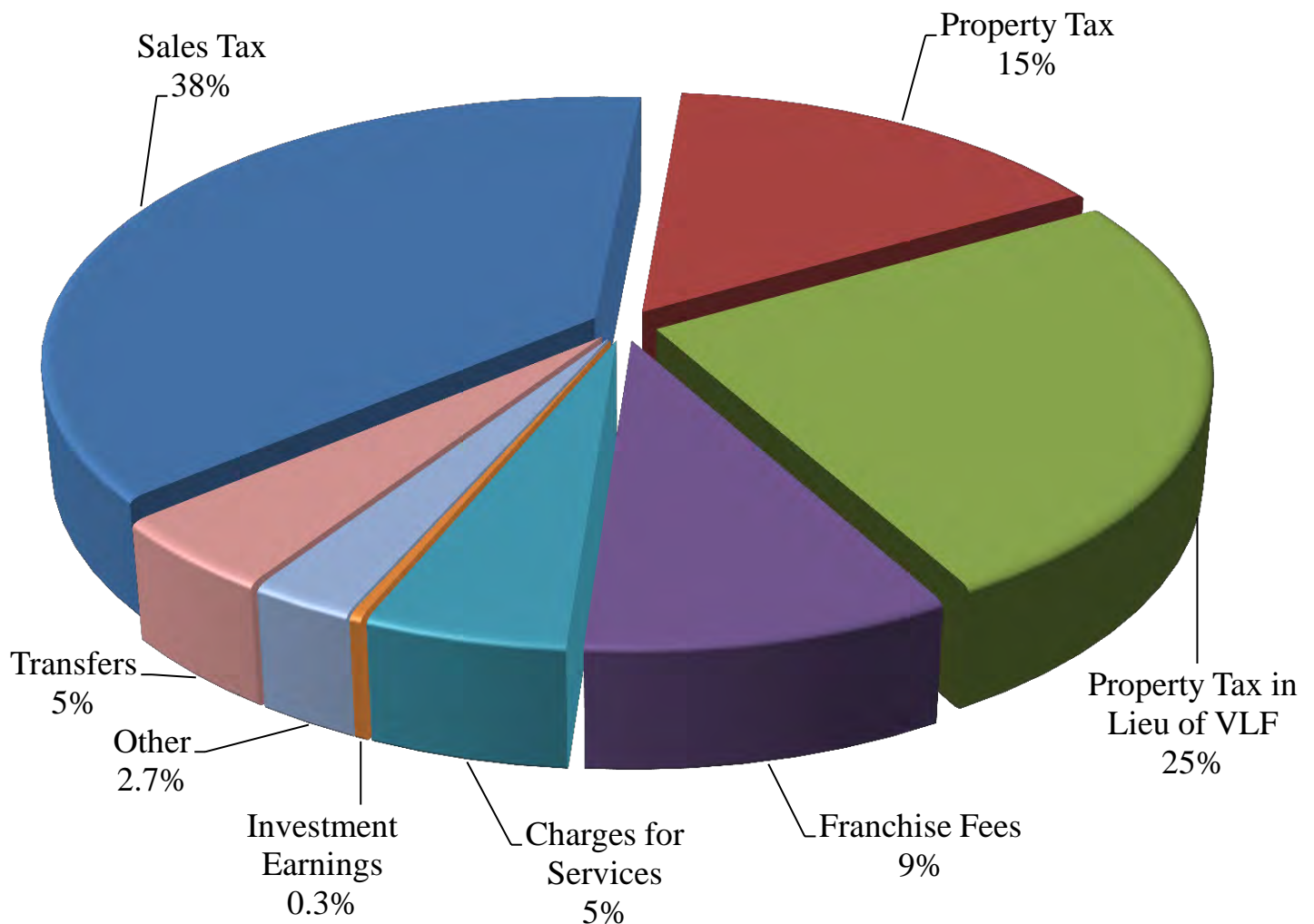


# City of Rancho Santa Margarita

## Summary of Operating Budgeted Revenues

### General Fund

Fiscal Year 2016-2017



City of Rancho Santa Margarita  
Revenue Summary - All Funds

	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
<b>100 GENERAL FUND</b>	<b>16,887,048</b>	<b>15,868,122</b>	<b>18,079,802</b>	<b>16,724,290</b>	<b>17,170,310</b>	<b>17,340,347</b>
 <b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX</b>	1,138,991	1,567,504	1,397,389	1,059,613	1,059,613	1,009,312
<b>212 MEASURE M</b>	601,500	629,492	665,002	722,579	722,579	734,065
<b>214 AIR QUALITY IMPROVEMENT</b>	58,983	60,893	61,242	60,000	60,000	60,000
<b>216 CA LAW ENFORCEMENT EQUIPMENT</b>	-	-	1	-	-	-
<b>218 TRAFFIC CONGESTION RELIEF</b>	-	-	-	-	-	-
<b>220 LOCAL PARK TRUST</b>	440,586	588,948	2,988	-	-	-
<b>222 SUPPLEMENTAL LAW ENFORCEMENT</b>	100,272	103,471	103,379	100,000	100,000	100,000
<b>224 PEG FEE</b>	259,837	162,981	169,334	160,000	160,000	160,000
<b><u>SUBTOTAL</u></b>						
<b>ALL SPECIAL REVENUE FUNDS</b>	<b>2,600,169</b>	<b>3,113,289</b>	<b>2,399,335</b>	<b>2,102,192</b>	<b>2,102,192</b>	<b>2,063,377</b>
<b>410 CAPITAL PROJECTS FUND</b>	<b>1,347,327</b>	<b>1,968,527</b>	<b>3,995,588</b>	<b>5,640,340</b>	<b>2,925,059</b>	<b>5,620,000</b>
 <b><u>RSM DEBT SERVICE FUNDS</u></b>						
<b>500 RSMNP DEBT SERVICE FUND</b>	<b>576,792</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>530 RSM PFA DEBT SERVICE FUND</b>	<b>2,724,975</b>	<b>805,914</b>	<b>736,458</b>	<b>732,138</b>	<b>732,138</b>	<b>736,338</b>
<b><u>SUBTOTAL</u></b>						
<b>ALL FUND TYPES</b>	<b>24,136,311</b>	<b>21,755,852</b>	<b>25,211,183</b>	<b>25,198,960</b>	<b>22,929,699</b>	<b>25,760,062</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>4,829,417</b>	<b>2,852,635</b>	<b>4,946,538</b>	<b>5,857,202</b>	<b>3,843,492</b>	<b>6,196,467</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>19,306,894</b>	<b>18,903,217</b>	<b>20,264,645</b>	<b>19,341,758</b>	<b>19,086,207</b>	<b>19,563,595</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
<b>100 GENERAL FUND</b>						
Property Tax	2,042,934	2,129,782	2,199,784	2,288,116	2,299,244	2,349,636
Sales Tax	4,478,082	4,384,684	4,539,157	6,246,371	6,461,960	6,505,635
Property Tax in Lieu of Sales Tax	1,349,658	1,637,911	1,498,378	-	-	-
Real Property Transfer Tax	271,322	284,486	300,415	261,514	299,824	303,572
Franchise Fees - Cable TV	800,486	801,792	838,366	830,250	830,250	850,628
Franchise Fees - Gas	67,428	82,627	82,117	83,143	70,423	71,303
Franchise Fees - Electricity	387,608	403,946	432,059	437,460	437,460	442,928
Franchise Fees - Refuse Collection	164,280	161,794	163,987	166,136	170,875	173,011
Motor Vehicle License Fee	25,603	21,189	20,468	20,724	19,821	20,069
Property Tax in Lieu of VLF	3,708,449	3,752,640	4,014,942	4,247,006	4,204,410	4,362,498
State Mandated Cost Reimburse	19,553	13,373	75,585	-	19,675	12,791
EECBG	1,855	-	-	-	-	-
Beverage Container Recycling Grant	13,196	12,965	-	-	13,097	14,000
Building Permit Fees	332,576	310,151	311,262	250,000	327,522	250,000
Building-Plan Check Fees	152,999	93,871	90,218	85,000	108,448	85,000
Site Development Permits/Fees	15,360	10,432	4,900	6,075	5,443	5,511
Site Development Permits/Deposits	83,591	72,381	101,521	60,000	60,000	60,000
Planning - Plan Check Fees	46,325	43,625	31,400	28,790	32,426	32,831
Other Planning Revenues	4,275	2,600	3,575	3,972	2,726	2,760
CDBG Grant	64,798	64,189	68,143	70,292	70,292	93,993
Engineering Permits	103,318	50,059	50,079	55,000	53,380	55,000
AB933 - Recycling Grant	100,956	87,051	88,443	80,000	80,000	81,000
Waste Disposal Agreement Revenue	-	-	-	-	-	60,000
Solid Waste Diversion Permits	173,351	73,480	15,575	15,233	10,717	13,147
Mapping-Engineer/Other Eng. Rev.	120	-	-	-	30	-
FEMA/CalEMA Reimbursement	38,392	-	-	-	-	-
Court Fines	103,472	81,163	132,763	85,000	73,402	74,320
Parking Citation Revenue	72,657	74,547	53,778	60,000	72,963	80,000
Parking Citation - DMV	13,384	17,537	12,342	15,340	3,429	3,472
Miscellaneous Police Grants/Revenue	18,746	16,928	7,713	10,000	10,000	7,700
Abandoned Vehicle Abatement	5,299	-	-	-	-	-
BTRCC Revenue - Misc.	831	857	1,228	-	1,172	-
Community Services Revenue	31,916	29,650	33,825	30,000	75,627	53,000
Advertising Income	-	4,108	3,518	4,500	4,114	2,000
BTRCC Program Revenue	204,526	203,123	236,320	204,178	233,133	240,000
BTRCC Rental Revenue	127,487	167,090	169,405	155,138	162,921	160,000
Senior Mobility Grant	22,255	23,605	24,798	25,886	25,886	26,868
Senior Mobility Voucher Revenue	-	-	7,925	5,177	5,990	5,374
Investment Earnings	39,673	41,602	49,466	42,265	52,514	53,171
Other Revenue	1,210,838	10,601	1,738,514	79,000	102,795	-
Transfer from Gas Tax Fund	204,228	214,928	206,954	257,800	228,690	236,623
Transfer from Measure M	385,221	487,355	470,879	514,924	539,651	552,506
<b>TOTAL GENERAL FUND</b>	<b>16,887,048</b>	<b>15,868,122</b>	<b>18,079,802</b>	<b>16,724,290</b>	<b>17,170,310</b>	<b>17,340,347</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX FUND:</b>						
Gas Tax 2105 (Prop. 111)	216,099	336,614	294,623	280,048	280,048	269,446
Gas Tax 2106	165,652	169,968	194,111	151,914	151,914	139,713
Gas Tax 2107	354,107	360,088	378,820	390,123	390,123	379,220
Gas Tax 2107.5	6,000	6,000	12,000	6,000	6,000	6,000
Gas Tax 2103	392,381	689,534	513,111	226,230	226,230	209,569
Interest Income	4,752	5,300	4,724	5,298	5,298	5,364
Transfer from CIP	-	-	-	-	-	-
<b>TOTAL GAS TAX FUND</b>	<b>1,138,991</b>	<b>1,567,504</b>	<b>1,397,389</b>	<b>1,059,613</b>	<b>1,059,613</b>	<b>1,009,312</b>
<b>212 MEASURE M FUND:</b>						
Measure M (Local Turnback)	600,015	628,265	664,051	718,966	718,966	732,258
Interest Income	1,485	1,227	951	3,613	3,613	1,807
Transfer from CIP	-	-	-	-	-	-
<b>TOTAL MEASURE M FUND</b>	<b>601,500</b>	<b>629,492</b>	<b>665,002</b>	<b>722,579</b>	<b>722,579</b>	<b>734,065</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

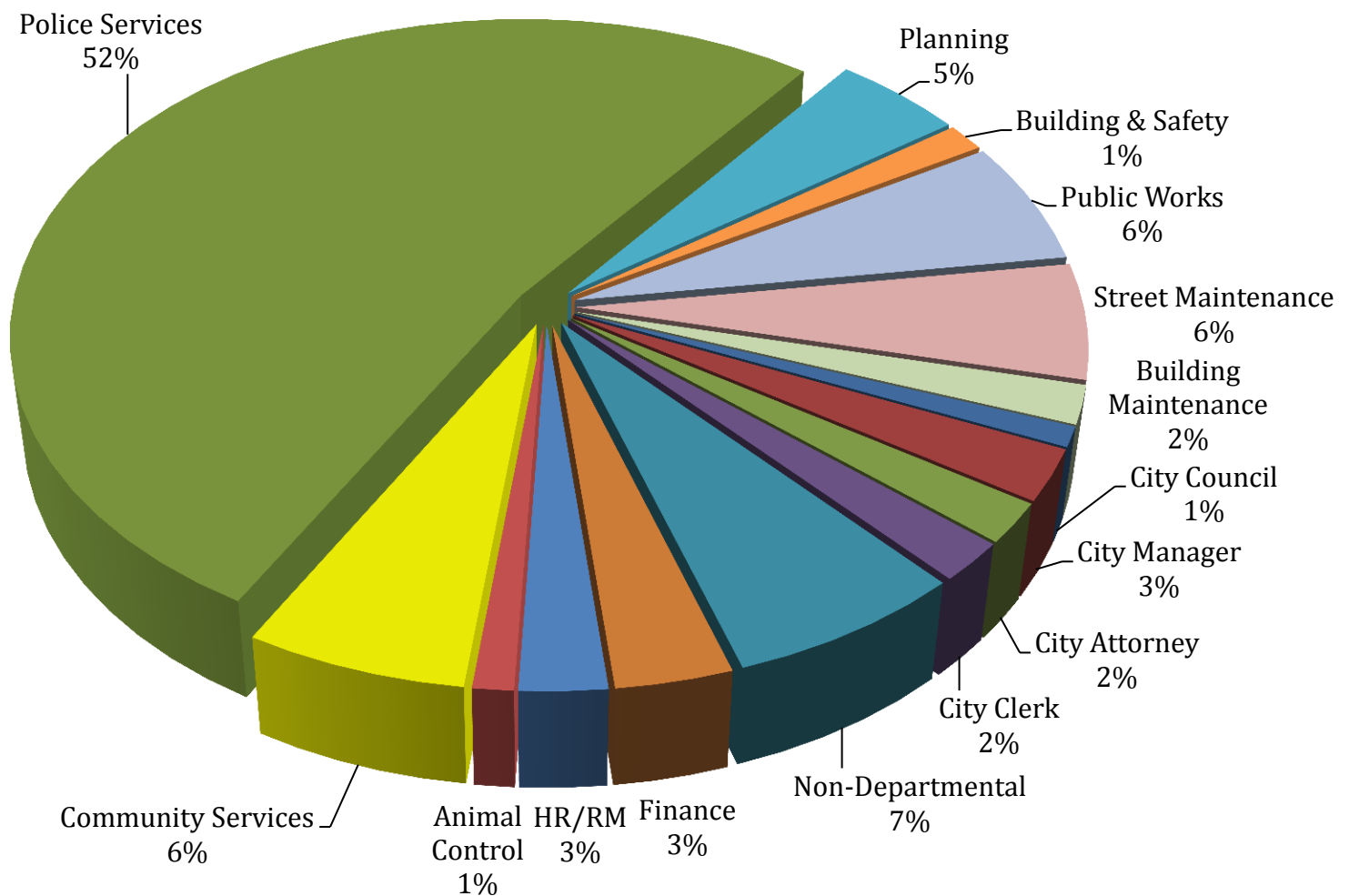
	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
<b>214 AIR QUALITY IMPROVEMENT FUND:</b>						
AQMD (AB 2766)	58,239	60,177	60,589	59,700	59,700	59,696
Interest Income	744	716	653	300	300	304
<b>TOTAL AQMD FUND</b>	<b>58,983</b>	<b>60,893</b>	<b>61,242</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>216 CA LAW ENFORCEMENT EQUIP. PROGRAM:</b>						
CLEEP Grant	-	-	-	-	-	-
Interest Income	-	-	1	-	-	-
<b>TOTAL CLEEP FUND</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>218 TRAFFIC CONGESTION RELIEF FUND:</b>						
TCRF Funds	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
<b>TOTAL TCRF FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>220 LOCAL PARK TRUST FUND:</b>						
Park Fees	381,419	586,797	2,943	-	-	-
Interest Income	185	2,151	45	-	-	-
Transfer from General Fund	58,982	-	-	-	-	-
<b>TOTAL LOCAL PARK TRUST FUND</b>	<b>440,586</b>	<b>588,948</b>	<b>2,988</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>						
Supplemental Law Enforcement	100,000	103,157	103,045	99,500	99,500	99,500
Interest Income	272	314	334	500	500	500
<b>TOTAL SUPPL. ENFORCEMENT</b>	<b>100,272</b>	<b>103,471</b>	<b>103,379</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>224 PEG FEE FUND:</b>						
PEG Fees	160,242	162,180	167,975	159,200	159,200	159,200
Interest Income	92	801	1,359	800	800	800
Transfer from General Fund	99,503	-	-	-	-	-
<b>TOTAL PEG FEE FUND</b>	<b>259,837</b>	<b>162,981</b>	<b>169,334</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>SUBTOTAL - ALL SPECIAL REVENUE</b>	<b>2,600,169</b>	<b>3,113,289</b>	<b>2,399,335</b>	<b>2,102,192</b>	<b>2,102,192</b>	<b>2,063,377</b>
<b>410 CAPITAL PROJECTS FUND</b>						
Transfer from General Fund	-	-	1,248,434	2,087,340	1,328,997	1,992,000
Transfer from Gas Tax Fund	640,247	991,817	1,041,374	1,732,000	689,917	1,896,000
Transfer from Measure M Fund	317,998	261,385	300,000	395,000	186,099	392,000
Transfer from Air Quality Improve.	80,788	96,912	94,257	138,000	138,000	147,000
Transfer from TCRF Fund	1	-	-	-	-	-
Transfer from Local Park Trust Fund	-	-	-	-	-	244,000
Transfer from PFA Capital Funds	-	-	854,253	-	-	-
HBP	9,908	22,664	109,222	212,000	126,378	101,000
Interest Income	2,210	1,344	368	-	-	-
TEA-LU Grant	88,920	-	-	-	-	-
Prop 1B (State)	-	314,998	-	-	-	-
CDBG Grant	146,466	148,340	247,981	235,000	110,000	233,000
HSIP	60,789	131,067	-	-	-	-
APM	-	-	-	500,000	4,668	500,000
CTFP	-	-	99,699	341,000	341,000	115,000
<b>SUBTOTAL - CAPITAL PROJECTS</b>	<b>1,347,327</b>	<b>1,968,527</b>	<b>3,995,588</b>	<b>5,640,340</b>	<b>2,925,059</b>	<b>5,620,000</b>
<b>RSM DEBT SERVICE FUNDS</b>						
<b>500 RSMNP DEBT SERVICE FUND:</b>						
Interest Income	-	-	-	-	-	-
Transfer from General Fund	576,792	-	-	-	-	-
<b>TOTAL RSMNP DEBT SERVICE</b>	<b>576,792</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>530 RSM PFA DEBT SERVICE FUND:</b>						
Interest Income	1,641	5,676	6,071	-	-	-
Transfer from General Fund	1,618,052	800,238	730,387	732,138	732,138	736,338
Transfer from RSMNP Debt Service	847,605	-	-	-	-	-
Bond Issue Premium	257,677	-	-	-	-	-
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>2,724,975</b>	<b>805,914</b>	<b>736,458</b>	<b>732,138</b>	<b>732,138</b>	<b>736,338</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>24,136,311</b>	<b>21,755,852</b>	<b>25,211,183</b>	<b>25,198,960</b>	<b>22,929,699</b>	<b>25,760,062</b>
<b>LESS: INTERFUND TRANSFERS</b>	<b>4,829,417</b>	<b>2,852,635</b>	<b>4,946,538</b>	<b>5,857,202</b>	<b>3,843,492</b>	<b>6,196,467</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>19,306,894</b>	<b>18,903,217</b>	<b>20,264,645</b>	<b>19,341,758</b>	<b>19,086,207</b>	<b>19,563,595</b>

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Expenditures

### General Fund

Fiscal Year 2016-2017



**City of Rancho Santa Margarita**  
**Appropriations Summary - All Funds**

DESCRIPTION	FY 2012/13	FY 2013/14	FY 2014/15	-----FY 2015/16-----	YEAR-END	FY 2016/17
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>						
City Council	141,148	151,424	152,572	141,671	141,671	174,421
City Manager	348,054	340,250	329,300	376,789	381,538	447,762
City Attorney	518,990	586,596	711,333	365,000	339,550	350,000
City Clerk	352,428	375,563	340,176	286,453	278,096	345,016
Non-Departmental	438,491	387,442	391,897	634,104	548,611	1,320,032
Finance	554,317	422,435	456,236	571,135	570,204	564,700
Human Resources/Risk Management	324,789	349,665	318,443	410,160	292,152	422,328
Police Services	7,435,313	7,562,002	7,947,848	8,317,621	8,307,693	8,958,486
Animal Control	42,401	88,142	74,777	102,762	102,762	608,208
Planning	780,133	779,886	727,091	865,248	771,825	972,401
Building	316,215	268,295	266,375	240,266	288,210	241,543
Public Works	1,033,785	843,326	909,506	997,250	983,942	1,067,892
Street Maintenance	830,945	920,904	915,516	966,079	985,306	1,000,661
Building Maintenance	282,006	289,870	281,862	329,913	329,802	333,293
Community Services	902,253	928,543	1,027,184	1,069,390	1,080,520	1,067,616
Transfer to Local Park Trust Fund	58,982	-	-	-	-	-
Transfer to PEG Fee Fund	99,503	-	-	-	-	-
Transfer to Capital Projects Fund	-	-	1,248,434	2,087,340	1,328,997	1,992,000
Transfer to RSMNP Debt Service Fund	576,792	-	-	-	-	-
Transfer to RSM PFA Debt Service Fund	1,618,052	800,238	730,387	732,138	732,138	736,338
<b>TOTAL GENERAL FUND</b>	<b>16,654,597</b>	<b>15,094,581</b>	<b>16,828,937</b>	<b>18,493,319</b>	<b>17,463,017</b>	<b>20,602,697</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
GAS TAX - Street Lighting	268,288	266,691	279,147	288,000	280,000	280,000
Transfer to General Fund	204,228	214,927	206,954	257,800	228,690	236,623
Transfer to Capital Projects Fund	640,247	991,817	1,041,374	1,741,000	689,917	1,896,000
MEASURE M						
Transfer to General Fund	385,221	487,355	470,879	514,924	539,651	552,506
Transfer to Capital Projects Fund	317,998	261,386	300,000	386,000	186,099	392,000
AIR QUALITY IMPROVEMENT						
Transfer to Capital Projects Fund	80,788	96,912	94,257	138,000	138,000	147,000
CA LAW ENFORCEMENT EQUIP.	-	-	198	-	-	-
TRAFFIC CONGESTION RELIEF						
Transfer to Capital Projects Fund	1	-	-	-	-	-
LOCAL PARK TRUST						
Transfer to Capital Projects Fund	-	-	-	-	-	244,000
SUPPLEMENTAL LAW ENFORCE	120,273	105,540	108,999	125,151	125,151	123,291
PEG FEE	-	-	2,035	-	-	220,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,017,044</b>	<b>2,424,628</b>	<b>2,503,843</b>	<b>3,450,875</b>	<b>2,187,508</b>	<b>4,091,420</b>
<b><u>CAPITAL PROJECTS FUND</u></b>						
Capital Outlay	1,999,645	1,798,478	4,493,692	5,710,340	2,925,059	5,620,000
Transfer to Gas Tax Fund	-	-	-	-	-	-
Transfer to Measure M Fund	-	-	-	-	-	-
<b>TOTAL CAPITAL PROJECT FUND</b>	<b>1,999,645</b>	<b>1,798,478</b>	<b>4,493,692</b>	<b>5,710,340</b>	<b>2,925,059</b>	<b>5,620,000</b>
<b><u>RSM DEBT SERVICE FUNDS</u></b>						
RSMNP DEBT SERVICE FUND	577,579	-	-	-	-	-
Transfer to RSM PFA Debt Service Fund	847,605	-	-	-	-	-
RSM PFA DEBT SERVICE FUND	373,348	800,238	730,387	732,138	732,138	736,338
Transfer to CIP Fund	-	-	854,253	-	-	-
<b>TOTAL RSM DEBT SRVC. FUNDS</b>	<b>1,798,532</b>	<b>800,238</b>	<b>1,584,640</b>	<b>732,138</b>	<b>732,138</b>	<b>736,338</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>22,469,818</b>	<b>20,117,925</b>	<b>25,411,112</b>	<b>28,386,672</b>	<b>23,307,722</b>	<b>31,050,455</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>4,829,417</b>	<b>2,852,635</b>	<b>4,946,538</b>	<b>5,857,202</b>	<b>3,843,492</b>	<b>6,196,467</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>17,640,401</b>	<b>17,265,290</b>	<b>20,464,574</b>	<b>22,529,470</b>	<b>19,464,230</b>	<b>24,853,988</b>

Fund Expense Summary  
GENERAL FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
City Council	141,148	151,424	152,572	141,671	141,671	174,421
City Manager	348,054	340,250	329,300	376,789	381,538	447,762
City Attorney	518,990	586,596	711,333	365,000	339,550	350,000
City Clerk	352,428	375,563	340,176	286,453	278,096	345,016
Non-Departmental	438,491	387,442	391,897	634,104	548,611	1,320,032
Finance	554,317	422,435	456,236	571,135	570,204	564,700
Human Resources/Risk Management	324,789	349,665	318,443	410,160	292,152	422,328
Police Services	7,435,313	7,562,002	7,947,848	8,317,621	8,307,693	8,958,486
Animal Control	42,401	88,142	74,777	102,762	102,762	608,208
Planning	780,133	779,886	727,091	865,248	771,825	972,401
Building	316,215	268,295	266,375	240,266	288,210	241,543
Public Works	1,033,785	843,326	909,506	997,250	983,942	1,067,892
Street Maintenance	830,945	920,904	915,516	966,079	985,306	1,000,661
Building Maintenance	282,006	289,870	281,862	329,913	329,802	333,293
Community Services	902,253	928,543	1,027,184	1,069,390	1,080,520	1,067,616
Transfer to Local Park Trust Fund	58,982	-	-	-	-	-
Transfer to PEG Fee Fund	99,503	-	-	-	-	-
Transfer to Capital	-	-	1,248,434	2,087,340	1,328,997	1,992,000
Transfer to RSMNP Debt Service Fund	576,792	-	-	-	-	-
Transfer to RSM PFA Debt Service Fund	1,618,052	800,238	730,387	732,138	732,138	736,338
<b>TOTAL GENERAL FUND</b>	<b>16,654,597</b>	<b>15,094,581</b>	<b>16,828,937</b>	<b>18,493,319</b>	<b>17,463,017</b>	<b>20,602,697</b>



