

# *City of Rancho Santa Margarita California*

## **Adopted Operating Budget & Capital Improvement Plan**



**2017-2018**





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# *Introduction*

*City of Rancho Santa Margarita, California*

INTRODUCTION







## CITY OF RANCHO SANTA MARGARITA

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June 30, 2017

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year 2017-18 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. Providing quality service to the community is the primary objective of the policies and expenditure allocations of the Fiscal Year 2017-18 Adopted Budget; however, significant resources have also been allocated through the Capital Improvement Program for the purpose of 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 2017-18 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 \$246,463. Major General Fund revenues are estimated to grow by 1.7 percent, mostly attributable to higher growth in property tax. This year, the Orange County Assessor's Office based the property tax roll on the maximum allowable Consumer Price Index (CPI) increase of 2.0% compared to the prior year CPI factor of 1.525%.

### 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. Approximately 53 percent of the City's General Fund expenditures are for public safety, primarily the contract with the Orange County Sheriff's Department (OCSD) for law enforcement services. The FY 2017/18 proposed OCSD contract was significantly higher than prior years and is also projected to increase substantially in subsequent years. In order to balance the General Fund budget, the City made necessary reductions throughout the budget including Police Services. The most notable reduction to the budget was the elimination of an administrative position within Police Services as well as the reduction of one deputy position within the OCSD law enforcement contract.

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 22 full-time and eleven part-time employees, accounting for a uniquely low 20 percent of the General Fund budget for salary and benefit costs.

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 \$19.1 million at fiscal year-end. The General Fund reserve, including operating, emergency and restricted, total is \$15,148,214, which reflects a 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 \$1,857,163, 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 3 of the General Plan Update, as well as several CIP projects.

The refinancing of the Certificates of Participation for the Civic Center buildings that was completed in fiscal year 2012-13 yields an annual savings of approximately \$102,000 per year for the bond life

<b>Mayor</b> Carol A. Gamble	<b>Mayor Pro Tempore</b> Michael Vaughn	<b>Council Member</b> Anthony Beall	<b>Council Member</b> Jerry Holloway L.	<b>Council Member</b> Bradley J. McGirr	<b>City Manager</b> Jennifer M. Cervantez
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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. Twenty-four projects totaling \$3,743,000 are planned for Fiscal Year 2017-18, a decrease of \$1,877,000 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 \$3,743,000, \$819,000, or 22 percent, is funded with Capital Improvement Program funds or General Fund reserves. The use of reserve funds of \$819,000 has been appropriated towards various CIP projects, with the largest allocation towards the City Hall Landscape renovation and continued maintenance on the Chiquita Ridge Habitat restoration project. These projects encompass continued maintenance and reporting of the 80-acre habitat restoration project, Chiquita Ridge Open Space Assessment, median hardscape renovations, and various improvement 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 2017-18 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 .....	CAROL A. GAMBLE
MAYOR PRO TEM .....	MICHAEL VAUGHN
COUNCIL MEMBER .....	L. ANTHONY BEALL
COUNCIL MEMBER .....	JERRY HOLLOWAY
COUNCIL MEMBER .....	BRADLEY J. MCGIRR

## 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 LUKE SOUTH
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) .....	48,602
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 1/1/17

(2) - Source: County of Orange

(3) - Source: Orange County Auditor-Controller



## City of Rancho Santa Margarita

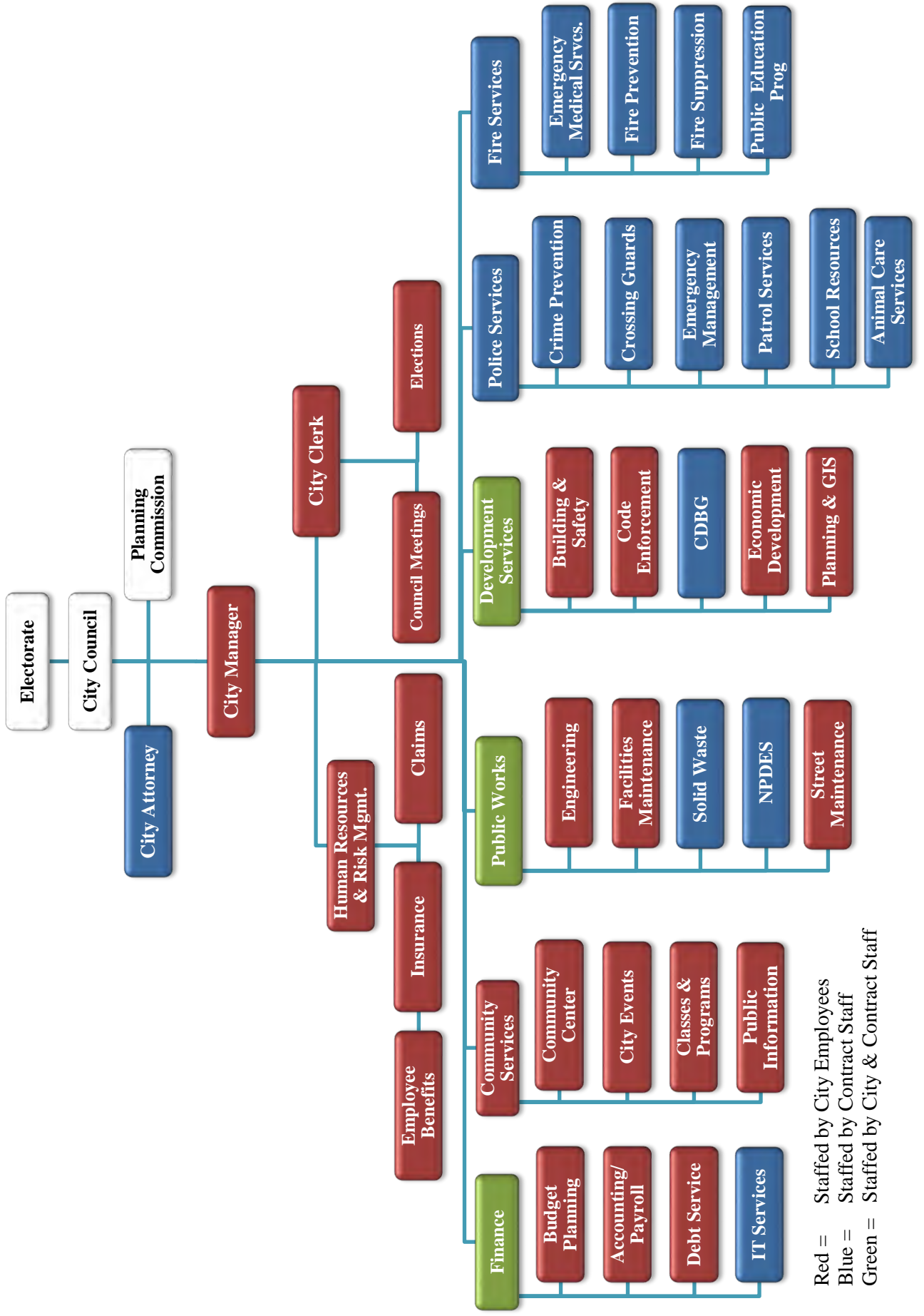
### Demographic Information Federal Census Data

	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

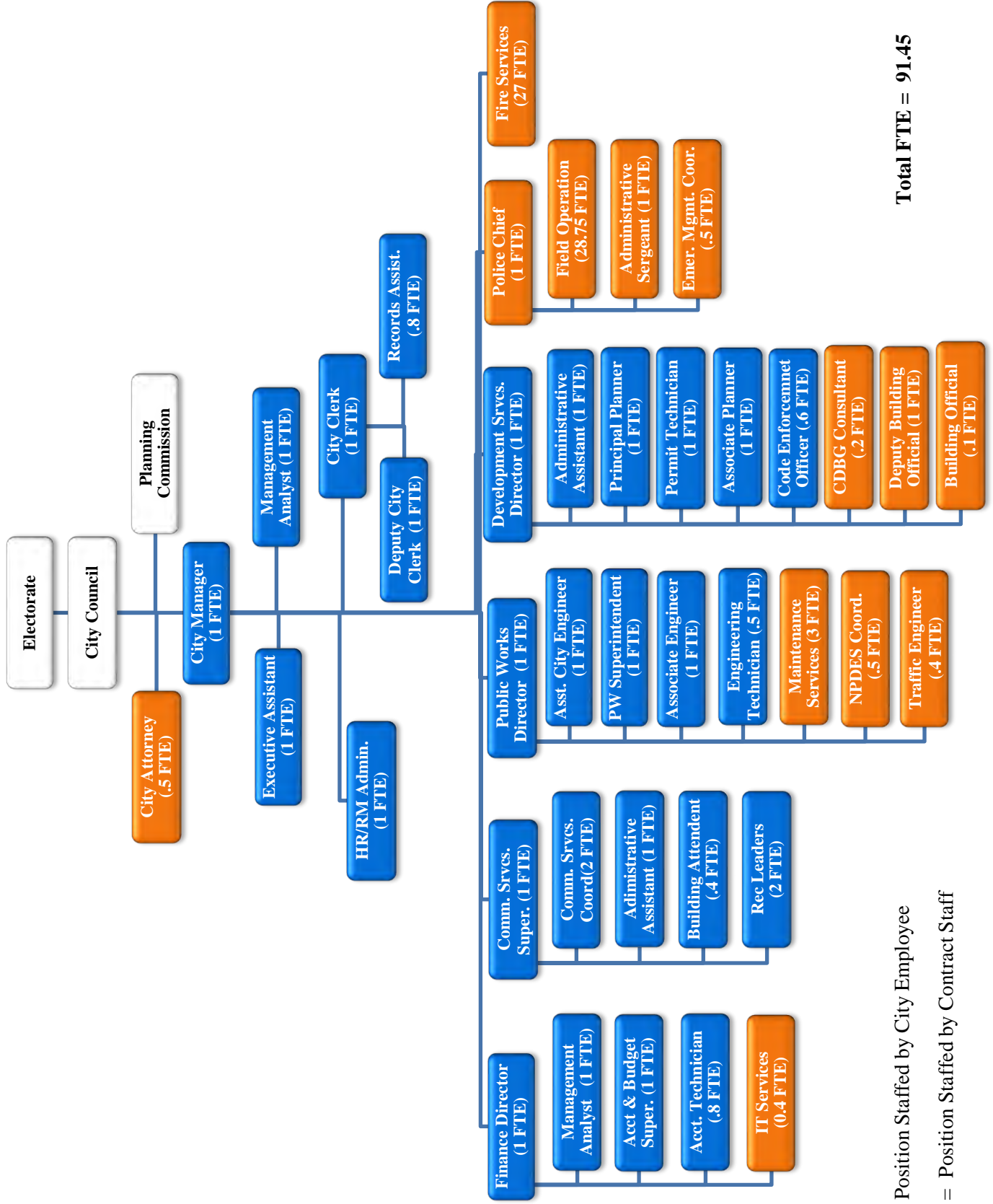
- (1) As of 4/10/10 census data release. **Estimated population as of 1/1/17 is 48,602**  
Per the California Department of Finance, Demographic Research Unit.
- (2) The California Department of Finance population estimates incorporate 2010 Census counts as the benchmark. Therefore, the population estimates for 2010, and 2017 published in this report might be noticeably different from the previous year estimates.

As of May 2017, total unemployment was 1.8%

City of Rancho Santa Margarita  
**ORGANIZATION CHART BY DEPARTMENT FUNCTION**  
as of Fiscal Year 2017-2018



City of Rancho Santa Margarita  
**ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF**  
as of Fiscal Year 2017-2018



Blue = Position Staffed by City Employee

Orange = Position Staffed by Contract Staff



		FY 2017/18	
City of Rancho Santa Margarita		Full Time Equivalent Positions	
City Employees and Contract Staff Summary		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	
<b><u>City Attorney:</u></b>	City Attorney		0.50
<b><u>Finance:</u></b>	Finance Director	1.00	
	Management Analyst	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>	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>27.10</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 06/30/13	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/14	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/15
<b>General Fund - 100</b>	16,142,843	15,868,122	15,094,581	16,916,384	18,079,802	16,828,937	18,167,249
<b>Special Revenue Funds:</b>							
Gas Tax - 210	1,630,920	1,567,504	1,473,435	1,724,989	1,397,389	1,527,475	1,594,903
Measure M - 212	446,329	629,492	748,741	327,080	665,002	770,879	221,203
Air Quality Improvement - 214	235,017	60,893	96,912	198,998	61,242	94,257	165,983
CA Law Enforcement Equip - 216	197	-	-	197	1	198	-
Local Park Trust Fund - 220	440,586	588,948	-	1,029,534	2,988	-	1,032,522
Supplemental Law Enforce - 222	117,243	103,471	105,540	115,174	103,379	108,999	109,554
PEG Fees - 224	259,837	162,981	-	422,818	169,334	2,035	590,117
Subtotal-Special Revenue Funds	3,130,129	3,113,289	2,424,628	3,818,790	2,399,335	2,503,843	3,714,282
<b>Capital Projects Fund - 410</b>	430,960	1,968,527	1,798,478	601,009	3,995,588	4,493,692	102,905
<b><u>RSM DEBT SERVICE</u></b>							
<b>RSM PFA Debt Svc. Fund - 530</b>	2,351,627	805,914	800,238	2,357,303	736,458	1,584,640	1,509,121
<b>GRAND TOTAL - ALL FUNDS</b>	22,055,559	21,755,852	20,117,925	23,693,486	25,211,183	25,411,112	23,493,557

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

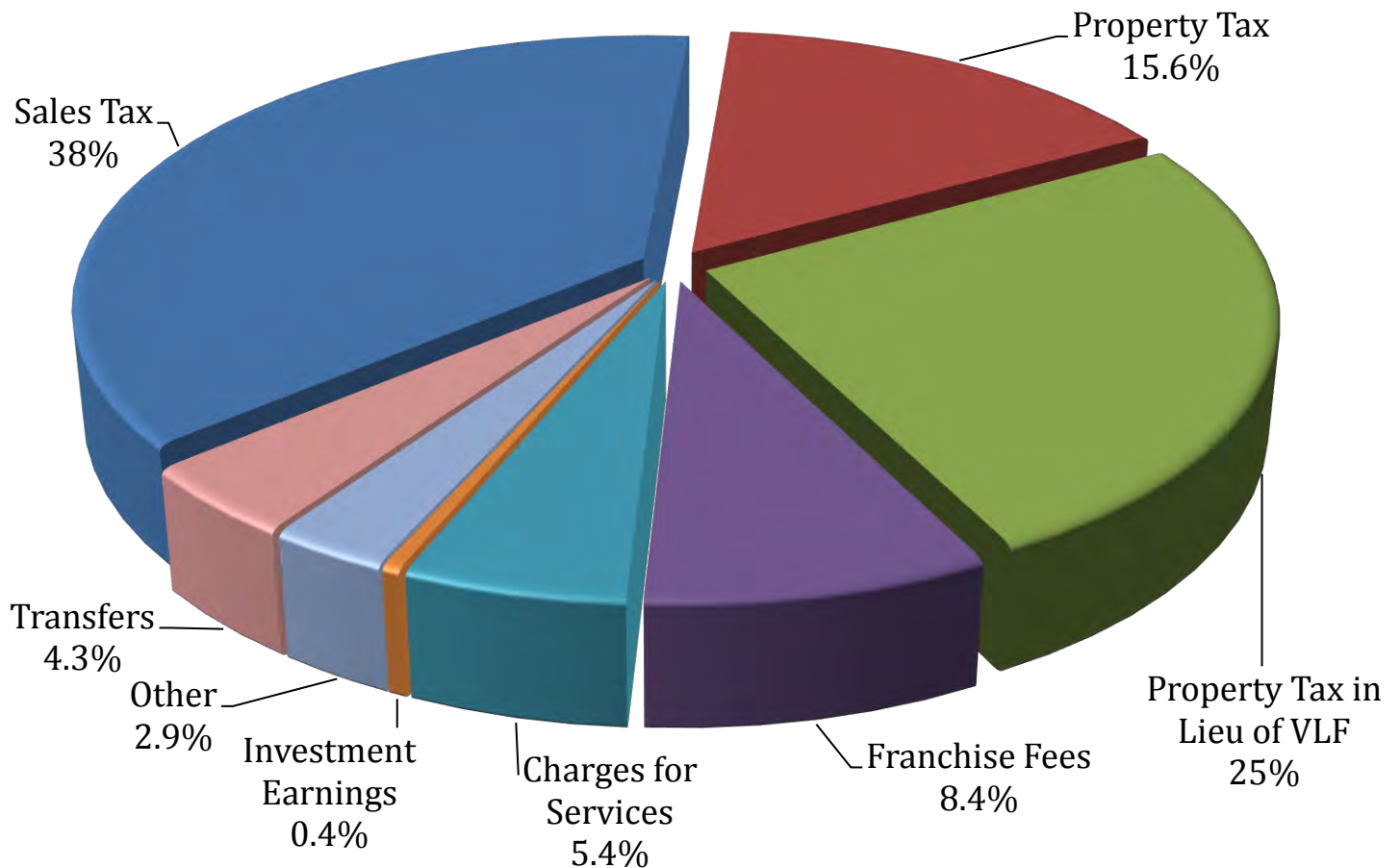
Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/16	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/17	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/18
17,940,681	16,485,021	19,622,909	17,431,826	20,295,821	16,758,914	17,635,262	19,245,962	15,148,214
1,031,358	833,548	1,792,713	966,540	1,719,866	1,039,387	1,356,923	2,309,247	87,063
693,667	693,042	221,828	685,522	860,971	46,379	708,144	710,743	43,780
63,338	96,818	132,503	60,000	62,000	130,503	60,000	20,000	170,503
-	-	-	-	-	-	-	-	-
4,755	6,705	1,030,572	571,309	210,000	1,391,881	-	120,000	1,271,881
115,150	125,395	99,309	100,000	123,291	76,018	100,000	130,809	45,209
169,664	582	759,199	160,000	10,000	909,199	-	280,000	629,199
2,077,932	1,756,090	4,036,124	2,543,371	2,986,128	3,593,367	2,225,067	3,570,799	2,247,635
2,077,269	1,975,797	204,377	3,769,638	3,769,638	204,377	3,743,000	3,743,000	204,377
738,550	732,137	1,515,534	736,338	736,338	1,515,534	734,838	734,838	1,515,534
22,834,432	20,949,045	25,378,944	24,481,173	27,787,925	22,072,192	24,338,167	27,294,599	19,115,760

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Revenues

### General Fund

Fiscal Year 2017-2018





City of Rancho Santa Margarita  
Revenue Summary - All Funds

	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>						
<b>100</b> GENERAL FUND	15,868,122	18,079,802	17,940,681	17,340,347	17,431,826	17,635,262
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210</b> GAS TAX	1,567,504	1,397,389	1,031,358	1,009,312	966,540	1,356,923
<b>212</b> MEASURE M	629,492	665,002	693,667	734,065	685,522	708,144
<b>214</b> AIR QUALITY IMPROVEMENT	60,893	61,242	63,338	60,000	60,000	60,000
<b>216</b> CA LAW ENFORCEMENT EQUIPMENT	-	1	-	-	-	-
<b>220</b> LOCAL PARK TRUST	588,948	2,988	4,755	-	571,309	-
<b>222</b> SUPPLEMENTAL LAW ENFORCEMENT	103,471	103,379	115,150	100,000	100,000	100,000
<b>224</b> PEG FEE	162,981	169,334	169,664	160,000	160,000	-
<b>SUBTOTAL</b> <b>ALL SPECIAL REVENUE FUNDS</b>	3,113,289	2,399,335	2,077,932	2,063,377	2,543,371	2,225,067
<b><u>CAPITAL PROJECTS FUND</u></b>						
<b>410</b> CAPITAL PROJECTS FUND	1,968,527	3,995,588	2,077,269	5,620,000	3,769,638	3,743,000
<b><u>RSM DEBT SERVICE FUND</u></b>						
<b>530</b> RSM PFA DEBT SERVICE FUND	805,914	736,458	738,550	736,338	736,338	734,838
<b>SUBTOTAL</b> <b>ALL FUND TYPES</b>	21,755,852	25,211,183	22,834,432	25,760,062	24,481,173	24,338,167
<b>LESS INTERFUND TRANSFERS</b>	2,852,635	4,946,538	3,306,077	6,196,467	4,912,473	4,433,820
<b>GRAND TOTAL - ALL FUND TYPES</b>	18,903,217	20,264,645	19,528,355	19,563,595	19,568,700	19,904,347

