

City of Rancho Santa Margarita California

Adopted Operating Budget & Capital Improvement Plan



2018-2019

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Introduction

City of Rancho Santa Margarita, California





CITY OF RANCHO SANTA MARGARITA

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June 30, 2018

Honorable Mayor and Members of the City Council:

I am pleased to present the Fiscal Year 2018-19 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 2018-19 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 2018-19 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 \$176,100. Major General Fund revenues are estimated to grow by 3.1 percent, mostly attributable to higher growth in property tax. Again 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%.

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 51 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 2018-19 proposed OCSD contract was again significantly higher than the prior year is also projected to increase substantially in subsequent years. In the prior year, the City made necessary reductions throughout the budget including Police Services to allow for the OCSD contract increase that year. Those reductions were continued into FY 18-19; however, due to projected higher revenues in FY 2018-19, no notable reductions to the budget were implemented.

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 21 full-time and twelve part-time employees, accounting for a uniquely low 19 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 million at fiscal year-end. The General Fund reserve, including operating, emergency and restricted, total is \$17,510,307, 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 \$788,557, and includes expenditures for a Sales Tax Mitigation payment to the County of Orange, final year 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 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

Mayor
Michael Vaughn

Mayor Pro Tempore
Jerry Holloway

Council Member
L. Anthony Beall

Council Member
Carol A. Gamble

Council Member
Bradley J. McGirr

City Manager
Jennifer M. Cervantez

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-seven projects totaling \$5,171,000 are planned for Fiscal Year 2018-19, an increase of \$1,428,000 from the previous Fiscal Year. A significant number of these projects utilize special revenue funds such as Gas Tax, AQMD or Measure M funds. Of the \$5,171,000, \$572,000, or 11 percent, is funded with Capital Improvement Program funds or General Fund reserves. The use of reserve funds of \$572,000 has been appropriated towards various CIP projects. 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 2018-19 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	MICHAEL VAUGHN
MAYOR PRO TEM	JERRY HOLLOWAY
COUNCIL MEMBER	L. ANTHONY BEALL
COUNCIL MEMBER	CAROL A. GAMBLE
COUNCIL MEMBER	BRADLEY J. McGIRR

CITY OFFICIALS

CITY MANAGER/CITY TREASURER.....	JENNIFER CERVANTEZ
FINANCE DIRECTOR	STEFANIE TURNER
PUBLIC WORKS DIRECTOR/CITY ENGINEER	STEVE KOOYMAN
PLANNING/COMMUNITY Dev. DIRECTOR	CHERYL KUTA
CITY CLERK	AMY DIAZ
CITY ATTORNEY	GREGORY E. SIMONIAN
CHIEF OF POLICE SERVICES	L.T. JOHN McCULLOCH
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)	49,329
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 1/1/18

(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:

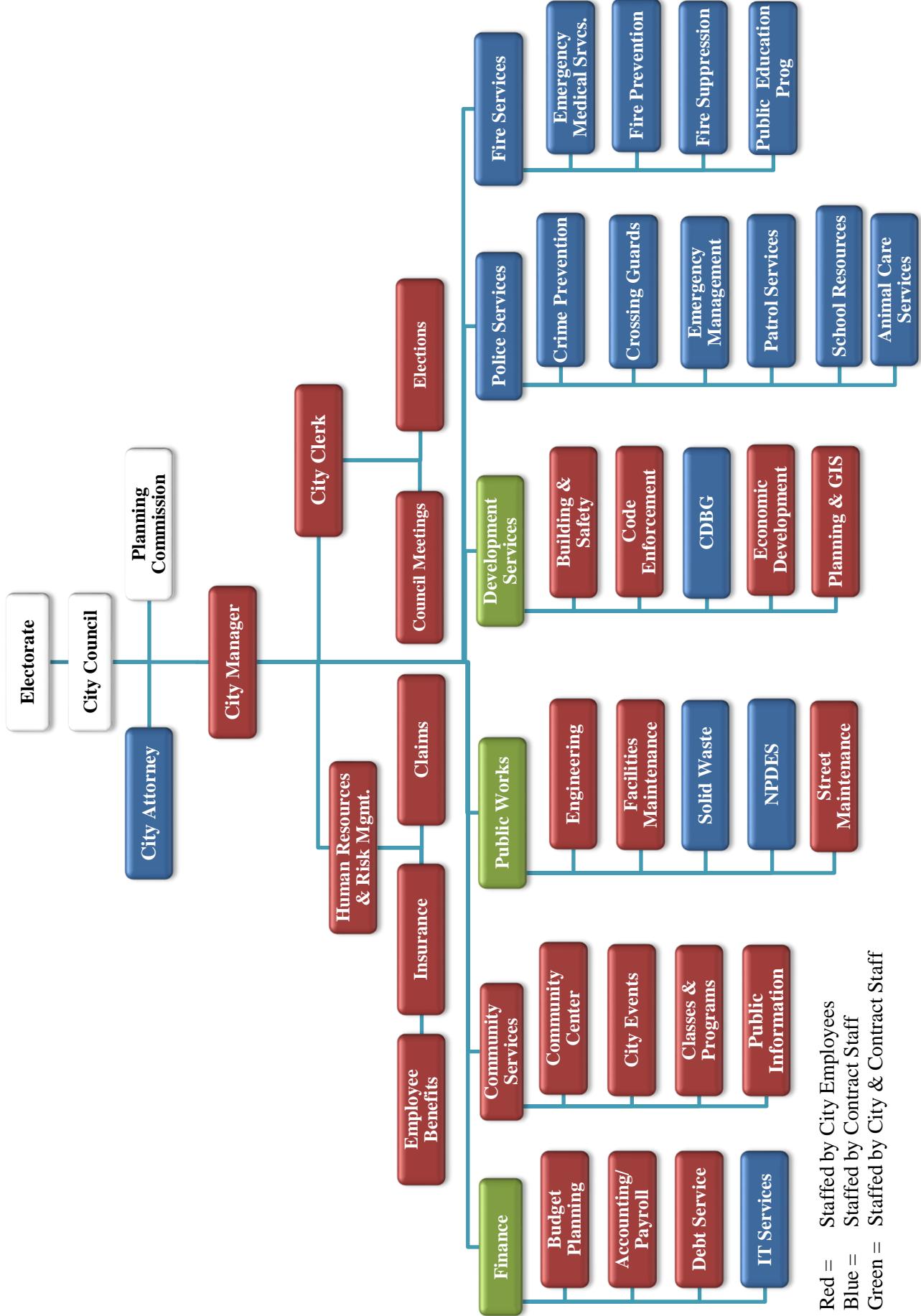
Female	51.1
Male	48.9

(1) As of 4/10/10 census data release. **Estimated population as of 1/1/18 is 49,329**
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.

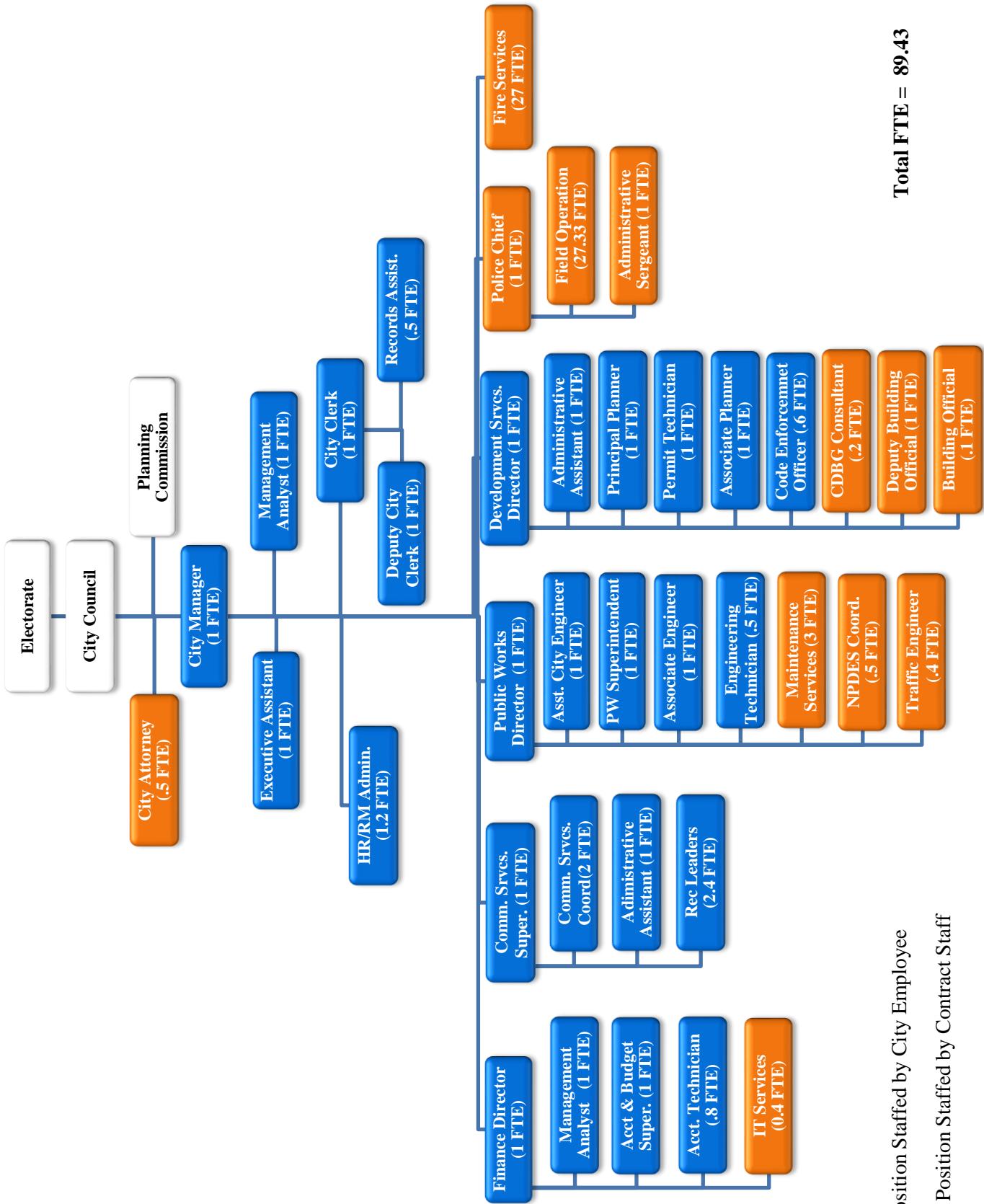
As of May 2018, total unemployment was 2.4%

CITY OF RANCHO SANTA MARGARITA
ORGANIZATION CHART BY DEPARTMENT FUNCTION
as of Fiscal Year 2018-2019



Red = Staffed by City Employees
Blue = Staffed by Contract Staff
Green = Staffed by City & Contract Staff

City of Rancho Santa Margarita
ORGANIZATION CHART BY CITY EMPLOYEES & CONTRACT STAFF
as of Fiscal Year 2018-2019



Blue = Position Staffed by City Employee

Orange = Position Staffed by Contract Staff

<u>City Manager:</u>	City Manager	1.00
	Executive Secretary	1.00
	Management Analyst (CM)	1.00
	City Clerk	1.00
	Deputy City Clerk	1.00
	Records Assistant	0.50
	HR/RiskManagement Administrator	1.20
 <u>City Attorney:</u>	 City Attorney	 0.50
 <u>Finance:</u>	 Finance Director	 1.00
	Management Analyst	1.00
	Accounting & Budget Supervisor	1.00
	Accounting Technician	0.80
	IT Services	0.40
 <u>Community Services:</u>	 Community Services Supervisor	 1.00
	Community Services Coordinator	2.00
	Administrative Assistant	1.00
	Recreation Leaders	2.40
 <u>Police Services:</u>	 Police Chief	 1.00
	Administrative Sergeant	1.00
	Field Operations	27.33
 <u>Development Services:</u>	 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
 <u>Public Works:</u>	 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
 <u>Fire Services:</u>	 Field Operations	 27.00
 <u>TOTAL</u>		 27.00
		 62.43

Budget Summaries

City of Rancho Santa Margarita, California



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

Description	Fund Balance 06/30/14	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/15	Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 06/30/16
General Fund - 100	16,916,384	18,079,802	16,828,937	18,167,249	17,940,681	16,485,021	19,622,909
Special Revenue Funds:							
Gas Tax - 210	1,724,989	1,397,389	1,527,475	1,594,903	1,031,358	833,548	1,792,713
Measure M - 212	327,080	665,002	770,879	221,203	693,667	693,042	221,828
Air Quality Improvement - 214	198,998	61,242	94,257	165,983	63,338	96,818	132,503
CA Law Enforcement Equip - 216	197	1	198	-	-	-	-
Local Park Trust Fund - 220	1,029,534	2,988	-	1,032,522	4,755	6,705	1,030,572
Supplemental Law Enforce - 222	115,174	103,379	108,999	109,554	115,150	125,395	99,309
PEG Fees - 224	422,818	169,334	2,035	590,117	169,664	582	759,199
Subtotal-Special Revenue Funds	3,818,790	2,399,335	2,503,843	3,714,282	2,077,932	1,756,090	4,036,124
Capital Projects Fund - 410	601,009	3,995,588	4,493,692	102,905	2,077,269	1,975,797	204,377
RSM DEBT SERVICE							
RSM PFA Debt Svc. Fund - 530	2,357,303	736,458	1,584,640	1,509,121	738,550	732,137	1,515,534
GRAND TOTAL - ALL FUNDS	23,693,486	25,211,183	25,411,112	23,493,557	22,834,432	20,949,045	25,378,944

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

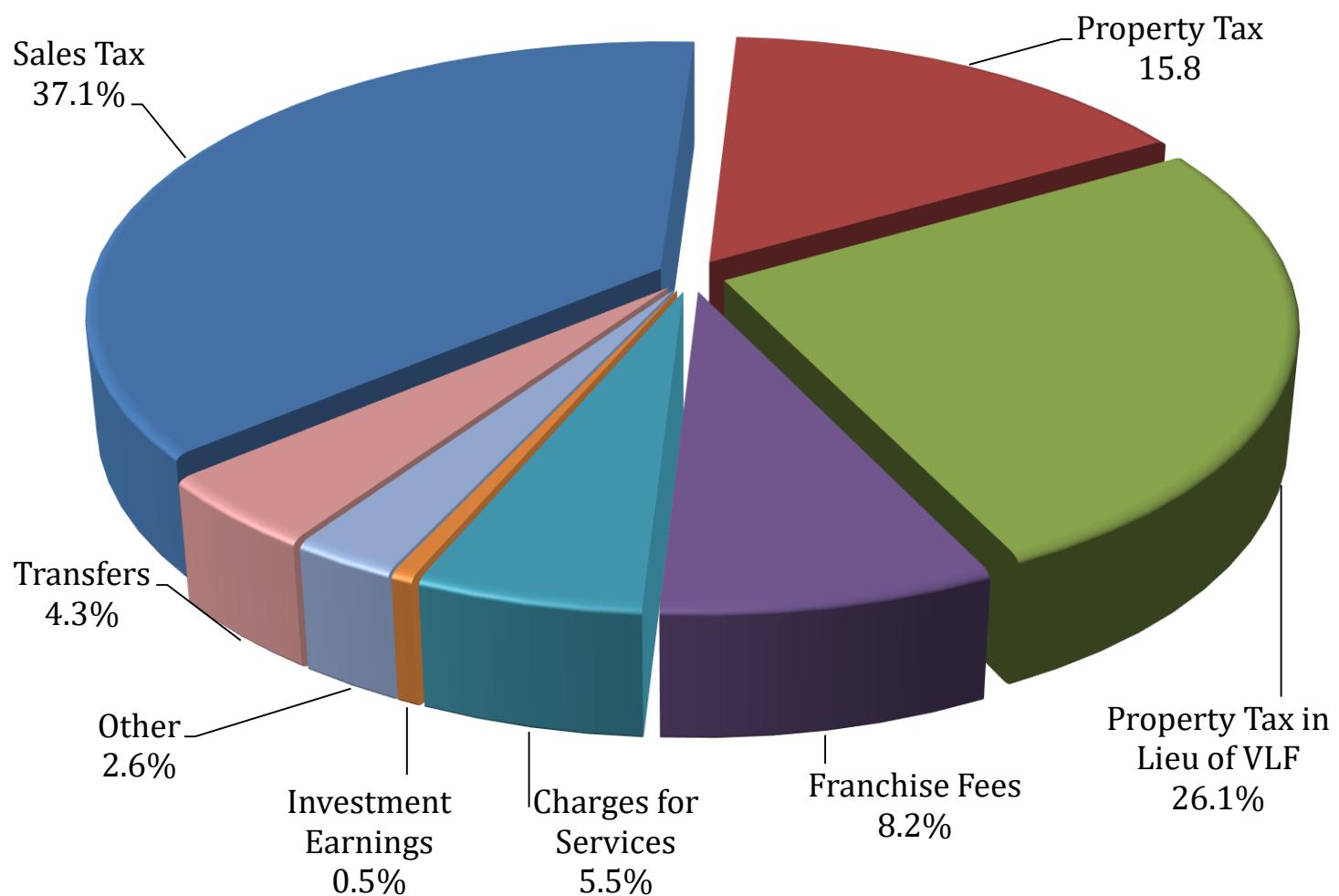
Revenues & Interfund Transfers	Expenditures & Interfund Transfers	Fund Balance 6/30/2017	Estimated Revenues & Interfund Transfers	Estimated Expenditures & Interfund Transfers	Estimated Fund Balance 06/30/18	Projected Revenues & Interfund Transfers	Projected Expenditures & Interfund Transfers	Projected Fund Balance 06/30/19
17,670,377	19,739,101	17,554,185	19,518,871	18,950,292	18,122,764	18,189,031	18,801,488	17,510,307
953,398	1,583,800	1,162,311	1,630,923	1,802,479	990,755	1,929,983	2,798,978	121,760
694,170	791,586	124,412	708,144	618,431	214,125	728,831	753,607	189,349
62,990	25,443	170,050	60,000	20,000	210,050	60,000	240,000	30,050
-	-	-	-	-	-	-	-	-
580,417	166,849	1,444,140	200,504	191,320	1,453,324	-	1,025,000	428,324
130,099	116,296	113,112	100,000	130,809	82,303	100,000	122,941	59,362
128,906	60,261	827,844	-	154,596	673,248	-	-	673,248
2,549,980	2,744,235	3,841,869	2,699,571	2,917,635	3,818,060	2,818,814	4,940,526	1,696,348
3,199,037	3,399,793	3,621	2,768,520	2,768,520	3,621	5,171,000	5,171,000	3,621
747,639	736,338	1,526,835	734,838	2,261,673	-	727,838	727,838	-
24,167,033	26,619,467	22,926,510	25,721,800	26,898,120	21,750,190	26,906,683	29,640,852	19,016,021