Fund Expense Summary  
GAS TAX FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
GAS TAX - Street Lighting	268,288	266,691	279,147	288,000	280,000	280,000
Transfers to General Fund						
Public Works	121,461	131,379	120,472	164,800	141,190	146,623
Street Maintenance	82,767	83,548	86,482	93,000	87,500	90,000
Slurry Seal Program	205,734	223,474	325,287	380,000	380,000	308,000
Antonio Pkwy. Slurry Seal	-	164,944	771	-	-	-
Avenida De Las Banderas Slurry Seal	-	-	116,749	-	-	-
Residential Overlay	-	-	11,704	200,000	154,000	186,000
Lindsay/Cozy Glen Pavement Rehabilitation	455	-	-	-	-	-
Robinson Ranch Road Pavement Rehab	108,908	132,635	19	-	-	-
Antonio Pkwy. Pavement Rehab	(9,005)	13,543	133,477	352,000	-	343,000
Coto de Caza/La Promesa Pavement Rehab.	11,504	181	-	-	-	175,000
SMP Pavement Rehabilitation	284,037	417,653	1,005	408,000	4,582	363,000
Avenida Empressa Pavement Rehabilitation	-	-	-	65,000	30,000	-
Median Hardscape Renovation	-	-	35,705	-	-	48,000
Melinda Road Median Improvements	-	26,605	(32)	-	-	-
Santa Margarita Pkwy./Empresa Landscape	-	-	-	-	-	-
SMP Signal & Equipment Upgrade	-	-	16,480	-	-	-
Antonio Pkwy. Signal & Equipment Upgrade	-	-	10,149	-	-	-
Traffic Signal Battery Backup System	6,951	7,701	111,003	-	-	-
SMP Bridge Hinge Repair	31,053	-	32,164	71,000	17,463	14,000
SMP Bridge (Eastbound)	-	-	-	-	-	-
Street Maintenance - Sidwalk Repairs	-	-	66,610	60,000	58,872	63,000
Alas De Paz Sidewalk Repair	-	-	-	-	-	-
Alma Aldea Bulbout Installation	610	-	(475)	-	-	-
ADA Curb Ramp Installation	-	-	40,000	60,000	-	83,000
Verde Laguna Sidewalk Improvements	-	-	-	40,000	40,000	138,000
Traffic Calming Robinson Rnch	-	3,383	-	-	-	-
Emergency Vehicle Pre-emption (2&3)	-	1,698	140,758	-	-	-
CCTV Inspection of Storm Drain System	-	-	-	100,000	-	-
Trash Reduction Catch Basin Inserts	-	-	-	5,000	5,000	-
Parking Lot	-	-	-	-	-	-
Esperanza Restriping	-	-	-	-	-	75,000
Auto Center Drive Signage	-	-	-	-	-	100,000
<b>TOTAL GAS TAX FUND</b>	<b>1,112,763</b>	<b>1,473,435</b>	<b>1,527,475</b>	<b>2,286,800</b>	<b>1,198,607</b>	<b>2,412,623</b>

Fund Expense Summary  
MEASURE M FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
MEASURE M						
Transfers to General Fund						
Street Maintenance	385,221	487,355	470,879	514,924	539,651	552,506
Transfers to Capital Projects Fund						
Melinda Road/ Los Alisos Slurry	294,785	-	-	-	-	-
Antonio Pkwy. Slurry Seal	-	220,973	-	-	-	-
Residential Overlay	-	-	300,000	216,000	154,000	185,000
SM Pkwy. Pavement Rehabilitation	21,268	-	-	-	-	-
Median Hardscape Renovation	-	-	-	50,000	32,099	36,000
Melinda Road Median Improvements	205	-	-	-	-	-
Buena Suerte/ La Miranda Median Improve	451	-	-	-	-	-
Traffic Signal Battery Backup System	-	-	-	-	-	-
SMP Bridge Hinge Repair	-	3,430	-	-	-	-
SMP Bridge (Eastbound)	-	-	-	20,000	-	20,000
Sidewalk Repair	1,289	36,983	-	-	-	-
CCTV Inspection of Storm Drain System	-	-	-	100,000	-	-
Trash Reduction Catch Basin Inserts	-	-	-	-	-	38,000
Traffic Signal Enhancements	-	-	-	-	-	60,000
Avenida Banderas Traffic Signal Modification	-	-	-	-	-	53,000
<b>TOTAL MEASURE M FUND</b>	<b>703,219</b>	<b>748,741</b>	<b>770,879</b>	<b>900,924</b>	<b>725,750</b>	<b>944,506</b>

Fund Expense Summary  
AIR QUALITY IMPROVEMENT FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
AIR QUALITY IMPROVEMENT						
Transfers to Capital Projects Fund						
Traffic Signal Synchronization	-	-	-	-	-	-
Circulation Element Update	52,220	9,930	-	-	-	-
SMP Signal & Equipment Upgrade	532	27,977	-	4,000	4,000	17,000
Antonio Pkwy. Signal & Equipment Upgrade	581	460	-	42,000	42,000	60,000
Count Down Signal Head	-	2,965	42,860	-	-	-
Trabuco Mesa School Signing & Striping	-	-	-	34,000	34,000	-
Crosswalk Bulb-Out Upgrade Project	-	-	-	-	-	-
Alma Aldea Bulbout Installation	-	5,577	-	-	-	-
Trabuco Mesa Bulbout Improvements	-	45,141	-	-	-	-
Measure M2 Proj. V Bus/ Shuttle Srv.	-	-	-	-	-	-
Robinson Ranch Improvement Program	27,455	-	-	-	-	-
Speed Feedback Signs	-	2,705	27,172	58,000	58,000	70,000
Crosswalk LED Signs	-	2,157	24,225	-	-	-
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<b>80,788</b>	<b>96,912</b>	<b>94,257</b>	<b>138,000</b>	<b>138,000</b>	<b>147,000</b>

Fund Expense Summary  
CA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
CA LAW ENFORCEMENT EQUIP. Police Tech. Equipment	-	-	198	-	-	-
<b>TOTAL CA LAW ENFORCE. EQUIP.</b>	<b>-</b>	<b>-</b>	<b>198</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
TRAFFIC CONGESTION RELIEF FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
TRAFFIC CONGESTION RELIEF						
Transfers to Capital Projects Fund						
Residential Overlay	1	-	-	-	-	-
<b>TOTAL TRAFFIC CONGESTION RELIEF</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
LOCAL PARK TRUST FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
LOCAL PARK TRUST						
Transfers to Capital Projects Fund						
Canada Vista Park Restroom	-	-	-	-	-	-
Dog Park Renovations	-	-	-	-	-	165,000
BTRCC Ball Room Flooring	-	-	-	-	-	49,000
BTRCC Youth Lounge Courtyard	-	-	-	-	-	30,000
<b>TOTAL LOCAL PARK TRUST</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>244,000</b>

Fund Expense Summary  
SUPPLEMENTAL LAW ENFORCEMENT FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
SUPPLEMENTAL LAW ENFORCEMENT						
Additional Police Services	120,273	105,540	108,999	125,151	125,151	123,291
<b>TOTAL SUPPLEMENTAL LAW</b>	<u>120,273</u>	<u>105,540</u>	<u>108,999</u>	<u>125,151</u>	<u>125,151</u>	<u>123,291</u>



Fund Expense Summary  
PEG FEE FUND

DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
PEG FEE						
Public Education Grant Expenditures	-	-	2,035	-	-	220,000
<b>TOTAL PEG FEE</b>	<u>-</u>	<u>-</u>	<u>2,035</u>	<u>-</u>	<u>-</u>	<u>220,000</u>

Fund Expense Summary  
CAPITAL PROJECTS FUND

	FY 2012/13	FY 2013/14	FY 2014/15	-----FY 2015/16-----		FY 2016/17
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>CAPITAL PROJECTS FUND</u></b>						
Transfer to Gas Tax Fund	-	-	-	-	-	-
Transfer to Measure M Fund	-	-	-	-	-	-
Annual Slurry Seal Program	205,734	223,474	325,287	380,000	380,000	308,000
Antonio Pkwy. Slurry Seal	-	164,944	771	-	-	-
Avenida De Las Banderas Slurry Seal	-	-	116,749	-	-	-
Annual Residential Overlay	510,786	220,973	311,705	416,000	308,000	371,000
Robinson Ranch Rd. Pavement Rehabilitation	455	132,635	19	-	-	-
Antonio Overlay Design	108,908	-	-	-	-	-
Antonio Pkwy. Pavement Rehabilitation	(9,005)	13,543	418,204	602,000	4,668	580,000
Coto de Caza/La Promesa Pavement Rehab.	11,504	181	-	-	-	175,000
SM Pkwy. Pavement Rehabilitation	403,305	417,653	1,005	658,000	4,582	626,000
Avenida Empresa Pavement Rehabilitation	-	-	-	65,000	30,000	-
Median Improvements (Plano)	-	-	35,705	107,000	89,099	170,000
Melinda Road Median Improvements	205	26,605	(32)	-	-	-
Buena Suerte/La Miranda Meidan Improve.	451	132,241	(435)	-	-	-
Alicia Pkwy./SMP Gateway	-	21,839	208,271	200,000	195,000	-
SMP/Empresa Landscaping	-	25,472	226,644	-	-	-
City Hall Landscaping Renovation	-	53,085	-	50,000	-	150,000
Traffic Signal Synchronization	-	-	-	-	-	-
Circulation Element Update	52,220	9,930	-	-	-	-
SMP Signal & Equipment Upgrade	532	27,977	16,480	18,000	18,000	17,000
Antonio Pkwy. Signal & Equipment Upgrade	581	460	10,149	369,000	369,000	60,000
Traffic Signal Battery Backup System	6,951	7,701	111,003	-	-	-
Count Down Pedestrian Signal Heads	-	2,965	42,860	-	-	-
SMP Bridge Hinge Repair	40,706	3,430	247,413	283,000	143,841	115,000
SMP Bridge (Eastbound)	-	-	-	20,000	-	20,000
Annual Concrete - Sidewalk Repairs	1,289	36,983	66,610	60,000	58,872	63,000
Alma Aldea Bulbout Installation	40,611	5,577	(20)	-	-	-
ADA Curb Ramp Installation	122,295	-	264,303	130,000	60,000	166,000
Trabuco Mesa Bulbout Improvements	-	45,141	(20)	-	-	-
Verda Laguna Sidewalk & Landscape	-	-	-	40,000	40,000	258,000
Via Ricardo Pathway Enhancement	-	-	-	165,000	50,000	-
Building Improvements	-	-	11,466	1,300,000	800,000	1,000,000
City Hall Server Rm. Fire Suppression Sys.	-	-	-	-	-	90,000
City Hall & BTRCC Flooring/Carpeting	-	-	67,243	-	-	89,000
BTRCC / CDBG Funded	-	-	23,677	-	-	-
Sealcoat City Hall & BTRCC Parking Lots	-	-	-	20,000	-	20,000
City Hall / BTRCC Roofing Renovation	-	-	-	-	-	10,000
City Hall Fountain Renovation	-	-	-	-	-	75,000
BTRCC Ball Room Flooring	-	-	-	-	-	49,000
BTRCC Youth Center Lounge Courtyard	-	-	-	-	-	60,000
Chiquita Ridge Open Space Assessment	131,854	47,370	15,580	325,000	71,997	250,000
Chiquita Ridge Habitat Restoration	104,561	168,357	1,780,900	205,340	205,000	222,000
Robinson Ranch Improvement Project	265,702	3,383	-	-	-	-
Emergency Vehicle Pre-Emption/Phase 2&3	-	1,698	140,758	-	-	-
Speed Feedback Signs	-	2,705	27,172	58,000	58,000	70,000
Crosswalk LED Signs	-	2,156	24,225	-	-	-
Trabuco Mesa School Signing & Striping	-	-	-	34,000	34,000	-
Dog Park Renovations	-	-	-	-	-	165,000
CCTV Inspection of Storm Drain System	-	-	-	200,000	-	-
Trash Reduction Catch Basin Inserts	-	-	-	5,000	5,000	153,000
Traffic Signal Enhancements	-	-	-	-	-	60,000
Avenida Banderas Traffic Signal Modification	-	-	-	-	-	53,000
Esperanza Restriping	-	-	-	-	-	75,000
Auto Center Drive Signage	-	-	-	-	-	100,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>1,999,645</b>	<b>1,798,478</b>	<b>4,493,692</b>	<b>5,710,340</b>	<b>2,925,059</b>	<b>5,620,000</b>










Fund Expense Summary  
RSM NONPROFIT DEBT SERVICE FUND

DESCRIPTION	FY 2012/13	FY 2013/14	FY 2014/15	-----FY 2015/16-----		FY 2016/17
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>RSMNP DEBT SERVICE FUND</u></b>						
Debt Service Payment	577,579	-	-	-	-	-
Transfer to RSM PFA Debt Service Fund	847,605	-	-	-	-	-
<b>TOTAL RSMNP DEBT SERVICE</b>	<b>1,425,184</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
RSM PFA DEBT SERVICE FUND

DESCRIPTION	FY 2012/13	FY 2013/14	FY 2014/15	-----FY 2015/16-----		FY 2016/17
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>RSM PFA DEBT SERVICE FUND</u></b>						
Cost of Issuance	174,996	-	-	-	-	-
Discount of Long Term Debt Issuance	61,022	-	-	-	-	-
Debt Service Payment	137,330	800,238	730,387	732,138	732,138	736,338
Paid to Bond Escrow Agent	-	-	-	-	-	-
Transfer to CIP Fund	-	-	854,253	-	-	-
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>373,348</b>	<b>800,238</b>	<b>1,584,640</b>	<b>732,138</b>	<b>732,138</b>	<b>736,338</b>

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
<b>GENERAL FUND</b>						
 SALARIES AND BENEFITS	2,722,580	2,632,566	2,781,303	3,292,242	3,150,637	3,474,296
% of total	16%	17%	17%	18%	18%	17%
 LAW ENFORCEMENT CONTRACT	7,018,395	7,103,475	7,553,305	7,861,425	7,860,887	8,459,837
% of total	42%	47%	45%	43%	45%	41%
 PROFESSIONAL SERVICES	1,813,788	1,783,669	1,754,327	1,172,018	1,191,443	1,135,253
% of total	11%	12%	10%	6%	7%	6%
 OTHER CONTRACT SERVICES	1,222,322	1,344,571	1,344,869	1,436,276	1,451,842	1,979,301
% of total	7%	9%	8%	8%	8%	10%
 OTHER SUPPLIES AND SERVICES	1,387,391	1,302,591	1,257,391	1,443,832	1,421,419	1,566,818
% of total	8%	9%	7%	8%	8%	8%
 CAPITAL EXPENDITURES	136,792	127,471	158,921	468,048	325,654	465,008
% of total	1%	1%	1%	3%	2%	2%
 DEBT SERVICE	2,194,844	800,238	730,387	732,138	732,138	736,338
% of total	13%	5%	4%	4%	4%	4%
 MITIGATION	-	-	-	-	-	793,846
% of total	0%	0%	0%	0%	0%	4%
 TRANSFERS/ ALLOCATIONS	158,485	-	1,248,434	2,087,340	1,328,997	1,992,000
% of total	1%	0%	7%	11%	8%	10%
Subtotal General Fund Expenditures	<u>16,654,597</u>	<u>15,094,581</u>	<u>16,828,937</u>	<u>18,493,319</u>	<u>17,463,017</u>	<u>20,602,697</u>
	100%	100%	100%	100%	100%	100%
<b>SPECIAL FUNDS</b>						
SLESF FUND Police Services	120,273	105,540	108,999	125,151	125,151	123,291
GAS TAX FUND Street Lighting	268,288	266,691	279,147	288,000	280,000	280,000
Subtotal Special Funds Expenditures	<u>388,561</u>	<u>372,231</u>	<u>388,146</u>	<u>413,151</u>	<u>405,151</u>	<u>403,291</u>
TOTAL OPERATING EXPENDITURES	<u>17,043,158</u>	<u>15,466,812</u>	<u>17,217,083</u>	<u>18,906,470</u>	<u>17,868,168</u>	<u>21,005,988</u>

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

		FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
<b>GENERAL GOVERNMENT</b>							
110	City Council	141,148	151,424	152,572	141,671	141,671	174,421
120	City Manager	348,054	340,250	329,300	376,789	381,538	447,762
140	City Attorney	518,990	586,596	711,333	365,000	339,550	350,000
160	City Clerk	352,428	375,563	340,176	286,453	278,096	345,016
220	HR / Risk Management	324,789	349,665	318,443	410,160	292,152	422,328
	Subtotal	1,685,409	1,803,498	1,851,824	1,580,073	1,433,007	1,739,527
<b>FINANCE</b>							
170	Non-departmental	2,791,820	1,187,680	2,370,718	3,453,582	2,609,746	4,048,370
210	Finance	554,317	422,435	456,236	571,135	570,204	564,700
	Subtotal	3,346,137	1,610,115	2,826,954	4,024,717	3,179,950	4,613,070
<b>POLICE SERVICES</b>							
310	Police Services	7,435,313	7,562,002	7,947,848	8,317,621	8,307,693	8,958,486
320	Animal Control	42,401	88,142	74,777	102,762	102,762	608,208
	Subtotal	7,477,714	7,650,144	8,022,625	8,420,383	8,410,455	9,566,694
<b>DEVELOPMENT SERVICES</b>							
410	Planning	780,133	779,886	727,091	865,248	771,825	972,401
510	Building & Safety	316,215	268,295	266,375	240,266	288,210	241,543
	Subtotal	1,096,348	1,048,181	993,466	1,105,514	1,060,035	1,213,944
<b>PUBLIC WORKS</b>							
610	Public Works	1,033,785	843,326	909,506	997,250	983,942	1,067,892
620	Street Maintenance	830,945	920,904	915,516	966,079	985,306	1,000,661
640	Building Maintenance	282,006	289,870	281,862	329,913	329,802	333,293
	Subtotal	2,146,736	2,054,100	2,106,884	2,293,242	2,299,050	2,401,846
<b>COMMUNITY SERVICES</b>							
710	Community Services	902,253	928,543	1,027,184	1,069,390	1,080,520	1,067,616
	Subtotal	902,253	928,543	1,027,184	1,069,390	1,080,520	1,067,616
Total General Fund Expenditures		16,654,597	15,094,581	16,828,937	18,493,319	17,463,017	20,602,697
<b>SPECIAL FUNDS</b>							
310	SLESF Police Services	120,273	105,540	108,999	125,151	125,151	123,291
630	GAS TAX FUND Street Lighting	268,288	266,691	279,147	288,000	280,000	280,000
Total Special Funds Operating Expenditures		388,561	372,231	388,146	413,151	405,151	403,291
TOTAL OPERATING EXPENDITURES		17,043,158	15,466,812	17,217,083	18,906,470	17,868,168	21,005,988

# SCHEDULE OF INTERFUND TRANSFERS

		-----FY 2015/16-----					FY 2016/17
FUND		FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
OPERATING TRANSFERS IN:							
100	Transfer from Gas Tax Fund	204,228	214,928	206,954	257,800	228,690	236,623
100	Transfer from Measure M Fund	385,221	487,355	470,879	514,924	539,651	552,506
220	Transfer from General Fund	58,982	-	-	-	-	-
224	Transfer from General Fund	99,503	-	-	-	-	-
410	Transfer from General Fund	-	-	1,248,434	2,087,340	1,328,997	1,992,000
410	Transfer from Gas Tax Fund	640,247	991,817	1,041,374	1,732,000	689,917	1,896,000
410	Transfer from Measure M Fund	317,998	261,385	300,000	395,000	186,099	392,000
410	Transfer from Air Quality Fund	80,788	96,912	94,257	138,000	138,000	147,000
410	Transfer from Traffic Congestion Fund	1	-	-	-	-	-
410	Transfer from Local Park Trust Fund	-	-	-	-	-	244,000
410	Transfer from PFA Capital Funds	-	-	854,253	-	-	-
500	Transfer from General Fund	576,792	-	-	-	-	-
530	Transfer from General Fund	1,618,052	800,238	730,387	732,138	732,138	736,338
530	Transfer from RSMNP Debt Service	847,605	-	-	-	-	-
TOTAL		4,829,417	2,852,635	4,946,538	5,857,202	3,843,492	6,196,467
OPERATING TRANSFERS OUT:							
100	Transfer to Local Park Trust Fund	58,982	-	-	-	-	-
100	Transfer to PEG Fee Fund	99,503	-	-	-	-	-
100	Transfer to Capital Projects Fund	-	-	1,248,434	2,087,340	1,328,997	1,992,000
100	Transfer to RSMNP Debt Service Fund	576,792	-	-	-	-	-
100	Transfer to RSM PFA Debt Service Fund	1,618,052	800,238	730,387	732,138	732,138	736,338
210	Transfer to General Fund	204,228	214,927	206,954	257,800	228,690	236,623
210	Transfer to Capital Projects Fund	640,247	991,817	1,041,374	1,732,000	689,917	1,896,000
212	Transfer to General Fund	385,221	487,355	470,879	514,924	539,651	552,506
212	Transfer to Capital Projects Fund	317,998	261,386	300,000	395,000	186,099	392,000
214	Transfer to Capital Projects Fund	80,788	96,912	94,257	138,000	138,000	147,000
218	Transfer to Capital Projects Fund	1	-	-	-	-	-
220	Transfer to Capital Projects Fund	-	-	-	-	-	244,000
500	Transfer to RSM PFA Debt Svc. Fund	847,605	-	-	-	-	-
530	Transfer to Capital Projects Fund	-	-	854,253	-	-	-
TOTAL		4,829,417	2,852,635	4,946,538	5,857,202	3,843,492	6,196,467



# *General Government*

*City of Rancho Santa Margarita, California*

GENERAL GOVERNMENT



# General Government

		FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
GENERAL GOVERNMENT							
110	City Council	141,148	151,424	152,572	141,671	141,671	174,421
120	City Manager	348,054	340,250	329,300	376,789	381,538	447,762
140	City Attorney	518,990	586,596	711,333	365,000	339,550	350,000
160	City Clerk	352,428	375,563	340,176	286,453	278,096	345,016
220	HR/Risk Management	324,789	349,665	318,443	410,160	292,152	422,328
TOTAL EXPENDITURES		<u>1,685,409</u>	<u>1,803,498</u>	<u>1,851,824</u>	<u>1,580,073</u>	<u>1,433,007</u>	<u>1,739,527</u>



# *General Government* **CITY COUNCIL**

## **DESCRIPTION**

The City Council is comprised of five Rancho Santa Margarita residents elected at large to serve alternating four-year terms. Annually, the City Council selects a Mayor and Mayor Pro Tempore. As a general law city, the City Council is responsible for setting policy and establishing local laws. The Council also represents the City to other governmental and non-governmental entities.

## **ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Provided policy direction to the City Manager on all matters affecting Rancho Santa Margarita.
2. Served as stewards of the public trust through a high level of transparency and of the public treasury through prudent fiscal policy decisions.
3. Actively participated in business retention and attraction through attendance at ICSC and Chamber of Commerce events.
4. Supported public safety programs with an emphasis on crime prevention and neighborhood watch programs as well as expanding the extensive child safety related seminars and assemblies.
5. Continued implementation of a multi-year strategy for improving and restoring landscaping and infrastructure throughout Rancho Santa Margarita at City entrances and civic areas, including the near-completion of the Alicia "T" Gateway Improvement Project.
6. Provided guidance and direction relating to the selection of a professional consulting firm to analyze potential development options of Chiquita Ridge.
7. Provided support and guidance to continue best practices in open, transparent, publicly accessible government with the launch of a redesigned comprehensive website and the development of a free application for mobile devices.
8. Initiated and completed a survey seeking input from the public regarding the City's Dog Park facility.

## **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Focus on local priorities while maintaining support and commitment to agency affiliates and organizations, including: the Orange County Fire Authority, the Transportation Corridor Agencies, the Library Board, SAMLARC, the Chamber of Commerce, and various other community organizations..
2. Sustain support of public safety programs with a focus on crime prevention outreach and education.
3. Continue to provide guidance and direction on the future development of Chiquita Ridge and aesthetic improvements throughout the community to remain competitive with newer surrounding communities.
4. Continue to provide policy direction to ensure and increase financial stability and growth.
5. Strengthen relationships and partnerships in the community through collaborative, participatory efforts, and maintain on-going involvement with and support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
6. Provide support and direction during the General Plan Update process.

**Department Expense Summary**  
**City Council Fund 100, Division 110**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY COUNCIL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	511.000	Salaries - Elected	27,967	27,810	28,737	27,810	27,810	27,810
	521.000	Medicare	393	403	417	403	403	403
	522.000	Retirement	2,744	2,770	3,374	3,448	3,448	3,448
	530.000	Benefits	47,653	47,881	72,005	88,260	88,260	88,260
<b>TOTAL PERSONNEL</b>			<b>78,757</b>	<b>78,864</b>	<b>104,533</b>	<b>119,921</b>	<b>119,921</b>	<b>119,921</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	17,522	12,085	21,417	15,500	15,500	15,000
	612.000	Travel/Conf/Meetings	1,727	636	997	1,500	1,500	1,950
	618.000	Council Support	4,316	1,971	2,466	2,500	2,500	2,500
	670.000	Community Support	1,700	3,700	6,850	2,250	2,250	2,050
		Subtotal	25,265	18,392	31,730	21,750	21,750	21,500
	700.028	PS - Public Relations	37,126	54,168	16,309	-	-	33,000
<b>TOTAL OPERATIONS</b>			<b>62,391</b>	<b>72,560</b>	<b>48,039</b>	<b>21,750</b>	<b>21,750</b>	<b>54,500</b>
<b>TOTAL EXPENDITURES</b>			<b>141,148</b>	<b>151,424</b>	<b>152,572</b>	<b>141,671</b>	<b>141,671</b>	<b>174,421</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	141,148	151,424	152,572	141,671	141,671	174,421
<b>TOTAL FUNDING SOURCES</b>			<b>141,148</b>	<b>151,424</b>	<b>152,572</b>	<b>141,671</b>	<b>141,671</b>	<b>174,421</b>



# *General Government*

## **CITY MANAGER**

### **DESCRIPTION**

The City Manager's Office is responsible for making policy recommendations to the City Council and implementing them as adopted. The City Manager serves as the Chief Executive Officer of the City and is responsible for its daily operations including serving as the City's Treasurer and Personnel Officer. The City Manager has broad oversight over all internal operations and the development of external partnerships.

### **ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Developed and implemented a balanced budget in accordance with Council priorities and goals, identifying funding for priority projects.
2. Directed the activities of all City staff and departments to efficiently and effectively implement the policies established by the City Council.
3. Ensured oversight and accountability of the City's finances to position the City for continued long-term stability and growth.
4. Hired a new Human Resources/Risk Management Administrator.
5. Fostered a collaborative team environment to improve accountability over various functions.
6. Provided leadership for the successful implementation of key capital improvement projects.
7. Increased communication and public relations relating to City priorities, projects, programs and activities.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Continue to represent the City's interests in local, regional, and statewide issues.
2. Ensure the highest level of management over the City's contracts and consultants.
3. Continue to ensure strategic communication and public relations relating to City priorities, projects, programs and activities.
4. Provide guidance and oversight for the implementation of several capital improvement projects, including: City Hall and BTRCC building repairs and the future development of Chiquita Ridge.
5. Participate in economic development activities to attract new business and retain successful business in the community.
6. Review and identify service delivery options to ensure cost-effective and efficient services for the community.

**Department Expense Summary**  
**City Manager Fund 100, Division 120**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY MANAGER</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	285,773	291,712	272,243	301,180	327,422	355,929
	521.000	Medicare	4,131	4,218	3,935	4,351	4,662	5,140
	522.000	Retirement	36,511	33,870	28,611	22,593	23,137	28,410
	523.000	Unemployment Insurance	1,302	651	1,085	1,085	1,085	1,302
	530.000	Benefits	12,263	7,973	5,949	44,130	21,898	52,956
	<b>TOTAL PERSONNEL (3 FTE)</b>		<b>339,980</b>	<b>338,424</b>	<b>311,823</b>	<b>373,339</b>	<b>378,204</b>	<b>443,737</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	6,452	125	50	50	50	125
	612.000	Travel/Conf/Meetings	1,622	1,701	2,713	2,400	2,284	2,900
	615.000	CM Discretionary Account	-	-	-	1,000	1,000	1,000
	626.000	Books & Periodicals	-	-	393	-	-	-
		Subtotal	8,074	1,826	3,156	3,450	3,334	4,025
	700.001	Professional Services	-	-	14,321	-	-	-
	<b>TOTAL OPERATIONS</b>		<b>8,074</b>	<b>1,826</b>	<b>17,477</b>	<b>3,450</b>	<b>3,334</b>	<b>4,025</b>
<b>TOTAL EXPENDITURES</b>			<b>348,054</b>	<b>340,250</b>	<b>329,300</b>	<b>376,789</b>	<b>381,538</b>	<b>447,762</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	348,054	340,250	329,300	376,789	381,538	447,762
<b>TOTAL FUNDING SOURCES</b>			<b>348,054</b>	<b>340,250</b>	<b>329,300</b>	<b>376,789</b>	<b>381,538</b>	<b>447,762</b>

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**Department Expense Summary**  
**City Attorney Fund 100, Division 140**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY ATTORNEY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.003	Professional Services	431,350	280,485	293,114	365,000	330,000	350,000
	700.032	PS - Special Counsel	-	267,135	409,182	-	3,057	-
	700.039	PS - Building Expert	87,640	38,976	9,037	-	6,493	-
<i>TOTAL OPERATIONS</i>			<u>518,990</u>	<u>586,596</u>	<u>711,333</u>	<u>365,000</u>	<u>339,550</u>	<u>350,000</u>
<i>TOTAL EXPENDITURES</i>			<u>518,990</u>	<u>586,596</u>	<u>711,333</u>	<u>365,000</u>	<u>339,550</u>	<u>350,000</u>
<i>FUNDING SOURCES</i>								
	100	General Fund	<u>518,990</u>	<u>586,596</u>	<u>711,333</u>	<u>365,000</u>	<u>339,550</u>	<u>350,000</u>
<i>TOTAL FUNDING SOURCES</i>			<u>518,990</u>	<u>586,596</u>	<u>711,333</u>	<u>365,000</u>	<u>339,550</u>	<u>350,000</u>



# *General Government*

## **CITY CLERK'S OFFICE**

### **DESCRIPTION**

The City Clerk is responsible for maintaining and managing the City's official records, conducting municipal elections, including campaign reporting and economic disclosure, and maintaining the City's Municipal Code. The City Clerk manages the City's legislative processes, including: the publication of legal notices and ordinances, agenda packet preparation, preparation of minutes, recording and communicating all City Council actions.