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
<b>100 GENERAL FUND</b>						
Property Tax	2,129,782	2,199,784	2,310,755	2,349,636	2,374,106	2,441,726
Sales Tax	4,384,684	4,539,157	5,599,595	6,505,635	6,599,981	6,609,270
Property Tax in Lieu of Sales Tax	1,637,911	1,498,378	1,209,747	-	-	-
Real Property Transfer Tax	284,486	300,415	333,339	303,572	344,151	310,000
Franchise Fees - Cable TV	801,792	838,366	833,350	850,628	787,955	779,100
Franchise Fees - Gas	82,627	82,117	70,423	71,303	71,303	63,294
Franchise Fees - Electricity	403,946	432,059	424,138	442,928	379,517	384,261
Franchise Fees - Refuse Collection	161,794	163,987	171,385	173,011	167,720	169,817
Motor Vehicle License Fee	21,189	20,468	19,821	20,069	21,734	22,006
Property Tax in Lieu of VLF	3,752,640	4,014,942	4,204,410	4,362,498	4,333,114	4,503,988
State Mandated Cost Reimburse	13,373	75,585	33,899	12,791	12,791	13,431
Beverage Container Recycling Grant	12,965	-	13,097	14,000	12,709	-
Building Permit Fees	310,151	311,262	470,449	250,000	333,384	280,000
Building-Plan Check Fees	93,871	90,218	157,994	85,000	96,877	100,000
Site Development Permits/Fees	10,432	4,900	5,525	5,511	3,700	3,746
Site Development Permits/Deposits	72,381	101,521	79,153	60,000	60,000	60,000
Planning - Plan Check Fees	43,625	31,400	39,807	32,831	39,407	39,900
Other Planning Revenues	2,600	3,575	3,575	2,760	2,930	2,967
CDBG Grant	64,189	68,143	68,306	93,993	93,993	94,425
Engineering Permits	50,059	50,079	59,890	55,000	61,949	62,723
AB933 - Recycling Grant	87,051	88,443	88,532	81,000	81,000	82,013
Waste Disposal Agreement Revenue	-	-	-	60,000	60,009	71,562
Solid Waste Diversion Permits	73,480	15,575	32,142	13,147	13,779	13,597
Court Fines	81,163	132,763	75,878	74,320	64,310	65,114
Parking Citation Revenue	74,547	53,778	78,916	80,000	78,493	79,474
Parking Citation - DMV	17,537	12,342	8,669	3,472	10,431	10,561
Miscellaneous Police Grants/Revenue	16,928	7,713	7,295	7,700	7,700	-
BTRCC Revenue - Misc.	857	1,228	1,599	-	1,067	1,080
Community Services Revenue	29,650	33,825	106,010	52,000	43,510	50,000
Advertising Income	4,108	3,518	6,650	3,000	3,995	4,045
BTRCC Program Revenue	203,123	236,320	263,199	240,000	258,541	240,000
BTRCC Rental Revenue	167,090	169,405	168,250	160,000	155,500	157,444
Senior Mobility Grant	23,605	24,798	25,529	26,868	26,868	27,022
Senior Mobility Voucher Revenue	-	7,925	3,833	5,374	-	-
Investment Earnings	41,602	49,466	79,408	53,171	76,383	77,338
Other Revenue	10,601	1,738,514	119,677	-	12,922	74,376
Transfer from Gas Tax Fund	214,928	206,954	234,441	236,623	216,026	223,239
Transfer from Measure M	487,355	470,879	531,995	552,506	523,971	517,743
<b>TOTAL GENERAL FUND</b>	<b>15,868,122</b>	<b>18,079,802</b>	<b>17,940,681</b>	<b>17,340,347</b>	<b>17,431,826</b>	<b>17,635,262</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
<b>210 GAS TAX FUND:</b>						
Gas Tax 2105 (Prop. 111)	336,614	294,623	275,084	269,446	257,915	362,298
Gas Tax 2106	169,968	194,111	182,424	139,713	133,734	187,798
Gas Tax 2107	360,088	378,820	336,179	379,220	362,992	509,932
Gas Tax 2107.5	6,000	12,000	6,000	6,000	6,000	8,006
Gas Tax 2103	689,534	513,111	224,558	209,569	200,601	281,697
Interest Income	5,300	4,724	7,113	5,364	5,298	7,192
<b>TOTAL GAS TAX FUND</b>	<b>1,567,504</b>	<b>1,397,389</b>	<b>1,031,358</b>	<b>1,009,312</b>	<b>966,540</b>	<b>1,356,923</b>
<b>212 MEASURE M FUND:</b>						
Measure M (Local Turnback)	628,265	664,051	692,524	732,258	681,909	704,603
Interest Income	1,227	951	1,143	1,807	3,613	3,541
<b>TOTAL MEASURE M FUND</b>	<b>629,492</b>	<b>665,002</b>	<b>693,667</b>	<b>734,065</b>	<b>685,522</b>	<b>708,144</b>

City of Rancho Santa Margarita  
Revenues - Detail of All Funds

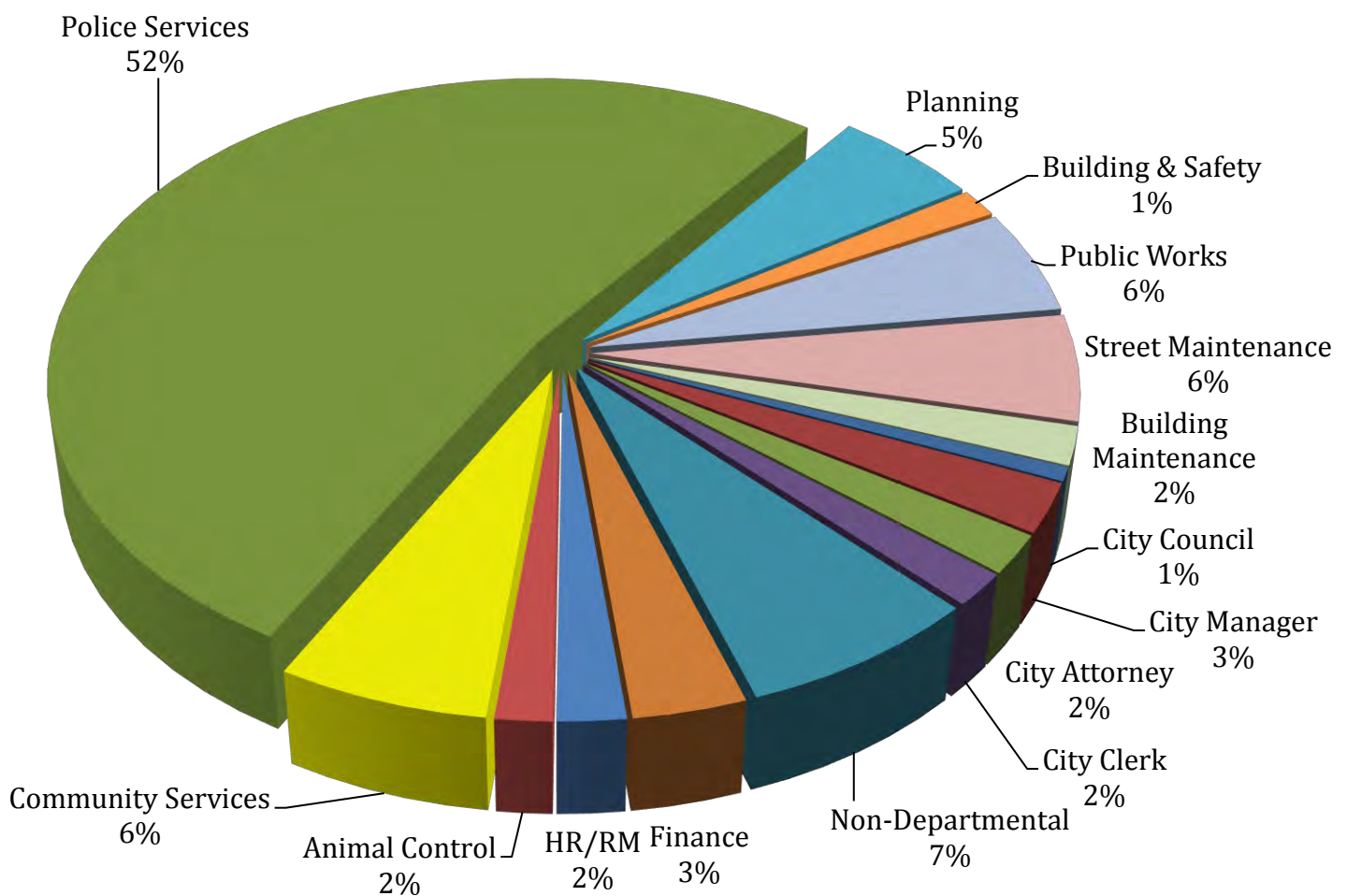
	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
<b>214 AIR QUALITY IMPROVEMENT FUND:</b>						
AQMD (AB 2766)	60,177	60,589	62,455	59,696	59,700	59,700
Interest Income	716	653	883	304	300	300
<b>TOTAL AQMD FUND</b>	<b>60,893</b>	<b>61,242</b>	<b>63,338</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>216 CA LAW ENFORCEMENT EQUIP. PROGRAM:</b>						
Interest Income	-	1	-	-	-	-
<b>TOTAL CLEEP FUND</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>220 LOCAL PARK TRUST FUND:</b>						
Park Fees	586,797	2,943	-	-	571,309	-
Interest Income	2,151	45	4,755	-	-	-
<b>TOTAL LOCAL PARK TRUST FUND</b>	<b>588,948</b>	<b>2,988</b>	<b>4,755</b>	<b>-</b>	<b>571,309</b>	<b>-</b>
<b>222 SUPPLEMENTAL LAW ENFORCEMENT:</b>						
Supplemental Law Enforcement	103,157	103,045	114,618	99,500	99,500	99,500
Interest Income	314	334	532	500	500	500
<b>TOTAL SUPPL. ENFORCEMENT</b>	<b>103,471</b>	<b>103,379</b>	<b>115,150</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>224 PEG FEE FUND:</b>						
PEG Fees	162,180	167,975	166,670	159,200	159,200	-
Interest Income	801	1,359	2,994	800	800	-
<b>TOTAL PEG FEE FUND</b>	<b>162,981</b>	<b>169,334</b>	<b>169,664</b>	<b>160,000</b>	<b>160,000</b>	<b>-</b>
<b>SUBTOTAL - ALL SPECIAL REVENUE</b>	<b>3,113,289</b>	<b>2,399,335</b>	<b>2,077,932</b>	<b>2,063,377</b>	<b>2,543,371</b>	<b>2,225,067</b>
<b>410 CAPITAL PROJECTS FUND</b>						
Transfer from General Fund	-	1,248,434	1,222,136	1,992,000	1,603,298	819,000
Transfer from Gas Tax Fund	991,817	1,041,374	327,503	1,896,000	1,223,840	1,806,000
Transfer from Measure M Fund	261,385	300,000	161,047	392,000	337,000	193,000
Transfer from Air Quality Improve.	96,912	94,257	96,818	147,000	62,000	20,000
Transfer from Local Park Trust Fund	-	-	-	244,000	210,000	120,000
Transfer from PFA Capital Funds	-	854,253	-	-	-	-
HBP	22,664	109,222	160,993	101,000	101,000	45,000
Interest Income	1,344	368	754	-	-	-
Prop 1B (State)	314,998	-	-	-	-	-
CDBG Grant	148,340	247,981	73,118	233,000	118,000	267,000
HSIP	131,067	-	-	-	-	-
APM	-	-	-	500,000	-	450,000
Project V	-	-	-	-	23,000	23,000
CTFP	-	99,699	34,900	115,000	91,500	-
<b>SUBTOTAL - CAPITAL PROJECTS</b>	<b>1,968,527</b>	<b>3,995,588</b>	<b>2,077,269</b>	<b>5,620,000</b>	<b>3,769,638</b>	<b>3,743,000</b>
<b><u>RSM DEBT SERVICE FUND</u></b>						
<b>530 RSM PFA DEBT SERVICE FUND:</b>						
Interest Income	5,676	6,071	6,413	-	-	-
Transfer from General Fund	800,238	730,387	732,137	736,338	736,338	734,838
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>805,914</b>	<b>736,458</b>	<b>738,550</b>	<b>736,338</b>	<b>736,338</b>	<b>734,838</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>21,755,852</b>	<b>25,211,183</b>	<b>22,834,432</b>	<b>25,760,062</b>	<b>24,481,173</b>	<b>24,338,167</b>
<b>LESS: INTERFUND TRANSFERS</b>	<b>2,852,635</b>	<b>4,946,538</b>	<b>3,306,077</b>	<b>6,196,467</b>	<b>4,912,473</b>	<b>4,433,820</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>18,903,217</b>	<b>20,264,645</b>	<b>19,528,355</b>	<b>19,563,595</b>	<b>19,568,700</b>	<b>19,904,347</b>

# City of Rancho Santa Margarita

## Summary of Operating Budgeted Expenditures

### General Fund

Fiscal Year 2017-2018





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

	FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>GENERAL FUND</u></b>						
City Council	151,424	152,572	140,469	174,421	174,421	128,021
City Manager	340,250	329,300	386,078	447,762	445,237	461,189
City Attorney	586,596	711,333	361,837	450,000	425,258	365,000
City Clerk	375,563	340,176	282,147	345,016	318,293	307,382
Non-Departmental	387,442	391,897	541,567	1,493,723	1,520,956	1,269,159
Finance	422,435	456,236	567,913	564,700	565,217	588,152
Human Resources/Risk Management	349,665	318,443	284,295	422,328	313,072	354,386
Police Services	7,562,002	7,947,848	7,316,939	8,958,486	9,096,699	9,271,242
Animal Control	88,142	74,777	123,517	608,208	625,208	292,863
Planning	779,886	727,091	772,339	972,401	866,445	964,438
Building	268,295	266,375	378,579	241,543	295,416	267,083
Public Works	843,326	909,506	1,008,303	1,067,892	969,695	980,937
Street Maintenance	920,904	915,516	980,318	1,000,661	964,721	992,790
Building Maintenance	289,870	281,862	300,422	333,293	326,114	357,102
Community Services	928,543	1,027,184	1,086,025	1,067,616	1,049,433	1,092,380
Transfer to Capital Projects Fund	-	1,248,434	1,222,136	1,992,000	1,603,298	819,000
Transfer to RSM PFA Debt Service Fund	800,238	730,387	732,137	736,338	736,338	734,838
<b>TOTAL GENERAL FUND</b>	<b>15,094,581</b>	<b>16,828,937</b>	<b>16,485,021</b>	<b>20,876,388</b>	<b>20,295,821</b>	<b>19,245,962</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>						
GAS TAX - Street Lighting	266,691	279,147	271,604	280,000	280,000	280,008
Transfer to General Fund	214,927	206,954	234,441	236,623	216,026	223,239
Transfer to Capital Projects Fund	991,817	1,041,374	327,503	1,896,000	1,223,840	1,806,000
MEASURE M						
Transfer to General Fund	487,355	470,879	531,995	552,506	523,971	517,743
Transfer to Capital Projects Fund	261,386	300,000	161,047	392,000	337,000	193,000
AIR QUALITY IMPROVEMENT						
Transfer to Capital Projects Fund	96,912	94,257	96,818	147,000	62,000	20,000
CA LAW ENFORCEMENT EQUIP.	-	198	-	-	-	-
LOCAL PARK TRUST	-	-	6,705	-	-	-
Transfer to Capital Projects Fund	-	-	-	244,000	210,000	120,000
SUPPLEMENTAL LAW ENFORCE	105,540	108,999	125,395	123,291	123,291	130,809
PEG FEE	-	2,035	582	220,000	10,000	280,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2,424,628</b>	<b>2,503,843</b>	<b>1,756,090</b>	<b>4,091,420</b>	<b>2,986,128</b>	<b>3,570,799</b>
<b><u>CAPITAL PROJECTS FUND</u></b>						
Capital Outlay	1,796,322	4,493,692	1,975,797	5,967,590	3,769,638	3,743,000
<b>TOTAL CAPITAL PROJECT FUND</b>	<b>1,796,322</b>	<b>4,493,692</b>	<b>1,975,797</b>	<b>5,967,590</b>	<b>3,769,638</b>	<b>3,743,000</b>
<b><u>RSM DEBT SERVICE FUNDS</u></b>						
RSM PFA DEBT SERVICE FUND	800,238	730,387	732,137	736,338	736,338	734,838
Transfer to CIP Fund	-	854,253	-	-	-	-
<b>TOTAL RSM DEBT SRVC. FUNDS</b>	<b>800,238</b>	<b>1,584,640</b>	<b>732,137</b>	<b>736,338</b>	<b>736,338</b>	<b>734,838</b>
<b>SUBTOTAL - ALL FUND TYPES</b>	<b>20,115,769</b>	<b>25,411,112</b>	<b>20,949,045</b>	<b>31,671,736</b>	<b>27,787,925</b>	<b>27,294,599</b>
<b>LESS INTERFUND TRANSFERS</b>	<b>2,852,635</b>	<b>4,946,538</b>	<b>3,306,077</b>	<b>6,196,467</b>	<b>4,912,473</b>	<b>4,433,820</b>
<b>GRAND TOTAL - ALL FUND TYPES</b>	<b>17,263,134</b>	<b>20,464,574</b>	<b>17,642,968</b>	<b>25,475,269</b>	<b>22,875,452</b>	<b>22,860,779</b>

Fund Expense Summary  
GENERAL FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
City Council	151,424	152,572	140,469	174,421	174,421	128,021
City Manager	340,250	329,300	386,078	447,762	445,237	461,189
City Attorney	586,596	711,333	361,837	450,000	425,258	365,000
City Clerk	375,563	340,176	282,147	345,016	318,293	307,382
Non-Departmental	387,442	391,897	541,567	1,493,723	1,520,956	1,269,159
Finance	422,435	456,236	567,913	564,700	565,217	588,152
Human Resources/Risk Management	349,665	318,443	284,295	422,328	313,072	354,386
Police Services	7,562,002	7,947,848	7,316,939	8,958,486	9,096,699	9,271,242
Animal Control	88,142	74,777	123,517	608,208	625,208	292,863
Planning	779,886	727,091	772,339	972,401	866,445	964,438
Building	268,295	266,375	378,579	241,543	295,416	267,083
Public Works	843,326	909,506	1,008,303	1,067,892	969,695	980,937
Street Maintenance	920,904	915,516	980,318	1,000,661	964,721	992,790
Building Maintenance	289,870	281,862	300,422	333,293	326,114	357,102
Community Services	928,543	1,027,184	1,086,025	1,067,616	1,049,433	1,092,380
Transfer to Capital	-	1,248,434	1,222,136	1,992,000	1,603,298	819,000
Transfer to RSM PFA Debt Service Fund	800,238	730,387	732,137	736,338	736,338	734,838
<b>TOTAL GENERAL FUND</b>	<b>15,094,581</b>	<b>16,828,937</b>	<b>16,485,021</b>	<b>20,876,388</b>	<b>20,295,821</b>	<b>19,245,962</b>