City of Rancho Santa Margarita

Summary of Operating Budgeted Revenues

General Fund

Fiscal Year 2018-2019



City of Rancho Santa Margarita
Revenue Summary - All Funds

	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>GENERAL FUND</u>							
100 GENERAL FUND	18,079,802	17,940,681	17,670,377	17,635,262	19,518,871	18,189,031	
<u>SPECIAL REVENUE FUNDS</u>							
210 GAS TAX	1,397,389	1,031,358	953,398	1,356,923	1,630,923	1,929,983	
212 MEASURE M	665,002	693,667	694,170	708,144	708,144	728,831	
214 AIR QUALITY IMPROVEMENT	61,242	63,338	62,990	60,000	60,000	60,000	
216 CA LAW ENFORCEMENT EQUIPMENT	1	-	-	-	-	-	
220 LOCAL PARK TRUST	2,988	4,755	580,417	-	200,504	-	
222 SUPPLEMENTAL LAW ENFORCEMENT	103,379	115,150	130,099	100,000	100,000	100,000	
224 PEG FEE	169,334	169,664	128,906	-	-	-	
SUBTOTAL							
ALL SPECIAL REVENUE FUNDS		2,399,335	2,077,932	2,549,980	2,225,067	2,699,571	2,818,814
<u>CAPITAL PROJECTS FUND</u>							
410 CAPITAL PROJECTS FUND	3,995,588	2,077,269	3,199,037	3,743,000	2,768,520	5,171,000	
<u>RSM DEBT SERVICE FUND</u>							
530 RSM PFA DEBT SERVICE FUND	736,458	738,550	747,639	734,838	734,838	727,838	
SUBTOTAL							
ALL FUND TYPES		25,211,183	22,834,432	24,167,033	24,338,167	25,721,800	26,906,683
LESS INTERFUND TRANSFERS		4,946,538	3,306,077	4,509,192	4,433,820	5,229,025	5,837,415
GRAND TOTAL - ALL FUND TYPES		20,264,645	19,528,355	19,657,841	19,904,347	20,492,775	21,069,268

City of Rancho Santa Margarita
Revenues - Detail of All Funds

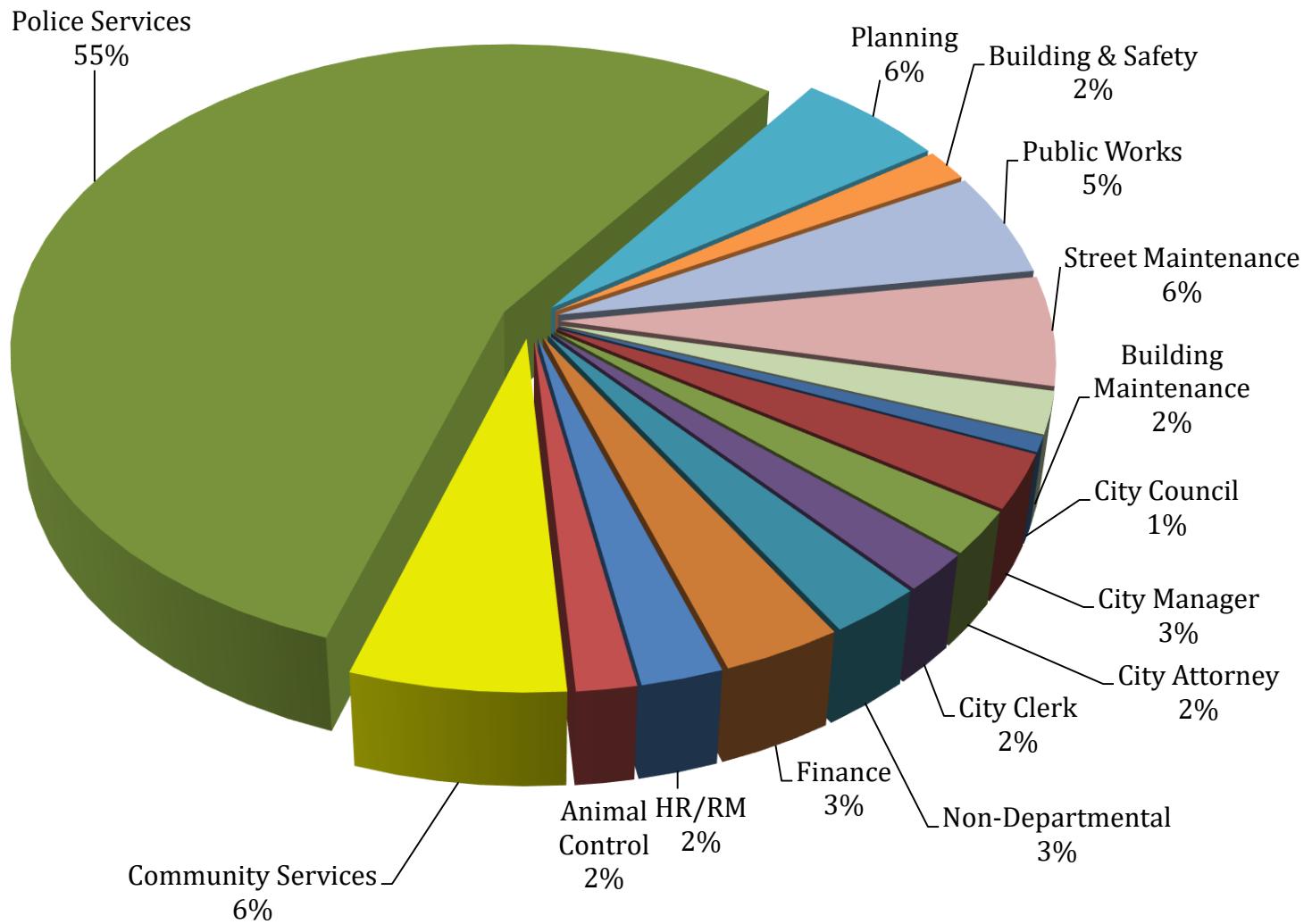
	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	AMENDED BUDGET	FY 2017/18 YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
100 GENERAL FUND						
Property Tax	2,199,784	2,310,755	2,388,257	2,441,726	2,508,141	2,550,753
Sales Tax	4,539,157	5,599,595	6,669,064	6,609,270	6,658,016	6,742,329
Property Tax in Lieu of Sales Tax	1,498,378	1,209,747	-	-	-	-
Real Property Transfer Tax	300,415	333,339	362,285	310,000	318,558	310,000
Franchise Fees - Cable TV	838,366	833,350	768,554	779,100	769,453	769,453
Franchise Fees - Gas	82,117	70,423	63,374	63,294	65,617	66,437
Franchise Fees - Electricity	432,059	424,138	379,517	384,261	388,206	392,088
Franchise Fees - Refuse Collection	163,987	171,385	169,450	169,817	169,483	171,602
Motor Vehicle License Fee	20,468	19,821	21,734	22,006	22,006	22,281
Property Tax in Lieu of VLF	4,014,942	4,204,410	4,336,595	4,503,988	4,578,786	4,748,202
State Mandated Cost Reimburse	75,585	33,899	12,792	13,431	13,431	13,827
Beverage Container Recycling Grant	-	13,097	12,709	-	-	-
Building Permit Fees	311,262	470,449	400,637	280,000	429,041	317,364
Building-Plan Check Fees	90,218	157,994	95,577	100,000	86,359	90,000
Site Development Permits/Fees	4,900	5,525	4,193	3,746	6,132	6,209
Site Development Permits/Deposits	101,521	79,153	53,226	60,000	56,250	60,000
Planning - Plan Check Fees	31,400	39,807	39,625	39,900	42,669	39,900
Other Planning Revenues	3,575	3,575	3,150	2,967	4,567	6,162
CDBG Grant	68,143	68,306	78,723	94,425	94,425	98,410
Engineering Permits	50,079	59,890	83,792	62,723	56,612	57,320
AB933 - Recycling Grant	88,443	88,532	89,683	82,013	82,013	83,038
Waste Disposal Agreement Revenue	-	-	60,009	71,562	71,562	99,772
Solid Waste Diversion Permits	15,575	32,142	66,587	13,597	10,987	11,124
Court Fines	132,763	75,878	59,431	65,114	59,021	59,759
Parking Citation Revenue	53,778	78,916	69,318	79,474	58,280	72,000
Parking Citation - DMV	12,342	8,669	14,165	10,561	9,874	9,997
Miscellaneous Police Grants/Revenue	7,713	7,295	7,533	-	-	-
Passport Revenue	-	-	-	-	3,501	22,000
BTRCC Revenue - Misc.	1,228	1,599	1,624	1,080	1,164	1,200
Community Services Revenue	33,825	106,010	27,460	50,000	31,750	50,000
Advertising Income	3,518	6,650	6,523	4,045	1,040	1,053
BTRCC Program Revenue	236,320	263,199	252,975	240,000	254,325	240,000
BTRCC Rental Revenue	169,405	168,250	171,887	157,444	176,509	157,500
Senior Mobility Grant	24,798	25,529	26,399	27,022	27,022	27,488
Senior Mobility Voucher Revenue	7,925	3,833	135	-	631	500
Investment Earnings	49,466	79,408	109,750	77,338	112,313	99,250
Other Revenue	1,738,514	119,677	14,332	74,376	63,130	10,436
Transfer from Gas Tax Fund	206,954	234,441	206,128	223,239	236,731	227,970
Transfer from Measure M	470,879	531,995	543,184	517,743	524,431	523,607
Transfer from AQMD	-	-	-	-	-	30,000
Transfer from Debt Service Fund	-	-	-	-	1,526,835	-
TOTAL GENERAL FUND	18,079,802	17,940,681	17,670,377	17,635,262	19,518,871	18,189,031
SPECIAL REVENUE FUNDS						
210 GAS TAX FUND:						
Gas Tax 2105 (Prop. 111)	294,623	275,084	273,167	362,298	362,298	292,784
Gas Tax 2106	194,111	182,424	181,082	187,798	187,798	151,765
Gas Tax 2107	378,820	336,179	360,477	509,932	509,932	412,091
Gas Tax 2107.5	12,000	6,000	6,000	8,006	8,006	6,470
Gas Tax 2103	513,111	224,558	122,373	281,697	281,697	227,647
Measure M - RMRA	-	-	-	-	274,000	833,414
Interest Income	4,724	7,113	10,299	7,192	7,192	5,812
TOTAL GAS TAX FUND	1,397,389	1,031,358	953,398	1,356,923	1,630,923	1,929,983
212 MEASURE M FUND:						
Measure M (Local Turnback)	664,051	692,524	692,575	704,603	704,603	725,187
Interest Income	951	1,143	1,595	3,541	3,541	3,644
TOTAL MEASURE M FUND	665,002	693,667	694,170	708,144	708,144	728,831

City of Rancho Santa Margarita
Revenues - Detail of All Funds

	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
214 AIR QUALITY IMPROVEMENT FUND:						
AQMD (AB 2766)	60,589	62,455	61,955	59,700	59,700	59,672
Interest Income	653	883	1,035	300	300	328
TOTAL AQMD FUND	61,242	63,338	62,990	60,000	60,000	60,000
216 CA LAW ENFORCEMENT EQUIP. PROGRAM:						
Interest Income	1	-	-	-	-	-
TOTAL CLEEP FUND	1	-	-	-	-	-
220 LOCAL PARK TRUST FUND:						
Park Fees	2,943	-	571,310	-	200,504	-
Interest Income	45	4,755	9,107	-	-	-
TOTAL LOCAL PARK TRUST FUND	2,988	4,755	580,417	-	200,504	-
222 SUPPLEMENTAL LAW ENFORCEMENT:						
Supplemental Law Enforcement	103,045	114,618	129,324	99,500	99,500	99,453
Interest Income	334	532	775	500	500	547
TOTAL SUPPL. ENFORCEMENT	103,379	115,150	130,099	100,000	100,000	100,000
224 PEG FEE FUND:						
PEG Fees	167,975	166,670	124,004	-	-	-
Interest Income	1,359	2,994	4,902	-	-	-
TOTAL PEG FEE FUND	169,334	169,664	128,906	-	-	-
SUBTOTAL - ALL SPECIAL REVENUE	2,399,335	2,077,932	2,549,980	2,225,067	2,699,571	2,818,814
410 CAPITAL PROJECTS FUND						
Transfer from General Fund	1,248,434	1,222,136	1,466,815	819,000	615,130	572,000
Transfer from Gas Tax Fund	1,041,374	327,503	1,116,033	1,806,000	1,285,740	2,291,000
Transfer from Measure M Fund	300,000	161,047	248,402	193,000	94,000	230,000
Transfer from Air Quality Improve.	94,257	96,818	25,443	20,000	20,000	210,000
Transfer from Local Park Trust Fund	-	-	166,849	120,000	191,320	1,025,000
Transfer from PFA Capital Funds	854,253	-	-	-	-	-
HBP	109,222	160,993	44,677	45,000	22,130	500,000
Interest Income	368	754	(771)	-	-	-
CDBG Grant	247,981	73,118	131,589	267,000	261,620	111,000
APM	-	-	-	450,000	255,580	-
Project V	-	-	-	23,000	23,000	-
TSSP	-	-	-	-	-	232,000
CTFP	99,699	34,900	-	-	-	-
SUBTOTAL - CAPITAL PROJECTS	3,995,588	2,077,269	3,199,037	3,743,000	2,768,520	5,171,000
RSM DEBT SERVICE FUND						
530 RSM PFA DEBT SERVICE FUND:						
Interest Income	6,071	6,413	11,301	-	-	-
Transfer from General Fund	730,387	732,137	736,338	734,838	734,838	727,838
TOTAL RSM PFA DEBT SERVICE	736,458	738,550	747,639	734,838	734,838	727,838
SUBTOTAL - ALL FUND TYPES	25,211,183	22,834,432	24,167,033	24,338,167	25,721,800	26,906,683
LESS: INTERFUND TRANSFERS	4,946,538	3,306,077	4,509,192	4,433,820	5,229,025	5,837,415
GRAND TOTAL - ALL FUND TYPES	20,264,645	19,528,355	19,657,841	19,904,347	20,492,775	21,069,268

City of Rancho Santa Margarita

Summary of Operating Budgeted Expenditures General Fund Fiscal Year 2018-2019



City of Rancho Santa Margarita
Appropriations Summary - All Funds

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR-END ESTIMATE	
<u>GENERAL FUND</u>						
City Council	152,572	140,469	150,245	128,021	128,021	140,921
City Manager	329,300	386,078	447,638	461,189	463,724	498,996
City Attorney	711,333	361,837	470,247	365,000	365,000	400,000
City Clerk	340,176	282,147	322,552	307,382	289,948	356,184
Non-Departmental	391,897	541,567	1,437,569	1,269,159	1,305,079	476,274
Finance	456,236	567,913	618,253	588,152	585,858	606,090
Human Resources/Risk Management	318,443	284,295	292,993	354,386	341,233	415,817
Police Services	7,947,848	7,316,939	8,845,028	9,271,242	9,242,510	9,623,749
Animal Control	74,777	123,517	683,637	292,863	310,273	305,631
Planning	727,091	772,339	762,036	964,438	851,494	958,576
Building	266,375	378,579	316,687	267,083	330,933	290,129
Public Works	909,506	1,008,303	871,111	980,937	909,361	951,626
Street Maintenance	915,516	980,318	985,717	992,790	999,178	1,000,634
Building Maintenance	281,862	300,422	307,034	357,102	353,017	385,046
Community Services	1,027,184	1,086,025	1,025,201	1,092,380	1,124,695	1,091,977
Transfer to Capital Projects Fund	1,248,434	1,222,136	1,466,815	819,000	615,130	572,000
Transfer to RSM PFA Debt Service Fund	730,387	732,137	736,338	734,838	734,838	727,838
TOTAL GENERAL FUND	16,828,937	16,485,021	19,739,101	19,245,962	18,950,292	18,801,488
<u>SPECIAL REVENUE FUNDS</u>						
GAS TAX - Street Lighting	279,147	271,604	261,639	280,008	280,008	280,008
Transfer to General Fund	206,954	234,441	206,128	223,239	236,731	227,970
Transfer to Capital Projects Fund	1,041,374	327,503	1,116,033	1,806,000	1,285,740	2,291,000
MEASURE M						
Transfer to General Fund	470,879	531,995	543,184	517,743	524,431	523,607
Transfer to Capital Projects Fund	300,000	161,047	248,402	193,000	94,000	230,000
AIR QUALITY IMPROVEMENT						
Transfer to General Fund	-	-	-	-	-	30,000
Transfer to Capital Projects Fund	94,257	96,818	25,443	20,000	20,000	210,000
CA LAW ENFORCEMENT EQUIP.	198	-	-	-	-	-
LOCAL PARK TRUST	-	6,705	-	-	-	-
Transfer to Capital Projects Fund	-	-	166,849	120,000	191,320	1,025,000
SUPPLEMENTAL LAW ENFORCE	108,999	125,395	116,296	130,809	130,809	122,941
PEG FEE	2,035	582	60,261	280,000	154,596	-
TOTAL SPECIAL REVENUE FUNDS	2,503,843	1,756,090	2,744,235	3,570,799	2,917,635	4,940,526
<u>CAPITAL PROJECTS FUND</u>						
Capital Outlay	4,493,692	1,975,797	3,399,793	3,845,681	2,768,520	5,171,000
TOTAL CAPITAL PROJECT FUND	4,493,692	1,975,797	3,399,793	3,845,681	2,768,520	5,171,000
<u>RSM DEBT SERVICE FUNDS</u>						
RSM PFA DEBT SERVICE FUND	730,387	732,137	736,338	734,838	734,838	727,838
Transfer to General Fund	-	-	-	-	1,526,835	-
Transfer to CIP Fund	854,253	-	-	-	-	-
TOTAL RSM DEBT SRVC. FUNDS	1,584,640	732,137	736,338	734,838	2,261,673	727,838
SUBTOTAL - ALL FUND TYPES	25,411,112	20,949,045	26,619,467	27,397,280	26,898,120	29,640,852
LESS INTERFUND TRANSFERS	4,946,538	3,306,077	4,509,192	4,433,820	5,229,025	5,837,415
GRAND TOTAL - ALL FUND TYPES	20,464,574	17,642,968	22,110,275	22,963,460	21,669,095	23,803,437

Fund Expense Summary
GENERAL FUND

DESCRIPTION	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18		FY 2018/19
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
City Council	152,572	140,469	150,245	128,021	128,021	140,921
City Manager	329,300	386,078	447,638	461,189	463,724	498,996
City Attorney	711,333	361,837	470,247	365,000	365,000	400,000
City Clerk	340,176	282,147	322,552	307,382	289,948	356,184
Non-Departmental	391,897	541,567	1,437,569	1,269,159	1,305,079	476,274
Finance	456,236	567,913	618,253	588,152	585,858	606,090
Human Resources/Risk Management	318,443	284,295	292,993	354,386	341,233	415,817
Police Services	7,947,848	7,316,939	8,845,028	9,271,242	9,242,510	9,623,749
Animal Control	74,777	123,517	683,637	292,863	310,273	305,631
Planning	727,091	772,339	762,036	964,438	851,494	958,576
Building	266,375	378,579	316,687	267,083	330,933	290,129
Public Works	909,506	1,008,303	871,111	980,937	909,361	951,626
Street Maintenance	915,516	980,318	985,717	992,790	999,178	1,000,634
Building Maintenance	281,862	300,422	307,034	357,102	353,017	385,046
Community Services	1,027,184	1,086,025	1,025,201	1,092,380	1,124,695	1,091,977
Transfer to Capital	1,248,434	1,222,136	1,466,815	819,000	615,130	572,000
Transfer to RSM PFA Debt Service Fund	730,387	732,137	736,338	734,838	734,838	727,838
TOTAL GENERAL FUND	16,828,937	16,485,021	19,739,101	19,245,962	18,950,292	18,801,488