### **ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Coordinated the publishing, audio streaming and minutes for all City Council and Public Financing Authority meetings.
2. Assisted the public and media in compliance with the Public Records Act.
3. Handled distribution of information through the City's website.
4. Managed the City Records Imaging projects including the scanning and migration of the City's building plans and vital records.
5. Provided community support through student recognitions, presentations, certificates of recognitions, and ribbon cutting events.
6. Provided administrative support to the City Council.
7. Finalized the Contract Processing Policy.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Conduct the 2016 General Municipal Election.
2. Update the Council Chamber sound system.
3. Update the Records Retention Schedule.
4. Review and update Council Policy No. 4.4 Rules of Decorum and Procedure for the Conduct of City Council Meetings.
5. Review and organize the Central File Room and TAB file system.
6. Provide training relating to accessing and scanning records into the TAB file system.
7. Conduct research pertaining to enhancements to agenda management process and procedures.
8. Continue community support efforts through citizen recognitions, presentations, and ribbon cuttings.
9. Respond to public and media requests for information in compliance with the Public Records Act.

**Department Expense Summary**  
**City Clerk Fund 100, Division 160**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY CLERK</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	200,655	235,148	211,850	196,782	226,623	206,797
	521.000	Medicare	2,906	3,410	3,039	2,853	2,853	2,986
	522.000	Retirement	49,369	50,555	28,826	21,297	21,342	24,107
	523.000	Unemployment Insurance	1,710	1,736	2,536	1,302	1,302	1,302
	530.000	Benefits	31,794	27,603	13,679	35,304	349	35,304
<b>TOTAL PERSONNEL (2.8 FTE)</b>			<b>286,434</b>	<b>318,452</b>	<b>259,930</b>	<b>257,538</b>	<b>252,469</b>	<b>270,496</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	470	725	650	745	745	745
	611.000	Training	-	638	-	1,920	1,920	1,585
	612.000	Travel/Conf/Meetings	-	-	3,060	912	912	1,200
	622.010	Special Dept. Expense	2,955	2,961	1,682	2,250	2,250	2,730
	622.011	Codification Supplements	1,812	4,831	2,076	4,500	3,446	6,000
	623.001	Mapping/Reproduction	3,528	3,913	4,771	4,500	3,100	5,500
	624.000	Legal Notices	4,725	12,527	8,408	10,000	11,270	12,000
	626.000	Books & Periodicals	-	-	-	-	-	110
	646.000	Maintenance & Repair	520	2,122	2,218	4,088	1,984	600
		Subtotal	<b>14,010</b>	<b>27,717</b>	<b>22,865</b>	<b>28,915</b>	<b>25,627</b>	<b>30,470</b>
	700.001	Professional Services	19,611	28,809	12,402	-	-	550
	700.002	Elections	31,382	585	44,979	-	-	42,000
	700.029	Election Language Assist.	991	-	-	-	-	1,500
		Subtotal	<b>51,984</b>	<b>29,394</b>	<b>57,381</b>	<b>-</b>	<b>-</b>	<b>44,050</b>
<b>TOTAL OPERATIONS</b>			<b>65,994</b>	<b>57,111</b>	<b>80,246</b>	<b>28,915</b>	<b>25,627</b>	<b>74,520</b>
<b>TOTAL EXPENDITURES</b>			<b>352,428</b>	<b>375,563</b>	<b>340,176</b>	<b>286,453</b>	<b>278,096</b>	<b>345,016</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	352,428	375,563	340,176	286,453	278,096	345,016
<b>TOTAL FUNDING SOURCES</b>			<b>352,428</b>	<b>375,563</b>	<b>340,176</b>	<b>286,453</b>	<b>278,096</b>	<b>345,016</b>

# *General Government*

## **HUMAN RESOURCES AND RISK MANAGEMENT**

### **DESCRIPTION**

The Human Resources and Risk Management Division works collaboratively as a business partner with all City departments in the areas of recruitment, employee relations, training, learning and development, performance management, classification and compensation, leaves of absence, workers' compensation, special event insurance, safety, and succession planning. The Division administers employee and City Council benefits, oversees the City's Personnel Rules and Regulations, acts as liaison to the City's risk-sharing pool, investigates liability claims, administers the City's self-insurance programs, assists with disaster preparedness and recovery efforts, reviews City contracts and recommends risk-transfer mechanisms.

### **ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Revised the Personnel Policies and Procedures Manual.
2. Welcomed a new Human Resources/Risk Management Administrator.
3. Represented the City on the Board of Directors for the Public Agency Risk Sharing Authority of California (PARSAC), the City's risk sharing pool.
4. Administered employee benefit programs, including coordination of the 2016 Open Enrollment process.
5. Updated Liability Claims Administration Procedures.
6. Recruited and filled the positions of Associate Engineer, Public Works Superintendent, Assistant City Engineer, and Principal Planner.
7. Completed the 2016 Compensation Study of all City employment classifications.
8. Completed the Injury and Illness Prevention Program, and conducted employee training.
9. Introduced a service award program to recognize employee longevity milestones.
10. Completed first year of the Employee Recognition Program and recognized the first Employee of the Year.
11. Provided employees certification training in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) use.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Proceed with the update and development process of Administrative Regulations.
2. Schedule training, learning and development programs on a variety of topics.
3. Review ancillary benefits, including maintenance of the 457 Deferred Compensation Plan and introduce the Comprehensive Annual Leave Buyback program.
4. Continue to further develop Employee Recognition Programs.
5. Formalize a wellness initiative and introduce program components to City employees.
6. Establish a formal Safety Committee to review incidents and develop continuous improvement processes.
7. Pursue safety and loss grant opportunities available through our risk sharing pool.
8. Complete 2017 Compensation Study of City classifications.

**Department Expense Summary**  
**Human Resources/Risk Management Fund 100, Division 220**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	105,355	110,104	110,130	143,566	87,560	144,626
	516.000	Leave Time Program		-	-	-	-	15,000
	521.000	Medicare	1,528	1,596	1,597	2,082	1,378	2,085
	522.000	Retirement	25,000	26,324	24,234	33,270	6,455	11,526
	523.000	Unemployment Insurance	654	737	434	868	868	868
	526.000	FICA Cost	330	463	12	-	-	-
	530.000	Benefits	15,350	15,993	17,633	26,478	11,951	26,478
	<b>TOTAL PERSONNEL (2 FTE)</b>		<b>148,217</b>	<b>155,217</b>	<b>154,040</b>	<b>206,264</b>	<b>108,212</b>	<b>200,583</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	3,419	3,620	525	525	525	855
	611.000	Training	1,182	-		1,500	1,500	5,000
	612.000	Travel/Conf/Meetings	801	805	451	1,375	1,375	2,875
	622.010	Special Dept. Expense	130	1,717	152	2,000	2,000	2,765
	626.000	Books & Periodicals	267	172	438	500	500	500
	665.000	Recruitment	1,566	3,123	3,855	3,746	2,112	2,000
	690.001	Insurance G/L	89,386	108,429	58,645	80,000	89,552	90,000
	690.002	Insurance W/C	45,495	40,241	36,571	70,000	47,954	68,500
	690.003	Insurance Property	16,111	22,936	21,283	25,000	19,444	25,000
	690.004	Insurance Other	700	801	700	3,300	2,075	3,300
	690.005	Insurance SIR	6,500	6,294	212	10,000	7,433	15,000
		Subtotal	165,557	188,138	122,832	197,946	174,470	215,795
	700.004	Professional Services	11,015	6,310	41,571	5,950	9,470	5,950
	<b>TOTAL OPERATIONS</b>		<b>176,572</b>	<b>194,448</b>	<b>164,403</b>	<b>203,896</b>	<b>183,940</b>	<b>221,745</b>
	<b>TOTAL EXPENDITURES</b>		<b>324,789</b>	<b>349,665</b>	<b>318,443</b>	<b>410,160</b>	<b>292,152</b>	<b>422,328</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	324,789	349,665	318,443	410,160	292,152	422,328
	<b>TOTAL FUNDING SOURCES</b>		<b>324,789</b>	<b>349,665</b>	<b>318,443</b>	<b>410,160</b>	<b>292,152</b>	<b>422,328</b>

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# *Finance*

*City of Rancho Santa Margarita, California*

FINANCE



# Finance

		FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
FINANCE							
170	Non-departmental	2,791,820	1,187,680	2,370,718	3,453,582	2,609,746	4,048,370
210	Finance	554,317	422,435	456,236	571,135	570,204	564,700
TOTAL EXPENDITURES		<u>3,346,137</u>	<u>1,610,115</u>	<u>2,826,954</u>	<u>4,024,717</u>	<u>3,179,950</u>	<u>4,613,070</u>





## *Finance*

# **NON-DEPARTMENTAL/FINANCE**

### **DESCRIPTION**

The Finance Department directs the City's fiscal activities, including: financial analysis and planning, budget preparation and reporting, tax apportionments and revenues, treasury and cash management, investment and debt administration, accounting services, accounts payable/receivable, payroll, auditing, financial reporting, purchasing, and special projects. Finance provides financial oversight through the establishment and monitoring of the internal control process within the City. The Non-Departmental function includes activities for City operations that do not directly fall under the oversight of other departments, or over which the individual departments would have limited control. Provides supervision and oversight of the Information Technology Support Services contract, ensures City systems are maintained, and assists with strategic planning.

### **ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Received the Government Finance Officers Association Financial (GFOA) Reporting Certificate of Excellence for the 2014-15 Comprehensive Annual Financial Report (CAFR).
2. Completed the FY 2014-15 City-wide Audit with no adjustments or deficiencies.
3. Implemented the new General Account Standards Board (GASB) statements 68 and 70.
4. Prepared a structurally balanced budget for FY 2016-17.
5. Updated the General Fund 10-year operating analysis and forecasting model and the Special Revenue Funds restricted reserves forecasting model.
6. Complied with state mandate for compensation transparency by filing applicable reports with the State Controller's Office, OC Grand Jury, and posting to the City's website.
7. Prepared annual Investment Policy review and update.
8. Completed and circulated a Request for Proposal for City copier leasing.
9. Responded to Orange County Grand Jury report regarding unfunded retiree healthcare-Other Postemployment Benefits (OPEB).
10. Launched the new City website and City mobile app.
11. Revised City payment forms to conform with changes to the City's Procurement Code Ordinance.
12. Completed implementation of the upgrade to the City's virtual environment equipment and installed new licensing software.
13. Initiated a Cost Allocation Plan and a Fee Study to update the City's current user fee schedule.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Develop a balanced budget for Fiscal Year 2017-18.
2. Direct annual City-wide financial statement audit and submit 2015-16 CAFR to GFOA award program.
3. Refine software modeling for budget forecasting and long-term trend analysis.
4. Continue to develop the Finance Policies and Procedures Manual.
5. Research diversification of City investments in authorized local government investment pools and financial institution placements.
6. Begin replacement of City phones throughout City Hall and the BTRCC.
7. Maintain management of the City's technology in a cost-conscious manner while providing a viable infrastructure in compliance with City policies and strategic information technology guidelines.
8. Adopt a resolution that establishes and adopts the City's user fee schedule based on the updated Cost Allocation Plan and Fee Study.



**Department Expense Summary**  
**Non-Departmental Fund 100, Division 170**

					-----FY 2015/16-----		FY 2016/17
ACCT		FY 2012/13	FY 2013/14	FY 2014/15	AMENDED	YEAR-END	ADOPTED
DIVISION	NUMBER DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b><u>NON-DEPARTMENTAL</u></b>							
<b>EXPENDITURES</b>							
<b>PERSONNEL</b>							
512.000	Salaries - Regular	21,480	-	-	-	-	-
521.000	Medicare	305	-	-	-	-	-
522.000	Retirement	2,797	-	-	-	-	-
523.000	Unemployment Insurance	749	-	-	-	-	-
526.000	FICA Cost	640	-	-	-	-	-
530.000	Benefits	9,452	3,832	4,948	5,856	7,410	7,500
<b>TOTAL PERSONNEL</b>		<b>35,423</b>	<b>3,832</b>	<b>4,948</b>	<b>5,856</b>	<b>7,410</b>	<b>7,500</b>
<b>OPERATIONS</b>							
610.000	Membership & Dues	-	6,140	6,030	6,100	6,100	6,210
622.000	Office Supplies	27,392	25,418	22,061	25,000	22,430	25,000
625.000	Postage	8,242	9,228	6,600	8,760	7,171	7,170
627.000	EOC Supplies/Training	1,528	1,402	2,867	8,000	5,171	8,000
636.001	Utilities-Telephone	23,743	28,184	31,031	31,416	31,309	33,216
640.008	CH/BTRCC Light Replacmnt	1,855	-	-	-	-	-
642.000	Equipment Leases	35,394	18,453	14,514	13,490	13,490	14,172
663.000	Property Tax Admin. Costs	-	-	21,058	24,000	24,000	24,000
664.000	LAFCO Reforms (AB 2838)	5,982	5,971	5,958	6,000	5,936	6,000
690.000	Insurance	624	624	764	1,248	691	1,248
692.001	Bad Dept	18,989	-	-	-	-	-
Subtotal		<b>123,749</b>	<b>95,420</b>	<b>110,883</b>	<b>124,014</b>	<b>116,298</b>	<b>125,016</b>
700.001	Prof. Svcs. - Admin.	8,620	36,223	9,825	12,000	4,000	10,000
700.008	Prof. Svcs. - Computer	78,050	80,300	76,244	91,560	83,123	95,920
700.017	Prof. Svcs. - Website	5,982	9,339	9,640	23,965	23,965	19,550
700.022	PS - Financing Costs	1,800	2,000	2,000	2,000	2,000	2,000
700.024	PS - Emergency Coord.	59,463	63,086	38,749	53,661	53,661	-
Subtotal		<b>153,915</b>	<b>190,948</b>	<b>136,458</b>	<b>183,186</b>	<b>166,749</b>	<b>127,470</b>
<b>TOTAL OPERATIONS</b>		<b>277,664</b>	<b>286,368</b>	<b>247,341</b>	<b>307,200</b>	<b>283,047</b>	<b>252,486</b>
<b>TRANSFERS</b>							
790.410	Transfer to Cap. Projects	-	-	1,248,434	2,087,340	1,328,997	1,992,000
Subtotal		<b>158,485</b>	<b>-</b>	<b>1,248,434</b>	<b>2,087,340</b>	<b>1,328,997</b>	<b>1,992,000</b>
<b>MITIGATION</b>							
802.000	Mit. Obligation - Tax Incr.	-	-	-	-	-	793,846
Subtotal		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>793,846</b>
<b>DEBT SERVICE</b>							
790.530	Transfer to RSM PFA	2,194,844	800,238	730,387	732,138	732,138	736,338
<b>CAPITAL OUTLAY</b>							
826.000	Equipment - Police	-	-	4,964	110,849	111,711	101,346
832.000	GIS System	6,822	19,769	16,976	17,000	16,976	17,000
841.001	Comp. Licenses/HW/SW	118,582	77,473	117,668	143,199	126,647	97,854
990.000	Contingency	-	-	-	50,000	2,820	50,000
Subtotal		<b>125,404</b>	<b>97,242</b>	<b>139,608</b>	<b>321,048</b>	<b>258,154</b>	<b>266,200</b>
<b>TOTAL EXPENDITURES</b>		<b>2,791,820</b>	<b>1,187,680</b>	<b>2,370,718</b>	<b>3,453,582</b>	<b>2,609,746</b>	<b>4,048,370</b>
<b>FUNDING SOURCES</b>							
100	General Fund	2,791,820	1,187,680	2,370,718	3,453,582	2,609,746	4,048,370
<b>TOTAL FUNDING SOURCES</b>		<b>2,791,820</b>	<b>1,187,680</b>	<b>2,370,718</b>	<b>3,453,582</b>	<b>2,609,746</b>	<b>4,048,370</b>

**Department Expense Summary**  
**Finance Fund 100, Division 210**

ACCT		FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16		FY 2016/17	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>FINANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	414,072	299,217	335,937	367,487	395,458	378,520
	521.000	Medicare	5,996	4,328	4,859	5,316	5,316	5,476
	522.000	Retirement	70,949	52,415	53,668	63,545	64,299	72,427
	523.000	Unemployment Insurance	1,736	2,079	1,803	1,736	1,736	1,736
	526.000	FICA Cost	-	265	-	-	-	-
	530.000	Benefits	31,725	27,311	28,541	52,956	24,098	52,956
<b>TOTAL PERSONNEL (3.8 FTE)</b>			<b>524,478</b>	<b>385,615</b>	<b>424,808</b>	<b>491,040</b>	<b>490,907</b>	<b>511,115</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	1,101	1,021	610	1,021	1,021	1,021
	611.000	Training	-	1,298	-	3,300	3,300	3,250
	612.000	Travel/Conf/Meetings	702	202	308	828	380	1,628
	622.010	Special Dept. Expense	2,913	3,118	3,567	3,755	3,755	3,895
	626.000	Books & Periodicals	1,059	1,077	695	1,541	1,191	1,241
		Subtotal	5,775	6,716	5,180	10,445	9,647	11,035
	700.004	Professional Services	24,064	30,104	26,248	69,650	69,650	42,550
<b>TOTAL OPERATIONS</b>			<b>29,839</b>	<b>36,820</b>	<b>31,428</b>	<b>80,095</b>	<b>79,297</b>	<b>53,585</b>
<b>TOTAL EXPENDITURES</b>			<b>554,317</b>	<b>422,435</b>	<b>456,236</b>	<b>571,135</b>	<b>570,204</b>	<b>564,700</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	554,317	422,435	456,236	571,135	570,204	564,700
<b>TOTAL FUNDING SOURCES</b>			<b>554,317</b>	<b>422,435</b>	<b>456,236</b>	<b>571,135</b>	<b>570,204</b>	<b>564,700</b>

# *Police Services*

*City of Rancho Santa Margarita, California*



# Police Services

		FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
POLICE SERVICES							
310	Police Services	7,435,313	7,562,002	7,947,848	8,317,621	8,307,693	8,958,486
320	Animal Control	42,401	88,142	74,777	102,762	102,762	608,208
310	Police Services SLESF	120,273	105,540	108,999	125,151	125,151	123,291
TOTAL EXPENDITURES		<u>7,597,987</u>	<u>7,755,684</u>	<u>8,131,624</u>	<u>8,545,534</u>	<u>8,535,606</u>	<u>9,689,985</u>





## *Police Services*

# **POLICE SERVICES/ANIMAL CONTROL**

### **DESCRIPTION**

Police Services is responsible for public safety and general law enforcement within the City as well as animal care and control. Services include: patrol services, traffic and parking enforcement, criminal investigations, crime prevention programs, child safety programs, emergency management activities, community awareness programs, crossing guard services, animal field services, animal licensing, sheltering, impounding, and pet care and recovery.

### **ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Provided effective law enforcement services enabling the City to be ranked the safest city in Orange County and the safest city in California with a population over 35,000.
2. Strengthened law enforcement presence in area schools and received several deputy commendations; provided cyber bullying and internet safety presentations for students and parents; participated in school campus safety and awareness plans, lockdown drills, and the *Team Kids Challenge*. Coordinated and presented the “*Teens Speak...*” forum, a panel of teen survivors and those in recovery to speak and answer questions from an audience of peers and parents.
3. Initiated the *Lock Your Stuff* campaign utilizing the City website, social media platforms, and Neighborhood Watch programs to inform the public. Published weekly crime updates on Nextdoor.com and created a dedicated, Crime Statistics page on the City’s website that will feature monthly updates of Part 1 crime statistics.
4. Child Safety Deputy attended training to respond to Crisis Negotiations, Active Bombers, Sex Offender Notification and Registration (SONAR), Active Shooters, Orange County Intelligence Assessment Center (OCIAAC), Professional Services Responder (Business Watch) resulting in certification as a Drug Liaison and Terrorist Liaison Officer.
5. Provided “Officer Friendly” presentations, Senior Safety presentations, Neighborhood Watch meetings, proof of correction citation sign-offs, and vacation safety checks of residents’ homes.
6. Expanded duties of the Traffic Enforcement Deputy to include specialized training and emphasis regarding Driving Under the Influence enforcement. DUI arrests increased by 23% from the previous year.
7. Continued Traffic Safety programs, including DUI checkpoints, roving patrols, and special enforcement requests at schools and neighborhoods.
8. Continued school-related activities including coordination of the annual Mayor’s meeting with school officials and outreach meetings with school principals.
9. Provided security, additional staff, and police assistance at City and Chamber of Commerce sponsored events.
10. Provided Emergency Management training, exercises, and drills for City staff; facilitated two Community Emergency Preparedness Academy (CEPA) programs; obtained grants for emergency management efforts; actively participated in the Orange County Emergency Management Organization and other disaster planning agency meetings, and assisted in updating the City’s Emergency Operations Plan.
11. Monitored the animal care contract for expected service levels; participated on the Financial Operational Advisory Board of OC Animal Care.

## *Police Services*

(continued)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Provide superior law enforcement services to the residents in the City of Rancho Santa Margarita.
2. Ensure proper utilization of resources using crime analysis tools and information; structure the deputy shift schedule for maximum coverage, efficiency, overtime management, and specialty team coverage and deployment.
3. Respond to traffic enforcement needs and special enforcement requests.
4. Coordinate Emergency Management training and exercises for City staff as well as providing emergency preparedness programs for the community.
5. Continue to expand existing programs including the Neighborhood Watch and Business Watch programs, and implement new programs to benefit our community and address specific issues that arise during the year.
6. Continue emphasis on Driving Under the Influence enforcement to help reduce the number of traffic collisions.

**Department Expense Summary**  
**Police Services Fund 100, Division 310**

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
<b><u>POLICE SERVICES</u></b>								
<i>EXPENDITURES - PERSONNEL</i>								
512.000		Salaries - Regular	52,788	54,371	35,305	57,091	68,384	60,576
521.000		Medicare	765	788	512	828	877	878
522.000		Retirement	13,284	13,986	8,196	15,941	16,988	19,262
523.000		Unemployment Insurance	434	434	434	434	492	434
530.000		Benefits	15,894	15,900	9,814	17,652	7,821	17,652
<b>TOTAL PERSONNEL (1 FTE)</b>			<b>83,165</b>	<b>85,479</b>	<b>54,261</b>	<b>91,946</b>	<b>94,562</b>	<b>98,802</b>
<i>OPERATIONS</i>								
610.000		Membership & Dues	120	120	-	-	-	-
611.000		Training	125	-	-	-	-	-
612.000		Travel/Conf/Meetings	1,370	1,060	576	1,080	1,080	1,080
622.010		Special Dept. Expense	11,481	17,844	4,190	9,476	6,753	18,400
627.002		EOC Program	-	-	-	-	-	5,000
628.000		Uniforms	587	-	142	150	63	200
642.000		Radio Maint. Contract	12,922	9,736	3,099	6,000	6,000	6,400
646.000		Maintenance-Motorcycles	4,966	7,999	10,312	10,000	10,000	10,000
646.003		Maintenance-Bicycles	-	-	-	200	-	200
649.000		Fuel - Motorcycles	3,191	4,078	1,943	4,800	2,688	4,800
649.002		Fuel - Autos	110,895	113,028	92,556	96,000	91,890	100,008
670.000		Community Support	5,966	5,966	5,966	6,966	6,966	6,966
<i>Subtotal</i>			<b>151,623</b>	<b>159,831</b>	<b>118,784</b>	<b>134,672</b>	<b>125,440</b>	<b>153,054</b>
700.024		PS - Emergency Coordinator	-	-	-	-	-	60,349
720.001		Law Enforcement Contract	<b>7,018,395</b>	<b>7,103,475</b>	<b>7,553,305</b>	<b>7,861,425</b>	<b>7,860,887</b>	<b>8,399,488</b>
720.003		Crossing Guard	171,897	174,192	175,391	184,000	188,117	200,662
720.005		Misc. Grant Expenditures	1,352	-	-	-	-	-
720.006		Parking Citation Process.	33,927	39,025	26,468	30,000	23,109	30,000
720.018		Automated Fingerprint ID	-	-	15,948	15,578	15,578	16,131
<i>Subtotal</i>			<b>207,176</b>	<b>213,217</b>	<b>217,807</b>	<b>229,578</b>	<b>226,804</b>	<b>246,793</b>
<b>TOTAL OPERATIONS</b>			<b>7,377,194</b>	<b>7,476,523</b>	<b>7,889,896</b>	<b>8,225,675</b>	<b>8,213,131</b>	<b>8,859,684</b>
<i>CAPITAL OUTLAY</i>								
826.000		Police Equipment	(25,046)	-	3,691	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>(25,046)</b>	<b>-</b>	<b>3,691</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>7,435,313</b>	<b>7,562,002</b>	<b>7,947,848</b>	<b>8,317,621</b>	<b>8,307,693</b>	<b>8,958,486</b>
<i>FUNDING SOURCES</i>								
100		General Fund	7,221,755	7,371,828	7,741,252	8,149,781	8,157,899	8,792,994
100		GF - Police Revenue	202,824	177,639	198,883	160,340	139,794	157,792
100		Miscellaneous Grants	10,734	12,535	7,713	7,500	10,000	7,700
<b>TOTAL FUNDING SOURCES</b>			<b>7,435,313</b>	<b>7,562,002</b>	<b>7,947,848</b>	<b>8,317,621</b>	<b>8,307,693</b>	<b>8,958,486</b>
<b><u>POLICE SERVICES - SLESF</u></b>								
<i>EXPENDITURES - OPERATIONS</i>								
646.004		SLESF-800 Mhz Maint.	7,696	7,872	8,338	8,402	8,402	8,000
720.010		SLESF-Spec Enforcement	1,627	-	3,897	8,000	8,000	9,000
826.001		SLESF-Police Equipment	-	-	-	-	-	-
826.002		SLESF-MDC Maintenance	110,950	97,668	96,764	108,749	108,749	106,291
<b>TOTAL OPERATIONS</b>			<b>120,273</b>	<b>105,540</b>	<b>108,999</b>	<b>125,151</b>	<b>125,151</b>	<b>123,291</b>
<b>TOTAL EXPENDITURES</b>			<b>120,273</b>	<b>105,540</b>	<b>108,999</b>	<b>125,151</b>	<b>125,151</b>	<b>123,291</b>
<i>FUNDING SOURCES</i>								
222		SLESF	120,273	105,540	108,999	125,151	125,151	123,291
<b>TOTAL FUNDING SOURCES</b>			<b>120,273</b>	<b>105,540</b>	<b>108,999</b>	<b>125,151</b>	<b>125,151</b>	<b>123,291</b>

**Department Expense Summary**  
**Animal Control      Fund 100, Division 320**

ACCT		DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
DIVISION	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>ANIMAL CONTROL</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	720.002	Animal Control Contract	42,401	88,142	74,777	102,762	102,762	608,208
<i>TOTAL OPERATIONS</i>			42,401	88,142	74,777	102,762	102,762	608,208
<i>TOTAL EXPENDITURES</i>			42,401	88,142	74,777	102,762	102,762	608,208
<i>FUNDING SOURCES</i>								
	100	General Fund	42,401	88,142	74,777	102,762	102,762	608,208
<i>TOTAL FUNDING SOURCES</i>			42,401	88,142	74,777	102,762	102,762	608,208



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# *Development Services*

*City of Rancho Santa Margarita, California*

# Development Services

	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
DEVELOPMENT SERVICES						
410 Planning	780,133	779,886	727,091	865,248	771,825	972,401
510 Building & Safety	316,215	268,295	266,375	240,266	288,210	241,543
TOTAL EXPENDITURES	<u>1,096,348</u>	<u>1,048,181</u>	<u>993,466</u>	<u>1,105,514</u>	<u>1,060,035</u>	<u>1,213,944</u>



## *Development Services* **PLANNING/BUILDING AND SAFETY**

### **DESCRIPTION**

The Development Services Department is responsible for the Building and Safety, Planning, Code Enforcement, and Economic Development functions of the City. Building and Safety functions include: the review of building plans, issuance of permits, public counter services, building inspections, and building code/life safety compliance. Planning functions focus on implementation of the goals and policies of the General Plan, which serves as a comprehensive strategy for the management of future physical growth and change within the community, as well as the Zoning Code and various ordinances/codes related to land use and development. The Planning Division also oversees the management of the City's Community Development Block Grant (CDBG) funds and responsibilities associated with the City's Planning Commission. The Code Enforcement program seeks to obtain voluntary compliance with the regulatory provisions of the Municipal Code and requirements imposed by permits issued by the City, while Economic Development functions focus on business attraction and retention.