Fund Expense Summary  
GAS TAX FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
GAS TAX - Street Lighting	266,691	279,147	271,604	280,000	280,000	280,008
Transfers to General Fund						
Public Works	131,379	120,472	144,273	146,623	133,431	139,239
Street Maintenance	83,548	86,482	90,168	90,000	82,595	84,000
Slurry Seal Program	223,474	325,287	83,011	308,000	546,540	385,000
Antonio Pkwy. Slurry Seal	164,944	771	-	-	-	-
Avenida De Las Banderas Slurry Seal	-	116,749	-	-	-	-
Residential Overlay	-	11,704	130,551	186,000	116,000	-
Robinson Ranch Road Pavement Rehab	132,635	19	-	-	-	-
Antonio Pkwy. Pavement Rehab	13,543	133,477	3,763	343,000	3,000	310,000
Coto de Caza/La Promesa Pavement Rehab.	181	-	-	175,000	175,000	-
SMP Pavement Rehabilitation	417,653	1,005	3,927	363,000	3,000	340,000
Avenida Empressa Pavement Rehabilitation	-	-	1,964	-	-	175,000
Median Hardscape Renovation	-	35,705	-	48,000	48,000	130,000
Melinda Road Median Improvements	26,605	(32)	-	-	-	-
SMP Signal & Equipment Upgrade	-	16,480	-	-	-	-
Antonio Pkwy. Signal & Equipment Upgrade	-	10,149	-	-	-	-
Traffic Signal Battery Backup System	7,701	111,003	-	-	-	-
SMP Bridge Hinge Repair	-	32,164	13,703	14,000	114,000	50,000
Street Maintenance - Sidwalk Repairs	-	66,610	55,603	63,000	62,500	-
Alma Aldea Bulbout Installation	-	(475)	-	-	-	-
ADA Curb Ramp Installation	-	40,000	-	83,000	13,000	28,000
Verde Laguna Sidewalk Improvements	-	-	34,981	138,000	-	95,000
Traffic Calming Robinson Rnch	3,383	-	-	-	-	-
Emergency Vehicle Pre-emption (2&3)	1,698	140,758	-	-	-	-
Transit Planning Feasibility Study	-	-	-	-	2,300	3,000
Trash Reduction Catch Basin Inserts	-	-	-	-	30,500	210,000
Esperanza Restriping	-	-	-	75,000	75,000	-
Auto Center Drive Signage	-	-	-	100,000	35,000	80,000
<b>TOTAL GAS TAX FUND</b>	<b>1,473,435</b>	<b>1,527,475</b>	<b>833,548</b>	<b>2,412,623</b>	<b>1,719,866</b>	<b>2,309,247</b>

Fund Expense Summary  
MEASURE M FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
MEASURE M						
Transfers to General Fund						
Street Maintenance	487,355	470,879	531,995	552,506	523,971	517,743
Transfers to Capital Projects Fund						
Antonio Pkwy. Slurry Seal	220,973	-	-	-	-	-
Residential Overlay	-	300,000	130,551	185,000	223,000	-
Avenida Empresa Pavement Rehabilitation	-	-	-	-	-	155,000
Median Hardscape Renovation	-	-	30,496	36,000	36,000	-
SMP Bridge Hinge Repair	3,430	-	-	-	-	-
SMP Bridge (Eastbound)	-	-	-	20,000	-	-
Sidewalk Repair	36,983	-	-	-	-	-
Trash Reduction Catch Basin Inserts	-	-	-	38,000	-	-
Traffic Signal Enhancements	-	-	-	60,000	40,000	38,000
Avenida Banderas Traffic Signal Modification	-	-	-	53,000	38,000	-
<b>TOTAL MEASURE M FUND</b>	<b>748,741</b>	<b>770,879</b>	<b>693,042</b>	<b>944,506</b>	<b>860,971</b>	<b>710,743</b>



Fund Expense Summary  
AIR QUALITY IMPROVEMENT FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
AIR QUALITY IMPROVEMENT						
Transfers to Capital Projects Fund						
Circulation Element Update	9,930	-	-	-	-	-
SMP Signal & Equipment Upgrade	27,977	-	256	17,000	-	10,000
Antonio Pkwy. Signal & Equipment Upgrade	460	-	62,316	60,000	20,000	10,000
Count Down Signal Head	2,965	42,860	-	-	-	-
Trabuco Mesa School Signing & Striping	-	-	13,776	-	17,000	-
Alma Aldea Bulbout Installation	5,577	-	-	-	-	-
Trabuco Mesa Bulbout Improvements	45,141	-	-	-	-	-
Speed Feedback Signs	2,705	27,172	20,470	70,000	25,000	-
Crosswalk LED Signs	2,157	24,225	-	-	-	-
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<b>96,912</b>	<b>94,257</b>	<b>96,818</b>	<b>147,000</b>	<b>62,000</b>	<b>20,000</b>

Fund Expense Summary  
 CA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 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>198</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Expense Summary  
LOCAL PARK TRUST FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
LOCAL PARK TRUST						
Community Support	-	-	6,705	-	-	-
Transfers to Capital Projects Fund						
Canada Vista Park Restroom	-	-	-	165,000	-	-
Skate Park Renovations	-	-	-	-	-	50,000
Dog Park Renovations	-	-	-	49,000	205,000	-
BTRCC Ball Room Flooring	-	-	-	30,000	-	-
BTRCC Youth Lounge Courtyard	-	-	-	-	5,000	70,000
<b>TOTAL LOCAL PARK TRUST</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>244,000</b>	<b>210,000</b>	<b>120,000</b>

Fund Expense Summary  
SUPPLEMENTAL LAW ENFORCEMENT FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
SUPPLEMENTAL LAW ENFORCEMENT						
Additional Police Services	105,540	108,999	125,395	123,291	123,291	130,809
<b>TOTAL SUPPLEMENTAL LAW</b>	<u>105,540</u>	<u>108,999</u>	<u>125,395</u>	<u>123,291</u>	<u>123,291</u>	<u>130,809</u>



Fund Expense Summary  
PEG FEE FUND

DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
PEG FEE						
Public Education Grant Expenditures	-	2,035	582	220,000	10,000	280,000
<b>TOTAL PEG FEE</b>	<b>-</b>	<b>2,035</b>	<b>582</b>	<b>220,000</b>	<b>10,000</b>	<b>280,000</b>










Fund Expense Summary  
CAPITAL PROJECTS FUND

	FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
<b><u>CAPITAL PROJECTS FUND</u></b>						
Annual Slurry Seal Program	223,474	325,287	83,011	605,590	546,540	385,000
Antonio Pkwy. Slurry Seal	164,944	771	-	-	-	-
Avenida De Las Banderas Slurry Seal	-	116,749	-	-	-	-
Annual Residential Overlay	220,973	311,705	261,102	371,000	339,000	-
Robinson Ranch Rd. Pavement Rehabilitation	132,635	19	-	-	-	-
Antonio Pkwy. Pavement Rehabilitation	13,543	418,204	3,763	580,000	3,000	522,000
Coto de Caza/La Promesa Pavement Rehab.	181	-	-	175,000	175,000	-
SM Pkwy. Pavement Rehabilitation	417,653	1,005	3,927	626,000	3,000	578,000
Avenida Empresa Pavement Rehabilitation	-	-	1,964	-	-	330,000
Esperanza Restriping	-	-	-	75,000	75,000	-
Median Improvements (Plano)	-	35,705	87,496	170,000	170,000	273,000
Melinda Road Median Improvements	26,605	(32)	-	-	-	-
Buena Suerte/La Miranda Meidan Improve.	132,241	(435)	-	-	-	-
Alicia Pkwy./SMP Gateway	21,839	208,271	202,726	-	-	-
Auto Center Drive Signage	-	-	-	100,000	35,000	80,000
SMP/Empresa Landscaping	25,472	226,644	-	-	-	-
City Hall Landscaping Renovation	53,085	-	-	150,000	5,000	180,000
El Paseo Corridor Improvements	-	-	-	-	-	60,000
Circulation Element Update	9,930	-	-	-	-	-
SMP Signal & Equipment Upgrade	27,977	16,480	256	17,000	17,000	10,000
Antonio Pkwy. Signal & Equipment Upgrade	460	10,149	62,317	60,000	20,000	10,000
Traffic Signal Enhancements	-	-	-	60,000	40,000	38,000
Avenida Banderas Traffic Signal Modification	-	-	-	53,000	38,000	-
Traffic Signal Battery Backup System	7,701	111,003	-	-	-	-
Count Down Pedestrian Signal Heads	2,965	42,860	-	-	-	-
SMP Bridge Hinge Repair	3,430	247,413	108,877	115,000	215,000	95,000
SMP Bridge (Eastbound)	-	-	-	20,000	-	-
Annual Concrete - Sidewalk Repairs	36,983	66,610	55,603	63,000	62,500	-
Alma Aldea Bulbout Installation	5,577	(20)	-	-	-	-
ADA Curb Ramp Installation	-	264,303	63,484	166,000	96,000	145,000
Trabuco Mesa Bulbout Improvements	45,141	(20)	-	-	-	-
Verda Laguna Sidewalk & Landscape	-	-	34,981	258,000	35,000	245,000
Transit Planning Feasibility	-	-	-	50,000	25,300	26,000
Building Improvements	-	11,466	693,918	1,000,000	1,010,798	-
City Hall Server Rm. Fire Suppression Sys.	-	-	-	90,000	4,000	49,000
City Hall & BTRCC Flooring/Carpeting	-	67,243	-	89,000	32,000	-
BTRCC / CDBG Funded	-	23,677	9,634	-	-	-
Sealcoat City Hall & BTRCC Parking Lots	-	-	-	20,000	20,000	-
City Hall / BTRCC Roofing Renovation	-	-	-	10,000	10,000	-
City Hall Fountain Renovation	-	-	-	75,000	55,000	-
BTRCC Youth Center Lounge Courtyard	-	-	-	60,000	5,000	70,000
BTRCC Ball Room Flooring	-	-	-	49,000	40,000	-
City Hall / BTRCC Interior Painting	-	-	-	-	-	60,000
City Hall / BTRCC Stain & Seal Exterior Wood	-	-	-	-	-	30,000
Chiquita Ridge Open Space Assessment	47,370	15,580	81,918	250,000	118,500	90,000
Chiquita Ridge Habitat Restoration	168,357	1,780,900	186,574	222,000	222,000	207,000
Robinson Ranch Improvement Project	3,383	-	-	-	-	-
Emergency Vehicle Pre-Emption/Phase 2&3	1,698	140,758	-	-	-	-
Speed Feedback Signs	2,705	27,172	20,470	70,000	25,000	-
Crosswalk LED Signs	2,156	24,225	-	-	-	-
Trabuco Mesa School Signing & Striping	-	-	13,776	-	-	-
Dog Park Renovations	-	-	-	165,000	205,000	-
Skate Park Renovations.	-	-	-	-	-	50,000
CCTV Inspection of Storm Drain System	-	-	-	-	-	210,000
Trash Reduction Catch Basin Inserts	-	-	-	153,000	122,000	-
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>1,798,478</b>	<b>4,493,692</b>	<b>1,975,797</b>	<b>5,967,590</b>	<b>3,769,638</b>	<b>3,743,000</b>

Fund Expense Summary  
RSM PFA DEBT SERVICE FUND

DESCRIPTION	FY 2013/14	FY 2014/15	FY 2015/16	-----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>						
Debt Service Payment	800,238	730,387	732,137	736,338	736,338	734,838
Transfer to CIP Fund	-	854,253	-	-	-	-
<b>TOTAL RSM PFA DEBT SERVICE</b>	<b>800,238</b>	<b>1,584,640</b>	<b>732,137</b>	<b>736,338</b>	<b>736,338</b>	<b>734,838</b>

# SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

		FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
<b>GENERAL FUND</b>							
 SALARIES AND BENEFITS		2,632,566	2,781,303	3,131,933	3,474,296	3,310,426	3,347,470
	% of total	17%	17%	19%	17%	16%	17%
 LAW ENFORCEMENT CONTRACT		7,103,475	7,553,305	6,868,349	8,459,837	8,623,001	8,865,276
	% of total	47%	45%	42%	41%	42%	46%
 PROFESSIONAL SERVICES		1,783,669	1,754,327	1,298,203	1,235,253	1,217,817	1,064,021
	% of total	12%	10%	8%	6%	6%	6%
 OTHER CONTRACT SERVICES		1,344,571	1,344,869	1,482,948	1,568,601	1,539,468	1,671,336
	% of total	9%	8%	9%	8%	8%	9%
 OTHER SUPPLIES AND SERVICES		1,302,591	1,257,391	1,372,707	1,566,818	1,423,396	1,538,241
	% of total	9%	7%	8%	8%	7%	8%
 CAPITAL EXPENDITURES		127,471	158,921	376,608	192,017	188,009	342,617
	% of total	1%	1%	2%	1%	1%	2%
 DEBT SERVICE		800,238	730,387	732,138	736,338	736,338	734,838
	% of total	5%	4%	4%	4%	4%	4%
 MITIGATION		-	-	-	967,537	967,537	814,114
	% of total	0%	0%	0%	5%	5%	4%
 TRANSFERS/ ALLOCATIONS		-	1,248,434	1,222,136	2,675,691	2,289,829	868,049
	% of total	0%	7%	7%	13%	11%	5%
Subtotal General Fund Expenditures		<u>15,094,581</u>	<u>16,828,937</u>	<u>16,485,021</u>	<u>20,876,388</u>	<u>20,295,821</u>	<u>19,245,962</u>
		100%	100%	100%	100%	100%	100%
<b>SPECIAL FUNDS</b>							
SLESF FUND Police Services		105,540	108,999	125,395	123,291	123,291	130,809
GAS TAX FUND Street Lighting		266,691	279,147	271,604	280,000	280,000	280,008
Subtotal Special Funds Expenditures		<u>372,231</u>	<u>388,146</u>	<u>396,999</u>	<u>403,291</u>	<u>403,291</u>	<u>410,817</u>
TOTAL OPERATING EXPENDITURES		<u>15,466,812</u>	<u>17,217,083</u>	<u>16,882,020</u>	<u>21,279,679</u>	<u>20,699,112</u>	<u>19,656,779</u>

# SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

		FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET      YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
<b>GENERAL GOVERNMENT</b>						
110	City Council	151,424	152,572	140,469	174,421	128,021
120	City Manager	340,250	329,300	386,078	447,762	461,189
140	City Attorney	586,596	711,333	361,837	450,000	365,000
160	City Clerk	375,563	340,176	282,147	345,016	307,382
220	HR / Risk Management	349,665	318,443	284,295	422,328	354,386
	Subtotal	1,803,498	1,851,824	1,454,826	1,839,527	1,615,978
<b>FINANCE</b>						
170	Non-departmental	1,187,680	2,370,718	2,495,841	4,222,061	2,822,997
210	Finance	422,435	456,236	567,913	564,700	588,152
	Subtotal	1,610,115	2,826,954	3,063,754	4,786,761	3,411,149
<b>POLICE SERVICES</b>						
310	Police Services	7,562,002	7,947,848	7,316,939	8,958,486	9,271,242
320	Animal Control	88,142	74,777	123,517	608,208	292,863
	Subtotal	7,650,144	8,022,625	7,440,456	9,566,694	9,564,105
<b>DEVELOPMENT SERVICES</b>						
410	Planning	779,886	727,091	772,339	972,401	964,438
510	Building & Safety	268,295	266,375	378,579	241,543	267,083
	Subtotal	1,048,181	993,466	1,150,918	1,213,944	1,231,521
<b>PUBLIC WORKS</b>						
610	Public Works	843,326	909,506	1,008,303	1,067,892	980,937
620	Street Maintenance	920,904	915,516	980,318	1,000,661	992,790
640	Building Maintenance	289,870	281,862	300,422	333,293	357,102
	Subtotal	2,054,100	2,106,884	2,289,043	2,401,846	2,330,829
<b>COMMUNITY SERVICES</b>						
710	Community Services	928,543	1,027,184	1,086,025	1,067,616	1,092,380
	Subtotal	928,543	1,027,184	1,086,025	1,067,616	1,092,380
Total General Fund Expenditures		15,094,581	16,828,937	16,485,021	20,876,388	19,245,962
<b>SPECIAL FUNDS</b>						
310	SLESF Police Services	105,540	108,999	125,395	123,291	130,809
630	GAS TAX FUND Street Lighting	266,691	279,147	271,604	280,000	280,008
	Total Special Funds Operating Expenditures	372,231	388,146	396,999	403,291	410,817
<b>TOTAL OPERATING EXPENDITURES</b>		15,466,812	17,217,083	16,882,020	21,279,679	19,656,779



# SCHEDULE OF INTERFUND TRANSFERS

		-----FY 2016/17-----					FY 2017/18
FUND		<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>AMENDED</u>	<u>YEAR END</u>	<u>ADOPTED</u>
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
<b>OPERATING TRANSFERS IN:</b>							
100	Transfer from Gas Tax Fund	214,928	206,954	234,441	236,623	216,026	223,239
100	Transfer from Measure M Fund	487,355	470,879	531,995	552,506	523,971	517,743
410	Transfer from General Fund	-	1,248,434	1,222,136	1,992,000	1,603,298	819,000
410	Transfer from Gas Tax Fund	991,817	1,041,374	327,503	1,896,000	1,223,840	1,806,000
410	Transfer from Measure M Fund	261,385	300,000	161,047	392,000	337,000	193,000
410	Transfer from Air Quality Fund	96,912	94,257	96,818	147,000	62,000	20,000
410	Transfer from Local Park Trust Fund	-	-	-	244,000	210,000	120,000
410	Transfer from PFA Capital Funds	-	854,253	-	-	-	-
530	Transfer from General Fund	800,238	730,387	732,137	736,338	736,338	734,838
TOTAL		2,852,635	4,946,538	3,306,077	6,196,467	4,912,473	4,433,820
<b>OPERATING TRANSFERS OUT:</b>							
100	Transfer to Capital Projects Fund	-	1,248,434	1,222,136	1,992,000	1,603,298	819,000
100	Transfer to RSM PFA Debt Service Fund	800,238	730,387	732,137	736,338	736,338	734,838
210	Transfer to General Fund	214,927	206,954	234,441	236,623	216,026	223,239
210	Transfer to Capital Projects Fund	991,817	1,041,374	327,503	1,896,000	1,223,840	1,806,000
212	Transfer to General Fund	487,355	470,879	531,995	552,506	523,971	517,743
212	Transfer to Capital Projects Fund	261,386	300,000	161,047	392,000	337,000	193,000
214	Transfer to Capital Projects Fund	96,912	94,257	96,818	147,000	62,000	20,000
220	Transfer to Capital Projects Fund	-	-	-	244,000	210,000	120,000
530	Transfer to Capital Projects Fund	-	854,253	-	-	-	-
TOTAL		2,852,635	4,946,538	3,306,077	6,196,467	4,912,473	4,433,820

# *General Government*

*City of Rancho Santa Margarita, California*



GENERAL GOVERNMENT

# General Government

		FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
GENERAL GOVERNMENT							
110	City Council	151,424	152,572	140,469	174,421	174,421	128,021
120	City Manager	340,250	329,300	386,078	447,762	445,237	461,189
140	City Attorney	586,596	711,333	361,837	450,000	425,258	365,000
160	City Clerk	375,563	340,176	282,147	345,016	318,293	307,382
220	HR/Risk Management	349,665	318,443	284,295	422,328	313,072	354,386
TOTAL EXPENDITURES		<u>1,803,498</u>	<u>1,851,824</u>	<u>1,454,826</u>	<u>1,839,527</u>	<u>1,676,281</u>	<u>1,615,978</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 2016-17**

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 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 completion of the Alicia "T" Gateway Improvement Project and the City Hall and BTRCC building repairs.
6. Provided guidance and direction relating to the transition to Mission Viejo Animal Services Center for Animal Control and care services.
7. Provided support and guidance to continue best practices in open, transparent, publicly accessible government with the revision and update of the Master Fee Schedule.
8. Initiated and completed the designation of City Hall as a Passport Acceptance Facility.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

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, and various other community organizations.
2. Sustain support of public safety programs with an increased focus on crime prevention outreach and education.
3. Continue to provide guidance and direction on the potential future development of Chiquita Ridge.
4. Continue to provide policy direction to ensure and increase financial stability and growth; provide policy direction regarding fee waiver requests.
5. Strengthen relationships and partnerships in the community through collaborative, participatory efforts, and maintain ongoing involvement with and support to the City's adopted 2<sup>nd</sup> Battalion, 5<sup>th</sup> Marines.
6. Provide support and direction regarding aesthetic improvements throughout the community to remain competitive with surrounding communities.