Fund Expense Summary
GAS TAX FUND

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	AMENDED BUDGET	FY 2017/18 YEAR END ESTIMATE	FY 2018/19 ADOPTED BUDGET
GAS TAX - Street Lighting Transfers to General Fund	279,147	271,604	261,639	280,008	280,008	280,008
Public Works	120,472	144,273	121,750	139,239	152,731	141,690
Street Maintenance	86,482	90,168	84,378	84,000	84,000	86,280
Slurry Seal Program	325,287	83,011	545,633	385,000	307,200	400,000
Antonio Pkwy. Slurry Seal	771	-	-	-	-	89,000
Avenida De Las Banderas Slurry Seal	116,749	-	-	-	-	-
Residential Overlay	11,704	130,551	95,977	-	-	180,000
Robinson Ranch Road Pavement Rehab	19	-	-	-	-	-
Antonio Pkwy. Pavement Rehab	133,477	3,763	2,733	310,000	192,590	-
Coto de Caza/La Promesa Pavement Rehab.	-	-	199,427	-	-	-
SMP Pavement Rehabilitation	1,005	3,927	3,486	340,000	255,130	-
Avenida Empressa Pavement Rehabilitation	-	1,964	314	175,000	274,000	315,000
Esperanza Restriping	-	-	72,561	-	-	-
Median Hardscape Renovation	35,705	-	45,803	130,000	130,000	60,000
Melinda Road Median Improvements	(32)	-	-	-	-	-
SMP Signal & Equipment Upgrade	16,480	-	-	-	-	-
Antonio Pkwy. Signal & Equipment Upgrade	10,149	-	-	-	-	-
Traffic Signal Enhancement	-	-	-	-	21,910	-
Traffic Signal Battery Backup System	111,003	-	-	-	-	9,000
SMP Bridge Hinge Repair	32,164	13,703	45,456	50,000	2,870	65,000
Annual Concrete Repair	66,610	55,603	53,328	-	-	69,000
Alma Aldea Bulbout Installation	(475)	-	-	-	-	-
ADA Curb Ramp Installation	40,000	-	4,034	28,000	-	54,000
Verde Laguna Sidewalk Improvements	-	34,981	2,199	95,000	46,060	-
Emergency Vehicle Pre-emption (2&3)	140,758	-	-	-	-	6,000
Transit Planning Feasibility Study	-	-	7,833	3,000	3,000	-
Trash Reduction Catch Basin Inserts	-	-	30,347	-	-	-
CCTV Inspection of Storm Drain System	-	-	-	210,000	6,000	204,000
Auto Center Signage	-	-	6,902	80,000	46,980	-
Arroyo Vista Pavement Rehabilitation	-	-	-	-	-	45,000
Avenida de Las Flores Slurry Seal	-	-	-	-	-	565,000
La Promesa Slurry Seal	-	-	-	-	-	60,000
Citywide Red Curb Evaluation	-	-	-	-	-	66,000
Traffic Signal Mod. Banderas/Esperanza	-	-	-	-	-	20,000
Los Alisos/Melinda Road Signal Upgrade	-	-	-	-	-	84,000
TOTAL GAS TAX FUND	1,527,475	833,548	1,583,800	2,309,247	1,802,479	2,798,978

Fund Expense Summary
MEASURE M FUND

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
MEASURE M						
Transfers to General Fund						
Street Maintenance	470,879	531,995	543,184	517,743	524,431	523,607
Transfers to Capital Projects Fund						
Antonio Pkwy. Slurry Seal	-	-	-	-	-	25,000
Residential Overlay	300,000	130,551	136,465	-	-	-
Avenida Empresa Pavement Rehabilitation	-	-	-	155,000	56,000	-
Median Hardscape Renovation	-	30,496	35,988	-	-	60,000
SMP Bridge Hinge Repair	-	-	-	-	-	65,000
Traffic Signal Enhancements	-	-	42,472	38,000	38,000	80,000
Avenida Banderas Traffic Signal Modification	-	-	33,477	-	-	-
TOTAL MEASURE M FUND	770,879	693,042	791,586	710,743	618,431	753,607

Fund Expense Summary
AIR QUALITY IMPROVEMENT FUND

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
AIR QUALITY IMPROVEMENT						
Transfers to General Fund	-	-	-	-	-	30,000
Transfers to Capital Projects Fund						
SMP Signal & Equipment Upgrade	-	256	1,272	10,000	10,000	
Antonio Pkwy. Signal & Equipment Upgrade	-	62,316	6,141	10,000	10,000	5,000
Count Down Signal Head	42,860	-	-	-	-	
Trabuco Mesa School Signing & Striping	-	13,776	-	-	-	
Speed Feedback Signs	27,172	20,470	18,030	-	-	
Crosswalk LED Signs	24,225	-	-	-	-	
Traffic Signal Battery Backup System	-	-	-	-	-	98,000
Emergency Vehicle Pre-emption	-	-	-	-	-	107,000
TOTAL AIR QUALITY IMPROVEMENT	94,257	96,818	25,443	20,000	20,000	240,000

Fund Expense Summary
 CA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND

DESCRIPTION	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18		FY 2018/19
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
CA LAW ENFORCEMENT EQUIP.						
Police Tech. Equipment	198	-	-	-	-	-
TOTAL CA LAW ENFORCE. EQUIP.	198	-	-	-	-	-

Fund Expense Summary
LOCAL PARK TRUST FUND

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
LOCAL PARK TRUST						
Community Support	-	6,705		-	-	-
Transfers to Capital Projects Fund						
Canada Vista Park Restroom	-	-	-	-	-	-
Skate Park Renovations	-	-	-	50,000	24,000	225,000
Dog Park Renovations	-	-	166,849	-	97,320	-
BTRCC Ball Room Flooring	-	-	-	-	-	-
BTRCC Youth Lounge Courtyard	-	-	-	70,000	70,000	-
Splash Pad at Central Park	-	-	-	-	-	800,000
TOTAL LOCAL PARK TRUST	-	-	166,849	120,000	191,320	1,025,000

Fund Expense Summary
 SUPPLEMENTAL LAW ENFORCEMENT FUND

DESCRIPTION	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18		FY 2018/19
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
SUPPLEMENTAL LAW ENFORCEMENT						
Additional Police Services	108,999	125,395	116,296	130,809	130,809	122,941
TOTAL SUPPLEMENTAL LAW	108,999	125,395	116,296	130,809	130,809	122,941

Fund Expense Summary
PEG FEE FUND

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19
				AMENDED BUDGET	YEAR END ESTIMATE	ADOPTED BUDGET
PEG FEE						
Public Education Grant Expenditures	2,035	582	60,261	280,000	154,596	-
TOTAL PEG FEE	2,035	582	60,261	280,000	154,596	-

Fund Expense Summary
CAPITAL PROJECTS FUND

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE
<u>CAPITAL PROJECTS FUND</u>					
Annual Slurry Seal Program	325,287	83,011	545,633	385,000	307,200
Antonio Pkwy. Slurry Seal	771	-	-	-	114,000
Avenida De Las Banderas Slurry Seal	116,749	-	-	-	-
Annual Residential Overlay	311,705	261,102	232,442	-	180,000
Robinson Ranch Rd. Pavement Rehabilitation	19	-	-	-	-
Antonio Pkwy. Pavement Rehabilitation	418,204	3,763	2,733	522,000	302,530
Coto de Caza/La Promesa Pavement Rehab.	-	-	199,427	-	-
SM Pkwy. Pavement Rehabilitation	1,005	3,927	3,486	578,000	400,770
Avenida Empresa Pavement Rehabilitation	-	1,964	314	330,000	330,000
Esperanza Restriping	-	-	72,561	-	-
Median Hardscape Renovations	35,705	87,496	163,582	273,000	273,000
Melinda Road Median Improvements	(32)	-	-	-	-
Buena Suerte/La Miranda Meidan Improve.	(435)	-	-	-	-
Alicia Pkwy./SMP Gateway	208,271	202,726	-	-	-
Auto Center Drive Signage	-	-	6,902	80,000	46,980
SMP/Empresa Landscaping	226,644	-	-	-	-
City Hall Landscaping Renovation	-	-	19,154	180,000	141,000
El Paseo Corridor Improvements	-	-	-	60,000	-
Circulation Element Update	-	-	-	-	75,000
SMP Signal & Equipment Upgrade	16,480	256	1,272	10,000	10,000
Antonio Pkwy. Signal & Equipment Upgrade	10,149	62,317	6,141	10,000	10,000
Traffic Signal Enhancements	-	-	42,472	60,000	59,910
Avenida Banderas Traffic Signal Modification	-	-	33,477	-	-
Traffic Signal Battery Backup System	111,003	-	-	-	107,000
Count Down Pedestrian Signal Heads	42,860	-	-	-	-
SMP Bridge Hinge Repair	247,413	108,877	176,075	95,000	25,000
SMP Bridge (Eastbound)	-	-	-	-	-
Annual Concrete - Sidewalk Repairs	66,610	55,603	53,328	-	69,000
Alma Aldea Bulbou Installation	(20)	-	-	-	-
ADA Curb Ramp Installation	264,303	63,484	85,873	123,000	111,620
Trabuco Mesa Bulbou Improvements	(20)	-	-	-	-
Verda Laguna Sidewalk & Landscape	-	34,981	51,949	245,000	196,060
Transit Planning Feasibility	-	-	30,833	26,000	26,000
Building Improvements	11,466	693,918	916,569	-	-
City Hall Server Rm. Fire Suppression Sys.	-	-	3,755	49,000	34,130
City Hall & BTRCC Flooring/Carpeting	67,243	-	1,217	-	-
BTRCC / CDBG Funded	23,677	9,634	-	-	-
Sealcoat City Hall & BTRCC Parking Lots	-	-	7,600	-	-
City Hall / BTRCC Roofing Renovation	-	-	9,695	-	-
City Hall Fountain Renovation	-	-	49,254	-	-
BTRCC Youth Center Lounge Courtyard	-	-	558	70,000	70,000
BTRCC Ball Room Flooring	-	-	37,893	-	-
City Hall / BTRCC Interior Painting	-	-	-	60,000	60,000
City Hall / BTRCC Stain & Seal Exterior Wood	-	-	-	30,000	30,000
Chiquita Ridge Open Space Assessment	15,580	81,918	118,319	90,000	-
Chiquita Ridge Habitat Restoration	1,780,900	186,574	221,011	207,000	207,000
Robinson Ranch Improvement Project	-	-	-	-	-
Emergency Vehicle Pre-Emption	140,758	-	-	-	113,000
Speed Feedback Signs	27,172	20,470	18,030	-	-
Crosswalk LED Signs	24,225	-	-	-	-
Trabuco Mesa School Signing & Striping	-	13,776	-	-	-
Skate Park Renovations.	-	-	-	50,000	24,000
Dog Park Renovations	-	-	166,849	102,681	97,320
CCTV Inspection of Storm Drain System	-	-	-	210,000	6,000
Trash Reduction Catch Basin Inserts	-	-	121,389	-	-
City Hall / BTRCC Exterior Lighting	-	-	-	-	30,000
BTRCC Kichen Equipment Replacement	-	-	-	-	7,000
City Hall / BTRCC Renovation of Ledges	-	-	-	-	35,000
Arroyo Vista Pavement Rehabilitation	-	-	-	-	45,000
Avenida de Las Flores Slurry Seal	-	-	-	-	565,000
La Promesa Slurry Seal	-	-	-	-	60,000
Splash Pad at Central Park	-	-	-	-	800,000
Citywide Red Curb Evaluation	-	-	-	-	66,000
Traffic Signal Modification Banderas/Esperanza	-	-	-	-	20,000
Los Alisos/Melinda Road Signal Equipment Upg	-	-	-	-	316,000
TOTAL CAPITAL PROJECTS FUND	4,493,692	1,975,797	3,399,793	3,845,681	2,768,520
					5,171,000

Fund Expense Summary
RSM PFA DEBT SERVICE FUND

DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	FY 2018/19 ADOPTED BUDGET
<i>RSM PFA DEBT SERVICE FUND</i>					
Debt Service Payment	730,387	732,137	736,338	734,838	734,838
Transfer to General Fund	-	-	-	-	1,526,835
Transfer to CIP Fund	854,253	-	-	-	-
TOTAL RSM PFA DEBT SERVICE	1,584,640	732,137	736,338	734,838	2,261,673
					727,838

SUMMARY OF EXPENDITURES BY ACCOUNT GROUP

	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR-END ESTIMATE	
GENERAL FUND						
SALARIES AND BENEFITS	2,781,303	3,131,933	3,263,521	3,347,470	3,252,314	3,396,149
% of total	17%	19%	17%	17%	17%	18%
LAW ENFORCEMENT CONTRACT	7,553,305	6,868,349	8,387,426	8,865,276	8,865,276	9,233,335
% of total	45%	42%	42%	46%	47%	49%
PROFESSIONAL SERVICES	1,754,327	1,298,203	1,221,352	1,064,021	1,096,141	1,134,558
% of total	10%	8%	6%	6%	6%	6%
OTHER CONTRACT SERVICES	1,344,869	1,482,948	2,046,953	1,671,336	1,689,682	1,692,900
% of total	8%	9%	10%	9%	9%	9%
OTHER SUPPLIES AND SERVICES	1,257,391	1,372,707	1,283,405	1,538,241	1,510,727	1,606,979
% of total	7%	8%	7%	8%	8%	9%
CAPITAL EXPENDITURES	158,921	376,608	365,755	342,617	163,511	352,729
% of total	1%	2%	2%	2%	1%	2%
DEBT SERVICE	730,387	732,138	736,338	734,838	734,838	727,838
% of total	4%	4%	4%	4%	4%	4%
MITIGATION	-	-	967,536	814,114	848,655	85,000
% of total	0%	0%	5%	4%	4%	0%
TRANSFERS/ ALLOCATIONS	1,248,434	1,222,136	1,466,815	868,049	789,148	572,000
% of total	7%	7%	7%	5%	4%	3%
Subtotal General Fund Expenditures	16,828,937	16,485,021	19,739,101	19,245,962	18,950,292	18,801,488
	100%	100%	100%	100%	100%	100%
SPECIAL FUNDS						
SLESF FUND Police Services	108,999	125,395	116,296	130,809	130,809	122,941
GAS TAX FUND Street Lighting	279,147	271,604	261,639	280,008	280,008	280,008
Subtotal Special Funds Expenditures	388,146	396,999	377,935	410,817	410,817	402,949
TOTAL OPERATING EXPENDITURES	17,217,083	16,882,020	20,117,036	19,656,779	19,361,109	19,204,437

SUMMARY OF EXPENDITURES BY DEPARTMENT/DIVISION

		FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
GENERAL GOVERNMENT							
110	City Council	152,572	140,469	150,245	128,021	128,021	140,921
120	City Manager	329,300	386,078	447,638	461,189	463,724	498,996
140	City Attorney	711,333	361,837	470,247	365,000	365,000	400,000
160	City Clerk	340,176	282,147	322,552	307,382	289,948	356,184
220	HR / Risk Management	318,443	284,295	292,993	354,386	341,233	415,817
	Subtotal	1,851,824	1,454,826	1,683,675	1,615,978	1,587,926	1,811,918
FINANCE							
170	Non-departmental	2,370,718	2,495,841	3,640,722	2,822,997	2,655,047	1,776,112
210	Finance	456,236	567,913	618,253	588,152	585,858	606,090
	Subtotal	2,826,954	3,063,754	4,258,975	3,411,149	3,240,905	2,382,202
POLICE SERVICES							
310	Police Services	7,947,848	7,316,939	8,845,028	9,271,242	9,242,510	9,623,749
320	Animal Control	74,777	123,517	683,637	292,863	310,273	305,631
	Subtotal	8,022,625	7,440,456	9,528,665	9,564,105	9,552,783	9,929,380
DEVELOPMENT SERVICES							
410	Planning	727,091	772,339	762,036	964,438	851,494	958,576
510	Building & Safety	266,375	378,579	316,687	267,083	330,933	290,129
	Subtotal	993,466	1,150,918	1,078,723	1,231,521	1,182,427	1,248,705
PUBLIC WORKS							
610	Public Works	909,506	1,008,303	871,111	980,937	909,361	951,626
620	Street Maintenance	915,516	980,318	985,717	992,790	999,178	1,000,634
640	Building Maintenance	281,862	300,422	307,034	357,102	353,017	385,046
	Subtotal	2,106,884	2,289,043	2,163,862	2,330,829	2,261,556	2,337,306
COMMUNITY SERVICES							
710	Community Services	1,027,184	1,086,025	1,025,201	1,092,380	1,124,695	1,091,977
	Subtotal	1,027,184	1,086,025	1,025,201	1,092,380	1,124,695	1,091,977
	Total General Fund Expenditures	16,828,937	16,485,021	19,739,101	19,245,962	18,950,292	18,801,488
SPECIAL FUNDS							
310	SLESF Police Services	108,999	125,395	116,296	130,809	130,809	122,941
630	GAS TAX FUND Street Lighting	279,147	271,604	261,639	280,008	280,008	280,008
	Total Special Funds Operating Expenditures	388,146	396,999	377,935	410,817	410,817	402,949
	TOTAL OPERATING EXPENDITURES	17,217,083	16,882,020	20,117,036	19,656,779	19,361,109	19,204,437

SCHEDULE OF INTERFUND TRANSFERS

FUND	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR END ESTIMATE	
OPERATING TRANSFERS IN:						
100 Transfer from Gas Tax Fund	206,954	234,441	206,128	223,239	236,731	227,970
100 Transfer from Measure M Fund	470,879	531,995	543,184	517,743	524,431	523,607
100 Transfer from Air Quality Fund					-	30,000
100 Transfer from Debt Service Fund	-	-	-	-	1,526,835	-
410 Transfer from General Fund	1,248,434	1,222,136	1,466,815	819,000	615,130	572,000
410 Transfer from Gas Tax Fund	1,041,374	327,503	1,116,033	1,806,000	1,285,740	2,291,000
410 Transfer from Measure M Fund	300,000	161,047	248,402	193,000	94,000	230,000
410 Transfer from Air Quality Fund	94,257	96,818	25,443	20,000	20,000	210,000
410 Transfer from Local Park Trust Fund	-	-	166,849	120,000	191,320	1,025,000
410 Transfer from PFA Capital Funds	854,253	-	-	-	-	-
530 Transfer from General Fund	730,387	732,137	736,338	734,838	734,838	727,838
TOTAL	4,946,538	3,306,077	4,509,192	4,433,820	5,229,025	5,837,415
OPERATING TRANSFERS OUT:						
100 Transfer to Capital Projects Fund	1,248,434	1,222,136	1,466,815	819,000	615,130	572,000
100 Transfer to RSM PFA Debt Service Fund	730,387	732,137	736,338	734,838	734,838	727,838
210 Transfer to General Fund	206,954	234,441	206,128	223,239	236,731	227,970
210 Transfer to Capital Projects Fund	1,041,374	327,503	1,116,033	1,806,000	1,285,740	2,291,000
212 Transfer to General Fund	470,879	531,995	543,184	517,743	524,431	523,607
212 Transfer to Capital Projects Fund	300,000	161,047	248,402	193,000	94,000	230,000
214 Transfer to General Fund	-	-	-	-	-	30,000
214 Transfer to Capital Projects Fund	94,257	96,818	25,443	20,000	20,000	210,000
220 Transfer to Capital Projects Fund	-	-	166,849	120,000	191,320	1,025,000
530 Transfer to General Fund	-	-	-	-	1,526,835	-
530 Transfer to Capital Projects Fund	854,253	-	-	-	-	-
TOTAL	4,946,538	3,306,077	4,509,192	4,433,820	5,229,025	5,837,415

General Government

City of Rancho Santa Margarita, California



General Government

		FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----		FY 2018/19 ADOPTED BUDGET
GENERAL GOVERNMENT					AMENDED BUDGET	YEAR-END ESTIMATE	
110	City Council	152,572	140,469	150,245	128,021	128,021	140,921
120	City Manager	329,300	386,078	447,638	461,189	463,724	498,996
140	City Attorney	711,333	361,837	470,247	365,000	365,000	400,000
160	City Clerk	340,176	282,147	322,552	307,382	289,948	356,184
220	HR/Risk Management	318,443	284,295	292,993	354,386	341,233	415,817
TOTAL EXPENDITURES		<u>1,851,824</u>	<u>1,454,826</u>	<u>1,683,675</u>	<u>1,615,978</u>	<u>1,587,926</u>	<u>1,811,918</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 2017-18

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 the extensive child safety programs.
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 fountain renovation, interior painting of the BTRCC and exterior wood trim staining.
6. Provided guidance and direction relating to the study of potential future development of Chiquita Ridge.
7. Provided support and guidance to continue best practices in open, transparent, publicly accessible government with the revision and update of the fee waiver policy.
8. Provided guidance and direction relating to the study of establishing potential parking restrictions to increase the effectiveness of street sweeping.
9. Reviewed Citywide on-street parking issues affecting the community.
10. Provide input and direction on the development of a Splash Pad at Central Park.