### **ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Processed 344 plan checks; issued 1,404 building permits; conducted 2,789 building inspections and accommodated 152 building records requests.
2. Completed review of 17 discretionary entitlements and 19 special event permits.
3. Provided Development Services assistance to 2,284 people at the public counter.
4. Prepared for, coordinated and conducted 10 Planning Commission meetings.
5. Opened and investigated 84 Code Enforcement cases and closed 82 cases.
6. Created the 2015 General Plan Annual Progress Report.
7. Implemented the FY 2015-16 Annual Action Plan for CDBG and prepared the FY 2016-17 Annual Action Plan.
8. Completed Analysis of Impediments to Fair Housing Choice, participating in a regional study with fifteen other HUD Entitlement Jurisdictions to satisfy HUD requirements for CDBG recipients.
9. Participated in the International Council of Shopping Centers (ICSC) "Recon 2016" conference and hosted a booth to facilitate meetings and information distribution to retailers.
10. Produced a 19-page special advertising supplement for publication in the Orange County Business Journal.
11. Issued a Request for Proposal for Development Consultant Services for the Potential Development of the Chiquita Ridge Open Space Property.
12. Completed the RFP process for a comprehensive General Plan update and kicked-off the project with the selection of Michael Baker International.
13. Participated in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
14. Updated the Water Efficient Landscape Ordinance in accordance with the Governor's Drought Executive Order (EOB 29-15).
15. Updated and modernized the provisions for a more streamlined approval process for certain Site Development Permit applications.
16. Completed processing of a General Plan Amendment, Zone Change, Specific Plan, Site Development Permit, and Tentative Tract Map for the Dahlia Court townhome project.



## *Development Services*

(continued)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Generate the 2016 General Plan Annual Progress Report.
2. Implement the FY 2016-17 Annual Action Plan for CDBG and prepare the FY 2017-18 Annual Action Plan.
3. Participate in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
4. Continue the comprehensive General Plan update, including the public outreach component of the project.
5. Complete economic development surveys of local businesses, property owners, and property managers.
6. Participate in the International Council of Shopping Centers (ICSC) 2017 Recon and Western Conferences.
7. Initiate technical updates to the City's Zoning Code to modernize definitions, accommodate recent legislation, and ensure that the Sign Code is in conformance with recent Supreme Court rulings.
8. Initiate a program to retrieve and report abandoned shopping carts.
9. Procure the services of a Development Consultant and initiate work to establish and implement a strategy for the evaluation and planning, disposition, and potential development of the Chiquita Ridge Property.

**Department Expense Summary**  
**Planning Fund 100, Division 410**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>PLANNING</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	303,369	307,553	371,203	409,612	428,882	426,965
	521.000	Medicare	4,372	4,433	5,340	5,910	5,910	6,161
	522.000	Retirement	73,886	76,956	61,295	62,023	63,460	48,086
	523.000	Unemployment Insurance	1,302	1,703	2,996	2,170	2,170	2,170
	526.000	FICA Cost	-	401	143	-	-	-
	530.000	Benefits	38,806	48,020	51,922	70,608	48,096	70,608
<b>TOTAL PERSONNEL (4.6 FTE)</b>			<b>421,735</b>	<b>439,066</b>	<b>492,899</b>	<b>550,323</b>	<b>548,518</b>	<b>553,990</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	1,825	5,365	1,435	2,170	2,170	2,690
	611.000	Training	-	-	50	150	150	925
	612.000	Travel/Conf/Meetings	1,297	947	1,798	3,359	3,359	7,659
	617.000	Stipend - Commissioners	3,150	4,125	4,275	4,500	3,450	4,500
	622.010	Special Dept. Expense	3,930	-	-	1,000	417	845
	623.001	Mapping/Reproduction	3	437	-	300	125	300
	624.000	Legal Notices	-	-	673	2,000	3,388	2,000
	626.000	Books & Periodicals	-	-	191	274	274	274
		Subtotal	<b>10,205</b>	<b>10,874</b>	<b>8,422</b>	<b>13,753</b>	<b>13,333</b>	<b>19,193</b>
	700.005	PS - Non-recoverable	55,350	64,376	39,000	7,200	3,000	7,200
	700.011	PS - Recoverable	46,707	49,238	12,020	18,000	10,502	18,000
	700.014	PS - Code Enforcement	60,900	30,275	3,660	2,400	2,400	3,450
	700.022	PS - CDBG	27,614	30,558	39,480	40,167	40,167	39,425
	700.023	Economic Development	57,521	58,305	35,991	69,500	69,500	71,150
	700.025	CDBG - Eligible Projects	-	-	-	-	-	25,000
	700.026	CDBG - Public Services	29,099	31,849	28,664	30,125	30,125	29,568
	700.027	PS-Recoverable Deposits	51,090	56,048	66,955	29,280	29,280	29,280
		Subtotal	<b>328,281</b>	<b>320,649</b>	<b>225,770</b>	<b>196,672</b>	<b>184,974</b>	<b>223,073</b>
<b>TOTAL OPERATIONS</b>			<b>338,486</b>	<b>331,523</b>	<b>234,192</b>	<b>210,425</b>	<b>198,307</b>	<b>242,266</b>
<b>CAPITAL OUTLAY</b>								
	851.000	General Plan & Elements	18,484	8,583	-	100,000	25,000	171,645
	852.000	Comp. Zoning Code	1,428	714	-	4,500	-	4,500
<b>TOTAL CAPITAL OUTLAY</b>			<b>19,912</b>	<b>9,297</b>	<b>-</b>	<b>104,500</b>	<b>25,000</b>	<b>176,145</b>
<b>TOTAL EXPENDITURES</b>			<b>780,133</b>	<b>779,886</b>	<b>727,091</b>	<b>865,248</b>	<b>771,825</b>	<b>972,401</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	565,784	586,659	517,552	696,119	600,938	777,306
	100	CDBG Grant	64,798	64,189	68,143	70,292	70,292	93,993
	100	GF - Planning Revenues	149,551	129,038	141,396	98,837	100,595	101,102
<b>TOTAL FUNDING SOURCES</b>			<b>780,133</b>	<b>779,886</b>	<b>727,091</b>	<b>865,248</b>	<b>771,825</b>	<b>972,401</b>

**Department Expense Summary**  
**Building & Safety Fund 100, Division 510**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>BUILDING &amp; SAFETY</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	-	-	23,336	50,400	50,228	51,418
	521.000	Medicare	-	-	338	731	731	746
	522.000	Retirement	-	-	1,524	3,389	3,313	3,633
	523.000	Unemployment Insurance	-	-	434	434	417	434
	530.000	Benefits	-	-	98	17,652	16,577	17,652
<b>TOTAL PERSONNEL (1 FTE )</b>			<b>-</b>	<b>-</b>	<b>25,730</b>	<b>72,606</b>	<b>71,266</b>	<b>73,883</b>
<b>OPERATIONS</b>								
	611.000	Training	-	-		100	100	100
	612.000	Travel/Conf/Meetings	-	-		60	60	60
		Subtotal	-	-	-	160	160	160
	700.007	PS - Non-recoverable	-	-		-	-	-
	700.012	PS - Recoverable	316,215	268,295	240,645	167,500	216,784	167,500
		Subtotal	316,215	268,295	240,645	167,500	216,784	167,500
<b>TOTAL OPERATIONS</b>			<b>316,215</b>	<b>268,295</b>	<b>240,645</b>	<b>167,660</b>	<b>216,944</b>	<b>167,660</b>
<b>TOTAL EXPENDITURES</b>			<b>316,215</b>	<b>268,295</b>	<b>266,375</b>	<b>240,266</b>	<b>288,210</b>	<b>241,543</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	(168,603)	(133,149)	(133,180)	(94,734)	(145,352)	(93,457)
	100	GF - Building Revenue	484,818	401,444	399,555	335,000	433,562	335,000
<b>TOTAL FUNDING SOURCES</b>			<b>316,215</b>	<b>268,295</b>	<b>266,375</b>	<b>240,266</b>	<b>288,210</b>	<b>241,543</b>

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# *Public Works*

*City of Rancho Santa Margarita, California*

PUBLIC WORKS



# Public Works

		FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
PUBLIC WORKS DEPARTMENT							
610	Public Works	1,033,785	843,326	909,506	997,250	983,942	1,067,892
620	Street Maintenance	830,945	920,904	915,516	966,079	985,306	1,000,661
630	GAS TAX FUND <i>Street Lighting</i>	268,288	266,691	279,147	288,000	280,000	280,000
640	Building Maintenance	282,006	289,870	281,862	329,913	329,802	333,293
TOTAL EXPENDITURES		<u>2,415,024</u>	<u>2,320,791</u>	<u>2,386,031</u>	<u>2,581,242</u>	<u>2,579,050</u>	<u>2,681,846</u>



*Public Works*  
**PUBLIC WORKS**  
**STREET & FACILITY MAINTENANCE**

**DESCRIPTION**

The Public Works Department is responsible for Capital Improvement Engineering and Construction, Street and Facility Maintenance, Traffic Engineering/Management, and the Stormwater and Solid Waste Programs. Responsibilities also include analyzing development applications to determine public works and transportation impacts and issuing all transportation, grading, encroachment, film, construction/demolition, and landscaping permits.

**ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Completed and submitted this year's Annual Program Effectiveness Evaluation Report as required by the National Pollutant Discharge Elimination System Permit (Stormwater Program), for which the City remains compliant.
2. Completed and submitted this year's Annual Report to CalRecycle; the City continues to remain in compliance with required solid waste disposal goals.
3. Issued 78 encroachment permits, 18 transportation/oversized load permits, one grading permit, two landscape improvement permits, 34 construction and demolition permits, and nine film permits.
4. Maintained eligibility for Measure M2 funds through OCTA.
5. Managed the contracts and performance of street maintenance, traffic signal maintenance, and street sweeping contractors.
6. Performed approximately 20,311 square yards of pavement repair and 164,970 square yards of pavement slurry seal.
7. Completed 115 linear feet of sidewalk grinding, 6,358 square feet of sidewalk replacement, and replaced 14 curb ramps.
8. Continued to ensure removal of graffiti within 24 hours utilizing the Graffiti Hotline.

**GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Continue to remain in compliance with San Diego Regional Board and CalRecycle requirements for the Stormwater and Solid Waste programs.
2. Provide quick restoration of operations to lights and signals that are damaged due to any source of outage.
3. Keep the City's roadways, sidewalks, and right-of-way free from hazards, litter, debris or weeds by maintaining an effective roadway maintenance program.
4. Maintain a positive aesthetic appearance through proactive and continuous inspection of the City's right-of-way.
5. Continue prompt graffiti removal within 24 hours of notification.
6. Move forward to develop improved specifications and inspection techniques to ensure the highest possible pavement quality.
7. Coordinate with utility companies to ensure work completion with minimal impact on City residents, streets, and businesses.



**Department Expense Summary**  
**Public Works Fund 100, Division 610**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>PUBLIC WORKS</u></b>								
<b><u>EXPENDITURES</u></b>								
<b><u>PERSONNEL</u></b>								
	512.000	Salaries - Regular	309,043	305,072	372,601	423,757	429,408	471,094
	521.000	Medicare	4,469	4,410	5,378	6,114	6,114	6,800
	522.000	Retirement	53,830	56,196	65,893	62,040	59,419	77,730
	523.000	Unemployment Insurance	1,302	1,489	2,417	1,953	3,038	1,953
	530.000	Benefits	23,302	23,917	25,541	61,782	28,761	61,782
	<b>TOTAL PERSONNEL (4 FTE )</b>		<b>391,946</b>	<b>391,084</b>	<b>471,830</b>	<b>555,646</b>	<b>526,740</b>	<b>619,359</b>
<b><u>OPERATIONS</u></b>								
	610.000	Membership & Dues	205	327	536	1,040	657	1,040
	611.000	Training	895	299	898	1,500	625	2,000
	612.000	Travel & Meetings	412	30	422	1,500	807	1,495
	622.010	Special Dept. Expense	5,292	1,365	1,464	3,000	1,543	1,200
	622.020	Underground Service Alert	419	360	368	500	500	500
	626.000	Books & Periodicals	138	-	317	600	466	600
	643.000	Storage Facility Rental	6,000	6,000	6,000	6,000	6,000	6,000
	650.000	Storm Water (NPDES)	203,365	177,444	173,770	216,204	232,431	233,475
	660.000	Solid Waste Management	8,694	7,565	4,840	8,600	8,600	19,300
	660.001	Solid Waste Recycling	74,909	5,520	-	-	-	-
	661.000	Landscape Maintenance	7,119	3,843	8,111	13,100	8,698	13,100
	661.001	Park Maintenance	7,678	4,739	4,220	5,000	5,000	5,500
		Subtotal	<b>315,126</b>	<b>207,492</b>	<b>200,946</b>	<b>257,044</b>	<b>265,327</b>	<b>284,210</b>
	700.006	PS - Non-recoverable	81,594	91,073	93,347	12,000	37,017	12,000
	700.013	PS - Recoverable	133,395	42,678	38,646	2,000	12,966	2,000
	700.015	PS - Traffic Engineering	101,802	91,849	89,115	128,060	99,392	127,660
		Subtotal	<b>316,791</b>	<b>225,600</b>	<b>221,108</b>	<b>142,060</b>	<b>149,375</b>	<b>141,660</b>
	<b>TOTAL OPERATIONS</b>		<b>631,917</b>	<b>433,092</b>	<b>422,054</b>	<b>399,104</b>	<b>414,702</b>	<b>425,870</b>
<b><u>CAPITAL OUTLAY</u></b>								
	871.000	Speed/Volume Study	6,755	-	4,090	7,500	7,500	7,500
	872.001	Design - Local Projects	1,490	2,235	2,800	5,000	5,000	2,500
	874.000	Pavement Mgmt System	1,677	16,915	8,732	30,000	30,000	12,663
	<b>TOTAL CAPITAL OUTLAY</b>		<b>9,922</b>	<b>19,150</b>	<b>15,622</b>	<b>42,500</b>	<b>42,500</b>	<b>22,663</b>
<b>TOTAL EXPENDITURES</b>			<b>1,033,785</b>	<b>843,326</b>	<b>909,506</b>	<b>997,250</b>	<b>983,942</b>	<b>1,067,892</b>
<b><u>FUNDING SOURCES</u></b>								
	100	General Fund	521,503	488,594	633,012	684,229	685,528	682,241
	210	Gas Tax	121,461	131,179	120,472	164,800	141,190	164,800
	100	Waste Recycling Grant	100,956	87,050	88,443	80,000	80,000	81,000
	100	Beverage Recycling Grant	13,196	12,965	-	-	13,097	14,000
	100	GF-Public Works Revenue	276,669	123,538	67,579	68,221	64,127	125,851
<b>TOTAL FUNDING SOURCES</b>			<b>1,033,785</b>	<b>843,326</b>	<b>909,506</b>	<b>997,250</b>	<b>983,942</b>	<b>1,067,892</b>

**Department Expense Summary**  
**Street Maintenance Fund 100, Division 620**

DIVISION	ACCT	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
	NUMBER					AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>STREET MAINTENANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	-	-	-	41,418	41,601	54,226
	521.000	Medicare	-	-	-	595	595	780
	522.000	Retirement	-	-	-	3,087	3,009	4,312
	523.000	Unemployment Insurance	-	-	-	217	434	217
	530.000	Benefits	-	-	-	8,826	-	8,826
	<b>TOTAL PERSONNEL (.5 FTE )</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>54,143</b>	<b>45,639</b>	<b>68,361</b>
<b>OPERATIONS</b>								
	700.019	PS - Contract Admin	55,407	71,605	63,183	-	12,891	-
	720.000	Misc. Street Maintenance	43,114	66,281	62,736	95,600	95,600	95,600
	720.004	Street Maint. Contract	540,404	574,128	571,600	584,000	584,000	584,000
	720.007	Street Sweeping	82,767	83,548	86,482	93,000	87,500	90,000
	720.008	Traffic Signal Maintenance	46,338	82,093	88,293	91,936	112,276	115,300
	720.011	Traffic Improvements	4,552	1,875	2,084	5,000	5,000	5,000
	720.014	Street Maint - NPDES	40,806	41,255	39,909	40,000	40,000	40,000
	720.016	Bus Shelter Maintenance	-	119	1,229	2,400	2,400	2,400
	720.017	TS LED Upgrade	17,557	-	-	-	-	-
		Subtotal	775,538	849,299	852,333	911,936	926,776	932,300
<b>TOTAL EXPENDITURES</b>			<b>830,945</b>	<b>920,904</b>	<b>915,516</b>	<b>966,079</b>	<b>985,306</b>	<b>1,000,661</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	350,000	350,000	358,155	358,155	358,155	358,155
	100	GF EE CBG	12,957	-	-	-	-	-
	218	TCRF	-	-	-	-	-	-
	212	Measure M Fund	385,221	487,356	470,879	514,924	539,651	552,506
	210	Gas Tax Fund	82,767	83,548	86,482	93,000	87,500	90,000
<b>TOTAL FUNDING SOURCES</b>			<b>830,945</b>	<b>920,904</b>	<b>915,516</b>	<b>966,079</b>	<b>985,306</b>	<b>1,000,661</b>

**Department Expense Summary**  
**Street Lighting      Fund 210, Division 630**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>STREET LIGHTING</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	631.003	Utilities	268,288	266,691	279,147	288,000	280,000	280,000
	720.000	Misc. Street Maintenance	-	-	-	-	-	-
<i>TOTAL OPERATIONS</i>			<u>268,288</u>	<u>266,691</u>	<u>279,147</u>	<u>288,000</u>	<u>280,000</u>	<u>280,000</u>
<i>TOTAL EXPENDITURES</i>			<u>268,288</u>	<u>266,691</u>	<u>279,147</u>	<u>288,000</u>	<u>280,000</u>	<u>280,000</u>
<i>FUNDING SOURCES</i>								
	210	Gas Tax Fund	268,288	266,691	279,147	288,000	280,000	280,000
<i>TOTAL FUNDING SOURCES</i>			<u>268,288</u>	<u>266,691</u>	<u>279,147</u>	<u>288,000</u>	<u>280,000</u>	<u>280,000</u>

**Department Expense Summary**  
**Building Maintenance Fund 100, Division 640**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>BUILDING MAINTENANCE</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	640.001	City Hall Elect/Water	54,576	56,072	56,647	72,200	69,900	75,000
	640.002	City Hall Facility Maint.	79,071	88,501	76,069	88,925	93,963	90,045
	640.101	BTRCC Utilities	49,703	49,370	52,358	68,400	64,400	72,000
	640.102	BTRCC Facility Maint.	81,264	87,341	86,358	90,388	98,039	91,248
	640.104	BTRCC Improvements	8,309	-	2,882	10,000	-	5,000
		Subtotal	272,923	281,284	274,314	329,913	326,302	333,293
	640.003	City Hall Facility Mgmt.	9,083	8,586	7,548	-	3,500	-
	640.105	BTRCC Facility Mgmt.	-	-	-	-	-	-
		Subtotal	9,083	8,586	7,548	-	3,500	-
<i>TOTAL OPERATIONS</i>			282,006	289,870	281,862	329,913	329,802	333,293
<i>TOTAL EXPENDITURES</i>			282,006	289,870	281,862	329,913	329,802	333,293
<i>FUNDING SOURCES</i>								
	100	General Fund	282,006	289,870	281,862	329,913	329,802	333,293
<i>TOTAL FUNDING SOURCES</i>			282,006	289,870	281,862	329,913	329,802	333,293

# *Community Services*

*City of Rancho Santa Margarita, California*

BELL  
TOWER

REGIONAL  
COMMUNITY  
CENTER

COMMUNITY SERVICES



# Community Services

	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
COMMUNITY SERVICES						
710 Community Services	902,253	928,543	1,027,184	1,069,390	1,080,520	1,067,616
TOTAL EXPENDITURES	<u>902,253</u>	<u>928,543</u>	<u>1,027,184</u>	<u>1,069,390</u>	<u>1,080,520</u>	<u>1,067,616</u>



*Community Services*  
**COMMUNITY SERVICES**  
**BELL TOWER REGIONAL COMMUNITY CENTER**

**DESCRIPTION**

The Community Services Department offers a variety of recreational opportunities including special events and before-and-after school programs. A variety of classes are also offered, including: health and safety, fitness, arts, drama and special interest workshops. Specialty camps are promoted for youth of all ages. To offer these services, the Community Services Department handles all matters related to the development, coordination, and management of contractual service providers, promotion, media, registration, volunteer management, and evaluation. The Community Services Department is committed to developing and maintaining programs that enhance the quality of life and uniqueness of the community.

**ACCOMPLISHMENTS: FISCAL YEAR 2015-16**

1. Developed and introduced a sponsorship program to provide opportunities for businesses to partner with the City to provide community events and activities, exceeding our original goal of 60K and successfully garnering \$71,000 in sponsorship contributions.
2. Assisted Age Well Senior Services with recruiting and retaining volunteers, while pursuing additional programs that promote the independence, health and dignity of older adults, such as: Bocce Ball, Tai Chi, Walk In Balance, Smartphone Tutorials, and many other classes and activities.
3. Planned and presented the 15<sup>th</sup> Annual “Celebrating Family & Friends” event in coordination with volunteers, community organizations, and businesses, while increasing corporate sponsorships.
4. Produced the Summer Concert series with approximately 18,000 attendees over five consecutive concerts with increased audio and staging features.
5. Managed the Senior Mobility Program, which provided transportation services to 100 senior residents through the sale of 990 taxi vouchers.
6. Planned and presented the 11<sup>th</sup> Annual Flag Day ceremony, fostering relationships with the scouting community and American Legion Post 862.
7. Published three issues of the Community Living Magazine, maintaining the established quality standards in a cost-effective manner.
8. Increased advertising sales in the Community Living Magazine to three times the amount of previous fiscal year for a total over \$9,000.
9. Increased readership and opt-ins on social media by continuing to disseminate information regarding events, programs, and facilities through Facebook (1,960 followers), Twitter (1,369 followers), and Instagram (246 followers).
10. Continued to provide over 300 unique recreation classes for children and adults.
11. Supported the City Adopted 2/5 Marines with Patriot Day, homecomings, deployments, and programs.
12. Organized the first annual Veterans Day recognition program and reception.
13. Provided daily support to Age Well Senior Services to serve more than 5,000 meals at the Congregate Lunch and Meals on Wheels program; more than 30,000 meals were delivered to homebound seniors in the Rancho Santa Margarita area.
14. Offered 12 vaccination clinics and licensing opportunities to help residents maintain the health of their pets with more than 900 cats and/or dogs receiving these services.

## *Community Services*

(continued)

15. Partnered with RSM Chamber of Commerce to support the Rancho and Fall Festivals, and The Bell Tower Foundation for Zero Trash and Breakfast with Santa.
16. Hosted a Community Health & Wellness Expo for residents with over 35 local health and wellness vendors and approximately 200 attendees.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2016-17**

1. Maintain sponsorship program by fostering relationships with current sponsors and soliciting additional businesses to reach \$50,000.
2. Continue to research and pursue opportunities to identify additional funding sources that will support community services programs, classes, seminars, and events.
3. Increase marketing and strategic communications for facility rentals, recreation programs, and community events through the use of the City website and social media.
4. Identify market-driven facility rental packages to attract new user groups.
5. Maintain collaboration with community partners regarding programs and events that reflect the needs of the community of Rancho Santa Margarita.
6. Facilitate and present the 16<sup>th</sup> Annual "Celebrating Family & Friends" event.
7. Implement the 11<sup>th</sup> Annual City-hosted Summer Concert Series
8. Continue to build and gain support from non-profit organizations, churches, schools and youth organizations to strengthen successful partnerships and increase event participation.
9. Participate in stakeholder discussions regarding the development of a Sports Park as a component of the Chiquita Ridge property.
10. Add a sixth summer concert to the series.
11. Continue to build the advertising program for local businesses in the Community Living Magazine, increasing sales to over \$15,000.
12. Reevaluate the Senior Mobility Program and create new policies and procedures to meet the transportation needs of local seniors in the best possible way.
13. Continue to build on the accomplishments of FY 2015-16.

**Department Expense Summary**  
**Community Services Fund 100, Division 710**

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16-----		FY 2016/17 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>COMMUNITY SERVICES</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	263,934	282,121	305,614	290,200	316,735	261,958
	515.000	Temporary Personnel	46,783	42,733	46,858	59,280	55,668	79,269
	521.000	Medicare	4,470	4,669	5,091	5,039	5,039	4,923
	522.000	Retirement	56,659	62,493	69,064	73,171	75,374	81,838
	523.000	Unemployment Insurance	4,218	4,045	4,261	2,821	2,821	3,038
	526.000	FICA Cost	2,901	2,649	2,561	3,675	3,675	4,915
	530.000	Benefits	33,480	37,823	43,052	79,434	47,477	70,608
	<b>TOTAL PERSONNEL (6.4 FTE)</b>		<b>412,445</b>	<b>436,533</b>	<b>476,501</b>	<b>513,620</b>	<b>506,789</b>	<b>506,549</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	-	-	-	-	-	1,279
	611.000	Training	472	435	425	800	378	440
	612.000	Travel/Conf/Meetings	53	912	252	2,092	978	480
	614.000	Newsletter/Class Schedule	44,625	46,610	44,903	48,600	48,600	48,600
	622.010	Special Depart. Expense	-	-	5,480	-	565	2,000
	640.103	Phones	6,462	7,445	7,311	7,885	7,134	7,920
	674.000	Senior Mobility Program	14,932	19,832	34,550	21,000	29,658	26,868
	675.002	NYE Event	27,838	29,321	38,979	33,500	29,131	35,000
	675.005	Summer Concert Series	31,423	31,358	34,344	39,425	39,425	49,700
	675.007	Patriot Day	-	9,231	8,875	3,000	421	3,000
	675.101	Programs	139,478	134,062	151,886	140,040	154,194	168,000
	675.102	Rental Expenses	12,462	9,892	13,866	8,400	7,115	8,400
	675.103	BTRCC Admin	17,339	15,803	17,408	17,028	22,132	17,380
		Subtotal	295,084	304,901	358,279	321,770	339,731	369,067
	675.001	Youth Center	116,560	114,440	120,000	120,000	120,000	120,000
	675.006	Seniors Program	71,564	70,887	72,404	72,000	72,000	72,000
	700.028	PS - Public Relations	-	-	-	42,000	42,000	-
		Subtotal	-	-	-	42,000	42,000	-
	<b>TOTAL OPERATIONS</b>		<b>483,208</b>	<b>490,228</b>	<b>550,683</b>	<b>555,770</b>	<b>573,731</b>	<b>561,067</b>
<b>CAPITAL OUTLAY</b>								
	840.000	Furniture & Fixtures	6,600	1,782	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>		<b>6,600</b>	<b>1,782</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>902,253</b>	<b>928,543</b>	<b>1,027,184</b>	<b>1,069,390</b>	<b>1,080,520</b>	<b>1,067,616</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	515,238	871,181	550,166	644,511	571,677	580,374
	100	Senior Mobility Grant	22,255	23,605	24,798	25,886	25,886	26,868
	100	GF - Com. Svcs. Revenue	364,760	33,757	452,220	398,993	482,957	460,374
<b>TOTAL FUNDING SOURCES</b>			<b>902,253</b>	<b>928,543</b>	<b>1,027,184</b>	<b>1,069,390</b>	<b>1,080,520</b>	<b>1,067,616</b>

# *Capital Improvement Plan*

*City of Rancho Santa Margarita, California*

CAPITAL IMPROVEMENT  
PLAN

# CAPITAL IMPROVEMENT PROGRAM

## DESCRIPTION

The Capital Improvement Program (CIP) delivers the planned list of projects budgeted in accordance with the City Council's goals. The Seven-Year CIP is a scheduling tool to forecast the funding and construction of future projects.