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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>CITY COUNCIL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	511.000	Salaries - Elected	27,810	28,737	27,810	27,810	27,810	27,810
	521.000	Medicare	403	417	403	403	403	403
	522.000	Retirement	2,770	3,374	3,448	3,448	3,448	3,448
	530.000	Benefits	47,881	72,005	88,340	88,260	88,260	91,260
<b>TOTAL PERSONNEL</b>			<b>78,864</b>	<b>104,533</b>	<b>120,001</b>	<b>119,921</b>	<b>119,921</b>	<b>122,921</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	12,085	21,417	14,564	15,000	15,000	-
	612.000	Travel/Conf/Meetings	636	997	842	1,950	1,950	500
	618.000	Council Support	1,971	2,466	2,812	2,500	2,500	2,500
	670.000	Community Support	3,700	6,850	2,250	2,050	2,050	2,100
		Subtotal	18,392	31,730	20,468	21,500	21,500	5,100
	700.028	PS - Public Relations	54,168	16,309	-	33,000	33,000	-
<b>TOTAL OPERATIONS</b>			<b>72,560</b>	<b>48,039</b>	<b>20,468</b>	<b>54,500</b>	<b>54,500</b>	<b>5,100</b>
<b>TOTAL EXPENDITURES</b>			<b>151,424</b>	<b>152,572</b>	<b>140,469</b>	<b>174,421</b>	<b>174,421</b>	<b>128,021</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	151,424	152,572	140,469	174,421	174,421	128,021
<b>TOTAL FUNDING SOURCES</b>			<b>151,424</b>	<b>152,572</b>	<b>140,469</b>	<b>174,421</b>	<b>174,421</b>	<b>128,021</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 2016-17**

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 Chief of Police Services.
5. Fostered a collaborative team environment to improve accountability over various functions.
6. Provided leadership for the successful implementation of several key capital improvement projects.
7. Expanded communication and public relations relating to City priorities, projects, programs and activities.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

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 capital improvement projects and infrastructure improvements.
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 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY MANAGER</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	291,712	272,243	329,256	355,929	379,553	367,310
	521.000	Medicare	4,218	3,935	4,762	5,140	5,540	5,305
	522.000	Retirement	33,870	28,611	23,215	28,410	28,472	29,535
	523.000	Unemployment Insurance	651	1,085	1,085	1,302	1,302	1,008
	530.000	Benefits	7,973	5,949	21,876	52,956	26,345	54,756
	<b>TOTAL PERSONNEL (3 FTE)</b>		<b>338,424</b>	<b>311,823</b>	<b>380,194</b>	<b>443,737</b>	<b>441,212</b>	<b>457,914</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	125	50	50	125	125	125
	612.000	Travel/Conf/Meetings	1,701	2,713	4,484	2,900	2,900	2,150
	615.000	CM Discretionary Account	-	-	1,350	1,000	1,000	1,000
	626.000	Books & Periodicals	-	393	-	-	-	-
		Subtotal	1,826	3,156	5,884	4,025	4,025	3,275
	700.001	Professional Services	-	14,321	-	-	-	-
	<b>TOTAL OPERATIONS</b>		<b>1,826</b>	<b>17,477</b>	<b>5,884</b>	<b>4,025</b>	<b>4,025</b>	<b>3,275</b>
	<b>TOTAL EXPENDITURES</b>		<b>340,250</b>	<b>329,300</b>	<b>386,078</b>	<b>447,762</b>	<b>445,237</b>	<b>461,189</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	340,250	329,300	386,078	447,762	445,237	461,189
	<b>TOTAL FUNDING SOURCES</b>		<b>340,250</b>	<b>329,300</b>	<b>386,078</b>	<b>447,762</b>	<b>445,237</b>	<b>461,189</b>



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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>CITY ATTORNEY</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	700.003	Professional Services	280,485	293,114	348,433	450,000	424,629	365,000
	700.032	PS - Special Counsel	267,135	409,182	3,119	-	-	-
	700.039	PS - Building Expert	38,976	9,037	10,285	-	629	-
	<i>TOTAL OPERATIONS</i>		<b>586,596</b>	<b>711,333</b>	<b>361,837</b>	<b>450,000</b>	<b>425,258</b>	<b>365,000</b>
	<i>TOTAL EXPENDITURES</i>		<b>586,596</b>	<b>711,333</b>	<b>361,837</b>	<b>450,000</b>	<b>425,258</b>	<b>365,000</b>
<i>FUNDING SOURCES</i>								
	100	General Fund	586,596	711,333	361,837	450,000	425,258	365,000
	<i>TOTAL FUNDING SOURCES</i>		<b>586,596</b>	<b>711,333</b>	<b>361,837</b>	<b>450,000</b>	<b>425,258</b>	<b>365,000</b>

# *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 2016-17**

1. Conducted the 2016 General Municipal Election.
2. Managed and completed the City Records Destruction for 2015.
3. Coordinated the publishing, audio streaming and minutes for all City Council and Public Financing Authority meetings.
4. Assisted the public and media in compliance with the Public Records Act.
5. Handled distribution of information through the City's website.
6. Managed the City Records Imaging projects including the scanning and digital migration of the City's building plans and vital records.
7. Provided community support through student recognitions, presentations, certificates of recognition, and ribbon cutting events.
8. Provided administrative support to the City Council.
9. Managed updates to the Rancho Santa Margarita Municipal Code.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

1. Update the City Council Chamber and Bell Tower Regional Community Center audio visual sound system.
2. Update the Records Retention Schedule.
3. Review and update Council Policy No. 4.4 Rules of Decorum and Procedure for the Conduct of City Council Meetings.
4. Review and organize the Central File Room and TAB file system.
5. Provide training relating to accessing and scanning records into the TAB file system.
6. Continue community support efforts through student recognitions, presentations, certificates of recognition, and ribbon cutting events.
7. Respond to public and media requests for information in compliance with the Public Records Act.

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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----	FY 2017/18		
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>CITY CLERK</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	235,148	211,850	226,503	206,797	229,927	210,134
	521.000	Medicare	3,410	3,039	3,277	2,986	2,986	3,030
	522.000	Retirement	50,555	28,826	21,401	24,107	21,979	25,775
	523.000	Unemployment Insurance	1,736	2,536	1,302	1,302	1,302	1,008
	530.000	Benefits	27,603	13,679	231	35,304	205	36,504
<b>TOTAL PERSONNEL (2.8 FTE)</b>			<b>318,452</b>	<b>259,930</b>	<b>252,714</b>	<b>270,496</b>	<b>256,399</b>	<b>276,451</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	725	650	778	745	745	649
	611.000	Training	638	-	1,285	1,585	1,585	-
	612.000	Travel/Conf/Meetings	-	3,060	1,087	1,200	1,200	1,290
	622.010	Special Dept. Expense	2,961	1,682	3,015	2,730	2,730	3,419
	622.011	Codification Supplements	4,831	2,076	3,375	6,000	4,879	7,000
	623.001	Mapping/Reproduction	3,913	4,771	4,069	5,500	4,859	5,000
	624.000	Legal Notices	12,527	8,408	14,905	12,000	11,950	12,000
	626.000	Books & Periodicals	-	-	108	110	55	110
	646.000	Maintenance & Repair	2,122	2,218	281	600	600	588
		Subtotal	27,717	22,865	28,903	30,470	28,603	30,056
	700.001	Professional Services	28,809	12,402	530	550	1,471	-
	700.002	Elections	585	44,979	-	42,000	30,320	875
	700.029	Election Language Assist.	-	-	-	1,500	1,500	-
		Subtotal	29,394	57,381	530	44,050	33,291	875
<b>TOTAL OPERATIONS</b>			<b>57,111</b>	<b>80,246</b>	<b>29,433</b>	<b>74,520</b>	<b>61,894</b>	<b>30,931</b>
<b>TOTAL EXPENDITURES</b>			<b>375,563</b>	<b>340,176</b>	<b>282,147</b>	<b>345,016</b>	<b>318,293</b>	<b>307,382</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	375,563	340,176	282,147	345,016	318,293	307,382
<b>TOTAL FUNDING SOURCES</b>			<b>375,563</b>	<b>340,176</b>	<b>282,147</b>	<b>345,016</b>	<b>318,293</b>	<b>307,382</b>

*General Government*  
**HUMAN RESOURCES, RISK & EMERGENCY  
MANAGEMENT**

**DESCRIPTION**

The Human Resources, Risk & Emergency Management Division works collaboratively with all City departments in the areas of recruitment, employee relations, training and development, performance management, classification and compensation, leave management, workers' compensation, special-event insurance, safety, and emergency preparedness. The Division administers the City's benefits, oversees the Personnel Rules and Regulations, acts as liaison to the City's risk-sharing pool and the County's Operational Area, investigates liability claims, administers the self-insurance programs, manages disaster preparedness and recovery efforts, reviews City contracts and recommends risk-transfer mechanisms.

**ACCOMPLISHMENTS: FISCAL YEAR 2016-17**

1. Recovered \$15,044 from claims made on behalf of the City.
2. Added Emergency Management function previously held under contract by the Orange County Sheriff Department (OCSO).
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. Coordinated Active Shooter training for local businesses in partnership with the Chamber of Commerce.
5. Introduced the Comprehensive Annual Leave Buyback program.
6. Administered employee benefit programs, including the 2017 Open Enrollment.
7. Organized Holiday Fest to celebrate and recognize employee service and performance.
8. Completed the 2017 Compensation Study of all City employment classifications.

**GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

1. Introduce the CalPERS 457 Deferred Compensation Plan.
2. Increase community-wide collaboration on disaster preparedness and roll out Community Emergency Preparedness Academy.
3. Pursue grant opportunities for Risk and Emergency Management activities.
4. Perform analysis of division programs and produce metrics for division.
5. Formalize wellness program for employees.
6. Complete the 2018 Compensation Study of all City classifications.
7. Coordinate training, development, and teambuilding programs for employees.
8. Collaborate with Public Works and Maintenance crews to increase recovery efforts.

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

DIVISION	ACCT	DESCRIPTION	FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----	YEAR-END	FY 2017/18
	NUMBER		ACTUAL	ACTUAL	ACTUAL	AMENDED	ESTIMATE	ADOPTED
BUDGET								
<b><u>HUMAN RESOURCES/RISK MANAGEMENT</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	110,104	110,130	87,765	144,626	114,837	116,449
	516.000	Leave Time Program	-	-	-	15,000	7,500	10,000
	521.000	Medicare	1,596	1,597	1,263	2,085	2,085	1,676
	522.000	Retirement	26,324	24,234	6,487	11,526	8,899	9,332
	523.000	Unemployment Insurance	737	434	868	868	868	336
	526.000	FICA Cost	463	12	-	-	-	-
	530.000	Benefits	15,993	17,633	11,767	26,478	16,676	18,252
<b>TOTAL PERSONNEL (1 FTE)</b>			<b>155,217</b>	<b>154,040</b>	<b>108,150</b>	<b>200,583</b>	<b>150,865</b>	<b>156,045</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	3,620	525	525	855	855	865
	611.000	Training	-	-	775	5,000	5,000	5,000
	612.000	Travel/Conf/Meetings	805	451	133	2,875	2,875	3,000
	622.010	Special Dept. Expense	1,717	152	2,020	2,765	2,765	2,745
	626.000	Books & Periodicals	172	438	490	500	500	500
	627.002	Books & Periodicals	-	-	-	-	-	5,000
	665.000	Recruitment	3,123	3,855	1,054	2,000	1,392	1,896
	690.001	Insurance G/L	108,429	58,645	89,552	90,000	97,427	100,000
	690.002	Insurance W/C	40,241	36,571	47,954	68,500	22,010	40,000
	690.003	Insurance Property	22,936	21,283	19,444	25,000	16,952	17,800
	690.004	Insurance Other	801	700	700	3,300	700	735
	690.005	Insurance SIR	6,294	212	3,266	15,000	7,500	15,000
		Subtotal	188,138	122,832	165,913	215,795	157,976	192,541
	700.004	Professional Services	6,310	41,571	10,232	5,950	4,231	5,800
<b>TOTAL OPERATIONS</b>			<b>194,448</b>	<b>164,403</b>	<b>176,145</b>	<b>221,745</b>	<b>162,207</b>	<b>198,341</b>
<b>TOTAL EXPENDITURES</b>			<b>349,665</b>	<b>318,443</b>	<b>284,295</b>	<b>422,328</b>	<b>313,072</b>	<b>354,386</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	349,665	318,443	284,295	422,328	313,072	354,386
<b>TOTAL FUNDING SOURCES</b>			<b>349,665</b>	<b>318,443</b>	<b>284,295</b>	<b>422,328</b>	<b>313,072</b>	<b>354,386</b>

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# *Finance*

*City of Rancho Santa Margarita, California*

FINANCE

RANCHO SANTA MARGARITA  
CIVIC PLAZA



# Finance

		FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
FINANCE							
170	Non-departmental	1,187,680	2,370,718	2,495,841	4,222,061	3,860,592	2,822,997
210	Finance	422,435	456,236	567,913	564,700	565,217	588,152
TOTAL EXPENDITURES		<u>1,610,115</u>	<u>2,826,954</u>	<u>3,063,754</u>	<u>4,786,761</u>	<u>4,425,809</u>	<u>3,411,149</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 2016-17**

1. Received the Government Finance Officers Association (GFOA) Financial Reporting Certificate of Excellence for the 2015-16 Comprehensive Annual Financial Report (CAFR).
2. Completed the FY 2015-16 City-wide Audit with no adjustments or deficiencies.
3. Prepared a structurally balanced budget for FY 2017-18.
4. Updated the General Fund 10-year operating analysis and forecasting model and the Special Revenue Funds restricted reserves forecasting model.
5. 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.
6. Prepared annual Investment Policy review and update.
7. Adopted a resolution that establishes and adopts the City's user fee schedule based on the updated Cost Allocation Plan and Fee Study.
8. Assisted with the transition of Animal Care Services from the County of Orange to the City of Mission Viejo.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

1. Develop a balanced budget for Fiscal Year 2018-19.
2. Direct annual City-wide financial statement audit and submit 2016-17 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 in compliance with the Uniform Guidance rules and regulations.
5. Research diversification of City investments in authorized local government investment pools and financial institution placements.
6. Replace City phones throughout City Hall and the BTRCC.
7. Increase email storage capacity to comply with Records Retention regulations.
8. 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.

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

ACCT		DESCRIPTION	FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18
DIVISION	NUMBER		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>NON-DEPARTMENTAL</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	-	-	-	-	-	-
	530.000	Benefits	3,832	4,948	7,410	7,500	7,585	7,920
<b>TOTAL PERSONNEL</b>			<b>3,832</b>	<b>4,948</b>	<b>7,410</b>	<b>7,500</b>	<b>7,585</b>	<b>7,920</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	6,140	6,030	6,123	6,210	6,210	6,396
	622.000	Office Supplies	25,418	22,061	20,613	25,000	25,000	25,000
	625.000	Postage	9,228	6,600	6,351	7,170	6,531	7,170
	627.000	EOC Supplies/Training	1,402	2,867	6,797	8,000	4,413	9,376
	636.001	Utilities-Telephone	28,184	31,031	30,883	33,216	32,235	33,216
	642.000	Equipment Leases	18,453	14,514	16,178	14,172	14,172	14,400
	663.000	Property Tax Admin. Costs	-	21,058	20,296	24,000	24,000	24,000
	664.000	LAFCO Reforms (AB 2838)	5,971	5,958	5,936	6,000	6,467	6,699
	690.000	Insurance	624	764	691	1,248	624	1,248
		Subtotal	95,420	110,883	113,868	125,016	119,652	127,505
	700.001	Prof. Svcs. - Admin.	36,223	9,825	5,106	10,000	5,500	24,700
	700.008	Prof. Svcs. - Computer	80,300	76,244	82,794	95,920	87,588	98,318
	700.017	Prof. Svcs. - Website	9,339	9,640	23,671	19,550	19,550	8,855
	700.022	PS - Financing Costs	2,000	2,000	2,000	2,000	2,000	2,000
	700.024	PS - Emergency Coord.	63,086	38,749	53,661	-	-	-
		Subtotal	190,948	136,458	167,232	127,470	114,638	133,873
<b>TOTAL OPERATIONS</b>			<b>286,368</b>	<b>247,341</b>	<b>281,100</b>	<b>252,486</b>	<b>234,290</b>	<b>261,378</b>
<b>TRANSFERS</b>								
	790.410	Transfer to Cap. Projects	-	1,248,434	1,222,136	1,992,000	1,603,298	819,000
		Subtotal	-	1,248,434	1,222,136	1,992,000	1,603,298	819,000
<b>MITIGATION</b>								
	802.000	Mit. Obligation - Tax Incr.	-	-	-	967,537	967,537	814,114
		Subtotal	-	-	-	967,537	967,537	814,114
<b>DEBT SERVICE</b>								
	790.530	Transfer to RSM PFA	800,238	730,387	732,138	736,338	736,338	734,838
<b>CAPITAL OUTLAY</b>								
	826.000	Equipment - Police	-	4,964	111,711	101,346	148,831	49,049
	832.000	GIS System	19,769	16,976	16,976	17,000	17,000	18,500
	841.001	Comp. Licenses/HW/SW	77,473	117,668	121,550	97,854	95,713	88,198
	990.000	Contingency	-	-	2,820	50,000	50,000	30,000
		Subtotal	97,242	139,608	253,057	266,200	311,544	185,747
<b>TOTAL EXPENDITURES</b>			<b>1,187,680</b>	<b>2,370,718</b>	<b>2,495,841</b>	<b>4,222,061</b>	<b>3,860,592</b>	<b>2,822,997</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	1,187,680	2,370,718	2,495,841	4,222,061	3,860,592	2,822,997
<b>TOTAL FUNDING SOURCES</b>			<b>1,187,680</b>	<b>2,370,718</b>	<b>2,495,841</b>	<b>4,222,061</b>	<b>3,860,592</b>	<b>2,822,997</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>FINANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	299,217	335,937	396,116	378,520	416,611	397,600
	521.000	Medicare	4,328	4,859	5,728	5,476	5,476	5,753
	522.000	Retirement	52,415	53,668	64,391	72,427	71,334	80,416
	523.000	Unemployment Insurance	2,079	1,803	1,736	1,736	1,736	1,344
	526.000	FICA Cost	265	-	-	-	-	-
	530.000	Benefits	27,311	28,541	23,471	52,956	17,288	54,756
	<b>TOTAL PERSONNEL (3.8 FTE)</b>		<b>385,615</b>	<b>424,808</b>	<b>491,442</b>	<b>511,115</b>	<b>512,445</b>	<b>539,869</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	1,021	610	1,056	1,021	1,021	1,024
	611.000	Training	1,298	-	1,431	3,250	3,250	1,700
	612.000	Travel/Conf/Meetings	202	308	272	1,628	849	1,105
	622.010	Special Dept. Expense	3,118	3,567	3,536	3,895	3,861	4,035
	626.000	Books & Periodicals	1,077	695	695	1,241	1,241	1,291
		Subtotal	6,716	5,180	6,990	11,035	10,222	9,155
	700.004	Professional Services	30,104	26,248	69,481	42,550	42,550	39,128
	<b>TOTAL OPERATIONS</b>		<b>36,820</b>	<b>31,428</b>	<b>76,471</b>	<b>53,585</b>	<b>52,772</b>	<b>48,283</b>
	<b>TOTAL EXPENDITURES</b>		<b>422,435</b>	<b>456,236</b>	<b>567,913</b>	<b>564,700</b>	<b>565,217</b>	<b>588,152</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	422,435	456,236	567,913	564,700	565,217	588,152
	<b>TOTAL FUNDING SOURCES</b>		<b>422,435</b>	<b>456,236</b>	<b>567,913</b>	<b>564,700</b>	<b>565,217</b>	<b>588,152</b>



# *Police Services*

*City of Rancho Santa Margarita, California*

POLICE SERVICES



# Police Services

		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18
		ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
POLICE SERVICES							
310	Police Services	7,562,002	7,947,848	7,316,939	8,958,486	9,096,699	9,271,242
320	Animal Control	88,142	74,777	123,517	608,208	625,208	292,863
310	Police Services SLESF	105,540	108,999	125,395	123,291	123,291	130,809
TOTAL EXPENDITURES		<u>7,755,684</u>	<u>8,131,624</u>	<u>7,565,851</u>	<u>9,689,985</u>	<u>9,845,198</u>	<u>9,694,914</u>





## *Police Services*

# **POLICE SERVICES/ANIMAL CARE AND CONTROL**

### **DESCRIPTION**

Police Services is responsible for public safety and general law enforcement within the City, as well as monitoring the animal control contract with the city of Mission Viejo. 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 and pet care/recovery.