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

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.
5. Strengthen relationships and partnerships in the community through collaborative, participatory efforts, and maintain ongoing involvement with and support to the City's adopted 2nd Battalion, 5th Marines.

City Council
(continued)

6. Provide support and direction regarding aesthetic improvements throughout the community to remain competitive with surrounding communities.
7. Provide support and direction regarding the design and construction of the Splash Pad project at Central Park.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>CITY COUNCIL</u>							
<i>EXPENDITURES</i>							
<i>PERSONNEL</i>							
511.000	Salaries - Elected	28,737	27,810	26,767	27,810	27,810	27,810
521.000	Medicare	417	403	388	403	403	403
522.000	Retirement	3,374	3,448	3,321	3,448	3,448	3,448
530.000	Benefits	72,005	88,340	85,854	91,260	91,260	94,260
TOTAL PERSONNEL		104,533	120,001	116,330	122,921	122,921	125,921
<i>OPERATIONS</i>							
610.000	Membership & Dues	21,417	14,564	14,855	-	-	14,000
612.000	Travel/Conf/Meetings	997	842	195	500	500	1,000
618.000	Council Support	2,466	2,812	4,789	2,500	2,500	-
670.000	Community Support	6,850	2,250	2,050	2,100	2,100	-
Subtotal	700.028 PS - Public Relations	31,730	20,468	21,889	5,100	5,100	15,000
		16,309	-	12,026	-	-	-
TOTAL OPERATIONS		48,039	20,468	33,915	5,100	5,100	15,000
TOTAL EXPENDITURES		152,572	140,469	150,245	128,021	128,021	140,921
<i>FUNDING SOURCES</i>							
100	General Fund	152,572	140,469	150,245	128,021	128,021	140,921
TOTAL FUNDING SOURCES		152,572	140,469	150,245	128,021	128,021	140,921

General Government **CITY MANAGER**

DESCRIPTION

The City Manager's Office is responsible for making policy recommendations to the City Council and implementing Council direction. 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 2017-18

1. Operational and oversight accomplishments include:
 - Developed and implemented a balanced budget in accordance with Council priorities and goals, identifying funding for priority projects.
 - Directed the activities of all City staff and departments to efficiently and effectively implement the policies established by the City Council.
 - Ensured oversight and accountability of the City's finances to position the City for continued long-term stability and growth.
 - Fostered a collaborative team environment to improve accountability over various functions.
 - Conducted review of Administrative Regulations providing oversight and leadership in updating and amending existing regulations and development of new directives to reflect current trends.
 - Hired several new staff members and contract partners including Chief of Police Services, Principal Engineer, Public Works Superintendent, Accounting Technician, and started recruitment for Public Works Director/City Engineer.
2. Provided leadership for the successful implementation of key capital improvement projects including:
 - Street improvement projects such as the Avenida Empresa Rehabilitation Project.
 - Improvements and renovations to City facilities including the Dog Park, City Hall Fountain, and Vereda Laguna sidewalk.
 - Traffic improvement projects such as the Auto Center Drive Signage project, Santa Margarita Parkway and El Paseo Intersection Traffic Signal Enhancements, and Esperanza restriping.
 - Familiarized City with the Countywide homelessness issue and participated in related discussions.
3. Established Passport Acceptance Facility in August, 2017:
 - Four trained and certified personnel
 - 420 Passport applications processed
4. Expanded communication and public relations relating to City projects, programs and activities via several platforms, including:
 - Facebook (29% increase to 3,138 followers),
 - Twitter (34% increase to 2,292), and
 - Instagram (83% increase to 1,119 followers)

City Manager (continued)

5. Represented the City's interests on local, regional and statewide issues, including:
 - Analyzed legislation and preparing correspondence in support or opposition as appropriate.
 - Participated in regional discussions and meetings regarding Countywide homelessness.
 - Served on the OCFA City Managers' Technical Advisory Committee, and appointed Chair of the OCFA City Managers' Budget and Finance Committee.
 - Monitored and evaluated law enforcement contract cost increases and participated in a multi-city study of contract-related issues.
 - Continued to serve as senior facility official liaison to US State Department to allow citizens to apply for passports.

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

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.
7. Continue to familiarize the City with the County homelessness issue and participate in related discussions.
8. Serve on the OCFA Budget and Finance committee and participate on the City Manager's OCFA Technical Advisory Committee.
9. Collaborate with SAMLARC on the development of a splash pad project at Central Park.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>CITY MANAGER</u>							
EXPENDITURES							
PERSONNEL							
512.000	Salaries - Regular	272,243	329,256	381,362	367,310	400,025	382,561
521.000	Medicare	3,935	4,762	5,553	5,305	5,513	5,519
522.000	Retirement	28,611	23,215	28,493	29,535	29,108	50,402
523.000	Unemployment Insurance	1,085	1,085	1,008	1,008	504	1,008
530.000	Benefits	5,949	21,876	26,816	54,756	25,294	56,556
TOTAL PERSONNEL (3 FTE)		311,823	380,194	443,232	457,914	460,444	496,046
OPERATIONS							
610.000	Membership & Dues	50	50	54	125	445	50
612.000	Travel/Conf/Meetings	2,713	4,484	3,613	2,150	2,335	2,900
615.000	CM Discretionary Account	-	1,350	739	1,000	500	-
626.000	Books & Periodicals	393	-	-	-	-	-
	Subtotal	3,156	5,884	4,406	3,275	3,280	2,950
700.001	Professional Services	14,321	-	-	-	-	-
TOTAL OPERATIONS		17,477	5,884	4,406	3,275	3,280	2,950
TOTAL EXPENDITURES		329,300	386,078	447,638	461,189	463,724	498,996
FUNDING SOURCES							
100	General Fund	329,300	386,078	447,638	461,189	463,724	498,996
TOTAL FUNDING SOURCES		329,300	386,078	447,638	461,189	463,724	498,996

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>CITY ATTORNEY</u>							
<i>EXPENDITURES</i>							
<i>OPERATIONS</i>							
700.003	Professional Services	293,114	348,433	469,618	365,000	365,000	400,000
700.032	PS - Special Counsel	409,182	3,119	-	-	-	-
700.039	PS - Building Expert	9,037	10,285	629	-	-	-
TOTAL OPERATIONS		711,333	361,837	470,247	365,000	365,000	400,000
TOTAL EXPENDITURES		711,333	361,837	470,247	365,000	365,000	400,000
<i>FUNDING SOURCES</i>							
100	General Fund	711,333	361,837	470,247	365,000	365,000	400,000
TOTAL FUNDING SOURCES		711,333	361,837	470,247	365,000	365,000	400,000

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 2017-18

1. Managed and completed the City Records Destruction for 2016.
2. Coordinated the publishing, audio streaming and minutes for all City Council and Public Financing Authority meetings.
3. Assisted the public and media in compliance with the Public Records Act.
4. Participated in the distribution of information through the City's website.
5. Managed the City Records Imaging projects including the scanning and migration of the City's building plans and vital records.
6. Provided community support through student recognitions, presentations, and certificates of recognitions.
7. Managed updates to the Rancho Santa Margarita Municipal Code.
8. Upgraded the City Council Chamber and Bell Tower Regional Community Center Audio Visual Sound System which will allow the following:
 - Run and record City Council and Planning Commission meetings,
 - Conduct public and private meetings, community events, and meeting overflow at the Bell Tower,
9. Provided training relating to accessing and scanning records into the TAB file system.
10. Processed a Master Subscription Agreement with Granicus for audio streaming and distribution of live and archived digital media content for City Council and Planning Commission meetings.
11. Received certification as Passport Acceptance Agents to process Passports for the City.

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

1. Update the Records Retention Schedule.
2. Review and update Council Policy No. 4.4 Rules of Decorum and Procedure for the Conduct of City Council Meetings.
3. Review and organize the Central File Room and TAB file system.
4. Continue community support efforts through student recognitions, presentations, and certificates of recognitions.
5. Respond to public and media requests for information in compliance with the Public Records Act.
6. Update the Conflict of Interest Code.
7. Process a Gift Ticket policy.
8. Identify long-term record storage solutions.

Department Expense Summary

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
CITY CLERK							
EXPENDITURES							
PERSONNEL							
512.000	Salaries - Regular	211,850	226,503	230,241	210,134	228,625	208,518
521.000	Medicare	3,039	3,277	3,322	3,030	3,189	3,000
522.000	Retirement	28,826	21,401	22,526	25,775	25,059	29,378
523.000	Unemployment Insurance	2,536	1,302	1,008	1,008	1,008	1,008
530.000	Benefits	13,679	231	174	36,504	(3)	37,704
TOTAL PERSONNEL (2.5 FTE)		259,930	252,714	257,271	276,451	257,878	279,608
OPERATIONS							
610.000	Membership & Dues	650	778	540	649	525	560
611.000	Training	-	1,285	400	-	-	-
612.000	Travel/Conf/Meetings	3,060	1,087	1,282	1,290	1,195	-
622.010	Special Dept. Expense	1,682	3,015	2,611	3,419	3,779	4,600
622.011	Codification Supplements	2,076	3,375	5,087	7,000	7,431	7,500
623.001	Mapping/Reproduction	4,771	4,069	5,091	5,000	5,676	4,000
624.000	Legal Notices	8,408	14,905	17,430	12,000	11,891	12,000
626.000	Books & Periodicals	-	108	108	110	110	55
646.000	Maintenance & Repair	2,218	281	-	588	588	3,611
Subtotal		22,865	28,903	32,549	30,056	31,195	32,326
700.001	Professional Services	12,402	530	2,391	-	875	-
700.002	Elections	44,979	-	29,345	875	-	42,750
700.029	Election Language Assist.	-	-	996	-	-	1,500
Subtotal		57,381	530	32,732	875	875	44,250
TOTAL OPERATIONS		80,246	29,433	65,281	30,931	32,070	76,576
TOTAL EXPENDITURES							
		340,176	282,147	322,552	307,382	289,948	356,184
FUNDING SOURCES							
100	General Fund	340,176	282,147	322,552	307,382	289,948	356,184
TOTAL FUNDING SOURCES		340,176	282,147	322,552	307,382	289,948	356,184

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

DESCRIPTION

The Human Resources, Risk, and 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 employee 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 2017-18

1. Recovered over \$15,000 on behalf of the City for property damage.
2. Workers Compensation program received \$28,099 dividend due to favorable claims development in our risk pool.
3. Secured grants including:
 - 10th consecutive Emergency Management Performance Grant (EMPG).
 - \$10,000 safety grant for future ADA door actuator project.
4. Represented the City on the Public Agency Risk Sharing Authority of California (PARSAC) Board of Directors.
5. Appointed to the CSAC Excess Insurance Authority Employee Benefits Committee.
6. Directed employee benefits, including:
 - New Life insurance,
 - New 457 deferred compensation plan options,
 - Dental insurance enhancements,
 - and Open Enrollment.
7. Hired several new staff members and contract partners including:
 - Chief of Police Services,
 - Principal Engineer,
 - Public Works Superintendent,
 - Accounting Technician, and
 - Began recruitment for Public Works Director/City Engineer.
8. Manage Employee Recognition programs, including:
 - Quarterly Staff meetings,
 - Team building games, and
 - Planning annual Holiday Fest to recognize employee service and performance.
9. Organized City's participation in the Great ShakeOut Earthquake Drill.
10. Amended Council Policy concerning adjustments to employee compensation.

Human Resources, Risk Management and Emergency Management
(continued)

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

1. Fall Community Emergency Preparedness Academy (CEPA).
2. Pursue Safety and Loss Control grant with PARSAC.
3. Introduce City internship program offerings.
4. Develop community emergency preparedness business alliance.
5. Apply for 2018 Emergency Management Performance Grant (EMPG).
6. Implement grant-funded ADA door actuator project.
7. Provide risk management oversight with splash pad and skate park projects.

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

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	AMENDED BUDGET	-----FY 2017/18-----	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>HUMAN RESOURCES/RISK MANAGEMENT</u>								
EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	110,130	87,765	112,359	116,449	121,178	135,083	
512.000	Salaries/Benefit Adjustments	-	-	-	-	-	-	
516.000	Leave Time Program	-	-	-	10,000	5,000	10,000	
521.000	Medicare	1,597	1,263	1,617	1,676	1,676	1,943	
522.000	Retirement	24,234	6,487	8,937	9,332	9,555	17,292	
523.000	Unemployment Insurance	434	868	336	336	168	672	
526.000	FICA Cost	12	-	-	-	-	-	
530.000	Benefits	17,633	11,767	17,204	18,252	18,252	18,852	
TOTAL PERSONNEL (1.2 FTE)		154,040	108,150	140,453	156,045	155,829	183,842	
OPERATIONS								
610.000	Membership & Dues	525	525	715	865	865	865	
611.000	Training	-	775	130	5,000	2,899	5,000	
612.000	Travel/Conf/Meetings	451	133	2,391	3,000	3,000	3,000	
622.010	Special Dept. Expense	152	2,020	6,523	2,745	(3,744)	2,745	
626.000	Books & Periodicals	438	490	181	500	500	500	
627.002	EOC Program	-	-	-	5,000	5,000	5,000	
665.000	Recruitment	3,855	1,054	1,108	1,896	2,099	2,000	
690.001	Insurance G/L	58,645	89,552	97,427	100,000	100,384	107,000	
690.002	Insurance W/C	36,571	47,954	22,010	40,000	43,401	59,290	
690.003	Insurance Property	21,283	19,444	16,952	17,800	18,108	20,000	
690.004	Insurance Other	700	700	700	735	776	775	
690.005	Insurance SIR	212	3,266	-	15,000	7,500	20,000	
Subtotal		122,832	165,913	148,137	192,541	180,788	226,175	
700.004	Professional Services	41,571	10,232	4,403	5,800	4,616	5,800	
TOTAL OPERATIONS		164,403	176,145	152,540	198,341	185,404	231,975	
TOTAL EXPENDITURES		318,443	284,295	292,993	354,386	341,233	415,817	
FUNDING SOURCES								
100	General Fund	318,443	284,295	292,993	354,386	341,233	415,817	
TOTAL FUNDING SOURCES		318,443	284,295	292,993	354,386	341,233	415,817	

Finance

City of Rancho Santa Margarita, California



Finance

		FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 ADOPTED BUDGET
					AMENDED BUDGET	YEAR-END ESTIMATE	
FINANCE							
170	Non-departmental	2,370,718	2,495,841	3,640,722	2,822,997	2,655,047	1,776,112
210	Finance	456,236	567,913	618,253	588,152	585,858	606,090
TOTAL EXPENDITURES		2,826,954	3,063,754	4,258,975	3,411,149	3,240,905	2,382,202



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 2017-18

1. Prepared a structurally balanced budget for FY 2018-19.
2. Received the Government Finance Officers Association (GFOA) Financial Reporting Certificate of Excellence for the 2016-17 Comprehensive Annual Financial Report (CAFR).
3. Completed the FY 2016-17 City-wide Audit with no adjustments or deficiencies.
4. Developed Administrative Regulations in compliance with the Uniform Guidance rules and regulations.
5. Issued an RFP for a new audit firm after six years with the previous auditor and selected a new audit firm to begin during FY 18-19.
6. Updated the General Fund 10-year operating analysis and forecasting model and the Special Revenue Funds restricted reserves forecasting model.
7. Complied with state mandate for compensation transparency by filing applicable reports with:
 - State Controller's Office,
 - OC Grand Jury, and
 - Posting reports to the City's website.
8. Implemented technology upgrades, including:
 - Updated the City phone system software and replaced City phones throughout City Hall and the BTRCC.
 - Upgraded Office Suite Software to Office 2016 on all Computers for all Departments.
 - Purchased and installed a new email/voicemail storage device in compliance with Records Retention Guidelines
 - Assisted in the update of the City Council Chamber and Bell Tower Regional Community Center Audio Visual Sound System.
9. Prepared annual Investment Policy review and update and renewed financial services contract with Fieldman Rolapp.
10. Completed contract negotiations with Data Ticket for on-going parking citations processing services.
11. Monitored the law enforcement contract overtime cost and vacancy credit monthly. Worked directly with police services to develop year-end projections and estimates.

Finance
(continued)

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

1. Develop a balanced budget for Fiscal Year 2019-20.
2. Direct annual City-wide financial statement audit and submit 2017-18 CAFR to GFOA award program.
3. Refine software modeling for budget forecasting and long-term trend analysis.
4. Research diversification of City investments in authorized local government investment pools and financial institution placements.
5. 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.
6. Continue research on upgrading the City website to be compliant with Title II ADA regulations.
7. Adopt a resolution that adjusts the City's user fee schedule based on the Consumer Price Index (CPI).