## ACCOMPLISHMENTS: FISCAL YEAR 2015-16

1. Completed the design and construction of various street improvement projects including: Annual Residential Overlay Project, Annual Residential Slurry Seal Project, Annual Concrete Repair Project, and ADA Curb Ramp Installation Project.
2. Awarded and initiated the Construction Contract for the City Hall and BTRCC Improvement Project.
3. Awarded the contract for the Trash Reduction Catch Basin Insert Project.
4. Installed various traffic improvements, such as: speed feedback signs, Trabuco Mesa School Signing and Striping, and the upgrade of signal equipment along Santa Margarita Parkway.
5. Continued the preliminary engineering, design and environmental documentation phases for the Santa Margarita Parkway Bridge Hinge Repair.
6. Finalized the Authorization to Proceed (E76) process with Caltrans for the construction of the Santa Margarita Parkway and Antonio Parkway Pavement Rehabilitation Projects.
7. Updated the City's Pavement Management Program.
8. Finalized the design for the Vereda Laguna Sidewalk and Landscape Improvements Project.
9. Completed construction for the Alicia Parkway and Santa Margarita Parkway Gateway Improvements Project.
10. Completed Phase two of sealing and staining the colored stamped concrete in the City's medians along Santa Margarita Parkway and Alicia Parkway.

## GOALS AND OBJECTIVES: FISCAL YEAR 2016-17

1. Implement 31 Capital Improvement Program projects for Fiscal Year 2016-17, totaling approximately \$5.62M, which include:
  - Eight street improvement/maintenance projects to address overlays, slurry seals, ADA improvements, etc.
  - Four special projects involving the Chiquita Ridge Assessment, Habitat Restoration project, Dog Park improvements, and the City's storm drain system.
  - Three landscaping/renovation projects to address intersection and median enhancement, and City Hall and BTRCC landscaping renovations.
  - Six City Hall and BTRCC projects for building repairs and slurry seal of the parking lots.
  - Six traffic improvement projects, such as: Signal Synchronization, Traffic Signal Modification, Restriping, Signage and Speed Feedback Signs.
  - Two bridge maintenance projects for the Santa Margarita Parkway Bridges.

Continue to seek grant opportunities and other one-time revenue sources for capital projects.



**CAPITAL IMPROVEMENT PLAN**
**Fund 410, Division 900**

ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	-----FY 2015/16----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2016/17 ADOPTED BUDGET
<b><u>CAPITAL PROJECTS</u></b>							
<b><u>EXPENDITURES - CAPITAL OUTLAY</u></b>							
911.000	Annual Slurry Seal Program	205,734	223,474	325,287	380,000	380,000	308,000
911.002	Antonio Pkwy. Slurry Seal	-	164,944	771	-	-	-
911.003	Avenida De Las Banderas Slurry Seal	-	-	116,749	-	-	-
912.000	Annual Residential Overlay	510,786	220,973	311,705	416,000	308,000	371,000
912.002	Robinson Ranch Rd. Pavement Rehabilitation	455	132,635	19	-	-	-
913.002	Antonio Overlay Design	108,908	-	-	-	-	-
913.007	Antonio Pkwy. Pavement Rehabilitation	(9,005)	13,543	418,204	602,000	4,668	580,000
913.009	Coto de Caza/La Promesa Pavement Rehab.	11,504	181	-	-	-	175,000
913.010	SM Pkwy. Pavement Rehabilitation	403,305	417,653	1,005	658,000	4,582	626,000
913.011	Avenida Empresa Pavement Rehabilitation	-	-	-	65,000	30,000	-
913.012	Esperanza Restriping	-	-	-	-	-	75,000
915.000	Median Hardscape Renovation	-	-	35,705	107,000	89,099	170,000
915.003	Melinda Road Median Improvements	205	26,605	(32)	-	-	-
915.004	Buena Suerte/La Miranda Median Improvements	451	132,241	(435)	-	-	-
916.001	Alicia Pkwy./Santa Margarita Pkwy. Gateway	-	21,839	208,271	200,000	195,000	-
916.002	Auto Center Drive Signage	-	-	-	-	-	100,000
918.001	Santa Margarita Pkwy./Empresa Landscaping	-	25,472	226,644	-	-	-
918.002	City Hall Landscaping Renovation	-	53,085	-	50,000	-	150,000
921.002	Circulation Element Update	52,220	9,930	-	-	-	-
921.003	SMP Signal & Equipment Upgrade	532	27,977	16,480	18,000	18,000	17,000
921.004	Antonio Pkwy. Signal & Equipment Upgrade	581	460	10,149	369,000	369,000	60,000
921.005	Traffic Signal Enhancements	-	-	-	-	-	60,000
921.006	Avenida De Las Banderas Traffic Signal Modification	-	-	-	-	-	53,000
923.003	Traffic Signal Battery Backup System	6,951	7,701	111,003	-	-	-
923.004	Count Down Pedestrian Signal Heads	-	2,965	42,860	-	-	-
931.004	SMP Bridge Hinge Repair	40,706	3,430	247,413	283,000	143,841	115,000
931.005	SMP Bridge (Eastbound)	-	-	-	20,000	-	20,000
934.001	Annual Concrete - Sidewalk Repairs	1,289	36,983	66,610	60,000	58,872	63,000
934.006	Alma Aldea Bulbout Installation	40,611	5,577	(20)	-	-	-
934.007	ADA Curb Ramp Installation	122,295	-	264,303	130,000	60,000	166,000
934.008	Trabuco Mesa Bulbout Improvements	-	45,141	(20)	-	-	-
934.009	Vereda Laguna Sidewalk & Landscape Renovation	-	-	-	40,000	40,000	258,000
934.010	Via Ricardo Pathway Enhancement	-	-	-	165,000	50,000	-
951.006	Building Improvements	-	-	11,466	1,300,000	800,000	1,000,000
951.007	City Hall IT/Server Room Fire Suppression System	-	-	-	-	-	90,000
951.008	City Hall & BTRCC Flooring/Carpeting	-	-	67,243	-	-	89,000
951.009	BTRCC / CDBG Funded	-	-	23,677	-	-	-
951.010	Sealcoat City Hall & BTRCC Parking Lots	-	-	-	20,000	-	20,000
951.011	City Hall / BTRCC Roofing Renovation	-	-	-	-	-	10,000
951.012	City Hall Fountain Renovation	-	-	-	-	-	75,000
951.013	BTRCC Youth Lounge Courtyard Improvement	-	-	-	-	-	60,000
951.014	BTRCC Ball Room Flooring	-	-	-	-	-	49,000
952.001	Chiquita Ridge Open Space Assessment	131,854	47,370	15,580	325,000	71,997	250,000
952.002	Chiquita Ridge Habitat Restoration	104,561	168,357	1,780,900	205,340	205,000	222,000
954.001	Robinson Ranch Improvement Project	265,702	3,383	-	-	-	-
954.005	Emergency Vehicle Pre-Emption/Phase 2 & 3	-	1,698	140,758	-	-	-
954.006	Speed Feedback Signs	-	2,705	27,172	58,000	58,000	70,000
954.007	Crosswalk LED Signs	-	2,156	24,225	-	-	-
954.008	Trabuco Mesa School Signing & Striping	-	-	-	34,000	34,000	-
962.000	Dog Park Renovation	-	-	-	-	-	165,000
970.004	CCTV Inspection of Storm Drain System	-	-	-	200,000	-	-
970.005	Trash Reduction Catch Basin Inserts	-	-	-	5,000	5,000	153,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,999,645</b>	<b>1,798,478</b>	<b>4,493,692</b>	<b>5,710,340</b>	<b>2,925,059</b>	<b>5,620,000</b>
<b>TOTAL EXPENDITURES</b>		<b>1,999,645</b>	<b>1,798,478</b>	<b>4,493,692</b>	<b>5,710,340</b>	<b>2,925,059</b>	<b>5,620,000</b>

**CAPITAL IMPROVEMENT PLAN**
**Fund 410, Division 900**

Fund 410, Division 900					-----FY 2015/16-----		FY 2016/17
ACCT NUMBER	DESCRIPTION	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
FUNDING SOURCES							
XXX	Use of City Reserves	-	-	-	787,340	528,997	1,092,000
XXX	Use of Building Funds	-	-	-	1,300,000	800,000	900,000
410	Capital Project Fund	-	-	-	70,000	-	-
100	Trans. From General Fund	-	-	1,248,434	-	-	-
210	Trans. From Gas Tax Fund	640,248	991,817	1,041,374	1,732,000	689,917	1,896,000
212	Trans. From Measure M Fund	317,998	261,385	300,000	395,000	186,099	392,000
214	Transfer from Air Quality Improve. Fund	80,787	96,912	94,257	138,000	138,000	147,000
218	Trans. From TCRF Fund	1	-	-	-	-	-
220	Trans. From Park Trust	-	-	-	-	-	244,000
530	Trans. From PFA Capital Fund	-	-	854,253	-	-	-
423.013	HBP	9,908	22,664	109,222	212,000	126,378	101,000
470.001	Interest Income/Other	2,211	1,304	426	-	-	-
470.002	Unrealized Gain/Loss on Invest	-	40	(58)	-	-	-
485.011	Prop 1B (State)	-	314,998	-	-	-	-
485.013	TCSP	88,920	-	-	-	-	-
485.014	CDBG Grant	146,466	148,340	247,981	235,000	110,000	233,000
485.018	HSIP	60,788	131,067	-	-	-	-
485.019	CTFP	-	-	99,699	-	-	115,000
485.020	CTFP - Project P	-	-	-	341,000	341,000	-
485.021	APM	-	-	-	500,000	4,668	500,000
TOTAL FUNDING SOURCES		1,347,327	1,968,527	3,995,588	5,710,340	2,925,059	5,620,000



## 6/30/2015 Fund Balance

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# CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

6/30/2016	Estimated Fund Balance	410 CIP	210 GAS TAX	212 MEASURE M	214 AQMD	Total All Funds
<b>FY 2016/17</b>	<b>Estimated Revenue</b>	<b>102,904</b>	<b>1,453,908</b>	<b>218,032</b>	<b>87,984</b>	<b>1,864,828</b>
	Interest Income	-	1,009,312	734,065	60,000	1,803,377
	APM	500,000	-	-	-	500,000
	HBP	101,000	-	-	-	101,000
	CDBG	233,000	-	-	-	233,000
	CTFP- Tier 1	115,000	-	-	-	115,000
	Use of Park Funds	244,000	-	-	-	244,000
	Use of City Reserves for Chiquita Ridge Habitat Restoration Plan	222,000	-	-	-	222,000
	Use of City Reserves for Chiquita Ridge Open Space Assessment	250,000	-	-	-	250,000
	Use of City Reserves for Median Hardscape Renovation	86,000	-	-	-	86,000
	Use of City Reserves for City Hall Landscaping Renovation	150,000	-	-	-	150,000
	Use of City Reserves for City Hall Building Improvement	1,000,000	-	-	-	1,000,000
	Use of City Reserves for City Hall Fire Suppression System	90,000	-	-	-	90,000
	Use of City Reserves for City Hall /BTRCC Flooring & Carpet	89,000	-	-	-	89,000
	Use of City Reserves for City Hall Sealcoat Parking Lots	20,000	-	-	-	20,000
	Use of City Reserves for City Hall / BTRCC Roofing Renovation	10,000	-	-	-	10,000
	Use of City Reserves for City Hall Fountain Renovation	75,000	-	-	-	75,000
	FY 15/16 Revenues Available for Capital Projects & St. Maint.	3,185,000	1,009,312	734,065	60,000	4,988,377
	Transfer to GF Street Lighting	-	(280,000)	-	-	(280,000)
	Transfer to GF for Street Maintenance	(358,155)	(90,000)	(552,506)	-	(1,000,661)
	Transfer to GF for Public Works	-	(146,623)	-	-	(146,623)
	Transfer to CIP - Street Maintenance MOE	358,155	-	-	-	358,155
	Total Transfers from GF & Restricted Funds	-	(516,623)	(552,506)	-	(1,069,129)
410-900-911.000	Annual Slurry Seal Program	308,000	(308,000)	-	-	(308,000)
410-900-912.000	Annual Residential Overlay	371,000	(148,000)	(223,000)	-	(371,000)
410-900-913.007	Antonio Pkwy. Pavement Rehab	580,000	(343,000)	-	-	(580,000)
410-900-913.009	Coto de Caza/La Promesa Pavement Rehab.	175,000	(175,000)	-	-	(175,000)
410-900-913.010	SMP Pavement Rehabilitation	626,000	(363,000)	-	-	(626,000)
410-900-913.012	Esperanza Restriping	75,000	(75,000)	-	-	(75,000)
410-900-915.000	Median Hardscape Renovation	170,000	(86,000)	(36,000)	-	(170,000)
410-900-916.002	Auto Center Drive Signage	100,000	(100,000)	-	-	(100,000)
410-900-918.002	City Hall Landscaping Renovation	150,000	(150,000)	-	-	(150,000)
410-900-921.003	SMP Signal & Equipment Upgrade	17,000	-	-	(17,000)	(17,000)
410-900-921.004	Antonio Pkwy. Signal & Equipment Upgrade	60,000	-	-	(60,000)	(60,000)
410-900-921.005	Traffic Signal Enhancements	60,000	-	(60,000)	-	(60,000)
410-900-921.006	Avenida De Las Bandejas Traffic Signal Modification	53,000	-	(53,000)	-	(53,000)
410-900-931.004	SMP Bridge Hinge Repair (Westbound)	115,000	(14,000)	(20,000)	-	(115,000)
410-900-931.005	SMP Bridge (Eastbound)	20,000	-	(20,000)	-	(20,000)
410-900-934.001	Annual Concrete - Sidewalk Repairs	63,000	(63,000)	-	-	(63,000)
410-900-934.007	ADA Curb Ramp Installation	166,000	(83,000)	-	-	(166,000)
410-900-934.009	Vereda Laguna Sidewalk & Landscape Improvements	258,000	(120,000)	-	-	(258,000)
410-900-951.006	Building Improvements - City Hall / BTRCC	1,000,000	(138,000)	-	-	(1,000,000)
410-900-951.007	City Hall IT/Server Room Fire Suppression System	90,000	(90,000)	-	-	(90,000)
410-900-951.008	City Hall & BTRCC Flooring/Carpeting	89,000	(89,000)	-	-	(89,000)
410-900-951.010	Sealcoat City Hall & BTRCC Parking Lots	20,000	(20,000)	-	-	(20,000)
410-900-951.011	City Hall / BTRCC Roofing Renovation	10,000	(10,000)	-	-	(10,000)
410-900-951.012	City Hall Fountain Renovation	75,000	(75,000)	-	-	(75,000)
410-900-951.013	BTRCC Youth Lounge Courtyard Improvement	60,000	(60,000)	-	-	(60,000)
410-900-951.014	BTRCC Ball Room Flooring	49,000	(49,000)	-	-	(49,000)
410-900-952.001	Chiquita Ridge Open Space Assessment	250,000	(250,000)	-	-	(250,000)
410-900-952.002	Chiquita Ridge Habitat Restoration	222,000	(222,000)	-	-	(222,000)
410-900-954.006	Speed Feedback Signs	70,000	-	-	(70,000)	(70,000)
410-900-962.000	Dog Park Renovation	165,000	(165,000)	-	-	(165,000)
410-900-970.005	Trash Reduction Catch Basin Inserts	153,000	(38,000)	-	-	(153,000)
	Total Capital Projects Expenditures	5,620,000	(1,896,000)	(392,000)	(147,000)	(5,620,000)
	Total Capital Expenditures & Street Maintenance	6,620,661				
<b>6/30/2017</b>	<b>Estimated Fund Balance</b>	<b>102,904</b>	<b>52,597</b>	<b>7,591</b>	<b>984</b>	<b>164,076</b>

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2016/17 through 2022/2023**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 16/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23
<b>STREET IMPROVEMENT/MAINTENANCE PROJECTS</b>										
	<b>Street Maintenance Program</b>	General Fund (MOE)	\$ 3,412	\$ 358	\$ 429	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525
	Measure M		\$ 3,874	\$ 553	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554
	Gas Tax		\$ 630	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90
	<b>TOTAL</b>		<b>\$ 7,917</b>	<b>\$ 1,001</b>	<b>\$ 1,073</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>
<b>1</b>	<b>Annual Slurry Seal Program</b>	Gas Tax	\$ 3,029	\$ 308	\$ 400	\$ 420	\$ 441	\$ 463	\$ 486	\$ 511
			\$ -							
	<b>TOTAL</b>		<b>\$ 3,029</b>	<b>\$ 308</b>	<b>\$ 400</b>	<b>\$ 420</b>	<b>\$ 441</b>	<b>\$ 463</b>	<b>\$ 486</b>	<b>\$ 511</b>
<b>2</b>	<b>Annual Residential Overlay</b>	Measure M	\$ 1,723	\$ 223	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
	Gas Tax		\$ 1,648	\$ 148	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
	<b>TOTAL</b>		<b>\$ 3,371</b>	<b>\$ 371</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
	Account: 410-900-912.000		\$ 483	\$ 63	\$ 65	\$ 67	\$ 69	\$ 71	\$ 73	\$ 75
<b>3</b>	<b>Annual Concrete Repair Program</b>	Gas Tax	\$ -							
			\$ -							
	<b>TOTAL</b>		<b>\$ 3,029</b>	<b>\$ 308</b>	<b>\$ 400</b>	<b>\$ 420</b>	<b>\$ 441</b>	<b>\$ 463</b>	<b>\$ 486</b>	<b>\$ 511</b>
	Account: 410-900-934.001		\$ 483	\$ 63	\$ 65	\$ 67	\$ 69	\$ 71	\$ 73	\$ 75
<b>4</b>	<b>Americans with Disabilities Act (ADA) Curb Ramp Installation Project</b>	CDBG	\$ 83	\$ 83						
	Citywide	Gas Tax	\$ 83	\$ 83						
	Account: 410-900-934.007		\$ 166	\$ 166						
<b>5</b>	<b>Santa Margarita Parkway Pavement Rehabilitation</b>	APM	\$ 263	\$ 263						
	Limits: Buena Suerte to Plano Trabuco (Eastbound Lanes)	Gas Tax	\$ 363	\$ 363						
	Account: 410-900-913.010		\$ 626	\$ 626						
<b>6</b>	<b>Antonio Parkway Pavement Rehabilitation</b>	APM	\$ 237	\$ 237						
	Limits: Tijeras Creek to Via Ladera	Gas Tax	\$ 343	\$ 343						
	Account:		\$ 580	\$ 580						
<b>7</b>	<b>Vereda Laguna Sidewalk and Landscape Improvements</b>	CDBG	\$ 120	\$ 120						
	Sidewalk imp. on Vereda Laguna at Trabuco Mesa Elementary School	Gas Tax	\$ 138	\$ 138						
	Account:		\$ 258	\$ 258						
<b>8</b>	<b>La Promesa / Coto De Caza Pavement Rehabilitation</b>	Gas Tax	\$ 325	\$ 175		\$ 150				
	Limits: Richard Reese Way to City Limits	Measure M	\$ 150	\$ 150		\$ 150				
	Account: 410-900-913.009		\$ 475	\$ 175		\$ 300				
<b>9</b>	<b>Avenida Empresa Pavement Rehabilitation</b>	Gas Tax	\$ 1,070		\$ 535	\$ 535				
	Limits: Santa Margarita Parkway to Antonio Parkway		\$ -							
	Account:		\$ 1,070		\$ 535	\$ 535				
<b>10</b>	<b>Antonio Parkway Pavement Rehabilitation</b>	Gas Tax	\$ 495		\$ 495					
	Limits: Via Ladera to Ave de Las Banderas		\$ -							
	Account:		\$ 495		\$ 495					
<b>11</b>	<b>Antonio Parkway Overlay (Alas de Paz to Santa Margarita Parkway)</b>	Gas Tax	\$ 942		\$ 70	\$ 436	\$ 436			
	Alas De Paz Overlay (Antonio Parkway to Plano Trabuco)		\$ -		\$ -	\$ -	\$ -			
	Plano Trabuco Overlay (Alas de Paz to Santa Margarita Parkway)		\$ 942		\$ 70	\$ 436	\$ 436			
<b>12</b>	<b>Avenida de Las Flores Pavement Rehabilitation</b>	Gas Tax	\$ 760		\$ 410	\$ 350				
	Limits: Avenida de Las Fundadores to Via Maniposa		\$ -		\$ -	\$ -				
	Account:		\$ 760		\$ 410	\$ 350				
<b>13</b>	<b>Aventura Pavement Rehabilitation</b>	Measure M	\$ 613		\$ 313	\$ 300				
	Limits: Avenida de Las Banderas to end (cul-de-sac)		\$ -							
	Account:		\$ 613		\$ 313	\$ 300				
<b>14</b>	<b>Tomas &amp; Comercio Pavement Rehabilitation</b>	Measure M	\$ 750		\$ 250	\$ 250	\$ 250			
			\$ -		\$ -	\$ -	\$ -			
	Account:		\$ 750		\$ 250	\$ 250	\$ 250			
<b>15</b>	<b>Antonio Parkway Pavement Rehabilitation</b>	Gas Tax	\$ 1,000			\$ 500	\$ 500			
	Limits: Ave de Las Banderas to Avenida Empresa		\$ -							
	Account:		\$ 1,000			\$ 500	\$ 500			
<b>16</b>	<b>Antonio Parkway Slurry Seal</b>	Gas Tax	\$ 168			\$ 168				
	Limits: Santa Margarita Parkway to Avenida de Las Flores		\$ -			\$ -				
	Account:		\$ 168			\$ 168				
<b>17</b>	<b>Avenida de Las Flores Slurry Seal</b>	Gas Tax	\$ 151			\$ 151				
	Limits: Santa Margarita Parkway to Avenida de Las Fundadores		\$ -							
	Account:		\$ 151			\$ 151				

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2016/17 through 2022/2023**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 16/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23
18	<b>Arroyo Vista Pavement Rehabilitation</b> Limits: Avenida Empresa to end (Tijeras Creek Golf Club) Account:	Gas Tax	\$ 1,370			\$ 80	\$ 430	\$ 430	\$ 430	
		TOTAL	\$ 1,370			\$ 80	\$ 430	\$ 430	\$ 430	
19	<b>Gilberto &amp; Esperanza Slurry Seal</b> Account:	Measure M	\$ 165			\$ 165				
		TOTAL	\$ 165			\$ 165				
20	<b>Trabuco Canyon Road Pavement Rehabilitation</b> Limits: Plano Trabuco Drive to City Limits Account:	Gas Tax	\$ 202			\$ 202				
		TOTAL	\$ 202			\$ 202				
21	<b>Avenida de Las Banderas Slurry Seal</b> Limits: Avenida Empresa to Alma Aldea/Avenida de Las Flores Account:	Gas Tax	\$ 163			\$ 163				
		TOTAL	\$ 163			\$ 163				
<b>SPECIAL PROJECTS</b>										
22	<b>Chiquita Ridge Habitat Restoration</b> 82.9 Acre Upper Oso Habitat Restoration Per Approved Restoration Plan Account: 410-900-952.002	General Fund	\$ 779	\$ 222	\$ 207	\$ 190	\$ 160			
		TOTAL	\$ 779	\$ 222	\$ 207	\$ 190	\$ 160			
23	<b>Chiquita Ridge Open Space Assessment</b> Feasibility Study Account: 410-900-952.001	General Fund	\$ 250	\$ 250						
		TOTAL	\$ 250	\$ 250						
24	<b>Trash Reduction Catch Basin Inserts</b> Account: 410-900-952.001	Gas Tax	\$ 38	\$ 38						
		CTFP-Tier 1	\$ 115	\$ 115						
		TOTAL	\$ 153	\$ 153						
25	<b>Dog Park Improvement</b> Various Park Improvements (Design, Environmental, Construction) Account: 410-900-961.001	Park Fees	\$ 165	\$ 165						
		TOTAL	\$ 165	\$ 165						
26	<b>CCTV Inspection Of Storm Drain System</b> Account: 410-900-918.002	Measure M	\$ 105	\$ 105						
		Gas Tax	\$ 105	\$ 105						
		TOTAL	\$ 210	\$ 210						
27	<b>Citywide Storm Drain Master Plan Update</b> Study of Citywide Storm Drain System Account: 410-900-915.000	Measure M	\$ 150	\$ 150						
		TOTAL	\$ 150	\$ 150						
<b>LANDSCAPE / RENOVATION PROJECTS</b>										
28	<b>City Hall / BTRCC Landscaping Renovation</b> (Frontage Improvements Along La Miranda, El Paseo, Richard Reese Way) Account: 410-900-918.002	General Fund	\$ 150	\$ 150						
		TOTAL	\$ 150	\$ 150						
29	<b>Median Hardscape Renovation</b> Pressure wash and stain existing stamped concrete in medians (Yr. 1:SMP corners & Portions of Antonio Pky) Account: 410-900-915.000	Measure M	\$ 116	\$ 36	\$ 40	\$ 40				
		General Fund	\$ 86	\$ 86						
		Gas Tax	\$ 234	\$ 48	\$ 93	\$ 93				
		TOTAL	\$ 436	\$ 170	\$ 133	\$ 133				
30	<b>Parkway Bollard Lighting Project</b> Bollard Pedestrian Lighting at various locations Account: 410-900-916.001	CDBG	\$ 35	\$ 35						
		TOTAL	\$ 35	\$ 35						
31	<b>Traffic Signal Enhancements</b> LED upgrade, painting, etc. At SMP/Empresa.SMP/Las Flores.SMP/Antonio	Measure M	\$ 180	\$ 60	\$ 60	\$ 60				
		TOTAL	\$ 180	\$ 60	\$ 60	\$ 60				
32	<b>Alicia Parkway and Santa Margarita Parkway Gateway Improvements</b> Account: 410-900-916.001	General Fund	\$ 100	\$ 100						
		TOTAL	\$ 100	\$ 100						
33	<b>Antonio Parkway Gateway Improvements</b> Median Installation from Southerly City Limits to Bridge Account: 410-900-916.001	General Fund	\$ 814	\$ 80	\$ 734					
		CTFP-Tier 1	\$ 150	\$ 150						
		TOTAL	\$ 964	\$ 80	\$ 884					
34	<b>El Paseo Corridor Improvements</b> El Paseo from Santa Margarita Parkway to Richard Reese Way Account: 410-900-916.001	General Fund	\$ 660	\$ 60	\$ 200	\$ 200				
		TOTAL	\$ 660	\$ 60	\$ 200	\$ 200				
35	<b>Santa Margarita Parkway Lakeshore Median Renovation</b> Median on Santa Margarita Pkwy from Antonio Pkwy to Fundadores Account: 410-900-916.001	General Fund	\$ 166	\$ 16	\$ 150					
		TOTAL	\$ 166	\$ 16	\$ 150					