### **ACCOMPLISHMENTS: FISCAL YEAR 2016-17**

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. Continued 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 Calvin Silva attended training in 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. Deputy Silva also trained his replacement CSD Deputy Briceno.
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 (DUI) 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. Transitioned Animal Care service from the County of Orange to the City of Mission Viejo.

## *Police Services*

(continued)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

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. Complete the training of our second motor officer and begin recruitment for replacing our current motor officer (pending promotion).
5. Highly scrutinize the use of overtime and maximize the use of vacancy credits to mitigate the impact of the upcoming contract.
6. Train additional deputies, working standard patrol shifts, in the use of Light Detection and Ranging (LIDAR) to help enforce speeding and other hazardous traffic violations.
7. Write more citations and make more arrests than the prior fiscal year because staffing is better and expectations have been set forth.

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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----	FY 2017/18		
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>POLICE SERVICES</u></b>								
<b>EXPENDITURES - PERSONNEL</b>								
	512.000	Salaries - Regular	54,371	35,305	68,520	60,576	69,666	-
	521.000	Medicare	788	512	991	878	878	-
	522.000	Retirement	13,986	8,196	17,015	19,262	18,710	-
	523.000	Unemployment Insurance	434	434	434	434	217	-
	530.000	Benefits	15,900	9,814	7,854	17,652	8,121	-
<b>TOTAL PERSONNEL</b>			<b>85,479</b>	<b>54,261</b>	<b>94,814</b>	<b>98,802</b>	<b>97,592</b>	<b>-</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	120	-	-	-	-	-
	612.000	Travel/Conf/Meetings	1,060	576	252	1,080	1,080	1,130
	622.010	Special Dept. Expense	17,844	4,190	4,764	18,400	18,400	12,675
	627.002	EOC Program	-	-	-	5,000	5,000	-
	628.000	Uniforms	-	142	36	200	147	410
	642.000	Radio Maint. Contract	9,736	3,099	7,932	6,400	6,400	8,000
	646.000	Maintenance-Motorcycles	7,999	10,312	7,494	10,000	10,000	10,000
	646.003	Maintenance-Bicycles	-	-	-	200	-	200
	649.000	Fuel - Motorcycles	4,078	1,943	1,560	4,800	1,236	4,800
	649.002	Fuel - Autos	113,028	92,556	82,019	100,008	81,040	97,200
	670.000	Community Support	5,966	5,966	5,966	6,966	6,966	5,966
		<i>Subtotal</i>	<b>159,831</b>	<b>118,784</b>	<b>110,023</b>	<b>153,054</b>	<b>130,269</b>	<b>140,381</b>
	700.024	PS - Emergency Coordinator	-	-	-	60,349	60,349	-
	720.001	Law Enforcement Contract	<b>7,103,475</b>	<b>7,553,305</b>	<b>6,868,349</b>	<b>8,399,488</b>	<b>8,562,652</b>	<b>8,865,276</b>
	720.003	Crossing Guard	174,192	175,391	188,269	200,662	196,004	208,449
	720.006	Parking Citation Process	39,025	26,468	39,906	30,000	33,702	30,000
	720.018	Automated Fingerprint ID	-	15,948	15,578	16,131	16,131	27,136
		<i>Subtotal</i>	<b>213,217</b>	<b>217,807</b>	<b>243,753</b>	<b>246,793</b>	<b>245,837</b>	<b>265,585</b>
<b>TOTAL OPERATIONS</b>			<b>7,476,523</b>	<b>7,889,896</b>	<b>7,222,125</b>	<b>8,859,684</b>	<b>8,999,107</b>	<b>9,271,242</b>
<b>CAPITAL OUTLAY</b>								
	826.000	Police Equipment	-	3,691	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>	<b>3,691</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>7,562,002</b>	<b>7,947,848</b>	<b>7,316,939</b>	<b>8,958,486</b>	<b>9,096,699</b>	<b>9,271,242</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	7,371,828	7,741,252	7,146,151	8,792,994	8,935,765	9,116,093
	100	GF - Police Revenue	177,639	198,883	163,493	157,792	153,234	155,149
	100	Miscellaneous Grants	12,535	7,713	7,295	7,700	7,700	-
<b>TOTAL FUNDING SOURCES</b>			<b>7,562,002</b>	<b>7,947,848</b>	<b>7,316,939</b>	<b>8,958,486</b>	<b>9,096,699</b>	<b>9,271,242</b>
<b><u>POLICE SERVICES - SLESF</u></b>								
<b>EXPENDITURES - OPERATIONS</b>								
	646.004	SLESF-800 Mhz Maint.	7,872	8,338	8,400	8,000	8,000	22,415
	720.010	SLESF-Spec Enforcement	-	3,897	7,709	9,000	9,000	9,000
	826.001	SLESF-Police Equipment	-	-	537	-	-	-
	826.002	SLESF-MDC Maintenance	97,668	96,764	108,749	106,291	106,291	99,394
<b>TOTAL OPERATIONS</b>			<b>105,540</b>	<b>108,999</b>	<b>125,395</b>	<b>123,291</b>	<b>123,291</b>	<b>130,809</b>
<b>TOTAL EXPENDITURES</b>			<b>105,540</b>	<b>108,999</b>	<b>125,395</b>	<b>123,291</b>	<b>123,291</b>	<b>130,809</b>
<b>FUNDING SOURCES</b>								
	222	SLESF	105,540	108,999	125,395	123,291	123,291	130,809
<b>TOTAL FUNDING SOURCES</b>			<b>105,540</b>	<b>108,999</b>	<b>125,395</b>	<b>123,291</b>	<b>123,291</b>	<b>130,809</b>

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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>ANIMAL CONTROL</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	720.002	Animal Control Contract	88,142	74,777	123,517	197,508	197,508	292,863
	720.020	MV Animal Care Transition	-	-	-	410,700	427,700	-
<i>TOTAL OPERATIONS</i>			88,142	74,777	123,517	608,208	625,208	292,863
<i>TOTAL EXPENDITURES</i>			88,142	74,777	123,517	608,208	625,208	292,863
<i>FUNDING SOURCES</i>								
	100	General Fund	88,142	74,777	123,517	608,208	625,208	292,863
<i>TOTAL FUNDING SOURCES</i>			88,142	74,777	123,517	608,208	625,208	292,863

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# *Development Services*

*City of Rancho Santa Margarita, California*

DEVELOPMENT SERVICES



# Development Services

		FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
DEVELOPMENT SERVICES							
410	Planning	779,886	727,091	772,339	972,401	866,445	964,438
510	Building & Safety	268,295	266,375	378,579	241,543	295,416	267,083
TOTAL EXPENDITURES		<u>1,048,181</u>	<u>993,466</u>	<u>1,150,918</u>	<u>1,213,944</u>	<u>1,161,861</u>	<u>1,231,521</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 2016-17**

1. Processed 337 plan checks; issued 1,538 building permits; conducted 3,048 building inspections and accommodated 172 building records requests.
2. Completed review of 19 discretionary entitlements and 26 special event permits.
3. Provided Development Services assistance to 2,005 people at the public counter.
4. Prepared for, coordinated and conducted 9 Planning Commission meetings.
5. Opened and investigated 53 Code Enforcement cases and closed 57 cases.
6. Completed plan check, inspection and certificates of occupancy for a new 36-unit residential community by William Lyon Homes.
7. Completed the triennial local update to the Building Codes, including the Building Standards Code, Residential Code, Green Building Standards Code, Electrical Code, Plumbing Code, Mechanical Code, Energy Code, Fire Code, and International Property Maintenance Code.
8. Created the 2016 General Plan Annual Progress Report and submitted it to State Housing and Community Development Department (HCD).
9. Implemented the FY 2016-17 Annual Action Plan for CDBG and prepared the FY 2017-18 Annual Action Plan.
10. Worked cooperatively with the RSM Chamber of Commerce through staff participation in Chamber activities and financial support.
11. Issued a Request for Proposal for Professional Consultant Services to prepare a focused market study to update and validate prior market studies of the Chiquita Ridge Open Space Property.
12. Completed the Focused Market Study and Sports Park Feasibility study for the Chiquita Ridge property.
13. Began the comprehensive General Plan update including public outreach, a laborshed and retail market analysis, draft existing conditions report, and a goals and policies workshop with the Planning Commission.
14. Participated in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
15. Participated in Regional Economic Development Activities through the Orange County Economic Development Working Group.
16. Initiated a program to report and retrieve abandoned shopping carts.



## *Development Services*

(continued)

17. Completed a review of Property Assessed Clean Energy (PACE) programs and presented options for local implementation to the City Council.
18. Recruited and hired a new Principal Planner.
19. Completed an update to the City's regulations for massage establishments in accordance with the requirements of the Massage Therapy Act.
20. Completed an update to the City's regulations for marijuana businesses.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

1. Generate the 2017 General Plan Annual Progress Report and submit it to HCD.
2. Implement the FY 2017-18 Annual Action Plan for CDBG and prepare the FY 2018-19 Annual Action Plan.
3. Participate in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
4. Participate in Regional Economic Development Activities through the Orange County Economic Development Working Group.
5. Complete economic development activities such as surveys of local businesses, property owners, and property managers and continued participation with the RSM Chamber of Commerce.
6. Participate in the International Council of Shopping Centers (ICSC) 2018 Recon and Western Conferences.
7. Continue the comprehensive General Plan update; this year will include commencement of Environmental Impact Report (EIR) preparation and a public review draft of the updated General Plan.
8. 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.
9. Continue and expand program to retrieve and report abandoned shopping carts.
10. Continue feasibility studies and develop and implement a recommended strategy for disposition and development of the Chiquita Ridge property for City Council consideration.

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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>PLANNING</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	307,553	371,203	421,959	426,965	425,547	430,190
	521.000	Medicare	4,433	5,340	6,074	6,161	6,161	6,208
	522.000	Retirement	76,956	61,295	59,614	48,086	43,807	49,419
	523.000	Unemployment Insurance	1,703	2,996	2,170	2,170	2,170	1,680
	526.000	FICA Cost	401	143	-	-	-	-
	530.000	Benefits	48,020	51,922	44,970	70,608	38,976	73,008
<b>TOTAL PERSONNEL (4.6 FTE)</b>			<b>439,066</b>	<b>492,899</b>	<b>534,787</b>	<b>553,990</b>	<b>516,661</b>	<b>560,505</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	5,365	1,435	1,663	2,690	2,690	2,705
	611.000	Training	-	50	-	925	925	150
	612.000	Travel/Conf/Meetings	947	1,798	3,477	7,659	7,659	3,859
	617.000	Stipend - Commissioners	4,125	4,275	3,075	4,500	3,750	4,500
	622.010	Special Dept. Expense	-	-	-	845	612	845
	623.001	Mapping/Reproduction	437	-	-	300	150	300
	624.000	Legal Notices	-	673	3,832	2,000	1,000	3,000
	626.000	Books & Periodicals	-	191	218	274	274	349
		Subtotal	10,874	8,422	12,265	19,193	17,060	15,708
	700.005	PS - Non-recoverable	64,376	39,000	13,125	7,200	12,946	-
	700.011	PS - Recoverable	49,238	12,020	2,439	18,000	10,366	18,000
	700.014	PS - Code Enforcement	30,275	3,660	2,286	3,450	3,450	4,500
	700.022	PS - CDBG	30,558	39,480	40,681	39,425	39,425	39,425
	700.023	Economic Development	58,305	35,991	45,581	71,150	71,150	60,300
	700.025	CDBG - Eligible Projects	-	-	-	25,000	25,000	25,000
	700.026	CDBG - Public Services	31,849	28,664	27,625	29,568	29,568	30,000
	700.027	PS-Recoverable Deposits	56,048	66,955	27,176	29,280	26,319	31,500
		Subtotal	320,649	225,770	158,913	223,073	218,224	208,725
<b>TOTAL OPERATIONS</b>			<b>331,523</b>	<b>234,192</b>	<b>171,178</b>	<b>242,266</b>	<b>235,284</b>	<b>224,433</b>
<b>CAPITAL OUTLAY</b>								
	851.000	General Plan & Elements	8,583	-	66,374	171,645	110,000	175,000
	852.000	Comp. Zoning Code	714	-	-	4,500	4,500	4,500
<b>TOTAL CAPITAL OUTLAY</b>			<b>9,297</b>	<b>-</b>	<b>66,374</b>	<b>176,145</b>	<b>114,500</b>	<b>179,500</b>
<b>TOTAL EXPENDITURES</b>			<b>779,886</b>	<b>727,091</b>	<b>772,339</b>	<b>972,401</b>	<b>866,445</b>	<b>964,438</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	586,659	517,552	575,972	777,306	666,415	763,400
	100	CDBG Grant	64,189	68,143	68,306	93,993	93,993	94,425
	100	GF - Planning Revenues	129,038	141,396	128,061	101,102	106,037	106,613
<b>TOTAL FUNDING SOURCES</b>			<b>779,886</b>	<b>727,091</b>	<b>772,339</b>	<b>972,401</b>	<b>866,445</b>	<b>964,438</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 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	54,951	51,418	66,505	53,729
	521.000	Medicare	-	338	797	746	746	779
	522.000	Retirement	-	1,524	3,334	3,633	3,535	3,827
	523.000	Unemployment Insurance	-	434	434	434	434	336
	530.000	Benefits	-	98	12,333	17,652	1,129	18,252
	<b>TOTAL PERSONNEL (1 FTE )</b>		-	25,730	71,849	73,883	72,349	76,923
<b>OPERATIONS</b>								
	611.000	Training	-	-	-	100	50	100
	612.000	Travel/Conf/Meetings	-	-	-	60	60	60
		Subtotal	-	-	-	160	110	160
	700.007	PS - Non-recoverable				-	-	-
	700.012	PS - Recoverable	268,295	240,645	306,730	167,500	222,957	190,000
		Subtotal	268,295	240,645	306,730	167,500	222,957	190,000
	<b>TOTAL OPERATIONS</b>		268,295	240,645	306,730	167,660	223,067	190,160
<b>TOTAL EXPENDITURES</b>			268,295	266,375	378,579	241,543	295,416	267,083
<b>FUNDING SOURCES</b>								
	100	General Fund	(133,149)	(133,180)	(249,996)	(93,457)	(135,195)	(112,917)
	100	GF - Building Revenue	401,444	399,555	628,575	335,000	430,611	380,000
<b>TOTAL FUNDING SOURCES</b>			268,295	266,375	378,579	241,543	295,416	267,083

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# *Public Works*

*City of Rancho Santa Margarita, California*

PUBLIC WORKS



# Public Works

		FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
PUBLIC WORKS DEPARTMENT							
610	Public Works	843,326	909,506	1,008,303	1,067,892	969,695	980,937
620	Street Maintenance	920,904	915,516	980,318	1,000,661	964,721	992,790
630	GAS TAX FUND <i>Street Lighting</i>	266,691	279,147	271,604	280,000	280,000	280,008
640	Building Maintenance	289,870	281,862	300,422	333,293	326,114	357,102
TOTAL EXPENDITURES		<u>2,320,791</u>	<u>2,386,031</u>	<u>2,560,647</u>	<u>2,681,846</u>	<u>2,540,530</u>	<u>2,610,837</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 2016-17**

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 90 encroachment permits, 24 transportation/oversized load permits, one grading permit, one landscape improvement permit, 44 construction and demolition permits, and four film permits.
4. Maintained eligibility for Measure M2 funds through Orange County Transportation Authority (OCTA).
5. Managed the contracts and performance of street maintenance, traffic signal maintenance, and street sweeping contractors.
6. Performed approximately 28,079 square yards of pavement repair and 168,370 square yards of pavement slurry seal.
7. Completed 35 linear feet of sidewalk grinding, 3,800 square feet of sidewalk replacement, and replaced 24 curb ramps.
8. Continued to ensure removal of graffiti within 24 hours utilizing the Graffiti Hotline.

**GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

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. Proactively address neighborhood traffic management issues as they arise.
8. 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**

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>PUBLIC WORKS</u></b>								
<b><u>EXPENDITURES</u></b>								
<b><u>PERSONNEL</u></b>								
	512.000	Salaries - Regular	305,072	372,601	417,331	471,094	460,785	498,394
	512.001	Salaries - Allocated to CIP	-	-	-	-	-	(100,000)
	521.000	Medicare	4,410	5,378	6,287	6,800	6,800	7,196
	522.000	Retirement	56,196	65,893	62,545	77,730	74,390	85,495
	523.000	Unemployment Insurance	1,489	2,417	3,038	1,953	36	1,848
	530.000	Benefits	23,917	25,541	32,881	61,782	38,708	63,882
<b>TOTAL PERSONNEL (4 FTE )</b>			<b>391,084</b>	<b>471,830</b>	<b>522,082</b>	<b>619,359</b>	<b>580,719</b>	<b>556,815</b>
<b><u>OPERATIONS</u></b>								
	610.000	Membership & Dues	327	536	339	1,040	1,040	405
	611.000	Training	299	898	-	2,000	1,000	1,000
	612.000	Travel & Meetings	30	422	292	1,495	1,198	300
	622.010	Special Dept. Expense	1,365	1,464	1,217	1,200	1,200	1,160
	622.020	Underground Service Alert	360	368	356	500	500	480
	626.000	Books & Periodicals	-	317	216	600	300	600
	643.000	Storage Facility Rental	6,000	6,000	6,000	6,000	6,000	6,000
	650.000	Storm Water (NPDES)	177,444	173,770	220,800	233,475	195,279	203,670
	660.000	Solid Waste Management	7,565	4,840	8,183	19,300	13,806	33,448
	660.001	Solid Waste Recycling	5,520	-	-	-	-	-
	661.000	Landscape Maintenance	3,843	8,111	10,348	13,100	15,896	15,440
	661.001	Park Maintenance	4,739	4,220	8,963	5,500	8,293	14,580
		Subtotal	207,492	200,946	256,714	284,210	244,512	277,083
	700.006	PS - Non-recoverable	91,073	93,347	36,326	12,000	6,000	-
	700.013	PS - Recoverable	42,678	38,646	22,910	2,000	2,000	2,000
	700.015	PS - Traffic Engineering	91,849	89,115	113,094	127,660	115,668	118,620
		Subtotal	225,600	221,108	172,330	141,660	123,668	120,620
<b>TOTAL OPERATIONS</b>			<b>433,092</b>	<b>422,054</b>	<b>429,044</b>	<b>425,870</b>	<b>368,180</b>	<b>397,703</b>
<b><u>CAPITAL OUTLAY</u></b>								
	844.000	City Vehicle	-	-	25,351	-	-	-
	871.000	Speed/Volume Study	-	4,090	3,800	7,500	5,633	7,500
	872.001	Design - Local Projects	2,235	2,800	9,342	2,500	2,500	2,500
	874.000	Pavement Mgmt System	16,915	8,732	18,684	12,663	12,663	16,419
<b>TOTAL CAPITAL OUTLAY</b>			<b>19,150</b>	<b>15,622</b>	<b>57,177</b>	<b>22,663</b>	<b>20,796</b>	<b>26,419</b>
<b>TOTAL EXPENDITURES</b>			<b>843,326</b>	<b>909,506</b>	<b>1,008,303</b>	<b>1,067,892</b>	<b>969,695</b>	<b>980,937</b>
<b><u>FUNDING SOURCES</u></b>								
	100	General Fund	488,594	633,012	670,531	622,241	607,177	611,803
	210	Gas Tax	131,179	120,472	144,273	164,800	133,431	139,239
	100	Waste Recycling Grant	87,050	88,443	88,532	81,000	81,000	82,013
	100	Waste Disposal Agreement	-	-	-	60,000	60,000	71,562
	100	Beverage Recycling Grant	12,965	-	13,097	14,000	12,709	-
	100	GF-Public Works Revenue	123,538	67,579	91,870	125,851	75,378	76,320
<b>TOTAL FUNDING SOURCES</b>			<b>843,326</b>	<b>909,506</b>	<b>1,008,303</b>	<b>1,067,892</b>	<b>969,695</b>	<b>980,937</b>