Department Expense Summary
Non-Departmental Fund 100, Division 170

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>NON-DEPARTMENTAL</u>							
EXPENDITURES							
PERSONNEL							
530.000	Benefits	4,948	7,410	7,767	7,920	8,043	7,980
TOTAL PERSONNEL		4,948	7,410	7,767	7,920	8,043	7,980
OPERATIONS							
610.000	Membership & Dues	6,030	6,123	6,088	6,396	6,396	6,410
622.000	Office Supplies	22,061	20,613	19,729	25,000	25,000	22,000
625.000	Postage	6,600	6,351	5,620	7,170	10,047	8,500
627.000	EOC Supplies/Training	2,867	6,797	2,711	9,376	9,376	9,376
636.001	Utilities-Telephone	31,031	30,883	31,257	33,216	31,652	33,216
642.000	Equipment Leases	14,514	16,178	12,523	14,400	15,077	14,400
663.000	Property Tax Admin. Costs	21,058	20,296	12,906	24,000	24,000	19,050
664.000	LAFCO Reforms (AB 2838)	5,958	5,936	6,467	6,699	6,699	7,000
690.000	Insurance	764	691	858	1,248	1,248	920
	Subtotal	110,883	113,868	98,159	127,505	129,495	120,872
700.001	Prof. Svcs. - Admin.	9,825	5,106	1,660	24,700	25,557	6,670
700.008	Prof. Svcs. - Computer	76,244	82,794	78,265	98,318	96,784	95,000
700.017	Prof. Svcs. - Website	9,640	23,671	18,087	8,855	8,855	9,400
700.022	PS - Financing Costs	2,000	2,000	2,000	2,000	2,000	2,000
700.024	PS - Emergency Coord.	38,749	53,661	-	-	-	-
	Subtotal	136,458	167,232	100,012	133,873	133,196	113,070
TOTAL OPERATIONS		247,341	281,100	198,171	261,378	262,691	233,942
TRANSFERS							
790.410	Transfer to Cap. Projects	1,248,434	1,222,136	1,466,815	819,000	615,130	572,000
	Subtotal	1,248,434	1,222,136	1,466,815	819,000	615,130	572,000
MITIGATION							
802.000	Mit. Obligation - Tax Incr.	-	-	967,536	814,114	848,655	85,000
	Subtotal	-	-	967,536	814,114	848,655	85,000
DEBT SERVICE							
790.530	Transfer to RSM PFA	730,387	732,138	736,338	734,838	734,838	727,838
CAPITAL OUTLAY							
826.000	Equipment - Police	4,964	111,711	154,161	49,049	49,018	-
832.000	GIS System	16,976	16,976	16,974	18,500	18,474	18,830
841.001	Comp. Licenses/HW/SW	117,668	121,550	76,651	88,198	88,198	90,522
990.000	Contingency	-	2,820	16,309	30,000	30,000	40,000
	Subtotal	139,608	253,057	264,095	185,747	185,690	149,352
TOTAL EXPENDITURES		2,370,718	2,495,841	3,640,722	2,822,997	2,655,047	1,776,112
FUNDING SOURCES							
100	General Fund	2,370,718	2,495,841	3,640,722	2,822,997	2,655,047	1,776,112
TOTAL FUNDING SOURCES		2,370,718	2,495,841	3,640,722	2,822,997	2,655,047	1,776,112

Department Expense Summary

DIVISION	ACCT NUMBER	DESCRIPTION	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18		FY 2018/19		
			ACTUAL	ACTUAL	ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	ADOPTED BUDGET		
<u>FINANCE</u>										
EXPENDITURES										
PERSONNEL										
512.000	Salaries - Regular	335,937	396,116	415,504	397,600	432,617	413,190			
515.000	Temporary Personnel	-	-	9,139	-	792	-			
521.000	Medicare	4,859	5,728	6,009	5,753	5,849	5,976			
522.000	Retirement	53,668	64,391	71,683	80,416	79,769	73,694			
523.000	Unemployment Insurance	1,803	1,736	1,344	1,344	1,344	1,344			
526.000	FICA Cost	-	-	-	-	-	-			
530.000	Benefits	28,541	23,471	16,574	54,756	17,204	56,556			
TOTAL PERSONNEL (3.8 FTE)			424,808	491,442	520,253	539,869	537,575	550,760		
OPERATIONS										
610.000	Membership & Dues	610	1,056	1,021	1,024	1,024	1,021			
611.000	Training	-	1,431	719	1,700	1,700	1,700			
612.000	Travel/Conf/Meetings	308	272	79	1,105	1,105	1,175			
622.010	Special Dept. Expense	3,567	3,536	5,031	4,035	4,035	6,135			
626.000	Books & Periodicals	695	695	782	1,291	1,291	1,291			
700.004	Professional Services	Subtotal	5,180	6,990	7,632	9,155	9,155	11,322		
			26,248	69,481	90,368	39,128	39,128	44,008		
TOTAL OPERATIONS			31,428	76,471	98,000	48,283	48,283	55,330		
TOTAL EXPENDITURES			456,236	567,913	618,253	588,152	585,858	606,090		
FUNDING SOURCES										
100	General Fund	456,236	567,913	618,253	588,152	585,858	606,090			
TOTAL FUNDING SOURCES			456,236	567,913	618,253	588,152	585,858	606,090		

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Police Services

City of Rancho Santa Margarita, California



Police Services

		FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----		FY 2018/19 ADOPTED BUDGET
POLICE SERVICES							
310	Police Services	7,947,848	7,316,939	8,845,028	9,271,242	9,242,510	9,623,749
320	Animal Control	74,777	123,517	683,637	292,863	310,273	305,631
310	Police Services SLESF	108,999	125,395	116,296	130,809	130,809	122,941
TOTAL EXPENDITURES		<u>8,131,624</u>	<u>7,565,851</u>	<u>9,644,961</u>	<u>9,694,914</u>	<u>9,683,592</u>	<u>10,052,321</u>



Police Services
POLICE SERVICES/ANIMAL CARE AND CONTROL

DESCRIPTION

The City contracts with the Orange County Sheriff's Department for police services. Police Services is responsible for public safety and general law enforcement within the City of Rancho Santa Margarita. Public safety and general law enforcement includes patrol services, traffic and parking enforcement, criminal investigations, crime prevention programs, child safety programs, critical incident management, community awareness programs, crossing guard services, assistance through the Trauma Intervention Program, animal field services including animal licensing, sheltering and pet care/recovery.

ACCOMPLISHMENTS: FISCAL YEAR 2017-18

1. Provided effective law enforcement services enabling the City to be ranked as the safest cities in Orange County and safest city in the State of California with a population greater than 20,000.
2. Completed the recruitment and training of two motor officers filling two open positions. Increased traffic enforcement by issuing citations and being responsive to resident requests related to traffic.
3. Updated the City's Parking Bail Schedule to conform with State Mandates.
4. Maintained RSM Police Services front counter allowing over 700 people to come to police services to ask questions, report incidents, obtain proof of correction citation sign-offs, and request vacation safety checks of residents' homes.
5. The Child Safety Deputy conducted numerous "Officer Friendly" presentations, Senior Safety presentations and Neighborhood Watch meetings.
6. Continued Traffic Safety programs, including roving traffic patrols and special enforcement requests at schools and neighborhoods.
7. Continued the *Lock Your Stuff* campaign utilizing the City website, social media platforms, and Neighborhood Watch programs to inform the public.
8. Utilized State resources for decoy operations to ensure tobacco was not being sold to minors from a business located in the City.
9. Provided significant interaction on school campuses by responding to law enforcement related events, participated in school campus safety and awareness plans, lockdown drills, and delivered presentations on suicide awareness, cyber bullying, internet safety and drug education. Also, Police Services coordinated the "Pumpkin Patch" giveaway to special needs students, participated in the RSM Intermediate Secret Santa giveaway and supported the "Team Kids Challenge".
10. Continued school-related activities including coordination of the annual Mayor's meeting with school officials and outreach meetings with school principals.
11. Deputy Castillo received the Mothers Against Drunk Driving annual DUI enforcement award for removing over 25 suspected drunk drivers from the streets.
12. Coordinated and participated in highly attended community events including Tip-A-Cop, Coffee with a Cop and the "Workplace Violence and Active Shooter" presentation. TIP-A-Cop was held at the Wood Ranch Restaurant and raised \$4,735 for the Special Olympics (the most of any Orange County city).

Police Services

(continued)

13. Provided security, additional staff, and police assistance at major City and private events. Worked with event organizers to provide law enforcement service to Rancho Family Fest, the Ride for Rwanda and SAMLARC's Star Spangled Spectacular.
14. Collaborated with MVAS and DAWG (Dedicated Animal Welfare Group) on public outreach at various City special events and animals available for adoption on the City's website.
15. Provided animal licensing applications and information to residents at vaccine clinics.

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

1. Provide exceptional and responsive law enforcement services to the 50,000 residents in the City of Rancho Santa Margarita.
2. Maintain consistent hours of operation at the Police Services front lobby to enable residents to speak with sworn personnel for ticket sign offs, reporting of incidents and general law enforcement inquiries.
3. Ensure patrol response times to Part 1 crimes maintain an average of 5 minutes or less.
4. Expand the Explorer program to assist at community events such as Rancho Family Fest, the Summer Concerts and the Samlarc 4th of July Spectacular.
5. Proactively address major issues that can adversely affect the quality of life within the City of Rancho Santa Margarita including addressing law enforcement's response to homelessness, traffic issues and emerging crime trends.
6. Educate the public through OCSD sponsored events such as the "Stay Safe OC" campaign, "Fraud Prevention" seminar and "Workplace Violence and Active Shooter" presentation.
7. Increase public outreach by attending City sponsored events, increasing our social media presence and coordinating events such as Tip-a-Cop, Coffee with a Cop, Drug Prescription Take Back and the School Pumpkin Patch Giveaway for special needs students.
8. Develop a new field training officer and train 5 new deputies to fill the current vacancies.
9. Respond to residents' requests for enforcement of vehicle code violations by increasing traffic citations; since there are two motors assigned to the City.
10. Manage the deployment of resources for maximum coverage and efficiency while working within the new overtime and vacancy credit parameters of the budget.
11. Have the SRO facilitate a tabletop joint exercise with the school district and first responders for an emergency response requiring evacuation.

Department Expense Summary
Police Services Fund 100, Division 310

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18----- AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>POLICE SERVICES</u>							
EXPENDITURES - PERSONNEL							
512.000	Salaries - Regular	35,305	68,520	83,580	-	577	-
521.000	Medicare	512	991	1,206	-	8	-
522.000	Retirement	8,196	17,015	18,859	-	109	-
523.000	Unemployment Insurance	434	434	336	-	-	-
530.000	Benefits	9,814	7,854	8,079	-	637	-
TOTAL PERSONNEL		54,261	94,814	112,060		1,331	
OPERATIONS							
610.000	Membership & Dues	-	-	-	-	-	-
612.000	Travel/Conf/Meetings	576	252	794	1,130	565	1,090
622.010	Special Dept. Expense	4,190	4,764	6,028	12,675	3,471	7,030
628.000	Uniforms	142	36	201	410	205	200
642.000	Radio Maint. Contract	3,099	7,932	4,524	8,000	8,000	5,509
646.000	Maintenance-Motorcycles	10,312	7,494	5,019	10,000	10,821	10,000
646.003	Maintenance-Bicycles	-	-	-	200	-	200
649.000	Fuel - Motorcycles	1,943	1,560	2,777	4,800	4,196	4,800
649.002	Fuel - Autos	92,556	82,019	75,811	97,200	84,474	90,000
670.000	Community Support	5,966	5,966	5,966	5,966	5,966	6,000
	<i>Subtotal</i>	118,784	110,023	101,120	140,381	117,698	124,829
720.001	Law Enforcement Contract	7,553,305	6,868,349	8,387,426	8,865,276	8,865,276	9,233,335
720.003	Crossing Guard	175,391	188,269	195,776	208,449	208,449	208,449
720.006	Parking Citation Process.	26,468	39,906	34,693	30,000	22,620	30,000
720.018	Automated Fingerprint ID	15,948	15,578	16,131	27,136	27,136	27,136
	<i>Subtotal</i>	217,807	243,753	246,600	265,585	258,205	265,585
TOTAL OPERATIONS		7,889,896	7,222,125	8,735,146	9,271,242	9,241,179	9,623,749
CAPITAL OUTLAY							
826.000	Police Equipment	3,691	-	(2,178)	-	-	-
TOTAL CAPITAL OUTLAY		3,691		(2,178)			
TOTAL EXPENDITURES		7,947,848	7,316,939	8,845,028	9,271,242	9,242,510	9,623,749
FUNDING SOURCES							
100	General Fund	7,741,252	7,146,151	8,694,581	9,116,093	9,115,335	9,481,993
100	GF - Police Revenue	198,883	163,493	142,914	155,149	127,175	141,756
100	Miscellaneous Grants	7,713	7,295	7,533	-	-	-
TOTAL FUNDING SOURCES		7,947,848	7,316,939	8,845,028	9,271,242	9,242,510	9,623,749
<u>POLICE SERVICES - SLESF</u>							
EXPENDITURES - OPERATIONS							
646.004	SLESF-800 Mhz Maint.	8,338	8,400	10,005	22,415	22,415	11,958
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	96,764	108,749	106,291	99,394	99,394	101,983
TOTAL OPERATIONS		108,999	125,395	116,296	130,809	130,809	122,941
TOTAL EXPENDITURES		108,999	125,395	116,296	130,809	130,809	122,941
FUNDING SOURCES							
222	SLESF	108,999	125,395	116,296	130,809	130,809	122,941
TOTAL FUNDING SOURCES		108,999	125,395	116,296	130,809	130,809	122,941

Department Expense Summary
Animal Control Fund 100, Division 320

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>ANIMAL CONTROL</u>								
EXPENDITURES								
OPERATIONS								
720.002	OC Animal Control Contract	74,777	123,517	143,025	-	4,932	-	
720.019	MV Animal Control Contract	-	-	145,780	292,863	305,341	305,631	
720.020	MV Animal Care Transition	-	-	394,832	-	-	-	
TOTAL OPERATIONS		74,777	123,517	683,637	292,863	310,273	305,631	
TOTAL EXPENDITURES		74,777	123,517	683,637	292,863	310,273	305,631	
FUNDING SOURCES								
100	General Fund	74,777	123,517	683,637	292,863	310,273	305,631	
TOTAL FUNDING SOURCES		74,777	123,517	683,637	292,863	310,273	305,631	

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Development Services

City of Rancho Santa Margarita, California



Development Services

	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	FY 2018/19 ADOPTED BUDGET
DEVELOPMENT SERVICES					
410 Planning	727,091	772,339	762,036	964,438	851,494
510 Building & Safety	266,375	378,579	316,687	267,083	330,933
TOTAL EXPENDITURES	993,466	1,150,918	1,078,723	1,231,521	1,182,427
					1,248,705



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 2017-18

1. The Development Services Department provided assistance to 2,749 people at the public counter.
2. The Building Division processed a variety of plan checks, permits and inspections:
 - conducted 311 plan checks
 - issued 1,702 building permits
 - performed 3,674 building inspections
 - collected 158 building records requests
 - completed plan check, inspection and certificates of occupancy for the final phase of a new 36-unit residential community by William Lyon Homes
3. The Planning Division:
 - processed 15 discretionary entitlements
 - issued 21 special event permits
 - conducted 10 Planning Commission meetings.
4. Code Enforcement:
 - opened and investigated 33 cases
 - closed 56 cases.
5. Notable Economic Development activities include the following:
 - Worked cooperatively with the RSM Chamber of Commerce through financial support, staff participation in Chamber activities and on the committee to plan and implement Rancho Family Fest.
 - Implemented new Costar and Loopnet tools for economic development.
 - Attended the International Council of Shopping Centers (ICSC) regional Deal Making Event and annual RECON Conference to market the City's available retail properties.
 - Met with owners and managers of retail properties to collaborate on mutually-beneficial economic development activities.

Development Services

(continued)

6. Ongoing annual reporting and a comprehensive update to the City's General Plan activities for the fiscal year include:
 - Completed the 2017 General Plan Annual Progress Report and submitted it to State Housing and Community Development Department (HCD).
 - Completed public review draft of the comprehensive General Plan Update.
 - Issued the Notice of Preparation (NOP) for the General Plan Update Environmental Impact Report (EIR).
7. Notable Code Enforcement Efforts include:
 - Appropriately addressed improper issues with Beijing Herbal Foot Massage, resulting in revocation of their Massage License
 - Responded to and provided information regarding the Image One shared parking complaint.
 - Abated the public nuisances at the former Nissan Site and continue active monitoring of activity at the site.
8. General Planning Division Accomplishments include:
 - Responded to inquiries and issues surrounding the Dove Canyon Plaza potential application for rezone.
 - Conducted research regarding small cell sites and actively responded to requests for permits.
 - Continued to work cooperatively with Applied Medical on multiple building expansion projects and also to review and evaluate a proposed future 12kV self-generation project.
 - Implemented the FY 2017-18 Annual Action Plan for CDBG and prepared the FY 2018-19 Annual Action Plan.
 - Issued a Request for Proposal for On-Call Planning Consultant Services and selected a new On-Call Planning Consultant.
9. Participation in Regional Planning Activities include:
 - Orange County Council of Governments Technical Advisory Committee.
 - Completion of local input to 2018 Orange County Projections through the Center for Demographic Research.
 - Participation in Regional Economic Development Activities through the Orange County Economic Development Working Group.
10. Completed updates to the City's Municipal Code include:
 - An update to the City's Zoning Code regulations for massage establishments in accordance with the requirements of the Massage Therapy Act.
 - An update to the City's Zoning Code for Accessory Dwelling Units in accordance with State Law.
 - An update to the City's Municipal Code to address State requirements for Electric Vehicle Charging Stations.

Development Services
(continued)

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

1. Complete the comprehensive General Plan update and EIR and begin public hearings.
2. Generate the 2018 General Plan Annual Progress Report and submit it to HCD.
3. Implement the FY 2018-19 Annual Action Plan for CDBG and prepare the FY 2019-20 Annual Action Plan.
4. Participate in Regional Planning activities through the Orange County Council of Governments Technical Advisory Committee.
5. Participate in Regional Economic Development Activities through the Orange County Economic Development Working Group.
6. Complete economic development activities such as continued participation with the RSM Chamber of Commerce and continued business attraction activities.
7. Participate in the International Council of Shopping Centers (ICSC) 2019 Recon and local conferences.
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 feasibility studies and develop and implement a recommended strategy for disposition and development of the Chiquita Ridge property for City Council consideration.
10. Update and modernize permitting software.