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2016/17 through 2022/2023**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 16/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23
<b>CITY HALL &amp; BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS</b>										
36	Building Improvements - City Hall / BTRCC (Design and Construction) Account: 410-900-951.006	General Fund	\$ 1,000	\$ 1,000						
		TOTAL	\$ 1,000	\$ 1,000						
37	Sealcoat of City Hall & BTRCC Parking Lots	General Fund	\$ 20	\$ 20						
		TOTAL	\$ 20	\$ 20						
38	City Hall IT/Server Room Fire Suppression System Retrofitting existing fire suppression system Account: 410-900-951.007	General Fund	\$ 90	\$ 90						
		TOTAL	\$ 90	\$ 90						
39	City Hall & BTRCC Flooring/Carpeting Account: 410-900-951.006	General Fund	\$ 177	\$ 89	\$ 58	\$ 30				
		TOTAL	\$ 177	\$ 89	\$ 58	\$ 30				
40	BTRCC Ball Room Flooring Facility Maintenance-Refinish Ballroom floor	Park Fees	\$ 49	\$ 49						
		TOTAL	\$ 49	\$ 49						
41	City Hall / BTRCC Roofing Renovation Facility Maintenance	General Fund	\$ 50	\$ 10				\$ 40		
		TOTAL	\$ 50	\$ 10				\$ 40		
42	City Hall Fountain Renovation	General Fund	\$ 75	\$ 75						
		TOTAL	\$ 75	\$ 75						
43	Interior Painting - City Hall / BTRCC Facility Maintenance	General Fund	\$ 108		\$ 108					
		TOTAL	\$ 108		\$ 108					
44	Stain and Seal Exterior Wood Trimming Facility Maintenance	General Fund	\$ 73		\$ 73					
		TOTAL	\$ 73		\$ 73					
45	BTRCC Kitchen Renovation Facility Maintenance	General Fund	\$ 40			\$ 40				
		TOTAL	\$ 40			\$ 40				
46	Youth Lounge Courtyard Improvement Adjacent to Youth Lounge (outdoor)	CDBG Park Fees	\$ 30 \$ 30	\$ 30 \$ 30						
		TOTAL	\$ 60	\$ 60						
47	HVAC Unit Upgrades Facility Maintenance	General Fund	\$ 500					\$ 500		
		TOTAL	\$ 500					\$ 500		
<b>TRAFFIC IMPROVEMENT PROJECTS</b>										
48	Santa Margarita Pkwy. Signal and Equipment Upgrades Regional Traffic Signal Synchronization Program Account: 410-900-921.003	AQMD	\$ 17	\$ 17						
		TOTAL	\$ 17	\$ 17						
49	Antonio Parkway Signal and Equipment Upgrades Regional Traffic Signal Synchronization Program Account: 410-900-921.004	AQMD	\$ 80	\$ 60	\$ 20					
		TOTAL	\$ 80	\$ 60	\$ 20					
50	Speed Feedback Signs Install three solar speed feedback signs at various locations Account: 410-900-954.006	AQMD	\$ 70	\$ 70						
		TOTAL	\$ 70	\$ 70						
51	Avenida de Las Banderas & Camino Altozano Traffic Signal Modification Install protected left turn signal heads Account:	Measure M	\$ 53	\$ 53						
		TOTAL	\$ 53	\$ 53						
52	Esperanza Restriping Slurry seal and restripe to provide a two-left turn lane Account:	Gas Tax	\$ 75	\$ 75						
		TOTAL	\$ 75	\$ 75						
53	Auto Center Drive Signage Freeway Off-Ramp Signage to include Auto Center Drive	Gas Tax	\$ 100	\$ 100						
		TOTAL	\$ 100	\$ 100						

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2016/17 through 2022/2023**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 16/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23
54	<b>Santa Margarita Pkwy/Melinda Rd Southbound Lane Reconfiguration</b> Two left turn lanes, and one through/right turn lane Account: 410-900-	AQMD	\$ 63	\$	\$ 63					
		TOTAL	\$ 63	\$	\$ 63					
55	<b>Traffic Signal Battery Backup System (Phase 3)</b> Account: 410-900-923.003	Gas Tax	\$ 135	\$	\$ 135					
		TOTAL	\$ 135	\$	\$ 135					
56	<b>Emergency Vehicle Pre-emption (Phase 3)</b> Installation of traffic signal pre-emption equipment Account: 410-900.954.005	Gas Tax	\$ 170	\$	\$ 170					
		TOTAL	\$ 170	\$	\$ 170					
57	<b>General STOP Line Location Corrective Striping</b> Citywide Account: 410-900-	Gas Tax	\$ 17	\$	\$ 17					
		TOTAL	\$ 17	\$	\$ 17					
58	<b>Santa Margarita Parkway Traffic Signal Cameras</b> Install traffic signal cameras at various signalized intersections Account: 410-900-923.004	AQMD	\$ 78	\$		\$ 78				
		TOTAL	\$ 78	\$		\$ 78				
59	<b>No Parking Signage on Santa Margarita Pkwy and Antonio Pkwy</b> Refresh "No Parking" signs Account: 410-900-	Gas Tax	\$ 63	\$		\$ 63				
		TOTAL	\$ 63	\$		\$ 63				
<b>BRIDGE PROJECTS</b>										
60	<b>SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound)</b> (Design, Environmental, Construction) Account: 410-900-931.004	HBP** Gas Tax Measure M	\$ 1,501 \$ 105 \$ 91	\$ 101 \$ 14 \$ 91	\$ 1,400 \$ 91					
		TOTAL	\$ 1,697	\$ 115	\$ 1,582					
61	<b>SANTA MARGARITA PKWY. BRIDGE (Eastbound)</b> (Design, Environmental, Construction) Account: 410-900-931.004	HBP** Gas Tax Measure M	\$ 1,270 \$ 83 \$ 103	\$ 211 \$ 14 \$ 20	\$ 1,059 \$ 69 \$ 69		\$ 1,059			
		TOTAL	\$ 1,456	\$ 20	\$ 239		\$ 1,197			
62	<b>ANTONIO PKWY. BRIDGE</b> (Design, Environmental, Construction) Account:	HBP** Gas Tax Measure M	\$ 521 \$ 34 \$ 34	\$ 101 \$ 7 \$ 7	\$ 420 \$ 27 \$ 27		\$ 474			
		TOTAL	\$ 589	\$	\$ 115					
<b>SUBTOTAL CAPITAL PROJECTS EXPENDITURES</b>										
			\$ 28,140	\$ 5,619	\$ 6,520	\$ 6,565	\$ 4,657	\$ 2,204	\$ 1,489	\$ 1,086
<b>TOTAL CAPITAL PROJECTS &amp; STREET MAINTENANCE EXPENDITURES</b>			\$ 36,056	\$ 6,620	\$ 7,592	\$ 7,734	\$ 5,826	\$ 3,373	\$ 2,658	\$ 2,254

Notes:

\*\* Federal HBP funds for WB SMP Bridge for Design is secured. Other HBP funding is programmed but not authorized for expenditure.

City of Rancho Santa Margarita  
Seven-Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2016/17 through 2022/2023

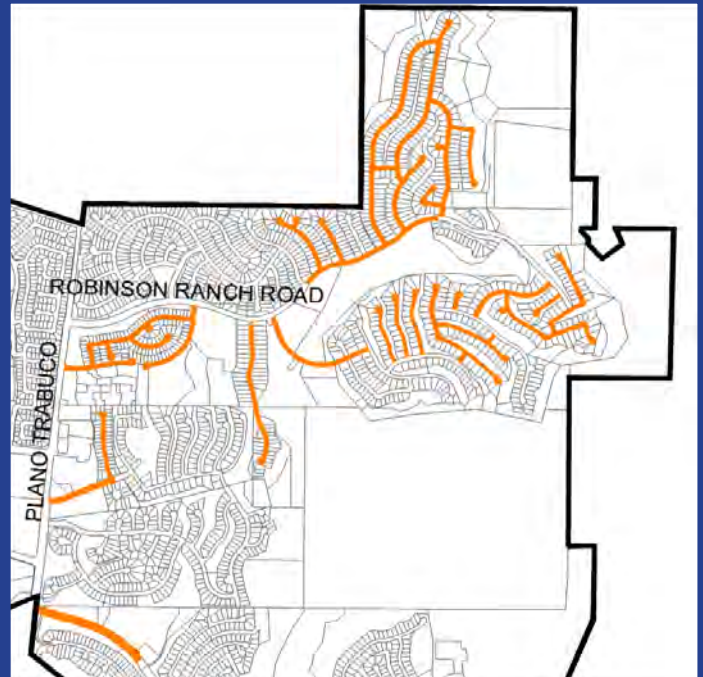
No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 16/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23
<b>CIP FUND EXPENDITURES (WITHOUT MAINTENANCE)</b>										
			Year 1 16/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23	
	Gas Tax		\$1,896	\$2,857	\$3,628	\$2,222	\$1,214	\$1,239	\$836	
	Measure M		\$392	\$1,130	\$1,365	\$596	\$250	\$250	\$250	
	AQMD		\$147	\$83	\$78	\$0	\$0	\$0	\$0	
	CDBG		\$233	\$35	\$0	\$0	\$0	\$0	\$0	
	PFA Bond Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Park Fees		\$244	\$0	\$0	\$0	\$0	\$0	\$0	
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>CIP FUND EXPENDITURES SUBTOTAL</b>		<b>\$2,912</b>	<b>\$4,105</b>	<b>\$5,071</b>	<b>\$2,818</b>	<b>\$1,464</b>	<b>\$1,489</b>	<b>\$1,086</b>	
	CTFP-Project P		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	APM		\$500	\$0	\$0	\$0	\$0	\$0	\$0	
	HBP**		\$101	\$1,712	\$0	\$1,479	\$0	\$0	\$0	
	CTFP-Tier 1		\$115	\$0	\$150	\$0	\$0	\$0	\$0	
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	General Fund		\$1,992	\$703	\$1,344	\$360	\$740	\$0	\$0	
	<b>TOTAL CAPITAL PROJECTS</b>		<b>\$5,620</b>	<b>\$6,520</b>	<b>\$6,565</b>	<b>\$4,657</b>	<b>\$2,204</b>	<b>\$1,489</b>	<b>\$1,086</b>	
	<b>STREET MAINTENANCE</b>		<b>\$1,001</b>	<b>\$1,073</b>	<b>\$1,169</b>	<b>\$1,169</b>	<b>\$1,169</b>	<b>\$1,169</b>	<b>\$1,169</b>	
	<b>TOTAL CAPITAL AND STREET MAINTENANCE EXPENDITURES</b>		<b>\$6,621</b>	<b>\$7,593</b>	<b>\$7,734</b>	<b>\$5,826</b>	<b>\$3,373</b>	<b>\$2,658</b>	<b>\$2,254</b>	
<b>CATEGORY EXPENDITURES (WITHOUT MAINTENANCE)</b>										
			Year 1 16/17	Year 2 17/18	Year 3 18/19	Year 4 19/20	Year 5 20/21	Year 6 21/22	Year 7 22/23	
	STREET IMPROVEMENT/MAINTENANCE PROJECTS		\$2,547	\$3,038	\$4,587	\$2,626	\$1,464	\$1,489	\$1,086	
	SPECIAL PROJECTS		\$790	\$417	\$340	\$160	\$0	\$0	\$0	
	LANDSCAPE / RENOVATION PROJECTS		\$380	\$484	\$1,427	\$200	\$200	\$0	\$0	
	CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS		\$1,393	\$239	\$70	\$393	\$540	\$0	\$0	
	TRAFFIC IMPROVEMENT PROJECTS		\$375	\$405	\$141	\$0	\$0	\$0	\$0	
	BRIDGE PROJECTS		\$135	\$1,936	\$0	\$1,671	\$0	\$0	\$0	
	<b>CIP FUND EXPENDITURES SUBTOTAL</b>		<b>\$5,620</b>	<b>\$6,520</b>	<b>\$6,565</b>	<b>\$4,657</b>	<b>\$2,204</b>	<b>\$1,489</b>	<b>\$1,086</b>	



# City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Slurry Seal Program

**ESTIMATED SCHEDULE:**

Construction FY 2016/17

**DEPARTMENT:**

Public Works

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**PROJECT TYPE:**

Street Improvement/Maintenance

**CIP ACCOUNT NO.:**

410-900-911.000

**PROJECT DESCRIPTION:**

The project consists of slurry sealing residential tracts located in Zone 6 which is located east of Plano Trabuco Road and is bordered by the City limits.

**PROJECT BUDGET:**

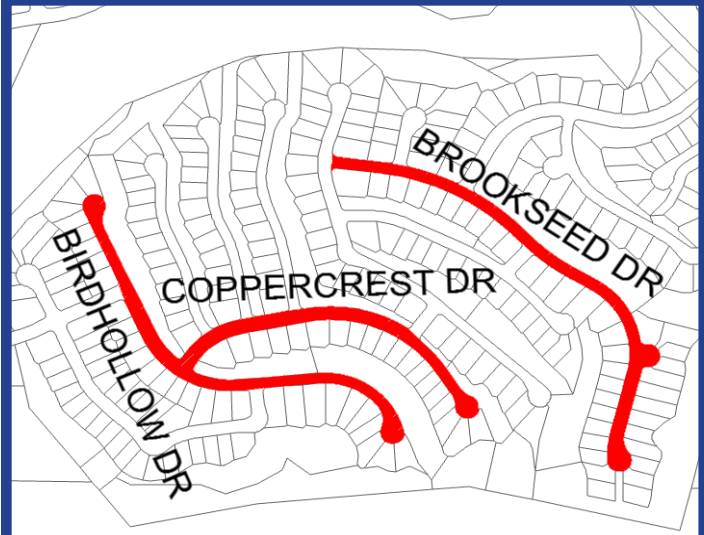
Design	\$	3,000
Administration	\$	1,000
Construction Estimate	\$	253,000
Inspection/Construction Management	\$	13,500
Material Testing	\$	10,000
Construction Contingency	\$	25,000
Advertisement	\$	2,500
<b>Total</b>	<b>\$</b>	<b>308,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**RESIDENTIAL STREET**



**VICINITY MAP**

**PROJECT TITLE:**

Annual Residential Overlay

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

Measure M  
Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-912.000

**PROJECT DESCRIPTION:**

The project consists of pavement rehabilitation by grind and overlay of residential streets, Birdhollow Drive, Coppercrest Drive, and Brookseed Drive, all located in Zone 6 which is east of Plano Trabuco Road.

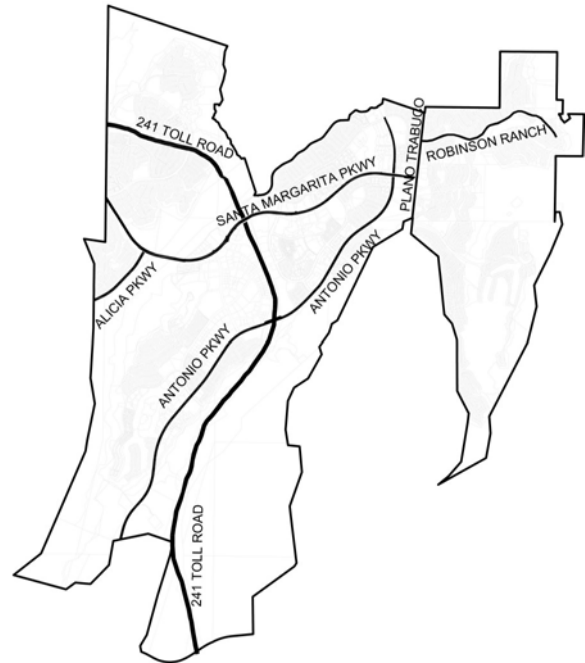
**PROJECT BUDGET:**

Design	\$	2,500
Administration	\$	500
Construction Estimate	\$	314,500
Inspection/Construction Management	\$	11,000
Construction Contingency	\$	32,000
Advertisement	\$	2,500
Material Testing	\$	8,000
<b>Total</b>	<b>\$</b>	<b>371,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**CONCRETE SIDEWALK**



**CITY WIDE**

**PROJECT TITLE:**

Annual Concrete Repair Program

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-934.001

**PROJECT DESCRIPTION:**

The project consists of removing and replacing damaged sidewalks at various locations throughout the City.

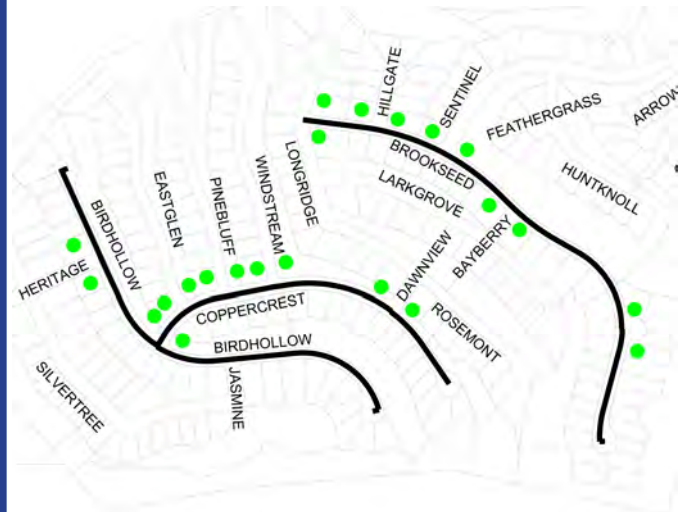
**PROJECT BUDGET:**

Design	\$	500
Administration	\$	500
Construction Estimate	\$	56,750
Inspection/Construction Management	\$	2,000
Construction Contingency	\$	2,000
Advertisement	\$	1,250
<b>Total</b>	<b>\$</b>	<b>63,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**ADA CURB RAMP**



**CITY WIDE**

**PROJECT TITLE:**

ADA Curb Ramp Installation Project

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction FY 2016/17

**FUNDING SOURCE:**

CDBG  
Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-934.007

**PROJECT DESCRIPTION:**

The project consists of reconstructing curb ramps to meet current ADA standards at various locations throughout the City.

**PROJECT BUDGET:**

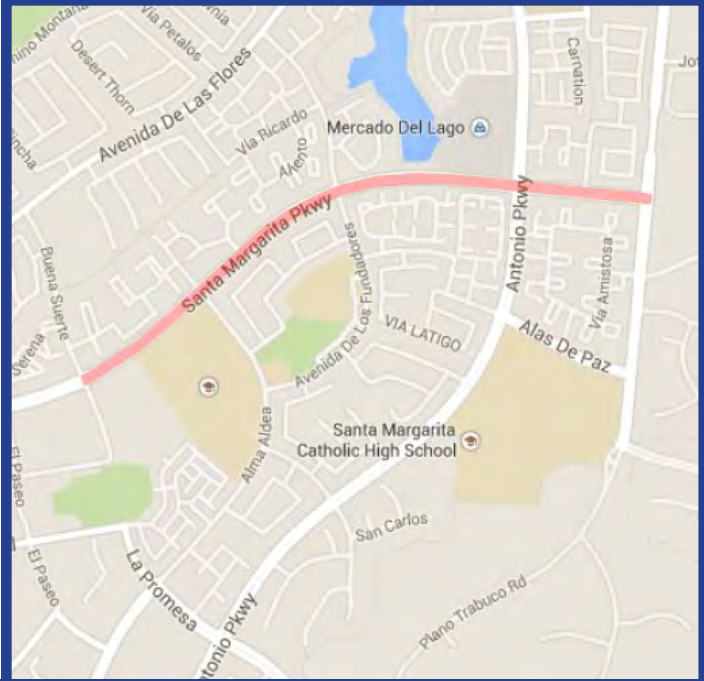
Design	\$ 2,500
Administration	\$ 500
Construction Estimate	\$ 133,250
Inspection/Construction Management	\$ 11,500
Construction Contingency	\$ 17,000
Advertisement	\$ 1,250
<b>Total</b>	<b>\$ 166,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**SANTA MARGARITA PARKWAY**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Pkwy Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

APM  
Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-913.010

**PROJECT DESCRIPTION:**

The project consists of grinding existing asphalt concrete and replacing it with asphalt rubber hot mix on Santa Margarita Parkway from Buena Suerte to Plano Trabuco (Eastbound Lanes).

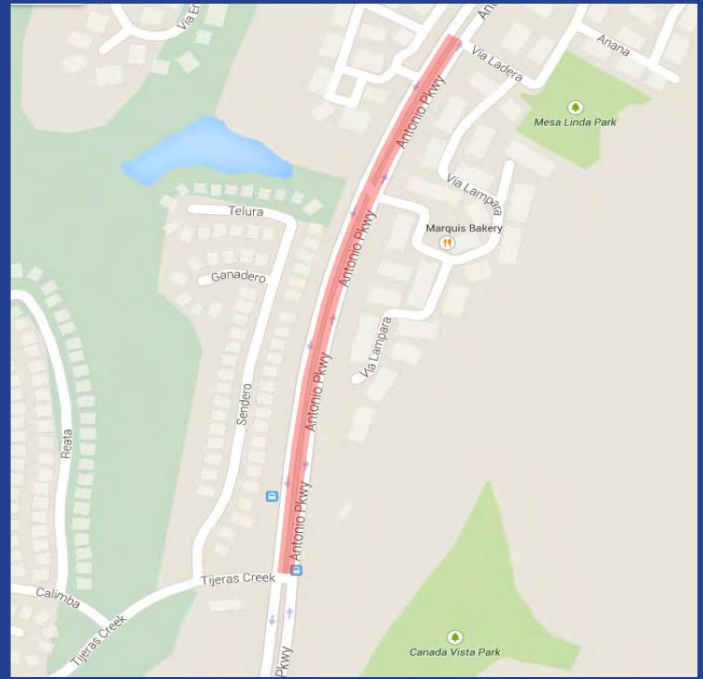
**PROJECT BUDGET:**

Construction Estimate	\$ 527,000
Inspection/Construction Management	\$ 40,000
Construction Administration	\$ 3,000
Material Testing	\$ 5,000
Construction Contingency	\$ 50,000
Advertisement	\$ 1,000
<b>Total</b>	<b>\$ 626,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**ANTONIO PARKWAY**



**VICINITY MAP**

**PROJECT TITLE:**

Antonio Parkway Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

APM  
Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-913.007

**PROJECT DESCRIPTION:**

The project consists of grinding existing asphalt concrete and replacing it with asphalt rubber hot mix on Antonio Parkway from Tijeras Creek to Via Ladera.

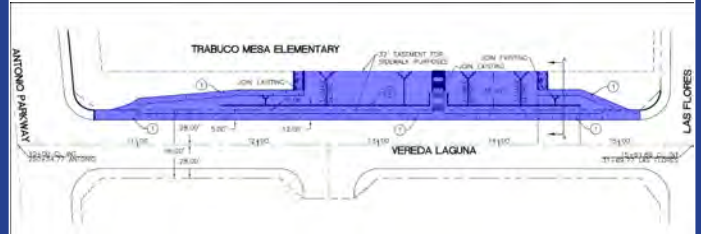
**PROJECT BUDGET:**

Construction Estimate	\$ 481,500
Inspection/Construction Management	\$ 40,000
Construction Administration	\$ 3,000
Materials Testing	\$ 5,000
Advertisement	\$ 2,500
Construction Contingency	\$ 48,000
<b>Total</b>	<b>\$ 580,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**SIDEWALK AND LANDSCAPE**



**IMPROVEMENT CONCEPTS**

**PROJECT TITLE:**

Vereda Laguna Sidewalk and Landscape Improvements

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Design	FY 2016/17
Construction	FY 2016/17

**FUNDING SOURCE:**

CDBG  
Gas Tax

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-934.009

**PROJECT DESCRIPTION:**

The project consists of sidewalk and landscape improvements on Vereda Laguna at Trabuco Mesa Elementary School.

**PROJECT BUDGET:**

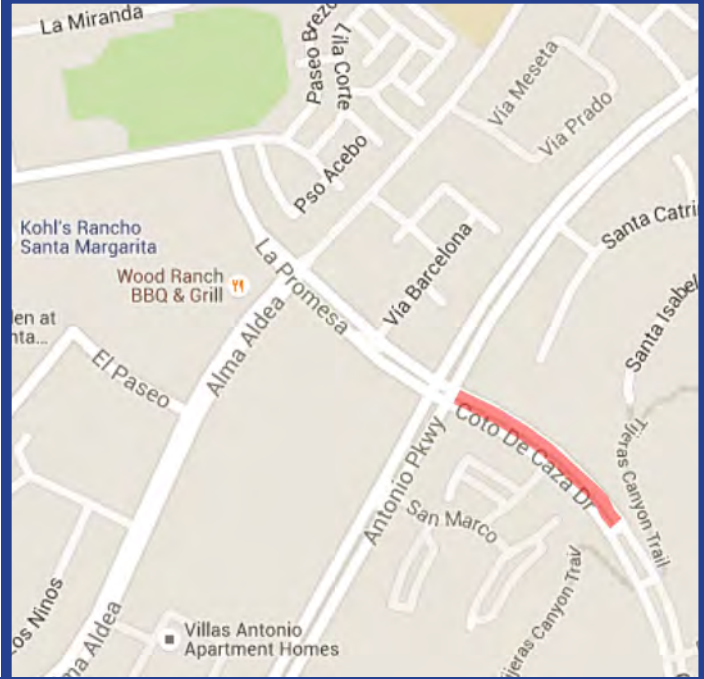
Design	\$	50,000
Construction Estimate	\$	158,500
Inspection/Construction Management/Construction Administration	\$	9,000
Materials Testing	\$	6,000
Advertisement	\$	2,500
Construction Contingency	\$	32,000
<b>Total</b>	<b>\$</b>	<b>258,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**COTO DE CAZA**



**VICINITY MAP**

**PROJECT TITLE:**

Coto De Caza Pavement Rehabilitation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Street Improvement/Maintenance

**ESTIMATED SCHEDULE:**

Design FY 2016/17

Construction FY 2016/17

**FUNDING SOURCE:**

Gas Tax

Measure M

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-913.009

**PROJECT DESCRIPTION:**

The project consists of grinding existing asphalt concrete and replacing it with asphalt rubber hot mix on Coto De Caza from Richard Reese Way to the Coto De Caza gate.

**PROJECT BUDGET:**

Design	\$ 1,800
Construction Estimate	\$ 145,700
Inspection/Construction Management/Construction Administration	\$ 4,500
Materials Testing	\$ 6,000
Advertisement	\$ 2,500
Construction Contingency	\$ 14,500
<b>Total</b>	<b>\$ 175,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**PROJECT TITLE:**

Chiquita Ridge Habitat Restoration

**DEPARTMENT:**

Public Works  
Development Services

**PROJECT TYPE:**

Special Projects

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17 - 2019/20

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Public Works Director / City Engineer

**CIP ACCOUNT NO.:**

410-900-952.002

**PROJECT DESCRIPTION:**

The project consists of the development of a coastal sage scrub habitat restoration plan, environmental work and project implementation.

**PROJECT BUDGET:**

Habitat Restoration Plan Implementation	FY 2016/17	\$	222,000
		<b>Total \$</b>	222,000



# City of Rancho Santa Margarita

## Capital Improvement Project Information



### VICINITY MAP

**PROJECT TITLE:**

Chiquita Ridge Open Space Assessment

**ESTIMATED SCHEDULE:**

Design                      FY 2016/17

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

City Manager  
Development Services Director

**DEPARTMENT:**

Public Works  
Development Services

**PROJECT TYPE:**

Special Projects

**CIP ACCOUNT NO.:**

410-900-952.001

**PROJECT DESCRIPTION:**

The project consists of the development and assessment of alternatives for the Chiquita Ridge Open Space Development.

**PROJECT BUDGET:**

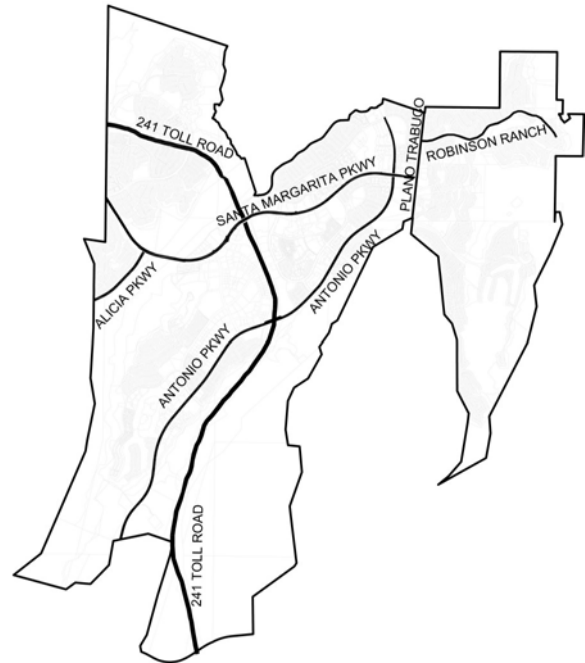
Feasibility Study

	FY 2016/17	\$	250,000
	<b>Total</b>	<b>\$</b>	<b>250,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**TRASH REDUCTION CATCH BASIN INSERT**



**CITY WIDE**

**PROJECT TITLE:**

Trash Reduction Catch Basin Inserts

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Special Projects

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

Gas Tax  
CTFP-Tier 1

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-970.005

**PROJECT DESCRIPTION:**

The project consists of installing trash reduction catch basin inserts at various storm drain catch basins throughout the City.