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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>STREET MAINTENANCE</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	-	-	41,709	54,226	55,455	57,200
	521.000	Medicare	-	-	597	780	780	823
	522.000	Retirement	-	-	3,027	4,312	4,363	4,585
	523.000	Unemployment Insurance	-	-	434	217	-	168
	530.000	Benefits	-	-	-	8,826	-	9,126
<b>TOTAL PERSONNEL (.5 FTE )</b>			<b>-</b>	<b>-</b>	<b>45,767</b>	<b>68,361</b>	<b>60,598</b>	<b>71,902</b>
<b>OPERATIONS</b>								
	700.019	PS - Contract Admin	71,605	63,183	12,891	-	-	-
	720.000	Misc. Street Maintenance	66,281	62,736	92,041	95,600	95,600	95,604
	720.004	Street Maint. Contract	574,128	571,600	580,608	584,000	584,000	584,008
	720.007	Street Sweeping	83,548	86,482	90,168	90,000	82,595	84,000
	720.008	Traffic Signal Maintenance	82,093	88,293	112,478	115,300	94,528	109,896
	720.011	Traffic Improvements	1,875	2,084	4,432	5,000	5,000	4,980
	720.014	Street Maint - NPDES	41,255	39,909	41,933	40,000	40,000	40,000
	720.016	Bus Shelter Maintenance	119	1,229	-	2,400	2,400	2,400
		Subtotal	849,299	852,333	921,660	932,300	904,123	920,888
<b>TOTAL EXPENDITURES</b>			<b>920,904</b>	<b>915,516</b>	<b>980,318</b>	<b>1,000,661</b>	<b>964,721</b>	<b>992,790</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	350,000	358,155	358,155	358,155	358,155	391,047
	212	Measure M Fund	487,356	470,879	531,995	552,506	523,971	517,743
	210	Gas Tax Fund	83,548	86,482	90,168	90,000	82,595	84,000
<b>TOTAL FUNDING SOURCES</b>			<b>920,904</b>	<b>915,516</b>	<b>980,318</b>	<b>1,000,661</b>	<b>964,721</b>	<b>992,790</b>

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

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17-----		FY 2017/18 ADOPTED BUDGET
						AMENDED BUDGET	YEAR-END ESTIMATE	
<b><u>STREET LIGHTING</u></b>								
<i>EXPENDITURES</i>								
<i>OPERATIONS</i>								
	631.003	Utilities	266,691	279,147	271,604	280,000	280,000	280,008
	<i>TOTAL OPERATIONS</i>		266,691	279,147	271,604	280,000	280,000	280,008
	<i>TOTAL EXPENDITURES</i>		266,691	279,147	271,604	280,000	280,000	280,008
<i>FUNDING SOURCES</i>								
	210	Gas Tax Fund	266,691	279,147	271,604	280,000	280,000	280,008
	<i>TOTAL FUNDING SOURCES</i>		266,691	279,147	271,604	280,000	280,000	280,008

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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>BUILDING MAINTENANCE</u></b>								
<b>EXPENDITURES</b>								
<b>OPERATIONS</b>								
	640.001	City Hall Elect/Water	56,072	56,647	57,321	75,000	66,630	72,000
	640.002	City Hall Facility Maint.	88,501	76,069	98,334	90,045	97,284	114,258
	640.101	BTRCC Utilities	49,370	52,358	52,323	72,000	65,952	72,360
	640.102	BTRCC Facility Maint.	87,341	86,358	85,382	91,248	91,248	93,484
	640.104	BTRCC Improvements	-	2,882	4,602	5,000	5,000	5,000
		Subtotal	281,284	274,314	297,962	333,293	326,114	357,102
	640.003	City Hall Facility Mgmt.	8,586	7,548	2,460	-	-	-
		Subtotal	8,586	7,548	2,460	-	-	-
<b>TOTAL OPERATIONS</b>			289,870	281,862	300,422	333,293	326,114	357,102
<b>TOTAL EXPENDITURES</b>			289,870	281,862	300,422	333,293	326,114	357,102
<b>FUNDING SOURCES</b>								
	100	General Fund	289,870	281,862	300,422	333,293	326,114	357,102
<b>TOTAL FUNDING SOURCES</b>			289,870	281,862	300,422	333,293	326,114	357,102

# *Community Services*

*City of Rancho Santa Margarita, California*

COMMUNITY SERVICES



# Community Services

	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
COMMUNITY SERVICES						
710 Community Services	928,543	1,027,184	1,086,025	1,067,616	1,049,433	1,092,380
TOTAL EXPENDITURES	<u>928,543</u>	<u>1,027,184</u>	<u>1,086,025</u>	<u>1,067,616</u>	<u>1,049,433</u>	<u>1,092,380</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 2016-17**

1. Continued the 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 \$55,000 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 16<sup>th</sup> Annual “Celebrating Family & Friends” event in coordination with volunteers, community organizations, and businesses, while increasing corporate sponsorships and modifying the event layout to accommodate inclement weather.
4. Produced the Summer Concert series with approximately 18,000 attendees over five consecutive concerts with increased audio and staging features and added a sixth concert to the 2017 concert schedule.
5. Restructured the Senior Mobility Program and created new photo ID cards to streamline the transportation service and eliminated the need to come into the community center to purchase vouchers.
6. Planned and presented the 12<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 over the amount of previous fiscal year for a total exceeding \$6,500.
9. Increased readership and opt-ins on social media by continuing to disseminate information regarding events, programs, and facilities through Facebook (2,431 followers), Twitter (1,705 followers), and Instagram (610 followers).
10. Continued to provide over 300 unique recreation classes for children and adults while adding new classes each quarter.
11. Supported the City Adopted 2/5 Marines with Patriot Day, homecomings, deployments, and programs.
12. Organized the 2nd 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.



## *Community Services*

(continued)

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.
15. Partnered with RSM Chamber of Commerce to support the Rancho and Fall Festivals, and RSM Cares/The Bell Tower Foundation for Zero Trash and Breakfast with Santa.

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

1. Maintain sponsorship program by fostering relationships with current sponsors and soliciting additional businesses to reach \$50,000.
2. Continue outreach 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. Maintain collaboration with community partners regarding programs and events that reflect the needs of the community of Rancho Santa Margarita.
5. Facilitate and present the 17<sup>th</sup> Annual "Celebrating Family & Friends" event.
6. Implement the 12<sup>th</sup> Annual City-hosted Summer Concert Series
7. Continue to build and gain support from non-profit organizations, churches, schools and youth organizations to strengthen successful partnerships and increase event participation.
8. Participate in stakeholder discussions regarding the development of a Sports Park as a component of the Chiquita Ridge property.
9. Continue to build the advertising program for local businesses in the Community Living Magazine, increasing sales to over \$10,000.
10. Reevaluate the Senior Mobility Program and create new policies and procedures to meet the transportation needs of local seniors in the best possible way.
11. Continue to build on the accomplishments of FY 2016-17



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

ACCT		FY 2013/14	FY 2014/15	FY 2015/16	-----FY 2016/17-----		FY 2017/18	
DIVISION	NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
<b><u>COMMUNITY SERVICES</u></b>								
<b>EXPENDITURES</b>								
<b>PERSONNEL</b>								
	512.000	Salaries - Regular	282,121	305,614	316,811	261,958	283,879	265,523
	515.000	Temporary Personnel	42,733	46,858	55,099	79,269	69,501	79,217
	521.000	Medicare	4,669	5,091	5,337	4,923	4,923	4,974
	522.000	Retirement	62,493	69,064	75,568	81,838	79,400	90,220
	523.000	Unemployment Insurance	4,045	4,261	3,984	3,038	3,038	2,352
	526.000	FICA Cost	2,649	2,561	2,517	4,915	4,915	4,911
	530.000	Benefits	37,823	43,052	43,407	70,608	48,424	73,008
<b>TOTAL PERSONNEL (6.4 FTE)</b>			<b>436,533</b>	<b>476,501</b>	<b>502,723</b>	<b>506,549</b>	<b>494,080</b>	<b>520,205</b>
<b>OPERATIONS</b>								
	610.000	Membership & Dues	-	-	917	1,279	1,279	1,285
	611.000	Training	435	425	45	440	440	435
	612.000	Travel/Conf/Meetings	912	252	1,727	480	480	1,970
	614.000	Newsletter/Class Schedule	46,610	44,903	48,171	48,600	48,600	48,423
	622.010	Special Depart. Expense	-	5,480	1,430	2,000	2,000	-
	623.000	Printing	-	-	-	-	-	2,000
	640.103	Phones	7,445	7,311	6,051	7,920	7,221	7,920
	674.000	Senior Mobility Program	19,832	34,550	22,712	26,868	26,868	27,022
	675.002	NYE Event	29,321	38,979	35,310	35,000	27,866	35,000
	675.005	Summer Concert Series	31,358	34,344	24,184	49,700	52,245	58,050
	675.007	Patriot Day	9,231	8,875	421	3,000	3,000	1,500
	675.101	Programs	134,062	151,886	177,851	168,000	162,770	168,000
	675.102	Rental Expenses	9,892	13,866	12,522	8,400	10,719	10,800
	675.103	BTRCC Admin	15,803	17,408	22,376	17,380	19,865	17,770
		Subtotal	304,901	358,279	353,717	369,067	363,353	380,175
	675.001	Youth Center	114,440	120,000	120,000	120,000	120,000	120,000
	675.006	Seniors Program	70,887	72,404	71,558	72,000	72,000	72,000
	700.028	PS - Public Relations	-	-	38,027	-	-	-
		Subtotal	-	-	38,027	-	-	-
<b>TOTAL OPERATIONS</b>			<b>490,228</b>	<b>550,683</b>	<b>583,302</b>	<b>561,067</b>	<b>555,353</b>	<b>572,175</b>
<b>CAPITAL OUTLAY</b>								
	840.000	Furniture & Fixtures	1,782	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>			<b>1,782</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>			<b>928,543</b>	<b>1,027,184</b>	<b>1,086,025</b>	<b>1,067,616</b>	<b>1,049,433</b>	<b>1,092,380</b>
<b>FUNDING SOURCES</b>								
	100	General Fund	500,110	556,990	614,787	580,374	561,019	612,789
	100	Senior Mobility Grant	23,605	24,798	25,529	26,868	26,868	27,022
	100	GF - Com. Svcs. Revenue	404,828	445,396	445,709	460,374	461,546	452,569
<b>TOTAL FUNDING SOURCES</b>			<b>928,543</b>	<b>1,027,184</b>	<b>1,086,025</b>	<b>1,067,616</b>	<b>1,049,433</b>	<b>1,092,380</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 2016/17

1. Completed the design and construction of various street improvement projects including: Annual Residential Overlay Project, Annual Slurry Seal Project, Annual Concrete Repair Project, and ADA Curb Ramp Installation Project.
2. Completed the design and awarded construction contract for the Dog Park Renovation Project.
3. Completed the construction for the City Hall Fountain Renovation Project.
4. Completed the design for the Outdoor Youth Lounge Renovation Project.
5. Completed the design for the City Hall/Community Center Landscaping Renovation Project.
6. Completed the construction of the Ball Room Floor Renovation Project.
7. Completed the construction for the City Hall and BTRCC Improvement (Water Intrusion Repair) Project.
8. Completed the construction for the City Hall and BTRCC Roofing Maintenance Project.
9. Awarded construction contract for the Vereda Laguna Sidewalk Improvement Project.
10. Completed the construction for the Trash Reduction Catch Basin Insert Project.
11. Completed the Traffic Signal Enhancements Project at the Santa Margarita Parkway and Las Flores intersection.
12. Completed the design for the City Hall Carpet Replacement Project.
13. Completed the sealing of the City Hall & BTRCC Parking Lots.
14. Awarded a Construction Contract for the City Hall IT / Server Room Fire Suppression System.
15. Installed various traffic improvements, such as: speed feedback signs, Avenida De Las Banderas Traffic Signal Modification, Esperanza Restriping; and Initiated the Transit Feasibility Study.
16. Secured environmental clearance and completed final design engineering for the Santa Margarita Parkway Bridge Hinge Repair.
17. Updated the City's Pavement Management Program.
18. Completed Phase Three of sealing and staining the colored stamped concrete in the City's medians and intersection corners along Santa Margarita Parkway and began work on Antonio Parkway.

## *Capital Improvement Program*

(continued)

### **GOALS AND OBJECTIVES: FISCAL YEAR 2017-18**

1. Implement 24 Capital Improvement Program projects for Fiscal Year 2017-18, totaling approximately \$3.8M, which include:
  - Six street improvement/maintenance projects to address overlays, slurry seals, Americans with Disabilities Act (ADA) improvements, etc.
  - Five special projects involving the Chiquita Ridge Assessment, Habitat Restoration Project, Storm Drain Closed Circuit Television (CCTV) Inspection, Skate Park Evaluation, and completion of the Dog Park Renovation Project.
  - Four landscaping/renovation projects to address intersection and median enhancement, median renovation, traffic signal enhancement, and City Hall, BTRCC landscaping renovations and El Paseo Corridor Study.
  - Seven City Hall and BTRCC projects such as Youth Lounge Courtyard renovation, and interior painting.
  - Five traffic improvement projects, such as: Signal Synchronization, Transit Planning Feasibility Study, Modification, Restriping, and Auto Center Drive Signage.
  - Bridge maintenance projects for the Santa Margarita Parkway Bridge.
2. Continue to seek grant opportunities and other one-time revenue sources for capital projects.

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

ACCT NUMBER	DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	-----FY 2016/17----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18 ADOPTED BUDGET
<b><u>CAPITAL PROJECTS</u></b>							
<b><u>EXPENDITURES - CAPITAL OUTLAY</u></b>							
911.000	Annual Slurry Seal Program	223,474	325,287	83,011	605,590	546,540	385,000
911.002	Antonio Pkwy. Slurry Seal	164,944	771	-	-	-	-
911.003	Avenida De Las Banderas Slurry Seal	-	116,749	-	-	-	-
912.000	Annual Residential Overlay	220,973	311,705	261,102	371,000	339,000	-
912.002	Robinson Ranch Rd. Pavement Rehabilitation	132,635	19	-	-	-	-
913.007	Antonio Pkwy. Pavement Rehabilitation	13,543	418,204	3,763	580,000	3,000	522,000
913.009	Coto de Caza/La Promesa Pavement Rehab.	181	-	-	175,000	175,000	-
913.010	SM Pkwy. Pavement Rehabilitation	417,653	1,005	3,927	626,000	3,000	578,000
913.011	Avenida Empresa Pavement Rehabilitation	-	-	1,964	-	-	330,000
913.012	Esperanza Restriping	-	-	-	75,000	75,000	-
915.000	Median Hardscape Renovation	-	35,705	87,496	170,000	170,000	273,000
915.003	Melinda Road Median Improvements	26,605	(32)	-	-	-	-
915.004	Buena Suerte/La Miranda Median Improvements	132,241	(435)	-	-	-	-
916.001	Alicia Pkwy./Santa Margarita Pkwy. Gateway	21,839	208,271	202,726	-	-	-
916.002	Auto Center Drive Signage	-	-	-	100,000	35,000	80,000
918.001	Santa Margarita Pkwy./Empresa Landscaping	25,472	226,644	-	-	-	-
918.002	City Hall Landscaping Renovation	53,085	-	-	150,000	5,000	180,000
921.002	Circulation Element Update	9,930	-	-	-	-	-
921.003	SMP Signal & Equipment Upgrade	27,977	16,480	256	17,000	17,000	10,000
921.004	Antonio Pkwy. Signal & Equipment Upgrade	460	10,149	62,317	60,000	20,000	10,000
921.005	Traffic Signal Enhancements	-	-	-	60,000	40,000	38,000
921.006	Avenida De Las Banderas Traffic Signal Modification	-	-	-	53,000	38,000	-
923.003	Traffic Signal Battery Backup System	7,701	111,003	-	-	-	-
923.004	Count Down Pedestrian Signal Heads	2,965	42,860	-	-	-	-
931.004	SMP Bridge Hinge Repair	3,430	247,413	108,877	115,000	215,000	95,000
931.005	SMP Bridge (Eastbound)	-	-	-	20,000	-	-
934.001	Annual Concrete - Sidewalk Repairs	36,983	66,610	55,603	63,000	62,500	-
934.006	Alma Aldea Bulbout Installation	5,577	(20)	-	-	-	-
934.007	ADA Curb Ramp Installation	-	264,303	63,484	166,000	96,000	145,000
934.008	Trabuco Mesa Bulbout Improvements	45,141	(20)	-	-	-	-
934.009	Vereda Laguna Sidewalk & Landscape Renovation	-	-	34,981	258,000	35,000	245,000
940.001	Transit Planning Feasibility Study	-	-	-	50,000	25,300	26,000
951.006	Building Improvements	-	11,466	693,918	1,000,000	1,010,798	-
951.007	City Hall IT/Server Room Fire Suppression System	-	-	-	90,000	4,000	49,000
951.008	City Hall & BTRCC Flooring/Carpeting	-	67,243	-	89,000	32,000	-
951.009	BTRCC / CDBG Funded	-	23,677	9,634	-	-	-
951.010	Sealcoat City Hall & BTRCC Parking Lots	-	-	-	20,000	20,000	-
951.011	City Hall / BTRCC Roofing Renovation	-	-	-	10,000	10,000	-
951.012	City Hall Fountain Renovation	-	-	-	75,000	55,000	-
951.013	BTRCC Youth Lounge Courtyard Improvement	-	-	-	60,000	5,000	70,000
951.014	BTRCC Ball Room Flooring	-	-	-	49,000	40,000	-
952.001	Chiquita Ridge Open Space Assessment	47,370	15,580	81,918	250,000	118,500	90,000
952.002	Chiquita Ridge Habitat Restoration	168,357	1,780,900	186,574	222,000	222,000	207,000
954.001	Robinson Ranch Improvement Project	3,383	-	-	-	-	-
954.005	Emergency Vehicle Pre-Emption/Phase 2 & 3	1,698	140,758	-	-	-	-
954.006	Speed Feedback Signs	2,705	27,172	20,470	70,000	25,000	-
954.007	Crosswalk LED Signs	2,156	24,225	-	-	-	-
954.008	Trabuco Mesa School Signing & Striping	-	-	13,776	-	-	-
962.000	Dog Park Renovation	-	-	-	165,000	205,000	-
970.004	CCTV Inspection of Storm Drain System	-	-	-	-	-	210,000
970.005	Trash Reduction Catch Basin Inserts	-	-	-	153,000	122,000	-
NEW	El Paseo Corridor Improvements	-	-	-	-	-	60,000
NEW	City Hall / BTRCC Interior Painting	-	-	-	-	-	60,000
NEW	City Hall / BTRCC Stain & Seal Exterior Wood	-	-	-	-	-	30,000
NEW	Skate Park Renovations	-	-	-	-	-	50,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,798,478</b>	<b>4,493,692</b>	<b>1,975,797</b>	<b>5,967,590</b>	<b>3,769,638</b>	<b>3,743,000</b>
<b>TOTAL EXPENDITURES</b>		<b>1,798,478</b>	<b>4,493,692</b>	<b>1,975,797</b>	<b>5,967,590</b>	<b>3,769,638</b>	<b>3,743,000</b>

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

Fund 410, Division 900				-----FY 2016/17-----		FY 2017/18	
ACCT NUMBER	DESCRIPTION	FY 2013/14 ACTUAL	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET
FUNDING SOURCES							
XXX	Use of City Reserves	-	-	-	1,092,000	592,500	819,000
XXX	Use of Building Funds	-	-	-	900,000	1,010,798	-
410	Capital Project Fund	-	-	-	-	-	-
100	Trans. From General Fund	-	1,248,434	1,222,137	-	-	-
210	Trans. From Gas Tax Fund	991,817	1,041,374	327,503	2,193,590	1,223,840	1,806,000
212	Trans. From Measure M Fund	261,385	300,000	161,047	392,000	337,000	193,000
214	Transfer from Air Quality Improve. Fund	96,912	94,257	96,818	147,000	62,000	20,000
218	Trans. From TCRF Fund	-	-	-	-	-	-
220	Trans. From Park Trust	-	-	-	244,000	210,000	120,000
530	Trans. From PFA Capital Fund	-	854,253	-	-	-	-
423.013	HBP	22,664	109,222	160,993	101,000	101,000	45,000
470.001	Interest Income/Other	1,304	426	406	-	-	-
470.002	Unrealized Gain/Loss on Invest	40	(58)	347	-	-	-
485.011	Prop 1B (State)	314,998	-	-	-	-	-
485.013	TCSP	-	-	-	-	-	-
485.014	CDBG Grant	148,340	247,981	73,118	233,000	118,000	267,000
485.018	HSIP	131,067	-	-	-	-	-
485.019	CTFP	-	99,699	34,900	115,000	91,500	-
485.020	Project V	-	-	-	50,000	23,000	23,000
485.021	APM	-	-	-	500,000	-	450,000
TOTAL FUNDING SOURCES		1,968,527	3,995,588	2,077,269	5,967,590	3,769,638	3,743,000



# CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

6/30/2016 Fund Balance		204,377	1,792,713	221,828	132,503	2,351,418
FY 2016/17						
Estimated Revenue						
Interest Income						
HBP						
CDBG						
CTFP-Tier 1						
Project V						
Use of Park Funds						
Use of City Reserves for Chiquita Ridge Habitat Restoration Plan						
Use of City Reserves for Chiquita Ridge Open Space Assessment						
Use of City Reserves for Median Hardscape Renovation						
Use of City Reserves for City Hall Landscape Renovation						
Use of City Reserves for City Hall Building Improvement						
Use of City Reserves for City Hall Fire Suppression System						
Use of City Reserves for City Hall /BTRCC Flooring & Carpet						
Use of City Reserves for City Hall Sealcoat Parking Lots						
Use of City Reserves for City Hall / BTRCC Roofing Renovation						
Use of City Reserves for BTRCC Ball Room Flooring						
Use of City Reserves for City Hall Fountain Renovation						
FY 15/16 Revenues Available for Capital Projects & St. Maint.						
		2,146,798	966,540	685,522	60,000	3,858,860
Gas Tax Expenditure for Street Lighting						
Transfer to GF for Street Maintenance						
Transfer to GF for Public Works						
Transfer to CIP - Street Maintenance MOE						
Total Transfers from GF & Restricted Funds						
		-	(496,026)	(523,971)	-	(1,019,997)

# CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

6/30/2017	Estimated Fund Balance	410 CIP	210 GAS TAX	212 MEASURE M	214 AQMD	Total All Funds
<b>FY 2017/18</b>	<b>Estimated Revenue</b>	<b>204,377</b>	<b>1,039,387</b>	<b>46,379</b>	<b>130,503</b>	<b>1,420,643</b>
	Interest Income	-	1,356,923	708,144	60,000	2,125,067
	APM	450,000	-	-	-	450,000
	HBP	45,000	-	-	-	45,000
	CDBG	267,000	-	-	-	267,000
	Project V	23,000	-	-	-	23,000
	Use of Park Funds	120,000	-	-	-	120,000
	Use of City Reserves for Chiquita Ridge Habitat Restoration Plan	207,000	-	-	-	207,000
	Use of City Reserves for Chiquita Ridge Open Space Assessment	90,000	-	-	-	90,000
	Use of City Reserves for Median Hardscape Renovation	143,000	-	-	-	143,000
	Use of City Reserves for El Paseo Corridor Improvements	60,000	-	-	-	60,000
	Use of City Reserves for City Hall Landscape Renovation	180,000	-	-	-	180,000
	Use of City Reserves for City Hall /BTRCC Interior Painting	60,000	-	-	-	60,000
	Use of City Reserves for City Hall /BTRCC Interior Painting	49,000	-	-	-	49,000
	Use of City Reserves for City Hall /BTRCC Stain & Seal Exterior Wood	30,000	-	-	-	30,000
	Use of City Reserves for City Hall Holiday Tree/Decorations	-	-	-	-	-
	FY 15/16 Revenues Available for Capital Projects & St. Maint.	1,724,000	1,356,923	708,144	60,000	3,849,067
	Gas Tax Expenditure for Street Lighting	-	(280,008)	-	-	(280,008)
	Transfer to GF for Street Maintenance	(390,747)	(84,000)	(517,743)	-	(992,490)
	Transfer to GF for Public Works	-	(139,239)	-	-	(139,239)
	Transfer to CIP - Street Maintenance MOE	390,747	-	-	-	390,747
	Total Transfers from GF & Restricted Funds	-	(503,247)	(517,743)	-	(1,020,990)
	<b>BUDGET</b>					
410-900-911.000	Annual Slurry Seal Program	385,000	(385,000)	-	-	(385,000)
410-900-913.007	Antonio Pkwy. Pavement Rehab	522,000	(310,000)	-	-	(522,000)
410-900-913.010	SMP Pavement Rehabilitation	578,000	(340,000)	-	-	(578,000)
410-900-913.011	Avenida Empresa Pavement Rehabilitation	330,000	(175,000)	(155,000)	-	(330,000)
410-900-915.000	Median Hardscape Renovation	273,000	(130,000)	-	-	(273,000)
410-900-916.002	Auto Center Drive Signage	80,000	(80,000)	-	-	(80,000)
410-900-918.002	City Hall Landscaping Renovation	180,000	-	-	-	(180,000)
NEW	El Paseo Corridor Improvements	60,000	(60,000)	-	-	(60,000)
410-900-921.003	SMP Signal & Equipment Upgrade	10,000	-	-	(10,000)	(10,000)
410-900-921.004	Antonio Pkwy. Signal & Equipment Upgrade	10,000	-	-	(10,000)	(10,000)
410-900-921.005	Traffic Signal Enhancements	38,000	-	(38,000)	-	(38,000)
410-900-931.004	SMP Bridge Hinge Repair (Westbound)	95,000	(50,000)	-	-	(95,000)
410-900-934.007	ADA Curb Ramp Installation	145,000	(28,000)	-	-	(145,000)
410-900-934.009	Verde Laguna Sidewalk & Landscape	245,000	(150,000)	-	-	(245,000)
410-900-951.007	City Hall IT/Server Room Fire Suppression System	49,000	(49,000)	-	-	(49,000)
410-900-951.013	BTRCC Youth Lounge Courtyard Improvement	70,000	-	-	-	(70,000)
NEW	City Hall / BTRCC Interior Painting	60,000	-	-	-	(60,000)
NEW	City Hall / BTRCC Stain & Seal Exterior Wood	30,000	-	-	-	(30,000)
410-900-952.001	Chiquita Ridge Open Space Assessment	90,000	-	-	-	(90,000)
410-900-952.002	Chiquita Ridge Habitat Restoration	207,000	-	-	-	(207,000)
410-900-940.001	Transit Planning Feasibility Study	26,000	(3,000)	-	-	(26,000)
410-900-970.004	CCTV Inspection of Storm Drain System	210,000	(210,000)	-	-	(210,000)
NEW	Skate Park Renovations	50,000	-	-	-	(50,000)
	Total Capital Projects Expenditures	-	(1,806,000)	(193,000)	(20,000)	(3,743,000)
	Total Capital Expenditures & Street Maintenance	3,743,000	(1,806,000)	(193,000)	(20,000)	(3,743,000)
	4,735,490					
<b>6/30/2018</b>	<b>Estimated Fund Balance</b>	<b>204,377</b>	<b>87,063</b>	<b>43,750</b>	<b>170,503</b>	<b>505,720</b>

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2017/18 through 2023/2024**  
**Exhibit 1**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 17/18	Year 2 18/19	Year 3 19/20	Year 4 20/21	Year 5 21/22	Year 6 22/23	Year 7 23/24
<b>STREET IMPROVEMENT/MAINTENANCE PROJECTS</b>										
	Street Maintenance Program	General Fund Reserves (MOE)	\$ 3,445	\$ 391	\$ 429	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525
		Measure M	\$ 3,841	\$ 519	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554	\$ 554
		Gas Tax	\$ 624	\$ 84	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90
	<b>TOTAL</b>		<b>\$ 7,909</b>	<b>\$ 993</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>
1	Annual Slurry Seal Program	Gas Tax	\$ 3,135	\$ 385	\$ 404	\$ 424	\$ 446	\$ 468	\$ 491	\$ 516
			\$ -							
	<b>TOTAL</b>		<b>\$ 3,135</b>	<b>\$ 385</b>	<b>\$ 404</b>	<b>\$ 424</b>	<b>\$ 446</b>	<b>\$ 468</b>	<b>\$ 491</b>	<b>\$ 516</b>
2	Annual Slurry Seal: 410-900-911.000	Measure M	\$ 1,500		\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
	Annual Residential Overlay	Gas Tax	\$ 1,500		\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
	<b>TOTAL</b>		<b>\$ 3,000</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>
	Account: 410-900-912.000	Gas Tax	\$ 388		\$ 60	\$ 62	\$ 64	\$ 66	\$ 68	\$ 70
3	Annual Concrete Repair Program	Gas Tax	\$ -							
	<b>TOTAL</b>		<b>\$ -</b>							
	Account: 410-900-934.001		\$ 388		\$ 60	\$ 62	\$ 64	\$ 66	\$ 68	\$ 70
4	Americans with Disabilities Act (ADA) Curb Ramp Installation Project	CDBG	\$ 117	\$ 117						
		Gas Tax	\$ 28	\$ 28						
	<b>TOTAL</b>		<b>\$ 145</b>	<b>\$ 145</b>						
	Account: 410-900-934.007	Gas Tax	\$ 1,106	\$ 175	\$ 285	\$ 646				
5	Avenida Empresa Pavement Rehabilitation	Measure M	\$ 155	\$ 155						
	Limits: FY 17/18 Antonio Parkway to Bandares		\$ 1,261	\$ 330	\$ 285	\$ 646				
	<b>TOTAL</b>		<b>\$ 1,416</b>	<b>\$ 485</b>	<b>\$ 440</b>	<b>\$ 646</b>				
6	Santa Margarita Parkway Pavement Rehabilitation	APM	\$ 238	\$ 238						
	Limits: Buena Suerte to Plano Trabuco (Eastbound Lanes)	Gas Tax	\$ 340	\$ 340						
	<b>TOTAL</b>		<b>\$ 578</b>	<b>\$ 578</b>						
7	Antonio Parkway Pavement Rehabilitation	APM	\$ 212	\$ 212						
	Limits: Tijeras Creek to Via Ladera	Gas Tax	\$ 310	\$ 310						
	<b>TOTAL</b>		<b>\$ 522</b>	<b>\$ 522</b>						
8	Vereda Laguna Sidewalk and Landscape Improvements	CDBG	\$ 150	\$ 150						
	Sidewalk imp. on Vereda Laguna at Trabuco Mesa Elementary School	Gas Tax	\$ 95	\$ 95						
	<b>TOTAL</b>		<b>\$ 245</b>	<b>\$ 245</b>						
	Account:	Measure M	\$ 680					\$ 369	\$ 311	
9	Aventura Pavement Rehabilitation		\$ -							
	Limits: Avenida de Las Banderas to end (cul-de-sac)		\$ 680					\$ 369	\$ 311	
	<b>TOTAL</b>		<b>\$ 680</b>					<b>\$ 369</b>	<b>\$ 311</b>	
	Account:	Measure M	\$ 258					\$ 258		
10	Comercio Pavement Rehabilitation		\$ -							
	<b>TOTAL</b>		<b>\$ 258</b>					<b>\$ 258</b>		
	Account:	Gas Tax	\$ 429		\$ 161	\$ 268				
11	Avenida de Las Flores Slurry Seal		\$ -							
	Limits: Santa Margarita Parkway to Antonio Parkway		\$ 429		\$ 161	\$ 268				
	<b>TOTAL</b>		<b>\$ 429</b>		<b>\$ 161</b>	<b>\$ 268</b>				
12	Antonio Parkway Pavement Rehabilitation	Gas Tax	\$ 727		\$ 727					
	Limits: Via Ladera to Ave de Las Banderas		\$ -							
	<b>TOTAL</b>		<b>\$ 727</b>		<b>\$ 727</b>					
	Account:	Gas Tax	\$ 872		\$ 436	\$ 436				
13	Antonio Parkway Overlay (Alas de Paz to Santa Margarita Parkway)		\$ -							
	Alas De Paz Overlay (Antonio Parkway to Plano Trabuco)		\$ 872		\$ 436	\$ 436				
	<b>TOTAL</b>		<b>\$ 872</b>		<b>\$ 436</b>	<b>\$ 436</b>				
	Account:	Gas Tax	\$ 150		\$ 150					
14	Plano Trabuco Overlay (Alas de Paz to Santa Margarita Parkway)	Measure M	\$ 150		\$ 150					
	Limits: La Promesa (Antonio to Richard Reece Way)		\$ 300		\$ 300					
	<b>TOTAL</b>		<b>\$ 300</b>		<b>\$ 300</b>					
	Account: 410-900-913.009	Gas Tax	\$ 1,000		\$ 500	\$ 500				
15	Antonio Parkway Pavement Rehabilitation		\$ -							
	Limits: Ave de Las Banderas to Avenida Empresa		\$ 1,000		\$ 500	\$ 500				
	<b>TOTAL</b>		<b>\$ 1,000</b>		<b>\$ 500</b>	<b>\$ 500</b>				

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2017/18 through 2023/2024**  
**Exhibit 1**

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 17/18	Year 2 18/19	Year 3 19/20	Year 4 20/21	Year 5 21/22	Year 6 22/23	Year 7 23/24
16	<b>Antonio Parkway Slurry Seal</b> Limits: Santa Margarita Parkway to Avenida de Las Flores Account:	Gas Tax	\$ 168	\$ 168						
	<b>TOTAL</b>		\$ 168	\$ 168						
17	<b>Arroyo Vista Pavement Rehabilitation</b> Limits: Avenida Empresa to end (Tijeras Creek Golf Club) Account:	Gas Tax	\$ 1,370	\$ 80	\$ 430	\$ 430	\$ 430	\$ 430		
	<b>TOTAL</b>		\$ 1,370	\$ 80	\$ 430	\$ 430	\$ 430	\$ 430		
18	<b>Gilberto &amp; Esperanza Overlay</b> Account:	Measure M	\$ 165					\$ 165		
	<b>TOTAL</b>		\$ 165					\$ 165		
19	<b>Trabuco Canyon Road Pavement Rehabilitation</b> Limits: Plano Trabuco Drive to City Limits Account:	Gas Tax	\$ 202				\$ 202			
	<b>TOTAL</b>		\$ 202				\$ 202			
20	<b>Avenida de Las Banderas Slurry Seal</b> Limits: Avenida Empresa to Alma Aldea/Avenida de Las Flores Account:	Gas Tax	\$ 163		\$ 163					
	<b>TOTAL</b>		\$ 163		\$ 163					
<b>SPECIAL PROJECTS</b>										
21	<b>Chiquita Ridge Habitat Restoration</b> 82.9 Acre Upper Oso Habitat Restoration Per Approved Restoration Plan Account: 410-900-952.002	General Fund Reserves	\$ 557	\$ 207	\$ 190	\$ 160				
	<b>TOTAL</b>		\$ 557	\$ 207	\$ 190	\$ 160				
22	<b>Chiquita Ridge Open Space Assessment</b> Feasibility Study Account: 410-900-952.001	General Fund Reserves	\$ 90	\$ 90						
	<b>TOTAL</b>		\$ 90	\$ 90						
23	<b>Citywide CCTV Inspection Of Storm Drain System</b> Account:	Measure M	\$ -							
	<b>TOTAL</b>		\$ 210	\$ 210						
24	<b>Skate Park Improvement</b> Account:	Park Fees	\$ 50	\$ 50						
	<b>TOTAL</b>		\$ 50	\$ 50						
25	<b>Citywide Storm Drain Master Plan Update</b> Study of Citywide Storm Drain System Account:	Measure M	\$ 250		\$ 250					
	<b>TOTAL</b>		\$ 250		\$ 250					
<b>LANDSCAPE / RENOVATION PROJECTS</b>										
26	<b>City Hall / BTRCC Landscaping Renovation</b> (Frontage Improvements Along La Miranda, El Paseo, Richard Reese Way) Account: 410-900-918.002	General Fund Reserves	\$ 180	\$ 180						
	<b>TOTAL</b>		\$ 180	\$ 180						
27	<b>Median Hardscape Renovation</b> Pressure wash and stain existing stamped concrete in medians (Year 1: Remainder of Antonio Parkway without corners/bus stops) Account: 410-900-915.000	Measure M	\$ 25	\$ 25						
	<b>TOTAL</b>		\$ 259	\$ 143	\$ 116					
28	<b>Traffic Signal Enhancements</b> LED upgrade, painting, bases, etc. at SMP/El Paseo Account: 410-900-921.005	Gas Tax	\$ 220	\$ 130	\$ 90					
	<b>TOTAL</b>		\$ 504	\$ 273	\$ 231					
29	<b>El Paseo Corridor Improvements</b> El Paseo from Santa Margarita Parkway to Richard Reese Way (Year 1: Study)	Measure M	\$ 76	\$ 38	\$ 38					
	<b>TOTAL</b>		\$ 76	\$ 38	\$ 38					
30	<b>Alicia Parkway and Santa Margarita Parkway Gateway Improvements</b> Easterly Corners Account: 410-900-916.001	General Fund Reserves	\$ 660	\$ 60	\$ 200	\$ 200	\$ 200			
	<b>TOTAL</b>		\$ 660	\$ 60	\$ 200	\$ 200	\$ 200			
31	<b>Antonio Parkway Gateway Improvements</b> Median Installation from Southerly City Limits to Bridge	General Fund Reserves	\$ 100		\$ 100					
	<b>TOTAL</b>		\$ 100		\$ 100					
	<b>CTFP-Tier 1</b>		\$ 150		\$ 80	\$ 734	\$ 150			
	<b>TOTAL</b>		\$ 964		\$ 80	\$ 884				

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
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No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 17/18	Year 2 18/19	Year 3 19/20	Year 4 20/21	Year 5 21/22	Year 6 22/23	Year 7 23/24
<b>CITY HALL &amp; BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS</b>										
32	Interior Painting - City Hall / BTRCC Facility Maintenance - BTRCC in FY 17/18	General Fund Reserves	\$ 60	\$ 60						
	<b>TOTAL</b>		\$ 60	\$ 60						
33	BTRCC Youth Lounge Courtyard Improvement Facility Maintenance - BTRCC in FY 17/18	Park Fees	\$ 70	\$ 70						
	<b>TOTAL</b>		\$ 70	\$ 70						
34	Stain and Seal Exterior Wood Trimming Facility Maintenance	General Fund Reserves	\$ 30	\$ 30						
	<b>TOTAL</b>		\$ 30	\$ 30						
35	City Hall IT/Server Room Fire Suppression System Retrofitting existing fire suppression system Account: 410-900-951.007	General Fund Reserves	\$ 49	\$ 49						
	<b>TOTAL</b>		\$ 49	\$ 49						
36	Not Used									
	<b>TOTAL</b>		\$ -	\$ -						
37	Renovation of City Hall/BTRCC Ledges Account: 410-900-951.006	General Fund Reserves	\$ 25		\$ 25					
	<b>TOTAL</b>		\$ 25		\$ 25					
38	City Hall & BTRCC Flooring/Carpeting BTRCC (Phase 1-Completed); City Hall (Phase 2), Council Chambers (Phase 3) Account: 410-900-951.006	General Fund Reserves	\$ 173			\$ 143	\$ 30			
	<b>TOTAL</b>		\$ 173			\$ 143	\$ 30			
39	BTRCC Kitchen Renovation Facility Maintenance	General Fund Reserves	\$ 40		\$ 40					
	<b>TOTAL</b>		\$ 40		\$ 40					
40	City Hall / BTRCC Roofing Renovation Facility Maintenance	General Fund Reserves	\$ 40			\$ 40				
	<b>TOTAL</b>		\$ 40			\$ 40				
41	HVAC Unit Upgrades Facility Maintenance	General Fund Reserves	\$ 500				\$ 500			
	<b>TOTAL</b>		\$ 500				\$ 500			
42	Sealcoat of City Hall & BTRCC Parking Lots	General Fund Reserves	\$ 20					\$ 20		
	<b>TOTAL</b>		\$ 20					\$ 20		
<b>TRAFFIC IMPROVEMENT PROJECTS</b>										
43	Santa Margarita Pkwy. Signal and Equipment Upgrades Regional Traffic Signal Synchronization Program (in-kind match) Account: 410-900-921.003	AQMD	\$ 10	\$ 10						
	<b>TOTAL</b>		\$ 10	\$ 10						
44	Antonio Parkway Signal and Equipment Upgrades Regional Traffic Signal Synchronization Program (in-kind match) Account: 410-900-921.004	AQMD	\$ 10	\$ 10						
	<b>TOTAL</b>		\$ 10	\$ 10						
45	Transit Planning Feasibility Study Account: 410-900-921.003	Project V Gas Tax	\$ 23	\$ 23						
	<b>TOTAL</b>		\$ 23	\$ 23						
46	Not Used									
	<b>TOTAL</b>		\$ -	\$ -						
47	Auto Center Drive Signage Freeway Off-Ramp Signage to include Auto Center Drive	Gas Tax	\$ 80	\$ 80						
	<b>TOTAL</b>		\$ 80	\$ 80						