Department Expense Summary
Planning Fund 100, Division 410

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2017/18-----	FY 2018/19 ADOPTED BUDGET
<u>PLANNING</u>								
EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	371,203	421,959	419,942	430,190	432,061	445,149	
521.000	Medicare	5,340	6,074	6,044	6,208	6,208	6,415	
522.000	Retirement	61,295	59,614	44,609	49,419	47,079	66,549	
523.000	Unemployment Insurance	2,996	2,170	2,114	1,680	1,680	1,680	
526.000	FICA Cost	143	-	-	-	-	-	
530.000	Benefits	51,922	44,970	43,879	73,008	68,016	75,408	
TOTAL PERSONNEL (4.6 FTE)		492,899	534,787	516,588	560,505	555,044	595,201	
OPERATIONS								
610.000	Membership & Dues	1,435	1,663	2,115	2,705	2,705	2,705	
611.000	Training	50	-	670	150	150	150	
612.000	Travel/Conf/Meetings	1,798	3,477	4,606	3,859	2,616	2,959	
617.000	Stipend - Commissioners	4,275	3,075	3,300	4,500	4,425	4,500	
622.010	Special Dept. Expense	-	-	304	845	423	845	
623.001	Mapping/Reproduction	-	-	-	300	150	300	
624.000	Legal Notices	673	3,832	-	3,000	1,500	3,000	
626.000	Books & Periodicals	191	218	246	349	274	349	
Subtotal		8,422	12,265	11,241	15,708	12,243	14,808	
700.005	PS - Non-recoverable	39,000	13,125	12,946	-	-	-	
700.011	PS - Recoverable	12,020	2,439	1,194	18,000	855	10,000	
700.014	PS - Code Enforcement	3,660	2,286	3,840	4,500	4,500	2,400	
700.022	PS - CDBG	39,480	40,681	32,032	39,425	39,425	41,950	
700.023	Economic Development	35,991	45,581	46,484	60,300	39,300	60,200	
700.025	CDBG - Eligible Projects	-	-	8,530	25,000	25,000	25,000	
700.026	CDBG - Public Services	28,664	27,625	29,568	30,000	30,000	31,460	
700.027	PS-Recoverable Deposits	66,955	27,176	14,080	31,500	19,707	31,500	
Subtotal		225,770	158,913	148,674	208,725	158,787	202,510	
TOTAL OPERATIONS		234,192	171,178	159,915	224,433	171,030	217,318	
CAPITAL OUTLAY								
851.000	General Plan & Elements	-	66,374	80,504	175,000	125,000	131,557	
852.000	Comp. Zoning Code	-	-	5,029	4,500	420	14,500	
TOTAL CAPITAL OUTLAY		-	66,374	85,533	179,500	125,420	146,057	
TOTAL EXPENDITURES								
FUNDING SOURCES								
100	General Fund	517,552	575,972	583,118	763,400	553,026	747,895	
100	CDBG Grant	68,143	68,306	78,723	94,425	94,425	98,410	
100	GF - Planning Revenues	141,396	128,061	100,195	106,613	204,043	112,271	
TOTAL FUNDING SOURCES		727,091	772,339	762,036	964,438	851,494	958,576	

Department Expense Summary
Building & Safety Fund 100, Division 510

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>BUILDING & SAFETY</u>								
EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	23,336	54,951	67,610	53,729	69,019	57,229	
521.000	Medicare	338	797	980	779	869	830	
522.000	Retirement	1,524	3,334	3,640	3,827	3,698	10,222	
523.000	Unemployment Insurance	434	434	336	336	336	336	
530.000	Benefits	98	12,333	1,130	18,252	941	18,852	
TOTAL PERSONNEL (1 FTE)		25,730	71,849	73,696	76,923	74,863	87,469	
OPERATIONS								
611.000	Training	-	-	-	100	50	100	
612.000	Travel/Conf/Meetings	-	-	-	60	30	60	
Subtotal		-	-	-	160	80	160	
700.007	PS - Non-recoverable	-	-	-	-	-	-	
700.012	PS - Recoverable	240,645	306,730	242,991	190,000	255,990	202,500	
Subtotal		240,645	306,730	242,991	190,000	255,990	202,500	
TOTAL OPERATIONS		240,645	306,730	242,991	190,160	256,070	202,660	
TOTAL EXPENDITURES		266,375	378,579	316,687	267,083	330,933	290,129	
FUNDING SOURCES								
100	General Fund	(133,180)	(249,996)	(176,667)	(112,917)	(182,132)	(114,871)	
100	GF - Building Revenue	399,555	628,575	493,354	380,000	513,065	405,000	
TOTAL FUNDING SOURCES		266,375	378,579	316,687	267,083	330,933	290,129	

Public Works

City of Rancho Santa Margarita, California

PUBLIC WORKS



Public Works

		FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
PUBLIC WORKS DEPARTMENT							
610	Public Works	909,506	1,008,303	871,111	980,937	909,361	951,626
620	Street Maintenance	915,516	980,318	985,717	992,790	999,178	1,000,634
630	GAS TAX FUND <i>Street Lighting</i>	279,147	271,604	261,639	280,008	280,008	280,008
640	Building Maintenance	281,862	300,422	307,034	357,102	353,017	385,046
TOTAL EXPENDITURES		2,386,031	2,560,647	568,673	2,610,837	2,541,564	2,617,314



Public Works

OPERATIONS AND 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 2017-18

1. Issued permits for and inspected work in the Public Right of Way:
 - 73 Encroachment Permits,
 - 15 Transportation/Oversized Load Permits,
 - 1 Film Permit.
2. Issued Engineering Permits:
 - 1 Grading Permit,
 - 1 Landscape Permit.
3. Engineering and Traffic Engineering Accomplishments include:
 - Inspected Bell Canyon Drainage Improvements.
 - Reviewed and commented on plans for Caltrans work within the City.
 - Maintained eligibility for Measure M2 funds through Orange County Transportation Authority (OCTA) by providing all required reports and studies.
 - Filed and monitored all necessary applications and permits with Caltrans in preparation of the construction phase for the Santa Margarita Parkways Bridge Hinge repair project.
 - Addressed the topic of Citywide on-street parking issues through a study and report to the Planning Commission, resulting in further study of potential for implementation of street sweeping parking restrictions.
 - Oversaw the completion of the grant-funded Transit Feasibility (Project V) Study.
 - Maintained compliance with San Diego Regional Water Quality Control Board MS4 Permits.
 - Maintained compliance with all state-mandated solid waste disposal requirements.
4. On-going Facility and Street Maintenance includes:
 - Managed the contracts and performance of traffic signal maintenance, solid waste, and street sweeping contractors.
 - Installed courtesy signs to encourage residents to remove cars from the street during bi-weekly street sweeping activities.
 - Continued to ensure removal of graffiti within 24 hours utilizing the Graffiti Hotline.
 - Performed on-going maintenance of City facilities and landscape areas.
 - Completed various maintenance tasks Citywide including weekly litter collection, patching of potholes, repair of damaged asphalt, and as needed sign replacement.

Public Works

(continued)

- Installed new holiday décor around City Hall and the BTRCC during the December holiday season.
- Continued maintenance and oversight activities at the 82-acre habitat restoration area near Upper Oso Reservoir.

5. Identified potential uses for Quimby Fees, including research for a Splash Pad at Central Park, which included legal research relating to easements and the Irrevocable Offer of Dedication.
6. Coordinated with the City Attorney's office regarding the Vista Drive litigation, including management of multiple Public Records Act requests related to this issue.
7. Held two successful electronic waste and document shredding events in November 2017 and May 2018.
8. Participated in Santa Margarita Water District's annual educational festival and other local educational events regarding solid waste and water quality.
9. Participated in regional meetings of the watershed management group, CalRecycle, and OCTA Technical Advisory Committee.

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

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. Implement the City's Pavement Management Program to ensure that the City's streets remain in an acceptable condition and utilize the most cost effective maintenance processes
7. Proactively address neighborhood traffic management issues as they arise.
8. Continue maintenance and oversight activities at the 82-acre habitat restoration area near Upper Oso Reservoir
9. Coordinate with utility companies to ensure work completion with minimal impact on City residents, streets, and businesses.

Department Expense Summary

ACCT DIVISION	NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
PUBLIC WORKS EXPENDITURES								
PERSONNEL								
512.000	Salaries - Regular	372,601	417,331	410,600	498,394	408,093	450,893	
512.001	Salaries - Allocated to CIP	-	-	-	(100,000)	(50,000)	(100,000)	
521.000	Medicare	5,378	6,287	7,316	7,196	6,892	6,499	
522.000	Retirement	65,893	62,545	75,929	85,495	80,775	55,232	
523.000	Unemployment Insurance	2,417	3,038	1,650	1,848	1,848	1,848	
530.000	Benefits	25,541	32,881	34,712	63,882	40,557	65,982	
TOTAL PERSONNEL (4.36 FTE)		471,830	522,082	530,207	556,815	488,165	480,454	
OPERATIONS								
610.000	Membership & Dues	536	339	525	405	573	405	
611.000	Training	898	-	-	1,000	1,000	1,000	
612.000	Travel & Meetings	422	292	584	300	293	1,480	
622.010	Special Dept. Expense	1,464	1,217	813	1,160	1,175	1,520	
622.020	Underground Service Alert	368	356	434	480	453	500	
626.000	Books & Periodicals	317	216	-	600	300	600	
643.000	Storage Facility Rental	6,000	6,000	6,000	6,000	5,500	6,000	
650.000	Storm Water (NPDES)	173,770	220,800	158,933	203,670	194,646	211,775	
660.000	Solid Waste Management	4,840	8,183	16,584	33,448	22,268	37,772	
660.001	Solid Waste Recycling	-	-	-	-	-	-	
661.000	Landscape Maintenance	8,111	10,348	13,746	15,440	15,440	15,800	
661.001	Park Maintenance	4,220	8,963	5,081	14,580	14,580	14,580	
	Subtotal	200,946	256,714	202,700	277,083	256,228	291,432	
700.006	PS - Non-recoverable	93,347	36,326	-	-	-	-	
700.013	PS - Recoverable	38,646	22,910	14,141	2,000	6,431	2,000	
700.015	PS - Traffic Engineering	89,115	113,094	105,758	118,620	132,118	120,420	
	Subtotal	221,108	172,330	119,899	120,620	138,549	122,420	
TOTAL OPERATIONS		422,054	429,044	322,599	397,703	394,777	413,852	
CAPITAL OUTLAY								
844.000	City Vehicle	-	25,351	-	-	-	30,000	
871.000	Speed/Volume Study	4,090	3,800	5,066	7,500	7,500	7,800	
872.001	Design - Local Projects	2,800	9,342	801	2,500	2,500	2,520	
874.000	Pavement Mgmt System	8,732	18,684	12,438	16,419	16,419	17,000	
TOTAL CAPITAL OUTLAY		15,622	57,177	18,305	26,419	26,419	57,320	
TOTAL EXPENDITURES		909,506	1,008,303	871,111	980,937	909,361	951,626	
FUNDING SOURCES								
100	General Fund	633,012	670,531	503,167	611,803	535,456	528,682	
210	Gas Tax	120,472	144,273	121,751	139,239	152,731	141,690	
214	AQMD	-	-	-	-	-	30,000	
100	Waste Recycling Grant	88,443	88,532	89,683	82,013	82,013	83,038	
100	Waste Disposal Agreement	-	-	60,009	71,562	71,562	99,772	
100	Beverage Recycling Grant	-	13,097	12,709	-	-	-	
100	GF-Public Works Revenue	67,579	91,870	83,792	76,320	67,599	68,444	
TOTAL FUNDING SOURCES		909,506	1,008,303	871,111	980,937	909,361	951,626	

Department Expense Summary
Street Maintenance Fund 100, Division 620

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>STREET MAINTENANCE</u>								
<i>EXPENDITURES</i>								
<i>PERSONNEL</i>								
512.000	Salaries - Regular	-	41,709	55,662	57,200	55,325	55,981	
521.000	Medicare	-	597	792	823	797	804	
522.000	Retirement	-	3,027	4,379	4,585	6,117	7,091	
523.000	Unemployment Insurance	-	434	168	168	328	168	
530.000	Benefits	-	-	-	9,126	7,602	9,426	
TOTAL PERSONNEL (.5 FTE)		-	45,767	61,001	71,902	70,169	73,470	
<i>OPERATIONS</i>								
700.019	PS - Contract Admin	63,183	12,891	-	-	-	-	-
720.000	Misc. Street Maintenance	62,736	92,041	85,201	95,604	95,604	95,604	
720.004	Street Maint. Contract	571,600	580,608	600,400	584,008	584,008	584,008	
720.007	Street Sweeping	86,482	90,168	84,377	84,000	84,000	86,280	
720.008	Traffic Signal Maintenance	88,293	112,478	95,050	109,896	117,620	113,892	
720.009	Special Repairs	-	-	15,459	-	397		
720.011	Traffic Improvements	2,084	4,432	3,979	4,980	4,980	4,980	
720.014	Street Maint - NPDES	39,909	41,933	38,832	40,000	40,000	40,000	
720.016	Bus Shelter Maintenance	1,229	-	1,418	2,400	2,400	2,400	
	Subtotal	852,333	921,660	924,716	920,888	929,009	927,164	
TOTAL EXPENDITURES		915,516	980,318	985,717	992,790	999,178	1,000,634	
<i>FUNDING SOURCES</i>								
100	General Fund	358,155	358,155	358,156	391,047	390,747	390,747	
212	Measure M Fund	470,879	531,995	543,184	517,743	524,431	523,607	
210	Gas Tax Fund	86,482	90,168	84,377	84,000	84,000	86,280	
TOTAL FUNDING SOURCES		915,516	980,318	985,717	992,790	999,178	1,000,634	

Department Expense Summary
Street Lighting Fund 210, Division 630

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>STREET LIGHTING</u>							
<i>EXPENDITURES</i>							
<i>OPERATIONS</i>							
631.003	Utilities	279,147	271,604	261,639	280,008	280,008	280,008
TOTAL OPERATIONS		279,147	271,604	261,639	280,008	280,008	280,008
TOTAL EXPENDITURES							
<i>FUNDING SOURCES</i>							
210	Gas Tax Fund	279,147	271,604	261,639	280,008	280,008	280,008
TOTAL FUNDING SOURCES		279,147	271,604	261,639	280,008	280,008	280,008

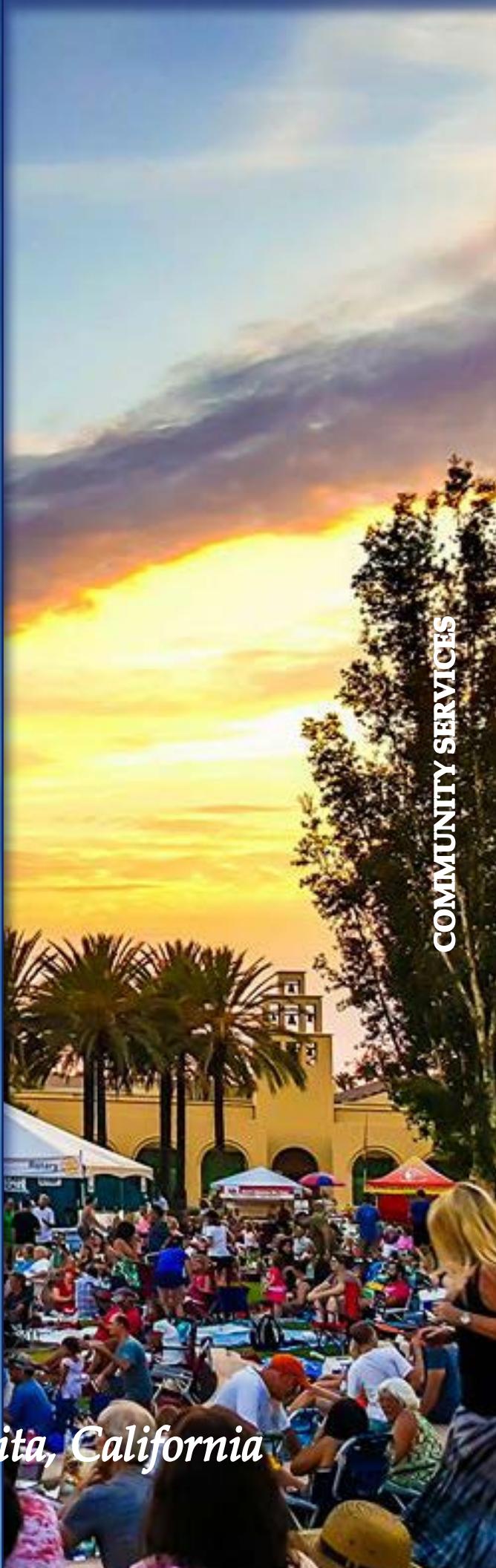
Department Expense Summary
Building Maintenance Fund 100, Division 640

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	YEAR-END ESTIMATE	FY 2018/19 ADOPTED BUDGET
<u>BUILDING MAINTENANCE</u>							
<i>EXPENDITURES</i>							
<i>OPERATIONS</i>							
640.001	City Hall Elect/Water	56,647	57,321	59,837	72,000	69,210	75,000
640.002	City Hall Facility Maint.	76,069	98,334	94,892	114,258	114,258	127,602
640.101	BTRCC Utilities	52,358	52,323	59,735	72,360	70,870	73,800
640.102	BTRCC Facility Maint.	86,358	85,382	86,372	93,484	93,484	103,644
640.104	BTRCC Improvements	2,882	4,602	6,198	5,000	5,000	5,000
	Subtotal	274,314	297,962	307,034	357,102	352,822	385,046
640.003	City Hall Facility Mgmt.	7,548	2,460	-	-	195	-
	Subtotal	7,548	2,460	-	-	195	-
	TOTAL OPERATIONS	281,862	300,422	307,034	357,102	353,017	385,046
	TOTAL EXPENDITURES	281,862	300,422	307,034	357,102	353,017	385,046
<i>FUNDING SOURCES</i>							
100	General Fund	281,862	300,422	307,034	357,102	353,017	385,046
	TOTAL FUNDING SOURCES	281,862	300,422	307,034	357,102	353,017	385,046

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Community Services

City of Rancho Santa Margarita, California



COMMUNITY SERVICES

Community Services

	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18-----		FY 2018/19 ADOPTED BUDGET
				AMENDED BUDGET	YEAR-END ESTIMATE	
COMMUNITY SERVICES						
710 Community Services	1,027,184	1,086,025	1,025,201	1,092,380	1,124,695	1,091,977
TOTAL EXPENDITURES	<u>1,027,184</u>	<u>1,086,025</u>	<u>1,025,201</u>	<u>1,092,380</u>	<u>1,124,695</u>	<u>1,091,977</u>



Community Services
COMMUNITY SERVICES
BELL TOWER REGIONAL COMMUNITY CENTER

DESCRIPTION

Community Services is dedicated to providing quality leisure experiences for the community through a variety of recreational programs, services, and specialized facilities. By providing a wide range of opportunities for people of all ages, interests, and abilities to come together in pursuit of positive leisure outlets, recreation creates connections between people and their communities, and enhances the overall quality of life for Rancho Santa Margarita residents.

ACCOMPLISHMENTS: FISCAL YEAR 2017-18

1. Planned, promoted, and implemented events for a variety of audiences and in coordination with volunteers, community organizations, and businesses:
 - 17th Annual “Celebrating Family & Friends” event on New Year’s Eve
 - Presented the Summer Concert series with approximately 20,000 attendees over six consecutive concerts, including a successful partnership with Rotary del Sol to host its first Beer and Wine Garden
 - 12th Annual Flag Day ceremony, fostering relationships with the scouting community and American Legion Post 862
 - 3rd Annual Veterans Day recognition/reception with increased attendance
 - Partnered with SAMLARC to support the Fall Family Festival
 - Worked with RSM Cares to provide Breakfast with Santa event
2. Promoted the sponsorship program;
 - Provided opportunities for businesses to partner with the City
 - Gained support for community events and activities, successfully garnering \$45,000 in sponsorship contributions
3. Provided a variety of senior programs in partnership with Age Well Senior Services including:
 - Pursued additional programs that promote the independence, health and dignity of older adults
 - Implemented programs such as Bocce Ball, Tai Chi, Yoga and many other classes and activities
 - Registered over 170 aging adults in the Senior Mobility Program with new photo ID cards, providing reliable and economical transportation to the senior community
 - Provided daily support 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
4. Increased outreach through publications and social media:
 - Published three issues of the Community Living Magazine, maintaining the established quality standards in a cost-effective manner
 - Increased readership and opt-ins on social media by continuing to disseminate information regarding events, programs, and facilities through Facebook (3,037 followers), Twitter (2,169 followers), and Instagram (1031 followers)

Community Services

(continued)

5. Continued to provide over 300 unique recreation classes for children and adults while adding new classes each quarter.
6. Supported the City Adopted 2/5 Marines with Patriot Day, resource fair, homecomings, deployments, and volunteer programs.
7. Offered 12 vaccination clinics and licensing opportunities to help residents maintain the health of their pets with more than 800 cats and/or dogs receiving these services.
8. Supported Boys and Girls Club literacy program by providing volunteers with training space and rooms for the program.
9. Provided an analysis of the programs and activities of the Bell Tower Regional Community Center to illustrate use and fiscal sustainability. The analysis included:
 - The core functions and processes of the community center
 - Recreation programming and Facility Reservations and usage
 - Special Events
 - Contract services
 - Financial performance

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

1. Maintain sponsorship program soliciting businesses to reach \$50,000:
 - Review current sponsorship levels
 - Foster relationships with current sponsors
 - Refresh and revise sponsorship marketing materials
 - Add a “Community” sponsor (or similar) level to attract smaller businesses
 - Schedule in-person meetings with businesses
2. Continue outreach and pursue opportunities to identify additional funding sources:
 - Seek additional support for programs, classes, seminars and events
 - Offer free classes and programs which other organizations may provide such as OC Library, Braille Institute, Alzheimer’s Orange County, local hospitals
3. Increase marketing and strategic communications:
 - Disseminate materials to local businesses, stakeholders and the public
 - Coordinate and brand the City’s presence
4. Meet with businesses and highlight the facility rental opportunities at the Community Center for conferences, forums, employee trainings and retreats:
 - Participate in meetings with community partners regarding programs and event that reflect the needs of the community of Rancho Santa Margarita
5. Facilitate and present the 18th Annual “Celebrating Family & Friends” event:
 - Increase attendance by offering local dance organization the opportunity to showcase their talented participants on stage
 - Seek high quality entertainment
 - Increase art contest participation by seeking commitment from local schools
6. Implement the 13th Annual City-hosted Summer Concert Series:
 - Assist with enhancing beer and wine garden to include a VIP area

Community Services

(continued)

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. Work with RSM Chamber to create an advertising program to support local businesses.