**PROJECT BUDGET:**

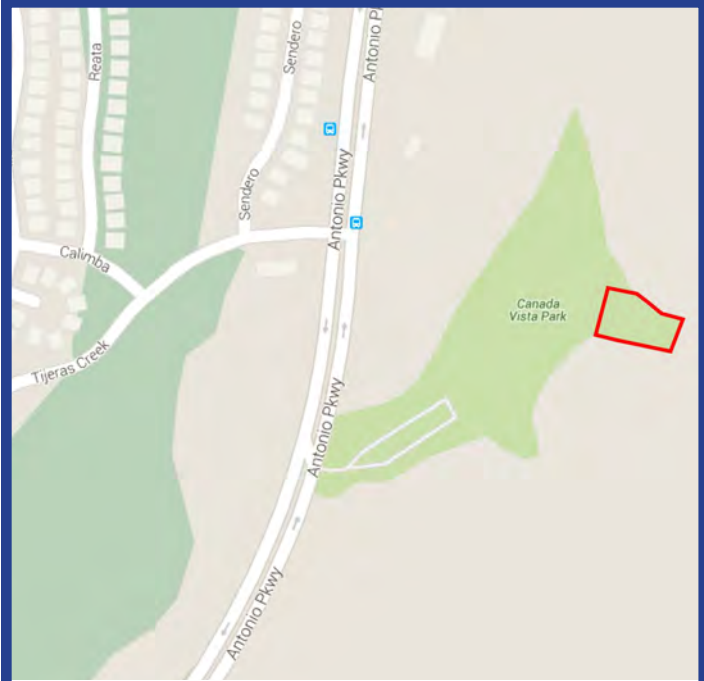
Construction

	FY 2016/17	\$	153,000
	<b>Total</b>	\$	153,000

# City of Rancho Santa Margarita Capital Improvement Project Information



**DOG PARK IMPROVEMENTS**



**VICINITY MAP**

**PROJECT TITLE:**

Dog Park Improvements

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Special Projects

**ESTIMATED SCHEDULE:**

Design	FY 2016/17
Construction	FY 2016/17

**FUNDING SOURCE:**

Park Fees

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-962.000

**PROJECT DESCRIPTION:**

The project consists of various improvements to the Dog Park located in Canada Vista Park near Antonio Parkway and Tijeras Creek.

**PROJECT BUDGET:**

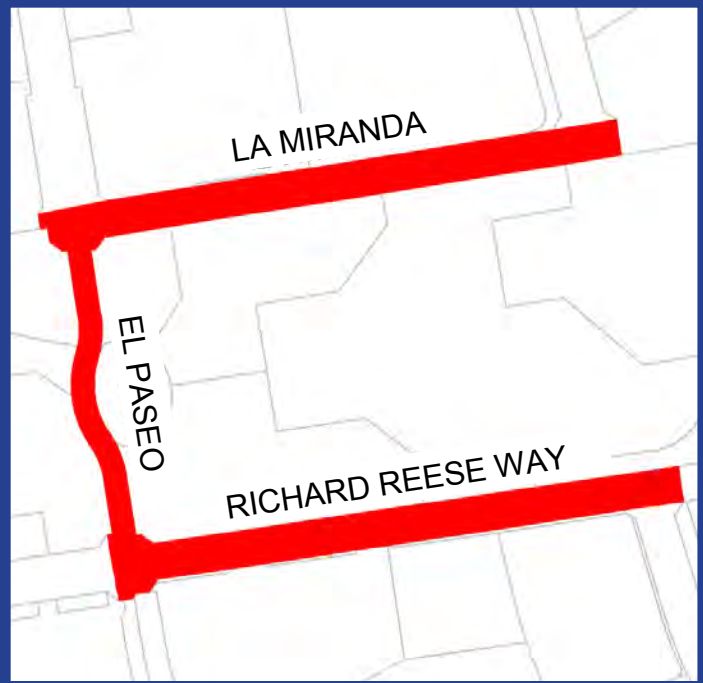
Design	FY 2016/17	\$	12,500
Construction Estimate	FY 2016/17	\$	125,500
Inspection/Construction Management		\$	12,500
Advertisement		\$	2,000
Construction Contingency		\$	12,500
<b>Total</b>			<b>\$ 165,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**RSM CITY HALL / BTRCC**



**VICINITY MAP**

**PROJECT TITLE:**

City Hall / BTRCC Landscaping Renovation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Landscape / Renovation

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Public Works Director / City Engineer

**CIP ACCOUNT NO.:**

410-900-918.002

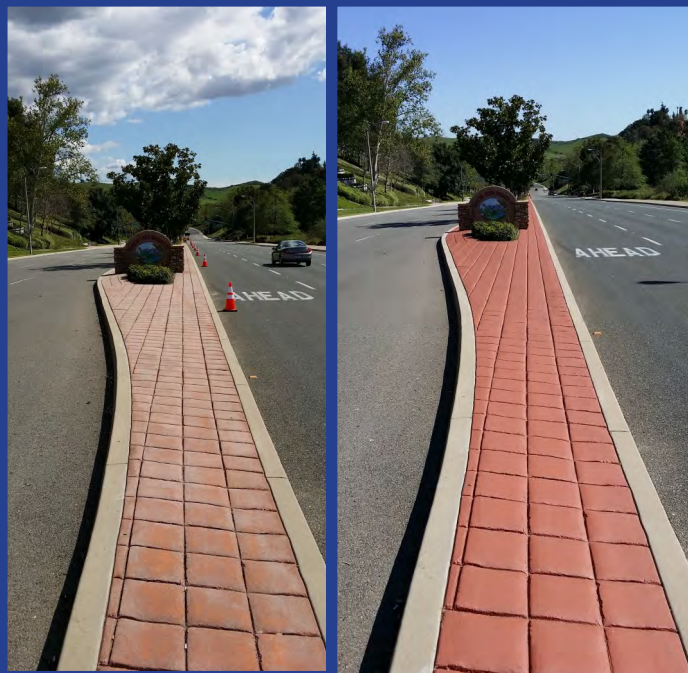
**PROJECT DESCRIPTION:**

The project consists of landscaping improvements along La Miranda, El Paseo, and Richard Reese Way (formerly El Portal).

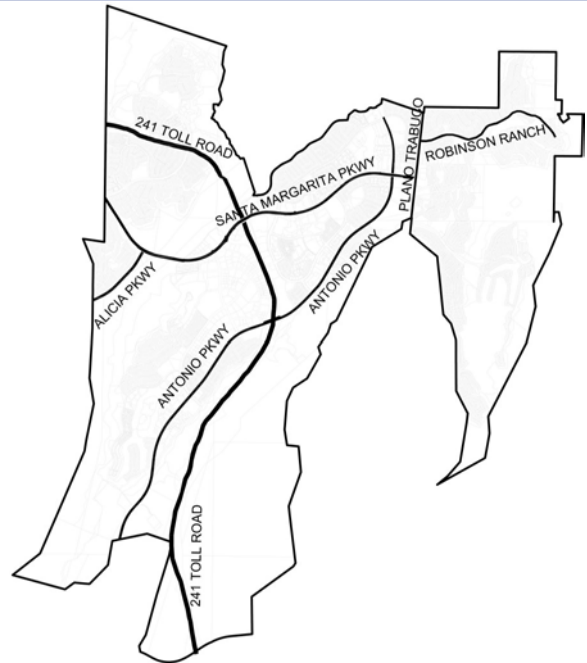
**PROJECT BUDGET:**

Construction	FY 2016/17	\$	150,000
		<b>Total</b>	<b>\$ 150,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**Before and After Staining/Sealing**



**CITY WIDE**

**PROJECT TITLE:**  
Median Hardscape Renovation

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Landscape / Renovation

**ESTIMATED SCHEDULE:**  
Construction      FY 2016/17 - 2017/18

**FUNDING SOURCE:**  
Measure M  
General Fund  
Gas Tax

**PROJECT MANAGER:**  
Public Works Superintendent

**CIP ACCOUNT NO.:**  
410-900-915.000

**PROJECT DESCRIPTION:**

The project consists of pressure washing and staining existing stamped concrete in medians throughout the City.

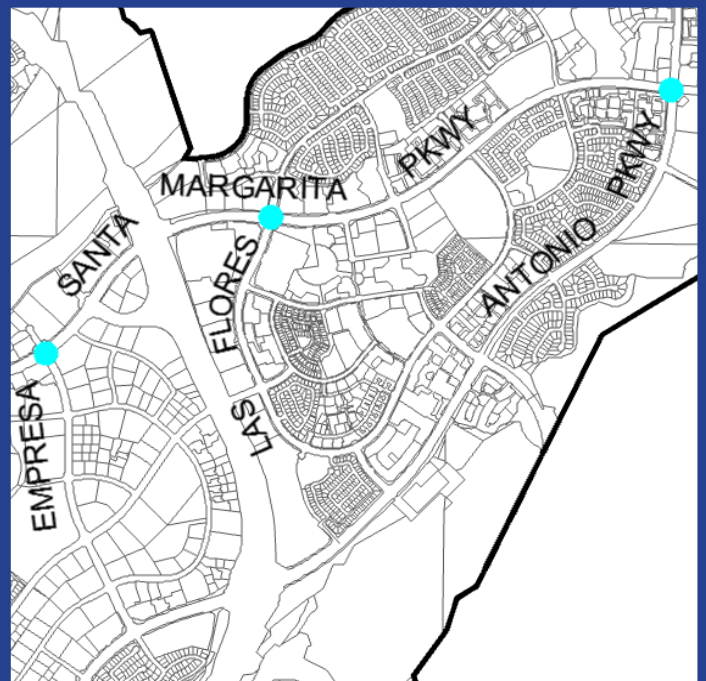
**PROJECT BUDGET:**

Construction	FY 2015/16	\$	170,000
	<b>Total</b>	<b>\$</b>	<b>170,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**TRAFFIC SIGNAL ENHANCEMENTS**



**VICINITY MAP**

**PROJECT TITLE:**

Traffic Signal Enhancements

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Landscape / Renovation

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17 - FY 2018/19

**FUNDING SOURCE:**

Measure M

**PROJECT MANAGER:**

Public Works Director / City Engineer

**CIP ACCOUNT NO.:**

410-900-921.005

**PROJECT DESCRIPTION:**

The project consists of enhancing traffic signal poles at the intersections of Santa Margarita Parkway/ Avenida Empresa, Santa Margarita Parkway/Las Flores, and Santa Margarita Parkway/Antonio Parkway.

**PROJECT BUDGET:**

Construction	FY 2016/17	\$	60,000
	<b>Total</b>	\$	60,000



## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**BELL TOWER REGIONAL COMMUNITY CENTER**

**PROJECT TITLE:**

Building Improvements– City Hall/ BTRCC

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Public Works Director / City Engineer

**CIP ACCOUNT NO.:**

410-900-951.006

**PROJECT DESCRIPTION:**

The project consists of renovations and repairs to the City Hall and Bell Tower Regional Community Center buildings.

**PROJECT BUDGET:**

Construction

	\$      1,000,000
<b>Total \$</b>	<b>1,000,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**CITY HALL AND BTRCC PARKING LOTS**

**PROJECT TITLE:**

Sealcoat of City Hall & BTRCC Parking Lots

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-951.010

**PROJECT DESCRIPTION:**

The project consists of the seal coat of the City Hall and Bell Tower Regional Community Center parking lots.

**PROJECT BUDGET:**

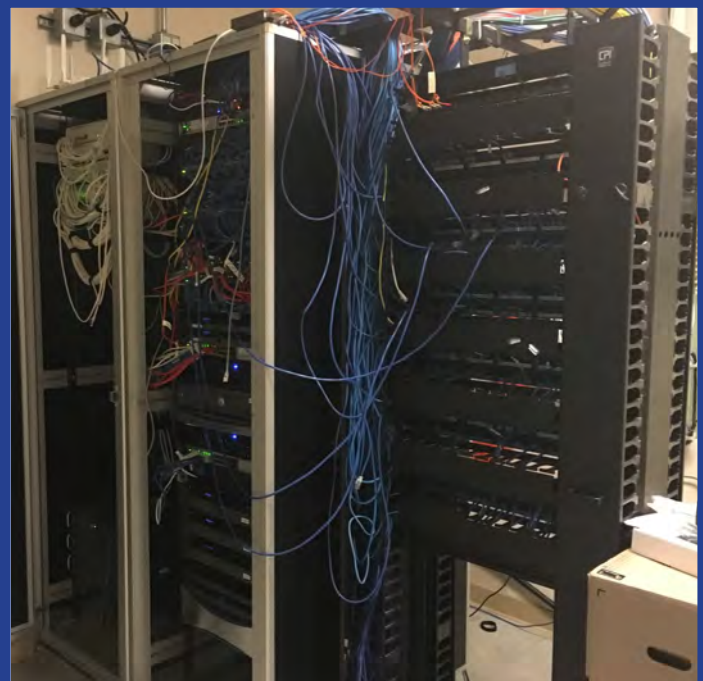
Design	\$ 1,500
Administration	\$ 1,000
Construction Estimate	\$ 12,000
Inspection/Construction Management	\$ 1,500
Advertisement	\$ 2,500
Construction Contingency	\$ 1,500
<b>Total</b>	<b>\$ 20,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**IT/Server Room**

**PROJECT TITLE:**

City Hall IT/Server Room Fire Suppression System

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-951.007

**PROJECT DESCRIPTION:**

The project consists of retrofitting the existing fire suppression system of the City Hall IT/Server Room.

**PROJECT BUDGET:**

Design	\$ 4,500
Construction Estimate	\$ 71,600
Construction Management/ Inspection/ Administration	\$ 4,900
Construction Contingency	\$ 9,000
<b>Total</b>	<b>\$ 90,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**BELL TOWER REGIONAL COMMUNITY CENTER**

**PROJECT TITLE:**

City Hall & BTRCC Flooring/Carpeting

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17-FY 2018/19

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-951.008

**PROJECT DESCRIPTION:**

The project consists of replacing the flooring and carpeting of the City Hall and Bell Tower Regional Community Center buildings.

**PROJECT BUDGET:**

Design	\$ 1,500
Administration/Advertisement	\$ 1,250
Construction Estimate	\$ 77,000
Inspection/Construction Management	\$ 750
Advertisement	\$ 1,250
Construction Contingency	\$ 7,250
<b>Total</b>	<b>\$ 89,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**BELL TOWER**



**BTRCC BALLROOM**

**PROJECT TITLE:**  
BTRCC Ballroom Flooring

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**  
Construction      FY 2016/17

**FUNDING SOURCE:**  
Park Fees

**PROJECT MANAGER:**  
Assistant City Engineer

**CIP ACCOUNT NO.:**  
410-900-951.014

**PROJECT DESCRIPTION:**

The project consists of facility maintenance and refinish of the Ballroom floor in the Bell Tower Regional Community Center.

**PROJECT BUDGET:**

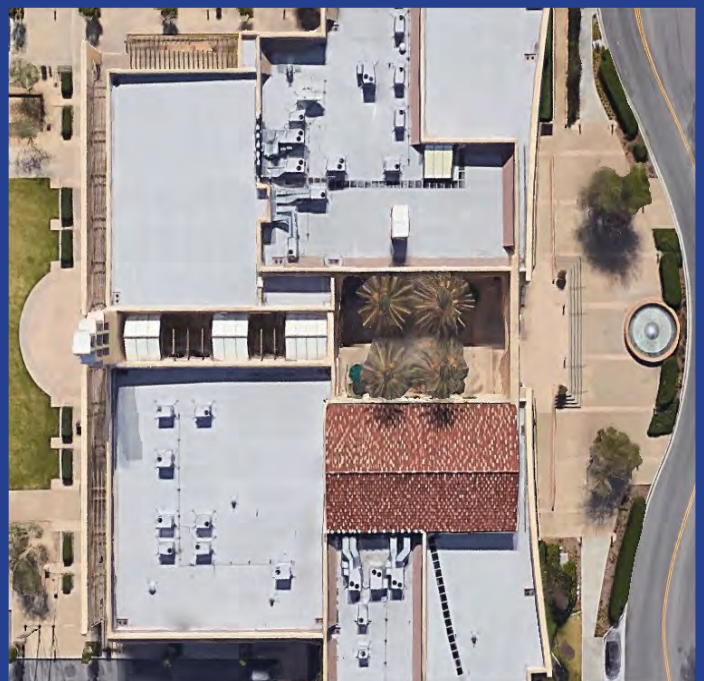
Design	\$ 1,000
Administration	\$ 500
Construction Estimate	\$ 40,000
Inspection/Construction Management	\$ 1,000
Advertisement	\$ 2,500
Construction Contingency	\$ 4,000
<b>Total</b>	<b>\$ 49,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**CITY HALL/BTRCC ROOFING RENOVATION**

**PROJECT TITLE:**

City Hall/BTRCC Roofing Renovation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Design    FY 2016/17

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-951.011

**PROJECT DESCRIPTION:**

The project consists of the roofing renovation of the City Hall and Bell Tower Regional Community Center buildings.

**PROJECT BUDGET:**

Construction Estimate	\$ 9,300
Inspection/Construction Management	\$ 700
<b>Total</b>	<b>\$ 10,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**CITY HALL FOUNTAIN**

**PROJECT TITLE:**

City Hall Fountain Renovation

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

General Fund

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-951.012

**PROJECT DESCRIPTION:**

The project consists of fountain renovation in front of the City Hall and Bell Tower Regional Community Center buildings at El Paseo.

**PROJECT BUDGET:**

Construction Estimate

	FY 2016/17	\$	75,000
	<b>Total</b>	\$	75,000

## City of Rancho Santa Margarita Capital Improvement Project Information



**CITY HALL**



**CITY HALL COURTYARD**

**PROJECT TITLE:**  
Youth Lounge Courtyard Improvement

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
City Hall & Bell Tower Regional Community Center

**ESTIMATED SCHEDULE:**  
Construction      FY 2016/17

**FUNDING SOURCE:**  
CDBG  
Park Fees

**PROJECT MANAGER:**  
Assistant City Engineer

**CIP ACCOUNT NO.:**  
410-900-951.013

**PROJECT DESCRIPTION:**

The project consists of improvement to the youth lounge courtyard area adjacent to the youth lounge area.

**PROJECT BUDGET:**

Construction Estimate	FY 2016/17	\$	60,000
		<b>Total \$</b>	<b>60,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**GREEN SIGNALS**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Signal and Equipment Upgrades

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvements

**ESTIMATED SCHEDULE:**

Maintenance FY 2016/17

**FUNDING SOURCE:**

AQMD

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-921.003

**PROJECT DESCRIPTION:**

The project consists of replacing the traffic signal controllers along Santa Margarita Parkway and updating the regional signal coordination plan with adjacent City and/or County agencies.

**PROJECT BUDGET:**

Maintenance	FY 2016/17	\$	17,000
		<b>Total \$</b>	<b>17,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**GREEN SIGNALS**



**VICINITY MAP**

**PROJECT TITLE:**

Antonio Parkway Signal and Equipment Upgrades

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvements

**ESTIMATED SCHEDULE:**

Maintenance FY 2016/17-2017/18

**FUNDING SOURCE:**

AQMD

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-921.004

**PROJECT DESCRIPTION:**

The project consists of replacing the traffic signal controllers along Antonio Parkway and updating the regional signal coordination plan with adjacent City and/or County agencies.

**PROJECT BUDGET:**

Maintenance

\$	60,000
<b>Total \$</b>	<b>60,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**SPEED FEEDBACK SIGNS**



**VICINITY MAP**

**PROJECT TITLE:**  
Speed Feedback Signs

**DEPARTMENT:**  
Public Works

**PROJECT TYPE:**  
Traffic Improvements

**ESTIMATED SCHEDULE:**  
Construction FY 2016/17

**FUNDING SOURCE:**  
AQMD

**PROJECT MANAGER:**  
Traffic Engineer

**CIP ACCOUNT NO.:**  
410-900-954.006

**PROJECT DESCRIPTION:**

The project consists of installing solar speed feedback signs at various locations.

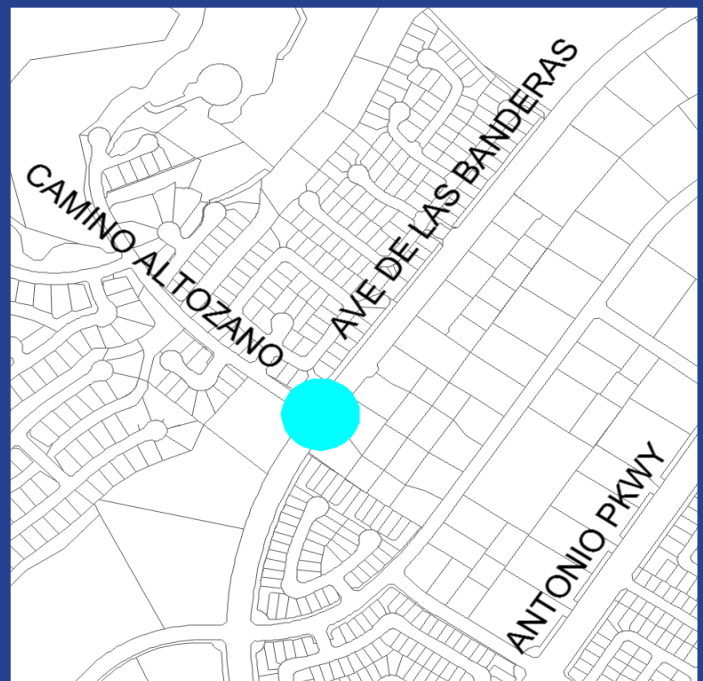
**PROJECT BUDGET:**

Design	\$ 4,000
Construction	\$ 54,000
Construction Management/Inspection	\$ 4,000
Administration	\$ 2,000
Contingency	\$ 4,000
Material Testing/Inspection	\$ 2,000
<b>Total</b>	<b>\$ 70,000</b>

## City of Rancho Santa Margarita Capital Improvement Project Information



**BANDERAS/CAMINO ALTIZANO**



**VICINITY MAP**

**PROJECT TITLE:**

Avenida de las Banderas & Camino Altozano  
Traffic Signal Modification

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvements

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

Measure M

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

900-410-921.006

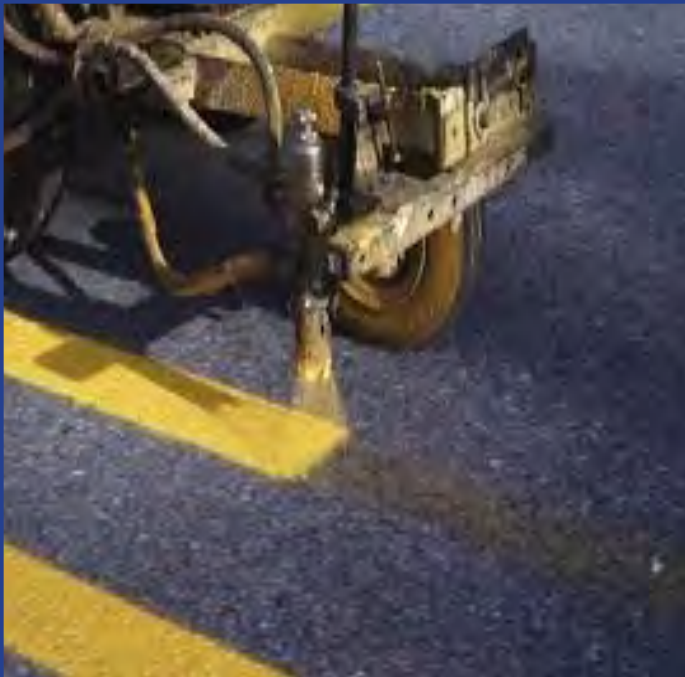
**PROJECT DESCRIPTION:**

The project consists of installing protected left turn signal heads to the existing traffic signals at the intersection of Avenida De Las Banderas & Camino Altozano.

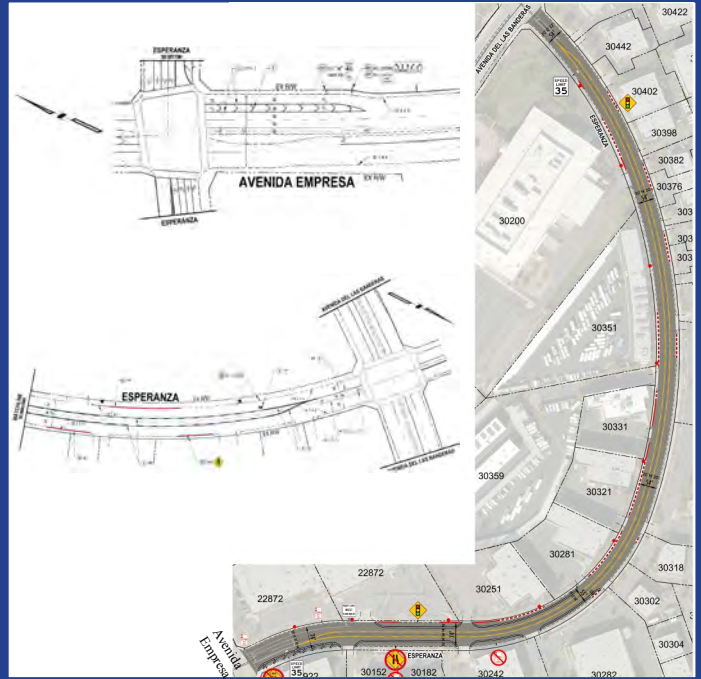
Design	\$	7,000
Administration	\$	1,000
Construction Estimate	\$	36,500
Inspection/Construction Management	\$	3,500
Construction Contingency	\$	3,500
Material Testing	\$	1,500
<b>Total</b>	<b>\$</b>	<b>53,000</b>



## City of Rancho Santa Margarita Capital Improvement Project Information



**RESTRIPING**



**VICINITY MAP**

**PROJECT TITLE:**

Esperanza Slurry Seal and Restriping

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Traffic Improvements

**ESTIMATED SCHEDULE:**

Construction      FY 2016/17

**FUNDING SOURCE:**

Gas Tax

**PROJECT MANAGER:**

Traffic Engineer

**CIP ACCOUNT NO.:**

410-900-913.012

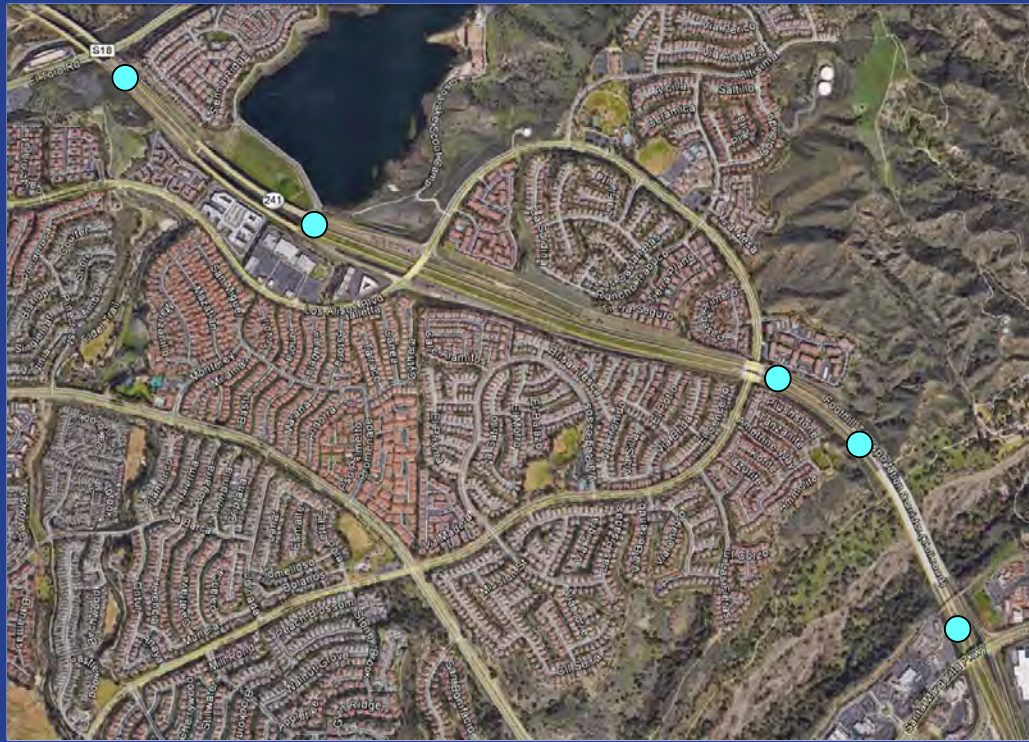
**PROJECT DESCRIPTION:**

The project consists of slurry sealing and restriping Esperanza from Avenida De Las Banderas to Avenida Empresa.