**City of Rancho Santa Margarita**  
**Seven-Year Capital Improvement Program and Street Maintenance Program**  
**Fiscal Years 2017/18 through 2023/2024**  
**Exhibit 1**

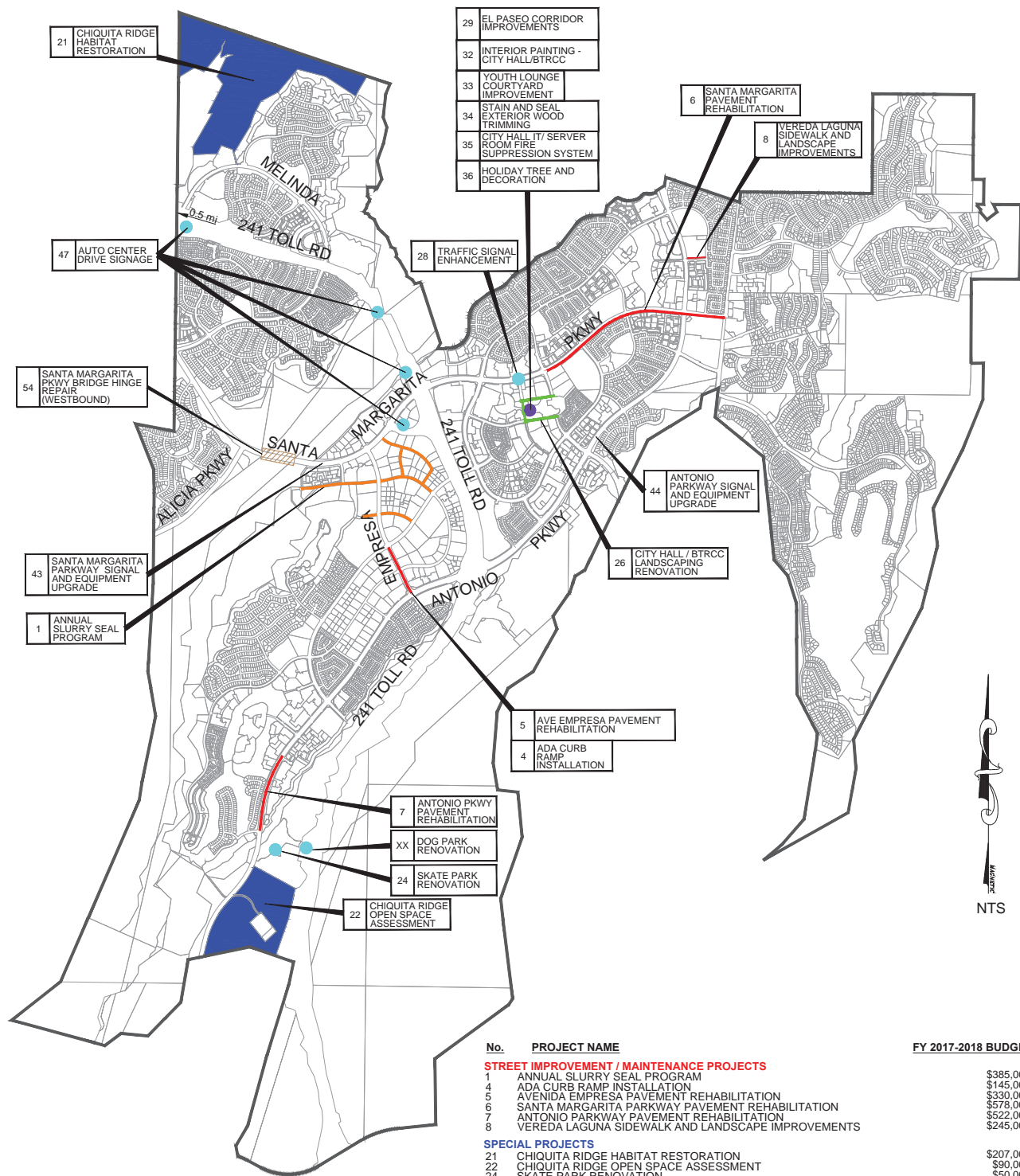
No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 17/18	Year 2 18/19	Year 3 19/20	Year 4 20/21	Year 5 21/22	Year 6 22/23	Year 7 23/24
48	<b>Citywide Red Curb Evaluation</b> Regional Traffic Signal Synchronization Program Account: 410-900-921.004	Gas Tax	\$ 66	\$	\$ 66					
	<b>TOTAL</b>		\$ 66		\$ 66					
49	<b>Traffic Signal Battery Backup System (Phase 3)</b> Account: 410-900-923.003	Gas Tax	\$ 135	\$	\$ 135					
	<b>TOTAL</b>		\$ 135		\$ 135					
50	<b>Emergency Vehicle Pre-emption (Phase 3)</b> Installation of traffic signal pre-emption equipment Account: 410-900-954.005	Gas Tax	\$ 170	\$	\$ 170					
	<b>TOTAL</b>		\$ 170		\$ 170					
51	<b>General STOP Line Location Corrective Striping</b> Citywide Account: 410-900-	Gas Tax	\$ 17	\$	\$ 17					
	<b>TOTAL</b>		\$ 17		\$ 17					
52	<b>Santa Margarita Parkway Traffic Signal Cameras</b> Install traffic signal cameras at various signalized intersections Account: 410-900-923.004	AQMD	\$ 78			\$ 78				
	<b>TOTAL</b>		\$ 78			\$ 78				
53	<b>No Parking Signage on Santa Margarita Pkwy and Antonio Pkwy</b> Refresh "No Parking" signs Account: 410-900-	Gas Tax	\$ 63			\$ 63				
	<b>TOTAL</b>		\$ 63			\$ 63				
<b>BRIDGE PROJECTS</b>										
54	<b>SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound)</b> (Design, Environmental, Construction) Account: 410-900-931.004	HBP** Gas Tax Measure M	\$ 2,382 \$ 205 \$ 155	\$ 45 \$ 50 \$ 155	\$ 2,337 \$ 155					
	<b>TOTAL</b>		\$ 2,742	\$ 95	\$ 2,647					
55	<b>SANTA MARGARITA PKWY. BRIDGE (Eastbound)</b> (Design, Environmental, Construction) Account:	HBP** Gas Tax Measure M	\$ 1,270 \$ 83 \$ 103		\$ 211 \$ 14 \$ 20	\$ 211 \$ 14 \$ 20		\$ 1,059 \$ 69 \$ 69		
	<b>TOTAL</b>		\$ 1,456		\$ 239	\$ 239		\$ 1,197		
56	<b>ANTONIO PKWY. BRIDGE</b> (Design, Environmental, Construction) Account:	HBP** Gas Tax Measure M	\$ 521 \$ 34 \$ 34		\$ 101 \$ 7 \$ 7	\$ 101 \$ 7 \$ 7		\$ 420 \$ 27 \$ 27		
	<b>TOTAL</b>		\$ 589		\$ 115	\$ 115		\$ 474		
<b>SUBTOTAL CAPITAL PROJECTS EXPENDITURES</b>										
			\$ 25,698	\$ 3,743	\$ 7,993	\$ 5,126	\$ 2,434	\$ 3,947	\$ 1,369	\$ 1,085
<b>TOTAL CAPITAL PROJECTS &amp; STREET MAINTENANCE EXPENDITURES</b>										
			\$ 33,607	\$ 4,736	\$ 9,066	\$ 6,294	\$ 3,603	\$ 5,116	\$ 2,538	\$ 2,254

**Notes:**  
 \*\* Federal HBP funds for WB SMP Bridge for Design is secured. Other HBP funding, such as for construction, is programmed/not authorized for expenditure.

City of Rancho Santa Margarita  
Seven-Year Capital Improvement Program and Street Maintenance Program  
Fiscal Years 2017/18 through 2023/2024  
Exhibit 1

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 17/18	Year 2 18/19	Year 3 19/20	Year 4 20/21	Year 5 21/22	Year 6 22/23	Year 7 23/24
<b>CIP FUND EXPENDITURES (WITHOUT MAINTENANCE)</b>										
			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	
			17/18	18/19	19/20	20/21	21/22	22/23	23/24	
	Gas Tax		\$1,806	\$4,018	\$3,037	\$1,454	\$1,310	\$809	\$835	
	Measure M		\$193	\$888	\$271	\$250	\$1,138	\$561	\$250	
	AQMD		\$20	\$0	\$78	\$0	\$0	\$0	\$0	
	CDBG		\$267	\$0	\$0	\$0	\$0	\$0	\$0	
	Park Fees		\$120	\$0	\$0	\$0	\$0	\$0	\$0	
	APM		\$450	\$0	\$0	\$0	\$0	\$0	\$0	
	HBP**		\$45	\$2,337	\$312	\$0	\$1,479	\$0	\$0	
	Project V		\$23	\$0	\$0	\$0	\$0	\$0	\$0	
	General Fund Reserves		\$819	\$751	\$1,277	\$730	\$20	\$0	\$0	
	<b>TOTAL CAPITAL PROJECTS</b>		<b>\$3,743</b>	<b>\$7,993</b>	<b>\$4,976</b>	<b>\$2,434</b>	<b>\$3,947</b>	<b>\$1,369</b>	<b>\$1,085</b>	
	<b>STREET MAINTENANCE</b>		<b>\$993</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>\$4,736</b>	<b>\$9,066</b>	<b>\$6,144</b>	<b>\$3,603</b>	<b>\$5,116</b>	<b>\$2,538</b>	<b>\$2,254</b>	
<b>CATEGORY EXPENDITURES (WITHOUT MAINTENANCE)</b>										
			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	
			17/18	18/19	19/20	20/21	21/22	22/23	23/24	
	STREET IMPROVEMENT/MAINTENANCE PROJECTS		\$ 2,205	\$ 3,785	\$ 3,266	\$ 1,641	\$ 2,256	\$ 1,369	\$ 1,085	
	SPECIAL PROJECTS		\$ 557	\$ 440	\$ 160	\$ -	\$ -	\$ -	\$ -	
	LANDSCAPE / RENOVATION PROJECTS		\$ 551	\$ 649	\$ 1,084	\$ 200	\$ -	\$ -	\$ -	
	CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS		\$ 209	\$ 40	\$ 183	\$ 530	\$ 20	\$ -	\$ -	
	TRAFFIC IMPROVEMENT PROJECTS		\$ 126	\$ 388	\$ 78	\$ 63	\$ -	\$ -	\$ -	
	BRIDGE PROJECTS		\$ 95	\$ 2,667	\$ 354	\$ -	\$ 1,671	\$ -	\$ -	
	<b>CIP FUND EXPENDITURES SUBTOTAL</b>		<b>\$ 3,743</b>	<b>\$ 7,968</b>	<b>\$ 5,126</b>	<b>\$ 2,434</b>	<b>\$ 3,947</b>	<b>\$ 1,369</b>	<b>\$ 1,085</b>	





No.	PROJECT NAME	FY 2017-2018 BUDGET
<b>STREET IMPROVEMENT / MAINTENANCE PROJECTS</b>		
1	ANNUAL SLURRY SEAL PROGRAM	\$385,000
4	ADA CURB RAMP INSTALLATION	\$145,000
5	AVENIDA EMPRESA PAVEMENT REHABILITATION	\$330,000
6	SANTA MARGARITA PARKWAY PAVEMENT REHABILITATION	\$578,000
7	ANTONIO PARKWAY PAVEMENT REHABILITATION	\$522,000
8	VEREDA LAGUNA SIDEWALK AND LANDSCAPE IMPROVEMENTS	\$245,000
<b>SPECIAL PROJECTS</b>		
21	CHIQUITA RIDGE HABITAT RESTORATION	\$207,000
22	CHIQUITA RIDGE OPEN SPACE ASSESSMENT	\$90,000
24	SKATE PARK RENOVATION	\$50,000
<b>LANDSCAPE / RENOVATION PROJECTS</b>		
26	CITY HALL / BTRCC LANDSCAPING RENOVATION	\$180,000
28	TRAFFIC SIGNAL ENHANCEMENTS	\$38,000
29	EL PASEO CORRIDOR IMPROVEMENTS	\$60,000
<b>CITY HALL &amp; BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS</b>		
32	INTERIOR PAINTING - CITY HALL / BTRCC	\$60,000
33	BTRCC YOUTH LOUNGE COURTYARD IMPROVEMENTS	\$70,000
34	STAIN AND SEAL EXTERIOR WOOD TRIMMING	\$30,000
35	CITY HALL IT/ SERVER ROOM FIRE SUPPRESSION SYSTEM	\$49,000
36	HOLIDAY TREE AND DECORATION	\$20,000
<b>TRAFFIC IMPROVEMENT PROJECTS</b>		
43	SANTA MARGARITA PKWY SIGNAL AND EQUIPMENT UPGRADES	\$10,000
44	ANTONIO PKWY SIGNAL AND EQUIPMENT UPGRADES	\$10,000
47	AUTO CENTER DRIVE SIGNAGE	\$80,000
<b>BRIDGE PROJECTS</b>		
54	SANTA MARGARITA PKWY BRIDGE HINGE REPAIR (WESTBOUND)	\$95,000

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

23	CCTV INSPECTION OF STORM DRAIN SYSTEM (SPECIAL)	\$210,000
27	MEDIAN HARDSCAPE RENOVATION (LANDSCAPE/RENOVATION)	\$273,000
45	TRANSIT PLANNING FEASIBILITY STUDY (TRAFFIC)	\$26,000



## FISCAL YEAR 2017/18 CAPITAL IMPROVEMENT PROGRAM PROJECT MAP

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# *Appendices*

*City of Rancho Santa Margarita, California*

APPENDICES



## **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 continue 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 87.0% of the FY 2017-18 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

---

**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>
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
2017-18	\$18,819,087	\$13,207,484	\$5,611,603

RESOLUTION NO. 17-06-14-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
RANCHO SANTA MARGARITA, CALIFORNIA,  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR  
FISCAL YEAR 2017/18

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

WHEREAS, Article XIII B 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 XIII B of the California Constitution; and

WHEREAS, an appropriations limit for Fiscal Year 2016/17 was approved on June 8, 2016; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2017/18 is based on the approved appropriations limit for Fiscal Year 2016/17, adjusted using appropriations limit factors for Fiscal Year 2017/18, as they relate to budgeted revenues to be received in Fiscal Year 2017/18; and

WHEREAS, Article XIII B 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 2017/18 shall be \$18,819,087 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 2017/18 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2017/18 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 14<sup>TH</sup> DAY OF JUNE 2017.

  
\_\_\_\_\_  
CAROL A. GAMBLE, 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 14<sup>th</sup> day of June, 2017, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

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

**City of Rancho Santa Margarita**

**Gann Limit**

**FY 2017-18**

**Budgeted Revenues 17-18**

	<b>Proceeds of Taxes</b>	<b>Non-Proceeds of Taxes</b>	<b>Total</b>
<b>GENERAL FUND</b>			
Property Tax	2,441,726	-	2,441,726
Sales Tax	6,609,270	-	6,609,270
Real Property Transfer Tax	310,000	-	310,000
Franchise Fees-Cable TV	-	779,100	779,100
Franchise Fees-Gas	-	63,294	63,294
Franchise Fees-Electricity	-	384,261	384,261
Franchise Fees-Refuse Collect	-	169,817	169,817
Motor Vehicle License Fee	-	22,006	22,006
Property Tax In-Lieu of VLF	4,503,988	-	4,503,988
State Mandated Costs Reimbursement	-	13,431	13,431
Beverage Container Recycling	-	-	-
Solid Waste Fees	-	2,610	2,610
Building Permit Fees	-	280,000	280,000
Bldg-Plan Check Fees	-	100,000	100,000
Site Development Permits	-	3,746	3,746
Site Development Deposits	-	60,000	60,000
Planning-Plan Check Fees	-	39,900	39,900
Other Planning Revenues	-	2,967	2,967
CDBG Grant	-	94,425	94,425
Engineering Permits	-	62,723	62,723
AB 939 Solid Waste Recycling	-	82,013	82,013
Waste Disposal Agrmt. Revenue	-	71,562	71,562
Solid Waste Diversion Permits	-	10,987	10,987
Court Fines	-	65,114	65,114
Parking Citation Revenue	-	79,474	79,474
Parking Citation Revenue - DMV	-	10,561	10,561
Miscellaneous Police Grants	-	-	-
Community Services Revenue	-	5,125	5,125
Sponsorships	-	50,000	50,000
BTRCC Program Revenue	-	240,000	240,000
BTRCC Rental Revenue	-	157,444	157,444
Misc. Revenue	-	74,376	74,376
Senior Mobility Grant	-	27,022	27,022
Investment Earnings	77,338	-	77,338
<b>Total General Fund</b>	<b>13,942,322</b>	<b>2,951,958</b>	<b>16,894,280</b>
<b>SPECIAL REVENUE FUNDS</b>			
Gasoline	-	1,349,731	1,349,731
Interest	-	7,192	7,192
Measure M	-	704,603	704,603
Interest	-	3,541	3,541
Air Quality	-	59,700	59,700
Interest	-	300	300
Local Park Trust Fund	-	-	-
Interest	-	-	-
SLSF	-	99,500	99,500
Interest	-	500	500
Cable PEG Fees	-	-	-
Interest	-	-	-
<b>CAPITAL PROJECTS FUND</b>	-	<b>785,000</b>	<b>785,000</b>
<b>Total Other Funds</b>	-	<b>3,010,067</b>	<b>3,010,067</b>
<b>Total Revenue</b>	<b>13,942,322</b>	<b>5,962,025</b>	<b>19,904,347</b>
Appropriations Excluded From Limit	(734,838)		
<b>NET APPROPRIATIONS SUBJECT TO LIMIT</b>	<b>13,207,484</b>		
FY 2016-17 APPROPRIATIONS LIMIT	<u>18,025,003</u>		
FY 2017-18 Appropriations Limit Factor	1.044055 (1)		
<b>FY 2017-18 CALCULATED APPROPRIATIONS LIMIT</b>	<u><b>18,819,087</b></u>		
<b>FY 2017-18 APPROPRIATIONS UNDER LIMIT</b>	<u><b>5,611,603</b></u>		

(1) - Source - California Dept of Finance-Orange County (1.0369 x 1.0069 = 1.044055)

RESOLUTION NO. 17-06-14-04

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 2017/18

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 2017/18 to the City Council; and

WHEREAS, the City Council set June 14, 2017, as the date of the public hearing to consider the FY 2017/18 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 \$27,294,599 for Fiscal Year 2017/18 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 \$24,338,167 during FY 2017/18.

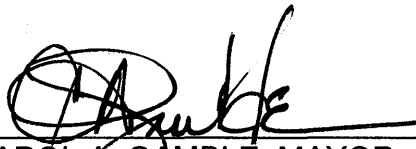
SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$137,247 for technology expenditures, reserves designated for council strategic are allocated in the amount of \$472,000 for Council strategic expenditures, reserves designated for facilities are allocated in the amount of \$319,000, and reserves designated for infrastructure are allocated in the amount of \$203,000. The amount of \$814,114 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 2017/18 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 2017-2018" 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 2017-2018" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 14<sup>TH</sup> DAY OF JUNE 2017.

  
\_\_\_\_\_  
CAROL A. GAMBLE, MAYOR

#### CERTIFICATE OF ATTESTATION AND ORIGINALITY

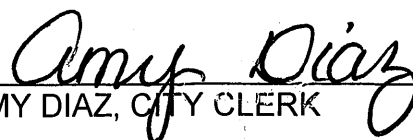
I, Amy Diaz, City Clerk of the City of Rancho Santa Margarita, California, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Rancho Santa Margarita City Council at its regular meeting held on the 14<sup>th</sup> day of June, 2017, by the following vote:

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

NOES: None (0)

ABSTAIN: None (0)

ABSENT: None (0)

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



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