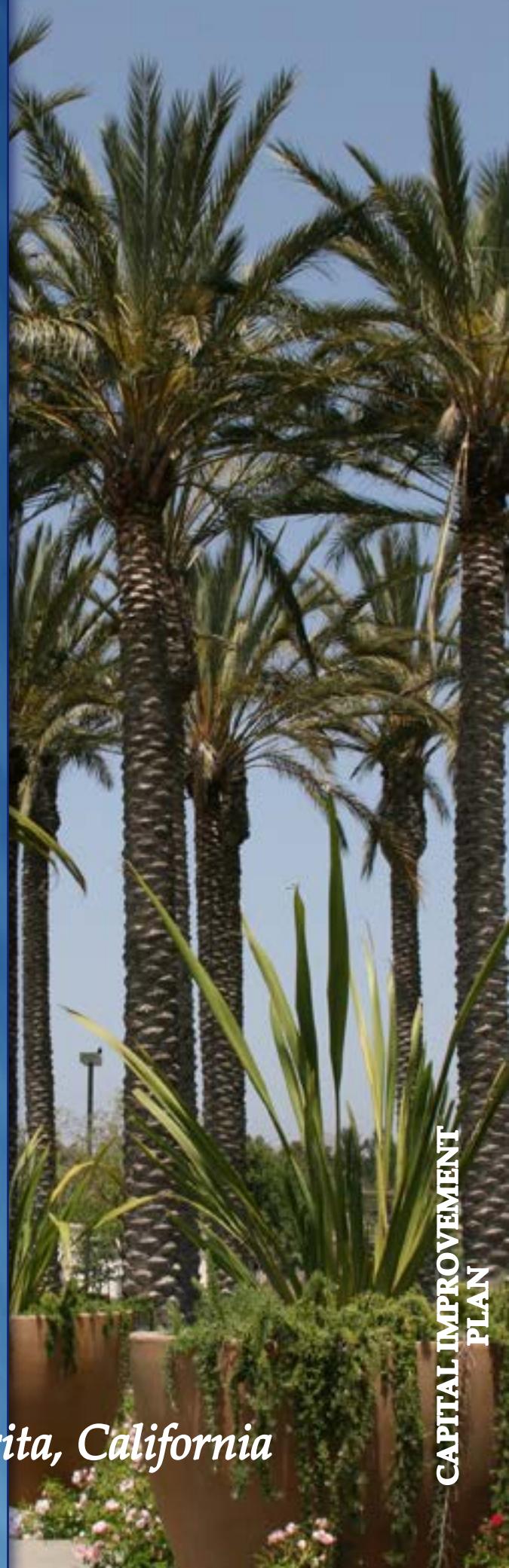
Department Expense Summary
Community Services Fund 100, Division 710

ACCT DIVISION NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	-----FY 2017/18-----	FY 2018/19 ADOPTED BUDGET
COMMUNITY SERVICES					AMENDED BUDGET	YEAR-END ESTIMATE
EXPENDITURES						
PERSONNEL						
512.000	Salaries - Regular	305,614	316,811	284,602	265,523	292,857
515.000	Temporary Personnel	46,858	55,099	62,349	79,217	76,960
521.000	Medicare	5,091	5,337	4,994	4,974	5,013
522.000	Retirement	69,064	75,568	80,188	90,220	88,923
523.000	Unemployment Insurance	4,261	3,984	3,583	2,352	2,352
526.000	FICA Cost	2,561	2,517	3,646	4,911	4,911
530.000	Benefits	43,052	43,407	45,301	73,008	46,547
TOTAL PERSONNEL (6.4 FTE)		476,501	502,723	484,663	520,205	520,052
OPERATIONS						
610.000	Membership & Dues	-	917	1,288	1,285	1,285
611.000	Training	425	45	27	435	218
612.000	Travel/Conf/Meetings	252	1,727	229	1,970	1,010
614.000	Newsletter/Class Schedule	44,903	48,171	47,743	48,423	48,285
618.001	Community Support 2/5	-	-	-	-	2,500
622.010	Special Depart. Expense	5,480	1,430	373	-	407
623.000	Printing	-	-	-	2,000	1,000
640.103	Phones	7,311	6,051	6,955	7,920	7,305
674.000	Senior Mobility Program	34,550	22,712	5,394	27,022	55,388
675.002	NYE Event	38,979	35,310	30,057	35,000	30,861
675.005	Summer Concert Series	34,344	24,184	52,870	58,050	58,050
675.007	Patriot Day	8,875	421	3,000	1,500	329
675.101	Programs	151,886	177,851	164,878	168,000	178,026
675.102	Rental Expenses	13,866	12,522	11,944	10,800	11,381
675.103	BTRCC Admin	17,408	22,376	23,780	17,770	18,960
Subtotal		358,279	353,717	348,538	380,175	412,643
675.001	Youth Center	120,000	120,000	120,000	120,000	120,000
675.006	Seniors Program	72,404	71,558	72,000	72,000	72,000
700.028	PS - Public Relations	-	38,027	-	-	-
Subtotal		-	38,027	-	-	-
TOTAL OPERATIONS		550,683	583,302	540,538	572,175	604,643
CAPITAL OUTLAY						
840.000	Furniture & Fixtures	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
TOTAL EXPENDITURES		1,027,184	1,086,025	1,025,201	1,092,380	1,124,695
FUNDING SOURCES						
100	General Fund	556,990	614,787	538,333	612,789	664,385
100	Senior Mobility Grant	24,798	25,529	26,399	27,022	27,488
100	GF - Com. Svcs. Revenue	445,396	445,709	460,469	452,569	433,288
TOTAL FUNDING SOURCES		1,027,184	1,086,025	1,025,201	1,092,380	1,124,695
						1,091,977

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Capital Improvement Plan

City of Rancho Santa Margarita, California



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 2017/18

1. Completed the design and construction of various street improvement projects including:
 - Avenida Empresa Pavement Rehabilitation Project
 - Antonio Parkway Pavement Rehabilitation Project
 - Annual Slurry Seal Project
 - ADA Curb Ramp Installation Project
2. Constructed improvements or renovations to the following City facilities:
 - Dog Park
 - City Hall Fountain
 - Bell Tower Regional Community Center Outdoor Youth Lounge
 - City Hall and Bell Tower Regional Community Center Landscaping
 - Vereda Laguna Sidewalk Connection to Trabuco Mesa Elementary School
 - City Hall IT/Server Room
 - City Hall/Bell Tower Regional Community Center Interior painting and exterior wood trim stain/seal project
 - Phase Three of Sealing and Staining the Colored Stamped Concrete in the Medians and Intersection Corners along Santa Margarita Parkway and Antonio Parkway
3. Installed the following traffic improvements:
 - Speed Feedback Signs
 - Avenida De Las Banderas Traffic Signal Modification
 - Santa Margarita Parkway and El Paseo Intersection Traffic Signal Enhancements
 - Santa Margarita Parkway Signal and Equipment Synchronization Program
 - Antonio Parkway Signal and Equipment Synchronization Program
 - Auto Center Drive Signage along SR-241
 - Esperanza Restriping
4. Initiated a Transit Feasibility Study
5. Updated the City's Pavement Management Program

GOALS AND OBJECTIVES: FISCAL YEAR 2018-19

Public Works will implement 27 Capital Improvement Program projects for Fiscal Year 2018-19, totaling approximately \$5.4M, listed below. Additionally, the City will continue to seek grant opportunities and other one-time revenue sources for capital projects.

Capital Improvement Program

(continued)

1. Nine street improvement/maintenance projects:
 - Annual Slurry Seal Project – Zone 1
 - Annual Residential Overlay Project on Coluso and Berlamo residential streets
 - Annual Concrete Repair Program consisting of as needed repairs to sidewalk and curb and gutter Citywide
 - Avenida Empresa Pavement Rehabilitation Project Phase 2 – Banderas to Aventura
 - Americans with Disabilities Act (ADA) Ramp Improvements in conjunction with Residential Overlay and Avenida Empresa Pavement Rehabilitation Projects.
 - Arroyo Vista Pavement Rehabilitation Phase 1 Design and Cost Estimates
 - Avenida de las Flores Slurry Seal Avenida de las Banderas to Antonio Parkway
 - La Promesa Slurry Seal
 - Antonio Parkway Slurry Seal Avenida de las Flores to Santa Margarita Parkway
2. Five special projects:
 - Chiquita Ridge Open Space Assessment
 - Habitat Restoration Project
 - Skate Park Renovation Project
 - Design and Construction of a Splash Pad in Central Park
 - Citywide Closed-Circuit Television Inspection of Storm Drain System
3. Three landscaping/renovation projects:
 - Final Phase of Sealing and Staining the Colored Stamped Concrete in the Medians and Intersection Corners Citywide
 - Santa Margarita Parkway and Antonio Parkway Intersection Traffic Signal Enhancement
 - El Paseo Corridor Enhancements
4. Three City Hall and Bell Tower Regional Community Center projects:
 - Exterior Lighting Upgrades
 - Exterior Ledge Renovations
 - Kitchen Equipment Upgrade
5. Six traffic improvement projects:
 - Antonio Parkway Signal and Equipment Upgrades
 - Traffic Signal Battery Backup Phase 3
 - Emergency Vehicle Pre-Emption Phase 3
 - Traffic Signal Modification at Avenida de las Banderas and Esperanza
 - Los Alisos/Melinda Road Signal and Equipment Upgrades
 - Citywide Red Curb Evaluation
6. One Bridge project:
 - Begin Environmental Evaluations in Preparation for Construction of the Santa Margarita Parkway Bridge Hinge Repair Project

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CAPITAL IMPROVEMENT PLAN
Fund 410, Division 900

ACCT NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	AMENDED BUDGET	YEAR-END ESTIMATE	FY 2018/19 Proposed BUDGET
CAPITAL PROJECTS							
EXPENDITURES - CAPITAL OUTLAY							
911.000	Annual Slurry Seal Program	325,287	83,011	545,633	385,000	307,200	400,000
911.002	Antonio Pkwy. Slurry Seal	771	-	-	-	-	114,000
911.003	Avenida De Las Banderas Slurry Seal	116,749	-	-	-	-	-
912.000	Annual Residential Overlay	311,705	261,102	232,442	-	-	180,000
912.002	Robinson Ranch Rd. Pavement Rehabilitation	19	-	-	-	-	-
913.007	Antonio Pkwy. Pavement Rehabilitation	418,204	3,763	2,733	522,000	302,530	-
913.009	Coto de Caza/La Promesa Pavement Rehab.	-	-	199,427	-	-	-
913.010	SM Pkwy. Pavement Rehabilitation	1,005	3,927	3,486	578,000	400,770	-
913.011	Avenida Empresa Pavement Rehabilitation	-	1,964	314	330,000	330,000	315,000
913.012	Esperanza Restriping	-	-	72,561	-	-	-
915.000	Median Hardscape Renovation	35,705	87,496	163,582	273,000	273,000	240,000
915.003	Melinda Road Median Improvements	(32)	-	-	-	-	-
915.004	Buena Suerte/La Miranda Median Improvements	(435)	-	-	-	-	-
916.001	Alicia Pkwy./Santa Margarita Pkwy. Gateway	208,271	202,726	-	-	-	-
916.002	Auto Center Drive Signage	-	-	6,902	80,000	46,980	-
918.001	Santa Margarita Pkwy./Empresa Landscaping	226,644	-	-	-	-	-
918.002	City Hall Landscaping Renovation	-	-	19,154	180,000	141,000	-
918.003	El Paseo Corridor Improvements	-	-	-	60,000	-	75,000
921.003	SMP Signal & Equipment Upgrade	16,480	256	1,272	10,000	10,000	-
921.004	Antonio Pkwy. Signal & Equipment Upgrade	10,149	62,317	6,141	10,000	10,000	5,000
921.005	Traffic Signal Enhancements	-	-	42,472	60,000	59,910	80,000
921.006	Avenida De Las Banderas Traffic Signal Modification	-	-	33,477	-	-	-
923.003	Traffic Signal Battery Backup System	111,003	-	-	-	-	107,000
923.004	Count Down Pedestrian Signal Heads	42,860	-	-	-	-	-
931.004	SMP Bridge Hinge Repair	247,413	108,877	176,075	95,000	25,000	630,000
934.001	Annual Concrete - Sidewalk Repairs	66,610	55,603	53,328	-	-	69,000
934.006	Alma Aldea Bulboult Installation	(20)	-	-	-	-	-
934.007	ADA Curb Ramp Installation	264,303	63,484	85,873	123,000	111,620	165,000
934.008	Trabuco Mesa Bulboult Improvements	(20)	-	-	-	-	-
934.009	Vereda Laguna Sidewalk & Landscape Renovation	-	34,981	51,949	245,000	196,060	-
940.001	Transit Planning Feasibility Study	-	-	30,833	26,000	26,000	-
951.006	Building Improvements	11,466	693,918	916,569	-	-	-
951.007	City Hall IT/Server Room Fire Suppression System	-	-	3,755	49,000	34,130	-
951.008	City Hall & BTRCC Flooring/Carpeting	67,243	-	1,217	-	-	-
951.009	BTRCC / CDBG Funded	23,677	9,634	-	-	-	-
951.010	Sealcoat City Hall & BTRCC Parking Lots	-	-	7,600	-	-	-
951.011	City Hall / BTRCC Roofing Renovation	-	-	9,695	-	-	-
951.012	City Hall Fountain Renovation	-	-	49,254	-	-	-
951.013	BTRCC Youth Lounge Courtyard Improvement	-	-	558	70,000	70,000	-
951.014	BTRCC Ball Room Flooring	-	-	37,893	-	-	-
951.015	City Hall / BTRCC Interior Painting	-	-	-	60,000	60,000	-
951.016	City Hall / BTRCC Stain & Seal Exterior Wood	-	-	-	30,000	30,000	-
952.001	Chiquita Ridge Open Space Assessment	15,580	81,918	118,319	90,000	-	90,000
952.002	Chiquita Ridge Habitat Restoration	1,780,900	186,574	221,011	207,000	207,000	215,000
954.004	Emergency Vehicle Pre-Emption	-	-	-	-	-	113,000
954.005	Emergency Vehicle Pre-Emption/Phase 2 & 3	140,758	-	-	-	-	-
954.006	Speed Feedback Signs	27,172	20,470	18,030	-	-	-
954.007	Crosswalk LED Signs	24,225	-	-	-	-	-
954.008	Trabuco Mesa School Signing & Striping	-	13,776	-	-	-	-
961.002	Skate Park Renovations	-	-	-	50,000	24,000	225,000
962.000	Dog Park Renovation	-	-	166,849	102,681	97,320	-
970.004	CCTV Inspection of Storm Drain System	-	-	-	210,000	6,000	204,000
970.005	Trash Reduction Catch Basin Inserts	-	-	121,389	-	-	-
NEW	City Hall / BTRCC Exterior Lighting	-	-	-	-	-	30,000
NEW	BTRCC Kitchen Equipment Replacement	-	-	-	-	-	7,000
NEW	City Hall / BTRCC Renovation of Ledges	-	-	-	-	-	35,000
NEW	Arroyo Vista Pavement Rehabilitation	-	-	-	-	-	45,000
NEW	Avenida de Las Flores Slurry Seal	-	-	-	-	-	565,000
NEW	La Promesa Slurry Seal	-	-	-	-	-	60,000
NEW	Splash Pad at Central Park	-	-	-	-	-	800,000
NEW	Citywide Red Curb Evaluation	-	-	-	-	-	66,000
NEW	Traffic Signal Modification Banderas/Esperanza	-	-	-	-	-	20,000
NEW	Los Alisos/Melinda Road Signal Equipment Upgrade	-	-	-	-	-	316,000
TOTAL CAPITAL OUTLAY		4,493,692	1,975,797	3,399,793	3,845,681	2,768,520	5,171,000
TOTAL EXPENDITURES		4,493,692	1,975,797	3,399,793	3,845,681	2,768,520	5,171,000

CAPITAL IMPROVEMENT PLAN
Fund 410, Division 900

ACCT NUMBER	DESCRIPTION	FY 2014/15 ACTUAL	FY 2015/16 ACTUAL	FY 2016/17 ACTUAL	FY 2017/18		FY 2018/19 Proposed BUDGET
					AMENDED BUDGET	YEAR-END ESTIMATE	
FUNDING SOURCES							
XXX	Use of City Reserves	-	-	-	819,000	615,130	572,000
100	Trans. From General Fund	1,248,434	1,222,137	1,466,816	-	-	-
210	Trans. From Gas Tax Fund	1,041,374	327,503	1,116,033	1,806,000	1,285,740	2,291,000
212	Trans. From Measure M Fund	300,000	161,047	248,402	193,000	94,000	230,000
214	Transfer from Air Quality Improve. Fund	94,257	96,818	25,443	20,000	20,000	210,000
220	Trans. From Park Trust	-	-	166,849	222,681	191,320	1,025,000
530	Trans. From PFA Capital Fund	854,253	-	-	-	-	-
423.013	HBP	109,222	160,993	44,677	45,000	22,130	500,000
423.016	APM	-	-	-	450,000	255,580	-
470.001	Interest Income/Other	426	406	323	-	-	-
470.002	Unrealized Gain/Loss on Invest	(58)	347	(1,095)	-	-	-
485.014	CDBG Grant	247,981	73,118	131,589	267,000	261,620	111,000
485.019	CTFP	99,699	34,900	-	-	-	-
485.020	Project V	-	-	-	23,000	23,000	-
NEW	TSSP	-	-	-	-	-	232,000
TOTAL FUNDING SOURCES		3,995,588	2,077,269	3,199,037	3,845,681	2,768,520	5,171,000

CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

6/30/2017 Fund Balance

CAPITAL PROJECTS & SPECIAL FUNDS COMPARISON

3/30/2018 Estimated Fund Balance

City of Rancho Santa Margarita
Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2018/19 through 2024/2025

(Attachment A)