Construction Estimate	\$ 59,500
Inspection/Construction Management	\$ 7,000
Construction Contingency	\$ 6,000
Advertisement	\$ 2,500
<b>Total</b>	<b>\$ 75,000</b>

**PROJECT BUDGET:**

# City of Rancho Santa Margarita Capital Improvement Project Information



Santa Margarita  
Pkwy / Auto Center  
Drive 2 MILES

Santa Margarita EXIT 19  
Pkwy / Auto Center Dr  
↗ EXIT ONLY

Santa Margarita Pkwy  $\frac{3}{4}$   
Auto Center Drive  
Antonio Pkwy  $1\frac{1}{4}$

Santa Margarita EXIT 19  
Pkwy / Auto Center Dr  
↓ EXIT ↓ ONLY

## PROJECT TITLE:

Auto Center Drive Signage

## DEPARTMENT:

Public Works

## PROJECT TYPE:

Traffic Improvements

## ESTIMATED SCHEDULE:

Construction FY 2016/17

## FUNDING SOURCE:

Gas Tax

## PROJECT MANAGER:

Assistant City Engineer

## CIP ACCOUNT NO.:

410-900-916.002

## PROJECT DESCRIPTION:

The project consists of installing signage for Auto Center Drive at various locations along the SR-241 Toll Road.

## PROJECT BUDGET:

Construction Estimate

FY 2016/17

\$ 100,000

**Total \$ 100,000**



## City of Rancho Santa Margarita Capital Improvement Project Information



**SANTA MARGARITA BRIDGE**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Bridge Hinge Repair  
(Westbound)

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Bridge

**ESTIMATED SCHEDULE:**

Design	FY 2016/17
Construction	FY 2017/18

**FUNDING SOURCE:**

HBP  
Gas Tax  
Measure M

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-931.004

**PROJECT DESCRIPTION:**

The project consists of preventative maintenance and repairs on the westbound lane bridge hinges.

**PROJECT BUDGET:**

Design/Environmental

FY 2016/17	\$	115,000
<b>Total</b>	<b>\$</b>	<b>115,000</b>

# City of Rancho Santa Margarita Capital Improvement Project Information



**SANTA MARGARITA BRIDGE**



**VICINITY MAP**

**PROJECT TITLE:**

Santa Margarita Parkway Bridge (Eastbound)

**DEPARTMENT:**

Public Works

**PROJECT TYPE:**

Bridge

**ESTIMATED SCHEDULE:**

Design	FY 2016/17
Construction	FY 2017/18 and FY 2019/20

**FUNDING SOURCE:**

HBP  
Gas Tax  
Measure M

**PROJECT MANAGER:**

Assistant City Engineer

**CIP ACCOUNT NO.:**

410-900-931.005

**PROJECT DESCRIPTION:**

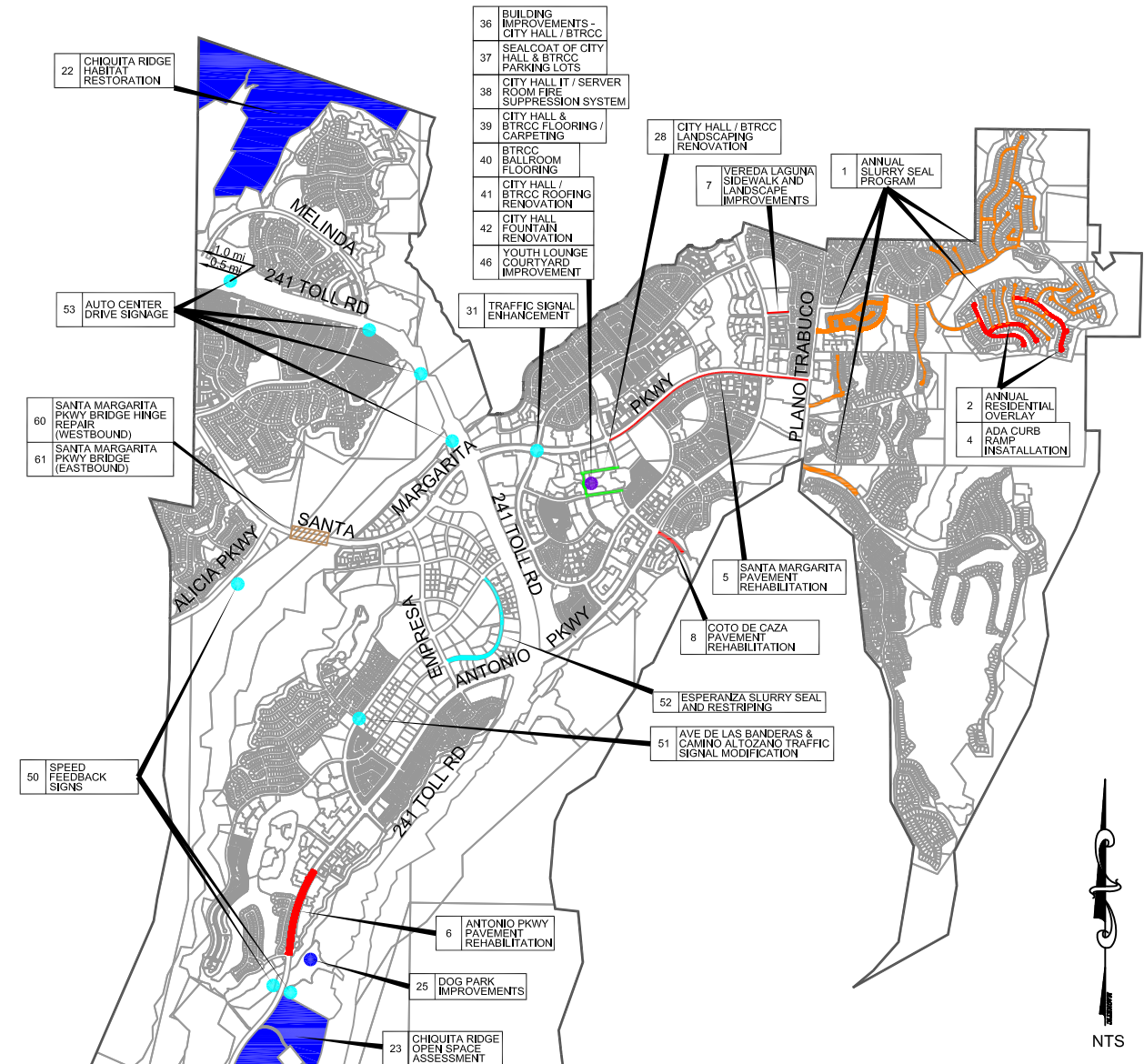
The project consists of preventative maintenance on the eastbound lanes of the Santa Margarita Parkway bridge.

**PROJECT BUDGET:**

Design/Environmental

FY 2016/17	\$	20,000
<b>Total</b>	<b>\$</b>	<b>20,000</b>





No.	PROJECT NAME	FY 2016-2017 BUDGET
<b>STREET IMPROVEMENT / MAINTENANCE PROJECTS</b>		
1	ANNUAL SLURRY SEAL PROGRAM	308,000
2	ANNUAL RESIDENTIAL OVERLAY	371,000
3	ANNUAL CONCRETE REPAIR PROGRAM	63,000
4	ADA CURB RAMP INSTALLATION	166,000
5	SANTA MARGARITA PKWY PAVEMENT REHABILITATION	626,000
6	ANTONIO PKWY PAVEMENT REHABILITATION	580,000
7	VEREDA LAGUNA SIDEWALK AND LANDSCAPE IMPROVEMENTS	258,000
8	COTO DE CAZA PAVEMENT REHABILITATION	175,000
<b>SPECIAL PROJECTS</b>		
22	CHIQUITA RIDGE HABITAT RESTORATION	222,000
23	CHIQUITA RIDGE OPEN SPACE ASSESSMENT	250,000
24	TRASH REDUCTION CATCH BASIN INSERTS	153,000
25	DOG PARK IMPROVEMENTS	165,000
<b>LANDSCAPE / RENOVATION PROJECTS</b>		
28	CITY HALL / BTRCC LANDSCAPING RENOVATION	150,000
29	MEDIAN HARDSCAPE RENOVATION	170,000
31	TRAFFIC SIGNAL ENHANCEMENTS	60,000
<b>CITY HALL &amp; BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS</b>		
36	BUILDING IMPROVEMENTS - CITY HALL / BTRCC	1,000,000
37	SEALCOAT OF CITY HALL & BTRCC PARKING LOTS	20,000
38	CITY HALL IT / SERVER ROOM FIRE SUPPRESSION SYSTEM	90,000
39	CITY HALL & BTRCC FLOORING / CARPETING	89,000
40	BTRCC BALLROOM FLOORING	49,000
41	CITY HALL / BTRCC ROOFING RENOVATION	10,000
42	CITY HALL FOUNTAIN RENOVATION	75,000
46	YOUTH LOUNGE COURTYARD IMPROVEMENT	60,000
<b>TRAFFIC IMPROVEMENT PROJECTS</b>		
48	SANTA MARGARITA PKWY SIGNAL AND EQUIPMENT UPGRADES	17,000
49	ANTONIO PKWY SIGNAL AND EQUIPMENT UPGRADES	60,000
50	SPEED FEEDBACK SIGNS	70,000
51	AVE DE LAS BANDERAS & CAMINO ALTOZANO TRAFFIC SIGNAL MODIFICATION	53,000
52	ESPERANZA SLURRY SEAL AND RESTRIPIING	75,000
53	AUTO CENTER DRIVE SIGNAGE	100,000
<b>BRIDGE PROJECTS</b>		
60	SANTA MARGARITA PKWY BRIDGE HINGE REPAIR (WESTBOUND)	115,000
61	SANTA MARGARITA PKWY BRIDGE (EASTBOUND)	20,000

**CITYWIDE / CORRIDOR PROJECTS  
(NOT SHOWN ON MAP)**

- 3 ANNUAL CONCRETE REPAIR PROGRAM
- 24 TRASH REDUCTION CATCH BASIN INSERTS
- 29 MEDIAN HARDSCAPE RENOVATION
- 48 SANTA MARGARITA PKWY SIGNAL AND EQUIPMENT UPGRADES
- 49 ANTONIO PKWY SIGNAL AND EQUIPMENT UPGRADES



# FISCAL YEAR 2016/17 CAPITAL IMPROVEMENT PROGRAM PROJECT MAP



# *Appendices*

*City of Rancho Santa Margarita, California*

APPENDICES

CITY HALL



RANCHO

SANTA MARGARITA

## **BASIS OF ACCOUNTING**

The budgets of governmental funds (General Fund, Special Revenue and Capital Projects Funds) are prepared on a modified accrual basis where revenues are recognized when they become measurable and available and expenditures are recorded when the related liability is incurred, except that principal and interest payments on general long-term debt are recognized when due. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e., sixty days after year-end).

## **BUDGETARY CONTROL**

Based on departmental input, revenue estimates from the Finance Department and assessing the needs of the community, a balanced preliminary budget is prepared by the City Manager and submitted to the City Council for approval. A Public Hearing is conducted to solicit public input. The City Council adopts the operating and capital budgets and annual appropriations limit via resolution.

Budgetary control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within the accounts of any fund; however, any revisions between funds must be approved by the City Council. Supplemental appropriations may be adopted by the City Council at any time during the fiscal year by formal action. Except for capital projects, appropriations lapse at fiscal year-end unless they are encumbered at year-end or re-appropriated through the formal budget process. Regarding capital projects, re-appropriation in the following fiscal year of Special Revenue or General Fund dollars is the recommended approach for ongoing capital projects. For any project which is under way (i.e. design complete, construction contract awarded, construction begun) at year-end, the appropriations are allowed to carry forward as re-appropriated for the next year's budget in order to complete the project. Exceptions preventing automatic re-appropriation for capital projects in progress are: use of General Fund dollars for completion or match; use of restricted funding sources no longer deemed eligible or included in eligibility reports; or funds no longer available from original or other special revenue sources and for special revenue funds, available fund balance. For each fund, total expenditures may not legally exceed total appropriations.

## **LONG-TERM DEBT**

The City of Rancho Santa Margarita is not obligated in any manner for general obligation or special assessment bonded indebtedness. The sales tax mitigation agreement with the County of Orange pursuant to a Revenue Neutrality Agreement was previously dormant but has been triggered with the wind down of the "Triple Flip", therefore, payments towards the remaining balance will begin in this fiscal year. Capital leases also exist for various office equipment within the City. The City issued lease revenue refunding bonds ("LRRBs") on December 19, 2012 via its joint powers authority with the Rancho Santa Margarita Public Financing Authority ("RSMPPFA"), in the amount of \$11,230,000. Those bonds refunded the City's Certificates of Participation ("COPs"), reducing the City's debt service interest cost on the Civic Center construction financing from 4.73% to 2.83%, and lowering annual General Fund debt service by an average of approximately \$102,000 annually over the remaining 19 years of bond repayment obligations. The City (as lessee) has covenanted under the related Lease Agreement to make certain Rental Payments to the Rancho Santa Margarita Public Financing Authority (as lessor).

## BASIS OF REVENUE ESTIMATES

The City of Rancho Santa Margarita provides many services to its residents such as law enforcement, fire protection, recreation and infrastructure maintenance and improvement (i.e., streets and storm drains, etc.). Provisions of such services are dependent on ongoing revenue. The following describes six (6) major sources of revenue to the City, representing 83.7% of the FY 2016-17 Estimated Revenues for all funds.

**Sales & Use Tax:** In accordance with the State Revenue & Taxation Code, the Bradley-Burns Uniform Local Sales & Use Tax Law of 1955, Measure “M2” and Proposition 172, a Sales and Use Tax rate totaling 8.00% is imposed on taxable sales in the City. The City receives 1.00% of local taxable sales with the remaining funds being shared by the State (5.00%), County Mental Health (0.50%), Orange County Transportation Authority – Measure “M2” Funds (0.50%), County Transportation Fund (0.50%) and County Public Safety Fund - Public Safety Augmentation Fund (0.50%). Sales Tax is the single largest source of revenue to the City’s General Fund.

**Property Tax in-lieu of Vehicle License Fees:** As of FY 2004-05 the State reduced the allocation of vehicle license fees from 2% to .67%. As a result, the fee difference is supplemented or “backfilled” with this revenue source, commonly referred to as a component of the VLF Property Tax Swap or “Triple Flip”. This funding source is the second largest source of revenue for the City’s General Fund.

**Property Tax:** Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. Article XIII A of the California State Constitution provides that assessed values are stated at 100% of full cash value. The County levies a base tax of \$1 per \$100 (1%) of assessed valuation (subject to annual growth limitations of 2%). The base amount the City receives in property tax was determined in a Revenue Neutrality Agreement with the County of Orange, which was negotiated prior to incorporation, at 2.98% of the County levy. From year to year, growth or decline in City residential and commercial property values impacts property tax revenue. When property changes hands, it is reassessed at its current market value. Property Tax is the third largest revenue source for the City’s General Fund.

**Franchise Fees:** A Franchise Fee is imposed on various public utilities, which grants the right to use public property for system infrastructure (lines and poles) and for the exclusive right to provide cable television within the City. Franchise fees from cable television, electricity, natural gas providers, and refuse collectors combined are the fourth largest source of revenue for the City’s General Fund.

**State Gas Tax:** The State Gas Tax is derived from State of California taxes on gasoline purchases and is allocated, based on population, to cities. The use of Gas Tax revenues is restricted by the California Streets & Highways Code. Monies derived by Sections 2106 and 2107 are restricted to the construction, improvement and maintenance of public streets. Section 2107.5 monies are restricted to engineering costs and administrative expenses with respect to City streets. Gas Tax funds are recorded in a Special Revenue Fund.

**Measure “M2” Sales Tax:** Measure “M” monies are derived from a special sales tax of 0.50% approved by the voters of the County of Orange in November, 1990. Measure “M” expired March 31, 2011. Renewed Measure “M” (M2) was approved by voters in November 2006, and became effective April 1, 2011. The Measure “M2” sales tax rate is a component of the countywide sales tax rate of 8.00%. Measure “M2” monies are restricted for street and highway improvements and maintenance. Cities receive a portion of the sales tax revenue generated by Measure “M2,” the distribution of which is based on population, Master Plan Arterial Highways miles and total taxable sales. The “Fair Share” portion of these restricted monies is accounted for in a Special Revenue Fund. Other components of the Measure M Program are competitively based and are accounted for in the Capital Projects Fund. Still other program specific revenues are available, such as Senior Mobility and are accounted for in the General Fund or Capital Projects Fund.

# GLOSSARY OF TERMS

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**Accounting System:** The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Appropriation:** An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period.

**Appropriation Resolution:** The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**Assessed Value:** The value placed on real and other property as a basis for levying taxes.

**Assets:** Property owned by a government which has monetary value.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to: (1) ascertain whether financial statements fairly present financial position and results of operations; (2) test whether transactions have been legally performed; (3) identify areas for possible improvements in accounting practices and procedures; (4) ascertain whether transactions have been recorded accurately and consistently; and, (5) ascertain the stewardship of officials responsible for governmental resources.

**Balance Sheet:** A statement purporting to present the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

**Budget (Operating):** A plan of financial operation embodying an estimate of proposed expenditures for a given period

(typically a fiscal year) and the proposed means of financing them (revenue estimates).

**Budget Calendar:** The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

**Budget Document:** The official written statement submitted by the City Manager and supporting staff to the legislative body detailing the proposed budget.

**Capital Improvement Program:** A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**Encumbrances:** Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

**Expenditures:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not.

**Fiscal Year:** The City operates on a fiscal year from July 1 through June 30.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.



# GLOSSARY OF TERMS

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**Fund Balance:** The excess of an entity's assets over its liabilities.

**Internal Control:** A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that: (1) the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; (2) proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, (3) records and procedures are arranged appropriately to facilitate safekeeping and effective control.

**Liability:** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. Note: The term does not include encumbrances.

**Modified Accrual Basis:** The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

**Object of Expenditure:** Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include: (1) personnel (salaries and benefits); (2) operations (utilities, maintenance contracts, travel, contracted services, office expense); (3) capital outlay; and, (4) interfund charges.

**Purchase Order:** A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

**Reserve:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

**Reserve for Contingencies:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

**Revenue:** The term designates an increase to a fund's assets which: (1) does not increase a liability (e.g., proceeds from a loan); (2) does not represent a repayment of an expenditure already made; (3) does not represent a cancellation of certain liabilities; and, (4) does not represent an increase in contributed capital.

**Revenue Estimate:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**Source of Revenue:** Revenues are classified according to their source or point of origin.

# Appropriations Limit

## History

California voters, in 1979, approved Proposition 4, establishing Article XIII-B of the State Constitution. Article XIII-B (the “Gann Initiative”), limits the level of most appropriations from tax sources that state and local governments are permitted to make in a given year. The limit for each fiscal year equals the prior year’s limit, adjusted for cost-of-living and population changes, and various other adjustments. Appropriations for almost all government functions are subject to limitation; however, some items are excluded from the limit, such as debt service payments. Additionally, appropriations from non-tax revenues, such as fee revenue, are excluded from the limit. Under Proposition 4, if a governmental entity receives more proceeds of taxes than the Limit allows, it must rebate the excess to the taxpayers within two years (either by reducing taxes levied or fees charged).

In June 1990, voters modified Article XIII-B with Proposition 111. Amendments included a two-year averaging of revenue over-receipt before triggering tax rebates. Additionally, capital outlays became excluded from the appropriations limit and governments became able to choose annual adjustment factors from several options.

## Analysis

The following table provides an analysis of the City’s Appropriations Limit. For Fiscal Year 2002/03, the City Council approved a provisional Appropriations Limit. In the November 2002 election voters approved the permanent Appropriations Limit of \$10,623,045, for subsequent calculations. Because receipt of additional tax revenues were anticipated based on formulas for newly incorporated cities, in the November 2002 election, voters also approved an override increase of \$1 million per year effective for four years to the annual appropriations limit (\$4 million total) to ensure the ability to spend the increased revenues. The voter approved override ended in Fiscal Year 2006-07 and future appropriation limit calculations reverted to calculations based on the original permanent limit.

<b>Fiscal Year</b>	<b>Appropriations Limit</b>	<b>Appropriations Subject to Limit</b>	<b>Difference</b>
2008-09	\$14,282,790	\$12,870,739	\$1,414,051
2009-10	\$14,417,913	\$10,338,102	\$4,079,811
2010-11	\$14,137,413	\$ 9,535,774	\$4,601,639
2011-12	\$14,521,244	\$10,482,525	\$4,038,719
2012-13	\$15,174,177	\$10,570,349	\$4,603,828
2013-14	\$16,029,255	\$11,315,215	\$4,714,040
2014-15	\$16,141,123	\$11,808,715	\$4,332,409
2015-16	\$16,938,697	\$12,345,526	\$4,593,171
2016-17	\$18,025,003	\$12,838,173	\$5,186,830

RESOLUTION NO. 16-06-08-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA,  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2016/17

The City Council of the City of Rancho Santa Margarita, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, Article XIIIB of the California Constitution required public entities in the State of California to set an annual appropriations limit; and

WHEREAS, the League of California Cities issued in March 1991 uniform guidelines for the implementation of the provisions of Article XIIIB of the California Constitution; and

WHEREAS, an appropriations limit for Fiscal Year 2015/16 was approved on June 10, 2015; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2016/17 is based on the approved appropriations limit for Fiscal Year 2015/16, adjusted using appropriations limit factors for Fiscal Year 2016/17, as they relate to budgeted revenues to be received in Fiscal Year 2016/17; and

WHEREAS, Article XIIIB requires the City Council to select the population and inflation factors for the year's appropriations limit calculation; and

WHEREAS, information for making this limit calculation for the City of Rancho Santa Margarita has been available for public inspection in the City office for fifteen (15) days prior to the scheduled adoption of this Resolution, in accordance with Government Code Section 7910 requirements.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. That the appropriations limit for the City of Rancho Santa Margarita for Fiscal Year 2016/17 shall be \$18,025,003 as calculated in Exhibit "1", and incorporated herein by this reference, is hereby established.

SECTION 2. That the inflation factor being utilized to calculate the Fiscal Year 2016/17 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2016/17 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 8<sup>TH</sup> DAY OF JUNE 2016.



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L. ANTHONY BEALL, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 8<sup>th</sup> day of June, 2016, by the following vote:

AYES: Council Members Holloway, McGirr, Vaughn, Mayor Pro Tempore Gamble and Mayor Beall (5)

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)



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AMY DIAZ, CITY CLERK

**City of Rancho Santa Margarita**  
**Gann Limit**  
**FY 2016-17**

**GENERAL FUND**

	<b>Budgeted Revenues 16-17</b>		
	<b>Proceeds of Taxes</b>	<b>Non-Proceeds of Taxes</b>	<b>Total</b>
Property Tax	2,349,636	-	2,349,636
Sales Tax	6,505,635	-	6,505,635
Real Property Transfer Tax	303,572	-	303,572
Franchise Fees-Cable TV	-	850,628	850,628
Franchise Fees-Gas	-	71,303	71,303
Franchise Fees-Electricity	-	442,928	442,928
Franchise Fees-Refuse Collect	-	173,011	173,011
Motor Vehicle License Fee	-	20,069	20,069
Property Tax In-Lieu of VLF	4,362,498	-	4,362,498
State Mandated Costs Reimbursement	-	12,791	12,791
Beverage Container Recycling	-	14,000	14,000
Solid Waste Fees	-	2,296	2,296
Building Permit Fees	-	250,000	250,000
Bldg-Plan Check Fees	-	85,000	85,000
Site Development Permits	-	5,511	5,511
Site Development Deposits	-	60,000	60,000
Planning-Plan Check Fees	-	32,831	32,831
Other Planning Revenues	-	2,760	2,760
CDBG Grant	-	93,993	93,993
Engineering Pernits	-	55,000	55,000
AB 939 Solid Waste Recycling	-	81,000	81,000
Waste Disposal Agrmt. Renenue	-	60,000	60,000
Solid Waste Diversion Permits	-	10,851	10,851
Court Fines	-	74,320	74,320
Parking Citation Revenue	-	80,000	80,000
Parking Citation Revenue - DMV	-	3,472	3,472
Miscellaneous Police Grants	-	7,700	7,700
Community Services Revenue	-	10,375	10,375
Sponsorships	-	50,000	50,000
BTRCC Program Revenue	-	240,000	240,000
BTRCC Rental Revenue	-	160,000	160,000
Senior Mobility Grant	-	26,868	26,868
Investment Earnings	53,170	-	53,170
Total General Fund	13,574,511	2,976,707	16,551,218

**SPECIAL REVENUE FUNDS**

Gasoline	-	1,003,948	1,003,948
Interest	-	5,364	5,364
Measure M	-	732,258	732,258
Interest	-	1,807	1,807
Air Quality	-	59,696	59,696
Interest	-	304	304
Local Park Trust Fund	-	-	-
Interest	-	-	-
SLSF	-	99,500	99,500
Interest	-	500	500
Cable PEG Fees	-	159,200	159,200
Interest	-	800	800
<b>CAPITAL PROJECTS FUND</b>	-	949,000	949,000
Total Other Funds	-	3,012,377	3,012,377

Total Revenue	13,574,511	5,989,084	19,563,595
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Appropriations Excluded From Limit (736,338)

**NET APPROPRIATIONS SUBJECT TO LIMIT**

	<b>12,838,173</b>	
FY 2015-16 APPROPRIATIONS LIMIT	16,938,697	
FY 2016-17 Appropriations Limit Factor	1.064132	(1)

**FY 2016-17 CALCULATED APPROPRIATIONS LIMIT**

**FY 2016-17 APPROPRIATIONS UNDER LIMIT**

(1) - Source - California Dept of Finance-Orange County (1.0537 x 1.0099 = 1.06413)



RESOLUTION NO. 16-06-08-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA, ADOPTING  
THE OPERATING BUDGET AND CAPITAL  
IMPROVEMENT PROGRAM BUDGET PLAN FOR FISCAL  
YEAR 2016/17

WHEREAS, the City Council of the City of Rancho Santa Margarita, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, the City Manager of the City of Rancho Santa Margarita has submitted a Proposed Operating Budget and Capital Improvement Program Budget Plan for Fiscal Year 2016/17 to the City Council; and

WHEREAS, the City Council set June 8, 2016, as the date of the public hearing to consider the FY 2016/17 budget and to receive public input; and

WHEREAS, after duly giving notice, the City Council did hold such public hearing and all comments presented to the City Council were considered and evaluated; and

WHEREAS, the City Council has reviewed the proposed budgets and made recommendations and changes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RANCHO SANTA MARGARITA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. That Operating Budget and Capital Improvement Program Budget Plan expenditures and operating transfers for all funds in the amount of \$31,050,455 for Fiscal Year 2016/17 are hereby appropriated, approved and adopted, as summarized in Exhibit "1" attached hereto.

SECTION 2. That revenues and operating transfers for all funds are estimated to be \$25,760,062 during FY 2016/17.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$97,854 for technology expenditures, reserves designated for council strategic are allocated in the amount of \$1,155,691 for Council strategic expenditures, reserves designated for facilities are allocated in the amount of \$1,434,000, and reserves designated for infrastructure are allocated in the amount of \$86,000. The amount of \$793,846 for the Sales Tax Mitigation payment has been allocated among all the General Reserve Fund balances including the Emergency Fund category. This allocation was determined based on the surplus earned and distributed from the prior years when a Sales Tax Mitigation payment was not due to the County of Orange. All of the above amounts are included in the balanced Fiscal Year

2016/17 General Fund budget; and other funds contain sufficient fund balance available for expenditures planned in the proposed budget.

SECTION 4. That the document entitled "City of Rancho Santa Margarita, California, Adopted Operating Budget And Capital Improvement Plan – Fiscal Year 2016-2017" will be compiled upon adoption of this budget and shall contain detailed budgetary information and amounts matching the amounts in Exhibit "1" attached hereto and shall set the guidelines for expending these funds.

SECTION 5. That the City Manager is given authority to adjust monies within a fund as long as the goals, total dollars, or intent of the document entitled "City of Rancho Santa Margarita, California, Adopted Operating Budget And Capital Improvement Plan – Fiscal Year 2016-2017" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 8<sup>TH</sup> DAY OF JUNE 2016.

  
\_\_\_\_\_  
L. ANTHONY BEALL, MAYOR

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 8<sup>th</sup> day of June, 2016, by the following vote:

AYES: Council Members Holloway, McGirr, Vaughn, Mayor Pro Tempore Gamble and Mayor Beall (5)

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

  
\_\_\_\_\_  
AMY DIAZ, CITY CLERK

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*City of Rancho Santa Margarita*

*California*