No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24	Year 7 24/25
STREET IMPROVEMENT/MAINTENANCE PROJECTS										
General Fund Reserves (MOE)										
	Measure M	\$ 3,445	\$ 391	\$ 429	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525	\$ 525
	Gas Tax	\$ 523	\$ 523	\$ 524	\$ 524	\$ 524	\$ 524	\$ 524	\$ 524	\$ 524
	TOTAL	\$ 7,916	\$ 1,000	\$ 1,073	\$ 1,169					
	Gas Tax	\$ 3,257	\$ 400	\$ 420	\$ 441	\$ 463	\$ 486	\$ 511	\$ 536	
1	Annual Slurry Seal: 410-900-911,000									
2	Annual Residential Overlay									
	Account: 410-900-912,000									
3	Annual Concrete Repair Program									
	Account: 410-900-934,001									
4	Americans with Disabilities Act (ADA) Curb Ramp Installation Project									
	Account: 410-900-934,007									
5	Avenida Empresarial Pavement Rehabilitation									
	Limits: FY 17/18 (Phase 2: Banderas to Aventura)									
	Account: 410-900-913,011									
6	Arroyo Vista Pavement Rehabilitation									
	Limits: Avenida Empresarial to end (Tijeras Creek Golf Club)									
	Account: NEW									
7	Avenida de Las Flores Slurry Seal									
	Limits: Banderas to Antonio Parkway									
	Account: NEW									
8	La Promesa Slurry Seal									
	Limits: La Promesa (Antonio to Richard Reece Way)									
	Account: NEW									
9	Antonio Parkway Slurry Seal									
	Limits: Santa Margarita Parkway to Avenida de Las Flores									
	Account: 410-900-911,002									
10	Avenida de Las Banderas Slurry Seal									
	Limits: Avenida Empresarial Aideal/Avenida de Las Flores									
	Account: NEW									
11	Antonio Parkway Pavement Rehabilitation									
	Limits: Vía Laderas to Ave de Las Banderas									
	Account: NEW									
12	Trabuco Canyon Road Pavement Rehabilitation									
	Limits: Piano Trabuco Drive to City Limits									
	Account: NEW									
13	Antonio Parkway Overlay (Alas de Paz to Santa Margarita Parkway)									
	Alas De Paz Overlay (Antonio Parkway to Piano Trabuco)									
	Piano Trabuco Overlay (Alas de Paz to Santa Margarita Parkway)									
14	Antonio Parkway Pavement Rehabilitation									
	Limits: Ave de Las Banderas to Avenida Empresa									
	Account: NEW									
15	Gilberto & Esperanza Overlay									
	Account: NEW									

**City of Rancho Santa Margarita
Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2018/19 through 2024/25**

(Attachment A)

**City of Rancho Santa Margarita
Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2018/19 through 2024/2025**

(Attachment A)

City of Rancho Santa Margarita
Seven-Year Capital Improvement Program and Street Maintenance Program
Fiscal Years 2018/19 through 2024/2025

(Attachment A)

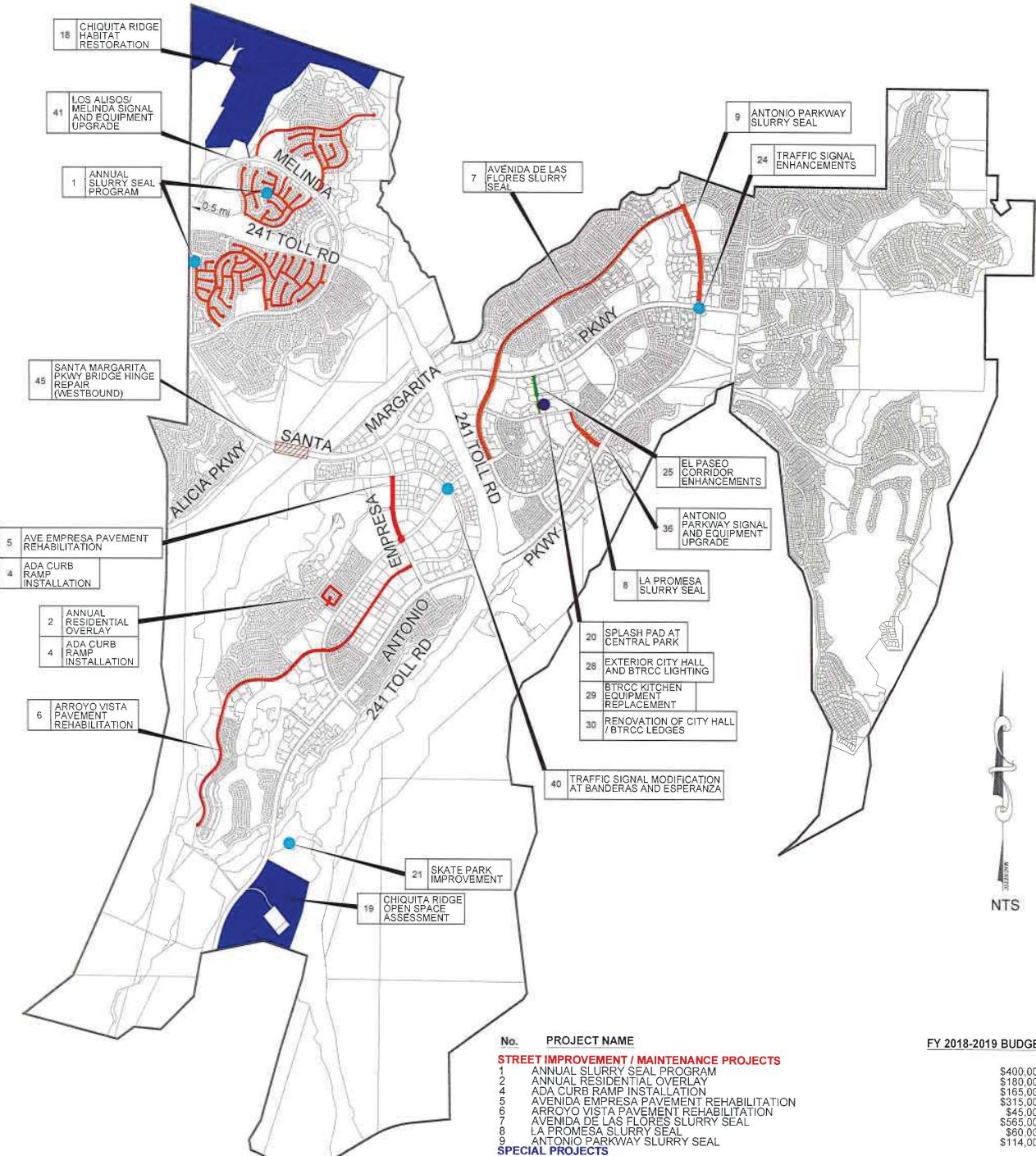
No.	PROJECT DESCRIPTION	Fund Source	Total Estimated Cost (1,000's)	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24	Year 7 24/25
BRIDGE PROJECTS										
46	SANTA MARGARITA PKWY. BRIDGE HINGE REPAIR (Westbound) (Design, Environmental, Construction)	HBP** Gas Tax Measure M	\$ 2,690 \$ 350 \$ 350	\$ 500 \$ 65 \$ 65	\$ 2,190 \$ 285 \$ 285					
	Account: 410-900-931.004		TOTAL	\$ 3,390	\$ 630	\$ 2,760				
47	SANTA MARGARITA PKWY. BRIDGE (Eastbound) (Design, Environmental, Construction)	HBP** Gas Tax Measure M	\$ 1,270 \$ 83 \$ 103	\$ 83 \$ 34 \$ 34	\$ 211 \$ 69 \$ 69					
	Account:		TOTAL	\$ 1,456	\$ 259	\$ 1,197				
48	ANTONIO PKWY. BRIDGE (Design, Environmental, Construction)	HBP** Gas Tax Measure M	\$ 521 \$ 34 \$ 34		\$ 101 \$ 420					
	Account:		TOTAL	\$ 589	\$ 115	\$ 474				
SUBTOTAL CAPITAL PROJECTS EXPENDITURES										
TOTAL CAPITAL PROJECTS & STREET MAINTENANCE EXPENDITURES			\$ 31,150	\$ 6,171	\$ 7,721	\$ 7,245	\$ 3,674	\$ 2,293	\$ 2,009	\$ 2,037

CIP FUND EXPENDITURES (WITHOUT MAINTENANCE)										
	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24	Year 7 24/25			
Gas Tax	\$ 1,487	\$ 2,544	\$ 3,396	\$ 1,245	\$ 814	\$ 841	\$ 868			
R/MRA	\$ 804	\$ 278								
Measure M	\$ 230	\$ 619	\$ 76	\$ 819	\$ 311	\$ 30	\$ 30			
AQMD	\$ 210	\$ 78	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			
CDBG	\$ 111	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			
Park Fees	\$ 1,025	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			
APM	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			
HBP**	\$ 500	\$ 2,401	\$ 1,160	\$ 420	\$ 0	\$ 0	\$ 0			
Project V	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			
CTFP-Tier 1	\$ 0	\$ 0	\$ 150	\$ 0	\$ 0	\$ 0	\$ 0			
General Fund Reserves	\$ 572	\$ 729	\$ 1,294	\$ 20	\$ 0	\$ 0	\$ 0			
TSP	\$ 332	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0			
TOTAL CAPITAL PROJECTS	\$ 5,171	\$ 6,639	\$ 6,076	\$ 2,505	\$ 1,124	\$ 841	\$ 858			
STREET MAINTENANCE	\$ 1,000	\$ 1,073	\$ 1,169							
TOTAL CAPITAL AND & STREET MAINTENANCE EXPENDITURES	\$ 6,171	\$ 7,721	\$ 7,245	\$ 3,674	\$ 2,293	\$ 2,009	\$ 2,037			

CATEGORY EXPENDITURES (WITHOUT MAINTENANCE)										
	Year 1 18/19	Year 2 19/20	Year 3 20/21	Year 4 21/22	Year 5 22/23	Year 6 23/24	Year 7 24/25			
STREET IMPROVEMENT/MAINTENANCE PROJECTS	\$ 1,913	\$ 2,453	\$ 3,257	\$ 2,011	\$ 1,124	\$ 841	\$ 868			
SPECIAL PROJECTS	\$ 1,534	\$ 416	\$ 30	\$ -	\$ -	\$ -	\$ -			
LANDSCAPE /RENOVATION PROJECTS	\$ 395	\$ 380	\$ 884	\$ -	\$ -	\$ -	\$ -			
CITY HALL & BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS	\$ 72	\$ 233	\$ 550	\$ 20	\$ -	\$ -	\$ -			
TRAFFIC IMPROVEMENT PROJECTS	\$ 627	\$ 98	\$ 63	\$ -	\$ -	\$ -	\$ -			
BRIDGE PROJECTS	\$ 630	\$ 3,019	\$ 1,312	\$ 474	\$ -	\$ -	\$ -			
CIP FUND EXPENDITURES SUBTOTAL	\$ 5,171	\$ 6,639	\$ 6,076	\$ 2,505	\$ 1,124	\$ 841	\$ 868			

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.



No.	PROJECT NAME	FY 2018-2019 BUDGET
STREET IMPROVEMENT / MAINTENANCE PROJECTS		
1	ANNUAL SLURRY SEAL PROGRAM	\$400,000
2	ANNUAL RESIDENTIAL OVERLAY	\$180,000
4	ADA CURB RAMP INSTALLATION	\$165,000
5	AVENIDA EMPRESA PAVEMENT REHABILITATION	\$315,000
6	ARROYO VISTA PAVEMENT REHABILITATION	\$40,000
7	AVENIDA LAS FLORES SLURRY SEAL	\$565,000
8	LA PROMESA SLURRY SEAL	\$60,000
9	ANTONIO PARKWAY SLURRY SEAL	\$114,000
SPECIAL PROJECTS		
18	CHIQUITA RIDGE HABITAT RESTORATION	\$215,000
19	CHIQUITA RIDGE OPEN SPACE ASSESSMENT	\$90,000
20	SPLASH PAD AT CENTRAL PARK	\$80,000
21	SKATE PARK IMPROVEMENT	\$225,000
LANDSCAPE / RENOVATION PROJECTS		
24	TRAFFIC SIGNAL ENHANCEMENTS	\$80,000
25	EL PASEO CORRIDOR ENHANCEMENT (LANDSCAPING AND POLE)	\$250,000
CITY HALL / BELL TOWER REGIONAL COMMUNITY CENTER PROJECTS		
28	EXTERIOR CITY HALL AND BTRCC LIGHTING	\$30,000
29	BTRCC KITCHEN EQUIPMENT REPLACEMENT	\$35,000
30	RENOVATION OF CITY HALL / BTRCC LEDGES	\$35,000
TRAFFIC IMPROVEMENT PROJECTS		
36	ANTONIO PARKWAY SIGNAL AND EQUIPMENT UPDATES	\$5,000
40	TRAFFIC SIGNAL MODIFICATION AT BANDERAS AND ESPERANZA	\$20,000
41	LOS ALIOS/ MELINDA ROAD SIGNAL AND EQUIPMENT UPDATES	\$316,000
45	SANTA MARGARITA PKWY BRIDGE HINGE REPAIR	\$630,000

CITYWIDE / CORRIDOR PROJECTS (NOT SHOWN ON MAP)	
3	ANNUAL CONCRETE REPAIR PROGRAM (STREET IMPROVEMENT/ MAINTENANCE)
23	MEDIAN Hardscape Renovation (LANDSCAPE/ RENOVATION)
37	RED CURB REVALUATION (TRAFFIC)
38	TRAFFIC SIGNAL BATTERY BACKUP SYSTEM (PHASE 3) (TRAFFIC)
39	EMERGENCY VEHICLE PRE-EMPTION (PHASE 3) (TRAFFIC)



FISCAL YEAR 2018/19 CAPITAL IMPROVEMENT PROGRAM PROJECT MAP

Appendices

City of Rancho Santa Margarita, California



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 ("RSMPFA"), 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 85.0% of the FY 2018-19 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 7.75% 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 (0.25%) 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 7.75%. 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

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.

Fiscal Year	Appropriations Limit	Appropriations Subject to Limit	Difference
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
2018-19	\$19,644,365	\$13,722,696	\$5,921,669

RESOLUTION NO. 18-06-13-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
RANCHO SANTA MARGARITA, CALIFORNIA,
ESTABLISHING THE APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2018/19

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

WHEREAS, Article XIIIIB 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 XIIIIB of the California Constitution; and

WHEREAS, an appropriations limit for Fiscal Year 2017/18 was approved on June 14, 2017; and

WHEREAS, the proposed appropriations limit to be approved for Fiscal Year 2018/19 is based on the approved appropriations limit for Fiscal Year 2017/18, adjusted using appropriations limit factors for Fiscal Year 2018/19, as they relate to budgeted revenues to be received in Fiscal Year 2018/19; and

WHEREAS, Article XIIIIB 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 2018/19 shall be \$19,644,365 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 2018/19 appropriations limit is California per capita personal income.

SECTION 3. That the population factor being utilized to calculate the Fiscal Year 2018/19 appropriations limit is the population growth for the County of Orange, California.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE, 2018.


MICHAEL VAUGHN, 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 13th day of June, 2018, by the following vote:

AYES: Council Members Beall, Gamble, McGirr and Mayor Vaughn (4)

NOES: None (0)

ABSTAIN: None (0)

ABSENT: Mayor Pro Tempore Holloway (1)


AMY DIAZ, CITY CLERK

City of Rancho Santa Margarita
Gann Limit
FY 2018-19

GENERAL FUND

	Budgeted Revenues 18-19		
	Proceeds of Taxes	Non-Proceeds of Taxes	Total
Property Tax	2,550,753	-	2,550,753
Sales Tax	6,742,329	-	6,742,329
Real Property Transfer Tax	310,000	-	310,000
Franchise Fees-Cable TV	-	769,453	769,453
Franchise Fees-Gas	-	66,437	66,437
Franchise Fees-Electricity	-	392,088	392,088
Franchise Fees-Refuse Collect	-	171,602	171,602
Motor Vehicle License Fee	-	22,281	22,281
Property Tax In-Lieu of VLF	4,748,202	-	4,748,202
State Mandated Costs Reimbursement	-	13,827	13,827
Solid Waste Fees	-	2,364	2,364
Building Permit Fees	-	315,000	315,000
Bldg-Plan Check Fees	-	90,000	90,000
Site Development Permits	-	6,209	6,209
Site Development Deposits	-	60,000	60,000
Massage Establishment Permit	-	2,050	2,050
Planning-Plan Check Fees	-	39,900	39,900
Other Planning Revenues	-	4,112	4,112
CDBG Grant	-	98,410	98,410
Engineering Permits	-	57,320	57,320
AB 939 Solid Waste Recycling	-	83,038	83,038
Waste Disposal Agrmt. Renenue	-	99,772	99,772
Solid Waste Diversion Permits	-	11,124	11,124
Court Fines	-	59,759	59,759
Parking Citation Revenue	-	72,000	72,000
Parking Citation Revenue - DMV	-	9,997	9,997
Passport Revenue	-	22,000	22,000
Community Services Revenue	-	2,753	2,753
Sponsorships	-	50,000	50,000
BTRCC Program Revenue	-	240,000	240,000
BTRCC Rental Revenue	-	157,500	157,500
Misc. Revenue	-	10,436	10,436
Senior Mobility Grant	-	27,488	27,488
Investment Earnings	99,250	-	99,250
Total General Fund	<u>14,450,534</u>	<u>2,956,920</u>	<u>17,407,454</u>

SPECIAL REVENUE FUNDS

Gasoline	-	1,924,171	1,924,171
Interest	-	5,812	5,812
Measure M	-	725,187	725,187
Interest	-	3,644	3,644
Air Quality	-	59,672	59,672
Interest	-	328	328
Local Park Trust Fund	-	-	-
Interest	-	-	-
SLSF	-	99,453	99,453
Interest	-	547	547
Cable PEG Fees	-	-	-
Interest	-	-	-
CAPITAL PROJECTS FUND	-	843,000	843,000
Total Other Funds	<u>-</u>	<u>3,661,814</u>	<u>3,661,814</u>
Total Revenue	<u>14,450,534</u>	<u>6,618,734</u>	<u>21,069,268</u>

Appropriations Excluded From Limit (727,838)

NET APPROPRIATIONS SUBJECT TO LIMIT **13,722,696**

FY 2017-18 APPROPRIATIONS LIMIT 18,819,087
 FY 2018-19 Appropriations Limit Factor 1.043853 (1)

FY 2018-19 CALCULATED APPROPRIATIONS LIMIT 19,644,365

FY 2018-19 APPROPRIATIONS UNDER LIMIT 5,921,669

(1) - Source - California Dept of Finance-County (1.0367 x 1.0069= 1.04385323)

RESOLUTION NO. 18-06-13-05

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 2018/19

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 2018/19 to the City Council; and

WHEREAS, the City Council set June 13, 2018, as the date of the public hearing to consider the FY 2018/19 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 \$29,640,852 for Fiscal Year 2018/19 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 \$26,906,683 during FY 2018/19.

SECTION 3. That available accumulated General Fund Reserves designated for technology are allocated in the amount of \$90,522 for technology expenditures, reserves designated for council strategic are allocated in the amount of \$305,000 for Council strategic expenditures, reserves designated for facilities are allocated in the amount of \$72,000, and reserves designated for infrastructure are allocated in the amount of \$326,557. The amount of \$85,000 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 2018/19 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 2018-2019" 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 2018-2019" are not altered.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE, 2018.



MICHAEL VAUGHN, 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 13th day of June, 2018, by the following vote:

AYES: Council Members Beall, Gamble, McGirr and Mayor Vaughn (4)

NOES: None (0)

ABSTAIN: None (0)

ABSENT: Mayor Pro Tempore Holloway (1)



AMY DIAZ, CITY CLERK

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City of Rancho Santa Margarita

California